

TOWN OF FAIRFAX



FY25 MIDYEAR BUDGET REPORT


PRESENTED MARCH 5, 2025

BY MICHAEL VIVRETTE, CPA DIRECTOR OF FINANCE

FAIRFAX FY25 (2024-2025)

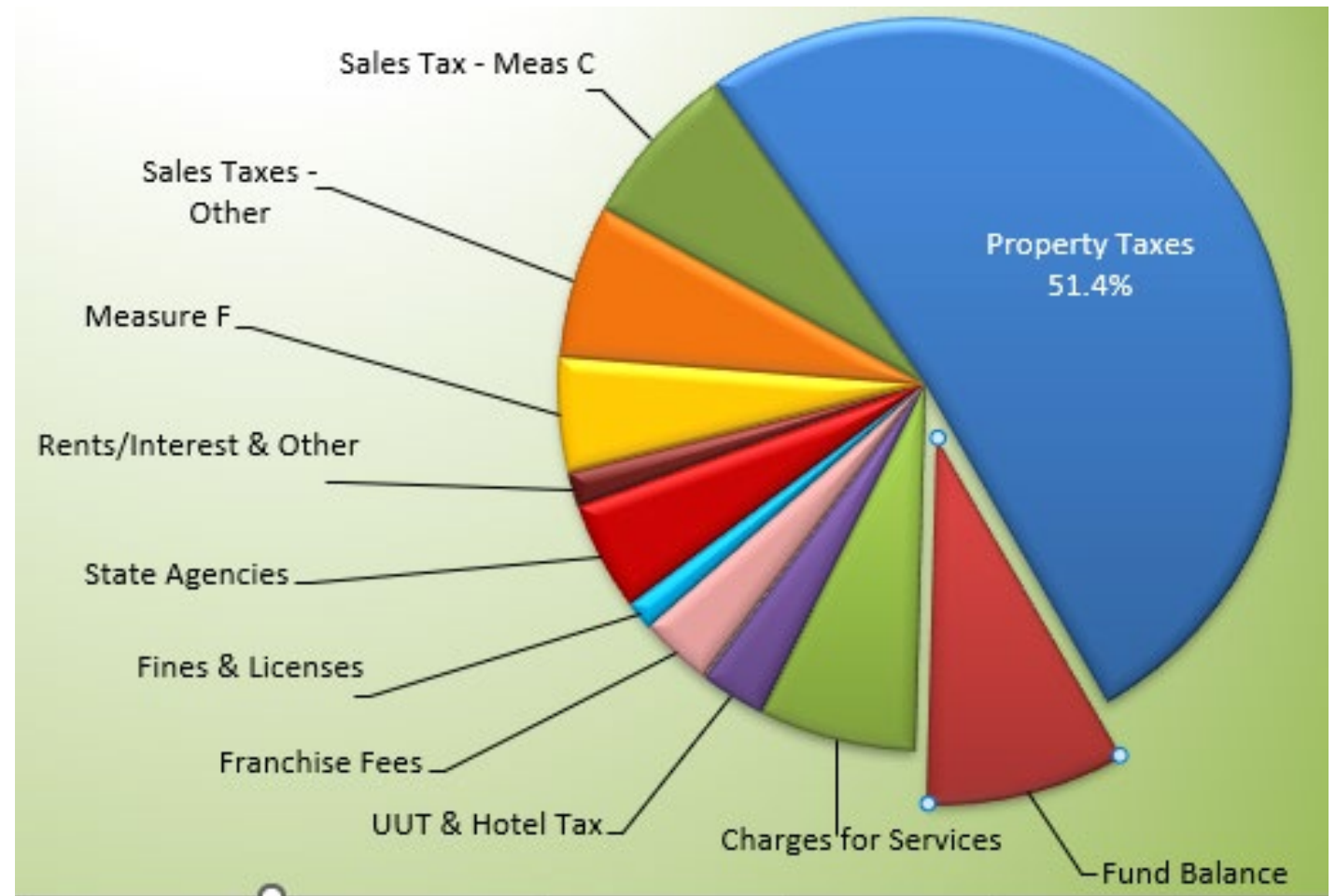
GENERAL FUND BUDGET



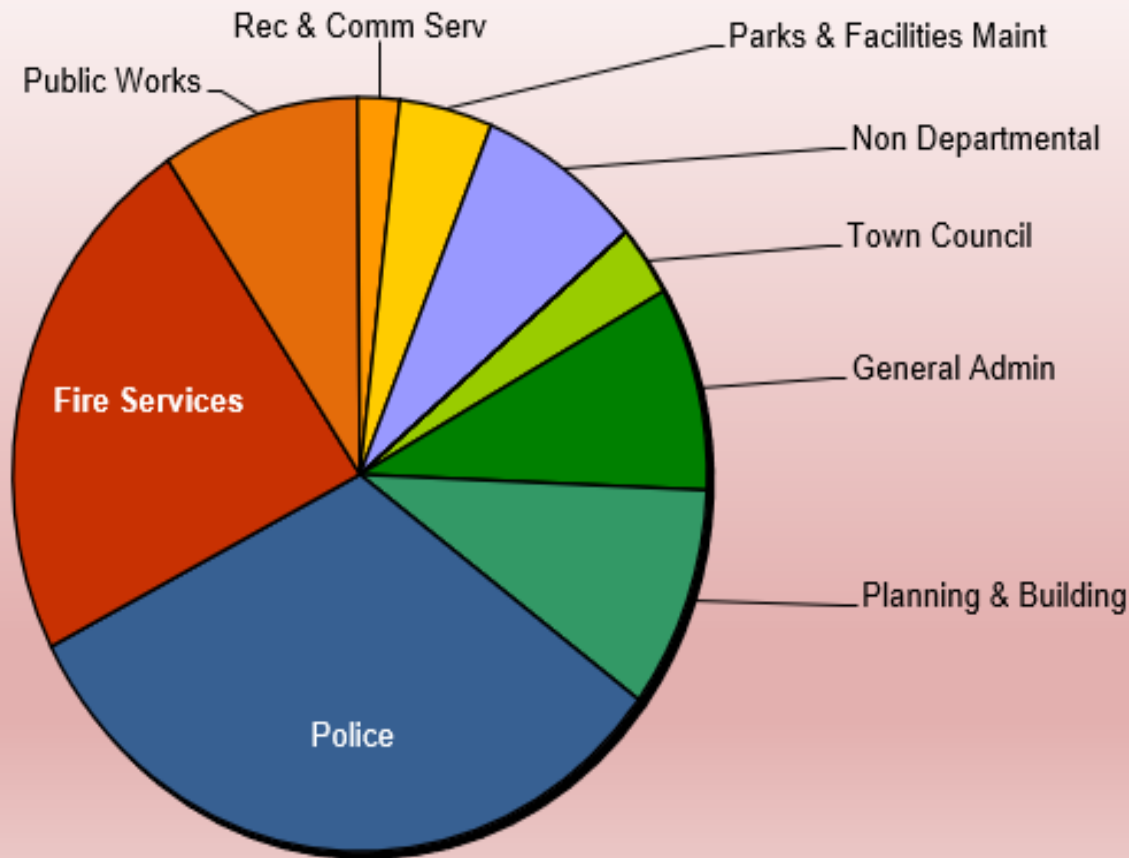
<div></div> <div>Town of Fairfax</div> <div>2024-25 Operating Budget</div>					ALL FUNDS FY25 ADOPTED BUDGET				
FUND SUMMARY					BALANCE	FY 2024-25	FY 2024-25	FY 2024-25	ADOPTED
					30-Jun-24	Revenues	Approp	Transfers	30-Jun-25
2/25/25 3:29 PM									
GENERAL FUNDS									-
01	General Fund				3,530,172	9,273,310	(14,138,836)	3,327,800	1,992,446
02	Dry Period Fund				1,000,000	-	-	-	1,000,000
03	Equipment Replacement Fund				226,882	-	(169,000)	100,000	157,882
04	Building & Planning Fund				99,105	740,900	-	(750,000)	90,005
05	Building Improvement Fund				178,536	-	(197,000)	125,000	106,536
06	Retirement Fund				252,629	2,125,242	-	(2,000,000)	377,870
08	Office Equip Replacement Fund				63,090	-	(37,500)	-	25,590
Total General Funds					5,350,414	12,139,452	(14,542,336)	802,800	3,750,329
					41.4%				25.8%

FY25 ANTICIPATED REVENUES

<u>SOURCE OF FUNDS</u>		
	ALL GF	
Property Taxes	7,435,910	51.4%
Sales Tax - Meas C	1,055,000	7.3%
Sales Taxes - Other	980,000	6.8%
Measure F	726,800	5.0%
Rents/Interest & Other	223,300	1.5%
State Agencies	694,600	4.8%
Fines & Licenses	185,000	1.3%
Franchise Fees	471,000	3.3%
Utility User & Hotel Tax	420,000	2.9%
Charges for Services	1,003,500	6.9%
Fund Balance	1,258,890	8.7%
	14,454,000	100.0%



FY25 APPROPRIATIONS (EXPENSES)



OPERATIONAL EXPENSES

Town Council	439,000	3.0%
General Admin	1,263,000	8.7%
Planning & Building	1,375,000	9.5%
Police	4,666,000	32.3%
Fire Services	3,355,000	23.2%
Public Works	1,333,000	9.2%
Rec & Comm Serv	281,000	1.9%
Parks & Facilities Maint	626,000	4.3%
Non Departmental	1,116,000	7.7%
	14,454,000	100.0%

MIDYEAR BUDGET - SUMMARY



- GF Revenues are projected to exceed budget by \$512,300 (3.9 %)
- GF Expenses are projected to be under budget by \$240,000 (-1.6 %)
- The net savings would be \$752,400
- The Adopted FY25 budget originally projected a General Fund drawdown from reserves from 41.4% to 25.8% (above the 25% reserve set by council policy) to provide additional funding for CIP projects
- The Midyear projected savings can reduce the planned reserve drawdown by \$752,400 to \$785,300 increasing reserves from 26.3% up to 31.0%



Projected FY25 Income Statement

Town of Fairfax, CA

at December 31, 2024

	JULY - DEC		JAN 25	FEB 25	MAR 25	APR 25	MAY 25	JUN 25 +	PROJECTED FY24	CURRENT BUDGET	▲ \$	▲ %
Fund: 01 - GENERAL FUND												
Revenue												
010 - TAXES	4,363,340	55.3%	292,380	417,529	215,772	2,515,108	267,863	532,112	8,604,105	7,890,910	713,195	109.0%
020 - FRANCHISE FEES	188,785	40.1%	18,927	28,882	12,628	159,168	67,112	8,655	484,158	471,000	13,158	102.8%
030 - LICENSES	18,509	15.4%	17,802	23,422	50,786	9,761	3,596	4,502	128,378	120,000	8,378	107.0%
040 - FINES	23,260	35.8%	4,652	634	1,633	2,073	2,833	3,743	38,828	65,000	(26,172)	59.7%
050 - INTEREST & RENTS	82,440	36.9%	32,719	2,410	7,192	2,224	49,938	39,353	216,277	223,300	(7,023)	96.9%
060 - REVENUES FROM OTHER AGENCIES	39,225	32.8%	(25,133)	-	3,482	-	7,580	1,794	26,948	119,600	(92,652)	22.5%
070 - GRANTS FROM OTHER AGENCIES	28,432	21.9%	-	-	-	-	-	5,000	33,432	130,000	(96,568)	25.7%
080 - CHARGES FOR CURRENT SERVICES	147,209	87.4%	2,033	1,261	7,148	1,055	574	9,221	168,500	168,500	0	100.0%
090 - OTHER FEES	37,693	44.3%	16,481	7,304	5,070	8,474	4,845	5,132	85,000	85,000	(0)	100.0%
100 - TRANSFERS IN	-	0.0%	-	-	-	-	-	3,921,800	3,921,800	3,921,800	-	100.0%
Revenue Total:	4,928,893	37.4%	359,861	481,442	303,711	2,697,864	404,342	4,531,312	13,707,426	13,195,110	512,316	103.9%
Expense												
111 - TOWN COUNCIL	11,584	36.0%	1,653	6,238	1,776	1,911	1,776	5,559	30,496	32,159	(1,663)	94.8%
112 - TOWN TREASURER	2,355	57.9%	203	203	203	203	203	203	3,575	4,069	(494)	87.9%
116 - INDEPENDENT AUDITOR	2,100	3.3%	33,712	-	4,400	9,071	-	13,517	62,800	62,800	-	100.0%
121 - TOWN ATTORNEY	226,813	66.7%	58,300	64,740	64,740	64,740	64,740	64,740	608,813	340,000	268,813	179.1%
211 - TOWN MANAGER	145,394	49.7%	21,981	25,053	25,053	25,053	25,053	25,053	292,641	292,641	0	100.0%
221 - TOWN CLERK	97,066	27.0%	19,327	48,755	48,755	48,755	48,755	48,755	360,167	360,167	0	100.0%
222 - ELECTIONS	3,400	25.4%	-	-	-	-	-	-	3,400	13,400	(10,000)	25.4%
231 - PERSONNEL	75,717	49.1%	11,919	11,919	11,919	11,919	11,919	11,919	147,233	154,095	(6,862)	95.5%
241 - FINANCE	216,399	51.8%	31,285	31,285	31,285	31,285	31,285	31,285	404,111	417,638	(13,527)	96.8%
311 - PLANNING	352,874	34.6%	77,055	77,055	77,055	77,055	77,055	77,055	815,203	1,019,264	(204,061)	80.0%
321 - BLDG INSP & PERMITS	149,294	42.0%	29,259	29,259	29,259	29,259	42,259	42,259	350,848	355,238	(4,390)	98.8%
411 - POLICE	1,914,742	41.4%	294,284	993,021	294,284	294,284	294,284	350,000	4,434,901	4,626,771	(191,870)	95.9%
418 - DISASTER PREP	5,458	59.7%	7,892	4,395	-	70	-	-	17,816	9,139	8,677	194.9%
421 - ROSS VALLEY FIRE SERVICE	1,694,721	50.5%	275,869	275,869	275,869	275,869	275,869	275,869	3,349,934	3,355,477	(5,544)	99.8%
510 - PUBLIC WORKS ADMIN	169,093	49.2%	23,089	29,911	23,089	23,089	23,089	31,449	322,809	343,790	(20,981)	93.9%
511 - STREET MAINTENANCE	304,674	52.2%	49,373	52,404	49,373	88,150	49,373	114,546	707,893	583,397	124,496	121.3%
512 - STREET LGHT & TRAF SIGNALS	74,839	46.8%	41,159	8,801	8,801	8,801	8,801	8,801	160,000	160,000	0	100.0%
514 - CLIMATE & ENVIRON	33,501	13.6%	10,678	10,678	10,678	10,678	10,678	10,678	97,570	245,966	(148,396)	39.7%
611 - PARK MAINTENANCE	138,103	46.4%	21,970	22,425	23,685	19,824	25,192	46,327	297,527	297,732	(205)	99.9%
617 - RECREATION	81,338	58.5%	10,945	3,810	2,812	2,800	3,375	5,286	110,367	139,044	(28,677)	79.4%
621 - FAIRFAX RECREATION	64,720	53.9%	8,325	8,325	8,325	8,325	8,325	8,325	114,667	120,070	(5,403)	95.5%
622 - SUMMER CAMPS	14,889	66.6%	666	-	-	-	-	6,792	22,348	22,348	(0)	100.0%
625 - RENTAL FACILITIES	53,335	79.3%	3,710	-	250	-	-	9,945	67,240	67,240	(0)	100.0%
715 - NON DEPARTMENTAL	553,556	49.6%	103,647	91,838	91,838	91,838	91,838	91,838	1,116,393	1,116,393	0	100.0%
725 - TRANSFERS OUT	-	0.0%	-	-	-	-	-	594,000	594,000	594,000	-	100.0%
911 - BUILDING MAINTANANCE	(6,708)		19,476	-	-	-	-	(12,768)	(0)	-	(0)	
Expense Total:	6,379,257	43.3%	1,155,777	1,795,986	1,083,450	1,122,979	1,093,870	1,861,432	14,492,752	14,732,838	(240,086)	98.4%
Fund: 01 - GENERAL FUND:	(1,450,364)	94.3%	(795,916)	(1,314,544)	(779,739)	1,574,885	(689,529)	2,669,880	(785,326)	(1,537,728)	752,402	51.1%



MIDYEAR BUDGET - REVENUES

Revenues will be **higher** primarily due to additional **tax** revenues.

- Property taxes + \$ 159,100
- Sales Taxes + \$ 98,100
- Prop tax in Lieu + \$ 222,800
- Utility User & Hotel + \$ 119,800
- Wildfire Tax (pass thru)
+ \$ 113,400

Tax Revenues comprise **62.8 %** of the Town's budgeted revenues.

Source:	Projected Variance:
Taxes	+ \$ 713,200
Franchise Fees	+ 13,200
Licenses	+ 8,400
Fines	- 26,200
Interest & Rents	- 7,000
Revenues From Other Agencies	- 92,700
Grants from Other Agencies	- 96,600
Projected Additional Revenue	+512,300

MIDYEAR BUDGET - REVENUES



Revenues will be **lower** than budget in some categories:


- Fines – (Over-estimated; difficult to project accurately) - \$ 26,200
- Interest & Rents – (LAIF interest short of projections) - \$ 7,000
- Revenues from Other Agencies (Planning Grant etc) - \$ 92,700
- Grants from Other Agencies (Various environmental) - \$ 96,600

Grant funds may have associated program costs which will be reduced.

Source:	Projected Variance:
Taxes	+ \$ 713,200
Franchise Fees	+ 13,200
Licenses	+ 8,400
Fines	- 26,200
Interest & Rents	- 7,000
Revenues From Other Agencies	- 92,700
Grants from Other Agencies	- 96,600
Projected Additional Revenue	+512,300

MIDYEAR BUDGET – REVENUES



 Town of Fairfax 2024-25 Operating Budget		FUND	01 GENERAL FUND		
		ACTIVITY	514 CLIMATE & ENVIRONMENT		
ACTIVITY DESCRIPTION					
The Climate & Environment Department oversees the implementation and monitoring of the Town's Climate Action Plan (CAP). This includes the development of policies and programs that work towards meeting the CAP goals for greenhouse gas (GHG) emissions reductions and that provide community resiliency through climate adaptation strategies. Department staff work with the Climate Action Committee (CAC), external partners such as the Marin Climate & Energy Partnership (MCEP), and other Town staff on coordination and prioritization of climate and environmental initiatives, as well as identify and apply for funding sources for these initiatives.					
DEPARTMENT SUMMARY		FY 2021-22	FY 2022-23	FY 2023-24	FY 2023-24
		Actual	Actual	ADOPTED	Projected
					FY 2024-25
					ADOPTED
PERSONNEL					
401	REGULAR SALARIES	SEE NOTE		73,902	104,061
415	ACCRUED LEAVE CASHOUT			4,986	5,003
491	HEALTH INSURANCE			16,499	12,516
492	WORKERS COMP			3,250	3,250
493	RETIREMENT			6,634	8,325
494	MEDICARE			1,163	1,122
611	ALLOWANCES			960	960
	LESS: REIMBURSEMENT			(41,259)	(67,619)
	SUBTOTAL PERSONNEL		-	66,136	67,619
OPERATING EXPENSES					
813	OFFICE SUPPLIES			-	500
821	OUTSIDE SERVICES	SEE NOTE		34,544	85,737
822	PROGRAM IMPLEMENTATION	SEE NOTE		31,670	106,750
842	SPECIAL DEPT SUPPLIES			324	500
861	MEETING/CONF & TRAVEL			398	1,000
	SUBTOTAL OPERATING		-	66,935	194,487
TOTAL DEPARTMENT APPROPRIATION			-	133,071	262,106
Allocation of Positions:					
	CLIMATE ACTION COORDINATOR			0.50	0.50
					0.50

As an example:

- Climate and Environment Revenues are expected to be \$96,600 **below** budget because some grant revenues for programs did not materialize,
- The budgeted expenses for the Climate & Environment programs (\$123,500) will have a **corresponding reduction**.
- The **total expenses** of the Climate and environmental department includes:
 - \$59,500 for our half of a shared specialist
 - \$186,500 of projected program costs which are covered by grants ... when they happen.

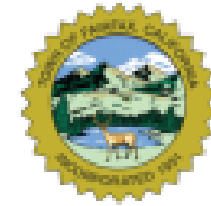
MIDYEAR BUDGET - EXPENDITURES



- General Fund Expenditures are projected to be **lower** than budget by \$240,000 (1.6%) this year.
- Most departments will be **under budget** as of June 30th

Department	PROJECTED FY25	CURRENT FY25 Budget	▲ \$	▲ %
Fund: 01 - GENERAL FUND				
Expense				
111 - TOWN COUNCIL	30,496	32,159	(1,663)	-5.2%
112 - TOWN TREASURER	3,575	4,069	(494)	-12.1%
116 - INDEPENDENT AUDITOR	62,800	62,800	-	0.0%
121 - TOWN ATTORNEY	608,813	340,000	268,813	79.1%
211 - TOWN MANAGER	292,641	292,641	0	0.0%
221 - TOWN CLERK	360,167	360,167	0	0.0%
222 - ELECTIONS	3,400	13,400	(10,000)	-74.6%
231 - PERSONNEL	147,233	154,095	(6,862)	-4.5%
241 - FINANCE	404,111	417,638	(13,527)	-3.2%
311 - PLANNING	815,203	1,019,264	(204,061)	-20.0%
321 - BLDG INSP & PERMITS	350,848	355,238	(4,390)	-1.2%
411 - POLICE	4,434,901	4,626,771	(191,870)	-4.1%
418 - DISASTER PREP	17,816	9,139	8,677	94.9%
421 - ROSS VALLEY FIRE SERVICE	3,349,934	3,355,477	(5,544)	-0.2%
510 - PUBLIC WORKS ADMIN	322,809	343,790	(20,981)	-6.1%
511 - STREET MAINTENANCE	707,893	583,397	124,496	21.3%
512 - STREET LGHT & TRAF SIGNALS	160,000	160,000	0	0.0%
514 - CLIMATE & ENVIRON	97,570	245,966	(148,396)	-60.3%
611 - PARK MAINTENANCE	297,527	297,732	(205)	-0.1%
617 - RECREATION	110,367	139,044	(28,677)	-20.6%
621 - FAIRFAX RECREATION	114,667	120,070	(5,403)	-4.5%
622 - SUMMER CAMPS	22,348	22,348	(0)	0.0%
625 - RENTAL FACILITIES	67,240	67,240	(0)	0.0%
715 - NON DEPARTMENTAL	1,116,393	1,116,393	0	0.0%
725 - TRANSFERS OUT	594,000	594,000	-	0.0%
911 - BUILDING MAINTANANCE	(0)	-	(0)	
Expense Total:	14,492,752	14,732,838	(240,086)	-1.6%

MIDYEAR BUDGET - EXPENDITURES




Departments likely to exceed budget include:

- Disaster Prep (418) by \$8,700
- Street Maintenance (511) – by \$124,500 due to increased patching and higher activity
- Town Attorney (131) by \$269,000

Department	PROJECTED FY25	CURRENT FY25 Budget	▲ \$	▲ %
Fund: 01 - GENERAL FUND				
Expense				
111 - TOWN COUNCIL	30,496	32,159	(1,663)	-5.2%
112 - TOWN TREASURER	3,575	4,069	(494)	-12.1%
116 - INDEPENDENT AUDITOR	62,800	62,800	-	0.0%
121 - TOWN ATTORNEY	608,813	340,000	268,813	79.1%
211 - TOWN MANAGER	292,641	292,641	0	0.0%
221 - TOWN CLERK	360,167	360,167	0	0.0%
222 - ELECTIONS	3,400	13,400	(10,000)	-74.6%
231 - PERSONNEL	147,233	154,095	(6,862)	-4.5%
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418 - DISASTER PREP	17,816	9,139	8,677	94.9%
421 - ROSS VALLEY FIRE SERVICE	3,349,934	3,355,477	(5,544)	-0.2%
510 - PUBLIC WORKS ADMIN	322,809	343,790	(20,981)	-6.1%
511 - STREET MAINTENANCE	707,893	583,397	124,496	21.3%
512 - STREET LGHT & TRAF SIGNALS	160,000	160,000	0	0.0%
514 - CLIMATE & ENVIRON	97,570	245,966	(148,396)	-60.3%
611 - PARK MAINTENANCE	297,527	297,732	(205)	-0.1%
617 - RECREATION	110,367	139,044	(28,677)	-20.6%
621 - FAIRFAX RECREATION	114,667	120,070	(5,403)	-4.5%
622 - SUMMER CAMPS	22,348	22,348	(0)	0.0%
625 - RENTAL FACILITIES	67,240	67,240	(0)	0.0%
715 - NON DEPARTMENTAL	1,116,393	1,116,393	0	0.0%
725 - TRANSFERS OUT	594,000	594,000	-	0.0%
911 - BUILDING MAINTANANCE	(0)	-	(0)	
Expense Total:	14,492,752	14,732,838	(240,086)	-1.6%

MIDYEAR BUDGET – DEPT EXPENSE




		Town of Fairfax		FUND	01 GENERAL FUND			
		2024-25 Operating Budget		ACTIVITY	121 TOWN ATTORNEY			
ACTIVITY DESCRIPTION								
The Town Attorney is appointed by the Town Council and is responsible for the administration of legal affairs of the Town. The Attorney represents the Town in lawsuits, litigation and hearings, and reviews all ordinances, contracts and other legal documents and renders legal advice and opinions for the Town. The Town Attorney attends all Council Meetings. Legal services are provided by Best, Best & Krieger (including Janet Coleson) in Walnut Creek.								
DEPARTMENT SUMMARY				FY 2021-22	FY 2022-23	FY 2023-24	FY 2023-24	FY 2024-25
				Actual	Actual	ADOPTED	Projected	ADOPTED
OPERATING EXPENSES								
636	OFFICE EQUIP REPLACEMENT						-	
711	OFFICE EQUIP MAINT.						-	
731	BLDG-GROUNDS MAINT.						-	
801	WATER						-	
804	TELEPHONE						-	
811	POSTAGE						-	
813	OFFICE SUPPLIES						-	
815	PRINTING						-	
821	GENERAL SERVICES	SEE NOTE	457,771	302,315	325,000	296,149	340,000	
822	SPECIAL SERVICES					182,159		
842	SPECIAL DEPT SUPPLIES					-		
861	BUS.MEET/CONF.					-		
862	DUES & SUBSCRIPTIONS					-		
890	MISCELLANEOUS					-		
SUBTOTAL OPERATING			457,771	302,315	325,000	478,308	340,000	

TOWN ATTORNEY (131)

- **Attorney - General Services** covers representing the Town in lawsuits, litigation and hearings; reviewing ordinances, contracts and legal documents and rendering legal opinions for the Town.
- **General Services** are provided by:
 - Janet Coleson (Public Agency Law), and
 - Best, Best, & Kreiger for some services
- The **FY25 budget** for Attorney this year is **\$340,000** for General Services
- The projected expense for General Services is **\$316,000**

MIDYEAR BUDGET – DEPT EXPENSE



		Town of Fairfax		FUND	01 GENERAL FUND			
		2024-25 Operating Budget		ACTIVITY	121 TOWN ATTORNEY			
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DEPARTMENT SUMMARY				FY 2021-22	FY 2022-23	FY 2023-24	FY 2023-24	FY 2024-25
				Actual	Actual	ADOPTED	Projected	ADOPTED
OPERATING EXPENSES								
636	OFFICE EQUIP REPLACEMENT						-	
711	OFFICE EQUIP MAINT.						-	
731	BLDG-GROUNDS MAINT.						-	
801	WATER						-	
804	TELEPHONE						-	
811	POSTAGE						-	
813	OFFICE SUPPLIES						-	
815	PRINTING						-	
821	GENERAL SERVICES	SEE NOTE	457,771	302,315	325,000	296,149	340,000	
822	SPECIAL SERVICES					182,159		
842	SPECIAL DEPT SUPPLIES					-		
861	BUS.MEET/CONF.					-		
862	DUES & SUBSCRIPTIONS					-		
890	MISCELLANEOUS					-		
SUBTOTAL OPERATING			457,771	302,315	325,000	478,308	340,000	

TOWN ATTORNEY (131)

- **Attorney – Special Services** includes expenses for litigation which are above and beyond General Services.
- The **FY25 budget** for separates Special Services from General Services but no budget was provided
- This year, special attorney services have been provided by two firms representing the town on several cases
 - seeking damages to recover costs from emergency repairs, and
 - defense cost in several suits.
- The FY25 projected expense for Special Services is **\$323,000**



MIDYEAR BUDGET – CIP

	PROJ Y/E	BUDGET	▲
Fund: 51 - CAPITAL PROJECTS - GRANTS			
Expense			
521 - PAVILION KITCHEN	65,000	230,000	(165,000)
810 - SR&R SELECTED AREAS	-	20,000	(20,000)
816 - SR&R CANYON RD STABILIZATION	-	5,000	(5,000)
820 - WOMEN'S CLUB REHAB	-	50,000	(50,000)
827 - STORM DRAIN IMPROVEMENTS	31,658	90,000	(58,342)
828 - 45 CANYON CREEK BANK REPAIR	-	30,000	(30,000)
841 - MISC PARK & TRAIL IMP	-	85,000	(85,000)
843 - AZALEA AVE BRIDGE	7,443	303,806	(296,364)
845 - 103 ROCCA ROAD STABILIZATION	290,697	250,000	40,697
847 - TAMALPAIS/BERRY RETAINING WALL	339,004	582,000	(242,996)
856 - MEADOW WY BRIDGE REPAIR	26,701	698,212	(671,511)
871 - BPMP SPRUCE/MARIN/CANYON	16,335	242,000	(225,665)
873 - CREEK RD BRIDGE REPAIR	6,568	190,000	(183,432)
890 - PERI PARK CREEKSIDE STABILIZATION	15,000	45,231	(30,231)
Expense Total:	798,406	2,821,249	(2,022,843)
Fund: 53 - CAPITAL PROJECTS - TOWN			
Expense			
804 - CIP SIDEWALK PROGRAM	11,000	20,000	(9,000)
830 - DOWNTOWN IMPROVEMENTS	279,043	225,000	54,043
887 - PAVEMENT REHAB (NON K)	480,630	550,000	(69,370)
Expense Total:	770,673	795,000	(24,327)

CIP PROJECTS

- The Town spent **\$775,800** on CIP projects through Jan 2025. Projection is **\$1,674,000** by June 30
- **Proj 51-845** 103 Rocca Stabilization
 - Budget \$250,000/Spent \$290,000
 - \$40,700 over budget
- **Proj 51-847** Tam/Berry retaining wall
 - Budgeted \$582,000/spent \$339,000
 - \$243,000 under budget
 - Town is seeking recovery of expenses from responsible parties

MIDYEAR BUDGET– CONCLUSION



- Expenditures in the General Fund are expected to be under budget overall.
- We recommend the budget adjustments for the listed departments come from expense savings in other General Fund departments and projected increased revenues at the discretion of the Town Manager.

MIDYEAR BUDGET – CONCLUSION

