



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 – November & December 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 months of **November & December 2021**.

| | December 2021 | November 2021 | YTD | Fiscal Year 2021 | Prior Five- Year Average |
|----------------------------|------------------|------------------|----------------|---------------------|-----------------------------|
| Accounts Payable | | | | | |
| Chks printed | 201 | 174 | 980 | 2,099 | 2,037 |
| Exp. Total | \$1,693,438.39 | \$1,428,745.22 | \$5,461,822.82 | \$9,419,358.90 | \$7,448,251.05 |
| Passports | | | | | |
| Processed | 7 | 26 | 132 | 260 | 280* |
| Photos taken | 9 | 14 | 129 | 254 | 249* |
| * Data back to August 2018 | | | | | |
| Lien Searches | 47 | 48 | 338 | 765 | 680 |

| | December 2021 | November 2021 | YTD | Fiscal Year 2021 | Prior Five- Year Average |
|---------------------------------|--------------------------|--------------------------|------------|-----------------------------|---|
| Utility Billing | | | | | |
| Service requests | 193 | 298 | 1,227 | 2,000 | 2,119* |
| New accounts | 16 | 12 | 89 | 138 | 138* |
| Net account changes | +2 | -2 | +9 | +26 | +26* |
| Statements processed | 3,218 | 3,229 | 16,064 | 35,410 | 35,140* |
| Past-due notices sent | 1,708 | 917 | 5,008 | 9,916 | 10,764* |
| Accounts scheduled for turn-off | 54 | 61 | 279 | 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).

| Check No. | Vendor | Description | Amount | Fund |
|------------------|---|-------------------------------------|---------------|----------------------------|
| 93327 | Business Oregon | Loan payment | \$280,923.82 | Water Fund (500) |
| 93334 | Correct Equipment, Inc. | Ultrasonic water meters | \$149,977.47 | Water Fund (500) |
| 93351 | Oregon Dept. of Administrative Services | Generator & fuel tank | \$ 60,000.00 | General Fund (100) |
| 93354 | Oregon Dept. of Transportation | Hwy 20 STIP deposit | \$ 12,250.00 | Street Maint. Fund (570) |
| 93393 | Correct Equipment, Inc. | 2-3" meters | \$ 25,615.00 | Water Fund (500) |
| 93396 | David Dougherty | Streetscape plan development | \$ 5,185.00 | Economic Development (760) |
| 93402 | Graphics Equipment | WWTP belt press repairs | \$ 5,004.00 | Sewer Fund (550) |
| 93414 | Linn County Treasurer | Transient occupancy tax collection | \$ 10,919.57 | General Fund (100) |
| 93422 | Newco, Inc. | Sodium hypochloride for water plant | \$ 7,316.00 | Water Fund (500) |
| 93425 | Northstar Chemical, Inc. | Sodium hypochloride | \$ 14,490.55 | Water Fund (500) |
| 93430 | Oregon Dept. of Transportation | Hwy 20 STIP project prep | \$ 9,743.77 | Street Maint. Fund (570) |
| 93446 | Sternberg Laterns, Inc. | Lights for Sankey Park | \$ 7,800.00 | General Fund (100) |

| <u>Check No.</u> | <u>Vendor</u> | <u>Description</u> | <u>Amount</u> | <u>Fund</u> |
|-------------------------|-------------------------------------|---|----------------------|-------------------------------|
| 93448 | Sweet Home River of Life Fellowship | CEIP grant | \$ 15,000.00 | Economic Development (760) |
| 93450 | The Automation Group, Inc. | Streaming current monitor capital project | \$ 41,460.00 | Water Depreciation Fund (503) |
| 93463 | ClearGov, Inc. | Budget/ Transparency software | \$ 11,898.67 | Internal Service Fund (290) |
| 93481 | Linn County Tax Collector | Property Tax 4296 Osage St (Flex Bldg) | \$ 8,778.24 | General Fund (100) |
| 93490 | Sweet Home Veterinary Hospital | CEIP grant | \$ 5,183.61 | Economic Development (760) |
| 93535 | A-Team Services, LLC | Sewer lateral 1651 13 th Ave. | \$ 10,000.00 | Sewer Fund (550) |
| 93573 | Knife River Corp NW | Phase 2 paving project | \$484,339.63 | Gas Tax Fund (575) |
| 93587 | Newco, Inc. | Treatment chemicals for water plant | \$ 11,403.50 | Water Fund (500) |
| 93594 | Oregon Dept. of Transportation | Final deposit for Hwy 20 STIP | \$285,091.00 | Street Maint. Fund (570) |
| 93626 | Western Oilfields Supply Company | Tank cleaning | \$ 10,135.00 | Water Fund (500) |