

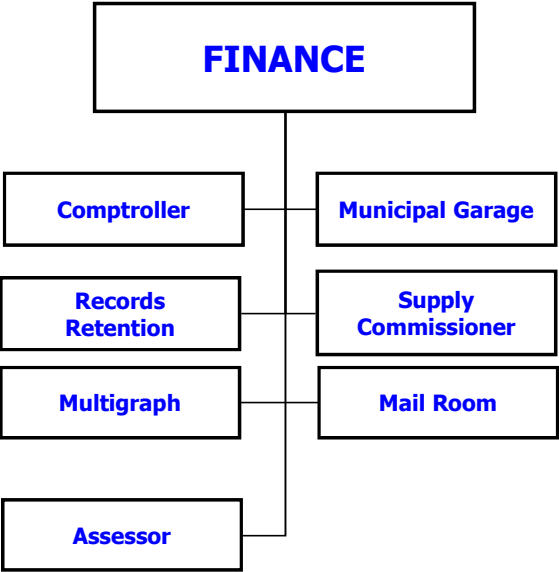
DEPARTMENTAL RESPONSIBILITIES

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.



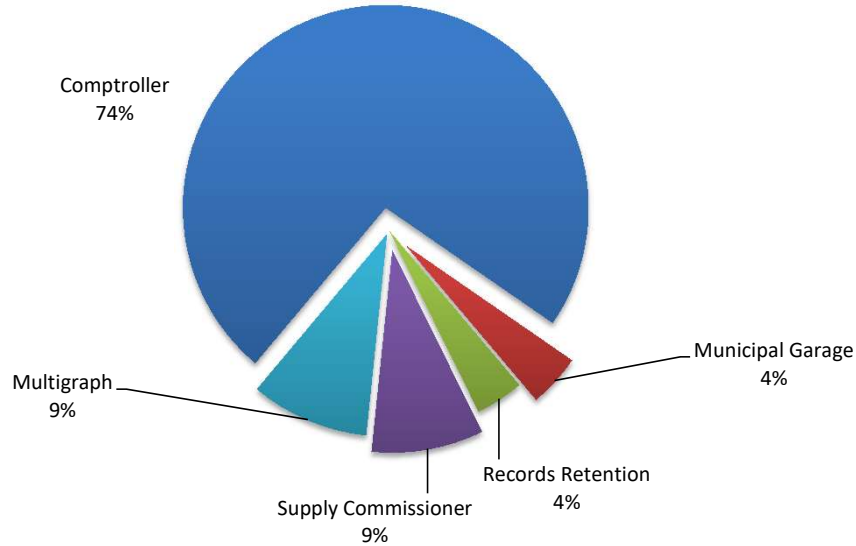
FINANCE

| BUDGET BY DIVISION | ACTUAL FY19 | BUDGET FY20 | BUDGET FY21 |
|-----------------------------------|---------------------|---------------------|---------------------|
| 160 Comptroller | \$6,150,115 | \$6,560,122 | \$6,800,467 |
| 162 Municipal Garage | 329,361 | 386,415 | 390,954 |
| 163 Records Retention | 295,989 | 328,578 | 356,507 |
| 170 Supply Commissioner | 657,593 | 826,462 | 827,208 |
| 171 Multigraph | 798,344 | 893,535 | 876,116 |
| General Fund | \$8,231,402 | \$8,995,112 | \$9,251,252 |
| Lateral Sewer Fund | \$22,692 | \$64,373 | \$34,866 |
| Tax Increment Financings | 962,113 | 1,265,386 | 1,328,135 |
| Trustee Lease Fund | 4,038,268 | 4,037,710 | 4,040,400 |
| Mail Room Service Fund | 576,556 | 800,427 | 783,970 |
| 180 Assessor | 4,297,835 | 4,414,648 | 4,440,843 |
| Grant and Other Funds | 238,583 | 264,340 | 234,747 |
| TOTAL DEPARTMENT ALL FUNDS | \$18,367,449 | \$19,841,996 | \$20,114,213 |

| PERSONNEL BY DIVISION | ACTUAL FY19 | BUDGET FY20 | BUDGET FY21 |
|-----------------------------------|----------------|----------------|----------------|
| 160 Comptroller | 56.0 | 55.9 | 55.9 |
| 162 Municipal Garage | 7.5 | 7.7 | 7.2 |
| 163 Records Retention | 6.0 | 6.0 | 6.2 |
| 170 Supply Commissioner | 9.6 | 11.6 | 11.7 |
| 171 Multigraph | 10.0 | 10.0 | 9.7 |
| General Fund | 89.1 | 91.2 | 90.7 |
| 172 Mail Room | 8.4 | 8.4 | 7.6 |
| 180 Assessor | 62.0 | 62.0 | 61.0 |
| Grant and Other Funds | 25.5 | 30.0 | 26.7 |
| TOTAL DEPARTMENT ALL FUNDS | 185.0 | 191.6 | 186.0 |

FINANCE

FY21 GENERAL FUND BUDGET BY DIVISION



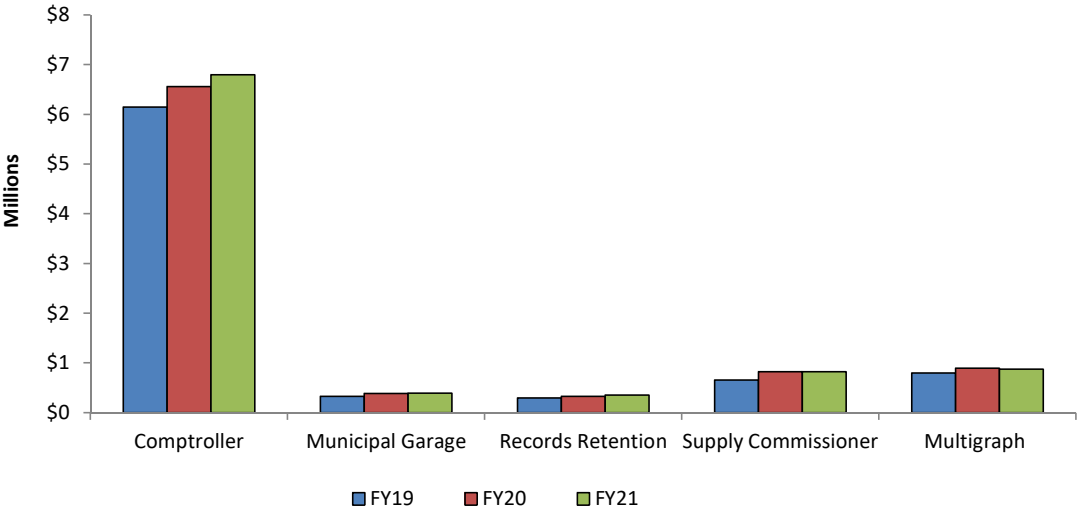
TOTAL FINANCE BUDGET \$9.2M

DIVISION HIGHLIGHTS

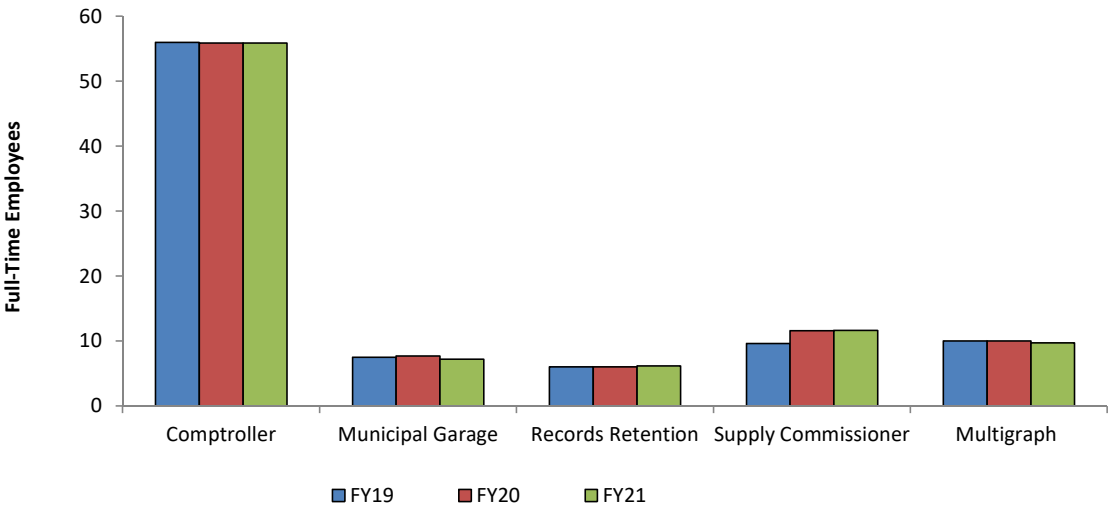
- In FY20, the Comptroller's Office and Supply Division worked to expedite payments to vendors of medical supplies for the City's first responders and employees. In FY21, the Comptroller's Office will continue to look for refinancing opportunities to save the City debt costs throughout the fiscal year and review development debt.
- During FY21, Records Retention will digitize the records in the department's possession for permanent storage and retrieval with text-searchable optical character recognition.
- In FY20, the Assessor's Office completed the installation of the new CAMA (computer-assisted mass appraisal) system in order to streamline data and procedures for more efficiency in operations. CAMA replaces a 35-year old mainframe system.
- This upcoming fiscal year, the Supply Division will continue to focus on the purchase of the new Enterprise Resource Planning system, which will help the City migrate from paper-based systems to an integrated applications environment that aligns with re-engineered business processes.

FINANCE

GENERAL FUND BUDGET HISTORY BY DIVISION



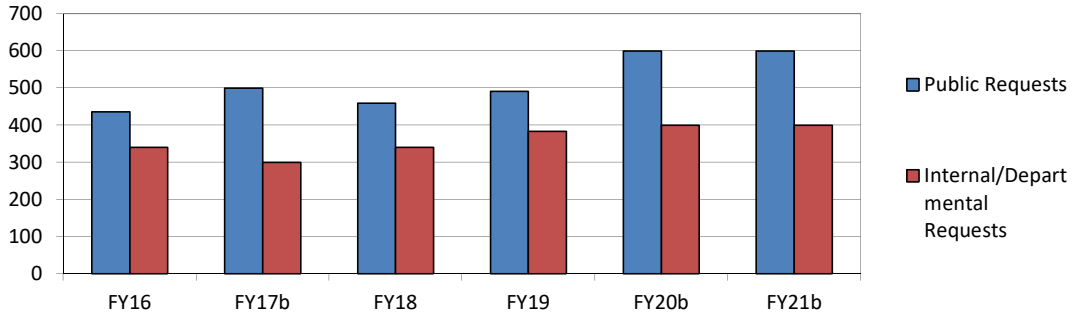
GENERAL FUND PERSONNEL HISTORY BY DIVISION



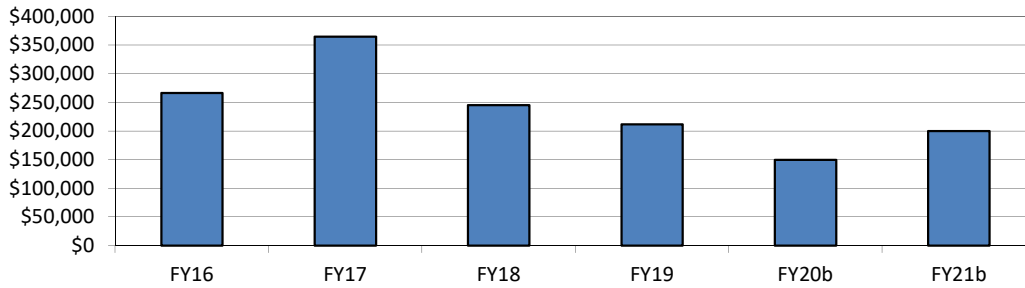
FINANCE

Selected Performance Measures

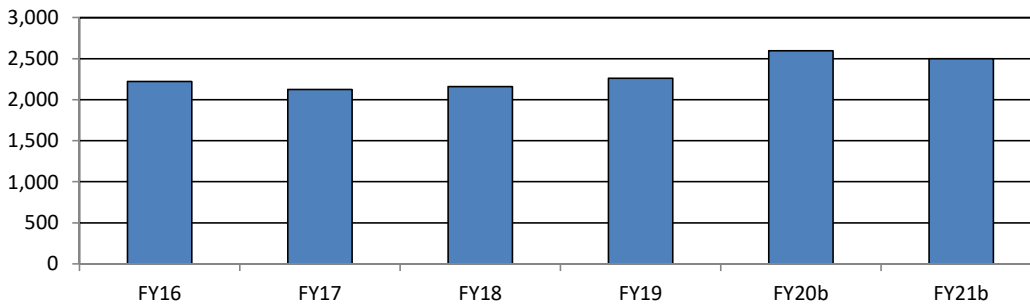
Records Retention Information Requests



Revenue From Surplus Property Sales



Multigraph Job Requests



Division: 160 Comptroller
Program: Ø
Department: Finance

Division Budget 160

MISSION & SERVICES

The Comptroller serves as the Chief Fiscal Officer (CFO) of the City of St. Louis and is a member of the executive branch of city government and the Board of Estimate and Apportionment. The Comptroller is a city-wide elected official and directs her staff to assist in the city's daily financial operations. Its services include accounting services, asset management, and internal audit.

PROGRAM NOTES

In FY20, the Comptroller's Office completed 40 audits and reviewed numerous fraud complaints. In FY21, the Comptroller's Office will continue to process contracts and vendor payments in a timely manner. It continues to look for refinancing opportunities to save the City debt costs, as well as review development debt. The Office will also revise inventory reporting and draft new auditor training material.

| <u>PERFORMANCE MEASURES</u> | Actual FY19 | Estimate FY20 | Goal / Est. FY21 |
|---|--------------------|----------------------|-------------------------|
| Vouchers Processed | 49,119 | 52,000 | 50,000 |
| Internal Audits Completed | 50 | 40 | 60 |
| Government Finance Officers Assoc. | | | |
| Excellence in Financial Reporting Award | Yes | Yes | Yes |

| EXPENDITURE CATEGORY | ACTUAL FY19 | BUDGET FY20 | BUDGET FY21 |
|----------------------------------|------------------------|------------------------|------------------------|
| Personal Services | \$3,719,815 | \$3,985,252 | \$4,070,757 |
| Materials and Supplies | 34,121 | 44,350 | 44,000 |
| Equipment, Lease, and Assets | 82,246 | 90,000 | 83,200 |
| Contractual and Other Services | 2,313,933 | 2,440,520 | 2,602,510 |
| Debt Service and Special Charges | 0 | 0 | 0 |
| | | | |
| General Fund | \$6,150,115 | \$6,560,122 | \$6,800,467 |
| Local Use Tax Fund | \$0 | \$0 | \$0 |
| Lateral Sewer Fund | 22,692 | 64,373 | 34,866 |
| Gateway Transportation Center | 1,425,324 | 1,498,335 | 1,675,272 |
| Tax Increment Financings | 962,113 | 1,265,386 | 1,328,135 |
| Trustee Leases Fund | 4,038,268 | 4,037,710 | 4,040,400 |
| Economic Development Sales Tax | 0 | 12,958,000 | 11,385,000 |
| G.O. Bond Fund | 6,842,258 | 5,813,144 | 7,753,500 |
| Grant and Other Funds | 238,583 | 264,340 | 234,747 |
| All Funds | \$19,679,353 | \$32,461,410 | \$33,252,387 |

FULL TIME POSITIONS

| | | | |
|--------------|------|------|------|
| General Fund | 56.0 | 55.9 | 55.9 |
| Other Funds | 25.5 | 30.0 | 26.7 |
| | | | |
| All Funds | 81.5 | 85.9 | 82.6 |

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.

PROGRAM NOTES

In FY20, the Municipal Garage coordinated with ESD and conducted an audit of all city vehicles and equipment to verify their titles and certificates of origin. In FY21, the program will continue to address leakage issues identified by BPS.

PERFORMANCE MEASURES

| | Actual FY19 | Estimate FY20 | Goal / Est. FY21 |
|----------------------------------|-------------|---------------|------------------|
| Vehicles Maintained for City Use | 23 | 23 | 23 |
| Loaner Vehicles Total Trips | 3,055 | 2,756 | 3,000 |

| EXPENDITURE CATEGORY | ACTUAL FY19 | BUDGET FY20 | BUDGET FY21 |
|----------------------------------|------------------------|------------------------|------------------------|
| Personal Services | \$295,803 | \$346,015 | \$357,754 |
| Materials and Supplies | 10,373 | 10,200 | 8,500 |
| Equipment, Lease, and Assets | 1,089 | 1,500 | 1,200 |
| Contractual and Other Services | 22,096 | 28,700 | 23,500 |
| Debt Service and Special Charges | 0 | 0 | 0 |
| | | | |
| General Fund | \$329,361 | \$386,415 | \$390,954 |
| Grant and Other Funds | \$0 | \$0 | \$0 |
| All Funds | \$329,361 | \$386,415 | \$390,954 |

FULL TIME POSITIONS

| | | | |
|--------------|-----|-----|-----|
| General Fund | 7.5 | 7.7 | 7.2 |
| Other Funds | 0.0 | 0.0 | 0.0 |
| | | | |
| All Funds | 7.5 | 7.7 | 7.2 |

Division: 163 Records Retention
Program: Ø
Department: Finance

Division Budget 163

MISSION & SERVICES

Records Retention 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. Records Retention also assists City residents and archivists with historical research.

PROGRAM NOTES

In FY20, Records Retention began providing most services free of charge as it pertains to Sunshine requests to promote transparency and fully comply with the Missouri Sunshine Law, Chapter 610, RSMo. In FY21, Records Retention will start digitizing all of the microfilm in the department's possession for permanent storage and retrieval with text-searchable optical character recognition.

PERFORMANCE MEASURES

| | Actual FY19 | Estimate FY20 | Goal / Est. FY21 |
|----------------------------------|-------------|---------------|------------------|
| Public Requests (Drop-in) | 491 | 600 | 600 |
| Internal / Departmental Requests | 383 | 400 | 400 |

| EXPENDITURE CATEGORY | ACTUAL FY19 | BUDGET FY20 | BUDGET FY21 |
|----------------------------------|------------------|------------------|------------------|
| Personal Services | \$257,954 | \$273,378 | \$310,507 |
| Materials and Supplies | 8,321 | 18,900 | 15,000 |
| Equipment, Lease, and Assets | 26,114 | 30,000 | 25,000 |
| Contractual and Other Services | 3,600 | 6,300 | 6,000 |
| Debt Service and Special Charges | 0 | 0 | 0 |
| General Fund | | | |
| | \$295,989 | \$328,578 | \$356,507 |
| Grant and Other Funds | | | |
| | \$0 | \$0 | \$0 |
| All Funds | \$295,989 | \$328,578 | \$356,507 |

FULL TIME POSITIONS

| | | | |
|--------------|-----|-----|-----|
| General Fund | 6.0 | 6.0 | 6.2 |
| Other Funds | 0.0 | 0.0 | 0.0 |
| All Funds | | | |
| | 6.0 | 6.0 | 6.2 |

Division: 170 Supply Commissioner
Program: Ø
Department: Finance

Division Budget 170

MISSION & SERVICES

The purpose of the Supply Division is to procure supplies, equipment, and related maintenance and selected services for City agencies through competitive bids and contracts. The goal of the program is to lower costs, reduce order times, and get the City departments what they need in order to serve citizens efficiently.

PROGRAM NOTES

In FY20, the Supply Division processed 1.4% more invoices than last year, with an increase of 43% in goods and non-professional services. The department updated its process and procedure manual, taught 5 sessions of "Purchasing School" to train 100 City employees, and reduced the number of performance bonds by 16%. In FY21, the Supply Division will collaborate with all departments for the implementation of the Enterprise Resource Planning system and migrate all ineligible State contracts to local City contracts.

| <u>PERFORMANCE MEASURES</u> | Actual FY19 | Estimate FY20 | Goal / Est. FY21 |
|-------------------------------------|--------------------|----------------------|-------------------------|
| Number of Purchase Orders created | 4,475 | 3,200 | 3,400 |
| Number of Emergency Requisitions | 50 | 50 | 40 |
| Revenue From Surplus Property Sales | \$ 211,858 | \$ 150,000 | \$ 200,000 |

| EXPENDITURE CATEGORY | ACTUAL FY19 | BUDGET FY20 | BUDGET FY21 |
|----------------------------------|------------------------|------------------------|------------------------|
| Personal Services | \$649,074 | \$799,292 | \$804,088 |
| Materials and Supplies | 4,206 | 9,500 | 8,000 |
| Equipment, Lease, and Assets | 2,668 | 4,500 | 4,000 |
| Contractual and Other Services | 1,645 | 13,170 | 11,120 |
| Debt Service and Special Charges | 0 | 0 | 0 |
| General Fund | | | |
| | \$657,593 | \$826,462 | \$827,208 |
| Grant and Other Funds | | | |
| | \$0 | \$0 | \$0 |
| All Funds | \$657,593 | \$826,462 | \$827,208 |

FULL TIME POSITIONS

| | | | |
|--------------|-----|------|------|
| General Fund | 9.6 | 11.6 | 11.7 |
| Other Funds | 0.0 | 0.0 | 0.0 |
| All Funds | | | |
| | 9.6 | 11.6 | 11.7 |

Division: 171 Multigraph
Program: Ø
Department: Finance

Division Budget 171

MISSION & SERVICES

The Multigraph department provides quality printing and graphic design support to all City agencies in a cost-effective and efficient manner. Printed materials include forms, brochures, letterhead, business cards, envelopes, and informational materials requested by City agencies. It is responsible for writing specifications and bids for specialized printing to private contract vendors for printing services not available in-house.

PROGRAM NOTES

In FY21, Multigraph will continue to improve its quality printing and graphic design services so that it can better serve City agencies at lower costs.

PERFORMANCE MEASURES

| | Actual FY19 | Estimate FY20 | Goal/Est. FY21 |
|----------------------------|--------------------|----------------------|-----------------------|
| Printing Job Requests | 2,263 | 2,600 | 2,500 |
| Jobs Completed on Schedule | 99.0% | 100.0% | 100.0% |

| EXPENDITURE CATEGORY | ACTUAL FY19 | BUDGET FY20 | BUDGET FY21 |
|----------------------------------|------------------------|------------------------|------------------------|
| Personal Services | \$619,274 | \$622,035 | \$581,966 |
| Materials and Supplies | 61,584 | 109,000 | 110,000 |
| Equipment, Lease, and Assets | 35,989 | 44,000 | 70,950 |
| Contractual and Other Services | 81,497 | 118,500 | 113,200 |
| Debt Service and Special Charges | 0 | 0 | 0 |
| | <hr/> | <hr/> | <hr/> |
| General Fund | \$798,344 | \$893,535 | \$876,116 |
| Grant and Other Funds | \$0 | \$0 | \$0 |
| All Funds | \$798,344 | \$893,535 | \$876,116 |

FULL TIME POSITIONS

| | | | |
|--------------|-------|-------|-------|
| General Fund | 10.0 | 10.0 | 9.7 |
| Other Funds | 0.0 | 0.0 | 0.0 |
| | <hr/> | <hr/> | <hr/> |
| All Funds | 10.0 | 10.0 | 9.7 |

Division: 172 Mail Room
Program: Ø
Department: Finance

Division Budget 172

MISSION & SERVICES

The Mail Room strives to provide the most efficient comprehensive mail service at 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 "Rush" service, and a parcel/courier delivery service with three drive routes running twice daily (to most departments).

PROGRAM NOTES

In FY20, the department worked to reduce the usage of unnecessary office supplies and increase the volume of materials recycled. Starting FY21, the Mail Room will take over deliveries for the Police department.

PERFORMANCE MEASURES

| | Actual FY19 | Estimate FY20 | Goal/Est. FY21 |
|------------------------|-------------|---------------|----------------|
| Total Pieces Delivered | 471,875 | 506,936 | 557,629 |
| Interdepartmental Mail | 28,020 | 32,754 | 36,029 |

| EXPENDITURE CATEGORY | ACTUAL FY19 | BUDGET FY20 | BUDGET FY21 |
|----------------------------------|------------------|------------------|------------------|
| Personal Services | \$290,770 | \$424,627 | \$381,170 |
| Materials and Supplies | 8,847 | 15,000 | 17,000 |
| Equipment, Lease, and Assets | 1,769 | 8,000 | 33,000 |
| Contractual and Other Services | 275,170 | 352,800 | 352,800 |
| Debt Service and Special Charges | 0 | 0 | 0 |
| | | | |
| Mail Room Services Fund | \$576,556 | \$800,427 | \$783,970 |
| Grant and Other Funds | \$0 | \$0 | \$0 |
| All Funds | \$576,556 | \$800,427 | \$783,970 |

FULL TIME POSITIONS

| | | | |
|--------------|-----|-----|-----|
| General Fund | 0.0 | 0.0 | 0.0 |
| Other Funds | 8.4 | 8.4 | 7.6 |
| | | | |
| All Funds | 8.4 | 8.4 | 7.6 |

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 numbered year, the Assessor will assess all real property located within the City.

PROGRAM NOTES

In FY20 the Assessor completely implemented the new digital map system paid for with bond issue proceeds. The Office also successfully managed a major reassessment with large increases in valuation that caused a large number of appeals. In FY21 the Assessor will enhance transparency by updating website features and capabilities with more data and will also use social media for communications in order to meet as wide of an audience as possible.

| <u>PERFORMANCE MEASURES</u> | Actual FY19 | Estimate FY20 | Goal / Est. FY21 |
|-------------------------------------|--------------------|----------------------|-------------------------|
| Residential Real Estate Inspections | 29,616 | 12,315 | 25,000 |
| Commercial Real Estate Inspections | 4,791 | 4,000 | 5,000 |
| % Residential Structures Inspected | 25.0% | 10.0% | 21.0% |
| % Commercial Structures Inspected | 28.0% | 29.0% | 29.0% |

| EXPENDITURE CATEGORY | ACTUAL FY19 | BUDGET FY20 | BUDGET FY21 |
|----------------------------------|------------------------|------------------------|------------------------|
| Personal Services | \$3,666,439 | \$3,849,463 | \$3,830,824 |
| Materials and Supplies | 29,657 | 34,000 | 34,000 |
| Equipment, Lease, and Assets | 8,879 | 5,000 | 5,000 |
| Contractual and Other Services | 592,860 | 526,185 | 571,019 |
| Debt Service and Special Charges | 0 | 0 | 0 |
| <hr/> | | | |
| Assessment Fund | \$4,297,835 | \$4,414,648 | \$4,440,843 |
| Grant and Other Funds | \$0 | \$0 | \$0 |
| All Funds | \$4,297,835 | \$4,414,648 | \$4,440,843 |

FULL TIME POSITIONS

| | | | |
|-------------|------|------|------|
| Other Funds | 62.0 | 62.0 | 61.0 |
| <hr/> | | | |
| All Funds | 62.0 | 62.0 | 61.0 |