



AGENDA
FINANCE AND ADMINISTRATION COMMITTEE
Monday, January 26, 2015
5:30 PM
Public Safety Building

I) Roll Call

(Mike Bennett, Chairman, Jerry Albrecht, Vice-Chair, John Drolet, Harlan Gerrish, Gene McCoskey)

II) Approval of Minutes from Previous Meeting November 24, 2014 (No Meeting held in December)

Note: All recently approved committee minutes posted on official City website: <http://www.ofallon.org>

III) Items Requiring Council Action

- A. Resolution declaring Surplus for TIF #3- Central Park

IV) Other Business: (Time Permitting)

- A. FY 2016 Budget Update
 - a. Budget Calendar
 - b. Community Budget Comparison

V) Informational Purposes Only- No Action/Discussion Required

- A. Treasurer's Report as of 12/31/14
- B. IT Update

VI) Adjournment

NEXT MEETING: February 23, 2015 5:00pm * Special Time*

General Citizen Comments: The City of O'Fallon welcomes comments from our citizens. The Illinois Open Meetings Act provides an opportunity for citizens to speak at all committee and Board meetings. However, 5 ILCS 120/1 mandates that NO action shall be taken on matters not listed on the agenda. Please submit your name to the chairman and limit your comments so that anyone present has the opportunity to speak.

**CITY OF O'FALLON, ILLINOIS
RESOLUTION 2015-**

**A RESOLUTION TO DECLARE A SURPLUS OF FUNDS IN THE SPECIAL
TAX ALLOCATION FUND FOR THE CITY'S
TAX INCREMENT FINANCING REDEVELOPMENT PROJECT AREA
(TIF DISTRICT #3 CENTRAL PARK)**

WHEREAS, the City of O'Fallon declares that Eighty One Thousand Fifty Six Dollars and 95 Cents (\$81,056.95) is not required, pledged, earmarked, or otherwise designated for payment and securing of obligations and anticipated redevelopment project costs for TIF District No. 3; and

WHEREAS, that as soon as practical after the passage of this Resolution, the City Finance Director shall issue a check from the Special Tax Allocation Fund for TIF District No. 3- Central Park, payable to the St. Clair County Collector, with instructions to said Collector to distribute the surplus funds to the affected taxing districts pursuant to Section 11-74.4-7 of the Illinois Tax Increment Allocation Redevelopment Act (65 ILCS 5/11-74.4-1 et seq).

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL, OF THE CITY OF O'FALLON, ST. CLAIR COUNTY, ILLINOIS;

That the City of O'Fallon has authorized the Director of Finance to issue a check in the amount of \$81,056.95 to the St. Clair County Collector's office for payment of the surplus.

This Resolution shall become effective immediately upon its adoption by City Council.

Passed by the City Council this 2nd Day of February, 2015.

ATTEST:

(seal)

Approved by the Mayor this ____ day

of February ,2015.

Philip A. Goodwin, City Clerk

Gary Graham, Mayor

Table 1
TIF No. 3 FY15 Surplus Distribution Supporting Calculations
City of O'Fallon, Illinois

Total Surplus to be distributed for FY15: **\$81,056.95**

Most Recent Tax Increment by Tax Code:

2013 EAV Increment (Tax Code 08075)	\$	81,056.95	100.00000%
Total TIF 3 2013 EAV Increment	\$	81,056.95	100.00%

Tax Code 08075

% of Total 2013 TIF 3 Increment EAV 100.00000%

Applicable Surplus \$81,056.95

District	2013 Tax Rate	%	Surplus
C001-St Clair County	0.908	11.4%	\$9,209.17
EC522-SWIC Dist #522	0.4106	5.1%	\$4,164.41
EE104-Central Dist #104	3.25	40.7%	\$32,962.35
EH203-OFallon HS Dist #203	2.2005	27.5%	\$22,318.05
LYOF-Library of OFallon	0.1512	1.9%	\$1,533.51
TTCSR-Caseyville Rd	0.1074	1.3%	\$1,089.28
TTCSY-Caseyville Twp	0.1145	1.4%	\$1,161.29
VSOFF-City of OFallon	0.8498	10.6%	\$8,618.89
TOTAL	7.99200	100.0%	\$81,056.95

PROJECT TIMELINE FOR FY16 BUDGET

DECEMBER

December 22

- Position budgeting for Personnel

December 23

- Budget forms available for data entry OFalshare (O drive)/Budget 2016 Upload Files
 - Revenue/Expense worksheet
 - Capital Request
 - New Position Request

December 31- TBD

- Short tutorial on budget files & process at Management Team meeting

JANUARY

January 23

- Expense/Revenue data entry complete in worksheets, ready for Finance upload into .NET
- Completed Capital Request forms
- Completed New Position Request forms

FEBRUARY

February 11-13

- Management Team meetings to balance the budget

February 18-19

- Management Team meetings to review/revise the budget

February 23

- Council members review the budget at committee meetings.

MARCH

March 9

- Council members review the budget at committee meetings

March 23

- Council members review the budget at committee meetings

APRIL

April 3

- Council members have final budget packet in their files for review

April 6

- 1st Reading

April 10

- Publication of Notice of Public Hearing in O'Fallon Progress (10 day notice required)

April 20

- Public Hearing
- 2nd Reading- City Council approves final budget

Surrounding Communities Budget Comparisons

In preparation of our discussion for the FY 16 Budget, this represents an analysis of how we compare to some of our neighbors. We tried to compare the communities as best we could, but remember that communities provide different services as well budget for things differently. For example, some budget their IMRF, Health Insurance, Property Insurance all under Administration, while other communities (including us) spread the amount throughout all departments.

	O'Fallon	Collinsville	Edwardsville	Carbondale	Granite City	Belleville	Wentzville MO
Population	29,125	25,240	24,293	26,241	29,375	43,765	31,216
Land Area	10.9 sq miles	13.6 sq miles	13.9 sq miles	11.9 sq miles	16.7 sq miles	18.9 sq miles	14.4 sq miles
Total EAV 2013	644,876,503	400,029,205	677,997,726	296,209,270	410,038,476	576,789,038	
Rate Setting EAV 2013	636,736,130	367,031,735	588,365,147	296,209,270	313,949,446	405,836,417	
FT Emp	141	144	142	254	219	334	174
PT Emp	100	23	102	19	29	34	26
Gen Fund Expenses	\$ 16,495,490	\$ 18,344,410	\$ 14,331,052	\$ 23,916,295	\$ 25,419,712	\$ 26,958,701	\$ 23,144,016
Administrative	\$ 1,351,507	\$ 2,781,550	\$ 978,085	\$ 1,596,052	\$ 4,397,575	\$ 3,189,235	\$ 4,326,096
Police	\$ 6,690,231	\$ 7,363,540	\$ 5,537,693	\$ 9,642,229	\$ 8,603,055	\$ 9,563,840	\$ 8,293,831
Fire Service	\$ 1,947,422	\$ 4,086,810	\$ 2,884,455	\$ 3,601,412	\$ 6,864,013	\$ 6,087,058	\$ 6,856,956
Full Time/Volunteer		Volunteer	FT	FT	FT	FT	FT
Funded By	Prop Tax Levy	Gen Fund	Separate District				
Park District	\$ 3,462,735	\$ -	\$ 1,103,753	\$ -	\$ -	\$ 1,821,204	\$ 6,177,552
Water	\$ 9,875,947	\$ 4,164,130	\$ 5,127,157	\$ 7,248,623	\$ -	\$ -	\$ 7,615,893
Debt Amount	\$ 439,620	\$ 1,015,820	\$ 380,363	\$ 577,198			
Sewer	\$ 5,411,711	\$ 3,593,140	\$ 3,195,357	\$ 7,992,909	\$ 12,447,430	\$ 8,004,014	\$ 7,917,999
Debt Amount	\$ 765,675			\$ 577,198	\$ 912,686		
Streets	\$ 3,222,448	\$ 1,793,290	\$ 1,450,107	\$ 1,792,826	\$ 3,594,853	\$ 1,905,430	\$ 2,085,090
Funded By	Gen Fund						
Wages	\$ 883,000	\$ 783,430	\$ 613,489	\$ 910,860	\$ 1,830,355	\$ 1,157,000	\$ 1,047,101
Insurance	\$ 242,680	\$ 180,500	\$ 128,034	\$ 157,092	\$ 472,358	\$ 194,000	
Unemp Comp	\$ 6,000	\$ 1,780		\$ -		\$ 6,000	
Work Comp	\$ 100,000	\$ 100,000		\$ 111,351			
FICA/IMRF/Medicare		\$ 148,920	\$ 43,834	\$ 200,960	\$ 375,168		
Uniforms	\$ 8,000	\$ 3,770	\$ 4,500	\$ 11,900	\$ 20,500		
Other Charges & Serv							\$ 590,826
Utilities	\$ 279,000	\$ 281,470	\$ 186,500	\$ 164,046	\$ 395,800	\$ 7,500	
Travel/Training	\$ 10,500	\$ 3,080		\$ 6,102	\$ 1,500	\$ 2,200	
Maint/Equip	\$ 750,482	\$ 152,560	\$ 238,000	\$ 61,313	\$ 150,000	\$ 258,500	\$ 33,000
Operating Exp	\$ 400,116	\$ 123,310	\$ 235,750	\$ 171,505	\$ 269,170	\$ 172,500	\$ 347,463
Risk Mgmt	\$ 70,000					\$ 107,730	
Capital	\$ 427,500	\$ 13,530		\$ 79,000	\$ 80,000		\$ 66,700
Transfers	\$ 34,000			\$ (137,081)			
Debt	\$ 11,170	\$ 940		\$ 55,778			

Treasurer's Report
Cash Reserve Balance of Major Funds

General Fund

Cash on Hand as of 12/31/14	\$ 16,178,442.37 ***
3 mos. operating reserve	\$ (4,123,872.50)
Obligated Transfers Budget 2015 at 10/31/14	\$ (2,315,944.09)
10% emergency reserve	\$ (1,617,844.24)
	<u>\$ 8,120,781.54</u>

Ambulance

Cash on Hand as of 12/31/14	\$ 4,248,787.62
3 mos. operating reserve	\$ (851,431.25)
10% emergency reserve	\$ (424,878.76)
Obligated 2015 budget: Venita property	\$ (125,500.00)
	<u>\$ 2,846,977.61</u>

Fire

Cash on Hand as of 12/31/14	\$ 3,345,840.58
3 mos. operating reserve	\$ (486,855.50)
10% emergency reserve	\$ (334,584.06)
	<u>\$ 2,524,401.02</u>

Parks

Cash on Hand as of 12/31/14	\$ 2,323,958.60
3 mos. operating reserve	\$ (865,683.75)
10% emergency reserve	\$ (232,395.86)
	<u>\$ 1,225,878.99</u>

Prop S

Cash on Hand as of 10/31/14	\$ 2,798,919.14
3 mos. operating reserve	\$ (713,750.00)
10% emergency reserve	\$ (279,891.91)
	<u>\$ 1,805,277.23</u>

MFT

Cash on Hand as of 12/31/14	\$ 4,074,154.95
3 mos. operating reserve	\$ (713,750.00)
10% emergency reserve	\$ (407,415.50)
Obligated 2015 budget: Transfer from reserves	\$ (2,058,000.00)
	<u>\$ 894,989.46</u>

Water

Cash on Hand as of 12/31/14	\$ 6,184,531.91
3 mos. operating reserve	\$ (2,468,986.75)
10% emergency reserve	\$ (618,453.19)
	<u>\$ 3,097,091.97</u>

Sewer

Cash on Hand as of 12/31/14	\$ 3,310,231.15
3 mos. operating reserve	\$ (1,352,927.75)
10% emergency reserve	\$ (331,023.12)
	<u>\$ 1,626,280.29</u>

Library

Cash on Hand as of 12/31/14	\$ 2,304,653.13
3 mos. operating reserve	\$ (290,289.25)
10% emergency reserve	\$ (230,465.31)
	<u>\$ 1,783,898.57</u>

Hotel/Motel

Cash on Hand as of 12/31/14	\$ 783,796.60
3 mos. operating reserve	\$ (231,431.25)
10% emergency reserve	\$ (78,379.66)
Obligated 2015 budget: Transfer from reserves	\$ (225,425.00)
	<u>\$ 248,560.69</u>

Park Land Fund Subdivision

Cash on Hand as of 12/31/14	\$ 247,127.22
3 mos. operating reserve	\$ (6,262.50)
10% emergency reserve	\$ (24,712.72)
	<u>\$ 216,152.00</u>

Annex Fees

Cash on Hand as of 12/31/14	\$ 493,836.53
3 mos. operating reserve	\$ (31,275.00)
10% emergency reserve	\$ (49,383.65)
Obligated 2015 budget: Venita property	\$ (59,500.00)
	<u>\$ 353,677.88</u>

***Includes proceeds from Ameren's settlement, sale of cell tower and Kyle Road property

Note: 3 mos operating reserve calculated by using FY 2015 budget

Information Technology

FY 2015 1st Half Report

The following information provides a brief synopsis of activities and areas of focus for the first half of the fiscal year for FY 2014.

Major Projects & Areas of Focus

Telephone System

During this period we completed cancellation of POTS lines and circuits resulting in about a 70 percent drop in the number of POTS lines and an 80 percent reduction in the number of leased circuits serving City facilities compared to where we were at prior to the ShoreTel phone system being installed. Additionally, we appealed tax charges on the City's various accounts going back several years and received approximately \$45,000 in credits/refunds.

New World Logos – Utility Billing

We have applied software changes to our test system developed by New World to address issues related to calculation of fees. This is available for Utility Billing staff to test. Training and transition from AS-400 to .Net version of the software is delayed pending a decision about potential sale of City utilities.

New Fire HQ/Parks Maintenance Facilities

This new site has been added to the City's wide area network. To enable network connectivity we redesigned a portion of our network and deployed radios to connect these new facilities to the City network. The redesign of the network allowed re-deployment of existing radios to upgrade the connection between Katy Cavins and City Hall. Additionally, we upgraded the network connection to the Family Sports Park because of its proximity to the new site and will be redeploying this radio to upgrade the connection to Fire House 1.

Software Upgrades

During the first half of the fiscal year New World Aegis software for Public Safety was upgraded from version 9.8 to 10.2. ArcGIS was upgraded from version 10.1 to 10.2.2. Additionally, Parks and Recreation completed their transition to cloud based Parks and Recreation Software with Active. ShoreTel phone system software was upgraded from version 13 to version 14. Microsoft Exchange has also been upgraded from 2007 to 2013 and the physical server was retired in favor of a virtual server on an existing virtual host. We have also begun the process of upgrading SQL Server from 2008 to 2012.

Fiber Connection – State Street Tower to Public Safety

Public Works has completed installation of approximately 80 percent of the conduit run between these two locations. Once the conduit is completely installed we will work on acquiring and installing fiber optics cable to upgrade this link to a 10 Gbps link.