

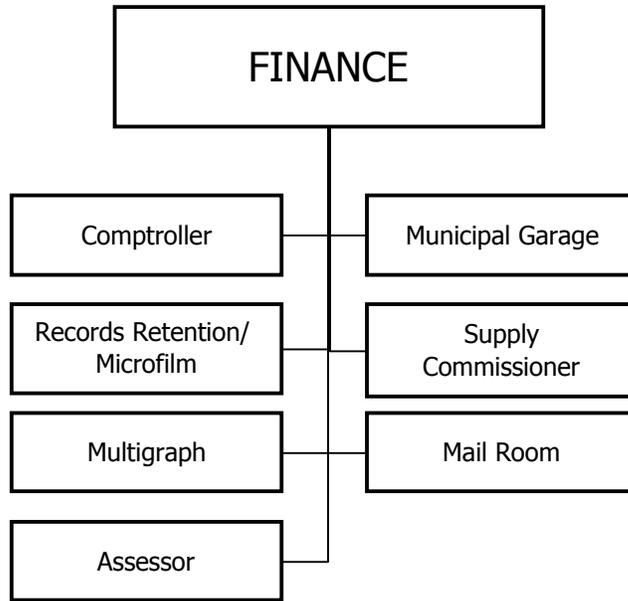
DEPARTMENTAL RESPONSIBILITIES

GOAL: EFFICIENT AND EFFECTIVE GOVERNMENT

- Ensure the effective monitoring of the City's fiscal affairs through a modern and efficient accounting, payroll, and auditing system.
- Provide for an effective and efficient system for assessing and collecting City revenues.
- Ensure a continuous and uninterrupted supply of materials, goods, services, and equipment to support City departments and agencies.

GOAL: VIBRANT AND DIVERSE ECONOMY

- Promote a favorable environment for economic development through a judicious use of TIFs and other economic incentives.



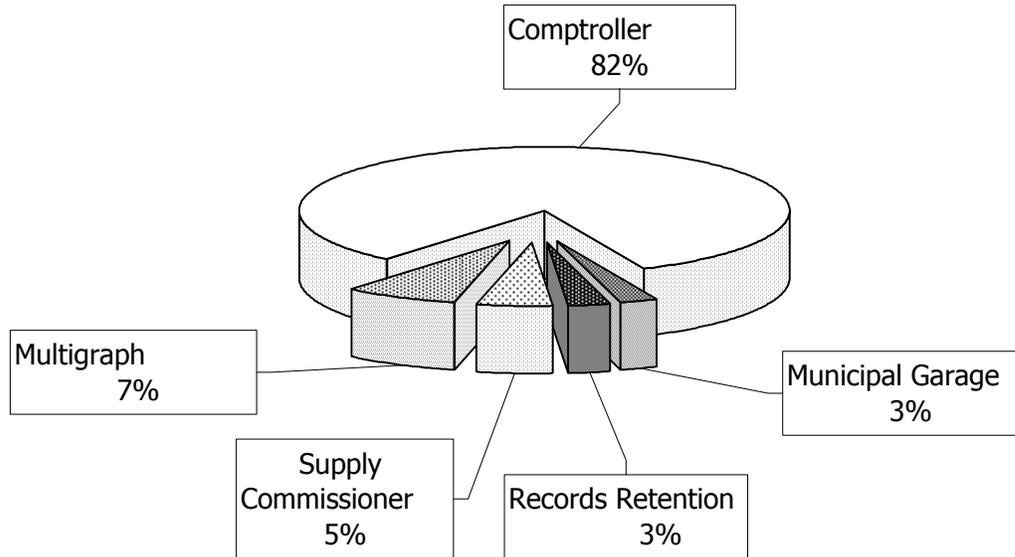
FINANCE

BUDGET BY DIVISION	ACTUAL FY08	BUDGET FY09	BUDGET FY10
160 Comptroller	7,158,191	9,356,466	10,188,853
162 Municipal Garage	279,651	315,448	316,187
163 Records Retention	297,347	344,174	331,153
170 Supply Commissioner	602,020	639,754	644,167
171 Multigraph	899,609	1,038,868	913,969
General Fund	\$9,236,818	\$11,694,710	\$12,394,329
Lateral Sewer Fund	67,267	55,166	55,650
Tax Increment Financings	7,530,061	2,307,572	2,893,406
Trustee Lease Fund	1,005,785	14,353,715	3,247,415
Mail Room Service Fund	576,692	813,218	816,006
180 Assessor	4,191,287	4,568,377	4,332,887
Grant and Other Funds	2,994,727	1,126,200	769,572
TOTAL DEPARTMENT ALL FUNDS	\$25,602,637	\$34,918,958	\$24,509,265

PERSONNEL BY DIVISION	ACTUAL FY08	BUDGET FY09	BUDGET FY10
160 Comptroller	59.7	61.9	63.7
162 Municipal Garage	7.0	7.0	7.0
163 Microfilm Section	7.0	7.0	
170 Supply Commissioner	9.7	9.7	9.7
171 Multigraph	10.0	10.0	10.0
General Fund	93.4	95.7	90.4
172 Mail Room	7.3	7.3	7.3
180 Assessor	71.0	71.0	69.0
Grant and Other Funds	29.4	31.1	30.3
TOTAL DEPARTMENT ALL FUNDS	201.0	205.0	197.0

FINANCE

FY10 GENERAL FUND BUDGET BY DIVISION



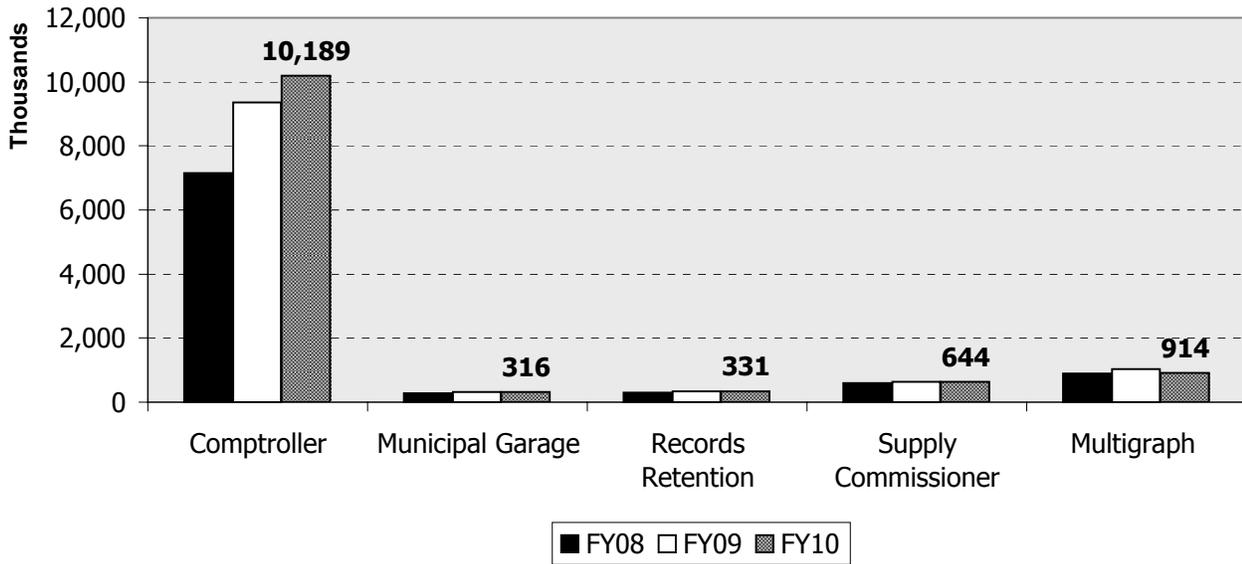
TOTAL FINANCE BUDGET \$12.6M

DIVISION HIGHLIGHTS

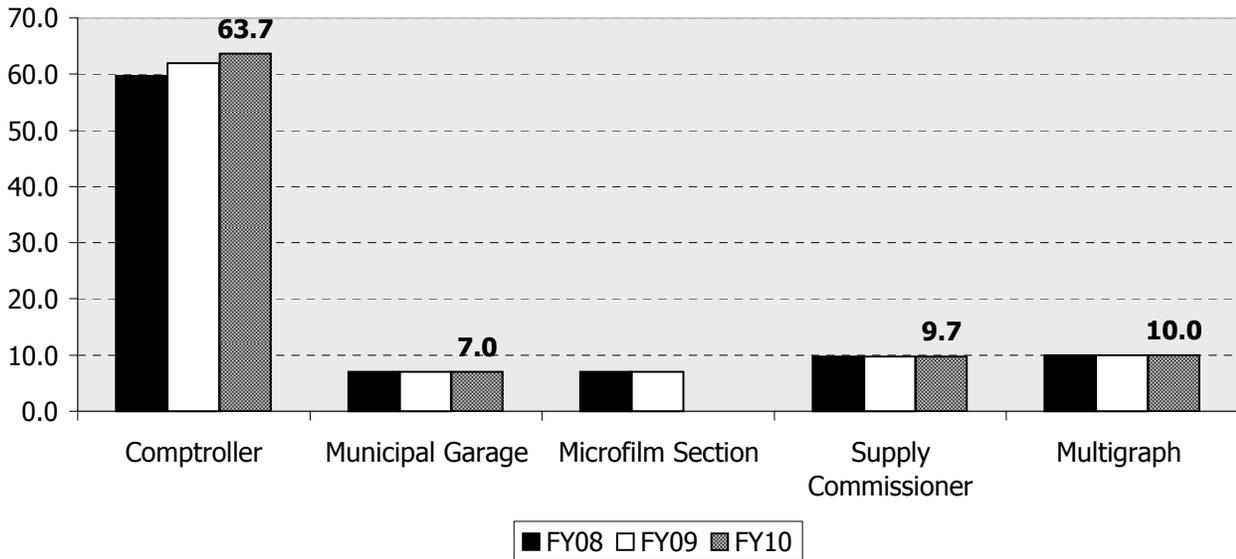
- Records Retention will implement new system allowing for the scanning and digital storage of all City Contracts.
- Following a successful rebid of Janitorial Supplies, in FY10 the Supply Commissioner will review additional City supply contracts to identify products that may have more sustainable or "green" substitutes.
- Mutigraph will relocate to 1520 Market Street. The new space will increase efficiency, allow for adequate storage and provide improved vehicle access via a loading dock.
- Increase of \$700,000 in Comptroller's Office budget for projected increase in sewer bill payment to the Metropolitan Sewer District

FINANCE

FY08 - FY10 GENERAL FUND BUDGET HISTORY BY DIVISION



FY08 - FY10 GENERAL FUND PERSONNEL HISTORY BY DIVISION



Division: 160 Comptroller
Program: Ø
Department: Finance

Division Budget **160**

MISSION & SERVICES

The Comptroller supervises the fiscal affairs of the City. The division is responsible for accounting, payroll, and auditing functions. The Comptroller's office manages the City's telecommunications services and oversees payment on such items as sewer bills. The Comptroller is one of three members of the Board of Estimate and Apportionment.

In FY10, a \$700,000 increase is projected in sewer bill payments to the Metropolitan Sewer District.

<u>PERFORMANCE MEASURES</u>	Actual FY08	Estimate FY09	Goal / Est. FY10
Audits / Special Projects Completed	109	206	221
Vouchers Processed	63,959	65,906	69,201
Government Finance Officers Assoc.:			
Excellence in Financial Reporting Award	Yes	Yes	Yes

EXPENDITURE CATEGORY	ACTUAL FY08	BUDGET FY09	BUDGET FY10
Personal Services	3,604,686	3,954,045	4,039,825
Materials and Supplies	59,394	27,170	27,570
Equipment, Lease, and Assets	90,127	100,500	99,443
Contractual and Other Services	3,403,984	5,274,751	6,022,015
Debt Service and Special Charges	0	0	0
General Fund	\$7,158,191	\$9,356,466	\$10,188,853
Local Use Tax Fund	0	25,484	0
Lateral Sewer Fund	67,267	55,166	55,650
Gateway Transportation Center	24,713	1,081,690	1,164,193
Tax Increment Financings	7,530,061	2,307,572	2,893,406
Trustee Leases Fund	1,005,785	14,353,715	3,247,415
G.O. Bond Fund	6,324,428	6,260,935	5,681,310
Grant and Other Funds	2,994,727	1,126,200	769,572
All Funds	\$25,105,172	\$34,567,228	\$24,000,399

FULL TIME POSITIONS

General Fund	59.7	61.9	63.7
Other Funds	29.4	31.1	30.3
All Funds	89.0	93.0	94.0

Division: 162 Municipal Garage
Program: Ø
Department: Finance

Division Budget **162**

MISSION & SERVICES

The Municipal Garage is responsible for the loaning out of City owned vehicles for official City business and maintaining vehicle title records. The division is also responsible for the maintenance of the Municipal Garage that provides over 350 parking spaces to government employees.

<u>PERFORMANCE MEASURES</u>	Actual FY08	Estimate FY09	Goal / Est. FY10
Vehicles Maintained for City Use	13	13	13
Loaner Vehicles Total Trips	1,952	2,000	2,000

EXPENDITURE CATEGORY	ACTUAL FY08	BUDGET FY09	BUDGET FY10
Personal Services	257,874	296,298	297,687
Materials and Supplies	11,411	9,150	9,000
Equipment, Lease, and Assets	1,964	2,500	2,500
Contractual and Other Services	8,402	7,500	7,000
Debt Service and Special Charges	0	0	0
General Fund	\$279,651	\$315,448	\$316,187
Grant and Other Funds	\$0	\$0	\$0
All Funds	\$279,651	\$315,448	\$316,187

FULL TIME POSITIONS

General Fund	7.0	7.0	7.0
Other Funds	0.0	0.0	0.0
All Funds	7.0	7.0	7.0

Division: 163 Records Retention
Program: Ø
Department: Finance

Division Budget **163**

MISSION & SERVICES

Microfilm is responsible for scanning documents and maintaining and providing records in the archival library. The division provides document reproduction and general copying services to some City departments, including the production of the City's Annual Operating Plan and accompanying budget documents. Microfilm also assists City residents and archivists with historical research.

PROGRAM HIGHLIGHT

In FY10, Records Retention plans to implement a new system enabling the division to scan and store digital copies of all City contracts.

PERFORMANCE MEASURES

	Actual FY08	Estimate FY09	Goal / Est. FY10
Public Requests (Drop-in & Telephone)	NA	NA	New Measure
Internal / Departmental Requests	NA	NA	New Measure

EXPENDITURE CATEGORY	ACTUAL FY08	BUDGET FY09	BUDGET FY10
Personal Services	234,861	279,174	269,153
Materials and Supplies	15,986	18,000	18,000
Equipment, Lease, and Assets	40,710	37,000	37,000
Contractual and Other Services	5,790	10,000	7,000
Debt Service and Special Charges	0	0	0
General Fund	\$297,347	\$344,174	\$331,153
Grant and Other Funds	\$0	\$0	\$0
All Funds	\$297,347	\$344,174	\$331,153

FULL TIME POSITIONS

General Fund	7.0	7.0	7.0
Other Funds	0.0	0.0	0.0
All Funds	7.0	7.0	7.0

Division: 170 Supply Commissioner
Program: Ø
Department: Finance

Division Budget **170**

MISSION & SERVICES

The Supply Commissioner is responsible for the procurement of all supplies, equipment, equipment maintenance and selected services for all City Departments. In addition to procurement duties, the Supply Commissioner handles disposal and recycling of City equipment that has ended its useful life. As the primary preparer of contracts for the City, the division processes nearly 7000 requisitions annually and administers over 200 purchase contracts.

PROGRAM HIGHLIGHT

Following a successful rebid of Janitorial Supplies, in FY10 the Supply Commissioner will review additional City supply contracts to identify products that may have more sustainable or "green" substitutes.

<u>PERFORMANCE MEASURES</u>	Actual FY08	Estimate FY09	Goal / Est. FY10
Purchase Orders Processed	3,681	3,978	3,830
% Minority Business Participation	3.47%	4.00%	25%
Revenue From Surplus Property Sales	\$547,228	\$490,000	\$518,614

EXPENDITURE CATEGORY	ACTUAL FY08	BUDGET FY09	BUDGET FY10
Personal Services	587,229	620,654	626,067
Materials and Supplies	3,372	3,000	3,000
Equipment, Lease, and Assets	6,657	7,300	7,300
Contractual and Other Services	4,762	8,800	7,800
Debt Service and Special Charges	0	0	0
General Fund	\$602,020	\$639,754	\$644,167
Grant and Other Funds	\$0	\$0	\$0
All Funds	\$602,020	\$639,754	\$644,167

FULL TIME POSITIONS

General Fund	9.7	9.7	9.7
Other Funds	0.0	0.0	0.0
All Funds	9.7	9.7	9.7

Division: 171 Multigraph
Program: Ø
Department: Finance

Division Budget **171**

MISSION & SERVICES

To provide quality printing and graphic design support services to all City agencies in a cost-effective and efficient manner.

Multigraph provides forms, brochures, letterheads, and information materials. Multigraph provides typesetting, graphic design, photography, press work, and bindery services. Multigraph is responsible for writing specifications and bids for specialized printing to private vendors.

PROGRAM HIGHLIGHT

In FY10, Mutigraph will relocate to 1520 Market Street. The new space will increase efficiency, allow for adequate storage and provide improved vehicle access via a loading dock.

PERFORMANCE MEASURES

	Actual FY08	Estimate FY09	Goal / Est. FY10
Total Job Requests	2,804	2,900	2,900
% of Jobs Repeated Due to Error	0.08%	≤ 0.05%	≤ 0.05%

EXPENDITURE CATEGORY	ACTUAL FY08	BUDGET FY09	BUDGET FY10
Personal Services	527,264	562,017	559,596
Materials and Supplies	155,937	180,000	152,000
Equipment, Lease, and Assets	75,202	53,252	53,252
Contractual and Other Services	141,206	243,599	149,121
Debt Service and Special Charges	0	0	0
General Fund	\$899,609	\$1,038,868	\$913,969
Grant and Other Funds	\$0	\$0	\$0
All Funds	\$899,609	\$1,038,868	\$913,969

FULL TIME POSITIONS

General Fund	10.0	10.0	10.0
Other Funds	0.0	0.0	0.0
All Funds	10.0	10.0	10.0

Division: 172 Mail Room
Program: Ø
Department: Finance

Division Budget **172**

MISSION & SERVICES

The Mail Room strives to provide the most efficient total mail service at the maximum savings to our user departments

The Mail Room coordinates both outgoing City mail and mail between City offices. Services provided by the Mail Room include, but are not limited to: a mail inserting service, a parcel / courier delivery service with three drive routes running twice daily to most departments and "Rush" service.

PROGRAM HIGHLIGHT

In FY10, the Mail Room will continue it's efforts to reduce the handwritten piece count to improve efficiency and reduce costs.

PERFORMANCE MEASURES

	Actual FY08	Estimate FY09	Goal / Est. FY10
Total Pieces Delivered	937,815	1,017,306	1,040,300
Handwritten Piece Count	48,758	41,100	43,155

EXPENDITURE CATEGORY	ACTUAL FY08	BUDGET FY09	BUDGET FY10
Personal Services	240,050	320,018	322,806
Materials and Supplies	5,592	7,200	7,200
Equipment, Lease, and Assets	1,516	3,000	3,000
Contractual and Other Services	329,534	483,000	483,000
Debt Service and Special Charges	0	0	0
Mail Room Services Fund	\$576,692	\$813,218	\$816,006
Grant and Other Funds	\$0	\$0	\$0
All Funds	\$576,692	\$813,218	\$816,006

FULL TIME POSITIONS

General Fund	0.0	0.0	0.0
Other Funds	7.3	7.3	7.3
All Funds	7.3	7.3	7.3

Division: 180 Assessor
Program: Ø
Department: Finance

Division Budget **180**

MISSION & SERVICES

The Assessor's mission 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 manner. In every odd year the Assessor will assess all real property located within the City.

PROGRAM HIGHLIGHT

In FY10, the Assessor plans to add computer terminals to the Real Estate Records counter to improve customer service.

PERFORMANCE MEASURES

	Actual FY08	Estimate FY09	Goal / Est. FY10
Residential Real Estate Inspections	36,160	22,000	36,000
Commercial Real Estate Inspections	5,161	4,564	4,564
% Residential Inspected on 4-yr Cycle	33.7%	20.0%	20.0%
% Commercial Inspected on 4-yr Cycle	31.7%	28.0%	28.0%

EXPENDITURE CATEGORY	ACTUAL FY08	BUDGET FY09	BUDGET FY10
Personal Services	3,518,761	3,813,017	3,614,563
Materials and Supplies	37,009	47,320	38,400
Equipment, Lease, and Assets	10,262	13,100	16,804
Contractual and Other Services	625,255	694,940	663,120
Debt Service and Special Charges	0	0	0
Assessment Fund	\$4,191,287	\$4,568,377	\$4,332,887
Grant and Other Funds	\$0	\$0	\$0
All Funds	\$4,191,287	\$4,568,377	\$4,332,887

FULL TIME POSITIONS

Other Funds	71.0	71.0	69.0
All Funds	71.0	71.0	69.0