

**AGENDA
TOWN OF CAMP VERDE
REGULAR SESSION
MAYOR AND COUNCIL
473 S. MAIN STREET, SUITE 106
WEDNESDAY, MAY 20, 2020 at 6:30 P.M.**

**ADDITIONAL INFORMATION
REQUESTED BY VICE MAYOR DEE JENKINS**

ITEM #8

- **8.1 AGENDA ITEM SUBMISSION FORM**
- **8.2 REVENUE REPORT FROM FINANCE DEPARTMENT**
- **8.3 APRIL & YTD 2020 OPERATIONS PREVIEW**
 - **PRESENTATION BY ECONOMIC DEVELOPMENT DEPARTMENT**



Agenda Item Submission Form – Section I

Meeting Date:

- Consent Agenda Decision Agenda Executive Session Requested
- Presentation Only Action/Presentation Work Session

Requesting Department: Vice Mayor/ Town Council

Staff Resource/Contact Person: Mike Showers, Russ Martin, Steve Ayers

Agenda Title (be exact): Covid -19 Update

List Attached Documents:

1. Revenue Report – April
2. Financial Reports – April
3. Return to Service Plan previously included

Estimated Presentation Time: 10 min

Estimated Discussion Time: 15 min

Reviews and comments Completed by:

- Town Manager: _____ Department Head: _____
- Town Attorney Comments: _____
- Risk Management: _____
- Finance Department**
Fiscal Impact:
Budget Code: _____ **Amount Remaining:** _____
Comments:

Background Information: The following was submitted/requested by Vice-Mayor Jenkins to bring all Council up to speed on financial issues related to Covid-19 throughout Town. During the Agenda meeting it was determined the best way moving forward was to give this a general opportunity for Staff and Council to request and receive information that relates to activities in Town per this topic regularly, like the Legislative Update has traditionally been. This is intended for Council and Staff to bring items up under this agenda for informational purposes only.

Staff would go further in asking that any item that Council would like to cover they please let staff know at least a week in advance so that if it requires some documentation or research we can put it together for potential distribution for only items associated with Covid – 19. The following outlines Vice Mayor Jenkins original request and topics we expect to discuss Wednesday:

Vice Mayor Dee Jenkins requests a financial update as of March 2020 (April 2020 if available). Finance Director Mike Showers and Town Manager Russ Martin to present to council the current financial status of the town and if any adjustments are planned in this budget year to offset possible shortfall in revenue. Russ Martin to update council the status of town operations and department schedules as of meeting date. Director of Economic Development, Steve Ayers to update council regarding the impact of COVID-19 on local businesses and his department plans to support and/or assist local businesses in their effort to restart or return to a “normal” business schedule.

Recommended Action (Motion): N/A

Instructions to the Clerk: N/A

Town of Camp Verde

Revenue Drivers

April 2020

Sources*	Apr-20	In/De %	Mar-20	Feb-20	FYTD Avg	Bud/Month	YTD Bud +/-	LYM Avg +/-	L5YM Avg +/-
City Sales Tax	327,591	-2%	335,207	303,577	317,576	338,629	(210,537)	13,591	23,149
City .65% Increase	63,124	-2%	64,549	59,502	60,844	65,183	(43,390)	(969)	4,643
State Sales Tax	96,244	2%	94,778	97,993	97,896	114,508	(166,119)	3,981	26,815
VLT	52,741	-25%	70,144	70,308	67,234	68,775	(15,406)	1,416	17,554
URS	121,114	0%	121,114	121,114	121,114	123,544	(24,304)	8,077	29,021
HURF	76,255	-8%	82,666	81,949	81,616	80,517	10,992	(128)	18,425
Sewer User Fees	105,378	0%	105,741	104,601	103,760	95,950	78,100	15,184	31,260
TOTAL	842,446		874,198	839,044	850,039	887,106	(370,663)	41,152	150,867

* - The above revenue sources (less HURF & Sewer) represent approximately **87%** of the Town's General Fund operating revenues.

FYTD Avg: Fiscal year-to-date Average. The average monthly amount for this fiscal year.

Bud/Month: This year's monthly budget.

YTD Bud +/-: Year-to-Date Budget over/short. The cumulative amount over or short of budget for the current fiscal year.

LYM Avg +/-: Last year monthly average over/short. The difference between this year's *FYTD Avg* and last year's *FYTD Avg* number.

L5YM Avg +/-: Last five years monthly average over/short. The difference between this year's *FYTD Avg* and the average of the last 5 year's *FYTD Avg*. (L5YM Avg for .65% increase is only 3 year average).



Town of Camp Verde

April & YTD 2020 Operations Preview

	April 2019-2020 Activity	April 2019-2020 Budget	YTD 2019-2020 Activity	YTD 2019-2020 Budget	YTD 2018-2019 Activity
01 - GENERAL FUND					
4 - Revenue	-252,606.98	652,071.43	5,336,783.20	6,520,714.30	5,409,077.38
000 - Non-Departmental	-235,417.66	580,705.44	4,728,757.28	5,807,054.40	4,818,511.55
120 - Town Clerk	1,950.00	2,315.73	20,827.50	23,157.30	21,543.25
170 - Economic Development	0.00	833.00	62.00	8,330.00	9,209.57
300 - Municipal Court	-16,192.76	12,911.50	107,498.41	129,115.00	105,958.06
400 - Public Works/Engineer	0.00	166.60	17,400.00	1,666.00	100.00
500 - Community Development	0.00	0.00	86.50	0.00	6.50
510 - Building Department	0.00	17,493.00	184,581.08	174,930.00	171,508.66
520 - Planning & Zoning	0.00	4,165.00	31,252.85	41,650.00	34,972.65
600 - Marshal's Department	619.00	16,809.94	150,671.70	168,099.40	157,271.46
610 - Animal Control	195.00	583.10	2,162.02	5,831.00	5,235.00
700 - Camp Verde Community Library	275.69	7,038.85	45,689.19	70,388.50	47,741.70
800 - Parks & Recreation	0.00	249.90	3,105.00	2,499.00	2,396.00
810 - Special Events	-4,047.50	3,489.00	18,088.95	34,890.00	0.00
820 - Heritage Pool	0.00	1,957.55	9,380.87	19,575.50	7,592.29
830 - Programming	11.25	3,352.82	17,219.85	33,528.20	27,030.69
5 - Expense	-519,492.09	-696,634.76	-6,428,442.83	-6,966,347.60	-6,239,506.45
100 - Mayor & Council	1,997.70	4,097.51	36,457.62	40,975.10	35,857.63
110 - Town Manager	13,054.10	14,632.43	140,547.60	146,324.30	141,434.05
120 - Town Clerk	15,469.38	16,035.62	147,960.10	160,356.20	168,608.48
130 - Finance	17,998.01	27,812.56	288,178.36	278,125.60	280,077.65
140 - Human Resources	9,195.56	18,160.60	136,180.35	181,606.00	127,612.43
160 - Risk Management	15,256.51	29,931.71	280,003.75	299,317.10	322,434.07
170 - Economic Development	16,564.62	23,881.67	187,055.01	238,816.70	237,043.69
180 - Information Technology Services	1,163.70	17,384.71	177,291.77	173,847.10	181,729.74
300 - Municipal Court	35,210.72	38,124.68	326,068.01	381,246.80	331,768.33
400 - Public Works/Engineer	8,200.37	9,465.32	87,293.04	94,653.20	96,607.72
410 - Storm Water Management	7,321.44	11,645.71	93,861.51	116,457.10	110,555.28
420 - Maintenance	51,312.97	64,050.14	570,313.33	640,501.40	552,408.82
500 - Community Development	5601.47	10,750.65	96495.3	107,506.50	98,323.13
510 - Building Department	20,897.44	21,735.00	204,679.76	217,350.00	199,144.26
520 - Planning & Zoning	1,698.02	6,338.67	48,103.64	63,386.70	59,386.54
540 - Code Enforcement	6,099.16	6,875.96	51,816.87	68,759.60	54,305.63
600 - Marshal's Department	221,738.21	253,849.24	2,515,211.90	2,538,492.40	2,270,254.88
610 - Animal Control	343.97	5,527.73	21,288.86	55,277.30	44,381.51
700 - Camp Verde Community Library	40,592.88	47,054.47	454,382.18	470,544.70	442,082.16
800 - Parks & Recreation	9,653.66	11,830.62	114,844.41	118,306.20	118,599.69
810 - Special Events	2,208.01	7,567.36	56,962.87	75,673.60	0.00
820 - Heritage Pool	4,571.60	10,278.31	95,564.82	102,783.10	77,123.97
830 - Programming	6,972.70	11,987.25	94,294.43	119,872.50	90,039.75
999 - Non-Departmental	6,369.89	27,616.84	203,587.34	276,168.40	199,727.04
01 - GENERAL FUND Totals:	-772,099.07	-44,563.33	-1,091,659.63	-445,633.30	-830,429.07