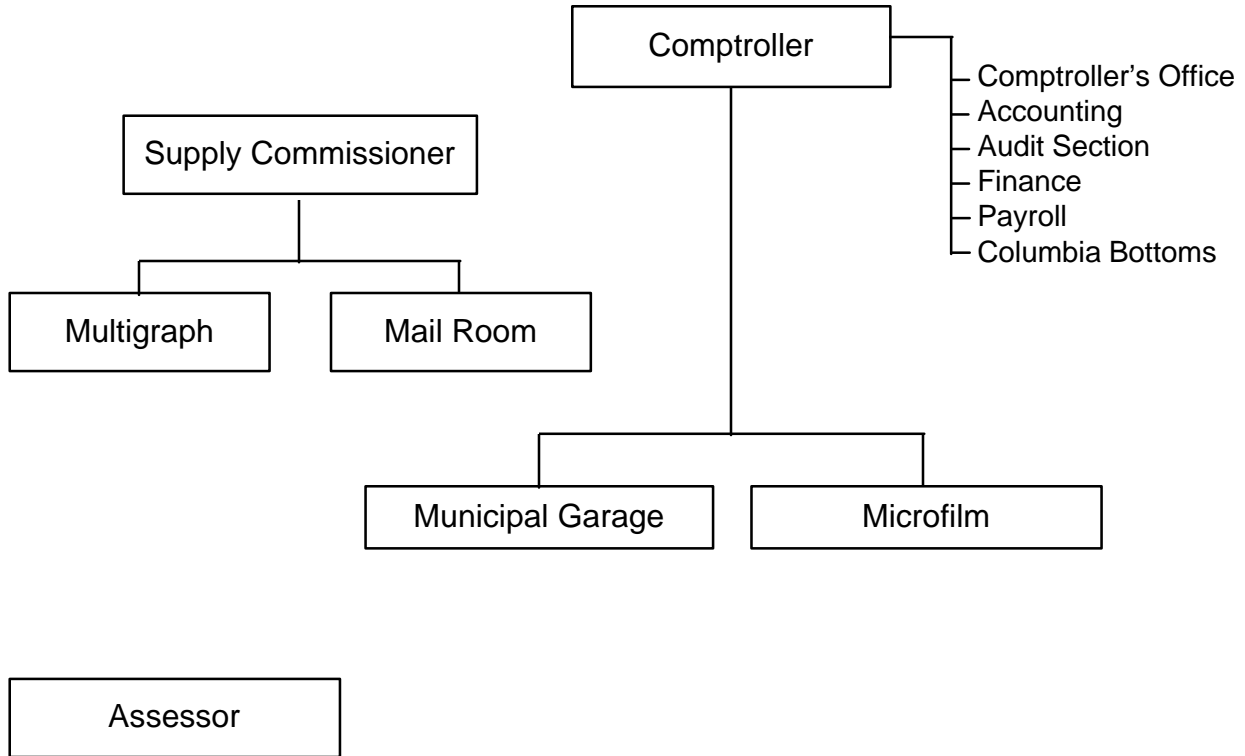


DEPARTMENT OF FINANCE

DEPARTMENT OF FINANCE



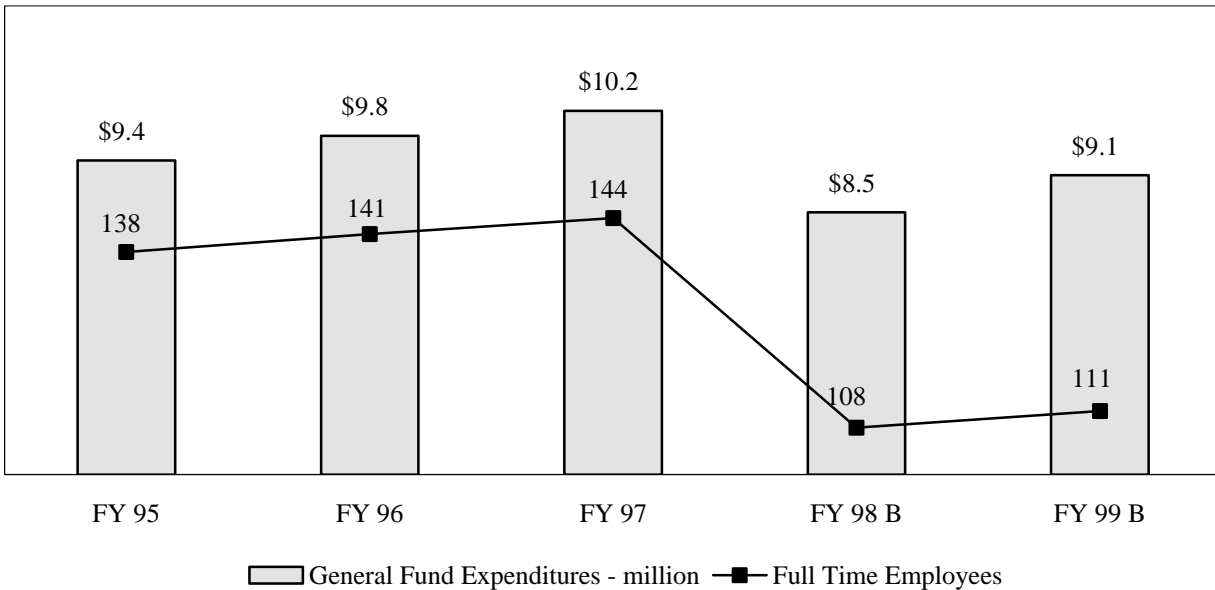
FINANCE

Budget By Division	Actual FY97	Budget FY98	Budget FY99
160 Comptroller	5,865,805	6,537,492	6,829,280
161 Information System Services	2,085,672	0	0
162 Municipal Garage	203,620	209,224	220,688
163 Microfilm Section	237,393	283,629	303,230
164 Network Systems Services	255,064	0	0
170 Supply Commissioner	480,840	528,778	500,888
171 Multigraph Section	1,079,059	915,501	1,254,032
Total General Fund	\$10,207,453	\$8,474,624	\$9,108,118
Lateral Sewer Fund	48,383	47,373	47,934
Columbia Bottoms	69,688	30,000	30,000
Tax Increment Financings	1,871,908	1,857,750	1,851,000
Trustee Lease Fund	0	3,976,122	2,351,570
Mail Room Service Fund	505,585	1,025,726	1,019,813
180 Assessor (Assessment Fund)	2,979,088	3,216,513	3,432,238
Total Department All Funds	\$15,682,105	\$18,628,108	\$17,840,673

Personnel By Division	Actual FY97	Budget FY98	Budget FY99
160 Comptroller	67.8	69.0	72.8
161 Information System Services	31.0	0.0	0.0
162 Municipal Garage	7.0	7.0	7.0
163 Microfilm Section	8.0	8.0	8.0
164 Network Systems Services	5.0	0.0	0.0
170 Supply Commissioner	12.0	12.0	11.0
171 Multigraph Section	13.0	12.0	12.0
Total General Fund	143.8	108.0	110.8
172 Mail Room	0.0	5.0	5.0
180 Assessor (Assessment Fund)	82.0	82.0	83.0
Grant and Other Funds	19.2	15.0	22.2
Total Department All Funds	245.0	210.0	221.0

FINANCE

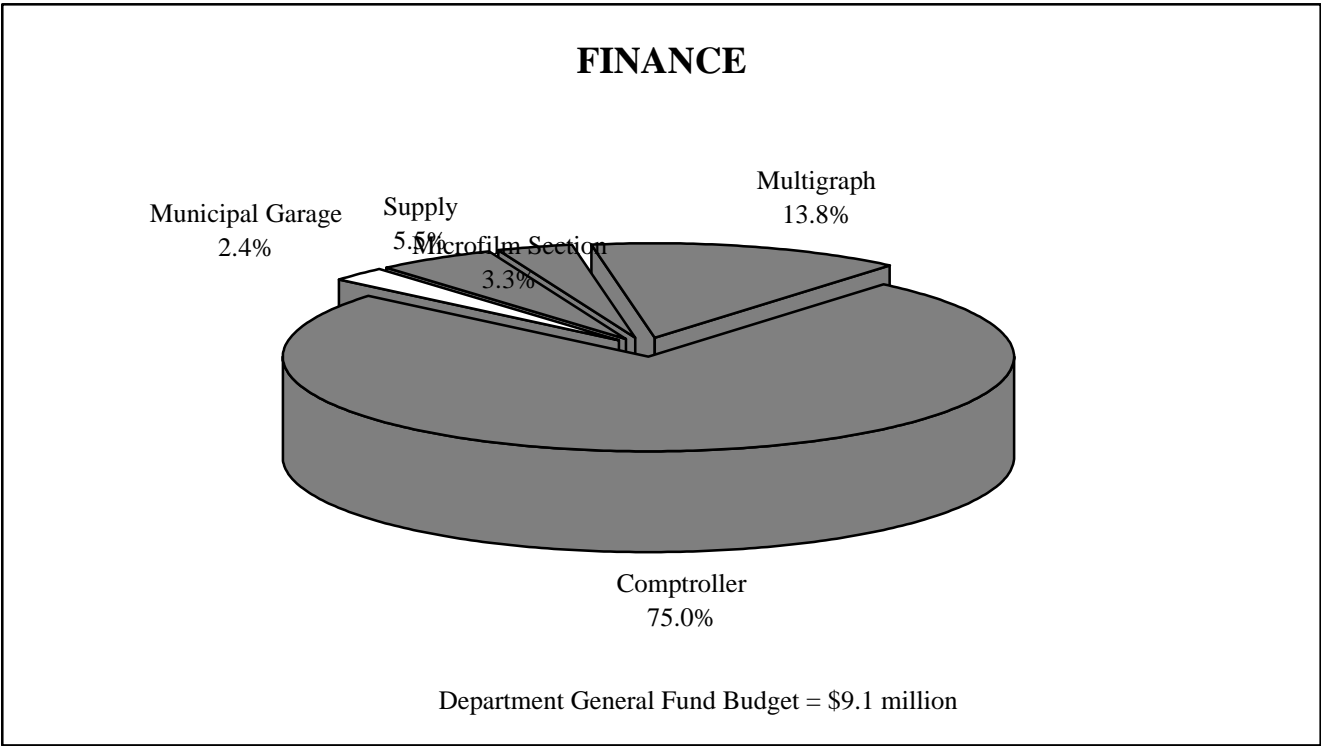
FINANCE



Major Goals and Highlights

- o Process nearly 7,000 supply requisitions and 150 purchase contracts
- o Provide printing services for four state and municipal primary and general elections
- o Upgrade printing equipment of Multigraph Section
- o Enhance capabilities and response times of Telecommunications Section of the Comptroller's Office
- o Implement purchasing item file system to retrieve Supply Division reports via existing computer network
- o Enhance real estate records research capabilities of the Assessor's office

FINANCE



- o Seek professional certifications for buyers and officers of the Supply Division
- o Offer and conduct a purchasing process training seminar to City departments
- o Increase accuracy in ownership records to at least 98%

Department: Finance
 Division: 160 Comptroller

Division Budget

Services Provided & FY99 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. Funds are also included for Columbia Bottoms, a parcel of land along the Missouri River which is owned by the City and leased out for private farming. In FY98, the City completed the sale of Columbia Bottoms to the State of Missouri for use as a conservation area. 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 FY99 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 FY99, the Comptroller's office will see an increase in the processing of contracts related to the Airport expansion project and will seek to increase its telecommunications response capabilities.

General Fund Budget By Expenditure Category	Actual FY97	Budget FY98	Budget FY99
Personal Services	2,497,058	2,819,892	3,133,949
Supplies	16,699	23,600	32,079
Materials	0	0	1,500
Equipment	104,379	138,550	133,810
Contractual Services	345,134	212,785	217,270
Fixed and Miscellaneous Charges	2,902,535	3,342,665	3,310,672
Total General Fund	\$5,865,805	\$6,537,492	\$6,829,280
Lateral Sewer Fund	\$48,383	\$47,373	\$47,934
Columbia Bottoms	\$69,688	\$30,000	\$30,000
Tax Increment Financings	\$1,871,908	\$1,857,750	\$1,851,000
Trustee Lease Fund	\$0	\$3,976,122	\$2,351,570
Total Budget All Funds	\$7,855,784	\$8,472,615	\$11,109,784
Number of Full Time Positions			
General Fund	67.76	68.96	72.81
Other	15.23	15.04	21.19
Total	83.0	84.0	94.0

Department: Finance
 Division: 161 Information System Services

Division Budget

Services Provided & FY99 Highlights

Information System Services is responsible for providing technical expertise for the data processing section in the form of data processing standards, technical assistance, systems programming, data base administration and teleprocessing support. It also develops and maintains the automated computer systems and handles user department work requests. In FY98, Information System Services became part of the Budget Division.

General Fund Budget By Expenditure Category	Actual FY97	Budget FY98	Budget FY99
Personal Services	1,208,007	0	0
Supplies	55,214	0	0
Materials	0	0	0
Equipment	24,195	0	0
Contractual Services	798,256	0	0
Fixed and Miscellaneous Charges	0	0	0
	-----	-----	-----
Total General Fund	\$2,085,672	\$0	\$0
Grant and Other Funds	\$0	\$0	\$0
	-----	-----	-----
Total Budget All Funds	\$2,085,672	\$0	\$0
 Number of Full Time Positions			
General Fund	31.0	0.0	0.0
Other	0.0	0.0	0.0
	-----	-----	-----
Total	31.0	0.0	0.0

Department: Finance
 Division: 162 Municipal Garage

Division Budget

Services Provided & FY99 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 FY97	Budget FY98	Budget FY99
Personal Services	191,680	198,724	207,688
Supplies	2,785	3,500	4,000
Materials	0	0	0
Equipment	900	0	0
Contractual Services	3,366	3,000	5,000
Fixed and Miscellaneous Charges	4,889	4,000	4,000
Total General Fund	\$203,620	\$209,224	\$220,688
Grant and Other Funds	\$0	\$0	\$0
Total Budget All Funds	\$203,620	\$209,224	\$220,688
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 & FY99 Highlights

The Microfilm Section is responsible for microfilming 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.

General Fund Budget By Expenditure Category	Actual FY97	Budget FY98	Budget FY99
Personal Services	196,067	208,629	213,230
Supplies	20,885	25,000	25,000
Materials	0	0	0
Equipment	0	20,000	35,000
Contractual Services	20,441	30,000	30,000
Fixed and Miscellaneous Charges	0	0	0
Total General Fund	\$237,393	\$283,629	\$303,230
Grant and Other Funds	\$0	\$0	\$0
Total Budget All Funds	\$237,393	\$283,629	\$303,230
Number of Full Time Positions			
General Fund	8.0	8.0	8.0
Other	0.0	0.0	0.0
Total	8.0	8.0	8.0

Department: Finance
 Division: 164 Network Systems Services

Division Budget

Services Provided & FY99 Highlights

The Network Systems Services Division designs, implements, and supports computer networks in various City departments. This office also maintains a computer lab for purposes of training City employees in a variety of computer programs and software applications. In FY98, this office became part of the City Budget Division.

General Fund Budget By Expenditure Category	Actual FY97	Budget FY98	Budget FY99
Personal Services	171,418	0	0
Supplies	19,235	0	0
Materials	0	0	0
Equipment	33,907	0	0
Contractual Services	30,504	0	0
Fixed and Miscellaneous Charges	0	0	0
Total General Fund	\$255,064	\$0	\$0
Grant and Other Funds	\$0	\$0	\$0
Total Budget All Funds	\$255,064	\$0	\$0
Number of Full Time Positions			
General Fund	5.0	0.0	0.0
Other	0.0	0.0	0.0
Total	5.0	0.0	0.0

Department: Finance
 Division: 170 Supply Commissioner

Division Budget

Services Provided & FY99 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 7,000 requisitions per year and administers approximately 150 purchase contracts. In FY99, will seek to have department members obtain professional certification as certified public purchasing buyers and officers and offer a purchasing process training seminar to interested City departments. The department will also continue its efforts to implement a purchasing item file system that will enhance the efficiency of the purchasing process.

General Fund Budget By Expenditure Category	Actual FY97	Budget FY98	Budget FY99
Personal Services	423,998	470,928	466,684
Supplies	2,996	4,450	4,200
Materials	0	0	0
Equipment	7,118	17,300	0
Contractual Services	43,911	35,100	29,250
Fixed and Miscellaneous Charges	2,817	1,000	754
Total General Fund	\$480,840	\$528,778	\$500,888
Grant and Other Funds	\$0	\$0	\$0
Total Budget All Funds	\$480,840	\$528,778	\$500,888

Number of Full Time Positions

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

Service Description	Actual FY97	Estimated FY98	Estimated FY99
o Process supply requisitions	6,500	6,500	6,500
o Contract administration	150	150	150

Department: Finance
 Division: 171 Multigraph Section

Division Budget

Services Provided & FY99 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 FY99, Multigraph will incur printing costs related to the printing of ballots and other election related materials for for the four elections scheduled during the fiscal year. 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 FY99, Multigraph anticipates replacing some of its older printing equipment.

General Fund Budget By Expenditure Category	Actual FY97	Budget FY98	Budget FY99
Personal Services	394,551	399,551	423,947
Supplies	183,445	159,693	203,994
Materials	0	0	0
Equipment	4,186	4,000	42,000
Contractual Services	30,005	30,925	43,948
Fixed and Miscellaneous Charges	466,872	321,332	540,143
Total General Fund	\$1,079,059	\$915,501	\$1,254,032
Mail Room Service Fund	\$505,585	\$0	\$0
Total Budget All Funds	\$1,584,644	\$915,501	\$1,254,032

Number of Full Time Positions

General Fund	13.0	12.0	12.0
Other	4.0	0.0	0.0
Total	17.0	12.0	12.0

Service Description	Actual FY97	Estimated FY98	Estimated FY99
o Pre-press operations - request	1,260	1,340	1,375
o Operate pressroom / bindery - request	2,400	2,425	2,480
o Provide for contract print service	570	580	625

Department: Finance
 Division: 172 Mail Room

Program Budget

Services Provided & FY99 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, 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. Previously, the Mail Room was contained as a program under the Multigraph Section.

Budget By Expenditure Category	Actual FY97	Budget FY98	Budget FY99
Personal Services	0	123,576	116,113
Supplies	0	6,000	8,000
Materials	0	0	0
Equipment	0	1,500	0
Contractual Services	0	893,650	894,200
Fixed and Miscellaneous Charges	0	1,000	1,500
Total	\$0	\$1,025,726	\$1,019,813

Number of Full Time Positions

General Fund	0.0	0.0	0.0
Other	0.0	5.0	5.0
Total	0.0	5.0	5.0

Service Description	Actual FY97	Estimated FY98	Estimated FY99
o Coordinate outgoing mail	1,250,000	14,171,000	1,692,000
o Deliver internal mail	88,000	92,000	97,000

Department: Finance
 Division: 180 Assessor

Division Budget

Services Provided & FY99 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 FY99, the Assessor's office will pursue efforts to improve its customer service by upgrading the level of employees in direct contact with the public and changing the physical layout of the public service areas. The office will also be adding an employee to conduct real estate records research.

Budget By Expenditure Category	Actual FY96	Budget FY97	Budget FY98
Personal Services	2,293,157	2,559,573	2,753,529
Supplies	16,184	21,500	21,500
Materials	0	0	0
Equipment	56,072	41,000	43,709
Contractual Services	349,980	326,440	345,500
Fixed and Miscellaneous Charges	263,695	268,000	268,000
Debt Service Charges	0	0	0
Total	\$2,979,088	\$3,216,513	\$3,432,238

Number of Full Time Positions

Total	82.0	82.0	83.0
-------	------	------	------

Service Description	Actual FY97	Estimated FY98	Estimated FY99
o Real estate appraisals	137,053	137,053	137,053
o Personal property appraisals	147,075	125,500	125,500