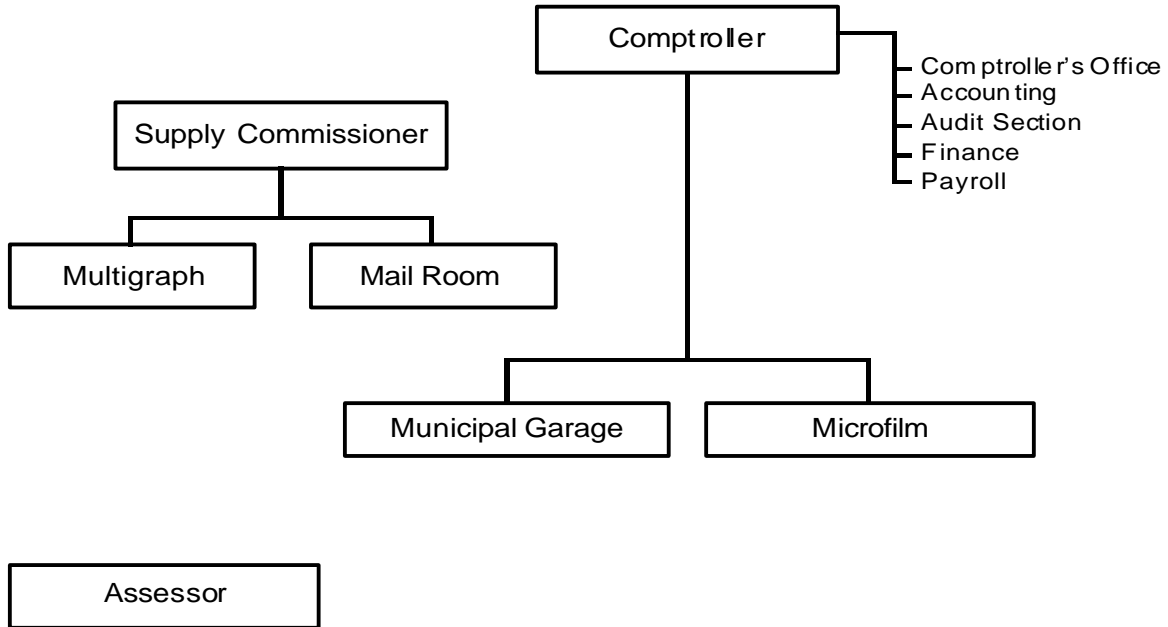


# **DEPARTMENT OF FINANCE**

# DEPARTMENT OF FINANCE



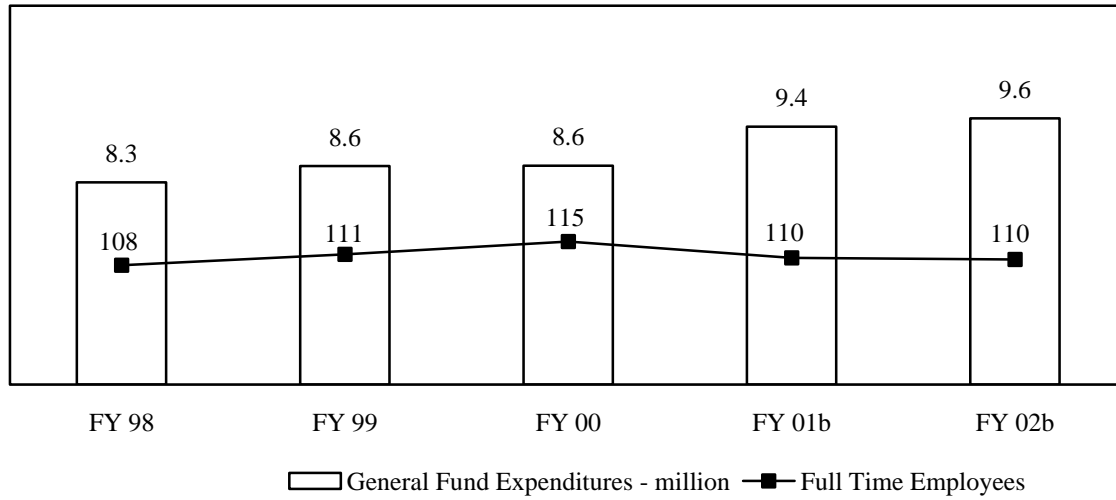
# FINANCE

<b>Budget By Division</b>	<b>Actual FY00</b>	<b>Budget FY01</b>	<b>Budget FY02</b>
160 Comptroller	6,659,106	7,075,446	7,366,797
162 Municipal Garage	197,774	222,765	243,745
163 Microfilm Section	195,834	306,239	301,913
170 Supply Commissioner	492,058	548,259	581,598
171 Multigraph Section	1,070,849	1,294,236	1,124,121
<b>Total General Fund</b>	<b>\$8,615,621</b>	<b>\$9,446,945</b>	<b>\$9,618,174</b>
Lateral Sewer Fund	47,209	47,467	52,166
Columbia Bottoms	4,857	5,000	0
Tax Increment Financings	1,929,809	1,894,136	1,893,550
Trustee Lease Fund	4,855,868	4,149,220	1,172,050
Mail Room Service Fund	446,585	827,450	843,703
180 Assessor (Assessment Fund)	3,286,104	3,627,974	3,743,807
<b>Total Department All Funds</b>	<b>\$19,186,053</b>	<b>\$19,998,192</b>	<b>\$17,323,450</b>

<b>Personnel By Division</b>	<b>Actual FY00</b>	<b>Budget FY01</b>	<b>Budget FY02</b>
160 Comptroller	77.6	73.1	73.6
162 Municipal Garage	7.0	7.0	7.0
163 Microfilm Section	7.0	7.0	7.0
170 Supply Commissioner	11.0	11.0	11.0
171 Multigraph Section	12.0	12.0	11.0
<b>Total General Fund</b>	<b>114.6</b>	<b>110.1</b>	<b>109.6</b>
172 Mail Room	5.0	5.0	5.0
180 Assessor (Assessment Fund)	81.0	80.0	75.0
Grant and Other Funds	21.4	24.0	22.4
<b>Total Department All Funds</b>	<b>222.0</b>	<b>219.0</b>	<b>212.0</b>

# FINANCE

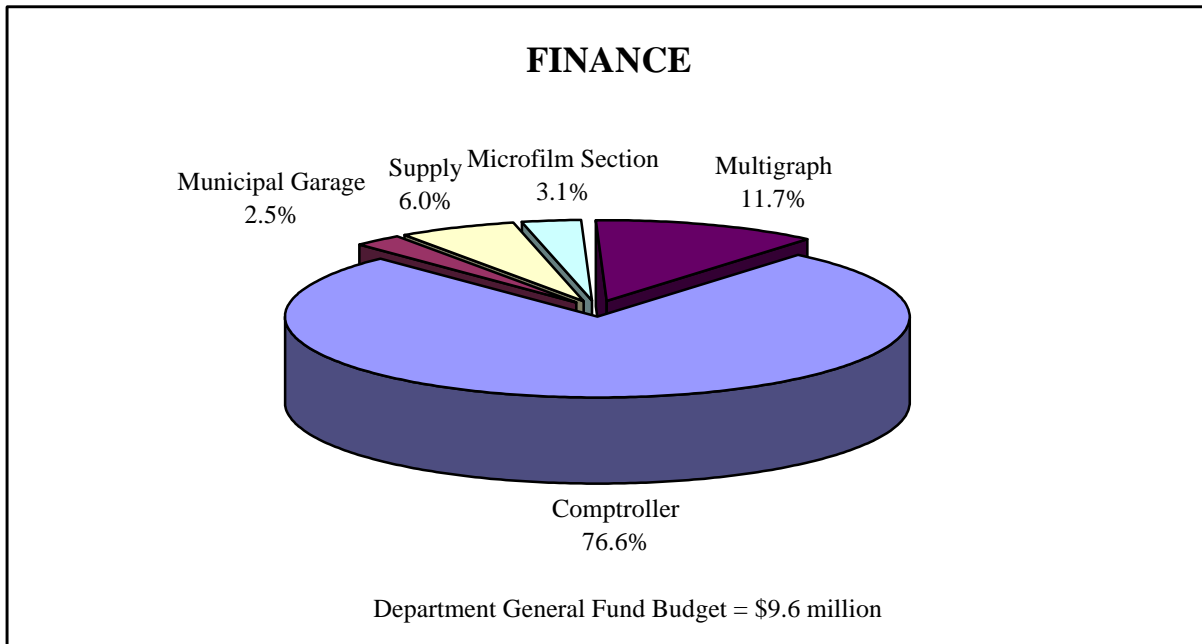
## FINANCE



### Major Goals and Highlights

- o Have 95% of purchase contracts in place prior to expiration
- o Attain 40 day average for processing purchase requisitions and bids
- o Manage Multigraph's printed forms inventory by utilizing historical database
- o Ensure City's continued coverage under excess liability policy
- o Work to develop standardized personal property tax returns with surrounding counties
- o Expand Assessor's Office capability to adopt "Vehicle Assessment Guide" issued by State to ensure uniformity with other counties

# FINANCE



- o Provide user friendly access to Assessor's real estate records on the internet
- o Coordinate for delivery of nearly 1.9 million pieces of outgoing mail
- o Develop a Web page and other on-line purchasing methods for Supply Division

Department: Finance  
 Division: 160 Comptroller

**Division Budget**

**Services Provided & FY02 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. The FY02 budget for the Comptroller's Office contains \$1.6 million in insurance premiums including \$320,000 for excess liability insurance resulting from recent changes in legislation that increased the liability limits of municipalities.

<b>General Fund Budget By Expenditure Category</b>	<b>Actual FY00</b>	<b>Budget FY01</b>	<b>Budget FY02</b>
Personal Services	3,027,595	3,510,246	3,793,863
Supplies	31,324	40,970	20,424
Materials	0	0	0
Equipment	106,964	123,300	105,264
Contractual Services	349,756	205,274	162,590
Fixed and Miscellaneous Charges	3,143,467	3,195,656	3,284,656
	<hr/>	<hr/>	<hr/>
<b>Total General Fund</b>	<b>\$6,659,106</b>	<b>\$7,075,446</b>	<b>\$7,366,797</b>
Lateral Sewer Fund	\$47,209	\$47,467	\$52,166
Columbia Bottoms	\$4,857	\$5,000	\$0
Tax Increment Financings	\$1,929,809	\$1,894,136	\$1,893,550
Trustee Lease Fund	\$4,855,868	\$4,149,220	\$1,172,050
	<hr/>	<hr/>	<hr/>
<b>Total Budget All Funds</b>	<b>\$13,496,849</b>	<b>\$13,171,269</b>	<b>\$10,484,563</b>
 <b>Number of Full Time Positions</b>			
General Fund	77.6	73.1	73.6
Other	20.4	23.0	21.4
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Total	98.0	96.0	95.00

Department: Finance  
 Division: 162 Municipal Garage

**Division Budget**

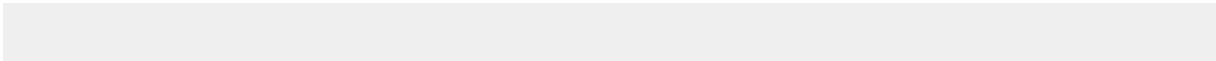
**Services Provided & FY02 Highlights**

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.

<b>General Fund Budget By Expenditure Category</b>	<b>Actual FY00</b>	<b>Budget FY01</b>	<b>Budget FY02</b>
Personal Services	188,695	208,535	226,095
Supplies	2,360	3,730	7,150
Materials	0	0	0
Equipment	0	0	0
Contractual Services	4,217	5,500	5,500
Fixed and Miscellaneous Charges	2,502	5,000	5,000
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<b>Total General Fund</b>	<b>\$197,774</b>	<b>\$222,765</b>	<b>\$243,745</b>
Grant and Other Funds	\$0	\$0	\$0
	<hr/>	<hr/>	<hr/>
<b>Total Budget All Funds</b>	<b>\$197,774</b>	<b>\$222,765</b>	<b>\$243,745</b>

**Number of Full Time Positions**

General Fund	7.0	7.0	7.0
Other	0.0	0.0	0.0
	<hr/>	<hr/>	<hr/>
Total	7.0	7.0	7.0



Department: Finance  
 Division: 163 Microfilm Section

**Division Budget**

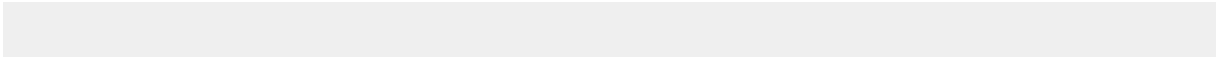
**Services Provided & FY02 Highlights**

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.

<b>General Fund Budget By Expenditure Category</b>	<b>Actual FY00</b>	<b>Budget FY01</b>	<b>Budget FY02</b>
Personal Services	168,879	214,595	222,913
Supplies	8,316	24,644	25,000
Materials	939	0	0
Equipment	7,868	32,000	26,000
Contractual Services	9,832	35,000	28,000
Fixed and Miscellaneous Charges	0	0	0
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<b>Total General Fund</b>	<b>\$195,834</b>	<b>\$306,239</b>	<b>\$301,913</b>
Grant and Other Funds	\$0	\$0	\$0
	<hr/>	<hr/>	<hr/>
<b>Total Budget All Funds</b>	<b>\$195,834</b>	<b>\$306,239</b>	<b>\$301,913</b>

**Number of Full Time Positions**

General Fund	7.0	7.0	7.0
Other	0.0	0.0	0.0
	<hr/>	<hr/>	<hr/>
Total	7.0	7.0	7.0



Department: Finance  
 Division: 170 Supply Commissioner

**Division Budget**

**Services Provided & FY02 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 approximately 5,700 requisitions per year and administers approximately 130 purchase contracts. In FY01, Supply developed a new contract for truck parts for light duty vehicles of the Equipment Services Division. Increased use of contract purchases continues to reduce turnaround time for many requested items. In FY02, the Supply Division will seek to identify more repeat purchases in order to expand contractual opportunities to meet departmental needs. The department will also strive to enhance service provided to external customers by maintaining a repeat purchases in order to expand contractual opportunities. The division will also maintain a Web page Supply Division web page with bid information and developing an on-line process of bidding and issuing purchase orders.

<b>General Fund Budget By Expenditure Category</b>	<b>Actual FY00</b>	<b>Budget FY01</b>	<b>Budget FY02</b>
Personal Services	463,366	519,759	550,748
Supplies	3,305	3,300	3,050
Materials	0	0	0
Equipment	3,408	0	0
Contractual Services	21,126	24,200	26,800
Fixed and Miscellaneous Charges	853	1,000	1,000
<b>Total General Fund</b>	<b>\$492,058</b>	<b>\$548,259</b>	<b>\$581,598</b>
Grant and Other Funds	\$0	\$0	\$0
<b>Total Budget All Funds</b>	<b>\$492,058</b>	<b>\$548,259</b>	<b>\$581,598</b>

**Number of Full Time Positions**

General Fund	11.0	11.0	11.0
Other	1.0	1.0	1.0
<b>Total</b>	<b>12.0</b>	<b>12.0</b>	<b>12.0</b>

<b>Service Description</b>	<b>Actual FY00</b>	<b>Estimated FY01</b>	<b>Estimated FY02</b>
o Process supply requisitions	6,200	5,700	5,700
o Contract administration	133	130	130
o contracts in place prior to expiration	75%	85%	95%
o Avg. no. of days to process bids	50	45	40

Department: Finance  
 Division: 171 Multigraph Section

**Division Budget**

**Services Provided & FY02 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. The FY02 budget reflects a reduction in contract printing due to the lessened need of the Election Board in this non-election year. During FY02, Multigraph will be developing a historical database of printing runs for forms so as to enhance its ability to project future printing needs and anticipate reorders in advance.

<b>General Fund Budget By Expenditure Category</b>	<b>Actual FY00</b>	<b>Budget FY01</b>	<b>Budget FY02</b>
Personal Services	443,588	477,154	491,839
Supplies	220,535	213,750	175,750
Materials	0	0	0
Equipment	3,428	5,500	4,500
Contractual Services	116,724	66,832	66,032
Fixed and Miscellaneous Charges	286,574	531,000	386,000
<b>Total General Fund</b>	<b>\$1,070,849</b>	<b>\$1,294,236</b>	<b>\$1,124,121</b>
Grant and Other Funds	\$0	\$0	\$0
<b>Total Budget All Funds</b>	<b>\$1,070,849</b>	<b>\$1,294,236</b>	<b>\$1,124,121</b>

**Number of Full Time Positions**

General Fund	12.0	12.0	11.0
Other	0.0	0.0	0.0
<b>Total</b>	<b>12.0</b>	<b>12.0</b>	<b>11.0</b>

<b>Service Description</b>	<b>Actual FY00</b>	<b>Estimated FY01</b>	<b>Estimated FY02</b>
o Pre-press composing - typesetting	660	695	670
o Press bindery service - print requests	1,485	1,565	1,510
o Copy services - duplication jobs	495	620	512
o Commercial job requests	330	342	335

Department: Finance  
 Division: 172 Mail Room

**Program Budget**

**Services Provided & FY02 Highlights**

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 "C.A.S.S Bar Coding" 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 an inserting service to departments, where computer generated mailings are separated and inserted in to envelopes, saving hand labor by the departments.

<b>Budget By Expenditure Category</b>	<b>Actual FY00</b>	<b>Budget FY01</b>	<b>Budget FY02</b>
Personal Services	105,754	146,893	163,983
Supplies	3,924	4,700	4,420
Materials	0	0	0
Equipment	0	0	3,000
Contractual Services	336,211	674,700	671,300
Fixed and Miscellaneous Charges	696	1,157	1,000
<b>Total</b>	<b>\$446,585</b>	<b>\$827,450</b>	<b>\$843,703</b>

**Number of Full Time Positions**

General Fund	0.0	0.0	0.0
Other	5.0	5.0	5.0
<b>Total</b>	<b>5.0</b>	<b>5.0</b>	<b>5.0</b>

<b>Service Description</b>	<b>Actual FY00</b>	<b>Estimated FY01</b>	<b>Estimated FY02</b>
o Coordinate outgoing mail	1,106,405	1,170,639	1,278,923
o Deliver internal mail	91,078	83,325	91,033
o Inserting in envelopes	461,492	473,348	517,131

Department: Finance  
 Division: 180 Assessor

**Division Budget**

**Services Provided & FY02 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 FY02, the Assessor's Office will seek to expand its capability to adopt the "Vehicle Assessment Guide" issued by the Mo. State Tax Commission to ensure uniformity with other counties in the state and will work to standardize personal property tax returns with surrounding jurisdictions.

<b>Budget By Expenditure Category</b>	<b>Actual FY00</b>	<b>Budget FY01</b>	<b>Budget FY02</b>
Personal Services	2,685,100	2,987,774	3,101,236
Supplies	14,643	18,500	19,500
Materials	0	0	0
Equipment	22,974	33,000	35,071
Contractual Services	300,925	320,700	330,000
Fixed and Miscellaneous Charges	262,462	268,000	258,000
Debt Service Charges	0	0	0
<b>Total</b>	<b>\$3,286,104</b>	<b>\$3,627,974</b>	<b>\$3,743,807</b>

**Number of Full Time Positions**

Total	81.0	80.0	75.0
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<b>Service Description</b>	<b>Actual FY00</b>	<b>Estimated FY01</b>	<b>Estimated FY02</b>
o Real estate appraisals	138,572	138,600	138,600
o Personal property appraisals	135,418	136,000	136,000