FINANCE DEPARTMENT

November 2022

MONTHLY REPORT

FINANCE, PAYROLL & ACCOUNTS PAYABLE:

The month of November the focus of Finance is to reconcile all City asset and liability accounts and all City funds to prepare the trial balance for the Auditors. The trial balance was provided to the auditors on November 30th. Finance continued to assist the auditors in their review of the City of Lewiston Employee Benefit Plan Trust, and Finance also received the annual actuary report for the Employee Benefit Plan Trust, which was presented to the trustees for approval and submitted to the auditors. Finance continues to assist the actuaries who are performing the biannual actuary of the City of Lewiston Police Retirement Plan. The department began to plan for processing of the annual tax returns to include: 1099s, W-2s and 1095s. Finance submitted a Request for Legal Services to prepare our annual records destruction resolution so the department can continue its progress of cleaning and organizing the finance storeroom.

The department wished a farewell to the City's Purchasing Agent, Joy Schwank, who served the City for 17 years. We wish her and her family the best! Finance is looking forward to welcoming our new Purchasing Coordinator, Katrina Sharp in December.

	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	FY23
Travel Sheets	28	9											**37**
Employees Traveled	12	12											**24**
A/P Checks	345	470											**815**
Payroll Checks	3	3											**6**
Direct Deposits	721	640											**1361**
Parking Ticket Invoices	18	23											**41**
General Billing Invoices	34	38											**72**

UTILITY BILLING & CUSTOMER SERVICE:

This month's utility billing insert was provided by Public Works and included a citizen outreach titled "Annual Transportation CIP Update Call for Requests." Utility billing started receiving completed forms within days of the mailing from citizens who shared their assessment of the city's major transportation capital improvement project needs.

	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	FY23
Water Units Billed	167,159	76,005											**243,164**
Billings Processed	12,948	12,957											**25,905**
Water Leak Notices	22	20											**42**
Suspension Notices	217	251											**468**
Delinquent Shut Off	19	16											**35**
Sanitation Change Requests	98	108											**206**
Ownership Changes	57	42											**99**
Utility Assistance Rev Lost	5,202	5,100											**10,302**
Accts Paid Manually	7,657	7,479											**15,136**
Web Payments	2,528	2,544											**5,072**
Auto-Pay Processed	2,700	2,714											**5,414**
Returned Checks	7	15											**22**

PURCHASING:

Purchasing issued one competitive procurement, RFP-23-005 Golf Course Management, and the biennial request for qualifications RFQ-23-008 Professional Services Consultant Roster in November. The biennial RFQ is non-competitive in that the City accepts submissions to the roster for firms that meet the basic qualifications at any time.

IFB-22-015 Water Treatment Chemicals (Sodium Hydroxide) was awarded by Council. Oxarc was the lowest bidder but failed to execute the agreement. Thatcher Company, as the second lowest bidder was the awardee as permitted by Idaho Code § 67- 2806(2)(g).

Joy Schwank's, the City's Purchasing Agent, final day in the office was November 23, 2022. Her career with the City started as a temporary intern position, and she blossomed into one of the top Purchasing Agents in the state. In her 17 years with the City, she dedicated many long days to ensuring that compliance with local, state, and federal laws were strictly followed. We thank Joy for all her years of service, and wish her the very best in her next adventure.

	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	FY23
Purchase Orders	833	265											**1,098**
Change Orders	46	21											**67**
New Vendors	9	14											**23**
Bids Received	2	3											**5**
Bids Awarded	2	1											**3**
Co-Ops / Piggybacks	1	1											**2**
Non-Competitive Awarded	1	1											**2**

FLEET MAINTENANCE:

Sweeper repairs were the main focus for the first part of November. Other seasonal fare included converting the mowers for seasonal use. This involves leaf mulching in the fall, and then installing brooms and flashing lights for snow removal.

Office staff participated in vehicle RFP (request for proposal) activities in November. Two of our technicians took and passed their first two EVT (emergency vehicle technician) tests, becoming EVT Level 1 Certified. The benefit of this training and certification is that we have knowledgeable technicians who are trained to work on emergency vehicles, thereby enhancing the safety of the public as well as our own personnel.

There were no snow removal equipment related callouts during the first snow events of the season, indicating that the Fleet and Street Maintenance divisions partnered well together to prepare the equipment for the season.

	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	FY23
Work Orders Written	72	113											**185**
Callouts	0	1											**1**
Vehicles/Equip Acquired	1	0											**1**
Vehicles/Equip Retired	0	0											**0**
Vehicles/Equip Repurposed	1	1											**2**