



**AGENDA**  
**FINANCE AND ADMINISTRATION COMMITTEE**  
**Monday, January 27, 2014**  
**5:30 PM**  
**Mayor's Conference Room**

**I) Roll Call**

(Mike Bennett, Chairman, Jerry Albrecht, Vice-Chair, John Drolet, Harlan Gerrish, Gene McCoskey)

**II) Approval of Minutes from Previous Meeting November 25, 2013**

*Note: All recently approved committee minutes posted on official City website: <http://www.ofallon.org>*

**III) Items Requiring Council Action**

- A. Motion to approve Ordinance to transfer Bond Cap to SWIDA

**IV) Other Business :**

- A. FY 2013 Audit Review
  - B. Update on New World Systems- Utility Billing
  - C. Update on Phone System
- } Time Permitting

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

- A. IT Update Report for December, 2013
- B. Treasurer's Report/Cash Reserves as of 12/31/13

**VI) Adjournment**

**NEXT MEETING: Monday, February 24, 2014 – 5:00 P.M. – Mayor's Conference Room \***

**\*Special time-Review of FY 2015 Budget**

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



## CITY COUNCIL AGENDA ITEMS

**To:** Mayor and City Council  
**From:** Sandy Evans, Director of Finance  
Walter Denton, City Administrator  
**Date:** February 3, 2014  
**Subject:** Ordinance Approving Transfer of Bond Cap to SWIDA

**List of committees that have reviewed:** Finance and Administration

**Background:** The Southwestern Illinois Development Authority (SWIDA) requests the City transfer unused Illinois Private Activity Bond Allocation. This is an industrial bond authority granted to Home Rule municipalities for a very limited area of Industrial Economic Authority. If the city does not use or transfer the bond authority by May 1, it reverts back to the state. As the City does not have a qualifying use for the authority in 2014, staff recommends it be transferred to SWIDA for use in our area. This is the seventh transfer we have processed, and should the City have a use of this authority in the future, we would be in a better position to request help from SWIDA.

**Legal Considerations, if any:** None

**Budget Impact:** This is a very limited authority to issue a set dollar amount of industrial economic development bonds and has no affect on our financial status.

**Staff recommendation:** Recommend approval

ORDINANCE NO. \_\_\_\_\_

AN ORDINANCE APPROVING THE TRANSFER OF VOLUME CAP IN CONNECTION WITH PRIVATE ACTIVITY BOND ISSUES, AND RELATED MATTERS.

WHEREAS, O'Fallon, Illinois (the "*Municipality*") is a municipality and a home rule unit of government under Section 6 of Article VII of the 1970 Constitution of the State of Illinois; and

WHEREAS, Section 146 of the Internal Revenue Code of 1986, as amended (the "*Code*"), provides that the Municipality has volume cap equal to \$100 per resident of the Municipality in each calendar year, which volume cap may be allocated to certain tax-exempt private activity bonds; and

WHEREAS, the Illinois Private Activity Bond Allocation Act, 30 *Illinois Compiled Statutes 2008, 345/1 et seq.*, as supplemented and amended (the "*Act*"), provides that a home rule unit of government may transfer its allocation of volume cap to any other home rule unit of government, the State of Illinois or any agency thereof or any non-home rule unit of government; and

WHEREAS, it is now deemed necessary and desirable by the Municipality to transfer its entire volume cap allocation for calendar year 2014 to the Southwestern Illinois Development Authority (the "*Issuer*") to be applied toward the issuance of private activity bonds by the Issuer (the "*Bonds*") or for such other purpose permitted by this Ordinance;

NOW, THEREFORE, Be It Ordained by the City Council of the City of O'Fallon, Illinois, as follows:

*SECTION 1.* That, pursuant to Section 146 of the Code and the Act, the entire volume cap of the Municipality for calendar year 2014 is hereby transferred to the Issuer, which shall issue the Bonds using such transfer of volume cap, without any further action required on the part of the Municipality, and the adoption of this Ordinance shall be deemed to be an allocation of such volume cap to the issuance of the Bonds or such other bonds.

*SECTION 2.* That the Municipality and the Issuer shall maintain a written record of this Ordinance in their respective records during the term that the Bonds or any other such bonds to which such volume cap is allocated remain outstanding.

*SECTION 3.* That the Mayor, the City Clerk and all other proper officers, officials, agents and employees of the Municipality are hereby authorized, empowered and directed to do all such acts and things and to execute all such documents and certificates as may be necessary to further the purposes and intent of this Ordinance.



**City of O'Fallon  
St. Clair County, Illinois**

**ANNUAL FINANCIAL REPORT  
Year Ended April 30, 2013**

**AND  
INDEPENDENT AUDITOR'S REPORT**

**AKS**

**ALLISON KNAPP &  
SIEKMANN, LTD.**

**CERTIFIED PUBLIC ACCOUNTANTS**

Chart 2  
Statement of Net Position  
April 30, 2013

	Governmental Activities		Business-Type Activities		Primary Government Total		Component Unit	
	2013	2012	2013	2012	2013	2012	2013	2012
<b>ASSETS</b>								
Other assets	\$44,526,016	\$43,927,763	\$ 8,113,688	\$ 8,047,081	\$ 52,639,704	\$ 51,974,844	\$4,965,000	\$4,659,300
Capital assets (net of accumulated depreciation)	56,708,113	56,948,255	37,221,592	36,329,344	93,929,705	93,277,599	1,216,160	1,234,490
Capital assets, non-depreciabl	32,827,709	31,264,428	1,990,204	683,267	34,817,913	31,947,695	-	-
<b>TOTAL ASSETS</b>	<b>134,061,838</b>	<b>132,140,446</b>	<b>47,325,484</b>	<b>45,059,692</b>	<b>181,387,322</b>	<b>177,200,138</b>	<b>6,181,160</b>	<b>5,893,790</b>
<b>LIABILITIES</b>								
Other liabilities	6,127,846	6,053,750	2,002,009	1,085,057	8,129,855	7,138,807	981,129	1,019,872
Long-term liabilities	48,296,161	49,431,305	8,973,032	9,410,816	57,269,193	58,842,121	1,865,712	1,971,961
<b>TOTAL LIABILITIES</b>	<b>54,424,007</b>	<b>55,485,055</b>	<b>10,975,041</b>	<b>10,495,873</b>	<b>65,399,048</b>	<b>65,980,928</b>	<b>2,846,841</b>	<b>2,991,833</b>
<b>NET POSITION</b>								
Investment in capital assets, net of related debt	42,892,104	40,354,468	30,280,425	27,664,346	73,172,529	68,018,814	1,216,160	1,234,490
Restricted	22,476,379	22,710,166	1,086,043	967,234	23,562,422	23,677,400	2,118,159	1,667,467
Unrestricted	14,269,348	13,590,757	4,983,975	5,932,239	19,253,323	19,522,896	-	-
<b>TOTAL NET POSITION</b>	<b>\$79,637,831</b>	<b>\$76,655,391</b>	<b>\$36,350,443</b>	<b>\$34,563,819</b>	<b>\$115,988,274</b>	<b>\$111,219,210</b>	<b>\$3,334,319</b>	<b>\$2,901,957</b>

Chart 3  
Statement of Changes In Net Position  
April 30, 2013

	Governmental Activities		Business-Type Activities		Primary Government Total		Component Unit	
	2013	2012	2013	2012	2013	2012	2013	2012
<b>REVENUES</b>								
Program Revenues								
Charges for services	\$ 4,633,915	\$ 4,305,601	\$ 15,546,937	\$ 14,346,917	\$ 20,180,852	\$ 18,652,518	\$ 44,868	\$ 42,811
Operating grants	549,544	1,037,788	92,000	-	641,544	1,037,788	29,002	35,122
Capital grants	-	-	-	-	-	-	21,928	21,629
General Revenues								
Taxes	21,253,867	20,478,439	-	-	21,253,867	20,478,439	982,774	983,123
Franchise fees	1,577,453	1,345,239	-	-	1,577,453	1,345,239	-	-
Investment income	85,023	27,973	6,065	17,713	91,088	45,686	232,785	(69,690)
Donations not restricted to specific activities	13,656	10,238	-	-	13,656	10,238	15,659	15,322
Gain (loss) on abandonment of fixed assets	44,913	8,286	-	-	44,913	8,286	-	-
Transfers	(148,864)	2,000,000	-	-	(148,864)	2,000,000	148,864	(2,000,000)
Miscellaneous	91,893	34,318	-	-	91,893	34,318	-	-
<b>TOTAL REVENUES</b>	<b>28,101,400</b>	<b>29,247,882</b>	<b>15,645,002</b>	<b>14,364,630</b>	<b>43,746,402</b>	<b>43,612,512</b>	<b>1,475,880</b>	<b>(971,683)</b>
<b>EXPENSES</b>								
General government	4,262,505	3,902,958	-	-	4,262,505	3,902,958	-	-
Public safety	9,919,266	9,148,993	-	-	9,919,266	9,148,993	-	-
Highways and streets	4,893,276	4,888,674	-	-	4,893,276	4,888,674	-	-
Cultural and recreation	3,644,946	2,343,715	-	-	3,644,946	2,343,715	-	-
Interest on long-term debt	2,398,967	2,587,137	-	-	2,398,967	2,587,137	-	-
Water	-	-	9,895,766	9,010,068	9,895,766	9,010,068	-	-
Sewer	-	-	4,185,212	4,052,367	4,185,212	4,052,367	-	-
Library	-	-	-	-	-	-	1,043,518	1,110,948
<b>TOTAL EXPENSES</b>	<b>25,118,960</b>	<b>22,871,477</b>	<b>14,080,978</b>	<b>13,062,435</b>	<b>39,199,938</b>	<b>35,933,912</b>	<b>1,043,518</b>	<b>1,110,948</b>
<b>CHANGE IN NET POSITION</b>	<b>2,982,440</b>	<b>6,376,405</b>	<b>1,564,024</b>	<b>1,302,195</b>	<b>4,546,464</b>	<b>7,678,600</b>	<b>432,362</b>	<b>(2,082,631)</b>
Net position beginning	76,655,391	70,278,986	34,563,819	33,261,624	111,219,210	103,540,610	2,901,957	4,984,566
Prior Period Adjustment			222,600		222,600			
<b>NET POSITION ENDING</b>	<b>\$ 79,637,831</b>	<b>\$ 76,655,391</b>	<b>\$ 36,350,443</b>	<b>\$ 34,563,819</b>	<b>\$ 115,988,274</b>	<b>\$ 111,219,210</b>	<b>\$ 3,334,319</b>	<b>\$ 2,901,957</b>

# Information Technology

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*December 2013 Report*

## **Major Projects & Areas of Focus for October**

### **New World Aegis Upgrade to 10.2 (Public Safety)**

New World Aegis servers have had OS service pack or other required upgrades in anticipation of the software platform upgrade. Following this work staff ran pre-upgrade system check scripts. The release level is now targeted as 10.2 rather than 10.1. New World has confirmed that our hardware and software environment is ready for upgrade. We will need to add another server to our virtual environment for management of certain enterprise security related functionality in the new software version. Scheduling of the upgrade is pending.

### **New World Aegis Message Switch Upgrade**

We have ordered the replacement IBM server and professional services required to replace our 10 year old server used to manage mobile O'Fallon and Shiloh Police and Fire mobile Aegis message traffic to mobile data terminals. Delivery and installation schedule is pending.

### **New World Logos (Finance, HR, Payroll and Utility Billing)**

New go-live date is still pending while billing calculation issues are resolved. These issues require program modifications by New World.

### **Telephone System Project**

After our final site install in November administrative training for the main components of the system was completed in December. Some additional training is pending for certain reporting systems and outbound call capabilities. The main implementation is now considered substantially completed. Feedback has been very positive.

### **Sonicwall VPN Deployment**

Deployment has been completed. This SSL VPN environment has significant capability and licensing enhancements as compared to NetMotion – our previous vendor. Additionally, we now have 100 concurrent licenses rather than 100 named licenses providing more opportunities to provide remote access to our network. We are working on some firmware/configuration issues that are causing connectivity drops for a few specific type of clients – other clients are able to remain connected continuously for several days without any issues and we want this type of solid connection capability for all clients.

### **Symantec Backup Exec Replaced with AppAssure**

During December we migrated away from Symantec Backup Exec to Dell AppAssure for our backup software platform. We were up for renewal on Symantec licensing and this was a good time to make the change. Our server and network environment has matured in recent years with the use of virtual servers, improved network storage, server clustering for redundancy and planned multisite redundancy for our most mission critical items. We also have begun to transition users from physical desktops to virtual desktops using thin clients. Additionally, we have migrated away from tape storage backup to use attached network storage at multiple sites. AppAssure provides significant advantages that improve our backup process, increases redundancy and reduces administrative time.

### **Disaster Recovery Backup Server**

During December we made significant progress getting this server ready for deployment. While we were using Backup Exec we worked for months to complete configuration and initial backup of this server for deployment at its intended off-site location and were still dealing with a few pesky configuration issues. With the deployment of AppAssure successfully configured and completed backups on this server for all data from both data centers within a matter of days. Due to the enhanced capabilities that AppAssure provides we are now backing up the entire operating system and data on our servers rather than just data – this allows significantly improved restoration time in cases of server hardware failure. Before we deploy this server offsite we need to install a few additional hard drives to enable this enhancement.

### **e-Panic Coordination with District 90**

District 90 has purchased software which will allow integration of panic alarms from their various schools and office locations into our Police Dispatch Center in the event of an emergency event. IT and Public Safety staff finalized setup on our end to enable this connection in December. Once District 90 completes deployment on their end we will be ready to go live with this expanded panic notification system.

### **Citizen Request Web Portal**

Burns and Mac continued work on their end to get the site ready for deployment on one of our web servers and connected to Cityworks. Once this is in place so that we can demo to various departments we will seek their input on appropriate service request categories to include on the site and finalize internal workflow related to how these requests will be handled via the new system.

### **Library Website Redesign**

After finalizing the website framework in October with Molly Scanlon, former IT intern Kevin Dice worked on site development in December.

### **Access Control Security System Software and Hardware Training**

IT and Public Works attended training in December. The training was required before we are eligible to receive support directly from the software company rather than having to go through our local distributor. Meanwhile, the test SCADA panel at the IT building was configured to include Schlage panel components for testing and training purposes.

Treasurer's Report  
Cash Reserve Balance of Major Funds

<b>General Fund</b>				
Cash on Hand as of 12/31/13	\$ 13,742,736.63	Cash on Hand as of 12/31/13	\$ 5,878,456.00	
3 mos. operating reserve	\$ (3,955,779.24)	3 mos. operating reserve	\$ (2,532,745.00)	
10% emergency reserve	\$ (1,374,273.66)	10% emergency reserve	\$ (587,845.60)	
Obligated 2014 budget: Phone Upgrade	\$ (125,000.00)	Obligated 2014 budget:	\$ (260,815.00)	
Fire station complex	\$ (3,000,000.00)	Transfer from reserves	\$ 2,497,050.40	
	\$ 5,287,683.73			
<b>Ambulance</b>		<b>Sewer</b>		
Cash on Hand as of 12/31/13	\$ 5,453,320.00	Cash on Hand as of 12/31/13	\$ 3,752,847.00	
3 mos. operating reserve	\$ (899,760.00)	3 mos. operating reserve	\$ (1,383,010.00)	
10% emergency reserve	\$ (545,332.00)	10% emergency reserve	\$ (375,284.70)	
Obligated 2014 budget: Fire Station complex	\$ (1,200,000.00)	Obligated 2014 budget:	\$ (150,840.00)	
Obligated 2014 budget: Venita property	\$ (125,000.00)	Transfer from reserves	\$ 1,843,712.30	
Obligated 2015 budget: Venita property	\$ (125,500.00)			
	\$ 2,557,728.00	<b>Library</b>		
<b>Fire</b>		Cash on Hand as of 12/31/13	\$ 1,962,349.87	
Cash on Hand as of 12/31/13	\$ 3,265,191.00	3 mos. operating reserve	\$ (266,506.25)	
3 mos. operating reserve	\$ (826,910.00)	10% emergency reserve	\$ (196,234.99)	
10% emergency reserve	\$ (326,519.10)	Obligated 2014 budget:	\$ (20,000.00)	
Obligated 2014 budget: Transfer from reserves	\$ (344,390.00)	Transfer from reserves	\$ 1,479,608.63	
	\$ 1,767,371.90	<b>Hotel/Motel</b>		
<b>Parks</b>		Cash on Hand as of 12/31/13	\$ 701,369.82	
Cash on Hand as of 12/31/13	\$ 2,462,656.00	3 mos. operating reserve	\$ (246,141.25)	
3 mos. operating reserve	\$ (852,873.75)	10% emergency reserve	\$ (70,136.98)	
10% emergency reserve	\$ (246,265.60)	Obligated 2014 budget:	\$ -	
Obligated 2014 budget: Transfer from reserves	\$ (61,439.00)	Transfer from reserves	\$ 385,091.59	
	\$ 1,302,077.65	<b>Park Land Fund Subdivision</b>		
<b>Prop S</b>		Cash on Hand as of 12/31/13	\$ 214,447.00	
Cash on Hand as of 12/31/13	\$ 1,703,623.00	3 mos. operating reserve	\$ (7,525.00)	
3 mos. operating reserve	\$ (423,375.00)	10% emergency reserve	\$ (21,444.70)	
10% emergency reserve	\$ (170,362.30)	Obligated 2014 budget:	\$ 185,477.30	
Transfer from reserves	\$ (209,595.00)	<b>Annex Fees</b>		
	\$ 900,290.70	Cash on Hand as of 12/31/13	\$ 695,542.00	
<b>MFT</b>		3 mos. operating reserve	\$ (31,275.00)	
Cash on Hand as of 12/31/13	\$ 4,432,948.00	10% emergency reserve	\$ (69,554.20)	
3 mos. operating reserve	\$ (860,000.00)	Obligated 2014 budget:	\$ (59,500.00)	
10% emergency reserve	\$ (443,294.80)	Obligated 2015 budget:	\$ (59,500.00)	
Obligated 2014 budget: Transfer from reserves	\$ (2,737,600.00)	Venita property	\$ 475,712.80	
	\$ 392,053.20	Venita property		

Note: 3 mos operating reserve calculated by using FY 2014 budget