



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 nine graves and one transfer which amounted to \$5,425 of which 50% was placed in the Perpetual Care Fund
- ❖ Perpetual Trust Fund balance is \$669,793(market value as of 3/6/15)
- ❖ Grave openings generated \$14,000
- ❖ Grave openings to date for FY15: 16 (plus 1 disinterment)
- ❖ Continued to provide a fiscally responsible budget
- ❖ Moved a 250 gallon diesel tank away from building and hard wired
- ❖ Completed concrete blocks for fill dirt and waste dirt bins (storage) at rear of cemetery
- ❖ Repaired vase and vase holders throughout Cemetery as needed
- ❖ Added a compliant pesticide storage cabinet to maintenance shed to store small amounts of herbicides used on grounds along with secured tool storage
- ❖ Developed a plan for landscaping around front pole and central statue (along with ADA walks)

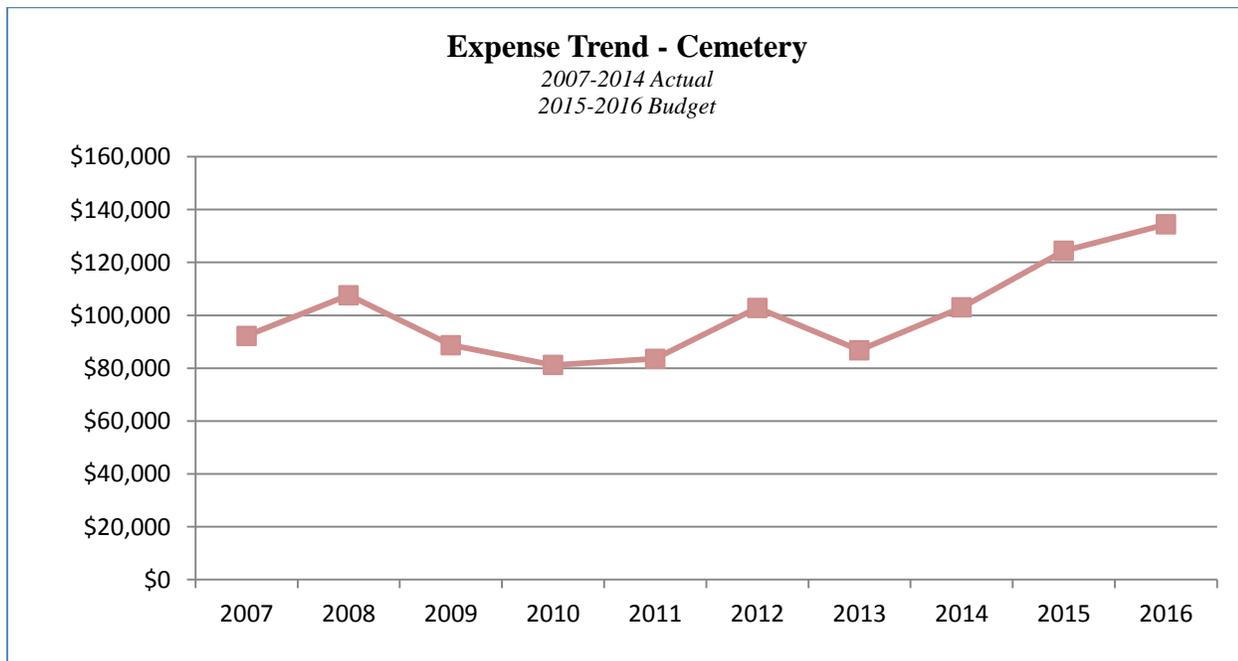
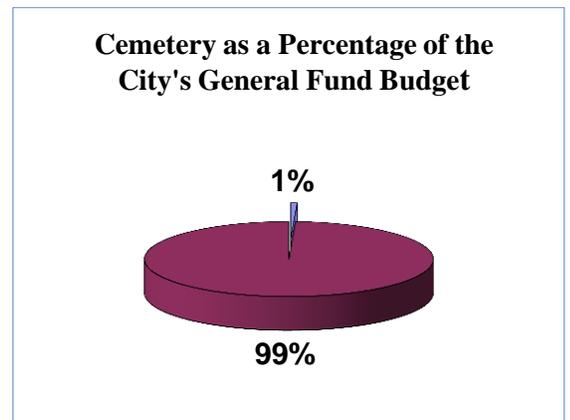
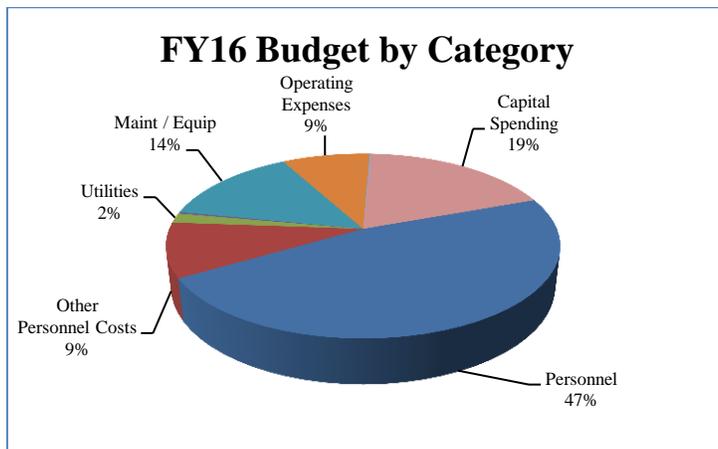
Goals and Objectives

- ❖ 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
- ❖ Make improvements to landscape around flagpole at front of cemetery
- ❖ Add bollards around fuel tank
- ❖ Addition of ADA brick paver paths to and pad around statuary in center of cemetery

Cemetery Fund 01-59

Category	FY16 Budget	FY15 Budget	% Change
Personnel Costs	\$63	\$63	7%
Other Personnel Costs	\$13	\$17	0%
Utilities	\$2	\$2	0%
Travel/Training	\$0	\$0	0%
Maintenance/Equip	\$19	\$19	(14)%
Operating Expenses	\$12	\$12	(66)%
Capital Spending	\$25	\$8	100%
Loan Payments	\$0	\$3	(50)%
TOTAL	\$134	\$124	(11)%

- FY16 includes capital spending for ADA brick pavers



City of O Fallon
Annual Budget by Classification - Cemetery

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 %
Department: 59 - Cemetery								
EX10 - Personnel								
4000	Salaries	19,387.04	20,593.82	23,246.43	32,815.65	46,350.00	46,500.00	0%
4002	Seasonal Wages	10,424.40	1,904.00	12,757.76	10,766.81	15,000.00	15,000.00	0%
4005	Overtime Wages	1,719.68	1,192.77	1,780.70	1,998.78	2,000.00	1,850.00	-8%
Account Classification Total: EX10 - Personnel		\$31,531.12	\$23,690.59	\$37,784.89	\$45,581.24	\$63,350.00	\$63,350.00	0%
EX15 - Other Personnel								
4030	Hospitalization Insurance	8,275.64	6,945.47	4,283.56	6,254.82	13,100.00	9,135.00	-30%
4031	Dental Insurance	544.93	450.53	288.80	423.81	600.00	615.00	3%
4032	Life Insurance	29.24	22.02	31.87	47.43	50.00	65.00	30%
4060	Unemployment Compensation	450.43	483.07	0.00	257.71	500.00	325.00	-35%
4210	Workmens Comp Insurance	1,507.23	1,503.22	1,579.27	1,486.52	2,600.00	2,200.00	-15%
4690	Uniforms	484.09	448.83	518.00	486.47	500.00	500.00	0%
Account Classification Total: EX15 - Other Personnel		\$11,291.56	\$9,853.14	\$6,701.50	\$8,956.76	\$17,350.00	\$12,840.00	-26%
EX30 - Utilities								
4230	Telephone	0.00	128.77	507.06	416.48	360.00	500.00	39%
4260	Utilities	1,595.70	1,518.38	1,201.54	944.95	1,800.00	1,800.00	0%
Account Classification Total: EX30 - Utilities		\$1,595.70	\$1,647.15	\$1,708.60	\$1,361.43	\$2,160.00	\$2,300.00	6%
EX40 - Travel/Training								
4320	Training	100.00	234.88	294.90	225.00	250.00	350.00	40%
Account Classification Total: EX40 - Travel/Training		\$100.00	\$234.88	\$294.90	\$225.00	\$250.00	\$350.00	40%
EX50 - Maintenance & Equipment								
4100	Maintenance Bldgs	481.82	994.64	6,372.62	3,763.05	5,000.00	5,000.00	0%
4110	Maintenance Vehicles	1,302.14	1,199.76	2,043.90	1,175.11	2,000.00	2,000.00	0%
4120	Maintenance Equipment	473.57	2,759.01	2,163.67	1,347.62	2,500.00	2,500.00	0%
4150	Maintenance Grounds	2,145.86	2,200.55	4,005.93	1,798.65	3,000.00	3,000.00	0%
4200	Tree Removal	400.00	2,170.00	1,198.11	0.00	1,200.00	1,200.00	0%
4655	Equipment- Non-capital	725.00	650.38	1,237.89	2,934.31	3,500.00	3,500.00	0%
4670	Maintenance Supplies	2,019.03	2,197.75	2,546.83	1,150.79	1,500.00	1,500.00	0%
Account Classification Total: EX50 - Maintenance & Equipment		\$7,547.42	\$12,172.09	\$19,568.95	\$12,169.53	\$18,700.00	\$18,700.00	0%
EX60 - Operating Expenses								
4190	Snow Removal	0.00	0.00	0.00	250.00	250.00	250.00	0%
4220	General Insurance	468.70	510.64	573.77	623.09	750.00	900.00	20%
4280	Rental	581.00	252.00	521.00	0.00	1,050.00	1,000.00	-5%
4350	Printing & Publishing	160.00	135.00	61.07	0.00	100.00	100.00	0%
4380	Legal Services	40.17	0.00	0.00	0.00	0.00	0.00	N/A
4390	Professional Service	444.88	26,398.85	23,891.98	0.00	2,000.00	2,000.00	0%
4650	Office Supplies	(1,001.56)	589.47	215.00	224.64	250.00	250.00	0%
4660	Gasoline & Oil	2,459.60	3,387.29	3,232.42	3,999.91	4,500.00	4,500.00	0%
4675	Chemicals	0.00	0.00	0.00	0.00	250.00	400.00	60%
4680	Operating Supplies	50.63	209.16	166.53	55.16	250.00	250.00	0%
4685	Landscaping Supplies	773.00	253.95	939.79	129.33	750.00	750.00	0%

City of O Fallon
Annual Budget by Classification - Cemetery

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 %
4883	Markers & Vases	5,841.00	620.00	281.42	150.00	2,000.00	1,000.00	-50%
4891	Tree Program	125.00	0.00	240.49	0.00	200.00	200.00	0%
Account Classification Total: EX60 - Operating Expenses		\$9,942.42	\$32,356.36	\$30,123.47	\$5,432.13	\$12,350.00	\$11,600.00	-6%
EX70 - Miscellaneous								
4809	Miscellaneous Expense	27.96	295.97	241.50	0.00	0.00	250.00	N/A
Account Classification Total: EX70 - Miscellaneous		\$27.96	\$295.97	\$241.50	\$0.00	\$0.00	\$250.00	
EX71 - Capital Expenditures								
4840	Equipment	22,030.00	0.00	0.00	7,405.00	7,500.00	0.00	-100%
4884	ImprovementsOtherThanBldg	0.00	0.00	0.00	0.00	0.00	25,000.00	N/A
Account Classification Total: EX71 - Capital Expenditures		\$22,030.00	\$0.00	\$0.00	\$7,405.00	\$7,500.00	\$25,000.00	233%
EX83 - Loan Payable - principal								
4955	Loan payment-principal	17,907.45	5,948.20	6,248.61	2,661.45	2,700.00	0.00	-100%
5000	Interest - Loans	845.22	603.44	303.03	31.45	35.00	0.00	-100%
Account Classification Total: EX83 - Loan Payable - principal		\$18,752.67	\$6,551.64	\$6,551.64	\$2,692.90	\$2,735.00	\$0.00	-100%
Department Total: 59 - Cemetery		\$102,818.85	\$86,801.82	\$102,975.45	\$83,823.99	\$124,395.00	\$134,390.00	8%