



## 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 16<sup>th</sup> year in a row
- ❖ After two administrative hearings and negotiations, finally reached settlement agreement with Ameren for utility tax not collected for a number of years on approximately 2,300 residences and businesses

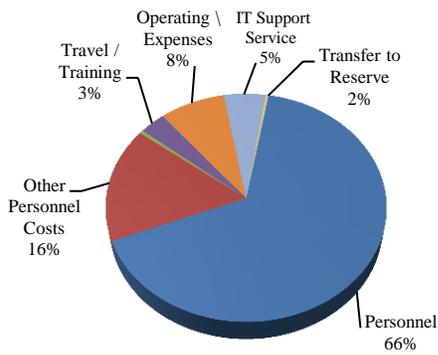
## Goals and Objectives

- ❖ Balance budget for the 17<sup>th</sup> year in a row
- ❖ Complete upgrade of New World computer software for Utility Billing

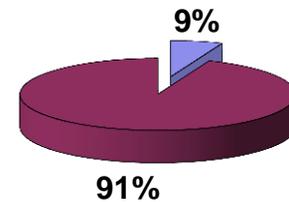
# Administration Fund 01-50

Category	FY16 Budget	FY15 Budget	% Change
Personnel Costs	\$912	\$895	2%
Other Personnel Costs	\$225	\$247	(9)%
Utilities	\$7	\$7	0%
Travel/Training	\$44	\$44	0%
Maintenance/Equip	\$1	\$1	0%
Operating Expenses	\$112	\$106	6%
IT Support Service	\$69	\$29	137%
Miscellaneous	\$2	\$8	(75)%
Capital Spending	\$5	\$5	0%
Loan Payments	\$0	\$9	(100)%
<b>TOTAL</b>	<b>\$1,377</b>	<b>\$1,351</b>	<b>2%</b>

**FY16 Budget by Category**



**Administration as a Percentage of the City's General Fund Budget**

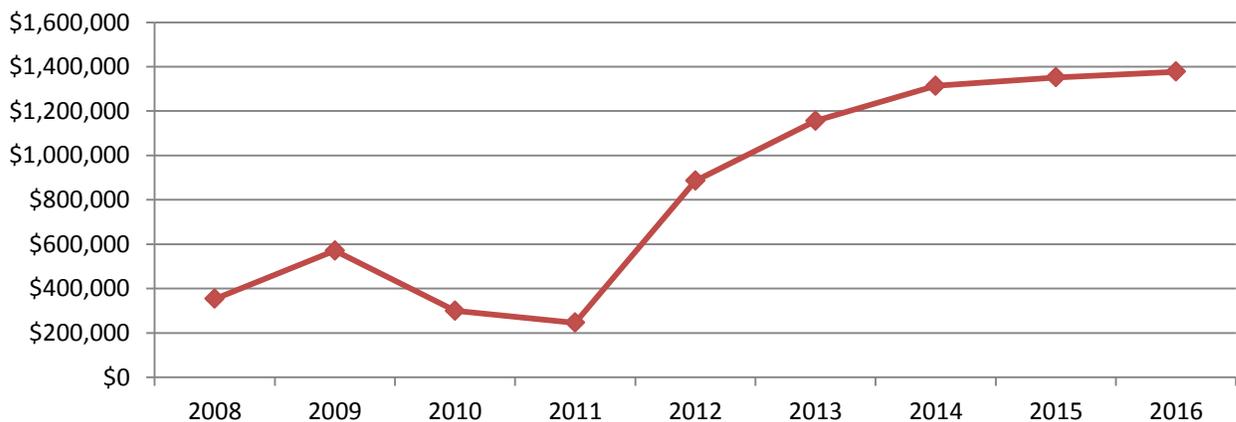


**Expense Trend - Administration**

2012 includes reclass for support staff

2008-2014 Actual

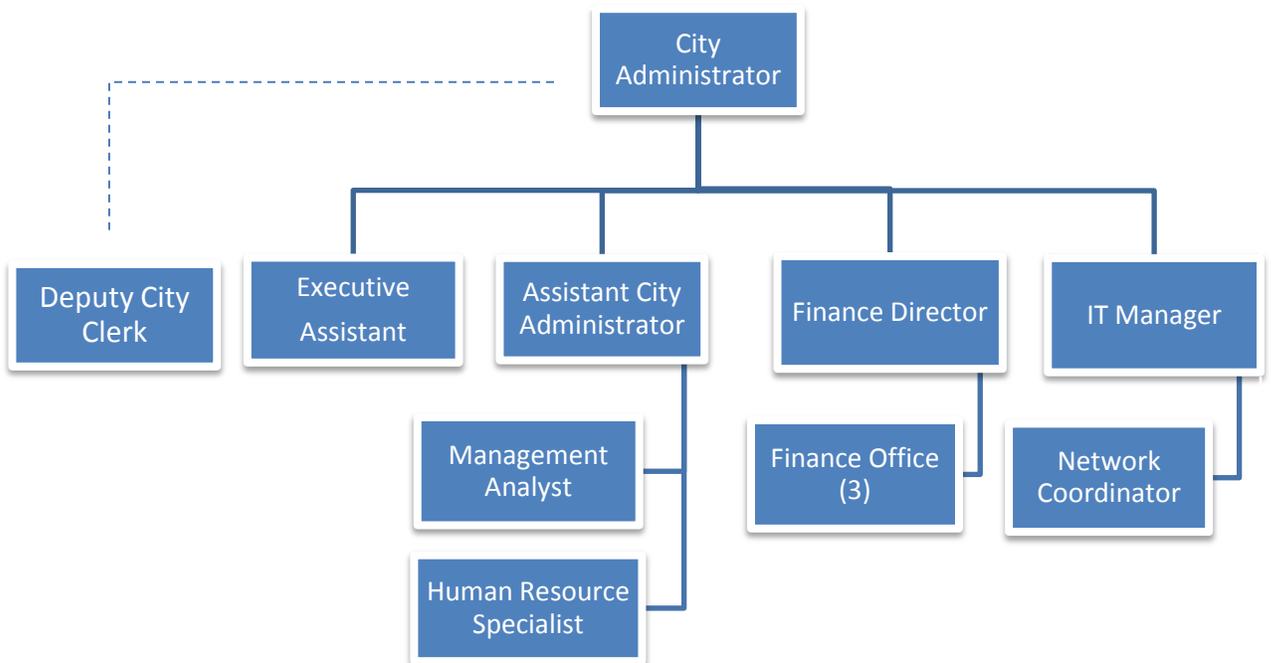
2015-2016 Budget



**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	1
Administrative Assistant	1	1	1	1	1	1	1
Human Resource Coordinator	1	1	1	1	1	1	1
IT Personnel					2	2	2
<b>TOTAL</b> (not including elected officials)	<b>9</b>	<b>9</b>	<b>9</b>	<b>9</b>	<b>12</b>	<b>12</b>	<b>12</b>

**Organizational Chart**



City of O Fallon  
Annual Budget by Classification - Administration

Fiscal Year 2016

Account Number	Description	2012 Actual Amount	2013 Actual Amount	2014 Actual Amount	2015 Actual Amount	2015 Amended Budget	2016 Council-Level 3	FY16B vs FY15B %
<b>Department: 50 - Administration</b>								
EX10 - Personnel								
4000	Salaries	613,546.14	697,565.31	846,343.75	657,666.78	890,950.00	872,995.00	-2%
4001	Part Time Salaries	57.44	7.97	8.22	8,541.10	0.00	34,390.00	N/A
4002	Seasonal Wages	1,728.50	4,117.66	0.00	2,030.00	4,200.00	4,680.00	11%
4005	Overtime Wages	858.48	515.35	80.36	0.00	0.00	0.00	N/A
<b>Account Classification Total: EX10 - Personnel</b>		<b>\$616,190.56</b>	<b>\$702,206.29</b>	<b>\$846,432.33</b>	<b>\$668,237.88</b>	<b>\$895,150.00</b>	<b>\$912,065.00</b>	<b>2%</b>
EX15 - Other Personnel								
4030	Hospitalization Insurance	105,288.83	131,641.61	181,986.45	163,909.84	222,000.00	199,545.00	-10%
4031	Dental Insurance	7,250.68	12,243.12	12,359.80	9,411.90	12,000.00	12,730.00	6%
4032	Life Insurance	550.86	545.44	830.83	579.96	800.00	735.00	-8%
4060	Unemployment Compensation	450.43	483.09	6,949.95	257.72	7,500.00	7,700.00	3%
4210	Workmens Comp Insurance	4,047.15	4,055.03	3,828.17	2,280.75	5,000.00	4,090.00	-18%
<b>Account Classification Total: EX15 - Other Personnel</b>		<b>\$117,587.95</b>	<b>\$148,968.29</b>	<b>\$205,955.20</b>	<b>\$176,440.17</b>	<b>\$247,300.00</b>	<b>\$224,800.00</b>	<b>-9%</b>
EX30 - Utilities								
4230	Telephone	7,486.68	4,715.69	5,462.75	3,828.75	6,500.00	6,565.00	1%
<b>Account Classification Total: EX30 - Utilities</b>		<b>\$7,486.68</b>	<b>\$4,715.69</b>	<b>\$5,462.75</b>	<b>\$3,828.75</b>	<b>\$6,500.00</b>	<b>\$6,565.00</b>	<b>1%</b>
EX40 - Travel/Training								
4290	Travel Expense	11,702.83	12,275.75	20,401.83	15,132.00	22,000.00	22,000.00	0%
4320	Training	3,551.72	3,811.93	4,789.56	7,745.26	15,000.00	15,000.00	0%
4416	Dues	5,924.14	6,429.75	3,807.41	2,721.00	7,000.00	7,000.00	0%
<b>Account Classification Total: EX40 - Travel/Training</b>		<b>\$21,178.69</b>	<b>\$22,517.43</b>	<b>\$28,998.80</b>	<b>\$25,598.26</b>	<b>\$44,000.00</b>	<b>\$44,000.00</b>	<b>0%</b>
EX50 - Maintenance & Equipment								
4100	Maintenance Bldgs	0.00	135.00	33.95	0.00	0.00	0.00	N/A
4120	Maintenance Equipment	2,278.00	7,036.22	40.00	0.00	0.00	0.00	N/A
4670	Maintenance Supplies	970.01	507.95	179.04	(25.41)	700.00	700.00	0%
<b>Account Classification Total: EX50 - Maintenance &amp; Equipment</b>		<b>\$3,248.01</b>	<b>\$7,679.17</b>	<b>\$252.99</b>	<b>(\$25.41)</b>	<b>\$700.00</b>	<b>\$700.00</b>	<b>0%</b>
EX60 - Operating Expenses								
4220	General Insurance	16,030.33	42,139.26	16,910.40	17,952.69	20,000.00	19,700.00	-2%
4330	Postage	8,197.64	7,460.36	5,427.43	4,366.45	7,500.00	7,500.00	0%
4340	Computer Services	14,252.78	21,496.65	22,761.66	10,914.62	12,905.00	50,075.00	288%
4345	IT Support/Services	17,396.10	10,734.27	11,169.05	7,402.49	16,472.00	19,455.00	18%
4350	Printing & Publishing	5,788.74	20,936.68	5,740.51	5,707.48	15,000.00	12,000.00	-20%
4351	Recording Fees	13.00	113.40	192.00	10.00	0.00	0.00	N/A
4360	Accounting Services	5,252.00	4,424.00	5,111.60	4,816.00	6,000.00	6,000.00	0%
4380	Legal Services	12,686.75	7,356.50	22,703.86	13,101.64	12,000.00	15,000.00	25%
4390	Professional Service	6,733.36	2,096.82	2,396.38	1,638.05	11,500.00	11,500.00	0%
4640	Computer Supplies	192.86	40.77	0.00	0.00	200.00	200.00	0%
4650	Office Supplies	15,574.14	17,681.35	20,886.18	6,391.10	10,000.00	12,000.00	20%
4680	Operating Supplies	862.77	379.67	1,003.65	536.39	500.00	1,000.00	100%
4710	Publications	1,157.44	1,645.42	1,266.05	879.57	1,500.00	1,500.00	0%
4811	Officers Expense	15,134.76	11,399.30	10,866.25	9,433.08	20,000.00	20,000.00	0%

City of O Fallon  
Annual Budget by Classification - Administration

Fiscal Year 2016

Account Number	Description	2012 Actual Amount	2013 Actual Amount	2014 Actual Amount	2015 Actual Amount	2015 Amended Budget	2016 Council-Level 3	FY16B vs FY15B %
4954	Equipment Lease Payment	2,227.50	2,529.23	0.00	2,028.70	2,350.00	6,075.00	159%
<b>Account Classification Total: EX60 - Operating Expenses</b>		<b>\$121,500.17</b>	<b>\$150,433.68</b>	<b>\$126,435.02</b>	<b>\$85,178.26</b>	<b>\$135,927.00</b>	<b>\$182,005.00</b>	<b>34%</b>
EX70 - Miscellaneous								
4809	Miscellaneous Expense	787.38	4,397.00	845.64	8,028.63	8,000.00	2,000.00	-75%
<b>Account Classification Total: EX70 - Miscellaneous</b>		<b>\$787.38</b>	<b>\$4,397.00</b>	<b>\$845.64</b>	<b>\$8,028.63</b>	<b>\$8,000.00</b>	<b>\$2,000.00</b>	<b>-75%</b>
EX71 - Capital Expenditures								
4840	Equipment	0.00	117,581.47	99,367.99	3.00	5,000.00	5,000.00	0%
<b>Account Classification Total: EX71 - Capital Expenditures</b>		<b>\$0.00</b>	<b>\$117,581.47</b>	<b>\$99,367.99</b>	<b>\$3.00</b>	<b>\$5,000.00</b>	<b>\$5,000.00</b>	<b>0%</b>
EX83 - Loan Payable - principal								
4955	Loan payment-principal	(2,227.50)	(2,529.23)	0.00	3,532.21	8,930.00	0.00	-100%
<b>Account Classification Total: EX83 - Loan Payable - principal</b>		<b>(\$2,227.50)</b>	<b>(\$2,529.23)</b>	<b>\$0.00</b>	<b>\$3,532.21</b>	<b>\$8,930.00</b>	<b>\$0.00</b>	<b>-100%</b>
<b>Department Total: 50 - Administration</b>		<b>\$885,751.94</b>	<b>\$1,155,969.79</b>	<b>\$1,313,750.72</b>	<b>\$970,821.75</b>	<b>\$1,351,507.00</b>	<b>\$1,377,135.00</b>	<b>2%</b>