



**City of Sweet Home**  
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## Finance Department

To: City Council  
Ray Towry, City Manager

From: Brandon Neish, Finance Director

Subject: Finance Department Monthly Report – May 2020

The Finance Department is responsible for the for the fiscal management of the City of Sweet Home. This includes accounts payable, payroll, general accounting, preparing the annual budget and the city's annual audit. This department also administers the city's assessment docket, coordinates employee's benefits and maintains financial records relating to grants and contracts. The following information represents the department's activities during the month of **May 2020**.

### Accounts Payable:

The Finance Department maintains a weekly schedule for AP disbursements when possible. City departments submit documentation through Springbrook to request payment to vendors. Once the Finance Department has a completed purchase order and invoice/receipt, a check is printed and mailed within seven (7) business days.

For May 2020, 172 checks were printed totaling \$751,808.96. Over the past five years, 195 checks were printed in May on average with an average total of \$808,518.66. In April 2020, 101 checks were printed totaling \$426,232.70. A list of the May checks is provided for your review. Below is a list of the checks that were equal to or exceeded \$5,000 and their purpose (if not clear on list).

<u>Check No.</u>	<u>Vendor</u>	<u>Description</u>	<u>Amount</u>	<u>Fund</u>
90951	Intertech, Inc.	SCADA for Strawberry Reservoir	\$9,539.00	Water Capital – 502
90979	Business Oregon	Linn County CDBG	\$16,500.00	Economic Dev – 760
90981	CMI Software Corporation	Justice Connect for PD	\$19,600.00	Public Safety – 200
90989	ES&A Sign Corporation	Final payment for new City Hall sign	\$13,581.93	General Fund – 100
91041	Dude Solutions, Inc.	Asset Essentials software (replacing Mobile 311)	\$18,608.13	Various PW funds

<u>Check No.</u>	<u>Vendor</u>	<u>Description</u>	<u>Amount</u>	<u>Fund</u>
91052	National Photocopy Corp.	Monthly charges for lease and new Library color copier	\$9,748.30	Various (Library - \$8,915 fixed asset)
91057	Oregon DEQ	Loan payment for I&I work	\$158,472.00	Wastewater – 550

Passports:

Since 2001, the city has been accepting passport applications for the United States Department of State. Travelers can call, stop by city hall or visit the city's website for information on application requirements.

The City processed zero applications and took zero photos. This is due to the closure at City Hall as a result of the COVID-19 pandemic.

Lien Searches:

The city has various liens that can be applied to properties in Sweet Home. The city can apply a lien for past due utility balances or a property owner can place a lien on their property for improvement assessments per ORS. An internet database maintains a list of these liens and is searchable by title companies for paying off outstanding balances during a sale. Each lien search generates \$25.00 for the city.

44 lien searches were completed in May 2020. The five-year average is 61.

Utility Billing:

Utility billing is responsible for the timely reading of water meters in the city and distribution of bills to residents and businesses. The revenue generated from the utility bills covers the costs associated with operating and maintaining the Water Treatment Plant and the Wastewater Treatment Plant as well as the maintenance of the city's distribution and collection systems.

For the month of May 2020, the city processed 169 service requests and saw 18 new customers open accounts in Sweet Home. In total, 37 accounts were opened and 35 were closed. The city processed 3,243 utility billing statements and 884 past due notices. **80 accounts would have been turned off for non-payment on May 13, 2020.** However, given the current public health situation, the City Council passed an interim policy on March 19, 2020 that froze all turn-offs for non-payment.