CITY OF O'FALLON, MISSOURI

2016 Annual Budget

100 NORTH MAIN STREET • O'FALLON, MO 63366 • www.ofallon.mo.us

O'FALLON
MISSOURI

O'Fallon Municipal Centre • City Hall and Police Department
100 N. Main St. • 636-240-2000

Library

Block Number

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

CITY OF O'FALLON · MISSOURI · FOUNDED IN 1859

79
M
P
NORTH O'FALLON
Dames Park
1300
Main St.
Tom Ginnever Ave.
T.R. Hughes Ballpark
Ozzie Smith Sports Complex
Civic Park
Alligator's Creek Aquatic Center (outdoor)
100
Westhoff Park
T.R. Hughes Blvd.
DOWNTOWN
Brendan's Playground
INTERSTATE 70
W. Terra Ln.
Woodlawn Ave.
Sonderen Rd.
E. Terra Ln.
Veterans Memorial Pkwy.
Veterans Memorial Walk
Belleau Creek Rd.
Future Site of Justice Facility
1000
Fort Zumwalt Park
Historic Heald Home Zumwalt's Fort
Mexico Rd.
Bryan Rd.
Mexico Rd.
Laura Hill Rd.
2000
BRYAN ROAD CORRIDOR
Feise Rd.
1600
MIDTOWN
2500
Knaust Rd.
K
N
364
WingHaven Blvd.
South Outer Rd.
SOUTH 64
Future Site of O'Day Park
Sommers Rd.
N
DD
WINGHAVEN
3000
Waterford Crossing Dr.
Phoenix Pkwy.
RSC Renaud Spirit Center
Indoor Pool and Fitness Complex
364
Sports Park
Technology Dr.
4000
SOUTH K
O'Fallon
O'Fallon Rd.
K
INTERSTATE 64
5000
H
94

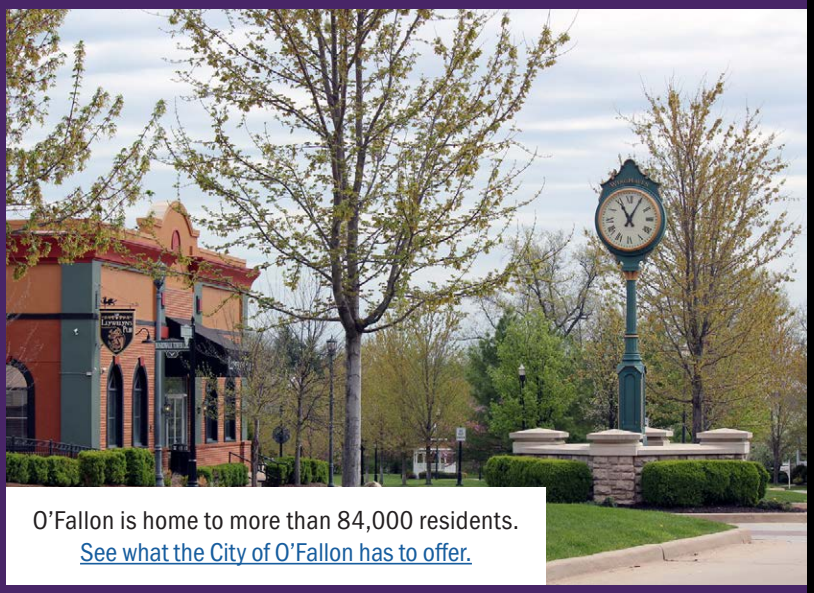
Produced by the City of O'Fallon • www.ofallon.mo.us

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.



O'Fallon is home to more than 84,000 residents.
See what the City of O'Fallon has to offer.

2016 O'Fallon Events

Cabin Fever Daze • January 30–31, Sports Park

O'FallonTheatreWorks: *Noises Off* • March 4–6 and 11–13, City Hall

Rascals' Fan Fest & Food Truck Frenzy • April 29, T.R. Hughes Ballpark

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

Founders' Day & Garden Expo • May 7, Fort Zumwalt Park

Food Truck Frenzy • June 3, Sports Park; August 5, Fort Zumwalt Park

Family Fishing Day • June 5, Fort Zumwalt Park

O'Fallon Jammin' concerts • Tuesdays, June 7 – August 23, Civic Park

O'FallonTheaterWorks: *The Lady Pirates of Captain Bree* • June 10-11 and 16-18, City Hall

Family Camping Night • June 17, Fort Zumwalt Park

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

Cardboard Boat Races • July 17, Alligator's Creek Aquatic Center

Pool Paws Dog Swim • September 10, Alligator's Creek Aquatic Center

RSC Art & Family Festival + Movie in the Park: *Hotel Transylvania 2* September 23, RSC

Fall Fest & Dance, Fall Fest 5K & 10K • October 7–8, Civic Park

Haunted Park Hunt • October 21, Dames Park

O'FallonTheaterWorks: *Anne Frank* • November 4–6 and 11–13, City Hall

Tree Lighting Ceremony • November 16, City Hall

Celebration of Lights • November 25 – December 30, Fort Zumwalt Park

Candy Cane Hunt • December 3, RSC

Breakfast with Santa, Pizza with Santa • December 10, Civic Annex

Old-Fashioned Holiday Stroll • December 13, Fort Zumwalt Park

Table of Contents (pdf version) Fiscal Year 2016

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 28
2016 Policy Agenda 31
Financial Policies Summarized 33

REVENUES & PROJECTIONS

Revenues 41
General Fund Revenues and Projections 42
Debt Service Fund Revenues and Projections 50
Special Revenue Fund Revenues and Projections 52
Capital Project Funds 57

BUDGET SUMMARIES

Budget Summaries 61
General Fund Budget Summary and Projections 66
General Fund Reserves 70
Debt Service Fund Budget 71
Special Revenue Funds Budget Summary and Projections 72
Capital Project Funds 74
Enterprise Funds Budget Summary and Projections 76
Capital Improvement Program Summary 78
Personnel Summarized 79

GENERAL FUND

Administration Group 85
Administration 87
Legal 92
Administrative Services Department 93
Facilities Maintenance 95
Fleet Maintenance 98
Human Resources 101
Information Systems 104
Safety & Risk Management (dissolved) . 107
Volunteer Services 108
Communications Department 111
Communications 113
Public Relations 116
Economic Development Department 119
Finance Department 125
Finance 127
Municipal Court 131
Parks & Recreational Department 135
Landscaping 137
Tourism & Festivals 140
Planning & Development Department 143
Building & Code Enforcement 145
Planning & GIS 148
Police Department 153
Public Works Department 159
Engineering 161
Project Management 165

DEBT OBLIGATIONS

Debt Obligations 169
Debt Management 169
Debt Policy 172
Long Term Debt Outstanding 174
Debt Service Fund Budget 182

SPECIAL REVENUE FUNDS

Community Development Block Grant Fund (CDBG Fund) 185
Inmate Security Fund 186
Police Training Fund 187
Parks & Recreation Fund 187
Recreation Fund (also see pg. 199) 188
Sewer Lateral Insurance Fund 190
Storm Water Fund 192
Street & Road Improvement Fund ..... (also see pg. 212) 196
Transient Guest Tax Fund 197

CAPITAL PROJECT FUNDS

Justice Facility Fund 223

CAPITAL IMPROVEMENTS PRGM ... 227

ENTERPRISE FUNDS & OTHER

Environmental Services Fund 263
Public Venue Fund 267
Renaud Spirit Center Fund 271
Sewer Fund 277
Water Fund 284
Significant Accounting Policies (includes Fund Accounting) 291
2016 Budget Ordinance 297
Glossary of Terms 299

City of O'Fallon, Missouri
Community Profile
2016

Founded	1856
Date of Incorporation	1912
Form of Government	Home Rule Charter Mayor-City Council-City Administrator
2015 Estimated Population	85,397
Estimated Housing	28,706*
Land Area	29.76 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	
2014 Estimate	$78,634**

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

Note: The Fire Protection and Education are separate government agencies and are not part of the City.
*This figure represents the number of single Family Houses, Villas, and Duplexes. It does not include Apartments.
**This figure is from www.census.gov/quickfacts/table/inc110214-2954074,00 .

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, 2015. 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.

City of O'Fallon Organizational Values Statement

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 2016 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
2015-2016 STRATEGIC PLAN
(adopted by Resolution)

I. Focus on Infrastructure

A. Streets (maintenance and improvements)

1. Reduce the number of, and eliminate, the backlog of Public Works' work orders by utilizing temps or contracting out larger projects.
2. Design the I-70 Outer Road Project for the section from Woodlawn to T.R. Hughes.
3. Working with stakeholders, 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.
4. Continue with efforts to fund and construct CLIP improvements as directed by the Council's CLIP Committee and allocated throught the budget process.
5. Continue annual concrete slab replacement, annual preventive maintenance crack seal program, street creep program and traffic calming.
6. Review our current policies/guidelines for stop lights, stop signs at intersections and make recommendations for improving safety and traffic flow.
7. Create more pedestrian-friendly areas throughout the City, including continuation of ADA improvements and completion of sidewalk/walking paths that currently go nowhere (includes Bikeable/Walkable pan priorities).

B. Storm Water / Water & Sewer

1. Develop a policy on the percentage split between Storm Water and Parks that can be relied upon in future budget years.
2. Devise a plan to budget for and complete the smaller Storm Water projects in-house.
3. Develop a plan and look for funding for a long-range plan with cost estimates to complete upgrades over a 5-year period to the aging water/sewer systems (includes the Main Street Water Main).
4. Develop a 5-year plan for the expansion of the Waste Water Treatment Plant utilizing a private contractor who will have complete responsibility for their recommendations and implementation.

II. Building / Facility Plans

A. Go out to bid & start construction on the Justice Center.

B. Work with Mayor and Council to develop alternatives for funding bond project for the Civic and O'Day Parks with a timeline for a ballot initiative.

C. Krekel House

1. Continue planning process for future uses and further explore possibilities of private partnerships for reuse.
2. Continue to add parking spaces to assist in the goal of finding a suitable reuse for the building.
3. Conduct further research on donation and grant opportunities for historic properties.

D. Utilizing the prioritization of Parks' needs identified by the Parks and Recreation Advisory Board, implement the list as funding becomes available over the next 5-10 years.

E. Develop a plan to address City Hall space needs once the Justice Center is opened.

F. Look at funding sources for artificial turf at the Rascals field for installation in 2016.

G. Develop and send out a RFP for the Transfer Station oversight/management.

III. Economic Development

A. Continue implementation of the Economic Development Strategic Plan, which includes strengthening marketing efforts, retaining and expanding businesses and aggressively pursuing development opportunities.

B. Streamline development processes including licensing, permitting, plan review and inspections, as well as engineering to automate all of these systems.

C. Review and adopt new Building Code.

D. Aggressively pursue development opportunities along Page Avenue extension.

IV. Leverage New Technologies

A. Develop a funding plan to implement an in-house GPS system for the City's Fleet.

B. Continue with the automation of all in-house forms and internal document processes to improve efficiency and provide faster service.

C. Implement new timekeeping software system.

D. Start the process of selecting an electronic invoicing vendor for Finance.

E. Begin implementation of IT (Information Technology) 5-year plan.

F. Research opportunities for the use of alternative street lights in subdivisions.

G. Evaluate and implement solutions for improving employee intra-departmental communications.

V. Public Safety

A. After one year of 12-hour shifts, review all data to see whether it is necessary to readjust the implementation and deployments of officers.

B. Review all IT needs of the Police Department for the next 5 – 10 year period.

C. Ascertain the staffing and resources needs of the Police Department due to the move to the new Justice Center in 2017.

D. Implement new Court reforms and present a workshop item on the impact of this reform on the City (both procedurally and financially).

E. Evaluate Canine program to see if more dogs are needed throughout the City.

VI. Operational / Employee Issues

A. Begin developing Core Services for 2-3 Departments of the City.

B. Continue with Six Sigma/Lean Government training and implement Kaizen projects identified by Staff that need to be streamlined and made more efficient.

C. Continue looking at revenue fees and presenting changes to the Council as needed.

D. Work on the education of the public on the Motor Vehicle Sales Tax Correction that will be placed on the 2016 April ballot.

E. Improve on the Citizen's First Office so that messages from residents are acknowledged as quickly as possible and a live response on the first contact is made 98% of the time.

The Fiscal Year 2016 Budget document is organized into eight sections - Introduction, Revenues & Projections, Budget Summaries, General Government, Debt Obligation, Special Revenue Funds, Capital Project Fund, 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 2016 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, 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 2016 Budget. This section consists of summaries by major category and by the five major fund types: General Government Fund, Debt Service Fund, Special Revenue Funds, Capital Project 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 2016 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 Project Fund

This section presents the Capital Project Fund (Justice Facility Fund).

Capital Improvements Program Summary

Capital Improvements Program Summary identifies the items or projects incorporated in the Fiscal Year 2016 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, Capital Project 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 2016

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

As we enter 2016, I am proud to say that the City of O'Fallon is truly one of the best cities in our region. 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. The City remains among the top 50 large cities in *Money* magazine's annual rankings of our country's "Best Places to Live." O'Fallon remains the only city in the State of Missouri to make this prestigious list. Additionally, respected publications such as *CQ Press* and *Safewise* continue to rate O'Fallon as one of the safest cities in the State and nation.

The City's continued national recognition is a reflection of the residents and businesses who are dedicated to keeping their hometown strong by shopping, dining and doing business within our City. As Elected Officials, we share their dedication to making O'Fallon the best City in the State, and in conjunction with City staff, we have developed our City's budget with this same goal in mind.

One of our greatest strengths is the partnership between our O'Fallon Police Department and our community. Our officers are strongly supported by our residents and businesses, and it is one of the reasons our City remains so safe. To that end, our budget includes substantial funding for the Police Department, including increased training for our officers and new equipment. This year, we also will break ground on our new Justice Center, which was approved by voters in 2015, bringing a 21st Century police station to O'Fallon.

Protecting the City's infrastructure is one of our primary goals, and the budget includes more than $5 million in infrastructure improvements to our roads, water system and sewer system to ensure our City is safe, convenient and accessible for generations to come.

Investing in our City also means that we maintain a well-trained, dependable and highly knowledgeable City staff. This year, we have made an adjustment to our wage and benefit scale to ensure our employees are fairly compensated and to prevent the City from falling behind our neighbors. We also are committed to upgrading our information technology infrastructure and identifying tools to better communicate with our residents and provide improved transparency.

This past year brought many improvements to our City's parks, and 2016 will continue this strong focus. The City Council will consider an ordinance to allow our residents to vote on a bond issue for two significant projects, the expansion of Alligator's Creek Aquatic Center and facilities in Civic Park and the development of a new 450-acre natural park off of Hwy. DD. The park will include an adventure-themed playground, amphitheater, meeting facility and countless nature trails. We also will continue our efforts to make the City's busy Highway K and Highway M corridors more walkable and bikeable, meeting a goal set by our residents in numerous surveys.

Our Economic Development, Planning and Building departments will collaborate on the implementation of new software designed to make opening and maintaining a business easier by creating a paperless process for obtaining permits and licenses.

These efforts are just some of 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,

Bill Hennessy

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 2
Rose Mack (2017*)
Jim Pepper (2016*)

Ward 3
John Haman (2017*)
Richard Battelle (2016*)

Ward 4
Bob Howell, (2017*)
Jeff Schwentker (2016*)

Ward 5
Mike Pheney (2017*)
Debbie Cook (2016*)

City Administrator
Bonnie L. Therrien

City Attorney
Kevin O'Keefe

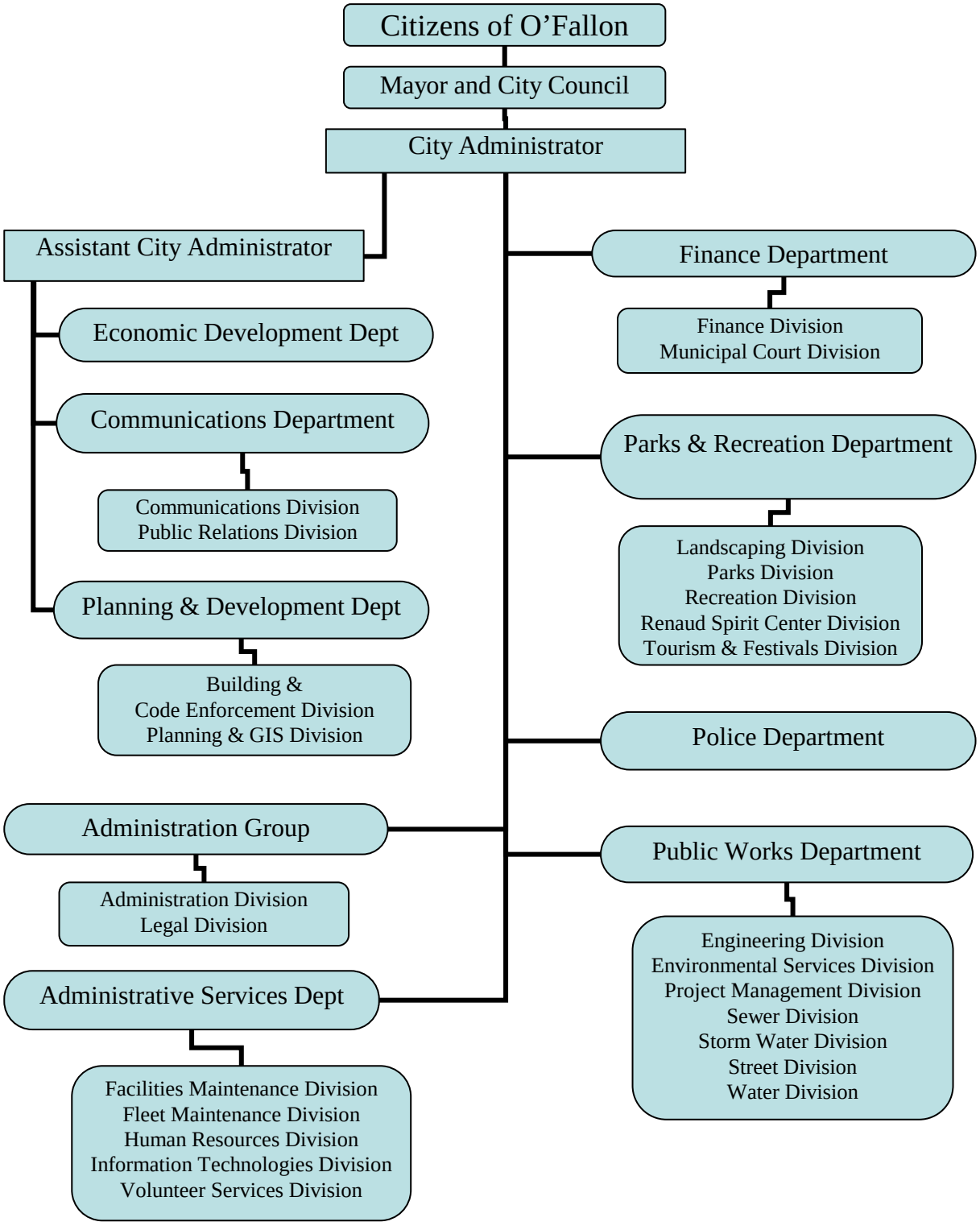
City Judge
Dennis Chassaniol

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
2016 Budget



City of O'Fallon, Missouri
Fund Type Chart
2016 Budget

Structure by Fund

Debt Service Fund
(Managed by Finance Director)

Enterprise Funds

Environmental Services Fund
-Environmental Services Division
(Managed by Public Works Director)

Public Venue Fund
(Managed by Parks & Recreation Director)

Renaud Spirit Center Fund
-Renaud Spirit Center Division
(Managed by Parks & Recreation Director)

Sewer Fund
-Sewer Division
(Managed by the Public Works Director)

Water Fund
-Water Division
(Managed by the Public Works Director)

General Fund
Administration Division
Building & Code Enforcement Div
Communications Division
Economic Development Division
Engineering Division
Facilities Maintenance Division
Finance Division
Fleet Maintenance Division
Human Resources Division
Information Technologies Division
Landscaping Division
Legal Division
Municipal Court Division
Planning & GIS Division
Police Department
Project Management Division
Public Relations Division
Tourism & Festivals Division
Volunteer Services Division
Capital

Special Revenue Funds

Community Development Block Grant Fund
(Managed by Communications Director)

Inmate Security Fund
(Managed by Chief of Police)

Parks & Recreation Fund
(Managed by the Parks & Recreation Director)

Police Training Fund
(Managed by Chief of Police)

Recreation Fund
-Parks Division
-Recreation Division
(Managed by Parks & Recreation Director)

Sewer Lateral Ins Fund
(Managed by Finance Director, Asst. Water & Sewer Superintendent, Lift Station Operator & Administrative Assistant)

Storm Water Fund
-Storm Water Division
(Managed by Assistant City Engineering)

Street & Rd Improvement Fund
--Fleet Maintenance Division
-Landscaping Division
-Project Management Division
-Streets Division
(Managed by Public Works Director)

Transient Guest Tax Fund
(Managed by Finance Director)

Capital Projects Fund

Justice Center Fund
(Managed by Finance Director)

January 1, 2016

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

I am pleased to present the annual budget document of the City of O'Fallon, Missouri, for the fiscal year beginning January 1, 2016. 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 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.

As City staff and I developed this budget, we considered the guidance provided to us by the City Council through the City's strategic plan as well as the recent budget planning period.

O'Fallon and St. Charles County experienced tremendous growth during 2015 and due to the success of our Economic Development team in attracting new businesses to our area, O'Fallon is poised to continue this growth in 2016 and beyond. The opening of new national retailers such as At Home, Hobby Lobby, Fresh Thyme Grocery, Dunkin' Donuts, Tom & Chee and Five Below demonstrates the appeal of O'Fallon for retailers and fills previously vacant prime retail space in the heart of our primary shopping district.

Our residents reaffirmed their faith in our City's operations and our Police Department through the passing of Proposition 1 this past April. This increase in property taxes will allow us to issue bonds for the construction of a new Justice Center to house the Police Department and Municipal Court. The process of planning and engineering is well underway, and we anticipate breaking ground in spring of 2016.

City staff also has improved efficiency throughout our operations with the implementation of new LEAN government principles and numerous "5S" projects. Utilizing staff input through Kaizan events, our team streamlined our hiring process, eliminating weeks of unnecessary red tape for the hiring of part-time employees and taking days off the hiring process for full-time employees. Additionally, staff redeveloped our process for tracking capital assets to limit the burden both on our Finance team and the individual departments while still ensuring the City's assets are maintained in a safe manner that will prevent theft or loss.

The Police, Code Enforcement, Landscaping, Volunteer Services and Street Departments all utilized LEAN principles on "5S" projects, which encourage standardization and ease of use throughout departments. These projects have lessened employee frustration and improved efficiency. Our staff will continue to look for LEAN opportunities in the coming year with projects that improve employee communication and to streamline our purchasing process.

I also acknowledged the challenges we face as we move forward. Although our local economy is doing very well, external factors including international pressures continue to threaten the overall national economy, which could impact us locally. The stability of the stock market in relationship to our economy also will play a part in our long-term financial outlook.

As we fund these projects, the need for additional staff or external consultants to manage these projects and guide them through to successful completion could lead to additional costs in the coming years. Although there are advantages to both adding staff and utilizing external consultants, there are drawbacks to each as well. The use of external consultants, for example, can be more expensive. The addition of staff adds long-term costs associated with each new employee. These difficult decisions must be closely evaluated in coming years.

We also face additional challenges in trying to balance the City's expanding capital needs. As the City ages, planning for competing projects across all funds will necessitate an even greater focus on long-term planning and may force difficult decisions to be made. Proper preventive maintenance plans, staffing and budgeting will help to address these concerns.

Despite these challenges, the successes of 2015 are generating excitement throughout the community and our employees, and we expect to continue this positive momentum in 2016 and beyond. As I prepared the budget for 2016, I recognized the economic growth experienced in 2015 and acknowledged that we expect some growth to continue in 2016, and I stayed true to the City Council's commitment to maintaining the City's extremely low property tax rates and O'Fallon's tradition of conservative budget planning. With these principles in mind, I worked with staff and our management team to propose a budget that capitalizes on the economic opportunities presented and protects the City should anticipated revenues not materialize due to external factors.

The following budget highlights the projects we will undertake in 2016. As you review the budget, you will notice numerous capital investments that will assist in responding to our residents' needs and improving efficiencies among our staff. We believe our continued focus of putting our residents and employees first will ensure our City is well-positioned for continued growth and will help keep our City's well-earned reputation as one of the Country's safest and best places to live and work. Moreover, this financial plan addresses the priorities set forth by our elected officials.

REVENUES

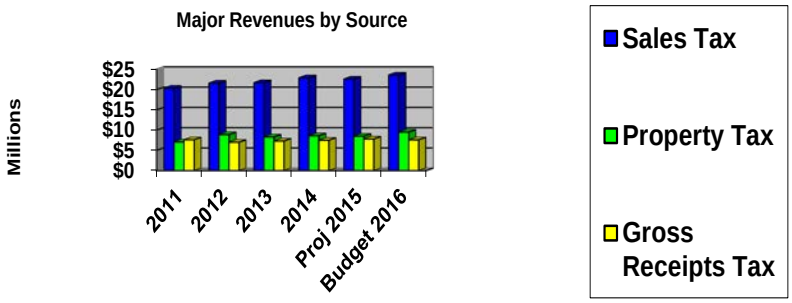
Revenues for the 2016 Budget total $116,018,661. These anticipated revenues were calculated based on careful consideration of our City's economic conditions and the overall growth of both our regional and national economy.

Locally, O'Fallon continues to see a steady increase in both residential and business growth, and this growth has begun to positively impact the City's revenues. The collection of sales tax revenues exceeded our projections in 2015, and due to the recent expansion to our retail environment, we anticipate additional revenue growth in 2016. We are forecasting an additional 2% growth in General Fund Sales Tax revenues in 2016, and as such, have budgeted appropriately for this growth. It is important to note that this projection, while sound, is still in keeping with the City's tradition of conservative financial forecasting.

In the General Fund, property taxes and sales taxes are the City's largest revenue sources. The 2016 budget is based on the adopted property tax rate of $0.5846 per $100.00 assessed valuation. This rate is made up of $0.3438 General Fund and $0.2408 Debt Service Fund and it remains the lowest rate of the full-service cities in St. Charles County. Other revenue sources, such as building permits and gross receipt taxes, are subject to some degree of fluctuation based on economic cycles and weather conditions. Our projections are based on assuming that the collection of these user fees continues at its current rate.

Recreation Fund revenues, which are primarily sales tax and program fees, are expected to be $5,739,914. Furthermore, based on the direction provided by the City Council the budget dictates that 22% of the revenues from the shared Parks and Storm Water half-cent sales tax be dedicated towards storm water projects.

Revenues for other funds include the Enterprise Funds (sales and services), Special Revenue Funds (sales tax, property tax, and various fees), and the Debt Service Fund (property tax). Details on these funds can be found in their appropriate section of the 2016 Budget and a general breakdown is in the Budget Summary section.



Annual % Change	Actual 2012	Actual 2013	Actual 2014	Proj. 2015	Budget 2016	Future Yrs.
Sales Tax	6.09%	.46%	5.53%	(1.31%)	4.42%	1%
Property Tax	25.85%	(6.74%)	3.61%	(1.12%)	11.76%	1 - 2%
Gross Receipt	(7.94%)	4.29%	2.74%	4.0%	(2.56%)	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 a General Fund unreserved balance that will continue to exceed 40% in 2016.

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. Our 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.

EXPENDITURES

In developing this year's budget, I was driven by our continued focus on our residents' needs and our desire to continue improving the efficiency of our operations. I also stayed true to O'Fallon's tradition of sound financial planning and the conservative approach to budgeting that our City Council and staff have established. Accordingly, this budget both addresses the City's needs and helps maintain the financial strength which is the foundation of our excellent financial ratings. I also recognize the priorities brought forth by the City Council in our strategic plan, which was adopted in July 2015 and have worked with staff to design a budget that allows the City to 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 step increases for deserving staff, funding for competitive benefit packages for all full-time employees and continued funding 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 and have once again budgeted for more employees to attend this ongoing training.

Additionally, this year's budget includes a market adjustment to our current grade and step plan, which was adopted in 2012. Although the overall structure of the plan continues to serve the City and our employees well, the compensation amounts have not been adjusted since they were established in 2012, and they have fallen behind comparable pay plans in other cities. Protecting our ability to hire and retain quality employees is the key to this City's long-term success, and by proposing this one-time 4% adjustment to our grade and step scale, we believe we will again bring our compensation in line with comparable cities while maintaining the overall structure of our compensation plan.

Furthermore, in order to prevent our plan from falling too far below the market, our Human Resources team will be responsible for monitoring the overall market and evaluating each City position on a three-year rotating basis to determine if the existing rate of pay is appropriate for the

position. This model has worked very well in similar cities, and I believe it will serve O'Fallon as well.

In 2016, the City and our staff will continue to be faced with increasing health care costs. Although these increases are split 50/50 with employees the impact is felt by both the City budget and employees as the percentage of health increases surpasses the merit increase of 2.5% that most employees receive. This year's increase of 8.7% is again anticipated to be split with employees and is primarily due to an anticipated growth in medical costs throughout the nation and our experience with health costs during the last year.

Our strategic plan places the highest propriety on maintaining and improving our City's infrastructure and this budget reflects a strong emphasis on this priority. The Street and Road Improvement Fund is balanced, with a surplus anticipated in 2016. However, we must continue to monitor future fund balances to ensure that the fund can keep up with demand for improvements and enhancements to our street and road system.

For 2016, Staff has allocated $1,125,000 to continue our concrete slab repair program and perform general maintenance on the City's roadways. This addresses one of the City Council's top goals and provides more than $1 million to keep our streets in good, working order.

Additionally, staff has secured more than $4.7 million in funding to assist the City with new infrastructure projects, most notably improvements to Lake St Louis Blvd Phase 2, Hwy K Path Improvements, Bramblett Road, improvements to the Sommers and Hwy. DD intersection, additional slab replacements on Bryan Road, the reconstruction of Wabash Ave., resurfacing of a stretch of Mexico Rd., and Waterford Crossing intersection improvements. Funding also is in place to begin the right-of-way acquisition and construction of the I-70 project. This much needed project will improve the interchanges at both T.R. Hughes Blvd. and Highway K/Main Street, thereby improving traffic flow at the City's busiest interchange; improve access to the downtown and midtown shopping districts; and open up prime commercial real estate to future economic opportunities.

Other infrastructure enhancements are addressed through our Water and Sewer Funds. The Sewer Fund provides funding for a study of the development of a lift station at Gentemann, which would open up numerous economic development opportunities and $500,000 for the Peruque Creek Lift Station. Additionally, the budget provides more than $1 million for much needed sewer plant improvements.

The Water Fund includes funding for the design of a replacement for the aging Main Street Water Main and the West Terra Main Street Water Main. These mains have experienced numerous breaks over the past few years, and, due to their age, we anticipate more breaks in the future. The fund also includes $100,000 for the Boxwood Main Extension.

As I mentioned previously, the City's Storm Water Fund will receive 22% of the revenues from the City's parks and storm water sales tax. This revenue totaling $1,244,515 will be coupled with the bonding of fifteen (15) outstanding storm water projects to address both large and small

maintenance storm water projects throughout the City and minimize the existing backlog of storm water projects.

In consideration of our goal of becoming more efficient in our operations and more responsive to our residents' and businesses' needs, the budget also includes funding for additional software and hardware needs, including the continued upgrade to Microsoft Office 2013, new network data drives and a 12 terabyte back up system.

Public Safety is consistently cited by our residents and elected officials as their top priority, and the General Fund budget includes numerous expenditures – both regular and capital – to address this area with $13,465,743 included in the Public Safety Budget. The budget calls for the replacement of six (6) police vehicles and the replacement of the final siren in our Siren Replacement Program and the purchase of the Police Backup Recorder system. Additionally, the City's Communications Budget continues to include $28,000 for the City's emergency notification system. The system, which was implemented in 2015, has been extremely well received by residents and has proven invaluable for numerous departments.

Other General Fund expenditures include the replacement of the electrical system in Fort Zumwalt Park, which is used for the annual Celebration of Lights display and the replacement of certain vehicles for Communications, Facilities and Engineering. Additionally, the budget calls for the completion of the City Hall parking lot improvements.

The budget also calls for the continuation of the City's Citywide Landscape Improvement Program (CLIP) program. This program has been enthusiastically endorsed by the O'Fallon Chamber of Commerce and many local businesses. This year's budget provides $250,000 to expand CLIP to the Highway 364 intersections at Bryan and Highway K.

The Environmental Services Fund will continue to preserve the City's low rates while funding the replacement of three trucks and continued vehicle lease payments.

The Parks and Recreation Fund has $250,000 budgeted for the design of O'Day Park. This important project will eventually add more than 50 acres to O'Fallon's park system and will finally bring a park to the southwest portion of the City. Other parks improvements include resealing the parking lots at Westhoff Park and Sports Park, designing a new maintenance building at Fort Zumwalt Park and adding new bleachers in Dames Park.

The Renaud Spirit Center (RSC) fund is once again going to be one of the weaker funds, even with the assistance of a budget transfer of $568,135 from the Parks budget. Although the RSC Fund was never intended to pay for capital expenses, either the General Fund and/or the Parks Fund will have to keep contributing money to the RSC Fund each year in order to keep the building and equipment up to par or the City will be forced to find additional ways to address this concern.

I also have put an additional $150,000 into the Equipment Replacement Fund (part of General Fund), which assists with future purchases of vehicles for all departments. The current balance in this fund is $815,000.

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 2016 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.

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 2016 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 O'Fallon remains the state's best city to live, work and play. 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
2015	244	$45,029,397	434	$60,895,449
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

*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
2015	$1,325,309,114	$286,646,872	$26,159,704	$1,638,115,690	$7,284,798,819
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

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
2015	85,397	3.5%
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%

* The 2010 census population as of March 31, 2010 for the City of O'Fallon was published as 79,329. The City estimates are from the 4th quarter of the year. Unemployment is from the US Department of Labor, Bureau of Labor Statistics, Local Area Unemployment Statistics Data, annual average. (www.bls.gov/data/)

2015 Major Employers

Major Employers	Product/Service	Employees
Citigroup	Financial Services	3,800
Fort Zumwalt School District	Education	2,006
MasterCard International	Global Technology Headquarters	1,960
True Manufacturing, Inc.	Freezers & Commercial Coolers	N/A*
City of O'Fallon	Municipal Services	703**
Allianz (Firemen's Fund Insurance Co)	Insurance	624
SunEdison, Inc. (fka: MEMC)	Silicon Wafers Manufacturing	550
Wentzville School District	Education	421
Progress West HealthCare Center	Medical Services	396
Synergetics, USA, Inc.	Surgical Instruments & Supplies	375

Source: City of O'Fallon, Missouri, Economic Development Department.
*Business requested actual number not be published. They fall in at the 4th largest employer in the City.
** The number of employees includes full-time, part-time and seasonal employees active at the time of the request.

City of O'Fallon - Top 10 Taxpayers 2015

Property Name / Owner	Type of Business	2015 Assessed Valuation of Real & Personal Property	% of Total Assessed Valuation
Three Ts Partnership Six Ts Partnership	True Manufacturing	$21,667,637	1.32%
Sunedison Semiconductor	Sunedison	13,959,187	0.85%
Citi Mortgage	Citi Mortgage Offices	9,048,024	0.55%
Garden Villas of Ofallon / Delmar Gardens	Retirement Living	9,017,909	0.55%
Mastercard	Mastercard Office	7,354,085	0.45%
Aldi Inc	Food Chain	5,367,787	0.33%
Darlington Enclave At Winghaven	Apartments	5,221,086	0.32%
DP II LLC Caplaco Five Inc Caplaco Sixteen Inc	Deer Creek Crossing / Etc.	5,156,315	0.31%
IBM	Computer Tech	5,070,333	0.31%
American Power Conversion Corp	American Power	4,778,040	0.29%

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 292 and 302 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 31st of the year prior to enactment.

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

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

Budget Process Timeline

Responsible Party

- Mayor & 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 DH CA	F DH CA												
Financial Impacts, Preliminary Fund Blanacing and Non-Departmental Budgets Prepared															F													
City Administrator's Recommendations and Narraitve 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		

Note: During the month of June, the Mayor, City Council, City Administrator and Department Heads are working on the Strategic Plan to help guide the future budget(s).

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 2014 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 31st of each year.

Controls

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

- **Purchasing** - The procurement process utilizes a centralized purchase order system, on all purchases exceeding $4,000, requiring division authorization within approved limits. Controls on both dollar value and individual staff purchasing authorization have been implemented through the use of purchasing cards.
- **Expenditures** - The City's automated expenditure processing system 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.

Composition Guidelines			**Maturity Guidelines**		
Investment Type	**Suggested Limit**	**As of 12/31/15**	**Days Remaining to Maturity**	**Suggested Limit**	**As of 12/31/15**
U.S. Treasury Bills & Notes	90%	0%	Less than 30	0%	56%
U.S. Government Agencies	75%	13%	Less than 90	0%	76%
Time Certificates of Deposit	90%	0%	Less than 180	0%	97%
Repurchase Agreements (overnight)	90%	61%	Less than 365	50%	97%
U.S. Government Instrumentalities	75%	0%	Less than 1,825 (5 yrs)	100%	100%

Note: A portion (24%) of the City's portfolio is in a non-interest bearing account used to offset the banking service fees. The majority (10%) of the funds included in the 'U.S. Government Agencies' funds are in an Investment account that is collateralized with US Government Agencies. These funds, along with the cash and Repurchase Agreements are available daily so they are 100% liquid and 104% collateralized with US Government Agencies. The remaining funds (2%) are invested in a Gov't Cash Management fund for the reserve funds at BNY. The City is in the process of approving a Custodian/Brokerage Agreement(s) that will allow diversity of Investment Types.

GENERAL FUND REVENUES & PROJECTIONS

DEBT SERVICE FUND REVENUES & PROJECTIONS

SPECIAL REVENUE FUNDS REVENUES & PROJECTIONS

CAPITAL PROJECT FUNDS REVENUES

Revenues & Projections

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

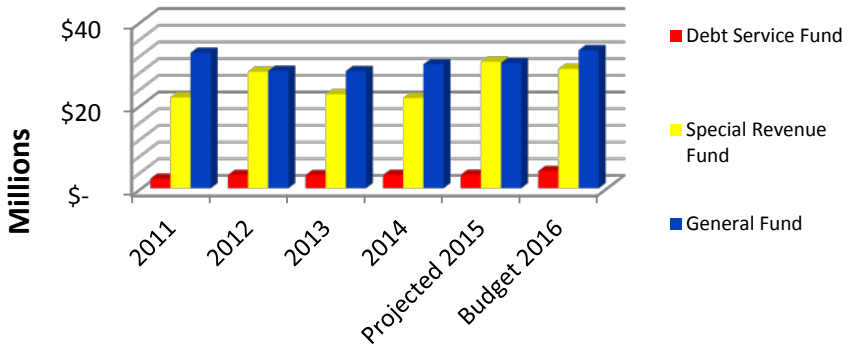
The key thing for residents to remember is that Citizens First is the go-to source for getting information, such as whether or not you need a permit for an above-ground pool, or reporting a concern like a property in your neighborhood that needs attention.

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.

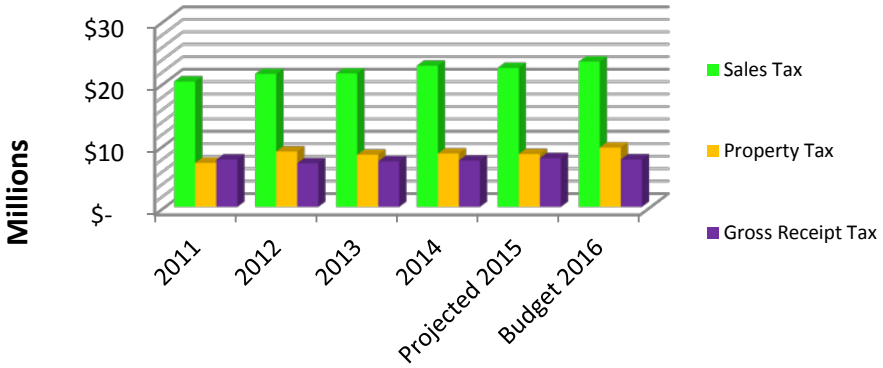
The following section presents an analysis of revenues, including actual collections from prior years, projected budget amounts for 2015, budgeted amounts for 2016 and projections for future years. This section includes revenues for the General Fund, Debt Service Fund and Special Revenue Funds.

The following chart shows actual revenues for 2011 to 2014, projected budget revenues for 2015 and budget revenues for 2016.

Revenues by Fund Type



Major Revenues by Source



Annual % Change	Actual 2012	Actual 2013	Actual 2014	Proj. 2015	Budget 2016	Future Yrs.
Sales Tax	6.09%	0.42%	5.63%	(1.49%)	4.51%	1%
Property Tax	25.98%	(5.83%)	2.11%	(0.82%)	12.31%	1 - 2%
Gross Receipt Tax	(7.82%)	4.31%	1.94%	4.99%	(2.66%)	1 - 1.5%

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

General Fund Revenue — Fiscal Year 2016

(Dollars in Thousands)

Revenue Source	Actual 2012	Actual 2013	Actual 2014	Projected Budget 2015	Budget 2016
Taxes					
Property Taxes	$5,829	$5,430	$5,536	$5,493	$5,649
Surtax - Commercial Real Property	290	325	291	393	417
Gross Receipts Tax	7,009	7,311	7,453	7,826	7,617
Sales Tax	11,013	11,065	11,683	11,800	12,036
Institutional Tax	4	9	8	5	8
Total Taxes	$24,145	$24,140	$24,971	$25,517	$25,727
Intergovernmental Revenues					
State Motor Fuel Tax	$0	$0	$0	$0	$0
State Grants	286	376	291	245	222
Total Intergovernmental	$286	$376	$291	$245	$222
Licenses, Fees & Other Revenue					
Home Occupation Permits, Merchants & Liquor Licenses	$237	$226	$223	$236	$231
Sign & Fence Permits	30	32	30	30	30
Residential & Commercial Building Permits	588	589	711	882	881
Electrical, Plumbing, Subdivision Improvement & Demolition Permits	96	96	108	102	80
Mobile Home Permits	2	2	2	3	3
Master House & Commercial Plan Review	89	73	78	89	90
Planning Services	198	183	282	199	195
Police Services	97	79	314	345	4
Court Fines, Crime Victims and Restitution	1,736	1,621	1,811	1,675	1,510
Parks & Recreation/Special Events	190	220	217	283	305
Misc. Revenues (Sale of Ppty & Misc. Permit)	343	329	556	281	226
Total Licenses, Fees & Other	$3,606	$3,450	$4,332	$4,125	$3,555
Other Financing Sources	$0	$0	$0	$8	$0
Transfers In	$118	$118	$124	$125	$3,576
Interest	$7	$6	($2)	$7	$7
Total Revenue	$28,162	$28,090	$29,716	$30,027	$33,087

General Fund Revenue - Projections — Fiscal Year 2016

(Dollars in Thousands)

Revenue Source	Fiscal Year 2017	Projections Fiscal Year 2018	Fiscal Year 2019
Taxes			
Property Taxes	$5,763	$5,823	$5,939
Surtax - Commercial Real Property	425	434	442
Gross Receipts Tax	7,764	7,914	8,068
Sales Tax	12,156	12,217	12,339
Institutional Tax	5	5	5
Total Taxes	$26,113	$26,393	$26,793
Intergovernmental Revenues			
Various Intergovernmental Agreements	$200	$200	$200
Total Intergovernmental	$200	$200	$200
Licenses, Fees & Other Revenue			
Home/Rental Occupation Permits, Merchants & Liquor Licenses	$234	$234	$239
Sign & Fence Permits	30	31	31
Residential & Commercial Building Permits	435	410	410
Electrical, Plumbing, Subdivision Improvement & Demolition Permits	82	82	83
Mobile Home Permits	3	3	3
Master House & Commercial Plan Review	54	54	54
Planning Services	198	193	194
Police Services	84	84	84
Court Fines, Crime Victims and Restitution	1,539	1,567	1,598
Parks & Recreation Programs	279	282	285
Miscellaneous Revenue	229	233	236
Total Licenses, Fees & Other	$3,167	$3,173	$3,217
Other Financing Sources	$26	$26	$26
Transfers In	$0	$0	$0
Interest	$35	$40	$40
Total Revenue	$29,541	$29,832	$30,276

Property Taxes **$5,649,275**

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 2016 is expected to be levied at $0.5846 per $100 of assessed valuation. This expected levy would include $0.3438 for the General Fund and $0.2408 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 2015 is $0.5846 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 ½%.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 $0.5846 per $100 of assessed valuation. The projections take into consideration the stability of property values and a slowing growth pattern of new construction. In 2015, the City increased the property tax rate to help fund the Justice Center which was approved by voters on the April 7, 2015 ballot.

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 **$416,887**

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

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

Annual % Change	Actual 2012	Actual 2013	Actual 2014	Projected 2015	Budget 2016
Surtax	(20.98%)	12.07%	(10.46%)	35.05%	6.11%

Gross Receipts Tax **$7,617,219**

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 Projected Budget reflects an increase due to a one time settlement on protested taxes. The 2016 Budget returns to the 1.1% trend followed by increases in 2017 thru 2019 of less than 2.0% each. The City expects this revenue source to stabilize after 2015.

Sales Tax **$12,035,932**

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
2.000%	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 2015 and retail expected to open during the 2016 Budget year. For 2016, the City is expecting a two percent increase in Sales tax revenues.

Intergovernmental Revenue **$221,544**

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 **$3,555,619**

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

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 original package license, 5% beer - by drink, 5% beer only original package, $75 each; MicroBrewery License, $150; Caterers License, $10 per day; Consumption Liquor License, $90; Tasting license, $37.50; Picnic/special event beer/liquor by the drink, $37.50 each.

Building permits fee are calculated by taking the CofC (Cost of Construction) times a multiplier. The multiplier is based on the division's annual budget divided by historical annual construction value of permitted project with in the City. The CofC is the larger of either (1) the reported

construction cost provided by applicant, or (2) the value provided by the ICC valuation data which is revised twice a year and based on national construction cost averages. The multiplier rates as of January 1, 2016 are as follows: Residential CofC x .0045; Commercial Shell 80% of CofC x .0045 or ICC multiplier if greater; Multi-Family Permit and Commercial Tenant Finish is CofC x .0045 or ICC multiplier if greater; Basement Finish is CofC x .0045 ($100 min).

Certificate of Zoning Compliance fee is $15.00.

Comprehensive Plan cost $20.00 per copy.

Conditional Use Permits– are $100 plus the cost of the legal notice advertising the public hearing and for notification of adjacent property owners (within 300 foot radius of subject site).

Construction Site Plans and Inspections fees are 2% of the estimated cost of improvements reviewed by the Planning and Engineering Divisions.

Deck fees are $50.

Display House Plat is $100.

Driveway Permit Fee is $50 per driveway.

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 .

Escrow Renewal or Extension is $100.

Excavation Permit is $15 per lot or excavation plus $150 facility fee.

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

Final Plan – Mixed-Use Traditional Development District and Planned Development fees are $300 plus the cost of the legal notice advertising the public hearing and for notification of adjacent property owners (within 300 foot radius of subject site).

Final Plan – Planned Unit Development fee is $150.

Garage addition permits are CofC x .0045 (minimum $75) for permit fee and
$50 for plan review fee.

Grading Plan and inspection (if separate from construction site plans) is 2% of construction estimate less $500 submittal fee (minimum $500 review fee).

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.

Inspections for Escrow or Commercial Finals (Engineering) there is no charge for the 1st or 2nd inspection. Each additional inspection is $100.

Land us and Development Manual (Zoning Code & Subdivision Code) is $30.00 per copy.

Mobile home permits are $50.

Plan Reviews (Engineering) there is no charge for the 1st or 2nd review. Each additional review is $100.

Patio cover permits are $85.

Photocopies are $0.10 each page.

Plan Reviews fee are calculated by taking the CofC (Cost of Construction) times a multiplier. The multiplier is based on the division's annual budget divided by historical annual construction value of permitted project with in the City. The CofC is the larger of either (1) the reported construction cost provided by applicant, or (2) the value provided by the ICC valuation data which is revised twice a year and based on national construction cost averages. The multiplier rates as of January 1, 2016 are as follows: Master Plan -Residential, Commercial and Multi-family fees are figured at CofC x .0012.

Plumbing / Irrigation permits are $65 for residential.
Pool permit: *Inground* are .0045 times the CofC (minimum $100); *Above ground* are $50 and *Storable* are $35.
Preliminary plat review costs $150 plus cost of the legal notice advertising the public hearing and for notification of adjacent property owners (within 300 foot radius of subject site).
Record Plat is $200.
Residential Rental Occupancy permits are $75 for single family homes and $50 for the 1st Multi-family, $45 for 2nd Multi-family and $40 for 3rd Multi-family rental.
Retaining Wall is $50.
Room additions are CofC times .0045 (minimum $50) and $50 for plan review fee.
Shed is $35**.**
Sign permits (installed) are $35 plus $1.00 per square foot of sign area.
Sign permits (temporary/specialty display) are $35 for first 30 days; $55 for days 31-60; $75 for next 61-90 days.
Sign permits (directional) are $150 for initial permit plus $1.00 per square foot of sign area.
Sign permit (directional) annual renewals are $50 per sign.
Sign permit (directional) weekends only are $150 per calendar year.
Site plan review: Residential - costs 2% of the construction estimate less application fee ($50/page); ***Commercial*** – costs 2% of construction estimate less $200 submittal fee (minumu $200 review fee).
Storage Unit / Bulk Container – Residential is $0 for less than 5 days; $15 for more than 5 but less than 30 days; $15 additional beyond 30 days. ***Commercial*** is $50 for industrial use; ***Developmental*** is $50 for construction use.
Sunrooms / Screened Rooms are cost of construction times .0045 (minimum $100)
Tent permits are $200 fee (1/2 of fee is refundable after removal).
Transfer of a Conditional Use Permit Application is $50.
Utility Permit is $25 per lot or $50 per open cut/hole (whichever is greater) plus inspect fee of $0.20 / linear foot of utility installed ($50 minimum).
Variance Request and Appeal of an Administrative Decision is $100 base fee plus $0.62 mailing fee for notification of adjacent property owners.
Zoning Verification Letter/Certificate of Zoning Compliance is $15.
Zoning District Classification Amendment is $100 plus cost of the legal notice advertising the public hearing and for notification of adjacent property owners (within 300 foot radius of subject site).
Zoning maps are $10 each for large (36” x 50”) and $5 for small (11” x 17”) versions.
Solar Panel permits (Residential) are $50.

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.
Animal Release *(Dog at Large)* are $20 for 1st offense; $40 for 2nd offense; and $60 for 3rd offense.
Background Checks are $5.00
Police Reports are $0.00 for copy and $27/hr. for research fee.

Court Fines are assessed by the Municipal Court. Projections reflect the steady increase over the past years in population, traffic, and coverage area, in addition to recent legislative changes by the State of Missouri

Crime Victims Fund is a $7.50 fee per violation (except seatbelt violations) collected by the City. The City remits 95% to the Missouri Department of Revenue.

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

Interest **$7,000**

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

Debt Service Fund Revenues and Projections — Fiscal Year 2016

(Dollars in Thousands)

Revenue Source	Actual 2012	Actual 2013	Actual 2014	Projected Budget 2015	Budget 2016
Taxes					
Property Taxes	$3,079	$2,959	$3,030	$3,004	$3,894
Surtax - Commercial Real Property	104	178	159	215	215
Miscellaneous	2	5	4	4	4
Interest	0	1	0	2	0
Total	$3,185	$3,143	$3,193	$3,225	$4,113

	Projected		
Revenue Source	**Fiscal Year 2017**	**Fiscal Year 2018**	**Fiscal Year 2019**
Taxes			
Property Taxes	$3,970	$4,011	$4,088
Surtax - Commercial Real Property	219	220	220
Interest	2	5	5
Total	$4,191	$4,236	$4,313

Property Taxes **$3,893,527**

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 2016 is expected to be levied at $0.5846 per $100 of assessed valuation. This expected levy would include $0.3438 for the General Fund and $0.2408 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 ½%.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 $0.5846 per $100 of assessed valuation ($.3438 for General Fund and $.2408 for Debt Fund). The projections take into consideration the stability of property values and a slowing growth pattern of new construction. In 2015, the City increased the property tax rate to help fund the Justice Center which was approved by voters on the April 7, 2015 ballot. The City increased the Debt Service portion of the property tax rate (from .1950 to .2408). 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 2016 ballot for the funding of Parks Development Projects.

Surtax on Commercial Real Property **$215,305**

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 23.48% increase in the Debt Service Fund's portion of the property tax rate levied. The more the City expands (or the less City contracts in comparison to other areas within the County), the higher percentage of the collected Surtax the City will receive. Surtax is allocated between the General and Debt Service Funds based upon the applicable property tax rate as a percentage of the total City property tax rate.

Annual % Change	Actual 2012	Actual 2013	Actual 2014	Projected 2015	Budget 2016	Future Yrs.
Surtax	(18.11%)	71.15%	(10.67%)	20.79%	0.00%	1 -2.00%

Interest **$ 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 2016

(Dollars in Thousands)

Revenue Source	Actual 2012	Actual 2013	Actual 2014	Projected Budget 2015	Budget 2016
Community Development Block Grant (CDBG) Fund					
Intergovernmental Grant funds	$322	$196	$220	$284	$282
Misc(Program Income/Transfer In)	20	34	30	115	40
Total	$342	$230	$250	$399	$322
Inmate Security Fund					
Fines/Forfeitures/Interest	$24	$22	$25	$23	$21
Total	$24	$22	$25	$23	$21
Parks & Recreation Fund					
Taxes (delinquent taxes)	$0	$0	$0	$0	$0
Total	$0	$0	$0	$0	$0
Police Training Fund					
Fines & Forfeitures	$25	$22	$25	$23	$21
Intergovernmental	11	11	10	11	10
Total	$36	$33	$35	$34	$31
Recreation Fund					
Taxes (Regional & Sales)	$4,100	$4,128	$3,840	$4,180	$4,644
Charges for Services	1,132	1,003	996	1,046	968
Miscellaneous/Interest	303	112	110	212	528
Total	$5,535	$5,243	$4,946	$5,438	$6,140
Transient Guest Tax Fund					
Guest Tax	$618	$665	$669	$630	$650
Total	$618	$665	$669	$630	$650
Sewer Lateral Fund					
Taxes (Property)	$133	$133	$131	$199	$202
Miscellaneous/Interest	0	0	0	0	0
Total	$133	$133	$131	$199	$202
Storm Water Fund					
Sales Tax	$1,308	$1,310	$1,906	$1,318	$1,245
Miscellaneous/Interest	1	0	0	0	4,300
Total	$1,309	$1,310	$1,906	$1,318	$5,545
Street & Road Improvement Fund					
Transportation Sales Tax	$5,185	$5,202	$5,500	$5,271	$5,657
State Motor Fuel Tax	2,844	2,887	3,019	2,846	3,080
Intergovernmental (Other)	2,506	4,537	232	9,506	1,816
County TST Funds	470	355	880	2,795	3,257
County Road & Bridge	1,542	1,651	1,512	1,713	1,730
Interest	46	25	24	15	15
Miscellaneous (i.e. property sale, etc)	188	203	248	57	86
Other Financing Sources	7,141	32	2,250	81	40
Total	$19,922	$14,892	$13,665	$22,284	$15,681
Total Special Revenue Funds	$27,919	$22,528	$21,627	$30,325	$28,592

(Dollars in Thousands)

Revenue Source	Fiscal Year 2017	Projections Fiscal Year 2018	Fiscal Year 2019
Community Development Block Grant Fund			
Intergovernmental Grant Funds	$280	$285	$290
Misc (Program Income)	20	20	20
Total	$300	$305	$310
Inmate Security Fund			
Fines & Forfeitures	$22	$23	$23
Total	$22	$23	$23
Police Training Fund			
Fines & Forfeitures	$30	$30	$30
Total	$30	$30	$30
Recreation Fund			
Sales Tax	$4,519	$4,585	$4,631
Charges for Services	$979	$989	$999
Miscellaneous/Interest	115	115	115
Total	$5,613	$5,689	$5,745
Transient Guest Tax Fund			
Transient Guest Tax	$655	$660	$665
Interest	2	2	2
Total	$657	$662	$667
Sewer Lateral Fund			
Assessment Fees	$200	$200	$200
Total	$200	$200	$200
Storm Water Fund			
Sales Tax	$1,429	$1,450	$1,464
Interest	0	0	0
Total	$1,429	$1,450	$1,464
Street & Road Improvement Fund			
Transportation Sales Tax	$5,713	$5,799	$5,857
State Motor Fuel Tax	3,110	3,141	3,173
County Road & Bridge	1,747	1,765	1,783
Intergovernmental Revenue (incl Cnty TST)	16,757	1,801	1,157
Interest	17	19	21
Miscellaneous (i.e. property sale, etc.)	105	105	105
Total	$27,449	$12,630	$12,096
Total Special Revenue Funds	$35,700	$20,989	$20,535

Community Development Block Grant Fund

Intergovernmental **$281,532**
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 **$20,000**
This category includes the Operating Transfers In from the General Fund.

Inmate Security Fund

Fines/forfeitures **$21,000**
Revenues are from a $2.00 fee on all tickets.

Police Training Fund

Intergovernmental **$10,000**
These revenues are distributed to the City from the state of Missouri police training fund which is generated by charging $1.00 for each moving violation ticket.

Fines & Forfeitures **$21,000**
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 **$4,643,678**
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 2015 and retail expected to open during the 2016 Budget year. For 2016, 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 **$968,318**
These are the revenues for programs provided by the Recreation Department.

Miscellaneous / Other Financing Sources **527,918**

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

Transient Guest Tax Fund

Guest Tax **$650,200**

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 **$202,352**

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 $7.50 in 2015 and a $7.50 fee is estimated for 2016.

Storm Water Fund

Sales Tax **$1,244,515**

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.

Miscellaneous / Other Financing Sources **$4,300,000**

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

Street & Road Improvement Fund

Transportation Sales Tax **$5,656,888**

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 2015 and retail expected to open during the 2016 Budget year. For 2016, the City is expecting a 7% increase in Sales tax over the 2015 Projected but it puts it back in line with an annual 1.5% increase from 2014's actual.

State Motor Fuel Sales Tax **$3,079,608**

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 **$1,816,512**

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

County TST Funds **$3,257,200**

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 **$1,730,152**

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 **$15,000**

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 **$126,000**

This category includes Miscellaneous, Operating Transfers In, Proceeds from Capital Lease and Developer Payments for Improvements.

(Dollars in Thousands)

	Actual 2012	Actual 2013	Actual 2014	Projected Budget 2015	Budget 2016
Revenues					
Justice Facility Fund					
Interest	$0	$0	$0	$0	$0
Bond Proceeds	0	0	0	0	28,680
Other Financing Sources	0	0	0	3,450	0
Total	$0	$0	$0	$3,450	$28,680
Total Capital Projects Funds	$0	$0	$0	$3,450	$28,680

Interest **$0**

The Interest revenue will be earned on idle funds during the construction time of the project.

Bond Proceeds **$28,680,000**

The City will be issuing bonds in 2016 to cover design and construction cost to build and equip the Justice Facility.

Other Financing Sources **$0**

The City transferred funds to the Justice Facility Fund to cover cost to start the design of the Justice Facility prior to bonds being issued. These funds will be transferred back once the bonds are issued.

BUDGET SUMMARIES

GENERAL FUND BUDGET SUMMARY & PROJECTIONS

GENERAL FUND RESERVES

DEBT SERVICE FUND BUDGET SUMMARY & PROJECTIONS

SPECIAL REVENUE FUNDS BUDGET SUMMARY & PROJECTIONS

CAPITAL PROJECT FUNDS BUDGET SUMMARY

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.

O'Fallon's Heritage & Freedom Fest is July 2–4.
Learn more about the event.

Heritage & Freedom Fest

More than 100,000 patrons help celebrate America's birthday with an explosion of fun and music at O'Fallon's Heritage & Freedom Fest on July 2, 3 and 4 each year. Admission to the festival grounds at the Ozzie Smith Sports Complex is free. The colorful carnival and midway are the focus on Family Night, July 2. The excitement builds on July 3–4, with fireworks spectaculars, free concerts by nationally-recognized musicians, entertaining side shows, free kids' activities, carnival rides, crafters and merchandise vendors, and festival food and beverages.

The information in this section is intended to provide an overview of the major aspects of the City's budget for Fiscal Year 2016. 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 2016 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.

Capital Project Funds Budget Summary – This section presents the funding and expenses of the Justice Facility 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 2016 and prior years. Changes in personnel are discussed by department/division in the General Government section.

	General Fund	Debt Service Fund	Special Revenue Funds	Capital Project Funds	Enterprise Funds	Total Fiscal Year 2016 Budget	Change from Projected 2015
Revenues and Other Sources:							
Taxes	$25,726,813	$4,112,832	$12,397,658	$0	$0	$42,237,303	$1,899,351
Licenses and Permits	1,225,508	0	0	0	0	$1,225,508	(27,965)
Intergovernmental	221,544	0	10,206,778	0	0	$10,428,322	(7,092,277)
Charges for Services	590,672	0	968,318	0	19,388,699	$20,947,689	326,987
Fines and Forfeitures	1,513,439	0	42,000	0	0	$1,555,439	(509,711)
Interest	7,000	0	15,275	0	23,000	$45,275	(3,250)
Miscellaneous	226,000	0	202,144	0	1,080,101	$1,508,245	323,746
Transfer from Other Funds/Bonds	3,575,745	0	4,760,000	28,680,000	1,055,135	$38,070,880	33,437,884
Total	$33,086,721	$4,112,832	$28,592,173	$28,680,000	$21,546,935	$116,018,661	$28,354,765
Expenditures and Other Uses:							
Contract Services	$389,011	$0	$458,855	$0	$1,192,930	$2,040,796	$262,229
Election	155,000	0	0	0	0	$155,000	127,557
Insurance	2,615,912	0	838,635	0	1,374,656	$4,829,203	123,364
Maintenance	591,476	0	967,553	0	1,095,496	$2,654,525	202,577
Operating	587,556	0	1,046,357	0	1,316,457	$2,950,370	(105,765)
Personnel	19,820,815	0	6,101,563	0	5,506,287	$31,428,665	1,286,460
Petroleum	285,239	0	158,164	0	304,650	$748,053	(308,769)
Professional	924,680	0	100,698	0	75,545	$1,100,923	(47,488)
Programs	409,200	0	591,417	0	35,957	$1,036,574	71
Public Information	114,375	0	97,454	0	79,442	$291,271	(13,145)
Rental	50,452	0	18,760	0	21,020	$90,232	(1,747)
Utilities	444,758	0	1,488,070	0	1,438,448	$3,371,276	108,816
Capital Outlay	3,784,535	0	10,113,944	24,780,000	4,218,323	$42,896,802	29,383,908
Contingency	30,000	0	0	0	0	$30,000	0
Debt Service	0	3,871,413	4,249,367	0	6,466,156	$14,586,936	706,138
Team O'Fallon/Youth Council/Other	8,500	0	0	0	0	$8,500	3,500
Transfers to Other Funds	460,000	0	1,055,135	3,450,000	100,000	$5,065,135	2,103,149
Total	$30,671,509	$3,871,413	$27,285,972	$28,230,000	$23,225,367	$113,284,261	$33,830,855
Excess/(Deficit)	$2,415,212	$241,419	$1,306,201	$450,000	($1,678,432)	$2,734,400	
Fund Balance/Retained Earnings:							
Estimated Beginning FB/RE*	$13,103,127	$4,442,454	$11,252,744	$0	$10,139,088	$38,937,414	
Estimated Ending FB/RE	$15,518,339	$4,683,873	$12,558,945	$450,000	$8,460,656	$41,671,814	

* Estimated Beginning Fund Balance/Retained Earnings above and in the Fund Summary sections are based on the 2015 Projected figures.

Changes in Fund Balance are due to the following:

The increase in General Fund balance can be due to the transfer in of $3.45M from a Capital Project Fund. These funds were transferred to the Capital Project Fund in 2015 to cover the cost to start the design phase on the Justice Facility. The funds will be transferred back when the bonds are issued. The increase in Debt Service Fund balance is due to increase in property tax. The increase in Special Revenue Fund balance is due to the bond proceeds for the Storm Water Projects. The Capital Projects Fund was opened in 2015 for the Justice Facility Fund. The Enterprise Fund balance decrease is mainly due to design cost of the water main and various sewer capital project expenses.

Citywide Budget History

	Actual 2012	Actual 2013	Actual 2014	Projected Budget 2015	Budget 2016
Revenues and Other Sources:					
Taxes	$38,674,746	$38,712,503	$40,212,928	$40,337,952	$42,237,303
Licenses and Permits	952,677	945,013	1,072,982	1,253,473	1,225,508
Intergovernmental	8,220,447	10,052,977	6,200,916	17,520,599	10,428,322
Charges for Services	19,995,920	19,936,279	20,587,679	20,965,865	20,951,689
Fines and Forfeitures	1,783,311	1,665,678	1,859,751	1,719,987	1,551,439
Interest	150,323	113,844	49,978	48,525	45,275
Miscellaneous	1,066,048	1,197,302	1,356,162	948,471	908,245
Transfer from Other Funds	1,842,007	669,796	2,940,383	4,632,996	5,090,880
Other Financing	6,530,735	3,129,260	0	236,028	33,580,000
Total	$79,216,214	$76,422,652	$74,280,779	$87,663,896	$116,018,661
Expenditures and Other Uses:					
Contract Services	$1,370,662	$1,569,678	$1,602,701	$1,900,743	$2,040,796
Election	0	34,348	27,443	75,000	155,000
Insurance*	4,121,900	4,006,379	4,485,011	4,934,806	4,829,203
Maintenance	1,903,250	2,134,678	2,212,818	2,663,152	2,654,525
Operating	2,280,941	2,785,852	2,708,280	3,228,230	2,950,370
Personnel	27,333,859	28,186,654	28,790,630	30,619,943	31,428,666
Petroleum	917,289	944,335	910,946	999,407	748,053
Professional	767,832	1,611,944	918,355	1,197,293	1,100,923
Programs	965,485	867,557	888,106	1,087,607	1,036,574
Public Information	222,304	235,784	239,276	320,297	291,271
Rental	76,739	78,606	84,217	90,483	90,232
Utilities	2,621,765	3,043,983	3,083,713	3,339,716	3,371,276
Capital Outlay	12,219,944	13,266,176	10,846,321	27,772,435	42,139,588
Contingency	0	0	0	30,000	30,000
Debt Service	22,342,727	15,953,553	14,265,287	14,067,918	15,344,150
Team O'Fallon/Youth Council/Other	1,018	9,723	2,032	19,750	8,500
Transfers to Other Funds	1,823,750	657,349	2,916,095	4,393,743	5,065,135
Total	$78,969,465	$75,386,599	$73,981,231	$96,740,523	$113,284,261

* 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
2016 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.

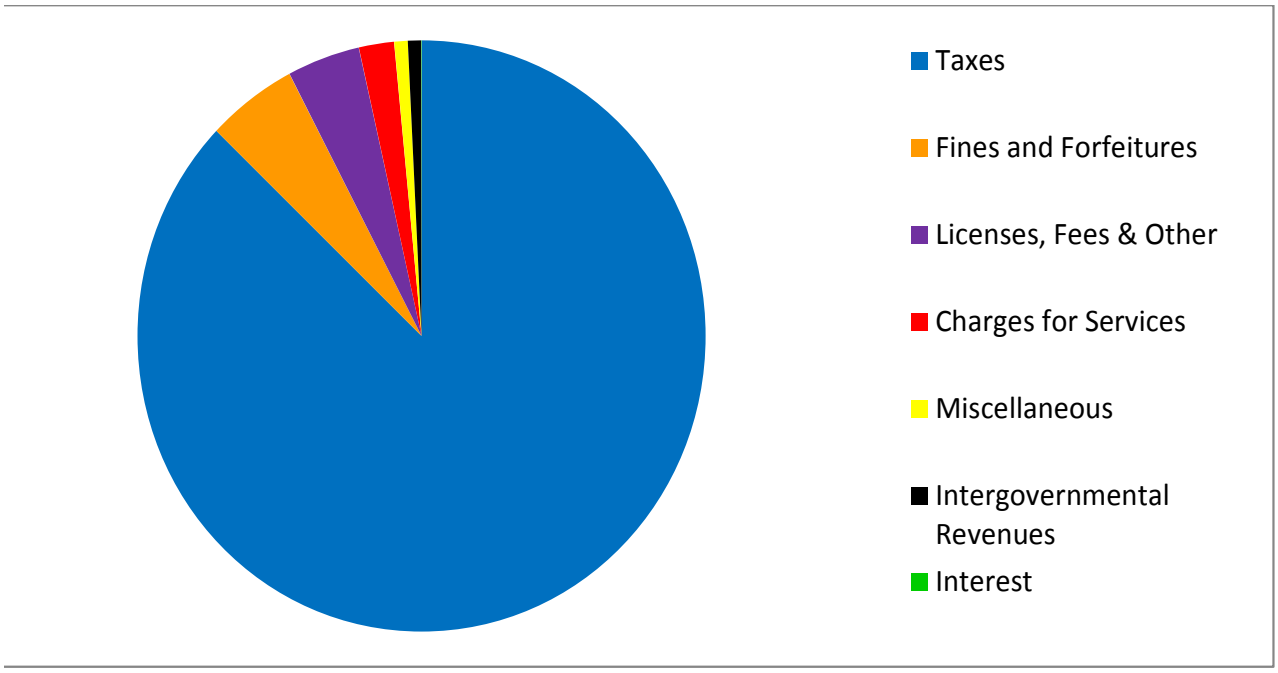
V. Capital Project Funds is where the cost for building the Justice Center will be recorded before the completed project is transferred to the General Fund asset.

VI. Capital Improvements Program Summary is a list of Capital expenses by Fund and by Department/Division within the General Fund.

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 2012	Actual 2013	Actual 2014	Projected Budget 2015	Budget 2016
Revenues					
Taxes	$24,144,762	$24,139,489	$24,971,369	$25,517,002	$25,726,813
Intergovenmental	285,649	375,526	314,855	245,302	221,544
Licences and Permits	952,677	945,013	1,074,759	1,253,473	1,225,508
Charges for Services	574,407	556,277	496,136	571,208	590,672
Fines and Forfeitures	1,735,656	1,621,419	2,112,290	2,019,150	1,513,439
Interest	6,886	5,881	(2,399)	7,000	7,000
Miscellaneous	343,720	329,106	649,419	288,745	226,000
Total Revenues	$28,043,757	$27,972,711	$29,616,429	$29,901,880	$29,510,976
Expenditures					
General Government	$ 8,798,886	$ 10,078,547	$ 9,684,296	$ 14,988,185	$ 12,618,577
Police	12,123,649	12,691,296	12,704,344	13,480,608	13,065,294
Planning & Development	1,426,840	1,537,034	1,407,040	1,668,990	1,608,594
Public Works	860,577	960,807	832,601	835,162	882,855
Parks and Recreation	1,159,853	1,407,481	1,312,052	1,735,556	1,542,855
Municipal Court	388,695	408,550	430,465	490,810	493,334
Total Expenditures	$24,758,500	$27,083,715	$26,370,798	$33,199,311	$30,211,509
Other Financing Sources/(Uses):					
Operating Transfers In	$118,257	$117,672	$100,000	$125,485	$3,575,745
Operating Transfers Out	(1,280,000)	(48,419)	(2,335,609)	(3,550,608)	(460,000)
Capital Lease Obligation Proc	0	0	0	0	0
Bond Proceeds	0	0	0	0	0
Total Other Financing	($1,161,743)	$69,253	($2,235,609)	($3,425,123)	$3,115,745
Revenues and Other Financing Sources					
Over/(Under) Expenditures and Other Financing Uses	$2,123,514	$958,249	$1,010,022	($6,722,554)	$2,415,212
Beginning Fund Equity	$15,733,896	$17,857,410	$18,815,659	$19,825,681	$13,103,127
Ending Fund Equity	$17,857,410	$18,815,659	$19,825,681	$13,103,127	$15,518,339

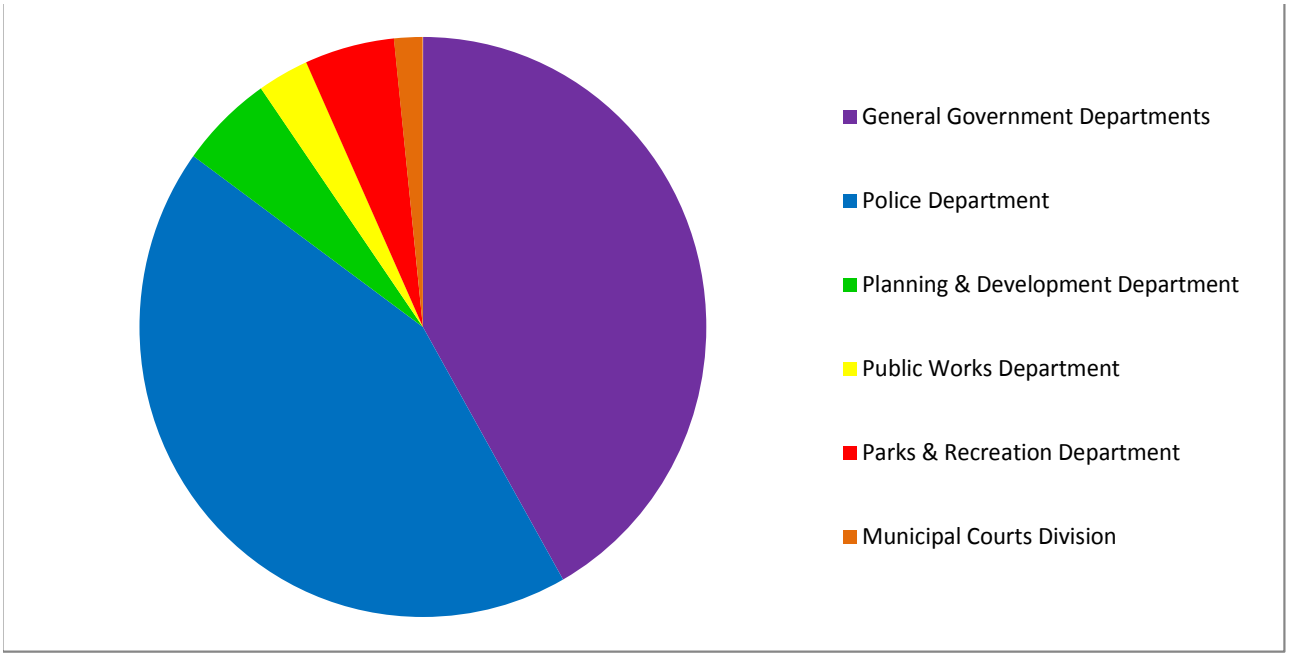
		Projected	
	Fiscal Year 2017	Fiscal Year 2018	Fiscal Year 2019
Revenues			
Taxes	$26,112,715	$26,393,425	$26,793,300
Intergovenmental	200,000	200,000	200,000
Licences and Permits	786,000	762,000	768,000
Charges for Services	528,000	529,000	536,000
Fines and Forfeitures	1,623,920	1,648,280	1,676,300
Interest	35,000	40,000	40,000
Miscellaneous	255,000	259,000	263,000
Total Revenues	$29,540,635	$29,831,705	$30,276,600
Expenditures			
General Government	$9,355,000	$9,533,000	$9,715,000
Public Safety	13,286,000	13,655,000	13,792,000
Planning & Development	1,633,000	1,657,000	1,682,000
Public Works	896,000	946,000	1,013,000
Parks and Recreation	1,284,000	1,306,000	1,328,000
Municipal Court	501,000	508,000	516,000
General Fund Capital	1,500,000	948,000	1,015,000
Total Expenditures	$28,455,000	$28,553,000	$29,061,000
Other Financing Sources/(Uses):			
Operating Transfers In	$0	$0	$0
Operating Transfers Out	(1,060,000)	(260,000)	(60,000)
Total Other Financing	($1,060,000)	($260,000)	($60,000)
Revenues and Other Financing Sources			
Over/(Under) Expenditures and Other Financing Uses	$25,635	$1,018,705	$1,155,600
Beginning Fund Equity	$15,518,339	$15,543,974	$16,562,679
Ending Fund Equity	$15,543,974	$16,562,679	$17,718,279



General Fund Revenues

(Dollars in Thousands)

	Projected Budget Fiscal Year 2015		Budget Fiscal Year 2016	
	Amount	**Percent**	**Amount**	**Percent**
Taxes	$25,517	85.3%	$25,727	87.2%
Fines and Forfeitures	2,019	6.8%	1,513	5.1%
Licenses, Fees & Other	1,253	4.2%	1,225	4.2%
Charges for Services	571	1.9%	591	2.0%
Miscellaneous	289	1.0%	226	0.8%
Intergovernmental Revenues	245	0.8%	221	0.7%
Interest	7	0.0%	7	0.0%
Total	$29,901	100.0%	$29,510	100.0%



General Fund Expenditures

(Dollars in Thousands)

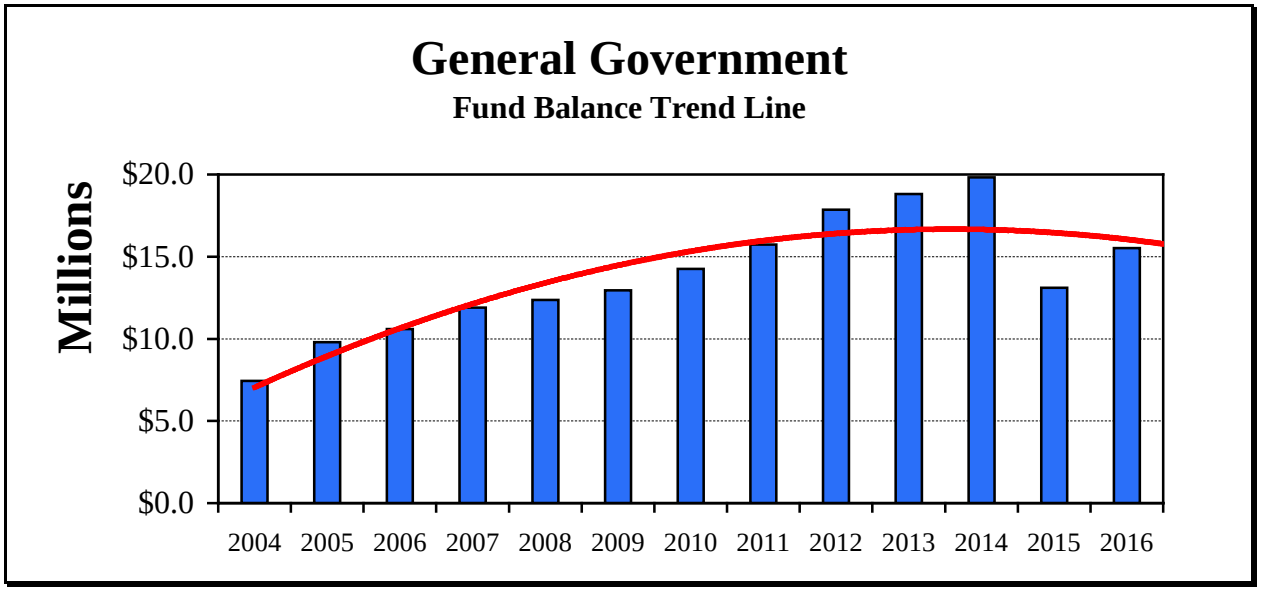
	Projected Budget Fiscal Year 2015		Budget Fiscal Year 2016	
	Amount	**Percent**	**Amount**	**Percent**
General Government Departments	$14,988	45.1%	$12,619	41.8%
Police Department	13,481	40.6%	13,065	43.2%
Planning & Development Department	1,669	5.0%	1,608	5.3%
Public Works Department	835	2.5%	883	2.9%
Parks & Recreation Department	1,735	5.2%	1,543	5.1%
Municipal Courts Division	491	1.5%	493	1.6%
Total	$33,199	100.0%	$30,211	100.0%

Note: Capital Expenditures not included above.

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

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

The City has experienced rapid growth since the early 1980's. The City has utilized this period to make several major infrastructure improvements such as the Highway M expansion, the Bryan Road Interchange, the Wastewater Treatment Plant expansion, the Mexico Road West expansion and the Highway K expansion. The City has also used the increased resources to improve basic services to the citizens, such as, police protection, building inspections, street repair and maintenance, and park improvements. The City has been able to make necessary improvements while increasing the dollar amount of General Fund reserves. General Fund reserves will allow the City to make future improvements, one time capital expenditures and for fund stabilization. The City has a fund balance reporting policy in which unrestricted fund balance in the General Fund is maintained as not less than 40% of operating expenditures. In 2015, City Council approved a short-term interfund transfer in the amount of $3.45M to the Justice Facility Fund to begin design and project management services for the new Justice Center. In 2016, the City is issuing bonds to reimburse the City for these costs and the $3.45M will be reimbursed to the General Fund. The following illustrates the growth trend of these reserves.



Fiscal Year	Unreserved Ending Fund Balance	Fiscal Year	Unreserved Ending Fund Balance
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	19,825,681
2009	12,941,561	2015	13,103,127*
2010	14,246,490	2016	15,518,339*

* Figures are unaudited estimates.

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

	Actual 2012	Actual 2013	Actual 2014	Projected Budget 2015	Budget 2016
Revenues	$3,184,896	$3,143,399	$3,193,216	$3,225,263	$4,112,832
Expenditures					
Debt Service	$2,847,160	$3,538,927	$3,616,102	$3,702,913	$3,871,413
Total Expenditures	$2,847,160	$3,538,927	$3,616,102	$3,702,913	$3,871,413
Revenues Over/(Under) Expenditures	$337,736	($395,528)	($422,886)	($477,650)	$241,419
Beginning Fund Balance	$5,400,782	$5,738,518	$5,342,990	$4,920,104	$4,442,455
Ending Fund Balance	$5,738,518	$5,342,990	$4,920,104	$4,442,454	$4,683,874

	Projections		
	2017	2018	2019
Revenues	$4,195,089	$4,237,040	$4,321,780
Expenditures			
Debt Service	$4,140,000	$4,095,000	$4,540,000
Total Expenditures	$4,140,000	$4,095,000	$4,540,000
Revenues Over/(Under) Expenditures	$55,089	$142,040	($218,220)
Beginning Fund Balance	$4,402,268	$4,457,357	$4,599,396
Ending Fund Balance	$4,457,357	$4,599,396	$4,381,176

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 2012	Actual 2013	Actual 2014	Projected Budget 2015	Budget 2016
Revenues					
Comm Development Block Grant Fu	$342,119	$224,642	$250,362	$303,960	$301,532
Inmate Security Fund	23,971	22,087	24,674	23,000	21,000
Parks & Recreation Fund	476	385	342	300	300
Police Training Fund	35,684	32,881	34,807	34,460	31,000
Recreation Fund	5,371,121	5,243,546	4,945,177	5,437,304	5,739,914
Transient Guest Tax Fund	617,544	665,980	669,472	630,200	650,200
Sewer Lateral	133,437	130,202	131,168	198,608	202,352
Storm Water Fund	1,308,647	1,310,628	1,906,343	1,318,314	1,244,515
Street & Road Impr Fund	12,781,907	14,860,411	11,415,045	22,202,957	15,641,361
Total Revenues	$20,614,906	$22,490,762	$19,377,390	$30,149,103	$23,832,174
Expenditures					
Capital Outlay	$6,906,000	$6,554,551	$5,821,933	$12,085,839	$10,113,944
Program Costs	617,108	473,548	475,633	661,221	591,417
Professional/Operating Costs	8,945,316	9,396,992	10,320,137	11,386,281	11,286,610
Debt Service:					
Principal	2,557,400	2,794,843	2,821,680	2,996,815	3,109,286
Interest	907,300	947,006	911,519	835,890	1,129,581
Total Expenditures	$19,933,124	$20,166,940	$20,350,902	$27,966,046	$26,230,838
Other Financing Sources/(Uses):					
Operating Transfers In	1,330,000	37,130	2,251,146	176,800	460,000
Operating Transfers Out	(443,750)	(508,930)	(480,486)	(743,135)	(1,055,135)
Payment to Escrow Agent	(7,321,158)	(62,264)	(205,813)	0	0
Bond Proceeds	5,926,737	0	0	0	4,300,000
Total Other Financing	($508,171)	($534,064)	$1,564,847	($566,335)	$3,704,865
Revenues and Other Financing Sources					
Over/(Under) Expenditures and Other Financing Uses	$173,611	$1,789,758	$591,335	$1,616,722	$1,306,201
Beginning Fund Equity	$7,081,317	$7,254,928	$9,044,686	$9,636,021	$11,252,743
Ending Fund Equity	$7,254,928	$9,044,686	$9,636,021	$11,252,743	$12,558,944

	Projections		
	2017	**2018**	**2019**
Revenues			
Comm Development Block Grant Fund	$305,000	$315,000	$320,000
Inmate Security Fund	22,000	23,000	23,000
Police Training Fund	30,000	30,000	30,000
Recreation Fund	5,612,868	5,689,272	5,745,015
Transient Guest Tax Fund	650,000	653,000	655,000
Sewer Lateral	205,000	207,000	209,000
Storm Water Fund	1,428,664	1,450,090	1,464,588
Street & Road Impr Fund	27,409,329	12,590,043	12,056,788
Total Revenues	$35,662,861	$20,957,405	$20,503,391
Expenditures			
Capital Outlay	$22,594,039	$4,528,046	$2,679,379
Program Costs	600,288	609,293	618,432
Professional/Operating Costs	11,536,217	11,839,253	12,132,504
Debt Service:			
Principal	2,925,585	3,043,635	3,165,202
Interest	986,560	406,004	404,097
Total Expenditures	$38,642,689	$20,426,231	$18,999,614
Other Financing Sources/(Uses):			
Operating Transfers In	40,000	40,000	40,000
Operating Transfers Out	(651,235)	(680,985)	(599,985)
Payment to Escrow Agent	0	0	0
Bond Proceeds	0	0	0
Total Other Financing	($611,235)	($640,985)	($559,985)
Revenues and Other Financing Sources			
Over/(Under) Expenditures and Other Financing Uses	($3,591,063)	($109,811)	$943,792
Beginning Fund Equity	$12,588,944	$8,997,881	$8,888,070
Ending Fund Equity	$8,997,881	$8,888,070	$9,831,862

Capital Project Funds Budget Summary — Fiscal Year 2016

Capital Project Funds is a temporary fund used as needed for specific projects. These projects usually are short in duration, thus, no future projections. Additional information regarding the expenses can be found in the Capital Improvement Project section.

	Actual 2012	Actual 2013	Actual 2014	Projected Budget 2015	Budget 2016
Revenues					
Justice Facility Fund					
Interest	$0	$0	$0	$0	$0
Total Revenues	$0	$0	$0	$0	$0
Expenses					
Justice Facility Fund					
Capital Outlay	$0	$0	$0	$3,450,000	$24,780,000
Total Expenses	$0	$0	$0	$3,450,000	$24,780,000
Other Financing Sources/(Uses):					
Operating Transfers In	$0	$0	$0	$3,450,000	$0
Operating Transfers Out	$0	$0	$0	$0	($3,450,000)
Bond Proceeds	$0	$0	$0	$0	$28,680,000
Total Other Financing	$0	$0	$0	$3,450,000	$25,230,000
Revenues and Other Financing Sources					
Over/(Under) Expenditures and Other Financing Uses	$0	$0	$0	$0	$450,000
Beginning Fund Equity	$0	$0	$0	$0	$0
Ending Fund Equity	$0	$0	$0	$0	$450,000

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

	Actual 2012	Actual 2013	Actual 2014	Projected Budget 2015	Budget 2016
Revenues					
Sales	$18,009,735	$17,771,839	$17,925,947	$18,310,547	$18,738,699
Connection Charges	481,303	605,460	773,329	708,750	650,000
Interest	97,189	78,720	30,302	23,000	23,000
Miscellaneous	411,686	555,482	448,072	484,025	480,101
Total Revenues	$18,999,913	$19,011,501	$19,177,650	$19,526,322	$19,891,800
Expenses					
Contract Services	$948,542	$1,081,843	$1,027,550	$1,220,276	$1,192,930
Operations	10,886,817	12,230,132	9,990,911	$11,577,443	11,700,690
Capital	3,949,369	4,876,911	3,971,943	5,913,115	4,218,323
Principal	4,657,950	3,998,633	3,569,600	3,645,000	3,825,000
Interest	1,794,834	1,689,884	1,961,516	1,672,676	2,188,424
Total Expenses	$22,237,512	$23,877,403	$20,521,520	$24,028,510	$23,125,367
Operating Transfer In (Out)	293,750	(135,521)	464,948	780,711	955,135
Bond Proceeds/Other	555,740	3,685,000	0	228,333	600,000
Revenues and Other Financing Sources Over/(Under) Expenses and Other Financing Uses	($2,388,109)	($1,316,423)	($878,922)	($3,493,144)	($1,678,432)
Beginning Fund Equity	$22,563,379	$17,985,440	$14,274,542	$12,980,595	$9,487,451
Adjustments	($2,189,830)	($2,394,475)	($415,025)	$0	$0
Ending Fund Equity*	$17,985,440	$14,274,542	$12,980,595	$9,487,451	$7,809,019

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.

	Projections		
	2017	**2018**	**2019**
Revenues			
Sales	$19,231,755	$20,559,260	$20,882,388
Connection Charges	425,000	425,000	275,000
Interest	37,500	32,500	37,500
Miscellaneous	578,004	475,965	479,983
Total Revenues	$20,272,259	$21,492,725	$21,674,871
Expenses			
Contract Services	1,228,718	1,265,580	1,303,547
Operations	11,567,268	12,841,571	13,162,576
Capital	14,229,132	11,935,007	1,039,270
Principal	4,052,510	2,963,750	2,903,450
Interest	1,965,203	2,401,397	2,299,338
Total Expenses	$33,042,831	$31,407,305	$20,708,181
Operating Transfer In (Out)	1,630,876	591,735	308,735
Bond Proceeds/Other	21,670,000	0	0
Revenues and Other Financing Sources Over/(Under) Expenses and Other Financing Uses	$10,530,304	($9,322,845)	$1,275,425
Beginning Fund Equity	$8,224,044	$18,754,348	$9,431,503
Ending Fund Equity*	$18,754,348	$9,431,503	$10,706,928

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

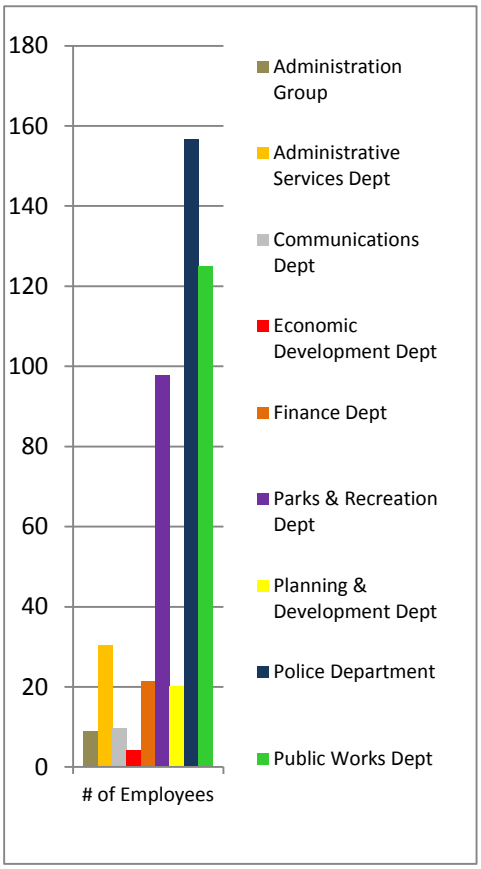
Both plans outline capital improvements over a fixed period of years. Preparation and maintenance of the Comprehensive Plan is the responsibility of the Planning & Development Department. The Parks Improvement Plan was developed by the Parks and Recreation Department. These plans present information 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.

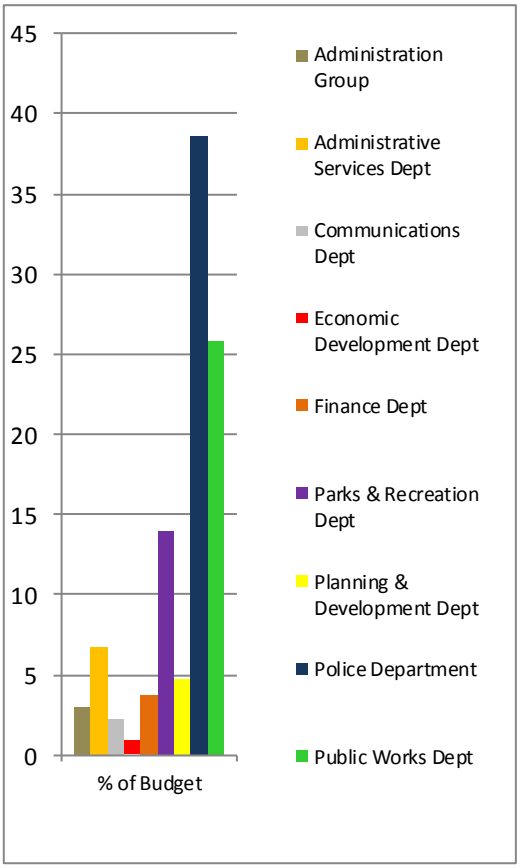
The following is a summary of the capital improvement expenditures for Fiscal Year 2016. Additional details can be found in the Capital Improvements Program Section/Tab.

Fund		
	Capital Expenditure Fund (General Fund)	$3,784,535
	Recreation Fund	$1,184,286
	Storm Water Fund	$1,303,000
	Street & Road Improvement Fund	$7,626,658
	Justice Facility Fund	$24,780,000
	Environmental Services Fund	$852,111
	Public Venue Fund	$35,000
	RSC Fund	$238,212
	Sewer Fund	$2,114,800
	Water Fund	$978,200
	Total Capital by Fund	**$42,896,802**
Departmental		
	General Government Departments	$3,424,535
	Public Safety Department	$80,000
	Parks & Recreation Departments	$280,000
Non-Departmental		
	Recreation & Parks Departments	$1,184,286
	Storm Water Department	$1,303,000
	Streets & Project Management Departments	$7,626,658
	Justice Facility	$24,780,000
	Environmental Services Department	$852,111
	Public Venue Fund	$35,000
	RSC Department	$238,212
	Sewer Department	$2,114,800
	Water Department	$978,200
	Total Capital by Department	**$42,896,802**

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.





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.

Department/Division	Fiscal Year 2012	Fiscal Year 2013	Fiscal Year 2014	Fiscal Year 2015	Fiscal Year 2016
Administration Group					
Administration	8.00	8.00	9.00	9.00	9.00
Administrative Services Dept					
Facilities Maintenance	10.00	10.00	11.60	11.60	11.60
Fleet Maintenance	6.00	7.00	7.00	7.00	7.00
Human Resources	4.00	4.25	5.25	5.25	5.25
Information Technologies	3.00	4.00	4.00	4.00	4.00
Safety & Risk Management	n/a	n/a	n/a	n/a	n/a
Volunteer Services	2.00	2.00	2.45	2.45	2.45
Communications Dept					
Communications	5.50	5.60	5.60	5.60	5.60
Public Relations & CDBG	4.00	4.00	4.00	4.00	4.00
Economic Development Dept	3.00	3.00	4.00	4.00	4.00
Finance Dept					
Finance	15.00	15.00	15.00	15.00	15.00
Municipal Court	5.25	5.25	6.25	6.25	6.25
Parks & Recreation Dept					
Landscape	8.00	7.50	9.00	8.00	8.00
Parks	23.20	23.00	23.25	23.25	23.25
Recreation	26.00	26.60	26.90	25.00	26.50
Renaud Spirit Center (RSC)	37.60	37.25	37.30	36.40	36.40
Tourism & Festivals	3.60	3.60	3.60	3.60	3.60
Planning & Development Dept					
Building & Code Enforcement	12.00	12.00	13.00	13.00	13.00
Planning & GIS	7.00	7.00	7.50	7.00	7.00
Police Department	146.50	152.50	156.35	156.60	156.60
Public Works Dept					
Engineering	12.00	12.33	13.05	12.75	12.75
Environmental Services	26.00	26.00	26.00	26.00	27.00
Project Mgmt	7.50	7.50	7.50	7.50	7.25
Sewer System	15.00	16.00	16.00	16.00	17.00
Storm Water	4.00	5.00	6.00	6.00	7.25
Streets	32.80	38.10	37.85	34.75	34.75
Water System	16.00	16.00	16.00	16.00	19.00
Total	**442.95**	**458.48**	**473.45**	**466.00**	**473.50**

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

Personnel Changes from 2015 to 2016

This is a brief synopsis of the changes in personnel from January 2015 through January 2016.

Landscape, Tourism & Festivals, Recreation, Parks and RSC Divisions – The increase in Recreation Fund in 2016 is due to a new position (Budget & Procurement Coordinator) that is being split among all the Parks and Recreation Divisions (Tourism & Festivals 15%, Landscape 20%, Recreation 20%, Parks 35% and RSC 10%).

Storm Water Division – The increase in 2016 is due to adding a Construction Inspector for the bond projects and a Summer Intern position.

Water Division – The increase in 2016 is due to two additional Water Maintenance Workers and a Construction Inspector position that will be split with the Sewer Division (50%/50%).

Sewer Division – The increase in 2016 is due to a Construction Inspector position that will be split with the Water Division (50%/50%).

Environmental Services Division – The increase in 2016 is due to the additional part-time Service Route Operator position.

Part-time wages are divided by an average wage of a like position to determine a Full-time equivalent. This may explain additional increases in a few divisions.

ADMINISTRATION GROUP

ADMINISTRATIVE SERVICES DEPARTMENT

COMMUNICATIONS DEPARTMENT

ECONOMIC DEVELOPMENT DEPARTMENT

FINANCE DEPARTMENT

PARKS & RECREATION DEPARTMENT

PLANNING AND DEVELOPMENT DEPARTMENT

POLICE DEPARTMENT

PUBLIC WORKS DEPARTMENT

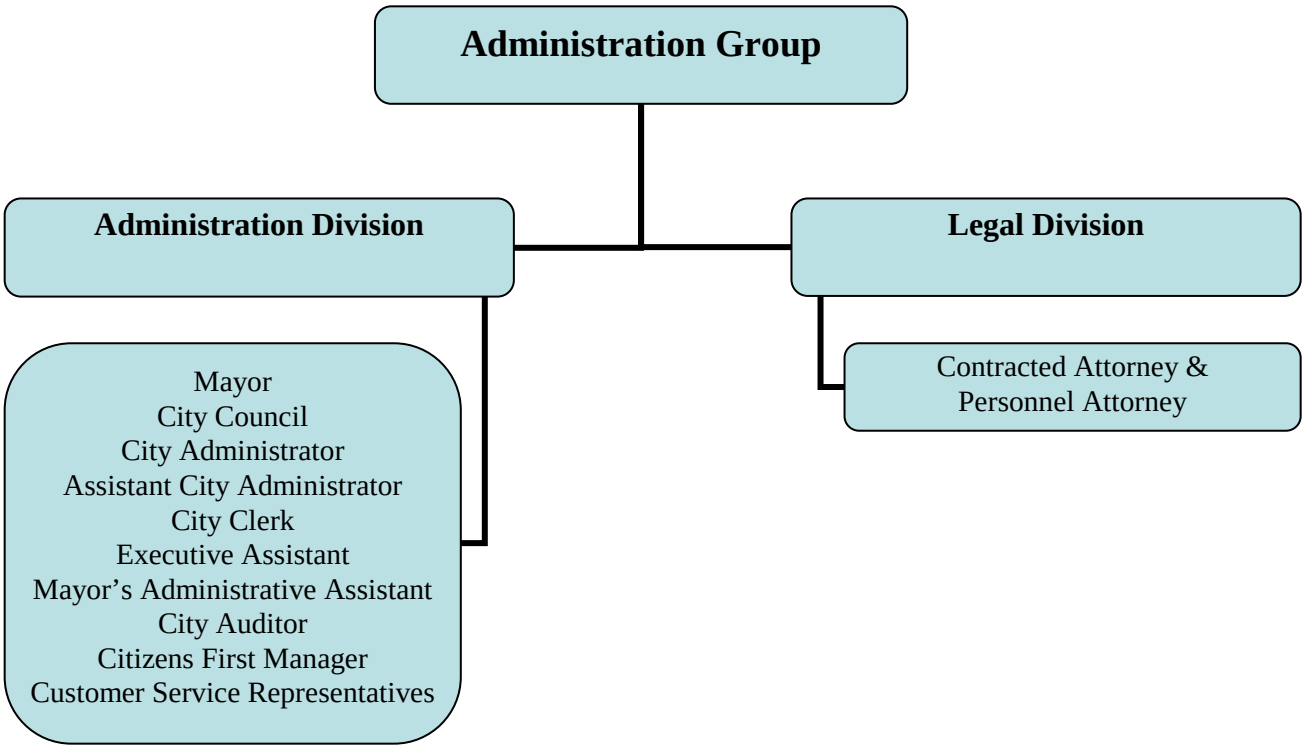
General Fund

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.

Public Art Survey

In 2016, the City of O'Fallon began the process of developing a Public Art Master Plan. Public art can take a variety of forms – including murals, sculptures, or even artistically-designed functional elements and public spaces – that are unique to the site and the community where they take place. Conducting a city-wide survey was the first step in this process.

Administration Group
Organization Chart
2016 Budget



Administration Group

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

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 2016 Goals

I. Work with the Parks and Finance to develop a timeline for ballot initiatives regarding the Civic and O'Day Park and alternative funding opportunities for Council consideration. *(Building/Facility Plans – Strategic Plan)*

II. Continue with the automation of in-house forms and internal document processes to improve efficiency and provide faster service. *(Leverage New Technologies – Strategic Plan)*

III. Continue with efforts for fund and construct CLIP improvements as directed by the Council's CLIP Committee and allocated through the budget process. *(Focus on Infrastructure – Strategic Plan)*

IV. Begin developing Core Services for 2-3 Departments/Divisions of the City. *(Operational/Employee Issues – Strategic Plan)*

V. Continue with Six Sigma/Lean Government training and implement Kaizen projects

identified by Staff that need to be streamlined and made more efficient. *(Operational/Employee Issues – Strategic Plan)*

VI. Continue to look at revenues fees and work on the education of the public on the Motor Vehicle Sales Tax Correction that will be on the April 2016 ballot. *(Operational/Employee Issues – Strategic Plan)*

VII. Improve on the Citizen's First Office so that messages from residents are acknowledged as quickly as possible and a live response on the first contact is made 80% of the time. *(Operational/Employee Issues – Strategic Plan)*

VIII. 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

Citizens' First Calls	Actual 2012	Actual 2013	Actual 2014	Target 2015	Actual 2015	Target 2016
Total # of Incoming Calls to Citizens First	n/a	n/a	44,603	42,500	41,488*	42,500
# of Issues Entered into system	4,764	4,848	4,584	4,500	4,223	4,300
# of Issues Completed/Closed	4,682	4,547	4,425	4,600	3,774	4,600
# of Issues in Process	84	385	544	444	495	500

Note: The Performance Measures were updated for the 2014 & 2015 Budget year.
***There was a system upgrade done that wiped out the call history count for Jan –Dec 2015. This is from an archived report for July 2014 – June 2015.**

Previous Year's Goals

In 2015, the City remains among the top 50 large cities in *Money* magazine's annual rankings of our Nation's "Best Places to Live". O'Fallon remains the only city in the State of Missouri to make this prestigious list. Additionally, respected publications such as *CQ Press* and *Safewise* continue to rate O'Fallon as one of the safest cities in the State and Nation. In April, the proposition passed to increase property taxes to allow for the issuance of bonds for the construction of a Justice Center to house the Police Department and Municipal Court. Design work on the Justice Center has begun. The City plans to put the Parks improvements projects to vote in August 2016. The automated forms system has been implemented for Personnel Action Forms, Purchase Orders Forms and Leave Request Forms. Training & Travel forms will be added in the future. The Code Red system has been installed so the City can easily communicate with the public during emergencies. It can also be utilized for public meeting notifications, events and problems. The City will work on defining core services by looking at a few Divisions at a time. This will be an ongoing goal until all Divisions have been looked at. Training on the LEAN government principles through the Kaizen process will continue in 2016. Several Divisions utilized the LEAN principles on '5S' projects and were able to improve efficiency. The City Administrator continues to stay alert to external factors, such as international pressures, that may impact our local economy. The Issues tracked by the system will be monitored closely to try and close out more in the next year.

Budget Category Summary

	Actual 2012	Actual 2013	Actual 2014	Projected Budget 2015	Amount Change	Budget 2016	% Change
Personnel	$736,805	$832,099	$890,859	$931,677	$18,207	$949,884	2.0%
Contract Services	38,250	28,312	37,208	40,540	(9,475)	31,065	(23.4%)
Insurance	14,119	13,765	11,928	14,453	(5,684)	8,769	(39.3%)
Election Expenses	0	34,348	27,443	75,000	80,000	155,000	106.7%
Operating Supplies	14,292	14,278	15,360	20,250	(4,000)	16,250	(19.8%)
Professional Expenses	73,010	83,405	96,369	105,299	(4,305)	100,994	(4.1%)
Public Information	3,732	4,322	4,822	12,296	(6,296)	6,000	(51.2%)
Utilities	10,058	10,156	10,500	11,580	2,200	13,780	19.0%
Special Events/Programs	5,836	16,947	7,510	27,150	(11,250)	15,900	(41.4%)
Equipment Rental	4,456	4,519	4,456	5,255	(2,319)	2,936	(44.1%)
Leases and Contingency	0	0	0	30,000	0	30,000	0.0%
Transfers	0	48,419	2,335,609	3,550,608	(3,090,608)	460,000	(87.0%)
Total	$900,558	$1,090,570	$3,442,064	$4,824,108	($3,033,530)	$1,790,578	(62.9%)

Budget Highlights

In 2016, the decrease in Contract Services is due to cutting the expense for laserfiche. Documents are now scanned and stored directly in the systems. The decline in Insurance is the result of the City becoming fully self-insured. . The increase in Election expenses is due to the budgeting for an addition election for the Parks project bonds. The decrease in Operating Supplies is due to a decrease in office supplies. The decrease in Professional Expenses is due to training attended in 2015 that is not needed in 2016. The decrease in Public Information is due to a higher than expected volume of public hearing notices in 2015. The increase in Utilities is for the purchase of new wireless equipment. Special Events/Programs is decreasing due to the reduction for Leadership training expenses for the Six Sigma/Lean Government Training (second group training). Equipment Rental is decreasing due to end of copier lease. The amount being transferred will vary from year to year. In 2015, $75,608 was transferred to the Street & Road Improvement Fund, $90,000 to the Community Development Block Grant Fund, $140,000 was transferred to the Public Venue Fund and $3,245,000 was transferred to Capital Projects Fund to start the design of the Justice Center. In 2016, $40,000 will be transferred to the Street & Road Improvement Fund, $20,000 will be transferred to the Community Development Block Grant Fund and $400,000 will go to the Recreation Fund.

Budget Category Explanations

Personnel **$949,884**

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 (75%) and one Customer Service Representative (72%). This budget category also includes the compensation for the Mayor and ten Council members.

Contract Services **$31,065**

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

Insurance **$ 8,769**

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 **$155,000**

This category includes all expenses related to municipal elections held by the City for elected positions and ballot issues.

Operating Supplies **$16,250**

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 **$13,780**

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

Equipment Rental **$2,936**

This amount will cover copier rental and maintenance agreement.

Leases and Contingency **$30,000**

This account is used for unanticipated expenditures.

Special Programs/Events **$15,900**

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 **$460,000**

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 2016 Goals

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

Previous Year's Goals

In 2015, 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 2012	Actual 2013	Actual 2014	Projected Budget 2015	Amount Change	Budget 2016	% Change
Professional Expenses	$275,072	$297,395	$206,176	$300,000	$0	$300,000	0.0%
Personnel	$31,420	$128,919	$106,711	$113,200	$6,800	$120,000	6.0%
Misc Fees	$0	$610,000	$0	$800	$0	$800	0.0%
Total	$306,492	$1,036,314	$312,887	$414,000	$6,800	$420,800	1.6%

Budget Highlights

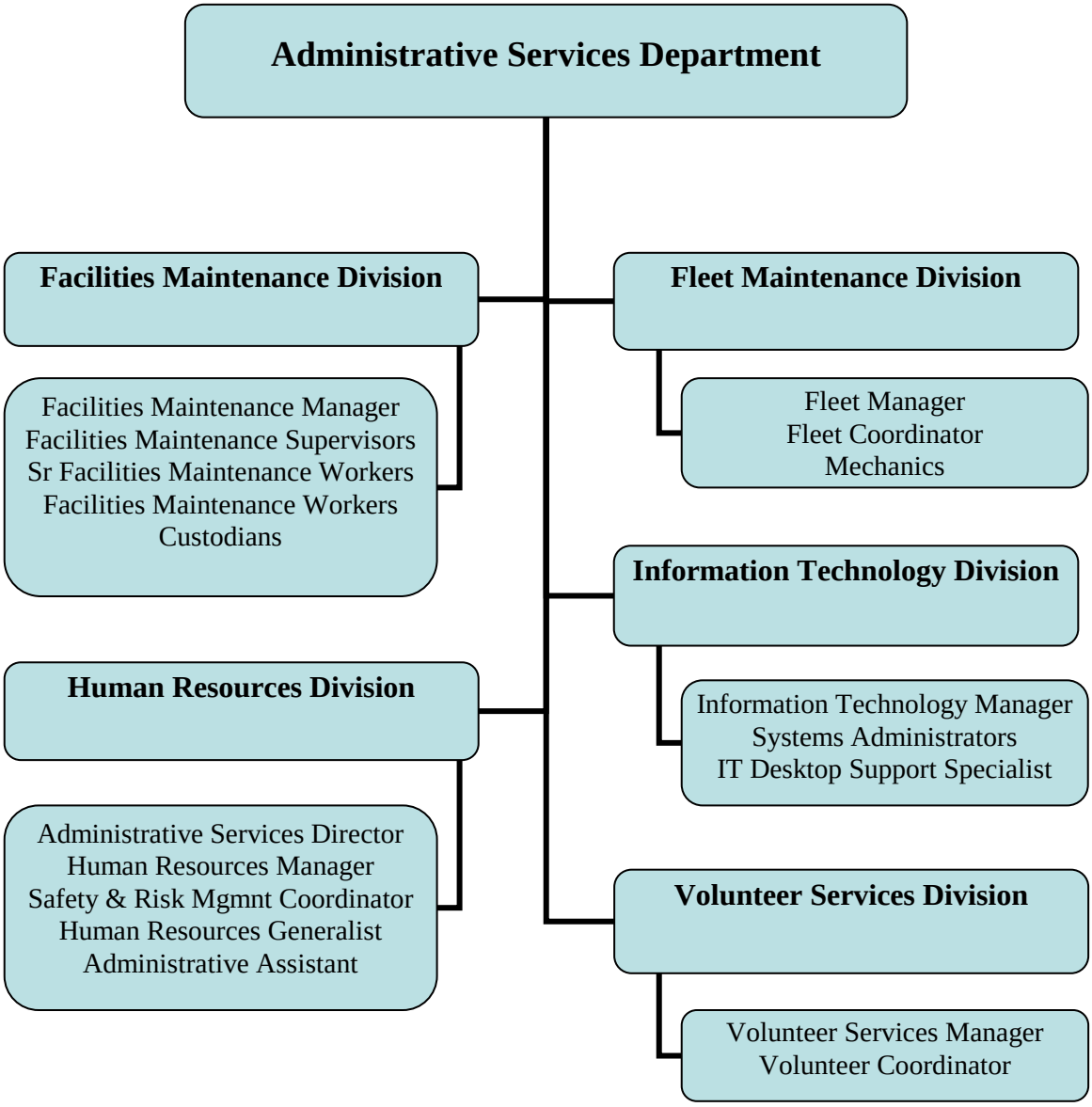
No significant change in budget amount from 2015 to 2016.

Budget Category Explanations

Professional **$420,800**

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

Administrative Services Department
Organizational Chart
2016 Budget



Administrative Services Department

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 2016 Goals

I. Conduct research on donations and grant opportunities for historic properties. *(Building/Facility Plans – Strategic Plan)*

II. Develop a plan to address City Hall space needs once the Justice Center is opened. *(Building/Facility Plans – Strategic Plan)*

III. Work with the Economic Development regarding the Krekel House *(Building/Facility Plans – Strategic Plan)*

- Continue planning process for future uses and further possibilities of private partnerships.

IV. Maintain the percentage of Work Orders Outstanding to 10% or less.

Performance Measurements

	Actual 2012	Actual 2013	Actual 2014	Target 2015	Actual 2015	Target 2016
Work Order Program Volume						
Number of Help Desk Work Orders	484	497	851	825	845	810
# of Help Desk Work Orders Outstanding	n/a	n/a	40	35	30	30
% of Help Desk Work Orders Outstanding	n/a	n/a	5%	4%	3.6%	4%
Average Emergency Response Time	<1 hr	<1 hr	<1 hr	<1 hr	<1 hr	<1 hr

Previous Year's Goals

In 2015, the Division worked to update the HVAC system in City Hall and Recreation buildings. The energy audit concluded a City-wide lighting control system was not feasible. After the passage of Proposition 1 (Justice Center Bonds), an internal committee was formed to present a plan to Council on how the space in City Hall could be utilized once the Justice Center Building is completed. Parking spaces were completed to help market the possibly uses of the Krekel house. Additional parking options are being considered. The HVAC and plumbing upgrades will be addressed after a use for the building is determined. Outstanding Work Orders were less than 10%.

Budget Category Summary

	Actual 2012	Actual 2013	Actual 2014	Projected Budget 2015	Amount Change	Budget 2016	% Change
Personnel	$337,858	$337,433	$353,866	$363,673	$2,310	$365,983	0.6%
Contract Services	103,141	104,567	114,865	113,959	(21,459)	92,500	(18.8%)
Insurance	85,218	99,046	61,932	103,998	(78,230)	25,768	(75.2%)
Maintenance	17,175	22,574	39,026	25,500	(2,500)	23,000	(9.8%)
Operating Supplies	16,171	19,056	18,003	21,848	(378)	21,470	(1.7%)
Professional Expenses	0	0	795	2,000	(1,000)	1,000	100.0%
Public Information	138	0	0	0	0	0	0.0%
Utilities	161,266	166,884	170,406	172,000	(8,160)	163,840	(4.7%)
Petroleum	0	863	198	1,500	0	1,500	0.0%
Rental	0	0	0	500	0	500	0.0%
Total	$720,967	$750,423	$759,091	$804,978	(109,417)	$695,561	(13.6%)

Budget Highlights

The decrease in Maintenance is mainly due to the reduced HVAC service contract on new system under warranty. The drop in Insurance is the result of the City going self-insured. The decrease in Utilities is due to implementing the energy savings HVAC, lighting and plumbing projects in 2015.

Budget Category Explanations

Personnel **$365,983**

This category includes the wages, benefits, and overtime for one Facility Maintenance Manager (60%), two Facility Maintenance Supervisors (90%, 20%), two Senior Facility Maintenance Workers (100%, 20%), two Facility Maintenance Workers (40%, 20%), 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 **$92,500**

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 **$25,768**

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

Maintenance **$23,000**

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

Operating Supplies **$21,470**

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 **$1,000**

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

Utilities **$163,840**

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

Petroleum **$1,500**

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

Rental **$500**

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

Administrative Services Department -Fleet Maintenance Division

The Fleet Maintenance Division was separated from the Parks Section in mid-1998 as the first step in creating a centralized system for maintaining the City's large fleet of non-police vehicles. In 2001, Fleet Maintenance began maintaining all rolling stock, including police vehicles. All City vehicles, with the exception of the Environmental Services, are maintained by Fleet Maintenance Division. 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 2016 Goals

I. Continue the quality maintenance and repairs it provides to all the departments/divisions in the City. *(To maintain a superior community)*

II. Reduce the number of Out-Sourced Repairs by 10%.

III. Continue to increase the division's ability to 'upfit' equipment / vehicles.

Performance Measurements

	Actual 2012	Actual 2013	Actual 2014	Target 2015	Actual 2015	Target 2016
Number of Basic Service Jobs	2,540	2,812	1,779	1,500	1,700	1,500
Number of Out-Sourced Repairs	311	178	43	39	52	39
Average Time for Repair	3.0 hrs	2.8 hrs	2.5 hrs	3.0 hrs	2.9 hrs	3.0 hrs

Previous Year's Goals

In 2015 the Fleet Maintenance Division completed the implementation of fleet software to track vehicle costs (gas, parts, labor, etc.) and finalized equipment replacement plan for all rolling stock. Based on the energy audit and staff research, it is not cost effective to switch to alternative fuel vehicles due to lack of fueling stations. 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 2012	Actual 2013	Actual 2014	Projected Budget 2015	Amount Change	Budget 2016	% Change
Personnel	$248,923	$300,461	$327,374	$247,410	($54,566)	$192,844	(22.1%)
Contract Services	0	0	0	10,360	140	10,500	1.4%
Insurance	159,236	163,698	159,830	169,525	(25,466)	144,059	(15.0%)
Maintenance	186,651	203,416	143,502	110,330	(3,880)	106,450	(3.5%)
Operating Supplies	4,608	3,787	13,361	7,899	11,176	19,075	141.5%
Petroleum	356,884	365,998	340,619	375,000	(91,261)	283,739	(24.3%)
Professional Expenses	2,427	826	6,637	11,435	(4,635)	6,800	(40.5%)
Utilities	3,886	6,921	7,810	8,600	0	8,600	0.0%
Total	$962,615	$1,045,107	$999,133	$940,559	($168,492)	$772,067	(17.9%)

Budget Highlights

In 2016, the decrease in Personnel is due to the allocation of wages to the proper fund based on historical information. The decrease in Insurance is the result of the City going self-insured. The increase in Operating Supplies is due to the one time purchase of small equipment/fixtures (oil filter crusher, low profile jacks and extending concrete ramp). The decrease in Petroleum is based on lower cost due to economic factors. The decrease in Professional Expenses is due to special training and travel staff budgeted in 2015 that is not needed annually.

Budget Category Explanations

Personnel **$192,844**

This category includes the wages, benefits, and overtime for one Fleet Manager (49%), one Fleet Coordinator (49%) and five Mechanics (100%, 28%, 20%, 13%, 9%).

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 **$144,059**

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.

Contract Services **$10,500**

This category includes the cost of contract for the vehicle software maintenance system.

Maintenance **$106,450**

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

Operating Supplies **$19,075**

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 **$6,800**

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

Petroleum **$283,739**

This amount includes the costs incurred by General Fund 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 2016 Goals

I. Increase employee development by delivering "Supervisory Track Training"' and investigate and implement pre-employment assessments for managers.

II. Evaluate and implement solutions for improving employee intra-departmental communications (*Leverage New Technologies - Strategic Plan)*

III. Decrease the number of chargeable accidents by 10% with increased safety training and additional safety inspections.

Performance Measurements

	Actual 2012	Actual 2013	Actual 2014	Target 2015	Actual 2015	Target 2016
Positions Filled						
Full-Time Employees	29	42	33	35	30	30
Part-Time Employees	246	150	208	150	176	150
Turnover (not including retirement or promotions)	24	24	22	20	24	20
Safety & Risk Management						
Annual # of City Wide Safety Trainings	20	21	32	48	120	120
Safety Trainings	5	9	12	12	12	12
Workers Compensation Claims filed	52	49	55	50	45	45
Number of Chargeable Accidents/Injuries	48	37	43	35	36	36

Previous Year's Goals

In 2015, the division increased employee development and training by delivering 12 supervisory topic trainings, including Diversity Training. The 2014 metric for time to hire was determined and then reduced by at least 50%. The Citywide number of chargeable accidents did decrease by 16% over 2014. The City Safety Manual was completed.

Budget Category Summary

	Actual 2012	Actual 2013	Actual 2014	Projected Budget 2015	Amount Change	Budget 2016	% Change
Personnel	$270,559	$337,948	$382,255	$416,062	$15,977	$432,039	3.8%
Contract Services	24,523	39,878	34,904	71,950	7,761	79,711	10.8%
Insurance	1,827,487	1,808,219	2,184,351	2,260,493	(39,543)	2,220,950	(1.7%)
Maintenance	5,920	3,584	0	0	0	0	0.0%
Operating Supplies	2,380	17,053	6,976	8,500	(2,000)	6,500	(23.5%)
Professional Expenses	10,602	35,321	36,157	46,600	(6,100)	40,500	(13.1%)
Public Information	994	2,526	1,935	3,000	(2,000)	1,000	(66.7%)
Utilities	1,086	1,836	1,553	1,740	(720)	1,020	(41.4%)
Rental	2,488	2,574	2,547	3,000	0	3,000	0.0%
Total	$2,146,039	$2,248,939	$2,650,678	$2,811,345	($26,625)	$2,784,720	(0.9%)

Budget Highlights

In 2016, the increase in Contract Services is for the new pre-employment skills and knowledge testing service. The decrease in Operating Supplies is due to the decrease in office supplies and employee services. The decrease in Professional Expenses is due to additional In-House training and Training & Travel in 2015 that is not needed in 2016. The decrease in Utilities is the result of the City-wide review of wireless equipment uses and needs.

Budget Category Explanations

Personnel **$432,039**

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 **$79,711**

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

Insurance **$2,220,950**

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 **$6,500**

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 **$40,500**

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 **$1,000**

Advertising and printing are accounted for in this category.

Utilities **$1,020**

This amount is for telephone charges.

Rental **$3,000**

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

Administrative Services Department – Information Technologies Division

The Information Technologies (IT) Division reported 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 2016 Goals

I. Continue to work with various departments with research and implementing the goals aimed at improving internal process efficiencies and on-line processes such as permits and in-house forms. *(Leverage New Technologies – Strategic Plan)*

II. Continue to upgrade outdated computers and software systems. *(To maintain a superior community)*

III. Begin implementation of the Information Technology 5-year plan. *(Leverage New Technologies – Strategic Plan)*

IV. Continue to increase Security Awareness with employees.

Performance Measurements

	Actual 2012	Actual 2013	Actual 2014	Target 2015	Actual 2015	Target 2016
# of Computers (Added/Upgraded)	28	35	71	25	35	30
# of Software Systems (Added/Upgraded)	3	1	2	10	12	6

Previous Year's Goals

In 2015, the division replaced 35 computers to prepare for the upgrade of several key software systems used by the City. The Division assisted with the various forms automation on an as-needed basis. The installation of the fiber optic lines to connect the Public Works and Recreation buildings to the City's main server was completed. The Division does keep the employees aware of security risks and what to be aware of.

Budget Category Summary

	Actual 2012	Actual 2013	Actual 2014	Projected Budget 2015	Amount Change	Budget 2016	% Change
Personnel	$286,720	$330,707	$342,986	$360,090	11,629	$371,719	3.2%
Contract Services	18,310	17,341	26,450	39,300	(5,900)	33,400	(15.0%)
Insurance	3,838	4,361	3,821	4,579	(2,214)	2,365	(48.4%)
Maintenance	63,524	74,485	74,757	143,000	49,853	192,853	34.9%
Operating Supplies	11,604	30,707	46,283	35,650	5,350	41,000	15.0%
Professional Expenses	8,714	5,388	15,090	13,150	200	13,350	1.5%
Utilities	16,867	26,093	32,681	29,720	16,372	46,092	55.1%
Total	$409,577	$489,082	$542,068	$625,489	75,290	$700,779	12.0%

Budget Highlights

In 2016, the decrease in Contract Services is due to the 2015 one-time contractor expense to create the 5-year IT plan. The decrease in Insurance is the result of the City going self-insured. The increase in Maintenance is directly tied to the additional Network Data Storage Drives (2016 capital item) and Permitting and Licensing Software Maintenance new in 2016. The increase in Operating Supplies is mostly due to the cost for additional proxy cards and warless access points. The increase in Utilities is due to additional DDoS (Distributed Denial of Service) protection.

Budget Category Explanations

Personnel **$371,719**

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

Contract Services **$33,400**

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

Insurance **$2,365**

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 **$192,853**

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

Operating Supplies **$41,000**

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 **$13,350**

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 **$46,092**

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

Administrative Services Department – Safety & Risk Management Division

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

Budget Category Summary

	Actual 2012
Personnel	$48,445
Contract Services	5,640
Insurance	55,115
Operating Supplies	3,046
Professional Expenses	21,185
Utilities	201
Total	$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 2016 Goals

I. Coordinate volunteer projects for participation in local and nationally recognized service events. *(To maintain a superior community) (Core Values – Team; Service)*

II. Increase citizen engagement by:
   a. Developing additional volunteer positions within departments/divisions to support City staff. *(Core Values – Team; Service)*
   b. Developing goal-oriented projects to engage schools, corporations, churches, and other organizations/groups. *(Core Values – Team; Service)*

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; Service)*

IV. Strategic professional development of division staff to increase skills and knowledge. *(Core Values – Team; Service)*

Performance Measurements

	Actual 2012	Actual 2013	Actual 2014	Target 2015	Actual 2015	Target 2016
Number of Volunteers	2,463	2,364	2,556	2,500	3,175	2,500
Number of Volunteer Hours	20,058	21,560	22,383	22,000	19,565	20,800
Full-Time Equivalent (based on 2080 hrs = 1)	9.64	10.37	10.76	10.58	9.41	10.00

Previous Year's Goals

In addition to 66 on-going volunteer positions placed within City departments throughout 2015, the division coordinated support for 38 department events, activities and programs, and 20 Days of Service, including national, regional and local service days. Efforts focused on recreation, environment and community outreach programs. Promotions of service opportunities were effective, resulting in a 24% increase in the number of Volunteers over the previous year. A new volunteer management software program was introduced in 2015 to improve scheduling and tracking of service hours.

Budget Category Summary

	Actual 2012	Actual 2013	Actual 2014	Projected Budget 2015	Amount Change	Budget 2016	% Change
Personnel	$131,532	$139,907	$151,916	$167,386	$3,417	$170,803	2.0%
Contract Services	803	876	876	1,040	(8)	1,032	(0.8%)
Insurance	2,559	2,496	1,910	2,621	(1,439)	1,182	(54.9%)
Operating Supplies	4,693	6,908	5,629	6,726	(906)	5,820	(13.5%)
Special Events	16,808	17,576	19,708	21,950	600	22,550	2.7%
Professional Expenses	4,566	2,936	3,345	4,112	28	4,140	0.7%
Public Information	249	258	3,284	510	0	510	0.0%
Utilities	1,479	925	1,217	2,052	0	2,052	0.0%
Total	$162,689	$171,882	$187,885	$206,397	$1,692	$208,089	0.8%

Budget Highlights

The decrease in Insurance is the result on the City going self-insured. The decrease in Operating Supplies small office equipment purchased in 2015 that will not be purchased in 2016.

Budget Category Explanations

Personnel **$170,803**

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 **$1,032**

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

Insurance **$1,182**

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

Operating Supplies **$5,820**

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 **$22,550**

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

Professional Expenses **$4,140**

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

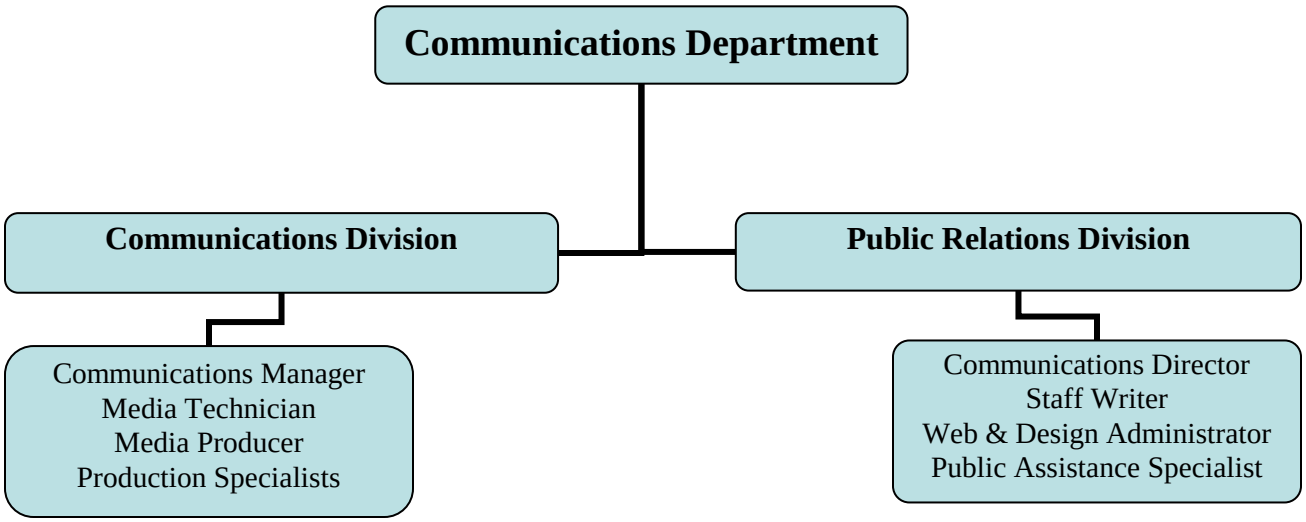
Public Information **$510**

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

Utilities **$2,052**

This amount is allocated for telephones, tablets and/or air card expenses.

Communications Department
Organization Chart
2016 Budget



Communications Department

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

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

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 2016 Goals

I. Continue to 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 Public Relations Division in the efforts to educate the public on the Motor Vehicle Sales Tax Correction that will be on the April 2016 ballot and on the parks bond offering that will be on the August ballot. *(Operational/Employee Issues – Strategic Plan)*

Performance Measurements

	Actual 2012	Actual 2013	Actual 2014	Target 2015	Actual 2015	Target 2016
Programs Produced	292	284	268	270	294	260
Hours of Taped or Live Programming Per Day	24	24	24	24	24	24
Average Daily Hours of Locally Produced Programming	22.0	23.0	22.5	22.5	23.3	22.5

Previous Year's Goals

In 2015, O'FallonTV continued 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 assisted in the efforts to market O'Fallon and its offerings to potential businesses and outside groups visiting the City. The Division continued to making videos for the O'Fallon Tourbook series. These included: 1) Parks and Recreation, 2) Renaud Spirit Center (Core Values of the City, 3) Festivals and Special Events feature on the St Charles County Amateur Sports Hall of Fame.

Budget Category Summary

	Actual 2012	Actual 2013	Actual 2014	Projected Budget 2015	Amount Change	Budget 2016	% Change
Personnel	$350,792	$357,148	$365,484	$389,983	$12,816	$402,799	3.3%
Contract Services	1,800	1,826	1,484	3,560	640	4,200	18.0%
Insurance	6,397	6,239	4,778	6,551	(3,595)	2,956	(54.9%)
Maintenance	4,799	6,950	5,525	5,200	(2,250)	2,950	(43.3%)
Operating Supplies	5,178	16,448	20,978	15,795	(2,145)	13,650	(13.6%)
Professional Expenses	2,125	2,000	63	1,400	2,000	3,400	142.9%
Utilities	10,987	11,562	38,269	9,522	(9,222)	300	(96.8%)
Total	$382,078	$402,173	$436,581	$432,011	($1,756)	$430,255	(0.4%)

Budget Highlights

The increase in Contract Services is for the editing and graphic software subscription. The decrease in Insurance is due to the City going self-insured. The decrease in Maintenance is due to lower annual expenses on the newer equipment installed in 2015. The decrease in Operating Supplies is due to the purchase of the editing equipment in 2015 that is not in 2016. The increase in Professional Expenses is for tuition reimbursement expected in 2016. The decrease in Utilities is due to 5 year internet contract being fully encumbered in 2014.

Budget Category Explanations

Personnel **$402,799**

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 **$4,200**

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

Insurance **$2,956**

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

Maintenance **$2,950**

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

Operating Supplies **$13,650**

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

Professional Expenses **$3,400**

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

Utilities **$300**

Funding for direct internet access, telephone bills and services.

Communications Department – Public Relations Division

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

Fiscal Year 2016 Goals

I. Assist Communication Division in the efforts to educate the public on the Motor Vehicle Sales Tax Correction that will be on the April 2016 ballot. *(Operational/Employee Issues – Strategic Plan)*

II. 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.

III. Continue to portray the City in a positive light in local media and City-produced communications.

Performance Measurements

	Actual 2012	Actual 2013	Actual 2014	Target 2015	Actual 2015	Target 2016
Number of News Releases	259	243	236	200	202	200
Unique web page views by site						
www.ofallon.mo.us (includes PD site)	1,054,462	1,129,910	1,234,588	1,200,000	1,349,003	1,300,000
www.renaudspiritcenter.com	308,266	271,768	247,198	250,000	244,207	245,000
www.heritageandfreedomfest.com	87,379	138,710	197,575	150,000	214,825	200,000
Unique visitors by site						
www.ofallon.mo.us (includes PD site)	475,266	543,718	652,459	600,000	729,018	700,000
www.renaudspiritcenter.com	131,297	119,177	112,929	100,000	111,323	110,000
www.heritageandfreedomfest.com	38,191	39,152	61,092	50,000	69,323	70,000

Previous Year's Goals

In 2015, Public Relations coordinated with Administration and Police divisions on the implementing of the Code Red system so the City can communicate with the public during emergencies and notify them of public meetings, events and problems. The division is working with the Public Works Department in incorporate the wayfinding program costs on Bryan Rd. into upcoming road projects. Further phases are contingent upon continued funding from Council. Public Relations also worked with Human Resources with the automating of the application process. The Division will continue to work closely with the Communication Division on the integration of the City's communication efforts to make full use of all medial avenues and the portray the City in a positive light in local media and City-produced communications.

Budget Category Summary

	Actual 2012	Actual 2013	Actual 2014	Projected Budget 2015	Amount Change	Budget 2016	% Change
Personnel	$245,532	$247,510	$256,872	$272,146	$6,123	$278,269	2.2%
Contract Services	2,893	44,480	3,017	34,000	1,000	35,000	2.9%
Insurance	5,117	4,990	3,821	5,240	(2,875)	2,365	(54.9%)
Maintenance	0	838	0	500	0	500	0.0%
Operating Supplies	9,076	7,993	8,020	9,750	500	10,250	5.1%
Special Events	15,183	8,759	2,687	20,000	0	20,000	0.0%
Professional Expenses	60	1,788	2,495	6,700	(500)	6,200	(7.5%)
Public Information	8,929	11,518	19,751	33,165	(11,165)	22,000	(33.7%)
Rental	0	0	0	0	550	550	100.0%
Utilities	633	941	1,277	1,400	(680)	720	(48.6%)
Total	$287,423	$328,817	$297,940	$382,901	($7,047)	$375,854	(1.8%)

Budget Highlights

In 2016, the decrease in Insurance is due to the City going self-insured. The decrease in Public Information is due to the increased budget in 2015 to educate the voters on the Justice Center Bonds. The new Rental budget is for the possible rental of electronic drawing platform in 2016. The decrease in Utilities is due to the review of City's wireless uses and needs.

Budget Category Explanations

Personnel **$278,269**

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 **$35,000**

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

Insurance **$2,365**

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 **$10,250**

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 **$6,200**

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

Public Information **$22,000**

Funding for the public relations events, advertising and printing.

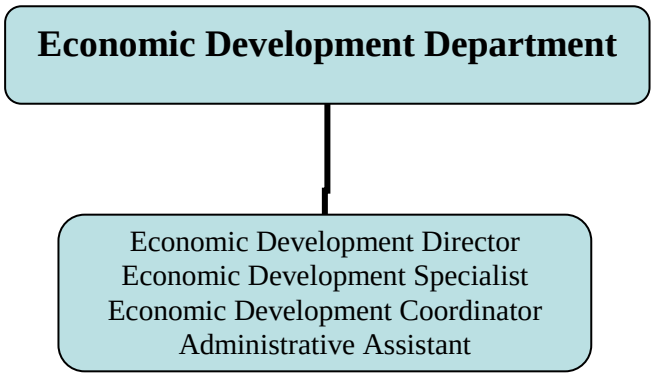
Rental **$550**

Funding for copier, fax, scanner rental, and electronic drawing platform expenses.

Utilities **$720**

Funding for telephone and internet service and equipment replacement expenses.

Economic Development Department
Organization Chart
2016 Budget



Economic Development Department

The Economic Development 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

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 2016 Goals

I. Continue to working 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. Continue to work 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. Continue to 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)*

Performance Measurements

	Actual 2012	Actual 2013	Actual 2014	Target 2015	Actual 2015	Target 2016
Business Retention & Assistance Visits	669	702	1,578	1,620	1,537	1,550
Business Attractions & Expansions	55	93	153	140	192	175
New Businesses Started	201	170	190	186	184	185
New Jobs Added						
Full-Time	699	451	658	616	817	750
Part-Time	287	373	310	328	336	350
Commercial Property Occupancy						
Retail	88.5%	89.2%	90.9%	90.0%	92.8%	93.0%
Office	91.4%	93.3%	93.7%	92.0%	94.5%	94.5%
Industrial	98.0%	97.8%	97.5%	97.5%	97.6%	97.7%

Note: The division revised the Performance Measures in 2015.

Previous Year's Goals

In 2015, staff continued its efforts by keeping the number of Business Retention & Assistance Visits over 1,500. 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 1,537 business retention visits and assistance calls, 192 attraction and expansion calls through research, cold calling and responding to inquiries and 184 new businesses started throughout the City.

The Department held meetings with focus groups, stakeholders and Public Open Houses to gather options for the Highway K and M streetscape improvements and Main Street revitalization. The design of a multi-use path along Hwy K from Fiese to Technology is being developed. The Department is also working hard to explore possibilities of a private partnership on the use of Krekel House. This includes working with the Historic Preservation Commission. Pursuing development opportunities along the Route 364/Page Ave Extension is on-going.

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 2012	Actual 2013	Actual 2014	Projected Budget 2015	Amount Change	Budget 2016	% Change
Personnel	$163,705	$210,273	$246,513	$284,324	$10,410	$294,734	3.7%
Contract Services	10,980	5,206	37,042	5,950	400	6,350	6.7%
Insurance	3,838	3,743	3,105	3,930	(1,565)	2,365	(39.8%)
Maintenance	0	0	0	400	0	400	0.0%
Operating Supplies	1,802	2,386	2,183	2,300	0	2,300	0.0%
Professional Expenses	32,705	31,591	32,171	38,970	655	39,625	1.7%
Special Programs	0	2,382	1,880	6,000	0	6,000	0.0%
Public Information	30,917	24,584	33,355	30,200	100	30,300	0.3%
Utilities	510	741	1,346	1,275	0	1,275	0.0%
Total	$244,457	$280,906	$357,595	$373,349	$10,000	$383,349	2.7%

Budget Highlights

The only significant change is the decrease in Insurance due to the City going self-insured.

Budget Category Explanations

Personnel **$294,734**

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 **$6,350**

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

Insurance **$2,365**

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 **$39,625**

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.

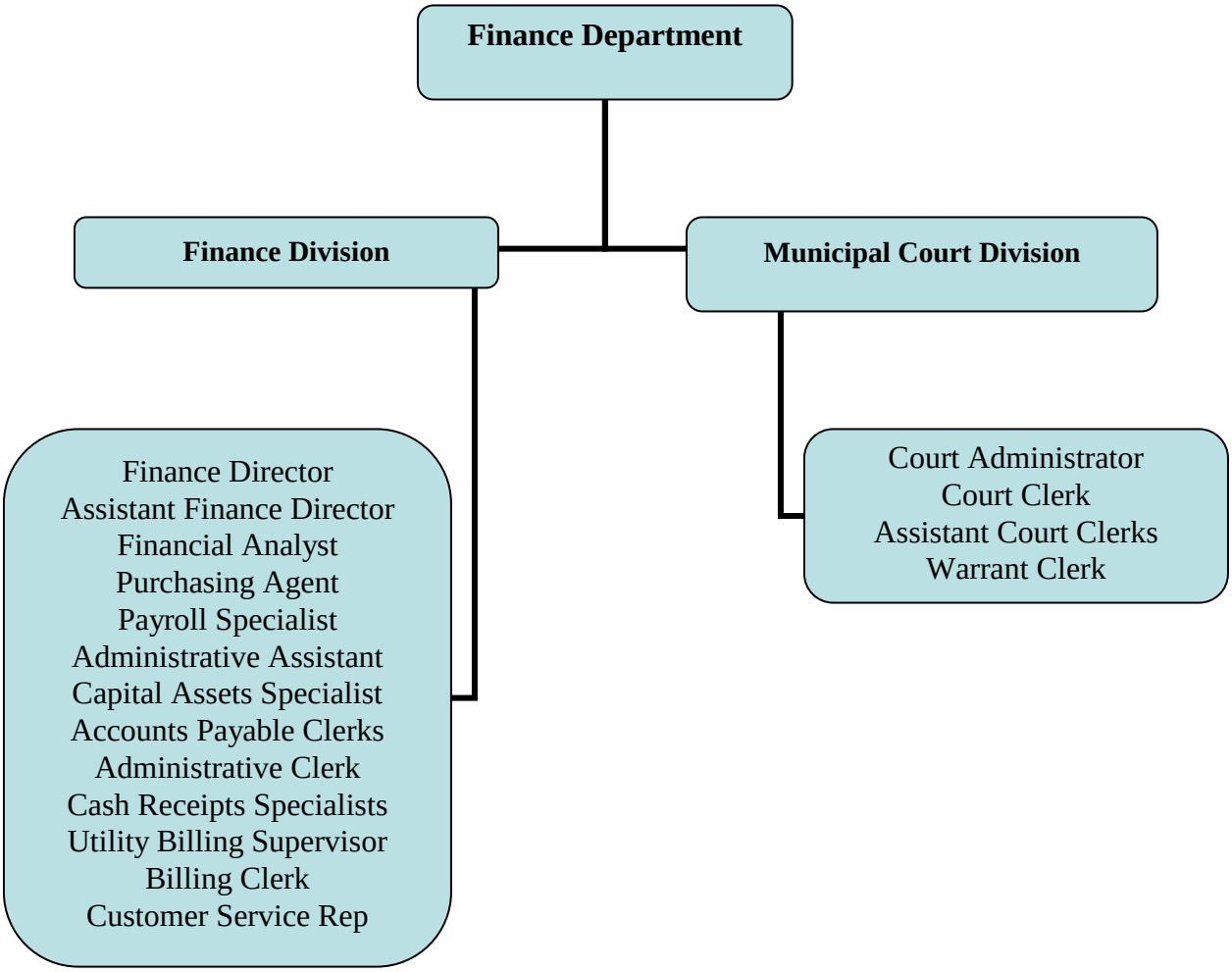
Public Information **$30,300**

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
2016 Budget



Finance Department

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

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 2016 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. Work with the Parks and Finance to develop a timeline for ballot initiatives regarding the Civic and O'Day Park and alternative funding opportunities for Council consideration. *(Building/Facility Plans – Strategic Plan)*

III. Continue with the automation of in-house forms and internal document processes to improve efficiency and provide faster service. *(Leverage New Technologies – Strategic Plan)*

IV. Continue to review revenues and user fees annually. *(Operational/Employee Issues - Strategic Plan)*

V. Implement new timekeeping software. *(Leverage New Technologies - Strategic Plan)*

VI. Work with Public Relations on educating the public on the Motor Vehicle Sales Tax Correction that will be on a 2016 ballot. *(Operational/Employee Issues - Strategic Plan)*

Performance Measurements

(Dollar amounts are in thousands.)	Actual 2012	Actual 2013	Actual 2014	Target 2015	Actual 2015	Target 2016
Finance:						
Debt Rating (Moody's)	Aa3	Aa2	Aa2	Aa2	Aa2	Aa2
Debt Rating (Standard & Poors)	AA	AA	AA	AA	AA	AA
Number of Debt Issuance/Refundings	1	1	0	2	0	3
Value of Net General Obligation Debt	$ 25,995	$ 23,515	$ 20,835	$ 17,950	$ 17,950	$ 46,700
Funds Invested (Pooled Cash)	$ 41,694	$ 47,480	$ 44,978	$ 35,000	$ 47,167	$ 35,000
Average Return on Investments	0.24%	0.24%	0.19%	0.25%	0.19%	0.25%
Accounting:						
# of Accounts Payable Checks Issued	5,914	8,170	9,287	9,000	8,565	9,000
# of EFT's processed	784	712	925	1,000	1,116	1,000
Property Tax Rate (Rounded)	$ 0.5512	$ 0.5512	$ 0.5512	$ 0.5512	$ 0.5846	$ 0.5846
Annual Wages Processed	$ 22,330	$ 23,110	$ 23,948	$ 24,862	$ 24,028	$ 26,252
Purchasing						
# of Initial Purchase Orders Issued	376	425	384	400	373	400

Previous Year's Goals

In 2015, the Finance Department received the GFOA Award for Excellence in Financial Reporting for the 2014 Comprehensive Annual Financial Report and the GFOA Distinguished Budget Presentation Award for the 2015 Budget book. The City is continuing to seek improvements to develop a paperless system for efficiency and better tracking purposes. The Business Licenses process was automated along with several in-house documents. All of the fees were updated and presented to Council at the 2016 Budget meetings. The Division is working with a Financial Advisor to issue the Justice Center Bonds (General Obligation Bonds) and issuance of Storm Water Bonds (Special Obligation Bonds) for new projects and potential refunding for savings.

Budget Category Summary

	Actual 2012	Actual 2013	Actual 2014	Projected Budget 2015	Amount Change	Budget 2016	% Change
Personnel	$758,952	$774,728	$783,734	$829,915	$36,301	$866,216	4.4%
Contract Services	0	0	0	0	40,200	40,200	100.0%
Insurance	16,002	16,827	14,281	17,668	(8,800)	8,868	(49.8%)
Maintenance	28,060	23,099	32,717	34,706	(111)	34,595	(0.3%)
Operating Supplies	17,825	16,713	15,331	21,763	(2,503)	19,260	(11.5%)
Professional Expenses	44,298	50,971	80,534	55,539	(864)	54,675	(1.6%)
Public Information	3,062	1,686	3,015	2,420	45	2,465	1.9%
Utilities	49,591	49,436	49,430	54,059	1,684	55,743	3.1%
Rental	16,811	16,904	16,550	12,409	(2,441)	9,968	(19.7%)
Total	$934,601	$950,364	$995,592	$1,028,479	$63,511	$1,091,990	6.2%

Budget Highlights

In 2016, the Contract Services will be for the new Timekeeping system lease and the use of a virtual server. The decrease in Insurance is due to the City going self-insured.

Budget Category Explanations

Personnel **$866,216**

This category includes the salaries, wages, benefits, and overtime for the Finance Director, Assistant Finance Director, Financial Analyst, Purchasing Agent, Payroll Specialist, Administrative Assistant, Capital Asset Specialist, Accounts Payable Clerks (2), Administrative Clerk and two Cash Receipts Specialists (2). The Utility Billing Supervisor, Billing Clerk and one Customer Service Representative wages are split between the Environmental Services, Sewer and Water Funds.

Contract Services **$40,2000**

This amount covers expenses related to timekeeping system and virtual server contracted by the City.

Insurance **$8,868**

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

Maintenance **$34,595**

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

Operating Supplies **$19,260**

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 **$54,675**

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 **$2,465**

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 **$55,743**

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

Rental **$9,968**

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

Finance Department - Municipal Court Division

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

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

Fiscal Year 2016 Goals

I. Continue to collect outstanding fines owed to the City through the Municipal Court by:
   A. Increasing online payment options.
   B. Recovering outstanding fines and issue warrants on a timely basis.
   C. Issuing 'Failure to Appear' notifications and 'Orders of Compliance' with attorneys who are delaying the adjudication of their cases without cause.

II. Continue to evaluate processes and procedures to improve efficiencies while maintaining proper controls. *(Core Values – Service)*

III. Enhance customer service responsiveness with all users of the municipal court, including attorneys, defendants and victims. *(Core Values – Service)*

Performance Measurements

	Actual 2012	Actual 2013	Actual 2014	Target 2015	Actual 2015	Target 2016
Number of Cases	15,402	13,918	15,912	15,000	15,035	14,000
Collected Court Fines	$1,413,411	$1,321,546	$1,501,101	$1,409,383	$1,498,236	$1,268,445
Collected Court Costs	$143,903	$131,150	$146,953	$146,104	$144,564	$131,494
Avg Fine Collected per Case	$91.77	$94.95	$94.33	$93.95	$99.64	$90.60
Court Sessions	46	46	46	46	46	46
Warrants Issued	2,785	2,629	2,863	2,600	1,461	1,300

Previous Year's Goals

In 2015, 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. A new Court reform was implemented and presented to Council at a workshop explaining the impact on the City (procedurally and financially).

Budget Category Summary

	Actual 2012	Actual 2013	Actual 2014	Projected Budget 2015	Amount Change	Budget 2016	% Change
Personnel	$251,085	$263,799	$303,465	$325,053	$14,318	$339,371	4.4%
Contract Services	2,892	5,494	3,717	3,850	60	3,910	1.6%
Insurance	5,117	4,990	4,159	5,240	(2,284)	2,956	(43.6%)
Maintenance	14,359	15,077	16,331	21,223	2,067	23,290	9.7%
Operating Supplies	3,908	5,388	5,881	10,600	(250)	10,350	(2.4%)
Professional Expenses	106,213	108,127	90,869	117,176	(11,220)	105,956	(9.6%)
Public Information	2,280	2,375	2,887	3,586	414	4,000	11.5%
Utilities	292	322	327	350	0	350	0.0%
Rental	2,549	2,978	2,829	3,732	(581)	3,151	(15.6%)
Total	$388,695	$408,550	$430,465	$490,810	$2,524	$493,334	0.5%

Budget Highlights

In 2015, the decrease in Insurance is due to the City going self-insured. The decrease in Professional Expenses is due to a drop in prisoner housing expense.

Budget Category Explanations

Personnel **$339,371**

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 **$3,910**

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

Insurance **$2,956**

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 **$23,290**

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

Operating Supplies **$10,350**

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 **$105,956**

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 **$4,000**

These expenses are for the printing of court forms.

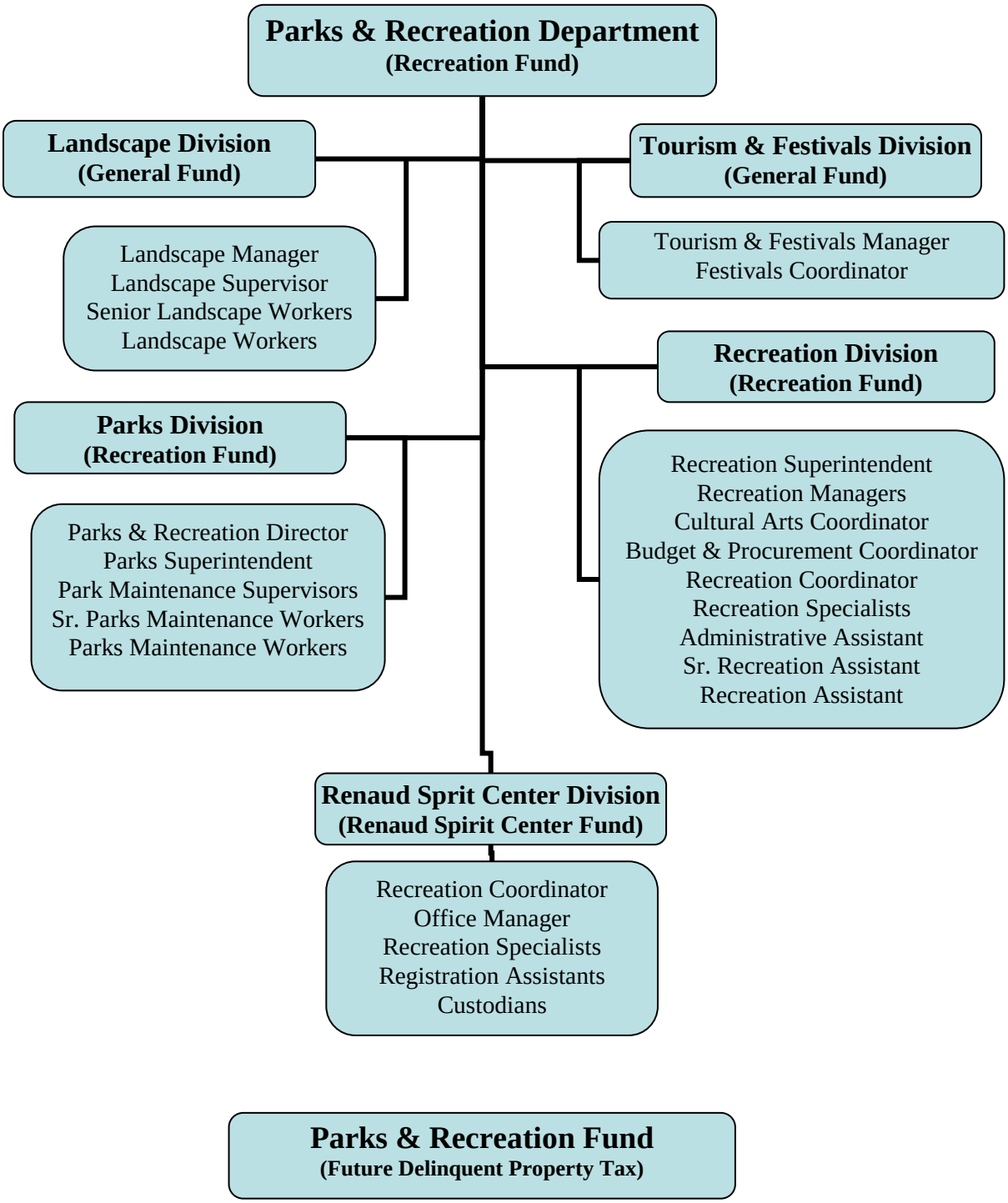
Utilities **$350**

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 **$3,151**

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

Parks & Recreation Department
Organizational Chart
2016 Budget



Parks & Recreation Department

In April 2008, the residents voted to eliminate the Parks & Recreation portion of the Property Tax and created a ½ cent Sales Tax increase to be used to cover Recreation, Parks and Storm Water expenses. To facilitate this change, the Parks and Recreation Fund that existed prior to the vote will only be funded with delinquent property taxes funds as they are collected. The new Sales Tax will be deposited into the new Recreation Fund where the Parks Division, Recreation Division and their portion of 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 2016 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. Continue to recycle dead trees/shrubs into mulch to reduce annual costs and/or expand areas covered.

Performance Measurements

	Actual 2012	Actual 2013	Actual 2014	Target 2015	Actual 2015	Target 2016
Number of AnnualsPlanted	17,000	17,695	19,000	18,000	19,000	19,500
Number of Perennials Planted	380	150	200	200	800	200
Moss Baskets	72	72	72	72	72	72
Trees Planted	138	89	89	100	78	64
Shrubs Planted	156	274	128	150	183	50

Previous Year's Goals

In 2015 the Landscaping Division continued to work with the CLIP committee on signage and landscaping throughout the City. The division worked to develop a 5 year plan to renovate focusing on low maintenance displays. The Division also recycled dead trees/shrubs into mulch which was used on the Frisbee golf trails in Fort Zumwalt Park.

Budget Category Summary

	Actual 2012	Actual 2013	Actual 2014	Projected Budget 2015	Amount Change	Budget 2016	% Change
Personnel	$350,075	$348,971	$379,877	$431,539	$10,895	$442,434	2.5%
Contract Services	8,812	10,852	15,973	24,214	3,241	27,455	13.4%
Insurance	5,117	4,990	4,061	5,240	(2,284)	2,956	(43.6%)
Maintenance	24,102	29,974	25,924	26,545	(1,355)	25,190	(5.1%)
Operating Supplies	44,836	42,314	56,070	53,281	5,407	58,688	10.1%
Professional Expenses	576	400	753	1,295	(205)	1,090	(15.8%)
Public Information	0	85	1,053	600	(600)	0	(100.0%)
Utilities	6,822	10,184	13,944	17,540	951	18,491	5.4%
Rental	900	1,339	2,047	3,325	(545)	2,780	(16.4%)
Total	$441,240	$449,109	$499,702	$563,579	$15,505	$579,084	2.8%

Budget Highlights

In 2015, the increase in Contract Services is for mowing at the additional CLIP site. The decrease in Insurance is due to the City going self-insured. The increase in Operating Supplies is for the purchase of additional shrubs, small tools and small equipment (generator, string trimmers, sprayers, etc.) that are not typical annual purchases.

Budget Category Explanations

Personnel **$442,434**

This category includes the wages and benefits for one Parks & Recreation Director (15%), one Landscape Manager (97%), one Landscape Supervisor (97%), two Senior Landscape Worker (100%), one Landscape Worker (100%) and additional part-time help. A portion of the wages are allocated to the Street & Road Improvement Fund for right-of-way maintenance supervision.

The Landscape Manager supervises four full-time employees and several seasonal employees.

Contract Services **$27,455**

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 **$2,956**

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 **$25,190**

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

Operating Supplies **$58,688**

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 **$1,090**

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 **$18,491**

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

Rental **$2,780**

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, O'Fallon Historical Society's Log Cabin, Darius Heald Home, Zumwalt's Fort 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 2016 Goals

I. Continue to review all events and determine required modifications necessary to keep events fresh and inviting. *(Core Values – Team and Service.)*

II. Continue to 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

	Actual 2012	Actual 2013	Actual 2014	Target 2015	Actual 2015	Target 2016
# Vehicles through Celebration of Lights	10,798	10,044	11,202	10,500	10,838	11,000
# Visitors to Heald Home/Zumwalt's Fort	1,286	1,186	1,513	1,200	1,444	1,500
# Attendees at Jammin Summer Concerts	10,881	10,239	11,014	11,500	11,050	12,000
# Participants in Fall Fest Fun Run	225	340	318	400	306	400
# Visitors to Veterans Memorial Walk	796	695	713	800	520	800
# Visitors to Hall of Fame	1,781	2,080	2,031	2,100	1,256	0*

*The Hall of Fame was moved to St. Charles.

Previous Year's Goals

In 2015, over 10,800 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 10,813 individuals that walked thru the park in one evening. 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 Division continues to review events to keep them fresh and inviting. Additional sponsorships are being identified. As the festivals grow, the division continues to look for additional shuttle locations and parking options.

Budget Category Summary

	Actual 2012	Actual 2013	Actual 2014	Projected Budget 2015	Amount Change	Budget 2016	% Change
Personnel	$187,761	$187,795	$196,322	$207,460	$78,676	$286,136	37.9%
Contract Services	0	265	265	0	0	0	0.0%
Insurance	2,559	2,496	1,910	2,621	(1,438)	1,183	(54.9%)
Maintenance	44	0	0	0	0	0	0.0%
Operating Supplies	4,366	2,507	2,221	2,600	(500)	2,100	(19.2%)
Professional Expenses	2,153	4,180	4,945	7,678	(1,916)	5,762	(25.0%)
Programs	280,901	326,868	357,560	344,700	8,550	353,250	2.5%
Public Information	35,505	33,886	33,380	32,500	1,000	33,500	3.1%
Utilities	1,279	1,806	2,664	1,440	400	1,840	27.8%
Total	$514,568	$559,803	$599,267	$598,999	$84,772	$683,771	14.2%

Budget Highlights

In 2016 the Personnel increased to account for the allocation of wages of various Parks workers that assist the division with all of the events. The decrease in Insurance is due to the City going self-insured. The decrease in Professional Expenses is due to an additional Conference attended in 2015. The increase in Utilities is due to a landline security service being added.

Budget Category Explanations

Personnel **$286,136**

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 two Parks Maintenance Supervisors (6%), six Senior Parks Maintenance Workers (6%), eleven Parks Maintenance Workers (6%) and seasonal part-time workers that assist with set-up, clean-up and working all the festivals, Celebration of Lights and other events.

Contract Services **$000**

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

Insurance **$1,183**

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 **$2,100**

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

Professional Expenses **$5,762**

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

Programs **$353,250**

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.

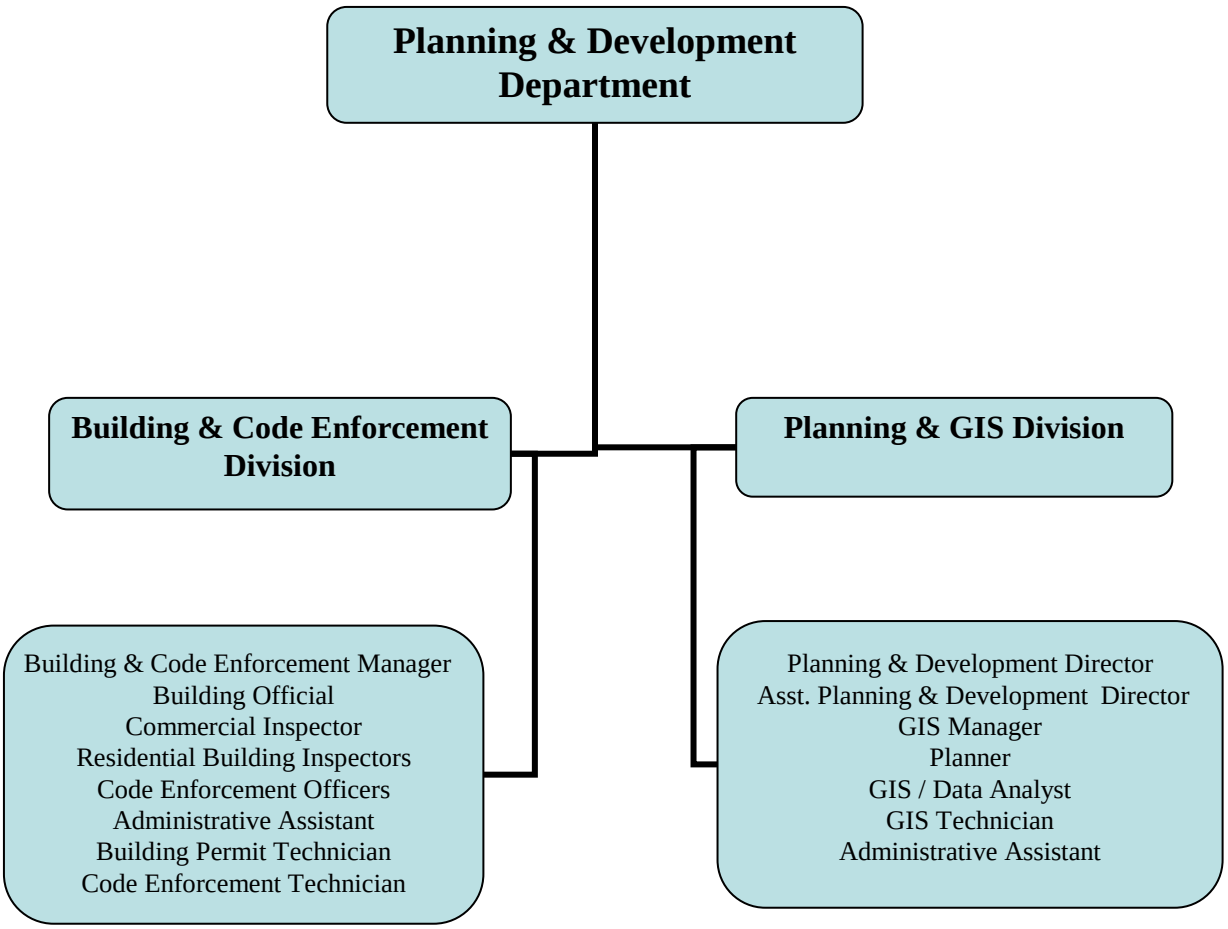
Public Information **$33,500**

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 **$1,840**

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

Planning & Development Department
Organizational Chart
2016 Budget



Planning & Development Department

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, zoning 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, and 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 - 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 2016 Goals

I. Implement the automated building and planning permits and scheduling of inspections. *(Leverage New Technologies – Strategic Plan)*

II. Implement the automated licensing, permitting, plan review and inspections along 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. Review and adopt new Building Codes *(Economic Development – Strategic Plan)*

Performance Measurements

	Actual 2012	Actual 2013	Actual 2014	Target 2015	Actual 2015	Target 2016
Number of Single Family Permits Issued*	310	394	432	375	434	400
Number of Multi Family Permits Issued	0	0	0	1	17	26
Number of Commercial Permits Issued**	143	215	229	181	244	209
Combined Estimated Construction Cost (in millions)	$54	$65	$46	$56	$45	$62
Code Enforcement						
Concerns Received	4,365	6,023	7,595	7,000	8,771	8,000
Enforcement Activity***	8,227	9,448	10,358	9,500	19,212	19,000

*Single Family Permits include Villa Permits.
**Commercial Permits include new, additions and alterations.
***New software implemented in 2015 will better track all activity.

Previous Year's Goals

In 2015 the Division worked with the Administration Group to update the system to handle Online access to permit information, including application, inspection scheduling and payments, should be completed by Spring 2016. The next version of CitizenServe is being released in January 2016, and should be capable of doing all of this. Once the next version is released, training will begin for all users including contractors. Ordinances are reviewed and updated to improve building safety throughout the City. The Division continues to streamline the procedures. Monitoring the communications through the GovQA interface ensures concerns are handled quickly and efficiently.

Budget Category Summary

	Actual 2012	Actual 2013	Actual 2014	Projected Budget 2015	Amount Change	Budget 2016	% Change
Personnel	$817,605	$851,065	$762,388	$908,015	$4,033	$912,048	0.4%
Contract Services	7,349	2,080	4,474	12,200	(3,000)	9,200	(24.6%)
Insurance	15,352	14,972	12,019	16,523	(8,491)	8,032	(51.4%)
Maintenance	0	245	3,234	1,470	(750)	720	(51.0%)
Operating Supplies	13,140	12,312	15,499	16,100	(3,800)	12,300	(23.6%)
Professional Expenses	2,669	3,067	10,173	6,310	800	7,110	12.7%
Public Information	2,278	2,279	1,886	1,975	(75)	1,900	(3.8%)
Equipment Rental	570	1,926	2,109	2,100	315	2,415	15.0%
Utilities	4,842	9,056	8,165	9,180	0	9,180	0.0%
Total	$863,805	$897,002	$819,947	$973,873	($10,968)	$962,905	(1.1%)

Budget Highlights

In 2016, the decrease in Contract Services is due to a reduction in abatement of nuisances. The decrease in Insurance is due to the City going self-insured. The decrease in Maintenance is due to the GovQA system maintenance expense being moved to the Administration Division. The decrease in Operating Supplies is due to scanners and field accessories/printers purchased in 2015 that will not be purchased in 2016.

Budget Category Explanations

Personnel **$912,048**

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 **$9,200**

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

Insurance **$8,032**

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 **$720**

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

Operating Supplies **$12,300**

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 **$7,110**

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

Public Information **$1,900**

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

Equipment Rental **$2,415**

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

The Planning & GIS Division is responsible for the following functional areas: review and make recommendation to the Planning and Zoning Commission and City Council as to whether proposals are consistent with good planning processes, City initiatives and ordinances; review and make recommendation to the Board of Adjustment on all variance requests and interpretation requests; prepare and present staff reports and Zoning and Subdivision Code amendments to the Board of Adjustment, Planning and Zoning Commission and the City Council; review and process all sign, business license, home occupation permits and temporary use permits; review all construction site plans, grading plans and record plats in conjunction with the building permit processes; 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.

Fiscal Year 2016 Goals

I. Implement the automated licensing, permitting, plan review and inspections along 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. Streamline development processes including licensing, permitting, plan review and inspections, as well as engineering to automate all of these systems. *(Economic Development – Strategic Plan)*

IV. Implement the 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.

VI. Assist Economic Development to aggressively pursue development opportunities along Page Avenue extension. *(Economic Development – Strategic Plan)*

Performance Measurements

	Actual 2012	Actual 2013	Actual 2014	Target 2015	Actual 2015	Target 2016
Conditional Use Permits Request	22	27	19	20	28	24
Zoning/Rezoning Request	6	8	4	10	14	12
Area and Final / Site Plans Reviewed	12/35	9/36	7/25	5/25	17/37	10/25
Preliminary Plats Reviewed	4	6	6	8	15	12
Display House Plat Reviewed	1	2	1	2	2	6
Ordinance Revisions	3	5	4	2	6	4
Business Licenses Received (New & Renewals)	344	297	392	375	235	250
Home Occupation Permits Received	86	55	65	60	49	60
Sign Permit Requests	332	395	388	350	406	350
Voluntary Annexations	0	8	4	5	3	5
Zoning Verification Letters	17	13	7	15	24	15
Variance Requests	23	20	10	20	32	20
Building Permits Reviewed	197	256	308	275	287	275
Temporary Use Permit Requests	27	24	37	30	55	40

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

Previous Year's Goals

In 2015 the Division worked with the Administration Group to update the system to handle Online access to permit information, from application to permit payments, should be completed by Spring 2016. The next version of CitizenServe is being released in January 2016, and should be capable of doing all of this. The Storm Water Cost Share Program will be presented to Council in 2016 for final adoption. The Division finalized the Comprehensive Plan and presented to Council. Partial funding for hardware is included in the 2016 Budget. The Division has met with several companies regarding solar street lighting and it appears it is not a cost effective option at this time. Research will continue on the LED options.

Budget Category Summary

	Actual 2012	Actual 2013	Actual 2014	Projected Budget 2015	Amount Change	Budget 2016	% Change
Personnel	$499,699	$524,725	$526,878	$553,936	$13,891	$567,827	2.5%
Contract Services	5,489	4,585	9,923	6,000	0	6,000	0.0%
Insurance	7,676	8,104	6,688	8,060	(3,921)	4,139	(48.6%)
Maintenance	13,641	29,020	24,083	30,020	12,318	42,338	41.0%
Operating Supplies	4,225	9,418	7,023	5,100	1,300	6,400	25.5%
Professional Expenses	1,310	1,882	2,402	5,475	2,000	7,475	36.5%
Public Information	3,645	3,921	5,952	8,742	(2,742)	6,000	(31.4%)
Rental	2,617	2,703	2,527	1,300	1,730	3,030	133.1%
Utilities	1,910	1,576	1,617	2,484	(4)	2,480	(0.2%)
Total	$540,212	$585,934	$587,093	$621,117	$24,572	$645,689	4.0%

Budget Highlights

In 2016 the decrease in Insurance is due to the City going self-insured. The increase in Maintenance is due to additional licensing for SQL server and increase in maintenance and licensing of GIS programs. The increase in Operating Supplies is due to the purchase of ink tanks for the new plotter. The increase in Professional Expenses is for additional training/conference planned in 2016. The decrease in Public Information is due to less advertising expenses anticipated. The increase in Rental is due to an increase in copier rental.

Budget Category Explanations

Personnel **$567,827**

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 **$4,139**

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 **$42,338**

This category includes the cost of maintenance on the GIS program for viewing files and Arc Server maintenance.

Operating Supplies **$6,400**

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

Professional Expenses **$7,475**

Professional expenses include dues and subscriptions to various state and national organizations. Training and travel expenses are also included in this section.

Public Information **$6,000**

This category contains the funding for the advertising of public hearing notices in the local newspaper and various printing needs.

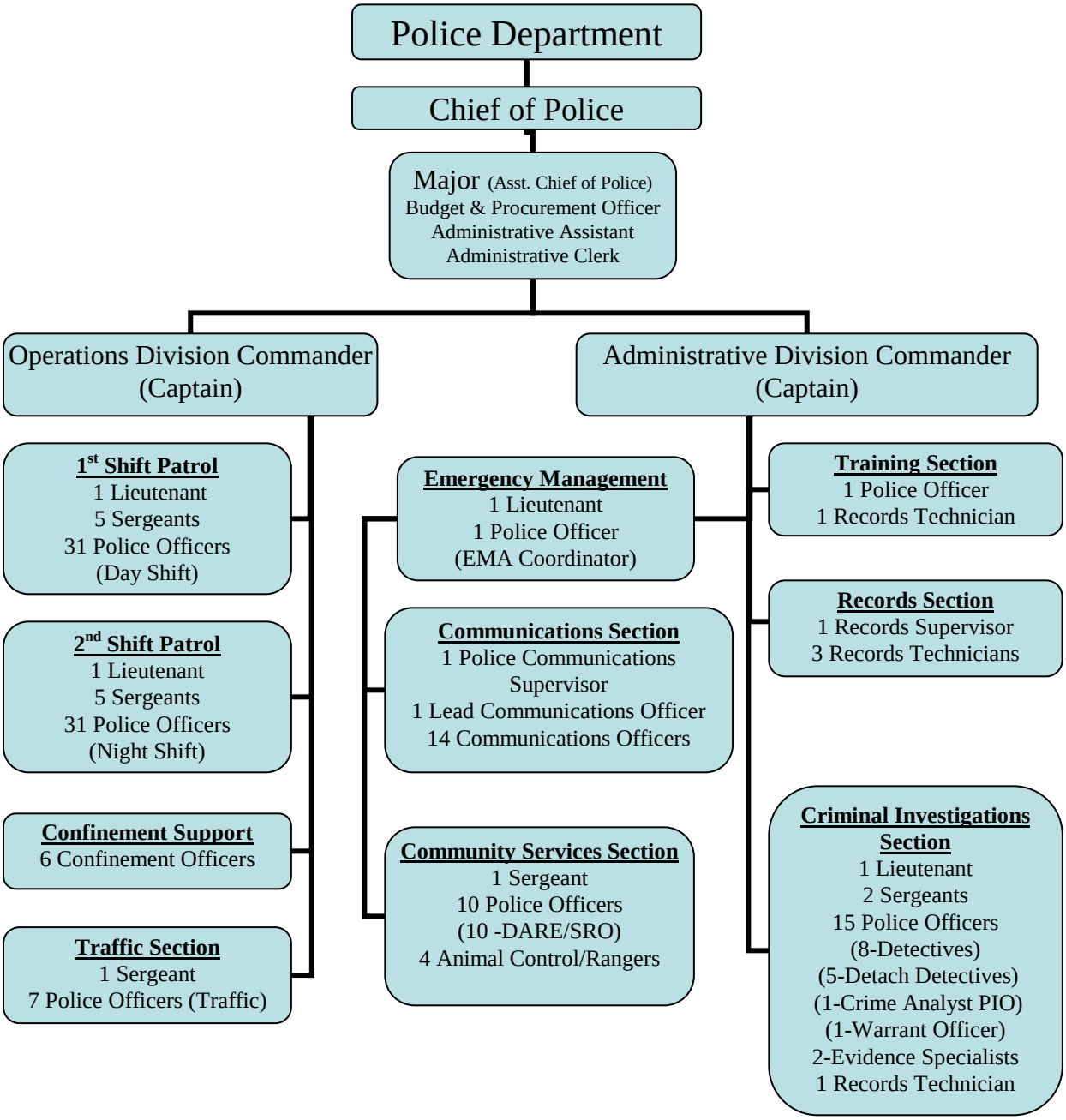
Rental **$3,030**

Funding for the rental of miscellaneous equipment and services.

Utilities **$2,480**

Funding for wireless phone service and other utilities.

Police Department
Organizational Chart
2016 Budget



Police Department

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 2016 Goals

I. Review all data regarding the switch to 12-hour shift to identify any areas that may need to be adjusted. *(Public Safety – Strategic Plan)*

II. Review all IT needs of the Police Department for the next 5-10 year period and ascertain the staffing and resource needs of the Department due to the move to the new Justice Center in 2017. *(Public Safety – Strategic Plan)*

III. Evaluate Canine program to determine if more dogs are needed throughout the City. *(Public Safety – Strategic Plan)*

IV. Provide efficient and effective patrol in a proactive attempt to reduce crime by increasing our presence in the community. *(Core Values – Service)*

V. 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 2012	Actual 2013	Actual 2014	Target 2015	Actual 2015	Target 2016
Motor Vehicle Accidents	1,564	1,594	1,619	1,520	1,697	1,649
DWI Arrest	368	344	313	334	244	250
Drug Arrest	385	489	621	708	635	758
Total Arrest	4,134	3,823	3,839	4,186	3,414	3,708
Summons/Warnings	20,717	20,184	20,563	19,928	21,005	20,285
Miles Driven	1,201,911	1,034,343	1,143,302	1,121,550	1,039,288	1,105,000
Call for Service	63,325	61,922	60,920	65,815	57,055	57,715

Previous Year's Goals

In 2015, the number of DWI arrests decreased by 22.04%, while the number of accidents increased by 4.81%. In January 2015, the Department switched to 12 hours shifts. The Department is currently preparing a review summary to present to the Council in 2016. The number of reportable accidents incurred by the Department did decline from the previous year. The Department also purchased and had installed three outdoor warning sirens as part of the four year project to update the aging system. 2016 will be the fourth year and funds are budgeted to replace the remaining two outdoor sirens. The Department worked with the County to get the City's new 911 system installed and integrated into the Countywide system. The Code Red is active so the City can communicate with the public during emergencies and even notify them of public meetings, events and problems.

Budget Category Summary

	Actual 2012	Actual 2013	Actual 2014	Projected Budget 2015	Amount Change	Budget 2016	% Change
Personnel	$10,647,152	$10,905,351	$11,155,642	$11,812,122	$292,088	$12,104,210	2.5%
Contract Services	14,098	9,345	7,862	8,188	0	8,188	0.0%
Insurance	201,325	206,838	175,609	217,075	(47,170)	169,905	(21.7%)
Maintenance	174,324	213,601	204,021	137,932	858	138,790	0.6%
Operating Supplies	267,781	360,647	408,475	362,199	(30,796)	331,403	(8.5%)
Professional Expenses	37,179	144,832	80,110	93,979	5,274	99,253	5.6%
Public Information	3,613	4,525	4,408	6,500	0	6,500	0.0%
Utilities	77,750	86,128	99,152	104,623	3,372	107,995	3.2%
Equipment Rental	16,175	16,349	16,386	18,400	650	19,050	3.5%
Total	$11,439,397	$11,947,616	$12,151,665	$12,761,018	$224,276	$12,985,294	1.8%

Budget Highlights

The total number of Police personnel budgeted for 2016 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 Police Communications Supervisor and one Lead Communication Officer.
- Fifteen (15) civilian support personnel (One Budget and Procurement Officer, one Records Supervisor, two Evidence Specialists, one Administrative Assistant, four Rangers, five Records Technicians, and one Administrative Clerk).
- Two part-time civilian support personnel (one Records Technician, one Community Services Technician).
- Six chaplains (all volunteers).

The decrease in Insurance is due to the City going to self-insured. The decrease in Operating Supplies is due the County Animal Shelter holding animals picked up. The increase in Professional Expenses is due to additional training/travel and higher professional fees.

Budget Category Explanations

Personnel **$12,104,210**

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 **$169,905**

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 **$138,790**

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 **$331,403**

This category provides the funding for a wide range of supplies and services. 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 **$99,253**

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 **$107,995**

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

Equipment Rental **$19,050**

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

Public Works Department
Organizational Chart
2016 Budget

Public Works Department

Environmental Services Division
(Environmental Services Fund)

Environmental Services Superintendent
Operations Supervisor
Fleet Mechanic
Assistant Fleet Mechanic
Service Route Crew Leader
Service Route Operators
Customer Service Representatives

Project Management Division
(General, SRIF, Recreation, Storm Water, Water and Sewer Funds)

City Engineer
Sr. Project Managers
Project Managers
Sr. Construction Inspector
Traffic Signal Technician

Engineering Division
(General, SRIF, Storm Water, Water, Sewer and Environmental Services Funds)

Public Works Director
Assistant City Engineer
Plan Reviewers
Construction Inspector Supervisor
Construction Inspectors
Administrative Assistants

Sewer Lateral Fund
(Managed by the Asst. Water & Sewer Superintendent)

Storm Water Division
(Storm Water Fund)

Storm Water Management Coordinator
Storm Water Maintenance Supervisor
Storm Water Maintenance Crew Leader
Storm Water Maintenance Workers

Sewer Division
(Sewer Fund)

Wastewater Treatment Plant Manager
Wastewater Treatment Plant Op Supervisor
Collections Supervisor
Maintenance Supervisor
Construction Inspector
Maintenance Technician
Lab Technician
BioSolids Plant Operator
Inflow/Infiltration Maintenance Mechanic
Lift Station Operator
Maintenance Mechanics
Wastewater Treatment Plant Operator
Inflow/Infiltration Maintenance Worker
Maintenance Workers

Street Division
(Street and Road Improvement Fund)

Streets Superintendent
Street Maintenance Supervisors
Operations Coordinator
Traffic Maintenance Technician
Street Maintenance Crew Leaders
Sr. Street Maintenance Workers
Street Maintenance Workers
Administrative Assistant

Water Division
(Water and Sewer Funds)

Water and Sewer Superintendent
Asst. Water and Sewer Superintendent
Water Plant Manager
Water Distribution Supervisor
Sr. Water Plant Operator
Maintenance Mechanic
Water Plant Operators
Administrative Assistant
Maintenance Workers
Water Service Technicians

Public Works Department

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 and December 2015.

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

The Engineering 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 2016 Goals

I. Continue to achieve timely reviews of construction site plans and responding to citizen's concerns. *(Core Values – Service)*

II. Continue to 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. Continue to 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. *(Focus on Infrastructure - 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

Engineers	Actual 2012	Actual 2013	Actual 2014	Target 2014	Actual 2015	Target 2016
Site Plans Reviewed	72	56	91	50	46	80
Records Plats Reviewed	12	34	70	35	50	65
Construction Plans Reviewed	7	51	46	30	41	50
As Builts Reviewed	40	32	32	40	49	40
Floodplain Plans Reviewed	2	1	1	2	1	2
Grading Plans Reviewed	17	18	10	15	27	20
Utiity Excavation Permits Reviewed	170	161	188	180	184	180
Condo / Multi Plat	0	0	8	1	23	15
In-House Plat	21	10	0	10	0	2
Driveway Permit	63	54	78	50	83	65
Grading Letters Building	1	0	0	5	0	0
Lot Escrows	n/a	n/a	139	n/a	15	60
Plot Plans	n/a	n/a	44	n/a	441	400

Inspections	Actual 2012	Actual 2013	Actual 2014	Target 2014	Actual 2015	Target 2016
On-Site Hours - Residential Inspections	724	1,430	2,156	1,400	1,748	1,500
On-Site Hours - Residential Escrow Inspections	1,069	925	1,615	1,000	1,377	1,250
On-Site Hours - Commercial Inspections	1,135	920	1,180	1,000	1,270	1,125
On-Site Hours - Commercial Final Inspections	182	83	105	100	181	135
On-Site Hours - Project Management	4,790	5,688	3,743	5,800	5,438	5,000
Hours - Plan and Drawing	18	0	0	20	106	20
On-Site Hours - Utilities	2,113	828	479	1,000	477	975
Total	10,031	9,874	9,278	10,320	10,597	9,945

Escrows	Actual 2012	Actual 2013	Actual 2014	Target 2014	Actual 2015	Target 2016
Number of Escrows (total)	179	280	284	250	276	250
Number of Escrow (more than 3 years old)	138	91	43	70	17	12
Escrow Amount (total)	$6.9M	$7.6M	$6.8M	$6.0M	$7.4M	$6.0M
Escrow Amount (more than 3 years old)	$5.5M	$4.5M	$1.8M	$3.5M	$977K	$500K
Number of Escrow released (in full)	57	65	152	50	134	50

Previous Year's Goals

With respect to the escrows, staff reduced the number of "old" escrows by almost 50%. Staff has also continued to be proactive when performing inspections to try and get items resolved and accepted for maintenance. The Division is working with Parks Division on a design for a multi-use path along Hwy K from Feise Rd to Technology Dr. Construction will be worked into the 5 year CIP. The Division will continue to include pedestrian upgrades on all road construction projects.

Budget Category Summary

	Actual 2012	Actual 2013	Actual 2013	Projected Budget 2015	Amount Change	Budget 2016	% Change
Personnel	$768,821	$801,521	$727,625	$676,402	$2,339	$678,741	0.3%
Contract Services	558	0	31	300	0	300	0.0%
Insurance	14,702	14,972	12,472	15,060	(7,966)	7,094	(52.9%)
Maintenance	238	92	138	300	0	300	0.0%
Operating Supplies	5,034	5,938	9,513	8,330	2,510	10,840	30.1%
Professional Expenses	4,091	3,301	5,525	9,195	(2,645)	6,550	(28.8%)
Public Information	390	0	0	200	0	200	100.0%
Rental	3,235	3,134	2,506	2,070	1,002	3,072	48.4%
Utilities	4,466	10,106	9,513	12,540	(1,540)	11,000	(12.3%)
Total	$801,535	$839,064	$767,323	$724,397	($6,300)	$718,097	(0.9%)

Budget Highlights

The decrease in Insurance is due the City going self-insured. The increase in Operating Supplies is for the additional filing cabinets to be ordered. The decrease in Professional Expenses is due to less travel expected for training sessions this year. The Increase in Rental is due to lower than expected costs in 2015. The decrease in Utilities is due to equipment purchased in 2015 along with service.

Budget Category Explanations

Personnel **$678,741**

This category includes the wages, benefits, and overtime for the Public Works Director (20%), one Assistant City Engineer (70%), two Plan Reviewers (100%), one Construction Inspector Supervisor (60%), five Construction Inspectors (100%, 75%, 50%, 50%, 40%), and two Administrative Assistants (100%, 35%). 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 **$7,094**

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 **$10,840**

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

Professional Expenses **$6,550**

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 **$3,072**

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

Utilities **$11,000**

This amount allocated for telephone and other wireless communication expenses.

Public Works Department –Project Management Division

The Project Management Division oversees projects in several funds. The expenses for the projects they oversee are budgeted in the Fund the project is associated with along with a portion of the Personnel expenses. The Personnel expenses are split between the General, SRIF, Water, Sewer, Storm Water, and Environmental Services based on the supervisory time estimated and projects budgeted or in process.

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

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

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

Fiscal Year 2016 Goals

I. Get bids out for Justice Center so construction can start in the spring 2016. *(Building/Facility Plans – Strategic Plan)*

II. Continue to 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. Continue to 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 2012	Actual 2013	Actual 2014	Target 2015	Actual 2015	Target 2016
Projects Substantially Completed	17	22	13	28	24	20
Final Plans Completed	22	12	16	16	15	20
Easements / ROW Acquired	34	17	14	26	16	40
In-House Design Completed	7	13	7	13	15	3
Outside Funding Acquired (in millions)	$8.2	$3.8	$3.0	$3.0	$9.5	$3.0
Signals Repaired	225	206	211	200	174	200
Traffic Studies	41	25	29	25	27	25

Previous Year's Goals

In 2015, the Project Management Division worked with MoDOT and funding agencies, to get the I-70 project fully funded. Design work started in 2015. 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.

Budget Category Summary

	Actual 2012	Actual 2013	Actual 2014	Projected Budget 2015	Amount Change	Budget 2016	% Change
Personnel	$59,042	$60,366	$65,278	$91,891	$72,867	$164,758	79.3%
Total	$59,042	$60,366	$65,278	$91,891	$72,867	$164,758	79.3%

Budget Highlights

Changes in Personnel expenses may vary from year to year based upon projects scheduled for the budget year. In 2016, the Justice Center will be a major project for the General Fund, so the City Engineer split increases to 50% and the assigned Project Manager went from 20% to 80%. The positions and percentages covered by the General Fund are outlined in the 'Personnel' section below.

Budget Category Explanations

Personnel **$164,741**

This category includes the wages, benefits, and overtime for one City Engineer (50%), two Sr. Project Managers (5%, 20%), three Project Managers (80%, 0%, 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 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 60th nationwide by Forbes on their fastest growing cities based on growth from 2000 to 2006. As the city continues to grow in the state of Missouri, the City continues to face many demands for infrastructure and capital projects. O'Fallon citizens expect fundamental services and facilities, including parks, streets, refuse and solid waste facilities. To meet these challenges, the City has financed capital projects to expand existing operations and acquire or construct new facilities.

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

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

Debt Management

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

In March 2006, the City issued $15.835 million in Certificates of Participation to advance refund the outstanding 1998 Water and Sewer Improvement Revenue Bonds and the 1999 OPFA Stadium Bonds and fund a debt service reserve fund for the Certificates. The combined savings to the City is estimated at 4.291% for both bonds over the life of the bonds. These bonds were refunded in June 2013.

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

In September 2007, the City issued $700,000 in Certificate of Participation to defease a portion of the 2002A Certificate of Participation pertaining to the waste transfer station. These were paid in full in August 2013.

In December 2008, the City issued $9.22 million in Certificates of Participation to provide funds to construct, install, and equip improvements to the City's Sewerage system. These bonds were refunded in June 2013.

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

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

There were no bonds issued in Fiscal Year 2010.

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

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

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

There were no bonds issued in Fiscal Years 2014 or 2015.

Debt Policy

Policy No.: **700**
Purpose: The purpose of this policy is to establish debt issuance guidelines.
Scope: This policy is applicable to all debt issuance for the City of O'Fallon.

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

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

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

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

3: Credit Worthiness

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

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

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

4: Borrowing Purposes

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

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

5: Debt Repayment

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

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

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

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

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

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

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

6: Key Debt Ratios

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

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

7: Conduit Financing

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

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

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

8: Other Financing

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

Long Term Debt Outstanding

General Obligation Bonds Outstanding

General Obligation Bond Issue	Balance January 1, 2015	Principal Reductions	December 31, 2015 Outstanding Balance Principal	
			Principal	Interest
2005 Multiple Purpose Refunding Bonds, in varying amounts through 2018; interest ranges from 4.00% - 5.00%	9,030,000	2,100,000	6,930,000	467,381
2007 GO Refunding Bonds, in varying amounts through 2020; interest ranges from 4.00% - 5.00%	11,805,000	785,000	11,020,000	1,479,475
Total	$20,835,000	$2,885,000	$17,950,000	$1,946,856

Computation of Legal Debt Margin

Net Assessed Value at December 31, 2015		$1,638,115,690
Debt Limit- 20% of Assessed Value		327,623,138
Amount of Debt Applicable to Debt Limit:		
Total Bonded Debt	17,950,000	
Less Amount available in Debt Service Fund	(5,330,808)	
Total Amount of Debt Applicable to Debt Limit		12,619,192
Legal Debt Margin		$315,003,946
Debt Capacity Percent		96%

Note: Figures are unaudited estimates.

Under Article VI, Section 26 of the Missouri Constitution, the issuance of general obligation bonds requires the approval of four-sevenths (4/7) of the qualified voters voting thereon for elections held at the general municipal election day, primary or general elections, and two-thirds (2/3) of the qualified voters voting at all other elections. The Missouri Constitution provides that the amount of bonds payable from tax receipts shall not exceed 10% of the total assessed valuation of the taxable property of the City. The Missouri Constitution permits the City to become indebted for an additional 10% of the value of taxable, tangible property for the purpose of acquiring rights-of-way, constructing, extending and improving streets and avenues, and constructing, extending and improving sanitary or storm systems.

Computation of Direct and Overlapping Debt - December 31, 2015

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	$17,950,000	100.00%	$17,950,000
Overlapping:			
St. Charles County	0	20.12%	$0
St. Charles County Ambulance District	5,960,000	20.12%	1,199,152
St. Charles County Community College	29,380,000	20.12%	5,911,256
Fort Zumwalt School District	149,614,907	71.00%	106,226,584
Francis Howell School District	148,983,196	11.00%	16,388,152
Wentzville School District	170,928,677	18.00%	30,767,162
Total Overlapping Debt	$504,866,780		$160,492,305
Total Direct and Overlapping Debt	$522,816,780		$178,442,305

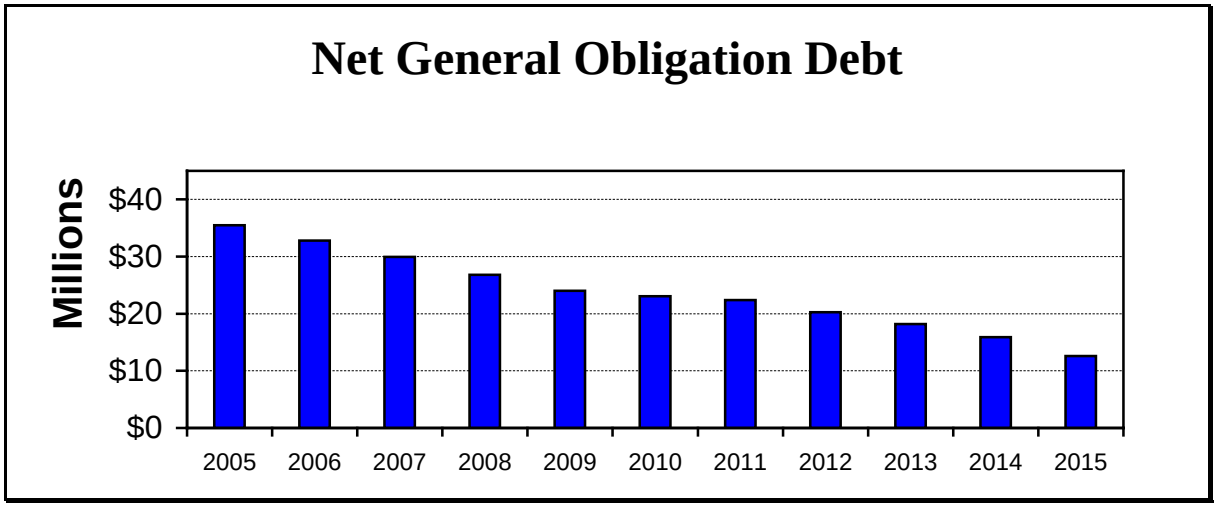
Note: Figures are unaudited estimates. St. Charles County has neighborhood improvement district general obligation bonds outstanding in the principal amount of $3,795,000. These bonds are secured by the full faith and credit but not by the taxing power of the County.

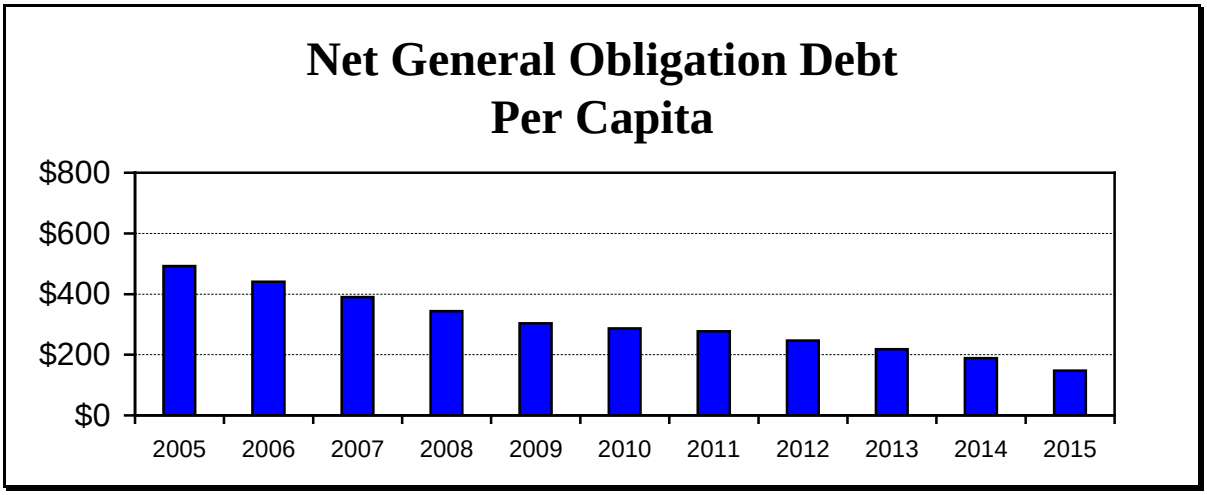
Source: Outstanding debt was obtained by contacting the taxing jurisdiction. The percentage applicable to the City of O'Fallon is based on the jurisdiction's assessed value within the boundaries of the City as provided by the St. Charles County Assessor Office, Market Research Division.

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
2015	85,397	$1,638,115,690	$17,950,000	$5,330,808	$12,619,192	0.8%	$147.77
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

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. There currently are no outstanding Revenue Bonds, they have were refunded with Certificate of Participations bonds as outlined below.

Bond Coverage - Water and Sewer Bonds

Fiscal Year	Operating Revenues	Operating Expenditures	Net Revenue Available for Debt Service	Debt Service Principal and Interest	Coverage
2015	13,051,159	$6,771,549	$6,279,610	$5,254,024	1.21%
2014	12,692,168	5,910,951	6,781,217	5,582,420	1.22%
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%

Note: 2015 Figures are unaudited estimates, prior years are from the 2014 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, 2015	Additions	Reductions	Balance December 31, 2015
2009 Special Obligation Bonds				
2009 Storm Water Control Portion	$1,430,000	$0	$270,000	$1,160,000
2002 Refunding Portion	$8,030,000	$0	$1,055,000	$6,975,000
2002A Refunding Portion	$460,000	$0	$60,000	$400,000
due in varying amounts through 2021; interest ranges from 2.0% - 3.5%				
2011 Special Obligation Bonds				
2003 Refunding Portion	$2,000,000	$0	$230,000	$1,770,000
2003A Refunding Portion	$980,000	$0	$105,000	$875,000
2004 Refunding Portion	$1,450,000	$0	$715,000	$735,000
due in varying amounts through 2022; interest ranges from 2.0% - 4.0%				
2012 Special Obligation Bonds				
Water Plant Portion	$9,502,225	$0	$0	$9,502,225
Sewerage Improvement Portion	$4,780,375	$0	$0	$4,780,375
Cool Spring Refinancing Portion	$2,685,000	$0	$0	$2,685,000
Dames Park Portion	$70,550	$0	$0	$70,550
Stadium Improvement Portion	$36,850	$0	$0	$36,850
due in varying amounts through 2030; interest ranges from 1.5% - 4.0%				
2013 Special Obligation Bonds				
2006A Portionn (1998 Water/Sewer)	$2,930,000	$0	$930,000	$2,000,000
2006B Portion (1999 Stadium)	$1,120,000	$0	$355,000	$765,000
2008 Portion (Sewer Proj/Trucks)	$6,950,000	$0	$410,000	$6,540,000
Meter Lease Portion	$4,265,000	$0	$310,000	$3,955,000
Water Storage & Media Filter Enhancemnt	$3,190,000	$0	$580,000	$2,610,000
due in varying amounts through 2028; interest ranges from 3.0% - 5.0%				
Total	$49,880,000	$0	$5,020,000	$44,860,000

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, 2015	Additions	Reductions	Balance December 31, 2015
2001 COP				
Water Plant Portion	$3,105,000	$0	$560,000	$2,545,000
Sewerage Improvement Portion	$1,555,000	$0	$280,000	$1,275,000
Cool Spring Refinancing Portion	$6,245,000	$0	$1,125,000	$5,120,000
Dames Park Portion	$178,200	$0	$33,000	$145,200
Stadium Improvement Portion	$91,800	$0	$17,000	$74,800
due in varying amounts through 2020; interest ranges from 2.50% - 5.25%				
2009 A & B COP Sewer & Water Improvements				
2009A Sewer Project Portion	$3,240,000	$0	$155,000	$3,085,000
1998 Water Ref Rev Bonds Portion	$495,000	$0	$80,000	$415,000
1998 Sewer Ref Rev Bonds Portion	$400,000	$0	$5,000	$395,000
1998 Sewer Ref Rev Bonds Portion (uninsured)	$500,000	$0	$170,000	$330,000
due in varying amounts through 2028; interest ranges from 2.00% - 5.00%				
Total	$15,810,000	$0	$2,425,000	$13,385,000

The City has also entered into a few smaller lease purchase agreements for the acquisition of certain property and equipment, such as postage meters, copy machines, vehicles and exercise equipment.

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 2012	Actual 2013	Actual 2014	Projected Budget 2015	Amount Change	Budget 2016
Total Debt Service	$2,847,160	$3,538,927	$3,616,102	$3,702,913	$168,500	$3,871,413

Budget Highlights

Voters approved funding of a new Police Station and Municipal Courthouse on the April 7, 2015 ballot. Bonds are expected to be issued the first quarter of 2016. The 2016 Capital Project Fund Budget includes the Bond proceeds and expenses for the new Police Station and Municipal Courthouse (collectively referred to as the Justice Center / Facility).

Budget Category Explanations

Debt Service **$3,871,413**

The following table shows the 2016 budgeted expenditures for each general obligation bond.

Bond Issue	Principal Payment	Interest Payment	Fees
2005 MultiPurpose Refunding Bonds	$2,205,000	$297,938	$1,500
2007 Parks Refunding Bonds	895,000	469,375	2,000
1996 Parks Bonds (Escrow Fees)	0	0	600
Total	**$3,100,000**	**$767,313**	**$4,100**

COMMUNITY DEVELOPMENT BLOCK GRANT FUND

INMATE SECURITY FUND

POLICE TRAINING FUND

PARKS AND RECREATION FUND

RECREATION FUND

SEWER LATERAL INSURANCE FUND

STORM WATER FUND

STREET & ROAD IMPROVEMENT FUND

TRANSIENT GUEST TAX FUND

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 and Transient Guest Tax Fund.

Surf Into Reading

Bobcat

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 2012	Actual 2013	Actual 2014	Projected Budget 2015	Amount Change	Budget 2016	% Change
Administration Expenses	$57,774	$57,089	$68,312	$81,882	($27,610)	$54,272	(33.72%)
Program Expenses	297,384	154,513	182,050	322,285	(55,025)	267,260	(17.07%)
Total	$355,158	$211,602	$250,362	$404,167	($82,635)	$321,532	(20.45%)

Budget Highlights

The decrease in Administration Expenses is due to less operating supplies expected to be purchased in 2016. The decrease Program Expenses in 2016 is due to an ADA project that was completed in 2015.

Budget Category Explanations

Administration Expenses **$54,272**

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 **$267,260**

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 2012	Actual 2013	Actual 2014	Projected Budget 2015	Amount Change	Budget 2016	% Change
Program Expenses	$8,135	$7,196	$5,582	$20,129	($1,529)	$18,600	(7.60%)
Capital Expenses	21,213	0	6,500	0	0	0	0.0%
Total	$29,348	$7,196	$12,082	$20,129	($1,529)	$18,600	(7.60%)

Budget Highlights

The Capital needs will vary each year. There are no Capital Expenses identified for 2016.

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 2016.

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 2012	Actual 2013	Actual 2014	Projected Budget 2015	Amount Change	Budget 2016	% Change
Professional Expenses	$43,767	$30,507	$20,364	$38,000	($3,000)	$35,000	(7.9%)
Total	$43,767	$30,507	$20,364	$38,000	($3,000)	$35,000	(7.9%)

Budget Category Explanations

Profession Expenses **$35,000**

The Police Training Fund accounts for the revenues received on citations issued for moving violations. The expenditures budgeted are for police training as set forth by state statute. 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	Actual 2014	Projected Budget 2015	Budget 2016
Transfer to Other Fund	$65,836	$0	$0	$538	$1,199	$0
Total	$65,836	$0	$0	$538	$1,199	$0

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 2012	Actual 2013	Actual 2014	Projected Actual 2015	Amount Change	Budget 2016	% Change
Parks Division	$1,740,825	$1,867,243	$1,910,662	$2,043,626	($53,547)	$1,990,079	(2.6%)
Recreation Division	1,577,873	1,607,788	1,603,690	1,761,810	21,312	1,783,122	1.2%
Facilities Division	267,105	225,296	228,554	245,054	(2,973)	242,081	(1.2%)
Fleet Division	0	0	0	39,343	3,104	42,447	7.9%
Proj Mgmnt Division	0	0	45,382	39,905	(8,577)	31,328	(21.5%)
Capital Expenses	818,806	888,445	356,237	1,857,989	(673,703)	1,184,286	(36.3%)
Debt Payments	238,611	42,239	42,322	45,374	(732)	44,642	(1.6%)
Transfer to Other Fund	50,000	91,205	52,448	262,711	305,424	568,135	116.3%
Total	$4,693,220	$4,722,216	$4,239,295	$6,295,812	($715,116)	$5,886,120	(11.4%)

Budget Highlights

This Fund is composed of five divisions, Recreation, Parks, Facilities Maintenance, Fleet Maintenance and Project Management. 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, Facilities, Fleet and Project Management Expenses **$4,089,057**

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 **$1,184,286**

This category is for parks and recreation projects that are funded in the budget for Fiscal Year 2016. 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 **$44,642**

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 **$568,135**

This transfer is to the RSC Enterprise Fund for fiscal year 2016.

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 2012	Actual 2013	Actual 2014	Projected Budget 2015	Amount Change	Budget 2016	% Change
Personnel	$18,587	$32,465	$16,621	$43,569	($1,270)	$42,299	(2.9%)
Contract Services	71,480	113,174	126,997	100,000	113,100	213,100	113.1%
Insurance	3,899	3,183	1,733	3,667	647	4,314	17.6%
Operating Supplies	64	23	1,037	1,100	(850)	250	(77.3%)
Public Information	0	0	0	900	(800)	100	(88.9%)
Utilities	527	615	352	0	720	720	0.0%
Total	$94,557	$149,460	$146,740	$149,236	$111,547	$260,783	74.7%

Budget Highlights

For 2016, the assessment fee is estimated to be $7.50, which is the same as FY 2016. 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

Personnel **$42,299**

This category includes the salary and benefits for the Water and Sewer Divisions as broken down below:

Sewer Division expenses consists of one Lift Station Operator (50%).

Water Division expenses consists of one Asst. Water and Sewer Superintendent (10%) and one Administrative Assistant (10%).

Contract Services **$213,100**

This category is for the costs associated with the sewer lateral repairs, yard and pavement repairs and video investigation.

Insurance **$4,314**

This amount is allocated to each 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.

Operating Supplies **$250**

Office supplies such as paper and pens, postage, copies, chemicals, uniforms, small tools, safety equipment and miscellaneous supplies needed are funded in this category.

Public Information **$100**

Expenses for the printing informational brochures about the program are funded from this category.

Utilities **$720**

This amount funds utilities including wireless equipment and monthly services.

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 2016 Goals

I. Develop a policy on the percentage split between Storm Water Fund and Recreation Fund that can be relied upon in future budget years. *(Focus on Infrastructure – Strategic Plan)*

II. Devise a plan to budget for and complete the smaller Storm Water projects in-house. *(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. Present the Cost Share Program to the City Council for final adoption.

Performance Measurements

	Actual 2012	Actual 2013	Actual 2014	Target 2015	Actual 2015	Target 2016
Work Orders Submitted	394	369	568	450	591	450
Work Orders Completed	481	396	496	450	661	450
Public Outreach sessions	14	10	10	10	10	10
Public Outreach participants	1,913	1,975	971	1,500	372*	400*

*There was no Public Works day in 2015. The 2016 Target does not include Public Works Day participants.

Previous Year's Goals

In 2015, there were 10 Public Outreach and Storm Water education sessions with a total of 372 participants. The Cost Share program will be presented to Council in the first quarter of 2016. The storm water projects that were designed in 2014 were constructed and completed in 2015. There are expected to be 2015 design projects that should be constructed in 2016. Part of the funding for these projects will come from the 2016 Special Obligation Bonds to be issued. The division also started 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 started over in 2015 and should be completed in 2018.

Budget Category Summary

	Actual 2012	Actual 2013	Actual 2014	Projected Budget 2015	Amount Change	Budget 2016	% Change
Personnel	$346,893	$392,380	$476,523	$546,365	$84,904	$631,269	15.5%
Contract Services	4,213	4,575	4,575	10,600	35,400	46,000	334.0%
Insurance	40,754	42,893	59,988	65,283	(4,668)	60,615	(7.2%)
Maintenance	45,687	53,360	63,454	103,190	(21,840)	81,350	(21.2%)
Operating Supplies	3,841	3,982	5,497	6,225	3,525	9,750	56.6%
Professional Expenses	2,627	3,496	4,425	9,145	(50)	9,095	(0.5%)
Public Information	2,961	3,387	2,607	4,400	(500)	3,900	(11.4%)
Utilities	2,667	2,660	3,028	3,976	2,884	6,860	72.5%
Petroleum	7,278	9,152	14,068	13,000	(2,600)	10,400	(20.0%)
Rental	1,358	3,236	1,342	1,660	692	2,352	41.7%
Debt Expenses	312,187	312,172	310,292	312,483	398,587	711,070	127.6%
Capital Expenses	513,511	581,498	905,259	432,450	870,550	1,303,000	201.3%
Total	$1,283,977	$1,412,791	$1,851,058	$1,508,777	$1,366,884	$2,875,661	90.6%

Budget Highlights

The increase in Personnel is due to a new Construction Inspector, the Assistant City Engineer wage allocation of 30% and the Project Manager allocation increased to 100% based on the bond projects budgeted in 2016. The increase in Contract Services is due to budgeting Temporary Staffing funds to assist with temporary needs of the Maintenance Crews. Insurance declined due to the City going self-insured. The decrease in Maintenance is due to the lowering of the Collection System Maintenance expenses since a grout trailer was approved for a capital purchase. The increase in Operating Supplies is for the purchase of a computer and small tools for the division. The increase in Utilities is for the cost to upgrade the 3g ipads in the division. The decrease in Petroleum is based on the lower cost of gasoline. The Debt and Capital Expenses are increasing due to the Special Obligation Bonds being issued for the Capital projects scheduled to start in 2016. If you remove the expenses associated with the 2016 Special Obligation bonds and keep the Capital at the same level as 2015, there is only a 4% increase.

Budget Category Explanations

Personnel **$631,270**

This category includes the salary and benefits for the Storm Water, the Engineering, the Project Management, the Streets and the Fleet Maintenance Divisions 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%) one Construction Inspector (100), three Storm Water Maintenance Workers (100%) and an intern.

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

Project Management Division expenses consists of one City Engineer (15%), one Sr. Project Manager (30%), one Project Manager (100%) and one Sr. Construction Inspector (10%).

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

Fleet Division consists of one Fleet Manager (3%), one Fleet Coordinator (3%) and four Mechanics (3%, 4%, 3%, 7%).

Contract Services **$46,000**

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

Insurance **$60,615**

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 **$81,350**

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

Operating Supplies **$9,750**

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 **$9,095**

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

Public Information **$3,900**

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

Utilities **$6,860**

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

Petroleum **$10,400**

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

Rental **$2,352**

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 **$711,070**

These expenses include Principle, Interest and fees associated with the 2009 and 2016 Special Obligation Bonds issued for the Storm Water Fund capital projects.

Capital **$1,303,000**

This category is for storm water projects that are funded in the budget for Fiscal Year 2016. A listing of these projects and descriptions can be found in the Capital Improvements Program section.

2016 Capital Outlay for Storm Water Division

Description	Amount	
Capital Projects		
Maro Glen Ct Flooding	$5,000	
Eastbrook Ln Flooding	$5,000	
Storm Water Lining Project	$35,000	
Starbuck - Sprucefield Drainage	$36,000	
Phesant Point - Coachman Way	$40,000	
Twin Chimneys - Lee Ridge	$40,000	
Storm Water Lining Program	$45,000	
Ashford Place Infrastructure	$50,000	
Towerwood-Carolyn Jean Flooding	$50,000	
Stage Coach / Butternut Crt Erosion	$65,000	
Royal Oaks Entrance Flooding	$65,000	
Hidden Creek North	$75,000	
Sunset Acres Condos	$75,000	
Fanning Ave	$75,000	
Bryan Valley - 1040 Delmar - Phase 2	$80,000	
Bramblett - Spring Hill	$100,000	
Feise Forest Crt	$140,000	
Montbrook Dr Flooding	$150,000	
Community Sharing Projects	$20,000	
Projects	$50,000	
		$1,201,000
Capital Items		
Vehicle	$22,000	
Grout Trailer	$80,000	
		$102,000
Total Capital for Storm Water Division		**$1,303,000**

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 2012	Actual 2013	Actual 2014	Projected Budget 2015	Amount Change	Budget 2016	% Change
Streets Division	$4,142,831	$4,524,265	$5,115,424	$5,412,301	($349,260)	$5,063,041	(6.5%)
Proj Mgmnt Division	588,891	507,725	572,284	656,082	18,735	674,817	2.9%
Fleet Division	89,883	64,535	94,859	246,395	83,006	329,401	33.7%
Landscaping Division	41,912	47,650	49,148	59,085	(2,131)	56,954	(3.6%)
Capital Expenses	5,552,470	5,010,765	4,527,077	9,795,400	(2,168,742)	7,626,658	(22.1%)
Debt Expenses	10,337,581	3,449,702	3,589,796	3,481,848	11,807	3,493,655	0.3%
Transfer to other fund	0	5,225	0	1,500	(1,500)	0	(100.0%)
Total	$20,753,568	$13,609,867	$13,948,588	$19,652,611	($2,408,085)	$17,244,526	(12.3%)

Budget Highlights

In 2016, there is a decrease in new road projects. A list of the items and projects are listed in the Capital Improvements Program section of this Budget Book. A more detailed breakdown of all the expenses is located towards the end of this Special Revenues.

Budget Category Explanations

Street, Project Management, Fleet and Landscaping Expenses **$6,124,213**

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 **$7,626,658**

This category is for the street and road projects that are funded in the budget for Fiscal Year 2016. 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 **$3,493,655**

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 2012	Actual 2013	Actual 2014	Projected Budget 2015	Amount Change	Budget 2016	% Change
Transfers Out	$393,750	$412,500	$427,500	$472,500	$14,500	$487,000	3.1%
Public Information	32,789	35,236	37,816	55,750	1,000	56,750	1.8%
Projects / Donations	66,156	146,760	102,858	111,000	(11,000)	$100,000	(9.9%)
Total	$492,695	$594,496	$568,174	$639,250	$4,500	$643,750	0.7%

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 specific advertising of the Heald Home / Zumwalt's Fort to local schools. The decrease Projects / Donations is due to the Art Consultant contract that was encumbered in 2015.

Budget Category Explanations

Transfer Out **$487,000**

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

Public Information **$56,750**

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

Projects / Donations **$100,000**

These funds are for projects the OCVB has identified to promote tourism.

Special Revenue Fund (Additional Information)

Due to the size and nature of two of the Special Revenue Funds (Recreation Fund and Street & Road Improvement Fund), it is important to include additional information regarding their budget's expenses.

Parks and Recreation Fund

In 2006 the Parks and Recreation Divisions Revenues and Expenses were moved to the Special Revenues Fund. This fund is under the direction of the Parks Board in conjunction with the City Council. Since 2009, the only Revenues for this fund are the Delinquent Property Taxes. The only expense for this fund is the 'Transfer to other funds'. Below is the history of the Parks and Recreation Fund.

Revenues	Actual 2012	Actual 2013	Actual 2014	Projected Budget 2015	Budget 2016
Property Tax	$476	$385	$342	$300	$300
Interest	0	0	0	0	0
Total	$476	$385	$342	$300	$300

Expenses	Actual 2012	Actual 2013	Actual 2014	Projected Budget 2015	Budget 2016
Transfer Out	$0	$0	$538	$1,199	$300
Total	$0	$0	$538	$1,199	$300

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 2012	Actual 2013	Actual 2014	Projected Budget 2015	Amount Changed	Budget 2016	% Change
Taxes (Surtax, & Sales)	$4,117,684	$4,134,888	$3,839,655	$4,180,061	$463,617	$4,643,678	11.1%
Charges for Services	1,131,246	1,002,703	996,093	1,046,197	(77,879)	968,318	(7.4%)
Miscellaneous/Interest	122,191	105,956	109,429	211,046	(83,128)	127,918	(39.4%)
Other Financing Sources	164,237	0	537	1,199	398,801	400,000	33261.1%
Total	$5,535,358	$5,243,547	$4,945,714	$5,438,503	$701,411	$6,139,914	12.9%

Expenses	Actual 2012	Actual 2013	Actual 2014	Projected Budget 2015	Amount Changed	Budget 2016	% Change
Parks Division	$1,740,825	$1,867,243	$1,910,662	$2,043,626	($53,547)	$1,990,079	(2.6%)
Recreation Division	1,577,873	1,607,788	1,603,690	1,761,810	21,312	1,783,122	1.2%
Facilties Maintenance Div.	267,105	225,296	228,554	245,054	(2,973)	242,081	(1.2%)
Fleet Maintenance Div.	0	0	0	39,343	3,104	42,447	7.9%
Project Manager Division	0	0	45,382	39,905	(8,577)	31,328	(21.5%)
Capital Outlay	$818,806	$888,445	$356,237	$1,857,989	(673,703)	$1,184,286	(36.3%)
Debt Payment	238,611	42,239	42,322	45,374	(732)	44,642	(1.6%)
Transfer Out	50,000	91,205	52,448	262,711	305,424	568,135	116.3%
Total	$4,693,220	$4,722,216	$4,239,295	$6,295,812	-$409,692	$5,886,120	(6.5%)

Detail for each division is presented on the following pages.

Recreation Fund-Parks & Recreation Department-Parks Division

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 2016 Goals

I. Utilizing the prioritization of Parks' needs identified by the Parks and Recreation Advisory Board, implement the list as funding become available over the next 5-10 years. *(Building/Facility Plans – Strategic Plan)*

II. Develop a policy on the percentage split between Storm Water and Parks that can be relied upon in future budget years *(Focus on Infrastructure – Strategic Plan).*

III. Continue to improve accessibility to park amenities with the construction of ADA access to Fort Zumwalt Lake and ADA trail to ball diamonds.

IV. Work with Administration and Finance Division on alternatives for funding bond project for the Civic and O'Day Parks with a timeline for a ballot initiative. *(Building/Facility Plans – Strategic Plan)*

Performance Measurements

	Actual 2012	Actual 2013	Actual 2014	Target 2015	Actual 2015	Target 2016
Host Baseball Tournaments	20	21	20	21	19	20
Prep for baseball/softball games	3,000	3,000	3,000	3,000	3,000	3,000
Host Flag and Football Leagues	2	2	2	2	2	2
Prep for Soccer Leagues	2	2	3	3	3	3
Host Festivals	4	5	5	5	5	5

Previous Year's Goals

In 2015, 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 Parks Division utilized the Parks and Recreation Advisory Board to review and update the Master Plan then presented the projects to Council. The construction for the Ozzie Smith Plaza and concession/restrooms were completed in 2015

Budget Category Summary

	Actual 2012	Actual 2013	Actual 2014	Projected Budget 2015	Amount Changed	Budget 2016	% Change
Personnel	$1,228,629	$1,318,522	$1,292,313	$1,315,799	($52,522)	$1,263,277	(4.0%)
Contract Services	8,668	8,146	10,575	12,140	(300)	11,840	(2.5%)
Insurance	147,284	142,546	173,210	217,925	4,113	222,038	1.9%
Maintenance	68,018	89,279	96,340	125,320	6,525	131,845	5.2%
Operating Supplies	65,077	56,072	88,456	97,700	6,270	103,970	6.4%
Petroleum	59,408	61,169	53,965	61,597	(14,783)	46,814	(24.0%)
Professional Expenses	1,314	4,202	6,489	9,670	(2,850)	6,820	(29.5%)
Public Information	203	313	475	3,600	0	3,600	0.0%
Utilities	158,518	186,037	186,367	196,575	0	196,575	0.0%
Rental	3,706	957	2,472	3,300	0	3,300	0.0%
Debt Payment	238,611	42,239	42,322	45,374	(732)	44,642	(1.6%)
Capital Outlay	838,410	687,218	340,953	1,825,583	(685,197)	1,140,386	(37.5%)
Transfer Out	50,000	91,205	52,448	262,711	305,424	568,135	116.3%
Total	$2,867,846	$2,687,905	$2,346,385	$4,177,294	($434,052)	$3,743,242	(10.4%)

Budget Highlights

The decrease in Personnel is due to six percent of the Parks Maintenance Supervisors and Workers being allocated to the Tourism & Festival Division (in General Fund) for their assistance with all the City events. The increase in Maintenance is due to exterior LED light and the replacement of the fountain in Lake Whetsel (Fort Zumwalt Park). The increase in Operating supplies is partially due to an increase for small tools and safety equipment purchases. The decrease in Petroleum is due to lower cost expected in 2016.

Budget Category Explanations

Personnel **$1,263,277**

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 (94%), six Senior Parks Maintenance Workers (94%), eleven Parks Maintenance Workers (94%), and seasonal employees.

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

Project Management Division expenses consists of one City Engineer (5%), one Project Manager (20%) and one Sr. Construction Inspector (10%).

Contract Services **$11,840**

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

Insurance **$222,038**

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 **$131,845**

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 **$103,970**

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 **$46,814**

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

Professional Expenses **$6,820**

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 **$44,642**

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 **$1,140,386**

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

Reserve **$500,000**

The Council also approved to reserve funds for future use.

2016 Capital Outlay for Parks Division

Description		Amount	
O'Day Park Design for Entrance and beginning trails		$250,000	
Resurface Parking Lot - Westhoff		$250,000	
Wabash Maintenance Building Renovations		$200,000	
Playground Safety Surface		$97,140	
Parks - F150 Pick-up trucks (2)		$56,929	
Backstop Replacements		$53,000	
Fort Zumwalt Park Maint Bldg - Design		$49,125	
Skid Loader		$42,000	
Zero Turn Mowers		$34,800	
Reseal Parking Lot - SportsPark		$33,000	
Parks - F350 4x4 Pick-up truck		$30,392	
Electric Gators (2)		$18,000	
Dames Park Bleachers		$15,000	
Paint Line Striper		$11,000	
	Total Capital		**$1,140,386**
Future Park Development RESERVE		$400,000	
Park Maintenance RESERVE		$100,000	
	Total Reserve		**$500,000**

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 2016 Goals *(To maintain a superior community)*

I. Continue to work with Streets and Economic Development 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 create more pedestrian-friendly areas throughout the City, including continuation of ADA improvements and completion of sidewalks/walking paths. *(Focus on Infrastructure – 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 2012	Actual 2013	Actual 2014	Target 2015	Actual 2015	Target 2016
Camp Participants	633	534	644	310	158	175
Number of Trip	14	10	10	15	12	15
Youth League Participants	3,685	3,567	3,698	3,800	3,858	3,900
Adult Softball Teams	211	209	206	210	212	215
Swim Lessons at Alligator Creek	697	538	510	550	463	550
Theater Participants	1,359	1,597	1,582	1,750	1,893	1,900

Previous Year's Goals

In 2015 the division worked with the Streets and Economic Development divisions on the design of the multi-use path along Hwy K from Feise Road to Technology Drive. The division continues to work 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. The Camp program went through a major change due to building space availability.

Budget Category Summary

	Actual 2012	Actual 2013	Actual 2014	Projected Budget 2015	Amount Change	Budget 2015	% Change
Personnel	$961,064	$966,479	$977,955	$1,064,431	$37,488	$1,101,919	3.5%
Contract Services	23,273	14,810	12,642	17,200	$5,735	22,935	33.3%
Insurance	70,480	89,751	97,020	100,070	$13,310	113,380	13.3%
Maintenance	26,027	25,001	25,719	42,718	($24,843)	17,875	(58.2%)
Operating Supplies	187,986	226,654	203,009	199,696	$22,840	222,536	11.4%
Professional Expenses	15,137	18,092	16,989	19,866	($118)	19,748	(0.6%)
Public Information	21,367	24,245	25,868	28,630	($326)	28,304	(1.1%)
Utilities	25,563	2,772	23,826	27,755	$1,505	29,260	5.4%
Programs	244,448	237,316	218,118	258,936	($34,279)	224,657	(13.2%)
Rental	2,528	2,668	2,544	2,508	$0	2,508	0.0%
Capital Items	47,740	201,227	15,284	32,406	$11,494	43,900	35.5%
Total	$1,625,613	$1,809,015	$1,618,974	$1,794,216	$32,806	$1,827,022	1.8%

Budget Highlights

The increase in Contract Services is due to the addition of the cost for Recreation Software Hosting. The decrease in Maintenance is due the switching to the hosted software allowing the Division to cancel maintenance on the current software system. The increase in Operating Supplies is due to an increase in anticipated postage, new office equipment (compatible with new software system), new pool lounge chairs along with small equipment items such as card printer, pool vacuum, ice machine and freezer.

Budget Category Explanations

Personnel **$1,101,919**

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 (80%), one Cultural Arts Coordinator (80%), one Recreation Coordinator (80%), one Recreation Specialist-Food Service (70%), 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 (25%).

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 **$22,935**

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

Insurance **$113,380**

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

Maintenance **$17,875**

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

Operating Supplies **$222,536**

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 **$19,748**

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 **$28,304**

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 **$29,260**

This category includes telephone, electricity and gas expenses.

Programs **$224,657**

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 **$43,900**

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

2016 Capital Outlay for Recreation Division

Description	Amount	
ACAC Sandblast / Paint Pool	$31,000	
ACAC Slide Canopies	$12,900	
		$43,900

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 2012	Actual 2013	Actual 2014	Projected Budget 2015	Amount Change	Budget 2016	% Change
Personnel	$174,831	$167,735	$177,420	$193,030	($4,491)	$188,539	(2.3%)
Contract Services	0	0	0	1,000	$0	1,000	0.0%
Insurance	68,183	31,610	24,416	32,657	$535	33,192	1.6%
Maintenance	20,618	22,598	22,169	18,000	$1,000	19,000	5.6%
Operating Supplies	2,657	2,313	3,559	367	($17)	350	(4.6%)
Utilities	816	1,040	990	0	$0	0	0.0%
Total	$267,105	$225,296	$228,554	$245,054	($2,973)	$242,081	(1.2%)

Budget Highlights

In 2015, the decrease 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 **$188,539**

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%, 10%), and two Facility Maintenance Worker (80%, 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 **$33,192**

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 **$19,000**

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.

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 2012	Actual 2013	Actual 2014	Projected Budget 2015	Amount Change	Budget 2016	% Change
Personnel	$0	$0	$0	$23,343	($2,740)	$20,603	(11.7%)
Insurance	0	0	0	4,000	$1,744	5,744	43.6%
Maintenance	0	0	0	12,000	$4,100	16,100	34.2%
Total	$0	$0	$0	$39,343	$3,104	$42,447	7.9%

Budget Highlights

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

Budget Category Explanations

Personnel **$20,603**

This category includes the wages, benefits, and overtime for one Fleet Manager (4%), one Fleet Coordinator (4%) and three Mechanics (12%, 8%, 2%).

Insurance **$5,744**

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 **$16,100**

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 2012	Actual 2013	Actual 2014	Projected Budget 2015	Amount Change	Budget 2016	% Change
Cnty Rd & Bridge	$1,542,755	$1,651,411	$1,511,633	$1,713,022	$17,130	$1,730,152	1.0%
Intergovernmental	2,975,965	4,891,289	1,112,759	12,300,417	(7,226,705)	5,073,712	(58.8%)
Trans Sales Tax	5,184,882	5,202,396	5,500,231	5,271,055	385,833	5,656,888	7.3%
State Motor Fuel	2,844,056	2,886,937	3,018,928	2,845,938	233,670	3,079,608	8.2%
Miscellaneous	188,229	202,897	247,851	57,524	28,476	86,000	49.5%
Interest	46,020	25,480	23,642	15,000	0	15,000	0.0%
Other Financing	7,140,758	31,905	2,250,000	80,833	(40,833)	40,000	(50.5%)
Total	$19,922,665	$14,892,315	##########	$22,283,789	($6,602,429)	$15,681,360	(29.6%)

Expenses	Actual 2012	Actual 2013	Actual 2014	Projected Budget 2015	Amount Change	Budget 2016	% Change
Street Division	$4,142,831	$4,524,265	$5,115,424	$5,412,301	($345,120)	$5,067,181	(6.4%)
Proj Management Division	588,891	507,725	572,284	656,082	18,735	674,817	2.9%
Fleet Division	89,883	64,535	94,859	246,395	83,006	329,401	33.7%
Landscaping Division	41,912	47,650	49,148	59,085	(2,131)	56,954	(3.6%)
Capital Outlay	5,552,470	5,010,765	4,527,077	9,795,400	(2,172,882)	7,622,518	(22.2%)
Debt Service	10,337,581	3,449,702	3,589,796	3,481,848	11,807	3,493,655	0.3%
Transfer Out	0	5,225	0	1,500	(1,500)	0	0.0%
Total	$20,753,568	$13,609,867	##########	$19,652,611	($2,408,085)	$17,244,526	(12.3%)

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 2016 Goals *(To maintain a superior community)*

I. Continue with efforts to fund and construct CLIP improvements as directed by the Council's CLIP Committee and allocated through the budget process. *(Focus on Infrastructure – Strategic Plan)*

II. Research opportunities for the use of alternative street lights in subdivisions. *(Leverage New Technologies – Strategic Plan)*

III. Review current policies/guidelines for stop lights, stop signs at intersections and make recommendations for improving safety and traffic flow. *(Focus on Infrastructure – 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. Reduce the number (eliminate the backlog) of Public Work's work orders by utilizing temps or contracting out larger projects. *(Focus on Infrastructure – Strategic Plan)*

Performance Measurements

	Actual 2012	Actual 2013	Actual 2014	Target 2015	Actual 2015	Target 2016
Square Yards of Concrete Replaced	35,182	30,633	29,332	20,000	19,000	20,000
Linear Feet -Crack Sealed	54,690	13,888	9,464	12,000	68,522	30,000
Asphalt Replaced (in tons)	366	221	333	500	797	500
Miles of Streets Swept	3,235	5,840	7,588	8,000	6,075	8,000
Sign Requests	130	64	n/a	60	227	200
Number of Citizen Request	2,482	2,500	2,795	2,500	2,513	2,500
# of Citizen Request Completed	2,061	2,175	2,667	2,400	2,537	2,400
% of Citizen Request Completed	83%	87%	95%	96%	101%	96%
Response time to Complaints	<48 hrs	<48 hrs	<48 hrs	<48 hrs	<48 hrs	<48 hrs
% of Response to Complaints within 48 hrs	95%	100%	100%	100%	100%	100%

Previous Year's Goals

In 2015 the Street Division continued the annual concrete slab replacement, annual preventive maintenance crack seal and street creep, and traffic calming programs.

Budget Category Summary

	Actual 2012	Actual 2013	Actual 2014	Projected Budget 2015	Amount Change	Budget 2016	% Change
Personnel	$1,947,907	$2,035,079	$2,095,082	$2,143,176	($53,486)	$2,089,690	(2.5%)
Contract Services	17,935	26,322	39,288	50,080	2,640	52,720	5.3%
Insurance	269,550	240,034	277,943	298,428	15,818	314,246	5.3%
Maintenance	395,380	450,828	559,463	535,500	7,140	542,640	1.3%
Operating Supplies	467,958	469,657	778,051	926,675	(242,050)	684,625	(26.1%)
Petroleum	118,100	139,676	172,371	165,000	(64,050)	100,950	(38.8%)
Professional Expenses	7,865	11,903	42,240	38,227	(17,292)	20,935	(45.2%)
Public Information	996	970	1,229	1,200	2,400	3,600	200.0%
Utilities	913,090	1,145,086	1,144,782	1,246,435	3,540	1,249,975	0.3%
Rental	4,050	4,710	4,975	7,580	220	7,800	2.9%
Capital Outlay	5,552,470	5,010,765	4,527,077	9,795,400	(2,172,882)	7,622,518	(22.2%)
Debt Service	10,337,581	3,449,702	3,589,796	3,481,848	11,807	3,493,655	0.3%
Total	$20,032,882	$12,984,732	$13,232,297	$18,689,549	($2,506,195)	$16,183,354	(13.4%)

Budget Highlights

In 2015, the increase in Maintenance is due to new GIS maintenance on snow equipment. The decrease in Operating Supplies is due to reduction in chemical and road salt. The decrease in Petroleum is based on lower fuel cost anticipated. The decrease in Professional Expenses is due to larger than expected legal expenses incurred in 2015. The increase in Public Information will cover cost to advertise for items such as job opening, Public Works Fair, notices, etc.

Budget Category Explanations

Personnel Expenses **$2,089,690**

This category includes the wages, benefits, and overtime for the Street Division consists of one Streets Superintendent, three Streets Maintenance Supervisors, one Operations Coordinator (80%), 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 **$52,720**

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

Insurance **$314,246**

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 **$542,640**

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 **$684,625**

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 **$100,950**

Expenses for gasoline and oil are funded in this category.

Professional Expenses **$20,935**

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

Public Information **$3,600**

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 **$1,249,975**

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

Rental **$7,800**

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

Debt Service **$3,493,655**

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

Escrow Expense **$21,000**

Capital Outlay **$7,601,518**

This category is for the street and road projects listed on the next page that are funded in the budget for Fiscal Year 2016. For more detailed descriptions, refer to the Capital Improvements Program section of this book.

2016 Capital Outlay for Street Division

Description	Amount	
Capital Projects Funded		
Street Improvements - Concrete Repairs	$975,000	
Street Improvements - Slab Repair	$150,000	
Lake St Louis Blvd Extension	$2,400,000	
I-70 Outer Road Project	$1,489,500	
MO Rte K Shared Use Path Project	$981,851	
Waterford Crossing Intersection Improvements	$480,000	
Hwy DD/Sommers Rd Intersection	$195,000	
Bramblett Rd Improvements	$150,000	
Mexico Road Resurfacing	$90,000	
Bryan Road Slab Replacements	$50,000	
Upgrade to Subdivision Development - Concrete depth	$50,000	
Wabash Avenue	$40,000	
Hawk Ridge Trail / Hwy N	$32,000	
Parking Lot Improvements	$24,000	
Replace Old Street ID Signs	$10,000	
Contractual Services	$10,000	
Traffic Calming	$5,000	
Pavement Improvements (Federal Funded)	$5,000	
Sommers / Hwy N Intersection Improvements	$5,000	
Woodlawn Blvd & Civic Park Dr Resurfacing	$5,000	
Total Capital Projects Funded		$7,147,351
Captial Items Funded		
Tandem Dump Truck	$170,205	
Building Improvements (Salt Facility)	$125,000	
Snow Equipment	$60,000	
Concrete Saw - Walkbehind	$34,000	
GIS - Snow Equipment	$19,550	
Trailers	$23,300	
Skid Loader Attachment - Planer	$14,112	
Breaker Attachment	$8,000	
Total Capital Items Funded		$454,167
Total Capital for Streets Division		**$7,601,518**

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

	Actual 2012	Actual 2013	Actual 2014	Projected Budget 2015	Amount Change	Budget 2016	% Change
Personnel	$411,932	$369,673	$376,351	$485,054	($7,229)	$477,825	(1.5%)
Contract Services	51,013	45,701	45,219	60,000	0	60,000	0.0%
Insurance	33,141	31,794	29,298	41,279	(10,267)	31,012	(24.9%)
Maintenance	70,535	38,577	94,935	45,000	37,500	82,500	83.3%
Operating Supplies	6,180	12,203	8,903	6,734	416	7,150	6.2%
Professional Expenses	8,681	3,868	10,439	8,895	(45)	8,850	(0.5%)
Utilities	5,276	4,050	4,365	6,720	(2,040)	4,680	(30.4%)
Rental	2,133	1,859	2,774	2,400	400	2,800	16.7%
Total	$588,891	$507,725	$572,284	$656,082	$18,735	$674,817	2.9%

Budget Highlights

In 2016, the decrease in Personnel expenses is due to the change from year to year directly related to the size and quantity of projects funded in the Street & Road Improvement Fund versus other Funds projects. The increase in Maintenance is due to upgrading signals to Flashing Yellow Arrows and new volume analyzers. The decrease in Utilities is due to wireless equipment purchased previous year.

Budget Category Explanations

Personnel Expenses **$477,825**

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 (40%), and one Traffic Signal Technician (100%) and a seasonal summer engineering intern.
>
> Engineering Division consists of the Public Works Director (30%), one Construction Inspector Supervisor (10%), three Construction Inspectors (25%, 50%, 50%) and one Administrative Assistants (55%).

Contract Services **$60,000**

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

Insurance **$31,012**

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 **$82,500**

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 **$7,150**

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 **$8,850**

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

Utilities **$4,680**

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

Rental **$2,800**

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

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

	Actual 2012	Actual 2013	Actual 2014	Projected Budget 2015	Amount Change	Budget 2016	% Change
Personnel	$59,864	$62,565	$61,791	$167,497	$35,016	$202,513	20.9%
Insurance	29,424	1,347	32,586	28,898	22,607	51,505	78.2%
Operating Supplies	100	100	0	0	0	0	0.0%
Maintenance	0	0	0	50,000	25,383	75,383	50.8%
Utilities	495	523	482	0	0	0	0.0%
Total	$89,883	$64,535	$94,859	$246,395	$83,006	$329,401	33.7%

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 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.

Budget Category Explanations

Personnel Expenses **$202,513**

This category includes the wages, benefits, and overtime for one Fleet Manager (36%), one Fleet Coordinator (36%) and four Mechanics (77%, 56%, 54%, 46%).

Insurance **$51,505**

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 **$75,383**

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

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 2012	Actual 2013	Actual 2014	Projected Budget 2015	Amount Change	Budget 2016	% Change
Personnel	$30,870	$36,955	$9,285	$4,887	$147	$5,034	3.0%
Contract Services	0	0	37,764	54,036	(2,776)	51,260	(5.1%)
Insurance	0	0	150	162	498	660	307.4%
Maintenance	7,211	6,487	1,251	0	0	0	0.0%
Operating Supplies	3,341	3,695	177	0	0	0	0.0%
Utilities	490	513	521	0	0	0	0.0%
Total	$41,912	$47,650	$49,148	$59,085	($2,131)	$56,954	(3.6%)

Budget Highlights

No significant changes in the 2016 budget. The Maintenance, Operating Supplies and Utilities expenses were moved to General Fund. These costs were for uniforms and cell phones. The City went self-insured in 2015 so Insurance costs are estimates.

Budget Category Explanations

Personnel Expenses **$5,034**

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

Contract Services **$51,260**

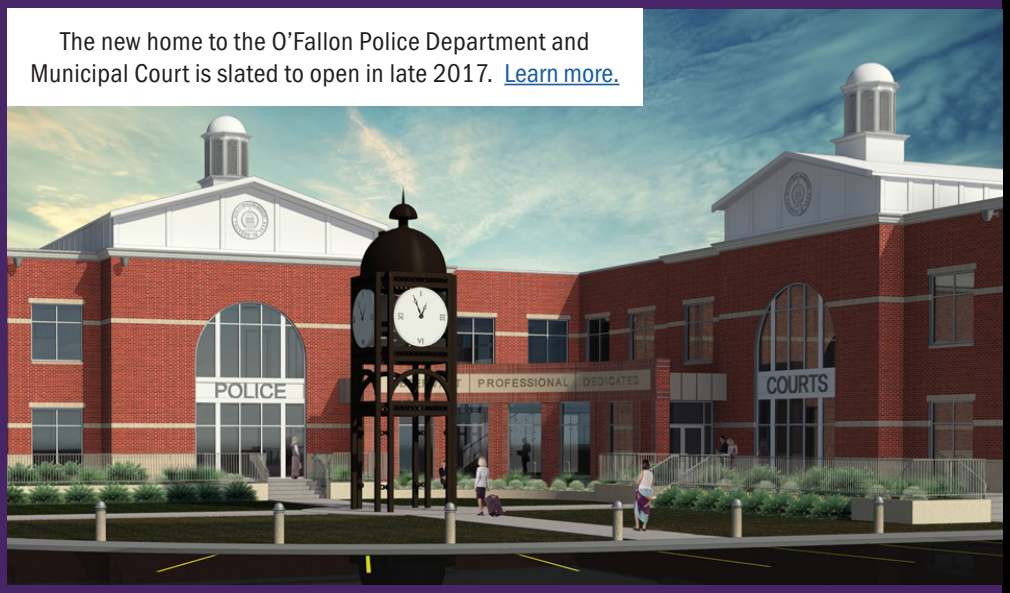
This amount is for charges for contract services such as mowing, mulch spraying around highway interchanges beds, mulch application in parks, large tree removal, large tree transplanting.

Insurance **$660**

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.

Capital Project Funds

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 new home to the O'Fallon Police Department and Municipal Court is slated to open in late 2017. Learn more.

New O'Fallon Justice Center

On April 7, 2015, voters approved funding of a new Police Station and Municipal Courthouse. Bonds are expected to be issued the first quarter of 2016. The 2016 Justice Facility Fund budget includes the bond proceeds and expenses for the new Police Station and Municipal Courthouse (collectively referred to as the Justice Center / Facility). Groundbreaking on the 80,000-square foot facility will occur in Spring 2016 with an opening scheduled for late 2017.

Capital Project Fund – Justice Facility Fund

The Capital Project Fund – Justice Facility Fund was created in 2015. The General Fund advanced $3,450,000 in 2015 to cover the design and project management services cost of the Justice Center until the bond funds were received. In 2016, Bonds will be issued to cover all the cost of the Justice Center design, construction, furniture and fixtures along with a few other necessary capital items.

Budget Category Summary

REVENUES	Actual 2012	Actual 2013	Actual 2014	Projected 2015	Amount Changed	Budget 2016	% Changed
Operating Transfer In	$0	$0	$0	$3,450,000	($3,450,000)	$0	(100.00%)
Bond Proceeds	0	0	0	0	$28,680,000	28,680,000	100%
Total	$0	$0	$0	$3,450,000	$25,230,000	$28,680,000	731%

EXPENDITURES	Actual 2012	Actual 2013	Actual 2014	Projected 2015	Amount Changed	Budget 2016	% Changed
Justice Center Design/Construction	$0	$0	$0	$3,450,000	$19,980,000	$23,430,000	579%
Furniture & Fixtures	0	0	0	0	$850,000	$850,000	100%
Radio Tower	0	0	0	0	$350,000	$350,000	100%
Clock Tower	0	0	0	0	$150,000	$150,000	100%
Operating Transfer Out	0	0	0	0	$3,450,000	3,450,000	100%
Total	$0	$0	$0	$3,450,000	$24,780,000	$28,230,000	718%

Budget Highlights

In 2015 this Fund was opened after the bond issue with property tax hike was passed by the voters. The fund will track all expenses related to the design, construction and all necessary capital expenses to make the facility operational. The future operating expenses will be found in the General Fund – Police Department and Facilities Maintenance Division budgets.

Budget Category Explanations

Capital Outlay **$24,780,000**

This category is for the Justice Center projects listed on the next page that are funded in the budget for Fiscal Year 2016. For more detailed descriptions, refer to the Capital Improvements Program section of this book.

2016 Capital Outlay for Justice Facility Fund

Description	Amount
Justice Center Construction	$23,430,000
Furniture and Fixtures	$850,000
Radio Tower	$350,000
Clock Tower	$150,000
	$24,780,000

GENERAL FUND

SPECIAL REVENUE FUNDS

CAPITAL PROJECT 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.

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.

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 2016.

General Fund (Capital Expenditure Fund)

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

1. Welcome to O'Fallon Display Board

This expense is to fund the cost to purchase an additional display board that matches the existing board and update the displays of City Council members from 2012 to current. The new display will have sufficient room through the year 2111. Impact to future budgets consist of an annual estimated cost of $800 to keep the board updated.

Cost: $ 21,544
Department: Administration Group

2. Land / Building Acquisition

This expense is a loan by the General Fund to the Environmental Services Fund to purchase land and building of an adjacent lot to the Waste Station property. The Environmental Service Fund will repay the cost over 15 years, or less. Impact to future budgets will be found in the Environmental Services Fund and will include repayment to the General Fund along with operating and maintenance costs that are planned out in the City 5 year CIP document.

Cost: $ 1,200,000
Department: Administration Group

3. Land / Building Improvements

This expense is another loan by the General Fund to the Environmental Services Fund for improvement costs to the land and building being purchased for the Environmental Services Fund. Improvement costs will be spread out over three (3) years. Improvements will include parking area, truck wash area, re-organizing office area, locker room, overhead door, general painting, floor and lighting needs along with tables, chairs, signage and security needs. Impact to future budgets will include $195,165 in 2017 and $110,165 in 2018 for extended improvements to the building and parking area. The Environmental Service Fund will repay the costs over 15 years, or less.

Cost:	$ 288,224
Department:	Administration Group

4. Council Chambers Display Package

This expense is to purchase a flat panel display system to replace the current projection system. This will include flat panel installation and seamless integration for presentations, video and displays with the flexibility of expansion. Impact to future budgets will consist of maintenance after the warranty period and any future expansions.

Cost:	$ 28,000
Department:	Communications Division

5. Network Data Storage Drives

This expense is for additional storage for drive space for needed applications and data. This request is for two 24 terabyte storage systems (one for production and one for the backup of the data), costing $133,100. Operating expenses will include three year maintenance support for $39,024 covering the two systems. Impact to future budgets consist of annual maintenance cost after the three year period, estimated to be $40,000 for an additional three year period.

Cost:	$133,100
Department:	Information Technologies Division

6. Microsoft Office 2013

This is year two of three for the cost to update license from 2010. The 2017 budget will be $71,693. Any additional impact to future budgets will consist of future updates only as approved by the City.

Cost:	$80,680
Department:	Information Technologies Division

7. Intrusion Prevention / Detection System (IPS/IDS)

This expense is to replace the current IPS/IDS as it approaches its end of life. The new system will be vital to inbound and outbound data traffic as it aids in preventing Denial of Service attacks and other forms of malicious intrusions. The equipment cost of $18,000 will be slightly offset by the saving on maintenance the first year of $2,300. This is reflected in the operating budget. Impact on future budgets will consist of annual maintenance cost estimated at $4,500 per year.

Cost:	$ 18,000
Department:	Information Technologies Division

8. Police Backup Recorder

This expense is to replace the current backup recorder. This equipment will back up all the recordings of the radio, admin and 911 lines. The equipment cost of $48,078 will be slightly offset by the saving on maintenance the first year of $5,320. This is reflected in the operating budget. Impact on future budgets will consist of annual maintenance cost estimated at $8,000 per year.

Cost:	$ 48,078
Department:	Information Technologies Division

9. Physical Systems Backup (12 Terabyte)

This expense is for the cost to purchase an additional backup system that is separate from the virtual server platform. Impact on future budgets will consist of annual maintenance estimated to be around $1,500.

Cost:	$ 7,500
Department:	Information Technologies Division

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

This expense is for the annual bond payment (principal, interest and fees) for the Municipal Complex. This expense will be made annual in varying amounts thru 2016. No impact on future budgets since this is the last payment.

Cost:	$757,214
Department:	Finance Division

11. Accounts Payable Workflow System

This expense is for the cost to purchase an automated accounts payable system. The new system will allow the City to automate the invoice processing from origination to asset tracking. The impact on future budgets will be the minimal and any future system enhancements will be approved through Council.

Cost:	$45,000
Department:	Finance 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 fourth of a four-year program. In 2012, nine of the sirens were 25-30 years old and two were over 18 years old. Three sirens were budgeted in 2013, 2014 and 2015. The last two are in the 2016 budget. Besides replacement costs, no additional impact is expected in future budgets.

Cost:	$80,000
Department:	Police Division

13. Police Vehicle Replacements (6)

This expense is for the purchase of six (6) 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. Impact on future budget will consist of lower maintenance while under warranty.

Cost:	$262,885
Department:	Fleet Maintenance Division - Police

14. Police Supervisor SUV Replacement

This expense is for the purchase of one SUV replacement. The existing vehicle will be rotated into the city fleet unless it is no longer cost effective to repair, then it will be used as trade-in or sold on GovDeals.com, whichever is more cost effective. Impact on future budget will consist of lower maintenance while under warranty.

Cost:	$ 48,518
Department:	Fleet Maintenance Division – Police

15. Police Traffic SUV Replacement

This expense is for the purchase of one traffic SUV vehicle replacement. The existing vehicle will be rotated into the city fleet unless it is no longer cost effective to repair, then it will be used as trade-in or sold on GovDeals.com, whichever is more cost effective. Impact on future budget will consist of lower maintenance while under warranty.

Cost: $ 29,648
Department: Fleet Maintenance Division – Police

16. Division Vehicle

This expense is for the purchase of a replacement for a vehicle taken out of service in 2015. The new vehicle will go to Economic Development Division who will pass their 1 year old vehicle over to the Building Division. Impact on future budget will consist of lower maintenance while under warranty.

Cost: $ 22,010
Department: Fleet Maintenance Division – Economic Development

17. Transit Connect Van Replacement

This expense is for the purchase of one replacement transit van. The existing transit van will be rotated into the city fleet unless it is no longer cost effective to repair, then it will be used as trade-in or sold on GovDeals.com, whichever is more cost effective. Impact on future budget will consist of lower maintenance while under warranty.

Cost: $ 26,700
Department: Fleet Maintenance Division – Communications

18. Transit Van

This expense is for the purchase of a transit van. The transit van will allow the division to reduce the use of its bucket truck for general use. Impact on future budget will consist of lower maintenance while under warranty.

Cost: $ 31,841
Department: Fleet Maintenance Division – Facilities Maintenance

19. Bucket Truck (Used)

This expense is for the purchase of a used bucket truck to replace the divisions current bucket truck. Impact on future budget will consist of lower maintenance for a new truck.

Cost: $ 20,000
Department: Fleet Maintenance Division – Facilities Maintenance

20. SUV Replacement

This expense is to purchase a replacement 2WD SUV. The existing vehicle will be rotated into the city fleet unless it is no longer cost effective to repair, then it will be used as trade-in or sold on GovDeals.com, whichever is more cost effective. No impact on future budgets is expected on the replacement.

Cost: $ 20,393
Department: Fleet Maintenance Division – Engineering

21. Motorcycle Engine Replacement

This expense is to replace the long block engine on one of the Police motorcycles versus purchasing a new motorcycle. This decision is saving the City over $20,000. Since the motorcycle has a strong transmission, it was determined a new engine is the best way to go. No impact on future budgets is expected on the replacement.

Cost: $ 6,000
Department: Fleet Maintenance Division – Police

22. Trench Drain System

This expense is for the cost to install a trench drain in the building used by the Fleet Division. There is currently a 4" drain that is not sufficient during the snow season. This is also a safety building improvement project. No impact on future budget is anticipated.

Cost: $ 25,000
Department: Fleet Maintenance Division

23. Vehicle Diagnostic Machine

This expense is to purchase a new vehicle diagnostic machine which will help the Division identify engine light codes and determine it repairs can be performed in-house or out-sourced. No impact on future budget is expected on the machine but the time saved will be a system process improvement.

Cost: $ 10,000
Department: Fleet Maintenance Division

24. Parking Lot at City Hall

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

Cost: $ 125,000
Department: Facilities Maintenance Division

25. Roof Repair of the Public Works/Fleet Facility – General Fund portion

This expense is to repair the roof of the Public Works/Fleet Facility building that is leaking in several locations and could damage newly installed heaters if not repaired. The building is utilized by several divisions and the cost to repair the roof will be shared by all divisions/funds as follows: Fleet & Engineering Division/General Fund will cover 60%, $83,400; Water Division/Water Fund will cover 20%, $27,800 and Sewer Division/Sewer Fund will cover 20%, $27,800. The total estimated cost is $139,000.

Cost: $ 83,400
Department: Facilities Maintenance Division

26. Fire Alarm Panel

This expense is to replace the old fire alarm panel that is obsolete. Impact on future budget will consist of minimal maintenance after warranty period.

Cost: $ 15,000
Department: Facilities Maintenance Division

27. Elevator Improvement/Upgrades

This expense is for the cost to improvements and upgrades to the elevators at the City Hall and Senior Center. The improvements/upgrades may include infrared door detectors, cartop handrail, pump upgrades, scavenger pumps and key switch replacement as needed on the various elevators. Impact on future budget will consist of minimal maintenance.

Cost: $ 62,500
Department: Facilities Maintenance Division

28. City Hall Renovation Program

This expense is for painting to the interior Police Division stairwell and the Council Offices and Lobby area in the City Hall building, and replacing carpet in the Cash Receipts Lobby and Municipal Court Division's area. Additional renovations may be identified after the Police Division transfers to the Justice Center.

Cost: $ 8,300
Department: Facilities Maintenance Division

29. Citywide Landscape Improvement Plan (CLIP)

This expense is to continue the design and implement of the citywide identity program for the design enhancements and signage for Hwy 70 Outer Road, Bryan Rd & Hwy 364 interchange and Hwy K and Hwy 364 interchange. This is also for the design and construction of a monument information hub at Main Street and Hwy 70. The impact on future budgets will include construction costs and eventually maintenance expenses.

Cost:	$250,000
Department:	Landscaping Division

30. Celebration of Lights Electric Replacement/Upgrade

This is year two of the 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. No impact on future budgets is expected.

Cost:	$30,000
Department:	Tourism & Festival Division

Total Capital General Fund **$ 3,784,535**

Special Revenue Funds - Recreation Fund

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:	$ 31,000
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:	$ 12,900
Department:	Recreation Division

3. Resurfacing Parking Lots – Westhoff Park

This appropriation is for the cost to overlay asphalt road and all adjacent parking lots in the Westhoff Park. Minimal impact is expected on future budgets.

Cost:	$250,000
Department:	Parks Division

4. O'Day Park Design

This appropriation is for the cost to design the entrance, maintenance area, partial roadway, parking and trails at O'Day Park. The construction will funded in future year(s) and is accounted for in the fund projections and the 5 year CIP.

Cost:	$250,000
Department:	Parks Division

5. Wabash Maintenance Building Renovations

This appropriation is for the cost to renovate the Wabash Maintenance building by replacing overhead garage doors, entry and sliding doors, upgrading electric and installing a 12' wide drive around the building to prevent future water damage. No impact on future budgets is expected on these renovations.

Cost: $ 200,000
Department: Parks Division

6. Playground Safety Surface – Sports Park

This appropriation is for cost to replace wood fibers under the playground with safety tile. No impact to future budgets is expected.

Cost: $ 97,140
Department: Parks Division

7. Backstop & Fence Replacements

This appropriation is for cost to replace the backstop structures and fences of four baseball diamonds in Westhoff Park. All backstops and fencing will be replaced over three years. Impact to the 2017 and 2018 budgets are expected to be $38,000 and $40,000 respectively.

Cost: $ 53,000
Department: Parks Division

8. Fort Zumwalt Park Maint Building - Design

This appropriation is for cost to design services for the replacement of the maintenance building in Fort Zumwalt Park. The structure is over 50 years old and is undersized for the current usage needs. Impact to the 2017 budget is estimated to be $327,500 for construction.

Cost: $ 49,125
Department: Parks Division

9. Dames Park Bleachers

This expense is for the cost to purchase two sets of bleachers and place them on two concrete pads to accommodate visitors at the back football fields at Dames Park. This will provide adequate seating and ADA accessibility to the area. No impact on future budgets is expected.

Cost: $ 15,000
Department: Parks Division

10. Skid Loader

This appropriation is for the cost to purchase a skid loader to replace one from 2000. No impact on future budgets is expected since this is a replacement.

Cost:	$ 42,000
Department:	Parks Division

11. Paint Line Striper

This appropriation is for the cost to purchase a new paint line striper to replace one from 2000. No impact on future budgets is expected since this is a replacement.

Cost:	$ 11,000
Department:	Parks Division

12. Reseal parking lot at Sports Park

This appropriation is for the cost to reseal the parking lot at Sports Park (Phase II) 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:	$ 33,000
Department:	Parks Division

13. HPS Gator (2)

This appropriation is for the cost to purchase new gators to replace older gators from 2000 and 2001. No impact on future budgets is expected since these are replacements.

Cost:	$ 18,000
Department:	Parks Division

14. Zero Turn Mowers (4)

This appropriation is for the cost to purchase four (4) new mowers to replace older ones from 2001 and 2003. No impact on future budgets is expected since these are replacements.

Cost:	$ 34,800
Department:	Parks Division

15. Half-Ton Pick-up Trucks Extended Cab 4WD (2)

This transaction is for the purchase of two (2) half-ton pick-up truck with and extended cab to replace a 2002 and 2003 pick-up trucks. 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. No impact on future budgets is expected since it is a replacement.

Cost: $ 56,929
Department: Parks Division

16. One-Ton Pick-up Truck 4WD

This transaction is for the purchase of a one-ton pick-up truck to replace a ¾ ton pick-up purchased in 2005. The existing vehicle will be rotated into the city fleet unless it is no longer cost effective to repair, then it will be used as trade-in or sold on GovDeals.com, whichever is more cost effective. No impact on future budgets is expected since it is a replacement.

Cost: $ 30,392
Department: Parks Division

Total Capital Recreation Fund $ 1,184,286

1. Park Maintenance Reserve

This appropriation is to reserve funds for future Park Maintenance expenses.

Cost: $ 100,000
Department: Parks Division

2. Future Park Development Reserve

This appropriation is to reserve funds for future use on the Future Park Development expenses.

Cost: $ 400,000
Department: Parks Division

Special Revenue Fund - Storm Water Fund

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

1. Maro Glen Court - Flooding

These funds are for any overages needed to complete the project. The design and construction costs for this project were part of the 2015 budget. Once the construction is completed, no impact on future budgets is anticipated.

Cost:	$ 5,000
Department:	Storm Water

2. Eastbrook Drive - Flooding

These funds are for any overages needed to complete the project. The design and construction costs for this project were part of the 2015 budget. Once the construction is completed, no impact on future budgets is anticipated.

Cost:	$ 5,000
Department:	Storm Water

3. Storm Water Lining Program

This appropriation provides funding for small maintenance projects that are specific to pipe lining solutions. This program will identify areas that need improvements. This will be an on-going program with future budget based on the list of identified areas.

Cost:	$ 45,000
Department:	Storm Water

4. Storm Water Projects

This appropriation provides funding for small projects not originally included in the budget but are discovered during the year. Impact to future budgets would depend upon the project.

Cost:	$ 50,000
Department:	Storm Water

5. Community Sharing Projects

This appropriation will assists 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

6. Montbrook Drive – Flooding (2016 Bond Project)

This appropriation provides funding for the construction costs for this project. The design was done in 2015. The cost is an estimate. Once the construction is completed, no impact on future budgets is anticipated.

Cost: $ 150,000
Department: Storm Water

7. Feise Forest Court – Stabilization (2016 Bond Project)

This appropriation provides funding for the construction costs for this project. The design was done in 2015. The cost is an estimate. Once the construction is completed, no impact on future budgets is anticipated.

Cost: $ 140,000
Department: Storm Water

8. Hidden Creek North – Flooding (2016 Bond Project)

This appropriation provides funding for the construction costs for this project. The design was done in 2015. The cost is an estimate. Once the construction is completed, no impact on future budgets is anticipated.

Cost: $ 75,000
Department: Storm Water

9. Royal Oaks Entrance – Flooding (2016 Bond Project)

This appropriation provides funding for the design in 2016 and construction in 2017. The costs are estimates, so overages or additional cost could impact future budget years.

Cost: $ 65,000
Department: Storm Water

10. Sunset Acres Condos (PL1) – Flooding (2016 Bond Project)

This appropriation provides funding for the design of this project. The construction funds will be budgeted in 2017. The costs are estimates. Impact to future budgets will be for construction.

Cost: $ 75,000
Department: Storm Water

11. Fanning Ave (PL1) – Flooding (2016 Bond Project)

This appropriation provides funding for the design of this project. The construction funds will be budgeted in 2017. The costs are estimates. Impact to future budgets will be for construction.

Cost: $ 75,000
Department: Storm Water

12. Pheasant Point-Coachman Way Creek – Erosion (2016 Bond Project)

This appropriation provides funding for the design of this project. The construction funds will be budgeted in 2017. The costs are estimates. Impact to future budgets will be for construction.

Cost: $ 40,000
Department: Storm Water

13. Stage Coach Landing / Butternut Crt (PL2) – Erosion (2016 Bond Project)

This appropriation provides funding for the design of this project. The construction funds will be budgeted in 2017. The costs are estimates. Impact to future budgets will be for construction.

Cost: $ 65,000
Department: Storm Water

14. Storm Water Lining Misc Project (2016 Bond Project)

This appropriation provides funding for the construction cost to install a pipe liner in a reported failing section. The costs are estimates. Impact to future budgets will be for any overages.

Cost: $ 35,000
Department: Storm Water

15. Bramblett-Spring Hill Drainage (2016 Bond Project)

The total cost for the project is expected to total $315,000. This appropriation provides funding for the drainage study. The cost for design and construction will follow in 2017 and 2018.

Cost: $ 100,000
Department: Storm Water

16. Starbuck-Sprucefield Drainage (2016 Bond Project)

This appropriation provides funding for the design of this project. The construction funds will be budgeted in 2017. The costs are estimates. Impact to future budgets will be for construction.

Cost: $ 36,000
Department: Storm Water

17. Ashford Place Infrastructure (2016 Bond Project)

This appropriation provides funding for the design of this project. The construction funds will be budgeted in 2017. The costs are estimates. Impact to future budgets will be for construction.

Cost: $ 50,000
Department: Storm Water

18. Twin Chimneys – Lee Ridge (2016 Bond Project)

This appropriation provides funding for the design of this project. The construction funds will be budgeted in 2017. The costs are estimates. Impact to future budgets will be for construction.

Cost: $ 40,000
Department: Storm Water

19. Towerwood-Carolyn Jean - Flooding (2016 Bond Project)

This appropriation provides funding for the design of this project. The construction funds will be budgeted in 2017. The costs are estimates. Impact to future budgets will be for construction.

Cost: $ 50,000
Department: Storm Water

20. Bryan Valley – 1040 Delmar Phase 2 (2016 Bond Project)

This appropriation provides funding for the design of this project. The construction funds will be budgeted in 2017. The costs are estimates. Impact to future budgets will be for construction.

Cost: $ 80,000
Department: Storm Water

21. Vehicle

This appropriation provides funding to purchase an additional vehicle for the additional personnel approved in the 2016 budget. Impact on future budgets will include gas, oil and general maintenance.

Cost: $ 22,000
Department: Storm Water

22. Grout Trailer

This appropriation provides funding to purchase a grout trailer that will help in the repair and restoration of the storm water system. It will improve the process time. Impact on future budgets is expected to be minimal for maintenance estimated at $400 annually.

Cost: $ 80,000
Department: Storm Water

Total Capital Storm Water Fund **$ 1,303,000**

Special Revenue Fund - Street & Road Improvement Fund

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

1. Street Improvements – Concrete Repairs

This is an annual project part of an overall pavement maintenance program to repair and upgrade the condition of concrete streets. Money from this budget will be used to replace concrete slabs, concrete curbs and gutters, and concrete sidewalks. Each repair location is rated as to the severity of the problem and funds from this project will be allocated to the most severe locations. The City has experienced substantial growth over the past 10 years and it will be necessary to increase the project funds in future years as the City's roadways age.

Cost:	$975,000
Department:	Street Division

2. Street Improvements – General Improvements

These funds are for materials that will be utilized by the Street Division for general concrete repairs/improvements.

Cost:	$150,000
Department:	Street Division

3. Street ID Sign Replacement

These funds are to be used to replace existing street ID signs that are in need of replacement.

Cost:	$ 10,000
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 (Close out)

This project is for overage on the 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. The full project funds were encumbered in 2015 for the 2016 construction. 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.

Cost: $5,000
Department: Project Management Division

6. Wabash Avenue (Right-of-Way)

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. The design portion was done in 2015. These funds are for the right-of-way acquisitions 2016 and the actual construction should occur in 2017.

Cost: $ 40,000
Department: Project Management Division

7. I-70 Traffic Flow Improvements (Right-of-Way)

This project includes design, right-of-way and construction of the I-70 Outer Road, Interchange and Interstate improvements within O'Fallon city limits between T.R. Hughes interchange to Woodlawn overpass. Outside funding sources have been obtained. The City will be responsible for 20% of the funds needed for the project. The 2016 funds are for right-of way and construction will occur in 2017.

Cost: $1,489,500
Department: Project Management Division

8. Hawk Ridge Trail / Hwy N (Right-of-Way)

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. The design portion was funded in 2015. These funds are for the right-of-way in 2016. Construction should occur in 2017.

Cost: $32,000
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 (Right-of-Way & Construction)

This project is the extension of Lake St. Louis Blvd from south of Hwy N to Paul Renaud Blvd (Phase II). 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. The design portion was funded in 2015. These funds are for the right-of-way and construction.

Cost: $2,400,000
Department: Project Management Division

11. Sommers/Highway N Intersection Improvements (Close out)

The intersection of Sommers and Highway N is becoming increasingly congested due to the continued residential and commercial growth in the area. A high school built just to the south of this intersection will add to the further degradation of this intersection. Construction began in 2015. These funds are for any overages needed to complete the project. Federal and County Road Board Funds were obtained to cover 99% the project costs. These funds are for any overages or cost needed to complete the project.

Cost: $5,000
Department: Project Management Division

12. Woodlawn and Civic Park Resurfacing (Close out)

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 in 2014 and construction in 2015. 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 2016 funds are for miscellaneous items to wrap up the project.

Cost: $5,000
Department: Project Management Division

13. Bryan Road Slab Replacement – Phase 2 (Design)

This project included the replacement of deteriorated and damaged concrete slabs, sidewalks and curb and gutters along Bryan Road between Sunview Drive and Norwood Hills Drive. Federal Funds have been obtained and provided for 80% of the construction costs. These funds are for design in 2016. The construction will occur in 2017.

Cost: $50,000
Department: Project Management Division

14. Waterford Crossing Intersection Improvements (Construction)

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 and the right-of-way acquisitions in 2015. These funds are for the construction.

Cost: $ 480,000
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. Hwy DD and Sommers Road Intersection Improvements (Design and Right-of-Way)

This project includes intersection improvements at Highway DD and Sommers Road. Federal funds have been obtained and will provide for 80% of the project costs. Wentzville School District will provide $200,000 for the project. Design and Right-of-Way acquisitions are scheduled for 2016. Construction is scheduled for 2017.

Cost: $ 195,000
Department: Project Management Division

17. Mexico Road Resurfacing - Barrington Drive to Highway K (Design)

This project includes the resurfacing of Mexico Road from Barrington Drive to Hwy K. A sidewalk is planned for the north side of Mexico Road as well as pedestrian signal improvements at Highway K and Mexico Road. Federal funds have been obtained and will provide for 80% of the project costs. These funds are for the Design in 2016. The Right-of-Way and Construction will be budgeted in 2017.

Cost: $ 90,000
Department: Project Management Division

18. Hwy K Path Improvements (Right-of-Way & Construction)

This project will focus on the design and installation of segments of a shared use path that will run along Hwy K, primarily on the west side in order to provide a continuous path from Feise Rd to Technology Drive. Federal funds have been obtained and will provide for 80% of the project costs. Design costs were funded in 2015. These funds are for the right-of-way and construction.

Cost: $981,851
Department: Project Management Division

19. Bramblett Road Improvement – Phase 1 (Design)

This project will improve the condition and the safety of the portion of the road from new development to the grocery store parking lot. Bramblett Road will be widened, providing a shoulder, asphalt resurfacing along with some reconstruction of the roadway. County Road Board funds have been acquired for this project and will provide for 80% of the project costs. Design will be completed in 2016, Right-of-Way acquisition in 2017 and Construction in 2018.

Cost: $ 150,000
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 2017.

Cost: $125,000
Department: Street Division

21. Tandem Axle Dump Trucks (GVWR 58,000)

This expense will cover the cost to purchase a tandem axle dump truck to replace an older dump truck. This will replace a 2007 truck that will be traded-in or sold on GovDeals. Impact to future budgets is expected to be minimal since this is a replacement. The new truck will be under warranty the first year.

Cost: $170,205
Department: Street Division

22. Snow Removal Equipment

This expense will cover the cost to purchase new and replacement snow removal equipment. This will also include snow equipment for vehicles outside of the Street Division that will be part of the Snow Removal Fleet.

Cost: $ 60,000
Department: Street Division

23. Walk-Behind Concrete Saw

This purchase is for a walk-behind concrete saw to replace the oldest concrete saw from 2002. No impact to future budgets is expected since this is a replacement.

Cost: $ 34,000
Department: Street Division

24. Parking Lot Improvements

These funds will cover the costs necessary to perform full depth repairs and conversion to concrete at the Street Division campus parking lot. Impact to future budgets will consist of annual maintenance.

Cost: $ 24,000
Department: Street Division

25. GIS for Snow Plow Drivers

This expense is for the purchase of 23 new tablets and vehicle mounts to utilize a system developed by the GIS positions that will assist snow plow drivers during snow removal operations. The monthly service costs of $4,140 will be added to the operating budget. This will cover half of the snow vehicles. Impact to future budgets is expected for annual maintenance and eventually additional equipment for the remaining vehicles.

Cost: $ 19,550
Department: Street Division

26. Trailer

This expense will cover the cost to purchase an additional 26' trailer with air breaks for the Division. No impact to future budgets is expected.

Cost: $ 23,300
Department: Street Division

27. Escrow

This expense will cover the escrow the division has for potential repairs/updates of roads before they are dedicated to the City.

Cost: $ 21,000
Department: Street Division

28. Breaker Attachment

This expense will cover the cost to purchase a Hydraulic Breaker for a skid loader with nail point, hose kit and mounting frame. This will replace an older breaker attachment. Impact to future budgets is expected to be minimal since this is a replacement item.

Cost: $ 8,000
Department: Street Division

29. Skid Loader Attachment - Planer

This expense will cover the cost to purchase a 24" planer attachment for a skid loader. This will improve our maintenance process. Impact to future budgets is expected to consist of replacement 'teeth' cost estimated to be $1,000 a year.

Cost: $ 14,112
Department: Street Division

Total Capital Street & Road Improvement Fund $7,626,658

Capital Project Funds – Justice Facility Fund

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

1. Justice Center Building

This appropriation is for the cost to construct the Justice Center including the offsite fiber. Future budget impact will consist of the maintenance and operating expenses which are part of the City's 5 year CIP that is reviewed and approved by the Council annually.

Cost:	$ 23,430,000
Department:	Project Management Division

2. Justice Center Furniture, Fixtures and Equipment

This appropriation is for the cost to purchase furniture, fixtures and equipment needed at the Justice Center Building. Impact to future budgets will be minimal for the next five (5) years since everything is new.

Cost:	$ 850,000
Department:	Project Management Division

3. Justice Center Radio Tower

This appropriation is for the cost to purchase and install the radio tower at the Justice Center Building. Impact to future budgets will be minimal for the next five (5) years since this is new.

Cost:	$ 350,000
Department:	Project Management Division

4. Justice Center Clock Tower

This appropriation is for the cost to purchase and install the clock tower at the Justice Center Building. Impact to future budgets will be minimal for the next five (5) years since this is new.

Cost:	$ 150,000
Department:	Project Management Division

Total Capital Justice Facility Fund **$24,780,000**

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

1. Main Street Water Main - Design & ROW

This appropriation is for the design and right-of-way costs for a replacement and relocation of the cast iron water main that runs under Main Street from Tom Ginnever to Pitman Rd. Impact on future budgets will include the cost for construction which will be spread out over two years at $1,750,000 each year.

Cost: $ 600,000
Department: Water Division

2. West Terra Water Main - Design & ROW

This appropriation is for the design and right-of-way costs to extend the water main along West Terra from Main Street to Crestwood Parkway. Impact on future budgets will include the cost for construction of $600,000.

Cost: $ 200,000
Department: Water Division

3. Roof Repairs of the Public Works / Fleet Facility – Water Fund portion

This expense is to repair the roof of the Public Works/Fleet Facility building that is leaking in several locations and could damage newly installed heaters if not repaired. The building is utilized by several divisions and the cost to repair the roof will be shared by all divisions/funds as follows: Fleet & Engineering Division/General Fund will cover 60%, $83,400; Water Division/Water Fund will cover 20%, $27,800 and Sewer Division/Sewer Fund will cover 20%, $27,800. The total estimated cost is $139,000.

Cost: $ 27,800
Department: Water Division

4. Boxwood Main Extension

This expense is to cover the construction 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. Design and ROW expenses were part of the 2015 budget. Impact to future budgets will be minimal.

Cost: $ 100,000
Department: Water Division

5. Variable Frequency Drives (VFD)

This is for the costs to add VFD to the reservoir transfer pumps. These will help extend the life of the motors on the transfer pumps, which is an estimated savings of over $13,000 per year. Impact to future budgets is expected to be minimal and should easily be offset by savings.

Cost:	$ 25,000
Department:	Water Division

6. Plant Access System

This appropriation is for the purchase of a security system at the gates of the Water Plant. The system will communicate with the current system used in other parts of the City and will include video recordings. Impact on future budgets is expected to include an estimated $3,000 for annual maintenance.

Cost:	$ 25,400
Department:	Water Division

Total Capital Water Fund **$978,200**

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

1. Peruque Creek Lift Station Upgrades

This is an expense to complete the new sewer line to accept Lake Saint Louis sewer flows. The budgeted amount would include the cost for installation of a 'T' for an emergency overflow force main that will be constructed in the future and an increase in pipe capacity. The anticipated impact on future budgets will consist of annual maintenance that will be minimal the first few years.

Cost: $ 500,000
Department: Sewer Division

2. EQ Basin Influent/Effluent Valves & Actuators

This is for the cost to replace existing actuators and valves that control flow into and out of the equalization basins at the WWTP. The current valves are over 20 years old. No impact to future budgets is expected since these are replacement items.

Cost: $150,000
Department: Sewer Division

3. Grit Tank, Grit Compactor and Washer

This appropriation is for the replacement of the grit compactor and washer that are over 20 years old. The cost will cover engineering and construction along with repair of the walls and repair and painting of the bridge. No impact on future budgets is expected since this is a replacement project.

Cost: $300,000
Department: Sewer Division

4. Carbon Media WWTP Odor Control

This appropriation is for the replacement of the carbon media in the odor control system for the digester and head works building at the WWTP. This will improve the air quality at the WWTP. No impact on future budgets is expected since these are replacements.

Cost: $ 120,000
Department: Sewer Division

5. Primary and Final Clarifier #3 - Rebuild

This appropriation is for repair/replace/rehab the structural components of each clarifier in the primary and final clarifiers #3 at the WWTP. The cost is for the engineering and construction. Impact on future budgets is expected to be minimal since this is basically a replacement.

Cost: $ 300,000
Department: Sewer Division

6. ABF Electrical Duct Bank

This appropriation is for the cost to replace the ABF electrical duct bank. The current one is over 30 years old. The cost will include engineering and construction. No impact to future budgets is expected since this is a replacement.

Cost: $ 200,000
Department: Sewer Division

7. Roof Repair of the Public Works/Fleet Facility – Sewer Fund portion

This expense is to repair the roof of the Public Works/Fleet Facility building that is leaking in several locations and could damage newly installed heaters if not repaired. The building is utilized by several divisions and the cost to repair the roof will be shared by all divisions/funds as follows: Fleet & Engineering Division/General Fund will cover 60%, $83,400; Water Division/Water Fund will cover 20%, $27,800 and Sewer Division/Sewer Fund will cover 20%, $27,800. The total estimated cost is $139,000.

Cost: $ 27,800
Department: Sewer Division

8. Intake Pumps

This is for the cost to rebuild four (4) intake pumps at the bio-tower building at the WWTP. This part of the routine maintenance and will extend the service life of the pumps. No impact to future budgets is expected since this is similar to replacement.

Cost: $ 40,000
Department: Sewer Division

9. Effluent Pumps

This is for the cost to rebuild four (4) effluent pumps at the WWTP. This part of the routine maintenance and will extend the service life of the pumps. No impact to future budgets is expected since this is similar to replacement.

Cost: $ 60,000
Department: Sewer Division

10. Gentemann Lift Station Study

This is for the cost for a study on the area near Bryan Rd and West Terra Lane and Gentemann Rd. that currently is without sanitary sewer services. This study will identify the cost associated with the installation of sanitary sewers and a lift station. The impact to future budgets will be estimated in the study for design, construction and on-going operating expenses. These will be worked into the 5 year CIP for the Sewer Fund.

Cost: $ 75,000
Department: Sewer Division

11. Ammonia Study

This appropriation is for cost associated with a DNR required study to reduce the amount of ammonia in the effluent flow from the plant to the Mississippi River. Impact to future budgets will be based on the study and may include design and engineering upgrades to the facility.

Cost: $ 300,000
Department: Sewer Division

12. Vehicle

This appropriation provides funding to purchase an additional vehicle for the additional personnel approved in the 2016 budget. Impact on future budgets will include gas, oil and general maintenance.

Cost: $ 22,000
Department: Sewer Division

13. WWTP Gate Entrance

This appropriation is for the cost to replace the gate entrance. No impact to future budgets is expected since this is a replacement.

Cost: $ 20,000
Department: Sewer Division

Total Capital Sewer Fund **$2,114,800**

Enterprise Funds – Environmental Services Fund

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

1. Leased Medium Duty Refuse Trucks

This is for the cost for vehicle leases. There are currently two leases for existing trucks. One started in 2011 and the other 2012. Each is a 60 month term. The cost reflects the payments for all lease payments for the year.

Cost:	$115,986
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:	$113,625
Department:	Environmental Services Division

3. Refuse Trucks

This is appropriation is for the purchase of three fully automated sideload trucks. All the 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:	$622,500
Department:	Environmental Services Division

Total Capital Environmental Services Fund $852,111

Enterprise Funds – Renaud Spirit Center Fund

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

1. Cardio Equipment Lease(s)

This is for the cost for cardio equipment leases. There are currently two leases for cardio equipment. The cost reflects the total of all lease payments for this fiscal year. The City bids out half of the cardio equipment every two years to keep the payments level through future budgets.

Cost: $ 43,812
Department: RSC –Recreation Division

2. Strength Equipment Purchase

This is for the cost to replace the half of the strength equipment. The other half of the equipment will be replaced in 2017. The equipment life averages over 10 years. No impact on future budgets is expected since this is a replacement.

Cost: $ 80,000
Department: RSC –Recreation Division

3. Slide Tower Recoat

This is for the cost to recoat the indoor spiral stair tower slide and replacing the stair tread material, pans, steel risers, guard railing and grab bar with new. Any areas not replaced will have any rust areas repaired. No other impact on future budgets is expected for another 6-8 years.

Cost: $ 53,570
Department: RSC –Recreation Division

4. Window Glazing and Sealing

This is for the cost to glaze and seal all windows that are experiencing leaks during raining season. No other impact on future budgets is expected.

Cost: $ 52,280
Department: RSC –Recreation Division

5. ADA Pool Lift

This is for the cost to replace an ADA battery operated pool lift. No impact on future budgets is expected since it is a replacement.

Cost:	$ 8,550
Department:	RSC –Recreation Division

Total Capital Renaud Spirit Center Fund **$ 238,212**

Enterprise Funds – Public Venue Fund

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

1. Restroom Sinks (6)

This is for the cost to replace six (6) restroom sinks at the TR Hughes stadium. No impact on future budgets is expected since these are replacements.

Cost:	$ 35,000
Department:	Public Venue- Athletics Division

Total Capital Public Venue Fund **$ 35,000**

ENVIRONMENTAL SERVICES FUND

PUBLIC VENUE FUND

RENAUD SPIRIT CENTER FUND

SEWER FUND

WATER FUND

Enterprise Funds & Other

The Enterprise section contains information on the five Enterprise funds operated by the City, which are the Environmental Services Fund, Public Venue Fund, Renaud Spirit Center Fund, Sewer Fund and Water Fund. The Other section contains Significant Accounting Policies, Budget Ordinance and a Glossary of Terms.

The Renaud Spirit Center (RSC) is O'Fallon's 66,000 sq. ft. indoor recreation complex. It opened in 2004.
Learn more about the RSC!

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 2012	Actual 2013	Actual 2014	Projected Budget 2015	Amount Change	Budget 2016	% Change
Sales & Services	$4,206,455	$4,413,308	$4,483,365	$4,495,224	$54,417	$4,549,641	1.2%
Interest	663	332	(247)	250	0	250	0.0%
Other Sources	562,799	(549,280)	8,044	237,729	(230,229)	7,500	(96.8%)
Total	$4,769,917	$3,864,360	$4,491,162	$4,733,203	($175,812)	$4,557,391	(3.7%)

Fiscal Year 2016 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. Develop and send out a RFP (Request for Proposal) for the Transfer Station oversight/management. *(Building/Facility Plans – Strategic Plan)*

III. Prepare for relocation of operations into an updated building located on the lot next to the Transfer Station and have all the needed building renovations completed so the relocation can occur before the end of 2016.

IV. Continue to promote recycling to increase tonnage by 5%.

V. Continue to do more in-house repairs to our fleet utilizing the newly acquired training and knowledge.

Performance Measures

	Actual 2012	Actual 2013	Actual 2014	Target 2015	Actual 2015	Target 2016
Recycling (in tons)	6,634	6,925	7,858	7,280	8,940	9,400
Waste Hauling (in tons)	20,809	21,536	21,826	22,210	22,195	22,600
Yard Waste Hauling (in yards)	8,462	9,043	8,301	8,500	8,768	9,000

Previous Year's Goals

In 2015, the Division hosted five Electronics and Appliance Recycling Events. Over 123,934 pounds of recyclable electronic products were collected during these events. There was an increase in the recycling tonnage by over 13.75%, most of the increase was from the 3rd party recycle material. A position was upgraded to Assistant Mechanic to help perform more in-house repairs. A new part-time Service Route Operator will be added to staff in 2016.

Budget Category Summary

	Actual 2012	Actual 2013	Actual 2014	Projected Budget 2015	Amount Change	Budget 2016	% Change
Personnel	$1,529,525	$1,569,594	$1,557,120	$1,668,380	$10,333	$1,678,713	0.6%
Contract Services	623,729	651,731	660,120	703,711	21,038	724,749	3.0%
Insurance	327,111	326,348	361,837	436,260	71,764	508,024	16.4%
Maintenance	201,142	239,458	176,172	212,751	(11,927)	200,824	(5.6%)
Operating Supplies	44,356	76,165	62,362	86,304	(13,454)	72,850	(15.6%)
Petroleum	303,348	297,999	281,911	289,310	(29,660)	259,650	(10.3%)
Professional Expenses	3,118	3,354	8,668	9,650	4,000	13,650	41.5%
Public Information	16,884	17,485	(2,505)	33,323	(10,075)	23,248	(30.2%)
Utilities	40,905	39,142	44,230	48,380	(1,010)	47,370	(2.1%)
Rental	2,485	2,528	2,678	3,984	10	3,994	0.3%
Debt	595,954	477,970	75,778	76,620	(1,424)	75,196	(1.9%)
Capital Outlay	570,932	1,061,012	980,553	947,466	(95,355)	852,111	(10.1%)
Transfer Out	100,000	100,000	100,000	100,000	0	100,000	0.0%
Total	$4,359,489	$4,862,786	$4,308,924	$4,616,139	($55,760)	$4,560,379	(1.2%)

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 **$1,678,713**

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%), one Assistant Fleet Mechanic, two Service Route Crew Leaders (100%), seventeen Service Route Operators (100%), three Customer Service Reps (100%) and one part-time Service Route Operator.

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 (10%).

Contract Services **$724,749**

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 **$508,024**

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 **$200,824**

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 **$72,850**

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 **$259,650**

Expenses for gasoline and oil are funded in this category.

Professional Expenses **$13,650**

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

Public Information **$23,248**

Advertising, promotions and printing are funded in this category.

Utilities **$47,370**

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

Rental **$3,994**

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

Debt Service **$75,196**

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

Capital Outlay **$852,111**

This amount is allocated to cover equipment purchases schedules in Fiscal Year 2016.

2016 Capital Outlay for Environmental Services Division

Description	Amount	
Refuse Service Trucks (3) Purchase	$622,500	
Multi-use Truck Leases (Budgeted Year's payment)	115,986	
Sanitation Carts	113,625	
		$852,111

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 City created an Athletics Department in 1999 to concentrate its efforts on the T.R. Hughes Ballpark, that sits on approximately 15 acres. 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 pay-off 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.

Revenues

	Actual 2012	Actual 2013	Actual 2014	Amended Budget 2015	Amount Change	Budget 2016	% Change
Contract Agreement	$136,304	$172,000	$50,000	$50,000	$25,000	$75,000	50.0%
Interest	1,299	1,132	299	250	0	250	0.0%
Other Sources	411,239	442,011	526,185	622,537	(125,537)	497,000	(20.2%)
Total	$548,842	$615,143	$576,484	$672,787	($100,537)	$572,250	(14.9%)

Fiscal Year 2016 Goals

I. Continue to promote the Rascals and their upcoming season.

II. Continue to research funding sources to cover the cost of artificial turf at TR Hughes Ballpark. *(Building/Facility Plans)*

Prior Year's Goals

The City continues to work with the Rascals and promote them through our newsletter, email blasts and billboards. Staff continues to work with the Rascals on promoting the games and specials as well as looking for future opportunities to increase the revenues to cover future capital items. The Facility Maintenance division continues to keep the facility in working order and identify future needs at the stadium. In 2015, the roof was sealed, a new fence was installed to secure the back side of the ball field and improvements were made to the parking lot lighting.

Budget Category Summary

	Actual 2012	Actual 2013	Actual 2014	Projected Budget 2015	Amount Change	Budget 2016	% Change
Personnel	$0	$13,058	$10,358	$35,531	($1)	$35,530	(0.0%)
Contract Services	26,799	28,235	30,109	32,800	100	32,900	0.3%
Insurance	11,075	11,654	12,224	12,537	1,253	13,790	10.0%
Maintenance	13,047	67,856	28,743	22,000	740	22,740	3.4%
Operating Supplies	0	62,786	0	0	600	600	0.0%
Public Information	0	0	1,470	500	100	600	20.0%
Utilities	3,172	29,240	27,871	26,500	2,500	29,000	9.4%
Rental	1,547	511	1,170	1,400	0	1,400	0.0%
Debt Service	468,900	891,974	418,598	437,518	714	438,232	0.2%
Capital Outlay	10,868	0	56,458	105,066	(70,066)	35,000	(66.7%)
Total	$535,408	$1,105,314	$587,001	$673,852	($64,060)	$609,792	(9.5%)

Budget Highlights

No significant changes are budgeted in 2016. The only Capital is for replacement of restroom sinks.

Budget Category Explanations

Personnel **$35,530**

This category includes the wages and benefits for one Parks & Recreation Director (5%), one Parks Superintendent (10%) and additional seasonal employees.

Contract Services **$32,900**

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

Insurance **$13,790**

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 **$22,740**

This category is for the repair and maintenance of equipment used in routine field and park maintenance duties. It also includes building materials.

Operating Supplies **$600**

This expense covers the cost of seed and plants for the landscaping around the facility.

Public Information **$600**

Advertising, promotions and printing are funded in this category.

Utilities **$29,000**

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 **$438,232**

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 **$35,000**

This expense is for a Capital expenses approved for 2016.

2016 Capital Outlay for Public Venue Fund

Description	Amount	
Restroom Sink Replacements	$35,000	
		$35,000

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 2012	Actual 2013	Actual 2014	Amended Budget 2015	Amount Change	Budget 2016	% Change
Program Fees	$1,908,232	$1,847,999	$1,841,674	$1,899,870	$83,164	$1,983,034	4.4%
Interest	(24)	154	(14)	0	0	0	(100.0%)
Miscellanous	22,406	15,943	19,333	10,136	(5,136)	5,000	(50.7%)
Transfers from Other Funds	0	91,205	52,448	266,711	301,424	568,135	113.0%
Total	$1,930,614	$1,955,301	$1,913,441	$2,176,717	$379,452	$2,556,169	17.4%

RSC - Parks & Recreation Department - RSC Division

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

Fiscal Year 2016 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. Continue to implement senior programs that will increase Silver Sneaker participation at the RSC.

III. Continue to follow up on trial week participants to encourage memberships.

Performance Measurements

	Actual 2012	Actual 2013	Actual 2014	Target 2015	Actual 2015	Target 2016
Daily Passes Sold	20,407	20,119	23,389	24,000	17,689	20,000
Membership Scans	170,292	179,784	173,008	180,000	169,621	175,000
Personal Training	370	581	691	700	943	950
Birthday Parties	420	357	405	425	405	425

Previous Year's Goals

In 2015, the Division has found 'healthier' options to offer at the concession facilities such as whole grain Rice Crispy and Chex Mix, and hope to include granola in the future. The menu display also lists calorie counts to help remind people to make better choices. Many new classes, such as pickle ball and flexibility, were introduced to provide options of seniors who participate in the Silver Sneaker program. Staff has developed a process that follows up on free trials and has an easier way to provide one day pass to new interested recipients. The Parks Partners program is up and running. The O'Fallon's Matter of Facts are being displayed throughout the RSC.

Budget Category Summary

	Actual 2012	Actual 2013	Actual 2014	Projected Budget 2015	Amount Change	Budget 2016	% Change
Personnel	$1,078,072	$1,227,065	$1,198,527	$1,208,864	$43,089	$1,251,953	3.6%
Contract Services	37,401	22,670	11,518	16,660	7,649	24,309	45.9%
Insurance	47,097	91,136	181,976	120,941	(11,999)	108,942	(9.9%)
Maintenance	10,403	16,945	22,939	20,570	(11,398)	9,172	(55.4%)
Operating Supplies	130,013	131,798	127,138	147,764	3,343	151,107	2.3%
Professional Expenses	4,600	3,255	2,985	7,852	(1,157)	6,695	(14.7%)
Public Information	46,021	57,180	46,198	44,200	394	44,594	0.9%
Utilities	189,793	201,193	198,873	208,750	(5,792)	202,958	(2.8%)
Programs	29,462	30,370	25,160	26,336	9,621	35,957	36.5%
Rental	7,692	6,348	7,541	8,160	(34)	8,126	(0.4%)
Capital	110,074	154,205	115,313	268,139	(29,927)	238,212	(11.2%)
Total	$1,690,628	$1,942,165	$1,938,168	$2,078,236	$3,789	$2,082,025	0.2%

Budget Highlights

The increase in Contract Services is due the new web based recreational software system. Implementation was moved from 2015 to mid-year 2016. The decrease in Insurance is due to the City going self-insured. The decrease in Maintenance is due to maintenance on new software system is over $8,000 less and lower maintenance cost on fitness equipment. The decrease in Utilities brings the budget in-line with actual historical averages. The increase in Programs is linked to the increased number of one day events and day camps planned for 2016.

Budget Category Explanations

Personnel **$1,251,953**

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 (20%, 50%), one Cultural Arts Coordinator (20%), one Recreation Coordinator (20%), three Recreation Specialists (30%, 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 **$24,309**

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

Insurance **$108,942**

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 **$9,172**

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

Operating Supplies **$151,107**

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 **$6,695**

Dues and subscriptions utilized by the division along with training, travel and educational expenses.

Public Information **$44,594**

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 **$202,958**

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

Programs **$35,957**

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 **$8,126**

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

Capital Outlay **$238,212**

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

2016 Capital Outlay for RSC Division

Description	Amount	
Strength Equipment	$80,000	
Cardio Equipment Lease pmt for 2016	$43,812	
Paint Slide Tower	$53,570	
Window Glazing and Sealing	$52,280	
ADA Lift	$8,550	
		$238,212

RSC - Parks & Recreation Department – Facilities Maintenance Division

The Facilities Maintenance Division oversees the maintenance of the facility that falls outside of the custodial duties and light maintenance work at the RSC facility.

Budget Category Summary

	Actual 2012	Actual 2013	Actual 2014	Projected Budget 2015	Amount Change	Budget 2016	% Change
Personnel	$197,834	$56,231	$66,631	$84,907	$1,541	$86,448	1.8%
Insurance	55,211	7,139	28,275	28,797	(5,641)	23,156	(19.6%)
Maintenance	51,667	37,019	25,475	28,500	(500)	28,000	(1.8%)
Operating Supplies	99	505	0	62	(62)	0	(100.0%)
Total	$304,811	$100,894	$120,381	$142,266	($4,662)	$137,604	(3.3%)

Budget Highlights

The decrease in Insurance is due to the City going self-insured.

Budget Category Explanations

Personnel **$86,448**

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 **$23,156**

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 **$28,000**

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 15,850 customers and is expected to serve over 15,900 customers, both inside and outside City residents, by the end of FY 2016.

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 2012	Actual 2013	Actual 2014	Projected Budget 2015	Amount Change	Budget 2016	% Change
Utility Sales & Service	7,425,441	7,438,782	7,516,975	7,933,203	(88,750)	7,844,453	(1.1%)
Interest	61,466	53,640	10,378	7,500	0	7,500	0.0%
Miscellaneous	107,193	247,266	114,746	113,656	(1,656)	112,000	(1.5%)
Total	$7,594,100	$7,739,688	$7,642,099	$8,054,359	($90,406)	$7,963,953	(1.1%)

Fiscal Year 2016 Goals

I. The timely completion and acquisition of all capital projects are the main focus of the Sewer division for 2016. *(To maintain a superior community)*

II. Develop a 5-year plan for the expansion of the WWTP utilizing a contractor that will bring the recommendations thru to implementation. *(Focus on Infrastructure – Strategic Plan)*

III. Develop a comprehensive Waste Water System Facility Plan, a long-range plan with cost estimates that will proactively complete upgrades to the aging sewer system to address problems before they occur. *(Focus on Infrastructure – Strategic Plan)*

Performance Measurements

	Actual 2012	**Actual 2013**	**Actual 2014**	**Target 2015**	**Actual 2015**	**Target 2016**
Power Consumption Dollars/mgal Treated	$100	$118	$111	$115	$113	$118
Effluent Quality < 25/30 mg/l CBOD/TSS	8 CBOD 10 TSS	6 CBOD 11 TSS	6 CBOD 12 TSS	6 CBOD 10 TSS	6 CBOD 11 TSS	6 CBOD 11 TSS
Line Cleaning 127 miles/3 years = 42.3	59.8	66.7	85.6	75.0	70.0	75.0
Emergency Response < 30 minutes Number of Exceptions	0	0	0	0	0	0

Previous Year's Goals

In 2015 the Division continued to work on the SCADA replacement. Building improvements were completed and the replacement of the Biosolids lime-feed tube was completed. The Division also had a rate analysis performed and developed a long-range plan with cost estimates to proactively complete upgrades to the sewer system. This plan will be presented to the Council in 2016. The City is evaluating options for upgrading the WWTP effluent pump station. Further analysis will be performed as part of the WWTP Facility Plan.

Budget Category Summary

	Actual 2012	Actual 2013	Actual 2014	Projected Budget 2015	Amount Change	Budget 2016	% Change
Personnel	$1,168,305	$1,130,217	$1,183,733	$1,235,214	$39,129	$1,274,343	3.2%
Contract Services	221,700	326,990	249,231	369,700	(29,830)	339,870	(8.1%)
Insurance	374,667	442,587	368,505	489,882	45,811	535,693	9.4%
Maintenance	238,261	289,406	298,315	387,830	(2,980)	384,850	(0.8%)
Operating Supplies	419,210	606,484	406,390	564,276	(56,826)	507,450	(10.1%)
Professional Expenses	6,973	12,720	14,131	50,400	(20,900)	29,500	(41.5%)
Public Information	2,053	2,785	5,630	6,000	0	6,000	0.0%
Utilities	492,348	624,254	597,448	665,220	23,120	688,340	3.5%
Petroleum	38,382	35,925	28,880	52,000	(25,000)	27,000	(48.1%)
Rental	867	1,540	2,986	3,900	(400)	3,500	(10.3%)
Debt	3,918,153	4,982,875	2,725,918	2,735,480	38,469	2,773,949	1.4%
Capital Outlay	2,003,594	1,196,266	1,097,633	3,503,560	(1,388,760)	2,114,800	(39.6%)
Total	$8,884,513	$9,652,049	$6,978,800	$10,063,462	($1,417,296)	$8,685,295	(14.1%)

Budget Highlights

In 2016, the Division will be adding an additional Construction Inspector that will be split (50/50) with the Water Division. The decrease in Contract Services is due to a new temporary service contract for 2015 that is not part of the 2016 budget. The increase in Insurance is the result of the City going self-insured and estimating actual costs. The decrease in Maintenance is due to reduction in the utility support system. The decrease in Operating Supplies is mainly due to furniture, fixtures and small equipment in the 2015 budget that is not in 2016. The decrease in Professional Expenses is related to less professional service needs. In 2016, the division is looking to utilized this for contract reviews and small engineering studies. The decrease in Utilities is due to lower natural gas cost expected in 2016. The decrease in Petroleum is due to the forecasted decline in gasoline costs.

Budget Category Explanations

Personnel **$1,274,343**

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 Wastewater Treatment Plant Operations Supervisor, (100%),one Collection 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 (50%), 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 (45%), and one Administrative Assistant (45%).

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 Project Manager (50%), one Sr. Construction Inspector (10%) and two Construction Inspectors (50%, 30%).

Contract Services **$339,870**

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

Insurance **$535,693**

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 **$384,850**

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 **$507,450**

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 **$29,500**

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 **$688,340**

This amount provides funding for mobile phone/radio services.

Petroleum **$27,000**

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 **$2,773,949**

This amount is budgeted for repayment of principal, interest and fees on bonds issued and outstanding.

Capital Outlay **$2,114,800**

This amount is allocated to cover equipment purchases outlined below in the Capital Expenditures section.

2016 Capital Outlay for Sewer Division

Description	Amount	
Machinery, Equipment & Software		
Additional Vehicle for new Construction Inspector Position	$22,000	
		$22,000
Sewer Plant Buildings Maintenance/Improvements		
Gentemann Lift Station Study	$75,000	
Building Roof Repairs (Sewer Fund's portion)	$27,800	
Security Gate	$20,000	
		$122,800
Sewer System Maintenance/Improvements		
Peruque Creek Lift Station Replacement	$500,000	
Ammonia Study	$300,000	
Grit Tank Replacement w/Installation	$300,000	
Rebuild Primary & Final #3 Clarifiers	$300,000	
ABF Electrical Duct Bank	$200,000	
EQ Basin Influent/Effluent Valve & Acuators	$150,000	
Replace Carbon Media WWTP Odor Control	$120,000	
Rebuild ABF Intake Pumps (4)	$40,000	
Rebuild Effluent Pumps (4)	$60,000	
		$1,970,000
Total Sewer Division Capital		**$2,114,800**

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 2012	Actual 2013	Actual 2014	Projected Budget 2015	Amount Change	Budget 2016	% Change
Personnel	$0	$0	$0	$11,601	$17,299	$28,900	149.1%
Insurance	0	0	0	1,900	654	2,554	34.4%
Maintenance	0	0	0	30,000	(6,500)	23,500	(21.7%)
Total	$0	$0	$0	$43,501	$11,453	$54,954	26.3%

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 and Maintenance costs were better tracked to allow the 2016 budget to be based on actual history. These figures will continue fluctuate until more history is established.

Budget Category Explanations

Personnel Expenses **$28,900**

This category includes the wages, benefits, and overtime for one Fleet Manager (5%), one Fleet Coordinator (5%) and four Mechanics (3%, 5%, 26%, 3%).

Insurance **$2,554**

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 **$23,500**

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 2012	Actual 2013	Actual 2014	Projected Budget 2015	Amount Change	Budget 2016	% Change
Personnel	$0	$0	$3,084	$3,259	($3,259)	$0	(100.0%)
Contract Services	0	0	9,175	12,270	1,207	13,477	9.8%
Insurance	0	0	50	400	(400)	0	(100.0%)
Total	$0	$0	$12,309	$15,929	($2,452)	$13,477	(15.4%)

Budget Highlights

The increase in Contract Service is due to increase in mowing contract. Since this is the second year with a contracted service, no Personnel expenses are expected.

Budget Category Explanations

Personnel Expenses **$000**

This category includes the wages, benefits, and overtime for one Landscape Manager (0%) and one Landscape Supervisor (0%).

Contract Services **$13.477**

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 **$000**

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

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 12,100 and is expected to serve over 12,200 customers by year end. The City's Council is responsible for all policy decisions relating to the Water System, including the annual budget, capital expenditures, rates and fees for services, and construction and expansion projects.

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.

Revenues

	Actual 2012	Actual 2013	Actual 2014	Projected Budget 2015	Amount Change	Budget 2016	% Change
Sales & Services	$4,812,903	$4,505,210	$4,807,262	$4,625,000	$311,571	$4,936,571	6.7%
Interest	33,785	23,462	19,886	15,000	0	15,000	0.0%
Miscellaneous	259,242	272,816	292,264	340,800	4,801	345,601	1.4%
Other Sources/Bonds	0	3,685,000	0	17,500	582,500	600,000	3328.6%
Total	$5,105,930	$8,486,488	$5,119,412	$4,998,300	$898,872	$5,897,172	18.0%

Fiscal Year 2016 Goals

I. Continue to provide the highest quality water supply to the public. *(To maintain a superior community)*

II. 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. Design the 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 2012	Actual 2013	Actual 2014	Target 2015	Actual 2015	Target 2016
Power Consumption/Million Gallon Pumped	$299	$321	$322	$320	$332	$337
Salt Consumption/Million Gallon Pumped	0.65	0.62	0.66	0.60	0.63	0.63
Chlorine Consumption mg/C/Finished Water Pumped	2.5	2.5	2.8	2.5	3.0	2.5
Water Hardness mg/l	165	149	143	140	134	130
Bacteriological Tests, # Positive	0	0	2	0	0	0
Emergency Response < 30 minutes Number of Exceptions	0	0	0	0	0	0

Previous Year's Goals

In 2015 the Water Division stayed busy with many projects such as the rehab of deep well #4, replacement of RO Membranes, extension of boxwood main, building maintenance items as well as a rate analysis and facility plan study. All of these projects are done in an ongoing effort to provide water customers with high quality, reliable and energy efficient water service. The division developed the Water System Capital Improvement Program and the Water Main Replacement Program and will present these to the Council in 2016. The design of the Main Street water main is in the 2016 Budget with plans to have construction in 2017-2018.

Water loss was kept within the industry standard of 17% and staff continued to meet the needs of the City's water customers.

Budget Category Summary

	Actual 2012	Actual 2013	Actual 2014	Projected Budget 2015	Amount Change	Budget 2016	% Change
Personnel	$969,829	$948,567	$982,656	$1,012,928	$120,411	$1,133,339	11.9%
Contract Services	38,913	52,217	58,222	72,865	(27,900)	44,965	(38.3%)
Insurance	213,250	163,611	169,043	189,143	(9,278)	179,865	(4.9%)
Maintenance	222,397	174,909	228,585	462,018	(49,108)	412,910	(10.6%)
Operating Supplies	509,184	553,171	332,203	540,469	43,981	584,450	8.1%
Professional Expenses	13,375	4,536	9,959	34,775	(9,075)	25,700	(26.1%)
Public Information	3,298	1,900	4,350	5,000	0	5,000	0.0%
Utilities	434,180	412,185	400,707	469,300	1,480	470,780	0.3%
Petroleum	33,889	33,345	19,132	42,000	(24,000)	18,000	(57.1%)
Rental	572	1,823	3,580	3,500	500	4,000	14.3%
Debt	2,869,876	1,502,295	2,734,772	2,518,544	660,235	3,178,779	26.2%
Capital Outlay	1,253,901	2,465,428	1,721,986	1,088,884	(110,684)	978,200	(10.2%)
Total	$6,562,664	$6,313,987	$6,665,195	$6,439,426	$596,562	$7,035,988	9.3%

Budget Highlights

The increase in Personnel is due the change in the wage allocation split of a few positions and adding one new Construction Inspector that will be split with Sewer division (50/50) and two new Water Maintenance Workers. The decrease in Contract Services is due to no temporary service contract. The decrease in Insurance is due to the City going self-insured. The decrease in Maintenance is due to 2015 being an unusually high year for distribution and easement repair/maintenance. The increase in Operating Supplies is mostly due to chemical expenses going back up. The decrease in Professional Service is due to lower training cost and less legal reviews expected. The decrease in Petroleum is due to lower gasoline prices anticipated.

Budget Category Explanations

Personnel **$1,133,339**

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%), three Water Maintenance Workers (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%), one Construction Inspector (50%) and one Administrative Assistant (10%).

Contract Services **$44,965**

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

Insurance **$179,865**

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 **$412,910**

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 **$584,450**

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 **$25,700**

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 **$470,780**

This amount provides funding for mobile phone/radio services.

Petroleum **$18,000**

Expenses for gasoline and oil are funded in this category.

Rental **$4,000**

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

Debt **$3,178,779**

This amount is budgeted for repayment of principal, interest and fees on bonds issued and outstanding.

Capital Outlay **$978,200**

This amount is allocated to cover equipment purchases outlined below in the Capital Expenditures section.

2016 Capital Outlay for Water Division

Description	Amount	
Machinery, Equipment & Software		
None in 2016	$0	
		$0
Water System Buildings Maintenance/Improvements		
Roof Repair (Water Fund's portion)	$27,800	
Plant Access System	$25,400	
VFD Transfer pumps	$25,000	
		$78,200
Water System Maintenance/Improvements		
Main Street Water Main - Design	$600,000	
West Terra Main Street Water Main	$200,000	
Boxwood Main Extension	$100,000	
		$900,000
Total Water Division Capital		**$978,200**

Water Fund – Fleet Maintenance Division

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 2012	Actual 2013	Actual 2014	Projected Budget 2015	Amount Change	Budget 2016	% Change
Personnel	$0	$0	$0	$11,601	$5,460	$17,061	47.1%
Insurance	0	0	0	2,000	632	2,632	31.6%
Maintenance	0	0	0	28,000	(14,500)	13,500	(51.8%)
Total	$0	$0	$0	$41,601	($8,408)	$33,193	(20.2%)

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 adjusted for the 2016 budget.

Budget Category Explanations

Personnel Expenses **$17,061**

This category includes the wages, benefits, and overtime for one Fleet Manager (3%), one Fleet Coordinator (3%) and four Mechanics (2%, 5%, 12%, 2%).

Insurance **$2,632**

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 **$13,500**

This category is for the repairs and maintenance of various rolling stock and vehicles (for the Water Fund).

Water Fund – Landscaping Division

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 2012	Actual 2013	Actual 2014	Projected Budget 2015	Amount Change	Budget 2016	% Change
Personnel	$0	$0	$1,542	$1,628	($1,628)	$0	(100.0%)
Contract Services	0	0	9,175	12,270	390	12,660	3.2%
Insurance	0	0	25	200	(200)	0	(100.0%)
Total	$0	$0	$10,742	$14,098	($1,438)	$12,660	(10.2%)

Budget Highlights

The increase in Contract Service is due to increase in mowing contract. Since this is the second year with a contracted service, no Personnel expenses are expected.

Budget Category Explanations

Personnel Expenses **$000**

This category includes the wages, benefits, and overtime for one Landscape Manager (0%) and one Landscape Supervisor (0%).

Contract Services **$12,660**

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 **$000**

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

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.

Capital Project Fund
Capital Project Funds are used to account for financial resources to be used for acquisition of major capital facilities (other than those financed by proprietary funds).

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:

	Years
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.

2016 Budget Ordinance

BILL NO. 6670 **ORDINANCE NO. 6161**

Sponsored by: Mayor Hennessy

AN ORDINANCE APPROVING THE 2016 BUDGET FOR THE PERIOD OF JANUARY 1, 2016, THROUGH DECEMBER 31, 2016, 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, 2016 and ending December 31, 2016.

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 12, 2015**

Second Reading: **DECEMBER 10, 2015**

PASSED BY THE CITY COUNCIL FOR THE CITY OF O'FALLON, MISSOURI, THIS 10 DAY OF DECEMBER, 2015.

Bill Hennessy
Presiding Officer

Attest:

Pamela L. Clement
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.
CAFR	Comprehensive Annual Financial Report.
CDBG	Community Development Block Grant.
CLIP	City Landscaping Identity Program.
CofC	Cost of Construction.

Capital Outlay *(Capital Expenditure)*	The purchase of items of significant value and having a useful life of several years, also referred to as capital assets.
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.
HSA	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 1st 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

www.ofallon.mo.us/PD

www.ofallon.mo.us/parks&rec

www.renaudspiritcenter.com

www.heritageandfreedomfest.com

Follow O'Fallon on Social Media

FACEBOOK

Search for the following:

Visit O'Fallon

O'Fallon Police Department

Renaud Spirit Center

O'Fallon Volunteer Services

TWITTER

@cityofofallon

@ofallonpd

@ofallonparksrec

@cityvolunteer

@ofallonpw

100 NORTH MAIN STREET • O'FALLON, MO 63366 • www.ofallon.mo.us