



City of O'Fallon, Missouri

2014 Annual Budget





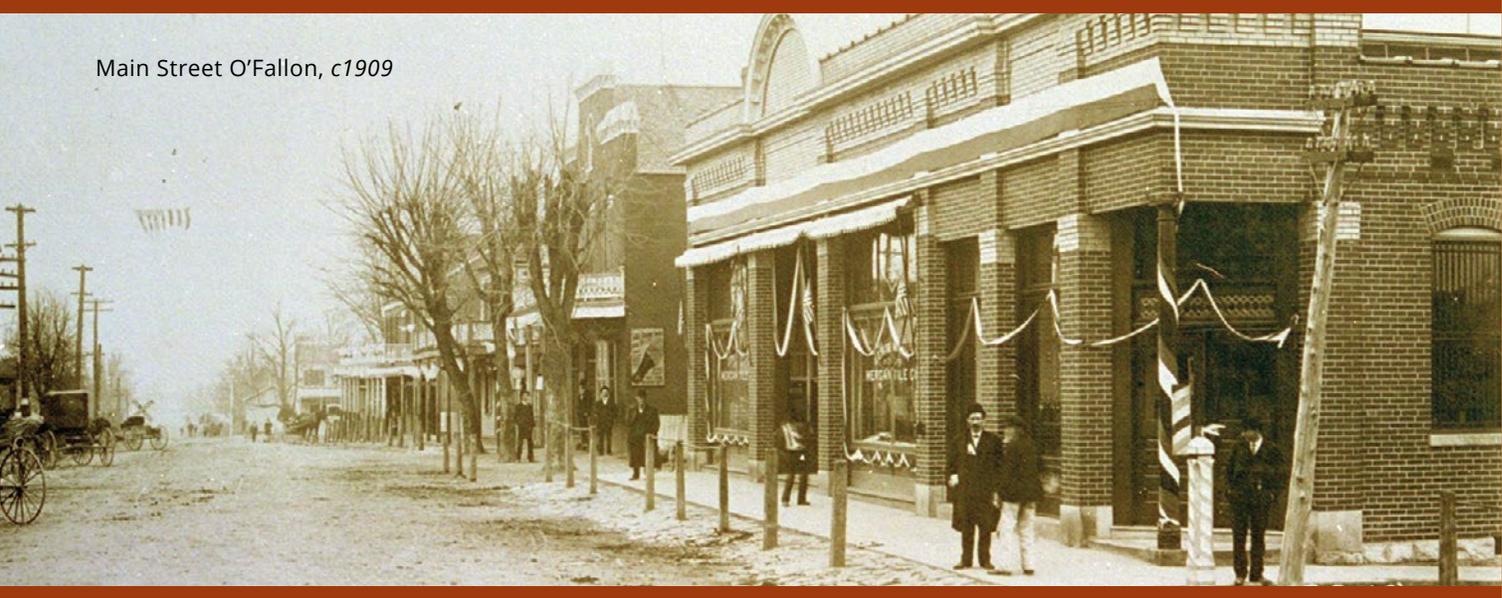
- GFOA Budget Award
- Organizational Values Statement
- How to Use This Document
- Mayor's Transmittal Letter
- City Officials
- Organization Chart
- City Administrator's Transmittal Letter
- Policy Agenda
- Financial Policies Summarized

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.

Main Street O'Fallon, c1909





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
 2014 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

BUDGET SUMMARIES

Budget Summaries 57
 General Fund Budget Summary and
 Projections 62
 General Fund Reserves 66
 Debt Service Fund Budget 67
 Special Revenue Funds Budget Summary
 and Projections..... 68
 Enterprise Funds Budget Summary
 and Projections..... 70
 Capital Projects Budget Summary 72
 Personnel Summarized 73

GENERAL FUND

Administration Group 79
 Administration..... 81
 Citizen’s First (dissolved) 86
 Legal 87
 Administrative Services Department 89
 Facilities Maintenance 91
 Fleet Maintenance 94
 Human Resources 97
 Information Systems 100
 Safety & Risk Management (dissolved) . 103
 Volunteer Services 105
 Communications Department 109
 Communications 111

Public Relations..... 115
 Economic Development Department 119
 Finance Department 125
 Finance 127
 Municipal Court 131
 Parks & Recreational Department 135
 Landscape..... 137
 Tourism & Festivals 141
 Planning & Development Department 145
 Administration (dissolved) 147
 Building & Code Enforcement 148
 Planning & GIS 151
 Police Department 155
 Public Works Department..... 163
 Engineering (fka:Construction Insp) 165
 Engineering (merged into Const Insp).... 169
 Project Management..... 170

DEBT OBLIGATIONS

Debt Obligations 177
 Debt Management 177
 Debt Policy..... 180
 Long Term Debt Outstanding 182
 Debt Service Fund Budget 190

SPECIAL REVENUE FUNDS

Community Development Block Grant Fund
 (CDBG Fund) 193
 Inmate Security Fund 194
 Police Training Fund 195
 Parks & Recreation Fund 195
 Recreation Fund (also see p 206)..... 196
 Sewer Lateral Insurance Fund..... 198
 Storm Water Fund 199
 Street & Road Impr Fund (also see p. 221)203
 Transient Guest Tax Fund 204
 Waterbury Storm Water CID Fund 205

CAPITAL IMPROVEMENTS PRGM 233

ENTERPRISE FUNDS & OTHER

Environmental Services Fund..... 261
 Public Venue Fund 265
 Renaud Spirit Center Fund 269
 Sewer Fund 277
 Water Fund..... 282
 Significant Accounting Policies
 (including Fund Accounting) 287
 2014 Budget Ordinance 293
 Glossary of Terms 295

City of O’Fallon, Missouri Community Profile 2014

Founded	1856
Date of Incorporation	1912
Form of Government	Home Rule Charter Mayor – City Council – City Administrator
2013 Estimated Population	83,377
Estimated Housing	27,899*
Land Area	29.47 square miles
Miles of Streets	301.04 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	
2013 Estimate	\$74,172**

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.

**This figure is from ESRI via the County Library.



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**City of O'Fallon
Missouri**

For the Fiscal Year Beginning

January 1, 2013

A handwritten signature in cursive script, reading "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, 2013. 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 2014 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
2013-2014 STRATEGIC PLAN
(adopted by Resolution)

I. Focus on Infrastructure

A. Streets (maintenance and improvements)

1. Continue concrete slab replacement (with \$1 million set aside for work to be performed by a contractor), preventive maintenance crack seal program, street creep program and traffic calming.
2. Work with MoDOT and funding agencies, such as St. Charles County, on future of I-70.
3. Work with MoDOT on Highway P safety issues, including possibility of traffic lights.
4. Continue to follow traffic management policy for new subdivision streets to place renewed emphasis on collectors/arterials.
5. Explore options for Highway K streetscape improvements to possibly include such things as LED street lights, sitting areas and public art.
6. Continue with efforts to fund and construct CLIP improvements including way finding signs, LED street and block number signs.
7. Reconsider ROW mowing policy.
8. Reconsider decision which removed some streetlights.

B. Storm water / Water & Sewer

1. Fund an additional Storm water position to complete second work crew and expedite projects.
2. Complete the construction of storm water projects designed in 2013 and initiate design of projects to be completed in the following year.
3. Develop a long-range plan with cost estimates to proactively complete upgrades to the aging water / sewer systems to address problems before they occur.

II. Building / Facility Plans

A. Justice Center, Civic Park and O'Day Park

1. Finalize conceptual plans.
2. Work with Bond Counsel / Financial Advisor to finalize financial details and ballot structuring for April 2014 election.
3. Educate the public on the proposed ballot issues.

B. Krekel House

1. Fund and complete some structural improvements to preserve building integrity.
 2. Continue planning process for future uses and further explore possibilities of private partnerships for reuse.
 3. Conduct further research on donation and grant opportunities for restoration.
- C. Other Building / Facility Projects
1. Continue with the upgrades contained in the Westhoff Park Plan.
 2. Continue to explore options for additional recreation facilities / events in the south end of town.
 3. Complete safety audits of all City facilities.
 4. Identify and recognize a minimum of ten historic structures within the City.

III. Economic Development

- A. Update Comprehensive Plan.
- B. Fund and develop plan with stakeholder involvement for Main Street revitalization to include consideration of public infrastructure improvements and special districts / incentive programs for redevelopment or new development of vacant properties.
- C. Aggressively pursue development opportunities along Page Avenue extension.
- D. Improve business retention and expansion coverage and include City Councilmembers in the business retention efforts.
- E. Form an Economic Development Advisory Committee.
- F. Build on the “Open in the ‘O’” Program by continuing to streamline development processes including licensing, permitting, plan review and inspections.
- G. Formalize incentive policy to attract targeted businesses such as research and development, and explore grant opportunities for economic development.
- H. Actively market O’Fallon and its unique offerings.

IV. Leverage New Technologies

- A. Continue to explore GPS for the City’s fleet.
- B. Fully implement fleet software to track vehicle costs (gas, parts, labor, etc.), and finalize equipment replacement plan (including annual budgetary impact) for all rolling stock.
- C. Investigate potential for alternative fuel vehicles, including a compressed natural gas station.
- D. Continue to replace outdated light fixtures with more energy efficient LED fixtures and bulbs.
- E. Automate personnel action form, purchasing approvals, travel requests and other internal document processes to improve efficiency.
- F. Complete “paperless” conversion for all Board / Committee / Commission meetings.
- G. Explore automated processes to respond to all applicants for positions to keep them updated on their status.

- H. Continue implementation of new GovQA applications, including code enforcement, to make more mobile.
 - I. Implement enhancements to the City's process for the public to access Ordinance, Resolutions, etc.
- V. Public Safety
- A. Fund and hire additional Police Officers for increased neighborhood patrols and traffic enforcement.
 - B. Refine Park Ranger concept for future consideration in preparation for O'Day Park development.
 - C. Create more pedestrian-friendly areas throughout the City, including continuation of ADA improvements and completion of sidewalks / walking paths that currently go nowhere.
- VI. Operational / Employee Issues
- A. Define core services of the City government.
 - B. Increase revenue streams and look for operational efficiencies to grow the City's resources.
 - C. Explore opportunities to further develop team spirit through such things as offering O'Fallon items and additional employee events.
 - D. Increase training opportunities for City employees, including on Six Sigma.
 - E. Become self-funded in Workers' Compensation Insurance.
 - F. Reduce employee vehicle accidents by 10% from 2012/2013 to 2013/2014.
 - G. Revise / update the Employee Handbook.



The Fiscal Year 2014 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 2014 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 2012 (future versions will be approved by the City Administrator).

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 2014 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 2014 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 2014 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



January 2014

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

Setting the table for a new era of growth, 2013 was a year of investment, development and strengthening of our City's services, business environment, safety and quality of life.

In our Public Works Department, we continued our investment in City streets and made significant improvements to many of our major intersections along the Mexico, Laura Hill and Bryan Road corridors.

The Street Division and the City Council also invested more than \$2 million to upgrade our subdivision streets through the asphalt, concrete and crack seal programs. And, the City partnered with the Missouri Department of Transportation to continue bringing the new Highway 364 through O'Fallon. Thanks to these efforts, we will have a new highway in the heart of our City by the end of this year, providing much better access to many of our businesses along with opportunities for economic development.

Business growth in the City continued last year with nearly 100 new businesses opening their doors in O'Fallon. In addition, we saw increases in our retail, office and industrial occupancy rates, and we added nearly 500 new jobs within the City limits. Also in 2013, our Economic Development Department worked with many of our business leaders to develop a Strategic Plan for our City's business future. The plan will help shape our business attraction and retention efforts, and it will help ensure that O'Fallon remains open for business.

A huge part of being a great place to live and do business is making sure residents feel safe throughout their community. Thanks to the brave men and women of the O'Fallon Police Department, O'Fallon was reaffirmed as one of the safest cities in the entire country by *CQ Press*. And, our Police Department received the highest marks of any City Department in our recent citizen survey. Our residents know that the men and women of the O'Fallon Police Department are out there protecting them 24 hours a day, and we are all truly grateful.

Our Parks and Recreation Department continues to keep O'Fallon's parks among the best in the region. We continue to see more and more residents take advantage of the incredible facilities in each of our parks. The success of several new events like Cabin Fever Daze and Food Truck Frenzy brought hundreds of people – from both in and around O'Fallon – into our parks.

O'Fallon's Environmental Services staff continues to provide our residents with the area's most complete residential trash and recycling service at the lowest rate in the county. And, our Water and Sewer Divisions focused on upgrading its infrastructure in 2013.

Our Volunteer Services Division once again managed more than 200 volunteers who provided more than 20,000 hours of service to our City. The level of volunteerism in our City is one that can't be matched anywhere in St. Charles County.

Behind the scenes, our Information Technology Division and Communications Department significantly improved our City's technological infrastructure by upgrading the City's servers, bandwidth and websites. In Finance, our staff was again nationally recognized for their efforts in creating a balanced budget in an open and transparent manner.

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

Thank you for your continued support and participation.

Warmest regards,



Bill Hennessy
Mayor



**City of O’Fallon
City Officials**

Mayor

William Hennessy (2017*)

City Council

Ward 1

Bill Gardner (2014*)

Rick Lucas (2016*)

Ward 3

John Haman (2014*)

Richard Battelle (2016*)

Ward 5

Mike Pheney (2014*)

OPEN (2016*)

Ward 2

Rose Mack, President Pro Tem (2014*)

Jim Pepper (2016*)

Ward 4

Bob Howell, (2014*)

Jeff Schwentker (2016*)

City Administrator

Bonnie L. Therrien

City Attorney

Kevin O’Keefe

City Judge

Larry Nesslage

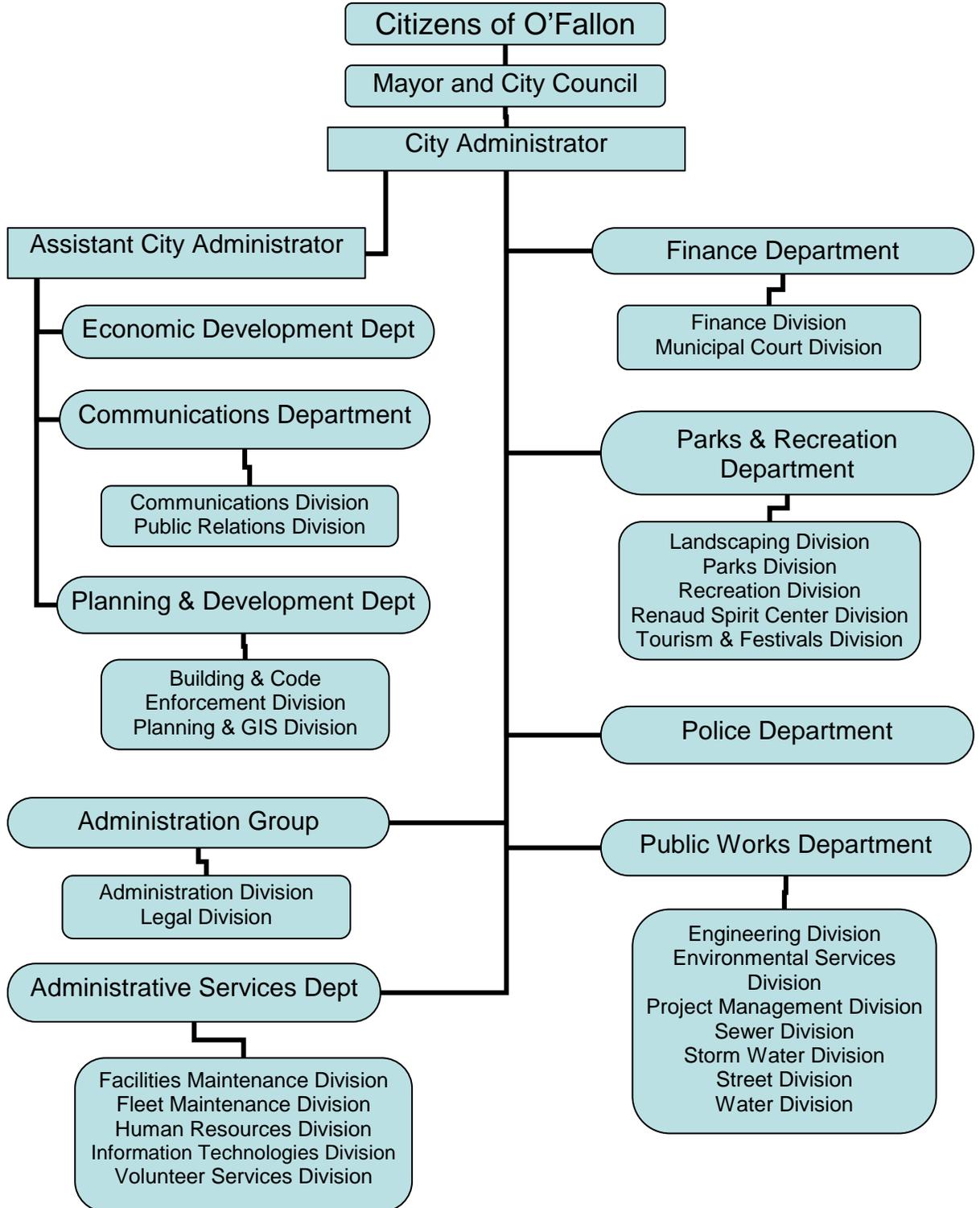
Finance Director

Vicki M. Boschert, CPA

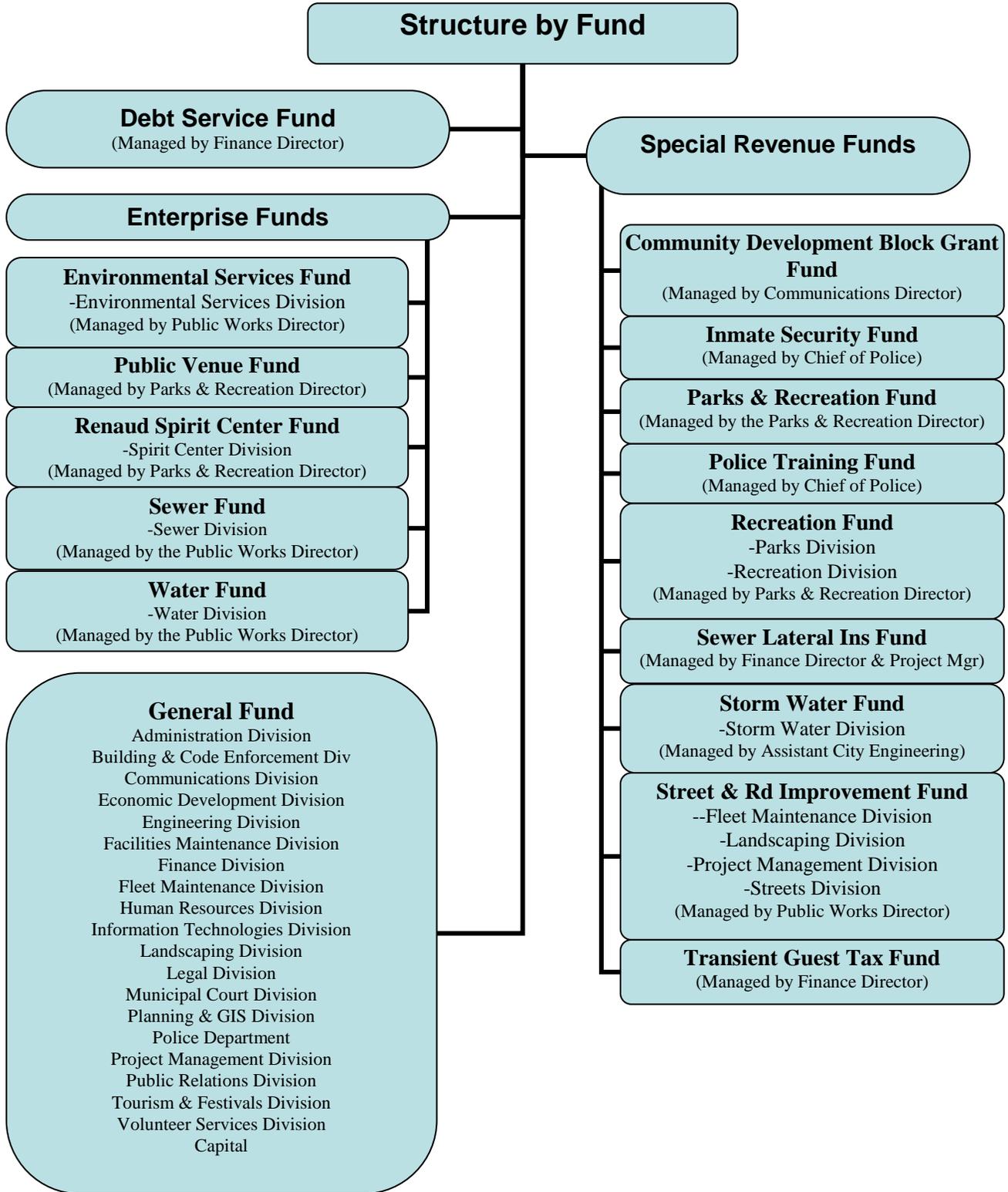
Assistant City Administrator..... Lenore Toser-Aldaz
City Clerk..... Pam Clement
Public Works Director Steve Bender
Planning & Development Director David Woods
Chief of Police Roy J. Joachimstaler
Administrative Services Director..... John Griesenauer
Parks and Recreation Director Cindy Springer
Economic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

* Denotes term expiration, all terms expire in April.

**City of O'Fallon, Missouri
Citywide Organizational Chart
2014 Budget**



**City of O'Fallon, Missouri
Fund Type Chart
2014 Budget**







January 2, 2014

TO: Honorable Mayor Bill Hennessy
The City Council
The Citizens of the City of O'Fallon, Missouri

I am pleased to present the adopted annual budget document of the City of O'Fallon, Missouri, for the fiscal year beginning January 1, 2014. This budget includes anticipated revenues and expenses for all City of O'Fallon funds.

This financial summary 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 well as the established policies and procedures that govern the City's finances, including maintaining a balanced budget for the City.

2014 Priorities and Issues

The budget was prepared with guidance given by the Mayor and City Council during the strategic planning session, as well as the City's commitment to maintaining O'Fallon as one of this country's best places to live and safest cities. In addition, we were guided by a philosophy of maintaining a steady property tax rate and building up fund balances which had dropped in recent years. These priorities are especially important as the City prepares to ask voters to consider increasing tax revenues and issuing bonds for the construction of a new Justice Center, the development of O'Day Park and renovations to Civic Park.

You will find the highlights of this year's budget and the projects approved by the City Council in the following sections. We believe this adopted budget addresses the needs of O'Fallon's residents, the priorities set forth by the Council, and appropriately accounts for a still recovering economic environment.

REVENUES

Revenues for the 2014 Budget total \$71,805,142. These anticipated revenues were calculated based on careful consideration of our City's economic conditions and the recovering yet unstable economic outlook that hangs over our entire nation.

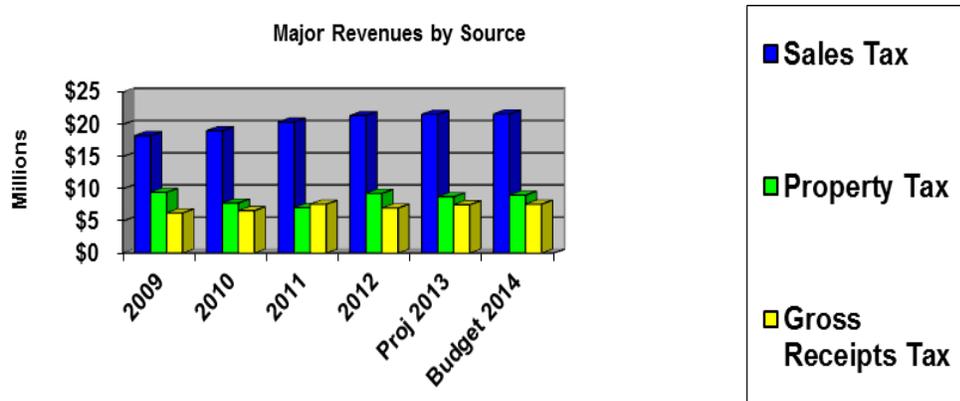
Locally, the continued slow, but steady, residential and business growth rates provide us with a solid financial base; however, current national economic conditions, the fact that, to date, 2013 sales tax revenues are running slightly behind projections and the increased shopping options in surrounding areas outside the City limits also were considered. Combined, these factors led us to project only a .25% increase in 2014 sales tax revenues.

In the General Fund, property taxes and sales taxes are the City’s largest revenue sources. The 2014 budget is based on the City continuing its property tax rate of \$0.5512 per \$100.00 assessed valuation. This rate is made up of \$0.3562 General Fund and \$0.1950 Debt Service Fund. 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. The projections are based on not adjusting any fees at this time and assuming that the collection of these user fees continues at its current rate.

Staff recognizes that in 2014, the City will need to go to voters and ask for a property tax increase in order to continue our facility planning process and ultimately construct a new Justice Center and Civic Hall and complete the proposed O’Day Park on Highway DD. With that factor in mind, it was essential that the City’s property tax rate remain flat for the initial 2014 Budget, which demonstrates our conservative fiscal approach and does not include any expenses that would rely on a tax increase in order to fund them.

Recreation Fund revenues, which are primarily sales tax and program fees, are expected to be \$4,810,134. Furthermore, the 2014 Stormwater Fund, which shares sales tax revenues with the Recreation Fund, will see an increase in funding. Reflecting the priorities expressed in our Strategic Planning process, 34.96 percent of the City’s half-cent Parks and Stormwater sales tax revenues will be allocated to the Stormwater Fund. This increased revenue totaling \$1,819,732 will be utilized to address Stormwater projects throughout the City.

Revenues for other funds include the Enterprise Funds (sales and services), Special Revenue Funds (sales tax, and various fees), and the Debt Service Fund (property tax) can be found in the appropriate section of this 2014 Budget book.



Annual % Change	Actual 2009	Actual 2010	Actual 2011	Actual 2012	Proj. 2013	Budget 2014	Future Yrs.
Sales Tax	17.97%	4.16%	7.07%	5.01%	.89%	.25%	1%
Property Tax	(5.44%)	(7.79%)	(9.27%)	31.52%	(5.74%)	2.97%	1 - 2%
Gross Receipt Tax	(21.95%)	5.59%	15.11%	7.82%	7.42%	1.17%	1 - 1.5%

In order to meet the standards set forth by the Government Finance Officers Association, the various bond agencies which evaluate the City’s financial health and the City’s own policies, the City of O’Fallon has established a tradition of conservative and responsible financial management. Keeping with this philosophy, the General Fund unreserved fund balance will continue to exceed 40 percent in 2014.

This demonstrates prudent financial management by protecting the City against temporary revenue shortfalls, economic downturns, weather-related disasters or unexpected major expenses. It also allows the City the financial freedom to capitalize on unanticipated opportunities which may present themselves in the coming years. Additionally, the City will make it a priority to address various funds that have seen their reserves decrease in recent years due to the City Council addressing new infrastructure needs caused by the City’s rapid growth.

EXPENDITURES

In recent years, the reserves of certain funds, most notably the Street and Road Improvement Fund and the Public Venue Fund, have been tapped to address specific capital needs. This year’s budget addresses our City’s goal of rebuilding fund balances. Additionally, recognizing the priorities brought forth by the City Council in the strategic planning meeting, Staff designed a budget that allows the City to specifically address many of the Council’s priorities.

Maintaining a professional, effective and efficient City staff is a key component in ensuring that the City can meet the needs of residents both now and in the future. To that end, the budget includes funding for merit increases for deserving staff, funding for competitive benefit packages for all full-time employees and increased funding for training programs designed to ensure City employees remain at the top of their fields. One notable addition to the training budget this year is \$3,000 to allow the City’s Leadership Team to begin the process of obtaining Six Sigma Certification, which will help ensure that Departments are run as efficiently as possible.

In 2014, the City’s health insurance costs will increase approximately 5 percent. This is primarily due to an anticipated trend of 10% in medical costs and approximately \$65,000 in additional costs as a result of the Patient Protection and Affordable Care Act. The City is sharing this increase with the employees with each picking up 50 percent of the increase. For the City, the increase adds approximately \$122,000 to the health benefit expenditures; however, the actual health plans did not change. The City’s Human Resources Department already has begun the process of exploring cost savings measures such as modifications in plan design and enhanced wellness efforts, which may prevent substantial increases in future years.

The Budget also calls for the addition of a new Human Resources Generalist who will be responsible for recruiting for open positions, helping employees with benefit issues and benefits administration.

In the Street and Road Improvement Fund, Staff has allocated \$2.4 million to continue the concrete slab repair, asphalt repair and crack seal programs. These programs address one of the City Council’s top goals of maintaining O’Fallon’s infrastructure for generations to come. Additionally, more than \$2.3 million in grant funds will assist the City with infrastructure projects, most notably improvements to Elaine Drive, the resurfacing of Woodlawn Avenue and Civic Park Drive, concrete slab repairs along Bryan Road, and improvements to intersections at Highway K and Waterford Crossing and Sommers Road and Highway N.

Other infrastructure enhancements are addressed through the Water and Sewer Funds. The City’s continued investment in these assets already has resulted in a significant increase in capacity in both areas, and this year’s budget will continue with the construction of the 2.0 million gallon storage tank and the media filter replacements.

Public Safety is consistently cited by residents and elected officials as a top priority, and the proposed General Fund budget includes numerous expenditures – both regular and capital – to address this area, with \$13,363,984 included in the Public Safety Budget. The 2014 Budget calls for the hiring of three (3) new Police Officers to continue efforts to grow the Department, expand police patrols and assist in traffic enforcement. Additionally, the budget calls for the hiring of a Warrant Officer in our Municipal Court, who will assist Dispatch Staff by assuming responsibility for inputting all warrants. The budget also proposes the hiring of an Administrative Secretary to assist the Department’s Budget/Procurement Officer with administrative duties.

Other Public Safety expenditures include the replacement of six (6) police vehicles, the continuation of our Siren Replacement Program, which upgrades the City’s emergency notification system, and the purchase of equipment required to tie into a new regional communications system that will allow our officers to better communicate with their counterparts in nearby cities and St. Charles County. Additionally, the Budget includes funding for the purchase of two new speed trailers to help address our residents’ concerns related to speeding in our subdivisions.

Other General Fund expenditures include an increased focus on Economic Development as the City continues to complete the recommendations of the new Economic Development Strategic Plan, which was approved by the Council in 2013. The Budget calls for the addition of a new Development Coordinator position, which will allow the Department to expand the popular “Open in the ‘O” program and help streamline City processes in order to expedite development opportunities. Additionally, this position will assist in attracting research and development projects and exploring potential grant funding opportunities.

The Economic Development Budget also includes \$20,000 to fund the development of a plan for the future of O’Fallon’s Main Street in Downtown. The development of this plan will include all stakeholders from the beginning, and it is a key component to preserving and enhancing this important historic area for years to come.

The City’s Citywide Landscape Improvement Plan (CLIP) also supports the City’s Economic Development efforts. This year’s budget includes \$240,000 to help bring CLIP to all areas of the City with the installation of wayfinding and other enhanced signage. These priorities are consistently cited by businesses as necessary to increase business visibility and improve navigation throughout the City.

Additionally, the Budget includes \$63,000 to begin the restoration of the historic Krekel House in Downtown. This civic treasure was purchased by the City in 2007. This allocation will address issues with the structure’s basement and fund the development of an updated renovation plan for the facility. Efforts to better recognize the City’s existing historic structures also will be a priority in 2014.

Continuing the City’s efforts to prepare for the future, the City’s Comprehensive Plan in 2014 will be updated. The Budget includes funding for a part-time intern to assist in data collection for this important project. Planning for the future also is a part of the Public Relations budget, which features \$15,000 to assist in public education for the April 2014 election related to bond issues for the development of the new Justice Center, Civic Hall and O’Day Park.

The Stormwater Fund will be utilized to address several important projects, most notably the \$900,000 Post Meadows Bank Stabilization project. The budget also includes funding for an additional staff member to give the division two full crews to work with residents and address specific concerns.

The Landscaping Division’s budget allocates funds for the creation of an additional three-(3) person team with one (1) full-time position and two (2) part-time positions to care for the increased landscaping needs at the City’s CLIP sites. The team also will be responsible for the beautification of all City properties and address issues related to mowing violations at vacant properties within the City, which have increased in number in recent years.

I would like to thank our Finance Director Vicki Boschert and her staff and all of the Department Heads for assisting me with putting together this budget. Their wealth of information, along with the City of O’Fallon’s financial history, streamlined the process of putting together my first O’Fallon budget.

I appreciate the cooperation and assistance of the Mayor and City Council in compiling and finalizing this budget. We are entrusted by our residents with maintaining this City as a wonderful place to live, work, play and raise a family.

Sincerely,

A handwritten signature in cursive script that reads "Bonnie L. Therrien". The signature is written in black ink on a white background.

Bonnie L. Therrien
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
2013	215	\$65,419,868	394	\$50,202,467
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

- 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
2013	\$1,219,256,962	\$271,875,981	\$23,977,251	\$1,515,110,194	\$6,703,939,098
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

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
2013	83,377	4.1%
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%

* 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

2013 Major Employers

<u>Major Employers</u>	<u>Product/Service</u>	<u>Employees</u>
Citigroup	Financial Services	4,900
MasterCard International	Global Technology Headquarters	2,800
Fort Zumwalt School District	Education	2,777
True Manufacturing, Inc.	Freezers & Commercial Coolers	N/A*
SunEdison, Inc. (fka: MEMC)	Silicon Wafers Manufacturing	716
City of O'Fallon	Municipal Services	660**
Firemen's Fund Insurance Company	Insurance	620
Wal-Mart	Discount Retail Department Store	432
Delmar Gardens / Garden Villas of O'Fallon	Skilled Nursing Care & Retirement Comm	371
Progress West HealthCare Center	Medical Services	360

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 2013

Property Name / Owner	Type of Business	2013 Assessed Valuation of Real & Personal Property	% of Total Assessed Valuation
Three Ts Partnership Six Ts Partnership	True Manufacturing	\$18,854,884	1.24%
DNS Electronic Materials Inc	M.E.M.C.	12,130,926	0.80%
Citi Mortgage	Citi Mortgage Offices	9,402,286	0.62%
Garden Villas of Ofallon / Delmar Gardens	Retirement Living	8,845,811	0.58%
IBM	Computer Tech	6,716,516	0.44%
THF O'Fallon Development	Developer	6,287,607	0.41%
Mastercard	Mastercard Office	6,074,673	0.40%
DP II LLC Caplaco Five Inc Caplaco Sixteen Inc	Deer Creek Crossing / Etc.	5,625,267	0.37%
Darlington Enclave At Winghaven	Apartments	4,837,519	0.32%
Aldi Inc	Food Chain	4,820,073	0.32%

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 consists 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 Strategic Planning meeting which is part of the process 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 Council 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	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	k	k	k	k
Prepare Mid-Year Adjustment Requests	DH	DH	DH																													
Mid-Year Budget Work Sessions			A																													
Mid-Year Budget Recommendations to City Council					F	F																										
Departmental Information Distributed for Next Fiscal Year Budget Preparation								F																								
Preparation of New Budget Requests, Revise Mission Statements and Update Performance Benchmarks							DH																									
Compile Prior Year and Year-to-Date Information									F	F																						
Budget Requests Due to Finance Director											DH																					
Non-General Fund Budgets and Revenue Forecasts Due to Finance Director												A																				
City Staff Reviews Budget Requests													F	F	DH	DH	DH	DH														
Financial Impacts, Preliminary Fund Balancing and Non-Departmental Budgets Prepared													F																			
City Administrator's Recommendations and Narrative Update Are Prepared															DH																	
Budget Packets Are Prepared and Distributed to City Council																	F															
General Fund and Parks Fund Revenues and Departmental Budgets Reviewed by City Council																		F	DH													
City Council Work Sessions																			A	A												
Publish 14-Day Notice for Public Hearing on 5-year CIP																							F									
Publish 10-Day Notice for Public Hearing on Budget																							F									
Public Hearing and First Reading Budget & 5-year CIP																								MC								
Final Reading and Approval of Budget & 5-year CIP																															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 2012 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 a five-year (5) Capital Improvement Program (CIP) each year. It is a listing of capital projects over a specified period of time. The purpose of the CIP is to systematically plan, schedule and finance capital projects to ensure cost effectiveness as well as conformance with established policies. Future years in the CIP may be revised as necessary as changes occur in economic conditions, public needs, changes in priorities, etc. This five-year Capital Improvement Program requires a 14 day public hearing notice and is adopted by the Council by December 31st of each year.

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 12/31/13	Days Remaining to Maturity	Suggested Limit	As of 12/31/13
U.S. Treasury Bills & Notes	90%	0%	Less than 30	0%	97%
U.S. Government Agencies	75%	0%	Less than 90	0%	97%
Time Certificates of Deposit	90%	3%	Less than 180	0%	97%
Repurchase Agreements* (overnight)	90%	97%	Less than 365	50%	97%
U.S. Government Instrumentalities	75%	0%	Less than 1,825 (5 yrs)	100%	100%

* The majority of the funds included in the 'Repurchase Agreement' funds are actually in an Investment account that is invested in US Government Agencies. The Investment account is like a 'Repurchase Agreement' in that it is available daily so it is 100% liquid. The City is in the process of approving a Custodian Agreement that will allow diversity of Investment Types. The remaining is cash from the Reserve funds and is within the FDIC limit at UMB & BNY.

The Investments include Reserve Funds that are currently invested out.





General Fund Revenues
& Projections

Debt Service Fund Revenues
& Projections

Special Revenue Funds Revenues
& Projections

Revenues & Projections

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



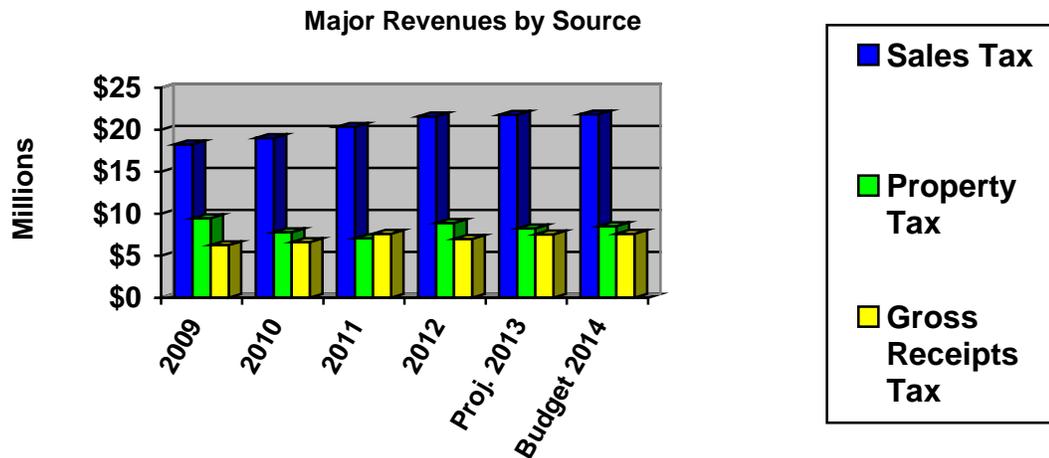
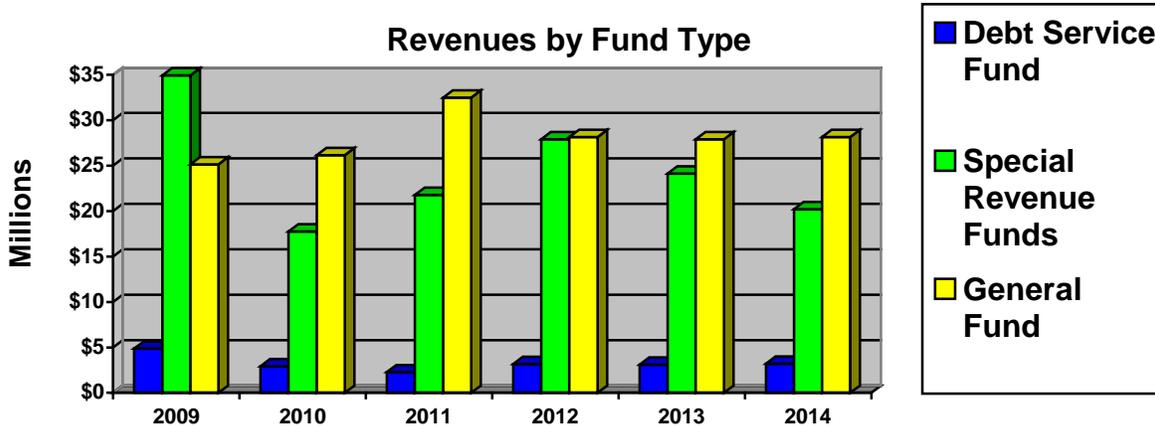


Revenues & Projections

Fiscal Year 2014

The following section presents an analysis of revenues, including actual collections from prior years, projected budget amounts for 2013, budgeted amounts for 2014 and projections for future years. This section includes revenues for the General Fund, Debt Service Fund and Special Revenue Funds.

The following chart shows actual revenues for 2009 to 2012, projected budget revenues for 2013 and budget revenues for 2014.



Annual % Change	Actual 2009	Actual 2010	Actual 2011	Actual 2012	Proj. 2013	Budget 2014	Future Yrs.
Sales Tax	17.97%	4.16%	7.07%	6.13%	0.85%	0.26%	1%
Property Tax	(5.44%)	(7.79%)	(9.27%)	25.98%	(7.23%)	3.15%	1 - 2%
Gross Receipt Tax	(21.95%)	5.59%	15.11%	(7.82%)	7.43%	1.17%	1 - 1.5%

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

General Fund Revenue**Fiscal Year 2014**

(Dollars in Thousands)

Revenue Source	Actual 2009	Actual 2010	Actual 2011	Actual 2012	Projected	
					Budget 2013	Budget 2014
Taxes						
Property Taxes	\$5,401	\$5,627	\$5,182	\$5,829	\$5,352	\$5,494
Surtax - Commercial Real Property	288	269	367	290	325	325
Gross Receipts Tax	6,263	6,606	7,604	7,009	7,530	7,618
Sales Tax	9,408	9,778	10,405	11,013	11,108	11,135
Institutional Tax	2	23	33	4	5	5
Total Taxes	\$21,362	\$22,303	\$23,591	\$24,145	\$24,320	\$24,577
Intergovernmental Revenues						
State Motor Fuel Tax	\$0	\$0	\$0	\$0	\$0	\$0
State Grants	391	467	738	286	210	205
Total Intergovernmental	\$391	\$467	\$738	\$286	\$210	\$205
Licenses, Fees & Other Revenue						
Home Occupation Permits, Merchants & Liquor Licenses	\$109	\$182	\$220	\$237	\$232	\$240
Sign & Fence Permits	20	23	23	30	33	34
Residential & Commercial Building Permits	716	701	421	588	571	585
Electrical, Plumbing, Subdivision Improvement & Demolition Permits	68	74	85	96	100	70
Mobile Home Permits	2	1	2	2	2	3
Master House & Commercial Plan Review	92	109	68	89	87	71
Planning Services	120	206	133	198	158	141
Police Services	16	91	146	97	4	4
Court Fines, Crime Victims and Restitution	1,716	1,513	1,842	1,736	1,566	1,642
Parks & Recreation/Special Events	141	168	162	190	222	217
Misc. Revenues (Sale of Ppty & Misc. Permit)	274	242	512	343	267	249
Total Licenses, Fees & Other	\$3,274	\$3,310	\$3,614	\$3,606	\$3,242	\$3,256
Other Financing Sources	\$0	\$0	\$3,532	\$0	\$0	\$0
Transfers In	\$0	\$0	\$944	\$118	\$118	\$118
Interest	\$107	\$82	\$66	\$7	\$7	\$7
Total Revenue	\$25,134	\$26,162	\$32,485	\$28,162	\$27,897	\$28,163

General Fund Revenue - Projections**Fiscal Year 2014**

(Dollars in Thousands)

Revenue Source	Projections		
	Fiscal Year 2015	Fiscal Year 2016	Fiscal Year 2017
Taxes			
Property Taxes	\$5,600	\$5,660	\$5,773
Surtax - Commercial Real Property	331	338	345
Gross Receipts Tax	7,761	7,907	8,057
Sales Tax	11,247	11,303	11,416
Institutional Tax	5	5	5
Total Taxes	\$24,944	\$25,213	\$25,596
Intergovernmental Revenues			
Various Intergovernmental Agreements	\$175	\$175	\$175
Total Intergovernmental	\$175	\$175	\$175
Licenses, Fees & Other Revenue			
Home/Rental Occupation Permits, Merchants & Liquor Licenses	\$242	\$250	\$253
Sign & Fence Permits	34	35	35
Residential & Commercial Building Permits	485	460	435
Electrical, Plumbing, Subdivision Improvement & Demolition Permits	72	72	73
Mobile Home Permits	3	3	3
Master House & Commercial Plan Review	56	54	53
Planning Services	91	106	91
Police Services	4	4	4
Court Fines, Crime Victims and Restitution	1,692	1,725	1,758
Parks & Recreation Programs	189	192	195
Miscellaneous Revenue	252	255	259
Total Licenses, Fees & Other	\$3,120	\$3,156	\$3,159
Other Financing Sources	\$118	\$118	\$18
Interest	\$30	\$35	\$35
Total Revenue	\$28,387	\$28,697	\$28,983

Property Taxes**\$5,494,272**

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 2014 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 true value in money.

The Assessor's Office is responsible for establishing the fair market value of all property within St. Charles County as of the tax date, January 1st. This assures the tax burden is distributed fairly among those responsible for payment. The market value of your property is multiplied by the statutory level of assessment to arrive at an assessed value. Personal Property is assessed at 33 1/3% of its true value in money (RSMo. 137.115), with the following exceptions: farm machinery and livestock at 12%; historic vehicles and historic aircraft at 5%; grain (un-manufactured) at 1/2%. The Assessor shall annually assess all personal property at thirty-three and one-third percent of its true value in money as of January 1 of each calendar year. Boats and other special vehicles are taxed on one-third of the Modified Accelerated Cost Recovery System life tables (per RSMo. 137.122), 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 2013, the City maintained the existing 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 **\$324,840**

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 2009	Actual 2010	Actual 2011	Actual 2012	Projected	
					2013	Budget 2014
Surtax	44.72%	(6.60%)	36.43%	(20.98%)	12.07%	0.00%

Gross Receipts Tax **\$7,617,738**

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 historical trend information and the slowing in residential and commercial construction. The 2014 Budget is set for a 0.0% increase followed by small increases in 2015, 2016 and 2017 of 1.0% each. The City expects this revenue source to stabilize in 2014.

Sales Tax

\$11,135,522

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 2013 and retail expected to open during the 2014 Budget year. For 2014, the City is expecting less than a half of one percent increase in Sales tax.

Intergovernmental Revenue

\$204,746

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

\$3,378,983

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 seatbelt violations) collected by the City. The City remits 95% to the Missouri Department of Revenue.

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

Interest

\$7,000

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 2014**

(Dollars in Thousands)

Revenue Source	Actual 2009	Actual 2010	Actual 2011	Actual 2012	Projected	
					Budget 2013	Budget 2014
Taxes						
Property Taxes	\$4,023	\$2,166	\$1,889	\$3,079	\$2,912	\$3,030
Surtax - Commercial Real Property	239	190	127	104	178	178
Miscellaneous	1	8	12	2	10	2
Interest	605	553	253	0	5	5
Total	\$4,868	\$2,917	\$2,281	\$3,185	\$3,105	\$3,215

Revenue Source	Projected		
	Fiscal Year 2015	Fiscal Year 2016	Fiscal Year 2017
Taxes			
Property Taxes	\$3,088	\$3,121	\$3,183
Surtax - Commercial Real Property	181	185	188
Interest	2	2	2
Total	\$3,271	\$3,308	\$3,373

Property Taxes**\$3,030,203**

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 2014 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.

The Assessor's Office is responsible for establishing the fair market value of all property within St. Charles County as of the tax date, January 1st. This assures the tax burden is distributed fairly among those responsible for payment. The market value of your property is multiplied by the statutory level of assessment to arrive at an assessed value. Personal Property is assessed at 33 1/3% of its true value in money (RSMo. 137.115), with the following exceptions: farm machinery and livestock at 12%; historic vehicles and historic aircraft at 5%; grain (un-manufactured) at 1/2%. The Assessor shall annually assess all personal property at thirty-three and one-third percent of its true value in money as of January 1 of each calendar year. Boats and other special vehicles are taxed on one-third of the Modified Accelerated Cost Recovery System life tables (per RSMo. 137.122), 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.

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 to meet debt service requirements. 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.

The City Council approved a proposal for the 2014 ballot for the funding of a new Justice Center for the Police Department and improvements to the Parks grounds at Civic Park and O’Day Park. If approved, the 2014 Budget will need to be amended to include Bond proceeds and expenses, and property tax rate.

Surtax on Commercial Real Property **\$177,832**

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 2009	Actual 2010	Actual 2011	Actual 2012	Projected 2013	Budget 2014	Future Yrs.
Surtax	38.15%	(20.50%)	(33.16%)	(18.11%)	71.15%	0.00%	1 -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 2014

(Dollars in Thousands)

Revenue Source	Actual 2009	Actual 2010	Actual 2011	Actual 2012	Projected	
					Budget 2013	Budget 2014
Community Development Block Grant (CDBG) Fund						
Intergovernmental Grant funds	\$156	\$423	\$155	\$322	\$290	\$315
Miscellaneous(Program Income)	23	25	20	20	20	20
Total	\$179	\$448	\$175	\$342	\$310	\$335
Inmate Security Fund						
Fines/Forfeitures/Interest	\$23	\$21	\$26	\$24	\$25	\$25
Total	\$23	\$21	\$26	\$24	\$25	\$25
Parks & Recreation Fund						
Taxes (Property, Surtax, & Sales)	\$42	\$1	\$0	\$0	\$0	\$0
Miscellaneous/Interest	5	1	0	0	0	0
Total	\$47	\$2	\$0	\$0	\$0	\$0
Police Training Fund						
Fines & Forfeitures	\$22	\$20	\$26	\$25	\$25	\$25
Intergovernmental	11	10	10	11	11	13
Total	\$33	\$30	\$36	\$36	\$36	\$38
Recreation Fund						
Taxes (Regional & Sales)	\$3,339	\$3,848	\$3,626	\$4,100	\$4,131	\$3,650
Charges for Services	973	1,033	1,169	1,132	1,045	1,043
Miscellaneous/Interest	96	157	495	303	114	117
Total	\$4,408	\$5,038	\$5,290	\$5,535	\$5,290	\$4,810
Transient Guest Tax Fund						
Guest Tax	\$476	\$518	\$548	\$618	\$590	\$570
Total	\$476	\$518	\$548	\$618	\$590	\$570
Sewer Lateral Fund						
Taxes (Property)	\$308	\$167	\$160	\$133	\$131	\$135
Miscellaneous/Interest	3	4	4	0	0	0
Total	\$311	\$171	\$164	\$133	\$131	\$135
Waterbury CID Fund						
Sales Tax	\$0	\$1	\$0	\$0	\$0	\$0
Total	\$0	\$1	\$0	\$0	\$0	\$0
Storm Water Fund						
Sales Tax	\$1,273	\$943	\$1,453	\$1,308	\$1,321	\$1,820
Miscellaneous/Interest	2,742	3	5	1	0	0
Total	\$4,015	\$946	\$1,458	\$1,309	\$1,321	\$1,820
Street & Road Improvement Fund						
Transportation Sales Tax	\$4,433	\$4,612	\$4,875	\$5,185	\$5,233	\$5,245
State Motor Fuel Tax	1,738	1,771	1,918	2,844	2,896	2,896
Intergovernmental (Other)	2,321	1,048	1,253	2,506	4,898	1,048
County TST Funds	2,417	818	1,616	470	1,469	1,364
County Road & Bridge	1,691	1,584	1,620	1,542	1,651	1,651
Interest	202	86	86	46	25	25
Miscellaneous (i.e. property sale, etc)	18	148	18	188	205	198
Other Financing Sources	12,622	504	2,700	7,141	40	45
Total	\$25,442	\$10,571	\$14,086	\$19,922	\$16,417	\$12,472
Total Revenue	\$34,934	\$17,746	\$21,783	\$27,919	\$24,120	\$20,205

Special Revenue Funds - Projections

Fiscal Year 2014

(Dollars in Thousands)

Revenue Source	Projections		
	Fiscal Year 2015	Fiscal Year 2016	Fiscal Year 2017
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	\$4,478	\$4,757	\$4,505
Charges for Services	\$1,057	\$1,068	\$1,078
Miscellaneous/Interest	108	108	108
Total	\$5,643	\$5,933	\$5,691
Transient Guest Tax Fund			
Transient Guest Tax	\$580	\$593	\$605
Interest	2	2	5
Total	\$582	\$595	\$610
Sewer Lateral Fund			
Assessment Fees	\$135	\$137	\$140
Total	\$135	\$137	\$140
Storm Water Fund			
Sales Tax	\$1,048	\$1,039	\$1,351
Total	\$1,048	\$1,039	\$1,351
Street & Road Improvement Fund			
Transportation Sales Tax	\$5,297	\$5,324	\$5,377
State Motor Fuel Tax	2,896	2,896	2,925
County Road & Bridge	1,651	1,668	1,668
Intergovernmental Revenue (incl Cnty TST)	8,464	1,303	2,341
Interest	10	10	10
Miscellaneous (i.e. property sale, etc.)	2,315	70	70
Total	\$20,633	\$11,271	\$12,391
Total Revenue	\$28,392	\$19,330	\$20,548

Community Development Block Grant Fund

Intergovernmental **\$315,259**

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 **\$13,000**

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 **\$3,649,924**

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 2013 and retail expected to open during the 2014 Budget year. For 2014, the City is expecting less than a 1% increase in Sales tax. Based upon upcoming projects, the City Council determines how these funds are split with the Storm Water Fund.

Charges for Services **\$1,043,041**

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

Miscellaneous

\$117,169

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

Transient Guest Tax Fund

Guest Tax

\$570,075

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

\$135,402

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 2013 and a \$5.00 fee is estimated for 2014.

Storm Water Fund

Sales Tax

\$1,819,732

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

\$5,244,831

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 2013 and retail expected to open during the 2014 Budget year. For 2014, the City is expecting less than 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 in 2012 based on the population increase of 33,160 (71.8%) per the 2010 census population of 79,329. 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 **\$1,048,000**
 Funds from other governmental entities such as MoDOT, East West Gateway, State and Federal Grants and Salt COOP reimbursements.

County TST Funds **\$1,363,500**
 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 **\$1,651,411**
 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 **\$25,000**
 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 **\$198,343**
 This category includes Miscellaneous, Operating Transfers In, Proceeds from Capital Lease and Developer Payments for Improvements.





- 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 2014. 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 2014 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 at least three 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 for the current fiscal year.

Personnel Summarized – This section summarizes the City's workforce, including Fiscal Year 2014 and prior years. Changes in personnel are discussed by department/division in the General Government section.

Budget Summaries

Fiscal Year 2014

	General Fund	Debt Service Fund	Special Revenue Funds	Enterprise Funds	Total Fiscal Year 2014 Budget	Change from Projected 2013
Revenues and Other Sources:						
Taxes	\$24,577,372	\$3,210,035	\$11,419,889	\$0	\$39,207,296	\$383,245
Licenses and Permits	931,804	0		0	\$931,804	(7,208)
Intergovernmental	204,746	0	7,307,108	0	\$7,511,854	(3,941,589)
Charges for Services	432,945	0	1,043,041	19,264,188	\$20,740,174	67,224
Fines and Forfeitures	1,642,358	0	50,000	0	\$1,692,358	76,314
Interest	7,000	5,000	26,075	20,350	\$58,425	(64,746)
Miscellaneous	248,876	0	314,274	406,595	\$969,745	(37,098)
Transfer from Other Funds	118,000	0	45,538	529,948	\$693,486	31,066
Other Financing	0	0	0	0	0	(4,160,250)
Total	\$28,163,101	\$3,215,035	\$20,205,925	\$20,221,081	\$71,805,142	(\$7,653,042)
Expenditures and Other Uses:						
Contract Services	\$321,169	\$0	\$225,969	\$1,116,586	\$1,663,724	\$62,637
Election	75,000	0	0	0	\$75,000	0
Insurance	2,805,694	0	735,545	1,069,098	\$4,610,337	386,397
Maintenance	654,940	0	801,268	986,972	\$2,443,180	91,302
Operating	603,948	0	697,898	1,360,520	\$2,662,366	(309,270)
Personnel	19,117,356	0	5,761,930	5,292,359	\$30,171,645	1,137,588
Petroleum	442,029	0	205,000	404,650	\$1,051,679	158,617
Professional	874,383	0	98,890	116,600	\$1,089,873	19,632
Programs	392,915	0	625,277	52,154	\$1,070,346	46,119
Public Information	129,950	0	75,700	95,555	\$301,205	28,868
Rental	58,383	0	16,680	15,668	\$90,731	(3,056)
Utilities	470,129	0	1,392,468	1,373,298	\$3,235,895	188,115
Capital Outlay	1,322,515	0	6,426,492	4,098,110	\$11,847,117	(5,676,115)
Contingency	30,000	0	0	0	\$30,000	(30,000)
Debt Service	754,038	3,619,713	3,921,572	6,119,786	\$14,415,109	(2,093,812)
Team O'Fallon/Youth Council/Other	5,000	0	0	0	\$5,000	(3,000)
Transfers to Other Funds	95,000	0	480,486	100,000	\$675,486	31,066
Other Financing Uses	0	0	0	0	0	0
Total	\$28,152,449	\$3,619,713	\$21,465,175	\$22,201,356	\$75,438,693	(\$5,964,912)
Excess/(Deficit)	\$10,652	(\$404,678)	(\$1,259,250)	(\$1,980,275)	(\$3,633,551)	
Fund Balance/Retained Earnings:						
Estimated Beginning FB/RE*	\$18,378,521	\$5,301,082	\$8,084,493	\$12,968,908	\$44,733,005	
Estimated Ending FB/RE	\$18,389,173	\$4,896,404	\$6,825,243	\$10,988,633	\$41,099,454	

* Estimated Beginning Fund Balance/Retained Earnings above and in the Fund Summary sections are based on the 2013 Projected figures.

Changes in Fund Balance are due to the following:

The decrease in Debt Service Fund balance is due to Councils' decision to use the fund balance as a subsidy to debt service payments in 2013 to prevent fluctuations in the property tax rate. The decrease in Special Revenue Fund balance is due to a decrease in Intergovernmental Revenues. In 2012 & 2013 the City received advanced funding from the Missouri Transportation Finance Corporation on two large road projects, Crusher Drive & Elaine Drive. These projects are in the construction phase in 2014. The Enterprise Fund balance decrease is due to Bond funds in 2013 being spent in 2014 to complete the projects.

Citywide Budget History

	Actual 2009	Actual 2010	Actual 2011	Actual 2012	Projected Budget 2013	Budget 2014
Revenues and Other Sources:						
Taxes	\$35,463,264	\$34,740,034	\$36,285,267	\$38,674,746	\$38,824,051	\$39,207,296
Licenses and Permits	914,400	979,930	750,906	952,677	939,012	931,804
Intergovernmental	8,785,045	6,425,342	7,750,697	8,220,447	11,453,443	7,511,854
Charges for Services	19,405,670	21,032,254	20,789,014	19,995,920	20,672,950	20,740,174
Fines and Forfeitures	1,761,014	1,553,671	1,894,167	1,783,311	1,616,044	1,692,358
Interest	1,182,289	915,715	603,854	150,323	123,171	58,425
Miscellaneous	722,721	1,093,021	1,032,195	1,066,048	1,006,843	969,745
Transfer from Other Funds	558,860	896,127	1,406,843	1,842,007	662,420	693,486
Other Financing	19,513,184	5,802,743	6,328,080	6,530,735	4,160,250	0
Total	\$88,306,447	\$73,438,837	\$76,841,023	\$79,216,214	\$79,458,184	\$71,805,142
Expenditures and Other Uses:						
Contract Services	\$959,018	\$1,330,084	\$1,400,273	\$1,370,662	\$1,601,087	\$1,663,724
Election	72,836	45,548	49,168	0	75,000	75,000
Insurance*	4,132,771	4,491,751	3,920,504	4,121,900	4,223,940	4,610,337
Maintenance	1,502,536	1,577,787	1,635,321	1,903,250	2,351,878	2,443,180
Operating	1,835,813	1,948,821	2,415,880	2,280,941	2,971,636	2,662,366
Personnel	26,411,109	26,732,543	26,790,563	27,333,859	29,034,057	30,171,645
Petroleum	571,208	651,965	960,423	917,289	893,062	1,051,679
Professional	912,111	929,442	822,847	767,832	1,070,241	1,089,873
Programs	927,035	1,231,582	1,186,723	965,485	1,024,227	1,070,346
Public Information	222,951	203,335	192,926	222,304	272,337	301,205
Rental	94,074	46,323	60,017	76,739	93,797	90,731
Utilities	2,346,040	2,490,346	2,712,110	2,621,765	3,047,780	3,235,895
Capital Outlay	14,964,156	18,660,547	12,572,574	12,219,944	17,523,232	11,847,117
Contingency	16,605	8,175	173	0	60,000	30,000
Debt Service	28,193,681	15,833,950	34,003,354	22,342,727	16,508,921	14,415,109
Team O'Fallon/Youth Council/Other	14,993	178	497	1,018	8,000	5,000
Transfers to Other Funds	558,860	896,127	1,386,783	1,823,750	644,420	675,486
Other Financing Uses	0	0			0	0
Total	\$83,735,797	\$77,078,504	\$90,110,136	\$78,969,465	\$81,403,615	\$75,438,693

Fund Types 2014 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 department/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 Improvements Program Summary is a list of Capital expense by Fund and by Department within the General Fund.



General Fund Budget Summary

Fiscal Year 2014

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

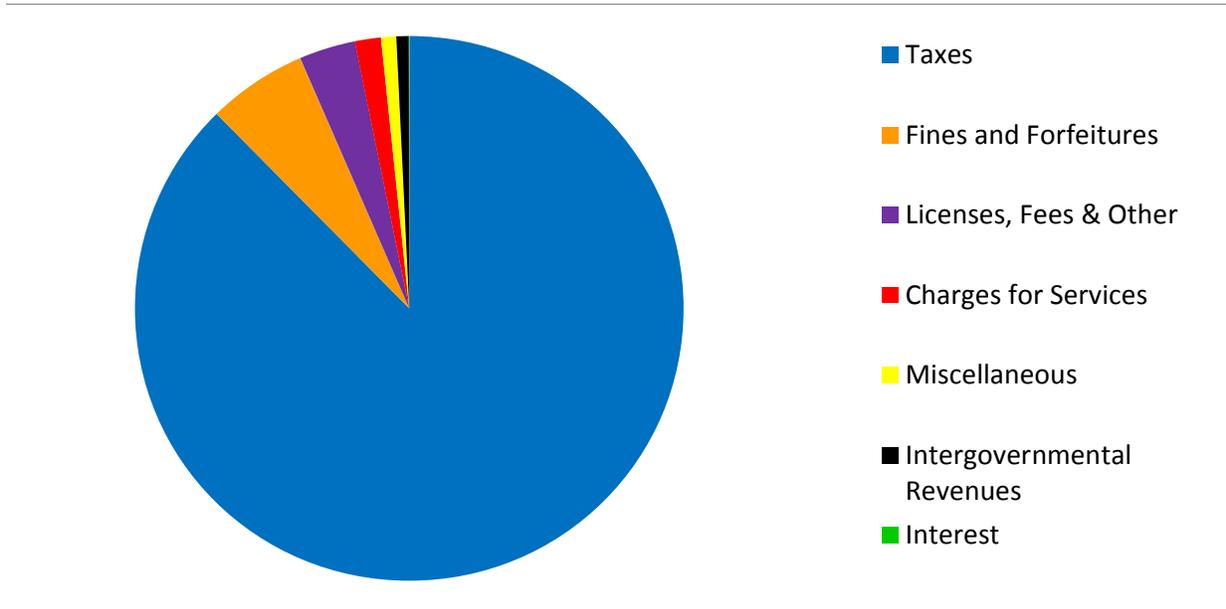
	Actual 2009	Actual 2010	Actual 2011	Actual 2012	Projected Budget 2013	Budget 2014
Revenues						
Taxes	\$21,362,881	\$22,303,280	\$23,590,753	\$24,144,762	\$24,319,356	\$24,577,372
Intergovernmental	390,922	467,382	737,990	285,649	209,742	204,746
Licences and Permits	1,005,979	979,930	750,906	952,677	939,012	931,804
Charges for Services	277,946	573,634	508,854	574,407	471,145	432,945
Fines and Forfeitures	1,716,253	1,512,702	1,842,603	1,735,656	1,566,044	1,642,358
Interest	106,573	82,174	65,569	6,886	7,000	7,000
Miscellaneous	273,284	242,418	424,535	343,720	266,679	248,876
Total Revenues	\$25,133,838	\$26,161,520	\$27,921,210	\$28,043,757	\$27,778,978	\$28,045,101
Expenditures						
General Government	\$8,904,097	\$9,274,596	\$15,531,441	\$8,798,886	\$9,962,736	\$10,178,387
Police	11,671,892	11,351,289	11,753,278	12,123,649	13,041,692	13,362,534
Planning & Development	2,633,853	1,383,942	1,427,538	1,426,840	1,572,879	1,571,191
Public Works*	0	1,029,678	902,376	860,577	897,061	839,837
Parks and Recreation	924,026	936,145	992,443	1,159,853	1,441,907	1,633,388
Municipal Court	418,697	376,941	390,772	388,695	419,592	472,112
Total Expenditures	\$24,552,565	\$24,352,591	\$30,997,848	\$24,758,500	\$27,335,867	\$28,057,449
Other Financing Sources/(Uses):						
Operating Transfers In	\$1,074	\$0	\$1,031,686	\$118,257	\$118,000	\$118,000
Operating Transfers Out	0	(504,000)	0	(1,280,000)	(40,000)	(95,000)
Bond Proceeds	0	0	3,532,358	0	0	0
Total Other Financing	\$1,074	(\$504,000)	\$4,564,044	(\$1,161,743)	\$78,000	\$23,000
Revenues and Other Financing Sources						
Over/(Under) Expenditures and Other Financing Uses	\$582,347	\$1,304,929	\$1,487,406	\$2,123,514	\$521,111	\$10,652
Beginning Fund Equity	\$12,359,214	\$12,941,561	\$14,246,490	\$15,733,896	\$17,857,410	\$18,378,521
Ending Fund Equity	\$12,941,561	\$14,246,490	\$15,733,896	\$17,857,410	\$18,378,521	\$18,389,173

General Fund Budget Projections

Fiscal Year 2014

(Dollars in Thousands)

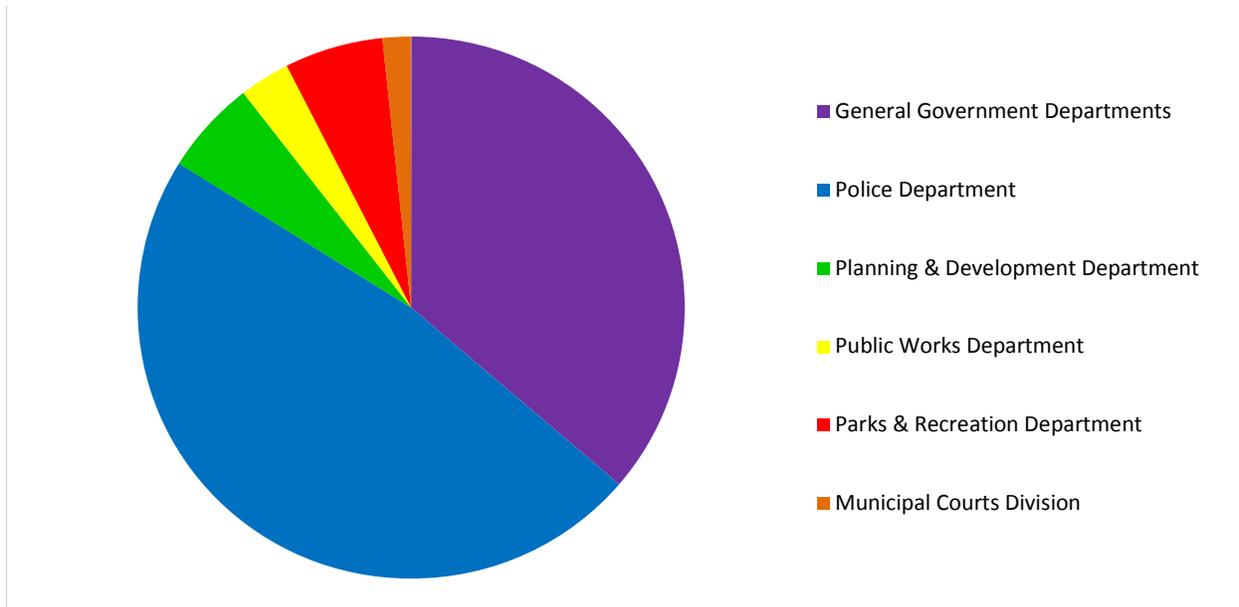
	Fiscal Year 2015	Projected Fiscal Year 2016	Fiscal Year 2017
Revenues			
Taxes	\$24,945	\$25,214	\$25,596
Intergovernmental	175	175	175
Licences and Permits	892	873	852
Charges for Services	283	302	289
Fines and Forfeitures	1,692	1,725	1,758
Interest	30	35	35
Miscellaneous	252	255	259
Total Revenues	\$28,269	\$28,579	\$28,964
Expenditures			
General Government	\$9,352	\$9,528	\$9,708
Public Safety	13,310	13,444	13,578
Planning & Development	1,595	1,619	1,643
Public Works	852	865	878
Parks and Recreation	1,172	1,189	1,207
Municipal Court	481	488	495
General Fund Capital	2,296	2,292	1,127
Total Expenditures	\$29,058	\$29,425	\$28,636
Other Financing Sources/(Uses):			
Operating Transfers In	\$118	\$118	\$19
Operating Transfers Out	(2,575)	(830)	(50)
Total Other Financing	(\$2,457)	(\$712)	(\$31)
Revenues and Other Financing Sources			
Over/(Under) Expenditures and Other Financing Uses	(\$3,246)	(\$1,558)	\$297
Beginning Fund Equity	\$18,389	\$15,143	\$13,585
Ending Fund Equity	\$15,143	\$13,585	\$13,882



General Fund Revenues

(Dollars in Thousands)

	Projected Budget Fiscal Year 2013		Budget Fiscal Year 2014	
	Amount	Percent	Amount	Percent
Taxes	\$24,319	87.5%	\$24,577	87.6%
Fines and Forfeitures	1,566	5.6%	1,642	5.9%
Licenses, Fees & Other	939	3.4%	932	3.3%
Charges for Services	471	1.7%	433	1.5%
Miscellaneous	267	1.0%	249	0.9%
Intergovernmental Revenues	210	0.8%	205	0.7%
Interest	7	0.0%	7	0.0%
Total	\$27,779	100.0%	\$28,045	100.0%



General Fund Expenditures

(Dollars in Thousands)

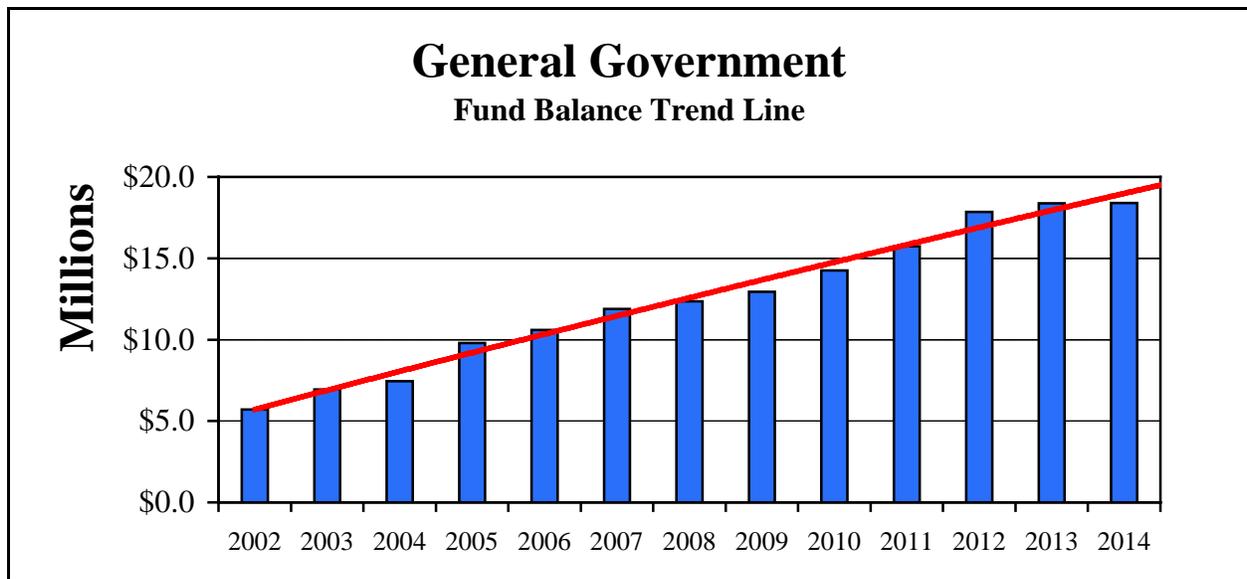
	Projected Budget Fiscal Year 2013		Budget Fiscal Year 2014	
	Amount	Percent	Amount	Percent
General Government Departments	\$9,963	36.4%	\$10,178	36.3%
Police Department	13,042	47.7%	13,363	47.6%
Planning & Development Department	1,573	5.8%	1,571	5.6%
Public Works Department	897	3.3%	840	3.0%
Parks & Recreation Department	1,442	5.3%	1,633	5.8%
Municipal Courts Division	419	1.5%	472	1.7%
Total	\$27,336	100.0%	\$28,057	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 fund balance is over 50% in 2013, 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
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	17,857,410
2007	11,891,958	2013	18,378,521*
2008	12,359,214	2014	18,389,173*

* Figures are unaudited estimates.

Debt Service Fund Budget Summary

Fiscal Year 2014

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 2009	Actual 2010	Actual 2011	Actual 2012	Projected Budget 2013	Budget 2014
Revenues	\$4,868,191	\$2,917,649	\$2,281,597	\$3,184,896	\$3,105,127	\$3,215,035
Expenditures						
Debt Service	\$3,882,220	\$5,813,368	\$15,607,999	\$2,847,160	\$3,542,563	\$3,619,713
Total Expenditures	\$3,882,220	\$5,813,368	\$15,607,999	\$2,847,160	\$3,542,563	\$3,619,713
Revenues Over/(Under)						
Expenditures	\$985,971	(\$2,895,719)	(\$13,326,402)	\$337,736	(\$437,436)	(\$404,678)
Beginning Fund Balance	\$20,636,932	\$21,622,903	\$18,727,184	\$5,400,782	\$5,738,518	\$5,301,083
Ending Fund Balance	\$21,622,903	\$18,727,184	\$5,400,782	\$5,738,518	\$5,301,082	\$4,896,405
Projections (Dollars in Thousands)						
	Fiscal Year 2015	Fiscal Year 2016	Fiscal Year 2017			
Revenues	\$3,510	\$3,755	\$3,830			
Expenditures						
Debt Service	\$3,700	\$3,787	\$3,864			
Total Expenditures	\$3,700	\$3,787	\$3,864			
Revenues Over/(Under)						
Expenditures	(\$190)	(\$32)	(\$34)			
Beginning Fund Balance	\$4,896	\$4,706	\$4,674			
Ending Fund Balance	\$4,706	\$4,674	\$4,640			

Special Revenue Funds Budget Summary

Fiscal Year 2014

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 2009	Actual 2010	Actual 2011	Actual 2012	Projected Budget 2013	Budget 2014
Revenues						
Comm Development Block G	\$178,919	\$448,080	\$175,462	\$342,119	\$310,416	\$335,259
Inmate Security Fund	22,923	20,895	25,959	23,971	25,016	25,000
Parks & Recreation Fund	46,650	1,712	471	476	201	300
Police Training Fund	33,578	29,706	35,789	35,684	35,676	38,000
Recreation Fund	4,407,645	4,988,843	5,224,969	5,371,121	5,289,928	4,809,596
Transient Guest Tax Fund	475,582	518,413	547,500	617,544	590,115	570,075
Sewer Lateral	311,038	170,946	163,619	133,437	130,798	135,402
Storm Water Fund	1,277,193	946,569	1,458,167	1,308,647	1,321,017	1,819,732
Waterbury Storm Wtr CID Ft	0	1,443	0	0	0	0
Street & Road Impr Fund	12,819,803	10,067,193	14,085,812	12,781,907	16,416,833	12,472,023
Total Revenues	\$19,573,331	\$17,193,800	\$21,717,748	\$20,614,906	\$24,120,000	\$20,205,387
Expenditures						
Capital Outlay	\$5,222,194	\$7,229,310	\$5,352,264	\$6,906,000	\$8,528,068	\$6,426,492
Program Costs	393,093	684,717	422,385	617,108	592,490	625,277
Professional/Operating Costs	7,953,138	8,192,878	11,696,791	8,945,316	9,925,739	10,032,947
Debt Service:						
Principal	1,816,400	2,176,400	2,141,400	2,557,400	2,794,843	2,821,680
Interest	1,515,493	1,149,248	1,168,081	907,300	944,876	911,521
Total Expenditures	\$16,900,318	\$19,432,553	\$20,780,921	\$19,933,124	\$22,786,016	\$20,817,917
Other Financing Sources/(Uses):						
Operating Transfers In	17,361	554,000	65,836	1,330,000	0	538
Operating Transfers Out	(540,425)	(392,127)	(487,043)	(443,750)	(504,420)	(480,486)
Payment to Escrow Agent	(13,893,737)	0	0	(7,321,158)	0	(166,771)
Bond Proceeds	15,331,797	0	0	5,926,737	0	0
Total Other Financing	\$914,996	\$161,873	(\$421,207)	(\$508,171)	(\$504,420)	(\$646,719)
Revenues and Other Financing Sources						
Over/(Under) Expenditures and Other Financing Uses	\$3,588,009	(\$2,076,880)	\$515,620	\$173,611	\$829,564	(\$1,259,249)
Beginning Fund Equity	\$5,054,568	\$8,642,577	\$6,565,697	\$7,081,317	\$7,254,928	\$8,084,492
Ending Fund Equity	\$8,642,577	\$6,565,697	\$7,081,317	\$7,254,928	\$8,084,492	\$6,825,243

Special Revenue Funds Budget Projections

Fiscal Year 2014

(Dollars in Thousands)

	Fiscal Year 2015	Projected Fiscal Year 2016	Fiscal Year 2017
Revenues			
Community Development Block Grant Fund	\$300	\$305	\$315
Inmate Security Fund	25	25	25
Police Training Fund	26	25	25
Recreation Fund	5,643	5,933	5,691
Sewer Lateral Fund	135	137	140
Storm Water Fund	1,048	1,039	1,351
Transient Guest Tax Fund	582	595	610
Transportation Sales Tax Fund	20,633	11,271	12,391
Total Revenues	\$28,392	\$19,330	\$20,548
Expenditures			
Capital Outlay	\$5,945	\$5,516	\$5,093
Program Costs	601	610	624
Professional/Operating Costs	10,651	10,901	11,168
Debt Service:			
Principal	2,997	5,030	2,911
Interest	856	705	583
Total Expenditures	\$21,050	\$22,762	\$20,379
Other Financing Sources/(Uses):			
Operating Transfers In	\$45	\$45	\$45
Operating Transfers Out	(488)	(501)	(510)
Total Other Financing	(\$443)	(\$456)	(\$465)
Revenues and Other Financing Sources			
Over/(Under) Expenditures and Other Financing Uses	\$6,899	(\$3,888)	(\$296)
Beginning Fund Equity	\$6,825	\$13,724	\$9,836
Ending Fund Equity	\$13,724	\$9,836	\$9,540

Enterprise Funds Budget Summary

Fiscal Year 2014

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

	Actual 2009	Actual 2010	Actual 2011	Actual 2012	Projected Budget 2013	Budget 2014
Revenues						
Sales	\$16,814,821	\$17,303,300	\$18,783,909	\$18,009,735	\$18,606,700	\$18,830,488
Connection Charges	527,102	1,356,586	492,059	481,303	550,000	433,700
Interest	256,853	184,852	197,324	97,189	86,000	20,350
Miscellaneous	1,060,266	1,622,260	420,672	411,686	429,424	406,595
Total Revenues	\$18,659,042	\$20,466,998	\$19,893,964	\$18,999,913	\$19,672,124	\$19,691,133
Expenses						
Contract Services	\$674,181	\$836,669	\$994,331	\$948,542	\$1,112,296	\$1,116,586
Operations	8,228,509	9,008,472	9,534,581	10,886,817	13,097,776	11,234,752
Capital	8,950,995	10,872,796	4,390,451	3,949,369	7,217,395	4,098,110
Principal	3,498,600	3,358,600	4,063,950	4,657,950	4,018,352	3,566,600
Interest	2,589,186	2,507,328	2,353,272	1,794,834	1,648,929	2,085,308
Total Expenses	\$23,941,471	\$26,583,865	\$21,336,585	\$22,237,512	\$27,094,748	\$22,101,356
Operating Transfer In (Out)	540,425	342,127	(503,116)	293,750	403,705	429,948
Bond Proceeds/Other	4,170,000	5,802,743	0	555,740	4,160,250	0
Revenues and Other Financing Sources						
Over/(Under) Expenses and Other Financing Uses	(\$572,004)	\$28,003	(\$1,945,737)	(\$2,388,109)	(\$2,858,669)	(\$1,980,275)
Beginning Fund Equity	\$22,940,914	\$26,539,287	\$24,162,599	\$22,563,379	\$17,985,440	\$12,968,908
<i>Adjustments</i>	<i>\$4,170,377</i>	<i>(\$2,404,691)</i>	<i>\$346,517</i>	<i>(\$2,189,830)</i>	<i>(\$2,157,863)</i>	<i>\$0</i>
Ending Fund Equity*	\$26,539,287	\$24,162,599	\$22,563,379	\$17,985,440	\$12,968,908	\$10,988,633

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 2014

(Dollars in Thousands)

	Projected		
	Fiscal Year 2015	Fiscal Year 2016	Fiscal Year 2017
Revenues			
Sales	\$19,528	\$19,935	\$20,330
Connection Charges	300	300	265
Interest	20	20	20
Miscellaneous	111	137	137
Total Revenues	\$19,959	\$20,392	\$20,752
Expenses			
Operations	\$12,201	\$12,546	\$12,900
Capital	6,264	2,261	2,465
Debt	5,777	5,783	5,778
Total Expenses	\$24,242	\$20,590	\$21,143
Operating Transfer In (Out)	773	1,289	523
Revenues and Other Financing Sources Over/(Under) Expenses and Other Financing Uses			
	(\$3,510)	\$1,091	\$132
Beginning Fund Equity	\$10,988	\$7,478	\$8,569
Ending Fund Equity	\$7,478	\$8,569	\$8,701



Capital Improvements Program Summary

Fiscal Year 2014

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.

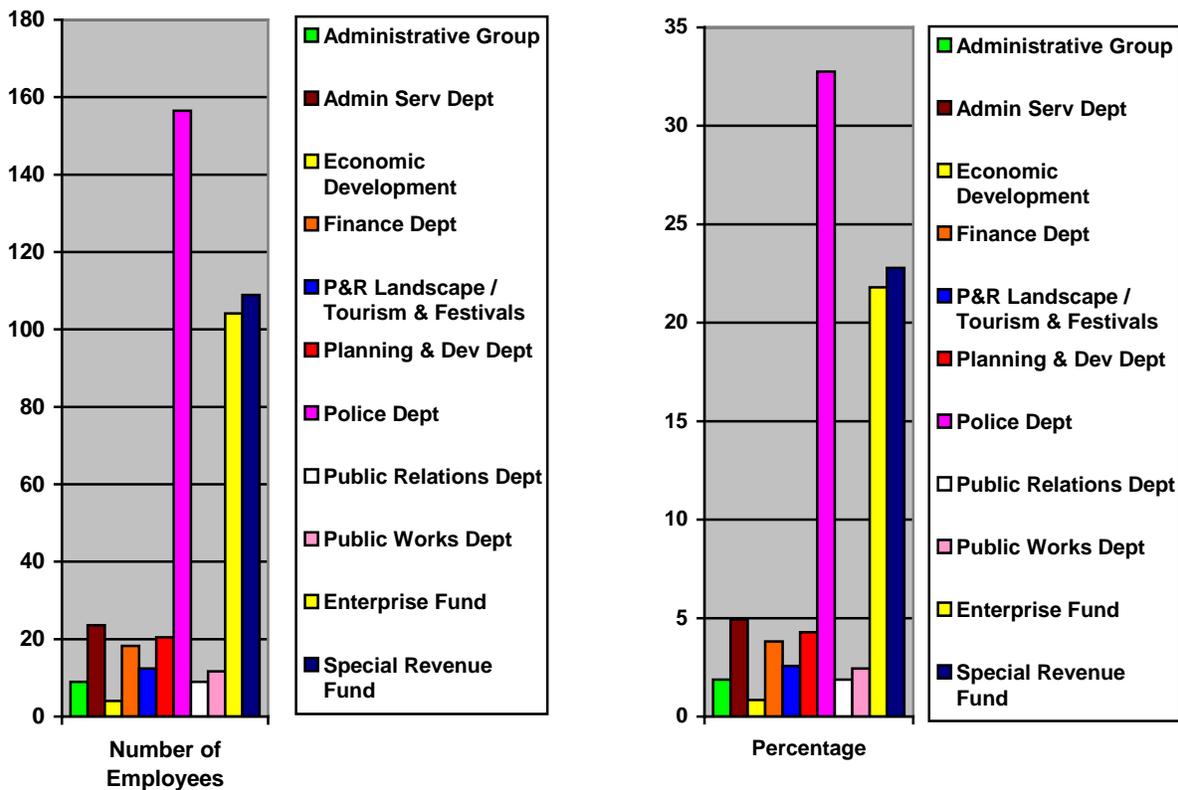
Both plans outline capital improvements over a fixed period of years. Preparation and maintenance of the Comprehensive Plan is the responsibility of the Planning & Development Department. The Parks Improvement Plan was developed by the Parks and Recreation Department. These plans present information 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 2014. Additional details can be found in the Capital Improvements Program Section/Tab.

Fund	
Capital Expenditure Fund (General Fund)	\$2,076,553
Inmate Security Fund	6,350
Recreation Fund	733,650
Storm Water Fund	930,000
Street & Road Improvement Fund	4,732,492
Transient Guest Tax Fund	24,000
Environmental Services Fund	1,011,444
Public Venue Fund	57,000
RSC Fund	236,116
Sewer Fund	465,500
Water Fund	2,328,050
Total	\$12,601,155
Departmental	
General Government	\$971,288
Public Safety Department	621,640
Parks & Recreation Department	483,625
Non-Departmental	
Storm Water Fund	930,000
Inmate Security Fund	6,350
Recreation Fund	733,650
Street & Road Improvement Fund	4,732,492
Transient Guest Tax Fund	24,000
Environmental Services Fund	1,011,444
Public Venue Fund	57,000
RSC Fund	236,116
Sewer Fund	465,500
Water Fund	2,328,050
Total	\$12,601,155

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 Recreation 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 2014

Department/Division	Fiscal Year 2009	Fiscal Year 2010	Fiscal Year 2011	Fiscal Year 2012	Fiscal Year 2013	Fiscal Year 2014
Administration Group						
Administration	5.15	5.00	8.00	8.00	8.00	9.0
Administrative Services Dept						
Citizens First Center	2.00	2.00	n/a	n/a	n/a	n/a
Facilities Maintenance	6.10	6.40	6.20	6.20	6.35	6.70
Fleet Maintenance	4.00	4.00	4.00	4.00	5.00	5.00
Human Resources	5.00	5.00	3.00	3.00	4.25	5.25
Information Technologies	3.00	3.00	3.00	3.00	4.00	4.00
Safety & Risk Management	1.00	1.00	1.00	1.00	n/a	n/a
Volunteer Services	2.00	2.00	2.00	2.00	2.25	2.60
Economic Development Dept	3.00	3.00	3.00	3.00	3.00	4.00
Finance Dept						
Finance	12.00	12.00	11.90	11.90	12.00	12.00
Municipal Court	5.25	5.25	5.25	5.25	5.25	6.25
Parks & Recreation Dept						
Landscape	5.15	5.15	6.00	6.15	5.65	7.97
Tourism & Festivals	4.35	3.60	3.60	3.60	4.40	4.40
Planning & Development Dept						
Community Development Admin	3.00	2.65	2.00	n/a	n/a	n/a
Building & Code Enforcement	13.75	13.75	12.75	12.00	12.75	13.00
Planning & GIS	7.00	7.00	7.00	6.00	7.00	7.50
Police Department	145.5	145.5	143.25	146.50	152.50	156.50
Communications Dept						
Public Relations	3.00	3.15	3.20	3.20	3.20	3.35
Communications	5.50	5.50	5.50	5.50	5.50	5.60
Public Works Dept						
Engineering	11.00	10.00	9.90	10.50	11.33	11.00
Project Mgmt (Gen Fund portion)	0.75	0.30	0.50	0.60	0.60	0.65
Enterprise Funds						
Environmental Services Fund	26.75	27.25	27.90	27.15	27.15	27.15
Renaud Spirit Center (RSC) Fund	29.50	29.50	29.35	34.60	37.60	37.35
RSC Fund (Fac Mnt)	5.10	5.10	5.00	1.00	1.00	1.40
Sewer System Fund	16.00	19.75	19.65	21.55	20.40	21.12
Water System Fund	22.00	18.90	17.05	16.55	16.40	17.14
Special Revenue Funds						
Comm. Dev Block Grant Fund	0.85	0.85	0.90	0.90	0.80	0.65
Recreation Fund (Fac Mnt)	2.80	2.50	2.80	2.80	2.65	2.90
Recreation Fund(Parks)	24.75	24.55	22.05	22.05	22.75	22.80
Recreation Fund (Recr)	26.70	25.85	25.35	26.80	26.45	26.70
Sewer Lateral Fund	n/a	0.10	0.20	0.20	0.35	0.35
Storm Water Fund	4.00	4.95	5.10	5.55	5.50	8.25
Street & Rd Impr Fund (Fleet)	1.00	1.00	1.00	1.00	1.00	1.00
Street & Rd Impr Fund (Landscape)	1.50	1.50	1.50	1.00	1.00	1.12
Street & Rd Impr Fund (Streets)	27.00	27.00	27.00	33.25	38.10	40.80
Street & Rd Impr Fund (Prj Mgt)	5.25	4.80	4.60	7.15	4.30	4.30
Total	440.70	438.85	430.50	442.95	458.48	477.80

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

Personnel Changes from 2013 to 2014

This is a brief synopsis of the changes in personnel expenses from January 2013 through January 2014.

Administration - Council approved the funds for the Administrative Assistant to the Mayor/Deputy City Clerk position.

Facility Maintenance Division - increases in the three funds is due to an additional Facility Maintenance Worker to be split 50% General Fund, 40% RSC Fund and 10% Recreation Fund. Some of the other fluctuation is due to redistributing the wage percentages based on duties and projects planned for the year.

Human Resources Division - increase is due to adding a new Human Resources Generalist position into the division.

Volunteer Services Division - increase due to additional hours for the part-time Clerical Assistant position in 2014.

Economic Development Department - increase is due to a new position approved for a Development Coordinator.

Municipal Court – increase is due to a new Warrant Clerk position for the division.

Landscape Division – increase is due to an additional Senior Landscape Worker and additional part-time Seasonal Landscape Workers' hours.

Building & Code Enforcement Division – increase due to additional hours for the part-time Code Enforcement Officer positions.

Planning & GIS Division – increase due to a new Intern position for the division.

Police Division – increase is due to adding three new Police Officer positions and one new Administrative Clerk position in 2014.

Public Relations and Community Dev. Block Grant (CDBG) – the change is due to 15% of the Public Assistant Specialist position being moved from the CDBG Fund to the Public Relations Division based upon projects and grant program funding available.

Communications – the slight increase is for a few additional hours for the part-time Camera Operator positions.

Engineering, Project Management Divisions –the increase and decrease are due to changes in wage splits of the City Engineer and Project Managers that will fluctuate annually based upon projects in process and being budgeted.

Recreation Division – the increase in the Recreation Fund and the decrease in the RSC Fund is due to fluctuation in wage splits that is based upon job allocations between the funds.

Sewer and Water Funds – increases is due to adding of an additional Senior Water Treatment Plant Operator and additional part-time hours for the Seasonal Wastewater Maintenance Workers. Both positions are utilized by both funds.

Stormwater Fund – increase is due to adding a Stormwater Maintenance Worker position to the fund. This also includes a portion of wages for the Engineering, Project Managers and Assistant Streets Superintendent wages that will fluctuate annually based upon projects in process and being budgeted.





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

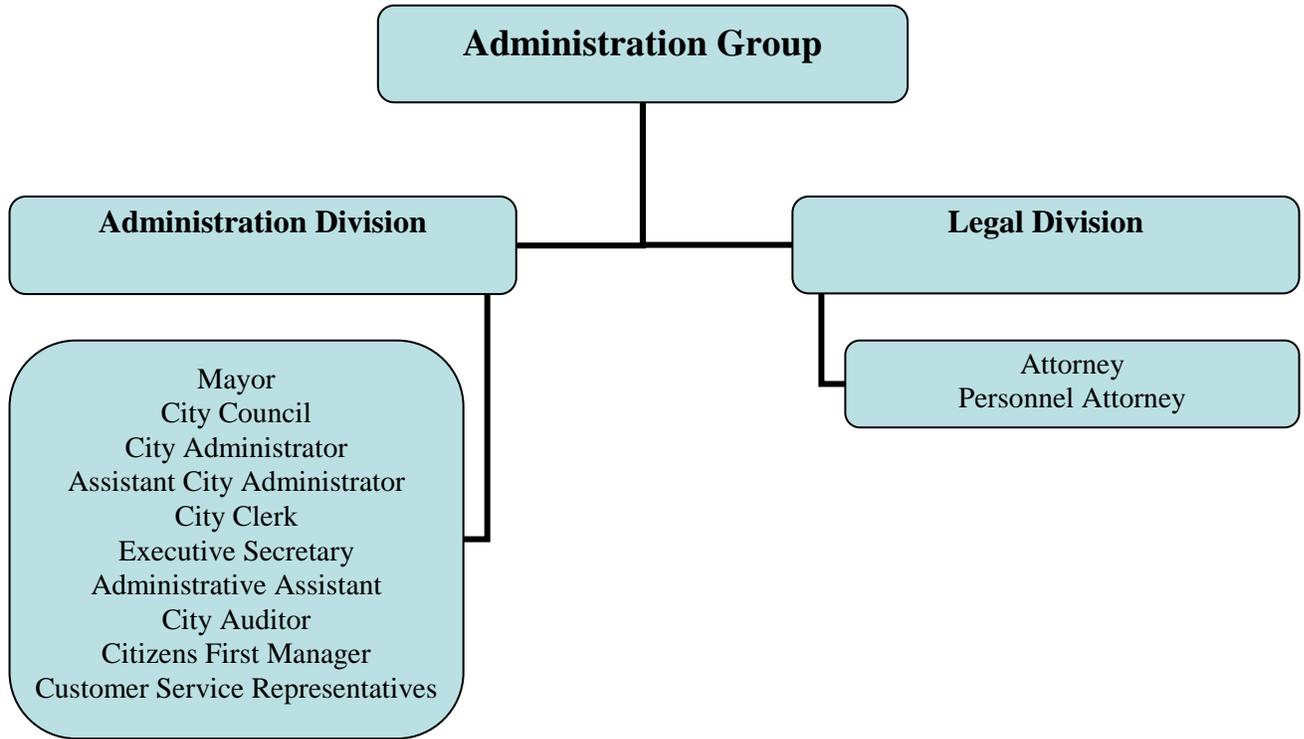
General Fund

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
2014 Budget**



Administration Group

The Administration Group consists of the Administration Division, and the Legal Division.



Administration Group – Administration Division

The Administration Division serves the Mayor and the City Council. The mission of the Division is to ensure the efficient and effective implementation of the City Council's policies and priorities by providing leadership to the City's departments, with an emphasis on professional management, transparent communication with the Council and public, building a cohesive team amongst the staff, sound financial planning, continuous innovation, and excellent customer service. 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 also develops a proposed budget for the City Council to review, amend, and adopt each fiscal year; as well as making sure the adopted budget is implemented as per Council adoption.

The Administration Division consists of the City Administrator, the Assistant City Administrator, a City Clerk, an Executive Secretary, an Administrative Assistant to the Mayor/Deputy City Clerk (new 2014), 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 2014 Goals

- I. Lead the process for the Justice Center, Civic Park and O'Day park to finalize the conceptual plans, develop a funding strategy, and communicate the information to the residents for the April 8, 2014 election. (*Building/Facility Plans – Strategic Plan*)
- II. Automate personnel action form, purchasing approvals, travel requests and other internal document processes to improve efficiency. (*Leverage New Technologies – Strategic Plan*)

- III. Define core service of the City government. (*Operational/Employee Issues – Strategic Plan*)
- IV. Explore opportunities to further develop team spirit and increase training opportunities for City employees. (*Operational/Employee Issues – Strategic Plan*)

Performance Measures

Citizens First Calls	Actual 2009	Actual 2010	Actual 2011	Actual 2012	Target 2013	Actual 2013	Target 2014
# of Inquiries Received	549	629	2,025	4,764	8,500	4,848	4,900
# of Issues Open/Closed in the Same Year	n/a	n/a	n/a	n/a	n/a	3,899	4,000
Total # of Issues Closed/Completed in Year	n/a	n/a	n/a	n/a	n/a	4,926	5,100

Note: Gov QA system installed July 2011. The Performance Measures were updated for the 2014 Budget year.

Previous Year’s Goals

In 2013, the City continued to be both one of the Best Places and one of the Safest Places to live. The City completed a review of the Citywide facility needs and formulated a strategy for the future construction of a Justice Center, improvements to Civic Park, and development of O’Day Park. These projects will be in the hands of the voters in April 2014 as ballot issues. The City Administrator continues to improve communication with employees and the public with the publishing of a detailed weekly management report and a monthly employee newsletter. Citizens First continued to assist residents as a single point of contact utilizing the Citizens Request Management System to track, evaluate, and improve responsiveness to issues.

Budget Category Summary

	Actual	Actual	Actual	Actual	Projected	Amount	Budget	%
	2009	2010	2011	2012	Budget	Change	2014	Change
					2013			
Personnel	\$587,261	\$673,207	\$762,487	\$736,805	\$815,624	\$114,210	\$929,834	14.0%
Contract Services	6,819	11,483	8,080	38,250	26,040	9,280	35,320	35.6%
Insurance	10,566	10,079	13,418	14,119	14,369	84	14,453	0.6%
Election Expenses	72,836	45,548	49,168	0	75,000	0	75,000	0.0%
Operating Supplies	6,768	5,114	6,485	14,292	16,500	(1,000)	15,500	(6.1%)
Professional Expenses	23,952	29,344	72,792	73,010	77,880	14,245	92,125	18.3%
Public Information	8,258	6,565	5,341	3,732	6,000	0	6,000	0.0%
Special Events/Programs	19,244	4,319	3,885	5,836	14,900	(3,000)	11,900	(20.1%)
Utilities	6,690	9,066	9,241	10,058	11,280	300	11,580	2.7%
Equipment Rental	2,634	1,324	3,214	4,456	5,255	0	5,255	0.0%
Leases and Contingency	28,580	8,353	173	0	60,000	(30,000)	30,000	(50.0%)
Transfers	0	504,000	0	0	40,000	55,000	95,000	137.5%
Total	\$773,608	\$1,308,402	\$934,284	\$900,558	\$1,162,848	\$159,119	\$1,321,967	13.7%

Budget Highlights

In 2014, the increase in Personnel is due to an additional position approved in 2014 for an Administrative Assistant to the Mayor and Assistant Deputy Clerk, which is listed in the City Charter. The increase in Contract Services is due to increased maintenance charges for GovQA, Laserfiche, Agenda Quick and a new Agenda Quick module being purchased for public records request. The increase in Professional expenses is due to additional training and travel requests from personnel, the Mayor and City Council members. The decrease in Special Events/Programs is due to reduction in training expenses for the Leadership program and transferring some items for purchase to office supplies. The decrease in Leases and Contingency will bring this to a level more in line with historical use. The amount being transferred will vary from year to year. In 2014, \$45,000 will be transferred to the Street & Road Improvement Fund and \$50,000 will be transferred to the Public Venue Fund.

Budget Category Explanations

Personnel **\$929,834**

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, an Administrative Assistant to the Mayor/Deputy City Clerk and two Customer Service Representatives. This budget category also includes the compensation for the Mayor and ten Council members.

Contract Services **\$35,320**

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

Insurance **\$14,453**

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.

Operating Supplies **\$15,500**

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 **\$92,125**

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 **\$11,580**

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

\$30,000

This account is used for unanticipated expenditures.

Special Programs/Events

\$11,900

This account is used for expenses associated with the Citizen Academy/Leadership Program, 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

\$95,000

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 2009	Actual 2010
Personnel	\$133,083	\$134,285
Contract Services	0	0
Insurance	2,466	2,518
Operating Supplies	476	250
Professional Expenses	0	0
Leadership Program	3,018	0
Utilities	289	291
Total	\$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 2014 Goals

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

Previous Year's Goals

In 2013, 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 2009	Actual 2010	Actual 2011	Actual 2012	Projected Budget 2013	Amount Change	Budget 2014	% Change
Professional Expenses	\$321,867	\$243,288	\$252,800	\$275,072	\$300,000	\$0	\$300,000	0.0%
Personnel	\$169,973	\$172,636	\$67,663	\$31,420	\$98,200	\$0	\$98,200	0.0%
Misc Fees	\$302	\$120,000	\$15,800	\$0	\$800	\$0	\$800	0.0%
Total	\$492,142	\$535,924	\$336,263	\$306,492	\$399,000	\$0	\$399,000	0.0%

Budget Highlights

No change in budget amount from 2013 to 2014.

Budget Category Explanations

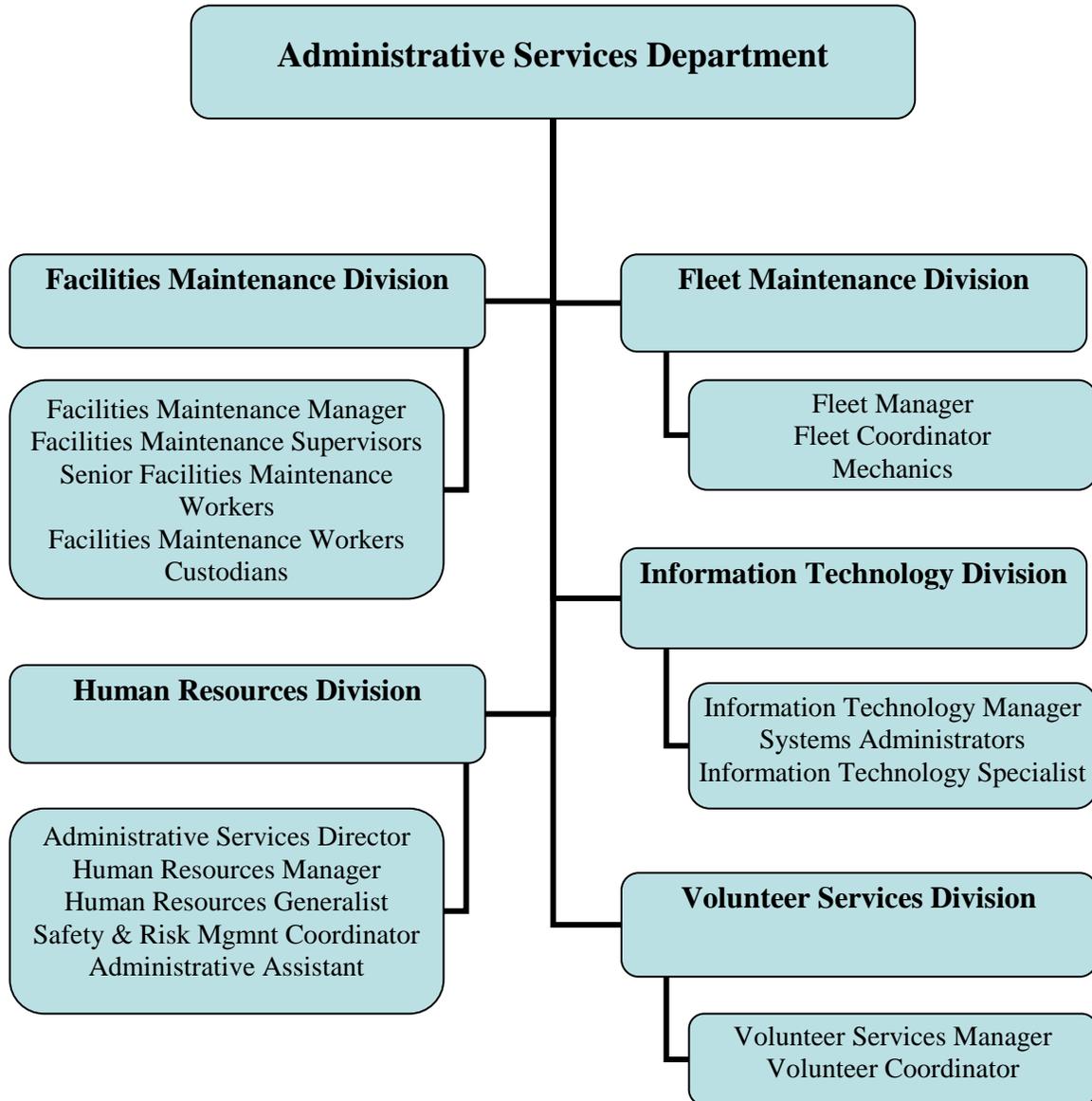
Professional

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

\$399,000



**Administrative Services Department
Organizational Chart
2014 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

The Facilities Maintenance Division was created as a result of the reorganization in 1998 and 1999. The expenses for Facilities Maintenance are split between the General Fund, the Recreation Fund and the RSC Fund based on the Fund receiving the maintenance. The Facility Maintenance Manager reports 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 2014 Goals *(Strategic Plan – Building/Facility Plans)*

- I. Fill the new Facility Maintenance Worker position approved in the 2014 Budget.
- II. Replace the coils in the pool pak at the RSC facility.
- III. Replace the carpet in the main room in the basement of the Senior Center.

Performance Measurements

	Actual 2009	Actual 2010	Actual 2011	Actual 2012	Target 2013	Actual 2013	Target 2014
Work Order Program Volume							
Number of Help Desk Work Orders	295	334	413	466	435	485	465
Emergency Work Orders	5	4	20	18	15	12	15
Average Emergency Response Time	<1 hr	<1hr	<1hr	<1hr	<1hr	<1hr	<1hr

Previous Year’s Goals

In 2013, the Division painted the pedestrian bridge over T.R. Hughes Blvd., replaced the carpet in the Police Lobby area and ordered new carpet for the food court and weight room. The Division bid out and awarded contracts for; (1) the patching and painting of the walls and ceiling of the food court and rotunda areas (2) additional electric at the Stadium (3) repair of the cooling tower at City Hall.

Budget Category Summary

	Actual 2009	Actual 2010	Actual 2011	Actual 2012	Projected Budget 2013	Amount Change	Budget 2014	% Change
Personnel	\$334,354	\$352,167	\$348,421	\$337,858	\$341,794	\$22,976	\$364,770	6.7%
Contract Services	68,406	96,926	100,091	103,141	114,138	(93)	114,045	(0.1%)
Insurance	58,603	60,896	67,503	85,218	99,046	4,952	103,998	5.0%
Maintenance	16,964	22,252	22,928	17,175	23,000	13,500	36,500	58.7%
Operating Supplies	8,841	9,492	11,104	16,171	21,511	(2,351)	19,160	(10.9%)
Professional Expenses	0	0	0	0	0	3,500	3,500	100.0%
Public Information	0	0	190	138	0	0	0	0.0%
Utilities	131,573	141,081	148,839	161,266	155,820	14,880	170,700	9.5%
Petroleum	0	0	0	0	862	638	1,500	74.0%
Rental	0	0	128	0	500	0	500	0.0%
Total	\$618,741	\$682,814	\$699,204	\$720,967	\$756,671	58,002	\$814,673	7.7%

Budget Highlights

The increase in Personnel and Insurance is due to an additional position added and the change in percentage split of wages on employees shared with the Parks and Spirit Center Divisions. The increase in Maintenance cost is due to maintenance on the elevators within the City complex. Operating Supplies is decreasing due to the reduction in small equipment/furniture needs in 2014. The addition of Professional Expenses is for training and travel expenses. Staff will benefit from the various trainings in HVAC, elevators, locks, roofing, etc. The increase in Utilities is due to increasing cost for phone, water, sewer, electric and natural gas utilities. The increase in Petroleum is for the back-up generators used and maintained by this Division for the City Hall building.

Budget Category Explanations

Personnel

\$364,770

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%, 50%), and three Custodians (100%).

Contract Services **\$114,045**

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 **\$103,998**

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 **\$36,500**

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 **\$19,160**

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.

Professional Expenses **\$3,500**

This amount provides funding for dues and subscriptions, training and travel expenses.

Utilities **\$170,700**

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

Petroleum **\$1,500**

This amount includes the costs incurred by division for gas used for the back-up generators.

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

The Fleet Maintenance Division 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. All City vehicles, with the exception of the Environmental Services, are 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 2014 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*)
- III. The Fleet Division will fully implement the maintenance tracking software for use by January 2015. (*Leverage New Technologies – Strategic Plan*)

Performance Measurements

	Actual 2009	Actual 2010	Actual 2011	Actual 2012	Target 2013	Actual 2013	Target 2014
Number of Basic Service Jobs	2,318	2,400	2,442	2,540	3,000	2,812	3,000
Number of Out-Sourced Repairs	367	356	326	311	300	178	50
Average Time for Repair	3.5 hrs	4 hrs	3.0 hrs	3.0 hrs	3.0 hrs	2.8 hrs	3.0 hrs

Previous Year's Goals

In 2013 the Fleet Maintenance Division continues to limit downtime of vehicles for all repairs done in-house. Every vehicle that passed thru the facilities doors was repaired and checked before being returned to the department/division in good and mechanically safe operating order.

Budget Category Summary

	Actual 2009	Actual 2010	Actual 2011	Actual 2012	Projected Budget 2013	Amount Change	Budget 2014	% Change
Personnel	\$250,576	\$253,865	\$255,535	\$248,923	\$354,044	(\$18,980)	\$335,064	(5.4%)
Insurance	109,572	110,421	120,736	159,236	175,217	7,908	183,125	4.5%
Maintenance	181,235	183,424	198,577	186,651	202,125	(7,125)	195,000	(3.5%)
Operating Supplies	5,222	5,646	1,890	4,608	4,350	4,150	8,500	95.4%
Petroleum	257,865	246,281	399,949	356,884	349,000	91,529	440,529	26.2%
Professional Expenses	450	1,660	0	2,427	3,975	3,405	7,380	85.7%
Utilities	1,451	579	2,011	3,886	3,700	4,800	8,500	129.7%
Rental	0	0	0	0	0	0	0	0.0%
Total	\$806,371	\$801,876	\$978,698	\$962,615	\$1,092,411	\$85,687	\$1,178,098	7.8%

Budget Highlights

In 2014, the decrease in Personnel is to reflect the actual increase from the new Manager position added in 2013. The decrease in Maintenance will more closely reflect the actual from 2013 and the 5 year trend. The increase in operating Supplies is for the start-up supplies needed for the new Vehicle Maintenance files to back up the software system. The Increase in Petroleum is due to additional vehicles and equipment. The increase in Professional Expenses is for training and travel for the Fleet staff to keep up with modern technology on motorcycles and automobiles. The increase in Utilities is for the Division's portion of the phone, gas, and electric at the Public Works building.

Budget Category Explanations

Personnel

\$335,064

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

Insurance

\$183,125

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 **\$195,000**
This category is for the repairs and maintenance of various shop equipment, heavy machinery and vehicles.

Operating Supplies **\$8,500**
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 **\$7,380**
This amount provides funding for dues and subscriptions, training and travel expenses.

Petroleum **\$440,529**
This amount includes the costs incurred by division vehicles for oil and gas used.

Utilities **\$8,500**
This amount covers the cost for telephone charges and the gas and electric utilities for the division's portion of the Public Works Building.

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

The 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, safety trainings, employee relations, compensation and benefits administration, and all personnel policies and procedures, including disciplinary action. This division 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 2014 this division will gain a new position, Human Resource Generalist. This position’s duties will include recruiting, record keeping, benefits and new employee orientation just to list a few.

Fiscal Year 2014 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 audit of basement records and separate, label, file, and destroy as appropriate.
- IV. Decrease the number of chargeable accidents by 10% by increased safety training and additional safety inspections. (*To be a great place to work*)
- V. Implement online open enrollment and employee portal.
- VI. Develop year-end total compensation statements

Performance Measurements

	Actual 2009	Actual 2010	Actual 2011	Actual 2012	Target 2013	Actual 2013	Target 2014
Positions Created							
Full-Time Employees	40	0	1	3	10	10	15
Part-Time Employees	0	0	79	10	4	4	5
Positions Filled							
Full-Time Employees	61	10	20	29	40	42	35
Part-Time Employees	200	79	153	246	250	150	150
Turnover (not including retirement or promotions)	24	15	13	24	20	24	20
Safety & Risk Management							
Annual # of City Wide Safety Trainings	36	39	33	20	24	21	27
Safety Trainings	10	10	10	5	8	9	12
Workers Compensation Claims filed	45	41	63	52	50	49	50
Number of Chargeable Accidents/Injuries	36	43	29	48	40	37	33

Previous Year's Goals

In 2013, Human Resources processed 58 requests for personnel that resulted in the logging and review of 1,804 applications. Many postings had several openings. Subsequent interviews, testing and personnel processing also occurred. Human Resources completed the Request for Proposal (RFP) for a new Benefits Broker, and successfully transitioned to the new broker. The Division conducted an I-9 audit, conducted interview training, FMLA training, re-issued policies on FMLA, Harassment, Light Duty and Internet and E-mail use. Employee Handbook revisions continue.

Budget Category Summary

	Actual 2009	Actual 2010	Actual 2011	Actual 2012	Projected Budget 2013	Amount Change	Budget 2014	% Change
Personnel	\$308,171	\$296,883	\$260,368	\$270,559	\$337,598	\$60,937	\$398,535	18.1%
Contract Services	34,233	35,932	33,166	24,523	36,525	20,975	57,500	57.4%
Insurance	2,148,670	2,277,479	1,774,757	1,827,487	2,033,202	159,108	2,192,310	7.8%
Maintenance	0	2,000	0	5,920	6,000	(6,000)	0	(100.0%)
Operating Supplies	6,256	5,224	2,478	2,380	22,950	(10,260)	12,690	(44.7%)
Professional Expenses	10,717	7,593	11,563	10,602	54,720	(16,000)	38,720	(29.2%)
Public Information	1,274	499	0	994	4,500	0	4,500	0.0%
Utilities	897	860	678	1,086	1,740	225	1,965	12.9%
Rental	2,169	1,031	1,882	2,488	3,000	0	3,000	0.0%
Total	\$2,512,387	\$2,627,501	\$2,084,892	\$2,146,039	\$2,500,235	\$208,985	\$2,709,220	8.4%

Budget Highlights

In 2014, the increase in Personnel is due to the new position, Human Resource Generalist, being added to the division. The increase in Contract Services is for the new benefits administration system. The increase in Insurance is due to the new nationwide health care program and national trend. The decrease in Maintenance is due to the fees for the software system being covered by another division. The decrease in Operating Supplies is due to small equipment & furniture purchased in 2013 that is not needed in 2014. The decrease in Professional Expenses is due to In-House training to be handled by the Human Resource Manager.

Budget Category Explanations

Personnel **\$398,535**

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

Contract Services **\$57,500**

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

Insurance **\$2,192,310**

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 **\$000**

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

Operating Supplies **\$12,690**

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 **\$38,720**

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 **\$1,965**

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

The Information Technologies (IT) Division reports to the Administrative Services Director and is responsible for overall computer administration and telephone administration. The Information Technology Manager, two System Administrators and one Information Technology Specialist 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 2014 Goals

- I. Continue to replace/update Police car computer systems with newer computers to provide better access to information for the officers. *(To maintain a superior community)*
- II. Add additional storage for network data and Disaster Recovery. Replace firewalls with Next-Generation devices to provide advanced threat detection and security. *(To maintain a superior community) (Improved Communication/ Responsiveness/ Openness - Strategic Plan)*

Performance Measurements

	Actual 2009	Actual 2010	Actual 2011	Actual 2012	Target 2013	Actual 2013	Target 2014
# of Computers (Added/Upgraded)	35	61	20	28	10	35	33
# of Software Systems (Added/Upgraded)	3	2	3	3	3	1	1

Previous Year's Goals

In 2013, the division replaced 35 computers to prepare for the upgrade of several key software systems used by the City. These systems were desktop systems and not virtual systems as originally planned. As one software upgrade was put on hold, the division staff decided the best course of action was to postpone the Virtual upgrade for at least three years. The division did replace the phone system at the Renaud Spirit Center in September 2013. The Fleet Maintenance software was installed allowing wireless communications for the fuel pumps at both the Public Works and Environmental Services locations. The division also replaced 16 police care computers. This is to provide faster computing environment for Public Safety. Several servers were upgraded to enhance security and provide the division with upgraded features.

Budget Category Summary

	Actual 2009	Actual 2010	Actual 2011	Actual 2012	Projected Budget 2013	Amount Change	Budget 2014	% Change
Personnel	\$270,956	\$276,409	\$281,259	\$286,720	\$346,837	18	\$346,855	0.0%
Contract Services	23,902	19,952	18,982	18,310	17,500	1,500	19,000	8.6%
Insurance	3,699	3,777	3,807	3,838	3,934	645	4,579	16.4%
Maintenance	66,621	52,526	65,534	63,524	76,200	800	77,000	1.0%
Operating Supplies	12,278	9,994	10,720	11,604	29,575	14,325	43,900	48.4%
Professional Expenses	2,283	3,380	3,254	8,714	9,400	6,000	15,400	63.8%
Utilities	10,913	8,041	13,378	16,867	24,648	23,352	48,000	94.7%
Total	\$390,652	\$374,079	\$396,934	\$409,577	\$508,094	46,640	\$554,734	9.2%

Budget Highlights

In 2014, the increase in Operating Supplies is due to an increase in computers (new and replacements). The increase in Professional Expenses is due to additional training for the staff. The increase in Utilities is due to the cost to upgrade the internet access from 6 to 20 mb.

Budget Category Explanations

Personnel

\$346,855

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

Contract Services

\$19,000

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

Insurance

\$4,579

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

\$77,000

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

Operating Supplies

\$43,900

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

\$15,400

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

\$48,000

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 2009	Actual 2010	Actual 2011	Actual 2012
Personnel	\$61,503	\$62,157	\$47,279	\$48,445
Contract Services	5,039	9,813	4,260	5,640
Insurance	76,111	47,199	54,699	55,115
Maintenance	0	0	0	0
Operating Supplies	10,418	7,937	6,825	3,046
Professional Expenses	5,376	11,451	13,832	21,185
Utilities	297	315	258	201
Total	\$158,744	\$138,872	\$127,153	\$133,632

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

The Volunteer Services Division 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 2014 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 2009	Actual 2010	Actual 2011	Actual 2012	Target 2013	Actual 2013	Target 2014
Number of Volunteers	2,025	2,360	2,490	2,463	2,300	2,364	2,300
Number of Volunteer Hours	23,395	20,307	20,016	20,058	21,000	21,560	21,000

Previous Year’s Goals

In 2013, five positions were developed or updated to support City departments. Programs engaging disadvantaged youth and individuals with disabilities continued to expand. The division coordinated nine national Days of Service, plus several regional and local service days. Efforts focused on parks, creeks, and roadsides. There are eleven new groups that participated. Promotions of opportunities were effective. Recognition was accomplished through verbal/written communications, certificates, awards and an annual banquet.

Budget Category Summary

	Actual 2009	Actual 2010	Actual 2011	Actual 2012	Projected Budget 2013	Amount Change	Budget 2014	% Change
Personnel	\$121,462	\$128,145	\$129,392	\$131,532	\$145,409	\$10,325	\$155,734	7.1%
Contract Services	594	635	698	803	875	26	901	3.0%
Insurance	2,466	2,518	2,538	2,559	2,623	(2)	2,621	(0.1%)
Operating Supplies	4,274	3,471	3,244	4,693	5,930	440	6,370	7.4%
Special Events	17,063	15,081	17,646	16,808	18,850	250	19,100	1.3%
Professional Expenses	4,772	4,397	4,739	4,566	3,484	128	3,612	3.7%
Public Information	253	198	293	249	300	4,000	4,300	1333.3%
Utilities	575	682	526	1,479	1,000	0	1,000	0.0%
Total	\$151,459	\$155,127	\$159,076	\$162,689	\$178,471	\$15,167	\$193,638	8.5%

Budget Highlights

The increase in Personnel reflects the increase in hours for one part-time employee. The increase in Public Information is for a one-time purchase of a vehicle wrap for the Volunteer Services van. This wrap will advertise the City's website, promote events and increase awareness of the program.

Budget Category Explanations

Personnel

\$155,734

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

Contract Services

\$901

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

Insurance

\$2,621

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 **\$6,370**

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 **\$19,100**

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

Professional **\$3,612**

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

Public Information **\$4,300**

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

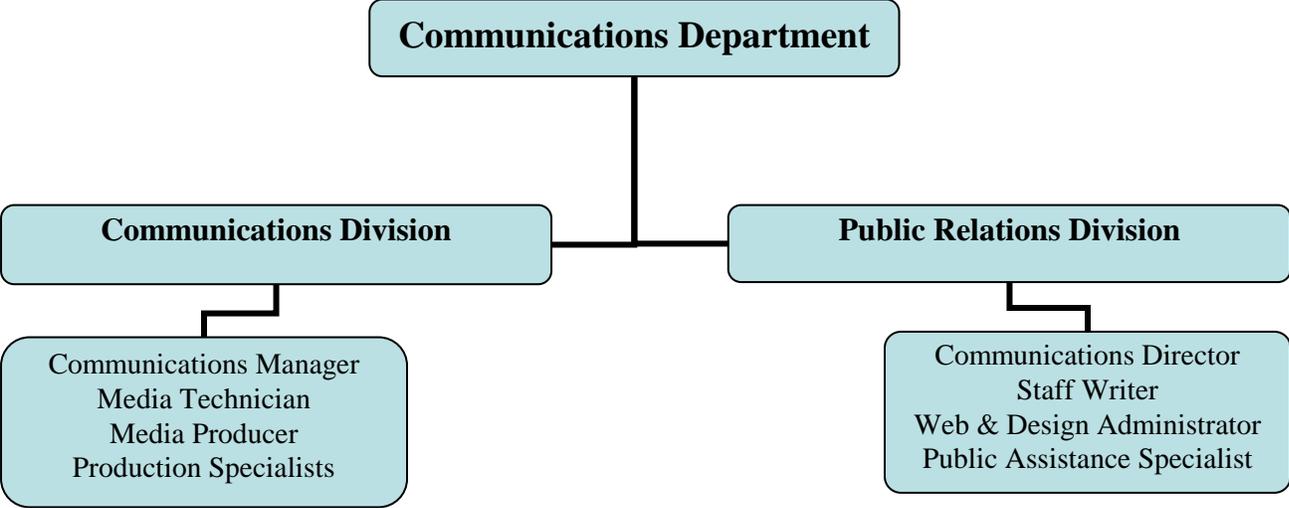
Utilities **\$1,000**

This amount is allocated for telephone and tablet aircard expenses.





**Communications Department
Organization Chart
2014 Budget**



Communications Department

The Communications Department was formerly part of the Administration Group. This Department reports 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. The mission of O’FallonTV is to provide a window on local government for O’Fallon residents. The goal is to inform and educate our viewers about City operations, programs, services and events that make O’Fallon a great place to live. The Department is responsible for the live cable casting of all public City meetings and workshops. In addition, all 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 create programs, public service announcement, promotional spots and special productions to keep residents and non-residents informed of events that occur within the City limits. They also supply information to viewers 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 2014 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. Continue working on a Video Tourbook for O’Fallon that gives an overview of our City. The first three will highlight 1) Quality of Life 2) Business and Economic Development 3) Overview of O’Fallon (*Core Values of the City, Economic Development – Strategic Plan*)

Performance Measurements

	Actual 2009	Actual 2010	Actual 2011	Actual 2012	Target 2013	Actual 2013	Target 2014
Programs Produced	378	334	342	292	275	284	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	23.0	22.0	22.0	22.0	23.0	22.5

Previous Year's Goals

In 2013, O'FallonTV continued our mission to provide a window on local government for our residents. We met our goal to inform and educate our viewers about city operations, programs, services and events that make O'Fallon a great place to live and strive to make a difference every day. O'FallonTV was further integrated into the City's website and social media channels to enable residents multiple ways to get City information. With the help of the Economic Development Department and the Planning & GIS Division, this Division has been able to incorporate "Keep it in the 'O'" YouTube links into the City Business Map and Directory. The Division also created a digital workbook that details the status of all O'FallonTV equipment and allows for a more formalized 5-year CIP. The document also includes procedures, operations and checklists for O'FallonTV functions.

Budget Category Summary

	Actual 2009	Actual 2010	Actual 2011	Actual 2012	Projected Budget 2013	Amount Change	Budget 2014	% Change
Personnel	\$344,736	\$345,884	\$334,948	\$350,792	\$375,079	\$7,663	\$382,742	2.0%
Contract Services	1,200	0	1,200	1,800	2,400	200	2,600	8.3%
Insurance	6,164	6,295	6,346	6,397	6,557	(6)	6,551	(0.1%)
Maintenance	4,234	3,955	3,218	4,799	6,700	(150)	6,550	(2.2%)
Operating Supplies	5,538	4,337	5,780	5,178	17,340	(1,980)	15,360	(11.4%)
Professional Expenses	457	0	0	2,125	2,950	100	3,050	3.4%
Public Information	209	0	0	0	0	0	0	0.0%
Utilities	289	11,079	11,037	10,987	11,663	(2,051)	9,612	(17.6%)
Rental	454	225	400	0	450	0	450	0.0%
Total	\$363,281	\$371,775	\$362,929	\$382,078	\$423,139	\$3,776	\$426,915	0.9%

Budget Highlights

The decrease in Utilities is due to the projected new internet access contract pricing coming in lower than the previous contract.

Budget Category Explanations

Personnel **\$382,742**

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 **\$2,600**

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

Insurance **\$6,551**

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 **\$6,550**

This category includes repairs and maintenance of all production and office equipment.

Operating Supplies **\$15,360**

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 **\$3,050**

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 **\$9,612**

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. 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 2014 Goals

- I. Successfully launch O’Fallon’s first mobile app to allow for better communication with employees. (*Strategic Plan – Operation/Employee Issues*)
- II. Direct the communication and marketing efforts of the Proposition J and P initiatives. (*Strategic Plan – Building/Facility Plans*)
- III. Continue the integration of the City’s communications efforts to make full use of all vehicles, including O’Fallon TV, the City’s websites, social media, print, etc.
- IV. Continue to portray the City in a positive light in local media and City-produced communications.

Performance Measurements

	Actual 2009	Actual 2010	Actual 2011	Actual 2012	Target 2013	Actual 2013	Target 2014
Number of News Releases	239	237	242	259	240	243	230
Unique web page views by site*							
www.ofallon.mo.us (includes PD site)	845,105	1,010,466	1,002,917	1,054,462	1,000,000	1,129,910	1,100,100
www.renaudspiritcenter.com	309,206	290,827	323,409	308,266	275,000*	271,768	270,000
www.heritageandfreedomfest.com	94,264	87,369	97,781	87,379	90,000	138,710	120,000
Unique visitors by site							
www.ofallon.mo.us (includes PD site)	370,310	369,524	435,073	475,266	450,000	543,718	500,000
www.renaudspiritcenter.com	133,251	136,504	137,994	131,297	120,000*	119,177	120,000
www.heritageandfreedomfest.com	37,510	38,930	40,174	38,191	40,000	39,152	40,000

*The www.renaudspiritcenter.com website views decreased in users/visits in 2013 as anticipated, due to the City’s implementation of an improved “Rainout Information” system that allowed 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 2013, Public Relations continued publishing the residential newsletter/parks and recreation guide on a quarterly basis. Additionally, three updated websites www.ofallon.mo.us/parks&rec, www.renaudspiritcenter.com and www.heritageandfreedomfest.com, were launched which greatly enhanced the City's web presence and added video and mobile capabilities to the sites.

The Division also moved to a new electronic newsletter system that offers greater tracking of customer usage, better filtering of valid email addresses and easier use for both staff and readers.

Public Relations also successfully completed the City's first Citizen Survey since 2006. The survey gave Staff and the Council valuable feedback on City operations and resident satisfaction. The Communications Director also developed and implemented the City's new Leadership program. This series of classes played a great role in educating key employees on leadership and management skills.

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 2009	Actual 2010	Actual 2011	Actual 2012	Projected Budget 2013	Amount Change	Budget 2014	% Change
Personnel	\$211,324	\$227,250	\$233,480	\$245,532	\$247,292	\$10,995	\$258,287	4.4%
Contract Services	2,099	1,687	1,646	2,893	45,000	(39,000)	6,000	(86.7%)
Insurance	4,338	5,035	5,076	5,117	5,245	(5)	5,240	(0.1%)
Maintenance	0	0	0	0	1,500	(750)	750	(50.0%)
Operating Supplies	8,450	6,081	6,582	9,076	9,050	400	9,450	4.4%
Special Events	0	31,042	671	15,183	20,000	0	20,000	0.0%
Weatherization Grant	0	0	248,937	0	0	0	0	0.0%
Professional Expenses	2,342	2,000	0	60	2,200	800	3,000	36.4%
Public Information	9,213	8,205	7,151	8,929	15,700	15,100	30,800	96.2%
Utilities	925	847	635	633	1,440	0	1,440	0.0%
Total	\$238,691	\$282,147	\$504,178	\$287,423	\$347,427	(\$12,460)	\$334,967	(3.6%)

Budget Highlights

In 2014, the increase in Personnel is due to the increase in the percentage of salary allocated from this budget to pay the Public Assistance Specialist. The remainder of this position's salary is funded by Federal grants through the Community Development Block Grants Fund. The decrease in Contract Services is due to the removal of the Citizens Survey from the budget. The 2013 survey should provide adequate data for the City for the next few years. At this time, the Division does not anticipate doing any additional surveys for several years. The increase in the Public Information account for the addition of \$15,000 to the Budget is in order to cover expenses related to the Proposition J and P educational campaign.

Budget Category Explanations

Personnel **\$258,287**

This category includes salaries, wages and benefits for one Communication Director, one Web & Design Administrator, one Staff Writer and 35% of the Public Assistance Specialist position.

Contractual Services **\$6,000**

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

Insurance **\$5,240**

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 **\$750**

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

Operating Supplies **\$9,450**

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 **\$3,000**

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

Public Information **\$30,800**

Funding for the public relations events, advertising and printing.

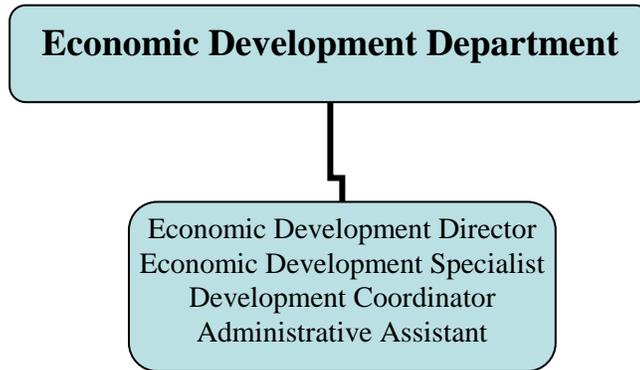
Utilities

\$1,440

Funding for telephone and internet service and equipment replacement expenses.



**Economic Development Department
Organization Chart
2014 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 Department reports directly to the Assistant City Administrator.

The Economic Development Department 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 2014 Goals (*Strategic Plan – Economic Development*)

I. Short Term Department Goals (*To maintain a superior community*)

- A. Continue to implement the objectives of the Economic Development Strategic Plan as the basis for all activities of the Economic Development Department for the City of O’Fallon. These activities include:
 - 1. 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.
 - 2. Continue to recruit new businesses to O’Fallon through research, cold calling and responses to requests.
 - 3. Continue to market area businesses through 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”.
 - 4. Continue to seek an improved and streamlined development process, City regulations and use of incentives to foster more economic growth.

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 2009	Actual 2010	Actual 2011	Actual 2012	Target 2013	Actual 2013	Target 2014
Industrial and Manufacturing							
# of New Businesses	9	3	6	8	5	6	6
# of Jobs Created	223	10	20	104	25	52	35
Commercial and Retail							
# of New Businesses	130	132	111	131	100	166	150
# of Jobs Created	1,143	1,088	671	819	500	788	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 2013, Economic Development conducted 702 business retention visits and assistance calls. The division conducted 93 attraction and expansion calls through research, cold calling and responding to inquiries. There were 170 new businesses started throughout the City including Cut N Dye Salon, Corner Spirits, The Egg & I, Tap House Pub & Patio, GG’s Resale, Art in Motion Dance Center, Whiskey Styx Bar & Grille, Mario’s Pizza, Mike’s Pub and Grill, MOD, Value Village, Grandpa’s Outlet, The R & B Club, Bakery Case, Subway, Hit Squad MMA, Eleven 65, S & S Bar B Que and St. Louis RV/GMT Auto Sale, to name a few.

The Department 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 with an effort to expand it to outside audiences with “It’s All in the O”. 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. In addition, website advertising began with spots in the O’Fallon Patch and STL Today. Four different spot ads ran on KFAV 99.9 FM, each for a one-two week timeframe, and I-70 billboard advertisements ran on 1 occasion for a total of 8 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 2014 include Bryan Road Animal Hospital, O’Fallon Modern Dentistry, Kiddie Academy, Goodwill (new location), Hwy K Retail, Phoenix Metals, Delmar Gardens (expansion), Dirt Cheap (redevelopment), CVS (Hwy K at VMP) and Eye Guys Optometry (expansion). There are 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 2009	Actual 2010	Actual 2011	Actual 2012	Projected Budget 2013	Amount Change	Budget 2014	% Change
Personnel	\$171,447	\$193,052	\$190,795	\$163,705	\$210,569	\$61,487	\$272,056	29.2%
Contract Services	2,898	4,799	4,767	10,980	5,025	20,475	25,500	407.5%
Insurance	4,292	3,777	3,807	3,838	3,934	(4)	3,930	(0.1%)
Maintenance	0	1,605	0	0	400	0	400	0.0%
Operating Supplies	5,695	704	1,370	1,802	2,200	500	2,700	22.7%
Professional Expenses	25,388	20,993	27,650	32,705	31,630	1,820	33,450	5.8%
Special Programs	15	0	0	0	2,300	700	3,000	30.4%
Public Information	42,666	16,697	18,691	30,917	31,500	2,300	33,800	7.3%
Utilities	0	286	545	510	750	725	1,475	96.7%
Total	\$252,401	\$241,913	\$247,625	\$244,457	\$288,308	\$88,003	\$376,311	30.5%

Budget Highlights

In 2014, the increase in Personnel is due to the new position approved by Council for a Development Coordinator. The increase in Contract Service is for the Great Street Planning project that will develop, with the assistance of the businesses stakeholders, an improvement plan for the downtown area of the City. The increase in Operating Supplies is for office furniture for the new employee. The increase in Utilities is for the monthly service of the tablet used by the department.

Budget Category Explanations

Personnel

\$272,056

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

Contract Services

\$25,500

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

Insurance **\$3,930**

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, three desktop computers, and one printer.

Operating Supplies **\$2,700**

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 **\$33,450**

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 **\$3,000**

This category includes expenses relating to various events for local businesses.

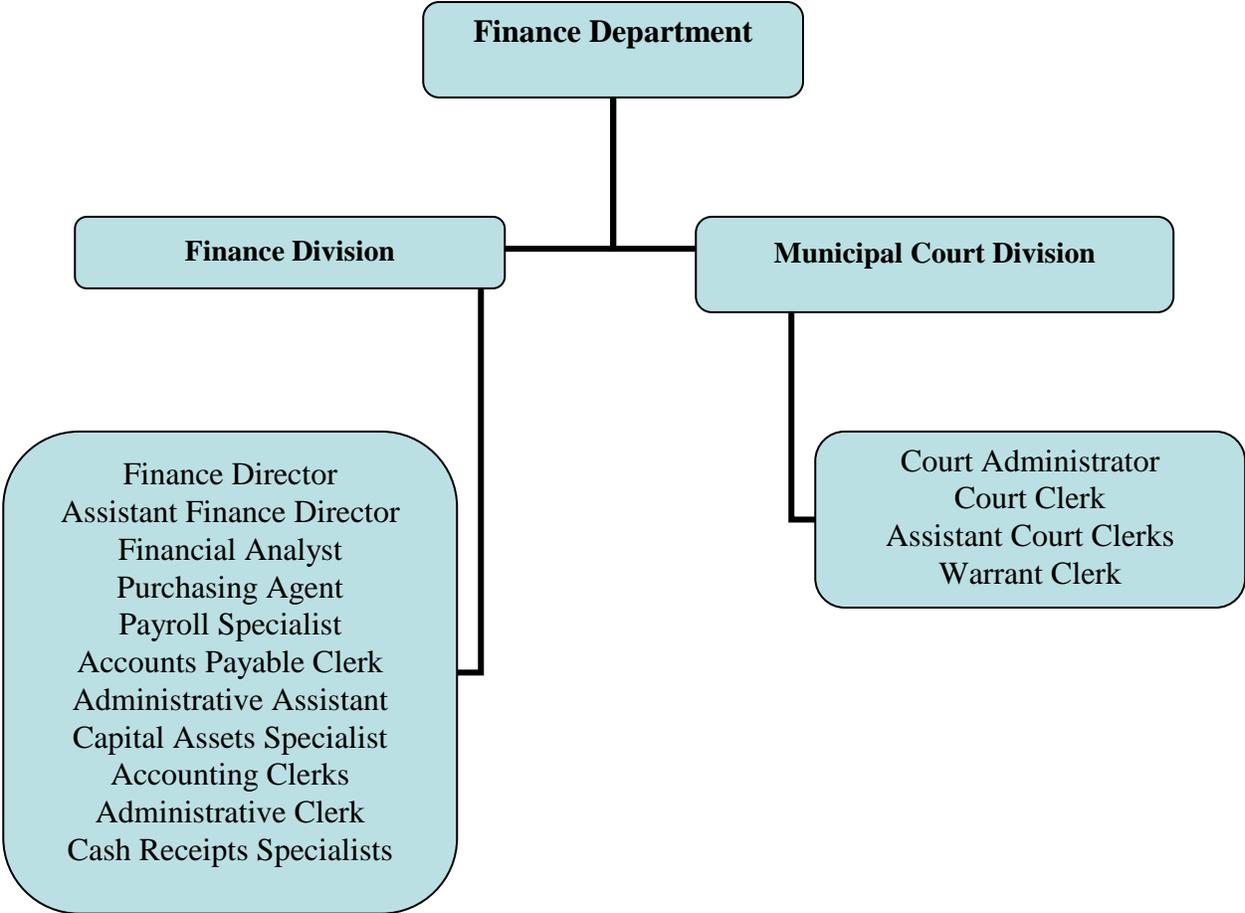
Public Information **\$33,800**

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 packets, informational mailers to citizens, presentations, flyers, and maps.

Utilities **\$1,475**

This amount funds cellular telephone(s), tablet(s) and other utility expenses incurred by the Economic Development Department.

**Finance Department
Organization Chart
2014 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 2014 Goals *(To maintain a superior community)*

- I. Earn a Certificate of Achievement for Excellence in Financial Reporting for the FY 2013 CAFR and a Distinguished Budget Presentation Award for the 2014 Budget. These documents are presented on the City's website for transparency and openness to the community of the City's financial information.
- II. Research and implement a software system capable of managing the City's business license process to make it more efficient for the administration and providing an online portal for payments. *(Strategic Plan – Leverage New Technologies)*
- III. Research a software system capable of moving towards a more paperless environment by utilizing workflow processes to approve various City documents. *(Strategic Plan – Leverage New Technologies)*

Performance Measurements

	Actual 2009	Actual 2010	Actual 2011	Actual 2012	Target 2013	Actual 2013	Target 2014
(Dollar amounts are in thousands.)							
Finance:							
Debt Rating (Moody's)	Aa3	Aa3	Aa3	Aa3	Aa2	Aa2	Aa2
Debt Rating (Standard & Poors)	AA						
Number of Debt Issuance/Refundings	3	0	1	1	1	1	1
Value of Net General Obligation Debt	\$ 45,630	\$ 41,770	\$ 39,630	\$ 25,995	\$ 23,515	\$ 23,515	\$ 20,835
Funds Invested (Pooled Cash)	\$ 34,271	\$ 37,868	\$ 35,768	\$ 41,694	\$ 40,000	\$ 47,480	\$ 45,000
Average Return on Investments	0.59%	0.36%	0.24%	0.24%	0.30%	0.24%	0.30%
Accounting:							
# of Accounts Payable Checks Issued	6,327	5,848	5,694	5,914	6,100	8,170	8,200
# of EFT's processed	1,280	1,275	1,170	784	900	712	800
Property Tax Rate (Rounded)	\$ 0.6164	\$ 0.4838	\$ 0.4838	\$ 0.5512	\$ 0.5512	\$ 0.5512	\$ 0.5512
Annual Wages Processed	\$ 21,654	\$ 21,822	\$ 21,871	\$ 22,330	\$ 22,575	\$ 23,110	\$ 23,986
Purchasing							
# of Initial Purchase Orders Issued	385	387	418	376	390	425	425

Previous Year's Goals

In 2013, the Finance Department received the GFOA Award for Excellence in Financial Reporting for the 2012 Comprehensive Annual Financial Report and the GFOA Distinguished Budget Presentation Award for the 2013 Budget book. The department purchased a scanner for capital assets to improve the efficiency and accuracy of monitoring the assets. The department also implemented an e-bill program for utility billing where customers can receive their bill electronically versus obtaining the paper bill. This allows the City to be more environmentally friendly.

Budget Category Summary

	Actual 2009	Actual 2010	Actual 2011	Actual 2012	Projected Budget 2013	Amount Change	Budget 2014	% Change
Personnel	\$770,925	\$776,475	\$793,686	\$758,952	\$782,590	\$10,158	\$792,748	1.3%
Contract Services	133	0	420	0	0	0	0	0.0%
Insurance	14,793	15,107	15,879	16,002	16,827	841	17,668	5.0%
Maintenance	15,015	18,989	19,029	28,060	37,512	(2,769)	34,743	(7.4%)
Operating Supplies	14,880	13,512	8,246	17,825	18,715	(1,550)	17,165	(8.3%)
Professional Expenses	36,964	41,611	41,429	44,298	56,519	(6,965)	49,554	(12.3%)
Public Information	9,209	4,934	4,028	3,062	2,850	300	3,150	10.5%
Utilities	69,415	71,495	66,159	49,591	57,849	1,000	58,849	1.7%
Rental	13,653	10,588	13,286	16,811	17,469	1,230	18,699	7.0%
Total	\$944,987	\$952,711	\$962,162	\$934,601	\$990,331	\$2,245	\$992,576	0.2%

Budget Highlights

In 2014, the decrease in Maintenance is due to the purchase for the software license that was delayed to the end of the year so the maintenance will begin in 2015. The decrease in Professional Expenses is due to the completion of an Actuary Study in 2013 and budgeting for the 457 Plan review. These are not required to be done annually. The increase in the Rental is for the postage meter. The City received one year free upon the purchase of the new postage equipment in 2013.

Budget Category Explanations

Personnel

\$792,748

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

\$000

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

Insurance **\$17,668**

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 **\$34,743**

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

Operating Supplies **\$17,165**

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 **\$49,554**

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 **\$3,150**

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

The 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 2014 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 2009	Actual 2010	Actual 2011	Actual 2012	Target 2013	Actual 2013	Target 2014
Number of Cases	13,842	13,770	16,425	15,402	15,500	13,918	14,500
Collected Court Fines	\$1,398,856	\$1,216,192	\$1,553,907	\$1,413,411	\$1,548,867	\$1,321,546	\$1,331,748
Collected Court Costs	\$137,101	\$124,596	\$159,969	\$143,903	\$163,168	\$131,150	\$131,240
Avg Fine Collected per Case	\$101.06	\$88.32	\$94.61	\$91.77	\$99.93	\$94.95	\$91.84
Court Sessions	46	47	46	46	46	46	46
Warrants Issued	2,456	2,397	2,438	2,785	2,500	2,629	2,500

Previous Year’s Goals

In 2013, Municipal Court continued increasing online payments with more awareness of the process and the increase of technology users. The division also continues to utilize the online process for attorneys to process cases faster and more efficiently.

Budget Category Summary

	Actual 2009	Actual 2010	Actual 2011	Actual 2012	Projected Budget 2013	Amount Change	Budget 2014	% Change
Personnel	\$262,646	\$233,824	\$245,418	\$251,085	\$271,518	\$45,685	\$317,203	16.8%
Contract Services	1,119	2,170	3,194	2,892	4,600	(750)	3,850	(16.3%)
Insurance	4,931	5,035	5,076	5,117	5,245	(5)	5,240	(0.1%)
Maintenance	12,404	13,024	13,675	14,359	15,580	2,351	17,931	15.1%
Operating Supplies	4,593	4,570	5,034	3,908	7,225	(1,975)	5,250	(27.3%)
Professional Expenses	128,186	114,773	113,087	106,213	109,356	6,475	115,831	5.9%
Public Information	2,104	1,827	2,857	2,280	2,000	500	2,500	25.0%
Utilities	273	438	307	292	336	239	575	71.1%
Rental	2,441	1,280	2,124	2,549	3,732	0	3,732	0.0%
Total	\$418,697	\$376,941	\$390,772	\$388,695	\$419,592	\$52,520	\$472,112	12.5%

Budget Highlights

In 2014, the increase in Personnel is for the new position approved by Council, Warrant Clerk. The decrease in Contract Service is due mainly to reduction in cost for paper shredding expense. The increase in Maintenance is due to additional Software Maintenance and Support cost. The decrease in Operating Supplies is due to office chairs being replaced in 2013. The increase in Professional Expenses is due to the increase in Prisoner Housing expenses going up. The increase in Public Information is due to higher printing cost for court forms. The increase in the Utilities is for a tablet purchase for the new Warrant Clerk.

Budget Category Explanations

Personnel

\$317,203

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

Contract Services

\$3,850

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

Insurance **\$5,240**

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 **\$17,931**

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

Operating Supplies **\$5,250**

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 **\$115,831**

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 **\$2,500**

These expenses are for the printing of court forms.

Utilities **\$575**

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 and the purchase of a tablet.

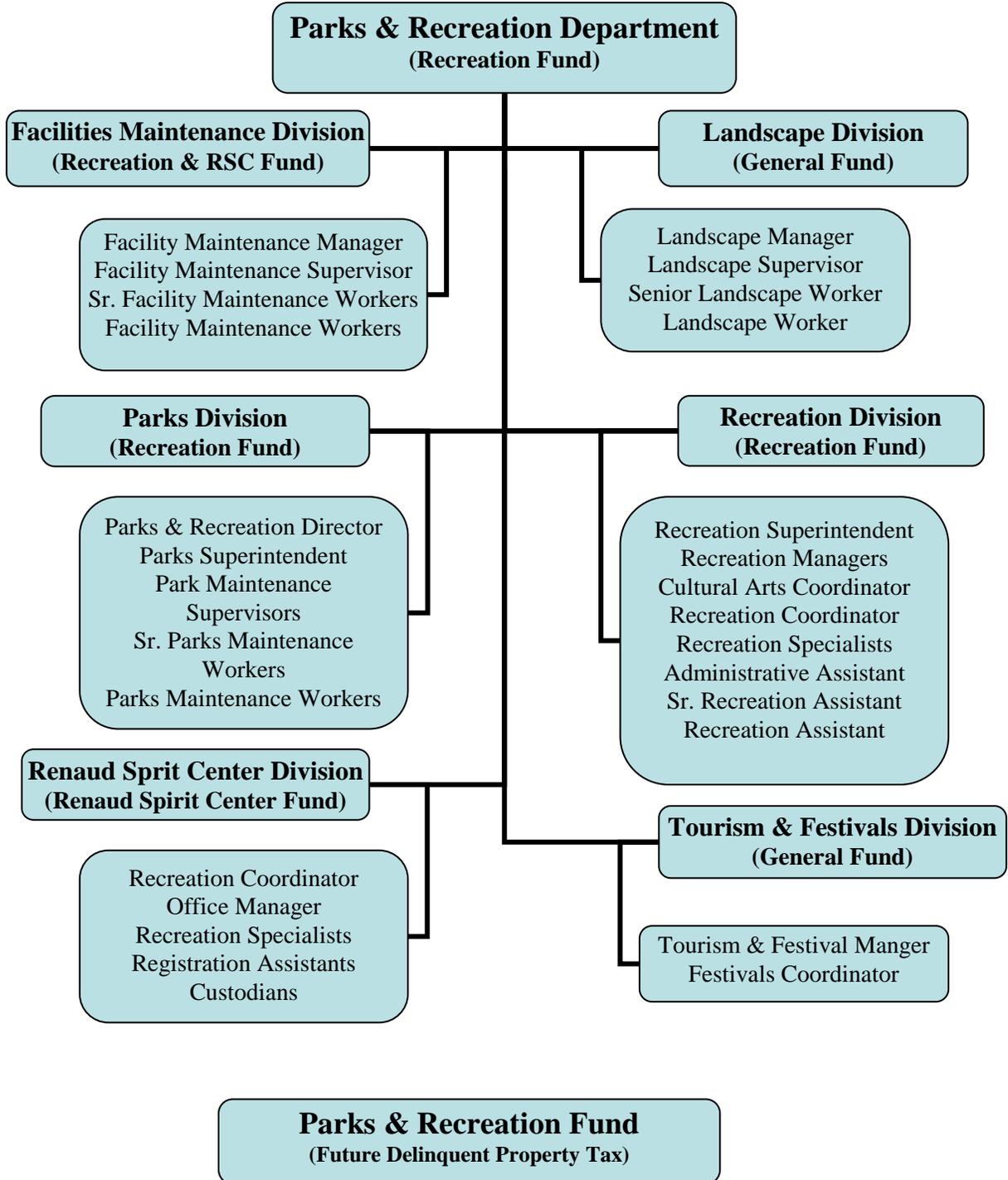
Rental **\$3,732**

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





**Parks & Recreation Department
Organizational Chart
2014 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 expensed out of the Recreation Fund (a Special Revenue Fund) and the Renaud Spirit Center is monitored as a separate Enterprise Fund.



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 remediation that pertain to grounds care by consulting and taking action on problems and performing grounds maintenance of derelict property.

Fiscal Year 2014 Goals

- I. Evaluate existing landscaping displays and develop a five year plan to renovate focusing on low maintenance and Citywide Landscaping Identity Plan (CLIP).
- II. Continue to assist with landscape portion of CLIP.
 - A. Continue working with committee to develop the direction for this plan.
- III. Research options to traditional wood mulch to reduce annual costs.

Performance Measurements

	Actual 2009	Actual 2010	Actual 2011	Actual 2012	Target 2013	Actual 2013	Target 2014
Number of Annuals Planted	22,000	19,580	18,250	17,000	17,000	17,695	18,000
Number of Perennials Planted	1,749	1,857	620	380	750	150	350
Moss Baskets	79	72	72	72	72	72	72
Mums Planted	200	250	0	0	0	0	0
Trees Planted	84	89	127	138	200	89	35
Shrubs Planted	976	280	491	156	160	274	110

Previous Year’s Goals

In 2013 the Landscaping Division removed 20% of the ornamental grasses from Highway / Interstate landscape beds and increased the thickness of the mulch application on the south beds of I-70 at Hwy K by an inch. This increase in mulch helped reduce the overall weed growth and especially the decrease in Downy Brome which is difficult to control with just spray applications. Flowering shrubs were added to Brendan’s Playground, Civic Park, Alligator’s Creek and Sports Park entrances. The Canaerti Junipers were left untrimmed for two years which resulted in an

unkept appearance so the Division rented a lift to address the issue. The white pines and bald cypress trees along Waterford are being replaced with Green Giant arborvitae trees as needed. The Division continues to search for a rose that is resistant to the rosette virus. They currently have three new varieties they are testing.

Continue to work with the CLIP committee on signage and landscaping throughout the City.

The division in increasing the number of flowering shrubs has not reduced water consumption as of yet. This is the first year so the Division will continue to monitor.

Budget Category Summary

	Actual 2009	Actual 2010	Actual 2011	Actual 2012	Projected Budget 2013	Amount Change	Budget 2014	% Change
Personnel	\$289,246	\$305,653	\$329,195	\$350,075	\$356,821	\$68,922	\$425,743	19.3%
Contract Services	10,225	9,762	9,937	8,812	10,700	500	11,200	4.7%
Insurance	4,931	5,035	5,076	5,117	5,245	1,395	6,640	26.6%
Maintenance	26,153	22,423	23,478	24,102	28,828	3,280	32,108	11.4%
Operating Supplies	33,314	38,074	40,159	44,836	48,393	2,898	51,291	6.0%
Professional Expenses	365	210	410	576	680	345	1,025	50.7%
Public Information	0	0	0	0	30	(30)	0	(100.0%)
Utilities	7,072	5,186	5,793	6,822	20,320	5,475	25,795	26.9%
Rental	825	965	918	900	1,400	1,925	3,325	137.5%
Total	\$372,131	\$387,308	\$414,966	\$441,240	\$472,417	\$84,710	\$557,127	17.9%

Budget Highlights

In 2014, the increase in Personnel, Insurance, is due to adding an additional Senior Landscape Worker and additional Seasonal Landscape Workers hours. The increase in Operating Supplies is due mainly to the additional workers' small tools and equipment needs. The increase in Professional Expenses is for additional Training and Travel for staff. The increase in Utilities is due to additional CLIP site expenses for water & electricity. The increase in Rental is mostly for the rental of a mulch buggy that will decrease the amount of labor expense for spreading mulch.

Budget Category Explanations

Personnel **\$425,743**

This category includes the wages and benefits for one Parks & Recreation Director (15%), one Landscape Manager (91%), one Landscape Supervisor (91%), two Senior Landscape Worker (100%), one Landscape Worker (100%) and additional part-time help.

Contract Services **\$11,200**

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 **\$6,640**

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 **\$32,108**

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 **\$51,291**

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 **\$1,025**

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

Public Information **\$000**

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

Utilities **\$25,795**

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

Rental **\$3,325**

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

Parks & Recreation Department – Tourism & Festivals Division

The 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 tourists 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 & 5K Run and the O'Fallon Jammin' Concerts.

Fiscal Year 2014 Goals

- I. Review all events and determine required modifications necessary to keep events fresh and inviting.
 - A. Cabin Fever Daze
 1. Expand the activities and entertainment for all ages.
 - B. Fall Fest – 30th Anniversary
 1. Create new attractions and City wide opportunities to be involved in this event.
 2. Review types of vendors and fees. Modify where necessary.
 3. Create a new twist to the 5K and add a 10K opportunity.
 - C. Food Truck Frenzy
 1. Increase to three events during the summer.
 2. Diversify the trucks at each event for variety and increase the number of trucks.
 3. Develop a plan to improve parking for these events
 - D. Celebration of Lights
 1. Continue working with not-for-profit groups to encourage improvements/adjustments to their scenes.
 2. Research the opportunity to solicit a sponsor to provide an annual giveaway traditional element, for a nominal fee (i.e. Our Lady of Snows stuffed animal).
- II. Research and implement new opportunities for sponsorships for all events.
 - A. Utilizing the sponsorship levels developed in 2013, reach out to the business community and foster relationships encouraging interest in sponsorships.
 - B. Create a sponsorship package for those businesses who are interested in sponsoring multiple events.

Performance Measurements

	Actual 2009	Actual 2010	Actual 2011	Actual 2012	Target 2013	Actual 2013	Target 2014
# Vehicles through Celebration of Lights	9,743	8,508	9,750	10,798	8,900	10,044	10,000
# Entries in Heritage & Freedom Festival Parade	90	100	90	109	90	79	90
# Vendors present at Fall Festival	100	91	108	82	95	81	95
# Visitors to Veterans Memorial Walk	728	990	1,066	796	1,000	695	1,000
# Visitors to Heald Home	592	224	988	1,286	1,100	1,186	1,150
# Visitors to Hall of Fame	1,894	2,628	2,354	1,781	2,000	2,080	2,100
# Attendees at Jammin Summer Concerts	7,257	6,982	5,409	10,881	11,000	10,239	11,000
# Vendors present at Founders Day	9	7	9	5	8	0	8
# Participants in Fall Fest Fun Run	390	370	308	225	300	340	440
# Skaters at Cabin Fever Daze*	n/a	n/a	n/a	n/a	400	265	350

*New Performance Measures added in 2013.

Previous Year's Goals

In 2013, despite the shorter season, Celebration of Lights still had over 10,000 vehicles driving through Fort Zumwalt Park to experience the holiday light display. The number of entries in the Heritage & Freedom Fest parade was down, due in part to a decrease in the number of political entries. For a second year in a row, attendance at the Jammin' Summer Concert series exceeded 10,000 patrons. Unfortunately, the weather did not cooperate for Founders' Day and the event was cancelled due to rain. The number of vendors for the Fall Fest was down for a second year in a row. Staff is working on a plan for the 30th anniversary of this event to attract more vendors and patrons. The Fall 5K exceeded our projections so the Division is looking to incorporate a 10K race into the event. The number of visitors to the Veterans Memorial Walk was down again this year, however, there are two visiting groups tentatively booked to hold ceremonies at the site in 2014. Visitors to the historic Heald Home exceeded its projection and that number may have been even higher if Founders' Day would not have been cancelled due to weather. The St. Charles County Amateur Sports Hall of Fame exceeded its goal. Staff will continue to work with the Greater St. Charles Convention & Visitors Bureau to attract visitors to O'Fallon. New for 2013 was the Cabin Fever Daze event in Sports Park. Staff planned for a 2 day, 3 night event featuring field activities and skating on synthetic ice. Due to rain, the event was unable to open the last day and the goal of 400 skaters was not met.

Budget Category Summary

	Actual 2009	Actual 2010	Actual 2011	Actual 2012	Projected Budget 2013	Amount Change	Budget 2014	% Change
Personnel	\$179,295	\$185,086	\$181,988	\$187,761	\$200,103	\$3,671	\$203,774	1.8%
Contract Services	265	265	265	0	265	0	265	0.0%
Insurance	2,466	2,518	2,538	2,559	2,623	(2)	2,621	(0.1%)
Maintenance	0	0	0	44	0	0	0	0.0%
Operating Supplies	2,121	2,205	2,005	4,366	2,400	200	2,600	8.3%
Professional Expenses	1,466	3,884	2,236	2,153	4,822	490	5,312	10.2%
Programs	318,149	311,726	314,932	280,901	328,650	13,115	341,765	4.0%
Public Information	36,050	39,513	32,608	35,505	32,750	0	32,750	0.0%
Utilities	2,163	3,640	2,593	1,279	3,549	0	3,549	0.0%
Total	\$541,975	\$548,837	\$539,165	\$514,568	\$575,162	\$17,474	\$592,636	3.0%

Budget Highlights

In 2014 there is an increase in Programs due to replacing tree lighting lights and ornaments and the cost for the Grand opening of Zumwalt's Fort and a few improvements to the Cabin Fever Daze event.

Budget Category Explanations

Personnel

\$203,774

This category includes salaries, wages and benefits for a 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

\$2,621

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 **\$2,600**

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 **\$5,312**

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

Programs **\$341,765**

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.

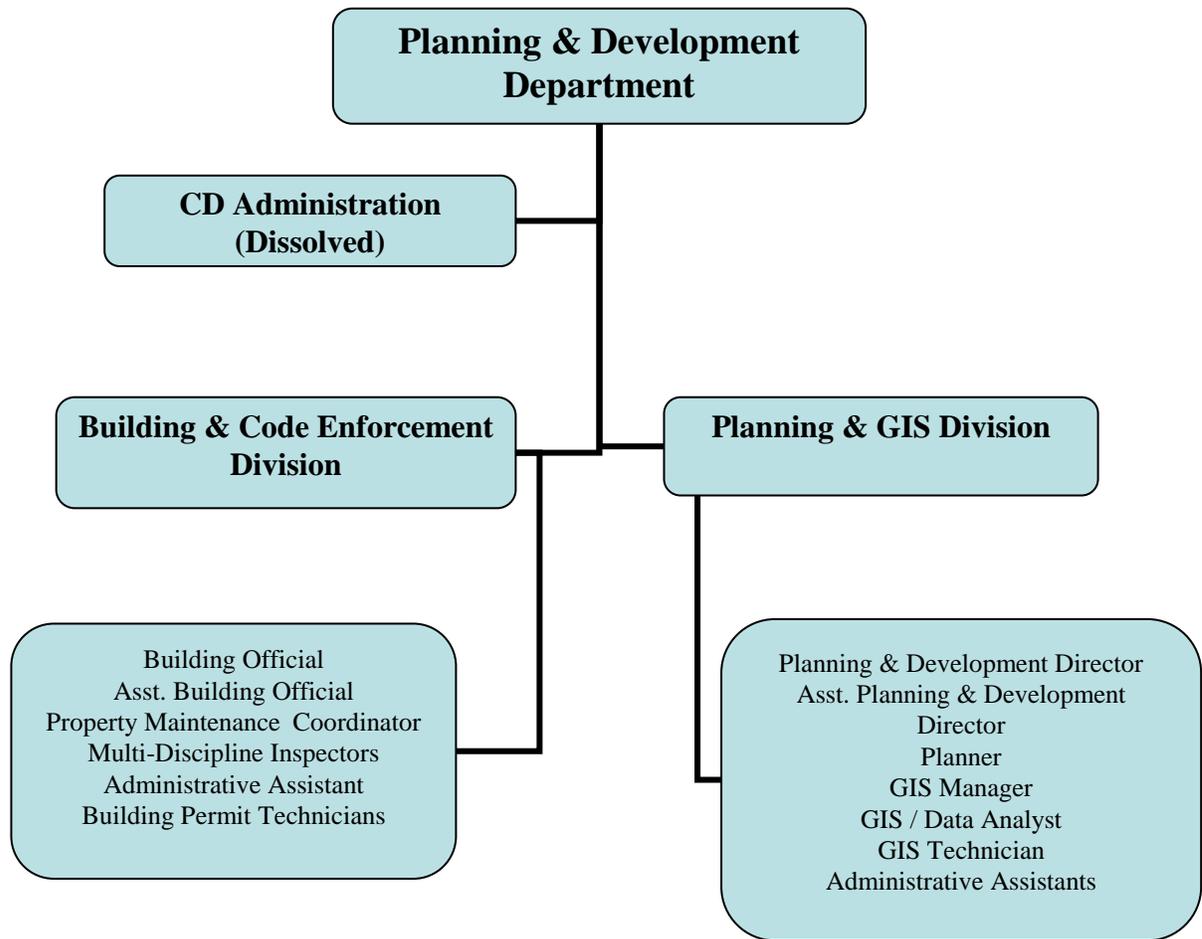
Utilities **\$3,549**

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





**Planning & Development Department
Organizational Chart
2014 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 2009	Actual 2010	Actual 2011
Personnel	\$330,689	\$285,635	\$142,726
Contract Services	0	27,400	0
Insurance	3,699	3,777	2,507
Maintenance	0	0	0
Operating Supplies	1,268	595	795
Professional Expenses	223	116	0
Utilities	574	863	0
Total	\$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 2014 Goals

- I. Continue to provide outside training / seminars opportunities for inspectors. (*Strategic Plan – Operational / Employee Issues*)
- 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. Scan all incoming permit applications to facilitate future scanning and storage of all records.
- V. Continue to monitor communication with citizens through the GovQA interface ensuring that all concerns are handled quickly and efficiently.

Performance Measurements

	Actual 2009	Actual 2010	Actual 2011	Actual 2012	Target 2013	Actual 2013	Target 2014
Number of Single Family Permits Issued*	369	367	272	310	300	394	300
Number of Multi Family Permits Issued	4	37	2	0	1	0	0
Number of Commercial Permits Issued**	143	190	157	143	138	215	157
Combined Estimated Construction Cost***	118	104	56	54	54	65	50
Concerns Received	5,242	4,518	3,900	4,365	4,500	6,023	5,500
Enforcement Activity	5,305	6,315	8,356	8,227	8,500	9,448	9,000

*Single Family Permits include Villa Permits.

**Commercial Permits include new, additions and alterations.

***Estimated cost in millions of dollars.

Previous Year's Goals

During 2013 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. Single family permits were up to 394 which was a significant increase over the projected 300 single family permits. The procedures manual continues to be reviewed and updated ensuring that all employees were following the established procedures. Continue to work toward implementing the use of electronic tablets in the field to improve efficiency by providing real time access to the database. 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. The Division employed two part-time Code Enforcement Officers to address the busy summer months.

Budget Category Summary

	Actual 2009	Actual 2010	Actual 2011	Actual 2012	Projected Budget 2013	Amount Change	Budget 2014	% Change
Personnel	\$881,510	\$813,096	\$803,733	\$817,605	\$863,001	\$25,540	\$888,541	3.0%
Contract Services	0	750	1,800	7,349	11,800	0	11,800	0.0%
Insurance	16,631	16,367	15,849	15,352	15,736	787	16,523	5.0%
Maintenance	2,802	368	0	0	900	8,585	9,485	953.9%
Operating Supplies	13,489	12,367	9,634	13,140	11,450	3,900	15,350	34.1%
Professional Expenses	3,395	2,664	2,556	2,669	5,390	(280)	5,110	(5.2%)
Public Information	3,383	3,342	4,680	2,278	2,450	0	2,450	0.0%
Equipment Rental	2,125	1,019	421	570	4,080	(1,980)	2,100	(48.5%)
Utilities	4,998	4,967	4,672	4,842	12,600	(2,250)	10,350	(17.9%)
Total	\$928,333	\$854,940	\$843,345	\$863,805	\$927,407	\$34,302	\$961,709	3.7%

Budget Highlights

In 2014, the increase in Personnel is due to additional hours for the part-time Code Enforcement Officer(s). The increase in Maintenance is for the first year of maintenance expense on the GovQA system. The increase in Office Supplies is for additional printers for the front desk and the field computers. The decrease in Equipment Rental is due to lower cost on the division's

copier rental. The decrease in Utilities is due to changing the Aircards on laptops to tablets and the purchase of the ipads in the previous year.

Budget Category Explanations

Personnel \$888,541

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 \$16,523

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 \$9,485

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

Operating Supplies \$15,350

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 \$5,110

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 \$2,110

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

Utilities \$10,350

This amount allocated for telephone, tablet 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, business license, home occupation permits and temporary use permits; review 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 2014 Goals

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

- I. Staff will develop iPad maps and databases for use in the Planning and Development Division. (*Strategic Plan – Leverage New Technologies*)
- 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. Update the Comprehensive Plan from 2008.
- VI. Staff will continue to place, monitor and remove public notice signs for new development proposals. These signs are now placed by Staff rather than the property owner or applicant.

Performance Measurements

	Actual 2009	Actual 2010	Actual 2011	Actual 2012	Target 2013	Actual 2013	Target 2014
Conditional Use Permits Request	10	29	29	22	20	27	20
Zoning/Rezoning Request	6	8	2	6	8	8	8
Area and Final / Site Plans Reviewed	4/30	3/25	7/30	12/35	8/30	9/36	7/32
Preliminary Plats Reviewed	8	5	4	4	5	6	6
Display House Plat Reviewed	0	0	1	1	1	2	2
Ordinance Revisions	9	8	6	3	3	5	4
Business Licenses Received (New & Renewals)	374	369	355	344	320	297	300
Home Occupation Permits Received	82	70	60	86	65	55	60
Sign Permit Requests	257	278	288	332	350	395	350
Voluntary Annexations	8	3	1	0	3	8	5
Zoning Verification Letters	22	10	24	17	15	13	15
Variance Requests	25	22	13	23	25	20	20
Building Permits Reviewed	144	206	259	197	200	256	225
Temporary Use Permit Requests	40	4	29	27	30	24	22

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

Previous Year's Goals

In 2013 the staff took strides to reach the long term goal of becoming more efficient and take advantage of technology. Most notably the Commission and Board agenda packets were created and delivered electronically. The use of paper has been greatly reduced. The Planning and Zoning Commission and Board of Adjustment were provided with detailed reports six (6) days prior to meeting dates.

Budget Category Summary

	Actual 2009	Actual 2010	Actual 2011	Actual 2012	Projected Budget 2013	Amount Change	Budget 2014	% Change
Personnel	\$542,792	\$456,076	\$481,188	\$499,699	\$527,155	\$25,922	\$553,077	4.9%
Contract Services	28,321	29,991	19,334	5,489	6,000	0	6,000	0.0%
Insurance	9,863	10,072	8,853	7,676	7,868	192	8,060	2.4%
Maintenance	11,932	12,509	12,963	13,641	33,140	(6,250)	26,890	(18.9%)
Operating Supplies	6,456	10,507	9,403	4,225	7,400	(1,000)	6,400	(13.5%)
Professional Expenses	5,174	1,599	1,098	1,310	2,825	450	3,275	15.9%
Public Information	4,804	4,562	4,065	3,645	3,294	206	3,500	6.3%
Rental	2,742	2,508	2,237	2,617	2,012	(1,412)	600	(70.2%)
Utilities	1,130	1,178	828	1,910	1,680	0	1,680	0.0%
Total	\$613,214	\$529,002	\$539,969	\$540,212	\$591,374	\$18,108	\$609,482	3.1%

Budget Highlights

In 2014 the increase in Personnel is due to a new intern position approved by Council. The decrease in Maintenance is due to the maintenance cost of the GovQA moving to the Building & Code Enforcement Division budget. The decrease in Operating Supplies is due to replacing office furniture in 2013 that will not be done in 2014. The decrease in Rental is due to lower copier rental expense expected.

Budget Category Explanations

Personnel

\$553,077

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

\$8,060

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 **\$26,890**
This category includes the cost of maintenance on the GIS program for viewing files and Arc Server maintenance.

Operating Supplies **\$6,400**
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 **\$3,275**
Professional expenses include dues and subscriptions to various state and national organizations. Training and travel expenses are also included in this section.

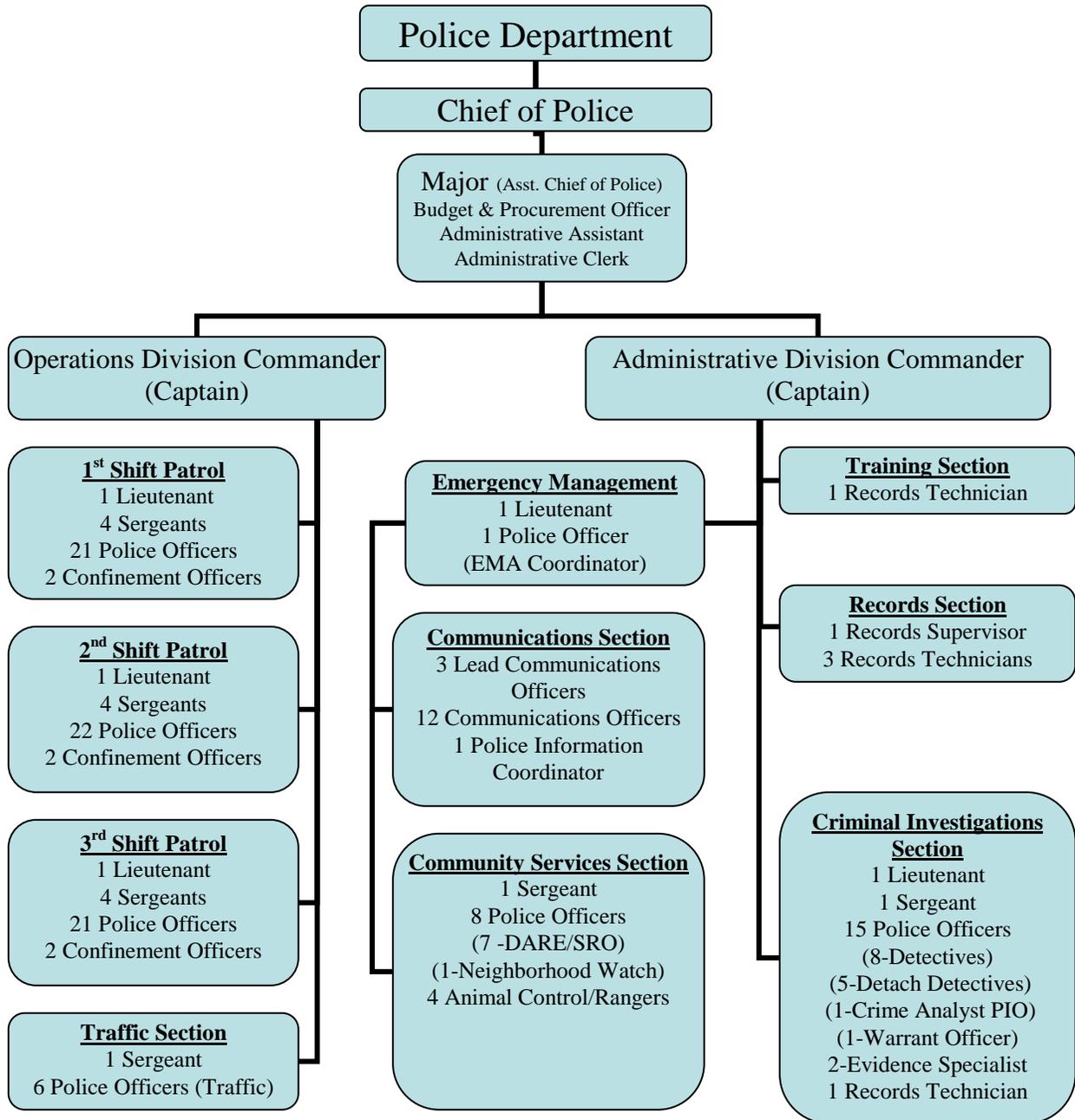
Public Information **\$3,500**
This category contains the funding for the advertising of public hearing notices in the local newspaper and various printing needs.

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 2014 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 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 2014 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 2013 by continuing our efforts to increase enforcement actions at specific high-accident or high-traffic violation areas to include enforcement of electric signal, stop sign violations, speeding, DWI and aggressive driving.
 - B. Aggressively enforce drug laws. Continue participation with the countywide drug task force and Federal Agencies in drug detection and enforcement efforts.
 - C. Provide efficient and effective patrol in a proactive attempt to reduce crime by increasing our staffing levels to the authorized strength of 118 police officers. Direct resources by analyzing crime trends while continuing to educate the public through crime prevention programs.
 - D. Continue participation in the School Resource Officer Program at the high schools, DARE officers in the middle and elementary schools.

- II. Service Delivery (*Core Values - Service*)
 - A. Continually review and 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, Safety Town, Senior Citizen Police Academy, CERT and Citizen Police Academy.

- III. Management and Administration (*Core Values - Team*)
 - A. Continue to provide adequate training for all personnel ensuring that Police Officers meet all state requirements and civilian support staff receives additional training in their areas.
 - B. Emphasize advance management training such as FBINA, Northwestern School of Police Staff and Command, Missouri Police Chief's Command College, Southern Police Institute, and the IACP Management Schools.

Performance Measurements

	Actual 2009	Actual 2010	Actual 2011	Actual 2012	Target 2013	Actual 2013	Target 2014
Motor Vehicle Accidents	1,642	1,788	1,702	1,564	1,487	1,594	1,562
DWI Arrest	366	306	396	368	310	344	361
Drug Arrest	250	202	299	385	340	489	523
Total Arrest	3,230	3,251	3,235	4,134	4,205	3,823	4,155
Summons/Warnings	20,379	21,415	21,914	20,717	20,983	20,184	20,595
Miles Driven	1,043,130	1,120,866	1,144,498	1,201,911	1,189,419	1,034,343	1,083,696
Call for Service*	30,416	51,182	60,741	63,325	65,756	61,922	64,250

Note: 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 2013, the number of DWI arrests decreased by 24 (6.5%) while the number of accidents increased by 30 (1.9%). In 2013, the number of Alcohol related accidents increased by 27 (65.9%). There was one fatal accident in 2013.

There was a 6% reduction in serious crimes in O'Fallon for 2013 according to the Uniform Crime Reports (UCR). The UCR is a report that tracks serious crimes nationwide.

II. Service Delivery

The Community Services Section is continually seeking to expand the Business, Neighborhood and Church Watch programs. In 2013, the police officers made contact and issued 3,017 Community Patrol Reports to our citizens.

In 2013, three Community Emergency Response Team (CERT) basic training classes were held, increasing CERT numbers by 72 personnel. CERT team members volunteered approximately 1,375 hours.

Emergency Management conducted three table top exercises and trained City Personnel.

III. Management and Administration

The department completed all Police Officers Standards and Training (POST) requirements for all officers.

The Department added three additional sergeants to operations. This will increase the level of supervision while decreasing the span of control. Each patrol sergeant will be in charge of a squad of officers and be responsible for a geographic area.

Budget Category Summary

	Actual 2009	Actual 2010	Actual 2011	Actual 2012	Projected Budget 2013	Amount Change	Budget 2013	% Change
Personnel	\$10,440,786	\$10,501,302	\$10,643,708	\$10,647,152	\$11,264,907	\$429,384	\$11,694,291	3.8%
Contract Services	4,177	8,986	9,327	14,098	9,688	17,000	26,688	175.5%
Insurance	198,277	196,787	197,391	201,325	206,358	10,717	217,075	5.2%
Maintenance	104,755	84,229	163,475	174,324	238,719	(21,536)	217,183	(9.0%)
Operating Supplies	289,840	243,362	251,328	267,781	317,247	51,225	368,472	16.1%
Professional Expenses	53,952	30,932	29,571	37,179	107,758	(20,684)	87,074	(19.2%)
Public Information	5,906	4,882	4,229	3,613	5,500	500	6,000	9.1%
Utilities	37,682	70,440	79,688	77,750	88,875	17,784	106,659	20.0%
Equipment Rental	14,996	12,833	14,448	16,175	17,360	92	17,452	0.5%
Total	\$11,150,371	\$11,153,753	\$11,393,165	\$11,439,397	\$12,256,412	\$484,482	\$12,740,894	4.0%

Budget Highlights

The total number of Police personnel budgeted for 2014 will be as follows:

- One hundred eighteen 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, one Administrative Clerk, 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).
- Six chaplains (all volunteers).

The increase in Personnel is due to the addition of three police officers, three position upgrades from patrol to Sergeants and one Administrative Clerk position. The increase in Contract Service is due to the new software contract for the regional radio system. The increase in Insurance is due to new equipment, new personnel and rate increases. The decrease in

Maintenance is due to the purchase of supplies for countywide radio project in 2013 that will not be needed in 2014. The increase in Operating Supplies is due mainly to range supply expenses. The decrease in Professional Expenses is due to the Assessment Study in the 2013 budget that will not be in the 2014. The increase in Utilities is for additional smartphone users and additional modems for vehicle computer needs.

Budget Category Explanations

Personnel \$11,694,291

This category includes the salaries, wages, benefits, and overtime for all 154 FTE's and 2 PTE's.

Contract Services \$26,688

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

Insurance \$217,075

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 \$217,183

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 repairs and maintenance of various equipment in the Police Department.

Operating Supplies \$368,472

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 \$87,074

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

\$6,000

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

\$106,659

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

Equipment Rental

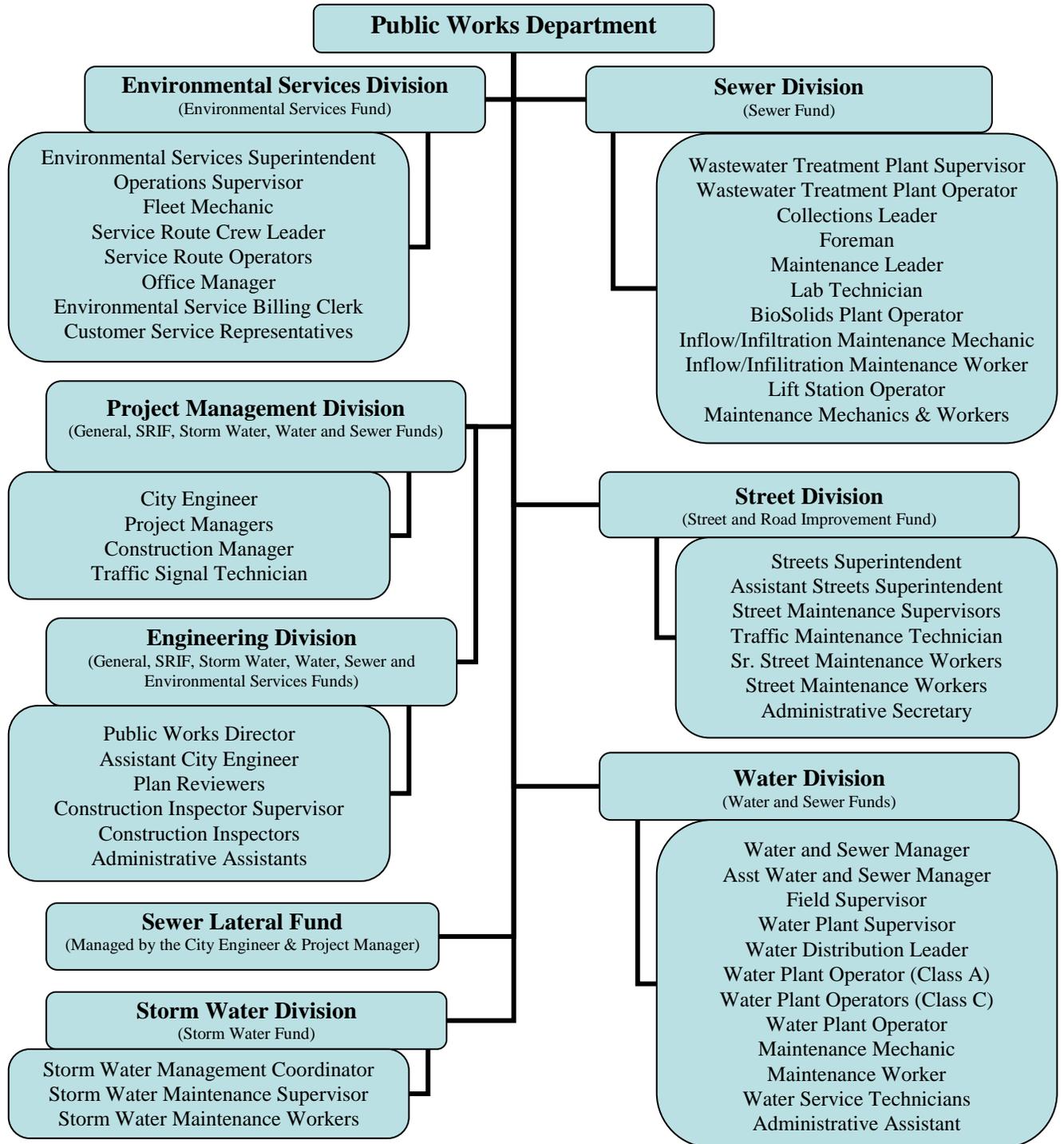
\$17,452

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





Public Works Department Organizational Chart 2014 Budget



Public Works Department

O'Fallon's Public Works Department manages various levels 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 2014 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 280 escrows in the City's database, of which, 91 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 2009	Actual 2010	Actual 2011	Actual 2012	Target 2013	Actual 2013	Target 2014
Site Plans Reviewed	99	110	70	72	50	56	50
Records Plats Reviewed	30	21	20	12	20	34	35
Construction Plans Reviewed	13	26	11	7	10	51	30
As Builts Reviewed	49	59	43	40	50	32	40
Floodplain Plans Reviewed	3	4	5	2	5	1	2
Grading Plans Reviewed	13	12	7	17	15	18	15
Utility Excavation Permits Reviewed	8	82	145	170	150	161	180
Condo / Multi Plat	n/a	0	3	0	5	0	1
In-House Plat	n/a	10	7	21	5	10	10
Driveway Permit	n/a	68	54	63	50	54	50
Grading Letters Building	n/a	11	4	1	5	0	5

Inspections	Actual 2009	Actual 2010	Actual 2011	Actual 2012	Target 2013	Actual 2013	Target 2014
On-Site Hours - Residential Inspections	1,341	1,730	1,120	724	1,500	1,430	1,400
On-Site Hours - Residential Escrow Inspection	1,391	1,244	975	1,069	600	925	1,000
On-Site Hours - Commercial Inspections	3,541	2,943	1,120	1,135	1,200	920	1,000
On-Site Hours - Commercial Final Inspections	311	226	361	182	150	83	100
On-Site Hours - Project Management	1,000	1,590	4,340	4,790	5,500	5,688	5,800
Hours - Plan and Drawing	n/a	292	213	18	50	0	20
On-Site Hours - Utilities	n/a	0	1,650	2,113	1,500	828	1,000
Total	7,584	8,025	9,779	10,031	10,500	9,874	10,320

Escrows	Actual 2009	Actual 2010	Actual 2011	Actual 2012	Target 2013	Actual 2013	Target 2014
Number of Escrows (total)	232	234	221	179	160	280	250
Number of Escrow (more than 3 years old)	133	156	161	138	125	91	70
Escrow Amount (total)	>\$9.5M	\$9.5M	\$9.6M	\$6.9M	\$6.0M	\$7.6M	\$6.0M
Escrow Amount (more than 3 years old)	>\$5.5M	\$6.5M	\$7.7M	\$5.5M	\$5.0M	\$4.5M	\$3.5M
Number of Escrow released (in full)	24	32	35	57	35	65	50

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, over 300

excavation/right-of-way inspections and 60 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 2009	Actual 2010	Actual 2011	Actual 2012	Projected Budget 2013	Amount Change	Budget 2014	% Change
Personnel	\$423,084	\$660,349	\$680,291	\$768,821	\$798,437	(\$66,604)	\$731,833	(8.3%)
Contract Services	0	0	0	558	500	0	500	0.0%
Insurance	9,223	12,590	12,691	14,702	15,070	(10)	15,060	(0.1%)
Maintenance	33	3,614	408	238	300	0	300	0.0%
Operating Supplies	6,901	2,569	3,137	5,034	5,559	481	6,040	8.7%
Professional Expenses	1,223	820	1,407	4,091	6,939	1,026	7,965	14.8%
Public Information	0	0	0	390	0	200	200	100.0%
Rental	2,133	954	1,865	3,235	3,264	6	3,270	0.2%
Utilities	2,099	2,345	2,463	4,466	7,928	472	8,400	6.0%
Total	\$444,696	\$683,241	\$702,262	\$801,535	\$837,997	(\$64,429)	\$773,568	(7.7%)

Budget Highlights

The decrease in Personnel is due to the retirement of a long time employee. This position will be filled but at a starting wage for the position. The increase in Public Information is for Flood Plain Reviews.

Budget Category Explanations

Personnel **\$731,833**

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 **\$15,060**
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 **\$6,040**
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 **\$7,965**
Dues and subscriptions expenses for APWA, training and travel expenses, tuition reimbursement are covered with these funds.

Public Information **\$200**
This category contains the funding for the advertising of public hearing notices in the local newspaper and various printing needs.

Rental **\$3,270**
This is for the funding of renting miscellaneous equipment and services that is needed by the division.

Utilities **\$8,400**
This amount allocated for telephone and other wireless communication expenses.



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

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

Budget Category Summary

	Actual 2009
Personnel	\$234,457
Insurance	4,885
Operating Supplies	1,842
Professional Expenses	333
Public Information	0
Rental	1,121
Utilities	301
Total	\$242,939



Public Works Department –Project Management Division

The 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.

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/project-management>.

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 2014 Goals *(Strategic Plan - Focus on infrastructure)*

- I. Continue to pursue external funding sources (East-West Gateway, MoDOT, St. Charles County Road Board, etc.)
- II. Manage the Capital Road Improvement Program including:
 - A. Design, construct, or complete the various Capital Street projects as described in the Capital Improvement s Program section of this Budget Book.
 - B. Continue to review options to improve traffic flow on I-70.
 - C. Continue working with St. Charles County on Implementation of Gateway Green Light.
 - D. Evaluate and construct ADA specific projects.
- III. Manage Storm Water and Recreation Fund projects including:
 - A. Design, construct, or assist with the various Capital projects for the Recreation and Storm Water Funds as described in the Capital Improvement s Program section of this Budget Book.

- B. Complete design of the Fawn Oaks Dr. detention basin project located in the Royal Oaks subdivision.
 - C. Continue the necessary work with MoDOT in relation to the proposed Bryan Rd and Rte K bridge enhancements as part of the construction of Phase III of the Rte 364 Project (aka Page Extension).
 - D. Complete the installation of the City Facility CLIP signs project and pursue information on future signage for the on-going project.
 - E. Complete the walkable/bikeable path study phase for improvements along the Route K corridor.
 - F. Work with Great Rivers Greenway (GRG) on the design study to connect a trail between existing GRG facilities and O'Fallon.
- IV. Manage and Continue to Implement the Annual Road Maintenance Projects including:
- A. Update project specifications, bid and complete the 2014 Asphalt, Concrete and Crack Seal Programs.

Performance Measurements

	Actual 2009	Actual 2010	Actual 2011	Actual 2012	Target 2013	Actual 2013	Target 2014
Projects Substantially Completed	7	10	18	17	20	22	20
Final Plans Completed	9	9	12	22	13	12	13
Easements / ROW Acquired	48	47	5	34	20	17	20
In-House Design Completed	12	7	9	7	10	13	10
Outside Funding Acquired (in millions)	\$10.0	\$1.0	\$3.5	\$8.2	\$3.0	\$3.8	\$3.5
Signs Replaced / Installed	801	1,027	109	130	60	64	60
Signals Repaired	226	254	204	225	200	206	200
Traffic Studies	51	50	24	41	35	25	35

Previous Year's Goals

In 2013, the Project Management Division managed several design and construction of projects as well as completing numerous "in-house" designs and studies. Some of these projects include:

- Intersection improvements on Bryan Road, Mexico Road, and at Woodlawn Avenue and Veterans Memorial.
- Southside On-Street Bicycle Lanes Loop System
- Sidewalk improvements on Feise, Knaust, and Belleau Creek Roads.
- 2013 Asphalt, Concrete and Crack Seal Programs
- Crusher Drive Extension
- Elaine Drive Widening
- Citywide Landscape Identity Program (CLIP) – In House Design
- Main Street Signal Improvements
- Sommers Road and Highway N Intersection Improvements
- West Terra Widening Phase 3
- Laura Hill Slab Replacement – In House Design
- Walden Pond Escrow Project-In House Design
- Waste Transfer Station Storm Shelter project-RFP

The City managed numerous Storm Water Fund projects in 2013, including:

- Great Warrior, Delmar Drive, and Twin Chimneys projects
- Ridgetop Edition Creek Stabilization
- Fawn Ridge Creek Stabilization
- Post Meadows Stream Bank Stabilization project - Design only
- Fawn Oaks Detention Basin project-Design only
- Dames Park and Sports Park Creek Blockage removal project - In House Design

City Staff continues 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 2013:

- Waterford Crossing Drive and Highway K Intersection Improvements - \$480,000 Federal
- Wabash Avenue Improvements - \$912,100 Federal
- 2015 Pavement Program – \$848,000 Federal
- Hawk Ridge Trail and Highway N Intersection Improvements - \$836,934 County, \$703,617 MoDOT

The Traffic Signal Technician completed approximately 206 repairs to traffic signals, repaired 64 streetlights and performed 25 stop signor speed volume studies.

Budget Category Summary

	Actual 2009	Actual 2010	Actual 2011	Actual 2012	Projected Budget 2013	Amount Change	Budget 2014	% Change
Personnel	\$68,218	\$28,051	\$54,086	\$59,042	\$59,064	\$7,205	\$66,269	12.2%
Total	\$68,218	\$28,051	\$54,086	\$59,042	\$59,064	\$7,205	\$66,269	12.2%

Budget Highlights

Changes in Personnel expenses may vary from year to year based upon projects scheduled for the budget year. In 2014, the City Engineer will be working on more General Fund priorities so the split increased from 20% to 25%. The positions and percentages covered by the General Fund are outlined in the 'Personnel' section below.

Budget Category Explanations

Personnel

\$66,269

This category includes the wages, benefits, and overtime for one City Engineer (25%) 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.







Debt Obligations

Debt Management

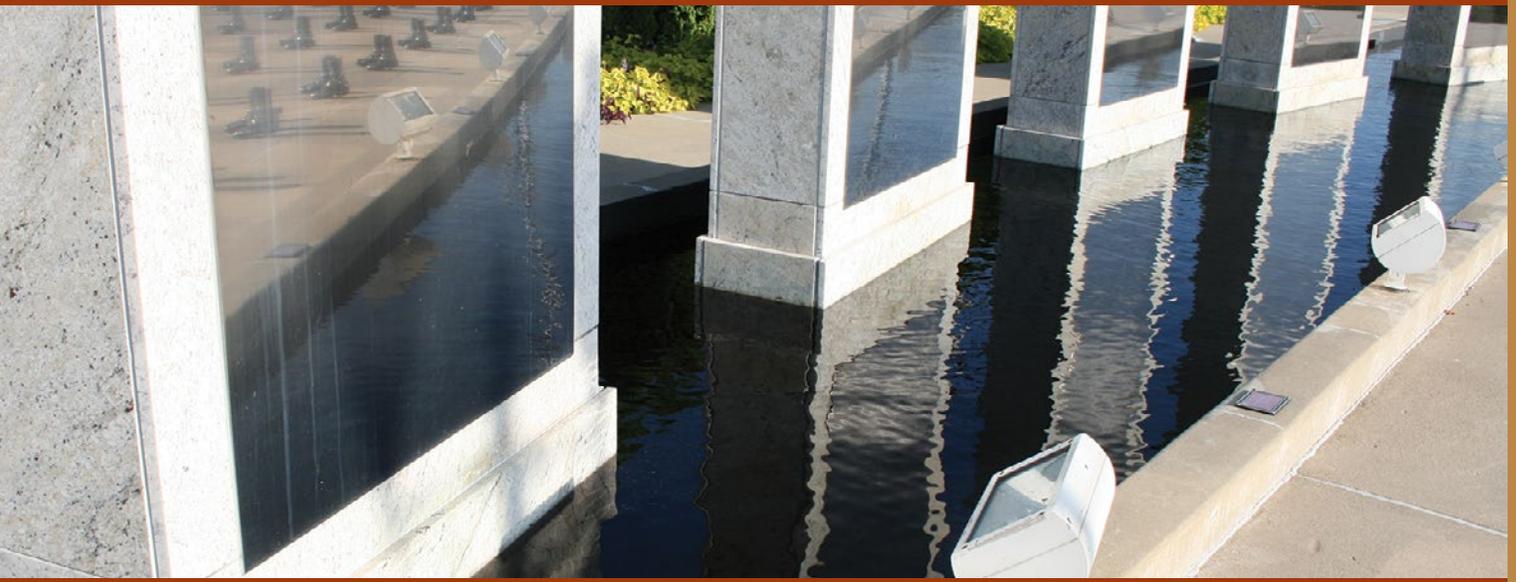
Debt Policy

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 Ballpark, 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 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. These bonds were refunded in June 2013.

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 and advance refund a portion of the 2001 Parks General Obligation maturing on or after March 1, 2011 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. These were paid in full in August 2013.

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. These bonds were refunded in June 2013.

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.

In June 2013, the City issued \$20.805 million in Special Obligation Bonds for the refunding of the 2006A&B, 2008 COP Bonds, an Automated Meter Read System Lease and purchase of a new Water Storage Tank and 3 Media Filter Enhancement replacements.

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, 2013	Principal Reductions	December 31, 2013	
			Outstanding Balance Principal	Principal Interest
2005 Multiple Purpose Refunding Bonds, in varying amounts through 2018; interest ranges from 4.00% - 5.00%	12,960,000	1,915,000	11,045,000	1,239,632
2007 GO Refunding Bonds, in varying amounts through 2020; interest ranges from 4.00% - 5.00%	13,035,000	565,000	12,470,000	2,451,150
Total	\$25,995,000	\$2,480,000	\$23,515,000	\$3,690,782

Computation of Legal Debt Margin

Net Assessed Value at December 31, 2013		\$1,515,110,194
Debt Limit- 10% of Assessed Value		151,511,019
Amount of Debt Applicable to Debt Limit:		
Total Bonded Debt	23,515,000	
Less Amount available in Debt Service Fund	(5,342,990)	
Total Amount of Debt Applicable to Debt Limit		18,172,010
Legal Debt Margin		\$133,339,009

Debt Capacity Percent **88%**

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, 2013

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	\$23,515,000	100.00%	\$23,515,000
Overlapping:			
St. Charles County	26,359,000	20.12%	\$5,303,431
St. Charles County Ambulance District	7,835,000	20.12%	1,576,402
St. Charles County Community College	34,075,000	20.12%	6,855,890
Fort Zumwalt School District	137,549,907	73.00%	100,411,432
Francis Howell School District	158,485,422	11.00%	17,433,396
Wentville School District	186,963,676	16.00%	29,914,188
Total Overlapping Debt	\$551,268,005		\$161,494,739
Total Direct and Overlapping Debt	\$574,783,005		\$185,009,739

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.

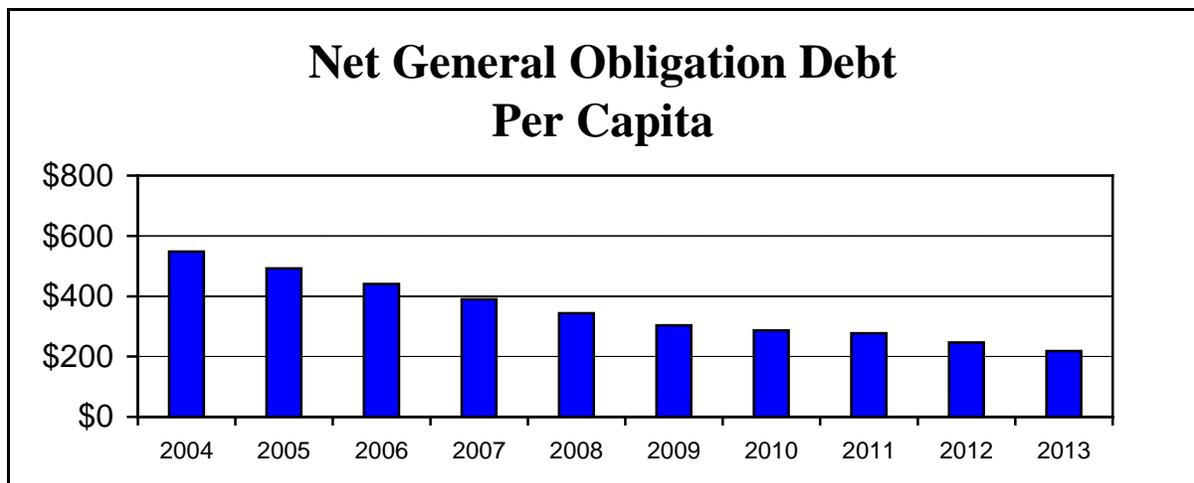
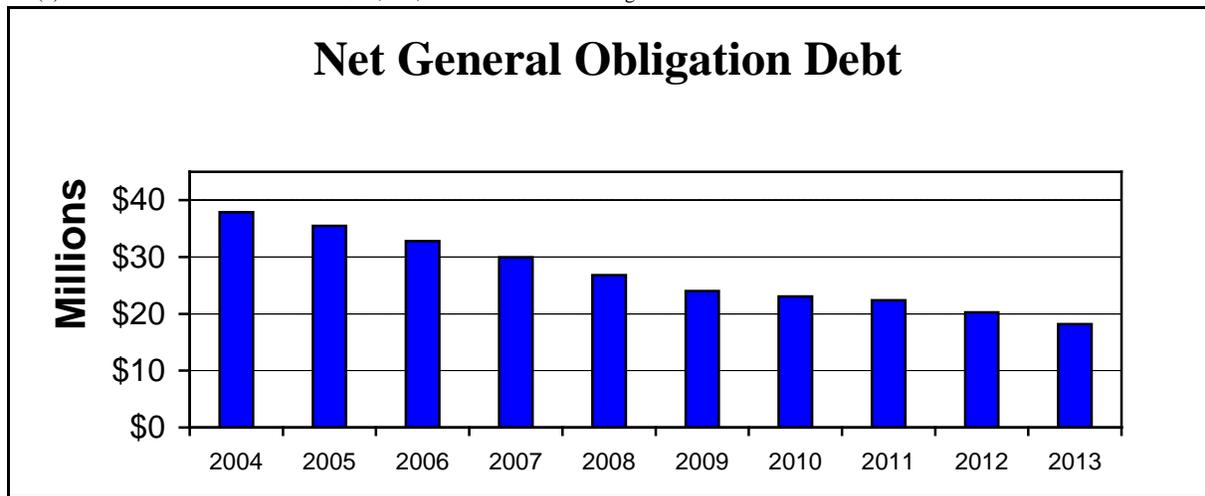
Ratio of Net General Obligation Bonded Debt to Assessed Value and Net General Obligation Bonded Debt Per Capita

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
2013	83,377	\$1,515,110,194	\$23,515,000	\$5,342,990	\$18,172,010	1.2%	\$217.95
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

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, 2013	Additions	Reductions	Balance December 31, 2013
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%	\$365,000	\$0	\$365,000	\$0
Total	\$365,000	\$0	\$365,000	\$0

Note: Figures are unaudited estimates.

Bond Coverage - Water and Sewer Bonds

Fiscal Year	Operating Revenues	Operating Expenditures	Net Revenue Available for Debt Service	Debt Service Principal and Interest	Coverage
2013	12,606,856	\$5,338,518	\$7,268,338	\$5,189,804	1.41%
2012	12,392,311	5,947,599	6,444,712	4,972,997	1.31%
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%

Note: 2013 Figures are unaudited estimates, prior years are from the 2012 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.

In June 2013, the City issued \$20.805 million in Special Obligation Bonds for the refunding of the 2006A&B, 2008 COP Bonds, an Automated Meter Read System Lease and the purchase of a new Water Storage Tank and 3 Media Filter Enhancement replacements.

Special Obligation Bond Issue	Balance January 1, 2013	Additions	Reductions	Balance December 31, 2013
2009 Special Obligation Bonds				
2009 Storm Water Control Portion	\$1,945,000	\$0	\$255,000	\$1,690,000
2002 Refunding Portion	\$10,050,000	\$0	\$995,000	\$9,055,000
2002A Refunding Portion	\$575,000	\$0	\$55,000	\$520,000
due in varying amounts through 2021; interest ranges from 2.0% - 3.5%				
2011 Special Obligation Bonds				
2003 Refunding Portion	\$2,445,000	\$0	\$225,000	\$2,220,000
2003A Refunding Portion	\$1,320,000	\$0	\$230,000	\$1,090,000
2004 Refunding Portion	\$2,830,000	\$0	\$685,000	\$2,145,000
due in varying amounts through 2022; interest ranges from 2.0% - 4.0%				
2012 Special Obligation Bonds				
Water Plant Portion	\$10,780,625	\$0	\$632,000	\$10,148,625
Sewerage Improvement Portion	\$5,419,575	\$0	\$316,000	\$5,103,575
Cool Spring Refinancing Portion	\$4,682,500	\$0	\$987,500	\$3,695,000
Dames Park Portion	\$130,475	\$0	\$29,625	\$100,850
Stadium Improvement Portion	\$56,825	\$0	\$9,875	\$46,950
due in varying amounts through 2030; interest ranges from 1.5% - 4.0%				
2013 Special Obligation Bonds				
2006A Portion (1998 Water/Sewer)	\$0	\$3,765,000	\$0	\$3,765,000
2006B Portion (1999 Stadium)	\$0	\$1,440,000	\$0	\$1,440,000
2008 Portion (Sewer Proj/Trucks)	\$0	\$7,245,000	\$0	\$7,245,000
Meter Lease Portion	\$0	\$4,670,000	\$0	\$4,670,000
Water Storage & Media Filter Enhancemnt	\$0	\$3,685,000	\$0	\$3,685,000
due in varying amounts through 2028; interest ranges from 3.0% - 5.0%				
Total	\$40,235,000	\$20,805,000	\$4,420,000	\$56,620,000



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. These bonds were refunded with the 2013 Special Obligation 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. The 2007 COP bonds were paid in full in August 2013, nine years earlier than originally scheduled.

In December 2008, the City issued \$9,220,000 in Certificates of Participation to fund sewer system improvements. These bonds were refunded with the 2013 Special Obligation Bonds.

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, 2013	Additions	Reductions	Balance December 31, 2013
2001 COP				
Water Plant Portion	\$3,105,000	\$0	\$0	\$3,105,000
Sewerage Improvement Portion	\$1,555,000	\$0	\$0	\$1,555,000
Cool Spring Refinancing Portion	\$6,245,000	\$0	\$0	\$6,245,000
Dames Park Portion	\$178,200	\$0	\$0	\$178,200
Stadium Improvement Portion	\$91,800	\$0	\$0	\$91,800
due in varying amounts through 2020; interest ranges from 2.50% - 5.25%				
2006 A & B COP				
1998 Water Impr Refunding Portion - A	\$1,014,714	\$0	\$1,014,714	\$0
1998 Sewer Impr Refunding Portion - A	\$5,195,286	\$0	\$5,195,286	\$0
1999 Stadium Refunding Portion - B	\$2,385,000	\$0	\$2,385,000	\$0
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%	\$280,000	\$0	\$280,000	\$0
2008 COP Sewer System				
due in varying amounts through 2028; interest ranges from 2.00% - 5.00%	\$7,785,000	\$0	\$7,785,000	\$0
2009 A & B COP Sewer & Water Improvements				
2009A Sewer Project Portion	\$3,535,000	\$0	\$145,000	\$3,390,000
1998 Water Ref Rev Bonds Portion	\$650,000	\$0	\$75,000	\$575,000
1998 Sewer Ref Rev Bonds Portion	\$410,000	\$0	\$5,000	\$405,000
1998 Sewer Ref Rev Bonds Portion (uninsured)	\$820,000	\$0	\$155,000	\$665,000
due in varying amounts through 2028; interest ranges from 2.00% - 5.00%				
Total	\$33,250,000	\$0	\$17,040,000	\$16,210,000

Note: The 2006A&B and the 2008 COP Bonds were refunded with the issuance of the 2013 Special Obligation Bonds. The 2007 COP Bonds were paid in full.



Debt Service Fund Budget

Fiscal Year 2014

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 2009	Actual 2010	Actual 2011	Actual 2012	Projected Budget 2013	Amount Change	Budget 2014	% Change
Total								
Debt Service	\$3,883,220	\$5,813,368	\$15,607,999	\$2,847,160	\$3,542,563	\$77,150	\$3,619,713	2.18%

Note: The Actual 2010 includes a \$1,770,000 payment and the Actual 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

The City Council approved a proposal for the 2014 ballot for the funding of a new Justice Center for the Police Department and improvements to the Parks grounds at Civic Park and O'Day Park. If approved, the 2014 Budget will need to be amended to include Bond proceeds and expenses.

Budget Category Explanations

Debt Service

\$3,619,713

The following table shows the 2014 budgeted expenditures for each general obligation bond.

Bond Issue	Principal Payment	Interest Payment	Fees
2005 MultiPurpose Refunding Bonds	\$2,015,000	\$432,313	\$2,500
2007 Parks Refunding Bonds	665,000	502,300	2,000
1996 Parks Bonds (Escrow Fees)	0	0	600
Total	\$2,680,000	\$934,613	\$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 2014

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 2009	Actual 2010	Actual 2011	Actual 2012	Projected Budget 2013	Amount Change	Budget 2014	% Change
Administration Expenses	n/a	\$53,212	\$51,032	\$48,654	\$47,803	(\$8,570)	\$39,233	(17.93%)
Program Expenses	\$172,239	\$398,202	\$122,763	\$306,504	\$249,787	\$46,239	\$296,026	18.5%
Total	\$172,239	\$451,414	\$173,795	\$355,158	\$297,590	\$37,669	\$335,259	12.7%

Budget Highlights

The decrease in Administration Expenses is due to a shift in wage allocations of the Public Assistant Specialist from 80% to 65% to reflect the time allocated to these grant projects. The increase Program Expenses in 2014 is partially due to the completion of a few 2013 projects.

Budget Category Explanations

Administration Expenses

\$39,233

This category includes salaries, wages and benefits for 65% of the Public Assistance Specialist position and other costs associated with administering the home improvements program.

Program Expenses

\$296,026

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 2009	Actual 2010	Actual 2011	Actual 2012	Projected Budget 2013	Amount Change	Budget 2014	% Change
Program Expenses	\$10,078	\$9,833	\$10,102	\$8,135	\$18,600	\$0	\$18,600	0.0%
Capital Expenses	0	4,980	6,653	21,213	2,500	3,850	6,350	154.0%
Total	\$10,078	\$14,813	\$16,755	\$29,348	\$21,100	\$3,850	\$24,950	18.2%

Budget Highlights

The Capital needs will vary each year. In 2014, 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 including maintenance and sanitary supplies.

Capital Expenses

\$ 6,350

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 2009	Actual 2010	Actual 2011	Actual 2012	Projected		% Change
					Budget 2013	Budget 2014	
Professional Expenses	\$30,759	\$45,101	\$46,617	\$43,767	\$35,000	(\$1,000)	\$34,000 (2.9%)
Total	\$30,759	\$45,101	\$46,617	\$43,767	\$35,000	(\$1,000)	\$34,000 (2.9%)

Budget Category Explanations

Profession Expenses

\$34,000

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 2009	Actual 2010	Actual 2011	Actual 2012	Projected	
					Budget 2013	Budget 2014
Parks Department	(\$27,467)	\$416	\$0	\$0	\$0	\$0
Recreation Department	(1,258)	0	0	0	0	0
Debt Payments	0	0	0	0	0	0
Transfer to Other Fund	0	50,000	65,836	0	715	538
Total	(\$28,725)	\$50,416	\$65,836	\$0	\$715	\$538

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 2009	Actual 2010	Actual 2011	Actual 2012	Projected Actual 2013	Amount Change	Budget 2014	% Change
Parks Division	\$1,701,805	\$1,718,795	\$1,690,852	\$1,740,825	\$1,890,067	\$16,761	\$1,906,828	0.9%
Recreation Division	1,459,795	1,465,838	1,479,886	1,577,873	1,762,135	12,934	1,775,069	0.7%
Facilities Division	230,703	196,296	226,861	267,105	236,486	6,472	242,958	2.7%
Capital Expenses	332,054	928,553	1,480,799	818,806	1,395,790	(662,140)	733,650	(47.4%)
Debt Payments	46,438	45,487	44,514	238,611	43,699	82	43,781	0.2%
Transfer to Other Fund	0	0	44,124	50,000	91,205	(38,757)	52,448	(42.5%)
Total	\$3,770,795	\$4,354,969	\$4,967,036	\$4,693,220	\$5,419,382	(\$625,891)	\$4,754,734	(11.5%)

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 **\$3,924,855**

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 **\$733,650**

This category is for parks and recreation projects that are funded in the budget for Fiscal Year 2014. 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

\$43,781

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

\$52,448

This transfer is to the RSC Enterprise Fund for fiscal year 2014.



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 2009	Actual 2010	Actual 2011	Actual 2012	Projected Budget 2012	Amount Change	Budget 2014	% Change
Operating Expenses	\$13,289	\$123,442	\$126,851	\$94,557	\$128,777	\$3,163	\$131,940	2.5%
Total	\$13,289	\$123,442	\$126,852	\$94,558	\$128,777	\$3,163	\$131,940	2.5%

Budget Highlights

For 2014, the assessment fee is estimated to be \$5.00, which is the same as FY 2013. 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

\$131,940

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 2014 Goals

- I. Collection System and Maintenance (*Focus on Infrastructure – Strategic Plan*)
 - A. Continue to get existing open work orders completed.
 - B. Address Priority Level 4 Maintenance concerns listed on the Storm Water Priority List.
 - C. Continue to identify opportunities for proactive solutions to storm water issues, addressing problems before they expand.

- II. Public Outreach
 - A. Continue the 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.

- 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

	Actual 2009	Actual 2010	Actual 2011	Actual 2012	Target 2013	Actual 2013	Target 2014
Work Orders Submitted	n/a	n/a	n/a	394	400	369	415
Work Orders Completed	n/a	n/a	n/a	481	450	396	450
Public Outreach sessions	n/a	n/a	8	14	14	10	12
Public Outreach participants	n/a	n/a	1,576	1,913	2,000	1,975	1,500

Note: The Performance Measurements were added in 2013. The division was able to research some historical information.

Previous Year's Goals

In 2013, there were ten Public Outreach and Storm Water education sessions with a total of 1,370 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 Public Participation and Involvement events held; Mission Clean Stream, Earth Day and Make a Difference Day. Over 605 volunteers participated in these events and collected over 1.6 tons 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. This material and tools worked well and the division saw a decrease in repeat storm water concerns.

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 three fourths of the City has been inventoried and inspected as of December 31, 2013.

Budget Category Summary

	Actual 2009	Actual 2010	Actual 2011	Actual 2012	Projected Budget 2013	Amount Change	Budget 2014	% Change
Personnel	\$238,065	\$331,761	\$328,582	\$346,893	\$464,974	\$52,171	\$517,145	11.2%
Contract Services	0	0	7,212	4,213	4,600	0	4,600	0.0%
Insurance	17,361	26,269	77,130	40,754	80,605	(7,486)	73,119	(9.3%)
Maintenance	13,143	25,937	29,744	45,687	53,160	12,240	65,400	23.0%
Operating Supplies	2,627	6,513	16,639	3,841	8,295	(2,170)	6,125	(26.2%)
Professional Expenses	871	866	2,851	2,627	4,418	5,957	10,375	134.8%
Public Information	923	2,368	230	2,961	8,350	(5,450)	2,900	(65.3%)
Utilities	1,370	1,474	953	2,667	2,960	(200)	2,760	(6.8%)
Petroleum	0	1,815	6,580	7,278	7,800	1,200	9,000	15.4%
Rental	0	390	48	1,358	3,758	(2,098)	1,660	(55.8%)
Debt Expenses	27,259	310,944	312,071	312,187	314,620	400	315,020	0.1%
Capital Expenses	718,144	1,689,211	831,439	513,511	719,812	210,188	930,000	29.2%
Total	\$1,019,763	\$2,397,548	\$1,613,479	\$1,283,977	\$1,673,352	\$264,752	\$1,938,104	15.8%

Budget Highlights

The increase in Personnel is due to a new Storm Water Maintenance Worker position added in 2014. 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 and the completion of projects funded in previous years. The increase in Maintenance is due to the increase in cost for Collection System Maintenance and an increase in Illicit Discharge Prevention costs. The decrease in Operating is due to small equipment that was purchased in 2013 will not be purchased again in 2014. Professional expenses are increasing due to additional training and travel expenses. The Public Information expense will fluctuate every other year to account for the storm drainage marking expenses done on odd years. The decrease in Rental is due to a reduced contract cost on the copier/printer shared with the Engineering Division.

Budget Category Explanations

Personnel **\$517,145**

This category includes the salary and benefits for the Storm Water Division, the Engineering Division, the Project Management Division and the Street Division as broken down below:

Storm Water Division expenses consists of one Storm Water Management Coordinator (100%), Storm Water Maintenance Supervisor (100%), one Storm Water Maintenance Crew Leader (100%) and three Storm Water Maintenance Workers (100%).

Engineering Division expenses consists of one Public Works Director (10%), Assistant City Engineer (30%), Construction Inspector Supervisor (40%), Construction Inspector (50%).

Project Management Division expenses consists of one City Engineer (15%), one Sr. Project Manager (10%) and one Project Manager (50%).

Streets Division consists of one Assistant Streets Superintendent (20%).

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 **\$73,119**

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 **\$65,400**

This category is for the repairs and maintenance of various office equipment, collection system, equipment, machinery and vehicles.

Operating Supplies **\$6,125**

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 **\$10,375**

This amount provides funding for dues and subscriptions, training and travel expenses.

Public Information **\$2,900**

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 **\$9,000**

This amount includes the costs incurred by Storm Water Fund vehicles for oil and gas used.

Rental **\$1,660**

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 **\$315,020**

These expenses include Principle, Interest and fees associated with the 2009 Special Obligation Bonds issued for the Storm Water Fund capital projects.

Capital **\$930,000**

This category is for storm water projects that are funded in the budget for Fiscal Year 2014. A listing of these projects and descriptions can be found in the Capital Improvements Program section.

2014 Capital Outlay for Storm Water Division

<u>Description</u>	<u>Amount</u>
Capital Projects	
Post Meadows Bank Stabilization	\$900,000
Community Sharing Projects	\$20,000
Projects	<u>\$10,000</u>
	<u>\$930,000</u>
Capital Items	
None	<u>\$0</u>
	\$0
Total Capital for Storm Water Division	<u><u>\$930,000</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 the Fleet Maintenance Division mechanic and right-of-way mowing assistance from the Landscaping Division.

Budget Category Summary

	Actual 2009	Actual 2010	Actual 2011	Actual 2012	Projected Budget 2013	Amount Change	Budget 2014	% Change
Operating Expenses	\$4,245,272	\$4,387,313	\$4,828,351	\$4,863,517	\$5,293,505	\$41,848	\$5,335,353	0.8%
Capital Expenses	4,052,053	4,377,811	3,033,238	5,552,470	6,326,966	(1,554,517)	4,772,449	(24.6%)
Debt Expenses	17,324,279	2,975,613	5,933,584	10,337,581	3,478,300	44,514	3,522,814	1.3%
Transfer to other fund	0	0	242,500	0	0	0	0	0.0%
Total	\$25,621,604	\$11,740,737	\$13,795,173	\$20,753,568	\$15,098,771	(\$1,468,155)	\$13,630,616	(9.7%)

Budget Highlights

In 2014, 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.

Budget Category Explanations

Operating Expenses **\$5,335,353**

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 **\$4,772,449**

This category is for the street and road projects that are funded in the budget for Fiscal Year 2014. 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 **\$3,522,814**

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 2009	Actual 2010	Actual 2011	Actual 2012	Projected Budget 2013	Amount Change	Budget 2014	% Change
Transfers Out	\$540,425	\$342,127	\$352,500	\$393,750	\$412,500	\$15,000	\$427,500	3.6%
Public Information	\$0	\$0	\$25,256	\$32,789	\$40,000	0	\$40,000	0.0%
Projects / Donations	184,252	84,888	59,948	66,156	163,250	(58,250)	\$105,000	(35.7%)
Total	\$724,677	\$427,015	\$437,704	\$492,695	\$615,750	(\$43,250)	\$572,500	(7.0%)

Budget Highlights

The increase in the Transfer Out is based on the increased projection of the Transient Guest Tax revenue. The decrease in Projects / Donations is due to the completion of the Fort Zumwalt rebuild. The construction should be done and a grand opening will be planned through the Parks and Recreation Department.

Budget Category Explanations

Transfer Out **\$427,500**

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 **\$105,000**

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 2009	Actual 2010	Actual 2011
Waterbury Storm Water Project	n/a	\$219,225	\$135
Due to General Fund	n/a	0	(217,917)
Total	\$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	Actual	Actual	Actual	Projected	Budget
	2009	2010	2011	2012	Budget	2014
Property Tax	\$41,541	\$997	\$367	\$476	\$201	\$300
Other Revenues	\$0	\$0	\$0	\$0	\$0	\$0
Interest	\$5,109	\$715	\$104	\$0	\$0	\$0
Total	\$46,650	\$1,712	\$471	\$476	\$201	\$300

Expenses	Actual	Actual	Actual	Actual	Projected	Budget
	2009	2010	2011	2012	Budget	2014
Personnel	(\$28,183)	\$0	\$0	\$0	\$0	\$0
Capital	(\$542)	\$0	\$0	\$0	\$0	\$0
Transfer Out	\$0	\$50,000	\$65,836	\$0	\$715	\$538
Total	(\$28,725)	\$50,000	\$65,836	\$0	\$715	\$538

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 Division and explained in more detail in the latter part of this section.

Revenues	Actual 2009	Actual 2010	Actual 2011	Actual 2012	Projected Budget 2013	Budget 2014	% Change
Taxes (Surtax, & Sales)	\$3,339,163	\$3,848,812	\$3,882,326	\$4,117,684	\$4,138,108	\$3,649,924	(11.8%)
Charges for Services	972,773	1,033,122	1,169,325	1,131,246	1,045,105	1,043,041	(0.2%)
Miscellaneous/Interest	95,709	106,909	165,513	122,191	106,000	116,631	10.0%
Other Financing Sources	0	50,000	73,641	164,237	715	538	(24.8%)
Total	\$4,407,645	\$5,038,843	\$5,290,805	\$5,535,358	\$5,289,928	\$4,810,134	(9.1%)

Expenses	Actual 2009	Actual 2010	Actual 2011	Actual 2012	Projected Budget 2013	Budget 2014	% Change
Parks Division	\$1,701,805	\$1,718,795	\$1,690,852	\$1,740,825	\$1,890,067	\$1,906,828	0.9%
Recreation Division	1,459,795	1,465,838	1,479,886	1,577,873	1,762,135	1,775,069	0.7%
Facilities Maintenance Div.	230,703	196,296	226,861	267,105	236,486	242,958	0.0%
Project Manager Division	0	0	0	0	0	42,534	100.0%
Capital Outlay	\$332,054	\$928,553	\$1,480,799	\$818,806	\$1,395,790	\$733,650	(47.4%)
Debt Payment	46,438	45,487	44,514	238,611	43,699	43,781	0.2%
Transfer Out	0	0	44,124	50,000	91,205	52,448	(42.5%)
Total	\$3,770,795	\$4,354,969	\$4,967,036	\$4,693,220	\$5,419,382	\$4,797,268	(12.4%)

Detail for each division is presented on the following pages.

Parks & Recreation Department – Parks Division

The Parks Division 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 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 2014 Goals

- I. Maintain an enjoyable atmosphere for patrons; ensuring facilities and amenities are clean, safe, functional and attractive.
 - A. Educate staff on the importance of detail in maintenance and cleanliness.
 - B. Develop a partnership with the Landscape Division on maintenance of mulched areas within all parks to assure they always look top notch.

- II. Strive to keep our parks and amenities some of the best in the area, and continue to grow and generate new visitors.
 - A. Complete the Frisbee golf course in Fort Zumwalt Park.
 - B. Increase awareness of the batting cages at the Ozzie Smith Complex.

- III. Continue to improve the accessibility to all amenities within our parks so they can be equally enjoyed by persons of all ages and abilities.
 - A. Install ADA access to Lake Whetsel.
 - B. Install ADA paths to all fields in Westhoff Park.
 - C. Install walking trail around Sports Park, south of Dardenne Creek.
 - D. Install first phase of Ozzie Plaza.
 - E. Begin installation of the way finding sign plan for each park.

- IV. Improve the safety of our employees and strive to make 2014 accident free.
 - A. Develop a safety conscience environment.
 - B. Implement formal safety reviews and training at monthly meetings.
 - C. Implement daily safety reminders.

- V. Continue to research and implement cost saving measures throughout park operations.
 - A. Continue to replace wood on picnic tables with trex type material.
 - B. Continue installation of automated locks in all restrooms.
 - C. Research cost to install wells for irrigation at Ozzie and Dames in lieu of city water expense.

Performance Measurements

	Actual 2009	Actual 2010	Actual 2011	Actual 2012	Target 2013	Actual 2013	Target 2014
Host Baseball Tournaments	n/a	n/a	n/a	20	20	21	21
Prep for baseball/softball games	n/a	n/a	n/a	3,000	3,000	3,000	3,000
Host Flag and Football Leagues	n/a	n/a	n/a	2	2	2	2
Prep for Soccer Leagues	n/a	n/a	n/a	2	2	2	2
Host Festivals	n/a	n/a	n/a	4	5	5	5

Previous Year's Goals

In 2013, the Parks Division completed numerous projects to help patrons have a more enjoyable experience. Some of the more intriguing projects completed were the 18 hole Disc Golf course in Fort Zumwalt and rubberized safety in Dames Park. Along with renovating the parks with new amenities, the division also continued to strive to improve the safety of them. In 2013, a new ADA walking trail was added in Sports Park II.

Budget Category Summary

	Actual 2009	Actual 2010	Actual 2011	Actual 2012	Projected Budget 2013	Amount Changed	Budget 2014	% Change
Personnel	\$1,192,431	\$1,188,343	\$1,171,471	\$1,228,629	\$1,313,865	\$8,830	\$1,322,695	0.7%
Contract Services	17,199	10,343	15,822	8,668	10,850	1,055	11,905	9.7%
Insurance	230,921	226,890	183,017	147,284	183,671	14,757	198,428	8.0%
Maintenance	48,643	49,707	55,462	68,018	95,614	6,295	101,909	6.6%
Operating Supplies	58,629	63,707	63,939	65,077	78,142	8,558	86,700	11.0%
Petroleum	37,190	47,844	64,215	59,408	55,000	0	55,000	0.0%
Professional Expenses	5,881	4,619	3,926	1,314	7,750	(500)	7,250	(6.5%)
Public Information	459	1,028	478	203	1,800	300	2,100	16.7%
Utilities	109,063	125,085	130,126	158,518	140,575	20,000	160,575	14.2%
Rental	1,389	1,229	2,396	3,706	2,800	0	2,800	0.0%
Debt Payment	46,438	45,487	44,514	238,611	43,699	82	43,781	0.2%
Capital Outlay	287,967	914,876	1,471,139	838,410	1,114,900	(400,250)	714,650	(35.9%)
Transfer Out	0	0	44,124	50,000	91,205	(38,757)	52,448	(42.5%)
Total	\$2,036,210	\$2,679,158	\$3,250,629	\$2,867,846	\$3,139,871	(\$379,630)	\$2,760,241	(12.1%)

Budget Highlights

The increase in Maintenance is for additional asphalt, cement, gravel and building materials that will allow the staff to replace more asphalt sidewalks with concrete and signage for the parks. The increase in Operating Supplies is due to small equipment purchases to include tables, chairs and bleachers. The increase in Utilities is due to the higher than expected water bills.

Budget Category Explanations

Personnel

\$1,322,695

This category includes the salaries, wages, overtime, and benefits for the Parks Division and Project Management Division as broken down below:

Parks Division expenses consists of 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.

Project Management Division expenses consists of one City Engineer (5%) and one Project Manager (50%).

Contract Services

\$11,905

This account is for A/C, Heating, ice services, portable rest rooms, and exterminating.

Insurance

\$198,428

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

\$101,909

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

\$86,700

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

\$7,250

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

\$2,100

Advertising and printing are included in this category. Printing and advertising costs associated with signs, brochures, and mailers are the typical costs incurred.

Utilities **\$160,575**
 This amount is for telephones used at the City Parks Shed as well as the street lights, water and sewer expenses 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 **\$43,781**
 This amount is allocated for the principal, interest and fees associated with this funds portion of the 2001 COP & 2012 SpO bonds for Dames Park.

Capital Outlay **\$714,650**
 This amount is allocated for the Capital Item purchases the division expects to make during the budgeted year.

2014 Capital Outlay for Parks Division

<u>Description</u>	<u>Amount</u>
Ozzie 3-Plex Plaza Design/Construction	\$536,600
Park Entry Sign	\$30,000
Dames Park Archelological Evaluation	\$14,550
Light Removal at Westhoff Diamond 5	\$10,000
One-Ton Truck	\$50,000
Replacement Mowers	\$20,000
Reseal Parking Lot	\$22,500
Sand Rake	\$17,000
Slit Seeder	\$14,000
	\$714,650
	\$714,650



Parks & Recreation Department – Recreation Division

The Recreation Division 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 2014 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 opportunities and revenue.
 - A. Research and offer nature programs like Missouri Children in Nature and/or National Wildlife Federation’s Bringing 10 Million Kids to Nature.
- III. Review and modify existing programming to expand opportunities allowing for increased participation and revenues.
 - A. Utilize Senior Center basement to expand opportunities for adults and cultural arts including music, art and theater by creating at least two new programming ideas for each area.
 - B. Expand on 2013 summer children’s theater production.
 - C. Expand existing Coaches Pitch and T-Ball by adding a fall session.
 - D. Modify and update current Learn to Swim Program including prerequisites and skills taught in each level.
 - E. Research means to increase participation in program areas that follow; birthday parties, older youth sports, swim lessons, trips and cultural arts programs.
- IV. Evaluate and modify existing operations to improve Customer Service.
 - A. Convert all communication to members and program participants to email where possible. This will reduce staff time and costs.
 - B. Evaluate Customer Service Program and Staff Training and modify if necessary to assure Customer Service is top notch.
 - C. Increase the use of social media and email blasts to keep in touch with participants.
 1. Create a more efficient process for customers including adapting current waivers.
 2. Research a more efficient way to work with private lessons.

- V. Research opportunities to improve employee training and recognize employee accomplishments.
 - A. Increase the training handled through in service to include customer service, individualized job skills, First Aid, CPR, AED etc...
 - B. Develop training plan to implement revisions to Learn to Swim Program.
 - C. Develop and implement a plan to focus on team building

Performance Measurements

	Actual 2009	Actual 2010	Actual 2011	Actual 2012	Target 2013	Actual 2013	Target 2014
Camp Participants	834	694	712	633	n/a	534	550
Number of Trip	8	10	14	14	n/a	10	15
Youth League Participants	3,070	3,475	3,658	3,685	n/a	3,567	3,700
Adult Softball Teams	219	212	211	211	n/a	209	210
Swim Lessons at Alligator Creek	810	851	779	697	n/a	538	575
Theater Participants	693	927	793	1,359	n/a	1,597	1,750

* Performance Measures were revised in 2014, thus, no 2013 Targets.

Previous Year's Goals

The Division researched opportunities to add to the products offered in the concession stand and offer healthier options. Some of our changes included offering frozen fruits such as grapes. This worked well. We also switched to a healthier fruit snack and also tried whole wheat buns. The whole wheat buns were not a popular choice for customers. We also included an all-beef hotdog.

To increase the choice of products into the concession stand, we started selling Chic-fil-a sandwiches for tournaments and some game days that are busier. This worked well for us on many occasions.

The Recreation Division has offered new programming to address the Children in Nature and National Wildlife Federation's initiative. We have experienced minimal success but we feel this will be a strong program for the future.

Use of the pool was researched to see if any adjusting should be made in the matter of swim lessons versus open swim times. Staff will continue to evaluate in 2014.

Aquatic Staff received their Life Guard Instructor certification. The Recreation Division is developing in-service leaders, video audits and one on one meetings with staff to improve lifeguard training.

The Recreation Division has begun using Cloud based storage to coordinate projects and information sharing.

Customer Service continues to be a high priority for staff decisions and trainings. The Recreation Division has found the trainings to reinforce quality customer service. In addition, staff has worked on the reestablishment of the customer service committee for the year 2014.

The Recreation Division worked to take advantage of marketing through social media. Our followers on Facebook have increased of substantially in 2013. Interactions between the Division and our customers have increased through the use of Twitter and our email blasts.

Cultural Arts programming has benefited from the use of the Lower Level of the Senior Center. Rooms have been identified for the particular classes allowing a room to be “messy” so that we can provide programming that may not leave a room in the best shape. Classes like painting

Because of the success of the 2013 summer youth production, we will continue to offer a production featuring kids. Theatre Camp will be linked with the production itself, with the director of the production running the camp as well. Participants are NOT required to enroll in both however. Camp and production will be better able to coordinate stage time, rehearsals and production dates. Camp classes in sets, props and costumes will be working on items for the summer production.

Budget Category Summary

	Actual 2009	Actual 2010	Actual 2011	Actual 2012	Projected Budget 2013	Amount Change	Budget 2014	% Change
Personnel	\$882,479	\$910,091	\$899,253	\$961,064	\$1,083,506	\$14,043	\$1,097,549	1.3%
Contract Services	21,886	23,592	26,899	23,273	15,724	\$440	16,164	2.8%
Insurance	90,246	79,190	82,123	70,480	76,658	\$16,834	93,492	22.0%
Maintenance	21,541	8,995	13,083	26,027	25,843	\$2,716	28,559	10.5%
Operating Supplies	188,880	173,649	176,774	187,986	227,009	(\$13,881)	213,128	(6.1%)
Professional Expenses	14,707	13,163	13,425	15,137	19,670	\$285	19,955	1.4%
Public Information	23,125	23,198	21,894	21,367	24,770	\$2,830	27,600	11.4%
Utilities	4,817	4,865	4,897	25,563	23,660	\$3,203	26,863	13.5%
Programs	209,810	226,515	239,674	244,448	262,703	(\$13,452)	249,251	(5.1%)
Rental	2,304	2,580	1,864	2,528	2,592	(\$84)	2,508	(3.2%)
Capital Item	44,087	13,677	9,660	47,740	278,188	(\$259,188)	19,000	(93.2%)
Total	\$1,503,882	\$1,479,515	\$1,489,546	\$1,625,613	\$2,040,323	(\$246,254)	\$1,794,069	(12.1%)

Budget Highlights

The increase in Maintenance is due to an increase in the Software maintenance contracts. The decrease in Operating Supplies is due to small equipment and furniture purchased on 2013 that will not be purchased in 2014. The increase in Public Information is due to additional advertising on-line and for the Parade/Community Theater/Art Expo. The increase in Utilities is due to water and sewer expenses based on actuals versus estimates. The decrease in Programs is due to the reduction in Day Trips. There are no Capital items for the Recreation Division budgeted in 2014.

Budget Category Explanations

Personnel

\$1,097,549

This category includes the salaries, wages, benefits, and overtime for one Parks & Recreation Director (25%), one Recreation Superintendent (70%), one Recreation Manager –Fitness & Aquatics (50%), one Recreation Manager - Athletics (70%), one Cultural Arts Coordinator (80%), one Office Manager (50%), one Recreation Coordinator (50%), one Recreation Coordinator (70%), one Recreation Specialist-Food Service (90%), one Recreation Specialist - Youth Activities (60%), one Recreation Specialist – Adult Activities (80%), one Recreation Specialist - Aquatic/Fitness (50%), one Recreation Specialist - Fitness (15%), one Administrative Assistant (65%), one Senior Recreation Assistant (60%), three Recreation Assistant (60%), one Recreation Assistants (20%) and numerous seasonal employees.

Contract Services

\$16,164

This category contains the appropriations for maintenance agreements on office equipment and service agreements for software packages.

Insurance

\$93,492

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

\$28,559

This category is for the repair and maintenance of the buildings and facilities operated and maintained by Recreation.

Operating Supplies

\$213,128

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

\$19,955

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

\$27,600

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

\$26,863

This category includes telephone, electricity and gas expenses.

Programs **\$249,251**

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 **\$2,508**

This amount is for the costs incurred to lease a copying machine and a printer.

Capital Outlay **\$19,000**

This amount is for Capital Items to be purchased by the division.

2014 Capital Outlay for Recreation Division

<u>Description</u>	<u>Amount</u>
1/2 ton Truck	\$19,000
	<hr/>
	<u>\$19,000</u>



Parks & Recreation Department – Facilities Maintenance Division

In 2009, the expenses for the Facility Maintenance Division were split between the General Fund, the Recreation Fund and the RSC Fund based on the Fund they are performing maintenance for. The Facilities 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 for this Division are reported in the General Fund section.

Budget Category Summary

	Actual 2009	Actual 2010	Actual 2011	Actual 2012	Projected Budget 2013	Amount Change	Budget 2014	% Change
Personnel	\$171,869	\$154,825	\$173,186	\$174,831	\$177,707	\$5,405	\$183,112	3.0%
Contract Services	1,872	411	2,000	0	1,000	\$0	1,000	0.0%
Insurance	40,792	22,497	31,442	68,183	31,934	\$2,857	34,791	8.9%
Maintenance	11,152	15,001	19,129	20,618	18,470	(\$470)	18,000	(2.5%)
Operating Supplies	5,018	3,562	1,104	2,657	6,475	(\$1,320)	5,155	(20.4%)
Utilities	0	0	0	816	900	\$0	900	0.0%
Total	\$230,703	\$196,296	\$226,861	\$267,105	\$236,486	\$6,472	\$242,958	2.7%

Budget Highlights

In 2014, the increase in Personnel is due to an additional Facility Maintenance Worker position approved by Council. This position will be split with the General Fund (50%), RSC Fund (40%) and the Recreation Fund (10%). The decrease in Operating Supplies is due to stocking up on cleaning and sanitary supplies in 2013.

Budget Category Explanations

Personnel

\$183,112

This category includes the wages, benefits, and overtime for one Facility Maintenance Manager (25%), one Facility Maintenance Supervisor (80%), two Senior Facility Maintenance Workers (80%), one Senior Facility Maintenance Worker (15%) and one Facility Maintenance Worker (10%).

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

\$34,791

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

\$18,000

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

\$5,155

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 2009	Actual 2010	Actual 2011	Actual 2012	Projected Budget 2013	Budget 2014
Cnty Rd & Bridge	\$1,691,140	\$1,583,615	\$1,619,601	\$1,542,755	\$1,651,411	\$1,651,411
Intergovernmental	4,737,184	1,866,186	2,868,456	2,975,965	6,368,017	2,411,500
Trans Sales Tax	4,432,647	4,611,646	4,875,321	5,184,882	5,231,752	5,244,831
State Motor Fuel	1,738,195	1,770,701	1,917,835	2,844,056	2,895,938	2,895,938
Miscellaneous	18,096	148,314	18,074	188,229	204,715	198,343
Interest	202,541	86,731	85,911	46,020	25,000	25,000
Other Financing	12,622,327	504,000	2,700,614	7,140,758	40,000	45,000
Total	\$25,442,130	\$10,571,193	\$14,085,812	\$19,922,665	\$16,416,833	\$12,472,023

Expenses	Actual 2009	Actual 2010	Actual 2011	Actual 2012	Projected Budget 2013	Budget 2014
Street Division	3,544,356	3,673,828	4,163,910	4,142,831	4,648,952	4,643,851
Proj Management Division	592,650	594,356	548,283	588,891	522,039	560,940
Fleet Division	74,331	72,153	71,352	89,883	79,547	76,888
Landscape Division	33,935	46,976	44,806	41,912	42,967	53,674
Capital Outlay	4,052,053	4,377,811	3,033,238	5,552,470	6,326,966	4,772,449
Debt Service	17,324,279	2,975,613	5,933,584	10,337,581	3,478,300	3,522,814
Transfer Out	0	0	242,500	0	0	0
Total	\$25,621,604	\$11,740,737	\$14,037,673	\$20,753,568	\$15,098,771	\$13,630,616

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 2014 Goals *(To maintain a superior community)*

- I. Create a “Control Center” for Snow Removal Operations in the Street Division garage equipped with computers, two-way radios, TV, phones, dry erase boards and wall maps of the City.
- II. With the addition of 3 full-time employees to the slab replacement crew, complete 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 2014.

Performance Measurements

	Actual 2009	Actual 2010	Actual 2011	Actual 2012	Target 2013	Actual 2013	Target 2014
Square Yards of Concrete Replaced	18,056	11,518	24,000	35,182	25,800	30,633	25,800
Linear Feet of Street Centerline Crack Sealed	53,147	40,453	11,093	54,690	55,000	13,888	55,000
Square Yards of Asphalt Replaced (in tons)	440	914	363	366	500	221	500
Miles of Street Swept	6,458	5,102	5,054	3,235	5,000	5,840	5,000
Miles of R.O.W. Mowed	n/a	n/a					
Number of Citizen Request	884	1,381	1,841	2,482	1,500	2,500	2,500
% of Citizen Request Completed	117%	75%	70%	83%	100%	87%	100%
Response time to Complaints	24 hrs	<24 hrs	<48 hrs				
% of Response to Complaints within 48 hrs	95%	95%	95%	95%	100%	100%	100%

Previous Year's Goals

In 2013 the Street Division replaced 1,354 slabs and continued to improve the level of service in all other categories. Approximately 1,000 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 2013 also.

Budget Category Summary

	Actual 2009	Actual 2010	Actual 2011	Actual 2012	Projected Budget 2013	Amount Change	Budget 2014	% Change
Personnel	\$1,613,127	\$1,694,992	\$1,748,714	\$1,947,907	\$2,007,918	\$59,169	\$2,067,087	2.9%
Contract Services	5,567	4,277	4,596	17,935	18,311	22,539	40,850	123.1%
Insurance	278,037	279,655	254,112	269,550	258,663	19,521	278,184	7.5%
Maintenance	453,569	494,361	268,141	395,380	485,800	49,700	535,500	10.2%
Operating Supplies	217,443	262,441	783,192	467,958	615,051	(257,966)	357,085	(41.9%)
Petroleum	60,148	85,564	121,553	118,100	109,500	31,500	141,000	28.8%
Professional Services	932	584	2,044	7,865	10,979	7,716	18,695	70.3%
Public Information	2,206	1,529	538	996	2,000	0	2,000	0.0%
Utilities	910,271	848,175	978,066	913,090	1,131,150	64,720	1,195,870	5.7%
Rental	3,056	2,250	2,954	4,050	9,580	(2,000)	7,580	(20.9%)
Capital Outlay	4,048,286	4,377,811	3,033,238	5,552,470	6,326,966	(1,594,474)	4,732,492	(25.2%)
Debt Service	17,324,279	2,975,613	5,933,584	10,337,581	3,478,300	84,471	3,562,771	2.4%
Total	\$24,916,921	\$11,027,252	\$13,130,732	\$20,032,882	\$14,454,218	(\$1,515,104)	\$12,939,114	(10.5%)

Budget Highlights

In 2014, three part-time Street Maintenance Worker positions will be converted to full-time. This will change the Full-Time Equivalent figure. Contract Services increase is due to contract with temporary staffing agency to assist with filling in positions during peak periods. Maintenance increase is due to additional materials to do repairs with asphalt, cement and gravel and also the increase in signs, poles and hardware for replacement of warn signs. The decrease in Operating Supplies is due to decrease in chemicals, including road Salt purchases. The department was stocked up in 2013. The increase in Petroleum is due to having more crews using equipment. The increase in Professional Service is due to a Peer Review being done in 2014 by the American Society of Civil Engineers and some additional training and travel

expenses. The increase in Utilities is due to an increase in Electric rates and the adding of Water & Sewer utility expenses.

Budget Category Explanations

Personnel Expenses \$2,067,087

This category includes the wages, benefits, and overtime for the Street Division consists of one Streets Superintendent, one Assistant Streets Superintendent (80%), two Streets Maintenance Supervisors, one Traffic Maintenance Technician, four Streets Maintenance Crewleaders, three Senior Streets Maintenance Workers, seventeen Streets Maintenance Workers, one Administrative Secretary and one part-time Administrative Secretary and seasonal employees.

Contract Services \$40,850

This funding is for reoccurring services retained by the Street Division.

Insurance \$278,184

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 \$535,500

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 \$357,085

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 \$141,000

Expenses for gasoline and oil are funded in this category.

Professional Services \$18,695

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 \$1,195,870

This amount provides funding for mobile phone/radio services, electric for street lights, maintenance facilities and gas for heating maintenance facilities.

Rental \$7,580

This category provides the funding for the rental of equipment that the division needs from time to time, but does not own.

Debt Service

\$3,562,771

This amount is allocated to cover the debt service payment(s) for projects funded by the Street & Road Improvement Fund revenues.

Capital Outlay

\$4,732,492

This category is for the street and road projects listed on the next page that are funded in the budget for Fiscal Year 2014. For more detailed descriptions, refer to the Capital Improvements Program section of this book.

2014 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
Woodlawn Bridge Painting	\$150,000
West Terra Phase III	\$5,000
Waterford Crossing Intersection Improvements	\$70,000
Crusher Extension	\$2,000
Elaine Drive Widening	\$1,505,000
Bryan Road Slab Replacements	\$210,000
Laura Hill Road Improvements	\$2,000
Sommers / Hwy N Intersection Improvements	\$100,000
Woodlawn Blvd & Civic Park Dr Resurfacing	\$800,000
Contractual Services	\$10,000
Total Capital Projects Funded	\$4,464,000
Capital Items Funded	
Flatbed Trucks (2) - GVW 19,500	\$140,000
Snow Equipment	\$60,000
Skid Steer Loader	\$35,092
Breaker Attachment	\$8,400
Building Improvements (Street Shed)	\$20,000
Parking Lot Improvements (Street Shed)	\$5,000
Total Capital Items Funded	\$268,492
Total Capital for Street Division	\$4,732,492

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.

Goals and Performance Measurements for this Division are reported in the General Fund section.

Budget Category Summary

	Actual 2009	Actual 2010	Actual 2011	Actual 2012	Projected Budget 2013	Amount Change	Budget 2014	% Change
Personnel	\$439,436	\$393,441	\$392,496	\$411,932	\$355,986	\$39,766	\$395,752	11.2%
Contract Services	35,748	79,934	43,529	51,013	55,000	4,200	59,200	7.6%
Insurance	25,079	34,905	39,556	33,141	37,344	2,667	40,011	7.1%
Maintenance	79,052	76,382	56,691	70,535	50,000	(5,000)	45,000	(10.0%)
Operating Supplies	7,518	4,696	7,464	6,180	10,300	(3,350)	6,950	(32.5%)
Professional Services	2,446	3,071	3,220	8,681	8,337	(222)	8,115	(2.7%)
Utilities	2,249	1,927	2,528	5,276	2,940	840	3,780	28.6%
Rental	1,122	0	2,799	2,133	2,132	0	2,132	0.0%
Total	\$592,650	\$594,356	\$548,283	\$588,891	\$522,039	\$38,901	\$560,940	7.5%

Budget Highlights

In 2014, the increase in Personnel expenses is due to the change from year to year directly related to the size and quantity of projects funded in the Street & Road Improvement Fund versus other Funds projects. The increase in Contract Services is for additional engineering services that may be needed. The decrease in Maintenance is due to less funds to be spent on signs, poles and hardware items. The decrease in Operating Supplies is due to design software computer replaced in 2013. The increase in utilities is for the monthly service on the traffic signal program and the tablets used by the Division.

Budget Category Explanations

Personnel Expenses \$395,752

This category includes the wages, benefits, and overtime for the Project Management Division consists of the Public Works Director (25%), the City Engineer (30%), one Sr. Project Manager (80%), one Sr. Project Manager (70%), one Sr. Construction Inspector (100%), and one Traffic Signal Technician (100%) and one seasonal summer engineering intern.

Contract Services \$59,200

This funding is for reoccurring services retained by the Project Management Division.

Insurance \$40,011

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 \$45,000

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 \$6,950

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 \$8,115

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

Utilities \$3,780

This amount provides funding for monthly cell phone, tablets and internet services.

Rental \$2,132

This category provides the funding for the rental of equipment that the division needs from time to time, but does not own.



Public Works Department – Fleet Maintenance Division

The Fleet Maintenance Division 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.

Goals and Performance Measurements for this Division are reported in the General Fund section.

Budget Category Summary

	Actual 2009	Actual 2010	Actual 2011	Actual 2012	Projected Budget 2013	Amount Change	Budget 2014	% Change
Personnel	\$55,442	\$54,779	\$57,706	\$59,864	\$61,797	\$1,126	\$62,923	1.8%
Insurance	18,889	16,983	13,192	29,424	17,000	(3,860)	13,140	(22.7%)
Operating Supplies	0	100	107	100	200	75	275	37.5%
Utilities	0	291	347	495	550	0	550	0.0%
Total	\$74,331	\$72,153	\$71,352	\$89,883	\$79,547	(\$2,659)	\$76,888	(3.3%)

Budget Highlights

Insurance can fluctuate each year based upon a combination of the employees' plan and actual costs incurred. The budget is only an estimate.

Budget Category Explanations

Personnel Expenses **\$62,923**

This category includes the wages, benefits, and overtime for one Mechanic (100%).

Insurance **\$13,140**

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 **\$275**

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.

Goals and Performance Measurements for this Division are reported in the General Fund section.

Budget Category Summary

	Actual 2009	Actual 2010	Actual 2011	Actual 2012	Projected Budget 2013	Amount Change	Budget 2014	% Change
Personnel	\$33,935	\$36,614	\$38,705	\$30,870	\$32,607	\$9,437	\$42,044	28.9%
Maintenance	0	7,169	4,408	7,211	5,900	0	5,900	0.0%
Operating Supplies	0	2,246	1,212	3,341	4,010	1,270	5,280	31.7%
Utilities	0	793	481	490	450	0	450	0.0%
Total	\$33,935	\$46,976	\$44,806	\$41,912	\$42,967	\$10,707	\$53,674	24.9%

Budget Highlights

The increase in Personnel is due to the allocation of wages of the supervisor's time. The increase in Operating Supplies is for the purchase of string trimmers and backpack blower (small equipment).

Budget Category Explanations

Personnel Expenses **\$42,044**

This category includes the wages, benefits, and overtime for one Landscape Manager (6%), one Landscape Supervisor (6%) and Seasonal Right-of-Way mowers (100%).

Maintenance **\$5,900**

This category is for the repairs and maintenance of various equipment and machinery.

Operating Supplies **\$5,280**

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.

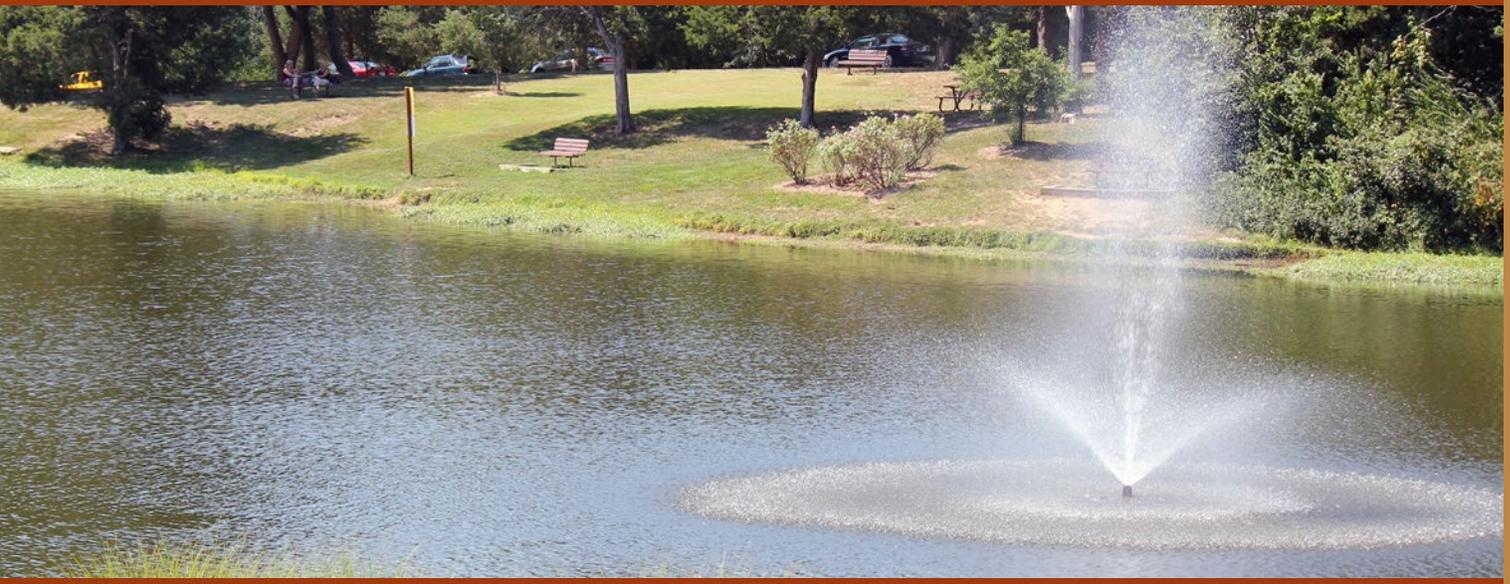




General Fund
Special Revenue Funds
Enterprise Funds

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/division 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 2014.

General Fund (Capital Expenditure Fund)

The following provides a description of each capital expenditure, including cost, and responsible group/department/division.

1. Network Storage

This expense is to fund the cost to increase the network storage space for a production environment and for the virtual backup system. Impact to future budgets consist of \$2,000 annual maintenance which will give the City 24 hour 7 days a week, 365 days a year support in the event of a loss.

Cost: \$ 76,000
Department: Information Technologies Division

2. Backup System for Database

This expense is backup space for production storage. This backup unit will cover numerous databases the City has. Impact to future budgets consist of \$800 annual maintenance which will give the City 24 hour 7 days a week, 365 days a year support in the event of a loss. .

Cost: \$ 8,000
Department: Information Technologies Division

3. Firewall

This expense is for cost to purchase an additional firewall. The current firewall is 8 years old and does not have UTM (Unified Threat Management) which includes antivirus at the gateway to block threats at that level. Impact to future budgets will consist of annual maintenance cost of \$3,000 after the 36 month warranty period.

Cost: \$ 15,000
Department: Information Technologies Division

4. Control Room System Upgrade

This expense is for the upgrade of the Control Room System. This will complete the transition to digital/HD for all live productions. All hardware and software components necessary to televise live meetings and productions includes HD character generator, HD Community Bulletin Board/Digital Signage, audio and video monitors, sync generators, gen-lock, distribution amplifiers, a/v routers, server expansion, waveform monitor, vector scopes, scan converters, cabling backups, racks/mounts, host computers and ancillary items. Impact on future budgets will consist of annual maintenance that is currently part of the budget for the existing system.

Cost: \$ 41,200
Department: Communications Division

5. 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: \$754,038
Department: Finance Division

6. Police Vehicle Replacements (8)

This expense is for the purchase of eight patrol vehicles for the Police Division. 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 \$212,287 and the additional accessories and costs to switch over the equipment is \$160,054. Impact on future budget will consist of lower maintenance while under warranty.

Cost: \$372,341
Department: Police Division

7. SWAT Vehicle

This expense is for the purchase of one SUV to replace an existing vehicle used by SWAT. A larger vehicle is needed due to storage requirements for the SWAT equipment. The costs of the SUV will be \$27,264 and the additional accessories and costs to switch over the equipment is \$22,535. Impact on future budget will consist of lower maintenance while under warranty.

Cost: \$ 49,799
Department: Police Division

8. Siren Replacement Program

This expense is for the purchase of outdoor warning sirens in the City that need to be replaced. This is the second of a four-year program. In 2012, nine of the sirens were 25-30 years old and two were over 18 years old. This program will replace the sirens at the approximate cost of \$40,000 each. Three sirens were budgeted in 2013, three are budgeted in 2014, three in 2015 and two in 2016. Besides replacement costs, no additional impact is expected in future budgets.

Cost: \$120,000
Department: Police Division

9. Regional Radio System Connection

This expense consist of the capital and operating cost needed to have the City's Dispatch system connect to the Regional Radio System (countywide). The Hardware cost total \$65,000. The software cost is \$17,000 and a required telephone line connection, estimated to cost \$8,000 per year, will be an ongoing operating expense in future budgets.

Cost: \$ 65,000
Department: Police Division

10. Speed / Radar Trailer

This expense is to purchase two new speed / radar trailers that will replace the existing ones that are over seven years old. The new trailers will have new technology that will allow data storage of speeds captured and vehicle counts. Impact on future budget will consist of lower maintenance while under warranty.

Cost: \$ 14,500
Department: Police Division

11. Bay Door & Exit Lights

This expense is for the expansion of the bay door to 14 feet wide and the addition of emergency exit lights. No impact on future budgets is expected.

Cost: \$ 5,960
Department: Fleet Maintenance Division

12. Wheel Balancer

This expense is to purchase a new wheel balancer that will handle larger steer tires and will only require one employee to operate. This would replace the existing machine and with the ability to handle larger tires in-house is estimated to save the City of these expenses while increasing productivity. The new machine will also remove the potential for employee back strain. No impact to future budgets is expected.

Cost: \$ 8,590
Department: Fleet Maintenance Division

13. Slate Roof Repair

This expense is to repair the slate roof over City Hall. There are several slate tiles missing and snow guards that need repair. The roof is not currently leaking so it is important the repairs be done before anything happens. No impact to future budgets is expected. This should cut down on interior damage costs if this was not done.

Cost: \$ 40,000
Department: Facilities Maintenance Division

14. Stacking Chairs & Carts

This expense is to replace the stackable chairs and moving carts purchased when the building was opened in 1999 with 150 new chairs and new carts. The original chairs and carts will be moved to the second floor and will be used when needed without pulling chairs from other building. This will actually make the division more efficient with set up times for large gatherings. No impact on future budgets is expected.

Cost: \$ 11,000
Department: Facilities Maintenance Division

15. City Hall Painting Program

This expense is for painting to the interior of City Hall building in phases for three years. The eastern building entry will be done in 2014. The 2nd & 3rd floor will be done in 2015 and the western building will be done in 2016. This is the extent of future budget impact.

Cost: \$ 4,500
Department: Facilities Maintenance Division

16. Senior Center Carpet Replacement Program

This expense is to replace the carpeting at the Senior Center over the next three years. In 2014, the carpet in the main room of the basement of the Senior Center will be replaced. Future budgets will include the cost to replace the carpet in the other section of the Senior Center. No other impact on future budgets is expected.

Cost: \$ 7,000
Department: Facilities Maintenance Division

17. Enclosed Trailer

This expense is to purchase a new 7' x 14' rear ramp tandem axle enclosed trailer and equip it with everything needed to carry out regular landscape functions. This will add efficiency to the landscaping operations by allowing staff to address on-site issues without a return trip to the Landscaping shed for needed equipment. Impact on future budget will consist of annual maintenance of an estimated \$50 per year.

Cost: \$ 8,500
Department: Landscape Division

18. Tandem Axle Trailer

This expense is for a new 20' x 7' tandem axle trailer to equip a new personnel position. Impact on future budget will consist of annual maintenance of an estimated \$50 per year.

Cost: \$ 4,050
Department: Landscape Division

19. Commercial and Zero Turn Mowers

This expense is for the purchase of new mowers to equip new personnel positions added. Impact on future budget will consist of annual maintenance and fuel of an estimated \$50 per year.

Cost: \$ 9,060
Department: Landscape Division

20. Granite Veneer at Veterans Memorial Walk

This expense is to repair or replace the granite veneer on the five armed forces monuments in the reflection pool. No impact on future budgets is expected at this time.

Cost: \$ 60,000
Department: Landscape Division

21. One Ton Pick-up Trucks (3)

This expense is to purchase three one-ton pick-up (4 wheel drive). One is to replace a 2001 pick-up, the other two are to equip the new personnel approved in 2014. No impact on future budgets is expected on the replacement, but the others will have fuel and maintenance expenses added to future budgets estimated at \$4,686 annually.

Cost: \$ 75,000
Department: Landscape Division

22. Self-Propelled Spreader/Sprayer

This expense is to purchase a new spreader/sprayer to make the process much quicker and less labor intensive (reducing a 10 day process to less than five days). Impact on future budgets will consist of fuel and annual maintenance after the warranty period. Fuel and maintenance costs are not expected to exceed \$75 annually. The time savings will offset this cost and allow other projects to get done.

Cost: \$ 7,900
Department: Landscape Division

23. Commercial Slope Mower

This expense is to purchase a slope mower from the Water and Sewer Funds. This will be treated as an Asset Transfer valued at \$7,000. The Landscape Division used the mower at the Water/Sewer lagoon areas. This is no longer needed since the installation of the lagoon liner. This mower will work for mowing the steep slopes near the new CLIP sites. Impact on future budgets is expected to consist of fuel and maintenance, estimated at less than \$1,350 annually.

Cost: \$ 7,000
Department: Landscape Division

24. Citywide Landscape Improvement Plan (CLIP) (Signage)

This expense is to continue the design and implement of the citywide identity program. These funds will be used to purchase and install illuminated block numbered street signs at intersections along Hwy K and way-finding signs. No impact on future budgets is expected at this time.

Cost: \$240,000
Department: Landscape Division

25. Sound System at Veterans Memorial Walk

This expense is to replace the sound system at the Veterans Memorial Walk site. No impact on future budgets is expected since this is a replacement item.

Cost: \$ 9,115
Department: Landscape Division

26. Krekel House Renovation

This expense is to start the preservation and design process. The Historical Preservation Committee will assist the City with research for grants and volunteer support. The impact to future budget will depend upon the grants available and the final recommendation on the uses for the house.

Cost: \$ 63,000
Department: Festivals & Tourism Division

Total Capital General Fund **\$2,076,553**



Special Revenue Funds - Recreation Fund

The following provides a description of each capital expenditure, including cost, and responsible department/division.

1. Ozzie Smith Sports Complex Parking Lot

This appropriation is for the cost to reseal the parking lot at Ozzie Smith Sports Complex to prolong the life of the surface. No impact on future budgets is expected.

Cost: \$ 22,500
Department: Parks Division

2. Dames Park Archaeological Evaluation

This appropriation is to complete an archaeological evaluation of the two mounds in and around Dames Park. The hope is to develop a walking path with educational signage depicting the history of the mounds. Impact to future budgets would be minimal and consist of additional mowing of the area.

Cost: \$ 14,550
Department: Parks Division

3. 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: \$ 20,000
Department: Parks Division

4. Sand Rake (Field Rake)

This appropriation is for purchase of a Sand Rake to replace older one. This equipment is used for preparing baseball and softball fields for use. No impact on future budgets is expected.

Cost: \$ 17,000
Department: Parks Division

5. Slit Seeder

This expense is for the cost to purchase a slit seeder to replace the existing equipment purchased in 1985. This equipment is used for overseeding worn turf areas within the parks. No impact on future budgets is expected since this is a replacement.

Cost: \$ 14,000
Department: Parks Division

6. Ozzie 3-Plex Plaza Construction

This appropriation is for the cost to construct the plaza near the 3-plex at the Ozzie Smith Sports Complex. The construction will begin after the 2014 July 4th Heritage and Freedom Festival. This is the first phase of construction. Future budgets will have funds budgeted to add concessions and restrooms. The plaza portion will have minimal impact on future budgets.

Cost: \$536,600
Department: Parks Division

7. CLIP Entry Signs

This appropriation is for the cost to install new entry sign for Fort Zumwalt Park and Sports Park. The signs will replace the existing signs that are weathered and will match the theme developed for CLIP. Future budget impact will be minimal since they are replacing existing signs.

Cost: \$ 30,000
Department: Parks Division

8. Westhoff Park – Damaged Lights Removal

This appropriation is for the cost to remove light towers that do not work and have concrete bases that are starting to crumble. No impact on future budgets is expected.

Cost: \$ 10,000
Department: Parks Division

9. Half-Ton Pick-up Truck

This transaction is for the purchase of a half-ton pick-up truck to replace a 2000 SUV. No impact on future budgets is expected since it is a replacement.

Cost: \$ 19,000
Department: Recreation Division

10. One-Ton Pick-Up Trucks

This transaction is for the purchase of two one-ton pick-up truck to replace two ¾ ton pick-ups purchased in 2002. No impact on future budgets is expected since these are replacements.

Cost: \$ 50,000
Department: Parks Division

Total Capital Recreation Fund **\$ 733,650**

1. RESERVE Recreation Fund – Walkable / Bikeable

This Reserve is part of the funding for the cooperative effort with the Street Road Improvement Fund to design and fund the implementation of the Walkable/Bikeable plan adopted in 2009. These funds will be set aside for future plans and development. This will also reduce the strain on future budget.

Cost: \$ 25,000
Department: Parks Division

2. RESERVE Recreation Fund – Park Development

This Reserve was recommended by Council to establish funding for the future development, expansion or other large capital projects. These funds will be set aside for future plans and development and will reduce the strain on future budget.

Cost: \$100,000
Department: Parks Division

Total Reserve Recreation Fund **\$ 125,000**



Special Revenue Fund - Storm Water Fund

The following provides a description of each capital expenditure, including cost, and responsible department/division.

1. Post Meadows – Bank Stabilization

This appropriation provides funding for the construction costs for this project. The design was completed in 2013 and the construction will be part of the 2014 Budget. The cost is an estimate and there may be additional construction costs in future budget years.

Cost: \$900,000
Department: Storm Water

2. 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

3. 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

Total Capital Storm Water Fund

\$ 930,000



Special Revenue Fund - Street & Road Improvement Fund

The following provides a description of each capital expenditure, including cost, and responsible department/division.

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. West Terra - Phase III (Hoff Road to Guthrie Road)

This project widened the shoulders along West Terra from Hoff Road to just east of Guthrie Road and provided a resurfacing of the roadway. 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 agreed to fund \$228,600 (18% of the project cost) and East West Gateway provided up to \$1,016,000 (80% of the project cost). The City paid for approximately 2.4% of the construction cost (in prior year budgets). Design began in 2011 with right-of-way acquisition in 2012 and construction in 2013. These funds will cover clean up items to complete construction that was started in 2013.

Cost: \$ 5,000
Department: Project Management Division

6. 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. Construction began in 2012. The requested funds are to complete construction.

Cost: \$ 2,000
Department: Project Management Division

7. 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

8. Woodlawn Bridge Painting

This project will paint the steel structure of the Woodlawn Bridge. This bridge is the responsibility of the City. It was originally intended to bid this work out separately for the Woodlawn resurfacing project however the City was able to obtain Federal funds provided for the resurfacing of Woodlawn and a portion of these grant funds can also be utilized to paint the bridge. The bridge painting is estimated to cost \$400,000. The City will provide \$150,000 with the remaining portion covered by Federal funds. This will all be included as part of the roadway project (Woodlawn and Civic Park Resurfacing).

Cost: \$150,000
Department: Project Management Division

9. 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

10. Laura Hill Improvements

These funds will provide for the reconstruction of Laura Hill just east of Highway K. There were some severely deteriorated slabs that were replaced as part of this project along with the removal and replacement of asphalt that is in poor condition. The County Road Board provided 80% of the funds for this project. The City was responsible for 20% of the funds needed during the 2013 construction. These funds will cover remaining clean up items to complete the construction.

Cost: \$ 2,000
Department: Project Management Division

11. 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

12. Woodlawn and Civic Park Resurfacing

This project was designed ‘in-house’ with the assistance of a surveying firm in 2013. The project will include 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 be utilized for right-of-way, easements and construction 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 plus any other costs above the Fed Fund maximum.

Cost: \$800,000
Department: Project Management Division

13. Bryan Road Slab Replacement

This project will include the replacement of deteriorated and damaged concrete slabs, sidewalks and curb and gutters along Bryan Road from Veterans Memorial Parkway to north of Mexico Road. This project will also include ADA upgrades at the intersection of Veterans Memorial Parkway and Bryan Rd. Federal Funds have been obtained and will provide for 80% of the construction costs. The City will be responsible for 100% of the design and will utilize ‘in-house’ engineers to design the project.

Cost: \$210,000
Department: Project Management Division

14. Waterford Crossing Intersection Improvements

This project will improve the intersection of Highway K and Waterford Crossing by providing a separate right turn lane for east bound Waterford Crossing to turn onto south bound Highway K. Pedestrian improvements will also be included at the intersection. Federal Funds have been obtained and will provide for 80% of the project costs. These funds are for the design in 2014. Right-of-way acquisition will occur in 2015 and construction occurring in 2016.

Cost: \$ 70,000
Department: Project Management Division

15. Parking Lot Improvements

These funds will cover the cost to make improvements to the failing asphalt parking lot at the Street Division building.

Cost: \$ 5,000
Department: Street Division

16. Building Improvements

These funds will cover the cost to retrofit the Street Division garage with forced air heating units to warm the building. No impact to future budgets is anticipated since it is replacing the existing system.

Cost: \$ 20,000
Department: Street Division

17. 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: \$ 60,000
Department: Street Division

18. Breaker Attachment

This expense will cover the cost to purchase a Hydraulic Breaker with hose kit. This will replace an older breaker attachment that is inoperable. Impact to future budgets is expected to be minimal since this is a replacement item.

Cost: \$ 8,400
Department: Street Division

19. Flatbed F-550 Trucks (GVWR 19,500)

This expense will cover the cost to purchase two flatbed F-550 trucks to be used as tool trucks for the concrete repair crews and will be outfitted for snow removal operations. These will replace the 2001 and 2002 trucks that will be traded-in. Impact to future budgets is expected to be minimal. The new trucks will be under warranty the first year.

Cost: \$140,000
Department: Street Division

20. Skid Steer Loader

This purchase will replace a 2006 skid loader with a safer and more efficient model. Streets will purchase a skid steer loader with 74 hp interim tier IV diesel engine. 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: \$ 35,092
Department: Street Division

Total Capital Street & Road Improvement Fund **\$4,732,492**



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. Distribution Improvements

This is for SCADA connections at four well sites to improve operational control of these facilities from the water treatment plant, allowing staff more flexibility during peak demand periods. This will also cover the cost for a spare booster and rebuild parts. There is no anticipated impact on future budgets.

Cost: \$ 20,000
Department: Water Division

4. Well Field Maintenance

This is an expense to have chemical treatments of raw water wells and replacement components as needed to assure maximum pumping capacity is maintained. There is no anticipated impact on future budgets.

Cost: \$ 30,000
Department: Water Division

5. RO Membranes Replacements

This appropriation is for purchase and installation for two sets of reverse osmosis membranes for the Water Treatment Plant. The current membranes have surpassed their life expectancy and are in need of being replaced. No impact on future budgets is expected since these are replacement items and maintenance is already budgeted.

Cost: \$350,000
Department: Water Division

6. St Gemma Water Main Extension Construction

This expense is to cover the cost of construction for a 1300' long 12" water main on St. Gemma Drive. Design and right-of-way were done in 2013.

Cost: \$350,000
Department: Water Division

7. 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 issued bonds in 2013 to finance this over a term of 6 years (2013 – 2019).

Cost: \$1,335,000
Department: Water Division

8. Water Treatment Plant Pumps

This appropriation is for purchase/replacement of two spare pumps and a high service rotating assembly for the water treatment plant processes. Due to the long lead time, it is preferred to have a spare on hand to assure a quick repair turn time. No impact on future budgets is expected since this is a replacement item.

Cost: \$ 33,000
Department: Water Division

9. Main Street Water Main Replacement Plans

This appropriation is for the cost for surveying the Main Street water main. This will need replacement in future years and the survey will assist with the cost estimates. Impact on future budget will consist of construction/replacement costs.

Cost: \$ 40,000
Department: Water Division

10. Asset Management Software

This is an expense to purchase Asset Management Software to provide a method to track all of the utility assets in a GIS type database. It will also track cost associated the assets, condition of the asset and can help with prioritizing the replacement of the assets. There is no anticipated impact on future budgets until updated or an upgrade is needed.

Cost: \$ 17,500
Department: Water Division

11. Ground Penetrating Pipe Locator

This appropriation is for purchase of a radar system that would be used to assist staff in accurately locating underground pipes that do not have tracer wire or have a broken tracer wire. Impact on future budgets will consist of an estimated annual maintenance cost of \$50.

Cost: \$ 17,550
Department: Water Division

12. Pick-up Trucks (GVW 13,000)

This appropriation is for purchase of two F-250 pick-up trucks to replace two older F-250 pick-up trucks. No impact on future budgets is expected since these are replacements.

Cost: \$ 70,000
Department: Water Division

Total Capital Water Fund

\$2,328,050

Enterprise Funds – Sewer Fund

The following provides a description of each capital expenditure, including cost, and responsible department.

1. Asset Management Software

This is an expense to purchase Asset Management Software to provide a method to track all of the utility assets in a GIS type database. It will also track cost associated the assets, condition of the asset and can help with prioritizing the replacement of the assets. There is no anticipated impact on future budgets until updated or an upgrade is needed.

Cost: \$ 17,500
Department: Sewer Division

2. Electro Scan Equipment

This appropriation is for purchase of equipment to perform leak detection electronically to sanitary sewer mains in a matter of minutes versus hours. Impact on future budgets would consist of annual maintenance estimated to be around \$1,000.

Cost: \$140,000
Department: Sewer Division

3. Lift Station Replacement Equipment

This is for the cost to purchase replacement equipment for the lift station. This would include items such as spare pumps, a spare pump motors, spare touch screen controllers, and replacement air release valves. Future budget impact will be minimal and mainly due to maintenance after the warranty period.

Cost: \$113,000
Department: Sewer Division

4. Flood Plain Manholes

This expense is for the purchase of water tight lids to impede the inflow of storm water into the collection system and help reduce the amount of water flow treated at the waste water treatment during storms. No impact to future budgets is expected.

Cost: \$ 15,000
Department: Sewer Division

5. Dump Truck (GVWR 19,500)

This appropriation is for purchase of a dump truck to replace an aging F-250 pick-up truck that was purchased in 1998. No impact on future budgets is expected since this is a replacement.

Cost: \$ 70,000
Department: Sewer Division

6. Trailer Mounted Trash Pump

This is for the cost to purchase a new 6” trailer mounted trash pump. This will replace the current pump from 1998 that is in need of frequent repairs. No impact on future budgets is expected since this is a replacement item.

Cost: \$ 40,000
Department: Sewer Division

7. Pick-up Trucks (GVWR 13,000)

This appropriation is for purchase of two pick-up trucks to replace two aging trucks (2003 & 2004 models). No impact on future budgets is expected since these are replacements.

Cost: \$ 70,000
Department: Sewer Division

Total Capital Sewer Fund

\$ 465,500



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; 2009, 2010, 2011 and 2012. Each is a 60 month term. The cost reflects the payments for all lease payments for the year.

Cost:	\$349,634
Department:	Environmental Services Division

2. Sanitation Carts/Containers

This is an annual capital expense for new 96 gallon carts/containers/lids. These are for new customers and the replacement of old containers and miscellaneous parts. There is no anticipated impact on future budgets.

Cost:	\$123,150
Department:	Environmental Services Division

3. Routing System Upgrade

This appropriation is for the purchase of replacement i-pads and software needed to maintain and upgrade the routing system in each of the service trucks. No impact on future budgets is expected since this is a replacement.

Cost:	\$ 17,500
Department:	Environmental Services Division

4. Refuse Trucks

This is appropriation is for the purchase of two fully automated sideload trucks and one rearload truck. All three trucks can be utilized for all waste streams. The new trucks will be replacements for the aging fleet. No impact on future budgets is expected since these are replacements.

Cost:	\$495,160
Department:	Environmental Services Division

5. Facility Upgrade – Electric Gate

This is for the cost to purchase and install an electric gate at the entrance of the transfer station. This will help monitor the entrances and secure the City's assets. The impact on future budgets is expected to be minimal for annual maintenance.

Cost: \$ 26,000
Department: Environmental Services Division

Total Capital Environmental Services Fund \$1,011,444



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: \$ 43,735
Department: RSC –Recreation Division

2. Pool PAK Evaporator Coils

This is for the cost of labor and parts to replace two evaporator coils in the Pool PAK at the RSC. No impact on future budgets is expected since this is a replacement.

Cost: \$ 42,381
Department: RSC –Recreation Division

3. Roof Repairs

This is for the cost to address the leaks in the roof at the RSC. Impact on future budgets will consist of additional repairs or replacements and will be budgeted as they arise or as needed for preventative maintenance.

Cost: \$150,000
Department: RSC –Recreation Division

Total Capital Renaud Spirit Center Fund

\$ 236,116



Enterprise Funds – Public Venue Fund

The following provides a description of each capital expenditure, including cost, and responsible department.

1. Parking Lot Maintenance

This is for the cost to crack seal and seal coat the north east parking area of the TR Hughes stadium and overlay the gravel area behind the big dog wall. Restriping of the parking lot will be done by staff. Impact on future budgets would include another reseal in 5-6 years for proper maintenance.

Cost: \$ 52,000
Department: Public Venue- Athletics Division

2. Awning Fabric Replacement

This is for the cost to replace the fabric on all exterior awnings, clean, prime and paint all the frames. The existing fabric will be 15 years old and is starting to fade and dry rot. No impact on future budgets is expected until it is time to replace again in 10-12 years.

Cost: \$ 5,000
Department: Public Venue- Athletics Division

Total Capital Public Venue Fund

\$ 57,000





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 2014

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 2009	Actual 2010	Actual 2011	Actual 2012	Projected Budget 2013	Amount Change	Budget 2014	% Change
Sales & Services	\$4,231,442	\$4,313,164	\$4,467,561	\$4,206,455	\$4,480,134	\$32,821	\$4,512,955	0.7%
Intergovern / Grants	3,510	234,150	0	0	0	0	0	0.0%
Interest	6,299	142	(2)	663	0	250	250	100.0%
Other Sources	21,882	60,130	15,545	562,799	4,200	1,300	5,500	31.0%
Total	\$4,263,133	\$4,607,586	\$4,483,104	\$4,769,917	\$4,484,334	\$34,371	\$4,518,705	0.8%

Fiscal Year 2014 Goals *(To maintain a superior community)*

- I. Coordinate an Electronics/Appliance Recycling drop-off event for residents. Possibly moving toward multiple events annually.
- II. Increase recycling tonnage by 5%.
- III. Continue to do more in-house repairs to our fleet utilizing the newly acquired training and knowledge.

Previous Year's Goals

In 2013 the Division, in partnership with RNA Worldwide, hosted the first Electronics Recycling Event. It was a huge success. Over 130,000 pounds of recyclable electronic products were collected in on afternoon. It was a record day for RNA Worldwide too. There was an increase in the recycling tonnage by 4.38%, just shy of the 5% goal.

Budget Category Summary

	Actual 2009	Actual 2010	Actual 2011	Actual 2012	Projected Budget 2013	Amount Change	Budget 2014	% Change
Personnel	\$1,494,716	\$1,569,404	\$1,532,051	\$1,529,525	\$1,599,320	\$2,052	\$1,601,372	0.1%
Contract Services	593,015	611,043	609,664	623,729	652,985	68,832	721,817	10.5%
Insurance	245,752	276,555	353,374	327,111	314,596	24,997	339,593	7.9%
Maintenance	209,668	193,288	174,204	201,142	191,064	24,199	215,263	12.7%
Operating Supplies	56,783	61,331	71,390	44,356	82,287	4,834	87,121	5.9%
Petroleum	167,411	216,762	294,314	303,348	307,650	3,000	310,650	1.0%
Professional Fees	135	1,202	3,371	3,118	11,480	1,470	12,950	12.8%
Public Information	14,768	11,324	17,302	16,884	19,113	8,227	27,340	43.0%
Utilities	18,678	20,970	24,581	40,905	36,120	4,000	40,120	11.1%
Rental	2,597	959	499	2,485	3,984	(2,234)	1,750	(56.1%)
Debt	675,652	548,081	576,932	595,954	489,432	(406,274)	83,158	(83.0%)
Capital Outlay	564,112	929,762	586,205	570,932	886,561	124,883	1,011,444	14.1%
Transfer Out	0	0	0	100,000	100,000	0	100,000	0.0%
Total	\$4,043,287	\$4,440,681	\$4,243,887	\$4,359,489	\$4,694,592	(\$142,014)	\$4,552,578	(3.0%)

Budget Highlights

The increase in Contract Services is due to an increase in Landfill fees and additional funds budgeted for emergency debris removal. The increase in Maintenance is for the vehicles and their tire replacement. There are more tandem trucks so the more tires to replace. The increase in Public Information is for the promoting of the recycling program and possibly a new annual newsletter from the Department to the public. The decrease in Debt is the result of the 2007 debt being paid off early and the maturity of the 2011 debt.

Budget Category Explanations

Personnel **\$1,601,372**

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 Utility Billing Supervisor (34%), one Billing Clerk (34%) and one Customer Service Rep (34%).

Project Management Division expenses of consists of one Public Works Director (15%),

Contract Services **\$721,817**

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 **\$339,593**

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 **\$215,263**

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 **\$87,121**

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 **\$310,650**

Expenses for gasoline and oil are funded in this category.

Professional Services **\$12,950**

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

Public Information **\$27,340**

Advertising, promotions and printing are funded in this category.

Utilities **\$40,120**

This amount provides funding for mobile phone/radio services and computer tablet services.

Rental **\$1,750**

This category provides the funding for the rental of equipment that the division needs from time to time, but does not own.

Debt Service **\$83,158**

This amount is allocated to cover the debt service payment(s) for projects funded by the Environmental Services Fund revenues.

Capital Outlay **\$1,011,444**

This amount is allocated to cover equipment purchases schedules in Fiscal Year 2014.

2014 Capital Outlay for Environmental Services Division

<u>Description</u>	<u>Amount</u>
Refuse Service Trucks (3) Purchase	\$495,160
Multi-use Truck Leases (Budgeted Year's payment)	\$349,634
Sanitation Carts	\$123,150
Facility Upgrade (Electric Gate)	\$26,000
Routing System Upgrade	\$17,500
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	<u>\$1,011,444</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 Ballpark where the River City Rascal’s play baseball. 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 2009	Actual 2010	Actual 2011	Actual 2012	Amended Budget 2013	Amount Change	Budget 2014	% Change
Contract Agreement	\$91,704	\$118,356	\$193,137	\$136,304	\$172,000	(\$122,000)	\$50,000	(70.9%)
Interest	3,469	930	5,476	1,299	1,000	(900)	100	(90.0%)
Other Sources	556,908	372,781	391,327	411,239	425,497	62,028	487,525	14.6%
Total	\$652,081	\$492,067	\$589,940	\$548,842	\$598,497	(\$60,872)	\$537,625	(10.2%)

Fiscal Year 2014 Goals

- I. Coordinate efforts with the Rascals to improve marketing this facility and events throughout city media.
- II. Coordinate efforts with the Rascals to improve maintenance in all areas of the stadium.

Prior Year’s Goals

In 2013 a new lease was approved with PS and J Professional Baseball, LLC for utilization of T.R. Hughes Ballpark as the home of the RiverCity Rascals. In addition, both the City and PS and J hired additional staff to improve the maintenance and the ballpark. Monthly maintenance meetings were held and improvements were made throughout the facility.

Budget Category Summary

	Actual 2009	Actual 2010	Actual 2011	Actual 2012	Projected Budget 2013	Amount Change	Budget 2014	% Change
Personnel	\$0	\$0	\$0	\$0	\$13,462	\$4,355	\$17,817	32.4%
Contract Services	25,125	27,139	31,110	26,799	32,950	(5,150)	27,800	(15.6%)
Insurance	9,254	9,774	10,282	11,075	11,352	885	12,237	7.8%
Maintenance	28,437	10,226	12,399	13,047	66,435	(34,535)	31,900	(52.0%)
Operating Supplies	6,000	3,251	0	0	2,000	(500)	1,500	(25.0%)
Utilities	1,596	4,963	5,480	3,172	10,250	16,250	26,500	158.5%
Rental	0	0	0	1,547	1,750	0	1,750	0.0%
Debt Service	458,275	457,368	455,894	468,900	904,609	(472,728)	431,881	(52.3%)
Capital Outlay	4,965	4,941	82,142	10,868	0	57,000	57,000	100.0%
Total	\$533,652	\$517,662	\$597,307	\$535,408	\$1,042,808	(\$434,423)	\$608,385	(41.7%)

Budget Highlights

The increase in Personnel is due to additional part-time hours added to the budget. The decrease in Contract Services is mainly due to a decrease in landscape services. The decrease in Maintenance is due to the relamping of the light in 2013. This is a process that is only needed every 3-5 years and the sealing of concrete that is not an annual need. The Operating Supplies consists of the replacement materials needed on the warning track and infield that are not required annually so this line will fluctuate. The increase in Utilities is due to the water and sewer charges based upon actual usage.

Budget Category Explanations

Personnel

\$17,817

This category includes the wages and benefits for part-time / seasonal employees.

Contract Services

\$27,800

This amount is for charges for contract services including the cost for the Landscaping Division to maintain the grounds in the off season.

Insurance **\$12,237**

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 **\$31,900**

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 **\$1,500**

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 **\$26,500**

This category covers charges for telephone services, cable connection, water, sewer and other utilities.

Rental **\$1,750**

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

Debt Service **\$431,881**

Debt service payments on leasehold revenue bonds issued in 2001 COP, 2012 Special Obligation and 2013 Special Obligation Bonds (2012 & 2013 are refunding bonds).

Capital Outlay **\$57,000**

This expense is for a Capital expenses approved for 2014.

2014 Capital Outlay for Public Venue Fund

<u>Description</u>	<u>Amount</u>
Parking Lot Maintenance	\$52,000
Awning Fabric Replacement	\$5,000
	<hr/>
	<u>\$57,000</u>



Renaud Spirit Center Fund

Fiscal Year 2014

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 serves the community as an indoor recreational center and includes an indoor aquatic center, workout/fitness equipment, gymnasiums and meeting rooms.

The Renaud Spirit Center (RSC) opened in 2004. The RSC 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 2009	Actual 2010	Actual 2011	Actual 2012	Amended Budget 2013	Amount Change	Budget 2014	% Change
Program Fees	\$1,788,979	\$1,872,120	\$1,950,979	\$1,908,232	\$2,084,461	\$7,755	\$2,092,216	0.4%
Interest	1,341	429	(54)	(24)	0	0	0	0.0%
Miscellaneous	(2,415)	42,540	25,644	22,406	10,000	0	10,000	0.0%
Transfers from Other Funds	0	0	44,124	0	91,205	(38,757)	52,448	(42.5%)
Total	\$1,787,905	\$1,915,089	\$2,020,693	\$1,930,614	\$2,185,666	(\$31,002)	\$2,154,664	(1.4%)



RSC - Parks & Recreation Department - RSC Division

The RSC Division is responsible for the planning and implementing a myriad of activities that are available at the RSC facility.

Fiscal Year 2014 Goals

- I. Research opportunities to expand products offered throughout facility concessions to improve customer service and increase revenues.
 - A. Research new “Healthier” products to be offered throughout concessions.

- II. Research and implement new programs and ideas to increase opportunities and revenue.
 - A. Create and implement a new one day event at the RSC.
 - B. Offer videoed instructed fitness classes during off peak times to expand opportunities for plus members.
 - C. Create and implement a minimum of two Adult Programs at the RSC.

- III. Review and modify existing programming to expand opportunities allowing for increase participation and revenues.
 - A. Modify and update current Learn to Swim Program including prerequisites and skills taught in each level.
 - B. Research means to increase participation in program areas that follow: birthday parties, older youth sports, swim lessons, trips and cultural arts programs.

- IV. Evaluate and modify existing operations to improve Customer Service.
 - A. Convert all communication to members and program participants to email where possible. This will reduce staff time and costs.
 - B. Aggressively follow up on trial week participants to encourage memberships.
 - C. Evaluate Customer Service Program and Staff Training and modify if necessary to assure Customer Service is top notch.
 - D. Increase the use of social media and email blasts to keep in touch with participants.
 - E. Improve front desk operations.
 1. Research more efficient means of communication from front desk to the rest of the building.
 2. Create a more efficient process for customers including adapting current waivers.
 3. Research a more efficient way to work with private lessons.

- V. Research opportunities to improve employee training and recognize employee accomplishments.
 - A. Increase the training handled through in service to include customer service, individualized job skills, First Aid, CPR, AED etc.
 - B. Develop training plan to implement revisions to Learn to Swim Program.
 - C. Research training opportunities for front desk personnel.

D. Develop and implement a plan to focus on team building

VI. Create a plan to celebrate the RSC 10 year anniversary.

Performance Measurements

	Actual 2009	Actual 2010	Actual 2011	Actual 2012	Target 2013	Actual 2013	Target 2014
Daily Passes Sold	20,093	20,321	21,740	20,407	22,000	20,119	22,000
Membership Scans	159,865	163,324	171,368	170,292	172,000	179,784	185,000
Personal Training	224	356	333	370	425	581	590
Birthday Parties	253	383	433	420	440	357	400

Previous Year's Goals

In 2013, the RSC Division sent staff to trainings offered by Silver Sneakers and Fitness Mania to learn new formats and specialized opportunities. Staff attended Silver Sneakers workshops and the Renaud Spirit Center hosted an AFFA and cycling certifications. The Renaud Spirit Center is hosting additional trainings later in 2014.

Use of the pool was researched to see if any adjusting should be made in the matter of swim lessons versus open swim times. Staff will continue to evaluate in 2014.

Aquatic Staff received their Life Guard Instructor certification. The Rec Center Division is developing in-service leaders, video audits and one-on-one meetings with staff to improve lifeguard training.

The RSC Division has begun using Cloud based storage to coordinate projects and information sharing.

Customer Service continues to be a high priority for staff decisions and trainings. The Recreation Division has found the trainings to reinforce quality customer service. In addition, staff has worked on the reestablishment of the customer service committee for the year 2014.

The RSC Division worked to take advantage of marketing through social media. Our followers on Facebook have increased substantially in 2013. Interactions between the Division and our customers have increased through the use of Twitter and our email blasts.

Budget Category Summary

	Actual 2009	Actual 2010	Actual 2011	Actual 2012	Projected Budget 2013	Amount Change	Budget 2014	% Change
Personnel	\$870,494	\$877,724	\$871,925	\$1,078,072	\$1,276,978	\$3,451	\$1,280,429	0.3%
Contract Services	22,451	20,771	30,236	37,401	27,120	(11,756)	15,364	(43.3%)
Insurance	84,124	52,988	49,579	47,097	79,880	658	80,538	0.8%
Maintenance	17,627	9,686	4,222	10,403	13,594	8,600	22,194	63.3%
Operating Supplies	108,168	106,890	125,425	130,013	145,220	6,928	152,148	4.8%
Professional Expenses	2,781	4,789	9,132	4,600	7,274	221	7,495	3.0%
Public Information	45,612	49,195	47,288	46,021	47,800	0	47,800	0.0%
Utilities	163,097	168,454	182,745	189,793	205,777	14,101	219,878	6.9%
Programs	173,471	184,697	184,255	29,462	52,887	(733)	52,154	(1.4%)
Rental	36,859	4,634	7,001	7,692	4,679	1,789	6,468	38.2%
Capital	29,895	82,075	83,811	110,074	176,306	59,810	236,116	33.9%
Total	\$1,554,579	\$1,561,903	\$1,595,619	\$1,690,628	\$2,037,515	\$83,069	\$2,120,584	4.1%

Budget Highlights

The decrease in Contract Services and increase in Maintenance is due to moving the funds for the software maintenance items from one to the other to be consistent with other divisions/departments. The increase in Operating Supplies is for the purchase of small equipment needs such as weights and a card printer. The increase in Utilities is higher estimates for all utilities. The increase in Rental is for the copier maintenance usage expense.

Budget Category Explanations

Personnel

\$1,280,429

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 (50%), one Recreation Coordinator (30%), one Recreation Specialist (85%), one Recreation Specialist (50%), one Recreation Specialist (40%), one Recreation Specialist (20%), one Recreation Specialist (10%), 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 **\$15,364**

This category contains the appropriations for maintenance agreements on office equipment and service agreements for software packages.

Insurance **\$80,538**

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 **\$22,194**

This category is for the repair and maintenance of the building.

Operating Supplies **\$152,148**

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 **\$7,495**

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 **\$219,878**

This category includes telephone, electricity, gas, water and sewer expenses.

Programs **\$52,154**

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 **\$6,468**

This amount is for the costs incurred to lease one copying machine, fax machine and one printer.

Capital Outlay **\$236,116**

This amount is for Capital Items to be purchased by the division.

2014 Capital Outlay for RSC Division

<u>Description</u>	<u>Amount</u>
Roof Repairs	\$150,000
Pook Pak Evaporator Coils	\$42,381
Cardio Equipment Lease pmt for 2014	\$43,735
	<hr/>
	<u><u>\$236,116</u></u>



RSC - 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 2009	Actual 2010	Actual 2011	Actual 2012	Projected Budget 2013	Amount Change	Budget 2014	% Change
Personnel	\$198,479	\$217,020	\$190,247	\$197,834	\$56,798	\$14,489	\$71,287	25.5%
Insurance	12,719	125,660	14,229	55,211	18,912	(7,229)	11,683	(38.2%)
Maintenance	20,707	25,556	18,596	51,667	31,712	(6,712)	25,000	(21.2%)
Operating Supplies	16,578	15,992	283	99	200	75	275	37.5%
Total	\$248,483	\$384,228	\$223,355	\$304,811	\$107,622	\$623	\$108,245	0.6%

Budget Highlights

The increase in Personnel is due to an additional Facility Maintenance Worker that will have 40% of the workload in this division. Insurance is adjusted during the year to estimate actual expenses for that year. Those expenses are anticipated to decline in 2014. The decrease in Maintenance is due to the replacement of two compressors at the in 2013 which are not anticipated in 2013.

Budget Category Explanations

Personnel

\$71,287

This category includes the salaries, wages, benefits, and overtime for one Facility Maintenance Manager (15%), one Senior Facility Maintenance Worker (85%) and one Facility Maintenance Worker (40%). This also includes the outstanding leave accrued by the division not to exceed 480 hours per employee.

Insurance

\$11,683

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

\$25,000

This category is for the repair and maintenance of the building.

Operating Supplies

\$275

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 15,500 customers and is expected to serve approximately 15,800 customers, both inside and outside City residents, by the end of FY 2014.

Staff continues to exceed all treatment criteria regulated by the State of Missouri and EPA. Staff continues to research and explore new processes to achieve greater efficiency within the system. Internal lining of one of the City’s larger sanitary sewer lines was completed in 2013 which has reduced flow at the wastewater treatment plant significantly.

Revenues

	Actual 2009	Actual 2010	Actual 2011	Actual 2012	Projected Budget 2013	Amount Change	Budget 2014	% Change
Utility Sales & Service	8,393,253	8,729,216	8,381,225	7,425,441	7,750,951	34,267	7,785,218	0.4%
Interest	153,602	107,038	120,456	61,466	40,000	(35,000)	5,000	(87.5%)
Miscellaneous	146,045	312,043	247,738	107,193	168,617	(55,617)	113,000	(33.0%)
Bond Proceeds	4,170,000	0	0	0	0	0	0	0.0%
Total	\$12,862,900	\$9,148,297	\$8,749,419	\$7,594,100	\$7,959,568	(\$56,350)	\$7,903,218	(0.7%)

Fiscal Year 2014 Goals *(To maintain a superior community)*

- I. The timely completion and acquisition of all capital projects are the main focus of the Sewer division for 2014.
- II. 100% compliance with the regulating authorities
- III. Reduction of treatment costs and sewer blockages by the efficient and effective operations of the systems provided.

Performance Measurements

	Actual 2009	Actual 2010	Actual 2011	Actual 2012	Target 2013	Actual 2013	Target 2014
Power Consumption Dollars/mgal Treated	\$104	\$175	\$155	\$100	\$125	\$118	\$120
	5CBOD	8CBOD	8CBOD	8 CBOD	6 CBOD	6 CBOD	7 CBOD
Effluent Quality < 25/30 mg/l CBOD/TSS	8 TSS	10TSS	10TSS	10 TSS	8 TSS	11 TSS	9 TSS
Line Cleaning 127 miles/3 years = 42.3	57.4	68.7	70.3	59.8	70.5	66.7	70.0
Emergency Response < 30 minutes							
Number of Exceptions	0	0	1	0	0	0	0

Previous Year’s Goals

Fiscal Year 2013 proved to be another busy year for the Sewer Division. An estimated 7,500 feet of large diameter corrugated metal pipe in the collection system was lined internally. All capital equipment requested in the budget was obtained and put into service. Several other projects were awarded but will not start until early 2014 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 2009	Actual 2010	Actual 2011	Actual 2012	Projected Budget 2013	Amount Change	Budget 2014	% Change
Personnel	\$1,036,331	\$1,091,029	\$1,131,514	\$1,168,305	\$1,195,217	\$69,239	\$1,264,456	5.8%
Contract Services	28,505	153,798	295,890	221,700	338,051	(15,211)	322,840	(4.5%)
Insurance	193,021	373,582	269,735	374,667	299,963	122,414	422,377	40.8%
Maintenance	154,177	147,621	306,263	238,261	423,840	(17,780)	406,060	(4.2%)
Operating Supplies	323,450	509,886	462,681	419,210	651,775	(107,607)	544,168	(16.5%)
Professional Fees	41,461	10,740	30,504	6,973	49,030	5,175	54,205	10.6%
Public Information	5,625	3,300	4,492	2,053	11,815	0	11,815	0.0%
Utilities	496,656	594,826	620,548	492,348	620,000	0	620,000	0.0%
Petroleum	27,318	30,220	46,420	38,382	26,000	26,000	52,000	100.0%
Rental	760	844	991	867	1,500	1,200	2,700	80.0%
Debt	3,437,815	3,333,000	3,670,894	3,918,153	4,877,317	(2,076,315)	2,801,002	(42.6%)
Capital Outlay	7,515,842	2,759,257	3,019,606	2,003,594	2,996,778	(2,531,278)	465,500	(84.5%)
Transfer Out	0	0	485,740	0	0	0	0	0.0%
Total	\$13,260,961	\$9,008,103	\$10,345,278	\$8,884,513	\$11,491,286	(\$4,593,402)	\$6,967,123	(40.0%)

Budget Highlights

The increase in Personnel is due two new positions, an Assistant Water and Sewer Manager and Senior Wastewater Treatment Plant Operator, these will be split between the Water and Sewer Funds. The decrease in Contract Services is due to moving a few annual contract cost to Maintenance for consistency. The decrease in Maintenance is due to a drop in chemical expenses for the Collection System. The decrease in Operating Supplies is mainly due to Bad Debt and Office Equipment costs that were higher in 2013. The increase in Professional Service is due to a Peer Review being done in 2014 by the American Society of Civil Engineers. The increase in Petroleum will put the budget closer to the trend of actual use. 2013 estimate was on the low end. The increase in Rental is for an Ice machine to be on-site.

Budget Category Explanations

Personnel

\$1,264,456

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 Assistant Water & Sewer Manager (50%), one Wastewater Treatment Plant Supervisor (100%), one Collection Leader (100%), one Wastewater Treatment Plant Operations Leader (100%), one Maintenance Leader (100%), one Lab Technician (100%), one Biosolids Plant Operator (Class C) (100%), one Inflow and Infiltration Maintenance Mechanic (100%), one Lift Station Operator (100%), three Maintenance Mechanics (100%), one Wastewater Treatment Plant Operator (100%), one Wastewater Treatment Plant Operator (50%), one Inflow and Infiltration Maintenance Worker (Class A) (100%), three Maintenance Workers (100%), one Water Service Technician (50%), one Office Manager (33%), one Administrative Assistant (50%), one Environmental Services Billing Clerk (33%), and one Customer Service Representative (33%).

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

\$322,840

This funding is for reoccurring services retained by the Sewer Division.

Insurance

\$422,377

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

\$406,060

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

\$544,168

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

\$54,205

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 **\$52,000**
 Expenses for gasoline and oil are funded in this category.

Rental **\$2,700**
 This category provides the funding for the rental of equipment that the division needs from time to time, but does not own.

Debt **\$2,801,002**
 This amount is budgeted for repayment of principal, interest and fees on bonds issued and outstanding.

Capital Outlay **\$465,500**
 This amount is allocated to cover equipment purchases outlined below in the Capital Expenditures section.

2014 Capital Outlay for Sewer Division

<u>Description</u>	<u>Amount</u>
Machinery, Equipment & Software	
Asset Management Software	\$17,500
Electro Scan Equipment	\$140,000
Lift Station Equipment	\$113,000
Flood Plain Manholes	\$15,000
Dump Truck	\$70,000
Trailer Mounted Trash Pump	\$40,000
Replacement Trucks	\$70,000
	\$465,500
Total Sewer Division Capital	<u><u>\$465,500</u></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, four 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 11,800 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.

The City continues to provide an ample supply of water for its customers and continues to meet and exceed the treatment and distribution criteria prescribed and enforced by the State of Missouri. 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 2014 are projected to be under \$4.5 million. The customer base has grown <1.0% in the last year and is expected to maintain similar growth levels during 2014.

Revenues

	Actual 2009	Actual 2010	Actual 2011	Actual 2012	Projected Budget 2013	Amount Change	Budget 2014	% Change
Sales & Services	\$3,628,145	\$4,392,642	\$4,117,933	\$4,812,903	\$4,669,154	\$154,645	\$4,823,799	3.3%
Interest	92,142	76,313	71,448	33,785	45,000	(30,000)	15,000	(66.7%)
Miscellaneous	155,011	177,131	258,051	259,242	233,610	34,460	268,070	14.8%
Other Sources/Bonds	0	5,802,743	0	0	4,160,250	(4,160,250)	0	(100.0%)
Total	\$3,875,298	\$10,448,829	\$4,447,432	\$5,105,930	\$9,108,014	(\$4,001,145)	\$5,106,869	(43.9%)

Fiscal Year 2014 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 are the main focus of the water department for 2014 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.
- IV. Continue to provide excellent customer service and emergency response to the customers of the O’Fallon Water System.

Performance Measurements

	Actual 2009	Actual 2010	Actual 2011	Actual 2012	Target 2013	Actual 2013	Target 2014
Power Consumption/Million Gallon Pumped	\$270	\$287	\$305	\$299	\$285	\$321	\$320
Salt Consumption/Million Gallon Pumped	0.61	0.65	0.66	0.65	0.62	0.62	0.60
Chlorine Consumption mg/C/Finished Water Pumped	2.7	2.7	2.9	2.5	2.5	2.5	2.5
Water Hardness mg/l	147	151	150	165	150	149	140
Bacteriological Tests, # Positive	0	0	0	0	0	0	0
Emergency Response < 30 minutes							
Number of Exceptions	0	0	0	0	0	0	0

Previous Year’s Goals

In 2013 the Water Division stayed busy with multiple capital projects and equipment bids. The painting of the ground storage tank #7 was completed and the painting of tower #6 was started. It should be completed in 2014. Construction of the 2 million gallon storage tank was awarded and will be completed in 2014. Water loss was kept within the industry standard of 10% and staff continued to meet the needs of the City’s water customers.

Budget Category Summary

	Actual 2009	Actual 2010	Actual 2011	Actual 2012	Projected Budget 2013	Amount Change	Budget 2014	% Change
Personnel	\$945,011	\$959,920	\$968,807	\$969,829	\$1,014,770	\$42,228	\$1,056,998	4.2%
Contract Services	5,085	23,918	27,431	38,913	61,190	(32,425)	28,765	(53.0%)
Insurance	189,930	170,507	200,897	213,250	192,263	10,407	202,670	5.4%
Maintenance	2,672	92,940	148,754	222,397	218,442	68,113	286,555	31.2%
Operating Supplies	386,437	338,713	304,748	509,184	524,077	52,731	576,808	10.1%
Professional Fees	12,978	31,956	31,939	13,375	36,775	5,175	41,950	14.1%
Public Information	6,750	4,811	5,246	3,298	8,715	(1,615)	7,100	(18.5%)
Utilities	358,637	384,844	411,657	434,180	466,800	0	466,800	0.0%
Petroleum	21,276	23,479	27,392	33,889	37,000	5,000	42,000	13.5%
Rental	694	556	543	572	2,500	500	3,000	20.0%
Debt	1,534,858	1,542,883	618,687	2,869,876	2,100,643	703,102	2,803,745	33.5%
Capital Outlay	836,181	7,096,761	2,050,632	1,253,901	3,157,750	(829,700)	2,328,050	(26.3%)
Transfer Out	0	0	414,000	0	0	0	0	0.0%
Total	\$4,300,509	\$10,671,288	\$5,210,733	\$6,562,664	\$7,820,925	\$23,516	\$7,844,441	0.3%

Budget Highlights

The increase in Personnel is due two new positions, an Assistant Water and Sewer Manager and a Senior Wastewater Treatment Plant Operator. These positions will be split between the Water and Sewer Funds. The decrease in Contract Services is due to moving a few annual contract cost to Maintenance for consistency. The increase in Maintenance is partially due to the maintenance contracts moved to this line and due to the increase budgets for Water Plant Maintenance and ROW/Easement Repairs. The increase in Operating Supplies is mostly due to the increase in Water purchases from Public Water District #2. The increase in Professional Service is due to a Peer Review being done in 2014 by the American Society of Civil Engineers. The decrease in Public Information is due to lower printing expenses anticipated.

Budget Category Explanations

Personnel

\$1,056,998

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 Assistant Water & Sewer Manager (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 Wasterwater Treatment Plant Operator (50%), one Maintenance Worker (100%), one Water Service Technician (100%), one Water Service Technician (50%), one Office Manager (33 %), one Administrative Assistant (50%), one Environmental Services Billing Clerk (33%), and one Customer Service Representative (33%).

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

\$28,765

This funding is for reoccurring services retained by the Water Division.

Insurance

\$202,670

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

\$286,555

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

\$576,808

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

\$41,950

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

Public Information **\$7,100**
 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 **\$42,000**
 Expenses for gasoline and oil are funded in this category.

Rental **\$3,000**
 This category provides the funding for the rental of equipment that the division needs from time to time, but does not own.

Debt **\$2,803,745**
 This amount is budgeted for repayment of principal, interest and fees on bonds issued and outstanding.

Capital Outlay **\$2,328,050**
 This amount is allocated to cover equipment purchases outlined below in the Capital Expenditures section.

2014 Capital Outlay for Water Division

<u>Description</u>	<u>Amount</u>
Machinery, Equipment & Software	
New Service Meters	\$50,000
Hydrant Valves	\$15,000
WTP Pumps	\$33,000
Maint Street Water Main Survey	\$40,000
Asset Management System	\$17,500
Ground Penetrating Pipe Locator	\$17,550
Pick-up Trucks (GVWR 13,000) - 2	\$70,000
	\$243,050
Water System Maintenance	
Well Fields	\$30,000
Distribution Improvements	\$20,000
	\$50,000
Water System Improvements	
RO Membrane Replacements	\$350,000
St Gemma Water Main Extension	\$350,000
Media Filter Rehab / Enhancements	\$1,335,000
	\$2,035,000
Total Water Division Capital	<u>\$2,328,050</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.

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

Bond discount on revenue bonds is recorded as a reduction of the debt 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.

2014 Budget Ordinance

BILL NO. 6349

ORDINANCE NO. 5953

Sponsored by: Mayor Hennessy

AN ORDINANCE APPROVING THE 2014 BUDGET FOR THE PERIOD OF JANUARY 1, 2014, THROUGH DECEMBER 31, 2014, 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, 2014 and ending December 31, 2014.

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 21, 2013**

Second Reading: **December 12, 2013**

PASSED BY THE CITY COUNCIL FOR THE CITY OF O'FALLON, MISSOURI, THIS 12 DAY OF DECEMBER, 2013.



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.
GAAP	Generally Accepted Accounting Principles
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
Special Revenue Fund	A fund that account for and report the proceeds of specific revenue sources that are restricted or committed to expenditure for specific purpose other than debt service or capital projects.
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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