

CITY OF SEBASTOPOL CITY COUNCIL
AGENDA ITEM REPORT FOR MEETING OF: March 4, 2025

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To: Honorable Mayor and City Councilmembers
From: Ana Kwong – Administrative Services Director
Subject: FY24-25 Quarter 2 Financial Update – General Fund

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RECOMMENDATION:

Staff recommends the Sebastopol City Council receive year-to-date financial information for general fund only.

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EXECUTIVE SUMMARY:

The Adopted FY24-25 budget initially included a deficit of \$698,000. Based on results available through December 31, 2024, we project a year-end deficit of \$575,000, which is \$149,000 less than the adopted budget.

The primary reasons for these changes include a \$149,000 decrease in revenue from:

- a. Adding \$375,000 in estimated revenue from Measure U for April-June collections.
- b. A reduction of \$524,000 in revenue, including \$260,000 in licenses and permit revenue, reallocating a planned \$238,000 transfer of funds from Measure H for a payment on a fire engine (that payment will occur from the Measure H account, pending Council approval); and other changes in revenue netting a decrease of \$26,000.

Changes in expenses totaling \$271,000 which include:

- a. We have salary savings of \$350,000 from vacant positions. However, there has been an increase of \$261,000 in contracts to cover for these vacancies and other needs. Other changes increased expenditures by \$56,000.
- b. Shifting the cost for the \$238,000 lease payment for the fire engine to Measure H.

	Adopted Budget	Adjusted Budget	Preliminary Projection
Revenues	14,304,463	\$14,379,463	\$14,155,262
Expenditures	15,002,049	\$15,344,988	\$14,730,680
Net Results	\$ (697,586)	\$ (965,525)	\$ (575,418)

BACKGROUND:

This report represents the City’s General Fund results for the second quarter of the current fiscal year. It is the second quarterly report of the year, representing the best available information as of December 31, 2024. It takes about two months from the end of a quarter to compile the data and prepare this report.

While the data in this report is sufficient to project the state of the budget up to mid-year, with half of the year to go there remains considerable uncertainty about the ultimate results. We suggest that readers consider this actual data when reported as results, and best estimates when making projections.

Also, we have data for some categories of revenues and expenses. However, we do not receive nor expend funds in a linear, equal amount per month over the course of the year. For example, we receive property taxes twice per year, sales taxes are two months behind, and Transient Occupancy Taxes are one month behind. We work with our financial advisor, Bob Leland of Baker Tilly, on this report and particularly projections.

REVENUES: The financial information reported includes transactions through December 31, 2024, 6 months through the fiscal year. The current actual collection shows total general fund revenue is \$5.54M, which equates to 38.7% of budget. Specific items attributed to year-to-date income are as follows:

Description	2023-24 Actual	2024-25 Adopted Budget	2024-25 Adjusted Budget	Preliminary Year-end Projection	Y-T-D Actual 12/31/24	Footnote	% of Budget
OPERATING REVENUE							
Property Tax	3,443,916	3,620,000	3,620,000	3,620,000	1,906,707	1	52.7%
Real Property Transfer Tax	36,506	40,000	40,000	55,000	35,688	2	89.2%
Sales Taxes	4,626,788	4,563,925	4,563,925	4,884,500	1,501,145	3	32.9%
User Taxes	871,287	887,175	887,175	887,175	354,369	4	39.9%
Transient Occupancy Tax	519,452	519,000	519,000	519,000	190,505	5	36.7%
Franchise Fees	489,591	502,250	502,250	502,250	143,123	6	28.5%
Licenses & Permits	498,057	1,442,500	1,442,500	1,182,500	197,015	7	13.7%
Fines & Special Assessments	70,560	66,700	66,700	66,700	38,479	8	57.7%
Intergovernmental Revenues	438,560	22,890	22,890	22,890	5,048	9	22.1%
Interest & Rents	155,296	132,250	132,250	155,250	62,644	10	47.4%
Charges for Services	122,530	136,800	136,800	144,800	77,276	11	56.5%
Miscellaneous Revenue	120,010	183,225	258,225	165,500	42,359	12	23.1%
Cost Allocation Plan	2,476,141	1,761,797	1,761,797	1,761,797	880,899		50.0%
Transfers In	112,000	425,951	425,951	187,900	101,364	13	23.8%
TOTAL REVENUES	13,980,694	14,304,463	14,379,463	14,155,262	5,536,620		38.7%

- Property Tax:** The City receives property tax payments twice a year, in December and late April 2026. The County's notification received in late September 2024 projected that our budgeted property tax revenue is \$117,000 too high. In discussion with Bob Leland, he believes that the projection for property tax should be at budget because the estimates the County provided did not include any backlog of prior years or supplemental tax roll collections.
- Property Transfer Tax:** The amount of \$35,688 represents 5 months of collections. The reason this revenue is at 89% of the budget is due to a commercial property transaction in October, which caused the transfer fee to be unusually large as this is a one-off event. As evidenced by the historical data, budgeting for this income is challenging due to the significant variability in collections over the past five years. Please refer to the table below for a detailed view of the historical collections.

Fiscal Year	Amount
FY23-24	36,505.71
FY22-23	49,529.72
FY21-22	59,492.86
FY20-21	79,546.75
FY19-20	38,065.72
Average	52,628.15

3. **Sales taxes:** Sales tax collections during the second quarter are recorded through October activities. The latest projection is based on Q2-2024 collections (April-June 2024), as Q3-2024 (July-September) data has not yet been made available to the City. Additionally, the table below might be helpful to understand the timeframe for sales tax and how it correlates to the City's fiscal year and when the data is made available to the City.

Calendar Year (Sales Tax Collections)	Fiscal Year (City Calendar)	Sales Tax Data Available From Consultant
Q1 - January - March	Q3 - January - March	July/Aug
Q2 - April - June	Q4 - April - June	Oct/Nov
Q3 - July-September	Q1 - July - September	Jan/Feb
Q4 - October December	Q2 - October - December	Mar/Apr


The table below provides historical year-to-date data for the last 3 years of sales tax collections. The fluctuations can be attributed to various factors, such as changes in the overall economic environment, , Seasonal factors, including tourism peaks, can also influence these variations. These fluctuations can cause changes in the amount of sales tax collected from year to year.

Fiscal Year	Month	Bradley Burn	1/4 Cent	1/2 Cent	Total	
FY24-25	July	\$191,277.71	\$ 62,450.28	\$124,807.72	\$ 378,535.71	
	August	\$160,802.28	\$ 55,437.35	\$110,822.61	\$ 327,062.24	
	September	\$164,161.03	\$ 66,838.61	\$136,015.35	\$ 367,014.99	
	October	\$190,957.46	\$ 63,305.36	\$126,505.71	\$ 380,768.53	
	Total	\$707,198.48	\$248,031.60	\$498,151.39	\$1,453,381.47	
FY23-24	July	\$208,784.89	\$ 66,050.45	\$131,380.35	\$ 406,215.69	-4.1%
	August	\$193,763.54	\$ 61,938.67	\$123,683.17	\$ 379,385.38	
	September	\$186,460.87	\$ 66,605.28	\$136,598.06	\$ 389,664.21	
	October	\$167,807.10	\$ 57,608.06	\$115,123.41	\$ 340,538.57	
	Total	\$756,816.40	\$252,202.46	\$506,784.99	\$1,515,803.85	
FY22-23	July	\$172,064.00	\$ 59,905.25	\$119,941.21	\$ 351,910.46	-5.8%
	August	\$231,431.29	\$ 72,481.26	\$144,845.11	\$ 448,757.66	
	September	\$224,137.62	\$ 76,320.04	\$156,242.04	\$ 456,699.70	
	October	\$175,510.22	\$ 58,942.67	\$117,892.80	\$ 352,345.69	
	Total	\$803,143.13	\$267,649.22	\$538,921.16	\$1,609,713.51	

4. **User Taxes:** The city imposes a tax on the usage of telephone, garbage, and cable services. This tax is collected by these providers and then remitted to the city on a monthly and quarterly basis. The table below shows the revenue received through November. The cost of electricity has significantly increased, leading to higher electric bills for many residents. Consequently, this has resulted in an increase in the utility user tax. Although the city is receiving more revenue from this tax, the preliminary projection will remain unchanged from the adopted budget. This is because staff would need more than a couple of months' worth of data to sufficiently propose an increase in related user tax revenue. We do not know if consumers will start to conserve, which could cause revenue to even out by the end of the year.

5. **Transient Occupancy Tax:** The city has received nearly 37% of TOT budgeted revenue, which comes from hotel/motel, bed, and breakfast inn room rentals in Sebastopol. This year-to-date amount of \$191,000 represents four months of Transient Occupancy Tax (TOT) activities. The table below compares year to date collections for the current year from prior year. Given this seasonality, the adopted budget will not change.

Fiscal Year	Month	Transient Occupancy Tax	
FY24-25	July	\$ 51,892.21	
	August	\$ 49,850.92	
	September	\$ 44,470.48	
	October	\$ 39,416.10	
	November	\$ 4,875.40	*
	Total	\$ 190,505.11	
FY23-24	July	\$ 51,077.28	
	August	\$ 51,165.98	
	September	\$ 47,589.01	
	October	\$ 43,943.73	
	November	\$ 9,490.59	*
	Total	\$ 203,266.59	



 -6.3%

* This does not reflect the Fairfield Hotel payment

6. **Franchise Fees:** The franchise fee category includes PG&E, Garbage, and Cable TV/Video. The PG&E franchise fees are normally received in late April. The Video franchise fees are submitted quarterly, and collections to-date have been received through November for garbage only.
7. **Licenses & Permits:** The majority of this revenue comes from development-related activity fees, which account for 10% of the budgeted revenue. These fees are collected when building permits are issued, and their timing can vary throughout the year depending on the development period. Additionally, this category includes business license fees, with the bulk of collections occurring during the renewal period in December. We have collected 14% of the revenue budgeted in this category. We expect to receive the remainder by the end of the fiscal year as development activity increases.
8. **Fines & Special Assessments:** This category includes vehicle code violations and parking fines. The collections to date 57.7% due to the state mandated cost reimbursement for racial and ID profiling. This involves compensating local governments for the expenses incurred in complying with state laws aimed at preventing and addressing racial and identity profiling by law enforcement agencies. To support these efforts, the state provides financial reimbursement to local governments for the costs associated with implementing these requirements.
9. **Intergovernmental Revenues:** This category includes reimbursement from other agencies, and it can vary throughout the year and challenge to predict. For the second quarter of the fiscal year, the city has only received the first quarter of casino mitigation income and have not yet received POST reimbursement.
10. **Interests and Rents:** Fluctuations in cash balances throughout the year may cause variations in interest income. This category has the potential to exceed its target as the cash position remains stable.
11. **Charges for Services:** Most line items are trending in line with budget.

12. **Miscellaneous Revenue:** This category includes reimbursement for chemicals and electricity the city pays on behalf of the pool. The electricity bills for the pool have been lower than expected so far in this fiscal year. Therefore, this is a direct correlation with lower expenses and lower reimbursement.

We expect revenue from the new garbage hauler to fund the transition to their service to be received by fiscal year-end; partial payment is reflected in the table.

13. **Transfer In:** The adopted budget for transfer-in is \$426,000, as detailed below. The preliminary year-end projection is \$188,000. A \$238,000 lease payment for the fire truck is proposed to be moved to the Measure H fund. This reallocation ensures that eligible expenses are contained within the Measure H fund, simplifying reporting for the City. The other budgeted transfers have been completed for the first half of this fiscal year.

Description	2024-25 Adopted Budget	2024-25 Adjusted Budget	2024-25 Preliminary Year End	2024-25 YTD Actual
Transfer in				
From Building, Facilities & Infra Reserve (Fund 103)	41,400	41,400	41,400	39,114
From Vehicle Abatement (Fund 125)	4,500	4,500	4,500	2,250
From Inclusionary Housing (Fund 205)	22,000	22,000	22,000	-
From Police Grant (Fund 209)	120,000	120,000	120,000	60,000
From Measure H (Fund 248)	238,051	238,051	-	-
3999 - Transfers In	425,951	425,951	187,900	101,364

EXPENSES: The second quarter fiscal year expenses for the General Fund are summarized below. Although some departments are trending close to the 50% mark, none have exceeded it. It's important to note that expenditures are not linear.

Description	2023-24 Actual	2024-25 Adopted Budget	2024-25 Adjusted Budget	Preliminary Year-end Projection	Y-T-D Actual 12/31/24	Footnote	% of Budget
OPERATING EXPENDITURE - By Department							
10 - City Council	202,385	198,625	200,125	191,689	69,884		35.2%
11 - City Manager	518,664	698,885	773,885	754,515	326,610		46.7%
12 - City Attorney	759,058	647,900	647,900	622,900	275,501		42.5%
13 - City Clerk	366,405	430,771	477,471	473,951	212,149		49.2%
14 - Administrative Services (Finance)	1,314,441	1,436,923	1,447,765	1,427,374	656,006		45.7%
21 - Planning	532,564	616,426	625,301	655,210	302,356		49.0%
22 - Building	214,977	302,220	305,036	297,001	110,428		36.5%
23 - Engineering	544,009	553,020	557,679	518,649	189,555		34.3%
31 - Fire & Prevention	1,230,393	1,535,910	1,538,726	1,536,410	520,973		33.9%
32 - Police	4,995,733	5,366,488	5,530,162	5,274,987	2,390,391		44.5%
40 - Senior Center	72,703	41,038	41,314	41,648	12,785		31.2%
41 - Public Works	1,610,650	1,769,079	1,792,222	1,833,570	882,986		49.9%
42 - PW-Community Center	279,473	169,724	170,834	178,241	82,378		48.5%
43 - PW-Ives Pool	249,957	297,301	298,829	224,867	103,702		34.9%
00 - Non Departmental	210,838	191,645	191,645	191,625	53,802		28.1%
Debt Service Payments	300,407	446,094	446,094	208,043	179,391	a	40.2%
Transfers Out	864,763	300,000	300,000	300,000	-	b	0.0%
TOTAL EXPENDITURES	14,267,418	15,002,049	15,344,988	14,730,680	6,368,897		42.5%

- a. **Debt Service Payments:** The reduction reflects the shift of the \$238,000 payment for the fire truck to the Measure H fund, as discussed above.
- b. **Transfer-out:** The adopted budget of \$300,000 is planned for transfer out to building, facilities and infrastructure and equipment, technology & vehicle reserve. This transfer will occur in the 4th quarter.

Measure U: Collections for Measure U will begin April 1; we will receive our first monthly payment in June 2025. For May and June payments will come in FY 25-26. Following standard accounting practices, we will account the funds received for these 3 months as FY 24-25 revenue since this is the fiscal year activities in which they are being collected. We project that quarter of revenue at \$375,000.

The Measure U policy adopted by the Council recommended not allocating this revenue until our projections for the current fiscal year are clear. Based on the information in this report, we will need this fiscal year’s Measure U revenue to meet the projections included in this report. This is consistent with the overall intent of Measure U to maintain City services.

Alternatively, we could allocate \$150,000 of the funds (or 40% of this year’s anticipated revenue) to the Building, Infrastructure, and Equipment reserves. This reserve fund largely reflects the Council’s policy for use of 40% of the Measure U revenue. Doing so would increase the projected General Fund deficit by \$150,000.

PUBLIC COMMENT:

As of the writing of this staff report, the City has not received any public comment on this item. However, if staff receives public comment from interested parties following the publication and distribution of this staff report, such comments will be provided to the City Council as supplemental materials before or at the meeting.

COMMUNITY OUTREACH:

This item has been noticed in accordance with the Ralph M. Brown Act and was available for public viewing and review at least 72 hours prior to the scheduled meeting date.

FISCAL IMPACT:

There is no fiscal impact in receiving this informational financial update.

RESTATED RECOMMENDATION:

That the City Council receive year-to-date financial information.

OPTIONS:

There are no options to consider.

ATTACHMENTS:

Quarterly Financial Reports
Power Point Presentation

APPROVALS:

Department Head Approval: Approval Date: 2/17/2025

CEQA Determination (Planning): Approval Date: N/A

The proposed action is / is not exempt from the requirements of the California Environmental Quality Act (CEQA)

Administrative Services/Financial Approval: Approval Date: 2/17/2025

Costs authorized in City Approved Budget: Yes No N/A

Account Code (f applicable) _____

City Attorney Approval: Approval Date: N/A

City Manager Approval: Approval Date: 2/22/25

GENERAL FUND FY24-25 QUARTER 2 REPORTING - BY DEPARTMENT



Description	2023-24 Actual	2024-25 Adopted Budget	2024-25 Adjusted Budget	Preliminary Year-end Projection	Y-T-D Actual 12/31/24	Footnote	% of Budget
OPERATING REVENUE							
Property Tax	3,443,916	3,620,000	3,620,000	3,620,000	1,906,707	1	52.7%
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Transient Occupancy Tax	519,452	519,000	519,000	519,000	190,505	5	36.7%
Franchise Fees	489,591	502,250	502,250	502,250	143,123	6	28.5%
Licenses & Permits	498,057	1,442,500	1,442,500	1,182,500	197,015	7	13.7%
Fines & Special Assessments	70,560	66,700	66,700	66,700	38,479	8	57.7%
Intergovernmental Revenues	438,560	22,890	22,890	22,890	5,048	9	22.1%
Interest & Rents	155,296	132,250	132,250	155,250	62,644	10	47.4%
Charges for Services	122,530	136,800	136,800	144,800	77,276	11	56.5%
Miscellaneous Revenue	120,010	183,225	258,225	165,500	42,359	12	23.1%
Cost Allocation Plan	2,476,141	1,761,797	1,761,797	1,761,797	880,899		50.0%
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TOTAL REVENUES	13,980,694	14,304,463	14,379,463	14,155,262	5,536,620		38.7%
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Transfers Out	864,763	300,000	300,000	300,000	-	b	0.0%
TOTAL EXPENDITURES	14,267,418	15,002,049	15,344,988	14,730,680	6,368,897		41.5%
Net Surplus/(Deficit)	(286,725)	(697,586)	(965,525)	(575,418)	(832,277)		



GENERAL FUND FY24-25 QUARTER 2 REPORTING - BY CATEGORY

Description	2023-24 Actual	2024-25 Adopted Budget	2024-25 Adjusted Budget	Preliminary Year-end Projection	Y-T-D Actual 12/31/24	Footnotes	% of Budget
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TOTAL REVENUES	13,980,694	14,304,463	14,379,463	14,155,262	5,536,620		38.7%
Operating Expenditure - Category							
Salaries & Wages	4,705,009	4,620,599	4,858,840	4,580,188	2,126,560		46.0%
Benefits	3,039,292	3,592,787	3,620,986	3,282,982	1,550,278		43.1%
Contracted Services	2,601,237	3,189,634	3,264,634	3,450,264	1,219,364		38.2%
Services & Supplies	478,098	637,038	637,038	701,512	257,465		40.4%
Special Programs	196,122	58,300	58,300	69,960	30,650		52.6%
Equipment (under \$10K)	2,622	20,000	20,000	20,000	407		2.0%
Equipment Rental/Maintenance	62,235	90,230	90,230	91,804	23,052		25.5%
Utilities-City	5,377	12,000	12,000	14,000	6,811		56.8%
Vehicle Expense	161,226	174,025	174,025	165,000	89,055		51.2%
Conference & Training Expense	39,828	68,870	70,370	58,983	23,772		34.5%
Utilities	270,880	444,382	444,382	461,091	228,019		51.3%
Telecommunications	78,058	80,880	80,880	77,735	34,229		42.3%
Council Objectives	60,418	6,500	6,500	10,060	8,462		130.2%
Allocated Insurance	1,192,721	1,100,910	1,100,910	1,105,858	550,456		50.0%
Capital Outlay	209,126	159,800	159,800	133,200	40,926		25.6%
Debt Service Payments	300,407	446,094	446,094	208,043	179,391	^a	40.2%
Transfers Out	864,763	300,000	300,000	300,000	-	^b	0.0%
TOTAL EXPENDITURES	14,267,419	15,002,049	15,344,989	14,730,680	6,368,897		42.5%
Net General Fund Surplus/(Deficit)	(286,725)	(697,586)	(965,526)	(575,418)	(832,277)		

GENERAL FUND REVENUES DETAILED								
FY24-25 QUARTER 2 REPORTING								
The information pertaining to each footnote is located in the section that follows the transfers schedule								
Revenue Categories	2022-23 Actual	2023-24 Actual	2024-25 Adopted Budget	2024-25 Adjusted Budget	Preliminary Year-end Projection	Y-T-D Actual 12/31/24	Footnote	% of Budget
3000 - Property Tax Secured / Unsecured	2,384,387	2,487,900	2,595,000	2,595,000	2,595,000	1,410,456	1	54.4%
3002 - Real Property Transfer Tax	49,530	36,506	40,000	40,000	55,000	35,688	2	89.2%
3004 - Property Tax in Lieu of VLF	908,960	956,016	1,025,000	1,025,000	1,025,000	496,251		48.4%
Property Tax	3,342,877	3,480,422	3,660,000	3,660,000	3,675,000	1,942,395		53.1%
3010 - Sales Tax-Bradley Burn	2,255,817	2,199,730	2,173,000	2,173,000	2,145,000	707,862		32.6%
3011 - Sales Tax-1/4 cent (T)	780,207	770,928	760,000	760,000	753,000	250,957		33.0%
3012 - Sales Tax-1/2 cent (Q)	1,572,895	1,550,631	1,520,125	1,520,125	1,506,000	498,151		32.8%
3018 - Sales Tax-1/2 cent (U)	-0	-0	-0	-0	375,000	-0		0.0%
3014 - Sales Tax-Prop 172	109,400	105,500	110,800	110,800	105,500	44,175		39.9%
Sales Taxes	4,718,318	4,626,788	4,563,925	4,563,925	4,884,500	1,501,145	3	32.9%
3020 - Transient Occupancy Tax	544,128	519,452	519,000	519,000	519,000	190,505	5	36.7%
3050 - Garbage Franchise	260,922	296,817	301,350	301,350	301,350	126,498		42.0%
3051 - PG&E Franchise	113,597	121,383	124,025	124,025	124,025	-0		0.0%
3052 - Cable TV Franchise	94,352	71,390	76,875	76,875	76,875	16,625		21.6%
Franchise Fees	468,871	489,591	502,250	502,250	502,250	143,123	6	28.5%
3055 - Vehicle in lieu Tax	7,710	9,291	10,000	10,000	10,000	-0		0.0%
3056 - UUT PG&E	421,904	429,651	428,600	428,600	428,600	173,817		40.6%
3057 - UUT Sonoma Clean Power	128,652	128,152	135,300	135,300	135,300	55,385		40.9%
3058 - UUT Garbage	84,878	96,555	98,400	98,400	98,400	41,150		41.8%
3059 - UUT Cable	57,239	72,492	76,875	76,875	76,875	29,213		38.0%
3060 - UUT Misc	156,671	135,059	136,500	136,500	136,500	54,433		39.9%
3061 - UUT (AB-1717)	1,280	88	1,500	1,500	1,500	372		24.8%
User Taxes	858,334	871,287	887,175	887,175	887,175	354,369	4	39.9%
3101 - Business License	145,992	142,770	140,000	140,000	140,000	68,413		48.9%
3102 - Business License-Late Fees	5,443	6,388	2,500	2,500	2,500	180		7.2%
3103 - Building Permits	558,093	348,900	1,300,000	1,300,000	1,040,000	128,421		9.9%
3104 - Pet Shelter Release Fee	50	-0	-0	-0	-0	-0		0.0%
Licenses & Permits	709,578	498,057	1,442,500	1,442,500	1,182,500	197,015	7	13.7%
3105 - Vehicle/ Criminal Code Fines	10,388	13,906	13,700	13,700	13,700	6,950		50.7%
3106 - Parking Fines	18,378	20,760	18,000	18,000	18,000	5,522		30.7%
3107 - RBS Training Fees	12,800	11,600	12,000	12,000	12,000	1,000		8.3%
3110 - Business License - DSA 70% \$1	5,735	5,415	5,000	5,000	5,000	2,423		48.5%
3202 - State Mandated Cost Reimb	4,322	18,880	18,000	18,000	18,000	22,584		125.5%
Fines & Special Assessments	51,623	70,560	66,700	66,700	66,700	38,479	8	57.7%
3203 - POST Reimb	3,096	2,703	2,700	2,700	2,700	-0		0.0%
3204 - Casino Mitigation	19,149	24,224	20,190	20,190	20,190	5,048		25.0%
3206 - County Grant	-0	60,000	-0	-0	-0	-0		0.0%
3207 - State Grant	395,493	351,632	-0	-0	-0	-0		0.0%
3209 - Federal Grant	1,651,233	-0	-0	-0	-0	-0		0.0%
Intergovernmental Revenues	2,068,971	438,560	22,890	22,890	22,890	5,048	9	22.1%

GENERAL FUND REVENUES DETAILED FY24-25 QUARTER 2 REPORTING							
The information pertaining to each footnote is located in the section that follows the transfers schedule							
Revenue Categories	2022-23 Actual	2023-24 Actual	2024-25 Adopted Budget	2024-25 Adjusted Budget	Preliminary Year-end Projection	Y-T-D Actual 12/31/24	Footnote % of Budget
3300 - Interest Income	-21,286	97,452	77,000	77,000	100,000	37,391	48.6%
3301 - Cell Tower Lease Rental	39,608	45,594	43,000	43,000	43,000	19,470	45.3%
3302 - City Property Rental - Little League	2,974	2,300	2,300	2,300	2,300	2,473	107.5%
3304 - City Property Rental - Parking Space	500	500	500	500	500	60	12.0%
3305 - City Property Rental - Palm Ave	3,000	2,250	2,250	2,250	2,250	2,250	100.0%
3401 - Plaza and Special Event Fees	6,675	7,200	7,200	7,200	7,200	1,000	13.9%
Interest & Rents	31,471	155,296	132,250	132,250	155,250	62,644	¹⁰ 47.4%
3404 - Credit Card Transaction Fee	177	1,000	1,000	1,000	1,000	697	69.7%
3405 - Finance Fee	7,407	5,000	5,000	5,000	5,000	2,515	50.3%
3425 - Fire Dept Fees	57,534	30,000	40,000	40,000	40,000	25,796	64.5%
3426 - Planning Fees	44,217	25,000	21,000	21,000	21,000	11,000	52.4%
3427 - Special Projects Plans/Specs	200	-0	-0	-0	-0	-0	0.0%
3428 - GIS Fees	460	-0	-0	-0	-0	-0	0.0%
3441 - Encroachment Permits Fee	27,074	30,000	30,000	30,000	30,000	15,030	50.1%
3442 - Grading Permit Fee	1,032	1,030	1,000	1,000	1,000	1,090	109.0%
3445 - Public Works Services	8,940	7,000	7,500	7,500	7,500	1,002	13.4%
3502 - Police Services	17,240	15,000	18,000	18,000	18,000	11,773	65.4%
3504 - Impounded Vehicle Release Fee	2,240	1,800	1,800	1,800	1,800	826	45.9%
3505 - Police Reports Copy Fee	3,878	4,000	4,000	4,000	4,000	480	12.0%
3506 - Police False Alarms Fee	3,400	-0	-0	-0	-0	-0	0.0%
3507 - Police OT Reimbursement	9,139	2,700	7,500	7,500	7,500	2,964	39.5%
3615 - Solar Payback	-0	-0	-0	-0	8,000	4,104	0.0%
Charges for Services	182,938	122,530	136,800	136,800	144,800	77,276	¹¹ 56.5%
3801 - Sales of Surplus Equipment	31,222	-0	10,000	10,000	1,500	870	8.7%
3804 - Insurance Claims	224,633	450	500	500	10,000	8,258	1651.6%
3805 - Miscellaneous Income	9,178	100	100	100	1,000	590	590.2%
3806 - Donations & Contributions	427,775	500	500	75,500	75,000	-0	0.0%
3807 - Rebates	14,100	14,000	14,000	14,000	14,000	6,963	49.7%
3810 - Pool Expense Reimbursement	81,445	104,960	158,125	158,125	64,000	25,678	16.2%
Miscellaneous Revenue	788,352	120,010	183,225	258,225	165,500	42,359	¹² 23.1%
3998 - Cost Allocation Plan	2,189,693	2,476,141	1,761,797	1,761,797	1,761,797	880,899	50.0%
3999 - Transfers In	102,500	112,000	425,951	425,951	187,900	101,364	¹³ 23.8%
Total Revenue	16,057,653	13,980,694	14,304,463	14,379,463	14,155,262	5,536,620	38.7%

FY 2024-25
2ND QUARTER FINANCIAL
UPDATE
GENERAL FUND

March 4, 2025

FY 2024/25 Q2 GENERAL FUND OVERVIEW

ADOPTED BUDGET DEFICIT	\$698,000
PROJECTED BUDGET DEFICIT	\$575,000
IMPROVE	\$125,000

FY 2024/25 Q2 GENERAL FUND REVENUE BY CATEGORIES

✓ Overall revenues are tracking slightly below budget

	Adjusted Budget	Actual thru 12/31/24	\$ Available from Budget	Actual As % of Budget
Property Tax	\$ 3,620,000	\$ 1,906,707	\$ 1,713,293	52.7%
Real Property Transfer Tax	\$ 40,000	\$ 35,688	\$ 4,312	89.2%
Sales Taxes	\$ 4,563,925	\$ 1,501,145	\$ 3,062,780	32.9%
User Taxes	\$ 887,175	\$ 354,369	\$ 532,806	39.9%
Transient Occupancy Tax	\$ 519,000	\$ 190,505	\$ 328,495	36.7%
Franchise Fees	\$ 502,250	\$ 143,123	\$ 359,127	28.5%
Licenses & Permits	\$ 1,442,500	\$ 197,015	\$ 1,245,485	13.7%
Fines & Special Assessments	\$ 66,700	\$ 38,479	\$ 28,221	57.7%
Intergovernmental Revenues	\$ 22,890	\$ 5,048	\$ 17,842	22.1%
Interest & Rents	\$ 132,250	\$ 62,644	\$ 69,606	47.4%
Charges for Services	\$ 136,800	\$ 77,276	\$ 59,524	56.5%
Miscellaneous Revenue	\$ 258,225	\$ 42,359	\$ 215,866	16.4%
Cost Allocation Plan	\$ 1,761,797	\$ 880,899	\$ 880,899	50.0%
Transfers In	\$ 425,951	\$ 101,364	\$ 324,588	23.8%
Total Revenues	\$ 14,379,463	\$ 5,536,620	\$ 8,842,843	38.5%

FY 2024/25 Q2 GENERAL FUND EXPENDITURES BY DEPARTMENTS

✓ Overall expenses are tracking slightly below budget

	Adjusted Budget	Actual thru 12/31/24	\$ Available from Budget	Actual As % of Budget
10 - City Council	\$ 200,125	\$ 69,884	\$ 130,241	34.9%
11 - City Manager	\$ 773,885	\$ 326,610	\$ 447,275	42.2%
12 - City Attorney	\$ 647,900	\$ 275,501	\$ 372,399	42.5%
13 - City Clerk	\$ 477,471	\$ 212,149	\$ 265,322	44.4%
14 - Administrative Services (Finance)	\$ 1,447,765	\$ 656,006	\$ 791,759	45.3%
21 - Planning	\$ 625,301	\$ 302,356	\$ 322,945	48.4%
22 - Building	\$ 305,036	\$ 110,428	\$ 194,608	36.2%
23 - Engineering	\$ 557,679	\$ 189,555	\$ 368,124	34.0%
31 - Fire & Prevention	\$ 1,538,726	\$ 520,973	\$ 1,017,753	33.9%
32 - Police	\$ 5,530,162	\$ 2,390,391	\$ 3,139,771	43.2%
40 - Senior Center	\$ 41,314	\$ 12,785	\$ 28,529	30.9%
41 - Public Works	\$ 1,792,222	\$ 882,986	\$ 909,236	49.3%
42 - PW-Community Center	\$ 170,834	\$ 82,378	\$ 88,456	48.2%
43 - PW-Ives Pool	\$ 298,829	\$ 103,702	\$ 195,127	34.7%
00 - Non Departmental	\$ 191,645	\$ 53,802	\$ 137,843	28.1%
Debt Service Payments	\$ 446,094	\$ 179,391	\$ 266,703	40.2%
Transfers Out	\$ 300,000	\$ -	\$ 300,000	0.0%
Total Expenditures	\$ 15,344,988	\$ 6,368,897	\$ 8,976,091	41.5%



COUNCIL QUESTIONS/DISCUSSIONS