

CITY OF SEBASTOPOL CITY COUNCIL  
AGENDA ITEM REPORT FOR MEETING OF: May 6, 2025

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**To:** Honorable Mayor and City Councilmembers  
**From:** Ana Kwong – Administrative Services Director  
**Subject:** FY24-25 Quarter 3 Financial Update – General Fund

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**RECOMMENDATION:**  
Staff recommends the Sebastopol City Council receive year-to-date financial information for the General Fund.

**EXECUTIVE SUMMARY:**  
The Adopted FY24-25 budget initially included a deficit of \$698,000. Based on results available through March 31, 2025, we project a year-end deficit of \$293,000, which is \$405,000 less than the adopted budget.

- The primary reasons for these changes include a \$59,000 increase in revenue from:
- a. Adding \$375,000 in estimated revenue from Measure U for April-June collections.
  - b. A reduction of \$615,000 in revenue, including \$355,000 <sup>1</sup> in building fees 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, per Council approval from the last quarter update); \$22,000 reduction in transfer in from inclusionary housing due to no expenses to offset, and other changes in revenue netting a decrease of \$299,000.

<sup>1</sup>Building fees are subject to the unpredictable nature of development. As time has passed and the market has fluctuated, predicting these collections has become increasingly challenging. The Building Department has made their best estimates based on the most likely scenarios.

- Changes in expenses totaling \$346,000 which include:
- a. We have salary savings of \$152,000 from vacant positions. However, there has been an increase of \$159,000 in contracts to cover for consulting cost and backfilling of vacancies and other needs. Other changes decreased expenditures by \$115,000.
  - b. Shifting the cost for the \$238,000 lease payment for the fire engine to Measure H.

	<b>Adopted Budget</b>	<b>Adjusted Budget</b>	<b>Preliminary Projection</b>
Revenues	14,304,463	\$14,141,412	\$14,363,478
Expenditures	15,002,049	\$15,121,937	\$14,656,175
<b>Net Results</b>	<b>\$ (697,586)</b>	<b>\$ (980,525)</b>	<b>\$ (292,697)</b>

**BACKGROUND:**  
This document presents the City’s General Fund performance through the third quarter of the current fiscal year, offering the most accurate information available as of March 31, 2025. As the third quarterly report of the year, it provides sufficient data to forecast the budget through June, despite the fact that some major revenue sources, such as the property tax payment, have not yet been received, and sales tax is historically two months behind. While the report includes actual data for the current period, projections are based on the best estimates available.

Additionally, while we have data for certain categories of revenues and expenses, it is important to note that funds are not received or expended in a linear, equal amount each month throughout the year. For instance, the PG&E franchise fee is received once annually, Transient Occupancy Taxes are typically one month behind, and the building fees may be received as late as mid-June.

**REVENUES:** The financial information reported includes transactions through March 31, 2025, 9 months through the fiscal year. The current actual collection shows total general fund revenue is \$8.3M, which equates to 58.9% 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 3/31/25	Footnot	% of Budget
<b>OPERATING REVENUE</b>							
Property Tax	3,443,916	3,620,000	3,620,000	3,587,502	1,923,289	1	53.1%
Real Property Transfer Tax	36,506	40,000	40,000	52,000	44,532	2	111.3%
Sales Taxes	4,626,788	4,563,925	4,563,925	4,994,600	2,742,256	3	60.1%
User Taxes	871,287	887,175	887,175	887,975	628,543	4	70.8%
Transient Occupancy Tax	519,452	519,000	519,000	519,000	287,719	5	55.4%
Franchise Fees	489,591	502,250	502,250	500,225	234,064	6	46.6%
Licenses & Permits	498,057	1,442,500	1,442,500	1,089,500	354,875	7	24.6%
Fines & Special Assessments	70,560	66,700	66,700	73,485	61,385	8	92.0%
Intergovernmental Revenues	438,560	22,890	22,890	27,690	17,596	9	76.9%
Interest & Rents	159,790	132,250	132,250	132,150	76,786	10	58.1%
Charges for Services	158,110	136,800	136,800	164,300	126,160	11	92.2%
Miscellaneous Revenue	89,505	183,225	258,225	409,640	383,475	12	148.5%
Cost Allocation Plan	2,476,141	1,761,797	1,761,797	1,761,797	1,321,348		75.0%
Transfers In	102,000	425,951	187,900	163,614	132,489	13	70.5%
<b>TOTAL REVENUES</b>	<b>13,980,263</b>	<b>14,304,463</b>	<b>14,141,412</b>	<b>14,363,478</b>	<b>8,334,516</b>		<b>58.9%</b>

- Property Tax:** The City receives property tax payments twice a year, in December and late April 2026. The second half of property tax distribution is anticipated to be disbursed by the County in late April.
- Property Transfer Tax:** The amount of \$44,532 represents 8 months of collections. The reason this revenue is at 111.3% 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.

<b>Real Property Transfer Tax</b>	
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
<b>Average</b>	<b>52,628.15</b>

- Sales taxes:** Sales tax collections for the third quarter are recorded through January activities. The latest projection relies on Q4-2024 collections (October-December 2024). Whenever the City receives a quarterly sales update, the year-end projection is adjusted using the latest data provided by our sales tax consultant. According to this recent data, it is anticipated that sales tax revenue through June will be 1.2% higher than

the adopted budget. However, when one quarter of Measure U is factored in, the sales tax revenue actually shows an increase of 9.4%.

FY24-25 Adopted Budget Compared to Year-End Projection				
Revenue Categories	FY24-25 Adopted Budget	FY24-25 Estimated Year End	\$ Diff (FY24-25 Adopted vs. FY24-25 Year End)	% Diff (FY24-25 Adopted vs. FY24-25 Year End)
3010 - Sales Tax-Bradley Burn	2,173,000	2,233,000	60,000	2.8%
3011 - Sales Tax-1/4 cent (T)	760,000	761,000	1,000	0.1%
3012 - Sales Tax-1/2 cent (Q)	1,520,125	1,522,000	1,875	0.1%
3014 - Sales Tax-Prop 172	110,800	103,600	-7,200	-6.5%
<b>Total</b>	<b>4,563,925</b>	<b>4,619,600</b>	<b>55,675</b>	<b>1.2%</b>
3018 - Sales Tax - 1/2 cent (U)	-0	375,000	375,000	0.0%
<b>Grand Total - Combined</b>	<b>4,563,925</b>	<b>4,994,600</b>	<b>430,675</b>	<b>9.4%</b>

**Measure U:** Collections for Measure U began April 1; we will receive our first monthly payment in June 2025. 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 and avoid a larger deficit. This is consistent with the overall intent of Measure U to maintain City services.

4. **User Taxes:** The city imposes a tax on the usage of telephone, garbage, and cable services, which is collected by these providers and remitted to the city on a monthly and quarterly basis. Due to the significant increase in electricity costs, residents are facing higher electric bills, leading to an increase in the utility user tax. Although the city is receiving more revenue from PG&E, the preliminary projection will remain unchanged from the adopted budget. This is because the overall percentage collection in this user tax category is still below the 75% mark. Therefore, it is prudent to maintain a conservative approach and avoid being overly aggressive.
5. **Transient Occupancy Tax:** The city has received nearly 55% of TOT budgeted revenue, which comes from hotel/motel, bed, and breakfast inn room rentals in Sebastopol. This year-to-date amount of \$288,000 represents 7 months of Transient Occupancy Tax (TOT) activities. Given this seasonality, the adopted budget will not change.

Fiscal Year	Quarter	Transient Occupancy Tax	
FY24-25	Q1 - July-Sept	\$ 146,213.61	
	Q2 - Oct-Dec	\$ 101,713.73	
	Q3 - Jan-Mar	\$ 39,791.59	*
	<b>Total</b>	<b>\$ 287,718.93</b>	
FY23-24	Q1 - July-Sept	\$ 149,832.27	
	Q2 - Oct-Dec	\$ 112,696.35	
	Q3 - Jan-Mar	\$ 67,980.24	*
	<b>Total</b>	<b>\$ 330,508.86</b>	

-12.9%

\* This does not reflect the Fairfield Hotel payments for Feb/March & Air BnB for March

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 February for garbage only.

7. **Licenses & Permits:** Most of these fees are collected when building permits are issued, and their timing can vary throughout the year depending on the development period. The majority of the building fees revenue comes from development-related activity.

Additionally, this category includes business license fees, with the bulk of collections occurring during the renewal period in December and January, which is the due date for business license renewal before late fees are assessed. We have collected 93% of the budgeted business license revenue. Overall, the collection in this category has reached 25% of the budgeted revenue due to the timing of development fees. We anticipate receiving building fee permit payments for larger projects closer to the end of the fiscal year.

8. **Fines & Special Assessments:** This category includes vehicle code violations and parking fines. Year-to-date total collections have reached 92% of this category budget, largely 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 second quarter of casino mitigation income and has not yet received POST reimbursement.

10. **Interests and Rents:** Fluctuations in cash balances throughout the year may cause variations in interest income. This category should meet its target as the cash position remains stable.

11. **Charges for Services:** A few line items in this category has exceeded expectation.

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. This category also includes the reimbursement from the new hauler to cover the City's upfront cost for R3 consulting support in selecting the new garbage hauler.

- 13. **Transfer In:** This category is currently at 71%, slightly below the 75% mark for the third quarter. There will be no transfer from the inclusionary housing fund, as the planned expenses will not be incurred.

Description	2024-25 Adopted Budget	2024-25 Adjusted Budget	2024-25 Preliminary Year End	2024-25 YTD Actual
<b>Transfer in</b>				
From Building, Facilities & Infra Reserve (Fund 103)	41,400	41,400	39,114	39,114
From Vehicle Abatement (Fund 125)	4,500	4,500	4,500	3,375
From Inclusionary Housing (Fund 205)	22,000	22,000	-	-
From Police Grant (Fund 209)	120,000	120,000	120,000	90,000
From Measure H (Fund 248)	238,051	-	-	-
<b>3999 - Transfers In</b>	<b>425,951</b>	<b>187,900</b>	<b>163,614</b>	<b>132,489</b>

**EXPENSES:** The third quarter fiscal year expenses for the General Fund are summarized below. Most departments are trending under the 75% mark, some departments 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 3/31/25	Footnote	% of Budget
<b>OPERATING EXPENDITURE - By Department</b>							
10 - City Council	202,385	198,625	200,125	191,689	120,044		60.0%
11 - City Manager	518,664	698,885	773,885	949,680	495,844		64.1%
12 - City Attorney	759,058	647,900	647,900	647,900	440,552		68.0%
13 - City Clerk	366,405	430,771	477,471	459,251	343,696		72.0%
14 - Administrative Services (Finance)	1,314,441	1,436,923	1,447,765	1,408,677	1,015,428		70.1%
21 - Community Development	532,564	616,426	640,301	640,630	494,037		77.2%
22 - Building	214,977	302,220	305,036	297,001	199,040		65.3%
31 - Fire & Prevention	1,230,393	1,535,910	1,538,726	1,393,410	906,292		58.9%
32 - Police	4,995,733	5,366,488	5,530,162	5,274,987	3,829,047		69.2%
40 - Senior Center	72,703	41,038	41,314	26,788	19,354		46.8%
41 - Public Works   Engineering	2,154,659	2,322,099	2,349,901	2,353,716	1,610,292		68.5%
42 - PW-Community Center	279,473	169,724	170,834	159,496	112,275		65.7%
43 - PW-Ives Pool	249,957	297,301	298,829	228,707	172,122		57.6%
00 - Non Departmental	210,838	191,645	191,645	116,200	64,819		33.8%
Debt Service Payments	300,407	446,094	208,043	208,043	179,391	a	86.2%
Transfers Out	864,763	300,000	300,000	300,000	-	b	0.0%
<b>TOTAL EXPENDITURES</b>	<b>14,267,418</b>	<b>15,002,049</b>	<b>15,121,937</b>	<b>14,656,175</b>	<b>10,002,232</b>		<b>66.1%</b>

- a. **Debt Service Payments:** Debt service payment will be at budget by the end of the fiscal year.

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 4<sup>th</sup> quarter.

**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: 4/8/2025

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: 4/8/2025

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: 4/14/25

## GENERAL FUND FY24-25 QUARTER 3 REPORTING - BY DEPARTMENT



Description	2023-24 Actual	2024-25 Adopted Budget	2024-25 Adjusted Budget	Preliminary Year-end Projection	Y-T-D Actual 3/31/25	Footnote	% of Budget
<b>OPERATING REVENUE</b>							
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Real Property Transfer Tax	36,506	40,000	40,000	52,000	44,532	2	111.3%
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Transient Occupancy Tax	519,452	519,000	519,000	519,000	287,719	5	55.4%
Franchise Fees	489,591	502,250	502,250	500,225	234,064	6	46.6%
Licenses & Permits	498,057	1,442,500	1,442,500	1,089,500	354,875	7	24.6%
Fines & Special Assessments	70,560	66,700	66,700	73,485	61,385	8	92.0%
Intergovernmental Revenues	438,560	22,890	22,890	27,690	17,596	9	76.9%
Interest & Rents	159,790	132,250	132,250	132,150	76,786	10	58.1%
Charges for Services	158,110	136,800	136,800	164,300	126,160	11	92.2%
Miscellaneous Revenue	89,505	183,225	258,225	409,640	383,475	12	148.5%
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<b>Net Surplus/(Deficit)</b>	<b>(287,155)</b>	<b>(697,586)</b>	<b>(980,525)</b>	<b>(292,697)</b>	<b>(1,667,716)</b>		





## GENERAL FUND FY24-25 QUARTER 3 REPORTING - BY CATEGORY

Description	2023-24 Actual	2024-25 Adopted Budget	2024-25 Adjusted Budget	Preliminary Year-end Projection	Y-T-D Actual 3/31/25	Footnote	% of Budget
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Transfers In	102,000	425,951	187,900	163,614	132,489	13	70.5%
<b>TOTAL REVENUES</b>	<b>13,980,263</b>	<b>14,304,463</b>	<b>14,141,412</b>	<b>14,363,478</b>	<b>8,334,516</b>		<b>58.9%</b>
<b>Operating Expenditure - Category</b>							
Salaries & Wages	4,705,009	4,620,599	4,858,840	4,741,068	3,369,447		69.3%
Benefits	3,039,292	3,592,787	3,620,986	3,320,352	2,479,197		68.5%
Contracted Services	2,601,237	3,189,634	3,279,634	3,348,479	2,094,106		63.9%
Services & Supplies	900,303	979,593	979,593	890,691	545,500		55.7%
Conference & Training Expense	39,828	68,870	70,370	55,545	41,276		58.7%
Utilities	276,257	456,382	456,382	485,091	319,973		70.1%
Telecommunications	78,058	80,880	80,880	77,735	54,150		67.0%
Council Objectives	60,418	6,500	6,500	10,060	10,962		168.6%
Allocated Insurance	1,192,721	1,100,910	1,100,910	1,100,911	825,684		75.0%
Capital Outlay	209,126	159,800	159,800	118,200	82,547		51.7%
Debt Service Payments	300,407	446,094	208,043	208,043	179,391	<sup>a</sup>	86.2%
Transfers Out	864,763	300,000	300,000	300,000	-	<sup>b</sup>	0.0%
<b>TOTAL EXPENDITURES</b>	<b>14,267,418</b>	<b>15,002,049</b>	<b>15,121,938</b>	<b>14,656,175</b>	<b>10,002,232</b>		<b>66.1%</b>
<b>Net General Fund Surplus/(Deficit)</b>	<b>(287,155)</b>	<b>(697,586)</b>	<b>(980,526)</b>	<b>(292,697)</b>	<b>(1,667,716)</b>		



**GENERAL FUND REVENUES DETAILED  
FY24-25 QUARTER 3 REPORTING**

The information pertaining to each footnote is located in the section that follows the transfers schedule

Revenue Categories	2023-24 Actual	2024-25 Adopted Budget	2024-25 Adjusted Budget	Preliminary Year-end Projection	Y-T-D Actual 3/31/25	Footnote	% of Budget
3000 - Property Tax Secured / Unsecured	2,487,900	2,595,000	2,595,000	2,595,000	1,427,038	<sup>1</sup>	55.0%
3002 - Real Property Transfer Tax	36,506	40,000	40,000	52,000	44,532	<sup>2</sup>	111.3%
3004 - Property Tax in Lieu of VLF	956,016	1,025,000	1,025,000	992,502	496,251		48.4%
<b>Property Tax</b>	<b>3,480,422</b>	<b>3,660,000</b>	<b>3,660,000</b>	<b>3,639,502</b>	<b>1,967,821</b>		<b>53.8%</b>
3010 - Sales Tax-Bradley Burn	2,199,730	2,173,000	2,173,000	2,233,000	1,331,853		61.3%
3011 - Sales Tax-1/4 cent (T)	770,928	760,000	760,000	761,000	446,884		58.8%
3012 - Sales Tax-1/2 cent (Q)	1,550,631	1,520,125	1,520,125	1,522,000	892,058		58.7%
3018 - Sales Tax-1/2 cent (U)	-0	-0	-0	375,000	-0		0.0%
3014 - Sales Tax-Prop 172	105,500	110,800	110,800	103,600	71,461		64.5%
<b>Sales Taxes</b>	<b>4,626,788</b>	<b>4,563,925</b>	<b>4,563,925</b>	<b>4,994,600</b>	<b>2,742,256</b>	<sup>3</sup>	<b>60.1%</b>
3020 - Transient Occupancy Tax	519,452	519,000	519,000	<b>519,000</b>	287,719	<sup>5</sup>	55.4%
3050 - Garbage Franchise	296,817	301,350	301,350	301,350	200,689		66.6%
3051 - PG&E Franchise	121,383	124,025	124,025	122,000	-0		0.0%
3052 - Cable TV Franchise	71,390	76,875	76,875	76,875	33,375		43.4%
<b>Franchise Fees</b>	<b>489,591</b>	<b>502,250</b>	<b>502,250</b>	<b>500,225</b>	<b>234,064</b>	<sup>6</sup>	<b>46.6%</b>
3055 - Vehicle in lieu Tax	9,291	10,000	10,000	11,800	11,862		118.6%
3056 - UUT PG&E	429,651	428,600	428,600	428,600	328,902		76.7%
3057 - UUT Sonoma Clean Power	128,152	135,300	135,300	135,300	86,608		64.0%
3058 - UUT Garbage	96,555	98,400	98,400	98,400	65,285		66.3%
3059 - UUT Cable	72,492	76,875	76,875	76,875	47,349		61.6%
3060 - UUT Misc	135,059	136,500	136,500	136,500	88,167		64.6%
3061 - UUT (AB-1717)	88	1,500	1,500	500	372		24.8%
<b>User Taxes</b>	<b>871,287</b>	<b>887,175</b>	<b>887,175</b>	<b>887,975</b>	<b>628,543</b>	<sup>4</sup>	<b>70.8%</b>
3101 - Business License	142,770	140,000	140,000	140,000	129,890		92.8%
3102 - Business License-Late Fees	6,388	2,500	2,500	4,500	3,817		152.7%
3103 - Building Permits	348,900	1,300,000	1,300,000	945,000	221,167		17.0%
3104 - Pet Shelter Release Fee	-0	-0	-0	-0	-0		0.0%
<b>Licenses &amp; Permits</b>	<b>498,057</b>	<b>1,442,500</b>	<b>1,442,500</b>	<b>1,089,500</b>	<b>354,875</b>	<sup>7</sup>	<b>24.6%</b>
3105 - Vehicle/ Criminal Code Fines	13,906	13,700	13,700	13,700	10,100		73.7%
3106 - Parking Fines	20,760	18,000	18,000	18,000	9,788		54.4%
3107 - RBS Training Fees	11,600	12,000	12,000	14,200	14,200		118.3%
3110 - Business License - DSA 70% \$1	5,415	5,000	5,000	5,000	4,712		94.2%
3202 - State Mandated Cost Reimb	18,880	18,000	18,000	22,585	22,584		125.5%
<b>Fines &amp; Special Assessments</b>	<b>70,560</b>	<b>66,700</b>	<b>66,700</b>	<b>73,485</b>	<b>61,385</b>	<sup>8</sup>	<b>92.0%</b>
3203 - POST Reimb	2,703	2,700	2,700	-0	-0		0.0%
3204 - Casino Mitigation	24,224	20,190	20,190	20,190	10,096		50.0%
3206 - County Grant	60,000	-0	7,500	7,500	7,500		100.0%
3207 - State Grant	351,632	-0	-0	-0	-0		0.0%
3209 - Federal Grant	-0	-0	-0	-0	-0		0.0%
<b>Intergovernmental Revenues</b>	<b>438,560</b>	<b>22,890</b>	<b>22,890</b>	<b>27,690</b>	<b>17,596</b>	<sup>9</sup>	<b>76.9%</b>

**GENERAL FUND REVENUES DETAILED  
FY24-25 QUARTER 3 REPORTING**

The information pertaining to each footnote is located in the section that follows the transfers schedule

Revenue Categories	2023-24 Actual	2024-25 Adopted Budget	2024-25 Adjusted Budget	Preliminary Year-end Projection	Y-T-D Actual 3/31/25	Footnote	% of Budget
3300 - Interest Income	97,452	77,000	77,000	75,000	35,277		45.8%
3301 - Cell Tower Lease Rental	43,760	43,000	43,000	43,000	31,152		72.4%
3302 - City Property Rental - Little League	2,683	2,300	2,300	3,700	3,448		149.9%
3304 - City Property Rental - Parking Space	420	500	500	500	410		82.0%
3305 - City Property Rental - Palm Ave	2,500	2,250	2,250	2,750	2,500		111.1%
3401 - Plaza and Special Event Fees	12,975	7,200	7,200	7,200	4,000		55.6%
<b>Interest &amp; Rents</b>	<b>159,790</b>	<b>132,250</b>	<b>132,250</b>	<b>132,150</b>	<b>76,786</b>	<sup>10</sup>	<b>58.1%</b>
3404 - Credit Card Transaction Fee	1,991	1,000	1,000	2,000	1,934		193.4%
3405 - Finance Fee	6,902	5,000	5,000	6,000	4,911		98.2%
3425 - Fire Dept Fees	45,248	40,000	40,000	47,000	38,400		96.0%
3426 - Planning Fees	26,457	21,000	21,000	35,000	27,717		132.0%
3427 - Special Projects Plans/Specs	-0	-0	-0	-0	-0		0.0%
3428 - GIS Fees	-0	-0	-0	-0	-0		0.0%
3441 - Encroachment Permits Fee	38,128	30,000	30,000	30,000	20,383		67.9%
3442 - Grading Permit Fee	2,122	1,000	1,000	1,000	1,130		113.0%
3445 - Public Works Services	9,965	7,500	7,500	2,000	1,535		20.5%
3502 - Police Services	17,154	18,000	18,000	20,000	17,775		98.7%
3504 - Impounded Vehicle Release Fee	2,070	1,800	1,800	1,800	1,423		79.1%
3505 - Police Reports Copy Fee	5,405	4,000	4,000	4,000	1,125		28.1%
3506 - Police False Alarms Fee	-0	-0	-0	-0	60		0.0%
3507 - Police OT Reimbursement	2,668	7,500	7,500	7,500	2,964		39.5%
3615 - Solar Payback	-0	-0	-0	8,000	6,804		0.0%
<b>Charges for Services</b>	<b>158,110</b>	<b>136,800</b>	<b>136,800</b>	<b>164,300</b>	<b>126,160</b>	<sup>11</sup>	<b>92.2%</b>
3801 - Sales of Surplus Equipment	-0	10,000	10,000	1,000	870		8.7%
3804 - Insurance Claims	450	500	500	9,240	9,247		1849.5%
3805 - Miscellaneous Income	9,151	100	100	1,000	653		652.7%
3806 - Donations & Contributions	500	500	75,500	300,500	300,500		398.0%
3807 - Rebates	15,393	14,000	14,000	15,000	11,734		83.8%
3810 - Pool Expense Reimbursement	64,011	158,125	158,125	82,900	60,471		38.2%
<b>Miscellaneous Revenue</b>	<b>89,505</b>	<b>183,225</b>	<b>258,225</b>	<b>409,640</b>	<b>383,475</b>	<sup>12</sup>	<b>148.5%</b>
3998 - Cost Allocation Plan	2,476,141	1,761,797	1,761,797	1,761,797	1,321,348		75.0%
3999 - Transfers In	102,000	425,951	187,900	163,614	132,489	<sup>13</sup>	70.5%
<b>Total Revenue</b>	<b>13,980,263</b>	<b>14,304,463</b>	<b>14,141,412</b>	<b>14,363,478</b>	<b>8,334,516</b>		<b>58.9%</b>

FY 2024-25  
3RD QUARTER FINANCIAL  
UPDATE  
GENERAL FUND

May 6, 2025

# FY 2024/25 Q3 GENERAL FUND OVERVIEW

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ADOPTED BUDGET DEFICIT	\$698,000
PROJECTED BUDGET DEFICIT	\$293,000
IMPROVE	\$405,000

# FY 2024/25 Q3 GENERAL FUND REVENUE BY CATEGORIES

✓ Overall revenues are tracking slightly below budget due to timing

	Adjusted Budget	Y-T-D Actual 3/31/25	\$ Available from Budget	Actual As % of Budget
Property Tax	\$ 3,620,000	\$ 1,923,289	\$ 1,696,711	53.1%
Real Property Transfer Tax	\$ 40,000	\$ 44,532	\$ (4,532)	111.3%
Sales Taxes	\$ 4,563,925	\$ 2,742,256	\$ 1,821,669	60.1%
User Taxes	\$ 887,175	\$ 628,543	\$ 258,632	70.8%
Transient Occupancy Tax	\$ 519,000	\$ 287,719	\$ 231,281	55.4%
Franchise Fees	\$ 502,250	\$ 234,064	\$ 268,186	46.6%
Licenses & Permits	\$ 1,442,500	\$ 354,875	\$ 1,087,625	24.6%
Fines & Special Assessments	\$ 66,700	\$ 61,385	\$ 5,315	92.0%
Intergovernmental Revenues	\$ 22,890	\$ 17,596	\$ 5,294	76.9%
Interest & Rents	\$ 132,250	\$ 76,786	\$ 55,464	58.1%
Charges for Services	\$ 136,800	\$ 126,160	\$ 10,640	92.2%
Miscellaneous Revenue	\$ 258,225	\$ 383,475	\$ (125,250)	148.5%
Cost Allocation Plan	\$ 1,761,797	\$ 1,321,348	\$ 440,449	75.0%
Transfers In	\$ 187,900	\$ 132,489	\$ 55,412	70.5%
<b>Total Revenues</b>	<b>\$ 14,141,412</b>	<b>\$ 8,334,516</b>	<b>\$ 5,806,896</b>	<b>58.9%</b>

# FY 2024/25 Q3 GENERAL FUND EXPENDITURES BY DEPARTMENTS

- Most departments are trending under the 75% mark, some departments have exceeded it. It's important to note that expenditures are not linear.

	Adjusted Budget	Actual 3/31/25	\$ Available from Budget	Actual As % of Budget
10 - City Council	\$ 200,125	\$ 120,044	\$ 80,081	60.0%
11 - City Manager	\$ 773,885	\$ 495,844	\$ 278,041	64.1%
12 - City Attorney	\$ 647,900	\$ 440,552	\$ 207,348	68.0%
13 - City Clerk	\$ 477,471	\$ 343,696	\$ 133,775	72.0%
14 - Administrative Services (Finance)	\$ 1,447,765	\$ 1,015,428	\$ 432,337	70.1%
21 - Community Development	\$ 640,301	\$ 494,037	\$ 146,264	77.2%
22 - Building	\$ 305,036	\$ 199,040	\$ 105,996	65.3%
31 - Fire & Prevention	\$ 1,538,726	\$ 906,292	\$ 632,434	58.9%
32 - Police	\$ 5,530,162	\$ 3,829,047	\$ 1,701,115	69.2%
40 - Senior Center	\$ 41,314	\$ 19,354	\$ 21,960	46.8%
41 - Public Works   Engineering	\$ 2,349,901	\$ 1,610,292	\$ 739,609	68.5%
42 - PW-Community Center	\$ 170,834	\$ 112,275	\$ 58,559	65.7%
43 - PW-Ives Pool	\$ 298,829	\$ 172,122	\$ 126,707	57.6%
00 - Non Departmental	\$ 191,645	\$ 64,819	\$ 126,826	33.8%
Debt Service Payments	\$ 208,043	\$ 179,391	\$ 28,652	86.2%
Transfers Out	\$ 300,000	\$ -	\$ 300,000	0.0%
<b>Total Expenditures</b>	<b>\$ 15,121,937</b>	<b>\$ 10,002,232</b>	<b>\$ 5,119,705</b>	<b>66.1%</b>

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# COUNCIL QUESTIONS/DISCUSSIONS