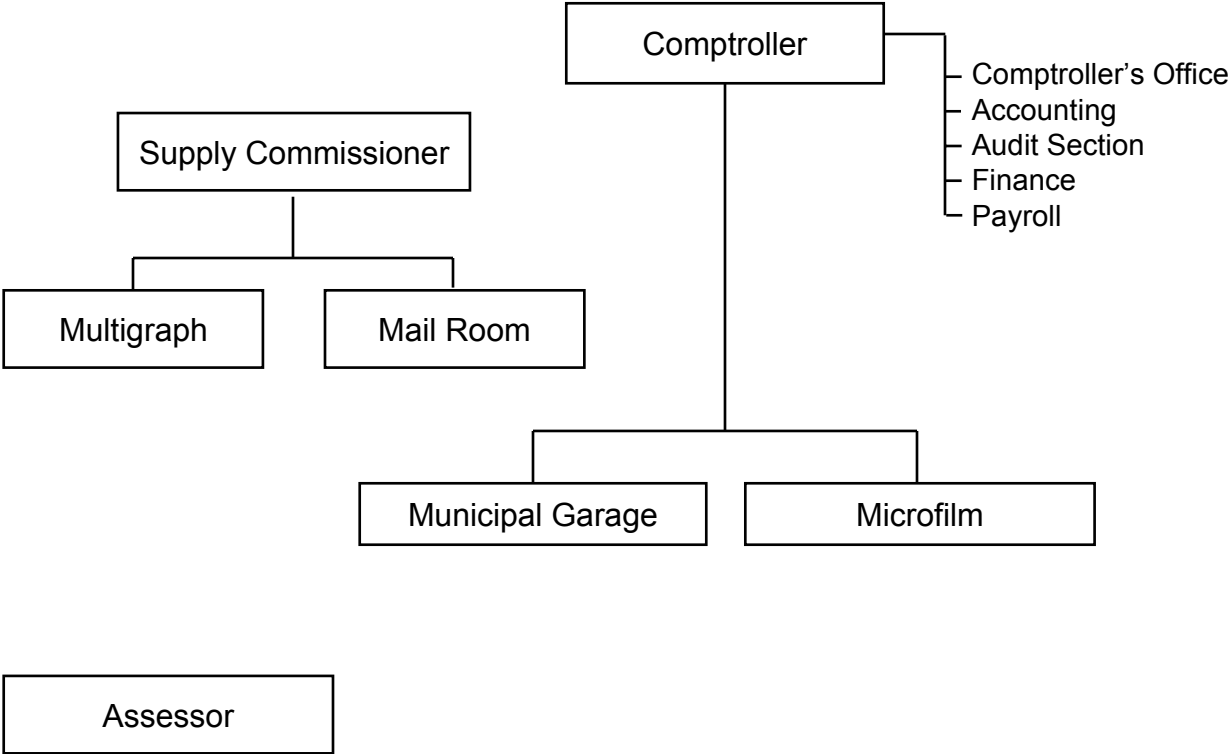


DEPARTMENT OF FINANCE



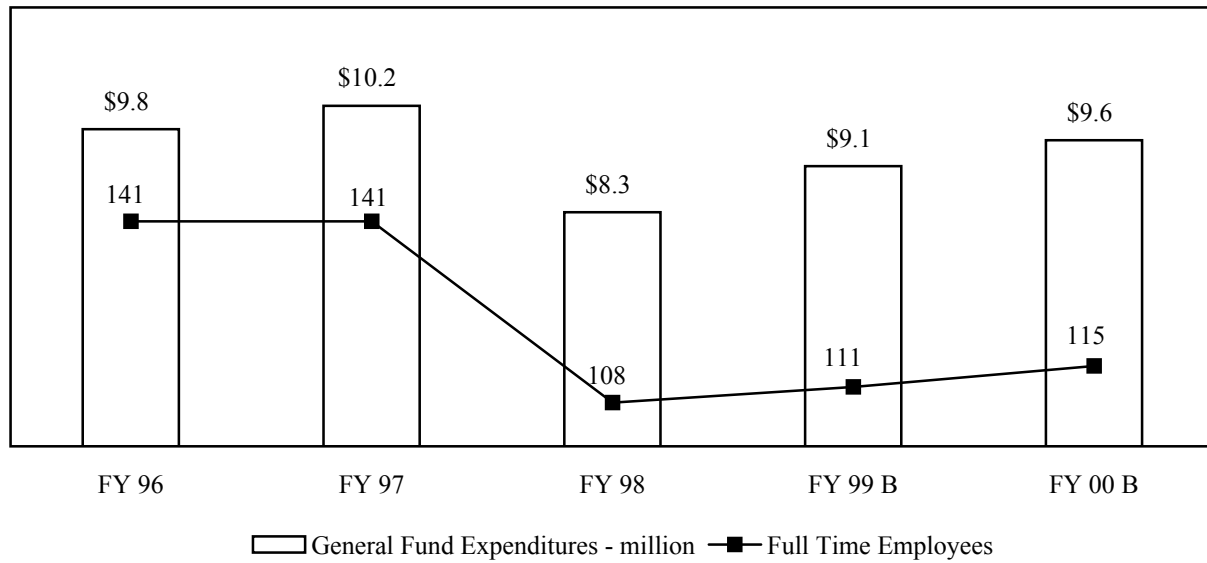
FINANCE

| Budget By Division | Actual FY98 | Budget FY99 | Budget FY00 |
|-----------------------------------|------------------------|------------------------|------------------------|
| 160 Comptroller | 6,300,717 | 6,829,280 | 7,469,519 |
| 162 Municipal Garage | 193,827 | 220,688 | 203,734 |
| 163 Microfilm Section | 265,199 | 303,230 | 290,629 |
| 170 Supply Commissioner | 509,999 | 500,888 | 508,409 |
| 171 Multigraph Section | 996,344 | 1,254,032 | 1,106,887 |
| Total General Fund | \$8,266,086 | \$9,108,118 | \$9,579,178 |
| Lateral Sewer Fund | 47,057 | 47,934 | 48,993 |
| Columbia Bottoms | 21,711 | 30,000 | 5,000 |
| Tax Increment Financements | 1,912,253 | 1,851,000 | 1,889,611 |
| Trustee Lease Fund | 0 | 2,351,570 | 1,501,570 |
| Mail Room Service Fund | 710,657 | 1,019,813 | 839,601 |
| 180 Assessor (Assessment Fund) | 3,123,698 | 3,432,238 | 3,453,803 |
| Total Department All Funds | \$14,081,462 | \$17,840,673 | \$17,317,756 |

| Personnel By Division | Actual FY98 | Budget FY99 | Budget FY00 |
|------------------------------|------------------------|------------------------|------------------------|
| 160 Comptroller | 69.0 | 72.8 | 77.6 |
| 162 Municipal Garage | 7.0 | 7.0 | 7.0 |
| 163 Microfilm Section | 8.0 | 8.0 | 7.0 |
| 170 Supply Commissioner | 12.0 | 11.0 | 11.0 |
| 171 Multigraph Section | 12.0 | 12.0 | 12.0 |

FINANCE

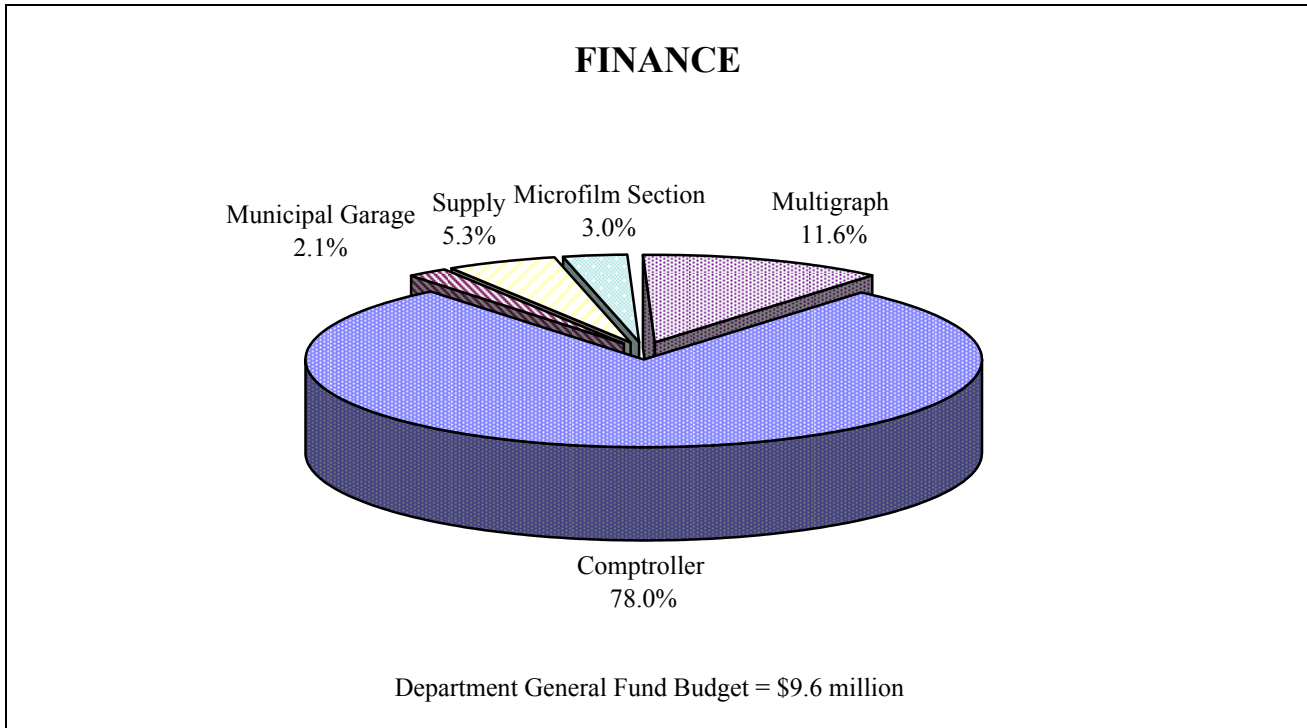
FINANCE



Major Goals and Highlights

- o Process nearly 6,300 supply requisitions and 135 purchase contracts
- o Reduce business card printing expenses by using a digital printing process
- o Upgrade computer scanner equipment of Multigraph Section
- o Realize savings of \$850,000 in Convention Center Debt funding
- o Establish a website on the City's home page to provide citizens with Assessor's office information
- o Seek professional certifications for buyers and officers of the Supply Divisor

FINANCE



o Set up an auto attendant service for telephone inquiries to the Assessor's office

o Increase use of postal bar coding on high volume mailings for cost savings

o Develop a Web page and other on-line purchasing methods for Supply Division

Department: Finance
 Division: 160 Comptroller

Division Budget

Services Provided & FY00 Highlights

The Comptroller's Office supervises the fiscal affairs of the City. It is responsible for all accounting, payroll and auditing functions as well as supervision of the Municipal Garage, and Microfilm Section. The Comptroller's office also manages the City's telecommunications services and oversees payment on such expense items as the City's insurance policies and sewer bills. The Comptroller is one of three members of the City's Board of Estimate and Apportionment. The Comptroller's Office serves as the cost center for payment on the principal and interest on Tax Increment Revenue bonds and certain administrative costs for the Lateral Sewer Line program. The budget also contains payments from the Trustee Lease Fund. The Trustee Lease Fund contains revenues such as interest on debt service reserves from various lease debt agreements. These funds are held by a trustee with their use restricted to offset lease payments. In FY00, the Comptroller's office will pursue such initiatives as replacing the letter of credit on the convention center debt with bond insurance to save \$850,000, completing the new general obligation debt issue as well as completion bonds for the justice center and continuing to enhance the capabilities of its internal audit section.

| General Fund Budget By Expenditure Category | Actual FY98 | Budget FY99 | Budget FY00 |
|--|------------------------|------------------------|------------------------|
| Personal Services | 2,850,209 | 3,133,949 | 3,526,757 |
| Supplies | 18,998 | 32,079 | 32,000 |
| Materials | 0 | 1,500 | 0 |
| Equipment | 99,584 | 133,810 | 145,000 |
| Contractual Services | 349,815 | 217,270 | 369,390 |
| Fixed and Miscellaneous Charges | 2,982,111 | 3,310,672 | 3,396,372 |
| Total General Fund | \$6,300,717 | \$6,829,280 | \$7,469,519 |
| Lateral Sewer Fund | \$47,057 | \$47,934 | \$48,993 |
| Columbia Bottoms | \$21,711 | \$30,000 | \$5,000 |
| Tax Increment Financings | \$1,912,253 | \$1,851,000 | \$1,889,611 |
| Trustee Lease Fund | \$0 | \$2,351,570 | \$1,501,570 |
| Total Budget All Funds | \$8,281,738 | \$8,758,214 | \$10,914,693 |
| Number of Full Time Positions | | | |
| General Fund | 69.0 | 72.8 | 77.6 |
| Other | 15.0 | 21.2 | 20.4 |
| Total | 84.0 | 94.0 | 98.00 |

Department: Finance
 Division: 162 Municipal Garage

Division Budget

Services Provided & FY00 Highlights

This Division is responsible for the maintenance of the Municipal Garage, which has a capacity of 435 parking spaces, and the City owned vehicles located in the garage.

| General Fund Budget By Expenditure Category | Actual FY98 | Budget FY99 | Budget FY00 |
|--|------------------------|------------------------|------------------------|
| Personal Services | 184,451 | 207,688 | 189,584 |
| Supplies | 2,477 | 4,000 | 4,150 |
| Materials | 0 | 0 | 0 |
| Equipment | 0 | 0 | 0 |
| Contractual Services | 3,978 | 5,000 | 5,000 |
| Fixed and Miscellaneous Charges | 2,921 | 4,000 | 5,000 |
| Total General Fund | \$193,827 | \$220,688 | \$203,734 |
| Grant and Other Funds | \$0 | \$0 | \$0 |
| Total Budget All Funds | \$193,827 | \$220,688 | \$203,734 |

Number of Full Time Positions

| | | | |
|--------------|------------|------------|------------|
| General Fund | 7.0 | 7.0 | 7.0 |
| Other | 0.0 | 0.0 | 0.0 |
| Total | 7.0 | 7.0 | 7.0 |



Department: Finance
 Division: 163 Microfilm Section

Division Budget

Services Provided & FY00 Highlights

The Microfilm Section is responsible for microfilming or scanning documents received from various departments as well as maintaining and providing records in the archival library. This Division also provides City Departments with document reproduction and general copying services. The FY00 Capital Budget will provide funding for computer scanning equipment for improved document storage and retrieval.

| General Fund Budget By Expenditure Category | Actual FY98 | Budget FY99 | Budget FY00 |
|--|------------------------|------------------------|------------------------|
| Personal Services | 193,536 | 213,230 | 195,629 |
| Supplies | 17,201 | 25,000 | 25,000 |
| Materials | 0 | 0 | 0 |
| Equipment | 21,809 | 35,000 | 32,000 |
| Contractual Services | 32,653 | 30,000 | 38,000 |
| Fixed and Miscellaneous Charges | 0 | 0 | 0 |
| Total General Fund | \$265,199 | \$303,230 | \$290,629 |
| Grant and Other Funds | \$0 | \$0 | \$0 |
| Total Budget All Funds | \$265,199 | \$303,230 | \$290,629 |

Number of Full Time Positions

| | | | |
|--------------|------------|------------|------------|
| General Fund | 8.0 | 8.0 | 7.0 |
| Other | 0.0 | 0.0 | 0.0 |
| Total | 8.0 | 8.0 | 7.0 |

Department: Finance
 Division: 170 Supply Commissioner

Division Budget

Services Provided & FY00 Highlights

The Supply Division is responsible for the procurement of all supplies, equipment, equipment maintenance and selected services for all City departments. The division processes nearly 6,300 requisitions per year and administers approximately 135 purchase contracts. In FY99 developed new contracts which will reduce purchasing turnaround time. In FY00, department members will take classes and test to obtain professional certification as certified public purchasing buyers and officers. The division will offer purchasing procedures training courses to City departments. The department will also continue its efforts to implement a purchasing item file system that will identify repeat purchases in order to expand contractual opportunities. The division will develop a Web page for bid information and develop on-line process' for bidding and issuing purchase orders.

| General Fund Budget By Expenditure Category | Actual FY98 | Budget FY99 | Budget FY00 |
|--|------------------------|------------------------|------------------------|
| Personal Services | 477,816 | 466,684 | 478,059 |
| Supplies | 3,191 | 4,200 | 3,350 |
| Materials | 0 | 0 | 0 |
| Equipment | 6,342 | 0 | 3,000 |
| Contractual Services | 19,390 | 29,250 | 23,000 |
| Fixed and Miscellaneous Charges | 3,260 | 754 | 1,000 |
| Total General Fund | \$509,999 | \$500,888 | \$508,409 |
| Grant and Other Funds | \$0 | \$0 | \$0 |
| Total Budget All Funds | \$509,999 | \$500,888 | \$508,409 |

Number of Full Time Positions

| | | | |
|--------------|-------------|-------------|-------------|
| General Fund | 12.0 | 11.0 | 11.0 |
| Other | 0.0 | 1.0 | 1.0 |
| Total | 12.0 | 12.0 | 12.0 |

| Service Description | Actual FY98 | Estimated FY99 | Estimated FY00 |
|-------------------------------|------------------------|---------------------------|---------------------------|
| o Process supply requisitions | 6,100 | 6,200 | 6,300 |
| o Contract administration | 130 | 133 | 135 |

Department: Finance
 Division: 171 Multigraph Section

Division Budget

Services Provided & FY00 Highlights

The Multigraph Section provides the various forms, brochures, letterheads and informational materials required by the City's departments and agencies. Multigraph provides typesetting, graphic design, photography, press work and bindery services. For printing services not provided in-house, Multigraph is responsible for writing specifications and bids for specialized printing to private vendors. The Multigraph Division provides printing services to City agencies. In FY00, Multigraph will develop a digital printing process for the production of business cards and other printing which will provide faster service and reduce production costs. Multigraph will also print legal forms for the Circuit Courts, reassessment notices for the Assessor's office and statements and envelopes for EMS billing. In FY00, Multigraph anticipates replacing some of its older computer scanner printing equipment with a high resolution model and lease a color copy machine which will reduce costs for short production runs of selected documents.

| General Fund Budget By Expenditure Category | Actual FY98 | Budget FY99 | Budget FY00 |
|--|------------------------|------------------------|------------------------|
| Personal Services | 403,534 | 423,947 | 444,770 |
| Supplies | 186,398 | 203,994 | 179,494 |
| Materials | 0 | 0 | 0 |
| Equipment | 9,862 | 42,000 | 4,000 |
| Contractual Services | 35,342 | 43,948 | 60,623 |
| Fixed and Miscellaneous Charges | 361,208 | 540,143 | 418,000 |
| Total General Fund | \$996,344 | \$1,254,032 | \$1,106,887 |
| Grant and Other Funds | \$0 | \$0 | \$0 |
| Total Budget All Funds | \$996,344 | \$1,254,032 | \$1,106,887 |

Number of Full Time Positions

| | | | |
|--------------|-------------|-------------|-------------|
| General Fund | 12.0 | 12.0 | 12.0 |
| Other | 0.0 | 0.0 | 0.0 |
| Total | 12.0 | 12.0 | 12.0 |

| Service Description | Actual FY98 | Estimated FY99 | Estimated FY00 |
|---|------------------------|---------------------------|---------------------------|
| o Pre-press composing - request | 579 | 599 | 660 |
| o Duplicating, printing & bindery - request | 2,320 | 2,397 | 2,636 |

Department: Finance
 Division: 172 Mail Room

Program Budget

Services Provided & FY00 Highlights

The City began operating a centralized mail room during FY95. The mail room coordinates both outgoing City mail and mail between City offices. By consolidating outgoing mail and standardizing to meet the Postal Service guidelines for automated mailing, the City receives discounted postage rates and thereby reduces postage expenses. Mail room services also reduce the need for messenger service required by certain departments. This program also offers a bursting/inserting service to departments, where computer generated mailings are separated and inserted in to envelopes, saving hand labor by the departments. The mail room is coordinating high volume Bar Coding to reduce the postal charges and in FY00 will be able to have all EMS billings Bar Coded to provide a significant savings.

| Budget By Expenditure Category | Actual FY98 | Budget FY99 | Budget FY00 |
|---------------------------------------|------------------------|------------------------|------------------------|
| Personal Services | 95,632 | 116,113 | 129,401 |
| Supplies | 5,249 | 8,000 | 4,500 |
| Materials | 0 | 0 | 0 |
| Equipment | 199 | 0 | 0 |
| Contractual Services | 608,463 | 894,200 | 704,200 |
| Fixed and Miscellaneous Charges | 1,114 | 1,500 | 1,500 |
| Total | \$710,657 | \$1,019,813 | \$839,601 |

Number of Full Time Positions

| | | | |
|--------------|------------|------------|------------|
| General Fund | 0.0 | 0.0 | 0.0 |
| Other | 5.0 | 5.0 | 5.0 |
| Total | 5.0 | 5.0 | 5.0 |

| Service Description | Actual FY98 | Estimated FY99 | Estimated FY00 |
|---------------------------------------|------------------------|---------------------------|---------------------------|
| o Coordinate outgoing mail | 1,468,638 | 1,497,700 | 1,497,000 |
| o Deliver internal mail | 93,355 | 89,350 | 98,000 |
| o Special volume mailing (discounted) | 28,321 | 42,560 | 71,080 |
| o Bursting/Inserting in envelopes | 747,337 | 403,800 | 464,000 |

Department: Finance
 Division: 180 Assessor

Division Budget

Services Provided & FY00 Highlights

The responsibility of the Assessor's office is to assess real and personal property, keep records of all real estate transactions and maintain a current record of property ownership in the City. In every odd year, the Assessor will assess all real property located within the City in accordance with a two year assessment and equalization maintenance plan approved by the State Tax Commission. The office is funded through reimbursements from the state and commissions from other taxing jurisdictions. The City subsidizes the operating cost of the office through a General Fund appropriation in Department 190 City Wide Accounts. In FY00, the Assessor's office will continue its effort to ensure that the office is Y2K compliant and will establish a website on the City's home page to provide citizen's with Assessor information. The office will also seek to set up an auto attendant service for improving response to telephone inquiries.

| Budget By Expenditure Category | Actual FY98 | Budget FY99 | Budget FY00 |
|---------------------------------------|------------------------|------------------------|------------------------|
| Personal Services | 2,482,069 | 2,753,529 | 2,798,584 |
| Supplies | 11,683 | 21,500 | 16,500 |
| Materials | 0 | 0 | 0 |
| Equipment | 28,100 | 43,709 | 43,219 |
| Contractual Services | 337,873 | 345,500 | 327,500 |
| Fixed and Miscellaneous Charges | 263,973 | 268,000 | 268,000 |
| Debt Service Charges | 0 | 0 | 0 |
| Total | \$3,123,698 | \$3,432,238 | \$3,453,803 |

Number of Full Time Positions

| | | | |
|-------|------|------|------|
| Total | 82.0 | 83.0 | 81.0 |
|-------|------|------|------|

| Service Description | Actual FY98 | Estimated FY99 | Estimated FY00 |
|--------------------------------|------------------------|---------------------------|---------------------------|
| o Real estate appraisals | 138,915 | 138,915 | 138,915 |
| o Personal property appraisals | 144,145 | 144,145 | 144,145 |