

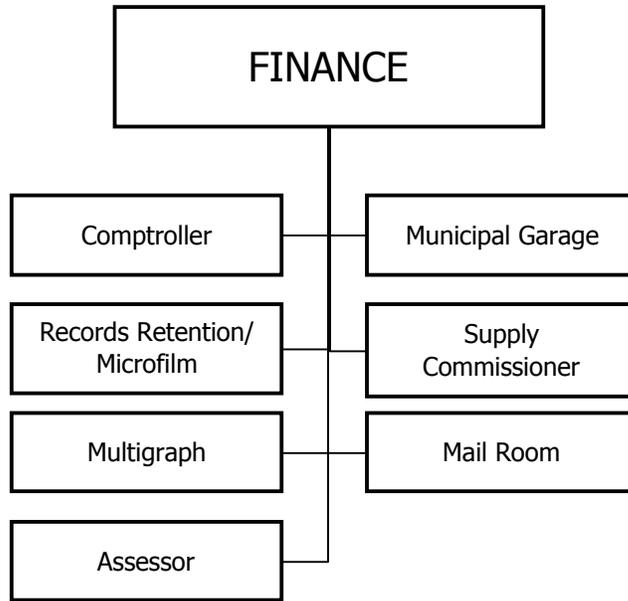
DEPARTMENTAL RESPONSIBILITIES

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.



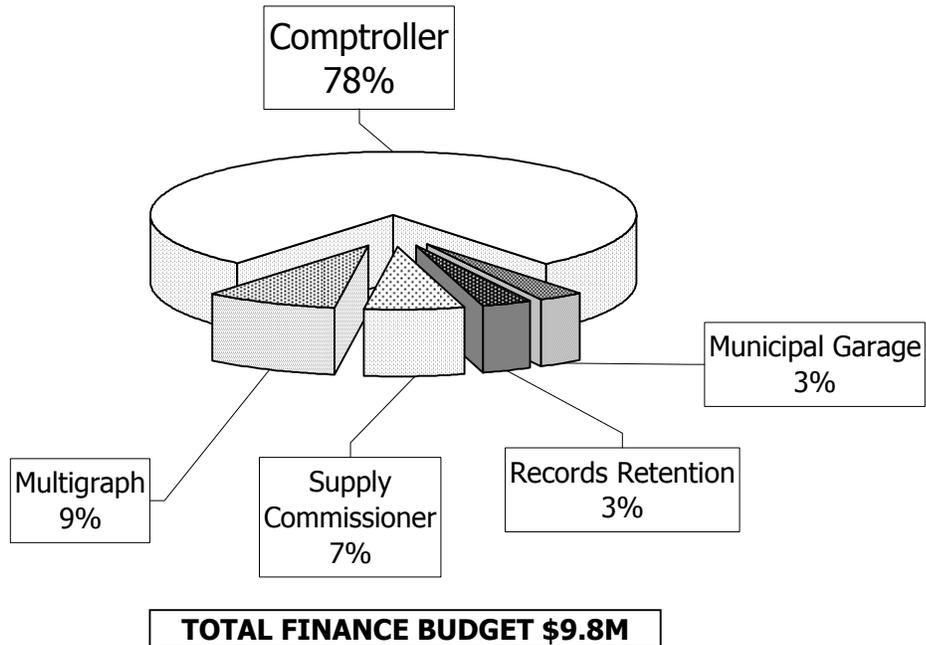
FINANCE

BUDGET BY DIVISION	ACTUAL FY09	BUDGET FY10	BUDGET FY11
160 Comptroller	9,324,419	10,188,853	7,665,536
162 Municipal Garage	308,767	316,187	316,925
163 Records Retention	305,019	331,153	325,896
170 Supply Commissioner	655,236	644,167	648,580
171 Multigraph	1,007,641	913,969	875,051
General Fund	\$11,601,082	\$12,394,329	\$9,831,988
Lateral Sewer Fund	73,370	55,650	56,464
Tax Increment Financings	6,122,386	2,893,406	3,395,768
Trustee Lease Fund	7,087,205	3,247,415	16,130,910
Mail Room Service Fund	505,980	816,006	807,834
180 Assessor	4,383,882	4,332,887	4,022,346
Grant and Other Funds	835,811	769,572	748,012
TOTAL DEPARTMENT ALL FUNDS	\$30,609,716	\$24,509,265	\$34,993,322

PERSONNEL BY DIVISION	ACTUAL FY09	BUDGET FY10	BUDGET FY11
160 Comptroller	61.9	63.7	59.7
162 Municipal Garage	7.0	7.0	7.0
163 Records Retention	7.0	7.0	7.0
170 Supply Commissioner	9.7	9.7	9.7
171 Multigraph	10.0	10.0	10.0
General Fund	95.6	97.4	93.4
172 Mail Room	7.3	7.3	7.3
180 Assessor	71.0	69.0	66.0
Grant and Other Funds	31.1	30.3	29.3
TOTAL DEPARTMENT ALL FUNDS	205.0	204.0	196.0

FINANCE

FY11 GENERAL FUND BUDGET BY DIVISION

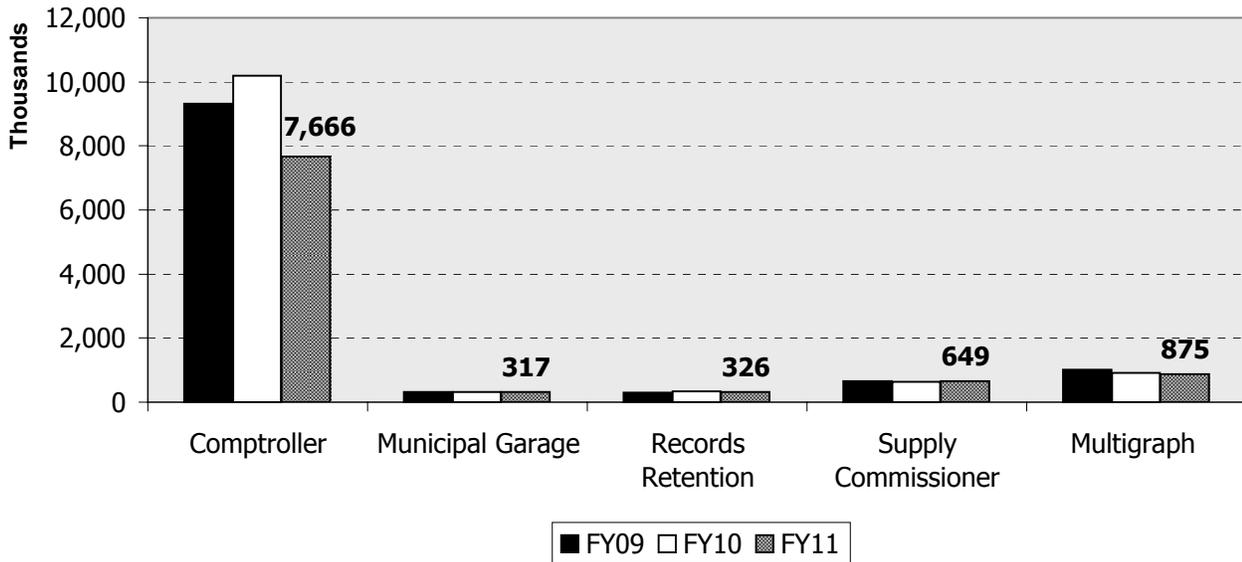


DIVISION HIGHLIGHTS

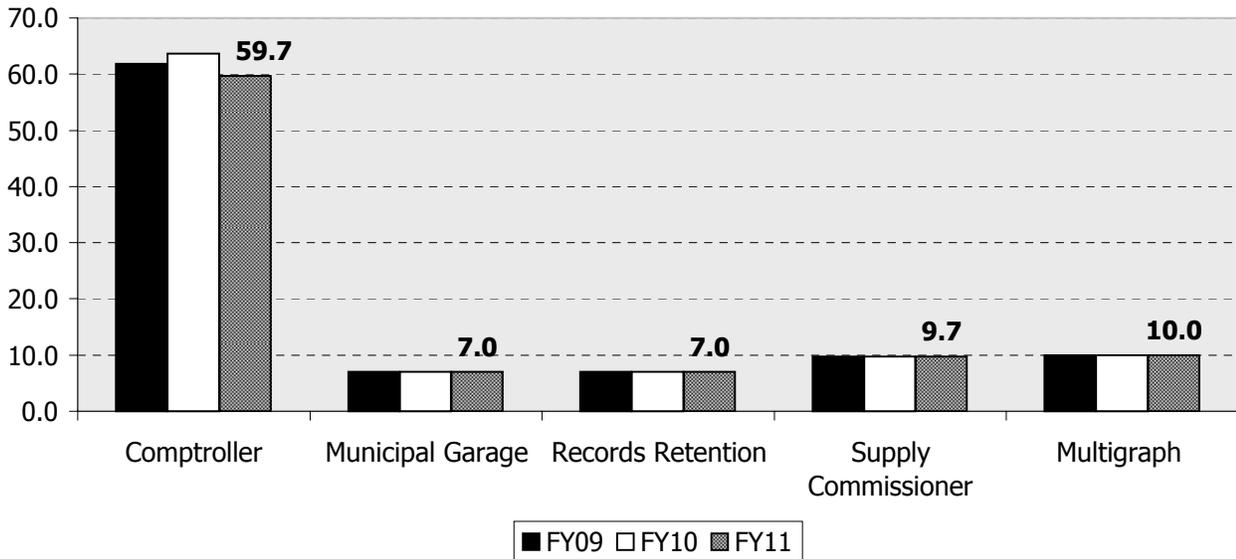
- Operational responsibilities of the Abram's Building at 1520 Market to be moved from Comptroller to Board of Public Service.
- Supply Commissioner to review additional City supply contracts to identify products that may have more sustainable or "green" substitutes.
- Mutigraph to offer expanded services to all City agencies and pursue revenue generating partnerships with local County Offices and the Board of Police Commissioners.
- Assessor to add computer terminals to Real Estate Records counter to allow for independent customer searches of records and improve efficiency.

FINANCE

FY09 - FY11 GENERAL FUND BUDGET HISTORY BY DIVISION



FY09 - FY11 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 FY11, operations of the Abram's Building at 1520 Market will be transferred to the Board of Public Service.

PERFORMANCE MEASURES	Actual FY09	Estimate FY10	Goal / Est. FY11
Audits / Special Projects Completed	336	221	220
Vouchers Processed	54,375	69,201	56,000
Government Finance Officers Assoc.:			
Excellence in Financial Reporting Award	Yes	Yes	Yes

EXPENDITURE CATEGORY	ACTUAL FY09	BUDGET FY10	BUDGET FY11
Personal Services	4,221,868	4,039,825	3,942,179
Materials and Supplies	58,209	27,570	44,470
Equipment, Lease, and Assets	165,360	99,443	97,443
Contractual and Other Services	4,878,982	6,022,015	3,581,444
Debt Service and Special Charges	0	0	0
General Fund	\$9,324,419	\$10,188,853	\$7,665,536
Local Use Tax Fund	0	0	0
Lateral Sewer Fund	73,370	55,650	56,464
Gateway Transportation Center	884,420	1,164,193	1,168,413
Tax Increment Financings	6,122,386	2,893,406	3,395,768
Trustee Leases Fund	7,087,205	3,247,415	16,130,910
G.O. Bond Fund	6,232,059	5,681,310	5,690,860
Grant and Other Funds	835,811	769,572	748,012
All Funds	\$30,559,670	\$24,000,399	\$34,855,963

FULL TIME POSITIONS

General Fund	61.9	63.7	59.7
Other Funds	31.1	30.3	29.3
All Funds	93.0	94.0	89.0

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 FY09	BUDGET FY10	BUDGET FY11
Personal Services	287,655	297,687	299,425
Materials and Supplies	10,698	9,000	8,000
Equipment, Lease, and Assets	1,362	2,500	2,500
Contractual and Other Services	9,052	7,000	7,000
Debt Service and Special Charges	0	0	0
General Fund	\$308,767	\$316,187	\$316,925
Grant and Other Funds	\$0	\$0	\$0
All Funds	\$308,767	\$316,187	\$316,925

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

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 FY11, Records Retention will reorganize the most frequently used microfilm / fiche documents, making retrieval more efficient and user friendly.

<u>PERFORMANCE MEASURES</u>	Actual FY09	Estimate FY10	Goal / Est. FY11
Public Requests (Drop-in)	New Measure	760	775
Internal / Departmental Requests	New Measure	1,615	1,625

EXPENDITURE CATEGORY	ACTUAL FY09	BUDGET FY10	BUDGET FY11
Personal Services	249,836	269,153	268,896
Materials and Supplies	11,896	18,000	13,000
Equipment, Lease, and Assets	35,683	37,000	37,000
Contractual and Other Services	7,604	7,000	7,000
Debt Service and Special Charges	0	0	0
General Fund	\$305,019	\$331,153	\$325,896
Grant and Other Funds	\$0	\$0	\$0
All Funds	\$305,019	\$331,153	\$325,896

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 7,000 requisitions annually and administers over 200 purchase contracts.

PROGRAM NOTES

In FY11, the Supply Commissioner will review additional City supply contracts to identify products that may have more sustainable or "green" substitutes to minimize environmental impacts.

<u>PERFORMANCE MEASURES</u>	Actual FY09	Estimate FY10	Goal / Est. FY11
Purchase Orders Processed	3,426	3,244	3,200
% Minority Business Participation	4.98%	5.05%	25%
Revenue From Surplus Property Sales	\$351,676	\$411,674	\$500,000

EXPENDITURE CATEGORY	ACTUAL FY09	BUDGET FY10	BUDGET FY11
Personal Services	637,236	626,067	630,480
Materials and Supplies	4,365	3,000	3,000
Equipment, Lease, and Assets	6,046	7,300	7,300
Contractual and Other Services	7,589	7,800	7,800
Debt Service and Special Charges	0	0	0
General Fund	\$655,236	\$644,167	\$648,580
Grant and Other Funds	\$0	\$0	\$0
All Funds	\$655,236	\$644,167	\$648,580

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 NOTES

In FY10, Mutigraph relocated to 1520 Market Street, a space with ample supply storage and improved vehicle access via a loading dock. With the additional space and available staff, in FY11, Multigraph will provide new digital services to all City agencies.

PERFORMANCE MEASURES

	Actual FY09	Estimate FY10	Goal / Est. FY11
Total Job Requests	2,561	2,900	3,100
Jobs Completed On Schedule	98.0%	99.0%	100.0%

EXPENDITURE CATEGORY	ACTUAL FY09	BUDGET FY10	BUDGET FY11
Personal Services	542,438	559,596	554,818
Materials and Supplies	173,687	152,000	137,000
Equipment, Lease, and Assets	53,324	53,252	53,252
Contractual and Other Services	238,192	149,121	129,981
Debt Service and Special Charges	0	0	0
General Fund	\$1,007,641	\$913,969	\$875,051
Grant and Other Funds	\$0	\$0	\$0
All Funds	\$1,007,641	\$913,969	\$875,051

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 NOTES

In FY11, the Mail Room will continue it's efforts to reduce the handwritten piece count to improve efficiency and reduce costs. Mail Room will also explore providing mail services with available staffing to departments currently using outside sources.

PERFORMANCE MEASURES

	Actual FY09	Estimate FY10	Goal / Est. FY11
Total Pieces Delivered	937,815	1,008,300	1,105,945
Handwritten Piece Count	23,055	39,523	43,500

EXPENDITURE CATEGORY	ACTUAL FY09	BUDGET FY10	BUDGET FY11
Personal Services	262,464	322,806	324,634
Materials and Supplies	3,299	7,200	7,700
Equipment, Lease, and Assets	2,731	3,000	7,500
Contractual and Other Services	237,486	483,000	468,000
Debt Service and Special Charges	0	0	0
Mail Room Services Fund	\$505,980	\$816,006	\$807,834
Grant and Other Funds	\$0	\$0	\$0
All Funds	\$505,980	\$816,006	\$807,834

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 NOTES

In FY11, the Assessor plans to add computer terminals to the Real Estate Records counter to improve customer service. The Assessor will reduce staff by 3 positions as reimbursements from the State of Missouri were recaptured in FY10 by the State due to financial shortfalls. The balance of the Assessor's Office operations are subsidized by the City.

PERFORMANCE MEASURES

	Actual FY09	Estimate FY10	Goal / Est. FY11
Residential Real Estate Inspections	22,574	36,000	22,000
Commercial Real Estate Inspections	6,829	5,500	5,500
% Residential Inspected on 4-yr Cycle	20.5%	32.0%	20.0%
% Commercial Inspected on 4-yr Cycle	44.3%	30.0%	30.0%

EXPENDITURE CATEGORY	ACTUAL FY09	BUDGET FY10	BUDGET FY11
Personal Services	3,651,372	3,614,563	3,415,946
Materials and Supplies	40,810	38,400	32,400
Equipment, Lease, and Assets	37,162	16,804	13,000
Contractual and Other Services	654,538	663,120	561,000
Debt Service and Special Charges	0	0	0
Assessment Fund	\$4,383,882	\$4,332,887	\$4,022,346
Grant and Other Funds	\$0	\$0	\$0
All Funds	\$4,383,882	\$4,332,887	\$4,022,346

FULL TIME POSITIONS

Other Funds	71.0	69.0	66.0
All Funds	71.0	69.0	66.0