

**INTERNAL SERVICE
FUNDS**



MONROE
WASHINGTON

Fund 510 – Information Technology

The Information Technology department is responsible for all facets of the City’s computers, network, and telephone system. The department maintains back-ups, integrity, and security of all City computers and telephone operations. Responsible for configuring workstations, servers, and peripheral equipment; providing technical hardware and software support to users; maintaining M365 and other software services; demonstrating continuous effort to improve operations, decrease turnaround times, working cooperatively across all departments.

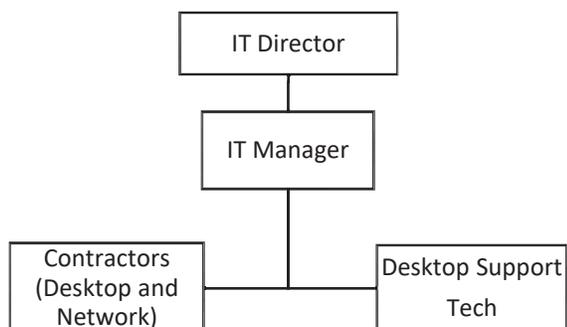
Revenues

	Actual 2020	Actual 2021	Actual 2022	Budget 2023-2024	Projected 2023-2024	Proposed 2025-2026
Beginning Fund Balance	\$ 307,487	\$ 302,406	\$ 340,336	\$ 346,685	\$ 346,685	\$ 478,514
Taxes	-	-	-	-	-	-
Licenses & Permits	87,193	-	-	-	-	-
Intergovernmental	-	-	-	-	-	-
Charges for Services	602,030	714,339	780,783	2,267,675	2,276,151	2,567,876
Fines & Forfeitures	-	-	-	-	-	-
Interest & Other	6,255	6,906	11,025	24,500	32,564	32,000
Transfers In	-	336,274	394,800	539,000	539,000	170,000
Total	\$ 1,002,964	\$ 1,359,925	\$ 1,526,944	\$ 3,177,860	\$ 3,194,400	\$ 3,248,390

Expenditures

	Actual 2020	Actual 2021	Actual 2022	Budget 2023-2024	Projected 2023-2024	Proposed 2025-2026
Personnel	\$ 155,973	\$ 228,672	\$ 346,901	\$ 790,430	\$ 785,430	\$ 1,189,796
Supplies (30)	81,138	161,172	74,920	447,020	386,855	467,337
Professional Svcs (40)	461,708	629,745	758,438	1,786,695	1,794,199	1,531,035
Intergovernmental (50)	-	-	-	-	-	-
Capital (60)	1,740	-	-	-	-	-
Debt Service (70-80)	-	-	-	56,564	54,402	59,135
Other (90)	-	-	-	-	-	-
Ending Fund Balance	302,406	340,336	346,685	97,151	173,514	1,087
Total	\$ 1,002,964	\$ 1,359,925	\$ 1,526,944	\$ 3,177,860	\$ 3,194,400	\$ 3,248,390

Organizational Chart



2025-2026 Professional Services

- Network contractor services
- Desktop support services
- AV support services

Fund 510 – Information Technology

Full Time Equivalent History

	Actual <u>2020</u>	Actual <u>2021</u>	Actual <u>2022</u>	Budget <u>2023-2024</u>	Projected <u>2023-2024</u>	Proposed <u>2025-2026</u>
Information Tech Director	0.20	0.20	0.20	0.20	0.20	0.20
Information Tech Manager	0.00	1.00	1.00	1.00	1.00	1.00
IT Systems Analyst	0.00	0.00	0.00	0.00	0.00	1.00
Support Technician	1.00	2.00	2.00	1.00	1.00	1.00
Total	1.20	3.20	3.20	2.20	2.20	3.20

2023-2024 Accomplishments	2025-2026 Goals
<ul style="list-style-type: none"> • Migrated Springbrook modules to the Cloud. • Completed Enterprise Resource Planning (ERP) Assessment Project. • Moved Server Room and relocated staff to different buildings. • Server replacement. • WAN Network Improvement – Upgrade. • Completed Cyber Security Review from SOA. • Establish quarterly vulnerability scanning; implement biweekly ritual to review vulnerabilities and transition to operations for resolution. 	<ul style="list-style-type: none"> • Evaluate ERP options. • Hire new FTE in IT. • Implement new permitting solution. • Submit RFP for ERP solution. • Improve system support for FLOCK camera system • Update IT strategic plan. • Conduct regular security and PHISH training combined with end user PHISH testing.

Fund 520 – Fleet & Equipment

This fund supports the maintenance and operations of the City-wide fleet serving every department as well as providing recommendations for capital fleet additions and replacement for the City. The fleet manages approximately 235 vehicles and pieces of equipment. As an internal service fund, this fund derives its revenues through charges for services to the various City departments with fleet needs. Charges include depreciation on existing equipment so that the City can proactively manage its fleet replacement program.

Revenues

	Actual <u>2020</u>	Actual <u>2021</u>	Actual <u>2022</u>	Budget <u>2023-2024</u>	Projected <u>2023-2024</u>	Proposed <u>2025-2026</u>
Beginning Fund Balance	\$ 4,782,021	\$ 5,295,571	\$ 6,269,673	\$ 6,496,524	\$ 6,496,524	\$ 4,650,274
Taxes	-	-	-	-	-	-
Licenses & Permits	-	-	-	-	-	-
Intergovernmental	-	-	-	-	-	-
Charges for Services	2,222,832	1,896,530	1,422,972	3,762,329	3,762,925	5,103,720
Fines & Forfeitures	-	-	-	-	-	-
Interest & Other	267,664	429,780	66,963	271,300	412,241	210,000
Transfers In	-	-	-	-	-	130,000
Total	\$ 7,272,517	\$ 7,621,880	\$ 7,759,608	\$10,530,153	\$10,671,690	\$10,093,994

Expenditures

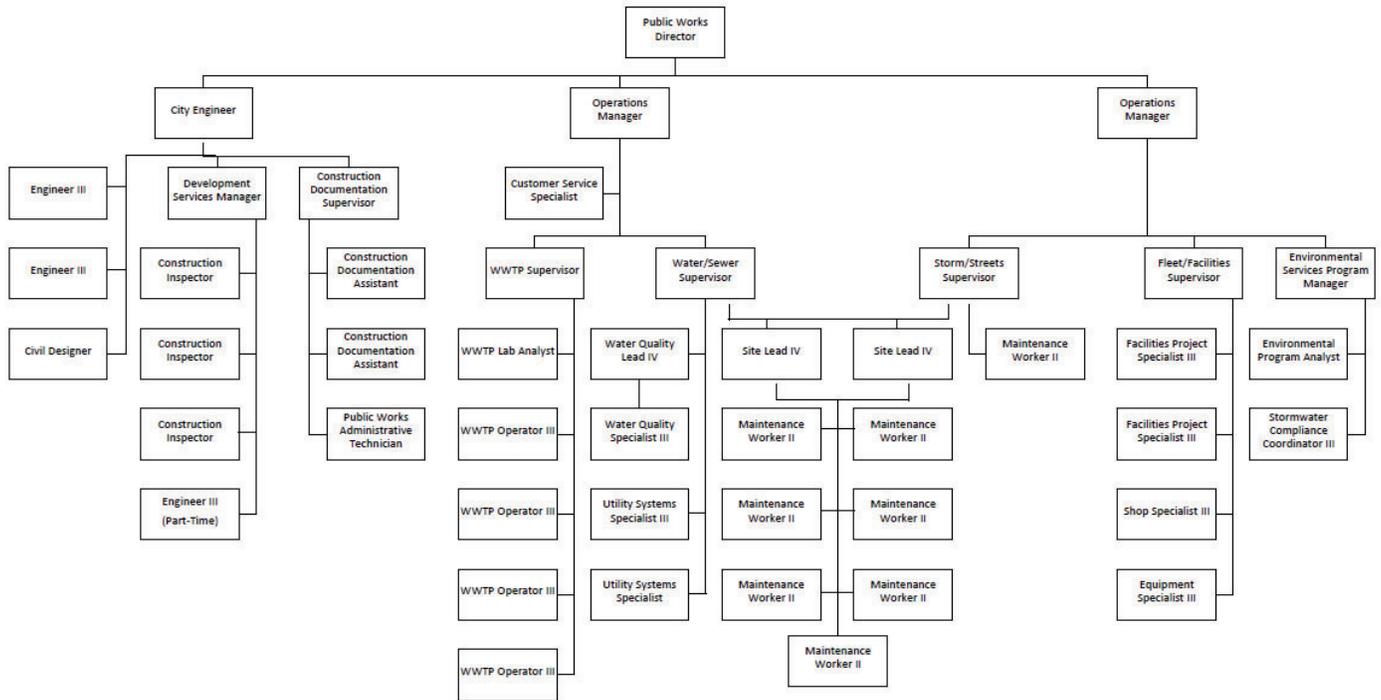
	Actual <u>2020</u>	Actual <u>2021</u>	Actual <u>2022</u>	Budget <u>2023-2024</u>	Projected <u>2023-2024</u>	Proposed <u>2025-2026</u>
Personnel	\$ 274,923	\$ 320,643	\$ 334,069	\$ 810,786	\$ 810,786	\$ 873,424
Supplies (30)	151,734	256,794	302,292	1,054,700	633,900	527,113
Professional Svcs (40)	200,306	218,072	332,900	494,102	602,752	824,373
Intergovernmental (50)	-	-	-	-	-	-
Capital (60)	1,092,144	366,658	287,305	2,737,577	2,378,978	2,753,751
Debt Service (70-80)	-	-	-	-	-	-
Other (90)	257,699	190,000	6,014	-	1,595,000	-
Ending Fund Balance	5,295,711	6,269,713	6,497,028	5,432,988	4,650,274	5,115,333
Total	\$ 7,272,517	\$ 7,621,880	\$ 7,759,608	\$10,530,153	\$10,671,690	\$10,093,994

2025-2026 Professional Services

- Fleet repair and maintenance services to include computer system diagnosis
- Fleet tracking software maintenance

Fund 520 – Fleet & Equipment

Organizational Chart



Full Time Equivalents History

	Actual <u>2020</u>	Actual <u>2021</u>	Actual <u>2022</u>	Budget <u>2023-2024</u>	Projected <u>2023-2024</u>	Proposed <u>2025-2026</u>
Director	0.00	0.00	0.00	0.07	0.07	0.07
Supervisor/Leads	0.75	0.75	0.75	0.72	0.72	0.72
Admin Support	0.10	0.10	0.10	0.08	0.08	0.08
O&M Employees	1.70	1.70	1.60	1.92	1.60	1.92
Total	2.55	2.55	2.45	2.79	2.79	2.79

2023-2024 Accomplishments	2025-2026 Goals
<ul style="list-style-type: none"> Maintained 110 vehicles and pieces of equipment 	<ul style="list-style-type: none"> Maintain over 110 vehicles and pieces of equipment

Fund 530 – Facilities

This fund accounts for the maintenance and operations of 65,000 square feet of City facilities. This fund also pays the City's various utilities accounts associated with its street lights, pump stations, etc. As in internal service fund, this fund derives its revenues through charges for services to the various City departments based on its facilities use.

Revenues

	Actual <u>2020</u>	Actual <u>2021</u>	Actual <u>2022</u>	Budget <u>2023-2024</u>	Projected <u>2023-2024</u>	Proposed <u>2025-2026</u>
Beginning Fund Balance	\$ 65,055	\$ 138,455	\$ 24,045	\$ 198,897	\$ 198,897	\$ 241,662
Taxes	-	-	-	-	-	-
Licenses & Permits	-	-	-	-	-	-
Intergovernmental	-	-	-	-	-	-
Charges for Services	1,345,964	1,428,077	1,372,089	3,094,538	3,094,538	3,427,044
Fines & Forfeitures	-	-	-	-	-	-
Interest & Other	9,525	10,572	9,829	18,700	30,199	28,000
Transfers In	90,000	34,431	300,000	-	-	-
Total	\$ 1,510,544	\$ 1,611,535	\$ 1,705,963	\$ 3,312,135	\$ 3,339,634	\$ 3,696,706

Expenditures

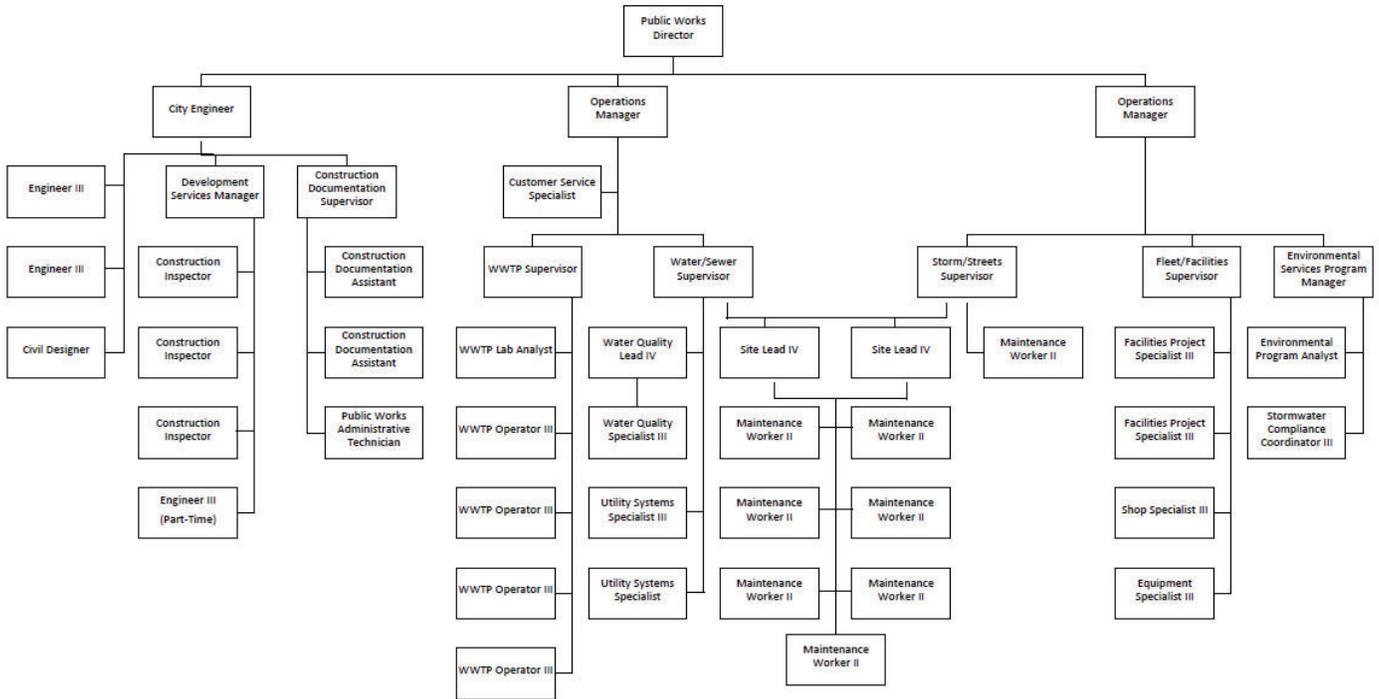
	Actual <u>2020</u>	Actual <u>2021</u>	Actual <u>2022</u>	Budget <u>2023-2024</u>	Projected <u>2023-2024</u>	Proposed <u>2025-2026</u>
Personnel	\$ 325,379	\$ 432,119	\$ 461,945	\$ 922,062	\$ 867,062	\$ 993,109
Supplies (30)	84,871	94,249	97,449	240,000	180,000	464,500
Professional Svcs (40)	931,850	976,164	939,735	2,036,455	2,050,910	2,161,046
Intergovernmental (50)	-	-	-	-	-	-
Capital (60)	29,990	84,958	7,920	-	-	-
Debt Service (70-80)	-	-	-	-	-	-
Other (90)	-	-	-	-	-	-
Ending Fund Balance	138,455	24,045	198,914	113,618	241,662	78,051
Total	\$ 1,510,544	\$ 1,611,535	\$ 1,705,963	\$ 3,312,135	\$ 3,339,634	\$ 3,696,706

2025-2026 Professional Services

- Facility repair and maintenance services
- Heating and cooling maintenance services
- Fire alarm testing and maintenance services
- Pest control services
- Fire extinguisher services
- Security system testing and maintenance services
- Mechanical, electrical, and plumbing engineering services
- Janitorial services

Fund 530 – Facilities

Organizational Chart



Full Time Equivalents History

	Actual 2020	Actual 2021	Actual 2022	Budget 2023-2024	Projected 2023-2024	Proposed 2025-2026
Director	0.05	0.05	0.05	0.07	0.07	0.07
Supervisor/Leads	0.75	0.75	0.75	0.81	0.81	0.81
Admin Support	0.10	0.10	0.10	0.09	0.09	0.09
O&M Employees	1.50	1.50	2.46	2.16	2.16	2.16
Total	2.40	2.40	3.36	3.13	3.13	3.13

2023-2024 Accomplishments	2025-2026 Goals
<ul style="list-style-type: none"> • Provided support for staff, Council, Court, and the public at multiple City facilities with furniture upgrades, painting, repairs, and meeting room setup. 	<ul style="list-style-type: none"> • Continue to provide support for staff, Council, Court, and the public at multiple City facilities with furniture upgrades, painting, repairs, and meeting room setup. • Support staff with move for municipal campus remodel.