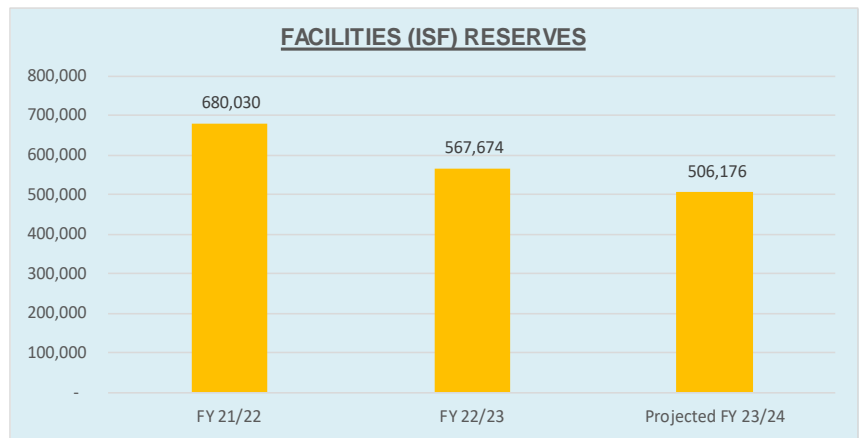


## INTERNAL SERVICE: FACILITIES REPAIR & MAINTENANCE

Internal Service Funds-Facilities fund accounts for the maintenance of all City-owned buildings.

ISF-FACILITIES											
	Audited FY 2021/22 Actuals	Audited FY 2022/23 Actuals	FY 21/22 Adopted Budget	Approved Net Budget Amendments	Amended Budget	Pro Rated Budget as of 12/31/2023	YTD Actual 12/31/2023	Mid-Year Variance %	Variance Budget vs. Actual	Estimated Year End	Forecast Surplus/ (Shortfall)
Operating Revenue	\$ 4,143	\$ 16,216	\$ 500	\$ -	\$ 500	\$ 250	\$ 250	50%	\$ -	\$ 500	\$ -
Interdepartmental Charges	200,959	288,548	210,000	-	210,000	105,000	105,000	50%	-	210,000	-
TOTAL REVENUES	205,101	304,764	210,500	-	210,500	105,250	105,250	50%	-	210,500	-
Personnel Services	105,998	186,907	105,998	-	105,998	52,999	52,999	50%	-	105,998	-
Repairs & Maintenance	15,601	22,469	22,500	-	22,500	11,250	4,549	20%	(6,701)	16,000	6,500
Depreciation	-	6,800	-	-	-	-	-	-	-	-	-
TOTAL EXPENDITURES	121,600	216,176	128,498	-	128,498	64,249	57,548	45%	(6,701)	121,998	6,500
Net Revenue/(Expense)	\$ 83,501	\$ 88,588	\$ 82,002	\$ -	\$ 82,002	\$ 41,001	\$ 47,702	58%	\$ 6,701	\$ 88,502	6,500

- No significant revenue variances are expected.
- The repairs and maintenance schedule are listed below, with a \$22,500 maintenance budget. Due to staffing, only the park bathrooms, fencing for Noyo Headlands Park, and miscellaneous repairs and maintenance will be undertaken this year- most of the scheduled work will be moved to the next fiscal year, with the rest of the projects to be evaluated during the FY 2025 Budget process and moved to the next fiscal year.



### FACILITY ISF 10-YEAR MAINTENANCE PROGRAM

MAJOR PROJECTS/REPLACEMENT										Annual Average	General Fund	Water Enterprise	Wastewater Enterprise
	23/24	24/25	25/26	26/27	27/28	28/29	29/30	30/31					
City Hall	5,000	5,000	-	-	-	-	-	-	-	1,250	625	313	313
City Hall East	4,000	3,500	-	-	-	-	-	-	-	938	938	-	-
Fort Building	-	-	-	-	-	-	-	-	-	-	-	-	-
Town Hall	-	-	-	3,000	-	-	-	-	-	429	214	107	107
Fire Station, Main St	-	-	-	-	-	-	-	-	-	-	-	-	-
Fire Station, Hwy 20	-	-	-	-	-	-	-	-	-	-	-	-	-
Guest House	-	-	-	-	-	-	110,000	-	-	500	500	-	-
Police Department	-	-	-	-	-	-	-	-	-	3,143	3,143	-	-
Noyo Headlands Park	4,500	-	30,000	5,000	-	-	-	-	-	8,214	8,214	-	-
Pomo Bluffs Park	9,000	-	-	-	-	40,000	-	-	-	1,125	1,125	-	-
Noyo Beach	-	-	-	-	-	-	-	-	-	-	-	-	-
Corp Yard	-	-	-	-	-	-	-	-	-	-	-	-	-
Harbor Lite Trail	-	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL major projects	22,500	8,500	30,000	8,000	-	40,000	110,000	-	-	15,598	14,759	420	420
General Repairs Facilities	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL preventative maintenance	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL PROJECT FUNDING NEEDED	\$22,500	\$8,500	\$30,000	\$8,000	\$0	\$40,000	\$110,000	\$0	\$0	\$15,598	\$14,759	\$420	\$420

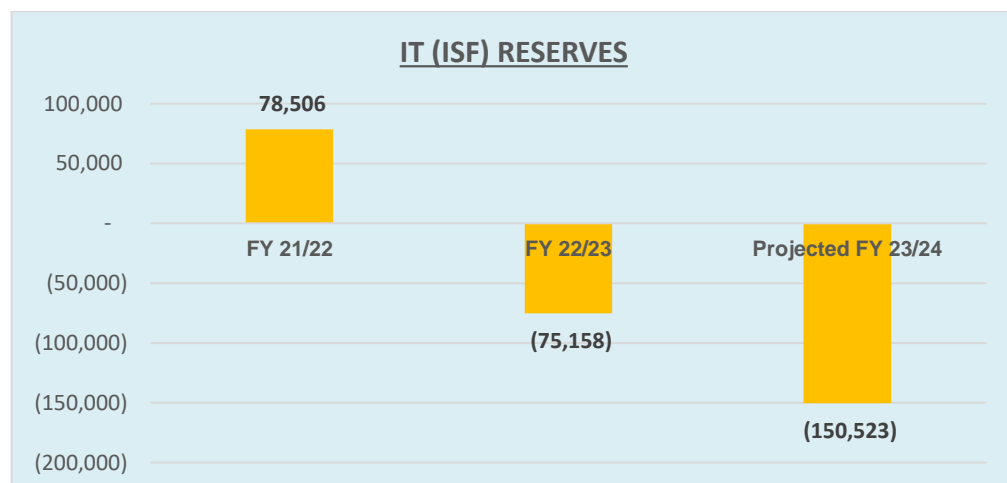
Note: CIP projects that are designated in the "Beyond CIP" category have all been placed in 6th year of the ISF, FY 2023/24

## INTERNAL SERVICE: INFORMATION TECHNOLOGY

Information technology accounts for all activities of the City's computer networks, the costs of which are distributed among user departments using equitable formulas.

ISF-IT											
	Audited FY 2021/22 Actuals	Audited FY 2022/23 Actuals	FY 21/22 Adopted Budget	Approved Net Budget Amendments	Amended Budget	Pro Rated Budget as of 12/31/2023	YTD Actual 12/31/2023	Mid-Year Variance %	Variance Budget vs. Actual	Estimated Year End	Forecast Surplus/ (Shortfall)
Interdepartmental Charges	497,457	577,972	612,088	-	612,088	306,044	306,044	50%	-	612,088	-
TOTAL REVENUES	497,457	577,972	612,088	-	612,088	306,044	306,044	50%	-	612,088	-
Personnel Services	101,970	176,260	228,798	-	228,798	114,399	125,060	55%	10,661	228,692	106
Repairs & Maintenance	1,964	1,862	4,200	-	4,200	2,100	451	0%	(1,649)	4,200	-
Materials & Supplies	415,508	314,469	425,785	-	425,785	212,893	197,337	46%	(15,556)	461,361	(35,576)
Contractual Services	390	-	50,000	-	50,000	25,000	4,500	0%	(20,500)	21,200	28,800
Depreciation	15,450	16,081	-	-	-	-	-	0%	-	-	-
TOTAL EXPENDITURES	535,282	508,672	708,783	-	708,783	354,392	327,347	46%	(27,044)	715,453	(6,670)
Net Revenue/(Expense)	\$ (37,825)	\$ 69,299	\$ (96,695)	\$ -	\$ (96,695)	\$ (48,348)	\$ (21,303)	22%	\$ 27,044	\$ (103,365)	(6,670)

- No significant variances are expected in the revenue category.
- The Materials and Supplies account covers all expenses related to IT software and hardware essential for maintaining the City's computer networks. Projections indicate that expenditures for this category will surpass the budget by \$35,576 by the end of the fiscal year. This increase reflects the doubling of the City's IT budget over the past two fiscal years, driven by the escalating number of cyber threats targeting organizations globally, irrespective of their size or type. As part of the mid-year Budget request, we are seeking approval to purchase hardware servers for \$29,965, a Cisco XDR system for \$4,462, and make the final payment of \$14,272 for our phone systems.
- Contractual services, are projected to end the year under budget, due to the postponing of work to the next fiscal year. These savings are recommended to offset some of the overages in materials and supplies.



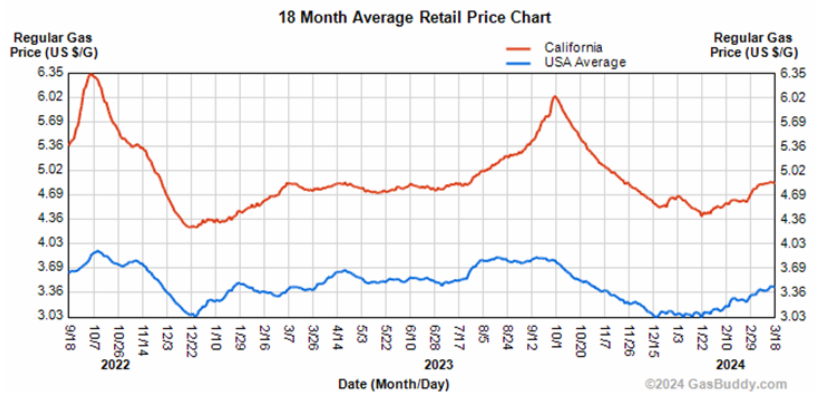
## INTERNAL SERVICE: FLEET

Fleet and Equipment services account for all activities of the City's central garage operations, the costs of which are distributed among designated user departments using equitable formulas.

ISF-FLEET											
	Audited FY 2021/22 Actuals	Audited FY 2022/23 Actuals	FY 23/24 Adopted Budget	Approved Net Budget Amendments	Amended Budget	Pro Rated Budget as of 12/31/2023	YTD Actual 12/31/2023	Mid-Year Variance %	Variance Budget vs. Actual	Estimated Year End	Forecast Surplus/ (Shortfall)
Interdepartmental Charges	342,308	962,994	479,513	-	479,513	239,757	239,757	50%	-	479,513	-
Reimbursements	-	198	5,000	-	5,000	2,500	2,500	0%	-	106,316	101,316
TOTAL REVENUES	342,308	963,192	479,513	-	484,513	242,257	242,257	50%	-	585,829	(101,316)
Personnel Services	150,409	139,004	132,280	-	132,280	66,140	78,605	59%	12,465	132,280	0
Repairs & Maintenance	51,986	72,845	52,000	-	52,000	26,000	38,630	74%	12,630	87,000	(35,000)
Materials, Fuel & Supplies	99,586	83,155	92,300	-	92,300	46,150	55,328	60%	9,178	102,300	(10,000)
Vehicles	221,526	-	195,000	68,086	263,086	131,543	134,931	51%	3,388	263,086	-
Contractual Services	439	1,797	1,000	-	1,000	500	-	0%	(500)	800	200
Depreciation	69,881	110,391	-	-	-	-	-	0%	-	-	-
TOTAL EXPENDITURES	593,826	407,193	472,580	68,086	540,667	270,333	307,494	57%	37,161	585,467	(44,800)
Net Revenue/(Expense)	\$ (251,518)	\$ 556,000	\$ 6,933	\$ (68,086)	\$ (56,154)	\$ (28,077)	\$ (65,238)	116%	\$ (37,161)	\$ 362	56,516

- USDA Grant Reimburses the City for 50 percent of the vehicle cost. Staff will be applying for the reimbursement of PD vehicles purchased, amounting to \$29,954, and asset forfeiture reimbursements for upfit costs. Total projections for reimbursements from the two funding sources will be \$106,316.

- Fuel prices have once again risen in January and February 2024. With the City's average fuel cost standing at approximately \$8,630 per month, fuel expenses are expected to exceed the budget by \$10,000. A budget request has been submitted to cover these overages.



- Vehicle repairs and maintenance average monthly cost is about \$5,150 annually. During the first two quarters, the mechanic repaired the Vactor Truck which incurred unanticipated costs for truck rental and repairs. This expense category is at 74% of the Budget. A budget amendment request of \$35,000 is requested to ensure there are enough funds to cover ongoing repairs and maintenance.

### RESERVES

Projected revenues for the Fleet Internal Service Fund are estimated at \$586,000, with expenses totaling \$585,000. This will result in the fund ending the fiscal year with a reserve balance of \$177,313. During the budget development for the next fiscal year, staff will conduct a thorough review of the replacement plan schedule to ensure there are adequate operating revenues to fund the replacement of city vehicles. Additionally, aside from USDA reimbursements, Asset Forfeiture funds can be utilized as an eligible source to cover upfit costs for Police Department vehicles.