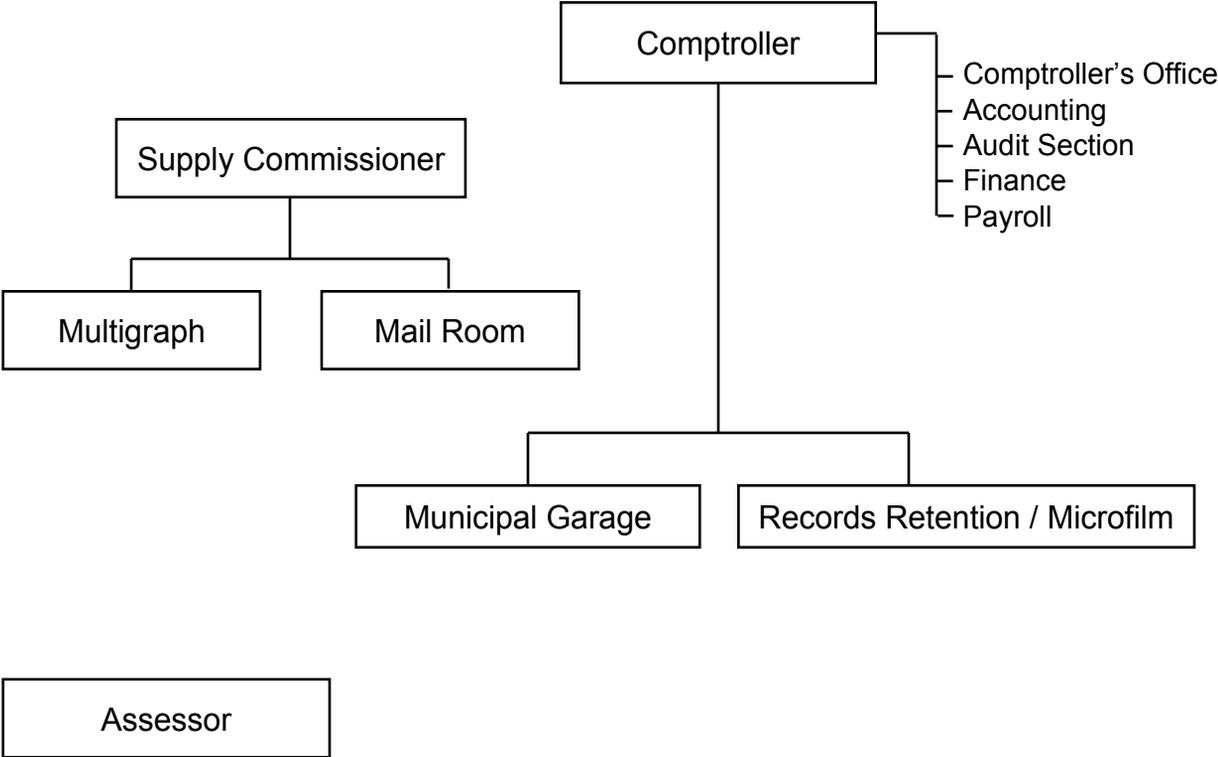


DEPARTMENT OF FINANCE

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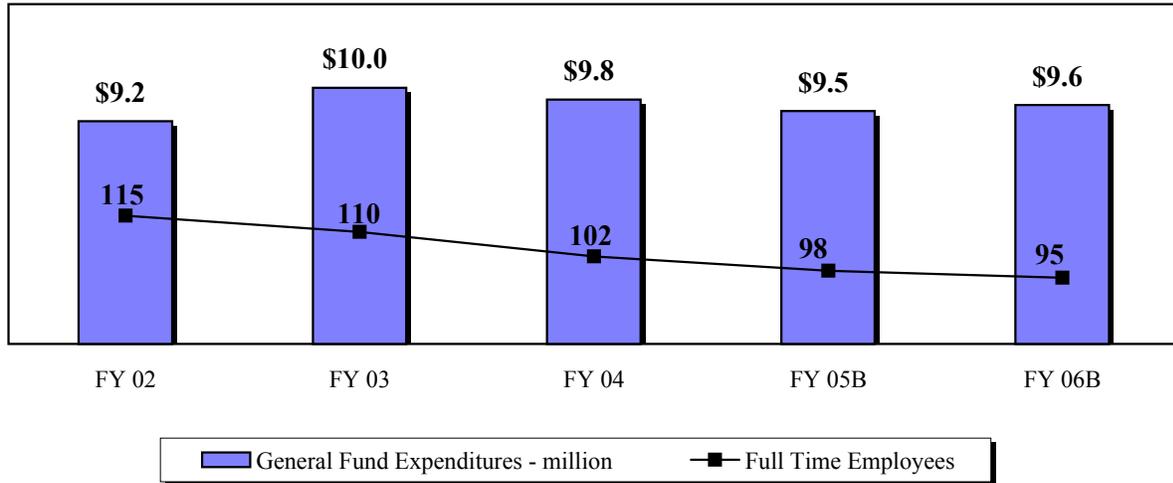
FINANCE

Budget By Division	Actual FY04	Budget FY05	Budget FY06
160 Comptroller	7,807,973	7,131,240	7,428,064
162 Municipal Garage	267,722	257,887	287,139
163 Microfilm Section	316,093	293,317	337,853
170 Supply Commissioner	554,679	556,026	600,174
171 Multigraph Section	809,256	1,241,148	971,005
Total General Fund	\$9,755,723	\$9,479,618	\$9,624,235
Lateral Sewer Fund	58,420	59,300	63,060
Tax Increment Financings	4,625,540	1,959,662	2,060,679
Trustee Lease Fund	3,737,398	526,900	873,600
Mail Room Service Fund	576,798	828,725	835,119
180 Assessor (Assessment Fund)	3,718,128	3,988,966	4,115,278
Grant and Other Funds	0	0	554,255
Total Department All Funds	\$22,472,007	\$16,843,171	\$18,126,226

Personnel By Division	Actual FY04	Budget FY05	Budget FY06
160 Comptroller	67.0	62.9	60.7
162 Municipal Garage	7.0	7.0	7.0
163 Microfilm Section	7.0	7.0	7.0
170 Supply Commissioner	10.0	9.8	9.7
171 Multigraph Section	11.0	11.0	11.0
Total General Fund	102.0	97.6	95.4
172 Mail Room	7.0	7.3	7.3
180 Assessor (Assessment Fund)	68.0	72.0	71.0
Grant and Other Funds	25.0	21.1	19.3
Total Department All Funds	202.0	198.0	193.0

FINANCE

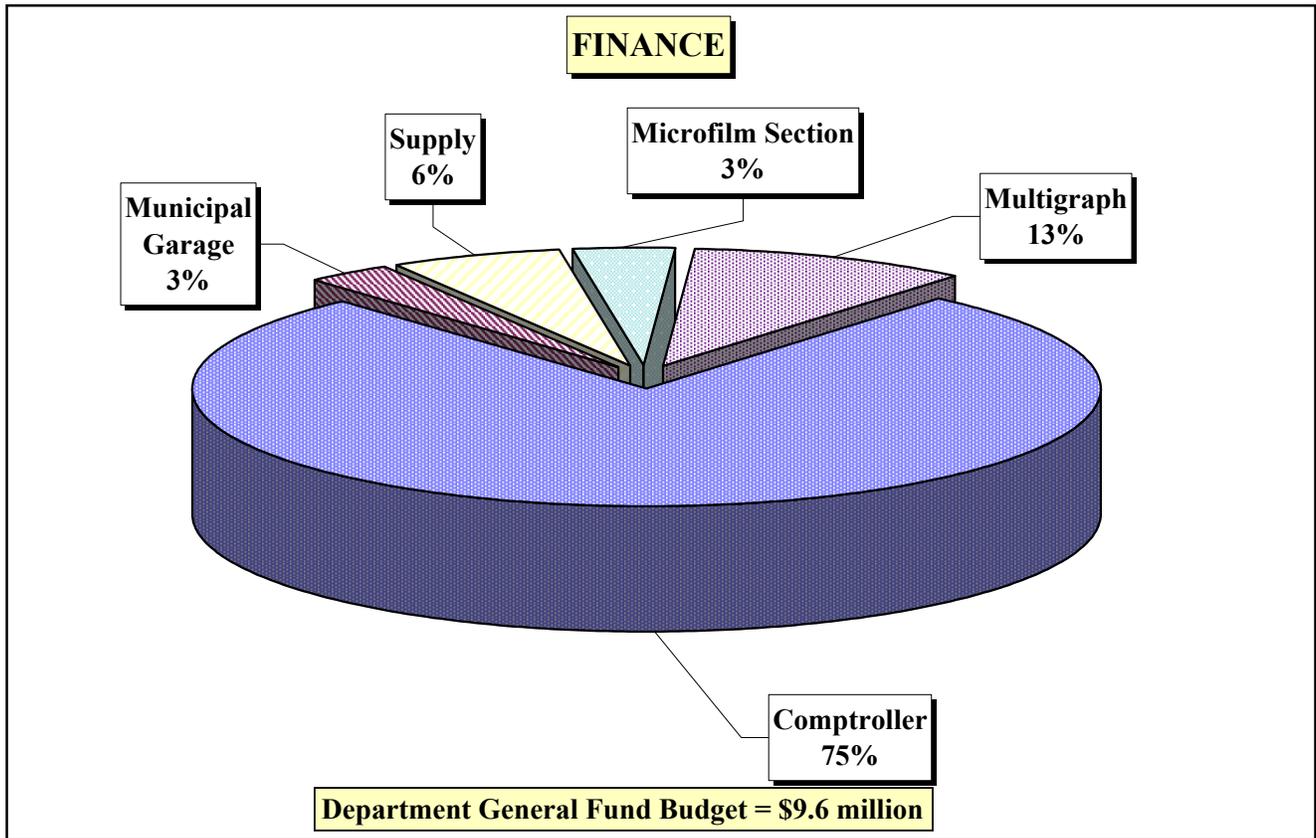
FINANCE



Major Goals & Highlights

- o Have 100% of purchase contracts in place prior to expiration
- o Implement City-wide item file to improve efficiency of supply requisition process
- o Increase printing and graphic services efficiency and productivity in Multigraph through use of new computer to plate technology
- o Implement revenue bond financing to provide funds for capital projects and \$11.5M in budget relief to general fund
- o Assist State Tax Commission in performing ratio study designed to ensure equalization among property values
- o Conduct informal hearings and process property assessment appeals before Board of Equalization

FINANCE



Major Goals and Highlights

- o Enhance production capabilities of Assessor real estate records section through direct electronic linkage to Recorder of Deeds office
- o Install FEDEX drop off box on main floor of City Hall to provide departments savings in express mail pick-up fees
- o Complete development of on-line process for bidding and issuance of purchase orders through the Supply Division

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.

FY06 Highlights

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

Performance Measurement	FY04	FY05	FY06
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General Fund Budget By Expenditure Category	Actual FY04	Budget FY05	Budget FY06
Personal Services	249,354	241,237	265,989
Materials and Supplies	8,336	7,650	10,150
Equipment, Lease & Assets	2,892	2,000	2,500
Contractual and Other Services	7,140	7,000	8,500
Debt Service and Special Charges	0	0	0
	_____	_____	_____
Total General Fund	\$267,722	\$257,887	\$287,139
Grant and Other Funds	\$0	\$0	\$0
	_____	_____	_____
Total Budget All Funds	\$267,722	\$257,887	\$287,139

Number of Full Time Positions	Actual FY04	Budget FY05	Budget FY06
General Fund	7.0	7.0	7.0
Other	0.0	0.0	0.0
	_____	_____	_____
Total	7.0	7.0	7.0

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.

FY06 Highlights

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

Performance Measurement	FY04	FY05	FY06
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General Fund Budget By Expenditure Category	Actual FY04	Budget FY05	Budget FY06
Personal Services	243,863	241,804	263,853
Materials and Supplies	24,499	12,513	25,000
Equipment, Lease & Assets	31,823	32,000	37,000
Contractual and Other Services	15,908	7,000	12,000
Debt Service and Special Charges	0	0	0
	_____	_____	_____
Total General Fund	\$316,093	\$293,317	\$337,853
Grant and Other Funds	\$0	\$0	\$0
Total Budget All Funds	\$316,093	\$293,317	\$337,853

Number of Full Time Positions	Actual FY04	Budget FY05	Budget FY06
General Fund	7.0	7.0	7.0
Other	0.0	0.0	0.0
	_____	_____	_____
Total	7.0	7.0	7.0

Mission & Services

The Supply Division is responsible for the procurement of all supplies, 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. Supply has also reached 6.62% in WBE participation, exceeding its 5% goal. MBE increased from 1.7% to 2.68%. Sales of surplus property generated \$313,521 in revenue.

FY06 Highlights

In FY06, Supply should have 100% of contracts in place prior to expiration. Supply will continue to ensure that departments have the supplies they require in a timely manner by processing bids promptly. Also in FY06, Supply will fully implement the City-wide item file.

Performance Measurement	FY04	FY05	FY06
o Contracts in place prior to expiration	100%	100%	100%
o Unadvertised bids processed <30 days	28	28	28
o Obtain 25% MBE bid participation	2.68%	2.75%	25.00%
o Obtain 5% WBE bid participation	6.62%	6.75%	5.00%
o Increase revenue from property sales	\$313,251	\$150,000	\$150,000

General Fund Budget By Expenditure Category	Actual FY04	Budget FY05	Budget FY06
Personal Services	538,817	536,726	580,874
Materials and Supplies	1,900	2,000	2,000
Equipment, Lease & Assets	6,266	8,500	8,500
Contractual and Other Services	7,696	8,800	8,800
Debt Service and Special Charges	0	0	0
	-----	-----	-----
Total General Fund	\$554,679	\$556,026	\$600,174
Grant and Other Funds	\$0	\$0	\$0
	-----	-----	-----
Total Budget All Funds	\$554,679	\$556,026	\$600,174

Number of Full Time Positions	Actual FY04	Budget FY05	Budget FY06
General Fund	10.0	9.8	9.7
Other	1.0	0.0	0.0
	-----	-----	-----
Total	11.0	9.8	9.7

Department: Finance
Division: 171 Multigraph Section

Division Budget

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.

FY06 Highlights

In FY06, Multigraph will be seeking to increase productivity and achieve cost savings in both printing and graphic services through the use of new computer to plate (CTP) technology.

Performance Measurement	FY04	FY05	FY06
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General Fund Budget By Expenditure Category	Actual FY04	Budget FY05	Budget FY06
Personal Services	524,441	522,501	551,781
Materials and Supplies	153,022	200,000	150,000
Equipment, Lease & Assets	47,341	48,252	48,252
Contractual and Other Services	84,452	470,395	220,972
Debt Service and Special Charges	0	0	0
Total General Fund	\$809,256	\$1,241,148	\$971,005
Grant and Other Funds	\$0	\$0	\$0
Total Budget All Funds	\$809,256	\$1,241,148	\$971,005

Number of Full Time Positions	Actual FY04	Budget FY05	Budget FY06
General Fund	11.0	11.0	11.0
Other	0.0	0.0	0.0
Total	11.0	11.0	11.0

Department: Finance

Program Budget

Division: 172 Mail Room

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 "C.A.S.S 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 to departments, where computer generated mailings are separated and inserted in to envelopes, saving hand labor by the departments.

FY06 Highlights

The City mail service has agreed with FEDEX to install a FEDEX drop box which will save funds by eliminating department's costs for "pick-up" fees. The mail service has also implemented a parcel/courier delivery service into its daily pick-ups and delivery schedules and will also provide "rush" pick up when the need exists. The mail service is negotiating to provide service to the Board of Elections, SLATE and Juvenile Divisions to provide these departments with equipment rental and postal savings.

Performance Measurement	FY04	FY05	FY06
o Coordinate outgoing metered mail	873,000	688,000	722,400
o Deliver internal mail	61,100	59,000	62,000
o Provide envelope inserts	314,000	317,000	333,000
o Facilitate Federal Express Service	173	288	302

Budget By Expenditure Category	Actual FY04	Budget FY05	Budget FY06
Personal Services	212,458	261,425	282,619
Materials and Supplies	2,717	4,000	4,000
Equipment, Lease & Assets	0	0	0
Contractual and Other Services	361,623	563,300	548,500
Debt Service and Special Charges	0	0	0
Total	\$576,798	\$828,725	\$835,119

Number of Full Time Positions	Actual FY04	Budget FY05	Budget FY06
General Fund	0.0	0.0	0.0
Other	7.0	7.3	7.3
Total	7.0	7.3	7.3

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.

FY06 Highlights

In FY06 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. The personal property section will be working with Information Technology to enhance programming of records to allow tax data notation.

Performance Measurement	FY04	FY05	FY06
o Physical inspection - taxable real property			
- Residential	32,635	25,000	25,000
- Commercial	3,341	3,150	3,200
o Develop market values - biennial	--	120,300	--
o Issue personal property tax waivers	16,871	16,000	16,000
o Assess personal property - individual	92,946	100,500	100,500
o Assess personal property - corporate	14,142	13,100	13,100

Budget By Expenditure Category	Actual FY04	Budget FY05	Budget FY06
Personal Services	3,109,094	3,342,026	3,495,703
Materials and Supplies	22,660	35,240	37,740
Equipment, Lease & Assets	13,367	14,700	21,335
Contractual and Other Services	573,007	597,000	560,500
Debt Service and Special Charges	0	0	0
Total	\$3,718,128	\$3,988,966	\$4,115,278

Number of Full Time Positions	Actual FY04	Budget FY05	Budget FY06
Total	68.0	72.0	71.0