

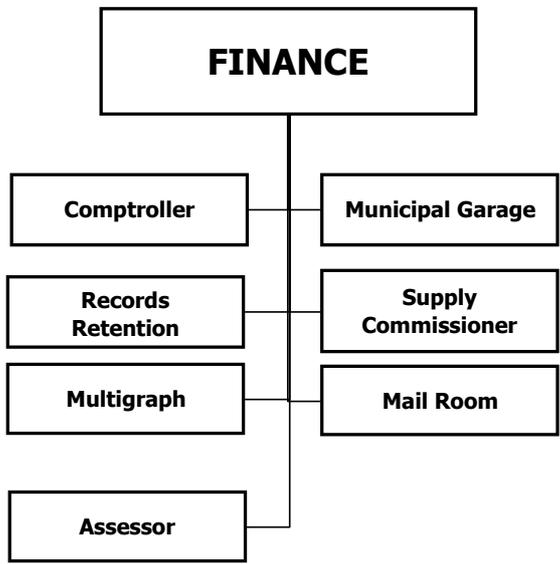
DEPARTMENTAL RESPONSIBILITIES

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.



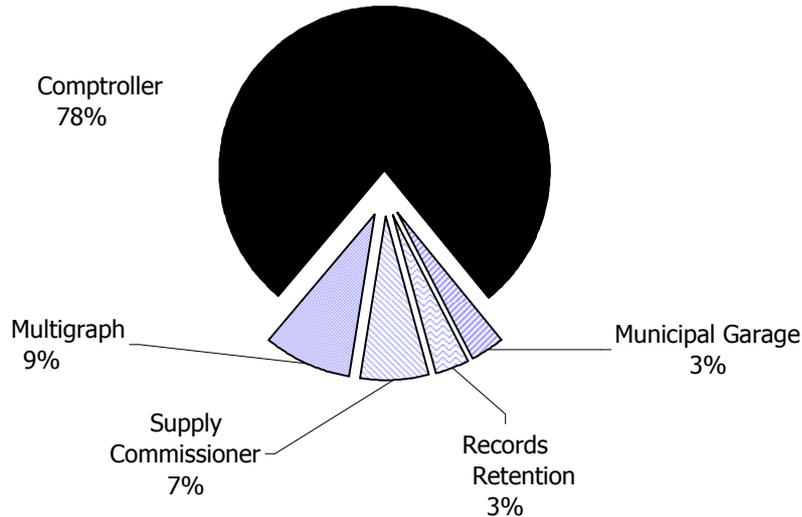
FINANCE

BUDGET BY DIVISION	ACTUAL FY12	BUDGET FY13	BUDGET FY14
160 Comptroller	\$7,596,250	\$7,689,148	\$8,053,028
162 Municipal Garage	306,178	320,443	332,707
163 Records Retention	298,639	334,085	345,487
170 Supply Commissioner	671,031	679,403	692,701
171 Multigraph	744,832	871,822	888,827
General Fund	\$9,616,930	\$9,894,901	\$10,312,750
Lateral Sewer Fund	\$58,459	\$58,001	\$58,919
Tax Increment Financings	8,896,492	507,834	529,153
Trustee Lease Fund	8,397,070	7,013,117	6,212,319
Mail Room Service Fund	605,846	827,277	854,484
180 Assessor	3,929,686	4,269,783	4,220,280
Grant and Other Funds	402,357	436,221	232,549
TOTAL DEPARTMENT ALL FUNDS	\$31,906,840	\$23,007,134	\$22,420,454

PERSONNEL BY DIVISION	ACTUAL FY12	BUDGET FY13	BUDGET FY14
160 Comptroller	57.4	59.2	60.9
162 Municipal Garage	6.5	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	9.0	10.0
General Fund	90.6	91.4	94.2
172 Mail Room	7.3	7.3	7.3
180 Assessor	63.0	65.0	64.0
Grant and Other Funds	25.0	22.3	18.6
TOTAL DEPARTMENT ALL FUNDS	185.9	186.0	184.0

FINANCE

FY14 GENERAL FUND BUDGET BY DIVISION



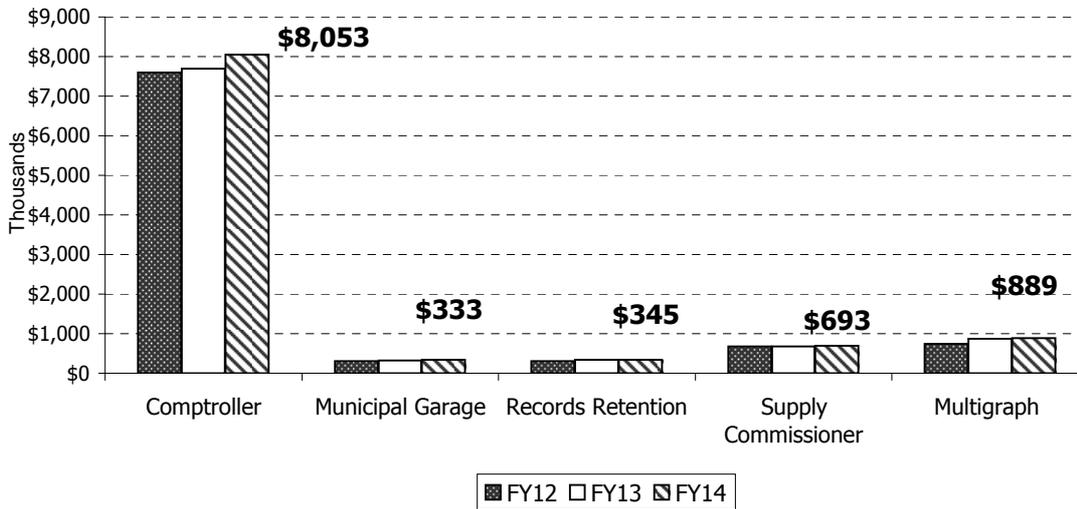
TOTAL FINANCE BUDGET \$10.3M

DIVISION HIGHLIGHTS

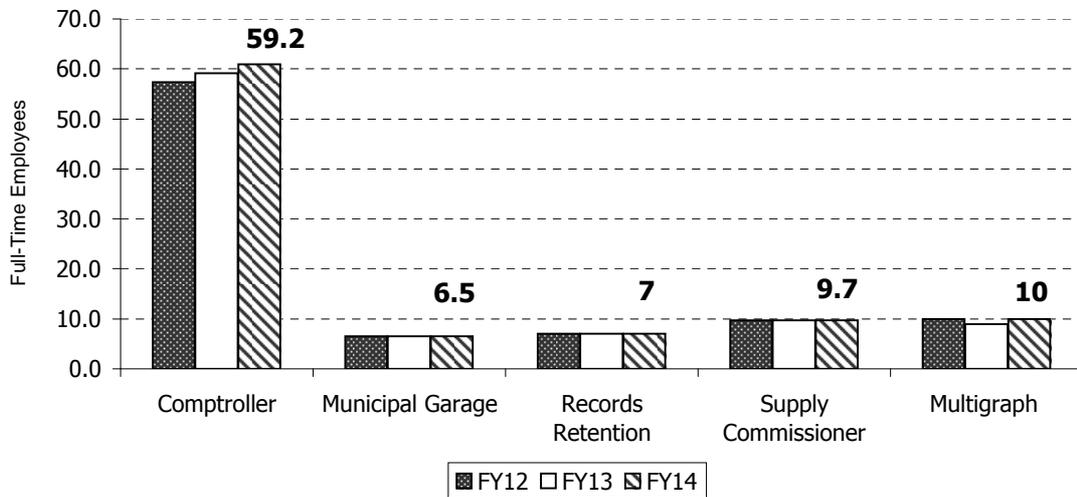
- Comptroller's Office will oversee replacement of payroll and accounting system
- Assessor plans to Microfiche abstract books from 2002 to present. The department plans to work in conjunction with the State Tax Commission to pass the 2013 Sales Ratio Study and to develop a program for taxpayer education and public relations.
- Supply will oversee establishment of additional "Green Contracts" and increase minority and women owned Supplier participation by ensuring eligible suppliers have an opportunity to bid.
- Multigraph will transition the operation to include the St. Louis Police Department. The department plans to obtain FSC certification by utilizing sustainable printing practices.

FINANCE

FY12 - FY14 GENERAL FUND BUDGET HISTORY BY DIVISION

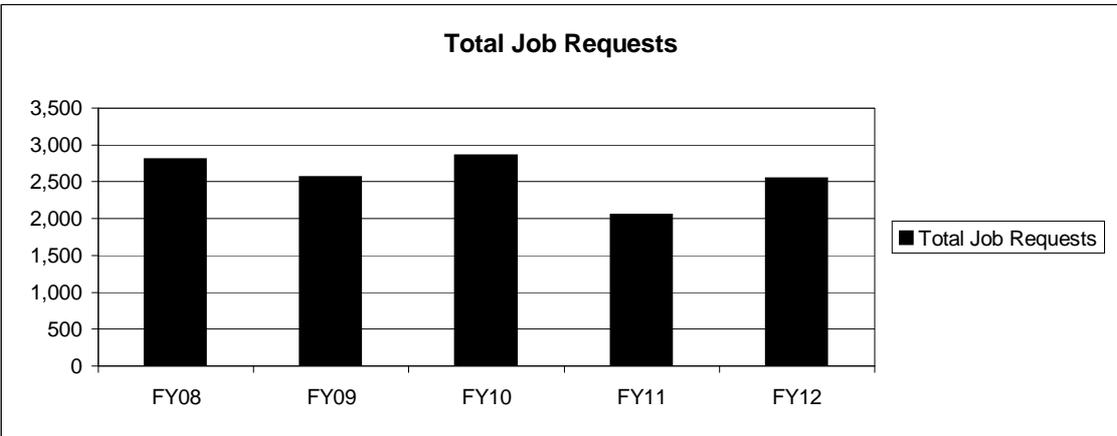
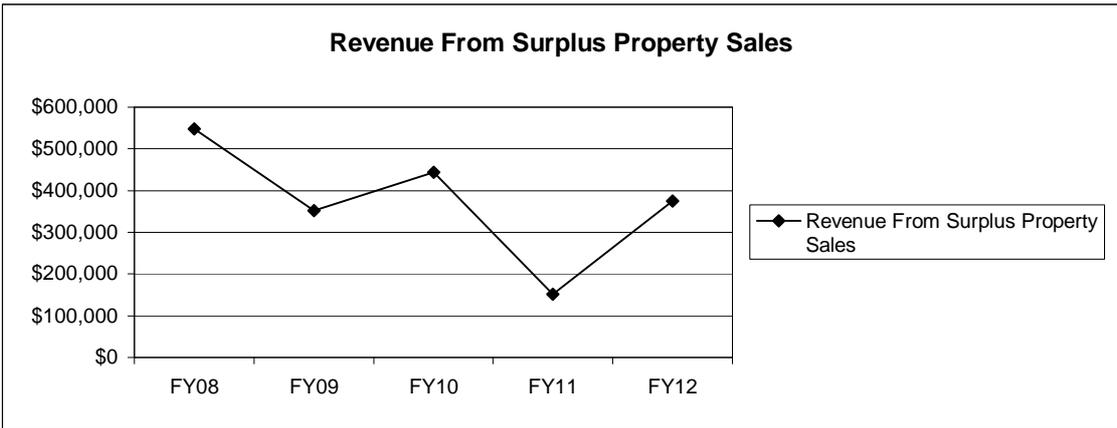
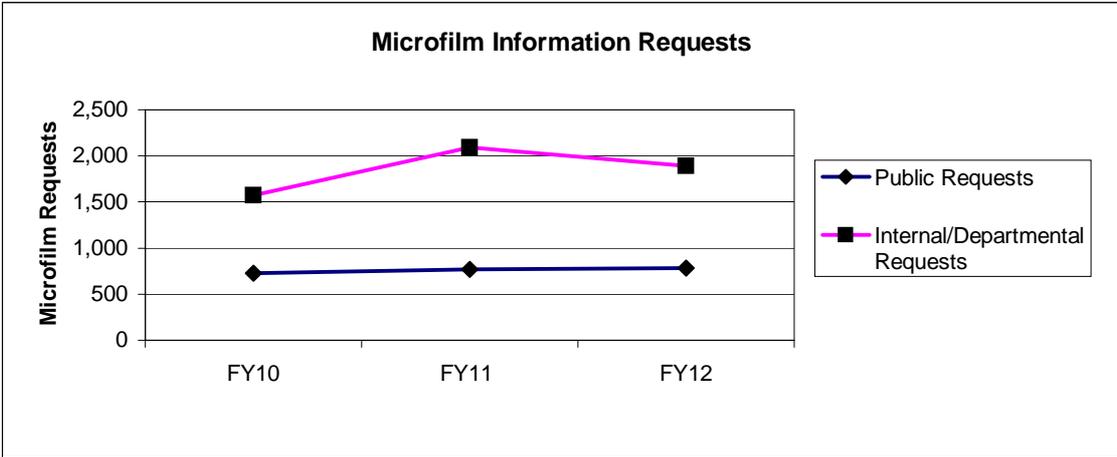


FY12 - FY14 GENERAL FUND PERSONNEL HISTORY BY DIVISION



FINANCE

Selected Performance Measures



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 FY14, the Comptroller's Office will prepare for the implementation of a more user friendly accounting and payroll system. The web-based system will feature enhanced financial management and tracking capabilities.

<u>PERFORMANCE MEASURES</u>	Actual FY12	Estimate FY13	Goal / Est. FY14
Vouchers Processed	49,223	49,000	49,500
Government Finance Officers Assoc.: Excellence in Financial Reporting Award	Yes	Yes	Yes

EXPENDITURE CATEGORY	ACTUAL FY12	BUDGET FY13	BUDGET FY14
Personal Services	\$4,234,366	\$4,211,138	\$4,417,408
Materials and Supplies	43,265	45,425	49,205
Equipment, Lease, and Assets	92,289	91,120	104,200
Contractual and Other Services	3,226,330	3,341,465	3,482,215
Debt Service and Special Charges	0	0	0
General Fund	\$7,596,250	\$7,689,148	\$8,053,028
Local Use Tax Fund	\$0	\$0	\$0
Lateral Sewer Fund	58,459	58,001	58,919
Gateway Transportation Center	1,249,785	1,233,231	1,339,337
Tax Increment Financings	8,896,492	507,834	529,153
Trustee Leases Fund	8,397,070	7,013,117	6,212,319
G.O. Bond Fund	5,671,259	5,703,629	8,735,942
Grant and Other Funds	402,357	436,221	232,549
All Funds	\$32,271,672	\$22,641,181	\$25,161,247

FULL TIME POSITIONS

General Fund	57.4	59.2	60.9
Other Funds	25.0	22.3	18.6
All Funds	82.4	81.5	79.5

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

The Municipal Garage has updated the offices and restrooms of the Garage with new paint, plumbing, and office equipment. In FY14, the Municipal Garage employees will utilize training on maintaining the parking lot sweeper currently in use.

<u>PERFORMANCE MEASURES</u>	Actual FY12	Estimate FY13	Goal / Est. FY14
Vehicles Maintained for City Use	25	25	25
Loaner Vehicles Total Trips	3,031	3,500	3,500

EXPENDITURE CATEGORY	ACTUAL FY12	BUDGET FY13	BUDGET FY14
Personal Services	\$287,045	\$282,078	\$294,342
Materials and Supplies	11,472	9,500	9,500
Equipment, Lease, and Assets	1,691	1,500	1,500
Contractual and Other Services	5,970	27,365	27,365
Debt Service and Special Charges	0	0	0
General Fund	\$306,178	\$320,443	\$332,707
Grant and Other Funds	\$0	\$0	\$0
All Funds	\$306,178	\$320,443	\$332,707

FULL TIME POSITIONS

General Fund	6.5	6.5	6.5
Other Funds	0.0	0.0	0.0
All Funds	6.5	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 FY14, Records Retention will implement a new patron request form designed to organize telephone and mail requests.

<u>PERFORMANCE MEASURES</u>	Actual FY12	Estimate FY13	Goal / Est. FY14
Public Requests (Drop-in)	785	800	800
Internal / Departmental Requests	1,890	1,600	1,600

EXPENDITURE CATEGORY	ACTUAL FY12	BUDGET FY13	BUDGET FY14
Personal Services	\$255,608	\$277,085	\$293,487
Materials and Supplies	9,928	13,000	10,000
Equipment, Lease, and Assets	29,203	37,000	37,000
Contractual and Other Services	3,900	7,000	5,000
Debt Service and Special Charges	0	0	0
General Fund	\$298,639	\$334,085	\$345,487
Grant and Other Funds	\$0	\$0	\$0
All Funds	\$298,639	\$334,085	\$345,487

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 FY14, Supply will utilize Gov Deals for the sale of surplus property to net higher proceeds. Goals include: Establishment of additional "Green Contracts" and increase minority and women owned Supplier participation by ensuring eligible suppliers have an opportunity to bid.

<u>PERFORMANCE MEASURES</u>	Actual FY12	Estimate FY13	Goal / Est. FY14
Purchase Orders Processed	2,957	2,850	2,800
% Minority Business Participation	3.81%	5.00%	25%
Revenue From Surplus Property Sales	\$375,113	\$175,000	\$175,000

EXPENDITURE CATEGORY	ACTUAL FY12	BUDGET FY13	BUDGET FY14
Personal Services	\$658,961	\$665,903	\$679,001
Materials and Supplies	4,862	4,800	4,000
Equipment, Lease, and Assets	4,536	5,000	5,500
Contractual and Other Services	2,672	3,700	4,200
Debt Service and Special Charges	0	0	0

General Fund	\$671,031	\$679,403	\$692,701
Grant and Other Funds	\$0	\$0	\$0
All Funds	\$671,031	\$679,403	\$692,701

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 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 FY14, Multigraph will transition the operation to include the St. Louis Police Department. The department plans to obtain FSC certification by utilizing sustainable printing practices.

<u>PERFORMANCE MEASURES</u>	Actual FY12	Estimate FY13	Goal / Est. FY14
Jobs Completed	2,549	3,300	2,900
Jobs Completed On Schedule	99.0%	98.0%	100.0%

EXPENDITURE CATEGORY	ACTUAL FY12	BUDGET FY13	BUDGET FY14
Personal Services	\$505,660	\$557,502	\$588,255
Materials and Supplies	125,157	137,239	112,881
Equipment, Lease, and Assets	24,626	54,752	64,841
Contractual and Other Services	89,389	122,329	122,850
Debt Service and Special Charges	0	0	0
General Fund	\$744,832	\$871,822	\$888,827
Grant and Other Funds	\$0	\$0	\$0
All Funds	\$744,832	\$871,822	\$888,827

FULL TIME POSITIONS

General Fund	10.0	9.0	10.0
Other Funds	0.0	0.0	0.0
All Funds	10.0	9.0	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

The Mail Room currently provides reliable specialized outgoing mail services to the License Collector, Emergency Medical Services (EMS), and the Forestry Division. In FY14, Mail Room projects a \$15,000 increase in Postage by Phone costs.

<u>PERFORMANCE MEASURES</u>	Actual FY12	Estimate FY13	Goal / Est. FY14
Total Pieces Delivered	866,366	909,653	735,643
Handwritten Piece Count	31,294	30,538	39,431

EXPENDITURE CATEGORY	ACTUAL FY12	BUDGET FY13	BUDGET FY14
Personal Services	\$266,386	\$331,875	\$348,584
Materials and Supplies	3,964	9,000	19,000
Equipment, Lease, and Assets	6,867	8,000	8,000
Contractual and Other Services	328,629	478,402	478,900
Debt Service and Special Charges	0	0	0
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Mail Room Services Fund	\$605,846	\$827,277	\$854,484
Grant and Other Funds	\$0	\$0	\$0
All Funds	\$605,846	\$827,277	\$854,484

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

PROGRAM NOTES

In FY14, the Assessor plans to microfiche abstract books from 2002 to present. The department plans to work in conjunction with the State Tax Commission to pass the 2013 Sales Ratio Study and to develop a program for taxpayer education and public relations.

<u>PERFORMANCE MEASURES</u>	Actual FY12	Estimate FY13	Goal / Est. FY14
Residential Real Estate Inspections	42,572	22,000	36,000
Commercial Real Estate Inspections	5,149	5,500	5,500
% Residential Structures Inspected	38.7%	20.0%	32.0%
% Commercial Structures Inspected	31.7%	30.0%	34.0%

EXPENDITURE CATEGORY	ACTUAL FY12	BUDGET FY13	BUDGET FY14
Personal Services	\$3,557,496	\$3,668,083	\$3,632,180
Materials and Supplies	30,230	31,200	32,600
Equipment, Lease, and Assets	7,803	7,500	7,500
Contractual and Other Services	334,157	563,000	548,000
Debt Service and Special Charges	0	0	0
Assessment Fund	\$3,929,686	\$4,269,783	\$4,220,280
Grant and Other Funds	\$0	\$0	\$0
All Funds	\$3,929,686	\$4,269,783	\$4,220,280

FULL TIME POSITIONS

Other Funds	63.0	65.0	64.0
All Funds	63.0	65.0	64.0