

INTERNAL SERVICE: FACILITIES REPAIR & MAINTENANCE

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

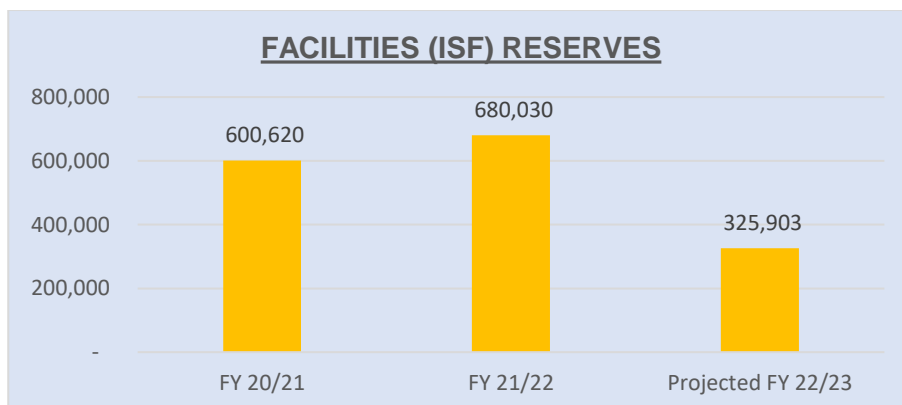
ISF-FACILITIES											
	FY 2020/21 Actuals	FY 2021/22 Actuals	FY 21/22 Adopted Budget	Approved Net Budget Amendments	Amended Budget	Pro Rated Budget as of 12/31/2022	YTD Actual 12/31/2022	Mid-Year Variance %	Variance Budget vs. Actual	Estimated Year End	Forecast Surplus/ (Shortfall)
Operating Revenue	\$ 5,826	\$ 4,143	\$ 6,030	\$ -	\$ 6,030	\$ 3,015	\$ 3,518	58%	\$ 503	\$ 6,030	\$ -
Interdepartmental Charges	97,147	200,959	195,068	-	195,068	97,534	97,534	50%	-	195,068	-
TOTAL REVENUES	102,973	205,101	201,098	-	201,098	100,549	101,052	50%	503	201,098	-
Personnel Services	78,810	105,998	93,568	-	93,568	46,784	46,784	50%	-	93,568	-
Repairs & Maintenance	19,738	15,601	63,749	-	63,749	31,874	8,512	13%	(23,363)	26,657	37,092
TOTAL EXPENDITURES	98,548	121,600	157,317	-	157,317	78,658	55,296	35%	(23,363)	120,225	37,092
Net Revenue/(Expense)	\$ 4,425	\$ 83,501	\$ 43,781	\$ -	\$ 43,781	\$ 21,891	\$ 45,756	105%	\$ 23,865	\$ 80,873	37,092

- No significant revenue variances are expected.
- The repairs and maintenance schedule are listed below, with a \$63k 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 2023/14 Budget process and moved to the next fiscal year.

FACILITY ISF 10-YEAR MAINTENANCE PROGRAM

MAJOR PROJECTS/REPLACEMENT	21/22	22/23	23/24	24/25	25/26	26/27	27/28	28/29	29/30	30/31	Annual Average	General Fund	Water Enterprise	Wastewater Enterprise
City Hall	-	10,000	-	-	-	-	-	60,000	35,000	8,000	1,250	625	313	313
City Hall East	-	4,000	-	3,500	-	-	-	-	-	-	938	938	-	-
Fort Building	-	10,000	-	-	-	-	-	-	-	-	1,250	1,250	-	-
Town Hall	-	-	-	-	-	3,000	-	-	-	-	375	188	94	94
Fire Station, Main St	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Fire Station, Hwy 20	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Guest House	19,722	-	-	-	-	-	-	-	110,000	-	2,465	2,465	-	-
Police Department	-	22,000	-	-	-	-	-	-	-	-	2,750	2,750	-	-
Noyo Headlands Park	-	17,749	4,500	-	30,000	5,000	-	-	-	-	7,156	7,156	-	-
Pomo Bluffs Park	-	-	9,000	-	-	-	-	40,000	-	-	1,125	1,125	-	-
Noyo Beach	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Corp Yard	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Harbor Lite Trail	-	-	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL major projects	19,722	63,749	13,500	3,500	30,000	8,000	-	100,000	145,000	8,000	17,309	16,496	406	406
General Repairs Facilities	\$6,187	\$6,249	\$6,311	\$6,374	\$6,438	\$6,503	\$6,568				\$6,376	\$3,188	\$1,594	\$1,594
TOTAL preventative maintenance	\$6,187	\$6,249	\$6,311	\$6,374	\$6,438	\$6,503	\$6,568				\$6,376	\$3,188	\$1,594	\$1,594
TOTAL PROJECT FUNDING NEEDED	\$25,909	\$69,998	\$19,811	\$9,874	\$36,438	\$14,503	\$6,568	\$100,000	\$145,000	\$8,000	\$23,685	\$19,684	\$2,000	\$2,000

- Transfer of \$147,000 was made to the Fleet fund for the cost of charge stations for Fleet.



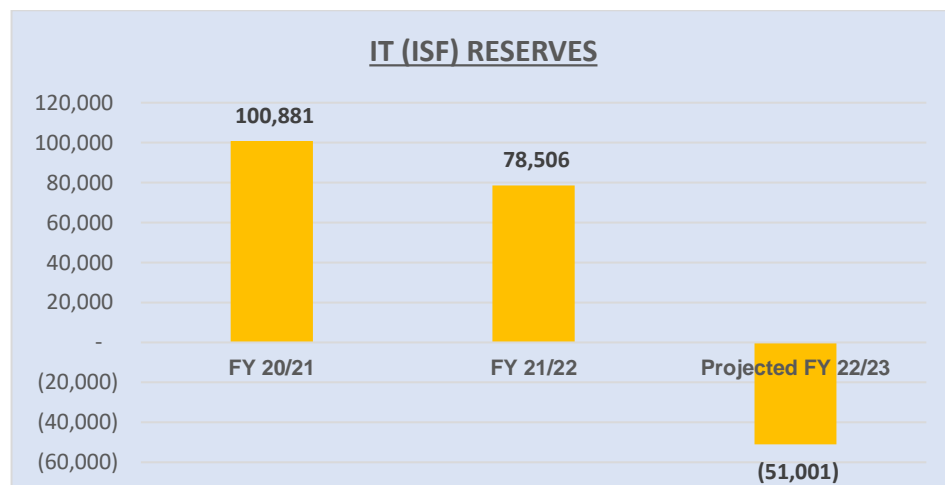
INTERNAL SERVICE: INFORMATION TECHNOLOGY

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											
	FY 2020/21	FY 2021/22	FY 21/22	Approved		Pro Rated		Mid-Year	Variance	Estimated	Forecast
	Actuals	Actuals	Adopted	Net Budget	Amended	Budget as of	YTD Actual	Variance	Budget vs.	Year End	Surplus/ (Shortfall)
			Budget	Amendments	Budget	12/31/2022	12/31/2022	%	Actual		
Interdepartmental Charges	272,450	497,457	471,859	-	471,859	235,930	275,251	58%	39,322	471,859	-
TOTAL REVENUES	272,450	497,457	471,859	-	471,859	235,930	275,251	58%	39,322	471,859	-
Personnel Services	90,755	101,970	163,297	26,131	189,428	94,714	69,990	37%	(24,724)	150,209	39,219
Repairs & Maintenance	-	1,964	4,100	-	4,100	2,050	482	0%	(1,568)	4,100	-
Materials & Supplies	194,562	415,508	396,810	49,869	446,679	223,339	242,836	54%	19,497	447,057	(379)
Contractual Services	24	390	-	-	-	-	-	0%	-	-	-
Depreciation	11,734	15,450	-	-	-	-	-	0%	-	-	-
TOTAL EXPENDITURES	297,075	535,282	564,207	76,000	640,207	320,103	313,308	49%	(6,795)	601,366	38,841
Net Revenue/(Expense)	\$ (24,625)	\$ (37,825)	\$ (92,348)	\$ (76,000)	\$ (168,347)	\$ (84,174)	\$ (38,057)	23%	\$ 46,117	\$ (129,507)	38,841

- No significant variances are expected in the revenue category.
- Personnel services are forecasted to end the fiscal year under budget by \$39k due to the delay in hiring the System Analyst lead position. The position was filled in November 2022.
- Materials and Supplies account for all IT Software/Hardware related costs in maintaining the City's computer networks. Expenditures are estimated to end the fiscal year under budget by \$17k. The City's IT Budget has doubled in the last two fiscal years due to the increasing number of worldwide cyber threats against organizations of all sizes and types.

Also included is a budget request to purchase two File Servers. The current file servers are very old and are at the age where the risk of failure becomes quite likely. Although the City has an excellent and secure backup system, if either server fails, there is no "spare" server to restore the data from a backup. This is an ever-present risk to operations and is strongly recommended to be undertaken this fiscal year.



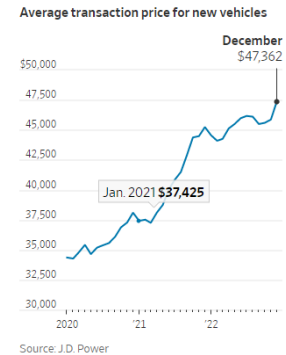
INTERNAL SERVICE: FLEET

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												
	FY 2020/21 Actuals	FY 2021/22 Actuals	FY 21/22 Adopted Budget	Approved Net Budget Amendments	Amended Budget	Pro Rated Budget as of 12/31/2022	YTD Actual 12/31/2022	Mid-Year Variance %	Variance Budget vs. Actual	Estimated Year End	Forecast Surplus/ (Shortfall)	
Interdepartmental Charges	272,166	342,307	409,513	-	409,513	204,757	238,883	58%	34,126	409,513	-	
Grant Reimbursements	-	-	-	-	-	-	197	0%	197	155,300	155,300	
TOTAL REVENUES	272,166	342,307	409,513	-	409,513	204,757	239,079	58%	34,126	564,813	(155,300)	
Personnel Services	144,542	150,409	125,721	2,669	128,390	64,195	72,185	56%	7,990	138,770	(10,380)	
Repairs & Maintenance	43,647	51,986	38,000	-	38,000	19,000	26,560	70%	7,560	38,000	-	
Materials & Supplies	96,891	99,586	92,300	-	92,300	46,150	44,050	48%	(2,100)	91,650	650	
Vehicles	-	221,526	291,000	147,000	438,000	219,000	-	0%	(219,000)	597,000	(159,000)	
Contractual Services	2,619	439	2,000	-	2,000	1,000	-	44	2%	(956)	500	1,500
Depreciation	94,221	69,881	-	-	-	-	-	0%	-	-	-	
TOTAL EXPENDITURES	381,920	593,826	549,021	149,669	698,690	349,345	142,839	20%	(206,506)	865,920	(167,230)	
Net Revenue/(Expense)	\$ (109,754)	\$ (251,519)	\$ (139,508)	\$ (149,669)	\$ (289,177)	\$ (144,588)	\$ 96,240	-33%	\$ 240,632	\$ (301,107)	(11,930)	

- USDA Grant Reimburses the City for 55 percent of the vehicle cost. Staff will be applying for the reimbursement of all vehicles purchased, amounting to \$155k.
- Personnel costs include a budget amendment request of \$10,380 for overlapping personnel costs in hiring a replacement for the City's mechanic, who is retiring at the end of the fiscal year. A budget adjustment is being requested to cover this overlap.
- A sharp rise in new-car prices since the Pandemic has caused this line item to be over budget by \$159k due caused by the supply chain disruption (in global semiconductors shortage, supply of chips, and other disruptions caused by the Pandemic) that has created new-vehicle scarcity in recent years, resulting in a seller's market. According to research firm J.D Power, the average price paid for a new vehicle hit a record of \$47,362 in December.

The City has been on the waitlist to purchase seven City Vehicles; two were from the prior fiscal year. A budget adjustment of \$159k is being requested to align the budget with the year-end expenditure projections.



Carried forward from Prior year.

Unit No.	Make	Yr.	Model	Hours/Miles	Adopted Budget	Actual quotes	Diff
48	FORD	2008	Ranger	80,830	\$37,000	\$ 35,000	-\$2,000
PW1	CHEV.	2000	3500 Flatbed	44,143	\$90,000	\$ 104,000	-\$14,000
PD745	FORD	2020	Ford Van	1,135			
PD735	FORD	2005	CROWN VIC	89,424	\$56,000	\$83,000	-\$27,000
PD747	FORD	2009	ESCAPE	127,041	\$36,000	\$83,000	-\$47,000
PD744	FORD	2008	RANGER (hybrid)	55,563	\$44,000	\$71,000	-\$27,000
PD1302	FORD	2011	CROWN VIC	93,103	\$60,000	\$83,000	-\$23,000
PD1301-K9	FORD	2011	CROWN VIC	74,021	\$60,000	\$83,000	-\$23,000
DIFF					\$383,000	\$542,000	-\$159,000

Vehicle Replacement Plan														
Unit No.	Make	Yr.	Model	Hours/Miles	FY 21/22	FY 22/23 Adopted	FY 23/24 Projected	FY 24/25 Projected	FY 25/26 Projected	FY 26/27 Projected	FY 27/28 Projected	FY 28/29 Projected	FY 29/30 Projected	FY 30/31 Projected
New	New	2021	Generator		\$85,000									
New	New		Dump Truck (10Yard)				\$ 225,000							
WWT31	NISSAN	2007	FRONTIER	64,414			\$37,000							
48	FORD	2008	Ranger	80,830		\$ 35,000								
WT1	Dodge	2005	1500 Q. CAB	60,618					\$30,000					
PW8	JOHNDE	1985	BACKHOE	5,949	\$140,000									
PW16	FORD	2006	F-150 X-TRA	73,402			\$30,000							
PW46	STERLING	2020	Vactor	2,576										
PW1	CHEV.	2000	3500 Flatbed	44,143		\$104,000								
CHE121	FORD	2006	ESCAPE	59,407						\$38,000				
PW5	FORD	2006	F-250 SERV.	81,415			\$60,000							
Public Works Sub-Total					\$225,000	\$139,000	\$97,000	\$255,000	\$30,000	\$38,000				
PD745	FORD	2020	Ford Van	1,135										
PD735	FORD	2005	CROWN VIC	89,424		\$83,000								
PD747	FORD	2009	ESCAPE	127,041		\$83,000								
PD744	FORD	2008	RANGER (hybrid)	55,563		\$71,000								
PD1302	FORD	2011	CROWN VIC	93,103		\$83,000								
PD1301-K9	FORD	2011	CROWN VIC	74,021		\$83,000								
PD1403	FORD	2014	INTERCEPTOR	81,966			\$61,000							
PD501	FORD	2015	INTERCEPTOR	60,435			\$61,000							
PD500	FORD	2015	INTERCEPTOR	65,201				\$63,000						
PD509	FORD	2015	TAURUS	109,956	\$55,000									
PD503	FORD	2015	INTERCEPTOR	49,377					\$63,000					
PD510	FORD	2015	TAURUS	26,398					\$44,000					
PD502	FORD	2015	INTERCEPTOR	35,072						\$60,000				
PD507	FORD	2016	INTERCEPTOR	36,271						\$60,000				
PD508	FORD	2016	INTERCEPTOR	27,193							\$60,000			
PD513	FORD	2018	INTERCEPTOR	13,826								\$62,000		
Police Sub-Total					\$55,000	\$403,000	\$122,000	\$63,000	\$107,000	\$120,000	\$60,000	\$62,000	\$0	\$0
Total Replacement Costs					\$280,000	\$542,000	\$219,000	\$318,000	\$137,000	\$158,000	\$60,000	\$62,000	\$0	\$0

RESERVES

With projected revenues of \$564k and expenses of \$812k, the Fleet Internal Service Fund will end the fiscal year with a reserve balance of (\$195k). During Budget development for the next fiscal year, Staff will review the replacement plan schedule to ensure sufficient operating revenues to absorb the negative fund balance and cover essential fleet purchases. In addition to USDA reimbursements, Staff will work with the Police Department to potentially use some Asset Forfeiture funds to cover the upfits costs to these police vehicles, which is an eligible use of Asset Forfeiture funding.

