



AGENDA
FINANCE AND ADMINISTRATION COMMITTEE
Monday, August 22, 2016
5:30 PM
Public Safety Building

I) Roll Call

Mike Bennett, Chairman, Jerry Albrecht, Vice-Chair, Gene McCoskey, Herb Roach, Ned Drolet, Bob Kueker, Matt Smallheer)

II) Approval of Minutes from Previous Meeting July 25, 2016

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

III) Items Requiring Council Action

- A. Ordinance Amending Personnel Code
- B. BoardDocs Software End-User Agreement

IV) Other Business: Budget to Actual by Fund Summary Report- Quarterly

V) Informational Purposes Only- No Action/Discussion Required

- A. Treasurer's Report as of 6/30/16

VI) Adjournment

NEXT MEETING: TBD

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

CITY OF O'FALLON, ILLINOIS
ORDINANCE NO. _____

**AN ORDINANCE
AMENDING THE PERSONNEL CODE**

WHEREAS, the Personnel Code as adopted by Ordinance 3834 as revised July 14, 2014 of the City of O'Fallon has been amended,

NOW, THEREFORE BE IT ORDAINED BY MAYOR AND CITY COUNCIL OF THE CITY OF O'FALLON, ST. CLAIR COUNTY, ILLINOIS AS FOLLOWS:

Section 1. That Ordinance 3854 as revised by the City of O'Fallon be hereby repealed.

Section 2. That the Personnel Code of the City of O'Fallon as attached is hereby adopted as the Personnel Code of the City of O'Fallon.

Upon its passage and approval, this Ordinance shall be in full force and effect ten (10) days after its publication in pamphlet form as required by law.

Passed by the City Council this _____ day of _____, 2016.

ATTEST:

Approved by the Mayor this _____ day
of _____, 2016

(Seal)

Philip A. Goodwin, City Clerk

Gary L. Graham, Mayor



INTEROFFICE MEMORANDUM

TO: Finance Committee co/ Sandy Evans, Director of Finance
FROM: April Mitchell, Human Resources
DATE: August 18, 2016
SUBJECT: Summary of Personnel Code Revisions for 2016

Section 107 – Business Ethics and Conduct

Section 510 – Business Travel Details & Expenses

Addition - Credit card “best practices” added to both policies. Prohibition of personal use and backup documentation required.

Section 108 - Personal Relationships

Updated to include: definition of close personal relationship and extended list of family members prohibited from working in the same department; clarified exit process for those who start personal relationships while working. Application of policy segregates out volunteer/paid on call firefighters and seasonal/temporary employees for business purpose.

Section 111A - Conflict of Interest

Updated to include detail on use of City resources for City business only (not for personal gain); work time at the City is to be spent on City business; examples of potential conflicts of interest situations such as employees with City decision making capacity accepting compensation gifts or favors from businesses or influencing City decisions where they have a beneficial interest; employees who hold public office that conflicts with duties for the City.

Section 112 - Outside Employment

Updated to include clarification on use of Secondary Employment Acknowledgement Form and situations where the City may deny secondary employment; requirement for enough hours of rest prior to shift with the City (safety sensitive positions), application of discipline if approval is not requested.

Section 612 - Identity Protection

New policy added: Identity Protection ordinance 3675 adopted in 2010 as a result of ILCS 179/35. City employees required to protect the personal information of residents/businesses except as specified by regulation, emails will be automatically encrypted if they include personal information such as a social security number.

Section 701 – Employee Conduct and Work Rules

Updated to include reference to departmental Standard Operating Procedures, Code of Conduct and Safety Protocols in addition to list of examples of problem behaviors; clarified that the discipline applied is dependent upon the severity of the situation.

Section 703 – No Harassment Policy

Updated to include additional protected classes (due to new pregnancy rights regulation)



CITY COUNCIL AGENDA ITEMS

To: Mayor Graham and City Council
From: Maryanne Fair, Deputy City Clerk
Dan Gentry, Information Technology Manager
Walter Denton, City Administrator
Date: August 22, 2016
Subject: BoardDocs Pro Agenda Management System

List of committees that have reviewed: Finance and Administration

Background: The City of O'Fallon recently transitioned to paperless agenda packets. While saving time and materials the process remains time consuming and is difficult to share work and track ongoing agenda management. The City Clerk's Office included a budget allocation in the FY 17 IT Budget for an agenda management system.

Staff reviewed competing agenda management software systems, focusing on four web hosted solutions that work with a wide variety of computers and mobile devices. The consensus selection was BoardDocs Pro by Emerald Data Solutions which "manages every aspect of the preparation, approval and distribution of documents associated with board meetings."

While there were many review criteria, factors key to BoardDocs selection included their large customer base, approximately 2,000 with 99 governmental entities in Illinois, and the onsite training that they will provide at implementation. Besides information that may be found at the BoardDocs website, <http://boarddocs.com>, we are including background information about the product, capabilities, security, implementation and training with this packet as background information.

Legal Considerations, if any: The proposed End User Agreement is under review by the City Attorney. It provides for a one-year renewable agreement.

Budget Impact: The proposal indicates \$1,000 one-time fee with \$12,000 annual subscription.

Staff recommendation: Recommend approval

BoardDocs
End User Agreement
Part I: Order Form

Emerald Data Solutions, Inc. ("Emerald"), 519 Johnson Ferry RD NE, Suite A100, Marietta, GA 30068, provides a proprietary, web-based service known as BoardDocs (the "Service"), that enables organizations to enhance aspects of the governance process and communications between the administration, the public and the board, all on and subject to the terms of this End User Agreement (the "Agreement"). By executing this Agreement, effective as of the "Effective Date" indicated below, the below named customer ("Customer") agrees to use, and Emerald agrees to make available to Customer, the Service, all in accordance with and subject to the terms and conditions described in this Agreement.

1. General Information.

PROJECT INFORMATION		SALES INFORMATION	
Billing Agent: NONE/EDS		Sales Rep Phone: 404-865-1278, ext. 3529	
Sales Rep Name: Michelle Cooper		Sales Rep E-Mail: mjcooper@boarddocs.com	
CUSTOMER INFORMATION			
Organization Name: City of O'Fallon			
Address: 225 S. Lincoln			
City: O'Fallon		State: IL	Zip: 62269
Telephone: 618-624-4500			
PROJECT ROLES			
	Name	Phone	Email
Primary:	Dan Gentry	618-206-4307	dgentry@ofallon.org
Administrative:	Maryanne Fair	618-622-8715	mfair@ofallon.org
IS/Technical:	Tom David	618-206-4306	tdavid@ofallon.org
Billing:	Patricia Diess	618-622-8722	pdiess@ofallon.org

2. Charges. For each "BoardDocs site" (as defined by Emerald) ordered under this Agreement, Customer will pay the applicable Annual Recurring Charge ("**ARC**") and the Non-Recurring Charge ("**NRC**") set forth below. Once paid, the ARC and NRC are not refundable, except as described in Section 3 below. The initial NRC and ARC will be invoiced immediately after implementation of the Service.

Initial Service	Type of Service	Amount
<input checked="" type="checkbox"/>	NRC (Non-Recurring Charge)	\$1,000.00
<input type="checkbox"/>	BoardDocs Pro Plus ARC (Annual Recurring Charge)	\$18,000.00
<input checked="" type="checkbox"/>	BoardDocs Pro ARC (Annual Recurring Charge)	\$10,000.00
<input type="checkbox"/>	BoardDocs LT Plus ARC (Annual Recurring Charge)	\$6,600.00
<input type="checkbox"/>	BoardDocs LT ARC (Annual Recurring Charge)	\$3,000.00

3. Term. The "Initial Term" of this Agreement will commence on the first day of the month in which the implementation of the Service takes place and continue for an Initial Agreement Term of 1 year. On the expiration of the Initial Agreement Term, the Term of this Agreement will automatically renew and remain in effect for consecutive 1 year periods (each a "Renewal Term"). After the Initial Agreement Term, Customer may terminate this Agreement at any time upon at least 30 days prior written notice to Emerald (an "Early Termination"). Within 60 days of an Early Termination, Emerald (or the designated billing agent) will refund to Customer any unused prorated portion of the ARC already paid for the term that represents the remaining portion of the ARC after the effective date of such Early Termination.

BY SIGNING BELOW, THE PERSON SIGNING FOR CUSTOMER PERSONALLY REPRESENTS AND WARRANTS TO EMERALD THAT HE OR SHE HAS THE AUTHORITY TO SIGN FOR CUSTOMER AND BIND CUSTOMER TO THIS AGREEMENT. CUSTOMER UNDERSTANDS AND AGREES TO BE BOUND BY THE ATTACHED TERMS AND CONDITIONS.

CUSTOMER

EMERALD DATA SOLUTIONS, INC.

SIGNATURE

Date

SIGNATURE

Effective Date

Name and Title of Authorized Representative

Name and Title of Authorized Representative

Part II: Additional Terms and Conditions

4. Provision of Service. Subject to the terms and conditions of this Agreement, Emerald will make the Service available to Customer in accordance with this Agreement, the Service Level Agreement (“SLA”) and the Emerald Acceptable Use Policy (“AUP”), which SLA and AUP, are posted on Emerald’s web site at <http://www.BoardDocs.com/Home.nsf/legal> and both of which are incorporated into and made a part of this Agreement. Emerald will use commercially reasonable efforts to make the initial version of the Service available to Customer by an implementation date agreed to by the parties, including establishing the hosting of the Service and storage of data uploaded via the Service. Such initial Service will be co-branded with both parties’ Marks” (as defined in Section 10). Emerald may modify certain components of the Service as required by changes in laws, regulations or technology, requests of customers or to make improvements or correct problems or issues. Customer may request in writing to switch to any other version of the Service provided by Emerald, and Emerald will make every reasonable effort to accomplish such change request to the extent possible and will automatically make the corresponding changes to appropriate ARC for such version.

5. Payment. Customer agrees to pay Emerald (or its designated billing agent) all charges or fees described in this Agreement within 45 days of Customer’s receipt of the applicable invoice. Any amount not paid within such 45-day period will bear interest, until paid, at the lesser of: (a) one and one-half percent (1½%) per month, or (b) the highest rate permitted by applicable law. ARCs will be invoiced annually in advance. NRCs, if any, will be invoiced promptly following the implementation date. In addition to such rates and charges, Customer will be responsible for all taxes and fees assessed or due with regard to its use of the Service. The continued provision of the Service is conditioned on Customer’s creditworthiness and may be subject to a mutually agreeable reasonable assurance of payment or deposit.

6. Termination. This Agreement is effective for the Term described in Section 3. Customer has the Early Termination right after the first year of the Initial Agreement Term (as described in Section 3), and both parties have the right to not renew the Agreement for a Renewal Term. In addition, Emerald may terminate this Agreement and/or cease or suspend the provision of all or any part of the Service upon: (a) Customer’s failure to pay any amount when due under this Agreement (after 10 days prior written notice of such failure to pay); (b) the filing of a petition in bankruptcy by or against Customer; (c) any illegal, slanderous, infringing or inappropriate “Content” (as defined in Section 8) being loaded on any website or otherwise transmitted or used in connection with the Service which is not immediately ceased and removed after request by Emerald; or (d) any material breach of this Agreement including but not limited to any violation of the AUP (all of the foregoing being defined as a “Customer Caused Termination or Suspension”). In the case of any such Customer Caused Termination or Suspension, Customer will pay for all accrued and unpaid charges for the Service provided through the effective date of such Customer Caused Termination or Suspension. Upon any termination of this Agreement, Customer agrees its right to use the Service or Emerald “Intellectual Property” and “Marks” (as defined in Section 10 hereof) immediately ceases and it shall cause all of its affiliates to cease using the Service and all of Emerald’s Intellectual Property. Customer agrees to completely destroy all copies in any form of any Emerald Service or Intellectual Property in its or its affiliates’ possession upon termination of this Agreement for any reason. Upon written request and payment of any applicable fees, Emerald will work with Customer to provide reasonable access to Customer’s data for up to one year after termination of this Agreement (other than following Customer’s breach hereof), provided that Customer immediately deletes all copies of the Service and Emerald Intellectual Property in Customer’s possession.

7. Use of the Service. Subject to the terms and conditions of this Agreement, Emerald hereby grants to Customer, and Customer hereby accepts, a non-exclusive, non-sublicenseable, non-transferable, annual license to access the Service for Customer’s purposes solely during the Term. Customer will be responsible for all hardware, software (including browser software) and Internet communication links and connectivity necessary to access the Service from their respective facilities, including, without limitation, maintaining sufficient bandwidth to meet its utilization demands. Customer will be solely responsible for ensuring that each of the persons or entities that accesses the Service through Customer or its systems or with their consent (collectively, “Users”) complies with all of the terms and conditions of this Agreement, including the AUP and all applicable laws, rules, regulations and ordinances. Customer will not modify, adapt, translate, hypothecate, lease, disclose, loan, sublicense, resell, distribute or create derivative works based on all or any part of the Service or Emerald Intellectual Property or Marks, unless permitted by Emerald. Customer will not attempt to decompile, reverse engineer or disassemble the Service and Customer will be liable to Emerald for any unauthorized copying, reverse engineering or use of the Service by Users. If Emerald supplies any source code to Customer, Customer is solely liable and responsible for the consequences of any modifications to such source code made by or for Customer, and all support obligations or warranties with regard to such modified source code will be void and of no force or effect as a result of Customer’s revisions thereto. Unless otherwise agreed in writing by Emerald, Customer will not, and will cause each of the Users to not, remove or modify, or attempt to remove or modify, any proprietary notices contained in or associated with the Service. Customer agrees that it is solely responsible for maintaining, and ensuring that its users maintain, the confidentiality of any user passwords or access codes entrusted to Customer or its Users, and for all activities resulting from their authorized or unauthorized use.

8. Customer Content and Data. Subject to the terms of this Agreement, Customer is exclusively responsible and liable for all content it posts or transmits using the Service (the “Content”), and Emerald has no responsibility or liability therefore, nor will Emerald be responsible for reviewing or determining the accuracy or appropriateness of any such Content. “Content” does not include data or information regarding other customers of Emerald or any information provided by Emerald. Customer will not use any information accessible from the Service in conjunction with any enterprise unrelated to its governmental duties or not authorized or contemplated by this Agreement. Customer reserves exclusive rights to all of its information stored in fields and as attachments in the Service database. At Customer’s request, Emerald will export the data from the database for a mutually agreed-upon nominal fee. Customer hereby grants to Emerald, and Emerald hereby accepts, a non-exclusive, royalty-free, irrevocable, perpetual license to use such Content, information and data for purposes of providing the Service to Customer and performing any other obligations under this Agreement, for their business purposes relating to the Service, and for the maintenance or use of business records and information associated with any of the foregoing. Customer is solely responsible for such Content, information and data (including, without limitation the accuracy of such Content, information and data) and for ensuring that Customer has the necessary rights to use such Content, information and data, and Customer will defend, and satisfy any claims, judgments or expenses of or against Emerald, arising

out of any third party claims relating to such Content, information or data. Customer has only the limited rights granted by this Agreement.

9. Acceptable Use. All use of the Service will comply with the Emerald's AUP. Customer will not: (a) post or transmit on or through any website or network through which the Service is provided any libelous, slanderous, obscene or otherwise unlawful information or materials of any kind or any information that invades the privacy or rights of a third party; (b) interfere with or disable the Service or Emerald's systems or operations in any way; (c) engage in any conduct involving the Service that would constitute a criminal offense or give rise to civil liability under any local, state, federal or other law or regulation; or (d) post, transmit, upload, reproduce or distribute to or through the Service any material or Content protected by copyright, patent, confidentiality, trade secret, trademark, privacy or other intellectual property or proprietary rights without first obtaining sufficient legal consent or written permission from the owner thereof. Unless the law that governs Customer's existence or operation prohibits this, Customer agrees to defend, indemnify and hold harmless Emerald from any and all liabilities, costs and expenses, including reasonable attorneys' fees, arising from or related to a failure of Customer or its Users to comply with all applicable laws, this Agreement or the AUP or Customer's actions or omissions with respect thereto.

10. Ownership and Intellectual Property. "Intellectual Property" means (a) copyrights, trademarks (and all goodwill associated therewith), service marks (and all goodwill associated therewith) and any other rights to any form or medium of expression and all applications for registration of any of the foregoing; (b) trade secrets and confidential information (as defined by applicable law), privacy rights and any other protection for confidential or proprietary information or ideas; (c) patents and patent applications; (d) inventions and any other items, information or theories which are protectable or registrable under any of the copyright, patent, trade secret, confidentiality or other intellectual property laws; and (e) any other similar proprietary rights or interests recognized by applicable law. Customer acknowledges and agrees that Emerald owns (as between Emerald and Customer) and will retain all ownership in the Intellectual Property and all other property rights and interests associated with the Service, the Marks and all derivative works and components of any of the foregoing. Customer specifically disclaims, and acknowledges it will never acquire, claim or seek to register, any Intellectual Property or other property rights or interests in the Service or Emerald Intellectual Property, or any derivative work of any of the foregoing, by operation of law or otherwise. Customer will execute and deliver confirmations or other written instruments as reasonably requested by Emerald to confirm Emerald's exclusive ownership of Emerald's Intellectual Property and the Service. As between Customer and Emerald, Customer will own all Intellectual Property or other property rights or interests in and to their own data and content. Subject to the terms this Agreement, each party hereby grants to the other during the Term of this Agreement a royalty-free, non-exclusive, non-transferable license to use such party's trademarks and service marks (and the good will associated therewith) provided to the other by such party (the "Marks") solely in connection with the other's performance of this Agreement and in connection with their use of the Service. Each party agrees that any use of the other party's Marks will be in strict accordance with the other party's trademark and service mark guidelines as provided and revised by the other party from time to time. Emerald reserves all rights not expressly granted to Customer in this Agreement.

11. Disclaimer. CUSTOMER ASSUMES TOTAL RESPONSIBILITY FOR USE OF THE SERVICE, CONTENT AND THE INTERNET AND ACCESSES THE SAME AT ITS OWN RISK. EMERALD EXERCISES NO CONTROL OVER AND HAS NO RESPONSIBILITY WHATSOEVER FOR THE CONTENT ACCESSIBLE OR ACTIONS TAKEN ON THE INTERNET OR PROVIDED BY CUSTOMER OR ITS AFFILIATES, AND EMERALD EXPRESSLY DISCLAIMS ANY RESPONSIBILITY FOR SUCH CONTENT OR ACTIONS. EXCEPT AS SPECIFICALLY SET FORTH IN THIS AGREEMENT. THE SERVICE AND ANY RELATED SOFTWARE PROVIDED BY EMERALD ARE PROVIDED WITHOUT WARRANTY OF ANY KIND, EXPRESS OR IMPLIED, INCLUDING NO WARRANTY OF TITLE, NONINFRINGEMENT, MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. NO ADVICE, STATEMENT OR INFORMATION GIVEN BY EMERALD, ITS AFFILIATES OR CONTRACTORS WILL CREATE A WARRANTY.

12. Limitations of Liability. NO PARTY OR SUCH PARTY'S AFFILIATES OR CONTRACTORS WILL BE LIABLE FOR ANY INDIRECT, INCIDENTAL, SPECIAL, PUNITIVE OR CONSEQUENTIAL DAMAGES OR FOR ANY LOST OR IMPUTED PROFITS OR REVENUES OR LOST DATA OR COSTS OF COVER ARISING FROM OR RELATED TO THE SERVICE OR THIS AGREEMENT, REGARDLESS OF THE LEGAL THEORY UNDER WHICH SUCH LIABILITY IS ASSERTED AND REGARDLESS OF WHETHER A PARTY HAS BEEN ADVISED OF THE POSSIBILITY OF ANY SUCH LIABILITY, LOSS OR DAMAGE, EXCEPT WITH RESPECT TO ANY INDEMNITY PROVIDED BY CUSTOMER UNDER THIS AGREEMENT. CUSTOMER'S REMEDIES FOR ANY AND ALL CLAIMS RELATED TO THIS AGREEMENT AND EMERALD'S AGGREGATE LIABILITY UNDER THIS AGREEMENT ARE LIMITED TO THE REMEDIES SET FORTH IN THE SLA.

13. Confidentiality. A party's "Confidential Information" means information or data (in oral, written, electronic or other form), excluding any "Trade Secrets" (as defined under applicable law), related to or owned or controlled by such party, valuable to such party and not generally known or readily available through legal means (other than its disclosure in reliance on this Agreement) to the receiving party. Customer acknowledges that the Service contains Confidential Information and Trade Secrets of Emerald. Subject to applicable law, a receiving party may use the disclosing party's Confidential Information or Trade Secrets to perform its obligations and exercise its rights under this Agreement, and may not communicate, disclose, transfer or use the disclosing party's Confidential Information or Trade Secrets for any other purpose without the prior written consent of the disclosing party. The foregoing restrictions shall not apply to any Confidential Information or Trade Secrets of the disclosing party that: (a) are in the public domain, other than due to the actions or omissions of the receiving party; (b) can be proven to have been already known by the receiving party before their disclosure by the disclosing party; (c) were independently developed by the receiving party without access to or use of any Confidential Information or Trade Secrets of the disclosing party. In addition, the receiving party may disclose the disclosing party's Confidential Information or Trade Secrets only to its officers, directors and employees on a need-to-know basis after informing any such disclosees that it is confidential and subject to the terms of this Agreement, and provided that such disclosing party remains liable to ensure that such individuals comply with the requirements of this Agreement. Notwithstanding the foregoing, after giving reasonable notice to the disclosing party (which notice affords the disclosing party an opportunity to seek a protective order or other remedy), the receiving party may disclose the disclosing party's Confidential Information or Trade Secrets to the extent required by law or a court of competent jurisdiction. On request, each receiving party will return or destroy all copies or records that contain or reflect the disclosing party's Confidential Information or Trade Secrets. A party may seek injunctive relief to redress or prevent

violations of this Section 13, in addition to, and not in lieu of, any other rights and remedies available to such party. Confidential Information will cease to be protected as set forth in this Agreement on the third anniversary of the termination of this Agreement. Trade Secrets will be protected as required by this Agreement and applicable law for so long as they remain a Trade Secret under applicable law.

14. Miscellaneous

- (a) Unless the law that governs Customer's existence or operation prohibits this, any claim or dispute relating to this Agreement will be submitted for binding arbitration in accordance with the Federal Arbitration Act, 9 U.S.C. 1-16 and this Agreement will be governed by Georgia law. The parties agree that the arbitrator must adhere to the terms and conditions in this Agreement.
- (b) If any portion of this Agreement is held to be unenforceable, the unenforceable portion will be construed as nearly as possible to reflect the original intent of the parties and the remainder of the provisions will remain in full force and effect. Except with regard to the SLA, neither party's failure to insist upon strict performance of any provision of this Agreement will be construed as a waiver of any of its rights under this Agreement. The terms and conditions of this Agreement will not be more strictly construed against either party since both parties negotiated this mutually acceptable Agreement.
- (c) Notices under this Agreement will be sent to the addresses set forth above or to such other address as a party shall notify the other party in writing.
- (d) All terms and provisions of this Agreement which should by their nature survive the termination of this Agreement will so survive, including, but not limited to, the relevant provisions of Sections 3, 4, 5, 6, 7 (except any licenses, which are restricted to the Term), 9, 10, 11, 12, 13, and 14.
- (e) Customer understands that the Service is accessed through the Internet and data may travel over the unsecured networks of several third party Internet service providers and thus may not be secure or confidential. Emerald is not responsible for Internet connectivity to Customer's location or anything that happens by or through internet or other transmission or access. Emerald will not be liable to Customer, or any User, for any delay or failure to perform any provision of this Agreement to the extent such delay or failure to perform is caused by an event beyond the reasonable control of Emerald, including, without limitation, an act of God; flood; riot; fire; explosion; judicial or governmental act; terrorism; military act; strike or lockout; third party act or omission; failure of utility or telecommunications facilities; virus, worm, trojan horse or other code, command, file or program designed to interrupt, destroy or limit the functionality of any content, information, software, hardware or equipment; Internet slow-down or failure; lightning or other weather condition or event; or any other act, omission or event outside the control of Emerald (all of which are "**Events of Force Majeure**").
- (f) This Agreement, the SLA and AUP and other documents or items referenced herein or therein, constitute one and the same legally binding instrument and the entire agreement between Customer and Emerald with respect to the subject matter hereof and expressly supersede any contrary prior written or oral agreements or understandings between the parties. Customer may not assign this Agreement or any of its rights or obligations without the prior written consent of Emerald, which consent will not be unreasonably withheld or delayed. The remaining terms and conditions of this Agreement may not be amended except in a writing signed by both parties.

Treasurer's Report
Cash Reserve Balance of Major Funds

General Fund

Cash on Hand as of 6/30/2016	\$ 10,382,641.56
3 mos. operating reserve	\$ (4,450,568.75)
10% emergency reserve	\$ (1,038,264.16)
Obligated Transfers Budget 2017	\$ (1,886,780.00)
Obligated Transfers HSHS TIF Bonds(2016-2018)	\$ (839,942.00)
TIF amount fronted for HSHS utilities	\$ (1,500,000.00)
	<u>\$ 667,086.65</u>

Ambulance

Cash on Hand as of 6/30/2016	\$ 3,290,089.28
3 mos. operating reserve	\$ (636,411.25)
10% emergency reserve	\$ (329,008.93)
	<u>\$ 3,605,869.39</u>

Fire

Cash on Hand as of 6/30/2016	\$ 2,491,361.94
3 mos. operating reserve	\$ (488,305.00)
10% emergency reserve	\$ (249,136.19)
Obligated Transfers Budget 2017	\$ (384,390.00)
	<u>\$ 1,369,530.75</u>

Parks

Cash on Hand as of 6/30/2016	\$ 1,379,306.45
3 mos. operating reserve	\$ (910,413.75)
10% emergency reserve	\$ (137,930.65)
Obligated Transfers Budget 2017	\$ (89,990.00)
	<u>\$ 240,972.06</u>

Prop S

Cash on Hand as of 6/30/2016	\$ 3,778,829.59
3 mos. operating reserve	\$ (469,875.00)
10% emergency reserve	\$ (377,882.96)
Obligated Transfers Budget 2017	\$ (731,365.00)
	<u>\$ 2,199,706.63</u>

MFT

Cash on Hand as of 6/30/2016	\$ 4,144,635.32
3 mos. operating reserve	\$ (466,250.00)
10% emergency reserve	\$ (414,463.53)
Obligated Transfers Budget 2017	\$ (1,039,000.00)
	<u>\$ 2,224,921.79</u>

Water

Cash on Hand as of 6/30/2016	\$ 6,944,757.32
3 mos. operating reserve	\$ (2,565,875.00) *
10% emergency reserve	\$ (694,475.73)
Obligated Transfers Budget 2017	\$ (904,365.00)
	<u>\$ 2,780,041.59</u>

Sewer

Cash on Hand as of 6/30/2016	\$ 4,474,937.98
3 mos. operating reserve	\$ (1,585,125.00) *
10% emergency reserve	\$ (447,493.80)
Obligated Transfers Budget 2017	\$ (2,173,600.00)
	<u>\$ 268,719.18</u>

Library

Cash on Hand as of 6/30/2016	\$ 533,090.81
3 mos. operating reserve	\$ (320,850.00) *
10% emergency reserve	\$ (53,309.08)
Obligated Transfers Budget 2017	\$ (106,700.00)
	<u>\$ 52,231.73</u>

Hotel/Motel

Cash on Hand as of 6/30/2016	\$ 886,800.70
3 mos. operating reserve	\$ (230,402.50)
10% emergency reserve	\$ (88,680.07)
Obligated Transfers Budget 2017	\$ (106,560.00)
	<u>\$ 461,158.13</u>

Park Land Fund Subdivision

Cash on Hand as of 6/30/2016	\$ 313,078.26
10% emergency reserve	\$ (31,307.83)
	<u>\$ 281,770.43</u>

Annex Fees

Cash on Hand as of 6/30/2016	\$ 996,465.93
10% emergency reserve	\$ (99,646.59)
	<u>\$ 896,819.34</u>

Strategic Plan Fund***

Cash on Hand as of 6/30/2016	\$ 945,652.07
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***Includes proceeds from Ameren's settlement, sale of cell tower, Kyle Road property & \$200K Menards

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

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