



City of Sweet Home
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Finance Department

To: City Council
 Christy Wurster, City Manager Pro Tem

From: Brandon Neish, Finance Director

Subject: Finance Department Monthly Report – June 2022

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 **June 2022**.

	June 2022	May 2022	YTD	Fiscal Year 2021	Prior Five- Year Average
<u>Accounts Payable</u>					
Chks printed	189	158	1,867	2,099	2,037
Exp. Total	\$1,332,697.21	\$1,125,441.57	\$11,007,879.42	\$9,419,358.90	\$7,448,251.05

<u>Passports</u>					
Processed	23	18	348	260	280*
Photos taken	24	24	357	254	249*

* Data back to August 2018

<u>Lien Searches</u>	42	65	701	765	680
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<u>Utility Billing</u>					
Service requests	358	398	3,089	2,000	2,119*
New accounts	25	18	186	138	138*
Net account changes	+11	+5	+42	+26	+26*
Statements processed	3,192	3,189	35,223	35,410	35,140*
Past-due notices sent	787	886	9,840	9,916	10,764*
Accounts scheduled for turn-off	58	43	600	503	516*

Below is a list of the checks that were equal to or exceeded \$5,000 and their purpose (if not clear on check listing).

<u>Check No.</u>	<u>Vendor</u>	<u>Description</u>	<u>Amount</u>	<u>Fund</u>
94165	Bauman Farms, LLC	Plants and baskets for median planters	\$ 5,625.70	General Fund (100)
94175	Tony Lopez	360' of 6' fence at PW yard	\$ 12,240.00	General Fund (100)
94191	Senior Citizens of Sweet Home	Public transit grant (pass-through)	\$ 79,892.00	Public Transit (755)
94197	USA Blue Book	Spectrophotometer for Fluoride replacement project	\$ 6,164.34	Water Depreciation (503)
0	SAIF Corporation	Workers' Compensation annual premium	\$ 29,367.01	General Fund (100)
94223	Whelchel Fence Co., Inc.	Gate repair	\$ 6,078.00	Public Safety (200)
94226	Brightly Software, Inc.	Work order tracking in Public Works (formerly known as Dude Solutions/Asset Essentials)	\$ 25,923.35	Various
94257	Pacific Excavation, Inc.	Excavation work for WTP VFD/Backwash project	\$ 49,839.94	Water Depreciation (503)
94269	CMI Software Corporation	JusticeConnect (PD record management software/Computer Aided Dispatch)	\$ 15,002.00	Public Safety (200)
94272	Global Electronics Services, Inc.	Parts for vacuum sludge project at WTP	\$ 9,706.04	Water Depreciation (503)
94288	Stommel, Inc.	Upfit for new 2022 K9 vehicle	\$ 17,569.83	Public Safety (200)
94308		Upfit for new 2022 patrol vehicle	\$ 15,214.50	Public Safety (200)