

MEMORANDUM

To: Steve Parker, City Manager
Rick Cortes, Assistant City Manager

From: Susan Caddell, Director of Finance

Subject: Finance Department COVID-19 Update

Date: April 7, 2020

As of today, Utility Billing has made payment arrangements related to the COVID-19 outbreak on 92 utility accounts, 59 of those accounts have paid in full, 21 have made payments towards those accounts, 12 have not made any payments. The balance of those 92 accounts is \$5,776.14. We have 45 accounts that were scheduled for cut off in March that have not called in to make any kind of arrangements. These accounts now have a past due bill from March and have a current bill due from April. The balances range from \$51.39 to \$674.64. The total balance due from these 45 accounts is \$16,028.68. We will be placing door hangers at these residents asking the customers to call in to set up a payment arrangement.

Although we do not have a good sense on how this outbreak will affect our revenue, I can give you some updates on a few highlights from some current revenues.

- We have collected 99.89% of our budgeted revenues for Property Taxes through March 26, 2020.
- We are up on Sales Tax through January 2020 by 11.36%. We have collected 36.21% of our budgeted revenues. We will receive February's sales tax figures in tomorrow. We will not receive March sales tax information until May. I would like to point out that we are now collecting sales tax on residential utilities. This was originally requested by City Council to apply that revenue to streets maintenance. This might be a place we could look to help, if need be.
- We are 74.29% of our budgeted revenues for Building Permits.
- Miscellaneous Violations is only 27.55% of budget through March 31. We have not had a court docket since March 10. Once the governor lifts the disaster declaration, we can begin to schedule court again. We can begin holding court dockets immediately, but a defendant is not required to appear until thirty days after the declaration is lifted.

FINANCE

We have been charging any out of the ordinary expenditures to our Emergency Fund (i.e., additional hand sanitizer, hotel room stays, etc.). Kathy Wood, our Grants Coordinator is keeping track of all expenditures and personnel costs to request reimbursement from FEMA.

Please let me know if you have any questions.