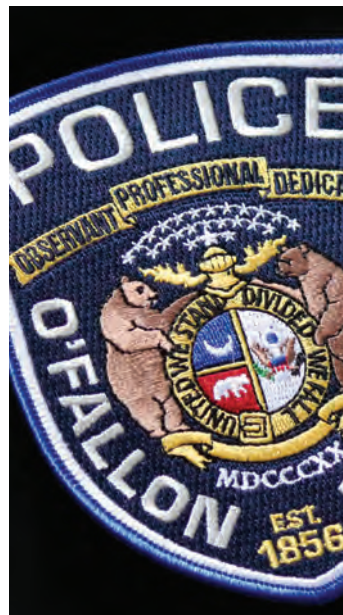




CITY OF O'FALLON, MISSOURI

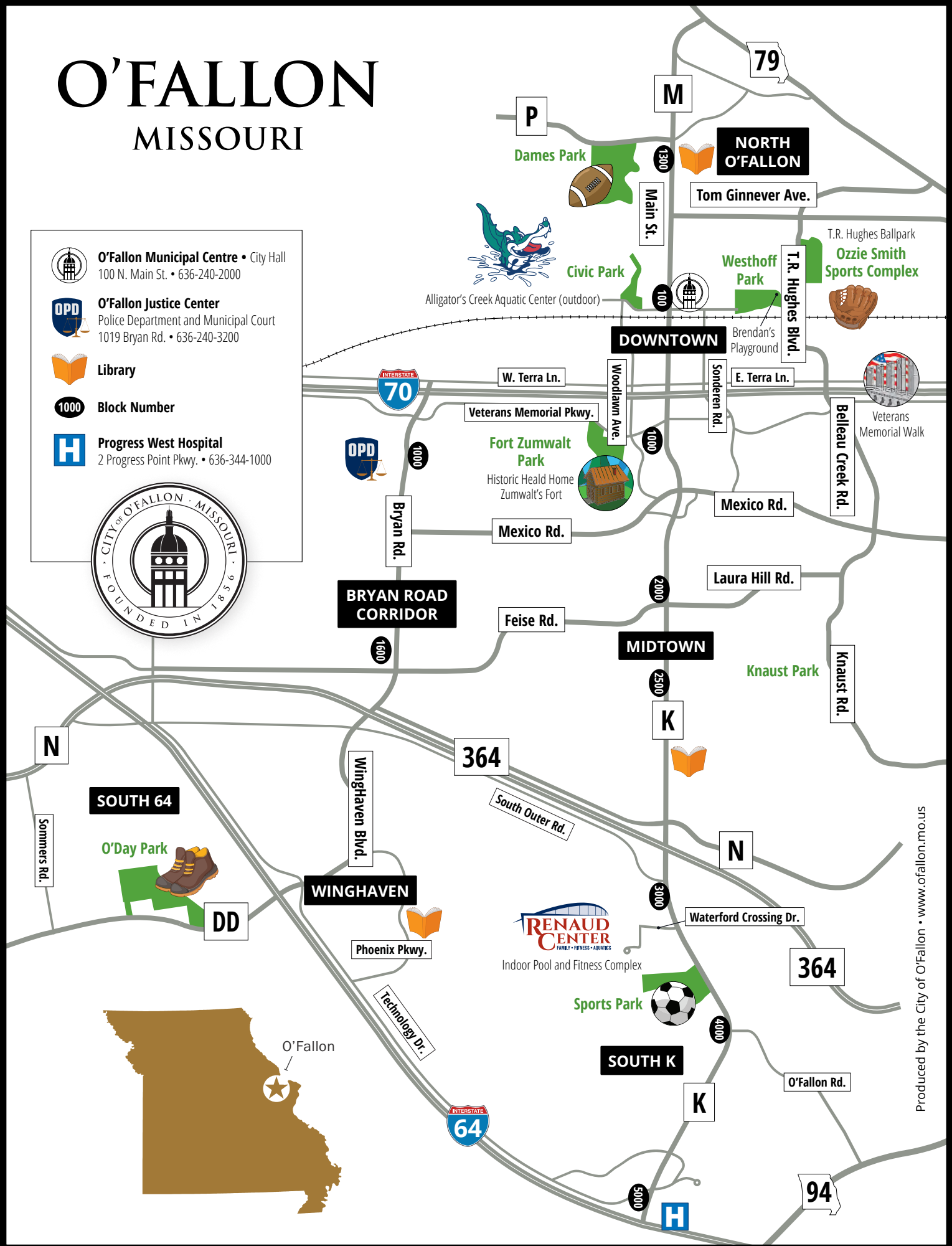
# 2020 Annual Budget



# O'FALLON

## MISSOURI

-  **O'Fallon Municipal Centre • City Hall**  
100 N. Main St. • 636-240-2000
-  **O'Fallon Justice Center**  
Police Department and Municipal Court  
1019 Bryan Rd. • 636-240-3200
-  **Library**
-  **1000 Block Number**
-  **Progress West Hospital**  
2 Progress Point Pkwy. • 636-344-1000



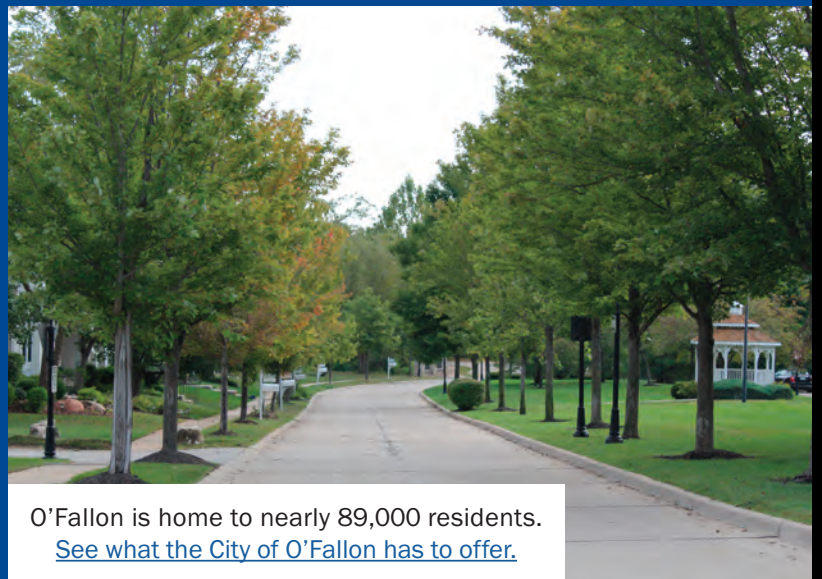


- GFOA BUDGET AWARD
- ORGANIZATIONAL VALUES STATEMENT
- HOW TO USE THIS DOCUMENT
- MAYOR'S TRANSMITTAL LETTER
- CITY OFFICIALS
- ORGANIZATION CHART
- CITY ADMINISTRATOR'S TRANSMITTAL LETTER
- POLICY AGENDA
- FINANCIAL POLICIES SUMMARIZED

# Introduction

The City of O'Fallon supports certain values that guide our direction in carrying out our mission.

We accept the fundamental principle that the sole function of local government is the efficient provision of services and facilities deemed essential by City residents, affirm the dignity and worth of the services rendered by government, maintain a constructive, creative and practical attitude toward urban affairs and maintain a deep sense of social responsibility as a trusted public servant.



O'Fallon is home to nearly 89,000 residents.  
[See what the City of O'Fallon has to offer.](#)

## O'Fallon, in the beginning....

In 1912, the City incorporated with about 600 residents. O'Fallon's first mayor, Fred Jacoby, built the first drug store and started the first telephone service, which he installed himself, including a switchboard in his store. Mayor Jacoby also started the town's first band and invented a grain reaper.

By 1956, O'Fallon's population had grown to 1,357. The City's three-day Centennial celebration, which included a beard-growing contest, drew spectators from many neighboring towns. About this time, O'Fallon's first subdivisions were started. A sign was posted along the highway, "O'Fallon, a Good Place to Live." Many residents commuted to manufacturing jobs in St. Louis.

Until the early 1970's, O'Fallon remained roughly 20 square blocks in size.

In the mid 1990's, O'Fallon began an aggressive program of City-wide infrastructure improvements that supported phenomenal residential, retail and manufacturing growth. According to the U.S. Census Bureau, O'Fallon's population went from 18,698 in 1990 to 33,835 in 1996, an increase of 80%! This tremendous growth that continues today. With more than 1,800 licensed businesses and nearly 90,000 residents, O'Fallon is now the largest City in St. Charles County, the 7th-largest City in the State of Missouri and the 2nd largest in the St. Louis Metro Area.

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# City of O’Fallon, Missouri

## Community Profile

### 2020

Founded	1856
Date of Incorporation	1912
Form of Government	Home Rule Charter Mayor – City Council – City Administrator
2019 Estimated Population	88,621*
Estimated Housing	30,287**
Land Area	29.80 square miles
Miles of Streets	422.81 miles
Police Protection	
# of Stations	1
# of Policemen	118
Fire Protection	
# of Stations	5
# of Firemen	54
Public Education	3 – AAA rated School Districts overlap within the City boundaries.
Higher Education	4 colleges have a presence in O’Fallon
Recreation and Culture	
Park Acreage	434.01 Acres
# of Libraries	3
Median Household Income	
2019 Estimate	\$89,532*

Visit [www.ofallon.mo.us](http://www.ofallon.mo.us) for additional information.

Note: The Fire Protection and Education are separate government agencies and are not part of the City.

\*Estimates from the Economic Development Department.

\*\* This figure represents the number of single Family Houses, Villas and Duplexes. It does not include Apartments.



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished  
Budget Presentation  
Award*

PRESENTED TO

**City of O'Fallon  
Missouri**

For the Fiscal Year Beginning

**January 1, 2019**

*Christopher P. Morill*

Executive Director

The Government Finance Officers Association of the United States and Canada (GFOA) has presented a Distinguished Budget Presentation Award to the City of O'Fallon, Missouri for its annual budget for the fiscal year beginning January 1, 2019. In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as an operations guide, as a financial plan and as a communications device.

This award is valid for a period of one year only. We believe our current budget continues to conform to program requirements, and we are submitting it to the GFOA to determine its eligibility for another award.



The City of O'Fallon has always supported certain values to guide our direction in carrying out its mission. The City as a whole created the Core Values, Mission and Vision Statements. 'Team O'Fallon' is the spirit of all City employees working together with the community to fulfill the needs and exceed the expectations of our community, both now and long-term. Department and Division goals support the City's Core Values, Mission Statement, Vision Statement and its Strategic Plan below.

## **Core Values**

### **1. Trust and Respect**

*We maintain an open, honest and compassionate environment valuing and appreciating all individuals and keeping commitments.*

### **2. Team**

*We are a responsive unit, working cooperatively to fulfill the needs of our citizens and community.*

### **3. Service**

*We meet citizen and community needs and exceed expectations in a positive, timely manner.*

## **Mission Statement**

Provide quality services and allocate resources responsibly to our citizens and community stakeholders through teamwork, transparency, trust and respect.

## **Vision Statement**

A place where safety, quality of life, diversity and culture come together to make a home for our residents and businesses.

## **Strategic Plan**

The Strategic Plan is the direction from the Council that the Managers used when preparing their 2020 Budget request. Some of the divisions have goals that directly support the Strategic Plan and this is noted in the division's section of this budget book. In 2018, the Council approved by Resolution No. 12-13-2018A, the 2019 Strategic Plan Action Items. Below is a summarized version of the outstanding goals of the plan.

### City of O'Fallon **2019 STRATEGIC PLAN ACTION ITEMS**

#### **I. Financially Sound, High Performing City**

- A. City services sustainability and cost reduction plan. (Define and prioritize services, explore revenue options, cost reductions, include community engagement and communications.)
  - 1. Prepare service inventory and priorities.
  - 2. Prepare recommendations
  - 3. Finalize report with options
  - 4. Decision with 2021 Budget adoption.
  
- B. City Financial Plan and Projections (5 Years). (Considerations include budget, Capital Improvement Plan (CIP), future Revenues and Expenditures.)(Annually)
  - 1. Update financial plan.
  - 2. Discussion and direction.
  - 3. Decision on plan approval.
  
- C. City Financial Policies. (Considerations include Policy book revisions, financial reserves, purchasing, training and travel.)
  - 1. Present options and recommendations to Council in 2020.
  
- D. Review of Budget Process. (Considerations include guidance and direction based on abilities of new ERP system being set up and implemented.)
  - 1. Prepare assessment and report with recommendation in 2021.
  
- E. IT Master Plan. (Considerations include policy, governance, funding and hardware/software.)
  - 1. Centralize information technology procurement.
  - 2. Develop IT Steering Committee.
  - 3. Develop Governance Process.
  - 4. Present updated IT Policy to Council in 2020.
  - 5. Publish IT Master Plan
  - 6. Follow up on quarterly reviews.

- F. City Employee Performance Evaluation Process. (Considerations include performance goals, appraisal system revision, goal based, performance standards and 360 degree methods.)
  1. Evaluate ‘best practices’ and their application to O’Fallon.
  2. Present report with recommendations and implementation.
  
- G. ERP: Implementation. (Consideration - implementation in phases. Full implementation anticipated to take up to two years for all modules.)
  
- H. ADA Transition Assessment and Plan for Facility Compliance. (City Hall, Senior Center and other City buildings.)
  1. Define scope, method and cost for assessment.
  2. Present options/recommendation including funding.
  
- I. Human Resources Policies Update.
  1. Review policies annually.
  
- J. Convenience Fee: Direction. (Considerations include rationale, criteria, options and fee amounts.)
  1. Review ‘best practices’ and application to O’Fallon.
  2. Present options/recommendations.
  
- K. Onboarding process for new employees. (Including training for elected officials.)
  1. Reviewed onboarding/evaluate current practices.
  2. Troubleshoot and update as needed.
  
- L. Strategic Plan: Development and ongoing process. (Considerations include vision, mission, goals, 5-year plan, public information, performance reporting and annual update.)
  1. Strategic plan update action agenda for FY 2021.
  2. Present and implement for 2021.

## **II. Vibrant Community**

- A. City Economic Development Policies and Tool Kit. (Considerations include incentives, CID, best practices, property tax exemption, job creation, TIF, fee reduction, infrastructure, economic development policies and City role.)
  - 1. Present options and recommendations.
- B. US / I-64 Corridor Large Parcel. (Considerations include financial participation, County and State participation, rezoning, site plan and mitigation.)
  - 1. Groundbreaking.
  - 2. Work with developer.
- C. Grocery Store – North Attraction. (Considerations include incentives, land acquisition, link to economic development tool kit.)
  - 1. Present options and recommendations.
- D. Sports Tourism Development. (Considerations include goals/desired outcomes, City role, market, ‘best practices’ and marketing program.)
  - 1. Define target/marketing sports assets action plan.
  - 2. Present options and recommendations.
- E. O’Fallon Station: Next Steps. (Considerations include past experiences, working relations and goals/outcomes.)
  - 1. Initiate discussion on potential development agreement.

## **III. Great Place for Families**

- A. Community Events/Festivals. (Considerations include sponsorships, financial impact, guest impact, participation levels, winter festival, stadium events, return on investment, marketing, policy direction, staff impact, volunteer level, City role, event size and locations.)
  - 1. Annually review/evaluate events.
  - 2. Present options and recommendations as needed.
- B. Crime-free Housing. (Considerations include multi-family, rental housing, goals/outcomes, programs, funding, City role and enclaves options.)
  - 1. Evaluate options, review statistics and prepare presentation.
  - 2. Present options and recommendations.

#### **IV. Upgraded City Facilities and Infrastructure**

- A. Traffic Studies and Process (Considerations include funding grants.)
  - 1. Complete traffic studies.
  - 2. Present options and recommendations including funding.
- B. Public Works Complex Master Plan (Considerations include funding, scope of project, method and funding for plan development.)
  - 1. Issue RFP and award contract.
  - 2. Complete Master Plan
  - 3. Present options and recommendations

#### **V. Management in Progress FY 2020 (Short Term)**

- A. Renaud Center Website development. (Communications Division)
- B. Mobile device management. (IT Department)
- C. Permitting and Inspection Process: Comprehensive Customer Feedback Survey. (Planning Division)
- D. Javascript Map Applications. (Planning Division)
- E. Traffic Calming Videos. (Communications Division)
- F. 1-70 Improvement Educational Campaign (Communications Division)
- G. Patrol Sector Map Expansion (Police Department)
- H. New Amphitheater Programming (Parks and Recreation)
- I. Fats-Oils-Grease Ordinance Adoption (Public Works)
- J. Field Usage at Dames Park (Parks and Recreation)
- K. CDBG 5-year Consolidated Plan (Public Relations / CDBG Division)
- L. Analysis of Impediments Report (Public Relations / CDBG Division)
- M. County Trails Master Plan (Parks and Recreation)
- N. Sewer Lateral Repair Program Policy (Public Works)
- O. Additional Shredding Events (Public Works)
- P. Facility Plan for Collection System Completion (Public Works)
- Q. Recycling Program: Modification/Public Education (Public Works and Communication Division)
- R. Energy Efficient LED Fixtures Evaluation Report (Administration)
- S. Cart Purchase (Public Works)

## **VI. Management in Progress (Long Term)**

- A. Police Full Certification/Accreditation (Missouri Police Chiefs' Association). (Police Department)
- B. Employee Paperwork Process (paperless). (Administration)
- C. Lien Management. (Finance Department)
- D. Budget Process: Improvements (CIP, Staffing and ERP) (Finance Department)
- E. Business Analyst Project. (IT Department)
- F. Police Outside Training: Expansion. (Police Department)
- G. Retail Centers Tracking for Current Business License. (Economic Development Department)
- H. Community Demographics Updates: Packet and Website. (Economic Development Department)
- I. Keep it in the "O": Business Participants (Video) (Economic Development Department)
- J. Metrics Report Monthly. (Economic Development Department)
- K. Parks and Recreation Technology Upgrades (Parks and Recreation)
- L. Emerald Ash Borer Tree Replacement Program (Parks and Recreation)

## **VII. Major Projects (Short Term)**

- A. Lake Whetsel in Fort Zumwalt Park – Construction (Parks and Recreation)
- B. O'Day Park Construction completion (Parks and Recreation)
- C. Westhoff Park Concession Renovation (Parks and Recreation)
- D. Ozzie Complex Playground Safety Surface (Parks and Recreation)
- E. Stadium Field Railing Repairs (Parks and Recreation)
- F. Stadium Field Bleacher Deck Concrete (Parks and Recreation)
- G. Stadium Parking Lots Resurfacing (Parks and Recreation)
- H. Dog Park – Design (Parks and Recreation)
- I. Westhoff Park Fields Renovation – Design (Parks and Recreation)
- J. Fort Zumwalt Park – Roadway resurfacing (Parks and Recreation)
- K. Westhoff Park – Lights shade, seating and Multi Use Court(Parks and Recreation)
- L. Ozzie Complex Backstop Replacement (Parks and Recreation)
- M. Dumpster Enclosure – ACAC and Sports Park (Parks and Recreation)
- N. Storm Water Projects (Public Works)
- O. Water Main Projects (Public Works)
- P. Water Tank Repairs (Public Works)
- Q. Road Projects – Design – Right of Way – Construction Projects (Public Works)
- R. City Greenhouse (Parks and Recreation)
- S. Renaud Center Upgrades (Parks and Recreation)
- T. Distributed Antennae System of Justice Center Operational (Police and IT Departments)
- U. Sage Chapel Cemetery (Administration)

### VIII. Major Projects (Long Term)

- A. Well Projects (Public Works)
- B. Hwy 70 Improvements (Public Works)
- C. Wastewater Treatment Plant Upgrades Completion (Public Works)
- D. Annual Water Main Replacement Program – ongoing (Public Works)
- E. Fire Hydrant Repairs – ongoing (Public Works)





The Fiscal Year 2020 Budget document is organized into eight sections - Introduction, Revenues & Projections, Budget Summaries, General Government, Debt Obligation, Special Revenue Funds, Capital Project Funds, Capital Improvements Program, and Enterprise Funds & Other Information.

**Introduction**

The Introduction begins with the City's Organizational Value Statement. This summarizes the City's core values, mission, vision and strategic plan. Next, is a letter from the Mayor transmitting the Fiscal Year 2020 Budget Document to the citizens. A list of City officials and an organization chart are presented next. A transmittal letter from the City Administrator to the citizens, Mayor and City Council follows. The next section, Policy Agenda, identifies the major priorities for the City. The Policy Agenda establishes the foundation for City programs and services. Next is the Financial Policies Summarized. This section provides an overview of relevant topics included in the Financial Policies and Procedures Manual adopted by the City in 2015.

**Revenues & Projections**

This section provides a comprehensive discussion of revenues for the City's General Government Fund, Debt Service Fund, Special Revenue Funds, and Capital Project Funds, Revenues and Projections. The Revenues for all of the Enterprise Funds are reported in Enterprise Fund section of this Budget book, along with their Expenditures.

**Budget Summaries**

The Budget Summary section is designed to provide the reader with an overview of the City's Fiscal Year 2020 Budget. This section consists of summaries by major category and by the five major fund types: General Government Fund, Debt Service Fund, Special Revenue Funds, Capital Project Funds and Enterprise Funds. A Personnel Summary is at the end of this section.

**General Government**

This section presents the operating budget for each of the General Fund divisions. Budgets for the individual divisions include the following:

- Organization Chart
- Introduction/Overview
- Fiscal Year 2020 Goals
- Performance Measurements
- Prior Year's Goals
- Budget Category Summary
- Budget Highlights
- Budget Category Explanations

## **Debt Obligations**

This section presents information regarding outstanding debt obligations of the City. In addition to the Debt Service Fund budget, this section includes the City's debt management policies, key ratios and analysis.

## **Special Revenue Funds**

This section presents the budgeted expenditures for the City's Special Revenue Funds with a summary recap of the revenues. This information includes budget category summaries, budget highlights and budget category explanations for Community Development Block Grant (CDBG) Fund, Inmate Security Fund, Police Training Fund, Parks & Recreation Fund, Recreation Fund, Sewer Lateral Insurance Fund, Storm Water Fund, Street & Road Improvement Fund and Transient Guest Tax Fund.

## **Capital Project Funds**

This section presents the Justice Facility Fund and the Parks Improvement Fund. These funds are for construction of major capital facilities.

## **Capital Improvements Program Summary**

Capital Improvements Program Summary identifies the items or projects incorporated in the Fiscal Year 2020 Budget. This section provides a brief description of the item(s) or project(s), the budgeted amount, the fund where the amount is budgeted, any savings anticipated (if any) and the department/division responsible for administering the expenditure(s). The funds included in this summary are Capital Expenditures Fund (a division of the General Fund), Recreation Fund, Storm Water Fund, Street & Road Improvement Fund, Capital Project Funds, Water Fund, Sewer Fund, Environmental Services Fund, Renaud Spirit Center Fund and Public Venue Fund.

## **Enterprise Funds and Other Information**

This section presents information on the Enterprise Funds operated by the City. This section is comprised of five operational areas: Environmental Services Fund, Public Venue Fund, Renaud Spirit Center Fund, Sewer Fund, and Water Fund. These are the only enterprise funds operated by the City. The Revenues, Expenditures and Capital Expenditure are all presented in the same section.

Information is also provided regarding the significant accounting principles and policies followed by the City in the administration and development of the budget. A copy of the current Budget Ordinance is presented. A glossary of commonly used governmental budgeting and accounting terms has also been provided.



**OFFICE OF THE MAYOR**  
**BILL HENNESSY**

January 2020

**To the Citizens and Business Owners of O'Fallon, Missouri:**

For the City of O'Fallon, 2020 looks to be a landmark year in our City's rich history. O'Fallon is experiencing a time of significant development and growth throughout our City, and we continue to build on our tremendous past. It is why this City continues to be rated as one of the nation's best places to live, work and raise a family.

The City's continued national recognition as one of "America's Best Places to Live," (*Money*) is a reflection of the residents and businesses who are dedicated to keeping their hometown strong by shopping, dining and doing business within our City. As Elected Officials, we share their dedication to moving our City forward, and in conjunction with City staff, we have developed our City's budget with this same goal in mind.

Public safety remained a top City priority, and respected publications and websites continue to rate O'Fallon as one of the safest cities in the State and nation. This recognition is due, in large part, to the brave men and women who serve in the O'Fallon Police Department. They play a tremendous role in keeping O'Fallon one of our country's safest cities, and our budget offers these men and women the tools they need to do their jobs effectively. To that end, our budget includes substantial funding for the Police Department, including significant investments in training and equipment.

Protecting the City's infrastructure is one of our primary goals, and the budget includes more than \$41.96 million in infrastructure improvements to our roads, water system and sewer system. These projects show our ongoing commitment to reinvesting in our City through our "Renew O'Fallon" campaign. We also will be moving towards completion of the vital I-70 corridor project, which will improve traffic and open the adjacent land to development.

Investing in our City also means that we maintain a well-trained, dependable and highly knowledgeable City staff. We continue to ensure that our staff is competitively compensated, and we once again have invested in training and technology so our staff have the tools and ability to best serve our residents. We also are beginning the process of implementing a new enterprise-wide technology system to streamline communication, improve efficiency and provide the highest levels of transparency.

Our City continues to grow economically too. Our sales tax revenues continue to surpass previous years, and our unemployment rate is one of the lowest in the region. It is a testament to the 89,000 residents and 1,800+ businesses who chose to not only call O'Fallon home, but invest in our City's future.

Our elected officials and City staff are dedicated to serving our residents and protecting the future of our community. With this budget, I believe that we will continue to exceed these goals throughout 2020 and beyond.

Thank you for your continued support and participation.

Warmest regards,

Bill Hennessy Mayor



# City of O’Fallon City Officials

## Mayor

William Hennessy (2021\*)

## City Council

### Ward 1

Dave Hinman (2020\*)

Deana Smith (2022\*)

### Ward 3

Nathan Bibb (2020\*)

Dale Kling (2022\*)

### Ward 5

Mike Pheney (2020\*)

Debbie Cook (2022\*)

### Ward 2

Rose Mack (2020\*)

Tom Herweck, Pres Pro Tem(2022\*)

### Ward 4

Jeff Kuehn (2020\*)

Jim Ottomeyer (2022\*)

## City Administrator

Michael Snowden

## City Attorney

Kevin O’Keefe

## Municipal Judge

Dennis Chassaniol

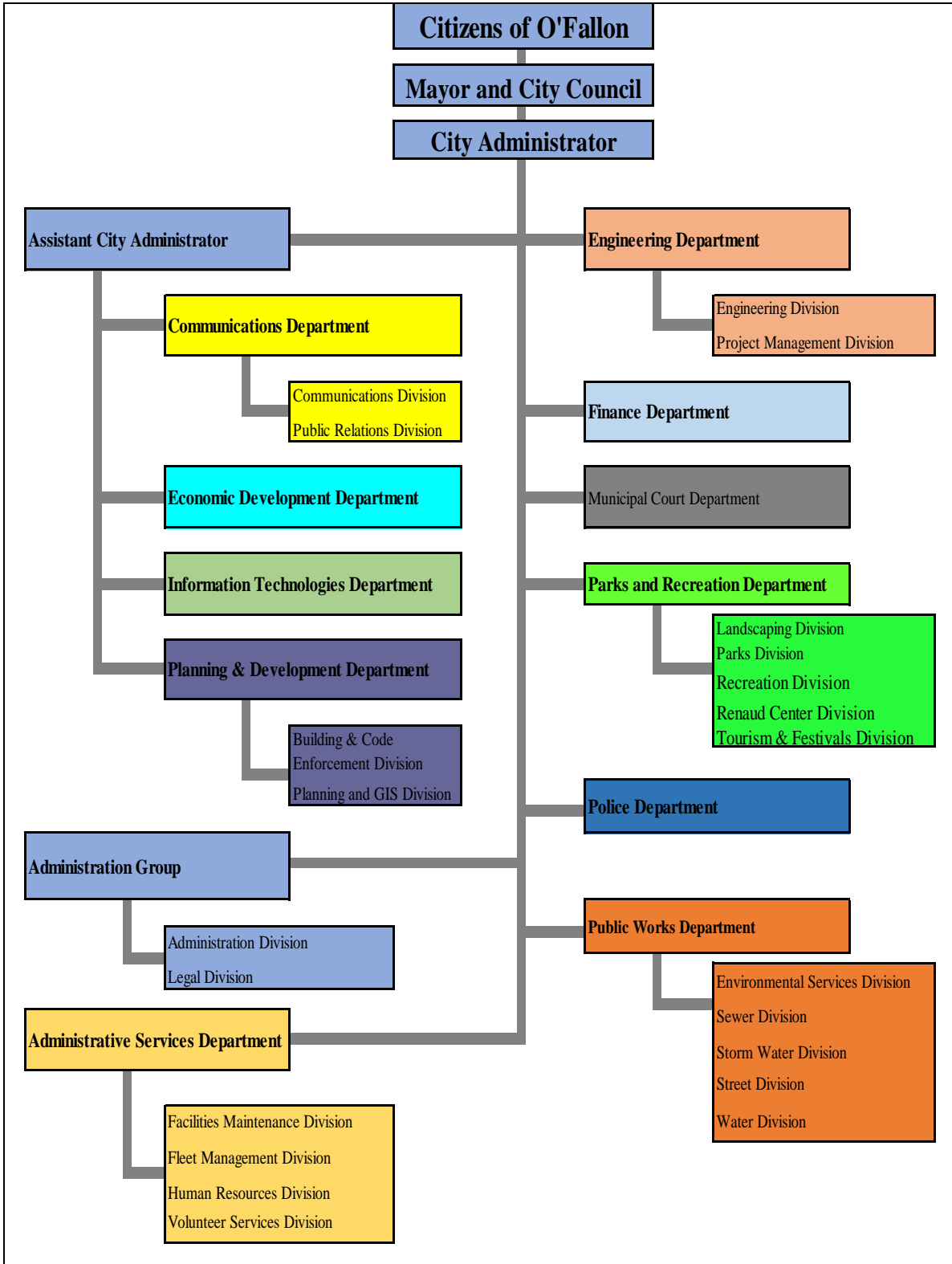
## Finance Director

Vicki M. Boschert, CPA

Assistant City Administrator .....	Lenore Toser-Aldaz
City Clerk.....	Pam Clement
Public Works Director .....	Steve Bender
Planning & Development Director .....	David Woods
Chief of Police.....	Tim Clothier
Administrative Services Director .....	John Griesenauer
Parks and Recreation Director .....	Vacant Position
Economic Development Director .....	Patrick McKeehan
Communications Director.....	Tom Drabelle
City Auditor .....	Carl Zilch

\* Denotes term expiration, all terms expire in April.

## 2020 Citywide Organization Chart



## 2020 Fund Type Chart

<b>Structure by Fund</b>	
<b>Debt Service Fund</b>	Managed by Finance Director
<b>Enterprise Funds</b>	
Environmental Services Fund	Managed by Public Works Director
Public Venue Fund	Managed by Parks & Recreation Director
Renaud Center Fund	Managed by Parks & Recreation Director
Sewer Fund	Managed by Public Works Director
Water Fund	Managed by Public Works Director
<b>General Fund</b>	
Managed by Department Directors	
<b>Special Revenue Funds</b>	
Community Dev Block Grant Fund	Managed by Communication Director
Inmate Security Fund	Managed by Chief of Police
Parks & Recreation Fund	Managed by Parks & Recreation Director
Police Training Fund	Managed by Chief of Police
Recreation Fund	Managed by Parks & Recreation Director
Sewer Lateral Insurance Fund	Managed by Finance & Public Works Director
Storm Water Fund	Managed by Public Works Director
Street & Road Improvement Fund	Managed by Public Works Director
Transient Guest Tax Fund	Managed by Finance Director
<b>Capital Projects Fund</b>	
Justice Center Fund	Managed by Finance Director
Parks Improvements Fund	Managed by Finance & Parks/Rec Directors





January 2, 2020

TO: Honorable Mayor Bill Hennessy  
The City Council  
The Citizens of the City of O'Fallon, Missouri

I am pleased to present the proposed annual budget document of the City of O'Fallon, Missouri, for the fiscal year beginning January 1, 2020. This itemized budget includes anticipated revenues and expenses for all City of O'Fallon funds.

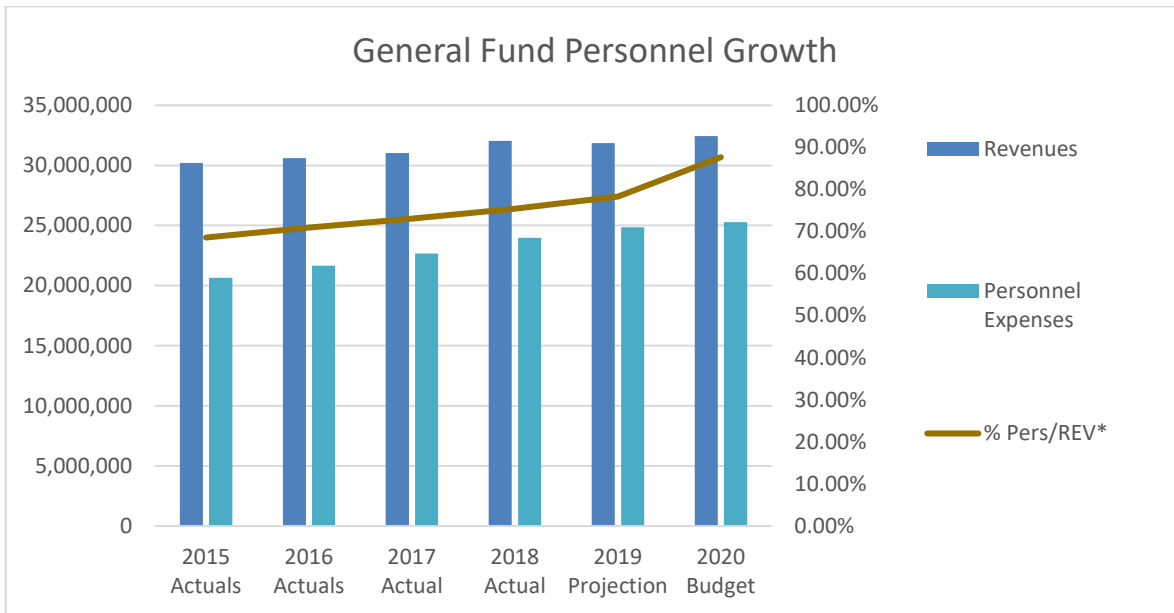
This financial summary will serve as the organization's operational blueprint for the coming year. The proposed budget takes into account the priorities of the Mayor and City Council, as well as the established policies and procedures that govern the City's finances, including presenting and maintaining a balanced budget for the City.

As City staff developed this proposed budget, we considered the guidance provided by the City Council through our recent budget planning sessions and the vision set forth in our City's Strategic Plan.

The economy of O'Fallon and St. Charles County remains strong and sales tax revenues have increased over previous years; however, continued competition from surrounding areas and the growth of online shopping present an immediate and long-term threat to City sales tax revenues. Additionally, the looming signs of national and global economic disruption through trade issues, international conflict and growing domestic signs of potential recession present significant risks for the City's revenues.

Increases in property values and the 2019 reassessment have improved property tax revenues, but in smaller percentages than we have seen in the past. Additionally, revenue growth through continued development has slowed as some of the more favorable parcels already have been developed. With these economic pressures in mind, we paid particular focus to ensuring our budget is not only balanced but sustainable for the future.

Staff increases over the previous five years mean that employee expenses will continue to increase at a rate faster than our revenues are increasing, limiting our discretionary and capital spending both now and in the future. By limiting further staff growth and addressing our future salary structure in a manner that commits to a goal of sustainability over the next few budget years, it is my intent to ensure that our budget is in line with future projected revenues. With this approach, O'Fallon also will be more prepared to meet the changing needs of our residents as we continue to transition from a high-growth community to a community focused on preservation and long-term sustainability.



General Fund	2015 Actuals	2016 Actuals	2017 Actuals	2018 Actuals	2019 Projection	2020 Budget
<b>Revenues</b>	30,207,233	30,612,544	31,025,702	32,067,766	31,861,806	32,438,498
<b>Personnel Expenses</b>	18,485,505	19,314,123	20,337,030	21,210,197	22,001,673	22,727,690
<b>% Pers/REV</b>	61.40%	63.30%	65.55%	66.65%	69.32%	78.85%

We continue to face additional challenges in trying to balance the City’s expanding capital needs, particularly in the City’s Street and Road Improvement Fund. As the City’s infrastructure ages, planning for competing projects across all funds will necessitate an even greater focus on long-term, strategic planning. Proper preventive maintenance and budgeting also will be required to address these concerns. Although the voters of O’Fallon rejected the City’s recent attempt to pass a use tax, we are exploring revisiting this potential revenue source in 2020. Additionally, we will continue to explore new revenue opportunities to support this Fund going forward, and we may need to consider additional long-term capital funding through a dedicated funding source separate from the City’s General Fund.

2019 was a year of many great accomplishments for our City. Our City was named to *Money* magazine’s prestigious “Best Places to Live” list, ranking number 24 in the nation! Furthermore, O’Fallon was recognized by national publications and websites as one of the country’s safest cities and one of the best cities in which to work. We opened the beautiful new 57-acre O’Day Park to huge crowds and rave reviews, welcomed a new Police Chief and introduced new events including Fall into the Arts.

In terms of our infrastructure, work continued on the much-needed I-70 corridor improvement project. The new outer roads both north and south of I-70 are now open and have improved traffic and opened up previously landlocked lots for potential economic development. We have continued our five-year program to replace aging water lines in North O’Fallon and have continued to expand recycling options for cardboard and paper.

As we prepared the budget for 2020, we recognized the City’s current financial situation and stayed true to the City Council’s commitment to maintaining the City’s low property tax rates and O’Fallon’s tradition of conservative budget planning. With these principles in mind, Staff worked to propose a budget that capitalizes on the economic opportunities presented and protects the City should anticipated revenues not materialize due to external factors.

Below, you will find the highlights of this year’s budget and the projects we propose that the City adopt in 2020. As you review the proposed budget, you will notice numerous capital investments that will assist in responding to our residents’ needs and improving efficiencies among our staff. We believe this responsible approach to the budget will ensure our City is well-positioned for both the near-term and long-term future and will help keep our City’s well-earned reputation as one of the country’s safest and best places to live and work. Moreover, this proposed financial plan addresses the priorities set forth by our elected officials.

**REVENUES**

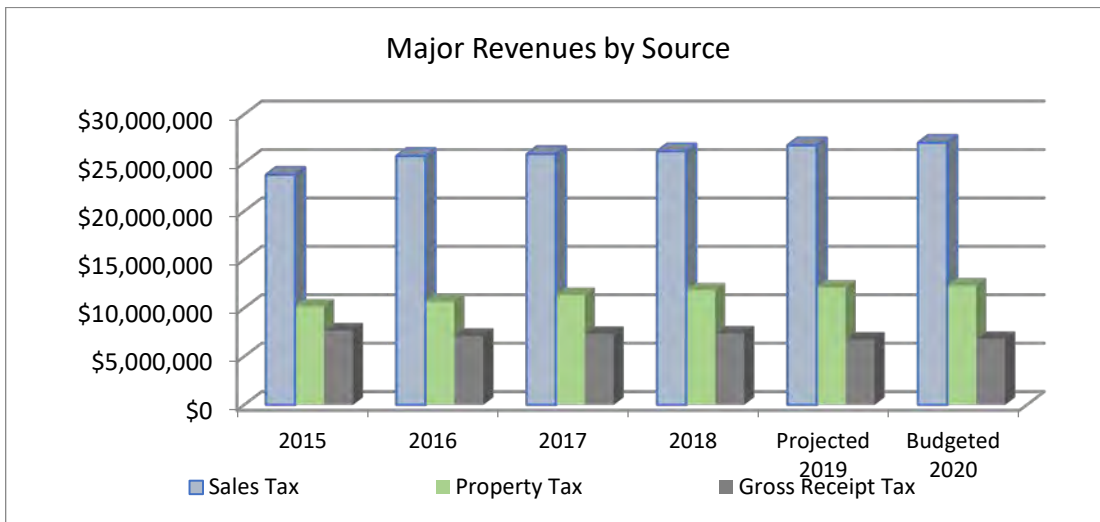
Revenues for the 2020 Budget total \$134,342,983, including transfers. These anticipated revenues were calculated based on careful consideration of our City’s economic conditions and the overall financial picture for both our regional and national economy.

Locally, O’Fallon continues to see small increases in both residential and business growth, but that growth is somewhat offset by increasing competition from surrounding regions and the growth of online sales. The collection of sales tax revenues is meeting our projections in 2019, but with these challenges in mind, we are only predicting a 1.0% growth in sales tax revenues in 2020, and as such, have budgeted appropriately. It is important to note that this projection is both sound and in keeping with the City’s tradition of conservative financial forecasting.

In the General Fund, property taxes and sales taxes are the City’s largest revenue sources. The 2020 budget is based on the estimation that the City will adopt a property tax rate of \$0.5562 per \$100 assessed valuation. This rate is made up of \$0.3354 General Fund and \$0.2208 Debt Service Fund, and it remains the lowest rate of the full-service cities in St. Charles County.

Recreation Fund revenues, which are primarily sales tax and program fees, are expected to be \$6,626,546. Based on the direction provided by the City Council, the Recreation fund will receive 75% of the revenues from the shared Parks and Stormwater half-cent sales tax and 25% will go to the Storm Water Fund.

Revenues for other funds include the Enterprise Funds (sales and services), Special Revenue Funds (sales tax, property tax, and various fees), and the Debt Service Fund (property tax). Details on these funds can be found in their appropriate section of the 2020 Budget and a general breakdown is in the Budget Summary section.



	<b>Sales Tax</b>	<b>Sales Tax % Change</b>	<b>Property Tax</b>	<b>Property Tax % Change</b>	<b>Gross Receipt Tax</b>	<b>Gross Receipt Tax % Change</b>
2016	\$ 25,687,493	8.17%	\$ 10,629,236	4.95%	\$ 7,099,360	(7.16%)
2017	\$ 25,883,035	0.76%	\$ 11,322,666	6.52%	\$ 7,294,610	2.75%
2018	\$ 26,176,125	1.13%	\$ 11,804,522	4.26%	\$ 7,348,676	0.58%
Projected 2019	\$ 26,789,788	2.34%	\$ 12,081,065	2.34%	\$ 6,708,864	(8.56%)
Budgeted 2020	\$ 27,054,599	0.99%	\$ 12,290,471	1.73%	\$ 6,779,353	1.05%

In order to meet the standards set forth by the Government Finance Officers Association, the various bond agencies which evaluate the City’s financial health and the City’s own policies, the City of O’Fallon has established a tradition of conservative and responsible financial management. Keeping with this philosophy and the City Council’s ongoing goals, we are maintaining a General Fund unreserved balance that will continue to exceed 40% in 2020.

This demonstrates prudent financial management by protecting the City against temporary revenue shortfalls, economic downturns, weather-related disasters or unexpected major expenses. It also allows the City the financial freedom to capitalize on unanticipated opportunities which may present themselves in the coming years. Our City will continue addressing various funds that have seen their reserves decrease in recent years due to the City Council addressing new infrastructure needs caused by the City’s rapid growth.

In 2019, a review of the commissioned positions on the Police pay scale was completed and wages were adjusted as necessary and placed on the new scales. The remaining City positions are still in the process of being reviewed. There is a surplus of funds in the 2020 Budget to cover the potential cost to implement the results of the review.

## EXPENDITURES

In developing this year’s budget, Staff was driven by our continued focus on residents’ needs and our desire to continue improving the efficiency of our operations. We also stayed true to O’Fallon’s tradition of sound financial planning and the conservative approach to budgeting our City Council has established. Accordingly, this proposed budget both addresses the City’s needs and helps maintain the financial strength which is the foundation of our excellent financial ratings. We also recognize the priorities brought forth by the City Council and have worked to design a budget that allows the City to specifically address a number of those priorities.

Maintaining a professional, effective and efficient City staff is a key component in ensuring that the City can meet the needs of our residents both now and in the future. To that end, the budget includes funding for step increases for deserving staff, funding for competitive benefit packages for all full-time employees and continued funding for training programs designed to ensure our employees remain at the top of their fields.

Recognizing the continued increases in health benefit costs, we remained committed to providing affordable healthcare benefits. Our budget includes an anticipated 2.4% increase in health care costs and 5% in Dental cost, which is being covered by the City. Additionally, we will continue to offer a \$0 premium qualified high deductible plan for employees who are interested.

Maintaining and improving our City’s infrastructure is a priority for our City Council, and this proposed budget reflects a strong emphasis in this area.

In 2020, we are proposing more than \$14.3 million in street and road projects, which includes \$1.435 million from the Street and Road Improvement Fund be allocated to address our ongoing street and road maintenance needs with \$1 million dedicated to concrete improvements and \$200,000 allocated to asphalt repairs.

Major projects include the resurfacing of arterial roads in WingHaven, \$3.8 million in improvements to Highway DD, continued resurfacing along the busy Mexico and Bryan Road corridors to improve road quality and sidewalks and \$4.5 million for the construction of roadways through the Caledonia property. Going forward, we will continue working with the City Council to explore opportunities for new revenues to help increase this fund; however, our options are limited.

With the improvements to the I-70 corridor from Woodlawn to T.R. Hughes Boulevard well underway, we anticipate this essential project to be completed prior to the end of 2020. The nearly \$16 million project is funded largely through State and Federal grants. In addition to improved East-West and North-South traffic flow, the project also will open up new opportunities for retail development along the I-70 corridor.

Other infrastructure enhancements are addressed through our Water and Sewer Funds. The Water Fund includes \$4.9 million for improvements to wells #3 and #4 as well as \$600,000 for painting and maintenance of tower #2.

The Sewer Fund supports the continuation of our comprehensive annual preventive maintenance program for the aging sanitary sewer collection system. Additionally, the Sewer Fund includes \$25.5 million to upgrade the wastewater treatment plant to meet upcoming Department of Natural Resources ammonia and other standards. The Sewer Fund also includes \$1.4 million in updates and maintenance at the plant.

As I mentioned previously, it is recommended that the City’s Stormwater Fund receive 25% of the revenues from the City’s parks and stormwater sales tax. This revenue totaling \$1,619,923 will allow the Department to continue the construction of numerous ongoing projects, including the Peruque Creek Lift Station Creek Erosion project, repairs of non-compliant basins and allocates \$20,000 for potential cost-sharing projects for residents with private stormwater concerns.

2019 included the issuing of a request for proposal for an enterprise resource planning (ERP) initiative. 2020’s budget includes \$1.90 million to fund this project.

Public Safety is consistently cited by our residents and elected officials as their top priority, and the proposed General Fund budget includes numerous expenditures to address this area with \$15,292,649 included in the Public Safety Budget. The budget calls for the replacement of ten (10) police vehicles.

The Environmental Services Fund will continue to preserve the City’s low rates while funding the replacement of one new sideload refuse truck, a rear load truck and the addition of a new “roll-off” truck. Additionally, the Fund includes additional refuse carts, the continuation of the department’s popular “shred-it” and electronics and appliance recycling events.

The Parks and Recreation Fund includes anticipated costs and revenues related to a full year of operations for O’Day park and O’Day Lodge as well as continued the replacement of the backstops and fencing at Ozzie Smith Sports Complex and Westhoff Park as part of an ongoing replacement plan.

In conclusion, I would like to thank our Assistant City Administrator Lenore Toser-Aldaz, our Finance Director Vicki Boschert, our Finance Analyst Kelly Perano and all of the Department Heads for their expertise and recognition of the City’s needs as we prepared this budget. The 2020 Budget reflects the priorities of the City Council, City staff and our residents. It allows for the addition of numerous high priority capital projects, while maintaining the low property tax rates our residents are accustomed to.

I appreciate the cooperation and assistance of the Mayor and City Council in compiling and finalizing this Budget. Here in O’Fallon we are proud of our continued national recognition as “One of America’s Safest Cities” and as one of the country’s best places to live, and we are committed to maintaining that status for generations to come.

Through our cooperative efforts, we present this 2020 Budget with its focus on ensuring public safety, increased economic development and improving our infrastructure. We remain committed to keeping O’Fallon as the state’s best city to live, work and play. We look forward to working with you and answering your questions.

Sincerely,

A handwritten signature in black ink, appearing to read "MSQ", with a long horizontal flourish extending to the right.

Michael Snowden  
City Administrator

## City of O'Fallon Growth Tables

<b>Commercial and Residential Building Construction</b>				
<b>Last Ten Fiscal Years</b>				
Fiscal Year	Commercial Construction Permits	Commercial Construction Value	Residential Construction Permits*	Residential Construction Value
2019	265	\$75,336,705	403	\$82,575,526
2018	324	44,236,754	309	62,019,622
2017	253	56,143,945	245	44,351,803
2016	193	60,958,682	437	72,914,421
2015	244	45,029,397	434	60,895,449
2014	229	46,297,665	432	51,398,331
2013	215	65,419,868	394	50,202,467
2012	143	53,600,048	310	35,788,912
2011	157	18,422,414	274	38,004,622
2010	190	52,737,185	367	40,987,248

\*Residential Construction includes Single Family and Villa units.

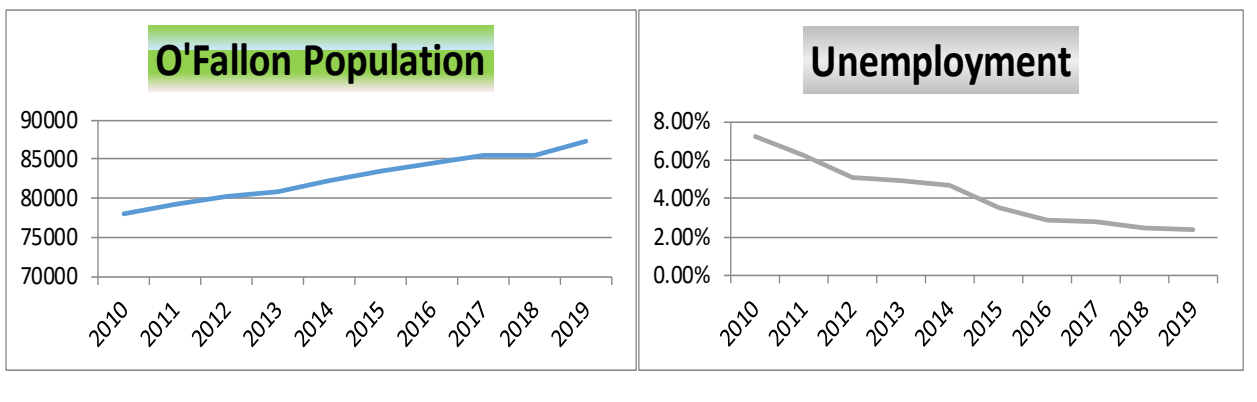
<b>Assessed and Estimated Actual Value of Taxable Property</b>					
<b>Last Ten Fiscal Years</b>					
Fiscal Year	Real Property	Personal Property	Railroad & Utility	Total Assessed Value	Total Estimated Actual Value
2019	\$1,707,997,686	\$330,359,631	\$23,542,056	\$2,061,899,373	\$9,283,312,626
2018	1,526,302,851	320,435,974	22,206,561	1,868,945,386	8,374,500,148
2017	1,499,539,903	308,813,420	24,439,052	1,832,792,375	8,217,944,272
2016	1,350,464,041	298,136,072	24,454,933	1,673,055,046	7,442,486,976
2015	1,325,309,114	286,646,872	26,159,704	1,638,115,690	7,284,798,819
2014	1,238,899,765	276,239,383	24,209,274	1,539,348,422	6,816,342,940
2013	1,219,256,962	271,875,981	23,977,251	1,515,110,194	6,703,939,098
2012	1,271,462,525	266,973,006	21,879,066	1,560,314,597	6,932,205,848
2011	1,262,616,275	241,631,480	22,014,110	1,526,261,865	6,805,064,164
2010	1,307,567,116	227,626,579	19,650,903	1,554,844,598	6,959,053,642

In 1984, the state underwent a general reassessment program. Effective January 1, 1985, all real properties were appraised, and current market values were assigned. Reassessments are currently performed every other year. In the past, the assessed value was equal to one-third of the properties' market value; however, after reassessment, residential property assessed valuation equaled 19% of appraised value, agricultural equaled 12%, and commercial and industrial equaled 32%. Personal property continues to be valued at one-third of the properties' market value.

Source: St. Charles County Assessor

## Demographic Statistics Last Ten Fiscal Years

Fiscal Year Ending	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019
O'Fallon Population	80,252	80,860	82,215	83,377	84,381	85,397	85,400	87,344	88,003	88,621
Unemployment	7.20%	6.20%	5.10%	4.90%	4.70%	3.50%	2.90%	2.80%	2.50%	2.40%



\* The 2010 census population as of March 31, 2010 for the City of O'Fallon was published as 79,329. The City estimates are from the 4<sup>th</sup> quarter of the year. Unemployment is from the US Department of Labor, Bureau of Labor Statistics, Local Area Unemployment Statistics Data, annual average. ([www.bls.gov/data/](http://www.bls.gov/data/))

### City of O'Fallon - Top 10 Major Employers 2019

Rank	Business	Product or Service	Employees
1	Mastercard	Global Technology Headquarters	4,000
2	Citi	Financial Services	3,000
3	Fort Zumwalt School District	Education	1,702
4	True Manufacturing Company Inc	Freezers and Commercial Coolers Manufacturer	N/A <sup>(1)</sup>
5	SAK Construction	Pipe Rehabilitation and Tunneling Contractor	500
6	Progress West Hospital	Medical Services	425
7	Wal-Mart Supercenter	Discount Retail Department Store	370
8	Delmar Gardens/Garden Villas of O'F	Skilled Nursing Care / Retirement Community	370
9	MEMC	Silicon Water Manufacturer	350
10	Schnucks Market	Grocery Store	316

Source: City of O'Fallon, Missouri, Economic Development Department.

(1) Business requested actual number not be published. They fall in at the 4<sup>th</sup> largest employer in the City.

## City of O'Fallon - Top 10 Taxpayers 2019

Property Name / Owner	Type of Business	2019 Assessed Valuation of Real & Personal Property	% of Total Assessed Valuation
Three Ts Partnership Six Ts Partnership	True Manufacturing	\$30,485,050	1.48%
Centene Data Center	Computer Tech	18,573,724	0.90%
Citimortgage Inc	Citimortgage	16,264,075	0.79%
Sunedison Semiconductor	Sunedison	13,457,145	0.65%
Garden Villas of Ofallon / Delmar Gardens	Retirement Living	10,072,234	0.49%
Aldi Inc	Food Chain	6,435,832	0.31%
Mastercard	Mastercard Office	6,201,543	0.30%
Darlington Enclave At Winghaven	Apartments	6,123,962	0.30%
Prairie Point LL LLC	Apartments	5,787,673	0.28%
CHP O'Fallon Mo Owner LLC	Senior Living Apt	5,586,468	0.27%

Source: St. Charles County Assessor's Office, Market Research Division.



In April 2009, the residents of the City voted and approved for the City to become a Home Rule Charter. The structure of the Charter City consists of an elected Mayor and ten elected City Council members, in whom the legislative power of the City is vested. The Mayor is elected to a four-year term, while the City Council members are elected to alternating three-year terms. These elected officials represent the citizens through the establishment and adoption of policies to govern the provision of City services. These policies take the form of ordinances or resolutions which establish laws, rules, and regulations.

The annual budget process is designed to be reflective of the sentiments of the citizens, City officials, and staff, as well as, the basic values of the City organization. The Mayor and City Council refine and direct the City organization's objectives to reflect the needs and desires of citizens.

Similar to any growing community, the Mayor and City Council face the challenge of preparing for future needs and issues. To meet this challenge, the Mayor and City Council participate in a Strategic Planning meeting which is part of the process to proactively manage change. The process helps develop a consensus of purpose to work towards common goals. It also requires a uniform commitment and recognition that City achievements are the result of combined efforts and leadership.

With the establishment of the Policy Agenda, staff has developed a series of action plans to accomplish the items identified by the Council and has incorporated it into this year's budget. Staff's accomplishment in meeting with these objectives is reviewed by the City Administrator and updates as to the status are presented to the Mayor and City Council.

The following is an outline of the long-range goals as established by the City Council.

**Continuation of the acquisition and development of quality City facilities.**

- Review available land for potential future acquisition of park land.

**Assess policy issues tied to the engineering, right of way acquisition, and construction for infrastructure projects.**

- Study the options available to increase capacity for the water and wastewater processing system.
- Design and construct facilities as needed.
- Support the continued progress on the 10-Year Transportation Improvement Plan.

**Support policy development that encourages the location of high-tech and similar environmentally friendly businesses along the I-64 corridor.**

- Promote economic development opportunities citywide.
- Coordinate with various taxing jurisdictions to review the viability of major projects.
- Maintain a database of land and building inventory available for development in O'Fallon's growth area.
- Support the adoption of development standards which enhance the quality of the City's infrastructure.



Excellent financial management is the key to successfully completing the goals of citizens, elected officials and City staff. Strategic management and community planning are dependent on the availability of resources and the ability to obtain financing.

**Financial Management**

Prudent management of the City's financial resources allows for the continued ability to provide quality municipal services. Responsible financial management is critical to making effective and efficient use of available resources. In September 2015, the City Council approved the policy section of the Financial Policies and Procedures Manual to provide the foundation for financial and operational systems management. These policies are designed to ensure the financial integrity of the City and to provide cost-effective services to the citizens.

The Financial Policies and Procedures Manual contain specific financial management policies/procedures to guide short-term decision-making. These policies/procedures specifically address functional areas of the financial operation, including debt, investments, purchasing, payroll, accounts payable and cash collections. The following are examples of some of the policies used to guide daily operations.

- The City budget will support the goals and policies of the City Council, Council adopted strategic plans and service needs of the community.
- The City will maintain an accounting and financial reporting system that conforms with Generally Accepted Accounting Principles and applicable Missouri Statutes, and will issue a Comprehensive Annual Financial Report (Audit Report) each fiscal year.
- The City will not fund current operations from the proceeds of borrowed funds. The City will confine long-term borrowing to capital improvements, projects, or equipment which cannot be funded from current revenues. Debt issued through a general obligation pledge will be used only for projects that have a general benefit to City residents and cannot be self-supporting.
- It is the policy of the City to invest public funds in a manner which will provide maximum security of capital with the highest return on investment while meeting daily cash flow demands of the City and conforming to all Missouri statutes governing the investment of public funds.
- When the City uses long-term debt financing, it will repay the debt within a period not to exceed the useful life of the improvements or equipment.
- The City has two financial concepts that drive the way in which the finances are maintained and reported: "Basis of Accounting" and "Budget vs. GAAP reporting."

The following summarizes information regarding other topics contained in the Financial Policies and Procedures Manual.

## **Budgeting**

The operating budget is based on the *Balanced Budget* principle of financing current expenditures with current revenues and accumulated reserves. Operating expenditures will not be directly supported by debt. Expenditures shall include adequate funding of retirement benefits and adequate maintenance and replacement of capital and operating assets. The budgeted expenditures reflect the City's perceived needs and desires of the community based on available information and long-range planning.

The City Council adopts an annual budget on the *modified accrual basis of accounting* for all governmental fund types (General Fund, Debt Service Fund, Special Revenue Funds, Capital Project Funds and Enterprise Funds). *Modified Accrual Basis* is a method used which recognized expenditure transactions when the liability is incurred, and revenue transactions when they are both measurable and available to finance the expenditures of the current period. The budget is based on generally accepted accounting principles as promulgated by the Governmental Accounting Standards Board.

The City Council holds budget work sessions with the City Administrator, Finance Director and staff to make final revisions to the proposed budget. No less than a ten-day notice is given by publication announcing a public hearing on the proposed budget in a newspaper with general circulation within the City. After the legal notice is published, the public hearing and introduction of the bill for the adoption of the annual budget are held at the Council meeting in the month of November. The notice also informs the public that a copy of the proposed budget may be inspected at City Hall, during business hours.

The budget is adopted before December 31<sup>st</sup> of the year prior to enactment.

City officials review budget appropriations and actual financial requirements again at mid-year. The City Council may amend or adjust the budget, by adoption of an amending budget ordinance, which adjusts the revenue and expenditure authorization during the budget year.

The following is a sample calendar illustrating the timing and responsibility of issues related to the budget process.

## Budget Process Timeline

The City budget is an ongoing process in which departments start identifying and measuring costs for budgetary needs well before the formal budget process begins.

June	●	City Council Budget Kickoff Meeting and adoption (if updated) of the City's Strategic Plan which identifies the priorities of the upcoming budget year.
July	●	Departmental Budget Kickoff Meeting to review the City's budget process with the departments and discuss how to integrate the newly adopted Strategic Plan into the department budgets.
July	●	Revenue projections due to the Finance Director.
July - September	●	Operating, personnel and capital requests are due to the Finance Director and Financial Analyst.
August - September	●	City Administrator, Assistant City Administrator, Finance Director, Financial Analyst and City Auditor meet with all divisions to review their budget submittals.
September	●	City Administrator meets with all Department Directors to review the final budget recommendation and any final changes to the departmental requested budgets.
October	●	City Administrator, Assistant City Administrator, Finance Director, Financial Analyst and Assistant Finance Director meets with the Mayor and President Pro Tempore to review the budget recommendation and make any changes that the City Council would like staff to incorporate into the proposed budget. These changes are in addition to the Strategic Plan and other requests identified in the City Council Budget Kickoff meeting.
October	●	Distribute proposed budget to City Council.
October	●	There are three public meetings where staff presents their departmental budgets to City Council. The draft budget is available to the public at this time on the City's website.
October - November	●	The Finance Director prepares the 5 year Capital Improvement Program (CIP) utilizing the final proposed budget as the first year of the CIP and adding an additional 5 years of departmental capital budget requests.
November	●	There is a public hearing (10 day notice required) and first reading of the proposed budget ordinance.
November	●	There is a public hearing (14 day notice required) and first reading of the proposed 5 year CIP.
December	●	Second reading and final adoption of the proposed budget ordinance and the proposed 5 year CIP occurs.
January	●	The adopted budget goes into effect.

The Finance Director monitors the performance of the annual budget once adopted. Periodically throughout the fiscal year, the Finance Director will prepare and submit an ordinance to amend the current budget due to changes in estimates, unanticipated needs, emergency repairs, etc. The City Administrator has the ability to approve transfers of appropriations as long as the transfer is between operating accounts or capital accounts within the same fund.

# Budget Process Timeline

Responsible Party

- Mayor & City Council **MC**
- City Administrator **CA**
- Finance Director **F**
- Department Heads **DH**
- All Parties **A**

	June				July				August				September				October				November				December				
	Week 1	Week 2	Week 3	Week 4	Week 1	Week 2	Week 3	Week 4	Week 1	Week 2	Week 3	Week 4	Week 1	Week 2	Week 3	Week 4	Week 1	Week 2	Week 3	Week 4	Week 1	Week 2	Week 3	Week 4	Week 1	Week 2	Week 3	Week 4	
Prepare Mid-Year Adjustment Requests	DH																												
Mid-Year Budget Work Sessions		A																											
Mid-Year Budget Recommendations to City Council						F		F																					
City Council Kick-off Meeting / Strategic Plan		MC																											
Department Budget Kickoff Meeting						F																							
Revenue Projections Due to Finance Director										DH																			
Compile Prior Year and Year-to-Date Information											F	F																	
Operating, personnel and capital requests submitted to Finance										DH		DH																	
City Staff Reviews Budget Requests by Division										F			F																
City Administrator meets with Directors for final recommendations										DH			DH																
City Administrator, Asst City Administrator and Finance review with Mayor and president Pro Tempore										CA			CA																
Budget Packets are Prepared and Distributed to City Council																		CA											
Budget Reviewed by City Council																		F											
Finance prepares the 5 year Capital Impr Program																		DH											
Publish Notice for Public Hearings																		F											
Public Hearing and First Reading of Budget and 5-year CIP																													
Final Reading and Approval of Budget and 5-year CIP																													

## **Financial Monitoring**

This section outlines the general financial monitoring responsibilities involved in the management and use of the City's resources.

- I. **City Administrator** - The City Administrator is ultimately responsible for the implementation and management of the budget and for the proper use, preservation and protection of the City's assets. The City Administrator may delegate this authority and responsibility to department heads or other City staff.
- II. **Finance Division** - The Finance Director's responsibility is to monitor the fiscal and program implementation of the approved budget. The Finance Director reports to the City Administrator and the City Council, on various aspects of the budget implementation and management. In addition, the Finance Division works closely with other divisions to apprise them of their financial status and of any potential issues that may affect their operations. The Finance Division may review fiscal or operational issues affecting any part of the City organization.
- III. **Divisions** - Each Division is responsible for monitoring and managing their resources, ensuring budgets are not exceeded and all expenditures are in conformity with City, state, and federal ordinances, statutes, policies, and regulations.

## **Independent Audits and Financial Reports**

Sound business practice and federal and state laws require annual, independent audits of the City's financial statements. The independent accounting firm of Hochschild, Bloom & Co., LLP performed the City's 2017 audit and issued an opinion on the City's General Purpose Financial Statements and other reports as required by the Single Audit Act of 1984.

The City's Finance staff prepares substantial analytical documentation for the annual audit and produces the Comprehensive Annual Financial Report in accordance with generally accepted accounting principles and statutory requirements. Historically, the auditor's opinions on the City's financial statements have been unqualified and the Auditor's reported the City to be in compliance with the Single Audit.

## **Working Capital**

Through prudent fiscal management, the City has avoided the need for short-term borrowing. The City estimates revenues conservatively for the annual budget. General Fund resources have typically exceeded requirements, as evidenced by the growth in fund balance.

## **Financial Planning**

The City Council requires the preparation of a five-year (5) Capital Improvement Program (CIP) each year. It is a listing of capital projects over a specified period of time. The purpose of the CIP is to systematically plan, schedule and finance capital projects to ensure cost effectiveness as well as conformance with established policies. Future years in the CIP may be revised as necessary as changes occur in economic conditions, public needs, changes in priorities, etc. This five-year Capital Improvement Program requires a 14-day public hearing notice and is adopted by the Council by December 31<sup>st</sup> of each year.

## Controls

In addition to standard financial management controls and internal management and operating policies and procedures, several other financial controls provide additional security of City resources:

- **Purchasing** - The procurement process utilizes a centralized purchase order system, on all purchases exceeding \$4,000, requiring division authorization within approved limits. Controls on both dollar value and individual staff purchasing authorization have been implemented through the use of purchasing cards.
- **Expenditures** - The City’s automated expenditure processing system compares requested expenditures against current budget availability to monitor spending in excess of appropriations.
- **Investment Ratios** – The City’s Investment Policy purpose is to establish investment guidelines. The Finance Division prepares a quarterly report that, among other things, reports composition and maturity breakdowns to compare to the suggested guidelines. The primary objective of the City of O’Fallon’s investment activities is the preservation of capital. Below is a chart with the ratio guidelines.

<b>Composition Guidelines</b>			<b>Maturity Guidelines</b>		
<b>Investment Type</b>	<b>Suggested Limit</b>	<b>As of 12/31/19</b>	<b>Days Remaining to Maturity</b>	<b>Suggested Limit</b>	<b>As of 12/31/19</b>
U.S. Treasury Bills & Notes	90%	0%	Less than 30	0%	100%
U.S. Government Agencies*	75%	61.80%	Less than 90	0%	100%
Certificates of Deposit (ICS)**	90%	3.38%	Less than 180	0%	100%
Repurchase Agreements* (overnight & short-term)	90%	34.82%	Less than 365	50%	100%
U.S. Government Instrumentalities	75%	0.00%	Less than 1,825 (5 years)	100%	100%

\*The funds included in the ‘U.S. Government Agencies’ funds are in an Investment account that is collateralized with US Government Agencies. These funds, along with the cash and Overnight Repurchase Agreements (34.82% of portfolio), are available daily so they are 100% liquid and 104% collateralized with US Government Agencies.

\*\*Certificates of Deposits (ICS) – These funds are in an ICS (Insured Cash Sweep) Deposit Placement Agreement account thru the City’s bank.





GENERAL FUND REVENUES  
& PROJECTIONS

DEBT SERVICE FUND REVENUES  
& PROJECTIONS

SPECIAL REVENUE FUNDS REVENUES  
& PROJECTIONS

CAPITAL PROJECT FUNDS REVENUES

# Revenues & Projections

This section provides a comprehensive discussion of revenues and projections for the City's General Fund, Debt Service Fund, Special Revenue Funds and Capital Project Funds.



# Citizens First Center

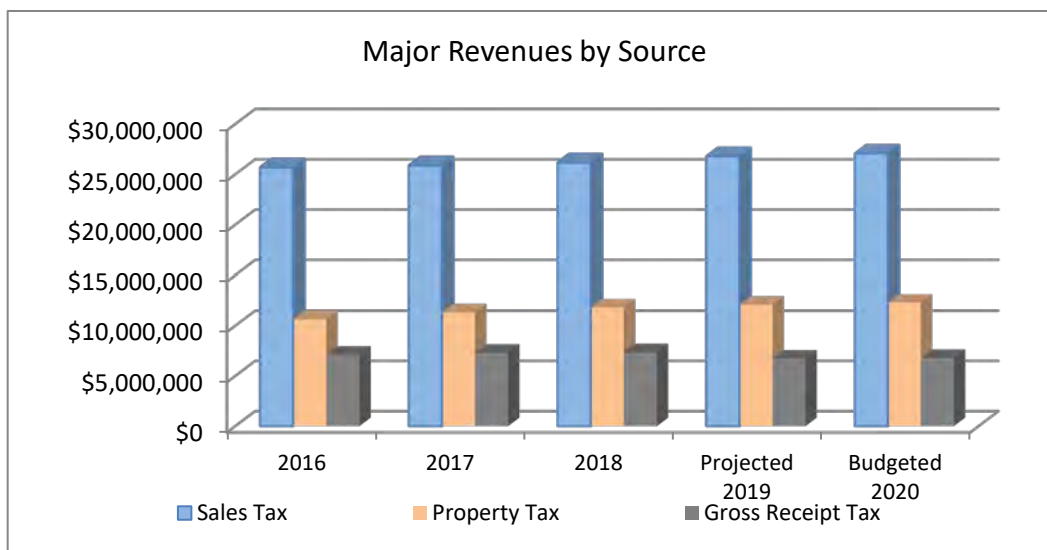
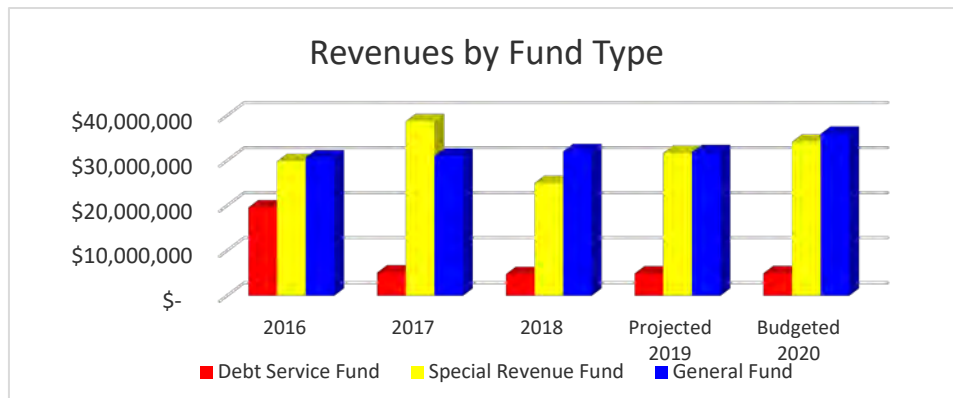
For O'Fallon residents, contacting Citizens First is the easiest way to get in touch with City staff and ask a question, make a request, or report a concern, 24/7.

The key thing for residents to remember is that Citizens First is the go-to source for getting information or reporting a concern.

Citizens First is set up so that residents don't need to know what department to contact for answers or help. Just call or log onto Citizens First at any time with needs, questions or concerns, and we'll handle it for you. It's like having City Hall at your fingertips, around the clock.

The following section presents an analysis of revenues, including actual collections from prior years, projected budget amounts for 2019, budgeted amounts for 2020 and projections for future years. This section includes revenues for the General Fund, Debt Service Fund and Special Revenue Funds.

The following chart shows actual revenues for 2016 to 2018, projected budget revenues for 2019 and budget revenues for 2020.



Annual % Change	Actual 2016	Actual 2017	Actual 2018	Projected 2019	Budget 2020	Future Years
<b>Sales Tax</b>	8.19%	0.76%	1.13%	2.34%	0.99%	1-1.5%
<b>Property Tax</b>	4.95%	6.52%	4.26%	2.34%	1.73%	1.5-2.5%
<b>Gross Receipt Tax</b>	(7.16%)	2.75%	74.00%	(8.71%)	1.05%	<1%

Note: This is for total tax collected for all funds.

## General Fund Revenue

Fiscal Year 2020

Revenue Source	Actual 2016	Actual 2017	Actual 2018	Projected Budget 2019	Budget 2020
<b>Taxes</b>					
Property Taxes	\$5,781,276	\$6,033,854	\$6,788,241	\$6,891,924	\$7,036,127
Surtax - Commercial Real Property	293,838	284,475	289,563	322,930	338,155
Gross Receipts Tax	7,099,360	7,294,610	7,348,676	6,708,864	6,779,353
Sales Tax	13,051,523	13,159,786	13,321,258	13,650,077	13,786,578
Institutional Tax	18,419	152,093	348,725	273,431	200,000
<b>Total Taxes</b>	<b>\$26,244,416</b>	<b>\$26,924,818</b>	<b>\$28,096,463</b>	<b>\$27,847,226</b>	<b>\$28,140,213</b>
<b>Intergovernmental Revenues</b>					
State Grants	\$276,532	\$313,458	\$318,579	\$258,803	\$415,382
<b>Total Intergovernmental</b>	<b>\$276,532</b>	<b>\$313,458</b>	<b>\$318,579</b>	<b>\$258,803</b>	<b>\$415,382</b>
<b>Licenses, Fees &amp; Other Revenue</b>					
Home Occupation Permits, Merchants & Liquor Licenses	\$232,777	\$235,036	\$230,719	\$252,211	\$229,211
Sign & Fence Permits	29,050	25,316	28,768	23,363	24,750
Residential & Commercial Building Permits	888,519	661,579	606,092	743,820	1,005,789
Electrical, Plumbing, Subdivision Improvement & Demolition Permits	136,562	269,272	296,551	240,485	244,400
Mobile Home Permits	1,900	1,865	1,850	1,850	3,750
Master House & Commercial Plan Review	77,564	134,088	60,750	87,338	99,971
Planning Services	365,300	465,324	287,774	236,880	239,900
Police Services	184,251	51,947	107,631	99,051	6,000
Court Fines, Crime Victims and Restitution	1,395,760	1,108,444	992,270	1,075,285	1,071,880
Parks & Recreation/Special Events	244,536	243,699	244,556	282,750	298,350
Misc. Revenues (Sale of Ppty & Misc. Permit)	341,747	398,591	278,550	247,629	276,082
<b>Total Licenses, Fees &amp; Other</b>	<b>\$3,897,966</b>	<b>\$3,595,161</b>	<b>\$3,135,511</b>	<b>\$3,290,662</b>	<b>\$3,500,083</b>
<b>Other Financing Sources</b>	<b>\$143,336</b>	<b>\$91,905</b>	<b>\$31,224</b>	<b>\$7,779</b>	<b>\$0</b>
<b>Transfers In</b>	<b>\$129,032</b>	<b>\$32,501</b>	<b>\$285,195</b>	<b>\$163,241</b>	<b>\$3,657,820</b>
<b>Interest</b>	<b>\$21,262</b>	<b>\$67,859</b>	<b>\$200,794</b>	<b>\$294,095</b>	<b>\$225,000</b>
<b>Total Revenue</b>	<b>\$30,712,544</b>	<b>\$31,025,702</b>	<b>\$32,067,766</b>	<b>\$31,861,806</b>	<b>\$35,938,498</b>

**General Fund Revenue - Projections**

**Fiscal Year 2020**

Revenue Source	Projections		
	Fiscal Year 2021	Fiscal Year 2022	Fiscal Year 2023
<b>Taxes</b>			
Property Taxes	\$7,247,709	\$7,465,437	\$7,652,073
Surtax - Commercial Real Property	580,720	598,341	613,300
Gross Receipts Tax	6,837,684	6,900,254	6,967,964
Sales Tax	13,938,230	14,077,613	14,232,466
Institutional Tax	200,000	200,000	200,000
<b>Total Taxes</b>	<b>\$28,804,343</b>	<b>\$29,241,645</b>	<b>\$29,665,803</b>
<b>Intergovernmental Revenues</b>			
Various Intergovernmental Agreements	\$415,382	\$415,382	\$415,382
<b>Total Intergovernmental</b>	<b>\$415,382</b>	<b>\$415,382</b>	<b>\$415,382</b>
<b>Licenses, Fees &amp; Other Revenue</b>			
Home/Rental Occupation Permits, Merchants & Liquor Licenses	\$290,584	\$292,992	\$295,437
Sign & Fence Permits	25,118	25,491	25,869
Residential & Commercial Building Permits	709,556	650,667	650,667
Electrical, Plumbing, Subdivision Improvement & Demolition Permits	246,367	248,364	235,391
Mobile Home Permits	3,750	3,750	3,750
Master House & Commercial Plan Review	39,161	39,161	39,161
Planning Services	281,571	283,125	284,735
Police Services	8,000	8,000	8,000
Court Fines, Crime Victims and Restitution	1,217,838	1,236,594	1,255,642
Parks & Recreation Programs	304,512	310,824	317,288
Miscellaneous Revenue	285,229	290,998	296,897
<b>Total Licenses, Fees &amp; Other</b>	<b>\$3,411,686</b>	<b>\$3,389,966</b>	<b>\$3,412,837</b>
<b>Other Financing Sources</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Transfers In</b>	<b>\$154,570</b>	<b>\$114,570</b>	<b>\$114,570</b>
<b>Interest</b>	<b>\$225,000</b>	<b>\$225,000</b>	<b>\$225,000</b>
<b>Total Revenue</b>	<b>\$33,010,981</b>	<b>\$33,386,563</b>	<b>\$33,833,592</b>

**Property Taxes****\$7,036,127**

Property taxes include revenues from current and delinquent tax collections on real property, personal property, and railroad and utility property.

Real property taxes are levied each August based on the assessed valuation of property located in the City, as of the previous January 1. Assessed valuations are established by the St. Charles County Assessor. The City tax rate for Fiscal Year 2020 is expected to be levied at \$0.5562 per \$100 of assessed valuation. This expected levy would include \$0.3354 for the General Fund and \$0.2208 for the Debt Service Fund. Residents are billed in November. Taxes are due and collectible on December 31, and are delinquent and represent a lien on related property on January 1 of the following year. Taxes are billed, collected and remitted to the City by the St. Charles County Collector for a fee of 2.1% (1.5% to County Collector and 0.6% to Assessor) of the taxes collected, except for railroad and utility.

Railroad and utility taxes are levied on property owned by the railroads and utilities within St. Charles County. The amount attributable to each municipality is based upon the holdings within the city limits of each jurisdiction. The tax rate for 2020 is \$0.5562 per \$100 of assessed valuation. These taxes are billed, collected and remitted to the City by the St. Charles County Collector for a fee of 1% per state statute.

Reassessments on real property are performed every two years. In the past, the assessed value was equal to one-third of the property's market value. However, after the state restructured the assessment process in 1984, assessed valuation of residential property equaled 19% of appraised value, agricultural equaled 12%, and commercial and industrial equaled 32%. Personal property continues to be valued at one-third of the property's true value in money.

The Assessor's Office is responsible for establishing the fair market value of all property within St. Charles County as of the tax date, January 1st. This assures the tax burden is distributed fairly among those responsible for payment. The market value of your property is multiplied by the statutory level of assessment to arrive at an assessed value. Personal Property is assessed at 33 1/3% of its true value in money (RSMo. 137.115), with the following exceptions: farm machinery and livestock at 12%; historic vehicles and historic aircraft at 5%; grain (un-manufactured) at Y%. The Assessor shall annually assess all personal property at thirty-three and one-third percent of its true value in money as of January 1 of each calendar year. Boats and other special vehicles are taxed on one-third of the Modified Accelerated Cost Recovery System life tables (per RSMo. 137.122), in general, however, special situations do exist for non-standard items. Personal property taxes are assessed, billed, collected and distributed at the same rate and in the same manner as real estate taxes.

**Property Tax Projections** for future fiscal years are based on the expected tax rate of \$0.5562 per \$100 of assessed valuation. The projections take into consideration the stability of property values and a slowing growth pattern of new construction. The City's tax base has the potential to grow even with the slow housing market due to available land to be developed and possible voluntary annexation adjacent to the City limits. Actual, budgeted and projected amounts are net of collection fees and are estimated at 97% collection rate.

**Surtax on Commercial Real Property**

**\$338,155**

The surtax on commercial real property is \$0.53 per \$100 of assessed valuation. The tax is a replacement for the merchants and manufacturers tax, which was discontinued as a result of a reassessment in 1985. The tax is shared on a proportional basis within each county based on lost revenue from 1985. The assessed valuation on commercial real property is calculated at 32% of the market value.

***Surtax Projections*** are based on previous year’s trend shown below. The more the City expands (or the less City contracts in comparison to other areas within the County), the higher percentage of the collected Surtax the City will receive. Surtax is allocated between the General and Debt Service Funds based upon the applicable property tax rate as a percentage of the total City property tax rate.

<b>Annual % Change</b>	<b>Actual 2016</b>	<b>Actual 2017</b>	<b>Actual 2018</b>	<b>Projected 2019</b>	<b>Budget 2020</b>
<small>(Dollars in Thousands)</small>					
	\$393	\$284	\$289	\$323	\$338
<b>Surtax</b>	(25.19%)	(27.74%)	1.76%	11.76%	4.64%

**Gross Receipts Tax**

**\$6,779,353**

The gross receipts tax is applied to any person, partnership, venture, or corporation engaged in the business of supplying electricity, gas, water, telephone, or other utilities to residents of the City. This includes a tax of 5% of the gross receipts from such businesses on the first \$10,000 purchased monthly by a user and a tax of 0.5% on all purchases in excess of \$10,000 per month. Remittance of tax from Ameren UE is at 4.84% of the gross receipts on the first \$10,000 and 0.49% on all purchases in excess of the \$10,000 per month. The City offers a utilities license fee rebate for exempt customers on electricity, gas and telephone was started. This is for senior citizens and residents on disability that make below a certain income level. The rebate amount is paid from the General Fund.

***Gross Receipts Tax Projections*** are based on historical trend information and the slowing in residential and commercial construction. There is also a decreasing trend in the mobile phone providers Gross Receipt collections. This is due to a change in the industry’s billing method. The equipment and services are being split so the Gross Receipt on the service has decreased since the tax on the equipment is now reported as Sales tax. The City expects this revenue source to stabilize after 2019.

**Sales Tax**

**\$13,786,578**

Sales taxes are collected on retail sales in the City. The tax rate of 7.950% is comprised of the following:

4.000%	State – General
0.125%	State – Conservation
0.100%	State – Parks & Soils
1.450%	County
0.100%	County - Regional Park Tax
0.125%	County – Community Services for Children
0.050%	County – Emergency Management System
<u>2.000%</u>	City
7.950%	Total Sales Tax

Sales tax collections are a strong source of revenue for the City and remain the largest source of income.

Up to an additional 1.00% Sales Tax may be added for Transportation Development Districts and Community Improvement Districts located throughout the City.

**Sales Tax Projections** for future years are based on the change in population and commercial development both within and outside of the City limits. It takes into account businesses that opened or closed in 2019 and retail expected to open during the 2020 Budget year. For 2020, the City is expecting a one percent increase in Sales tax revenues.

**Intergovernmental Revenue**

**\$415,382**

The City has entered into various contracts with the State of Missouri and various federal agencies for grants. The grants reimburse the City for a percentage of costs incurred to complete the project requirements. Current grants include, but are not limited to, COPSFast, DARE and School Resource Officers.

**Licenses, Fees & Other Revenue**

**\$3,500,083**

The following licenses, fees and other revenue are collected by the City for services provided to the community.

***Building permits*** fee are calculated by taking the CofC (Cost of Construction) times a multiplier.

The multiplier is based on the division’s annual budget divided by historical annual construction value of permitted project within the City. The CofC is the larger of either (1) the reported construction cost provided by applicant, or (2) the value provided by the ICC valuation data which is revised twice a year and based on national construction cost averages. The multiplier rates as of January 1, 2020 are as follows: Residential CofC x .0053; Commercial Shell 80% of CofC x .0053 or ICC multiplier if greater; Multi-Family Permit and Commercial Tenant Finish is CofC x .0053 or ICC multiplier if greater; Basement Finish is CofC x .0053 (\$100 min).

***Boundary Adjustment or Condo Plat fees*** are \$100.

***Celebration of Lights Admission fees*** are \$10 per vehicle (Tuesday-Thursday) \$12 per vehicle (Friday – Sunday); \$15 per Passenger Van; \$25 minimum for buses, plus \$1 for every passenger above 25; Holiday Stroll is \$5 (at gate) per person over 2 years of age.

**Clearing Plan (no grading included)** - \$200.00

**Conditional Use Permits**– are \$100 plus the cost for notification and follow-up notifications, of adjacent property owners (within 300-foot radius of subject site).

**Construction Site Plans and Inspections** fees are 2% of the estimated cost of improvements reviewed by the Planning and Engineering Divisions, less the application fee (\$50/page for Residential and \$200 submittal fee for Commercial).

**Deck** fees are \$50.

**Display House Plat** is \$100.

**Driveway Permit Fee** is \$50 per driveway.

**Electrical permits** are \$65 for residential.

**Escrow Renewal or Extension** is \$100.

**Excavation Permit** is \$15 per lot or excavation plus \$150 facility fee.

**Fence permits** are a one-time fee of \$10.

**Final Plan – Mixed-Use Traditional Development District, Planned Development and Planned Unit Development** fees are \$300 plus the cost of the legal notice advertising the public hearing and for notification of adjacent property owners (within 300-foot radius of subject site).

**Garage (detached) addition permits** are CofC x .0053 (minimum \$75) for permit fee and \$50 for plan review fee.

**Grading Plan and inspection (if separate from construction site plans)** is 2% of construction estimate less \$200 submittal fee (minimum \$200 review fee).

**Home occupation permits** are required by all individuals in the City who have an established occupation operated from their residence. The fee is \$15 with no additional charges for renewal.

**Inspections for Escrow or Commercial Finals (Engineering)** there is no charge for the 1<sup>st</sup> or 2<sup>nd</sup> inspection. Each additional inspection is \$100. Weekend and Holiday Inspections are \$40 per hour.

**Liquor licenses** have the following fee structure: Liquor by the drink with a full liquor license, MO produced wine by the drink, \$450 each; Sunday sales original package, Sunday sales restaurant/bar, Liquor Wholesaler – Solicitor License, \$300 each; original package retail, \$150 each; MicroBrewery License, \$150; (Late fees \$100, \$200, \$300.) .5% beer & light wine, 5% beer and light wine original package license, 5% beer - by drink, 5% beer only original package, \$75 each; Consumption Liquor License, \$90; Tasting license, \$37.50; Picnic/special event beer/liquor by the drink, \$37.50 each. Caterers license is \$10.

**Live Entertainment License** are \$250 for a full license; \$50 for one-time event.

**Business licenses** are required by all merchants conducting business in the City. The initial license is \$50. The annual renewal / delinquent renewal amount is \$15/\$30.

**Mobile home permits** are \$50.

**Patio cover** permits are \$50.

**Peddler/Solicitor** License is \$7.50 per person per day (20-day maximum).

**Photocopies** are \$0.10 each page.

**Planned Development (Area & Final Plan)**- \$300 each plus the cost of public hearing publication and notification mailings.

**Planned Unit Development (Area Plan)**- \$300 plus the cost of public hearing publication and notification mailings.

**Plan Reviews (Engineering)** there is no charge for the 1<sup>st</sup> or 2<sup>nd</sup> review. Each additional review is \$200.

**Plan Reviews** fee are calculated by taking the CofC (Cost of Construction) times a multiplier. The multiplier is based on the division's annual budget divided by historical annual construction value of

permitted project within the City. The CofC is the larger of either (1) the reported construction cost provided by applicant, or (2) the value provided by the ICC valuation data which is revised twice a year and based on national construction cost averages. The multiplier rates as of January 1, 2019 are as follows: Master Plan -Residential, Commercial and Multi-family fees are figured at CofC x .0012.

**Plumbing / Irrigation permits** are \$65 for residential.

**Pool permit:** *Inground* are .0053 times the CofC (minimum \$100); *Above ground* are \$50 and *Storable* are \$35.

**Preliminary plat review** costs \$150 plus cost of the legal notice advertising the public hearing and for notification of adjacent property owners (within 300-foot radius of subject site).

**Record Plat** is \$200.

**Rental Occupancy permits** are \$75 for single family homes and \$50 for the 1st Multi-family, \$45 for 2nd Multi-family and \$40 for 3rd Multi-family rental.

**Request for Records** fees are \$27 hourly rate, \$0.10 per page, \$7 plot plans, \$10 DVD of meeting, Stock maps range from \$0.25 - \$10 per printed map, large sheet scanning fee of \$2.70. Custom map or data (hourly rate, time estimated per project) is \$33 hourly rate plus map cost.

**Return Check / Return ACH** charges are \$20.00.

**Retaining Wall** is \$50.

**Room additions** are CofC times .0053 (minimum \$50) and \$50 for plan review fee.

**Shed** is \$35.

**Sign permits (installed)** are \$35 plus \$1.00 per square foot of sign area.

**Sign permits (temporary/specialty display)** are \$35 for first 30 days; \$55 for days 31-60; \$75 for next 61-90 days.

**Sign permits (directional)** are \$150 for initial permit plus \$1.00 per square foot of sign area.

**Sign permit (directional) annual renewals** are \$50 per sign.

**Sign permit (directional) weekends only** are \$150 per calendar year.

**Site plan review (Planning & Zoning Commission)** is \$150

**Site plan review Residential** - costs 2% of the construction estimate less application fee (\$50/page);

**Commercial** – costs 2% of construction estimate less \$200 submittal fee (minimum \$200 review fee).

**Storage Unit / Bulk Container** – Residential is \$0 for less than 5 days; \$15 for more than 5 but less than 30 days; \$15 additional beyond 30 days. **Commercial** is \$50 for industrial use; **Developmental** is \$50 for construction use.

**Sunrooms / Screened Rooms** are cost of construction times .0053 (minimum \$100)

**Temporary Use Permit** is \$15 / \$200.

**Tent permits** are \$200 fee (1/2 of fee is refundable after removal).

**Transfer of a Conditional Use Permit Application** is \$50.

**Utility Permit** is \$25 per lot or \$50 per open cut/hole (whichever is greater) plus inspect fee of \$0.20 / linear foot of utility installed (\$50 minimum).

**Variance Request and Appeal of an Administrative Decision** is \$100 base.

**Zoning Verification Letter/Certificate of Zoning Compliance** is \$15.

**Zoning District Classification Amendment** is \$100 plus cost of the legal notice advertising the public hearing and for notification of adjacent property owners (within 300-foot radius of subject site).

**Zoning maps** are \$10 each for large (36" x 50") and \$5 for small (11" x 17") versions.

Codes and documents listed above are available for printing or downloading on the City website for no cost.

Police Services include:

**Alarm sounding fees** that are assessed to the site after the third false alarm has occurred. The fourth and any subsequent false alarm is a fine of \$100 per occurrence.

**Animal Release (Dog at Large)** are \$20 for 1<sup>st</sup> offense; \$40 for 2<sup>nd</sup> offense; and \$60 for 3<sup>rd</sup> offense.

**Background Checks** are \$5.00

**Police Reports** are \$0.00 for copy and \$27/hr. for research fee.

**Court Fines** are assessed by the Municipal Court. Projections reflect any legislative changes by the State of Missouri,

**Crime Victims Fund** is a \$7.50 fee per violation (except seatbelt violations) collected by the City. The City remits 95% to the Missouri Department of Revenue.

Restitution is assessed by the Prosecuting Attorney's office for acts in which damage to property is recovered.

**Interest**

**\$ 225,000**

Interest revenue is earned on the City's investment portfolio. The City invests idle funds. Gains and losses on sales of investment securities and interest earned on investment securities and repurchase agreements are included. Projections are based on the existing portfolio's performance and anticipated cash requirements that may reduce the amount available for investment. Since investment income is dependent on economic conditions, projected amounts are conservative.



**Debt Service Fund Revenues and Projections**

**Fiscal Year 2020**

Revenue Source	Actual	Actual	Actual	Projected	
	2016	2017	2018	Budget 2019	Budget 2020
<b>Taxes</b>					
Property Taxes	\$4,348,347	\$4,788,540	\$4,495,706	\$4,647,435	\$4,690,752
Surtax - Commercial Real Property	205,775	215,797	231,012	218,985	225,437
Miscellaneous	13,971	121,338	0	0	0
<b>Bond Proceeds</b>	15,022,478	0	0	0	0
<b>Interest</b>	7,495	13,625	47,689	60,000	60,000
<b>Total</b>	\$19,598,066	\$5,139,300	\$4,774,407	\$4,926,420	\$4,976,189

Revenue Source	Projected		
	Fiscal Year 2021	Fiscal Year 2022	Fiscal Year 2023
<b>Taxes</b>			
Property Taxes	\$4,831,475	\$4,976,420	\$5,100,830
Surtax - Commercial Real Property	232,200	239,165	245,145
<b>Interest</b>	50,000	50,000	50,000
<b>Total</b>	\$5,113,675	\$5,265,585	\$5,395,975

**Property Taxes**

**\$4,690,752**

Real property taxes are levied each August based on the assessed valuation of property located in the City, as of the previous January 1. Assessed valuations are established by the St. Charles County Assessor. The City tax rate for Fiscal Year 2020 is expected to be levied at \$0.5562 per \$100 of assessed valuation. This expected levy would include \$0.3354 for the General Fund and \$0.2208 for the Debt Service Fund. The funds accumulated in the Debt Service Fund are used to pay principal and interest on general obligation bonds.

The Assessor’s Office is responsible for establishing the fair market value of all property within St. Charles County as of the tax date, January 1st. This assures the tax burden is distributed fairly among those responsible for payment. The market value of your property is multiplied by the statutory level of assessment to arrive at an assessed value. Personal Property is assessed at 33 1/3% of its true value in money (RSMo. 137.115), with the following exceptions: farm machinery and livestock at 12%; historic vehicles and historic aircraft at 5%; grain (un-manufactured) at 6%. The Assessor shall annually assess all personal property at thirty-three and one-third percent of its true value in money as of January 1 of each calendar year. Boats and other special vehicles are taxed on one-third of the Modified Accelerated Cost Recovery System life tables (per RSMo. 137.122), in general, however, special situations do exist for non-standard items. Personal property taxes are assessed, billed, collected and distributed at the same rate and in the same manner as real estate taxes.

Railroad and utility taxes are levied on property owned by the railroads and utilities within St. Charles County. The amount attributable to each municipality is based upon the holdings within the city limits of each jurisdiction.

**Property Tax Projections** for future fiscal years are based on the expected tax rate of \$0.5562 per \$100 of assessed valuation (\$.3354 for General Fund and \$.2208 for Debt Fund). The projections take into consideration the stability of property values and a slowing growth pattern of new construction. The City’s tax base has the potential to grow even with the slow housing market due to available land to be developed and possible voluntary annexation adjacent to the City limits. Actual, budgeted and projected amounts are net of collection fees and are estimated at 97% collection rate.

**Surtax on Commercial Real Property** **\$225,437**

The surtax on commercial real property is \$0.53 per \$100 of assessed valuation. The tax is a replacement tax for the merchants and manufacturers tax, which was discontinued as a result of a reassessment in 1985. The tax is shared on a proportional basis within each county based on lost revenue from 1985. The assessed valuation on commercial real property is calculated at 32% of the market value.

**Surtax Projections** are based on previous year’s trend shown below and the increase in the Debt Service Fund’s portion of the property tax rate levied. The more the City expands (or the less City contracts in comparison to other areas within the County), the higher percentage of the collected Surtax the City will receive. Surtax is allocated between the General and Debt Service Funds based upon the applicable property tax rate as a percentage of the total City property tax rate.

<b>Annual % Change</b>	<b>Actual 2016</b>	<b>Actual 2017</b>	<b>Actual 2018</b>	<b>Projected 2019</b>	<b>Budget 2020</b>
	\$205,775	\$215,797	\$231,012	\$218,985	\$225,437
<b>Surtax</b>	<b>(4.19%)</b>	4.87%	7.05%	<b>(5.21%)</b>	2.95%

**Interest** **\$60,000**

Interest revenue is earned on the City’s investment. The City invests idle funds. Gains and losses on sales of investment securities and interest earned on investment securities and repurchase agreements are included. Projections are based on the existing portfolio’s performance and anticipated cash requirements that may reduce the amount available for investment. Since investment income is dependent on economic conditions, projected amounts are conservative.

The decrease in the past was due to the reduction of funds in escrow that are paying off bond refundings that the City had issued. In 2016 and 2017, the City issued GO Bonds which will earn interest on the project funds until they are spent down.

# Special Revenue Funds Revenue

Fiscal Year 2020

Revenue Source	Actual	Actual	Actual	Projected	Budget
	2016	2017	2018	Budget	2020
<b>Community Development Block Grant (CDBG) Fund</b>					
Intergovernmental Grant funds	\$244,618	\$287,128	\$236,252	\$282,119	\$278,275
Misc(Program Income/Transfer In)	35,000	20,000	39,538	20,000	20,000
<b>Total</b>	\$279,618	\$307,128	\$275,790	\$302,119	\$298,275
<b>Inmate Security Fund</b>					
Fines/Forfeitures/Interest/Misc	\$20,598	\$16,520	\$30,461	\$15,300	\$15,500
<b>Total</b>	\$20,598	\$16,520	\$30,461	\$15,300	\$15,500
<b>Parks &amp; Recreation Fund</b>					
Taxes (delinquent taxes)	\$188	\$13	\$14	\$0	\$0
<b>Total</b>	\$188	\$13	\$14	\$0	\$0
<b>Police Training Fund</b>					
Fines & Forfeitures	\$20,379	\$15,998	\$13,618	\$11,771	\$12,000
Intergovernmental	10,470	8,177	6,843	6,500	6,500
Interest	77	156	420	358	350
<b>Total</b>	\$30,926	\$24,331	\$20,881	\$18,629	\$18,850
<b>Recreation Fund</b>					
Taxes (Regional & Sales)	\$5,068,521	\$4,937,932	\$5,024,007	\$5,120,290	\$5,168,406
Charges for Services	983,744	954,402	1,087,321	1,297,041	1,293,840
Miscellaneous/Interest	116,390	130,741	170,564	165,800	154,300
Other Financing Sources	485,618	35,031	11,661	10,000	10,000
<b>Total</b>	\$6,654,273	\$6,058,106	\$6,293,553	\$6,593,131	\$6,626,546
<b>Transient Guest Tax Fund</b>					
Guest Tax	\$756,652	\$776,718	\$758,451	\$760,000	\$750,000
Interest / Misc	1,447	4,710	13,498	7,716	10,000
<b>Total</b>	\$758,099	\$781,428	\$771,949	\$767,716	\$760,000
<b>Sewer Lateral Fund</b>					
Taxes (Property)	\$208,847	\$209,419	\$795,234	\$839,403	\$887,740
Miscellaneous/Interest	351	952	1,582	1,816	4,000
Other Financing Sources	0	0	0	0	570,300
<b>Total</b>	\$209,198	\$210,371	\$796,816	\$841,219	\$1,462,040
<b>Storm Water Fund</b>					
Sales Tax	\$1,389,379	\$1,562,817	\$1,552,215	\$1,603,885	\$1,619,923
Miscellaneous/Interest	11,105	15,846	31,449	93,121	46,100
Bond Proceeds	5,608,945	0	0	0	0
<b>Total</b>	\$7,009,429	\$1,578,663	\$1,583,664	\$1,697,006	\$1,666,023
<b>Street &amp; Road Improvement Fund</b>					
Transportation Sales Tax	\$6,178,070	\$6,222,500	\$6,278,645	\$6,415,536	\$6,479,692
State Motor Fuel Tax	3,166,328	3,202,455	3,200,068	3,239,254	3,239,254
Intergovernmental (Other)	2,085,265	1,381,616	1,806,352	2,668,598	3,997,484
County TST Funds	1,328,530	6,531,847	1,321,436	6,544,117	5,833,842
County Road & Bridge	1,708,883	1,635,733	1,759,618	1,813,219	1,813,220
Interest	48,589	105,080	185,454	45,000	45,000
Miscellaneous (i.e. property sale, etc)	99,659	29,737	72,165	209,348	1,938,999
Other Financing Sources (Bonds/Tra	266,603	10,657,101	614,826	530,000	530,000
<b>Total</b>	\$14,881,927	\$29,766,069	\$15,238,564	\$21,465,072	\$23,877,491
<b>Total Special Revenue Funds</b>	\$29,844,256	\$38,742,629	\$25,011,692	\$31,700,192	\$34,724,725

## Special Revenue Funds -Projections

Fiscal Year 2020

Revenue Source	Projections		
	Fiscal Year 20210	Fiscal Year 2022	Fiscal Year 2023
<b>Community Development Block Grant Fund</b>			
Intergovernmental Grant Funds	\$280,000	\$285,000	\$285,000
Misc (Program Income)	20,000	20,000	20,000
<b>Total</b>	<b>\$300,000</b>	<b>\$305,000</b>	<b>\$305,000</b>
<b>Inmate Security Fund</b>			
Fines & Forfeitures	\$15,500	\$15,500	\$15,500
<b>Total</b>	<b>\$15,500</b>	<b>\$15,500</b>	<b>\$15,500</b>
<b>Police Training Fund</b>			
Fines & Forfeitures	\$18,850	\$18,850	\$18,850
<b>Total</b>	<b>\$18,850</b>	<b>\$18,850</b>	<b>\$18,850</b>
<b>Recreation Fund</b>			
Sales Tax	\$5,228,037	\$5,283,465	\$5,344,473
Charges for Services	\$1,346,196	\$1,399,286	\$1,454,492
Miscellaneous/Interest	153,000	153,000	153,000
<b>Total</b>	<b>\$6,727,233</b>	<b>\$6,835,751</b>	<b>\$6,951,965</b>
<b>Transient Guest Tax Fund</b>			
Transient Guest Tax	\$765,000	\$765,000	\$770,000
<b>Total</b>	<b>\$765,000</b>	<b>\$765,000</b>	<b>\$770,000</b>
<b>Sewer Lateral Fund</b>			
Assessment Fees	\$896,297	\$904,700	\$913,187
<b>Total</b>	<b>\$896,297</b>	<b>\$904,700</b>	<b>\$913,187</b>
<b>Storm Water Fund</b>			
Sales Tax	\$1,637,742	\$1,654,120	\$1,672,315
<b>Total</b>	<b>\$1,637,742</b>	<b>\$1,654,120</b>	<b>\$1,672,315</b>
<b>Street &amp; Road Improvement Fund</b>			
Transportation Sales Tax	\$6,550,969	\$6,616,478	\$6,689,260
State Motor Fuel Tax	3,271,647	3,598,811	3,634,799
County Road & Bridge	1,831,352	1,849,666	1,868,163
Intergovernmental Revenue (incl Cnty TST)	2,403,600	2,777,679	1,654,000
Interest	45,000	45,000	45,000
Miscellaneous (i.e. property sale, etc.)	50,000	150,000	530,000
<b>Total</b>	<b>\$14,152,568</b>	<b>\$15,037,634</b>	<b>\$14,421,222</b>
<b>Total Special Revenue Funds</b>	<b>\$24,513,190</b>	<b>\$25,536,555</b>	<b>\$25,068,039</b>

**Community Development Block Grant Fund**

**Intergovernmental**

**\$278,275**

The revenues for this fund are from a grant that the City administers.

**Program Income**

**\$20,000**

This revenue is from participating agencies that contribute to the programs. It also includes any reimbursement of grant funds for home improvements on homes that are sold within five years.

**Inmate Security Fund**

**Fines/Forfeitures**

**\$15,500**

Revenues are from a \$2.00 fee on all tickets.

**Police Training Fund**

**Intergovernmental**

**\$6,500**

These revenues are distributed to the City from the state of Missouri police training fund which is generated by charging \$1.00 for each moving violation ticket.

**Fines & Forfeitures**

**\$12,000**

The major revenue source of fines and forfeitures in the Police Training Fund are fees collected by the Municipal Court. The Court collects \$2.00 for each ticket issued, except for non-moving traffic violations. The fee is used for basic police training.

**Recreation Fund**

**Sales Tax**

**\$5,168,406**

The Parks Storm Water Sales Tax is collected on all retail sales at a rate of 1/2¢. The City Council determines how these funds are split with the Storm Water Fund on an annual basis. The Regional Parks Sales Tax is collected at a rate of 1/10¢ and disbursed by the county to municipalities based upon population.

**Sales Tax Projections** for future years are based on the change in population and commercial development both within and outside of the City limits. It takes into account businesses that opened or closed in 2019 and retail expected to open during the 2020 Budget year. For 2020, the City is expecting a one percent increase in Sales tax. Based upon upcoming projects, the City Council determines how these funds are split with the Storm Water Fund.

**Charges for Services**

**\$1,293,840**

These are the revenues for programs provided by the Recreation Department.

**Miscellaneous / Other Financing Sources**

**\$154,300**

These revenues include sale of property, lease revenue & other small revenues that do not fit into other categories and Transfer from other funds.

**Transient Guest Tax**

**Guest Tax**

**\$750,000**

Hotel tax of 5% charged on transient rooms rented. Revenue will be used to promote tourism for the City.

**Sewer Lateral Insurance**

**Assessment Fees**

**\$887,740**

These revenues are fees paid by residential property owners, restricted to 6 units or less. The fees are used to pay for certain repairs to residents’ laterals as restricted by the City’s repair program. The Assessment Fees are approved annually in August by the City Council. The Council adopted a fee of \$29.00 in 2018 and a \$30.00 fee for 2019 and 2020.

**Storm Water Fund**

**Sales Tax**

**\$1,619,923**

The Parks Storm Water Sales Tax is collected on all retail sales at a rate of 1/2¢. The City Council determines how these funds are split with the Recreation Fund on an annual basis.

**Miscellaneous / Other Financing Sources**

**\$46,100**

These revenues include sale of property, lease revenue & other small revenues that do not fit into other categories and Bond proceeds.

**Street & Road Improvement Fund**

**Transportation Sales Tax**

**\$6,415,536**

The tax is collected on all taxable merchandise at a rate of 1/2¢. Sales tax collections are a strong source of revenue for the City and remain the largest source of income.

**Sales Tax Projections** for future years are based on the change in population and commercial development both within and outside of the City limits. It takes into account businesses that opened or closed in 2019 and retail expected to open during the 2020 Budget year. For 2020, the City is expecting a one percent increase in Sales tax.

**State Motor Fuel Sales Tax**

**\$3,239,254**

The State Motor Fuel Tax is comprised of three components: Gasoline Tax, Motor Vehicle Sales Tax, and Motor Vehicle Fee increases. The tax is remitted to the Missouri Department of Revenue and allocated to municipalities based on census population.

- The Gasoline Tax is \$.17 per gallon from April 1996 and thereafter. Fifteen percent is allocated to cities.
- Motor Vehicle Sales Tax is collected on all motor vehicles, and trailers, which shall be dedicated for highway and transportation use. Fifteen percent of this tax is allocated to cities.

- Motor Vehicle Fee increases is a tax based on all state license fees and taxes upon motor vehicles, trailers and motor vehicle fuels.

**State Motor Fuel Sales Tax Projections** No increase is expected in FY 2020.

**Intergovernmental** **\$ 953,000**

Funds from other governmental entities such as MoDOT, East West Gateway, State and Federal Grants and Salt COOP reimbursements.

**County TST Funds** **\$3,775,959**

St. Charles County will remit Transportation Sales Tax Revenues to support certain road projects in a joint effort with the City.

**Road & Bridge Tax - County** **\$1,777,214**

The road and bridge tax is collected by St. Charles County at a rate of \$0.2025 per \$100 of assessed valuation on all taxable property. The county reviews the allocation annually and sets the allocation method according to the directive of the County Council.

**Interest** **\$45,000**

Interest revenue is earned on idle funds. Projections are based on the performance of the City's existing portfolio and anticipated cash requirements that may reduce the amount available for investment.

**Miscellaneous / Other Financing Sources** **\$687,255**

This category includes Miscellaneous, Operating Transfers-In, Proceeds from Capital Lease and Developer Payments for Improvements.



## Capital Project Funds

Fiscal Year 2020

(Dollars in Thousands)

	Actual 2016	Actual 2017	Actual 2018	Projected Budget 2019	Budget 2020
<b>Revenues</b>					
<b>Justice Facility Fund</b>					
Interest	\$49,754	\$37,463	\$5,651	\$2,000	\$0
Bond Proceeds	29,970,590	0	0	0	0
<b>Total</b>	<b>\$30,020,344</b>	<b>\$37,463</b>	<b>\$5,651</b>	<b>\$2,000</b>	<b>\$0</b>
<b>Parks Improvement Fund</b>					
Interest	\$0	\$134,646	\$173,688	\$30,000	\$0
Bond Proceeds	0	21,778,017	0	0	0
Other Financing Sources	500,000	350,000	0	0	0
<b>Total</b>	<b>\$500,000</b>	<b>\$22,262,663</b>	<b>\$173,688</b>	<b>\$30,000</b>	<b>\$0</b>
<b>Total Capital Projects Funds</b>	<b>\$30,520,344</b>	<b>\$22,300,126</b>	<b>\$179,339</b>	<b>\$32,000</b>	<b>\$0</b>

### **Justice Facility Fund**

The City issued bonds in 2016 to cover design and construction cost to build and equip the Justice Facility.

#### **Interest**

**\$000**

The Interest revenue will be earned on idle funds during the construction time of the project. The projects are expected to be completed in 2020 with previously encumbered funds.

### **Parks Improvement Fund**

The City issued bonds in 2017 to cover design and construction cost to design, build and equip the Parks Improvements. In 2016 and 2017, the City transferred funds to the Parks Improvement Fund to cover cost to start the design of the projects prior to bonds being issued.

#### **Interest**

**\$000**

The Interest revenue will be earned on idle funds during the construction time of the project. The projects are expected to be completed in 2020 with previously encumbered funds.





BUDGET SUMMARIES  
GENERAL FUND BUDGET SUMMARY  
& PROJECTIONS

GENERAL FUND RESERVES

DEBT SERVICE FUND BUDGET SUMMARY  
& PROJECTIONS

SPECIAL REVENUE FUNDS BUDGET  
SUMMARY & PROJECTIONS

CAPITAL PROJECT FUNDS BUDGET SUMMARY

ENTERPRISE FUNDS BUDGET SUMMARY  
& PROJECTIONS

CAPITAL IMPROVEMENTS PROGRAM SUMMARY

PERSONNEL SUMMARIZED

# Budget Summaries

The Budget provides an overview of the City's current Fiscal Year Budget with summaries listed by major categories and by the major funds.



O'Fallon's Heritage & Freedom Fest is July 2-4.  
[Learn more about the event.](#)

## Capital Improvement Plan (CIP)

The City adopts a 5-year CIP plan annually. This plan establishes a long-range plan for acquiring buildings, land and major equipment in relationship to operating cost, potential revenue generation, other financing sources and current available funds. The approval of this plan is a statement of present goals and objectives subject to actual annual appropriation by budget procedure and adoption.

In 2020, the CIP plan took into consideration economic factors such as projected interest rate increases, operating factors like the revised pay plans, adjusted self-insurance estimates and operating expenses of O'Day Park opening in 2019. It also accounts for the capital, operating and debt payments on upcoming bond issuances.

The projections in this publication includes three of the five years presented and approved by City Council.

The information in this section is intended to provide an overview of the major aspects of the City's budget for Fiscal Year 2020. To locate a more comprehensive discussion of these topics, please refer to the Table of Contents of this document. The following provides a brief introduction to the schedules presented in this section.

Total Expenditure Budget – This schedule summarizes the revenues and expenditures for Fiscal Year 2020 for all fund types by category and includes the impact to each fund's balance.

General Fund Budget Summary – This schedule summarizes the revenues and expenditures for the General Fund. Revenues are categorized by source. Expenditures are summarized by the functional purpose of the expenditure. The General Fund Budget Summary presents three years of historical information, the prior year's projected budget, the current year's budget and three years of projections. The ending fund balance for each of the fiscal years is also provided.

General Fund Revenues and General Fund Expenditures – These sections include charts for the General Fund's revenues and expenditures to demonstrate the proportional relationships. Also included are comparative summaries of major categories of revenues and expenditures.

General Fund Reserves – This section provides historical presentation of the General Fund reserves.

Debt Service Fund Budget Summary – This schedule summarizes the revenues and expenditures of the Debt Service Fund, including three years of historical information, the prior year's projected figures, current budget and three years of projections.

Special Revenue Funds Budget Summary – The Special Revenue Funds Budget Summary presents three years of historical information, the prior year's projected figures, the current year's budget and three years of projections. This section includes the Community Development Block Grant Fund, Inmate Security Fund, Parks and Recreation Fund, Police Training Fund, Recreation Fund, Sewer Lateral Insurance Fund, Storm Water Fund, Street & Road Improvement Fund and Transient Guest Tax Fund.

Capital Project Funds Budget Summary – This section presents the funding and expenses of the Justice Facility Fund and Parks Improvement Fund.

Enterprise Funds Budget Summary – This section provides an overview of the fiscal operations of the City's stadium, recreational center, waste hauling service, and the waterworks and sewerage systems. The summary presents three years of historical information, the prior year's projected figures, the current year's budget and three years of projections. In addition to revenues and expenditures, the retained earnings for each period are included.

Capital Improvement Program Summary – This section identifies the funding sources and uses by functional objective and dollar amounts for the current fiscal year.

Personnel Summarized – This section summarizes the City's workforce, including Fiscal Year 2020 and prior years. Changes in personnel are discussed by department/division in the General Government section.

## Budget Summaries

Fiscal Year 2020

	General Fund	Debt Service Fund	Special Revenue Funds	Capital Project Funds	Enterprise Funds	Total Fiscal Year 2020 Budget	Change from Projected 2019
<b>Revenues and Other Sources:</b>							
Taxes	\$28,140,213	\$4,916,189	\$14,905,761	\$0	\$0	\$47,962,163	\$509,403
Licenses and Permits	1,507,900	0	0	0	0	\$1,507,900	246,171
Intergovernmental	415,382	0	15,218,575	0	5,000	\$15,638,957	740,514
Charges for Services	644,221	0	1,293,840	0	23,081,269	\$25,019,330	220,711
Fines and Forfeitures	1,071,880	0	26,000	0	0	\$1,097,880	(3,176)
Interest	225,000	60,000	125,850	0	166,300	\$577,150	(129,572)
Miscellaneous	276,082	0	2,054,399	0	565,407	\$2,895,888	1,733,502
Transfer from Other Funds/Bonds	3,657,820	0	1,100,300	0	34,885,595	\$39,643,715	34,754,091
<b>Total</b>	<b>35,938,498</b>	<b>4,976,189</b>	<b>34,724,725</b>	<b>0</b>	<b>58,703,571</b>	<b>134,342,983</b>	<b>38,071,644</b>
<b>Expenditures and Other Uses:</b>							
Contract Services	\$728,597	\$0	\$737,098	\$0	\$1,600,722	\$3,066,417	(\$51,470)
Election	75,000	0	0	0	0	\$75,000	23,561
Insurance	3,498,438	0	1,300,164	0	1,429,790	\$6,228,392	216,811
Maintenance	1,036,162	0	1,423,834	0	2,184,728	\$4,644,724	138,922
Operating	684,362	0	832,005	0	1,827,131	\$3,343,498	(92,195)
Personnel	22,727,690	0	7,441,025	0	6,932,755	\$37,101,470	1,113,027
Petroleum	322,462	0	221,555	0	394,175	\$938,192	96,335
Professional	1,024,028	0	154,736	0	123,950	\$1,302,714	41,990
Programs	415,077	0	848,660	0	42,018	\$1,305,755	1,292
Public Information	142,147	0	125,735	0	98,189	\$366,071	53,865
Rental	3,780	0	34,400	0	23,000	\$61,180	9,313
Utilities	527,505	0	1,653,613	0	1,337,778	\$3,518,896	(47,367)
Capital Outlay	5,479,354	0	17,174,657	0	31,619,917	\$54,273,928	30,568,095
Contingency	30,000	0	0	0	0	\$30,000	0
Debt Service	0	4,249,984	4,068,092	0	8,854,131	\$17,172,207	4,186,354
Team O'Fallon/Youth Council/Other	6,000	0	0	0	0	\$6,000	0
Transfers to Other Funds	530,000	0	1,050,595	0	114,570	\$1,695,165	(3,133,826)
<b>Total</b>	<b>\$37,230,602</b>	<b>\$4,249,984</b>	<b>\$37,066,169</b>	<b>\$0</b>	<b>\$56,582,854</b>	<b>\$135,129,609</b>	<b>\$33,124,707</b>
<b>Excess/(Deficit)</b>	<b>(\$1,292,104)</b>	<b>\$726,205</b>	<b>(\$2,341,444)</b>	<b>\$0</b>	<b>\$2,120,717</b>	<b>(\$786,626)</b>	
<b>Fund Balance/Retained Earnings:</b>							
Estimated Beginning FB/RE*	\$17,384,042	\$8,408,116	\$8,803,964	\$269,653	\$9,217,616	\$44,083,391	
Estimated Ending FB/RE	\$16,091,938	\$9,134,321	\$6,462,520	\$269,653	\$11,338,333	\$43,296,765	

\* Estimated Beginning Fund Balance/Retained Earnings above and in the Fund Summary sections are based on the 2019 Projected figures.

### Changes in Fund Balance are due to the following:

The decrease in General Fund balance is mainly due to increases in the capital expenses scheduled for 2020. The largest capital expense in 2020 is for renovations to City Hall to modify the interior space for some Recreation and Public Works divisions to relocate back into the main facility. The increase in Debt Service Fund balance is due to increase in property tax. The decrease in Special Revenue Fund balance is due to the capital expenses for the Street and Road Projects. The Capital Project Funds covers the Justice Facility Fund (2016 GO Bonds) and the Parks Improvement Fund (2017 Bonds) which are expected to be completed with project funds remaining in 2020. The Enterprise Fund balance increase is due to capital expenses for the ammonia system upgrade requirement that the City will be issuing bonds to fund in 2020.

## Citywide Budget History

	Actual 2016	Actual 2017	Actual 2018	Projected Budget 2019	Budget 2020
<b>Revenues and Other Sources:</b>					
Taxes	\$44,414,162	\$45,759,879	\$47,231,747	\$47,452,760	\$47,962,163
Licenses and Permits	1,288,808	1,193,068	1,163,980	1,261,729	1,507,900
Intergovernmental	8,928,486	13,452,604	8,765,347	14,898,443	15,638,957
Charges for Services	21,452,044	20,982,039	23,420,937	24,798,619	25,019,330
Fines and Forfeitures	1,436,563	1,140,465	1,019,538	1,101,056	1,097,880
Interest	180,327	529,730	995,684	706,722	577,150
Miscellaneous	1,032,604	1,083,637	1,064,948	1,162,386	2,895,888
Transfer from Other Funds	3,797,715	4,267,740	2,069,760	1,368,241	5,238,415
Other Financing	50,851,743	39,154,167	1,461,949	3,521,383	34,405,300
<b>Total</b>	<b>\$133,382,452</b>	<b>\$127,563,329</b>	<b>\$87,193,890</b>	<b>\$96,271,339</b>	<b>\$134,342,983</b>
<b>Expenditures and Other Uses:</b>					
Contract Services	\$1,953,443	\$1,838,359	\$2,506,516	\$3,117,887	\$3,066,417
Election	68,893	71,032	47,302	51,439	75,000
Insurance	5,214,647	5,124,180	5,420,297	6,011,581	6,228,392
Maintenance	2,427,549	2,076,162	3,419,539	4,505,802	4,644,724
Operating	2,272,843	2,963,037	2,998,314	3,435,693	3,343,498
Personnel	30,783,710	32,285,828	33,784,661	35,988,443	37,101,470
Petroleum	521,966	584,892	716,788	841,857	938,192
Professional	778,349	907,994	1,102,073	1,260,724	1,302,714
Programs	936,304	1,052,395	1,032,132	1,304,463	1,305,755
Public Information	270,294	247,459	304,984	312,206	366,071
Rental	50,978	37,687	25,665	51,867	61,180
Utilities	3,049,411	3,108,672	3,245,993	3,566,263	3,518,896
Capital Outlay	35,358,320	48,917,607	29,732,915	23,705,833	54,273,928
Contingency	0	111,184	49,711	30,000	30,000
Debt Service	31,106,126	14,415,062	12,855,594	12,985,853	17,172,207
Team O'Fallon/Youth Council/Other	9,701	1,274	13	6,000	6,000
Transfers to Other Funds	3,768,683	4,235,238	1,970,304	4,828,991	1,695,165
<b>Total</b>	<b>\$118,571,217</b>	<b>\$117,978,062</b>	<b>\$99,212,801</b>	<b>\$102,004,902</b>	<b>\$135,129,609</b>

## **Fund Types 2020 Budget**

Below is a listing of the fund types, and the purpose of each.

- I. **General Funds** account for all financial resources except those accounted for in another fund.
  - A. General Fund – this fund includes expenses for the following department/divisions; Administration, Municipal Court, Communications, Economic Development, Legal, Information Systems, Public Relations, Facilities Maintenance, Fleet Management, Human Resources, Volunteer Services, Building & Code Enforcement, Planning & GIS, Finance, Landscaping, Tourism & Festivals, Police, Project Management, and Engineering.
  - B. Capital Expenditures
  
- II. **Debt Service Fund** accounts for the accumulation of resources for, and the payment of, general long-term debt principal and interest.
  - A. Debt Service Fund - This fund is monitored by the Finance Director
  
- III. **Special Revenue Funds** account for the proceeds of specific revenue sources that are legally restricted to expenditures with specified purposes.
  - A. Community Development Block Grant Fund - supervised by the Communications Director.
  - B. Inmate Security Fund – the Police Department is in charge of this fund. The Chief of Police monitors this Fund.
  - C. Parks & Recreation Fund – this fund reports delinquent tax revenue only since there is no current tax levy. This fund is monitored by the Parks & Recreation Director.
  - D. Police Training Fund – the Police Department is in charge of this fund.
  - E. Recreation Fund – this fund covers expenses for the Recreation, Parks, Project Management, Facilities Maintenance and Fleet Management Divisions. This fund is monitored by the Parks & Recreation Director.
  - F. Sewer Lateral Insurance Fund – this fund is monitored by the Assistant Water & Sewer Superintendent.
  - G. Storm Water Fund – this fund is supervised by the City Engineer.
  - H. Street & Road Improvement Fund – this fund covers expenses for the Street Division and part of the expenses for the Project Management, Fleet Management and Landscaping Divisions. The fund is monitored by the Public Works Director.
  - I. Transient Guest Tax Fund – the Finance Division monitors this fund.
  
- IV. **Enterprise Funds** account for operations (a) that are financed and operated in a manner similar to private business enterprises, where the intent of the governing body is that the costs (expenses, including depreciation) of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user determination of revenues earned, expenses incurred, and/or net income is appropriate for capital maintenance, public policy, management control, accountability, or other purposes.

- A. Environmental Services Fund – this fund is overseen by the Public Works Director.
- B. Public Venue Fund – this fund is monitored by the Parks & Recreation Director.
- C. Renaud Center Fund – this fund is monitored by the Parks & Recreation Director.
- D. Sewer System Fund - this fund is monitored by the Public Works Director.
- E. Water System Fund - this fund is monitored by the Public Works Director.

**V. Capital Project Funds** is used to account for financial resources committed to expenditures for the acquisition and construction of major capital facilities. Upon completion, the asset will be transferred to the appropriate fund. Nothing is budgeted for this in 2020. The projects are wrapping up utilizing funds already encumbered.

- A. Justice Facility Fund – this fund is overseen by the Police Chief and Project Manager.
- B. Parks Improvement Fund – this fund is overseen by the Parks Director and Project Manager.

**VI. Capital Improvements Program Summary** is a list of Capital expenses by Fund and by Department/Division within the General Fund.



## General Fund Budget Summary

Fiscal Year 2020

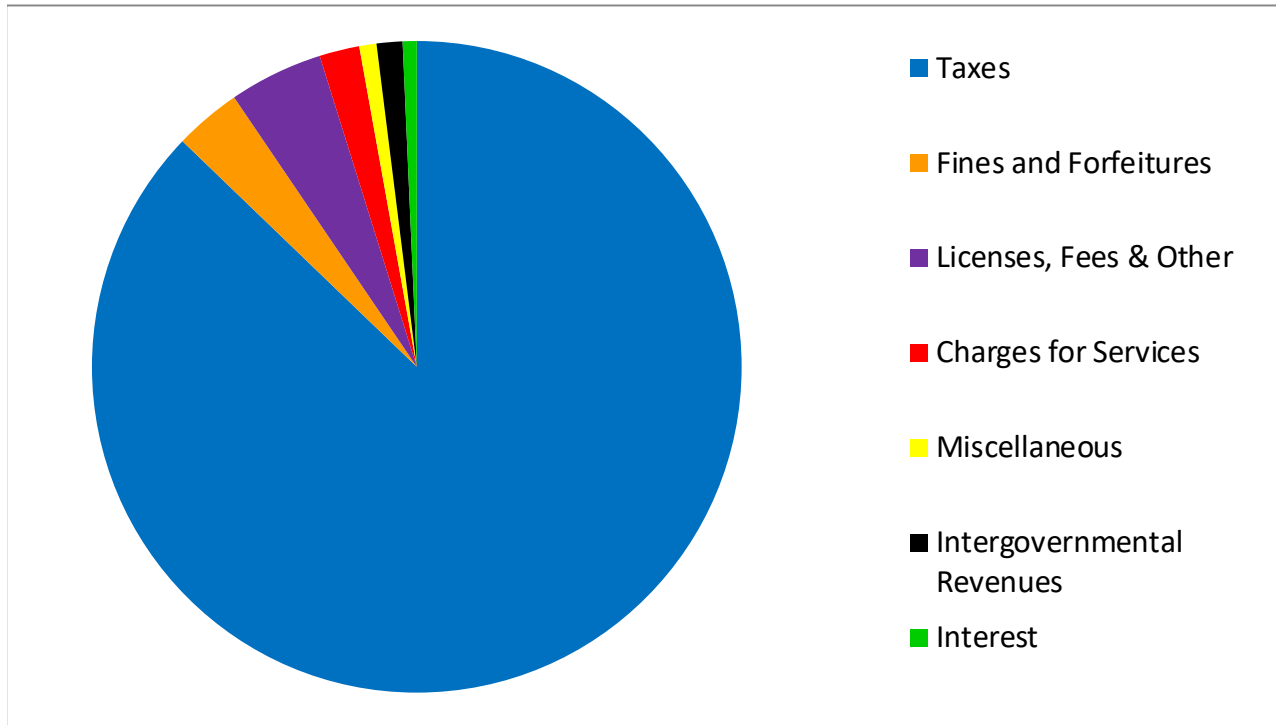
Additional information regarding revenues can be found in the Revenue & Projections section and information regarding expenditures can be found in the General Fund section.

	Actual 2016	Actual 2017	Actual 2018	Projected Budget 2019	Budget 2020
<b>Revenues</b>					
Taxes	\$26,244,416	\$26,924,820	\$28,096,462	\$27,847,226	\$28,140,213
Intergovernmental	305,566	345,959	360,016	258,803	415,382
Licenses and Permits	1,290,746	1,194,199	1,165,690	1,261,729	1,507,900
Charges for Services	589,812	734,110	467,560	706,019	644,221
Fines and Forfeitures	1,566,426	1,154,022	1,089,060	1,075,285	1,071,880
Interest	21,262	67,859	200,794	294,095	225,000
Miscellaneous	594,317	604,733	444,421	255,408	276,082
<b>Total Revenues</b>	<b>\$30,612,545</b>	<b>\$31,025,702</b>	<b>\$31,824,003</b>	<b>\$31,698,565</b>	<b>\$32,280,678</b>
<b>Expenditures</b>					
General Government	\$ 10,664,645	\$ 9,761,156	\$ 10,824,046	\$ 11,248,538	\$ 16,346,195
Police	12,935,803	13,706,564	14,767,917	15,405,311	15,292,649
Planning & Development	1,588,659	1,754,518	1,643,879	1,631,699	1,998,228
Public Works	963,219	1,003,331	1,075,313	1,041,738	1,167,660
Parks and Recreation	1,421,667	1,290,606	1,914,804	1,451,483	1,497,920
Municipal Court	445,647	381,363	388,677	378,664	397,950
<b>Total Expenditures</b>	<b>\$28,019,640</b>	<b>\$27,897,538</b>	<b>\$30,614,636</b>	<b>\$31,157,433</b>	<b>\$36,700,602</b>
<b>Other Financing Sources/(Uses):</b>					
Operating Transfers In	\$100,000	\$0	\$243,758	\$163,241	\$3,657,820
Operating Transfers Out	(655,806)	(2,904,070)	(614,826)	(4,030,000)	(530,000)
<b>Total Other Financing</b>	<b>(\$555,806)</b>	<b>(\$2,904,070)</b>	<b>(\$371,068)</b>	<b>(\$3,866,759)</b>	<b>\$3,127,820</b>
<b>Revenues and Other Financing Sources</b>					
Over/(Under) Expenditures and Other Financing Uses	\$2,037,099	\$224,094	\$838,299	(\$3,325,627)	(\$1,292,104)
<b>Beginning Fund Equity</b>	<b>\$18,829,427</b>	<b>\$20,866,526</b>	<b>\$20,977,466</b>	<b>\$21,815,765</b>	<b>\$18,490,138</b>
Adjustment		(\$113,154)			
<b>Ending Fund Equity</b>	<b>\$20,866,526</b>	<b>\$20,977,466</b>	<b>\$21,815,765</b>	<b>\$18,490,138</b>	<b>\$17,198,034</b>

# General Fund Budget Summary - Projections

Fiscal Year 2020

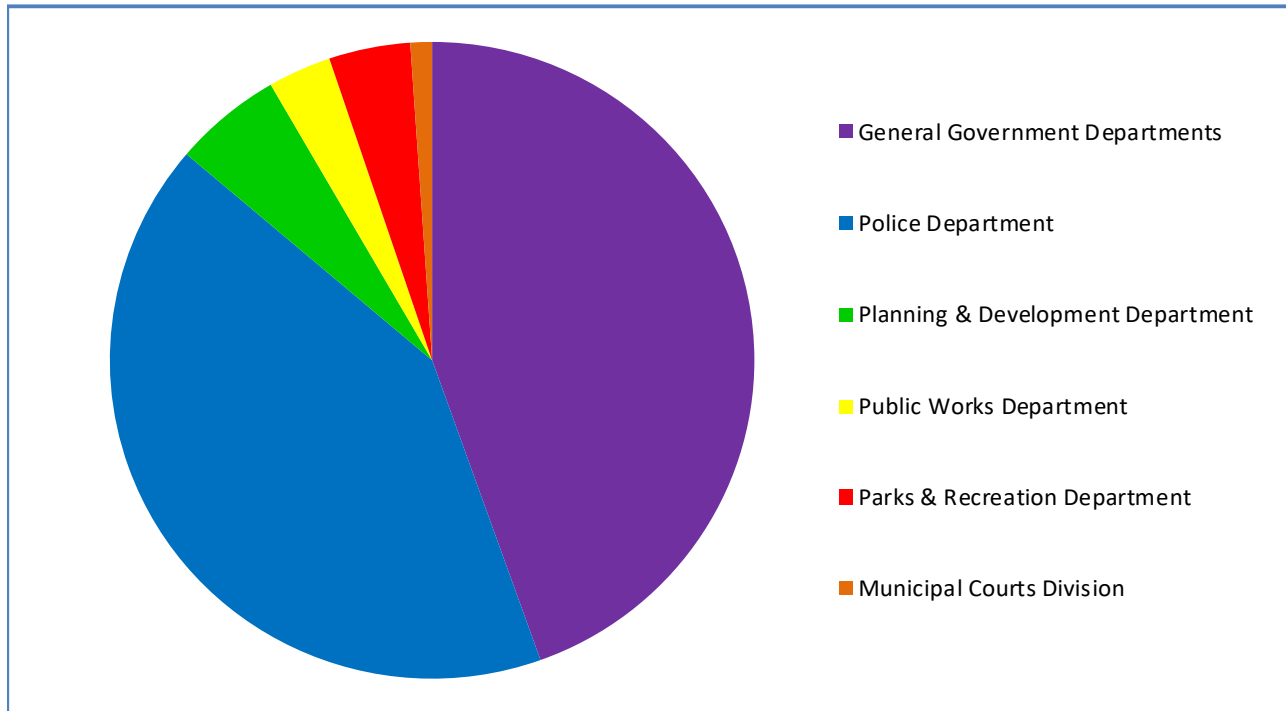
	Fiscal Year 2021	Projected Fiscal Year 2022	Fiscal Year 2023
<b>Revenues</b>			
Taxes	\$28,804,344	\$29,241,646	\$29,665,803
Intergovernmental	415,382	415,382	415,382
Licenses and Permits	1,277,075	1,222,964	1,212,814
Charges for Services	647,014	656,714	665,069
Fines and Forfeitures	1,217,838	1,235,034	1,254,082
Interest	225,000	225,000	225,000
Miscellaneous	269,759	275,253	280,872
<b>Total Revenues</b>	<b>\$32,856,412</b>	<b>\$33,271,993</b>	<b>\$33,719,022</b>
<b>Expenditures</b>			
General Government	\$11,886,283	\$12,013,720	\$12,248,525
Public Safety	14,978,429	15,248,042	15,522,508
Planning & Development	1,782,064	1,808,795	1,835,926
Public Works	1,092,258	1,105,079	1,128,349
Parks and Recreation	1,515,381	1,538,111	1,561,183
Municipal Court	402,847	408,890	415,023
General Fund Capital	822,900	715,389	578,000
<b>Total Expenditures</b>	<b>\$32,480,162</b>	<b>\$32,838,026</b>	<b>\$33,289,514</b>
<b>Other Financing Sources/(Uses):</b>			
Operating Transfers In	\$154,570	\$114,570	\$114,570
Operating Transfers Out	(530,000)	(530,000)	(530,000)
<b>Total Other Financing</b>	<b>(\$375,430)</b>	<b>(\$415,430)</b>	<b>(\$415,430)</b>
<b>Revenues and Other Financing Sources</b>			
Over/(Under) Expenditures and Other Financing Uses	\$820	\$18,537	\$14,078
<b>Beginning Fund Equity</b>	<b>\$17,198,034</b>	<b>\$17,198,854</b>	<b>\$17,217,391</b>
<b>Ending Fund Equity</b>	<b>\$17,198,854</b>	<b>\$17,217,391</b>	<b>\$17,231,469</b>



## General Fund Revenues

(Dollars in Thousands)

	Projected Budget Fiscal Year 2019		Budget Fiscal Year 2020	
	Amount	Percent	Amount	Percent
Taxes	\$27,847	87.9%	\$28,140	87.2%
Fines and Forfeitures	1,075	3.4%	1,072	3.3%
Licenses, Fees & Other	1,262	4.0%	1,508	4.7%
Charges for Services	706	2.2%	644	2.0%
Miscellaneous	255	0.8%	276	0.9%
Intergovernmental Revenues	259	0.8%	415	1.3%
Interest	294	0.9%	225	0.7%
<b>Total</b>	<b>\$31,698</b>	<b>100.0%</b>	<b>\$32,280</b>	<b>100.0%</b>



## General Fund Expenditures

(Dollars in Thousands)

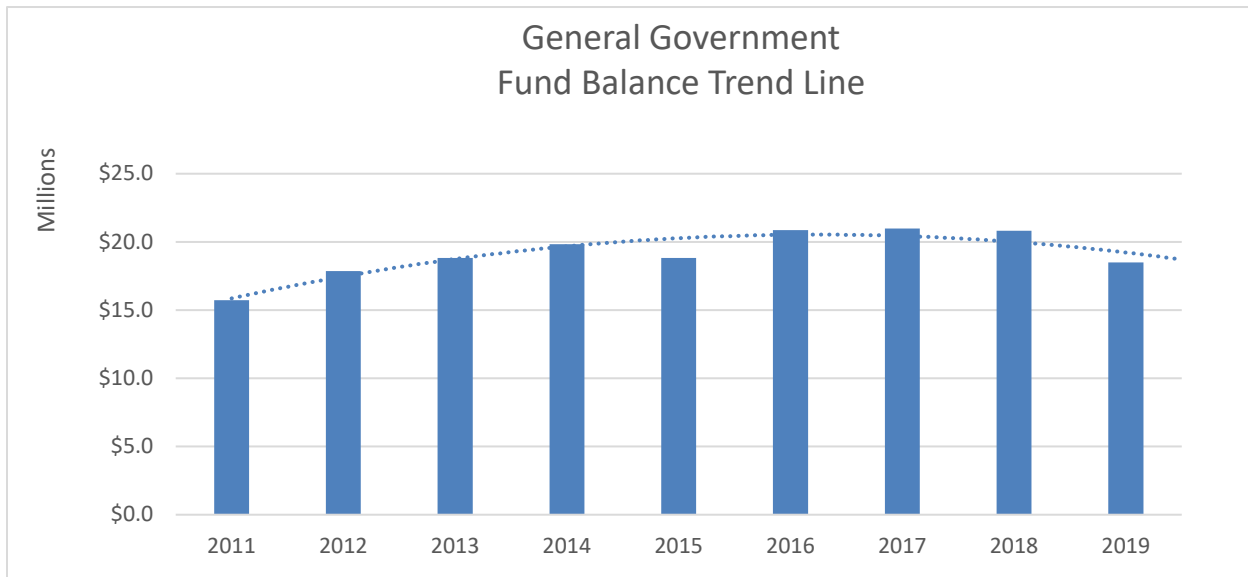
	Projected Budget Fiscal Year 2019		Budget Fiscal Year 2020	
	Amount	Percent	Amount	Percent
General Government Departments	\$11,248	36.1%	\$16,346	44.5%
Police Department	15,405	49.4%	15,292	41.7%
Planning & Development Department	1,632	5.2%	1,998	5.4%
Public Works Department	1,042	3.3%	1,168	3.2%
Parks & Recreation Department	1,451	4.7%	1,498	4.1%
Municipal Courts Division	379	1.2%	398	1.1%
<b>Total</b>	<b>\$31,157</b>	<b>100.0%</b>	<b>\$36,700</b>	<b>100.0%</b>

Note: Capital Expenditures included above, Transfer to Other Funds is not included.

\*General Government category for this chart is comprised of the Administration Group, Administrative Services, Communications, Economic Development and Finance Departments.

\*\* Parks and Recreation only consist of Landscaping and Tourism & Festivals Divisions.

The City has experienced rapid growth since the early 1980’s. The City has utilized this period to make several major infrastructure improvements such as the Highway M expansion, the Bryan Road Interchange, the Wastewater Treatment Plant expansion, the Mexico Road West expansion and the Highway K expansion. The City has also used the increased resources to improve basic services to the citizens, such as, police protection, building inspections, street repair and maintenance, and park improvements. The City has been able to make necessary improvements while increasing the dollar amount of General Fund reserves. General Fund reserves will allow the City to make future improvements, one-time capital expenditures and for fund stabilization. The City has a fund balance reporting policy in which unrestricted fund balance in the General Fund is maintained as not less than 40% of operating expenditures. The following illustrates the growth trend of these reserves.



<b>Fiscal Year</b>	<b>Unreserved Ending Fund Balance</b>	<b>Fiscal Year</b>	<b>Unreserved Ending Fund Balance</b>
2009	\$12,941,561	2015	\$18,829,427
2010	\$14,246,490	2016	\$20,866,526
2011	\$15,733,896	2017	\$20,977,466
2012	\$17,857,410	2018	\$21,815,765
2013	\$18,815,659	2019*	\$18,490,138
2014	\$19,825,681	2020*	\$17,198,034

\*Figures are unaudited estimates.

## Debt Service Fund Budget Summary

Fiscal Year 2020

Additional information regarding revenues can be found in the Revenue & Projections section and information regarding expenditures can be found in the Debt Obligations section.

	Actual 2016	Actual 2017	Actual 2018	Projected Budget 2019	Budget 2020
<b>Revenues</b>	\$4,575,587	\$5,139,300	\$4,774,407	\$4,926,420	\$4,976,189
<b>Expenditures</b>					
Debt Service	\$4,281,882	\$3,726,312	\$4,182,403	\$4,251,983	\$4,249,984
<b>Total Expenditures</b>	\$4,281,882	\$3,726,312	\$4,182,403	\$4,251,983	\$4,249,984
<b>Other Financing Sources/(Uses):</b>					
Bond Proceeds	\$15,022,478				
Bond Refunding to Escrow	(\$14,918,304)	\$0	\$0	\$0	\$0
<b>Revenues Over/(Under)</b>					
<b>Expenditures</b>	\$397,879	\$1,412,988	\$592,004	\$674,437	\$726,205
<b>Beginning Fund Balance</b>	\$5,330,808	\$5,728,687	\$7,141,675	\$7,733,679	\$8,408,116
<b>Ending Fund Balance</b>	\$5,728,687	\$7,141,675	\$7,733,679	\$8,408,116	\$9,134,321
<b>Projections</b>					
	<b>Fiscal Year 2021</b>	<b>Fiscal Year 2022</b>	<b>Fiscal Year 2023</b>		
<b>Revenues</b>	\$4,976,189	\$5,100,594	\$5,253,612		
<b>Expenditures</b>					
Contract Services	\$0	\$0	\$0		
Debt Service	\$4,295,983	\$4,296,658	\$4,336,306		
<b>Total Expenditures</b>	\$4,295,983	\$4,296,658	\$4,336,306		
<b>Revenues Over/(Under)</b>					
<b>Expenditures</b>	\$680,206	\$803,936	\$917,306		
<b>Beginning Fund Balance</b>	\$9,134,321	\$9,814,527	\$10,618,463		
<b>Ending Fund Balance</b>	\$9,814,527	\$10,618,463	\$11,535,768		

## Special Revenue Funds Budget Summary

Fiscal Year 2020

Additional information regarding revenues can be found in the Revenue & Projections section and information regarding expenditures can be found in the Special Revenue Fund section.

	Actual 2016	Actual 2017	Actual 2018	Projected Budget 2019	Budget 2020
<b>Revenues</b>					
Comm Development Block Grant Fu	\$279,618	\$307,128	\$275,790	\$302,119	\$298,275
Inmate Security Fund	20,598	16,520	30,461	15,300	15,500
Parks & Recreation Fund	188	13	14	0	0
Police Training Fund	30,926	24,331	20,881	18,629	18,850
Recreation Fund	6,254,273	6,054,770	6,293,553	6,593,131	6,626,546
Transient Guest Tax Fund	758,099	781,428	771,949	767,716	760,000
Sewer Lateral	209,198	210,371	796,816	841,219	891,740
Storm Water Fund	1,400,484	1,578,663	1,583,664	1,697,006	1,666,023
Street & Road Impr Fund	14,626,121	19,131,292	14,623,738	20,935,072	23,347,491
<b>Total Revenues</b>	<b>\$23,579,505</b>	<b>\$28,104,516</b>	<b>\$24,396,866</b>	<b>\$31,170,192</b>	<b>\$33,624,425</b>
<b>Expenditures</b>					
Capital Outlay	\$6,728,299	\$16,585,402	\$9,131,230	\$21,896,664	\$17,174,657
Program Costs	500,884	590,348	597,684	883,518	848,660
Professional/Operating Costs	12,008,150	10,912,476	11,897,767	13,821,739	13,933,165
Debt Service:					
Principal	3,069,287	3,100,584	3,223,635	3,350,203	3,418,166
Interest	793,338	892,743	903,097	775,913	640,926
<b>Total Expenditures</b>	<b>\$23,099,958</b>	<b>\$32,081,553</b>	<b>\$25,753,413</b>	<b>\$40,728,037</b>	<b>\$36,015,574</b>
<b>Other Financing Sources/(Uses):</b>					
Operating Transfers In	655,806	2,507,407	614,826	530,000	1,100,300
Operating Transfers Out	(1,605,135)	(1,767,961)	(1,143,195)	(675,000)	(1,050,595)
Payment to Escrow Agent	0	0	0	0	0
Bond Proceeds	5,608,945	8,130,706	0	0	0
<b>Total Other Financing</b>	<b>\$4,659,616</b>	<b>\$8,870,152</b>	<b>(\$528,369)</b>	<b>(\$145,000)</b>	<b>\$49,705</b>
<b>Revenues and Other Financing Sources</b>					
Over/(Under) Expenditures and Other Financing Uses	\$5,139,163	\$4,893,115	(\$1,884,916)	(\$9,702,845)	(\$2,341,444)
<b>Beginning Fund Equity</b>	<b>\$10,359,447</b>	<b>\$15,498,610</b>	<b>\$20,391,725</b>	<b>\$18,506,809</b>	<b>\$8,803,964</b>
<b>Ending Fund Equity</b>	<b>\$15,498,610</b>	<b>\$20,391,725</b>	<b>\$18,506,809</b>	<b>\$8,803,964</b>	<b>\$6,462,520</b>

## Special Revenue Funds Budget Projections

Fiscal Year 2020

	Projections		
	2021	2022	2023
<b>Revenues</b>			
Comm Development Block Grant Fund	\$305,000	\$315,000	\$320,000
Inmate Security Fund	16,000	16,000	16,000
Police Training Fund	18,000	20,000	20,000
Recreation Fund	6,757,530	6,866,048	6,982,262
Transient Guest Tax Fund	760,000	765,000	765,000
Sewer Lateral	896,297	904,700	913,187
Storm Water Fund	1,817,842	1,669,620	1,788,975
Street & Road Impr Fund	14,682,567	15,567,634	14,471,222
<b>Total Revenues</b>	<b>\$25,253,236</b>	<b>\$26,124,002</b>	<b>\$25,276,646</b>
<b>Expenditures</b>			
Capital Outlay	\$5,451,272	\$8,153,641	\$5,479,803
Program Costs	1,069,000	1,081,000	1,086,000
Professional/Operating Costs	14,287,514	14,782,150	15,287,514
Debt Service:			
Principal	3,582,756	1,050,901	1,084,148
Interest	563,094	436,545	400,556
<b>Total Expenditures</b>	<b>\$24,953,636</b>	<b>\$25,504,237</b>	<b>\$23,338,021</b>
<b>Other Financing Sources/(Uses):</b>			
Operating Transfers In	530,000	530,000	530,000
Operating Transfers Out	(500,000)	(500,000)	(500,000)
<b>Total Other Financing</b>	<b>\$30,000</b>	<b>\$30,000</b>	<b>\$30,000</b>
<b>Revenues and Other Financing Sources</b>			
Over/(Under) Expenditures and Other Financing Uses	\$329,600	\$649,765	\$1,968,625
<b>Beginning Fund Equity</b>	<b>\$6,462,520</b>	<b>\$6,792,120</b>	<b>\$7,441,885</b>
<b>Ending Fund Equity</b>	<b>\$6,792,120</b>	<b>\$7,441,885</b>	<b>\$9,410,510</b>

## Capital Project Funds Budget Summary

Fiscal Year 2020

Capital Project Funds is a temporary fund used as needed for specific projects. These projects usually are short in duration, thus, no future projections. Additional information regarding the expenses can be found in the Capital Improvement Project section.

	Actual 2016	Actual 2017	Actual 2018	Projected Budget 2019	Budget 2020
<b>Revenues</b>					
<b>Justice Facility Fund</b>					
Interest	\$49,754	\$37,463	\$5,651	\$2,000	\$0
<b>Parks Improvement Fund</b>					
Interest	0	134,646	173,688	30,000	0
<b>Total Revenues</b>	\$49,754	\$172,109	\$179,339	\$32,000	\$0
<b>Expenses</b>					
Justice Facility Capital	\$21,676,021	\$4,272,915	\$261,320	\$32,098	\$0
Parks Improvement Capital	15,080	19,612,654	2,215,896	891,319	0
Debt / Cost of Issuance	229,611	214,239	0	0	0
<b>Total Expenses</b>	\$21,920,712	\$24,099,808	\$2,477,216	\$923,417	\$0
<b>Other Financing Sources/(Uses):</b>					
Operating Transfers In	\$500,000	\$350,000	\$0	\$0	\$0
Bond Proceeds	\$29,970,590	\$21,778,017	\$0	\$0	\$0
<b>Total Other Financing</b>	\$30,470,590	\$22,128,017	\$0	\$0	\$0
<b>Revenues and Other Financing Sources</b>					
Over/(Under) Expenditures and Other Financing Uses	\$8,599,632	(\$1,799,682)	(\$2,297,877)	(\$891,417)	\$0
<b>Beginning Fund Equity</b>	\$0	\$8,599,632	\$6,799,950	\$4,502,073	\$3,610,656
<b>Ending Fund Equity</b>	\$8,599,632	\$6,799,950	\$4,502,073	\$3,610,656	\$3,610,656

## Capital Improvements Program Summary

Fiscal Year 2020

The resources for the City's capital improvements are budgeted in the General Fund, Special Revenue Funds, Capital Project Funds and Enterprise Funds. These funds provide the means to implement the City's Comprehensive Plan and Parks Improvement Plan.

Both plans outline capital improvements over a fixed period of years. Preparation and maintenance of the Comprehensive Plan is the responsibility of the Planning & Development Department. The Parks Improvement Plan was developed by the Parks and Recreation Department. These plans present information about anticipated capital projects, including the expected beginning and end for each project, the funds to be expended each year, and the method of financing the projects. Both the Comprehensive Plan and the Parks Improvement Plan were updated and approved by the City Council. The implementation of the plans is based on available fiscal resources and established community priorities.

The following is a summary of the capital improvement expenditures for Fiscal Year 2020. Additional details can be found in the Capital Improvements Program Section/Tab.

<b>Fund</b>	
Capital Expenditure Fund (General Fund)	\$5,479,354
Recreation Fund	\$1,198,050
Storm Water Fund	\$809,000
Street & Road Improvement Fund	\$14,409,427
Sewer Lateral Fund	\$758,180
Environmental Services Fund	\$1,133,945
Public Venue Fund	\$295,900
RC Fund	\$198,395
Sewer Fund	\$28,621,394
Water Fund	\$1,370,283
<b>Total Capital by Fund</b>	<b>\$54,273,928</b>
<b>Departmental</b>	
General Government Departments	\$4,904,584
Public Safety Department	\$574,770
<b>Non-Departmental</b>	
Recreation & Parks Departments	\$1,198,050
Storm Water Department	\$809,000
Streets & Project Management Departments	\$14,409,427
Sewer Lateral Fund	\$758,180
Environmental Services Department	\$1,133,945
Public Venue Fund	\$295,900
RC Department	\$198,395
Sewer Department	\$28,621,394
Water Department	\$1,370,283
<b>Total Capital by Department</b>	<b>\$54,273,928</b>

## Enterprise Funds Budget Summary

Fiscal Year 2020

Additional information on these funds can be found in the Enterprises Funds and Other Information section of this budget book.

	Actual 2016	Actual 2017	Actual 2018	Projected Budget 2019	Budget 2020
<b>Revenues</b>					
Sales	\$19,049,660	\$18,817,579	\$20,806,488	\$22,195,558	\$22,856,269
Connection Charges	546,989	375,000	826,417	600,000	225,000
Interest	35,359	129,612	288,739	192,700	166,300
Miscellaneous	562,357	540,549	650,633	587,662	570,407
<b>Total Revenues</b>	\$20,194,365	\$19,862,740	\$22,572,277	\$23,575,920	\$23,817,976
<b>Expenses</b>					
Contract Services	\$1,175,240	\$1,179,022	\$1,332,172	\$1,500,966	\$1,600,722
Operations	10,505,757	11,174,634	11,874,024	\$14,170,056	\$14,408,814
Capital	5,160,035	7,073,331	16,412,809	8,206,928	31,619,917
Principal	4,217,000	4,951,682	3,190,336	3,341,945	3,606,795
Interest	1,504,007	1,445,789	1,347,464	1,237,909	1,732,036
<b>Total Expenses</b>	\$22,562,039	\$25,824,458	\$34,156,805	\$28,457,804	\$52,968,284
<b>Operating Transfer In (Out)</b>	2,412,877	1,377,832	957,456	4,051,009	(2,563,975)
<b>Bond Proceeds/Other</b>	0	9,115,000	1,418,670	0	33,835,000
<b>Revenues and Other Financing Sources</b>					
<b>Over/(Under) Expenses and Other Financing Uses</b>	\$45,203	\$4,531,114	(\$9,208,402)	(\$830,875)	\$2,120,717
<b>Beginning Fund Equity</b>	\$16,290,724	\$16,323,397	\$14,860,444	\$5,652,042	\$4,821,167
<i>Adjustments</i>	(\$12,530)	(\$5,994,067)	\$0	\$0	\$0
<b>Ending Fund Equity*</b>	\$16,323,397	\$14,860,444	\$5,652,042	\$4,821,167	\$6,941,884

Note:

\*Ending Fund Equity for the Enterprise Funds is equivalent to the Total Net Asset found in the Comprehensive Annual Financial (CAFR) Statement less the Invested in Capital Assets (net of related debt). The state auditor recommended the two documents tie together so the figure in the Adjustments is the manual adjustment to tie the figures together. This figure may consist of accumulated depreciation, accrued accounts receivables, deferred charges, deferred revenues, and current portion of a future debt payment.

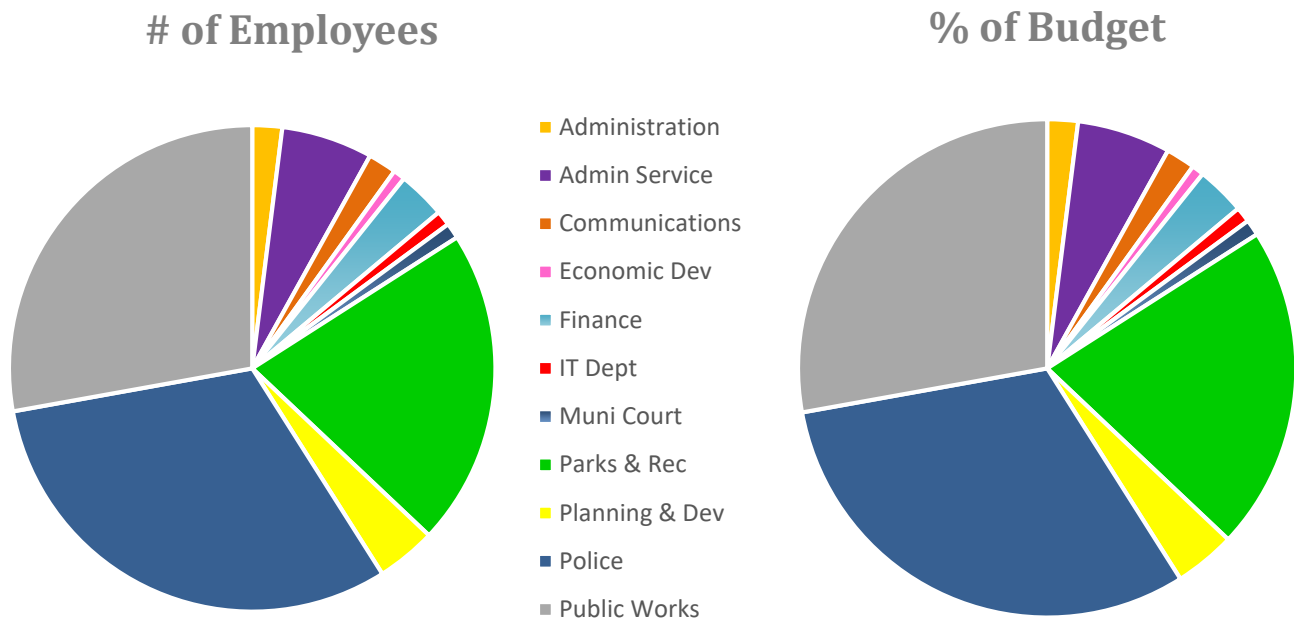
**Enterprise Funds Budget Projections**

**Fiscal Year 2020**

	<b>2021</b>	<b>Projections 2022</b>	<b>2023</b>
<b>Revenues</b>			
Sales	\$25,091,240	\$26,170,880	\$27,204,936
Connection Charges	200,000	200,000	150,000
Interest	208,300	158,300	83,300
Miscellaneous	91,500	91,500	91,500
<b>Total Revenues</b>	<b>\$25,591,040</b>	<b>\$26,620,680</b>	<b>\$27,529,736</b>
<b>Expenses</b>			
Contract Services	1,648,744	1,698,206	1,749,152
Operations	14,807,450	15,234,787	15,674,440
Capital	6,141,135	21,740,177	2,579,550
Principal	3,167,670	3,856,041	3,455,422
Interest	2,451,831	2,789,903	3,104,828
<b>Total Expenses</b>	<b>\$28,216,830</b>	<b>\$45,319,114</b>	<b>\$26,563,392</b>
<b>Operating Transfer In (Out)</b>	307,305	385,430	385,430
<b>Bond Proceeds/Other</b>	0	19,920,000	0
<b>Revenues and Other Financing Sources</b>			
<b>Over/(Under) Expenses and Other Financing Uses</b>	<b>(\$2,318,485)</b>	<b>\$1,606,996</b>	<b>\$1,351,774</b>
<b>Beginning Fund Equity</b>	<b>\$6,941,884</b>	<b>\$4,623,399</b>	<b>\$6,230,395</b>
<b>Ending Fund Equity*</b>	<b>\$4,623,399</b>	<b>\$6,230,395</b>	<b>\$7,582,169</b>

The City has made appropriations for personnel to focus on providing the highest quality of services to the citizens. Personnel is divided up into ten separate Group/Departments; Administration Group, Administrative Services Department, Communications Department, Economic Development Department, Finance Department, Municipal Court, Parks and Recreation Department, Planning and Development Department, Police Department and the Public Works Department. These departments supply personnel for eleven different funds; General Fund, Community Development Block Grant Fund (CDBG Fund), Recreation Fund, Sewer Lateral Insurance Fund, Storm Water Fund, Street & Road Improvement Fund (S & R I Fund), and Enterprise Funds which includes Environmental Services Fund, Public Venue Fund, Renaud Center Fund, Sewer Fund and Water Fund.

Below is a graph that displays the breakdown of the employees into their respected departments by number of employees and as a percentage of all City employees. The table on the next page shows the breakdown by divisions.



**Personnel Summarized**

**Fiscal Year 2020**

This is by Organizational Structure. The funding is detailed in each of the Department/Division sections found in the General Fund, Special Revenue Funds and Enterprise Funds & Other tabs.

<b>Department/Division</b>	<b>Fiscal Year 2016</b>	<b>Fiscal Year 2017</b>	<b>Fiscal Year 2018</b>	<b>Fiscal Year 2019</b>	<b>Fiscal Year 2020</b>
<b>Administration Group</b>					
Administration	9.00	9.00	10.00	10.00	10.00
<b>Administrative Services Dept</b>					
Facilities Maintenance	11.60	14.60	14.60	14.60	14.60
Fleet Management	7.00	7.00	7.00	7.00	7.75
Human Resources	5.25	6.00	6.00	6.00	6.00
Safety & Risk Management	n/a	n/a	n/a	n/a	n/a
Volunteer Services	2.45	3.00	3.00	3.00	3.00
<b>Communications Dept</b>					
Communications	5.60	5.50	5.50	5.50	5.50
Public Relations & CDBG	4.00	4.00	4.00	4.00	4.00
<b>Economic Development Dept</b>	4.00	4.00	4.00	4.00	4.00
<b>Finance Dept</b>	15.00	16.00	16.00	16.00	16.00
<b>Information Technologies</b>	4.00	5.00	5.00	5.00	6.00
<b>Municipal Court</b>	6.25	6.25	5.25	5.25	5.25
<b>Parks &amp; Recreation Dept</b>					
Landscape	8.00	8.00	8.00	8.00	12.50
Parks	23.25	24.25	28.25	29.00	30.00
Recreation	26.50	26.50	26.50	33.00	33.50
Renaud Center (RC)	36.40	36.40	36.40	32.50	32.50
Tourism & Festivals	3.60	3.60	3.85	3.85	3.85
<b>Planning &amp; Development Dept</b>					
Building & Code Enforcement	13.00	13.00	13.00	13.00	14.00
Planning & GIS	7.00	7.00	7.00	7.00	7.00
<b>Police Department</b>	156.60	156.60	157.35	157.00	157.00
<b>Public Works Dept</b>					
Engineering	12.75	14.00	14.00	14.00	12.00
Environmental Services	26.75	27.00	27.00	27.50	27.50
Project Mgmt	7.25	9.50	9.50	9.50	9.50
Sewer System	17.00	19.00	19.75	20.00	19.00
Sewer Lateral	0.00	0.00	0.00	0.00	5.00
Storm Water	6.25	6.25	8.25	8.25	8.25
Streets	34.75	34.00	35.00	35.00	35.00
Water System	19.00	20.00	26.75	26.00	26.00
<b>Total</b>	<b>472.25</b>	<b>485.45</b>	<b>500.95</b>	<b>503.95</b>	<b>514.70</b>

Note: Full Time Equivalents include part-time employees. Elected Officials are not included in these figures.

## **Personnel Changes from 2019 to 2020**

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This is a brief synopsis of the changes in personnel from January 2019 through January 2020.

Fleet Management Department – The increase is due to a new part-time Administrative Assistant position being added in 2020.

Information Technologies Department – The increase is due to a new Business Systems Analyst position being added in 2020.

Landscape Division – The increase is due to the ROW mowing being done in-house verse contracted out.

Parks & Recreation Department – In 2019 O’Day Lodge opened. The increased FTE due to a full year of part-time positions related to the operations, programs and maintenance of O’Day Lodge.

Building & Code Enforcement – The increase is due to a new Residential Plans Examiner position being added in 2020.

Public Works Department – The decrease in Engineering is due to a restructuring that moved the Public Work Director to the Streets Division and an Administrative Assistant to Project Management. Project Management FTE did not increase because a temporary position was eliminated when the project was completed. The Sewer System division is decreasing because the Sewer Lateral position is being moved into a new division with a new 4-person crew.





ADMINISTRATION GROUP  
ADMINISTRATIVE SERVICES DEPARTMENT  
COMMUNICATIONS DEPARTMENT  
ECONOMIC DEVELOPMENT DEPARTMENT  
FINANCE DEPARTMENT  
INFORMATION TECHNOLOGIES DEPARTMENT  
MUNICIPAL COURT DEPARTMENT  
PARKS & RECREATION DEPARTMENT  
PLANNING & DEVELOPMENT DEPARTMENT  
POLICE DEPARTMENT  
PUBLIC WORKS DEPARTMENT

# General Fund

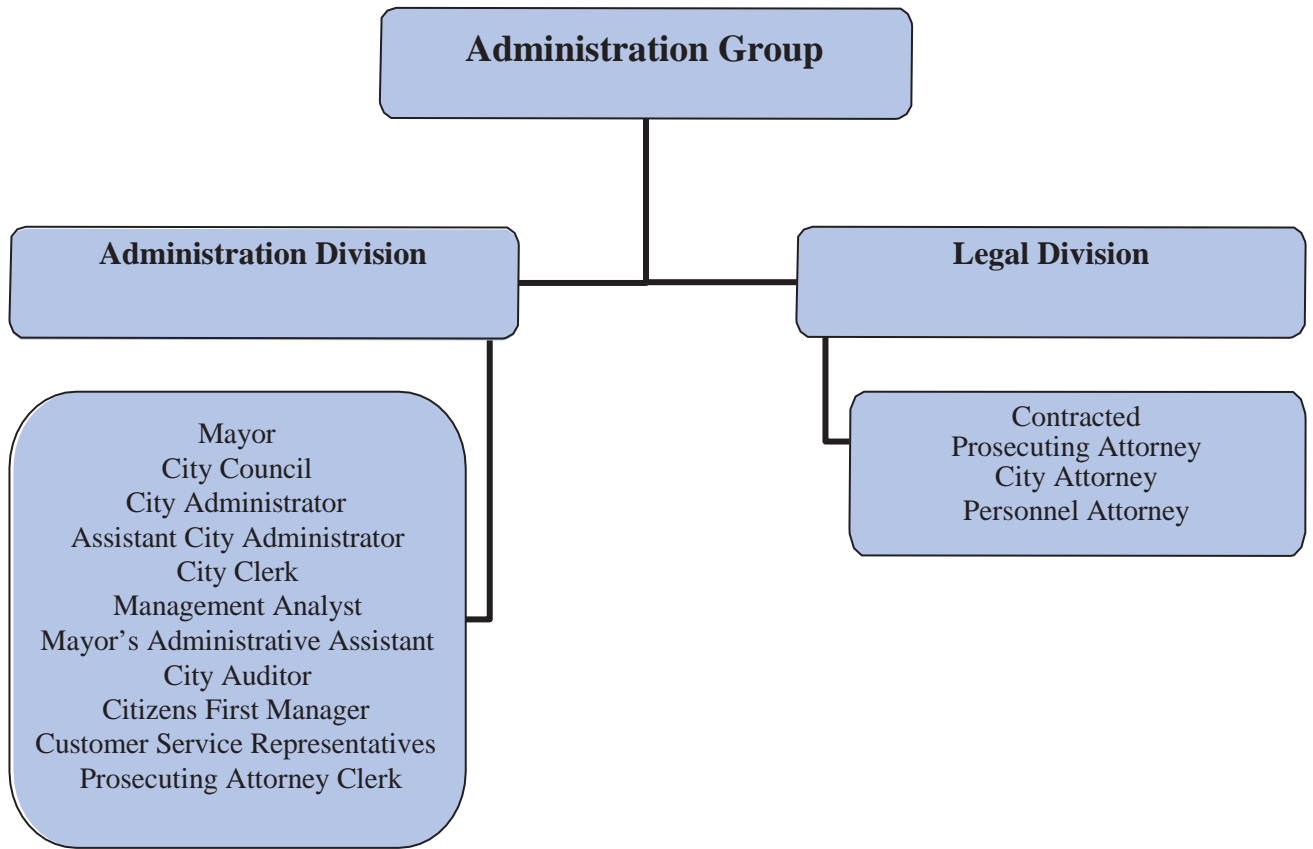
This section presents the General Fund operating budget for the Administration Group, the Administrative Services Department, the Communications Department, the Economic Development Department, the Finance Department, the Information Technologies Department, the Municipal Court Department, the Parks & Recreation Department, the Planning & Development Department, the Police Department and the Public Works Department. The budget information includes organization charts, overviews, fiscal year goals, performance measurements, budget summaries and budget highlights.



# Heritage & Freedom Fest

More than 100,000 patrons help celebrate America's birthday with an explosion of fun and music at O'Fallon's Heritage & Freedom Fest on July 2, 3 and 4 each year. Admission to the festival grounds at the Ozzie Smith Sports Complex is free. The colorful carnival and midway are the focus on Family Night, July 2. The excitement builds on July 3-4, with fireworks spectacles, free concerts by nationally-recognized musicians, entertaining side shows, free kids' activities, carnival rides, crafters and merchandise vendors, and festival food and beverages.

**Administration Group  
Organization Chart  
2020 Budget**



## **Administration Group**

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The Administration Group is managed by the City Administrator and consists of the Administration Division and the Legal Division.

The mission of the City Administrator's Office is to ensure the efficient and effective implementation of the City Council's policies and priorities by providing leadership to the City's departments, with an emphasis on professional management, transparent communication with the Council and public, building a cohesive team amongst the staff, sound financial planning, continuous innovation, and excellent customer service.



## **Administration Group – Administration Division**

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The Administration Division serves the Mayor and the City Council. The City Administrator supervises and coordinates the day-to-day activities of the City. The division provides staff and administrative services for operating divisions, oversees the implementation of policies and ordinances adopted by the Mayor and City Council, and manages municipal resources for the provision of public services. In addition, this division is responsible for informing the public of City services and programs, and maintaining intergovernmental relations. This division also provides staff support to various boards and commissions, prepares meeting agendas, and coordinates management review of proposed policies, programs, plans, budgets, and regulations. The Administration Division also develops a proposed budget for the City Council to review, amend, and adopt each fiscal year; as well as making sure the budget is implemented as per Ordinance.

The Administration Division consists of the City Administrator, the Assistant City Administrator, a City Clerk, a Management Analyst/Deputy City Clerk, a Mayor's Administrative Assistant/Deputy City Clerk, a City Auditor, the Citizens First Manager/Deputy City Clerk, two Customer Service Representative II's and the Prosecuting Attorney Clerk

The City Administrator supervises the Directors of the Administrative Services Department, Finance Department, Parks & Recreation Department, Police Department, Public Works Department and the Legal Division. The Assistant City Administrator supervises the Directors of the Communications Department, Economic Development Department, Information and Technology Department and the Planning & Development Department and the Citizens First Manager. Together with the City Administrator and Assistant City Administrator, the Department Directors constitute the Management Team along with the City Clerk, City Auditor, Court Administrator and City Attorney. The Municipal Court reports directly to the State of Missouri but operates under the City Administrator, while the Prosecuting Attorney Clerk operates under the Citizens First Manager.

The City Clerk position was created by state statute and City ordinance and reports to the City Council. The City Clerk's primary responsibilities are Recording Secretary for the City Council, custodian of records, election authority and licensing agent.

### **Fiscal Year 2020 Goals**

- I. Strategic Plan: Development and ongoing process. (*Financially Sound, High Performing City – Strategic Plan*)
- II. Continue to research, prepare and present recommendations on a City services sustainability and cost reduction plan based on service inventory and priorities. (*Financially Sound, High Performing City – Strategic Plan*) (*Long Term Actions Item – 2+ years*)

## Performance Measurements

<b>Citizens' First Calls</b>	<b>Actual 2016</b>	<b>Actual 2017</b>	<b>Actual 2018</b>	<b>Target 2019</b>	<b>Actual 2019</b>	<b>Target 2020</b>
Total # of Incoming Calls to Citizens First	44,999	40,789*	37,134	38,000	32,415	31,000
# of Issues Entered into system	3,027	3,115	3,159	3,100	3,865	3,300
# of Issues Completed/Closed	3,408	3,587	2,999	2,800	3,778	3,000
# of Issues in Process	393	116	127	120	222	200

\*November and December 2017 call files were disrupted so those months were averaged.

## Previous Year's Goals

In 2019 a new City Administrator was hired. A review and supervisory restructuring were completed in the Police Department and Engineering/Project Management Divisions were separated from the Public Works Director. The new Management Analyst was hired. The analyst surveyed the neighboring communities and found a lack of interest in pursuing any joint purchasing initiative in an effort to leverage improved buying power through economics of scale, so the goal was removed. A recommendation on the City services sustainability and cost reduction plan based on service inventory and priorities is expected to be presented with the 2021 Budget. The City has selected an ERP (Enterprise Resource Planning) direction and funding is in place for FY 2020 to begin implementation. City Hall renovations have been decided upon and funding is in the FY 2020 budget.

## Budget Category Summary

	Actual 2016	Actual 2017	Actual 2018	Projected Budget 2019	Amount Change	Budget 2020	% Change
<b>Personnel</b>	\$947,646	\$976,772	\$1,069,484	\$1,067,187	\$23,846	\$1,091,033	2.2%
<b>Contract Services</b>	29,004	5,410	6,875	37,970	(21,970)	16,000	(57.9%)
<b>Insurance</b>	10,941	24,961	7,224	15,616	781	16,397	5.0%
<b>Equipment Maintenance</b>	0	144	21,469	890	0	890	0.0%
<b>Election Expenses</b>	68,893	71,032	47,302	51,439	23,561	75,000	45.8%
<b>Operating Supplies</b>	18,080	43,212	20,933	27,290	(7,700)	19,590	(28.2%)
<b>Professional Expenses</b>	70,776	75,116	116,202	92,753	6,817	99,570	7.3%
<b>Public Information</b>	8,873	7,032	9,543	10,500	0	10,500	0.0%
<b>Utilities</b>	10,436	7,868	8,131	8,540	0	8,540	0.0%
<b>Special Events/Programs</b>	16,772	10,335	49,724	6,000	0	6,000	0.0%
<b>Equipment Rental</b>	756	693	0	0	0	0	0.0%
<b>Leases and Contingency</b>	0	111,184	0	30,000	0	30,000	0.0%
<b>Subtotal</b>	1,182,177	1,333,759	1,356,887	1,348,185	25,335	1,373,520	1.9%
<b>Transfers</b>	2,063,548	2,467,277	614,826	4,030,000	(3,500,000)	530,000	(86.8%)
<b>Total</b>	\$3,245,725	\$3,801,036	\$1,971,713	\$5,378,185	(3,474,665)	\$1,903,520	(64.6%)

## Budget Highlights

In 2020, Contract Services budget was decreased since the re-codification of the Municipal Code Books was done the previous year. The increase in Election Cost is an estimate. The decrease in Operating Supplies is due to the less postage cost anticipated and a reduction in special event expenses in 2020. The increase in the Professional Expenses is mainly due to an increase in training and travel. In 2019, \$530,000 was transferred to the Street & Road Improvement Fund and \$3,500,000 was transferred to the Water Fund as a short-term loan. In 2020, \$530,000 will be transferred to the Street & Road Improvement Fund.

## **Budget Category Explanations**

### **Personnel **\$1,091,033****

This category includes the salaries, wages, and benefits for the City Administrator, the Assistant City Administrator, the City Clerk, the City Auditor, the Citizen's First Manager/Deputy City Clerk, the Management Analyst/Deputy City Clerk, the Prosecuting Attorney Clerk, the Mayor's Administrative Assistant/Deputy City Clerk, one Customer Service Representative (100%) and one Customer Service Representative (75% - split with CDBG). This budget category also includes the compensation for the Mayor and ten Council members.

### **Contract Services **\$16,000****

This category contains the appropriations for recording fees, annexation expenses code books, record maintenance or other services provided to the City.

### **Insurance **\$16,397****

This amount is allocated to each department, division, or section based upon the number of full-time employees. Coverage includes general liability, boiler and machinery, umbrella insurance, errors and omissions and property insurance.

### **Equipment Maintenance **\$ 890****

This amount will cover cost related to the copier maintenance agreement.

### **Election Expenses **\$75,000****

This category includes all expenses related to municipal elections held by the City for elected positions and ballot issues.

### **Operating Supplies **\$19,590****

This category includes the cost of necessary supplies used by the Administration Division, the Mayor's Youth Advisory Council and the City Council. This includes postage, pens, staples, and paper, supplies for the fax/copier/scanner machine and laser printers. This also includes small equipment, furniture and fixtures that are valued less than \$5,000.

### **Professional Expenses **\$99,570****

Included in this category are dues and subscriptions to various organizations and publications to which individual members of the administrative staff are involved. This also includes training and travel expenses for the Division, the City's Lobbyist and tuition reimbursement for continuing education. Travel expenses for the Mayor and the City Council are also funded from this category.

### **Public Information **\$10,500****

Advertising expenses related to public bid notices and requests for proposals are found in this category. The costs of printing public notices, handbooks, manuals, and other documents are also in this category.

### **Utilities **\$8,540****

This amount funds telephone and other utility expenses incurred by the Administration Division.

**Equipment Rental**

**\$000**

This amount covered the copier rental agreement. (New copier purchased in 2017.)

**Leases and Contingency**

**\$30,000**

This account is used for unanticipated expenditures.

**Special Programs/Events**

**\$6,000**

This account is used for expenses associated with the Team O’Fallon, the annual Mayoral luncheon, the State of the City (as required by the City Charter approved by voters in 2009) and other events hosted by the City.

**Transfers**

**\$530,000**

All transfers from the General Fund to all other funds are budgeted within the Administration Division.



## Administration Group – Legal Division

The City contracts with a legal firm from which a City Attorney is appointed who consults with and advises the Mayor, City Council and City staff on various legal issues concerning the City and determines the legal impact of decisions and actions of City representatives and staff. The City Attorney conducts research, reviews and drafts ordinances, contracts, intergovernmental agreements, conveyances and other legal documents. The City Attorney also attends and represents the City Council at Council meetings and other committee meetings, as necessary.

The City also contracts for specialized legal services pertaining to personnel issues, as well as for a Municipal Prosecuting Attorney who is appointed to serve in accordance with the provisions of the City Charter.

The City may still choose, from time to time, to contract for legal services pertaining to additional specialized issues.

### Fiscal Year 2020 Goals

- I. Provide ongoing legal assistance to City staff and elected officials. *(To maintain a superior community.)*

### Previous Year's Goals

In 2019, the Legal Division focused on various agreements and contracts to ensure the City is in compliance with City ordinances and with State Statute.

### Budget Category Summary

	Actual 2016	Actual 2017	Actual 2018	Projected Budget 2019	Amount Change	Budget 2020	% Change
<b>Professional Expenses</b>	\$153,770	\$186,419	\$187,228	\$255,000	\$0	\$255,000	0.0%
<b>Personnel</b>	61,828	96,371	99,939	120,000	\$0	120,000	0.0%
<b>Misc Fees</b>	5,162	80,498	175,244	88,250	\$0	88,250	0.0%
<b>Total</b>	\$220,760	\$363,288	\$462,411	\$463,250	\$0	\$463,250	0.0%

### Budget Highlights

No change in overall budget amount from 2019 to 2020.

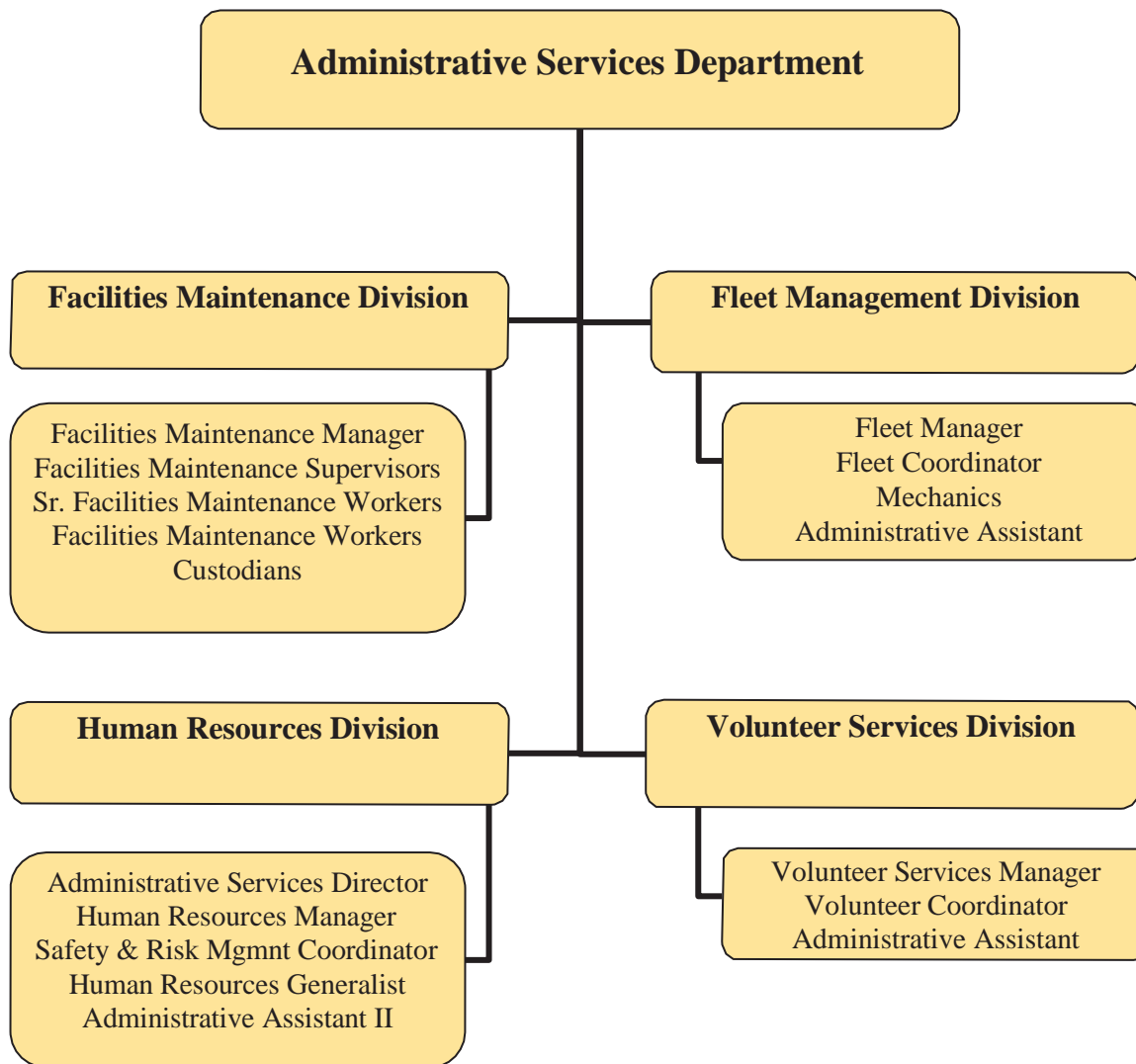
### Budget Category Explanations

#### Professional

**\$463,250**

This category includes the fees for the general counsel services and personnel issues.

**Administrative Services Department  
Organizational Chart  
2020 Budget**



## **Administrative Services Department**

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The Administrative Services Department is managed by the Administrative Service Director who reports directly to the City Administrator. This Department is divided into four sections –Facilities Maintenance, Fleet Management, Human Resources and Volunteer Services Divisions.

It is the mission of the Administrative Services Department to develop a mindset of teamwork and quality in our day-to-day operations; to pursue knowledge, enthusiasm and an improved quality of life for ourselves and our co-workers; to foster respect for values and ideals that may be different from others; and to interact in an honest and impartial manner with our fellow employees from whom the City draws its strength.



## **Administrative Services Department – Facilities Maintenance Division**

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The Facilities Maintenance Division was created as a result of the reorganization in 1998 and 1999. The expenses for Facilities Maintenance are split between the General Fund, the Recreation Fund and the RC Fund based on the Fund receiving the maintenance. The Facility Maintenance Manager reports to the Administrative Services Director. A portion of the employee wages will be split according to the fund they are maintaining. This division covers the upkeep of the Municipal Complex, Parks facilities, RC and other city facilities and includes minor construction and repairs such as painting, plumbing and electrical repairs. This is the General Fund portion of the division’s expenses.

### **Fiscal Year 2020 Goals**

- I. Prepare Evaluation Report on the energy efficient LED fixtures. (*Management in Progress – Short Term – Strategic Plan*)
- II. Maintain the percentage of Work Orders Outstanding to 10% or less.

### **Performance Measurements**

	Actual 2016	Actual 2017	Actual 2018	Target 2019	Actual 2019	Target 2020
<b>Work Order Program Volume</b>						
Number of Help Desk Work Orders	750	710	705	730	799	825
# of Help Desk Work Orders Outstanding	10	17	10	15	17	15
% of Help Desk Work Orders Outstanding	1.3%	2.1%	4.0%	3%	2.1%	3%

### **Previous Year’s Goals**

In 2019 the City selected the first phase of the renovations of the East Wing of City Hall and funding is allocated in the 2020 budget. The HVAC unit at the Senior Center was replaced with a more energy efficient unit. A new workorder system was installed in 2019. The percentage of Work Orders Outstanding were kept to less than 10%.

## Budget Category Summary

	Actual 2016	Actual 2017	Actual 2018	Projected Budget 2019	Amount Change	Budget 2020	% Change
<b>Personnel</b>	\$363,710	\$387,629	\$446,867	\$468,787	\$21,475	\$490,262	4.6%
<b>Contract Services</b>	64,867	80,679	93,645	106,140	(23,630)	82,510	(22.3%)
<b>Insurance</b>	24,369	27,023	36,381	26,053	1,303	27,356	5.0%
<b>Maintenance</b>	29,760	23,195	19,663	23,000	0	23,000	0.0%
<b>Operating Supplies</b>	33,998	23,789	20,520	19,595	315	19,910	1.6%
<b>Professional Expenses</b>	246	27,402	(624)	500	1,187	1,687	237.4%
<b>Utilities</b>	148,035	141,057	140,722	164,440	1,620	166,060	1.0%
<b>Petroleum</b>	158	339	83	1,000	0	1,000	0.0%
<b>Rental</b>	0	500	0	500	(500)	0	(100.0%)
<b>Total</b>	\$665,143	\$711,613	\$757,257	\$810,015	\$1,770	\$811,785	0.2%

## Budget Highlights

The increase in Personnel is due to the change in allocation of time the department spends in the various funds. This allocation percentage can change each year based upon projects in the annual budget. The decrease in Contract Services is due to lower HVAC Service contract. The increase in Professional Expenses is for Training and Travel.

## Budget Category Explanations

### Personnel

**\$490,262**

This category includes the wages, benefits, and overtime for one Facility Maintenance Manager (48%), two Facility Maintenance Supervisors (68%, 29%), five Senior Facility Maintenance Workers (100%, 100%, 6%, 3%, 0%), one Facility Maintenance Workers (45%), and five Custodians (100%).

### Contract Services

**\$ 82,510**

This category includes the cost of contract services for trash removal, ice machine rental, telephone maintenance, custodial services and the HVAC monitoring at the City facilities.

**Insurance** **\$27,356**

This amount is allocated to each department, division, or section based upon the number of full-time employees. Coverage includes general liability, boiler and machinery, umbrella insurance, errors and omissions, and property insurance. The property insurance for General Fund facilities is also budgeted in this amount.

**Maintenance** **\$23,000**

This category is for the repairs and maintenance of various shop equipment, and heavy machinery used by the section. This amount also includes building materials needed to repair any of the City's facilities.

**Operating Supplies** **\$19,910**

Office supplies such as paper and pens, postage, copies, uniforms and clothing, small tools, voltage meters and other safety equipment and miscellaneous supplies needed by Facilities Maintenance for the General Fund is included in this category. This also includes small equipment, furniture and fixtures that are valued less than \$5,000.

**Public Information** **\$000**

This category includes advertising expenses related to public bid notices and requests for proposals.

**Professional Expenses** **\$1,687**

This amount provides funding for dues and subscriptions, training and travel expenses.

**Utilities** **\$166,060**

This amount includes the costs incurred by Facilities Maintenance for phone use. It also includes gas and electric service in City facilities.

**Petroleum** **\$1,000**

This amount includes the costs incurred by division for gas used for the back-up generators.

**Rental** **\$000**

This category provides for the rental of equipment that Facilities Maintenance needs, from time to time, but the City does not own.

## **Administrative Services Department -Fleet Management Division**

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The Fleet Management Division maintains rolling stock, including police vehicles, for all departments except Environmental Services trash and recycle vehicles. The Fleet Division is responsible for maintaining service records on each vehicle, performing light to medium maintenance work, and scheduling intensive out-of-house repairs. The Environmental Services trash and recycles vehicles are maintained and tracked separately.

### **Fiscal Year 2020 Goals**

- I. Continue the quality maintenance and repairs it provides to all the departments/divisions in the City.
- II. Develop a fleet of pool vehicles utilizing under-utilized vehicles from various departments within the City.
- III. Continue evaluating alternative fuel vehicles as replacements for selected vehicles in the City's fleet.

### **Performance Measurements**

	<b>Actual 2016</b>	<b>Actual 2017</b>	<b>Actual 2018</b>	<b>Target 2019</b>	<b>Actual 2019</b>	<b>Target 2020</b>
Number of Basic Service Jobs	1,630	1,493	1,547	1,500	1,828	1,800
Number of Out-Sourced Repairs	22	14	21	17	33	20
Average Time for Repair	3.0 hrs	3.8 hrs	2.0 hrs	2.0 hrs	3.0 hrs	2.0 hrs

### **Previous Year's Goals**

In 2019, the Division continue the quality maintenance and repairs it provides to all the departments/divisions in the City. The average city vehicle readiness was 98.5%. The number of out-sourced repair went from 21 in 2018 to 33 in 2019. Future out-sourced repairs will be mainly due to proprietary work (newer vehicles computer issues).

## Budget Category Summary

	Actual 2016	Actual 2017	Actual 2018	Projected Budget 2019	Amount Change	Budget 2020	% Change
<b>Personnel</b>	\$192,937	\$212,473	\$246,052	\$196,862	\$19,350	\$216,212	9.8%
<b>Contract Services</b>	10,559	0	0	0	420	420	0.0%
<b>Insurance</b>	129,339	120,312	111,188	141,692	7,085	148,777	5.0%
<b>Maintenance</b>	112,213	101,513	131,650	100,723	5,938	106,661	5.9%
<b>Operating Supplies</b>	16,431	29,193	15,274	12,255	11,145	23,400	90.9%
<b>Petroleum</b>	211,848	253,949	279,536	279,536	40,426	319,962	14.5%
<b>Professional Expenses</b>	3,324	5,145	3,817	14,360	340	14,700	2.4%
<b>Utilities</b>	8,292	8,233	9,335	9,165	1,175	10,340	12.8%
<b>Total</b>	\$684,943	\$730,818	\$796,852	\$754,593	\$85,879	\$840,472	11.4%

## Budget Highlights

In 2020, the increase in Personnel is due to the allocation of wages to the proper fund based on historical information and the addition of a part-time Administrative Assistant. The increase in Maintenance is due to higher, overall maintenance cost and additional cost for tire purchases. The increase in Operating Supplies is due to one-time furniture purchases expected in 2020. The increase in Petroleum is based on anticipated fuel cost due to economic factors.

## Budget Category Explanations

### **Personnel**

**\$216,212**

This category includes the wages, benefits, and overtime for one Fleet Manager (38%), one Fleet Coordinator (38%) and five Mechanics (98%, 32%, 19%, 15%, 10%) and a part-time Administrative Assistant.

The Fleet Maintenance Manager is the supervisor of six full-time and one part-time employees. The wages are allocated to the other funds based upon duties and projects assigned for the budgeted year.

### **Insurance**

**\$148,777**

This amount is allocated to each department, division, or section based upon the number of full-time employees. This amount also includes automobile insurance for all City owned vehicles, including Police Department. Coverage includes general liability, auto insurance, boiler and machinery, umbrella insurance, errors and omissions, and property insurance.

**Contract Services**

**\$420**

This category includes the cost of contract for the division. The vehicle software maintenance system cost was moved to Operating Supplies with all technology expenses.

**Maintenance**

**\$106,661**

This category is for the repairs and maintenance of various shop equipment, heavy machinery and vehicles (for the General Fund).

**Operating Supplies**

**\$23,400**

Office supplies such as paper and pens, postage, copies, uniforms and clothing for the technicians, small tools, voltage meters, safety equipment and miscellaneous supplies needed are funded in this category.

**Petroleum**

**\$319,962**

This amount includes the costs incurred by General Fund division vehicles for oil and gas used.

**Professional Expenses**

**\$14,700**

This amount provides funding for dues and subscriptions, training and travel expenses.

**Utilities**

**\$10,340**

This amount covers the cost for telephone charges and the gas and electric utilities for the division's portion of the Public Works Building.



## Administrative Services Department - Human Resources Division

The Human Resources Division is responsible for all personnel functions including, but not limited to, assistance with recruitment, selection and placement of all City employees. Other responsibilities include monitoring all federal drug testing requirements, including the random drug testing program, and administering the City’s employee assistance program, employee training and development, safety trainings, employee relations, compensation and benefits administration, and all personnel policies and procedures, including disciplinary action. This division is responsible for the management of the City’s Property Casualty Insurance and Workers Compensation Insurance including all claims associated with them and securing the best insurance coverage for the City.

### Fiscal Year 2020 Goals

- I. Review ‘best practices’ as it applies to the City Employee Performance Evaluation Process then present report with options and recommendation. *(Financially Sound, High Performing City - Strategic Plan)*
- II. Update the Human Resources Policies. *(Financially Sound, High Performing City - Strategic Plan)*
- III. Continue to work with departments to make onboarding process for new employees ‘paperless’. *(Financially Sound, High Performing City - Strategic Plan)*

### Performance Measurements

	Actual 2016	Actual 2017	Actual 2018	Target 2019	Actual 2019	Target 2020
<b>Positions Filled</b>						
Full-Time Employees	43	48	47	45	43	45
Part-Time Employees	128	167	194	150	214	200
<b>Turnover</b> (not including retirement or promotions)	33	20	26	20	28	20
<b>Safety &amp; Risk Management</b>						
Annual # of City Wide Safety Trainings	123	140	132	144	144	144
Safety Trainings	12	12	11	12	12	12
Workers Compensation Claims filed	44	58	47	45	57	45
Number of Chargeable Accidents/Injuries	38	19	20	15	33	15

### Previous Year’s Goals

In 2019, the Division continued the monthly safety meetings and tried to keep the meetings relevant to the time of year or current events. The Employee Reference Guide was updated and distributed. Progress was made on the paperless onboarding system and should be completed in the first quarter on 2020.

## Budget Category Summary

	Actual 2016	Actual 2017	Actual 2018	Projected Budget 2019	Amount Change	Budget 2020	% Change
<b>Personnel</b>	\$462,949	\$468,484	\$484,981	\$519,505	\$12,112	\$531,617	2.3%
<b>Contract Services</b>	32,428	35,386	74,496	79,667	(1,067)	78,600	(1.3%)
<b>Insurance</b>	2,430,981	2,370,242	2,810,337	2,949,766	107,667	3,057,433	3.7%
<b>Maintenance</b>	1,260	54	7,025	600	0	600	0.0%
<b>Operating Supplies</b>	8,587	16,143	7,505	8,730	0	8,730	0.0%
<b>Professional Expenses</b>	30,226	37,568	34,079	47,500	(2,000)	45,500	(4.2%)
<b>Public Information</b>	45	591	1,212	2,500	(250)	2,250	(10.0%)
<b>Utilities</b>	941	940	942	984	0	984	0.0%
<b>Rental</b>	552	547	0	0	0	0	0.0%
<b>Total</b>	\$2,967,969	\$2,929,955	\$3,420,577	\$3,609,252	\$116,462	\$3,725,714	3.2%

## Budget Highlights

The increase in Insurance is an estimate of potential costs since the City is self-insured. The decrease in Professional Expenses is due to the reduction in training and travel for 2020.

## Budget Category Explanations

### Personnel

**\$531,617**

This category includes wages and benefits for the Administrative Services Director, one Human Resource Manager, one Safety & Risk Management Coordinator, one Human Resource Generalist, one Administrative Assistant and one part-time Human Resource Specialist.

### Contract Services

**\$78,600**

This category contains the expenses for services provided to the Human Resources.

### Insurance

**\$3,057,433**

This amount is to cover all the employee health insurance and claim deductibles. Each department, division, or section will be allocated their portion of the dental and life insurance based upon the number of full-time employees. Coverage includes general liability, boiler and machinery, umbrella insurance, errors and omissions and property insurance.

**Maintenance**

**\$600**

This category is for the repairs and maintenance of office equipment used by Human Resources.

**Operating Supplies**

**\$8,730**

This category includes office supplies, such as paper, pens, postage, copies and other miscellaneous items. This also includes small equipment, furniture and fixtures that are valued less than \$5,000.

**Professional Expenses**

**\$45,500**

This amount is for expenses related to dues and subscriptions, in-house training, tuition reimbursement and drug testing. Travel and outside training program expenses are also included.

**Public Information**

**\$2,250**

Advertising and printing are accounted for in this category.

**Utilities**

**\$ 984**

This amount is for telephone charges.



## **Administrative Services Department – Volunteer Services Division**

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The Volunteer Services Division commenced in October 2000 as part of the Administrative Services Department. Responsibilities include coordinating and managing volunteers to support the City’s needs. Volunteers help various departments with tasks that range from office assistance and bulk mailings, to assisting at City events.

### **Fiscal Year 2020 Goals**

- I. Increase community partnerships; expand participation of existing community partners. (*Core Values – Team; Service*)
  - a. Educational institutions.
  - b. Business engagement/sponsorship.
  
- II. Increase citizen engagement by: (*Core Values – Team; Service*)
  - a. Develop additional volunteer positions that support City staff and division goals.
  - b. Modernize approach to interactive recruitment, recognition and retention methods.
  
- III. Increase efficiency and accountability through standardized processes.
  - a. Organization of supply inventory.
  - b. Written procedures for database inputs and other processes.
  
- IV. Increase professional development of staff through educational training sessions.
  - a. Classes/conferences to include Volunteer Administration, Social Media, Safety Training.
  - b. Coordinator to pursue professional credentialing (Certified in Volunteer Administration)

### **Performance Measurements**

	<b>Actual 2016</b>	<b>Actual 2017</b>	<b>Actual 2018</b>	<b>Target 2019</b>	<b>Actual 2019</b>	<b>Target 2020</b>
Number of Volunteers	2,905	2,337	2,550	2,500	2,271	2,400
Number of Volunteer Hours	18,722	15,822	17,717	17,500	15,944	17,000
Full-Time Equivalent (based on 2080 hrs = 1)	9.00	7.61	8.52	8.41	7.67	8.17

### **Previous Year’s Goals**

In 2019, the number of Volunteers and Volunteer hours decreased from the previous year as a result of fewer support requests and the cancellation of several large service events, including Make a Difference Day, Youth Service Day, and Alternative Spring Break. Significantly less hours were also reported for PD programs and Parks/Landscaping projects. The Division met its annual goal to increase *Citizen Engagement* with 2 new positions for document scanners and stage production crew members, 3 project positions for various departments, and the expansion of intern and gardener positions. Episodic placement provided support for 18 Recreation activities, 9 Festival/Cultural Arts events, 6

Outreach programs, 3 Police events, a Public Works Fair and 19 community serve days. Additionally, 91 citizens served throughout the year on 10 City boards. An increase in *Efficiency and Accountability* was realized with the development of scheduled purchasing dates, event planning worksheets, and written procedures. *Professional Development* was accomplished through trainings focused on volunteer administration, safety, and social media strategies.

### Budget Category Summary

	Actual 2016	Actual 2017	Actual 2018	Projected Budget 2019	Amount Change	Budget 2020	% Change
<b>Personnel</b>	\$160,607	\$186,109	\$198,552	\$205,324	\$8,992	\$214,316	4.4%
<b>Contract Services</b>	1,365	15	0	0	0	0	0.0%
<b>Insurance</b>	1,142	1,189	1,150	1,284	64	1,348	5.0%
<b>Operating Supplies</b>	7,404	5,879	6,976	5,400	1,700	7,100	31.5%
<b>Special Events</b>	21,252	18,064	19,020	21,980	0	21,980	0.0%
<b>Professional Expenses</b>	2,196	3,823	3,902	3,986	279	4,265	7.0%
<b>Public Information</b>	492	189	510	1,610	700	2,310	43.5%
<b>Utilities</b>	1,043	970	999	1,700	(375)	1,325	(22.1%)
<b>Total</b>	\$195,501	\$216,238	\$231,109	\$241,284	\$11,360	\$252,644	4.7%

### Budget Highlights

The Personnel and other operating expenses are within expected annual increases. This budget is to maintain existing services.

### Budget Category Explanations

**Personnel** **\$205,324**

This category includes salaries, wages and benefits for one Volunteer Services Manager, one Volunteer Coordinator and one Administrative Assistant.

**Contract Services** **\$000**

This amount covers the cost for web-based volunteer management system (recruiting, tracking, coordinating, and communication).

**Insurance** **\$1,284**

This amount is allocated to each department, division, or section based upon the number of full-time employees. Coverage includes general liability, boiler and machinery, umbrella insurance, errors and omissions, and property insurance.

**Operating Supplies** **\$7,100**

The operating supply budget includes office equipment and supplies, postage, copies and other miscellaneous items. This also includes small equipment, furniture and fixtures that are valued less than \$5,000.

**Special Events** **\$21,980**

The special events budget includes the costs for volunteer projects, events, recognition, and identification items.

**Professional Expenses** **\$4,265**

This amount includes funds for dues and subscriptions, professional fees, training and travel along with tuition reimbursement.

**Public Information** **\$1,610**

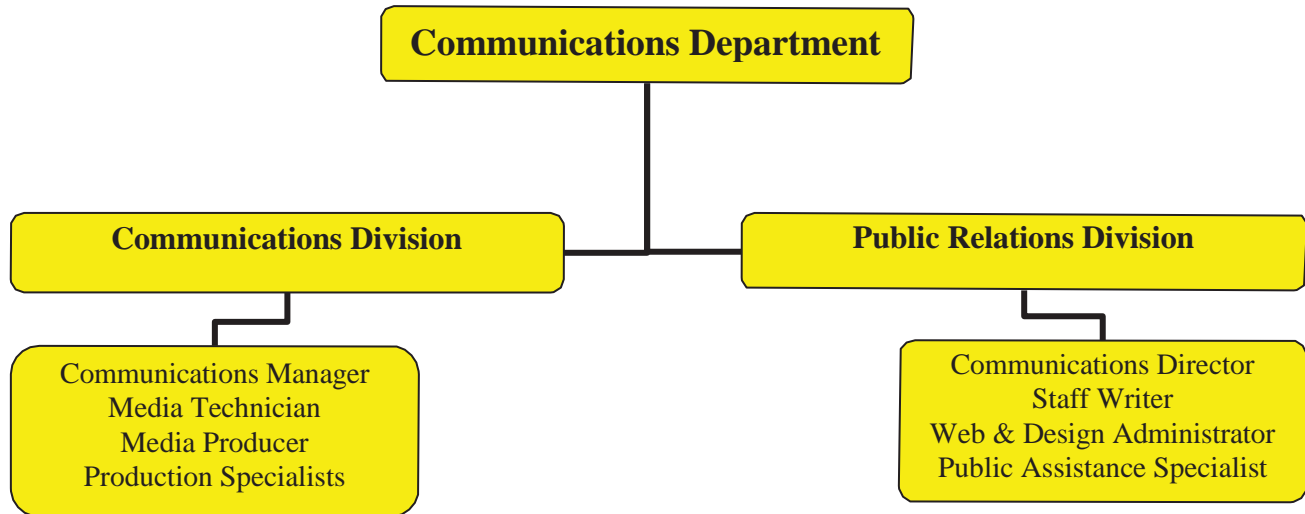
This amount includes funding for advertising, printing and promoting volunteer events.

**Utilities** **\$1,700**

This amount is allocated for telephones, tablets and/or air card expenses.



**Communications Department  
Organization Chart  
2020 Budget**



## Communications Department

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The Communications Department reports to the Assistant City Administrator. It consists of two Divisions, the Public Relations Division and the Communications Division.

It is the mission of the Communication Department to promote transparent government operations by providing a window into O'Fallon's operations for our residents. The Department informs, educates, interacts and ultimately serves our residents through video, print and electronic media.



## Communications Department – Communications Division

The Communications Division (O’FallonTV) reports to the Communications Director and is responsible for the dissemination of public information to the community via the 24-hour government access cable channel (Channel 991), AT&T U-verse (Channel 99), live streaming and Video on Demand on the City’s website, Facebook and YouTube. The mission of O’FallonTV is to provide a window on local government for O’Fallon residents, to inform and educate our viewers about City operations, programs, services and events that make O’Fallon a great place to live. The division is responsible for recording all meetings and playing them back on a regular schedule on the government access cable channel which broadcast 24 hours a day, seven days a week. O’Fallon TV programming are also available on-line on demand and users can also subscribe to podcast as well as view O’Fallon TV live via the web.

The division also covers local events and create programs, public service announcement, promotional spots and special productions to keep residents and non-residents informed of events that occur within the City limits. They also supply information to viewers through the Community Bulletin which displays announcements, agendas, job opportunities, program availability and all press releases.

Additionally, O’Fallon TV, along with the Public Relation Division, continues to expand the City’s social media presence. They also provide audio/visual support for all events both onsite and off-site as needed. These include events at the Veterans Memorial Walk, the parks system, banquets, City Hall and employee functions. They also perform forensic support, DVD creation and programming for divisions as requested.

### Fiscal Year 2020 Goals

- I. Monitor and evaluate the effectiveness of the rebranded Renaud Center website. (*Management in Progress – Strategic Plan*)
- II. Continue to use available distribution channels to make our government as transparent as possible and keep residents up to date on what is going on around O’Fallon. (*Core Values of the City*)
- III. Continue to work with Public Works on I-70 improvement educational campaign and with new traffic calming videos and Environmental Services Recycling Program modifications. (*Management in Progress – Strategic Plan*)

### Performance Measurements

	Actual 2016	Actual 2017	Actual 2018	Target 2019	Actual 2019	Target 2020
Programs Produced	288	288	340	280	318	280
Hours of Taped or Live Programming Per Day	24	24	24	24	24	24
Average Daily Hours of Locally Produced Programming	21.5	21.5	23.5	23.5	23.5	23.5

## Previous Year's Goals

In 2019, the Division worked with the Renaud Center to rebrand the website. The division continues to integrate O'FallonTV into the City's website and social media as well as continue communications with residents via website, Charter cable channel, video on demand system and social TV.

## Budget Category Summary

	Actual 2016	Actual 2017	Actual 2018	Projected Budget 2019	Amount Change	Budget 2020	% Change
<b>Personnel</b>	\$394,929	\$405,801	\$421,749	\$434,289	\$15,206	\$449,495	3.5%
<b>Contract Services</b>	5,969	0	0	0	0	0	0.0%
<b>Insurance</b>	2,856	2,485	1,917	3,032	152	3,184	5.0%
<b>Maintenance</b>	1,063	2,431	8,334	3,000	0	3,000	0.0%
<b>Operating Supplies</b>	13,887	14,452	10,420	8,595	(1,626)	6,969	(18.9%)
<b>Professional Expenses</b>	634	955	748	0	1,500	1,500	100.0%
<b>Public Information</b>	0	2,645	0	0	250	250	100.0%
<b>Utilities</b>	205	200	201	750	5,370	6,120	716.0%
<b>Total</b>	\$419,543	\$428,969	\$443,369	\$449,666	\$20,852	\$470,518	4.6%

## Budget Highlights

The increase in Utilities is due to a dedicated internet access for the division that is not shared with other departments or divisions.

## Budget Category Explanations

### Personnel

**\$449,495**

This category includes salaries, wages and benefits for a Communications Manager, a Media Technician, a Media Producer, two Production Specialists and part-time employee(s).

### Contract Services

**\$000**

This amount is for charges for contract services needed for video production. Technology services are included in the Operating expenses.

**Insurance** **\$3,184**

This amount is allocated to each department, division, or section based upon the number of full-time employees. Coverage includes general liability, boiler and machinery, umbrella insurance, errors and omissions, and property insurance.

**Maintenance** **\$3,000**

This category includes repairs and maintenance of all production and office equipment.

**Operating Supplies** **\$6,969**

The operating supply budget includes DVD stock, blank audio cassettes and video tapes, as well as copies, paper, pens, postage and other miscellaneous office supplies. This also includes small equipment, furniture and fixtures that are valued less than \$5,000.

**Professional Expenses** **\$1,500**

This amount includes funds for programming, tuition and other professional related expenses.

**Public Information** **\$250**

This amount includes funding for advertising, printing and promoting City events/information.

**Utilities** **\$6,120**

Funding for direct internet access, telephone bills and services.



## Communications Department – Public Relations Division

The Public Relations (PR) Division commenced in 1999. Responsibilities include coordinating and managing all City-related communication materials (electronic and printed) and promotion for all City activities, events and activities. This includes but is not limited to: news- releases, brochures, posters, invitations, promotional letters, advertisements, signage, and the City’s quarterly newsletter/parks and recreation guide. The Public Relations Division also maintains six websites for various City divisions ([www.ofallon.mo.us](http://www.ofallon.mo.us), [www.ofallon.mo.us/parks&rec](http://www.ofallon.mo.us/parks&rec), [www.renaudcenter.com](http://www.renaudcenter.com), [www.selectofallon.com](http://www.selectofallon.com), [www.ofallon.mo.us/PD](http://www.ofallon.mo.us/PD), and [www.heritageandfreedomfest.com](http://www.heritageandfreedomfest.com)) and assists in preparing official presentations given by the Mayor/City Council.

### Fiscal Year 2020 Goals

- I. Launch the brand new [www.ofallon.mo.us](http://www.ofallon.mo.us) website with an updated look, improved mobile functionality and enhanced ADA accessibility. (*Management in Progress – Strategic Plan*)
- II. Lead the City’s educational efforts related to Proposition 1 in the April 2020 election.
- III. Continue to grow the City’s social media presence in order to better communicate with our residents.

### Performance Measurements

	Actual 2016	Actual 2017	Actual 2018	Target 2019	Actual 2019	Target 2020
<b>Unique web page views by site</b>						
<a href="http://www.ofallon.mo.us">www.ofallon.mo.us</a> (includes PD site)	1,218,811	1,214,117	1,179,332	1,100,000	1,010,585	950,000
<a href="http://www.renaudspiritcenter.com">www.renaudspiritcenter.com</a>	214,685	201,776	200,133	200,000	183,396	190,000
<a href="http://www.heritageandfreedomfest.com">www.heritageandfreedomfest.com</a>	182,814	171,494	188,314	175,000	194,521	175,000
<a href="http://www.selectofallon.com">www.selectofallon.com</a> (launched March 2018)			3,189	4,000	7,478	5,000
<b>Unique visitors by site</b>						
<a href="http://www.ofallon.mo.us">www.ofallon.mo.us</a> (includes PD site)	661,753	664,164	670,423	670,000	637,073	650,000
<a href="http://www.renaudspiritcenter.com">www.renaudspiritcenter.com</a>	99,735	101,831	99,861	100,000	99,122	100,000
<a href="http://www.heritageandfreedomfest.com">www.heritageandfreedomfest.com</a>	66,084	65,212	70,958	65,000	68,945	70,000
<a href="http://www.selectofallon.com">www.selectofallon.com</a> (launched March 2018)			1,324	2,000	3,102	3,000

### Previous Year’s Goals

In 2020, the City successfully launched the [www.renaudcenter.com](http://www.renaudcenter.com) website which was a rebranding of the Renaud Center. The division also grew our social media presence with the addition of Instagram for the Parks and Police Department. The Division will continue to redesign the main [www.ofallon.mo.us](http://www.ofallon.mo.us) website to launch in 2020.

## Budget Category Summary

	Actual 2016	Actual 2017	Actual 2018	Projected Budget 2019	Amount Change	Budget 2020	% Change
<b>Personnel</b>	\$281,639	\$290,210	\$303,188	\$312,641	\$21,560	\$334,201	6.9%
<b>Contract Services</b>	30,381	0	2,791	0	0	0	0.0%
<b>Insurance</b>	2,285	1,989	1,534	2,427	121	2,548	5.0%
<b>Maintenance</b>	0	488	45,070	0	0	0	0.0%
<b>Operating Supplies</b>	9,506	42,578	11,424	11,500	0	11,500	0.0%
<b>Special Events</b>	14,703	51,919	19,564	20,000	0	20,000	0.0%
<b>Professional Expenses</b>	3,225	4,297	2,497	3,445	55	3,500	1.6%
<b>Public Information</b>	12,718	12,907	20,409	17,500	10,000	27,500	57.1%
<b>Utilities</b>	861	900	901	960	0	960	0.0%
<b>Total</b>	\$355,318	\$405,288	\$407,378	\$368,473	\$31,736	\$400,209	8.6%

## Budget Highlights

The increase in Personnel is due to the increase of the Public Assistance Specialist's salary allocated to the General Fund. This is anticipated to be a temporary increase. The increase in Public Information will be used to educate the voters on ballot issues.

## Budget Category Explanations

### Personnel

**\$334,201**

This category includes salaries, wages and benefits for one Communication Director, one Web & Design Administrator, one Staff Writer and 65% of the Public Assistance Specialist position.

### Contractual Services

**\$000**

This category contains the appropriations for Contractual Services provided to the City. Technology related expenses are included in Operating.

### Insurance

**\$2,548**

This amount is allocated to each department, division, or section based upon the number of full-time employees. Coverage includes general liability, boiler and machinery, umbrella insurance, errors and omissions, and property insurance.

**Maintenance**

**\$000**

This category includes repairs and maintenance of printer and MAC computer.

**Operating Supplies**

**\$11,500**

The operating supply budget includes office supplies, postage, copies, special events and other miscellaneous items. This also includes small equipment, furniture and fixtures that are valued less than \$5,000.

**Special Events**

**\$20,000**

This category includes the Project Home expenses.

**Professional Expenses**

**\$3,500**

This amount includes funds for dues and subscriptions, professional fees, along with travel and training expenses.

**Public Information**

**\$27,500**

Funding for the public relations events, advertising and printing.

**Utilities**

**\$960**

Funding for telephone and internet service and equipment replacement expenses.



**Economic Development Department  
Organization Chart  
2020 Budget**



## **Economic Development Department**

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The Economic Development Department reports to the Assistant City Administrator.

It is the mission of the Economic Development Department is to enhance the quality of life and lifestyle options for residents and businesses in the City of O'Fallon by strengthening our economic foundation and ensuring the City's financial stability.



## Economic Development Department

Economic Development is the process of cooperative action between the public and private sectors, which results in widespread and sustained investment for the benefit of the community and its residents.

The Economic Development Department has the responsibility of influencing development in the community through expanding business opportunities, tax base, retaining current businesses, and working to foster community development.

### Fiscal Year 2020 Goals

- I. Present options and recommendations on City Economic Development Policies and Tool Kit. *(Vibrant Community – Strategic Plan)*
- II. Present options and recommendations on the Downtown Overlay Plan/Master Plan, Northside Attractions/Grocery Store. *(Vibrant Community – Strategic Plan)*
- III. Define target/marketing for Sports Tourism Development. *(Vibrant Community – Strategic Plan)*
- IV. Initiate discussions on potential development agreements relating to O’Fallon Station. *(Vibrant Community – Strategic Plan)*
- V. Update Community Demographics for packet and website. *(Management in Progress – Strategic Plan)*

### Performance Measurements

	Actual 2016	Actual 2017	Actual 2018	Target 2019	Actual 2019	Target 2020
Business Retention & Assistance Visits*	1,583	1,492	184	180	253	120
Business Attractions & Expansions	180	100	63	35	83	50
New Businesses Started	173	125	103	100	110	100
New Jobs Added						
Full-Time	652	351	540	350	421	350
Part-Time	372	283	164	200	260	225
Commercial Property Occupancy						
Retail	95.6%	94.7%	95.9%	95.0%	96.6%	95.0%
Office	95.3%	95.3%	92.2%	93.0%	93.6%	93.0%
Industrial	99.0%	97.4%	97.7%	97.0%	96.7%	97.0%

\*Starting in 2018, only the Business Retention Visits will be tracked.

## Previous Year's Goals

The department continues to pursue development opportunities along Page Avenue / Hwy 364 by working with developers, property owners and stakeholders with updated site information and long-term plans for the development.

## Budget Category Summary

	Actual 2016	Actual 2017	Actual 2018	Projected Budget 2019	Amount Change	Budget 2020	% Change
<b>Personnel</b>	\$279,420	\$281,572	\$313,949	\$323,814	\$15,554	\$339,368	4.8%
<b>Contract Services</b>	6,077	0	0	0	0	0	0.0%
<b>Insurance</b>	2,285	1,989	1,534	2,427	121	2,548	5.0%
<b>Maintenance</b>	2,500	0	9,296	0	0	0	0.0%
<b>Operating Supplies</b>	2,856	9,813	2,328	2,400	0	2,400	0.0%
<b>Professional Expenses</b>	33,960	32,827	33,932	36,400	6,280	42,680	17.3%
<b>Special Programs</b>	2,229	2,958	4,158	4,500	750	5,250	16.7%
<b>Public Information</b>	31,741	29,255	25,468	33,250	0	33,250	0.0%
<b>Utilities</b>	931	944	945	1,085	(360)	725	(33.2%)
<b>Total</b>	\$361,999	\$359,358	\$391,610	\$403,876	\$22,345	\$426,221	5.5%

## Budget Highlights

The increase in Professional Expenses is due to travel and training expenses.

## **Budget Category Explanations**

### **Personnel**

**\$339,368**

This category includes the salary and benefits for the Economic Development Director, the Economic Development Specialist, the Economic Development Coordinator and the Administrative Assistant.

### **Contract Services**

**\$000**

This category funds the cost for property database that provides various reporting capabilities. Technology based expenses (software items) were moved to Operating.

### **Insurance**

**\$2,548**

This amount is allocated to each department, division, or section based upon the number of full-time employees. Coverage includes general liability, boiler and machinery, umbrella insurance, errors and omissions, and property insurance.

### **Maintenance**

**\$000**

This category is for the repairs and maintenance on one printer.

### **Operating Supplies**

**\$2,400**

This category includes all office related supplies such as paper, pens, postage, computer supplies, etc. needed to carry out the daily functions of the job. This also includes small equipment, furniture and fixtures that are valued less than \$5,000.

### **Professional Expenses**

**\$42,680**

Included in this category are dues and subscriptions to various organizations and publications to which individual members of the staff are involved. This amount also includes funds for professional fees, along with travel and training expenses.

### **Special Programs**

**\$5,250**

This category includes expenses relating to various events for local businesses.

### **Public Information**

**\$32,250**

This category includes advertising at trade shows, impact trips, advertising, brochures, and general marketing for Economic Development projects as well as printing costs incurred for demographics packets, informational mailers to citizens, presentations, flyers, and maps.

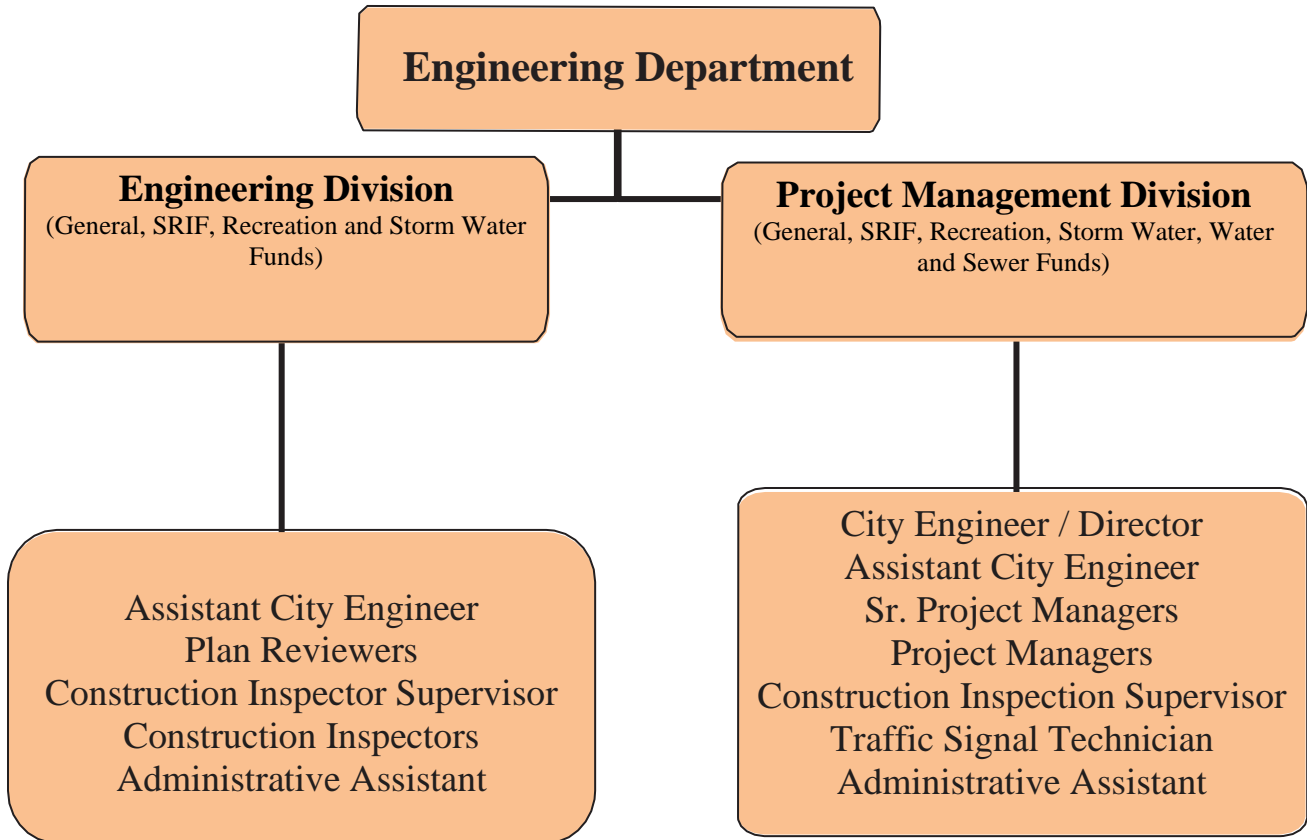
### **Utilities**

**\$725**

This amount funds cellular telephone(s), tablet(s) and other utility expenses incurred by the Economic Development Department.



**Engineering Department  
Organizational Chart  
2020 Budget**



## **Engineering Department**

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O'Fallon's Public Works Department was split up in 2019. The Project Management and Engineering Divisions were pulled out to create a separate Engineering Department. This new Department consist of the Engineering Division and the Project Management Division. The Department manages expenses within eight different funds.

- General Fund
- Street and Road Improvement Fund
- Recreation Fund
- Storm Water Fund
- Water Fund
- Sewer Fund
- Sewer Lateral Fund
- Environmental Services Fund

The Engineering Department provides services to the multiple funds based upon the Capital Projects and Capital Improvements budgeted each year.

The Engineering Department also works closely with the Planning and Development Department to manage the growth and development of the City, to promote the general welfare, and to enhance the quality of life for all City residents. In particular, the Engineering Division participates extensively in the review and approval process for all proposed site development projects. Once projects gain approval and site development begins, staff provides daily inspections, particularly during site grading and the installation of public infrastructure, such as water and sewer lines.

It is still the mission of the Engineering Department to enhance the quality of life for our residents and promote development for our community by providing and maintaining public infrastructure in a sustainable manner to the highest standards within the available budget.

## **Engineering Department – Engineering Division**

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The Engineering Division has two groups, the plan review group and construction inspection group, that serve as the technical aspect of new developments, re-developments and work within the right-of-ways within the City limits.

Six Engineering functions: (1) review and process all site plans, grading plans, as built plans, and record plats; (2) provide information to the public and development community on goals and principles, the Traffic Management Code, Municipal Code and development policies of the City; (3) administer floodplain management program with related record keeping; (4) review and process all utility excavation permits within the City; (5) implement and maintain compliance with the NPDES Phase II Program in relation to storm water quality; and (6) contact with citizens and developers to assist them through the various application processes and assist in code related questions conducting residential and commercial construction inspections assuring compliance with site plans and specifications.

Construction Inspection is responsible for over 150 combined residential plans and commercial sites within the City limits. The different inspections conducted are streets, sidewalks, sanitary sewers, lights and signs, water, storm sewers and grading. The Division works with contractors, developers, other City Division and residents to find the best possible solution to situations as they arise assuring for professionalism, accuracy and quality. The Division determines percentage of completion for escrow releases and acceptance and dedication for escrowed improvements. Additionally, construction inspection is responsible for inspecting all excavation permits (over 300 per year), driveway permits (approximately 50 per year) and house lot final inspections (over 150 per year).

### **Fiscal Year 2020 Goals**

- I. Continue to achieve timely reviews of construction site plans and responding to citizens' concerns. (*Core Values – Service*)
- II. Continue to monitor the number of outstanding escrows, and work with the contractors to complete projects and final inspections to allow the City to approve the release of the escrow. (*Core Values – Trust and Respect*)
- III. Continue to work with other Departments with renovation of the East Wing of City Hall into repurposed City Hall office space. (*Upgraded City Facilities and Infrastructure – Strategic Plan*)

## Performance Measurements

<b>Engineers</b>	<b>Actual 2016</b>	<b>Actual 2017</b>	<b>Actual 2018</b>	<b>Target 2019</b>	<b>Actual 2019</b>	<b>Target 2020</b>
Records Plats Reviewed	25	22	11	25	20	20
Construction Plans Reviewed	49	45	38	40	28	30
As Builts Reviewed	23	29	32	30	30	30
Floodplain Plans Reviewed	3	5	6	5	6	5
Grading Plans Reviewed	6	11	7	10	9	10
Utility Excavation Permits Reviewed	261	294	309	350	301	300
Condo / Multi Plat	6	7	9	10	6	5
In-House Plat	0	0	0	0	0	0
Driveway Permit	84	95	19	100	120	100
Lot Escrows	138	284	516	300	397	350
Plot Plans	429	268	313	300	407	350

<b>Escrows</b>	<b>Actual 2016</b>	<b>Actual 2017</b>	<b>Actual 2018</b>	<b>Target 2019</b>	<b>Actual 2019</b>	<b>Target 2020</b>
Number of Escrows (total)	203	197	168	225	239	200
Number of Escrow (more than 3 years old)	27	34	27	20	17	10
Escrow Amount (total)	\$9.5M	\$9.4M	\$8.59M	\$8.0M	\$8.59M	\$8.6M
Escrow Amount (more than 3 years old)	\$933k	\$1.0M	\$1.92M	\$500k	\$1.92M	\$1.0M
Number of Escrow released (in full)	167	135	145	150	104	100

## Previous Year's Goals

In 2019, the department was extremely busy with residential development and staff was able to meet the two-week plan review time by working overtime. This is the department's top priority. The construction of the walkable/bikeable path on one side of Hwy K from Feise Road to Technology Drive continues to progress. Staff continues to reach out to developers on older projects to either wrap up the project or extend the escrow agreement. The escrows list is reviewed every other month. The Engineering Department will work to help repurpose the vacated space in the east building in 2020.

## Budget Category Summary

	Actual 2016	Actual 2017	Actual 2018	Projected Budget 2019	Amount Change	Budget 2020	% Change
<b>Personnel</b>	\$721,513	\$751,958	\$729,295	\$774,531	(\$17,937)	\$756,594	(2.3%)
<b>Contract Services</b>	1,075	12,413	61,863	25,000	11,500	36,500	46.0%
<b>Insurance</b>	38,269	8,030	4,985	19,264	963	20,227	5.0%
<b>Maintenance</b>	800	1,247	1,221	2,652	0	2,652	0.0%
<b>Operating Supplies</b>	10,835	5,563	7,556	5,250	60	5,310	1.1%
<b>Professional Expenses</b>	4,387	3,416	3,684	8,165	(1,265)	6,900	(15.5%)
<b>Public Information</b>	795	500	676	1,250	(400)	850	(32.0%)
<b>Rental</b>	552	529	0	0	0	0	0.0%
<b>Utilities</b>	9,480	14,535	6,368	8,116	(1,380)	6,736	(17.0%)
<b>Total</b>	\$787,706	\$798,191	\$815,648	\$844,228	(\$8,459)	\$835,769	(1.0%)

## Budget Highlights

The decrease in Personnel is due restructuring of the Public Works group that moved the Director's and an Administrative Assistant's partial salaries to another division. The increase funding in Contract Services will be used for Laserfiche scanning services. The decrease in Professional Expenses is due to lower travel and training cost anticipated. The decrease in Utilities is due to removing Director's cell phone.

## Budget Category Explanations

### Personnel

**\$756,594**

This category includes the wages, benefits, and overtime for the Public Works Director (0%), one Assistant City Engineer (100%), two Plan Reviewers (100%), one Construction Inspector Supervisor (100%), six Construction Inspectors (100%, 100%, 100%, 20%, 10%, 10%), and two Administrative Assistants (100%, 0%). The remaining portion of the wages will be allocated between the Street and Road Improvement Fund, Storm Water Fund, Water Fund, Sewer Fund and the Environmental Services Fund base on workloads and special projects as budgeted.

**Contract Services**

**\$36,500**

This amount covers expenses related to contractors that provide services to the City for Engineering Division.

**Insurance**

**\$20,227**

This amount is allocated to each department, division, or section based upon the number of full- time employees. Coverage includes general liability, boiler and machinery, umbrella insurance, errors and omissions, and property insurance.

**Maintenance**

**\$2,652**

This category is for the repairs and maintenance of equipment used by the division.

**Operating Supplies**

**\$5,310**

Office supplies such as paper and pens, postage, copies, uniforms and clothing for the inspectors, small tools, voltage meters and other safety equipment and miscellaneous supplies needed by division employees are funded in this category. This also includes small equipment, furniture and fixtures that are valued less than \$5,000.

**Professional Expenses**

**\$6,900**

Dues and subscriptions expenses for APWA, training and travel expenses, tuition reimbursement are covered with these funds.

**Public Information**

**\$850**

This category contains the funding for the advertising of public hearing notices in the local newspaper and various printing needs.

**Rental**

**\$000**

This is for the funding of renting miscellaneous equipment and services that is needed by the division.

**Utilities**

**\$6,736**

This amount allocated for telephone and other wireless communication expenses.



## **Engineering Department –Project Management Division**

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The Project Management Division oversees projects in several funds. The expenses for the projects they oversee are budgeted in the Fund the project is associated with along with a portion of the Personnel expenses. The Personnel expenses are split between the General, SRIF, Water, Sewer, Storm Water, and Environmental Services based on the supervisory time estimated and projects budgeted or in process.

Project Management is a carefully planned and organized effort to accomplish a specific task or project, for example, construct a new roadway or implement a new process into an existing system. These projects are provided to improve the community by improving the quality of life such as reducing the time it takes to drive through town, providing smoother and safer roadways and in general improving the City’s infrastructure. A list of projects is maintained on the City’s website at <http://www.ofallon.mo.us/apps/project-management>.

Project Management includes developing a project plan, which includes defining project goals and objectives, specifying tasks, what resources are needed, and associating budgets and timelines for completion. It also includes implementing the project plan, along with careful controls to stay on the “critical path”, that is, to ensure the plan is being managed according to plan. Project Management usually follows major phases, including feasibility study, project planning and design, right-of-way acquisition, implementation and construction, evaluation and support/maintenance. Major projects usually take multiple years to accomplish these tasks.

Project Management is also responsible for the upkeep and maintenance for traffic handling (signs, signals, and lights). The division receives requests and inquiries from residents for traffic and safety concerns. Project Management also aggressively pursues outside funding and grants to accomplish more projects with minimal City funds.

### **Fiscal Year 2020 Goals**

- I. Continue Work with other Departments with renovation of the East Wing of City Hall into repurposed City Hall office space. (*Upgraded City Facilities and Infrastructure – Strategic Plan*)
- II. Complete traffic studies and process and present options and recommendations. (*Upgraded City Facilities and Infrastructure – Strategic Plan*)
- III. Continue to create more pedestrian-friendly areas throughout the City, including continuation of ADA improvements at City facilities. (*Financially Sound, High Performing City - Strategic Plan*)
- IV. Manage and continue to implement the Annual Road Maintenance Projects.
- V. Continue to manage the Parks bond and Storm bond initiatives and close out the Justice Center bonds.

## Performance Measurements

	Actual 2016	Actual 2017	Actual 2018	Target 2019	Actual 2019	Target 2020
Projects Substantially Completed	18	11	17	15	14	10
Final Plans Completed	17	15	10	12	9	10
Easements / ROW Acquired	17	35	67	30	59	30
In-House Design Completed	6	2	3	3	4	2
Outside Funding Acquired (in millions)	\$7.5	\$2.8	\$4.6	\$3.0	\$9.4	\$3.0
Signals Repaired	212	220	280	200	206	200
Traffic Studies	56	57	49	25	33	25

## Previous Year's Goals

In 2019, staff completed several projects throughout the City of O'Fallon designed to improve traffic flow and make roads safer and easier to use. Traffic signals were installed at the intersection of Hwy DD and Sommers Road and Paul Renaud Boulevard was extended to Sommers Road, to help alleviate traffic issues in the area. Mexico Road – Phase II Resurfacing and Improvements was substantially completed. The Annual Concrete, Asphalt and Crackseal programs were completed which helps to maintain the City's existing roadway infrastructure. Several projects received outside funding, and the Division continues to look for additional funding opportunities for maintenance and other project priorities. Multiple traffic studies were completed and an annual maintenance program for traffic signals was developed.

## Budget Category Summary

	Actual 2016	Actual 2017	Actual 2018	Projected Budget 2019	Amount Change	Budget 2020	% Change
<b>Personnel</b>	\$157,634	\$183,057	\$199,943	\$197,510	\$51,608	\$249,118	26.1%
<b>Total</b>	\$157,634	\$183,057	\$199,943	\$197,510	\$51,608	\$249,118	26.1%

## Budget Highlights

Changes in Personnel expenses may vary from year to year based upon projects scheduled for the budget year. In 2019, the Public Works group was restructured and part of an Administrative Assistant's salary was allocated to this division.

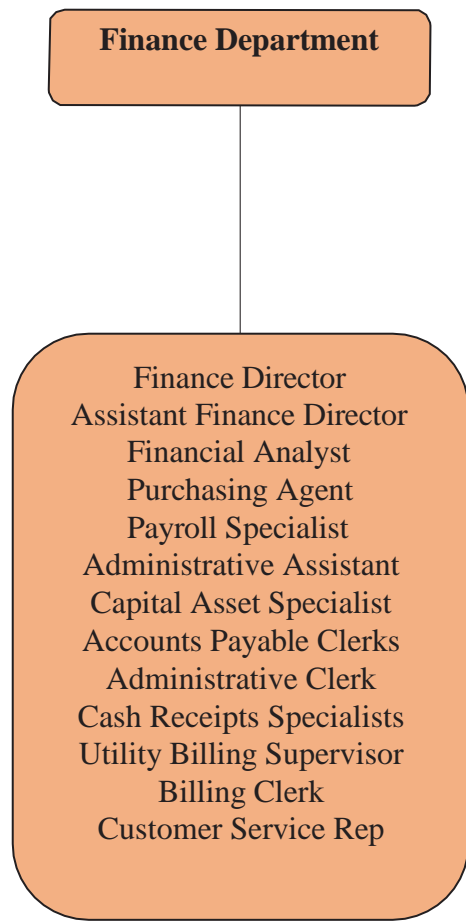
## Budget Category Explanations

### Personnel

**\$249,118**

This category includes the wages, benefits, and overtime for one City Engineer (60%), one Asst. City Engineer (20%), one Sr. Project Managers (20%), three Project Managers (60%, 20%, 10%), one Sr. Construction Inspector (20%), one Traffic Signal Technician (0%), one Administrative Assistant (35%) and two part-time Interns. The remaining portion of the wages will be allocated between the Street and Road Improvement Fund, Recreation Fund, StormWater Fund, Water Fund and Sewer Fund base on workloads and special projects as budgeted.

**Finance Department  
Organization Chart  
2020 Budget**



## **Finance Department**

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The Finance Department is managed by the Finance Director who reports to the City Administrator.

It is the mission of the Finance Department, through the spirit of integrity and dedication, to utilize the highest standards in financial reporting; to be a good steward of public assets; to foster innovation in processes and procedures; and, to provide support to other City departments and the community, with fairness, teamwork transparency and respect.



## Finance Department

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The Finance Department consists of five functional areas, including Accounting, Purchasing, Financing, Office Center and Utility Billing. Services provided to the City's operating divisions include procurement, financial reporting, debt management, investment management, payroll, accounts payable, utility billing, capital asset control, centralized revenue collection, budget management, inventory supply control, copying, mail collection and distribution and supply requisition. The Department also functions as the plan administrator for deferred compensation programs and administers the Intergovernmental Agreement with the Waterbury Community Improvement District and federal grant reporting.

The Department provides administrative support and advice to the O'Fallon Convention and Visitor's Bureau, the Mayor and City Council.

The City continues to participate in and receive the GFOA Award for Excellence in Financial Reporting and the GFOA Distinguished Budget Presentation Award Programs. The City currently holds an AA debt rating through Standard & Poor's with a long-term outlook of stable.

### Fiscal Year 2020 Goals

- I. Earn a Certificate of Achievement for Excellence in Financial Reporting for the FY 2019 CAFR and a Distinguished Budget Presentation Award for the 2020 Budget. These documents are presented on the City's website for transparency and openness to the community of the City's financial information.
- II. Review benefits and process for transitioning to a performance-based budget process. *(Financially Sound, High Performing City – Strategic Plan)*
- III. Present City Financial Policies options and recommendations. *(Financially Sound, High Performing City – Strategic Plan)*
- IV. Present recommendation on Convenience Fees. *(Financially Sound, High Performing City – Strategic Plan)*
- V. Review budget process to prepare for improvements with new system in 2021. *(Management in Progress – Strategic Plan)*
- VI. Lien Management review. *(Management in Progress – Strategic Plan)*

## Performance Measurements

(Dollar amounts are in thousands.)	Actual 2016	Actual 2017	Actual 2018	Target 2019	Actual 2019	Target 2020
<b>Finance:</b>						
Debt Rating (Moody's)	Aa2	Aa2	Aa2	Aa2	Aa2	Aa2
Debt Rating (Standard & Poors)	AA	AA	AA	AA	AA	AA
Number of Debt Issuance/Refundings	2	2	0	1	0	1
Value of Net General Obligation Debt	\$ 41,645	\$ 60,165	\$ 58,455	\$ 56,310	\$ 56,310	\$ 54,055
Funds Invested (Pooled Cash)	\$ 48,498	\$ 39,396	\$ 43,365	\$ 35,000	\$ 51,907	\$ 48,000
Average Return on Investments	0.22%	0.98%	1.26%	2.00%	1.59%	1.25%
<b>Accounting:</b>						
# of Accounts Payable Checks Issued	8,551	8,201	7,730	7,500	7,839	7,500
# of EFT's processed	1,416	2,048	3,046	3,300	3,946	4,000
Property Tax Rate (Rounded)	\$ 0.6046	\$ 0.5817	\$ 0.5959	\$ 0.5959	\$ 0.5562	\$ 0.5562
Annual Wages Processed	\$ 25,540	\$ 25,003	\$ 27,183	\$ 27,995	\$ 28,744	\$ 27,995
<b>Purchasing</b>						
# of Initial Purchase Orders Issued	446	515	565	525	493	525

## Previous Year's Goals

In 2019, the City earned a Certificate of Achievement for Excellence in Financial Reporting for the FY 2018 CAFR and a Distinguished Budget Presentation Award for the 2019 Budget. The Finance department worked with the Water and Sewer departments to identify bonds options for the ammonia upgrades bonds (2020 bonds). The Department continues to work on the development of automated in-house forms and internal document processes to improve efficiency. The Police Department was switched over to the new timekeeping system.

## Budget Category Summary

	Actual 2016	Actual 2017	Actual 2018	Projected Budget 2019	Amount Change	Budget 2020	% Change
<b>Personnel</b>	\$854,329	\$901,648	\$959,781	\$957,738	\$14,388	\$972,126	1.5%
<b>Contract Services</b>	51,398	41,384	73,431	80,400	35,000	115,400	43.5%
<b>Insurance</b>	8,569	7,651	6,134	9,169	458	9,627	5.0%
<b>Maintenance</b>	35,863	4,954	71,609	3,944	1,176	5,120	29.8%
<b>Operating Supplies</b>	19,684	74,538	4,896	11,865	2,800	14,665	23.6%
<b>Professional Expenses</b>	50,468	57,018	51,553	66,940	2,330	69,270	3.5%
<b>Public Information</b>	1,185	1,537	1,262	1,600	250	1,850	15.6%
<b>Utilities</b>	50,738	52,917	53,410	56,497	(134)	56,363	(0.2%)
<b>Rental</b>	6,580	2,096	924	1,000	0	1,000	0.0%
<b>Total</b>	\$1,078,814	\$1,143,743	\$1,223,000	\$1,189,153	\$56,268	\$1,245,421	4.7%

## Budget Highlights

The increase in Contract Services is partially due to the increase cost and volume of credit card and for advisory services on the City's retirement plan. The increase in Operating Supplies is due to copier maintenance after warranty period.

## Budget Category Explanations

### Personnel

**\$972,126**

This category includes the salaries, wages, benefits, and overtime for the Finance Director, Assistant Finance Director, Financial Analyst, Purchasing Agent, Payroll Specialist, Administrative Assistant, Capital Asset Specialist, Accounts Payable Clerks (2), Administrative Clerk and Cash Receipts Specialists (3). The Utility Billing Supervisor, Billing Clerk and one Customer Service Representatives wages are split between the Environmental Services, Sewer and Water Funds.

### Contract Services

**\$115,400**

This amount covers expenses related to credit card processing fees, banking fees and shredding expenses.

**Insurance** **\$9,627**

This amount is allocated to each department, division, or section based upon the number of full-time employees. Coverage includes general liability, boiler and machinery, umbrella insurance, errors and omissions, and property insurance.

**Maintenance** **\$5,120**

This category is for the repairs and maintenance of the City's financial printers, and postage meter.

**Operating Supplies** **\$14,665**

Office supplies, such as paper and pens, computer supplies, such as toner cartridges, postage and office equipment are included in this category.

**Professional Expenses** **\$69,270**

The majority of this budget item is for the cost of the annual external audit. Other expenses include dues and subscriptions to the GFOA, American Payroll Association, and the National Institute of Governmental Purchasing. Training and travel expenses are also covered with these funds.

**Public Information** **\$1,850**

Advertising and printing are appropriated in this category. Printing costs associated with the annual budget and CAFR, as well as various financial forms, are the typical printing costs incurred. Advertising goes mainly toward notices of public hearings, requests for bids, proposals, and job openings.

**Utilities** **\$56,363**

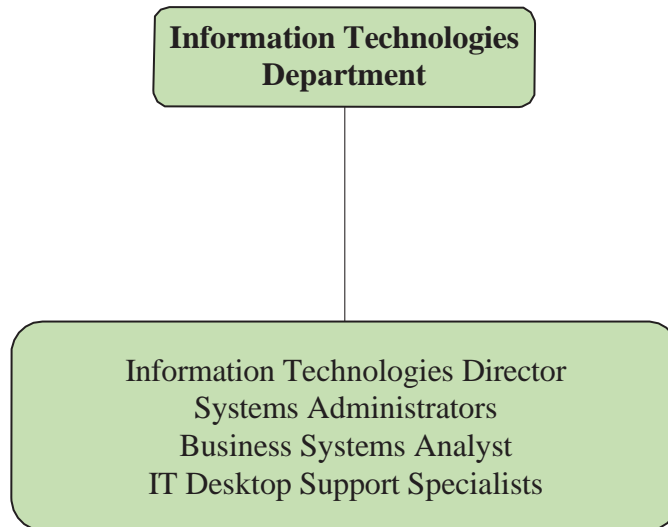
This amount is budgeted for the cost of most of the primary phone lines used in City Hall.

**Rental** **\$1,000**

This amount is budgeted for the cost of rental equipment postage equipment.



**Information Technologies Department  
Organization Chart  
2020 Budget**



## Information Technologies Department

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The Information Technologies (IT) Department reports to the Assistant City Administrator and is responsible for overall computer administration and telephone administration. The Information Technology Director, two System Administrators, one Business System Analyst and two IT Desktop Support Specialists support the divisions by maintaining the network and coordinating equipment acquisitions and installation to ensure compatibility with the network and software needs of the City.

### Fiscal Year 2020 Goals

- I. Implement and monitor the Mobile Device Management plan. (*Management in Progress – Strategic Plan*)
- II. Continue to develop and implement the IT Master Plan to include centralized IT procurement, Steering Committee, Governance Process, Policy updates, etc. (*Financially Sound, High Performing City – Strategic Plan*)
- III. Work with the departments during set-up and implementing the new ERP system. (*Management in Progress*)
- IV. Continue to work with all the departments/divisions with budgeting of future technology expenses and better define what expenses are managed and budgeted by the IT Department.

### Performance Measurements

	Actual 2016	Actual 2017	Actual 2018	Target 2019	Actual 2019	Target 2020
# of Computers (Added/Upgraded)	33	50	37	89	118	42
# of Software Systems (Added/Upgraded)	7	3	4	3	3	4

### Previous Year's Goals

In 2019 the IT Department replaced 118 computers and added/upgraded 3 software systems. The Department continues to assist all divisions/departments with their technology needs. The department continues to implement and update the 5-year plan and centralizing all IT products. The department is assisting in the implementation of the new ERP system and will hire a permanent Business Systems Analyst to join the department in 2020.

## Budget Category Summary

	Actual 2016	Actual 2017	Actual 2018	Projected Budget 2019	Amount Change	Budget 2020	% Change
<b>Personnel</b>	\$358,226	\$342,340	\$437,972	\$465,081	\$94,511	\$559,592	20.3%
<b>Contract Services</b>	32,396	4,297	20,720	120,061	(69,861)	50,200	(58.2%)
<b>Insurance</b>	2,285	1,989	1,722	2,427	121	2,548	5.0%
<b>Maintenance</b>	190,282	8,435	257,696	710,889	108,642	819,531	15.3%
<b>Operating Supplies</b>	31,838	217,791	56,853	67,409	(39,114)	28,295	(58.0%)
<b>Professional Expenses</b>	15,403	10,016	49,862	39,437	36,869	76,306	93.5%
<b>Utilities</b>	26,622	27,697	29,690	30,024	613	30,637	2.0%
<b>Total</b>	\$657,052	\$612,565	\$854,515	\$1,435,328	\$131,781	\$1,567,109	9.2%

## Budget Highlights

The increase in Personnel is for the new position being added to the department, Business Systems Analyst. Since the department will have a new Business Systems Analyst, the cost to contract the services is being greatly reduced, thus the reason for the decrease in Contract Services. The increase in Maintenance is for additional software maintenance items including disaster recovery, filtering and archiving e-mails, additional endpoint security, etc. The decrease in Operating Supplies is based on fewer computer upgrades scheduled for 2020. The increase in Professional Expenses is for training and travel planned for 2020.

## Budget Category Explanations

### **Personnel**

**\$559,592**

This category includes salary, wages, and benefits, for the Information Technologies Director, two Systems Administrators, Business Systems Analyst and two IT Desktop Support Specialist.

### **Contract Services**

**\$50,200**

This category is for assistance in areas that are beyond the knowledge in and where training costs are prohibitive for a particular instance. Such areas may include cyber threat monitoring, firewall support, network support, hosted solutions, etc.

### **Insurance**

**\$2,548**

This amount is allocated to the department, division, or section based upon the number of full-time employees. Coverage includes general liability, boiler and machinery, umbrella insurance, errors and omissions and property insurance.

**Maintenance**

**\$819,531**

This category includes technology repairs and maintenance on hardware and software issues for higher-level technology items.

**Operating Supplies**

**\$28,295**

The operating supply budget includes paper, postage, pens and miscellaneous computer supplies. This also includes technology systems, computer equipment for all General Fund departments. Small equipment, furniture and fixtures that are valued less than \$5,000 for the department is also included.

**Professional Expenses**

**\$76,306**

This category covers all expenses for dues and subscriptions and a software support agreement. The travel and training portion is also included in this amount.

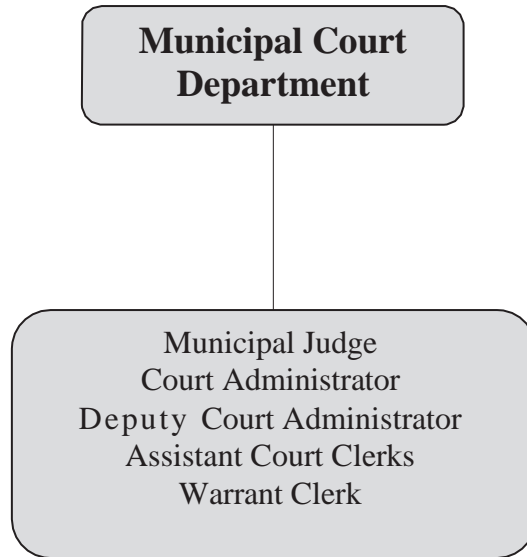
**Utilities**

**\$30,637**

This category covers all expenses related to telephone lines, T-1 lines and internet access for the City's system.



**Municipal Court Department**  
*(a Division of the 11<sup>th</sup> Judicial Circuit Court)*  
**Organization Chart**  
**2020 Budget**



## Municipal Court Department

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The Municipal Court is a Division of the 11<sup>th</sup> Judicial Circuit Court. Administratively, the department reports to the City Administrator. The Municipal Court is responsible for the prosecution, adjudication, and recording of all cases tried in and for the City of O’Fallon. The Court Office has the primary responsibility for maintaining and updating all related court files, documents, and actions.

The Court staff acts as the primary administrator for all daily operations and requests of the Municipal Court. Duties include, but are not limited to, file maintenance, docket preparation, issuance of warrants, requests for information, interaction with other City departments, reporting of convictions to Missouri Highway Patrol and Missouri Department of Revenue, and correspondence with any involved outside agency or individual.

It is the mission of the Municipal Court to serve all citizens in a courteous, efficient and professional manner and to provide a forum for justice to ensure that all citizens served by the Municipal Court are treated fairly and equally, without discrimination, while abiding by all applicable guidelines and laws.

### Fiscal Year 2020 Goals

- I. Continue to increase operational efficiencies while decreasing court times for defendants.
- II. Continue to evaluate processes and procedures to improve efficiencies while maintaining proper controls. (*Core Values – Service*)
- III. Enhance customer service responsiveness with all users of the municipal court, including attorneys, defendants and victims. (*Core Values – Service*)

### Performance Measurements

	Actual 2016	Actual 2017	Actual 2018	Target 2019	Actual 2019	Target 2020
Number of Cases	11,821	12,050	9,190	11,500	14,667	15,000
Collected Court Fines	\$1,191,340	\$939,683	\$821,593	\$707,442	\$1,128,489	\$894,418
Collected Court Costs	\$122,615	\$96,126	\$82,027	\$73,641	\$109,515	\$93,117
Avg Fine Collected per Case	\$100.78	\$77.98	\$89.40	\$79.00	\$102.71	\$89.00
Court Sessions	46	44	58	58	58	59
Warrants Issued	1,641	1,305	1,660	N/A	2,186	N/A

## Previous Year's Goals

In 2019, Municipal Court continued to collect outstanding fines owed to the City through the Court by offering the online payment options and issuing 'collection' notifications in an attempt to recover fines before sending to a collection agency. Processes and procedures continue to be evaluated to improve efficiencies while maintaining proper controls. Customer Service responsiveness between the department and the attorneys, defendants and victims, were enhanced over the past year.

## Budget Category Summary

	Actual 2016	Actual 2017	Actual 2018	Projected Budget 2019	Amount Change	Budget 2020	% Change
<b>Personnel</b>	\$335,643	\$321,013	\$332,775	\$348,116	\$18,814	\$366,930	5.4%
<b>Contract Services</b>	3,624	1,826	717	1,500	500	2,000	33.3%
<b>Insurance</b>	2,856	2,485	1,917	3,032	152	3,184	5.0%
<b>Maintenance</b>	17,453	54	26,774	960	(600)	360	(62.5%)
<b>Operating Supplies</b>	12,285	36,508	10,581	6,850	450	7,300	6.6%
<b>Professional Expenses</b>	70,364	9,555	13,858	15,706	(30)	15,676	(0.2%)
<b>Public Information</b>	2,663	2,240	2,055	2,500	0	2,500	0.0%
<b>Utilities</b>	168	0	0	0	0	0	0.0%
<b>Rental</b>	591	506	0	0	0	0	0.0%
<b>Total</b>	\$445,647	\$374,187	\$388,677	\$378,664	\$19,286	\$397,950	5.1%

## Budget Highlights

In 2020, the only notable change is the increase in Personnel which is due annual merit increases anticipated and increases in City paid taxes/benefits. There is no extraordinary changes to the department's budget.

## **Budget Category Explanations**

### **Personnel**

**\$366,930**

This category includes the salaries, wages, benefits, and overtime for one Court Administrator, one Deputy Court Administrator, two Assistant Court Clerks, one Warrant Clerk and one Municipal Judge.

### **Contract Services**

**\$2,000**

This category is for services not performed by the Municipal Court such as an off-site storage, and records destruction.

### **Insurance**

**\$3,184**

This amount is allocated to the department, division, or section based upon the number of full time employees. Coverage includes general liability, machinery, umbrella insurance, errors and omissions, and property insurance.

### **Maintenance**

**\$360**

This category is for repairs and maintenance of equipment, such as fax, copier, scanning equipment, used by Municipal Court.

### **Operating Supplies**

**\$7,300**

Office supplies such as pens and pencils, file folders, labels, computer paper, postage, copies, etc. are budgeted in this account. This category also includes small equipment, furniture and fixtures that are valued less than \$5,000.

### **Professional Expenses**

**\$15,676**

This category includes the dues and subscriptions to the MSLACA, MACA, and Missouri Supreme Court Rules of Court. This category also funds the provisional Municipal Judge and funds for travel and training expenses.

### **Public Information**

**\$2,500**

These expenses are for the printing of court forms.

### **Utilities**

**\$000**

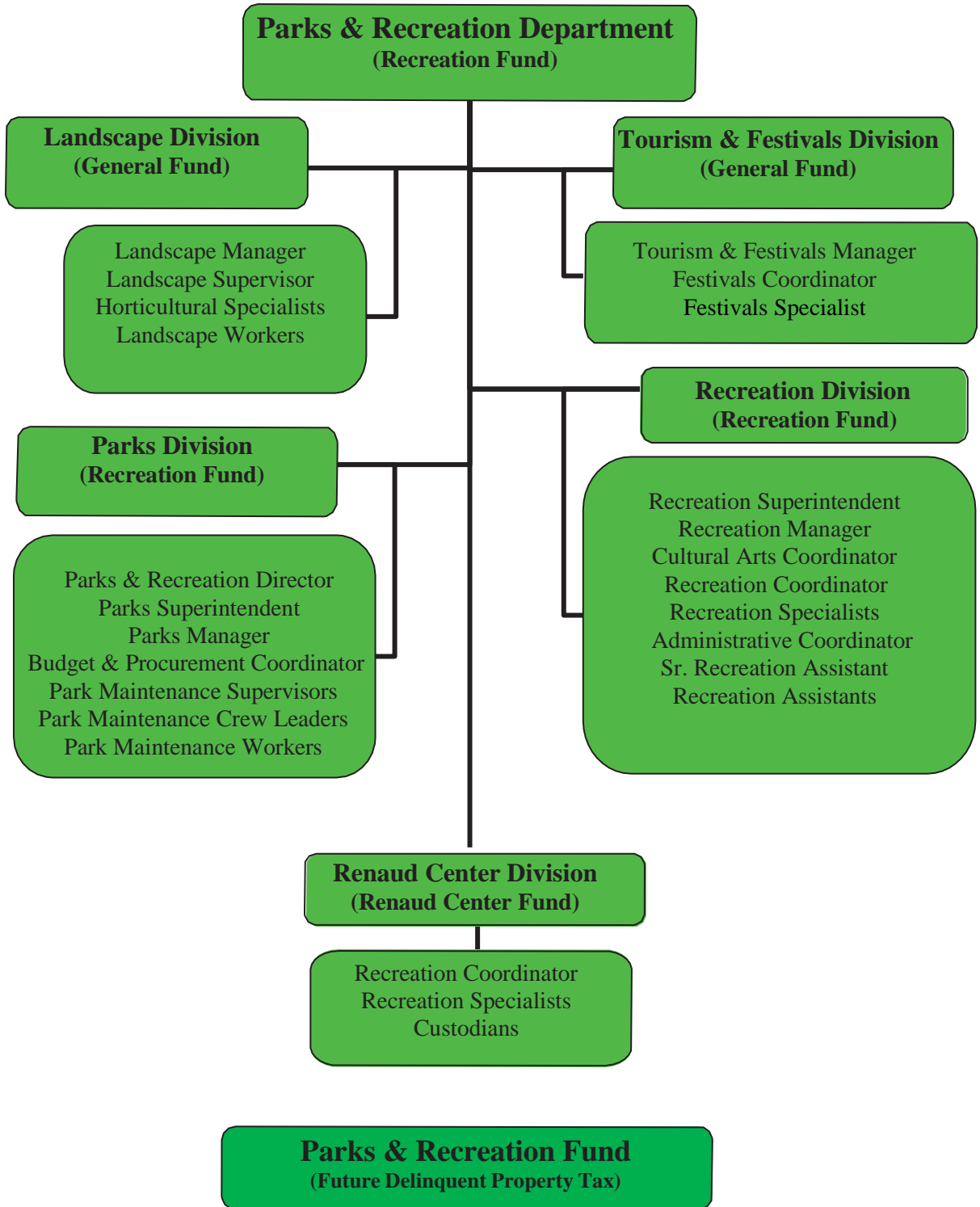
The Municipal Court is required by law to maintain a separate direct phone line to the Court Clerk. This amount is for costs associated with that phone line.

### **Rental**

**\$000**

This is for the rental and maintenance expenses for the fax, copier, scanning equipment.

**Parks & Recreation Department  
Organizational Chart  
2020 Budget**



## **Parks & Recreation Department**

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In April 2008, the residents voted to eliminate the Parks & Recreation portion of the Property Tax and created a ½ cent Sales Tax increase to be used to cover Recreation, Parks and Storm Water expenses. To facilitate this change, the Parks and Recreation Fund that existed prior to the vote will only be funded with delinquent property taxes funds as they are collected. The new Sales Tax will be deposited into the new Recreation Fund where the Parks Division, Recreation Division and their portion of other overlapping divisions' expenses will be reported.

The Parks & Recreation Department consist of five divisions – Landscape, Parks, Recreation, Renaud Center and Tourism & Festival. They are responsible for tending to all the buildings, parkland and right-of-way property within the City's limits. They also help design, implement and monitor City events and programs such as sporting events and leagues along with summer camps and other recreational classes. All the divisions report to the Parks & Recreation Director, who reports to the City Administrator.

The expenses for the Landscaping Division and the Tourism & Festival Division are expensed to the General Fund; the Recreation Division and the Parks Division are expensed out of the Recreation Fund (a Special Revenue Fund) and the Renaud Center is monitored as a separate Enterprise Fund.

It is the mission of the Parks and Recreation Department to enrich the quality of life through people, parks and programs and remain one of the premier park and recreation destinations within the greater St. Louis area and the state of Missouri.



## **Parks & Recreation Department – Landscaping Division**

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The Landscaping Division expenses are part of the General Fund but the Parks & Recreation Director oversees the operation. Landscaping Division is responsible for the horticultural beautification of City Hall, the City’s parks, highway overpasses, selected thoroughfares, and other City properties by planting and maintaining the trees, shrubs, flowers, and lawns in the cityscape. The Landscaping Division employs sound horticultural practices to bring out the best in the landscape plants through proper nutrition, pest control, weed control, irrigation, and cultural practices. Activities of the division include landscape design, installation, plant propagation, purchasing, and maintenance of interior and exterior plants. The Landscaping Division also coordinates the Commemorative Tree and Bench Program and keeps O’Fallon eligible for Tree City USA recognition. The Landscaping Division is responsible for the mowing of the Water and Sewer properties, mowing of the City’s right-of-ways and maintaining traffic line of sight throughout O’Fallon. The Landscaping Division assists O’Fallon’s Code Enforcement group by participating in code violation remediation that pertain to grounds care by consulting and taking action on problems and performing grounds maintenance of derelict property.

### **Fiscal Year 2020 Goals**

- I. Incorporate O’Day Park landscape routine maintenance into the departments schedule. *(Major Projects - Strategic Plan)*
  
- II. Continue to build and set up the new greenhouse to extend the plant production window using the new greenhouse as a primary resource.

### **Performance Measurements**

	<b>Actual 2016</b>	<b>Actual 2017</b>	<b>Actual 2018</b>	<b>Target 2019</b>	<b>Actual 2019</b>	<b>Target 2020</b>
Number of Annuals Planted	19,000	19,000	17,000	17,000	18,000	17,000
Number of Perennials Planted	480	280	12,321	200	380	500
Moss Baskets	72	72	72	72	72	72
Trees Planted	81	71	37	25	57	30
Shrubs Planted	176	113	584	50	76	50

### **Previous Year’s Goals**

In 2019, the Division continued to assist the Parks Division with the O’Day Park project. The Division continues to recycle dead trees/shrubs into mulch to reduce annual costs and/or expand areas covered. Relocation of the greenhouse began in 2018 and continued in early 2019.

## Budget Category Summary

	Actual 2016	Actual 2017	Actual 2018	Projected Budget 2019	Amount Change	Budget 2020	% Change
<b>Personnel</b>	\$423,382	\$430,494	\$422,296	\$470,570	\$65,078	\$535,648	13.8%
<b>Contract Services</b>	20,004	48,377	42,233	15,902	1,578	17,480	9.9%
<b>Insurance</b>	2,856	2,485	1,917	3,032	152	3,184	5.0%
<b>Maintenance</b>	24,962	26,442	24,892	24,500	3,350	27,850	13.7%
<b>Operating Supplies</b>	60,911	56,736	48,898	64,929	(7,589)	57,340	(11.7%)
<b>Professional Expenses</b>	777	292	90	723	4,042	4,765	559.1%
<b>Utilities</b>	15,045	17,461	18,878	14,290	4,355	18,645	30.5%
<b>Rental</b>	3,723	1,647	554	2,780	0	2,780	0.0%
<b>Total</b>	\$551,660	\$583,934	\$559,758	\$596,726	\$70,966	\$667,692	11.9%

## Budget Highlights

In 2019, the increase in Personnel is due to the addition of the Right-of-Way Landscape workers (two full-time and additional seasonal workers) who's wages are allocated to the various funds that own ROW property. The increase in Contract Services is for additional mulch for the highway landscaping beds. The increase in Maintenance is mainly for the Veteran Memorial Walk expenses. The decrease in Operating Supplies is less trees, shrubs and green house supplies budgeted.

## Budget Category Explanations

### Personnel

**\$535,648**

This category includes the wages and benefits for one Parks & Recreation Director (10%), one Budget & Procurement Coordinator (22%), one Landscape Manager (88%), one Landscape Supervisor (75%), three Horticultural Specialists (100% each), two ROW Landscape Workers (44% each) and additional part-time help. A portion of the wages are allocated to the Street & Road Improvement Fund for right-of-way maintenance supervision.

The Landscape Manager supervises four full-time employees and several seasonal employees.

### Contract Services

**\$17,480**

This amount is for charges for contract services such as CLIP site mowing, mulch application to highway landscape beds, hazardous tree removal and yard waste disposal.

**Insurance** **\$3,184**

This amount is allocated to each department, division, or section based upon the number of full-time employees. Coverage includes general liability, boiler and machinery, umbrella insurance, errors and omissions, and property insurance.

**Maintenance** **\$27,850**

This category is for the repair and maintenance of equipment and irrigation used in landscaping duties.

**Operating Supplies** **\$57,340**

This category provides the funding for a wide range of supplies, including seeds, plants, trees, mulch, chemicals and small tools.

**Professional Expenses** **\$4,765**

This category includes expenses for dues, subscriptions and tuition reimbursement. Training and travel expenses are also budgeted from this category.

**Public Information** **\$000**

Advertising and printing are expensed from this category. This includes fliers to advertise special events, gardening tips and brochures.

**Utilities** **\$18,645**

This category covers charges for telephone services, green house utility bills and CLIP utilities.

**Rental** **\$2,780**

This amount is allocated for rental of equipment not routinely used by staff.



## **Parks & Recreation Department – Tourism & Festivals Division**

The Tourism & Festivals Division was created in 2004 to oversee the City’s festivals and tourist attractions. The division is funded from the General Fund while supervised by the Parks & Recreation Director. The division works with the Greater St. Charles Convention & Visitors Bureau and St. Louis destination management companies to bring tourists to the O’Fallon Veterans Memorial Walk, O’Fallon Historical Society’s Log Cabin, Darius Heald Home, Zumwalt’s Fort and the 911 Memorial. The division also plans and implements the City’s major festivals including the Heritage & Freedom Festival, Celebration of Lights, O’Fallon Food Truck Frenzy, O’Fallon Fall into the Arts and the O’Fallon Jammin’ Concerts.

### **Fiscal Year 2020 Goals**

- I. Review and evaluate events and rebranding recommendations. (*Great Place for Families – Strategic Plan*)
- II. Evaluate and expand on ideas to improve Marketing & Sponsorship by 25%.
- III. Continue to transition from traditional lights to LED lights for the Celebration of Lights.
- IV. Continue to develop/monitor events for O’Day Park. (*Management in Progress – Strategic Plan*)

### **Performance Measurements**

	<b>Actual 2016</b>	<b>Actual 2017</b>	<b>Actual 2018</b>	<b>Target 2019</b>	<b>Actual 2019</b>	<b>Target 2020</b>
# Vehicles through Celebration of Lights	10,565	12,637	12,284	11,200	10,679	12,500
# Visitors at Celebration of Lights Holiday Stroll	8,459	8,789	9,928	9,300	6,892	8,750
# Visitors to Heald Home during COL Holiday Stroll	n/a	1,505	2,060	2,000	2,546	2,000
# Visitors to Heald Home/Zumwalt's Fort	349	313	441	450	428	450
# Attendees at Jammin Summer Concerts	11,500	10,000	7464 <sup>1</sup>	11,500	7,600	8,300
# Participants in Food Truck Fenzy	0	7,300	1,200	7,000	1,850	2,500
# Visitors to Veterans Memorial Walk	720	490	525	625	375	525

(1) There were three concerts rained out in 2018.

### **Previous Year’s Goals**

In 2019, the Division developed and implemented new events for the O’Day Park. They continue to review events and determine if modifications are necessary to keep events fresh and inviting and recommended the discontinuation of a few with low attendance. Food Trucks continue to be popular and the City is incorporating them into several existing events as well as organizing. The new Game On event was introduced at the stadium that will be expanded upon in 2020.

## Budget Category Summary

	Actual 2016	Actual 2017	Actual 2018	Projected Budget 2019	Amount Change	Budget 2020	% Change
<b>Personnel</b>	\$272,802	\$280,985	\$344,717	\$376,948	(\$2,713)	\$374,235	(0.7%)
<b>Contract Services</b>	0	2,700	0	0	0	0	0.0%
<b>Insurance</b>	1,142	994	2,655	1,213	61	1,274	5.0%
<b>Operating Supplies</b>	2,207	3,041	1,999	2,900	(200)	2,700	(6.9%)
<b>Professional Expenses</b>	5,192	5,849	5,302	6,472	613	7,085	9.5%
<b>Programs</b>	355,251	352,168	352,517	356,447	38,630	395,077	10.8%
<b>Public Information</b>	33,270	33,104	33,379	33,500	14,087	47,587	42.1%
<b>Utilities</b>	1,137	2,394	1,446	2,412	(142)	2,270	(5.9%)
<b>Total</b>	\$671,001	\$681,235	\$742,015	\$779,892	\$50,336	\$830,228	6.5%

## Budget Highlights

In 2020, the Personnel decreased is due to turnover in 2019. The increase in Programs is for additional entertainment at O’Day Park and the summer Jammin’ concerts and additional cost for fireworks and set up at the Heritage and Freedom Festival and Celebration of Lights. The increase in Public Information is due to moving advertising expenses for the Heritage and Freedom Festival and Celebration of Lights to this line.

## Budget Category Explanations

### Personnel

**\$374,235**

This category includes salaries, wages and benefits for a Parks & Recreation Director (9%), one Budget & Procurement Coordinator (12%), one Tourism and Festivals Manager (100%), one Tourism and Festivals Coordinator (100%) and one Tourism and Festival Coordinator along with two Parks Maintenance Supervisors (9%), six Senior Parks Maintenance Workers (9%), eleven Parks Maintenance Workers (9%) and seasonal part-time workers that assist with set-up, clean-up and working all the festivals, Celebration of Lights and other events.

### Contract Services

**\$000**

This amount covers expenses related to contractors that provide services to the City for this division.

### Insurance

**\$1,274**

This amount is allocated to each department, division, or section based upon the number of full-time employees. Coverage includes general liability, boiler and machinery, umbrella insurance, errors and omissions, and property insurance.

**Operating Supplies**

**\$2,700**

The operating supply budget includes copies, paper, pens, postage and other miscellaneous office supplies. This also includes small equipment, furniture and fixtures that are valued less than \$5,000.

**Professional Expenses**

**\$7,085**

This amount includes dues and subscriptions, reimbursements for employee(s) tuition, training and travel expenses.

**Programs**

**\$395,077**

This amount includes costs associated with specific festivals such as the Heritage and Freedom Festival and the Celebration of Lights. Costs associated with smaller events are included in Operating Supplies.

**Public Information**

**\$47,587**

Advertising expenses related to public bid notices and requests for proposals are found in this category. The costs of billboard advertising, printing public notices, handbooks, public awareness handouts, manuals, and other documents are also in this category.

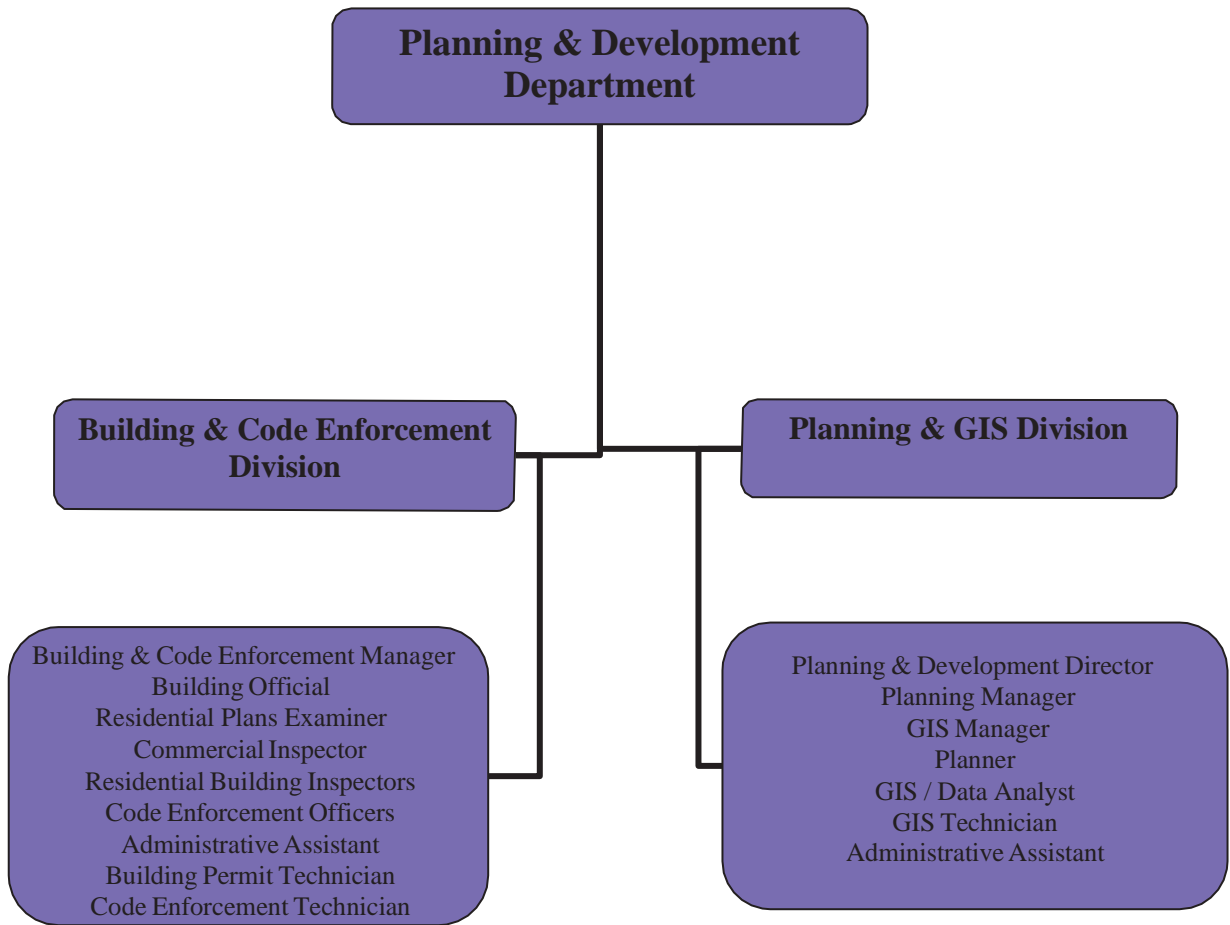
**Utilities**

**\$2,270**

Funding for telephone bills and any other utilities for the division.



**Planning & Development Department  
Organizational Chart  
2020 Budget**



## **Planning & Development Department**

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The Planning & Development Department is managed by the Planning and Development Director who reports to the Assistant City Administrator. The Department consists of two divisions; Building & Code Enforcement Division, and Planning & GIS Division. These two divisions cover a range of services for the City from building safety, code enforcement, planning, zoning and GIS.

The Planning & Development Department provides basic infrastructure services for a growing community of over 88,000 residents. Each resident is impacted daily by the Planning & Development Department, such as city planning, and inspection services. When functioning properly, these services generally go unnoticed.

Planning and approval of all new development begins with the Planning & Development Department.

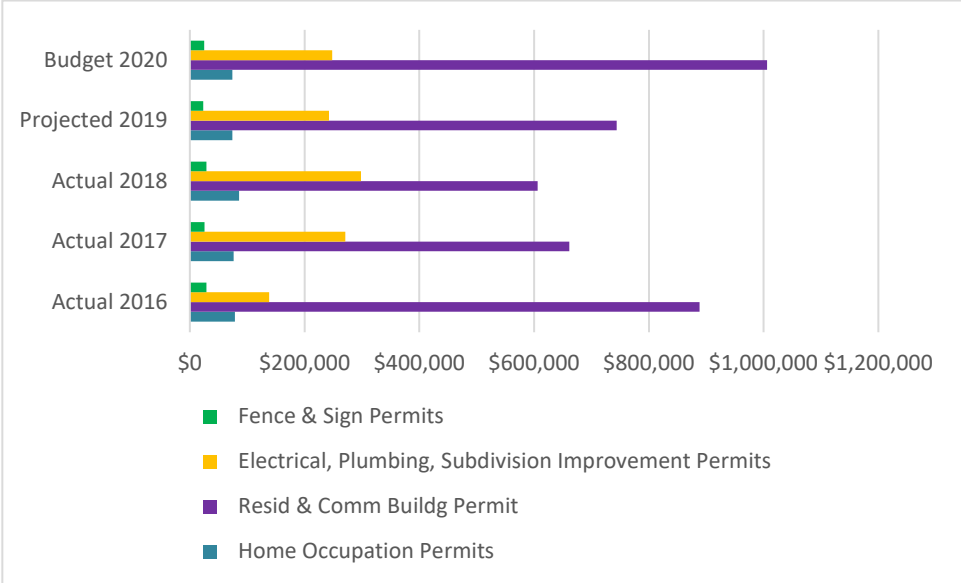
O'Fallon is a historic and growing community that presents unique challenges for the Planning & Development Department. The employees that are a part of this Department are dedicated to providing the community with exceptional service.

The mission of the Planning and Development Department is to provide professional advice, services and technical expertise to elected officials, appointed boards and commissions, City departments and citizens, and to assist in understanding and addressing key community issues and priorities. We also partner with the construction industry and property owners to promote safety and quality in the built environment by ensuring that development is built and maintained to City standards.



**Planning & Development Department - Building & Code Enforcement Division**

The Building & Code Enforcement Division is responsible for reviewing, approving, and issuing permits for residential and commercial buildings, electrical, mechanical, plumbing, fire protection and rental occupancy. Additionally, the division monitors construction through inspections assuring compliance with their respective approval and verifying zoning compliance with Planning and Zoning Commission approvals. These reviews and inspections also verify compliance with minimum standards adopted by the Council. The Division is also responsible for enforcing the City’s Property Maintenance and Nuisance codes and ordinances throughout the City. These ordinances include weeds, debris, derelict vehicles, zoning violations, sign violations and many more. They monitor existing structures for safety and ensure occupancy requirements are within City ordinances. This also includes the condemnation of structures found unfit or unsafe for occupancy upon proper approval from the Building Official.



Above is the breakdown of the fees collected for the services provided by the Building Division.

**Fiscal Year 2020 Goals**

- I. Work with the project managers leading the ERP system conversion to produce statistical reports that are consistent with previous reports.
- II. Review Code Enforcement / Compliance to define problems, expectations, proactive actions, guidelines, service level, etc. (*Great Place for Families – Strategic Plan*)

- III. Continue to work with IT Department and the Business System Analyst to determine if better processes and procedures can be implemented. (*Upgrade City Facilities and Infrastructure – Strategic Plan*)
- IV. Work with the project managers leading the ERP system conversion to continue to monitor communications with citizens ensuring that all concerns are handled quickly and efficiently and continue document scanning project.

### Performance Measurements

	Actual	Actual	Actual	Target	Actual	Target
	2016	2017	2018	2019	2019	2020
Number of Single Family Permits Issued*	437	245	309	330	438	350
Number of Multi Family Permits Issued	18	7	1	10	1	3
Number of Commercial Permits Issued**	230	253	323	310	265	250
Combined Estimated Construction Cost (in millions)	\$150	\$118	\$106	\$96	\$158	\$120
<b>Code Enforcement</b>						
Ordinance Violations	6,535	5,022	4,727	5,000	3,700	5,000
Enforcement Activity	24,702	20,370	22,333	20,000	20,158	20,000

\*Single Family Permits include Villa Permits.

\*\*Commercial Permits include new, additions and alterations.

### Previous Year’s Goals

In 2019, the division worked with Business Systems Analyst in reviewing new ERP systems that would assist with the automation of the in-house forms and internal document processes to improve efficiency and provide faster service. The Division started scanning paper files into the laser fiche system. The division reviewed building permits and did an assessment of cost.

## Budget Category Summary

	Actual 2016	Actual 2017	Actual 2018	Projected Budget 2019	Amount Change	Budget 2020	% Change
<b>Personnel</b>	\$912,086	\$1,032,601	\$897,364	\$931,249	\$98,140	\$1,029,389	10.5%
<b>Contract Services</b>	4,254	12,720	4,750	24,200	(15,000)	9,200	(62.0%)
<b>Insurance</b>	6,854	5,964	6,301	7,589	0	7,589	0.0%
<b>Maintenance</b>	645	559	441	960	0	960	0.0%
<b>Operating Supplies</b>	14,274	14,434	11,903	14,460	1,700	16,160	11.8%
<b>Professional Expenses</b>	6,476	5,889	5,494	7,745	1,150	8,895	14.8%
<b>Public Information</b>	310	535	495	1,000	(200)	800	(20.0%)
<b>Equipment Rental</b>	2,207	540	0	0	0	0	0.0%
<b>Utilities</b>	6,580	7,399	7,259	7,740	635	8,375	8.2%
<b>Total</b>	\$953,686	\$1,080,641	\$934,007	\$994,943	\$86,425	\$1,081,368	8.7%

## Budget Highlights

In 2020, the division added a Residential Plans Examiner position, increasing the Personnel amount. The decrease in Contract Services is for scanning services that were completed in 2019. The increase in Operating Supplies and Utilities is due to the new personnel. The increase in Professional Expenses is for additional training and travel.

## Budget Category Explanations

### Personnel

**\$1,029,389**

This category includes the wages, benefits, and overtime for one Building & Code Enforcement Manager, one Building Official, one Residential Plans Examiner, one Commercial Inspector, three Residential Building Inspectors, three Code Enforcement Officers, one Administrative Assistant, one Building Permit Technician, one Code Enforcement Technician and two part-time Code Enforcement Officers.

### Contract Services

**\$9,200**

This amount covers expenses related to contractors that provide services to the City for Building & Code Enforcement purposes including abatement of nuisances.

**Insurance** **\$7,589**

This amount is allocated to each department, division, or section based upon the number of full-time employees. Coverage includes general liability, boiler and machinery, umbrella insurance, errors and omissions, and property insurance.

**Maintenance** **\$960**

This category is for the repairs and maintenance of the equipment used by the division.

**Operating Supplies** **\$16,160**

Office supplies such as paper and pens, postage, copies, uniforms and clothing for the inspectors, small tools, voltage meters and other safety equipment and miscellaneous supplies needed by department employees are funded in this category. This also includes small equipment, furniture and fixtures that are valued less than \$5,000.

**Professional Expenses** **\$8,895**

This is for dues and subscriptions expenses along with tuition reimbursement, training and travel expenses.

**Public Information** **\$800**

Advertising and printing are accounted for in this category. Printing costs include permits, applications, handbooks, stickers, and inspection reports.

**Equipment Rental** **\$000**

This amount is allocated for costs associated with the rental/maintenance agreement for the division copier.

**Utilities** **\$8,375**

This amount allocated for telephone, tablet and/or wireless communication expenses.



## **Planning & Development Department – Planning & GIS Division**

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The Planning & GIS Division is responsible for the following functional areas: review and make recommendation to the Planning and Zoning Commission and City Council as to whether proposals are consistent with good planning processes, City initiatives and ordinances; review and make recommendation to the Board of Adjustment on all variance requests and interpretation requests; prepare and present staff reports and Zoning and Subdivision Code amendments to the Board of Adjustment, Planning and Zoning Commission and/or the City Council; review and process all sign, business license, home occupation permits and temporary use permits; review all construction site plans, grading plans and record plats in conjunction with the building permit processes; develop and implement planning goals and principles; create and update the City's Comprehensive Plan; maintain and update the City's Geographic Information System (GIS); review and process all Site Plans, Preliminary Plats, Conditional Use Permits and Zoning requests; provide information to the public and development community on planning goals and principles, the Comprehensive Plan, Municipal Code and development policies of the City; assist citizens, builders and developers with the various application processes and assist in code related questions; and review all building permits for all new homes and commercial/industrial buildings.

### **Fiscal Year 2020 Goals**

- I. Continue working to resolve ongoing issues related to the O'Fallon Station property and surrounding area. (*Vibrant Community – Strategic Plan*)
- II. Coordinate the adoption of a new Comprehensive Plan for the City.
- III. Assist Economic Development to work on development opportunities along I-64 Corridor. (*Vibrant Community – Strategic Plan*)
- IV. Work with Tyler Technologies on converting to a new on-line permitting system.

## Performance Measurements

	Actual 2016	Actual 2017	Actual 2018	Target 2019	Actual 2019	Target 2020
Conditional Use Permits Request	22	25	32	30	22	20
Zoning/Rezoning Request	8	8	8	10	16	15
Area and Final / Site Plans Reviewed	7/34	10/36	3/36	8/35	11/41	8/35
Preliminary Plats Reviewed	17	5	12	10	13	12
Display House Plat Reviewed	4	5	0	1	0	1
Ordinance Revisions	12	3	2	4	7	6
Business Licenses Received (New)	228	167	180	200	238	200
Home Occupation Permits Received	55	56	78	75	64	70
Sign Permit Requests	366	337	268	300	169	200
Voluntary Annexations	1	4	3	4	3	6
Zoning Verification Letters	14	25	22	20	21	20
Variance Requests	28	27	47	30	37	30
Temporary Use Permit Requests	34	45	38	40	13	20

Note: The Sign Permit Requests includes Weekend Directional Permits, Permanent and Temporary, and Subdivision Identification.

## Previous Year's Goals

In 2019, the department presented and Council approved the establishment of the Downtown Overlay District. This included a building height policy for the City. Continued to work on issues regarding and surrounding the O'Fallon Station area. The division completed a comprehensive review of the City Fees and Charges to include cost recovery, incremental adjustments, marketplace evaluation, etc. They also completed a needs assessment on senior housing as well as developing an interactive GIS maps that are used on the City's website.

# Budget Category Summary

	Actual 2016	Actual 2017	Actual 2018	Projected Budget 2019	Amount Change	Budget 2020	% Change
<b>Personnel</b>	\$569,646	\$591,877	\$572,421	\$599,181	\$18,778	\$617,959	3.1%
<b>Contract Services</b>	6,779	12,878	45,254	13,000	207,500	220,500	1596.2%
<b>Insurance</b>	3,999	3,479	2,683	4,245	212	4,457	5.0%
<b>Maintenance</b>	38,383	54	45,260	960	0	960	0.0%
<b>Operating Supplies</b>	2,906	38,729	8,108	6,150	(250)	5,900	(4.1%)
<b>Professional Expenses</b>	4,609	6,368	6,492	5,780	3,300	9,080	57.1%
<b>Public Information</b>	6,855	6,589	8,356	6,000	0	6,000	0.0%
<b>Rental</b>	552	721	0	0	0	0	0.0%
<b>Utilities</b>	1,246	1,102	883	1,440	0	1,440	0.0%
<b>Total</b>	\$634,975	\$661,797	\$689,457	\$636,756	\$229,540	\$866,296	36.0%

## Budget Highlights

In 2020, the division will be requesting bids for comprehensive plan consultant services. The increase in Professional Expenses is due an additional training and travel scheduled in 2020.

## Budget Category Explanations

**Personnel** **\$617,959**  
 This category includes the wages and benefits for one Planning & Development Director, one Planning Manager, one Planner, one Geographic Information Systems (GIS) Manager, one GIS / Data Analyst, one GIS Technician, and one Administrative Assistant.

**Contract Services** **\$220,500**  
 This category includes the funding for Commissioner meeting reimbursements, Comprehensive Plan consultant, temporary services, and the review of new development traffic related issues.

**Insurance** **\$4,457**

This amount is allocated to each department, division, or section based upon the number of full-time employees. Coverage includes general liability, boiler and machinery, umbrella insurance, errors and omissions, and property insurance.

**Maintenance** **\$960**

This category moved the cost of maintenance on the copier and other office equipment.

**Operating Supplies** **\$5,900**

This category includes the cost of necessary supplies used by Planning including pens, staples, postage, copies and paper, a laser printer and large plan scanner. This also includes small equipment, furniture and fixtures that are valued less than \$5,000.

**Professional Expenses** **\$9,080**

Professional expenses include dues and subscriptions to various state and national organizations. Training and travel expenses are also included in this section.

**Public Information** **\$6,000**

This category contains the funding for the advertising of public hearing notices in the local newspaper and various printing needs.

**Rental** **\$000**

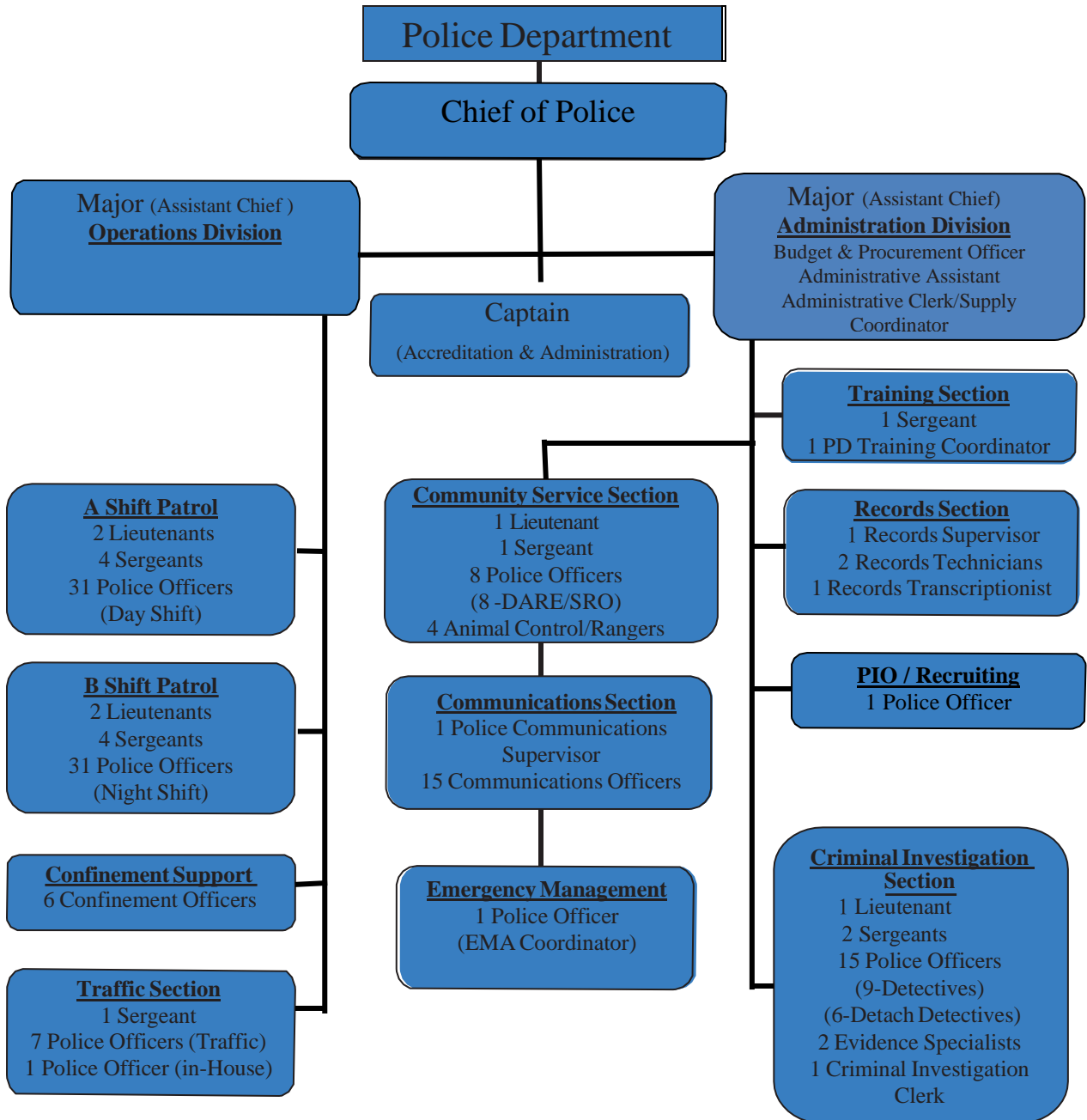
Funding for the rental of miscellaneous equipment and services.

**Utilities** **\$1,440**

Funding for wireless phone service and other utilities.



# Police Department Organizational Chart 2020 Budget



## **Police Department**

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The Police Department is managed by the Chief of Police. The Chief of Police reports directly to the City Administrator.

It is the mission of the O'Fallon Police Department to enhance the quality of life in the City of O'Fallon through the protection of life and property, the reduction of crime, the preservation of peace, and the protection of individual rights.

The Police Department's Vision Statement: A Partnership with the Community to ensure the safety of O'Fallon and to provide professional police services with integrity, commitment and respect.

The Police Department is committed to providing professional police services on a 24-hours a day basis every day of the year. All requests for police services will be handled with efficiency and to the satisfaction of our customers, the public which live, work, play, attend school, shop or pass through O'Fallon every day.

The Police Department continues to subscribe to the Community Oriented Policing & Problem Solving (COPPS) philosophy of police services. This philosophy requires the group to interact with the public and to be proactive in their approach to crime prevention. A large part of this program includes the education programs in the schools and to the community at large.

It is essential for the department to be dedicated to providing a quality work environment for its employees. The quality work environment includes a fair wage and benefit plan, career enhancement opportunities, good employee morale and effective leadership and training. Experienced, dedicated and professional employees enhance the image of the City and foster a feeling of security and satisfaction throughout the community.

### **Fiscal Year 2020 Goals**

- I. Expand Police outside training over the next 5 years. *(Management in Progress – Strategic Plan)*
- II. Review Police staffing, deployment, service calls and funding. Update 5-year plan with options and recommendations when needed.
- III. Prepare Patrol Sector Map Expansion based on call and workload data. *(Management in Progress – Strategic Plan)*
- IV. Work with the IT Department to configure antennae system at the Justice Center. *(Major Projects – Strategic Plan)*

## Performance Measurements

	<b>Actual 2016</b>	<b>Actual 2017</b>	<b>Actual 2018</b>	<b>Target 2019</b>	<b>Actual 2019</b>	<b>Target 2020</b>
Motor Vehicle Accidents	1,687	1,643	1,672	1,679	1,526	1,538
DWI Arrest	233	216	144	120	144	150
Drug Arrest	569	737	579	634	575	586
Total Arrest	3,147	3,550	3,482	3,313	3,731	3,756
Summons/Warnings	17,968	19,458	15,724	15,578	26,441	28,000
Miles Driven	1,244,303	1,165,245	1,152,577	1,187,154	1,270,933	1,190,000
Call for Service	53,724	56,025	55,030	52,708	69,448	75,000

## Previous Year's Goals

In 2019, the Police Department went through a supervisory restructuring that resulted in two Sergeant positions converting to Lieutenants. The training room is being utilized more and the department is able to attend some of these at no cost. The IT department continues to work to improve the cellphone service inside the building.

## Budget Category Summary

	Actual 2016	Actual 2017	Actual 2018	Projected Budget 2019	Amount Change	Budget 2020	% Change
<b>Personnel</b>	\$11,625,049	\$12,292,007	\$12,828,811	\$13,352,340	\$251,810	\$13,604,150	1.9%
<b>Contract Services</b>	8,206	15,210	124,815	119,835	(20,048)	99,787	(16.7%)
<b>Insurance</b>	167,672	162,988	242,821	177,864	8,893	186,757	5.0%
<b>Maintenance</b>	117,766	35,616	199,945	63,185	(18,807)	44,378	(29.8%)
<b>Operating Supplies</b>	367,350	528,064	611,981	513,976	(95,803)	418,173	(18.6%)
<b>Professional Expenses</b>	104,810	92,125	96,633	172,903	(23,504)	149,399	(13.6%)
<b>Public Information</b>	4,203	4,855	4,563	6,500	0	6,500	0.0%
<b>Utilities</b>	86,091	118,236	174,999	225,949	(18,714)	207,235	(8.3%)
<b>Petroleum</b>	0	0	1,926	1,500	0	1,500	0.0%
<b>Equipment Rental</b>	12,262	3,890	0	0	0	0	0.0%
<b>Total</b>	\$12,493,409	\$13,252,991	\$14,286,494	\$14,634,052	\$83,827	\$14,717,879	0.6%

## Budget Highlights

The total number of Police personnel budgeted for 2020 will be as follows:

- One hundred eighteen (118) sworn Police officers, including command officers, road officers, detectives, and special assignment officers.
- Six Confinement Officers.
- Sixteen (16) Communications (civilian) positions: fifteen (15) Communications Officers and one Police Communications Supervisor.
- Fifteen (15) civilian support personnel (One Budget and Procurement Officer, one Records Supervisor, two Evidence Specialists, one Administrative Assistant, four Rangers, two Records Technicians, one Administrative Clerk/Supply Coordinator, one Criminal Investigation Clerk, one Records Transcriptionist and one Training Coordinator).
- Four part-time civilian support personnel (two Records Technicians, one Communications Officer, one Safety Town Instructor).
- Four chaplains (all volunteers).

The decrease in Contract Services is due to the HVAC maintenance agreement coming in lower than expected. The decrease in Maintenance is due to parts for the tasers being purchased in 2019. The decrease in Operating Supplies is due to small equipment purchases made in 2019. The decrease in Professional Expenses is due to lower training and travel expenses. The decrease in Utilities is based on lower electrical cost.

## **Budget Category Explanations**

### **Personnel \$13,604,150**

This category includes the salaries, wages, benefits, and overtime for all 155 FT and 4 PT employees.

### **Contract Services \$ 99,787**

This amount budgeted is for the contract services provided by outside contractors to the Justice Facility for services such as pest control, preventative elevator maintenance, etc.

### **Insurance \$186,757**

This amount is allocated to each department, division, or section based upon the number of full-time employees. Coverage includes general liability, boiler and machinery, umbrella insurance, errors and omissions, and property insurance.

### **Maintenance \$44,378**

This category provides for the maintenance service agreements with various vendors for maintenance of our radios, dispatch equipment, radar equipment and non-mechanical maintenance of police vehicles. This category also includes the purchase of equipment parts such as portable radio batteries and parts, Taser cartridges, and key pegs. This category also includes repair and maintenance of the equipment in the Police Department.

### **Operating Supplies \$418,173**

This category provides the funding for a wide range of supplies and services. Canine Patrol and Bike Patrol receive funding for their operations through the operating supply category as well as Community Services and the Chaplains. Uniforms, computer supplies, shooting range supplies, ammunition, civil defense, photo & ID supplies, safety equipment and general office supplies, are all included in this category. This is also used to cover the contractual costs to the Department for participation in the Drug Task Force Unit, and Community Emergency Response Team supplies.

### **Professional Expenses \$149,399**

This category covers expenses for promotional and hiring processes, Hepatitis B vaccines and boosters. Tuition reimbursement, dues and subscriptions to various local, state, and national police societies as well as on-going training, seminars and conferences for civilians is also covered. Travel expenses for training are also covered with this amount.

### **Public Information \$6,500**

This category covers the expenses for printing costs associated with bond forms, summons, warning tickets, animal control forms, business cards, tow stickers, and various other forms as needed.

**Utilities**

**\$207,235**

This category covers the telephones (landlines and cellular), modems, and terminals expenses for the Department at the Justice Facility.

**Petroleum**

**\$1,500**

This amount includes the costs incurred by division for gas used for the back-up generators.

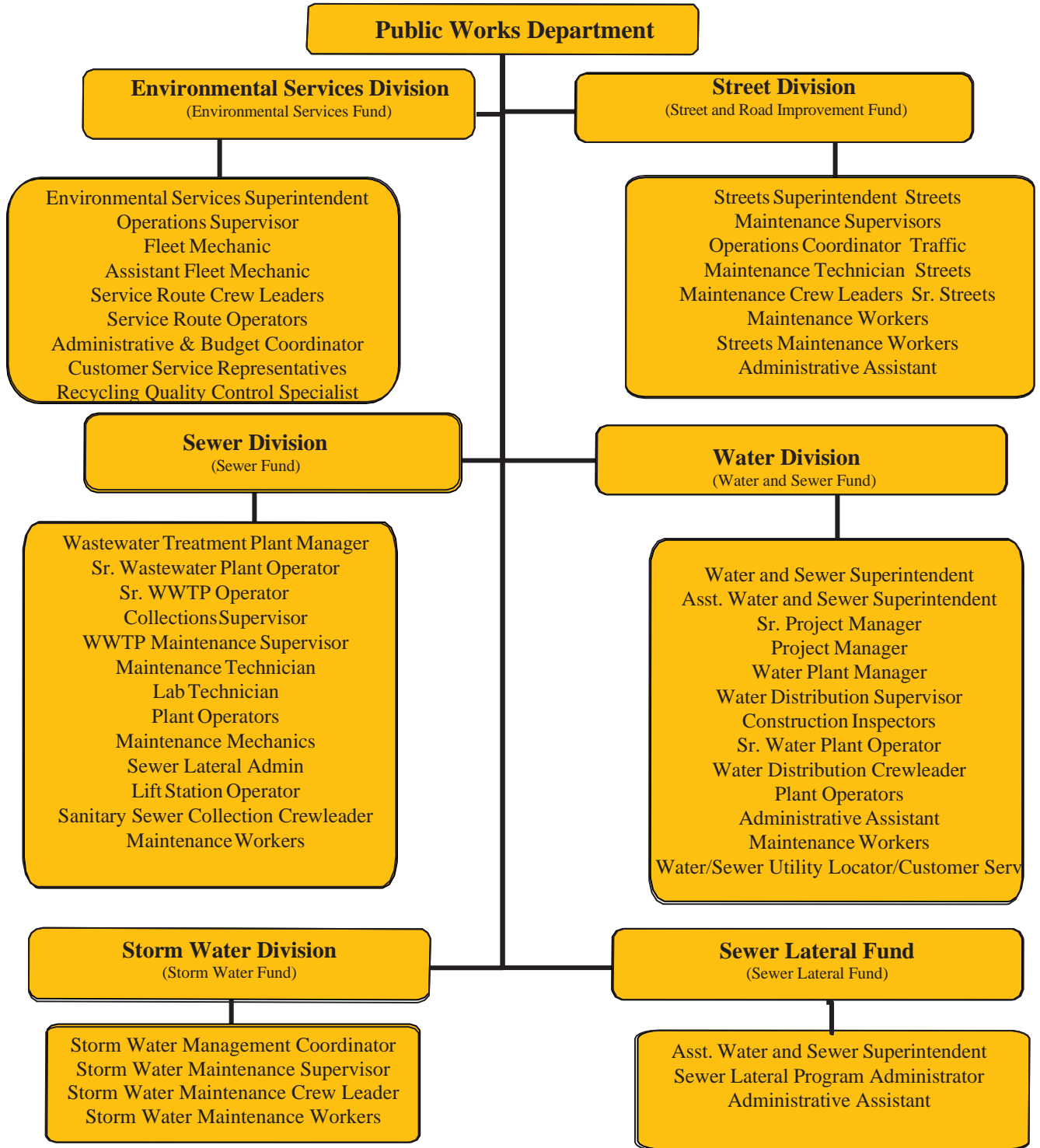
**Equipment Rental**

**\$000**

This category includes any equipment rented by the department.



# Public Works Department Organizational Chart 2020 Budget



## **Public Works Department**

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O'Fallon's Public Works Department was split up in 2019. The Project Management and Engineering Divisions were pulled out to create a separate Engineering Department. Public Works Department still manages expenses within six different Funds.

Street and Road Improvement Fund  
Storm Water Fund  
Water Fund  
Sewer Fund  
Sewer Lateral Fund  
Environmental Services Fund

The Public Works Department provides vital services to the O'Fallon residents and businesses. The department is dedicated to maintaining and improving O'Fallon's quality of life by planning for future needs, building and maintaining municipal infrastructure and promoting environmental health and safety. The Public Works Department is responsible for regular maintenance on City roads, storm sewers, water mains and sewer lines, and also provides for residential trash, recycling and yard waste collection. When it snows, staff provides around-the-clock snow and ice removal on public thoroughfares throughout the City. All of the Divisions within the Public Works Department ultimately report to the Public Works Director through various Managers and Superintendents.

The Department also remains ready to provide emergency response to ensure consistent infrastructure services such as the wind storm in July 2006, the ice storms of November 2006 and January 2007 and the flooding of June 2008 and December 2015.

O'Fallon is a growing community with historic roots that presents unique challenges for the Public Works Department. The employees that are a part of this Department are dedicated to providing the community with exceptional service.

It is the mission of the O'Fallon Public Works Department to enhance the quality of life for our residents and promote development for our community by providing and maintaining public infrastructure in a sustainable manner to the highest standard.



DEBT OBLIGATIONS

DEBT MANAGEMENT

DEBT POLICY

LONG-TERM DEBT OUTSTANDING

DEBT SERVICE FUND BUDGET

DEBT OBLIGATION

# Debt Obligations

This section presents the Debt Service Fund budget with information regarding the City's outstanding debt obligations and the City's debt management policies.



The Renaud Center is O'Fallon's 66,000 square foot indoor recreation complex. It opened in 2004. [Learn more about the Renaud Center!](#)



## The Walk

No other monument in the United States of America is quite like it.

The O'Fallon Veterans Memorial Walk – which honors all U.S. military personnel, veterans, and American soldiers from all eras – invites visitors to walk in the footsteps of the men and women who serve or have served our nation.

Front and center of the memorial, a platoon of bronze military boots are positioned as though marching in unison, left foot forward. Boots are the common denominator of all U.S. military branches of service.

Visitors may notice that a single set of boots is absent from the ranks. In remembrance of American soldiers that remain missing in the field, the 65th pair is positioned at the foot of the POW/MIA flag. To the rear, an eternal flame burns in a 15-foot stainless steel brazier.

Towering over the platoon of marching boots are five white marble, white granite and stainless steel monoliths, each bearing a bronze seal from one branch of the U.S. Armed Forces. A row of American military flags along the perimeter instills a sense of honor and ceremony to the Walk, and a reflecting pool adds a feeling of peace.

In 2007 the City of O’Fallon ranked 60<sup>th</sup> nationwide by Forbes on their fastest growing cities based on growth from 2000 to 2006. As the city continues to grow in the state of Missouri, the City continues to face many demands for infrastructure and capital projects. O’Fallon citizens expect fundamental services and facilities, including parks, streets, refuse and solid waste facilities. To meet these challenges, the City has financed capital projects to expand existing operations and acquire or construct new facilities.

The City has completed many capital projects using various financing methods. These include general obligation bonds, revenue bonds, certificates of participation, lease agreements, tax increment financing bonds and special obligation bonds.

The City received an upgrade on its general obligation debt rating by Moody’s Investors Service, Inc. during 1994 from “A” to “A-1”. In 2003, Moody’s upgraded this rating again to “Aa3”. In 2009, Standard and Poor’s gave the City a long-term rating of AA / Stable after evaluating the City’s financial and overall condition. The City is proud of its prudent financial management and will continue to maintain or improve.

## **Debt Management**

The City’s objective in debt management is to keep the level of indebtedness within available resources and to comply with legal debt limitations established by Missouri Statutes.

During 1997, the City defeased a portion of the \$2 million Parks System Bonds, Series 1996. Approximately \$950,000 from Debt Service Fund reserves was placed into an escrow account. These funds were invested at yields equal to the yields for bonds maturing in 2010 through 2016. This provided the most effective application of accumulated reserves and increased the City’s future bonding capacity. The balance was refunded in 2003.

During 1997, the City entered into a lease agreement with the O’Fallon Public Facilities Authority (OPFA) for the purpose of financing the design, construction, renovation, equipment and furnishings of a municipal complex. Leasehold revenue bonds in the amount of \$10.6 million were issued by the OPFA. In accordance with the terms of the lease agreement, the City will make annual lease payments equal to the annual debt service on the bonds. The municipal complex was completed March 1999. This issued was advance refunded in 2004.

During 1998, the City refunded water and sewer revenue bonds issued in 1990. The City issued \$2.85 million Sewerage System Refunding Revenue Bonds and \$1.41 million Waterworks System Refunding Revenue Bonds. These bonds were refunded in March 2009 as noted below.

In May 1998, the City issued \$19.5 million General Obligation Bonds, \$18.5 million for Street Improvements and \$1 million for Senior Center construction. The four road projects and their respective completion dates are: Hoff Road/RR intersection, Fall 1998; Sonderen Overpass, Winter 2000; Woodlawn Overpass, Spring/Summer 2000; and TR Hughes Boulevard, Winter 2000. The Senior Center was completed Spring 1999. In 2005 the City issued 2005 General Obligation Refunding Bonds for the advance refunding of the bonds that matured on and after March 1, 2009. The City realized a 4.19% savings over the life of the bonds.

In September 1998, the City entered into a lease agreement with the O'Fallon Public Facilities Authority (OPFA) for the purpose of financing the construction of a water line, well and biosolids treatment facility. The City also refunded a 1986 Water Lease Obligation and a 1990 Water and Sewer Lease Obligation at this time to obtain better interest rates. Leasehold revenue bonds in the amount of \$15.175 million were issued. In accordance with the terms of this lease agreement, the City will make annual lease payments equal to the annual debt service on the bonds. The water line and well improvements were completed in fall 1998 and the biosolids facility was completed in 2000. Full certification to sell Nature's Blend fertilizer was received in 2001. In 2006 the City issued the 2006A Refunding Certificates of Participation. This refunding will save the City an estimated 4.272% over the life of the bonds.

In July 1999, the City issued taxable leasehold revenue bonds through the O'Fallon Public Facilities Authority (OPFA) for the purpose of financing the construction of the T. R. Hughes Ballpark, a minor-league baseball facility. The amount of the bonds issued totaled \$4.655 million. In accordance with the terms of this agreement, the City will make annual payments equal to the annual debt service on the bonds. The stadium construction was completed in May 1999. In 2006 the City issued the 2006B Refunding Certificates of Participation. This refunding will save the City an estimated 4.342% over the life of the bonds.

In July 1999, the City also entered into a Lease Purchase Agreement for the engineering, design, construction, pavement warranty and financing services of the Cool Springs Interchange and the WingHaven Road. The amount of the agreement was \$23.58 million. In accordance with the terms of this agreement, the City will make annual payments equal to the annual debt service on the bonds. These were defeased in November 2001.

In November 2000, the voters approved the issuance of \$17 million in General Obligation Bonds for park improvements within the City. In December 2000, \$5 million bonds were issued to start many of the park projects including renovations to the Civic Park Pool. A portion of these were advance refunded in 2007.

In February 2001, the City issued the remaining \$12 million in General Obligation bonds for the parks improvements and an additional \$1.015 million to refund the 1991 General Obligation Storm Drainage System Extension and Improvement bonds. A portion of these were advance refunded in 2007. The final crossover payment was made in 2011.

In November 2001, the City issued \$55.760 million in Certificates of Participation to acquire and construct improvements and extensions to the City's waterworks and sewerage systems including a new water treatment plant, expansion of the wastewater treatment plant and construct improvements to the T.R. Hughes Ballpark. It also defeased to maturity the \$23.580 million Certificates of Participation, Series 1999 (outstanding principal amount was \$20.915 million). These bonds were partially refunded in January 2012 with Special Obligation Bonds. The final payment of the non-refunded portion was made in November 2019.

In February 2002, the City issued \$17.670 million in Certificates of Participation to construct various roadway improvement projects (Route N, Tom Ginnever Avenue and T.R. Hughes Blvd). These were refunded in December 2009 with Special Obligation Bonds.

In August 2002, the City issued \$4.475 million in Certificates of Participation (Solid Waste Bonds) to design, construct, furnish and equip a sanitation transfer station and acquire sanitation vehicles and equipment, allowing the City to provide waste hauling services to its residents. A portion of this was defeased in 2007 with Certificates of Participation Bonds and the remaining amount was refunded in December 2009 with Special Obligation Bonds.

In March 2003, the City issued \$4.165 million in Certificates of Participation to provide additional funds to pay the costs of the construction of improvements to Route N and the construction, extension and improvement of additional transportation projects. In July of 2003, the City refunded \$1.14 million outstanding principal amount of the City's General Obligation Storm Drainage System Refunding Bonds, Series 1994. In November 2003, the City issued \$3.91 million in Certificates of Participation to provide funds to construct improvements and repairs to the City's sewerage system, acquire refuse and recycling containers, collection vehicles and other equipment and facilities for the City's refuse and recycling program. These bonds were refunded in March 2011 with Special Obligation Bonds.

In 2004, the City issued \$8.505 million in Certificates of Participation to advance refund all of the outstanding Leasehold Revenue Bonds, Series 1997A, (Municipal Complex) issued by the O'Fallon Public Facilities Authority and fund a debt service reserve fund for the Certificates. These bonds were refunded in March 2011 with Special Obligation Bonds.

In March 2005, the City issued \$16.755 million in General Obligation Refunding Bonds to advance refund a portion of the 1998 Multiple Purpose General Obligation maturing on or after March 1, 2009 through 2018. The term of the new bonds was not extended and the City will realize a 4.19% savings over this term. These bonds were refunded with the issuance of the 2016 General Obligation Bonds.

In March 2006, the City issued \$15.835 million in Certificates of Participation to advance refund the outstanding 1998 Water and Sewer Improvement Revenue Bonds and the 1999 OPFA Stadium Bonds and fund a debt service reserve fund for the Certificates. The combined savings to the City is estimated at 4.291% for both bonds over the life of the bonds. These bonds were refunded in June 2013.

In January 2007, the City issued \$13.860 million in General Obligation Refunding Bonds to advance refund a portion of the 2000 Parks General Obligation maturing on or after March 1, 2010 and advance refund a portion of the 2001 Parks General Obligation maturing on or after March 1, 2011 along with refunding costs. These bonds were refunded with the issuance of the 2016 General Obligation Bonds.

In September 2007, the City issued \$700,000 in Certificate of Participation to defease a portion of the 2002A Certificate of Participation pertaining to the waste transfer station. These were paid in full in August 2013.

In December 2008, the City issued \$9.22 million in Certificates of Participation to provide funds to construct, install, and equip improvements to the City's Sewerage system. These bonds were refunded in June 2013.

In March 2009, the City issued \$6.930 million in Certificates of Participation to provide funds to acquire, construct, install and equip improvements to the City's Sewerages and Waterworks systems, refund the 1998 Waterworks System Refunding Revenue Bonds and the 1998 Sewerage System Refunding Revenue Bonds. These bonds were refunded, defeased or paid off in April 2017.

In December 2009, the City issued \$16.545 million in Special Obligation Bonds to provide funds to construct, extend and improve storm water control within the City and refund the 2002 Certificates of Participation and refund the 2002A Certificates of Participation (Solid Waste Bonds).

There were no bonds issued in Fiscal Year 2010.

In March 2011, the City issued \$7.925 million in Special Obligation Bonds for the refunding of the 2003, 2003A and 2004 Certificates of Participation Bonds.

In January 2012, the City issued \$23.230 million in Special Obligation Bonds for the partial refunding of the 2001 Certificates of Participation Bonds.

In June 2013, the City issued \$20.805 million in Special Obligation Bonds for the refunding of the 2006A&B, 2008 COP Bonds, an Automated Meter Read System Lease and purchase of a new Water Storage Tank and 3 Media Filter Enhancement replacements.

In March 2016, the City issued \$41.645 million in General Obligation Bonds for the refunding of the 2005 & 2007 General Obligation Bonds and to fund the cost to design, construct and furnish a new Justice Facility. The City also issued \$5.475 million in Special Obligation Bonds to refund storm water portion of the 2009 Special Obligations Bonds and fund the cost for several new storm water projects.

In April 2017, the City issued \$20.7 million in General Obligation Bonds for the cost to design, construct and furnish the Civic Park renovations and the O'Day Park development. The City also issued \$19.515 million in Special Obligation Bonds to fund the new water, sewer and street projects and to refund a portion of the 2009A Certificate of Participation Bonds for a Sewer. The remaining portion of the 2009A Bonds were defeased or paid off.

There were no bonds issued in Fiscal Years 2014, 2015 or 2018.

## **Debt Policy**

**Policy No.:** 700

**Purpose:** The purpose of this policy is to establish debt issuance guidelines.

**Scope:** This policy is applicable to all debt issuance for the City of O'Fallon.

**1:** **The City will seek to maintain, and if possible, improve its current bond rating so its borrowing costs are minimized and its access to credit is preserved.**

Sound financial practices, debt management and capacity, and competent management support the maintenance of the City's current bond rating. In its relations with rating agencies and the investment community, the City will follow a policy of full disclosure, as required by legal and professional practices.

**2: The City will have a specific set of debt issuance guidelines consistent with Federal, State, and local laws and policies.**

The debt guidelines will recognize how much debt the community can support, not only based on debt of the City, but debt of overlapping jurisdictions, as well. Debt should not be used for the provision of routine operation unless it is only for cash flow purposes or the borrowing costs are less than the rate of invested funds. Debt should never be issued for a period longer than the estimated useful life of an improvement or asset.

**3: Credit Worthiness**

The City will seek to maintain, and as possible, improve its current credit rating so its borrowing costs are minimized and its access to credit is preserved and enhanced.

The City will maintain good communications about its financial condition with bond and credit rating institutions.

The City will follow a policy of full disclosure for all disclosure documents which meets or exceeds the disclosure guidelines as developed by the Government Finance Officers Association.

**4: Borrowing Purposes**

The City will not fund current operations from the proceeds of borrowed funds, except for short term cash flow borrowing such as Tax Anticipation Notes.

The City will confine long-term borrowing to capital improvements, projects, or equipment which cannot be funded from current revenues.

**5: Debt Repayment**

When the City uses long-term debt financing, it will repay the debt within a period not to exceed the useful life of the improvements or equipment.

Whenever possible, debt shall be self-supporting, and will be revenue debt, leasehold purchase, special obligation bonds or revenue-backed with a general obligation pledge.

The general obligation pledge will be used only for projects which have a general benefit to City residents which cannot be self-supporting.

Neighborhood Improvement Bonds may be issued for extra-territorial assessments. Such bonds shall be secured by the assessment payments and by reserves funded from other payments made by the benefited parties. The term of the bonds shall match the projected cash-flow from assessment payments and foreclosure sales.

Advance refunding will be undertaken only when the restructuring of debt is in the City's financial interest.

Lease purchase debt, including certificates of participation and special obligation bonds, will be considered as an alternative to long-term vendor leases when cost effective. Such debt will be subject to annual appropriation and administered by the Finance Department.

Long-term lease purchases for buildings and facilities will be used when the cost of a lease purchase is lower than other options or if deemed appropriate because of time constraints, etc.

**6: Key Debt Ratios**

There are several key debt ratios that investors and financial analysts use when reviewing a city's credit worthiness. The City of O'Fallon has established a set of guidelines which are to be used when reviewing the key debt ratios. These numbers are indicators of financial stability. The City's key debt ratios will be defined in the stated procedures for issuing debt and will be reviewed and updated at least once every three years.

**7: Conduit Financing**

Recognizing that the City is able to issue debt for broad purposes, it may be appropriate to issue on behalf of another party when the Council, after a complete review process, determines that the proposed project will provide a general benefit to City residents.

The City will consider issuing conduit financing which will not impair the City's credit rating. Any financing issued through the City shall qualify for an investment grade rating by one or both of the two top rating agencies.

All expenses related to conduit financing will be borne by the applicants. The City shall establish review procedures for projects, including public contracting and financial fees.

**8: Other Financing**

Entities associated with the City, such as the Tax Increment Financing Commission, may issue debt subject to the same criteria listed above. Debt issued by City agencies shall be approved by the City Council.

**Long Term Debt Outstanding**

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**General Obligation Bonds Outstanding**

General Obligation Bond Issue	Balance January 1, 2019	Additions	Principal Reductions	December 31, 2019 Outstanding Balance	
				Principal	Interest
<b>2016 GO Refunding Bonds,</b> in varying amounts through 2036; interest ranges from 3.00% - 5.00%	38,275,000	0	1,295,000	36,980,000	11,945,431
<b>2017 GO Bonds,</b> in varying amounts through 2037; interest ranges from 2.00% - 5.00%	20,180,000	0	850,000	19,330,000	6,781,645
<b>Total</b>	\$58,455,000	\$0	\$2,145,000	\$56,310,000	\$18,727,076

## Computation of Legal Debt Margin

Net Assessed Value at December 31, 2019		\$2,061,899,373
Debt Limit- 20% of Assessed Value		412,379,875
Amount of Debt Applicable to Debt Limit:		
Total Bonded Debt	56,310,000	
Less Amount available in Debt Service Fund	(8,339,232)	
Total Amount of Debt Applicable to Debt Limit		47,970,768
Legal Debt Margin		\$364,409,107
Debt Capacity Percent		88%

Under Article VI, Section 26 of the Missouri Constitution, the issuance of general obligation bonds requires the approval of four-sevenths (4/7) of the qualified voters voting thereon for elections held at the general municipal election day, primary or general elections, and two-thirds (2/3) of the qualified voters voting at all other elections. The Missouri Constitution provides that the amount of bonds payable from tax receipts shall not exceed 10% of the total assessed valuation of the taxable property of the City. The Missouri Constitution permits the City to become indebted for an additional 10% of the value of taxable, tangible property for the purpose of acquiring rights-of-way, constructing, extending and improving streets and avenues, and constructing, extending and improving sanitary or storm systems.

## Computation of Direct and Overlapping Debt - December 31, 2019

Name of Governmental Unit	Bonded Debt Outstanding	Percentage Applicable to City of O'Fallon	Amount Applicable to City of O'Fallon
Direct - City of O'Fallon	\$56,310,000	100.00%	\$56,310,000
Overlapping:			
St. Charles County	0	20.12%	\$0
St. Charles County Ambulance District	49,355,000	20.12%	9,930,226
St. Charles County Community College	18,185,000	20.12%	3,658,822
Fort Zumwalt School District	151,259,954	69.00%	104,369,368
Francis Howell School District	101,435,000	11.00%	11,157,850
Wentzville School District	251,751,393	20.00%	50,350,279
Total Overlapping Debt	\$571,986,347		\$179,466,545
Total Direct and Overlapping Debt	\$628,296,347		\$235,776,545

Note: Figures are unaudited estimates.

Source: Outstanding debt was obtained by contacting the taxing jurisdiction and/or the financials on their website. The percentage applicable to the City of O'Fallon is based on the jurisdiction's assessed value within the boundaries of the City as provided by the St. Charles County Assessor Office, Market Research Division.

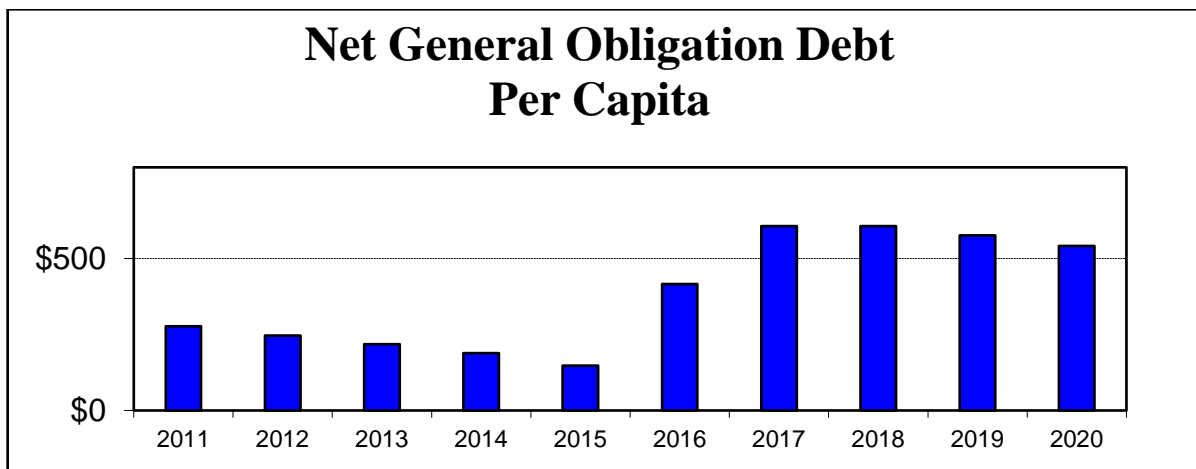
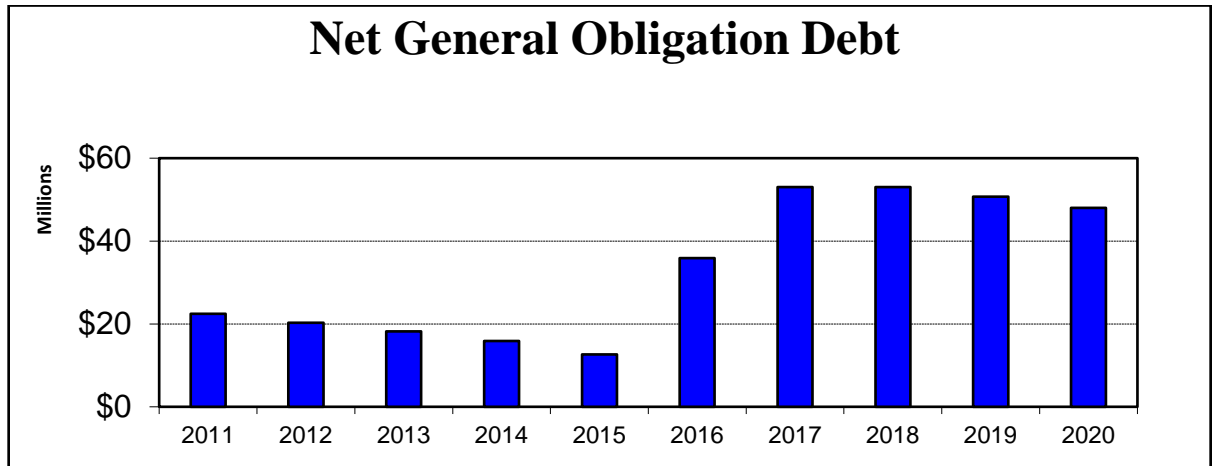
## Ratio of Net General Obligation Bonded Debt to Assessed Value and Net General Obligation Bonded Debt Per Capita

Fiscal Year	Population (1)	Assessed Value	Gross Bonded Debt(2)(3)	Less Debt Service Fund	Net Bonded Debt	Ratio of Net Bonded Debt to Assessed Value	Net Bonded Debt per Capita
2019	88,621	\$2,061,899,373	\$56,310,000	\$8,339,232	\$47,970,768	2.3%	\$541.30
2018	88,003	1,868,945,386	58,455,000	7,733,679	50,721,321	2.7%	576.36
2017	87,344	1,832,792,375	60,165,000	7,141,674	53,023,326	2.9%	607.06
2016	86,414	1,673,055,046	41,645,000	5,728,687	35,916,313	2.1%	415.63
2015	85,397	1,638,115,690	17,950,000	5,330,808	12,619,192	0.8%	147.77
2014	84,381	1,539,348,422	20,835,000	4,920,104	15,914,896	1.0%	188.61
2013	83,377	1,515,110,194	23,515,000	5,342,990	18,172,010	1.2%	217.95
2012	82,215	1,560,314,597	25,995,000	5,738,518	20,256,482	1.3%	246.38
2011	80,860	1,526,261,865	27,690,000	5,282,192	22,407,808	1.5%	277.12
2010	80,252	1,554,844,598	41,770,000	18,727,184	23,042,816	1.5%	287.13

Note: (1) Figures are unaudited estimates by City of O'Fallon.

(2) The 2008 & 2009 Debt amount includes \$13,860,000 for a 2007 refunding that has crossover dates in 2010 and 2011.

(3) The 2010 Debt amount includes \$11,940,000 for a 2007 refunding that has crossover date in 2011.



## Water and Sewer System Revenue Bonds Payable

The City's water and sewer system revenue bonds were recorded in the appropriate enterprise fund in accordance with the authorizing ordinances. These bonds have been paid with revenues from enterprise operations. There currently are no outstanding Revenue Bonds, they were refunded with Certificate of Participations bonds as outlined below.

### Bond Coverage - Water and Sewer Bonds

Fiscal Year	Operating Revenues	Operating Expenditures	Net Revenue Available for Debt Service	Debt Service Principal and Interest	Coverage
2019	\$17,974,954	\$7,948,326	\$10,026,628	\$4,338,662	2.32%
2018	15,792,519	8,019,502	7,773,017	4,427,697	1.77%
2017	13,972,316	6,883,345	7,088,971	5,136,024	1.39%
2016	13,390,762	6,269,087	7,121,675	5,253,059	1.37%
2015	12,891,447	5,883,817	7,007,630	5,247,231	1.35%
2014	12,692,168	5,910,951	6,781,217	5,582,420	1.22%
2013	12,378,084	5,940,001	6,438,083	4,843,812	1.34%
2012	12,392,311	5,947,599	6,444,712	4,972,997	1.31%
2011	12,809,150	5,654,940	7,154,210	5,200,987	1.39%
2010	13,589,673	4,904,113	8,685,560	4,890,269	1.79%

Note: 2018 Figures are unaudited estimates. Prior years are from the 2017 Comprehensive Annual Financial Report.

### Revenue Bonds Issued by the O'Fallon Public Facilities Authority

The City currently does not have any outstanding OPFA issued bonds. Below is the history of previous issues.

The O'Fallon Public Facilities Authority (OPFA) was established in 1996 as a not-for-profit corporation. The OPFA operated as a legally separate component unit of the City. The OPFA facilitated the acquisition and construction of facilities for the City. The OPFA's first project was the renovation of a portion of the St. Mary's Institute for use as a municipal complex.

In November 1997, the OPFA issued \$10.6 million in leasehold revenue bonds. The bond proceeds were used to design, construct, renovate, furnish and equip the facility. In 2004, these bonds were refunded with the issuance of the 2004 Certificates of Participation.

In 1998, the OPFA issued \$15.175 million in leasehold revenue bonds for the purpose of constructing the Biosolids facility, a pump station with additional water lines and to refinance outstanding principal of prior obligations. The City refunded these bonds in 2006 (2006A Certificates of Participation).

In July 1999 the OPFA issued \$4.655 million in taxable leasehold revenue bonds to refinance a construction loan which was utilized for the Ozzie Smith Sports Complex. Construction was completed in May 1999 and is now referred to as T. R. Hughes Ballpark. The City refunded these bonds in 2006 (2006B Certificates of Participation). The O'Fallon Public Facilities Authority was dissolved.

## Special Obligation Bonds Issued

In December 2009, the City issued \$16.545 million in Special Obligation Bonds to provide funds to construct, extend and improve storm water control within the City and refund the 2002 Certificates of Participation (issued \$17.67 million for road improvements) and refund the 2002A Certificates of Participation (issued \$4.475 million for Solid Waste Bonds). The storm water portion of these bonds were refunded in 2016.

In March 2011, the City issued \$7.925 million in Special Obligation Bonds for the refunding of the 2003 Certificates of Participation (\$4.165 million for road improvements), 2003A Certificates of Participation (\$3.91 million for sewerage system repairs and additional facility equipment, vehicles and carts for Environmental Services Fund) and 2004 Certificates of Participation Bonds (\$8.505 million for the refunding of the 1997A OPFA Leasehold Revenue Bonds that was originally issued \$10.6 million to design, construct, renovate, furnish and equipment the City Hall facility).

In January 2012, the City issued \$23.230 million in Special Obligation Bonds for the partial refunding of the 2001 Certificates of Participation Bonds. The years 2015 through 2019 were not refunded. The City will realize a 10.8% savings over the term of the refunding.

In June 2013, the City issued \$20.805 million in Special Obligation Bonds for the refunding of the 2006A&B, 2008 COP Bonds, an Automated Meter Read System Lease and the purchase of a new Water Storage Tank and 3 Media Filter Enhancement replacements.

In March 2016, the City issued \$5.475 million in Special Obligation Bonds for the refunding of the storm projects in the 2009 Special Obligation bonds and cover the cost of several storm water capital improvements.

In April 2017, the City issued \$19.515 million in Special Obligation Bonds to refund a portion of the 2009A Certificates of Participation and to cover the cost of several water, sewer and street capital improvements.



## Special Obligation Bonds Outstanding

Special Obligation Bond Issue	Balance January 1, 2019	Additions	Principal Reductions	Balance December 31, 2019
<b>2009 Special Obligation Bonds</b>				
2009 Storm Water Control Portion	\$0	\$0		\$0
2002 Refunding Portion	\$3,635,000	\$0	\$1,175,000	\$2,460,000
2002A Refunding Portion	\$210,000	\$0	\$65,000	\$145,000
due in varying amounts through 2021; interest ranges from 2.0% - 3.5%				
<b>2011 Special Obligation Bonds</b>				
2003 Refunding Portion	\$1,050,000	\$0	\$255,000	\$795,000
2003A Refunding Portion	\$530,000	\$0	\$125,000	\$405,000
2004 Refunding Portion	\$0	\$0		\$0
due in varying amounts through 2022; interest ranges from 2.0% - 4.0%				
<b>2012 Special Obligation Bonds</b>				
Water Plant Portion	\$9,502,225	\$0	\$0	\$9,502,225
Sewerage Improvement Portion	\$4,780,375	\$0	\$0	\$4,780,375
Cool Spring Refinancing Portion	\$2,685,000	\$0	\$0	\$2,685,000
Dames Park Portion	\$70,550	\$0	\$0	\$70,550
Stadium Improvement Portion	\$36,850	\$0	\$0	\$36,850
due in varying amounts through 2030; interest ranges from 1.5% - 4.0%				
<b>2013 Special Obligation Bonds</b>				
2006A Portion (1998 Water/Sewer)	\$0	\$0	\$0	\$0
2006B Portion (1999 Stadium)	\$0	\$0	\$0	\$0
2008 Portion (Sewer Proj/Trucks)	\$5,190,000	\$0	\$445,000	\$4,745,000
Meter Lease Portion	\$2,930,000	\$0	\$375,000	\$2,555,000
Water Storage & Media Filter Enhancemnt	\$695,000	\$0	\$695,000	\$0
due in varying amounts through 2028; interest ranges from 3.0% - 5.0%				
<b>2016 Special Obligation Bonds</b>				
Storm Water Portion	\$4,885,000	\$0	\$185,000	\$4,700,000
due in varying amounts through 2035; interest ranges from 2.0% - 4.0%				
<b>2017 Special Obligation Bonds</b>				
2009A Portion (Sewer Refunding portion)	\$2,385,000	\$0	\$440,000	\$1,945,000
Water Portion	\$3,995,000	\$0	\$0	\$3,995,000
Sewer Portion	\$5,120,000	\$0	\$0	\$5,120,000
Street Portion	\$7,490,000	\$0	\$0	\$7,490,000
due in varying amounts through 2036; interest ranges from 2.0% - 5.0%				
<b>Total</b>	\$55,190,000	\$0	\$3,760,000	\$51,430,000

## **Certificates of Participation Issued**

The City of O'Fallon, Missouri entered into a design, build, and finance arrangement with Koch Industries of Wichita, Kansas in 1998. Koch constructed the Winghaven arterial road network at a cost of \$9.2 million. This connected Bryan Road with Highway DD. St. Charles County signed an agreement with the City to provide \$8.4 million to help fund the project. In 1999, the City entered into a financing arrangement totaling \$23.580 million with Koch to provide funding for the final phase of Cool Springs interchange and overpass totaling \$12.1 million. The remainder of the proceeds was used to refinance the 1998 agreement.

In 2001, the City issued Certificates of Participation (COP) in the amount of \$55.76 million. This allowed the City to restructure the 1999 financing arrangement with Koch and also finance the acquisition, construction improvements and extensions to the City's waterworks and sewerage systems including a new water treatment plant, expansion of the wastewater treatment plant and improvements to T.R. Hughes Ballpark. These bonds were partially refunded in January 2012 with the issuance of the \$23.230 million Special Obligation Bonds. The 2015 – 2019 debt payments were not refunded.

In 2003, the City issued Certificates of Participation in the amounts of \$4.165 million for additional road improvements and \$3.91 million for sewerage system repairs and additional facility equipment, vehicles and carts for the Environmental Services Fund. These bonds were refunded with the 2011 Special Obligation Bonds.

In February 2004, the City issued Certificates of Participation in the amounts of \$8.505 million for advance refunding of the OPFA Leasehold Revenue Bonds, Series 1997A (Municipal Complex), allowing the City to reduce the amount of remaining payments without extending the term of the debt. These bonds were refunded with the 2011 Special Obligation Bonds.

In March 2006, the City issued Certificates of Participation in the amount of \$15.835 million for the refunding of the 1998 Water and Sewer Improvement Leasehold Revenue Bonds and the 1999 OPFA Stadium Bonds. This refunding is estimated to save the City 4.291% over the life of the bonds. These bonds were refunded with the 2013 Special Obligation Bonds.

In September 2007, the City issued \$700,000 in Certificates of Participation to defease a portion of the 2002A Certificates of Participation pertaining to the waste transfer station. The 2007 COP bonds were paid in full in August 2013, nine years earlier than originally scheduled.

In December 2008, the City issued \$9,220,000 in Certificates of Participation to fund sewer system improvements. These bonds were refunded with the 2013 Special Obligation Bonds.

In March 2009, the City issued \$6.903 million in Certificates of Participation to provide funds to acquire, construct, install and equip improvements to the City's Sewerage and Waterworks systems, refund the 1998 Waterworks System Refunding Revenue Bonds and the 1998 Sewerage System Refunding Revenue Bonds. The Sewerage and Waterworks System portion of the bonds were refunded and the 1998 Refunded portions were defeased in 2017.

## Certification of Participation Bonds Outstanding

Certificate of Participation Bond Issue	Balance January 1, 2019	Additions	Principal Reductions	Balance December 31, 2019
<b>2001 COP</b>				
<b>Water Plant Portion</b>	\$685,000	\$0	\$685,000	\$0
<b>Sewerage Improvement Portion</b>	\$345,000	\$0	\$345,000	\$0
<b>Cool Spring Refinancing Portion</b>	\$1,380,000	\$0	\$1,380,000	\$0
<b>Dames Park Portion</b>	\$39,600	\$0	\$39,600	\$0
<b>Stadium Improvement Portion</b>	\$20,400	\$0	\$20,400	\$0
due in varying amounts through 2020; interest ranges from 2.50% - 5.25%				
<b>Total</b>	\$2,470,000	\$0	\$2,470,000	\$0

The City has also entered into a few smaller lease purchase agreements for the acquisition of certain property and equipment, such as postage meters, copy machines, vehicles and exercise equipment.



## Debt Service Fund Budget

Fiscal Year 2020

The Debt Service Fund is used to account for the resources accumulated for the payment of the City's General Obligation debt. Debt repayments for all other bonds are budgeted in the appropriate funds.

The Debt Service Fund revenues are comprised of property tax revenues and interest income. Expenditures are for the principal, interest and fees on outstanding bonds.

### Budget Category Summary

	Actual 2016	Actual 2017	Actual 2018	Projected Budget 2019	Amount Change	Budget 2020	% Change
Debt Service	\$4,177,708	\$3,726,312	\$4,182,403	\$4,251,983	(\$1,999)	\$4,249,984	(0.05%)
Bond Refunding	\$15,022,479	\$0	\$0	\$0	\$0	\$0	0.00%
<b>Total</b>	\$19,200,187	\$3,726,312	\$4,182,403	\$4,251,983	(\$1,999)	\$4,249,984	(0.05%)

### Budget Highlights

In 2019 the City did not issue any additional bonds.

### Budget Category Explanations

#### Debt Service

**\$4,249,984**

The following table shows the 2020 budgeted expenditures for the general obligation bond.

Bond Issue	Principal Payment	Interest Payment	Fees
2016 Justice Facility Bonds	\$1,360,000	\$1,333,564	\$2,000
2017 Civic and O'Day Park Bonds	\$895,000	\$657,420	\$2,000
<b>Total</b>	<b>\$2,255,000</b>	<b>\$1,990,984</b>	<b>\$4,000</b>

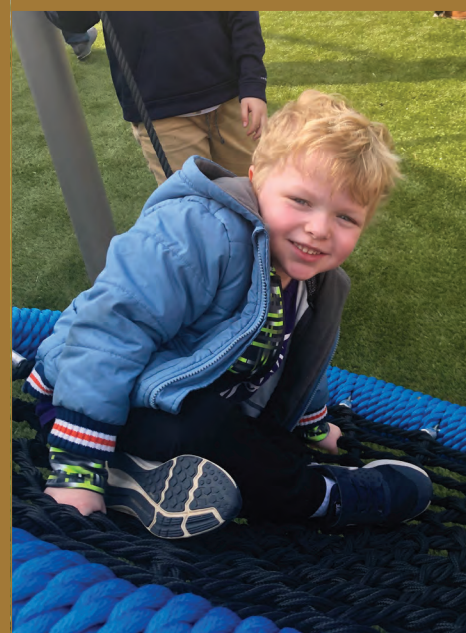


- COMMUNITY DEVELOPMENT BLOCK GRANT FUND
- INMATE SECURITY FUND
- POLICE TRAINING FUND
- PARKS & RECREATION FUND
- RECREATION FUND
- SEWER LATERAL INSURANCE FUND
- STORM WATER FUND
- STREET & ROAD IMPROVEMENT FUND
- TRANSIENT GUEST TAX FUND

# Special Revenue Funds

The Special Revenue section presents the budgeted expenditures for the City's Special Revenue funds and includes the budget category summaries, budget highlights and budget category explanations for the Community Development Block Grant Fund, Inmate Security Fund, Police Training Fund, Parks & Recreation Fund, Recreation Fund, Sewer Lateral Insurance Fund, Storm Water Fund, Street & Road Improvement Fund and Transient Guest Tax Fund.





## Special Revenue Funds

Fiscal Year 2020

The Special Revenue Funds account for revenues collected by the City that will be expended for a designated purpose. The Special Revenue Funds include the Community Development Block Grant Fund, Inmate Security Fund, Police Training Fund, Parks & Recreation Fund, Recreation Fund, Sewer Lateral Insurance Fund, Storm Water Fund, Street & Road Improvement Fund and the Transient Guest Tax Fund. The Waterbury Storm Water CID Fund was dissolved in 2011 but is presented in this section for historical information. The following are summaries of expenditures for each fund. The Recreation Fund and the Street & Road Improvement Fund are outlined in more detail in the Special Revenue Fund Additional Information section following the summary section.

### Community Development Block Grant Fund

The CDBG Fund is established through a Federal Grant to assist low to moderate income residents to maintain their homes. It also funds the emergency homeless prevention program, provides down payment assistance, and helps provide senior transportation within the City limits.

#### Budget Category Summary

	Actual 2016	Actual 2017	Actual 2018	Projected Budget 2019	Amount Change	Budget 2020	% Change
<b>Administration Expenses</b>	\$58,692	\$61,802	\$65,159	\$72,955	\$566	\$73,521	0.8%
<b>Program Expenses</b>	220,926	245,326	210,631	229,164	(4,410)	224,754	(1.92%)
<b>Total</b>	\$279,618	\$307,128	\$275,790	\$302,119	(\$3,844)	\$298,275	(1.27%)

#### Budget Highlights

The Program Expenses will fluctuate each year based on the outstanding projects and new projects expected to be completed.

#### Budget Category Explanations

##### Administration Expenses

**\$73,521**

This category includes salaries, wages and benefits for the Public Assistance Specialist (35%), one Customer Service Rep (28%) and other costs associated with administering the home improvements program.

##### Program Expenses

**\$224,754**

This amount is for the funding expenses to low income residents for home improvements.

## **Inmate Security Fund / (BioMetric Fund)**

The Revenues for the Inmate Security Fund are generated from a \$2.00 charge added to every ticket issued by the City. The funds may be utilized to pay for any expenses related to custody, housing and other prisoner expenses.

### **Budget Category Summary**

	Actual 2016	Actual 2017	Actual 2018	Projected Budget 2019	Amount Change	Budget 2020	% Change
<b>Program Expenses</b>	\$8,562	\$9,159	\$25,063	\$45,200	\$0	\$45,200	0.0%
<b>Total</b>	\$8,562	\$9,159	\$25,063	\$45,200	\$0	\$45,200	0.0%

### **Budget Highlights**

The 2020 budget continues to include funds for a prisoner housing costs.

### **Budget Category Explanations**

#### **Program Expenses**

**\$45,200**

These funds will be used to cover expenses related to housing and feeding prisoners including maintenance, sanitary supplies, court receipt books and Narcan for overdose victims.



## Police Training Fund

The revenues for this fund are distributed to the City from the state of Missouri police training fund which is generated by charging \$2.00 for each moving violation ticket. In addition, the City receives funds from the State of Missouri as a redistribution of monies generated statewide by charging \$1.00 for each moving violation ticket.

### Budget Category Summary

	Actual 2016	Actual 2017	Actual 2018	Projected Budget 2019	Amount Change	Budget 2020	% Change
<b>Professional Expenses</b>	\$21,107	\$29,498	\$22,098	\$30,000	\$0	\$30,000	0.0%
<b>Total</b>	\$21,107	\$29,498	\$22,098	\$30,000	\$0	\$30,000	0.0%

### Budget Category Explanations

#### Profession Expenses

**\$30,000**

The Police Training Fund accounts for the revenues received on citations issued for moving violations. The expenditures budgeted are for police training as set forth by state statute. The amount of training will vary from year to year.

## Parks & Recreation Fund

In April 2008, the residents voted to approve a half-cent Parks Storm Water sales tax. The Sales tax is reported in the Recreation Fund and the Storm Water Fund. The half-cent sales tax went into effect October 1, 2008 and the Parks portion of the City's Property tax was reduced back to zero. Due to this change the Parks & Recreation Fund essentially was reduced to funding from delinquent property tax revenues. All future expenses were moved to the Recreation Fund that is funded with a portion of the new half-cent Sales tax. *(See page 203 for additional information)*

### Budget Category Summary

	Actual 2016	Actual 2017	Actual 2018	Projected Budget 2019	Budget 2020
<b>Transfer to Other Fund</b>	\$0	\$3,336	\$0	\$0	\$0
<b>Total</b>	\$0	\$3,336	\$0	\$0	\$0

## Recreation Fund

The Recreation Fund is funded with a portion of the half-cent Parks Storm Water Sales Tax. The City Council determines how these funds are split with the Storm Water Fund on an annual basis. The Fund also receives the Regional Parks Sales Tax that is collected at a rate of 1/10¢ and disbursed by the county to municipalities based upon population. (See page 204 for additional information)

### Budget Category Summary

	Actual 2016	Actual 2017	Actual 2018	Projected Actual 2019	Amount Change	Budget 2020	% Change
<b>Parks Division</b>	\$2,075,001	\$2,100,056	\$2,234,125	\$2,640,353	\$55,953	\$2,696,306	2.1%
<b>Recreation Division</b>	1,744,248	1,818,811	1,875,570	2,233,901	55,668	2,289,569	2.5%
<b>Facilities Division</b>	236,203	261,142	219,202	238,158	13,298	251,456	5.6%
<b>Fleet Division</b>	45,160	33,217	28,838	74,881	531	75,412	0.7%
<b>Proj Mgmt Division</b>	46,239	127,383	114,936	137,294	(91,677)	45,617	(66.8%)
<b>Capital Expenses</b>	995,025	1,362,032	710,004	1,615,303	(417,253)	1,198,050	(25.8%)
<b>Debt Payments</b>	42,698	44,251	42,344	45,700	(7,930)	37,770	(17.4%)
<b>Transfer to Other Fund</b>	1,118,135	1,229,335	818,195	375,000	275,595	650,595	73.5%
<b>Total</b>	\$6,302,709	\$6,976,227	\$6,043,214	\$7,360,590	(\$391,410)	\$7,244,775	(5.3%)

### Budget Highlights

This Fund is composed of five divisions, Recreation, Parks, Facilities Maintenance, Fleet Maintenance and Project Management. The information above is a summary of the fund by division. There is a more detailed breakdown of expenses within each division towards the end of the Special Revenue tab. Explanations for the changes will be described there.

### Budget Category Explanations

#### **Parks, Recreation, Facilities, Fleet and Project Management Expenses **\$5,358,360****

These expenses include Personnel, Contract Services, Insurance, Maintenance, Operating Supplies, Petroleum, Public Information, and Utilities, Rental expenses for the Parks, Recreation, Facilities Maintenance Divisions, Fleet Maintenance and Project Management Divisions. A more detail listing of these expenses can be found towards the end of the Special Revenue Fund section.

#### **Capital **\$1,198,050****

This category is for parks and recreation projects that are funded in the budget for Fiscal Year 2020. A listing of these projects can be found later in this section and more detail descriptions can be found in the Capital Improvements Program section.

**Debt Payments**

**\$37,770**

These expenses include Principle, Interest and fees associated with the Recreation Fund's portion of the 2001 COP Bonds and 2012 Special Obligation Bonds which was a partial refunding of the 2001 COP Bonds.

**Transfer to Other Fund**

**\$650,595**

This transfer is to the RC Enterprise Fund for fiscal year 2020.



## Sewer Lateral Insurance Fund

The Sewer Lateral Insurance Fund was created in 2009 through a referendum placed on the April 2009 ballot. This fund will account for insurance premiums paid by residential property owners, restricted to 6 units or less, who maintain a sewer lateral. The assessment fee is set annually in August by City Council with a not-to-exceed \$30. The City has contracted with St. Charles County to collect the fee through the same billing utilized for the City's property tax collection.

### Budget Category Summary

	Actual 2016	Actual 2017	Actual 2018	Projected Budget 2019	Amount Change	Budget 2020	% Change
<b>Personnel</b>	\$44,307	\$54,528	\$42,139	\$78,065	\$118,582	\$196,647	151.9%
<b>Contract Services</b>	199,500	141,575	383,577	704,402	(208,794)	495,608	(29.6%)
<b>Insurance</b>	1,403	3,889	12,450	15,030	23,264	38,294	154.8%
<b>Maintenance</b>	0	0	0	0	81,807	81,807	100.0%
<b>Operating Supplies</b>	39	19	28	210	17,246	17,456	8212.4%
<b>Professional Expenses</b>	0	0	0	0	6,085	6,085	100.0%
<b>Public Information</b>	0	230	55	0	500	500	100.0%
<b>Utilities</b>	125	520	622	720	3,245	3,965	450.7%
<b>Petroleum</b>	0	0	0	0	4,250	4,250	100.0%
<b>Rental</b>	0	0	0	0	8,000	8,000	100.0%
<b>Capital Expenses</b>	0	0	0	31,522	726,658	758,180	2305.2%
<b>Debt</b>	0	0	0	0	64,574	64,574	100.0%
<b>Total</b>	\$245,374	\$200,761	\$438,871	\$829,949	\$780,843	\$1,675,366	94.1%

### Budget Highlights

In 2019, the Council adopted a new assessment fee, increasing it \$1.00 to \$30.00. In 2020, the Sewer Lateral Fund will have a full crew and the use of contractor will be reduced. The fund will purchase the needed equipment to provide necessary services.

**Budget Category Explanations**

**Personnel \$196,647**

This category includes the salary and benefits for one Sewer Lateral Program Supervisor (100%), one Utility Crew Leader (100%), one Sr. Utility Worker (100%), two Utility Workers (100%), one Asst. Water and Sewer Superintendent (10%), one Administrative & Budget Coordinator (10%) and one Engineering Administrative Assistant (5%).

**Contract Services \$495,608**

This category is for the costs associated with the sewer lateral repairs, yard and pavement repairs and video investigation.

**Insurance \$38,294**

This amount is allocated to each department, division, or section based upon the number of full-time employees. Coverage includes general liability, machinery, umbrella insurance, errors and omissions, and property insurance.

**Maintenance \$81,807**

This category is for the repairs and maintenance of the equipment used by the division.

**Operating Supplies \$17,456**

Office supplies such as paper and pens, postage, copies, chemicals, uniforms, small tools, safety equipment and miscellaneous supplies needed are funded in this category.

**Professional Expenses \$6,085**

This amount provides funding for dues and subscriptions, training and travel expenses.

**Public Information \$500**

Expenses for the printing informational brochures about the program are funded from this category.

**Utilities \$3,965**

This amount funds utilities including wireless equipment and monthly services.

**Petroleum \$4,250**

This amount includes the costs incurred by Sewer Later Fund vehicles for oil and gas used.

**Rental \$8,000**

This category provides for the rental of equipment that the Storm Water Fund needs, from time to time, and for a printer that is shared with another department.

**Debt Payments \$64,574**

These expenses include Principle, Interest and fees associated with the lease purchase of capital expenses being financed to bring services in-house.

**Capital \$758,180**

This category is for Sewer Lateral Fund items that are funded in Fiscal Year 2020. A listing of these capital items can be found later in this section and more detail descriptions can be found in the Capital Improvements Program section.

## 2020 Capital Outlay for Sewer Lateral Division

<u>Description</u>	<u>Amount</u>
<b>Capital Projects</b>	
None	\$0
	\$0
<b>Capital Items</b>	
Truck	40,271
Dump Truck	150,000
Service Truck	75,800
Lateral Lining Trailer	180,000
Tandem Trailer	24,000
Tilt Trailer	5,500
Enclosed Trailer	7,200
Excavator	104,500
Skid Loader	55,000
Attachments to Skid Loader	7,800
Push Cam/Locator	28,000
Shoring / Trench Box	10,000
Sewer Lateral Cleaner	15,000
Utility Loader (w/attachments)	28,000
	\$731,071
<b>Total Capital for Sewer Lateral Division</b>	<b>\$731,071</b>



## Storm Water Fund

The Storm Water Fund is funded with a portion of the 1/2¢ Parks Storm Water Sales Tax. The City Council determines how these funds are split with the Recreation Fund on an annual basis. This Fund is part of the Public Works Group. The Department determines which projects need to be addressed after careful evaluation and consideration of safety and financial responsibilities. The types of projects determine the in-house Personnel requirements and Professional Services that will be needed. Maintenance expenses are also dependent upon the projects budgeted.

### Fiscal Year 2020 Goals

- I. **LT Plan** – Implement the preventative maintenance inspection program that inspects the internal structure of all manholes (MH) every 10 years (1,400 MH’s per year) and inspects all storm sewer pipes every 10 years (23 miles per year).
- II. **LT Plan** - Preventatively clean all box culverts on a 10-year rotation.
- III. Manage Storm Water Projects budgeted for the fiscal year. (*Major Projects – Strategic Plan*)
- IV. Implement and update plan for a sewer and manhole rehabilitation program.
- V. Devise a plan to budget for and complete the smaller Storm Water Projects in-house.

### Performance Measurements

	<b>Actual 2016</b>	<b>Actual 2017</b>	<b>Actual 2018</b>	<b>Target 2019</b>	<b>Actual 2019</b>	<b>Target 2020</b>
Work Orders Submitted	475	662	306	400	439	425
Work Orders Completed	505	672	302	400	455	425
Public Outreach sessions	13	7	12	6	4	6
Public Outreach participants	1,752	1,187	1,338	500	1,132	1,000

### Previous Year’s Goals

In 2019, the percentage split between Storm Water Fund and Recreation Fund that can be used for future budget years is 25% Storm Water Fund and 75% Recreation Fund. The Department continues the Public Education and Outreach and the Public Participation programs to get citizens more involved with protecting the storm water quality by continuing education sessions, volunteer creek clean-up and storm drain stenciling events.

## Budget Category Summary

	Actual 2016	Actual 2017	Actual 2018	Projected Budget 2019	Amount Change	Budget 2020	% Change
<b>Personnel</b>	\$578,904	\$667,438	\$648,882	\$726,020	\$13,175	\$739,195	1.8%
<b>Contract Services</b>	44,975	2,496	5,595	9,920	(3,775)	6,145	(38.1%)
<b>Insurance</b>	66,777	90,157	97,701	138,542	(5,764)	132,778	(4.2%)
<b>Maintenance</b>	77,979	101,686	134,801	133,258	10,012	143,270	7.5%
<b>Operating Supplies</b>	10,163	19,295	8,733	40,880	(29,890)	10,990	(73.1%)
<b>Professional Expenses</b>	8,421	9,772	14,194	19,635	(753)	18,882	(3.8%)
<b>Public Information</b>	942	1,178	1,968	2,700	0	2,700	0.0%
<b>Utilities</b>	4,687	8,258	7,620	8,750	(116)	8,634	(1.3%)
<b>Petroleum</b>	6,534	6,232	9,199	12,468	5,439	17,907	43.6%
<b>Rental</b>	1,124	887	192	10,000	0	10,000	0.0%
<b>Debt Expenses</b>	1,660,435	332,056	331,490	332,507	9,450	341,957	2.8%
<b>Capital Expenses</b>	1,291,458	821,867	806,511	2,441,586	(1,632,586)	809,000	(66.9%)
<b>Total</b>	\$3,752,399	\$2,061,322	\$2,066,886	\$3,876,266	(\$1,634,808)	\$2,241,458	(42.2%)

## Budget Highlights

The Personnel amount will vary based upon the allocation of wages which is based on the anticipated projects and workload. In 2020 the only change is reducing the Project Manager's portion by 5%. The decrease in Contract Services is due removing landfill expenses. The City is self-insured so Insurance is an estimate based on historical average and any pending, known, claims outstanding. The increase in Maintenance is due to higher Collection System Maintenance anticipated. The decrease in Operating Supplies is due to small tool and safety equipment purchased in 2019 will not be in the 2020 budget. The increase in Petroleum is based on estimated usage and cost for fuel in 2020. The Capital Expenses are mainly for the Special Obligation Bonds issued in 2016 for Capital projects which is almost complete.

## **Budget Category Explanations**

### **Personnel**

**\$739,195**

This category includes the salary and benefits for the Storm Water, the Engineering, the Project Management, the Streets and the Fleet Maintenance Divisions as broken down below:

Storm Water Division expenses consists of one Storm Water Management Coordinator (100%), Storm Water Maintenance Supervisor (100%), one Storm Water Maintenance Crew Leader (100%), one Senior Storm Water Maintenance Worker (100%), four Storm Water Maintenance Workers (100%) and an intern.

Engineering Division expenses consists of Construction Inspector (80%).

Project Management Division expenses consists of one City Engineer (10%), one Asst. City Engineer (30%), Project Manager (60%), one Construction Inspector Supervisor (10%) and one Administrative Assistant (10%).

Streets Division consists of one Public Works Director (10%), one Streets Superintendent (15%), one Operations Coordinator (20%), and one Administrative & Budget Coordinator (20%).

Fleet Division consists of one Fleet Manager (5%), one Fleet Coordinator (5%) and four Mechanics (9%, 6%, 7%, 5%).

### **Contract Services**

**\$6,145**

This category funds the cost for the City's portion of the shared contract for maintenance of the Dardenne Creek gauging stations, pest control and landfill expenses.

### **Insurance**

**\$132,778**

This amount is allocated to each department, division, or section based upon the number of full-time employees. Coverage includes general liability, boiler and machinery, umbrella insurance, errors and omissions, and property insurance.

### **Maintenance**

**\$143,270**

This category is for the repairs and maintenance of various office equipment, collection system, equipment, machinery and vehicles.

### **Operating Supplies**

**\$10,990**

Office supplies such as paper and pens, postage, copies, chemicals, uniforms, small tools, safety equipment and miscellaneous supplies needed are funded in this category.

### **Professional Expenses**

**\$18,882**

This amount provides funding for dues and subscriptions, training and travel expenses.

### **Public Information**

**\$2,700**

Expenses for the Public Outreach Program are funded from this category.

### **Utilities**

**\$8,634**

This amount funds cellular telephone and tablet expenses incurred by the Storm Water Fund.

**Petroleum** **\$17,907**

This amount includes the costs incurred by Storm Water Fund vehicles for oil and gas used.

**Rental** **\$10,000**

This category provides for the rental of equipment that the Storm Water Fund needs, from time to time, and for a printer that is shared with another department.

**Debt Payments** **\$341,957**

These expenses include Principle, Interest and fees associated with the 2009 and 2016 Special Obligation Bonds issued for the Storm Water Fund capital projects.

**Capital** **\$809,000**

This category is for storm water projects that are funded in the budget for Fiscal Year 2020. A listing of these projects and descriptions can be found in the Capital Improvements Program section.

**2020 Capital Outlay for Storm Water Division**

<b><u>Description</u></b>	<b><u>Amount</u></b>
Capital Projects	
Peruque Creek Sift Station Creek Erosion	\$413,000
Repair of Non-Compliant Basins	\$100,000
Tahoe Ct - Flooding and Erosion	\$80,000
Shady Lane Flooding	\$50,000
Laura Hill Dr Drainage Ph 3	\$40,000
Community Sharing Projects	\$20,000
Sundance Drive Flooding	\$5,000
Stage Coach Butternut Ct Erosion	\$5,000
Bramblett - Spring Hill	\$5,000
Sunset Acres Condos	\$5,000
Developer Agreement - 40 DD Sports	\$4,000
	\$727,000
Capital Items	
Vac Truck	\$75,000
Trailer (Grout Mixer)	\$7,000
	\$82,000
<b>Total Capital for Storm Water Division</b>	<b><u><u>\$809,000</u></u></b>

## Street & Road Improvement Fund

The Street and Road Improvement Fund is funded through the half-cent Sales Tax, the State Motor Fuel Sales Tax that is remitted to the Missouri Department of Revenue and allocated to municipalities based on census population, and the Road & Bridge Tax collected and distributed by St. Charles County. This Fund consist mainly of the Street Division with assistance on projects from the Project Management Division, vehicle and rolling stock assistance from the Fleet Maintenance Division mechanic and right-of-way mowing assistance from the Landscaping Division. (see page 217 for additional information)

### Budget Category Summary

	Actual 2016	Actual 2017	Actual 2018	Projected Budget 2019	Amount Change	Budget 2020	% Change
<b>Streets Division</b>	\$4,424,355	\$4,260,580	\$4,816,466	\$5,253,580	\$10,427	\$5,264,007	0.2%
<b>Proj Mgmt Division</b>	662,148	715,796	872,428	945,650	(17,111)	928,539	(1.8%)
<b>Fleet Division</b>	387,539	351,240	305,892	340,068	24,269	364,337	7.1%
<b>Landscaping Division</b>	49,335	76,089	79,710	55,298	18,611	73,909	33.7%
<b>Capital Expenses</b>	4,441,816	14,401,503	7,614,715	17,808,253	(3,398,826)	14,409,427	(19.1%)
<b>Debt Expenses</b>	3,489,302	3,717,316	3,755,892	3,758,909	(135,118)	3,623,791	(3.6%)
<b>Transfer to other fund</b>	0	0	0	0	0	0	0.0%
<b>Total</b>	\$13,454,495	\$23,522,524	\$17,445,103	\$28,161,758	(\$3,497,748)	\$24,664,010	(12.4%)

### Budget Highlights

In 2019, there is a decrease in Project Management due to a restructuring that moved the Public Works Director expenses to the Streets Division. The increase in Fleet is for higher maintenance and petroleum cost. Landscaping in now doing all the right-of way mowing in-house. A list of the projects can be found in the Capital Improvements Program section of this Budget Book. A more detailed breakdown of all the expenses is located towards the end of this Special Revenues section.

### Budget Category Explanations

#### **Street, Project Management, Fleet and Landscaping Expenses**

**\$6,630,792**

These expenses include Personnel, Contract Services, Insurance, Maintenance, Operating Supplies, Petroleum, Public Information, Utilities, and Rental expenses for the four divisions. A more detailed listing of these expenses can be found towards the back of the Special Revenue Fund section.

**Capital Expenses**

**\$14,409,427**

This category is for the street and road projects that are funded in the budget for Fiscal Year 2020. A listing of these projects can be found later in this section and more detail descriptions can be found in the Capital Improvements Program section.

**Debt Service**

**\$3,623,791**

This amount is allocated to cover the debt service payment(s) for projects funded by the Street & Road Improvement Fund revenues.

**Transient Guest Tax Fund**

The Transient Guest Tax Fund was implemented in 1998. The revenues derived in the Transient Guest Tax Fund are managed by the City of O’Fallon Council based upon the recommendations from the O’Fallon Convention & Visitors Bureau (OCVB) committee. They are dedicated to promote tourism which includes support of the Public Venue Fund.

**Budget Category Summary**

	<b>Actual 2016</b>	<b>Actual 2017</b>	<b>Actual 2018</b>	<b>Projected Budget 2019</b>	<b>Amount Change</b>	<b>Budget 2020</b>	<b>% Change</b>
<b>Transfers Out</b>	\$487,000	\$535,290	\$325,000	\$300,000	\$100,000	\$400,000	33.3%
<b>Public Information</b>	56,957	55,084	62,567	69,300	12,835	82,135	18.5%
<b>Projects / Donations</b>	96,872	149,186	192,016	427,855	(42,905)	\$384,950	(10.0%)
<b>Total</b>	\$640,829	\$739,560	\$579,583	\$797,155	\$69,930	\$867,085	8.8%

**Budget Highlights**

The increase in the Transfer Out is due to additional maintenance needed at the stadium to prepare for the new team that will be playing there in 2020. The Transient Guest Tax Fund continues to support the stadium with assistance in promotions and maintenance items. The Projects/Donations expenses will be use on the Heald Home, Art & Culture plan, Stadium events, Veterans Museum improvements and Celebration of Lights storage/workshop maintenance. The Art & Culture second round of artwork selection and installation should occur the spring of 2020.

**Budget Category Explanations**

**Transfer Out**

**\$400,000**

Funds will be transferred to the Public Venue Fund to help support the Stadium.

**Public Information**

**\$82,135**

These funds are direct advertising expenses for commercials, print ads, billboards, etc. to promote tourism.

**Projects / Donations**

**\$384,950**

These funds are for projects the OCVB has identified to promote tourism.

## Special Revenue Fund (Additional Information)

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Due to the size and nature of two of the Special Revenue Funds (Recreation Fund and Street & Road Improvement Fund), it is important to include additional information regarding their budget's expenses.

### Parks and Recreation Fund

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In 2006 the Parks and Recreation Divisions Revenues and Expenses were moved to the Special Revenues Fund. This fund is under the direction of the Parks Board in conjunction with the City Council. Since 2009, the only Revenues for this fund are the Delinquent Property Taxes. The only expense for this fund is the 'Transfer to other funds'. Below is the history of the Parks and Recreation Fund.

Revenues	Actual	Actual	Actual	Projected	Budget
	2016	2017	2018	Budget	2020
Property Tax	\$184	\$0	\$14	\$0	\$0
Interest	4	13	0	0	0
<b>Total</b>	\$188	\$13	\$14	\$0	\$0

Expenses	Actual	Actual	Actual	Projected	Budget
	2016	2017	2018	Budget	2020
Transfer Out	\$0	\$3,336	\$0	\$0	\$0
<b>Total</b>	\$0	\$3,336	\$0	\$0	\$0

The Recreation Fund is where a percentage of the half-cent sales tax (Parks Storm Water sales tax) is recorded. The Council determines the percentage that the used to split the funds between the Recreation Fund and the Storm Water Fund on an annual basis.

## Recreation Fund

In April 2008, the residents voted to approve a half-cent sales tax to fund a Recreation Fund and a Storm Water Fund. The half-cent sales tax went into effect October 1, 2008 and the Parks portion of the City's Property tax was rolled back to zero. Due to this change the Parks and Recreation Fund essentially was reduced to funding from delinquent property tax revenues. All future expenses were moved to the Recreation Fund that is funded with a portion of the new half-cent Sales tax and under the direction of the City Council.

Below is a summary of the Revenues and Expenses. The Revenues are explained in more detail in the 'Revenues & Projections' section of this Budget book. The Expenses are split by Division and explained in more detail in the latter part of this section.

Revenues	Actual 2016	Actual 2017	Actual 2018	Projected Budget 2019	Amount Changed	Budget 2020	% Change
<b>Taxes (Surtax, &amp; Sales)</b>	\$5,068,521	\$4,937,932	\$5,024,007	\$5,120,290	\$48,116	\$5,168,406	0.9%
<b>Charges for Services</b>	983,744	954,402	1,087,321	1,297,041	(3,201)	1,293,840	(0.2%)
<b>Miscellaneous/Interest</b>	170,063	162,436	170,564	165,800	(11,500)	154,300	(6.9%)
<b>Other Financing Sources</b>	431,945	3,336	11,661	10,000	0	10,000	0.0%
<b>Total</b>	\$6,654,273	\$6,058,106	\$6,293,553	\$6,593,131	\$33,415	\$6,626,546	0.5%

Expenses	Actual 2016	Actual 2017	Actual 2018	Projected Budget 2019	Amount Changed	Budget 2020	% Change
<b>Parks Division</b>	\$2,075,001	\$2,100,056	\$2,234,125	\$2,640,353	\$55,953	\$2,696,306	2.1%
<b>Recreation Division</b>	1,744,248	1,818,811	1,875,570	2,233,901	55,668	2,289,569	2.5%
<b>Facilities Maintenance Div.</b>	236,203	261,142	219,202	238,158	13,298	251,456	5.6%
<b>Fleet Maintenance Div.</b>	45,160	33,217	28,838	74,881	531	75,412	0.7%
<b>Project Manager Division</b>	46,239	127,383	114,936	137,294	(91,677)	45,617	(66.8%)
<b>Capital Outlay</b>	\$995,025	\$1,362,032	\$710,004	\$1,615,303	(417,253)	\$1,198,050	(25.8%)
<b>Debt Payment</b>	42,698	44,251	42,344	45,700	(7,930)	37,770	(17.4%)
<b>Transfer Out</b>	1,118,135	1,229,335	818,195	375,000	275,595	650,595	73.5%
<b>Total</b>	\$6,302,709	\$6,976,227	\$6,043,214	\$7,360,590	(\$115,815)	\$7,244,775	(1.6%)

Detail for each division is presented on the following pages.

## **Recreation Fund-Parks & Recreation Department-Parks Division**

The Parks Division is responsible for over 453 acres of parkland. This system is comprised of eight major parks and one smaller facility for leisure activities in the community.

Fort Zumwalt Park, purchased from the state in 1978, is a 48-acre park located off Veteran's Memorial Parkway. Fort Zumwalt Park provides a passive environment for picnics and fishing in the three-acre Lake Whetsel. A one-mile loop road opens the entire park for the public. The park includes pavilions that can be reserved and playground equipment. Within the park are the historic Heald Home and the remains of "Fort Zumwalt" constructed in 1798, making it the first hand-hewn log cabin north of the Missouri River. Fort Zumwalt Park is the site for the annual Celebration of Lights. In 2019, the City purchased approximately 1/3 of an acre property on Plackemeier Drive that backs up to the park near a secondary entrance to the park.

Civic Park is 20 acres and is the oldest park in the City's system. This park is located along the railroad tracks west of Main Street. Civic Park contains Alligator Creek Aquatic Center, the new Krekel Civic Center, Parks and Administrative offices, three playground areas, picnic areas and two pavilions. Civic Park is home to the O'Fallon Historical Society's Log Cabin Museum.

O'Fallon SportsPark is 95 acres located on the west side of Highway K at Dardenne Creek. The O'Fallon SportsPark is a soccer complex with fields for all ages, two concession stands, restrooms, cricket field, parking areas and playgrounds. There are two pavilions available for rent.

Westhoff Park is 65 acres located north of the railroad track and just west of T.R. Hughes Blvd. This park is the home of Brendan's Playground with splash pad and the Westhoff Plaza (skate/bike park). The park also contains seven softball/baseball fields (four are lighted), basketball court, in-line hockey, two pickle-ball courts, one set of horseshoes, tennis courts, sand volleyball, concessions stands, restrooms, pavilion and play areas.

Ozzie Smith Complex is 76 acres located south of Tom Ginnever Blvd and east of T.R. Hughes Blvd boarding the T.R. Hughes Ballpark. There are seven lighted softball/baseball fields, two concessions, restrooms and a play area. This is the home of the annual Heritage and Freedom Festival.

Dames Park is 59 acres and is located south of Highway P in the northern section of the City. It has three lighted football fields: one game field, two full size practice fields, one 80-yard practice field, two pickle-ball courts, concession stands/restrooms, three pavilions and two playground areas.

O'Day Park is 57.5 acres located on mile south of Hwy 40 on the east side of Hwy DD. O'Day Park opened in 2019 and contains the new Lodge, amphitheater, walking trails, one concession stand, two campsites, one adventure playground with water feature and three pavilions.

Knaust Park is 6 acres located off of Sea Side Rd. in Hutchinson Farm subdivision. This is a passive park with a playground, walking path and picnic tables.

In 2007, the City purchased approximately 21 acres of undeveloped park land which is called Winterhaven Park. The land is located on the northwest corner of Mexico Road and Woodlawn Drive.

## Fiscal Year 2020 Goals

- I. Continue to work with IT Department to implement and update 5-year technology plan. (*Management in Progress – Strategic Plan*)
- II. Evaluate field usage at Dames Park. (*Management in Progress – Strategic Plan*)
- III. Continue to work on County Trails Master Plan. (*Management in Progress – Strategic Plan*)
- IV. Monitor the Lake Whetsel construction project in Fort Zumwalt Park. (*Major Projects – Strategic Plan*)
- V. Work with Project Management to on upgrade, improvements and various construction projects budgeted in the parks this fiscal year. (*Major Projects – Strategic Plan*)
- VI. Finalize design and fundraising for a new dog park with the Parks and Recreation Board subcommittee.

## Performance Measurements

	Actual 2016	Actual 2017	Actual 2018	Target 2019	Actual 2019	Target 2020
<b>Host Baseball Tournaments</b>	18	16	20	20	20*	20
<b>Prep for baseball/softball games</b>	3,000	2,820	3,000	3,000	2,900	3,000
<b>Host Flag and Football Leagues</b>	2	1	0	1	0	1**
<b>Prep for Soccer Leagues</b>	3	3	3	3	3	3
<b>Host Festivals</b>	72	65	65	70	56	55

\*Of the 20 booked tournaments, almost 40% cancelled due to inclement weather.

\*\*Football has been on the decline. The fields at Dames are now being rented for soccer, some football practices and lacrosse.

## Previous Year's Goals

In 2019, the Division continues to look for ways to improve the use of technology and is including them in the 5-year budget projections. A new baseball team, O'Fallon Hoots, will be using the Stadium in 2020. Future improvements include the playground safety net for playground and more playground safety surface replacements.

## Budget Category Summary

	Actual 2016	Actual 2017	Actual 2018	Projected Budget 2019	Amount Changed	Budget 2020	% Change
<b>Personnel</b>	\$1,399,217	\$1,408,856	\$1,485,647	\$1,798,695	(\$17,625)	\$1,781,070	(1.0%)
<b>Contract Services</b>	10,973	14,339	12,049	16,820	475	17,295	2.8%
<b>Insurance</b>	262,998	292,614	296,185	362,120	(14,260)	347,860	(3.9%)
<b>Maintenance</b>	109,014	154,541	162,149	151,249	(14,259)	136,990	(9.4%)
<b>Operating Supplies</b>	106,930	122,313	130,011	140,965	(9,525)	131,440	(6.8%)
<b>Petroleum</b>	38,050	35,316	46,005	50,000	13,500	63,500	27.0%
<b>Professional Expenses</b>	5,479	7,057	8,650	7,859	5,611	13,470	71.4%
<b>Public Information</b>	2,731	3,038	1,229	2,850	0	2,850	0.0%
<b>Utilities</b>	181,807	185,666	202,355	242,292	(1,244)	241,048	(0.5%)
<b>Rental</b>	4,041	3,699	4,781	4,797	1,603	6,400	33.4%
<b>Debt Payment</b>	42,698	44,251	42,344	45,700	(7,930)	37,770	(17.4%)
<b>Capital Outlay</b>	954,160	1,589,145	693,468	1,615,303	(463,253)	1,152,050	(28.7%)
<b>Transfer Out</b>	1,118,135	1,229,335	818,195	375,000	275,595	650,595	73.5%
<b>Total</b>	\$4,236,233	\$5,090,170	\$3,903,068	\$4,813,650	(\$231,312)	\$4,582,338	(4.8%)

## Budget Highlights

The decrease in 2020 Personnel is due Project Managers have completed the bulk of their work on the O'Day Park bond project. The decrease in Maintenance is due to less building materials, asphalt, cement and gravel purchases planned in 2020. The decrease in Operating Supplies partly due to cleaning supplies, office supplies and small equipment purchased in 2019 for O'Day Park. The increase in Professional Expenses is due to additional training request. Capital Outlay and Transfer Out budgets fluctuate based upon needs identified in the 5-year plan.

## **Budget Category Explanations**

### **Personnel**

**\$1,781,070**

This category includes the salaries, wages, overtime, and benefits for the Parks Division, Recreation Division and Project Management Division as broken down below:

Parks Division expenses consists of one Parks & Recreation Director (30%), one Parks Superintendent (90%), one Parks Manager (100%), one Budget & Procurement Coordinator (35%), two Parks Maintenance Supervisors (91%), seven Park Crew Leaders (91%), thirteen Parks Maintenance Workers (91%) and seasonal employees.

Recreation Division expenses consists of one Administrative Assistant (35%).

Project Management Division expenses consists of one City Engineer (10%), two Project Managers (15%, 5%) and one Construction Inspector (10%).

### **Contract Services**

**\$17,295**

This account is for A/C, Heating, ice services, portable rest rooms, and exterminating.

### **Insurance**

**\$347,860**

This amount is allocated to the department, division, or section based upon the number of full-time employees. Coverage includes general liability, boiler and machinery, umbrella insurance, errors and omissions, and property insurance.

### **Maintenance**

**\$136,990**

This amount is for the repair and maintenance of Parks equipment and facilities, as well as asphalt, cement, and gravel for the parking lots and streets in the City's parks. It also covers the cost for the top dressing on soccer fields and maintenance of the goal posts.

### **Operating Supplies**

**\$131,440**

This category provides the funding for a wide range of supplies and services. Uniforms and tools for the employees, chemicals and cleaning supplies for the buildings and mosquito control, seed and plants for the parks, and general office supplies for the administrative staff are included in this category. This also includes small equipment, computers, furniture and fixtures that are valued less than \$5,000.

### **Petroleum**

**\$63,500**

This expense is for gas & oil costs incurred by the division.

### **Professional Expenses**

**\$13,470**

This category includes funding for membership dues, subscriptions, and tuition reimbursement for Parks employees. Training and travel expenses are also included in this category.

### **Public Information**

**\$2,850**

Advertising and printing are included in this category. Printing and advertising costs associated with signs, brochures, and mailers are the typical costs incurred.

**Utilities**

**\$241,048**

This amount is for telephones used at the City Parks Shed as well as the streetlights, water and sewer expenses at the parks, concession stands, and various other Parks Section facilities.

**Rental**

**\$6,400**

This amount is allocated for the rental of equipment not routinely used by the staff.

**Debt Payment**

**\$37,770**

This amount is allocated for the principal, interest and fees associated with this funds portion of the 2001 COP & 2012 Special Obligation bonds for Dames Park.

**Capital Outlay**

**\$1,152,050**

This amount is allocated for the Capital Item purchases the division expects to make during the budgeted year.

**2020 Capital Outlay for Parks Division**

<b><u>Description</u></b>	<b><u>Amount</u></b>
Dog Park - Design/Construction	\$350,000
Westhoff Fields (4-7) Design/Construction	\$200,000
Dames Park Creek Improvements	\$95,000
Concrete Path and Parking Lot Curbs	\$68,000
Westhoff Park Maintenance	\$62,700
Backstop Replacement (Ozzie Fields)	\$58,100
Playground Safety Surface	\$45,000
Needs Assessment	\$45,000
Recoat Sports Court (Knaust & Tennis)	\$41,200
Tractor Replacement	\$34,000
Fort Zumwalt Park Back Entrance Design/Construction	\$30,000
Playground Equipment Repairs	\$26,500
Wabash Shop Roadway	\$19,200
Drinking Fountains	\$16,000
Finishing Mower	\$15,500
4X6 Electric Gator	\$14,000
Development Agreement - 40 DD Sports	\$12,000
Resurface/Crack Seal Parking Lot (Depot)	\$10,000
Stand on Aerator	\$9,850
Total Capital	<b><u>\$1,152,050</u></b>

## **Recreation Fund-Parks & Recreation Department-Recreation Division**

The Recreation Division is responsible for the planning and implementing of a myriad of recreation activities that the City sponsors throughout the year. Classes, leagues, and special events are just a few of the activities offered. It coordinates a wide range of adult and youth leagues, multigenerational activities, performing and cultural arts activities.

A recreation brochure is distributed to all City residents in March, June, August, and December with the help of the Public Relations Division. This brochure includes all planned activities, including dates, times, costs, and registration deadlines. Activities offered range from aerobics to youth dance classes, softball to volleyball, youth to senior citizen activities.

### **Fiscal Year 2020 Goals**

- I. Continue to work with IT Department to implement and update 5-year technology plan. *(Management in Progress – Strategic Plan)*
- II. Work with Tourism and Festival Division to develop events in O’Day Park in 2020. *(Management in Progress – Strategic Plan)*
- III. Implements new youth programs with camps at Krekel Civic Center and O’Day Park.
- IV. Continue to research and implement new marketing options to increase opportunities and revenue.
  - a. Evaluate current participation trends and develop marketing strategies for those declining.
- V. Utilizing the adopted Public Arts Plan, evaluate the O’Fallon Theatre Works program and develop a three-year plan to increase revenues and participation and decrease expenses.

### **Performance Measurements**

	<b>Actual 2016</b>	<b>Actual 2017</b>	<b>Actual 2018</b>	<b>Target 2019</b>	<b>Actual 2019</b>	<b>Target 2020</b>
<b>Camp Participants</b>	246	291	244	650	659	700
<b>Number of Trip</b>	8	7	8	9	6	9
<b>Youth League Participants</b>	3,328	2,718	2,568	3,000	2,855	3,000
<b>Adult Softball Teams</b>	220	209	203	220	199	210
<b>Swim Lessons at Alligator Creek*</b>	420	413	439	420	396	420
<b>Theater Participants</b>	1,817	2,374	1,832	1,500	1,643	2,000

\*Includes lessons for the Swim Team.

### **Previous Year’s Goals**

In 2019, O’Day Park opened and the division worked with Tourism and Festivals to introduce new events to this park. New youth programs were implemented at Krekel and O’Day.

## Budget Category Summary

	Actual 2016	Actual 2017	Actual 2018	Projected Budget 2019	Amount Change	Budget 2020	% Change
<b>Personnel</b>	\$1,075,493	\$1,179,349	\$1,165,623	\$1,349,803	(\$8,069)	\$1,341,734	(0.6%)
<b>Contract Services</b>	42,359	38,097	46,318	49,220	930	50,150	1.9%
<b>Insurance</b>	143,316	75,288	130,981	135,943	1,248	137,191	0.9%
<b>Maintenance</b>	17,527	9,134	19,143	46,667	2,000	48,667	4.3%
<b>Operating Supplies</b>	204,759	265,072	188,731	259,675	(13,798)	245,877	(5.3%)
<b>Professional Expenses</b>	18,271	18,882	28,811	23,950	11,888	35,838	49.6%
<b>Public Information</b>	40,366	24,469	25,932	30,650	3,500	34,150	11.4%
<b>Utilities</b>	18,518	22,755	74,994	110,994	42,512	153,506	38.3%
<b>Programs</b>	183,086	185,443	195,037	226,999	15,457	242,456	6.8%
<b>Rental</b>	553	322	0	0	0	0	0.0%
<b>Capital Items</b>	40,865	6,000	16,536	0	46,000	46,000	100.0%
<b>Total</b>	\$1,785,113	\$1,824,811	\$1,892,106	\$2,233,901	\$101,668	\$2,335,569	4.6%

## Budget Highlights

In 2019, the long-time Parks and Recreation Director retired. The new director is expected to come in at a lower pay range. Operating Supplies were purchased in 2019 to start up the O'Day facility so ongoing expenses will even out. The increase in Professional Expenses is for additional training. The increase in Public Information is for advertising. The increase in Utilities is for the lodge in O'Day park. The increase in Programs will be used for the Community Theatre, Soccer, Softball and Day Trips.

## Budget Category Explanations

### **Personnel**

**\$1,341,734**

This category includes the salaries, wages, overtime, and benefits for the Recreation Division, Parks Division and RSC Division as broken down below:

Recreation Division expenses consists of one Recreation Superintendent (50%), one Recreation Manager - Athletics (80%), one Cultural Arts Coordinator (100%), one Recreation Coordinator (20%), five Recreation Specialists (90%, 90%, 90%, 90%), one Administrative Coordinator (65%), four Recreation Assistant (60%, 60%, 60%, 100%), and numerous seasonal employees.

Parks Division expenses consists of one Parks & Recreation Director (25%) and one Budget & Procurement Coordinator (20%).

RC Division expenses consists of two Recreation Coordinators (80%, 20%) and two Recreation Specialists (10%, 10%).

### **Contract Services**

**\$50,150**

This category contains the appropriations for maintenance agreements on office equipment and service agreements for software packages.

### **Insurance**

**\$137,191**

This amount is allocated to the department, division, or section based upon the number of full-time employees. Coverage includes general liability, boiler and machinery, umbrella insurance, errors and omissions, and property insurance.

### **Maintenance**

**\$48,667**

This category is for the repair and maintenance of the buildings and facilities operated and maintained by Recreation.

### **Operating Supplies**

**\$245,877**

This category provides the funding for a wide range of supplies and services including chemicals at Alligator Creek Aquatic Center, tools, cleaning and sanitary supplies, equipment parts, postage, copies, expenses for O'Day Lodge, Krekel Civic Center and the Cultural Arts Center, and general office supplies are all expensed to this category. It also includes expenses related to technology.

### **Professional Expenses**

**\$35,838**

This category provides the funding for dues and subscriptions to the NRPA and MPRA along with employee tuition reimbursements, training and traveling expenses.

### **Public Information**

**\$34,150**

This category includes advertising and printing costs associated with handbooks, fliers, pool passes, and business cards. Advertising for special events, promotions, and brochures are the bulk of this category.

**Utilities**

**\$153,506**

This category includes telephone, electricity and gas expenses.

**Programs**

**\$242,456**

This category provides the funding for the programs sponsored by Recreation. Programs such as Aerobics, Volleyball Leagues and many others are all operated through this account.

**Rental**

**\$000**

This amount is for the costs incurred to lease equipment such as copier or printer.

**Capital Outlay**

**\$46,000**

This amount is for Capital Items to be purchased by the division.

**2020 Capital Outlay for Recreation Division**

<b><u>Description</u></b>	<b><u>Amount</u></b>
Theater Improvements	\$20,000
HVAC Upgrades (Krekel)	\$15,000
ACAC Diving Board	\$11,000
	<hr/>
	<b><u>\$46,000</u></b>



## **Recreation Fund – Facilities Maintenance Division**

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In 2009, the expenses for the Facility Maintenance Division were split between the General Fund, the Recreation Fund and the RSC Fund based on the Fund they are performing maintenance for. The Facilities Maintenance Manager will report to the Administrative Services Director. A portion of the employee wages are split according to the fund they are maintaining. This division covers the upkeep of the Municipal Complex, Parks facilities, RSC and other city facilities and includes minor construction and repairs such as painting, plumbing and electrical repairs. This is the Recreation Fund portion of the division expenses.

Goals and Performance Measurements for this Division are reported in the General Fund section.

### **Budget Category Summary**

	Actual 2016	Actual 2017	Actual 2018	Projected Budget 2019	Amount Change	Budget 2020	% Change
<b>Personnel</b>	\$191,186	\$212,952	\$168,755	\$180,879	\$12,864	\$193,743	7.1%
<b>Contract Services</b>	473	0	0	1,000	0	1,000	0.0%
<b>Insurance</b>	22,297	25,953	33,946	35,679	1,634	37,313	4.6%
<b>Maintenance</b>	21,981	22,132	16,367	20,200	(1,200)	19,000	(5.9%)
<b>Operating Supplies</b>	266	105	134	400	0	400	0.0%
<b>Total</b>	\$236,203	\$261,142	\$219,202	\$238,158	\$13,298	\$251,456	5.6%

### **Budget Highlights**

In 2020, the change in Personnel is due to percentage change based on time study done by the division. There are no other significant changes in the budget.

### **Budget Category Explanations**

#### **Personnel**

**\$193,743**

This category includes the wages, benefits, and overtime for one Facility Maintenance Manager (27%), one Facility Maintenance Supervisor (47%), two Senior Facility Maintenance Workers (84% and 80%), and one Facility Maintenance Worker (55%).

#### **Contract Services**

**\$1,000**

This category includes the cost of contract services for trash removal, ice machine rental, telephone maintenance, custodial services and the HVAC monitoring at the City facilities.

**Insurance**

**\$37,313**

This amount is allocated to each department, division, or section based upon the number of full-time employees. Coverage includes general liability, boiler and machinery, umbrella insurance, errors and omissions, and property insurance. The property insurance for General Fund facilities is also budgeted in this amount.

**Maintenance**

**\$19,000**

This category is for the repairs and maintenance of various shop equipment, and heavy machinery used by the section. This amount also includes building materials needed to repair any of the City's facilities.

**Operating Supplies**

**\$400**

Office supplies such as paper and pens, postage, copies, small tools, voltage meters and other safety equipment and miscellaneous supplies needed by Facilities Maintenance for the Recreation Fund is included in this category.



## Recreation Fund - Fleet Management Division

In 2015, the expenses for the Fleet Management Division were split between the General Fund, the Recreation Fund, Street & Road Improvement Fund, Water Fund, Sewer Fund and the RSC Fund based on the volume of fleet maintenance service calls. The Fleet Maintenance Manager reports to the Administrative Services Director. A portion of the employee wages are split according to the fund they are maintaining. This is the Recreation Fund portion of the division expenses.

Goals and Performance Measurements for this Division are reported in the General Fund section.

### Budget Category Summary

	Actual 2016	Actual 2017	Actual 2018	Projected Budget 2019	Amount Change	Budget 2020	% Change
<b>Personnel</b>	\$20,445	\$15,077	\$2,978	\$31,624	\$2,166	\$33,790	6.8%
<b>Insurance</b>	13,227	5,658	8,375	13,827	945	14,772	6.8%
<b>Maintenance</b>	11,488	12,482	17,485	29,430	(2,580)	26,850	(8.8%)
<b>Total</b>	\$45,160	\$33,217	\$28,838	\$74,881	\$531	\$75,412	0.7%

### Budget Highlights

The change in Personnel is due to percentage change based on time study done by the division. The Maintenance expenses will continue to fluctuate but the fleet software is tracking historical data for each vehicle along with the staff tracking their actual time.

### Budget Category Explanations

#### **Personnel**

**\$33,790**

This category includes the wages, benefits, and overtime for one Fleet Manager (6%), one Fleet Coordinator (6%) and five Mechanics (11%, 6%, 10%, 6%, 1%).

#### **Insurance**

**\$14,772**

This amount is allocated to each department, division, or section based upon the number of full-time employees. Coverage includes general liability, boiler and machinery, umbrella insurance, errors and omissions, and property insurance. The property insurance for General Fund facilities is also budgeted in this amount.

#### **Maintenance**

**\$26,850**

This category is for the repairs and maintenance of various shop equipment, and heavy machinery used by the section. This amount also includes building materials needed to repair any of the City's facilities.

## Street & Road Improvement Fund

The Street & Road Improvement Fund (SRIF) is funded through the half-cent Sales Tax, the State Motor Fuel Sales Tax that is remitted to the Missouri Department of Revenue and allocated to municipalities based on census population, and the County Road & Bridge Tax collected and distributed by St. Charles County. This fund is responsible for the overall maintenance of the City's roadway, bridge, sidewalk and path infrastructure which is valued at over \$400 million. This Fund is comprised of four (4) Divisions; Street, Project Management, Fleet Management and Landscaping.

### Budget Category Summary

Revenues	Actual 2016	Actual 2017	Actual 2018	Projected Budget 2019	Amount Change	Budget 2020	% Change
Cnty Rd & Bridge	\$1,708,883	\$1,635,733	\$1,759,618	\$1,813,219	\$1	\$1,813,220	0.0%
Intergovernmental	3,413,795	7,913,463	3,127,788	9,212,715	618,611	9,831,326	6.7%
Trans Sales Tax	6,178,070	6,222,500	6,278,645	6,415,536	64,156	6,479,692	1.0%
State Motor Fuel	3,166,328	3,202,455	3,200,068	3,239,254	0	3,239,254	0.0%
Miscellaneous	99,659	29,737	60,110	195,744	1,743,255	1,938,999	890.6%
Interest	48,589	105,080	185,454	45,000	0	45,000	0.0%
Other Financing	266,603	2,526,395	626,881	543,604	(13,604)	530,000	(2.5%)
Bond Proceeds	0	8,130,706	0	0	0	0	0.0%
<b>Total</b>	<b>\$14,881,927</b>	<b>\$21,635,363</b>	<b>\$15,238,564</b>	<b>\$21,465,072</b>	<b>\$2,412,419</b>	<b>\$23,877,491</b>	<b>11.2%</b>

Expenses	Actual 2016	Actual 2017	Actual 2018	Projected Budget 2019	Amount Change	Budget 2020	% Change
Street Division	\$4,424,355	\$4,260,580	\$4,816,466	\$5,253,580	\$10,427	\$5,264,007	0.2%
Proj Management Division	662,148	715,796	872,428	945,650	(17,111)	928,539	(1.8%)
Fleet Division	387,539	351,240	305,892	340,068	24,269	364,337	7.1%
Landscaping Division	49,335	76,089	79,710	55,298	18,611	73,909	33.7%
Capital Outlay	4,441,816	14,401,503	7,614,715	17,808,253	(3,398,826)	14,409,427	(19.1%)
Debt Service	3,489,302	3,717,316	3,755,892	3,758,909	(135,118)	3,623,791	(3.6%)
Transfer Out	0	0	0	0	0	0	0.0%
<b>Total</b>	<b>\$13,454,495</b>	<b>\$23,522,524</b>	<b>\$17,445,103</b>	<b>\$28,161,758</b>	<b>(\$3,497,748)</b>	<b>\$24,664,010</b>	<b>(12.4%)</b>

Detail for each division is presented on the following pages.

## SRIF - Public Works Department – Street Division

The Street Division was transferred to the Street & Road Improvement Fund to better reflect the actual cost associated with the City’s infrastructure in 2004. The Street Division reports to the Public Works Director. The Street Maintenance Workers assigned to the Street Division are responsible for, but not limited to, the actual removal of rigid and flexible type pavement sections, grading, sidewalk repairs, curb and gutter repairs and snow removal on all City maintained streets and boulevards. The Street Division also responds to citizens’ concerns and makes appropriate repairs with safety related items taking top priority. The major mission for Street Division is to maintain the City’s infrastructure for safe and pleasant travel for its citizens and visitors alike.

### Fiscal Year 2020 Goals

- I. Work with Project Management to develop a Public Works Complex Master Plan. (*Upgrade City Facilities and Infrastructure – Strategic Plan*)
- II. Utilize GIS maps to track accidents so we know the high accident locations and can develop ways to lower those numbers. (*Focus on Infrastructure – Strategic Plan*)
- III. Work with Project Management on upgrade, improvements and various road projects budgeted in the fund for this fiscal year. (*Major Projects – Strategic Plan*)
- IV. Continue the coordination with MoDOT on the I-70 Outer Road Project.
- V. Continue to create more pedestrian-friendly areas throughout the City, including continuation of ADA improvements at City facilities. (*Financially Sound, High Performing City - Strategic Plan*)

### Performance Measurements

	Actual 2016	Actual 2017	Actual 2018	Target 2019	Actual 2019	Target 2020
Square Yards of Concrete Replaced	18,844	18,400	21,500	20,000	15,900	20,000
Linear Feet -Crack Sealed	46,491	35,668	55,021	30,000	12,181	30,000
Asphalt Replaced (in tons)	904	434	264	500	310	500
Miles of Streets Swept	2,575	2,052	2,300	5,000	1,951	5,000
Sign Requests	171	192	156	200	180	200
Number of Citizen Request	2,186	1,992	2,262	2,500	2,961	2,500
# of Citizen Request Completed	2,245	2,138	2,224	2,400	2,891	2,400
% of Citizen Request Completed	102%	107%	98%	96%	97%	96%
Response time to Complaints	<48hrs	<48hrs	<48hrs	<48hrs	<48hrs	<48hrs
% of Response to Complaints within 48 hrs	100%	100%	100%	100%	100%	100%

## Previous Year's Goals

In 201-, the Division continued to work with the County and State on multiple large road projects. The annual concrete slab replacement program, annual preventive maintenance crack seal program, street creep program and traffic calming continue. The division purchased and installed additional message boards at Civic Park, O'Day Park and at the Justice Center. An engineering firm has been hired to complete a Citywide traffic study . The department is also looking to have a space needs assessment done on the Public Works facilities.

## Budget Category Summary

	Actual 2016	Actual 2017	Actual 2018	Projected Budget 2019	Amount Change	Budget 2020	% Change
<b>Personnel</b>	\$1,908,877	\$1,961,448	\$2,025,694	\$2,179,219	\$81,006	\$2,260,225	3.7%
<b>Contract Services</b>	85,474	49,186	25,507	91,350	(41,450)	49,900	(45.4%)
<b>Insurance</b>	421,611	294,529	413,129	467,019	22,260	489,279	4.8%
<b>Maintenance</b>	424,311	488,568	643,227	735,200	(57,500)	677,700	(7.8%)
<b>Operating Supplies</b>	278,924	165,010	370,352	289,042	76,378	365,420	26.4%
<b>Petroleum</b>	71,911	58,808	101,248	129,457	6,441	135,898	5.0%
<b>Professional Expenses</b>	20,720	10,362	18,632	26,990	4,195	31,185	15.5%
<b>Public Information</b>	602	1,907	2,005	2,200	0	2,200	0.0%
<b>Utilities</b>	1,206,849	1,224,683	1,213,168	1,325,413	(83,213)	1,242,200	(6.3%)
<b>Rental</b>	5,076	6,079	3,504	7,690	2,310	10,000	30.0%
<b>Capital Outlay</b>	4,441,816	14,401,503	7,614,715	17,808,253	(3,398,826)	14,409,427	(19.1%)
<b>Debt Service</b>	3,489,302	3,717,316	3,755,892	3,758,909	(135,118)	3,623,791	(3.6%)
<b>Total</b>	\$12,355,473	\$22,379,399	\$16,187,073	\$26,820,742	(\$3,523,517)	\$23,297,225	(13.1%)

## Budget Highlights

In 2020, the decrease in Contract Services is due to removing debris landfill expenses. The decrease in Maintenance is due to less funds budgeted for concrete material within the operating budget. The increase Operating Supplies is mainly due to an increase in chemicals. The increase in Petroleum is based on actual mileage and estimated fuel cost. The increase in Professional Expenses is for additional training and travel expenses. The decrease in Utilities is due to lower electrical cost anticipated.

## **Budget Category Explanations**

### **Personnel Expenses**

**\$2,260,225**

This category includes the wages, benefits, and overtime for the Street Division consists of one Public Works Director (35%), one Streets Superintendent (85%), three Streets Maintenance Supervisors (100%), one Operations Coordinator (80%), one Traffic Maintenance Technician, seven Streets Maintenance Crewleaders, four Senior Streets Maintenance Workers, sixteen Streets Maintenance Workers, and one Administrative & Budget Coordinator (80%).

### **Contract Services**

**\$49,900**

This funding is for reoccurring services retained by the Street Division.

### **Insurance**

**\$489,279**

This amount is allocated to each department, division, or section based upon the number of full-time employees. Coverage includes general liability, boiler and machinery, umbrella insurance, workers compensation, errors and omissions, and property insurance.

### **Maintenance**

**\$677,700**

This category is for the repairs and maintenance of various shop equipment and heavy machinery, the repairs and maintenance of this division's vehicles.

### **Operating Supplies**

**\$365,420**

This category includes office supplies such as paper and pens, postage, copies, uniforms and clothing for the workers, small tools, road salt, geomelt and hazardous waste removal.

### **Petroleum**

**\$135,898**

Expenses for gasoline and oil are funded in this category.

### **Professional Expenses**

**\$31,185**

This amount includes funds for dues and subscriptions, professional fees, travel and training.

### **Public Information**

**\$2,200**

Advertising and printing are funded in this category. Printing costs associated with public signs and notices, handbooks, and inspection reports are examples of these costs.

### **Utilities**

**\$1,242,200**

This amount provides funding for mobile phone/radio services, electric for streetlights, maintenance facilities and gas for heating maintenance facilities.

### **Rental**

**\$10,000**

This category provides the funding for the rental of equipment that the division needs from time to time, but does not own.

### **Debt Service**

**\$3,623,791**

This amount is allocated to cover the debt service payment(s) for projects funded by the Street & Road Improvement Fund revenues.

**Capital Outlay****\$14,409,427**

This category is for the street and road projects listed on the next page that are funded in the budget for Fiscal Year 2020. For more detailed descriptions, refer to the Capital Improvements Program section of this book.

**2020 Capital Outlay for Street Division**

<b><u>Description</u></b>	<b><u>Amount</u></b>
Capital Projects Funded	
Street Improvements - Concrete Repairs	\$1,500,000
Street Improvements - Asphalt Overlay	\$200,000
Street Improvements - Crack Seal / General Impr	\$185,000
Caledonia	\$4,534,607
Hwy DD Improvements	\$3,836,312
Mexico Road Resurfacing Ph III	\$2,100,000
WingHaven Arterials - Resurfacing	\$1,510,508
Guthrie Road Improvements	\$360,000
Main Street Phase I	\$120,000
Old Hwy N - Phase I	\$116,500
Traffic Calming	\$50,000
ADA Trasistion Plan Project (CDBG Program)	\$30,000
Developer Agreement - 40 DD Sports	\$16,000
Hoff Road Reconstruction	\$10,000
Contractual Services	\$10,000
Paul Renaud Boulevard	\$5,000
Bryan Road Slab Ph III	\$5,000
Bramblett Rd Improvements	\$5,000
West Elm Extension	\$5,000
I-70 Outer Rd Connector	\$5,000
I-70 Outer Road Project Phase 2	\$5,000
Mexico Road Resurfacing Ph II	\$5,000
Total Capital Projects Funded	\$14,613,927
Capitail Items Funded	
Feise Facility and Site Improvements	\$100,500
Dump Truck	\$60,000
Road Message Boards	\$40,000
Snow Equipment	\$30,000
Skid Loader Attachments	\$29,500
Air Compressor	\$20,500
MMU/CM Tester	\$15,000
Total Capital Items Funded	\$295,500
<b>Total Capital for Street Division</b>	<b>\$14,909,427</b>

## SRIF - Public Works Department - Project Management Division

The Project Management Division oversees projects from several funds. The Project Management expenses below are for the cost associated with the managing of the construction projects for the Street & Road Improvement Fund.

Goals and Performance Measurements for this Division are reported in the General Fund section.

### Budget Category Summary

	Actual 2016	Actual 2017	Actual 2018	Projected Budget 2019	Amount Change	Budget 2020	% Change
<b>Personnel</b>	\$457,266	\$548,916	\$631,275	\$647,645	(\$46,333)	\$601,312	(7.2%)
<b>Contract Services</b>	42,306	69,974	75,774	117,000	0	117,000	0.0%
<b>Insurance</b>	38,022	36,082	51,673	56,282	(4,026)	52,256	(7.2%)
<b>Maintenance</b>	101,011	35,347	92,808	98,652	36,298	134,950	36.8%
<b>Operating Supplies</b>	9,578	8,545	8,465	12,000	(4,265)	7,735	(35.5%)
<b>Professional Expenses</b>	10,155	10,324	7,966	9,111	1,915	11,026	21.0%
<b>Utilities</b>	3,534	5,292	4,467	4,960	(700)	4,260	(14.1%)
<b>Rental</b>	276	1,316	0	0	0	0	0.0%
<b>Total</b>	\$662,148	\$715,796	\$872,428	\$945,650	(\$17,111)	\$928,539	(1.8%)

### Budget Highlights

In 2019, the Public Work group went through a restructuring and the Public Works Director was moved to the Street Division and the City Engineer is the Director over Project Management and Engineering Divisions. The decrease in Personnel expenses is due to this and small changes made related to the size and quantity of projects funded in the Street & Road Improvement Fund versus other Funds projects. The increase in Maintenance is due to painting of the signals started in 2019, which will continue in 2020, as well as the yearly upkeep associated with Traffic Signals and other items for the City. The decrease in Operating is due to the replacement of computer equipment being purchased in 2019. The increase in Professional Expenses is due to additional travel and training scheduled.

## **Budget Category Explanations**

### **Personnel Expenses**

**\$601,312**

This category includes the wages, benefits, and overtime for the Project Management Division and the Engineering Division as broken down below:

Project Management Division consists of the City Engineer (Director) (20%), one Asst. City Engineer (50%), one Sr. Project Manager (80%), three Project Managers (90%, 25%, 5%), one Construction Inspector Supervisor (70%), and one Traffic Signal Technician (100%), one Administrative Assistants (50%) and a Seasonal Summer Engineering Intern.

Engineering Division consists of the two Construction Inspectors (90%, 80%)

### **Contract Services**

**\$117,000**

This funding is for reoccurring services retained by the Project Management Division.

### **Insurance**

**\$52,256**

This amount is allocated to each department, division, or section based upon the number of full-time employees. Coverage includes general liability, boiler and machinery, umbrella insurance, worker's compensation, errors and omissions, and property insurance.

### **Maintenance**

**\$134,950**

This category is for the repairs and maintenance of street signs, traffic signal, street lighting and various shops and other equipment utilized in the performance of these tasks.

### **Operating Supplies**

**\$7,735**

This category includes office supplies such as paper and pens, postage, copies, uniforms and clothing for the workers, small tools, and hazardous waste removal.

### **Professional Expenses**

**\$11,026**

This amount includes funds for dues and subscriptions, professional fees, travel and training.

### **Utilities**

**\$4,260**

This amount provides funding for monthly cell phone, tablets and internet services.

### **Rental**

**\$000**

This category provides the funding for the rental of equipment that the division needs from time to time, but does not own.

## SRIF – Fleet Maintenance Division

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In 2015, the expenses for the Fleet Maintenance Division were split between the General Fund, the Recreation Fund, Street & Road Improvement Fund, Water Fund, Sewer Fund and the RSC Fund based on the volume of fleet maintenance service calls. The Fleet Maintenance Manager reports to the Administrative Services Director. A portion of the employee wages are split according to the fund they are maintaining. The expenses in this section cover the Personnel and equipment utilized within the Street & Road Improvement Fund.

Goals and Performance Measurements for this Division are reported in the General Fund section.

### Budget Category Summary

	Actual 2016	Actual 2017	Actual 2018	Projected Budget 2019	Amount Change	Budget 2020	% Change
<b>Personnel</b>	\$199,886	\$194,308	\$175,950	\$197,028	(\$4,905)	\$192,123	(2.5%)
<b>Insurance</b>	102,849	69,556	20,661	27,988	1,626	29,614	5.8%
<b>Maintenance</b>	84,804	87,376	109,281	115,052	27,548	142,600	23.9%
<b>Total</b>	\$387,539	\$351,240	\$305,892	\$340,068	\$24,269	\$364,337	7.1%

### Budget Highlights

The Personnel Expenses will fluctuate annually based on the history of the vehicles and expected maintenance, all accounted for with the fleet software. The Maintenance costs increased as expected based on the size and age of the fleet for this fund.

### Budget Category Explanations

#### **Personnel Expenses**

**\$192,123**

This category includes the wages, benefits, and overtime for one Fleet Manager (37%), one Fleet Coordinator (37%) and five Mechanics (50%, 52%, 40%, 52%, 1%).

#### **Insurance**

**\$29,614**

This amount is allocated to each department, division, or section based upon the number of full-time employees. Coverage includes general liability, boiler and machinery, umbrella insurance, worker's compensation, errors and omissions, and property insurance.

#### **Maintenance**

**\$142,600**

This category is for the repairs and maintenance of various shop equipment, heavy machinery and vehicles (for the Street & Road Improvement Fund).

## SRIF – Landscaping Division

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The Landscaping Division assists with right-of-way mowing and tree trimming to maintain line of sight throughout the City. The expenses in this section cover the Personnel and equipment utilized by the division for the right-of-way mowing and tree trimming.

Goals and Performance Measurements for the Landscaping Division are reported in the General Fund section.

### Budget Category Summary

	Actual 2016	Actual 2017	Actual 2018	Projected Budget 2019	Amount Change	Budget 2020	% Change
<b>Personnel</b>	\$4,962	\$5,129	\$5,270	\$43,027	\$17,831	\$60,858	41.4%
<b>Contract Services</b>	43,757	70,375	73,934	3,534	(3,534)	0	(100.0%)
<b>Insurance</b>	616	585	506	8,737	4,314	13,051	49.4%
<b>Total</b>	\$49,335	\$76,089	\$79,710	\$55,298	\$18,611	\$73,909	33.7%

### Budget Highlights

In 2019, the Landscaping Division took over all the right-of-way mowing. This eliminated the Contract Services used in previous years and increased the Personnel expenses.

### Budget Category Explanations

#### Personnel Expenses

**\$60,858**

This category includes the wages, benefits, and overtime for one Landscaping Manager (8%), one Landscaping Supervisor (15%) and two Landscape Workers (33%).

#### Contract Services

**\$000**

This amount is for charges for contract services such as mowing, mulch spraying around highway interchanges beds, mulch application in parks, large tree removal, large tree transplanting.

#### Insurance

**\$13,051**

This amount is allocated to each department, division, or section based upon the number of full-time employees. Coverage includes general liability, boiler and machinery, umbrella insurance, worker's compensation, errors and omissions, and property insurance.





JUSTICE FACILITY FUND  
PARKS IMPROVEMENT FUND

# Capital Project Funds

This section identifies capital projects established to account for the cost of capital improvements.



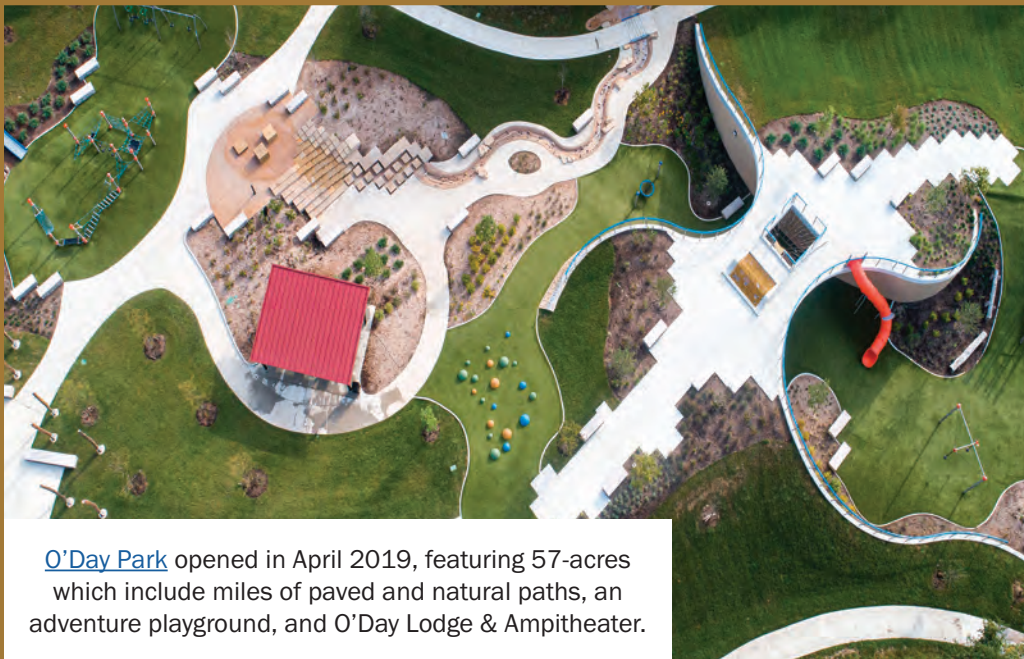
A renovated Alligator's Creek Aquatic Center opened on Memorial Day weekend 2018. [Learn more.](#)

[Learn more about the new Krekel Civic Center, which opened in September 2018.](#)



## Krekel Civic Center and O'Day Park

On August 2, 2016, voters approved funding for the park improvement bonds to include upgrading Alligator's Creek Aquatic Center, building a new Civic Park facility and developing O'Day Park. Construction for these projects started in 2017.



[O'Day Park](#) opened in April 2019, featuring 57-acres which include miles of paved and natural paths, an adventure playground, and O'Day Lodge & Ampitheater.

## Capital Project Funds

The Capital Project Funds – Justice Facility Fund was created in 2015 and the Parks Improvement Fund in 2016. In 2016, Bonds were issued to cover the cost of the Justice Center design, construction, furniture and fixtures along with a few other necessary capital items. In 2017, additional bonds were issued to cover the cost of a new bathhouse, recreation program facility and expansion of the Alligator Creek Aquatic Center at Civic Park. In addition, the bonds will be used for the construction of facilities and amenities at O’Day Park.

### Budget Category Summary

REVENUES	Actual 2016	Actual 2017	Actual 2018	Projected Budget 2019	Amount Changed	Budget 2020	% Changed
Operating Transfer In	\$500,000	\$350,000	\$0	\$0	\$0	\$0	0%
Interest	49,754	172,109	179,339	32,000	(32,000)	0	(100.00%)
Bond Proceeds	29,970,590	21,778,017	0	0	0	0	0%
<b>Total</b>	<b>\$30,520,344</b>	<b>\$22,300,126</b>	<b>\$179,339</b>	<b>\$32,000</b>	<b>(\$32,000)</b>	<b>\$0</b>	<b>(100.00%)</b>

EXPENDITURES	Actual 2016	Actual 2017	Actual 2018	Projected Budget 2019	Amount Changed	Budget 2020	% Changed
Justice Center Design/Construction	\$21,676,021	\$4,272,916	\$261,320	\$32,098	(\$32,098)	\$0	(100.00%)
Parks Improvement Design/Construction	15,080	19,612,653	2,215,896	891,319	(891,319)	\$0	(100.00%)
Cost of Issuance	229,611	214,239	0	0	0	0	0%
<b>Total</b>	<b>\$21,920,712</b>	<b>\$24,099,808</b>	<b>\$2,477,216</b>	<b>\$923,417</b>	<b>(\$923,417)</b>	<b>\$0</b>	<b>(100.00%)</b>

### Budget Highlights

In 2017, the Parks Improvement Bonds were issued. These funds will track all expenses related to the design, construction and all necessary capital expenses to make the facilities operational and improvements to parks. In 2018 the Civic Park improvements were completed and the Krekel Civic Center was opened. The construction in O’Day Park was completed in 2019. The Justice Center was opened to the public in November 2017. The operating expenses for the Justice Center can be found in the General Fund – Police Department and Facilities Maintenance Division budgets. Operating expenses for the Parks Improvements will be found in the Recreation Fund – Parks and Recreation Divisions budgets.

## Budget Category Explanations

### Justice Center Capital Outlay

\$000

This category is for the Justice Center projects listed below that are funded in the budget for Fiscal Year 2020.

### Parks Improvement Capital Outlay

\$000

This category is for the Parks Improvement projects listed below that are funded in the budget for Fiscal Year 2020.

## 2020 Capital Outlay Capital Project Funds

<u>Description</u>	<u>Amount</u>	
Justice Center Construction Completed	\$0	
	<hr/>	\$0
Parks Improvements Expenses Encumbered	\$0	
	<hr/>	\$0
Total Capital Project	<hr/> <hr/>	<b>\$0</b>



GENERAL FUND  
SPECIAL REVENUE FUNDS  
CAPITAL PROJECT FUNDS  
ENTERPRISE FUNDS

# Capital Improvements Program

This section identifies the items or projects incorporated in the current Fiscal Year Budget briefly describes the items or projects, lists the budgeted amounts, the fund to which it is budgeted, and the department/division responsible for administering the expenditure.





The Capital Improvements Program involves expenditures from multiple funds. A summary of the breakdown by Fund and by Department (meaning Department or Division) can be found in the Budget Summary Section/Tab. The following are project descriptions and additional information for each capital expenditure for Fiscal Year 2020.

The City’s Financial Policy defines assets as ‘items that have a benefit to the City for more than a single fiscal period’. In this section, the capital expenditures described is an asset or project that will have a useful life of at least one year and a minimum value of \$5,000.

**General Fund (Capital Expenditure Fund)**

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The following provides a description of each capital expenditure, including cost, and responsible group/department/division.

1. ERP (Enterprise Resource Planning) System

This project will eliminate numerous manual and repetitive processes, improve data quality and accuracy, improve timely decision making and help the City to avoid adding headcount to support the existing inefficient processes. The City currently utilizes a number of disparate and disconnected systems that are not integrated with one another causing inefficiencies spanning a variety of departments and divisions. **Future Budget Impact:** *After the initial cost to start up, there will be annual maintenance costs for the system. This cost will be partially offset as replaces other inefficient systems. These costs have been incorporated into the City’s 5-year CIP.*

Cost: \$ 1,907,483  
Department: Information Technologies Department

2. Phone System Upgrade

This expense is for the cost to upgrade the City’s phone system. The City’s current system relies on legacy PRI (primary rate interface) connections. The new system will allow the City to eliminate the cost of PRIs. Annual maintenance costs are estimated at \$2,000. **Future Budget Impact:** *The ROI (return on investment) is estimated to be 6 months or less. The City is expecting to save over \$48,000 annually after the initial ROI. These cost savings have been incorporated into the City’s 5-year CIP.*

Cost: \$ 20,500  
Department: Information Technologies Department

3. Development Agreement – Sport LLC

This expense is for the City adopted Ordinance No. 6263 authorizing the execution of a Development Agreement between the City of O’Fallon and 40DD Sports LLC. The total annual estimated expense of \$64,000 will be split over four funds in the same proportion sales taxes are allocated (General Fund \$32,000; Street & Road Improvement Fund \$16,000; Recreation Fund \$12,000; and Storm Water Fund \$3,000). **Future Budget Impact:** *The terms of this agreement is 10 years. This expense has been incorporated into the City’s 5-year CIP.*

Cost: \$ 32,000  
Department: Finance Department

4. Basin Clean-up

This expense is for the one-time cost to clean-up the two basins prior to transferring the common ground areas to the lot owners at the Corporate Center. After the clean-up and the transfer, the City will only own the lot within the industrial park with the City’s cell tower on it. **Future Budget Impact:** *The City will be also be responsible for the annual lot owner’s association fees once it is established.*

Cost: \$ 50,000  
Department: Police Department

5. Building/Code Enforcement Vehicles (2)

This expense is for the purchase of two (2) Code Enforcement vehicles to replace two aging vehicles. The aging vehicles will be used as trade-in or sold on GovDeals.com, whichever is more cost effective. **Future Budget Impact:** *Maintenance is expected to be lower while under warranty.*

Cost: \$ 50,564  
Department: Fleet Management Division – Building/Code Enforcement

6. Engineering Vehicle (1)

This expense is for the purchase of one Construction Inspector vehicle to replace an aging vehicle. The aging vehicle will be used as trade-in or sold on GovDeals.com, whichever is more cost effective. **Future Budget Impact:** *Maintenance is expected to be lower while under warranty.*

Cost: \$ 32,773  
Department: Fleet Management Division – Building/Code Enforcement

7. Police Vehicles (7)

This expense is for the purchase of seven (7) patrol vehicles for the Police Department. Two of the seven will be Hybrid HEV as requested by the Council in their strategic plan. Four of the vehicles will have full cages and three will have half cages in the backseat area. There are seven existing vehicles that are no longer cost effective to repair and will be used as trade-in or sold on GovDeals.com, whichever is more cost effective. **Future Budget Impact:** *Maintenance is expected to be lower while under warranty.*

Cost: \$ 440,521  
Department: Fleet Management Division – Police

8. Criminal Investigation Explorer Vehicle (1)

This expense is for the purchase of one Criminal Investigation vehicle to replace an aging vehicle. The aging vehicle will be used as trade-in or sold on GovDeals.com, whichever is more cost effective. **Future Budget Impact:** *Maintenance is expected to be lower while under warranty.*

Cost: \$ 37,075  
Department: Fleet Management Division – Police

9. Command Explorer Vehicle (1)

This expense is for the purchase of one Command Explorer vehicle to replace an aging vehicle. The aging vehicle will be used as trade-in or sold on GovDeals.com, whichever is more cost effective. **Future Budget Impact:** *Maintenance is expected to be lower while under warranty.*

Cost: \$ 36,670  
Department: Fleet Management Division – Police

10. SWAT Explorer Vehicle (1)

This expense is for the purchase of one SWAT vehicle to replace an aging vehicle. The aging vehicle will be used as trade-in or sold on GovDeals.com, whichever is more cost effective. **Future Budget Impact:** *Maintenance is expected to be lower while under warranty.*

Cost: \$ 60,504  
Department: Fleet Management Division – Police

## 11. City Hall Renovations

This expense is to fund the renovations (design, construction and furnishings) of the City Municipal Centre vacated by the Police Department and subsequent movement of departments. The intent of the project is to upgrade and improve the safety of the building throughout for staff, improve customer interaction and improve the efficiencies and consistencies of everyday work by providing the appropriately sized and necessary outfitted spaces for staff. **Future Budget Impact:** *Operational costs and potential savings will be evaluated throughout the design process to determine what should or can be completed within the available budget. The potential cost and savings are incorporated into the 5-year CIP.*

Cost: \$ 2,700,000  
Department: Facilities Maintenance Division

## 12. Clock Tower Upgrades

This expense is for the replacement of outdated and obsolete controller and to add LED light kit for canister clock faces. **Future Budget Impact:** *Maintenance is expected to be lower but no major impact to the 5-year CIP.*

Cost: \$ 12,639  
Department: Facilities Maintenance Division

## 13. City Hall Brick Repair and Tuck-pointing

This expense is for the cost to tuck-point a section of the north outside wall plus brick repair on the west side wall. **Future Budget Impact:** *Other areas of the buildings will need repair over the years and the 5-year CIP does account for this.*

Cost: \$ 27,800  
Department: Facilities Maintenance Division

## 14. Sidewalk Repair at City Hall

This expense is for the cost to replace sidewalks in front of City Hall. **Future Budget Impact:** *No impact in future budgets is expected. Replacement of sidewalks in other areas will be budgeted as needed.*

Cost: \$ 14,400  
Department: Facilities Maintenance Division

15. Sidewalk Addition

This expense is for the cost to add a sidewalk next to recycle dumpsters. **Future Budget Impact:** *No impact is expected in future budgets.*

Cost: \$ 1,740  
Department: Facilities Maintenance Division

16. City Hall Dumpster Enclosure

This expense is for the design and build of a dumpster enclosure for the City Hall complex. The cost includes design, concrete pad and fencing. **Future Budget Impact:** *Having a dumpster on-site will be more efficient for staff by eliminating the need to truck the trash to the next closest dumpster over a mile away, three times a week. Impact to future budgets will be minimal for the next 5 years.*

Cost: \$ 45,000  
Department: Facilities Maintenance Division

17. Overflow Parking Lot

This expense is for the cost to do a 2-inch mill and fill on the overflow parking lot and restripe the parking spots. **Future Budget Impact:** *Minimal maintenance is expected in the next 5 years and may include resealing the lot.*

Cost: \$ 9,685  
Department: Facilities Maintenance Division

**Total Capital - General Fund**

**\$5,479,354**

## Special Revenue Funds - Recreation Fund

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The following provides a description of each capital expenditure, including cost, and responsible department/division.

### 1. Development Agreement – Sports LLC

This expense is for the City adopted Ordinance No. 6263 authorizing the execution of a Development Agreement between the City of O’Fallon and 40DD Sports LLC. The total annual estimated expense of \$64,000 will be split over four funds in the same proportion sales taxes are allocated (General Fund \$32,000; Street & Road Improvement Fund \$16,000; Recreation Fund \$12,000; and Storm Water Fund \$3,000). **Future Budget Impact:** *The terms of this agreement is 10 years. This expense has been incorporated into the City’s 5-year CIP.*

Cost: \$ 12,000  
Department: Recreation Fund

### 2. Diving Board Frame

This appropriation is for the cost to purchase new frame for the diving board due to deterioration. **Future Budget Impact:** *The life span of the frame is estimated at 15 years. Minimal maintenance is expected in the next 5 years.*

Cost: \$ 11,000  
Department: Recreation Division

### 3. HVAC Upgrades

This appropriation is for the cost to upgrade the HVAC software at the Krekel Civic Center. **Future Budget Impact:** *This software will allow maintenance staff to work more efficiently by monitoring and adjusting settings remotely. Minimal maintenance is expected in the next 5 years.*

Cost: \$ 15,000  
Department: Recreation Division

### 4. Theatre Improvements

This appropriation is for the cost to have an architectural service assist with the design, documents, permits, stage locations, corridors, bidding and/or negotiating construction costs for a Black Box theatre performance space. **Future Budget Impact:** *Minimal maintenance is expected in the next 5 years.*

Cost: \$ 20,000  
Department: Recreation Division

5. Resurfacing Parking Lots – Depot

This appropriation is for the cost to overlay asphalt and striping of the existing parking at the Depot. **Future Budget Impact:** *Minimal maintenance is expected for this lot in the next ten years. Resurfacing of other lots within the Recreation Fund are accounted for in the 5-year CIP.*

Cost: \$ 10,000  
Department: Parks Division

6. Backstop & Fencing Replacements

This appropriation is for cost to replace the backstops, dugout structures and fences of selected baseball diamonds in Ozzie Smith Sports Complex. All backstops and fencing will be replaced over five years. Two fields will be done in 2020. From 2021 – 2023 only one field per year will be budgeted for. **Future Budget Impact:** *From 2021 – 2023 less than \$28,000 is anticipated for each year.*

Cost: \$ 58,100  
Department: Parks Division

7. Safety Surface

This appropriation is for cost to replace existing safety tiles on the playground. The existing tiles are pulling apart and showing heavy wear. Estimated life of the new surface is 10 years. **Future Budget Impact:** *Minimal maintenance is expected for this site in the next ten years. Other sites within the Recreation Fund are accounted for in the 5-year CIP. The 2021 budget will include \$50,000 for Westhoff playground and 2023 is scheduled to include \$100,000 for Brendan’s Playground.*

Cost: \$ 45,000  
Department: Parks Division

8. Dames Park – Creek Improvements

This appropriation will cover the cost to improve the creek in Dames Park including bank stabilization. **Future Budget Impact:** *Minimal maintenance is expected for this site in the next ten years.*

Cost: \$ 95,000  
Department: Parks Division

9. Dog Park - Construction

This appropriation is for the cost to construct the dog park that is being designed in 2019. **Future Budget Impact:** *Operating costs have been included in the 5-year CIP. Minimal maintenance is expected for this site in the next ten years.*

Cost: \$ 350,000  
Department: Parks Division

#### 10. Playground Repairs – Brendan’s Playground

This appropriation is for the cost to replace the fencing around the playground. The current fencing is aluminum and is showing its wear and tear. It is also becoming difficult to find matching replacement panels. The new fence will be steel and should hold up better to the environment it is being exposed to. ***Future Budget Impact:*** *Minimal maintenance is expected for this since it is a replacement item. The expected life of the new fence is fifteen years.*

Cost: \$ 26,500  
Department: Parks Division

#### 11. Recoat Sports Courts

This appropriation is for cost to reseal the tennis courts at Westhoff Park and the multi-use court at Knaust Park. ***Future Budget Impact:*** *The reseal is expected to last six years. Minimal maintenance is included in the 5-year CIP.*

Cost: \$ 41,200  
Department: Parks Division

#### 12. Westhoff Fields 4-7 Design

This appropriation is for the cost to design the arrangement of fields 4, 5, 6 & 7 at Westhoff Park and the placement on concessions stands and parking. ***Future Budget Impact:*** *Construction and operating costs have been included in the 5-year CIP. Minimal maintenance is expected for this site, after construction, in the next ten years.*

Cost: \$ 200,000  
Department: Parks Division

#### 13. Concrete Paths and Parking Lot Curbs

This appropriation is for the cost to replace all of the asphalt curbs at Ozzie then overlay the parking lot the following year. ***Future Budget Impact:*** *Minimal maintenance is expected for this lot in the next ten years. The overlay of the lot the following year is expected to be \$210,000 and is accounted for in the 5-year CIP.*

Cost: \$ 68,000  
Department: Parks Division

#### 14. Wabash Shop Roadway

This appropriation is for the cost to concrete a gravel road in Westhoff Park that leads to the main shop for Parks Division. ***Future Budget Impact:*** *Minimal maintenance is expected over the next 10 years. It will eliminate the need to re-gravel the roadway after spring flooding and vehicles will stay cleaner.*

Cost: \$ 19,200  
Department: Parks Division

#### 15. Westhoff Park Maintenance Building Renovations

This appropriation is for the cost to for improvements to the old maintenance building located in Westhoff Park. The improvements would include new fencing, gate and opener as well as roofing materials, paint and lumber. Staff will be doing the renovations. ***Future Budget Impact:*** *Minimal maintenance is expected over the next 10 years.*

Cost: \$ 62,700  
Department: Parks Division

#### 16. Zumwalt Park Back Entrance Design/Construction

This appropriation is for the cost to design/construct a second entrance into Zumwalt Park. This entrance will provide additional parking area and assist with needs for special events in the park. ***Future Budget Impact:*** *Minimal maintenance is expected over the next 10 years.*

Cost: \$ 30,000  
Department: Parks Division

#### 17. Needs Assessment

This appropriation is for the cost to survey the community and ensure their recreational needs are being met. This would include a statistically valid survey of at least 300 guaranteed survey responses and 4-6 stakeholder meetings and 2 public meetings. The last assessment was done in 2010. ***Future Budget Impact:*** *This will depend upon the results of the survey and the availability of funds in the 5-year CIP and beyond.*

Cost: \$ 45,000  
Department: Parks Division

#### 18. Gator

This appropriation is for the cost to replace a gator utility cart that is used to access areas of the parks that not accessible by truck to perform daily routine inspection and maintenance such as hauling equipment and materials and security at events. **Future Budget Impact:** *Minimal maintenance is expected since this is a replacement. The estimated life of the equipment is 5 years. Based on the equipment maintenance replacement schedule, the division will replace one – two every years and is accounted for in the 5-year CIP.*

Cost: \$ 14,000  
Department: Parks Division

#### 19. Tractor

This appropriation is for the cost to purchase a tractor to replace a 25-year old tractor. **Future Budget Impact:** *Minimal maintenance is expected since this is a replacement. The estimated life of the equipment is 15 years.*

Cost: \$ 34,000  
Department: Parks Division

#### 20. Finishing Mower

This appropriation is for the cost to purchase a finishing mower that will be used primarily at Sports Park. **Future Budget Impact:** *Minimal maintenance is expected. This equipment should help reduce staff's time in this area by 5+ hours a week during mowing season. The estimated life of the equipment is 10 years.*

Cost: \$ 15,500  
Department: Parks Division

#### 21. Stand on Aerator

This appropriation is for the purchase of a stand on aerator that will assist staff with aerating the turf in tight places throughout the parks. **Future Budget Impact:** *Minimal maintenance is expected. The estimated life of the equipment is 10 years.*

Cost: \$ 9,850  
Department: Parks Division

22. Drinking Fountains (3)

This appropriation is for the cost to replace the drinking fountains at Brendan’s Playground since new parts are no longer available. The new fountains will include a child height one. ***Future Budget Impact:*** *Minimal maintenance is expected over the next 10 years.*

Cost: \$ 16,000  
Department: Parks Division

**Total Capital - Recreation Fund**

**\$1,338,050**



## Special Revenue Fund - Storm Water Fund

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The following provides a description of each capital expenditure, including cost, and responsible department/division.

### 1. Development Agreement – Sports, LLC

This expense is for the City adopted Ordinance No. 6263 authorizing the execution of a Development Agreement between the City of O’Fallon and 40DD Sports LLC. The total annual estimated expense of \$64,000 will be split over four funds in the same proportion sales taxes are allocated (General Fund \$32,000; Street & Road Improvement Fund \$16,000; Recreation Fund \$12,000; and Storm Water Fund \$3,000). **Future Budget Impact:** *The terms of this agreement is 10 years. This expense has been incorporated into the City’s 5-year CIP.*

Cost: \$ 4,000  
Department: Storm Water

### 2. Grout Trailer - Mixer

These funds will be used to purchase a new grout trailer with mixer. This equipment has the ability to pump grout, spray inlets and spin-cast pipes. **Future Budget Impact:** *Minimal maintenance is expected since this is a replacement. The estimated life of the equipment is 5 years.*

Cost: \$7,000  
Department: Storm Water

### 3. Vac Truck

These funds will be used to purchase a new Vac truck (Jetter truck) used to remove debris and to clean the City’s sewer system. This truck will be utilized and expensed by three funds: \$195,000 Water, \$195,000 Sewer and \$75,000 Storm Water. The aging truck will be used as trade-in or sold on GovDeals.com, whichever is more cost effective. **Future Budget Impact:** *Minimal maintenance is expected since this is a replacement. The estimated life of the equipment is 5 years.*

Cost: \$75,000  
Department: Storm Water

### 4. Community Sharing Projects

This appropriation will assist with in-house build/design projects that residents will participate in. **Future Budget Impact:** *No impact to future budgets is expected on the project(s).*

Cost: \$20,000  
Department: Storm Water

5. Sunset Acres Condos (PL1) – Flooding (2016 Bond Project)

This appropriation provides funding for the design in 2016, construction in 2017 and clean up expenses to close out project (2020). **Future Budget Impact:** *No impact to future budgets is expected on the project(s).*

Cost: \$5,000  
Department: Storm Water

6. Peruque Creek Lift Station Creek Erosion #2 (2016 Bond Project)

This project addressed the creek bank erosion behind Peruque Creek Lift Station to provide creek bank stabilization along the concerned area. This appropriation provided funding for the design in 2017 then construction started in 2018 but was put on hold in 2019. In 2020, construction will resume to complete the project. **Future Budget Impact:** *2021 may have clean-up cost to close out the project but no other impact to future budgets is expected on the project(s).*

Cost: \$413,000  
Department: Storm Water

7. Shady Lane Flooding

This project will look into installing new and larger storm sewers and pipes to eliminate the flooding. This road is in an older part of the City that has no storm sewers in the yards of the properties. This appropriation provides funding for the design in 2020, construction in 2021 and clean up expenses to close out project (2022). **Future Budget Impact:** *Construction cost in 2021 are estimated at \$225,000 and there may be clean-up cost to close out the project in 2022 that are in the 5-year CIP. No other impact to future budgets is expected on the project(s)*

Cost: \$50,000  
Department: Storm Water

8. Laura Hill Drive Drainage -Phase 3

This project will look to reconstruct the outfall structure and upsize the existing downstream storm sewer system so in the event of larger rainfall, the water can be contained and flow within a defined path. This appropriation provides funding for the design in 2020, construction in 2021 and clean up expenses to close out project (2022). An application for grant funds was submitted but is not guaranteed at this point. **Future Budget Impact:** *Construction cost in 2021 are estimated at \$190,000 and there may be clean-up cost to close out the project in 2022 that are in the 5-year CIP. No other impact to future budgets is expected on the project(s)*

Cost: \$40,000  
Department: Storm Water

9. Stage Coach Butternut Ct. (2016 Bond Project)

This appropriation funded for the design in 2016, construction in 2018-2019 and clean up expenses to close out project (2020). Drainage caused erosion issues in an open drainage channel between two piped systems. **Future Budget Impact:** *No impact to future budgets is expected on the project(s).*

Cost: \$5,000  
Department: Storm Water

10. Bramblett-Spring Hill Drainage (2016 Bond Project)

This project provided drainage improvements between Spring Hill and some properties on Bramblett where storm drainage facilities do not exist. This appropriation provides funding for the design in 2017, construction in 2018 and clean up expenses to close out project (2019-2020). **Future Budget Impact:** *No impact to future budgets is expected on the project(s).*

Cost: \$5,000  
Department: Storm Water

11. Sundance Drive Flooding

This appropriation provided funding for the design in 2018 and construction in 2019 and clean up expenses to close out project (2020). **Future Budget Impact:** *No impact to future budgets is expected on the project(s).*

Cost: \$5,000  
Department: Storm Water

12. Tahoe Ct – Flooding and Erosion

This appropriation provided funding for the design in 2019 and construction in 2020. Reports of flooding and erosion in residential areas. This project will provide bank stabilization improvements along the concerned area. **Future Budget Impact:** *2021 may have clean-up cost to close out the project but no other impact to future budgets is expected on the project(s).*

Cost: \$80,000  
Department: Storm Water

### 13. Repair of Non-Compliant Basins

This appropriation will address privately owned detention/retention basins that have fallen into disrepair. The City will contract to have the work completed and the property owners will be responsible for paying the City for the work or a special tax will be accessed with the annual real estate taxes. These tax revenues will lag one year behind the year of the expense. ***Future Budget Impact:*** *The impact on the budget will be the ability to cover the cost until the expenses have been repaid.*

Cost: \$100,000  
Department: Storm Water

**Total Capital - Storm Water Fund**

**\$ 809,000**



## **Special Revenue Fund - Street & Road Improvement Fund**

The following provides a description of each capital expenditure, including cost, and responsible department/division.

### 1. Development Agreement – Sports, LLC

This expense is for the City adopted Ordinance No. 6263 authorizing the execution of a Development Agreement between the City of O’Fallon and 40DD Sports LLC. The total annual estimated expense of \$64,000 will be split over four funds in the same proportion sales taxes are allocated (General Fund \$32,000; Street & Road Improvement Fund \$16,000; Recreation Fund \$12,000; and Storm Water Fund \$3,000). **Future Budget Impact:** *The terms of this agreement is 10 years. This expense has been incorporated into the City’s 5-year CIP.*

Cost: \$16,000  
Department: Street & Road Improvement Fund

### 2. Street Improvements – Concrete Repairs

This is an annual project part of an overall pavement maintenance program to repair and upgrade the condition of concrete streets. Money from this budget will be used to replace concrete slabs, concrete curbs and gutters, and concrete sidewalks. Each repair location is rated as to the severity of the problem and funds from this project will be allocated to the most severe locations, while accounting for efficiency and effective use of manpower/resources/time. The City has experienced substantial growth over the past 10 years and has also been experiencing premature failure of the pavement and it will be necessary to increase the project funds occasionally in future years as the City's roadways age. **Future Budget Impact:** *This expense has been incorporated into the City’s 5-year CIP.*

Cost: \$1,000,000  
Department: Street Division/Project Management Division

### 3. Street Improvements – Asphalt Overlays

This project is part of an overall pavement maintenance program to repair and upgrade the condition of asphalt streets. Funds from this budget will be used to repair asphalt pavement, using a variety of methods including mill/overlay, slurry seals or similar technology, asphalt rejuvenating compounds and other technologies at the discretion of the division. Locations will be determined based upon the City's pavement ratings. **Future Budget Impact:** *This expense has been incorporated into the City’s 5-year CIP.*

Cost: \$200,000  
Department: Street Division/Project Management Division

#### 4. Street Improvements – Crack Seal and General Improvements

These funds are for the cost to joint/crack sealing concrete roadways to maintain and extend the life of the City roadways by a contractor. ***Future Budget Impact:*** *This expense has been incorporated into the City's 5-year CIP.*

Cost: \$185,000  
Department: Street Division/Project Management Division

#### 5. ADA Transition Plan Project

This project is for the ADA Transition Plan. The SRIF funds are in addition to the funds contributed through the Community Development Block Grant program (\$20,000 in FY 2020). These repairs will be done in conjunction with the work for the Annual Concrete Repair program. ***Future Budget Impact:*** *The maintenance is figured into the Street & Road Improvement's 5-year CIP.*

Cost: \$30,000  
Department: Project Management Division

#### 6. Traffic Calming

These funds are to educate motorists and/or provide traffic calming measures on City Roadways in accordance with the Traffic Calming policy. ***Future Budget Impact:*** *This expense has been incorporated into the City's 5-year CIP.*

Cost: \$50,000  
Department: Street Division/Project Management Division

#### 7. Contractual Services

These funds will be used for the application fees for projects submitted to East-West Gateway seeking grant funding. ***Future Budget Impact:*** *This expense is dependent upon the number on request and the size of the project. An average estimate has been incorporated into the City's 5-year CIP.*

Cost: \$10,000  
Department: Project Management Division

## 8. Winghaven Blvd. Resurfacing

This project will resurface Winghaven Blvd from just south of Hwy N to just south of Hammack Winghaven Blvd intersection. The project also included safety and pedestrian improvements along with correction of drainage issues in the area. State/Federal funds have been obtained and will provide 80% of the funds for this project. The City was responsible for 20% of the funds needed for the project. Construction will occur in 2020. **Future Budget Impact:** *The maintenance is figured into the Street & Road Improvement's 5-year CIP.*

Cost: \$1,510,508  
Department: Project Management Division

## 9. Guthrie Road Improvement Project

This project will provide for signalization at Guthrie Road and Mexico Road and improvements to the roadway and sidewalks. Improvements will include easing the severity of a curve near Deer Brook Drive, making three lane roads at the intersections at the neighborhood entrances and sidewalk on the eastern side of Guthrie Road. Previously, County Road Board Funds have been obtained and provided for 80% of the costs. However, additional costs will be incurred to complete this project. As such, the City will be applying for additional County Road Board Funds in 2020 to account for these costs. Design is currently scheduled for 2019/2020, then ROW of \$100,000 and start of construction of \$260,000 in 2020. The remaining estimated Construction of \$2,759,000 plus any additional costs, will be budgeted in 2021. **Future Budget Impact:** *The remaining construction costs will be in the 2021 budget, once the County Road Board application has been approved/rejected. The maintenance is figured into the Street & Road Improvement's 5-year CIP.*

Cost: \$360,000  
Department: Project Management Division

## 10. Hwy DD – Design/Construction

This project will provide improvements to Hwy DD from Mastercard Blvd to approximately 3,500 feet southwest and will include a traffic signal at the intersection of Hwy DD and Caledonia Parkway along with a round-a-bout at the intersection of Hwy DD and Dalriada Blvd. The project will also widen the pedestrian path along Hwy DD and the turn lanes at multiple locations. County Road Board and MODOT funds have been obtained and will provide 75% of the funds for this project. The Developer will be funding the remaining 25% of the project. Design and construction portions are budgeted for 2020. **Future Budget Impact:** *The construction completion portion will be in the 2021 budget, for an estimated \$10,000 and maintenance is figured into the Street & Road Improvement's 5-year CIP.*

Cost: \$3,836,312  
Department: Project Management Division

## 11. Caledonia – Design/Construction

This project will provide a link between Hwy DD and the Hawkrigde Trail and Hwy N corridor. This will serve as an interim outer road and divert traffic away from those congested areas. County Road Board funds have been obtained and will provide 80% of the funds for this project. The Developer will be forward funding the City’s portion of the project. The design and construction portions are budgeted in 2020. **Future Budget Impact:** *The construction completion portion will be in the 2021 budget for an estimated \$10,000. Future maintenance of this roadway is the responsibility of MODOT and will not have an impact on the City’s budget.*

Cost: \$4,534,607  
Department: Project Management Division

## 12. West Elm Street Extension

This project will reconstruct and extend an existing portion of West Elm Street such that it will connect North Main Street to the existing pavement to the west that was constructed as part of the O’Fallon Station development. County Road Board funds have been obtained to assist in the project cost. **Future Budget Impact:** *The maintenance is figured into the Street & Road Improvement’s 5-year CIP.*

Cost: \$5,000  
Department: Project Management Division

## 13. Bryan Road Slab Replacement – Phase 3

This project included the replacement of deteriorated and damaged concrete slabs, sidewalks and curb and gutters along Bryan Road between Norwood Hills Drive and Feise Road. Federal Funds have been obtained and provided for 80% of the construction costs. These funds are for the design cost (100% City funded). Design was done in 2019. Construction will occur and be completed in 2020 utilizing funds budgeted in 2019 of \$1,050,000. The 2020 budgeted funds are for closing out the project. **Future Budget Impact:** *The maintenance is figured into the Street & Road Improvement’s 5-year CIP.*

Cost: \$5,000  
Department: Project Management Division

## 14. Hoff Road Improvements – Phase I

This project will widen Hoff Road from just north of the railroad tracks to just north of Progress West Lane. This project will also realign the existing curve located south of Progress West Lane. County Road Board Funds have been obtained to assist with the construction costs. Design was done in 2018, construction in 2019 and project close out is expected in early 2020. **Future Budget Impact:** *The maintenance is figured into the Street & Road Improvement’s 5-year CIP.*

Cost: \$10,000  
Department: Project Management Division

15. Main Street Phase 1 (Pittman to RR Tracks)

This project will resurface Mainstreet from the intersection of Pittman Road to just south of the railroad tracks and to improve the pedestrian facilities along these same limits by way of sidewalk reconstruction. The project includes the replacement of decorative streetlights within the project limits. Design is budgeted for 2020, followed by ROW in 2021 and construction in 2022. Funds have been obtained from MODOT that will provide for 80% of the project costs. **Future Budget Impact:** *The right-of-way and construction portions of this project will be in the 2021 and 2022 budgets, respectively, for an estimated amount of \$2,225,000. Maintenance is figured into the Street & Road Improvement's 5-year CIP.*

Cost: \$120,000  
Department: Project Management Division

16. Mexico Road Resurfacing - Barrington Drive to Highway K

This project includes the resurfacing of Mexico Road from Barrington Drive to Hwy K. A sidewalk is planned for the north side of Mexico Road as well as pedestrian signal improvements at Highway K and Mexico Road. Federal funds have been obtained and will provide for 80% of the project costs. Design was done in 2016, Right-of-Way in 2017, Construction in 2018-2019. These funds are for close out cost in 2020. **Future Budget Impact:** *The maintenance is figured into the Street & Road Improvement's 5-year CIP.*

Cost: \$ 5,000  
Department: Project Management Division

17. Mexico Road Resurfacing – Highway K to Bryan Road

This project is in phase III which includes the resurfacing of Mexico Road from Hwy K to Bryan Rd. Curb ramps at street intersection will be replaced and a new 8-foot wide pedestrian bridge will be constructed on the south side of Mexico Road at Woodlawn Ave. Federal funds have been obtained and will provide for 80% of the project costs. Design will be done in 2018, right-of-way in 2019 and construction in 2020. **Future Budget Impact:** *The maintenance is figured into the Street & Road Improvement's 5-year CIP.*

Cost: \$ 2,100,000  
Department: Project Management Division

18. Bramblett Road Improvement – Phase 1

This project will improve the condition and the safety of the portion of the road from new development to the grocery store parking lot. Bramblett Road will be widened, providing a shoulder, asphalt resurfacing along with some reconstruction of the roadway. County Road Board funds have been acquired for this project and will provide for 80% of the project costs. Design was completed in 2017, Right-of-Way acquisition in 2018, construction in 2019 and close out cost in 2020. ***Future Budget Impact:*** *The maintenance is figured into the Street & Road Improvement's 5-year CIP.*

Cost: \$ 5,000  
Department: Project Management Division

19. I-70 Outer Road Project Phase 2

The phase 2 project is for the Outer Road, Interchange and Interstate improvements within O'Fallon, from Highway K to Woodlawn, for the second phase of the outer road project. Outside funding sources have been recommended and agreements are being established. Demolition of one of the properties for corridor preservation started in 2017, right-of-way and construction in 2018-2019 and these funds are for close out items. ***Future Budget Impact:*** *The maintenance is figured into the Street & Road Improvement's 5-year CIP.*

Cost: \$ 5,000  
Department: Project Management Division

20. Old Hwy N Phase 1

This project is the extension of Old Hwy N from its current terminus to the south to connect to Sommers Road. The City of Lake St. Louis will manage the project with both Lake St Louis and O'Fallon contributing equal amounts. County Road Board and the developer will also contribute funds to the project. ***Future Budget Impact:*** *The maintenance is figured into the Street & Road Improvement's 5-year CIP.*

Cost: \$ 116,500  
Department: Project Management Division

21. I-70 Connector Project

This project will provide a two-way north/south connection between existing Veterans Memorial Parkway and the south outer road that is being constructed as part of the on-going I-70 Outer Road project. Right-of-way funds were budgeted in 2018, construction in 2019 and close out in 2020. ***Future Budget Impact:*** *The maintenance is figured into the Street & Road Improvement's 5-year CIP.*

Cost: \$5,000  
Department: Project Management Division

22. Paul Renaud Blvd Extension

The project will extend the boulevard from new a Country Trail Drive east to Sommers Road and install a traffic signal at Sommers Road. Design was done in 2017, right of way in 2018, construction in 2019 and close out cost in 2020. County Road Board Funds have been obtained and provided for 80% of the costs. **Future Budget Impact:** *The maintenance is figured into the Street & Road Improvement's 5-year CIP.*

Cost: \$5,000  
Department: Project Management Division

23. Feise Public Works Facility Improvements

This expense is for the materials to build 6' tall privacy fence to encompass the entire Feise Public Works Facility and to build a bio retention pond on site. **Future Budget Impact:** *The maintenance is figured into the Street & Road Improvement's 5-year CIP.*

Cost: \$100,500  
Department: Street Division

24. Snow Removal Equipment

This expense will cover the cost to purchase new and replacement snow removal equipment. This will include snow equipment for vehicles outside of the Street Division that will be part of the Snow Removal Fleet. **Future Budget Impact:** *Minimal maintenance is expected since this is a replacement. The estimated life of the equipment is 10 years.*

Cost: \$30,000  
Department: Street Division

25. Air Compressor – Tow Behind

This expense is for replacement of a tow-behind air compressor. The current one is 22 years old and has exceeded its useful life. This type of air compressor is used to blow out cracks and joints for crack seal, jackhammer for street creep, chipping hammer for partial depth repairs, etc. **Future Budget Impact:** *Minimal maintenance is expected since this is a replacement. The estimated life of the equipment is 7 years.*

Cost: \$20,500  
Department: Street Division

26. Skid Loader Attachments – Breaker, Milling Machine and Sweeper

This expense is for the replacement skid loader attachments: 1) hydraulic breaker attachment used to break concrete/asphalt for street repair (\$7,500), 2) milling machine used to mill out repairs in streets (\$17,000), 3) sweeper used to clean up project areas (\$5,000). **Future Budget Impact:** *Minimal maintenance is expected since these are replacements. The estimated life of the equipment is 7 years each.*

Cost: \$29,500  
Department: Street Division

27. Road Message Boards

This expense is for the replacement of two digital message boards. The new boards can be used to inform residents of the major street repair or construction projects, weather updates, festivals, public meetings, etc. and maybe able to be updated remotely, improving staff efficiency. These will replace existing boards that are over 10 years old and do not work properly. **Future Budget Impact:** *Minimal maintenance is expected since these are replacements. The estimated life of the equipment is 7 years each.*

Cost: \$40,000  
Department: Street Division

28. Skid Loader

This expense is for the purchase of skid loader to replace the existing one. **Future Budget Impact:** *Minimal maintenance is expected since these are replacements. The estimated life of the equipment is 6 years each.*

Cost: \$60,000  
Department: Street Division

29. MMU Tester

This expense will cover the cost to purchase an ATSI Tester that is used for testing the Malfunctioning Management Units (MMU) located inside each of the traffic signal cabinets. Currently the City hires a company to do the annual testing. The City will see a cost savings of over \$6,000 within the first 5-year period and an annual savings of \$5,000 until replacement. **Future Budget Impact:** *Minimal maintenance is expected since these are replacements. The estimated life of the equipment is 20 years each.*

Cost: \$15,000  
Department: Project Management

**Total Capital Street & Road Improvement Fund**

**\$14,409,427**

**Capital Project Funds – Justice Facility Fund**

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The following provides a description of each capital expenditure, including cost, and responsible department/division.

There are no expenditures budgeted for 2020 for this fund. Any remaining funds not utilized will need to be approved by Council through a mid-year budget amendment before being spent.

**Total Capital Justice Facility Fund** **\$ 000**

**Capital Project Funds – Parks Improvement Fund**

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The following provides a description of each capital expenditure, including cost, and responsible department/division.

There are no expenditures budgeted for 2020 for this fund. Any remaining funds not utilized will need to be approved by Council through a mid-year budget amendment before being spent.

**Total Capital Parks Improvement Fund** **\$ 000**

## **Enterprise Funds – Water Fund**

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The following provides a description of each capital expenditure, including cost, and responsible department/division.

### 1. Missouri American Water Interconnect

This appropriation will provide for the installation of piping, meter, flow, controls, valve/meter boxes to establish an interconnect with Missouri American Water system on the east side of the City. This will increase the reliability of service on the east and north side of the City even in the event of a water main break. **Future Budget Impact:** *The maintenance is figured into the Water Fund's 5-year CIP.*

Cost: \$50,000  
Department: Water Division

### 2. Water System Capital Improvement Plan

This appropriation will cover the cost of a strategic look at the direction of the water system, water treatment plant and wells that support the entire water system. This project will identify any new projects or items that need to be addressed over the next 5 to 10 years. **Future Budget Impact:** *Results from this plan will guide the direction of the Water Division and be incorporated into the 5-year CIP.*

Cost: \$150,000  
Department: Water Division

### 3. Tower #2 Maintenance

This expense will cover the cost to strip and repaint Tower #2 to extend the useful life of the structure. Funding for this will come from the unused portion of the 2017 Special Obligation bonds. **Future Budget Impact:** *The future maintenance of this tower is figured into the Water Fund's 5-year CIP.*

Cost: \$600,000  
Department: Water Division

### 4. Trench Compactor

This appropriation is for the costs to purchase an excavator attachment for trench compacting that will assist the water main replacement crew. This will improve the efficiency and safety of the crew. **Future Budget Impact:** *The maintenance is figured into the Water Fund's 5-year CIP. The life expectancy of this equipment is 10 years.*

Cost: \$8,000  
Department: Water Division

5. Road Plates

This appropriation is for the costs to purchase road plates that will assist the water main replacement crew. **Future Budget Impact:** *The maintenance is figured into the Water Fund's 5-year CIP. The life expectancy of this equipment is 10 years.*

Cost: \$6,000  
Department: Water Division

6. Soil Conditioner

This appropriation is for the costs to purchase a soil conditioner attachment that will assist the various crews to properly prepare the ground for yard restorations due to water main breaks, sewer repairs and water main replacements. This equipment will be purchased 50/50 from the Water and Sewer funds. **Future Budget Impact:** *The maintenance is figured into the Water & Sewer Funds' 5-year CIP. The life expectancy of this equipment is 8 years.*

Cost: \$3,800  
Department: Water Division

7. Truck

This appropriation is for the cost to purchase a replacement 4-wheel drive truck to be utilized by the Water Division. **Future Budget Impact:** *Minimal maintenance is expected since this is a replacement. Future maintenance and replacement are figured into the Water Fund's 5-year CIP. The life expectancy of this equipment is 10 years.*

Cost: \$32,473  
Department: Water Division

8. Truck Transfer

This appropriation is for the cost to transfer a 2016 truck from the Sewer Fund that will be better utilized by the Water Division. **Future Budget Impact:** *Minimal maintenance is expected since this is a replacement. Future maintenance and replacement are figured into the Water Fund's 5-year CIP. The life expectancy of this equipment is 10 years.*

Cost: \$17,000  
Department: Water Division

9. Skid Loader with Tracks

This appropriation is for the cost to purchase a replacement skid loader for the collection and distribution crews. This equipment will be purchased 50/50 from the Water and Sewer funds. **Future Budget Impact:** *Minimal maintenance is expected since this is a replacement. Future maintenance and replacement are figured into the Water Fund's 5-year CIP. The life expectancy of this equipment is 10 years.*

Cost: \$30,000  
Department: Water Division

10. Truck Freightliner

This appropriation is for the cost to purchase a replacement Freightliner truck to be utilized by the Water Division. **Future Budget Impact:** *Minimal maintenance is expected since this is a replacement. Future maintenance and replacement are figured into the Water Fund's 5-year CIP. The life expectancy of this equipment is 10 years.*

Cost: \$170,295  
Department: Water Division

11. Truck F550

This appropriation is for the cost to purchase a replacement Freightliner truck to be utilized by the Water Division. **Future Budget Impact:** *Minimal maintenance is expected since this is a replacement. Future maintenance and replacement are figured into the Water Fund's 5-year CIP. The life expectancy of this equipment is 10 years.*

Cost: \$74,164  
Department: Water Division

12. Transit Connect Van

This appropriation is for the cost to purchase a replacement van to be utilized by the Water Division. **Future Budget Impact:** *Minimal maintenance is expected since this is a replacement. Future maintenance and replacement are figured into the Water Fund's 5-year CIP. The life expectancy of this equipment is 10 years.*

Cost: \$33,551  
Department: Water Division

### 13. Vac Truck

These funds will be used to purchase a new Vac truck (Jetter truck) used to remove debris and to clean the City's sewer system. This truck will be utilized and expensed by three funds: \$195,000 Water, \$195,000 Sewer and \$75,000 Storm Water. The aging truck will be used as trade-in or sold on GovDeals.com, whichever is more cost effective. ***Future Budget Impact:*** *Minimal maintenance is expected since this is a replacement. The estimated life of the equipment is 5 years.*

Cost:	\$195,000
Department:	Water Division

**Total Capital Water Fund**

**\$1,370,283**



## Enterprise Funds – Sewer Fund

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The following provides a description of each capital expenditure, including cost, and responsible department/division.

### 1. Media Replacement

This appropriation is for the cost to replace the carbon media in the odor control system at the WWTP. This carbon media removes odors from the building and the digester to improve the air quality at the WWTP. **Future Budget Impact:** *Minimal maintenance is expected since this is a replacement. Future maintenance and replacement are figured into the Sewer Fund's 5-year CIP. The life expectancy of this equipment is three years.*

Cost: \$ 75,000  
Department: Sewer Division

### 2. Sanitary Sewer Lining/Rehab Program

This appropriation is for the cost to rehabilitate the aging sanitary sewer infrastructure. The program allocates funds to cover the cost of point repairs, cured in-place lining, occasional replacement of sanitary sewer pipes and other related costs. **Future Budget Impact:** *The Sewer Fund's 5-year CIP did anticipated impact on future budgets to include material and labor costs. The rate structure completed recently did take these costs into consideration also.*

Cost: \$ 500,000  
Department: Sewer Division

### 3. Ammonia Upgrades

This project is required by the Missouri Department of Natural Resources to reduce the ammonia limits in the effluent sent to the river. Design of the system was funded in 2018 and construction will start in 2020. The project is required to be completed by April 2021. The City will issue bonds to cover the cost of the project. **Future Budget Impact:** *The Sewer Fund's 5-year CIP did anticipated impact on future budgets to include the bond payments. The rate structure completed recently did take these costs into consideration also.*

Cost: \$25,500,000  
Department: Sewer Division

#### 4. Lift Station Upgrade (Rehab Program) – East Lift Station 2020

This appropriation is the funding to repair and rehabilitate the 17 existing lift stations in the City's collection system (Rehab Program). The program allocates funds to cover the cost to address odor control issues, generators, pumps, fencing, building repairs and other related costs. **Future Budget Impact:** *The Sewer Fund's 5-year CIP did anticipated impact on future budgets to include the annual upgrades. The rate structure completed recently did take these costs into consideration also.*

Cost: \$ 300,000  
Department: Sewer Division

#### 5. WWTP & Lift Station Controls Upgrades

This appropriation will cover the cost to of new equipment installation that will connect the lift stations to the WWTP's SCADA system for increased control over the collection system. The design of the project was done in 2019. The SCADA system is used to monitor the conditions and processes at the Wastewater Treatment Plant. **Future Budget Impact:** *Minimal impact to future budgets is expected. The annual maintenance for the stations is already part of the Sewer Fund's 5-year CIP. The rate structure completed recently did take these costs into consideration also.*

Cost: \$1,350,000  
Department: Sewer Division

#### 6. WWTP Exterior

This appropriation is for the cost to repaint/recoat various buildings at the Wastewater Treatment Plant. **Future Budget Impact:** *This is a three-year project and is budgeted for \$100,000 each year in the Sewer Fund's 5-year CIP.*

Cost: \$100,000  
Department: Sewer Division

#### 7. WWTP Concrete Basin Repairs

This appropriation is for the cost to repair the concrete basin due to some sinkage on one corner and cracks in another area that leads to leakage from the nearby creek. **Future Budget Impact:** *Minimal impact to future budgets is expected. The life expectancy of the repair is 20 years.*

Cost: \$100,000  
Department: Sewer Division

#### 8. WWTP Driveway Maintenance

This appropriation is to replace concrete in the driveways and parking areas at the WWTP. This will be done over two years. **Future Budget Impact:** *Funds will be included in 2021 budget for an additional \$25,000. The life expectancy of the concrete replacement is 20 years.*

Cost: \$ 25,000  
Department: Sewer Division

#### 9. Interchange Sewer Upgrades (I-70 & Bryan Rd Interchange)

This expense is for the design of sewer upgrades at the new I-70 and Bryan Rd interchange. **Future Budget Impact:** *Funds for this project are part of the overall design project of the interchange. The Sewer Fund's 5-year CIP includes all expenses for this overall project.*

Cost: \$30,000  
Department: Sewer Division

#### 10. Brookside Force Main Relocation

This expense is for the relocation of the force main from the Brookside Lift Station due to the deterioration of Peruque Creek near the City's lagoons. The construction to rebuild the Peruque Creek Lift Station Creek Erosion #2 is part of the Storm Water Fund. **Future Budget Impact:** *Minimal impact to future budgets is expected and regular maintenance is included in the Sewer Fund's 5-year CIP.*

Cost: \$ 140,000  
Department: Sewer Division

#### 11. Sewer Relocation (I-70 Phase II)

This expense is for the relocation of a sanitary sewer main that conflicts with the proposed outroad improvement of the I-70 Phase 2 improvements. **Future Budget Impact:** *Minimal impact to future budgets is expected and regular maintenance is included in the Sewer Fund's 5-year CIP.*

Cost: \$150,000  
Department: Sewer Division

12. Soil Conditioner

This appropriation is for the costs to purchase a soil conditioner attachment that will assist the various crews to properly prepare the ground for yard restorations due to water main breaks, sewer repairs and water main replacements. This equipment will be purchased 50/50 from the Water and Sewer funds. **Future Budget Impact:** *The maintenance is figured into the Water & Sewer Funds' 5-year CIP. The life expectancy of this equipment is 8 years.*

Cost: \$ 3,800  
Department: Sewer Division

13. Skid Loader with Tracks

This appropriation is for the cost to purchase a replacement skid loader for the collection and distribution crews. This equipment will be purchased 50/50 from the Water and Sewer funds. **Future Budget Impact:** *Minimal maintenance is expected since this is a replacement. Future maintenance and replacement are figured into the Water Fund's 5-year CIP. The life expectancy of this equipment is 10 years.*

Cost: \$ 30,000  
Department: Sewer Division

14. Utility Vehicle

This appropriation is for the cost to purchase a side by side utility vehicle to be utilized around the WWTP site. This will replace the underutilized truck being transferred (sold) to the Water Fund. **Future Budget Impact:** *Minimal maintenance is expected since this is a replacement of sort. Future maintenance and replacement are figured into the Water Fund's 5-year CIP. The life expectancy of this equipment is 15 years.*

Cost: \$ 22,594  
Department: Sewer Division

15. Vac Truck

These funds will be used to purchase a new Vac truck (Jetter truck) used to remove debris and to clean the City's sewer system. This truck will be utilized and expensed by three funds: \$195,000 Water, \$195,000 Sewer and \$75,000 Storm Water. The aging truck will be used as trade-in or sold on GovDeals.com, whichever is more cost effective. **Future Budget Impact:** *Minimal maintenance is expected since this is a replacement. The estimated life of the equipment is 5 years.*

Cost: \$ 195,000  
Department: Sewer Division

16. Roll-off Truck Conversion and Containers

This appropriation is for the cost for one roll-off hoist frame to be mounted on a chassis being transferred in from another fund to make a complete roll-off truck. Two roll-off containers will also be purchased with these funds. ***Future Budget Impact:*** *Maintenance for this truck has been included in the Sewer Fund's 5-year CIP is expected to be minimal consisting of fuel and routine preventative maintenance. The estimated life of the equipment is 5-6 years.*

Cost: \$ 100,000  
Department: Sewer Division

**Total Capital Sewer Fund**

**\$28,621,394**



## **Enterprise Funds – Environmental Services Fund**

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The following provides a description of each capital expenditure, including cost, and responsible department.

### 1. Heavy-Duty Rear Load Truck

This appropriation is for the purchase of one replacement rear load refuse truck that can be used for multiple waste streams. The truck that is being replaced is being transferred/sold to the Sewer Fund to be converted to a roll off truck. **Future Budget Impact:** *Minimal maintenance is expected since this is a replacement. The estimated life of the equipment is 5-6 years.*

Cost: \$191,800  
Department: Environmental Services Division

### 2. Sanitation Carts/Containers

This is an annual capital expense for new 64 & 96 gallon carts/containers/lids. These are for new customers and the replacement of old containers and miscellaneous parts. **Future Budget Impact:** *Minimal maintenance is expected since these are replacements. The estimated life of a container is 10 years.*

Cost: \$180,000  
Department: Environmental Services Division

### 3. Refuse Truck - Roll-off Truck

This is the cost to purchase one roll-off truck that can be used for multiple waste streams. The truck will mainly be used to haul recycle drop-off containers and resident clean up containers. **Future Budget Impact:** *Minimal maintenance is expected but is included in the 5-year CIP. The estimated life of the containers is 7 years.*

Cost: \$171,795  
Department: Environmental Services Division

### 4. Roll-off Containers (15)

This is the cost to purchase fifteen roll-off style containers to use for resident clean-up projects. This program will provide a needed service to residents and commercial businesses and will also create additional revenue. **Future Budget Impact:** *Minimal maintenance is expected but is included in the 5-year CIP. The estimated life of the containers is 10 years.*

Cost: \$82,500  
Department: Environmental Services Division

5. Concrete pads for Dumpsters

This is the cost to replace asphalt with concrete where recycle dumpsters are located as needed. **Future Budget Impact:** *Minimal maintenance is expected and future replacement needs will be included in the 5-year CIP.*

Cost: \$42,400  
Department: Environmental Services Division

6. DEF Tank

This is the cost to purchase a larger DEF (diesel emissions fluid) tank that will hold four times the product and will be a permanent part of the fuel island. The smaller tank could not stay out during the cold months. **Future Budget Impact:** *Minimal maintenance is expected since this is a replacement. The estimated life of the equipment is 7-10 years.*

Cost: \$11,850  
Department: Environmental Services Division

7. Refuse Truck – Side Loaders (2)

This appropriation is for the purchase of two fully automated sideload trucks to replace two aging trucks. The truck can be utilized for all waste streams. **Future Budget Impact:** *Minimal maintenance is expected since this is a replacement. The estimated life of the equipment is 5-6 years.*

Cost: \$453,600  
Department: Environmental Services Division

**Total Capital Environmental Services Fund**

**\$1,133,945**



## **Enterprise Funds – Renaud Center Fund**

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The following provides a description of each capital expenditure, including cost, and responsible department.

### 1. Parking Lot Improvements (Renaud Center)

This is for the cost to resurface the Renaud Center. **Future Budget Impact:** *Minimal maintenance is expected since this is a replacement. The estimated life of the equipment is 10 years.*

Cost: \$150,595  
Department: RC – Recreation Division

### 2. Cardio Equipment Lease(s)

This is for the cost for cardio equipment leases. There are currently two leases for cardio equipment. The cost reflects the total of all lease payments for this fiscal year. The City bids out half of the cardio equipment every two years to keep the payments level through future budgets. **Future Budget Impact:** *The future lease payments are incorporated into the 5-year CIP.*

Cost: \$47,780  
Department: RC – Recreation Division

**Total Capital Renaud Center Fund**

**\$ 198,375**



## **Enterprise Funds – Public Venue Fund**

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The following provides a description of each capital expenditure, including cost, and responsible department.

### 1. Parking Lot Maintenance (East side of West Lot)

This is for the cost to do some maintenance to the parking lot that should extend the life of the lot. This will include the cost to replace asphalt curbs with concrete curbs, seal coat the asphalt and stripe the lot.

**Future Budget Impact:** *The other part of the lot will be done in 2021 for an estimated amount of \$55,565. The estimated life of this maintenance is 5 years.*

Cost: \$ 37,400  
Department: Public Venue- Athletics Division

### 2. Restroom Partitions

This is for the cost to replace the partitions in the restrooms at the stadium. **Future Budget Impact:** *Minimal additional maintenance is expected since this is a replacement. The estimated life of the partitions is 20 years*

Cost: \$ 40,000  
Department: Public Venue- Athletics Division

### 3. Tent Suite Replacement

This is for the cost to replace the canopy over the tent suites. **Future Budget Impact:** *Minimal additional maintenance is expected since this is a replacement. The estimated life of the canopy is 5-7 years.*

Cost: \$ 30,000  
Department: Public Venue- Athletics Division

### 4. CLIP Video Message Sign

This is for the cost to purchase a new stadium sign that can display video messages. The existing sign is over 20 years old. **Future Budget Impact:** *Minimal additional maintenance is expected since this is a replacement. The estimated life of the message sign is 20 years*

Cost: \$ 55,000  
Department: Public Venue- Athletics Division

5. HVAC Replacement

This is for the cost to replace the original HVAC system in two phases. The first replacements will be the 7.5 ton and 6.0 ton units in 2020. The second set of units will be replaced in 2021 for an estimated amount of \$25,000. **Future Budget Impact:** *Minimal additional maintenance is expected since this is a replacement. The second phase is in the 5-year CIP. The estimated life of the HVAC is 20 years*

Cost: \$ 23,500  
Department: Public Venue- Athletics Division

6. Fencing

This appropriation is the cost to purchase fencing needed to set up outfield for softball standards. **Future Budget Impact:** *Minimal maintenance is expected since this is new. The estimated life of the fencing is 20 years*

Cost: \$ 95,000  
Department: Public Venue- Athletics Division

7. Reseal Concourse

This appropriation is to reseal the concourse inside of the fenced area of the stadium. This will help protect and prolong the life of the concrete. **Future Budget Impact:** *Minimal additional maintenance is expected and is included in the 5-year CIP.*

Cost: \$ 15,000  
Department: Public Venue- Athletics Division

**Total Capital Public Venue Fund**

**\$ 295,900**





ENVIRONMENTAL SERVICES FUND  
PUBLIC VENUE FUND  
RENAUD CENTER FUND  
SEWER FUND  
WATER FUND  
OTHER

ENTERPRISE FUNDS & OTHER

# Enterprise Funds & Other

The Enterprise section contains information on the five Enterprise funds operated by the City, which are the Environmental Services Fund, Public Venue Fund, Renaud Center Fund, Sewer Fund and Water Fund. The Other section contains Significant Accounting Policies, Budget Ordinance and a Glossary of Terms.





In 1939, with only \$50 in the general fund, Mayor Paul A. Westhoff, Sr., cast the decisive vote to build the City's first sanitary water and sewer system, launching an era of progress and expansion.

To help the City build the system, St. Mary's Institute donated \$5,000. St. Mary's is O'Fallon's oldest corporation, founded by the Sisters of the Most Precious Blood to support their educational endeavors.

## Environmental Services Budget

Fiscal Year 2020

The Environmental Services Fund was implemented in 2002 to provide waste hauling and recycling services to the citizens of O’Fallon. Using a business pro forma, Bonds were issued to purchase start-up capital such as trash and recycling trucks, waste containers, transfer station design and construction, along with other necessary equipment. Operations began December 2002. Late in 2005 the City began its single stream recycling program. In December 2007, the City entered into a contract hiring a third party to operate the Waste Transfer Station. In 2018 the recycling program had to be revamped due to a major change in the recycling world. The Environmental Services Fund reports to the Public Works Director.

### Revenues

	Actual 2016	Actual 2017	Actual 2018	Projected Budget 2019	Amount Change	Budget 2020	% Change
<b>Sales &amp; Services</b>	\$4,673,515	\$4,627,465	\$4,874,876	\$4,856,532	\$297,502	\$5,154,034	6.1%
<b>Interest</b>	2,252	6,211	17,896	9,000	6,000	15,000	66.7%
<b>Other Sources</b>	1,485,462	(353,108)	135,361	51,196	(10,196)	41,000	(19.9%)
<b>Total</b>	\$6,161,229	\$4,280,568	\$5,028,133	\$4,916,728	\$293,306	\$5,210,034	6.0%

### Rates and Charges

The total initial monthly service charge to the residents is \$11.48 for basic service (\$10.33 for residents 65 years and older). These rates are reviewed annually to surrounding communities with the State of Missouri and are also available on the City’s website [http://www.ofallon.mo.us/pubs/es\\_comparison.pdf](http://www.ofallon.mo.us/pubs/es_comparison.pdf). The following table shows rates for the City and surrounding communities for comparison purposes only.

<u>Organization</u>	<u>Service per week</u>	<u>Monthly Charge</u>	<u>Container Charge</u>	<u>Recycling</u>	<u>Yard Waste</u>	<u>Total for Trash &amp; Recycle</u>	<u>Total with Yard Waste</u>
City of O’Fallon	one	\$11.48	Included	N/C	\$5.62 / mo all year	\$11.48	\$17.10

### Fiscal Year 2020 Goals

- I. Continue to coordinate an Electronics/Appliance Recycling drop-off event for residents six times a year on the week prior to our Complimentary Bulk Drop-off.
- II. Continue to educate residents on the new modifications of the recycling program. *(Management in Progress – Strategic Plan)*
- III. Continue the bi-annual shredding events. *(Management in Progress – Strategic Plan)*
- IV. Begin new Roll-Off Container Service to provide another option to residents for disposal of larger projects.

## Performance Measurements

	Actual 2016	Actual 2017	Actual 2018	Target 2019	Actual 2019	Target 2020
Customers	26,593	26,715	26,863	27,100	26,992	27,908
Recycling (in tons)	8,600	7,683	5,603	3,000	2,212	2,500
Waste Hauling (in tons)	22,752	22,626	23,636	24,000	27,836	28,200
Yard Waste Hauling (in yards)	8,568	8,614	7,988	8,600	9,080	9,000

## Previous Year's Goals

In 2019, six recycling drop-off and six bulk-drop-off events were coordinated by the division for the residents. The division continued to educate the residents on the modified recycling program. The bi-annual shredding event continued in 2019.

## Budget Category Summary

	Actual 2016	Actual 2017	Actual 2018	Projected Budget 2019	Amount Change	Budget 2020	% Change
<b>Personnel</b>	\$1,815,298	\$1,738,095	\$1,845,278	\$1,942,301	\$40,796	\$1,983,097	2.1%
<b>Contract Services</b>	725,444	755,605	886,451	865,961	21,031	886,992	2.4%
<b>Insurance</b>	442,621	470,650	330,466	392,912	11,701	404,613	3.0%
<b>Maintenance</b>	204,866	164,012	209,941	248,278	(14,668)	233,610	(5.9%)
<b>Operating Supplies</b>	54,235	104,929	57,817	94,709	(16,433)	78,276	(17.4%)
<b>Petroleum</b>	163,802	185,167	225,115	301,575	5,300	306,875	1.8%
<b>Professional Expenses</b>	5,378	9,606	8,122	15,145	390	15,535	2.6%
<b>Public Information</b>	17,779	7,160	48,403	27,271	10,618	37,889	38.9%
<b>Utilities</b>	39,974	45,714	42,603	42,340	5,332	47,672	12.6%
<b>Rental</b>	552	777	2,866	1,500	0	1,500	0.0%
<b>Debt</b>	72,349	75,620	73,646	73,118	2,887	76,005	3.9%
<b>Capital Outlay</b>	2,310,369	123,536	1,067,120	704,161	429,784	1,133,945	61.0%
<b>Transfer Out</b>	100,000	0	212,283	123,991	(9,421)	114,570	(7.6%)
<b>Total</b>	\$5,952,667	\$3,680,871	\$5,010,111	\$4,833,262	\$487,317	\$5,320,579	10.1%

## **Budget Highlights**

The increase in Contract Services is due to allocating out the payment processing fees and a fire alarm monitoring fee. The decrease in Maintenance is due to less vehicle repair and maintenance anticipated and less parking lot repairs expected. The decrease in Operating is due to lower Landfill fees expected and lower postage since the recycle re-education program was mailed out in 2019. The increase in Petroleum is based on estimated diesel gasoline pricing since this is what all the trucks use. The increase in Public Information will be for the purchase of decals, posters, magnets, etc., to promote and continue to educate the recycle program.

## **Budget Category Explanations**

### **Personnel**

**\$1,983,097**

This category includes the wages, benefits, and overtime for the Environmental Services, Finance and Street Divisions as broken down below:

Environmental Services Division expenses consists of one Environmental Services Superintendent (100%), one Operations Supervisor (100%), one Fleet Mechanic (100%), one Assistant Fleet Mechanic, two Service Route Crew Leaders (100%), eighteen Service Route Operators (100%), one Administrative & Budget Coordinator, two Customer Service Reps (100%) and one part-time Recycle Control Specialist.

Finance Division expenses consists of one Utility Billing Supervisor (34%), one Billing Clerk (34%) and one Customer Service Rep (34%).

Street Division expenses of consists of one Public Works Director (10%).

Landscape Division expenses of consists of two Landscape Workers (1%).

### **Contract Services**

**\$886,992**

This funding is for reoccurring services retained by the Environmental Services Fund such as operating permit, lockbox service contract, exterminating service contract, landfill fees, etc.

### **Insurance**

**\$404,613**

This amount is allocated to each department, division, or section based upon the number of full-time employees. Coverage includes general liability, boiler and machinery, umbrella insurance, worker's compensation, errors and omissions, and property insurance.

### **Maintenance**

**\$233,610**

This category is for the repairs and maintenance of various shop equipment and heavy machinery, the repairs and maintenance of this department's vehicles, and building maintenance.

### **Operating Supplies**

**\$78,276**

This category includes office supplies such as paper and pens, postage, copies, computer supplies, cleaning supplies, uniforms and clothing for the workers, safety equipment and small tools. This also includes small equipment, furniture and fixtures that are valued less than \$5,000.

**Petroleum** **\$306,875**

Expenses for gasoline and oil are funded in this category.

**Professional Expenses** **\$15,535**

This amount includes funds for dues and subscriptions, professional fees, travel and training.

**Public Information** **\$37,889**

Advertising, promotions and printing are funded in this category.

**Utilities** **\$47,672**

This amount provides funding for mobile phone/radio services and computer tablet services.

**Rental** **\$1,500**

This category provides the funding for the rental of equipment that the division needs from time to time, but does not own.

**Debt Service** **\$76,005**

This amount is allocated to cover the debt service payment(s) for projects funded by the Environmental Services Fund revenues.

**Capital Outlay** **\$1,133,945**

This amount is allocated to cover equipment purchases schedules in Fiscal Year 2020.

**2020 Capital Outlay for Environmental Services Division**

<b><u>Description</u></b>	<b><u>Amount</u></b>
Refuse Service Trucks (4) Purchase	\$817,195
Sanitation Carts	180,000
DEF Fluid Tank	11,850
Concrete Pad for Recycle Container(s)	42,400
Roll-Off Containers	82,500
	<hr/> <b><u>\$1,133,945</u></b>

**Transfer Out** **\$114,570**

This amount will be transferred to the General Fund to for repayment on the building.

## Public Venue Budget

Fiscal Year 2020

The Public Venue Fund was implemented in 1998 to account for the operations in City-owned sports facilities. The City created an Athletics Department in 1999 to concentrate its efforts on the CarShield Field, which sits on approximately 15 acres. The River City Rascals commenced play on June 8, 1999 in the Frontier League (professional baseball). In 2020, the O’Fallon Hoots will take the field for the first time. The City issued \$4.655 million in taxable leasehold revenue bonds to pay-off the construction loan upon completion in June 2000.

In 2001, the City issued bonds that included funds to construct the new Hall of Fame building at the stadium. This facility displays memorabilia from former all-stars including some that still live in O’Fallon. Currently the building is used for additional concession space.

In 2020 the City entered into an agreement with the owners of the O’Fallon Hoots.

	Actual 2016	Actual 2017	Actual 2018	Amended Budget 2019	Amount Change	Budget 2020	% Change
<b>Contract Agreement</b>	\$75,000	\$112,500	\$140,401	\$137,500	(\$11,500)	\$126,000	(8.4%)
<b>Interest</b>	94	84	556	2,500	(2,200)	300	(88.0%)
<b>Other Sources</b>	547,024	1,345,323	338,087	310,404	99,596	410,000	32.1%
<b>Total</b>	\$622,118	\$1,457,907	\$479,044	\$450,404	\$85,896	\$536,300	19.1%

## Fiscal Year 2020 Goals

- I. Develop promotional plans for the new O’Fallon Hoots.
- II. Plan and implement City event(s) at the stadium.

## Prior Year’s Goals

The City continued to work with the Rascals and promote them through our newsletter, email blasts and billboards. Staff will work with the O’Fallon Hoots to promote the new team and events.

## Budget Category Summary

	Actual 2016	Actual 2017	Actual 2018	Projected Budget 2019	Amount Change	Budget 2020	% Change
<b>Personnel</b>	\$35,828	\$37,720	\$88,922	\$90,592	\$15,229	\$105,821	16.8%
<b>Contract Services</b>	29,043	28,463	30,513	34,130	4,070	38,200	11.9%
<b>Insurance</b>	12,670	11,691	23,633	23,078	13,083	36,161	56.7%
<b>Maintenance</b>	15,237	9,834	16,962	8,400	17,800	26,200	211.9%
<b>Operating Supplies</b>	0	0	0	600	3,700	4,300	616.7%
<b>Special Events</b>	0	0	25,000	0	0	0	(100.0%)
<b>Utilities</b>	29,037	21,168	27,118	16,260	(8,100)	8,160	(49.8%)
<b>Rental</b>	890	1,234	555	4,100	(2,100)	2,000	(51.2%)
<b>Debt Service</b>	432,045	428,917	21,744	25,025	(4,221)	20,804	(16.9%)
<b>Capital Outlay</b>	34,616	903,060	51,334	197,100	98,800	295,900	50.1%
<b>Total</b>	\$589,366	\$1,442,087	\$285,781	\$399,285	\$138,261	\$537,546	34.6%

## Budget Highlights

In 2020 the O'Fallon Hoots will be the baseball team using the stadium. The agreement between the City and the team allows the City to do more maintenance of the facility and the surrounding grounds. This is one of the factors in the increases.

## Budget Category Explanations

### Personnel

**\$105,821**

This category includes the wages and benefits for one Parks & Recreation Director (11%), one Parks Superintendent (10%), one Budget & Procurement Coordinator (3%), one Facilities Maintenance Manager (5%), one Facilities Maintenance Supervisor (16%), two Sr. Facilities Maintenance Workers (15%, 14%), one Facilities Maintenance Worker (8%) and one Park Maintenance Worker (100%).

### Contract Services

**\$38,200**

This amount is for charges for contract services including the cost for the Landscaping Division to maintain the grounds in the off season.

### Insurance

**\$36,161**

This amount is allocated to each department, division, or section based upon the number of full-time employees. Coverage includes general liability, boiler and machinery, umbrella insurance, errors and omissions, and property insurance.

<b><u>Maintenance</u></b>	<b><u>\$26,200</u></b>
This category is for the repair and maintenance of equipment used in routine field and park maintenance duties. It also includes building materials.	
<b><u>Operating Supplies</u></b>	<b><u>\$4,300</u></b>
This expense covers the cost of seed and plants for the landscaping around the facility.	
<b><u>Public Information</u></b>	<b><u>\$000</u></b>
Advertising, promotions and printing are funded in this category.	
<b><u>Utilities</u></b>	<b><u>\$8,160</u></b>
This category covers charges for telephone services, cable connection, water, sewer and other utilities.	
<b><u>Rental</u></b>	<b><u>\$2,000</u></b>
This amount is allocated for rental of equipment not routinely used by staff.	
<b><u>Debt Service</u></b>	<b><u>\$20,804</u></b>
Debt service payments on 2013 Special Obligation Bonds (refunding bonds).	
<b><u>Capital Outlay</u></b>	<b><u>\$295,900</u></b>
This expense is for a Capital expenses approved for 2020.	

### 2020 Capital Outlay for Public Venue Fund

<b><u>Description</u></b>	<b><u>Amount</u></b>
Fence	\$95,000
CLIP Video Message Sign	55,000
Restroom Partitions	40,000
Parking Lot Maintenance	37,400
Tent Suite Replacement	30,000
HVAC Replacement	23,500
Reseal Concourse	15,000
	<hr style="width: 100%;"/> <b><u>\$295,900</u></b> <hr style="width: 100%;"/>



## Renaud Center Fund

Fiscal Year 2020

In 2000 and 2001, General Obligation Bonds were issued after passing public approval for Parks and Recreational purposes. A part of these bonds were used to design and construct the Renaud Center (RC) (formerly known as: Renaud Spirit Center (RSC)). This facility serves the community as an indoor recreational center and includes an indoor aquatic center, workout/fitness equipment, gymnasiums and meeting rooms.

The building opened in 2004. The RC Division is responsible for the planning and implementing a myriad of activities that are available at the RC.

In 2006, it was determined that the RC should operate as an Enterprise Fund so the program revenues and operating expenses were moved to a newly created fund within the Enterprise Funds. The debt issued for the facility is not included in this fund since the structure was built with funds raised through bonds that are backed by property tax income. The facility is part of the City's Parks system.

### Revenues

	Actual 2016	Actual 2017	Actual 2018	Amended Budget 2019	Amount Change	Budget 2020	% Change
<b>Program Fees</b>	\$1,873,597	\$1,832,617	\$1,748,233	\$1,820,129	\$55,550	\$1,875,679	3.1%
<b>Interest</b>	294	1,488	5,226	1,200	(200)	1,000	(16.7%)
<b>Miscellaneous</b>	6,352	45,925	24,705	22,500	(4,500)	18,000	(20.0%)
<b>Other Financing</b>	0	0	1,418,310	0	0	0	0.0%
<b>Transfers from Other Funds</b>	568,135	479,335	786,720	375,000	275,595	650,595	73.5%
<b>Total</b>	\$2,448,378	\$2,359,365	\$3,983,194	\$2,218,829	\$326,445	\$2,545,274	14.7%

	Daily Admissions				Annual Memberships			
	Youth (3-18)	Adult (19-54)	Senior (55+)	Family (up to 5)	Youth (3-18)	Adult (19-54)	Senior (55+)	Family (up to 5)
<b>Resident</b>	\$6.00	\$8.00	\$6.00	\$20.00	\$312.00	\$420.00	\$276.00	\$612.00
<b>Non-Resident</b>	\$8.00	\$10.00	\$8.00	\$27.00	\$348.00	\$468.00	\$312.00	\$672.00

## **RC - Parks & Recreation Department - RC Division**

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The RC Division is responsible for the planning and implementing a myriad of activities that are available at the RC facility.

### **Fiscal Year 2020 Goals**

- I. **L-T Plan** Continue to develop, update and implement a 5-year Capital Improvement Plan for the Renaud Center.
- II. Research and implement new marketing options to increase opportunities and revenues.
- III. Continue to evaluate all program opportunities and general operations. Modify to improve participation and revenues.
- IV. Work with Communications Department to develop videos, logos, etc. that are capable of being seen on multiple platforms.

### **Performance Measurements**

	<b>Actual 2016</b>	<b>Actual 2017</b>	<b>Actual 2018</b>	<b>Target 2019</b>	<b>Actual 2019</b>	<b>Target 2020</b>
<b>Daily Passes Sold</b>	17,750	19,300	18,950	19,000	17,649	18,000
<b>Membership Scans</b>	169,839	159,511	161,221	175,000	150,869	160,000
<b>Personal Training</b>	545	601	630	600	604	625
<b>Birthday Parties</b>	367	364	309	400	359	400

### **Previous Year's Goals**

In 2019, the Division continues to find 'healthier' options to offer at the concession facilities. A review of the programs offered and what is being offered in the area, are continuously being done to adjust the schedules and fill the needs of the community. The division continued to follow up on trial week participations to encourage memberships.

## Budget Category Summary

	Actual 2016	Actual 2017	Actual 2018	Projected Budget 2019	Amount Change	Budget 2020	% Change
<b>Personnel</b>	\$1,232,624	\$1,257,928	\$1,276,049	\$1,274,705	\$94,724	\$1,369,429	7.4%
<b>Contract Services</b>	38,295	41,760	38,939	43,280	400	43,680	0.9%
<b>Insurance</b>	133,137	133,007	122,517	138,752	6,634	145,386	4.8%
<b>Maintenance</b>	14,864	18,936	23,455	24,625	15,495	40,120	62.9%
<b>Operating Supplies</b>	135,139	165,943	132,045	157,133	(6,398)	150,735	(4.1%)
<b>Professional Expenses</b>	6,385	6,001	6,052	8,613	(638)	7,975	(7.4%)
<b>Public Information</b>	38,322	42,281	42,565	44,325	1,675	46,000	3.8%
<b>Utilities</b>	180,528	178,597	168,019	175,182	2,944	178,126	1.7%
<b>Programs</b>	26,618	37,491	37,367	44,498	(2,480)	42,018	(5.6%)
<b>Rental</b>	5,590	3,323	724	0	0	0	0.0%
<b>Capital</b>	265,590	119,706	2,059,305	145,208	53,187	198,395	36.6%
<b>Debt</b>	0	0	36,636	146,545	0	146,545	0.0%
<b>Total</b>	\$2,077,092	\$2,004,973	\$3,943,673	\$2,202,866	\$165,543	\$2,368,409	7.5%

## Budget Highlights

The increase in Personnel is due to higher minimum wages for part-time employees. The increase in Maintenance is for replacement of sand filters that is needed every 6-7 years. The decrease in Operating is due to a variety of decreases including small equipment and safety equipment purchases in 2019.

## **Budget Category Explanations**

### **Personnel**

**\$1,369,429**

This category includes the salaries, wages, benefits, and overtime for the RC, Recreation and Parks Divisions as broken down below:

RC Division consist of two Recreation Specialist (90%, 10%), three Recreation Assistants (40%, 80%, 40%), and three Custodians (100%)

Recreation Division consists of one Recreation Superintendent (50%), one Recreation Manager (20%), three Recreation Coordinators (80%, 80%, 20%), five Recreation Specialists (10%, 10%, 10%, 60%, 90%), three Recreation Assistants (40%, 40%, 40%), and additional part-time positions.

Parks Division consists of one Parks & Recreation Director (15%) and Budget & Procurement Coordinator (8%).

### **Contract Services**

**\$43,680**

This category contains the appropriations for maintenance agreements on office equipment and service agreements.

### **Insurance**

**\$145,386**

This amount is allocated to the department, division, or section based upon the number of full-time employees. Coverage includes general liability, boiler and machinery, umbrella insurance, errors and omissions, and property insurance.

### **Maintenance**

**\$40,120**

This category is for the repair and maintenance of the building.

### **Operating Supplies**

**\$150,735**

This category provides the funding for a wide range of supplies and services including pool chemicals, tools, cleaning and sanitary supplies, equipment parts, software and technology expenses, postage, copies, and general office supplies are all expensed to this category. This also includes small equipment, computers, furniture and fixtures that are valued less than \$5,000.

### **Professional Expenses**

**\$7,975**

Dues and subscriptions utilized by the division along with training, travel and educational expenses.

### **Public Information**

**\$46,000**

This category includes advertising and printing costs associated with handbooks, fliers, membership passes, and business cards. Advertising for special events, promotions, and brochures are the bulk of this category.

**Utilities** **\$178,126**

This category includes telephone, electricity, gas, water and sewer expenses.

**Programs** **\$42,018**

This category provides the funding for the programs available at the Renaud Center such as Aerobics, Volleyball Leagues, and many others are all operated through this account.

**Rental** **\$000**

This amount is for the costs incurred to lease one copying machine, fax machine and one printer.

**Debt Service** **\$146,545**

This amount is allocated to cover the debt service payment(s) for projects funded by the RC revenues.

**Capital Outlay** **\$198,395**

This amount is for Capital Items to be purchased by the division.

### 2020 Capital Outlay for RC Division

<b><u>Description</u></b>	<b><u>Amount</u></b>
Parking Lot Improvements	\$150,595
Cardio Equipment Lease pmt for 2020	\$47,800
	<hr/>
	<b><u>\$198,395</u></b>



## **RC - Parks & Recreation Department – Facilities Maintenance Division**

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The Facilities Maintenance Division oversees the maintenance of the facility that falls outside of the custodial duties and light maintenance work at the RC facility.

### **Budget Category Summary**

	Actual 2016	Actual 2017	Actual 2018	Projected Budget 2019	Amount Change	Budget 2020	% Change
<b>Personnel</b>	\$88,111	\$90,968	\$108,173	\$112,125	\$2,665	\$114,790	2.4%
<b>Insurance</b>	47,793	42,495	18,010	21,200	(51)	21,149	(0.2%)
<b>Maintenance</b>	31,717	20,006	19,396	20,500	0	20,500	0.0%
<b>Operating Supplies</b>	0	0	337	0	0	0	0.0%
<b>Total</b>	\$167,621	\$153,469	\$145,916	\$153,825	\$2,614	\$156,439	1.7%

### **Budget Highlights**

The change in Personnel is due to the updating of the wage split base on the time study done by the division. The increase in Insurance is based on historical average and any outstanding issues.

### **Budget Category Explanations**

#### **Personnel**

**\$114,790**

This category includes the salaries, wages, benefits, and overtime for one Facility Maintenance Manager (28%), two Facility Maintenance Supervisor (25%, 6%) and one Senior Facility Maintenance Worker (94%).

#### **Insurance**

**\$21,149**

This amount is allocated to the department, division, or section based upon the number of full-time employees. Coverage includes general liability, boiler and machinery, umbrella insurance, errors and omissions, and property insurance.

#### **Maintenance**

**\$20,500**

This category is for the repair and maintenance of the building.

The City of O’Fallon, Missouri Sewer System includes a vast collection system and full scale, state-of-the-art regional wastewater treatment plant with a capacity of 11.25 million gallons per day, complete with two equalization basins, a Class A biosolids dewatering and handling facility, large capacity interceptor sewers ranging up to 48 inches in diameter and large capacity wastewater pumping stations located at strategic points in the system. The collection system consists of over 225 miles of interceptor, 17 wastewater pumping stations, 6,430 manholes and collector lines ranging in size from 6 inches to 48 inches. The wastewater treatment plant, originally constructed in 1984, then upgraded in 1991, 1998, 2001 and modernized in 2008 to keep up with demand and regulatory requirements. The plant utilizes an activated biofilter process with four (4) primary and four (4) secondary clarifiers, four (4) variable speed high capacity bio-tower lift pumps, three (3) biofilter towers, four (4) aeration basins, an effluent pumping station with four (4) high capacity submersible pumps, a Waste Activated Sludge (WAS) holding tank and an ultra-violet effluent disinfection process.

The Sewer System currently serves over 16,815 customers and is expected to serve over 16,900 customers, both inside and outside City residents, by the end of FY 2020. The estimated usage for the past year was 2,835.1 million gallons.

Staff continues to exceed all treatment criteria regulated by the State of Missouri and EPA. Staff continues to research and explore new processes to achieve greater efficiency within the system. Internal lining of 13.3 miles of the City’s sanitary sewer lines was completed in 2019 which will reduced flow at the wastewater treatment plant significantly.

**Revenues**

	Actual 2016	Actual 2017	Actual 2018	Projected Budget 2019	Amount Change	Budget 2020	% Change
<b>Utility Sales &amp; Service</b>	\$7,712,214	\$7,061,467	\$8,724,509	\$10,259,630	(\$420,173)	\$9,839,457	(4.1%)
<b>Interest</b>	16,328	73,696	175,660	150,000	(25,000)	125,000	(16.7%)
<b>Miscellaneous</b>	112,506	115,152	152,175	132,712	12,632	145,344	9.5%
<b>Bond Proceeds</b>	0	5,120,000	0	0	28,935,000	28,935,000	100.0%
<b>Total</b>	\$7,841,048	\$12,370,315	\$9,052,344	\$10,542,342	\$28,502,459	\$39,044,801	270.4%

Sewer System Bi-Monthly Charges		
Usage	Charges for City Residents Customers	Charges for Non-Resident Customers
Bi-Monthly Minimum (8,000 gallons) 1"	\$50.82	\$101.64
Usage Over 8,000 Gallons	\$3.56/1,000 gallons	\$7.12/1,000 gallons
New Resident Average (12,400 gallons)	\$66.48	\$132.96
Flat Rate *	\$106.80	\$213.60

\*Flat rate applies to customers that operate their own wells and do not have meters. This represents less than 1% of the Sewerage System's customers. The flat rate generally applies to older residences. No new customers are charged the flat rate.

#### Bi Monthly Sewer Base Rate Based on Meter Size

Meter Size	1.5 Inches	2 Inches	3 Inches	4 Inches	6 Inches	8 Inches
Inside City	\$101.64	\$162.62	\$304.94	\$508.22	\$1,016.44	\$1,626.32
Outside City	\$203.30	\$325.26	\$609.88	\$1,016.44	\$2,032.88	\$3,252.64

### Fiscal Year 2020 Goals

- I. The timely completion and acquisition of all capital projects are the main focus of the Sewer division for 2020. *(Major Projects – Strategic Plan)*
- II. Monitor the Sewer Lateral Repair Program Policy. *(Management in Progress – Strategic Plan)*
- III. **LT Plan** - Implement a comprehensive annual preventative maintenance program for the sanitary sewer collection system that includes inspection of all manholes on a 10-year rotation and rehabilitate manholes identified as being deficient (there are an estimated 6,431 manholes in the system – 643 manholes annually on average) and inspection and cleaning of all sewer mains on a three-year cycle (there are an estimated 226 miles of sewer mains – 75 miles of sewer per year). In 2020, 155 manholes will be lined. A closed caption television camera inspection on the City sewer mains will be performed on a 10-year rotation.
- IV. Continue to implement the facility plan for the improvement of the Waste Water Treatment Plant which addresses the new ammonia limits set to go in effect in 2021.

### Performance Measurements

	Actual 2016	Actual 2017	Actual 2018	Target 2019	Actual 2019	Target 2020
Power Consumption Dollars/mgal Treated	\$108	\$118	\$103	\$118	\$132	\$118
Effluent Quality < 25/30 mg/l CBOD/TSS	6 CBOD 11 TSS	10CBOD 19TSS	7 CBOD 11 TSS	7 CBOD 10 TSS	9 CBOD 12 TSS	7 CBOD 10 TSS
Line Cleaning/Inspection 225 miles/3 yrs = 75	68.0	49.3	68.9	75.0	45.1	75.0
Number of Manhole Inspections	0	355	492	625	330	625

## Previous Year's Goals

In 2019, all the capital projects budgeted were completed and acquired. The Division continued the implementation of the 5-year plan for the expansion of the WWTP utilizing a contractor that will bring the recommendations thru to implementation. The Sewer Lateral Program will switch from contracted services to providing in-house services. The manhole lining program continues and 91 manholes were lined.

## Budget Category Summary

	Actual 2016	Actual 2017	Actual 2018	Projected Budget 2019	Amount Change	Budget 2020	% Change
<b>Personnel</b>	\$1,272,382	\$1,331,706	\$1,441,154	\$1,621,643	\$49,320	\$1,670,963	3.0%
<b>Contract Services</b>	320,996	276,734	297,285	506,555	68,345	574,900	13.5%
<b>Insurance</b>	401,952	590,397	334,428	425,020	15,477	440,497	3.6%
<b>Maintenance</b>	395,177	404,686	526,391	631,181	(29,480)	601,701	(4.7%)
<b>Operating Supplies</b>	402,503	389,859	646,299	1,017,621	689	1,018,310	0.1%
<b>Professional Expenses</b>	29,396	32,198	50,424	66,700	(13,305)	53,395	(19.9%)
<b>Public Information</b>	4,862	5,749	5,998	7,500	300	7,800	4.0%
<b>Utilities</b>	598,635	571,459	583,873	666,230	230	666,460	0.0%
<b>Petroleum</b>	19,406	31,750	32,860	41,361	8,286	49,647	20.0%
<b>Rental</b>	1,625	5,975	11,184	16,500	0	16,500	0.0%
<b>Debt</b>	2,714,807	3,197,011	2,057,001	1,982,703	1,255,166	3,237,869	63.3%
<b>Capital Outlay</b>	1,661,514	3,099,770	10,723,345	1,737,449	26,883,945	28,621,394	1547.3%
<b>Total</b>	\$7,823,255	\$9,937,294	\$16,710,242	\$8,720,463	\$28,189,653	\$36,959,436	323.3%

## Budget Highlights

The 2020 the increase in Contract Services is largely due to the increase for landfill fees for the removal and land application of Class A product. The decrease in Maintenance is due to large ticket maintenance done on the Collection System and Lift Stations over the previous two years are completed. The decrease in Professional Fees is due to less outside engineering services anticipated in 2020. The increase in Petroleum is due to higher cost per gallon anticipated.

## Budget Category Explanations

**Personnel**

**\$1,670,963**

This category includes the wages, benefits, and overtime for the Sewer Division, Water Division, Finance Division, Project Management/Engineering Division and Street Division as broken down below:

Water/Sewer Division expenses consists of one Water and Wastewater Treatment Plant Superintendent (50%), one Water and Sewer Utility Superintendent (45%), one Wastewater Treatment Plant Manager (100%), one Wastewater Treatment Plant Supervisor (100%), one Collection Supervisor (100%), one Plant Crew Leader (100%), one Sr. Wastewater Plant Operator, (100%), one Lab Technician (100%), one Wastewater Treatment Plant Maintenance Crew Leader (100%), two Plant Operators (100%), one Utility Crew Leader (100%), one Sanitary Sewer Lift Station Operator (100%), two Maintenance Mechanics (100%), one Sr Utility Worker (100%), five Utility Workers (100%), one Utility Locator / Customer Service (50%) and one Administrative and Budget Coordinator (45%).

Finance Division expenses consists of one Utility Billing Supervisor (33%), one Billing Clerk (33%), and one Customer Service Representative (33%).

Project Management/Engineering Divisions expenses consists of one Sr. Project Manager (50%), one Project Managers (50%) and two Construction Inspectors (50%).

Street Division expenses consists of one Public Works Director (35%)

**Contract Services**

**\$574,900**

This funding is for reoccurring services retained by the Sewer Division.

**Insurance**

**\$440,497**

This amount is allocated to each department, division, or section based upon the number of full-time employees. Coverage includes general liability, boiler and machinery, umbrella insurance, worker's compensation, errors and omissions, and property insurance.

**Maintenance**

**\$601,701**

This category is for the repairs and maintenance of buildings, collection systems, lift stations and various shop equipment and machinery. Vehicle Maintenance is separate and put in the Fleet Maintenance Division within this fund.

**Operating Supplies**

**\$1,018,310**

This category includes office supplies such as paper and pens, postage, copies, uniforms and clothing for the workers, small tools, and safety equipment. This also includes small equipment, computers, furniture and fixtures that are valued less than \$5,000.

**Professional Expenses**

**\$53,395**

This amount includes funds for dues and subscriptions, professional fees, travel and training.

**Public Information** **\$7,800**  
 Advertising and printing are funded in this category. Printing costs associated with public signs and notices, handbooks, and inspection reports are examples of these costs.

**Utilities** **\$666,460**  
 This amount provides funding for mobile phone/radio services.

**Petroleum** **\$49,647**  
 Expenses for gasoline and oil are funded in this category.

**Rental** **\$16,500**  
 This category provides the funding for the rental of equipment that the division needs from time to time, but does not own.

**Debt** **\$3,237,869**  
 This amount is budgeted for repayment of principal, interest and fees on bonds issued and outstanding.

**Capital Outlay** **\$28,621,394**  
 This amount is allocated to cover equipment purchases outlined below in the Capital Expenditures section.

**2020 Capital Outlay for Sewer Division**

<b><u>Description</u></b>	<b><u>Amount</u></b>
Machinery, Equipment & Software	
Vac Truck Replacement (shared cost)	\$195,000
Rolloff Truck & Containers	\$100,000
Skid Loader w/tracks	\$30,000
Utility Vehicle (4X4)	\$22,594
Soil Conditioner	\$3,800
	\$351,394
Sewer Plant Buildings Maintenance/Improvements	
WWTP Exterior Painting	\$100,000
WWTP Repairs to Concrete Basin	\$100,000
WWTP Driveway Maintenance	\$25,000
	\$225,000
Sewer System Maintenance/Improvements	
Ammonia Upgrades	\$25,500,000
WWTP & Lift Station Controls updated	\$1,350,000
Sanitary Sewer Lining / Rehab Program	\$500,000
Lift Station Upgrades	\$300,000
I-70 Phase 2 Sewer Relocation	\$150,000
Brookside Forcemain Relocation	\$140,000
Media Replacement	\$75,000
I-70 & Bryan Rd Interchange Sewer Upgrades	\$30,000
	\$28,045,000
<b>Total Sewer Division Capital</b>	<b><u>\$28,621,394</u></b>

## Sewer Fund – Fleet Maintenance Division

The Fleet Maintenance Division assists with vehicles and rolling stock maintenance for the Sewer Fund. The expenses in this section cover the Personnel, Insurance and Maintenance expenses utilized within the Sewer Fund.

Goals and Performance Measurements for this Division are reported in the General Fund section.

### Budget Category Summary

	Actual 2016	Actual 2017	Actual 2018	Projected Budget 2019	Amount Change	Budget 2020	% Change
<b>Personnel</b>	\$26,769	\$18,048	\$22,495	\$62,323	(\$20,808)	\$41,515	(33.4%)
<b>Insurance</b>	7,028	8,072	12,529	20,072	(2,053)	18,019	(10.2%)
<b>Maintenance</b>	31,187	21,038	20,458	54,065	18,035	72,100	33.4%
<b>Total</b>	\$64,984	\$47,158	\$55,482	\$136,460	(\$4,826)	\$131,634	(3.5%)

### Budget Highlights

The Personnel figures will fluctuate annually based on historical average and any specific projects in the budgeted year. The Insurance is an estimate to cover actual expense due to the City going self-insured. Increase in Maintenance is based on additional In-house repairs expected and new tires on some of the vehicles.

### Budget Category Explanations

#### Personnel Expenses

**\$41,515**

This category includes the wages, benefits, and overtime for one Fleet Manager (8%), one Fleet Coordinator (8%) and four Mechanics (10%, 13%, 5%, 13%).

#### Insurance

**\$18,019**

This amount is allocated to each department, division, or section based upon the number of full-time employees. Coverage includes general liability, boiler and machinery, umbrella insurance, worker's compensation, errors and omissions, and property insurance.

#### Maintenance

**\$72,100**

This category is for the repairs and maintenance of various rolling stock and vehicles (for the Sewer Fund).

## Sewer Fund - Landscaping Division

The Landscaping Division is responsible for the mowing of the Sewer properties throughout the City. The Sewer Funds cover Personnel, Contract Services and Insurance expenses associated with mowing of their properties.

Goals and Performance Measurements for the Landscaping Division are reported in the General Fund section.

### Budget Category Summary

	Actual 2016	Actual 2017	Actual 2018	Projected Budget 2019	Amount Change	Budget 2020	% Change
<b>Personnel</b>	\$79	\$12	\$12	\$12,089	\$6,604	\$18,693	54.6%
<b>Contract Services</b>	11,283	18,576	19,540	90	(90)	0	(100.0%)
<b>Insurance</b>	0	0	0	2,565	1,375	3,940	53.6%
<b>Total</b>	\$11,362	\$18,588	\$19,552	\$14,744	\$7,889	\$22,633	53.5%

### Budget Highlights

In 2019 the Landscape Division took over the right-of-way mowing. This explains the increase in Personnel and decrease in Contract Services over the last two years.

### Budget Category Explanations

#### Personnel Expenses

**\$18,693**

This category includes the wages, benefits (workers compensation), and overtime for one Landscaping Manager (2%), one Landscaping Supervisor (5%) and two Landscape Workers (11%, 10%).

#### Contract Services

**\$000**

This amount is for charges for contract services such as mowing, mulch spraying beds, mulch application, large tree removal, and any large tree transplanting around the buildings.

#### Insurance

**\$3,940**

This amount is allocated to each department, division, or section based upon the number of full-time employees. Coverage includes general liability, boiler and machinery, umbrella insurance, worker's compensation, errors and omissions, and property insurance.

The Water System consists of a 6.0 million gallons per day, state-of-the-art Reverse Osmosis (RO) Membrane Water Treatment Plant with five alluvial wells. This water supply and treatment is complimented with four additional deep wells, three booster pump stations, high service pumps, four elevated storage tanks, three ground storage tanks and approximately 191 miles of cast iron, ductile iron and PVC distribution lines.

The Water System currently has over 12,887 and is expected to serve close to 13,000 customers by year end. The estimated usage for the past year was 1,241.7 million gallons. The City continues to provide an ample supply of water for its customers and continues to meet and exceed the treatment and distribution criteria prescribed and enforced by the State of Missouri. Staff continues to research and explore new processes to achieve greater efficiency within the system.

The City’s Council is responsible for all policy decisions relating to the Water System, including the annual budget, capital expenditures, rates and fees for services, and construction and expansion projects.

**Revenues**

	Actual 2016	Actual 2017	Actual 2018	Projected Budget 2019	Amount Change	Budget 2020	% Change
<b>Sales &amp; Services</b>	\$5,262,323	\$5,498,497	\$6,144,886	\$5,721,768	\$364,331	\$6,086,099	6.4%
<b>Interest</b>	16,391	48,133	89,401	30,000	(5,000)	25,000	(16.7%)
<b>Miscellaneous</b>	355,755	345,787	383,684	370,850	(14,787)	356,063	(4.0%)
<b>Other Sources/Bonds</b>	0	3,995,000	0	3,500,000	1,400,000	4,900,000	40.0%
<b>Total</b>	\$5,634,469	\$9,887,417	\$6,617,971	\$9,622,618	\$1,744,544	\$11,367,162	18.1%

**Waterworks System Bi-Monthly Charges**

<u>Usage</u>	<u>Charges for City Residents Customers</u>	<u>Charges for Non-Resident Customers</u>
Bi-Monthly Minimum (2,000 gallons) 1"	\$25.36	\$50.70
Usage Over 2,000 Gallons	\$4.29/1,000 gallons	\$8.59/1,000 gallons

**Bi Monthly Water Base Rate Based on Meter Size**

<u>Meter Size</u>	<u>1.5 Inches</u>	<u>2 Inches</u>	<u>3 Inches</u>	<u>4 Inches</u>	<u>6 Inches</u>	<u>8 Inches</u>
Inside City	\$50.70	\$81.14	\$152.12	\$253.52	\$507.04	\$811.26
Outside City	\$101.40	\$162.26	\$304.22	\$507.04	\$1,014.08	\$1,622.52

## Fiscal Year 2020 Goals

- I. Continue to provide the highest quality water supply to the public. *(To maintain a superior community)*
- II. Monitor all fund projects included in the fiscal year’s budget including water main upgrades and water tank repairs. *(Major Projects – Strategic Plan)*
- III. **LT Plan** - Continue to implement the long-range plan to complete upgrades over a 5-year period to the aging water systems (includes the water main replacement program and well improvements). *(Major Projects – Strategic Plan)*
- IV. Implement comprehensive annual water system preventive maintenance and replacement programs that include the exercise and repair as necessary, of all valves in the distribution system on a two-year cycle. (There are an estimated 2,207 valves in the system – 1,103 valves per year.) *(Major Projects – Strategic Plan)*

## Performance Measurements

	Actual 2016	Actual 2017	Actual 2018	Target 2019	Actual 2019	Target 2020
Power Consumption/Million Gallon Pumped	\$321	\$326	\$351	\$350	\$344	\$344
Salt Consumption/Million Gallon Pumped	0.66	0.62	0.57	0.57	0.59	0.57
Chlorine Consumption mg/C/Finished Water Pumped	2.6	2.5	2.9	2.7	2.9	3.0
Water Hardness mg/l	136	128	140	130	128	130
Bacteriological Tests, # Positive	0	0	0	0	0	0
Valve Exercising (#)	0	812	843	1,009	1,004	1,103

## Previous Year’s Goals

In 2019, the City continues to provide the highest quality water supply to the public. The Division continued implementing its long-range plan to proactively complete upgrades to the water system to address problems before they occur. The Division continues to provide excellent customer service and emergency response to the customers of the O’Fallon Water System.

## Budget Category Summary

	Actual 2016	Actual 2017	Actual 2018	Projected Budget 2019	Amount Change	Budget 2020	% Change
<b>Personnel</b>	\$1,050,613	\$1,145,168	\$1,370,063	\$1,545,048	\$35,017	\$1,580,065	2.3%
<b>Contract Services</b>	39,812	39,359	39,992	50,950	6,000	56,950	11.8%
<b>Insurance</b>	251,328	215,984	263,936	334,630	11,582	346,212	3.5%
<b>Maintenance</b>	309,194	310,728	516,740	1,207,620	(40,001)	1,167,619	(3.3%)
<b>Operating Supplies</b>	428,963	542,540	545,249	577,700	(2,190)	575,510	(0.4%)
<b>Professional Expenses</b>	25,730	34,296	47,156	61,406	(14,361)	47,045	(23.4%)
<b>Public Information</b>	3,776	4,180	5,760	6,500	0	6,500	0.0%
<b>Utilities</b>	417,866	441,707	466,045	439,030	(1,670)	437,360	(0.4%)
<b>Petroleum</b>	10,257	13,331	20,816	24,960	12,693	37,653	50.9%
<b>Rental</b>	3,476	2,406	381	3,000	0	3,000	0.0%
<b>Debt</b>	2,508,876	2,893,579	2,354,438	2,369,363	3,003,545	5,372,908	126.8%
<b>Capital Outlay</b>	887,946	2,827,259	2,511,705	5,423,010	(4,052,727)	1,370,283	(74.7%)
<b>Total</b>	\$5,937,837	\$8,470,537	\$8,142,281	\$12,043,217	(\$1,042,112)	\$11,001,105	(8.7%)

## Budget Highlights

The 2020 increase in Contract Services is due to increase in the payment processing fees (banking and credit card). The increase in Insurance is due to the City being self-insured and estimating actual costs. The decrease in Maintenance is due to the actual operating costs directly associated with the new water main replacement program are coming in lower than anticipated. The decrease in Professional Fees is due to less outside engineering services anticipated in 2020. The increase in Petroleum is based on the expected increase in gas and oil prices in 2020.

## Budget Category Explanations

### **Personnel**

**\$1,580,065**

This category includes the wages, benefits, and overtime for the Water Division, Finance Division, Project Management/Engineering Division and Street Division as broken down below:

Water Division expenses consists of one Water and Wastewater Plant Superintendent (50%), one Water and Sewer Utility Superintendent (45%), one Water Plant Manager (100%), one Distribution Supervisor (100%), one Plant Crew Leader (100%), two Utility Crew Leaders (100%), three Water Plant Operators-Class A (100%) three Water Plant Operators (100%), one Utility Locator / Customer Service (50%), one Water Main Replacement Supervisor (100%), one Sr. Utility Worker (100%), five Utility Workers (100%) and one Administrative and Budget Coordinator (45%).

Finance Division expenses consists of one Utility Billing Supervisor (33%), one Billing Clerk (33%), and one Customer Service Representative (33%).

Project Management/Engineering Divisions expenses consists of one Sr. Plant Engineer (50%), one Sr. Project Manager (50%), one Project Managers (5%) and two Construction Inspectors (50%).

Street Division expenses consists of one Public Works Director (15%).

### **Contract Services**

**\$56,950**

This funding is for reoccurring services retained by the Water Division.

### **Insurance**

**\$320,972**

This amount is allocated to each department, division, or section based upon the number of full-time employees. Coverage includes general liability, boiler and machinery, umbrella insurance, worker's compensation, errors and omissions, and property insurance.

### **Maintenance**

**\$1,167,619**

This category is for the repairs and maintenance of buildings, distribution systems, water plant, wells, towers and various shop equipment. Also includes the Water Main Replacement Program expenses. Vehicle Maintenance is separate and put in the Fleet Maintenance Division within this fund.

### **Operating Supplies**

**\$575,510**

This category includes office supplies such as paper and pens, postage, copies, uniforms and clothing for the workers, small tools, and safety equipment. This also includes small equipment, computers, furniture and fixtures that are valued less than \$5,000.

### **Professional Expenses**

**\$47,045**

This amount includes funds for dues and subscriptions, professional fees, travel and training.

**Public Information** **\$6,500**

Advertising and printing are funded in this category. Printing costs associated with public signs and notices, handbooks, and inspection reports are examples of these costs.

**Utilities** **\$437,360**

This amount provides funding for mobile phone/radio services.

**Petroleum** **\$37,653**

Expenses for gasoline and oil are funded in this category.

**Rental** **\$3,000**

This category provides the funding for the rental of equipment that the division needs from time to time, but does not own.

**Debt** **\$1,370,283**

This amount is budgeted for repayment of principal, interest and fees on bonds issued and outstanding.

**Capital Outlay** **\$5,372,908**

This amount is allocated to cover equipment purchases outlined below in the Capital Expenditures section.

**2020 Capital Outlay for Water Division**

<b><u>Description</u></b>	<b><u>Amount</u></b>
Machinery, Equipment & Software	
Vac Truck (split w/ Sewer & Storm)	\$195,000
Truck Freightliner	170,295
Service Truck	74,164
Transit Connect Van	33,551
1/2 Ton Truck	32,473
Skid Loader	30,000
Truck Transfer	17,000
Trench Compactor	8,000
Road Plates	6,000
Soil Conditioner (split w/ Sewer)	3,800
	\$570,283
Water System Maintenance/Improvements	
Deep Well #3 & #4 Rehabilitation	
Tower Maintenance - Paint #2	\$600,000
Water System CIP	150,000
Interconnect w/Missouri American	50,000
	\$800,000
<b>Total Water Division Capital</b>	<b><u><u>\$1,370,283</u></u></b>

## **Water Fund – Fleet Maintenance Division**

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The Fleet Maintenance Division assists with vehicles and rolling stock maintenance for the Water Fund.

The expenses in this section cover the Personnel, Insurance and Maintenance expenses utilized within the Water Fund.

Goals and Performance Measurements for this Division are reported in the General Fund section.

### **Budget Category Summary**

	<b>Actual 2016</b>	<b>Actual 2017</b>	<b>Actual 2018</b>	<b>Projected Budget 2019</b>	<b>Amount Change</b>	<b>Budget 2020</b>	<b>% Change</b>
<b>Personnel</b>	\$16,905	\$28,958	\$13,718	\$21,664	\$8,002	\$29,666	36.9%
<b>Insurance</b>	6,302	11,522	6,771	8,305	1,568	9,873	18.9%
<b>Maintenance</b>	4,242	10,470	16,103	33,062	(10,184)	22,878	(30.8%)
<b>Total</b>	\$27,449	\$50,950	\$36,592	\$63,031	(\$614)	\$62,417	(1.0%)

### **Budget Highlights**

The Fleet Division has over two years of actual expenses in its tracking software. The Personnel figures will continue fluctuate until more history is established to find an average. The software is able to assist with future expected expenses based on age and actual vehicle history. The Insurance is an estimate to cover actual expense due to the City going self-insured.

### **Budget Category Explanations**

#### **Personnel Expenses **\$29,666****

This category includes the wages, benefits, and overtime for one Fleet Manager (6%), one Fleet Coordinator (6%) and four Mechanics (6%, 8%, 10%, 5%).

#### **Insurance **\$9,873****

This amount is allocated to each department, division, or section based upon the number of full-time employees. Coverage includes general liability, boiler and machinery, umbrella insurance, worker's compensation, errors and omissions, and property insurance.

#### **Maintenance **\$22,878****

This category is for the repairs and maintenance of various rolling stock and vehicles (for the Water Fund).

## Water Fund – Landscaping Division

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The Landscaping Division is responsible for the mowing of the Water properties throughout the City. The Water Funds cover Personnel, Contract Services and Insurance expenses associated with mowing of their properties.

Goals and Performance Measurements for the Landscaping Division are reported in the General Fund section.

### Budget Category Summary

	Actual 2016	Actual 2017	Actual 2018	Projected Budget 2019	Amount Change	Budget 2020	% Change
<b>Personnel</b>	\$39	\$6	\$6	\$12,077	\$6,639	\$18,716	55.0%
<b>Contract Services</b>	10,367	18,525	19,452	0	0	0	0.0%
<b>Insurance</b>	0	0	0	2,565	1,375	3,940	53.6%
<b>Total</b>	\$10,406	\$18,531	\$19,458	\$14,642	\$8,014	\$22,656	54.7%

### Budget Highlights

In 2019 the Landscape Division took over the right-of-way mowing. This explains the increase in Personnel and decrease in Contract Services over the last two years.

### Budget Category Explanations

**Personnel Expenses** **\$18,716**

This category includes the wages, benefits, and overtime for one Landscaping Manager (2%), one Landscaping Supervisor (5%) and two Landscape Workers (11%, 10%).

**Contract Services** **\$000**

This amount is for charges for contract services such as mowing, mulch spraying beds, mulch application, large tree removal, and any large tree transplanting around the buildings.

**Insurance** **\$3,940**

This amount is allocated to each department, division, or section based upon the number of full-time employees. Coverage includes general liability, boiler and machinery, umbrella insurance, worker's compensation, errors and omissions, and property insurance.

The City of O’Fallon, Missouri (the City) was incorporated September 12, 1912. The City operates under a Home Rule Charter with a Mayor/City Council/City Administrator form of government and provides the following services as authorized by its bylaws: public safety (police), highways and streets, culture and recreation, public improvements, planning and zoning, and general administrative services.

The general purpose financial statements of the City have been prepared in conformity with Generally Accepted Accounting Principles (GAAP) as applied to government units. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The more significant of the City’s accounting policies are described below:

(a) Reporting Entity

The City defines its reporting entity in accordance with the provisions of GASB Statement No. 14, *The Financial Reporting Entity* (GASB 14). GASB 14 requirements for inclusion of component units are based primarily upon whether the City’s governing body has any significant amount of financial accountability for potential component units (PCU). The City is financially accountable if it appoints a voting majority of a PCU’s governing body and is able to impose its will on that PCU, or there is potential for the PCU to provide specific financial benefits to, or impose specific financial burdens on, the City. Based upon these criteria, the general purpose financial statements include all funds, agencies, boards, commissions, and authorities for which the City is financially accountable.

(b) Fund Accounting

The City uses funds to report its financial position and results of operations. Fund accounting is designed to demonstrate legal compliance and to aid financial management by segregating transactions related to certain government functions or activities.

A fund is a separate accounting entity with a self-balancing set of accounts. Funds are classified into three categories: governmental, proprietary, and fiduciary. Each category, in turn, is divided into separate “fund types.”

Governmental Fund Types

Governmental funds are those through which most governmental functions of the City are financed. The acquisition, use, and balances of the City’s expendable financial resources and related liabilities are accounted for through governmental funds. The following are the City’s governmental fund types:

General

The general fund is used to account for resources traditionally associated with government activities which are not required legally or by sound financial management to be accounted for in another fund.

### Special Revenue

Special Revenue funds are used to account for specific revenues (other than major capital projects) that are legally restricted to expenditures for specified purposes.

### Capital Project Fund

Capital Project Funds are used to account for financial resources to be used for acquisition of major capital facilities (other than those financed by proprietary funds).

### Debt Service

Debt service funds are used to account for the accumulation of resources for, and the payment of, general long-term debt principal, interest, and related costs.

### Enterprise Funds - Proprietary Fund Type

Proprietary funds are used to account for activities similar to those found in the private sector. Enterprise funds are used to account for operations that are financed and operated in a manner similar to private business enterprises - where the intent of the governing body is that the costs (expenses, including depreciation) of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges. The activities of the City's water, sewer, public venue, recreation facility and environmental services operations are accounted for in the enterprise funds.

In reporting the financial activity of its proprietary funds, the City applies all applicable Governmental Accounting Standards Board (GASB) pronouncements, as well as the following pronouncements issued on or before November 30, 1989, unless these pronouncements conflict with or contradict GASB pronouncements: Financial Accounting Standards Board (FASB) Statements and Interpretations, Accounting Principles Board (APB) Opinions and Accounting Research Bulletins (ARBs) of the Committee on Accounting Procedure.

### Fiduciary Fund Type - Agency

Agency funds are used to account for assets held by the City in a trustee capacity or as an agent for individuals, private organizations, other governmental units, or other funds. Agency funds are custodial in nature (assets equal liabilities) and do not involve measurement of the results of operations.

### (c) Measurement Focus and Basis of Accounting

The accounting and financial reporting treatment applied to a fund is determined by its measurement focus. All governmental fund types are accounted for using a current financial resources measurement focus. With this measurement focus, only current assets and current liabilities generally are included on the balance sheet. Operating statements of these funds present increases (i.e., revenues and other financing sources) and decreases (i.e., expenditures and other financing uses) in net current assets.

All proprietary funds are accounted for on a flow of economic resources measurement focus. With this measurement focus, all assets and all liabilities associated with the operation of these funds are included on the combined balance sheet. Fund equity (i.e., net total assets) is segregated

into contributed capital and retained earnings (deficit) components. Proprietary fund type operating statements present increases (i.e., revenues) and decreases (i.e., expenses) in net total assets.

The *modified accrual basis* of accounting is used by all governmental fund types and agency funds. Under the modified accrual basis of accounting, revenues are recognized when susceptible to accrual (i.e., when they become both measurable and available). “Measurable” means the amount of the transaction can be determined and “available” means collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period. The City considers property taxes as available if they are collected within 60 days after year-end. Expenditures are recognized in the period in which the related fund liability is incurred, if measurable, except for principal and interest on general long-term debt which is recognized when due.

Revenues considered susceptible to accrual are property taxes, sales taxes, gross receipts taxes, interest income, and certain intergovernmental revenues. In applying the susceptible to accrual concept to intergovernmental revenues, the legal and contractual requirements of the individual programs are used as guidelines. There are essentially two types of these revenues. In one, monies must be expended on the specific purpose or projected bases before any amounts will be paid to the City; therefore, these revenues are recognized based upon the expenditures recorded. Intergovernmental revenues received by the City prior to recognition as revenues and related expenditures are classified as deferred revenue. In the other, monies are virtually unrestricted as to purpose of expenditure and are usually revocable only for failure to comply with prescribed compliance requirements. These resources are reflected as revenues at the time of receipt or earlier if they meet the available and measurable criteria.

Licenses and permits, charges for services, fines and forfeitures, and miscellaneous revenues are recorded when received because they are not generally measurable until actually received.

Under the accrual basis of accounting used by the proprietary fund type, revenues are recognized when earned and expenses are recognized when incurred. Within the City’s water, sewer and environmental services funds, an estimated amount has been recorded for services rendered but not yet billed as of the close of the fiscal year. The receivable was arrived at by taking the subsequent cycle billings and prorating the amount of days applicable to the current fiscal year.

(d) Fund Equity

Contributed Capital

Contributed capital in the enterprise funds consists primarily of that portion of property, plant and equipment which was financed through the receipt of federal and state grant revenues. Contributed capital also consists of contributions from developers.

Retained Earnings

Retained earnings of the enterprise funds consist of the results of operation that are available to finance future activities.

### Fund Balances - Reserved

Reserved fund balances in the governmental fund types consist of reserves for advances to other funds, encumbrances, future capital projects, debt service, prepaid assets and street improvements.

### Fund Balances - Unreserved

Unreserved fund balances in the governmental fund types are the residual of the City's assets less liabilities and reservations.

### (e) Budgetary Data

The City Council follows the procedures outlined below in establishing the budgetary data reflected in the general purpose financial statements:

1. Prior to December 31, the City Council appropriates, by ordinance, the annual operating budget for the fiscal year beginning the following January 1. The operating budget includes proposed revenues and expenditures for the General Fund, Special Revenue Funds, and Debt Service Fund; the City Council also adopts, as a management control device only, a budget for the Enterprise Funds. Budgetary control is achieved at the fund level.

The City's budgetary process is based upon accounting for certain transactions on a basis other than Generally Accepted Accounting Principles (GAAP). To provide a meaningful comparison of actual results with the budget, the actual results of operations are presented in the combined statement of revenues, expenditures and changes in fund balances - budget and actual - all governmental fund types, in accordance with the budget basis of accounting. The major differences between the budget and GAAP bases of accounting are that encumbrances are recorded when encumbered (budget) as opposed to when the obligation is incurred (GAAP).

2. The City Administrator may authorize budget transfers for unexpected budget balances within each fund. The City Administrator may not transfer monies between funds or allow expenditures in excess of the adopted budget.
3. The City Council may, by ordinance, make supplemental appropriations for revenues in excess of original budget estimates or reduce appropriations should revenues and available reserves be insufficient to meet the amount appropriated.

The City's budget for the governmental fund types is prepared under the modified accrual basis of accounting.

The City sets the maximum level of expenditures at the amount authorized when the budget ordinance is passed. Expenditures may not legally exceed budget appropriations at the fund level.

State statutes prohibit deficit budgeting by requiring that estimated expenditures for the period do not exceed estimated revenues for the period plus unencumbered budget basis fund balances at the beginning of the period.

(f) Encumbrances

Encumbrance accounting, under which purchase orders, contracts and other commitments for the expenditure of funds are recorded in order to reserve the portion of the applicable appropriation, is employed in the governmental fund types. At the end of each budget period, unencumbered and unexpended appropriations lapse. Appropriations in the governmental fund type are charged for encumbrances when commitments are made. Fund balances are reserved for outstanding encumbrances, which serve as authorization for expenditures in the subsequent year. Encumbrances outstanding at the year-end do not constitute expenditures or liabilities for GAAP financial statement purposes.

(g) Inventories

Purchases of materials and supplies in the governmental and proprietary fund types are charged to expenditures/expenses when purchased; except for minimal inventory of daily operating supplies purchased by the City's Office Center for subsequent purchases by the City departments. Amounts of inventories in such funds are not material.

(h) Capital Assets and Depreciation

Capital assets, which include property, plant, equipment and certain infrastructure assets (e.g., roads, bridges, sidewalks, and similar items), are reported in the applicable governmental or business-type activities columns in the government-wide financial statements in the Comprehensive Annual Financial Report. Capital assets are defined as assets with an initial, individual cost of \$5,000 or more for general capital assets and \$25,000 or more for infrastructure, and an estimated useful life in excess of two years. Such assets are recorded at historical cost if purchased or constructed. Donated capital assets are recorded at estimated fair value at the date of donation.

The costs of normal maintenance and repairs that do not enhance functionality or materially extend the life of an asset are not capitalized.

Capital assets are depreciated using the straight-line method over the following estimated useful lives:

	<u>Years</u>
Buildings	35-45
Structures and improvements	30-45
Water and Sewer lines	30-50
Streets, bridges and sidewalks	30-50
Furniture and other equipment	5
Vehicles	5
Computer equipment	3-5
Software	3-5
Land improvements	30-45

(i) Compensated Absences

City employees earn vacation based on length of service. Vacations accrue on the anniversary date of employment and must be taken within one year. Upon termination, employees are paid for unused vacation. Accrued vacation pay is recorded as earned in the governmental fund as it is expected to be paid with available expendable resources. Employees may accumulate up to 480 hours of sick leave at a rate of eight hours per month. Employees who accumulate more than 480 hours shall thereafter be paid for 75% of unused sick leave beyond the 480 hours at their regular hourly rate at the end of the year if funds are appropriated by City Council.

(j) Bond Discount

Bond discount on revenue bonds is recorded as a reduction of the debt obligation.

(k) Interfund Transfers

The City has the following types of transactions among funds:

Reimbursements

Reimbursement of expenditures made by one fund for another are recorded as expenditures in the reimbursing fund and as a reduction of expenditures in the reimbursed fund.

Quasi-External Transactions

Charges or collections for services rendered by one fund for another are recognized as revenues of the recipient fund and expenditures or expenses of the disbursing fund. These transactions are recorded as quasi-external transactions because they would be treated as revenues and expenditures or expenses if they involved organizations external to the City.

Residual Equity Transfers

The transfer of a fund's equity to another fund in order to permanently close a fund to future activity.

(l) Statement of Cash Flows

For purposes of the statement of cash flows, the proprietary fund type considers all highly liquid investments (including restricted assets) with a maturity of three months or less when purchased to be cash equivalents.

# 2020 Budget Ordinance

**BILL NO. 7143**

**ORDINANCE NO. 6624**

Sponsored by: Mayor Hennessy

**AN ORDINANCE APPROVING THE 2020 BUDGET FOR THE PERIOD OF JANUARY 1, 2020, THROUGH DECEMBER 31, 2020, FOR THE CITY OF O'FALLON, MISSOURI, AND PROVIDING FOR THE APPROVAL OF EXPENDITURES MADE PURSUANT TO SAID BUDGET.**

**BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF O'FALLON, STATE OF MISSOURI, AS FOLLOWS:**

**Section 1.**

The form of budget marked Appendix "A" and retained in the Finance Department is hereby approved as the budget for the City of O'Fallon beginning January 1, 2020 and ending December 31, 2020.

**Section 2.**

The expenditures provided in the form of budget marked Appendix "A" are hereby approved subject to the provisions of the laws of the State of Missouri and of the City of O'Fallon, and such expenditures are authorized provided compliance with all applicable State Laws and City Ordinances first occurs.

**Section 3.**

This Ordinance shall be in full force and effect from and after its passage and approval by the Mayor as provided by law.

First Reading: **November 14, 2019**

Second Reading: **December 12, 2019**

**PASSED BY THE CITY COUNCIL FOR THE CITY OF O'FALLON, MISSOURI, THIS 12 DAY OF DECEMBER, 2019.**

*Bill Hennessy*  
Presiding Officer

Attest:

*Pamela L. Clement*  
Pamela L. Clement, City Clerk



**APPROVED BY THE MAYOR FOR THE CITY OF O'FALLON, MISSOURI, THIS 13 DAY OF DECEMBER, 2019.**

*Bill Hennessy*  
Bill Hennessy, Mayor

Attest:

*Pamela L. Clement*  
Pamela L. Clement, City Clerk



Approved as to Form:

*Kevin M. O'Keefe*  
Kevin M. O'Keefe, City Attorney



## Glossary of Terms

ABF	Activated Bio-Filter
ACO	Animal Control Officer
Accrual	A method of accounting that recognizes income when earned and expenses when incurred regardless of when cash is received or disbursed.
Adopted Budget	The budget approved by the Mayor and City Council and enacted by budget appropriation ordinance, on or before December 31 of each year.
Appropriation	An authorization made by the Mayor and City Council which permits the City administrative staff to incur obligations against and to make expenditures of governmental resources. Appropriations are usually made for fixed amounts and unencumbered amounts lapse at year-end.
Assessed Value	The estimate of fair market value assigned to property by an appraiser or tax assessor.
Audit	An objective examination and evaluation of the financial statements to make sure that the records are a fair and accurate representation of the transactions they represent.
Balanced Budget	The principle of financing current expenditures with current revenues and the accumulated unrestricted fund balance.
Bonds	A written promise to pay a specified sum on money, called the face value or principal amount, at a specified date or dates in the future, called the maturity date(s), together with periodic interest at a specified rate.
Budget Ordinance	The official enactment by the Mayor and City Council establishing the legal authority for City administrative staff to obligate and expend funds.
Budget	A plan of financial operation comprised of an estimate of proposed expenditures for a fiscal year and the proposed means of financing those expenditures (revenue estimates).
Budget Calendar	The schedule of key dates or milestones which the City follows in the Calendar preparation and adoption of the budget.
Budget Document	The official written statement prepared by the City's staff, which presents the proposed budget to the Mayor and City Council.

CAFR	Comprehensive Annual Financial Report.
CDBG	Community Development Block Grant.
CIP	Capital Improvement Plan- 5-yrs projection of revenues and expenses.
CLIP	City Landscaping Identity Program.
CofC	Cost of Construction
Capital Outlay	The purchase of items of significant value and having a useful life of several years, also referred to as <i>capital assets</i> or <i>capital expenditure</i> .
Capital Projects	Projects established to account for the cost of capital improvements. Typically, a capital project encompasses a purchase of land and/or the construction of or improvements to a building or infrastructure.
Cash Basis	The basis of accounting under which revenues are recorded when received in cash and expenditures are recorded when cash is disbursed.
Contingency Fund	A budgetary reserve set-aside for emergencies or unforeseen expenditures not otherwise budgeted for.
Contributed Capital	Consist primarily of that portion of property, plan and equipment which was financed through the receipt of federal and state grant revenues; also consists of contributions from developers.
Crossover Debt	A debt refunding that is not immediately eliminated at the time the new debt is issued but will be upon future callable date.
DARE	Drug Awareness Resistance Education
Debt	A liability resulting from the borrowing of money or from the purchase of goods and services. Debts of governmental units include bonds, time warrants, notes, and floating debt.
Debt Service	Payment of interest and principal on City debt.
Department	A management unit of closely associated City activities headed by a Director or Chief. Each department may have several divisions.
Direct Debt	The sum total of bonded debt issued by the City.
Enterprise Fund	A type of proprietary fund used to account for the financing of goods or services to the general public where all or most of the operating expenses involved are recovered in the form of user charges. Included in this category are the Water, Sewer, Public Venue, Renaud Spirit Center and Environmental Services Funds.

Encumbrance	A recorded expenditure commitment representing a contract to purchase goods or services. If an item is encumbered at year-end, additional appropriation authority is required to make the expenditures.
Expenditures	The cost of goods received or services rendered whether payments for such goods and services have been made or not.
FASB	Financial Accounting Standards Board.
FSA	Flex Spending Administrator
FTE	Full-Time Equivalent
Fiscal Year (FY)	An accounting period extending from January 1 to the following December 31 for the City of O'Fallon, MO.
Fund	A fiscal entity with a self-balancing set of accounts used to account for an activity(s) with common objectives.
Fund Balance (FB)	The cumulative excess of revenues over expenditures in a fund at a point in time. With certain limitations, fund balance may be used to balance the subsequent year's budget.
GAAP	Generally Accepted Accounting Principles
GASB	Governmental Accounting Standards Board.
GFOA	Government Finance Officers Association.
General Fund	The principal fund operating the city which accounts for most of the financial resources of the government. General Fund revenues include taxes; intergovernmental revenues; licenses, fees and other revenues; transfers; and interest. This fund usually includes most of the basic operating services, such as administration, engineering, finance, legal, municipal court, parks, and police.
General Government	The general government term has been used to account for administration, finance, legal, municipal court and other administrative services.
General Obligation Bonds	When a government pledges its full faith and credit and unlimited taxing power to repayment of the bonds it issues, then those bonds are General Obligation (GO) Bonds. A GO Bond is typically used for long-term financing of capital projects and represents a written promise to pay to the bond purchaser a specified sum of money at a specified future date along with a periodic interest paid at a specified interest percentage.

Goal	The underlying reason(s) for the provision of essential City services.
Governmental Funds	Funds through which most governmental functions of the City are accounted for. The major governmental funds are General Fund, Debt Service Fund, SRI Fund, Recreation Fund, Storm Water Fund, Public Facilities Fund and Parks Improvement Funds.
Grant	A contribution by a government or other organization to support a particular function. Grants may be classified as either categorical or block, depending upon the amount of discretion allowed the grantee.
HSA	Health Savings Account
IACP	International Association Chief of Police
Interfund Transfers	Amounts transferred from one fund to another.
Intergovernmental Revenue	Revenue received from another government for general purposes or a special purpose.
Lease Purchase	The right of use of property by virtue of a lease, usually for a specified term of years, for which consideration is paid.
Levy	See Tax Levy.
Line Item Budget	A budget summarizing the detail categories of expenditure for goods and services the City intends to purchase during the fiscal year.
MABOI	Missouri Association of Building Officials and Inspectors.
MACE	Missouri Association of Code Enforcement.
MoDOT	Missouri Department of Transportation.
Modified Accrual Basis	Under the modified accrual basis of accounting, recommended for use by governmental funds, revenues are recognized in the period in which they become available and measurable, and expenditures are recognized at the time a liability is incurred pursuant to appropriation authority.
Moody's Investor Services, Inc.	A nationally recognized bond rating agency. The City of O'Fallon's non GO debt rating is Aa2.

NEC	National Electric Code.
Net Income	A term used in accounting for governmental enterprises to designate the excess of total revenues over total expenses for an accounting period.
Net Profit	See Net Income.
Net Revenue Objective	See Net Income. A measurable statement of the actual results which a City activity expects to achieve in support of a stated goal.
Ordinance	A formal legislative enactment by the Mayor and City Council. If it is not in conflict with any higher form of law, such as a state statute or constitutional provision, it has the full force and effect of law within the boundaries of the municipality to which it applies.
Overlapping Debt	The proportionate share of the debts of local governmental units located wholly or in part within the limits of the reporting government that must be borne by property within each governmental unit.
PCI	Pavement Condition Index
Pay-as-You-Go-Basis	A term used to describe the financial policy of a governmental unit that finances all of its capital outlays from current revenues rather than by borrowing. A governmental unit that pays for some improvement from current revenues and others by borrowing is said to be on a partial or modified pay-as-you-go basis.
Purchase Order	A written legal document stating or confirming an offer to buy goods or services, which upon acceptance by a vendor becomes a contract. Its main function is to expedite, document, and control buying by the City.
QHDHP	Qualified High Deductible Health Plan
Recommended Budget	The budget proposed by the City Administrator to the Mayor and City Council for adoption.
Reserves	An account used to indicate that a portion of a fund's balance is legally restricted for a specific purpose and is, therefore, not available for general appropriation.
Retained Earnings (RE)	The accumulated earnings of an Enterprise Fund that have been retained in the fund and that are not reserved for any specific purpose.
Revenue	A term used to represent actual or expected income to a specific fund.

Revenue Bonds	Bonds whose principal and interest are payable exclusively from earnings of a public enterprise. In addition to a pledge of revenues, such bonds sometime contain a mortgage on the enterprise's property and are then known as mortgage revenue bonds.
Risk Management	An organized attempt to protect a government's assets against accidental loss in the most economical method.
RC	Renaud Center ( <i>formerly the RSC – Renaud Spirit Center</i> )
Special Revenue Fund	A fund that account for and report the proceeds of specific revenue sources that are restricted or committed to expenditure for specific purpose other than debt service or capital projects.
Standard & Poor's Corp	A nationally recognized rating agency. The City's current debt rating with Standards & Poor's is AA stable.
SRIF	Street and Road Improvement Fund
Tax Levy	The total amount of tax that optimally should be collected based on tax rates and assessed values of personal and real properties.
Tax Rate	The level at which taxes are levied. The tax rate must be adopted prior to October 1 <sup>st</sup> of each year.
Transmittal Letter	A general discussion of the budget presented to the Citizens, Mayor and City Council by the City Administrator as a part of the budget document. The transmittal letter explains principal budget issues against the background of financial experience in recent years and presents recommendations made by the City Administrator.
TYTIP	The St. Charles County Road Board's ten-year transportation improvement plan.
Unencumbered Fund Balance	The amount of an appropriation that is neither expended nor encumbered. It is essentially the amount of money still available for future purchases.
WTP	Water Treatment Plant
WWTP	Waste Water Treatment Plant
Working Capital	A term used in accounting designated to identify the value of current assets less current liabilities (i.e. cash less obligations).

# 2020 O'Fallon Events

- O'FallonTheatreWorks' *The Man From Earth*** • March 20–21 & 27–29, City Hall
- Underwater Egg Hunt** • April 3, Renaud Center
- Egg-stravaganza Glow Hunt** • April 4, Civic Park
- Find Your Fit Week** • April 4–10, Renaud Center
- O'Fallon: Game On + After Dark** • April 24, CarShield Field
- Founders' Day** • May 2, Fort Zumwalt Park
- Public Works Fair** • May 20, Ozzie Smith Sports Complex
- Food Truck Frenzy** • May 29 & August 2, Sports Park
- O'Fallon Jammin' Concerts** • Tuesdays, June 2 – August 18, Civic Park
- O'Day Concert in the Park** • June 18, O'Day Park
- O'FallonTheatreWorks' *The Curious Incident of the Dog in the Night-Time*** • July 17–19 & 24–26, City Hall
- Heritage & Freedom Fest** • July 2–4, Ozzie Smith Sports Complex
- Heritage & Freedom Fest Parade** • July 4, North Main to Tom Ginnever
- O'Day Theatre in the Park**, O'Day Park
- Cardboard Boat Races & Battleship Boat Challenge** • July 19, Alligator's Creek Aquatic Center
- Nerf Warz** • August 21, Renaud Center
- O'Day Education in the Park** • August 28, O'Day Park
- Pool Paws Dog Swim** • September 12, Alligator's Creek Aquatic Center
- Fall Into the Arts** • September 20, O'Day Park
- Camping Night** • September 25, O'Day Park
- Renaud Center's Rec-or-Treat** • October 2, Renaud Center
- Pumpkin Pool Plunge** • October 9, Renaud Center
- Food Truck Fright & Hayrides** • October 16, Dames Park
- O'FallonTheatreWorks' *Puffs*** • October 16–18 & 23–25
- Tree Lighting Ceremony** • November 18, City Hall
- Kidsgiving** • November 13, Krekel Civic Center
- Celebration of Lights** • November 27 – December 30, Fort Zumwalt Park
- Candy Cane Hunt** • December 5, Krekel Civic Center
- Old-Fashioned Holiday Stroll** • December 7 & 8, Fort Zumwalt Park
- Santa's Workshop & Pizza with Santa** • December 12, Krekel Civic Center
- Snowball Blizzard Blitz** • December 18, Renaud Center
- Noon Year's Eve Party** • December 31, Renaud Center

[www.ofallon.mo.us](http://www.ofallon.mo.us)

[www.renaudcenter.com](http://www.renaudcenter.com)

[www.heritageandfreedomfest.com](http://www.heritageandfreedomfest.com)

[www.selectofallon.com](http://www.selectofallon.com)

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Visit O'Fallon

O'Fallon Police Department

Renaud Center

O'Fallon Volunteer Services

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