

Internal Service Funds

Employee Benefits Fund

2010 Cash Balance Statement

In 1993, the employee benefits fund was established. A portion of this fund is dedicated to the administration of the risk management section of the Department of Human Resources. This 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.

2010 EMPLOYEE BENEFITS FUND BALANCE SUMMARY	
Unencumbered Cash Balance (January 1, 2010)	\$ -
Plus Estimated 2010 Receipts	2,954,779
Total Estimated Available Resources	\$ 2,954,779
Less 2010 Recommended Operating Budget	(2,954,779)
Projected Available Balance (December 31, 2010)	\$ -

Revenue 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.
- Revenues and expenditures associated with the payment of claims are not represented in this section.

Print and Mailroom Services Fund

2010 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 2010 with a negative unencumbered cash balance of \$33,372, primarily due to low print shop revenues.

2010 PRINT AND MAILROOM SERVICES FUND BALANCE SUMMARY		
Unencumbered Cash Balance (January 1, 2010)	\$	(33,372)
Plus Estimated 2010 Print Services Receipts		257,326
Plus Estimated 2010 Mailroom Services Receipts		1,431,355
Plus Estimated Encumbrance Cancellations		-
Total Estimated Available Resources	\$	1,655,309
Less 2010 Recommended Operating Budget - Print		(257,481)
Less 2010 Recommended Operating Budget - Mailroom		(1,402,244)
Projected Available Balance (December 31, 2010)	\$	(4,416)

PRINT/ COPY AND MAILROOM SERVICES
REVENUE BY SOURCE AND YEAR
HISTORICAL AND PROJECTED
2007-2010

REVENUE SUMMARY	2007 Actual	2008 Actual	2009 Estimated	2010 Proposed
Resale Printing	\$ 49,466	\$ 49,737	\$ 24,485	\$ 64,332
Copy Services	72,668	76,896	67,370	95,210
Printing Services	75,295	96,122	90,870	97,784
Transfers/Refunds/Misc.	-	1,500	-	-
Unencumbered Cash Balance	-	7,323	(58,051)	(33,372)
Encumbrance Cancellations	-	9,532	67,201	-
Mailroom Services	-	1,290,761	1,371,446	1,431,355
TOTAL RESOURCES	\$ 197,429	\$ 1,531,871	\$ 1,563,321	\$ 1,655,309
PERCENT CHANGE		675.91%	2.05%	5.88%

NOTE: Mailroom services revenues for 2007 are reflected under Department of Technology.

Land Acquisition Fund

2010 Cash Balance Statement

Revenues to the land acquisition fund are comprised of charges to other city divisions for land acquisition services. The 2010 revenue estimate is based on a projection of 3,380 hours of services billed at a rate of \$250 per hour. The division reviews its rate periodically and increases it when necessary to fully recover costs. The land acquisition fund is projected to end 2010 with a positive unencumbered cash balance of \$75,298.

2010 LAND ACQUISITION FUND BALANCE SUMMARY	
Unencumbered Cash Balance (January 1, 2010)	\$ 102,969
Plus Estimated 2010 Receipts	845,000
Plus Estimated Encumbrance Cancellations	<u>15,000</u>
Total Estimated Available Resources	\$ 962,969
Less 2010 Recommended Operating Budget	(887,671)
Projected Available Balance (December 31, 2010)	<u><u>\$ 75,298</u></u>

Technology Services Fund

2010 Cash Balance Statement

The technology services fund is housed in the Department of Technology and is projected to begin the year with a negative unencumbered cash balance of \$405,006 and end the year with the same. Revenues to the fund consist of charges to other city divisions for technology services, utilizing an updated rate model to determine applicable rates for various operational functions. In addition, the department procures goods, services, and other computer related equipment on the behalf of city divisions and bills back the cost as a direct charge.

2010 TECHNOLOGY SERVICES FUND BALANCE SUMMARY	
Unencumbered Cash Balance (January 1, 2010)	\$ (405,006)
Plus Estimated 2010 Receipts	29,965,462
Plus Estimated Encumbrance Cancellations	-
Total Estimated Available Resources	<u>\$ 29,560,456</u>
Less 2010 Recommended Operating Budget	(29,965,462)
Projected Available Balance (December 31, 2010)	<u><u>\$ (405,006)</u></u>

Technology Services Fund Pro Forma Operating Statement

The department will continue to use a charge-back methodology to fully recover costs related to information technology services. In 2009, an updated rate model was completed which more accurately reflects user charges and services as well as cost recovery. The department will continue to use a time and attendance reporting system for many of its services.

A pro forma operating statement for the ten-year period beginning in 2010 follows this section. It represents the Technology Director's Office and the Division of Information Services' revenues and expenditures for that period. The major assumptions included are as follows:

- Operations and maintenance expenses, excluding personnel, pro rata and health insurance, are inflated at three percent per annum. Personnel expenses assume 2 percent growth in years 2011 - 2019. Health insurance is projected to grow nine percent per year.
- The Department of Technology, Information Services Division's internal service fund 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.

Details related to operations for year 2010 and beyond are as follows:

Administration

Directs the business office activities to provide leadership, administrative and fiscal support to other functional areas of ISD.

Applications Programming

Includes funding for enterprise licenses for Oracle software maintenance and support and Microsoft server licensing. Supplies development, design, maintenance and enhancements to computer programs and systems.

Productions Service

Provides continuous operation and maintenance of the city's computer systems, related peripheral equipment, data communications systems and post report printing operations. Includes maintenance and support of city mainframe equipment, lease of and maintenance on high-volume printers and Unix software licensing and maintenance.

Help Desk

Centralized help desk offers first level, technical assistance to user agencies, citywide.

Desktop Support

Deploys and maintains the city's desktop computer systems in a manner that ensures high availability to city employees.

Systems Administration

Includes funding for enterprise system management, NT and Unix system administration, account maintenance and hardware and software upgrades. Systems administration budget includes Windows NT support.

Security

Provides enterprise security management through infrastructure security and intrusion detection. Security budget includes security maintenance and anti-virus software.

311 Support

Maintain systems and applications for the city's 311 call center.

Telephone Services

Coordinates telephone services, training and consulting for all city agencies.

GIS Section

Includes funding for contract project management, software maintenance, and in-house staff.

Metronet

Includes funding for operations and maintenance of the citywide fiber optic network. The metronet budget includes support for equipment maintenance, consulting expertise and in-house staff.

Data Center

Cost of operations including utilities, security and maintenance on the UPS and generator systems.

Account Management

Includes funding for information technology account management personnel and services to customer agencies. Account managers provide customer-specific business process expertise to city agencies.

Web Support

Maintain and support citywide internet and intranet web applications. Provide internet web site links for citizens and citywide departments.

Government Television Channel

Coordinates contracts for video programming services. Prepare scripts and provide editing services for production programs.

Interconnect

Design, oversight and installation of the city-owned fiber optic cabling plant. Provide preventive maintenance and repair of outside fiber optic cable.

Internal Service Funds

Information Services Division Pro Forma Operating Statement												
	Actual 2008	Estimated 2009	Proposed 2010	2011	2012	2013	2014	2015	2016	2017	2018	2019
Operating Revenue:												
Data Center Revenue	\$ 21,433,762	\$ 20,055,390	\$ 23,027,776	\$ 24,340,051	\$ 25,691,218	\$ 26,780,180	\$ 27,204,113	\$ 27,280,648	\$ 27,740,834	\$ 29,053,170	\$ 29,532,930	\$ 30,010,012
Postage Revenue	599,386	600,000	900,000	900,000	900,000	900,000	900,000	900,000	900,000	900,000	900,000	900,000
Direct Bill Items	3,588,032	4,093,070	5,753,902	5,972,550	6,199,507	6,435,088	6,679,622	6,933,447	7,196,918	7,470,401	7,754,277	8,048,939
Telephone Services Revenue	-	-	-	-	-	-	-	-	-	-	-	-
Other Revenue	95,372	51,308	133,784	135,122	136,473	137,838	139,216	140,608	142,014	143,435	144,869	146,318
Total Operating Revenue	25,716,552	24,799,768	29,815,462	31,347,723	32,927,198	34,253,107	34,922,951	35,254,704	35,979,767	37,567,006	38,332,076	39,105,269
Worker Comp Refund	-	-	-	-	-	-	-	-	-	-	-	-
Insurance/Postage Refund	78,000	-	-	-	-	-	-	-	-	-	-	-
Encumbrance Cancellations	1,048,042	845,674	150,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000
Other Revenue	-	-	-	-	-	-	-	-	-	-	-	-
Transfer/Non Billings	-	-	-	-	-	-	-	-	-	-	-	-
Subtotal	26,842,594	25,645,442	29,965,462	31,497,723	33,077,198	34,403,107	35,072,951	35,404,704	36,129,767	37,717,006	38,482,076	39,255,269
Beginning Fund Balance	1,423,596	1,016,380	(405,006)	(405,006)	(405,006)	(405,006)	(405,006)	(405,006)	(405,006)	(405,006)	(405,006)	(405,006)
Total Resources	28,266,190	26,661,822	29,560,456	31,092,717	32,672,192	33,998,101	34,667,945	34,999,698	35,724,761	37,312,000	38,077,070	38,850,263
Operating Expenses												
Personnel	12,200,195	11,453,758	-	-	-	-	-	-	-	-	-	-
Supplies	724,801	362,245	-	-	-	-	-	-	-	-	-	-
Services	4,888,024	5,318,505	-	-	-	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-	-	-	-	-	-
Equipment	936,830	246,906	-	-	-	-	-	-	-	-	-	-
Administration*	-	-	1,497,694	1,554,606	1,613,681	1,675,001	1,738,651	1,804,720	1,873,299	1,944,485	2,018,375	2,095,074
Applications Programming	-	-	2,520,169	2,615,935	2,715,341	2,818,524	2,925,628	3,036,802	3,152,200	3,271,984	3,396,319	3,525,379
Computer Operations	-	-	1,288,620	1,337,588	1,388,416	1,441,176	1,495,940	1,552,786	1,611,792	1,673,040	1,736,616	1,802,607
Security	-	-	814,632	845,588	877,720	911,074	945,695	981,631	1,018,933	1,057,652	1,097,843	1,139,561
Help Desk	-	-	712,574	739,652	767,759	796,933	827,217	858,651	891,280	925,148	960,304	996,796
Desktop Support	-	-	1,383,886	1,436,474	1,491,060	1,547,720	1,606,533	1,667,582	1,730,950	1,796,726	1,865,001	1,935,871
Systems Administration	-	-	1,168,346	1,212,743	1,258,827	1,306,663	1,356,316	1,407,856	1,461,355	1,516,886	1,574,528	1,634,360
Account Management	-	-	630,082	654,025	678,878	704,675	731,453	759,248	788,100	818,048	849,133	881,400
Arlingate Building	-	-	329,110	341,616	354,598	368,072	382,059	396,577	411,647	427,290	443,527	460,381
Project Management	-	-	1,039,802	1,079,314	1,120,328	1,162,901	1,207,091	1,252,961	1,300,573	1,349,995	1,401,295	1,454,544
Contracts(SW/HW/LF)	-	-	3,136,650	3,255,843	3,379,565	3,507,988	3,641,292	3,779,661	3,923,288	4,072,373	4,227,123	4,387,754
Database	-	-	779,954	809,592	840,357	872,290	905,437	939,844	975,558	1,012,629	1,051,109	1,091,051
Architecture	-	-	230,487	239,246	248,337	257,774	267,569	277,737	288,291	299,246	310,617	322,420
Telephone Services	-	-	377,087	391,416	406,290	421,729	437,755	454,390	471,656	489,579	508,183	527,494
Network	-	-	1,563,194	1,622,595	1,684,254	1,748,256	1,814,689	1,883,648	1,955,226	2,029,525	2,106,647	2,186,699
Government Television Channel	-	-	552,296	573,283	595,068	617,681	641,152	665,516	690,806	717,056	744,305	772,588
GIS Section	-	-	-	-	-	-	-	-	-	-	-	-
Technology Director's Office	1,357,649	1,906,227	1,906,689	1,979,143	2,054,351	2,132,416	2,213,448	2,297,559	2,384,866	2,475,491	2,569,560	2,667,203
Direct Bill Items to Other Fund Agencies	4,164,711	4,093,070	6,653,902	6,872,550	7,099,507	7,335,088	7,579,622	7,833,447	8,096,918	8,370,401	8,654,277	8,948,939
Net Change in Encumbrances	-	-	-	-	-	-	-	-	-	-	-	-
27th pay period	-	-	-	-	-	-	-	-	-	-	-	-
Total Operating Expenses	24,272,210	23,380,711	26,585,174	27,561,211	28,574,337	29,625,961	30,717,548	31,850,615	33,026,738	34,247,554	35,514,761	36,830,122
Existing Debt	2,977,601	3,686,117	3,215,399	2,574,427	2,325,947	2,237,838	1,721,603	898,818	5,106	4,869	-	-
New Debt	-	-	164,889	1,362,086	2,176,914	2,539,307	2,633,800	2,655,271	3,097,923	3,464,583	2,967,315	2,425,146
Total Expenses	27,249,811	27,066,828	29,965,462	31,497,723	33,077,198	34,403,107	35,072,951	35,404,704	36,129,767	37,717,006	38,482,076	39,255,269
Annual Surplus/Deficit	(407,217)	(1,421,386)	-	-	-	-	-	-	-	-	-	-
Ending Fund Balance	\$ 1,016,380	\$ (405,006)	\$ (405,006)	\$ (405,006)	\$ (405,006)	\$ (405,006)	\$ (405,006)	\$ (405,006)	\$ (405,006)	\$ (405,006)	\$ (405,006)	\$ (405,006)

Fleet Management Fund

2010 Cash Balance Statement

The Fleet Management Division recovers its costs by billing user divisions for services provided. The revenue includes rates of \$70 per hour for light vehicles and \$90 per hour for heavy vehicles, a 22 percent mark-up on parts, a 5 percent mark-up on commercial services and credit card fuel purchases, and a fuel overhead rate of \$.24 per gallon for bulk fuel.

The fleet management services fund is projected to end 2010 with a negative unencumbered cash balance of \$867,046. It is necessary to have outstanding encumbrances for fuel and services at year-end to allow the division to pay for these expenses until passage of the 2011 budget.

2010 FLEET MANAGEMENT SERVICES FUND BALANCE SUMMARY	
Unencumbered Cash Balance (January 1, 2010)	\$ (1,589,899)
Plus Estimated 2010 Receipts	31,005,315
Plus Estimated Encumbrance Cancellations	<u>500,000</u>
Total Estimated Available Resources	\$ 29,915,416
Less 2010 Recommended Operating Budget	(30,782,462)
Projected Available Balance (December 31, 2010)	<u>\$ (867,046)</u>

2010 Revenue Summary

FLEET MANAGEMENT REVENUE BY SOURCE AND YEAR HISTORICAL AND PROJECTED 2007-2010				
REVENUE SUMMARY	2007 Actual	2008 Actual	2009 Estimated	2010 Proposed
Public Safety	\$ 12,883,626	\$ 14,750,881	\$ 12,985,928	\$ 14,095,132
Refuse Collection	7,510,473	6,424,959	6,161,679	6,375,294
Other General Fund	1,656,806	1,572,492	1,260,651	1,465,632
Other Funds	7,416,268	10,066,057	7,445,913	8,919,257
Refunds/Miscellaneous	99,626	128,480	225,000	150,000
Insurance Trust Fund Transfer	-	77,000	-	-
Unencumbered Cash Balance	(489,612)	(1,139,828)	(2,460,174)	(1,589,899)
Encumbrance Cancellations	177,019	184,363	1,017,604	500,000
TOTAL RESOURCES	\$ 29,254,206	\$ 32,064,404	\$ 26,636,601	\$ 29,915,416
PERCENT CHANGE		9.61%	-16.93%	12.31%

Revenue Notes:

- Revenues, excluding the unencumbered cash balance and encumbrance cancellations, will total \$31,005,315 in 2010, an increase of 10.42 percent from the 2009 projection.

Fleet Management Services Fund 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. This document is essential in planning recovery rate percentage increases or decreases and for maintaining an acceptable end of year balance. The major assumptions included in this pro forma are as follows:

- Operations and maintenance expenses, excluding personnel, pro rata and health insurance, are inflated at three percent per annum. Personnel expenses assume 2 percent growth in years 2011 - 2019. Health insurance is projected to grow nine percent per year.
- Debt service principal and interest have been broken out separately. The debt service principal and interest payments represent reimbursement to the special income tax fund for the retirement of bonds issued for the following: the design and construction of the division's Groves Road facility, a new compressed natural gas fueling station, a tire truck, and infrastructure improvements to all existing fuel stations.
- The recovery rates in the pro forma are adjusted as necessary in order for the division to maintain positive year-end unencumbered cash balances. This pro forma indicates a 4.7 percent increase in revenues in 2011 and 0.15 percent in 2012 as necessary to meet that goal. Revenues in each of the years thereafter are adjusted to maintain a positive balance in the fund.

Internal Service Funds

FLEET MANAGEMENT FUND PRO FORMA OPERATING STATEMENT												
	Actual 2008	Estimated 2009	Proposed 2010	2011	2012	2013	2014	2015	2016	2017	2018	2019
REVENUE SOURCE				4.70%	0.15%	2.70%	2.75%	2.75%	2.80%	2.85%	2.95%	2.85%
MAINTENANCE SERVICE CHARGES												
Public Safety	\$ 14,750,881	\$ 12,985,928	\$ 14,095,132	\$ 14,757,603	\$ 14,779,740	\$ 15,178,793	\$ 15,596,209	\$ 16,025,105	\$ 16,473,808	\$ 16,943,312	\$ 17,443,139	\$ 17,940,269
Refuse Collection	6,424,959	6,161,679	6,375,294	6,674,933	6,684,945	6,865,439	7,054,238	7,248,230	7,451,180	7,663,539	7,889,613	8,114,467
Other General Fund Divisions	1,572,492	1,260,650	1,465,632	1,534,517	1,536,818	1,578,313	1,621,716	1,666,313	1,712,970	1,761,790	1,813,763	1,865,455
Other Funds	10,066,057	7,445,913	8,919,257	9,338,462	9,352,470	9,604,986	9,869,124	10,140,524	10,424,459	10,721,556	11,037,842	11,352,421
State Highway Fuel Tax Refund	-	-	-	-	-	-	-	-	-	-	-	-
Miscellaneous Revenues	128,480	225,000	150,000	154,500	159,135	163,909	168,826	173,891	179,108	184,481	190,016	195,716
Insurance Refund	77,000	-	-	-	-	-	-	-	-	-	-	-
TOTAL REVENUE	33,019,869	28,079,170	31,005,315	32,460,015	32,513,108	33,391,439	34,310,114	35,254,064	36,241,526	37,274,678	38,374,373	39,468,328
Beginning Fund Balance	(1,139,828)	(2,460,174)	(1,589,899)	(867,046)	6,331	6,147	6,737	10,324	4,639	6,523	2,792	7,544
Encumbrance Cancellations	184,363	1,017,604	500,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000
TOTAL RESOURCES	32,064,404	26,636,600	29,915,416	31,692,969	32,619,439	33,497,587	34,416,851	35,364,388	36,346,164	37,381,201	38,477,165	39,575,872
EXPENDITURES												
Operations and Maintenance												
Personnel Services	7,697,661	7,410,423	8,039,363	8,200,150	8,364,153	8,531,436	8,702,065	8,876,106	9,053,628	9,234,701	9,419,395	9,607,783
Health Insurance	1,389,320	1,443,311	1,673,245	1,823,837	1,987,982	2,166,901	2,361,922	2,574,495	2,806,199	3,058,757	3,334,045	3,634,110
Materials & Supplies	17,598,414	12,474,653	14,177,619	14,602,948	15,041,036	15,492,267	15,957,035	16,435,746	16,928,819	17,436,683	17,959,784	18,498,577
Services	4,193,428	3,605,763	3,578,193	3,685,539	3,796,105	3,909,988	4,027,288	4,148,106	4,272,550	4,400,726	4,532,748	4,668,730
Other Disbursements	639	-	-	-	-	-	-	-	-	-	-	-
Capital	-	61,398	30,000	30,900	31,827	32,782	33,765	34,778	35,822	36,896	38,003	39,143
27th Pay Period	319,623	-	-	-	-	-	-	-	-	-	-	-
Transfers	-	-	-	-	-	-	-	-	-	-	-	-
Total Operations & Maintenance	31,199,085	24,995,548	27,498,420	28,343,374	29,221,104	30,133,374	31,082,075	32,069,232	33,097,018	34,167,764	35,283,975	36,448,343
Director's Office	823,972	739,090	852,919	878,507	904,862	932,008	959,968	988,767	1,018,430	1,048,983	1,080,452	1,112,866
Debt Service												
Principal	1,380,000	1,420,000	1,420,000	1,454,800	1,544,150	1,544,150	1,544,150	1,544,150	1,540,100	1,540,100	1,549,850	1,509,850
Interest	1,121,521	1,071,861	1,011,123	1,009,958	943,176	881,318	820,334	757,600	684,094	621,562	555,344	491,437
Total Debt Service	2,501,521	2,491,861	2,431,123	2,464,758	2,487,326	2,425,468	2,364,484	2,301,750	2,224,194	2,161,662	2,105,194	2,001,287
TOTAL EXPENSES	34,524,578	28,226,499	30,782,462	31,686,638	32,613,292	33,490,849	34,406,527	35,359,749	36,339,641	37,378,409	38,469,621	39,562,496
ENDING FUND BALANCE	\$ (2,460,174)	\$ (1,589,899)	\$ (867,046)	\$ 6,331	\$ 6,147	\$ 6,737	\$ 10,324	\$ 4,639	\$ 6,523	\$ 2,792	\$ 7,544	\$ 13,376

Construction Inspection Fund

2010 Cash Balance Statement

On April 1, 2009, the Public Service Department 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 Division of Design and Construction. This agency provides these services for roadway, bridge, water, sanitary and storm sewer, electric power and signal infrastructure for the City of Columbus. Revenues for 2010 are budgeted at \$6,490,098. The fund is expected to end 2010 with an unencumbered cash balance of \$127,877.

2010 CONSTRUCTION INSPECTION FUND BALANCE SUMMARY	
Unencumbered Cash Balance (January 1, 2010)	\$ 160,813
Plus Estimated 2010 Receipts	6,490,098
Plus Estimated Encumbrance Cancellations	10,000
Total Estimated Available Resources	<u>\$ 6,660,911</u>
Less 2010 Recommended Operating Budget	(6,533,034)
Projected Available Balance (December 31, 2010)	<u><u>\$ 127,877</u></u>

Internal Service Funds

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