



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 seven graves including three transfers which amounted to \$7,500 Of which \$3,750 was placed in the Perpetual Care Fund.
- ❖ Grave openings generated \$13,950; 23 Openings; 8/23 Cremins.
- ❖ Continued to provide a fiscally responsible budget.
- ❖ Continued development of a tree and landscaping program.
- ❖ Pruned trees to improve branch structure, removed damaged or dead branches, and removed sucker growth.
- ❖ Removed two Sweet Gum trees, near the West entry.
- ❖ Replaced the outdated funeral seating equipment.
- ❖ Repaired vase & vase holders throughout Cemetery as needed.
- ❖ Replaced the monument foundations of several flat grave markers in section E.
- ❖ Backfilled and improved the slope transition to the road way.
- ❖ Lager Monument Co completed the first phase of monument repair in the Tiedemann Section of the Cemetery.
- ❖ Posted aerial maps of the Cemetery on the City of O'Fallon web page public gallery.
- ❖ Began entering the gravesite information in the GIS system – the ultimate goal is to provide an interactive map for the public to utilize when locating a grave site.

Goals and Objectives

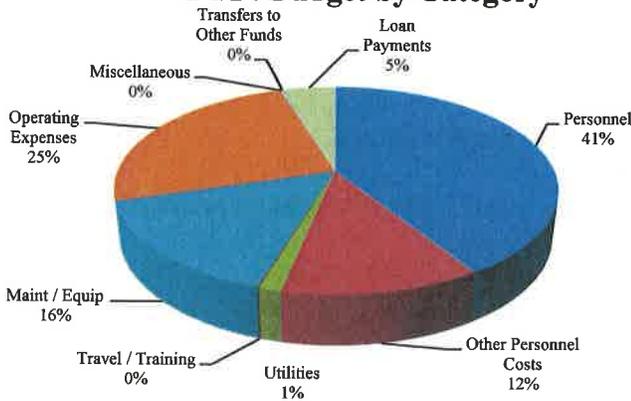
- ❖ Continue development/maintenance of the trees & landscapes.
- ❖ Continue the rehab of the grounds to remove ruts and depressions (aerate, fertilize & over seed)
 - The drought of 2012, followed by a wet period, has resulted in expedited settling of graves throughout the Cemetery. We will work on backfilling more low areas, seeding & fertilizing this year.
- ❖ Begin 2nd phase of overall site rehab based on 2011 needs assessment.
 - Continue with monument repair in Tiedemann Section.
 - Repair other monuments based on need.
- ❖ Continue with routine monument & vase repair.
- ❖ Continue with the conversion of gravesite data to the GIS system and work toward making a user friendly map that allows the Public Access to Cemetery information.

Cemetery Fund 01-59

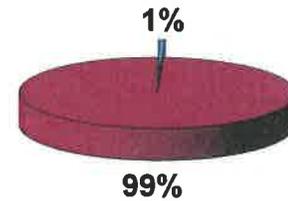
Category	FY14 Budget	FY13 Budget	% Change
Personnel Costs	\$58	\$38	53%
Other Personnel Costs	\$17	\$13	29%
Utilities	\$2	\$2	(2)%
Travel/Training	\$0	\$0	0%
Maintenance/Equip	\$22	\$15	47%
Operating Expenses	\$35	\$33	5%
Miscellaneous	\$0	\$0	0%
Transfers to Other Funds	\$0	\$15	(100)%
Loan Payments	\$6	\$7	0%
TOTAL	\$140	\$123	14%

- FY14 includes personnel reclass from Parks to Cemetery
- FY14 increase for Maintenance/Equipment is for Access Control & Security Upgrades

FY14 Budget by Category

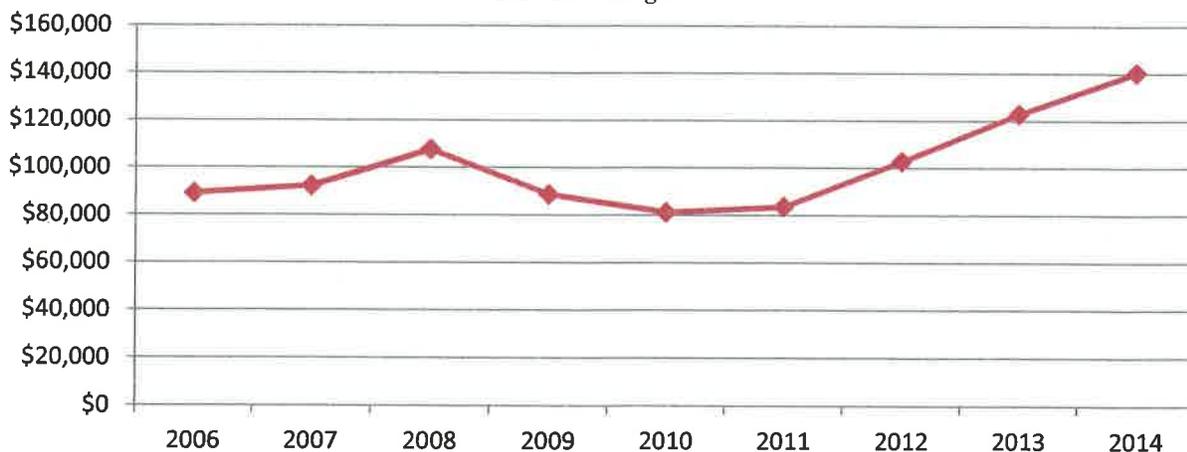


Cemetery as a Percentage of the General Fund Budget



Expense Trend - Cemetery

2006-2012 Actual
2013-2014 Budget



Annual Budget by Classification - Cemetery

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	\$10,666.35	\$23,958.01	\$22,964.87	\$19,387.04	\$20,000.00	\$45,000.00	225%
4001 - Part Time Salaries	\$0.00	\$132.00	\$0.00	\$0.00	\$0.00	\$0.00	
4002 - Seasonal Wages	\$11,405.84	\$15,491.26	\$13,508.63	\$10,424.40	\$15,000.00	\$10,000.00	67%
4005 - Overtime Wages	\$1,017.22	\$192.04	\$2,832.63	\$1,719.68	\$2,500.00	\$2,500.00	100%
EX10 - Personnel Totals	\$23,089.41	\$39,773.31	\$39,306.13	\$31,531.12	\$37,500.00	\$57,500.00	153%
<u>EX15 - Other Personnel</u>							
4030 - Hospitalization Insurance	\$2,137.46	\$8,169.68	\$8,981.71	\$8,275.64	\$9,200.00	\$13,000.00	141%
4031 - Dental Insurance	\$66.00	\$440.24	\$514.61	\$544.93	\$600.00	\$600.00	100%
4032 - Life Insurance	\$10.61	\$36.10	\$33.04	\$29.24	\$50.00	\$50.00	100%
4060 - Unemployment Compensation	\$237.58	\$254.27	\$345.79	\$450.43	\$350.00	\$400.00	114%
4210 - Workmens Comp Insurance	\$763.40	\$1,428.63	\$2,430.77	\$1,507.23	\$2,600.00	\$2,600.00	100%
4690 - Uniforms	\$269.21	\$299.80	\$267.00	\$484.09	\$500.00	\$500.00	100%
EX15 - Other Personnel Totals	\$3,484.26	\$10,628.72	\$12,572.92	\$11,291.56	\$13,300.00	\$17,150.00	129%
<u>EX30 - Utilities</u>							
4230 - Telephone	\$449.40	\$0.00	\$0.00	\$0.00	\$500.00	\$360.00	72%
4260 - Utilities	\$1,309.60	\$899.73	\$1,447.48	\$1,595.70	\$1,500.00	\$1,600.00	107%
EX30 - Utilities Totals	\$1,759.00	\$899.73	\$1,447.48	\$1,595.70	\$2,000.00	\$1,960.00	98%
<u>EX40 - Travel/Training</u>							
4320 - Training	\$206.50	\$0.00	\$0.00	\$100.00	\$250.00	\$250.00	100%
EX40 - Travel/Training Totals	\$206.50	\$0.00	\$0.00	\$100.00	\$250.00	\$250.00	100%
<u>EX50 - Maintenance & Equipment</u>							
4100 - Maintenance Bldgs	\$399.34	\$2,109.68	\$407.50	\$481.82	\$2,500.00	\$9,000.00	360%
4110 - Maintenance Vehicles	\$5,536.25	\$276.66	\$1,210.38	\$1,302.14	\$2,000.00	\$2,000.00	100%
4120 - Maintenance Equipment	\$1,595.30	\$2,575.39	\$1,940.82	\$473.57	\$2,500.00	\$2,500.00	100%
4150 - Maintenance Grounds	\$3,198.55	\$794.00	\$1,592.10	\$2,145.86	\$3,600.00	\$4,000.00	111%
4200 - Tree Removal	\$1,167.25	\$154.61	\$518.75	\$400.00	\$1,200.00	\$1,200.00	100%
4655 - Equipment- Non-capital	\$0.00	\$4,201.50	\$1,671.72	\$725.00	\$1,000.00	\$1,000.00	100%
4670 - Maintenance Supplies	\$2,161.21	\$952.56	\$2,004.16	\$2,019.03	\$2,000.00	\$2,000.00	100%
EX50 - Maintenance & Equipment Totals	\$14,057.90	\$11,064.40	\$9,345.43	\$7,547.42	\$14,800.00	\$21,700.00	147%
<u>EX60 - Operating Expenses</u>							
4220 - General Insurance	\$421.73	\$455.04	\$449.88	\$468.70	\$600.00	\$500.00	83%
4280 - Rental	\$0.00	\$150.00	\$0.00	\$581.00	\$500.00	\$500.00	100%
4350 - Printing & Publishing	\$0.00	\$0.00	\$35.00	\$160.00	\$100.00	\$100.00	100%
4380 - Legal Services	\$0.00	\$0.00	\$0.00	\$40.17	\$0.00	\$0.00	
4390 - Professional Service	\$805.00	\$1,281.00	\$1,359.84	\$444.88	\$25,000.00	\$25,000.00	100%
4650 - Office Supplies	\$72.27	\$133.02	\$78.97	(\$1,001.56)	\$100.00	\$100.00	100%

Annual Budget by Classification - Cemetery

Detail

4660 - Gasoline & Oil	\$2,433.33	\$2,217.60	\$3,280.24	\$2,459.60	\$2,500.00	\$4,500.00	180%
4680 - Operating Supplies	\$196.92	\$237.11	\$390.51	\$50.63	\$250.00	\$250.00	100%
4685 - Landscaping Supplies	\$0.00	\$0.00	\$115.40	\$773.00	\$750.00	\$750.00	100%
4883 - Markers & Vases	\$187.00	\$153.49	\$150.00	\$5,841.00	\$3,000.00	\$3,000.00	100%
4891 - Tree Program	\$150.00	\$0.00	\$100.00	\$125.00	\$500.00	\$250.00	50%
EX60 - Operating Expenses Totals	\$4,266.25	\$4,627.26	\$5,959.84	\$9,942.42	\$33,300.00	\$34,950.00	105%
<u>EX70 - Miscellaneous</u>							
4809 - Miscellaneous Expense	\$50.00	\$0.00	\$0.00	\$27.96	\$250.00	\$250.00	100%
EX70 - Miscellaneous Totals	\$50.00	\$0.00	\$0.00	\$27.96	\$250.00	\$250.00	100%
<u>EX71 - Capital Expenditures</u>							
4833 - Vehicles	\$4,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
4840 - Equipment	\$37,324.81	\$0.00	\$0.00	\$22,030.00	\$0.00	\$0.00	
EX71 - Capital Expenditures Totals	\$41,824.81	\$0.00	\$0.00	\$22,030.00	\$0.00	\$0.00	+++
<u>EX72 - Transfers to Other Funds</u>							
4989 - Transfers	\$0.00	\$0.00	\$0.00	\$0.00	\$14,885.00	\$0.00	0%
EX72 - Transfers to Other Funds Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$14,885.00	\$0.00	0%
<u>EX83 - Loan Payable - principal</u>							
4955 - Loan payment-principal	\$0.00	\$13,321.16	\$13,933.00	\$17,907.45	\$5,925.00	\$6,225.00	105%
5000 - Interest - Loans	\$0.00	\$1,606.72	\$997.88	\$845.22	\$630.00	\$330.00	52%
EX83 - Loan Payable - principal Totals	\$0.00	\$14,927.88	\$14,930.88	\$18,752.67	\$6,555.00	\$6,555.00	100%
Expenditure Totals	\$88,738.13	\$81,921.30	\$83,562.68	\$102,818.85	\$122,840.00	\$140,315.00	114%
Fund Total: General Fund	(\$88,738.13)	(\$81,921.30)	(\$83,562.68)	(\$102,818.85)	(\$122,840.00)	(\$140,315.00)	114%
Revenue Grand Totals:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++
Expenditure Grand Totals:	\$88,738.13	\$81,921.30	\$83,562.68	\$102,818.85	\$122,840.00	\$140,315.00	114%
Net Grand Totals:	(\$88,738.13)	(\$81,921.30)	(\$83,562.68)	(\$102,818.85)	(\$122,840.00)	(\$140,315.00)	114%