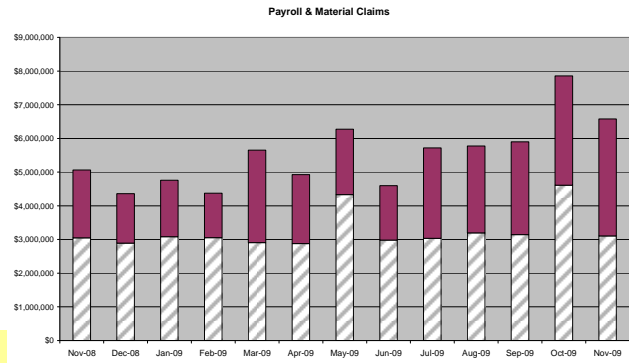


**Payroll & Material Claims**

Date	Payroll	Vendor	Total
Nov-08	\$3,049,841.65	\$2,014,026.22	\$5,063,867.87
Dec-08	\$2,891,302.85	\$1,469,652.97	\$4,360,955.82
Jan-09	\$3,082,576.70	\$1,676,888.00	\$4,759,464.70
Feb-09	\$3,052,117.31	\$1,321,441.78	\$4,373,559.09
Mar-09	\$2,908,436.83	\$2,743,951.34	\$5,652,388.17
Apr-09	\$2,879,914.35	\$2,043,955.96	\$4,923,870.31
May-09	\$4,329,030.84	\$1,944,624.86	\$6,273,655.70
Jun-09	\$2,980,506.13	\$1,616,455.52	\$4,596,961.65
Jul-09	\$3,037,127.39	\$2,681,493.59	\$5,718,620.98
Aug-09	\$3,197,480.24	\$2,577,443.63	\$5,774,923.87
Sep-09	\$3,142,642.48	\$2,755,652.01	\$5,898,294.49
Oct-09	\$4,611,311.60	\$3,245,397.08	\$7,856,708.68
Nov-09	\$3,105,990.51	\$3,473,686.26	\$6,579,676.77



MEMORANDUM FOR: Mayor & Council

FROM: David Swindell, Chief Financial Officer

SUBJECT: November Payroll and Material Claims

DATE: December 3, 2009

1. Total payroll and material claims: **\$6,579,676.77**

Of which: payroll related: \$3,105,990.51 (706 employees (-12); 486 Full-time (-3) & 18 Half-time (NC))  
 vendor claims: \$3,473,686.26 (138 Part time (+9) & 57 Seasonal PT (-18), 7 elected (NC))

2. Vendor claims \$10,000 or more:

ACLEOTC	11,200.00	Downpayment, K-9 training (Police)
Bannock Co. Solid Waste	105,508.07	October Landfill charges (Sanitation)
Bannock Co. Ambulance	79,097.73	Refund on FY09 billings ( under budget @ 89%) (ambulance)
Bannock Co. Election	50,823.08	November 2009 election services (Election City Clerk)
Bowen Petroleum Inc.	51,311.29	Fuel (Fuel Fd, on behalf of all depts.) + WPC
Build, Inc.	403,197.19	Progress pmt, South Valley water tank (Water Const Fund)
Davies Aqua-Chem Supply	14,438.35	Most is required rebuild of Lazy River drain system (RPAC)
DEQ Revolving Loan Fund	182,778.74	Debt service, WWTP (WPC Debt Svc Fund)
Fearless Farris Stinker Station	44,887.36	Fuel (Fuel Fd, on behalf of all depts.)
HDR Inc.	76,049.23	Eng svcs, South Connector (Fed Aid); terminal project (Airport)
Idaho Power Co.	138,925.65	Electric utility (all depts. & funds) Water largest @\$66,570.72
Idaho Transportation Dept	12,661.50	Local match, Alameda/Hawthorne project (Street Spec Project)
Intermountain Coach Inc.	787,149.00	5ea demand response buses, 1ea fixed route bus (Transit)
Intermountain Gas Co.	17,115.09	Natural gas utility (all depts) WWTP largest @\$2,980.37
Keller Associates, Inc.	29,678.47	Eng svcs, Gould & Custer bridges (Street), water tank (Water)
L&A Concrete	14,569.00	Gutters, Garfield & Whitman, Riverside, Trailcreek (Street)
Mickelsen Construction Inc.	29,179.81	Hot mix, 8th & Young, Cherokee, 2nd & Lovejoy (Water & Street)
Northwest Equipment Sales	282,300.00	3ea Mack trucks per bid (Sanitation)
Physicians Immediate Care	19,069.50	Health fair blood tests & flu shots (Med Ins Fund)
Pocatello, City of	12,187.78	City utilities (all departments, parks garbage largest @\$5,249.53)
Pro Builders, Inc.	28,853.00	Sewer rebuild, Poleline & Eldridge, Belmont St. (WPC)
Proforce Law Enforcement	20,824.85	Taser cartridges, grip plates (Police)
RIA Corporation	27,622.25	Studio equipment pkg, 3 digital cameras, switcher (Video Svcs)
Schiess, David R. & Assoc	11,048.00	South Park drainage study (Street)
Skaggs Public Safety & Uniforms	36,524.00	Police body armor (Police Grant Fund)
Stock CMS	172,628.11	Progress payments airport terminal project (Airport capital fund)
Western Systems Fabrication	203,040.00	3ea Heil compactors, per bid (Sanitation)
White & Jankowski	10,311.22	Water rights litigation services (mostly Water)
Williams Engineering, Inc.	13,323.08	Portneuf river levee and flood plain engineering svc (Eng, Street)
Wells Fargo Purchase Card	226,011.58	November purchase card (report on reverse, 1078 transactions)
<b>Large Vendor Subtotal</b>	<b>\$ 3,112,312.93</b>	Explains 89.6% of all vendor claims

**Of note:** November was a normal 2-payroll month. Seasonal part-time employment continued to drop. Vendor claims ran high, dominated by construction (south valley water tank & airport terminal) and large vehicles (3 sanitation compactor trucks and 6 buses). The water tank, airport project and buses are all partially or totally grant funded. The Wells Fargo p-card program totaled \$226,011.58 in a normal cycle with 1,078 transactions, detailed below.

## November Purchase Card Report

### 1. Cycle statistics:

### Purchase Card Activity Summary

Cycle Date	# Transactions	Amount	Avg Transaction Size	# of Cardholders	# of Cardholders with Transactions
Nov-08	1068	\$253,062.36	\$236.95	203	133
Dec-08	960	\$235,483.24	\$245.30	204	129
Jan-09	989	\$219,022.17	\$221.46	207	138
Feb-09	1011	\$220,272.00	\$217.88	207	132
Mar-09	922	\$202,753.62	\$219.91	205	132
Apr-09	1255	\$279,785.03	\$222.94	204	141
May-09	1216	\$210,090.45	\$172.77	206	151
Jun-09	1072	\$224,525.73	\$209.45	206	138
Jul-09	1151	\$222,626.22	\$193.42	204	144
Aug-09	1106	\$214,146.99	\$193.62	204	133
Sep-09	972	\$275,661.71	\$283.60	206	140
Oct-09	1326	\$411,724.67	\$310.50	203	153
Nov-09	1078	\$226,011.58	\$209.66	204	143

Cycle dates went 10/24/2009 thru 11/20/2009 (28 days)

### 2. Transactions > \$10,000:

Juan Figueroa, Info Tech	\$19,511.40	Data Solutions	20 PCs with software, accessories
Juan Figueroa, Info Tech	\$19,248.01	Data Solutions	20 PCs with software, accessories

These purchase agents had monthly totals greater than \$10,000, composed of multiple smaller purchases:

Dawn Burget, Police	\$10,717.52	Police uniforms, vehicle maintenance, office supplies
Allen Carter, Transit	\$11,165.16	Radio repeater, transit driver uniforms
Figueroa, Info Tech	\$24,236.05	Mostly PCs per above, rest is misc computer repair parts
Darrell Maravilla, WPC	\$24,732.52	6 ea alarm dialers, lift station monitors, misc repair parts
Aaron Ozburn, Transit	\$16,956.47	Brake assembly, tires, engine oil, various heavy bus repair parts
Delane Schumacher, Sanitation	\$14,320.35	Hydraulic fluid, welding supplies, filters, various heavy truck parts

**3. Of Note:** Typical cycle length at 28 days. Cycles are timed to coincide with Council dates.