



City of Colusa
Finance Department
Monthly Staff Report – July 2022

CDBG-HOME

- Loan monitoring and correspondence.
- HOME 2018 NOFA Award general conditions setup cont'd.
- Devonshire apartments monitoring cont'd
- PRA and quarterly reports
- Home Loan compliance and reporting requirements

Accounts Payable

- Review Income and Expense statement July 2022
- July 2022 Warrant Listing.
- 98 accounts payable checks processed.
- Staff training on AP functions cont'd

Payroll

- Prepare June salary allocation transfers.
- April regular payroll.
- Implement (3) regular salary step increase
- Reconciliation of benefits accounts
- Staff training on Payroll function Cont'd.
- Quarterly reports

Accounts Receivable

- Provide continued utility billing customer support.
- 2,182 utility bills mailed.
- (3) bad checks processed.
- 2,473 cash payments processed (utilities, bldg. permits, recreation and pool, encroachment, business license, State and County payments, and boat launch fees.
- Boat Launch and State Park Payments
- Updated Backflow record
- 5 Building Permits
- 93 Credit card Payments

City Hall - Customer Services

- 506 customers walk-ins.

- 159 utility late notices.
- 84 Water/Sewer shut off for non-payment.
- 8 open utility accounts & adjustments.
- 7 closed utility accounts.
- 535 received phone calls.
- 10 Events/marque and banner applications processed.
- 3 State Park Reservation & Revenue
- 29 public works service requests
- Issued 23 Building Permits
- 4 Encroach Permits

General Ledger

- Various correspondence with staff.
- Review the Income and Expense
- Bank reconciliation.
- Staff training on General Ledger

Personnel - HR

- Sick and vacation leave accrual monthly report update.
- July 2022 MidAmerica retiree health insurance distribution.
- Workers Compensation claims cont. d.
- Begin migration of MOUs into Employee Handbook continued.
- Employee termination.
- Assistance with employee retirement
- Assist with the disability application
- Review NCCSIF monthly Workers Compensation & Liability Reports.
- Provide retirement information to retirees and Public Works.
- Employee Income Verification (3).
- Analysis of vacation accrual and maximum

Recreation Department

- Monthly Calendar – Colusa Outlook.
- Assist with new recreation programs cont'd
- Processed recreation programs request
- Updated the information in Rec Desk
- Posted the payment receive in person and through the Rec. Desk

Other

- Various Grants reimbursement reports and follow up
- Quarterly reports for business and building
- Sewer Arrearage grant reporting requirement
- Applied for LIHWAP program
- Work with Corbin Willits on On-Line Bill Pay scheduled for end of April cont'd.
- Begin July 2022 OPEB Valuation due June 30th, 2032. CERBT data extract report cont'd..
- NCCSIF vehicle-renewal policy and certification.
- Sunrise Landing Developer Payment reconciliation and request.
- NCCSIF inquiry about Pool contract with Swim Team and insurance requirements.
- Input in MOMs
- Budget Analysis and Input in MOMS
- Attend HDL meetings
- Participated in ARPA funding requirements
- Work in progress with all city assessment districts, public notices, and staff reports
- Numerous public record requests cont'd
- The Community Foundation of Colusa County paid \$2,178.07 for 2 Skylights, Keypad, and misc. material for shade installment
- Donation received \$1,500 from Colusa Firefighters Association for Cinderella Project
- Donation received \$300 from Jean-Pierre Cativiela & Lora Weeks for a Free Swim Day
- Donation received \$2,000 from Compose Leaf for 4th of July
- Input and fiscal year 2022-23 budget in MOMS and assembled for the package
- Weekly meeting with iworq software technicians