



Purpose

The Clerk's Office is responsible for maintaining and updating the cemetery database, updating the cemetery map, keeping an accurate record of veteran's burials, processing grave opening payments, delivering grave open orders to the Parks and Recreation Department, processing payments for lot sales, processing payments for foundations, and providing customer service to the citizens on a pre-need basis in lot sales, in a professional yet caring atmosphere. Care and maintenance of the cemetery grounds is provided by the Parks Department.

Accomplishments

- ❖ Sold twenty graves including three transfers which amounted to \$8,425 of which 50% was placed in the Perpetual Care Fund.
- ❖ Perpetual Trust Fund balance is \$621,500 (market value as of 10/31/13)
- ❖ Grave openings generated \$13,000
- ❖ Grave openings to date: 16 (7 cremains)
- ❖ Continued to provide a fiscally responsible budget.
- ❖ Pruned Japanese maples at front of cemetery for clearance and structure.
- ❖ Removed lightning damaged sweetgum tree.
- ❖ Repaired vase and vase holders throughout Cemetery as needed.
- ❖ Lager Monument Company completed the second phase of monument repair completing the Tiedemann Section of the Cemetery and repairing several other monuments just outside that section.
- ❖ Completed entry of graveside data into a geographic information system (GIS).
- ❖ Added storage for fill and top soil for graves.

Goals and Objectives

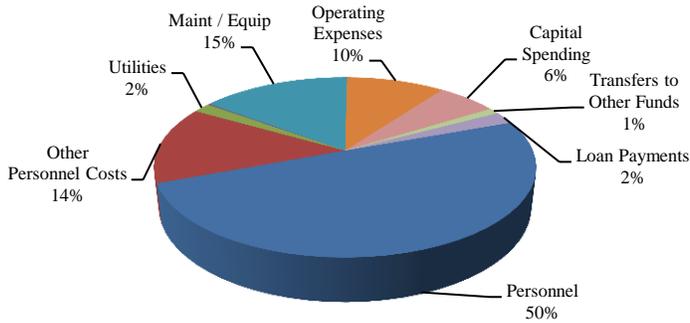
- ❖ Professionally maintain the Cemetery grounds.
- ❖ Improve health, appearance and vigor of turf grass through fertilization and over seeding.
- ❖ Provide burial services as requested; including interment and disinterment services.
- ❖ Repair vase and vase holders in Cemetery as needed.
- ❖ Development of master Cemetery landscape plan.
- ❖ Add 48" standing mower for turf maintenance – allowing for greater visibility and access around monuments.
- ❖ Fuel and pesticide storage improvements:
 - Existing diesel tank to be removed and replaced with a new, better secured and double walled 500 gallon tank at the new maintenance facility. This will service all of park maintenance and truck mounted diesel transfer tanks. A smaller, 50 gallon capacity, OSHA compliant cabinet is planned to be used at the Cemetery to service smaller equipment.
 - Current pesticide bulk storage to be relocated, stored and secured in compliant storage at new park maintenance facility. All pesticide storage will be centralized in new park maintenance facility.
- ❖ Asset and equipment inventory control:
 - Small gas powered equipment and hand tools to be secured in equipment cage.

Cemetery Fund 01-59

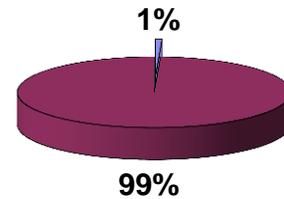
Category	FY15 Budget	FY14 Budget	% Change
Personnel Costs	\$62	\$58	7%
Other Personnel Costs	\$17	\$17	0%
Utilities	\$2	\$2	0%
Travel/Training	\$0	\$0	0%
Maintenance/Equip	\$19	\$22	(14)%
Operating Expenses	\$12	\$35	(66)%
Capital Spending	\$8	\$0	100%
Transfers to Other Funds	\$1	\$0	100%
Loan Payments	\$3	\$6	(50)%
TOTAL	\$124	\$140	(11)%

➤ FY15 includes an increase for seasonal wages and capital equipment of a 48" standing mower and a reduction in professional services

FY15 Budget by Category

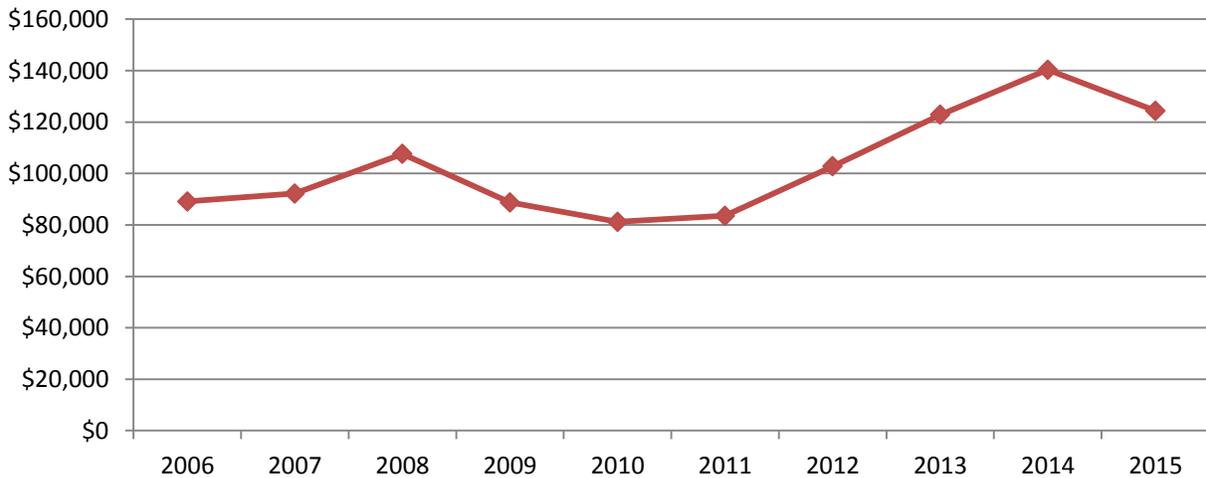


Cemetery as a Percentage of the General Fund Budget



Expense Trend - Cemetery

2006-2013 Actual
2014-2015 Budget



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: 59 - Cemetery							
EX10 - Personnel							
4000	Salaries	22,964.87	19,387.04	20,593.82	45,000.00	45,000.00	0%
4002	Seasonal Wages	13,508.63	10,424.40	1,904.00	10,000.00	15,000.00	50%
4005	Overtime Wages	2,832.63	1,719.68	1,192.77	2,500.00	2,000.00	-20%
Account Classification Total: EX10 - Personnel		\$39,306.13	\$31,531.12	\$23,690.59	\$57,500.00	\$62,000.00	8%
EX15 - Other Personnel							
4030	Hospitalization Insurance	8,981.71	8,275.64	6,945.47	13,000.00	13,100.00	1%
4031	Dental Insurance	514.61	544.93	450.53	600.00	600.00	0%
4032	Life Insurance	33.04	29.24	22.02	50.00	50.00	0%
4060	Unemployment Compensation	345.79	450.43	483.07	400.00	500.00	25%
4210	Workmens Comp Insurance	2,430.77	1,507.23	1,503.22	2,600.00	2,600.00	0%
4690	Uniforms	267.00	484.09	448.83	500.00	500.00	0%
Account Classification Total: EX15 - Other Personnel		\$12,572.92	\$11,291.56	\$9,853.14	\$17,150.00	\$17,350.00	1%
EX30 - Utilities							
4230	Telephone	0.00	0.00	128.77	360.00	360.00	0%
4260	Utilities	1,447.48	1,595.70	1,518.38	1,600.00	1,800.00	13%
Account Classification Total: EX30 - Utilities		\$1,447.48	\$1,595.70	\$1,647.15	\$1,960.00	\$2,160.00	10%
EX40 - Travel/Training							
4320	Training	0.00	100.00	234.88	250.00	250.00	0%
Account Classification Total: EX40 - Travel/Training		\$0.00	\$100.00	\$234.88	\$250.00	\$250.00	0%
EX50 - Maintenance & Equipment							
4100	Maintenance Bldgs	407.50	481.82	994.64	9,000.00	5,000.00	-44%
4110	Maintenance Vehicles	1,210.38	1,302.14	1,199.76	2,000.00	2,000.00	0%
4120	Maintenance Equipment	1,940.82	473.57	2,759.01	2,500.00	2,500.00	0%
4150	Maintenance Grounds	1,592.10	2,145.86	2,200.55	4,000.00	3,000.00	-25%
4200	Tree Removal	518.75	400.00	2,170.00	1,200.00	1,200.00	0%
4655	Equipment- Non-capital	1,671.72	725.00	650.38	1,000.00	3,500.00	250%
4670	Maintenance Supplies	2,004.16	2,019.03	2,197.75	2,000.00	1,500.00	-25%
Account Classification Total: EX50 - Maintenance & Equipment		\$9,345.43	\$7,547.42	\$12,172.09	\$21,700.00	\$18,700.00	-14%
EX60 - Operating Expenses							
4190	Snow Removal	0.00	0.00	0.00	0.00	250.00	100%
4220	General Insurance	449.88	468.70	510.64	500.00	750.00	50%
4280	Rental	0.00	581.00	252.00	500.00	1,050.00	110%
4350	Printing & Publishing	35.00	160.00	135.00	100.00	100.00	0%
4380	Legal Services	0.00	40.17	0.00	0.00	0.00	0%
4390	Professional Service	1,359.84	444.88	26,398.85	25,000.00	2,000.00	-92%
4650	Office Supplies	78.97	(1,001.56)	589.47	100.00	250.00	150%
4660	Gasoline & Oil	3,280.24	2,459.60	3,387.29	4,500.00	4,500.00	0%
4675	Chemicals	0.00	0.00	0.00	0.00	250.00	100%
4680	Operating Supplies	390.51	50.63	209.16	250.00	250.00	0%
4685	Landscaping Supplies	115.40	773.00	253.95	750.00	750.00	0%
4883	Markers & Vases	150.00	5,841.00	620.00	3,000.00	2,000.00	-33%

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
4891	Tree Program	100.00	125.00	0.00	250.00	200.00	-20%
Account Classification Total: EX60 - Operating Expenses		\$5,959.84	\$9,942.42	\$32,356.36	\$34,950.00	\$12,350.00	-65%
EX70 - Miscellaneous							
4809	Miscellaneous Expense	0.00	27.96	295.97	250.00	0.00	-100%
Account Classification Total: EX70 - Miscellaneous		\$0.00	\$27.96	\$295.97	\$250.00	\$0.00	-100%
EX71 - Capital Expenditures							
4840	Equipment	0.00	22,030.00	0.00	0.00	7,500.00	100%
Account Classification Total: EX71 - Capital Expenditures		\$0.00	\$22,030.00	\$0.00	\$0.00	\$7,500.00	100%
EX73 - Transfer to Reserves							
4821	Reserve	0.00	0.00	0.00	0.00	1,350.00	100%
Account Classification Total: EX73 - Transfer to Reserves		\$0.00	\$0.00	\$0.00	\$0.00	\$1,350.00	100%
EX83 - Loan Payable - principal							
4955	Loan payment-principal	13,933.00	17,907.45	5,948.20	6,225.00	2,700.00	-57%
5000	Interest - Loans	997.88	845.22	603.44	330.00	35.00	-89%
Account Classification Total: EX83 - Loan Payable - principal		\$14,930.88	\$18,752.67	\$6,551.64	\$6,555.00	\$2,735.00	-58%
Department Total: 59 - Cemetery		\$83,562.68	\$102,818.85	\$86,801.82	\$140,315.00	\$124,395.00	-11%