

FINANCE AND ADMINISTRATION

MINUTES

January 24, 2005

Minutes of a regular meeting of the Finance and Administration Committee of the City of O'Fallon, held in the Mayor's Conference Room, City Hall, 255 S. Lincoln, O'Fallon, Illinois on January 24, 2005. CALL TO ORDER: Time: 5:30 p.m.

ROLL CALL: MEMBERS Medford - X Reckamp - _____
West - X Drolet - X
Grogan - X

STAFF LIAISON: Kathie Fietsam, Walter Denton, Pam Funk, Alderman Albrecht

Approval of the minutes from November 22, 2004

Item 1 E-Business Banking Brief

Dennis Vitt and Scott Dolan from Commerce Bank were on hand to give a presentation about a new credit card for the City. This new card gives the City more controls over purchasing, reduces the amount of checks issued, and earns cash rebates.

Item 2 Excess Property Ordinance

The City has a list of excess property that needs to be disposed of. Most of the property is from the old police station and EMS building. The ordinance indicates that the City may sell this equipment with or without advertising for sale.

Motion by Medford to bring forward an ordinance declaring the vehicles and equipment as surplus, seconded by Grogan, all ayes.

Item 3 Census Resolution

The City has received a cost estimate for a special census. On February 8, 2005, the City will forward an advance payment in the amount of \$187,986 to the Bureau of Census. The Enumeration will be conducted during the months of May through June, 2005. During this time, the City will pay the actual expenses incurred. The Bureau of the Census has estimated those expenses at \$168,616. In December of 2005 the City will receive a Certification from the Bureau of the Census. The total cost for the project is approximately \$356,602. The City anticipates an increase in population of at least 4,090

people. With this increase in population, the City will collect an extra \$435,381 in taxes in June of 2006. This increase in income will pay for the cost of the census with a net gain of \$79,000. Over the next three years, 2007 – 2010, the City will receive an increase in revenue of \$1,741,524 due to this special census.

Motion by Medford to bring forward a resolution authorizing the Mayor to make a payment in the amount of \$187,986 to the Bureau of Census. Seconded by West, all ayes.

Item 4 05/06 Budget Discussion

A four year general revenue comparison was presented by the accountant. With only a 3% increase, it was noted that the City is projecting general fund revenue to be flat again this year. Also, the annexation fees have been moved from general fund revenue to the capital project fund. This move was made because the annexation fees should be used for improving the streets and the park. With the money in the capital improvement fund, it can be tracked and ear-marked for those projects. Budget meetings have been set up for next week with all of the department heads and the Director of Finance. At the next meeting we should have a balanced budget to present to the committee.

ADJOURNMENT: 6:20 p.m. PREPARED BY: Kathie Fietsam