



**AGENDA**  
**FINANCE AND ADMINISTRATION COMMITTEE EXTRA MEETING**  
**Monday, January 23, 2017**  
**5:30 PM**  
**Public Safety Building**

**I) Roll Call**

David Cozad, Chairman, Jerry Albrecht, Vice-Chair, Gene McCoskey, Herb Roach, Ned Drolet, Bob Kueker

**II) Approval of Minutes from Previous Meeting January 9, 2017**

*Note: All recently approved committee minutes posted on official City website:*

<http://www.ofallon.org>

**III) Items Requiring Council Action**

None

**IV) Other Business:**

- A. Auditor Presentation
- B. RFQ Bond Underwriter- Selection
- C. Budget Calendar

**V) Informational Purposes Only- No Action/Discussion Required**

- A. Treasurer's Report as of 11/30/16

**VI) Adjournment**

**NEXT MEETING: February 27, 2017 \*Time TBD\***

*General Citizen Comments: The City of O'Fallon welcomes comments from our citizens. The Illinois Open Meetings Act provides an opportunity for citizens to speak at all committee and Board meetings. However, 5 ILCS 120/1 mandates that NO action shall be taken on matters not listed on the agenda. Please submit your name to the chairman and limit your comments so that anyone present has the opportunity to speak.*

# PROJECT TIMELINE FOR FY18 BUDGET

## JANUARY

January 20

- Position Budget Review
- Budget forms available for data entry Sharepoint/Finance Team Site/Budget/FY18
  - Revenue/Expense worksheets
  - Capital Request
  - New Position Request

## FEBRUARY

February 10

- Expense/Revenue data entry complete in worksheets, ready for Finance upload into .NET
- Completed Capital Request forms
- Completed New Position Request forms

February 15-17

- Management Team meetings to balance the budget

February 22

- Management Team meetings to review/revise the budget
- Meet with Mayor for review

February 27

- Overview of Revenue & Expense highlights at Finance Committee meeting
- Departmental Budget review at other committee meetings if applicable

## MARCH

March 13

- Budget review at committee meetings

March 27

- Departmental Budget review at committee meetings
- Final review by Finance Committee

March 31

- Council members have final budget packet in their files for review

## APRIL

April 3

- 1<sup>st</sup> Reading

April 5

- Publication of Notice of Public Hearing in O'Fallon Weekly (10 day notice required)

April 17

- Public Hearing
- 2<sup>nd</sup> Reading- City Council approves final budget

Treasurer's Report  
Cash Reserve Balance of Major Funds

**General Fund**

Cash on Hand as of 11/30/2016	\$ 12,474,398.20
3 mos. operating reserve	\$ (4,450,568.75)
10% emergency reserve	\$ (1,247,439.82)
Obligated Transfers Budget 2017	\$ (1,886,780.00)
Obligated Transfers HSHS TIF Bonds(2016-2018)	\$ (839,942.00)
TIF amount fronted for HSHS utilities	\$ (1,500,000.00)
	<u>\$ 2,549,667.63</u>

**Ambulance**

Cash on Hand as of 11/30/2016	\$ 3,739,215.34
3 mos. operating reserve	\$ (636,411.25)
10% emergency reserve	\$ (373,921.53)
	<u>\$ 3,605,869.39</u>

**Fire**

Cash on Hand as of 11/30/2016	\$ 3,050,424.30
3 mos. operating reserve	\$ (488,305.00)
10% emergency reserve	\$ (305,042.43)
Obligated Transfers Budget 2017	\$ (384,390.00)
	<u>\$ 1,872,686.87</u>

**Parks**

Cash on Hand as of 11/30/2016	\$ 2,254,553.54
3 mos. operating reserve	\$ (910,413.75)
10% emergency reserve	\$ (225,455.35)
Obligated Transfers Budget 2017	\$ (89,990.00)
	<u>\$ 1,028,694.44</u>

**Prop S**

Cash on Hand as of 11/30/2016	\$ 2,588,182.88
3 mos. operating reserve	\$ (469,875.00)
10% emergency reserve	\$ (258,818.29)
Obligated Transfers Budget 2017	\$ (731,365.00)
	<u>\$ 1,128,124.59</u>

**MFT**

Cash on Hand as of 11/30/2016	\$ 3,917,332.66
3 mos. operating reserve	\$ (466,250.00)
10% emergency reserve	\$ (391,733.27)
Obligated Transfers Budget 2017	\$ (1,039,000.00)
	<u>\$ 2,020,349.39</u>

**Water**

Cash on Hand as of 11/30/2016	\$ 6,934,888.94
3 mos. operating reserve	\$ (2,565,875.00) *
10% emergency reserve	\$ (693,488.89)
Obligated Transfers Budget 2017	\$ (904,365.00)
	<u>\$ 2,771,160.05</u>

**Sewer**

Cash on Hand as of 11/30/2016	\$ 4,809,583.62
3 mos. operating reserve	\$ (1,585,125.00) *
10% emergency reserve	\$ (480,958.36)
Obligated Transfers Budget 2017	\$ (2,173,600.00)
	<u>\$ 569,900.26</u>

**Library**

Cash on Hand as of 11/30/2016	\$ 933,702.99
3 mos. operating reserve	\$ (320,850.00) *
10% emergency reserve	\$ (93,370.30)
Obligated Transfers Budget 2017	\$ (106,700.00)
	<u>\$ 412,782.69</u>

**Hotel/Motel**

Cash on Hand as of 11/30/2016	\$ 981,173.88
3 mos. operating reserve	\$ (230,402.50)
10% emergency reserve	\$ (98,117.39)
Obligated Transfers Budget 2017	\$ (106,560.00)
	<u>\$ 546,093.99</u>

**Park Land Fund Subdivision**

Cash on Hand as of 11/30/2016	\$ 341,837.59
10% emergency reserve	\$ (34,183.76)
	<u>\$ 307,653.83</u>

**Annex Fees**

Cash on Hand as of 11/30/2016	\$ 1,076,705.31
10% emergency reserve	\$ (107,670.53)
	<u>\$ 969,034.78</u>

**Strategic Plan Fund\*\*\***

Cash on Hand as of 11/30/2016	\$ 1,415,457.88
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\*\*\*Includes proceeds from Ameren's settlement, sale of cell towers, Kyle Road property & \$200K Menards

Note: 3 mos operating reserve calculated by using FY 2017 budget

\*(Some 3 mos reserve amounts adjusted to reflect "normal" expenses, not extraordinary- reduced by transfer from reserve amount)