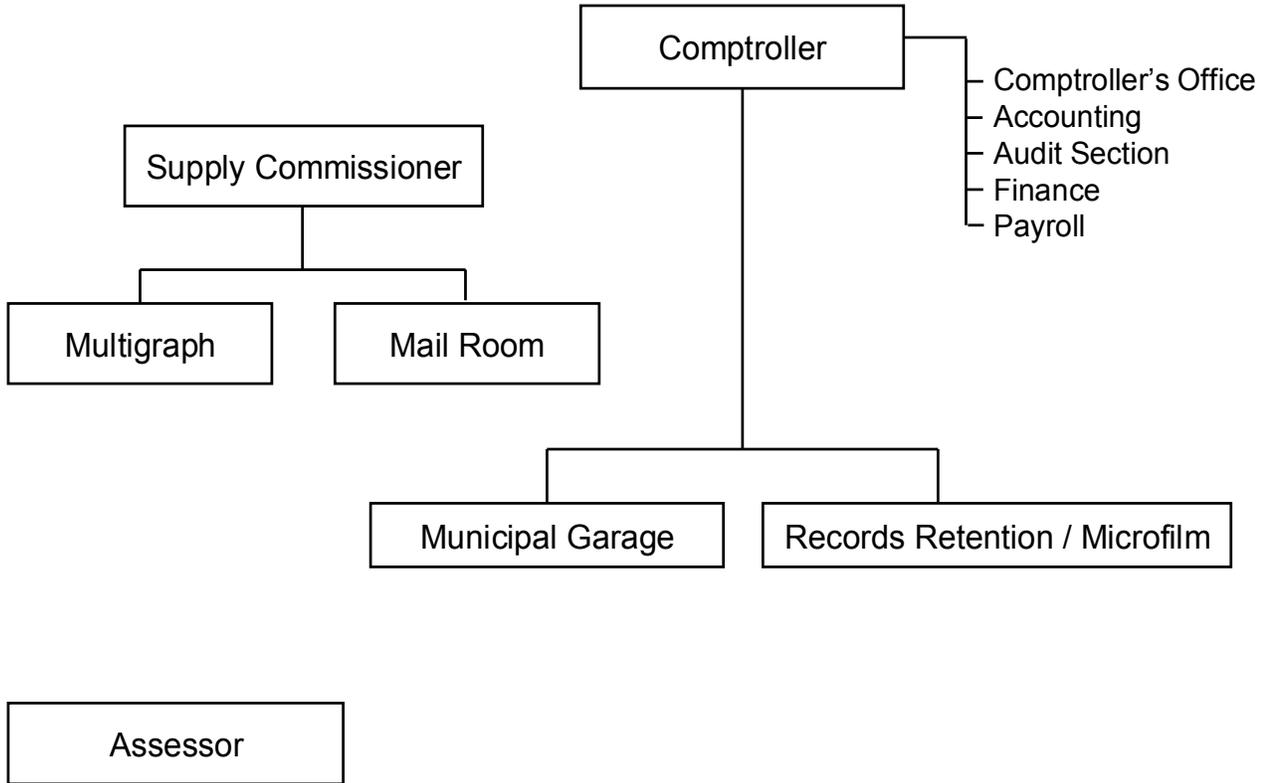


# **DEPARTMENT OF FINANCE**

# DEPARTMENT OF FINANCE

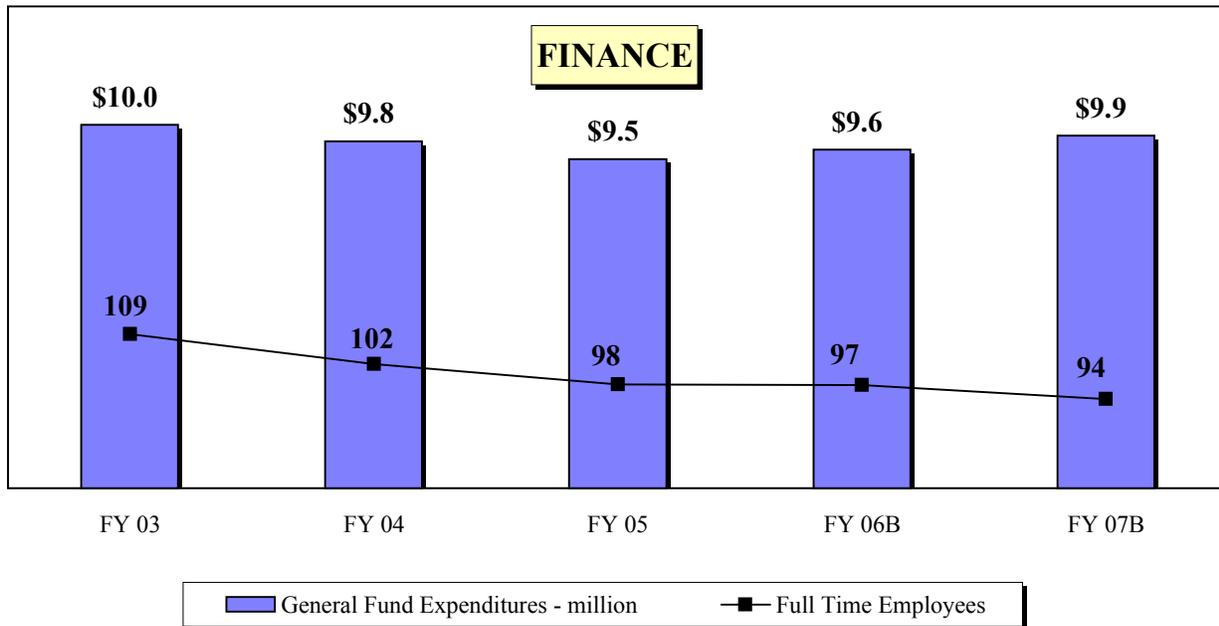


# FINANCE

Budget By Division	Actual FY05	Budget FY06	Budget FY07
160 Comptroller	7,279,130	7,428,064	7,565,566
162 Municipal Garage	247,091	287,139	283,353
163 Microfilm Section	300,915	337,853	331,178
170 Supply Commissioner	578,427	600,174	594,942
171 Multigraph Section	1,062,592	971,005	1,084,257
<b>Total General Fund</b>	<b>\$9,468,155</b>	<b>\$9,624,235</b>	<b>\$9,859,296</b>
Lateral Sewer Fund	59,269	63,060	62,664
Tax Increment Financings	4,722,624	2,060,679	2,189,131
Trustee Lease Fund	1,792,669	873,600	871,300
Mail Room Service Fund	564,411	835,119	813,434
180 Assessor (Assessment Fund)	3,944,758	4,115,278	4,061,253
Grant and Other Funds	434,783	554,255	553,598
<b>Total Department All Funds</b>	<b>\$20,986,669</b>	<b>\$18,126,226</b>	<b>\$18,410,676</b>

Personnel By Division	Actual FY05	Budget FY06	Budget FY07
160 Comptroller	62.9	62.7	59.7
162 Municipal Garage	7.0	7.0	7.0
163 Microfilm Section	7.0	7.0	7.0
170 Supply Commissioner	9.8	9.7	9.7
171 Multigraph Section	11.0	11.0	11.0
<b>Total General Fund</b>	<b>97.6</b>	<b>97.4</b>	<b>94.4</b>
172 Mail Room	7.3	7.3	7.3
180 Assessor (Assessment Fund)	72.0	71.0	71.0
Grant and Other Funds	21.1	22.3	22.3
<b>Total Department All Funds</b>	<b>198.0</b>	<b>198.0</b>	<b>195.0</b>

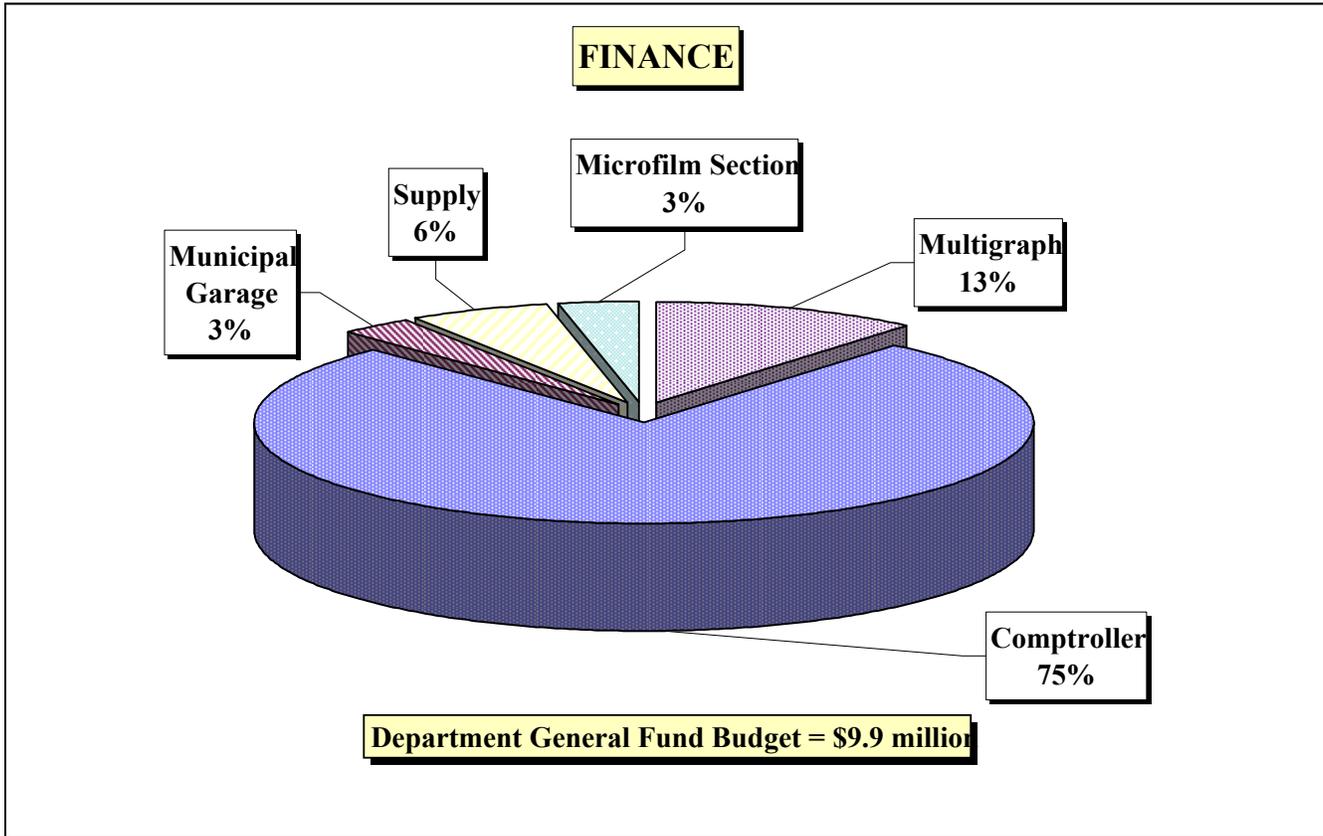
# FINANCE



## Major Goals & Highlights

- o Complete the City-wide item file to improve efficiency of the supply requisition process
- o Multigraph to provide required printed materials for four scheduled City-Wide elections
- o Comptroller to receive almost \$23,000 in local use tax funds
- o Reduce Multigraph costs by using a one-step, direct to metal, imaging process for ballot printing
- o Allocate an additional \$370,000 to meet increase in City sewer utility costs

# FINANCE



## Major Goals and Highlights

- o Have 100% of purchase contracts in place prior to expiration
- o Mail Room to reduce postage and delivery costs by \$25,000 in contractual services
- o Complete 100% of print jobs on schedule
- o Allocate an additional \$105,000 for tax increment financing principal payments

**Department: Finance**

**Division Budget**

**Division: 160 Comptroller**

**Mission & Services**

The Comptroller's Office supervises the fiscal affairs of the City. It is responsible for all accounting, payroll, and auditing functions as well as supervision of the Municipal Garage and Microfilm Section. The Comptroller's Office also manages the City's telecommunications services and oversees payment on such expense items as the City's insurance policies and sewer bills. The Comptroller is one of three members of the City's Board of Estimate and Apportionment. The Comptroller's Office serves as the cost center for payment on the principal and interest on Tax Increment Revenue bonds and certain administrative costs for the Lateral Sewer Line program.

**FY07 Highlights**

The FY07 budget for contractual services reflects an increase of \$370,000 in City-wide sewer utility costs.

<b>Performance Measurement</b>	<b>FY05</b>	<b>FY06</b>	<b>FY07</b>
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<b>General Fund Budget By Expenditure Category</b>	<b>Actual FY05</b>	<b>Budget FY06</b>	<b>Budget FY07</b>
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Personal Services	3,757,095	3,924,114	3,736,745
Materials and Supplies	24,491	27,955	28,734
Equipment, Lease & Assets	99,349	110,000	110,000
Contractual and Other Services	3,398,195	3,365,995	3,690,087
Debt Service and Special Charges	0	0	0

<b>Total General Fund</b>	<b>\$7,279,130</b>	<b>\$7,428,064</b>	<b>\$7,565,566</b>
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Local Use Tax Fund	\$0	\$0	\$23,114
Lateral Sewer Fund	\$59,269	\$63,060	\$62,664
Tax Increment Financings	\$4,722,624	\$2,060,679	\$2,189,131
Trustee Lease Fund	\$1,792,669	\$873,600	\$871,300
Grant and Other Funds	\$434,783	\$554,255	\$553,598

<b>Total Budget All Funds</b>	<b>\$14,288,475</b>	<b>\$10,979,658</b>	<b>\$11,265,373</b>
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<b>Number of Full Time Positions</b>	<b>Actual FY05</b>	<b>Budget FY06</b>	<b>Budget FY07</b>
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General Fund	62.9	62.7	59.7
Other	21.1	22.3	22.3
<b>Total</b>	<b>84.0</b>	<b>85.0</b>	<b>82.00</b>

**Department: Finance**

**Division Budget**

**Division: 162 Municipal Garage**

**Mission & Services**

This Division is responsible for the maintenance of the Municipal Garage, which has a capacity of 435 parking spaces, and the City owned vehicles located in the garage.

**FY07 Highlights**

The Municipal Garage will continue to implement repairs and improvements to the facility when funding is available.

<b>Performance Measurement</b>	<b>FY05</b>	<b>FY06</b>	<b>FY07</b>
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<b>General Fund Budget By Expenditure Category</b>	<b>Actual FY05</b>	<b>Budget FY06</b>	<b>Budget FY07</b>
Personal Services	231,640	265,989	262,203
Materials and Supplies	7,393	10,150	10,150
Equipment, Lease & Assets	2,915	2,500	2,500
Contractual and Other Services	5,143	8,500	8,500
Debt Service and Special Charges	0	0	0
<b>Total General Fund</b>	<b>\$247,091</b>	<b>\$287,139</b>	<b>\$283,353</b>
Grant and Other Funds	\$0	\$0	\$0
<b>Total Budget All Funds</b>	<b>\$247,091</b>	<b>\$287,139</b>	<b>\$283,353</b>

<b>Number of Full Time Positions</b>	<b>Actual FY05</b>	<b>Budget FY06</b>	<b>Budget FY07</b>
General Fund	7.0	7.0	7.0
Other	0.0	0.0	0.0
<b>Total</b>	<b>7.0</b>	<b>7.0</b>	<b>7.0</b>

**Department: Finance**

**Division Budget**

**Division: 163 Microfilm Section**

**Mission & Services**

The Microfilm Section is responsible for scanning documents received from various departments as well as maintaining and providing records in the archival library. This Division also provides City Departments with document reproduction and general copying services.

**FY07 Highlights**

This section will continue its scanning and retaining of City records while maintaining the old library of microfilmed documents.

<b>Performance Measurement</b>	<b>FY05</b>	<b>FY06</b>	<b>FY07</b>
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<b>General Fund Budget By Expenditure Category</b>	<b>Actual FY05</b>	<b>Budget FY06</b>	<b>Budget FY07</b>
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Personal Services	248,455	263,853	262,178
Materials and Supplies	1,747	25,000	20,000
Equipment, Lease & Assets	31,023	37,000	37,000
Contractual and Other Services	19,690	12,000	12,000
Debt Service and Special Charges	0	0	0

<b>Total General Fund</b>	<b>\$300,915</b>	<b>\$337,853</b>	<b>\$331,178</b>
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Grant and Other Funds	\$0	\$0	\$0
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<b>Total Budget All Funds</b>	<b>\$300,915</b>	<b>\$337,853</b>	<b>\$331,178</b>
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<b>Number of Full Time Positions</b>	<b>Actual FY05</b>	<b>Budget FY06</b>	<b>Budget FY07</b>
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General Fund	7.0	7.0	7.0
Other	0.0	0.0	0.0
<b>Total</b>	<b>7.0</b>	<b>7.0</b>	<b>7.0</b>

**Department: Finance**

**Division Budget**

**Division: 170 Supply Commissioner**

**Mission & Services**

The Supply Division is responsible for the procurement of all supplies and equipment, equipment maintenance, and selected services for all City Departments. The Division processes approximately 4,700 requisitions per year and administers approximately 263 purchase contracts. Through tracking the average number of days to process unadvertised bids, Supply has been able to process these bids in an average of 28 days.

**FY07 Highlights**

During FY07, the Supply Division will have 100% of contracts in place prior to the expiration date. Supply will continue to ensure that departments have the supplies they require in a timely manner by processing bids promptly. Also in FY07, the City Item File should be completed during the first quarter.

<b>Performance Measurement</b>	<b>FY05</b>	<b>FY06</b>	<b>FY07</b>
o Contracts in place prior to expiration	100%	100%	100%
o Unadvertised bids processed < 30 days	28	27	27
o MBE bid participation	2.75%	2.77%	2.50%
o WBE bid participation	6.75%	9.79%	5.00%
o Increase revenue from property sales	\$150,000	\$180,000	\$200,000
<b>General Fund</b>	<b>Actual</b>	<b>Budget</b>	<b>Budget</b>
<b>Budget By Expenditure Category</b>	<b>FY05</b>	<b>FY06</b>	<b>FY07</b>

Personal Services	562,948	580,874	575,842
Materials and Supplies	1,962	2,000	3,000
Equipment, Lease & Assets	4,993	8,500	7,300
Contractual and Other Services	8,524	8,800	8,800
Debt Service and Special Charges	0	0	0

<b>Total General Fund</b>	<b>\$578,427</b>	<b>\$600,174</b>	<b>\$594,942</b>
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Grant and Other Funds	\$0	\$0	\$0
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<b>Total Budget All Funds</b>	<b>\$578,427</b>	<b>\$600,174</b>	<b>\$594,942</b>
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<b>Number of Full Time Positions</b>	<b>Actual</b>	<b>Budget</b>	<b>Budget</b>
	<b>FY05</b>	<b>FY06</b>	<b>FY07</b>
General Fund	9.8	9.7	9.7
Other	0.0	0.0	0.0
<b>Total</b>	<b>9.8</b>	<b>9.7</b>	<b>9.7</b>

**Mission & Services**

The Multigraph Section provides the various forms, brochures, letterheads, and informational materials required by the City's departments and agencies. Multigraph provides typesetting, graphic design, photography, press work, and bindery services. For printing services not provided in-house, Multigraph is responsible for writing specifications and bids for specialized printing to private vendors.

**FY07 Highlights**

In FY07, the Multigraph Section will work to provide election printing savings by using direct to metal imaging. This is a one step ballot printing process that should reduce costs. Multigraph will experience additional printing costs related to activities of the Election Board and the four scheduled City-wide elections in FY07.

<b>Performance Measurement</b>	<b>FY05</b>	<b>FY06</b>	<b>FY07</b>
o Jobs completed	3,095	3,000	3,025
o Jobs completed on schedule	98%	100%	100%
<b>General Fund</b>	<b>Actual</b>	<b>Budget</b>	<b>Budget</b>
<b>Budget By Expenditure Category</b>	<b>FY05</b>	<b>FY06</b>	<b>FY07</b>

Personal Services	498,431	551,781	543,555
Materials and Supplies	192,907	150,000	200,000
Equipment, Lease & Assets	115,414	48,252	48,252
Contractual and Other Services	255,840	220,972	292,450
Debt Service and Special Charges	0	0	0

<b>Total General Fund</b>	<b>\$1,062,592</b>	<b>\$971,005</b>	<b>\$1,084,257</b>
Grant and Other Funds	\$0	\$0	\$0
<b>Total Budget All Funds</b>	<b>\$1,062,592</b>	<b>\$971,005</b>	<b>\$1,084,257</b>

<b>Number of Full Time Positions</b>	<b>Actual</b>	<b>Budget</b>	<b>Budget</b>
	<b>FY05</b>	<b>FY06</b>	<b>FY07</b>
General Fund	11.0	11.0	11.0
Other	0.0	0.0	0.0
<b>Total</b>	<b>11.0</b>	<b>11.0</b>	<b>11.0</b>

**Mission & Services**

The Mail Room coordinates both outgoing City mail and mail between City offices. By consolidating outgoing mail and standardizing to meet the Postal Service guidelines for Coding Accuracy Support System (CASS) Bar Coding automated mailing, the City receives discounted postage rates and thereby reduces postage expenses Mail Room services also reduce the need for messenger service required by certain departments. This program also offers an inserting service, where computer generated mailings are separated and inserted in to envelopes, saving hand labor by the departments.

**FY07 Highlights**

<b>Performance Measurement</b>	<b>FY05</b>	<b>FY06</b>	<b>FY07</b>
o Interdepartmental piece count	55,523	56,781	56,000
o FedEx piece count	288	233	225
o Cost per mail piece w/ postage	\$0.74	\$0.75	\$0.75
o Cost per mail piece w/o postage	\$0.19	\$0.32	\$0.32

<b>Budget By Expenditure Category</b>	<b>Actual FY05</b>	<b>Budget FY06</b>	<b>Budget FY07</b>
Personal Services	228,891	282,619	283,934
Materials and Supplies	2,887	4,000	4,000
Equipment, Lease & Assets	0	0	25,000
Contractual and Other Services	332,633	548,500	500,500
Debt Service and Special Charges	0	0	0
<b>Total</b>	<b>\$564,411</b>	<b>\$835,119</b>	<b>\$813,434</b>

<b>Number of Full Time Positions</b>	<b>Actual FY05</b>	<b>Budget FY06</b>	<b>Budget FY07</b>
General Fund	0.0	0.0	0.0
Other	7.3	7.3	7.3
<b>Total</b>	<b>7.3</b>	<b>7.3</b>	<b>7.3</b>

**Mission & Services**

The mission of the Assessor is to assess all property to fairly reflect market value and to accurately record and provide real estate and personal property information to customers in a courteous and user-friendly manner. The Assessor's Office assesses real and personal property, keeps records of all real estate transactions and maintains a current record of property ownership in the City. In every odd year, the Assessor will assess all real property located within the City in accordance with a two year assessment and equalization maintenance plan approved by the State Tax Commission. The office is funded through reimbursements from the state and commissions from other taxing jurisdictions with the net operating cost of the office funded through a City subsidy budgeted under Dept. 190 City Wide Accounts.

**FY07 Highlights**

The Real Property Appraisal Section will conduct informal hearings with taxpayers and present evidence during any appeals filed before the Board of Equalization and State Tax Commission. This section will also assist the tax commission in performing its ratio study designed to ensure equalization among property values.

<b>Performance Measurement</b>	<b>FY05</b>	<b>FY06</b>	<b>FY07</b>
o Customer service surveys sent	2,520	2,460	2,500
o Responses received	223	221	225
o Positive response	90%	93%	93%
o Personal property tax waivers	17,057	15,800	16,000
o Commercial appraisals			
- Exempt properties	993	570	650
- Abatement requests	391	360	375

<b>Budget By Expenditure Category</b>	<b>Actual FY05</b>	<b>Budget FY06</b>	<b>Budget FY07</b>
Personal Services	3,297,637	3,495,703	3,436,786
Materials and Supplies	30,412	37,740	30,312
Equipment, Lease & Assets	12,584	21,335	22,655
Contractual and Other Services	604,125	560,500	571,500
Debt Service and Special Charges	0	0	0

<b>Total</b>	<b>\$3,944,758</b>	<b>\$4,115,278</b>	<b>\$4,061,253</b>
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<b>Number of Full Time Positions</b>	<b>Actual FY05</b>	<b>Budget FY06</b>	<b>Budget FY07</b>
Total	72.0	71.0	71.0