



TOWN OF FAIRFAX BUDGET WORKSHOP FY 2024/25

AGENDA



General Budget Overview



Department Presentations



Lunch Break



Capital Improvement Program (“CIP”)



Council Questions



Council Discussion



Closing remarks

TWO YEAR COMPARISON

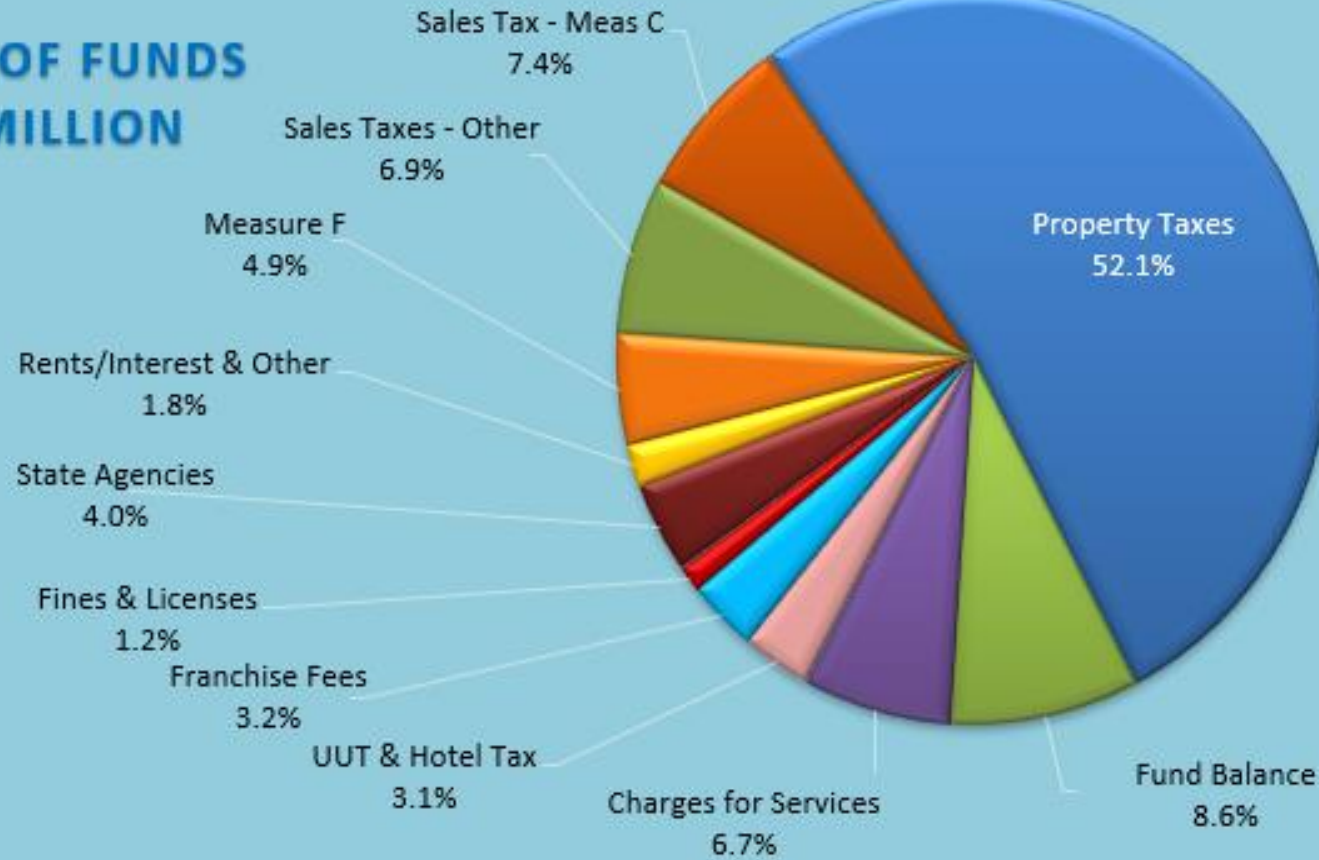
FISCAL 23/24- PROJECTED

- **GF REVENUE** \$ 12.3M
- **GF EXPENSES** \$ 13.0M
- **RESERVE** \$ 5.4M (41.2%)
- **OVERALL REVENUE** \$ 16.2M
- **OVERALL EXPENSE** \$ 16.4M

FISCAL 24/25 – DRAFT BUDGET

- **GF REVENUE** \$ 12.4M + \$ 170K
- **GF EXPENSES** \$ 14.9M + \$ 1.1M
- **RESERVE** \$ 3.8M (25.3%)
- **OVERALL REVENUE** \$ 17.8M +\$960K
- **OVERALL EXPENSE** \$ 19.3M +\$ 2.9M

SOURCES OF FUNDS \$14.9 MILLION

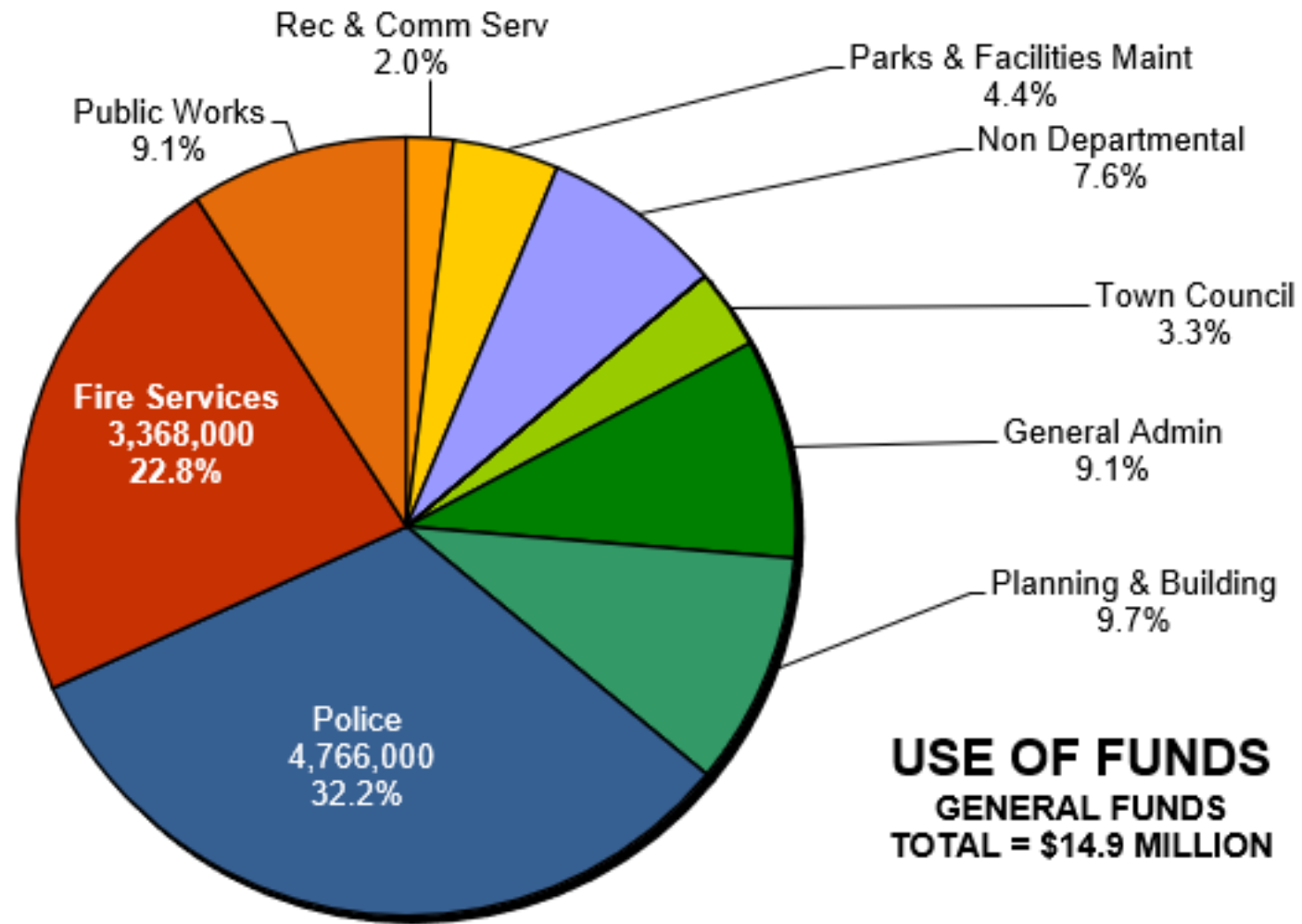


GENERAL FUND - SOURCE OF FUNDS

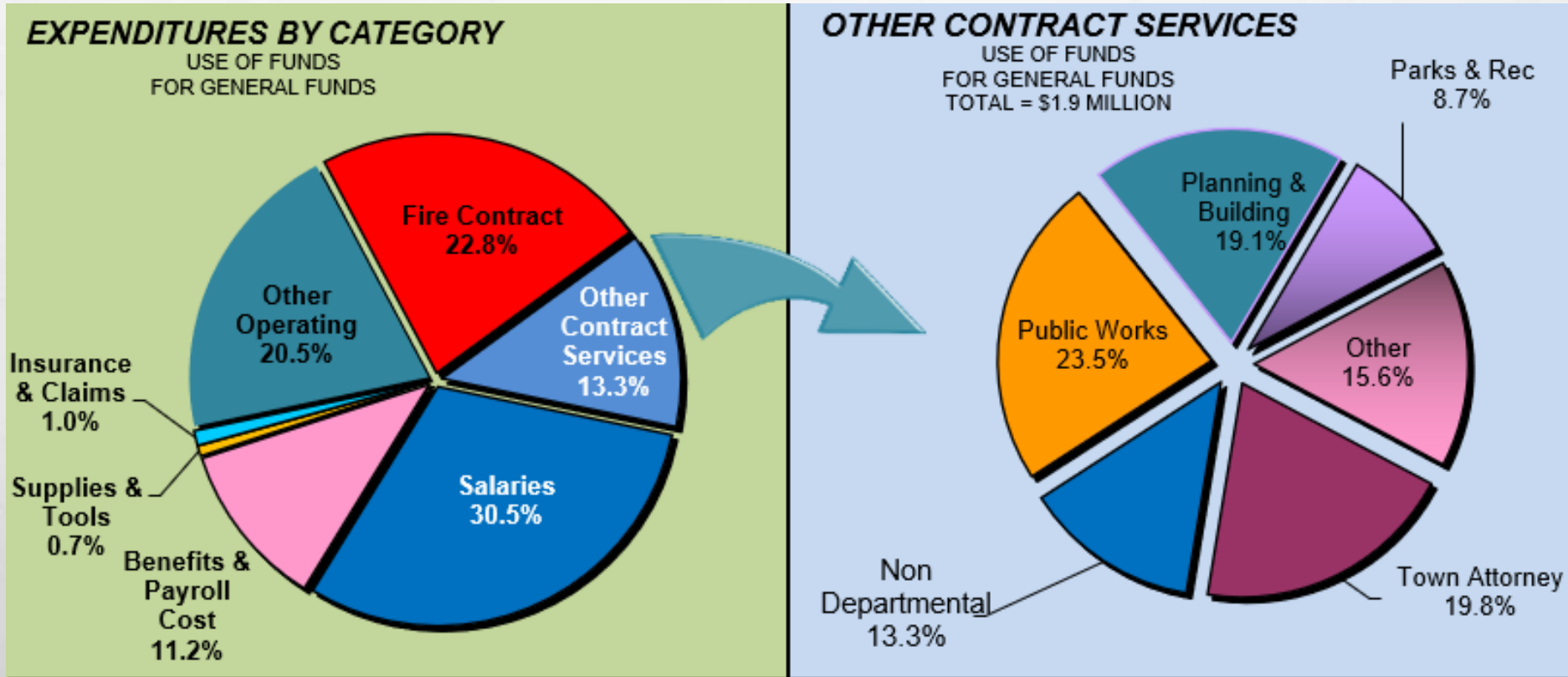
- **PROPERTY TAXES 52.1%**
- **SALES TAXES 14.2%**
- **SERVICE CHARGES 6.7%**
- **MEASURE F 4.9%**
- **OTHER TAXES/FEES 20.1%**
- **FUND BALANCE 8.6%**

GENERAL FUND - USE OF FUNDS

- **PUBLIC SAFETY 55.9%**
- **TOWN ADMINISTRATION 12.5%**
- **DEVELOPMENT SERVICES 9.9%**
- **PUBLIC WORKS 9.3%**
- **PARKS & FACILITIES 2.7%**
- **RECREATION/COMMSERV 2.0%**
- **NON-DEPARTMENTAL 7.7%**



GENERAL FUND EXPENDITURES BY CATEGORY



GENERAL FUND APPROPRIATIONS

BUDGETARY CHALLENGES FOR 2024-2025


- **INFLATION HAS COOLED (2.4% FOR FEB 23 TO FEB 24 FOR SF BAY AREA)**
 - **PERSONNEL, GOODS & SERVICES INCREASED 3% WHERE APPROPRIATE**
- **PERSONNEL**
 - **RECRUITING (2 POLICE OFFICERS, CLIMATE ACTION COORD; DEPUTY TOWN CLERK, CHIEF BUILDING OFFICIAL)**
 - **SUCCESSION PLANNING**
- **CAPITAL PROJECTS**
 - **FUNDING SOURCES FOR INFRASTRUCTURE (ROADS, STORMWATER)**
 - **REPAIRS/UPGRADES TO FIRE STATION**

GENERAL FUND APPROPRIATIONS


HIGHLIGHTS

- **INCREASED FUNDING FIRE DEPT (+14%)**
- **FILL VACANCIES TO PROVIDE SERVICES**
- **CONTINUE ROAD MAINTENANCE AS BUDGET ALLOWS**
- **BIKE/PED MASTER PLAN UPDATE**
- **IMPLEMENT HOUSING ELEMENT PROGRAMS**
- **LAUNCH SHORT TERM RENTAL (STRI) PROGRAM**


GENERAL FUNDS

 Town of Fairfax 2024-25 Operating Budget				ALL FUNDS FY25 DRAFT BUDGET					
FUND SUMMARY				BALANCE	FY 2024-25	FY 2024-25	FY 2024-25	DRAFT BUD	FY 24/25
				30-Jun-24	Revenues	Approp	Transfers	30-Jun-25	ACTIVITY
5/7/24 12:58 PM									
GENERAL FUNDS								-	
01	General Fund			3,550,270	9,579,641	(14,461,778)	3,327,800	1,995,934	(1,554,336)
02	Dry Period Fund			1,000,000	-	-	-	1,000,000	-
03	Equipment Replacement Fund			226,882	-	(169,000)	100,000	157,882	(69,000)
04	Building & Planning Fund			99,105	740,900	-	(750,000)	90,005	(9,100)
05	Building Improvement Fund			178,536	-	(197,000)	125,000	106,536	(72,000)
06	Retirement Fund			252,629	2,125,242	-	(2,000,000)	377,870	125,242
08	Office Equip Replacement Fund			63,090	-	(37,500)	-	25,590	(37,500)
Total General Funds				5,370,512	12,445,783	(14,865,278)	802,800	3,753,818	(1,616,695)
								25.3%	


SPECIAL REVENUE FUNDS

 Town of Fairfax 2024-25 Operating Budget		ALL FUNDS FY25 DRAFT BUDGET					
FUND SUMMARY		BALANCE 30-Jun-24	FY 2024-25 Revenues	FY 2024-25 Approp	FY 2024-25 Transfers	DRAFT BUD 30-Jun-25	FY 24/25 ACTIVITY
5/7/24 1:00 PM							
SPECIAL REVENUE FUNDS							
07	Special Police Fund	37,992	230,000	-	(250,000)	17,992	(20,000)
12	Fairfax Festival Fund	(32,570)	77,500	(76,800)	-	(31,870)	700
20	Measure F - Municipal Svs Tax Fund	31,423	786,040	-	(790,000)	27,463	(3,960)
21	Gas Tax Fund	178,817	409,352	-	(518,770)	69,399	(109,418)
22	Measure A/AA - Transportation	150,642	190,624	-	(300,000)	41,266	(109,376)
23	Measure A - Parks	196,349	70,000	-	(150,231)	116,118	(80,231)
25	Federal Stimulus Funds	1,588,335	-	-	(90,000)	1,498,335	(90,000)
Total Special Revenue Funds		2,150,988	1,763,516	(76,800)	(2,099,001)	1,738,703	(412,285)

DEBT SERVICE & FIDUCIARY FUNDS

 Town of Fairfax 2024-25 Operating Budget				ALL FUNDS FY25 DRAFT BUDGET					
FUND SUMMARY				BALANCE	FY 2024-25	FY 2024-25	FY 2024-25	DRAFT BUD	FY 24/25
				30-Jun-24	Revenues	Approp	Transfers	30-Jun-25	ACTIVITY
5/7/24 1:02 PM									
DEBT SERVICE FUNDS									-
43-45	Measure K - Debt Service			472,521	544,300	(615,227)	-	401,595	(70,927)
48	Lease Agreement			4,409	714,312	(714,312)		4,409	-
	Total Debt Service Funds			476,930	1,258,612	(1,329,539)	-	406,004	(70,927)
						0.5246			-
FIDUCIARY FUNDS									-
73	Open Space			49,434	2,000	(4,000)	4,000	51,434	2,000
	Total Fiduciary Funds			49,434	2,000	(4,000)	4,000	51,434	2,000

CAPITAL IMPROVEMENT FUNDS

 Town of Fairfax 2024-25 Operating Budget				ALL FUNDS FY25 DRAFT BUDGET					
FUND SUMMARY				BALANCE	FY 2024-25	FY 2024-25	FY 2024-25	DRAFT BUD	FY 24/25
				30-Jun-24	Revenues	Approp	Transfers	30-Jun-25	ACTIVITY
5/7/24 1:03 PM									
CAPITAL PROJECTS									-
51	Capital Projects - Grants			24,055	1,511,590	(2,239,249)	709,001	5,397	(18,658)
52	Capital Projects - Storm Recovery			406	-	-	-	406	-
53	Capital Projects - Town			9,615	225,000	(795,000)	583,200	22,815	13,200
	Total Capital Projects Funds			34,076	1,736,590	(3,034,249)	1,292,201	28,618	(5,458)
						0.5246			-
FIDUCIARY FUNDS									-
73	Open Space			49,434	2,000	(4,000)	4,000	51,434	2,000
	Total Fiduciary Funds			49,434	2,000	(4,000)	4,000	51,434	2,000

DEPARTMENT PRESENTATIONS

- **TOWN MANAGER**
 - **TOWN 111/112/116/121**
- **FIRE 421**
- **CLIMATE & ENVIRONMENT 514**
- **TOWN CLERK 221/222**
- **PERSONNEL 231 & FINANCE 241**
- **PLANNING 311/321**
- **RECREATION/COM SERV 616/617/621/622/625**
- **POLICE 411**
- **PUBLIC WORKS 510/511/512/611**
- **OTHER 715/911**

CLIMATE & ENVIRONMENT BUDGET FY 2024-25

- **PROPOSED DEPARTMENT BUDGET: \$193,175**
 - PERSONNEL COSTS: (HALF-TIME CLIMATE ACTION COORDINATOR) \$73,688
 - OPERATING EXPENSES: \$119,487
 - OUTSIDE SERVICES: \$85,737
 - ASSISTANCE WITH IMPLEMENTATION OF SOLARAPP+ AND SB 1383 IMPLEMENTATION (FUNDED BY GRANTS)
 - TRANSFER \$25K FROM FUND 05, DEPT 905 TO CONDUCT PAVILION RESILIENCE HUB FEASIBILITY STUDY
 - PROGRAM IMPLEMENTATION: \$31,750
 - ELECTRIC LANDSCAPE EQUIPMENT REBATE PROGRAM
 - EV & E-BIKE SHOW (COSTS SHARED WITH SAN ANSELMO)
 - STREETLIGHT EV CHARGING PILOT
 - OUTREACH MATERIALS
 - MICROMOBILITY CHARGING NETWORK
 - OTHER \$ 2,000

PERSONNEL BUDGET FY 2024-25

- **PROPOSED DEPARTMENT BUDGET: - \$200,095**
 - PERSONNEL COSTS: \$148,695
 - TOWN MANAGER – 30%
 - FINANCE DIRECTOR - 10%
 - ACCOUNTANT - 10%
 - OPERATING EXPENSES: - \$51,400
 - PROFESSIONAL & OUTSIDE SERVICES - \$ 51,000
 - RECRUITING SERVICES FOR KEY POSITION - \$26,000
 - HR CONSULTANT - PERSONNEL SUPPORT
 - PREEMPLOYMENT SERVICES
 - SPECIAL ATTORNEY FEES
 - OTHER \$ 2,591

FINANCE BUDGET FY 2024-25

- **PROPOSED DEPARTMENT BUDGET: - \$445,351**
 - **PERSONNEL COSTS: \$353,334**
 - FINANCE DIRECTOR - 90%
 - ACCOUNTANT II – 90%
 - PART TIME ACCOUNTANT - 10% FTE
 - STUDENT OFFICE ASST - 10% FTE
 - **OPERATING EXPENSES:- \$92,016**
 - **PROFESSIONAL & OUTSIDE SERVICES - \$ 75,000**
 - TYLER SOFTWARE LICENSES
 - TYLER SOFTWARE ASSISTANCE
 - BANK FEES, ANALYSIS
 - GASB 75 ACTUARIAL REPORTS (OPEB)
 - GOVINVEST SOFTWARE (OPEB & PENSION)
 - GASB COMPLIANCE REPORTS
 - **OTHER \$ 17,016**

OTHER GENERAL FUNDS

DRY PERIOD FUND (02) – NO CHANGE PG 57

- **RESERVES PROJECTED TO BE \$ 3.8m 25.3%**
- **DESIGNATED \$ 758k**
- **UNDESIGNATED \$ 3.0m**

EQUIP REPLACEMENT (03) PG 58

- **POLICE – MOBILE COMPUTING \$ 30k**
- **POLICE VEHICLES \$ 139k**

BUILDING IMPROVEMENT (05) PG 60

- **COMM CENTER/TOWN HALL PHONE UPGRADES \$12 K**
- **FIRE STATION MODIFICATIONS \$ 150 K (Of \$600k)**
- **FACILITIES ASSESSMENT \$ 35k**

CAPITAL IMPROVEMENT FUNDS

- **FUND 51 – GRANTS**
- **FUND 52 – STORM RECOVERY**
- **FUND 53 - TOWN**

FY 2024-25 BUDGET WORKSHOP



COUNCIL DISCUSSION



QUESTIONS



CLOSING REMARKS