



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 14th year in a row.
- ❖ Survived fifth year of great recession as revenue did not generate; by cutting expenses and maintaining current personnel headcounts.
- ❖ Settled with Central School in their attempt to stop HSHS hospital.
- ❖ Established funding for Fire Department Building program.
- ❖ Appealed Census Bureau and recovered 105 residents that GIS verified were not included in the 2010 census.
- ❖ Completed Central Park TIF and assisted new businesses, like Menards, to locate in Central Park.
- ❖ Upgraded New World computer software for Finance and Payroll.
- ❖ Upgraded to ShoreTel voice over telephone system to improve communication with the community and allow for future integration with other city systems.
- ❖ Restructured Administration support staff to include IT personnel.

Goals and Objectives

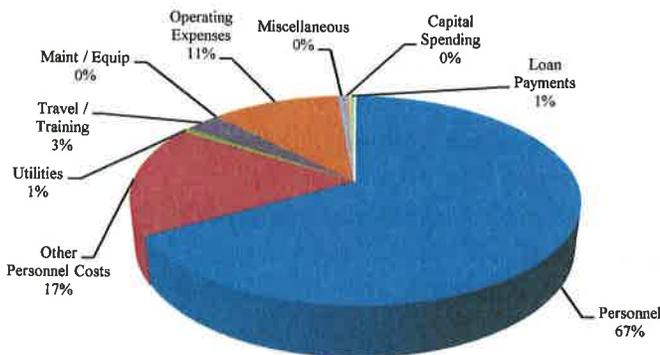
- ❖ Assist HSHS in their request to obtain a Certificate of Need from the State and break ground for the new hospital.
- ❖ Upgrade New World computer software for Utility Billing.
- ❖ Renew efforts for economic development as economy begins to recover.
- ❖ Balance budget for the 15th year in a row.
- ❖ Continue to work with IML and other communities to get timely funding of state allocation funds (Income and Use tax are currently 3 months behind in reimbursement).
- ❖ Progress has been made and action continues against Ameren for utility tax not collected on approximately 2,500 residences and businesses for a number of years.

Administration Fund 01-50

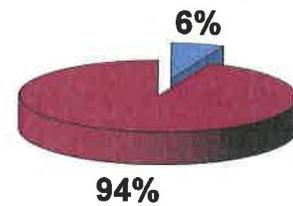
Category	FY14 Budget	FY13 Budget	% Change
Personnel Costs	\$805	\$613	31%
Other Personnel Costs	\$209	\$130	60%
Utilities	\$8	\$7	14%
Travel/Training	\$37	\$28	32%
Maintenance/Equip	\$1	\$1	0%
Operating Expenses	\$135	\$140	(3)%
Miscellaneous	\$5	\$3	67%
Capital Spending	\$5	\$255	(98)%
Loan Payments	\$6	\$6	0%
TOTAL	\$1,211	\$1,183	2%

- FY14 includes the transfer of the IT staff from various departments into the Administration Department
- FY13 included capital spending for the Shore Tel phone system upgrade

FY14 Budget by Category

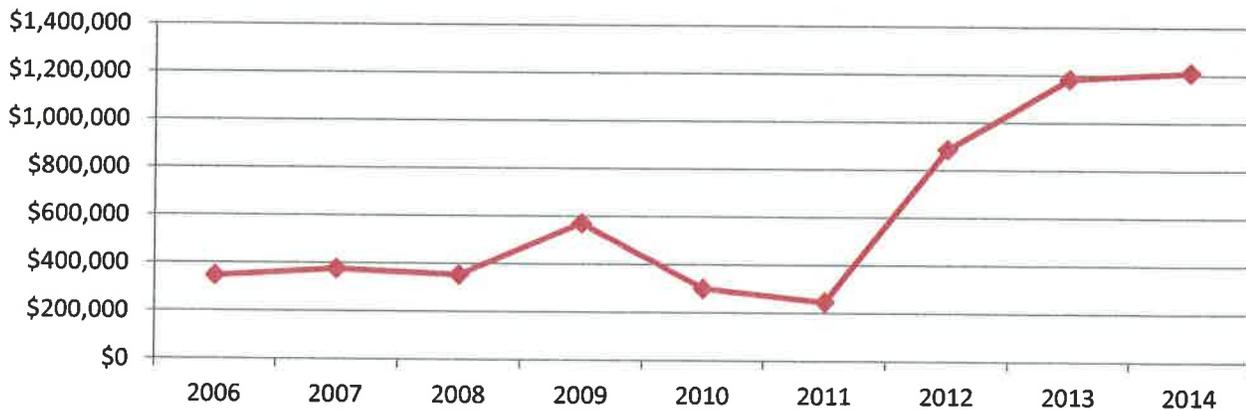


Administration as a Percentage of the General Fund Budget



Expense Trend - Administration

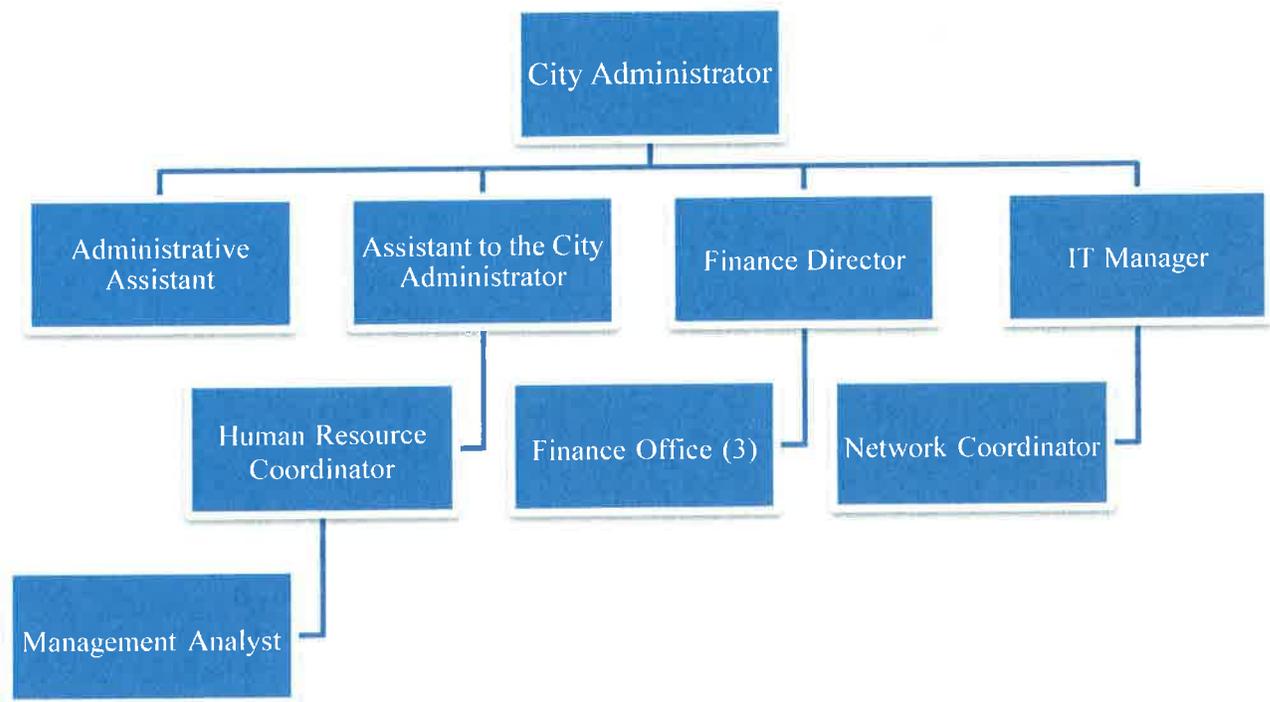
2012 includes Administrative staff from the Enterprise Fund
2006-2012 Actual
2013-2014 Budget



Personnel

Position	FY08	FY09	FY10	FY11	FY12	FY13	FY14
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	1.5	1.5
Finance Office	3	3	3	3	3	3	3
Administrative Assistant	1	1	1	1	1	1	1
Human Resource Coordinator	1	1	1	1	1	1.5	1.5
IT Personnel						2	2
TOTAL (not including elected officials)	9	9	9	9	9	12	12

Organizational Chart



Annual Budget by Classification - Administration

Detail

	2009 Actual Amount	2010 Actual Amount	2011 Actual Amount	2012 Actual Amount	2013 Amended Budget	2014 Council - Level 3	% Change
Fund: 01 General Fund							
Expenditures							
<u>EX10 - Personnel</u>							
4000 - Salaries	\$65,990.12	\$55,915.77	\$58,189.52	\$613,546.14	\$609,200.00	\$805,000.00	132%
4001 - Part Time Salaries	\$0.00	\$0.00	\$0.00	\$57.44	\$0.00	\$0.00	
4002 - Seasonal Wages	\$0.00	\$0.00	\$0.00	\$1,728.50	\$3,000.00	\$0.00	0%
4005 - Overtime Wages	\$0.00	\$0.00	\$4.07	\$858.48	\$750.00	\$500.00	67%
EX10 - Personnel Totals	\$65,990.12	\$55,915.77	\$58,193.59	\$616,190.56	\$612,950.00	\$805,500.00	131%
<u>EX15 - Other Personnel</u>							
4030 - Hospitalization Insurance	\$13,369.68	\$12,755.94	\$26,999.18	\$105,288.83	\$115,500.00	\$190,000.00	165%
4031 - Dental Insurance	\$862.50	\$936.06	\$13,352.00	\$7,250.68	\$7,850.00	\$11,500.00	146%
4032 - Life Insurance	\$60.78	\$80.59	\$57.15	\$550.86	\$600.00	\$800.00	133%
4060 - Unemployment Compensation	\$237.58	\$254.27	\$345.79	\$450.43	\$400.00	\$600.00	150%
4210 - Workmens Comp Insurance	\$4,095.33	\$3,571.61	\$3,874.93	\$4,047.15	\$6,000.00	\$6,000.00	100%
EX15 - Other Personnel Totals	\$18,625.87	\$17,598.47	\$44,629.05	\$117,587.95	\$130,350.00	\$208,900.00	160%
<u>EX30 - Utilities</u>							
4230 - Telephone	\$7,001.98	\$6,401.15	\$6,069.17	\$7,486.68	\$7,000.00	\$8,000.00	114%
4260 - Utilities	\$8,279.73	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
EX30 - Utilities Totals	\$15,281.71	\$6,401.15	\$6,069.17	\$7,486.68	\$7,000.00	\$8,000.00	114%
<u>EX40 - Travel/Training</u>							
4290 - Travel Expense	\$12,483.42	\$6,374.03	\$6,217.70	\$11,702.83	\$13,000.00	\$16,000.00	123%
4320 - Training	\$3,682.50	\$1,303.00	\$5,663.43	\$3,551.72	\$8,000.00	\$11,000.00	138%
4416 - Dues	\$2,592.00	\$2,692.50	\$2,665.00	\$5,924.14	\$7,000.00	\$10,000.00	143%
EX40 - Travel/Training Totals	\$18,757.92	\$10,369.53	\$14,546.13	\$21,178.69	\$28,000.00	\$37,000.00	132%
<u>EX50 - Maintenance & Equipment</u>							
4100 - Maintenance Bldgs	\$3,887.75	\$1.00	\$62.59	\$0.00	\$0.00	\$0.00	
4101 - Maintenance Bldgs Excess	\$5,371.54	\$585.00	\$743.50	\$0.00	\$0.00	\$0.00	
4120 - Maintenance Equipment	\$3,907.44	\$2.84	\$642.75	\$2,278.00	\$0.00	\$0.00	
4150 - Maintenance Grounds	\$40.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
4670 - Maintenance Supplies	\$127.09	\$110.72	\$517.70	\$970.01	\$700.00	\$700.00	100%
EX50 - Maintenance & Equipment Totals	\$13,333.82	\$699.56	\$1,966.54	\$3,248.01	\$700.00	\$700.00	100%
<u>EX60 - Operating Expenses</u>							
4220 - General Insurance	\$18,706.67	\$18,621.99	\$15,095.51	\$16,030.33	\$22,000.00	\$25,000.00	114%
4330 - Postage	\$3,367.21	\$4,600.12	\$4,736.12	\$8,197.64	\$6,400.00	\$9,000.00	141%
4340 - Computer Services	(\$77,330.32)	\$27,326.75	\$17,776.10	\$14,252.78	\$8,000.00	\$13,090.00	164%
4345 - IT Support/Services	\$260,575.03	\$78,946.46	\$15,359.33	\$17,396.10	\$23,100.00	\$23,800.00	103%
4350 - Printing & Publishing	\$10,354.50	\$4,645.40	\$13,535.57	\$5,788.74	\$22,000.00	\$10,000.00	45%
4351 - Recording Fees	\$0.00	\$1.00	\$12.00	\$13.00	\$0.00	\$0.00	
4360 - Accounting Services	\$4,216.69	\$5,302.00	\$4,504.48	\$5,252.00	\$10,000.00	\$8,000.00	80%

Annual Budget by Classification - Administration

	Detail						
4380 - Legal Services	\$4,355.63	\$10,443.08	\$5,245.89	\$12,686.75	\$10,000.00	\$10,000.00	100%
4390 - Professional Service	\$3,791.66	\$1,513.87	\$7,950.97	\$6,733.36	\$9,000.00	\$3,500.00	39%
4640 - Computer Supplies	\$10,019.41	\$898.15	\$160.22	\$192.86	\$1,000.00	\$500.00	50%
4650 - Office Supplies	\$13,769.84	\$10,773.42	\$17,927.68	\$15,574.14	\$8,000.00	\$8,000.00	100%
4680 - Operating Supplies	\$1,911.15	\$2,710.96	\$765.36	\$862.77	\$1,000.00	\$500.00	50%
4710 - Publications	\$2,119.55	\$1,892.06	\$1,265.77	\$1,157.44	\$1,500.00	\$1,500.00	100%
4801 - Recognition Dinner	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
4811 - Officers Expense	\$12,355.86	\$8,883.56	\$8,940.01	\$15,134.76	\$15,000.00	\$20,000.00	133%
4954 - Equipment Lease Payment	\$3,227.07	\$2,298.77	\$2,183.94	\$2,227.50	\$3,000.00	\$2,400.00	80%
EX60 - Operating Expenses Totals	\$271,439.95	\$178,857.59	\$115,458.95	\$121,500.17	\$140,000.00	\$135,290.00	97%
<u>EX70 - Miscellaneous</u>							
4809 - Miscellaneous Expense	\$1,016.10	\$2,596.57	\$2,393.72	\$787.38	\$3,000.00	\$5,000.00	167%
EX70 - Miscellaneous Totals	\$1,016.10	\$2,596.57	\$2,393.72	\$787.38	\$3,000.00	\$5,000.00	167%
<u>EX71 - Capital Expenditures</u>							
4840 - Equipment	\$164,531.49	\$24,440.00	\$0.00	\$0.00	\$255,000.00	\$5,000.00	2%
EX71 - Capital Expenditures Totals	\$164,531.49	\$24,440.00	\$0.00	\$0.00	\$255,000.00	\$5,000.00	2%
<u>EX83 - Loan Payable - principal</u>							
4955 - Loan payment-principal	\$1,603.54	\$2,669.23	\$1,207.85	(\$2,227.50)	\$6,000.00	\$6,000.00	100%
5000 - Interest - Loans	\$310.30	\$173.00	\$1,320.72	\$0.00	\$0.00	\$0.00	
EX83 - Loan Payable - principal Totals	\$1,913.84	\$2,842.23	\$2,528.57	(\$2,227.50)	\$6,000.00	\$6,000.00	100%
Expenditure Totals	\$570,890.82	\$299,720.87	\$245,785.72	\$885,751.94	\$1,183,000.00	\$1,211,390.00	102%
Fund Total: General Fund	(\$570,890.82)	(\$299,720.87)	(\$245,785.72)	(\$885,751.94)	(\$1,183,000.00)	(\$1,211,390.00)	102%
Revenue Grand Totals:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++
Expenditure Grand Totals:	\$570,890.82	\$299,720.87	\$245,785.72	\$885,751.94	\$1,183,000.00	\$1,211,390.00	102%
Net Grand Totals:	(\$570,890.82)	(\$299,720.87)	(\$245,785.72)	(\$885,751.94)	(\$1,183,000.00)	(\$1,211,390.00)	102%