# **Internal Service Funds**

COLUMBUS

## **Employee Benefits Fund**

The employee benefits fund was established in 1993 and represents funds intended for the administration of benefit programs for city employees, as well as funds for property and boiler insurance for city facilities. These operations are managed in the Human Resources Department and the Finance and Management Department, respectively.

#### 2025 Cash Balance Statement

A portion of the employee benefits fund is dedicated to the administration of the risk management section of the Department of Human Resources. The fund's primary source of revenue is the monthly insurance premium paid by each division for all participating employees of the city's insurance program.

2025 Employee Benefits Fund  Balance Summary								
Unencumbered Cash Balance (January 1, 2025) Plus Estimated 2025 Receipts	\$	- 8,523,644						
Total Estimated Available Resources Less 2025 Recommended Operating Budget - Human Resources Less 2025 Recommended Operating Budget - Finance	\$	8,523,644 (7,843,644) (680,000)						
Projected Available Balance (December 31, 2025)								

#### Notes:

- The figures cited above reflect only the revenues and expenditures associated with administration of the risk management section of the Department of Human Resources and include the payments for the property and boiler insurance for city facilities.
- The fund is expected to begin and end the year with a zero balance.
- Revenues and expenditures associated with the payment of employee health benefit claims are not represented in this section.

## **Print and Mailroom Services Fund**

The print and mail services fund was established in 2008 and is managed by the Department of Finance and Management. The fund represents a consolidation of print and mail functions provided to all city departments. Operational costs associated with both the print center and mailroom are supported by billing user agencies. The fund provides an accounting of the city's print, resale, and copy center transactions as well as mailroom activity.

#### 2025 Cash Balance Statement

The print and copy center operates as an internal service fund, with costs supported by billing user agencies for print and copy services provided. Mailroom services, transferred from the Department of Technology to the Department of Finance and Management in 2008, are included in this fund as well. Revenues and expenditures for both the print center and the mailroom are accounted for in this fund. Charges for the mailroom, including postage charges, are billed back to user agencies. The fund is projected to begin 2025 with an unencumbered cash balance of \$224,295 and end the year with the same amount. Significant improvements in billing procedures, office space, and equipment have been implemented over the past several years, and the resulting benefits continue to be reflected in both operations. Overall, more departments are requesting print and mail services, rather than outsourcing service requests, thus creating more revenue.

2025 Print and Mailroom Services Fund										
Balance Summary										
Unencumbered Cash Balance (January 1, 2025)	\$	224,295								
Plus Estimated 2025 Print Services Receipts		734,339								
Plus Estimated 2025 Mailroom Services Receipts		1,444,970								
Plus Estimated Encumbrance Cancellations		_								
Total Estimated Available Resources	\$	2,403,604								
Less 2025 Recommended Operating Budget - Print		(734,339)								
Less 2025 Recommended Operating Budget - Mailroom		(1,444,970)								
Projected Available Balance (December 31, 2025)	\$	224,295								
Projected Available Balance (December 31, 2025)	\$	224,295								

2025 Revenue Summary

2025	evenue by \$	Sou	oom Service rce and Yea Projected		Fund			
	2022		2023		2024		2025	
Revenue Summary	Actual		Actual		Estimated		Proposed	
Print Services	 574,945	\$	219,390	\$	941,172	\$	734,339	
Mailroom Services	1,199,431		942,038		1,530,331		1,444,970	
Encumbrance Cancellations	31,520		5,684		-		-	
Unencumbered Cash Balance	349,252		563,633		(215,692)		224,295	
<b>Total Resources</b>	\$ 2,155,148	\$	1,730,744	\$	2,255,810	\$	2,403,604	
Percent Change			-19.69%		30.34%		6.55%	

# **Land Acquisition Fund**

The City Attorney's Real Estate Division is responsible for the acquisition of real property interests needed by city departments. Revenues to the land acquisition fund are comprised of charges to other city departments for these services, which often include title and appraisal preparation and review, legal document and instrument preparation and review, negotiations, and closings.

#### 2025 Cash Balance Statement

The beginning year unencumbered cash balance in this fund is projected at \$194,719. The 2025 revenue estimate is equal to a projection of 3,380 hours of services billed at a rate of \$400 per hour. The division reviews its rate periodically and increases it when necessary to fully recover costs. With a proposed budget of \$1,404,472, the anticipated fund balance by year end is \$172,247.

2025 Land Acquisition Fund								
Balance Summary								
Unencumbered Cash Balance (January 1, 2025)	\$	194,719						
Plus Estimated 2025 Receipts	·	1,352,000						
Plus Estimated Encumbrance Cancellations		30,000						
Total Estimated Available Resources	\$	1,576,719						
Less 2025 Recommended Operating Budget		(1,404,472)						
Projected Available Balance (December 31, 2025)	\$	172,247						
Booth of, 2020)	<u> </u>	<u>.,</u>						

## **Information Services Fund**

The information services fund is an internal service fund that supports the operations of the Department of Technology. The fund receives revenue from other city departments both directly, wherein the department pays certain technology costs on behalf of other departments and charges on a dollar-for-dollar basis, and indirectly, wherein the department charges departments based on their allocated utilization of technology services, such as application maintenance, email and messaging services, and project management.

#### 2025 Cash Balance Statement

The information services fund is managed by the Department of Technology and is projected to begin the year with an unencumbered cash balance of \$271,138 and end the year with \$771,138. Revenues to the fund consist of charges to other city divisions for technology services, utilizing a cost recovery model to determine applicable rates for various operational functions. In addition, the department procures goods, services, and other computer related equipment on behalf of city divisions and bills back the cost as a direct charge. The department also receives revenue from outside sources, such as Franklin County and Columbus City Schools, for services provided.

2025 Information Services Fund								
\$	271,138							
•	63,307,891							
	500,000							
	131,733							
\$	64,210,762							
	(63,439,624)							
\$	771,138							
	\$							

### **Pro Forma Operating Statement**

The department will continue to use a charge-back methodology to fully recover costs related to information technology services. In 2020, the cost recovery model was updated to streamline and more accurately calculate the charges to city agencies for technology use and services. The department continues to use a time and attendance reporting system for many of its services. A ten-year pro forma operating statement follows this page and represents the Director's Office and the Information Services Division (ISD) revenues and expenditures for that period. The major assumptions are as follows:

- Personnel and health insurance expenses grow 3 percent and 5 percent, respectively, while supplies, maintenance, and capital expenses grow 2 percent annually in 2026 and beyond.
- The Information Services Division incurs debt service for capital expenditures such as terminal replacement, system migration, network expansion, the city's Oracle site license and enterprise-wide network management software, data center renovations, hardware upgrades, and mass storage, software upgrades, telephony upgrades, and other projects.
- This pro forma indicates an approximate 18 percent increase in revenues in 2025 over 2024 projections.



# INFORMATION SERVICES DIVISION PRO FORMA OPERATING STATEMENT

	Actual 2023	Estimated 2024	Proposed 2025	2026	2027	2028	2029	2030	2031	2032	2033
REVENUES BY SOURCE											
Other Fund-Direct Charge	\$ 3,247,892	\$ 6,271,677	\$ 6,611,555	\$ 6,743,786	\$ 6,878,662	\$ 7,016,235	\$ 7,156,560	\$ 7,299,691	\$ 7,445,685	\$ 7,594,598	\$ 7,746,490
Other Fund-Indirect Charge	18,540,810	21,518,033	24,628,664	25,216,471	26,760,129	27,488,047	28,000,258	28,844,785	29,885,189	31,016,744	32,413,630
General Fund-Direct Charge	3,278,750	3,934,733	4,382,741	4,470,396	4,559,804	4,651,000	4,744,020	4,838,900	4,935,678	5,034,392	5,135,080
General Fund-Indirect Charge	22,947,928	21,933,309	27,684,931	28,345,681	30,080,898	30,899,146	31,474,919	32,424,247	33,593,759	34,865,733	36,435,964
Outside Source Revenue	108,738	95,526	131,733	134,877	143,134	147,027	149,767	154,284	159,849	165,901	173,373
TOTAL REVENUE	48,124,119	53,753,279	63,439,624	64,911,210	68,422,627	70,201,455	71,525,523	73,561,907	76,020,160	78,677,368	81,904,537
Encumbrance Cancellations	877,752	410.644	500,000	500,000	500,000	500,000	500,000	500,000	500,000	500,000	500,000
Beginning Fund Balance	5,386,496	1,764,968	271,138	771,138	1,271,138	1,771,138	2,271,138	2,771,138	3,271,138	3,771,138	4,271,138
TOTAL RESOURCES	54,388,368	55,928,891	64,210,762	66,182,348	70,193,765	72,472,593	74,296,661	76,833,045	79,791,298	82,948,506	86,675,675
EXPENDITURES Operating - Admin & ISD Division 4702											
Personnel Services	16,605,786	18,639,436	23,210,999	23,907,329	24,624,549	25,363,285	26,124,184	26,907,909	27,715,147	28,546,601	29,973,931
Health Insurance	2.301.343				, ,	3.753.804	3.941.494		4.345.497	4.562.772	
Materials & Supplies	2,301,343	2,708,796 441,024	3,242,677 481,276	3,404,811 490,902	3,575,051 500,720	510,734	520,949	4,138,569 531,368	4,345,497 541,995	4,562,772 552,835	4,790,911 563,892
Services	15,842,616	14,229,688	16,024,268	16,344,753	16,671,648	17,005,081	17,345,183	17,692,087	18,045,928	18,406,847	18,774,984
Fleet	35,696	40,000	37,481	38,231	38,995	39.775	40,571	41.382	42.210	43.054	43,915
Other	489	1,000	1,000	1,020	1,040	1,061	1,082	1,104	1,126	1.149	1,172
Capital Outlay		100.000	100,000	102,000	104,040	106.121	108,243	110.408	112.616	114.869	117.166
Total Operating Expenses (4702)	37,183,482	36,159,944	43,097,701	44,289,045	45,516,044	46,779,862	48,081,706	49,422,827	50,804,519	52,228,126	54,265,970
Debt Service - Principal	5,285,000	5,720,000	5,050,000	4,530,000	6,302,143	6,407,857	5,888,571	6,039,429	6,725,143	7,610,857	8,496,571
Debt Service - Interest	643,313	956,022	1,228,294	1,710,888	1,897,900	1,974,120	2,174,535	2,369,619	2,402,698	2,384,150	2,243,919
Total Debt Service Expenses	5,928,313	6,676,022	6,278,294	6,240,888	8,200,043	8,381,977	8,063,107	8,409,047	9,127,841	9,995,007	10,740,490
TOTAL EXPENSES (4702)	43,111,795	42,835,966	49,375,995	50,529,933	53,716,087	55,161,838	56,144,813	57,831,874	59,932,360	62,223,133	65,006,460
Division 4701											
Personnel Services	2,095,371	2,352,830	2,785,221	2,868,778	2,954,841	3,043,486	3,134,791	3,228,834	3,325,700	3,425,471	3,596,744
Health Insurance	238,951	262,546	284,112	298,318	313,233	328,895	345,340	362,607	380,737	399,774	419,763
General Fund-Direct Charge	3,400,058	3,934,733	4,382,741	4,470,396	4,559,804	4,651,000	4,744,020	4,838,900	4,935,678	5,034,392	5,135,080
Other Fund-Direct Charge	3,777,223	6,271,677	6,611,555	6,743,786	6,878,662	7,016,235	7,156,560	7,299,691	7,445,685	7,594,598	7,746,490
Total Operating Expenses (4701)	9,511,603	12,821,787	14,063,629	14,381,277	14,706,540	15,039,616	15,380,710	15,730,033	16,087,800	16,454,235	16,898,077
ENDING FUND BALANCE	\$ 1,764,968	\$ 271,138	\$ 771,138	\$ 1,271,138	\$ 1,771,138	\$ 2,271,138	\$ 2,771,138	\$ 3,271,138	\$ 3,771,138	\$ 4,271,138	\$ 4,771,138

# **Fleet Management Fund**

The fleet management services fund is an internal service fund that supports the operations of the Fleet Management Division within the Department of Finance and Management. The fund derives revenue through charges to city agencies for labor and maintenance on city-owned vehicles and equipment, gasoline, diesel, and compressed natural gas distribution, as well as surcharges on parts acquired for maintenance and repair of assets.

#### 2025 Cash Balance Statement

The Fleet Management Division recovers its costs by billing user agencies for services provided. The revenue includes a standard rate of \$147 per hour for vehicles and equipment, 60 percent mark-up on parts, five percent mark-up on commercial services, and a fuel overhead rate mark-up of \$0.25 per gallon for bulk fuel.

The fleet management services fund is projected to start the year with an unencumbered cash balance of \$1,083,872 and is projected to end the year with a positive unencumbered cash balance of \$1,484,022.

2025 Fleet Management Fund  Balance Summary								
Unencumbered Cash Balance (January 1, 2025) Plus Estimated 2025 Receipts Plus Estimated Encumbrance Cancellations Total Estimated Available Resources Less 2025 Recommended Operating Budget Projected Available Balance (December 31, 2025)	\$ \$	1,083,872 48,147,775 500,000 49,731,647 (48,247,625) <b>1,484,022</b>						

2025 Revenue Summary

	202	5 Fleet Ma	ana	gement F	unc	d				
	R	evenue by	Sou	rce and Yea	ır					
		Historical	and	Projected						
		2022		2023		2024		2025		
Revenue Summary	evenue Summary Actual				Actual Estimated			Proposed		
Public Safety	\$	18,104,663	\$	20,338,541	\$	22,868,651	\$	23,331,901		
Refuse Collection		9,057,548		9,246,903		9,408,356		9,598,941		
Other General Fund		291,098		415,485		409,330		417,620		
Other Funds		11,977,308		13,763,999		13,846,168		14,126,651		
Refunds/Miscellaneous		654,464		350,473		691,460		672,662		
Encumbrance Cancellations		1,728,057		643,181		500,000		500,000		
Unencumbered Cash Balance		(2,983,022)		(1,107,467)		(846,800)		1,083,872		
<b>Total Resources</b>	\$ :	38,830,116	\$ 4	43,651,115	\$ 4	16,877,165	\$ 4	19,731,647		
Percent Change				12.42%		7.39%		6.09%		

### **Pro Forma Operating Statement**

A ten-year pro forma operating statement is presented on the following page. It represents the Division of Fleet Management's projected revenues and expenditures for that period, given certain assumptions. The pro forma is essential in planning recovery rate percentage increases or decreases, and for maintaining an acceptable year-end balance. The major assumptions included in this pro forma are as follows:

- Personnel expenses, materials and supplies, services, and other expenses grow three percent per year in 2026 and beyond.
- Debt service principal and interest have been broken out separately.
- Recovery rates in the pro forma are adjusted as necessary to allow the division to maintain positive year-end unencumbered cash balances.



Fleet Enterprise Fund												
	PRO FORMA OPERATING STATEMENT											
	Actual 2023	Estimated 2024	Proposed 2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
REVENUE SOURCE												
Public Safety	\$20,338,541	\$22,868,651	\$23,331,901	\$24,031,858	\$24,752,814	\$ 25,495,398	\$ 26,260,260	\$27,048,068	\$ 27,859,510	\$ 28,695,295	\$ 29,556,154	\$ 30,442,839
Refuse Collection	9,246,903	9,408,356	9,598,941	9,886,909	10,183,517	10,489,022	10,803,693	11,127,803	11,461,638	11,805,487	12,159,651	12,524,44
Other General Fund Divisions	415,485	409,330	417,620	430,149	443,053	456,345	470,035	484,136	498,660	513,620	529,029	544,899
Other Funds	13,763,999	13,846,168	14,126,651	14,550,451	14,986,964	15,436,573	15,899,670	16,376,660	16,867,960	17,373,999	17,895,219	18,432,07
Miscellaneous Revenues	350,473	691,460	672,662	692,842	713,627	735,036	757,087	779,800	803,194	827,289	852,108	877,67
TOTAL REVENUE	44,115,401	47,223,965	48,147,775	49,592,208	51,079,974	52,612,374	54,190,745	55,816,467	57,490,961	59,215,690	60,992,161	62,821,926
D	(4.407.407)	(0.40.000)	4 000 070	4 40 4 000	0.470.770	5 400 400	7.040.705	40,000,000	10 101 511	10 110 000	10.001.000	04 500 004
Beginning Fund Balance	(1,107,467)	(846,800)	1,083,872	1,484,022	2,479,770	5,180,420	7,843,795	10,633,922	13,401,541	16,149,666	18,881,082	21,598,333
Encumbrance Cancellations	643,181	500,000	500,000	515,000	530,450	546,364	562,754	579,637	597,026	614,937	633,385	652,387
TOTAL RESOURCES	43,651,115	46,877,165	49,731,647	51,591,230	54,090,195	58,339,157	62,597,294	67,030,026	71,489,528	75,980,293	80,506,628	85,072,645
EXPENDITURES												
Personnel Services	10,994,622	11,622,832	12,293,878	12,662,694	13,042,575	13,433,852	13,836,868	14,251,974	14,679,533	15,119,919	15,573,517	16,040,722
Health Insurance	2,226,903	2.448.544	2.857.008	2.999.858	3.149.851	3,307,344	3,472,711	3,646,347	3,828,664	4.020.097	4,221,102	4,432,157
Materials & Supplies	19,355,518	19,181,434	21,768,590	22,421,648	23,094,297	23,787,126	24,500,740	25,235,762	25,992,835	26,772,620	27,575,799	28,403,072
Services	6,784,565	7,283,579	6,637,490	6,836,615	7,041,713	7,252,965	7,470,553	7,694,670	7,925,510	8,163,275	8,408,174	8,660,419
Capital		24.702	25.000	25.750	26.523	27.318	28.138	28.982	29.851	30.747	31.669	32,619
Other	1,500	1,500	1.500	1.545	1,591	1.639	1.688	1.739	1,791	1.845	1,900	1,957
Total Operations & Maintenance	39,363,107	40,562,591	43,583,466	44,948,110	46,356,551	47,810,244	49,310,698	50,859,474	52,458,185	54,108,503	55,812,161	57,570,947
Director's Office	925,946	991,334	1,114,673	1,148,113	1,182,557	1,218,033	1,254,574	1,292,212	1,330,978	1,370,907	1,412,034	1,454,395
Debt Service												
Principal	3.815.000	3.835.000	3.200.000	2.600.000	910.000	1.000.000	930.000	1.010.000	1.090.000	1.170.000	1.250.000	1,330,000
Interest	393,862	404,369	349,486	415,237	460,668	467,085	468,100	466,800	460,700	449,800	434,100	413,600
Total Debt Service	4,208,862	4,239,369	3,549,486	3,015,237	1,370,668	1,467,085	1,398,100	1,476,800	1,550,700	1,619,800	1,684,100	1,743,600
TOTAL EXPENSES	44,497,915	45,793,294	48,247,625	49,111,460	48,909,775	50,495,362	51,963,373	53,628,485	55,339,863	57,099,211	58,908,295	60,768,943
ENDING FUND BALANCE	¢ (946,900)	¢ 4002072	¢ 4.494.000	¢ 2.470.770	¢ = 190 420	¢ 7 9 42 705	£40 622 022	\$42.404.E44	\$ 16 140 CCC	¢ 40 004 000	¢ 24 500 222	¢ 24 202 701
ENDING FUND BALANCE	\$ (846,800)	\$ 1,083,872	<b>\$ 1,484,022</b>	\$ 2,4/9,//U	\$ 5,180,420	\$ 7,843,795	\$10,633,922	\$13,401,541	\$ 16,149,666	\$ 18,881,082	\$ Z1,598,333	\$ 24,303,703

## **Construction Inspection Fund**

On April 1, 2009, the Department of Public Service (DPS) ceased all expenditure and revenue activity in the development services fund and established two new funds: the private construction inspection fund and the internal service construction inspection fund. The construction inspection fund captures the accounting activity associated with the construction administration and inspection services of the Department of Public Service's Division of Design and Construction. This division provides these services for roadway, bridge, water, sanitary and storm sewer, electric power, and signal infrastructure for the City of Columbus.

#### 2025 Cash Balance Statement

The construction inspection fund and the private inspection fund share employees within the Design & Construction Division of Public Service based on the types of projects requiring inspection. The employees or their respective supervisors record their hours into the DPS billing system for a private, Ohio Department of Transportation (ODOT), or City of Columbus Capital Improvement Program (CIP) project. These hours are then billed out to the respective owners on a bi-weekly basis.

The revenue estimates are historically based on the prior 12-month period of total billable hours per employee between private and public jobs. The hours are compiled by the employee for the 12-month period by private, ODOT, or CIP projects due to different billing rates. Once the compilation of hours is complete, the revenue estimate is calculated using the hours worked times the appropriate billing rate for each project type and attributed to either the private inspection fund or the construction inspection fund. The construction inspection fund will begin the year with an estimated balance of \$2,164,996. Revenues for 2025 are budgeted at \$12,360,000 and encumbrance cancellations of \$200,000 are expected. With a proposed budget of \$14,237,611, the fund is projected to end the year with an unencumbered cash balance of \$487,385.

2025 Construction Inspection Fund								
Balance Summary								
Unencumbered Cash Balance (January 1, 2025) Plus Estimated 2025 Receipts Plus Estimated Encumbrance Cancellations Total Estimated Available Resources Less 2025 Recommended Operating Budget	\$	2,164,996 12,360,000 200,000 14,724,996 (14,237,611)						
Projected Available Balance (December 31, 2025)	<u>\$</u>	487,385						