



## Department Report

**MEETING DATE:** May 16, 2022

**FROM:** Teri Lea Beiriger, Director of Finance

**SUBJECT:** Department of Finance Activity Report

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### BACKGROUND

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The following report provides activity within the Department of Finance for the reporting period from April 1 through April 30, 2022.

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; working with IT to retrieve the data contained in the Utilities module in NWS.
- Continued to review and discuss x:/drive format and Laserfiche cleanup.
- Released Solid Waste Liens.
- Presented a False Fire Alarm fee write-off for Pacifica.
- Assisted the DNS Department with Business Tax Receipt refunds for the rental unit business licenses.
- Completed and distributed the Annual Comprehensive Financial Report for FY21.
- Began budget meeting for CIP and Vehicles, with departments and City Manager.
- Submitted the GFOA Certificate of Achievement for Excellence in Financial Reporting (COA) Award application.
- Submitted the GFOA Popular Annual Financial Reporting Award application.
- Submitted the Finance Budget to the City Manager.
- Submitted the quarterly reports for the American Rescue Plan (ARP), HMPG Generator and Gladiator Lakes grants.
- Submitted the Firefighter Supplemental Compensation Report.
- Awarded and received CARES Act 4 Grant funds in the amount of \$46,136.28.
- Received \$4,001.00 for I Motivate 2022 Grant.

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

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