



*City of Colusa*  
*Finance Department*  
*Monthly Staff Report – February 2022*

**CDBG-HOME**

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

**Accounts Payable**

- Review Income and Expense statements February 2022
- February 2022 Warrant Listing.
- 162 accounts payable processed.
- Staff training on AP functions cont'd

**Payroll**

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

**Accounts Receivable**

- Provide continued utility billing customer support.
- 2,173 utility bills mailed.
- (3) bad checks processed.
- 1,709 cash payments processed (utilities, bldg. permits, recreation and pool, encroachment, business license, State and County payments, boat launch fees.
- Boat Launch and State Park Payments
- Updated Backflow record
- 0 Building Permits
- 54 Credit card Payments

**City Hall - Customer Services**

- 423 customers walk ins.

- 173 utility late notices.
- 201 Water/Sewer shut off for non-payment.
- 12 open utility accounts & adjustments.
- 10 closed utility accounts.
- 252 received phone calls.
- 2Events/marque and banner applications processed.
- 8 business licenses processed.
- 1State Park Reservation & Revenue
- 26 public service requests
- Issued 2 Building Permits
- 6 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.
- February 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 disability application
- Review NCCSIF monthly Workers Compensation & Liability Reports.
- Provide retirement information to Police Admin. Office Manager.
- Employee Income Verification (2).

### **Recreation Department**

- Monthly Calendar – Colusa Outlook.
- Assist with new recreation programs cont'd
- Processed recreation programs request

### **Other**

- Various Grants reimbursement reports and follow up

- CV. 1 and Micro Enterprise Grants – Correspondence and follow up
- Work with Corbin Willits on On-Line Bill Pay scheduled for end of December cont'd.
- Begin July 2021 OPEB Valuation due June 30<sup>th</sup>, 2022. 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.
- Mid-Year Budget Preparation, meetings with department heads and presentation
- Input in MOMs
- Budget Analysis and Mid-Year Budget update
- Attend HDL meetings
- Participated in ARPA funding requirement.
- Work in progress with all city assessment district, public notices, and staff reports
- Processed application on Water Arrearages
- Grant Reimbursement request cont'd
- Numerous public record request cont'd
- Forward the package to Micro-enterprise applicant.