



## Purpose

*The Community Development Department is responsible for helping create an environment safe for businesses and families to invest their time, energy, and resources in our community. We do this by providing predictable and consistently high standards for development and construction within the City with the goal of preserving neighborhood character, enhancing the City's quality of life, preserving and protecting property values, improving quality of design, and ensuring quality construction and safety of buildings and property within the City of O'Fallon.*

*The Economic Development Division and Planning and Zoning Division serve as professional resources to the elected and appointed officials and the community at large in the areas of zoning, subdivision and site plan review, economic and business development, and long range planning. The Building and Code Enforcement Division administers all building operations, such as building permits, occupancy permits, floodplain management, property maintenance and code enforcement, and all associated inspections.*

## Accomplishments

- ❖ Worked on two annexation petitions and agreements totaling six acres.
- ❖ Reviewed four final plats and minor subdivision plats totaling 56 new lots, including North Parc Grove and Illini Trails, 2<sup>nd</sup> Addition.
- ❖ Conducted over 4,000 inspections of all types in 2013.
- ❖ Performed zoning reviews and verifications on 90 new businesses (up from 77 in 2012), including 30 requests for home occupations (up from 16 in 2012).
- ❖ Managed zoning, permitting, and inspections on 84 new SF homes (down from 101 in 2012). Approximately 380 new SF homes were built in all of St. Clair County in 2012 (down from 414 in 2012).
- ❖ Performed 230 commercial occupancy inspections (up from 220 in 2012).
- ❖ Developer completed Rasp Farm grading and detention pond (awaiting developer submission of office park final plans).
- ❖ Began coordination on HSHS medical campus, including preparation for improvements to Green Mount Road.
- ❖ Staff involvement in various professional activities: Jeff Stehman – President of the Illinois Council of Code Administrators (ICCA); Ted Shekell – Trainer on Annexation and Development Agreements, Public Ethics, and Effective Public meetings for the UMSL Chancellor's Certificate Program in Planning and Zoning. Ted also began serving on the Illinois Municipal League Policy Committee for Land Use, Zoning, and Annexations.
- ❖ Provided plan review and inspection on commercial sprinkler systems, fire alarm systems, and hood suppression systems.
- ❖ Coordinated the City's monthly Historic Preservation Commission activities, including historic landmark designation of St. Clare School and Marie Schaefer Gymnasium.
- ❖ Assisted engineering to remediate the old Clark Station site downtown.
- ❖ Coordinated the third year of the Crime-Free Housing Program in conjunction with the O'Fallon Police Department.
- ❖ Coordinated acquisition and demolition of derelict properties at 114 Carbon Hill and 401 E Adams.
- ❖ Coordinated the proposals for sale of city owned land for North Parc Grove subdivision.
- ❖ Completed new Economic Development Website.
- ❖ Reviewed and approved 50 special event permits.
- ❖ Reviewed and approved 69 sign permits.
- ❖ Reviewed plans for and inspected construction of 76 new and remodeled commercial projects.
- ❖ Provided general planning and economic development support for the City's Strategic Plan.

# Community Development

## Fund 01-56

- ❖ Worked with the following business on the review, approval, and inspection of their new construction or remodel projects during 2013; includes approximate cost estimate of construction:

<b>Business</b>	<b>Activity</b>	<b>Value</b>
Adams School of Dance	Remodel	\$17,000
Veteran United Home Loan	Remodel	\$20,000
First Bank Tenant Finish	Finish	\$35,000
All About Eyes	Finish	\$40,000
Benjamin F. Edwards	Finish	\$69,000
Sleep Lab	Finish	\$80,000
LaCasa Mexicana Restaurant	Finish	\$80,000
Subway	Finish	\$80,000
Schnuck's	Remodel	\$86,486
Syberg's	Remodel	\$100,000
Salvatore Cincotta Photography	Remodel	\$725,000
PET Dairy Dock Enclosure	Remodel	\$114,500
CVS	Remodel	\$165,000
Sandberg Phoenix von Gontard	Finish	\$368,913
Todd Holland Office	New Construction	\$636,612
Auffenberg Hyundai	Addition	\$850,000
RAI Care Dialysis Center	Finish	\$930,000
City of O'Fallon Park Building	New Construction	\$1,065,000
Central Park Retail Center (shell)	New Construction	\$1,338,550
First Baptist Church	Addition	\$5,440,899
Colonnade Senior Living Center	Remodel	\$8,100,000

### *Goals and Objectives*

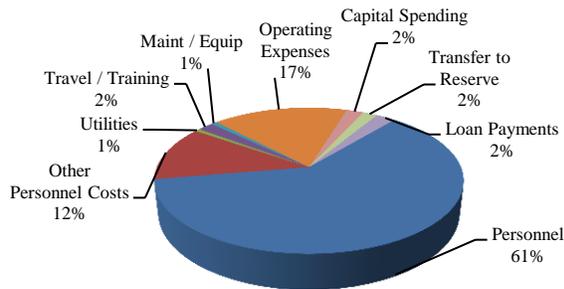
- ❖ Complete eGov Permitting Module, which will establish the ability to apply for permits and land use applications online, with payment and signature options. This would also apply to the Crime Free Program and Business/Liquor Licenses.
- ❖ Continue to provide support to the Police Department for the administration and licensing of the new Crime-Free Housing Program; maintain on-going administrative activity and Govern licensing support for PD.
- ❖ Maintain good coordination with Fire Department on common building issues and required inspections, especially in light of their recent addition of a fire inspector/educator.
- ❖ Perform Senior Citizen Assessment for O'Fallon, with assistance from the Area Agency on Aging. Look to provide a broader range of housing types for Seniors.
- ❖ Continue to provide Planning and Economic Development assistance on implementation of the City's Strategic Plan.
- ❖ Continue to adequately manage increased number of complaints, due primarily to foreclosures and the housing crisis.
- ❖ Economic Development – Continue to seek opportunities to improve business climate, including maintaining a balance between planning/zoning/building requirements and the needs of the business community.
- ❖ Coordinate final site/building plan approval for HSHS Medical Campus.
- ❖ Encourage development of Rock Springs residential project.
- ❖ Work to fill any vacant storefronts; increase focus on downtown refurbishing and redevelopment.
- ❖ Evaluate needs/opportunities in the older parts of town; including Southview, Lincoln, and downtown.
- ❖ Encourage new development in the Central Park, Green Mount, and Rasp Farm TIF's, as well as throughout the City.
- ❖ Implement International Energy Conservation Code - the residential requirements were recently being adopted by the State of Illinois with cities being mandated to implement these requirements at the local level on all new one and two family homes. Update ICC codes.
- ❖ Continue to streamline development and building plan review process.
- ❖ Work on development plans for the proposed Exit 21 location. Prepare for 2014 start of new interchange project.
- ❖ Work with Heartlands Conservancy on funded IEPA grant to identify projects for implementing sustainable drainage practices in O'Fallon.

# Community Development Fund 01-56

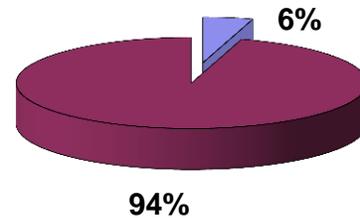
Category	FY15 Budget	FY14 Budget	% Change
Personnel Costs	\$573	\$562	2%
Other Personnel Costs	\$114	\$137	(17)%
Utilities	\$6	\$7	(14)%
Travel/Training	\$18	\$21	(12)%
Maintenance/Equip	\$7	\$8	(18)%
Operating Expenses	\$159	\$148	7%
Miscellaneous	\$1	\$1	0%
Capital Spending	\$19	\$0	100%
Transfer to Reserves	\$17	\$0	100%
Loan Payments	\$22	\$18	28%
<b>TOTAL</b>	<b>\$936</b>	<b>\$902</b>	<b>4%</b>

	2013	2012	2011
<b>Building Permit Information</b>			
Total Permits	492	445	402
Total Permits \$000s	\$52,550	\$66,298	\$46,364
SF Homes	84	101	95
SF Homes \$000s	\$23,796	\$26,912	\$27,090
Residential Add & Alt	187	199	158
Residential Add & Alt \$000s	\$3,285	\$3,293	\$2,448
New Commercial	3	5	33
New Commercial \$000s	\$1,980	\$27,202	\$10,677
Commercial Add & Alt	68	71	47
Commercial Add & Alt \$000s	\$18,144	\$4,461	\$5,828
Govt/Public New	2	0	0
Govt/Public New \$000s	\$4,688	\$0	\$0
Govt/Public Add & Alt	0	2	0
Govt/Public Add & Alt \$000s	\$0	\$3,980	\$0
PC and ZHO Petitions Filed	11	19	13
Code Enforcement Complaints	1059	921	707
<b>Occupancy Permit-Residential</b>			
# Applied	1074	1064	1065
# New Inspections	1113	1067	1117
# Re-inspected	940	1006	851

**FY15 Budget by Category**

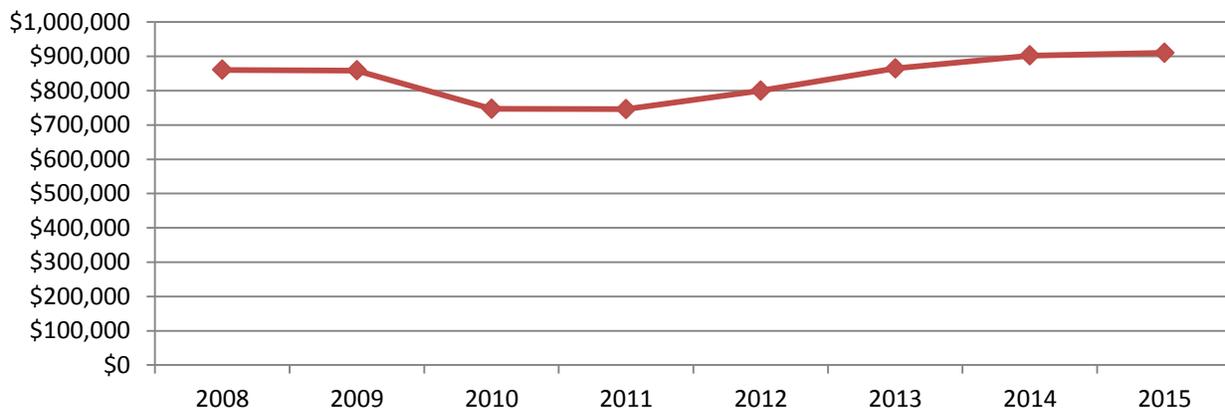


**Community Development  
as a Percentage of the  
General Fund Budget**



**Expense Trend - Community Development**

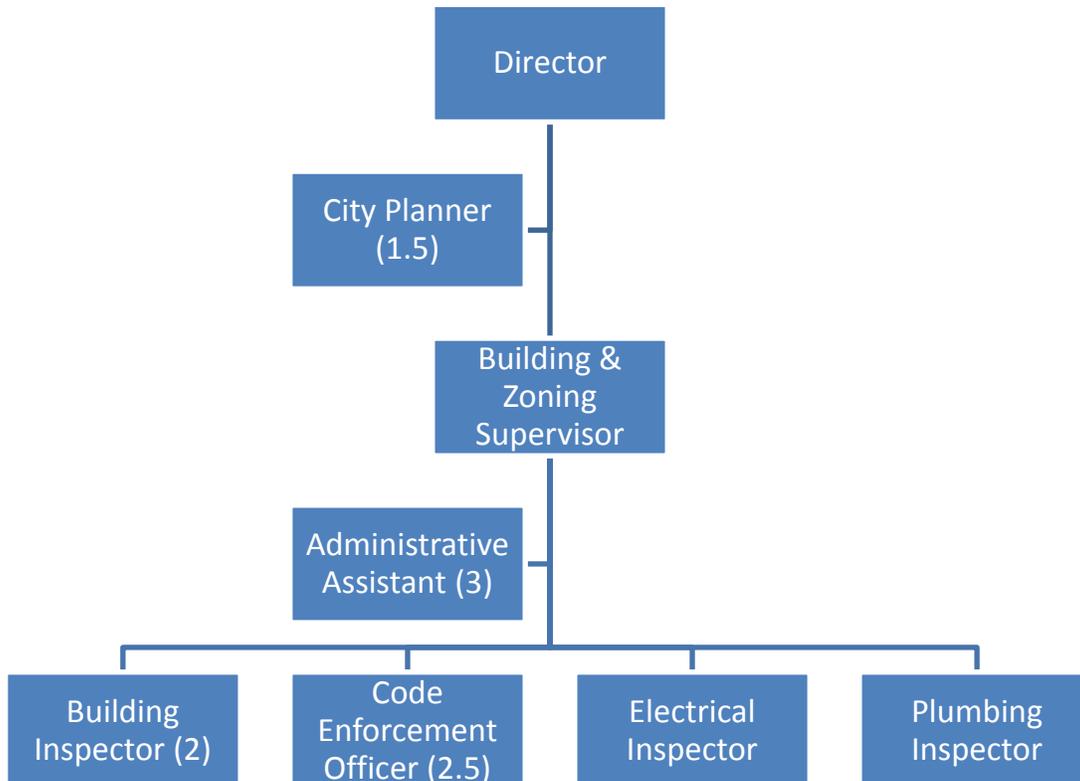
2008-2013 Actual  
2014-2015 Budget



**Personnel**

Position	FY09	FY10	FY11	FY12	FY13	FY14	FY15
Planning Director	1	1	1	1	1	1	1
Building and Zoning Supervisor	1	1	1	1	1	1	1
Assistant City Planner	1	0	0	0	0	0	.5
Senior City Planner	1	1	1	1	1	1	1
Building Inspector Commercial	1	1	1	1	1	1	1
Building Inspector Residential	1	0	0	0	0	0	0
Building Inspector Combined	1	1	1	1	1	1	1
Code Enforcement Officer	2	2	2.25	2.25	2.25	2.5	2.5
Electrical Inspector	.25	.25	.25	.25	.25	.25	.25
Plumbing Inspector	.25	.25	.25	.25	.25	.25	.25
Administrative Assistant II	2	2	2	2	2	2	2
Administrative Assistant I	1	0	.5	.5	.5	1	1
<b>TOTAL</b>	<b>12.50</b>	<b>9.50</b>	<b>10.25</b>	<b>10.25</b>	<b>10.25</b>	<b>11.00</b>	<b>11.50</b>

**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
<b>Fund: 01 - General Fund</b>							
<b>Department: 56 - Community Development</b>							
<b>EX10 - Personnel</b>							
4000	Salaries	454,787.46	496,475.91	518,460.92	528,100.00	526,023.00	0%
4001	Part Time Salaries	4,556.00	12,297.91	16,806.20	32,000.00	45,890.00	43%
4005	Overtime Wages	1,549.67	1,517.83	1,088.87	2,000.00	1,500.00	-25%
<b>Account Classification Total: EX10 - Personnel</b>		<b>\$460,893.13</b>	<b>\$510,291.65</b>	<b>\$536,355.99</b>	<b>\$562,100.00</b>	<b>\$573,413.00</b>	<b>2%</b>
<b>EX15 - Other Personnel</b>							
4006	Contracted Services	420.00	70.00	0.00	0.00	0.00	0%
4030	Hospitalization Insurance	80,428.70	88,602.54	95,529.48	120,280.00	100,000.00	-17%
4031	Dental Insurance	4,844.60	5,799.78	5,818.36	7,020.00	6,000.00	-15%
4032	Life Insurance	457.79	542.16	496.98	600.00	602.00	0%
4060	Unemployment Compensation	2,074.69	2,702.62	2,898.49	2,200.00	2,900.00	32%
4210	Workmens Comp Insurance	3,995.46	2,228.92	1,879.02	5,000.00	2,500.00	-50%
4690	Uniforms	1,388.44	1,941.06	2,234.46	2,250.00	2,250.00	0%
<b>Account Classification Total: EX15 - Other Personnel</b>		<b>\$93,609.68</b>	<b>\$101,887.08</b>	<b>\$108,856.79</b>	<b>\$137,350.00</b>	<b>\$114,252.00</b>	<b>-17%</b>
<b>EX30 - Utilities</b>							
4230	Telephone	5,910.23	6,900.55	5,809.04	7,000.00	6,000.00	-14%
<b>Account Classification Total: EX30 - Utilities</b>		<b>\$5,910.23</b>	<b>\$6,900.55</b>	<b>\$5,809.04</b>	<b>\$7,000.00</b>	<b>\$6,000.00</b>	<b>-14%</b>
<b>EX40 - Travel/Training</b>							
4290	Travel Expense	5,112.87	4,561.66	7,355.43	7,000.00	6,000.00	-14%
4300	Automobile Allowance	1,443.62	1,454.79	1,494.36	1,600.00	1,600.00	0%
4320	Training	5,818.47	4,335.25	8,097.50	8,000.00	7,000.00	-13%
4416	Dues	2,857.00	2,710.00	3,583.00	4,000.00	3,500.00	-13%
<b>Account Classification Total: EX40 - Travel/Training</b>		<b>\$15,231.96</b>	<b>\$13,061.70</b>	<b>\$20,530.29</b>	<b>\$20,600.00</b>	<b>\$18,100.00</b>	<b>-12%</b>
<b>EX50 - Maintenance &amp; Equipment</b>							
4100	Maintenance Bldgs	(237.25)	0.00	0.00	0.00	0.00	0%
4110	Maintenance Vehicles	2,509.18	3,130.38	5,177.61	5,000.00	4,000.00	-20%
4120	Maintenance Equipment	160.50	177.00	1,899.75	300.00	300.00	0%
4655	Equipment- Non-capital	4,742.36	2,056.38	3,719.34	2,500.00	2,000.00	-20%
4670	Maintenance Supplies	570.12	791.54	199.05	400.00	400.00	0%
<b>Account Classification Total: EX50 - Maintenance &amp; Equipment</b>		<b>\$7,744.91</b>	<b>\$6,155.30</b>	<b>\$10,995.75</b>	<b>\$8,200.00</b>	<b>\$6,700.00</b>	<b>-18%</b>
<b>EX60 - Operating Expenses</b>							
4220	General Insurance	15,203.61	15,395.99	10,778.92	20,500.00	21,000.00	2%
4330	Postage	6,785.65	6,315.02	7,059.00	7,500.00	7,500.00	0%
4340	Computer Services	28,568.38	14,936.78	31,829.71	30,590.00	34,199.00	12%
4345	IT Support/Services	34,583.60	34,752.73	10,096.82	18,940.00	18,669.00	-1%
4350	Printing & Publishing	4,298.37	2,641.15	2,775.37	4,500.00	3,000.00	-33%
4351	Recording Fees	1,161.00	761.00	1,296.50	2,000.00	1,500.00	-25%
4360	Accounting Services	4,240.69	4,384.50	4,384.50	4,500.00	4,500.00	0%
4380	Legal Services	17,310.30	11,967.63	23,279.30	20,000.00	29,000.00	45%
4390	Professional Service	13,865.08	21,528.02	4,599.95	14,000.00	10,000.00	-29%
4395	Nuisance Abatements	3,650.55	3,875.00	3,790.00	6,000.00	7,000.00	17%
4640	Computer Supplies	394.36	359.03	1,333.08	1,000.00	1,000.00	0%

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
4650	Office Supplies	14,767.35	11,487.82	12,074.30	3,500.00	3,000.00	-14%
4660	Gasoline & Oil	6,506.04	9,570.77	10,259.02	9,000.00	9,500.00	6%
4680	Operating Supplies	976.26	716.34	629.46	750.00	750.00	0%
4710	Publications	6,434.70	1,750.04	4,063.61	3,000.00	5,500.00	83%
4954	Equipment Lease Payment	2,778.32	3,084.79	3,280.41	2,470.00	2,445.00	-1%
<b>Account Classification Total: EX60 - Operating Expenses</b>		<b>\$161,524.26</b>	<b>\$143,526.61</b>	<b>\$131,529.95</b>	<b>\$148,250.00</b>	<b>\$158,563.00</b>	<b>7%</b>
EX70 - Miscellaneous							
4550	Overpayment Refunds	715.87	100.00	260.00	500.00	0.00	-100%
4809	Miscellaneous Expense	909.75	68.27	142.00	500.00	500.00	0%
<b>Account Classification Total: EX70 - Miscellaneous</b>		<b>\$1,625.62</b>	<b>\$168.27</b>	<b>\$402.00</b>	<b>\$1,000.00</b>	<b>\$500.00</b>	<b>-50%</b>
EX71 - Capital Expenditures							
4833	Vehicles	0.00	17,263.00	18,499.00	0.00	19,116.00	100%
4840	Equipment	0.00	0.00	0.00	0.00	0.00	0%
<b>Account Classification Total: EX71 - Capital Expenditures</b>		<b>\$0.00</b>	<b>\$17,263.00</b>	<b>\$18,499.00</b>	<b>\$0.00</b>	<b>\$19,116.00</b>	<b>100%</b>
EX73 - Transfer to Reserves							
4821	Reserve	0.00	0.00	0.00	0.00	17,202.00	100%
<b>Account Classification Total: EX73 - Transfer to Reserves</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$17,202.00</b>	<b>100%</b>
EX83 - Loan Payable - principal							
4955	Loan payment-principal	(1,342.98)	75.01	5,821.81	16,980.00	22,323.00	31%
5000	Interest - Loans	559.84	459.27	535.59	630.00	200.00	-68%
<b>Account Classification Total: EX83 - Loan Payable - principal</b>		<b>(\$783.14)</b>	<b>\$534.28</b>	<b>\$6,357.40</b>	<b>\$17,610.00</b>	<b>\$22,523.00</b>	<b>28%</b>
<b>Department Total: 56 - Community Development</b>		<b>\$745,756.65</b>	<b>\$799,788.44</b>	<b>\$839,336.21</b>	<b>\$902,110.00</b>	<b>\$936,369.00</b>	<b>4%</b>