

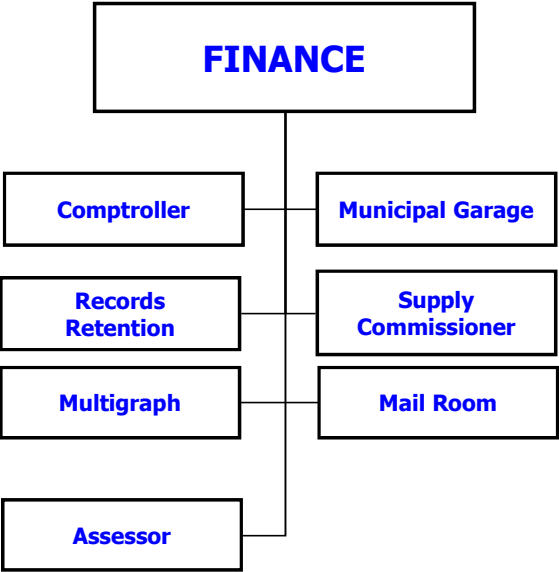
DEPARTMENTAL RESPONSIBILITIES

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.



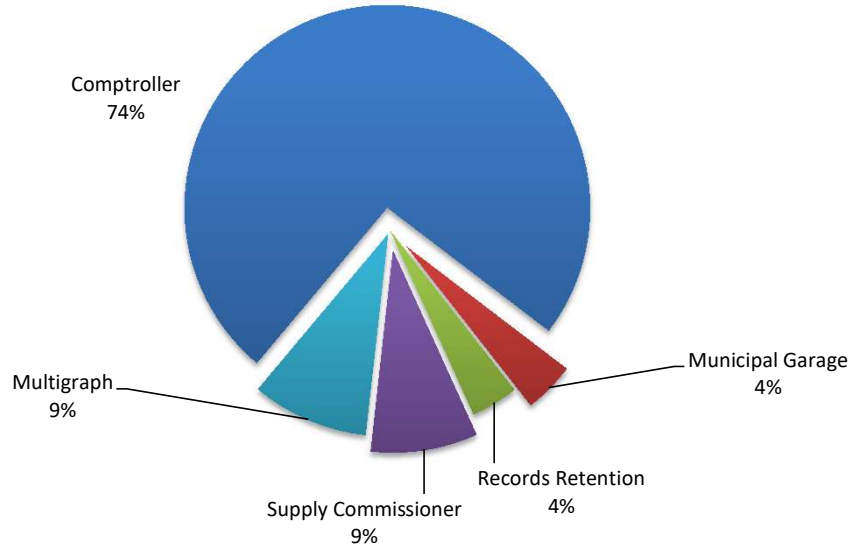
FINANCE

BUDGET BY DIVISION	ACTUAL FY20	BUDGET FY21	BUDGET FY22
160 Comptroller	\$6,913,498	\$6,800,467	\$7,545,752
162 Municipal Garage	350,185	390,954	413,722
163 Records Retention	298,188	356,507	384,036
170 Supply Commissioner	769,092	827,208	867,804
171 Multigraph	757,753	876,116	949,635
General Fund	\$9,088,716	\$9,251,252	\$10,160,949
Lateral Sewer Fund	\$201	\$34,866	\$36,405
Tax Increment Financings	892,355	1,328,135	1,334,608
Trustee Lease Fund	4,037,710	4,040,400	4,043,200
Mail Room Service Fund	581,568	783,970	850,330
180 Assessor	4,328,386	4,440,843	4,747,969
Grant and Other Funds	1,678,701	234,747	245,484
TOTAL DEPARTMENT ALL FUNDS	\$20,607,637	\$20,114,213	\$21,418,945

PERSONNEL BY DIVISION	ACTUAL FY20	BUDGET FY21	BUDGET FY22
160 Comptroller	55.9	55.9	58.2
162 Municipal Garage	7.7	7.2	7.2
163 Records Retention	6.2	6.2	6.2
170 Supply Commissioner	11.6	11.7	12.7
171 Multigraph	10.0	9.7	9.7
General Fund	91.4	90.7	93.9
172 Mail Room	8.4	7.6	7.6
180 Assessor	62.0	62.0	61.0
Grant and Other Funds	30.0	26.7	26.7
TOTAL DEPARTMENT ALL FUNDS	191.8	187.0	189.3

FINANCE

FY22 GENERAL FUND BUDGET BY DIVISION



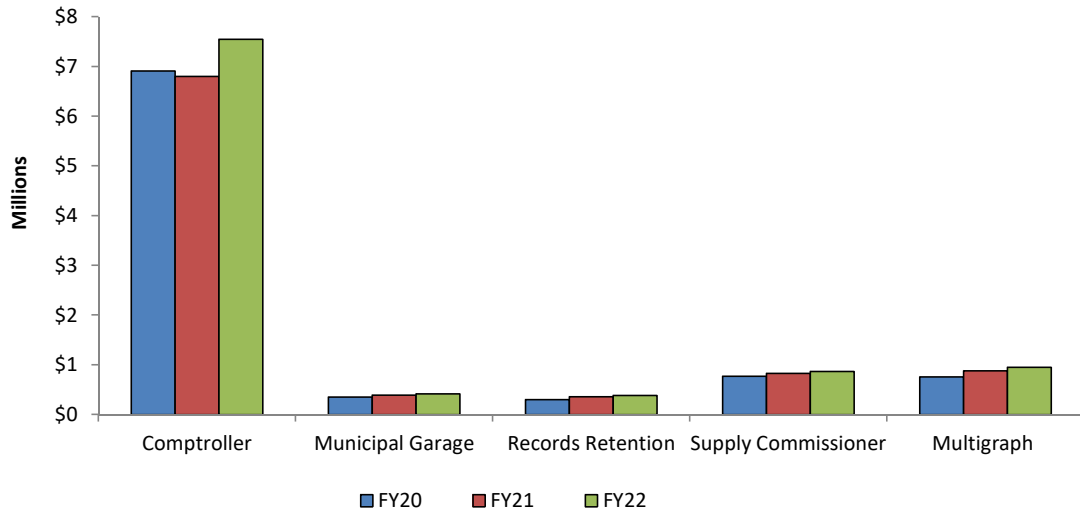
TOTAL FINANCE BUDGET \$10.2M

DIVISION HIGHLIGHTS

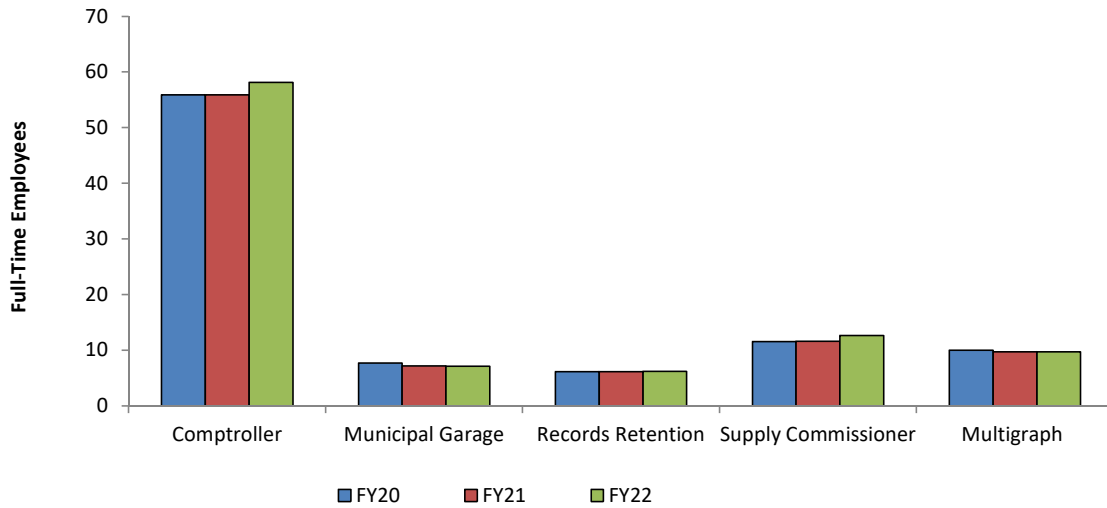
- In FY21, the Comptroller's Office and Supply Division worked to expedite payments to vendors of medical supplies for the City's first responders and employees. In FY22, the Comptroller's Office will continue to look for refinancing opportunities to save the City debt costs throughout the fiscal year and review development debt.
- In FY22, Records Retention will continue its efforts to digitize the records in the department's possession for permanent storage and retrieval with text-searchable optical character recognition.
- In FY21, the Assessor's Office implemented a new parcel numbering system and converted to its 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



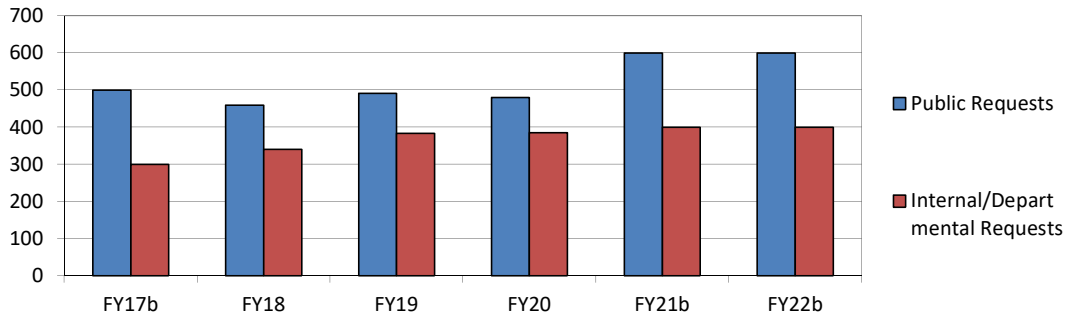
GENERAL FUND PERSONNEL HISTORY BY DIVISION



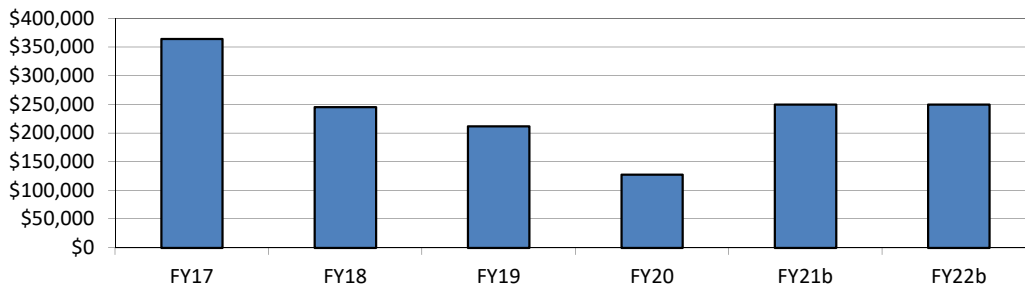
FINANCE

Selected Performance Measures

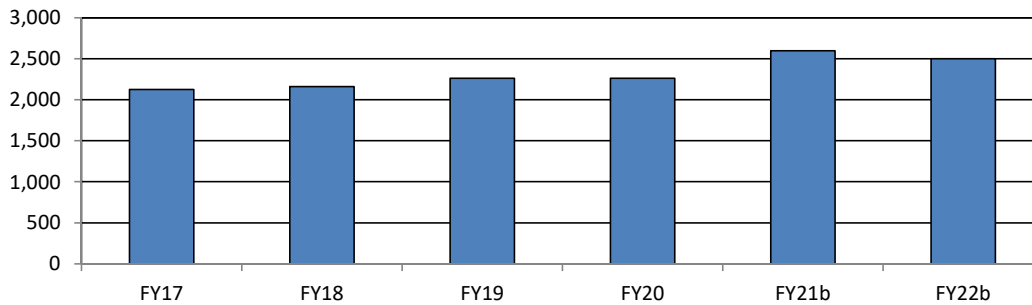
Records Retention Information Requests



Revenue From Surplus Property Sales



Multigraph Job Requests



Division: 160 Comptroller
Program: ∅
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 FY21, the Comptroller's Office completed 50 audits and reviewed numerous fraud complaints. The Office issued \$99.8M in leasehold revenue bonds and \$14.6M for rolling stock and equipment. In FY22, 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.

PERFORMANCE MEASURES

	Actual FY20	Estimate FY21	Goal / Est. FY22
Vouchers Processed	47,108	48,050	49,000
Internal Audits Completed	54	51	60
Government Finance Officers Assoc. Excellence in Financial Reporting Award	Yes	Yes	Yes

EXPENDITURE CATEGORY	ACTUAL FY20	BUDGET FY21	BUDGET FY22
Personal Services	\$3,884,036	\$4,070,757	\$4,496,497
Materials and Supplies	32,723	44,000	36,915
Equipment, Lease, and Assets	73,268	83,200	85,500
Contractual and Other Services	2,923,471	2,602,510	2,926,840
Debt Service and Special Charges	0	0	0
General Fund	\$6,913,498	\$6,800,467	\$7,545,752
Local Use Tax Fund	\$0	\$0	\$0
Lateral Sewer Fund	201	34,866	36,405
Gateway Transportation Center	1,355,648	1,675,272	1,691,225
Tax Increment Financings	892,355	1,328,135	1,334,608
Trustee Leases Fund	4,037,710	4,040,400	4,043,200
Economic Development Sales Tax	214,200	11,385,000	11,524,000
G.O. Bond Fund	7,125,069	7,753,500	8,181,933
Grant and Other Funds	1,678,701	234,747	245,484
All Funds	\$22,217,382	\$33,252,387	\$34,602,607

FULL TIME POSITIONS

General Fund	55.9	55.9	58.2
Other Funds	30.0	26.7	26.7
All Funds	85.9	82.6	84.9

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 FY21, the Municipal Garage received the first electric vehicle into the City loaner pool and worked with BPS to identify various areas in the garage with deteriorating concrete. In FY22, the Municipal Garage will install cameras and paint and number the parking spaces.

PERFORMANCE MEASURES

	Actual FY20	Estimate FY21	Goal / Est. FY22
Vehicles Maintained for City Use	23	24	24
Loaner Vehicles Total Trips	2,818	3,000	3,000

EXPENDITURE CATEGORY	ACTUAL FY20	BUDGET FY21	BUDGET FY22
Personal Services	\$326,364	\$357,754	\$381,722
Materials and Supplies	3,606	8,500	8,000
Equipment, Lease, and Assets	990	1,200	1,500
Contractual and Other Services	19,225	23,500	22,500
Debt Service and Special Charges	0	0	0
General Fund	\$350,185	\$390,954	\$413,722
Grant and Other Funds	\$0	\$0	\$0
All Funds	\$350,185	\$390,954	\$413,722

FULL TIME POSITIONS

General Fund	7.7	7.2	7.2
Other Funds	0.0	0.0	0.0
All Funds	7.7	7.2	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 FY22, Records Retention will continue efforts to start digitize all of the microfilm in the department's possession for permanent storage and retrieval with text-searchable optical character recognition.

PERFORMANCE MEASURES

	Actual FY20	Estimate FY21	Goal / Est. FY22
Public Requests (Drop-in)	480	600	600
Internal / Departmental Requests	385	400	400

EXPENDITURE CATEGORY	ACTUAL FY20	BUDGET FY21	BUDGET FY22
Personal Services	\$266,980	\$310,507	\$340,536
Materials and Supplies	3,986	15,000	13,000
Equipment, Lease, and Assets	24,072	25,000	24,500
Contractual and Other Services	3,150	6,000	6,000
Debt Service and Special Charges	0	0	0
General Fund	\$298,188	\$356,507	\$384,036
Grant and Other Funds	\$0	\$0	\$0
All Funds	\$298,188	\$356,507	\$384,036

FULL TIME POSITIONS

General Fund	6.2	6.2	6.2
Other Funds	0.0	0.0	0.0
All Funds	6.2	6.2	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 FY21, the Supply Division worked on the implementation of the new ERP system and migrated ineligible State contracts to local City contracts. The department reduced performance bonds by 18%, resulting in cost savings for the City. In FY22, the Supply Division will train employees on how to use the Supplier portal on the ERP system and work with other departments to streamline the procurement process. It will also create new performance measures to gauge efficiency.

<u>PERFORMANCE MEASURES</u>	Actual FY20	Estimate FY21	Goal / Est. FY22
Number of Purchase Orders created	4,475	3,200	N/A
Number of Emergency Requisitions	50	50	N/A
Revenue From Surplus Property Sales	\$ 127,807	\$ 250,000	\$ 250,000

EXPENDITURE CATEGORY	ACTUAL FY20	BUDGET FY21	BUDGET FY22
Personal Services	\$758,621	\$804,088	\$848,054
Materials and Supplies	4,916	8,000	6,000
Equipment, Lease, and Assets	2,391	4,000	4,000
Contractual and Other Services	3,164	11,120	9,750
Debt Service and Special Charges	0	0	0
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General Fund	\$769,092	\$827,208	\$867,804
Grant and Other Funds	\$0	\$0	\$0
All Funds	\$769,092	\$827,208	\$867,804

FULL TIME POSITIONS

General Fund	11.6	11.7	12.7
Other Funds	0.0	0.0	0.0
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All Funds	11.6	11.7	12.7

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 FY22, 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 FY20	Estimate FY21	Goal/Est. FY22
Printing Job Requests	2,263	2,600	2,500
Jobs Completed on Schedule	99.0%	100.0%	100.0%

EXPENDITURE CATEGORY	ACTUAL FY20	BUDGET FY21	BUDGET FY22
Personal Services	\$600,537	\$581,966	\$634,635
Materials and Supplies	74,439	110,000	110,000
Equipment, Lease, and Assets	34,575	70,950	95,000
Contractual and Other Services	48,202	113,200	110,000
Debt Service and Special Charges	0	0	0
General Fund	\$757,753	\$876,116	\$949,635
Grant and Other Funds	\$0	\$0	\$0
All Funds	\$757,753	\$876,116	\$949,635

FULL TIME POSITIONS

General Fund	10.0	9.7	9.7
Other Funds	0.0	0.0	0.0
All Funds	10.0	9.7	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 FY21, the department worked to reduce the usage of unnecessary office supplies and increase the volume of materials recycled. The department will continue these efforts in FY22.

<u>PERFORMANCE MEASURES</u>	Actual FY19	Estimate FY20	Goal/Est. FY21
Total Pieces Delivered	459,152	561,386	617,524
Interdepartmental Mail	26,637	25,552	28,107

EXPENDITURE CATEGORY	ACTUAL FY20	BUDGET FY21	BUDGET FY22
Personal Services	\$318,742	\$381,170	\$418,340
Materials and Supplies	4,768	17,000	16,500
Equipment, Lease, and Assets	28,267	33,000	33,000
Contractual and Other Services	229,791	352,800	382,490
Debt Service and Special Charges	0	0	0
Mail Room Services Fund	\$581,568	\$783,970	\$850,330
Grant and Other Funds	\$0	\$0	\$0
All Funds	\$581,568	\$783,970	\$850,330

FULL TIME POSITIONS

General Fund	0.0	0.0	0.0
Other Funds	8.4	7.6	7.6
All Funds	8.4	7.6	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 FY21 the Assessor implemented a new parcel numbering system and converted to its new CAMA system. FY21 was the first year that all real estate values and bills were accomplished in the CAMA system. In FY22 the Assessor will implement a successful reassessment for 2021, taking into account all market complexities due to Covid-19. The Office will also handle appeals and resolutions from the 2021 reassessment in a timely and professional manner.

PERFORMANCE MEASURES

	Actual FY20	Estimate FY21	Goal / Est. FY22
Residential Real Estate Inspections	12,315	30,000	12,500
Commercial Real Estate Inspections	4,000	5,000	5,000
% Residential Structures Inspected	12.0%	29.0%	12.0%
% Commercial Structures Inspected	32.0%	40.0%	40.0%

EXPENDITURE CATEGORY	ACTUAL FY20	BUDGET FY21	BUDGET FY22
Personal Services	\$3,793,705	\$3,830,824	\$4,081,237
Materials and Supplies	21,955	34,000	34,000
Equipment, Lease, and Assets	6,830	5,000	103,287
Contractual and Other Services	505,896	571,019	529,445
Debt Service and Special Charges	0	0	0
Assessment Fund	\$4,328,386	\$4,440,843	\$4,747,969
Grant and Other Funds	\$0	\$0	\$0
All Funds	\$4,328,386	\$4,440,843	\$4,747,969

FULL TIME POSITIONS

Other Funds	62.0	62.0	61.0
All Funds	62.0	62.0	61.0