



CITY OF O'FALLON, MISSOURI

# 2015 Annual Budget



# O'FALLON MISSOURI

## DIRECTORY



**O'Fallon Municipal Centre (City Hall)  
and O'Fallon Police Department**  
100 North Main Street • 636-240-2000



**Progress West Hospital**  
2 Progress Point Pkwy. • 636-344-1000



**Library**



**Block Number**





- 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.



# 2015 O'Fallon Events

**Cabin Fever Daze** • January 24–25, Sports Park

**OTW: *Bill W. and Dr. Bob*** • March 20–22 and 27–29, City Hall

**Garden Expo & Kite Event** • April 11, Fort Zumwalt Park

**Rascals Pep Rally + Food Truck Frenzy** • May 1, T.R. Hughes Ballpark

**O'Fallon Founders' Day** • May 2, Fort Zumwalt Park

**RSC 5K Challenge Run + Movie in the Park: *Big Hero 6*** • May 15, RSC

**O'Fallon Jammin' concerts** • Tuesdays, June 2 – August 18, Civic Park

**Family Fishing Day** • June 7, Fort Zumwalt Park

**Dive-In" Movie: *Planes: Fire & Rescue*** • June 12, Alligator's Creek

**Food Truck Frenzy** • June 13, Sports Park; August 15, Fort Zumwalt Park

**OTW: *Disney's Beauty & the Beast, Jr.*** • June 19–20 and 26–27, City Hall

**Heritage & Freedom Fest + Parade** • July 2–4, Ozzie Smith Sports Complex

**Cardboard Boat Races** • July 19, Alligator's Creek

**Slide the City + Food Truck Frenzy** • July 25–26, Mexico Road

**Pool Paws Dog Swim** • September 12, Alligator's Creek

**RSC Art & Family Festival + Movie in the Park: *Jurassic Park*** • September 25, RSC

**Fall Fest & Street Dance, Fall Fest 5K & 10K** • October 9–10, Civic Park

**Haunted Park Hunt** • October 16, Dames Park

**OTW: *God of Carnage*** • October 16–18 and 23–25, City Hall

**Tree Lighting Ceremony** • November 18, City Hall

**Celebration of Lights** • November 27 – December 30, Fort Zumwalt Park

**Candy Cane Hunt** • December 5, RSC

**Old-Fashioned Holiday Stroll** • December 8, Fort Zumwalt Park

**Breakfast with Santa, Pizza with Santa** • December 12, Civic Annex

**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 ..... 27  
 2015 Policy Agenda ..... 30  
 Financial Policies Summarized ..... 32

**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  
     Legal ..... 86  
 Administrative Services Department ..... 87  
     Facilities Maintenance ..... 89  
     Fleet Maintenance ..... 92  
     Human Resources ..... 95  
     Information Systems ..... 98  
     Safety & Risk Management (dissolved) ..... 101  
     Volunteer Services ..... 102  
 Communications Department ..... 105  
     Communications ..... 107  
     Public Relations ..... 111  
 Economic Development Department ..... 115  
 Finance Department ..... 121  
     Finance ..... 123  
     Municipal Court ..... 127

Parks & Recreational Department ..... 131  
     Landscaping ..... 133  
     Tourism & Festivals ..... 136  
 Planning & Development Department ..... 139  
     Administration (dissolved) ..... 141  
     Building & Code Enforcement ..... 142  
     Planning & GIS ..... 145  
 Police Department ..... 149  
 Public Works Department ..... 155  
     Engineering ..... 157  
     Project Management ..... 161

**DEBT OBLIGATIONS**

Debt Obligations ..... 167  
 Debt Management ..... 167  
 Debt Policy ..... 170  
 Long Term Debt Outstanding ..... 172  
 Debt Service Fund Budget ..... 180

**SPECIAL REVENUE FUNDS**

Community Development Block Grant Fund  
 (CDBG Fund) ..... 183  
 Inmate Security Fund ..... 184  
 Police Training Fund ..... 185  
 Parks & Recreation Fund ..... 185  
 Recreation Fund (also see p 196) ..... 186  
 Sewer Lateral Insurance Fund ..... 188  
 Storm Water Fund ..... 189  
 Street & Road Impr Fund (also see p. 210) ..... 193  
 Transient Guest Tax Fund ..... 194  
 Waterbury Storm Water CID Fund ..... 195

**CAPITAL IMPROVEMENTS PRGM** ... 221

**ENTERPRISE FUNDS & OTHER**

Environmental Services Fund ..... 257  
 Public Venue Fund ..... 261  
 Renaud Spirit Center Fund ..... 265  
 Sewer Fund ..... 271  
 Water Fund ..... 278  
 Significant Accounting Policies  
 (including Fund Accounting) ..... 285  
 2015 Budget Ordinance ..... 291  
 Glossary of Terms ..... 293

# City of O'Fallon, Missouri Community Profile 2015

Founded	1856
Date of Incorporation	1912
Form of Government	Home Rule Charter                      Mayor- City Council-City Administrator
2014 Estimated Population	84,381
Estimated Housing	28,291*
Land Area	29.51 square miles
Miles of Streets	306.9 miles
Police Protection	
# of Stations	1
# of Policemen	118
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](http://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, 2014**

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, 2014. 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. 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 2015 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  
2014-2015 STRATEGIC PLAN  
(adopted by Resolution)

- I. Focus on Infrastructure
  - A. Streets (maintenance and improvements)
    - 1. Continue annual concrete slab replacement (with \$1 million set aside for work to be performed by a contractor), annual 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. Continue efforts to obtain grant funds to pay for transportation improvements.
    - 4. Explore options for Highway K and M streetscape improvements to possibly include such things as LED street lights, sitting areas, walkable/bikeable trails and public art.
    - 5. Continue with efforts to fund and construct CLIP improvements including wayfinding, LED street and block number signs.
  - B. Storm Water / Water & Sewer
    - 1. Formalize and implement improvements to the cost share program for Storm Water. Include storm water issues in the Planning Master Plan.
    - 2. Complete the construction of storm water projects designed in 2014 and initiate design of projects to be completed in the following year.
    - 3. Develop, present to the Council, and look for funding for a long-range plan with cost estimates to proactively complete upgrades to the aging water/sewer systems to address problems before they occur.
    - 4. Build Main Street Water Main.
    - 5. Expand the capacity of the Waste Water Treatment plant by building a sewer effluent system.
- II. Building / Facility Plans
  - A. Justice Center, Civic Park and O'Day Park
    - 1. Work with Mayor and City Council, develop alternatives for bonding projects, along with a time schedule for new ballot initiative.
  - B. Krekel House
    - 1. Continue planning process for future uses and further explore possibilities of private partnerships for reuse.
    - 2. Install HVAC/Plumbing upgrade once final use is determined.

3. Conduct further research on donation and grant opportunities for restoration.
- C. Other Building / Facility Projects
1. Utilizing the Parks and Recreation Advisory Board, review and update the current Master Plan. Once complete, reprioritize projects and continue implementation of these projects as funds are available.
  2. Develop and implement Energy Services Plan for all City Buildings.
  3. Develop plan to try and address City Hall space needs.
- III. Economic Development
- A. Finalize Comprehensive Plan and present to Planning and Zoning and City Council.
  - B. Aggressively pursue development opportunities along Route 364.
  - C. 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.
  - D. Grow business retention and expansion coverage in the business retention area.
  - E. Build on the “Open in the ‘O’” Program by continuing to streamline development processes including licensing, permitting, plan review and inspections and automate the business license/liquor permitting system.
  - F. Continue the efforts to market O’Fallon and its offerings to potential businesses and outside groups visiting the City.
- IV. Leverage New Technologies
- A. Continue to explore the development on an in-house GPS system 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 and include the findings from the Energy Conservation Plan.
  - D. Automate personnel action form, purchasing approvals, travel requests and other internal document processes to improve efficiency.
  - E. Explore automated processes to respond to all applicants for positions to fill the forms out on-line.
  - F. Automate Building and Planning permits and scheduling of inspections.
  - G. Investigate and find funding for a Citywide lighting control system.
  - H. Research opportunities for use of solar street lights in subdivisions.
  - I. Look to fund and install Reverse 911 system so we can communicate with the public during emergencies and notify them of public meetings, events and problems.
- 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 for visibility in the parks.
- C. Develop white paper on pros and cons of different Police shifts.
- D. Create more pedestrian-friendly areas throughout the City, including continuation of ADA improvements and completion of sidewalks / walking paths that currently go nowhere.
- E. Continue to work toward implementation of the Bikeable/Walkable Plan focusing on the priorities developed by the staff.

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 by reviewing user fees and presenting them to the City Council on a yearly basis.
- C. Increase training opportunities for City employees, including Six Sigma/Lean Government.
- D. Develop plan to address any funding gaps in revenues due to State law changes and / or not realizing revenue goals.



The Fiscal Year 2015 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 2015 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 2015 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 2015 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 2015 Budget. This section provides a brief description of the item(s) or project(s), the budgeted amount, the fund where the amount is budgeted, any savings anticipated (if any) and the department/division responsible for administering the expenditure(s). 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 2015

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

As we enter 2015, I am proud to say that the City of O'Fallon has never been stronger. No matter how you evaluate our City's progress, O'Fallon continues to achieve a level of excellence and set a standard for our region that is recognized both locally and nationally. *Money Magazine* once again ranked O'Fallon among our Nation's "Best Places to Live," as O'Fallon landed at number 41 on this prestigious list. O'Fallon was the only City in Missouri and the region to make the list. More impressively, the listing capped off nearly a decade of O'Fallon ranking as one of America's best cities.

But it is not just awards that make this City great. It is the dedicated residents, business owners, City employees and elected officials who are committed to maintaining O'Fallon's standard of excellence each and every day.

This dedication is reflected in our City's Budget as we continue to invest in infrastructure improvements throughout the City. In 2015, our Streets and Road Improvement Fund includes nearly \$3 million dedicated to improving concrete and asphalt streets in our City's neighborhoods. Additionally, plans are in place to upgrade several major intersections and roads this year with the construction of a new intersection at Highway N and Sommers Road, and significant improvements to Waterford Crossing, Crusher Road, Elaine Drive, Wabash Avenue and Hawks Ridge Trail.

Investing in our City also means that our residents and businesses have the necessary resources to actively participate in their government and our employees have the tools required to serve our community. As such, O'Fallon is committed to upgrading our information technology infrastructure and identifying tools to better communicate with our residents and provide improved transparency.

We will continue to broadcast every City board and commission meeting both on our cable channel and over the internet, and this year, we have launched a new online records request module that allows anyone to easily request records from City Hall from the comfort of their own homes. Additionally, we are launching a new emergency notification system to make sure that our residents are notified of major emergencies or even local inconveniences such road repairs in their neighborhoods.

The development of a 10-year plan for our information technology future will help to ensure that O'Fallon continues to provide the best possible tools to our residents and allow us to make intelligent budget decisions as we plan for future improvements.

Perhaps the most important aspect of keeping this City as a great place to live, work and play is ensuring that residents are safe in their homes and neighborhoods. We take great pride in again being named one of "America's Safest Cities" by *CQ Press*, and we are dedicated to staying

that way. In 2015, the City will continue efforts to purchase and fund the construction of a new Police Station and Municipal Courthouse to ensure that we have a building that can serve our community. Furthermore, our Police Department will move to a more efficient service model as we switch to a 12-hour work day for all officers.

This past year brought many new features to our City's parks. We opened the City's first disc golf course in Fort Zumwalt Park and we added several popular features to Alligator's Creek Aquatic Center, including a new drop slide. Improving recreational opportunities continued as new sidewalks and recreational trails were added along several of our major corridors. These efforts will continue in 2015 and we will soon launch a comprehensive mapping system on our website to help walkers and cyclists find the best routes throughout the City. We also are planning for our future as a walkable and bikeable community by initiating studies to improve access for pedestrians and cyclists along the busy Highway K and Highway M corridors.

Our Economic Development Department is working with local business leaders and residents to help map out the future of our historic downtown core as well. Together with our Public Works and Parks departments, the team is working on a streetscape plan for Main Street that will protect this historic area and ensure that it will remain a center point for business development in the future.

These efforts are just examples of the tireless work by our City staff to ensure O'Fallon remains as the best City in the region for future generations. We are committed to keeping this City safe and strong and building a better place for our residents and businesses to call home.

Thank you for your continued support and participation.

Warmest regards,

A handwritten signature in cursive script that reads "Bill Hennessy". The signature is written in dark ink and is positioned above the printed name and title.

Bill Hennessy  
Mayor

# City of O’Fallon City Officials

## Mayor

William Hennessy (2017\*)

## City Council

### Ward 1

Dave Hinman (2017\*)

Rick Lucas, President Pro Tem (2016\*)

### Ward 3

John Haman (2017\*)

Richard Battelle (2016\*)

### Ward 5

Mike Pheney (2017\*)

Debbie Cook (2016\*)

### Ward 2

Rose Mack (2017\*)

Jim Pepper (2016\*)

### Ward 4

Bob Howell, (2017\*)

Jeff Schwentker (2016\*)

## City Administrator

Bonnie L. Therrien

## City Attorney

Kevin O’Keefe

## City Judge

Larry Nesslage

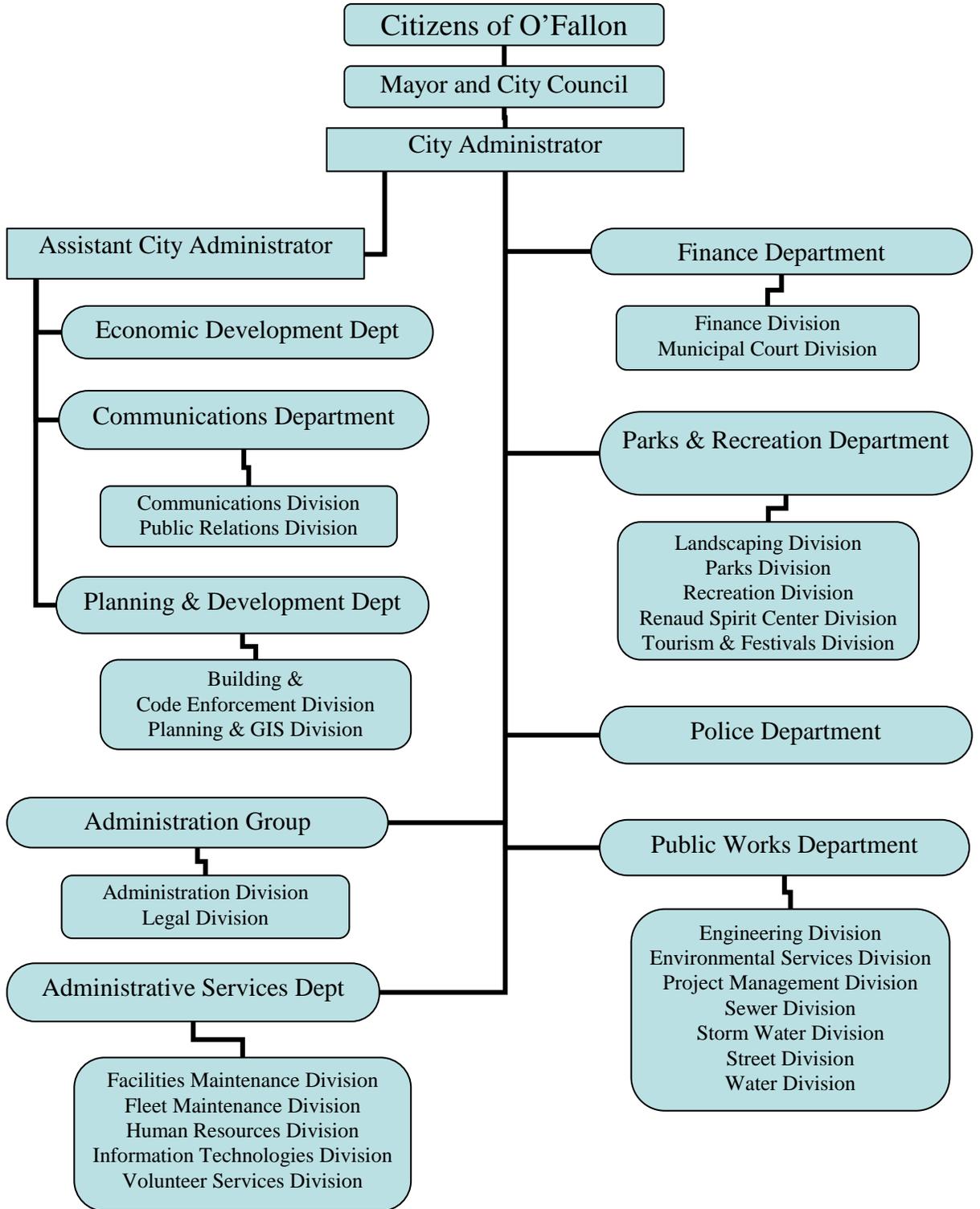
## Finance Director

Vicki M. Boschert, CPA

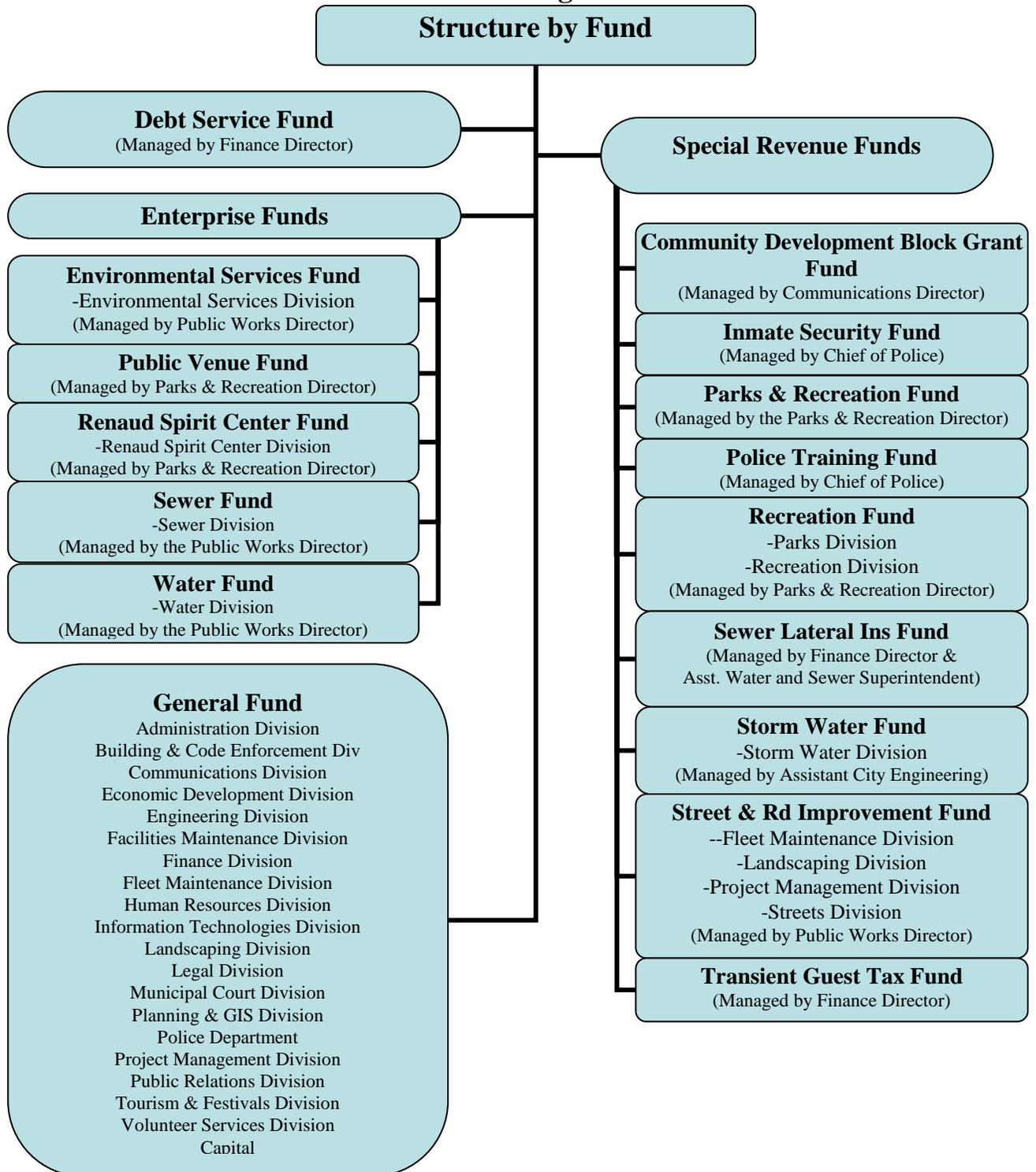
Assistant City Administrator ..... Lenore Toser-Aldaz  
City Clerk ..... Pam Clement  
Public Works Director ..... Steve Bender  
Planning & Development Director ..... David Woods  
Chief of Police ..... Roy J. Joachimstaler  
Administrative Services Director ..... John Griesenauer  
Parks and Recreation 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  
2015 Budget**



**City of O'Fallon, Missouri  
Fund Type Chart  
2015 Budget**







January 2, 2015

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, 2015. This itemized 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.

### **2015 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 Police Station and Municipal Courthouse 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 2015 Budget total \$79,533,105. These anticipated revenues were calculated based on careful consideration of our City's economic conditions and the overall condition of both our regional and national economy.

Locally, although the City has seen a continued steady increase in both residential and business growth, the overall impact on the City's revenues has been limited. The collection of sales tax revenues currently is meeting our projections; however, the monthly variations in collections make it difficult to depend on substantial growth in these revenues in the coming year. As a result, we are forecasting limited growth in sales tax revenues in 2015, and as such, have

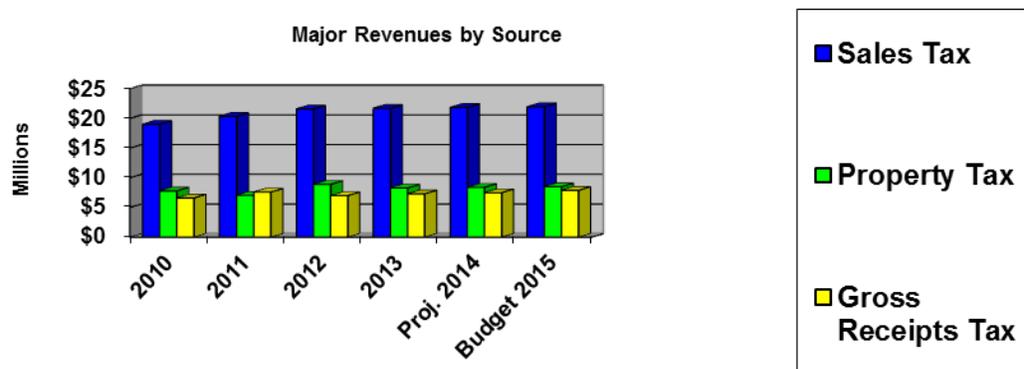
budgeted for a half percent (.5%) increase in sales tax revenues, meaning overall revenues will largely remain consistent with 2013 and 2014.

In the General Fund, property taxes and sales taxes are the City’s largest revenue sources. The 2015 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. Our projections are based on assuming that the collection of these user fees continues at its current rate.

This year’s General Fund also includes \$297,629 in revenues from a settlement with CenturyLink related to the utility license tax. As this is a one-time revenue, it will be utilized only to address capital needs in 2015.

Recreation Fund revenues, which are primarily sales tax and program fees, are expected to be \$5,396,507. Furthermore, after careful consideration, I am proposing that 25% of the revenues from the shared Parks and Storm Water half-cent sales tax be dedicated towards storm water projects. Although this amount is lower than last year, it is consistent with the recent history of the fund and will allow for continued improvements to the City’s system. This revenue totaling \$1,318,314 will be utilized to address priority one and smaller maintenance Storm Water 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 2015 Budget book.



Annual % Change	Actual 2011	Actual 2012	Actual 2013	Proj. 2014	Budget 2015	Future Yrs.
<b>Sales Tax</b>	7.07%	5.01%	0.43%	.69%	.50%	1%
<b>Property Tax</b>	(9.27%)	31.52%	(5.82%)	0.44%	1.57%	1 - 2%
<b>Gross Receipt Tax</b>	15.11%	7.82%	4.31%	2.67%	5.30%	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 and the City Council’s ongoing goals, we are maintaining an unreserved fund balance in the General Fund that will continue to exceed 40% in 2015.

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. The City will continue our goal of addressing 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. Additionally, I am recommending that a portion of last year’s surplus be set aside for the future land acquisitions and to establish a fund in support of our new self-insurance plans.

## **EXPENDITURES**

In reviewing this year’s budget, I recognize and commend the City Council and the City staff for their history of presenting realistic, appropriate budgets and expenditures to address the City’s needs and help maintain our excellent financial ratings. I also recognize the priorities brought forth by the City Council in our strategic plan. I have worked with staff to design a budget that allows the City of specifically address many of your priorities.

Maintaining a professional, effective and efficient City staff is a key component in ensuring that the City can meet the needs of our 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 budgets for training programs designed to ensure our employees remain at the top of their fields. As such, we are continuing to focus many of our training efforts on the concept of lean government, similar to Six Sigma certification, and have once again budgeted for more employees to attend this ongoing training.

In consideration of the goal of becoming more efficient in our operations and more responsive to our residents’ and businesses’ needs, the budget also includes funding for software designed to ease the timekeeping and payroll process and improve the permitting, business and liquor licensing and code enforcement processes. The timekeeping software will allow the City to move to one uniform system that better meets the needs of all departments and streamlines the payroll process. The licensing and permitting software, which may be phased in over two years, will allow businesses to apply the pay for permits or licenses 24/7, allow easier scheduling of inspections and provide better accountability for the City’s business license process. There also is funding for the development of a long-range (10-year) information technology plan and to further implement our ongoing form and process automation efforts. This initiative is another example of our implementation of lean government practices. The addition of a new GIS server

also will allow for the expansion of our GIS programs throughout the City. These efforts already have greatly benefited departments such as Environmental Services and Code Enforcement.

The budget also reflects the City decision to move our Police Department to a 12-hour shift schedule. This change, which will provide more efficient service to our residents and includes the reactivation of the Traffic Division, will go into effect in January 2015.

In 2015, the City’s health insurance costs will increase approximately 8 percent. This is primarily due to an anticipated trend of 8.7% in medical costs and the continued costs of approximately \$65,000 in additional costs as a result of the Patient Protection and Affordable Care Act. When employees choose our traditional health plans, our recommendation is that the City shares this increase with the employees with the City picking up approximately 50% of the annual increase and employees picking up approximately 50%. Additionally, to offset this increase both this year and in future years, the city will begin offering a Qualified High Deductible Health Plan with an accompanying Health Savings Account (HSA) as one of our health insurance options. This option would allow employees to choose a plan with the City paying 100% of the plan premium in exchange for a higher deductible. The HSA would help to offset that deductible. To ease enrollment, we will be automating the process for all of our health insurance plans during this year’s enrollment.

Public Safety is consistently cited by our residents and elected officials as their top priority, and the proposed General Fund budget includes numerous expenditures – both regular and capital – to address this area with \$13,269,779 included in the Public Safety Budget. In addition to the change to 12-hour shifts, the 2015 budget calls for the replacement of eight (8) police vehicles, the continuation of our Siren Replacement Program and the purchase of equipment to upgrade the regional 9-1-1 system. Additionally, the City’s Communications Budget provides \$28,000 for the purchase of an emergency notification system to notify residents of large-scale emergencies or even smaller, more targeted messages such as water main breaks or changes in the trash/recycling schedule.

The Street and Road Improvement Fund includes an increase in funding due to the City receiving \$6,535,335 reimbursement from the Missouri Department of Transportation (MoDOT) resulting from the City forward-funding \$16.2 million for the construction of the Page Avenue South Outer Road. This reimbursement allows the City to expand construction in 2015 and increase our road repair projects. It also will help to offset the budget challenges that forward-funding the project has placed on the City in recent years.

Staff has allocated \$2,920,000 to continue our concrete slab repair, asphalt repair and crack seal programs. These programs address one of the City Council’s top goals and exceeds the traditional goal of allocating a minimum of \$2 million annually (\$1 million contracted and \$1 million of in-house work) to maintain O’Fallon’s infrastructure for generations to come. Additionally, staff has secured more than \$1.6 million in grants to assist the City with new

infrastructure projects, most notably improvements to Sommers Road and Highway N intersection, the Waterford Crossing intersection, the reconstruction of Wabash Avenue and improvements and signal upgrades at the intersection of Hawks Ridge Trail and Highway N.

The Fund also provides \$1.2 million to address the City’s Vehicle and equipment replacement needs. I am recommending that \$100,000 be taken from the Equipment Replacement funds in reserve, to help offset the vehicles purchased for 2015. The reserve currently has a balance of \$915,000. Additionally, the budget allows for the phasing in of site improvements to the City’s Feise Road Salt Storage Facility to allow for more efficient snow fighting services to the City’s south side.

The additional revenue from the MoDOT reimbursement will be utilized to increase the Street and Road Improvement Fund balance to the Finance Department’s recommended \$2 million level. It also will provide funds for a \$2,212,088 loan payment in 2016 to pay for the Elaine Drive and Crusher Road projects.

Other infrastructure enhancements are addressed through our Water and Sewer Funds. The Sewer Fund provides funding for a rate analysis to ensure that the City’s rates are appropriate for the service provided. Additionally, the budget provides for improvements to the Peruque Creek Lift Station.

The Water Fund includes improvements to the City water lines to the wells and the facilities, the rehabilitation of deep well #4 and roof improvements to wells 3, 4, 6 and 7 the removal of the School Street water tower as well as the demolition of wells 2 and 5, and the replacement of the reverse osmosis membranes, a rate analysis and the development of a long-term water facility plan.

As I mentioned previously, I am recommending that the City’s Storm Water Fund receive 25% of the revenues from the City’s parks and storm water sales tax. These revenues will allow the department to continue with important small maintenance projects and prioritizes design work for several major projects, including priority 1 projects at Eastbrook Lane, Montbrook Drive, Hidden Creek North, Feise Forest Court and Maro Glen Court. It is my intention that the completion of these projects will be addressed in future years.

Other General Fund expenditures include the replacement of certain vehicles for Economic Development, Building and Code Enforcement and Landscaping. Additionally, the budget calls for improvements to the City Hall parking lot over a two-year period, which will include additional spaces. Parking lot improvements related to bringing the City Senior Center into ADA compliance also are included. This project will be partially funded through the utilization of approximately \$75,000 in the City’s allocation of Federal Community Development Block Grant funds.

The City’s Citywide Landscape Improvement Plan (CLIP), which supports our Economic Development efforts, will be funded \$138,958 for wayfinding signage along Hwy K. Another

\$200,688 is included for the next major intersection to be determined. Additionally, the Transient Guest Tax Fund Budget includes \$30,000 for the funding of an art consultant to offer ideas on bringing public art to the City.

The Environmental Services Fund will continue to preserve the City’s low rates while funding the replacement of two trucks and continued vehicle lease payments. As the Council and staff move forward, consideration must be given to the future of the City’s trash transfer station, including an evaluation of a “worst-case scenario” where the City is forced to take over the operations of the trash transfer station.

As the Council requested during the strategic planning process, the Parks and Recreation Fund has set aside \$1.5 million of their fund balance for future park acquisition and enhancements.

Finally, you will notice that all of the City’s Enterprise Funds now include line items for State Unemployment Taxes, Insurance Claims Deductibles, Vehicle Repair and Maintenance and Landscaping. This is new this year, and it continues the Council’s direction to ensure that the appropriate funds are paying for the services they utilize. Additionally, the recent implementation of the City’s new Fleet software will allow for better allocation of those services to all departments.

In conclusion, I would like to thank our Finance Director Vicki Boschert, her staff and all of the department heads for assisting me with putting together this budget. Their expertise and recognition of the City’s needs have been invaluable. The 2015 Budget reflects the priorities of the City Council, City staff and our residents. It allows for the addition of numerous high priority capital projects, while maintaining the low property tax rates our residents are accustomed to. The budget also situates the City well to capitalize on potential economic development related to the completion of the Route 364 extension.

I appreciate the cooperation and assistance of the Mayor and City Council in compiling and finalizing this Budget. Here in O’Fallon we are proud of our continued national recognition as “One of America’s Safest Cities” and as “One of America’s Best Places to Live” according to respected publications such as *CQ Press* and *Money* magazine.

Through our cooperative efforts, we present this 2015 Budget, with its focus on ensuring Public Safety, providing for job growth as well as increased economic development and improving our infrastructure to make sure we remain the best City in Missouri in 2015 and for many years beyond. We look forward to working with you and answering your questions.

Sincerely,



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
2014	229	\$46,297,665	432	\$51,398,331
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

\*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
2014	\$1,238,899,765	\$276,239,383	\$24,209,274	\$1,539,348,422	\$6,816,342,940
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

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
2014	84,381	4.7%
2013	83,377	4.9%
2012	82,215	5.1%
2011	80,860	6.2%
2010	80,252	7.2%
2009	79,158	7.5%
2008	78,058	5.2%
2007	76,884	3.8%
2006	74,482	3.8%
2005	72,116	4.1%

\* 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 4<sup>th</sup> quarter of the year. Unemployment is from the US Department of Labor, Bureau of Labor Statistics, Local Area Unemployment Statistics Data, annual average. ([www.bls.gov/data/](http://www.bls.gov/data/))

## 2014 Major Employers

<u>Major Employers</u>	<u>Product/Service</u>	<u>Employees</u>
Citigroup	Financial Services	3,800
MasterCard International	Global Technology Headquarters	2,111
Fort Zumwalt School District	Education	1,993
True Manufacturing, Inc.	Freezers & Commercial Coolers	N/A*
City of O'Fallon	Municipal Services	695**
Firemen's Fund Insurance Company	Insurance	647
SunEdison, Inc. (fka: MEMC)	Silicon Wafers Manufacturing	469
Wal-Mart	Discount Retail Department Store	436
Progress West HealthCare Center	Medical Services	399
Delmar Gardens / Garden Villas of O'Fallon	Skilled Nursing Care & Retirement Comm	359

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

\*Business requested actual number not be published. They fall in at the 4<sup>th</sup> 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 2014

Property Name / Owner	Type of Business	2014 Assessed Valuation of Real & Personal Property	% of Total Assessed Valuation
Three Ts Partnership Six Ts Partnership	True Manufacturing	\$19,926,148	1.29%
DNS Electronic Materials Inc	M.E.M.C.	14,119,905	0.92%
Citi Mortgage	Citi Mortgage Offices	10,665,838	0.69%
Garden Villas of Ofallon / Delmar Gardens	Retirement Living	8,685,823	0.56%
Mastercard	Mastercard Office	6,535,928	0.42%
THF O'Fallon Development	Developer	6,287,607	0.41%
DP II LLC Caplaco Five Inc Caplaco Sixteen Inc	Deer Creek Crossing / Etc.	5,625,267	0.37%
Aldi Inc	Food Chain	5,289,983	0.34%
IBM	Computer Tech	4,986,715	0.32%
Darlington Enclave At Winghaven	Apartments	4,837,519	0.31%

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. In 2014, the City Council approved a revenue system policy to incorporate into the Financial Policies and Procedures Manual.

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 contain 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. (See pages 287 and 296 for more detail.)

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 31<sup>st</sup> 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 & City Council **MC**
- City Administrator **CA**
- Finance Director **F**
- Department Heads **DH**
- All Parties **A**

	June				July				August				September				October				November				December			
	Week 1	Week 2	Week 3	Week 4	Week 1	Week 2	Week 3	Week 4	Week 1	Week 2	Week 3	Week 4	Week 1	Week 2	Week 3	Week 4	Week 1	Week 2	Week 3	Week 4	Week 1	Week 2	Week 3	Week 4	Week 1	Week 2	Week 3	Week 4
Prepare Mid-Year Adjustment Requests	DH	DH																										
Mid-Year Budget Work Sessions		A																										
Mid-Year Budget Recommendations to City Council					F	CA	F	CA																				
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													
Financial Impacts, Preliminary Fund Balancing and Non-Departmental Budgets Prepared														F														
City Administrator's Recommendations and Narrative Updates are Prepared																CA												
Budget Packets are Prepared and Distributed to City Council																			F									
Budget Reviewed by City Council																				CA			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 of Budget and 5-year CIP																											MC	
Final Reading and Approval of Budget and 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 2013 audit and issued 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 conservatively 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 31<sup>st</sup> 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 compares requested expenditures against current budget availability to monitor 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.

<b>Composition Guidelines</b>			<b>Maturity Guidelines</b>		
<b>Investment Type</b>	<b>Suggested Limit</b>	<b>As of 12/31/13</b>	<b>Days Remaining to Maturity</b>	<b>Suggested Limit</b>	<b>As of 12/31/13</b>
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 funds are cash from the Reserve funds and are 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.



# Citizens First Center

For O'Fallon residents, contacting Citizens First is the easiest way to get in touch with City staff and ask a question, make a request, or report a concern, 24/7.

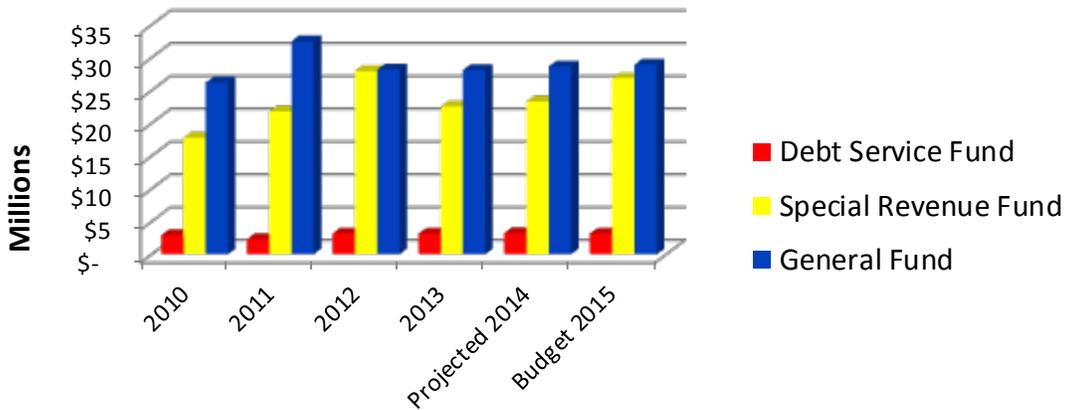
The key thing for residents to remember is that Citizens First is the go-to source for getting information, such as whether or not you need a permit for an above-ground pool, or reporting a concern like a property in your neighborhood that needs attention.

Citizens First is set up so that residents don't need to know what department to contact for answers or help. Just call or log onto Citizens First at any time with needs, questions or concerns, and we'll handle it for you. It's like having City Hall at your fingertips, around the clock.

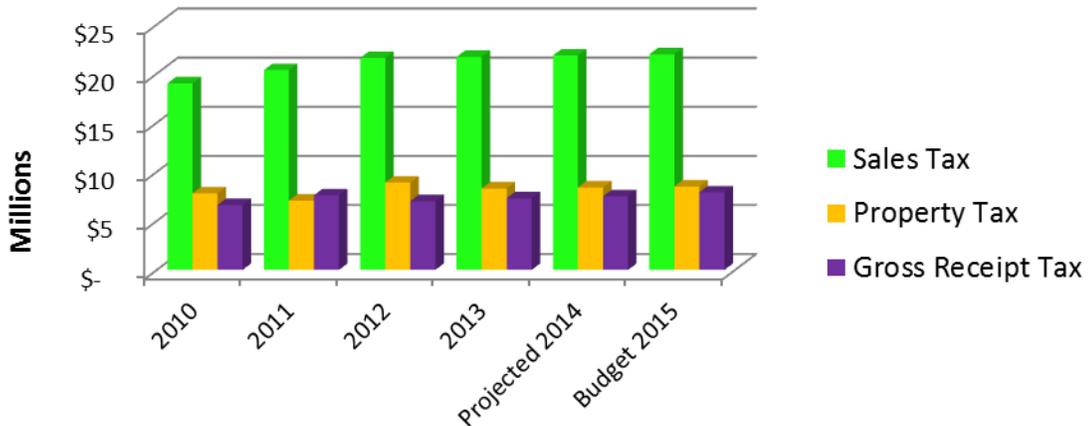
The following section presents an analysis of revenues, including actual collections from prior years, projected budget amounts for 2014, budgeted amounts for 2015 and projections for future years. This section includes revenues for the General Fund, Debt Service Fund and Special Revenue Funds.

The following chart shows actual revenues for 2010 to 2013, projected budget revenues for 2014 and budget revenues for 2015.

**Revenues by Fund Type**



**Major Revenues by Source**



Annual % Change	Actual 2011	Actual 2012	Actual 2013	Proj. 2014	Budget 2015	Future Yrs.
Sales Tax	7.07%	5.01%	0.43%	.69%	.50%	1%
Property Tax	(9.27%)	31.52%	(5.82%)	0.44%	1.57%	1 - 2%
Gross Receipt Tax	15.11%	7.82%	4.31%	2.67%	5.30%	1 - 1.5%

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

# General Fund Revenue

Fiscal Year 2015

(Dollars in Thousands)

Revenue Source	Actual 2011	Actual 2012	Actual 2013	Projected	
				Budget 2014	Budget 2015
<b>Taxes</b>					
Property Taxes	\$5,182	\$5,829	\$5,430	\$5,396	\$5,555
Surtax - Commercial Real Property	367	290	325	290	308
Gross Receipts Tax	7,604	7,009	7,311	7,506	7,904
Sales Tax	10,405	11,013	11,065	11,136	11,191
Institutional Tax	33	4	9	5	5
<b>Total Taxes</b>	<b>\$23,591</b>	<b>\$24,145</b>	<b>\$24,140</b>	<b>\$24,333</b>	<b>\$24,963</b>
<b>Intergovernmental Revenues</b>					
State Motor Fuel Tax	\$0	\$0	\$0	\$0	\$0
State Grants	738	286	376	205	225
<b>Total Intergovernmental</b>	<b>\$738</b>	<b>\$286</b>	<b>\$376</b>	<b>\$205</b>	<b>\$225</b>
<b>Licenses, Fees &amp; Other Revenue</b>					
Home Occupation Permits, Merchants & Liquor Licenses	\$220	\$237	\$226	\$236	\$236
Sign & Fence Permits	23	30	32	30	30
Residential & Commercial Building Permits	421	588	589	626	680
Electrical, Plumbing, Subdivision Improvement & Demolition Permits	85	96	96	82	78
Mobile Home Permits	2	2	2	2	3
Master House & Commercial Plan Review	68	89	73	70	82
Towerwood Funds for Street Repairs					
Planning Services	133	198	183	273	192
Police Services	146	97	79	254	86
Court Fines, Crime Victims and Restitution	1,842	1,736	1,621	1,690	1,720
Parks & Recreation/Special Events	162	190	220	210	283
Misc. Revenues (Sale of Ppty & Misc. Permit)	512	343	329	497	210
<b>Total Licenses, Fees &amp; Other</b>	<b>\$3,614</b>	<b>\$3,606</b>	<b>\$3,450</b>	<b>\$3,970</b>	<b>\$3,600</b>
<b>Other Financing Sources</b>	<b>\$3,532</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Transfers In</b>	<b>\$944</b>	<b>\$118</b>	<b>\$118</b>	<b>\$118</b>	<b>\$122</b>
<b>Interest</b>	<b>\$66</b>	<b>\$7</b>	<b>\$6</b>	<b>\$7</b>	<b>\$7</b>
<b>Total Revenue</b>	<b>\$32,485</b>	<b>\$28,162</b>	<b>\$28,090</b>	<b>\$28,633</b>	<b>\$28,917</b>

# General Fund Revenue - Projections

Fiscal Year 2015

(Dollars in Thousands)

Revenue Source	Fiscal Year 2016	Projections Fiscal Year 2017	Fiscal Year 2018
<b>Taxes</b>			
Property Taxes	\$5,614	\$5,726	\$5,787
Surtax - Commercial Real Property	314	320	327
Gross Receipts Tax	7,752	7,900	8,052
Sales Tax	11,247	11,360	11,416
Institutional Tax	5	5	5
<b>Total Taxes</b>	<b>\$24,932</b>	<b>\$25,311</b>	<b>\$25,587</b>
<b>Intergovernmental Revenues</b>			
Various Intergovernmental Agreements	\$200	\$200	\$200
<b>Total Intergovernmental</b>	<b>\$200</b>	<b>\$200</b>	<b>\$200</b>
<b>Licenses, Fees &amp; Other Revenue</b>			
Home/Rental Occupation Permits, Merchants & Liquor Licenses	\$244	\$247	\$250
Sign & Fence Permits	30	31	31
Residential & Commercial Building Permits	485	435	410
Electrical, Plumbing, Subdivision Improvement & Demolition Permits	77	77	78
Mobile Home Permits	3	3	3
Master House & Commercial Plan Review	54	54	54
Planning Services	161	162	163
Police Services	84	84	84
Court Fines, Crime Victims and Restitution	1,753	1,787	1,822
Parks & Recreation Programs	200	202	204
Miscellaneous Revenue	214	217	220
<b>Total Licenses, Fees &amp; Other</b>	<b>\$3,305</b>	<b>\$3,299</b>	<b>\$3,319</b>
<b>Other Financing Sources</b>	<b>\$122</b>	<b>\$23</b>	<b>\$23</b>
<b>Transfers In</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Interest</b>	<b>\$35</b>	<b>\$35</b>	<b>\$40</b>
<b>Total Revenue</b>	<b>\$28,594</b>	<b>\$28,868</b>	<b>\$29,169</b>

**Property Taxes****\$5,554,837**

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 2015 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.

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 2014 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.

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.

**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 2014, 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**

**\$307,701**

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.

<b>Annual % Change</b>	<b>Actual 2011</b>	<b>Actual 2012</b>	<b>Actual 2013</b>	<b>Projected 2014</b>	<b>Budget 2015</b>
<b>Surtax</b>	36.43%	(20.98%)	12.07%	(10.77%)	6.21%

**Gross Receipts Tax**

**\$7,904,312**

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. The City offers 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 2015 Budget is set for a 5.3% increase due to a one time settlement on protested taxes. The projection for 2016 is a decrease of 1.9% followed by small increases in 2017 and 2018 of less than 2.0% each. The City expects this revenue source to stabilize after 2015.

**Sales Tax**

**\$11,191,200**

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 2014 and retail expected to open during the 2015 Budget year. For 2015, the City is expecting a half of one percent increase in Sales tax.

**Intergovernmental Revenue**

**\$225,302**

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**

**\$3,599,291**

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, MO produced wine by the drink, \$450 each, original package retail, \$150 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** - \$1.

**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 the legal notice advertising the public hearing and for notification of adjacent property owners (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 \$65 for residential .

**Plumbing . Irrigation permits** are \$65 for residential.

**Subdivision improvement permits** are \$15 for *decks* and \$50 for *retaining walls*.

**Patio cover** permits are \$85.

**Pool permit:** *Inground* are .0045 times the cost of construction (minimum \$100); *Above ground* are \$50 and *Storable* are \$35.

**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.

**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 2% of the construction cost.

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

**Variance Request & Appeal of an Administrative Decision** is \$100 and notification mailings.

**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**

**\$35,000**

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 2015

(Dollars in Thousands)

Revenue Source	Actual	Actual	Actual	Projected	
	2011	2012	2013	Budget 2014	Budget 2015
<b>Taxes</b>					
Property Taxes	\$1,889	\$3,079	\$2,959	\$3,030	\$3,004
Surtax - Commercial Real Property	127	104	178	178	159
Miscellaneous	12	2	5	2	2
<b>Interest</b>	253	0	1	5	2
<b>Total</b>	\$2,281	\$3,185	\$3,143	\$3,215	\$3,167

Revenue Source	Projected		
	Fiscal Year 2016	Fiscal Year 2017	Fiscal Year 2018
<b>Taxes</b>			
Property Taxes	\$3,034	\$3,094	\$3,125
Surtax - Commercial Real Property	162	165	169
<b>Interest</b>	5	5	5
<b>Total</b>	\$3,201	\$3,264	\$3,299

### Property Taxes

**\$3,003,958**

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 2015 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 2015 ballot for the funding of a new Police Station and Municipal Courthouse. If approved, the 2015 Budget will need to be amended to include bond proceeds and expenses, and property tax rate.

**Surtax on Commercial Real Property** **\$158,910**

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.

<b>Annual % Change</b>	<b>Actual 2011</b>	<b>Actual 2012</b>	<b>Actual 2013</b>	<b>Projected 2014</b>	<b>Budget 2015</b>
<b>Surtax</b>	(33.16%)	(18.11%)	71.15%	0.00%	(10.67%)

**Interest** **\$2,000**

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 2015

(Dollars in Thousands)

Revenue Source	Actual 2011	Actual 2012	Actual 2013	Projected Budget 2014	Budget 2015
<b>Community Development Block Grant (CDBG) Fund</b>					
Intergovernmental Grant funds	\$155	\$322	\$196	\$310	\$284
Misc(Program Income/Transfer In)	20	20	34	20	95
<b>Total</b>	\$175	\$342	\$230	\$330	\$379
<b>Inmate Security Fund</b>					
Fines/Forfeitures/Interest	\$26	\$24	\$22	\$25	\$25
<b>Total</b>	\$26	\$24	\$22	\$25	\$25
<b>Parks &amp; Recreation Fund</b>					
Taxes (delinquent taxes)	\$0	\$0	\$0	\$0	\$0
<b>Total</b>	\$0	\$0	\$0	\$0	\$0
<b>Police Training Fund</b>					
Fines & Forfeitures	\$26	\$25	\$22	\$25	\$25
Intergovernmental	10	11	11	13	13
<b>Total</b>	\$36	\$36	\$33	\$38	\$38
<b>Recreation Fund</b>					
Taxes (Regional & Sales)	\$3,626	\$4,100	\$4,128	\$3,650	\$4,180
Charges for Services	1,169	1,132	1,003	977	1,018
Miscellaneous/Interest	495	303	112	110	199
<b>Total</b>	\$5,290	\$5,535	\$5,243	\$4,737	\$5,397
<b>Transient Guest Tax Fund</b>					
Guest Tax	\$548	\$618	\$665	\$635	\$630
<b>Total</b>	\$548	\$618	\$665	\$635	\$630
<b>Sewer Lateral Fund</b>					
Taxes (Property)	\$160	\$133	\$133	\$135	\$136
Miscellaneous/Interest	4	0	0	0	0
<b>Total</b>	\$164	\$133	\$133	\$135	\$136
<b>Waterbury CID Fund</b>					
Sales Tax	\$0	\$0	\$0	\$0	\$0
<b>Total</b>	\$0	\$0	\$0	\$0	\$0
<b>Storm Water Fund</b>					
Sales Tax	\$1,453	\$1,308	\$1,310	\$1,820	\$1,318
Miscellaneous/Interest	5	1	0	0	0
<b>Total</b>	\$1,458	\$1,309	\$1,310	\$1,820	\$1,318
<b>Street &amp; Road Improvement Fund</b>					
Transportation Sales Tax	\$4,875	\$5,185	\$5,202	\$5,245	\$5,271
State Motor Fuel Tax	1,918	2,844	2,887	2,896	2,846
Intergovernmental (Other)	1,253	2,506	4,537	1,110	8,689
County TST Funds	1,616	470	355	2,089	399
County Road & Bridge	1,620	1,542	1,651	1,512	1,565
Interest	86	46	25	25	30
Miscellaneous (i.e. property sale, etc)	18	188	203	397	55
Other Financing Sources	2,700	7,141	32	2,295	45
<b>Total</b>	\$14,086	\$19,922	\$14,892	\$15,569	\$18,900
<b>Total Special Revenue Funds</b>	\$21,783	\$27,919	\$22,528	\$23,289	\$26,823

## Special Revenue Funds - Projections

Fiscal Year 2015

(Dollars in Thousands)

Revenue Source	Projections		
	Fiscal Year 2016	Fiscal Year 2017	Fiscal Year 2018
<b>Community Development Block Grant Fund</b>			
Intergovernmental Grant Funds	\$280	\$285	\$290
Misc (Program Income)	20	20	25
<b>Total</b>	<b>\$300</b>	<b>\$305</b>	<b>\$315</b>
<b>Inmate Security Fund</b>			
Fines & Forfeitures	\$25	\$25	\$25
<b>Total</b>	<b>\$25</b>	<b>\$25</b>	<b>\$25</b>
<b>Police Training Fund</b>			
Fines & Forfeitures	\$25	\$25	\$25
<b>Total</b>	<b>\$25</b>	<b>\$25</b>	<b>\$25</b>
<b>Recreation Fund</b>			
Sales Tax	\$4,201	\$4,244	\$4,267
Charges for Services	\$1,030	\$1,040	\$1,050
Miscellaneous/Interest	109	109	109
<b>Total</b>	<b>\$5,340</b>	<b>\$5,393</b>	<b>\$5,426</b>
<b>Transient Guest Tax Fund</b>			
Transient Guest Tax	\$630	\$635	\$640
Interest	2	2	5
<b>Total</b>	<b>\$632</b>	<b>\$637</b>	<b>\$645</b>
<b>Sewer Lateral Fund</b>			
Assessment Fees	\$137	\$138	\$140
<b>Total</b>	<b>\$137</b>	<b>\$138</b>	<b>\$140</b>
<b>Storm Water Fund</b>			
Sales Tax	\$1,324	\$1,338	\$1,344
Interest	0	0	0
<b>Total</b>	<b>\$1,324</b>	<b>\$1,338</b>	<b>\$1,344</b>
<b>Street &amp; Road Improvement Fund</b>			
Transportation Sales Tax	\$5,297	\$5,350	\$5,377
State Motor Fuel Tax	2,874	2,874	2,874
County Road & Bridge	1,581	1,597	1,613
Intergovernmental Revenue (incl Cnty TST)	443	456	470
Interest	15	17	19
Miscellaneous (i.e. property sale, etc.)	105	105	105
<b>Total</b>	<b>\$10,315</b>	<b>\$10,399</b>	<b>\$10,458</b>
<b>Total Special Revenue Funds</b>	<b>\$18,098</b>	<b>\$18,260</b>	<b>\$18,378</b>

## Special Revenue Funds

Fiscal Year 2015

### **Community Development Block Grant Fund**

#### **Intergovernmental**

**\$283,960**

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.

#### **Other Financing Sources**

**\$75,000**

This category includes the Operating Transfers In from the General Fund.

### **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**

**\$4,180,061**

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 2014 and retail expected to open during the 2015 Budget year. For 2015, the City is expecting a one half of one percent 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**

**\$1,018,119**

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

**Miscellaneous**

**\$198,327**

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

**Transient Guest Tax Fund**

**Guest Tax**

**\$630,200**

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**

**\$135,746**

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 2014 and a \$5.00 fee is estimated for 2015.

**Storm Water Fund**

**Sales Tax**

**\$1,318,314**

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**

**\$5,271,055**

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 2014 and retail expected to open during the 2015 Budget year. For 2015, the City is expecting less than a 1% increase in Sales tax.

**State Motor Fuel Sales Tax**

**\$2,845,938**

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 amount was based on the City's 2000 census figure of 46,169. An annual increase of 1.0% is expected going forward.

**Intergovernmental** **\$8,689,217**

Funds from other governmental entities such as MoDOT, East West Gateway, State and Federal Grants and Salt COOP reimbursements.

**County TST Funds** **\$398,800**

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** **\$1,565,089**

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** **\$30,000**

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** **\$100,000**

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.



# Celebration of Lights

Celebration of Lights is a holiday light display held at Fort Zumwalt Park. Each scene is designed and funded by local organizations, churches and businesses. Started in 1991, the event attracts more than 10,000 vehicles each year and more than 5,000 individuals during the Old-Fashioned Holiday Stroll. Each year, the event featured a mile of illuminated holiday lights and exciting new scenes, popular favorites and surprises around every corner. Visitors can tour the display by car, horse-drawn carriage or wagon, and by Segway.

The information in this section is intended to provide an overview of the major aspects of the City's budget for Fiscal Year 2015. 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 2015 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 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 three 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 three 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 and Transient Guest Tax 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 three 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 2015 and prior years. Changes in personnel are discussed by department/division in the General Government section.

## Budget Summaries

Fiscal Year 2015

	General Fund	Debt Service Fund	Special Revenue Funds	Enterprise Funds	Total Fiscal Year 2015 Budget	Change from Projected 2014
<b>Revenues and Other Sources:</b>						
Taxes	\$24,963,050	\$3,164,868	\$11,534,851	\$0	\$39,662,769	\$634,340
Licenses and Permits	1,024,383	0	0	0	\$1,024,383	50,129
Intergovernmental	225,302	0	13,900,504	0	\$14,125,806	5,971,375
Charges for Services	644,796	0	1,018,119	19,312,467	\$20,975,382	169,649
Fines and Forfeitures	1,719,762	0	50,000	0	\$1,769,762	29,499
Interest	7,000	2,000	31,525	23,000	\$63,525	4,954
Miscellaneous	210,350	0	166,928	480,000	\$857,278	(555,943)
Transfer from Other Funds	122,790	0	121,199	810,211	\$1,054,200	(1,925,786)
<b>Total</b>	<b>\$28,917,433</b>	<b>\$3,166,868</b>	<b>\$26,823,126</b>	<b>\$20,625,678</b>	<b>\$79,533,105</b>	<b>\$4,378,217</b>
<b>Expenditures and Other Uses:</b>						
Contract Services	\$361,102	\$0	\$279,626	\$1,235,641	\$1,876,369	\$97,802
Election	75,000	0	0	0	\$75,000	47,557
Insurance	2,867,208	0	804,776	1,223,868	\$4,895,852	190,013
Maintenance	538,666	0	892,438	1,084,425	\$2,515,529	63,581
Operating	604,039	0	1,255,151	1,338,082	\$3,197,272	141,137
Personnel	19,228,350	0	6,042,004	5,306,111	\$30,576,465	434,260
Petroleum	376,500	0	239,597	383,310	\$999,407	(57,415)
Professional	925,313	0	134,196	104,277	\$1,163,786	15,375
Programs	402,200	0	666,488	36,377	\$1,105,065	68,562
Public Information	111,405	0	95,580	89,023	\$296,008	(8,408)
Rental	57,591	0	17,448	20,944	\$95,983	4,004
Utilities	440,105	0	1,481,461	1,428,122	\$3,349,688	87,228
Capital Outlay	2,767,328	0	8,941,605	5,458,176	\$17,167,109	3,654,215
Contingency	30,000	0	0	0	\$30,000	0
Debt Service	0	3,702,913	3,839,705	5,766,550	\$13,309,168	(571,630)
Team O'Fallon/Youth Council/Other	19,750	0	0	0	\$19,750	14,750
Transfers to Other Funds	260,000	0	671,410	100,000	\$1,031,410	(1,930,576)
<b>Total</b>	<b>\$29,064,557</b>	<b>\$3,702,913</b>	<b>\$25,361,485</b>	<b>\$23,574,906</b>	<b>\$81,703,861</b>	<b>\$2,250,455</b>
<b>Excess/(Deficit)</b>	<b>(\$147,124)</b>	<b>(\$536,045)</b>	<b>\$1,461,641</b>	<b>(\$2,949,228)</b>	<b>(\$2,170,756)</b>	
<b>Fund Balance/Retained Earnings:</b>						
Estimated Beginning FB/RE*	\$16,768,659	\$4,938,312	\$9,174,628	\$12,542,389	\$43,423,989	
Estimated Ending FB/RE	\$16,621,535	\$4,402,267	\$10,636,269	\$9,593,161	\$41,253,233	

\* Estimated Beginning Fund Balance/Retained Earnings above and in the Fund Summary sections are based on the 2014 Projected figures.

### Changes in Fund Balance are due to the following:

The decrease in General Fund balance can be due to rolling over \$139k of unspent funds from the 2014 budget for the CLIP program and \$100k utilizing of committed funds for equipment replacement. The largest operating expense increase is the Health Insurance (\$116k increase). 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 2014 to prevent fluctuations in the property tax rate. The increase in Special Revenue Fund balance is due to the \$6.5M reimbursement of funds from MoDOT for the 2003 South Outer Road of the Page Avenue Extension project. The Enterprise Fund balance decrease is mainly due to a Lift Station replacement project being funded from the unrestricted portion of the fund balance.

## Citywide Budget History

	Actual 2011	Actual 2012	Actual 2013	Projected Budget 2014	Budget 2015
<b>Revenues and Other Sources:</b>					
Taxes	\$36,285,267	\$38,674,746	\$38,712,503	\$39,028,429	\$39,662,769
Licenses and Permits	750,906	952,677	945,013	974,254	1,024,383
Intergovernmental	7,750,697	8,220,447	10,052,977	8,154,431	14,125,806
Charges for Services	20,789,014	19,995,920	19,936,279	20,805,733	20,975,382
Fines and Forfeitures	1,894,167	1,783,311	1,665,678	1,740,263	1,769,762
Interest	603,854	150,323	113,844	58,571	63,525
Miscellaneous	1,032,195	1,066,048	1,197,302	1,413,221	857,278
Transfer from Other Funds	1,406,843	1,842,007	669,796	2,979,986	1,054,200
Other Financing	6,328,080	6,530,735	3,129,260	0	0
<b>Total</b>	<b>\$76,841,023</b>	<b>\$79,216,214</b>	<b>\$76,422,652</b>	<b>\$75,154,888</b>	<b>\$79,533,105</b>
<b>Expenditures and Other Uses:</b>					
Contract Services	\$1,400,273	\$1,370,662	\$1,569,678	\$1,778,567	\$1,876,368
Election	49,168	0	34,348	27,443	75,000
Insurance*	3,920,504	4,121,900	4,006,379	4,705,839	4,895,852
Maintenance	1,635,321	1,903,250	2,134,678	2,451,948	2,515,529
Operating	2,415,880	2,280,941	2,785,852	3,058,285	3,199,422
Personnel	26,790,563	27,333,859	28,186,654	30,142,205	30,576,466
Petroleum	960,423	917,289	944,335	1,056,822	999,407
Professional	822,847	767,832	1,611,944	1,148,411	1,163,786
Programs	1,186,723	965,485	867,557	1,034,353	1,102,915
Public Information	192,926	222,304	235,784	304,416	296,008
Rental	60,017	76,739	78,606	91,979	95,983
Utilities	2,712,110	2,621,765	3,043,983	3,262,460	3,349,688
Capital Outlay	12,572,574	12,219,944	13,266,176	12,758,856	16,409,971
Contingency	173	0	0	30,000	30,000
Debt Service	34,003,354	22,342,727	15,953,553	14,634,836	14,066,306
Team O'Fallon/Youth Council/Other	497	1,018	9,723	5,000	19,750
Transfers to Other Funds	1,386,783	1,823,750	657,349	2,961,985	1,031,410
<b>Total</b>	<b>\$90,110,136</b>	<b>\$78,969,465</b>	<b>\$75,386,599</b>	<b>\$79,453,405</b>	<b>\$81,703,861</b>

\* In 2014, the City completed a renewal of health benefits that included adding a Qualified High Deductible Health Plan with a Health Savings Account (QHDHP with a HSA) to existing options for 2015 Healthcare plans. At the same time, the online open enrollment process was implemented. A new Flexible Spending Administrator (FSA) provider and a new COBRA administrator were chosen. The City also went self-insured in lines of workers compensation and general lines of liability.

## **Fund Types 2015 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, Landscaping, 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, Project Management, Facilities Maintenance and Fleet Maintenance Divisions. This fund is monitored by the Parks & Recreation Director.
  - F. Sewer Lateral Insurance Fund – this fund is monitored by the Assistant Water & Sewer Superintendent.
  - G. Storm Water Fund – this fund is supervised by the 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 Maintenance 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 expenses by Fund and by Department/Division within the General Fund.



## General Fund Budget Summary

Fiscal Year 2015

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

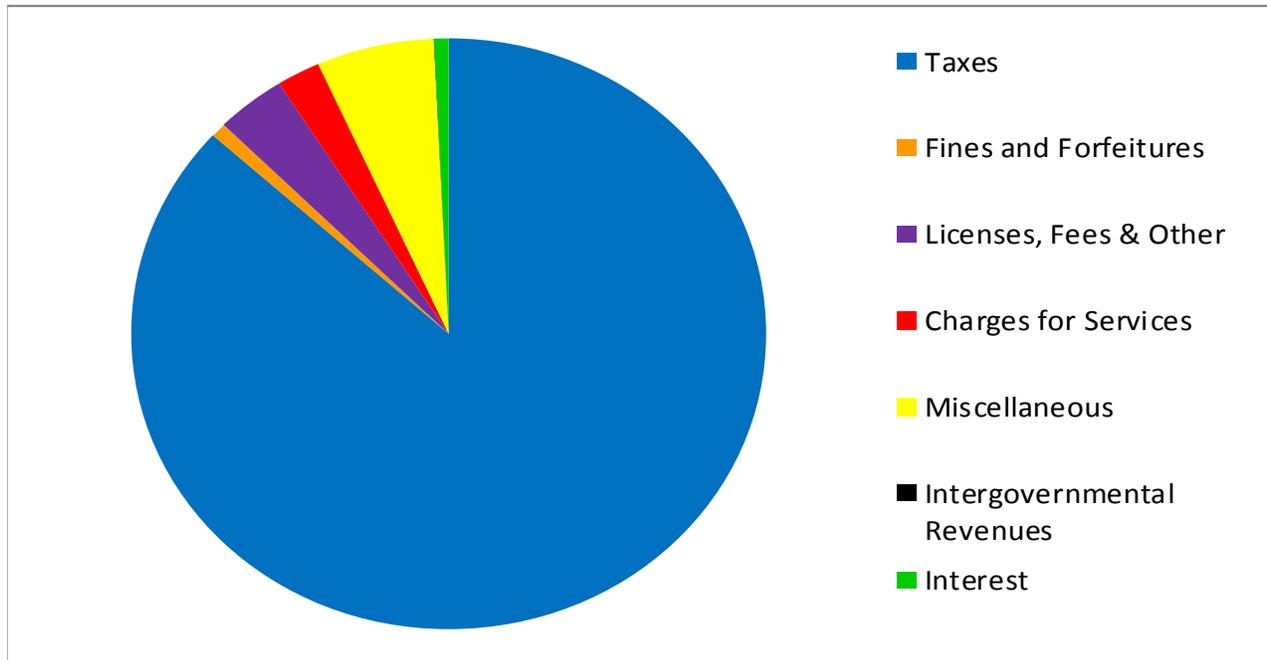
	Actual 2011	Actual 2012	Actual 2013	Projected Budget 2014	Budget 2015
<b>Revenues</b>					
Taxes	\$23,590,753	\$24,144,762	\$24,139,489	\$24,333,505	\$24,963,050
Intergovernmental	737,990	285,649	375,526	204,746	225,302
Licences and Permits	750,906	952,677	945,013	974,254	1,024,383
Charges for Services	508,854	574,407	556,277	807,329	644,796
Fines and Forfeitures	1,842,603	1,735,656	1,621,419	1,690,263	1,719,762
Interest	65,569	6,886	5,881	7,000	7,000
Miscellaneous	424,535	343,720	329,106	497,510	210,350
<b>Total Revenues</b>	<b>\$27,921,210</b>	<b>\$28,043,757</b>	<b>\$27,972,711</b>	<b>\$28,514,607</b>	<b>\$28,794,643</b>
<b>Expenditures</b>					
General Government	\$ 15,531,441	\$ 8,798,886	\$ 10,078,547	\$ 10,513,671	\$ 11,298,649
Police	11,753,278	12,123,649	12,691,296	13,389,147	12,979,435
Planning & Development	1,427,538	1,426,840	1,537,034	1,578,956	1,646,628
Public Works	902,376	860,577	960,807	840,188	812,429
Parks and Recreation	992,443	1,159,853	1,407,481	1,505,533	1,577,192
Municipal Court	390,772	388,695	408,550	472,112	490,224
<b>Total Expenditures</b>	<b>\$30,997,848</b>	<b>\$24,758,500</b>	<b>\$27,083,715</b>	<b>\$28,299,607</b>	<b>\$28,804,557</b>
<b>Other Financing Sources/(Uses):</b>					
Operating Transfers In	\$1,031,686	\$118,257	\$117,672	\$118,000	\$122,790
Operating Transfers Out	0	(1,280,000)	(48,419)	(2,380,000)	(260,000)
Bond Proceeds	3,532,358	0	0	0	0
<b>Total Other Financing</b>	<b>\$4,564,044</b>	<b>(\$1,161,743)</b>	<b>\$69,253</b>	<b>(\$2,262,000)</b>	<b>(\$137,210)</b>
<b>Revenues and Other Financing Sources</b>					
Over/(Under) Expenditures and Other Financing Uses	\$1,487,406	\$2,123,514	\$958,249	(\$2,047,000)	(\$147,124)
<b>Beginning Fund Equity</b>	<b>\$14,246,490</b>	<b>\$15,733,896</b>	<b>\$17,857,410</b>	<b>\$18,815,659</b>	<b>\$16,768,659</b>
<b>Ending Fund Equity</b>	<b>\$15,733,896</b>	<b>\$17,857,410</b>	<b>\$18,815,659</b>	<b>\$16,768,659</b>	<b>\$16,621,535</b>

# General Fund Budget Projections

Fiscal Year 2015

(Dollars in Thousands)

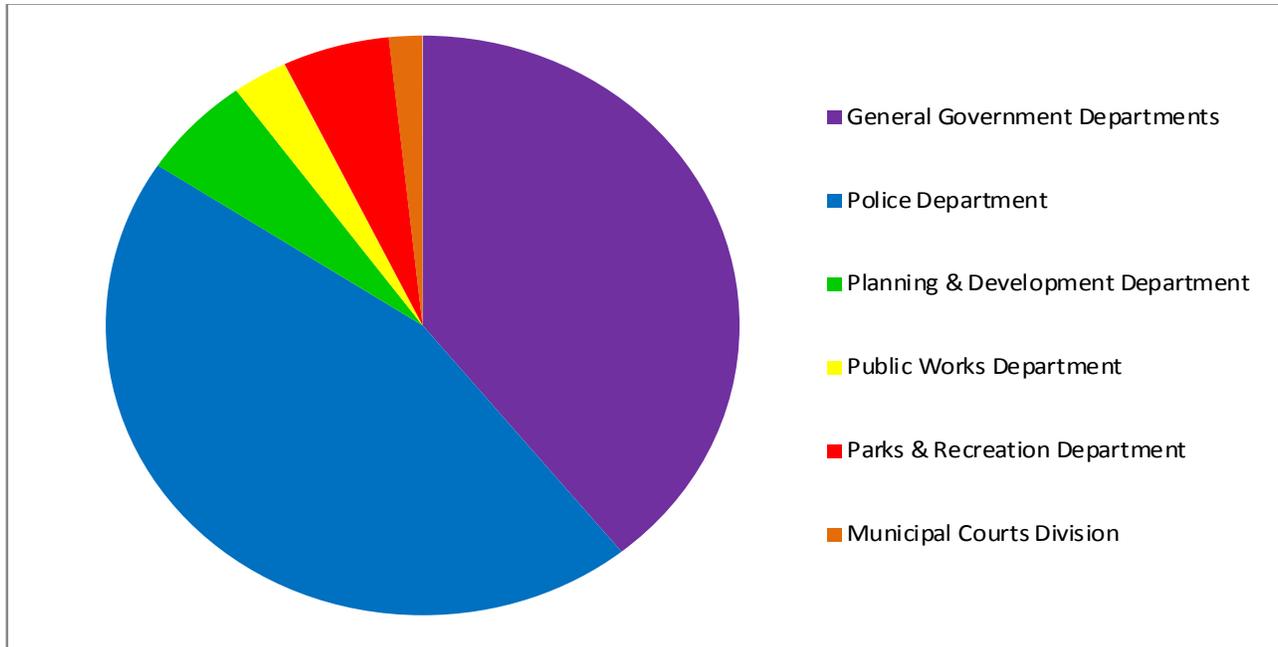
	Fiscal Year 2016	<u>Projected</u> Fiscal Year 2017	Fiscal Year 2018
<b>Revenues</b>			
Taxes	\$24,932	\$25,311	\$25,587
Intergovernmental	200	200	200
Licences and Permits	838	762	771
Charges for Services	499	502	505
Fines and Forfeitures	1,753	1,787	1,822
Interest	35	35	40
Miscellaneous	213	217	220
<b>Total Revenues</b>	<b>\$28,470</b>	<b>\$28,814</b>	<b>\$29,145</b>
<b>Expenditures</b>			
General Government	\$9,355	\$9,533	\$9,715
Public Safety	12,889	13,017	13,148
Planning & Development	1,612	1,637	1,661
Public Works	825	837	849
Parks and Recreation	1,174	1,192	1,210
Municipal Court	497	505	513
General Fund Capital	3,009	1,629	1,027
<b>Total Expenditures</b>	<b>\$29,361</b>	<b>\$28,350</b>	<b>\$28,123</b>
<b>Other Financing Sources/(Uses):</b>			
Operating Transfers In	\$123	\$23	\$23
Operating Transfers Out	(250)	(200)	(750)
<b>Total Other Financing</b>	<b>(\$127)</b>	<b>(\$177)</b>	<b>(\$727)</b>
<b>Revenues and Other Financing Sources</b>			
Over/(Under) Expenditures and Other Financing Uses	(\$1,018)	\$287	\$295
<b>Beginning Fund Equity</b>	<b>\$16,629</b>	<b>\$15,611</b>	<b>\$15,898</b>
<b>Ending Fund Equity</b>	<b>\$15,611</b>	<b>\$15,898</b>	<b>\$16,193</b>



## General Fund Revenues

(Dollars in Thousands)

	Projected Budget Fiscal Year 2014		Budget Fiscal Year 2015	
	Amount	Percent	Amount	Percent
Taxes	\$24,333	85.3%	\$24,963	86.7%
Fines and Forfeitures	205	0.7%	225	0.8%
Licenses, Fees & Other	974	3.4%	1,024	3.6%
Charges for Services	807	2.8%	645	2.2%
Miscellaneous	1,691	5.9%	1,720	6.0%
Intergovernmental Revenues	7	0.0%	7	0.0%
Interest	497	1.7%	210	0.7%
<b>Total</b>	<b>\$28,514</b>	<b>100.0%</b>	<b>\$28,794</b>	<b>100.0%</b>



## General Fund Expenditures

(Dollars in Thousands)

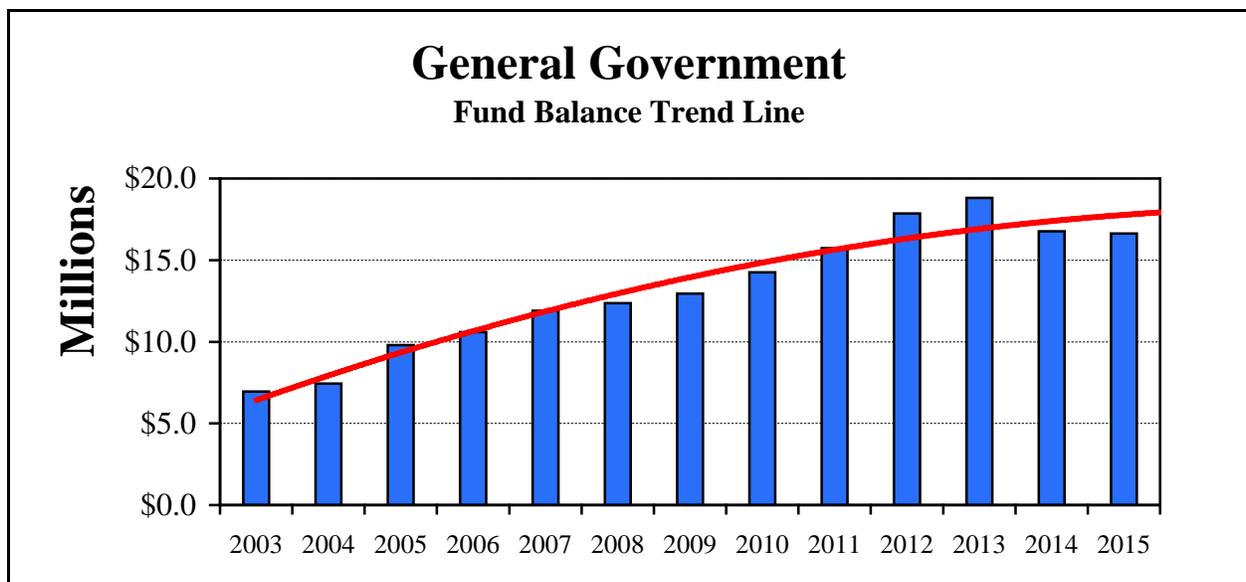
	Projected Budget Fiscal Year 2014		Budget Fiscal Year 2015	
	Amount	Percent	Amount	Percent
General Government Departments	\$10,514	37.2%	\$11,298	39.2%
Police Department	13,389	47.3%	12,980	45.1%
Planning & Development Department	1,579	5.6%	1,647	5.7%
Public Works Department	840	3.0%	812	2.8%
Parks & Recreation Department	1,505	5.3%	1,577	5.5%
Municipal Courts Division	472	1.7%	490	1.7%
<b>Total</b>	<b>\$28,299</b>	<b>100.0%</b>	<b>\$28,804</b>	<b>100.0%</b>

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 actual and estimated fund balance has been over 50% since 2011, 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
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	18,815,659
2008	12,359,214	2014	16,768,659*
2009	12,941,561	2015	16,629,035*

\* Figures are unaudited estimates.

**Debt Service Fund Budget Summary****Fiscal Year 2015**

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

	<b>Actual 2011</b>	<b>Actual 2012</b>	<b>Actual 2013</b>	<b>Projected Budget 2014</b>	<b>Budget 2015</b>
<b>Revenues</b>	\$2,281,597	\$3,184,896	\$3,143,399	\$3,215,035	\$3,166,868
<b>Expenditures</b>					
Debt Service	\$15,607,999	\$2,847,160	\$3,538,927	\$3,619,713	\$3,702,913
<b>Total Expenditures</b>	\$15,607,999	\$2,847,160	\$3,538,927	\$3,619,713	\$3,702,913
<b>Revenues Over/(Under)</b>					
<b>Expenditures</b>	(\$13,326,402)	\$337,736	(\$395,528)	(\$404,678)	(\$536,045)
<b>Beginning Fund Balance</b>	\$18,727,184	\$5,400,782	\$5,738,518	\$5,342,990	\$4,938,313
<b>Ending Fund Balance</b>	\$5,400,782	\$5,738,518	\$5,342,990	\$4,938,312	\$4,402,268
<b>Projections</b>					
		<b>2016</b>	<b>2017</b>	<b>2018</b>	
<b>Revenues</b>		\$3,198,000	\$3,262,000	\$3,295,000	
<b>Expenditures</b>					
Debt Service		\$3,787,000	\$3,864,000	\$3,942,000	
<b>Total Expenditures</b>		\$3,787,000	\$3,864,000	\$3,942,000	
<b>Revenues Over/(Under)</b>					
<b>Expenditures</b>		(\$589,000)	(\$602,000)	(\$647,000)	
<b>Beginning Fund Balance</b>		\$4,402,268	\$3,813,268	\$3,211,268	
<b>Ending Fund Balance</b>		\$3,813,268	\$3,211,268	\$2,564,268	

## Special Revenue Funds Budget Summary

Fiscal Year 2015

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 2011	Actual 2012	Actual 2013	Projected Budget 2014	Budget 2015
<b>Revenues</b>					
Comm Development Block Grant Fu	\$175,462	\$342,119	\$229,867	\$329,820	\$303,960
Inmate Security Fund	25,959	23,971	22,087	25,000	25,000
Parks & Recreation Fund	471	476	385	300	300
Police Training Fund	35,789	35,684	32,881	38,000	38,000
Recreation Fund	5,224,969	5,371,121	5,243,546	4,736,521	5,395,308
Transient Guest Tax Fund	547,500	617,544	665,980	635,075	630,200
Sewer Lateral	163,619	133,437	130,202	135,448	135,746
Storm Water Fund	1,458,167	1,308,647	1,310,628	1,819,732	1,318,314
Street & Road Impr Fund	14,085,812	12,781,907	14,860,410	13,274,195	18,855,099
<b>Total Revenues</b>	<b>\$21,717,748</b>	<b>\$20,614,906</b>	<b>\$22,495,986</b>	<b>\$20,994,091</b>	<b>\$26,701,927</b>
<b>Expenditures</b>					
Capital Outlay	\$5,352,264	\$6,906,000	\$6,554,551	\$7,340,237	\$8,941,605
Program Costs	422,385	617,108	473,548	613,847	666,488
Professional/Operating Costs	11,696,791	8,945,316	9,396,992	10,582,318	11,242,277
Debt Service:					
Principal	2,141,400	2,557,400	2,794,843	2,821,680	2,996,815
Interest	1,168,081	907,300	947,006	933,120	842,890
<b>Total Expenditures</b>	<b>\$20,780,921</b>	<b>\$19,933,124</b>	<b>\$20,166,940</b>	<b>\$22,291,202</b>	<b>\$24,690,075</b>
<b>Other Financing Sources/(Uses):</b>					
Operating Transfers In	65,836	1,330,000	31,905	2,295,538	121,199
Operating Transfers Out	(487,043)	(443,750)	(508,930)	(481,986)	(671,410)
Payment to Escrow Agent	0	(7,321,158)	(62,264)	(386,498)	0
Bond Proceeds	0	5,926,737	0	0	0
<b>Total Other Financing</b>	<b>(\$421,207)</b>	<b>(\$508,171)</b>	<b>(\$539,289)</b>	<b>\$1,427,054</b>	<b>(\$550,211)</b>
<b>Revenues and Other Financing Sources</b>					
Over/(Under) Expenditures and Other Financing Uses	\$515,620	\$173,611	\$1,789,757	\$129,943	\$1,461,641
<b>Beginning Fund Equity</b>	<b>\$6,565,697</b>	<b>\$7,081,317</b>	<b>\$7,254,928</b>	<b>\$9,044,685</b>	<b>\$9,174,628</b>
<b>Ending Fund Equity</b>	<b>\$7,081,317</b>	<b>\$7,254,928</b>	<b>\$9,044,685</b>	<b>\$9,174,628</b>	<b>\$10,636,269</b>

# Special Revenue Funds Budget Projections

Fiscal Year 2015

	Projections		
	2016	2017	2018
<b>Revenues</b>			
Comm Development Block Grant Fund	\$305,000	\$315,000	\$320,000
Inmate Security Fund	25,000	25,000	25,000
Police Training Fund	25,000	25,000	25,000
Recreation Fund	5,340,740	5,393,360	5,426,140
Transient Guest Tax Fund	630,000	635,000	640,000
Sewer Lateral	135,000	137,000	140,000
Storm Water Fund	1,324,953	1,338,396	1,345,084
Street & Road Impr Fund	12,256,025	13,509,570	10,458,296
<b>Total Revenues</b>	<b>\$20,041,718</b>	<b>\$21,378,326</b>	<b>\$18,379,520</b>
<b>Expenditures</b>			
Capital Outlay	\$4,232,645	\$6,577,500	\$1,646,890
Program Costs	676,485	686,633	696,932
Professional/Operating Costs	11,187,213	11,460,997	11,737,747
Debt Service:			
Principal	3,101,815	3,195,115	3,315,115
Interest	747,051	639,638	520,470
<b>Total Expenditures</b>	<b>\$19,945,209</b>	<b>\$22,559,883</b>	<b>\$17,917,154</b>
<b>Other Financing Sources/(Uses):</b>			
Operating Transfers In			
Operating Transfers Out	(670,474)	(674,754)	(678,771)
Payment to Escrow Agent	0	0	0
Bond Proceeds	0	0	0
<b>Total Other Financing</b>	<b>(\$670,474)</b>	<b>(\$674,754)</b>	<b>(\$678,771)</b>
<b>Revenues and Other Financing Sources</b>			
Over/(Under) Expenditures and Other Financing Uses	(\$573,965)	(\$1,856,311)	(\$216,405)
<b>Beginning Fund Equity</b>	<b>\$10,636,269</b>	<b>\$10,062,304</b>	<b>\$8,205,993</b>
<b>Ending Fund Equity</b>	<b>\$10,062,304</b>	<b>\$8,205,993</b>	<b>\$7,989,588</b>

## Enterprise Funds Budget Summary

Fiscal Year 2015

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

	Actual 2011	Actual 2012	Actual 2013	Projected Budget 2014	Budget 2015
<b>Revenues</b>					
Sales	\$18,783,909	\$18,009,735	\$17,771,839	\$18,587,924	\$18,623,717
Connection Charges	492,059	481,303	605,460	433,700	688,750
Interest	197,324	97,189	78,720	20,450	23,000
Miscellaneous	420,672	411,686	555,482	409,095	480,000
<b>Total Revenues</b>	<b>\$19,893,964</b>	<b>\$18,999,913</b>	<b>\$19,011,501</b>	<b>\$19,451,169</b>	<b>\$19,815,467</b>
<b>Expenses</b>					
Contract Services	\$994,331	\$948,542	\$1,081,843	\$1,179,378	\$1,235,641
Operations	9,534,581	10,886,817	12,230,132	\$11,164,005	11,450,913
Capital	4,390,451	3,949,369	4,876,911	3,863,110	5,458,176
Principal	4,063,950	4,657,950	3,998,633	3,566,600	3,645,000
Interest	2,353,272	1,794,834	1,689,884	2,121,305	1,685,176
<b>Total Expenses</b>	<b>\$21,336,585</b>	<b>\$22,237,512</b>	<b>\$23,877,403</b>	<b>\$21,894,398</b>	<b>\$23,474,906</b>
<b>Operating Transfer In (Out)</b>	<b>(503,116)</b>	<b>293,750</b>	<b>(135,521)</b>	<b>466,448</b>	<b>710,211</b>
<b>Bond Proceeds/Other</b>	<b>0</b>	<b>555,740</b>	<b>3,685,000</b>	<b>0</b>	<b>0</b>
<b>Revenues and Other Financing Sources</b>					
<b>Over/(Under) Expenses and Other Financing Uses</b>	<b>(\$1,945,737)</b>	<b>(\$2,388,109)</b>	<b>(\$1,316,423)</b>	<b>(\$1,976,781)</b>	<b>(\$2,949,228)</b>
<b>Beginning Fund Equity</b>	<b>\$24,162,599</b>	<b>\$22,563,379</b>	<b>\$17,985,440</b>	<b>\$14,274,542</b>	<b>\$12,297,761</b>
<i>Adjustments</i>	<i>\$346,517</i>	<i>(\$2,189,830)</i>	<i>(\$2,394,475)</i>	<i>\$0</i>	<i>\$0</i>
<b>Ending Fund Equity*</b>	<b>\$22,563,379</b>	<b>\$17,985,440</b>	<b>\$14,274,542</b>	<b>\$12,297,761</b>	<b>\$9,348,533</b>

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 2015

	2016	Projections 2017	2018
<b>Revenues</b>			
Sales	\$18,913,552	\$19,153,581	\$19,508,320
Connection Charges	350,000	300,000	275,000
Interest	22,500	22,500	22,500
Miscellaneous	488,385	487,303	486,278
<b>Total Revenues</b>	<b>\$19,774,437</b>	<b>\$19,963,384</b>	<b>\$20,292,098</b>
<b>Expenses</b>			
Contract Services	1,272,710	1,310,890	1,350,220
Operations	9,276,073	9,552,856	10,810,939
Capital	3,190,019	1,738,730	4,406,341
Principal	4,217,000	4,413,700	3,138,700
Interest	1,563,104	1,359,618	1,141,640
<b>Total Expenses</b>	<b>\$19,518,906</b>	<b>\$18,375,794</b>	<b>\$20,847,840</b>
<b>Operating Transfer In (Out)</b>	<b>851,509</b>	<b>815,645</b>	<b>1,098,771</b>
<b>Bond Proceeds/Other</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Revenues and Other Financing Sources</b>			
<b>Over/(Under) Expenses and Other Financing Uses</b>	<b>\$1,107,040</b>	<b>\$2,403,235</b>	<b>\$543,029</b>
<b>Beginning Fund Equity</b>	<b>\$9,348,533</b>	<b>\$10,455,573</b>	<b>\$12,858,808</b>
<b>Ending Fund Equity*</b>	<b>\$10,455,573</b>	<b>\$12,858,808</b>	<b>\$13,401,837</b>



## Capital Improvements Program Summary

Fiscal Year 2015

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.

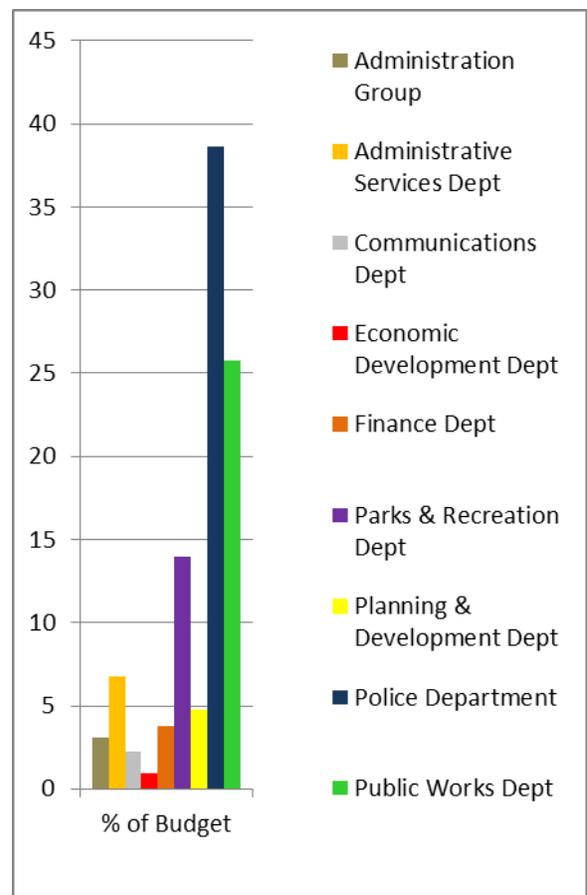
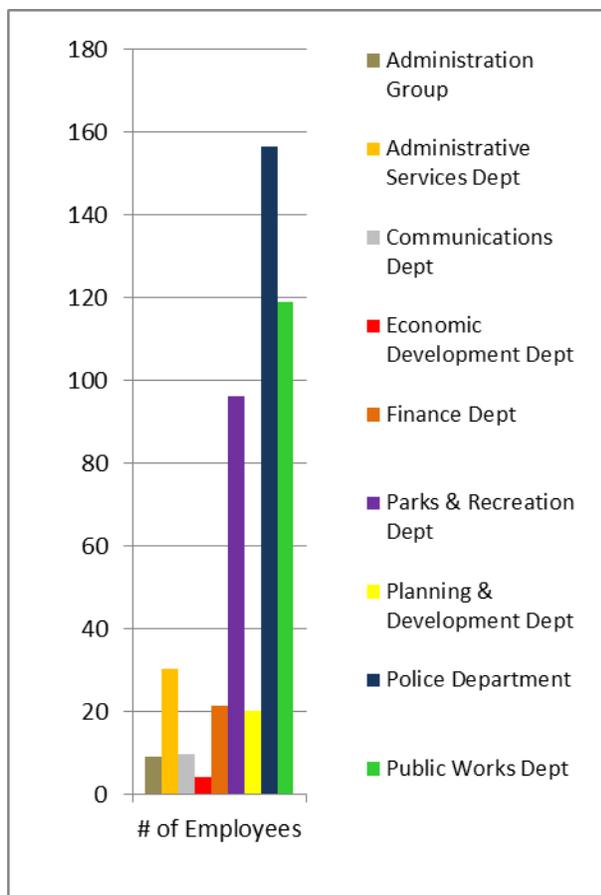
Both plans outline capital improvements over a fixed period of years. Preparation and maintenance of the Comprehensive Plan is the responsibility of the Planning & Development Department. The Parks Improvement Plan was developed by the Parks and Recreation Department. These plans present information 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 2015. Additional details can be found in the Capital Improvements Program Section/Tab.

<b>Fund</b>	
Capital Expenditure Fund (General Fund)	\$2,767,328
Recreation Fund	\$1,698,363
Storm Water Fund	\$406,450
Street & Road Improvement Fund	\$6,836,792
Environmental Services Fund	\$735,801
Public Venue Fund	\$47,400
RSC Fund	\$81,735
Sewer Fund	\$3,419,580
Water Fund	\$1,173,660
	<hr/>
<b>Total Capital by Fund</b>	<b>\$17,167,109</b>
	<hr/>
<b>Departmental</b>	
General Government Departments	\$1,661,615
Public Safety Department	\$508,735
Planning & Development Departments	\$74,000
Parks & Recreation Departments	\$522,978
<b>Non-Departmental</b>	
Recreation & Parks Departments	\$1,698,363
Storm Water Department	\$406,450
Streets & Project Management Departments	\$6,836,792
Environmental Services Department	\$735,801
Public Venue Fund	\$47,400
RSC Department	\$81,735
Sewer Department	\$3,419,580
Water Department	\$1,173,660
	<hr/>
<b>Total Capital by Department</b>	<b>\$17,167,109</b>

The City has made appropriations for personnel to focus on providing the highest quality of services to the citizens. The personnel is divided up into nine separate Group/Departments; 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. These departments supply personnel for eleven different funds; General Fund, 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 2015**

This is by Organizational Structure. The funding is detailed in each of the Department/Division sections found in the General Fund, Special Revenue Funds and Enterprise Funds & Other tabs.

<b>Department/Division</b>	<b>Fiscal Year 2011</b>	<b>Fiscal Year 2012</b>	<b>Fiscal Year 2013</b>	<b>Fiscal Year 2014</b>	<b>Fiscal Year 2015</b>
<b>Administration Group</b>					
Administration	9.00	8.00	8.00	9.00	9.00
<b>Administrative Services Dept</b>					
Facilities Maintenance	9.00	10.00	10.00	11.60	11.60
Fleet Maintenance	5.00	6.00	7.00	7.00	7.00
Human Resources	3.00	4.00	4.25	5.25	5.25
Information Technologies	3.00	3.00	4.00	4.00	4.00
Safety & Risk Management	1.00	n/a	n/a	n/a	n/a
Volunteer Services	2.00	2.00	2.00	2.45	2.45
<b>Communications Dept</b>					
Communications	5.50	5.50	5.60	5.60	5.60
Public Relations	4.00	4.00	4.00	4.00	4.00
<b>Economic Development Dept</b>	3.00	3.00	3.00	4.00	4.00
<b>Finance Dept</b>					
Finance	12.00	15.00	15.00	15.00	15.00
Municipal Court	5.25	5.25	5.25	6.25	6.25
<b>Parks &amp; Recreation Dept</b>					
Landscape	7.50	8.00	7.50	9.00	8.00
Parks	22.00	23.20	23.00	23.25	23.25
Recreation	23.75	26.00	26.60	26.90	25.00
Renaud Spirit Center (RSC)	33.05	37.60	37.25	37.30	36.40
Tourism & Festivals	3.60	3.60	3.60	3.60	3.60
<b>Planning &amp; Development Dept</b>					
Community Development Admin	2.00	n/a	n/a	n/a	n/a
Building & Code Enforcement	12.75	12.00	12.00	13.00	13.00
Planning & GIS	7.00	7.00	7.00	7.50	7.00
<b>Police Department</b>	144.25	146.50	152.50	156.35	156.60
<b>Public Works Dept</b>					
Engineering	10.00	12.00	12.33	13.05	12.75
Environmental Services	27.00	26.00	26.00	26.00	26.00
Project Mgmt	7.00	7.50	7.50	7.50	7.50
Sewer System	16.00	15.00	16.00	16.00	16.00
Storm Water	4.00	4.00	5.00	6.00	6.00
Streets	28.60	32.80	38.10	37.85	34.75
Water System	20.25	16.00	16.00	16.00	16.00
<b>Total</b>	<b>430.50</b>	<b>442.95</b>	<b>458.48</b>	<b>473.45</b>	<b>466.00</b>

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

## **Personnel Changes from 2013 to 2014**

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This is a brief synopsis of the changes in personnel from January 2014 through January 2015.

Landscape Division – The decrease in 2015 is due to contracting out Right-of-Way mowing.

Recreation Division – The decrease in 2015 is due to reduction in part-time employees.

Renaud Spirit Center (RSC) Division – The decrease in 2015 is due to reduction in part-time employees.

Planning & GIS Division – The decrease in 2015 is due no to Intern position.

Police Division – The increase in 2015 is due to turnover of a part-time position. New position is lower pay which allows for more hours.

Engineering Divisions – The decrease in 2015 is due to no Intern position.

Streets Division – The decrease in 2015 is due to reducing part-time to increase full-time staff.





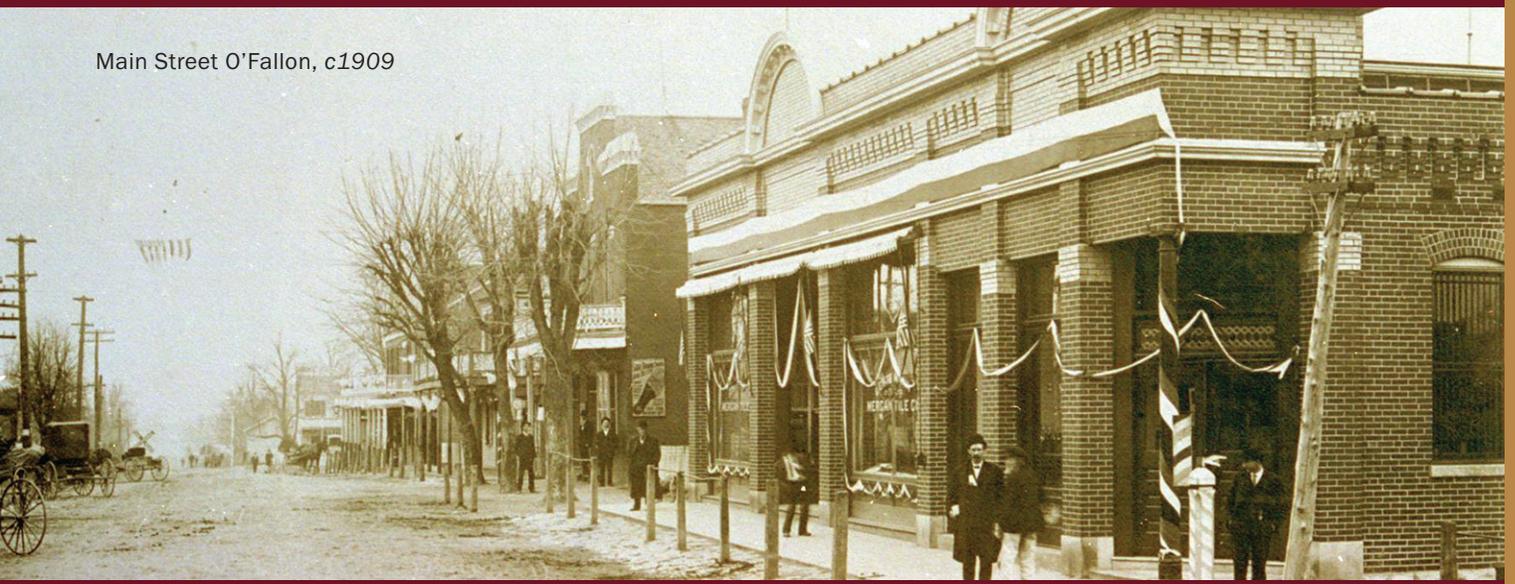


- ADMINISTRATION GROUP
- ADMINISTRATIVE SERVICES DEPARTMENT
- COMMUNICATIONS DEPARTMENT
- ECONOMIC DEVELOPMENT DEPARTMENT
- FINANCE DEPARTMENT
- PARKS & RECREATION DEPARTMENT
- PLANNING AND DEVELOPMENT DEPARTMENT
- POLICE DEPARTMENT
- PUBLIC WORKS DEPARTMENT

# 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 Planning and Development 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.

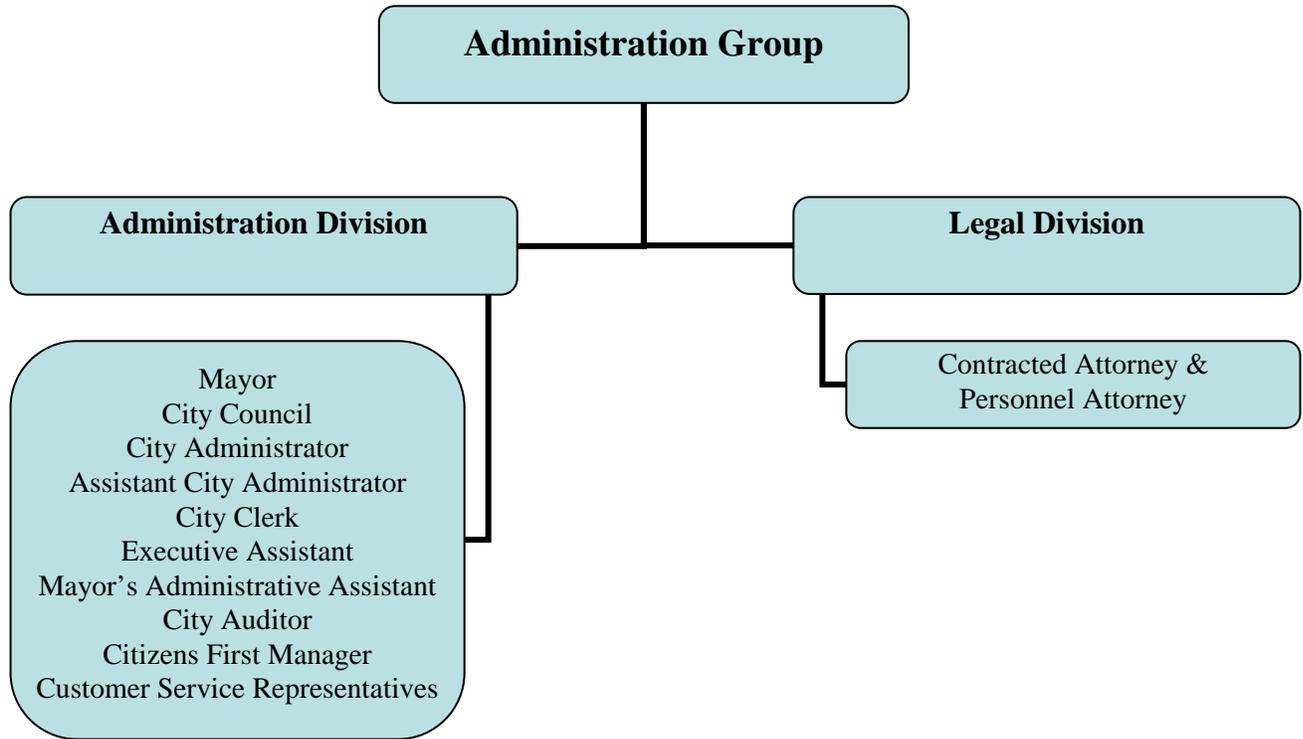
Main Street O'Fallon, c1909



## **Main Street**

In 2015, residents, business owners, employees and visitors are needed to participate in a study focusing on preserving and enhancing the City of O'Fallon's historic core, specifically Main Street, which runs through the heart of Downtown O'Fallon. The study will explore potential concepts for improving the streetscape, aesthetics, functionality and walkability of Main Street with the goal of providing recommendations to strengthen Main Street as a vibrant corridor and economic driver for the City.

**Administration Group  
Organization Chart  
2015 Budget**



## Administration Group

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The Administration Group is managed by the City Administrator and consists of the Administration Division, and the Legal Division.

The mission of the City Administrator's Office 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.



## **Administration Group – Administration Division**

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The Administration Division serves the Mayor and the City Council. 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 City 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 budget is implemented as per Ordinance.

The Administration Division consists of the City Administrator, the Assistant City Administrator, a City Clerk, an Executive Assistant/Deputy City Clerk, a Mayor's Administrative Assistant/Deputy City Clerk, a City Auditor, the Citizens First Manager/Deputy City Clerk, 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 2015 Goals**

- I. Work with the Mayor and City Council to develop alternatives for bonding projects, along with a time schedule for new ballot initiatives regarding the Police Station and Municipal Courthouse, Civic Park and O'Day Park for Council consideration. (*Building/Facility Plans – Strategic Plan*)
- II. Implement the automated Personnel Action Form (PAF), purchasing approvals, travel requests and other internal document processes to improve efficiency. Automate building and planning permits and scheduling of inspections. (*Leverage New Technologies – Strategic Plan*)
- III. Install a Reverse 911 System so the City can communicate with the public during emergencies and notify them of public meetings, events and problems. (*Leverage New Technologies – Strategic Plan*)

- IV. Define core service of the City government. (*Operational/Employee Issues – Strategic Plan*)
- V. Increase training opportunities for City employees, including on Six Sigma/Lean Government. (*Operational/Employee Issues – Strategic Plan*)
- VI. Develop plan to address any funding gaps in revenues due to State law changes and/or economic factors. (*Operational/Employee Issues – Strategic Plan*)
- VII. Work on following up to Performance Measures to get the year end number of ‘Issues in Process’ to 10% or less of the annual amount of ‘Issues Entered into system’.

## Performance Measures

	Actual 2011	Actual 2012	Actual 2013	Target 2014	Actual 2014	Target 2015
<b>Citizens' First Calls</b>						
Total # of Incoming Calls to Citizens First	n/a	n/a	n/a	n/a	44,603	42,500
# of Issues Entered into system	2,025	4,764	4,848	4,900	4,584	4,500
# of Issues Completed/Closed	2,023	4,682	4,547	5,100	4,425	4,600
# of Issues in Process	2	84	385	n/a	544	444

Note: Gov QA system installed July 2011. The Performance Measures were updated for the 2014 & 2015 Budget year.

## Previous Year’s Goals

In 2014, the City continued to be both one of the Best Places and one of the Safest Places to live. In April, the construction of a Justice Center, improvements to Civic Park, and development of O’Day Park did not receive enough votes to move forward with bond financing. 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. With continued improvements to the website and the addition of mobile apps, the volume of calls is expected to decline. The Issues tracked by the system will be monitored closely to try and close out more in the next year.

## Budget Category Summary

	Actual 2011	Actual 2012	Actual 2013	Projected Budget 2014	Amount Change	Budget 2015	% Change
<b>Personnel</b>	\$762,487	\$736,805	\$832,099	\$929,833	(\$3,524)	\$926,309	(0.4%)
<b>Contract Services</b>	8,080	38,250	28,312	35,320	5,220	40,540	14.8%
<b>Insurance</b>	13,418	14,119	13,765	14,453	0	14,453	0.0%
<b>Election Expenses</b>	49,168	0	34,348	27,443	47,557	75,000	173.3%
<b>Operating Supplies</b>	6,485	14,292	14,278	15,546	4,704	20,250	30.3%
<b>Professional Expenses</b>	72,792	73,010	83,405	92,125	13,174	105,299	14.3%
<b>Public Information</b>	5,341	3,732	4,322	6,000	0	6,000	0.0%
<b>Utilities</b>	9,241	10,058	10,156	11,900	(320)	11,580	(2.7%)
<b>Special Events/Programs</b>	3,885	5,836	16,947	11,280	15,870	27,150	140.7%
<b>Equipment Rental</b>	3,214	4,456	4,519	5,255	0	5,255	0.0%
<b>Leases and Contingency</b>	173	0	0	30,000	0	30,000	0.0%
<b>Transfers</b>	0	0	48,419	2,380,000	(2,120,000)	260,000	(89.1%)
<b>Total</b>	\$934,284	\$900,558	\$1,090,570	\$3,559,155	(\$2,037,319)	\$1,521,836	(57.2%)

## Budget Highlights

In 2015, the decrease in Personnel is due to the sharing of a Customer Service Representative with the CDBG Fund for administrative assistance. The increase in Contract Services is due to increased maintenance charges for the City's Mobile App website and for the new form tracking software module. The Election Expenses are an estimated amount set by the St Charles County Election Authority. The increase in Operating Supplies is due to additional supplies for City Council. The increase in Professional Expenses is due to additional training and travel requests from personnel, and the Mayor and City Council members. The increase in Special Events/Programs is due to adding the Leadership training expenses for the Six Sigma/Lean Government Training (part of the 2015 Strategic Plan and a 2015 goal). The amount being transferred will vary from year to year. In 2014, \$2.295 million was transferred to the Street & Road Improvement Fund and \$85,000 was transferred to the Public Venue Fund. In 2015, only \$45,000 will be transferred to the Street & Road Improvement Fund, \$75,000 to the Community Development Block Grant Fund and \$140,000 will be transferred to the Public Venue Fund.

## **Budget Category Explanations**

### **Personnel \$926,309**

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/Deputy City Clerk, the Executive Assistant/Deputy City Clerk, Mayor's Administrative Assistant/Deputy City Clerk, one Customer Service Representative (100%) and one Customer Service Representative (72%). This budget category also includes the compensation for the Mayor and ten Council members.

### **Contract Services \$40,540**

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 \$20,250**

This category includes the cost of necessary supplies used by the Administration Division, the Mayor's Youth Advisory Council and the City Council. This includes postage, pens, staples, and paper, supplies for the fax/copier/scanner 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 Expenses \$105,299**

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, the City's Lobbyist and 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**

**\$27,150**

This account is used for expenses associated with the Team O'Fallon, 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**

**\$260,000**

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



## 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 2015 Goals

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

### Previous Year's Goals

In 2014, 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 2011	Actual 2012	Actual 2013	Projected Budget 2014	Amount Change	Budget 2015	% Change
<b>Professional Expenses</b>	\$252,800	\$275,072	\$297,395	\$300,000	\$0	\$300,000	0.0%
<b>Personnel</b>	\$67,663	\$31,420	\$128,919	\$98,200	\$0	\$98,200	0.0%
<b>Misc Fees</b>	\$15,800	\$0	\$610,000	\$800	\$0	\$800	0.0%
<b>Total</b>	\$336,263	\$306,492	\$1,036,314	\$399,000	\$0	\$399,000	0.0%

### Budget Highlights

No change in budget amount from 2014 to 2015.

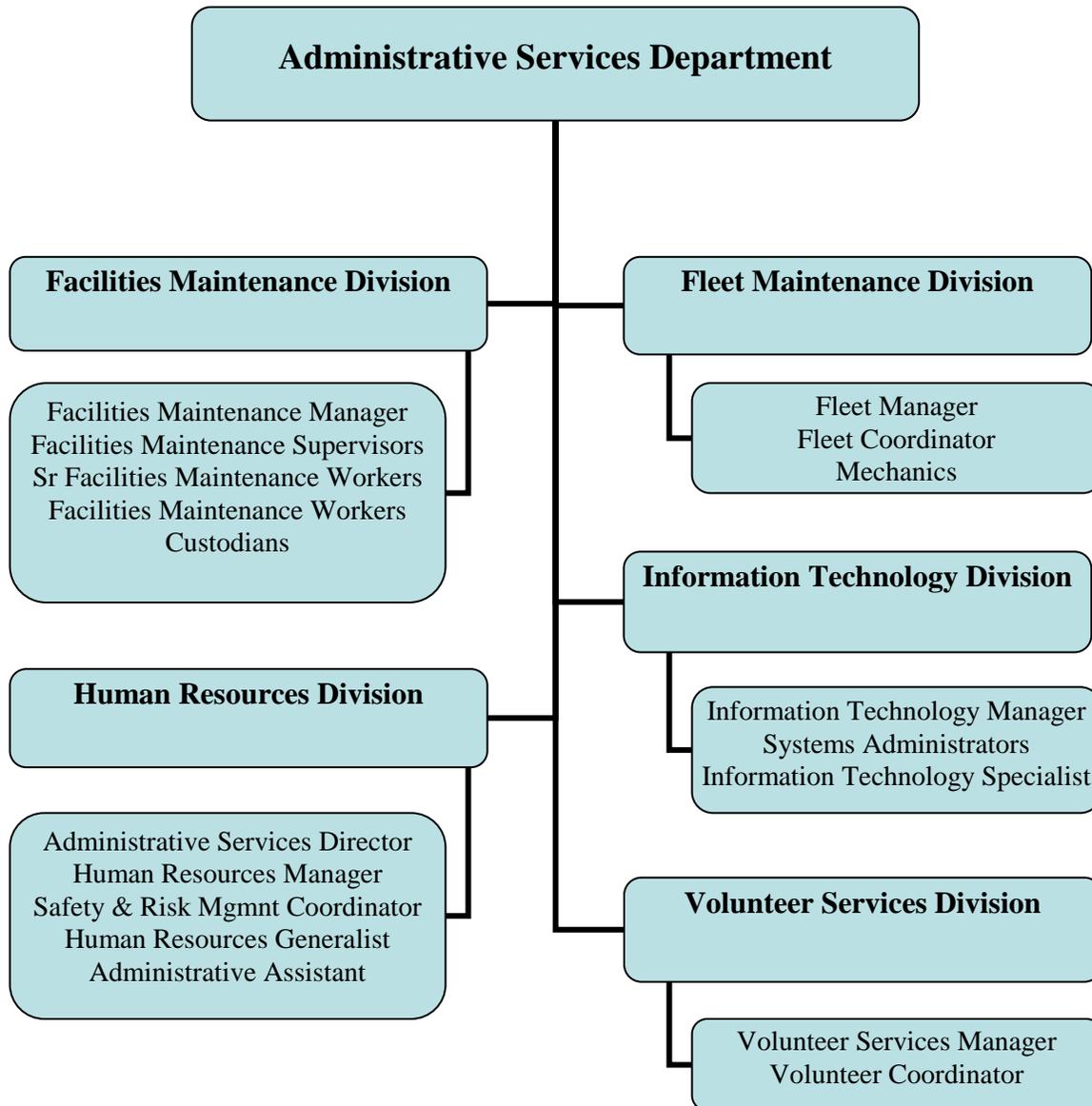
### Budget Category Explanations

#### Professional

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

**\$399,000**

**Administrative Services Department  
Organizational Chart  
2015 Budget**



## **Administrative Services Department**

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The Administrative Services Department is managed by the Administrative Service Director who reports directly to the City Administrator. This Department is divided into five sections –Facilities Maintenance, Fleet Maintenance, Human Resources, Information Technology and Volunteer Services Divisions.

It is the mission of the Administrative Services Department to develop a mindset of teamwork and quality in our day-to-day operations; to pursue knowledge, enthusiasm and an improved quality of life for ourselves and our co-workers; to foster respect for values and ideals that may be different from others; and to interact in an honest and impartial manner with our fellow employees from whom the City draws its strength.



## 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 2015 Goals

- I. Assist in the development and implementation of an Energy Services Plan for all City Buildings. *(Building/Facility Plans – Strategic Plan)*
- II. Assist in developing a plan to try and address City Hall space needs. *(Building/Facility Plans – Strategic Plan)*
- III. Work with the Historic Preservation Commission regarding the Krekel House *(Building/Facility Plans – Strategic Plan)*
  - Continue planning process for future uses and further possibilities of private partnerships.
  - Continue research on donation and grant opportunities for restoration.
- IV. Maintain the percentage of Work Orders Outstanding to 10% or less.

### Performance Measurements

	Actual 2011	Actual 2012	Actual 2013	Target 2014	Actual 2014	Target 2015
<b>Work Order Program Volume</b>						
Number of Help Desk Work Orders	413	466	485	465	820	800
# of Help Desk Work Orders Outstanding	n/a	n/a	n/a	n/a	40	35
% of Help Desk Work Orders Outstanding	n/a	n/a	n/a	n/a	5%	4%
Emergency Work Orders	20	18	12	15	31	25
Average Emergency Response Time	<1hr	<1hr	<1hr	<1hr	<1hr	<1hr

### Previous Year’s Goals

In 2014, the Division repaired the slate roof over City Hall, replaced the carpet in the main room in the basement of the Senior Center. The Division patched and painted the walls and ceiling of the east entry, first floor hallway and stairways on west side of building. The Division did research on the Citywide lighting control system and found it was not financially or fiscally feasible. Pool Pak coils were replaced and LED light fixture were installed at the flag poles, clock tower and the side of the Senior Center Building.

## Budget Category Summary

	Actual 2011	Actual 2012	Actual 2013	Projected Budget 2014	Amount Change	Budget 2015	% Change
<b>Personnel</b>	\$348,421	\$337,858	\$337,433	\$365,645	(\$4,457)	\$361,188	(1.2%)
<b>Contract Services</b>	100,091	103,141	104,567	114,045	(86)	113,959	(0.1%)
<b>Insurance</b>	67,503	85,218	99,046	103,998	0	103,998	0.0%
<b>Maintenance</b>	22,928	17,175	22,574	36,500	(11,000)	25,500	(30.1%)
<b>Operating Supplies</b>	11,104	16,171	19,056	18,585	2,980	21,565	16.0%
<b>Professional Expenses</b>	0	0	0	3,500	(1,500)	2,000	100.0%
<b>Public Information</b>	190	138	0	0	0	0	0.0%
<b>Utilities</b>	148,839	161,266	166,884	170,400	1,600	172,000	0.9%
<b>Petroleum</b>	0	0	863	1,500	0	1,500	0.0%
<b>Rental</b>	128	0	0	500	0	500	0.0%
<b>Total</b>	\$699,204	\$720,967	\$750,423	\$814,673	(12,463)	\$802,210	(1.5%)

## Budget Highlights

The decrease in Personnel is due to the reallocation of wages of one of the Facility Maintenance Supervisors. The decrease in Maintenance is mainly due to additional expenses in 2014 for state inspections, and emergency lighting in the elevators. The increase in Operating Supplies is due to the order for mosquito fog chemicals. The decrease in Professional Expenses is for training and travel expenses less than expected.

## Budget Category Explanations

### Personnel

**\$361,188**

This category includes the wages, benefits, and overtime for one Facility Maintenance Manager (60%), two Facility Maintenance Supervisors (90%, 20%), three Senior Facility Maintenance Workers (20%, 20%, 0%), two Facility Maintenance Workers (100%, 40%), and three Custodians (100%).

The Facility Maintenance Manager is the supervisor of ten employees. The wages are allocated to the other funds based upon duties and projects assigned for the budgeted year.

**Contract Services** **\$113,959**  
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** **\$25,500**  
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** **\$21,565**  
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** **\$2,000**  
This amount provides funding for dues and subscriptions, training and travel expenses.

**Utilities** **\$172,000**  
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**

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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 2015 Goals**

- I. Investigate potential for alternative fuel vehicles, including a compressed natural gas station and include the findings from the Energy Conservation Plan. (*Leverage New Technologies – Strategic Plan*)
- II. Continue to implement the maintenance tracking software for use in 2015. (*Leverage New Technologies – Strategic Plan*)
- III. Continue the quality maintenance and repairs it provides to all the departments/divisions in the City. (*To maintain a superior community*)
- IV. Reduce the number of Out-Sourced Repairs by 10%.
- V. Increase the division’s ability to ‘upfit’ equipment / vehicles.

### **Performance Measurements**

	<b>Actual 2011</b>	<b>Actual 2012</b>	<b>Actual 2013</b>	<b>Target 2014</b>	<b>Actual 2014</b>	<b>Target 2015</b>
Number of Basic Service Jobs	2,442	2,540	2,812	3,000	1,779	1,500
Number of Out-Sourced Repairs	326	311	178	50	43	39
Average Time for Repair	3.0 hrs	3.0 hrs	2.8 hrs	3.0 hrs	2.5 hrs	3.0 hrs

### **Previous Year’s Goals**

In 2014 the Fleet Maintenance Division started the implementation of the maintenance tracking software. The division will expand the number of vehicles on the tracking software in 2015. The Division continues to minimize downtime of vehicles on all repairs done in-house. The division identified equipment / vehicles that could be upfitted in-house.

## Budget Category Summary

	Actual 2011	Actual 2012	Actual 2013	Projected Budget 2014	Amount Change	Budget 2015	% Change
<b>Personnel</b>	\$255,535	\$248,923	\$300,461	\$335,091	(\$90,405)	\$244,686	(27.0%)
<b>Insurance</b>	120,736	159,236	163,698	184,525	0	184,525	0.0%
<b>Maintenance</b>	198,577	186,651	203,416	195,902	(76,632)	119,270	(39.1%)
<b>Operating Supplies</b>	1,890	4,608	3,787	9,105	(1,880)	7,225	(20.6%)
<b>Petroleum</b>	399,949	356,884	365,998	440,529	(65,529)	375,000	(14.9%)
<b>Professional Expenses</b>	0	2,427	826	8,763	2,672	11,435	30.5%
<b>Utilities</b>	2,011	3,886	6,921	8,500	100	8,600	1.2%
<b>Total</b>	\$978,698	\$962,615	\$1,045,107	\$1,182,415	(\$231,674)	\$950,741	(19.6%)

## Budget Highlights

In 2015, the decrease in Personnel is due to the allocation of wages to the proper fund based on historical information. The decrease in Maintenance is also due to allocating expenses to proper funds based upon actual expenses. The decrease in Operating Supplies is due to the one time start-up supplies needed in 2014. The decrease in Petroleum is based on lower cost due to economic factors. The increase in Professional Expenses is for training and travel for the Fleet staff to keep up with modern technology on motorcycles and automobiles.

## Budget Category Explanations

### Personnel

**\$244,686**

This category includes the wages, benefits, and overtime for one Fleet Manager (44%), one Fleet Coordinator (44%) and five Mechanics (100%, 44%, 44%, 44%, 44%).

The Fleet Maintenance Manager is the supervisor of six employees. The wages are allocated to the other funds based upon duties and projects assigned for the budgeted year.

### Insurance

**\$184,525**

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** **\$119,270**

This category is for the repairs and maintenance of various shop equipment, heavy machinery and vehicles (for the General Fund).

**Operating Supplies** **\$7,225**

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** **\$11,435**

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

**Petroleum** **\$375,000**

This amount includes the costs incurred by division vehicles for oil and gas used.

**Utilities** **\$8,600**

This amount covers the cost for telephone charges and the gas and electric utilities for the division's portion of the Public Works Building.



## **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.

### **Fiscal Year 2015 Goals**

- I. Increase employee development and training by delivering diversity training, HR 101 for managers, etc.
- II. Determine 2014 metric for time to hirer and reduce by 50%.
- III. Decrease the number of chargeable accidents by 10% with increased safety training and additional safety inspections. Also update the Employee Safety Manual.

### **Performance Measurements**

	<b>Actual 2011</b>	<b>Actual 2012</b>	<b>Actual 2013</b>	<b>Target 2014</b>	<b>Actual 2014</b>	<b>Target 2015</b>
<b>Positions Created</b>						
Full-Time Employees	1	3	10	15	15	4
Part-Time Employees	79	10	4	5	5	0
<b>Positions Filled</b>						
Full-Time Employees	20	29	42	35	33	35
Part-Time Employees	153	246	150	150	208	150
<b>Turnover</b> (not including retirement or promotions)	13	24	24	20	22	20
<b>Safety &amp; Risk Management</b>						
Annual # of City Wide Safety Trainings	33	20	21	27	32	48
Safety Trainings	10	5	9	12	12	12
Workers Compensation Claims filed	63	52	49	50	55	50
Number of Chargeable Accidents/Injuries	29	48	37	33	43	35

### **Previous Year’s Goals**

In 2014, Human Resources completed a renewal of health benefits that included changes to existing plans and added a Qualified High Deductible Health Plan with a Health Savings Account (QHDHP with a HSA). At the same time, the online open enrollment process was implemented. A new Flexible Spending Administrator (FSA) provider and a new COBRA administrator were chosen.

In 2014 the City went self-insured in lines of workers compensation and general lines of liability.

The Division also reviewed over 2,000 applications for the 64 personnel requests that were processed. Many position postings had several openings. The online application process was implemented that did improve the efficiency of the process. Subsequent interviews, testing and personnel processing also occurred. In March 2014, the new Human Resources Generalist position was filled.

The division also conducted various trainings, including FMLA, Harassment, Performance Evaluation and Customer Service.

### Budget Category Summary

	Actual 2011	Actual 2012	Actual 2013	Projected Budget 2014	Amount Change	Budget 2015	% Change
<b>Personnel</b>	\$260,368	\$270,559	\$337,948	\$398,535	\$9,682	\$408,217	2.4%
<b>Contract Services</b>	33,166	24,523	39,878	57,500	14,450	71,950	25.1%
<b>Insurance</b>	1,774,757	1,827,487	1,808,219	2,192,310	61,514	2,253,824	2.8%
<b>Maintenance</b>	0	5,920	3,584	0	0	0	0.0%
<b>Operating Supplies</b>	2,478	2,380	17,053	16,910	(8,410)	8,500	(49.7%)
<b>Professional Expenses</b>	11,563	10,602	35,321	38,720	7,880	46,600	20.4%
<b>Public Information</b>	0	994	2,526	4,500	(1,500)	3,000	(33.3%)
<b>Utilities</b>	678	1,086	1,836	1,965	(225)	1,740	(11.5%)
<b>Rental</b>	1,882	2,488	2,574	3,000	0	3,000	0.0%
<b>Total</b>	\$2,084,892	\$2,146,039	\$2,248,939	\$2,713,440	\$83,391	\$2,796,831	3.1%

### Budget Highlights

In 2015, the increase in Contract Services is for the new benefits administration system brokers fees (CBIZ) and administration fee for the third party Flexible Spending Account Administration. The decrease in Operating Supplies is due to small equipment & furniture in 2014 that is not in 2015. The increase in Professional Expenses is due to additional In-House training and Training & Travel anticipated in 2015.

## **Budget Category Explanations**

### **Personnel \$408,217**

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

### **Contract Services \$71,950**

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

### **Insurance \$2,253,824**

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.

### **Operating Supplies \$8,500**

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 \$46,600**

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 \$3,000**

Advertising and printing are accounted for in this category.

### **Utilities \$1,740**

This amount is for telephone charges.

### **Rental \$3,000**

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

## **Administrative Services Department - Information Technologies Division**

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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 2015 Goals**

- I. Work with various departments with research and implementing the goals aimed at improving internal process efficiencies and on-line processes such as application and inspection schedules. *(Leverage New Technologies – Strategic Plan)*
- II. Continue to upgrade outdated computers and software systems. *(To maintain a superior community)*
- III. Assist the Recreation Division and Public Works Department with the installation of fiber optic lines being run to their facilities. *(Leverage New Technologies – Strategic Plan)*
- IV. Increase Security Awareness with employees.

### **Performance Measurements**

	<b>Actual 2011</b>	<b>Actual 2012</b>	<b>Actual 2013</b>	<b>Target 2014</b>	<b>Actual 2014</b>	<b>Target 2015</b>
<b># of Computers (Added/Upgraded)</b>	20	28	35	33	71	25
<b>(Added/Upgraded)</b>	3	3	1	1	2	10

### **Previous Year's Goals**

In 2014, the division replaced 71 computers to prepare for the upgrade of several key software systems used by the City. The division also added 2 police car computers. This provided a faster computing environment for Public Safety. The division also installed new networking systems to further protect the City and a network optimizer to provide better use of the network systems.

## Budget Category Summary

	Actual 2011	Actual 2012	Actual 2013	Projected Budget 2014	Amount Change	Budget 2015	% Change
<b>Personnel</b>	\$281,259	\$286,720	\$330,707	\$346,884	11,220	\$358,104	3.2%
<b>Contract Services</b>	18,982	18,310	17,341	43,338	(4,038)	39,300	(9.3%)
<b>Insurance</b>	3,807	3,838	4,361	4,579	0	4,579	0.0%
<b>Maintenance</b>	65,534	63,524	74,485	77,000	64,500	141,500	83.8%
<b>Operating Supplies</b>	10,720	11,604	30,707	45,092	(9,442)	35,650	(20.9%)
<b>Professional Expenses</b>	3,254	8,714	5,388	15,400	(2,250)	13,150	(14.6%)
<b>Utilities</b>	13,378	16,867	26,093	48,000	(18,280)	29,720	(38.1%)
<b>Total</b>	\$396,934	\$409,577	\$489,082	\$580,293	41,710	\$622,003	7.2%

## Budget Highlights

In 2015, the decrease in Contract Services is due to an interconnectivity expense in 2014 that will not be required in 2015. The increase in Maintenance is due to the additional maintenance cost for the new Permitting & Licensing Software purchase. The decrease in Operating Supplies is due to fewer computer supplies and few computers to be upgraded. The decrease in Utilities is due to the lower on-going cost for internet access.

## Budget Category Explanations

### **Personnel**

**\$358,104**

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

### **Contract Services**

**\$39,300**

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**

**\$141,500**

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

**Operating Supplies**

**\$35,650**

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

**Professional Expenses**

**\$13,150**

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**

**\$29,720**

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**

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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 2011	Actual 2012
<b>Personnel</b>	\$47,279	\$48,445
<b>Contract Services</b>	4,260	5,640
<b>Insurance</b>	54,699	55,115
<b>Operating Supplies</b>	6,825	3,046
<b>Professional Expenses</b>	13,832	21,185
<b>Utilities</b>	258	201
<b>Total</b>	\$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.

#### **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 2015 Goals

- I. Coordinate volunteer projects for participation in local and nationally recognized service events. *(To maintain a superior community)*
- II. Increase Volunteer hours by:
  - a. Developing additional volunteer positions within departments/divisions to support City staff. *(Core Values – Team)*
  - b. Developing goal-oriented projects to engage schools, corporations, churches, and other organizations/groups. *(Core Values – Team)*
- III. 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)*
- IV. Introduce a new volunteer management software program then training staff and volunteers to utilize the new technology to schedule assignments and track service hours. *(Leverage New Technologies – Strategic Plan)*

### Performance Measurements

	Actual 2011	Actual 2012	Actual 2013	Target 2014	Actual 2014	Target 2015
Number of Volunteers	2,490	2,463	2,364	2,300	2,556	2,500
Number of Volunteer Hours	20,016	20,058	21,560	21,000	22,383	22,000
Full-Time Equivalent (based on 2080 hrs = 1)	9.62	9.64	10.37	10.10	10.76	10.58

### Previous Year’s Goals

In 2014, the division coordinated nine national Days of Service, plus several regional and local service days. Efforts focused on parks, creeks, and roadsides. Promotions of opportunities were effective. Recognition was accomplished through verbal/written communications, certificates, awards and an annual banquet.

## Budget Category Summary

	Actual 2011	Actual 2012	Actual 2013	Projected Budget 2014	Amount Change	Budget 2015	% Change
<b>Personnel</b>	\$129,392	\$131,532	\$139,907	\$155,734	\$10,922	\$166,656	7.0%
<b>Contract Services</b>	698	803	876	901	139	1,040	15.4%
<b>Insurance</b>	2,538	2,559	2,496	2,621	0	2,621	0.0%
<b>Operating Supplies</b>	3,244	4,693	6,908	6,370	250	6,620	3.9%
<b>Special Events</b>	17,646	16,808	17,576	19,100	2,850	21,950	14.9%
<b>Professional Expenses</b>	4,739	4,566	2,936	3,612	500	4,112	13.8%
<b>Public Information</b>	293	249	258	4,300	(3,790)	510	(88.1%)
<b>Utilities</b>	526	1,479	925	1,000	1,052	2,052	105.2%
<b>Total</b>	\$159,076	\$162,689	\$171,882	\$193,638	\$11,923	\$205,561	6.2%

## Budget Highlights

The increase in Personnel reflects the adjustment in part-time position, from Clerical Assistant to Administrative Assistant. The increase in Special Events is for increased expenses and planning for a few developing projects. The decrease in Public Information is due to a one-time purchase of a vehicle wrap for the Volunteer Services van in 2014. The increase in Utilities will be for a second smartphone to be utilized by the division.

## Budget Category Explanations

### **Personnel**

**\$166,656**

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

### **Contract Services**

**\$1,040**

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**

**\$6,620**

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**

**\$21,950**

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

**Professional Expenses**

**\$4,112**

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

**Public Information**

**\$510**

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

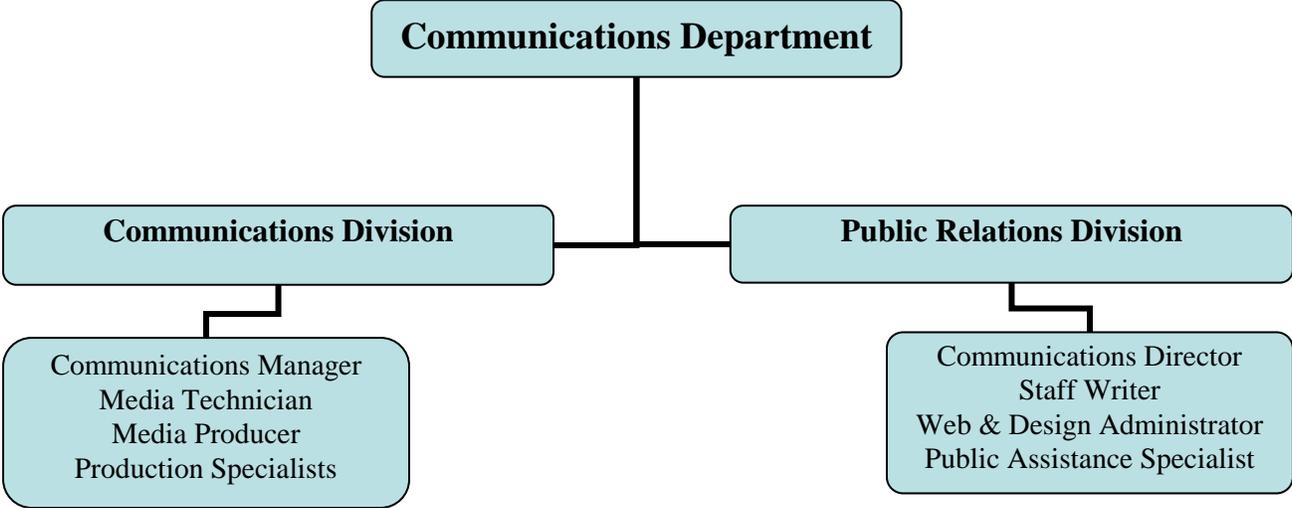
**Utilities**

**\$2,052**

This amount is allocated for telephones and tablet aircard expenses.



**Communications Department  
Organization Chart  
2015 Budget**



# Communications Department

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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.

It is the mission of the Communication Department to promote transparent government operations by providing a window into O’Fallon’s operations for our residents. The Department informs, educates, interacts and ultimately serves our residents through video, print and electronic media.



## **Communications Department – Communications Division**

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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 2015 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. Assist in the efforts to market O’Fallon and its offerings to potential businesses and outside groups visiting the City. (*Economic Development – Strategic Plan*)
- IV. Continue working on a Video Tourbook for O’Fallon that gives an overview of our City. The next three will highlight 1) Parks and Recreation, 2) Festivals and Special Events, and 3) Renaud Spirit Center (*Core Values of the City*)

## Performance Measurements

	Actual 2011	Actual 2012	Actual 2013	Target 2014	Actual 2014	Target 2015
Programs Produced	342	292	284	275	268	270
Hours of Taped or Live Programming Per Day	24	24	24	24	24	24
Average Daily Hours of Locally Produced Programming	22.0	22.0	23.0	22.5	22.5	22.5

## Previous Year's Goals

In 2014, O'FallonTV 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. The Division also completed three videos for the O'Fallon Tourbook series. These included; 1) Quality of Life, 2) Business and Economic Development and 3) Overview of O'Fallon.

## Budget Category Summary

	Actual 2011	Actual 2012	Actual 2013	Projected Budget 2014	Amount Change	Budget 2015	% Change
<b>Personnel</b>	\$334,948	\$350,792	\$357,148	\$382,742	\$5,027	\$387,769	1.3%
<b>Contract Services</b>	1,200	1,800	1,826	2,600	960	3,560	36.9%
<b>Insurance</b>	6,346	6,397	6,239	6,551	0	6,551	0.0%
<b>Maintenance</b>	3,218	4,799	6,950	6,550	(1,350)	5,200	(20.6%)
<b>Operating Supplies</b>	5,780	5,178	16,448	15,360	580	15,940	3.8%
<b>Professional Expenses</b>	0	2,125	2,000	3,050	(1,650)	1,400	(54.1%)
<b>Utilities</b>	11,037	10,987	11,562	9,612	(90)	9,522	(0.9%)
<b>Rental</b>	400	0	0	450	(450)	0	(100.0%)
<b>Total</b>	\$362,929	\$382,078	\$402,173	\$426,915	\$3,027	\$429,942	0.7%

## Budget Highlights

The increase in Contract Services is for new editing and graphic software subscription. The decrease in Maintenance is due to lower expected annual expense for equipment due to new editing computer budgeted in 2015. The decrease in Professional Expenses is for no tuition reimbursement expected in 2015.

## **Budget Category Explanations**

**Personnel** **\$387,769**

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** **\$3,560**

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** **\$5,200**

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

**Operating Supplies** **\$15,940**

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** **\$1,400**

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

**Utilities** **\$9,522**

Funding for direct internet access, telephone bills and services.

**Rental** **\$000**

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](http://www.ofallon.mo.us), [www.ofallon.mo.us/parks&rec](http://www.ofallon.mo.us/parks&rec), [www.renaudspiritcenter.com](http://www.renaudspiritcenter.com), [www.ofallon.mo.us/PD](http://www.ofallon.mo.us/PD), and [www.heritageandfreedomfest.com](http://www.heritageandfreedomfest.com)) and assists in preparing official presentations given by the Mayor/City Council.

### Fiscal Year 2015 Goals

- I. Coordinate with Administration and Police on the implementing of the Emergency Notification System (Reverse 911 System) so the City can communicate with the public during emergencies and notify them of public meetings, events and problems. *(Leverage New Technologies – Strategic Plan)*
- II. Work with Streets to implement the way-finding portion of the CLIP project. *(Focus on Infrastructure - Strategic Plan)*
- III. Continue to explore automated processes to allow all applicants for positions to fill the forms out on-line. *(Leverage New Technologies – Strategic Plan)*
- IV. 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.
- V. Continue to portray the City in a positive light in local media and City-produced communications.

### Performance Measurements

	Actual 2011	Actual 2012	Actual 2013	Target 2014	Actual 2014	Target 2015
<b>Number of News Releases</b>	242	259	243	230	236	200
<b>Unique web page views by site</b>						
www.ofallon.mo.us (includes PD site)	1,002,917	1,054,462	1,129,910	1,100,100	1,234,588	1,200,000
www.renaudspiritcenter.com	323,409	308,266	271,768	270,000	247,198	250,000
www.heritageandfreedomfest.com	97,781	87,379	138,710	120,000	197,575	150,000
<b>Unique visitors by site</b>						
www.ofallon.mo.us (includes PD site)	435,073	475,266	543,718	500,000	652,459	600,000
www.renaudspiritcenter.com	137,994	131,297	119,177	120,000	112,929	100,000
www.heritageandfreedomfest.com	40,174	38,191	39,152	40,000	61,092	50,000

## Previous Year's Goals

In 2014, 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](http://www.ofallon.mo.us/parks&rec), [www.renaudspiritcenter.com](http://www.renaudspiritcenter.com) and [www.heritageandfreedomfest.com](http://www.heritageandfreedomfest.com), were launched which greatly enhanced the City's web presence and added video and mobile capabilities to the sites. 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.

The [www.renaudspiritcenter.com](http://www.renaudspiritcenter.com) website views decreased in users/visits in 2013 & 2014 as anticipated, due to the increased usage of the 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. There were other communication tools, including an e-newsletter, the lessened the need for users to visit the website as frequently.

The increase in the [www.heritageandfreedomfest.com](http://www.heritageandfreedomfest.com) usage is a reflection of the new and improved site as well as the fact that this year's event was significantly larger than past years. A smaller Downtown St Louis event, band selection and weather all contributed to the larger crowd. This number is expected to fluctuate in the future base upon these factors.

## Budget Category Summary

	Actual 2011	Actual 2012	Actual 2013	Projected Budget 2014	Amount Change	Budget 2015	% Change
<b>Personnel</b>	\$233,480	\$245,532	\$247,510	\$258,287	\$10,455	\$268,742	4.0%
<b>Contract Services</b>	1,646	2,893	44,480	6,000	28,000	34,000	466.7%
<b>Insurance</b>	5,076	5,117	4,990	5,240	0	5,240	0.0%
<b>Maintenance</b>	0	0	838	750	(250)	500	(33.3%)
<b>Operating Supplies</b>	6,582	9,076	7,993	9,450	300	9,750	3.2%
<b>Special Events</b>	671	15,183	8,759	20,000	0	20,000	0.0%
<b>Weatherization Grant</b>	248,937	0	0	0	0	0	0.0%
<b>Professional Expenses</b>	0	60	1,788	3,000	3,700	6,700	123.3%
<b>Public Information</b>	7,151	8,929	11,518	30,800	(10,200)	20,600	(33.1%)
<b>Utilities</b>	635	633	941	1,440	(40)	1,400	(2.8%)
<b>Total</b>	\$504,178	\$287,423	\$328,817	\$334,967	\$31,965	\$366,932	9.5%

## **Budget Highlights**

In 2015, the increase in Contract Services is due to the new Emergency Notification System in the budget. The increase in Professional Expenses is for additional training conference. The decrease in the Public Information account is due to the \$15,000 in the 2014 Budget for expenses related to the Proposition J and P educational campaign.

## **Budget Category Explanations**

### **Personnel**

**\$268,742**

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**

**\$34,000**

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**

**\$500**

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

### **Operating Supplies**

**\$9,750**

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 Expenses**

**\$6,700**

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

### **Public Information**

**\$20,600**

Funding for the public relations events, advertising and printing.

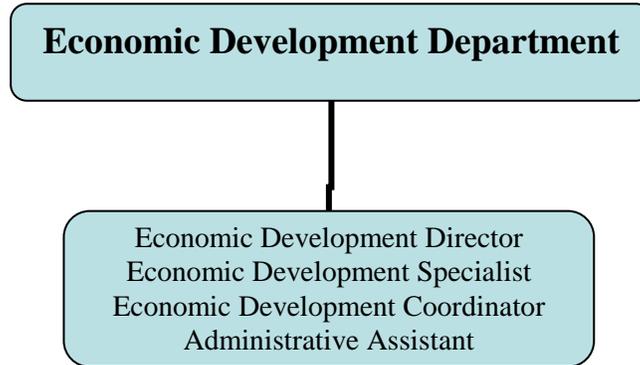
### **Utilities**

**\$1,400**

Funding for telephone and internet service and equipment replacement expenses.



**Economic Development Department  
Organization Chart  
2015 Budget**



## **Economic Development Department**

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

It is the mission of the Economic Development Department is to enhance the quality of life and lifestyle options for residents and businesses in the City of O'Fallon by strengthening our economic foundation and ensuring the City's financial stability.



## Economic Development Department

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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.

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 2015 Goals

- I. Work with Streets and Parks Division and explore options for Highway K and M streetscape improvements to possibly include such things as LED street lights, sitting areas, walkable/bikeable trails and public art. (*Focus on Infrastructure – Strategic Plan*)
- II. Work with stakeholders to develop plan for Main Street revitalization to include consideration of public infrastructure improvements and special districts/incentive programs for redevelopment or new development of vacant properties. (*Economic Development – Strategic Plan*)
- III. Work with Historic Preservation Commission on the planning process for future uses and further explore possibilities of private partnerships for reuse of the Krekel House. (*Building/Facility Plans – Strategic Plan*)
- IV. Pursue development opportunities along Route 364. (*Economic Development – Strategic Plan*)
- V. Grow business retention and expansion coverage in the business retention area. (*Economic Development – Strategic Plan*)
- VI. Continue the “Open in the ‘O’” program by continuing to streamline development processes including licensing, permitting, plan review and inspections and assist with automating the business license/liquor permitting system. (*Economic Development – Strategic Plan*)
- VII. Continue the efforts to market O’Fallon and its offerings to potential businesses and outside groups visiting the City. (*Economic Development – Strategic Plan*).

## Performance Measurements

	Actual 2011	Actual 2012	Actual 2013	Target 2014	Actual 2014	Target 2015
Business Retention & Assistance Visits	489	669	702	n/a	1578	1620
Business Attractions & Expansions	62	55	93	n/a	153	140
New Businesses Started	183	201	170	156	190	186
New Jobs Added						
Full-Time	657	699	451	535	658	616
Part-Time	343	287	373	n/a	310	328
Commercial Property Occupancy						
Retail	86.5%	88.5%	89.2%	n/a	90.9%	90.0%
Office	89.7%	91.4%	93.3%	n/a	93.7%	92.0%
Industrial	97.7%	98.0%	97.8%	n/a	97.5%	97.5%

Note: The division revised the Performance Measures in 2015.

## Previous Year's Goals

In 2014, staff really strengthened its efforts and more than doubled the number of Business Retention & Assistance Visits from 2014. This is attributable to a variety of factors including more calls received regarding potential locations/expansions, more outreach regarding construction projects such as the Hwy 364 extension, business license renewal efforts and the addition of the Economic Development Coordinator position at mid-year. In summary, the Department conducted 1,578 business retention visits and assistance calls, 153 attraction and expansion calls through research, cold calling and responding to inquiries and 190 new businesses started throughout the City.

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".

There are several retailers that staff is working on with local brokers.

## Budget Category Summary

	Actual 2011	Actual 2012	Actual 2013	Projected Budget 2014	Amount Change	Budget 2015	% Change
<b>Personnel</b>	\$190,795	\$163,705	\$210,273	\$272,056	\$10,430	\$282,486	3.8%
<b>Contract Services</b>	4,767	10,980	5,206	25,500	(19,550)	5,950	(76.7%)
<b>Insurance</b>	3,807	3,838	3,743	3,930	0	3,930	0.0%
<b>Maintenance</b>	0	0	0	400	0	400	0.0%
<b>Operating Supplies</b>	1,370	1,802	2,386	2,700	(400)	2,300	(14.8%)
<b>Professional Expenses</b>	27,650	32,705	31,591	33,450	5,520	38,970	16.5%
<b>Special Programs</b>	0	0	2,382	3,000	3,000	6,000	100.0%
<b>Public Information</b>	18,691	30,917	24,584	33,800	(3,600)	30,200	(10.7%)
<b>Utilities</b>	545	510	741	1,475	(200)	1,275	(13.6%)
<b>Total</b>	\$247,625	\$244,457	\$280,906	\$376,311	(\$4,800)	\$371,511	(1.3%)

## Budget Highlights

In 2015, the decrease in Contract Service is due to the consultant expenses that were encumbered in 2014 for the Great Street Planning project. The decrease in Operating Supplies is due to a cut in postage expense. The increase in Professional Expenses is for the Ice House Entrepreneurship Program sponsorship and additional training expenses. The increase in Special Programs is for the Business Outreach Meetings/Events and Hospitality expenses.

## Budget Category Explanations

### Personnel

**\$282,486**

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

### Contract Services

**\$5,950**

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** **\$2,300**

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** **\$38,970**

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** **\$6,000**

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

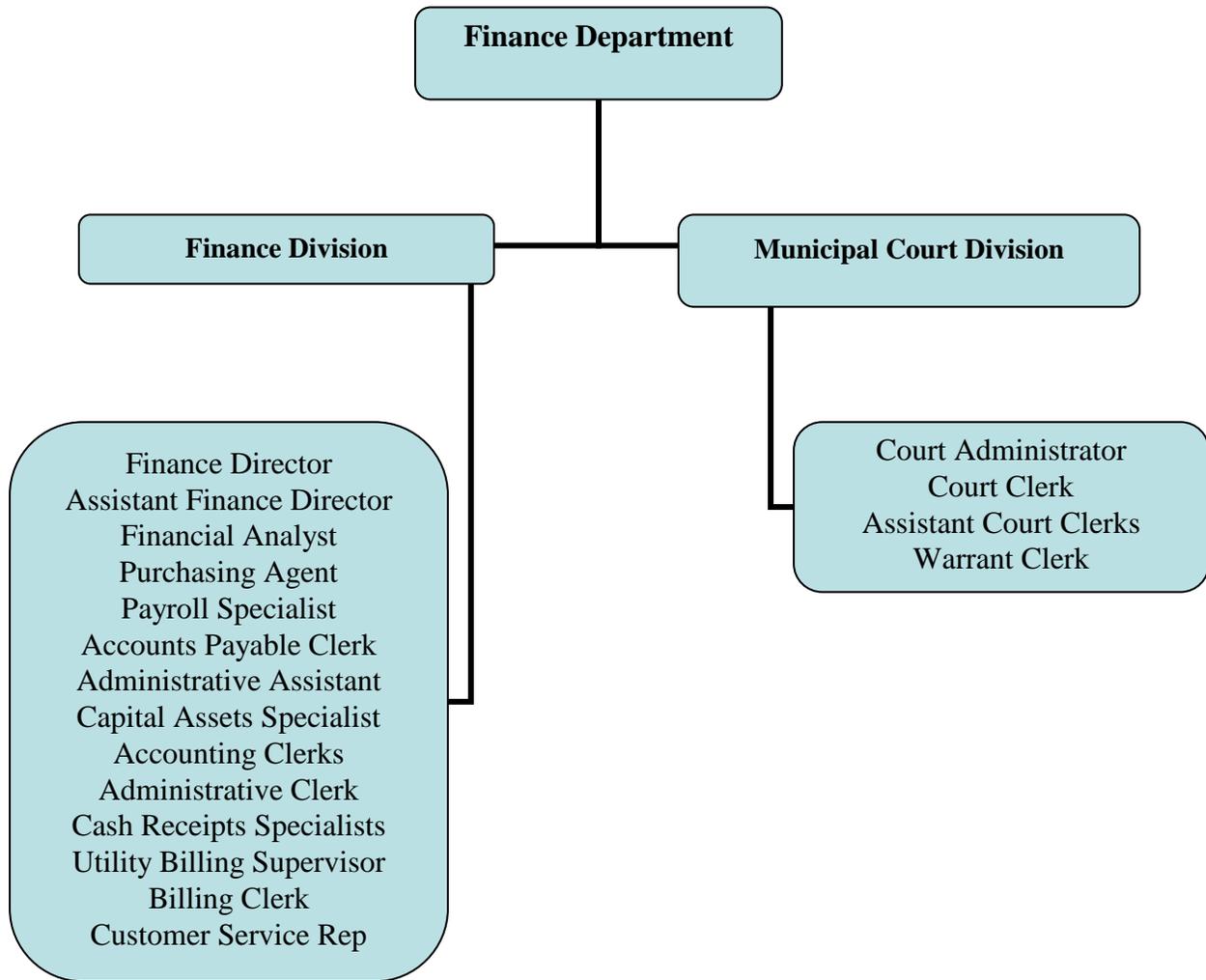
**Public Information** **\$30,200**

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** **\$1,275**

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

**Finance Department  
Organization Chart  
2015 Budget**



## **Finance Department**

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The Finance Department is managed by the Finance Director who reports to the City Administrator. The Department consists of the Finance Division and the Municipal Court Division.

It is the mission of the Finance Department, through the spirit of integrity and dedication, to utilize the highest standards in financial reporting; to be a good steward of public assets; to foster innovation in processes and procedures; and, to provide support to other City departments and the community, with fairness, teamwork transparency and respect.

It is the mission of the Municipal Court to serve all citizens in a courteous, efficient and professional manner and to provide a forum for justice to ensure that all citizens served by the Municipal Court are treated fairly and equally, without discrimination, while abiding by all applicable guidelines and laws.



## **Finance Department – Finance Division**

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The Finance Division consists of five functional areas, including Accounting, Purchasing, Financing, Office Center and Utility Billing. 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 deferred compensation programs. Administers the Intergovernmental Agreement with the Waterbury Community Improvement District and federal grant reporting.

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 2015 Goals**

- I. Earn a Certificate of Achievement for Excellence in Financial Reporting for the FY 2014 CAFR and a Distinguished Budget Presentation Award for the 2015 Budget. These documents are presented on the City's website for transparency and openness to the community of the City's financial information.
- II. Assist Human Resources and the Administration Division to implement an automated system for Personnel Action Form (PAF), purchasing approvals, travel requests and other internal document processes to improve efficiency. (*Leverage New Technologies – Strategic Plan*)
- III. Continue working with Economic Development and Planning & Zoning on the "Open in the 'O'" program by continuing to streamline development processes including licensing, permitting, plan review and inspections and assist with automating the business license/liquor permitting system. (*Economic Development – Strategic Plan*)
- IV. Research ways to increase revenue streams and look for operational efficiencies to grow the City's resources by reviewing user fees annually. (*Operational/Employee Issues - Strategic Plan*)
- V. Develop a plan to address any funding gaps in revenues due to State law changes and/or economic factors. (*Operational/Employee Issues - Strategic Plan*)

## Performance Measurements

(Dollar amounts are in thousands.)	Actual 2011	Actual 2012	Actual 2013	Target 2014	Actual 2014	Target 2015
<b>Finance:</b>						
Debt Rating (Moody's)	Aa3	Aa3	Aa2	Aa2	Aa2	Aa2
Debt Rating (Standard & Poors)	AA	AA	AA	AA	AA	AA
Number of Debt Issuance/Refundings	1	1	1	1	0	2
Value of Net General Obligation Debt	\$ 39,630	\$ 25,995	\$ 23,515	\$ 20,835	\$ 20,835	\$ 17,950
Funds Invested (Pooled Cash)	\$ 35,768	\$ 41,694	\$ 47,480	\$ 45,000	\$ 44,978	\$ 35,000
Average Return on Investments	0.24%	0.24%	0.24%	0.30%	0.19%	0.25%
<b>Accounting:</b>						
# of Accounts Payable Checks Issued	5,694	5,914	8,170	8,200	9,287	9,000
# of EFT's processed	1,170	784	712	800	925	1,000
Property Tax Rate (Rounded)	\$ 0.4838	\$ 0.5512	\$ 0.5512	\$ 0.5512	\$ 0.5512	\$ 0.5512
Annual Wages Processed	\$ 21,871	\$ 22,330	\$ 23,110	\$ 23,986	\$ 23,948	\$ 24,862
<b>Purchasing</b>						
# of Initial Purchase Orders Issued	418	376	425	425	384	400

## Previous Year's Goals

In 2014, the Finance Department received the GFOA Award for Excellence in Financial Reporting for the 2013 Comprehensive Annual Financial Report and the GFOA Distinguished Budget Presentation Award for the 2014 Budget book. The City is continuing to seek improvements to develop a paperless system for efficiency and better tracking purposes.

## Budget Category Summary

	Actual 2011	Actual 2012	Actual 2013	Projected Budget 2014	Amount Change	Budget 2015	% Change
<b>Personnel</b>	\$793,686	\$758,952	\$774,728	\$792,748	\$31,195	\$823,943	3.9%
<b>Contract Services</b>	420	0	0	0	0	0	0.0%
<b>Insurance</b>	15,879	16,002	16,827	17,668	0	17,668	0.0%
<b>Maintenance</b>	19,029	28,060	23,099	33,243	(4,537)	28,706	(13.6%)
<b>Operating Supplies</b>	8,246	17,825	16,713	19,795	1,820	21,615	9.2%
<b>Professional Expenses</b>	41,429	44,298	50,971	49,554	5,985	55,539	12.1%
<b>Public Information</b>	4,028	3,062	1,686	3,257	(837)	2,420	(25.7%)
<b>Utilities</b>	66,159	49,591	49,436	57,612	(3,553)	54,059	(6.2%)
<b>Rental</b>	13,286	16,811	16,904	18,699	(1,290)	17,409	(6.9%)
<b>Total</b>	\$962,162	\$934,601	\$950,364	\$992,576	\$28,783	\$1,021,359	2.9%

## Budget Highlights

In 2015, the decrease in Maintenance is due to the purchase of a new timekeeping system in 2015. The maintenance expense for the new system is less than the existing maintenance cost. The increase in Professional Expenses is due to the completion of an Actuary Study needed in 2015. The study is required to be completed every other year.

## Budget Category Explanations

### **Personnel**

**\$823,943**

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. The Utility Billing Supervisor, Billing Clerk and one Customer Service Representative wages are split between the Environmental Services, Sewer and Water Funds.

### **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** **\$28,706**

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

**Operating Supplies** **\$21,615**

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** **\$55,539**

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

**Public Information** **\$2,420**

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** **\$54,059**

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

**Rental** **\$17,409**

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



## **Finance Department - Municipal Court Division**

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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 2015 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**

	<b>Actual 2011</b>	<b>Actual 2012</b>	<b>Actual 2013</b>	<b>Target 2014</b>	<b>Actual 2014</b>	<b>Target 2015</b>
Number of Cases	16,425	15,402	13,918	14,500	15,912	15,000
Collected Court Fines	\$1,553,907	\$1,413,411	\$1,321,546	\$1,331,748	\$1,501,101	\$1,409,383
Collected Court Costs	\$159,969	\$143,903	\$131,150	\$131,240	\$146,953	\$146,104
Avg Fine Collected per Case	\$94.61	\$91.77	\$94.95	\$91.84	\$94.33	\$93.95
Court Sessions	46	46	46	46	46	46
Warrants Issued	2,438	2,785	2,629	2,500	2,863	2,600

### **Previous Year’s Goals**

In 2014, 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. The Warrant Clerk position was added in 2014. This helped reduce the demands on the Police Dispatch, allowing the court to have control of the warrant entry.

## Budget Category Summary

	Actual 2011	Actual 2012	Actual 2013	Projected Budget 2014	Amount Change	Budget 2015	% Change
<b>Personnel</b>	\$245,418	\$251,085	\$263,799	\$317,203	\$7,850	\$325,053	2.5%
<b>Contract Services</b>	3,194	2,892	5,494	3,850	0	3,850	0.0%
<b>Insurance</b>	5,076	5,117	4,990	5,240	0	5,240	0.0%
<b>Maintenance</b>	13,675	14,359	15,077	17,931	3,292	21,223	18.4%
<b>Operating Supplies</b>	5,034	3,908	5,388	5,250	5,350	10,600	101.9%
<b>Professional Expenses</b>	113,087	106,213	108,127	115,831	1,345	117,176	1.2%
<b>Public Information</b>	2,857	2,280	2,375	2,500	500	3,000	20.0%
<b>Utilities</b>	307	292	322	575	(225)	350	(39.1%)
<b>Rental</b>	2,124	2,549	2,978	3,732	0	3,732	0.0%
<b>Total</b>	\$390,772	\$388,695	\$408,550	\$472,112	\$18,112	\$490,224	3.8%

## Budget Highlights

In 2015, the increase in Maintenance is due to additional signature software. The increase in Operating Supplies is for the Warrant Clerk. These supplies, postage, printer and shredder expenses were previously in the Police Department. The decrease in the Utilities is for the landline phone that was purchase for the new Warrant Clerk in 2014.

## Budget Category Explanations

### **Personnel**

**\$325,053**

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, machinery, umbrella insurance, errors and omissions, and property insurance.

**Maintenance** **\$21,223**

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

**Operating Supplies** **\$10,600**

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** **\$117,176**

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 provisional Municipal Judge. This amount also includes funds for travel and training expenses.

**Public Information** **\$3,000**

These expenses are for the printing of court forms.

**Utilities** **\$350**

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

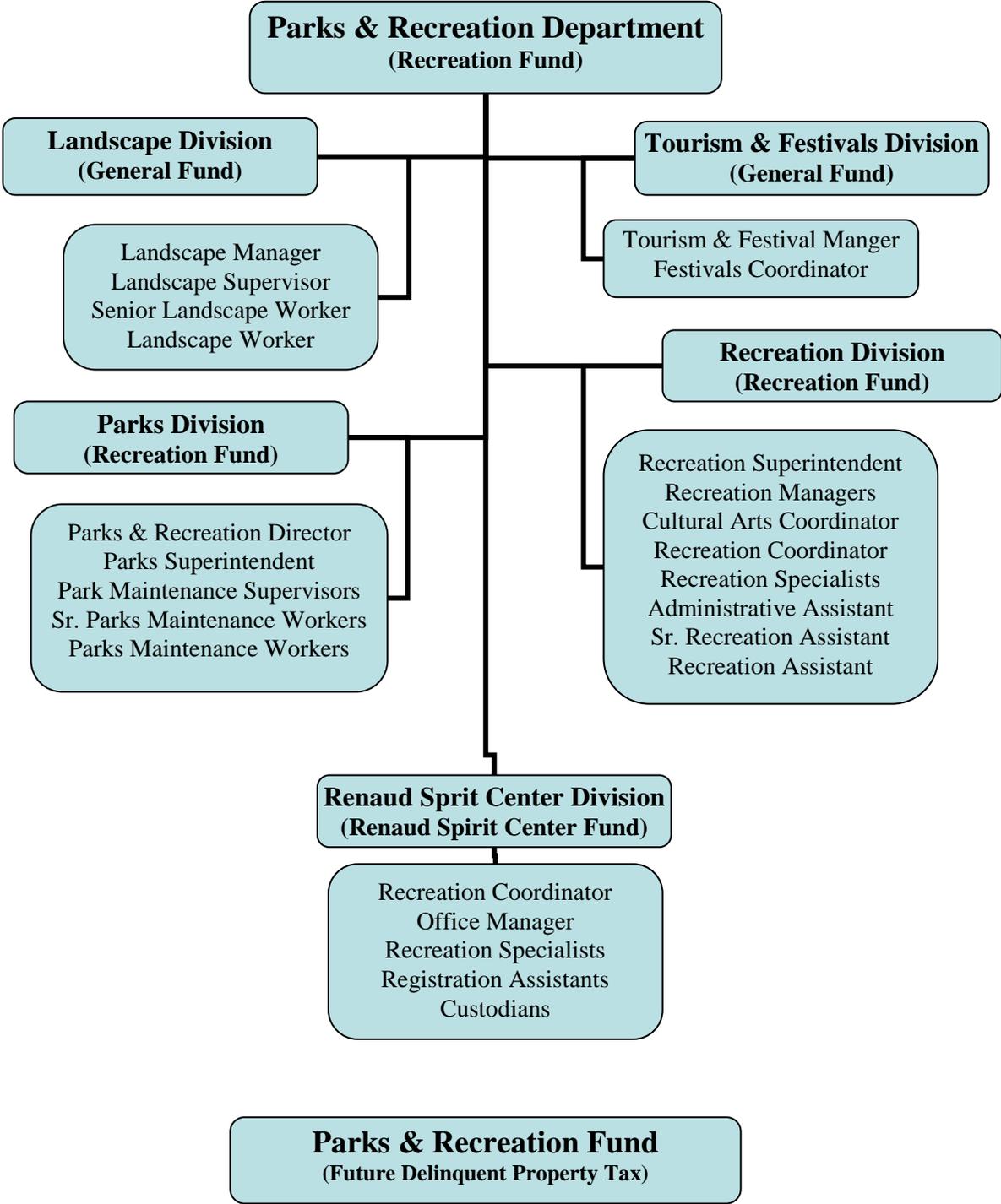
**Rental** **\$3,732**

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





**Parks & Recreation Department  
Organizational Chart  
2015 Budget**



## **Parks & Recreation Department**

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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 other overlapping divisions' expenses will be reported.

The Parks & Recreation Department consist of five divisions – Landscape, Parks, Recreation, Renaud Spirit Center and Tourism & Festival. 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, who reports to the City Administrator.

In 2009 the expenses for the Landscaping Division and the Tourism & Festival Division will be expensed to the General Fund; the Recreation Division and the Parks Division are expensed out of the Recreation Fund (a Special Revenue Fund) and the Renaud Spirit Center is monitored as a separate Enterprise Fund.

It is the mission of the Parks and Recreation Department to enrich the quality of life through people, parks and programs and remain one of the premier park and recreation destinations within the greater St. Louis area and the state of Missouri.



## **Parks & Recreation Department – Landscaping Division**

The Landscaping Division expenses are part of the General Fund but the Parks & Recreation Director oversees the operation. Landscaping 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 Landscaping 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 Landscaping Division also coordinates the Commemorative Tree and Bench Program and keeps O’Fallon eligible for Tree City USA recognition. The Landscaping 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 Landscaping 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 2015 Goals**

- I. Work with Streets to implement the Landscaping portion of the CLIP improvement project. *(Focus on Infrastructure - Strategic Plan)*
- II. Evaluate existing landscaping displays and develop a five year plan to renovate focusing on low maintenance and Citywide Landscaping Identity Plan (CLIP).
- III. Recycle dead trees/shrubs into mulch to reduce annual costs.

### **Performance Measurements**

	<b>Actual 2011</b>	<b>Actual 2012</b>	<b>Actual 2013</b>	<b>Target 2014</b>	<b>Actual 2014</b>	<b>Target 2015</b>
Number of Annuals Planted	18,250	17,000	17,695	18,000	19,000	18,000
Number of Perennials Planted	620	380	150	350	200	200
Moss Baskets	72	72	72	72	72	72
Trees Planted	127	138	89	35	89	100
Shrubs Planted	491	156	274	110	128	150

### **Previous Year’s Goals**

In 2014 the Landscaping Division continued to work with the CLIP committee on signage and landscaping throughout the City. Replacement shrubs and perennials were planted at Dames Park, Civic Park, TR Hughes Stadium and part of Sports Park. Shrub revitalization pruning took place at City Hall and TR Hughes Stadium. The division continued to work with the CLIP committee to develop future project sites. The division is also evaluating alternative options to wood mulch in selected test sites.

## Budget Category Summary

	Actual 2011	Actual 2012	Actual 2013	Projected Budget 2014	Amount Change	Budget 2015	% Change
<b>Personnel</b>	\$329,195	\$350,075	\$348,971	\$425,744	\$5,795	\$431,539	1.4%
<b>Contract Services</b>	9,937	8,812	10,852	14,054	6,211	20,265	44.2%
<b>Insurance</b>	5,076	5,117	4,990	5,240	0	5,240	0.0%
<b>Maintenance</b>	23,478	24,102	29,974	31,878	(5,333)	26,545	(16.7%)
<b>Operating Supplies</b>	40,159	44,836	42,314	51,849	796	52,645	1.5%
<b>Professional Expenses</b>	410	576	400	1,025	270	1,295	26.3%
<b>Public Information</b>	0	0	85	1,053	(1,053)	0	(100.0%)
<b>Utilities</b>	5,793	6,822	10,184	26,110	(8,570)	17,540	(32.8%)
<b>Rental</b>	918	900	1,339	3,325	0	3,325	0.0%
<b>Total</b>	\$414,966	\$441,240	\$449,109	\$560,278	(\$1,884)	\$558,394	(0.3%)

## Budget Highlights

In 2015, the increase in Contract Services is for temporary labor and mowing at the CLIP sites. The decrease in Maintenance is due to one-time expenses in 2014 to fix granite at the Veterans Memorial Walk and update lighting to LED. The decrease in Public Information is for position advertisement in 2014. The decrease in Utilities is due to actual usage at new CLIP sites. The utility costs are lower than originally expected.

## Budget Category Explanations

### **Personnel**

**\$431,539**

This category includes the wages and benefits for one Parks & Recreation Director (15%), one Landscape Manager (94%), one Landscape Supervisor (94%), two Senior Landscape Worker (100%), one Landscape Worker (100%) and additional part-time help.

### **Contract Services**

**\$20,265**

This amount is for charges for contract services such as CLIP site mowing, mulch application to highway landscape beds, hazardous tree removal and yard waste disposal.

### **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** **\$26,545**

This category is for the repair and maintenance of equipment and irrigation used in landscaping duties.

**Operating Supplies** **\$52,645**

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** **\$1,295**

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** **\$17,540**

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 2015 Goals**

- I. Review all events and determine required modifications necessary to keep events fresh and inviting. (*Core Values – Team and Service.*)
- II. Research and implement new opportunities for sponsorships for all events. (*Core Values – Team and Service.*)
- III. Identify additional parking/shuttle options for the Heritage & Freedom Festival.

### **Performance Measurements**

	<b>Actual 2011</b>	<b>Actual 2012</b>	<b>Actual 2013</b>	<b>Target 2014</b>	<b>Actual 2014</b>	<b>Target 2015</b>
# Vehicles through Celebration of Lights	9,750	10,798	10,044	10,000	11,202	10,500
# Visitors to Heald Home	988	1,286	1,186	1,150	1,513	1,200
# Attendees at Jammin Summer Concerts	5,409	10,881	10,239	11,000	11,014	11,500
# Participants in Fall Fest Fun Run	308	225	340	440	318	400
# Visitors to Veterans Memorial Walk	1,066	796	695	1,000	713	800
# Visitors to Hall of Fame	2,354	1,781	2,080	2,100	2,031	2,100

### **Previous Year’s Goals**

In 2014, several attendance records were surpassed. Over 11,000 vehicles drove through the Celebration of Lights at Fort Zumwalt Park to see many new and updated holiday light displays. The Old Fashion Holiday Stroll had a record number of visits of over 5,300. This also helped increase the number of visitors to the historic Heald Home that was used as a warming station. The completion of the Zumwalt Fort may assist in increasing the numbers in 2015. During the summer months there were more than 11,000 patrons that enjoyed the live music, refreshments, food trucks and free activities for the kids. The Heritage & Freedom Festival attracted over 150,000 visitors. The 30<sup>th</sup> anniversary of the Fall Fest had a rainy start, but the artists/crafters were able to showcase their handmade wares. The 10k race that was added to the event did not increase the number of participant as anticipated. Staff will look into possibly moving the race to another event. The return on investment for the synthetic ice rink at the Cabin Fever Daze event was not enough to keep so new activities are scheduled for 2015.

## Budget Category Summary

	Actual 2011	Actual 2012	Actual 2013	Projected Budget 2014	Amount Change	Budget 2015	% Change
<b>Personnel</b>	\$181,988	\$187,761	\$187,795	\$203,774	\$3,271	\$207,045	1.6%
<b>Contract Services</b>	265	0	265	265	(265)	0	(100.0%)
<b>Insurance</b>	2,538	2,559	2,496	2,621	0	2,621	0.0%
<b>Maintenance</b>	0	44	0	0	0	0	0.0%
<b>Operating Supplies</b>	2,005	4,366	2,507	2,668	(68)	2,600	(2.5%)
<b>Professional Expenses</b>	2,236	2,153	4,180	5,312	2,366	7,678	44.5%
<b>Programs</b>	314,932	280,901	326,868	341,697	3,003	344,700	0.9%
<b>Public Information</b>	32,608	35,505	33,886	32,750	(250)	32,500	(0.8%)
<b>Utilities</b>	2,593	1,279	1,806	3,549	(2,109)	1,440	(59.4%)
<b>Total</b>	\$539,165	\$514,568	\$559,803	\$592,636	\$5,948	\$598,584	1.0%

## Budget Highlights

In 2015 there is an increase in Professional Expenses due to an additional Conference to be attended. The decrease in Utilities is due to moving the Krekel House expenses to the Administrative Services Department – Facility Maintenance Division.

## Budget Category Explanations

### **Personnel**

**\$207,045**

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

### **Contract Services**

**\$000**

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** **\$7,678**

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

**Programs** **\$344,700**

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

**Public Information** **\$32,500**

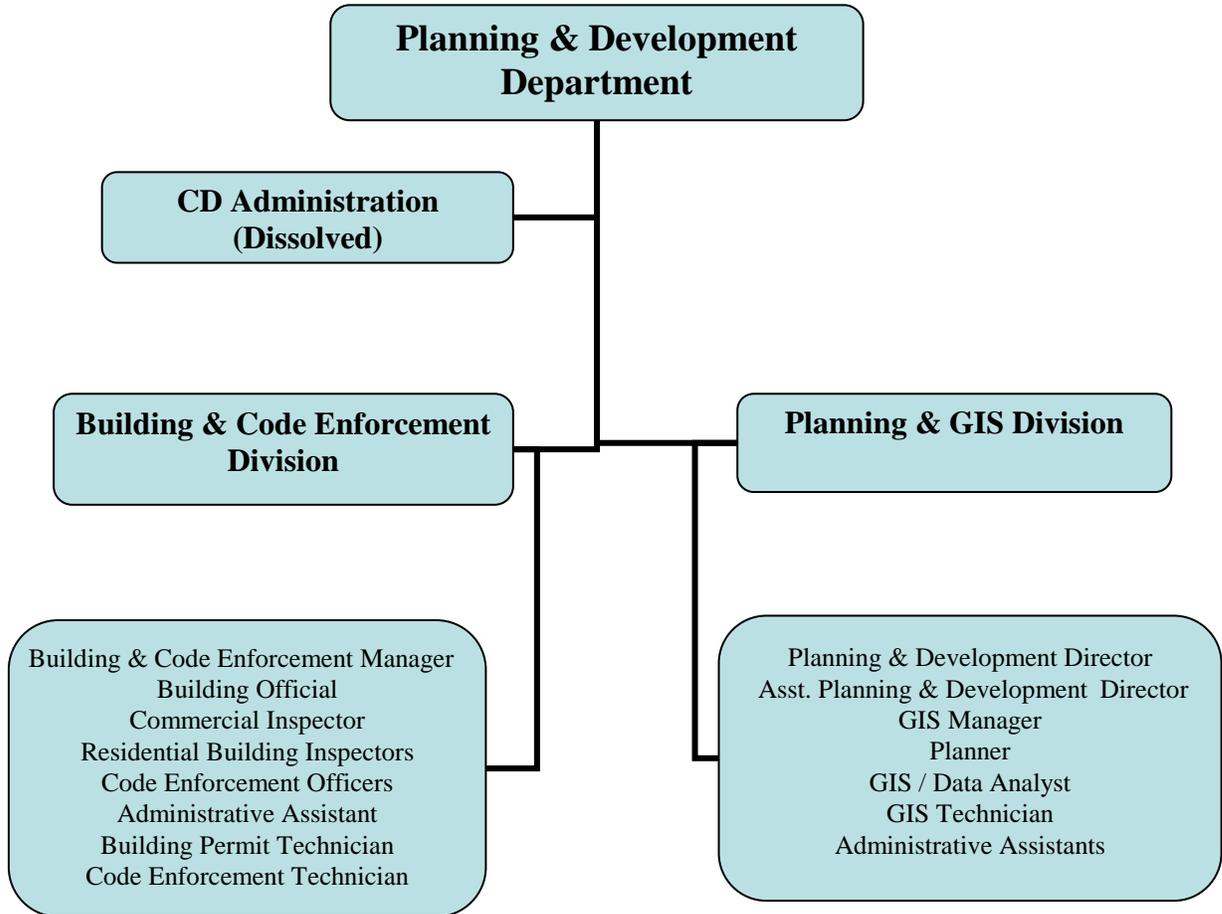
Advertising expenses related to public bid notices and requests for proposals are found in this category. The costs of billboard advertising, printing public notices, handbooks, public awareness handouts, manuals, and other documents are also in this category.

**Utilities** **\$1,440**

Funding for telephone bills and any other utilities for the division.



**Planning & Development Department  
Organizational Chart  
2015 Budget**



## **Planning & Development Department**

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The Planning & Development Department is managed by the Planning and Development Director who reports to the Assistant City Administrator. The Department consists of two divisions; Building & Code Enforcement Division, and Planning & GIS Division. 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.

The mission of the Planning and Development Department is to provide professional advice, services and technical expertise to elected officials, appointed boards and commissions, City departments and citizens, and to assist in understanding and addressing key community issues and priorities. We also partner with the construction industry and property owners to promote safety and quality in the built environment by ensuring that development is built and maintained to City standards.



## **Planning & Development Department- Administration (dissolved)**

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

### **Budget Category Summary**

	<b>Actual 2011</b>
<b>Personnel</b>	\$142,726
<b>Insurance</b>	2,507
<b>Operating Supplies</b>	795
<b>Total</b>	\$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 thru 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 2015 Goals

- I. Automate building and planning permits and scheduling of inspections. (*Leverage New Technologies – Strategic Plan*)
- II. Continue working with Economic Development and Planning & Zoning on the “Open in the ‘O’” program by continuing to streamline development processes including licensing, permitting, plan review and inspections and assist with automating the business license/liquor permitting system. (*Economic Development – Strategic Plan*)
- III. Continue to update ordinances as needed to improve building safety throughout the City of O’Fallon and streamline our procedures.
- IV. Continue to monitor communication with citizens through the GovQA interface ensuring that all concerns are handled quickly and efficiently.
- V. Adopt the 2015 International Codes

### Performance Measurements

	Actual 2011	Actual 2012	Actual 2013	Target 2014	Actual 2014	Target 2015
Number of Single Family Permits Issued*	272	310	394	300	432	375
Number of Multi Family Permits Issued	2	0	0	0	0	1
Number of Commercial Permits Issued**	157	143	215	157	229	181
Combined Estimated Construction Cost (in millions)	\$56	\$54	\$65	\$50	\$46	\$56
<b>Code Enforcement</b>						
Concerns Received	3,900	4,365	6,023	5,500	7,595	7,000
Enforcement Activity	8,356	8,227	9,448	9,000	10,358	9,500

\*Single Family Permits include Villa Permits.

\*\*Commercial Permits include new, additions and alterations.

## Previous Year's Goals

During 2014 the City provided outside training and cross training of all inspectors covering such topics as advanced legal aspects, increasing code enforcement credibility, significant changes for the 2014 National Electric Code (NEC), generators and fire and smoke protection. Inspectors also attended the Missouri Association of Building Officials and Inspectors (MABOI) Fall Conference and the Missouri Association of Code Enforcement (MACE) Annual Conference. During 2014 the division had a study done to review the processes in the division and make recommendations for improvements. Additional part-time Code Enforcement officers were utilized to assist with enforcement during grass season. Code Enforcement started utilizing electronic tablets in the field to improve efficiency by providing real time access to the database. The Building and Code Enforcement Division will complete implementation of tablets early 2015. The Division began scanning incoming permit applications as they are processed and continues to scan old permits that are closed. Communication provided thru GovQA interface is handled quickly and efficiently. GovQA is monitored with weekly meetings that review and address all open concerns.

## Budget Category Summary

	Actual 2011	Actual 2012	Actual 2013	Projected Budget 2014	Amount Change	Budget 2015	% Change
<b>Personnel</b>	\$803,733	\$817,605	\$851,065	\$888,818	\$14,487	\$903,305	1.6%
<b>Contract Services</b>	1,800	7,349	2,080	11,800	400	12,200	3.4%
<b>Insurance</b>	15,849	15,352	14,972	16,523	0	16,523	0.0%
<b>Maintenance</b>	0	0	245	9,485	(8,015)	1,470	(84.5%)
<b>Operating Supplies</b>	9,634	13,140	12,312	15,350	750	16,100	4.9%
<b>Professional Expenses</b>	2,556	2,669	3,067	10,018	(3,708)	6,310	(37.0%)
<b>Public Information</b>	4,680	2,278	2,279	2,658	(683)	1,975	(25.7%)
<b>Equipment Rental</b>	421	570	1,926	2,100	0	2,100	0.0%
<b>Utilities</b>	4,672	4,842	9,056	10,350	(1,170)	9,180	(11.3%)
<b>Total</b>	\$843,345	\$863,805	\$897,002	\$967,102	\$2,061	\$969,163	0.2%

## Budget Highlights

In 2015, the decrease in Maintenance is due to the GovQA system maintenance expense being moved to the Administration Division. The decrease in Professional Expenses is due to an efficiency study done in 2014. The decrease in Utilities is due to equipment purchased in 2014. The decrease in Public Information is due to more work being completed on ipads and sent electronically in lieu of filling out forms and leaving copies at the inspection sites.

## **Budget Category Explanations**

### **Personnel \$903,305**

This category includes the wages, benefits, and overtime for one Building & Code Enforcement Manager, one Building Official, one Commercial Inspector, three Residential Building Inspectors, three Code Enforcement Officers, one Administrative Assistant, one Building Permit Technician, one Code Enforcement Technician and two part-time Code Enforcement Officers.

### **Contract Services \$12,200**

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 \$1,470**

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

### **Operating Supplies \$16,100**

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 \$6,310**

This is for dues and subscriptions expenses along with tuition reimbursement, training and travel expenses.

### **Public Information \$1,975**

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

### **Equipment Rental \$2,100**

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

### **Utilities \$9,180**

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

## **Planning & Development Department – Planning & GIS Division**

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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; research, study, assess and provide advice to the Advisory Green Council on policies that would increase participation rates in recycling, reduce greenhouse gases, conserve and protect our natural resources, save energy, promote healthy lifestyles, and provide educational and outreach programs for the City of O'Fallon and its residents; 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 2015 Goals**

- I. Continue working with Economic Development and Planning & Zoning on the "Open in the 'O'" program by continuing to streamline development processes including licensing, permitting, plan review and inspections and assist with automating the business license/liquor permitting system. (*Economic Development – Strategic Plan*)
- II. Work with Public Works Department to formalize and implement improvements to the cost share program for Storm Water and include in the Planning Master Plan. (*Focus on Infrastructure - Strategic Plan*)
- III. Present Comprehensive Plan for discussion and adoption by the Planning and Zoning. The plan will also be presented to the City Council (*Economic Development – Strategic Plan*)
- IV. Work with Public Works Department to explore the development of an in-house GPS system for the City's fleet. (*Leverage New Technologies - Strategic Plan*)
- V. Develop an On-line Development Center (ODC) and a procedural webpage for applicants to submit development and construction applications through the City's website.

## Performance Measurements

	Actual 2011	Actual 2012	Actual 2013	Target 2014	Actual 2014	Target 2015
Conditional Use Permits Request	29	22	27	20	19	20
Zoning/Rezoning Request	2	6	8	8	4	10
Area and Final / Site Plans Reviewed	7/30	12/35	9/36	7/32	7/25	5/25
Preliminary Plats Reviewed	4	4	6	6	6	8
Display House Plat Reviewed	1	1	2	2	1	2
Ordinance Revisions	6	3	5	4	4	2
Business Licenses Received (New & Renewals)	355	344	297	300	392	375
Home Occupation Permits Received	60	86	55	60	65	60
Sign Permit Requests	288	332	395	350	388	350
Voluntary Annexations	1	0	8	5	4	5
Zoning Verification Letters	24	17	13	15	7	15
Variance Requests	13	23	20	20	10	20
Building Permits Reviewed	259	197	256	225	308	275
Temporary Use Permit Requests	29	27	24	22	37	30

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

## Previous Year's Goals

In 2014 the staff continued to work on becoming more efficient and take advantage of technology. The use of paper continues to be reduced. Staff converted all of the applications to on-line fillable forms to streamline the submittal process. Checklists associated with each application were also updated in accordance with the requirements set forth in the Municipal Code. The 2008 Comprehensive plan was updated. The primary objective of refreshing the Comprehensive Plan was to determine which goals and action items have been completed, which ones should be revised and which ones are still valid and reflect the City's vision for O'Fallon's future.

## Budget Category Summary

	Actual 2011	Actual 2012	Actual 2013	Projected Budget 2014	Amount Change	Budget 2015	% Change
<b>Personnel</b>	\$481,188	\$499,699	\$524,725	\$553,077	\$4,349	\$557,426	0.8%
<b>Contract Services</b>	19,334	5,489	4,585	6,000	0	6,000	0.0%
<b>Insurance</b>	8,853	7,676	8,104	8,060	0	8,060	0.0%
<b>Maintenance</b>	12,963	13,641	29,020	26,890	3,130	30,020	11.6%
<b>Operating Supplies</b>	9,403	4,225	9,418	6,400	(1,500)	4,900	(23.4%)
<b>Professional Expenses</b>	1,098	1,310	1,882	3,275	2,200	5,475	67.2%
<b>Public Information</b>	4,065	3,645	3,921	4,624	(124)	4,500	(2.7%)
<b>Rental</b>	2,237	2,617	2,703	1,848	(1,248)	600	(67.5%)
<b>Utilities</b>	828	1,910	1,576	1,680	804	2,484	47.9%
<b>Total</b>	\$539,969	\$540,212	\$585,934	\$611,854	\$7,611	\$619,465	1.2%

## Budget Highlights

In 2015 the increase in Maintenance is due to the increase in cost for maintenance of equipment and GIS programs. The decrease in Operating Supplies is due to purchasing a battery back-up for the GIS server in 2014 that will not be done in 2015. The increase in Professional Expenses is for additional training/conference planned in 2015. The decrease in Rental is due to moving copier expense to Maintenance.

## Budget Category Explanations

### **Personnel**

**\$557,426**

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** **\$30,020**  
This category includes the cost of maintenance on the GIS program for viewing files and Arc Server maintenance.

**Operating Supplies** **\$4,900**  
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** **\$5,475**  
Professional expenses include dues and subscriptions to various state and national organizations. Training and travel expenses are also included in this section.

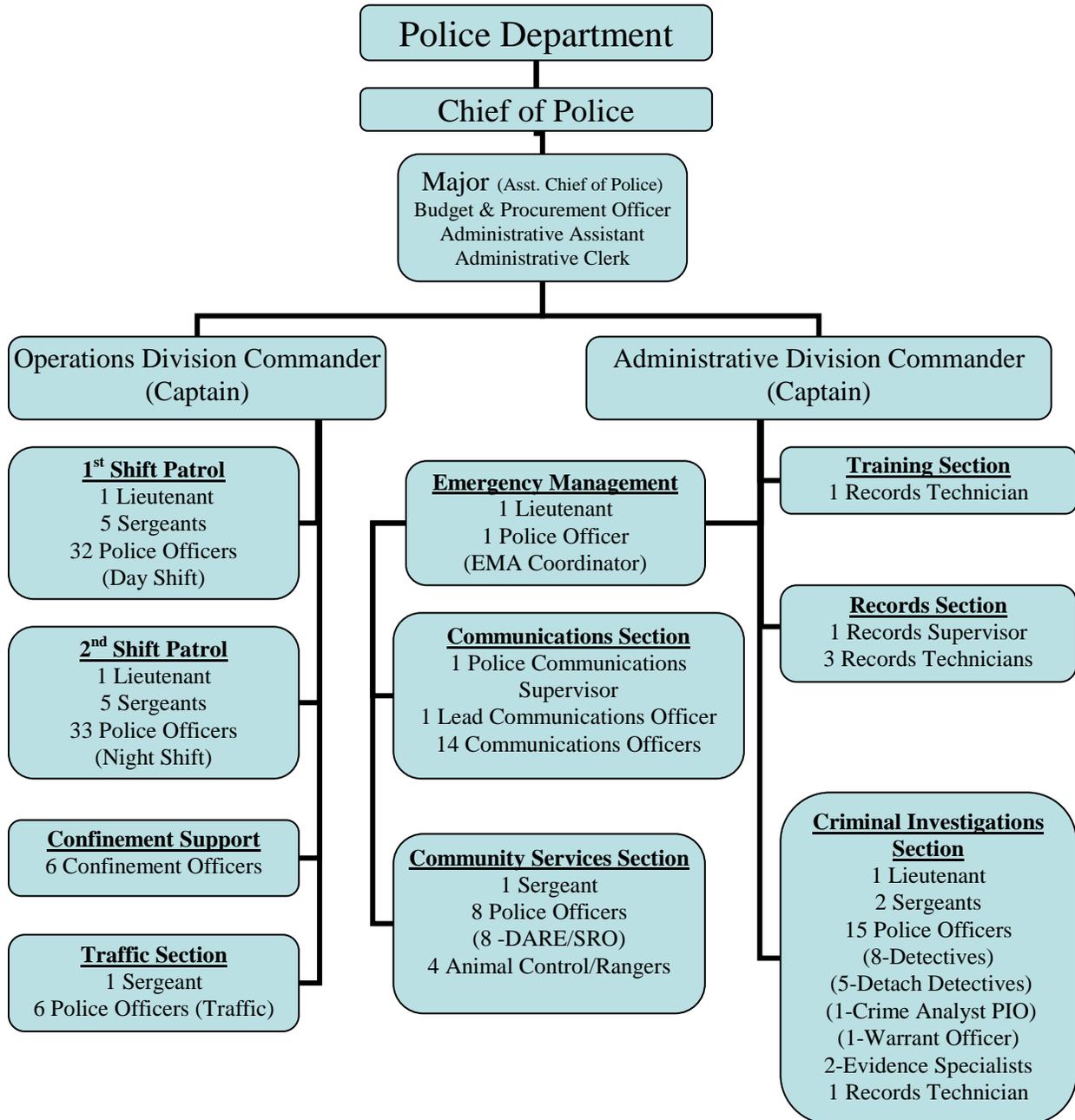
**Public Information** **\$4,500**  
This category contains the funding for the advertising of public hearing notices in the local newspaper and various printing needs.

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

**Utilities** **\$2,484**  
Funding for wireless phone service and other utilities.



# Police Department Organizational Chart 2015 Budget



## **Police Department**

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The Police Department is managed by the Chief of Police. The Chief of Police reports directly to the City Administrator.

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 Police Department's 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.

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 2015 Goals**

- I. Coordinate with Administration and Public Relations on the implementing of the Emergency Notification System (Reverse 911 System) so the City can communicate with the public during emergencies and notify them of public meetings, events and problems. *(Leverage New Technologies – Strategic Plan)*
- II. Continue to work with the County in getting the City's new 911 system installed and integrated into the Countywide system. *(Leverage New Technologies – Strategic Plan)*
- III. Coordinate with other department/divisions on the implementing of the change in shift schedule. *(Public Safety – Strategic Plan)*

- IV. Decrease the number of reportable accidents within the City by continuing 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. *(Core Values – Service)*
- V. Provide efficient and effective patrol in a proactive attempt to reduce crime by increasing our presence in the community. *(Core Values – Service)*
- VI. 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. *(Core Values – Team)*

### Performance Measurements

	Actual 2011	Actual 2012	Actual 2013	Target 2014	Actual 2014	Target 2015
Motor Vehicle Accidents	1,702	1,564	1,594	1,562	1,619	1,520
DWI Arrest	396	368	344	361	313	334
Drug Arrest	299	385	489	523	621	708
Total Arrest	3,235	4,134	3,823	4,155	3,839	4,186
Summons/Warnings	21,914	20,717	20,184	20,595	20,563	19,928
Miles Driven	1,144,498	1,201,911	1,034,343	1,083,696	1,143,302	1,121,550
Call for Service	60,741	63,325	61,922	64,250	60,920	65,815

### Previous Year’s Goals

In 2014, the number of DWI arrests decreased by 9.01%, while the number of accidents increased by 1.5%. In 2014, the number of Alcohol related accidents increased by 26.47%. There were 6 fatal accidents in 2014

There was a 10.2% reduction in serious crimes in O’Fallon for 2014 according to the Uniform Crime Reports (UCR). The UCR is a report that tracks serious crimes nationwide.

The Department also purchased and had installed three outdoor warning sirens as part of the four year project to update the aging system. 2015 will be the third year and funds are budgeted to replace three more of the outdoor sirens.

The City also upgraded equipment for the Regional Radio system in preparation of the new County-wide radio system.

## Budget Category Summary

	Actual 2011	Actual 2012	Actual 2013	Projected Budget 2014	Amount Change	Budget 2015	% Change
<b>Personnel</b>	\$10,643,708	\$10,647,152	\$10,905,351	\$11,694,291	\$117,857	\$11,812,148	1.0%
<b>Contract Services</b>	9,327	14,098	9,345	13,547	(5,359)	8,188	(39.6%)
<b>Insurance</b>	197,391	201,325	206,838	217,075	0	217,075	0.0%
<b>Maintenance</b>	163,475	174,324	213,601	217,183	(79,251)	137,932	(36.5%)
<b>Operating Supplies</b>	251,328	267,781	360,647	376,872	(14,673)	362,199	(3.9%)
<b>Professional Expenses</b>	29,571	37,179	144,832	111,428	(17,449)	93,979	(15.7%)
<b>Public Information</b>	4,229	3,613	4,525	6,000	500	6,500	8.3%
<b>Utilities</b>	79,688	77,750	86,128	98,659	5,964	104,623	6.0%
<b>Equipment Rental</b>	14,448	16,175	16,349	17,452	948	18,400	5.4%
<b>Total</b>	\$11,393,165	\$11,439,397	\$11,947,616	\$12,752,507	\$8,537	\$12,761,044	0.1%

## Budget Highlights

The total number of Police personnel budgeted for 2015 will be as follows:

- One hundred eighteen (118) sworn Police officers, including command officers, road officers, detectives, and special assignment officers.
- Six Confinement Officers.
- Sixteen (16) Communications (civilian) positions: Fourteen Communications Officers, one Lead Communications Officer and one Communication Supervisor.
- Fifteen (15) civilian support personnel (Four Rangers, one Budget and Procurement Officer, one Records Supervisor, two Evidence Specialists, five Records Technicians, one Administrative Assistant and one Administrative Clerk).
- Two part-time civilian support personnel (one Records Technician, one Community Services Technician).
- Six chaplains (all volunteers).

The decrease in Contract Service is due to the GPS monitoring cost reduction. The decrease in Maintenance is due to the annual maintenance on dispatch equipment for countywide radio project is estimated to be lower in 2015. The decrease in Operating Supplies is due the Warrant Clerk supplies moving to the Municipal Court Division. The decrease in Professional Expenses is due

to an over estimate in 2014 budget. The increase in Utilities is for an expected increase in modem service and for a new telecommunication service priority program.

## **Budget Category Explanations**

### **Personnel \$11,812,148**

This category includes the salaries, wages, benefits, and overtime for all 155 FTE's and 2 PTE's.

### **Contract Services \$8,188**

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 \$137,932**

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

### **Operating Supplies \$362,199**

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 \$93,979**

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 \$6,500**

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

**Utilities**

**\$104,623**

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

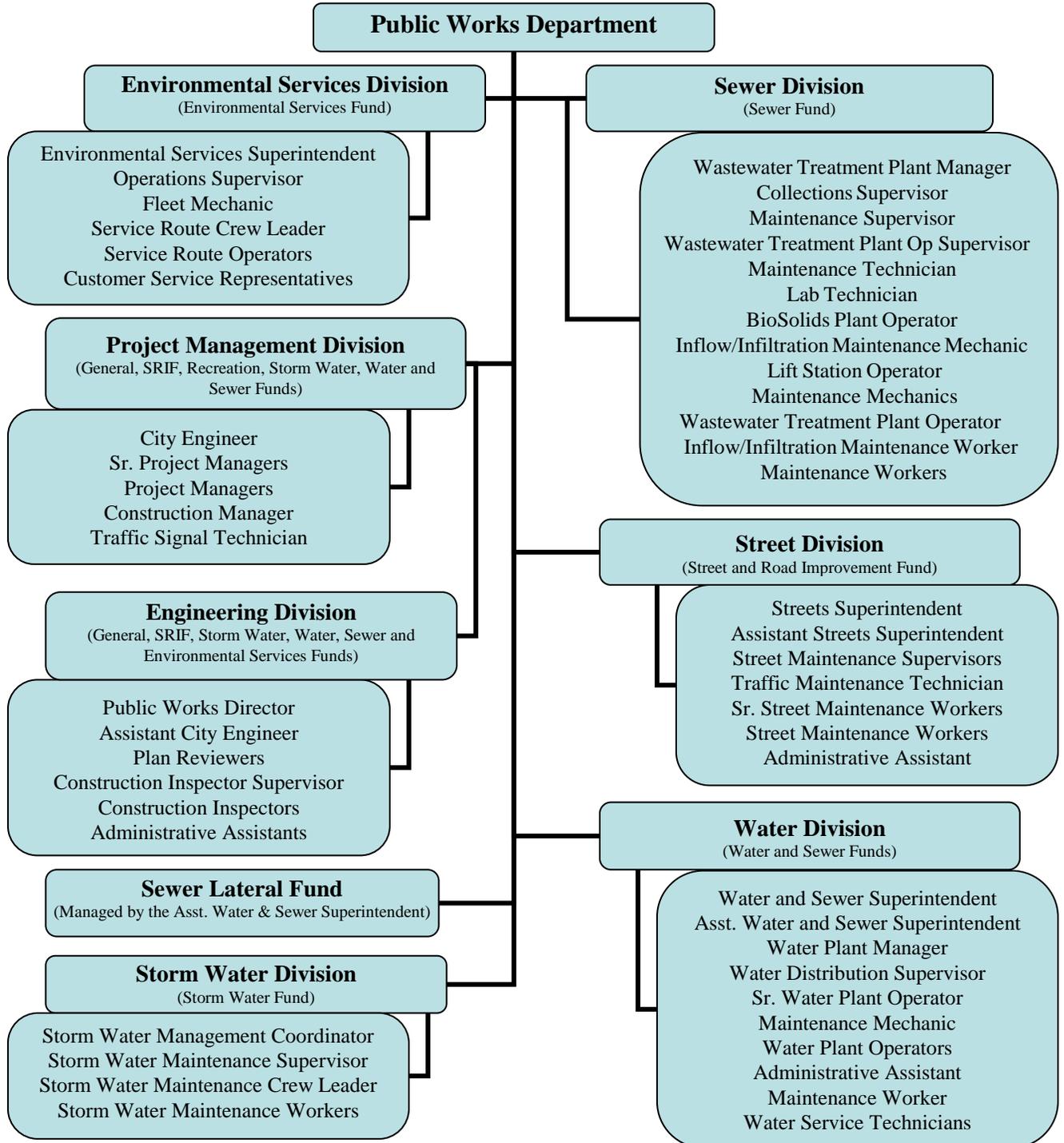
**Equipment Rental**

**\$18,400**

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



# Public Works Department Organizational Chart 2015 Budget



## **Public Works Department**

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O'Fallon's Public Works Department manages various levels of expenses within eight different Funds.

- General Fund
- Street and Road Improvement Fund
- Recreation 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. All of the Divisions within the Public Works Department ultimately report to the Public Works Director through either the City Engineer or various Managers and Superintendents.

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.

It is the mission of the O'Fallon Public Works Department to enhance the quality of life for our residents and promote development for our community by providing and maintaining public infrastructure in a sustainable manner to the highest standards.

## **Public Works Department – Engineering Division**

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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 2015 Goals**

- I. Continue to achieve timely reviews of construction site plans and responding to citizen's concerns. (*Core Values – Service*)
- II. Coordinate with Streets and Parks divisions to explore options for Highway K and M streetscape improvements to possibly include such things as LED street lighting, sitting areas, walkable/bikeable trails and public art (*Focus on Infrastructure – Strategic Plan*)
- III. Work with Parks Division to create more pedestrian-friendly areas throughout the City, including continuation of ADA improvements and completion of sidewalks/walking paths that currently go nowhere. (*Public Safety – Strategic Plan*)
- IV. Reduce the number of outstanding 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*)

## Performance Measurements

<b>Engineers</b>	<b>Actual 2011</b>	<b>Actual 2012</b>	<b>Actual 2013</b>	<b>Target 2014</b>	<b>Actual 2014</b>	<b>Target 2015</b>
Site Plans Reviewed	70	72	56	50	91	50
Records Plats Reviewed	20	12	34	35	70	50
Construction Plans Reviewed	11	7	51	30	46	40
As Builts Reviewed	43	40	32	40	32	40
Floodplain Plans Reviewed	5	2	1	2	1	2
Grading Plans Reviewed	7	17	18	15	10	10
Utility Excavation Permits Reviewed	145	170	161	180	188	180
Condo / Multi Plat	3	0	0	1	8	5
In-House Plat	7	21	10	10	0	0
Driveway Permit	54	63	54	50	78	80
Grading Letters Building	4	1	0	5	0	0
Lot Escrows	n/a	n/a	n/a	n/a	139	120
Plot Plans	n/a	n/a	n/a	n/a	44	350

<b>Inspections</b>	<b>Actual 2011</b>	<b>Actual 2012</b>	<b>Actual 2013</b>	<b>Target 2014</b>	<b>Actual 2014</b>	<b>Target 2015</b>
On-Site Hours - Residential Inspections	1,120	724	1,430	1,400	2,156	2,000
On-Site Hours - Residential Escrow Inspections	975	1,069	925	1,000	1,615	1,500
On-Site Hours - Commercial Inspections	1,120	1,135	920	1,000	1,180	1,000
On-Site Hours - Commercial Final Inspections	361	182	83	100	105	100
On-Site Hours - Project Management	4,340	4,790	5,688	5,800	3,743	4,000
Hours - Plan and Drawing	213	18	0	20	0	0
On-Site Hours - Utilities	1,650	2,113	828	1,000	479	500
<b>Total</b>	<b>9,779</b>	<b>10,031</b>	<b>9,874</b>	<b>10,320</b>	<b>9,278</b>	<b>9,100</b>

<b>Escrows</b>	<b>Actual 2011</b>	<b>Actual 2012</b>	<b>Actual 2013</b>	<b>Target 2014</b>	<b>Actual 2014</b>	<b>Target 2015</b>
Number of Escrows (total)	221	179	280	250	284	250
Number of Escrow (more than 3 years old)	161	138	91	70	43	35
Escrow Amount (total)	\$9.6M	\$6.9M	\$7.6M	\$6.0M	\$6.8M	\$6.0M
Escrow Amount (more than 3 years old)	\$7.7M	\$5.5M	\$4.5M	\$3.5M	\$1.8M	\$1.2M
Number of Escrow released (in full)	35	57	65	50	152	150

## Previous Year's Goals

The plan reviews were exceeded by as much as 50% in some cases due to an influx of new developments combines with re-approving sites that had been dormant. With respect to the escrows, staff reduced the number of "old" escrows more than 50%. Staff has also continued to be proactive when performing inspections to try and get items resolved and accepted for maintenance.

## Budget Category Summary

	Actual 2011	Actual 2012	Actual 2013	Projected Budget 2014	Amount Change	Budget 2015	% Change
<b>Personnel</b>	\$680,291	\$768,821	\$801,521	\$731,833	(\$59,877)	\$671,956	(8.2%)
<b>Contract Services</b>	0	558	0	500	(200)	300	(40.0%)
<b>Insurance</b>	12,691	14,702	14,972	15,060	0	15,060	0.0%
<b>Maintenance</b>	408	238	92	300	0	300	0.0%
<b>Operating Supplies</b>	3,137	5,034	5,938	6,163	1,667	7,830	27.0%
<b>Professional Expenses</b>	1,407	4,091	3,301	7,993	1,202	9,195	15.0%
<b>Public Information</b>	0	390	0	200	0	200	100.0%
<b>Rental</b>	1,865	3,235	3,134	3,270	0	3,270	0.0%
<b>Utilities</b>	2,463	4,466	10,106	8,400	4,140	12,540	49.3%
<b>Total</b>	\$702,262	\$801,535	\$839,064	\$773,719	(\$53,068)	\$720,651	(6.9%)

## Budget Highlights

The decrease in Personnel is due to the retirement of a long time employee. This position was revised and filled with a starting wage for the revised position. The percentage of wages for the Asst. City Engineer increased from 70% while four of the Construction Inspectors and the Administrative Assistants decrease from 100% each. The increase in Operating Supplies is for various furniture/fixtures needed such as chairs, carpet mats, internal signage and conference room computer. The increase in Professional Expenses is for additional on-line training access.

## Budget Category Explanations

### **Personnel** **\$671,956**

This category includes the wages, benefits, and overtime for the Public Works Director (20%), one Assistant City Engineer (100%), two Plan Reviewers (100%), one Construction Inspector Supervisor (60%), five Construction Inspectors (100%, 75%, 50%, 50%, 50%), and two Administrative Assistants (82%, 20%). The remaining portion of the wages will be allocated between the Street and Road Improvement Fund, Storm Water Fund, Water Fund, Sewer Fund and the Environmental Services Fund base on workloads and special projects as budgeted.

### **Contract Services** **\$300**

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** **\$7,830**

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** **\$9,195**

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** **\$12,540**

This amount allocated for telephone and other wireless communication expenses.



## **Public Works Department –Project Management Division**

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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 2015 Goals**

- I. Continue to work with funding agencies (East-West Gateway, MoDOT, St. Charles County Road Board, etc.) on the future of I-70. (*Focus on Infrastructure – Strategic Plan*)
- II. Work with MoDOT on Highway P safety issues, including possibility of traffic lights. Continue efforts to obtain grant funds to pay for transportation improvements. (*Focus on Infrastructure – Strategic Plan*)
- III. Work with Parks Division to create more pedestrian-friendly areas throughout the City, including continuation of ADA improvements and completion of sidewalks/walking paths that currently go nowhere. (*Public Safety – Strategic Plan*)
- IV. Manage and Continue to Implement the Annual Road Maintenance Projects.

## Performance Measurements

	Actual 2011	Actual 2012	Actual 2013	Target 2014	Actual 2014	Target 2015
Projects Substantially Completed	18	17	22	20	13	28
Final Plans Completed	12	22	12	13	16	16
Easements / ROW Acquired	5	34	17	20	14	26
In-House Design Completed	9	7	13	10	7	13
Outside Funding Acquired (in millions)	\$3.5	\$8.2	\$3.8	\$3.5	\$3.0	\$3.0
Signals Repaired	204	225	206	200	211	200
Traffic Studies	24	41	25	35	29	25

## Previous Year's Goals

In 2014, the Project Management Division managed several design and construction of projects as well as completing numerous “in-house” designs and studies.

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.

The Traffic Signal Technician completed approximately 211 repairs to traffic signals, repaired 79 streetlights and performed 29 stop signor speed volume studies.

## Budget Category Summary

	Actual 2011	Actual 2012	Actual 2013	Projected Budget 2014	Amount Change	Budget 2015	% Change
<b>Personnel</b>	\$54,086	\$59,042	\$60,366	\$66,469	\$25,309	\$91,778	38.1%
<b>Total</b>	\$54,086	\$59,042	\$60,366	\$66,469	\$25,309	\$91,778	38.1%

## Budget Highlights

Changes in Personnel expenses may vary from year to year based upon projects scheduled for the budget year. In 2015, the City Engineer will be working on more General Fund priorities so the split increased from 25% to 30%, The two Sr. Project Manager positions went from 20% each to 20% & 5%. In 2015 a 20% portion of the Sr. Construction Inspector and 20% portion of a Project Manager will also be funded here. The positions and percentages covered by the General Fund are outlined in the ‘Personnel’ section below.

## Budget Category Explanations

### Personnel

**\$91,778**

This category includes the wages, benefits, and overtime for one City Engineer (30%), two Sr. Project Managers (20%, 5%), two Project Managers (20%, 0%) one Sr. Construction Inspector (20%) and one Traffic Signal Technician (0%). The remaining portion of the wages will be allocated between the Street and Road Improvement Fund, Recreation Fund, Storm Water Fund, Water Fund and Sewer Fund base on workloads and special projects as budgeted.







DEBT OBLIGATIONS

DEBT MANAGEMENT

DEBT POLICY

LONG-TERM DEBT OUTSTANDING

DEBT SERVICE FUND BUDGET

DEBT OBLIGATION

# 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.



## **The Walk** No other monument in the United States of America is quite like it.

The O'Fallon Veterans Memorial Walk – which honors all U.S. military personnel, veterans, and American soldiers from all eras – invites visitors to walk in the footsteps of the men and women who serve or have served our nation.

Front and center of the memorial, a platoon of bronze military boots are positioned as though marching in unison, left foot forward. Boots are the common denominator of all U.S. military branches of service.

Visitors may notice that a single set of boots is absent from the ranks. In remembrance of American soldiers that remain missing in the field, the 65th pair is positioned at the foot of the POW/MIA flag. To the rear, an eternal flame burns in a 15-foot stainless steel brazier.

Towering over the platoon of marching boots are five white marble, white granite and stainless steel monoliths, each bearing a bronze seal from one branch of the U.S. Armed Forces. A row of American military flags along the perimeter instills a sense of honor and ceremony to the Walk, and a reflecting pool adds a feeling of peace.

In 2007 the City of O'Fallon ranked 60<sup>th</sup> 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.

There were no bonds issued in Fiscal Year 2014.

## **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**

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**General Obligation Bonds Outstanding**

General Obligation Bond Issue	Balance January 1, 2014	Principal Reductions	December 31, 2014 Outstanding Balance	
			Principal	Interest
<b>2005 Multiple Purpose Refunding Bonds,</b> in varying amounts through 2018; interest ranges from 4.00% - 5.00%	11,045,000	2,015,000	9,030,000	807,319
<b>2007 GO Refunding Bonds,</b> in varying amounts through 2020; interest ranges from 4.00% - 5.00%	12,470,000	665,000	11,805,000	1,948,850
<b>Total</b>	\$23,515,000	\$2,680,000	\$20,835,000	\$2,756,169

## Computation of Legal Debt Margin

Net Assessed Value at December 31, 2014		\$1,539,348,422
Debt Limit- 10% of Assessed Value		153,934,842
Amount of Debt Applicable to Debt Limit:		
Total Bonded Debt	20,835,000	
Less Amount available in Debt Service Fund	(4,920,104)	
Total Amount of Debt Applicable to Debt Limit		15,914,896
Legal Debt Margin		\$138,019,946

Debt Capacity Percent 90%

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, 2014

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	\$20,835,000	100.00%	\$20,835,000
Overlapping:			
St. Charles County	24,931,000	20.12%	\$5,016,117
St. Charles County Ambulance District	7,155,000	20.12%	1,439,586
St. Charles County Community College	31,790,000	20.12%	6,396,148
Fort Zumwalt School District	138,649,907	73.00%	101,214,432
Francis Howell School District	152,222,861	11.00%	16,744,515
Wentzville School District	178,963,677	16.00%	28,634,188
Total Overlapping Debt	\$533,712,445		\$159,444,986
Total Direct and Overlapping Debt	\$554,547,445		\$180,279,986

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 Assessor Office, Market Research Division.

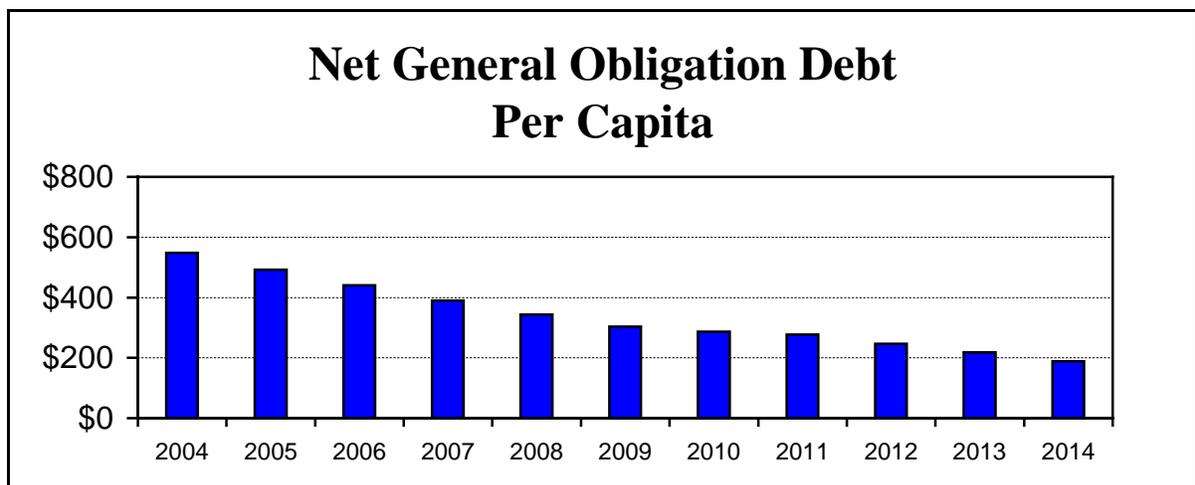
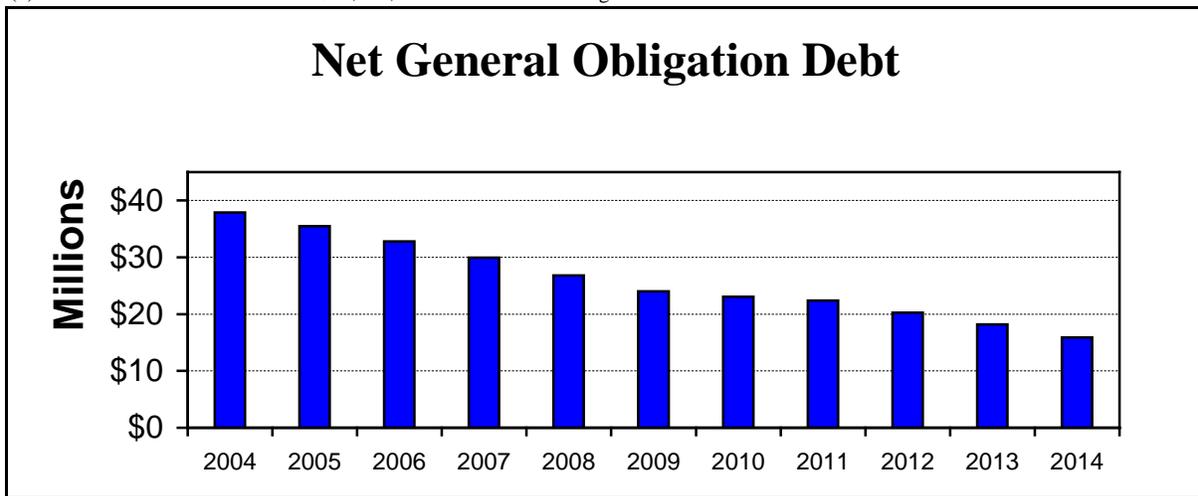
## Ratio of Net General Obligation Bonded Debt to Assessed Value and Net General Obligation Bonded Debt Per Capita

Fiscal Year	Population (1)	Assessed Value	Gross Bonded Debt(2)(3)	Less Debt Service Fund	Net Bonded Debt	Ratio of Net Bonded Debt to Assessed Value	Net Bonded Debt per Capita
2014	84,381	\$1,539,348,422	\$20,835,000	\$4,920,104	\$15,914,896	1.0%	\$188.61
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

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 water and sewer system revenue bonds were recorded in the appropriate enterprise fund in accordance with the authorizing ordinances. These bonds have been paid with revenues from enterprise operations.

### Bond Coverage - Water and Sewer Bonds

Fiscal Year	Operating Revenues	Operating Expenditures	Net Revenue Available for Debt Service	Debt Service Principal and Interest	Coverage
2014	13,011,587	\$6,425,890	\$6,585,697	\$5,604,747	1.19%
2013	12,378,084	5,940,001	6,438,083	4,843,812	1.34%
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%

Note: 2014 Figures are unaudited estimates, prior years are from the 2013 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, 2014	Additions	Reductions	Balance December 31, 2014
<b>2009 Special Obligation Bonds</b>				
<b>2009 Storm Water Control Portion</b>	\$1,690,000	\$0	\$260,000	\$1,430,000
<b>2002 Refunding Portion</b>	\$9,055,000	\$0	\$1,025,000	\$8,030,000
<b>2002A Refunding Portion</b>	\$520,000	\$0	\$60,000	\$460,000
due in varying amounts through 2021; interest ranges from 2.0% - 3.5%				
<b>2011 Special Obligation Bonds</b>				
<b>2003 Refunding Portion</b>	\$2,220,000	\$0	\$220,000	\$2,000,000
<b>2003A Refunding Portion</b>	\$1,090,000	\$0	\$110,000	\$980,000
<b>2004 Refunding Portion</b>	\$2,145,000	\$0	\$695,000	\$1,450,000
due in varying amounts through 2022; interest ranges from 2.0% - 4.0%				
<b>2012 Special Obligation Bonds</b>				
<b>Water Plant Portion</b>	\$10,148,625	\$0	\$646,400	\$9,502,225
<b>Sewerage Improvement Portion</b>	\$5,103,575	\$0	\$323,200	\$4,780,375
<b>Cool Spring Refinancing Portion</b>	\$3,695,000	\$0	\$1,010,000	\$2,685,000
<b>Dames Park Portion</b>	\$100,850	\$0	\$30,300	\$70,550
<b>Stadium Improvement Portion</b>	\$46,950	\$0	\$10,100	\$36,850
due in varying amounts through 2030; interest ranges from 1.5% - 4.0%				
<b>2013 Special Obligation Bonds</b>				
<b>2006A Portion (1998 Water/Sewer)</b>	\$3,765,000	\$0	\$835,000	\$2,930,000
<b>2006B Portion (1999 Stadium)</b>	\$1,440,000	\$0	\$320,000	\$1,120,000
<b>2008 Portion (Sewer Proj/Trucks)</b>	\$7,245,000	\$0	\$295,000	\$6,950,000
<b>Meter Lease Portion</b>	\$4,670,000	\$0	\$405,000	\$4,265,000
<b>Water Storage &amp; Media Filter Enhancemnt</b>	\$3,685,000	\$0	\$495,000	\$3,190,000
due in varying amounts through 2028; interest ranges from 3.0% - 5.0%				
<b>Total</b>	\$56,620,000	\$0	\$6,740,000	\$49,880,000



## **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, 2014	Additions	Reductions	Balance December 31, 2014
<b>2001 COP</b>				
<b>Water Plant Portion</b>	\$3,105,000	\$0	\$0	\$3,105,000
<b>Sewerage Improvement Portion</b>	\$1,555,000	\$0	\$0	\$1,555,000
<b>Cool Spring Refinancing Portion</b>	\$6,245,000	\$0	\$0	\$6,245,000
<b>Dames Park Portion</b>	\$178,200	\$0	\$0	\$178,200
<b>Stadium Improvement Portion</b>	\$91,800	\$0	\$0	\$91,800
due in varying amounts through 2020; interest ranges from 2.50% - 5.25%				
<b>2009 A &amp; B COP Sewer &amp; Water Improvements</b>				
<b>2009A Sewer Project Portion</b>	\$3,390,000	\$0	\$150,000	\$3,240,000
<b>1998 Water Ref Rev Bonds Portion</b>	\$575,000	\$0	\$80,000	\$495,000
<b>1998 Sewer Ref Rev Bonds Portion</b>	\$405,000	\$0	\$5,000	\$400,000
<b>1998 Sewer Ref Rev Bonds Portion (uninsured)</b>	\$665,000	\$0	\$165,000	\$500,000
due in varying amounts through 2028; interest ranges from 2.00% - 5.00%				
<b>Total</b>	\$16,210,000	\$0	\$400,000	\$15,810,000



## Debt Service Fund Budget

Fiscal Year 2015

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 2011	Actual 2012	Actual 2013	Projected Budget 2014	Amount Change	Budget 2015	% Change
<b>Total</b>							
<b>Debt Service</b>	\$15,607,999	\$2,847,160	\$3,538,927	\$3,619,713	\$83,200	\$3,702,913	2.30%

Note: 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 2015 ballot for the funding of a new Police Station and Municipal Courthouse. If approved, the 2015 Budget will need to be amended to include Bond proceeds and expenses.

### Budget Category Explanations

#### Debt Service

**\$3,702,913**

The following table shows the 2015 budgeted expenditures for each general obligation bond.

Bond Issue	Principal Payment	Interest Payment	Fees
2005 MultiPurpose Refunding Bonds	\$2,100,000	\$339,938	\$6,000
2007 Parks Refunding Bonds	785,000	469,375	2,000
1996 Parks Bonds (Escrow Fees)	0	0	600
<b>Total</b>	<b>\$2,885,000</b>	<b>\$809,313</b>	<b>\$8,600</b>



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.





**Route 364 opens in O'Fallon**  
September 2014

## Special Revenue Funds

Fiscal Year 2015

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 2011	Actual 2012	Actual 2013	Projected Budget 2014	Amount Change	Budget 2015	% Change
Administration Expenses	\$59,491	\$57,774	\$57,089	\$47,933	\$28,742	\$76,675	60.0%
Program Expenses	114,304	297,384	154,513	287,326	14,959	302,285	5.2%
Total	\$173,795	\$355,158	\$211,602	\$335,259	\$43,701	\$378,960	13.0%

#### Budget Highlights

The increase in Administration Expenses is due to assistance from a Customer Service Representative from the Administration Group. The increase Program Expenses in 2015 is due to an ADA project that will be partially funded with General Fund monies that will be transferred in.

#### Budget Category Explanations

##### Administration Expenses

**\$76,675**

This category includes salaries, wages and benefits for the Public Assistance Specialist (65%), one Customer Service Rep (28%) and other costs associated with administering the home improvements program.

##### Program Expenses

**\$302,285**

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 2011	Actual 2012	Actual 2013	Projected Budget 2014	Amount Change	Budget 2015	% Change
<b>Program Expenses</b>	\$10,102	\$8,135	\$7,196	\$18,600	\$0	\$18,600	0.0%
<b>Capital Expenses</b>	6,653	21,213	0	6,500	(6,500)	0	(100.00%)
<b>Total</b>	\$16,755	\$29,348	\$7,196	\$25,100	(\$6,500)	\$18,600	(25.90%)

### **Budget Highlights**

The Capital needs will vary each year. There are no Capital Expenses identified for 2015.

### **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**

**\$000**

None identified for Fiscal Year 2015.



## 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 2011	Actual 2012	Actual 2013	Projected Budget 2014	Amount Change	Budget 2015	% Change
<b>Professional Expenses</b>	\$46,617	\$43,767	\$30,507	\$34,000	\$4,000	\$38,000	11.8%
<b>Total</b>	\$46,617	\$43,767	\$30,507	\$34,000	\$4,000	\$38,000	11.8%

### Budget Category Explanations

#### Profession Expenses

**\$38,000**

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. The amount of training will vary from year to year.

## 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 & 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 2011	Actual 2012	Actual 2013	Projected Budget 2014	Budget 2015
<b>Transfer to Other Fund</b>	\$65,836	\$0	\$0	\$538	\$1,199
<b>Total</b>	\$65,836	\$0	\$0	\$538	\$1,199

## 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 2011	Actual 2012	Actual 2013	Projected Actual 2014	Amount Change	Budget 2015	% Change
Parks Division	\$1,690,852	\$1,740,825	\$1,867,243	\$1,958,343	\$79,783	\$2,038,126	4.1%
Recreation Division	1,479,886	1,577,873	1,607,788	1,754,000	5,563	1,759,563	0.3%
Facilities Division	226,861	267,105	225,296	238,844	6,081	244,925	2.5%
Fleet Division	0	0	0	0	36,389	36,389	100.0%
Proj Mgmt Division	0	0	0	42,534	(3,426)	39,108	(8.1%)
Capital Expenses	1,480,799	818,806	888,445	313,363	1,385,000	1,698,363	442.0%
Debt Payments	44,514	238,611	42,239	43,781	1,593	45,374	3.6%
Transfer to Other Fund	44,124	50,000	91,205	52,448	145,263	197,711	277.0%
<b>Total</b>	<b>\$4,967,036</b>	<b>\$4,693,220</b>	<b>\$4,722,216</b>	<b>\$4,403,313</b>	<b>\$1,510,983</b>	<b>\$6,059,559</b>	<b>34.3%</b>

### 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** **\$4,118,111**

These expenses include Personnel, Contract Services, Insurance, Maintenance, Operating Supplies, Petroleum, Public Information, and Utilities, Rental expenses for the Parks, Recreation, Facilities Maintenance Divisions, Fleet Maintenance and Project Management Divisions. A more detail listing of these expenses can be found towards the end of the Special Revenue Fund section.

#### **Capital** **\$1,698,363**

This category is for parks and recreation projects that are funded in the budget for Fiscal Year 2015. 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**

**\$45,374**

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**

**\$197,711**

This transfer is to the RSC Enterprise Fund for fiscal year 2015.



## 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 2011	Actual 2012	Actual 2013	Projected Budget 2014	Amount Change	Budget 2015	% Change
Operating Expenses	\$126,851	\$94,557	\$149,460	\$132,859	\$16,106	\$148,965	12.1%
<b>Total</b>	\$126,852	\$94,558	\$149,461	\$132,859	\$16,106	\$148,965	12.1%

### Budget Highlights

For 2015, the assessment fee is estimated to be \$5.00, which is the same as FY 2014. 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

**\$148,965**

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 Tax. 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 2015 Goals

- I. Finalize and implement revisions to the updated Community Cost Share Program for Storm Water and work with Planning and Development Department for Storm Water program ordinance updates/revisions and their inclusion in the Planning Master Plan. *(Focus on Infrastructure – Strategic Plan)*
- II. Complete the construction of storm water projects designed in 2014 and initiate design of projects to be completed in the following year. *(Focus on Infrastructure – Strategic Plan)*
- III. Continue the Public Education and Outreach and the Public Participation programs to get citizens more involved with protecting the storm water quality by continuing education sessions, volunteer creek clean up and storm drain stenciling events.
- IV. Continue the going inventory and inspection of outfall pipes and detention/retention basins throughout the City limits for potential illicit discharges that will decrease our water quality.

### Performance Measurements

	Actual 2011	Actual 2012	Actual 2013	Target 2014	Actual 2014	Target 2015
Work Orders Submitted	n/a	394	369	415	568	450
Work Orders Completed	n/a	481	396	450	496	450
Public Outreach sessions	8	14	10	12	10	10
Public Outreach participants	1,576	1,913	1,975	1,500	971	1,500

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

### Previous Year's Goals

In 2014, there were 10 Public Outreach and Storm Water education sessions with a total of 971 participants and four Public Participation and Involvement events with 358 volunteer participants and 1.44 tons of trash from the creeks and streams. A weather station was installed at the Public Works facility which uploads real-time data to the internet. The City is in the process of adding additional weather stations throughout the City to better track participation amounts. This will assist with better communication to the public regarding storm water runoff amounts.

The Cost Share program was reviewed and will be finalized in 2015. The division also completed the last of the inspections of the outfall and detention/retention basins within the City limits. This is a four year process to get to all of them. The process will start over again in 2015 and should be completed in 2018.

## Budget Category Summary

	Actual 2011	Actual 2012	Actual 2013	Projected Budget 2014	Amount Change	Budget 2015	% Change
<b>Personnel</b>	\$328,582	\$346,893	\$392,380	\$517,255	\$11,040	\$528,295	2.1%
<b>Contract Services</b>	7,212	4,213	4,575	4,600	6,000	10,600	130.4%
<b>Insurance</b>	77,130	40,754	42,893	75,300	5,790	81,090	7.7%
<b>Maintenance</b>	29,744	45,687	53,360	65,400	(2,500)	62,900	(3.8%)
<b>Operating Supplies</b>	16,639	3,841	3,982	6,453	(228)	6,225	(3.5%)
<b>Professional Expenses</b>	2,851	2,627	3,496	10,459	(1,314)	9,145	(12.6%)
<b>Public Information</b>	230	2,961	3,387	2,900	1,500	4,400	51.7%
<b>Utilities</b>	953	2,667	2,660	2,847	1,129	3,976	39.7%
<b>Petroleum</b>	6,580	7,278	9,152	9,143	3,857	13,000	42.2%
<b>Rental</b>	48	1,358	3,236	1,660	0	1,660	0.0%
<b>Debt Expenses</b>	312,071	312,187	312,172	315,020	(2,537)	312,483	(0.8%)
<b>Capital Expenses</b>	831,439	513,511	581,498	1,055,000	(648,550)	406,450	(61.5%)
<b>Total</b>	\$1,613,479	\$1,283,977	\$1,412,791	\$2,066,037	(\$625,813)	\$1,440,224	(30.3%)

## Budget Highlights

The increase in Personnel is due partly to the 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 Contract Services is for the on-call contract to have an engineering company perform reviews for future projects for budgeting purposes. The increase in Public Information is due to the purchase of an enviroscape model with case. The increase in Utilities is for the landline and the sewer pump notification system. The increase in Petroleum is to reflect the expected actual as tracked thru the new fuel tracking system.

## **Budget Category Explanations**

### **Personnel **\$528,295****

This category includes the salary and benefits for the Storm Water Division, the Engineering Division, the Project Management Division and the Streets 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 (15%), Construction Inspector Supervisor (30%), Construction Inspector (50%) and two Administrative Assistants (60%, 50%).

Project Management Division expenses consists of one City Engineer (15%), one Sr. Project Manager (30%), one Project Manager (40%) and one Sr. Construction Inspector (10%).

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

Fleet Division consists of one Fleet Manager (2%), one Fleet Coordinator (2%) and four Mechanics (2%).

### **Contract Services **\$10,600****

This category funds the cost for the City's portion of the shared contract for maintenance of the Dardenne Creek gauging stations.

### **Insurance **\$81,090****

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

### **Maintenance **\$62,900****

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

### **Operating Supplies **\$6,225****

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 **\$9,145****

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

### **Public Information **\$4,400****

Expenses for the Public Outreach Program are funded from this category.

**Utilities** **\$3,976**

This amount funds cellular telephone and tablet expenses incurred by the Storm Water Fund.

**Petroleum** **\$13,000**

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** **\$312,483**

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

**Capital** **\$406,450**

This category is for storm water projects that are funded in the budget for Fiscal Year 2015. A listing of these projects and descriptions can be found in the Capital Improvements Program section.

### **2015 Capital Outlay for Storm Water Division**

<b><u>Description</u></b>	<b><u>Amount</u></b>
Capital Projects	
Maro Glen Ct Flooding	\$80,000
Montbrook Dr Flooding	\$65,000
Eastbrook Ln Flooding	\$60,000
Feise Forest Crt	\$40,000
Hidden Creek North	\$20,000
Post Meadows Bank Stabilization	\$10,000
Royal Oaks Flooding	\$10,000
Community Sharing Projects	\$20,000
Projects	<u>\$50,000</u>
	<u>\$355,000</u>
Capital Items	
Pipe Patch Packer	\$6,250
Breaker Attachment	\$10,200
Trench Roller	<u>\$35,000</u>
	\$51,450
<b>Total Capital for Storm Water Division</b>	<b><u><u>\$406,450</u></u></b>

## **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 2011	Actual 2012	Actual 2013	Projected Budget 2014	Amount Change	Budget 2015	% Change
Streets Division	\$4,163,910	\$4,142,831	\$4,524,265	\$5,140,614	\$220,964	\$5,361,578	4.3%
Proj Mgmt Division	548,283	588,891	507,725	577,984	74,021	652,005	12.8%
Fleet Division	71,352	89,883	64,535	86,955	158,466	245,421	182.2%
Landscaping Division	44,806	41,912	47,650	59,157	(72)	59,085	(0.1%)
Capital Expenses	3,033,238	5,552,470	5,010,765	5,927,459	909,333	6,836,792	15.3%
Debt Expenses	5,933,584	10,337,581	3,449,702	3,782,498	(300,650)	3,481,848	(7.9%)
Transfer to other fund	242,500	0	5,225	1,500	(1,500)	0	0.0%
<b>Total</b>	<b>\$14,037,673</b>	<b>\$20,753,568</b>	<b>\$13,609,867</b>	<b>\$15,576,167</b>	<b>\$1,060,562</b>	<b>\$16,636,729</b>	<b>6.8%</b>

### **Budget Highlights**

In 2015, there is an increase 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**

#### **Street, Project Management, Fleet and Landscaping Expenses **\$6,318,089****

These expenses include Personnel, Contract Services, Insurance, Maintenance, Operating Supplies, Petroleum, Public Information, Utilities, and Rental expenses for the four divisions. A more detailed listing of these expenses can be found towards the back of the Special Revenue Fund section.

**Capital Expenses****\$36,836,792**

This category is for the street and road projects that are funded in the budget for Fiscal Year 2015. 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****\$3,481,848**

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 2011	Actual 2012	Actual 2013	Projected Budget 2014	Amount Change	Budget 2015	% Change
<b>Transfers Out</b>	\$352,500	\$393,750	\$412,500	\$427,500	\$45,000	\$472,500	10.5%
<b>Public Information</b>	25,256	32,789	35,236	40,000	15,750	55,750	39.4%
<b>Projects / Donations</b>	59,948	66,156	146,760	118,915	(7,915)	\$111,000	(6.7%)
<b>Total</b>	\$437,704	\$492,695	\$594,496	\$586,415	\$52,835	\$639,250	9.0%

**Budget Highlights**

The increase in the Transfer Out is based on the increased projection of the Transient Guest Tax revenue. The increase in Public Information expense is for a new electronic billboard contract to promote City events. The decrease Projects / Donations is due to the completion of the Fort reconstruction in Fort Zumwalt Park.

**Budget Category Explanations****Transfer Out****\$472,500**

Funds will be transferred to the Public Venue Fund to help support the Stadium.

**Public Information****\$55,750**

These funds are direct advertising expenses for commercials, print ads, billboards, etc. to promote tourism.

**Projects / Donations****\$111,000**

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**

	<b>Actual 2011</b>
<b>Waterbury Storm Water Project</b>	\$135
<b>Due to General Fund</b>	(217,917)
<b>Total</b>	(\$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)

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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

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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 2011	Actual 2012	Actual 2013	Projected Budget 2014	Budget 2015
<b>Property Tax</b>	\$367	\$476	\$385	\$300	\$300
<b>Interest</b>	104	0	0	0	0
<b>Total</b>	\$471	\$476	\$385	\$300	\$300

Expenses	Actual 2011	Actual 2012	Actual 2013	Projected Budget 2014	Budget 2015
<b>Transfer Out</b>	\$65,836	\$0	\$0	\$538	\$1,199
<b>Total</b>	\$65,836	\$0	\$0	\$538	\$1,199

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 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 2011	Actual 2012	Actual 2013	Projected Budget 2014	Amount Changed	Budget 2015	% Change
<b>Taxes (Surtax, &amp; Sales)</b>	\$3,882,326	\$4,117,684	\$4,134,888	\$3,649,924	\$614,637	\$4,264,561	16.8%
<b>Charges for Services</b>	1,169,325	1,131,246	1,002,703	976,780	41,339	1,018,119	4.2%
<b>Miscellaneous/Interest</b>	165,513	122,191	105,956	109,817	2,811	112,628	2.6%
<b>Other Financing Sources</b>	73,641	164,237	0	538	661	1,199	122.9%
<b>Total</b>	\$5,290,805	\$5,535,358	\$5,243,547	\$4,737,059	\$659,448	\$5,396,507	13.9%

Expenses	Actual 2011	Actual 2012	Actual 2013	Projected Budget 2014	Amount Changed	Budget 2015	% Change
<b>Parks Division</b>	\$1,690,852	\$1,740,825	\$1,867,243	\$1,958,343	\$79,783	\$2,038,126	4.1%
<b>Recreation Division</b>	1,479,886	1,577,873	1,607,788	1,754,000	5,563	1,759,563	0.3%
<b>Facilities Maintenance Div.</b>	226,861	267,105	225,296	238,844	6,081	244,925	2.5%
<b>Fleet Maintenance Div.</b>	0	0	0	0	36,389	36,389	100.0%
<b>Project Manager Division</b>	0	0	0	42,534	(3,426)	39,108	(8.1%)
<b>Capital Outlay</b>	\$1,480,799	\$818,806	\$888,445	\$313,363	1,385,000	\$1,698,363	442.0%
<b>Debt Payment</b>	44,514	238,611	42,239	43,781	1,593	45,374	3.6%
<b>Transfer Out</b>	44,124	50,000	91,205	52,448	145,263	197,711	277.0%
<b>Total</b>	\$4,967,036	\$4,693,220	\$4,722,216	\$4,403,313	\$1,656,246	\$6,059,559	37.6%

Detail for each division is presented on the following pages.

## **Recreation Fund-Parks & Recreation Department-Parks Division**

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The Parks Division is responsible for over 453 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 2015 Goals

- I. Utilizing the Parks and Recreation Advisory Board, review and update the current Master Plan. Prioritize projects and continue implementation of the projects as funds become available. *((Building/Facility Plans – Strategic Plan))*
- II. Utilize Parks employees to help promote upcoming events/programs through division meeting and providing event flyers.
- III. Continue to improve accessibility to park amenities with the construction of ADA access to Fort Zumwalt Lake and ADA trail to ball diamonds. *(Public Safety – Strategic Plan)*

## Performance Measurements

	Actual 2011	Actual 2012	Actual 2013	Target 2014	Actual 2014	Target 2015
Host Baseball Tournaments	n/a	20	21	21	20	21
Prep for baseball/softball games	n/a	3,000	3,000	3,000	3,000	3,000
Host Flag and Football Leagues	n/a	2	2	2	2	2
Prep for Soccer Leagues	n/a	2	2	2	3	3
Host Festivals	n/a	4	5	5	5	5

## Previous Year's Goals

In 2014, the Parks Division completed numerous projects to help patrons have a more enjoyable experience. Along with renovating the parks with new amenities, the division also continued to strive to improve the safety of them. The Disc Golf Course was completed and opened for use in March. Additional ADA paths to Westhoff Park ball fields were completed. A walking trail around Sports Park was completed. The designs for the Ozzie Smith Plaza and concession/restrooms were completed in 2014 and the construction is scheduled for 2015. Automatic door locks have been installed at some of the parks' restrooms. The division will continue to update the other restroom door locks.

## Budget Category Summary

	Actual 2011	Actual 2012	Actual 2013	Projected Budget 2014	Amount Changed	Budget 2015	% Change
<b>Personnel</b>	\$1,171,471	\$1,228,629	\$1,318,522	\$1,328,193	\$21,214	\$1,349,407	1.6%
<b>Contract Services</b>	15,822	8,668	8,146	11,905	235	12,140	2.0%
<b>Insurance</b>	183,017	147,284	142,546	198,428	19,497	217,925	9.8%
<b>Maintenance</b>	55,462	68,018	89,279	102,009	23,311	125,320	22.9%
<b>Operating Supplies</b>	63,939	65,077	56,072	91,807	5,893	97,700	6.4%
<b>Petroleum</b>	64,215	59,408	61,169	60,000	1,597	61,597	2.7%
<b>Professional Expenses</b>	3,926	1,314	4,202	7,060	2,610	9,670	37.0%
<b>Public Information</b>	478	203	313	2,100	1,500	3,600	71.4%
<b>Utilities</b>	130,126	158,518	186,037	196,575	0	196,575	0.0%
<b>Rental</b>	2,396	3,706	957	2,800	500	3,300	17.9%
<b>Debt Payment</b>	44,514	238,611	42,239	43,781	1,593	45,374	3.6%
<b>Capital Outlay</b>	1,471,139	838,410	687,218	313,363	1,352,700	1,666,063	431.7%
<b>Transfer Out</b>	44,124	50,000	91,205	52,448	145,263	197,711	277.0%
<b>Total</b>	\$3,250,629	\$2,867,846	\$2,687,905	\$2,410,469	\$1,575,913	\$3,986,382	65.4%

## Budget Highlights

The increase in Maintenance is for equipment parts needed for rolling stock. The increase in Operating Supplies is for sod and tree replacements in the parks to additional trash & recycling containers. The increase in Professional Expenses is for additional training requests. The increase in Public Information is for additional sign blanks and scorecards.

## **Budget Category Explanations**

### **Personnel \$1,349,407**

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

Parks Division expenses consists of one Parks & Recreation Director (30%), one Parks Superintendent (90%), two Parks Maintenance Supervisors (100%), six Senior Parks Maintenance Workers (100%), eleven Parks Maintenance Workers, and seasonal employees.

Recreation Division expenses consists of one Administrative Assistant (25%).

Project Management Division expenses consists of one City Engineer (5%) and one Project Manager (40%).

### **Contract Services \$12,140**

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

### **Insurance \$217,925**

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 \$125,320**

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 \$97,700**

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 \$61,597**

This expense is for gas & oil costs incurred by the division.

### **Professional Expenses \$9,670**

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 \$3,600**

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

**Utilities** **\$196,575**

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** **\$3,300**

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

**Debt Payment** **\$45,374**

This amount is allocated for the principal, interest and fees associated with this funds portion of the 2001 COP & 2012 Special Obligation bonds for Dames Park.

**Capital Outlay** **\$1,666,063**

This amount is allocated for the Capital Item purchases the division expects to make during the budgeted year.

### 2015 Capital Outlay for Parks Division

<b><u>Description</u></b>	<b><u>Amount</u></b>
Ozzie 3-Plex Plaza Design/Construction	\$1,051,429
Westhoff Tennis Court Renovation	\$250,000
Dump Truck	\$125,130
Fiber Optic line to Depot / ACAC	\$50,000
Park Entry Sign	\$40,000
One-Ton Truck	\$27,215
Half-Ton Truck	\$26,289
Field Drag	\$25,000
Multi-use Court in Knaust Park	\$22,000
Reseal Parking Lot	\$21,000
Electric Gators (2)	\$18,000
Bobcat Sweeper	\$10,000
	<hr/> <b><u>\$1,666,063</u></b>



**Recreation Fund-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 2015 Goals** *(To maintain a superior community)*

- I. Work with Streets and Parks Division and explore options for Highway K and M streetscape improvements to possibly include such things as LED street lights, sitting areas, walkable/bikeable trails and public art. *(Focus on Infrastructure – Strategic Plan)*
- II. Continue to work toward implementation of the Bikeable/Walkable Plan focusing on the priorities developed by staff. *(Public Safety – Strategic Plan)*
- III. Research opportunities to expand products to offer healthier alternatives throughout park concessions. *(To maintain a superior community)*
- IV. Research and implement new/existing programs and ideas to increase opportunities and revenue.
- V. Achieve Gold medals in all 5 “Let’s Move” goals.

**Performance Measurements**

	Actual 2011	Actual 2012	Actual 2013	Target 2014	Actual 2014	Target 2015
Camp Participants	712	633	534	550	644	310
Number of Trip	14	14	10	15	10	15
Youth League Participants	3,658	3,685	3,567	3,700	3,698	3,800
Adult Softball Teams	211	211	209	210	206	210
Swim Lessons at Alligator Creek	779	697	538	575	510	550
Theater Participants	793	1,359	1,597	1,750	1,582	1,750

**Previous Year’s Goals**

In 2014 the division reached out to many businesses to work with for various special events and offering to the community along with working with athletic teams to coordinate accommodations when needed. The division worked with the Missouri Council for Activity and Nutrition to survey patrons and determine which nutritional products to offer in the concession stands. The division

also participated in the “Let’s Move” initiative, to help address childhood obesity through better diets, healthier recreational choices and better information to make good choices.

Programs in the Recreation Division were reviewed and a number of changes came about. The Summer Youth Theater program was expanded and the fall t-ball and coach pitch programs were offered for the first time due to the review process. Since the bond issue to help rebuild Civic Park hall was not approved, the Camp Participants is projected to decline due to lack of available space for the camps. Increased communications with the public through email accounts, Twitter and Facebook, have proven to be an economical and very effective way to market the programs and obtain feedback from the public.

## Budget Category Summary

	Actual 2011	Actual 2012	Actual 2013	Projected Budget 2014	Amount Change	Budget 2015	% Change
<b>Personnel</b>	\$899,253	\$961,064	\$966,479	\$1,097,549	(\$35,120)	\$1,062,429	(3.2%)
<b>Contract Services</b>	26,899	23,273	14,810	16,164	\$1,036	17,200	6.4%
<b>Insurance</b>	82,123	70,480	89,751	93,492	\$6,578	100,070	7.0%
<b>Maintenance</b>	13,083	26,027	25,001	28,559	\$14,159	42,718	49.6%
<b>Operating Supplies</b>	176,774	187,986	226,654	203,489	(\$4,038)	199,451	(2.0%)
<b>Professional Expenses</b>	13,425	15,137	18,092	19,955	(\$89)	19,866	(0.4%)
<b>Public Information</b>	21,894	21,367	24,245	27,600	\$1,030	28,630	3.7%
<b>Utilities</b>	4,897	25,563	2,772	26,863	\$892	27,755	3.3%
<b>Programs</b>	239,674	244,448	237,316	237,821	\$21,115	258,936	8.9%
<b>Rental</b>	1,864	2,528	2,668	2,508	\$0	2,508	0.0%
<b>Capital Items</b>	9,660	47,740	201,227	0	\$32,300	32,300	100.0%
<b>Total</b>	\$1,489,546	\$1,625,613	\$1,809,015	\$1,754,000	\$37,863	\$1,791,863	2.2%

## Budget Highlights

The decrease in Personnel is due to the reduction in part-time from the downsizing of the summer camps offered. The increase in Maintenance is due to an increase in the Software maintenance contracts and scheduled maintenance on the playgrounds. The decrease in Operating Supplies is due to less supplies needed to restock. The increase in Programs is due to the increase in One Day Events for the new ‘Slide the City’. Capital is for the sandblast/repaint of Alligator’s Creek and for slide canopies at the pool.

## **Budget Category Explanations**

### **Personnel**

**\$1,062,429**

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

Recreation Division expenses consists of one Recreation Superintendent (70%), one Recreation Manager –Fitness & Aquatics (50%), one Recreation Manager - Athletics (70%), one Cultural Arts Coordinator (80%), one Recreation Coordinator (70%), one Recreation Specialist-Food Service (90%), one Recreation Specialist - Youth Activities (60%), one Recreation Specialist – Adult Activities (80%), one Administrative Assistant (65%), one Senior Recreation Assistant (60%), one Recreation Assistant (60%), and numerous seasonal employees.

Parks Division expenses consists of one Parks & Recreation Director (30%).

RSC Division expenses consists of one Recreation Coordinator (50%), one Office Manager (50%), one Recreation Specialist - Aquatic/Fitness (50%), one Recreation Specialist - Fitness (15%) and three Recreation Assistants (60%, 60%, 20%).

### **Contract Services**

**\$17,200**

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

### **Insurance**

**\$100,070**

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**

**\$42,718**

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

### **Operating Supplies**

**\$199,451**

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**

**\$19,866**

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**

**\$28,630**

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** **\$27,755**

This category includes telephone, electricity and gas expenses.

**Programs** **\$258,936**

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** **\$32,300**

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

### 2015 Capital Outlay for Recreation Division

<b><u>Description</u></b>	<b><u>Amount</u></b>
ACAC Sandblast / Paint Pool	\$24,000
ACAC Slide Canopies	\$8,300
	<hr/>
	<b><u>\$32,300</u></b>



## Recreation Fund – 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 2011	Actual 2012	Actual 2013	Projected Budget 2014	Amount Change	Budget 2015	% Change
<b>Personnel</b>	\$173,186	\$174,831	\$167,735	\$178,990	\$13,928	\$192,918	7.8%
<b>Contract Services</b>	2,000	0	0	1,000	\$0	1,000	0.0%
<b>Insurance</b>	31,442	68,183	31,610	34,791	(\$2,134)	32,657	(6.1%)
<b>Maintenance</b>	19,129	20,618	22,598	18,000	\$0	18,000	0.0%
<b>Operating Supplies</b>	1,104	2,657	2,313	5,163	(\$4,813)	350	(93.2%)
<b>Utilities</b>	0	816	1,040	900	(\$900)	0	(100.0%)
<b>Total</b>	\$226,861	\$267,105	\$225,296	\$238,844	\$6,081	\$244,925	2.5%

### Budget Highlights

In 2015, the increase in Personnel is due to the increase percentage for the Facility Maintenance Worker position that was added in 2014. The decrease in Operating Supplies is due to moving the mosquito fog chemical and uniform costs to the main division found in the General Fund. The decrease in Utilities is due to moving all the cell phones to the main division found in the General Fund.

### Budget Category Explanations

#### Personnel

**\$192,918**

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 (10%) and one Facility Maintenance Worker (20%).

**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**

**\$32,657**

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**

**\$350**

Office supplies such as paper and pens, postage, copies, 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**

**\$000**

This amount provides funding for mobile phone/radio services. Moved to General Fund.



## Recreation Fund - Fleet Maintenance Division

In 2015, the expenses for the Fleet Maintenance Division were split between the General Fund, the Recreation Fund, Street & Road Improvement Fund, Water Fund, Sewer Fund and the RSC Fund based on the volume of fleet maintenance service calls. The Fleet Maintenance Manager reports to the Administrative Services Director. A portion of the employee wages are split according to the fund they are maintaining. 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 2011	Actual 2012	Actual 2013	Projected Budget 2014	Amount Change	Budget 2015	% Change
<b>Personnel</b>	\$0	\$0	\$0	\$0	\$23,789	\$23,789	100.0%
<b>Insurance</b>	0	0	0	0	\$600	600	100.0%
<b>Maintenance</b>	0	0	0	0	\$12,000	12,000	100.0%
<b>Total</b>	\$0	\$0	\$0	\$0	\$36,389	\$36,389	100.0%

### Budget Highlights

This is the first year to have the Fleet expenses detailed at this level. The Personnel expenses will fluctuate in future years as it will be based on historical averages as actual data is tracked.

### Budget Category Explanations

**Personnel** **\$23,789**

This category includes the wages, benefits, and overtime for one Fleet Manager (6%), one Fleet Coordinator (6%) and four Mechanics (6%).

**Insurance** **\$600**

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** **\$12,000**

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.

## 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.

### Budget Category Summary

Revenues	Actual 2011	Actual 2012	Actual 2013	Projected Budget 2014	Amount Change	Budget 2015	% Change
Cnty Rd & Bridge	\$1,619,601	\$1,542,755	\$1,651,411	\$1,511,633	\$53,456	\$1,565,089	3.5%
Intergovernmental	2,868,456	2,975,965	4,891,289	3,199,294	5,888,723	9,088,017	184.1%
Trans Sales Tax	4,875,321	5,184,882	5,202,396	5,244,831	26,224	5,271,055	0.5%
State Motor Fuel	1,917,835	2,844,056	2,886,937	2,895,938	(50,000)	2,845,938	(1.7%)
Miscellaneous	18,074	188,229	202,897	397,499	(342,499)	55,000	(86.2%)
Interest	85,911	46,020	25,480	25,000	5,000	30,000	20.0%
Other Financing	2,700,614	7,140,758	31,905	2,295,000	(2,250,000)	45,000	(98.0%)
<b>Total</b>	<b>\$14,085,812</b>	<b>\$19,922,665</b>	<b>\$14,892,315</b>	<b>\$15,569,195</b>	<b>\$3,330,904</b>	<b>\$18,900,099</b>	<b>21.4%</b>

Expenses	Actual 2011	Actual 2012	Actual 2013	Projected Budget 2014	Amount Change	Budget 2015	% Change
Street Division	\$4,163,910	\$4,142,831	\$4,524,265	\$5,140,614	\$220,964	\$5,361,578	4.3%
Proj Management Division	548,283	588,891	507,725	577,984	74,021	652,005	12.8%
Fleet Division	71,352	89,883	64,535	86,955	158,466	245,421	182.2%
Landscaping Division	44,806	41,912	47,650	59,157	(72)	59,085	(0.1%)
Capital Outlay	3,033,238	5,552,470	5,010,765	5,927,459	909,333	6,836,792	15.3%
Debt Service	5,933,584	10,337,581	3,449,702	3,782,498	(300,650)	3,481,848	(7.9%)
Transfer Out	242,500	0	5,225	1,500	(1,500)	0	0.0%
<b>Total</b>	<b>\$14,037,673</b>	<b>\$20,753,568</b>	<b>\$13,609,867</b>	<b>\$15,576,167</b>	<b>\$1,060,562</b>	<b>\$16,636,729</b>	<b>6.8%</b>

Detail for each division is presented on the following pages.

## SRIF - 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 2015 Goals *(To maintain a superior community)*

- I. Continue with efforts to fund and construct CLIP improvements, including wayfinding, LED street and block number signs. *(Focus on Infrastructure – Strategic Plan)*
- II. Continue to work with Planning and GIS Division to explore the development of an in-house GPS system for the Division. *(Leverage New Technologies – Strategic Plan)*
- III. Monitor the solar street lighting –pilot program for safety and energy efficiency. Identify future sites if program has positive results. *(Leverage New Technologies – Strategic Plan)*
- IV. Continue annual concrete slab replacement program, annual preventive maintenance crack seal program, street creep program and traffic calming. *(Focus on Infrastructure – Strategic Plan)*
- V. Work on Citizen Request to complete at least 96% of the Request received. Continue to reduce the aging work order requests.

### Performance Measurements

	Actual 2011	Actual 2012	Actual 2013	Target 2014	Actual 2014	Target 2015
Square Yards of Concrete Replaced	24,000	35,182	30,633	25,800	29,332	20,000
Linear Feet of Street Centerline -Crack Sealed	11,093	54,690	13,888	55,000	9,464	12,000
Asphalt Replaced (in tons)	363	366	221	500	333	500
Miles of Streets Swept	5,054	3,235	5,840	5,000	7,588	8,000
Signs Replaced / Installed	109	130	64	60	n/a	60
Number of Citizen Request	1,841	2,482	2,500	2,500	2,795	2,500
# of Citizen Request Completed	1,289	2,061	2,175	2,500	2,667	2,400
% of Citizen Request Completed	70%	83%	87%	100%	95%	96%
Response time to Complaints	<48 hrs					
% of Response to Complaints within 48 hrs	95%	95%	100%	100%	100%	100%

## Previous Year's Goals

In 2014 the Street Division replaced 1,354 slabs and continued to improve the level of service in all other categories. Approximately 800 visitors attended the Public Works Fair. The City of O'Fallon's Street Division continued to manage the St. Charles County Salt Co-op.

## Budget Category Summary

	Actual 2011	Actual 2012	Actual 2013	Projected Budget 2014	Amount Change	Budget 2015	% Change
<b>Personnel</b>	\$1,748,714	\$1,947,907	\$2,035,079	\$2,169,387	(\$31,397)	\$2,137,990	(1.4%)
<b>Contract Services</b>	4,596	17,935	26,322	40,850	(16,200)	24,650	(39.7%)
<b>Insurance</b>	254,112	269,550	240,034	278,184	20,244	298,428	7.3%
<b>Maintenance</b>	268,141	395,380	450,828	535,500	0	535,500	0.0%
<b>Operating Supplies</b>	783,192	467,958	469,657	742,717	183,958	926,675	24.8%
<b>Petroleum</b>	121,553	118,100	139,676	141,000	24,000	165,000	17.0%
<b>Professional Expenses</b>	2,044	7,865	11,903	27,477	(9,357)	18,120	(34.1%)
<b>Public Information</b>	538	996	970	2,049	(849)	1,200	(41.4%)
<b>Utilities</b>	978,066	913,090	1,145,086	1,195,870	50,565	1,246,435	4.2%
<b>Rental</b>	2,954	4,050	4,710	7,580	0	7,580	0.0%
<b>Capital Outlay</b>	3,033,238	5,552,470	5,010,765	5,927,459	909,333	6,836,792	15.3%
<b>Debt Service</b>	5,933,584	10,337,581	3,449,702	3,782,498	(300,650)	3,481,848	(7.9%)
<b>Total</b>	\$13,130,732	\$20,032,882	\$12,984,732	\$14,850,571	\$829,647	\$15,680,218	5.6%

## Budget Highlights

In 2015, four full-time Streets Maintenance Worker positions will replace all the part-time Streets Maintenance Worker positions. The decrease in Contract Services is due to the elimination of temporary staffing contract for part-time positions. The increase in Operating Supplies is due to additional chemical expenses for road salt. The multiple storms used up the 2014 supply and surplus. The increase in Petroleum is based on the new fuel management software that is tracking use by vehicle and vehicle use. The decrease in Professional Expenses is due to larger than expected legal expenses incurred in 2014. The increase in Utilities is to cover an expected increase in electric rates.

## **Budget Category Explanations**

### **Personnel Expenses**

**\$2,137,990**

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

### **Contract Services**

**\$24,650**

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

### **Insurance**

**\$298,428**

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**

**\$926,675**

This category includes office supplies such as paper and pens, postage, copies, uniforms and clothing for the workers, small tools, road salt, geomelt and hazardous waste removal.

### **Petroleum**

**\$165,000**

Expenses for gasoline and oil are funded in this category.

### **Professional Expenses**

**\$18,120**

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

### **Public Information**

**\$1,200**

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**

**\$1,246,435**

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**

**\$3,481,848**

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

**Capital Outlay****\$6,836,792**

This category is for the street and road projects listed on the next page that are funded in the budget for Fiscal Year 2015. For more detailed descriptions, refer to the Capital Improvements Program section of this book.

**2015 Capital Outlay for Street Division**

<u>Description</u>	<u>Amount</u>
Capital Projects Funded	
Street Improvements - Concrete Repairs	\$1,920,000
Street Improvements - Asphalt Overlays	\$500,000
Street Improvements - Preventative Maintenance	\$200,000
Street Improvements - Slab Repair	\$300,000
Traffic Calming	\$5,000
Pavement Improvements (Federal Funded)	\$1,060,000
Sommers / Hwy N Intersection Improvements	\$735,000
Lake St Louis Blvd Extension	\$300,000
Wabash Avenue	\$135,000
Hawk Ridge Trail / Hwy N	\$120,000
Waterford Crossing Intersection Improvements	\$30,000
Elaine Drive Widening	\$5,000
Bryan Road Slab Replacements	\$5,000
Woodlawn Blvd & Civic Park Dr Resurfacing	\$5,000
Upgrade to Subdivision Development - Concrete depth	\$50,000
Upgrade to Subdivision Development - Solar Lighting	\$10,000
Solar Street Lighting - Pilot program	\$60,000
Contractual Services	\$10,000
Total Capital Projects Funded	<u>\$5,450,000</u>
Capital Items Funded	
Tandem Dump Truck	\$758,150
Rubber Tired Backhoe	\$98,833
Bucket Truck	\$90,164
Pick up Truck	\$85,955
Snow Equipment	\$83,100
Skid Steer Loader	\$44,000
Asphalt Patching Equipment	\$35,000
SUV - Small	\$20,390
Trailers	\$8,500
Gantry Crane	\$8,500
Breaker Attachment	\$7,500
Grindlazer (Paint Grinder)	\$6,700
Building Improvements (Salt Facility)	\$125,000
Building Improvements (Street Shed)	\$15,000
Total Capital Items Funded	<u>\$1,386,792</u>
<b>Total Capital for Streets Division</b>	<b><u>\$6,836,792</u></b>

## **SRIF - 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**

	<b>Actual 2011</b>	<b>Actual 2012</b>	<b>Actual 2013</b>	<b>Projected Budget 2014</b>	<b>Amount Change</b>	<b>Budget 2015</b>	<b>% Change</b>
<b>Personnel</b>	\$392,496	\$411,932	\$369,673	\$393,452	\$87,609	\$481,061	22.3%
<b>Contract Services</b>	43,529	51,013	45,701	59,200	800	60,000	1.4%
<b>Insurance</b>	39,556	33,141	31,794	40,011	1,268	41,279	3.2%
<b>Maintenance</b>	56,691	70,535	38,577	58,227	(13,227)	45,000	(22.7%)
<b>Operating Supplies</b>	7,464	6,180	12,203	11,593	(4,943)	6,650	(42.6%)
<b>Professional Expenses</b>	3,220	8,681	3,868	9,589	(694)	8,895	(7.2%)
<b>Utilities</b>	2,528	5,276	4,050	3,780	2,940	6,720	77.8%
<b>Rental</b>	2,799	2,133	1,859	2,132	268	2,400	12.6%
<b>Total</b>	\$548,283	\$588,891	\$507,725	\$577,984	\$74,021	\$652,005	12.8%

### **Budget Highlights**

In 2015, 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 decrease in Maintenance is due to less funds being spent on signs, poles and hardware items. The decrease in Operating Supplies is due to small office equipment purchased in 2014. The increase in utilities is for the possible upgrade to smartphones and additional tablets used by the Division.

## **Budget Category Explanations**

### **Personnel Expenses**

**\$481,061**

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

Project Management Division consists of the City Engineer (30%), one Sr. Project Manager (95%), one Sr. Project Manager (50%), one Sr. Construction Inspector (70%), and one Traffic Signal Technician (100%) and a seasonal summer engineering intern.

Engineering Division consists of the Public Works Director (20%), one Construction Inspector Supervisor (10%), three Construction Inspectors (25%, 50%, 50%) and two Administrative Assistants (6%, 55%).

### **Contract Services**

**\$60,000**

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

### **Insurance**

**\$41,279**

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**

**\$6,650**

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 Expenses**

**\$8,895**

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

### **Utilities**

**\$6,720**

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

### **Rental**

**\$2,400**

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

## **SRIF – Fleet Maintenance Division**

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In 2015, the expenses for the Fleet Maintenance Division were split between the General Fund, the Recreation Fund, Street & Road Improvement Fund, Water Fund, Sewer Fund and the RSC Fund based on the volume of fleet maintenance service calls. The Fleet Maintenance Manager reports to the Administrative Services Director. A portion of the employee wages are split according to the fund they are maintaining. 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**

	<b>Actual 2011</b>	<b>Actual 2012</b>	<b>Actual 2013</b>	<b>Projected Budget 2014</b>	<b>Amount Change</b>	<b>Budget 2015</b>	<b>% Change</b>
<b>Personnel</b>	\$57,706	\$59,864	\$62,565	\$62,950	\$103,573	\$166,523	164.5%
<b>Insurance</b>	13,192	29,424	1,347	23,180	5,718	28,898	24.7%
<b>Operating Supplies</b>	107	100	100	275	(275)	0	(100.0%)
<b>Maintenance</b>	0	0	0	0	50,000	50,000	100.0%
<b>Utilities</b>	347	495	523	550	(550)	0	(100.0%)
<b>Total</b>	\$71,352	\$89,883	\$64,535	\$86,955	\$158,466	\$245,421	182.2%

### **Budget Highlights**

In 2014, the Fleet Division was able to utilize its new software to better track and allocate workload and expenses. Based on this information, the Personnel Expenses increased due to the amount of work on the vehicles within the Street & Road Improvement Fund. The Maintenance costs that was previously in the Street Division budget was moved under the Fleet Maintenance Division. The decrease in Operating Supplies and Utilities is due to the moving of the uniform and phones/tablets expenses to the General Fund.

### **Budget Category Explanations**

**Personnel Expenses **\$166,523****

This category includes the wages, benefits, and overtime for one Fleet Manager (42%), one Fleet Coordinator (42%) and four Mechanics (42%).

**Insurance **\$28,898****

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 **\$50,000****

This category is for the repairs and maintenance of various shop equipment, heavy machinery and vehicles (for the Street & Road Improvement Fund).

## SRIF – Landscaping Division

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The Landscaping Division assists with right-of-way mowing and tree trimming to maintain line of sight 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.

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

### Budget Category Summary

	Actual 2011	Actual 2012	Actual 2013	Projected Budget 2014	Amount Change	Budget 2015	% Change
<b>Personnel</b>	\$38,705	\$30,870	\$36,955	\$9,397	(\$4,510)	\$4,887	(48.0%)
<b>Contract Services</b>	0	0	0	38,000	16,036	54,036	42.2%
<b>Insurance</b>	0	0	0	130	32	162	24.6%
<b>Maintenance</b>	4,408	7,211	6,487	5,900	(5,900)	0	(100.0%)
<b>Operating Supplies</b>	1,212	3,341	3,695	5,280	(5,280)	0	(100.0%)
<b>Utilities</b>	481	490	513	450	(450)	0	(100.0%)
<b>Total</b>	\$44,806	\$41,912	\$47,650	\$59,157	(\$72)	\$59,085	(0.1%)

### Budget Highlights

The decrease in Personnel is due to the allocation of wages of the supervisor's time and more work under contract versus seasonal employees. The decrease in Maintenance is due to services being contracted out, no City equipment used. The Operating Supplies and Utilities expenses were moved to General Fund. These costs were for uniforms and cell phones.

### Budget Category Explanations

#### **Personnel Expenses**

**\$4,887**

This category includes the wages, benefits, and overtime for one Landscape Manager (3%) and one Landscape Supervisor (3%).

#### **Contract Services**

**\$54,036**

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

#### **Insurance**

**\$162**

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.



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 and by Department (meaning Department or 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 2015.

**General Fund (Capital Expenditure Fund)**

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

1. Committee / Commission Boards

This expense is to fund the cost to update the display of Volunteer Committee and Commission members by adding two new panels that will coordinate with the existing display. Impact to future budgets consist of an annual estimated cost of \$800 to keep the boards updated.

Cost: \$ 8,333  
Department: Administration Group

2. Permit & License Software

This expense is to issue, renew and maintain various licenses of the City including Building Permits, GIS Permitting, Business and Liquor licenses. The system staff is looking for a system with online renewal and payment processing to enhance service abilities. This system will be utilized by several of the Divisions. Impact to future budgets consist of annual maintenance cost estimated to be under \$50,000.

Cost: \$255,000  
Department: Information Technologies Division

3. Microsoft Office 2013

This expense is for cost to update license from 2010 since the license do not carry over. Impact to future budgets will consist additional updated only as the City approves updates.

Cost: \$100,935  
Department: Information Technologies Division

4. Exchange 2013

This expense is for the upgrading the City's 2010 Exchange server. It will help in the securing of sensitive documents sent via email. Impact on future budgets will consist of updated in the future as needed.

Cost: \$ 23,246  
Department: Information Technologies Division

5. Dell KACE Server

This expense is for the cost to purchase a server that will handle critical IT needs in a consolidated solution to ease the management and deployment of many software system needs. This system would accomplish what is now taking three servers to accomplish. Impact on future budgets will consist of annual maintenance, but an amount less than the City is currently paying.

Cost: \$ 26,790  
Department: Information Technologies Division

6. Video Server / Automation

This expense is for the cost to purchase an HD TV Automation System to replace the current system that is responsible for the recording and playback of all programming on O'FallonTV. Impact on future budgets will consist of annual maintenance estimated to be around \$200.

Cost: \$ 42,200  
Department: Communications Division

7. Municipal Complex Annual Payment (2011 Special Obligation Bond Payment)

This expense is for the annual bond payment (principal, interest and fees) for the Municipal Complex. This expense will be made annual in varying amounts thru 2016. The impact on future budgets will be the annual bond payments thru 2016.

Cost: \$757,138  
Department: Finance Division

8. Timekeeping System

This expense is for the cost to purchase a timekeeping system to replace the existing timekeeping system and add additional departments to the electronic time clock. The new system will give the City more flexibility than the current system. The impact on future budgets will be the annual maintenance costs that are expected to be \$6,000 less than the current system.

Cost: \$127,500  
Department: Finance Division

9. GIS Server

This expense is for the cost to purchase an additional GIS server. The current server is reaching its capacity and the needs of the server are increasing. Having an additional server will provide a backup in case one fails or goes offline. Impact on future budgets will consist of annual maintenance estimated to be around \$7,500.

Cost: \$ 42,000  
Department: Planning & Development Division

10. Plotter/Scanner

This expense is for the cost to purchase a large format plotter/scanner. This equipment will be used to print large wall maps and to scan existing plans into the GIS system for office and field staff to view. This would replace the existing equipment whose parts to maintain are no longer available. Impact on future budgets will be minimal as the expenses should not exceed those of the current equipment.

Cost: \$ 16,000  
Department: Planning & Development Division

11. 911 System

This expense is estimated to be the City's portion in the replacement of the County-wide system replacement. The cost of the replacement will be spread out over 7 years. The first payment of \$101,391 is budgeted in FY 2015, followed by six years at \$46,753.

Cost: \$ 101,391  
Department: Police Division

12. Siren Replacement Program

This expense is for the purchase of outdoor warning sirens in the City that need to be replaced. This is the third 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 \$39,000 each. Three sirens were budgeted in 2013 and 2014, three are budgeted in 2015 and two in 2016. Besides replacement costs, no additional impact is expected in future budgets.

Cost: \$117,000  
Department: Police Division

13. Police Vehicle Replacements (8)

This expense is for the purchase of eight patrol vehicles for the Police Department. 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 \$208,000 and the additional accessories and costs to switch over the equipment is \$82,344. Impact on future budget will consist of lower maintenance while under warranty.

Cost: \$290,344  
Department: Fleet Maintenance Division - Police

14. Division Vehicles - General Fund

This expense is for the purchase of two vehicles. One is a replacement for the Economic Development Division and the other is for the Building Division that needs an additional vehicle due to additional part-time personnel hired in 2014. Impact on future budget will consist of lower maintenance while under warranty.

Cost: \$ 32,000  
Department: Fleet Maintenance Division – Economic Development

15. One F-550 Dump Truck

This expense is to purchase one dump truck for the Landscaping Division. This will have a Munibody design and will replace a 2004 F350 dump truck. No impact on future budgets is expected on the replacement.

Cost: \$ 75,333  
Department: Fleet Maintenance Division - Landscaping

16. One F-350 Truck

This expense is to purchase one pick-up truck for the Landscaping Division. This will replace a 2002 pick-up truck. No impact on future budgets is expected on the replacement.

Cost: \$ 27,431  
Department: Fleet Maintenance Division - Landscaping

17. Tire Changing Machine

This expense is to purchase a new tire changing machine that can handle larger tires in a safe manner. It will replace an older machine that for lighter truck tires. The older machine is operational and could be sold on GovDeals. Impact on future budget will consist of \$30 for annual, in-house maintenance after warranty period.

Cost: \$ 13,500  
Department: Fleet Maintenance Division

18. Heavy Duty Post Lift

This expense is for the purchase of a 4 post heavy duty lift. This lift will have a 27,000 lb capacity and will replace the 2 post, 9,000 lb capacity lift. The older machine is operational and could be sold on GovDeals. Impact on future budget will consist of \$30 for annual, in-house maintenance after warranty period.

Cost: \$ 18,370  
Department: Fleet Maintenance Division

19. Air Compressor

This expense is to purchase a new air compressor that will occupy less space and less noise. The older machine is operational and could be sold on GovDeals. Impact on future budget will consist of \$30 for annual, in-house maintenance after warranty period.

Cost: \$ 4,700  
Department: Fleet Maintenance Division

20. Office & Furniture

This expense is to purchase materials to build office areas and to furnish it. This space would be used by the Fleet Manager to design specs, hold meetings and an assistant area that would hold manual for the mechanics. No impact to future budgets is expected.

Cost: \$ 8,340  
Department: Fleet Maintenance Division

21. Parking Lot at City Hall

This expense is to do an overlay of the City Hall parking lot. This will be done over two years. The maintenance cost should decline for a few years but no significant impact on future budgets is expected.

Cost: \$ 133,763  
Department: Facilities Maintenance Division

22. Rock Roof Replacement

This expense is to replace the rock roof over the Police area. The roof had several patch repairs in 2014. The new roof will have a 20 year warrant so no impact on future budgets is expected.

Cost: \$ 91,000  
Department: Facilities Maintenance Division

23. Mosquito Fogger

This expense is to replace the old fogger, whose replacement parts are obsolete. Impact on future budget will consist of minimal maintenance after warranty period.

Cost: \$ 10,000  
Department: Facilities Maintenance Division

24. Senior Center Signage

This expense is for signage for the exterior of the Senior Center. The sign(s) would have the same basic design element as the CLIP signs around the City. Impact on future budget will consist of minimal maintenance.

Cost: \$ 10,000  
Department: Facilities Maintenance Division

25. City Hall Renovation Program

This expense is for painting to the interior NE stairwell in the City Hall building and replacing carpet in the Administration area and the Police Ranger and resource area. The western building renovations will be done in 2016. This is the extent of future budget impact.

Cost: \$ 8,000  
Department: Facilities Maintenance Division

26. Senior Center Carpet Replacement Program

This expense is to replace the carpeting at the Senior Center side rooms in the basement. This is part of a three year program. In 2014, the carpet in the main room of the basement of the Senior Center was replaced. Future budget will include the cost to replace the carpet in another section of the Senior Center. No other impact on future budgets is expected.

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

27. 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 \$100 per year.

Cost: \$ 9,170  
Department: Landscaping Division

28. Tree Chipper

This expense is for a machine that can chip trees and branches up to 12" in diameter into small chips. These small chips may be used as mulch in certain areas, saving the City some cost for mulch. Impact on future budget will consist of annual maintenance similar to the maintenance on the existing chipper being replaced. .

Cost: \$ 42,335  
Department: Landscaping Division

29. Chipper Cab

This expense is for the purchase of a cap that fits on the bed of a dump truck to collect the wood chips from the tree chipper. Impact on future budget will consist of annual maintenance and fuel of an estimated \$50 per year.

Cost: \$ 5,000  
Department: Landscaping Division

30. Citywide Landscape Improvement Plan (CLIP) & Signage

This expense is to continue the design and implement of the citywide identity program for the Bryan Rd & I-70 interchange and Hwy K signage. These funds will be used to purchase and install illuminated block numbered street signs at intersections along Hwy K and way-finding signs. The impact on future budgets is expected cost approximately \$11,000 and include expenses related to utilities, fertilizer and mowing.

Cost: \$339,646  
Department: Landscaping Division

31. Celebration of Lights Electric Replacement/Upgrade

This expense is to replace and upgrade electric pods in the Fort Zumwalt Park over two years. These electric pods power the Celebration of Lights display. This project is a safety measure and will save time currently spent troubleshooting. The impact on future budgets is primarily the \$25,000 to complete the project.

Cost: \$24,063  
Department: Tourism & Festival Division

**Total Capital General Fund**

**\$2,767,328**



## **Special Revenue Funds - Recreation Fund**

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

### 1. ACAC Sandblast & Paint Pool

This appropriation is for the cost to sandblast and repaint the Alligator's Creek Aquatic Center competition pool. The pool is painted on an annual basis but the sandblasting is needed every 10 years or so. Future budget impact will continue to consist of the annual painting.

Cost: \$ 24,000  
Department: Recreation Division

### 2. ACAC Canopy for Slide

This appropriation is for the cost to purchase a canopy for the body and tube slide structure at Alligator's Creek Aquatic Center. This cost includes frame, materials and installation. No impact on future budgets is expected.

Cost: \$ 8,300  
Department: Recreation Division

### 3. Ozzie 3-Plex Plaza Construction

This appropriation is for the cost to continue the 2014 construction of the plaza near the 3-plex at the Ozzie Smith Sports Complex. The plaza portion will have minimal impact on future budgets.

Cost: \$600,000  
Department: Parks Division

### 4. Ozzie Concession / Restrooms Construction

This appropriation is for the cost to construct the concessions and restrooms near the 3-plex at the Ozzie Smith Sports Complex. The construction will begin after the 2015 July 4<sup>th</sup> Heritage and Freedom Festival. The concession and restrooms portion will have minimal impact on building maintenance the first few years. Operational expenses will be needed for concession staff, inventory, utilities, etc. This is accounted for in the fund projections and the 5 year CIP.

Cost: \$451,429  
Department: Parks Division

5. Westhoff Tennis Courts Renovations

This appropriation is for the cost to renovate the tennis courts in Westhoff Park. No impact on future budgets is expected since this is a replacement.

Cost: \$ 250,000  
Department: Parks Division

6. Dump Truck

This appropriation is for purchase of a 35,000 lb SA dump truck that will replace a 2004 pick-up truck. No impact on future budgets is expected since this is a replacement.

Cost: \$ 125,130  
Department: Parks Division

7. Fiber Optic Line to Depot/ACAC

This expense is for the cost to run a fiber optic line to the Depot and Alligator's Creek Aquatic Center which is across the street from it. No impact on future budgets is expected but better connectivity will increase productivity.

Cost: \$ 50,000  
Department: Parks Division

8. Field Drag

This appropriation is for the cost to purchase a field drag with hydraulic power and multiple attachments allowing it to be used as sweeper and a blower. No impact on future budgets is expected since this is a replacement.

Cost: \$ 25,000  
Department: Parks Division

9. Multi-use Court in Knaust Park

This appropriation is for the cost to add a multi-use court to the Knaust Park. The impact on future budgets will consists of resealing.

Cost: \$ 22,000  
Department: Parks Division

#### 10. Reseal parking lot at Sports Park

This appropriation is for the cost to reseal the parking lot at Sports Park (Phase I) to prolong the life of the asphalt surface. The parking lot maintenance plan schedules maintenance on one park's parking lot every year on a five year cycle. Impact on future budgets for this lot is not expected for the next five years.

Cost: \$ 21,000  
Department: Parks Division

#### 11. Electric Gator

This appropriation is for the cost to purchase a new gator to replace an old gator from 2000. No impact on future budgets is expected since this is a replacement.

Cost: \$ 18,000  
Department: Parks Division

#### 12. Bobcat Sweeper Attachment

This appropriation is for the cost to purchase a sweeper attachment for the bobcat. It will reduce the time spent cleaning up after a flood or concrete replacement clean-up. No impact on future budgets is expected.

Cost: \$ 10,000  
Department: Parks Division

#### 13. CLIP Entry Signs

This appropriation is for the cost to install new entry sign for Dames Park and Ozzie Smith Sports Complex. 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: \$ 40,000  
Department: Parks Division

#### 14. Half-Ton Pick-up Truck Extended Cab

This transaction is for the purchase of a half-ton pick-up truck with and extended cab to replace a 2003 SUV. No impact on future budgets is expected since it is a replacement.

Cost: \$ 26,289  
Department: Parks Division

15. One-Ton Pick-up Truck

This transaction is for the purchase of a one-ton pick-up truck to replace a ¾ ton pick-up purchased in 2002. No impact on future budgets is expected since it is a replacement.

Cost: \$ 27,215  
Department: Parks Division

**Total Capital Recreation Fund**

**\$ 1,698,363**



## **Special Revenue Fund - Storm Water Fund**

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

1. Maro Glen Court - Flooding

This appropriation provides funding for the design and construction costs for this project. Both are expected to be done in 2015. The cost is an estimate. If additional funds are needed, a budget amendment may be required or the project may be extended into the 2016 Budget. Once the construction is completed, no impact on future budgets is anticipated.

Cost: \$ 80,000  
Department: Storm Water

2. Montbrook Drive - Flooding

This appropriation provides funding for the design costs for this project. The design will be done in 2015 with construction expected to follow in 2016. The cost is an estimate and the construction will be budget in a future year(s).

Cost: \$ 65,000  
Department: Storm Water

3. Eastbrook Drive - Flooding

This appropriation provides funding for the design and construction costs for this project. Both are expected to be done in 2015. The cost is an estimate. If additional funds are needed, a budget amendment may be required or the project may be extended into the 2016 Budget. Once the construction is completed, no impact on future budgets is anticipated.

Cost: \$ 60,000  
Department: Storm Water

4. Feise Forest Court - Stabilization

This appropriation provides funding for the design costs for this project. The design will be done in 2015 with construction expected to follow in 2016. The cost is an estimate and the construction will be budget in a future year(s).

Cost: \$ 40,000  
Department: Storm Water

5. Hidden Creek North - Flooding

This appropriation provides funding for the design costs for this project. The design will be done in 2015 with construction expected to follow in 2016. The cost is an estimate and the construction will be budget in a future year(s).

Cost: \$ 20,000  
Department: Storm Water

6. Royal Oaks Flooding (Fawn Oaks Drive)

This appropriation provides funding to complete the construction of this project. The design was completed in 2014 and the construction started as part of the 2014 Budget. The costs were estimates, so this should complete the construction and no additional cost should impact future budget years.

Cost: \$ 10,000  
Department: Storm Water

7. Post Meadows – Bank Stabilization

This appropriation provides funding to complete the construction for this project. The design was completed in 2013 and the majority of the construction costs were incurred in the 2014 Budget. The costs were estimates, so this should complete the construction and no additional cost should impact future budget years.

Cost: \$ 10,000  
Department: Storm Water

8. 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

9. 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: \$ 50,000  
Department: Storm Water

10. Trench Roller

This appropriation provides funding to purchase a trench roller that will help compact the trenches and ditches when excavations are necessary. It will improve the process time for restoration of site. Minimal to no impact to future budgets is expected.

Cost: \$ 35,000  
Department: Storm Water

11. Breaker Attachment

This appropriation provides funding to purchase a hydraulic breaker attachment. It will improve the process time if the division has their own equipment. Minimal to no impact to future budgets is expected.

Cost: \$ 10,200  
Department: Storm Water

12. Pipe Patch Packer

This appropriation provides funding to purchase a pipe patch packer to repair broken or damaged storm water pipes. This will reduce process time by allowing some pipe repair to be done with excavating. Minimal to no impact to future budgets is expected.

Cost: \$ 6,250  
Department: Storm Water

**Total Capital Storm Water Fund**

**\$ 406,450**



## **Special Revenue Fund - Street & Road Improvement Fund**

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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: \$1,920,000  
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. This includes crack seal and asphalt overlays. 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: \$700,000  
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: \$300,000  
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: \$ 5,000  
Department: Project Management Division

## 5. Federally Reimbursed Pavement Program

This project is for roadway repairs on five arterial / collector roads throughout the City. Those roads include: Woodlawn Avenue from Veterans Memorial Parkway to Mexico Road, Presidents Landing Drive from Mexico Road to Feise Road, Homefield Blvd. from Pieper Road to T.R. Hughes Blvd., and Mexico Road from Belleau Creek Road to Barrington Drive. There will also be the installation of a sidewalk on Woodlawn Avenue along with pedestrian improvements on all roadways. Federal funds have been obtained and will provide 80% of the funds for this project. The City was responsible for 20% of the funds needed for the project (\$212,000). Construction is scheduled for 2015.

Cost: \$1,060,000  
Department: Project Management Division

## 6. Wabash Avenue

This project will reconstruct Wabash Avenue from Sonderen to east of Edlen Lane. The project also includes safety and pedestrian improvements. Federal funds have been obtained and will provide 70% of the funds for this project. The City was responsible for 30% of the funds needed for the project. These funds are for the design portion in 2015. The right-of-way will occur in 2016 and construction should occur in 2017.

Cost: \$ 135,000  
Department: Project Management Division

## 7. Elaine Drive Widening

This project widened Elaine Drive from West Terra to the railroad tracks and provided 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 was 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. The construction of the project was done in 2014. The County Road Board will provided 90% of the funds for this project. The City was responsible for 10% of the funds needed for the project (\$150,500.00). The 2015 funds are for miscellaneous items to wrap up the project.

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

## 8. Hawk Ridge Trail / Hwy N

This project will improve the intersection of Hwy N and Hawk Ridge Trail by providing turn lanes and signal updates. Pedestrian improvements will also be included at the intersection. Federal, County Road Board, MoDOT St. Louis District, MoDOT Cost Share and Lake St. Louis funds will provide funding for this project. These funds are for the design portion in 2015. The right-of-way will occur in 2016 and construction should occur in 2017.

Cost: \$120,000  
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. Lake St. Louis Blvd. Extension

This project is the extension of Lake St. Louis Blvd from south of Hwy N to Paul Renaud Blvd (Phase I). It will also include a signal at the intersection of Hwy N and Lake St. Louis Blvd. The project would include design, right-of-way and construction with an estimated total cost of \$2,700,000. Federal funds will provide funding for 80% of the project costs. These funds are for the design portion in 2015. The right-of-way will occur in 2016 and construction should occur in 2017.

Cost: \$300,000  
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 occurred in 2014 and construction is 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: \$735,000  
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 included the resurfacing of Woodlawn Boulevard from West Terra Lane to Civic Park Drive and the resurfacing of Civic Park Drive from Imperial Drive to Main Street. Pedestrian improvements were also included as part of this project. These funds were 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. The 2015 funds are for miscellaneous items to wrap up the project.

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

## 13. Bryan Road Slab Replacement

This project included 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 also included ADA upgrades at the intersection of Veterans Memorial Parkway and Bryan Rd. Federal Funds have been obtained and provided for 80% of the construction costs. The 2015 funds are for miscellaneous items to wrap up the project.

Cost: \$5,000  
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. The design phase was done in 2014. These funds are for the right-of-way acquisition in 2015. Construction will occur in 2016.

Cost: \$ 30,000  
Department: Project Management Division

## 15. Concrete Upgrade – New Developments

These funds will be used to upgrade the 6” concrete to 7” concrete for residential streets in new developments. The cost to increase will be split with the developer and will include the additional cost of the extra concrete, dowel bar installation and the tie bar installation.

Cost: \$ 50,000  
Department: Project Management Division

#### 16. Subdivision Solar Lights - New Developments

These funds will be used for the upgrade to solar lights in a new development versus traditional street lights powered by electric companies. This is to test the cost efficiency of the lights versus the ongoing electrical cost. Actual cost and savings will be tracked to determine future installations.

Cost: \$ 10,000  
Department: Project Management Division

#### 17. Intersection Solar Lights – Pilot program

These funds will be used to install solar lights at three different intersections as a demonstration project to determine which type of solar light is desired to be used as a City standard. Actual cost and savings will be tracked to determine future installations.

Cost: \$ 60,000  
Department: Project Management Division

#### 18. Bucket Truck

This expense is to replace an existing bucket truck with has over 98,000 miles. Impact to future budgets is expected to be less for general maintenance but will need annual certification.

Cost: \$ 90,164  
Department: Project Management Division

#### 19. Sport Utility Vehicle

This expense is for the purchase of an SUV vehicle to replace a 2001 model with high mileage. Impact on future budget will consist of lower maintenance while under warranty.

Cost: \$ 20,000  
Department: Project Management Division

#### 20. Feise Road Facility Improvements

This expense will cover the cost to make site improvements to the Feise Road Salt Storage Facility. Improvements would include garage bay facility with office, parking lot improvements and adding water and sewer utilities to the site. Impact to future budgets will consist of additional improvements of \$125,000 in 2016.

Cost: \$125,000  
Department: Street Division

### 21. Single Axle Dump Trucks (GVWR 35,000)

This expense will cover the cost to purchase five single axle dump trucks to replace five older dump trucks. These will replace 2004 and 2006 trucks that will be traded-in or sold on GovDeals. Impact to future budgets is expected to be minimal. The new trucks will be under warranty the first year.

Cost: \$758,150  
Department: Street Division

### 22. Rubber Tired Backhoe

This expense is to purchase a new rubber tired backhoe which will be used on a daily basis to remove damaged sections of street for repair. It will also be used for ditch and grading work when needed. Impact to future budgets is expected to be minimal while under warranty.

Cost: \$ 98,433  
Department: Street Division

### 23. Pick-up Trucks (3)

This expense is for the purchase of three vehicles to replace three older models with high maintenance costs. Impact on future budget will consist of lower maintenance while under warranty.

Cost: \$ 85,955  
Department: Street Division

### 24. 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: \$ 83,100  
Department: Street Division

### 25. Skid Steer Loader

This purchase is for a new rubber tired skid loader with a 75 horse diesel engine. Impact to future budgets is expected to be minimal while under warranty.

Cost: \$ 44,000  
Department: Street Division

## 26. Asphalt Hot Patching Machine

These funds will cover the cost to purchase of an additional heated asphalt machine. This machine will allow crews to use one load of asphalt for a full day of patching without the batch hardening, minimizing trips back to an asphalt plant.

Cost: \$ 35,000  
Department: Street Division

## 27. Building & Lot Improvements

These funds will cover the cost to complete the interior improvements that will improve operations during snow events by providing connectivity to the City's network, providing an operations command center for snow removal and similar activities. No impact to future budgets is anticipated.

Cost: \$ 15,000  
Department: Street Division

## 28. Gantry Crane

This purchase is for a new gantry crane to be used primarily to safely lift spreaders out of trucks allowing the division to better maintain the vehicles and it will assist with lifting items for maintenance. Impact to future budgets is expected to be minimal.

Cost: \$ 8,500  
Department: Street Division

## 29. Trailers (2)

This expense will cover the cost to purchase two replacement trailers. The trailers being replaced are from 1998 & 1999 and will be sold on GovDeals. Having the newer trailers will accommodate the maintenance crew. No impact to future budgets is expected since these are replacements.

Cost: \$ 8,500  
Department: Street Division

## 30. 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: \$ 7,500  
Department: Street Division

31. Grind Laser

This purchase is for a machine that removes traffic marking paint and to grind uneven pavement, including sidewalks. Impact to future budgets is expected to be minimal.

Cost: \$ 6,700  
Department: Street Division

**Total Capital Street & Road Improvement Fund**

**\$6,836,002**



## **Enterprise Funds – Water Fund**

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

### 1. 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

### 2. Rate Analysis and Facility Plan

This cost includes a facility plan for the Water Treatment plant, wells and the water distribution system and an analysis of the Water Fund overall. This will help the division identify future projects and water rates for fiscal year 2017 through 2022. The impact to future budgets will include identified projects from the plan.

Cost: \$ 200,000  
Department: Water Division

### 3. Roof Repairs

This is an expense to cover the cost to replace shingle roofs at Wells 6 and 7, replace flat roofs at Wells 4 and 3. All of these roofs are over 20 years old. Impact on future budgets could be expected in another 20 years.

Cost: \$ 120,000  
Department: Water Division

### 4. Deep Well #4 Rehabilitation

This is for the cost to replace worn piping and pump in this deep well. This rehabilitation will allow the well to increase production that has fallen in the last year. There is no anticipated impact on future budgets.

Cost: \$ 100,000  
Department: Water Division

#### 5. 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

#### 6. Demolition of Well #2 & #5

This expense will cover the cost to demolish these two wells. The major repairs needed are not cost effective and both wells have been shut down for years. No impact to future budgets is expected.

Cost: \$ 100,000  
Department: Water Division

#### 7. Boxwood Main Extension

This expense is to cover the cost of a 500' extension of the water main between Flair Forest and Towerwood Estates subdivisions. This extension is expected to improve circulation in the area and improve fire flow. Impact to future budgets will be minimal.

Cost: \$ 92,000  
Department: Water Division

#### 8. Demolition of Water Tower

This is for the costs to demolish the water tower on School Street. The cost to maintain this tower exceeds its benefits. No impact to future budgets is expected.

Cost: \$ 50,000  
Department: Water Division

#### 9. Entrance and Lot Improvements

This appropriation is for improvements to the entrance and parking lot at the Cool Springs facility. Larger vehicles currently have trouble with the entrance and front parking area of the building. Estimated cost of \$80,000 will be split with the Sewer Division. Impact on future budgets is expected to be minimal.

Cost: \$ 35,000  
Department: Water Division

10. Pick-up Truck (GVW 6,750)

This appropriation is for purchase of one F-150 extended cab pick-up truck to replace an older 2008 pick-up truck. No impact on future budgets is expected since this is a replacement.

Cost: \$ 26,270  
Department: Water Division

11. Vehicle

This appropriation is for purchase of an additional vehicle for the superintendent to visit the various buildings and project sites. Impact on future budgets is expected to be minimal even after the warranty period.

Cost: \$ 16,390  
Department: Water Division

12. Fiber Optic Lines

This appropriation is for the cost to have fiber optic lines run from City Hall to the Water Treatment Plant. The wireless access is not adequate and connection is frequently dropped. This expense will provide undisturbed service and increase productivity with the network. This expense of \$52k will be shared with the Sewer Division. No impact to future budgets is expected.

Cost: \$ 17,000  
Department: Water Division

13. Spare Raw Water Well Motor

This is an expense to purchase an additional 60 HP motor as a spare to assure a reliable supply of water to the water plant. There is no anticipated impact on future budgets.

Cost: \$ 15,000  
Department: Water Division

14. Tuck-pointing and Painting Exterior of Building

This appropriation is for cost to have the exterior of the building tuck-pointed and painted. This expense of \$20k will be split with the Sewer Division.

Cost: \$ 10,000  
Department: Water Division

15. Interior Building Improvements

This appropriation is for cost to have an interior office constructed in the facility for the Project Manager. This expense of \$14k will be split with the Sewer Division.

Cost: \$ 7,000  
Department: Water Division

16. Widening of the Garage Door

This appropriation is for cost to have the garage door widened to accommodate larger vehicles. This expense of \$10k will be split with the Sewer Division.

Cost: \$ 5,000  
Department: Water Division

**Total Capital Water Fund** **\$1,173,660**

## **Enterprise Funds – Sewer Fund**

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

### 1. Peruque Creek Lift Station Upgrades

This is an expense to build a new sewer line to accept Lake Saint Louis sewer flows. The budgeted amount would include the cost for engineering, easement acquisition, bid documents and construction. The anticipated impact on future budgets will consist of annual maintenance that will be minimal the first few years.

Cost: \$ 2,500,000  
Department: Sewer Division

### 2. Sludge Dewatering Improvements

This is for the cost to rebuild two belt filter presses. The two presses are due for a rebuild. The impact to future budgets will consist of annual maintenance estimated at \$2,000 a year.

Cost: \$400,000  
Department: Sewer Division

### 3. Odor Control Unit and Structural Support

This appropriation is for the replacement of the structural support of the unit that has deteriorated over the years due to the chemicals in the area. The repairs are needed to insure integrity of the structure for years to come. The second phase of this project is to replace the actual Odor Control Unit. Total project cost is estimated at \$1,600,000. The structural support portion is budgeted at \$300,000. The impact on future budgets would be \$1,300,000 for the Odor Control Unit replacement in 2016 followed by annual maintenance cost after warranty period.

Cost: \$300,000  
Department: Sewer Division

### 4. Extended Cab Pick-up Trucks (2) (GVWR 6,750)

This appropriation is for purchase of two extended cab pick-up trucks to replace aging pick-up trucks that were purchased in 1997. No impact on future budgets is expected since these are replacements.

Cost: \$ 52,580  
Department: Sewer Division

## 5. Entrance and Lot Improvements

This appropriation is for improvements to the entrance and parking lot at the Cool Springs facility. Larger vehicles currently have trouble with the entrance and front parking area of the building. Estimated cost of \$80,000 will be split with the Water Division. Impact on future budgets is expected to be minimal.

Cost: \$ 45,000  
Department: Sewer Division

## 6. Fiber Optic Lines

This appropriation is for the cost to have fiber optic lines run from City Hall to the Water Treatment Plant. The wireless access is not adequate and connection is frequently dropped. This expense will provide undisturbed service and increase productivity with the network. This expense of \$52k will be shared with the Water Division. No impact to future budgets is expected.

Cost: \$ 35,000  
Department: Sewer Division

## 7. Biosolids Lime Silo Feed Tube

This is for the cost to replace the metal lime feed tube. The abrasive nature of lime has eroded metal feed tube. No impact to future budgets is anticipated until it is time to replace again in 10+ years.

Cost: \$ 30,000  
Department: Sewer Division

## 8. Gator with Portable Grouting System

This is for the cost to replace a 13+ year old gator and a portable grouting system. This will allow the division to access manholes that are not adjacent to roadways. The portable grouting system will help reduce infiltration and lengthen the life of the manhole. Impact to future budgets is anticipated for maintenance after warranties periods and then it is estimated to be \$250 for the first few years. .

Cost: \$ 22,000  
Department: Sewer Division

9. Jet Truck Parts

This is for the cost to replace the components that have past their useful life in the Jet Truck. This includes the root saw and nozzles for two trucks. No impact to future budgets is anticipated until it is time to replace again.

Cost: \$ 15,000  
Department: Sewer Division

10. Sewer Rate Analysis

This is for the cost to have a rate analysis done and presented to Council. The previous rate analysis only covers up to 2016.

Cost: \$ 15,000  
Department: Sewer Division

11. Tuck-pointing and Painting Exterior of Building

This appropriation is for cost to have the exterior of the building tuck-pointed and painted. This expense of \$20k will be split with the Water Division.

Cost: \$ 10,000  
Department: Sewer Division

12. Interior Building Improvements

This appropriation is for cost to have an interior office constructed in the facility for the Project Manager. This expense of \$17k will be split with the Water Division.

Cost: \$ 10,000  
Department: Sewer Division

13. Widening of the Garage Door

This appropriation is for cost to have the garage door widened to accommodate larger vehicles. This expense of \$10k will be split with the Water Division.

Cost: \$ 5,000  
Department: Sewer Division

**Total Capital Sewer Fund** **\$3,439,580**

## **Enterprise Funds – Environmental Services Fund**

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

Cost: \$232,926  
Department: Environmental Services Division

### 2. Sanitation Carts/Containers

This is an annual capital expense for new 64 & 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: \$126,875  
Department: Environmental Services Division

### 3. Refuse Trucks

This is appropriation is for the purchase of two fully automated sideload trucks. Both 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: \$376,000  
Department: Environmental Services Division

**Total Capital Environmental Services Fund**

**\$735,801**



## **Enterprise Funds – Renaud Spirit Center Fund**

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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 Dampers

This is for the cost to replace the dampers that controls the intake air for the Pool Pak (HVAC system that was replaced in 2014) at the RSC. No impact on future budgets is expected since this is a replacement.

Cost: \$ 24,000  
Department: RSC –Recreation Division

### 3. Dryer

This is for the cost to replace a large commercial grade dryer and switch from electric to gas. There may be some cost savings from the utilities expenses due to the switch from electric to gas. No other impact on future budgets is expected since this is a replacement.

Cost: \$8,000  
Department: RSC –Recreation Division

### 4. Gym Floor Refinish

This is for the cost to refinish the 16,000 square foot wood gym floor. Impact on future budgets will consist of a full strip and refinish in 2019.

Cost: \$6,000  
Department: RSC –Recreation Division

**Total Capital Renaud Spirit Center Fund**

**\$ 81,735**

## **Enterprise Funds – Public Venue Fund**

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

### 1. Seal Roof

This is for the cost to seal roof over the office and storage areas at the TR Hughes stadium. Impact on future budgets would include another seal in 10 years.

Cost: \$ 40,000  
Department: Public Venue- Athletics Division

### 2. Fence

This is for the cost to install a new 10 foot tall chain link fence around the back side of the outfield wall at TR Hughes stadium. This will also help secure the back side of the ball field. No impact on future budgets is expected.

Cost: \$ 7,400  
Department: Public Venue- Athletics Division

**Total Capital Public Venue Fund**

**\$ 47,400**







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.



In 1939, with only \$50 in the general fund, Mayor Paul A. Westhoff, Sr., cast the decisive vote to build the City's first sanitary water and sewer system, launching an era of progress and expansion.

To help the City build the system, St. Mary's Institute donated \$5,000. St. Mary's is O'Fallon's oldest corporation, founded by the Sisters of the Most Precious Blood to support their educational endeavors.

## Environmental Services Budget

Fiscal Year 2015

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 2011	Actual 2012	Actual 2013	Projected Budget 2014	Amount Change	Budget 2015	% Change
<b>Sales &amp; Services</b>	\$4,467,561	\$4,206,455	\$4,413,308	\$4,512,955	(\$17,731)	\$4,495,224	(0.4%)
<b>Interest</b>	(2)	663	332	250	0	250	0.0%
<b>Other Sources</b>	15,545	562,799	(549,280)	5,500	1,700	7,200	30.9%
<b>Total</b>	\$4,483,104	\$4,769,917	\$3,864,360	\$4,518,705	(\$16,031)	\$4,502,674	(0.4%)

### Fiscal Year 2015 Goals *(To maintain a superior community)*

- I. Continue to coordinate an Electronics/Appliance Recycling drop-off event for residents six times a year on the week prior to our Complimentary Bulk Drop-off.
- II. Increase recycling tonnage by 5%.
- III. Continue to do more in-house repairs to our fleet utilizing the newly acquired training and knowledge.

### Performance Measures

	Actual 2011	Actual 2012	Actual 2013	Target 2014	Actual 2014	Target 2015
Recycling (in tons)	6,593	6,634	6,925	n/a	7,858	7,280
Waste Hauling (in tons)	21,436	20,809	21,536	n/a	21,826	22,210
Yard Waste Hauling (in yards)	7,729	8,462	9,043	n/a	8,301	8,500

Note: The Performance Measures were updated for 2015.

## Previous Year's Goals

In 2014, the Division hosted two Electronics and Appliance Recycling Events. Over 165,000 pounds of recyclable electronic products were collected during these events. There was an increase in the recycling tonnage by over 13%, most of the increase was from the 3<sup>rd</sup> party recycle material.

## Budget Category Summary

	Actual 2011	Actual 2012	Actual 2013	Projected Budget 2014	Amount Change	Budget 2015	% Change
<b>Personnel</b>	\$1,532,051	\$1,529,525	\$1,569,594	\$1,601,372	\$59,980	\$1,661,352	3.7%
<b>Contract Services</b>	609,664	623,729	651,731	721,817	(18,106)	703,711	(2.5%)
<b>Insurance</b>	353,374	327,111	326,348	339,593	9,291	348,884	2.7%
<b>Maintenance</b>	174,204	201,142	239,458	215,263	(2,512)	212,751	(1.2%)
<b>Operating Supplies</b>	71,390	44,356	76,165	87,121	(817)	86,304	(0.9%)
<b>Petroleum</b>	294,314	303,348	297,999	310,650	(21,340)	289,310	(6.9%)
<b>Professional Expenses</b>	3,371	3,118	3,354	12,950	(3,300)	9,650	(25.5%)
<b>Public Information</b>	17,302	16,884	17,485	27,340	5,983	33,323	21.9%
<b>Utilities</b>	24,581	40,905	39,142	40,120	8,260	48,380	20.6%
<b>Rental</b>	499	2,485	2,528	1,750	2,234	3,984	127.7%
<b>Debt</b>	576,932	595,954	477,970	83,158	(6,538)	76,620	(7.9%)
<b>Capital Outlay</b>	586,205	570,932	1,061,012	1,011,444	(275,643)	735,801	(27.3%)
<b>Transfer Out</b>	0	100,000	100,000	100,000	0	100,000	0.0%
<b>Total</b>	\$4,243,887	\$4,359,489	\$4,862,786	\$4,552,578	(\$242,508)	\$4,310,070	(5.3%)

## Budget Highlights

The decrease in Contract Services is due removing an allocation for emergency debris funds. The Council is comfortable with reserve level and will amend budget if needed for an emergency. The decrease in Petroleum is based on future decrease in gasoline pricing. The decrease in Professional Expenses is due to a Peer Review done in 2014 that is not in the 2015 budget. The increase in Public Information is for the promoting of the recycling program and other programs thru a new annual newsletter from the Department to the public.

## **Budget Category Explanations**

### **Personnel**

**\$1,661,352**

This category includes the wages, benefits, and overtime for the Environmental Services, Finance 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%).

Finance Division expenses consists of 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%) and one Administrative Assistant (6%).

### **Contract Services**

**\$703,711**

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**

**\$348,884**

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**

**\$212,751**

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**

**\$86,304**

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**

**\$289,310**

Expenses for gasoline and oil are funded in this category.

### **Professional Expenses**

**\$9,650**

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

### **Public Information**

**\$33,323**

Advertising, promotions and printing are funded in this category.

### **Utilities**

**\$48,380**

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

**Rental** **\$3,984**

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

**Debt Service** **\$76,620**

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

**Capital Outlay** **\$735,801**

This amount is allocated to cover equipment purchases schedules in Fiscal Year 2015.

**2015 Capital Outlay for Environmental Services Division**

<b><u>Description</u></b>	<b><u>Amount</u></b>
Refuse Service Trucks (2) Purchase	\$376,000
Multi-use Truck Leases (Budgeted Year's payment)	\$232,926
Sanitation Carts	\$126,875
	<hr/>
	<b><u>\$735,801</u></b>

**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 2011	Actual 2012	Actual 2013	Amended Budget 2014	Amount Change	Budget 2015	% Change
<b>Contract Agreement</b>	\$193,137	\$136,304	\$172,000	\$50,000	\$0	\$50,000	0.0%
<b>Interest</b>	5,476	1,299	1,132	100	150	250	150.0%
<b>Other Sources</b>	391,327	411,239	442,011	522,525	99,975	622,500	19.1%
<b>Total</b>	\$589,940	\$548,842	\$615,143	\$572,625	\$100,125	\$672,750	17.5%

**Fiscal Year 2015 Goals**

- I. Coordinate a spring kickoff rally to promote the Rascals and their upcoming season.
- II. Research the opportunity and cost to install turf at TR Hughes Ballpark.

**Prior Year’s Goals**

The City continues to work with the Rascals and promote them through our newsletter, email blasts and billboards. The City assisted with a Rally last fall, promoting the post season play. The City purchased banners to display on the streetlights along TR Hughes Blvd too. Staff also met monthly with the Rascals organization to discuss maintenance needs. The City utilized part-time and full-time positions to fulfill the 30 hour per week obligation to assist with maintenance needs.

## Budget Category Summary

	Actual 2011	Actual 2012	Actual 2013	Projected Budget 2014	Amount Change	Budget 2015	% Change
<b>Personnel</b>	\$0	\$0	\$13,058	\$17,817	\$17,620	\$35,437	98.9%
<b>Contract Services</b>	31,110	26,799	28,235	27,800	5,000	32,800	18.0%
<b>Insurance</b>	10,282	11,075	11,654	12,237	0	12,237	0.0%
<b>Maintenance</b>	12,399	13,047	67,856	31,900	(9,900)	22,000	(31.0%)
<b>Operating Supplies</b>	0	0	62,786	0	0	0	0.0%
<b>Public Information</b>	0	0	0	1,500	(1,000)	500	(66.7%)
<b>Utilities</b>	5,480	3,172	29,240	26,500	0	26,500	0.0%
<b>Rental</b>	0	1,547	511	1,750	(350)	1,400	(20.0%)
<b>Debt Service</b>	455,894	468,900	891,974	431,881	4,493	436,374	1.0%
<b>Capital Outlay</b>	82,142	10,868	0	57,000	(9,600)	47,400	(16.8%)
<b>Total</b>	\$597,307	\$535,408	\$1,105,314	\$608,385	\$6,263	\$614,648	1.0%

## Budget Highlights

The increase in Personnel is due to a percentage of management's wages being allocated base on workload. The increase in Contract Services is due to an increase in landscape services contracted out. The decrease in Maintenance is due to the infield and warning track maintenance materials being purchased 2014.

## Budget Category Explanations

### **Personnel**

**\$35,437**

This category includes the wages and benefits for one Parks & Recreation Director (5%), one Parks Superintendent (10%) and additional seasonal employees.

### **Contract Services**

**\$32,800**

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** **\$22,000**

This category is for the repair and maintenance of equipment used in routine field and park maintenance duties. It also includes building materials.

**Public Information** **\$500**

Advertising, promotions and printing are funded in this category.

**Utilities** **\$26,500**

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

**Rental** **\$1,400**

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

**Debt Service** **\$436,374**

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** **\$47,400**

This expense is for a Capital expenses approved for 2015.

**2015 Capital Outlay for Public Venue Fund**

<b><u>Description</u></b>	<b><u>Amount</u></b>
Roof Repairs	\$40,000
Fencing	\$7,400
	<hr/>
	<b><u>\$47,400</u></b>



## Renaud Spirit Center Fund

Fiscal Year 2015

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 2011	Actual 2012	Actual 2013	Amended Budget 2014	Amount Change	Budget 2015	% Change
Program Fees	\$1,950,979	\$1,908,232	\$1,847,999	\$1,849,652	\$124,394	\$1,974,046	6.7%
Interest	(54)	(24)	154	100	(100)	0	(100.0%)
Miscellaneous	25,644	22,406	15,943	12,500	(2,500)	10,000	(20.0%)
Transfers from Other Funds	44,124	0	91,205	52,448	145,263	197,711	277.0%
<b>Total</b>	<b>\$2,020,693</b>	<b>\$1,930,614</b>	<b>\$1,955,301</b>	<b>\$1,914,700</b>	<b>\$267,057</b>	<b>\$2,181,757</b>	<b>13.9%</b>



## **RSC - Parks & Recreation Department - RSC Division**

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

### **Fiscal Year 2015 Goals**

- I. Continue to research additional opportunities to expand products offered throughout facility concessions to include ‘healthier’ options, improve customer service and increase revenues.
- II. Create and implement senior programs to increase Silver Sneaker participation at the RSC.
- III. Aggressively follow up on trial week participants to encourage memberships.
- IV. Create a ‘Did You Know’ bulletin board in the RSC lobby.

### **Performance Measurements**

	<b>Actual 2011</b>	<b>Actual 2012</b>	<b>Actual 2013</b>	<b>Target 2014</b>	<b>Actual 2014</b>	<b>Target 2015</b>
<b>Daily Passes Sold</b>	21,740	20,407	20,119	22,000	23,389	24,000
<b>Membership Scans</b>	171,368	170,292	179,784	185,000	173,008	180,000
<b>Personal Training</b>	333	370	581	590	691	700
<b>Birthday Parties</b>	433	420	357	400	405	425

### **Previous Year’s Goals**

In 2014, the Renaud Spirit Center celebrated its 10<sup>th</sup> Anniversary. The division provided interactive contests with members and guests and celebrated the date through our special events. Programs at the RSC were reviewed and the results suggested there be more emphasis on Older Adult programs. To satisfy current needs and the growing Silver Sneaker population the division is expanding offerings for this group. The RSC worked with the Missouri Council for Activity & Nutrition to participate in “Eat Smart in Parks”. The statewide effort is aimed at promoting healthier choices in Missouri’s state and local parks. Many of these changes were made at the concession stand at the RSC.

## Budget Category Summary

	Actual 2011	Actual 2012	Actual 2013	Projected Budget 2014	Amount Change	Budget 2015	% Change
<b>Personnel</b>	\$871,925	\$1,078,072	\$1,227,065	\$1,254,429	\$2,631	\$1,257,060	0.2%
<b>Contract Services</b>	30,236	37,401	22,670	15,364	16,661	32,025	108.4%
<b>Insurance</b>	49,579	47,097	91,136	149,064	(18,123)	130,941	(12.2%)
<b>Maintenance</b>	4,222	10,403	16,945	22,463	(3,209)	19,254	(14.3%)
<b>Operating Supplies</b>	125,425	130,013	131,798	141,577	6,026	147,603	4.3%
<b>Professional Expenses</b>	9,132	4,600	3,255	7,510	342	7,852	4.6%
<b>Public Information</b>	47,288	46,021	57,180	47,800	(3,600)	44,200	(7.5%)
<b>Utilities</b>	182,745	189,793	201,193	219,878	(1,156)	218,722	(0.5%)
<b>Programs</b>	184,255	29,462	30,370	29,809	6,568	36,377	22.0%
<b>Rental</b>	7,001	7,692	6,348	6,468	1,692	8,160	26.2%
<b>Capital</b>	83,811	110,074	154,205	121,116	(39,381)	81,735	(32.5%)
<b>Total</b>	\$1,595,619	\$1,690,628	\$1,942,165	\$2,015,478	(\$31,549)	\$1,983,929	(1.6%)

## Budget Highlights

The increase in Contract Services is due to new web based recreational software system. The decrease in Maintenance is due to pool pump maintenance done in 2014. The increase in Programs is linked to the increased number of one day events planned for 2015. The increase in Rental is for the copier maintenance usage expense.

## **Budget Category Explanations**

### **Personnel \$1,257,060**

This category includes the salaries, wages, benefits, and overtime for the RSC, Recreation and Parks Divisions as broken down below:

RSC Division consist of one Recreation Coordinator (50%), one Office Manager (50%), two Recreation Specialist (85%, 50%), three Recreation Assistants (40%, 80%, 40%), and four Custodians (100%)

Recreation Division consists of one Recreation Superintendent (30%), two Recreation Manager (30%, 50%), one Cultural Arts Coordinator (20%), one Recreation Coordinator (30%), three Recreation Specialists (10%, 40%, 20%), one Administrative Assistant (10%), one Senior Recreation Assistant (40%), one Recreation Assistants (40%), and additional part-time positions.

Parks Division consists of one Parks & Recreation Director (15%).

### **Contract Services \$32,025**

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

### **Insurance \$130,941**

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 \$19,254**

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

### **Operating Supplies \$147,603**

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 \$7,852**

Dues and subscriptions utilized by the division along with training, travel and educational expenses.

### **Public Information \$44,200**

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 \$218,722**

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

**Programs** **\$36,377**

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** **\$8,160**

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

**Capital Outlay** **\$81,735**

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

### 2015 Capital Outlay for RSC Division

<b><u>Description</u></b>	<b><u>Amount</u></b>
Pool PAK Dampers	\$24,000
Cardio Equipment Lease pmt for 2015	\$43,735
Dryer	\$8,000
Resurface Wood Gym Floor	\$6,000
	<hr/>
	<b><u>\$81,735</u></b>



## **RSC - Parks & Recreation Department – Facilities Maintenance Division**

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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 2011	Actual 2012	Actual 2013	Projected Budget 2014	Amount Change	Budget 2015	% Change
<b>Personnel</b>	\$190,247	\$197,834	\$56,231	\$71,287	\$12,944	\$84,231	18.2%
<b>Insurance</b>	14,229	55,211	7,139	21,208	7,589	28,797	35.8%
<b>Maintenance</b>	18,596	51,667	37,019	21,000	7,500	28,500	35.7%
<b>Operating Supplies</b>	283	99	505	275	(275)	0	(100.0%)
<b>Total</b>	\$223,355	\$304,811	\$100,894	\$113,770	\$27,758	\$141,528	24.4%

### **Budget Highlights**

The increase in Personnel is due to the reallocation of wages based on workload study and any projected expected in 2015. Insurance is adjusted during the year to estimate actual expenses and Personnel percentages budgeted for that year. The increase in Maintenance is due to the repairs needed on the skylight in the building. The decrease in Operating Supplies and Utilities is due to the moving of the uniform and phones/tablets expenses to the General Fund.

### **Budget Category Explanations**

#### **Personnel**

**\$84,231**

This category includes the salaries, wages, benefits, and overtime for one Facility Maintenance Manager (15%), one Facility Maintenance Supervisor (10%), one Senior Facility Maintenance Worker (90%) and one Facility Maintenance Worker (40%). This also includes the outstanding leave accrued by the division not to exceed 480 hours per employee.

#### **Insurance**

**\$28,797**

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**

**\$28,500**

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

The City of O’Fallon, Missouri Sewer System includes a vast collection system and full scale, state-of-the-art regional wastewater treatment plant with a capacity of 11.25 million gallons per day, complete with three full equalization basins, a Class A biosolids dewatering and handling facility, large capacity interceptor sewers ranging up to 48 inches in diameter and large capacity wastewater pumping stations located at strategic points in the system. The collection system consists of over 195 miles of interceptor and collector lines ranging in size from 6 inches to 48 inches. The wastewater treatment plant, originally constructed in 1984, utilizes an activated biofilter process with four (4) unit primary and four (4) secondary clarifiers, four (4) variable speed high capacity bio-tower lift pumps, three (3) biofilter towers, four (4) aeration basins, an effluent pumping station with four (4) high capacity submersible pumps, sludge digester and an effluent ultra-violet disinfection process.

The Sewer System currently serves over 15,700 customers and is expected to serve approximately 15,900 customers, both inside and outside City residents, by the end of FY 2015.

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 2011	Actual 2012	Actual 2013	Projected Budget 2014	Amount Change	Budget 2015	% Change
<b>Utility Sales &amp; Service</b>	8,381,225	7,425,441	7,438,782	7,785,218	147,985	7,933,203	1.9%
<b>Interest</b>	120,456	61,466	53,640	5,000	2,500	7,500	50.0%
<b>Miscellaneous</b>	247,738	107,193	247,266	113,000	(1,000)	112,000	(0.9%)
<b>Total</b>	\$8,749,419	\$7,594,100	\$7,739,688	\$7,903,218	\$149,485	\$8,052,703	1.9%

**Fiscal Year 2015 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 2015.
- II. Research and present cost to build a sewer effluent system to expand the capacity of the Sewer System. *(Focus on Infrastructure – Strategic Plan)*
- III. Develop, present to Council, and look for funding for long-range plans with cost estimates to proactively complete upgrades to the aging sewer system to address problems before they occur. *(Focus on Infrastructure – Strategic Plan)*

**Performance Measurements**

	Actual 2011	Actual 2012	Actual 2013	Target 2014	Actual 2014	Target 2015
Power Consumption Dollars/mgal Treated	\$155	\$100	\$118	\$120	\$111	\$115
Effluent Quality < 25/30 mg/l CBOD/TSS	8CBOD 10TSS	8 CBOD 10 TSS	6 CBOD 11 TSS	7 CBOD 9 TSS	6 CBOD 12 TSS	6 CBOD 10 TSS
Line Cleaning 127 miles/3 years = 42.3	70.3	59.8	66.7	70.0	85.6	75.0
Emergency Response < 30 minutes Number of Exceptions	1	0	0	0	0	0

**Previous Year’s Goals**

Fiscal Year 2014 proved to be another busy year for the Sewer Division. The division provided a more environmentally friendly wastewater treatment system by lining the equalization basin. This will also allow for easier cleaning and maintenance. The wastewater treatment plant also replaced an aging bar screen with a new one and installed an additional grinder to the east lift station. This grinder will reduce the frequency of manual cleaning of the bar screen. The division also replaced a 20 year old centrifugal blower with a new turbo blower for the aeration basins at the wastewater treatment plant.

## Budget Category Summary

	Actual 2011	Actual 2012	Actual 2013	Projected Budget 2014	Amount Change	Budget 2015	% Change
<b>Personnel</b>	\$1,131,514	\$1,168,305	\$1,130,217	\$1,222,012	\$10,214	\$1,232,226	0.8%
<b>Contract Services</b>	295,890	221,700	326,990	343,463	26,237	369,700	7.6%
<b>Insurance</b>	269,735	374,667	442,587	424,877	65,005	489,882	15.3%
<b>Maintenance</b>	306,263	238,261	289,406	406,060	(18,250)	387,810	(4.5%)
<b>Operating Supplies</b>	462,681	419,210	606,484	544,243	19,882	564,125	3.7%
<b>Professional Expenses</b>	30,504	6,973	12,720	54,205	(2,205)	52,000	(4.1%)
<b>Public Information</b>	4,492	2,053	2,785	12,182	(6,182)	6,000	(50.7%)
<b>Utilities</b>	620,548	492,348	624,254	620,000	45,220	665,220	7.3%
<b>Petroleum</b>	46,420	38,382	35,925	52,000	0	52,000	0.0%
<b>Rental</b>	991	867	1,540	2,700	1,200	3,900	44.4%
<b>Debt</b>	3,670,894	3,918,153	4,982,875	2,801,002	(65,522)	2,735,480	(2.3%)
<b>Capital Outlay</b>	3,019,606	2,003,594	1,196,266	525,500	2,894,080	3,419,580	550.7%
<b>Transfer Out</b>	485,740	0	0	0	0	0	0.0%
<b>Total</b>	\$10,345,278	\$8,884,513	\$9,652,049	\$7,008,244	\$2,959,465	\$9,977,923	42.2%

## Budget Highlights

The increase in Contract Services is due to a new temporary service contract for 2015 and an increase in landfill fees. The decrease in Maintenance is due to moving vehicle repair expenses to the Fleet Division budget within the Sewer Fund. The increase in Operating Supplies is mainly due to the increase in chemical and postage expenses and some small equipment and workstations scheduled to be purchased in 2015. The decrease in Public Information is due to lower printing cost expected in 2015. The increase in Rental is for an expected increase in copier rental.

## **Budget Category Explanations**

### **Personnel**

**\$1,232,226**

This category includes the wages, benefits, and overtime for the Sewer Division, Water Division, Finance Division and Project Management Division as broken down below:

Sewer Division expenses consists of one Wastewater Treatment Plant Manager (100%), one Collection Supervisor (100%), one Wastewater Treatment Plant Operations Supervisor (100%), one Maintenance Supervisor (100%), one Lab Technician (100%), one Maintenance Technician (100%), one Biosolids Plant Operator (100%), one Inflow and Infiltration Maintenance Mechanic (100%), one Lift Station Operator (100%), two Maintenance Mechanics (100%), one Wastewater Treatment Plant Operator (100%), one Inflow and Infiltration Maintenance Worker (100%), and three Maintenance Workers (100%).

Water Division expenses consists of one Water & Sewer Superintendent (50%), one Assistant Water & Sewer Superintendent (42%), one Administrative Assistant (33%) and one Water Service Technician (50%).

Finance Division expenses consists of one Utility Billing Supervisor (33%), one Billing Clerk (33%), and one Customer Service Representative (33%).

Project Management/Engineering Divisions expenses consists of one Public Works Director (15%), one City Engineer (10%), one Project Manager (45%), and one Administrative Assistant (10%).

### **Contract Services**

**\$369,700**

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

### **Insurance**

**\$489,882**

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**

**\$387,810**

This category is for the repairs and maintenance of buildings, collection systems, lift stations and various shop equipment and machinery. Vehicle Maintenance is separate and put in the Fleet Maintenance Division within this fund.

### **Operating Supplies**

**\$564,125**

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 Expenses**

**\$52,000**

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

**Public Information** **\$6,000**

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** **\$665,220**

This amount provides funding for mobile phone/radio services.

**Petroleum** **\$52,000**

Expenses for gasoline and oil are funded in this category.

**Rental** **\$3,900**

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

**Debt** **\$2,735,480**

This amount is budgeted for repayment of principal, interest and fees on bonds issued and outstanding.

**Capital Outlay** **\$3,419,580**

This amount is allocated to cover equipment purchases outlined below in the Capital Expenditures section.

**2015 Capital Outlay for Sewer Division**

<b><u>Description</u></b>	<b><u>Amount</u></b>
Machinery, Equipment & Software	
Utility Vehicle	\$12,000
Sewer Rate Analysis	\$15,000
Fiber Optic Line & Installation	\$35,000
Jet Truck Parts	\$15,000
Replacement Trucks	\$52,580
	\$129,580
Sewer Plant Buildings Maintenance/Improvements	
Biosolids Line Silo Feed Tube Replacement	\$30,000
Entrance and Lot Improvements	\$35,000
Interior Office	\$10,000
Tuckpointing and Painting	\$10,000
Widen Garage Door	\$5,000
	\$90,000
Sewer System Maintenance/Improvements	
Peruque Creek Lift Station Replacement	\$2,500,000
Sludge Dewatering Improvements	\$400,000
ABF Plant Digester Odor Control System	\$300,000
	\$3,200,000
<b>Total Sewer Division Capital</b>	<b><u>\$3,419,580</u></b>

## Sewer Fund – Fleet Maintenance Division

The Fleet Maintenance Division assists with vehicles and rolling stock maintenance for the Sewer Fund. The expenses in this section cover the Personnel, Insurance and Maintenance expenses utilized within the Sewer Fund.

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

### Budget Category Summary

	Actual 2011	Actual 2012	Actual 2013	Projected Budget 2014	Amount Change	Budget 2015	% Change
Personnel	\$0	\$0	\$0	\$0	\$11,894	\$11,894	100.0%
Insurance	0	0	0	0	600	600	100.0%
Maintenance	0	0	0	0	30,000	30,000	100.0%
<b>Total</b>	\$0	\$0	\$0	\$0	\$42,494	\$42,494	100.0%

### Budget Highlights

In 2015 the Fleet Division was able to utilize its new software to better track and allocate workload and expenses. Based on this information, the Personnel, Insurance and Maintenance costs were separated for the 2015 budget.

### Budget Category Explanations

#### Personnel Expenses

**\$11,894**

This category includes the wages, benefits, and overtime for one Fleet Manager (3%), one Fleet Coordinator (3%) and four Mechanics (3%).

#### Insurance

**\$600**

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

**\$30,000**

This category is for the repairs and maintenance of various rolling stock and vehicles (for the Sewer Fund).

## Sewer Fund - Landscaping Division

The Landscaping Division is responsible for the mowing of the Sewer properties throughout the City. The Sewer Funds cover Personnel, Contract Services and Insurance expenses associated with mowing of their properties.

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

### Budget Category Summary

	Actual 2011	Actual 2012	Actual 2013	Projected Budget 2014	Amount Change	Budget 2015	% Change
<b>Personnel</b>	\$0	\$0	\$0	\$3,133	\$126	\$3,259	4.0%
<b>Contract Services</b>	0	0	0	7,966	4,304	12,270	54.0%
<b>Insurance</b>	0	0	0	50	50	100	100.0%
<b>Total</b>	\$0	\$0	\$0	\$11,149	\$4,480	\$15,629	40.2%

### Budget Highlights

The increase in Contract Service is due to increase in mowing contract.

### Budget Category Explanations

#### **Personnel Expenses**

**\$3,259**

This category includes the wages, benefits, and overtime for one Landscape Manager (2%) and one Landscape Supervisor (2%).

#### **Contract Services**

**\$12,270**

This amount is for charges for contract services such as mowing, mulch spraying beds, mulch application, large tree removal, and any large tree transplanting around the buildings.

#### **Insurance**

**\$100**

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.

## Water Fund

Fiscal Year 2015

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 currently has over 11,900 and is expected to serve over 12,100 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.

Water Fund operating revenues for 2015 are projected to be under \$5 million. The customer base has grown <1.0% in the last year and is expected to maintain similar growth levels during 2015.

### Revenues

	Actual 2011	Actual 2012	Actual 2013	Projected Budget 2014	Amount Change	Budget 2015	% Change
<b>Sales &amp; Services</b>	\$4,117,933	\$4,812,903	\$4,505,210	\$4,823,799	\$36,195	\$4,859,994	0.8%
<b>Interest</b>	71,448	33,785	23,462	15,000	0	15,000	0.0%
<b>Miscellaneous Other</b>	258,051	259,242	272,816	268,070	72,730	340,800	27.1%
<b>Sources/Bonds</b>	0	0	3,685,000	1,500	(1,500)	0	(100.0%)
<b>Total</b>	\$4,447,432	\$5,105,930	\$8,486,488	\$5,108,369	\$107,425	\$5,215,794	2.1%

**Fiscal Year 2015 Goals** *(To maintain a superior community)*

- I. Continue to provide the highest quality water supply to the public.
- II. Develop, present to Council and look for funding for long-range plans with cost estimates to proactively complete upgrades to the water system to address problems before they occur. *(Focus on Infrastructure – Strategic Plan)*
- III. Build Main Street Water Main. *(Focus on Infrastructure – Strategic Plan)*
- IV. Continue to provide excellent customer service and emergency response to the customers of the O’Fallon Water System.

**Performance Measurements**

	Actual 2011	Actual 2012	Actual 2013	Target 2014	Actual 2014	Target 2015
Power Consumption/Million Gallon Pumped	\$305	\$299	\$321	\$320	\$322	\$320
Salt Consumption/Million Gallon Pumped	0.66	0.65	0.62	0.60	0.66	0.60
Chlorine Consumption mg/C/Finished Water Pumped	2.9	2.5	2.5	2.5	2.8	2.5
Water Hardness mg/l	150	165	149	140	143	140
Bacteriological Tests, # Positive	0	0	0	0	2	0
Emergency Response < 30 minutes						
Number of Exceptions	0	0	0	0	0	0

**Previous Year’s Goals**

In 2014 the Water Division stayed busy with many projects. The painting of tower #6 was completed and the construction of the 2 million gallon storage tank was started. This construction should be completed in the spring of 2015. The rehabilitation of filters 2, 3 & 4 began in 2014 and will be completed in the spring of 2015 along with the St. Gemma water main extension. All of these projects are done in an ongoing effort to provide water customers with high quality, reliable and energy efficient water service.

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 2011	Actual 2012	Actual 2013	Projected Budget 2014	Amount Change	Budget 2015	% Change
<b>Personnel</b>	\$968,807	\$969,829	\$948,567	\$1,021,229	(\$14,099)	\$1,007,130	(1.4%)
<b>Contract Services</b>	27,431	38,913	52,217	55,002	17,863	72,865	32.5%
<b>Insurance</b>	200,897	213,250	163,611	205,170	6,557	211,727	3.2%
<b>Maintenance</b>	148,754	222,397	174,909	286,555	69,555	356,110	24.3%
<b>Operating Supplies</b>	304,748	509,184	553,171	576,808	(36,758)	540,050	(6.4%)
<b>Professional Expenses</b>	31,939	13,375	4,536	59,450	(24,675)	34,775	(41.5%)
<b>Public Information</b>	5,246	3,298	1,900	7,403	(2,403)	5,000	(32.5%)
<b>Utilities</b>	411,657	434,180	412,185	466,800	2,500	469,300	0.5%
<b>Petroleum</b>	27,392	33,889	33,345	42,000	0	42,000	0.0%
<b>Rental</b>	543	572	1,823	3,000	500	3,500	16.7%
<b>Debt</b>	618,687	2,869,876	1,502,295	2,803,745	(285,669)	2,518,076	(10.2%)
<b>Capital Outlay</b>	2,050,632	1,253,901	2,465,428	2,148,050	(974,390)	1,173,660	(45.4%)
<b>Transfer Out</b>	414,000	0	0	0	0	0	0.0%
<b>Total</b>	\$5,210,733	\$6,562,664	\$6,313,987	\$7,675,212	(\$1,241,019)	\$6,434,193	(16.2%)

## Budget Highlights

The decrease in Personnel is due the change in the wage allocation split of a few positions and moving the Landscape Division wages to a separate schedule. The increase in Contract Services is due to a new temporary service contract for 2015. The increase in Maintenance is due to recording new and replacement service meters, hydrants and valves as a Maintenance expense versus a Capital expense. The decrease in Operating Supplies is mostly due to the decrease in chemical expenses. The decrease in Professional Service is due to a Peer Review done in 2014. The decrease in Public Information is due to lower printing expenses anticipated.

## **Budget Category Explanations**

### **Personnel**

**\$1,071,130**

This category includes the wages, benefits, and overtime for the Water Division, Finance Division and Project Management/Engineering Division as broken down below:

Water Division expenses consists of one Water & Sewer Superintendent (50%), one Assistant Water & Sewer Superintendent (43%), one Water Plant Manager (100%), one Water Distribution Supervisor (100%), one Senior Water Plant Operator (100%), one Water Plant Operator (100%), one Maintenance Mechanic (100%), five Water Plant Operators (100%), one Administrative Assistant (33%), one Maintenance Worker (100%), one Water Service Technician (100%) and one Water Service Technician (50%).

Finance Division expenses consists of one Utility Billing Supervisor (33%), one Billing Clerk (33%), and one Customer Service Representative (33%).

Project Management/Engineering Divisions expenses consists of one Public Works Director (15%), one City Engineer (10%), one Project Manager (45%), and one Administrative Assistant (10%).

### **Contract Services**

**\$72,865**

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

### **Insurance**

**\$211,727**

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**

**\$356,110**

This category is for the repairs and maintenance of buildings, distribution systems, water plant, wells, towers and various shop equipment. Vehicle Maintenance is separate and put in the Fleet Maintenance Division within this fund.

### **Operating Supplies**

**\$540,050**

This category includes office supplies such as paper and pens, postage, copies, uniforms and clothing for the workers, small tools, and safety equipment. This also includes small equipment, computers, furniture and fixtures that are valued less than \$5,000.

### **Professional Expenses**

**\$34,775**

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

### **Public Information**

**\$5,000**

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** **\$469,300**

This amount provides funding for mobile phone/radio services.

**Petroleum** **\$42,000**

Expenses for gasoline and oil are funded in this category.

**Rental** **\$3,500**

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

**Debt** **\$2,518,076**

This amount is budgeted for repayment of principal, interest and fees on bonds issued and outstanding.

**Capital Outlay** **\$1,173,660**

This amount is allocated to cover equipment purchases outlined below in the Capital Expenditures section.

### **2015 Capital Outlay for Water Division**

<b><u>Description</u></b>	<b><u>Amount</u></b>
Machinery, Equipment & Software	
Rate Analysis and Facility Plan	\$200,000
Pick-up Truck	\$26,270
Fiber Optic Line & Installation	\$17,000
Vehicle	\$16,390
Spare Raw Well Motor	\$15,000
	\$274,660
Water System Buildings Maintenance/Improvements	
Roof Repair	\$120,000
Demolish Well #2 & #5	\$100,000
Tower Removal	\$50,000
Entrance and Lot Improvements	\$35,000
Well Fields	\$30,000
Tuckpointing and Painting	\$10,000
Interior Office	\$7,000
Widen Garage Door	\$5,000
	\$357,000
Water System Maintenance/Improvements	
RO Membrane Replacements	\$350,000
Deep Well #4 Rehab	\$100,000
Boxwood Main Extension	\$92,000
	\$542,000
<b>Total Water Division Capital</b>	<b><u>\$1,173,660</u></b>

## **Water Fund – Fleet Maintenance Division**

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The Fleet Maintenance Division assists with vehicles and rolling stock maintenance for the Water Fund. The expenses in this section cover the Personnel, Insurance and Maintenance expenses utilized within the Water Fund.

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

### **Budget Category Summary**

	Actual 2011	Actual 2012	Actual 2013	Projected Budget 2014	Amount Change	Budget 2015	% Change
<b>Personnel</b>	\$0	\$0	\$0	\$0	\$11,894	\$11,894	100.0%
<b>Insurance</b>	0	0	0	0	600	600	100.0%
<b>Maintenance</b>	0	0	0	0	28,000	28,000	100.0%
<b>Total</b>	\$0	\$0	\$0	\$0	\$40,494	\$40,494	100.0%

### **Budget Highlights**

In 2015 the Fleet Division was able to utilize its new software to better track and allocate workload and expenses. Based on this information, the Personnel, Insurance and Maintenance costs were separated for the 2015 budget.

### **Budget Category Explanations**

#### **Personnel Expenses**

**\$11,894**

This category includes the wages, benefits, and overtime for one Fleet Manager (3%), one Fleet Coordinator (3%) and four Mechanics (3%).

#### **Insurance**

**\$600**

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**

**\$28,000**

This category is for the repairs and maintenance of various rolling stock and vehicles (for the Water Fund).

## **Water Fund – Landscaping Division**

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The Landscaping Division is responsible for the mowing of the Water properties throughout the City. The Water Funds cover Personnel, Contract Services and Insurance expenses associated with mowing of their properties.

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

### **Budget Category Summary**

	Actual 2011	Actual 2012	Actual 2013	Projected Budget 2014	Amount Change	Budget 2015	% Change
<b>Personnel</b>	\$0	\$0	\$0	\$1,566	\$62	\$1,628	4.0%
<b>Contract Services</b>	0	0	0	7,966	4,304	12,270	54.0%
<b>Insurance</b>	0	0	0	50	50	100	100.0%
<b>Total</b>	\$0	\$0	\$0	\$9,582	\$4,416	\$13,998	46.1%

### **Budget Highlights**

The increase in Contract Service is due to increase in mowing contract.

### **Budget Category Explanations**

**Personnel Expenses **\$1,628****

This category includes the wages, benefits, and overtime for one Landscape Manager (1%) and one Landscape Supervisor (1%).

**Contract Services **\$12,270****

This amount is for charges for contract services such as mowing, mulch spraying beds, mulch application, large tree removal, and any large tree transplanting around the buildings.

**Insurance **\$100****

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.

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) Bond Discount

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

(k) 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.

(l) 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.

## 2015 Budget Ordinance

**BILL NO. 6452**

**ORDINANCE NO. 6051**

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Sponsored by: Mayor Hennessy

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**AN ORDINANCE APPROVING THE 2015 BUDGET FOR THE PERIOD OF JANUARY 1, 2015, THROUGH DECEMBER 31, 2015, 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, 2015 and ending December 31, 2015.

**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 13, 2014**

Second Reading: **December 11, 2014**

**PASSED BY THE CITY COUNCIL FOR THE CITY OF O'FALLON, MISSOURI, THIS 11 DAY OF DECEMBER, 2014.**

  
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.
FSA	Flexible Spending Administrator
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.
HAS	Health Savings Account
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.
MABOI	Missouri Association of Building Officials and Inspectors.
MACE	Missouri Association of Code Enforcement.
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 non GO debt rating is Aa2.
NEC	National Electric Code.
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.
QHDHP	Qualified High Deductible Health Plan
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 <sup>st</sup> 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).



[www.ofallon.mo.us](http://www.ofallon.mo.us)

[www.ofallon.mo.us/PD](http://www.ofallon.mo.us/PD)

[www.ofallon.mo.us/parks&rec](http://www.ofallon.mo.us/parks&rec)

[www.renaudspiritcenter.com](http://www.renaudspiritcenter.com)

[www.heritageandfreedomfest.com](http://www.heritageandfreedomfest.com)

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### FACEBOOK

Search for the following:

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O'Fallon Police Department

Renaud Spirit Center

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