

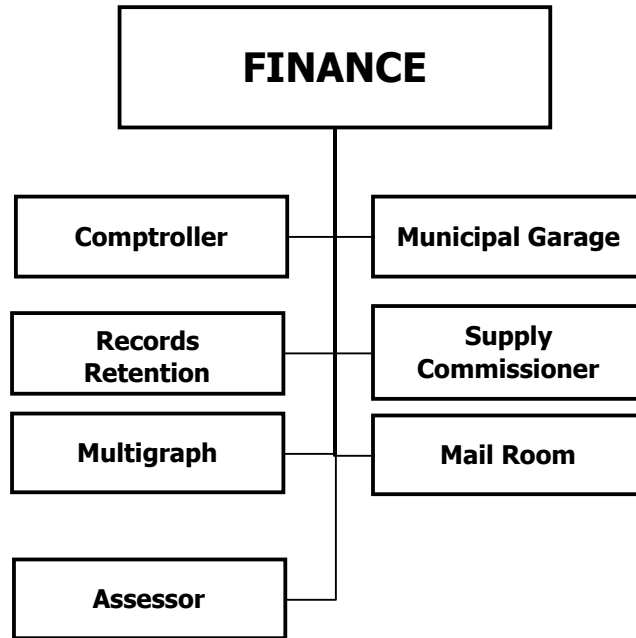
DEPARTMENTAL RESPONSIBILITIES

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.



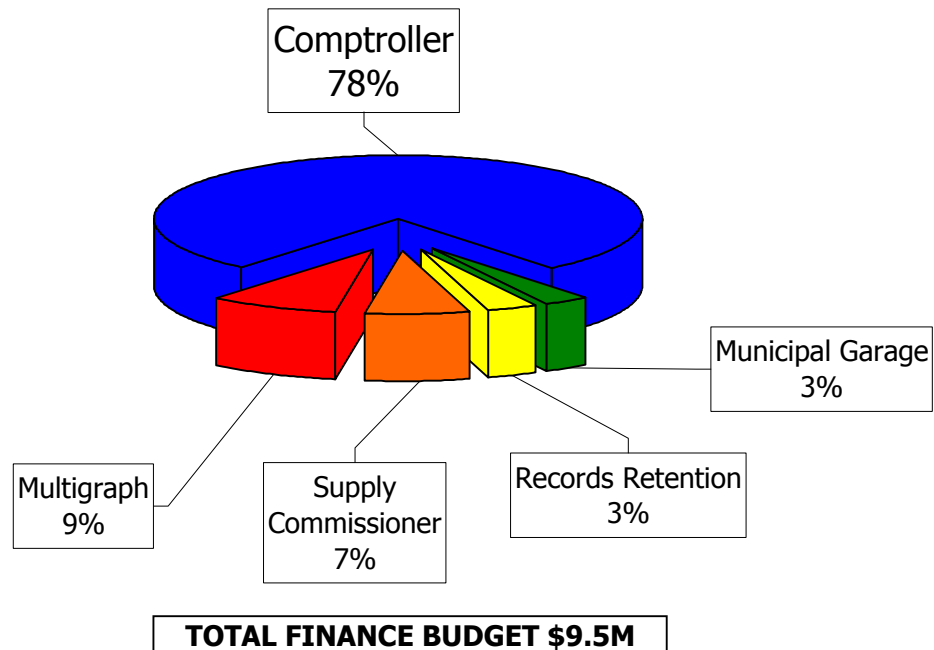
FINANCE

BUDGET BY DIVISION	ACTUAL FY10	BUDGET FY11	BUDGET FY12
160 Comptroller	\$9,574,620	\$7,665,536	\$7,392,886
162 Municipal Garage	318,460	316,925	294,026
163 Records Retention	323,729	325,896	319,161
170 Supply Commissioner	641,976	648,580	648,492
171 Multigraph	833,089	875,051	817,485
General Fund	\$11,691,874	\$9,831,988	\$9,472,050
Lateral Sewer Fund	\$54,919	\$56,464	\$56,981
Tax Increment Financings	4,576,379	3,395,768	1,390,540
Trustee Lease Fund	5,418,782	16,130,910	8,396,119
Mail Room Service Fund	599,019	807,834	809,207
180 Assessor	4,333,299	4,022,346	3,932,461
Grant and Other Funds	448,261	748,012	454,029
TOTAL DEPARTMENT ALL FUNDS	\$27,122,533	\$34,993,322	\$24,511,387

PERSONNEL BY DIVISION	ACTUAL FY10	BUDGET FY11	BUDGET FY12
160 Comptroller	61.9	59.7	57.4
162 Municipal Garage	7.0	7.0	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	95.6	93.4	90.7
172 Mail Room	7.3	7.3	7.3
180 Assessor	71.0	66.0	63.0
Grant and Other Funds	31.1	29.3	25.1
TOTAL DEPARTMENT ALL FUNDS	205.0	196.0	186.0

FINANCE

FY12 GENERAL FUND BUDGET BY DIVISION

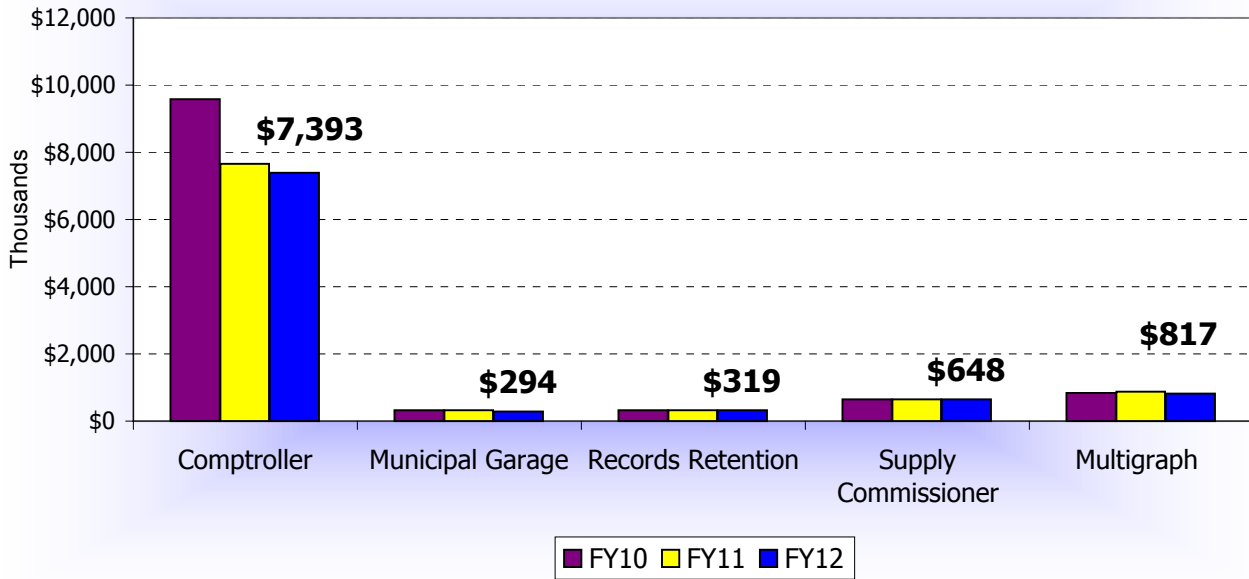


DIVISION HIGHLIGHTS

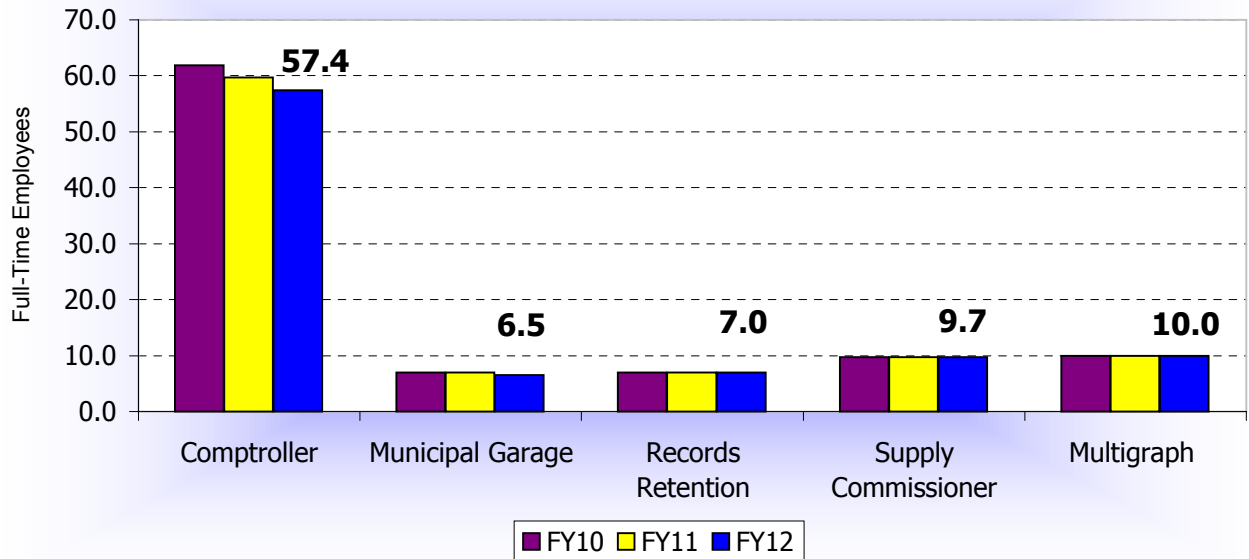
- \$350,000 reduction in projected sewer fee costs paid through Comptroller's Office
- Municipal Garage to be managed by Comptroller's staff with shared responsibilities
- Supply Commissioner to upload all bid documents to City website, improving efficiency and customer service
- Mutigraph to install digital copy equipment

FINANCE

FY10 - FY12 GENERAL FUND BUDGET HISTORY BY DIVISION



FY10 - FY12 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.

PERFORMANCE MEASURES

	Actual FY10	Estimate FY11	Goal / Est. FY12
Audits / Special Projects Completed	88	220	164
Vouchers Processed	51,068	49,057	49,000
Government Finance Officers Assoc.: Excellence in Financial Reporting Award	Yes	Yes	Yes

EXPENDITURE CATEGORY	ACTUAL FY10	BUDGET FY11	BUDGET FY12
Personal Services	\$4,385,167	\$3,942,179	\$3,895,356
Materials and Supplies	100,122	44,470	43,765
Equipment, Lease, and Assets	91,186	97,443	98,640
Contractual and Other Services	4,998,145	3,581,444	3,355,125
Debt Service and Special Charges	0	0	0
General Fund	\$9,574,620	\$7,665,536	\$7,392,886
Local Use Tax Fund	\$0	\$0	\$0
Lateral Sewer Fund	54,919	56,464	56,981
Gateway Transportation Center	1,128,316	1,168,413	1,241,307
Tax Increment Financings	4,576,379	3,395,768	1,390,540
Trustee Leases Fund	5,418,782	16,130,910	8,396,119
G.O. Bond Fund	5,665,388	5,690,860	5,690,266
Grant and Other Funds	448,261	748,012	454,029
All Funds	\$26,866,665	\$34,855,963	\$24,622,128

FULL TIME POSITIONS

General Fund	61.9	59.7	57.4
Other Funds	31.1	29.3	25.1
All Funds	93.0	89.0	82.5

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 FY12, operations of the Municipal Garage, formerly handled by a full-time manager, will be coordinated by an executive asisstant with duties outside the Municipal Garage.

PERFORMANCE MEASURES

	Actual FY10	Estimate FY11	Goal / Est. FY12
Vehicles Maintained for City Use	25	25	25
Loaner Vehicles Total Trips	3,516	4,474	3,600

EXPENDITURE CATEGORY	ACTUAL FY10	BUDGET FY11	BUDGET FY12
Personal Services	\$299,879	\$299,425	\$276,526
Materials and Supplies	10,030	8,000	8,000
Equipment, Lease, and Assets	1,353	2,500	2,500
Contractual and Other Services	7,198	7,000	7,000
Debt Service and Special Charges	0	0	0
General Fund	\$318,460	\$316,925	\$294,026
Grant and Other Funds	\$0	\$0	\$0
All Funds	\$318,460	\$316,925	\$294,026

FULL TIME POSITIONS

General Fund	7.0	7.0	6.5
Other Funds	0.0	0.0	0.0
All Funds	7.0	7.0	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 will reorganize the most frequently used microfilm / fiche documents, making retrieval more efficient and user friendly.

<u>PERFORMANCE MEASURES</u>	Actual FY10	Estimate FY11	Goal / Est. FY12
Public Requests (Drop-in)	726	775	800
Internal / Departmental Requests	1,575	1,625	1,600

EXPENDITURE CATEGORY	ACTUAL FY10	BUDGET FY11	BUDGET FY12
Personal Services	\$271,897	\$268,896	\$262,161
Materials and Supplies	12,501	13,000	13,000
Equipment, Lease, and Assets	32,701	37,000	37,000
Contractual and Other Services	6,630	7,000	7,000
Debt Service and Special Charges	0	0	0
General Fund	\$323,729	\$325,896	\$319,161
Grant and Other Funds	\$0	\$0	\$0
All Funds	\$323,729	\$325,896	\$319,161

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 FY12, the Supply Commissioner plans to have all bid documents uploaded to the new City of St. Louis website in a downloadable format to increase office efficiency. The Supply Commissioner will also continue to 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 FY10	Estimate FY11	Goal / Est. FY12
Purchase Orders Processed	2,952	2,900	3,000
% Minority Business Participation	5.35%	6.00%	25%
Revenue From Surplus Property Sales	\$443,455	\$410,000	\$410,000

EXPENDITURE CATEGORY	ACTUAL FY10	BUDGET FY11	BUDGET FY12
Personal Services	\$630,575	\$630,480	\$633,992
Materials and Supplies	2,997	3,000	4,800
Equipment, Lease, and Assets	4,104	7,300	5,000
Contractual and Other Services	4,300	7,800	4,700
Debt Service and Special Charges	0	0	0

General Fund	\$641,976	\$648,580	\$648,492
Grant and Other Funds	\$0	\$0	\$0
All Funds	\$641,976	\$648,580	\$648,492

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 FY12, Mutigraph plans to install digital copy equipment compatible to network requirements and continue productivity gains.

PERFORMANCE MEASURES

	Actual FY10	Estimate FY11	Goal / Est. FY12
Total Job Requests	2,860	2,950	2,980
Jobs Completed On Schedule	97.0%	99.0%	100.0%

EXPENDITURE CATEGORY	ACTUAL FY10	BUDGET FY11	BUDGET FY12
Personal Services	\$554,592	\$554,818	\$527,075
Materials and Supplies	133,940	137,000	125,284
Equipment, Lease, and Assets	53,094	53,252	54,752
Contractual and Other Services	91,463	129,981	110,374
Debt Service and Special Charges	0	0	0
General Fund	\$833,089	\$875,051	\$817,485
Grant and Other Funds	\$0	\$0	\$0
All Funds	\$833,089	\$875,051	\$817,485

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 FY12, 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. 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 FY10	Estimate FY11	Goal / Est. FY12
Total Pieces Delivered	937,815	907,600	998,115
Handwritten Piece Count	37,190	37,490	37,800

EXPENDITURE CATEGORY	ACTUAL FY10	BUDGET FY11	BUDGET FY12
Personal Services	\$264,181	\$324,634	\$323,567
Materials and Supplies	5,760	7,700	8,500
Equipment, Lease, and Assets	7,401	7,500	7,500
Contractual and Other Services	321,677	468,000	469,640
Debt Service and Special Charges	0	0	0
Mail Room Services Fund	\$599,019	\$807,834	\$809,207
Grant and Other Funds	\$0	\$0	\$0
All Funds	\$599,019	\$807,834	\$809,207

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

Due to recent changes to state legislation, in FY12, the Assessor will continue to review and refine departmental guidelines and procedures pursuant to the new Missouri Statutes. When adequate funds are available, the Assessor plans to acquire hardware that will enable the office to make Certificates of Value available in electronic form, making the process more efficient for the public and staff.

PERFORMANCE MEASURES

	Actual FY10	Estimate FY11	Goal / Est. FY12
Residential Real Estate Inspections	46,181	22,000	36,000
Commercial Real Estate Inspections	5,427	5,500	5,500
% Residential Structures Inspected	41.6%	20.0%	32.0%
% Commercial Structures Inspected	35.4%	30.0%	30.0%

EXPENDITURE CATEGORY	ACTUAL FY10	BUDGET FY11	BUDGET FY12
Personal Services	\$3,701,067	\$3,415,946	\$3,345,761
Materials and Supplies	30,224	32,400	31,200
Equipment, Lease, and Assets	11,159	13,000	10,500
Contractual and Other Services	590,849	561,000	545,000
Debt Service and Special Charges	0	0	0
Assessment Fund	\$4,333,299	\$4,022,346	\$3,932,461
Grant and Other Funds	\$0	\$0	\$0
All Funds	\$4,333,299	\$4,022,346	\$3,932,461

FULL TIME POSITIONS

Other Funds	71.0	66.0	63.0
All Funds	71.0	66.0	63.0