



City of Colusa
Finance Department
Monthly Staff Report – March 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 requirements

Accounts Payable

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

Payroll

- Prepare March salary allocation transfers.
- March regular payroll.
- Implement (2) regular salary step increase
- Reconciliation of benefits accounts
- Staff training on Payroll function Cont'd.

Accounts Receivable

- Provide continued utility billing customer support.
- 2,249 utility bills mailed.
- (1) bad checks processed.
- 1,897 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
- 1 Building Permits
- 44 Credit card Payments
- 3 Invoices

City Hall - Customer Services

- 450 customers walk-ins.

- 186 utility late notices.
- 212 Water/Sewer shut off for non-payment.
- 20 open utility accounts & adjustments.
- 15 closed utility accounts.
- 322 received phone calls.
- 4 Events/marque and banner applications processed.
- 22 business licenses processed.
- State Park Reservation & Revenue
- 40 public service requests
- Issued 2 Building Permits
- 9 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.
- March 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 Police Admin. Office Manager.
- Employee Income Verification (3).

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

- Water Arrearage grant and credited the customers
- Applied for Sewer Arrearage program
- CV. 1 and Micro Enterprise Grants – Correspondence and follow up
- Work with Corbin Willits on On-Line Bill Pay scheduled for end of March cont'd.
- Begin July 2021 OPEB Valuation due June 30th, 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.
- Input in MOMs
- Budget Analysis
- Attend HDL meetings
- Participated in ARPA funding requirement.
- Work in progress with all city assessment districts, 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.
- Coordinate with SBDC for upcoming summit in May