



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 2021

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 2021**.

	April 2021	March 2021	YTD	Fiscal Year 2020	Prior Five- Year Average
<u>Accounts Payable</u>					
Chks printed	142	190	1,105	2,099	2,037
Exp. Total	\$632,683.98	\$746,651.47	\$7,177,819.92	\$9,419,358.90	\$7,448,251.05

<u>Passports</u>					
Processed	36	41	181	305	299*
Photos taken	42	42	167	225	250*

* Data back to August 2018

<u>Lien Searches</u>	55	58	573	599	527
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	April 2021	March 2021	YTD	Fiscal Year 2020	Prior Five- Year Average
Utility Billing					
Service requests	195	155	1,833	2,388	2,318*
New accounts	3	10	127	136	146*
Net account changes	+4	+1	+22	+19	+27*
Statements processed	3,185	3,195	32,261	37,199	36,640*
Past-due notices sent	667	846	9,281	12,213	11,678*
Accounts scheduled for turn-off	23	63	417	486	552*

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>
0	DevNW	CDBG expenses (City receives revenue offset)	\$90,021.46	Economic Dev (760)
92405	West Yost & Associates, Inc.	AWIA Risk Assessment	\$5,270.60	Water Ops (500)
92431	Fisher's RPM Electric Motor	Pump repair at WWTP	\$16,891.00	Wastewater Ops (550)
92456	Senior Citizens of Sweet Home	City support for Linn Shuttle program	\$22,200.00	General Fund (100)
92464	The Papé Group	Backhoe	\$126,300.00	Proj/Equip Reserve (202)
92466	West Yost & Associates, Inc.	Water system evaluation	\$14,269.09	Water Depreciation (503)
92258	Grove, Mueller & Swank, P.C., Inc.	2020 Audit	\$14,000.00	Internal Services (290)
92267	Oregon Dept. of Environmental Quality	Annual fee for sewage disposal	\$10,046.00	Wastewater Ops (550)
92285	ODOT	Advance for STIP	\$14,481.34	Street Maint. Fund (570)
92297	Drew Briese	Concrete work at Sankey Park	\$19,965.00	General Fund (100)
92307	David Dougherty	Streetscape	\$5,939.61	General Fund (100)