



Purpose

This department is responsible for the coordination and oversight of all departments and functions of the City of O'Fallon. This includes the legislative functions, central services, and departmental oversight. The offices of the Mayor, City Clerk, Treasurer, City Administrator, Purchasing, IT, Budget, Personnel, and Finance are included in this area.

Accomplishments

- ❖ Revenue exceeded expenses for the 15th year in a row.
- ❖ Completed the upgrade to ShoreTel voice over telephone system to improve communication with the community and allow for future integration with other city systems.
- ❖ Completed the New World computer software upgrade for Finance and Payroll
- ❖ Standard and Poor's increased the City's bond rating to an AA+.

Goals and Objectives

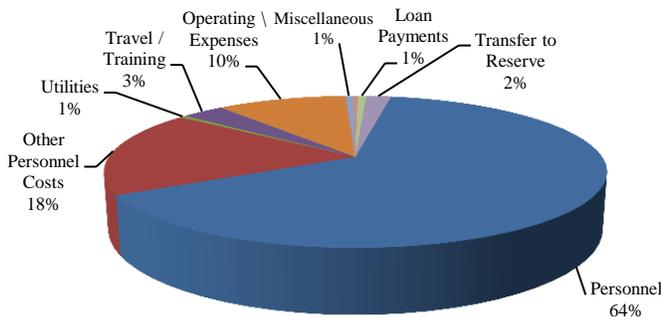
- ❖ Balance budget for the 16th year in a row.
- ❖ Complete upgrade of New World computer software for Utility Billing.
- ❖ Progress has been made and action continues against Ameren for utility tax not collected on approximately 2,300 residences and businesses for a number of years.

Administration Fund 01-50

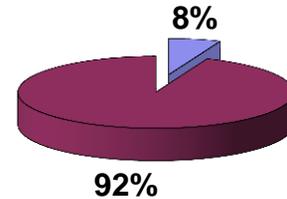
Category	FY15 Budget	FY14 Budget	% Change
Personnel Costs	\$869	\$805	8%
Other Personnel Costs	\$247	\$209	18%
Utilities	\$7	\$8	(12)%
Travel/Training	\$44	\$37	19%
Maintenance/Equip	\$1	\$1	0%
Operating Expenses	\$135	\$135	0%
Miscellaneous	\$8	\$5	60%
Transfer to Reserve	\$26	\$0	100%
Capital Spending	\$5	\$105	(95)%
Loan Payments	\$9	\$6	50%
TOTAL	\$1,351	\$1,311	3%

- FY15 includes an adjustment of payroll costs based on position budgeting. Also included additional travel/training based on re-allocation of personnel.
- FY14 included the transfer of the IT staff from various departments into the Administration Department.

FY15 Budget by Category



Administration as a Percentage of the General Fund Budget

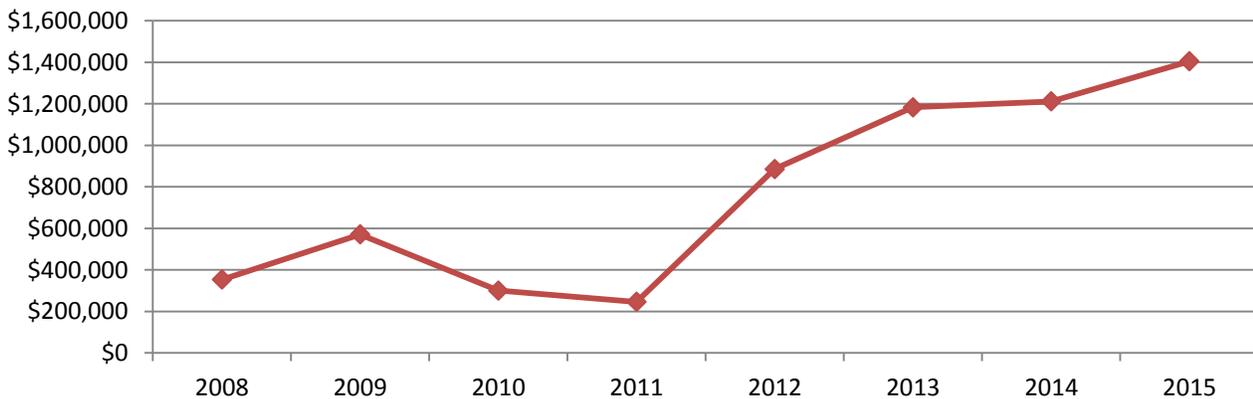


Expense Trend - Administration

2012 includes reclass for support staff

2008-2013 Actual

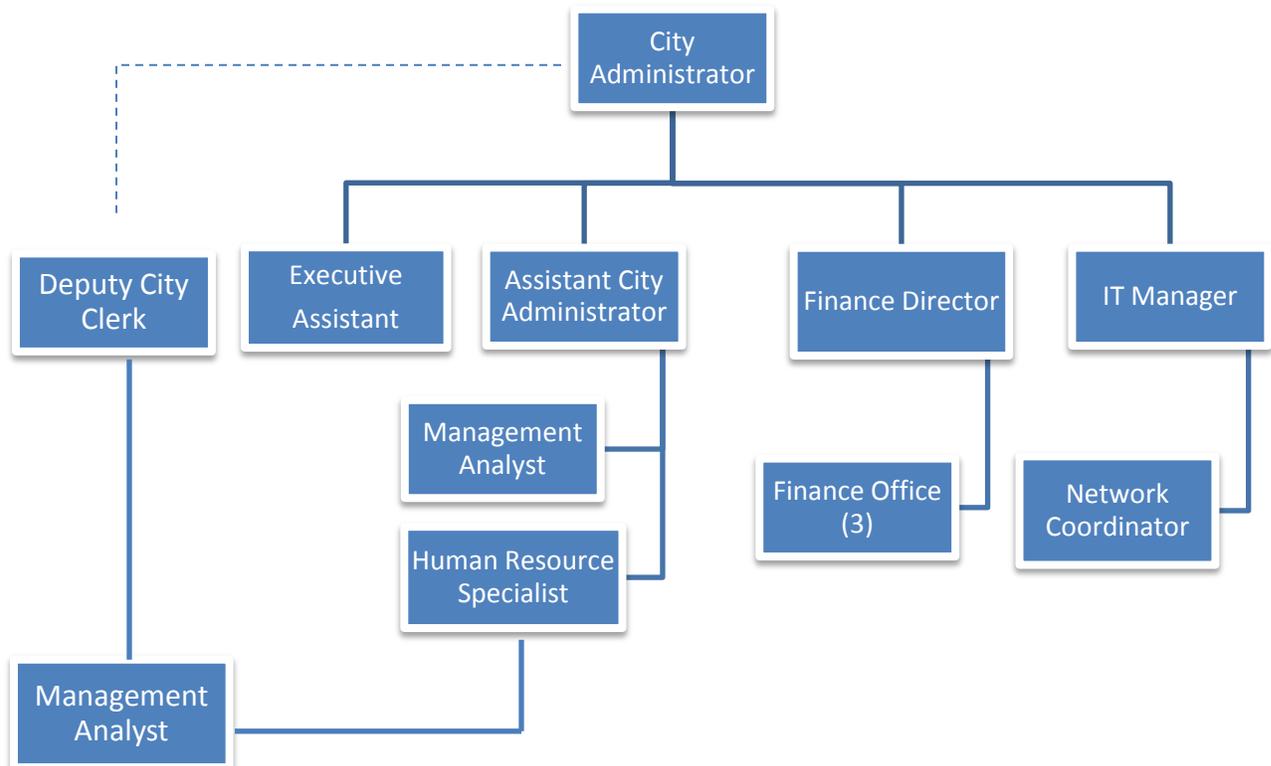
2014-2015 Budget



Personnel

Position	FY09	FY10	FY11	FY12	FY13	FY14	FY15
Mayor	1	1	1	1	1	1	1
Aldermen	14	14	14	14	14	14	14
City Clerk	1	1	1	1	1	1	1
City Treasurer	1	1	1	1	1	1	1
City Administrator	1	1	1	1	1	1	1
Assistant City Administrator	1	1	1	1	1	1	1
Finance Director	1	1	1	1	1	1	1
Deputy City Clerk	1	1	1	1	1	1	1
Finance Office	3	3	3	3	3	3	3
Management Analyst					1	1	2
Administrative Assistant	1	1	1	1	1	1	1
Human Resource Coordinator	1	1	1	1	1	1	1
IT Personnel					2	2	2
TOTAL (not including elected officials)	9	9	9	9	12	12	13

Organizational Chart



City of O Fallon
Budget Worksheet Report

Account Number	Description	2011 Actual Amount	2012 Actual Amount	2013 Actual Amount	2014 Amended Budget	2015 Adopted Budget	% Change FY15B vs FY14B
Fund: 01 - General Fund							
Department: 50 - Administration							
EX10 - Personnel							
4000	Salaries	58,189.52	613,546.14	697,565.31	805,000.00	865,000.00	7%
4001	Part Time Salaries	0.00	57.44	7.97	0.00	0.00	0%
4002	Seasonal Wages	0.00	1,728.50	4,117.66	0.00	4,200.00	100%
4005	Overtime Wages	4.07	858.48	515.35	500.00	0.00	-100%
Account Classification Total: EX10 - Personnel		\$58,193.59	\$616,190.56	\$702,206.29	\$805,500.00	\$869,200.00	8%
EX15 - Other Personnel							
4030	Hospitalization Insurance	26,999.18	105,288.83	131,641.61	190,000.00	222,000.00	17%
4031	Dental Insurance	13,352.00	7,250.68	12,243.12	11,500.00	12,000.00	4%
4032	Life Insurance	57.15	550.86	545.44	800.00	800.00	0%
4060	Unemployment Compensation	345.79	450.43	483.09	600.00	7,500.00	1150%
4210	Workmens Comp Insurance	3,874.93	4,047.15	4,055.03	6,000.00	5,000.00	-17%
Account Classification Total: EX15 - Other Personnel		\$44,629.05	\$117,587.95	\$148,968.29	\$208,900.00	\$247,300.00	18%
EX30 - Utilities							
4230	Telephone	6,069.17	7,486.68	4,715.69	8,000.00	6,500.00	-19%
Account Classification Total: EX30 - Utilities		\$6,069.17	\$7,486.68	\$4,715.69	\$8,000.00	\$6,500.00	-19%
EX40 - Travel/Training							
4290	Travel Expense	6,217.70	11,702.83	12,275.75	16,000.00	22,000.00	38%
4320	Training	5,663.43	3,551.72	3,811.93	11,000.00	15,000.00	36%
4416	Dues	2,665.00	5,924.14	6,429.75	10,000.00	7,000.00	-30%
Account Classification Total: EX40 - Travel/Training		\$14,546.13	\$21,178.69	\$22,517.43	\$37,000.00	\$44,000.00	19%
EX50 - Maintenance & Equipment							
4100	Maintenance Bldgs	62.59	0.00	135.00	0.00	0.00	0%
4101	Maintenance Bldgs Excess	743.50	0.00	0.00	0.00	0.00	0%
4120	Maintenance Equipment	642.75	2,278.00	7,036.22	0.00	0.00	0%
4670	Maintenance Supplies	517.70	970.01	507.95	700.00	700.00	0%
Account Classification Total: EX50 - Maintenance & Equipment		\$1,966.54	\$3,248.01	\$7,679.17	\$700.00	\$700.00	0%
EX60 - Operating Expenses							
4220	General Insurance	15,095.51	16,030.33	42,139.26	25,000.00	20,000.00	-20%
4330	Postage	4,736.12	8,197.64	7,460.36	9,000.00	7,500.00	-17%
4340	Computer Services	17,776.10	14,252.78	21,496.65	13,090.00	12,905.00	-1%
4345	IT Support/Services	15,359.33	17,396.10	10,734.27	23,800.00	16,472.00	-31%
4350	Printing & Publishing	13,535.57	5,788.74	20,936.68	10,000.00	15,000.00	50%
4351	Recording Fees	12.00	13.00	113.40	0.00	0.00	0%
4360	Accounting Services	4,504.48	5,252.00	4,424.00	8,000.00	6,000.00	-25%
4380	Legal Services	5,245.89	12,686.75	7,356.50	10,000.00	12,000.00	20%
4390	Professional Service	7,950.97	6,733.36	2,096.82	3,500.00	11,500.00	229%
4640	Computer Supplies	160.22	192.86	40.77	500.00	200.00	-60%
4650	Office Supplies	17,927.68	15,574.14	17,681.35	8,000.00	10,000.00	25%
4680	Operating Supplies	765.36	862.77	379.67	500.00	500.00	0%
4710	Publications	1,265.77	1,157.44	1,645.42	1,500.00	1,500.00	0%
4811	Officers Expense	8,940.01	15,134.76	11,399.30	20,000.00	20,000.00	0%
4954	Equipment Lease Payment	2,183.94	2,227.50	2,529.23	2,400.00	2,350.00	-2%

City of O Fallon
Budget Worksheet Report

Account Number	Description	2011 Actual Amount	2012 Actual Amount	2013 Actual Amount	2014 Amended Budget	2015 Adopted Budget	% Change FY15B vs FY14B
Account Classification Total: EX60 - Operating Expenses		\$115,458.95	\$121,500.17	\$150,433.68	\$135,290.00	\$135,927.00	0%
EX70 - Miscellaneous							
4809	Miscellaneous Expense	2,393.72	787.38	4,397.00	5,000.00	8,000.00	60%
Account Classification Total: EX70 - Miscellaneous		\$2,393.72	\$787.38	\$4,397.00	\$5,000.00	\$8,000.00	60%
EX71 - Capital Expenditures							
4840	Equipment	0.00	0.00	117,581.47	105,000.00	5,000.00	-95%
Account Classification Total: EX71 - Capital Expenditures		\$0.00	\$0.00	\$117,581.47	\$105,000.00	\$5,000.00	-95%
EX73 - Transfer to Reserves							
4821	Reserve	0.00	0.00	0.00	0.00	25,950.00	100%
Account Classification Total: EX73 - Transfer to Reserves		\$0.00	\$0.00	\$0.00	\$0.00	\$25,950.00	100%
EX83 - Loan Payable - principal							
4955	Loan payment-principal	1,207.85	(2,227.50)	(2,529.23)	6,000.00	8,930.00	49%
5000	Interest - Loans	1,320.72	0.00	0.00	0.00	0.00	0%
Account Classification Total: EX83 - Loan Payable - principal		\$2,528.57	(\$2,227.50)	(\$2,529.23)	\$6,000.00	\$8,930.00	49%
Department Total: 50 - Administration		\$245,785.72	\$885,751.94	\$1,155,969.79	\$1,311,390.00	\$1,351,507.00	3%