

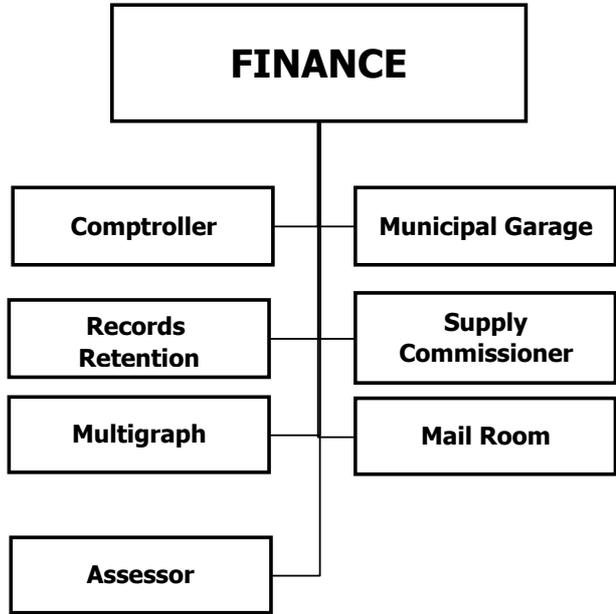
DEPARTMENTAL RESPONSIBILITIES

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.



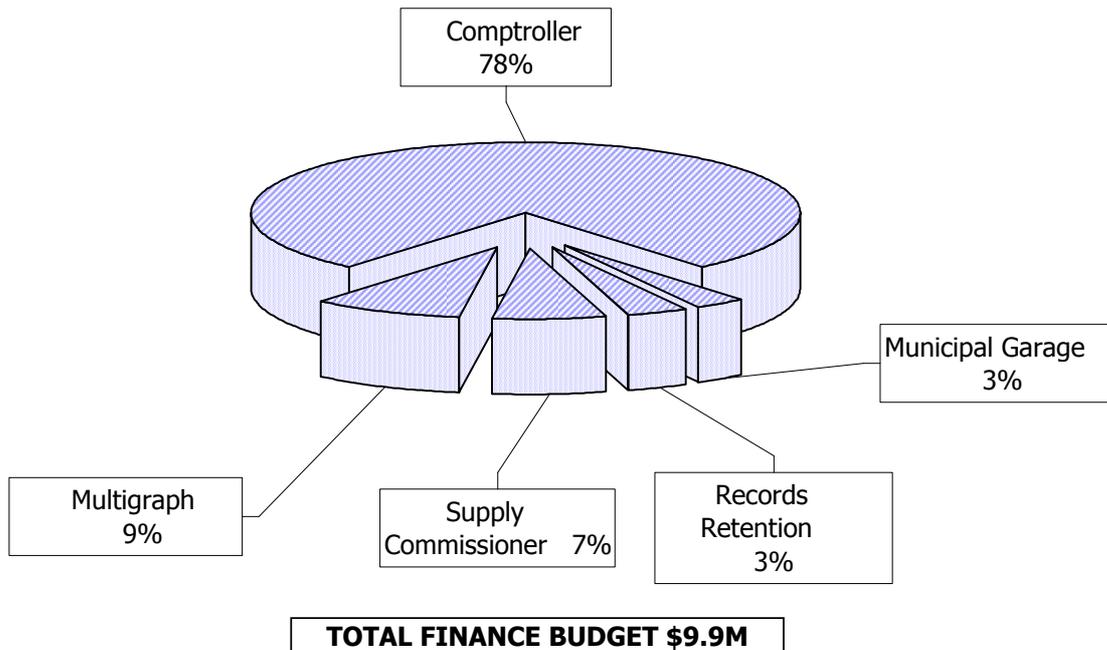
FINANCE

BUDGET BY DIVISION	ACTUAL FY11	BUDGET FY12	BUDGET FY13
160 Comptroller	\$7,469,820	\$7,392,886	\$7,689,148
162 Municipal Garage	311,824	294,026	320,443
163 Records Retention	306,187	319,161	334,085
170 Supply Commissioner	647,632	648,492	679,403
171 Multigraph	872,213	817,485	871,822
General Fund	\$9,607,676	\$9,472,050	\$9,894,901
Lateral Sewer Fund	\$56,651	\$56,981	\$58,001
Tax Increment Financings	2,129,646	1,390,540	507,834
Trustee Lease Fund	16,137,532	8,396,119	7,013,117
Mail Room Service Fund	537,229	809,207	827,277
180 Assessor	4,018,992	3,932,461	4,269,783
Grant and Other Funds	531,473	454,029	436,221
TOTAL DEPARTMENT ALL FUNDS	\$33,019,199	\$24,511,387	\$23,007,134

PERSONNEL BY DIVISION	ACTUAL FY11	BUDGET FY12	BUDGET FY13
160 Comptroller	59.7	57.4	59.2
162 Municipal Garage	7.0	6.5	6.5
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	93.4	90.7	92.4
172 Mail Room	7.3	7.3	7.3
180 Assessor	66.0	63.0	65.0
Grant and Other Funds	29.3	25.0	22.3
TOTAL DEPARTMENT ALL FUNDS	196.0	185.9	187.0

FINANCE

FY13 GENERAL FUND BUDGET BY DIVISION

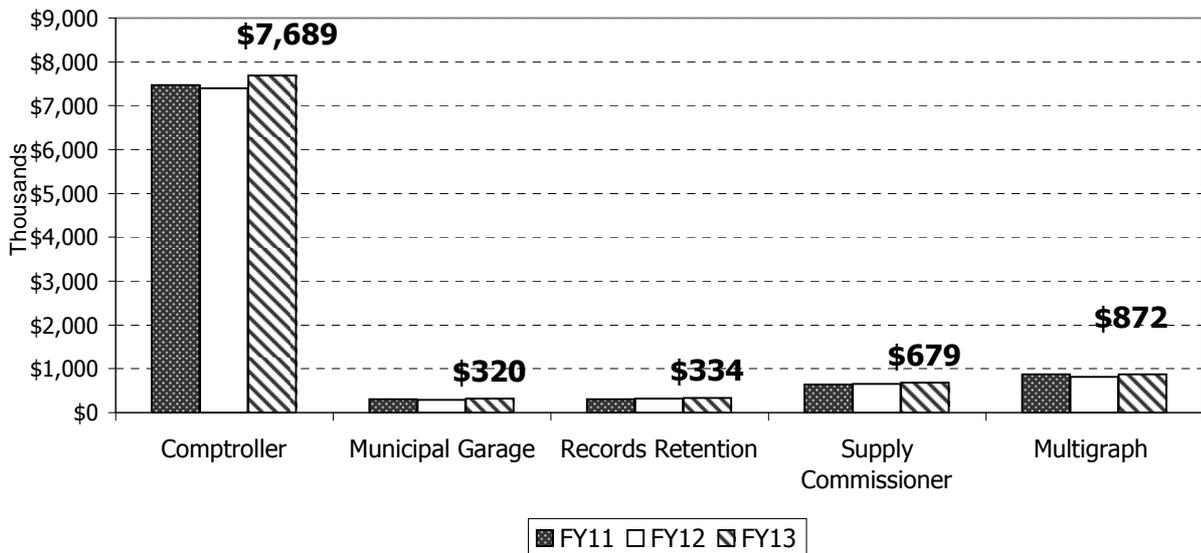


DIVISION HIGHLIGHTS

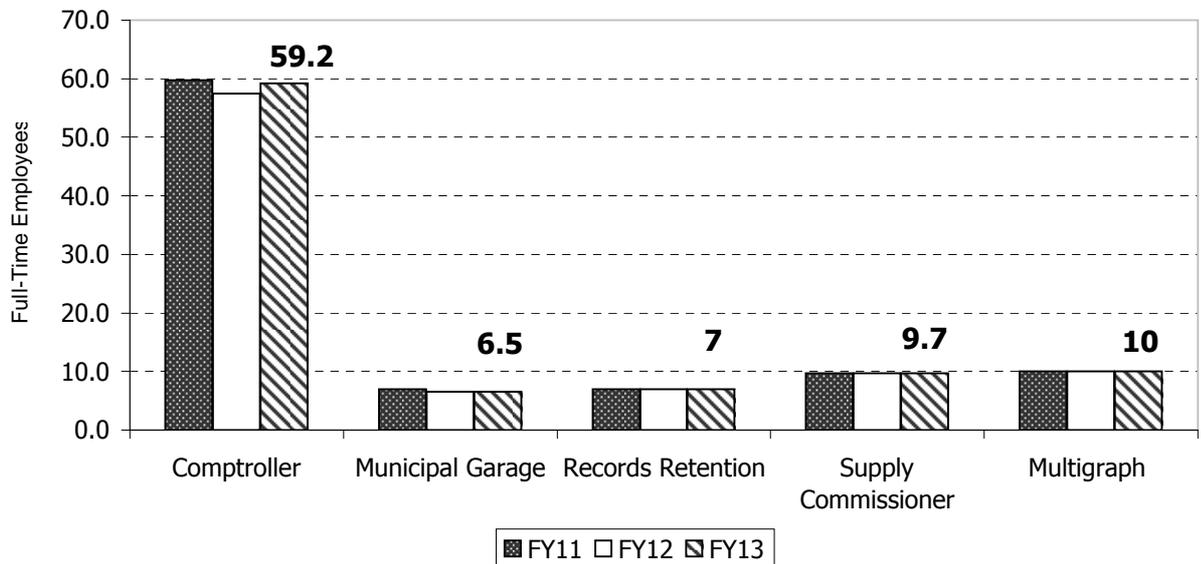
- Comptroller's Office to oversee replacement of payroll and accounting system
- Assessor to increase electronic correspondence and prepare the 2013 Assessment
- Supply Commissioner to use an online government auction site to sell surplus property at higher profits.
- Multigraph to upgrade digital color imaging equipment to produce more services in-house.

FINANCE

FY11 - FY13 GENERAL FUND BUDGET HISTORY BY DIVISION



FY11 - FY13 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 FY13, the Comptroller's Office will oversee the implementation of a new payroll and accounting system.

PERFORMANCE MEASURES

	Actual FY11	Estimate FY12	Goal / Est. FY13
Vouchers Processed	49,223	49,000	49,500
Government Finance Officers Assoc.:			
Excellence in Financial Reporting Award	Yes	Yes	Yes

EXPENDITURE CATEGORY	ACTUAL FY11	BUDGET FY12	BUDGET FY13
Personal Services	\$4,176,103	\$3,895,356	\$4,211,138
Materials and Supplies	45,499	43,765	45,425
Equipment, Lease, and Assets	102,642	98,640	91,120
Contractual and Other Services	3,145,576	3,355,125	3,341,465
Debt Service and Special Charges	0	0	0
General Fund	\$7,469,820	\$7,392,886	\$7,689,148
Local Use Tax Fund	\$0	\$0	\$0
Lateral Sewer Fund	56,651	56,981	58,001
Gateway Transportation Center	1,166,315	1,241,307	1,233,231
Tax Increment Financings	2,129,646	1,390,540	507,834
Trustee Leases Fund	16,137,532	8,396,119	7,013,117
G.O. Bond Fund	5,671,670	5,690,266	5,703,629
Grant and Other Funds	531,473	454,029	436,221
All Funds	\$33,163,107	\$24,622,128	\$22,641,181

FULL TIME POSITIONS

General Fund	59.7	57.4	59.2
Other Funds	29.3	25.0	22.3
All Funds	89.0	82.4	81.5

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 FY13, the Municipal Garage will use its increased budget to purchase a new mechanical sweeper.

PERFORMANCE MEASURES

	Actual FY11	Estimate FY12	Goal / Est. FY13
Vehicles Maintained for City Use	25	25	25
Loaner Vehicles Total Trips	3,552	3,500	3,600

EXPENDITURE CATEGORY	ACTUAL FY11	BUDGET FY12	BUDGET FY13
Personal Services	\$297,646	\$276,526	\$282,078
Materials and Supplies	8,175	8,000	9,500
Equipment, Lease, and Assets	1,659	2,500	1,500
Contractual and Other Services	4,344	7,000	27,365
Debt Service and Special Charges	0	0	0
General Fund	\$311,824	\$294,026	\$320,443
Grant and Other Funds	\$0	\$0	\$0
All Funds	\$311,824	\$294,026	\$320,443

FULL TIME POSITIONS

General Fund	7.0	6.5	6.5
Other Funds	0.0	0.0	0.0
All Funds	7.0	6.5	6.5

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 FY12, Records Retention completed a physical count of microfilm stored in the vault.

PERFORMANCE MEASURES

	Actual FY11	Estimate FY12	Goal / Est. FY13
Public Requests (Drop-in)	766	800	800
Internal / Departmental Requests	2,092	1,600	1,600

EXPENDITURE CATEGORY	ACTUAL FY11	BUDGET FY12	BUDGET FY13
Personal Services	\$256,521	\$262,161	\$277,085
Materials and Supplies	12,269	13,000	13,000
Equipment, Lease, and Assets	32,881	37,000	37,000
Contractual and Other Services	4,516	7,000	7,000
Debt Service and Special Charges	0	0	0
General Fund	\$306,187	\$319,161	\$334,085
Grant and Other Funds	\$0	\$0	\$0
All Funds	\$306,187	\$319,161	\$334,085

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 purpose of the Division is to insure a continuous supply of materials, good, services and equipment for City agencies by competitive bids and contracts. The Division is responsible for the procurement of all supplies, equipment, and related maintenance and selected services for City agencies. The Division processes approximately 2,900 purchase orders annually and administers approximately 200 purchase contracts. Approximately 50 surplus bids are administered each year.

PROGRAM NOTES

In FY12, the Division transitioned to emailing bid documents to suppliers to reduce postage and printing costs. During FY13, the Division goal for issuing purchase orders for unadvertised bids is 25 days or less. The Division will continue to use GovDeals for the sale of surplus property to net higher proceeds and will establish more contracts for green products.

PERFORMANCE MEASURES

	Actual FY11	Estimate FY12	Goal / Est. FY13
Purchase Orders Processed	2,859	2,900	2,850
% Minority Business Participation	5.09%	5.00%	25%
Revenue From Surplus Property Sales	\$152,158	\$200,000	\$175,000

EXPENDITURE CATEGORY	ACTUAL FY11	BUDGET FY12	BUDGET FY13
Personal Services	\$636,647	\$633,992	\$665,903
Materials and Supplies	2,996	4,800	4,800
Equipment, Lease, and Assets	4,861	5,000	5,000
Contractual and Other Services	3,128	4,700	3,700
Debt Service and Special Charges	0	0	0
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General Fund	\$647,632	\$648,492	\$679,403
Grant and Other Funds	\$0	\$0	\$0
All Funds	\$647,632	\$648,492	\$679,403

FULL TIME POSITIONS

General Fund	9.7	9.7	9.7
Other Funds	0.0	0.0	0.0
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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 to all city agencies in a cost-effective and efficient manner. The Section provides various printed material such as forms, brochures, letterhead, business cards, envelopes and informational materials as requested by the 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 FY12, Mutigraph installed digital copy equipment and upgraded services and material contracts. In FY13, Multigraph plans to upgrade the digital color imaging equipment as a cost-effective process to produce more in-house services.

PERFORMANCE MEASURES

	Actual FY11	Estimate FY12	Goal / Est. FY13
Jobs Completed	2,052	2,980	3,300
Jobs Completed On Schedule	99.0%	99.0%	99.0%

EXPENDITURE CATEGORY	ACTUAL FY11	BUDGET FY12	BUDGET FY13
Personal Services	\$585,781	\$527,075	\$557,502
Materials and Supplies	126,572	125,284	137,239
Equipment, Lease, and Assets	52,102	54,752	54,752
Contractual and Other Services	107,758	110,374	122,329
Debt Service and Special Charges	0	0	0
General Fund	\$872,213	\$817,485	\$871,822
Grant and Other Funds	\$0	\$0	\$0
All Funds	\$872,213	\$817,485	\$871,822

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 delivery service with three drive routes running twice daily to most departments and "Rush" service.

PROGRAM NOTES

In FY13, the Mail Room will continue its 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. The Mail Room currently provides reliable specialized outgoing mail services to the License Collector, Emergency Medical Services (EMS), and the Forestry Division.

PERFORMANCE MEASURES

	Actual FY11	Estimate FY12	Goal / Est. FY13
Total Pieces Delivered	855,833	866,336	909,653
Handwritten Piece Count	Unknown	29,084	30,538

EXPENDITURE CATEGORY	ACTUAL FY11	BUDGET FY12	BUDGET FY13
Personal Services	\$259,937	\$323,567	\$331,875
Materials and Supplies	5,507	8,500	9,000
Equipment, Lease, and Assets	5,640	7,500	8,000
Contractual and Other Services	266,145	469,640	478,402
Debt Service and Special Charges	0	0	0
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Mail Room Services Fund	\$537,229	\$809,207	\$827,277
Grant and Other Funds	\$0	\$0	\$0
All Funds	\$537,229	\$809,207	\$827,277

FULL TIME POSITIONS

General Fund	0.0	0.0	0.0
Other Funds	7.3	7.3	7.3
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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 FY 12, the Assessor completed the 2011 assessment review and update within the time frame mandated by Missouri statute, completed all building permits, and updated equipment and technology. In FY13, the Assessor will increase electronic correspondence with taxpayers, cross-train staff, and work in conjunction with other City agencies to improve services. In addition, the Assessor will prepare and finalize assessments for the 2013 Reassessment. Additional staff will be added to address the rising demand for reviews of real property assessments.

PERFORMANCE MEASURES

	Actual FY11	Estimate FY12	Goal / Est. FY13
Residential Real Estate Inspections	22,590	36,000	22,000
Commercial Real Estate Inspections	4,981	6,600	5,500
% Residential Structures Inspected	21.0%	32.0%	20.0%
% Commercial Structures Inspected	33.8%	38.0%	30.0%

EXPENDITURE CATEGORY	ACTUAL FY11	BUDGET FY12	BUDGET FY13
Personal Services	\$3,502,783	\$3,345,761	\$3,668,083
Materials and Supplies	23,425	31,200	31,200
Equipment, Lease, and Assets	4,684	10,500	7,500
Contractual and Other Services	488,100	545,000	563,000
Debt Service and Special Charges	0	0	0
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Assessment Fund	\$4,018,992	\$3,932,461	\$4,269,783
Grant and Other Funds	\$0	\$0	\$0
All Funds	\$4,018,992	\$3,932,461	\$4,269,783

FULL TIME POSITIONS

Other Funds	66.0	63.0	65.0
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All Funds	66.0	63.0	65.0