



Department Report

MEETING DATE: December 13, 2021

FROM: Teri Lea Beiriger, Director of Finance

SUBJECT: Department of Finance Activity Report

BACKGROUND

The following report provides activity within the Department of Finance for the reporting period from October 1 through October 31, 2021.

In brief, the Finance Department:

- Continued to reconcile outstanding balances of Miscellaneous Billing.
- Continued to clean up billing on EMS accounts with balances.
- Continued to collect outstanding solid waste accounts in October; working with IT to retrieve the Utilities module in NWS.
- Continued to review Finance policies and revise accordingly.
- Continued to review and discuss x:/drive format and Laserfiche cleanup.
- Continuing the search for the Accountant position.
- Awarded Solid Waste Authority 2021 Blighted Property grant for City Hall landscaping.
- Submitted CARES IV grant application.
- Distributed all budget books and placed on website.
- Certified the eTRIM.
- Participated in a morale boosting "Where's Waldo" group for Halloween.

The Finance Department has, and continues to, work on efficiencies to better serve our internal and external customers.
