Agenda
Village of Glen Ellyn
Finance Commission
Regular Meeting
Friday, July 13, 2018
7:00 AM
Glen Ellyn Civic Center, Room 301

A. Call to Order

B. Public Comment (Non Agenda Items)

C. Approval of Minutes

1. Finance Commission - Regular Meeting - Jun 8, 2018 7:00 AM

D. Financial Reports

1. General Fund Update May 2018
2. Village Links/Reserve 22 - Manager's Report - May 2018
3. Village Links/Reserve 22 - Financial Statements - May 2018

E. Reserve Policy

1. Finance Director Coyle will present an update to the Village's Reserve Policy.
2. Approve a recommendation to the Village Board to approve the attached Fund Balance and Net Position Reserve Policy

F. Water Meter Upgrade

1. Finance Director Coyle will present an update on an upgrade to the water meters.

G. Trustee Liaison Report

H. Chairman's Report

I. Other Business

1. Economic Development Update
2. Food and Beverage Update
3. Next Meeting: Friday, August 10, 7:00AM, Room 301

J. Adjournment

1. Motion to Adjourn

Individuals with disabilities who plan to attend the hearing and who require certain accommodations in order to allow them to observe and participate, or who have questions regarding the accessibility of the meeting or facilities, are requested to contact the Village at least 24 hours before the meeting.

Minutes
Village of Glen Ellyn
Finance Commission
Regular Meeting
Friday, June 8, 2018
7:00 AM
Glen Ellyn Civic Center, Room 301

A. Call to Order

Attendee Name	Title	Status
Lisa A Cleaver	Commissioner	Present
Jose G DeLeon	Commissioner	Absent
Scott R Greeno	Commissioner	Present
Jeremy S VanEk	Commissioner	Present
Christopher D. Oakes	Commissioner	Present
Lea Dan	Commissioner	Absent
Michael Campagna	Commissioner	Present
Matthew L Halkyard	Chairman	Absent
Brenton J. Peck	Commissioner	Absent

Vice-Chairman VanEk called the meeting to order at 7:00 AM

Also Present: Village Manager Franz, Finance Director Coyle, Assistant Finance Director Thomas, and Recording Secretary Haslett.

B. Public Comment (Non Agenda Items)

None.

C. Approval of Minutes

1. Finance Commission - Regular Meeting - May 11, 2018 7:00 AM

RESULT:	**ACCEPTED [UNANIMOUS]**
MOVER:	Michael Campagna, Commissioner
SECONDER:	Christopher D. Oakes, Commissioner
AYES:	Cleaver, Greeno, VanEk, Oakes, Campagna
ABSENT:	DeLeon, Dan, Halkyard, Peck

2. Finance Commission - Special Meeting - May 18, 2018 7:00 AM

RESULT:	**ACCEPTED [UNANIMOUS]**
MOVER:	Michael Campagna, Commissioner
SECONDER:	Christopher D. Oakes, Commissioner
AYES:	Cleaver, Greeno, VanEk, Oakes, Campagna
ABSENT:	DeLeon, Dan, Halkyard, Peck

D. Financial Reports

1. General Fund Update

Finance Director Coyle distributed the General Fund April 2018 report and highlighted some of the key revenues and expenditures for the month. Vehicle licenses were down from last year which could be due to the increased number of 3-year permits sold last year. Large building permits were issued to McDonald's, COD, and CVS. Police and court fines were down from last year. Investment income is on the rise due to higher interest rates and a change in the investment management policy. Also, the Village Board approved the new investment agreement with PFM. Due to rising interest rates no bank charges have been assessed in 2018. The Finance Department purchased a new online vehicle sticker software. The Village paid economic incentives to Haggerty Chevrolet and the Fresh Market totaling $104,000 compared to last year's $167,000.

In terms of revenues, sales taxes are still below budget and less than the prior year, while home rule sales taxes were down only $88 from the prior year. Year-to-date income taxes are down $32,412 from the prior year.

Finance Director Coyle explained how some of the provisions included in the recently passed State of Illinois budget will impact the Village's finances including: the administrative fee for collecting locally-imposed home taxes was lowered from 10% to 5% (which means the Village will retain about $10,000 more in taxes) and the income tax distributions will be lower by 5% as opposed to the current 10% reduction. Finance Director Coyle noted these changes take effect on July 1, 2018. Finance Director Coyle surmised the income tax distribution will be a point of discussion every budget year by the Illinois legislature.

Village Manager Franz said the goal of the Board has been the review of fees and charges so they are more in-line with consumer price index. The Village Board recently approved a revised building permit fee rate structure. Now staff is reviewing EMS fees.

RESULT:	**DISCUSSION ONLY**

2. Village Links/Reserve 22 - Manager's Report and Financial Statements - April 2018

Coyle indicated the April snowfall negatively impacted the Village Link's operations. There has been a good start to May, which will hopefully pick up on lost ground.

RESULT:	DISCUSSION ONLY

E. Actuary Report - Police Pension Fund

1. Finance Director Coyle will present the 2017 actuary report for the Police Pension Fund

Finance Director Coyle noted the actuary report is based upon the FYE 2017 and includes a recommendation for the required contribution for the 2019 budget year. The Village's required contribution for 2019 will decrease from last year's $1.96 million to $1.77 million. The Village's police pension funded ratio increased from 57.5% to 61.1%. The Village has to be 100% funded by 2041 by its own policy. However, the State of Illinois requires 90% funded by 2041. The payroll growth rate assumption decreased from 4% to 3.5%. The money weighted return for 2017 was 11.98%.

Finance Director Coyle asked the Commission to discuss possibly retaining the same contribution level at $1.9 million in order to transition to the 15-year open funding strategy. Commissioner VanEk said the pension should be funded at an appropriate level so not to create massive financial obligations in the future. Commissioner Greeno said because the Village has the opportunity this year to take advantage of the lowered contribution; he suggested looking into researching a 21-year amortization period this year and get to the 15-year open point over a five (5) year period.

The Finance Commission directed to Finance Director Coyle to work with the actuary to obtain some recommendations on how to transition to the 15-year open for the next meeting.

RESULT:	DISCUSSION ONLY

F. 2017 Comprehensive Annual Financial Report

1. Finance Director Christina Coyle will present the December 31, 2017 Comprehensive Annual Financial Report for the Fiscal Year Ended December 31, 2017

Commissioner VanEk congratulated Finance Director Coyle on receiving the Certificate of Achievement for Excellence in Financial Reporting. Finance Director Coyle reported that the 2017 Comprehensive Annual Financial Report received an unmodified opinion, which is the highest opinion possible, meaning that all the financial statements are materially correct.

Finance Director Coyle discussed some of the 2017 financial highlights. Some of the key General Fund revenues were down. The General Fund also experienced some savings on snow removal costs due to the mild winter and tree care costs were down. Overall revenues were net neutral with budget, while expenses were lower. There were two (2) one-time transfers in 2017 including the $300,000 for the new Police Station, and the 2016 General Fund surplus was transferred to the Facilities Reserve fund. Sales taxes were down due to lower vehicle sales. Income taxes decreased due to changes in the tax law along with the 10% reduction issued by the State.

Water and sewer rates increased by 1% in 2017 and the Water and Sewer Fund had a positive change in net position of $2.6 million. The Village Links and Reserve 22 net position decreased by $182,580, while revenues were below budget and expenses were above budget. As of December 31, 2017, all of the funds which had reserve policies exceeded their policy level except the Village Links/Reserve 22 Fund. The Village Links did not meet the reserve requirement because of the planned replacement of the golf carts in 2017. The IMRF's net position as a percentage of total pension liability increased from 92.45% to 103.45%.

RESULT:	**DISCUSSION ONLY**

2. Staff will solicit the Finance Commission's input on distribution of the General Fund surplus for 2017

Finance Director Coyle said the 2017 General Fund surplus on an operating basis is $411,772. Finance Director Coyle noted for the past three (3) year the Finance Commission recommended the surplus distribution to the Village Board. Finance Director Coyle said the staff recommendation is to transfer the excess reserves to the Capital Fund to lower the borrowing amount for future capital improvements.

The Finance Commission decided to further discuss the distribution of the 2017 General Fund surplus at a future meeting.

RESULT:	**DISCUSSION ONLY**

G. Trustee Liaison Report

None.

H. Chairman's Report

None.

I. Other Business

1. Economic Development Update

Village Manager Franz briefed the Commission on the current economic development projects.

2. Parking Garage/Funding Update

Village Manager Franz indicated the Village Board is considering a food and beverage tax to finance future capital improvements.

3. Next Meeting: Friday, July 13, 2018, 7:00AM

J. Adjournment

1. Motion to Adjourn:

The meeting was adjourned at 8:26 a.m.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Christopher D. Oakes, Commissioner
SECONDER:	Lisa A Cleaver, Commissioner
AYES:	Cleaver, Greeno, VanEk, Oakes, Campagna
ABSENT:	DeLeon, Dan, Halkyard, Peck

Finance Commission
535 Duane St.
Glen Ellyn, IL 60137

Meeting: 07/13/18 07:00 AM
Department: Finance Commission
Department Head: Christina Coyle
Category: Report
Prepared By: Christina Coyle

SCHEDULED

AGENDA ITEM (ID # 3445) DOC ID: 3445

General Fund Update May 2018

Please see the attached report.

ATTACHMENTS:

- Financial Update - 2018-05-31 (PDF)

MEMORANDUM

TO: Finance Commission

FROM: Lori Thomas, Assistant Finance Director

DATE: June 21, 2018

RE: May 2018 Financial Update

General Fund Dashboard: Page 1
Revenues in May were $559,954 over last May, and $518,369 over the May budget. The positive variance from the prior year is mostly due to the timing of the first property tax disbursement (typically received in June). Early disbursements were made due to the large number prepayments of property taxes in December 2017, precipitated by the Trump administration tax code changes. Poor performance continued for the key revenues (sales tax, home rule sales tax, and income tax). Year-to-date, revenues are both higher than the prior year ($575,874) and budget ($493,260).

Expenditures for May were below the May budget (by $19,019), but above the prior year (by $225,160). In total, expenditures for the year are $25,059 ahead of the prior year and $349,295 below the year's budget.

General Fund Budget Summary: Page 2
Key revenues are discussed on Page 3. Other notable variances include:

- Property Tax: The first property tax disbursement was received in May (typically received in June). This was due to property tax prepayments made in December 2017, precipitated by Trump administration tax code changes.
- Other Taxes: The first road & bridge tax disbursement ($40,367) was received in May (typically received in June).
- Vehicle Licenses: A larger number of 3-year permits were sold in the prior year, which could be affecting current year sales. Also, the late fee date was moved to June which could be affecting payment patterns.
- Liquor Licenses: Liquor license revenue was ahead from prior year by $59,680 and ahead by $24,353 the year-to-date budget due to the timing of the payment and that the invoices were sent out earlier this year.
- Building Permits: Building permit revenue was ahead from prior year by $14,428 and ahead by $83,504 the year-to-date budget. There were 42 more building permits issued in May than the prior May.
- Cable Franchise Fees: The AT&T quarterly payment was received early in April (typically received in May). This is a timing variance only.
- Police Service Reimbursements: A payment of $17,600 from School District 87 for fingerprinting fees was received in May. This payment was budgeted.

- Investment Income: A change in investment philosophy and increased interest rates have yielded a positive impact on our investment income. Investment revenue was ahead from prior year by $50,454 and ahead by $48,433 the year-to-date budget.
- Forfeiture Funds: This revenue and related expenditures were moved to a separate fund for 2018. Thus, a variance from the prior year will exist all of 2018.
- Law: Legal bills are trending below budget. The budget has $90,000 in general counsel bills; only $4,118 has been paid through the end of May. It is unlikely this trend will continue.
- Facilities Maintenance: The department struggled with vacancies in the prior year, which reduced costs. The budget also included an increase ($50,000) to the contribution to the Facilities Maintenance Reserve Fund.
- Information Technology: A multimedia position was vacated in the prior year and has not been filled to date. Equipment maintenance costs are trending below budget, but many of those charges occur towards the end of the year.
- Finance – Administration: With rising interest rates, the banking charges have been $0 for the year-to-date. This could generate $18,000 in budget savings.
- Finance – Cashiers: The Cashiers department implemented an online vehicle sticker software module which was unbudgeted.
- Planning: The Village hired Walker Consultants to perform various studies related to parking issues. Some of these costs were reclassified to the CBD TIF Fund in June.
- Building: Staffing vacancies have caused the department to need temporary help, increasing professional service expenditures. Building reviews are also trending higher than budget, but revenues are also increased.
- Economic Development: The current year incentive paid to date is $104K. The prior year incentive was $167K. One remaining agreement with DeSitter will be paid later once information is received. This agreement was not paid in the prior year.
- Police Operations: A transfer of $300,000 was made from the General Fund (Police Operations department) to the Capital Projects Fund in FY17. This transfer will come out of the Forfeiture Fund for 2018. The Du-Com payment was made in May not April. This is timing variance only.
- EMS: The Du-Com payment was made in May not April. This is a timing variance only.
- Police Investigations: Personnel cost is trending below budget. Year-to-date costs are $266,734 with year-to-date budget cost of $309,560.
- PW Streets: The department is over budget for snow personnel and removal costs. In May, the department also installed LED street lights, with a cost of $17,628 ($20,000 was budgeted).
- PW Forestry: There is a budget variance for tree work. YTD Budget for tree work is $84,768; actual expenditures are $57,146.

Key General Fund Revenues: Page 3

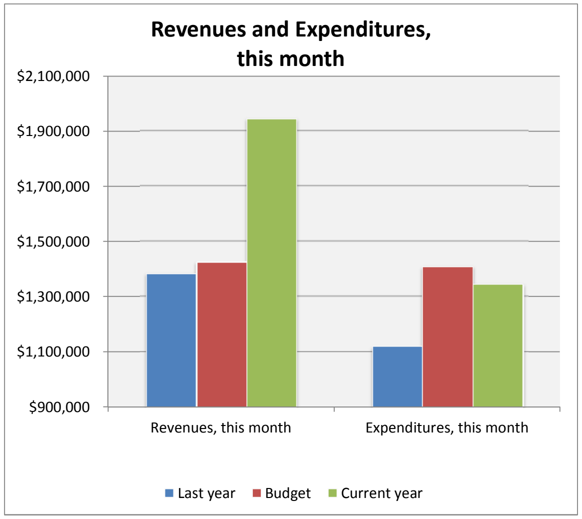
Sales Tax: Sales Tax receipts in May are for sales that originated in February. Sales taxes were $18,145 below budget and $4,106 below of the prior year. Year-to-date sales tax has a negative year-to-date budget variance of $41,979. The sales tax revenue stream remains in a downward trend.

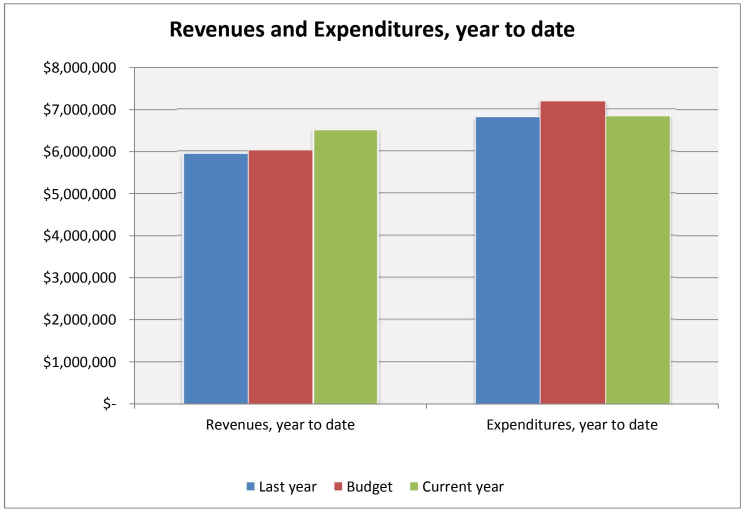
Home Rule Sales Tax: Home Rule Sales Tax receipts in May are for sales that also originated in February. Home Rule Sales Tax is not collected on vehicle sales and food for human consumption that is to be consumed off the premises where it is sold (other than alcoholic beverages, soft drinks, and food which has been prepared for immediate consumption) and certain other medical prescriptions and supplies. Home Rule Sales Tax for May was increased by $3,992 from the prior year and was $1,877 lower than the May budget. The home rule sales tax remains in a downward trend; however, remains to do better than sales tax.

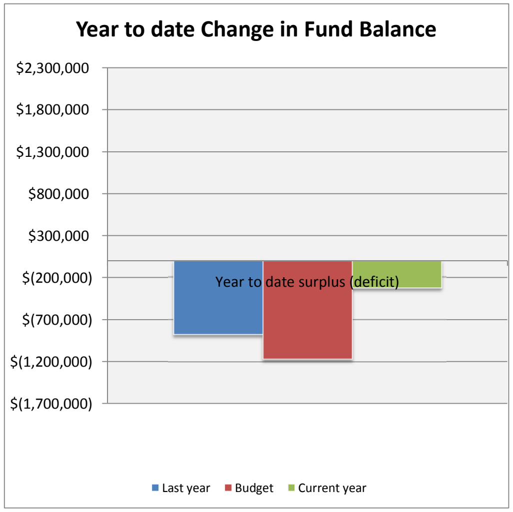
Income Tax: Income tax received in May is for remittances to the state in April. The month's receipt was up $8,667 from the prior year and down $20,302 from the month budget. Year-to-date, income tax is down $23,745 from the prior year and $73,429 from the year-to-date budget.

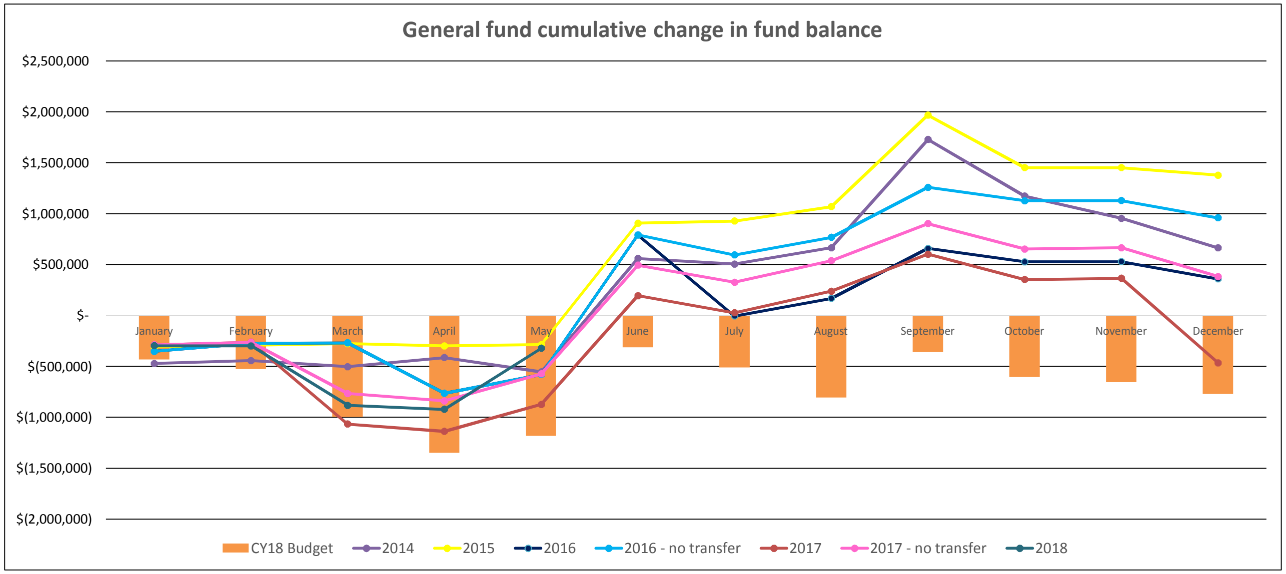
Attachments
May Financials

General Fund Budget Summary
For the Period Ended May 31, 2018





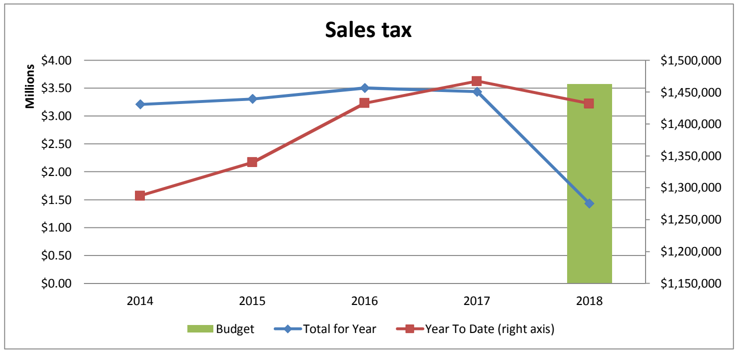


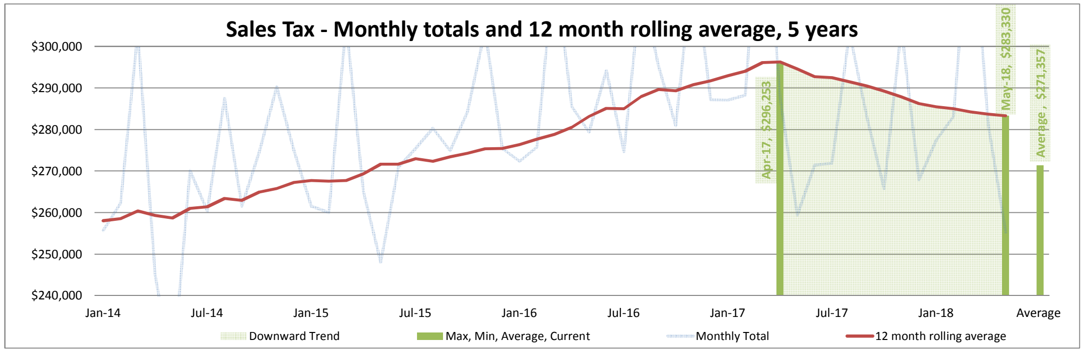


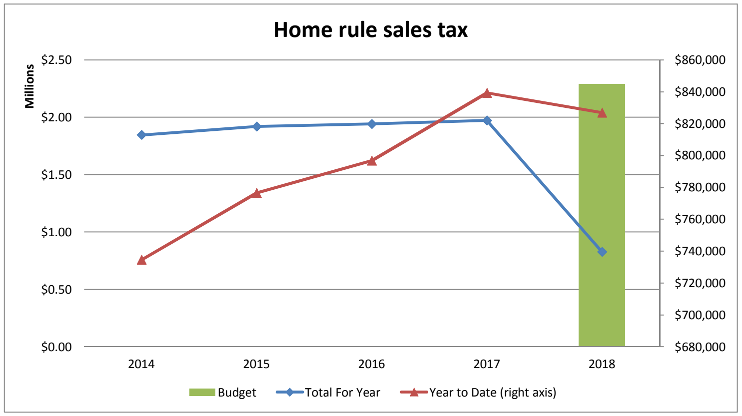
General Fund Budget Summary
For the Period Ended May 31, 2018

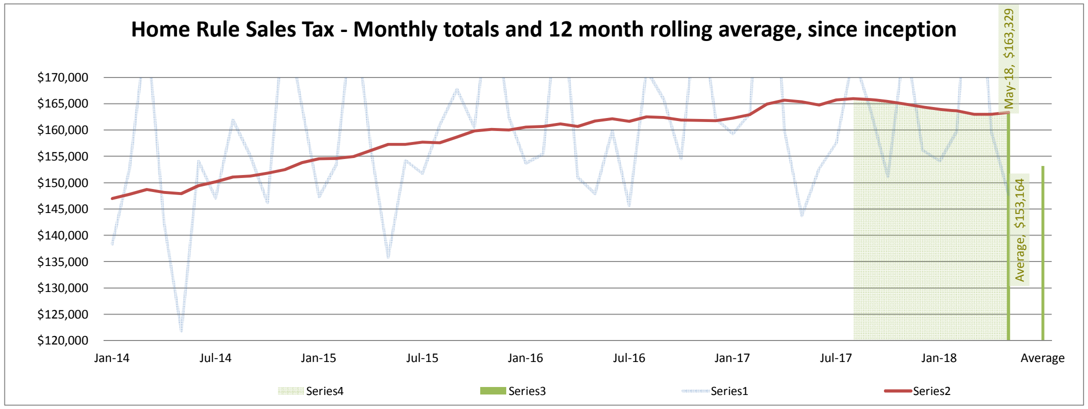
	MONTH							YTD						
	Last Year	Current Budget	Current Year	Variance from LY $	Variance from LY %	Variance from Budget $	Variance from Budget %	Last Year	Current Budget	Current Year	Variance from LY $	Variance from LY %	Variance YTD Budget $	Variance YTD Budget %
REVENUES														
TAXES														
Property Tax	-	-	461,917	461,917	100%	461,917	100%	526	348	462,017	461,491	87736%	461,669	100%
Econ Dev SSA Tax	-	-	235	235	100%	235	100%	-	4	74	74	100%	70	95%
Sales Tax	259,416	273,455	255,310	(4,106)	-2%	(18,145)	-7%	1,467,078	1,474,008	1,432,029	(35,049)	-2%	(41,979)	-3%
Home Rule Sales Tax	143,711	149,580	147,703	3,992	3%	(1,877)	-1%	839,314	844,257	826,819	(12,495)	-1%	(17,438)	-2%
State Income Tax	372,159	401,128	380,826	8,667	2%	(20,302)	-5%	1,310,328	1,360,012	1,286,583	(23,745)	-2%	(73,429)	-6%
Other Taxes	84,156	91,016	136,349	52,193	62%	45,333	50%	453,591	459,395	507,605	54,014	12%	48,210	9%
Subtotal Taxes	**859,442**	**915,180**	**1,382,340**	**522,898**	**61%**	**467,160**	**34%**	**4,070,837**	**4,138,025**	**4,515,127**	**444,290**	**11%**	**377,102**	**8%**
LICENSES & PERMITS														
Vehicle Licenses	37,292	35,094	34,836	(2,456)	-7%	(258)	-1%	336,081	327,699	310,526	(25,555)	-8%	(17,173)	-6%
Business Registration	570	(110)	1,400	830	146%	1,510	-1373%	4,520	3,446	6,890	2,370	52%	3,444	50%
Liquor Licenses	2,040	37,367	61,720	59,680	2925%	24,353	65%	2,260	40,740	66,427	64,167	2839%	25,687	39%
Building Permits/Reg./Fees	74,867	70,893	104,929	30,062	40%	34,036	48%	225,793	248,077	338,912	113,119	50%	90,835	27%
Subtotal Licenses & Permits	**114,769**	**143,244**	**202,885**	**88,116**	**77%**	**59,641**	**29%**	**568,654**	**619,961**	**722,755**	**154,101**	**27%**	**102,794**	**14%**
CHARGES & FEES														
Cable Franchise Fees	150,905	155,000	111,474	(39,431)	-26%	(43,526)	-28%	303,539	310,000	288,323	(15,216)	-5%	(21,677)	-8%
Ambulance Service Fees	1,633	-	35	(1,598)	-98%	35	100%	1,799	-	184	(1,615)	-90%	184	100%
Police Service Reimbursements	1,065	2,887	22,321	21,256	1996%	19,434	673%	3,710	16,997	32,917	29,207	787%	15,920	48%
Reimbursements - Other Agencies	10,798	10,071	10,873	75	1%	802	8%	90,770	103,971	99,424	8,654	10%	(4,547)	-5%
Subtotal Charges & Fees	**164,401**	**167,958**	**144,703**	**(19,698)**	**-12%**	**(23,255)**	**-16%**	**399,818**	**430,968**	**420,848**	**21,030**	**5%**	**(10,120)**	**-2%**
OTHER														
Police/Court Fines/Adjudication	36,713	43,284	47,009	10,296	28%	3,725	9%	208,311	227,369	194,387	(13,924)	-7%	(32,982)	-17%
Investment Income	(4,297)	2,237	19,251	23,548	-548%	17,014	761%	21,653	23,674	72,107	50,454	233%	48,433	67%
Forfeiture Funds	51,567	-	-	(51,567)	-100%	-	0%	101,012	-	-	(101,012)	-100%	-	0%
Miscellaneous Income	27,185	11,288	16,454	(10,731)	-39%	5,166	46%	103,648	75,675	75,472	(28,176)	-27%	(203)	0%
Transfers from Other Funds	135,054	143,229	132,146	(2,908)	-2%	(11,083)	-8%	475,270	516,146	524,381	49,111	10%	8,235	2%
Subtotal Other	**246,222**	**200,038**	**214,860**	**(31,362)**	**-13%**	**14,822**	**7%**	**909,894**	**842,864**	**866,347**	**(43,547)**	**-5%**	**23,483**	**3%**
Revenue Totals	**1,384,834**	**1,426,419**	**1,944,788**	**559,954**	**40%**	**518,369**	**36%**	**5,949,203**	**6,031,817**	**6,525,077**	**575,874**	**10%**	**493,260**	**8%**
EXPENDITURES														
Village Board & Clerk	5,659	8,922	2,561	(3,098)	-55%	(6,361)	-71%	20,405	40,443	22,178	1,773	9%	(18,265)	-45%
Village Manager's Office	52,695	63,166	54,457	1,762	3%	(8,709)	-14%	298,038	330,816	331,757	33,719	11%	941	0%
Law	28,968	31,866	30,191	1,223	4%	(1,675)	-5%	142,100	167,419	135,839	(6,261)	-4%	(31,580)	-19%
Facilities Maintenance	45,496	61,209	55,822	10,326	23%	(5,387)	-9%	238,855	320,268	292,344	53,489	22%	(27,924)	-9%
Senior Services	5,681	7,806	6,446	765	13%	(1,360)	-17%	35,019	41,119	35,988	969	3%	(5,131)	-12%
History Park	1,587	2,449	681	(906)	-57%	(1,768)	-72%	8,033	12,563	9,440	1,407	18%	(3,123)	-25%
Information Technology*	30,042	36,279	28,330	(1,712)	-6%	(7,949)	-22%	169,758	189,820	141,338	(28,420)	-17%	(48,482)	-26%
Finance - Administration	69,163	70,678	67,065	(2,098)	-3%	(3,613)	-5%	240,371	259,034	233,615	(6,756)	-3%	(25,419)	-10%
Finance - Cashiers Office	24,395	23,627	26,946	2,551	10%	3,319	14%	137,652	134,670	165,174	27,522	20%	30,504	23%
Planning	42,184	44,226	46,793	4,609	11%	2,567	6%	235,653	242,084	268,967	33,314	14%	26,883	11%
Building	52,778	66,949	55,235	2,457	5%	(11,714)	-17%	319,466	361,151	362,851	43,385	14%	1,700	0%
Economic Development	9,573	23,522	19,124	9,551	100%	(4,398)	-19%	348,520	323,202	256,333	(92,187)	-26%	(66,869)	-21%
Police - Administration	89,978	99,688	90,841	863	1%	(8,847)	-9%	488,212	542,226	513,314	25,102	5%	(28,912)	-5%
Police - Operations	330,553	460,767	449,299	118,746	36%	(11,468)	-2%	2,251,549	2,118,562	2,069,570	(181,979)	-8%	(48,992)	-2%
Police - Investigations	62,014	72,219	67,319	5,305	9%	(4,900)	-7%	371,734	392,075	342,568	(29,166)	-8%	(49,507)	-13%
Fire	29,788	28,250	36,788	7,000	23%	8,538	30%	178,771	173,599	163,281	(15,490)	-9%	(10,318)	-6%
EMS	30,804	62,467	60,868	30,064	98%	(1,599)	-3%	205,504	221,208	215,559	10,055	5%	(5,649)	-3%
Public Works - Admin & Eng.**	52,432	60,011	57,253	4,821	9%	(2,758)	-5%	337,853	326,094	314,386	(23,467)	-7%	(11,708)	-4%
Public Works - Streets	97,277	103,593	125,541	28,264	29%	21,948	21%	496,831	587,645	613,783	116,952	24%	26,138	4%
Public Works - Forestry	58,760	81,457	63,427	4,667	8%	(18,030)	-22%	298,669	413,349	359,767	61,098	20%	(53,582)	-13%
Expenditure Totals	**1,119,827**	**1,409,151**	**1,344,987**	**225,160**	**20%**	**(64,164)**	**-5%**	**6,822,993**	**7,197,347**	**6,848,052**	**25,059**	**0%**	**(349,295)**	**-5%**
Net Surplus / (Deficit)	**265,007**	**17,268**	**599,801**	**334,794**		**582,533**		**(873,790)**	**(1,165,530)**	**(322,975)**	**550,815**		**842,555**	

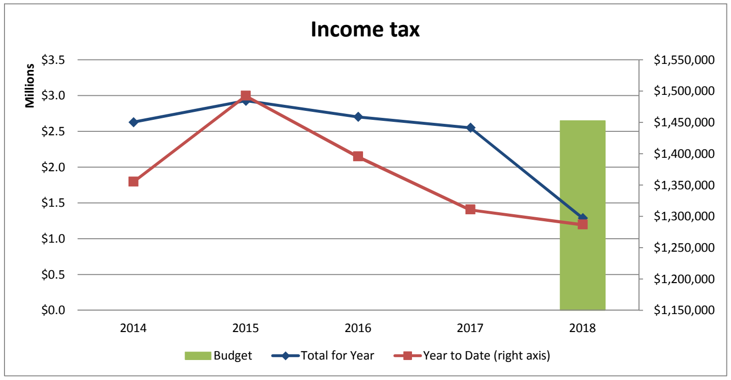
Key General Fund Revenues
For the Period Ended May 31, 2018

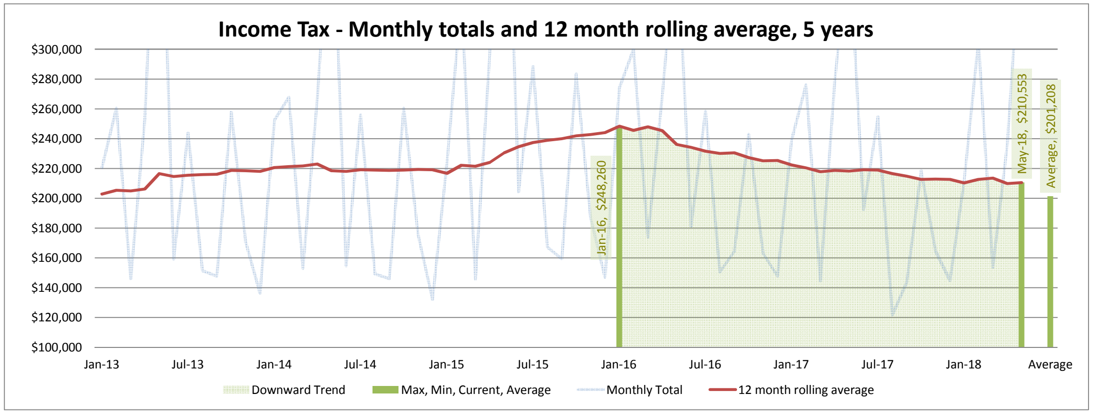












Finance Commission
535 Duane St.
Glen Ellyn, IL 60137

Meeting: 07/13/18 07:00 AM
Department: Finance Commission
Department Head: Christina Coyle
Category: Report
Prepared By: Ann Pedersen

SCHEDULED

AGENDA ITEM (ID # 3430) DOC ID: 3430

Village Links/Reserve 22 - Manager's Report - May 2018

Please see attached report.

ATTACHMENTS:

- Managers Report(PDF)

VILLAGE LINKS
GLEN ELLYN

RESERVE 22 TWENTY-TWO

"Committed to Excellence since 1967"

Manager's Report for May 2018

Submitted by Jeff Vesevick, General Manager

May 2018 was not a good month for golf. Although the temperatures were seasonably warm, the 4th wettest May in Chicago's history was not conducive to outdoor activities. 5.9" of rain fell over 10 days, leaving the golf course often unplayable, and carts grounded from use two times during the month.

High Temperatures In May

	2018	2017	2016	2015	2014	2013	2012	2011	2010	2009	2008	2007	2006	2005
90º days	2					1	3	1	2				2	
80º days	11	4	8	7	10	7	9	5	7	3	2	13	4	2
70º days	8	10	4	11	8	10	7	9	9	14	11	8	11	13
60º days	8	9	12	6	5	7	11	7	6	13	11	10	9	11
50º days	2	8	5	5	6	4	1	8	7	1	7		3	3
40º days			2	2	2	2		1					2	2
30º days														
Rain	5.9"	3.3"	5.4"	4.0"	4.8"	4.9"	2.6"	4.9"	5.2"	3.1"	4.7"	1.5"	4.0"	2.2"

GOLF

Rounds played were up 4% for May, and are down 18% for the year.

Green Fee revenue was up 8% for May, and is down 12% for the year.

Motorized cart revenue was up 22% for the month, and is down 11% for the year

Driving Range revenue was up 6% for the month, and was is down 3% for the year.

Resident Card sales were down 3% for the month, and are down 4% for the year.

Pro Shop sales were up 6% for May, and are down 3% for the year.

Golf Revenue May	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018
Rounds	10,516	9,685	8,617	10,550	7,647	9,089	9,375	10,035	8,468	8,824
Green Fees	270,981	250,437	204,372	257,288	185,960	221,319	228,593	244,793	206,351	223,066
Driving Range	37,406	29,487	25,477	32,851	0	33,163	32,955	36,392	32,148	40,365
Pro Shop	22,049	20,288	20,601	26,574	11,130	20,140	23,058	25,008	20,949	22,215
Carts	51,986	49,644	42,494	56,373	42,316	52,329	55,168	58,352	53,573	65,210
Resident Cards	4,415	3,293	3,048	4,310	4,935	5,770	5,090	4,670	4,060	3,920
Miscellaneous	10,411	8,982	7,776	8,705	5,475	28,089	10,360	8,266	10,678	13,282
Total Revenue	**396,926**	**362,065**	**303,567**	**385,904**	**249,783**	**337,596**	**355,237**	**379,424**	**327,759**	**368,058**

Golf revenues were the 4th best in the past 10 years

The Swingin' Set Ladies League began weekly play on May 16, 2 weeks later than usual, due to the wet, cool conditions. The league typically plays an average of 85 rounds each Tuesday morning from May through September, on both the 9-hole and 18-hole courses.
Spring Special Members played 474 rounds in May, taking advantage of the 50% off green fees that the program offers, down 35% from a year ago. Members enjoyed $6,586 in green fee discounts. This popular program helps to increase traffic in the unstable weather months of April and May.

Foot Golf has attracted 39 rounds year to date. While this new sport provides modest revenues ($450 year to date), it attracts new patrons to the facility. Since its inception in September 2014, Foot Golf has generated $14,973 in revenues, with very little cost.

Multi-play card sales are flat for the year, with 88 Residents taking advantage of the offer. Customers played 453 complimentary late night rounds of golf in 2017, versus 624 in 2016. The incentive was introduced in the spring of 2015, as a means of encouraging more up front greens fees, and to help boost evening business in Reserve 22.

Staff collected and processed 120 registrations for the **PGA Junior League**, which provides junior golfers an alternative to lessons, in a little league type format. The league provides an additional $21,000 in golf revenues.

Preparations and promotions are underway for the annual **HAVE ONE ON US** customer appreciation weekend. This year's event will take place on June 1-2, a week earlier than in years past. Staff expects more than 1,200 guests for golf and food during the annual Friday-Saturday event.

GROUNDS
With the relatively wet conditions, the golf course was slow to react. The spring aeration of the greens was able to recover more quickly, as a solid tine was used this year, as opposed to the traditional core aeration. Ball marks were more noticeable without the vigorous growth. The blue grass in the roughs

however, thrived in the wet weather, and continued to grow. With the ground saturated much of the month, it was difficult, often impossible, to get the heavy equipment in there to mow. Roughs were often longer and thicker than usual, exasperating the conditions of the golf course. As the course begins to dry out, and temperatures rise, the course will firm up. We expect to see improved results for the greens with the spring aeration, which will last throughout the season.

Grounds

1. Fifteen outdoor drinking fountains were installed.
2. The bunkers were rehabbed once after rain washed them out.
3. Litter was removed from the parkways twice.
4. Greens, tees and fairways were treated twice for disease.
5. The 18 hole greens and putting greens were top dressed twice.
6. The par 3 divot bins were put out.
7. Have One On Us setup was completed.

Mechanical and Building Maintenance

1. The patio umbrellas were installed for the season.
2. Six cutting units were ground.
3. Twelve pieces of equipment were serviced.
4. The kitchen and bar equipment was serviced.
5. HVAC filters were replaced in all the buildings.
6. A leak in the flat roof over the kitchen was repaired.

Horticulture

1. The over-wintered tropical plants were put out after the danger of frost past.
2. Annual flowers were planted.
3. Spring Cleaning of landscape beds continued.
4. The police station and fire station #2 landscape beds were mulched.

RESERVE 22

A successful **Mother's Day Brunch** was up from a year ago, by 13%. 505 Guests were served.

Staff is continuing to search to fill vacancies for Servers, Bussers, Cooks and Bartenders. New staff members were added in May in all areas, and training sessions are underway.

Reserve 22 - May				Year To Date		
Restaurant	**2017**	**2018**	**+/-**	**2017**	**2018**	**+/-**
Beverages	5,558	6,304	*13.4%*	13,809	13,160	*-4.7%*
Beer	35,930	42,179	*17.4%*	97,370	93,894	*-3.6%*
Wine	15,648	19,068	*21.9%*	47,789	56,984	*19.2%*
Spirits	19,413	21,955	*13.1%*	52,491	54,900	*4.6%*
Food	101,346	114,090	*12.6%*	286,102	288,278	*0.8%*
Total Restaurant	**177,895**	**203,595**	*14.4%*	**497,560**	**507,215**	*1.9%*
Banquets	**2017**	**2018**	**+/-**	**2017**	**2018**	**+/-**
Beverages	1,820	377	*-79.3%*	5,482	3,123	*-43.0%*
Beer	7,810	5,932	*-24.0%*	15,800	15,079	*-4.6%*
Wine	4,509	3,575	*-20.7%*	14,271	12,413	*-13.0%*
Spirits	6,811	4,136	*-39.3%*	18,178	17,677	*-2.8%*
Food	44,178	47,944	*8.5%*	107,750	143,246	*32.9%*
Misc.	2,151	1,370	*-36.3%*	5,351	15,800	*195.3%*
Total Banquets	**67,278**	**63,335**	*-5.9%*	**166,833**	**207,337**	*24.3%*
	2017	**2018**	**+/-**	**2017**	**2018**	**+/-**
Other	**30,717**	**27,630**	*-10.1%*	**32,789**	**27,743**	*-15.4%*
Total Reserve 22	**275,890**	**294,559**	*6.8%*	**697,182**	**742,295**	*6.5%*

Staff is planning for Father's Day by offering a specialized menu, from 11:00pm – 8:00pm. Father's Day is typically one of the busiest golf days of the year.

New menus are being designed, and are scheduled to be in place by early June. In addition to a few new items, the menu is designed to be more easily navigated by patrons, and will enhance the overall branding awareness.

Finance Commission
535 Duane St.
Glen Ellyn, IL 60137

Meeting: 07/13/18 07:00 AM
Department: Finance Commission
Department Head: Christina Coyle
Category: Report
Prepared By: Ann Pedersen

SCHEDULED

AGENDA ITEM (ID # 3431) DOC ID: 3431

Village Links/Reserve 22 - Financial Statements - May 2018

Please see attached financial statements.

ATTACHMENTS:

- Village Links - Financial Statements - May 2018 (PDF)

VILLAGE LINKS / RESERVE 22
STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN NET POSITION
As of May 31, 2018

ORG	DESCRIPTION	2018 BUDGET	MONTH 2018	MONTH 2017	MONTH DIFF	MONTH % DIFF	YEAR-TO-DATE 2018	YEAR-TO-DATE 2017	YEAR-TO-DATE DIFF	YEAR-TO-DATE % DIFF
	REVENUES:									
5500	Village Links Revenues	$ 3,001,000	$ 369,720	$ 327,981	$ 41,738	13%	$ 587,012	$ 643,765	$ (56,753)	-9%
5520	Reserve 22 Revenues	2,495,100	306,807	275,890	30,917	11%	776,807	721,517	55,291	8%
	Total Revenues	**$ 5,496,100**	**$ 676,527**	**$ 603,871**	**$ 72,656**	**12%**	**$ 1,363,819**	**$ 1,365,282**	**$ (1,462)**	**0%**
	EXPENDITURES:									
55700	Administration	$ 388,853	$ 27,735	$ 27,451	$ 284	1%	$ 160,658	$ 149,177	$ 11,481	8%
55710	Golf Course Maintenance	854,925	106,501	69,592	36,909	53%	283,084	274,697	8,386	3%
55720	Golf Services	722,646	70,465	57,343	13,122	23%	240,177	230,712	9,465	4%
55730	Reserve 22	2,243,966	231,824	192,732	39,092	20%	802,007	691,949	110,058	16%
55740	Stormwater Management	38,415	1,821	7,868	(6,048)	-77%	3,056	10,307	(7,251)	-70%
55750	Pro Shop Merchandise	176,845	17,214	19,654	(2,441)	-12%	48,600	47,753	846	2%
55780	Motorized Carts	48,620	4,405	3,212	1,194	37%	4,905	6,045	(1,141)	-19%
557X5	Mechanical Maintenance	164,290	16,254	13,620	2,634	19%	104,818	83,076	21,742	26%
	Total Operating Expenses	$ 4,638,560	$ 476,219	$ 391,473	$ 84,746	22%	$ 1,647,304	$ 1,493,717	$ 153,587	10%
	Operating Income (Loss)	**$ 857,540**	**$ 200,308**	**$ 212,398**	**$ (12,090)**	**-6%**	**$ (283,485)**	**$ (128,436)**	**$ (155,049)**	**121%**
	Debt Service	652,096	-	-	-	0%	-	-	-	0%
	Capital Expenditures	268,542	-	236,255	(236,255)	-100%	26,172	395,417	(369,245)	-93%
	CHANGE IN NET POSITION	**$ (63,098)**	**$ 200,308**	**$ (23,856)**	**$ 224,165**	**-940%**	**$ (309,657)**	**$ (523,852)**	**$ 214,196**	**-41%**

KEY METRICS

	Goal	Month 2018	Month 2017	Month Diff	YTD 2018	YTD 2017	YTD Diff
Personnel Expenses as % of Sales	*46%*	*33%*	*37%*	*-3%*	*63%*	*60%*	*3%*
Cash Balance (End of Month, in $000's)	*$ 1,438*	*$ 1,135*	*$ 1,284*	*$ (148)*			

VILLAGE LINKS
STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN NET POSITION
GOLF
(Including Administration, Grounds, & Mechanical Maintenance)
As of May 31, 2018

ORG/ OBJECT	DESCRIPTION	2018 BUDGET	MONTH 2018	MONTH 2017	MONTH DIFF	MONTH % DIFF	YEAR-TO-DATE 2018	YEAR-TO-DATE 2017	YEAR-TO-DATE DIFF	YEAR-TO-DATE % DIFF
5500	**VILLAGE LINKS REVENUES:**									
440550	Green Fees	$ 1,850,000	$ 223,066	$ 206,396	$ 16,670	8%	$ 307,688	$ 351,100	$ (43,412)	-12%
440554	Pro Shop - Sales	195,000	22,215	20,949	1,266	6%	49,728	51,168	(1,439)	-3%
440555	Motor Carts	560,000	65,210	53,573	11,637	22%	88,218	99,601	(11,383)	-11%
440556	Driving Range	260,000	40,365	32,148	8,217	26%	66,715	70,076	(3,362)	-5%
440557	Resident Cards	32,000	3,920	4,060	(140)	-3%	24,540	25,475	(935)	-4%
460100	Investment Income	9,000	1,389	133	1,256	943%	7,253	2,695	4,558	169%
489000	Miscellaneous Revenue	95,000	13,502	10,937	2,565	23%	42,591	43,758	(1,167)	-3%
489100	Miscellaneous - Over/Short	-	53	(215)	268	-124%	279	(108)	387	-359%
	Total Revenues	**$ 3,001,000**	**$ 369,720**	**$ 327,981**	**$ 41,738**	**13%**	**$ 587,012**	**$ 643,765**	**$ (56,753)**	**-9%**
	COST OF GOODS SOLD:									
520945	Cost of Goods Sold - Pro Shop	$ 147,225	$ 15,154	$ 17,467	$ (2,313)	-13%	$ 36,960	$ 36,381	$ 579	2%
	Total Cost of Goods Sold	**$ 147,225**	**$ 15,154**	**$ 17,467**	**$ (2,313)**	**-13%**	**$ 36,960**	**$ 36,381**	**$ 579**	**2%**
	Gross Profit	**$ 2,853,775**	**$ 354,566**	**$ 310,514**	**$ 44,052**	**14%**	**$ 550,052**	**$ 607,384**	**$ (57,332)**	**-9%**
	OTHER OPERATING EXPENSES:									
510100	Salaries - Pensionable	$ 865,895	$ 69,765	$ 71,635	$ (1,869)	-3%	$ 290,256	$ 296,895	$ (6,639)	-2%
510120	Salaries - Non-Pensionable	219,275	15,446	16,237	(791)	-5%	20,616	28,448	(7,832)	-28%
510200	Salaries - Overtime	4,500	412	228	184	81%	468	229	239	104%
510400	FICA	83,425	6,426	6,609	(183)	-3%	23,278	24,303	(1,026)	-4%
510500	IMRF	85,710	6,765	7,253	(487)	-7%	27,863	29,802	(1,939)	-7%
590600	Health Insurance	109,400	8,216	7,901	316	4%	43,579	42,828	751	2%
52XXXX	Contractual Services	535,664	41,622	39,347	2,276	6%	264,597	199,414	65,183	33%
53XXXX	Commodities	343,500	80,589	32,066	48,523	151%	137,680	143,468	(5,787)	-4%
	Total Operating Expenses	**$ 2,247,369**	**$ 229,242**	**$ 181,274**	**$ 47,968**	**26%**	**$ 808,338**	**$ 765,388**	**$ 42,950**	**6%**
	Operating Income (Loss)	**$ 606,406**	**$ 125,324**	**$ 129,240**	**$ (3,916)**	**-3%**	**$ (258,285)**	**$ (158,004)**	**$ (100,282)**	**63%**
	Operating Income (Loss) Percentage	**20%**	**34%**	**39%**			**-44%**	**-25%**		

KEY METRICS

	Goal	*MONTH 2018*	*MONTH 2017*	*MONTH DIFF*	*YTD 2018*	*YTD 2017*	*YTD DIFF*
Rounds Played	*72,000*	*8,824*	*8,470*	*354*	*13,397*	*16,273*	*(2,876)*
Revenue Per Round	*$ 41.68*	*$ 41.90*	*$ 38.72*	*$ 3.18*	*$ 43.82*	*$ 39.56*	*$ 4.26*
Resident Cards Sold	*N/A*	*213*	*225*	*(12)*	*2,196*	*2,208*	*(12)*
Cost of Goods Sold % - Pro Shop	*76%*	*68%*	*83%*	*-15%*	*74%*	*71%*	*3%*
Personnel Expenses as % of Sales	*46%*	*29%*	*33%*	*-5%*	*69%*	*66%*	*4%*

VILLAGE LINKS
STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN NET POSITION
GOLF
(Including Administration, Grounds, & Mechanical Maintenance)
As of May 31, 2018

ORG/ OBJECT	DESCRIPTION	2018 BUDGET	MONTH 2018	MONTH 2017	MONTH DIFF	MONTH % DIFF	YEAR-TO-DATE 2018	YEAR-TO-DATE 2017	YEAR-TO-DATE DIFF	YEAR-TO-DATE % DIFF
	MISCELLANEOUS REVENUE									
	Miscellaneous Revenue includes the following items, which don't fit into any of the major revenue categories:									
	Handicap Service		*$ 3,085*	*$ 1,925*	*$ 1,160*		*$ 22,305*	*$ 22,025*	*$ 280*	
	Hand Cart Rentals		*2,799*	*3,198*	*(399)*		*4,735*	*6,067*	*(1,332)*	
	Adult & Junior Golf Lessons		*1,880*	*1,810*	*70*		*4,220*	*4,330*	*(110)*	
	Club Repair		*959*	*199*	*760*		*2,738*	*3,233*	*(496)*	
	Golf Club Rentals		*550*	*690*	*(140)*		*720*	*860*	*(140)*	
	Locker Rentals		*320*	*240*	*80*		*3,360*	*3,280*	*80*	
	Memorial Tree Donation		*-*	*-*	*-*		*-*	*500*	*(500)*	
	Sales Tax (1.75%)		*220*	*260*	*(39)*		*789*	*769*	*20*	
	Caddie Equipment		*90*	*120*	*(30)*		*90*	*120*	*(30)*	
	Foot Golf Ball Rentals		*20*	*115*	*(95)*		*30*	*150*	*(120)*	
	ATM Machine Commissions		*9*	*5*	*4*		*34*	*33*	*1*	
	Misc. Tournament Prize		*-*	*2,376*	*(2,376)*		*-*	*2,376*	*(2,376)*	
	Misc./Misc.		*3,570*	*-*	*3,570*		*3,570*	*15*	*3,555*	
	Total	*$ 95,000*	*$ 13,502*	*$ 10,937*	*$ 2,565*		*$ 42,591*	*$ 43,758*	*$ (1,167)*	

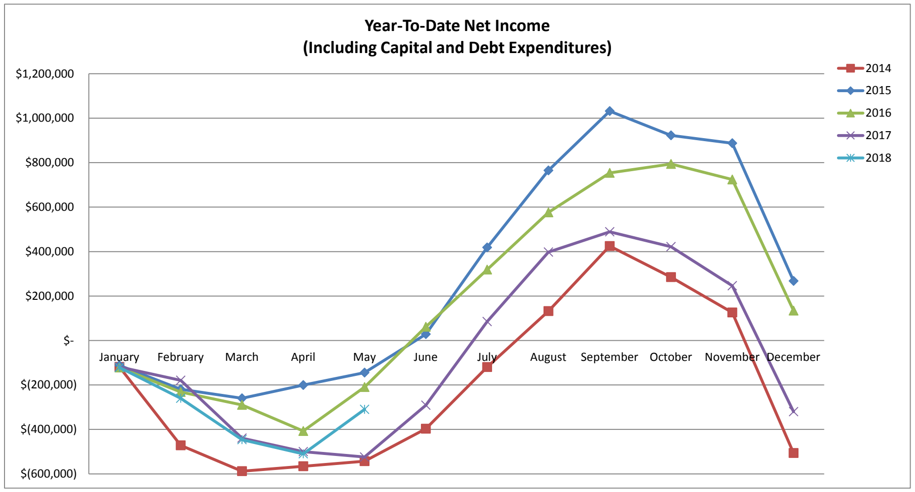
RESERVE 22
STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN NET POSITION
As of May 31, 2018

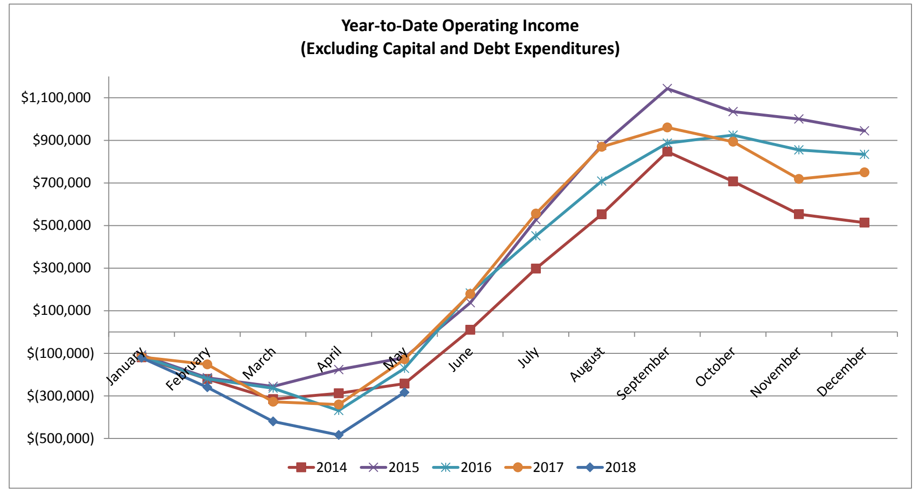
ORG/ OBJECT	DESCRIPTION	2018 BUDGET	MONTH 2018	MONTH 2017	MONTH DIFF	MONTH % DIFF	YEAR-TO-DATE 2018	YEAR-TO-DATE 2017	YEAR-TO-DATE DIFF	YEAR-TO-DATE % DIFF
5520	**RESERVE 22 REVENUES:**									
441100	Food	$ 1,350,000	$ 169,221	$ 149,944	$ 19,277	13%	$ 440,915	$ 403,014	$ 37,901	9%
441101	Liquor	250,000	30,262	28,216	2,046	7%	77,489	73,724	3,765	5%
441102	Beer	475,000	60,711	52,474	8,237	16%	124,929	128,467	(3,538)	-3%
441103	Wine	200,000	22,643	20,157	2,486	12%	69,397	62,060	7,336	12%
441104	NA Beverages	100,000	10,336	9,908	428	4%	21,074	24,304	(3,229)	-13%
441106	Room Charges	-	-	-	-	0%	1,100	362	738	204%
441107	Service Charges	120,000	13,618	15,289	(1,672)	-11%	41,852	29,685	12,167	41%
489000	Miscellaneous Revenue	100	16	(98)	114	-116%	51	(100)	151	-152%
	Total Revenues	**$ 2,495,100**	**$ 306,807**	**$ 275,890**	**$ 30,917**	**11%**	**$ 776,807**	**$ 721,517**	**$ 55,291**	**8%**
	COST OF GOODS SOLD:									
530400	Cost of Goods Sold - Beer	$ 131,600	$ 9,504	$ 13,761	$ (4,257)	-31%	$ 27,597	$ 32,497	$ (4,900)	-15%
530401	Cost of Goods Sold - Wine	78,000	2,261	4,600	(2,339)	-51%	14,759	15,253	(494)	-3%
530402	Cost of Goods Sold - Liquor	45,000	3,059	2,959	100	3%	14,005	11,728	2,277	19%
530405	Cost of Goods Sold - NA Beverages	35,000	3,607	3,138	469	15%	7,563	7,425	137	2%
530420	Cost of Goods Sold - Food	445,500	67,425	25,059	42,366	169%	166,110	111,155	54,954	49%
	Total Cost of Goods Sold	**$ 735,100**	**$ 85,855**	**$ 49,516**	**$ 36,339**	**73%**	**$ 230,034**	**$ 178,059**	**$ 51,974**	**29%**
	Gross Profit	**$ 1,760,000**	**$ 220,952**	**$ 226,373**	**$ (5,422)**	**-2%**	**$ 546,774**	**$ 543,457**	**$ 3,316**	**1%**
	Gross Profit Percentage	**71%**	**72%**	**82%**			**70%**	**75%**		
	OTHER OPERATING EXPENSES:									
510100	Salaries - Pensionable	$ 570,000	$ 53,134	$ 60,043	$ (6,909)	-12%	$ 241,741	$ 219,309	$ 22,432	10%
510120	Salaries - Non-Pensionable	358,500	40,593	26,976	13,618	50%	125,373	86,287	39,086	45%
510200	Salaries - Overtime	22,000	1,953	4,548	(2,595)	-57%	2,578	10,014	(7,437)	-74%
510399	Tips Paid Through Payroll	-	118	176	(58)	-33%	1,735	4,846	(3,111)	-64%
510400	FICA	101,146	9,322	8,990	332	4%	33,956	30,879	3,077	10%
510500	IMRF	56,380	5,882	7,499	(1,617)	-22%	26,094	27,076	(982)	-4%
590600	Health Insurance	70,000	7,609	3,906	3,704	95%	26,726	21,481	5,245	24%
52XXXX	Contractual Services	197,840	11,124	19,507	(8,383)	-43%	65,728	73,713	(7,985)	-11%
53XXXX	Commodities	133,000	16,232	11,571	4,661	40%	48,042	40,284	7,759	19%
	Total Operating Expenses	**$ 1,508,866**	**$ 145,968**	**$ 143,216**	**$ 2,753**	**2%**	**$ 571,973**	**$ 513,890**	**$ 58,083**	**11%**
	Operating Income (Loss)	**$ 251,134**	**$ 74,984**	**$ 83,158**	**$ (8,174)**	**-10%**	**$ (25,199)**	**$ 29,568**	**$ (54,767)**	**-185%**
	Operating Income (Loss) Percentage	**10%**	**24%**	**30%**			**-3%**	**4%**		

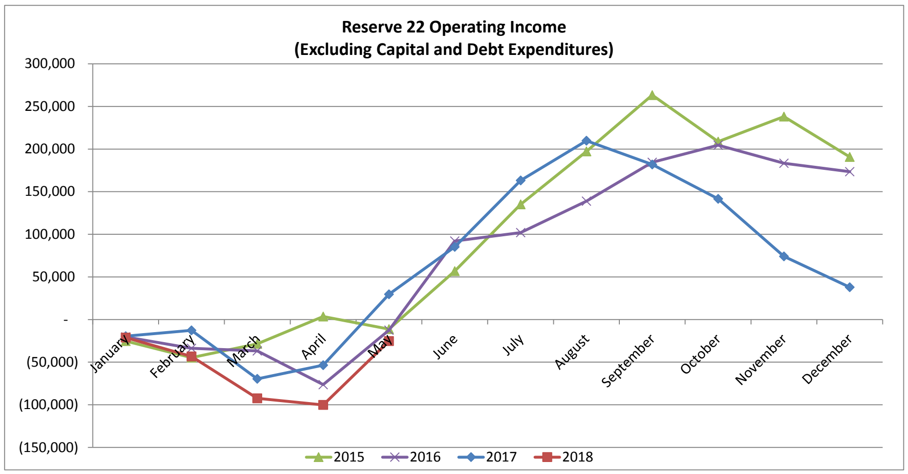
RESERVE 22
STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN NET POSITION
As of May 31, 2018

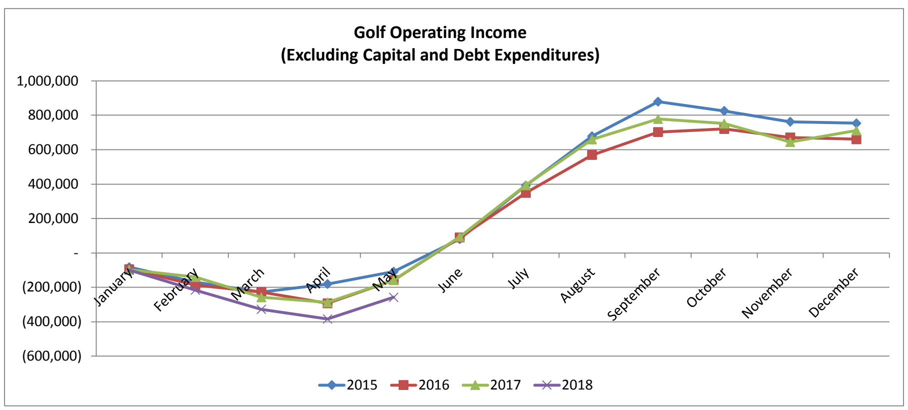
ORG/ OBJECT	DESCRIPTION	2018 BUDGET	MONTH 2018	MONTH 2017	MONTH DIFF	MONTH % DIFF	YEAR-TO-DATE 2018	YEAR-TO-DATE 2017	YEAR-TO-DATE DIFF	YEAR-TO-DATE % DIFF
	KEY METRICS									
		Goal								
	Revenue Source:									
	Restaurant/Bar	*N/A*	*$ 205,796*	*$ 177,913*	*$ 27,883*	*16%*	*$ 509,428*	*$ 497,633*	*$ 11,795*	*2%*
	Banquets	*N/A*	*75,582*	*80,417*	*(4,834)*	*-6%*	*234,490*	*191,530*	*42,960*	*22%*
	Other	*N/A*	*25,429*	*17,560*	*7,868*	*45%*	*32,890*	*32,355*	*536*	*2%*
	Total	*$ 2,495,100*	*$ 306,807*	*$ 275,890*	*$ 30,917*	*11%*	*$ 776,807*	*$ 721,517*	*$ 55,291*	*8%*
	Reserve 22 Revenues (Last 12 Months)	*$ 2,495,100*					*$ 2,439,242*	*$ 2,317,940*	*$ 121,303*	*5%*
	Reserve 22 Expenses (Last 12 Months)	*$ 2,243,966*					*$ 2,456,124*	*$ 2,104,012*	*$ 352,112*	*17%*
	# Guest Checks (Restaurant/Bar)	*N/A*	*6,875*	*5,770*	*1,105*		*16,438*	*16,074*	*364*	
	Revenue Per Guest Check	*N/A*	*$ 29.93*	*$ 30.83*	*$ (0.90)*		*$ 30.99*	*$ 30.96*	*$ 0.03*	
	# Guests (Restaurant/Bar)	*N/A*	*11,925*	*10,402*	*1,523*		*29,208*	*29,206*	*2*	
	Average Guest Spend	*N/A*	*$ 17.26*	*$ 17.10*	*$ 0.15*		*$ 17.44*	*$ 17.04*	*$ 0.40*	
	# Banquets & Events Held	*N/A*	*40*	*54*	*(14)*		*130*	*140*	*(10)*	
	Cost of Goods Sold %	*29%*	*28%*	*18%*	*10%*		*30%*	*25%*	*5%*	
	Cost of Goods Sold % (By Category):									
	Cost of Goods Sold - Beer	*28%*	*16%*	*26%*	*-11%*		*22%*	*25%*	*-3%*	
	Cost of Goods Sold - Wine	*39%*	*10%*	*23%*	*-13%*		*21%*	*25%*	*-3%*	
	Cost of Goods Sold - Liquor	*18%*	*10%*	*10%*	*0%*		*18%*	*16%*	*2%*	
	Cost of Goods Sold - NA Beverages	*35%*	*35%*	*32%*	*3%*		*36%*	*31%*	*5%*	
	Cost of Goods Sold - Food	*33%*	*40%*	*17%*	*23%*		*38%*	*28%*	*10%*	
	Personnel Expenses as % of Sales	*47%*	*38%*	*41%*	*-3%*		*58%*	*55%*	*4%*	
	Prime Cost (Cost of Goods Sold + Personnel Expenses) as % of Sales	*77%*	*67%*	*59%*	*8%*		*88%*	*79%*	*9%*	

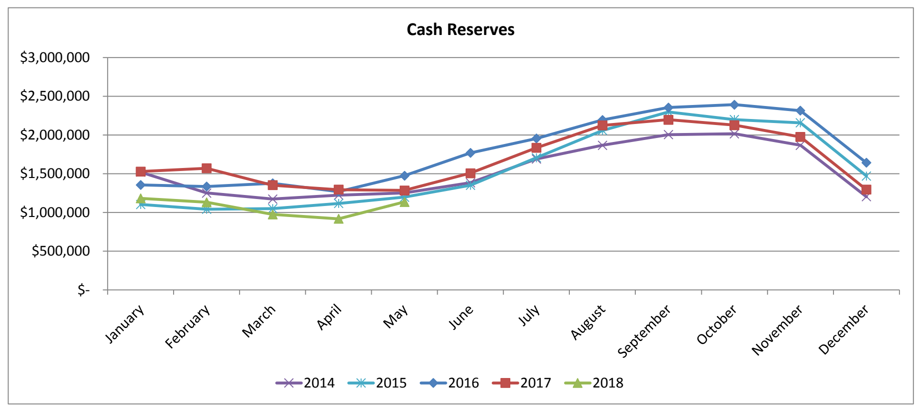
Village Links / Reserve 22
Dashboard Financial Report
As of May 31, 2018











Finance Commission
535 Duane St.
Glen Ellyn, IL 60137

Meeting: 07/13/18 07:00 AM
Department: Finance Commission
Department Head: Christina Coyle
Category: Policy
Prepared By: Christina Coyle

SCHEDULED

AGENDA ITEM (ID # 3432) DOC ID: 3432

Finance Director Coyle will present an update to the Village's Reserve Policy. 2. Approve a recommendation to the Village Board to approve the attached Fund Balance and Net Position Reserve Policy

Background

Over the past nine months, the Village has been reviewing reserve policies for the various funds. The Board last discussed the policy at the February 12, 2018 meeting (see agenda item attached). From that meeting, the last information requested was a determination of the reserve policy for the Village Links/Reserve 22. The Village Board directed staff to determine if private insurance options were available for the Village Links greens and to work with the Recreation Commission to devise a recommendation for the reserve policy for the Village Links/Reserve 22 Fund.

Village Links/Reserve 22 Policy

Staff contacted three insurance companies to determine if the greens were insurable. Two of the companies contacted would not insure the greens. The Village's own insurance indicated that it would be rare for an insurance company to insure the greens. One company did indicate that they *might* insure the greens if they could receive the entire insurance policy for the Village Links/Reserve 22 (including all liability and workers compensation insurance). At this point, the staff research has determined that it is unlikely that the greens are insurable and it is prudent to move forward with reviewing and revising the reserve policy. The Recreation Commission has requested that staff determine what savings or cost there would be to insure the Village Links/Reserve 22 separately from the Village. Staff is in discussion with our current insurance provider to determine if that is possible and what any savings would be.

General Manager Jeff Vesevick recommended that the reserve policy should cover 3 months (25%) of operating expenses plus the annual debt service payment. The reserve provides a hedge against poor financial years, mainly due to weather negatively impacting revenues. The reserve also provides funds to maintain some operation if the golf course or restaurant would need to close for some reason. An investment in repairing the greens, currently uninsurable, would require funds to replace the greens as well as monies available to pay staff working to bring the facility back into operation. Attached is a spreadsheet of staff's recommendation, which would require a reserve target of $1.8 million for 2018. As of May 31, the cash level for the Village Links/Reserve 22 Fund was $1.135. Adhering to a $1.8 million dollar policy would mean putting in place a plan in future budget years (likely over several years) to raise the cash level above the $1.8 million level.

The Recreation Commission met and discussed the reserve level at their meeting on June 29, 2018. The Commission decided to recommend a reserve policy of 3 months operating expenses (25% of operating expenses), which would equate to a level of $1.160 million. This level is reasonably close to the current cash level. Staff has prepared the attached draft reserve policy with the Recreation Commission's recommendation.

Besides hedging against uninsurable risk, the reserve cash does provide a method to undertake unplanned capital investments and also provides interest income to the Village Links/Reserve 22 Fund. At an interest rate of 2.5%, the fund would receive $29,000 in interest income which provides a revenue stream for the annual budget. As interest rates rise, as is expected, this would create an even greater positive impact to the Village Links/Reserve 22 budget. In 2006, when interest rates were at higher levels, the Fund realized $56,000 from interest income.

Final Draft Policy

Based upon the feedback from previous Board meetings and information provided in this memo, staff has prepared a draft reserve policy for the Board's review and comment. This is attached as Exhibit A. Staff has also included an analysis of current cash levels under the proposed policy (Exhibit B). All funds would be over their reserve levels except the Village Links/Reserve 22. That fund would be $210,000 below its reserve policy. Through the budgeting process over the next three years, the Village would need to bring that fund above its minimum reserve level.

Action Requested:

1. **Staff requests Finance Commission feedback on the policy for the Village Links/Reserve 22 Fund.**
2. **Staff requests any remaining comments on the other Village Funds.**
3. **Staff requests a recommendation to the Village Board to approve the Fund Balance, Net Position, and Reserve Policy.**

ATTACHMENTS:

- Exhibit A: DRAFT FUND BALANCE AND NET POSITION RESERVE POLICY 2018-07 (PDF)
- Exhibit B: Cash and Investment Report as of May 31 2018 (PDF)

FUND BALANCE AND NET POSITION POLICY

1. Statement of Purpose:

It is the Village's philosophy to support long-term financial strategies, where fiscal sustainability is its first priority, while also building funds for future growth. It is essential to maintain adequate levels of funds balance/net position to mitigate current and future risks. Fund balance/net position levels are also crucial consideration in long-term financial planning. Credit rating agencies carefully monitor levels of fund balance/net position to evaluate the Village's continued creditworthiness.

Fund Balance (governmental funds) or Net Position (proprietary funds) provides for the operational stability of the Village of Glen Ellyn and provides the capacity to:

a) offset significant economic downturns or revenue shortfalls,
b) provide sufficient cash flow for daily financial needs,
c) maintain or improve the village's bond ratings, and
d) provide funds for unforeseen expenditures related to emergencies or opportunities.

2. Definitions

a. Fund Balance – The difference between assets, deferred outflows, liabilities, and deferred inflows in a governmental fund.
b. Nonspendable Fund Balance – the portion of a Governmental Fund's fund balances that are not available to be spent, either short term or long term, in either form (e.g. prepaid assets) or through legal restrictions.
c. Restricted Fund Balance – the portion of a governmental fund's fund balances that are subject to external enforceable legal restrictions as to what the fund balance can be spent on.
d. Committed Fund Balance – the portion of a governmental fund's fund balances with self-imposed constraints or limitations that have been placed by formal action at the highest level of decision making.
e. Assigned Fund Balance – the portion of a governmental fund's fund balances to denote an intended use of resources.
f. Unassigned Fund Balance – available spendable financial resources in a governmental fund that are not the object of tentative management plan (i.e. assignments).
g. Net Position – The difference between assets, deferred outflows and liabilities and deferred inflows in a proprietary fund, trust fund, or entity wide financial statements.

3. Desired Reserve Policies:

General Fund: Cash reserves of the General Fund should be maintained at thirty percent (30%) of the current year's budgeted operating expenditures (excluding debt and capital outlay expenditures). At any point should the unreserved balance reach above 40% at the low point of the year (April or May), an item shall be brought to the Village Board for action on the excess balance.

Water & Sanitary Sewer Fund: The Village will maintain $2,000,000 in cash reserves in the Water and Sanitary Sewer Fund for FY2011/12, increased annually by the 12-month change in the CPI-U (December before the beginning of the fiscal year) or 3%, whichever is less. [For FY18, the amount of required cash reserves will be $2,261,000.] Amounts held in the fund above the reserve policy limit are assigned for water and sewer capital projects.

Village Links/Reserve 22 Fund: The Village will maintain adequate cash reserves in the Village Links/Reserve 22 Fund, in an amount equal to or greater than 25% of the current year fund operating expense budget (excluding debt and capital).

Residential Solid Waste Fund: The Village will maintain adequate cash reserves in the Residential Solid Waste Fund, in an amount equal to or greater than 25% of the current year fund operating expense budget (excluding debt and capital).

Parking Fund: The Village will maintain adequate cash reserves in the Parking Fund, in an amount equal to or greater than 25% of the current year fund operating expense budget (excluding debt and capital).

4. Attaining and Maintaining Desired Reserve Levels:

Should the reserves in one or more funds fall below the benchmark established by this policy, the Village Manager will notify the Village Board in a timely manner and will develop and present to the Village Board as part of the annual budget a plan to return fund balance to the benchmark level within three (3) fiscal years.

5. Use of Fund Balance or Net Position:

The Village will spend the most restricted dollars before less restricted, in the following order:

1. Restricted
2. Committed
3. Assigned
4. Unassigned.

The Finance Director will determine if a portion of fund balance should be assigned and will document said assignment by a memorandum to the Village Manager and appropriate disclosure in the audited financial statements.

Note: In non-governmental funds, management may decide to “assign” funds for a specific purpose. This will be done as an internal budgeting procedure rather than as a formal accounting entry. Creating a governmental fund automatically assigns fund balance in that fund to the purpose of the fund.

Fund balance or net position should only be used or depleted in the following situations:
1. Revenue shortfalls result in an operating deficit.
2. Unforeseen material expenditures arise which cannot be avoided or delayed.
3. Excess fund balance exists and the village intentionally draws down on the balance to come into compliance with this policy.

Village of Glen Ellyn
Exhibit A - Analysis of Available Cash Reserves
For the Month Ended May 31, 2018

	Fund	A Last Year Cash & Investment Balances	B Current Year Cash & Investment Balances	C Less Encumbrances	D Less Deposits/ Other	E Restricted by Statute	F Assigned for Capital Projects	G Assigned for 2018 Budget Deficit	H Assigned for Liab/Health Ins.	I Balance Subject to Reserve Policy	J Less Minimum Reserve Policy	K Cash Above Minimum Policy
1	General	$ 9,487,010	$ 9,825,311	$ (303,827)	$ (976,346)	$ -	$ -	$ (600,714)	$ -	$ 7,944,424	$ (5,558,683)	$ 2,385,7
2	Corporate Reserve	69,576	801,185	-	(682,430)	-	-	-	-	118,755	-	118,7
3	Motor Fuel Tax	763,099	810,134	(325,715)	-	(484,419)	-	-	-	-	-	-
4	Fire Services Fund	1,269,019	1,198,544	(82,165)	-	-	(932,150)	-	-	184,229	-	184,2
5	CBD TIF	213,054	291,772	(63,100)	-	(228,672)	-	-	-	-	-	-
6	Roosevelt Road TIF	-	18,818	-	-	(18,818)	-	-	-	-	-	-
7	Forfeiture Fund	-	806,480	-	(300,000)	(506,480)	-	-	-	-	-	-
8	Debt Service	41,692	41,497	-	-	(41,497)	-	-	-	-	-	-
9	Capital Projects	10,894,269	8,763,388	(4,624,391)	-	-	(4,138,997)	-	-	-	-	-
10	Facilities Maint Reserve	993,256	1,690,576	(272,220)	-	-	(1,418,356)	-	-	-	-	-
11	Water and Sanitary Sewer Fund	11,980,371	13,957,793	(2,554,746)	(228,837)	-	(8,226,015)	-	-	2,948,195	(2,261,000)	687,1
12	Parking	1,463,749	1,506,729	(18,220)	-	-	(235,000)	-	-	1,253,509	(57,578)	1,195,9
13	Residential Solid Waste	573,241	686,197	(198,495)	-	-	-	-	-	487,702	(399,600)	88,1
14	Village Links/Reserve 22	1,283,834	1,135,343	(175,534)	(10,113)	-	-	-	-	949,696	(1,160,000)	(210,3
15	Insurance	1,052,242	1,357,959	-	-	-	-	-	(1,357,959)	-	-	-
16	Equipment Services	4,471,686	4,899,064	(167,918)	-	-	(4,724,559)	-	-	6,587	-	6,5
		$ 44,556,098	$ 47,790,790	$ (8,786,331)	$ (2,197,726)	$ (1,279,886)	$ (19,675,077)	$ (600,714)	$ (1,357,959)	$ 13,893,097	$ (9,436,861)	$ 4,456,2
17	Police Pension	28,212,365	29,583,472	-	-	(29,583,472)	-	-	-	-	-	-

(a) Encumbrances represent the unexpended portion of approved contracts for goods and services as of the end of the quarter. While encumbrances are not expenditures, they do represent a reduction in the level of available spendable cash.

(b) See Reserve Policies at the bottom of this sheet.

(c) This is the balance above the minimum policy. Not all funds that are above the minimum policy are available to be spent. Many fund's cash is restricted to the purpose for which the fund exists. Balances may exist for capital spending, grant/federal restrictions, etc., and may not be available for general use.

The Cash Reserve Policies are listed below:

1. **General Fund** - Amount subject to reserve is 30% of operating expenditures.
2. **Water and Sanitary Sewer Fund** - Amount subject to reserve is $2,261,000, which will be adjusted annually by CPI-U or 3%, whichever is less.
3. **Parking Fund** - Amount subject to reserve is 25% of operating expenses.
4. **Residential Solid Waste Fund** - Amount subject to reserve is 25% of operating expenses
5. **Recreation Fund** - Amount subject to reserve is 25% of operating expenses.

Finance Commission
535 Duane St.
Glen Ellyn, IL 60137

Meeting: 07/13/18 07:00 AM
Department: Finance Commission
Department Head: Christina Coyle
Category: Discussion Item
Prepared By: Christina Coyle

SCHEDULED

AGENDA ITEM (ID # 3434) DOC ID: 3434

Finance Director Coyle will present an update on an upgrade to the water meters.

The attached memo will be presented to the Village Board at the Monday, July 16, Village Board workshop. Staff requests that the Finance Commission review this information, particularly the financial metrics of the proposal, and provide feedback that staff can relay to the Village Board.

ATTACHMENTS:

- Meter MIU Workshop Memo 6 29 18 (PDF)
- Small Water Meter Testing Averages (PDF)
- Customer Screenshots (PDF)
- Operational Management Screenshots (PDF)

MEMORANDUM

TO: Mark Franz, Village Manager

FROM: John Hubsky, Utilities Superintendent

DATE: June 29, 2018

RE: Water Meter Conversion to Radio Meter Interface Units (MIUs)

Background

The Village last performed a system wide change out of water meters from 1999-2001. The life expectancy of a water meter is around 20 years. Tests of residential meters, in-house, has shown that the accuracy of the meters remains very high, with the average test results being in the same range as what a new meter would be, allowing the Village some opportunities to extend the life of the existing meter bodies. This would allow staff to better monitor & manage water pumpage versus billed amounts and greatly increase the level of customer service. These meters are responsible for generating finances for both the water and sewer enterprise funds.

A large amount of in-house testing occurred to see what the accuracy of the meters may be after being in service for 15+ years. The testing occurred on 5/8", ¾" and 1" meters, which make up ~91.7% of the meters in the Village with the two smaller sizes accounting for three-quarters of all meters. The results attached show that for each meter size, at the industry standard flow rates for testing, the existing meters are testing the same as a new meter would. More information and discussion on the testing following AWWA guidelines can be provided if needed.

Issues

With the current "walk to read" required for the existing touchpads, approximately 7,000 of 8,600 total meter interface units (MIUs), a number of issues are present for both the customers and the Village. From a resident's prospective, about two months pass from when water goes through a meter to when a customer is paying the bill, creating a disconnect that is often difficult for residents to understand. Only one data point (reading) per month also makes it complicated to know exactly when and how this water may have been used. This lack of data can be very frustrating and difficult for residents to understand who have a high bill complaint and can take a lot of staff time when resolving these disputes.

Staff policy is to notify residents who receive a particularly high bill. This informal policy is time consuming due to the high volume of calls made a month. On average, staff spends 3-6 days per month for each of the two water billing zones, investigating and calling residents regarding high water use. Winter and summer months are busier, with the potential for leaks from frozen water lines in the cold months (which would be unwanted usage) and higher than normal use due to irrigation in the summer.

If staff was able to see daily and hourly data, many of these investigations would be quickly resolved. In the case of a leak, notification to the resident could occur within days instead of weeks, dramatically reducing the wasted water and associated large bill. The same can occur with no usage readings, where the meter may stop registering the water flow but the customer has no interruption in service. With the upgrade to radio MIUs, time spent on high & zero reads is estimated to be cut in half, which equates to about $20,000 annually. These savings would be realized in opportunity costs, as that time saved can be funneled to other areas.

From a management standpoint, there is no ability to accurately compare water pumped to billed, as the reads are gathered in two batches each month, with on average seven days needed to collect all the readings for each batch. This prevents staff from being able to trend the overall accuracy of the meters in general or to look for sudden spikes in the pumped vs. billed ratio, which could indicate a leak in the distribution system. There is also no ability to monitor large user accounts, for changes in use that could represent a problem with the meter. Currently, these large meters are tested by a contractor to ensure accuracy, but that schedule may be once every 1-3 years, dependent on overall consumption. The upgrade to radio MIUs will allow staff to trend the meter population as a whole, helping monitor the "health" of the meters and if a need arises to perform a system wide change out of the meter bodies. Additionally, individual meters of large water users could be monitored for dramatic changes in flow, helping identify the need to repair or replace individual meters

Village staff looked at a number of options for the water meters and how to best move forward with a plan for these assets, to prepare for potentially replacing all meters by 2020. This 2020 date follows the life expectancy of a water meter, based on manufacturer recommendations. Note that to replace all meters, the total cost is expected to be approximately $3-4M. Various scenarios for how to address this situation were investigated by staff, including a public-private partnership that would have funded the capital cost of a full meter replacement, thereby maximizing investment in these meters purchased back in 2000.

Lastly, upgrading to this technology has to happen eventually, so this simply spreads out the costs of replacing the entire meter head. When a future meter change out occurs, a less expensive register head can be utilized, one that does not have an integrated radio, in cases where these MIUs are installed. This will help keep future costs lower while still realizing many of the benefits from the current upgrade. Currently, the digital head without the radio integrated has a cost of $90. Coupled with the radio MIU, the total price would be $175, a little less than the price of the register with the radio integrated of $180 each.

However, another alternative presented itself. The outside touchpads need only two wires run from the meter inside the home to function, but during the last meter change out program, the decision was made to utilize a three wire cord. This decision is what allows the Village to convert from touchpads to the radio MIUs. These MIUs will allow for the meter reads to be collected using a fixed network instead of the current walking routes. Upgrading the MIUs will provide greatly improved customer service, the ability to manage the water system through trending & automatic notifications, provide a number of cost savings and allow the reallocation of employee time to other tasks through improved efficiencies. Staff feels that this upgrade would provide the information to confidently monitor the accuracy of the meters to extend the life of the meter body out 10+ years over the normal life expectancy.

Business Case

Costs

Staff recommends that the current ~7,000 touchpads be replaced with outside radio MIUs. This would have a capital cost of $595,000 for the equipment. For comparison, if the meter register head was upgraded to the new digital display with built in radio, the cost would be around $180 each, $95 more ($665,000 for 7,000; $1.26M total) than the outside MIU. Additionally, the need to schedule inside appointments would be required, adding to the cost and time to complete the project. These outside MIUs can also be utilized with a future meter change out, helping reduce future capital costs. To save additional money on the project, staff is recommending that two temporary part-time positions be created for the installation of these outside MIUs. Training would occur and then these temporary positions would work with existing full-time staff and summer seasonals to complete the project. Over the two years the project is expected to take, this would be an additional cost of $50,000 for a total of $645,000. In-house installation saves over $600,000 for the project.

Savings

Direct cost savings would occur from no longer needing to have the meter reader positions, which is about $37,000 per year. Over ten years, this would be a savings of $370,000. Additionally, the Village would have a reduction in liability from slip & fall injuries, as well as potential issues like dog bites, as some touchpads are located in backyards. Additionally, the equipment used by the five meter readers is $8,900 each, last purchased in 2016, with a 10-year life expectancy and an annual maintenance warranty of $800 each. Eliminating this equipment would be a savings of $40,000 over ten years on the warranty alone, on top of not having the capital cost for equipment replacement.

The ability to trend water billed vs. pumped on a monthly, weekly or even daily basis, will allow staff to ensure that the extension of the life expectancy of the meters is still paying off. Additionally, staff will be able to monitor the pumpage not billed for, which can be used it quickly identify leaks in the distribution system, especially those that may not be surfacing.

Overall water system water loss has been a concerned of Village Boards for years and staff continues to address the objective of reducing public water loss by completing regular leak studies and addressing concerns to our overall system. This technology would assist in identifying leaks, by provided more timely and detailed data. Annual savings are difficult to predict, but finding a significant leak early could save $20K+ per major leak. The types of leaks identified would be ones that do not surface, with the water perhaps going into a sewer or a body of water or that may not be readily due to the location of water mains.

The Village has experienced a few leaks in recent years that would be the type that could be identified with the trending. A couple occurred along Route 53 by the DuPage River and another along Royal Glen Dr. Each of these leaks were estimated to have lost millions of gallons before being identified and isolated for repair, with one on Route 53 running for months at an estimated 700,000 gallons/day, over a 5 month period for a total loss of around 105 million gallons.

In addition, some process improvements would result providing some reallocation of staff time to other projects in both Finance and Public Works. By eliminating time consuming processes including final reads (PW) and high/zero reads (Finance), we would be more efficient and save $300K in staff time over ten years.

- ROI of 15.73 years – when looking only at easily quantifiable costs and benefits
  - 10.58 years if taking into account reallocation of work and future software costs
  - 5.25 years if taking into account the savings from the 3 large leaks that could be detected with having daily accounting of pumped versus billed

Break	Time Frame	Gallons lost	Cost of water
Route 53	Sept. '12 - Feb. '13	105,000,000	$315,000
Route 53	Feb 26, 2014 - March 3, 2014	5,100,000	$25,000
Royal Glen	Aug 19, 2015 - April 5, 2016	6,600,000	$33,000

Cost/Benefit Analysis

Costs

		Notes
Labor	$50,000	Two temporary seasonal workers for two years
Equipment	$595,000	Purchase of 7,000 radio MIUs
Total*	**$645,000**	

(*$10,000-$12,000 per year cost of software to collect & access the information, would not be utilized until close to the end of the conversion project)

Savings

		Notes
Eliminate Water Meter Readers	$37,000	
Meter Reading Equipment	$4,000	Savings on annual warranties for repairs on equipment
High/Zero Reads**	$20,000	Estimate of opportunity cost for Water Billing
Final Reads***	$9,000	Estimate of opportunity cost for PW Customer Service
Total	**$70,000**	**Annual Savings**

(**Reallocation of staff time spent on investigation and contacting customers)
(***Reallocation of time for employee to perform manual final reads)

Finally, the increase in customer service is difficult to put a dollar amount on the return but an aspect that Village staff looks to continually improve for residents. The ability to visually see when water was used, on a daily or even hourly basis, as well as setting up personalized notifications would be available with the upgrade to the radio MIUs. Water conservation is easier to understand and promote, which can help residents lower monthly bills.

Benefits

- 10 year ROI + opportunity cost to reallocate staff time spent on final reads and high/zero reads + water loss savings over the next 10 years
  - Eliminate Water Meter Readers
  - Eliminate Water Meter Reader Equipment
  - Positively impact public water loss
- Maximize the use of existing meters by allowing effective way to measure accuracy over the next 10 or 15 years
- Better customer service that is typically well used and embraced by residents (Similar to online vehicle stickers)

- Ability to adapt this technology to future meter replacement/upgrade programs – forward compatible
- Lower cost now to convert than cost of a "smart" meter head with integrated radio would be in the future helping spread out capital costs most effectively
- Majority of the batteries for the radio MIUs would remain outside allowing for easier replacement in the future (no inside appointments needed)

Negatives

- Do not get the same resolution as changing to a "smart" meter – lower volume leaks will be harder to detect
- Relying on meter bodies that are 15+ years old, accuracy could drop off in coming years
- As proposed, conversion would take two years, delaying some of the benefits over a complete meter change out or utilizing a contractor to convert the touchpads to radio MIUs

Options and Recommendations

Staff is looking for direction on one of three options:

1. Staff Recommendation above
2. Replace meter heads now with new digital technology -- $1.2M cost; would not take advantage of further life in existing meters that could be another 10+ years
3. Do nothing; put off updating meters, continue our manual processes, miss out on an opportunity to improve customer service and reducing public and private water loss

Given the Cost Benefit Analysis and overall benefits listed above, staff is recommending #1 option.

Attachments

Small Water Meter Testing Averages
Customer Screenshots
Operational Management Screenshots

Residential Meter Testing Results

5/8" Meters

Number tested = 233

	Flow Tests (% Accuracy)			Weighted Accuracy
	Minimum	**Intermediate**	**Maximum**	
Averages	99.35	100.83	100.50	100.56

3/4" Meters

Number tested = 42

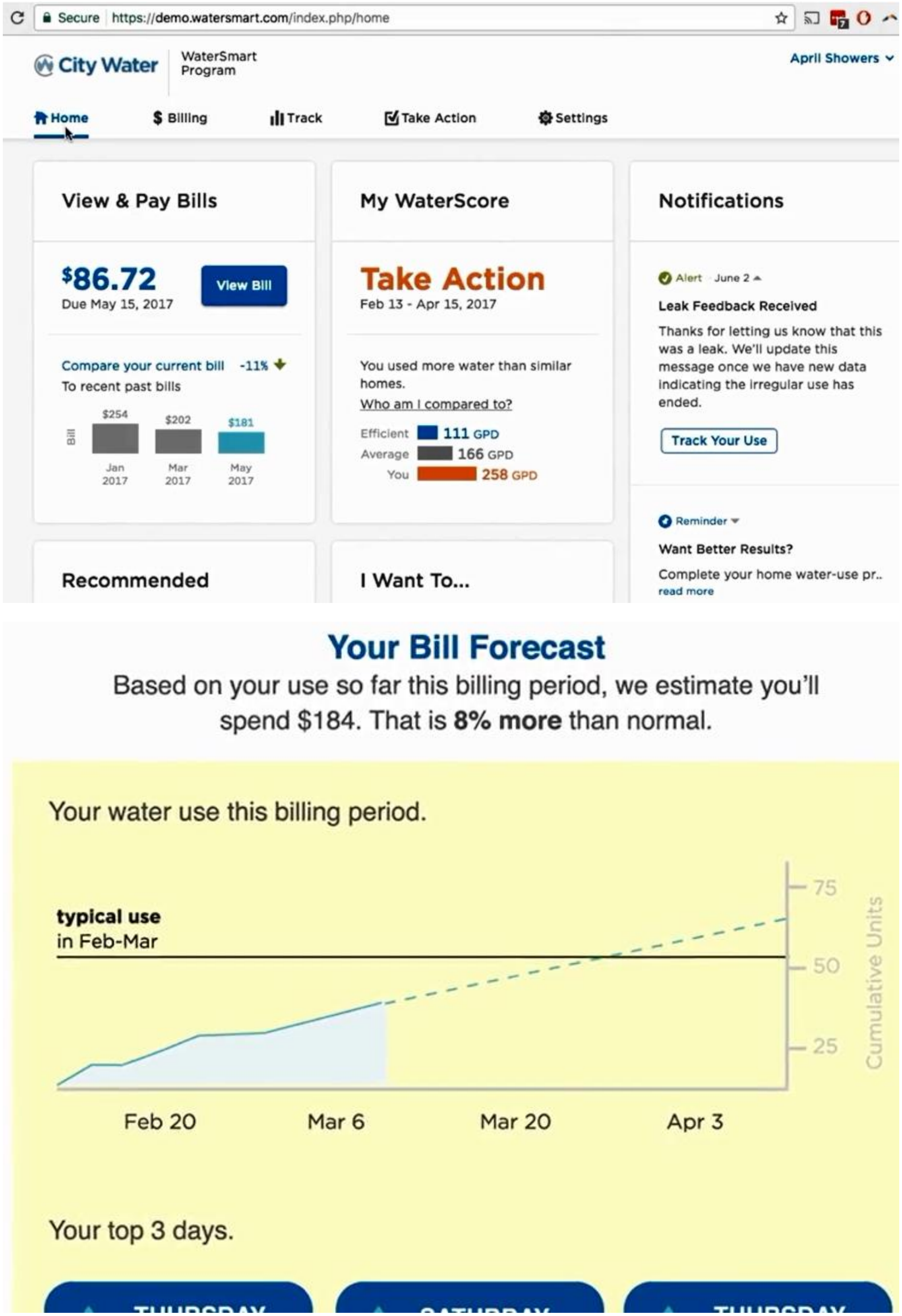
	Flow Tests (% Accuracy)			Weighted Accuracy
	Minimum	**Intermediate**	**Maximum**	
Averages	97.87	98.95	100.88	99.07

1" Meters

Number tested = 18

	Flow Tests (% Accuracy)			Weighted Accuracy
	Minimum	**Intermediate**	**Maximum**	
Averages	97.44	100.81	100.37	100.24

Customer Screen Shots



Attachment: Customer Screenshots (3434 : Water Meter Upgrade)

Leak Alerts

An alert generated if we think you have a leak.

- [x] Email
- [ ] Text Message
- [ ] Voice Message

Daily Use Notifications

You will be notified when you use over __ times your normal seasonal use.

1X 3X 5X

Typical GPD for May-Jun: 477

- [x] Email
- [ ] Text Message
- [ ] Voice Message

Bill Forecast Notifications

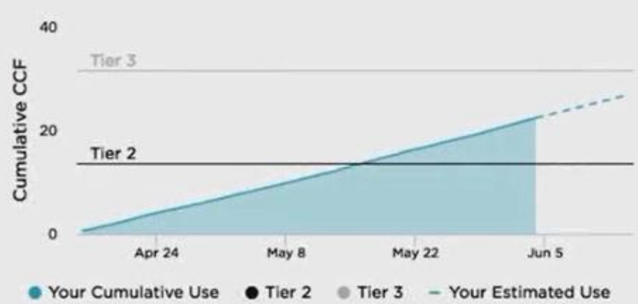
You will be notified if your use in the current period is on track to exceed __ times your normal seasonal use. We will only contact you a maximum of once per billing period.

1X 3X 5X

Typical GPD for May-Jun: 477

- [x] Email
- [ ] Text Message
- [ ] Voice Message

Your Use This Billing Period



You've used 22.39 CCF this billing period

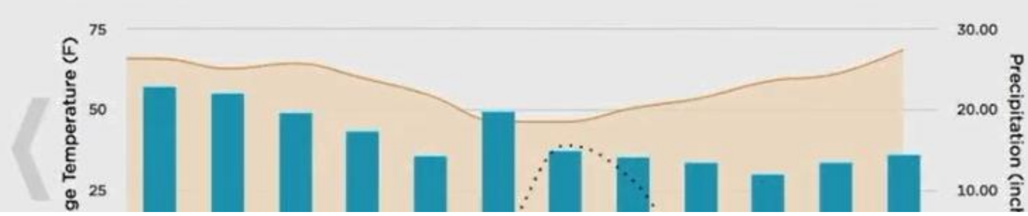
At this rate we estimate that you'll use about 27 CCF total, which puts you in Tier 2 rates. These estimates are informational only.

Ways to Save

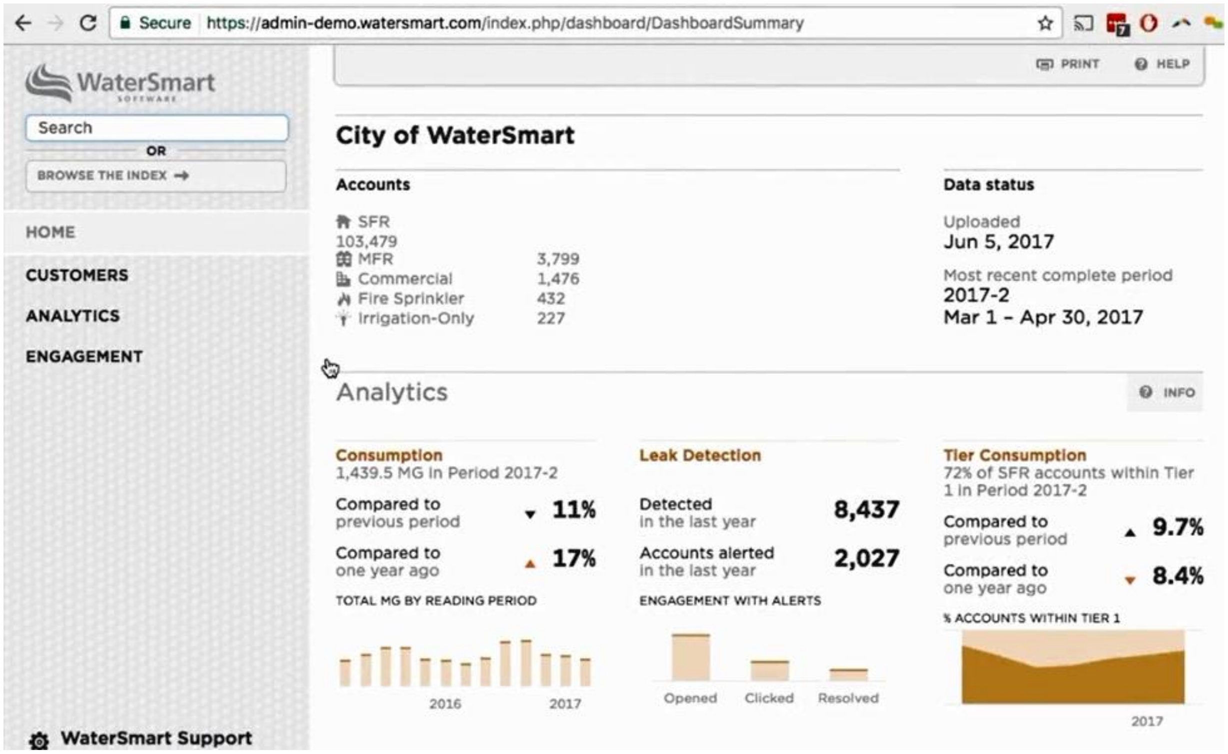
Your Seasonal Use

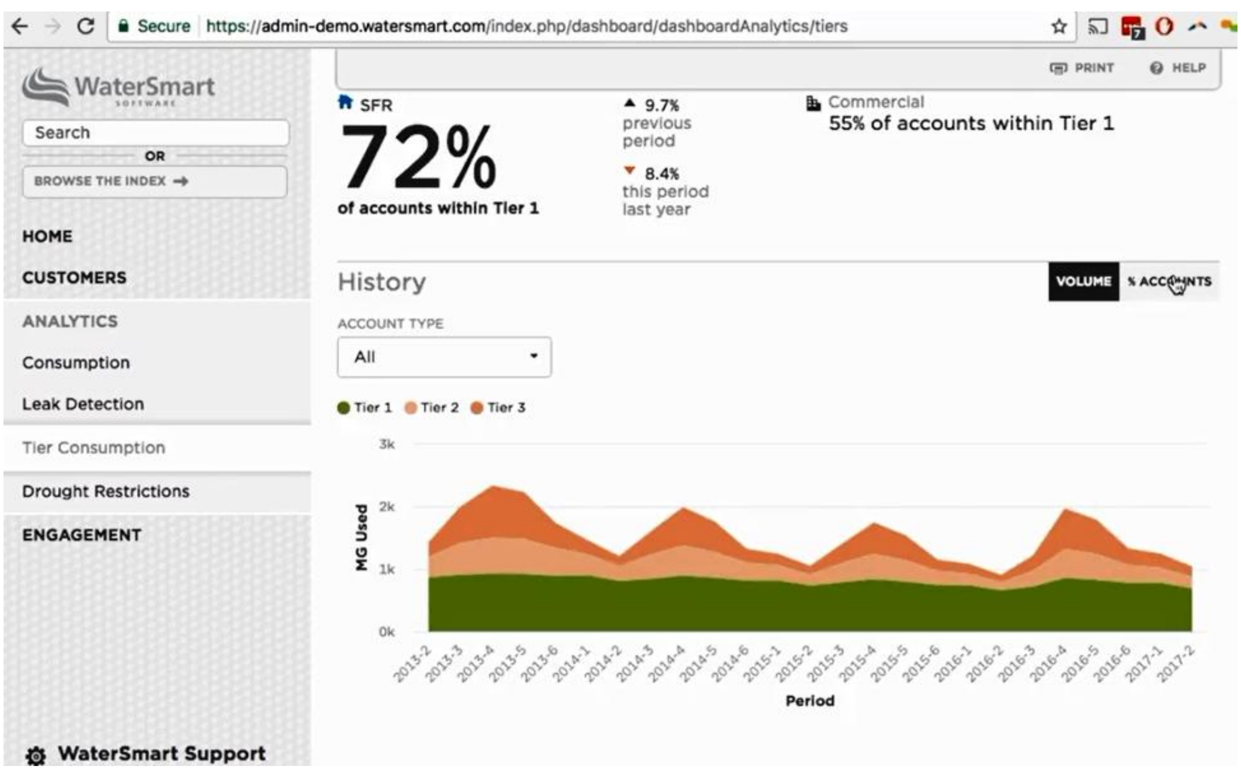
DAILY MONTHLY

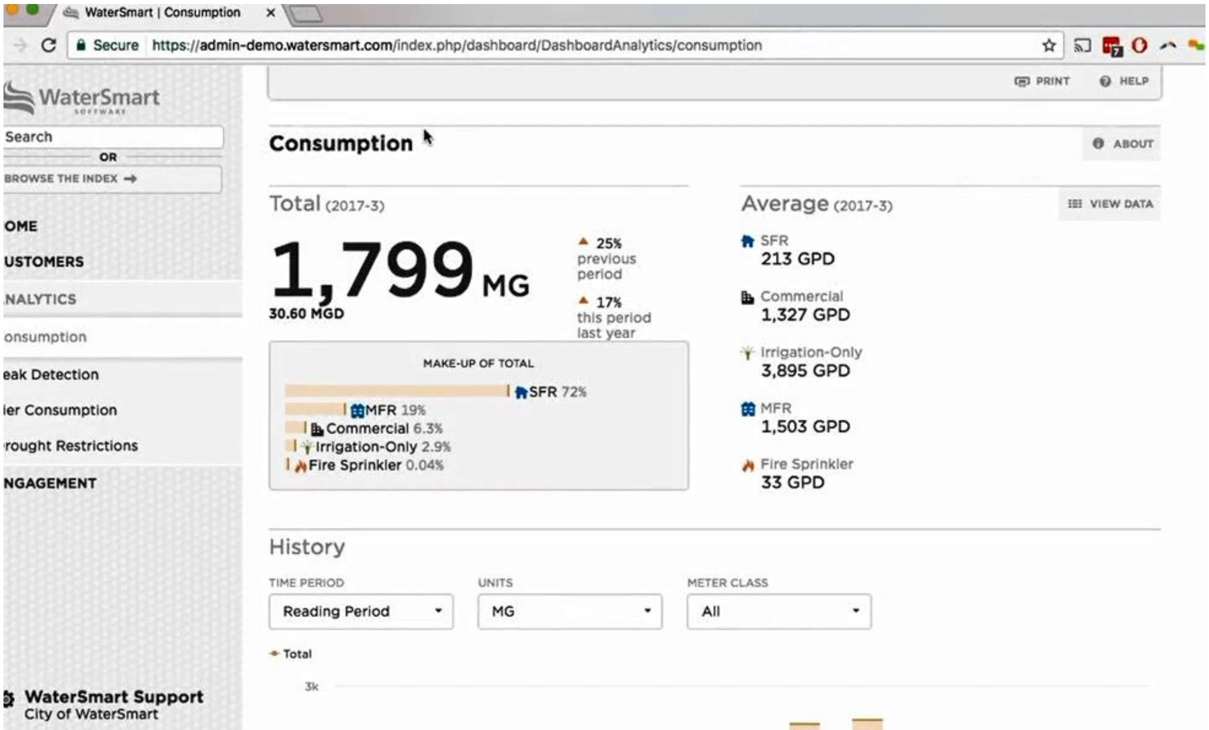
Jul 1, 2016 – Jun 1, 2017

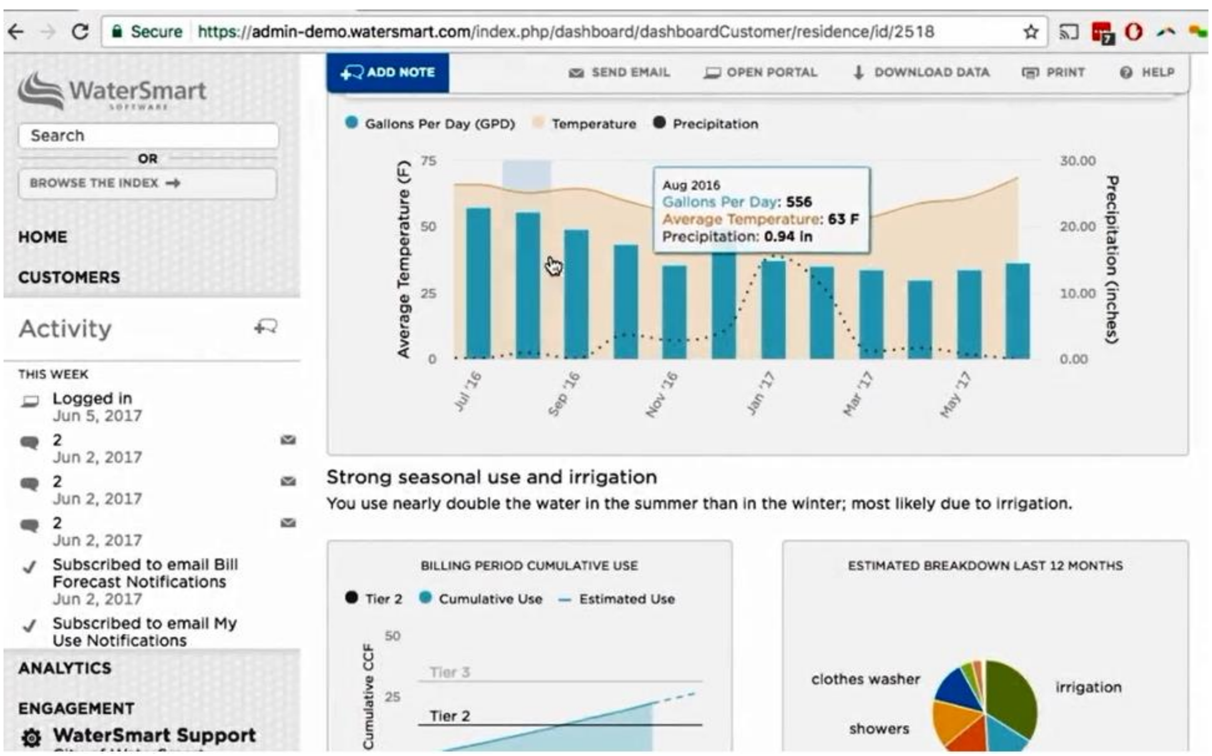


Operational Management Screenshots









Attachment: Operational Management Screenshots (3434 : Water Meter Upgrade)