



925 S. Main Street
Lebanon, Oregon 97355

TEL: 541.258.4212
bneish@lebanonoregon.gov
www.lebanonoregon.gov

MEMORANDUM

Finance Department

To: Council President Steinhebel and
City Council
Ron Whitlatch, City Manager

August 21, 2025

From: Brandon Neish, Finance Director

Subject: Department Report – July 2025

- Accounts Payable
 - Payments made in July 2025; 241 checks were processed for payments of \$2,150,421.64.
- Audit
 - Auditors were present for the interim field audit on August 15-16, 2024.
 - Auditors were present October 21-25, 2024 for the final field audit. Staff had a few items left to address, specifically capital assets, outstanding accounts payable, and some questions sent by auditors. Staff wrapped up all remaining items quickly to ensure a timely delivery of the audit report.
 - City received draft financial statements on June 27.
 - Staff has been working with the audit firm to finalize the financial report. As of the writing of this report, staff is still waiting for the firm to produce the final document.
- Payroll
 - Payroll was processed on July 3rd and July 18th for all employees. In total, 123 employees were paid in July.
- Utility Billing
 - 6,336 billing statements (including electronics) were mailed July 30th for a total of \$1,338,558.80 in utility revenue and \$166,475.40 in city service fee revenue.
 - On July 17th, 195 phone calls went out to notify customers they have a past due balance.
 - There was a total of 83 lockouts in July.
 - There was a total of 325 service requests in July: 67 move ins, 83 lock-offs, 11 re-read meters, 58 reconnects, 41 move outs, 6 leak checks, 16 changed meters, 31 turn ons, 7 turn offs, 2 meter installations, no meter removals, no dead meters, no water quality checks, 1 pressure test, no emergency requests, no meter tests, 1 meter locate, and 1 miscellaneous request.

Utility Billing Data

	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	Jul-25
Active Accounts	6,641	6,641	6,641	6,641	6,645	6,645	6,646	6,639	6,632	6,636	6,651	6,655	6,658
Penalty Applied	11	246	249	83	225	417	165	220	263	87	189	327	268
Lock Offs	136	72	86	118	82	N/A	158	52	100	138	105	57	83

Municipal Court Data

	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	Jul-25
Charges Filed	210	194	151	189	130	125	268	133	166	159	200	178	217
Show Cause Issued	66	41	56	65	66	76	69	66	55	53	61	62	66
Licenses Suspensions Issued	52	47	41	68	47	19	51	42	47	50	35	49	32
Warrants Issued	160	199	171	205	197	115	278	158	145	180	205	168	201
Charges Disposed	177	170	162	186	159	113	208	204	162	174	187	200	136