



AGENDA
FINANCE AND ADMINISTRATION COMMITTEE
Monday, November 25, 2013
5:00 PM ***SPECIAL TIME***
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 October 28, 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 2013 Tax Levy

IV) Other Business : (If time permits)

- A. General Liability/Workers Comp Insurance
- B. FY 2013 Audit

V) Informational Purposes Only- No Action/Discussion Required

- A. IT Update Report for October, 2013
- B. Treasurer's Report/Cash Reserves as of 10/31/13

VI) Adjournment

NEXT MEETING: Monday, January 27, 2014 – 5:30 P.M. – Mayor's Conference Room

(No meeting in December)

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



**2013
PROPOSED TAX LEVY**

**FIRST PRESENTED ON
NOVEMBER 25, 2013**



TAX LEVY CALENDAR 2013

NOVEMBER 25th

At the regular Finance and Administration Committee meeting, we will present the Tentative 2013 Tax Levy (required at least 20 days prior to Aggregate Tax Levy Adoption).

DECEMBER 2nd

At the regular Council meeting, we will present the Tentative 2013 Tax Levy for first reading.

DECEMBER 5th

~~Publish truth in taxation notice in the *O'Fallon Progress* (must be more than 7 days and less than 14 days prior to public hearing).~~ Since the proposed aggregate tax levy is less than a 5% increase, do not need to advertise or have public hearing.

DECEMBER 16th

At the regular Council meeting, second reading to adopt the 2013 tax levy.

2012 Final Rate Setting EAV 647,311,486 1.14% increase in EAV
 2013 Rate Setting EAV 654,746,673 Per County Estimate 11/14/13
 (16,368,667) -2.50% Per County- Negative Multiplier
 2013 Est. EAV 638,378,006 1.36% Overall decrease from 2012

FUND	Max Rate	Requested 12 Rate	Requested 12 Levy	Certified 12 Rate	extension After TIF & EZ	Requested 2013 Rate	Requested Levy 2013	Not to exceed 2013 Budget	12/13 Rate Difference	12/13 Dollar Difference
General	0.2500	0.0385	246,978	0.0382	247,273	0.0388	247,691	18,689,785	0.0006	418
IMRF	None	0.0577	370,146	0.0595	385,150	0.0600	383,027	424,500	0.0005	(2,124)
Fire Protection	0.3000	0.1818	1,166,247	0.1802	1,166,455	0.1828	1,166,955	3,307,640	0.0026	500
Police Pension	None	0.1714	1,099,531	0.1767	1,143,799	0.1719	1,097,372	1,918,500	-0.0048	(46,428)
Park	0.0900	0.0900	577,350	0.0892	577,402	0.0905	577,732	3,411,495	0.0013	330
Social Security	None	0.1130	724,895	0.1165	754,118	0.1223	780,736	781,090	0.0058	26,618
Ambulance	0.2500	0.1800	1,154,700	0.1784	1,154,804	0.1809	1,154,826	3,599,040	0.0025	22
		0.8324	5,339,847	0.8387	5,429,001	0.8472	5,408,338	32,132,050	0.0085	(20,663)
Library	0.1500	0.1500	962,250	0.1487	962,552	0.1508	962,674	1,149,450	0.0021	122
Totals		0.9824	6,302,097	0.9874	6,391,554	0.9980	6,371,013	33,281,500	0.0106	(20,541)

As of 11-19-13
 County provided estimated EAV
 Estimate 2.5%-3% negative multiplier

\$150,000 home with \$6000 Owner occupied exemption- Additional \$3.74/yr for City tax
 Additional \$0.92 for library- Total increase for resident \$4.665/yr

Recommended



CITY COUNCIL AGENDA ITEMS

To: Mayor and City Council
From: Sandy Evans, Director of Finance
Walter Denton, City Administrator
Date: December 2, 2013
Subject: Ordinances Establishing 2013 Annual Tax Levy

List of committees that have reviewed: Finance and Administration

Background: The annual Tax Levy must be filed with the county by the last Tuesday in December. The levy is based on the previous year's budget and a city can not levy more in the next year than it budgeted the previous year. The rate setting EAV is the base for the next years estimate as provided by the county which they project to be \$654,746,673, a 1.14% increase from last year, \$7,435,187. The county is also expecting to apply a 2.5% negative multiplier which would make the projected EAV for the City of O'Fallon for the 2013 tax year \$638,378,006 which represents an overall decrease of 1.36%. The levy reflects the council's guidance to keep the property tax rate as low as possible, but yet provide the needed revenue to provide the same quality of city services. We are requesting, for most funds, the same amount we requested last year, with the exception of police pension and social security, resulting in the 2013 levy request being \$20,541 less than last year. The actual EAV will not be known until the County provides final numbers the end of April 2014.

Legal Considerations, if any: None when filed on time.

Budget Impact: The tax levy is the revenue source for the Fire Department, EMS, Parks & Library and provides additional funds to the general fund and pension related accounts.

Staff recommendation: Recommend approval



PRINCIPLES OF A LEVY

1. The annual tax levy must be filed with the County by the last Tuesday in December.
2. A levy must be filled in dollars, not by tax rate.
3. The EAV we use in our proposed levy is only an estimate, and the actual EAV is not known until the County provides final numbers the end of April.
4. Rates are express in amounts per \$100 of assessed valuation. To compute a levy extension of .1809 in the Ambulance for example, you would:
 - a. Take the 2013 estimated valuation of \$638,378,006 and divide by 100 and round to the nearest dollar = \$6,383,780
 - b. Multiply .1809 (Ambulance Tax Fund) times your answer \$6,263,393 = \$1,154,825.
 - c. The levy must be filed no later than the last Tuesday in December; tax bills go out in the spring with tax money collected being distributed in July as available (first payments).
 - d. To realize the full amount a City is entitled to by law, you need to estimate what the equalized assessed valuation (EAV) will be the next spring. (The City of O'Fallon based the EAV on the County's estimate less a -2.5% multiplier)



Illinois Counties Risk Management Trust

INSURANCE PROGRAM PROPOSAL for

Policy Number:
ICRMT2014155
Policy Period:
12/01/2013 to 12/01/2014

O'Fallon, City of
255 S. Lincoln Avenue
O'Fallon, IL 62269

PROPERTY & INLAND MARINE

Terms and Conditions: Replacement Cost (except where noted below) subject to 125% of the total value of any one Building, Structure or Personal Property at any one location.

Deductibles:	Property	\$5,000	Per Loss
Deductibles:	Inland Marine	\$1,000	Per Loss
Deductibles:	Auto Physical Damage	\$1,000	Per Loss Comp
		\$1,000	Per Loss Coll

The deductibles apply Per Loss and do not erode or reduce the limits of the Insurance

Coverage to Include:

	<u>Limit</u>
Building Values	\$87,785,632
Personal Property Including Stationary EDP	\$10,334,306
Course of Construction (Builders Risk) Included up to:	\$1,000,000
Ordinance or Law Coverage	\$1,000,000
Unintentional Error or Omission	\$100,000
Foot Bridge & Appurtenant Structures	\$10,000
Extra Expense, Business Income, Rental Value - Excess	\$1,500,000
Transit Coverage (subject to policy limit)	\$100,000
Auto Physical Damage (Actual Cash Value)	\$4,104,141
Terrorism subject to NBCR Endorsement	Included
Sales Tax Interruption	\$4,523,501
Automatic Acquisition Property, Inland Marine & Auto	\$1,000,000
Communications Equipment	\$12,000
EDP Equipment	\$3,667,235
EDP Media	\$13,185
Fine Arts	\$56,000
Mobile Equipment greater than or equal to \$10,000 per item (ACV)	\$2,870,218
Mobile Equipment less than \$10,000 per item (ACV)	\$675,376
Other	\$6,500
Property in the Open	\$18,000
Tools	\$24,050
Debris Removal	25% or \$500,000, whichever is greater
Pollutant Cleanup and Removal, aggregate in any one Policy year:	\$25,000
Fire Department Service Charge	\$5,000
Fire Protection Equipment Discharge	\$5,000
Preservation of Property	\$25,000
Protection of Property	\$25,000

COVERAGE EXTENSION**\$250,000 Blanket Coverage Limit for the following Perils**

Accounts Receivable	Included
Fine Arts	Included
Business Income / Extra Expense	Included
Valuable Papers and Records	Included

Additional Coverage and Limits

Backup of Sewer or Drain Water Damage	\$25,000
Communication Tower	\$25,000
Laptop Computer Extension	\$5,000
Utility Services - Direct Damage	\$25,000
Outdoor Property	\$100,000
Personal Effects	\$10,000
Underground Sprinkler System	\$10,000
Fugus / Wet Rot / Dry Rot	\$15,000 occ / \$100,000 Agg

ADDITIONAL PROPERTY COVERAGES:

Earthquake (including mine subsidence) (\$300 million Program Aggregate)	\$10,000,000
Flood, including backup of sewer and water seepage (Excluding Flood Zone A and V, \$300 million Program Aggregate)	\$10,000,000

Flood Deductible - \$50,000 of the damaged location (or higher if higher selected).

Earthquake Deductible - \$50,000 or 5% of the damaged location; whichever is greater.

The deductible applies to each claim and does not erode or reduce the Limits of Insurance.

Supplemental Coverages

Communication Towers	\$25,000
Outdoor Property including debris removal, in any one occurrence:	\$100,000
Trees, shrubs and plants are subject to a maximum per item of:	\$1,000
Golf course tees and greens to a maximum per item of:	\$5,000
Contractors Equipment, per item:	\$100,000
Contractors Equipment, per occurrence:	\$250,000
Interruption of Computer Operations per occurrence:	\$50,000
Interruption of Computer Operations annual aggregate:	\$100,000
Personal Effects per location:	\$10,000
Retaining Walls and Other Outdoor Walls	\$10,000
Underground Sprinkler System	\$10,000
Unintentional Errors and Omissions	\$100,000
Utility Services - Direct Damage	\$25,000
Utility Services - Time Element	\$25,000
Limited Fungus/Fungi, Wet Rot and Dry Rot Coverage:	
Direct Damage in any one occurrence:	\$1,000
Aggregate, in any one Policy year:	\$100,000
Extra Expense Number of days:	30

GENERAL LIABILITY & LAW ENFORCEMENT - OCCURRENCE FORM

Coverage / Limits		
Each Occurrence	\$1,000,000	
General Annual Aggregate	\$3,000,000	
Law Enforcement Activities Annual Aggregate	\$3,000,000	
Products/Completed Operations Annual Aggregate	\$1,000,000	
Premises Medical Payments	\$1,000	Each Person
	\$50,000	Each Occurrence

GENERAL LIABILITY - \$5,000 Each Occurrence Deductible

The deductible applies to each occurrence and does not erode or reduce the Limits of Insurance.

LAW ENFORCEMENT - \$10,000 Each Occurrence Deductible

The deductible applies to each occurrence and does not erode or reduce the Limits of Insurance.

Sanitary Sewer Backup Limitation

Each Occurrence	\$100,000
Annual Aggregate	\$250,000

Coverage to Include:

- Liquor Law Liability
- Medical Services
- Special Events
- Cyber Liability \$50,000

Exclusions include but are not limited to:

- Asbestos
- Absolute Pollution (Except Hostile Fire)
- Mold
- NBCR Exclusion

See policy for complete information on coverages and exclusions

AUTO LIABILITY

Coverage / Limit		
Auto Liability	\$1,000,000	Each Accident for Bodily Injury and/or Property Damage
Underinsured/Uninsured Motorist	\$40,000	Each Accident
Auto Medical Payments	\$5,000	Each Person
	\$25,000	Each Accident

Coverage Extensions

Newly Acquired Automobiles - Automatic up to \$500,000	\$500,000
Garage Keepers Legal Liability - per Occurrence	\$100,000

\$0 Each Accident Deductible

The deductible applies to each accident and does not erode or reduce the Limits of Insurance.

Number of Vehicles: 121

Coverage's Included:

- Automatic Coverage for newly acquired vehicles - Non-auditable
- All Owned, non-owned & hired vehicles for use by insured while conducting business on behalf of the insured
- Pollution caused by upset and overturn

See policy for complete information on coverages and exclusions

PUBLIC OFFICIALS LIABILITY - CLAIMS MADE

Limit	\$1,000,000	Each Claim
	\$1,000,000	Annual Aggregate
Physical and Sexual Abuse	\$1,000,000	Annual
	\$1,000,000	Aggregate

Physical and Sexual Abuse Coverage Retroactive Date: 12/01/2006

\$10,000 Each Claim Deductible

The deductible applies to each claim and does not erode or reduce the Limits of Insurance.

Retroactive Date: 05/25/1988

Limits provided will be equal to those carried at Retroactive Date

- Coverages Included:**
- Sexual Harassment
 - Discrimination
 - Wrongful Termination
 - Employment Practices
 - Employee Benefits Liability
 - States Attorney Coverage

Exclusions include but are not limited to:

- Airports or Aircraft
- Criminal Acts
- Condemnation
- Mold
- NBCR Exclusion
- Punitive Damages

Coverage Extensions

Employee Benefits Program	Included
Employee Wage Reimbursement	
Each Occurrence	\$10,000
Annual Aggregate	\$20,000
Non-Monetary Legal Defense	
Each Occurrence	\$25,000
Annual Aggregate	\$50,000

CRIME

	<u>Limits Per Loss</u>
Blanket Employee Dishonesty	\$500,000
Money and Securities	\$500,000
Computer Fraud	\$500,000
Money Orders and Counterfeit Currency	\$500,000
Depositors Forgery	\$500,000

\$1,000 Each Occurrence Deductible

The deductible applies to each occurrence and does not erode or reduce the Limits of Insurance.

The ICRMT Crime form does not exclude faithful performance of duty and will meet the requirements for Public Officials bonds up to the statutory limit or policy limit, whichever is less.

See policy for complete information on coverages and exclusions

EQUIPMENT BREAKDOWN PROTECTION

Total Building and Contents Values	\$98,119,938
Equipment Breakdown Limit Per Occurrence, including Business Interruption and Extra Expense	Included
Utility Interruption	\$1,000,000
Spoilage	\$100,000
Computer Equipment	\$100,000
Demolition and ICC	\$1,000,000
Expediting Expense	\$100,000
Ammonia Contamination	\$100,000
Hazardous Substances	\$100,000
CFC Refrigerants	\$100,000
Newly Acquired Locations	\$1,000,000

Deductibles:

Property Damage	\$5,000
Business Income, Extra Expense & Utility Interruption	24 Hours

- Includes Joint Loss Agreement

- Power Generating Equipment Exclusion (Does not apply to backup emergency generators under 1000KW)

See policy for complete information on coverages and exclusions

EXCESS LIABILITY - Follow Form

General Liability & Law Enforcement	\$19,000,000	Excess of \$1,000,000 Per Occurrence \$3,000,000 Aggregate
Auto Liability	\$19,000,000	Excess of \$1,000,000 Each Accident for Bodily Injury and / or Property Damage
Public Officials (Claims Made)	\$19,000,000	Excess of \$1,000,000 Per Occurrence \$1,000,000 Aggregate

Please see policy forms for terms, conditions and exclusions.



Insurance Program Managers Group, LLC

**Illinois Counties Risk Management Trust
INSURANCE PROGRAM PROPOSAL**

**INVOICE
for**

**O'Fallon, City of
255 S. Lincoln Avenue
O'Fallon, IL 62269**

Policy Number: ICRMT2013155

Policy Period: 12/01/2013 to 12/01/2014

Coverage Part(s)	Premium
General Liability & Law Enforcement Liability	\$498,769
Property, Inland Marine	Included
Commercial Auto	Included
Public Officials Liability - Claims Made	Included
Crime	Included
Boiler & Machinery	Included
Special Coverage	Not Requested
Excess Liability	\$101,068
Total Policy Premium:	\$599,838
Total Policy Premium:	\$599,838

Premium due by effective date of coverage

Please make checks payable to:

Illinois Counties Risk Management Trust

Dept 5532

P.O. Box 3016

Milwaukee, WI 53201



Illinois Counties Risk Management Trust Part V. Workers' Compensation Proposal

Named Insured: O'Fallon, City of
255 S. Lincoln Avenue
O'Fallon, IL 62269

Program Year: 2013-2014
Effective Dates: 12/01/2013 to 12/01/2014
Policy Number: ICRMT2013155

Coverage A, Workers' Compensation Limit: Statutory

Coverage B, Employers' Liability Limit: \$2,500,000 Each Accident and \$2,500,000 Each Employee for Disease

Self-Insured Retention: \$100,000 Each Accident

Extensions of Coverage: Volunteers

Terms and Conditions:

1. Payrolls subject to annual audit.
2. Policy is only cancellable at program anniversary and after 30 day written notice is given. If required notice is not given, full estimated premium is earned, due and payable.
3. All terms and conditions of membership in the Illinois Counties Risk Management Trust are set forth in the Trust by-laws. A copy of this document is available for your review.

This is not an invoice.



Illinois Counties Risk Management Trust Part V. Workers' Compensation Proposal

Named Insured: O'Fallon, City of
255 S. Lincoln Avenue
O'Fallon, IL 62269

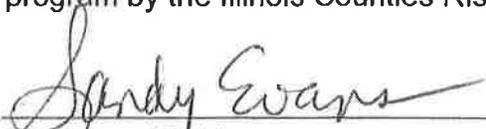
Program Year: 2013-2014
Effective Dates: 12/01/2013 to 12/01/2014
Policy Number: ICRMT2013155

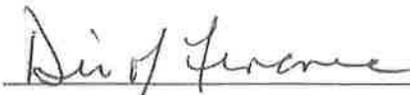
Code	Classification	Estimated Payroll	Rate	Estimated Premium
5506	Street & Road	\$676,220	12.1400	\$82,093
7370	Social Services Transportation	\$0	6.3900	\$0
7520	Waterworks Operation	\$682,250	9.2700	\$63,245
7580	Sewage Disposal Plant	\$629,249	8.1500	\$51,284
7705	Ambulance / EMS	\$796,557	12.7800	\$101,800
7710	Firefighter - Paid	\$127,639	14.9400	\$19,069
7711	Firefighter - Volunteer	\$107,818	15.6500	\$16,874
7720	Law Enforcement	\$3,750,336	6.5000	\$243,772
8601	Architect/Engineer	\$109,761	0.9900	\$1,087
8810	Clerical	\$3,188,352	0.5900	\$18,811
9015	Building Operations/Custodial/Maintenance NOC	\$114,458	9.1200	\$10,439
9102	Parks	\$1,019,720	6.3900	\$65,160
9220	Cemetery Operations	\$0	6.7100	\$0
9410	Municipal NOC	\$542,619	6.3600	\$34,511
Totals:		\$11,744,979		\$708,143

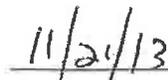
Gross Annual Premium		\$708,143
Increased Limit Multiplier	1.02	\$722,308
Experience Modifier	0.97	\$700,637
Schedule Modifier	0.29	\$203,185
Subtotal		\$203,185
Premium Discount	11.50%	(\$23,366)
Annual Premium		\$179,818

Acceptance Statement:

Please accept this as a formal confirmation that all terms and conditions of the proposed insurance program by the Illinois Counties Risk Management Trust are accepted effective 12/01/2013.


Signature of Official


Title


Date



Illinois Counties Risk Management Trust
Part V. Workers' Compensation

Invoice

O'Fallon, City of
255 S. Lincoln Avenue
O'Fallon, IL 62269

Policy Number: ICRMT2013155
Policy Period: 12/01/2013 to 12/01/2014

Coverage Part(s)	Premium
Workers Compensation	\$179,818
Total Policy Premium:	\$179,818
Total Policy Premium:	\$179,818

Total Policy Premium is due: 12/01/2013

Please make checks payable to:
Illinois Counties Risk Management Trust
Dept 5532
P.O. Box 3016
Milwaukee, WI 53201

Information Technology

October 2013 Report

Major Projects & Areas of Focus for October

New World Aegis Upgrade to 10.1 (Public Safety)

On hold until we complete adjustments to existing environment setup and resubmit pre-upgrade assessment. Once this is completed we will schedule the upgrade from version 9 up to 10.1.

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

Go-live scheduled for October was delayed due to billing calculation issues and billing form printout and mail machine integration issues. These items also delayed training that was scheduled for the most recent site visit. The billing calculation issue will require program modifications by New World. That is being scoped and scheduling of a new go-live date is pending.

Telephone System Project

Here is the current schedule/status:

1. Fire House 1 – completed in May as emergency install due to phone system failure at this site
2. Fire House 3 completed in July as emergency install due to phone system failure at this site
3. Fire HQ – completed 8/5
4. Fire House 2 – completed 8/13
5. Sewer Building on E Hwy 50 and WWTP – completed 8/14/13
6. Library – completed 8/28/13
7. IT & Public Works Compound – completed 9/4 – 9/5/2013
8. Parks – completed 9/25 -9/26/2013
9. City Hall – completed 10/8 – 10/9/2013
10. Public Safety – completed 11/4 – 11/7/2013

The new phones are working well. We have full system functionality. Work continues to get phone lines and circuits changed, cancelled or added as appropriate to minimize costs while maintaining failover redundancy. At present, we have a net cancellation of approximately 50 POTS lines (we have retained the phone numbers by porting them to existing circuits). The final count of phone line and circuit changes will take several months to complete/calculate.

SCADA Sewer Application Server Virtual Backup

In October we completed the stand up the virtual backup server and performed a fresh install of the WWTP control system software and settings. Through the use of virtual server technology we were able to run a backup environment and then restore to production in a way that only caused minutes of downtime at the WWTP rather than hours or days which would have been required before the new configuration.

Sonicwall VPN ~~Testing~~ Deployment

In October we purchased the Sonicwall VPN appliance that we had been testing for more than a month. This appliance is a replacement for NetMotion and began migration of users to the new VPN client. Our NetMotion licenses/support expire in December and was at a point where we needed to purchase additional licenses. With this purchase we switched from 100 named licenses to 100 concurrent license for less money, more capabilities and supported devices.

Control System Work Related to Waste Water Treatment Plant Construction

October saw substantial completion and testing to installation of the control system work for oxidation ditch sensors and blower building variable frequency drives (VFDs). We do have some miscellaneous punch list items as well as work outstanding to get generator monitoring setup for the main generator and the generator at the terminal lift station. The generator work was not part of the construction project but rather work that was delayed until after completion of the project.

Disaster Recovery Backup Server

City Hall data center backup configuration and testing is fully completed. Public Safety data center backups are in place but work remains to finalize configuration and testing for some of the backup services. Once this is completed we move this to its final offsite location.

Radio Upgrades and Troubleshooting

We replaced the radio link from the City Library from a 4.9 GHz 16 Mbps radio to a 300 Mbps 5.4 GHz Motorola Canopy radio we recovered from a previous upgrade of another site link to 1.5 Gbps connectivity. The Library network link was frequently saturated and this gives them a significant upgrade while being able to re-use existing equipment. During the past couple months City Hall has experienced problems with FTP traffic over their network link. We have resolved this problem but are currently troubleshooting some additional issues that appear to be related to a physical port on a radio. Because we now have our core network in place with a backup loop we have been able to keep City Hall online during troubleshooting and testing.

UPS in City Hall Data Center

We experienced a failure of a couple batteries in one rack at the City Hall Data Center which resulted in a few hours of downtime for many of our servers in this data center. We have replaced the batteries and are in the process of expanding our monitoring and alerting capabilities for UPS devices. The expanded capabilities will be possible by using IT features provided by the Public Works SCADA system. Police Dispatch and the Fire Department are already benefiting from the SCADA system through callout processing and generator monitoring required by ISO. Enhanced UPS monitoring will support the general business network and expand SCADA benefits to all parts of the organization.

Software Assurance Purchase for Virtual Desktop Microsoft Operating Systems and Microsoft Office

After significant testing and development we have begun to deploy virtual desktops into the work environment. Because of this we will be purchasing approximately 40 fewer computers through our lease program this year than were originally programmed. Existing computers that would have previously been considered "end of life" will have a "thin" operating system installed on them which will connect to the virtual desktop. Additionally, we can use "thin pcs" as appropriate. For example, we now have 10 thin pcs mounted to monitors that we use for training computers. This saves significant time and space for setting up training environments. With the virtual desktops instead of purchasing OS and office software for our virtual desktops we purchase the Software Assurance or SA licenses. Among other benefits this will allow us to upgrade or downgrade OS and office software as needed for the individual virtual computers as appropriate to the other software that the user needs to run.

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 have been working with District staff to get this program ready for deployment. We have performed successful preliminary testing to Dispatch from a test location at District 90.

Cityworks Upgrade

Upgraded test sites and production systems to 2013 version. Dig-smart and GIS systems did not require upgrading for this install. Burns and McDonnell onsite for 4 days.

Citizen Request Web Portal

Demonstrated prototype with Pam Funk. Further build-out to include changing categories to include all departments.

Cityworks AMS Training for Public Works Administrative Assistants

6 hours of training (in addition to 6 hours last month) of web-based, live training. Public Works staff had many questions which were followed up throughout the month. Overall, changes to the system were made to improve the user experience.

Cityworks Regional User Group Meeting in Indiana

Chad Quinn attended and highlights included learning that Cityworks desktop will lose support after the next major software release. Also, HTML5 viewer for AMS (as opposed to Silverlight) is anticipated after next major release for the server environment. We currently run both desktop and server installations but have been preparing our users for end of life for the desktop software.

GIS Water Updates

Updated 1024 Water mains, 178 System Valves, 80 Hydrants, 26 Water Meters. Added to GIS 55 Water Main lines, 28 new meters, 94 system valves, 18 hydrants

GIS Wastewater Updates

Preparing 24 manholes, 27 gravity main lines, and 7 sewer structures, generally located at or around the Wastewater Treatment Plant to include system changes from upgrade.

Additional GIS Data Quality Checks

FDC (Fire Department Building Connections)/KnoxBox (onsite key storage for Fire Department): quality check is nearing completion. Added 6 new FDC locations, 6 Knox Box locations. Updated 7 FDC location/attribute details, 18 Knox Box locations.

Ingress/Egress point locations for Fire Department quality checking continues. 52 modifications to attributes/location in October.

Features Classes:

Added attributes to GIS data to identify parapet wall on commercial structure – this is to assist Fire Fighters with Aegis FireMobile preplan information.

Library Website Redesign

Former IT intern Kevin Dice has worked with Molly Scanlan to create the development framework. From his notes, after discussing visual design and functionality, Kevin has chosen the front-end framework, begun coding staff generation pages, and is finalizing work.

Map Production

Rebuilt contour map for Engineering staff to use for ad hoc contour requests.

Added URL link to Laserfiche features for Annexation boundary. This allows direct links in the annexation map feature to the enabling ordinance.

Met with Senior Planner and Community Development staff to go over feature class locations, map services, and map needs.

SCADA Miscellaneous

WWTP: Support with Allen Bradley Control Logix PLC. Issue where Control logix was failing, traced to configuration issue and resolved. Work on underlying logic continues.

Calibration of flow meter at UV, tags moved to WWTP main building for alarming.

Status screens in InTouch for Uninterruptable Power Supply monitoring. Setting up physical connections remains.

Weather station at PWBS / FVBS – moved calculations from InTouch scripts into PLC. This is preferable since PLC is better able to handle the calculations, InTouch scripts are generic and hard to propagate, and the tag information from PLC will flow through KepServer and Historian more consistently.

Installed watch-dog bit on KepServer to monitor data stream for any loss or drop

Win911 – added fire alert group.

Test Panel - Components are being installed for test SCADA panel. This required some additional components (extra-deep DIN Rail, analog card for MicroLogix PLC, and reseating Ethernet switch location. Physical wiring of components remains.

Security System Software and Hardware Training - Arrangements made for IT and Public Works staff to participate in Schlage Security training in December. The training is 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 is being installed with Schlage panel components for testing and training purposes.

Treasurer's Report

Cash Reserve Balance of Major Funds

General Fund			
Cash on Hand as of 10/31/13	\$ 12,621,209.81		\$ 5,107,109.86
3 mos. operating reserve	\$ (3,955,779.24)		\$ (2,532,745.00)
10% emergency reserve	\$ (1,262,120.98)		\$ (510,710.99)
Obligated 2014 budget: Phone Upgrade	\$ (125,000.00)	Carry over 2013	Transfer from reserves \$ (260,815.00)
Fire station complex	\$ (3,000,000.00)		\$ 1,802,838.87
	\$ 4,278,309.59		
Ambulance			
Cash on Hand as of 10/31/13	\$ 4,290,017.30		\$ 3,056,964.32
3 mos. operating reserve	\$ (899,760.00)		\$ (1,383,010.00)
10% emergency reserve	\$ (429,001.73)		\$ (305,696.43)
Obligated 2014 budget: Fire Station complex	\$ (1,200,000.00)		Transfer from reserves \$ (150,840.00)
Obligated 2014 budget: Venita property	\$ (125,000.00)		
Obligated 2015 budget: Venita property	\$ (125,500.00)		\$ 1,217,417.89
	\$ 1,510,755.57		
Fire			
Cash on Hand as of 10/31/13	\$ 3,041,676.30		\$ 1,590,723.15
3 mos. operating reserve	\$ (826,910.00)		\$ (266,506.25)
10% emergency reserve	\$ (304,167.63)		\$ (159,072.32)
Obligated 2014 budget: Transfer from reserves	\$ (344,390.00)		Transfer from reserves \$ (20,000.00)
	\$ 1,566,208.67		\$ 1,145,144.59
Parks			
Cash on Hand as of 10/31/13	\$ 2,064,309.76		\$ 937,295.07
3 mos. operating reserve	\$ (852,873.75)		\$ (246,141.25)
10% emergency reserve	\$ (206,430.98)		\$ (93,729.51)
Obligated 2014 budget: Transfer from reserves	\$ (61,439.00)		Transfer from reserves \$ (294,215.00)
	\$ 943,566.03		\$ 303,209.31
Prop S			
Cash on Hand as of 10/31/13	\$ 1,758,147.57		\$ 212,715.88
3 mos. operating reserve	\$ (423,375.00)		\$ (7,525.00)
10% emergency reserve	\$ (175,814.76)		\$ (21,271.59)
Transfer from reserves	\$ (209,595.00)	Carry over 2013	\$ 183,919.29
	\$ 949,362.81		
MFT			
Cash on Hand as of 10/31/13	\$ 4,268,995.23		\$ 668,710.24
3 mos. operating reserve	\$ (860,000.00)		\$ (31,275.00)
10% emergency reserve	\$ (426,899.52)		\$ (66,871.02)
Obligated 2014 budget: Transfer from reserves	\$ (2,737,600.00)		Transfer from reserves \$ (59,500.00)
	\$ 244,495.71		\$ (59,500.00)
			\$ 451,564.22

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