



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 – April 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 **April 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 April 2020, 101 checks were printed totaling \$426,232.70. Over the past five years, 169 checks were printed in April on average with an average total of \$516,845.51. In March 2020, 416 checks were printed totaling \$1,575,767.12. A list of the 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).

Check No.	Vendor	Description	Amount
90833	Primasing Motors, Inc.	New chassis for Public Works	\$29,879.63
0	Sweet Home Community Foundation	Community Grants per MOU	\$5,000.00

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.

For the first time since Sweet Home began accepting passport applications, 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.

32 lien searches were completed in April 2020. The five-year average is 65.

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 April 2020, the city processed 173 service requests and saw 8 new customers open accounts in Sweet Home. In total, 39 accounts were opened and 39 were closed. The city processed 3,249 utility billing statements and 817 past due notices. **117 accounts would have been turned off for non-payment on April 8, 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.