



City of O'Fallon, Missouri

2013 Annual Budget



Map of O'Fallon



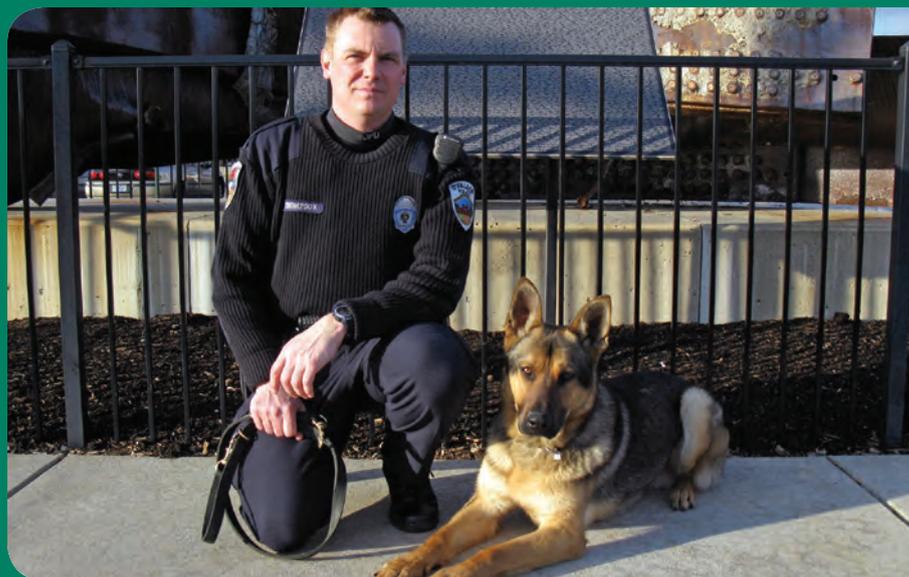


- GFOA Budget Award
- Organizational Values Statement
- How to Use This Document
- Mayor's Transmittal Letter
- City Officials
- Organization Chart
- City Administrator's Transmittal Letter
- Policy Agenda
- Financial Policies Summarized

Introduction

The City of O'Fallon supports certain values that guide our direction in carrying out its mission.

We accept the fundamental principle that the sole function of local government is the efficient provision of services and facilities deemed essential by City residents, affirm the dignity and worth of the services rendered by government, maintain a constructive, creative and practical attitude toward urban affairs and maintain a deep sense of social responsibility as a trusted public servant.





INTRODUCTION

Community Profile 6
 GFOA Budget Award 7
 Organizational Values Statement..... 9
 How To Use This Document 13
 Mayor’s Transmittal Letter 15
 City Officials 17
 Organization Chart 18
 City Administrator’s Transmittal
 Letter 21
 City of O’Fallon Growth Tables 26
 2013 Policy Agenda 29
 Financial Policies Summarized 31

REVENUES & PROJECTIONS

Revenues 39
 General Fund Revenues and Projections 40
 Debt Service Fund Revenues and
 Projections 47
 Special Revenue Fund Revenues and
 Projections 50
 Capital Projects Fund Revenues
 and Projections..... 55

BUDGET SUMMARIES

Budget Summaries 59
 General Fund Budget Summary and
 Projections 64
 General Fund Reserves 68
 Debt Service Fund Budget 69
 Special Revenue Funds Budget Summary
 and Projections..... 70
 Enterprise Funds Budget Summary
 and Projections..... 72
 Capital Projects Budget Summary 74
 Personnel Summarized 75

GENERAL FUND

Administration Group..... 81
 Administration 83
 Citizen’s First (dissolved) 88
 Legal 89
 Administrative Services Department..... 91
 Facilities Maintenance 93
 Fleet Maintenance 96
 Human Resources 99
 Information Systems 102
 Safety & Risk Management (dissolved) 105
 Volunteer Services 107
 Communications Department 111

Communications..... 113
 Public Relations 117
 Economic Development Department..... 121
 Finance Department..... 127
 Finance 129
 Municipal Court 133
 Parks & Recreational Department 137
 Landscape..... 139
 Tourism & Festivals 143
 Planning & Development Department 147
 Administration (dissolved)..... 149
 Building & Code Enforcement..... 150
 Planning & GIS 153
 Police Department 157
 Public Works Department 167
 Engineering (fka:Construction Insp)..... 169
 Engineering (merged into Const Insp) ... 173
 Project Management..... 174

DEBT OBLIGATIONS

Debt Obligations 181
 Debt Management..... 181
 Debt Policy 184
 Long Term Debt Outstanding 186
 Debt Service Fund Budget 194

SPECIAL REVENUE FUNDS

Community Development Block Grant Fund
 (CDBG Fund) 197
 Inmate Security Fund 198
 Police Training Fund 198
 Parks & Recreation Fund..... 199
 Recreation Fund (also see p 210)..... 200
 Sewer Lateral Insurance Fund 202
 Storm Water Fund..... 203
 Street & Road Impr Fund (also see p. 225)207
 Transient Guest Tax Fund..... 208
 Waterbury Storm Water CID Fund..... 209

CAPITAL IMPROVEMENTS PRGM ... 237

ENTERPRISE FUNDS & OTHER

Environmental Services Fund 275
 Public Venue Fund..... 279
 Renaud Spirit Center Fund..... 283
 Sewer Fund 291
 Water Fund 298
 Significant Accounting Policies
 (including Fund Accounting)..... 304
 2013 Budget Ordinance 311
 Glossary of Terms 313

City of O’Fallon , Missouri

Community Profile

2013

Founded	1856
Date of Incorporation	1912
Form of Government	Home Rule Charter Mayor – City Council – City Administrator
2012 Estimated Population	82,215
Estimated Housing	28,187*
Land Area	29.69 square miles
Miles of Streets	301.26 miles
Police Protection	
# of Stations	1
# of Policemen	115
Fire Protection	
# of Stations	5
# of Firemen	54
Public Education	3-AAA rated School Districts overlap within the City’s boundaries.
Higher Education	4 colleges have a presence in O’Fallon
Recreation and Culture	
Park Acreage	453 acres
Number of Libraries	3
Median Household Income	
2012 Estimate	\$77,739

Visit www.ofallon.mo.us for additional information.

*This figure represents the number of single Family Houses, Villas, and Duplexes. It does not include Apartments.



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**City of O'Fallon
Missouri**

For the Fiscal Year Beginning

January 1, 2012

Christopher P. Morill

President

Jeffrey R. Egan

Executive Director

The Government Finance Officers Association of the United States and Canada (GFOA) has presented a Distinguished Budget Presentation Award to the City of O'Fallon, Missouri for its annual budget for the fiscal year beginning January 1, 2012. In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as an operations guide, as a financial plan and as a communications device.

This award is valid for a period of one year only. We believe our current budget continues to conform to program requirements, and we are submitting it to the GFOA to determine its eligibility for another award.



The City of O'Fallon has always supported certain values to guide our direction in carrying out its mission. In 2006, the City updated its Core Values, Mission Statement, Vision Statement and its Goals, Objectives, Strategies. The City as a whole created the Core Values, Mission and Vision Statements. 'Team O'Fallon' is the spirit of all City employees working together with the community to fulfill the needs and exceed the expectations of our community, both now and long-term. Department and Division goals support the City's Core Values, Mission Statement, Vision Statement and its Strategic Plan below.

Core Values

1. Trust and Respect

We maintain an open, honest and compassionate environment valuing and appreciating all individuals and keeping commitments.

2. Team

We are a responsive unit, working cooperatively to fulfill the needs of our citizens and community.

3. Service

We meet citizen and community needs and exceed expectations in a positive, timely manner.

Mission Statement

Creating a vibrant environment by providing quality services, and allocating resources responsibly to our citizens and community stakeholders.

Vision Statement

The best city in Missouri. A place where safety, quality of life, and commerce are blended into a city of tradition with vision.

Strategic Plan

The Strategic Plan is the direction from the Council that the Managers used when preparing their 2013 Budget request. Some of the divisions have goals that directly support the Strategic Plan and this is noted in the division's section of this budget book.

City of O'Fallon
2012 STRATEGIC PLAN
(Adopted by Resolution)

1. Focus on Infrastructure

- a. Streets (maintenance, improvements and funding)
 - i. Continue plans to replace 2,400 concrete slabs in 2013. Of this amount, 1,200 slabs will be replaced by City crews, with 1,200 slabs to be replaced by a contractor (contingent upon funding).
 - ii. Achieve the set goal of resolving all work order requests within 30 days of receipt.
 - iii. Continue the preventive maintenance program by completing the fourth year of the five year crack seal program.
 - iv. Continue discussion with St. Charles County and surrounding communities regarding funding options for preservation of the arterial and collector roads.
 - v. Continue pursuing funds from St. Charles County and East-West Gateway for system improvements/expansion in coordination with the priorities of the County and the City's master plans.
- b. Continue proactive efforts to resolve escrow issues in a manner that addresses infrastructure problems and meets the needs of the City and its residents.
- c. Continue to monitor the progress of – and promote the City's interest in – the completion of the following projects.
 - i. Construction of MO-364 extension through the City of O'Fallon.
 - ii. Reimbursement of the South Outer Road project by MoDOT. Currently, this reimbursement is scheduled to occur in 2015.
 - iii. Secure additional funding for improvements at the I-70 / Highway K/M interchange.
- d. Stormwater
 - i. Complete the construction of stormwater projects designed in 2012 and initiate design of projects to be completed in the following year.
 - ii. Fund additional position to create second work crew.
 - iii. Identify opportunities for proactive solutions to stormwater issues, addressing problems before they expand.
- e. Citywide Landscaping Improvement Plan (CLIP)
 - i. Continue efforts to fund and construct improvements to key entrances as specified in the CLIP program.
 - ii. Coordinate with development and infrastructure projects to implement.

2. Facility Improvement Plans

- a. Review Citywide facility needs to ensure comprehensive approach to plan development.
- b. Determination of specific facility improvements to be constructed.
 - i. Justice Center
 - ii. Civic Hall replacement
 - iii. Development of O'Day Park
- c. Identify a funding mechanism for the financing of construction and operational costs
 - i. Informational committee to explain needs and options for financing
 - ii. Gather citizen input and advice regarding proposed options
 - iii. Determine best option for potential ballot issue

3. Economic Development

- a. Develop strategic plan for adoption within six months
 - i. Retention, Assistance and Attraction efforts
 - ii. Recruitment
 - iii. Marketing
 - iv. Regulator Climate (incentives policy, business licenses, etc.)
- b. Continue projects and initiatives currently underway
 - i. Retail project with Lake Saint Louis
 - ii. Business retention / outreach efforts

4. Operational Improvements

- a. Address staffing needs in various departments as funding permits.
 - i. Fleet Manager position
 - ii. Project Manager – emphasis on Parks Department projects
 - iii. Communications Officers (dispatchers)
 - iv. Stormwater maintenance worker
 - v. Streets division maintenance workers
- b. Leadership Development
 - i. Staff development program
 - ii. Citizen's academy
- c. Continue communication efforts with employees
 - i. Re-establish the employee committee as means of employee communication and input
 - ii. Continue quarterly meetings with employees.



The Fiscal Year 2013 Budget document is organized into eight sections - Introduction, Revenues & Projections, Budget Summaries, General Government, Debt Obligation, Special Revenue Funds, Capital Improvements Program, and Enterprise Funds & Other Information.

Introduction

The Introduction begins with the City's Organizational Value Statement. This summarizes the City's core values, mission, vision and strategic plan. Next, is a letter from the Mayor transmitting the Fiscal Year 2013 Budget Document to the citizens. A list of City officials and an organization chart are presented next. A transmittal letter from the City Administrator to the citizens, Mayor and City Council follows. The next section, Policy Agenda, identifies the major priorities for the City. The Policy Agenda establishes the foundation for City programs and services. Next is the Financial Policies Summarized. This section provides an overview of relevant topics included in the Financial Policies and Procedures Manual adopted by the City in 2003.

Revenues & Projections

This section provides a comprehensive discussion of revenues for the City's General Government Fund, Debt Service Fund, Special Revenue Funds, and Capital Project Funds (historical information) Revenues and Projections. The Revenues for all of the Enterprise Funds are reported in Enterprise Fund section of this Budget book, along with their Expenditures.

Budget Summaries

The Budget Summary section is designed to provide the reader with an overview of the City's Fiscal Year 2013 Budget. This section consists of summaries by major category and by the four major fund types: General Government Fund, Debt Service Fund, Special Revenue Funds, and Enterprise Funds. A Personnel Summary is at the end of this section.

General Government

This section presents the operating budget for each of the General Fund divisions. Budgets for the individual divisions include the following:

- Organization Chart
- Introduction/Overview
- Fiscal Year 2013 Goals
- Performance Measurements
- Prior Year's Goals
- Budget Category Summary
- Budget Highlights
- Budget Category Explanations

Debt Obligations

This section presents information regarding outstanding debt obligations of the City. In addition to the Debt Service Fund budget, this section includes the City's debt management policies, key ratios and analysis.

Special Revenue Funds

This section presents the budgeted expenditures for the City's Special Revenue Funds with a summary recap of the revenues. This information includes budget category summaries, budget highlights and budget category explanations for Community Development Block Grant (CDBG) Fund, Inmate Security Fund, Police Training Fund, Parks & Recreation Fund, Recreation Fund, Sewer Lateral Insurance Fund, Storm Water Fund, Street & Road Improvement Fund and Transient Guest Tax Fund. The Waterbury Storm Water CID Fund is for historical information only.

Capital Improvements Program Summary

The Capital Improvements Program Summary identifies the items or projects incorporated in the Fiscal Year 2013 Budget. This section provides a brief description of the item or project, the budgeted amount, the fund where the amount is budgeted and the division responsible for administering the expenditure. The funds included in this summary are Capital Expenditures Fund (a division of the General Fund), Recreation Fund, Storm Water Fund, Street & Road Improvement Fund, Water Fund, Sewer Fund, Environmental Services Fund, Renaud Spirit Center Fund, and Public Venue Fund.

Enterprise Funds and Other Information

This section presents information on the Enterprise Funds operated by the City. This section is comprised of five operational areas: the Environmental Services Fund, Public Venue Fund, Renaud Spirit Center Fund, Water Fund, and Sewer Fund. These are the only enterprise funds operated by the City. The Revenues, Expenditures and Capital Expenditure are all presented in the same section.

Information is also provided regarding the significant accounting principles and policies followed by the City in the administration and development of the budget. A copy of the current Budget Ordinance is presented. A glossary of commonly used governmental budgeting and accounting terms has also been provided.

OFFICE OF THE MAYOR
BILL HENNESSY



February 2013

To the Citizens and Business-Owners of O'Fallon, Missouri,

For the City of O'Fallon, 2012 was a tremendously exciting and successful year. Among the highlights, our City once again received national recognition for quality of life. O'Fallon was again named one of America's "100 Best Places to Live" by *Money Magazine*. It is an honor to continually be recognized for our City's excellence and achievements.

Other awards followed as national agencies and firms recognized our efforts in careful fiscal planning and good stewardship of City resources as we successfully responded and adapted to challenging economic conditions. By doing so in an open and transparent manner, we received nationwide recognition for our efforts in ensuring we meet all of our goals.

Public safety remained a top City priority. The brave men and women who serve in the O'Fallon Police Department played a tremendous role in making O'Fallon one of the safest cities in the nation, as recognized by CQ Press. As one example, with our new Community Patrol Report process our officers continue to go above and beyond in serving our City and our citizens have noticed.

These awards and recognitions testify to our City's exciting outlook and our dedication to providing the best of municipal services to citizens and businesses alike. It also speaks to the wealth of outstanding community contributions by O'Fallon's citizens, businesses, civic organizations, schools and churches.

In an effort to keep moving forward as a City, our staff members are tasked with looking at what we can do to improve our City and provide cost-effective and affordable solutions to make it even better. These improvements, both large and small, help to maintain and improve our City's quality of life. An exciting example is the creation of the Citywide Landscape Improvement Program, (CLIP), which is drastically enhancing the City's image and the appearance of some of the primary entry points in our City. Over the next decade, more CLIP projects will truly make a difference in our City's continued development and vitality.

In summation, we remain committed to keeping our City safe and strong while offering additional opportunities for growth, achievement and community involvement to our citizens and businesses. Our mission remains to be the best City in the great state of Missouri.

Thank you for your continued support and participation.

Warmest regards,

A handwritten signature in cursive script that reads "Bill Hennessy".

Bill Hennessy
Mayor



City of O'Fallon City Officials

Mayor

William Hennessy (2013*)

City Council

Ward 1

Bill Gardner (2014*)

Rick Lucas (2013*)

Ward 3

John Haman (2014*)

Richard Battelle (2013*)

Ward 5

Mike Pheney (2014*)

Mike Snowden (2013*)

Ward 2

Rose Mack (2014*)

Jim Pepper (2013*)

Ward 4

Bob Howell, President Pro Tem (2014*)

Jeff Schwentker (2013*)

City Administrator

Keith Riesberg

City Attorney

Kevin O'Keefe

City Judge

Larry Nesslage

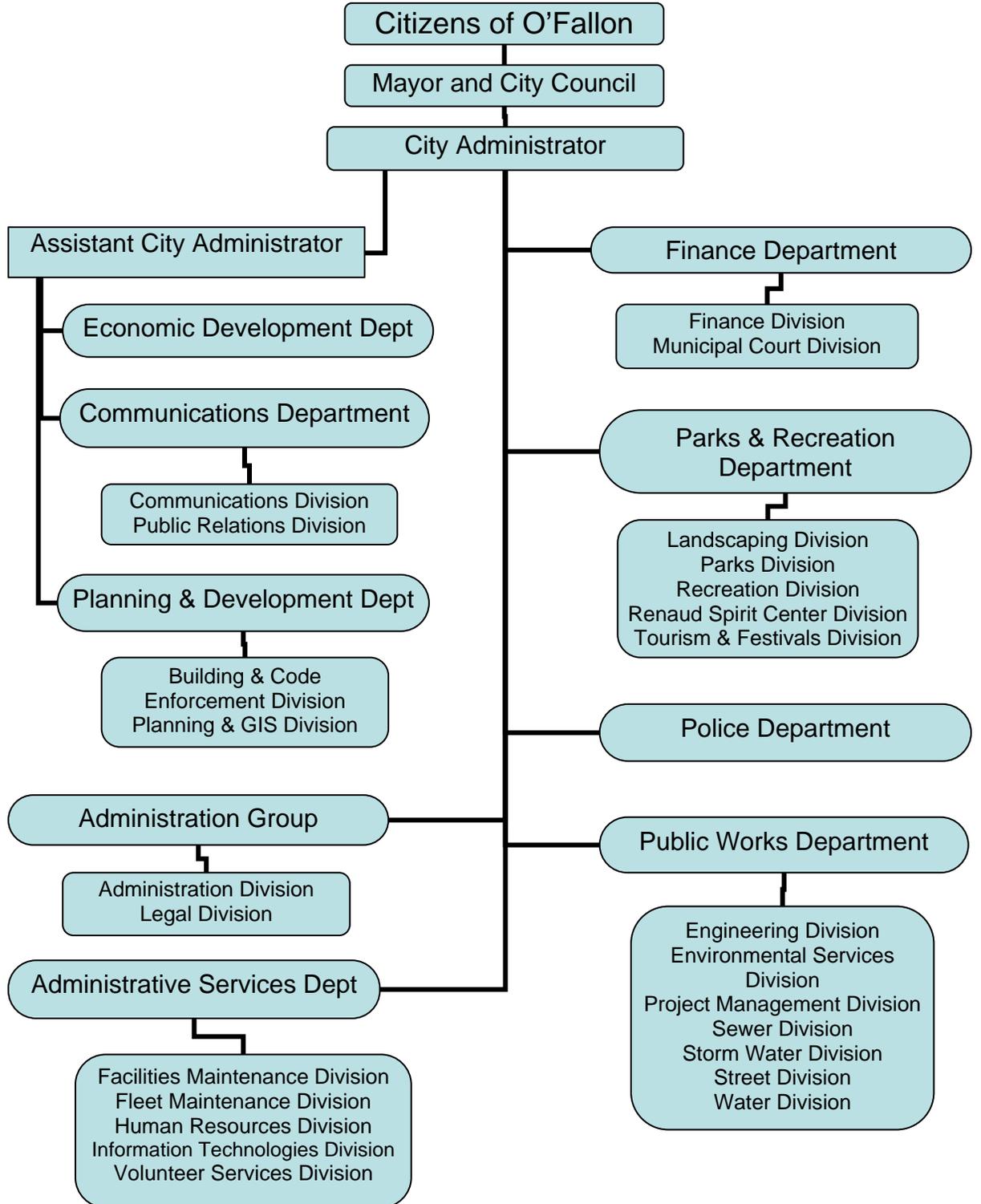
Finance Director

Vicki M. Boschert, CPA

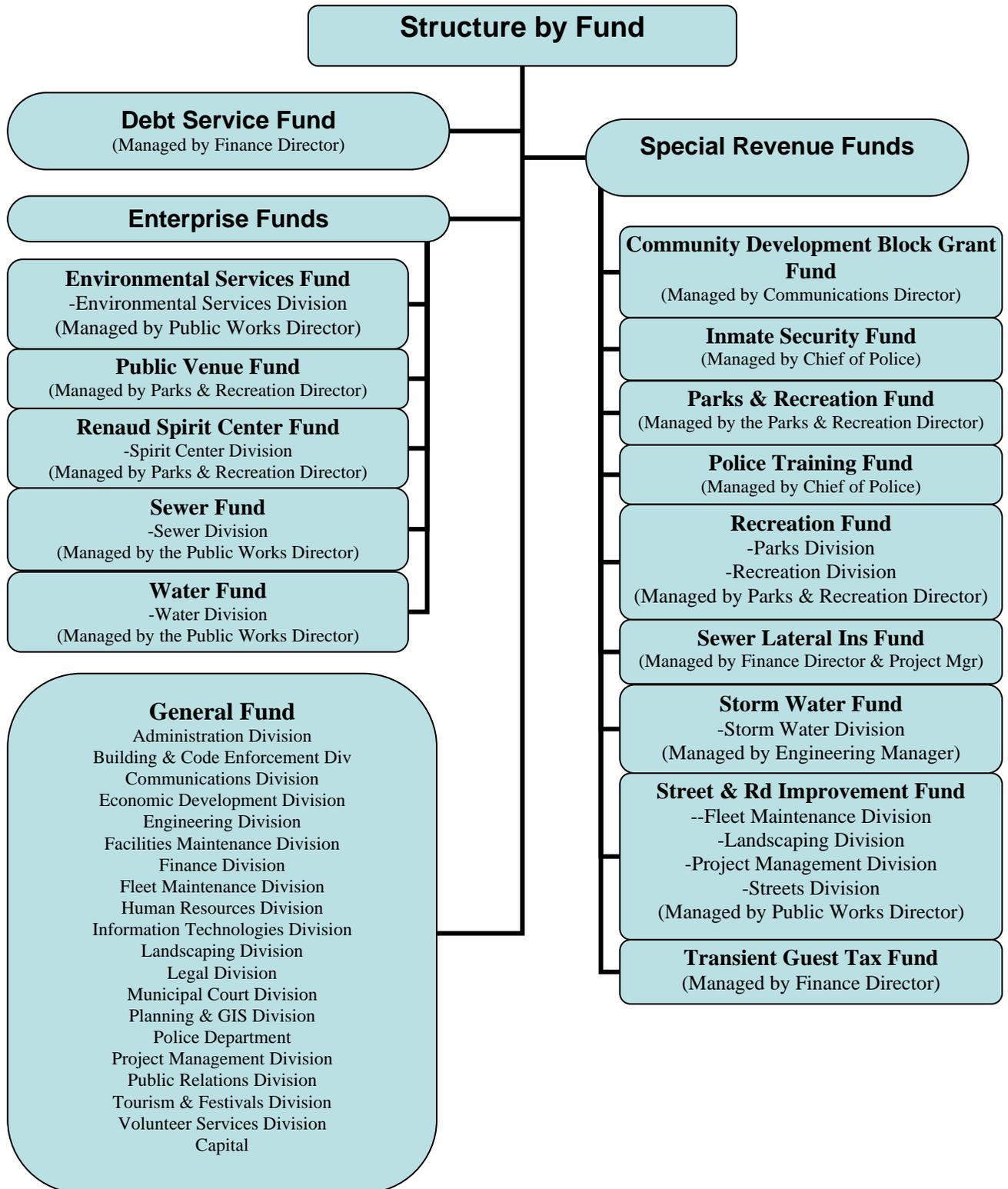
Assistant City Administrator Lenore Toser-Aldaz
City Clerk..... Pam Clement
Public Works Director Steve Bender
Planning & Development Director David Woods
Chief of Police Roy J. Joachimstaler
Administrative Services Director..... John Griesenauer
Parks and Recreation Director Cindy Springer
Economic Development Director Mike Hurlbert
Communications Director..... Tom Drabelle

* Denotes term expiration, all terms expire in April.

**City of O'Fallon, Missouri
Citywide Organizational Chart
2013 Budget**



**City of O'Fallon, Missouri
Fund Type Chart
2013 Budget**







January 11, 2013

**To the Citizens of the City of O'Fallon, Missouri,
Honorable Mayor Hennessy,
and the City Council:**

I am pleased to present the adopted annual budget document of the City of O'Fallon, Missouri for the fiscal year beginning January 1, 2013.

This budget document will serve as the organization's operational blueprint for the coming year. The adopted budget takes into account the priorities of the Mayor and City Council as outlined in their Strategic Plan which was approved via Resolution, as well as the established policies and procedures that govern the City's finances. In compliance with available resources, established policies and sound administrative practices, the Mayor and the City Council craft the budget into a guiding document that charts the future course for service, change and innovation.

2013 Priorities and Issues

The City of O'Fallon's 2013 budget reflects the priorities of the Mayor and City Council as outlined in the City's Strategic Plan, as well as the economic realities facing the City of O'Fallon and the entire region and nation. The adopted Budget anticipates expenditures totaling more than \$80 million, the largest portion being \$28 million for the City's General Fund. In addition, the Budget allocates more than \$23 million to the City's Special Revenue Funds and \$26 million to the City's Enterprise Funds.

During the course of the past year, the General Fund revenues have trended 4.23% higher than anticipated in the 2012 adopted budget. The overall 2013 General Fund revenues are budgeted with a 1.81% increase. The Property Tax Revenues are anticipated to remain flat. Sales Tax revenues are budgeted with a 3% increase over the projected 2012 revenues which are coming in 3.6% over the 2011 actual revenues. Gross Receipts Taxes is expected to increase in 2013. This is partly due to a 14% rate increase by AmerenUE (electric). The City's expenditures also take this rate increase into consideration as the expenses for utilities are increasing across all funds.

Based on the City's Strategic Plan which is adopted annually by the City Council, the top priority for the City is to *focus on infrastructure*, specifically ensuring that the City's infrastructure is designed to meet the needs of current residents and future generations. Accordingly, the City's 2013 Budget reflects this priority.

The City's Street and Road Improvement Fund features more than \$1.6 million in concrete and asphalt repairs and overlays for the City's neighborhood streets and collector roads. This funding will be targeted specifically to those areas rated as most in need of repairs through the City's rating system. In addition, the City will move forward with the \$1.5 million Elaine Drive widening project and continue the West Terra Phase III road widening with more than \$1.1 million in the 2013 Budget.

Other major improvements include the design of the I-70 / Hwy K Interchange that will be managed by the Missouri Department of Transportation (MoDOT) and enhancements for the Highway 364 / Page Extension Project, with construction scheduled to start in May. The new Highway 364 extension will provide improved access to the commercial center of O'Fallon and open up an underutilized corridor for additional development. The City plans to complete the Crusher Drive extension, improvements to Bryan Road intersections and improvements to the Veterans Memorial Parkway and Woodlawn intersection.

In addition to road and street repairs, the City is continuing to invest in our water and sewer infrastructure. In 2013, the Water Fund has budgeted to finance \$2.66 million for the construction of a 2,000,000 gallon water storage tank and \$1.5 million for 3 new medial filters. The Sewer Fund will be replacing bar screen mechanism and sewer lines throughout the year to ensure a safe and efficient system. In addition, the City will be installing a grinder mechanism to the East Lift Station and an additional turbo blower at the waste water treatment plant.

The second priority outlined in the Strategic Plan is *facility improvement plans*. In 2012 the City staff and the City Council started a review of all facility needs to ensure a comprehensive approach to the City's facility planning. In 2013, the City will take the next steps in furthering plans for three significant projects: the development of O'Day Park, the replacement of Civic Hall and development of a plan for a new Justice Center. Depending on the results of this process, it is expected that these items may be brought forward to the voters of O'Fallon as part of a possible bond issue in either late 2013 or early 2014.

The third priority is to start the *equipment replacement fund*. The 2013 budget includes the cost to purchase equipment and software to perform assessments of all equipment and formalize a replacement schedule. A Fleet Manager will be recruited to supplement existing staff, and the City will continue to upgrade/replace equipment as funding allows.

The fourth priority of the Strategic Plan is *economic development*. The City's Economic Development staff will begin the process of developing a new Economic Development Strategic Plan focusing on business retention, the regulatory climate, business attraction and the City's marketing efforts.

Lastly, the Strategic Plan outlines *operational improvements*. In 2013 the City will address staffing needs in various divisions including Police, Information Technology, Fleet Maintenance, Engineering, Building & Code Enforcement and Volunteer Services. Full-time and part-time positions will be added as needed. A new Project Manager will be added to assist with Parks and Recreation projects along with Storm Water projects. Additionally, the City will move all employees to a new compensation plan that was recommended in a recent compensation and benefits study.

REVENUE AND EXPENDITURE HIGHLIGHTS

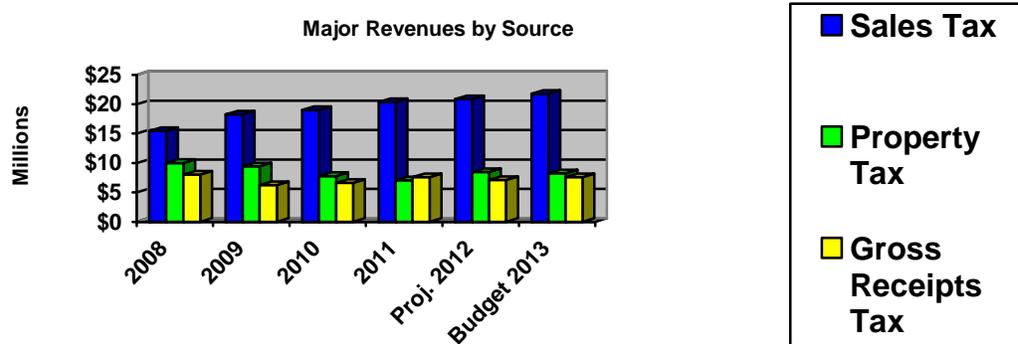
Revenues for the 2013 Budget total \$77,617,459 while Expenses total \$80,959,265. This difference stems from the decision to draw down the City's Debt Service Fund as a subsidy to debt service payments in order to prevent fluctuations in the City's property tax rate and due to several capital improvements. It is explained in detail on page 60 of this publication. This is a 5% decrease in Revenues and a 5.4% decrease in Expenses over the Projected 2012 Budget. This significant decrease in expenditures is due to the partial refinancing of the 2001 COP Bonds that affected the Street & Road Improvement Fund, the Water Fund, the Sewer Fund, the Recreation Fund and the Public Venue Fund.

The Government Finance Officers Association recommends an unreserved fund balance of 20 to 25 percent. Continuing the City's tradition of conservative and responsible financial management, the City of O'Fallon is maintaining a General Fund unreserved fund balance of approximately 40 percent, and in 2013, the City will again exceed the 40 percent. This demonstrates prudent financial management by protecting the City against temporary revenue shortfalls, economic downturns or unexpected expenses. It also allows the City the financial freedom to capitalize on unanticipated opportunities which may present themselves in the coming years.

All the budget changes are explained within each section. Some of the major changes include a continued increase in insurance costs, the replacement and addition of several vehicles to the City fleet and improvements in the City's information technology infrastructure.

Revenues:

The City's economic conditions were taken into consideration when projecting the 2013 revenues. The slower residential and business growth rate within the City, the current economic condition, the variety of shopping options in surrounding areas outside of the City limits and increased fuel and energy costs were all considered. Projections for future years are also discussed in the Revenue section of the budget book.



Annual % Change	Actual 2008	Actual 2009	Actual 2010	Actual 2011	Proj. 2012	Budget 2013	Future Yrs.
Sales Tax	(1.60%)	17.97%	4.16%	7.07%	2.39%	4.53%	1%
Property Tax	(10.89%)	(5.44%)	(7.79%)	(9.27%)	19.76%	(2.75%)	1 - 2%
Gross Receipt Tax	56.12%	(21.95%)	5.59%	15.11%	(6.71%)	7.02%	1 - 1.5%

In the General Fund, property taxes and sales taxes are the City’s largest revenue sources. The 2013 budget is based on a property tax rate of \$0.5512 per \$100.00 assessed valuation which is made up of \$0.3562 General Fund and \$0.1950 Debt Service Fund.

Revenues from all sources for the General Fund are budgeted at \$28.291 million in 2013. Property tax revenues are based on assessed valuations being flat. The sales tax revenues are expected to increase by 3%. Other revenue sources, such as building permits and gross receipt taxes, are subject to some degree of fluctuation based on current economic cycles and weather conditions.

Recreation Fund revenues, which are primarily sales tax and program fees, are expected to be \$5.290 million. Revenues for other funds include the Enterprise Funds (sales and services), Special Revenue Funds (sales tax, property tax, and various fees), and the Debt Service Fund (property tax). Details on these funds can be found in their appropriate section of the 2013 Budget and a general breakdown is in the Budget Summary section.

Expenses:

The 2013 General Fund Budget accounts for the continued replacement of aging materials, including vehicles, major equipment and computers. The budget also includes budgeted increases in the areas of: additional personnel, utilities, gasoline/petroleum, and maintenance on completed projects such as the City Landscaping Identity Program (CLIP). Each division provides details on significant changes in the individual budget sections.

Public Safety remains a priority of the Council and residents. The Police Department's operating budget is more than \$12.55 million. This reflects an increase of \$161,196 or 1.3%, from 2012 and includes the funding of three new police officers and three new communications officers. There will also be 10 vehicles, two motorcycles and one Animal Control van replaced for the Department.

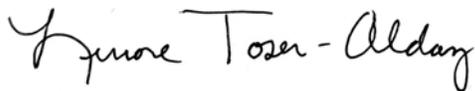
Expenditures for other uses include expenditures for the Special Revenue Funds, Enterprise Funds, and Debt Service Fund. Details are given in each section of the 2013 budget document and a breakdown is outlined in the Budget Summary section.

Special Revenue Fund highlights include nearly \$1.6 million for concrete and asphalt replacements and improvements, and more than \$3.1 million in street and road improvements. The budget also includes \$315,000 to address storm water issues and more than \$1 million for capital improvements in our City parks, which includes the designs for O'Day Park and Civic Hall.

The Enterprise Fund highlights include over \$4.2 million for water system improvements, more than \$860,000 for sewer improvements and more than \$174,000 in upgrades for the Renaud Spirit Center.

The 2013 budget continues the City of O'Fallon's mission to provide the highest quality of services while maintaining a conservative financial approach. Our City's Vision Statement calls for O'Fallon to strive to be "the Best City" in the State of Missouri and the 2013 budget ensures appropriate funding to provide the highest quality of service to our residents and significant improvements to the City's infrastructure, while maintaining the City's conservative fiscal approach for the coming years. It is this disciplined and strategic approach which was outlined in the Strategic Plan laid out by the City Council that has allowed O'Fallon to become – and remain – one of this country's best places to live, work and raise a family.

Respectfully Submitted,

A handwritten signature in cursive script that reads "Lenore Toser-Aldaz".

Lenore Toser-Aldaz
Acting City Administrator

City of O'Fallon Growth Tables

Commercial and Residential Building Construction

Last Ten Fiscal Years				
Fiscal Year	Commercial Construction Permits	Commercial Construction Value	Residential Construction Permits*	Residential Construction Value
2012	143	\$53,600,048	310	\$35,788,912
2011	157	18,422,414	274	38,004,622
2010	190	52,737,185	367	40,987,248
2009	147	77,719,608	369	40,434,498
2008	194	68,587,708	394	45,058,016
2007	220	74,815,357	806	97,668,433
2006	256	73,840,379	794	92,253,660
2005	258	79,398,194	1,000	119,676,737
2004	223	44,922,876	1,108	124,977,615
2003	158	33,878,939	1,260	138,322,727

- Residential Construction includes Single Family and Villa units.

Assessed and Estimated Actual Value of Taxable Property

Last Ten Fiscal Years					
Fiscal Year	Real Property	Personal Property	Railroad & Utility	Total Assessed Value	Total Estimated Actual Value
2012	1,271,462,525	266,973,006	21,879,066	1,560,314,597	\$6,932,205,848
2011	1,262,616,275	241,631,480	22,014,110	1,526,261,865	6,805,064,164
2010	1,307,567,116	227,626,579	19,650,903	1,554,844,598	6,959,053,642
2009	1,283,827,630	229,404,127	19,254,377	1,532,486,134	6,842,731,437
2008	1,359,283,677	242,763,885	18,180,116	1,620,227,678	7,254,416,771
2007	1,305,217,140	242,914,750	18,043,555	1,566,175,445	7,004,432,643
2006	1,154,004,950	225,405,005	17,935,445	1,397,345,400	6,221,991,637
2005	1,072,976,100	213,663,158	16,918,147	1,303,557,405	5,806,750,206
2004	877,185,760	187,611,084	15,694,166	1,090,491,010	4,848,417,694
2003	817,299,210	176,971,575	14,442,713	1,008,713,498	4,466,006,100

In 1984, the state underwent a general reassessment program. Effective January 1, 1985, all real properties were appraised, and current market values were assigned. Reassessments are currently performed every other year. In the past, the assessed value was equal to one-third of the properties' market value; however, after reassessment, residential property assessed valuation equaled 19% of appraised value, agricultural equaled 12%, and commercial and industrial equaled 32%. Personal property continues to be valued at one-third of the properties' market value.

Source: St. Charles County Assessor

Demographic Statistics
Last Ten Fiscal Years

Fiscal Year Ending December 31	O'Fallon Population*	O'Fallon Unemployment Rate
2012	82,215	5.3%
2011	80,860	6.5%
2010	80,252	7.37%
2009	79,158	8.2%
2008	78,058	6.3%
2007	76,884	3.9%
2006	74,482	3.7%
2005	72,116	4.1%
2004	69,136	4.2%
2003	65,834	4.6%

* The 2010 census population as of March 31, 2010 for the City of O'Fallon was published as 79,329. The City estimates are from the 4th quarter of the year. US Department of Labor, Bureau of Labor Statistics, Local Area Unemployment Statistics Data

2012 Major Employers

<u>Major Employers</u>	<u>Product/Service</u>	<u>Employees</u>
Citigroup	Financial Services	4,900
Fort Zumwalt School District	Education	2,700
MasterCard International	Global Technology Headquarters	2,000
True Manufacturing, Inc.	Freezers & Commercial Coolers	N/A*
MEMC Electronic Materials	Silicon Wafers Manufacturing	716
City of O'Fallon	Municipal Services	674**
Firemen's Fund Insurance Company	Insurance	577
Wal-Mart	Discount Retail Department Store	436
Delmar Gardens / Garden Villas of O'Fallon	Skilled Nursing Care & Retirement Comm	370
Progress West HealthCare Center	Medical Services	367

Source: City of O'Fallon, Missouri, Economic Development Department.

*Business requested actual number not be published. They fall in at the 4th largest employer in the City.

** The number of employees includes full-time, part-time and seasonal employees active at the time of the request.

City of O'Fallon - Top 10 Taxpayers 2012

Property Name/Owner	Type of Business	2012 Assessed Valuation of Real & Personal Property	% of Total Assessed Valuation
Three T partnership/ Six T partnership	Mfg. of Refrigeration Eqp	17,292,216	1.11%
M.E.M.C.	Electronics	13,702,463	0.88%
Garden Villas of O'Fallon / Delmar Gardens	Retirement Living	9,685,809	0.62%
THF O'Fallon Development	Retail Development	6,623,440	0.42%
Mastercard Intl Tax	Mastercard	6,584,367	0.42%
CitiMortgage	Credit Card Operations	6,391,866	0.41%
DP II LLC (Caplaco Five, Inc)	Dierbergs Retail/Grocery	5,906,280	0.38%
MEPT West 70 Commerce Center, LLC	CitiMortgage Record Ctr	5,301,520	0.34%
American Power Conversion Corp	Energy	4,974,909	0.32%
Darlington Enclave at Winghaven UI LLC	Winghaven Apartments	4,657,240	0.30%

Source: St. Charles County Assessor's Office, Market Research Division.

In April 2009, the residents of the City voted and approved for the City to become a Home Rule Charter. The structure of the Charter City consist of an elected Mayor and ten elected City Council members, in whom the legislative power of the City is vested. The Mayor is elected to a four-year term, while the City Council members are elected to alternating three-year terms. These elected officials represent the citizens through the establishment and adoption of policies to govern the provision of City services. These policies take the form of ordinances or resolutions which establish laws, rules, and regulations.

The annual budget process is designed to be reflective of the sentiments of the citizens, City officials, and staff, as well as, the basic values of the City organization. The Mayor and City Council refine and direct the City organization's objectives to reflect the needs and desires of citizens.

Similar to any growing community, the Mayor and City Council face the challenge of preparing for future needs and issues. To meet this challenge, the Mayor and City Council participate in a goal setting process as a strategy to proactively manage change. The process helps develop a consensus of purpose to work towards common goals. It also requires a uniform commitment and recognition that City achievements are the result of combined efforts and leadership.

With the establishment of the Policy Agenda, staff has developed a series of action plans to accomplish the items identified by the Board and has incorporated it into this year's budget. Staff's accomplishment in meeting with these objectives is reviewed by the City Administrator and updates as to the status are presented to the Mayor and City Council.

The following is an outline of the long-range goals as established by the City Council.

Continuation of the acquisition and development of quality City facilities.

- Review available land for potential future acquisition of park land.

Assess policy issues tied to the engineering, right of way acquisition, and construction for infrastructure projects.

- Study the options available to increase capacity for the water and wastewater processing system.
- Design and construct facilities as needed.
- Support the continued progress on the 10-Year Transportation Improvement Plan.

Support policy development that encourages the location of high-tech and similar environmentally friendly businesses along the I-64 corridor.

- Promote economic development opportunities citywide.
- Coordinate with various taxing jurisdictions to review the viability of major projects.
- Maintain a database of land and building inventory available for development in O'Fallon's growth area.
- Support the adoption of development standards which enhance the quality of the City's infrastructure.



Excellent financial management is the key to successfully completing the goals of citizens, elected officials and City staff. Strategic management and community planning are dependent on the availability of resources and the ability to obtain financing.

Financial Management

Prudent management of the City's financial resources allows for the continued ability to provide quality municipal services. Responsible financial management is critical to making effective and efficient use of available resources. In April 2012, the City Council approved the policy section of the Financial Policies and Procedures Manual to provide the foundation for financial and operational systems management. These policies are designed to ensure the financial integrity of the City and to provide cost-effective services to the citizens. The Financial Policies and Procedures Manual is reviewed periodically to address issues as needed.

The Financial Policies and Procedures Manual includes five significant goal statements that serve as the basic guiding parameters for financial management of the City. These goal statements are as follows:

- Goal I: To establish and sustain a community-supported service system.
- Goal II: To have a capital improvement program that adequately maintains and enhances the public's assets over their useful life.
- Goal III: To provide cost-effective services to citizens.
- Goal IV: To provide financial and other service information to enable citizens to assess the costs and results of City services.
- Goal V: To follow prudent and professional financial management practices to assure residents of O'Fallon and the financial community that our City government is well-managed and in sound fiscal condition.

Within the framework of these broad goal statements, the Financial Policies and Procedures Manual contains specific financial management policies to guide short-term decision-making. These policies specifically address functional areas of the financial operation, including debt, investments, purchasing, payroll, accounts payable and cash collections. The following are examples of some of the policies used to guide daily operations.

- The City will follow State laws and local investment guidelines, and shall abide by the following criteria in priority order; preservation of capital, maintenance of a liquid position and maximum yield.
- The City will not fund current operations from the proceeds of borrowed funds, except for short term cash flow borrowing such as Tax Anticipation Notes.
- When the City uses long-term debt financing, it will repay the debt within a period not to exceed the useful life of the improvements or equipment.

- The Council adopts an annual budget on the *modified accrual basis of accounting* for all governmental fund types.

The following summarizes information regarding other topics contained in the Financial Policies and Procedures Manual.

Budgeting

The operating budget is based on the *Balanced Budget* principle of financing current expenditures with current revenues and accumulated reserves. Operating expenditures will not be directly supported by debt. Expenditures shall include adequate funding of retirement benefits and adequate maintenance and replacement of capital and operating assets. The budgeted expenditures reflect the City's perceived needs and desires of the community based on available information and long-range planning.

The City Council adopts an annual budget on the *modified accrual basis of accounting* for all governmental fund types (General Fund, Debt Service Fund, Special Revenue Funds, Capital Project Funds and Enterprise Funds). The budget is based on generally accepted accounting principles as promulgated by the Governmental Accounting Standards Board.

The City Council holds budget work sessions with the City Administrator, Finance Director and staff to make final revisions to the proposed budget. No less than a ten day notice is given by publication announcing a public hearing on the proposed budget in a newspaper with general circulation within the City. After the legal notice is published, the public hearing and introduction of the bill for the adoption of the annual budget are held at the Council meeting in the month of November. The notice also informs the public that a copy of the proposed budget may be inspected at City Hall, during business hours.

The budget is adopted before December 31st of the year prior to enactment.

City officials review budget appropriations and actual financial requirements again at mid-year. The City Council may amend or adjust the budget, by adoption of an amending budget ordinance, which adjusts the revenue and expenditure authorization during the budget year.

The following is a sample calendar illustrating the timing and responsibility of issues related to the budget process.

Budget Process Timeline

Responsible Party

- Mayor and City Council => **MC**
- City Administrator => **CA**
- Finance Director => **F**
- Department Heads => **DH**
- All Parties => **A**

	June				July				August				September				October				November				December			
	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W
	k	k	k	k	k	k	k	k	k	k	k	k	k	k	k	k	k	k	k	k	k	k	k	k	k	k	k	k
Prepare Mid-Year Adjustment Requests	DH		DH																									
Mid-Year Budget Work Sessions			A																									
Mid-Year Budget Recommendations to City Council					F		F																					
Compile Prior Year and Year-to-Date Information									F		F																	
Departmental Information Distributed for Next Fiscal Year Budget Preparation											F																	
Preparation of New Budget Requests, Revise Mission Statements and Update Performance Benchmarks																												
Budget Requests Due to Finance Director																DH												
Non-General Fund Budgets and Revenue Forecasts Due to Finance Director																				A								
City Staff Reviews Budget Requests																												
Financial Impacts, Preliminary Fund Balancing and Non-Departmental Budgets Prepared																												
City Administrator's Recommendations and Narrative Update Are Prepared																												
Budget Packets Are Prepared and Distributed to City Council																												
General Fund and Parks Fund Revenues and Departmental Budgets Reviewed by City Council																												
City Council Work Sessions																												
Publish 10-Day Notice for Public Hearing on Budget																												
Public Hearing and First Reading																												MC
Final Reading and Approval of Budget																												MC

Financial Monitoring

This section outlines the general financial monitoring responsibilities involved in the management and use of the City's resources.

- I. **City Administrator** - The City Administrator is ultimately responsible for the implementation and management of the budget and for the proper use, preservation and protection of the City's assets. The City Administrator may delegate this authority and responsibility to department heads or other City staff.
- II. **Finance Division** - The Finance Director's responsibility is to monitor the fiscal and program implementation of the approved budget. The Finance Director reports to the City Administrator and the City Council, on various aspects of the budget implementation and management. In addition, the Finance Division works closely with other divisions to apprise them of their financial status and of any potential issues that may affect their operations. The Finance Division may review fiscal or operational issues affecting any part of the City organization.
- III. **Divisions** - Each Division is responsible for monitoring and managing their resources, ensuring budgets are not exceeded and all expenditures are in conformity with City, state, and federal ordinances, statutes, policies, and regulations.

Independent Audits and Financial Reports

Sound business practice and federal and state laws require annual, independent audits of the City's financial statements. The independent accounting firm of Hochschild, Bloom & Co., LLP performed the City's 2011 audit and issues an opinion on the City's General Purpose Financial Statements and other reports as required by the Single Audit Act of 1984.

The City's Finance staff prepares substantial analytical documentation for the annual audit and produces the Comprehensive Annual Financial Report in accordance with generally accepted accounting principles and statutory requirements. Historically, the auditor's opinions on the City's financial statements have been unqualified and the Auditor's reported the City to be in compliance with the Single Audit.

Working Capital

Through prudent fiscal management, the City has avoided the need for short-term borrowing. The City estimates revenues realistically for the annual budget. General Fund resources have typically exceeded requirements, as evidenced by the growth in fund balance.

Financial Planning

The City Council requires the preparation of multi-year financial forecasts. These forecasts are used for both operating and capital expenditure planning. Forecasting enables the Council and the community to evaluate the impact of service-level decisions as well as identify and adapt to the effects of revenue and expenditure trends.

Controls

In addition to standard financial management controls and internal management and operating policies and procedures, several other financial controls provide additional security of City resources:

- **Purchasing** - The procurement process utilizes a centralized purchase order system, on all purchases exceeding \$4,000, requiring division authorization within approved limits. Controls on both dollar value and individual staff purchasing authorization have been implemented through the use of purchasing cards.
- **Expenditures** - The City's automated expenditure processing system verifies requested expenditures against current budget availability to prevent spending in excess of appropriations.
- **Investment Ratios** – The City's Investment Policy purpose is to establish investment guidelines. The Finance Division prepares a quarterly report that, among other things, reports composition and maturity breakdowns to compare to the suggested guidelines. The primary objective of the City of O'Fallon's investment activities is the preservation of capital. Below is a chart with the ratio guidelines*.

Composition Guidelines		Maturity Guidelines			
Investment Type	Suggested Limit	As of 12/31/12	Days Remaining to Maturity	Suggested Limit	As of 12/31/12
U.S. Treasury Bills & Notes	90%	0%	Less than 30	0%	91%
U.S. Government Agencies	75%	0%	Less than 90	0%	91%
Time Certificates of Deposit	90%	9%	Less than 180	0%	93%
Repurchase Agreements (overnight)	90%	91%	Less than 365	50%	96%
U.S. Government Instrumentalities	75%	0%	Less than 1,825 (5 yrs)	100%	100%

* The current investment is backed 105% in collateral with securities such as Federal Home Loan Bank, Federal Home Loan Mortgage Corporation, Federal National Mortgage Association, etc. The Overnight Repurchase Agreement is available daily so it is 100% liquid. The Investments include Reserve Funds that are currently invested out.





General Fund Revenues
& Projections

Debt Service Fund Revenues
& Projections

Special Revenue Funds Revenues
& Projections

Capital Projects Funds Revenue

Revenues & Projections

This section provides a comprehensive discussion of revenues and projections for the City's General Fund, Debt Service Fund, Special Revenue Funds, and Capital Projects Funds.



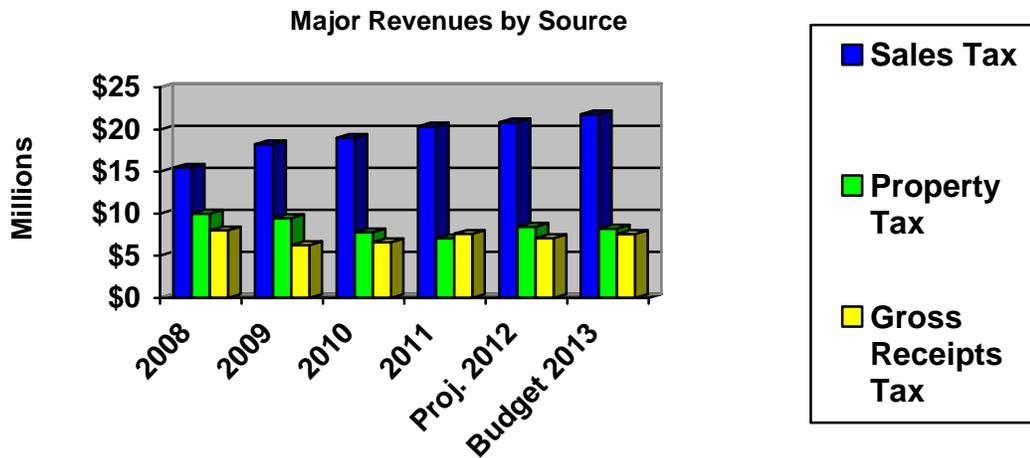
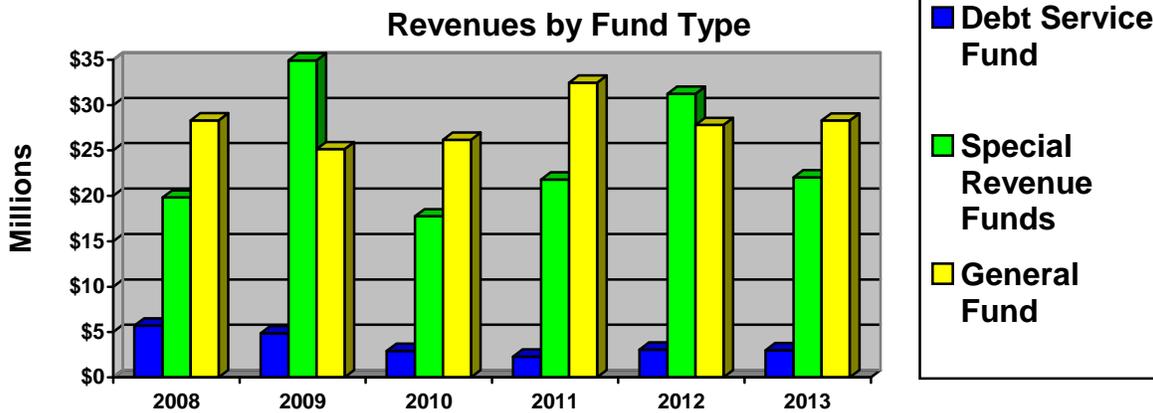


Revenues & Projections

Fiscal Year 2013

The following section presents an analysis of revenues, including actual collections from prior years, projected budget amounts for 2012, budgeted amounts for 2013 and projections for future years. This section includes revenues for the General Fund, Debt Service Fund, Special Revenue Funds and Capital Project Funds (historical information).

The following chart shows actual revenues for 2008 to 2011, projected budget revenues for 2012 and budget revenues for 2013.



Annual % Change	Actual 2008	Actual 2009	Actual 2010	Actual 2011	Proj. 2012	Budget 2013	Future Yrs.
Sales Tax	(1.60%)	17.97%	4.16%	7.07%	2.39%	4.53%	1%
Property Tax	(10.89%)	(5.44%)	(7.79%)	(9.27%)	19.76%	(2.75%)	1 - 2%
Gross Receipt Tax	56.12%	(21.95%)	5.59%	15.11%	(6.71%)	7.02%	1 - 1.5%

Note: This is for total tax collected for all funds.

General Fund Revenue**Fiscal Year 2013**

(Dollars in Thousands)

Revenue Source	Actual 2008	Actual 2009	Actual 2010	Actual 2011	Projected	
					Budget 2012	Budget 2013
Taxes						
Property Taxes	\$5,324	\$5,401	\$5,627	\$5,182	\$5,536	\$5,401
Surtax - Commercial Real Property	199	288	269	367	349	349
Gross Receipts Tax	8,025	6,263	6,606	7,604	7,094	7,592
Sales Tax	9,866	9,408	9,778	10,405	10,784	11,108
Institutional Tax	4	2	23	33	25	25
Total Taxes	\$23,418	\$21,362	\$22,303	\$23,591	\$23,788	\$24,475
Intergovernmental Revenues						
State Motor Fuel Tax	\$600	\$0	\$0	\$0	\$0	\$0
State Grants	341	391	467	738	266	200
Total Intergovernmental	\$941	\$391	\$467	\$738	\$266	\$200
Licenses, Fees & Other Revenue						
Home Occupation Permits, Merchants & Liquor Licenses	\$101	\$109	\$182	\$220	\$226	\$229
Sign & Fence Permits	32	20	23	23	30	33
Residential & Commercial Building Permits	736	716	701	421	604	571
Electrical, Plumbing, Subdivision Improvement & Demolition Permits	71	68	74	85	88	90
Mobile Home Permits	3	2	1	2	2	2
Master House & Commercial Plan Review	97	92	109	68	81	73
Planning Services	229	120	206	133	170	140
Police Services	6	16	91	146	96	2
Court Fines, Crime Victims and Restitution	1,822	1,716	1,513	1,842	1,861	1,898
Parks & Recreation/Special Events	131	141	168	162	188	178
Misc. Revenues (Sale of Ppty & Misc. Permit)	447	274	242	512	254	252
Total Licenses, Fees & Other	\$3,675	\$3,274	\$3,310	\$3,614	\$3,600	\$3,468
Other Financing Sources	\$0	\$0	\$0	\$3,532	\$0	\$0
Transfers In	\$0	\$0	\$0	\$944	\$119	\$118
Interest	\$285	\$107	\$82	\$66	\$25	\$30
Total Revenue	\$28,319	\$25,134	\$26,162	\$32,485	\$27,798	\$28,291

Note: In 2008 the residents approved the Parks Storm Water Sales Tax for ½ cent. The Parks portion of the Property Tax was reduced to zero. The City applied \$600,000 of the State Motor Fuel Tax to the General Fund to help pay for the new Police radio system.

General Fund Revenue - Projections

Fiscal Year 2013

(Dollars in Thousands)

Revenue Source	Projections		
	Fiscal Year 2014	Fiscal Year 2015	Fiscal Year 2016
Taxes			
Property Taxes	\$5,456	\$5,565	\$5,676
Surtax - Commercial Real Property	356	363	371
Gross Receipts Tax	7,699	7,808	7,920
Sales Tax	11,219	11,331	11,444
Institutional Tax	0	0	0
Total Taxes	\$24,730	\$25,067	\$25,411
Intergovernmental Revenues			
Various Intergovernmental Agreements	\$150	\$150	\$150
Total Intergovernmental	\$150	\$150	\$150
Licenses, Fees & Other Revenue			
Home/Rental Occupation Permits, Merchants & Liquor Licenses	\$256	\$259	\$262
Sign & Fence Permits	33	34	34
Residential & Commercial Building Permits	485	460	435
Electrical, Plumbing, Subdivision Improvement & Demolition Permits	88	88	89
Mobile Home Permits	2	2	2
Master House & Commercial Plan Review	28	28	28
Planning Services	121	122	123
Police Services	3	3	3
Court Fines, Crime Victims and Restitution	1,935	1,973	2,011
Parks & Recreation Programs	172	175	176
Miscellaneous Revenue	255	258	261
Total Licenses, Fees & Other	\$3,378	\$3,402	\$3,424
Other Financing Sources	\$118	\$118	\$119
Interest	\$30	\$35	\$35
Total Revenue	\$28,406	\$28,772	\$29,139

Property Taxes**\$5,401,598**

Property taxes include revenues from current and delinquent tax collections on real property, personal property, and railroad and utility property.

Real property taxes are levied each August based on the assessed valuation of property located in the City, as of the previous January 1. Assessed valuations are established by the St. Charles County Assessor. The City tax rate for Fiscal Year 2013 is expected to be levied at \$0.5512 per \$100 of assessed valuation. This expected levy would include \$0.3562 for the General Fund and \$0.1950 for the Debt Service Fund. Residents are billed in November. Taxes are due and collectible on December 31, and are delinquent and represent a lien on related property on January 1 of the following year. Taxes are billed, collected and remitted to the City by the St. Charles County Collector for a fee of 2.1% (1.5% to County Collector and 0.6% to Assessor) of the taxes collected, except for railroad and utility.

Reassessments on real property are performed every two years. In the past, the assessed value was equal to one-third of the property's market value. However, after the state restructured the assessment process in 1984, assessed valuation of residential property equaled 19% of appraised value, agricultural equaled 12%, and commercial and industrial equaled 32%. Personal property continues to be valued at one-third of the property's market value.

Personal property taxes are applied to one-third of the NADA trade-in value for vehicles and trucks as of January 1 of each year. Boats and other special vehicles are taxed on one-third of the market value, in general, however, special situations do exist for non-standard items. Personal property taxes are assessed, billed, collected and distributed at the same rate and in the same manner as real estate taxes.

Railroad and utility taxes are levied on property owned by the railroads and utilities within St. Charles County. The amount attributable to each municipality is based upon the holdings within the city limits of each jurisdiction. The tax rate for 2013 is \$0.5512 per \$100 of assessed valuation. These taxes are billed, collected and remitted to the City by the St. Charles County Collector for a fee of 1% per state statute.

Property Tax Projections for future fiscal years are based on the expected tax rate of \$0.5512 per \$100 of assessed valuation. The projections take into consideration the stability of property values and a slowing growth pattern of new construction. The City budget reflects no change in overall property tax revenue. In 2012, the City maintained the existing property tax rate. The reductions in collections represent a decline in assessed values. The City's tax base has the potential to grow even with the slow housing market due to available land to be developed and possible voluntary annexation adjacent to the City limits. Actual, budgeted and projected amounts are net of collection fees and are estimated at 97% collection rate.

Surtax on Commercial Real Property

\$349,252

The surtax on commercial real property is \$0.53 per \$100 of assessed valuation. The tax is a replacement for the merchants and manufacturers tax, which was discontinued as a result of a reassessment in 1985. The tax is shared on a proportional basis within each county based on lost revenue from 1985. The assessed valuation on commercial real property is calculated at 32% of the market value.

Surtax Projections are based on previous year’s trend shown below. The more the City expands (or the less City contracts in comparison to other areas within the County), the higher percentage of the collected Surtax the City will receive. Surtax is allocated between the General and Debt Service Funds based upon the applicable property tax rate as a percentage of the total City property tax rate.

Annual % Change	Actual 2008	Actual 2009	Actual 2010	Actual 2011	Projected 2012	Budget 2013	Future Yrs.
Surtax	0.00%	44.72%	(6.60%)	36.43%	(4.90%)	0.00%	2.00%

Gross Receipts Tax

\$7,591,664

The gross receipts tax is applied to any person, partnership, venture, or corporation engaged in the business of supplying electricity, gas, water, telephone, or other utilities to residents of the City. This includes a tax of 5% of the gross receipts from such businesses on the first \$10,000 purchased monthly by a user and a tax of 0.5% on all purchases in excess of \$10,000 per month. Remittance of tax from Ameren UE is at 4.84% of the gross receipts on the first \$10,000 and 0.49% on all purchases in excess of the \$10,000 per month. In 2006 a utilities license fee rebate for exempt customers on electricity, gas and telephone was started. This is for senior citizens and residents on disability that make below a certain income level. The rebate amount is paid from the General Fund.

Gross Receipts Tax Projections are based on the slowing in residential and commercial construction, and takes into consideration the increase in AmerenUE rates approved in late 2011. This rate increase began showing up on residential utility bills at the end of 2012. In 2012, the City is projecting a decrease of 6.7% which takes into consideration the settlement payment received in 2011 for previously protested taxes. The 2013 Budget is set for a 7.0% increase followed by smaller increases in 2014, 2015 and 2016 of 1.4% each. The Gross Receipts projections isolated the one time settlement and the utility affected by the rate increase and addressed them separately. The City expects this revenue source to stabilize in 2013.

Sales Tax

\$11,107,753

Sales taxes are collected on retail sales in the City. The tax rate of 7.950% is comprised of the following:

4.000%	State – General
0.125%	State – Conservation
0.100%	State – Parks & Soils
1.450%	County
0.100%	County - Regional Park Tax
0.125%	County – Community Services for Children
0.050%	County – Emergency Management System
<u>2.000%</u>	City
7.950%	Total Sales Tax

Sales tax collections are a strong source of revenue for the City and remain the largest source of income.

Up to an additional 1.00% Sales Tax may be added for Transportation Development Districts and Community Improvement Districts located throughout the City.

Sales Tax Projections for future years are based on the change in population and commercial development both within and outside of the City limits. It takes into account businesses that opened or closed in 2012 and retail expected to open during the 2013 Budget year. For 2013, the City is expecting a 1% increase in Sales tax.

Intergovernmental Revenue

\$199,742

The City has entered into various contracts with the State of Missouri and various federal agencies for grants. The grants reimburse the City for a percentage of costs incurred to complete the project requirements. Current grants include, but are not limited to, COPSFast, DARE and School Resource Officers.

Licenses, Fees & Other Revenue

\$3,468,398

The following licenses, fees and other revenue are collected by the City for services provided to the community.

Home occupation permits are required by all individuals in the City who have an established occupation operated from their residence. The fee is \$15 with no additional charges for renewal.

Merchant / Business licenses are required by all merchants conducting business in the City. The initial license is \$50. The annual renewal amount is \$15.

Liquor licenses have the following fee structure: Sunday sales original package, Sunday sales restaurant/bar, Liquor Wholesaler – Solicitor License, \$300 each; Liquor by the drink with a full liquor license, original package retail, \$450 each; 5% beer & light wine, 5% beer and light wine

14% by weight, 5% malt liquor - by drink, 5% Malt Liquor Original Package, Caterers License, \$75 each; MicroBrewery License, \$150; Beer/Liquor by the Drink – Caterers License, \$10 per day; Consumption Liquor License, \$90; Wine Tasting, beer/liquor by the drink - picnic license, Liquor by the Drink – Extension of Premise License, \$37.50 each.

Permanent sign permits are \$35 plus \$1.00 per square foot of sign area.

Temporary sign permits are \$35 for first 30 days; \$55 for days 31-60; \$75 for next 61-90 days.

Directional sign permits are \$150 for initial permit plus \$1.00 per square foot of sign area.

Directional sign permit annual renewals are \$50 per sign.

Directional sign permit weekends only are \$150 per calendar year.

Tent permits are \$200 (\$100 is refundable after removal).

Fence permits are a one-time fee of \$10.

Temporary Use Permit - \$15.

Residential Building permit fee is calculated by assessing fixed fees (based on the current ICC fee schedule) for the square footage of each of three living spaces within the home. The three living spaces are the living area, basement area and garage.

Basement Finish permits are \$50 for the plan review plus cost of construction times .0045 (minimum of \$50) for the permit fee.

Commercial building permit fees (based on the ICC fee schedule) depend on the use, square footage and type of construction of the facility.

Conditional Use Permits (CA) – are \$100 plus the cost of notification and follow-up mailings (Transfers are \$50).

Display House Plat is \$100.

Planned Development (Area & Final Plan)- \$300 each plus the cost of public hearing publication and notification mailings.

Planned Unit Development (Area Plan)- \$300 plus the cost of public hearing publication and notification mailings. **(Final Plan)** - \$150 Application fee.

Electrical permits are cost of construction times .0045 (minimum \$65) for residential and commercial buildings.

Plumbing permits are cost of construction times .0045 (minimum \$65) for residential and commercial buildings.

Subdivision improvement permits are \$50 for decks and above ground pools. Patio cover permits are \$35 and \$50 for the Plan Review Fee.

Inground pool permits are .0045 times the cost of construction (minimum \$100).

Room additions are cost of construction times .0045 (minimum \$50) and \$50 for plan review fee.

Screened Rooms are cost of construction times .0045 (minimum \$100)

Solar Panel permits (Residential) are \$50.

Residential Rental Occupancy permits are \$75 for single family homes and range from \$40 to \$50 for multi-family units depending on the number of units inspected at the same time.

Garage addition permits are cost of construction times .0045 (minimum \$75) for permit fee and \$50 for plan review fee.

Demolition permits are \$100 for commercial and \$50 for residential.

Mobile home permits are \$50 and include an electrical hook-up, plumbing hook-up, accessory building (shed) and deck inspections.

Master house plan reviews are conducted at a minimum cost of \$250.

Commercial plan review fee is a minimum cost of \$250 on new buildings.

Zoning maps are \$10 each for large (36" x 50") and \$5 for small (11" x 17") versions.

Zoning Verification Letter/Certificate of Zoning Compliance is \$15.

Zoning District Classification Amendment is \$100 plus cost of public hearing publication and notification mailings.

Site plan review costs \$150.

Preliminary plat review costs \$150 plus the cost of public hearing publication and notification mailings.

Variance Request & Appeal of an Administrative Decision is \$100.

Miscellaneous planning charges include books on the following: *zoning code*, \$30; *sign code*, \$10; *comprehensive plan Imagine O'Fallon 2010*, \$20; and *subdivision regulations*, \$20.

Voluntary Annexation- No costs.

Codes and documents listed above are available for printing or downloading on the City website for no cost.

Police Services include **alarm sounding fees** that are assessed to the site after the third false alarm has occurred. The fourth and any subsequent false alarm is a fine of \$100 per occurrence.

Court Fines are assessed by the Municipal Court. Projections reflect the steady increase over the past years in population, traffic, and coverage area.

Crime Victims Fund is a \$7.50 fee per violation except non-moving traffic collected by the City. The City remits 95% to the Missouri Department of Revenue.

Restitution is assessed by the Municipal Court for acts in which damage to property is recovered.

Interest

\$30,000

Interest revenue is earned on the City's investment portfolio. The City invests idle funds. Gains and losses on sales of investment securities and interest earned on investment securities and repurchase agreements are included. Projections are based on the existing portfolio's performance and anticipated cash requirements that may reduce the amount available for investment. Since investment income is dependent on economic conditions, projected amounts are conservative.

Debt Service Fund Revenues and Projections

Fiscal Year 2013

(Dollars in Thousands)

Revenue Source	Actual 2008	Actual 2009	Actual 2010	Actual 2011	Projected	
					Budget 2012	Budget 2013
Taxes						
Property Taxes	\$4,555	\$4,023	\$2,166	\$1,889	\$2,933	\$2,834
Surtax - Commercial Real Property	173	239	190	127	104	135
Miscellaneous	4	1	8	12	10	10
Bond Proceeds	0	0	0	0	0	0
Interest	993	605	553	253	15	5
Total	\$5,725	\$4,868	\$2,917	\$2,281	\$3,062	\$2,984

Revenue Source	Projected		
	Fiscal Year 2014	Fiscal Year 2015	Fiscal Year 2016
Taxes			
Property Taxes	\$2,870	\$2,898	\$2,926
Surtax - Commercial Real Property	138	140	143
Interest	5	5	5
Total	\$3,013	\$3,043	\$3,074

Property Taxes

\$2,833,908

Real property taxes are levied each August based on the assessed valuation of property located in the City, as of the previous January 1. Assessed valuations are established by the St. Charles County Assessor. The City tax rate for Fiscal Year 2013 is expected to be levied at \$0.5512 per \$100 of assessed valuation. This expected levy would include \$0.3562 for the General Fund and \$0.1950 for the Debt Service Fund. The funds accumulated in the Debt Service Fund are used to pay principal and interest on general obligation bonds.

Personal property taxes are applied to one-third of the NADA trade-in value for vehicles and trucks as of January 1 of each year. Boats and other special vehicles are taxed on one-third of the market value, in general, however, special situations do exist for non-standard items. Personal property taxes are assessed, billed, collected and distributed at the same rate and in the same manner as real estate taxes.

Railroad and utility taxes are levied on property owned by the railroads and utilities within St. Charles County. The amount attributable to each municipality is based upon the holdings within the city limits of each jurisdiction. The tax for 2013 is expected to be \$0.5512 per \$100 of assessed valuation.

Property Tax Projections for future fiscal years are based on the expected tax rate of \$0.5512 per \$100 of assessed valuation. The projections take into consideration the stability of property values and a slowing growth pattern of new construction. The City budget reflects no change in overall property tax revenue. In 2012, the City increased the Debt Service portion of the property tax rate. The City's tax base has the potential to grow even with the slow housing market due to available land to be developed and possible voluntary annexation adjacent to the City limits. Actual, budgeted and projected amounts are net of collection fees and are estimated at 97% collection rate.

Surtax on Commercial Real Property **\$135,000**

The surtax on commercial real property is \$0.53 per \$100 of assessed valuation. The tax is a replacement tax for the merchants and manufacturers tax, which was discontinued as a result of a reassessment in 1985. The tax is shared on a proportional basis within each county based on lost revenue from 1985. The assessed valuation on commercial real property is calculated at 32% of the market value.

Surtax Projections are based on previous year's trend shown below and the 52.82% increase in the Debt Service Fund's portion of the property tax rate levied. The more the City expands (or the less City contracts in comparison to other areas within the County), the higher percentage of the collected Surtax the City will receive. Surtax is allocated between the General and Debt Service Funds based upon the applicable property tax rate as a percentage of the total City property tax rate.

Annual % Change	Actual 2008	Actual 2009	Actual 2010	Actual 2011	Projected 2012	Budget 2013	Future Yrs.
Surtax	(2.26%)	38.15%	(20.50%)	(33.16%)	(18.11%)	29.81%	2.00%

Interest **\$5,000**

Interest revenue is earned on the City's investment. The City invests idle funds. Gains and losses on sales of investment securities and interest earned on investment securities and repurchase agreements are included. Projections are based on the existing portfolio's performance and anticipated cash requirements that may reduce the amount available for investment. Since investment income is dependent on economic conditions, projected amounts are conservative.

The decrease over the past few years is due to the reduction of funds in escrow that are paying off bond refundings that the City has issued. In 2011, the City paid out almost \$12 million for a crossover refunding which was a large reduction in the fund balance.



Special Revenue Funds Revenue

Fiscal Year 2013

(Dollars in Thousands)

Revenue Source	Actual 2008	Actual 2009	Actual 2010	Actual 2011	Projected	
					Budget 2012	Budget 2013
Community Development Block Grant (CDBG) Fund						
Intergovernmental Grant funds	\$199	\$156	\$423	\$155	\$336	\$277
Miscellaneous(Program Income)	25	23	25	20	20	20
Total	\$224	\$179	\$448	\$175	\$356	\$297
Inmate Security Fund						
Fines/Forfeitures/Interest	\$26	\$23	\$21	\$26	\$25	\$25
Total	\$26	\$23	\$21	\$26	\$25	\$25
Parks & Recreation Fund						
Taxes (Property, Surtax, & Sales)	\$387	\$42	\$1	\$0	\$0	\$0
Charges for Services	923	0	0	0	0	0
Miscellaneous/Interest	188	5	1	0	0	0
Other Financing Sources	199	0	0	0	0	0
Total	\$1,697	\$47	\$2	\$0	\$0	\$0
Police Training Fund						
Fines & Forfeitures	\$22	\$22	\$20	\$26	\$25	\$25
Intergovernmental	11	11	10	10	12	10
Total	\$33	\$33	\$30	\$36	\$37	\$35
Recreation Fund						
Taxes (Regional & Sales)	\$944	\$3,339	\$3,848	\$3,626	\$3,779	\$4,131
Charges for Services	0	973	1,033	1,169	1,050	1,045
Miscellaneous/Interest	2	96	157	495	286	114
Total	\$946	\$4,408	\$5,038	\$5,290	\$5,115	\$5,290
Transient Guest Tax Fund						
Guest Tax	\$480	\$476	\$518	\$548	\$560	\$550
Total	\$480	\$476	\$518	\$548	\$560	\$550
Sewer Lateral Fund						
Taxes (Property)	\$0	\$308	\$167	\$160	\$127	\$124
Miscellaneous/Interest	0	3	4	4	7	7
Total	\$0	\$311	\$171	\$164	\$134	\$131
Waterbury CID Fund						
Sales Tax	\$0	\$0	\$1	\$0	\$0	\$0
Total	\$0	\$0	\$1	\$0	\$0	\$0
Storm Water Fund						
Sales Tax	\$0	\$1,273	\$943	\$1,453	\$1,203	\$1,321
Miscellaneous/Interest	0	2,742	3	5	0	0
Total	\$0	\$4,015	\$946	\$1,458	\$1,203	\$1,321
Street & Road Improvement Fund						
Transportation Sales Tax	\$4,665	\$4,433	\$4,612	\$4,875	\$5,079	\$5,232
State Motor Fuel Tax	1,190	1,738	1,771	1,918	2,896	2,896
Intergovernmental (Other)	2,672	2,321	1,048	1,253	4,869	2,843
County TST Funds	5,727	2,417	818	1,616	1,994	1,774
County Road & Bridge	1,579	1,691	1,584	1,620	1,542	1,542
Interest	203	202	86	86	80	50
Miscellaneous (i.e. property sale, etc)	97	18	148	18	256	6
Other Financing Sources	272	12,622	504	2,700	7,091	40
Total	\$16,405	\$25,442	\$10,571	\$14,086	\$23,807	\$14,383
Total Revenue	\$19,811	\$34,934	\$17,746	\$21,783	\$31,237	\$22,032

Special Revenue Funds - Projections

Fiscal Year 2013

(Dollars in Thousands)

Revenue Source	Projections		
	Fiscal Year 2014	Fiscal Year 2015	Fiscal Year 2016
Community Development Block Grant Fund			
Intergovernmental Grant Funds	\$280	\$285	\$290
Misc (Program Income)	20	20	25
Total	\$300	\$305	\$315
Inmate Security Fund			
Fines & Forfeitures	\$25	\$25	\$25
Total	\$25	\$25	\$25
Police Training Fund			
Fines & Forfeitures	\$26	\$25	\$25
Total	\$26	\$25	\$25
Recreation Fund			
Sales Tax	\$3,498	\$4,168	\$4,267
Charges for Services	\$1,056	\$1,066	\$1,077
Miscellaneous/Interest	107	107	108
Total	\$4,661	\$5,341	\$5,452
Transient Guest Tax Fund			
Transient Guest Tax	\$564	\$581	\$596
Interest	2	2	5
Total	\$566	\$583	\$601
Sewer Lateral Fund			
Assessment Fees	\$119	\$120	\$122
Total	\$119	\$120	\$122
Storm Water Fund			
Sales Tax	\$1,887	\$1,098	\$1,047
Total	\$1,887	\$1,098	\$1,047
Street & Road Improvement Fund			
Transportation Sales Tax	\$5,441	\$5,549	\$5,605
State Motor Fuel Tax	2,925	2,954	2,984
County Road & Bridge	1,558	1,574	1,589
Intergovernmental Revenue (incl Cnty TST)	1,683	10,583	2,615
Interest	50	55	55
Miscellaneous (i.e. property sale, etc.)	51	51	51
Total	\$11,708	\$20,766	\$12,899
Total Revenue	\$19,292	\$28,263	\$20,486

Community Development Block Grant Fund

Intergovernmental **\$277,590**

The revenues for this fund are from a grant that the City administers.

Program Income **\$20,000**

This revenue is from participating agencies that contribute to the programs. It also includes any reimbursement of grant funds for home improvements on homes that are sold within five years.

Inmate Security Fund

Fines/forfeitures **\$25,000**

Revenues are from a \$2.00 fee on all tickets.

Police Training Fund

Intergovernmental **\$10,000**

These revenues are distributed to the City from the state of Missouri police training fund which is generated by charging \$1.00 for each moving violation ticket.

Fines & Forfeitures **\$25,000**

The major revenue source of fines and forfeitures in the Police Training Fund are fees collected by the Municipal Court. The Court collects \$2.00 for each ticket issued, except for non-moving traffic violations. The fee is used for basic police training.

Recreation Fund

Sales Tax **\$4,130,858**

The Parks Storm Water Sales Tax is collected on all retail sales at a rate of 1/2¢. The City Council determines how these funds are split with the Storm Water Fund on an annual basis. The Regional Parks Sales Tax is collected at a rate of 1/10¢ and disbursed by the county to municipalities based upon population.

Sales Tax Projections for future years are based on the change in population and commercial development both within and outside of the City limits. It takes into account businesses that opened or closed in 2012 and retail expected to open during the 2013 Budget year. For 2013, the City is expecting a 1% increase in Sales tax. The City Council determines how these funds are split with the Storm Water Fund on an annual basis.

Charges for Services **\$1,045,105**

These are the revenues for programs provided by the Recreation Department.

Miscellaneous

\$113,965

These revenues include sale of property, lease revenue & other small revenues that do not fit into other categories.

Transient Guest Tax Fund

Guest Tax

\$550,000

Hotel tax of 5% charged on transient rooms rented. Revenue will be used to promote tourism for the City.

Sewer Lateral Insurance Fund

Assessment Fees

\$130,740

These revenues are fees paid by residential property owners, restricted to 6 units or less. The fees are used to pay for certain repairs to residents' laterals as restricted by the City's repair program. The Assessment Fees are approved annually in August by the City Council. The Council adopted a fee of \$5.00 in 2012 and a \$5.00 fee is estimated for 2013.

Storm Water Fund

Sales Tax

\$1,321,017

The Parks Storm Water Sales Tax is collected on all retail sales at a rate of 1/2¢. The City Council determines how these funds are split with the Recreation Fund on an annual basis.

Street & Road Improvement Fund

Transportation Sales Tax

\$5,231,752

The tax is collected on all taxable merchandise at a rate of 1/2¢. Sales tax collections are a strong source of revenue for the City and remain the largest source of income.

Sales Tax Projections for future years are based on the change in population and commercial development both within and outside of the City limits. It takes into account businesses that opened or closed in 2012 and retail expected to open during the 2013 Budget year. For 2013, the City is expecting a 1% increase in Sales tax.

State Motor Fuel Sales Tax

\$2,895,938

The State Motor Fuel Tax is comprised of three components: Gasoline Tax, Motor Vehicle Sales Tax, and Motor Vehicle Fee increases. The tax is remitted to the Missouri Department of Revenue and allocated to municipalities based on census population.

- The Gasoline Tax is \$.17 per gallon from April 1996 and thereafter. Fifteen percent is allocated to cities.
- Motor Vehicle Sales Tax is collected on all motor vehicles, and trailers, which shall be dedicated for highway and transportation use. Fifteen percent of this tax is allocated to cities.

- Motor Vehicle Fee increases is a tax based on all state license fees and taxes upon motor vehicles, trailers and motor vehicle fuels.

State Motor Fuel Sales Tax Projections increased based on the 2010 census population. The 2011 budget amount was based on the City's 2000 census figure of 46,169. An annual increase of 1.0% is expected going forward.

Intergovernmental **\$2,842,580**
Funds from other governmental entities such as MoDOT, East West Gateway, State and Federal Grants and Salt COOP reimbursements.

County TST Funds **\$1,773,700**
St. Charles County will remit Transportation Sales Tax Revenues to support certain road projects in a joint effort with the City.

Road & Bridge Tax - County **\$1,542,755**
The road and bridge tax is collected by St. Charles County at a rate of \$0.2025 per \$100 of assessed valuation on all taxable property. The county reviews the allocation annually and sets the allocation method according to the directive of the County Council.

Interest **\$50,000**
Interest revenue is earned on idle funds. Projections are based on the performance of the City's existing portfolio and anticipated cash requirements that may reduce the amount available for investment.

Miscellaneous / Other Financing Sources **\$46,000**
This category includes Miscellaneous, Operating Transfers In, Proceeds from Capital Lease and Developer Payments for Improvements.



Capital Project Funds Revenues**Fiscal Year 2013**

(Dollars in Thousands)

The Capital Project Funds are temporary funds used as needed for specific projects. There are no funds budgeted for fiscal year 2013. These projects usually are short in duration, thus, no future projections.

Revenue Source	Actual 2008	Actual 2009	Actual 2010	Actual 2011	Projected Budget 2012	Budget 2013
Storm Drainage						
Intergovernmental	(\$16)	\$0	\$0	\$0	\$0	\$0
Miscellaneous	9	0	0	0	0	0
Interest	2	0	0	0	0	0
Other Financing Source	156	0	0	0	0	0
Total	\$151	\$0	\$0	\$0	\$0	\$0
Public Facilities						
Interest	\$0	\$0	\$0	\$0	\$0	\$0
Other Financing Source	397	0	0	0	0	0
Total	\$397	\$0	\$0	\$0	\$0	\$0
Park Improvements						
Interest	\$1	\$0	\$0	\$0	\$0	\$0
Other Financing Source	9	0	0	0	0	0
Total	\$10	\$0	\$0	\$0	\$0	\$0
Total Revenue	\$558	\$0	\$0	\$0	\$0	\$0





Budget Summaries

General Fund Budget Summary
& Projections

General Fund Reserves

Debt Service Fund Budget Summary
& Projections

Special Revenue Funds Budget Summary
& Projections

Enterprise Funds Budget Summary
& Projections

Capital Improvements Program Summary

Personnel Summarized

Budget Summaries

The Budget provides an overview of the City's current Fiscal Year Budget, with summaries listed by major categories and by the major funds.





The information in this section is intended to provide an overview of the major aspects of the City's budget for Fiscal Year 2013. To locate a more comprehensive discussion of these topics, please refer to the Table of Contents of this document.

The following provides a brief introduction to the schedules presented in this section.

Total Expenditure Budget – This schedule summarizes the revenues and expenditures for Fiscal Year 2013 for all fund types by category and includes the impact to each fund's balance.

General Fund Budget Summary – This schedule summarizes the revenues and expenditures for the General Fund. Revenues are categorized by source. Expenditures are summarized by the functional purpose of the expenditure. The General Fund Budget Summary presents four years of historical information, the prior year's projected budget, the current year's budget and three years of projections. The ending fund balance for each of the fiscal years is also provided.

General Fund Revenues and General Fund Expenditures – These sections include charts for the General Fund's revenues and expenditures to demonstrate the proportional relationships. Also included are comparative summaries of major categories of revenues and expenditures.

General Fund Reserves – This section provides historical presentation of the General Fund reserves.

Debt Service Fund Budget Summary – This schedule summarizes the revenues and expenditures of the Debt Service Fund, including four years of historical information, the prior year's projected figures, current budget and three years of projections.

Special Revenue Funds Budget Summary – The Special Revenue Funds Budget Summary presents four years of historical information, the prior year's projected figures, the current year's budget and three years of projections. This section includes the Community Development Block Grant Fund, Inmate Security Fund, Parks and Recreation Fund, Police Training Fund, Recreation Fund, Sewer Lateral Insurance Fund, Storm Water Fund, Street & Road Improvement Fund, Transient Guest Tax Fund, and Waterbury Storm Water CID Fund.

Enterprise Funds Budget Summary – This section provides an overview of the fiscal operations of the City's stadium, recreational center, waste hauling service, and the waterworks and sewerage systems. The summary presents four years of historical information, the prior year's projected figures, the current year's budget and three years of projections. In addition to revenues and expenditures, the retained earnings for each period are included.

Capital Improvement Program Summary – This section identifies the funding sources and uses by functional objective and dollar amounts.

Personnel Summarized – This section summarizes the City's workforce, including Fiscal Year 2013 and prior years. Changes in personnel are discussed by department in the General Government section.

Budget Summaries

Fiscal Year 2013

	General Fund	Debt Service Fund	Special Revenue Funds	Enterprise Funds	Total Fiscal Year 2013 Budget	Change from Projected 2012
Revenues and Other Sources:						
Taxes	\$24,475,267	\$2,978,908	\$11,364,568	\$0	\$38,818,743	\$1,227,556
Licenses and Permits	924,798	0	0	0	\$924,798	(25,278)
Intergovernmental	199,742	0	9,369,813	0	\$9,569,555	(2,495,663)
Charges for Services	393,845	0	1,045,105	19,245,174	\$20,684,124	368,754
Fines and Forfeitures	1,897,929	0	50,000	0	\$1,947,929	37,028
Interest	30,000	5,000	50,000	85,000	\$170,000	(80,450)
Miscellaneous	251,826	0	112,000	360,380	\$724,206	(273,368)
Transfer from Other Funds	118,000	0	40,715	4,619,389	\$4,778,104	2,940,345
Other Financing	0	0	0	0	0	(5,974,995)
Total	\$28,291,407	\$2,983,908	\$22,032,201	\$24,309,943	\$77,617,459	(\$4,276,071)
Expenditures and Other Uses:						
Contract Services	\$291,476	\$0	\$190,432	\$1,112,296	\$1,594,204	\$24,947
Election	75,000	0	0	0	\$75,000	75,000
Insurance	2,831,589	0	683,280	904,635	\$4,419,504	(150,656)
Maintenance	663,174	0	731,369	905,228	\$2,299,771	29,134
Operating	599,225	0	960,539	1,283,375	\$2,843,139	153,733
Personnel	18,546,372	0	5,639,259	5,160,305	\$29,345,936	527,111
Petroleum	349,000	0	172,500	353,650	\$875,150	31,630
Professional	875,982	0	87,449	104,559	\$1,067,990	82,683
Programs	373,900	0	549,033	52,887	\$975,820	(42,836)
Public Information	106,580	0	78,020	87,443	\$272,043	7,926
Rental	58,340	0	20,862	12,670	\$91,872	3,172
Utilities	404,863	0	1,302,523	1,334,197	\$3,041,583	177,135
Capital Outlay	2,066,808	0	8,613,797	7,987,211	\$18,667,816	2,963,466
Contingency	60,000	0	0	0	\$60,000	0
Debt Service	757,738	3,542,563	3,756,319	6,668,963	\$14,725,583	(7,311,258)
Team O'Fallon/Youth Council/Other	4,000	0	0	0	\$4,000	0
Transfers to Other Funds	40,000	0	459,854	100,000	\$599,854	(1,218,462)
Other Financing Uses	0	0	0	0	0	0
Total	\$28,104,047	\$3,542,563	\$23,245,236	\$26,067,419	\$80,959,265	(\$4,647,275)
Excess/(Deficit)	\$187,360	(\$558,655)	(\$1,213,035)	(\$1,757,476)	(\$3,341,806)	
Fund Balance/Retained Earnings:						
Estimated Beginning FB/RE*	\$15,842,931	\$5,609,560	\$7,082,702	\$14,183,482	\$42,718,676	
Estimated Ending FB/RE	\$16,030,291	\$5,050,905	\$5,869,667	\$12,426,006	\$39,376,870	

* Estimated Beginning Fund Balance/Retained Earnings are based on 2012 Projected Actual figures. The Fund Balances in the Fund Summary sections to follow are based on the 2012 Projected Budget figures.

Changes in Fund Balance are due to the following:

General Fund balance increase is mainly due to expected increase in Tax Revenues from growth in the economy. The decrease in Debt Service Fund balance is due Councils' decision to use the fund balance as a subsidy to debt service payments in 2012 to prevent fluctuations in the property tax rate. The decrease in Special Revenue Fund balance is due to planned capital expenses. The Enterprise Fund balance decrease is due to Sewer & Water System improvement expenses.

Citywide Budget History

	Actual 2008	Actual 2009	Actual 2010	Actual 2011	Projected Budget 2012	Budget 2013	Change from Projected 2012 Budget
Revenues and Other Sources:							
Taxes	\$34,616,152	\$35,463,264	\$34,740,034	\$36,285,267	\$37,591,187	\$38,818,743	\$1,227,556
Licenses and Permits	942,925	914,400	979,930	750,906	950,076	924,798	(\$25,278)
Intergovernmental	12,330,148	8,785,045	6,425,342	7,750,697	12,065,218	9,569,555	(\$2,495,663)
Charges for Services	17,292,384	19,405,670	21,032,254	20,789,014	20,315,370	20,684,124	\$368,754
Fines and Forfeitures	1,869,850	1,761,014	1,553,671	1,894,167	1,910,901	1,947,929	\$37,028
Interest	1,973,139	1,182,289	915,715	603,854	250,450	170,000	(\$80,450)
Miscellaneous	1,073,330	722,721	1,093,021	1,032,195	997,574	724,206	(\$273,368)
Transfer from Other Funds	1,332,346	558,860	896,127	1,406,843	1,837,759	617,854	(\$1,219,905)
Other Financing	9,220,000	19,513,184	5,802,743	6,328,080	5,974,995	4,160,250	(1,814,745)
Total	\$80,650,274	\$88,306,447	\$73,438,837	\$76,841,023	\$81,893,530	\$77,617,459	(\$4,276,071)
Expenditures and Other Uses:							
Contract Services	\$4,332,143	\$959,018	\$1,330,084	\$1,400,273	\$1,569,257	\$1,594,204	\$24,947
Election	37,210	72,836	45,548	49,168	0	75,000	\$75,000
Insurance*	3,911,741	4,132,771	4,491,751	3,920,504	4,570,160	4,419,504	(\$150,656)
Maintenance	1,561,570	1,502,536	1,577,787	1,635,321	2,270,637	2,299,771	\$29,134
Operating	2,197,135	1,835,813	1,948,821	2,415,880	2,689,406	2,843,139	\$153,733
Personnel	23,583,653	26,411,109	26,732,543	26,790,563	28,818,825	29,345,936	\$527,111
Petroleum	812,952	571,208	651,965	960,423	843,520	875,150	\$31,630
Professional	1,080,350	912,111	929,442	822,847	985,307	1,067,990	\$82,683
Programs	1,023,945	927,035	1,231,582	1,186,723	1,018,656	975,820	(\$42,836)
Public Information	210,840	222,951	203,335	192,926	264,117	272,043	\$7,926
Rental	90,950	94,074	46,323	60,017	88,700	91,872	\$3,172
Utilities	2,206,848	2,346,040	2,490,346	2,712,110	2,864,448	3,041,583	\$177,135
Capital Outlay	17,384,848	14,964,156	18,660,547	12,572,574	15,704,350	18,667,816	\$2,963,466
Contingency	139,679	16,605	8,175	173	60,000	60,000	\$0
Debt Service	29,581,908	28,193,681	15,833,950	34,003,354	22,036,841	14,725,583	(\$7,311,258)
Team O'Fallon/Youth Council/Other	4,456	14,993	178	497	4,000	4,000	\$0
Transfers to Other Funds	311,872	558,860	896,127	1,386,783	1,818,316	599,854	(\$1,218,462)
Other Financing Uses	0	0	0	0	0	0	0
Total	\$88,472,100	\$83,735,797	\$77,078,504	\$90,110,136	\$85,606,540	\$80,959,265	(\$4,647,275)

Fund Types 2013 Budget

Below is a listing of the fund types, and the purpose of each from the City's Financial Policies & Procedures Manual.

- I. **General Funds** account for all financial resources except those accounted for in another fund.
 - A. General Fund – this fund includes expenses for the following divisions; Administration, Communications, Economic Development, Legal, Public Relations, Facilities Maintenance, Fleet Maintenance, Human Resources, Information Systems, Volunteer Services, Building & Code Enforcement, Planning & GIS, Finance, Municipal Court, Landscape, Tourism & Festivals, Police, Project Management, and Engineering.
 - B. Capital Expenditures

- II. **Debt Service Fund** accounts for the accumulation of resources for, and the payment of, general long-term debt principal and interest.
 - A. Debt Service Fund - This fund is monitored by the Finance Director

- III. **Special Revenue Funds** account for the proceeds of specific revenue sources that are legally restricted to expenditures with specified purposes.
 - A. Community Development Block Grant Fund - supervised by the Communications Director.
 - B. Inmate Security Fund – the Police Department is in charge of this fund. The Chief of Police monitors this Fund.
 - C. Parks & Recreation Fund – this fund reports delinquent tax revenue only since there is no current tax levy. This fund is monitored by the Parks & Recreation Director.
 - D. Police Training Fund – the Police Department is in charge of this fund.
 - E. Recreation Fund – this fund covers expenses for the Recreation, Parks, and Facilities Maintenance Divisions. This fund is monitored by the Parks & Recreation Director.
 - F. Sewer Lateral Insurance Fund – this fund is monitored by the City Engineer and a Project Manager.
 - G. Storm Water Fund – this fund is managed by the Assistant City Engineer.
 - H. Street & Road Improvement Fund – this fund covers expenses for the Street Division and part of the expenses for the Project Management, Fleet and Landscaping Divisions. The fund is monitored by the Public Works Director.
 - I. Transient Guest Tax Fund – the Finance Division monitors this fund.
 - J. Waterbury Storm Water CID Fund – this is for historical information only.

- IV. **Enterprise Funds** account for operations (a) that are financed and operated in a manner similar to private business enterprises, where the intent of the governing body is that the costs (expenses, including depreciation) of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user determination of revenues earned, expenses incurred, and/or net income is appropriate for capital maintenance, public policy, management control, accountability, or other purposes.

- A. Environmental Services Fund – this fund is overseen by the Public Works Director.
- B. Public Venue Fund – this fund is *monitored* by the Parks & Recreation Director.
- C. Renaud Spirit Center Fund – this fund is *monitored* by the Parks & Recreation Director.
- D. Sewer System Fund - this fund is *monitored* by the Public Works Director.
- E. Water System Fund - this fund is *monitored* by the Public Works Director.

V. Capital Project Funds account for resources designated to acquire capital facilities except for minor acquisitions financed from regular operating funds. There currently are no Capital Project Funds open at this time.



General Fund Budget Summary

Fiscal Year 2013

Additional information regarding revenues can be found in the Revenue & Projections section and information regarding expenditures can be found in the General Fund section.

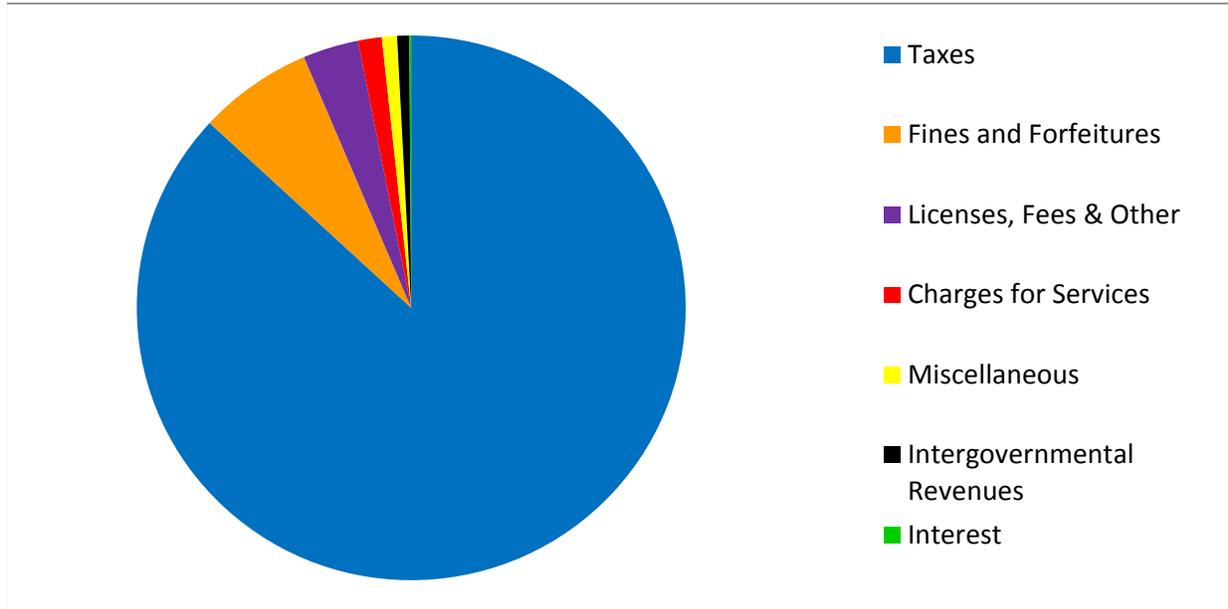
	Actual 2008	Actual 2009	Actual 2010	Actual 2011	Projected Budget 2012	Budget 2013
Revenues						
Taxes	\$24,018,687	\$21,362,881	\$22,303,280	\$23,590,753	\$23,788,065	\$24,475,267
Intergovernmental	216,209	390,922	467,382	737,990	266,405	199,742
Licences and Permits	945,880	1,005,979	979,930	750,906	950,076	924,798
Charges for Services	447,834	277,946	573,634	508,854	534,993	393,845
Fines and Forfeitures	1,819,052	1,716,253	1,512,702	1,842,603	1,860,901	1,897,929
Interest	285,514	106,573	82,174	65,569	25,000	30,000
Miscellaneous	586,282	273,284	242,418	424,535	253,523	251,826
Total Revenues	\$28,319,458	\$25,133,838	\$26,161,520	\$27,921,210	\$27,678,963	\$28,173,407
Expenditures						
General Government	\$9,494,809	\$8,904,097	9,274,596	15,531,441	\$9,602,043	\$10,470,985
Police	13,107,691	11,671,892	11,351,289	11,753,278	12,875,071	13,244,962
Planning & Development	2,731,695	2,633,853	1,383,942	1,427,538	1,473,712	1,554,065
Public Works*	0	0	1,029,678	902,376	837,607	939,264
Parks and Recreation	1,019,996	924,026	936,145	992,443	1,207,357	1,435,179
Municipal Court	448,024	418,697	376,941	390,772	413,581	419,592
Total Expenditures	\$26,802,215	\$24,552,565	\$24,352,591	\$30,997,848	\$26,409,371	\$28,064,047
Other Financing Sources/(Uses):						
Operating Transfers In	\$0	\$1,074	\$0	\$1,031,686	\$119,443	\$118,000
Operating Transfers Out	(1,020,473)	0	(504,000)	0	(1,280,000)	(40,000)
Capital Lease Obligation Prox	0	0	0	0	0	0
Bond Proceeds	0	0	0	3,532,358	0	0
Total Other Financing	(\$1,020,473)	\$1,074	(\$504,000)	\$4,564,044	(\$1,160,557)	\$78,000
Revenues and Other Financing Sources						
Over/(Under) Expenditures and Other Financing Uses	\$496,770	\$582,347	\$1,304,929	\$1,487,406	\$109,035	\$187,360
Beginning Fund Equity	\$11,862,444	\$12,359,214	\$12,941,561	\$14,246,490	\$15,733,896	\$15,842,931
Adjustment	0	0	0	0	0	0
Ending Fund Equity	\$12,359,214	\$12,941,561	\$14,246,490	\$15,733,896	\$15,842,931	\$16,030,291

General Fund Budget Projections

Fiscal Year 2013

(Dollars in Thousands)

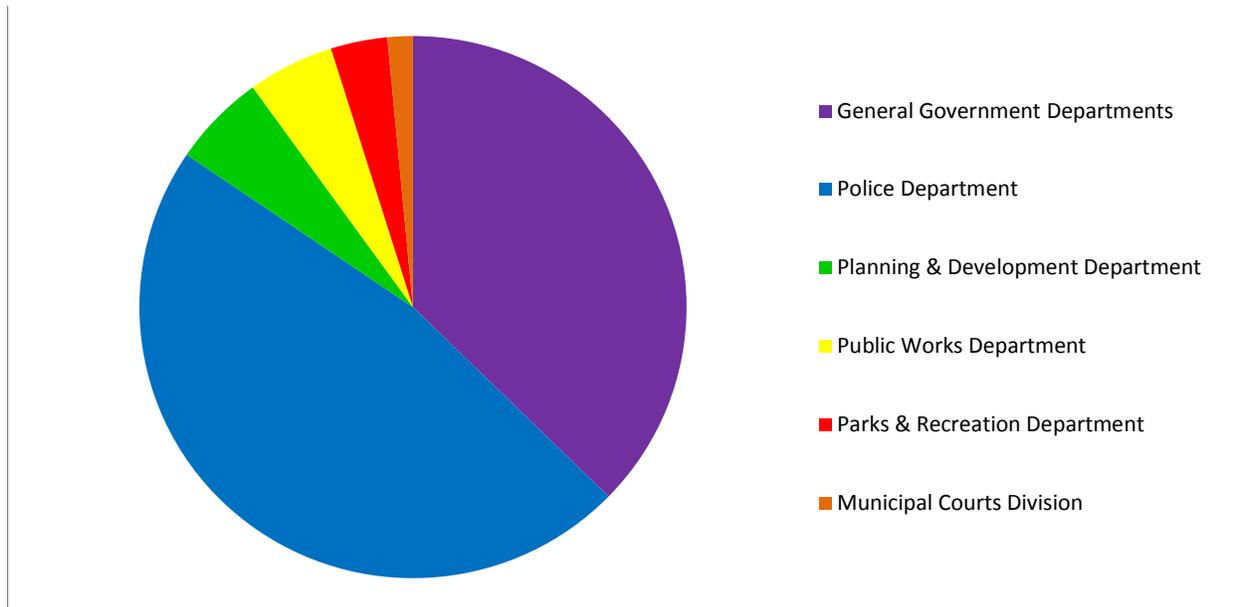
	Fiscal Year 2014	Projected Fiscal Year 2015	Fiscal Year 2016
Revenues			
Taxes	\$24,730	\$25,068	\$25,411
Intergovernmental	150	150	150
Licences and Permits	864	843	822
Charges for Services	325	329	331
Fines and Forfeitures	1,935	1,973	2,011
Interest	30	35	35
Miscellaneous	254	257	261
Total Revenues	\$28,288	\$28,655	\$29,021
Expenditures			
General Government	\$8,990	\$9,161	\$9,336
Public Safety	12,965	13,386	13,587
Planning & Development	1,532	1,555	1,578
Public Works	897	911	925
Parks and Recreation	1,063	1,079	1,095
Municipal Court	426	432	439
General Fund Capital	2,231	2,092	2,112
Total Expenditures	\$28,104	\$28,616	\$29,072
Other Financing Sources/(Uses):			
Operating Transfers In	\$118	\$118	\$118
Operating Transfers Out	(65)	(65)	(65)
Total Other Financing	\$53	\$53	\$53
Revenues and Other Financing Sources			
Over/(Under) Expenditures and Other Financing Uses	\$237	\$92	\$2
Beginning Fund Equity	\$16,030	\$16,267	\$16,359
Adjustment	0	0	0
Ending Fund Equity	\$16,267	\$16,359	\$16,361



General Fund Revenues

(Dollars in Thousands)

	Projected Budget Fiscal Year 2012		Budget Fiscal Year 2013	
	Amount	Percent	Amount	Percent
Taxes	\$23,788	85.9%	\$24,475	86.9%
Fines and Forfeitures	1,861	6.7%	1,898	6.7%
Licenses, Fees & Other	950	3.4%	924	3.3%
Charges for Services	535	1.9%	394	1.4%
Miscellaneous	253	0.9%	252	0.9%
Intergovernmental Revenues	266	1.0%	200	0.7%
Interest	25	0.1%	30	0.1%
Total	\$27,678	100.0%	\$28,173	100.0%



General Fund Expenditures

(Dollars in Thousands)

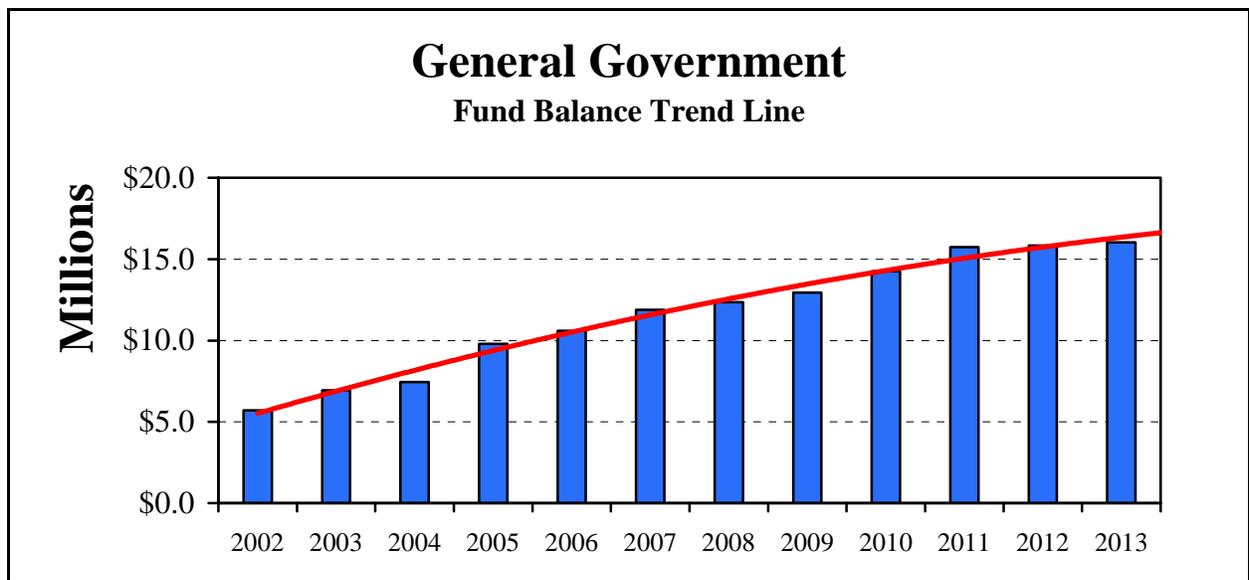
	Projected Budget Fiscal Year 2012		Budget Fiscal Year 2013	
	Amount	Percent	Amount	Percent
General Government Departments	\$9,602	36.4%	\$10,471	37.3%
Police Department	12,875	48.8%	13,245	47.2%
Planning & Development Department	1,474	5.6%	1,554	5.5%
Public Works Department	1,207	4.6%	1,435	5.1%
Parks & Recreation Department	838	3.2%	939	3.3%
Municipal Courts Division	413	1.6%	420	1.5%
Total	\$26,409	100.0%	\$28,064	100.0%

Note: Capital Expenditures not included above.

*General Government category for this chart is comprised of the Administration Group, Administrative Services, Communications, Economic Development and Finance Departments.

** Parks and Recreation only consist of Landscaping and Tourism & Festivals Divisions.

The City has experienced rapid growth since the early 1980’s. The City has utilized this period to make several major infrastructure improvements such as the Highway M expansion, the Bryan Road Interchange, the Wastewater Treatment Plant expansion, the Mexico Road West expansion and the Highway K expansion. The City has also used the increased resources to improve basic services to the citizens, such as, police protection, building inspections, street repair and maintenance, and park improvements. The City has been able to make necessary improvements while increasing the dollar amount of General Fund reserves. General Fund reserves will allow the City to make future improvements, one time capital expenditures and for fund stabilization. The General Fund’s unreserved fund balance is over 50% in 2012, which exceeds the City’s 40% target. The following illustrates the growth trend of these reserves.



Fiscal Year	Unreserved Ending Fund Balance	Fiscal Year	Unreserved Ending Fund Balance
2002	5,713,266	2008	12,359,214
2003	6,949,009	2009	12,941,561
2004	7,439,650	2010	14,246,490
2005	9,789,015	2011	15,733,896
2006	10,589,562	2012	15,842,931*
2007	11,891,958	2013	16,030,291*

* Figures are unaudited estimates.

Debt Service Fund Budget Summary

Fiscal Year 2013

Additional information regarding revenues can be found in the Revenue & Projections section and information regarding expenditures can be found in the Debt Obligations section.

	Actual 2008	Actual 2009	Actual 2010	Actual 2011	Projected Budget 2012	Budget 2013
Revenues	\$5,725,685	\$4,868,191	\$2,917,649	\$2,281,597	\$3,062,179	\$2,983,908
Expenditures						
Contract Services	\$0	\$0	\$0	\$0	\$0	\$0
Debt Service	21,196,956	3,882,220	5,813,368	15,607,999	2,853,401	3,542,563
Total Expenditures	\$21,196,956	\$3,882,220	\$5,813,368	\$15,607,999	\$2,853,401	\$3,542,563
Other Financing Sources/(Uses):						
Bond Proceeds*	\$0	\$0	\$0	\$0	\$0	\$0
Revenues Over/(Under) Expenditures	(\$15,471,271)	\$985,971	(\$2,895,719)	(\$13,326,402)	\$208,778	(\$558,655)
Beginning Fund Balance	\$36,108,203	\$20,636,932	\$21,622,903	\$18,727,184	\$5,400,782	\$5,609,561
Ending Fund Balance	\$20,636,932	\$21,622,903	\$18,727,184	\$5,400,782	\$5,609,560	\$5,050,906
Projections (Dollars in Thousands)						
	Fiscal Year 2014	Fiscal Year 2015	Fiscal Year 2016			
Revenues	\$3,013	\$3,043	\$3,074			
Expenditures						
Contract Services	\$0	\$0	\$0			
Debt Service	3,620	3,700	3,787			
Total Expenditures	\$3,620	\$3,700	\$3,787			
Other Financing Sources/(Uses):						
Bond Proceeds	\$0	\$0	\$0			
Revenues Over/(Under) Expenditures	(\$607)	(\$657)	(\$713)			
Beginning Fund Balance	\$5,050	\$4,443	\$3,786			
Ending Fund Balance	\$4,443	\$3,786	\$3,073			

Note: In 2008 proceeds from the 2005 refunding of the 1998 GO Bonds were used to payoff the 1998 Bonds on the Bonds' callable date. The bond proceeds reported in 2007 are for the refunding of the 2000 General Obligation Bonds maturities 2011 – 2014 and 2001 General Obligation Bonds maturities 2012 – 2020.

Special Revenue Funds Budget Summary

Fiscal Year 2013

Additional information regarding revenues can be found in the Revenue & Projections section and information regarding expenditures can be found in the Special Revenue Fund section.

	Actual 2008	Actual 2009	Actual 2010	Actual 2011	Projected Budget 2012	Budget 2013
Revenues						
Comm Development Block G	\$223,932	\$178,919	\$448,080	\$175,462	\$355,745	\$297,590
Inmate Security Fund	25,787	22,923	20,895	25,959	25,100	25,000
Parks & Recreation Fund	1,498,726	46,650	1,712	471	238	201
Police Training Fund	33,323	33,578	29,706	35,789	37,100	35,000
Recreation Fund	946,532	4,407,645	4,988,843	5,224,969	4,950,944	5,289,213
Transient Guest Tax Fund	480,321	475,582	518,413	547,500	560,000	550,000
Sewer Lateral	0	311,038	170,946	163,619	134,303	130,740
Storm Water Fund	0	1,277,193	946,569	1,458,167	1,203,472	1,321,017
Waterbury Storm Wtr CID Ft	0	0	1,443	0	0	0
Street & Road Impr Fund	16,132,665	12,819,803	10,067,193	14,085,812	16,765,322	14,342,725
Total Revenues	\$19,341,286	\$19,573,331	\$17,193,800	\$21,717,748	\$24,032,224	\$21,991,486
Expenditures						
Capital Outlay	\$8,462,903	\$5,222,194	\$7,229,310	\$5,352,264	\$9,888,237	\$8,614,797
Program Costs	426,305	393,093	684,717	422,385	614,331	549,033
Professional/Operating Costs	7,546,761	7,953,138	8,192,878	11,696,791	9,744,800	9,881,833
Debt Service:						
Principal	1,746,400	1,816,400	2,176,400	2,141,400	2,557,400	2,794,843
Interest	1,578,573	1,515,493	1,149,248	1,168,081	907,299	944,876
Total Expenditures	\$19,760,942	\$16,900,318	\$19,432,553	\$20,780,921	\$23,712,067	\$22,785,382
Other Financing Sources/(Uses):						
Operating Transfers In	470,920	17,361	554,000	65,836	1,280,000	40,715
Operating Transfers Out	(311,872)	(540,425)	(392,127)	(487,043)	(438,316)	(459,854)
Payment to Escrow Agent	0	(13,893,737)	0	0	(7,087,194)	0
Bond Proceeds	0	15,331,797	0	0	5,926,737	0
Total Other Financing	\$159,048	\$914,996	\$161,873	(\$421,207)	(\$318,773)	(\$419,139)
Revenues and Other Financing Sources						
Over/(Under) Expenditures and Other Financing Uses	(\$260,608)	\$3,588,009	(\$2,076,880)	\$515,620	\$1,384	(\$1,213,035)
Beginning Fund Equity	\$5,315,176	\$5,054,568	\$8,642,577	\$6,565,697	\$7,081,317	\$7,082,701
Adjustment	0	0	0	0	0	0
Ending Fund Equity	\$5,054,568	\$8,642,577	\$6,565,697	\$7,081,317	\$7,082,701	\$5,869,666

Special Revenue Funds Budget Projections

Fiscal Year 2013

(Dollars in Thousands)

	Projected		
	Fiscal Year 2014	Fiscal Year 2015	Fiscal Year 2016
Revenues			
Community Development Block Grant Fund	\$300	\$305	\$315
Inmate Security Fund	25	25	25
Police Training Fund	26	25	25
Recreation Fund	4,661	5,341	5,452
Sewer Lateral Fund	119	120	122
Storm Water Fund	1,887	1,098	1,046
Transient Guest Tax Fund	566	583	601
Transportation Sales Tax Fund	11,663	20,721	12,854
Total Revenues	\$19,247	\$28,218	\$20,440
Expenditures			
Capital Outlay	\$5,025	\$7,424	\$5,833
Program Costs	555	560	565
Professional/Operating Costs	10,580	10,879	11,213
Debt Service:			
Principal	2,821	2,997	2,898
Interest	933	854	702
Total Expenditures	\$19,914	\$22,714	\$21,211
Other Financing Sources/(Uses):			
Operating Transfers In	\$45	\$45	\$45
Operating Transfers Out	(54)	(55)	(56)
Bond Proceeds	0	0	0
Total Other Financing	(\$9)	(\$10)	(\$11)
Revenues and Other Financing Sources			
Over/(Under) Expenditures and Other Financing Uses	(\$676)	\$5,494	(\$782)
Beginning Fund Equity	\$5,869	\$5,193	\$10,687
Ending Fund Equity	\$5,193	\$10,687	\$9,905

Enterprise Funds Budget Summary

Fiscal Year 2013

Additional information on these funds can be found in the Enterprises Funds and Other Information section of this budget book.

	Actual 2008	Actual 2009	Actual 2010	Actual 2011	Projected Budget 2012	Budget 2013
Revenues						
Sales	\$15,476,140	\$16,814,821	\$17,303,300	\$18,783,909	\$18,347,286	\$18,845,174
Connection Charges	429,924	527,102	1,356,586	492,059	500,000	400,000
Interest	438,304	256,853	184,852	197,324	130,000	85,000
Miscellaneous	370,427	1,060,266	1,622,260	420,672	378,382	360,380
Total Revenues	\$16,714,795	\$18,659,042	\$20,466,998	\$19,893,964	\$19,355,668	\$19,690,554
Expenses						
Contract Services	\$4,116,802	\$674,181	\$836,669	\$994,331	\$1,059,320	\$1,112,296
Operations	10,452,712	8,228,509	9,008,472	9,534,581	11,715,075	10,236,904
Capital		8,950,995	10,872,796	4,390,451	4,722,638	7,987,211
Principal	2,753,600	3,498,600	3,358,600	4,063,950	4,487,951	4,883,037
Interest	2,277,048	2,589,186	2,507,328	2,353,272	1,741,205	1,747,971
Total Expenses	\$19,600,162	\$23,941,471	\$26,583,865	\$21,336,585	\$23,726,189	\$25,967,419
Operating Transfer In (Out)	300,000	540,425	342,127	(503,116)	338,316	359,139
Bond Proceeds/Other	9,220,000	4,170,000	5,802,743	0	0	4,160,250
Revenues and Other Financing Sources						
Over/(Under) Expenses and Other Financing Uses	\$6,634,633	(\$572,004)	\$28,003	(\$1,945,737)	(\$4,032,205)	(\$1,757,476)
Beginning Fund Equity	\$15,469,402	\$22,940,914	\$26,539,287	\$24,162,599	\$22,563,379	\$14,183,482
<i>Adjustments</i>	<i>\$836,879</i>	<i>\$4,170,377</i>	<i>(\$2,404,691)</i>	<i>\$346,517</i>	<i>(\$4,347,692)</i>	<i>\$0</i>
Ending Fund Equity*	\$22,940,914	\$26,539,287	\$24,162,599	\$22,563,379	\$14,183,482	\$12,426,006

Note:

*Ending Fund Equity for the Enterprise Funds is equivalent to the Total Net Asset found in the Comprehensive Annual Financial (CAFR) Statement less the Invested in Capital Assets (net of related debt). The state auditor recommended the two documents tie together so the figure in the Adjustments is the manual adjustment to tie the figures together. This figure may consist of accumulated depreciation, accrued accounts receivables, deferred charges, deferred revenues, and current portion of a future debt payment.

Enterprise Funds Budget Projections**Fiscal Year 2013**

(Dollars in Thousands)

	Projected		
	Fiscal Year 2014	Fiscal Year 2015	Fiscal Year 2016
Revenues			
Sales	\$19,023	\$19,211	\$19,612
Connection Charges	400	350	350
Interest	20	22	22
Miscellaneous	705	694	704
Total Revenues	\$20,148	\$20,277	\$20,688
Expenses			
Operations	\$11,614	\$11,924	\$12,245
Capital	2,572	6,685	1,863
Debt	6,182	6,004	6,017
Total Expenses	\$20,368	\$24,613	\$20,125
Operating Transfer In (Out)	479	493	522
Bond Proceeds	0	0	0
Revenues and Other Financing Sources Over/(Under) Expenses and Other Financing Uses			
	\$259	(\$3,843)	\$1,085
Beginning Fund Equity	\$12,426	\$12,685	\$8,842
Ending Fund Equity	\$12,685	\$8,842	\$9,927

Capital Improvements Program Summary

Fiscal Year 2013

The resources for the City's capital improvements are budgeted in the General Fund, Special Revenue Funds and Enterprise Funds. These funds provide the means to implement the City's Comprehensive Plan and Parks Improvement Plan.

Both plans outline capital improvements over a fixed period of years. Preparation and maintenance of the Comprehensive Plan is the responsibility of the Planning & Development Department. The Parks Improvement Plan was developed by the Parks and Recreation Department. These plans present information about anticipated capital projects, including the expected beginning and end for each project, the funds to be expended each year, and the method of financing the projects. Both the Comprehensive Plan and the Parks Improvement Plan were updated and approved by the City Council. The implementation of the plans is based on available fiscal resources and established community priorities.

The following is a summary of the capital improvement expenditures for Fiscal Year 2013. Additional details can be found in the Capital Improvements Program Section/Tab.

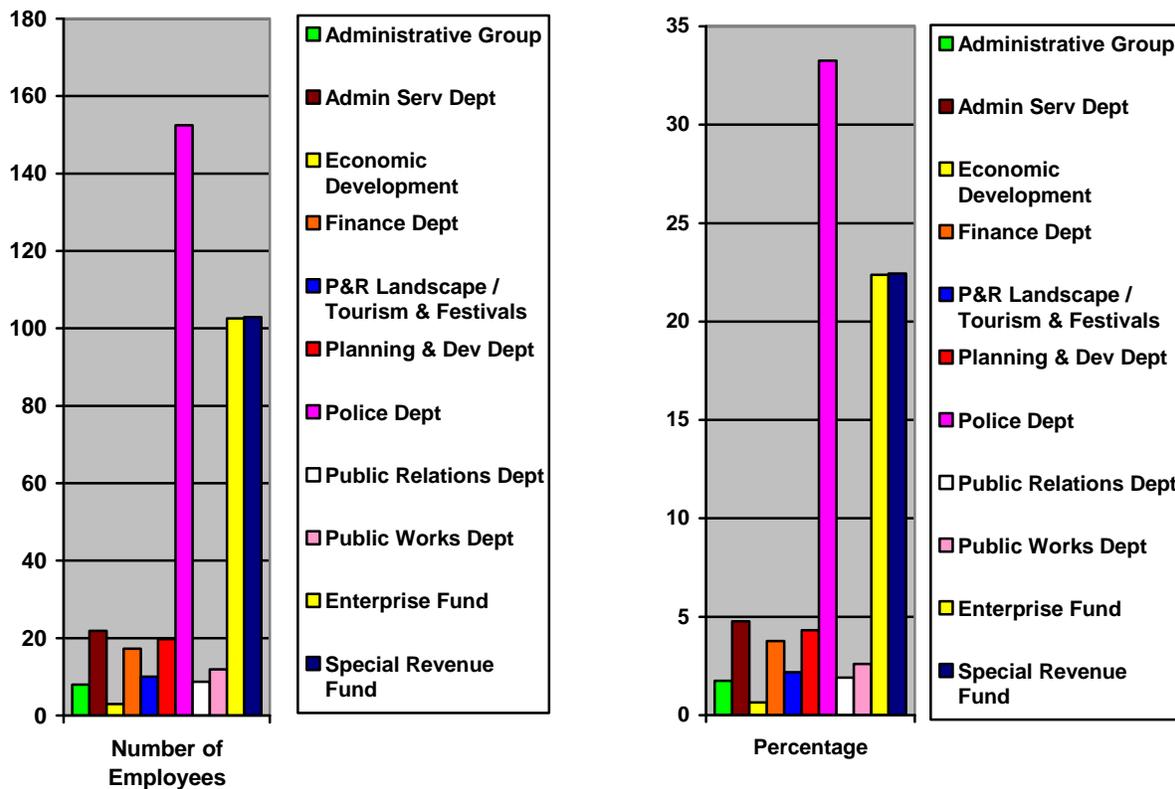
Fund	
Capital Expenditure Fund (General Fund)	\$2,824,546
Inmate Security Fund	2,500
Recreation Fund	1,393,088
Storm Water Fund	626,500
Street & Road Improvement Fund	6,551,709
Transient Guest Tax Fund	40,000
Environmental Services Fund	886,561
RSC Fund	174,500
Sewer Fund	2,433,400
Water Fund	4,492,750
Total	\$19,425,554
Departmental	
General Government	\$1,704,026
Planning & Development Department	45,020
Public Safety Department	687,900
Parks & Recreation Department	387,600
Non-Departmental	
Storm Water Fund	626,500
Inmate Security Fund	2,500
Recreation Fund	1,393,088
Street & Road Improvement Fund	6,551,709
Transient Guest Tax Fund	40,000
Environmental Services Fund	886,561
RSC Fund	174,500
Sewer Fund	2,433,400
Water Fund	4,492,750
Total	\$19,425,554

Personnel Summarized

Fiscal Year 2013

The City has made appropriations for personnel to focus on providing the highest quality of services to the citizens. The General Fund includes the Administration Group, Administrative Services Department, Communications Department, Economic Development Department, Finance Department, Parks and Recreational Department, Planning and Development Department, Police Department and the Public Works Department. Other employees are funded from the Special Revenue Funds which includes Community Development Block Grant Fund (CDBG Fund), Recreation Fund, Sewer Lateral Insurance Fund, Storm Water Fund, Street & Road Improvement Fund (S & R I Fund), and Enterprise Funds which includes Environmental Services Fund, Public Venue Fund, Renaud Spirit Center Fund, Sewer Fund and Water Fund.

Below is a graph that displays the breakdown of the employees into their respected departments by number of employees and as a percentage of all City employees. The table on the next page shows the breakdown by divisions.



Personnel Summarized

Fiscal Year 2013

Department/Division	Fiscal Year 2008	Fiscal Year 2009	Fiscal Year 2010	Fiscal Year 2011	Fiscal Year 2012	Fiscal Year 2013
Administration Group						
Administration	5.00	5.15	5.00	8.00	8.00	8.00
Administrative Services Dept						
Citizens First Center	2.00	2.00	2.00	n/a	n/a	n/a
Facilities Maintenance	5.15	6.10	6.40	6.20	6.20	6.35
Fleet Maintenance	4.00	4.00	4.00	4.00	4.00	5.00
Human Resources	5.00	5.00	5.00	3.00	3.00	4.25
Information Technologies	3.00	3.00	3.00	3.00	3.00	4.00
Safety & Risk Management	1.00	1.00	1.00	1.00	1.00	n/a
Volunteer Services	2.00	2.00	2.00	2.00	2.00	2.25
Economic Development Dept	3.15	3.00	3.00	3.00	3.00	3.00
Finance Dept						
Finance	12.00	12.00	12.00	11.90	11.90	12.00
Municipal Court	5.25	5.25	5.25	5.25	5.25	5.25
Parks & Recreation Dept						
Landscape	6.15	5.15	5.15	6.00	6.15	5.65
Tourism & Festivals	4.50	4.35	3.60	3.60	3.60	4.40
Planning & Development Dept						
Community Development Admin	3.00	3.00	2.65	2.00	n/a	n/a
Building & Code Enforcement	14.75	13.75	13.75	12.75	12.00	12.75
Planning & GIS	8.00	7.00	7.00	7.00	6.00	7.00
Police Department	143.5	145.5	145.5	143.25	146.50	152.50
Communications Dept						
Public Relations	3.00	3.00	3.15	3.20	3.20	3.20
Communications	5.50	5.50	5.50	5.50	5.50	5.50
Public Works Dept						
Engineering	12.00	11.00	10.00	9.90	10.50	11.33
Project Mgmt (Gen Fund portion)	0.75	0.75	.30	.50	.60	.60
Enterprise Funds						
Environmental Services Fund	24.75	26.75	27.25	27.90	27.15	27.15
Renaud Spirit Center (RSC) Fund	33.80	29.50	29.50	29.35	34.60	37.60
RSC Fund (Fac Mnt)	n/a	5.10	5.10	5.00	1.00	1.00
Sewer System Fund	0.00	16.00	19.75	19.65	21.55	20.40
Water System Fund	0.00	22.00	18.90	17.05	16.55	16.40
Special Revenue Funds						
Comm. Dev Block Grant Fund	0.85	0.85	0.85	0.90	0.90	0.80
Recreation Fund (Fac Mnt)	n/a	2.80	2.50	2.80	2.80	2.65
Recreation Fund(Parks)	24.85	24.75	24.55	22.05	22.05	22.75
Recreation Fund (Recr)	29.50	26.70	25.85	25.35	26.80	26.45
Sewer Lateral Fund	n/a	n/a	0.10	0.20	0.20	0.35
Storm Water Fund	1.00	4.00	4.95	5.10	5.55	5.50
Street & Rd Impr Fund (Fleet)	1.00	1.00	1.00	1.00	1.00	1.00
Street & Rd Impr Fund (Landscape)	n/a	1.50	1.50	1.50	1.00	1.00
Street & Rd Impr Fund (Streets)	27.00	27.00	27.00	27.00	33.25	38.10
Street & Rd Impr Fund (Prj Mgt)	5.25	5.25	4.80	4.60	7.15	4.30
Total	396.70	440.70	438.85	430.50	442.95	458.48

Note: Full Time Equivalents include part time employees. Elected Officials are not included in these figures.

Personnel Changes from 2012 to 2013

This is a brief synopsis of the changes in personnel from January 2012 through January 2013.

Facility Maintenance Division (General vs RSC Fund) - the increase in the General Fund and the decrease in the RSC Fund is due to redistributing the wage percentages based on duties and projects planned for the year.

Fleet Maintenance Division – increase is due to adding one Fleet Manager position in 2013.

Human Resources Division - increase is due to merging Safety & Risk Management into the division.

Information Technology Division – increase is due to adding one Information Technology Specialist position in 2013.

Volunteer Services Division – increase due to additional part-time Clerical Assistant position added in 2013.

Finance Division - slight increase due to change in split with the Community Development Block Grant Fund.

Landscape Division – decrease is due to reallocation of part-time hours.

Tourism & Festival Division – increase is due to reallocation of part-time hours.

Building & Code Enforcement Division – increase due to additional part-time Code Enforcement Officer positions added in 2013.

Planning & GIS Division – increase due to the Administrative Assistant position that was vacated and evaluated in 2011 was budgeted and filled in 2012.

Police Division – increase is due to adding three new Police Officer positions and three new Communication Officers in 2013.

Engineering Division – increase due to two part-time positions being added in 2013. One position is an Administrative Assistant, and the other is Construction Inspector Intern.

Renaud Spirit Center - increase is due to additional part-time employees.

Sewer Fund – decrease is due to removing the Assistant Manager position and changing the percentage of the billing support positions due to merging bills with waste hauling.

Water Fund – decrease is due to changing the billing support positions due to merging bills with waste hauling.

Community Development Block Grant Fund - slight decrease due to change in split with the Finance Division.

Parks Division (Recreation Fund) – increase is due to changing the percentage split with the Recreation Division based upon duties.

Recreation Division (Recreation Fund) – decrease is due to changing the percentage split with the Parks Division based upon duties.

Sewer Lateral Fund – increase is due to increasing the percentage of the Project Manager assigned to the fund and adding a portion for the City Engineer that oversees the fund.

Storm Water Fund – decrease is due to reallocation of the Project Manager positions.

Street Division (Street & Road Improvement Fund) – change is due to additional Seasonal Maintenance Workers for concrete work in 2013 and transferring the Traffic Sign Technician from Project Management Division to the Street Division.

Project Management Division (Street & Road Improvement Fund) – change is due to the transferring of the Traffic Sign Technician to Street Division and the reallocation of the Project Managers based on projects budgeted for 2013.





Administration Group
Administrative Services Department
Communications Department
Economic Development Department
Finance Department
Parks & Recreation Department
Police Department
Public Works Department

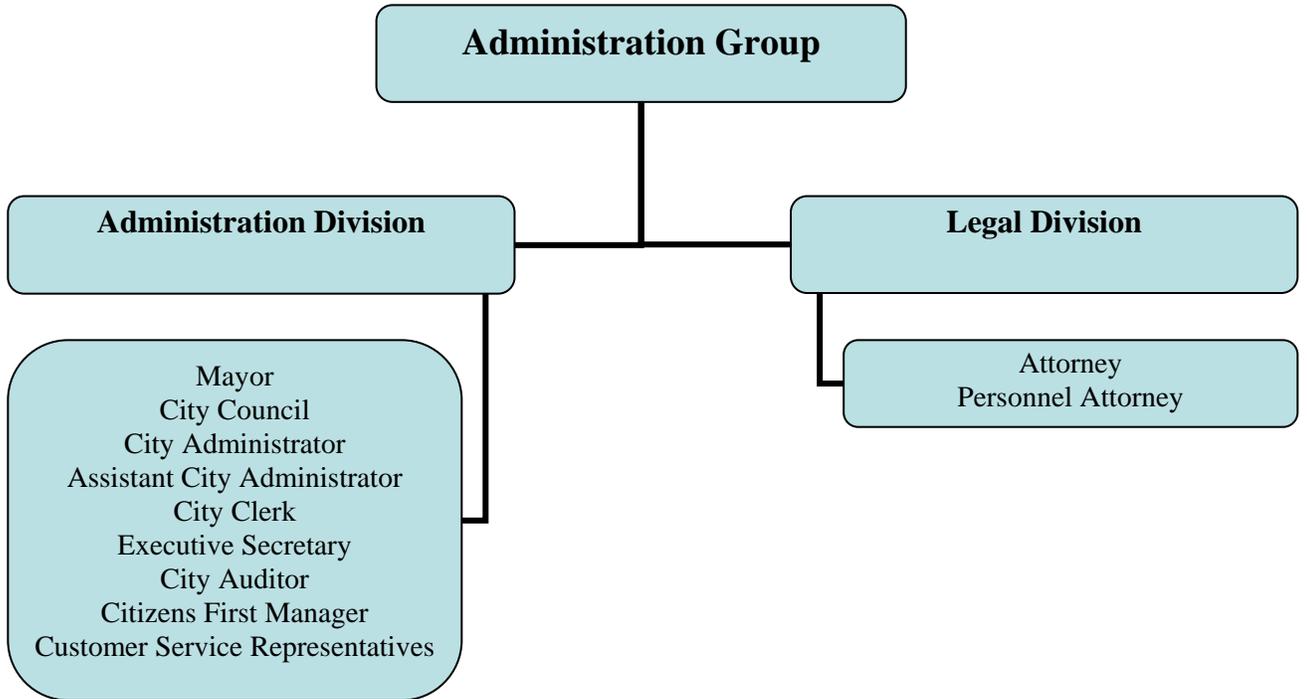
General Fund

This section presents the General Fund operating budget for the Administration Group, the Administrative Services Department, the Communications Department, the Economic Development Department, the Finance Department, the Parks & Recreation Department, the Police Department, the Public Works Department and Divisions that report to them. The budget information includes organization charts, overviews, fiscal year goals, performance measurements, budget summaries and budget highlights.





**Administration Group
Organization Chart
2013 Budget**



Administration Group

The Administration Group consists of the Administration Division, and the Legal Division. Communications and Economic Development are now separate Departments.



Administration Group – Administration Division

The Administration Division serves the Mayor and the City Council. The division is responsible for communicating the overall direction from the Mayor and City Council to all the other departments/divisions. The City Administrator supervises and coordinates the day-to-day activities of the City. The division provides staff and administrative services for operating divisions, oversees the implementation of policies and ordinances adopted by the Mayor and Council, and manages municipal resources for the provision of public services. In addition this division is responsible for informing the public of City services and programs, and maintaining intergovernmental relations. This division also provides staff support to various boards and commissions, prepares meeting agendas, and coordinates management review of proposed policies, programs, plans, budgets, and regulations.

The Administration Division consists of the City Administrator, the Assistant City Administrator, a City Clerk, an Executive Secretary, a City Auditor, the Citizens First Manager, and two Customer Service Representatives.

The City Administrator supervises the Directors of the Administrative Services Department, Finance Department, Parks & Recreation Department, Police Department, Public Works Department and the Legal Division. The Assistant City Administrator supervises the Directors of the Communications Department, Economic Development Department and the Planning & Development Department. Together, these Directors constitute the Management Team along with the City Clerk, City Auditor and City Attorney.

The City Clerk position was created by state statute and City ordinance. The City Clerk's primary responsibilities are Recording Secretary for the City Council, custodian of records, election authority and licensing agent.

Fiscal Year 2013 Goals

- I. Lead the review of citywide facility needs and formulate strategy for financing and construction. (*Facility Improvement Plans – Strategic Plan*)
- II. Continue the quarterly meetings between the City Administrator and the employees to improve communication and openness, reestablish relevant employee committees, and continue the Citizens Academy. (*Operational Improvements/Leadership Developments/Communication Efforts - Strategic Plan*)
- III. Continue to strive to not only make O'Fallon one of the Best Places to Live but also continue to strive to make the City a great place to work. (*To be a great place to work*)
- IV. Continue to evaluate the quality and efficiency of our City operations in meeting the changing needs of our citizens (*To maintain a superior community*)

- V. Assist residents as quickly as possible and follow up in a timely manner. Continue offering a single point of contact utilizing the Citizens Request Management system (GovQA) that a resident can access to lodge a concern or request information. *(To maintain a superior community)*

Performance Measures

	Actual 2008	Actual 2009	Actual 2010	Actual 2008	Target 2012	Actual 2012	Target 2013
Citizens First Calls							
# of Inquiries Received	840	549	629	840	800	7,500	8,500
% of Calls responded to within two days	95%	95%	95%	95%	95%	95%	95%

Previous Year's Goals

In 2012, the City continued to be both one of the Best Places and one of the Safest Places to live. Citizens First continued to assist residents and City Departments/Divisions by utilizing the Citizen Request Management system (GovQA) to track, evaluate and improve responsiveness to citizens' issues. The City Administrator continued to have quarterly meetings to keep employees informed of activities throughout the various divisions and to get feedback or answer questions from the employees. The Citizen's Academy was also established and included an employee leadership group as well.

Budget Category Summary

	Actual 2008	Actual 2009	Actual 2010	Actual 2011	Projected Budget 2012	Amount Change	Budget 2013	% Change
Personnel	\$617,935	\$587,261	\$673,207	\$762,487	\$839,693	(\$24,069)	\$815,624	(2.9%)
Contract Services	3,860	6,819	11,483	8,080	34,019	(7,979)	26,040	(23.5%)
Insurance	9,770	10,566	10,079	13,418	14,089	280	14,369	2.0%
Election Expenses	37,210	72,836	45,548	49,168	0	75,000	75,000	100.0%
Operating Supplies	7,730	6,768	5,114	6,485	12,865	3,635	16,500	28.3%
Professional Expenses	12,870	23,952	29,344	72,792	68,150	9,730	77,880	14.3%
Public Information	12,548	8,258	6,565	5,341	6,000	0	6,000	0.0%
Special Events/Programs	10,162	19,244	4,319	3,885	9,400	1,500	10,900	16.0%
Utilities	6,763	6,690	9,066	9,241	10,800	480	11,280	4.4%
Equipment Rental	2,722	2,634	1,324	3,214	5,255	0	5,255	0.0%
Leases and Contingency	143,583	28,580	8,353	173	60,000	0	60,000	0.0%
Transfers	0	0	504,000	0	1,280,000	(1,240,000)	40,000	(96.9%)
Total	\$865,153	\$773,608	\$1,308,402	\$934,284	\$2,340,271	(\$1,181,423)	\$1,158,848	(50.5%)

Budget Highlights

In 2013 the decrease in Contract Services is due to the transfer of entries to different line items to reflect the correct management of funds. The increase in Election Expenses is for the municipal election scheduled in April of 2013. Due to restructuring of Council member terms, there was no municipal election held in 2012. The increase for Operating Supplies includes the addition of small equipment, furniture and fixture replacement for aging items within the Administration Division. An increase in Professional Expenses reflects additional training and travel requests from personnel, the Mayor and City Council members.

Budget Category Explanations

Personnel \$815,624

This category includes the salaries, wages, and benefits for the City Administrator, the Assistant City Administrator, the City Clerk, the City Auditor, the Citizen's First Manager, the Executive Secretary and two Customer Service Representatives. This budget category also includes the compensation for the Mayor and ten Council members.

Contract Services \$26,040

This category contains the appropriations for recording fees, annexation expenses, code books, record maintenance or other services provided to the City.

Insurance \$14,369

This amount is allocated to each department, division, or section based upon the number of full-time employees. Coverage includes general liability, boiler and machinery, umbrella insurance, errors and omissions and property insurance.

Election Expenses \$75,000

This category includes all expenses related to municipal elections held by the City for elected positions and ballot issues. None were held in 2012.

Operating Supplies \$16,500

This category includes the cost of necessary supplies used by the Administration Division. This includes postage, pens, staples, and paper, maintenance for a fax machine, a copier, laptop computers, desktop computers, and laser printers. This also includes small equipment, furniture and fixtures that are valued less than \$5,000.

Professional Fees \$77,880

Included in this category are dues and subscriptions to various organizations and publications to which individual members of the administrative staff are involved. This also includes training and travel expenses for the Division or tuition reimbursement for continuing education. Travel expenses for the Mayor and the City Council are also funded from this category.

Public Information \$6,000

Advertising expenses related to public bid notices and requests for proposals are found in this category. The costs of printing public notices, handbooks, manuals, and other documents are also in this category.

Utilities \$11,280

This amount funds telephone and other utility expenses incurred by the Administration Division.

Equipment Rental \$ 5,255

This amount will cover copier rental and maintenance agreement.

Leases and Contingency

\$60,000

This account is used for unanticipated expenditures.

Special Programs/Events

\$10,900

This account is used for expenses associated with the Citizen Academy/Leadership Program, the Mayor's Youth Council, the annual Mayoral luncheon, the State of the City (as required by the City Charter approved by voters in 2009) and other events hosted by the City.

Transfers

\$40,000

All transfers from the General Fund to all other funds are budgeted within the Administration Division.



Administration Group – Citizens First (dissolved)

In 2011, Citizens First merged into the Administration Division. The Citizens First Center continues to monitor, address and handles citizen’s concerns and suggestions via phone, mail and internet communications. Once a complaint is received it is acknowledged then processed through the proper division to address. The complaint is tracked to ensure it is addresses in a timely manner. The Center responds to complaints as soon as possible with a plan of action or an explanation. The Citizens First Center also assists with new resident trash sign up, voter registration, utility tax rebates and Notary Public services.

Budget Category Summary

	Actual 2008	Actual 2009	Actual 2010
Personnel	\$129,537	\$133,083	\$134,285
Contract Services	0	0	0
Insurance	2,436	2,466	2,518
Operating Supplies	533	476	250
Professional Expenses	25	0	0
Leadership Program	0	3,018	0
Utilities	283	289	291
Total	\$132,814	\$139,332	\$137,344



Administration Group – Legal Division

The City contracts with a legal firm from which a City Attorney is appointed who consults with and advises the Mayor, City Council and City staff on various legal issues concerning the City and determines the legal impact of decisions and actions of City representatives and staff. The City Attorney conducts research, reviews and drafts ordinances, contracts, intergovernmental agreements, conveyances and other legal documents. The City Attorney also attends and represents the City Council at Council meetings and other committee meetings, as necessary.

The City also contracts for specialized legal services pertaining to issues such as personnel.

The City may still choose, from time to time, to contract for legal services pertaining to additional specialized issues.

Fiscal Year 2013 Goals

- I. Provide ongoing legal assistance to City staff and elected officials. (To maintain a superior community)

Previous Year’s Goals

In 2012, the Legal Division focused on various agreements and contracts to insure the City is in compliance with City ordinances and with State Statute.

Budget Category Summary

	Actual 2008	Actual 2009	Actual 2010	Actual 2011	Projected Budget 2012	Amount Change	Budget 2013	% Change
Professional Expenses	\$377,451	\$321,867	\$243,288	\$252,800	\$300,000	\$0	\$300,000	0.0%
Personnel	\$274,830	\$169,973	\$172,636	\$67,663	\$98,200	\$0	\$98,200	0.0%
Misc Fees	\$0	\$302	\$120,000	\$15,800	\$800	\$0	\$800	0.0%
Total	\$652,281	\$492,142	\$535,924	\$336,263	\$399,000	\$0	\$399,000	0.0%

Budget Highlights

No change in budget amount from 2012 to 2013.

Budget Category Explanations

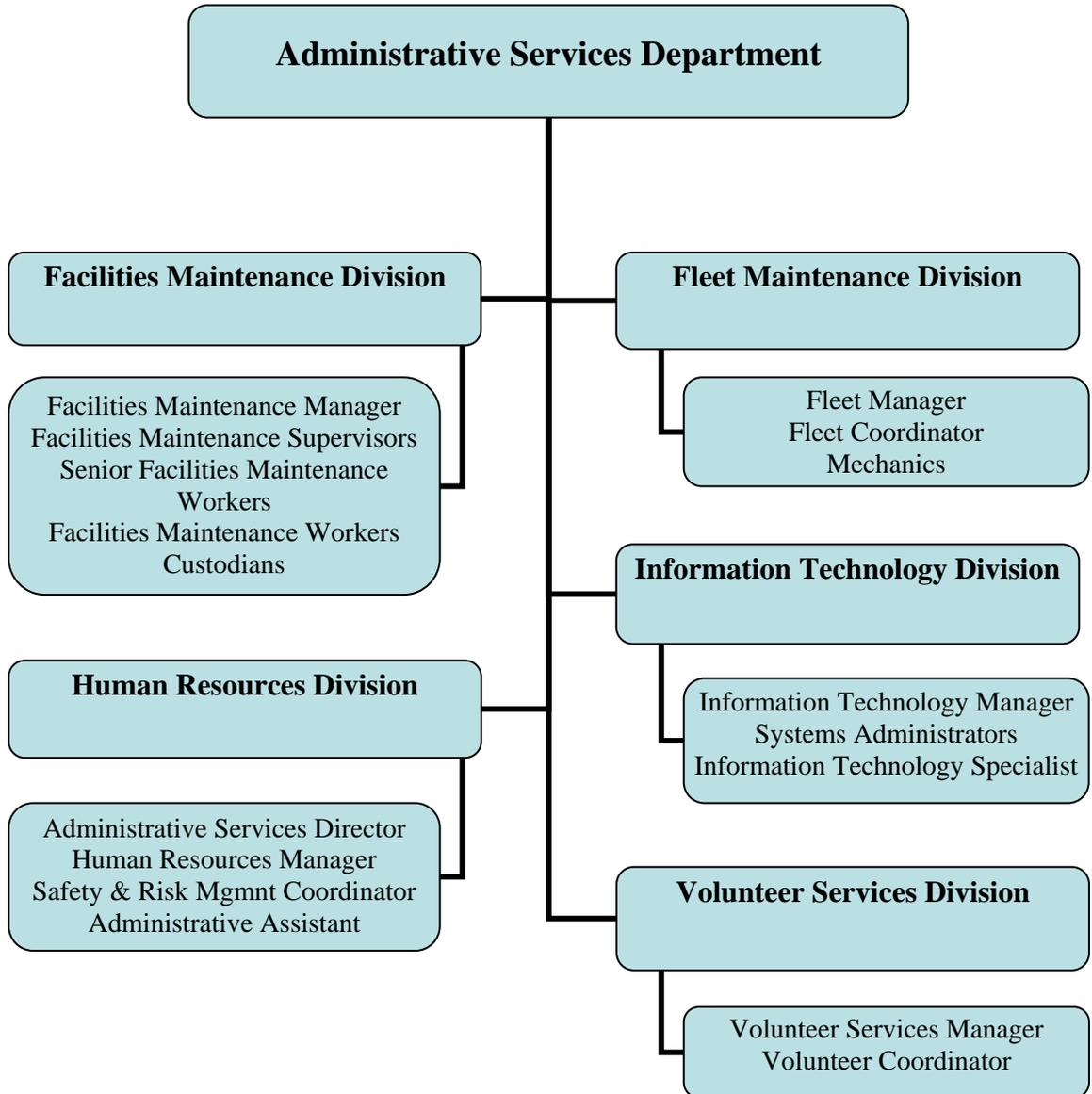
Professional

\$399,000

This category includes the fees for the general counsel services, and personnel issues.



**Administrative Services Department
Organizational Chart
2013 Budget**



Administrative Services Department

The Administrative Services Department is divided into five sections –Facilities Maintenance, Fleet Maintenance, Human Resources, Information Technology and Volunteer Services Divisions.

Administrative Services Department – Facilities Maintenance Division

Facilities Maintenance Division was created as a result of the reorganization in 1998 and 1999. In 2009, the expenses for this division were split between the General Fund, the Recreation Fund and the RSC Fund based on the Fund they are performing maintenance for. The Facility Maintenance Manager will report to the Administrative Services Director. A portion of the employee wages will be split according to the fund they are maintaining. This division covers the upkeep of the Municipal Complex, Parks facilities, RSC and other city facilities and includes minor construction and repairs such as painting, plumbing and electrical repairs. This is the General Fund portion of the division’s expenses.

Fiscal Year 2013 Goals

- I. Replace the carpet in the food court area and Police Lobby at City Hall. (*Core Value – Service*)
- II. Rework and add additional electric at the stadium. (*Core Value – Service*)
- III. Bid out repairs on the City Hall cooling tower. (*Core Value – Service*)

Performance Measurements

	Actual 2008	Actual 2009	Actual 2010	Actual 2011	Target 2012	Actual 2012	Target 2013
Performance Cards							
Number of Cards Distributed	250	n/a	n/a	n/a	n/a	n/a	n/a
% of Cards returned	80%	n/a	n/a	n/a	n/a	n/a	n/a
Excellent Service Rating received - %	96.0%	n/a	n/a	n/a	n/a	n/a	n/a
Satisfactory Service Rating received - %	1.0%	n/a	n/a	n/a	n/a	n/a	n/a
Dissatisfactory Service Rating received - %	0.0%	n/a	n/a	n/a	n/a	n/a	n/a
Work Order Program Volume							
Number of Help Desk Work Orders	n/a	295	334	413	425	466	435
Emergency Work Orders	n/a	5	4	20	15	18	15
Average Emergency Completion Time	n/a	<1 hr	<1hr	<1hr	<1hr	<1hr	<1hr

*In 2008 the department developed a new performance measure to monitor the work order program. In 2009 the Performance Cards were eliminated.

Previous Year’s Goals

In 2012 the Division replaced carpet in the weight room and pool table area at the Senior Center. The Division also painted the handrails going up to the pedestrian bridge over T.R Hughes Blvd. An overall evaluation needs to be done on the roof at City Hall to determine all issues that need attention. The results of the evaluation will help develop a plan to present in the 2014 budget.

Budget Category Summary

	Actual 2008	Actual 2009	Actual 2010	Actual 2011	Projected Budget 2012	Amount Change	Budget 2013	% Change
Personnel	\$273,831	\$334,354	\$352,167	\$348,421	\$353,368	(\$11,574)	\$341,794	(3.3%)
Contract Services	102,613	68,406	96,926	100,091	109,860	4,278	114,138	3.9%
Insurance	49,638	58,603	60,896	67,503	85,218	2,130	87,348	2.5%
Maintenance	12,362	16,964	22,252	22,928	19,000	4,000	23,000	21.1%
Operating Supplies	12,951	8,841	9,492	11,104	10,535	10,940	21,475	103.8%
Public Information	0	0	0	190	138	(138)	0	(100.0%)
Utilities	128,697	131,573	141,081	148,839	150,320	5,500	155,820	3.7%
Rental	300	0	0	128	500	0	500	0.0%
Total	\$580,392	\$618,741	\$682,814	\$699,204	\$728,939	15,136	\$744,075	2.1%

Budget Highlights

The decrease in Personnel is due to a change in percentage split of wages on employees shared with the Parks and Spirit Center Divisions. The increase in Contract Services is due to the increase of the HVAC contract. The Maintenance cost increase is due to replacing of carpet in the food court area and the Police Lobby of City Hall. Operating Supplies are increasing to cover the cost to change some of the outside lights. Utilities cost increase is due to Ameren rate hike and water and sewer billings to the General Fund for all General Fund facilities.

Budget Category Explanations

Personnel

\$341,794

This category includes the wages, benefits, and overtime for one Facility Maintenance Manager (60%), two Facility Maintenance Supervisors (100%, 20%), two Senior Facility Maintenance Workers (20% each), two Facility Maintenance Workers (100%, 20%), and three Custodians (100%).

Contract Services

\$114,138

This category includes the cost of contract services for trash removal, ice machine rental, telephone maintenance, custodial services and the HVAC monitoring at the City facilities.

Insurance **\$87,348**

This amount is allocated to each department, division, or section based upon the number of full-time employees. Coverage includes general liability, boiler and machinery, umbrella insurance, errors and omissions, and property insurance. The property insurance for General Fund facilities is also budgeted in this amount.

Maintenance **\$23,000**

This category is for the repairs and maintenance of various shop equipment, and heavy machinery used by the section. This amount also includes building materials needed to repair any of the City's facilities.

Operating Supplies **\$21,475**

Office supplies such as paper and pens, postage, copies, uniforms and clothing, small tools, voltage meters and other safety equipment and miscellaneous supplies needed by Facilities Maintenance for the General Fund is included in this category. This also includes small equipment, furniture and fixtures that are valued less than \$5,000.

Public Information **\$000**

This category includes advertising expenses related to public bid notices and requests for proposals.

Utilities **\$155,820**

This amount includes the costs incurred by Facilities Maintenance for phone use. It also includes gas and electric service in City facilities.

Rental **\$500**

This category provides for the rental of equipment that Facilities Maintenance needs, from time to time, but the City does not own.



Administrative Services Department -Fleet Maintenance Division

Fleet Maintenance was separated from the Parks Section in mid-1998 as the first step in creating a centralized system for maintaining the City's large fleet of non-police vehicles. In 2001, Fleet Maintenance began maintaining all rolling stock, including police vehicles. In 2002, the City started up its Environmental Service Fund for citywide waste hauling services. All City vehicles with the exception of the Environmental Services are now maintained by Fleet Maintenance. The Mechanics are responsible for maintaining service records on each vehicle, performing light to medium maintenance work, and scheduling intensive out-of-house repairs.

Fiscal Year 2013 Goals

- I. With the help of the new equipment purchased for the Fleet Division, more repairs and maintenance jobs will be completed in-house for the well-being of the City. (*Core Value - Service*)
- II. The Fleet Division will continue the quality maintenance and repairs it provides to all the departments/divisions in the City. (*To maintain a superior community*)

Performance Measurements

	Actual 2008	Actual 2009	Actual 2010	Actual 2011	Target 2012	Actual 2012	Target 2013
Number of Basic Service Jobs	2,326	2,318	2,400	2,442	2,500	2,540	3,000
Number of Out-Sourced Repairs	368	367	356	326	300	311	300
Number of Repairs Reworked	12	10	10	8	0	9	0
Average Time for Repair	3.8 hrs	3.5 hrs	4 hrs	3.0 hrs	3.0 hrs	3.0 hrs	3.0 hrs

Previous Year's Goals

In 2012 the Fleet Division continues to limit downtime of vehicles for all repairs done in-house. Every vehicle that was passed the facilities doors were repaired and check before being returned to the department/division in good and mechanically safe operating order.

Budget Category Summary

	Actual 2008	Actual 2009	Actual 2010	Actual 2011	Projected Budget 2012	Amount Change	Budget 2013	% Change
Personnel	\$236,333	\$250,576	\$253,865	\$255,535	\$263,264	\$102,779	\$366,043	39.0%
Insurance	140,730	109,572	110,421	120,736	159,236	3,981	163,217	2.5%
Maintenance	192,567	181,235	183,424	198,577	208,125	(6,000)	202,125	(2.9%)
Operating Supplies	4,185	5,222	5,646	1,890	4,350	0	4,350	0.0%
Petroleum	319,022	257,865	246,281	399,949	335,000	14,000	349,000	4.2%
Professional Expenses	425	450	1,660	0	3,500	475	3,975	13.6%
Utilities	1,557	1,451	579	2,011	3,472	228	3,700	6.6%
Rental	388	0	0	0	0	0	0	0.0%
Total	\$895,207	\$806,371	\$801,876	\$978,698	\$976,947	\$115,463	\$1,092,410	11.8%

Budget Highlights

In 2013 the Fleet Division will take on a new position splitting the duties of Fleet Manager and Fleet Coordinator. This will allow the division to better utilize the staff it currently has on hand for both repairs, and Budget issues. The increase in Professional Expense is for training to stay up to date on schooling for the new equipment being used on vehicles. Maintenance expense has dropped a small amount due to new equipment purchases. Petroleum costs have risen due to type of equipment purchased. Utilities have also increased due to adding a new phone for the new position.

Budget Category Explanations

Personnel

\$366,043

This category includes the wages, benefits, and overtime for one Fleet Manager, one Fleet Coordinator and three Mechanics.

Insurance

\$163,217

This amount is allocated to each department, division, or section based upon the number of full-time employees. This amount also includes automobile insurance for all City owned vehicles, including Police Department. Coverage includes general liability, auto insurance, boiler and machinery, umbrella insurance, errors and omissions, and property insurance.

Maintenance **\$202,125**
This category is for the repairs and maintenance of various shop equipment, heavy machinery and vehicles.

Operating Supplies **\$4,350**
Office supplies such as paper and pens, postage, copies, uniforms and clothing for the technicians, small tools, voltage meters, safety equipment and miscellaneous supplies needed are funded in this category.

Professional Expenses **\$3,975**
This amount provides funding for dues and subscriptions, training and travel expenses.

Petroleum **\$349,000**
This amount includes the costs incurred by division vehicles for oil and gas used.

Utilities **\$3,700**
This amount covers the cost for telephone charges.

Rental **\$ 000**
This category provides for the rental of equipment that the Fleet Maintenance needs, from time to time, but the City does not own.



Administrative Services Department - Human Resources Division

Human Resources Division is responsible for all personnel functions including, but not limited to, assistance with recruitment, selection and placement of all City employees. Other responsibilities include monitoring all federal drug testing requirements, including the random drug testing program, and administering the City's employee assistance program, employee training and development, employee relations, compensation and benefits administration, and all personnel policies and procedures, including disciplinary action.

In 2013, the Safety & Risk Management Division was merged into the Human Resources Division. The Safety & Risk Management Coordinator is responsible for the management of the City's Property Casualty Insurance and Workers Compensation Insurance including all claims associated with them and securing the best insurance coverage for the City. In addition, this position will continue to implement the safety programs including trainings, inspections, accident and injury investigation and all loss control measures involved.

Fiscal Year 2013 Goals

- I. Complete the update of the Employee Reference Handbook.
- II. Deliver or arrange training on several Human Resources topics including FMLA, Harassment, and Compliance. (*Operational Improvements – Strategic Plan*)
- III. Complete the Request for Proposal for P & C and Health Insurance Broker
- IV. Complete a Human Resources audit and take all needed corrective actions.
- V. Complete audit of basement records and separate, label, file, and destroy as appropriate.
- VI. Decrease the number of chargeable accidents by 16% by increased safety training and additional safety inspections. (*To be a great place to work*)

Performance Measurements

	Actual 2008	Actual 2009	Actual 2010	Actual 2011	Target 2012	Actual 2012	Target 2013
Positions Created							
Full-Time Employees	1	40	0	1	3	3	10
Part-Time Employees	0	0	0	79	10	10	4
Positions Filled							
Full-Time Employees	20	61	10	20	15	29	40
Part-Time Employees	200	200	79	153	85	246	250
Turnover (not including retirement or promotions)	25	24	15	13	10	24	20
Safety & Risk Management							
Annual # of City Wide Safety Trainings	36	36	39	33	30	20	24
Safety Trainings	10	10	10	10	10	5	8
Workers Compensation Claims filed	68	45	41	63	50	52	50
Number of Chargeable Accidents/Injuries	32	36	43	29	27	48	40

Note: The 2009 Positions created are from the Water and Sewer operation being taken in-house versus contracting.

Previous Year's Goals

In 2012 the application and application process were streamlined and made more efficient for both the applicant and the Human Resource Division. A new Human Resources Manager was hired. Progress was made on updating the Employee Reference Guide. This should be completed in 2013.

Budget Category Summary

	Actual 2008	Actual 2009	Actual 2010	Actual 2011	Projected Budget 2012	Amount Change	Budget 2013	% Change
Personnel	\$320,146	\$308,171	\$296,883	\$260,368	\$261,878	\$75,720	\$337,598	28.9%
Contract Services	21,160	34,233	35,932	33,166	30,900	5,625	36,525	18.2%
Insurance	2,207,759	2,148,670	2,277,479	1,774,757	2,195,017	74,798	2,269,815	3.4%
Maintenance	0	0	2,000	0	5,920	80	6,000	100.0%
Operating Supplies	16,674	6,256	5,224	2,478	4,000	18,950	22,950	473.8%
Professional Expenses	12,974	10,717	7,593	11,563	13,110	38,110	51,220	290.7%
Public Information	4,007	1,274	499	0	1,500	3,000	4,500	200.0%
Utilities	850	897	860	678	720	1,020	1,740	141.7%
Rental	2,259	2,169	1,031	1,882	2,550	450	3,000	17.6%
Total	\$2,585,829	\$2,512,387	\$2,627,501	\$2,084,892	\$2,515,595	\$217,753	\$2,733,348	8.7%

Budget Highlights

In 2012, the Safety and Risk Management Division was merged into Human Resources. Nearly all significant increases (including Personnel, Contract Services, Operating Supplies, Public Information and Utilities) are due to moving the Safety and Risk Management budget into the Human Resources budget. One notable exception is Professional Expenses where an increase for City-wide training reflects a significant increase in overall budget dollars

Budget Category Explanations

Personnel

\$337,598

This category includes wages and benefits for the Administrative Services Director, one Human Resource Manager, one Safety & Risk Management Coordinator and one Administrative Assistant.

Contract Services **\$36,525**

This category contains the expenses for services provided to the Human Resources.

Insurance **\$2,269,815**

This amount is to cover all the employee health insurance and claim deductibles. Each department, division, or section will be allocated their portion of the dental and life insurance based upon the number of full-time employees. Coverage includes general liability, boiler and machinery, umbrella insurance, errors and omissions and property insurance.

Maintenance **\$6,000**

This category is for the repairs and maintenance of office equipment, including computers and printers.

Operating Supplies **\$22,950**

This category includes office supplies, such as paper, pens, postage, copies and other miscellaneous items. This also includes small equipment, furniture and fixtures that are valued less than \$5,000.

Professional Expenses **\$51,220**

This amount is for expenses related to dues and subscriptions, in-house training, tuition reimbursement and drug testing. Travel and outside training program expenses are also included.

Public Information **\$4,500**

Advertising and printing are accounted for in this category.

Utilities **\$1,740**

This amount is for telephone charges.

Rental **\$3,000**

This amount is budgeted for rental of equipment or other items used by Human Resources.



Administrative Services Department - Information Technologies Division

Information Technologies (IT) Division reports to the Administrative Services Director and is responsible for overall computer administration and telephone administration. The Information Technology Manager and two System Administrators support the divisions by maintaining the network and coordinating equipment acquisitions and installation to ensure compatibility with the network and software needs of the City.

Fiscal Year 2013 Goals

- I. Replace Police car computer systems with newer computers to provide better access to information for the officers. *(To maintain a superior community)*
- II. Upgrade desktop systems to a Virtual System to take advantage of new operating systems and better security. *(To maintain a superior community) (Improved Communication/ Responsiveness/ Openness - Strategic Plan)*

Performance Measurements

	Actual 2008	Actual 2009	Actual 2010	Actual 2011	Target 2012	Actual 2012	Target 2013
# of Computers (Added/Upgraded)	44	35	61	20	31	28	10
# of Software Systems (Added/Upgraded)	2	3	2	3	3	3	3

Previous Year's Goals

In 2012, the division replaced the network backbone at each building including City Hall. This comprehensive upgrade replaced the 10 year old network switches with newer technology delivering 1 Gbs speed to each desktop and up to 20 Gbs to some servers. The 15 year old phone system was also replaced. The new phone system will provide better customer service to the residents through the receptionist by allowing them to actually see if someone is available for a call. The internet link was also upgraded from 3.0 Mbs to 4.5 Mbs.

The division also had a fiber network installed from City Hall to the Streets / Public Works buildings that are over a mile away from the City. This greatly enhances the quality of the network at the buildings, allowing them better and faster access to the City's network at City Hall.

Budget Category Summary

	Actual 2008	Actual 2009	Actual 2010	Actual 2011	Projected Budget 2012	Amount Change	Budget 2013	% Change
Personnel	\$258,166	\$270,956	\$276,409	\$281,259	\$288,156	58,682	\$346,838	20.4%
Contract Services	22,139	23,902	19,952	18,982	20,000	(2,500)	17,500	(12.5%)
Insurance	3,654	3,699	3,777	3,807	3,997	(63)	3,934	(1.6%)
Maintenance	58,803	66,621	52,526	65,534	66,000	10,200	76,200	15.5%
Operating Supplies	16,389	12,278	9,994	10,720	11,600	17,050	28,650	147.0%
Professional Expenses	2,336	2,283	3,380	3,254	9,400	0	9,400	0.0%
Utilities	13,398	10,913	8,041	13,378	15,840	8,808	24,648	55.6%
Total	\$374,885	\$390,652	\$374,079	\$396,934	\$414,993	92,177	\$507,170	22.2%

Budget Highlights

The increase in Personnel is for the hiring of an Information Technology Specialist. The increase in Maintenance is due to new network equipment renewal for year 2. Utilities increased due to the upgrade from 3.0 to 4.5 mbs. The increase in Operating Supplies is due to moving replacement computers for the General Fund into the division's operating budget.

Budget Category Explanations

Personnel **\$346,838**

This category includes salary, wages, and benefits, for Information Technologies Manager, two System Administrators and one Information Technologies Specialist.

Contract Services **\$17,500**

This category is for maintenance services for the telephone system and the network software.

Insurance **\$3,934**

This amount is allocated to the department, division, or section based upon the number of full-time employees. Coverage includes general liability, boiler and machinery, umbrella insurance, errors and omissions and property insurance.

Maintenance **\$76,200**

This category includes repairs and maintenance of computers, printers and other equipment.

Operating Supplies

\$28,650

The operating supply budget includes paper, postage, pens and miscellaneous computer supplies. This also includes computer equipment, small equipment, furniture and fixtures that are valued less than \$5,000.

Professional Expenses

\$9,400

This category covers all expenses for dues and subscriptions and a software support agreement. The travel and training portion is also included in this amount.

Utilities

\$24,648

This category covers all expenses related to telephone lines, T-1 lines and internet access for the City's system.



Administrative Services Department – Safety & Risk Management Division

The Safety & Risk Management Division was merged into the Human Resources Division in 2013. The information below is for historical information only.

Budget Category Summary

	Actual 2008	Actual 2009	Actual 2010	Actual 2011	Projected Budget 2012
Personnel	\$58,616	\$61,503	\$62,157	\$47,279	\$68,483
Contract Services	8,768	5,039	9,813	4,260	5,534
Insurance	59,975	76,111	47,199	54,699	76,332
Maintenance	147	0	0	0	0
Operating Supplies	11,865	10,418	7,937	6,825	5,325
Professional Expenses	17,291	5,376	11,451	13,832	26,200
Utilities	285	297	315	258	360
Total	\$156,947	\$158,744	\$138,872	\$127,153	\$182,234

Budget Category Explanations

Personnel

This category includes salaries, wages and benefits for one Safety & Risk Coordinator position.

Contract Services

This category contains the expenses for services provided by private firms.

Insurance

This amount is to cover all the employee health insurance and claim deductibles. Each department, division, or section will be allocated their portion of the dental and life insurance based upon the number of full-time employees. Coverage includes general liability, boiler and machinery, umbrella insurance, errors and omissions and property insurance.

Maintenance

This category is for the repairs and maintenance of office equipment, including computers and printers.

Operating Supplies

This category includes office supplies, such as paper, pens, postage, copies, safety equipment and other miscellaneous items.

Professional Expenses

This amount is for expenses related to training and travel for the Safety & Risk Management Department and allows additional training information to be provided to all City personnel.

Utilities

This amount is for telephone charges.



Administrative Services Department – Volunteer Services Division

Volunteer Services commenced in October 2000 as part of the Administrative Services Department. Responsibilities include coordinating and managing volunteers to support the City’s needs. Volunteers help various departments with tasks that range from office assistance and bulk mailings, to assisting at City events.

Fiscal Year 2013 Goals

- I. Develop additional volunteer positions within departments/divisions to support City staff. *(Core Values – Team)*
- II. Coordinate volunteer projects for participation in local and nationally recognized service events. *(To maintain a superior community)*
- III. Develop goal-oriented projects to engage schools, corporations, churches, and other organizations/groups. *(Core Values – Team)*
- IV. Coordinate promotion of service opportunities and recognition of volunteer efforts with city, local, regional and national media, social networking, and other resources. *(Core Values – Trust and Respect; Team)*
- V. Develop and implement a training curriculum to educate staff on VS procedures, allowing improved utilization of staff and volunteer resources. *(Strategic Plan – Operational Improvements)*

Performance Measurements

	Actual	Actual	Actual	Actual	Target	Actual	Target
	2008	2009	2010	2011	2012	2012	2013
Number of Volunteers	1,875	2,025	2,360	2,490	2,100	2,463	2,300
Number of Volunteer Hours	20,282	23,395	20,307	20,016	21,000	20,058	21,000

Previous Year’s Goals

Added Positions: In 2012, 8 volunteer positions were developed to support City departments/divisions. Programs that help to place individuals with disabilities and disadvantaged young adults continued to expand through collaboration with nonprofit agencies, schools, and receptive staff. In 2012, the Fort Zumwalt School District began a volunteer/job shadowing program at the RSC.

Local/Nationally-Recognized Events: Participation in 2012 national service events included 9 events. Support for city programs included festivals, athletic events, recreation activities, community blood drives, theater and concert performances, and holiday events (Park Partners Day, Mission Clean Stream, Movie in the Park, Public Works Fair, and multiple events at the Heald Home). In 2012 the Parks & Recreation Night at TR Hughes Ballpark, Garden Expo, and Pirate Treasure Hunt events were added.

Group Projects: Groups that engaged in volunteer projects included students from local schools, scout troops, churches, universities/colleges, as well as civic organizations, local businesses, and homeowner associations. In 2012 there were five new groups that joined the City's Volunteer Services group. As part of the new Adopt-A-Park program, Westhoff Park was adopted.

Promotion/Recognition: Volunteer opportunities were promoted through the city's website, cable channel, newsletter, e-newsletter, Parks brochure, at volunteer fairs, in regional newspapers, on the radio, and through videos, photographs, press releases, and interviews. Recognition was accomplished by use of various media, as well as an annual video highlighting volunteer service. Volunteers were sent thank you cards during National Volunteer Week, invited to a Recognition Banquet. In 2012 a new business card was developed listing all methods of contacting VS, including physical address, telephone numbers, email, website, and several social media sites.

Orientation/Evaluation: An orientation video was produced through Communications to promote volunteer opportunities within the city. An evaluation form was developed to solicit feedback from the volunteers regarding the volunteer program. Additionally, all volunteer position descriptions were updated into the revised format currently used by Human Resources.

Employee Volunteer Programs: Volunteer Services worked with businesses to develop service opportunities for employees.

Budget Category Summary

	Actual 2008	Actual 2009	Actual 2010	Actual 2011	Projected Budget 2012	Amount Change	Budget 2013	% Change
Personnel	\$115,036	\$121,462	\$128,145	\$129,392	\$133,056	\$12,353	\$145,409	9.3%
Contract Services	150	594	635	698	700	175	875	25.0%
Insurance	2,436	2,466	2,518	2,538	2,665	(42)	2,623	(1.6%)
Operating Supplies	3,555	4,274	3,471	3,244	5,130	800	5,930	15.6%
Special Events	18,865	17,063	15,081	17,646	18,050	800	18,850	4.4%
Professional Expenses	4,125	4,772	4,397	4,739	4,581	(1,097)	3,484	(23.9%)
Public Information	329	253	198	293	300	0	300	0.0%
Utilities	588	575	682	526	1,500	(500)	1,000	(33.3%)
Total	\$145,084	\$151,459	\$155,127	\$159,076	\$165,982	\$12,489	\$178,471	7.5%

Budget Highlights

The increase in Personnel reflects the expense for a new Clerical Assistant position approved for 2013. The Contract Services expense increased due to additional service level of the VS database. The decrease in Utilities is due to a PC tablet being purchased in 2012.

Budget Category Explanations

Personnel **\$145,409**

This category includes salaries, wages and benefits for one Manager of Volunteer Services, one full-time Volunteer Services Coordinator and one part-time Clerical Assistant.

Contract Services **\$875**

This amount covers the cost for web-based volunteer management system (recruiting, tracking, coordinating, and communication).

Insurance **\$2,623**

This amount is allocated to each department, division, or section based upon the number of full-time employees. Coverage includes general liability, boiler and machinery, umbrella insurance, errors and omissions, and property insurance.

Operating Supplies **\$5,930**

The operating supply budget includes office equipment and supplies, postage, copies, and other miscellaneous items. This also includes small equipment, furniture and fixtures that are valued less than \$5,000.

Special Events **\$18,850**

The special events budget includes the costs for volunteer projects, events, recognition, and identification items.

Professional **\$3,484**

This amount includes funds for dues and subscriptions, professional fees, training and travel along with tuition reimbursement.

Public Information **\$300**

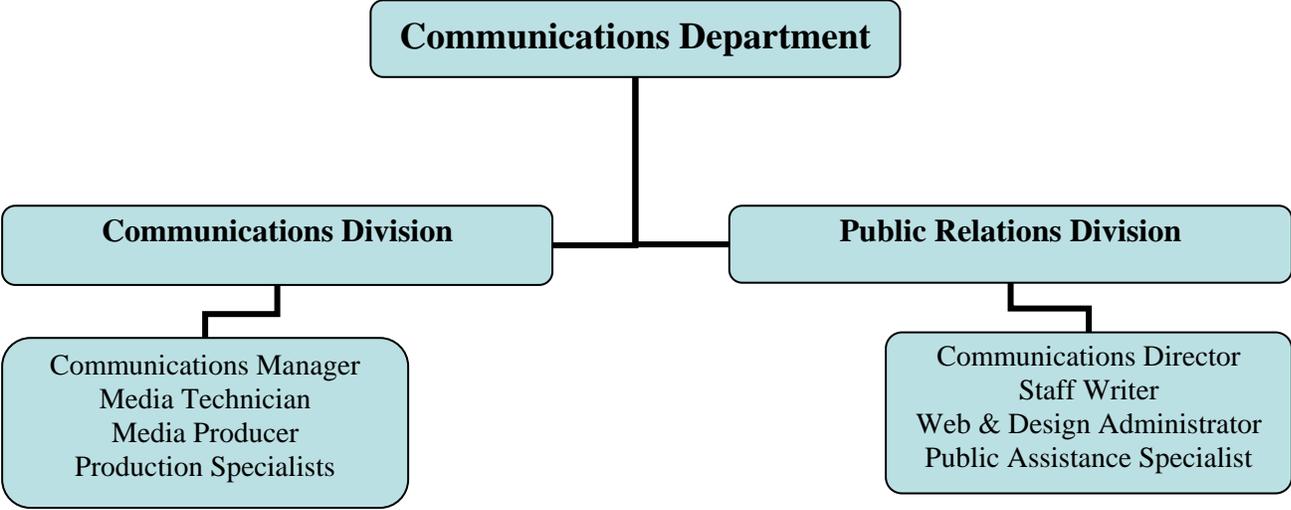
This amount includes funding for advertising, printing and promoting volunteer events.

Utilities **\$1,000**

This amount is allocated for telephone and tablet aircard expenses.



**Communications Department
Organization Chart
2013 Budget**



Communications Department

The Communications Department was formerly part of the Administration Group. This Department report to the Assistant City Administrator. It consists of two Divisions, the Public Relations Division and the Communications Division.

Communications Department – Communications Division

The Communications Division (O’FallonTV) reports to the Communications Director and is responsible for the dissemination of public information to the community via the 24 hour government access cable channel (Channel 991), AT&T U-verse (Channel 99), live streaming on the City’s website and YouTube. They are responsible for the live cable casting of City Council, Planning and Zoning Commission, Board of Adjustment, Public Works Commission, Parks Board, Veteran Commission, Apportionment Committee, Charter Commission, Advisory Green Council, Traffic Commission, Senior Advisory Committee, O’Fallon Convention & Visitors Bureau and the Mayor’s Youth Advisory Council meetings. They also show all associated workshop live. In addition, these 164 meetings are recorded and played back on a regular schedule on the government access cable channel which broadcast 24 hours a day, seven days a week. They also cover local events and produce programs to keep residents and non-residents informed of events that occur within the City limits. In addition to meeting coverage, the division produced approximately 20 original programs per month. They also supply information to viewer through the Community Bulletin which displays announcements, agendas, job opportunities, program availability and all press releases. The division also duplicates meetings, workshops and programs to fill request for information and staff requests as needed. O’Fallon TV programming are also available on-line on demand and users can also subscribe to podcast as well as view O’Fallon TV live via the web. Additionally, O’Fallon TV, along with the Public Relation Division, continues to expand the City’s social media presence. They also provide audio/visual support for all events both onsite and off-site as needed. These include events at the Veterans Memorial Walk, the parks system, banquets, court, City Hall and employee functions. They also perform forensic support, tape duplication, DVD creation and programming for divisions as requested.

Fiscal Year 2013 Goals

- I. Further integrate O’FallonTV into the City’s website and social media. (*Core Values of the City*)
- II. Continue communications with residents via website, Charter cable channel, video on demand system and social TV. (*Core Values of the City*)
- III. Develop a more formalized 5-year CIP for all O’FallonTV equipment, including the equipment permanently affixed in the Chambers, the City’s website and social media. (*Equipment Replacement Fund – Strategic Plan*)
- IV. Incorporate Keep it in the O YouTube links into the City Retail Map. (*Economic Development – Strategic Plan*)

Performance Measurements

	Actual 2008	Actual 2009	Actual 2010	Actual 2011	Target 2012	Actual 2012	Target 2013
Programs Produced	252	378	334	342	310	292	275
Hours of Taped or Live Programming Per Day	24	24	24	24	24	24	24
Average Daily Hours of Locally Produced Programming	22.0	22.0	23.0	22.0	22.0	22.0	22.0

Previous Year's Goals

In 2012, the Communications Division continued to provide original programming and features, coverage of all the City meetings/workshops and the A/V support needs of the City of O'Fallon, Missouri. A new long format news magazine program (O'Fallon Matters) was created to inform residents of the events, activities and general news occurring in the City of O'Fallon. The Division continued to expand the City's online social prominence and has become one of the leaders of municipal YouTube use. The total number of views on the YouTube channel has exceeded 100,000. Additionally, O'FallonTV is now available on the AT&T U-Verse system which continues to expand our delivery of City information.

Budget Category Summary

	Actual 2008	Actual 2009	Actual 2010	Actual 2011	Projected Budget 2012	Amount Change	Budget 2013	% Change
Personnel	\$315,581	\$344,736	\$345,884	\$334,948	\$376,067	(\$988)	\$375,079	(0.3%)
Contract Services	500	1,200	0	1,200	1,800	600	2,400	33.3%
Insurance	6,091	6,164	6,295	6,346	6,663	(106)	6,557	(1.6%)
Maintenance	2,629	4,234	3,955	3,218	5,500	1,200	6,700	21.8%
Operating Supplies	9,878	5,538	4,337	5,780	6,865	10,475	17,340	152.6%
Professional Expenses	3,302	457	0	0	4,100	(1,150)	2,950	(28.0%)
Public Information	92	209	0	0	0	0	0	0.0%
Utilities	364	289	11,079	11,037	11,088	0	11,088	0.0%
Rental	612	454	225	400	450	0	450	0.0%
Total	\$339,049	\$363,281	\$371,775	\$362,929	\$412,533	\$10,031	\$422,564	2.4%

Budget Highlights

The increase in Contract Services is due to a service assurance package for the AT&T U-verse Tigtrope server which was added in 2012. The increase in Operating Supplies is for equipment and software purchases that previously would have been capital request items. The decrease in Professional Expenses is a result of limited specialized training availability and the majority of our training is being done online through webinars at little or no charge.

Budget Category Explanations

Personnel **\$375,079**

This category includes salaries, wages and benefits for a Communications Manager, a Media Technician, a Media Producer, two Production Specialists and part-time employee(s).

Contract Services **\$2,400**

This amount is for charges for contract services needed for video production.

Insurance **\$6,557**

This amount is allocated to each department, division, or section based upon the number of full-time employees. Coverage includes general liability, boiler and machinery, umbrella insurance, errors and omissions, and property insurance.

Maintenance **\$6,700**

This category includes repairs and maintenance of cameras, tape decks, videocassette recorders and other audio/video equipment.

Operating Supplies **\$17,340**

The operating supply budget includes DVD stock, blank audio cassettes and video tapes, as well as copies, paper, pens, postage and other miscellaneous office supplies. This also includes small equipment, furniture and fixtures that are valued less than \$5,000.

Professional Expenses **\$2,950**

This amount includes funds for programming, tuition and other professional related expenses.

Public Information **\$000**

Advertising expenses related to public bid notices and requests for proposals are found in this category. The costs of printing public notices, handbooks, public awareness handouts, manuals, and other documents are also in this category.

Utilities **\$11,088**

Funding for direct internet access, telephone bills and services.

Rental **\$450**

Funding for the rental of miscellaneous equipment and services.



Communications Department – Public Relations Division

The Public Relations Division commenced in 1999 as part of the Administration Group. Responsibilities include coordinating and managing all City-related communication materials (electronic and printed) and promotion for all City activities, events and activities. This includes but is not limited to: news releases, brochures, posters, invitations, promotional letters, advertisements, signage, and the City’s quarterly newsletter/parks and recreation guide. The Public Relations Division also maintains five websites for various City divisions (www.ofallon.mo.us, www.ofallon.mo.us/parksandrec, www.renaudspiritcenter.com, www.ofallon.mo.us/pd, and www.heritageandfreedomfest.com) and assists in preparing official presentations given by the Mayor/City Council.

Fiscal Year 2013 Goals

- I. Successfully launch the new versions of www.ofallon.mo.us/parksandrec and www.renaudspiritcenter.com. These new websites will provide easier navigation, an updated look and better content management. (*A better place to live and Core Values - Service*)
- II. Revise the City’s electronic newsletter, moving to a more efficient and affordable solution.
- III. Successfully implement the City’s new leadership program. (*Leadership Development – Strategic Plan*)
- IV. Conduct a statistically-valid citizen survey.
- V. Continue to portray the City in a positive light in local media and City-produced communications.

Performance Measurements

	Actual 2008	Actual 2009	Actual 2010	Actual 2011	Target 2012	Actual 2012	Target 2013
Number of Newsletters to Citizens	4	4	4	4	4	4	4
Number of News Releases	234	239	237	242	240	259	240
Unique web page views by site*							
www.ofallon.mo.us (includes PD site)	748,246	845,105	1,010,466	1,002,917	975,000	1,054,462	1,000,000
www.renaudspiritcenter.com	243,326	309,206	290,827	323,409	310,000	308,266	275,000*
www.heritageandfreedomfest.com	77,511	94,264	87,369	97,781	95,000	87,379	90,000
Unique visitors by site							
www.ofallon.mo.us (includes PD site)	299,584	370,310	369,524	435,073	420,000	475,266	450,000
www.renaudspiritcenter.com	99,537	133,251	136,504	137,994	130,000	131,297	120,000*
www.heritageandfreedomfest.com	26,847	37,510	38,930	40,174	40,000	38,191	40,000

*It is anticipated that the www.renaudspiritcenter.com website may see a decrease in users/visits in 2013. This is due to the City’s implementation of an improved “Rainout Information” system that will allow users to receive both email and text message announcements regarding field/game status. Previously, this information was available only on the RSC’s website.

Previous Year's Goals

In 2012, Public Relations continued publishing the residential newsletter/parks and recreation guide on a quarterly basis, and successfully grew the City's e-newsletter distribution to more than 14,000 residents. Additionally, two updated websites www.ofallon.mo.us and www.ofallon.mo.us/pd, were launched which greatly enhanced the City's web presence and added video and mobile capabilities to the sites. In addition, the division successfully grew its new YouTube channel to more than 100,000 views in. The Public Relations Division also expanded the City's use of social media and O'Fallon has become a model for nearby cities in this regard.

Public Relations also successfully developed and implemented the City's first O'Fallon 101 Citizens' Academy. This series of classes played a great role in educating key residents on the City's operations and Staff. The Division also developed a template presentation utilized by both the City Administrator and the Economic Development Department to educate the community on the City.

All graphic design, writing and web development needs were handled in-house, and the division continued to cultivate relationships with local media, resulting in substantial positive coverage for the City

Budget Category Summary

	Actual 2008	Actual 2009	Actual 2010	Actual 2011	Projected Budget 2012	Amount Change	Budget 2013	% Change
Personnel	\$201,548	\$211,324	\$227,250	\$233,480	\$245,999	\$1,293	\$247,292	0.5%
Contract Services	2,251	2,099	1,687	1,646	11,600	33,400	45,000	287.9%
Insurance	3,654	4,338	5,035	5,076	5,330	(85)	5,245	(1.6%)
Maintenance	0	0	0	0	0	1,500	1,500	0.0%
Operating Supplies	9,712	8,450	6,081	6,582	8,440	610	9,050	7.2%
Special Events	0	0	31,042	671	20,000	0	20,000	0.0%
Weatherization Grant	0	0	0	248,937	0	0	0	0.0%
Professional Expenses	2,195	2,342	2,000	0	100	2,100	2,200	2100.0%
Public Information	7,428	9,213	8,205	7,151	11,100	4,600	15,700	41.4%
Rental	0	0	0	0	0	0	0	0.0%
Utilities	284	925	847	635	720	720	1,440	100.0%
Total	\$227,072	\$238,691	\$282,147	\$504,178	\$303,289	\$44,138	\$347,427	14.6%

Budget Highlights

In 2013, an additional \$33,000 is budgeted to conduct a statistically valid Citizen Survey as part of the City's efforts to evaluate citizen opinions and resident satisfaction. This has been a goal for several years, and funding was granted through the 2013 budget process. In addition, a new Internet connection to support the City's new websites and construction was budgeted. This is reflected in the Utilities line. Finally, the increase in Professional Expenses is related to the overhaul of the color printer. The printer is in its fifth year of use, and new drum kits, rollers, etc. will extend its useful life.

Budget Category Explanations

Personnel

\$247,292

This category includes salaries, wages and benefits for one Communication Director, one Web & Design Administrator, one Staff Writer and 20% of the Public Assistance Specialist position.

Contractual Services **\$45,000**

This category contains the appropriations for Contractual Services provided to the City.

Insurance **\$5,245**

This amount is allocated to each department, division, or section based upon the number of full-time employees. Coverage includes general liability, boiler and machinery, umbrella insurance, errors and omissions, and property insurance.

Maintenance **\$1,500**

This category includes repairs and maintenance of printer and MAC computer.

Operating Supplies **\$9,050**

The operating supply budget includes office supplies, postage, copies, special events and other miscellaneous items. This also includes small equipment, furniture and fixtures that are valued less than \$5,000.

Special Events **\$20,000**

This category includes the Project Home expenses.

Professional **\$2,200**

This amount includes funds for dues and subscriptions, professional fees, along with travel and training expenses.

Public Information **\$15,700**

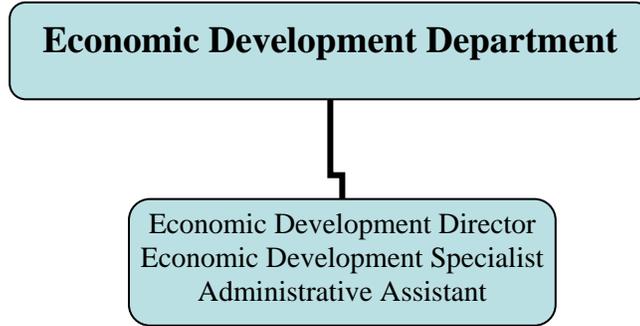
Funding for the public relations events, advertising and printing.

Utilities **\$1,440**

Funding for telephone and internet service and equipment replacement expenses.



**Economic Development Department
Organization Chart
2013 Budget**



Economic Development Department

The Economic Development Department was formerly part of the Administration Group. This department reports to the Assistant City Administrator.

Economic Development Department

Economic Development is the process of cooperative action between the public and private sectors, which results in widespread and sustained investment for the benefit of the community and its residents. This Division reports directly to the Assistant City Administrator.

The Economic Development Division has the responsibility of influencing development in the community through expanding business opportunities, tax base, retaining current businesses, and working to foster community development.

Fiscal Year 2013 Goals

- I. Short Term Department Goals (*To maintain a superior community*)
 - A. Continue to implement the recommendations of the retail study for marketing area businesses by continuing the local “Keep it in the O” advertising campaign and adjust the slogan when the audience is broadened outside O’Fallon borders to “It’s all in the O”.
 - B. Continue to recruit new businesses to O’Fallon through research, cold calling and responses to requests.
 - C. Provide support to existing businesses on the basis of available Economic Development tools, and assist them in survival and expansion through the current economic climate.
 - D. Continue the process of creating an Economic Development Strategic Plan for the City of O’Fallon. (*Economic Development – Strategic Plan*)
- II. Long Term Department Goals (*To maintain a superior community*)
 - A. Foster relationships with developers to work in partnership to attract businesses to O’Fallon.
 - B. Work closer with site consultants to guide growth specifically on the high-tech corridor and all commercial properties within the City.
 - C. Continue to actively market O’Fallon on a regional basis through one on one contact, and networking events.

Performance Measurements

	Actual 2008	Actual 2009	Actual 2010	Actual 2011	Target 2012	Actual 2012	Target 2013
Industrial and Manufacturing							
# of New Businesses	5	9	3	6	4	8	5
# of Jobs Created	50	223	10	20	20	104	25
Commercial and Retail							
# of New Businesses	199	130	132	111	100	131	100
# of Jobs Created	1,486	1,143	1,088	671	500	819	500

Note: Performance numbers include all businesses that applied for an initial business license in that specified year. In the case where existing businesses applied those jobs are still treated as “new” because the jobs were not counted previously.

Previous Year’s Goals

In 2012, Economic Development conducted 669 business retention visits and assistance calls. The division conducted 55 attraction and expansion calls through research, cold calling and responding to inquiries. All of the businesses that were recorded as coming soon to O’Fallon at the end of 2011 opened in the 2012 year. Those businesses included CVS Pharmacy, Dollar Tree (2nd location), Golden Corral and Sombrero Mexican Restaurant. Some of the other openings in 2012 include Firehouse Subs, Jehling Hardware, Powers Healthmart Pharmacy, Two Shamrocks Public House, Pickleman's Gourmet Café, The Penalty Box Bar & Grill, Bleachers Bar & Franks and many more. The Economic Development Division had a successful corporate recruitment of Air Evac Lifeteam in 2012 through the RCGA & EDC of St. Charles County special request for information (RFI) process. This brought an estimated 204 jobs with an initial investment of \$451K for building modifications.

The Division continued to strengthen relationships with the local brokers and remained active in the St. Charles County Association of Realtors. The “Keep it in the O” advertising campaign continued. Monthly advertising included ads in the City of O’Fallon and O’Fallon Chamber of Commerce Newsletters, St. Charles County Community News and Suburban Journals in the Chamber Newsletter section. Four different spot ads ran on KFAV 99.9 FM, each for a one-two week timeframe, and I-70 billboard advertisements ran on 2 occasions for a total of 12 weeks. The “Keep it in the O” TV show continued and individual show links were added to the O’Fallon Business Map and Directory to provide the businesses more free marketing opportunities.

Several businesses planned for 2013 include Mercy Medical Center and Kiddie Academy in WingHaven, The Birth and Wellness Center off West Terra, a Charles Schwab independent branch in Laboure Center and Cupcakes Amore in Four Seasons Plaza. Several planned expansions include a new Goodwill retail store off Highway K, Buffalo Wild Wings move to Hwy K, and Kuk Sool Won Martial Arts move to North Main. We have several other retailers that staff is working on with local brokers but these businesses are still in the development phase and have not yet been publicly announced.

Budget Category Summary

	Actual 2008	Actual 2009	Actual 2010	Actual 2011	Projected Budget 2012	Amount Change	Budget 2013	% Change
Personnel	\$206,053	\$171,447	\$193,052	\$190,795	\$205,104	\$5,465	\$210,569	2.7%
Contract Services	60,432	2,898	4,799	4,767	9,698	(4,673)	5,025	(48.2%)
Insurance	4,872	4,292	3,777	3,807	3,997	(63)	3,934	(1.6%)
Maintenance	0	0	1,605	0	0	400	400	100.0%
Operating Supplies	3,642	5,695	704	1,370	2,200	0	2,200	0.0%
Professional Expenses	26,546	25,388	20,993	27,650	29,573	2,057	31,630	7.0%
Special Programs	4,593	15	0	0	0	2,300	2,300	100.0%
Public Information	19,366	42,666	16,697	18,691	33,674	(2,174)	31,500	(6.5%)
Utilities	0	0	286	545	720	30	750	4.2%
Total	\$325,504	\$252,401	\$241,913	\$247,625	\$284,966	\$3,342	\$288,308	1.2%

Budget Highlights

Most of the budget line items had a minor adjustment to allow for increased costs of goods and services. Special programs budgeted amount was added to allow for coverage of costs for the Economic Development Advisory Committee meetings through the strategic plan & also for Economic Development networking nights at the Rascal's ballpark with local businesses and associations. Maintenance budget was added back in this year because of increased difficulties the current printer has been having. Professional Expenses went up due to an increase in the Chamber membership providing us more sponsorship opportunities and added training for the Director to continue his CEcD certification classes.

Budget Category Explanations

Personnel

\$210,569

This category includes the salary and benefits for the Economic Developments Director, the Economic Development Specialist, and the Administrative Assistant.

Contract Services

\$5,025

This category funds the cost for property database that provides various reporting capabilities.

Insurance **\$3,934**

This amount is allocated to each department, division, or section based upon the number of full-time employees. Coverage includes general liability, boiler and machinery, umbrella insurance, errors and omissions, and property insurance.

Maintenance **\$400**

This category is for the repairs and maintenance of one laptop computer, two desktop computers, and one printer.

Operating Supplies **\$2,200**

This category includes all office related supplies such as paper, pens, postage, computer supplies, etc. needed to carry out the daily functions of the job. This also includes small equipment, furniture and fixtures that are valued less than \$5,000.

Professional Expenses **\$31,630**

Included in this category are dues and subscriptions to various organizations and publications to which individual members of the staff are involved. This amount also includes funds for professional fees, along with travel and training expenses.

Special Programs **\$2,300**

This category includes expenses relating various events for local businesses.

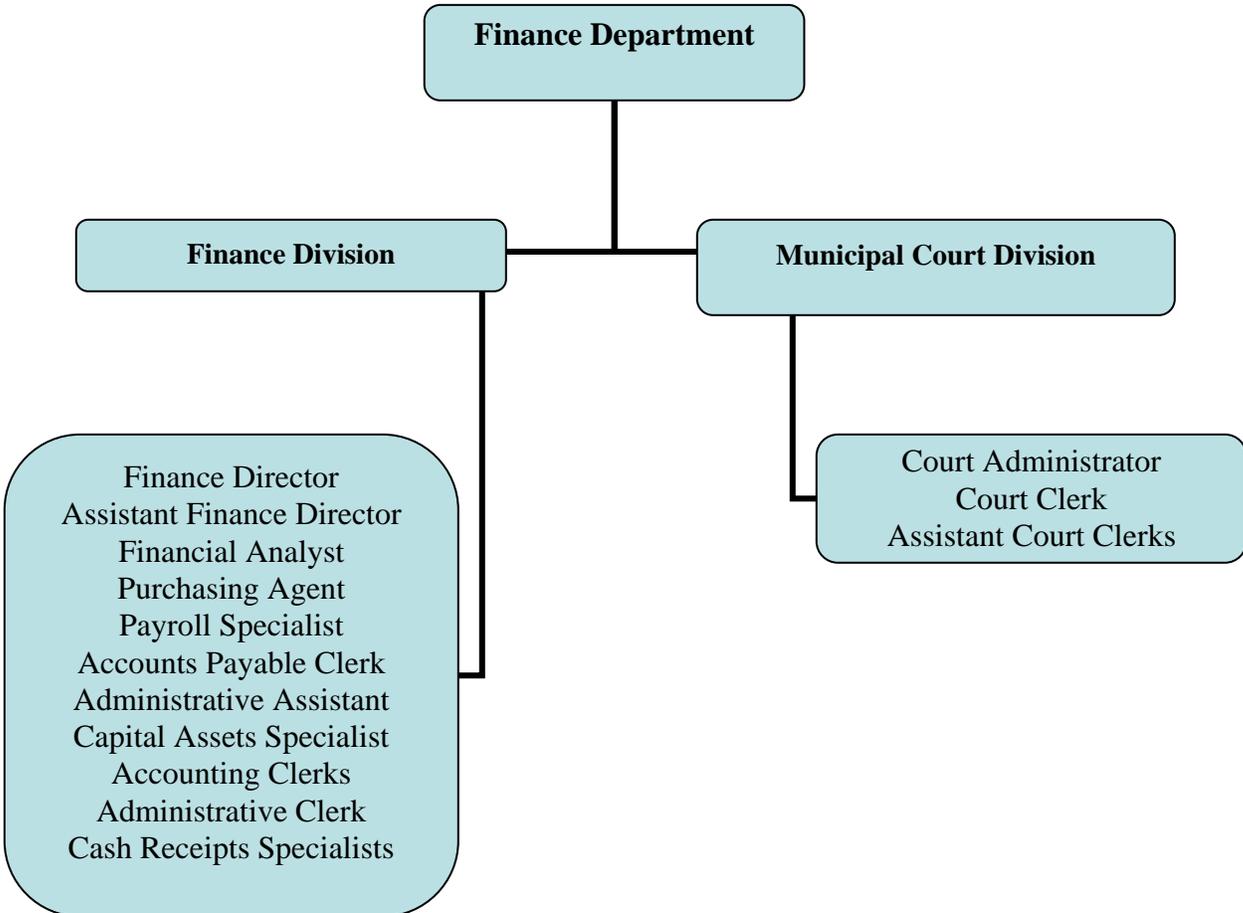
Public Information **\$31,500**

This category includes advertising at trade shows, impact trips, advertising, brochures, and general marketing for Economic Development projects as well as printing costs incurred for demographics packet, informational mailers to citizens, presentations, flyers, and maps.

Utilities **\$750**

This amount funds cellular telephone and other utility expenses incurred by the Economic Development Division.

**Finance Department
Organization Chart
2013 Budget**



Finance Department

The Finance Department consists of the Finance Division and the Municipal Court Division. The Finance Director reports directly to the City Administrator.

Finance Department – Finance Division

The Finance Division's mission is to effectively manage and report the City of O'Fallon's financial activity.

The Division consists of four functional areas, including Accounting, Purchasing, Financing and the Office Center. Services provided to the City's operating divisions include procurement, financial reporting, debt management, investment management, payroll, accounts payable, utility billing, capital asset control, centralized revenue collection, budget management, inventory supply control, copying, mail collection and distribution and supply requisition. The Division also functions as the plan administrator for the flexible benefits and deferred compensation programs. Additional responsibilities include administration of the Intergovernmental Agreement with the Waterbury Community Improvement District and grant management.

The Division provides administrative support and advice to the O'Fallon Convention and Visitor's Bureau, the Mayor and City Council.

The City continues to participate in and receive the GFOA Award for Excellence in Financial Reporting and the GFOA Distinguished Budget Presentation Award Programs. The City currently holds an AA debt rating through Standard & Poor's with a long-term outlook of stable.

Fiscal Year 2013 Goals *(To maintain a superior community)*

- I. Earn a Certificate of Achievement for Excellence in Financial Reporting for the FY 2012 CAFR and a Distinguished Budget Presentation Award for the 2013 Budget. These documents are presented on the City's website for transparency and openness to the community of the City's financial information.
- II. In order to keep up with technology and make our payroll process more efficient, the City will implement a device to scan the capital assets and upload the audit information into the software system. The City maintains a database with greater than 4,000 assets which are audited on an annual basis.
- III. Review and implement changes to the City's deferred compensation program to maintain administration requirements as required by the Internal Revenue Code and to ensure cost efficiency for City employees.
- IV. Implement additional programs for our utility billing customers, such as electronic billpay and budget billing. This will make our process more efficient and reduce printing and postage cost.

Performance Measurements

	Actual 2008	Actual 2009	Actual 2010	Actual 2011	Target 2012	Actual 2012	Target 2013
(Dollar amounts are in thousands.)							
Finance:							
Debt Rating (Moody's)	Aa3	Aa3	Aa3	Aa3	Aa2	Aa3	Aa2
Debt Rating (Standard & Poors)	-	AA	AA	AA	AA	AA	AA
Number of Debt Issuance/Refundings	1	3	0	1	1	1	1
Value of Net General Obligation Debt	\$ 47,440	\$ 45,630	\$ 41,770	\$ 39,630	\$ 37,900	\$ 25,995	\$ 23,515
Funds Invested (Pooled Cash)	\$ 28,810	\$ 34,271	\$ 37,868	\$ 35,768	\$ 32,000	\$ 41,694	\$ 40,000
Average Return on Investments	2.47%	0.59%	0.36%	0.24%	0.30%	0.24%	0.30%
Accounting:							
# of Accounts Payable Checks Issued	9,395	6,327	5,848	5,694	6,000	5,914	6,100
# of EFT's processed	1,081	1,280	1,275	1,170	1,400	784	900
Property Tax Rate (Rounded)	\$ 0.6164	\$ 0.6164	\$ 0.4838	\$ 0.4838	\$ 0.4838	\$ 0.5512	\$ 0.5512
Annual Wages Processed	\$ 19,250	\$ 21,654	\$ 21,822	\$ 21,871	\$ 22,000	\$ 22,330	\$ 22,575
Purchasing							
# of Initial Purchase Orders Issued	332	385	387	418	425	376	390

Previous Year's Goals

In 2012, the Finance Department received the GFOA Award for Excellence in Financial Reporting for the 2011 Comprehensive Annual Financial Report and the GFOA Distinguished Budget Presentation Award for the 2012 Budget book. The time entry system was implemented for the remainder of the departments, placing all City employees on an electronic timekeeping system.

Budget Category Summary

	Actual 2008	Actual 2009	Actual 2010	Actual 2011	Projected Budget 2012	Amount Change	Budget 2013	% Change
Personnel	\$739,370	\$770,925	\$776,475	\$793,686	\$816,604	(\$34,014)	\$782,590	(4.2%)
Contract Services	0	133	0	420	420	0	420	0.0%
Insurance	14,616	14,793	15,107	15,879	16,673	(271)	16,402	(1.6%)
Maintenance	15,277	15,015	18,989	19,029	20,764	16,718	37,482	80.5%
Operating Supplies	21,308	14,880	13,512	8,246	18,483	(1,963)	16,520	(10.6%)
Professional Expenses	35,963	36,964	41,611	41,429	53,494	3,025	56,519	5.7%
Public Information	9,339	9,209	4,934	4,028	4,325	(1,475)	2,850	(34.1%)
Utilities	64,029	69,415	71,495	66,159	58,625	224	58,849	0.4%
Rental	13,462	13,653	10,588	13,286	18,699	0	18,699	0.0%
Total	\$913,364	\$944,987	\$952,711	\$962,162	\$1,008,087	(\$17,756)	\$990,331	(1.8%)

Budget Highlights

The decrease in Personnel is related to employee turnover in 2012 of four positions with less seniority than the previous personnel. The increase in Maintenance is related to the maintenance costs of a proposed purchase of Licensing & Permit Software in addition to the annual increase of existing financial software. The increase in Professional Expenses reflects the use of a consultant to assist in plan review and redesign of the City's deferred compensation program. The decrease in Public Information is the result of our initiative to continue to reduce paper products.

Budget Category Explanations

Personnel

\$782,590

This category includes the salaries, wages, benefits, and overtime for the Finance Director, Assistant Finance Director, Financial Analyst, Purchasing Agent, Payroll Specialist, Accounts Payable Clerk, Administrative Assistant, Capital Asset Specialist, Accounting Clerk, Administrative Clerk and two Cash Receipts Specialists.

Contract Services

\$420

This amount covers expenses related to contractors, advisors and other governmental entities that provide services to the City's Finance Division.

Insurance **\$16,402**

This amount is allocated to the each department, division, or section based upon the number of full-time employees. Coverage includes general liability, boiler and machinery, umbrella insurance, errors and omissions, and property insurance.

Maintenance **\$37,482**

This category is for the repairs and maintenance of the City's financial software system, desktop computers, laser printers, and postage meter.

Operating Supplies **\$16,520**

Office supplies, such as paper and pens, computer supplies, such as toner cartridges and CD's, postage, and office equipment are included in this category. This also includes small equipment, furniture and fixtures that are valued less than \$5,000.

Professional Expenses **\$56,519**

The majority of this budget item is for the cost of the annual external audit. Other expenses include dues and subscriptions to the GFOA, American Payroll Association, and the National Institute of Governmental Purchasing. Training and travel expenses are also covered with these funds.

Public Information **\$2,850**

Advertising and printing are appropriated in this category. Printing costs associated with the annual budget and CAFR, as well as various financial forms, are the typical printing costs incurred. Advertising goes mainly toward notices of public hearings, requests for bids, proposals, and job openings.

Utilities **\$58,849**

This amount is budgeted for the cost of most of the primary phone lines used in City Hall.

Rental **\$18,699**

This amount is budgeted for the cost of rental equipment including copiers and postage equipment.

Finance Department - Municipal Court Division

Municipal Court Division is responsible for the prosecution, adjudication, and recording of all cases tried in and for the City of O’Fallon. The Court Clerk’s Office has the primary responsibility for maintaining and updating all related court files, documents, and actions.

The Court Clerk acts as the primary administrator for all daily operations and requests of the Municipal Court. Duties include, but are not limited to, file maintenance, docket preparation, issuance of warrants, requests for information, interaction with other City divisions, budget preparation and maintenance, reporting of convictions to Missouri Highway Patrol and Missouri Department of Revenue, and correspondence with any involved outside agency or individual.

Fiscal Year 2013 Goals

- I. Continue to collect outstanding fines owed to the City through the Municipal Court by:
 - A. Increasing online payment options.
 - B. Recovering outstanding fines and issue warrants on a timely basis.
 - C. Issuing ‘Failure to Appear’ notifications and ‘Orders of Compliance’ with attorneys who are delaying the adjudication of their cases without cause.
- II. Continue to evaluate processes and procedures to improve efficiencies while maintaining proper controls. (*Core Values – Service*)
- III. Enhance customer service responsiveness with all users of the municipal court, including attorneys, defendants and victims. (*Core Values – Service*)

Performance Measurements

	Actual 2008	Actual 2009	Actual 2010	Actual 2011	Target 2012	Actual 2012	Target 2013
Number of Cases	15,955	13,842	13,770	16,425	16,000	15,402	15,500
Collected Court Fines	\$1,251,756	\$1,398,856	\$1,216,192	\$1,553,907	\$1,553,907	\$1,413,411	\$1,548,867
Collected Court Costs	\$125,212	\$137,101	\$124,596	\$159,969	\$159,969	\$143,903	\$163,168
Avg Fine Collected per Case	\$78.46	\$101.06	\$88.32	\$94.61	\$97.12	\$91.77	\$99.93
Court Sessions	47	46	47	46	46	46	46
Warrants Issued	2,809	2,456	2,397	2,438	2,400	2,785	2,500

Previous Year’s Goals

In 2012, Municipal Court increased online payments with partial payment options for cases. The divisions also implemented an online process for attorneys to process cases faster and more efficiently.

Budget Category Summary

	Actual 2008	Actual 2009	Actual 2010	Actual 2011	Projected Budget 2012	Amount Change	Budget 2013	% Change
Personnel	\$249,754	\$262,646	\$233,824	\$245,418	\$265,943	\$5,575	\$271,518	2.1%
Contract Services	2,176	1,119	2,170	3,194	3,600	1,000	4,600	27.8%
Insurance	4,872	4,931	5,035	5,076	5,330	(85)	5,245	(1.6%)
Maintenance	10,412	12,404	13,024	13,675	16,559	(979)	15,580	(5.9%)
Operating Supplies	45,280	4,593	4,570	5,034	5,675	1,550	7,225	27.3%
Professional Expenses	130,438	128,186	114,773	113,087	110,406	(1,050)	109,356	(1.0%)
Public Information	2,416	2,104	1,827	2,857	2,000	0	2,000	0.0%
Utilities	273	273	438	307	336	0	336	0.0%
Rental	2,402	2,441	1,280	2,124	3,732	0	3,732	0.0%
Total	\$448,023	\$418,697	\$376,941	\$390,772	\$413,581	\$6,011	\$419,592	1.5%

Budget Highlights

The increase in Contract Services is for document shredding. The increase in Operating Supplies is for the replacement of office chairs in the court office.

Budget Category Explanations

Personnel

\$271,518

This category includes the salaries, wages, benefits, and overtime for one Court Administrator, one Court Clerk, two Assistant Court Clerks, one part-time Assistant Court Clerk, and one Municipal Judge.

Contract Services

\$4,600

This category is for services not performed by the Municipal Court such as an off-site storage, and records destruction.

Insurance **\$5,245**

This amount is allocated to the department, division, or section based upon the number of full time employees. Coverage includes general liability, boiler and machinery, umbrella insurance, errors and omissions, and property insurance.

Maintenance **\$15,580**

This category is for repairs and maintenance of computers, fax machine, printers and software maintenance used by the Municipal Court.

Operating Supplies **\$7,225**

Office supplies such as pens and pencils, file folders, labels, computer paper, postage, copies, etc. are budgeted in this account. This also includes small equipment, furniture and fixtures that are valued less than \$5,000.

Professional Expenses **\$109,356**

This category includes the dues and subscriptions to the MSLACA, MACA, and Missouri Supreme Court Rules of Court. This category also funds any court appointed defense attorneys, interpreters, prosecuting attorneys, and the Municipal Judge presiding over day court. This amount also includes funds for travel and training expenses.

Public Information **\$2,000**

These expenses are for the printing of court forms.

Utilities **\$336**

The Municipal Court is required by law to maintain a separate direct phone line to the Court Clerk. This amount is for costs associated with that phone line.

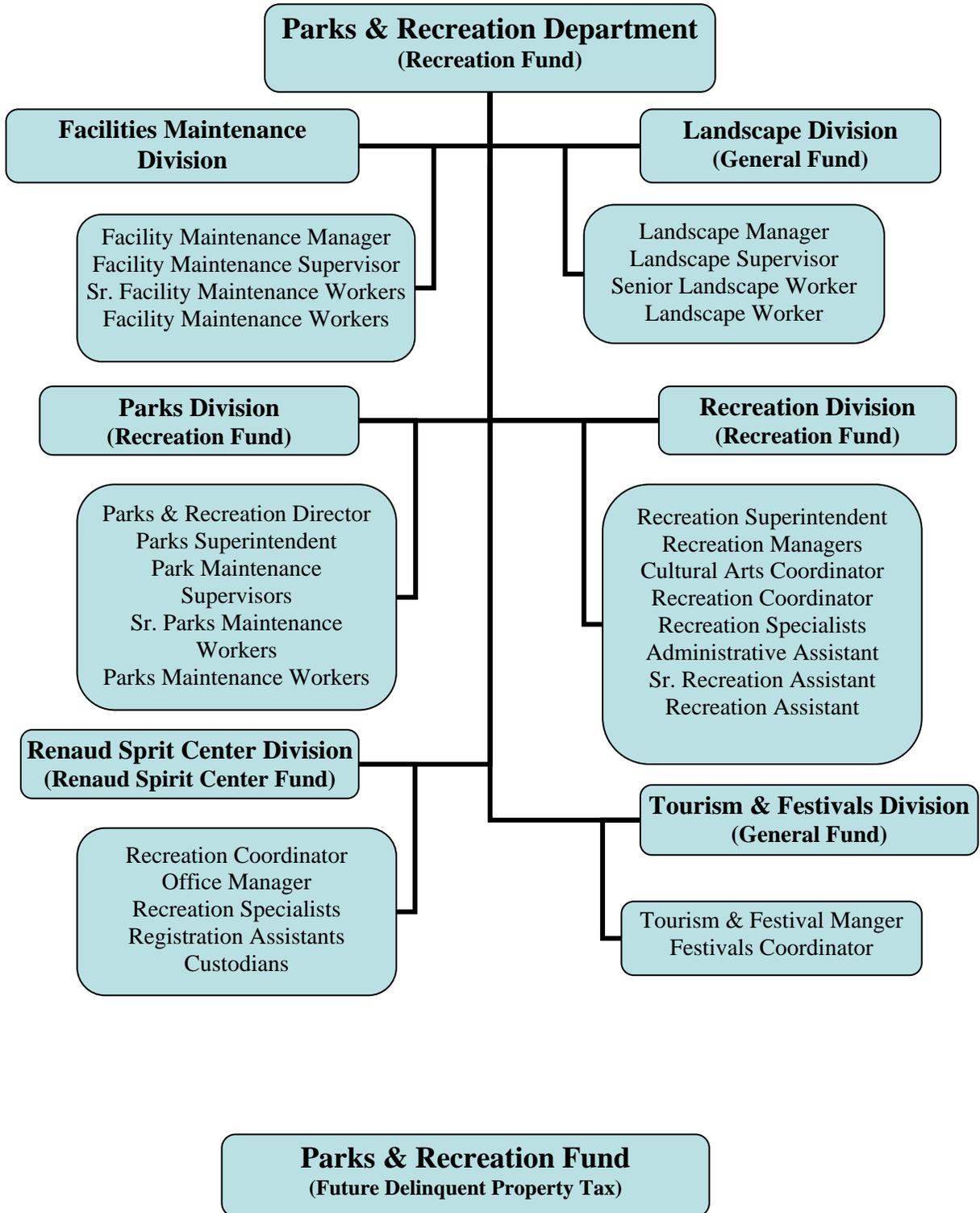
Rental **\$3,732**

This is for the rental and maintenance expenses for the fax, copier, scanning equipment.





**Parks & Recreation Department
Organizational Chart
2013 Budget**



Parks & Recreation Department

In April 2008, the residents voted to eliminate the Parks & Recreation portion of the Property Tax and created a ½ cent Sales Tax increase to be used to cover Recreation, Parks and Storm Water expenses. To facilitate this change, the Parks and Recreation Fund that existed prior to the vote will only be funded with delinquent property taxes funds as they are collected. The new Sales Tax will be deposited into the new Recreation Fund where the Parks Division, Recreation Division and their portion of the Facilities Maintenance Division expenses will be reported.

The Parks & Recreation Department consist of six sections – Landscape, Parks, Recreation, Spirit Center, Tourism & Festival and a portion of the Facilities Maintenance Division. They are responsible for tending to all the buildings, parkland and right-of-way property within the City's limits. They also help design, implement and monitor City events and programs such as sporting events and leagues along with summer camps and other recreational classes. All the divisions report to the Parks & Recreation Director.

In 2009 the expenses for the Landscaping Division and the Tourism & Festival Division will be expensed to the General Fund, the Recreation Division, the Parks Division and a portion of the Facilities Maintenance Division are now expensed out of the Recreation Fund (a Special Revenue Fund) and the Renaud Spirit Center is monitored as a separate Enterprise Fund. For historical comparison, the 2008 fiscal year for the Parks & Recreation Fund will still be included but on separate spreadsheets.

Parks & Recreation Department – Landscape Division

The Landscape Division expenses are part of the General Fund but the Parks & Recreation Director oversees the operation. Landscape Division is responsible for the horticultural beautification of City Hall, the City's parks, highway overpasses, selected thoroughfares, and other City properties by planting and maintaining the trees, shrubs, flowers, and lawns in the cityscape. The Landscape Division employs sound horticultural practices to bring out the best in the landscape plants through proper nutrition, pest control, weed control, irrigation, and cultural practices. Activities of the division include landscape design, installation, plant propagation, purchasing, and maintenance of interior and exterior plants. The Landscape Division also coordinates the Commemorative Tree and Bench Program and keeps O'Fallon eligible for Tree City USA recognition. The Landscape Division is responsible for the mowing of the Water and Sewer properties, mowing of the City's right-of-ways and maintaining traffic line of sight throughout O'Fallon. The Landscape Division assists O'Fallon's Code Enforcement group by participating in code violation remediations that pertain to grounds care by consulting and taking action on problems and performing grounds maintenance of derelict property.

Fiscal Year 2013 Goals

- I. Research and implement low maintenance practices throughout the Landscaping operations. (*Quality of Life / Community Image – Strategic Plan*)
 - a. Begin removing ornamental grasses from Highway / Interstate landscape beds.
 - b. Increase the thickness of mulch applied to Highway / Interstate beds to suppress weed growth.
 - c. Increase the use of flowering shrubs by 20% to improve color display throughout the year.
 - d. Research and develop a maintenance practice for canaerti junipers of 12' that maintains an attractive appearance.
 - e. Replace white pines along Waterford as they die with cypress trees
 - f. Research landscape rose opportunities with a better resistance to the rose rosette infection that the Knockout Rose currently used.
- II. Continue to assist with landscape portion of Citywide Landscaping Identity Plan (CLIP).
 - a. Continue working with committee to develop the direction for this plan.
 - b. Assist with implementation of locations approved in 2013 budget.
 - c. Continue to increase curb appeal of original CLIP project.
- III. Research and begin to implement eco-friendly options in landscape design.
 - a. Identify and incorporate plants that reduce water consumption and/or the need for pesticide applications.

Performance Measurements

	Actual 2008	Actual 2009	Actual 2010	Actual 2011	Target 2012	Actual 2012	Target 2013
Number of Annuals Planted	19,500	22,000	19,580	18,250	15,000	17,000	17,000
Number of Perennials Planted	430	1,749	1,857	620	300	380	750
Moss Baskets	109	79	72	72	72	72	72
Mums Planted	0	200	250	0	0	0	0
Trees Planted	82	84	89	127	150	138	200
Shrubs Planted	3,758	976	280	491	200	156	160

Previous Year's Goals

In 2012 the CLIP Master Plan was established by the CLIP Council Committee with flexibility built in to allow for anticipated projects on the I-364 and I-70 corridors. Implementation of the CLIP Master Plan has begun with the construction of the first CLIP project at I-64 and Hwy K.

The Landscape Procedure Manual was completed and drafted in a manner that allows for seamless modification and revision as responsibilities of the division fluctuate.

Renovation to the landscaping at the Heald Home began in 2012. The division will complete this project in early 2013 as weather and plant availability permits.

The tree barrier on the north end of field 5 at Sports Park was completed. There are several trees that died and will be replaced in 2013.

Budget Category Summary

	Actual 2008	Actual 2009	Actual 2010	Actual 2011	Projected Budget 2012	Amount Change	Budget 2013	% Change
Personnel	\$304,040	\$289,246	\$305,653	\$329,195	\$353,066	\$3,755	\$356,821	1.1%
Contract Services	15,130	10,225	9,762	9,937	10,700	0	10,700	0.0%
Insurance	4,872	4,931	5,035	5,076	5,330	(85)	5,245	(1.6%)
Maintenance	21,730	26,153	22,423	23,478	27,424	1,404	28,828	5.1%
Operating Supplies	38,374	33,314	38,074	40,159	47,795	598	48,393	1.3%
Professional Expenses	449	365	210	410	576	104	680	18.1%
Public Information	132	0	0	0	0	30	30	(100.0%)
Utilities	7,341	7,072	5,186	5,793	6,620	13,700	20,320	206.9%
Rental	(6,525)	825	965	918	900	500	1,400	55.6%
Total	\$385,543	\$372,131	\$387,308	\$414,966	\$452,411	\$20,006	\$472,417	4.4%

Budget Highlights

The increase in Personnel is due to adding seasonal staff hours. The increase in Utilities is due to adding the I-64/Hwy K CLIP site maintenance to the Landscape operating budget. The largest increase is due to irrigation water expenses. The increase in Rental is for a stump grinder and excavator for tree removals and tree replanting for plants that did not survive the hot dry summer of 2012.

Budget Category Explanations

Personnel

\$356,821

This category includes the wages and benefits for one Parks & Recreation Director (15%), one Landscape Manager (100%), one Landscape Supervisor (100%), one Senior Landscape Worker (100%), one Landscape Worker (100%) and additional part-time help.

Contract Services

\$10,700

This amount is for charges for contract services such as mulch spraying around highway interchanges beds, mulch application in parks, large tree removal, large tree transplanting.

Insurance **\$5,245**

This amount is allocated to each department, division, or section based upon the number of full-time employees. Coverage includes general liability, boiler and machinery, umbrella insurance, errors and omissions, and property insurance.

Maintenance **\$28,828**

This category is for the repair and maintenance of equipment used in landscaping duties. It also includes building materials used for irrigation supplies.

Operating Supplies **\$48,393**

This category provides the funding for a wide range of supplies, including seeds, plants, trees, mulch, chemicals and small tools. This also includes small equipment, furniture and fixtures that are valued less than \$5,000.

Professional Expenses **\$680**

This category includes expenses for dues, subscriptions and tuition reimbursement. Training and travel expenses are also budgeted from this category.

Public Information **\$30**

Advertising and printing are expensed from this category. This includes fliers to advertise special events, gardening tips and brochures.

Utilities **\$20,320**

This category covers charges for telephone services, green house utility bills and CLIP utilities.

Rental **\$1,400**

This amount is allocated for rental of equipment not routinely used by staff.

Parks & Recreation Department – Tourism & Festivals Division

Tourism & Festivals Division was created in 2004 to oversee the City’s festivals and tourist attractions. The division is funded from the General Fund while supervised by the Parks & Recreation Director. The division works with the Greater St. Charles Convention & Visitors Bureau and St. Louis destination management companies to bring tourist to the O’Fallon Veterans Memorial Walk, St. Charles County Amateur Sports Hall of Fame, O’Fallon Historical Society’s Log Cabin, Darius Heald Home and the 911 Memorial. The division also plans and implements the City’s major festivals including the Heritage & Freedom Festival, Celebration of Lights, O’Fallon Fall Festival & Craft Bazaar and the O’Fallon Jammin’ Concerts.

Fiscal Year 2013 Goals

- I. Create a new event on the south end of town. (*Core Values – Service*)
 - A. Cabin fever Daze

- II. Review all events and determine required modifications necessary to keep events fresh and inviting.
 - A. Research the possibility of incorporating a parade into Fall Fest
 - B. Review Celebration of Lights and revise guidelines to spark visual appeal and research opportunities to add new elements. (Segway tours).
 - C. Review vendor fees for all events and revise accordingly.

- III. Research and implement new opportunities for sponsorships for all events.
 - A. Request proposals for beer distributor at Heritage & Freedom Fest
 - B. Review opportunity for soda distributor at Heritage & Freedom Fest
 - C. Work with Economic Development to develop a sponsor plan that is inviting for all sizes of local businesses.

Performance Measurements

	Actual 2008	Actual 2009	Actual 2010	Actual 2011	Target 2012	Actual 2012	Target 2013
# Vehicles through Celebration of Lights	7,756	9,743	8,508	9,750	9,000	10,798	8,900
# Entries in Heritage & Freedom Festival Parade	94	90	100	90	100	109	90
# Vendors present at Fall Festival	121	100	91	108	70	82	95
# Visitors to Veterans Memorial Walk	648	728	990	1,066	1,200	796	1,000
# Visitors to Heald Home	46	592	224	988	750	1,286	1,100
# Visitors to Hall of Fame	2,132	1,894	2,628	2,354	2,600	1,781	2,000
# Attendees at Jammin Summer Concerts	6,658	7,257	6,982	5,409	7,300	10,881	11,000
# Vendors present at Founders Day	5	9	7	9	12	5	8
#Participants in Fall Fest Fun Run	388	390	370	308	350	225	300
#Skaters at Cabin Fever Daze*	n/a	n/a	n/a	n/a	n/a	n/a	400

*New Performance Measures added in 2013.

Previous Year's Goals

In 2012, Celebration of Lights had another record breaking year with 10,798 vehicles driving through Fort Zumwalt Park to experience the holiday light display. During the Old Fashioned Holiday Stroll the Heald Home was once again utilized as a warming station and included holiday vendors. In addition, the docents were on hand to answer questions about the historic home and promote planned events for 2013. As a result, the Heald Home had 1,286 visitors, a 24% increase over last year. The number of entries in the Heritage & Freedom Fest parade was up due to the number of political entries with 2012 being a presidential election year. The extreme heat of the summer of 2012 didn't affect the attendance at the Jammin Summer Concert series. A record 10,881 patrons enjoyed one of the eleven concerts. This increase may be due in part to a later start time that was implemented. Staff will continue searching for unique vendors to enhance visitors experience at Founders Day. This pioneer style event isn't growing as projected. As anticipated the number of vendors for Fall Festival was down from previous year's due to the loss of Civic Hall, some artists/crafters cannot display their wares outdoors. However, we did exceed our projection. The number of participants in the Fall Fest Fun Run was down even more than projected. Fall is a very popular time of the year for runs; there are ten other races in the region on this weekend. The number of visitors to the Veterans Memorial Walk was down from 2011 and considerably less than projected. This may be due to the extreme heat and the fact that most visitors to the site are elderly. The Saint Charles County Amateur Sports Hall of Fame projection also fell short of its goal. Staff will continue to work with the Greater St. Charles Convention & Visitors Bureau to attract visitors to O'Fallon.

Budget Category Summary

	Actual 2008	Actual 2009	Actual 2010	Actual 2011	Projected Budget 2012	Amount Change	Budget 2013	% Change
Personnel	\$181,022	\$179,295	\$185,086	\$181,988	\$202,036	(\$1,933)	\$200,103	(1.0%)
Contract Services	265	265	265	265	265	0	265	0.0%
Insurance	2,436	2,466	2,518	2,538	2,665	(42)	2,623	(1.6%)
Maintenance	263	0	0	0	0	0	0	0.0%
Operating Supplies	2,994	2,121	2,205	7,496	10,539	(3,189)	7,350	(30.3%)
Professional Expenses	1,114	1,466	3,884	2,236	2,353	2,469	4,822	104.9%
Programs	391,210	318,149	311,726	309,441	302,200	21,500	323,700	7.1%
Public Information	46,337	36,050	39,513	32,608	34,079	(1,329)	32,750	(3.9%)
Utilities	567	2,163	3,640	2,593	2,709	840	3,549	31.0%
Total	\$626,208	\$541,975	\$548,837	\$539,165	\$556,846	\$18,316	\$575,162	3.3%

Budget Highlights

The decrease in Operating Supplies is due to the reduction computer supplies and postage. The increase in Professional Expenses is staff training and travel in 2013. The increase in Programs is mainly due to the addition of the newest event, Cabin Fever Daze. The increase in Utilities is a result of paying for water at the Krekel House and upgrading cell phone service.

Budget Category Explanations

Personnel

\$200,103

This category includes salaries, wages and benefits for Parks & Recreation Director (10%), one Tourism and Festival Manager (100%) and one Festivals Coordinator (100%) along with seasonal part-time workers.

Contract Services

\$265

This amount covers expenses related to contractors that provide services to the City for this division.

Insurance

\$2,623

This amount is allocated to each department, division, or section based upon the number of full-time employees. Coverage includes general liability, boiler and machinery, umbrella insurance, errors and omissions, and property insurance.

Operating Supplies **\$7,350**

The operating supply budget includes copies, paper, pens, postage and other miscellaneous office supplies. This also includes small equipment, furniture and fixtures that are valued less than \$5,000.

Professional Expenses **\$4,822**

This amount includes dues and subscriptions, reimbursements for employee(s) tuition, training and travel expenses.

Programs **\$323,700**

This amount includes costs associated with specific festivals such as the Heritage and Freedom Festival and the Celebration of Lights. Costs associated with smaller events are included in Operating Supplies.

Public Information **\$32,750**

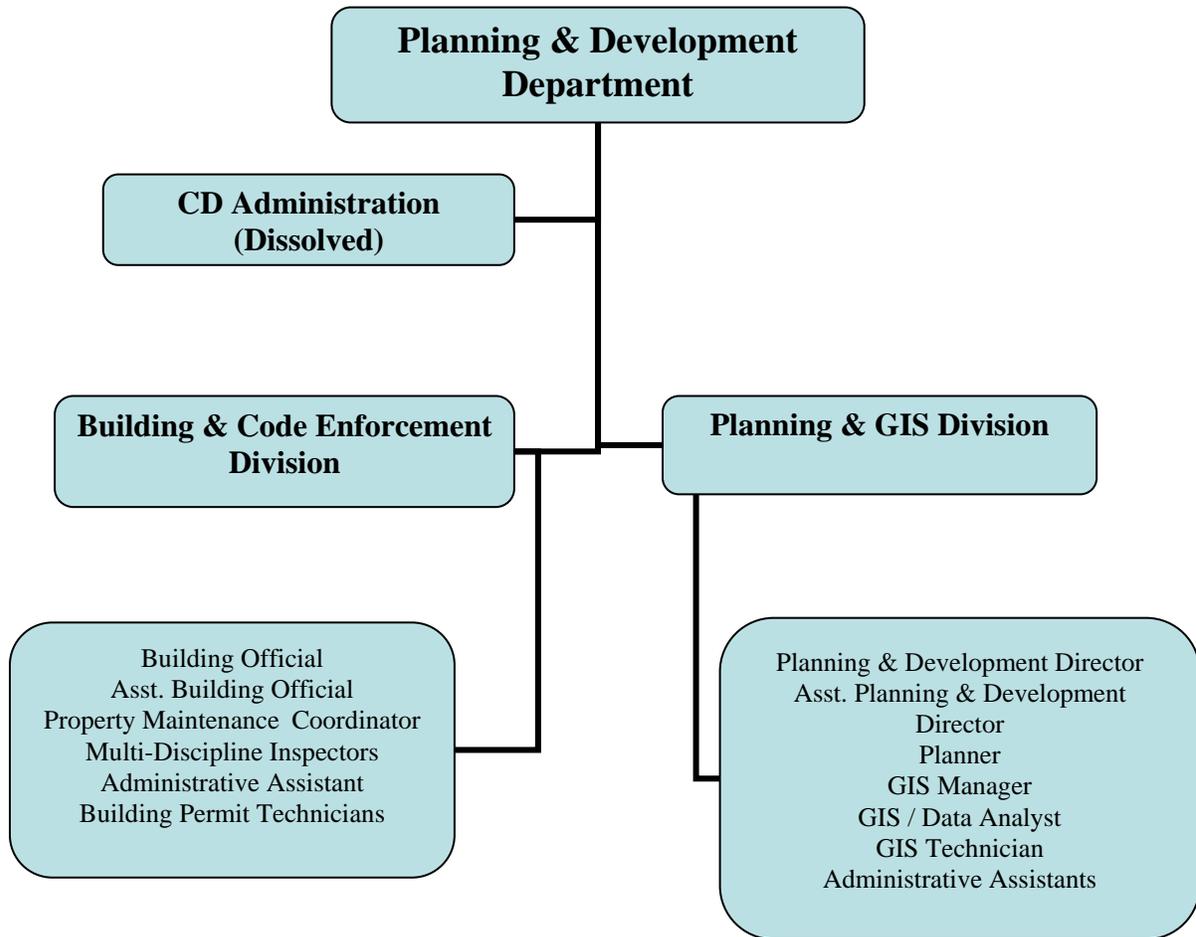
Advertising expenses related to public bid notices and requests for proposals are found in this category. The costs of billboard advertising, printing public notices, handbooks, public awareness handouts, manuals, and other documents are also in this category.

Utilities **\$3,549**

Funding for telephone bills and other utilities for the division and the Krekel House.



**Planning & Development Department
Organizational Chart
2013 Budget**



Planning & Development Department

The Planning & Development Department consists of two divisions; Building & Code Enforcement, and Planning & GIS. These two divisions cover a range of services for the City from building safety, code enforcement, planning, development and GIS.

The Planning & Development Department provides basic infrastructure services for a growing community of over 80,000 residents. Each resident is impacted daily by the Planning & Development Department, such as city planning, inspection services. When functioning properly, these services generally go unnoticed.

Planning and approval of all new development begins with the Planning & Development Department.

O'Fallon is a historic and growing community that presents unique challenges for the Planning & Development Department. The employees that are a part of this Department are dedicated to providing the community with exceptional service.

Planning & Development Department- Administration (dissolved)

The Administration Division was dissolved in 2011. The employee positions were split between Project Management and the Engineering Divisions.

Budget Category Summary

	Actual 2008	Actual 2009	Actual 2010	Actual 2011
Personnel	\$314,332	\$330,689	\$285,635	\$142,726
Contract Services	200	0	27,400	0
Insurance	3,654	3,699	3,777	2,507
Maintenance	0	0	0	0
Operating Supplies	2,195	1,268	595	795
Professional Expenses	20	223	116	0
Utilities	733	574	863	0
Total	\$321,134	\$336,453	\$318,386	\$146,028



Planning & Development Department - Building & Code Enforcement Division

The Building & Code Enforcement Division is responsible for reviewing, approving, and issuing permits for residential and commercial buildings, electrical, mechanical, plumbing, fire protection and rental occupancy. Additionally, the division monitors the construction through inspections assuring compliance with their respective approval and verifying zoning compliance with Planning and Zoning Commission approvals. These reviews and inspections also verify compliance with minimum standards adopted by the Council. The Division is also responsible for enforcing the City's Property Maintenance and Nuisance codes and ordinances throughout the City. These ordinances include weeds, debris, derelict vehicles, zoning violations, sign violations and many more. They monitor existing structures for safety and to ensure occupancy requirements are within City ordinances. This also includes the condemnation of structures found unfit or unsafe for occupancy upon proper approval from the Building Official.

Fiscal Year 2013 Goals

- I. Continue to provide outside training / seminars opportunities for inspectors. (*To be a great place to work*)
- II. Implement the use of electronic tablets in the field to improve efficiency of the Division by providing real time access to the database.
- III. Continue to update ordinances as needed to improve building safety throughout the City of O'Fallon and streamline our procedures.
- IV. Continue to update the Building & Code Enforcement Procedures Manual ensuring that all employees are following established procedures.
- V. Continue to monitor communication with citizens through the GovQA interface ensuring that all concerns are handled quickly and efficiently.

Performance Measurements

	Actual 2008	Actual 2009	Actual 2010	Actual 2011	Target 2012	Actual 2012	Target 2013
Number of Single Family Permits Issued*	394	369	367	272	300	310	300
Number of Multi Family Permits Issued	4	4	37	2	1	0	1
Number of Commercial Permits Issued**	199	143	190	157	160	143	138
Combined Estimated Construction Cost***	114	118	104	56	47	54	54
Concerns Received	9,111	5,242	4,518	3,900	4,000	4,365	4,500
Site Visits	4,596	5,305	6,315	8,356	7,500	8,227	8,500

*Single Family Permits include Villa Permits.

**Commercial Permits include new, additions and alterations.

***Estimated cost in millions of dollars.

Previous Year's Goals

During 2012 the City provided outside training and cross training of all multi-discipline inspectors covering such topics as building code fundamentals; electrical, mechanical and plumbing inspections; and Property Maintenance inspections. Ordinances that were updated during 2012 covered a variety of topics including Abatement of Public Nuisances related to Drug Activity and Methamphetamine Contamination; Enforcement of Signage Regulations; and Development Escrows for Homebuilders. The procedures manual was reviewed and updated ensuring that all employees were following the established procedures. Communication provided thru GovQA interface are handled quickly and efficiently. GovQA is monitored by weekly meetings that review and address all open concerns. We continue to provide a pro-active program of code enforcement by performing property maintenance inspections covering half of the City annually. In addition, Community Development Block Grant information is given to all residents that may need assistance with their property maintenance issues.

Budget Category Summary

	Actual 2008	Actual 2009	Actual 2010	Actual 2011	Projected Budget 2012	Amount Change	Budget 2013	% Change
Personnel	\$842,194	\$881,510	\$813,096	\$803,733	\$826,548	\$36,223	\$862,771	4.4%
Contract Services	0	0	750	1,800	11,800	0	11,800	0.0%
Insurance	17,053	16,631	16,367	15,849	16,641	(905)	15,736	(5.4%)
Maintenance	2,720	2,802	368	0	600	1,500	2,100	0.0%
Operating Supplies	9,916	13,489	12,367	9,634	10,596	854	11,450	8.1%
Professional Expenses	5,410	3,395	2,664	2,556	4,040	1,350	5,390	33.4%
Public Information	2,861	3,383	3,342	4,680	4,500	(2,050)	2,450	(45.6%)
Equipment Rental	2,131	2,125	1,019	421	432	3,648	4,080	844.4%
Utilities	5,285	4,998	4,967	4,672	5,100	7,500	12,600	147.1%
Total	\$887,570	\$928,333	\$854,940	\$843,345	\$880,257	\$48,120	\$928,377	5.5%

Budget Highlights

The increase in Personnel is due to an additional part-time Code Enforcement Officer position and the Administrative Assistant is no longer being split with the Planning and GIS Division. Professional Expenses increased due to higher dues and subscription costs.

The Public Information budget decreased due to printing jobs completed in 2012. The Equipment Rental cost increased due to new copier agreement. Utilities increased due to the addition of electronic tablets that will be utilized by the inspectors.

Budget Category Explanations

Personnel \$862,771

This category includes the wages, benefits, and overtime for one Building Official, one Assistant Building Official, one Property Maintenance Coordinator, six Multi-Discipline Inspectors, one Administrative Assistant, two Building Permit Technicians and part-time Code Enforcement Officer(s).

Contract Services \$11,800

This amount covers expenses related to contractors that provide services to the City for Building & Code Enforcement purposes including abatement of nuisances.

Insurance \$15,736

This amount is allocated to each department, division, or section based upon the number of full-time employees. Coverage includes general liability, boiler and machinery, umbrella insurance, errors and omissions, and property insurance.

Maintenance \$2,100

This category is for the repairs and maintenance of the AutoCAD equipment used by the division.

Operating Supplies \$11,450

Office supplies such as paper and pens, postage, copies, uniforms and clothing for the inspectors, small tools, voltage meters and other safety equipment and miscellaneous supplies needed by department employees are funded in this category. This also includes small equipment, furniture and fixtures that are valued less than \$5,000.

Professional Expenses \$5,390

Dues and subscriptions expenses along with tuition reimbursement, training and travel expenses.

Public Information \$2,450

Advertising and printing are accounted for in this category. Printing costs include permits, applications, handbooks, stickers, and inspection reports.

Equipment Rental \$4,080

This amount is allocated for costs associated with the rental/maintenance agreement for the division copier.

Utilities \$12,600

This amount allocated for telephone and/or wireless communication expenses.

Planning & Development Department – Planning & GIS Division

The Planning & GIS Division is responsible for the following functional areas: review and make recommendation to the Planning and Zoning Commission and City Council as to whether proposals are consistent with good planning processes, City initiatives and ordinances; review and make recommendation to the Board of Adjustment on all variance requests and interpretation requests; prepare and present staff reports and Zoning and Subdivision Code amendments to the Board of Adjustment, Planning and Zoning Commission and the City Council; review and process all sign, fence, business license, home occupation permits and temporary use permits; review and process all construction site plans, grading plans and record plats in conjunction with the building permits process; develop and implement planning goals and principles; create and update the City's Comprehensive Plan; maintain and update the City's Geographic Information System (GIS); review and process all Site Plans, Preliminary Plats, Conditional Use Permits and Zoning requests; provide information to the public and development community on planning goals and principles, the Comprehensive Plan, Municipal Code and development policies of the City; assist citizens, builders and developers with the various application processes and assist in code related questions; and review all building permits for all new homes and commercial/industrial buildings. The Building & Code Enforcement Division is also in the Planning & Development Department and has a separate division budget.

Fiscal Year 2013 Goals

This Division supports the City wide goal *to maintain a superior community*.

- I. Staff will develop I-pad maps and databases for use in the Planning and Development Division. *(To be a great place to work)*
- II. Staff will continue to streamline its development review and approval procedures in order to ensure that unnecessary time delays and expenses are eliminated, yet do so without compromising the quality of development and the opportunity for public participation.
- III. Staff will continue to coordinate development applications to ensure that the City's off-street parking requirements are being adhered to.
- IV. Staff will continue to provide concise, accurate information concerning all Codes and development process questions within 24 hours of receiving an inquiry, provide detailed reports to the Planning and Zoning Commission and Board of Adjustment six (6) days prior to the meeting and review and respond to administrative applications within three (3) days of receiving a complete application.
- V. Staff will continue to review and monitor the size and type of single family homes proposed in an established subdivision is consistent with existing homes.

Performance Measurements

	Actual 2008	Actual 2009	Actual 2010	Actual 2011	Target 2012	Actual 2012	Target 2013
Conditional Use Permits Request	15	10	29	29	20	22	20
Zoning/Rezoning Request	13	6	8	2	8	6	8
Area and Final / Site Plans Reviewed	8/29	4/30	3/25	7/30	4/25	12/35	8/30
Preliminary Plats Reviewed	6	8	5	4	4	4	5
Display House Plat Reviewed	1	0	0	1	0	1	1
Ordinance Revisions	9	9	8	6	5	3	3
Business Licenses Received (New and Renewal)	414	374	369	355	360	344	320
Home Occupation Permits Received	55	82	70	60	55	86	65
Sign Permit Requests	313	257	278	288	275	332	350
Voluntary Annexations	12	8	3	1	3	0	3
Zoning Verification Letters	30	22	10	24	15	17	15
Variance Requests	30	25	22	13	15	23	25
Building Permits Reviewed	47	144	206	259	200	197	200
Temporary Use Permit Requests	22	40	4	29	30	27	30

Note: The Sign Permit Requests includes Weekend Directional Permits, Permanent and Temporary, and Subdivision Identification.

Previous Year's Goals

In 2012 the staff developed I-pad maps and databases for use in other department/divisions. Amended regulations were released in a timely manner to the development community and public. Staff achieved timely reviews of development applications and responses to citizen concerns. The Planning and Zoning Commission and Board of Adjustment were provided with detailed reports six (6) days prior to meeting dates. The goals in the City's Energy Strategic Plan were completed.

Budget Category Summary

	Actual 2008	Actual 2009	Actual 2010	Actual 2011	Projected Budget 2012	Amount Change	Budget 2013	% Change
Personnel	\$561,767	\$542,792	\$456,076	\$481,188	\$520,959	\$6,196	\$527,155	1.2%
Contract Services	42,210	28,321	29,991	19,334	9,000	(3,000)	6,000	(33.3%)
Insurance	10,370	9,863	10,072	8,853	9,296	(1,428)	7,868	(15.4%)
Maintenance	6,986	11,932	12,509	12,963	16,020	8,120	24,140	50.7%
Operating Supplies	9,586	6,456	10,507	9,403	5,150	2,250	7,400	43.7%
Professional Expenses	2,515	5,174	1,599	1,098	2,190	635	2,825	29.0%
Public Information	9,551	4,804	4,562	4,065	4,000	(1,000)	3,000	(25.0%)
Rental	3,096	2,742	2,508	2,237	2,520	(1,920)	600	(76.2%)
Utilities	1,073	1,130	1,178	828	1,220	460	1,680	37.7%
Total	\$647,154	\$613,214	\$529,002	\$539,969	\$570,355	\$10,313	\$580,668	1.8%

Budget Highlights

The increase in Personnel is due to a GIS / Data Analyst position being added and an Administrative Assistant position being moved to the Building & Code Enforcement Division. The decrease in Contract Services is due to the Zoning Code Amendments done in-house in 2012. The increase in Maintenance is due to higher licensing costs for Arc View GIS program, server, Ipad and laptop. The increase in Operating Supplies is due to moving the cost for small equipment (under \$5,000) to the operating budget vs. the capital. The division will be replacing the GIS computer with a new enhanced system for mapping needs. The decrease in Public Information is due to a decrease need for advertising. The Rental decrease is due to a change in the copier maintenance portion being moved to Maintenance and only the equipment rental being recorded here. The increase in Utilities is for a full year of service for the pc tablets/Ipads.

Budget Category Explanations

Personnel

\$527,155

This category includes the wages and benefits for one Planning & Development Director, one Assistant Planning & Development Director, one Planner, one Geographic Information Systems (GIS) Manager, one GIS / Data Analyst, one GIS Technician, and one Administrative Assistant.

Contract Services **\$6,000**
This category includes the funding for Commissioner meeting reimbursements, and the review of new development traffic related issues.

Insurance **\$7,868**
This amount is allocated to the each department, division, or section based upon the number of full-time employees. Coverage includes general liability, boiler and machinery, umbrella insurance, errors and omissions, and property insurance.

Maintenance **\$24,140**
This category includes the cost of maintenance on the GIS program for viewing files and Arc Server maintenance.

Operating Supplies **\$7,400**
This category includes the cost of necessary supplies used by Planning including pens, staples, postage, copies and paper, as well as maintenance for desktop computers, a laser printer and large plan scanner. This also includes small equipment, furniture and fixtures that are valued less than \$5,000.

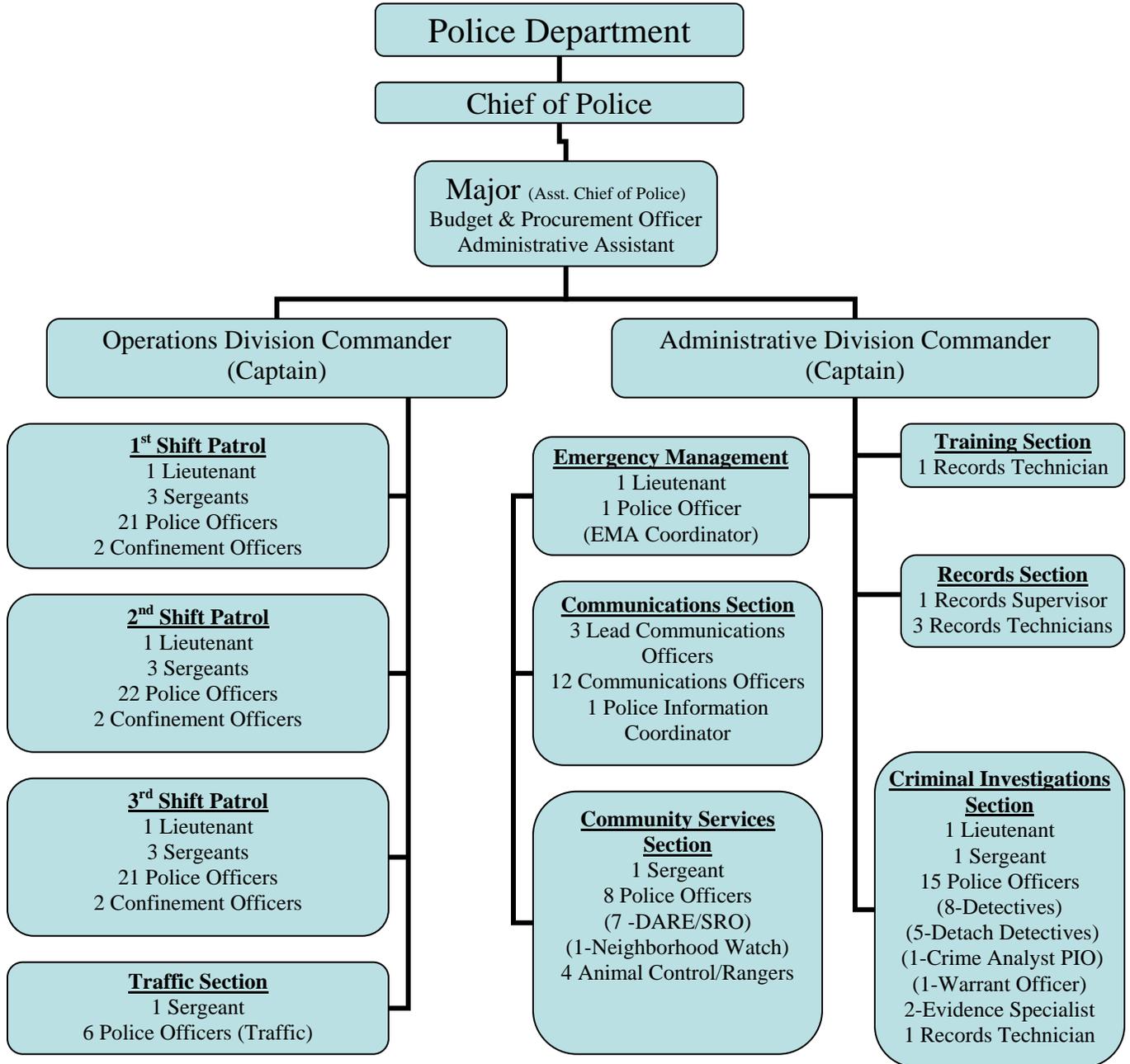
Professional Expenses **\$2,825**
Professional expenses include dues and subscriptions to various state and national organizations. Training and travel expenses are also included in this section.

Public Information **\$3,000**
This category contains the funding for the advertising of public hearing notices in the local newspaper and various printing needs.

Rental **\$600**
Funding for the rental of miscellaneous equipment and services.

Utilities **\$1,680**
Funding for wireless phone service and other utilities.

Police Department Organizational Chart 2013 Budget



Police Department

In 2008, the Police Department employees worked with a citizens committee and developed the first Strategic Plan which included the adoption of a Vision and a Mission Statements.

Police Vision Statement

A Partnership with the Community to ensure the safety of O'Fallon and to provide professional police services with integrity, commitment and respect.

Police Mission Statement

It is the mission of the O'Fallon Police Department to enhance the quality of life in the City of O'Fallon through the protection of life and property, the reduction of crime, the preservation of peace, and the protection of individual rights.

The Chief of Police reports directly to the City Administrator. The Police Department is committed to providing professional police services on a 24-hours a day basis every day of the year. All requests for police services will be handled with efficiency and to the satisfaction of our customers, the public which live, work, play, attend school, shop or pass through O'Fallon every day.

The Police Department continues to subscribe to the Community Oriented Policing & Problem Solving (COPPS) philosophy of police services. This philosophy requires the group to interact with the public and to be proactive in their approach to crime prevention. A large part of this program includes the education programs in the schools and to the community at large.

It is essential for the department to be dedicated to providing a quality work environment for its employees. The quality work environment includes a fair wage and benefit plan, career enhancement opportunities, good employee morale and effective leadership and training. Experienced, dedicated and professional employees enhance the image of the City and foster a feeling of security and satisfaction throughout the community.

Fiscal Year 2013 Goals

The goals and objectives that attribute to the successful accomplishment of the mission are divided among three general areas:

- I. Crime and Traffic Control
- II. Service Delivery
- III. Management and Administration

I. Crime Investigation and Traffic Control (*Core Values - Service*)

- A. Decrease the number of reportable accidents within the City compared to 2012:

1. Continue specialized traffic details at specific high-accident or high-traffic violation areas. This includes participation in Multi-jurisdictional traffic enforcement efforts such as Speed Enforcement Grants.
 2. Increase enforcement of electric signal, stop sign violations and aggressive driving.
 3. Emphasis on speed enforcement in subdivisions.
 4. Make maximum use of the Police motorcycles.
- B. Continue strict enforcement of drunk and drugged driving violations:
1. Conduct DWI checkpoints throughout the year, making DWI arrests.
 2. DWI saturation patrols funded by state grants.
 3. Partner with other Law Enforcement agencies in Multi-jurisdictional enforcement efforts.
- C. Aggressively enforce drug laws and effect arrests:
1. Continuing in-service training to all personnel in narcotics detection.
 2. Continuing involvement in countywide drug task force.
 3. Continuing School Resource Officer program to keep department apprised of current crime and drug trends by youth.
 4. Continuing periodic checks of school property with police K-9 in cooperative effort at the request of the school district.
 5. Partner with local and Federal Agencies in drug detection and enforcement efforts.
- D. Provide efficient and effective patrol in a proactive attempt to reduce crime:
1. Emphasize all methods of patrolling of residential streets.
 2. Increase manpower to the authorized strength of 115 police officers.
 3. Emphasize Business and Church Watch as well as other crime prevention programs such as, crime prevention security surveys and Public Relations campaigns utilizing the cities newsletter, web-site, on-line social networking and cable channel.
 4. Continue to analyze crime trends and implement enforcement and preventative patrol techniques.
- E. Continue to monitor and address juvenile crime in O'Fallon.
1. Continue participation in the School Resource Officer Program at the high schools, DARE officers in middle and elementary schools.
 2. Continue dedicating detectives to address juvenile crimes.
 3. Continue monitoring of establishments that sell alcohol and tobacco products to minors and enforcement of Ordinance regarding no-tobacco products possession by persons under the age of 18.

4. Continue liquor enforcement details, providing state liquor control with results.
 5. Continue to enforce underage drinking through the state grant (EUDL).
- F. Continue to implement new strategies to decrease the use of lethal force. This includes additional officers trained in Taser use, less lethal weapons, and defensive tactics. It also includes purchasing more less lethal weapons. The department currently has 96 Tasers and plans to purchase 15 additional in 2013 which will allow every officer to have their own assigned Taser.

II. Service Delivery (*Core Values - Service*)

- A. Continue to update the Emergency Management Plan. Continue coordination with all agencies, and develop practice scenarios and table top training exercises.
- B. Continue all educational programs, including DARE, Neighborhood Watch Programs, Business Watch, Officer Friendly Program, Safety Town, Senior Citizen Police Academy and Citizen Police Academy. In 2013 the Department will concentrate on residential property crime prevention and expand the Business and Church Watch Programs. In 2012, two Community Emergency Response Team (CERT) basic training classes were held for a total of 32 people. One disaster table top exercise was completed. CERT volunteers manned 25 public relations events. CERT members volunteered a total of approximately 860 hours (included from Public Relation events, exercise participation, and deployments).
- C. Increase police input into City licenses' enforcement such as Liquor, Live Entertainment, Vendor, etc., which affect public safety.
- D. Continue to participate in existing Neighborhood Watch programs and Neighborhood Association meetings.
- E. Continue system of undercover operations/surveillance of selected areas of concern such as liquor establishments, stolen property, etc. This includes participation in Undercover Narcotics Operations and Multi-jurisdictional Task Forces, Committees, etc.
- F. The department in 2013 will have three fully trained canines available for patrol work, various narcotics detection and bomb detection.

III. Management and Administration (*Core Values - Team*)

- A. Continue to provide adequate training for all personnel. Also, continue to encourage and support personnel in their quest for higher education.

- B. Emphasize advance management training such as FBINA, Northwestern School of Police Staff and Command, Southern Police Institute, and the IACP Management Schools. (One Lieutenant is scheduled to attend a police command school in 2013.)
- C. Work with other City departments/divisions to locate potential safety concerns for both citizens and employees throughout the City.
- D. Develop long term plan for police vehicle purchases by requesting on average 12 new vehicles per year, when the budget allows. (Eleven vehicles and two motorcycles are currently budgeted in 2013.)
- E. In 2013, the Police Department will complete the process of obtaining a Needs Assessment Study for a new Justice Center and Municipal Court Facility.
- F. A new evaluation system and training program for the Police Department will be implemented in 2013.

Performance Measurements

	Actual 2008	Actual 2009	Actual 2010	Actual 2011	Target 2012	Actual 2012	Target 2013
Motor Vehicle Accidents	2,022	1,642	1,788	1,702	1,610	1,564	1,487
DWI Arrest	470	366	306	396	344	368	310
Drug Arrest	331	250	202	299	215	385	340
Total Arrest	2,815	3,230	3,251	3,235	3,384	4,134	4,205
Summons/Warnings	23,158	20,379	21,415	21,914	21,261	20,717	20,983
Miles Driven	1,160,548	1,043,130	1,120,866	1,144,498	1,169,498	1,201,911	1,189,419
Call for Service*	34,538	30,416	51,182	60,741	57,731	63,325	65,756

Note: In 2010, the O'Fallon Police Department had an average of 106 commissioned officers working. In 2010, there were 51,182 incidents. Beginning in 2010, all calls for service, including traffic stops, were tallied, more accurately reflecting the department call load.

Previous Year's Goals

I. Crime Investigations and Traffic Control

In 2011, the number of DWI arrests increased by 19 (5%) while the number of accidents decreased by 138 (8%). The number of alcohol related accidents decreased from 59 in 2011 to 41 in 2012. No fatal accidents occurred last year in O'Fallon. In 2012, the Police Department participated in seven grants encompassing the following: DWI, Speed, Red Light Violations and Seatbelt Enforcement. In 2012, there were 39 polygraph examinations. Of those examinations, 16 resulted in "Deception Indicated" (DI) and 94% of those ended up with an admission/confession. Of the 39 polygraph examinations, one resulted in an "Inconclusive" (INC) and two resulted in a "No Opinion" (NO). The department has emphasized additional training for detectives and now has a Sergeant assigned as a report writer for the St. Louis Major Case Squad.

The Chief of Police is a sitting board member of the Major Case Squad, sitting board member for the St. Charles County Regional Drug Task Force, Chair of the St. Charles County Regional SWAT Team Board of Directors and Vice Chair of the St. Louis Area Police Chief's Association Executive Board.

II. Service Delivery

The Community Services Section is continually seeking to expand the Business, Neighborhood and Church Watch programs. The department is working on a residential property damage prevention program, and continued to emphasize personal and residential security by expanding the Community Patrol Report Program. In 2012, the police officers made contact and issued 2,536 Community Patrol Reports to our citizens. The department has increased the number of officers trained in Crisis Intervention which provides officers with the additional training necessary to intervene and assist those in distress.

III. Management and Administration

The department completed all Police Officers Standards and Training (POST) requirements for all officers. The department started a civilian supervisor development program teaching civilian supervisor how to evaluate and develop their employees. The department started an accountability study involving the supervisors.

O'Fallon Police Department's Strategic Plan Status:

There are 108 objectives in the Strategic Plan, separated into three time frames:

- Immediate - December 31, 2008
- Intermediate - January 1, 2009 thru December 31, 2010
- Long Term - January 1, 2011 thru December 31, 2012

Of the 108 objectives, 102 (94%) have been accomplished. The remaining 6 objectives fall into the following categories:

- 4 - Budget Constraints
- 2 - In Progress

Budget Category Summary

	Actual 2008	Actual 2009	Actual 2010	Actual 2011	Projected Budget 2012	Amount Change	Budget 2013	% Change
Personnel	\$10,025,228	\$10,440,786	\$10,501,302	\$10,643,708	\$11,357,395	\$156,237	\$11,513,632	1.4%
Contract Services	4,319	4,177	8,986	9,327	14,471	(4,783)	9,688	(33.1%)
Insurance	196,804	198,277	196,787	197,391	207,077	(719)	206,358	(0.3%)
Maintenance	110,136	104,755	84,229	163,475	371,174	(132,455)	238,719	(35.7%)
Operating Supplies	280,519	289,840	243,362	251,328	283,882	85,290	369,172	30.0%
Professional Expenses	48,620	53,952	30,932	29,571	52,587	55,171	107,758	104.9%
Public Information	8,198	5,906	4,882	4,229	5,750	(250)	5,500	(4.3%)
Utilities	46,995	37,682	70,440	79,688	86,170	2,705	88,875	3.1%
Equipment Rental	13,240	14,996	12,833	14,448	17,360	0	17,360	0.0%
Total	\$10,734,059	\$11,150,371	\$11,153,753	\$11,393,165	\$12,395,866	\$161,196	\$12,557,062	1.3%

Budget Highlights

The total number of Police personnel budgeted for 2013 will be as follows:

- One hundred fifteen sworn Police officers, including command officers, road officers, detectives, and special assignment officers.
- Six Confinement Officers.
- Twelve Communications Officers (civilian positions), three Lead Communications Officers and one Police Information Coordinator.
- Fourteen FTE civilian support personnel (Administrative Assistant, two Evidence Specialists, Records Supervisor, Police Budget and Procurement Officer, four Park/Animal Control Rangers, three Records Technicians, one Records Technician (Training) and one Records Technician (Criminal)).
- Two PTE civilian support personnel (one Records Technician, one Community Services Technician).
- Seven chaplains (all volunteers).

The increase in Personnel is due to the addition of three police officers and three communications officers. The increase in Maintenance is due to the addition of 16 licenses to record telephone lines. The increase in Operating Supplies is due to increase in costs of ammunition, supplies for trauma kits and the additional canine.

The increase in Professional Expenses is due to adding a Justice Center Needs Assessment Study and moving the academy memberships from the Police Training Fund into the training account lines of the General Fund. The increase in Utilities is due to the additional air cards for computers in cars.

Budget Category Explanations

Personnel \$11,513,632

This category includes the salaries, wages, benefits, and overtime for all 151 FTE's and 2 PTE's.

Contract Services \$ 9,688

This amount budgeted is for the contract services for Crime Reports, International Association of Chiefs of Police searchable database, and other investigative services.

Insurance \$206,358

This amount is allocated to each department, division, or section based upon the number of full-time employees. Coverage includes general liability, boiler and machinery, umbrella insurance, errors and omissions, and property insurance.

Maintenance \$238,719

This category provides for the maintenance service agreements with various vendors for maintenance of our radios, dispatch equipment, radar equipment and maintenance of police vehicles. This category also includes the purchase of equipment parts such as portable radio batteries and parts, Taser cartridges, and key pegs. This category also includes repair and maintenance of various equipment in the Police Department.

Operating Supplies \$369,172

This category provides the funding for a wide range of supplies and services. Animal control, Canine Patrol and Bike Patrol receive funding for their operations through the operating supply category as well as Community Services and the Chaplains. Uniforms, computer supplies, shooting range supplies, ammunition, civil defense, photo & ID supplies, safety equipment and general office supplies, are all included in this category. This is also used to cover the contractual costs to the Department for participation in the Drug Task Force Unit, and Community Emergency Response Team supplies.

Professional Expenses \$107,758

This category covers expenses for promotional and hiring processes, Hepatitis B vaccines and boosters. Tuition reimbursement, dues and subscriptions to various local, state, and national police societies as well as on-going training, seminars and conferences for civilian is also covered. Travel expenses for training are also covered with this amount.

Public Information \$5,500

This category covers the expenses for printing costs associated with bond forms, summons, warning tickets, animal control forms, business cards, tow stickers, and various other forms as needed by the Department.

Utilities

\$88,875

This category covers the telephones (landlines and cellular), modems, computer lines and terminals expenses for the Department.

Equipment Rental

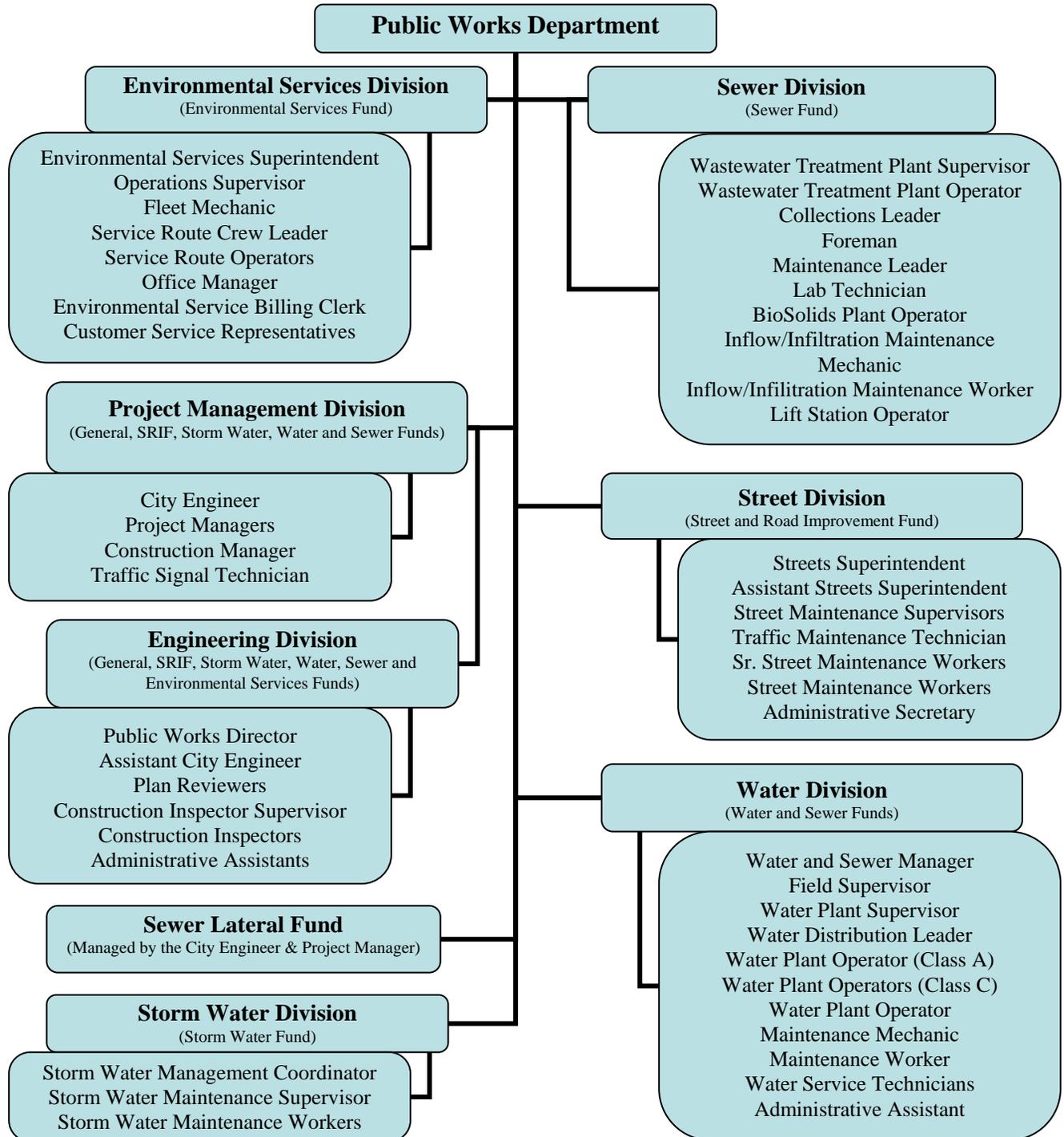
\$17,360

This category includes the maintenance and rental agreement on copy equipment, and MULES charges.





Public Works Department Organizational Chart 2013 Budget



Public Works Department

O'Fallon's Public Works Department manages various level of expenses within seven different Funds.

- General Fund
- Street and Road Improvement Fund
- Storm Water Fund
- Water Fund
- Sewer Fund
- Sewer Lateral Fund
- Environmental Services Fund

The Public Works Department provides vital services to the O'Fallon residents and businesses. The department is dedicated to maintaining and improving O'Fallon's quality of life by planning for future needs, building and maintaining municipal infrastructure, managing public capital improvement projects, and promoting environmental health and safety. The Public Works Department is responsible for regular maintenance on City roads, storm sewers, water mains and sewer lines, and also provides for residential trash, recycling and yard waste collection. When it snows, staff provides around-the-clock snow and ice removal on public thoroughfares throughout the City.

The Public Works Department also works closely with the Planning and Development Department to manage the growth and development of the City, to promote the general welfare, and to enhance the quality of life for all City residents. In particular, Public Works Department participates extensively in the review and approval process for all proposed site development projects. Once projects gain approval and site development begins, staff provides daily inspections, particularly during site grading and the installation of public infrastructure, such as water and sewer lines.

The Department also remains ready to provide emergency response to ensure consistent infrastructure services such as the wind storm in July 2006, the ice storms of November 2006 and January 2007 and the flooding of June 2008.

O'Fallon is a growing community with historic roots that presents unique challenges for the Public Works Department. The employees that are a part of this Department are dedicated to providing the community with exceptional service.

Public Works Department – Engineering Division

The Engineering Division was formerly known as Engineer/Construction Inspection. The division has two groups, the plan review and construction inspection, that serve as the technical aspect of new development, re-development and work within the right-of-ways within the City limits.

Six Engineering functions: (1) review and process all site plans, grading plans, as built plans, and record plats; (2) provide information to the public and development community on goals and principles, the Traffic Management Code, Municipal Code and development policies of the City; (3) administer floodplain management program with related record keeping; (4) review and process all utility excavation permits within the City; (5) implement and maintain compliance with the NPDES Phase II Program in relation to storm water quality; and (6) contact with citizens and developers to assist them through the various application processes and assist in code related questions conducting residential and commercial construction inspections assuring compliance with site plans and specifications.

Construction Inspection is responsible for over 150 combined residential plans and commercial sites within the City limits. The different inspections conducted are streets, sidewalks, sanitary sewers, lights and signs, water, storm sewers and grading. The Division works with contractors, developers, other City Division and residents to find the best possible solution to situations as they arise assuring for professionalism, accuracy and quality. The Division determines percentage of completion for escrow releases and acceptance and dedication for escrowed improvements.

Fiscal Year 2013 Goals

Engineer Plan Review

- I. Continue to achieve timely reviews of construction site plans and responding to citizen's concerns. (*Core Values – Service*)
 - A) Review initial commercial submittals within two weeks and initial residential submittals within 30 days.
 - B) Review subsequent commercial and residential submittals within two weeks.
- II. Review policy documents and annual inspection policies ranging from storm water to bridges. (*To maintain a superior community*)
- III. Review storm concept plans to allow for better budgeting process for storm water projects. (*To maintain a superior community*)

Construction Inspection

- I. There are currently 179 escrows in the City's database, of which, 138 are older than three years. The Division's goal will be to reduce the old and new escrows by working with

the contractors to complete projects and final inspections to allow the City to approve the release of the escrow. *(Core Values – Trust and Respect)*

- II. Continue to be pro-active when working on older escrows and continue to resolve the new escrows in a pro-active manner. *(Mission Statement)*
- III. Continue to work with contractors and developers to resolve deficient items in a timely manner prior to City acceptance. *(To maintain a superior community)*

Performance Measurements

Engineers	Actual 2008	Actual 2009	Actual 2010	Actual 2011	Target 2012	Actual 2012	Target 2013
Site Plans Reviewed	151	99	110	70	50	72	50
Records Plats Reviewed	64	30	21	20	15	12	20
Construction Plans Reviewed	35	13	26	11	6	7	10
As Builts Reviewed	85	49	59	43	50	40	50
Floodplain Plans Reviewed	3	3	4	5	5	2	5
Grading Plans Reviewed	37	13	12	7	10	17	15
Utility Excavation Permits Reviewed	66	8	82	145	125	170	150
Condo / Multi Plat	n/a	n/a	0	3	4	0	5
In-House Plat	n/a	n/a	10	7	5	21	5
Driveway Permit	n/a	n/a	68	54	50	63	50
Grading Letters Building	n/a	n/a	11	4	5	1	5

Inspections	Actual 2008	Actual 2009	Actual 2010	Actual 2011	Target 2012	Actual 2012	Target 2013
On-Site Hours - Residential Inspections	1,825	1,341	1,730	1,120	1,000	724	1,500
On-Site Hours - Residential Escrow Inspector	1,964	1,391	1,244	975	1,500	1,069	600
On-Site Hours - Commercial Inspections	2,800	3,541	2,943	1,120	800	1,135	1,200
On-Site Hours - Commercial Final Inspections	369	311	226	361	300	182	150
On-Site Hours - Project Management	923	1,000	1,590	4,340	4,000	4,790	5,500
Hours - Plan and Drawing	n/a	n/a	292	213	200	18	50
On-Site Hours - Utilities	n/a	n/a	0	1,650	1,500	2,113	1,500
Total	7,881	7,584	8,025	9,779	9,300	10,031	10,500

Escrows							
Number of Escrows (total)	237	232	234	221	210	179	160
Number of Escrow (more than 3 yeats old)	117	133	156	161	140	138	125
Escrow Amount (total)	\$9.8M	>\$9.5M	\$9.5M	\$9.6M	\$8.5M	\$6.9M	\$6.0M
Escrow Amount (more than 3 years old)	\$4.2M	>\$5.5M	\$6.5M	\$7.7M	\$7.0M	\$5.5M	\$5.0M
Number of Escrow released (in full)	45	24	32	35	40	57	35

Previous Year's Goals

All plans and permits can be pulled and submitted on-line. The plan review division has also averaged less than 7 business days on plan reviews and reviewed over 400 items. The construction inspection division completed over 700 escrow inspections and 100 commercial finals. Staff has also continued to be proactive when performing inspections to try and get items resolved and accepted for maintenance.

Budget Category Summary

	Actual 2008	Actual 2009	Actual 2010	Actual 2011	Projected Budget 2012	Amount Change	Budget 2013	% Change
Personnel	\$467,357	\$423,084	\$660,349	\$680,291	\$740,980	\$45,492	\$786,472	6.1%
Contract Services	0	0	0	0	500	0	500	0.0%
Insurance	9,745	9,223	12,590	12,691	14,702	368	15,070	2.5%
Maintenance	997	33	3,614	408	300	0	300	0.0%
Operating Supplies	7,711	6,901	2,569	3,137	4,845	675	5,520	13.9%
Professional Expenses	3,032	1,223	820	1,407	9,810	(2,917)	6,893	(29.7%)
Rental	2,302	2,133	954	1,865	3,264	0	3,264	0.0%
Utilities	2,155	2,099	2,345	2,463	4,820	2,368	7,188	49.1%
Total	\$493,299	\$444,696	\$683,241	\$702,262	\$779,221	\$45,986	\$825,207	5.9%

Budget Highlights

The increase in Personnel is due to the addition of a part-time Administrative Assistant position and temporary Construction Inspector in 2013. The decrease in Professional Expenses is due to no Tuition Reimbursement being requested for 2013 and lower Training and Travel amount budgeted. The increase in Utilities is for wireless devices such as Ipads and cell phones.

Budget Category Explanations

Personnel

\$786,472

This category includes the wages, benefits, and overtime for the Public Works Director (20%), one Assistant City Engineer (70%), two Plan Reviewers (100%), one Construction Inspector Supervisor (60%), five Construction Inspectors (100%), and two Administrative Assistants (100%). The remaining portion of the Director wages will be split between the Street and Road Improvement Fund, Storm Water Fund, Water Fund, Sewer Fund and the Environmental Services Fund. The remaining portion of the Assistant City Engineer and Construction Inspector Supervisor wages will be paid from the Storm Water Fund.

Contract Services

\$500

This amount covers expenses related to contractors that provide services to the City for Engineering Division.

Insurance **\$15,070**

This amount is allocated to each department, division, or section based upon the number of full-time employees. Coverage includes general liability, boiler and machinery, umbrella insurance, errors and omissions, and property insurance.

Maintenance **\$300**

This category is for the repairs and maintenance of equipment used by the division.

Operating Supplies **\$5,520**

Office supplies such as paper and pens, postage, copies, uniforms and clothing for the inspectors, small tools, voltage meters and other safety equipment and miscellaneous supplies needed by division employees are funded in this category. This also includes small equipment, furniture and fixtures that are valued less than \$5,000.

Professional Expenses **\$6,893**

Dues and subscriptions expenses for APWA, training and travel expenses, tuition reimbursement are covered with these funds.

Rental **\$3,264**

This is for the funding of renting miscellaneous equipment and services that is needed by the division.

Utilities **\$7,188**

This amount allocated for telephone and other wireless communication expenses.

Public Works Department - Engineering *(old dissolved department)*

The old Engineering was merged into Construction Inspection. The merged was then referred to as the Engineer/Construction Inspection Department which was later renamed Engineering in 2012.

Budget Category Summary

	Actual 2008	Actual 2009
Personnel	\$312,805	\$234,457
Insurance	3,126	4,885
Operating Supplies	3,920	1,842
Professional Expenses	2,883	333
Public Information	346	0
Rental	1,141	1,121
Utilities	1,300	301
Total	\$325,521	\$242,939



Public Works Department –Project Management Division

Project Management Division oversees projects in several funds. The expenses for the projects they oversee are budgeted in the Fund the project is associated with along with a portion of the Personnel expenses. The Personnel expenses are split between the General, SRIF, Water, Sewer, Storm Water, and Environmental Services based on the supervisory time estimated and projects budgeted or in process. In 2012, the Project Manager for the Sewer and Water Fund was transferred to the Project Management Division allowing more interaction and collaboration with the other Project Managers.

Project Management is a carefully planned and organized effort to accomplish a specific task or project, for example, construct a new roadway or implement a new process into an existing system. These projects are provided to improve the community by improving the quality of life such as reducing the time it takes to drive through town, providing smoother and safer roadways and in general improving the City's infrastructure. A list of projects is maintained on the City's website at <http://www.ofallon.mo.us/apps/projectmanagement.aspx>.

Project Management includes developing a project plan, which includes defining project goals and objectives, specifying tasks, what resources are needed, and associating budgets and timelines for completion. It also includes implementing the project plan, along with careful controls to stay on the "critical path", that is, to ensure the plan is being managed according to plan. Project Management usually follows major phases, including feasibility study, project planning and design, right-of-way acquisition, implementation and construction, evaluation and support/maintenance. Major projects usually take multiple years to accomplish these tasks.

Project Management is also responsible for the upkeep and maintenance for traffic handling (signs, signals, and lights). The division receives requests and inquiries from residents for traffic and safety concerns. Project Management also aggressively pursues outside funding and grants to accomplish more projects with minimal City funds.

Fiscal Year 2013 Goals *(To maintain a superior community)*

- I. Continue to pursue external funding sources (East-West Gateway, MoDOT, St. Charles County Road Board, etc.) *(Focus on infrastructure – Strategic Plan)*
- II. Manage the Capital Road Improvement Program including:
 - A. Complete the construction of West Terra - Phase III.
 - B. Complete design and easement acquisition, and start construction for Elaine Drive Improvements.
 - C. Prepare in-house design of plans and specifications for the Woodlawn and Civic Park Resurfacing project. The project includes the painting of Woodlawn Bridge, as well as the resurfacing and sidewalk improvements on Woodlawn Ave. and Civic Park Dr.
 - D. Complete construction of the Main Street Signals project.
 - E. Design and bid out the Laura Hill and Bryan Road Slab Replacement project and sidewalk extension.

- F. Complete construction close out of 2012 ADA intersection improvements project
 - G. Complete the design and construction of Crusher Drive Extension.
 - H. Complete the Feise Trail and Sidewalk Extension Project.
 - I. Complete construction of the Bryan Road, Mexico Road and the VMP & Woodlawn Intersection Improvements projects.
- III. Manage Storm Water Capital Improvement Projects including:
- A. Complete construction close out on the Knolls Creek, Parkview Creek, Ashford Place Creek, Harrisburg Court Creek, and Peruque Creek projects.
 - B. Complete design and construction close out of Fawn Ridge Creek, Ridgetop Edition Creek, Great Warrior and Delmar Drive, Twin Chimney slope repair / storm water projects.
 - C. Start design of the Post Meadows creek bank stabilization project and the Royal Oaks detention basin project.
- IV. Manage Parks Department Projects, including:
- A. Design and bid out the Alligator Creek chlorine discharge improvements, the Ozzie Plaza Restroom and Concession Stand project and the 2013 CLIP monument project.
 - B. Study and bid out the demolition of the Civic Park Hall and O’Day Park buildings
 - C. Finish design of the RSC Parking lot expansion
 - D. Begin design of Civic and O’Day Park
- V. Manage and Continue to Implement the Annual Road Maintenance Projects including:
- A. Update project specifications, bid and complete the 2013 Crack Seal Program.
 - B. Update project specifications, bid and complete the 2013 Concrete Program.
- VI. Finalize the Project Management manual, ADA Transition Plan and Implement Project Update software (similar to WebQA). Update the City’s five year transportation plan/map.

Performance Measurements

	Actual 2008	Actual 2009	Actual 2010	Actual 2011	Target 2012	Actual 2012	Target 2013
Projects Substantially Completed	10	7	10	18	20	17	20
Final Plans Completed	4	9	9	12	15	22	13
Easements / ROW Acquired	20	48	47	5	20	34	20
In-House Design Completed	7	12	7	9	5	7	10
Outside Funding Acquired (in millions)	\$8.4	\$10.0	\$1.0	\$3.5	\$3.0	\$8.2	\$3.0
Signs Replaced / Installed	598	801	1,027	109	600	130	60
Signals Repaired	152	226	254	204	200	225	200
Traffic Studies	39	51	50	24	30	41	35

Previous Year's Goals

In 2012, the Project Management Division managed several design and construction projects as well as completing numerous "in-house" designs and studies. Some of the highlights are listed below:

The Crusher Drive Extension project will extend Crusher Drive from its current terminus near Southernside Apartments to Corporate Centre Drive. The project will continue the three lane section throughout the extension of the road. The project also includes drainage improvements, curb and gutter, and pedestrian improvements which are made up of sidewalks on both sides of the road. Design and right-of-way acquisition were completed in 2012. Construction is expected to begin in summer 2013 and substantial completion anticipated by the end of the year. The total cost of the project is approximately \$1.32 million of which 85% is being funded by the County Road Board.

The Elaine Drive project focuses on widening from West Terra to the railroad tracks, and constructing a sidewalk on one side of the road. This project will also include enclosed drainage, new signage, and new pavement for the roadway where pavement conditions have not been improved for quite some time. Right of way acquisition was started in 2012 and will continue in 2013. Construction is expected to begin in summer 2013 and hopefully be substantially complete by the end of the year. The total cost of this project is approximately \$1.6 million of which 90% is being funded by the County Road Board.

The Citywide Landscape Identity Program (CLIP) started in 2012 for considering signage and landscaping improvements at various interchanges and other destinations in O'Fallon. A CLIP committee was formed to assist in developing suggestions for signs and their designs. This program will occur over the next several years as additional signage is built in other areas of the City. It was determined to construct a monument sign and landscaping at the I-64/Highway K westbound exit ramp under the 2012 program. City staff prepared the bid documents in-house and this project was bid out for construction last summer, and was completed in late fall of 2012. The total construction contract was approximately \$132,000.

Funds were also made available in 2012 to provide several maintenance projects to improve and preserve the City's pavement. In-house plans were prepared for the 2012 Concrete Program, 2012 Asphalt Program, and 2012 Crack Seal Program. These projects were bid out and completed in 2012. In total, over 36,000 square yards of concrete pavement were replaced in 2012, 32,500 square yards of asphalt pavement were resurfaced, and one million feet of joints and cracks were sealed.

The Feise Road Sidewalk Project will include the addition of an asphalt sidewalk on Feise Road from Bryan Road to Highway K. In addition to the asphalt sidewalk, the project will also include a concrete sidewalk on Knaust Road from Chance Drive to Lunenburg Drive and extend the concrete sidewalk on Belleau Creek Road north of Mexico Road.

Design of the project was completed in 2012 and construction began in the Fall of 2012. Construction will be completed in Summer 2013. The total federal funding for this project is \$459,200 while the City's match funding is \$114,800.

The Southside On-Street Bicycle Lanes Loop System includes an on-street bicycle lane loop system from Highway K to Rte. 364 South Outer Road to Winghaven Blvd to Technology Drive and back to Highway K, a distance of about 10 miles. Design and Construction were completed in 2012. The total federal funding for this project is \$307,200 while the City's match funding is \$76,800.

The City has received federal funds to make improvements to several intersections throughout the City. The Bryan Road, Mexico Road, VMP/Woodlawn and Main Street Intersection Projects will add twelve right turn lanes to six different intersections. The proposed improvements are intended to reduce congestion at the intersections and improve traffic flow through the different areas. Design and acquisition of right-of-way were completed in 2012. The projects were put out for bid at the end of 2012 and construction will begin construction at the beginning of 2013. Construction of the projects will be completed by the end of 2013. The total federal funding for these projects is \$2,218,200 while the City's match funding is \$776,200.

The City managed numerous stormwater projects in 2012. Some of these were carry-over projects from 2011 while others were new projects. The Turtle Creek/Runnymede pump replacement project and the Turtle Creek/Greenbriar drainage improvements project were fully constructed in 2012. Additionally, the Knaust Park Stormwater project was constructed in 2012. The Great Warrior, Delmar Drive, and Twin Chimneys projects were bid out as a bundled project for constructed in 2012 with the main focus being to correct flooding and standing water issued in various areas. This work will finish up in early 2013.

There were also several creek stabilization projects that were constructed in 2012. Parkview Creek Bank Stabilization, Peruque, Harrisburg and Ashford Place Creek Stabilizations projects were all completed in 2012. The Ridgetop Edition and Fawn Ridge Creek Stabilization projects were bundled as one package and bid out for construction in late 2012, but will be constructed in 2013. All of these creek bank projects will stabilize slopes, reduce erosion and in some cases, save structures who have had significant erosion and slope failure occurring directly behind their homes.

City Staff continue to pursue outside grant funding to allow the City to stretch tax dollars. In many cases, 80 – 90% of the project costs are obtained through grant funding. Below is a list of outside grant funding that the City was approved for in 2012:

I-70 and Hwy K Interchange - \$5,313,380 MoDOT/Cost Share, \$1,000,000 County
Sommers Rd and Hwy N Intersection Improvements - \$764,400 MoDOT, \$76,400
County

Woodlawn and Civic Park Resurfacing - \$616,000 MoDOT
 Bryan Road Slab Replacement - \$168,000 MoDOT
 Laura Hill Slab Replacement - \$114,400 County
 County-Wide Pavement Evaluation - \$116,260 County

The Traffic Sign Technician completed the conversion of the City’s Street ID signs to the new white sign that includes the City’s with black lettering. There maybe a few signs that still remain as the old Street ID signs or they are roadways that have not yet been accepted by the City but the overall City has been converted to the new fresh looking signs.

Additionally, the Traffic Signal Technician completed approximately 225 repairs to traffic signals, repaired 130 streetlights and performed 41 stop signor speed volume studies.

Budget Category Summary

	Actual 2008	Actual 2009	Actual 2010	Actual 2011	Projected Budget 2012	Amount Change	Budget 2013	% Change
Personnel	\$64,537	\$68,218	\$28,051	\$54,086	\$58,386	\$678	\$59,064	1.2%
Operating Supplies	36	0	0	0	0	0	0	0.0%
Total	\$64,573	\$68,218	\$28,051	\$54,086	\$58,386	\$678	\$59,064	1.2%

Budget Highlights

Changes in Personnel expenses may vary from year to year based upon projects scheduled for the budget year. In 2013, there were very little changes from the previous year. The positions and percentages covered by the General Fund are outlined in the ‘Personnel’ section below.

Budget Category Explanations

Personnel **\$59,064**

This category includes the wages, benefits, and overtime for one City Engineer (20%) and two Project Managers (20%). The remaining portion of their wages will be split between the Street and Road Improvement Fund, Storm Water Fund, Sewer Lateral Fund, Water Fund and Sewer Fund.

Operating Expenses **\$000**

These expenses are included in the costs of the projects and are budgeted in the appropriate fund(s).



- Debt Obligations
- Debt Management
- Debt Policy
- Long-Term Debt Outstanding
- Debt Service Fund Budget

Debt Obligations

This section presents the Debt Service Fund budget with information regarding the City's outstanding debt obligations and the City's debt management policies.





In 2007 the City of O'Fallon ranked 60th nationwide by Forbes on their fastest growing cities based on growth from 2000 to 2006. As the city continues to grow in the state of Missouri, the City continues to face many demands for infrastructure and capital projects. O'Fallon citizens expect fundamental services and facilities, including parks, streets, refuse and solid waste facilities. To meet these challenges, the City has financed capital projects to expand existing operations and acquire or construct new facilities.

The City has completed many capital projects using various financing methods. These include general obligation bonds, revenue bonds, certificates of participation, lease agreements, tax increment financing bonds and special obligation bonds.

The City received an upgrade on its general obligation debt rating by Moody's Investors Service, Inc. during 1994 from "A" to "A-1". In 2003, Moody's upgraded this rating again to "Aa3". In 2009, Standard and Poor's gave the City a long term rating of AA / Stable after evaluating the City's financial and overall condition. The City is proud of its prudent financial management and will continue to maintain, or improve.

Debt Management

The City's objective in debt management is to keep the level of indebtedness within available resources and to comply with legal debt limitations established by Missouri Statutes.

During 1997, the City defeased a portion of the \$2 million Parks System Bonds, Series 1996. Approximately \$950,000 from Debt Service Fund reserves was placed into an escrow account. These funds were invested at yields equal to the yields for bonds maturing in 2010 through 2016. This provided the most effective application of accumulated reserves and increased the City's future bonding capacity. The balance was refunded in 2003.

During 1997, the City entered into a lease agreement with the O'Fallon Public Facilities Authority (OPFA) for the purpose of financing the design, construction, renovation, equipment and furnishings of a municipal complex. Leasehold revenue bonds in the amount of \$10.6 million were issued by the OPFA. In accordance with the terms of the lease agreement, the City will make annual lease payments equal to the annual debt service on the bonds. The municipal complex was completed March 1999. This issued was advance refunded in 2004.

During 1998, the City refunded water and sewer revenue bonds issued in 1990. The City issued \$2.85 million Sewerage System Refunding Revenue Bonds and \$1.41 million Waterworks System Refunding Revenue Bonds. These bonds were refunded in March 2009 as noted below.

In May 1998, the City issued \$19.5 million General Obligation Bonds, \$18.5 million for Street Improvements and \$1 million for Senior Center construction. The four road projects and their respective completion dates are: Hoff Road/RR intersection, Fall 1998; Sonderen Overpass, Winter 2000; Woodlawn Overpass, Spring/Summer 2000; and TR Hughes Boulevard, Winter 2000. The Senior Center was completed Spring 1999.

In 2005 the City issued 2005 General Obligation Refunding Bonds for the advance refunding of the bonds that matured on and after March 1, 2009. The City will realize a 4.19% savings over the life of the bonds.

In September 1998, the City entered into a lease agreement with the O'Fallon Public Facilities Authority (OPFA) for the purpose of financing the construction of a water line, well and biosolids treatment facility. The City also refunded a 1986 Water Lease Obligation and a 1990 Water and Sewer Lease Obligation at this time to obtain better interest rates. Leasehold revenue bonds in the amount of \$15.175 million were issued. In accordance with the terms of this lease agreement, the City will make annual lease payments equal to the annual debt service on the bonds. The water line and well improvements were completed in fall 1998 and the biosolids facility was completed in 2000. Full certification to sell Nature's Blend fertilizer was received in 2001. In 2006 the City issued the 2006A Refunding Certificates of Participation. This refunding will save the City an estimated 4.272% over the life of the bonds.

In July 1999, the City issued taxable leasehold revenue bonds through the O'Fallon Public Facilities Authority (OPFA) for the purpose of financing the construction of the T. R. Hughes Stadium (fka: Ozzie Smith Stadium), a minor-league baseball facility. The amount of the bonds issued totaled \$4.655 million. In accordance with the terms of this agreement, the City will make annual payments equal to the annual debt service on the bonds. The stadium construction was completed in May 1999. In 2006 the City issued the 2006B Refunding Certificates of Participation. This refunding will save the City an estimated 4.342% over the life of the bonds.

In July 1999, the City also entered into a Lease Purchase Agreement for the engineering, design, construction, pavement warranty and financing services of the Cool Springs Interchange and the WingHaven Road. The amount of the agreement was \$23.58 million. In accordance with the terms of this agreement, the City will make annual payments equal to the annual debt service on the bonds. These were defeased in November 2001.

In November 2000, the voters approved the issuance of \$17 million in General Obligation Bonds for park improvements within the City. In December 2000, \$5 million bonds were issued to start many of the park projects including renovations to the Civic Park Pool. A portion of these were advance refunded in 2007.

In February 2001, the City issued the remaining \$12 million in General Obligation bonds for the parks improvements and an additional \$1.015 million to refund the 1991 General Obligation Storm Drainage System Extension and Improvement bonds. A portion of these were advance refunded in 2007. The final crossover payment was made in 2011.

In November 2001, the City issued \$55.760 million in Certificates of Participation to acquire and construct improvements and extensions to the City's waterworks and sewerage systems including a new water treatment plant, expansion of the wastewater treatment plant and construct improvements to the T.R. Hughes Ballpark. It also defeased to maturity the \$23.580 million Certificates of Participation, Series 1999 (outstanding principal amount was \$20.915 million). These bonds were partially refunded in January 2012 with Special Obligation Bonds.

In February 2002, the City issued \$17.670 million in Certificates of Participation to construct various roadway improvement projects (Route N, Tom Ginnever Avenue and T.R. Hughes Blvd). These were refunded in December 2009 with Special Obligation Bonds.

In March of 2002, the City refunded \$4.620 million outstanding principal amount of the City's General Obligation Bonds, Series 1992. The final payment was made in 2012.

In August 2002, the City issued \$4.475 million in Certificates of Participation (Solid Waste Bonds) to design, construct, furnish and equip a sanitation transfer station and acquire sanitation vehicles and equipment, allowing the City to provide waste hauling services to its residents. A portion of this was defeased in 2007 with Certificates of Participation Bonds and the remaining amount was refunded in December 2009 with Special Obligation Bonds.

In March 2003, the City issued \$4.165 million in Certificates of Participation to provide additional funds to pay the costs of the construction of improvements to Route N and the construction, extension and improvement of additional transportation projects. In July of 2003, the City refunded \$1.14 million outstanding principal amount of the City's General Obligation Storm Drainage System Refunding Bonds, Series 1994. In November 2003, the City issued \$3.91 million in Certificates of Participation to provide funds to construct improvements and repairs to the City's sewerage system, acquire refuse and recycling containers, collection vehicles and other equipment and facilities for the City's refuse and recycling program. These bonds were refunded in March 2011 with Special Obligation Bonds.

In 2004, the City issued \$8.505 million in Certificates of Participation to advance refund all of the outstanding Leasehold Revenue Bonds, Series 1997A, (Municipal Complex) issued by the O'Fallon Public Facilities Authority and fund a debt service reserve fund for the Certificates. These bonds were refunded in March 2011 with Special Obligation Bonds.

In March 2005, the City issued \$16.755 million in General Obligation Refunding Bonds to advance refund a portion of the 1998 Multiple Purpose General Obligation maturing on or after March 1, 2009 through 2018. The term of the new bonds was not extended and the City will realize a 4.19% savings over this term.

In March 2006, the City issued \$15.835 million in Certificates of Participation to advance refund the outstanding 1998 Water and Sewer Improvement Revenue Bonds and the 1999 OPFA Stadium Bonds and fund a debt service reserve fund for the Certificates. The combined savings to the City is estimated at 4.291% for both bonds over the life of the bonds.

In January 2007, the City issued \$13.860 million in General Obligation Refunding Bonds to advance refund a portion of the 2000 Parks General Obligation maturing on or after March 1, 2010 (2000 Crossover Date) and advance refund a portion of the 2001 Parks General Obligation maturing on or after March 1, 2011 (2001 Crossover Date) along with refunding costs.

In September 2007, the City issued \$700,000 in Certificate of Participation to defease a portion of the 2002A Certificate of Participation pertaining to the waste transfer station.

In December 2008, the City issued \$9.22 million in Certificates of Participation to provide funds to construct, install and equip improvements to the City's Sewerage system.

In March 2009, the City issued \$6.930 million in Certificates of Participation to provide funds to acquire, construct, install and equip improvements to the City's Sewerages and Waterworks systems, refund the 1998 Waterworks System Refunding Revenue Bonds and the 1998 Sewerage System Refunding Revenue Bonds.

In December 2009, the City issued \$16.545 million in Special Obligation Bonds to provide funds to construct, extend and improve storm water control within the City and refund the 2002 Certificates of Participation and refund the 2002A Certificates of Participation (Solid Waste Bonds).

There were no bonds issued in Fiscal Year 2010.

In March 2011, the City issued \$7.925 million in Special Obligation Bonds for the refunding of the 2003, 2003A and 2004 Certificates of Participation Bonds.

In January 2012, the City issued \$23.230 million in Special Obligation Bonds for the partial refunding of the 2001 Certificates of Participation Bonds.

Debt Policy

Policy No.: 700

Purpose: The purpose of this policy is to establish debt issuance guidelines.

Scope: This policy is applicable to all debt issuance for the City of O'Fallon.

1: **The City will seek to maintain, and if possible, improve its current bond rating so its borrowing costs are minimized and its access to credit is preserved.**

Sound financial practices, debt management and capacity, and competent management support the maintenance of the City's current bond rating. In its relations with rating agencies and the investment community, the City will follow a policy of full disclosure, as required by legal and professional practices.

2: **The City will have a specific set of debt issuance guidelines consistent with Federal, State, and local laws and policies.**

The debt guidelines will recognize how much debt the community can support, not only based on debt of the City, but debt of overlapping jurisdictions, as well. Debt should not be used for the provision of routine operation unless it is only for cash flow purposes or the borrowing costs are less than the rate of invested funds. Debt should never be issued for a period longer than the estimated useful life of an improvement or asset.

3: Credit Worthiness

The City will seek to maintain, and as possible, improve its current credit rating so its borrowing costs are minimized and its access to credit is preserved and enhanced.

The City will maintain good communications about its financial condition with bond and credit rating institutions.

The City will follow a policy of full disclosure for all disclosure documents which meets or exceeds the disclosure guidelines as developed by the Government Finance Officers Association.

4: Borrowing Purposes

The City will not fund current operations from the proceeds of borrowed funds, except for short term cash flow borrowing such as Tax Anticipation Notes.

The City will confine long-term borrowing to capital improvements, projects, or equipment which cannot be funded from current revenues.

5: Debt Repayment

When the City uses long-term debt financing, it will repay the debt within a period not to exceed the useful life of the improvements or equipment.

Whenever possible, debt shall be self-supporting, and will be revenue debt, leasehold purchase, special obligation bonds or revenue-backed with a general obligation pledge.

The general obligation pledge will be used only for projects which have a general benefit to City residents which cannot be self-supporting.

Neighborhood Improvement Bonds may be issued for extra-territorial assessments. Such bonds shall be secured by the assessment payments and by reserves funded from other payments made by the benefited parties. The term of the bonds shall match the projected cash-flow from assessment payments and foreclosure sales.

Advance refunding will be undertaken only when the restructuring of debt is in the City's financial interest.

Lease purchase debt, including certificates of participation and special obligation bonds, will be considered as an alternative to long-term vendor leases when cost effective. Such debt will be subject to annual appropriation and administered by the Finance Department.

Long-term lease purchases for buildings and facilities will be used when the cost of a lease purchase is lower than other options or if deemed appropriate because of time constraints, etc.

6: Key Debt Ratios

There are several key debt ratios that investors and financial analysts use when reviewing a city's credit worthiness. The City of O'Fallon has established a set of guidelines which are to be used when reviewing the key debt ratios. These numbers are indicators of financial stability.

The City's key debt ratios will be defined in the stated procedures for issuing debt and will be reviewed and updated at least once every three years.

7: Conduit Financing

Recognizing that the City is able to issue debt for broad purposes, it may be appropriate to issue on behalf of another party when the Council, after a complete review process, determines that the proposed project will provide a general benefit to City residents.

The City will consider issuing conduit financing which will not impair the City's credit rating. Any financing issued through the City shall qualify for an investment grade rating by one or both of the two top rating agencies.

All expenses related to conduit financing will be borne by the applicants. The City shall establish review procedures for projects, including public contracting and financial fees.

8: Other Financing

Entities associated with the City, such as the Tax Increment Financing Commission, may issue debt subject to the same criteria listed above. Debt issued by City agencies shall be approved by the City Council.

Long Term Debt Outstanding

General Obligation Bonds Outstanding

General Obligation Bond Issue	Balance January 1, 2012	Principal Reductions	December 31, 2012 Outstanding Balance	
			Principal	Interest
2002 Street Refunding Bonds, in varying amounts through 2012; interest ranges from 1.75% - 4.30%	175,000	175,000	0	0
2005 Multiple Purpose Refunding Bonds, in varying amounts through 2018; interest ranges from 4.00% - 5.00%	14,010,000	1,050,000	12,960,000	1,770,194
2007 GO Refunding Bonds, in varying amounts through 2020; interest ranges from 4.00% - 5.00%	13,505,000	470,000	13,035,000	2,978,050
Total	\$27,690,000	\$1,695,000	\$25,995,000	\$4,748,244

Computation of Legal Debt Margin

Net Assessed Value at December 31, 2012		\$1,560,314,567
Debt Limit- 10% of Assessed Value		156,031,457
Amount of Debt Applicable to Debt Limit:		
Total Bonded Debt	25,995,000	
Less Amount available in Debt Service Fund	(5,738,518)	
Total Amount of Debt Applicable to Debt Limit		20,256,482
Legal Debt Margin		\$135,774,975

Debt Capacity Percent 87%

Note: Figures are unaudited estimates.

Under Article VI Section 26(b) and 26(c) of the Missouri Constitution, the City, by vote of 2/3 of the qualified electors thereof, may incur general obligation bonded indebtedness for City purposes in an amount not to exceed 10% of the assessed valuation of taxable tangible property within the City as ascertained by the last completed assessment for State or County purposes. Under Section 26(d) of said Article VI, the City may incur general obligation indebtedness not exceeding in the aggregate an additional 10% of the aforesaid assessed valuation for the purpose of acquiring right-of-way, constructing, extending and improving the streets and avenues and acquiring right-of-way, constructing and improving sanitary or storm sewer systems, and under Section 26(e) of said Article VI, additional general obligation indebtedness may be incurred for purchasing or constructing waterworks, electric or other light plants to be owned exclusively by the City, provided that the general obligation indebtedness of the City shall not exceed 20% of the assessed valuation.

Computation of Direct and Overlapping Debt - December 31, 2012

Name of Governmental Unit	Bonded Debt Outstanding	Percentage Applicable to City of O'Fallon	Amount Applicable to City of O'Fallon
Direct - City of O'Fallon	\$25,995,000	100.00%	\$25,995,000
Overlapping:			
St. Charles County	4,877,000	20.12%	\$981,252
St. Charles County Ambulance District	8,675,000	20.12%	1,745,410
St. Charles County Community College	35,815,000	20.12%	7,205,978
Fort Zumwalt School District	131,660,000	73.00%	96,111,800
Francis Howell School District	164,808,751	11.00%	18,128,963
Wentville School District	194,083,677	16.00%	31,053,388
Total Overlapping Debt	\$539,919,428		\$155,226,791
Total Direct and Overlapping Debt	\$565,914,428		\$181,221,791

Note: Figures are unaudited estimates.

Source: Outstanding debt was obtained by contacting the taxing jurisdiction. The percentage applicable to the City of O'Fallon is based on the jurisdiction's assessed value within the boundaries of the City as provided by the St. Charles County Assessors Office, Market Research Division.

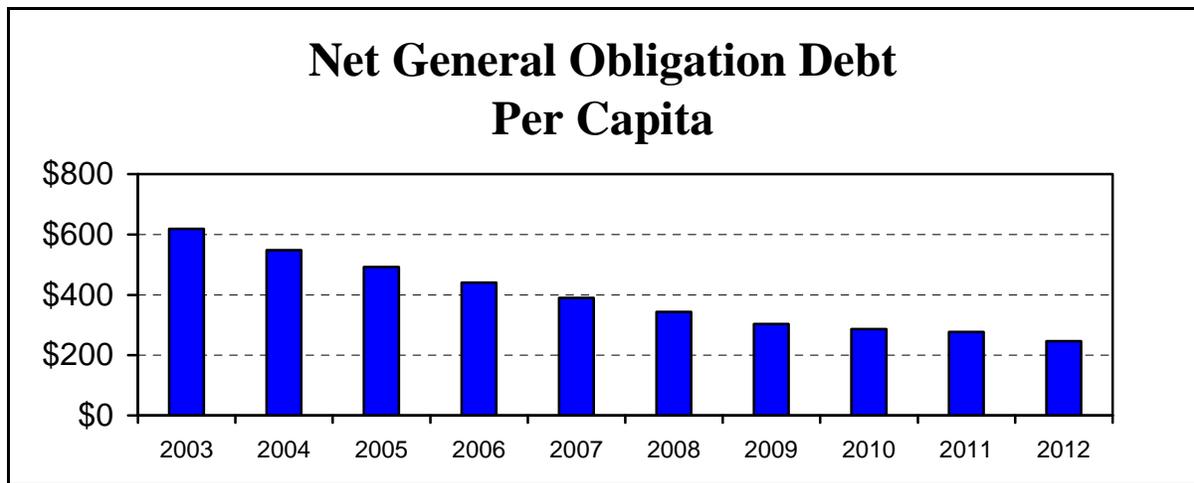
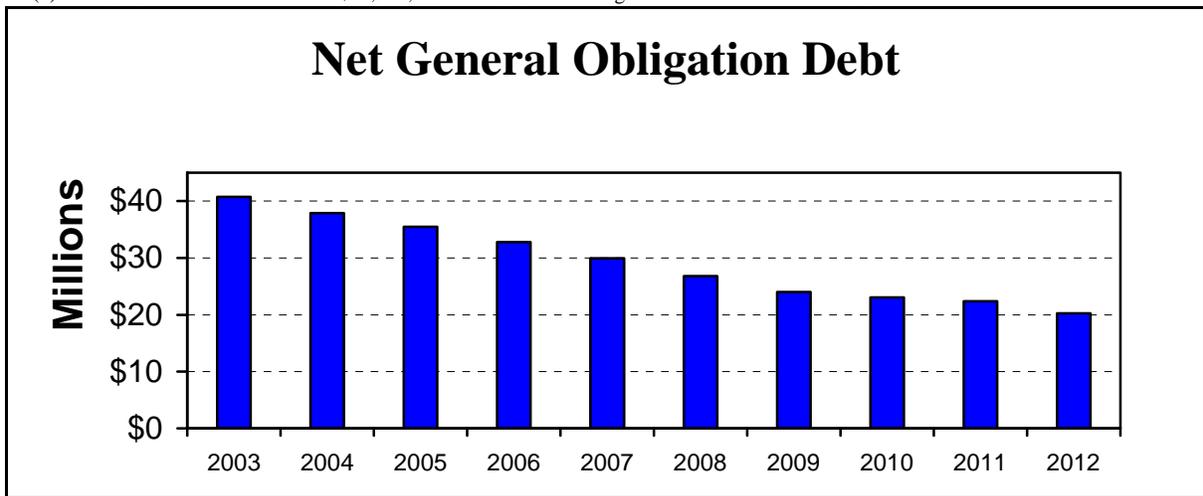
Ratio of Net General Obligation Bonded Debt to Assessed Value and Net General Obligation Bonded Debt Per Capita

Fiscal Year	Population (1)	Assessed Value	Gross Bonded Debt(2)	Less Debt Service Fund	Net Bonded Debt	Ratio of Net Bonded Debt to Assessed Value	Net Bonded Debt per Capita
2012	82,215	\$1,560,314,597	\$25,995,000	\$5,738,518	\$20,256,482	1.3%	\$246.38
2011	80,860	1,526,261,865	27,690,000	5,282,192	22,407,808	1.5%	277.12
2010	80,252	1,554,844,598	41,770,000	18,727,184	23,042,816	1.5%	287.13
2009	79,158	1,532,486,134	45,630,000	21,622,903	24,007,097	1.6%	303.28
2008	78,058	1,620,227,678	47,440,000	20,636,933	26,803,067	1.7%	343.37
2007	76,884	1,566,175,445	66,075,000	36,108,203	29,966,797	1.9%	389.77
2006	74,482	1,397,345,400	53,745,000	20,949,571	32,795,429	2.3%	440.31
2005	72,116	1,303,557,405	55,070,000	2,600,629	35,494,371	2.7%	492.18
2004	69,136	1,090,491,010	40,032,927	2,121,027	37,911,900	3.5%	548.37
2003	65,834	1,008,713,498	41,426,374	1,761,693	39,664,681	3.9%	602.50

Note: (1) Figures are unaudited estimates by City of O'Fallon.

(2) The 2008 & 2009 Debt amount includes \$13,860,000 for a 2007 refunding that has crossover dates in 2010 and 2011.

(3) The 2010 Debt amount includes \$11,940,000 for a 2007 refunding that has crossover date in 2011.



Water and Sewer System Revenue Bonds Payable

The City's outstanding water and sewer system revenue bonds are recorded in the appropriate enterprise fund in accordance with the authorizing ordinances. These ordinances require repayment of the bonds with revenues from enterprise operations. The following revenue bonds are outstanding.

Revenue Bond Issue	Balance January 1, 2012	Additions	Reductions	Balance December 31, 2012
Water Pollution Control Revenue Bonds				
State Revolving Fund Program - Multiple Participant Series				
due in varying amounts through 2013; interest ranges from 5.1% - 6.9%	\$705,000	\$0	\$340,000	\$365,000
Total	\$705,000	\$0	\$340,000	\$365,000

Note: Figures are unaudited estimates.

Revenue Bond Coverage - Water and Sewer Bonds

Fiscal Year	Operating Revenues	Operating Expenditures	Net Revenue Available for Debt Service	Debt Service Principal and Interest	Coverage
2012	12,723,139	\$5,979,619	\$6,743,520	\$7,072,344	0.96%
2011	12,809,150	5,654,940	7,154,210	5,200,987	1.39%
2010	13,589,673	4,904,113	8,685,560	4,890,269	1.79%
2009	12,293,913	4,356,141	7,937,772	4,556,620	1.75%
2008	9,938,133	5,731,616	4,206,517	3,994,601	1.06%
2007	9,997,988	5,589,350	4,408,638	3,813,763	1.17%
2006	11,100,673	5,546,340	5,554,333	3,636,588	1.53%
2005	9,661,288	5,414,579	4,246,709	3,905,142	1.09%
2004	10,242,194	5,670,905	4,571,289	3,916,910	1.17%
2003	7,353,446	4,876,296	2,477,150	2,070,872	1.20%

Note: 2012 Figures are unaudited estimates, prior years are from the 2011 Comprehensive Annual Financial Report.

Revenue Bonds Issued by the O'Fallon Public Facilities Authority

The O'Fallon Public Facilities Authority (OPFA) was established in 1996 as a not-for-profit corporation. The OPFA operated as a legally separate component unit of the City. The OPFA facilitated the acquisition and construction of facilities for the City. The OPFA's first project was the renovation of a portion of the St. Mary's Institute for use as a municipal complex.

In November 1997, the OPFA issued \$10.6 million in leasehold revenue bonds. The bond proceeds were used to design, construct, renovate, furnish and equip the facility. In 2004, these bonds were refunded with the issuance of the 2004 Certificates of Participation.

In 1998, the OPFA issued \$15.175 million in leasehold revenue bonds for the purpose of constructing the Biosolids facility, a pump station with additional water lines and to refinance outstanding principal of prior obligations. The City refunded these bonds in 2006 (2006A Certificates of Participation).

In July 1999 the OPFA issued \$4.655 million in taxable leasehold revenue bonds to refinance a construction loan which was utilized for the Ozzie Smith Sports Complex. Construction was completed in May 1999 and is now referred to as T. R. Hughes Ballpark. The City refunded these bonds in 2006 (2006B Certificates of Participation). The O'Fallon Public Facilities Authority was dissolved.

Special Obligation Bonds Issued

In December 2009, the City issued \$16.545 million in Special Obligation Bonds to provide funds to construct, extend and improve storm water control within the City and refund the 2002 Certificates of Participation (issued \$17.67 million for road improvements) and refund the 2002A Certificates of Participation (issued \$4.475 million for Solid Waste Bonds).

In March 2011, the City issued \$7.925 million in Special Obligation Bonds for the refunding of the 2003 Certificates of Participation (\$4.165 million for road improvements), 2003A Certificates of Participation (\$3.91 million for sewerage system repairs and additional facility equipment, vehicles and carts for Environmental Services Fund) and 2004 Certificates of Participation Bonds (\$8.505 million for the refunding of the 1997A OPFA Leasehold Revenue Bonds that was originally issued \$10.6 million to design, construct, renovate, furnish and equipment the City Hall facility).

In January 2012, the City issued \$23.230 million in Special Obligation Bonds for the partial refunding of the 2001 Certificates of Participation Bonds. The years 2015 through 2019 were not refunded. The City will realize a 10.8% savings over the term of the refunding.

Special Obligation Bond Issue	Balance January 1, 2012	Additions	Reductions	Balance December 31, 2012
2009 Special Obligation Bonds				
2009 Storm Water Control Portion	\$2,195,000	\$0	\$250,000	\$1,945,000
2002 Refunding Portion	\$11,035,000	\$0	\$985,000	\$10,050,000
2002A Refunding Portion	\$925,000	\$0	\$350,000	\$575,000
due in varying amounts through 2021; interest ranges from 2.0% - 3.5%				
2011 Special Obligation Bonds				
2003 Refunding Portion	\$2,655,000	\$0	\$210,000	\$2,445,000
2003A Refunding Portion	\$1,550,000	\$0	\$230,000	\$1,320,000
2004 Refunding Portion	\$3,500,000	\$0	\$670,000	\$2,830,000
due in varying amounts through 2022; interest ranges from 2.0% - 4.0%				
2012 Special Obligation Bonds				
Water Plant Portion		\$11,471,825	\$691,200	\$10,780,625
Sewerage Improvement Portion		\$5,765,175	\$345,600	\$5,419,575
Cool Spring Refinancing Portion		\$5,762,500	\$1,080,000	\$4,682,500
Stadium Improvement Portion		\$230,500	\$43,200	\$187,300
due in varying amounts through 2030; interest ranges from 1.5% - 4.0%				
Total	\$21,860,000	\$23,230,000	\$4,855,000	\$40,235,000

Certificates of Participation Issued

The City of O'Fallon, Missouri entered into a design, build, and finance arrangement with Koch Industries of Wichita, Kansas in 1998. Koch constructed the Winghaven arterial road network at a cost of \$9.2 million. This connected Bryan Road with Highway DD. St. Charles County signed an agreement with the City to provide \$8.4 million to help fund the project. In 1999, the City entered into a financing arrangement totaling \$23.580 million with Koch to provide funding for the final phase of Cool Springs interchange and overpass totaling \$12.1 million. The remainder of the proceeds was used to refinance the 1998 agreement.

In 2001, the City issued Certificates of Participation (COP) in the amount of \$55.76 million. This allowed the City to restructure the 1999 financing arrangement with Koch and also finance the acquisition, construction improvements and extensions to the City's waterworks and sewerage systems including a new water treatment plant, expansion of the wastewater treatment plant and improvements to T.R. Hughes Ballpark. These bonds were partially refunded in January 2012 with the issuance of the \$23.230 million Special Obligation Bonds. The 2015 – 2019 debt payments were not refunded.

In 2003, the City issued Certificates of Participation in the amounts of \$4.165 million for additional road improvements and \$3.91 million for sewerage system repairs and additional facility equipment, vehicles and carts for the Environmental Services Fund. These bonds were refunded with the 2011 Special Obligation Bonds.

In February 2004, the City issued Certificates of Participation in the amounts of \$8.505 million for advance refunding of the OPFA Leasehold Revenue Bonds, Series 1997A (Municipal Complex), allowing the City to reduce the amount of remaining payments without extending the term of the debt. These bonds were refunded with the 2011 Special Obligation Bonds.

In March 2006, the City issued Certificates of Participation in the amount of \$15.835 million for the refunding of the 1998 Water and Sewer Improvement Leasehold Revenue Bonds and the 1999 OPFA Stadium Bonds. This refunding is estimated to save the City 4.291% over the life of the bonds.

In September 2007, the City issued \$700,000 in Certificates of Participation to defease a portion of the 2002A Certificates of Participation pertaining to the waste transfer station.

In December 2008, the City issued \$9,220,000 in Certificates of Participation to fund sewer system improvements.

In March 2009, the City issued \$6.903 million in Certificates of Participation to provide funds to acquire, construct, install and equip improvements to the City's Sewerage and Waterworks systems, refund the 1998 Waterworks System Refunding Revenue Bonds and the 1998 Sewerage System Refunding Revenue Bonds.

Certificate of Participation Bond Issue	Balance January 1, 2012	Additions	Reductions	Balance December 31, 2012
2001 COP				
Water Plant Portion	\$15,960,000	\$0	\$12,855,000	\$3,105,000
Sewerage Improvement Portion	\$7,990,000	\$0	\$6,435,000	\$1,555,000
Cool Spring Refinancing Portion	\$12,335,000	\$0	\$6,090,000	\$6,245,000
Stadium Improvement Portion	\$535,000	\$0	\$265,000	\$270,000
due in varying amounts through 2020; interest ranges from 2.50% - 5.25%				
2006 A & B COP				
1998 Water Impr Refunding Portion - A	\$1,156,055	\$0	\$141,341	\$1,014,714
1998 Sewer Impr Refunding Portion - A	\$5,918,945	\$0	\$723,659	\$5,195,286
1999 Stadium Refunding Portion - B	\$2,720,000	\$0	\$335,000	\$2,385,000
due in varying amounts through 2018; interest ranges from 3.375% - 4.050%				
2007 COP Refunding of 2002A Solid Waste Management Bonds				
due in varying amounts through 2022; interest rate of 5.50%	\$375,000	\$0	\$95,000	\$280,000
2008 COP Sewer System				
due in varying amounts through 2028; interest ranges from 2.00% - 5.00%	\$8,135,000	\$0	\$350,000	\$7,785,000
2009 A & B COP Sewer & Water Improvements				
2009A Sewer Project Portion	\$3,675,000	\$0	\$140,000	\$3,535,000
1998 Water Ref Rev Bonds Portion	\$720,000	\$0	\$70,000	\$650,000
1998 Sewer Ref Rev Bonds Portion	\$415,000	\$0	\$5,000	\$410,000
1998 Sewer Ref Rev Bonds Portion (uninsured)	\$975,000	\$0	\$155,000	\$820,000
due in varying amounts through 2028; interest ranges from 2.00% - 5.00%				
Total	\$60,910,000	\$0	\$27,660,000	\$33,250,000

Note: The Reductions in the 2001 COP Bonds includes the partial refunding done with the issuance of the 2012 Special Obligation Bonds.

Debt Service Fund Budget

Fiscal Year 2013

The Debt Service Fund is used to account for the resources accumulated for the payment of the City's General Obligation debt. Debt repayments for all other bonds are budgeted in the appropriate funds.

The Debt Service Fund revenues are comprised of property tax revenues and interest income. Expenditures are for the principal, interest and fees on outstanding bonds.

Budget Category Summary

	Actual 2008	Actual 2009	Actual 2010	Actual 2011	Projected Budget 2012	Amount Change	Budget 2013	% Change
Total								
Debt Service	\$21,196,956	\$3,883,220	\$5,813,368	\$15,607,999	\$2,853,401	\$689,162	\$3,542,563	24.15%

Note: The 2008 Debt Service includes a payment of \$16,975,000 from an escrow account set up to pay the 1998 GO Bonds through the 2005 Refunding Bonds (Crossover Refunding). The Actual 2010 includes a \$1,770,000 payment and the Projected Budget 2011 includes an \$11,940,000 payment from an escrow account set up to pay for the 2000 and 2001 GO Bonds through the 2007 Refunding Bonds (Crossover Refunding).

Budget Highlights

There are no current plans to issue General Obligation Bonds in 2012.

Budget Category Explanations

Debt Service

\$3,542,563

The following table shows the 2013 budgeted expenditures for each general obligation bond.

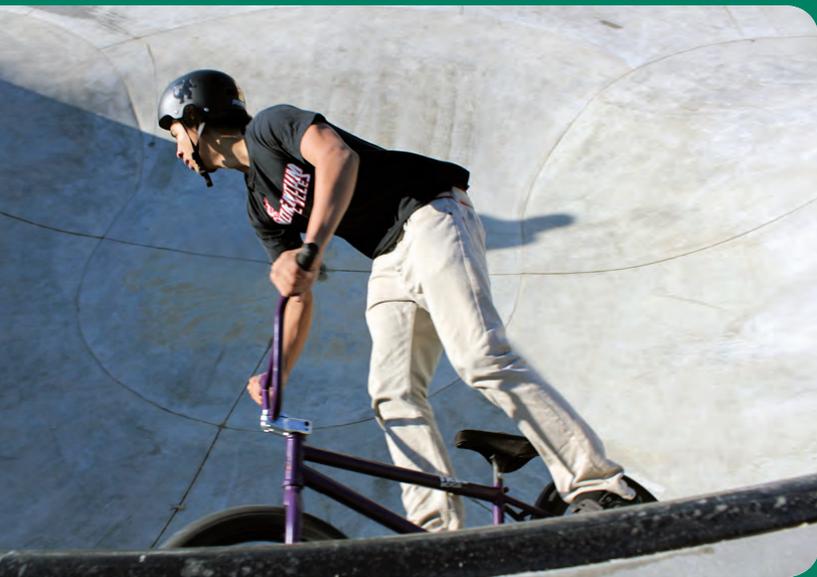
Bond Issue	Principal Payment	Interest Payment	Fees
2005 MultiPurpose Refunding Bonds	\$1,915,000	\$530,563	\$2,500
2007 Parks Refunding Bonds	565,000	526,900	2,000
1996 Parks Bonds (Escrow Fees)	0	0	600
Total	\$2,480,000	\$1,057,463	\$5,100



- Community Development Block Grant Fund
- Inmate Security Fund
- Police Training Fund
- Parks and Recreation Fund
- Recreation Fund
- Sewer Lateral Insurance Fund
- Storm Water Fund
- Street & Road Improvement Fund
- Transient Guest Tax Fund
- Waterbury Storm Water CID Fund

Special Revenue Funds

The Special Revenue section presents the budgeted expenditures for the City's Special Revenue funds and includes the budget category summaries, budget highlights and budget category explanations for the Community Development Block Grant Fund, Inmate Security Fund, Police Training Fund, Parks and Recreation Fund, Recreation Fund, Sewer Lateral Insurance Fund, Storm Water Fund, Street & Road Improvement Fund, Transient Guest Tax Fund and Waterbury Storm Water CID Fund.





Special Revenue Funds

Fiscal Year 2013

The Special Revenue Funds account for revenues collected by the City that will be expended for a designated purpose. The Special Revenue Funds include the Community Development Block Grant Fund, Inmate Security Fund, Police Training Fund, Parks & Recreation Fund, Recreation Fund, Sewer Lateral Insurance Fund, Storm Water Fund, Street & Road Improvement Fund and the Transient Guest Tax Fund. The Waterbury Storm Water CID Fund was dissolved in 2011 but is presented in this section for historical information. The following are summaries of expenditures for each fund. The Recreation Fund and the Street & Road Improvement Fund are outlined in more detail in the Special Revenue Fund Additional Information section following the summary section.

Community Development Block Grant Fund

The CDBG Fund is established through a Federal Grant to assist low to moderate income residents to maintain their homes. It also funds the emergency homeless prevention program, provides down payment assistance, and helps provide senior transportation within the City limits.

Budget Category Summary

	Actual 2008	Actual 2009	Actual 2010	Actual 2011	Projected Budget 2012	Amount Change	Budget 2013	% Change
Administration Expenses	n/a	n/a	\$53,212	\$51,032	\$52,318	(\$4,515)	\$47,803	(8.63%)
Program Expenses	\$194,063	\$172,239	\$398,202	\$122,763	\$303,640	(\$53,853)	\$249,787	(17.74%)
Total	\$194,063	\$172,239	\$451,414	\$173,795	\$355,958	(\$58,368)	\$297,590	(16.40%)

Budget Highlights

The 2012 figures include the completion cost for some 2011 projects. The 2013 Budget HUD estimated funding to be equal to 2012 levels. It is a decrease from the projected actual but the 2013 Budget is close to the actual 2012 expenses.

Budget Category Explanations

Administration Expenses **\$47,803**

This amount includes wages, benefits and other costs associated with administering the home improvements program.

Program Expenses **\$249,787**

This amount is for the funding expenses to low income residents for home improvements.

Inmate Security Fund / (BioMetric Fund)

The Revenues for the Inmate Security Fund are generated from a \$2.00 charge added to every ticket issued by the City. The funds may be utilized to pay for any expenses related to custody, housing and other prisoner expenses.

Budget Category Summary

	Actual 2008	Actual 2009	Actual 2010	Actual 2011	Projected Budget 2012	Amount Change	Budget 2013	% Change
Program Expenses	\$0	\$10,078	\$9,833	\$10,102	\$17,500	\$1,100	\$18,600	6.3%
Capital Expenses	0	0	4,980	6,653	27,000	(24,500)	2,500	(90.74%)
Transfer to Other Fund	11,872	0	0	0	0	0	0	0.0%
Total	\$11,872	\$10,078	\$14,813	\$16,755	\$44,500	(\$23,400)	\$21,100	(52.58%)

Budget Highlights

The Capital needs will vary each year. In 2013, funds will be used to replace a juvenile toilet.

Budget Category Explanations

Program Expenses

\$ 18,600

These funds will be used to cover expenses related to housing and feeding prisoners. In 2008 these costs were in the General Fund and funds were transferred to cover the expenses.

Capital Expenses

\$ 2,500

These funds will cover the cost for a juvenile toilet replacement.

Police Training Fund

The revenues for this fund are distributed to the City from the state of Missouri police training fund which is generated by charging \$2.00 for each moving violation ticket. In addition, the City receives funds from the State of Missouri as a redistribution of monies generated statewide by charging \$1.00 for each moving violation ticket.

Budget Category Summary

	Actual 2008	Actual 2009	Actual 2010	Actual 2011	Projected Budget 2012	Amount Change	Budget 2013	% Change
Professional Expenses	\$27,616	\$30,759	\$45,101	\$46,617	\$52,975	(\$17,975)	\$35,000	(33.9%)
Total	\$27,616	\$30,759	\$45,101	\$46,617	\$52,975	(\$17,975)	\$35,000	(33.9%)

Budget Highlights

The decrease in expenses is due to moving the academy memberships to the operating budget in the General Fund.

Budget Category Explanations

Profession Expenses

\$35,000

The Police Training Fund accounts for the revenues received on citations issued for moving violations. The expenditures budgeted are for police training as set forth by state statute.

Parks & Recreation Fund

In April 2008, the residents voted to approve a half-cent Parks Storm Water sales tax. The Sales tax is reported in the Recreation Fund and the Storm Water Fund. The half-cent sales tax went into effect October 1, 2008 and the Parks portion of the City's Property tax was reduced back to zero. Due to this change the Parks and Recreation Fund essentially was reduced to funding from delinquent property tax revenues. All future expenses were moved to the Recreation Fund that is funded with a portion of the new half-cent Sales tax.

Budget Category Summary

	Actual 2008	Actual 2009	Actual 2010	Actual 2011	Projected Budget 2012	Budget 2013
Parks Department	\$1,735,718	(\$27,467)	\$416	\$0	\$0	\$0
Recreation Department	1,389,961	(1,258)	0	0	0	0
Debt Payments	47,343	0	0	0	0	0
Transfer to Other Fund	0	0	50,000	65,836	65,836	715
Total	\$3,173,022	(\$28,725)	\$50,416	\$65,836	\$65,836	\$715

Recreation Fund

The Recreation Fund is funded with a portion of the half-cent Parks Storm Water Sales Tax. The City Council determines how these funds are split with the Storm Water Fund on an annual basis. The Fund also receives the Regional Parks Sales Tax that is collected at a rate of 1/10¢ and disbursed by the county to municipalities based upon population.

Budget Category Summary

	Actual 2008	Actual 2009	Actual 2010	Actual 2011	Projected Actual 2012	Amount Change	Budget 2013	% Change
Parks Division	\$190,956	\$1,701,805	\$1,718,795	\$1,690,852	\$1,836,799	\$48,391	\$1,885,190	2.6%
Recreation Division	103,498	1,459,795	1,465,838	1,479,886	1,748,591	(25,873)	1,722,718	(1.5%)
Facilities Division	0	230,703	196,296	226,861	238,362	(1,876)	236,486	(0.8%)
Capital Expenses	0	332,054	928,553	1,480,799	886,150	506,938	1,393,088	57.2%
Debt Payments	0	46,438	45,487	44,514	47,494	(3,795)	43,699	(8.0%)
Transfer to Other Fund	0	0	0	44,124	44,566	2,073	46,639	100.0%
Total	\$294,454	\$3,770,795	\$4,354,969	\$4,967,036	\$4,801,962	\$523,785	\$5,327,820	10.9%

Budget Highlights

This Fund is composed of three divisions, Recreation, Parks and Facilities Maintenance. The information above is a summary of the fund by division. There is a more detailed breakdown of expenses within each division towards the end of the Special Revenue tab. Explanations for the changes will be described there.

Budget Category Explanations

Parks, Recreation and Facilities Expenses **\$3,844,394**

These expenses include Personnel, Contract Services, Insurance, Maintenance, Operating Supplies, Petroleum, Public Information, and Utilities, Rental expenses for the Parks, Recreation, and Facilities Maintenance Divisions. A more detail listing of these expenses can be found towards the end of the Special Revenue Fund section.

Capital **\$1,393,088**

This category is for parks and recreation projects that are funded in the budget for Fiscal Year 2013. A listing of these projects can be found later in this section and more detail descriptions can be found in the Capital Improvements Program section.

Debt Payments

\$43,699

These expenses include Principle, Interest and fees associated with the Recreation Fund's portion of the 2001 COP Bonds and 2012 Special Obligation Bonds which was a partial refunding of the 2001 COP Bonds.

Transfer to Other Fund

\$46,639

This transfer is to the RSC Enterprise Fund for fiscal year 2013.



Sewer Lateral Insurance Fund

The Sewer Lateral Insurance Fund was created in 2009 through a referendum placed on the April 2009 ballot. This fund will account for insurance premiums paid by residential property owners, restricted to 6 units or less, who maintain a sewer lateral. The assessment fee is set annually in August by City Council with a not-to-exceed \$30. The City has contracted with St. Charles County to collect the fee through the same billing utilized for the City's property tax collection.

Budget Category Summary

	Actual 2008	Actual 2009	Actual 2010	Actual 2011	Projected Budget 2012	Amount Change	Budget 2013	% Change
Operating Expenses	\$0	\$13,289	\$123,442	\$126,851	\$114,600	\$14,177	\$128,777	12.4%
Total	\$0	\$13,289	\$123,442	\$126,852	\$114,600	\$14,177	\$128,777	12.4%

Budget Highlights

For 2013, the assessment fee is estimated to be \$5.00, which is the same as FY 2012. The Council does not adopt this fee until August of each year. The expenses for the budget year are an estimate based on the limited history of the Fund.

Budget Category Explanations

Operating

\$128,777

These expenses include Personnel, Contract Services, Operating Supplies, Professional Fees, and Utility expenses for the Sewer Lateral Insurance Fund.

Storm Water Fund

The Storm Water Fund is funded with a portion of the 1/2¢ Parks Storm Water Sales. The City Council determines how these funds are split with the Recreation Fund on an annual basis. This Fund is part of the Public Works Group. The Department determines which projects need to be addressed after careful evaluation and consideration of safety and financial responsibilities. The types of projects determine the in-house Personnel requirements and Professional Services that will be needed. Maintenance expenses are also dependent upon the projects budgeted.

Fiscal Year 2013 Goals

- I. Collection System and Maintenance (*Focus on Infrastructure – Strategic Plan*)
 - a. Continue to get existing open work orders completed.
 - b. Continue to identify opportunities for proactive solutions to storm water issues, addressing problems before they expand.

- II. Public Outreach
 - a. An ongoing program to get citizens more involved with protecting the storm water quality by continuing education sessions, volunteer creek clean up and storm drain stenciling events.
 - b. Begin investigation of establishing a Rain Barrel program to encourage citizens to capture and reuse storm water runoff.

- III. Illicit Discharge
 - a. Ongoing inventory and inspect discharge pipes and detention/retention basins throughout the City limits for potential illicit discharges that will decrease our water quality.

Performance Measurements (new in FY 2013)

	Actual 2008	Actual 2009	Actual 2010	Actual 2011	Target 2012	Actual 2012	Target 2013
Work Orders Submitted	n/a	n/a	n/a	n/a	n/a	394	400
Work Orders Completed	n/a	n/a	n/a	n/a	n/a	481	450
Public Outreach sessions	n/a	n/a	n/a	8	n/a	14	14
Public Outreach participants	n/a	n/a	n/a	1,576	n/a	1,913	2,000

Previous Year's Goals

In 2012, there were 14 Public Outreach and storm water education sessions with a total of 1,913 participants. These events included presentations and storm water activities at local schools, participation in the Envirothon Competition and the City Public Works Day. There were also three (3) Public Participation and Involvement events held; Mission Clean Stream, Earth Day and Make a Difference Day. Over 235 volunteers participated in these events and collected over 800 pounds of trash from the creeks and streams.

The maintenance crew began utilizing new repair tools and materials to decrease the amount of repeat storm water concerns reported.

The storm water Management division has continued to perform inventory and inspections of detention/retention basins and storm water outfalls as part of our illicit discharge detection and elimination program requirements. Approximately one half of the City has been inventoried and inspected as of December 31, 2012.

Budget Category Summary

	Actual 2008	Actual 2009	Actual 2010	Actual 2011	Projected Budget 2012	Amount Change	Budget 2013	% Change
Personnel	\$0	\$238,065	\$331,761	\$328,582	\$371,606	\$93,367	\$464,973	25.1%
Contract Services	0	0	0	7,212	5,000	(400)	4,600	(8.0%)
Insurance	0	17,361	26,269	77,130	103,037	(22,432)	80,605	(21.8%)
Maintenance	0	13,143	25,937	29,744	47,550	5,610	53,160	11.8%
Operating Supplies	0	2,627	6,513	16,639	6,020	2,275	8,295	37.8%
Professional Expenses	0	871	866	2,851	2,620	1,798	4,418	68.6%
Public Information	0	923	2,368	230	3,300	5,050	8,350	153.0%
Utilities	0	1,370	1,474	953	3,960	(1,200)	2,760	(30.3%)
Petroleum	0	0	1,815	6,580	7,500	500	8,000	6.7%
Rental	0	0	390	48	2,504	1,254	3,758	50.1%
Debt Expenses	0	27,259	310,944	312,071	314,620	0	314,620	0.0%
Capital Expenses	0	718,144	1,689,211	831,439	689,599	(63,099)	626,500	(9.2%)
Total	\$0	\$1,019,763	\$2,397,548	\$1,613,479	\$1,557,316	\$22,723	\$1,580,039	1.5%

Budget Highlights

The increase in Personnel is due to two new positions added in 2013. One is for a Maintenance Worker (100%) and the other is for a Project Manager (50%) that will be shared with the Recreation Fund. The yearly allocation of wages also changes based upon specific staffing needs for upcoming projects. The Personnel will fluctuate annually based on the projects scheduled for the budget year. The increase in Maintenance is due to the increase in cost for Collection System Maintenance. Operating and Professional expenses are increasing due to the new employees' uniform, training and equipment needs. The Public Information expense will fluctuate every other year to account for the storm drainage marking expenses done on odd years. The decrease in Utilities is due to the purchase of two PC Tablets in 2012. The monthly service will continue but the equipment purchase will not be needed until the equipment is replaced. The increase in Rental is for the division's portion of a copier/printer shared with the Engineering Division.

Budget Category Explanations

Personnel **\$464,973**

This category includes the salary and benefits for the Public Works Director (10%), City Engineer (15%), Assistant City Engineer (30%), Project Manager (55%), Project Manager (new 50%), Construction Inspector Supervisor (40%), Storm Water Management Coordinator (100%), Storm Water Maintenance Supervisor (100%) and three Storm Water Maintenance Workers (100%).

Contract Services **\$4,600**

This category funds the cost for the City's portion of the shared contract for maintenance of the Dardenne Creek gauging stations.

Insurance **\$80,605**

This amount is allocated to each department, division, or section based upon the number of full-time employees. Coverage includes general liability, boiler and machinery, umbrella insurance, errors and omissions, and property insurance.

Maintenance **\$53,160**

This category is for the repairs and maintenance of various office equipment, collection system, equipment, machinery and vehicles.

Operating Supplies **\$8,295**

Office supplies such as paper and pens, postage, copies, chemicals, uniforms, small tools, safety equipment and miscellaneous supplies needed are funded in this category.

Professional Expenses **\$4,418**

This amount provides funding for dues and subscriptions, training and travel expenses.

Public Information **\$8,350**

Expenses for the Public Outreach Program are funded from this category.

Utilities **\$2,760**

This amount funds cellular telephone and tablet expenses incurred by the Storm Water Fund.

Petroleum **\$8,000**

This amount includes the costs incurred by Storm Water Fund vehicles for oil and gas used.

Rental **\$3,758**

This category provides for the rental of equipment that the Storm Water Fund needs, from time to time, and for a printer that is shared with another department.

Debt Payments **\$314,620**

These expenses include Principle, Interest and fees associated with the 2009 Special Obligation Bonds issued for the Storm Water Fund capital projects.

Capital **\$626,500**

This category is for storm water projects that are funded in the budget for Fiscal Year 2013. A listing of these projects and descriptions can be found in the Capital Improvements Program section.

2013 Capital Outlay for Storm Water Division

<u>Description</u>	<u>Amount</u>	
Capital Projects		
Post Meadows Bank Stabilization	\$120,000	
Royal Oaks Flooding	\$80,000	
Community Sharing Projects	\$20,000	
Projects	\$10,000	
Project Completions	\$9,000	
Pennial Park Inlet relocation	\$1,500	
	<hr/>	
		\$240,500
Capital Items		
Truck (GVWR 35,000)	\$127,000	
Sweeper Truck (Split with SRI Fund)	\$95,000	
Pick-up Truck (GVWR 19,000)	\$61,000	
1/2 Ton Truck (GVWR	\$27,000	
Walk Behind Track Skid Steer	\$26,500	
Pole Camera	\$17,000	
Power Buggy	\$11,000	
Shoring	\$7,800	
Pipe Patch Packer	\$7,700	
Brush Cutter	\$6,000	
	<hr/>	
		\$386,000
 Total Capital for Storm Water Division		 <u><u>\$626,500</u></u>

Street & Road Improvement Fund

The Street and Road Improvement Fund is funded through the half-cent Sales Tax, the State Motor Fuel Sales Tax that is remitted to the Missouri Department of Revenue and allocated to municipalities based on census population, and the Road & Bridge Tax collected and distributed by St. Charles County. This Fund consist mainly of the Street Division with assistance on projects from the Project Management Division, vehicle and rolling stock assistance from a Fleet Maintenance Division mechanic and right-of-way mowing assistance from the Landscaping Division.

Budget Category Summary

	Actual 2008	Actual 2009	Actual 2010	Actual 2011	Projected Budget 2012	Amount Change	Budget 2013	% Change
Operating Expenses	\$4,325,788	\$4,245,272	\$4,387,313	\$4,828,351	\$5,269,713	\$79,773	\$5,349,486	1.5%
Capital Expenses	8,256,712	4,052,053	4,377,811	3,033,238	8,255,488	(1,703,779)	6,551,709	(20.6%)
Debt Expenses	3,286,617	17,324,279	2,975,613	5,933,584	10,261,295	(6,863,295)	3,398,000	(66.9%)
Transfer to other fund	0	0	0	242,500	0	0	0	0.0%
Total	\$15,869,117	\$25,621,604	\$11,740,737	\$13,795,173	\$23,786,496	(\$8,487,301)	\$15,299,195	(35.7%)

Budget Highlights

In 2013, there is a decrease in new road projects. A list of the items and projects are listed in the Capital Improvements Program section of this Budget Book. A more detailed breakdown of all the expenses is located towards the end of this Special Revenues Funds tab. In 2012 there was a refunding of COP Bonds. This explains the inflated Debt expense in 2012.

Budget Category Explanations

Operating Expenses **\$5,349,486**

These expenses include Personnel, Contract Services, Insurance, Maintenance, Operating Supplies, Petroleum, Public Information, Utilities, and Rental expenses. A more detailed listing of these expenses can be found towards the back of the Special Revenue Fund section.

Capital Expenses **\$6,551,709**

This category is for the street and road projects that are funded in the budget for Fiscal Year 2013. A listing of these projects can be found later in this section and more detail descriptions can be found in the Capital Improvements Program section.

Debt Service

\$3,398,000

This amount is allocated to cover the debt service payment(s) for projects funded by the Street & Road Improvement Fund revenues.

Transient Guest Tax Fund

The Transient Guest Tax Fund was implemented in 1998. The revenues derived in the Transient Guest Tax Fund are managed by the City of O’Fallon Council based upon the recommendations from the O’Fallon Convention & Visitors Bureau (OCVB) committee. They are dedicated to promote tourism which includes support of the Public Venue Fund.

Budget Category Summary

	Actual 2008	Actual 2009	Actual 2010	Actual 2011	Projected Budget 2012	Amount Change	Budget 2012	% Change
Transfers Out	\$300,000	\$540,425	\$342,127	\$352,500	\$393,750	\$18,750	\$412,500	4.8%
Public Information	\$0	\$0	\$0	\$25,256	\$40,000	0	\$40,000	0.0%
Projects / Donations	202,670	184,252	84,888	59,948	90,000	12,500	\$102,500	13.9%
Total	\$502,670	\$724,677	\$427,015	\$437,704	\$523,750	\$31,250	\$555,000	6.0%

Budget Highlights

The increase in the Transfer Out is based on the increased projection of the Transient Guest Tax revenue. The increase in Projects / Donations is due to additional funds being allocated for holiday décor along Main Street.

Budget Category Explanations

Transfer Out

\$412,500

Funds will be transferred to the Public Venue Fund to help support the Stadium.

Public Information

\$40,000

These funds are direct advertising expenses for commercials, print ads, billboards, etc. to promote tourism.

Projects / Donations

\$102,500

These funds are for projects the OCVB has identified to promote tourism.

Waterbury Storm Water CID Fund

The Waterbury Storm Water CID Fund was created in 2010. The General Fund advanced \$250,000 in 2010 so the Waterbury Storm Water Project could be completed. These funds will be paid back to the General Fund through an additional tax of 1% on retail sales throughout the District with interest reimbursement equal to prime plus 1%. It is expected that the repayment will occur within twenty years.

Budget Category Summary

	Actual 2008	Actual 2009	Actual 2010	Actual 2011
Waterbury Storm Water Project	n/a	n/a	\$219,225	\$135
Due to General Fund	n/a	n/a	0	(217,917)
Total	\$0	\$0	\$219,225	(\$217,782)

Budget Highlights

In 2011 this Fund was closed and the payments are now tracked in the General Fund.



Special Revenue Fund (Additional Information)

Due to the size and nature of two of the Special Revenue Funds (Recreation Fund and Street & Road Improvement Fund), it is important to include additional information regarding their budget's expenses.

Parks and Recreation Fund

In 2006 the Parks and Recreation Divisions Revenues and Expenses were moved to the Special Revenues Fund. This fund is under the direction of the Parks Board in conjunction with the City Council. Since 2009, the only Revenues for this fund are the Delinquent Property Taxes. The only expense for this fund is the 'Transfer to other funds'. Below is the history of the Parks and Recreation Fund.

REVENUES	Actual 2008	Actual 2009	Actual 2010	Actual 2011	Projected Budget 2012	Budget 2013
Property Tax	\$136,232	\$41,541	\$997	\$367	\$238	\$201
Other Revenues	\$1,524,474	\$0	\$0	\$0	\$0	\$0
Interest	\$36,940	\$5,109	\$715	\$104	\$0	\$0
Total	\$1,697,646	\$46,650	\$1,712	\$471	\$238	\$201

EXPENSES	Actual 2008	Actual 2009	Actual 2010	Actual 2011	Projected Budget 2012	Budget 2013
Personnel	\$1,965,344	(\$28,183)	\$0	\$0	\$0	\$0
Professional / Operating	\$1,096,814	\$0	\$0	\$0	\$0	\$0
Debt	\$47,343	\$0	\$0	\$0	\$0	\$0
Capital	\$63,521	(\$542)	\$0	\$0	\$0	\$0
Transfer Out	\$0	\$0	\$50,000	\$65,836	\$0	\$715
Total	\$3,173,022	(\$28,725)	\$50,000	\$65,836	\$0	\$715

Since 2009, this fund is only collecting the Delinquent Property Taxes that are slowly coming in along with any interest that may have been earned. These funds are being transferred to the Recreation Fund.

The Other Revenues are now recorded in the Recreation Fund. The Recreation Fund is where a percentage of the half-cent sales tax (Parks Storm Water sales tax) is recorded. The Council determines the percentage that the used to split the funds between the Recreation Fund and the Storm Water Fund on an annual basis.

Recreation Fund

In April 2008, the residents voted to approve a half-cent sales tax to fund a Recreation Fund and a Storm Water Fund. The half-cent sales tax went into effect October 1, 2008 and the Parks portion of the City's Property tax was rolled back to zero. Due to this change the Parks and Recreation Fund essentially was reduced to funding from delinquent property tax revenues. All future expenses were moved to the Recreation Fund that is funded with a portion of the new half-cent Sales tax and under the direction of the City Council.

Below is a summary of the Revenues and Expenses. The Revenues are explained in more detail in the 'Revenues & Projections' section of this Budget book. The Expenses are split by explained in more detail in the latter part of this section.

Revenues	Actual 2008	Actual 2009	Actual 2010	Actual 2011	Projected Budget 2012	Budget 2013
Taxes (Surtax, & Sales)	\$944,452	\$3,339,163	\$3,848,812	\$3,882,326	\$3,791,174	\$4,138,108
Charges for Services	0	972,773	1,033,122	1,169,325	1,050,131	1,045,105
Miscellaneous/Interest	2,080	95,709	106,909	165,513	109,639	106,000
Other Financing Sources	0	0	50,000	73,641	164,237	715
Total	\$946,532	\$4,407,645	\$5,038,843	\$5,290,805	\$5,115,181	\$5,289,928

Expenses	Actual 2008	Actual 2009	Actual 2010	Actual 2011	Projected Budget 2012	Budget 2013
Parks Division	\$190,956	\$1,701,805	\$1,718,795	\$1,690,852	\$1,836,799	\$1,885,190
Recreation Division	103,498	1,459,795	1,465,838	1,479,886	1,748,591	1,722,718
Facilities Maintenance Div.	0	230,703	196,296	226,861	238,362	236,486
Capital Outlay	\$0	\$332,054	\$928,553	\$1,480,799	\$886,150	\$1,393,088
Debt Payment	0	46,438	45,487	44,514	47,494	43,699
Transfer Out	0	0	0	44,124	44,566	46,639
Total	\$294,454	\$3,770,795	\$4,354,969	\$4,967,036	\$4,801,962	\$5,327,820

Detail for each division is presented on the following pages.

Parks & Recreation Department – Parks Division

Parks is responsible for over 467.5 acres of parkland. This system is comprised of eight major parks and one smaller facility for leisure activities in the community.

Fort Zumwalt Park, purchased from the state in 1978, is a 48-acre park located off Veteran's Memorial Parkway. Fort Zumwalt Park provides a passive environment for picnics and fishing in the three-acre Lake Whetsel. A one-mile loop road opens the entire park for the public. The park includes pavilions that can be reserved and playground equipment. Within the park are the historic Heald Home and the remains of "Fort Zumwalt" constructed in 1798, making it the first hand-hewn log cabin north of the Missouri River. Fort Zumwalt Park is the site for the annual Celebration of Lights.

Civic Park is 20 acres and is the oldest park in the City's system. This park is located along the railroad tracks west of Main Street. Civic Park contains Civic Hall, Alligator Creek Aquatic Center, Parks and Administrative offices, three playground areas, picnic areas, two pavilions, and horseshoe pits. Civic Park is home to the O'Fallon Historical Society's Log Cabin Museum.

O'Fallon SportsPark is 95 acres located on the west side of Highway K at Dardenne Creek. The O'Fallon SportsPark is a soccer complex with fields for all ages, restroom/concession stands, parking areas and playgrounds. There are two pavilions available for rent.

Westhoff Park is 65 acres located north of the railroad track and just west of T.R. Hughes Blvd. This park is the home of Brendan's Playground and the Westhoff Plaza (skate/bike park). The park also contains seven softball/baseball fields (four are lighted), horseshoe courts, tennis courts, sand volleyball, concessions stands, restrooms, pavilion and play areas.

Ozzie Smith Complex is 76 acres located south of Tom Ginnever Blvd and east of T.R. Hughes Blvd boarding the T.R. Hughes Ballpark. There are seven lighted softball/baseball fields, concessions, restrooms and a play area. This is the home of the annual Heritage and Freedom Festival.

Dames Park is 59 acres and is located south of Highway P in the northern section of the City. This park has three lighted football fields: one game field, two full size practice fields, one 80 yard practice field, concession stands/restrooms, three pavilions and two playground areas.

O'Day Park is 57.5 acres located on mile south of Hwy 40 on the east side of Hwy DD. This park has been master planned and is currently undeveloped.

Knaust Park is 6 acres located off of Sea Side Rd. in Hutchinson Farm subdivision. This is a passive park with a playground, ¼ mile walking path and picnic tables.

In 2007, the City purchased approximately 21 acres of undeveloped park land which is called Winterhaven Park. The land is located on the northwest corner of Mexico Road and Woodlawn Drive.

Fiscal Year 2013 Goals

- I. Enhance overall park system opportunities for recreational experiences of patrons.
 - a. Continued implementation of ADA transition plans for each park
 - i. Install ADA access to Lake Whetzel
 - ii. Install ADA paths to all fields in Westhoff Park
 - b. Install disc golf in Fort Zumwalt Park
 - c. Continue to expand trails, paved and non-paved, within Fort Zumwalt and Dames according to Master Plan.
 - d. Complete design for Ozzie 3 plex plaza, concession and restrooms.
 - e. Install batting cages at Ozzie
 - f. Develop a sign plan for each park
 - g. Install Geocaching devices for patrons to search and explore O’Fallon Parks
- II. Improve the safety of our employees and patrons throughout the park system.
 - a. Continue to install playground safety tile to the remaining play units.
 1. Westhoff pavilion playground
 2. Dames two playgrounds
 - b. Inspect play units, park amenities, vehicles, equipment and address and correct possible hazards within the park systems weekly..
- III. Continue to research and implement cost saving measures throughout park operations.
 - a. Begin installing automated locks on all restrooms
 - b. Research options to reduce water consumptions
 - c. Utilize maintenance free materials when possible
 - d. Continue to purchase electric work equipment

Performance Measurements (new in 2013)

	Actual 2008	Actual 2009	Actual 2010	Actual 2011	Target 2012	Actual 2012	Target 2013
Host Baseball Tournaments	n/a	n/a	n/a	n/a	n/a	20	20
Prep for baseball/softball games	n/a	n/a	n/a	n/a	n/a	3,000	3,000
Host Flag and Football Leagues	n/a	n/a	n/a	n/a	n/a	2	2
Prep for Soccer Leagues	n/a	n/a	n/a	n/a	n/a	2	2
Host Festivals	n/a	n/a	n/a	n/a	n/a	4	5

Previous Year’s Goals

In 2012, the Parks Division completed numerous projects to help patrons have a more enjoyable experience. Some of the more intriguing projects completed were the splash pad at Brendan’s Playground, Westhoff Plaza (skate/bike park), replacement of Westhoff’s pavilion and additional walking/hiking trails at Fort Zumwalt Park. Along with renovating the parks with new amenities, we also continue to strive to improve the safety of them. In 2012, we added road lights in Westhoff Park and lighting at Westhoff Plaza (skate/bike area).

Dusk to dawn lights were installed at Knaust Park along with playground safety tile. Bleacher covers were put up at the Ozzie Smith seven plex.

Budget Category Summary

	Actual 2008	Actual 2009	Actual 2010	Actual 2011	Projected Budget 2012	Amount Changed	Budget 2013	% Change
Personnel	\$170,977	\$1,192,431	\$1,188,343	\$1,171,471	\$1,264,399	\$49,466	\$1,313,865	3.9%
Contract Services	0	17,199	10,343	15,822	10,740	110	10,850	1.0%
Insurance	19,979	230,921	226,890	183,017	221,662	(38,674)	182,988	(17.4%)
Maintenance	0	48,643	49,707	55,462	71,988	19,432	91,420	27.0%
Operating Supplies	0	58,629	63,707	63,939	75,060	3,082	78,142	4.1%
Petroleum	0	37,190	47,844	64,215	55,000	0	55,000	0.0%
Professional Expenses	0	5,881	4,619	3,926	6,615	1,135	7,750	17.2%
Public Information	0	459	1,028	478	1,800	0	1,800	0.0%
Utilities	0	109,063	125,085	130,126	126,735	13,840	140,575	10.9%
Rental	0	1,389	1,229	2,396	2,800	0	2,800	0.0%
Debt Payment	0	46,438	45,487	44,514	47,494	(3,795)	43,699	(8.0%)
Capital Outlay	0	287,967	914,876	1,471,139	838,410	276,490	1,114,900	33.0%
Transfer Out	0	0	0	44,124	44,566	2,073	46,639	4.7%
Total	\$190,956	\$2,036,210	\$2,679,158	\$3,250,629	\$2,767,269	\$323,159	\$3,090,428	11.7%

Budget Highlights

The increase in Personnel is due to adding the Project Manager position (split with Storm Water Division). The increase in Maintenance is due to replacing sidewalks at Sportspark, relamping the ballfields and any unscheduled repair needs that arise. The increase in Operating Supplies is due to moving computer replacement cost to Operating cost (vs Capital) since the cost to replace is below the Capital Equipment threshold. The items are still tracked in the City system. The increase in Utilities is due to the rate increase by Ameren, additional buildings, concession stands, park lights and road lights.

Budget Category Explanations

Personnel **\$1,313,865**

This category includes the salaries, wages, overtime, and benefits for one Parks & Recreation Director (30%), one Parks Superintendent (100%), two Parks Maintenance Supervisors (100%), six Senior Parks Maintenance Workers (100%), eleven Parks Maintenance Workers, one Recreation Assistant (25%) and seasonal employees.

Contract Services **\$10,850**

This account is for A/C, Heating, ice services, portable rest rooms, and exterminating.

Insurance **\$182,988**

This amount is allocated to the department, division, or section based upon the number of full-time employees. Coverage includes general liability, boiler and machinery, umbrella insurance, errors and omissions, and property insurance.

Maintenance **\$91,420**

This amount is for the repair and maintenance of Parks equipment and facilities, as well as asphalt, cement, and gravel for the parking lots and streets in the City's parks. It also covers the cost for the top dressing on soccer fields and maintenance of the goal posts.

Operating Supplies **\$78,142**

This category provides the funding for a wide range of supplies and services. Uniforms and tools for the employees, chemicals and cleaning supplies for the buildings and mosquito control, seed and plants for the parks, and general office supplies for the administrative staff are included in this category. This also includes small equipment, computers, furniture and fixtures that are valued less than \$5,000.

Petroleum **\$55,000**

This expense is for gas & oil costs incurred by the division.

Professional Expenses **\$7,750**

This category includes funding for membership dues, subscriptions, and tuition reimbursement for Parks employees. Training and travel expenses are also included in this category.

Public Information **\$1,800**

Advertising and printing are included in this category. Printing and advertising costs associated with signs, brochures, and mailers are the typical costs incurred.

Utilities **\$140,575**

This amount is for telephones used at the City Parks Shed as well as the street lights at the parks, concession stands, and various other Parks Section facilities.

Rental **\$2,800**

This amount is allocated for the rental of equipment not routinely used by the staff.

Debt Payment

\$43,699

This amount is allocated for the principal, interest and fees associated with this funds portion of the 2001 COP bonds for Dames Park.

Capital Outlay

\$1,114,900

This amount is allocated for the Capital Item purchases the division expects to make during the budgeted year.

2013 Capital Outlay for Parks Division

<u>Description</u>	<u>Amount</u>
Park Design	\$550,000
Playground Safety Surface	\$132,500
Facility Demolition	\$100,000
Playground & Pavilion (T R Hughes Stadium)	\$100,000
Utility Truck	\$38,000
Tractor Replacement	\$30,000
Westhoff Park Entry Sign	\$25,000
One-Ton Truck	\$25,000
Replacement Mowers	\$24,000
4X6 Electric Gators (2)	\$20,000
Batting Cages (Ozzie Smith Park)	\$18,500
Mini-Van (Concession stands)	\$18,000
Reseal Parking Lot	\$12,900
Sand Rake	\$11,000
Disc Golf (Fort Zumwalt Park)	\$10,000
	<hr/>
	<u>\$1,114,900</u>

Parks & Recreation Department – Recreation Division

Recreation is responsible for the planning and implementing of a myriad of recreation activities that the City sponsors throughout the year. Classes, leagues, and special events are just a few of the activities offered. It coordinates a wide range of adult and youth leagues, multigenerational activities, performing and cultural arts activities.

A recreation brochure is distributed to all City residents in March, June, August, and December with the help of the Public Relations Division. This brochure includes all planned activities, including dates, times, costs, and registration deadlines. Activities offered range from aerobics to youth dance classes, softball to volleyball, youth to senior citizen activities.

Fiscal Year 2013 Goals *(To maintain a superior community)*

- I. Research opportunities to expand products offered throughout park concessions to improve customer service and increase revenues.
 - A. Research new 'Healthier' products to be offered throughout concessions.
 - B. Research methods to encourage concession usage by soccer and football patrons.
- II. Research and implement new programs and ideas to increase fitness opportunities and revenues.
 - A. Send staff to trainings offered by Silver Sneakers and Fitness Mania to learn new formats and specialized opportunities.
 - B. Utilize outside areas in parks and at the RSC to expand fitness opportunities.
 - C. Offer video instructed fitness classes during off peak times to expand opportunities for plus members.
 - D. Review and research means to expand Aqua Aerobics at RSC.
- III. Review operations at ACAC and modify to provide the best operations for residents.
 - A. Review the hours of operations for open swim versus swim lessons and modify to best meet the needs.
 1. Evaluate and revise existing scheduling of swim lessons.
 2. Evaluate opportunities to expand open swim to accommodate various work shifts.
 - B. Promote and expand birthday opportunities at ACAC.
 - C. Continue to train and challenge staff to improve program opportunities and receive 'Exceeds' on all audits.
 1. Recreation Specialist – Aquatics to receive WSI and Ellis Instructor License.
 2. Develop in-service leaders, video audits and one on one meetings with staff to improve lifeguard training.
- IV. Modify and expand programming in new locations using the Core Program model defined in the Parks and Recreation Master Plan.
 - A. Utilize Senior Center basement to expand opportunities for adults and cultural arts including music, art and theater.
 - B. Utilize existing facilities to implement a summer children's theater production.

- C. Review programming at Civic Annex and determine opportunities to rent out the facility.
- D. Research and offer programs to participate in Missouri Children in Nature and/or National Wildlife Federation’s Bringing 10 Million Kids to Nature.
- V. Evaluate and modify existing operations to improve efficiency.
 - A. Research opportunities to utilize a cloud-based project management system for large parks and recreation projects.
 - B. Rework Customer Service Training for all recreation staff.
 - C. Expand use of social media opportunities and research other low cost measures.
 - D. Utilize “Be Your Own Success Story” campaign to its fullest.
 - E. Improve website information.

Performance Measurements

	Actual 2008	Actual 2009	Actual 2010	Actual 2011	Target 2012	Actual 2012	Target 2013
# of Special Events Offered	42	48	49	50	50	50	52
# of Classes Offered	95	121	128	126	130	126	130
# of Sports Offered	60	60	60	62	62	62	63
Cultural Arts Program							
Events/Programs Offered	33	34	33	34	35	34	35
Exhibits/Productions	15	16	16	16	17	16	17

Previous Year’s Goals

In 2012 the staff did research on almost every aspect of Recreation. They compared the value of the various birthday party options in the area and determined the value of the parties offer by the City are in line with the options being offered. There were new products tested at the concession stands and the best sellers will be offered at all the concession stands. The hours of operation of the concession stands were tested too. Sport Park opened concessions stands during practice hours but there was not a good response.

The Fitness group did some research and will be implementing two new programs and a new format will be demonstrated (War Training). Staff will be attending training to learn other formats and gain certifications. Outdoor Boot Camp ran every session and will continue to be offered. Zumba classes with increase and expand to include Zumbatomic, Zumba Aqua and Zumba Gold (seniors). Additional classes will be coordinate to provide afternoon PE classes for homeschooled children with a boot camp for the parents. Other Youth classes will be scheduled to coincide with adult fitness classes. The “Be Your Own Success Story” campaign has been very successful.

The aquatic staff evaluated the existing programs and updated the tracking and scheduling of private swim lessons. Swim Lesson Leaders (veteran employees) are mentoring the newer instructors. The policies for the swim team have been updated and participation for the swim team in 2012 was 200. Staff is working to implement the in-service leader program, building-wide in-services and new lifeguard classes for additional training.

More facilities are being utilized for multiple programs. The basement of the Senior Center will be used for the 'Art of Acting' and 'Portrait Photography'. Adult watercolor class and children's drawing/design class as well as voice and guitar lessons will be offered there. Bunco & BBQ for the Red Hat group will be held at the Senior Center too. The RSC will continue to host events such as the 5K/Health Fair, Art Expo/Family Fun Fair, Candy Cane Hunt, etc. The gymnasium at City Hall will host the Senior Fair, Breakfast/Pizza with Santa as well as the Daddy/Daughter Dances and Little Bit of O'Fallon.

Summer Camp is moving to Westhoff Park. Civic Annex will have daytime classes that include art, music and theater. Additional weekend classes are being explored.

Communication and marketing methods are being evaluated for all recreational opportunities. Staff currently utilizes YouTube and Flickr to promote events via social media. O'Fallon Patch was also involved with two of the RSC open houses. Weekly e-mails are working to keep coaches updated. Surveys are being done at programs and special events to explore and expand opportunities. Staff is working to build a database to be able to send email blast on upcoming events.

Budget Category Summary

	Actual 2008	Actual 2009	Actual 2010	Actual 2011	Projected Budget 2012	Amount Change	Budget 2013	% Change
Personnel	\$91,877	\$882,479	\$910,091	\$899,253	\$1,062,651	\$20,855	\$1,083,506	2.0%
Contract Services	11,621	21,886	23,592	26,899	45,280	(\$29,860)	15,420	(65.9%)
Insurance	0	90,246	79,190	82,123	94,188	(\$17,530)	76,658	(18.6%)
Maintenance	0	21,541	8,995	13,083	23,026	\$2,593	25,619	11.3%
Operating Supplies	0	188,880	173,649	176,774	214,784	\$4,998	219,782	2.3%
Professional Expenses	0	14,707	13,163	13,425	15,189	\$4,276	19,465	28.2%
Public Information	0	23,125	23,198	21,894	25,370	(\$600)	24,770	(2.4%)
Utilities	0	4,817	4,865	4,897	14,820	\$840	15,660	5.7%
Programs	0	209,810	226,515	239,674	250,691	(\$11,445)	239,246	(4.6%)
Rental	0	2,304	2,580	1,864	2,592	\$0	2,592	0.0%
Capital Item	0	44,087	13,677	9,660	47,740	\$230,448	278,188	482.7%
Total	\$103,498	\$1,503,882	\$1,479,515	\$1,489,546	\$1,796,331	\$204,575	\$2,000,906	11.4%

Budget Highlights

The increase in Personnel is attributed to the conversion and a number of staff being moved to a new grade in pay. Various fees were moved from Contract Services and placed in lines better suited for the expense which shows in the Maintenance line as a result of that change. Operating supplies increased due to additional costs in various areas and the addition of certain items moving out of Capital Expenses into line items. Travel and Training increased with more staff receiving professional certification and Programming decreased with the continual struggle to find space to provide programming with the loss of Civic Hall. Alligator Creek Aquatic Center will receive upgrades along with changes to accommodate new ADA requirements accounts for the increase in Capital Items.

Budget Category Explanations

Personnel \$1,083,506

This category includes the salaries, wages, benefits, and overtime for one Parks & Recreation Director (25%), one Recreation Superintendent (70%), one Recreation Manager –Fitness & Aquatics (80%), one Recreation Manager - Athletics (70%), one Cultural Arts Coordinator (70%), one Recreation Coordinator (80%), one Recreation Coordinator (50%), one Office Manager (50%), one Recreation Specialist-Food Service (60%), one Recreation Specialist - Youth Activities (50%), one Recreation Specialist – Adult Activities (90%), one Recreation Specialist - Aquatic/Fitness (50%), one Recreation Specialist - Fitness (15%), one Administrative Assistant (60%), one Senior Recreation Assistant (60%), one Recreation Assistant (65%), one Recreation Assistant (20%), two Recreation Assistants (60%) and numerous seasonal employees.

Contract Services \$15,420

This category contains the appropriations for maintenance agreements on office equipment and service agreements for software packages.

Insurance \$76,658

This amount is allocated to the department, division, or section based upon the number of full-time employees. Coverage includes general liability, boiler and machinery, umbrella insurance, errors and omissions, and property insurance.

Maintenance \$25,619

This category is for the repair and maintenance of the buildings and facilities operated and maintained by Recreation.

Operating Supplies \$219,782

This category provides the funding for a wide range of supplies and services including chemicals at Alligator Creek Aquatic Center, tools, cleaning and sanitary supplies, equipment parts, postage, copies, expenses for Westhoff Park and the Cultural Arts Center, and general office supplies are all expensed to this category.

Professional Expenses \$19,465

This category provides the funding for dues and subscriptions to the NRPA and MPRA along with employee tuition reimbursements, training and traveling expenses.

Public Information \$24,770

This category includes advertising and printing costs associated with handbooks, fliers, pool passes, and business cards. Advertising for special events, promotions, and brochures are the bulk of this category.

Utilities \$15,660

This category includes telephone, electricity and gas expenses.

Programs \$239,246

This category provides the funding for the programs sponsored by Recreation. Programs such as Aerobics, Volleyball Leagues and many others are all operated through this account.

Rental

\$2,592

This amount is for the costs incurred to lease a copying machine and a printer.

Capital Outlay

\$278,188

This amount is for Capital Items to be purchased by the division.

2013 Capital Outlay for Recreation Division

Description

Amount

Alligator's Creek Aquatic Center -Aqua Feature

\$192,688

Alligator's Creek Aquatic Center -Chlorine Discharge Repair

\$45,000

Alligator's Creek Aquatic Center -Slide Repair

\$34,000

Alligator's Creek Aquatic Center -ADA Lift

\$6,500

\$278,188

Parks & Recreation Department – Facilities Maintenance Division

In 2009, the expenses for this division were split between the General Fund, the Recreation Fund and the RSC Fund based on the Fund they are performing maintenance for. The Maintenance Manager will report to the Administrative Services Director. A portion of the employee wages are split according to the fund they are maintaining. This division covers the upkeep of the Municipal Complex, Parks facilities, RSC and other city facilities and includes minor construction and repairs such as painting, plumbing and electrical repairs. This is the Recreation Fund portion of the division expenses. Goals and Performance Measurements are all reported in the General Fund section.

Budget Category Summary

	Actual 2008	Actual 2009	Actual 2010	Actual 2011	Projected Budget 2012	Amount Change	Budget 2013	% Change
Personnel	n/a	\$171,869	\$154,825	\$173,186	\$176,465	\$1,242	\$177,707	0.7%
Contract Services	n/a	1,872	411	2,000	2,000	(\$1,000)	1,000	(50.0%)
Insurance	n/a	40,792	22,497	31,442	31,909	\$25	31,934	0.1%
Maintenance	n/a	11,152	15,001	19,129	20,613	(\$2,143)	18,470	(10.4%)
Operating Supplies	n/a	5,018	3,562	1,104	6,475	\$0	6,475	0.0%
Utilities	n/a	0	0	0	900	\$0	900	0.0%
Total	n/a	\$230,703	\$196,296	\$226,861	\$238,362	(\$1,876)	\$236,486	(0.8%)

Budget Highlights

In 2013, the decrease in Contract Services is due to the 2013 budget reflecting the estimated actual for 2012. The decrease in Maintenance is due to less Equipment Maintenance and Repairs anticipated and fewer Building Materials being purchased.

Budget Category Explanations

Personnel

\$177,707

This category includes the wages, benefits, and overtime for one Facility Maintenance Manager (25%), one Facility Maintenance Supervisor (80%), one Senior Facility Maintenance Worker (80%), one Senior Facility Maintenance Worker (15%) and one Facility Maintenance Worker (80%).

Contract Services

\$1,000

This category includes the cost of contract services for trash removal, ice machine rental, telephone maintenance, custodial services and the HVAC monitoring at the City facilities.

Insurance

\$31,934

This amount is allocated to each department, division, or section based upon the number of full-time employees. Coverage includes general liability, boiler and machinery, umbrella insurance, errors and omissions, and property insurance. The property insurance for General Fund facilities is also budgeted in this amount.

Maintenance

\$18,470

This category is for the repairs and maintenance of various shop equipment, and heavy machinery used by the section. This amount also includes building materials needed to repair any of the City's facilities.

Operating Supplies

\$6,475

Office supplies such as paper and pens, postage, copies, uniforms and clothing, small tools, voltage meters and other safety equipment and miscellaneous supplies needed by Facilities Maintenance for the Recreation Fund is included in this category.

Utilities

\$900

This amount provides funding for mobile phone/radio services.



Street & Road Improvement Fund

The Street & Road Improvement Fund (SRIF) is funded through the half-cent Sales Tax, the State Motor Fuel Sales Tax that is remitted to the Missouri Department of Revenue and allocated to municipalities based on census population, and the County Road & Bridge Tax collected and distributed by St. Charles County. This fund is responsible for the overall maintenance of the City's infrastructure which is valued at over \$250 million. This Fund is comprised of four (4) Divisions; Street, Project Management, Fleet Maintenance and Landscaping which are all part of the Public Work Department.

Budget Category Summary

Revenues	Actual 2008	Actual 2009	Actual 2010	Actual 2011	Projected Budget 2012	Budget 2013
Cnty Rd & Bridge	1,578,583	\$1,691,140	\$1,583,615	\$1,619,601	\$1,542,755	\$1,542,755
Intergovernmental	8,399,537	4,737,184	1,866,186	2,868,456	6,862,721	4,616,280
Trans Sales Tax	4,664,705	4,432,647	4,611,646	4,875,321	5,079,370	5,231,752
State Motor Fuel	1,190,382	1,738,195	1,770,701	1,917,835	2,895,938	2,895,938
Miscellaneous	96,618	18,096	148,314	18,074	256,280	6,000
Interest	202,840	202,541	86,731	85,911	80,000	50,000
Other Financing	272,000	12,622,327	504,000	2,700,614	7,090,758	40,000
Total	\$16,404,665	\$25,442,130	\$10,571,193	\$14,085,812	\$23,807,822	\$14,382,725

Expenses	Actual 2008	Actual 2009	Actual 2010	Actual 2011	Projected Budget 2012	Budget 2013
Street Division	3,669,438	3,544,356	3,673,828	4,163,910	4,488,192	4,704,933
Proj Management Division	606,201	592,650	594,356	548,283	648,654	522,039
Fleet Division	50,149	74,331	72,153	71,352	89,436	79,547
Landscape Division	0	33,935	46,976	44,806	43,431	42,967
Capital Outlay	8,507,879	4,052,053	4,377,811	3,033,238	8,255,488	6,551,709
Debt Service	3,286,617	17,324,279	2,975,613	5,933,584	10,261,295	3,398,000
Transfer Out	0	0	0	242,500	0	0
Total	\$16,120,284	\$25,621,604	\$11,740,737	\$14,037,673	\$23,786,496	\$15,299,195

Detail for each division is presented on the following pages.

Public Works Department – Street Division

The Street Division was transferred to the Street & Road Improvement Fund to better reflect the actual cost associated with the City’s infrastructure in 2004. The Street Division reports to the Public Works Director. The Street Maintenance Workers assigned to the Street Division are responsible for, but not limited to, the actual removal of rigid and flexible type pavement sections, grading, sidewalk repairs, curb and gutter repairs and snow removal on all City maintained streets and boulevards. The Street Division also responds to citizens’ concerns and makes appropriate repairs with safety related items taking top priority. The major mission for Street Division is to maintain the City’s infrastructure for safe and pleasant travel for its citizens and visitors alike.

Fiscal Year 2013 Goals *(To maintain a superior community)*

- I. Improve the new Street Creep application process providing a longer lasting and more aesthetic buffer joint.
- II. With the assistance of a 6 man seasonal slab replacement crew 1,200 slabs (25,800 square yards) in house. *(Focus on Infrastructure – Strategic Plan)*
- III. With the assistance of a 5 man seasonal work order crew, complete 1,600 work orders for curb repairs, sidewalk repairs and other various repairs that had been put on hold due to manpower limitations. *(Focus on Infrastructure – Strategic Plan)*
- IV. Install 250 “A”- joints throughout the City.
- V. Set up a brine/geobrine system at Feise Rd salt storage facility and have it fully operational by fall 2013.

Performance Measurements

	Actual 2008	Actual 2009	Actual 2010	Actual 2011	Target 2012	Actual 2012	Target 2013
Square Yards of Concrete Replaced	16,471	18,056	11,518	24,000	25,800	35,182	25,800
Linear Feet of Street Centerline Crack Sealed	35,498	53,147	40,453	11,093	150,000	54,690	55,000
Square Yards of Asphalt Replaced (in tons)	975	440	914	363	500	366	500
Miles of Street Swept	6,850	6,458	5,102	5,054	5,000	3,235	5,000
Number of Citizen Request	909	884	1,381	1,841	1,500	2,482	1,500
% of Citizen Request Completed	63%	117%	75%	70%	100%	83%	100%
Response time to Complaints	24 hrs	24 hrs	<24 hrs	<48 hrs	<48 hrs	<48 hrs	<48 hrs
% of Response to Complaints within 48 hrs	50%	95%	95%	95%	100%	95%	100%

Previous Year's Goals

In 2012 the Street Division had a 10% increase in the number of slabs replaced and continued to improve the level of service in all other categories. Approximately 1,700 visitors attended the Public Works Fair. The City of O'Fallon's Street Division continued to manage the St. Charles County Salt Co-op. Various trucks and equipment were replaced and updated in 2012 also.

Budget Category Summary

	Actual 2008	Actual 2009	Actual 2010	Actual 2011	Projected Budget 2012	Amount Change	Budget 2013	% Change
Personnel	\$1,594,226	\$1,613,127	\$1,694,992	\$1,748,714	\$1,974,200	\$93,308	\$2,067,508	4.7%
Contract Services	48,168	5,567	4,277	4,596	24,800	(13,488)	11,312	(54.4%)
Insurance	222,603	278,037	279,655	254,112	262,063	(7,312)	254,751	(2.8%)
Maintenance	453,127	453,569	494,361	268,141	392,834	92,966	485,800	23.7%
Operating Supplies	436,493	217,443	262,441	783,192	729,629	(114,094)	615,535	(15.6%)
Petroleum	105,747	60,148	85,564	121,553	105,000	4,500	109,500	4.3%
Professional Services	4,428	932	584	2,044	7,754	3,225	10,979	41.6%
Public Information	1,807	2,206	1,529	538	2,000	0	2,000	0.0%
Utilities	797,406	910,271	848,175	978,066	984,832	153,136	1,137,968	15.5%
Rental	5,433	3,056	2,250	2,954	5,080	4,500	9,580	88.6%
Capital Outlay	7,585,165	4,048,286	4,377,811	3,033,238	8,255,488	(1,703,779)	6,551,709	(20.6%)
Debt Service	3,286,617	17,324,279	2,975,613	5,933,584	10,261,295	(6,863,295)	3,398,000	(66.9%)
Total	\$14,541,220	\$24,916,921	\$11,027,252	\$13,130,732	\$23,004,975	(\$8,350,333)	\$14,654,642	(36.3%)

Budget Highlights

Personnel is increasing in 2013 due to additional Seasonal Street Maintenance Workers and the transferring of the Traffic Maintenance Technician to this division from Project Management. The increase in Maintenance is for additional materials to support the seasonal positions that will supplement the Street Division's work force allowing additional slabs to be replaced and work orders to be completed. The additional Petroleum expense is due to the hike in fuel cost and having more crews using equipment. The increase in Professional Service is due to increase in Dues & Subscriptions cost and additional training scheduled in 2013.

Utility increase is due to rate increase on electric and additional street lights. The increase in Rental is for equipment rental due to the coverage of construction equipment needed from time to time on a short term basis.

In 2013, there is a decrease in new road projects. A list of the items and projects are listed in the Capital Improvements Program section of this Budget Book. A more detailed breakdown of all the expenses is located towards the end of this Special Revenues Funds tab. In 2012 there was a refunding of COP Bonds. This explains the inflated Debt expense in 2012.

Budget Category Explanations

Personnel Expenses \$2,067,508

This category includes the wages, benefits, and overtime for the Street Division consists of one Streets Superintendent, one Assistant Streets Superintendent, two Streets Maintenance Supervisors, one Traffic Maintenance Technician, four Streets Maintenance Crewleaders, three Senior Streets Maintenance Workers, fourteen Streets Maintenance Workers, one Administrative Secretary and one part-time Administrative Secretary and seasonal employees.

Contract Services \$11,312

This funding is for reoccurring services retained by the Street Division.

Insurance \$254,754

This amount is allocated to each department, division, or section based upon the number of full-time employees. Coverage includes general liability, boiler and machinery, umbrella insurance, workers compensation, errors and omissions, and property insurance.

Maintenance \$485,800

This category is for the repairs and maintenance of various shop equipment and heavy machinery, the repairs and maintenance of this division's vehicles.

Operating Supplies \$615,535

This category includes office supplies such as paper and pens, postage, copies, uniforms and clothing for the workers, small tools, and hazardous waste removal.

Petroleum \$109,500

Expenses for gasoline and oil are funded in this category.

Professional Services \$10,979

This amount includes funds for dues and subscriptions, professional fees, travel and training.

Public Information \$2,000

Advertising and printing are funded in this category. Printing costs associated with public signs and notices, handbooks, and inspection reports are examples of these costs.

Utilities**\$1,137,968**

This amount provides funding for mobile phone/radio services, electric for street lights, maintenance facilities and gas for heating maintenance facilities.

Rental**\$9,580**

This category provides the funding for the rental of equipment that the division needs from time to time, but does not own.

Debt Service**\$3,398,000**

This amount is allocated to cover the debt service payment(s) for projects funded by the Street & Road Improvement Fund revenues.

Capital Outlay**\$6,551,709**

This category is for the street and road projects listed on the next page that are funded in the budget for Fiscal Year 2013. For more detailed descriptions, refer to the Capital Improvements Program section of this book.

2013 Capital Outlay for Street Division

<u>Description</u>	<u>Amount</u>
Capital Projects Funded	
Street Improvements - Concrete Repairs	\$1,000,000
Street Improvements - Preventative Maintenance	\$200,000
Street Improvements - Slab Repair	\$400,000
Traffic Calming	\$10,000
Diehr Road Resurfacing	\$27,000
West Terra Phase III	\$1,110,000
I-70 / Hwy K Interchange	\$111,809
Crusher Extension	\$5,000
Elaine Drive Widening	\$1,505,000
Bryan Road Intersection Improvements	\$10,000
Veteran Memorial Pkwy / Woodlawn Intersection Impr	\$10,000
Pavement Evaluation	\$30,000
Paul Renaud Boulevard (preliminary design cost)	\$30,000
Page Extension Traffic Impact Study	\$30,000
Page Enhancements	\$675,000
Laura Hill Road Improvements	\$143,000
Sommers / Hwy N Intersection Improvements	\$100,000
Woodlawn Blvd & Civic Park Dr Resurfacing	\$100,000
Glenmore Lane Overlay	\$15,000
Contractual Services	\$10,000
Total Capital Projects Funded	\$5,521,809
Capital Items Funded	
Dump Truck w/ Snow Equipment (GVWR 35,000) Qty 2	\$300,400
Paint Striper	\$190,000
Dump Truck w/ Snow Equipment (GVWR 58,000)	\$178,200
Street Sweeper (split cost with StormWater Fund)	\$95,000
Snow Equipment	\$86,500
Dump Truck (GVWR 19,500)	\$80,000
Skid Steer Loader	\$33,600
Walkbehind Concrete Saw	\$22,000
4X2 Sports Utility Vehicle	\$17,900
Breaker Attachment	\$7,500
Building Improvements (Street Shed)	\$7,000
Trailer	\$6,800
Parking Lot Improvements (Street Shed)	\$5,000
Total Capital Items Funded	\$1,029,900
Total Capital for Street Division	\$6,551,709

Public Works Department - Project Management Division

The Project Management Division oversees projects from several funds. The Project Management expenses below are for the cost associated with the managing of the construction projects for the Street & Road Improvement Fund.

The Goals, Performance Measures and Previous Years Goals for the Project Management Division can be found within their section in the General Government section of this budget book.

Budget Category Summary

	Actual 2008	Actual 2009	Actual 2010	Actual 2011	Projected Budget 2012	Amount Change	Budget 2013	% Change
Personnel	\$422,907	\$439,436	\$393,441	\$392,496	\$458,084	(\$102,098)	\$355,986	(22.3%)
Contract Services	25,182	35,748	79,934	43,529	55,000	0	55,000	0.0%
Insurance	55,059	25,079	34,905	39,556	37,120	224	37,344	0.6%
Maintenance	88,754	79,052	76,382	56,691	75,058	(25,058)	50,000	(33.4%)
Operating Supplies	6,510	7,518	4,696	7,464	7,244	3,056	10,300	42.2%
Professional Services	4,141	2,446	3,071	3,220	8,627	(290)	8,337	(3.4%)
Public Information	63	0	0	0	0	0	0	0.0%
Utilities	2,093	2,249	1,927	2,528	4,260	(1,320)	2,940	(31.0%)
Rental	1,492	1,122	0	2,799	3,261	(1,129)	2,132	(34.6%)
Capital Outlay	1,455	0	0	0	0	0	0	0.0%
Total	\$607,656	\$592,650	\$594,356	\$548,283	\$648,654	(\$126,615)	\$522,039	(19.5%)

Budget Highlights

Personnel expenses will change from year to year as they are directly related to the size and quantity of projects funded in the Street & Road Improvement Fund versus other Funds projects. In 2012 the Traffic Sign Technician position was transferred to the Streets Division as it more routinely performs work orders related to sign maintenance and new installation along the City's streets and right-of-ways. Maintenance expenses associated with this position were also transferred to the Streets Division. The increase in Operating Supplies is due to moving computer, furniture and fixture expenses under \$5,000 to the operating budget from the Capital

section. This increase in 2013 is for Computers and computer supplies. The decrease in Utilities is due to the purchase of I-pads in 2012. Only the monthly service is needed in 2013.

Budget Category Explanations

Personnel Expenses \$355,986

This category includes the wages, benefits, and overtime for the Project Management Department consists the Managing Director of Public Works (25%), City Engineer (50%), two Project Manager (50%), one Construction Manager (100%), and one Traffic Signal Technician (100%) and one seasonal summer engineering intern.

Contract Services \$55,000

This funding is for reoccurring services retained by the Project Management Division.

Insurance \$37,344

This amount is allocated to each department, division, or section based upon the number of full-time employees. Coverage includes general liability, boiler and machinery, umbrella insurance, workers compensation, errors and omissions, and property insurance.

Maintenance \$25,000

This category is for the repairs and maintenance of street signs, traffic signal, street lighting and various shops and other equipment utilized in the performance of these tasks.

Operating Supplies \$10,300

This category includes office supplies such as paper and pens, postage, copies, uniforms and clothing for the workers, small tools, and hazardous waste removal.

Professional Services \$8,337

This amount includes funds for dues and subscriptions, professional fees, travel and training.

Public Information \$000

Advertising and printing are funded in this category. Printing costs associated with public signs and notices are examples of these costs.

Utilities \$2,940

This amount provides funding for mobile phone/radio services.

Rental \$2,132

This category provides the funding for the rental of equipment that the department needs from time to time, but does not own.

Public Works Department – Fleet Maintenance Division

The Fleet Maintenance assists with vehicles and rolling stock maintenance for the Street & Road Improvement Fund. The expenses in this section cover the Personnel and equipment utilized within the Street & Road Improvement Fund.

The Goals, Performance Measures and Previous Years Goals for the Fleet Maintenance Division can be found within the General Government section of this budget book.

Budget Category Summary

	Actual 2008	Actual 2009	Actual 2010	Actual 2011	Projected Budget 2012	Amount Change	Budget 2013	% Change
Personnel	\$52,014	\$55,442	\$54,779	\$57,706	\$60,852	\$945	\$61,797	1.6%
Insurance	(1,865)	18,889	16,983	13,192	28,165	(11,165)	17,000	(39.6%)
Operating Supplies	0	0	100	107	50	150	200	300.0%
Utilities	0	0	291	347	369	181	550	49.1%
Total	\$50,149	\$74,331	\$72,153	\$71,352	\$89,436	(\$9,889)	\$79,547	(11.1%)

Budget Highlights

The change in Insurance brings the 2013 back to the historical average. In 2012 there was an unexpected claim on Insurance.

Budget Category Explanations

Personnel Expenses **\$61,797**

This category includes the wages, benefits, and overtime for one Mechanic (100%).

Insurance **\$17,000**

This amount is allocated to each department, division, or section based upon the number of full-time employees. Coverage includes general liability, boiler and machinery, umbrella insurance, workers compensation, errors and omissions, and property insurance.

Operating Supplies **\$200**

This category includes office supplies such as paper and pens, postage, copies, safety equipment, and small tools.

Utilities **\$550**

This amount provides funding for mobile phone services.

Public Works Department – Landscaping Division

The Landscaping Division assists with right-of-way mowing and tree trimming to maintain line of sight and the mowing of the Water and Sewer properties throughout the City. The expenses in this section cover the Personnel and equipment utilized by the division for the right-of-way mowing and tree trimming. The Water and Sewer Funds cover Personnel expenses associated with mowing of their properties.

The Goals, Performance Measures and Previous Years Goals for the Landscaping Division can be found within their section in the General Government tab of this budget book.

Budget Category Summary

	Actual 2008	Actual 2009	Actual 2010	Actual 2011	Projected Budget 2012	Amount Change	Budget 2013	% Change
Personnel	\$0	\$33,935	\$36,614	\$38,705	\$32,921	(\$314)	\$32,607	(1.0%)
Maintenance	0	0	7,169	4,408	5,900	0	5,900	0.0%
Operating Supplies	0	0	2,246	1,212	4,010	0	4,010	0.0%
Utilities	0	0	793	481	600	(150)	450	(25.0%)
Rental	0	0	154	0	0	0	0	0.0%
Total	\$0	\$33,935	\$46,976	\$44,806	\$43,431	(\$464)	\$42,967	(1.1%)

Budget Highlights

There are no major changes in the 2013 Budget.

Budget Category Explanations

Personnel Expenses

\$32,607

This category includes the wages, benefits, and overtime for Seasonal Right-of-Way mowers (100%).

Maintenance

\$5,900

This category is for the repairs and maintenance of various equipment and machinery.

Operating Supplies

\$4,010

This category includes office supplies such as paper and pens, postage, copies, safety equipment, and small tools.

Utilities

\$450

This amount provides funding for mobile phone services.



General Fund
Special Revenue Funds
Enterprise Funds

Capital Improvements Program

This section identifies the items or projects incorporated in the current Fiscal Year Budget and briefly describes the item or projects, and lists the budgeted amount, the fund to which it is budgeted and the department responsible for administering the expenditure.





The City practices a modified “pay-as-you-go” practice for capital expenditures. In the past, some large projects have been funded through the issuance of debt. The most recent examples include the waste hauling equipment, and sewer improvements.

The Capital Improvements Program involves expenditures from multiple funds. A summary of the breakdown by Fund or by Department/Division can be found in the Budget Summary Section/Tab. The following are project descriptions and additional information for each capital expenditure for Fiscal Year 2013.

General Fund (Capital Expenditure Fund)

The following provides a description of each capital expenditure, including cost, and responsible group/department/division.

1. Equipment Replacement Program Funding Commitment

The Equipment Replacement Program funds a replacement reserve for vehicle over its life expectancy by making annual installments into a reserve account. This helps avoid fluctuation in available funds since it is advance funding by building up the reserve account. This will also reduce the strain on the budget when vehicles need replacing.

Cost:	\$365,000
Department:	Administration Group

2. RSA - Two Factor Authentication

This expense is for Highway Patrol compliance. The computers in the police vehicles need to have the two factor authentication ability. This software will allow the City to be in compliance. Impact to future budgets consist of \$1,000 annual maintenance.

The IT Division is also looking into other options by testing service from a vendor that offers this ability. Impact to future budgets will consist of an estimated \$200 for the air card and \$700 for annual service on each vehicle versus the cost for the software.

Cost:	\$50,000
Department:	Information Technologies Division

3. Police Car Computers Replacement

This expense is part of a two year replacement program to update aging computers in the Police cars. There were 22 computers than needed to be replaced. Eleven (11) Police car computer were replaced with tough books last year and eleven will be replaced this year. No replacements are anticipated the following year. After that, there will be an annual replacement program that will schedule a third of the tough books to be replaced each year.

Cost: \$66,000
Department: Information Technologies Division

4. I-pads for Council

This expense is for cost to replace the Council laptops with I-pads. These will have Wi-Fi capabilities. Impact to future budgets will be minimal and should be equal or less than laptop maintenance cost currently budgeted.

Cost: \$6,500
Department: Information Technologies Division

5. Web Filter Appliance

This expense is for the cost to replace the current filter that has reached its end of life and is not serviceable through the vendor. Since this in a replacement, the annual subscription that is currently paid on the existing web filter is expected to be the same so no impact on future budgets is anticipated.

Cost: \$8,000
Department: Information Technologies Division

6. Virtual Desktop

This expense is to convert current desktop systems with local hard drives to a server that shares operating systems. The division has to convert any desktop that is using the Police software (entire Police Division) as well as every system that uses Incode. This encompasses around 250 systems that will be converted. Impact on future budgets would consist of annual licensing/maintenance in the \$9,000 - \$12,000 range. This amount would increase as the number of systems converted increased. The City should save on computer replacement cost since the number of computers with hard drives and operating systems will decrease.

Cost: \$125,000
Department: Information Technologies Division

7. Camera System

This expense is for replacement of the camera system in the Council chambers. The system includes 5 cameras, mounts, control units, monitors, cabling, installation, etc. Impact on future budgets will consist of annual maintenance that is currently part of the budget for the existing system.

Cost: \$ 45,000
Department: Communications Division

8. Field Camera Package

This expense is for the replacement of the video camera and peripheral equipment for use in the field. No impact on future budgets is anticipated.

Cost: \$ 8,000
Department: Communications Division

9. Transit Van

This expense is to purchase a new transit/cargo van to transport equipment, supplies, etc. for the volunteers to various events. The most utilized items will remain in the vehicle allowing a more efficient use of time when loading up for an event. The division will also utilize for transportation to meetings and trainings. Impact to future budgets will consist of maintenance which is not expected to exceed the amount currently budgeted for vehicle currently being used.

Cost: \$22,000
Department: Volunteer Services Division

10. Municipal Complex Annual Payment (2011 Special Obligation Bond Payment)

This expense is for the annual bond payment (principal, interest and fees) for the Municipal Complex. This expense will be made annual in varying amounts thru 2016. The impact on future budgets will be the annual bond payments thru 2016.

Cost: \$757,738
Department: Finance Division

11. Postage Machine

This expense is for replacement of the City's postage machine. Since this is a replacement, impact to future budget for annual maintenance cost will be minimal. The first year of maintenance is included in the purchase price.

Cost: \$7,500
Department: Finance Division

12. Enterprise Software for License

This expense is to purchase software or upgrade our existing software to allow the City to manage various licenses such as businesses and liquor licenses in addition to providing online access for payments. Impact on future budget will consist of annual maintenance costs estimated to be around \$10,000.

Cost: \$18,950
Department: Finance Division

13. Mobile Asset Tracking System

This expense is for the purchase of a system that will allow the City to scan asset tags and upload the audit data into our software system. The City manages over 4,000 assets a year and this system will help manage the assets more efficiently. Impact to future budgets will consist of maintenance.

Cost: \$10,545
Department: Finance Division

14. 4X2 Pick-up Vehicle

This expense is to purchase a 4X2 pick-up (2 wheel drive) to replace a 2000 Dakota that has over 111,000 miles. The cost includes items to equip the vehicle, including decals, safety lights and truck box as needed. Since this is a replacement, no additional future budget impact is expected.

Cost: \$16,401
Department: Engineering Division

15. 4X4 Pick-up Vehicle

This expense is to purchase a 4X4 pick-up (4 wheel drive) to replace a 2000 Ranger that has over 114,000 miles. The cost includes items to equip the vehicle, including decals, safety lights and truck box as needed. Since this is a replacement, no additional future budget impact is expected.

Cost: \$19,192
Department: Engineering Division

16. 4X4 SUV Vehicle

This expense is to purchase a 4X4 SUV (4 wheel drive) to replace the 2001 Explorer which will be moved to the Project Management Division as a replacement for the F250 that will be put into the reserve fleet for limited use. The cost includes items to equip the vehicle, including decals, safety lights and truck box as needed. The impact to future budgets will be for maintenance after the warranty period.

Cost: \$19,400
Department: Engineering Division

17. GIS Server

This expense is to purchase new computer hardware to function as a server for all GIS data and mapping operations. The current server is beginning to have problems running for more than 24 hours without crashing. Since this is a replacement, no additional future budget impact is expected.

Cost: \$10,000
Department: Planning & GIS Division

18. Two 4X2 Pick-up Vehicle

This expense is to purchase two 4X2 extended cab pick-ups (2 wheel drive) to replace two aging trucks with high mileage on each. Additional costs of \$1,200 will be for items to equip the vehicle, including decals, safety lights and truck box as needed. Since this is a replacement, no additional future budget impact is expected.

Cost: \$35,020
Department: Building & Code Enforcement Division

19. Police Vehicle Replacements (11)

This expense is for the purchase of eleven vehicles for the Police Division. One Animal Control Van, eight Patrol cars, and two Detective vehicles will be purchased. The existing vehicles will be rotated into the city fleet unless they are no longer cost effective to repair, then they will be used as trade-in or sold on GovDeals.com, whichever is more cost effective. The costs of the cars total \$285,500 and the additional accessories and costs to switch over the equipment is \$245,100. Impact on future budget will consist of lower maintenance while under warranty.

Cost: \$530,600
Department: Police

20. Police Motorcycles (2)

This expense is for the purchase of two motorcycles for the Police Division. One of the existing motorcycles will be utilized as a spare and the other will be used as trade-in or sold on GovDeals.com, whichever is more cost effective. The costs of the motorcycles total \$38,000 and the additional accessories and costs to switch over the equipment is \$21,300. Impact on future budget will consist of lower maintenance while under warranty.

Cost: \$59,300
Department: Police

21. Siren Replacement Program

This expense is for the purchase of outdoor warning sirens in the City that need to be replaced over the next four years. Nine of the sirens are 25-30 years old and two are over 18 years old. This program would replace the sirens at the approximate cost of \$32,666 each. Three sirens are scheduled to be replaced in 2013, three in 2014, three in 2015 and two in 2016. Besides replacement costs, no additional impact is expected in future budgets.

Cost: \$98,000
Department: Police

22. Lighting Upgrade

This expense is to upgrade existing lighting in the shop area. This will keep the shop operating more efficiently and help drop the cost of maintaining and replacing the existing light system. No impact to future budgets is expected. Operating expenses should be within the amount currently budgeted for existing lighting.

Cost: \$ 6,050
Department: Fleet Maintenance Division

23. Tire Machine

This expense is to purchase a new commercial grade tire machine. This would replace the existing machine and could handle larger truck tires. The ability to handle larger tires in-house is estimated to save the City \$3,000 annually (accounted for in the operating budget). Maintenance expenses are expected to be about the same so only the savings is expected to impact future budgets.

Cost: \$ 19,500
Department: Fleet Maintenance Division

24. Welding Equipment

This expense is to purchase welding equipment to give the City the capabilities of fabricating replacement parts for heavy trucks and equipment. Impact to future budgets will be for a \$150 filter not currently carried by the division. The City will see a savings in time and funds but since these are for unscheduled repairs, no estimate is given.

Cost: \$ 5,750
Department: Fleet Maintenance Division

25. Nitrogen Generator

This expense is to purchase a new nitrogen generator. This will keep tires at optimal pressures thus increasing fuel economy and increasing tire wear for all vehicles. Impact to future budgets will be for a \$125 filter not currently carried by the division.

Cost: \$ 7,500
Department: Fleet Maintenance Division

26. Vehicle Tracking Software

This expense is to purchase a software program to better track vehicles for route optimization, territory coverage and general performance matters. Reports will be generated that will assist with performance improvements. No impact to future budgets is expected.

Cost: \$ 15,000
Department: Fleet Maintenance Division

27. Vehicle Replacement

This expense is to replace the manager's 15+ year old vehicle with a more fuel efficient four cylinder. No impact on future budgets is expected since this is a replacement.

Cost: \$19,000
Department: Facilities Maintenance Division

28. City Hall Renovations

This expense is for renovations to the interior and exterior of City Hall rotunda, food court area and the distribution & sump tank. No impact on future budgets is expected.

Cost: \$86,000
Department: Facilities Maintenance Division

29. Skid Steer Loader

This expense is to purchase a skid steer loader to replace the existing aging skid steer loader used for loading mulch, soil, and grading, tree removal, etc. No impact on future budgets is expected since this is a replacement.

Cost: \$33,600
Department: Landscape Division

30. One Ton Pick-up Truck

This expense is to purchase a one ton pick-up (4 wheel drive) to replace a 1999 Dodge RAM with over 82,000 miles. No impact on future budgets is expected since this is a replacement.

Cost: \$25,000
Department: Landscape Division

31. Citywide Landscape Improvement Plan (CLIP) (I-64 & Hwy DD)

This expense is to continue the design and implement of the citywide identity program at the interchange of I-64 and Hwy DD. Future budget impact includes utility cost, mulch and mowing. The hiring of additional seasonal personal to maintain the area(s) is also being figured into future budgets.

Cost: \$ 169,000
Department: Landscape Division

32. Citywide Landscape Improvement Plan (CLIP) (I-70 & Bryan Road)

This expense is to continue the design and implement of the citywide identity program at the interchange of I-70 and Bryan Road. Future budget impact includes utility cost, mulch and mowing. The hiring of additional seasonal personal to maintain the area(s) is also being figured into future budgets.

Cost: \$ 160,000
Department: Landscape Division

Total Capital General Fund \$2,824,546

Special Revenue Funds - Recreation Fund

The following provides a description of each capital expenditure, including cost, and responsible department.

1. Alligator's Creek Aquatic Center – Aqua Feature

This appropriation is for the cost to add attractions to provide excitement for patrons and maintain interest in the facility. No impact on future budgets is expected.

Cost: \$192,688
Department: Recreation Division

2. Alligator's Creek Aquatic Center – Chlorine Discharge Pipe Re-routing

This appropriation is for the cost to re-route the discharge pipe to the sanitary sewer and re-route the storm water line to the creek. No impact on future budgets is expected.

Cost: \$45,000
Department: Recreation Division

3. Alligator's Creek Aquatic Center / Aquatics Center– Slide Repairs

This appropriation is for the cost to repair the slides (interior & exterior) thus extending the useful life of the slides. The City will save \$6,000 by having both repaired in the same year. No impact on future budgets is expected.

Cost: \$34,000
Department: Recreation Division

4. Alligator's Creek Aquatic Center – Lift

This appropriation is for the cost to add a lift to the leisure pool to bring the pool into ADA compliance. No impact on future budgets is expected.

Cost: \$6,500
Department: Recreation Division

5. Park Design

This appropriation is for the cost to finalize designs for O'Day Park and Civic Hall. Future budgets impact will consist of construction and potential maintenance expenses.

Cost: \$550,000
Department: Parks Division

6. Fort Zumwalt Park Playground Safety Surface

This appropriation is for the cost to replace wood chips with safety surface to provide a safe environment for children. No impact on future budgets is expected.

Cost: \$132,500
Department: Parks Division

7. Facility Demolition

This appropriation is for the cost to demolish the O’Day home and Civic Hall. No impact on future budgets is expected. .

Cost: \$100,000
Department: Parks Division

8. TR Hughes Ballpark Playground & Pavilion

This appropriation is for the cost to replace the playground and pavilions that were removed in 2010 for safety reasons. No impact on future budgets is expected since it is a replacement.

Cost: \$100,000
Department: Parks Division

9. Utility Truck

This transaction is for the purchase of a ¾ ton utility bed truck to replace a 1997 utility truck. No impact on future budgets is expected since it is a replacement.

Cost: \$38,000
Department: Parks Division

10. Tractor – Front Loader

This appropriation is for the cost to purchase a replacement tractor with front loader. The old one is no longer repairable. No impact on future budgets is expected since this is a replacement.

Cost: \$30,000
Department: Parks Division

11. Westhoff Park Entry Sign

This appropriation is for the cost to install a new entry sign for Westhoff Park near TR Hughes Blvd. The sign will match the theme developed for CLIP. Future budget impact will be minimal for electricity.

Cost: \$25,000
Department: Parks Division

12. One Ton Truck

This transaction is for the purchase of a truck to replace a 2002 truck. No impact on future budgets is expected since it is a replacement.

Cost: \$25,000
Department: Parks Division

13. Zero Turn Mowers

This appropriation is for the cost to purchase two replacement mowers. No impact on future budgets is expected since they are replacements.

Cost: \$24,000
Department: Parks Division

14. Electric 6x4 Gator

This appropriation is for the cost to purchase two replacement electric gators. No impact on future budgets is expected since they are replacements.

Cost: \$20,000
Department: Parks Division

15. Batting Cages at Ozzie Smith Complex

This appropriation is for the cost to install batting cages. Revenues can be generated from the rental of the batting cages and will be used for the maintenance of the cages which should be minimal. Since this is being installed at an existing complex, grounds maintenance is already budgeted.

Cost: \$18,500
Department: Parks Division

16. Mini Van

This appropriation is for the cost to purchase a minivan to replace an old SUV Ranger. This is mostly used by the concession stand operations. The old one was taken out of service in 2012. No impact on future budgets is expected since this is a replacement.

Cost: \$18,000
Department: Parks Division

17. Dames Parking Lot

This appropriation is for the cost to reseal the parking lot at Dames Park to prolong the life of the surface. No impact on future budgets is expected.

Cost: \$12,900
Department: Parks Division

18. Sand Rake

This appropriation is for purchase of a Sand Rake to replace older one. No impact on future budgets is expected.

Cost: \$11,000
Department: Parks Division

19. Disc Golf at Fort Zumwalt Park

This appropriation is for the cost to purchase equipment for the development of a Frisbee golf course at Fort Zumwalt Park. Future budget impact is expected to be minimal since the course will be in an existing park.

Cost: \$10,000
Department: Parks Division

Total Capital Recreation Fund **\$1,393,088**

Special Revenue Fund - Storm Water Fund

The following provides a description of each capital expenditure, including cost, and responsible department.

1. Post Meadows – Bank Stabilization

This appropriation provides funding for the design costs for this project. The construction cost is estimated at \$600,000 and will be part of the 2014 Budget. The cost is an estimate and may require additional funding and may change the estimated construction costs in future budget years.

Cost:	\$120,000
Department:	Storm Water

2. Royal Oaks – Flooding

This appropriation provides funding for the design costs for this project. The construction cost is estimated at \$240,000 and will be part of the 2014 Budget. The cost is an estimate and may require additional funding and may change the estimated construction costs in future budget years.

Cost:	\$80,000
Department:	Storm Water

3. Community Sharing Projects

This appropriation will assist with in-house build/design projects that residents will participate in. No impact to future budgets is expected on the project(s).

Cost:	\$20,000
Department:	Storm Water

4. Storm Water Projects

This appropriation provides funding for small projects not originally included in the budget but are discovered during the year. Impact to future budgets would depend upon the project.

Cost:	\$10,000
Department:	Storm Water

5. Project Completions

This appropriation provides funding to cover any remaining construction costs to complete the project(s) from the prior year. No additional costs are expected to impact future budgets.

Cost: \$9,000
Department: Storm Water

6. Pennial Park Inlet relocation

This appropriation provides funding to relocate an inlet to a more appropriate location. The design for this project was completed in 2012. These funds are for the construction cost to complete the project. No additional costs are expected to impact future budgets.

Cost: \$1,500
Department: Storm Water

7. Dump Truck Replacement (GVWR 35,000)

This appropriation is for the purchase of a new dump truck (GVWR 35,000). This single axle dump truck will be used to haul the excavator. It will also be equipped with a plow and spreader for snow removal. Impact on future budgets is expected to be limited to maintenance after the warranty period.

Cost: \$127,000
Department: Storm Water

8. Street Sweeper (Split with SRIF – Streets Division)

This appropriation is to purchase a new sweeper to replace a sweeper from 2004. The Storm Water and Streets Division will share the cost to purchase and maintain the sweeper. Impact on future budgets is expected to be minimal since this is a replacement.

Cost: \$95,000
Department: Storm Water

9. Truck Replacement (GVWR 19,500)

This appropriation is to purchase a replacement truck for a 2003 truck with increasing maintenance needs. The old truck will be used for scrap parts and has no trade-in value. Impact on future budgets is expected to be minimal since this is a replacement.

Cost: \$61,000
Department: Storm Water

10. ½ Ton Truck

This appropriation is for the purchase of a 4x4 regular cab pickup truck to replace the older truck from 2003. Impact on future budgets is expected to be limited to maintenance since this is a replacement.

Cost: \$27,000
Department: Storm Water

11. Skid Steer

This appropriation is for the purchase of a new wide track walk behind skid steer. This skid steer will be smaller than most and will allow the crew to get into locations that a larger skid steer could not. It will assist with backfilling around inlets and pipes. Impact on future budgets is expected to be limited to maintenance.

Cost: \$26,500
Department: Storm Water

12. Pole Camera

This appropriation is for the purchase of a pole camera that will allow an employee to inspect storm water lines without having to climb into the manhole/inlet. This equipment will increase productivity and increase the number of inspections that can be done more timely and with one employee. Impact on future budgets is expected to be minimal limited to maintenance.

Cost: \$17,000
Department: Storm Water

13. Power Buggy

This appropriation is for the purchase of a power buggy that will allow a crew to haul more material at a time, reducing the amount of trips needed to fill a sinkhole. Impact on future budgets is expected to be limited to maintenance.

Cost: \$11,000
Department: Storm Water

14. Shoring

This appropriation is for the purchase of equipment that will be used when performing pipe repairs that have to be excavated to a depth of 4 feet or greater. This will allow for safer work conditions while performing repairs. No impact on future budgets is expected.

Cost: \$7,800
Department: Storm Water

15. Pipe Patch Packer

This appropriation is for the purchase of a pipe patch packer that will be used to repair storm water pipes without digging them up. This is a time saver and a less invasive way to repair pipes. Impact on future budgets is expected to be limited to patching supplies.

Cost: \$7,700
Department: Storm Water

16. Brush Cutter

This equipment will be purchased and used as an attachment to the E60 excavator for cleaning brush along the backs of box culverts and also to clear brush to gain access to repair sites. Impact on future budgets is expected to be minimal and limited to maintenance.

Cost: \$6,000
Department: Storm Water

Total Capital Storm Water Fund \$626,500

Special Revenue Fund - Street & Road Improvement Fund

The following provides a description of each capital expenditure, including cost, and responsible department.

1. Street Improvements – Concrete Repairs

This is an annual project part of an overall pavement maintenance program to repair and upgrade the condition of concrete streets. Money from this budget will be used to replace concrete slabs, concrete curbs and gutters, and concrete sidewalks. Each repair location is rated as to the severity of the problem and funds from this project will be allocated to the most severe locations. The City has experienced substantial growth over the past 10 years and it will be necessary to increase the project funds in future years as the City's roadways age.

Cost: \$1,000,000
Department: Project Management Division

2. Street Improvements – Preventive Maintenance

This is an annual project part of an overall pavement maintenance program to repair and upgrade the condition of concrete and asphalt streets. City streets are evaluated and given a Pavement Condition Index (PCI) which is used to determine the streets most in need of the repairs. The streets with the most need of repairs/upgrades will receive funds from this budget. This funding will be used for crack sealing concrete roadways to maintain and extend the life of City roadways.

Cost: \$200,000
Department: Project Management Division

3. Street Improvements – Slab Repair

These funds are for materials that will be utilized by the Street Division for concrete slab repairs.

Cost: \$400,000
Department: Project Management Division

4. Traffic Calming

These funds are to educate motorists and/or provide traffic calming measures on City Roadways in accordance with the Traffic Calming policy.

Cost: \$10,000
Department: Project Management Division

5. Diehr Road Resurfacing

This project will be completed in 2013 and include the resurfacing of Diehr Road. The County will manage this \$135,000 project and has been approved for funding through East-West Gateway. The funds being requested are to cover the City's 20% funding match for portions of the roadway located within the City of O'Fallon.

Cost: \$27,000
Department: Project Management Division

6. West Terra - Phase III (Hoff Road to Guthrie Road)

This project will widen the shoulders along West Terra from Hoff Road to just east of Guthrie Road and provide a resurfacing of the roadway. The current roadway is in poor condition and in desperate need of an overlay. The widened shoulders will provide a safer roadway and will also be striped with bicycle lanes to facilitate bicycle and pedestrian traffic. The estimate for the project including engineering and construction is \$1,270,000 of which the St. Charles County Road Board has agreed to fund \$228,600(18% of the project cost) and East West Gateway will provide \$1,016,000 (80% of the project cost). Design began in 2011 with right-of-way acquisition in 2012. These funds are to complete construction in 2013 in accordance with the schedule established with East West Gateway. The City will be responsible for 2% of the funds needed for the project.

Cost: \$1,110,000
Department: Project Management Division

7. I-70 / Highway K Interchange

This project will improve the I-70 and Highway K interchange. The project will be designed and managed by the Missouri Department of Transportation (MoDOT) and design began in 2012. The project will reduce congestion and delays and improve the overall interchange capacity. Pedestrian facilities will be included to provide for safe pedestrian access. The City has secured over \$5,000,000 of the estimated \$10,000,000 to complete the project and will continue to work diligently to obtain outside grant funding. These funds are to cover the City's portion of the design funds. Right of Way will occur in 2014 and construction will begin in 2015. The state will manage this project. The County will reimburse the City \$100,000 of these expenses leaving the City's portion of \$11,809.

Cost: \$111,809
Department: Project Management Division

8. Crusher Drive Extension

This project will extend Crusher Drive from where it is currently terminated along Southern Side Apartments (west of Weldon Springs Road) to the west to connect to Tee Kay Drive.

Tee Kay Drive is connected to O'Fallon Corporate Center therefore upon completion of this project, a loop road will exist from Weldon Springs Road to Technology Drive. Portions of this roadway were completed as part of previous commercial developments and this project will provide the final phase to complete the loop road. The requested funds are to complete construction. Design and right of way acquisition occurred in 2011 and 2012 and the project was bid for construction. This is the cost to the City to close-out this project.

Cost: \$5,000
Department: Project Management Division

9. Elaine Drive Widening

This project will widen Elaine Drive from West Terra to the railroad tracks and provide a middle turn lane to reduce rear end accidents and improve access into and out of adjacent businesses and St. Dominic High School. A sidewalk will also be added along the east side of the roadway to provide a safe area for pedestrians and students. The funding was provided in 2011 for design and right-of-way acquisition occurred in 2012. These funds are for the construction of the project. The County Road Board will provide 90% of the funds for this project. The City will be responsible for 10% of the funds needed for the project (\$150,500.00).

Cost: \$1,505,000
Department: Project Management Division

10. Bryan Road Intersection Improvements

This project will provide right turn lanes for north bound and south bound drivers on Bryan Road at Highway N and Feise Road. It will also provide a right turn lane at north bound Bryan onto east bound Mexico Road. A sidewalk extension along Feise from Bryan to the east towards Brookmont Drive is also included in this project. Pedestrian improvement will be included at the intersections. These improvements will improve safety, better accommodate pedestrian traffic and reduce congestion. The funding agreement with East West Gateway was approved by Council at the March 24, 2011 meeting. The design was funded in 2011 and construction began in 2012. These funds will provide for the cost to close out this project.

Cost: \$10,000
Department: Project Management Division

11. Veterans Memorial Parkway/Woodlawn Intersection Improvements

This project will provide right turn lanes for all legs of the intersection at the Veterans Memorial Parkway/Woodlawn intersection. These improvements will improve safety and reduce congestion. The funding agreement with East West Gateway was approved by Council at the March 24, 2011 meeting. The design was funded in 2011 and construction began in 2012. These funds will provide for the cost to close out this project.

Cost: \$10,000
Department: Project Management Division

12. Pavement Evaluation

This project will provide for the evaluation of Arterial and Collector Roadways throughout the City. This project is a County wide project that will be managed by the County. This project is dependent upon the County Road Boards acceptance of the funding application which is requesting the County Road Board to provide 94% of the funds for this project. The City would then be responsible for 6% of the funds needed for the project. The County will manage this project. The City's portion is estimated to be 6%.

Cost: \$30,000
Department: Project Management Division

13. Paul Renaud Boulevard

These funds are to prepare preliminary roadway design for the extension of Paul Renaud Boulevard from the dead end in Countryshire Subdivision to Sommers Road. This roadway will ultimately provide a valuable connector road from Diehr Road to Sommers to provide proper capacity for the continually increasing traffic as this area continues to experience growth. This roadway appears on both the City's and County's Thoroughfare plan and will provide the residents with an alternate roadway to Hwy. N and Hwy. DD.

Cost: \$30,000
Department: Project Management Division

14. Page Extension Traffic Impact Study

These funds will be utilized to obtain a professional traffic consultant to prepare a traffic impact study due to the proposed Page Extension that will be constructed in 2013/2014. Due to the nature of the design-build process, the exact interchange/intersection configurations at Highway K and at Bryan are unknown. In March of 2013, design-build plans will be opened at which time it will become evident what type of connections will be constructed at Highway K and at Bryan Road. These connections will have an impact on City Roadways and these funds will be utilized to study those impacts and determine what improvements may be necessary to provide for the increase and/or alterations in traffic patterns.

Cost: \$30,000
Department: Project Management Division

15. Page Enhancements

These funds were provide from the General funds in 2012 and rolled over to 2013 to provide for enhancements to the bridges, interchanges and/or intersection at Highway K and at Bryan Road as might be associated with the Page Extension Project. Landscaping will also be provided from just east of Highway K to Bryan road.

Cost: \$675,000
Department: Project Management Division

16. Laura Hill Improvements

These funds will provide for the reconstruction of Laura Hill just east of Highway K. There are some severely deteriorated slabs that will be replaced as part of this project along with the removal and replacement of asphalt that is in poor condition. The County Road Board will provide 80% of the funds for this project. The City will be responsible for 20% of the funds needed for the project.

Cost: \$143,000
Department: Project Management Division

17. Sommers/Highway N Intersection Improvements

The intersection of Sommers and Highway N is becoming increasingly congested due to the continued residential and commercial growth in the area. A planned high school just to the south of this intersection will add to the further degradation of this intersection. These funds will be utilized to obtain a consultant to prepare construction plans to improve the intersection. Right of way acquisition will then occur in 2014 with construction scheduled for 2015. Federal Funds have been obtained and will provide for 80% of the project costs. The County Road Board will provide 9% of the funds for this project. The City will be responsible for 1% of the funds needed for the project with the remaining 10% coming from the Wentzville School District.

Cost: \$100,000
Department: Project Management Division

18. Woodlawn and Civic Park Resurfacing

These funds will be utilized to hire a surveying firm to assist in the preparation of "in-house" plans for the resurfacing of Woodlawn Boulevard from West Terra Lane to Civic Park Drive and for resurfacing of Civic Park Drive from Imperial Drive to Main Street. Pedestrian improvements will also be included as part of this project. These funds will also be utilized to obtain right-of-way and easements. Construction will occur in 2014. Federal funds have been obtained and will provide 80% of the construction costs. The City will be responsible for 100% of the design and right of way costs and 20% of the construction cost.

Cost: \$100,000
Department: Project Management Division

19. Glenmore Lane Overlay

This project will overlay Glenmore Lane from Mexico Road to the north approximately 850 feet per the road dedication agreement dated November 18, 2009 between Glenmore Enterprise and the City of O'Fallon.

Cost: \$15,000
Department: Project Management Division

20. Contractual Services

These funds will be used for the application fees for projects submitted to East-West Gateway seeking grant funding.

Cost: \$10,000
Department: Project Management Division

21. Two Dump Trucks w/ Snow Equipment (GVWR 35,000)

This expense will cover the cost to purchase of two single-axle dump trucks with front & wing snow plows, hydraulic controls, radios and safety lights. These will replace the 1999 and 2000 trucks that will continue to be used for street repair and snow removal operations. The salt spreaders will be moved to the new trucks. Impact to future budgets is expected to be minimal. The new trucks will be under warranty the first year and the old trucks will be retired when maintenance is no longer cost affective.

Cost: \$300,400
Department: Street Division

22. Paint Striper

This expense will cover the cost to purchase a new paint striper truck that will replace older one purchased in 2001. Impact to future budgets is expected to be less than what is currently cost of maintenance of the older truck.

Cost: \$190,000
Department: Street Division

23. Tandem Axle Dump Truck w/ Snow Equipment (GVWR 58,000)

This expense will cover the cost to purchase of one tandem-axle dump truck with front & under-body snow plows, spreader, hydraulic controls, radio and safety lights. The new truck will be under warranty the first year. Without this purchase, the City would need to budget \$34,000 to cover the hauling cost. This truck will increase productivity and improve the snow removal process by increasing lane miles maintained in the City.

Cost: \$178,200
Department: Street Division

24. Street Sweeper (Split with Storm Water Fund)

This appropriation is to purchase a new sweeper to replace a sweeper from 2004. The Storm Water and Streets Division will share the cost to purchase and maintain the sweeper. Impact on future budgets is expected to be minimal since this is a replacement.

Cost: \$95,000
Department: Streets Division

25. Snow Removal Equipment

This expense will cover the cost to purchase new and replacement snow removal equipment. This will also include snow equipment for vehicles outside of the Street Division that will be part of the Snow Removal Fleet.

Cost: \$86,500
Department: Street Division

26. Dump Truck w/ Snow Equipment (GVWR 19,500)

This expense will cover the cost to purchase a single-axle dump truck with a 9' front snow plows, 4 yard stainless steel spreader, radio and safety lights. It will replace the 2000 F-550. The old truck will be used for scrap and spare parts. Impact to future budgets is expected to be minimal since this is a replacement.

Cost: \$80,000
Department: Street Division

27. Skid Loader

This purchase will replace the T190 track machine originally purchased in 2007. The track machines are excellent for large scale grading work, but costs more to maintain than a wheel machine. Streets will purchase a skid loader with 74 hp interim tier IV diesel engine that will focus more on street repair needs. The Street Division will replace the oldest skid loader with a more efficient skid loader. A new machine will reduce down time and increase productivity.

Impact to future budgets is expected to be less than what is currently cost of maintenance of the older loader.

Cost: \$33,600
Department: Street Division

28. Walk behind Concrete Saw

This expense will cover the cost to purchase a walk-behind concrete saw. This saw is essential in street repairs and street creep repairs, by making precise full depth cuts in concrete and asphalt. This saw will increase safety by not having to make as many cuts with a hand-held saw. The older walk-behind will be used for scrap. Impact to future budgets is expected to be minimal since this is a replacement.

Cost: \$22,000
Department: Street Division

29. SUV Vehicle (4X2)

This expense will cover the cost to purchase a 4x2 SUV vehicle for the Project Management Division to perform daily duties including visits to project sites. This will replace the 2004 F-250 which will be moved to the Street Division (same Fund) for its remaining useful life. Impact to future budgets is expected to be minimal since the first year will be under maintenance.

Cost: \$17,900
Department: Project Management Division

30. Breaker Attachment

This expense will cover the cost to purchase a Hydraulic Breaker with hose kit. Impact to future budgets is expected to be minimal and consist mainly of maintenance costs.

Cost: \$7,500
Department: Street Division

31. Building Improvements

These funds will cover the cost to update and repair the building. No impact to future budgets is anticipated.

Cost: \$7,000
Department: Street Division

32. Equipment Trailer

This expense will cover the cost to purchase a new 18 foot equipment trailer with 11,000 lbs., load capacity and electric brakes on all wheels. Impact to future budgets is expected to be minimal and consist mainly of maintenance costs.

Cost: \$6,800
Department: Street Division

33. Lot Improvements

These funds will cover the cost to perform full depth repairs and patching/overlaying on the Street Division parking lot.

Cost: \$5,000
Department: Street Division

Total Capital Street & Road Improvement Fund **\$6,551,709**

Enterprise Funds – Water Fund

The following provides a description of each capital expenditure, including cost, and responsible department.

1. Meters

This is an annual capital expense for new meters. These meters are used for newly constructed homes, commercial properties, and to update older meters within the system as needed. There is no anticipated impact on future budgets.

Cost:	\$50,000
Department:	Water Division

2. Hydrant Valves

This is an expense to cover the cost to provide new hydrants and valves to replace old ones. There is no anticipated impact on future budgets.

Cost:	\$15,000
Department:	Water Division

3. Sewerage Pump (spare)

This appropriation is for purchase of an additional Sewerage pump as a back-up for the Water Treatment Plant. No impact on future budgets is expected since this is a back-up and maintenance is already budgeted.

Cost:	\$10,000
Department:	Water Division

4. Totalizing Effluent Flow Meter

This appropriation is for purchase of a totalizing effluent flow meter to replace the existing non-totalizing water treatment plant effluent flow meter. The new meter can be tied in to the Water Treatment Plant SCADA system. This will make a manual process more efficient and accurate. No impact on future budgets is expected since this is a replacement.

Cost:	\$8,000
Department:	Water Division

5. Water Loss Audit / Software

This appropriation is for the purchase of user friendly water loss program to track water loss on an annual basis. This cost includes installation, set up and training. Impact for on future budget will consist of \$500 for annual maintenance after the first year.

Cost: \$20,000
Department: Water Division

6. Polymer Feed Pump

This is an expense to cover the cost to replace the existing polymer feed pump that is aging. This is a critical piece of equipment at the Water Treatment Plant that must be in working order. There is no anticipated impact on future budgets.

Cost: \$7,500
Department: Water Division

7. ½ Ton Pick-up Truck

This appropriation is for purchase of a 4X4 ½ ton pick-up truck to replace an older ¾ ton pick-up. No impact on future budgets is expected since this is a replacement.

Cost: \$25,000
Department: Water Division

8. ¾ Ton Pick-up Truck

This appropriation is for purchase of a 4X4 ¾ ton pick-up truck to replace an older ¾ ton pick-up. The new truck will be equipped with a hydraulic lift gate and racks designed for transporting chlorine cylinders to deep well sites. This is a safety and procedure improvement. No impact on future budgets is expected since this is a replacement.

Cost: \$37,000
Department: Water Division

9. Well Field Maintenance

This is an expense to have chemical treatments on screens to keep free of iron deposits and assure maximum pumping capacity is maintained. There is no anticipated impact on future budgets.

Cost: \$30,000
Department: Water Division

10. Well #3 Rehab

This appropriation is for the cost to have the well rehab due to the high demands due to drought conditions experienced in 2012. The well will have to be pulled for inspection to determine what components may need to be replaced. The impact on future budgets will be determined after the inspections are completed. Maintenance will continue to be budgeted.

Cost: \$80,000
Department: Water Division

11. 2.0 Million Gallon Storage Tank

This is for the costs construction of a 2 million gallon ground storage tank. This will bring the water system into compliance with the 10 state standards for water storage. The City plans to finance this purchase over a term of 6 years.

Cost: \$2,660,250
Department: Water Division

12. St Gemma Water Main Extension

This expense is to cover the cost of design and right of way acquisition in 2013 for a 12” water main on St. Gemma Drive. Construction will be budgeted in 2014. .

Cost: \$50,000
Department: Water Division

13. Media Filter Rehab / Enhancement

This is for the costs to replace worn out media and addition of air scour and filter to waste to all three filters. Rehabilitation and enhancements will reduce to the amount of water wasted during backwash cycle, reduce chemical usage, and improve the efficiency of the Water Treatment Plant. The City plans to finance this purchase over a term of 6 years.

Cost: \$1,500,000
Department: Water Division

Total Capital Water Fund

\$4,492,750

Enterprise Funds – Sewer Fund

The following provides a description of each capital expenditure, including cost, and responsible department.

1. Bar Screen at Waste Water Treatment Plant

This is for the cost to replace the 13 year old bar screen. The new screen will be less labor intensive to maintain and will also be of energy efficient construction. Impact to future budgets is expected to be minimal since it is a replacement.

Cost:	\$650,000
Department:	Sewer Division

2. Grinder for East Lift Station

This appropriation is for purchase of a grinder mechanism to improve operations of the pump station. This will eliminate a manual process currently done on a daily basis and will eliminate the need to clean the bar screen. No impact on future budgets is expected since this is automating a manual process and creating a more efficient system.

Cost:	\$290,000
Department:	Sewer Division

3. Turbo Blower

This is for the cost to purchase a back-up turbo blower. There are two centrifugal blowers that will not efficiently operate the aeration system in the event the existing turbo blower fails. Future budget impact will be minimal and mainly due to maintenance after the warranty period. Since only one blower is needed at a time, operation cost will not increase.

Cost:	\$250,000
Department:	Sewer Division

4. Flo Shark Flow Meters

This expense is for the purchase of two portable flow meters for the monitoring of flows within the collection system. Meters will aid in the location of the problem inflow and infiltration areas within the system. Impact to future budgets is expected to consist of annual maintenance after the first year.

Cost:	\$13,350
Department:	Sewer Division

5. Root Saw

This is for the cost to purchase a new root saw to replace the old saw. This is used for collection system maintenance. No impact on future budgets is expected since this is a replacement item.

Cost: \$7,500
Department: Sewer Division

6. Pole Camera

This appropriation is for the purchase of a pole camera that will allow an employee to inspect sanitary sewer lines and structures without having to climb into the manhole/inlet. This equipment will increase productivity and increase the number of inspections that can be done more timely and with one employee. Impact on future budgets is expected to be minimal limited to maintenance.

Cost: \$17,500
Department: Sewer Division

7. Root X Injection System

This is for the cost to purchase a Root X injection system and the foaming agent to be used in the collection system for root control. Impact on future budgets is expected to consist of additional foaming agent as needed and will be included in the operating budget going forward.

Cost: \$7,500
Department: Sewer Division

8. Gantry Hoist

This is for the cost to purchase an aluminum gantry hoist for use in the Cool Springs facility. This will aid in the repair of motors and large/heavy equipment. No impact in future budgets is expected.

Cost: \$6,500
Department: Sewer Division

9. ¾ Ton Pick-up Trucks (GVWR 13,000)

This appropriation is for purchase of two 4X4 pick-up trucks to replace two aging trucks (2002 & 2003 models). No impact on future budgets is expected since these are replacements.

Cost: \$72,000
Department: Sewer Department

10. Electric Utility Cart

This is for the cost to purchase a replacement for the 1998 gator. The new utility cart will be used by maintenance staff to perform maintenance rounds and checks on facilities and to haul small equipment for routine maintenance of the facility. No impact to future budgets is expected since it is a replacement.

Cost: \$9,000
Department: Sewer Division

11. WWTP Facility / Peruque Creek Basin Study

This is for the cost to have a WWTP Facility and sewer study done on the Peruque Creek Basin (Hoff Road area) to assure pipes are of adequate size to receive projected flow from Public Water District #2. The impact on future budgets will be determined after the study is completed.

Cost: \$250,000
Department: Sewer Division

12. Sewer Line Replacements

This is an annual capital expense for sewer line replacements. This will involve the placement of cured in place pipe in 10,000' of sanitary sewer line ranging in size from 24" – 42". The completion of this project will reduce inflow and infiltration and reduce energy and treatment costs. There is no anticipated impact on future budgets.

Cost: \$750,000
Department: Sewer Division

13. Building Improvements

These funds will cover the cost to add monument signs at the Cool Springs Facility and at the Waste Water Treatment Plant. No impact to future budgets is anticipated.

Cost: \$50,000
Department: Sewer Division

14. Lot Improvements

These funds will cover the cost for asphalt paving of the rear lot at the Cool Springs facility, rehab the entrance between the two facilities at this location. Impact to future budgets will include resealing of lot in three years.

Cost: \$60,000
Department: Sewer Division

Total Capital Sewer Fund

\$2,433,400



Enterprise Funds – Environmental Services Fund

The following provides a description of each capital expenditure, including cost, and responsible department.

1. Leased Heavy Duty Refuse Trucks

This is for the cost for vehicle leases. There are currently five leases for existing trucks. One started in each of the following years; 2008, 2009, 2010, 2011 and 2012. Each is a 60 month term. In 2013 a new lease will be added to help create a good rotation of vehicle replacement. The cost reflects the payments for all lease payments for the year.

Cost:	\$542,808
Department:	Environmental Services Division

2. Sanitation Carts/Containers

This is an annual capital expense for new 96 gallon carts/containers. These are for new customers and the replacement of old containers. There is no anticipated impact on future budgets.

Cost:	\$ 96,580
Department:	Environmental Services Division

3. Service Truck

This appropriation is for purchase of a replacement service truck capable of handling larger jobs on refuse trucks. The truck will have a boom, making repairs on things like hydraulic cylinders and packing blades, much more efficient and safer. No impact on future budgets is expected since this is a replacement.

Cost:	\$121,200
Department:	Environmental Services Division

4. Storm Shelter

This is for the cost of a storm shelter for severe weather. The impact on future budgets is expected to be \$250 for annual maintenance.

Cost:	\$ 60,000
Department:	Environmental Services Division

5. Pick-up Truck

This is appropriation is for the purchase of a replacement pick-up truck for daily operations supervisor. The new truck will have a dump bed making it more useful by the division. No impact on future budgets is expected since this is a replacement.

Cost: \$ 45,973
Department: Environmental Services Division

6. Maintenance Building Upgrades

This is for the cost of multiple upgrades to the maintenance building including heating unit, swamp cooler unit, building insulation, etc. The impact on future budgets is expected to be \$250 for annual maintenance.

Cost: \$ 20,000
Department: Environmental Services Division

Total Capital Environmental Services Fund \$886,561

Enterprise Funds – Renaud Spirit Center Fund

The following provides a description of each capital expenditure, including cost, and responsible department.

1. Cardio Equipment Lease(s)

This is for the cost for cardio equipment leases. There are currently two leases for cardio equipment. The cost reflects the total of all lease payments for this fiscal year.

Cost:	\$ 45,600
Department:	RSC –Recreation Division

2. Pebble Sheen

This is for the cost to have the pool at the RSC resurfaced with pebble sheen. The existing shell is starting to fail and is becoming discolored. Impact to future budgets would consist of resurfacing every 8 – 10 years.

Cost:	\$ 82,400
Department:	RSC –Recreation Division

3. Phone System

This is for the cost to replace the current phone system with a newer system. No impact on future budgets is expected since this is a replacement.

Cost:	\$ 38,000
Department:	RSC –Recreation Division

4. Floor Scrubber

This is for the cost to replace the current floor scrubber with a newer system. No impact on future budgets is expected since this is a replacement.

Cost:	\$8,500
Department:	RSC –Recreation Division

Total Capital Renaud Spirit Center Fund	\$174,500
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Enterprise Funds – Public Venue Fund

There are no Capital items for the Public Venue Fund for Fiscal Year 2013.





Environmental Services Fund
Public Venue Fund
Renaud Spirit Center Fund
Sewer Fund
Water Fund

Enterprise Funds & Other

The Enterprise section contains information on the five Enterprise funds operated by the City, which are the Environmental Services Fund, Public Venue Fund, Renaud Spirit Center Fund, Sewer Fund and Water Fund. The Other section contains Significant Accounting Policies, Budget Ordinance and a Glossary of Terms.





Environmental Services Budget

Fiscal Year 2013

The Environmental Services Fund was implemented in 2002 to provide waste hauling and recycling services to the citizens of O'Fallon. Using a business pro forma, Bonds were issued to purchase start-up capital such as trash and recycling trucks, waste containers, transfer station design and construction, along with other necessary equipment. Operations began December 2002. Late in 2005 the city began its single stream recycling program. In December 2007, the City entered into a contract hiring a third party to operate the Waste Transfer Station. The Environmental Services Fund reports to the Public Works Director.

Revenues

	Actual 2008	Actual 2009	Actual 2010	Actual 2011	Projected Budget 2012	Amount Change	Budget 2013	% Change
Sales & Services	\$4,236,576	\$4,231,442	\$4,313,164	\$4,467,561	\$4,395,964	\$84,170	\$4,480,134	1.9%
Intergovern / Grants	0	3,510	234,150	0	0	0	0	0.0%
Interest	12,424	6,299	142	(2)	7,500	(7,500)	0	(100.0%)
Other Sources	82,572	21,882	60,130	15,545	6,123	(1,923)	4,200	(31.4%)
Total	\$4,331,572	\$4,263,133	\$4,607,586	\$4,483,104	\$4,409,587	\$74,747	\$4,484,334	1.7%

Fiscal Year 2013 Goals *(To maintain a superior community)*

- I. Coordinate an Electronics/Appliance Recycling drop-off event for residents. If it works out well and is well attended, the division will look to have these twice each year.
- II. Increase recycling tonnage by 5%.
- III. Continue to do more in-house repairs to our fleet utilizing the newly acquired training and knowledge.
- IV. Work to solidify our disposal rates through an extension of our agreement with FWCD or another contractor.

Previous Year's Goals

In 2012 approximately \$25,000 worth of repairs were completed in-house that would have been sent out to a 3rd party vendor in the past. This was made possible by a combination of training and the purchase of additional tools and equipment. There were no increases in residential rates again for the 10th year in a row!

Budget Category Summary

	Actual 2008	Actual 2009	Actual 2010	Actual 2011	Projected Budget 2012	Amount Change	Budget 2013	% Change
Personnel	\$1,387,699	\$1,494,716	\$1,569,404	\$1,532,051	\$1,631,881	(\$32,561)	\$1,599,320	(2.0%)
Contract Services	630,902	593,015	611,043	609,664	638,922	14,063	652,985	2.2%
Insurance	340,344	245,752	276,555	353,374	310,190	4,406	314,596	1.4%
Maintenance	192,377	209,668	193,288	174,204	186,797	(83)	186,714	(0.0%)
Operating Supplies	63,835	56,783	61,331	71,390	58,812	15,475	74,287	26.3%
Petroleum	256,470	167,411	216,762	294,314	263,600	44,050	307,650	16.7%
Professional Fees	3,282	135	1,202	17,302	6,400	5,080	11,480	79.4%
Public Information	12,591	14,768	11,324	3,371	19,931	(818)	19,113	(4.1%)
Utilities	17,531	18,678	20,970	24,581	36,120	0	36,120	0.0%
Rental	528	2,597	959	499	4,020	(36)	3,984	(0.9%)
Debt	708,740	675,652	548,081	576,932	611,962	(392,485)	219,477	(64.1%)
Capital Outlay	428,796	564,112	929,762	586,205	718,510	168,051	886,561	23.4%
Transfer Out	0	0	0	0	100,000	0	100,000	0.0%
Total	\$4,043,095	\$4,043,287	\$4,440,681	\$4,243,887	\$4,587,145	(\$174,858)	\$4,412,287	(3.8%)

Budget Highlights

The decrease in Personnel is due to a reduction in Overtime anticipated in 2013. The increase in Contract Services is due to an increase in landfill & hauling fees. The Operating Supplies now include small equipment and furniture/fixture items valued less than \$5,000 such as computer replacements. This accounts for the increase in 2013. The cost per gallon of diesel fuel is driving the Petroleum line higher. The cost for legal contract reviews is the reason for the increase in Professional Fees.

Budget Category Explanations

Personnel **\$1,599,320**

This category includes the wages, benefits, and overtime for the Environmental Services and Project Management Divisions as broken down below:

Environmental Services Division expenses consists of one Environmental Services Superintendent (100%), one Operations Supervisor (100%), one Fleet Mechanic (100%), two Service Route Crew Leaders (100%), eighteen Service Route Operators (100%), three Customer Service Reps (100%), one Office Manager (33.3%), one Billing Clerk (33.3%) and one Customer Service Rep (33.3%).

Project Management Division expenses of consists of one Public Works Director (15%),

Contract Services **\$652,985**

This funding is for reoccurring services retained by the Environmental Services Fund such as operating permit, lockbox service contract, exterminating service contract, landfill fees, etc.

Insurance **\$314,596**

This amount is allocated to each department, division, or section based upon the number of full-time employees. Coverage includes general liability, boiler and machinery, umbrella insurance, workers compensation, errors and omissions, and property insurance.

Maintenance **\$186,714**

This category is for the repairs and maintenance of various shop equipment and heavy machinery, the repairs and maintenance of this department's vehicles, and building maintenance.

Operating Supplies **\$74,287**

This category includes office supplies such as paper and pens, postage, copies, computer supplies, cleaning supplies, uniforms and clothing for the workers, safety equipment and small tools. This also includes small equipment, furniture and fixtures that are valued less than \$5,000.

Petroleum **\$307,650**

Expenses for gasoline and oil are funded in this category.

Professional Services **\$11,480**

This amount includes funds for dues and subscriptions, professional fees, travel and training.

Public Information **\$19,113**

Advertising, promotions and printing are funded in this category.

Utilities **\$36,120**

This amount provides funding for mobile phone/radio services and computer tablet services.

Rental **\$3,984**

This category provides the funding for the rental of equipment that the division needs from time to time, but does not own.

Debt Service **\$219,477**

This amount is allocated to cover the debt service payment(s) for projects funded by the Environmental Services Fund revenues.

Capital Outlay **\$886,561**

This amount is allocated to cover equipment purchases schedules in Fiscal Year 2013.

2013 Capital Outlay for Environmental Services Division

<u>Description</u>	<u>Amount</u>
Multi-use Truck Leases (Budgeted Year's payment)	\$542,808
Service Truck	\$121,200
Sanitation Carts	\$96,580
Storm Shelter	\$60,000
Pick up Truck	\$45,973
Maintenance Building Upgrades	\$20,000
	<hr/>
	<u><u>\$886,561</u></u>

Transfer Out **\$100,000**

This amount will be transferred to the General Fund to contribute to the City's CLIP project.

The Public Venue Fund was implemented in 1998 to account for the operations in City-owned sports facilities. The Ozzie Smith Stadium Complex opened May 1999. The River City Rascals commenced play on June 8, 1999 in the Frontier League (professional baseball). The City issued \$4.655 million in taxable leasehold revenue bonds to payoff the construction loan upon completion in June 2000.

In 2001, the City issued bonds that included funds to construct the new Hall of Fame building at the stadium. This facility displays memorabilia from former all-stars including some that still live in O’Fallon.

In 2007 the City entered into an agreement that relinquished the operation and maintenance for this facility to the owners of the River City Rascals.

The City created an Athletics Department in 1999 to concentrate its efforts on the T.R. Hughes Stadium where the River City Rascal’s play baseball. In 2006 the expenses for this department were moved to the Public Venue Fund. Since the agreement mentioned above was finalized in 2007, the Athletics Department was dissolved. The Rascals are a minor league baseball team and are a member of the Frontier League. The stadium ground is approximately 15 acres.

Revenues

	Actual 2008	Actual 2009	Actual 2010	Actual 2011	Amended Budget 2012	Amount Change	Budget 2013	% Change
Contract Agreement	\$191,525	\$91,704	\$118,356	\$193,137	\$175,614	(\$614)	\$175,000	(0.3%)
Interest	20,054	3,469	930	5,476	2,000	(2,000)	0	(100.0%)
Other Sources	315,132	556,908	372,781	391,327	403,801	18,699	422,500	4.6%
Total	\$526,711	\$652,081	\$492,067	\$589,940	\$581,415	\$16,085	\$597,500	2.8%

Fiscal Year 2013 Goals

- I. Finalize new lease with the owners of the River City Rascals for best utilization of the stadium throughout the year.
- II. Coordinate efforts with the Rascals to improve maintenance in all areas of the stadium.

Prior Year’s Goals

In 2012, the City and Rascals worked together to increase the promotion of events at the stadium. An annual maintenance plan was developed to direct the short term and long term

maintenance operations. This plan is reviewed annually as preparations for the next year's budget is underway.

Budget Category Summary

	Actual 2008	Actual 2009	Actual 2010	Actual 2011	Projected Budget 2012	Amount Change	Budget 2013	% Change
Personnel	\$0	\$0	\$0	\$0	\$0	\$18,082	\$18,082	100.0%
Contract Services	0	25,125	27,139	31,110	29,884	3,066	32,950	10.3%
Insurance	10,695	9,254	9,774	10,282	11,075	277	11,352	2.5%
Maintenance	15,566	28,437	10,226	12,399	13,610	48,840	62,450	358.9%
Operating Supplies	6,000	6,000	3,251	0	500	1,500	2,000	300.0%
Utilities	0	1,596	4,963	5,480	4,467	1,033	5,500	23.1%
Rental	0	0	0	0	1,547	203	1,750	13.1%
Debt Service	458,926	458,275	457,368	455,894	472,724	(9,807)	462,917	(2.1%)
Capital Outlay	29,199	4,965	4,941	82,142	10,867	(10,867)	0	(100.0%)
Total	\$520,386	\$533,652	\$517,662	\$597,307	\$544,674	\$52,327	\$597,001	9.6%

Note: In 2007, the Athletic Department was dissolved and maintenance will be shared by the City and the River City Rascal per new agreement.

Budget Highlights

In 2013, the increase in Personnel is due to the City's commitment in the number of hours obligated to stadium maintenance. The Maintenance and Operating lines have increase to also reflect the additional maintenance required at the stadium. This includes seat replacement, restroom repairs, electrical upgrades, relamping of the field and cleaning of the concourse concrete.

Budget Category Explanations

Personnel

\$18,082

This category includes the wages and benefits for part-time / seasonal employees.

Contract Services

\$32,950

This amount is for charges for contract services including the cost for the Landscaping Division to maintain the grounds in the off season.

Insurance **\$11,352**

This amount is allocated to each department, division, or section based upon the number of full-time employees. Coverage includes general liability, boiler and machinery, umbrella insurance, errors and omissions, and property insurance.

Maintenance **\$62,450**

This category is for the repair and maintenance of equipment used in routine field and park maintenance duties. It also includes building materials.

Operating Supplies **\$2,000**

This category provides the funding for a wide range of supplies, including asphalt, cement, gravel, seeds, plants, chemicals, small tools, postage, copies, office equipment, safety equipment, and special event supplies.

Utilities **\$5,500**

This category covers charges for telephone services, cable connection and other utilities.

Rental **\$1,750**

This amount is allocated for rental of equipment not routinely used by staff.

Debt Service **\$462,917**

Debt service payments on leasehold revenue bonds issued in 2001 and 2006B (Refunding of the 1999 OPFA Bonds).

Capital Outlay **\$000**

This expense is for a Capital expenses approved for 2013.



Renaud Spirit Center Fund**Fiscal Year 2013**

In 2000 and 2001, General Obligation Bonds were issued after passing public approval for Parks and Recreational purposes. A part of these bonds were used to design and construct the Renaud Spirit Center (RSC). This facility will service the community as an indoor recreational center. The Center will contain an indoor aquatic center, workout/fitness equipment, gymnasiums and meeting rooms.

The Renaud Spirit Center (RSC) opened in 2004. The Rec Center Division is responsible for the planning and implementing a myriad of activities that are available at the RSC.

In 2006, it was determined that the RSC should operate as an Enterprise Fund so the program revenues and operating expenses were moved to a newly created fund within the Enterprise Funds. The debt issued for the facility is not included in this fund since the structure was built with funds raised through bonds that are backed by property tax income. The facility is part of the City's Parks system.

Revenues

	Actual 2008	Actual 2009	Actual 2010	Actual 2011	Amended Budget 2012	Amount Change	Budget 2013	% Change
Program Fees	\$1,732,433	\$1,788,979	\$1,872,120	\$1,950,979	\$2,023,225	\$61,236	\$2,084,461	3.0%
Interest	7,725	1,341	429	(54)	500	(500)	0	(100.0%)
Miscellaneous	6,393	(2,415)	42,540	25,644	11,552	(1,552)	10,000	(13.4%)
Transfers from Other Funds	0	0	0	44,124	44,566	2,073	46,639	4.7%
Total	\$1,746,551	\$1,787,905	\$1,915,089	\$2,020,693	\$2,079,843	\$61,257	\$2,141,100	2.9%

Parks & Recreation Department - Rec Center Division

The Rec Center Division is responsible for the planning and implementing a myriad of activities that are available at the RSC facility.

Fiscal Year 2013 Goals

- I. Research opportunities to expand products offered throughout park concessions to improve customer service and increase revenues.
 - A. Research new “Healthier” products to be offered throughout concessions.
 - B. Research methods to encourage concession usage by soccer and football patrons.
- II. Research and implement new programs and ideas to increase fitness opportunities and revenue.
 - A. Send staff to trainings offered by Silver Sneakers and Fitness Mania to learn new formats and specialized opportunities.
 - B. Utilize outside areas in parks and at the RSC to expand fitness opportunities.
 - C. Offer videoed instructed fitness classes during off peak times to expand opportunities for plus members.
 - D. Review and research means to expand Aqua Aerobics at RSC.
- III. Review operations at ACAC and modify to provide the best operations for our residents.
 - A. Review the hours of operations for open swim versus swim lessons and modify to best meet the needs.
 1. Evaluate and revise existing scheduling of swim lessons.
 2. Evaluate opportunities to expand open swim to accommodate various work shifts.
 - B. Promote and expand birthday opportunities at ACAC.
 - C. Continue to train and challenge staff to improve program opportunities and receive Exceeds on all audits.
 1. Recreation Specialist – Aquatics to receive WSI and Ellis Instructor License.
 2. Develop in-service leaders, video audits and one on one meetings with staff to improve lifeguard training.
- IV. Modify and expand programming in new locations using the Core Program model defined in the Parks and Recreation Master Plan.
 - A. Utilize Senior Center basement to expand opportunities for adults and cultural arts including music, art and theater.
 - B. Utilize existing facilities to implement a summer children’s theater production.
 - C. Review programming at Civic Annex and determine opportunities to rent out the facility.
 - D. Research and offer programs to participate in Missouri Children in Nature and/or National Wildlife Federation’s Brining 10 Million Kids to Nature.
- V. Evaluate and modify existing operations to improve efficiency.
 - A. Research opportunities to utilize a cloud-based project management system for large parks and recreation projects.
 - B. Rework Customer Service Training for all recreation staff.

- C. Expand use of social media opportunities and research other low cost measures.
- D. Utilize “Be Your Own Success Story” campaign to its fullest.
- E. Evaluate plan to reward long term RSC members.
- F. Improve website information.

Performance Measurements

	Actual 2008	Actual 2009	Actual 2010	Actual 2011	Target 2012	Actual 2012	Target 2013
Daily Passes Sold	19,076	20,093	20,321	21,740	22,000	20,407	22,000
Membership Scans	155,994	159,865	163,324	171,368	172,000	170,292	172,000
Personal Training	245	224	356	333	350	370	425
Birthday Parties	218	253	383	433	440	420	440

Previous Year’s Goals

In 2012 the staff did research on almost every aspect of Recreation. They compared the value of the various birthday party options in the area and determined the value of the parties offer by the City are in line with the options being offered. There were new products tested at the concession stands and the best sellers will be offered at all the concession stands. The hours of operation of the concession stands were tested too. Sport Park opened concessions stands during practice hours but there was not a good response.

The Fitness group did some research and will be implementing two new programs and a new format will be demonstrated (War Training). Staff will be attending training to learn other formats and gain certifications. Outdoor Boot Camp ran every session and will continue to be offered. Zumba classes will increase and expand to include Zumbatomic, Zumba Aqua and Zumba Gold (seniors). Additional classes will be coordinate to provide afternoon PE classes for homeschooled children with a boot camp for the parents. Other Youth classes will be scheduled to coincide with adult fitness classes. The “Be Your Own Success Story” campaign has been very successful.

The aquatic staff evaluated the existing programs and updated the tracking and scheduling of private swim lessons. Swim Lesson Leaders (veteran employees) are mentoring the newer instructors. The policies for the swim team have been updated and participation for the swim team in 2012 was 200. Staff is working to implement the in-service leader program, building-wide in-services and new lifeguard classes for additional training.

More facilities are being utilized for multiple programs. The basement of the Senior Center will be used for the ‘Art of Acting’ and ‘Portrait Photography’. Adult watercolor class and children’s drawing/design class as well as voice and guitar lessons will be offered there. Bunco & BBQ for the Red Hat group will be held at the Senior Center too. The RSC will continue to host events such as the 5K/Health Fair, Art Expo/Family Fun Fair, Candy Cane Hunt, etc. The gymnasium

at City Hall will host the Senior Fair, Breakfast/Pizza with Santa as well as the Daddy/Daughter Dances and Little Bit of O’Fallon.

Summer Camp is moving to Westhoff Park. Civic Annex will have daytime classes that include art, music and theater. Additional weekend classes are being explored.

Communication and marketing methods are being evaluated for all recreational opportunities. Staff currently utilizes YouTube and Flickr to promote events via social media. O’Fallon Patch was also involved with two of the RSC open houses. Weekly e-mails are working to keep coaches updated. Surveys are being done at programs and special events to explore and expand opportunities. Staff is working to build a database to be able to send email blast on upcoming events.

Budget Category Summary

	Actual 2008	Actual 2009	Actual 2010	Actual 2011	Projected Budget 2012	Amount Change	Budget 2013	% Change
Personnel	\$1,026,503	\$870,494	\$877,724	\$871,925	\$1,284,818	(\$7,840)	\$1,276,978	(0.6%)
Contract Services	20,248	22,451	20,771	30,236	29,744	(2,624)	27,120	(8.8%)
Insurance	66,159	84,124	52,988	49,579	66,925	3,427	70,352	5.1%
Maintenance	26,751	17,627	9,686	4,222	7,720	919	8,639	11.9%
Operating Supplies	125,619	108,168	106,890	125,425	142,761	2,302	145,063	1.6%
Professional Expenses	4,240	2,781	4,789	9,132	6,700	574	7,274	8.6%
Public Information	46,058	45,612	49,195	47,288	49,050	(1,250)	47,800	(2.5%)
Utilities	167,699	163,097	168,454	182,745	186,505	19,272	205,777	10.3%
Programs	166,810	173,471	184,697	184,255	56,525	(3,638)	52,887	(6.4%)
Rental	40,236	36,859	4,634	7,001	7,174	(4,238)	2,936	(59.1%)
Capital	38,371	29,895	82,075	83,811	144,441	30,059	174,500	20.8%
Total	\$1,728,694	\$1,554,579	\$1,561,903	\$1,595,619	\$1,982,363	\$36,963	\$2,019,326	1.9%

Budget Highlights

Personnel costs were reduced due to some staff turnover which resulted in lower pay steps for those positions. Contract Services were reduced by transferring some budgeted costs to the Operating Supplies line. Utilities costs have increased with concerns with electric and gas companies asking for significant increases. Some program costs have been eliminated with the

changes in programming. Rental costs have changed with copier leases ending and equipment rentals moving to different lines.

Budget Category Explanations

Personnel \$1,276,978

This category includes the salaries, wages, benefits, and overtime for one Parks & Recreation Director (20%), one Recreation Superintendent (30%), one Recreation Manager – Fitness & Aquatics (50%), one Recreation Manager - Athletics (30%), one Cultural Arts Coordinator (20%), one Office Manager (50%), one Recreation Coordinator (30%), one Recreation Coordinator (50%), one Recreation Specialist-Food Service (10%), one Recreation Specialist - Youth Activities (40%), one Recreation Specialist – Adult Activities (20%), one Recreation Specialist - Aquatic (50%), one Recreation Specialist - Fitness (85%), one Administrative Assistant (10%), one Senior Recreation Assistant (40%), three Recreation Assistants (40%), one Recreation Assistant (80%), four Custodians (100%) and additional part-time positions for Lifeguards, Recreation Aides, Stay & Play Staff, Gym & Fitness Staff, and Concessions workers. This also includes the outstanding leave accrued by the division not to exceed 480 hours per employee.

Contract Services \$27,120

This category contains the appropriations for maintenance agreements on office equipment and service agreements for software packages.

Insurance \$70,352

This amount is allocated to the department, division, or section based upon the number of full-time employees. Coverage includes general liability, boiler and machinery, umbrella insurance, errors and omissions, and property insurance.

Maintenance \$8,639

This category is for the repair and maintenance of the building.

Operating Supplies \$145,063

This category provides the funding for a wide range of supplies and services including pool chemicals, tools, cleaning and sanitary supplies, equipment parts, postage, copies, and general office supplies are all expensed to this category. This also includes small equipment, computers, furniture and fixtures that are valued less than \$5,000.

Professional Expenses \$7,274

Dues and subscriptions utilized by the division along with training, travel and educational expenses.

Public Information \$47,800

This category includes advertising and printing costs associated with handbooks, fliers, membership passes, and business cards. Advertising for special events, promotions, and brochures are the bulk of this category.

Utilities **\$205,777**

This category includes telephone, electricity and gas expenses.

Programs **\$52,887**

This category provides the funding for the programs available at the Renaud Spirit Center such as Aerobics, Volleyball Leagues, and many others are all operated through this account.

Rental **\$2,936**

This amount is for the costs incurred to lease one copying machine, fax machine and one printer.

Capital Outlay **\$174,500**

This amount is for Capital Items to be purchased by the division.

2013 Capital Outlay for Rec Center Division

<u>Description</u>	<u>Amount</u>
Pebble Sheen	\$82,400
Multiple Cardio Leases (Annual payment)	\$45,600
Phone System	\$38,000
Floor Scrubber	\$8,500
	<hr/>
	<u><u>\$174,500</u></u>

Parks & Recreation Department – Facilities Maintenance Division

The Facilities Maintenance Division oversees the maintenance of the facility that falls outside of the custodial duties and light maintenance work at the RSC facility.

Budget Category Summary

	Actual 2008	Actual 2009	Actual 2010	Actual 2011	Projected Budget 2012	Amount Change	Budget 2013	% Change
Personnel	n/a	\$198,479	\$217,020	\$190,247	\$53,287	\$2,651	\$55,938	5.0%
Insurance	n/a	12,719	125,660	14,229	48,663	(29,751)	18,912	(61.1%)
Maintenance	n/a	20,707	25,556	18,596	41,921	(26,488)	15,433	(63.2%)
Operating Supplies	n/a	16,578	15,992	283	200	0	200	0.0%
Total	\$0	\$248,483	\$384,228	\$223,355	\$144,071	(\$53,588)	\$90,483	(37.2%)

Budget Highlights

The Division experienced various large maintenance expenditures for mechanical repairs and replacement in 2012 which are not anticipated in 2013.

Budget Category Explanations

Personnel

\$55,938

This category includes the salaries, wages, benefits, and overtime for one Facility Maintenance Manager (15%) and one Senior Facility Maintenance Worker (85%). This also includes the outstanding leave accrued by the division not to exceed 480 hours per employee.

Insurance

\$18,912

This amount is allocated to the department, division, or section based upon the number of full-time employees. Coverage includes general liability, boiler and machinery, umbrella insurance, errors and omissions, and property insurance.

Maintenance

\$15,433

This category is for the repair and maintenance of the building.

Operating Supplies

\$200

This category provides the funding for a wide range of supplies and services including pool chemicals, tools, cleaning and sanitary supplies, equipment parts, postage, copies, and general office supplies are all expensed to this category.



The City of O’Fallon, Missouri Sewer System includes a vast collection system and full scale, state-of-the-art regional wastewater treatment plant with a capacity of 11.25 million gallons per day, complete with three full equalization basins, a Class A biosolids dewatering and handling facility, large capacity interceptor sewers ranging up to 48 inches in diameter and large capacity wastewater pumping stations located at strategic points in the system. The collection system consists of over 195 miles of interceptor and collector lines ranging in size from 6 inches to 48 inches. The wastewater treatment plant, originally constructed in 1984, utilizes an activated biofilter process with four (4) unit primary and four (4) secondary clarifiers, four (4) variable speed high capacity bio-tower lift pumps, three (3) biofilter towers, four (4) aeration basins, an effluent pumping station with four (4) high capacity submersible pumps, sludge digester and an effluent ultra-violet disinfection process.

The Sewer System currently serves over 15,700 customers and is expected to serve approximately 15,800 customers, both inside and outside City residents, by the end of FY 2013.

Since bringing the operations and maintenance of the sewer system back in-house on January 1, 2009 treatment criteria regulated by the State of Missouri has been exceeded in all categories. Staff continues to research and explore new processes to achieve greater efficiency within the system, one of which is energy efficient blower and diffuser process that will save the City an estimated \$45,000 in electrical costs annually. This system went on-line in July 2012 and is operating as specified.

Revenues

	Actual 2008	Actual 2009	Actual 2010	Actual 2011	Projected Budget 2012	Amount Change	Budget 2013	% Change
Utility Sales & Service	6,108,415	8,393,253	8,729,216	8,381,225	7,774,470	(23,519)	7,750,951	(0.3%)
Interest	179,927	153,602	107,038	120,456	50,000	(10,000)	40,000	(20.0%)
Miscellaneous	159,335	146,045	312,043	247,738	220,337	(113,667)	106,670	(51.6%)
Bond Proceeds	9,220,000	4,170,000	0	0	0	0	0	0.0%
Total	\$15,667,677	\$12,862,900	\$9,148,297	\$8,749,419	\$8,044,807	(\$147,186)	\$7,897,621	(1.8%)

Fiscal Year 2013 Goals *(To maintain a superior community)*

The timely completion and acquisition of all capital projects listed below are the main focus of the Sewer division for 2013 along with 100% compliance with the regulating authorities and the reduction of treatment costs and sewer blockages by the efficient and effective operations of the systems provided.

1. **Sewer Line Rehabilitation** – Staff has been evaluating the collection system on an ongoing basis and have several lines in mind for rehabilitation. A selection will be made once the West line rehabilitation has been completed. Rehabilitation of the collection system lines will reduce inflow and infiltration and reduce energy and treatment costs.
2. **Additional Turbo Blower** – The installation of this Turbo Blower will eliminate the two electrical hogs that are currently in place and provide sufficient air to the aeration basins in the event of a failure in the other unit. Currently the two existing centrifugal blowers cannot supply air needed over an extended period of time.
3. **Grinder For the East Lift Station** – Currently there is no grinder in place at the East Lift Station. The addition of this grinder will eliminate the manual cleaning that has to be performed on the manual bar screen that is currently in place and eliminate the need for confined space entry procedures being implemented each time the manual bar screen has to be cleaned.
4. **Peruque Creek Basin Study / WWTP Facility Plan** – PWSD # 2 is planning to re-route about 1mgd of flow to the Peruque Creek Lift Station. A basin study is required to assure the existing pump station and lines downstream from the lift station can handle the additional flows or if larger capacity lines will have to be installed to accommodate the additional flow. It has been several years since a Facility Plan was developed for the WWTP Facilities. The facility plan will provide information that assist staff in the updating of the CIP and assist in the application process for its operating permit which expires at the end of 2013.
5. **Lot Improvements** – As with all new facilities there are additional improvements that need to be made. These funds will facilitate the paving of a portion of the rear lot at the Cool Springs Facility.
6. **Building Improvements** – These funds will facilitate the installation of monument signs (to comply with the city wide CLIP Plan) at the Cool Springs Facility and the WWTP along with some minor building improvements still needed at the Cool Springs Facility.
7. **Flow Shark Flow Meters** – These units will be used in various areas to assist staff in evaluating defects within the sanitary collection system. Monitoring statistics will be sent wirelessly to a PC in the office. Staff will then be able to target areas that need attention.

8. **Pole Camera** – This camera will allow staff to inspect sanitary lines and structures without entering these confined spaces. This may decrease the amount of manpower, water, and fuel normally used to clean these structures.
9. **Root X Injection System** – This system will allow staff a more effective and efficient means of control and elimination of root intrusion within the sanitary sewer mains.

Performance Measurements

	Actual 2008	Actual 2009	Actual 2010	Actual 2011	Target 2012	Actual 2012	Target 2013
Power Consumption Dollars/mgal Treated	\$97	\$104	\$175	\$155	\$125	\$100	\$125
	7CBOD	5CBOD	8CBOD	8CBOD	6CBOD	8 CBOD	6 CBOD
Effluent Quality < 25/30 mg/l CBOD/TSS	10TSS	8 TSS	10TSS	10TSS	8TSS	10 TSS	8 TSS
Line Cleaning 127 miles/3 years = 42.3	56.6	57.4	68.7	70.3	72.0	59.8	70.5
Emergency Response < 30 minutes							
Number of Exceptions	0	0	0	1	0	0	0

Previous Year's Goals

Fiscal Year 2012 proved to be another busy year for the Sewer Division. The Collection System Maintenance Staff moved into the newly remodeled Cool Springs Facility and worked together with the Water Staff to make the facility their new home. The energy efficient turbo blower and diffuser installation was completed as was the relining of 10,300 feet of large diameter corrugated metal pipe in the collection system. All capital equipment requested in the budget was obtained and put into service. Several other projects were awarded but will not start until early 2013 due to weather constraints. Plans are also being developed for a wet weather pump station at the Waste Water Treatment Plant (WWTP) facilities. This pump station will eliminate a bottle neck at the plant when wet weather flows are received.

Budget Category Summary

	Actual 2008	Actual 2009	Actual 2010	Actual 2011	Projected Budget 2012	Amount Change	Budget 2013	% Change
Personnel	\$5,472	\$1,036,331	\$1,091,029	\$1,131,514	\$1,183,312	\$11,905	\$1,195,217	1.0%
Contract Services	1,795,384	28,505	153,798	295,890	319,020	19,031	338,051	6.0%
Insurance	82,364	193,021	373,582	269,735	308,358	(11,198)	297,160	(3.6%)
Maintenance	256,051	154,177	147,621	306,263	328,748	84,802	413,550	25.8%
Operating Supplies	392,389	323,450	509,886	462,681	465,874	80,901	546,775	17.4%
Professional Fees	24,917	41,461	10,740	30,504	48,509	521	49,030	1.1%
Public Information	0	5,625	3,300	4,492	9,200	2,615	11,815	28.4%
Utilities	492,601	496,656	594,826	620,548	598,793	21,207	620,000	3.5%
Petroleum	45,962	27,318	30,220	46,420	46,420	(20,420)	26,000	(44.0%)
Rental	0	760	844	991	1,560	(60)	1,500	(3.8%)
Debt	2,336,957	3,437,815	3,333,000	3,670,894	3,797,854	(511,456)	3,286,398	(13.5%)
Capital Outlay	2,614,517	7,515,842	2,759,257	3,019,606	2,327,607	105,793	2,433,400	4.5%
Transfer Out	0	0	0	485,740	0	0	0	0.0%
Total	\$8,046,614	\$13,260,961	\$9,008,103	\$10,345,278	\$9,435,255	(\$228,264)	\$9,218,896	(2.4%)

Budget Highlights

The increase in Personnel is due to the increase in percentage of wages going toward Project Management Division based upon the project work scheduled in 2013. The increase to Contract Services is additional review of contract documents by legal and the implementation and operating permit review as it expires at the end of 2013. Maintenance and operating expenses have increased due to several items being moved from the capital line to the operating and maintenance on the collection system and biosolids plant. Projected Ameren rate increase and addition of the Cool Springs Facility prompted staff to increase the utility line. Petroleum was decreased due to more efficient trending over past budget years. Public information has increased due to staff wanting to keep the public informed by the implementation of additional mailing and public meetings.

Budget Category Explanations

Personnel

\$1,195,217

This category includes the wages, benefits, and overtime for the Sewer Division, Project Management Division, Fleet Maintenance Division and Landscape Division as broken down below:

Sewer Division expenses consists of one Water & Sewer Manager (50%), one Field Supervisor (50%), one Wasterwater Treatment Plant Supervisor (100%), one Collection Leader (100%), one Foremen (100%), one Maintenance Leader (100%), one Lab Technician (100%), Biosolids Plant Operator (Class C) (100%), one Inflow and Infiltration Maintenance Mechanic (100%), one Lift Station Operator (100%), three Maintenance Mechanics (100%), one Wasterwater Treatment Plant Operator, one Inflow and Infiltration Maintenance (Class A) (100%), three Maintenance Workers (100%), one Water Service Technician (50%), one Office Manager (33.3%), one Administrative Assistant (50%), one Environmental Services Billing Clerk (33.3%), and one Customer Service Representative (33.3%).

Project Management Division expenses consists of one Public Works Director (15%), one City Engineer (10%) and one Project Manager (35%).

Fleet Maintenance Division expenses consists of one Mechanic (50%).

Landscaping Division expenses consists of a Seasonal Mower (50%).

Contract Services

\$338,051

This funding is for reoccurring services retained by the Sewer Division.

Insurance

\$297,160

This amount is allocated to each department, division, or section based upon the number of full-time employees. Coverage includes general liability, boiler and machinery, umbrella insurance, workers compensation, errors and omissions, and property insurance.

Maintenance

\$413,550

This category is for the repairs and maintenance of various shop equipment and heavy machinery, the repairs and maintenance of the Sewer Fund's vehicles.

Operating Supplies

\$546,775

This category includes office supplies such as paper and pens, postage, copies, uniforms and clothing for the workers, small tools, and safety equipment. This also includes small equipment, computers, furniture and fixtures that are valued less than \$5,000.

Professional Services

\$49,030

This amount includes funds for dues and subscriptions, professional fees, travel and training.

Public Information **\$11,815**
Advertising and printing are funded in this category. Printing costs associated with public signs and notices, handbooks, and inspection reports are examples of these costs.

Utilities **\$620,000**
This amount provides funding for mobile phone/radio services.

Petroleum **\$26,000**
Expenses for gasoline and oil are funded in this category.

Rental **\$1,500**
This category provides the funding for the rental of equipment that the division needs from time to time, but does not own.

Debt **\$3,286,398**
This amount is budgeted for repayment of principal, interest and fees on bonds issued and outstanding.

Capital Outlay **\$2,433,400**
This amount is allocated to cover equipment purchases outlined below in the Capital Expenditures section.

2013 Capital Outlay for Sewer Division

<u>Description</u>	<u>Amount</u>	
Machinery, Equipment & Software		
Barscreen @ WWTP	\$650,000	
Grinder for East Lift Station	\$290,050	
Turbo Blower (backup)	\$250,000	
Flow Shark Flow Meters	\$13,350	
Root Saw	\$7,500	
Pole Camera	\$17,500	
Root X Injection System	\$7,500	
Gantry Hoist	\$6,500	
3/4 Ton Pick-up Truck (GVWR 13,000) Qty 2	\$72,000	
Utility Cart (Electric)	\$9,000	
	<hr/>	\$1,323,400
Sewer Plant Maintenance		
WWTP Facility / Peruque Creek Basin Study	\$250,000	
	<hr/>	\$250,000
Sewer System Improvements		
Sewer Line Replacement	\$750,000	
Building Improvements	\$50,000	
Lot Improvements	\$60,000	
	<hr/>	\$860,000
Total Sewer Division Capital		<u>\$2,433,400</u>

The Water System consists of a 6.0 million gallon per day, state-of-the-art Reverse Osmosis (RO) Membrane Water Treatment Plant with five alluvial wells. This water supply and treatment is complimented with six additional deep wells, 4 booster pump stations, high service pumps, five elevated storage tanks, two ground storage tanks and over 174 miles of cast iron, ductile iron, transite, and PVC distribution lines. The Water System is expected to serve over 12,200 customers by year end. The City’s Council is responsible for all policy decisions relating to the Water System, including the annual budget, capital expenditures, rates and fees for services, and construction and expansion projects.

Since bringing operations and maintenance back in-house on January 1, 2009, treatment and distribution criteria prescribed and enforced by the State of Missouri have been exceeded in all categories. Staff continues to research and explore new processes to achieve greater efficiency within the system. One such improvement is the elimination of the addition of fluoride to the potable water supplied by the Water Treatment Plant (WTP); this change in treatment has saved the City \$18,000 annually and reduced the hazard for the operators in that they do not have to handle the dangerous chemical on a regular basis.

Water Fund operating revenues for 2013 are projected to be under \$3.8 million. The customer base has grown <1.0% in the last year and is expected to maintain similar growth levels during 2013.

Revenues

	Actual 2008	Actual 2009	Actual 2010	Actual 2011	Projected Budget 2012	Amount Change	Budget 2013	% Change
Sales & Services	\$3,637,115	\$3,628,145	\$4,392,642	\$4,117,933	\$4,360,973	\$393,655	\$4,754,628	9.0%
Interest	218,174	92,142	76,313	71,448	70,000	(25,000)	45,000	(35.7%)
Miscellaneous	106,995	155,011	177,131	258,051	247,359	(17,849)	229,510	(7.2%)
Other Sources/Bonds	0	0	5,802,743	0	0	4,160,250	4,160,250	100.0%
Total	\$3,962,284	\$3,875,298	\$10,448,829	\$4,447,432	\$4,678,332	\$4,511,056	\$9,189,388	96.4%

Fiscal Year 2013 Goals *(To maintain a superior community)*

- I. Continue to provide the highest quality water supply to the public.
- II. Strive to reduce the amount of water loss within the system.

- III. The timely completion and acquisition of all capital projects listed below are the main focus of the water department for 2013 along with 100% compliance with the regulating authorities and the reduction of water loss within the system by the efficient and effective operation of the systems provided. Continue to make fiscally prudent recommendation to improve the system as a whole.
- a. **Tower # 6 Inspection and Painting** – Painting of the interior and exterior of this tower located on Hoff Road will extend the useful life of this water storage tower. This was awarded in 2012, but work will be completed in 2013.
 - b. **Rehabilitation of WTP Filters 2, 3, and 4** – The filter media is near the end of its useful life and is in need of replacement. Along with the replacement of the filter media 2 components will be added to increase the efficiency of the filters and ultimately reduce water loss due to current frequent back wash cycles.
 - c. **Construction of a 2 Million Gallon Ground Storage Tank** – Additional storage will allow the system to increase fire protection storage, reduce the need for 24/7 operations of the WTP Facility, and ultimately allow the system to meet the 10 States Standards for water storage based on population and customer base.
 - d. **Plans, Specifications, and Easement Acquisition for a 12” Water Main Extension on St. Gemma Drive** – This water main will provide staff more efficient means to feed water to the western portion of town namely tower # 4 area, and ultimately reduce pumping costs. Construction will be budgeted in 2014.
 - e. **Deep Well # 3 Rehabilitation** – It has been close to 10 years since any major work has been performed at deep well # 3. This work will involve pulling the pump and column pipe for inspection and repair. Ultimately this work will provide trouble free service from this site for years to come and aid in meeting peaks in demand during the summer months.
 - f. **Water Loss Audit / Software** – This will provide staff with a more efficient means of tracking water loss within the system. By doing so, fiscal improvements can be made to the system to keep water loss at a minimum.

Performance Measurements

	Actual 2008	Actual 2009	Actual 2010	Actual 2011	Target 2012	Actual 2012	Target 2013
Power Consumption/Million Gallon Pumped	\$250	\$270	\$287	\$305	\$280	\$299	\$285
Salt Consumption/Million Gallon Pumped	0.62	0.61	0.65	0.66	0.60	0.65	0.62
Chlorine Consumption mg/C/Finished Water Pumped	2.6	2.7	2.7	2.9	2.5	2.5	2.5
Water Hardness mg/l ⁽¹⁾	157	147	151	150	145	165	150
Bacteriological Tests, # Positive	0	0	0	0	0	0	0
Emergency Response < 30 minutes							
Number of Exceptions	0	0	0	0	0	0	0

(1) Water hardness levels increased to meet demands in 2007.

Previous Year's Goals

The Water Division was busy in 2012. Maintenance and Administration staff relocated to the newly remodeled Cool Springs Facility. Staff made additional improvements to the facility and added capital items to outfit the shop to best suit their needs. All capital equipment items were obtained and entered into the system / fleet, for use by staff. Painting of ground storage tank # 7 began and is slated for an early spring 2013 completion date, 90% design plans and specifications were generated for a 2 million gallon storage tank to be located at the Water Treatment Plant site. This will be bid for construction early in 2013. Rehabilitation was performed to filter # 1 at the WTP and the system survived one of the worst droughts the area has seen for some time.

Budget Category Summary

	Actual 2008	Actual 2009	Actual 2010	Actual 2011	Projected Budget 2012	Amount Change	Budget 2013	% Change
Personnel	\$5,472	\$945,011	\$959,920	\$968,807	\$996,925	\$17,845	\$1,014,770	1.8%
Contract Services	1,477,114	5,085	23,918	27,431	41,750	19,440	61,190	46.6%
Insurance	46,889	189,930	170,507	200,897	213,047	(20,784)	192,263	(9.8%)
Maintenance	16,729	2,672	92,940	148,754	297,366	(78,924)	218,442	(26.5%)
Operating Supplies	402,093	386,437	338,713	304,748	504,162	10,888	515,050	2.2%
Professional Fees	19,465	12,978	31,956	31,939	36,748	27	36,775	0.1%
Public Information	0	6,750	4,811	5,246	6,100	2,615	8,715	42.9%
Utilities	330,251	358,637	384,844	411,657	540,227	(73,427)	466,800	(13.6%)
Petroleum	36,907	21,276	23,479	27,392	31,000	(11,000)	20,000	(35.5%)
Rental	0	694	556	543	2,500	0	2,500	0.0%
Debt	1,546,369	1,534,858	1,542,883	618,687	2,921,353	(221,182)	2,700,171	(7.6%)
Capital Outlay	1,380,084	836,181	7,096,761	2,050,632	1,521,213	2,971,537	4,492,750	195.3%
Transfer Out	0	0	0	414,000	0	0	0	0.0%
Total	\$5,261,373	\$4,300,509	\$10,671,288	\$4,796,733	\$7,112,391	\$2,617,035	\$9,729,426	36.8%

Budget Highlights

The increase in Personnel is due to the increase in percentage of wages going toward Project Management Division based upon the project work scheduled in 2013. Contract Services increased due to increased fees for lock box services and on line bill pay. Increase in Operating Supplies expenses are due to additional funds being added for small equipment and computer

equipment items. These were formerly reported as Capital items. An increase in Public Information is noted as additional funds for public education. Decreases in budget items were due to more efficient trending of previous budget years being applied to this year's budget.

Budget Category Explanations

Personnel \$1,014,770

This category includes the wages, benefits, and overtime for the Water Division, Project Management Division, Fleet Maintenance Division and Landscaping Division as broken down below:

Water Division expenses consists of one Water & Sewer Manager (50%), one Field Supervisor (50%), one Water Plant Supervisor (100%), one Water Distribution Leader (100%), one Water Plant Operator (Class A) (100%), two Maintenance Mechanics (100%), five Water Plant Operators (100%), one Maintenance Worker (100%), one Water Service Technician (100%), one Water Service Technician (50%), one Office Manager (33.3%), one Administrative Assistant (50%), one Environmental Services Billing Clerk (33.3%), and one Customer Service Representative (33.3%).

Project Management Division expenses consist of one Public Works Director (15%), one City Engineer (10%) and one Project Manager (35%).

Fleet Maintenance Division expenses consist of one Mechanic (50%).

Landscaping Division expenses consists of a Seasonal Mower (50%).

Contract Services \$61,190

This funding is for reoccurring services retained by the Water Division.

Insurance \$192,263

This amount is allocated to each department, division, or section based upon the number of full-time employees. Coverage includes general liability, boiler and machinery, umbrella insurance, workers compensation, errors and omissions, and property insurance.

Maintenance \$218,442

This category is for the repairs and maintenance of various shop equipment and heavy machinery, the repairs and maintenance of the Water Fund's vehicles.

Operating Supplies \$515,050

This category includes office supplies such as paper and pens, postage, copies, uniforms and clothing for the workers, small tools, and safety equipment. This also includes small equipment, computers, furniture and fixtures that are valued less than \$5,000.

Professional Services **\$36,775**

This amount includes funds for dues and subscriptions, professional fees, travel and training.

Public Information **\$8,715**

Advertising and printing are funded in this category. Printing costs associated with public signs and notices, handbooks, and inspection reports are examples of these costs.

Utilities **\$466,800**

This amount provides funding for mobile phone/radio services.

Petroleum **\$20,000**

Expenses for gasoline and oil are funded in this category.

Rental **\$2,500**

This category provides the funding for the rental of equipment that the division needs from time to time, but does not own.

Debt **\$2,700,171**

This amount is budgeted for repayment of principal, interest and fees on bonds issued and outstanding.

Capital Outlay **\$4,492,750**

This amount is allocated to cover equipment purchases outlined below in the Capital Expenditures section.

2013 Capital Outlay for Water Division

<u>Description</u>	<u>Amount</u>	
Machinery, Equipment & Software		
New Service Meters	\$50,000	
Hydrant Valves	\$15,000	
Sewage Pump (backup)	\$10,000	
Totalizing Effluent Flow Meter	\$8,000	
Water Loss Audit - Software	\$20,000	
Polymer Feed Pump	\$7,500	
1/2 Ton Pick-up Truck (GVWR 6,000)	\$25,000	
3/4 Ton Pick-up Truck (GVWR 9,000)	\$37,000	
		\$172,500
Water System Maintenance		
Well Fields	\$30,000	
Deep Well #3 - Rehab	\$80,000	
		\$110,000
Water System Improvements		
2.0 Million Gallon Storage Tank	\$2,660,250	
St Gemma Water Main Extension	\$50,000	
Media Filter Rehab / Enhancements	\$1,500,000	
		\$4,210,250
Total Water Division Capital		<u><u>\$4,492,750</u></u>

The City of O'Fallon, Missouri (the City) was incorporated September 12, 1912. The City operates under a Home Rule Charter with a Mayor/City Council/City Administrator form of government and provides the following services as authorized by its bylaws: public safety (police), highways and streets, culture and recreation, public improvements, planning and zoning, and general administrative services.

The general purpose financial statements of the City have been prepared in conformity with Generally Accepted Accounting Principles (GAAP) as applied to government units. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The more significant of the City's accounting policies are described below:

(a) Reporting Entity

The City defines its reporting entity in accordance with the provisions of GASB Statement No. 14, *The Financial Reporting Entity* (GASB 14). GASB 14 requirements for inclusion of component units are based primarily upon whether the City's governing body has any significant amount of financial accountability for potential component units (PCU). The City is financially accountable if it appoints a voting majority of a PCU's governing body and is able to impose its will on that PCU, or there is potential for the PCU to provide specific financial benefits to, or impose specific financial burdens on, the City. Based upon these criteria, the general purpose financial statements include all funds, agencies, boards, commissions, and authorities for which the City is financially accountable.

(b) Fund Accounting

The City uses funds to report its financial position and results of operations. Fund accounting is designed to demonstrate legal compliance and to aid financial management by segregating transactions related to certain government functions or activities.

A fund is a separate accounting entity with a self-balancing set of accounts. Funds are classified into three categories: governmental, proprietary, and fiduciary. Each category, in turn, is divided into separate "fund types."

Governmental Fund Types

Governmental funds are those through which most governmental functions of the City are financed. The acquisition, use, and balances of the City's expendable financial resources and related liabilities are accounted for through governmental funds. The following are the City's governmental fund types:

General

The general fund is used to account for resources traditionally associated with government activities which are not required legally or by sound financial management to be accounted for in another fund.

Special Revenue

Special Revenue funds are used to account for specific revenues (other than major capital projects) that are legally restricted to expenditures for specified purposes.

Debt Service

Debt service funds are used to account for the accumulation of resources for, and the payment of, general long-term debt principal, interest, and related costs.

Capital Project

Capital project funds are used to account for financial resources to be used for the acquisition or construction of major capital facilities other than those financed by proprietary funds.

Enterprise Funds - Proprietary Fund Type

Proprietary funds are used to account for activities similar to those found in the private sector. Enterprise funds are used to account for operations that are financed and operated in a manner similar to private business enterprises - where the intent of the governing body is that the costs (expenses, including depreciation) of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges. The activities of the City's water, sewer, public venue, recreation facility and environmental services operations are accounted for in the enterprise funds.

In reporting the financial activity of its proprietary funds, the City applies all applicable Governmental Accounting Standards Board (GASB) pronouncements, as well as the following pronouncements issued on or before November 30, 1989, unless these pronouncements conflict with or contradict GASB pronouncements: Financial Accounting Standards Board (FASB) Statements and Interpretations, Accounting Principles Board (APB) Opinions and Accounting Research Bulletins (ARBs) of the Committee on Accounting Procedure.

Fiduciary Fund Type - Agency

Agency funds are used to account for assets held by the City in a trustee capacity or as an agent for individuals, private organizations, other governmental units, or other funds. Agency funds are custodial in nature (assets equal liabilities) and do not involve measurement of the results of operations.

(c) Measurement Focus and Basis of Accounting

The accounting and financial reporting treatment applied to a fund is determined by its measurement focus. All governmental fund types are accounted for using a current financial resources measurement focus. With this measurement focus, only current assets and current

liabilities generally are included on the balance sheet. Operating statements of these funds present increases (i.e., revenues and other financing sources) and decreases (i.e., expenditures and other financing uses) in net current assets.

All proprietary funds are accounted for on a flow of economic resources measurement focus. With this measurement focus, all assets and all liabilities associated with the operation of these funds are included on the combined balance sheet. Fund equity (i.e., net total assets) is segregated into contributed capital and retained earnings (deficit) components. Proprietary fund type operating statements present increases (i.e., revenues) and decreases (i.e., expenses) in net total assets.

The *modified accrual basis* of accounting is used by all governmental fund types and agency funds. Under the modified accrual basis of accounting, revenues are recognized when susceptible to accrual (i.e., when they become both measurable and available). “Measurable” means the amount of the transaction can be determined and “available” means collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period. The City considers property taxes as available if they are collected within 60 days after year-end. Expenditures are recognized in the period in which the related fund liability is incurred, if measurable, except for principal and interest on general long-term debt which is recognized when due.

Revenues considered susceptible to accrual are property taxes, sales taxes, gross receipts taxes, interest income, and certain intergovernmental revenues. In applying the susceptible to accrual concept to intergovernmental revenues, the legal and contractual requirements of the individual programs are used as guidelines. There are essentially two types of these revenues. In one, monies must be expended on the specific purpose or projected bases before any amounts will be paid to the City; therefore, these revenues are recognized based upon the expenditures recorded. Intergovernmental revenues received by the City prior to recognition as revenues and related expenditures are classified as deferred revenue. In the other, monies are virtually unrestricted as to purpose of expenditure and are usually revocable only for failure to comply with prescribed compliance requirements. These resources are reflected as revenues at the time of receipt or earlier if they meet the available and measurable criteria.

Licenses and permits, charges for services, fines and forfeitures, and miscellaneous revenues are recorded when received because they are not generally measurable until actually received.

Under the accrual basis of accounting used by the proprietary fund type, revenues are recognized when earned and expenses are recognized when incurred. Within the City’s water, sewer and environmental services funds, an estimated amount has been recorded for services rendered but not yet billed as of the close of the fiscal year. The receivable was arrived at by taking the subsequent cycle billings and prorating the amount of days applicable to the current fiscal year.

(d) Fund Equity

Contributed Capital

Contributed capital in the enterprise funds consists primarily of that portion of property, plant and equipment which was financed through the receipt of federal and state grant revenues. Contributed capital also consists of contributions from developers.

Retained Earnings

Retained earnings of the enterprise funds consist of the results of operation that are available to finance future activities.

Fund Balances - Reserved

Reserved fund balances in the governmental fund types consist of reserves for advances to other funds, encumbrances, future capital projects, debt service, prepaid assets and street improvements.

Fund Balances - Unreserved

Unreserved fund balances in the governmental fund types are the residual of the City's assets less liabilities and reservations.

(e) Budgetary Data

The City Council follows the procedures outlined below in establishing the budgetary data reflected in the general purpose financial statements:

1. Prior to December 31, the City Council appropriates, by ordinance, the annual operating budget for the fiscal year beginning the following January 1. The operating budget includes proposed revenues and expenditures for the General Fund, Special Revenue Funds, and Debt Service Fund; the City Council also adopts, as a management control device only, a budget for the Enterprise Funds. Budgetary control is achieved at the fund level.

The City's budgetary process is based upon accounting for certain transactions on a basis other than Generally Accepted Accounting Principles (GAAP). To provide a meaningful comparison of actual results with the budget, the actual results of operations are presented in the combined statement of revenues, expenditures and changes in fund balances - budget and actual - all governmental fund types, in accordance with the budget basis of accounting. The major differences between the budget and GAAP bases of accounting are that encumbrances are recorded when encumbered (budget) as opposed to when the obligation is incurred (GAAP).

2. The City Administrator may authorize budget transfers for unexpected budget balances within each fund. The City Administrator may not transfer monies between funds or allow expenditures in excess of the adopted budget.

3. The City Council may, by ordinance, make supplemental appropriations for revenues in excess of original budget estimates or reduce appropriations should revenues and available reserves be insufficient to meet the amount appropriated.

The City's budget for the governmental fund types is prepared under the modified accrual basis of accounting.

The City sets the maximum level of expenditures at the amount authorized when the budget ordinance is passed. Expenditures may not legally exceed budget appropriations at the fund level.

State statutes prohibit deficit budgeting by requiring that estimated expenditures for the period do not exceed estimated revenues for the period plus unencumbered budget basis fund balances at the beginning of the period.

(f) Encumbrances

Encumbrance accounting, under which purchase orders, contracts and other commitments for the expenditure of funds are recorded in order to reserve the portion of the applicable appropriation, is employed in the governmental fund types. At the end of each budget period, unencumbered and unexpended appropriations lapse. Appropriations in the governmental fund type are charged for encumbrances when commitments are made. Fund balances are reserved for outstanding encumbrances, which serve as authorization for expenditures in the subsequent year. Encumbrances outstanding at the year-end do not constitute expenditures or liabilities for GAAP financial statement purposes.

(g) Inventories

Purchases of materials and supplies in the governmental and proprietary fund types are charged to expenditures/expenses when purchased; except for minimal inventory of daily operating supplies purchased by the City's Office Center for subsequent purchases by the City departments. Amounts of inventories in such funds are not material.

(h) Capital Assets and Depreciation

Capital assets, which include property, plant, equipment and certain infrastructure assets (e.g., roads, bridges, sidewalks, and similar items), are reported in the applicable governmental or business-type activities columns in the government-wide financial statements in the Comprehensive Annual Financial Report. Capital assets are defined as assets with an initial, individual cost of \$5,000 or more for general capital assets and \$25,000 or more for infrastructure, and an estimated useful life in excess of two years. Such assets are recorded at historical cost if purchased or constructed. Donated capital assets are recorded at estimated fair value at the date of donation.

The costs of normal maintenance and repairs that do not enhance functionality or materially extend the life of an asset are not capitalized.

Capital assets are depreciated using the straight-line method over the following estimated useful lives:

	<u>Years</u>
Buildings	35-45
Structures and improvements	30-45
Water and Sewer lines	30-50
Streets, bridges and sidewalks	30-50
Furniture and other equipment	5
Vehicles	5
Computer equipment	3-5
Software	3-5
Land improvements	30-45

(i) Compensated Absences

City employees earn vacation based on length of service. Vacations accrue on the anniversary date of employment and must be taken within one year. Upon termination, employees are paid for unused vacation. Accrued vacation pay is recorded as earned in the governmental fund as it is expected to be paid with available expendable resources. Employees may accumulate up to 480 hours of sick leave at a rate of eight hours per month. Employees who accumulate more than 480 hours shall thereafter be paid for 75% of unused sick leave beyond the 480 hours at their regular hourly rate at the end of the year if funds are appropriated by City Council.

(j) Due to Other Governmental Entities

Due to other governmental entities represents debt service reserve deposits under the State Revolving Fund Program which serve as additional security for the Water Pollution Control Revenue Bonds.

(k) Bond Discount and Deferred Charges

Bond discount on revenue bonds is recorded as a reduction of the debt obligation. Bond and capital lease obligation issue costs are recorded as a deferred charge. Such amounts are amortized on the straight-line method over the term of the related revenue bond or capital lease obligation.

(l) Interfund Transfers

The City has the following types of transactions among funds:

Reimbursements

Reimbursement of expenditures made by one fund for another are recorded as expenditures in the reimbursing fund and as a reduction of expenditures in the reimbursed fund.

Quasi-External Transactions

Charges or collections for services rendered by one fund for another are recognized as revenues of the recipient fund and expenditures or expenses of the disbursing fund. These transactions are recorded as quasi-external transactions because they would be treated as revenues and expenditures or expenses if they involved organizations external to the City.

Residual Equity Transfers

The transfer of a fund's equity to another fund in order to permanently close a fund to future activity.

(m) Statement of Cash Flows

For purposes of the statement of cash flows, the proprietary fund type considers all highly liquid investments (including restricted assets) with a maturity of three months or less when purchased to be cash equivalents.

2013 Budget Ordinance

BILL NO. 6228

ORDINANCE NO. 5832

Sponsored by: Mayor Hennessy

AN ORDINANCE APPROVING THE 2013 BUDGET FOR THE PERIOD OF JANUARY 1, 2013, THROUGH DECEMBER 31, 2013, FOR THE CITY OF O'FALLON, MISSOURI, AND PROVIDING FOR THE APPROVAL OF EXPENDITURES MADE PURSUANT TO SAID BUDGET.

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF O'FALLON, STATE OF MISSOURI, AS FOLLOWS:

Section 1.

The form of budget marked Appendix "A" and retained in the Finance Department is hereby approved as the budget for the City of O'Fallon beginning January 1, 2013 and ending December 31, 2013.

Section 2.

The expenditures provided in the form of budget marked Appendix "A" are hereby approved subject to the provisions of the laws of the State of Missouri and of the City of O'Fallon, and such expenditures are authorized provided compliance with all applicable State Laws and City Ordinances first occurs.

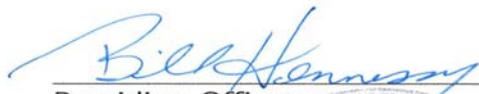
Section 3.

This Ordinance shall be in full force and effect from and after its passage and approval by the Mayor as provided by law.

First Reading: **NOVEMBER 8, 2012**

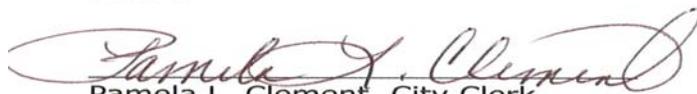
Second Reading: **DECEMBER 13, 2012**

PASSED BY THE CITY COUNCIL FOR THE CITY OF O'FALLON, MISSOURI, THIS 13TH DAY OF DECEMBER, 2012.



Presiding Officer

Attest:


Pamela L. Clement, City Clerk





Glossary of Terms

ACO	Animal Control Officer
Adopted Budget	The budget approved by the Mayor and City Council and enacted by budget appropriation ordinance, on or before December 31 of each year.
Appropriation	An authorization made by the Mayor and City Council which permits the City administrative staff to incur obligations against and to make expenditures of governmental resources. Appropriations are usually made for fixed amounts and unencumbered amounts lapse at year-end.
Assessed Value	The estimate of fair market value assigned to property by an appraiser or tax assessor.
Balanced Budget	The principle of financing current expenditures with current revenues and the accumulated unrestricted fund balance.
Bond	A written promise to pay a specified sum of money, called the face value or principal amount, at a specified date or dates in the future, called the maturity date(s), together with periodic interest at a specified rate.
Budget Ordinance	The official enactment by the Mayor and City Council establishing the legal authority for City administrative staff to obligate and expend funds.
Budget	A plan of financial operation comprised of an estimate of proposed expenditures for a fiscal year and the proposed means of financing those expenditures (revenue estimates).
Budget Calendar	The schedule of key dates or milestones which the City follows in the Calendar preparation and adoption of the budget.
Budget Document	The official written statement prepared by the City's staff, which presents the proposed budget to the Mayor and City Council.
Capital Outlay (<i>Capital Expenditure</i>)	The purchase of items of significant value and having a useful life of several years, also referred to as capital assets.
CAFR	Comprehensive Annual Financial Report.
CDBG	Community Development Block Grant.

CLIP	City Landscaping Identity Program.
Capital Projects	Projects established to account for the cost of capital improvements. Typically, a capital project encompasses a purchase of land and/or the construction of or improvements to a building or infrastructure.
Cash Basis	The basis of accounting under which revenues are recorded when received in cash and expenditures are recorded when cash is disbursed.
Contingency Fund	A budgetary reserve set-aside for emergencies or unforeseen expenditures not otherwise budgeted for.
Crossover Debt	A debt refunding that is not immediately eliminated at the time the new debt is issued but will be upon future callable date.
DARE	Drug Awareness Resistance Education
Debt	A liability resulting from the borrowing of money or from the purchase of goods and services. Debts of governmental units include bonds, time warrants, notes, and floating debt.
Debt Service	Payment of interest and principal on City debt.
Department	A management unit of closely associated City activities headed by a Director or Chief. Each department may have several divisions.
Direct Debt	The sum total of bonded debt issued by the City.
Enterprise Fund	A type of proprietary fund used to account for the financing of goods or services to the general public where all or most of the operating expenses involved are recovered in the form of user charges. Included in this category are the Water, Sewer, Public Venue, Renaud Spirit Center and Environmental Services Funds.
Encumbrance	A recorded expenditure commitment representing a contract to purchase goods or services. If an item is encumbered at year-end, additional appropriation authority is required to make the expenditures.
Expenditures	The cost of goods received or services rendered whether

payments for such goods and services have been made or not.

FASB	Financial Accounting Standards Board.
Fiscal Year	(FY) An accounting period extending from January 1 to the following December 31 for the City of O'Fallon, MO.
Fund	A fiscal entity with a self-balancing set of accounts used to account for an activity(s) with common objectives.
Fund Balance	(FB) The cumulative excess of revenues over expenditures in a fund at a point in time. With certain limitations, fund balance may be used to balance the subsequent year's budget.
GASB	Governmental Accounting Standards Board.
GFOA	Government Finance Officers Association.
General Fund	The principal fund operating the city which accounts for most of the financial resources of the government. General Fund revenues include taxes; intergovernmental revenues; licenses, fees and other revenues; transfers; and interest. This fund usually includes most of the basic operating services, such as administration, engineering, finance, legal, municipal court, parks, and police.
General Government	The general government term has been used to account for administration, finance, legal, municipal court and other administrative services.
General Obligation Bonds	When a government pledges its full faith and credit and unlimited taxing power to repayment of the bonds it issues, then those bonds are General Obligation (GO) Bonds. A GO Bond is typically used for long-term financing of capital projects and represents a written promise to pay to the bond purchaser a specified sum of money at a specified future date along with a periodic interest paid at a specified interest percentage.
Goal	The underlying reason(s) for the provision of essential City services.
Grant	A contribution by a government or other organization to support a particular function. Grants may be classified as either categorical or block, depending upon the amount of discretion allowed the grantee.

IACP	International Association Chief of Police
Interfund Transfers	Amounts transferred from one fund to another.
Intergovernmental Revenue	Revenue received from another government for general purposes or a special purpose.
Lease Purchase	The right of use of property by virtue of a lease, usually for a specified term of years, for which consideration is paid.
Levy	See Tax Levy.
Line Item Budget	A budget summarizing the detail categories of expenditure for goods and services the City intends to purchase during the fiscal year.
MoDOT	Missouri Department of Transportation.
Modified Accrual Basis	Under the modified accrual basis of accounting, recommended for use by governmental funds, revenues are recognized in the period in which they become available and measurable, and expenditures are recognized at the time a liability is incurred pursuant to appropriation authority.
Moody's Investor Services, Inc.	A nationally recognized bond rating agency. The City of O'Fallon's GO debt rating is Aa3.
Net Income	A term used in accounting for governmental enterprises to designate the excess of total revenues over total expenses for an accounting period.
Net Profit	See Net Income.
Net Revenue	See Net Income.
Objective	A measurable statement of the actual results which a City activity expects to achieve in support of a stated goal.
Ordinance	A formal legislative enactment by the Mayor and City Council. If it is not in conflict with any higher form of law, such as a state statute or constitutional provision, it has the full force and effect of law within the boundaries of the municipality to which it applies.
Overlapping Debt	The proportionate share of the debts of local governmental

units located wholly or in part within the limits of the reporting government that must be borne by property within each governmental unit.

PCI	Pavement Condition Index
Pay-as-You-Go-Basis	A term used to describe the financial policy of a governmental unit that finances all of its capital outlays from current revenues rather than by borrowing. A governmental unit that pays for some improvement from current revenues and others by borrowing is said to be on a partial or modified pay-as-you-go basis.
Purchase Order	A written legal document stating or confirming an offer to buy goods or services, which upon acceptance by a vendor becomes a contract. Its main function is to expedite, document, and control buying by the City.
Recommended Budget	The budget proposed by the City Administrator to the Mayor and City Council for adoption.
Reserves	An account used to indicate that a portion of a fund's balance is legally restricted for a specific purpose and is, therefore, not available for general appropriation.
Retained Earnings	(RE) The accumulated earnings of an Enterprise Fund that have been retained in the fund and that are not reserved for any specific purpose.
Revenue	A term used to represent actual or expected income to a specific fund.
Revenue Bonds	Bonds whose principal and interest are payable exclusively from earnings of a public enterprise. In addition to a pledge of revenues, such bonds sometime contain a mortgage on the enterprise's property and are then known as mortgage revenue bonds.
Risk Management	An organized attempt to protect a government's assets against accidental loss in the most economical method.
RSC	Renaud Spirit Center
Standards & Poor's Corporation	A nationally recognized rating agency. The City's current debt rating with Standards & Poor's is AA stable.

SRIF	Street and Road Improvement Fund
Tax Levy	The total amount of tax that optimally should be collected based on tax rates and assessed values of personal and real properties.
Tax Rate	The level at which taxes are levied. The tax rate must be adopted prior to October 1 st of each year.
Transmittal Letter	A general discussion of the budget presented to the Citizens, Mayor and City Council by the City Administrator as a part of the budget document. The transmittal letter explains principal budget issues against the background of financial experience in recent years and presents recommendations made by the City Administrator.
TYTIP	The St. Charles County Road Board's ten-year transportation improvement plan.
Unencumbered Fund Balance	The amount of an appropriation that is neither expended nor encumbered. It is essentially the amount of money still available for future purchases.
WTP	Water Treatment Plant
WWTP	Waste Water Treatment Plant
Working Capital	A term used in accounting designated to identify the value of current assets less current liabilities (i.e. cash less obligations).





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