Agenda
Village of Glen Ellyn
Finance Commission
Regular Meeting
Friday, May 8, 2015
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 - Apr 10, 2015 7:00 AM

D. Bond Issuance Update

1. Update on 2015 Bond Issuance

E. Village Services Bill Processing

1. Water Bill Processing Analysis

F. Trustee Liaison Report

G. Chairman's Report

1. Investment Subcommittee Update

H. Other Business

1. IMET Update

I. Adjournment

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, April 10, 2015
7:00 AM
Glen Ellyn Civic Center, Room 301

A. Call to Order

Attendee Name	Title	Status
Erik G Ford	Chairman	Present
Lisa A Cleaver	Commissioner	Present
Jose G DeLeon	Commissioner	Present
Scott R Greeno	Commissioner	Absent
Matthew L Halkyard	Commissioner	Present
Timothy J Jacklich	Commissioner	Present
Yadav N Nathwani	Commissioner	Absent
Steve Rackl	Commissioner	Absent
Jeremy S VanEk	Commissioner	Present
Jeffrey S Wallace	Commissioner	Present

This Regular Meeting of the Glen Ellyn Finance Commission was called to order at 7:03 AM by Commissioner Ford in Room 301 at the Civic Center at 535 Duane Street; Glen Ellyn, Illinois. Roll was taken, and it was determined that a quorum was present.

B. Public Comment (Non Agenda Items)

None.

C. Approval of Minutes

1. Approve the Finance Commission Minutes for the February 13, 2015 Meeting

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Matthew L Halkyard, Commissioner
SECONDER:	Jeremy S VanEk, Commissioner
AYES:	Ford, Cleaver, DeLeon, Halkyard, Jacklich, VanEk, Wallace
ABSENT:	Greeno, Nathwani, Rackl

2. Approve the Finance Commission Minutes for the March 13, 2015 Meeting

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Matthew L Halkyard, Commissioner
SECONDER:	Jeremy S VanEk, Commissioner
AYES:	Ford, Cleaver, DeLeon, Halkyard, Jacklich, VanEk, Wallace
ABSENT:	Greeno, Nathwani, Rackl

D. Financial Update

1. Financial Update as of March 31, 2015

Director Coyle reviewed the Village Financials as of March 31, 2015. She noted that some things are going well, others have challenges; therefore the Village is approximately even. Revenues are 6% below last year, but less than 1% behind budget. Revenues are impacted by the change in the ambulance service model.

The Village received its preliminary tax rates from the County, with the Village's EAV decreasing 0.8% from the prior year affecting SSA payments. Both the commercial and residential EAV went down. On the positive side, the Village received a large building permit fee of $14,335 for work at Parkview Community Church. The Federal Drug Forfeiture revenues have also been healthy, although these funds can be used only for specific and limited purposes. Expenses for IT include purchase of upgraded software. Also, the Assistant Finance Director position was vacant in January 2015.

The sales tax payment received in March was for December sales, which was 1% over the previous year, but 2% behind budget. The sales tax revenue stream will continue to be monitored. Home Rule Sales Taxes are also ahead of last year, but slightly behind budget. State income tax revenue is ahead of the previous year and ahead of budget, due to a strong February.

The Links' operating performance continues to improve. As requested by the Commission, new financials charts show golf operations and Reserve 22 operations separately. Golf operations lost $227,421 versus a loss of $284,015 in the prior year. The course opened on March 14 versus March 29 of the prior year. Similarly, the year-to-date operating loss for Reserve 22 was $28,411 versus a loss of $31,740 in the prior year. Positive trends are noted in the cost of goods percentage which was 29.2% from January to March 2015. This is ahead of the prior year of 40.4%. Director Coyle noted that the target personnel expense for 2015 is 35.8%. The payroll expense for January-March was 56.7%, with the restaurant closed Mondays in January and February.

In response to Commissioners' questions, Manager Franz said that the possibility of losing up to 50% of LGDF revenues from the State is still real. The Governor's suggestions concerning eliminating some unfunded mandates have merit; however they would not make up the potential $1.5 million loss to the Village. The Village is working with other municipalities to approve a legislative initiative.

Trustee O'Shea asked staff about progress at the Links on this Commission's reporting suggestions made last year. There are now bi-weekly financial statements, monitoring of cost of goods and cost of payroll, and monitoring of average daily revenues to discern trends. Staff is working on creating the reporting suggestions made in the prior year. The addition of the Business Office Coordinator is helping work towards those efforts.

RESULT:	DISCUSSION ONLY

E. Draft Police Pension Actuary Report

1. Draft Actuary Report for the Glen Ellyn Police Pension Fund as of December 31, 2014

Director Coyle reviewed the highlights of the Draft Actuary Report. Page 4 of the report summarizes the results, noting that the expectations for mortality, disability, turnover and retirement rates have been revised. Page 10 of the report shows the annual contributions required of the Village. The State requirement is loaded more at the end, and currently the Village is ahead of what is required. As a result, in out-years, the State's requirement may be higher than that of the Village. However, Chairman Ford noted that this should not be a problem if the Village continues with its current level of payments.

New accounting standards requiring additional information to be disclosed in the annual audited financial statements. This information will show the sensitivity of the Village's net pension liability to the investment return. Page 20 of the report shows the current liability and the impact of assumption changes. Chairman Ford noted that the return assumption is the key, and that the Pension Board has been encouraged to focus on that number. The return assumption will be reviewed again by this Commission in the Summer, and will present its findings to the Board. Chairman Ford said that it is up to the Pension Board to decide how to invest the funds, and the Pension Board has a conservative, short term philosophy. The Commission is suggesting a more aggressive, long term philosophy.

Director Coyle said that the Village's $14 million liability will be reported on the Village's statement of net position in the annual audited financial statements starting in 2015, instead of just being a footnote.

RESULT:	DISCUSSION ONLY

F. Other Business

1. Economic Development

Manager Franz said that the Geische project developers have yet to submit a formal application. The current preliminary plan includes 125 residential rental units, expanded commercial and other changes made in response to feedback from the Village Board and Commissions. The plan will include a public parking garage funded and owned by the Village. Commissioners discussed the mix of 1 or more bedroom residential units.

The McChesney building is expecting to be sold without a development plan. Also, there is a new owner of the building east of the Post Office. There are various plans for redevelopment of sites along Roosevelt Road.

The new police station is on hold. Planning continues, but the bonds have not been issued. However, the Taylor Street underpass is moving forward as there are grant funds available to offset its cost. Construction is planned for 2017.

The Crescent project will proceed. It will commence in June and bleed into the school year in September. Additionally, the high school is constructing an addition on the east side of its campus starting in August to be open for the 2017 school year. Crescent will be closed in July and August in an attempt to speed up the work.

The Board of Trustees has directed that the feasibility study for a vehicle underpass west of the Library be completed.

G. Investment Subcommittee

The investment subcommittee will meet briefly after the Finance Commission Meeting is concluded.

H. Adjournment

The next Finance Commission meeting will be Friday, May 8, 2015 at 7:00 AM at the Civic Center.

The meeting was adjourned by consensus at 8:03 AM

Finance Commission
535 Duane St.
Glen Ellyn, IL 60137

Meeting: 05/08/15 07:00 AM
Department: Finance Commission
Department Head: Christina Coyle
Category: Discussion Item
Prepared By: Christina Coyle

SCHEDULED

AGENDA ITEM (ID # 1740) DOC ID: 1740

Update on 2015 Bond Issuance

Background

Village Staff provided the most recent update at the March 13, 2015, Finance Commission meeting. At this meeting, Staff presented the most recent capital plan as well as discussed the potential impact that Governor Rauner's budget proposal could have to the Village. At that meeting, the Finance Commissioners expressed their concern on moving forward with the bond issuance given the uncertainty of the Governor's proposal.

Update

Two months have now passed between the March meeting and this month's Finance Commission meeting. There has been no decisions made by the State of Illinois concerning the fate of the Village's income tax.

The Village remains committed to the Police Station Project; however, the Village is also sensitive to the potential revenue cuts that could be imposed by the State of Illinois. Given these two conflicting positions, staff is recommending that we move forward with completing the preparations necessary to issue bonds; however, the bonds will not be sold until it is determined prudent by the Village Board.

Staff will work with the Village's financial advisor and legal counsel to prepare the parameters ordinance, which staff is targeting to present to the Village Board for approval in June. This parameters ordinance would give staff the authority to sell the bonds, subject to the final approval of the Village President. Staff would also prepare the official statement and undergo a rating process. Staff is recommending to continue in this manner to allow the Village to issue the bonds in a timely manner after it is deemed appropriate to do so, rather than waiting to complete the lengthy preparation process at that time.

Other Issues

As we prepare for this bond issuance, there are two other issues which bear consideration:

Rating Agency Change

The Village's financial advisor, R.W. Baird, is recommending that the Village switch rating agencies from Moody's to S&P. During the last bond issuance completed with Moody's, Moody's indicated that the Village could never achieve a "AAA" rating due to the constraints of its equalized assessed value (EAV).

The rating model for S&P is more structured and predictable than that of Moody's. As such, R.W. Baird has been able to replicate the S&P model to reasonably estimate the rating result. Based upon their model, they believe the Village has the possibility to be rated as AAA by S&P. Included with this packet is a presentation prepared by R.W. Baird which highlights this information. Stephan Roberts from R.W. Baird will be in attendance at Friday's meeting to answer any questions the

Commission may have.

Giesche Development
There is the possibility that the Giesche development project may be ready to move forward by the time the Village issues the bonds. The Village is anticipating receiving a revised project update from OPUS in the near future. This development project will require an investment of Village funds which would likely require a bond issuance. Staff is recommending adding flexibility to the bond parameters ordinance which would allow the Village to include the Giesche development project in the issuance if it is deemed appropriate. If the development is not ready to move forward at the time the Village is ready to issue bonds, the Village does not have to include this amount at the time of issuance.

Next Steps
The next step in this process is to present the parameters ordinance to the Village Board for approval. As mentioned earlier in the memo, staff hopes to present this to the Village Board in June. We will continue to keep the Finance Commission updated on this endeavor.

ATTACHMENTS:

- R.W. Baird Rating Strategy and Market Update 2015-04-30 (PDF)

BAIRD

Village of Glen Ellyn, Illinois

Rating Strategy and Market Update

Presented by

Stephan C. Roberts
Director
Robert W. Baird & Co.
300 E. Fifth Avenue, Suite 200
Naperville, Illinois 60563
Phone: (630) 778-9174
scroberts@rwbaird.com

Presented on

April 30, 2015

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RATING STRATEGY

Tab 1

History of Glen Ellyn's Ratings.

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- The Village has been rated by Moody's Investors Service since the early 90's.

Village of Glen Ellyn Rating History	
Date	**Moody's Rating**
December 23, 1993	A1
June 22, 1995	Aa (upgrade)
March 3, 2000	Aa2
January 16, 2001	Aa2
May 25, 2001	Aa2
October 3, 2001	Aa2
August 16, 2002	Aa2
December 13, 2002	Aa2
April 23, 2003	Aa2
December 7, 2009	Aa2
April 2010	Aa1 (Recalibration)
November 10, 2010	Aa1
September 20, 2012	Aa1

- Below are the strengths and weaknesses noted in the Moody's September 2012 report.

Moody's September 20, 2012 Rating Report	
Strengths	**Weaknesses**
• Home rule unit of government with ample revenue raising flexibility. • Affluent demographic profile and below average unemployment. • Sound financial position supported by healthy reserves. • Strong financial management practices. • Low debt burden. • Proximity to employment centers throughout Chicago metro area.	• Exposure to economically sensitive revenue sources (sales taxes). • Declines in assessed valuation due primarily to depreciation in housing values. • Elevated debt service as a percent of operating expenditures.

- Moody's has indicated it might be difficult for the Village to get to the Aaa level because of its EAV.

Standard and Poor's Alternative.

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- Standard and Poor's ("S&P") has the same trading value as Moody's.

- In September 2013, S&P published its new methodology and assumptions for U.S. local government general obligation ratings which was expected to:
  - Provide greater transparency and clarity into S&P's rating process.
  - Enhance rating comparability across sectors and regions.
  - Result in forward-looking ratings.
  - Aid in understanding how ratings may change given underlying conditions.

- Under the new methodology, S&P assigns a rating based on an assessment of the following factors:
  - Institutional framework
  - Economy
  - Management
  - Budgetary Flexibility
  - Budgetary Performance
  - Liquidity.
  - Debt and Contingent Liabilities.

- S&P first assigns an indicative rating to an issuer based on an assessment and scoring of each factor.
  - Each rating factor receives an initial score between 1 (the strongest) and 5 (the weakest) based on a quantitative analysis of defined ratios.
  - The initial score is then adjusted based on certain qualitative adjustments within each factor.
  - Final scores for each factor are then used to produce a weighted average.
  - Indicative rating is the result of a weighted average of the factors.

- Once an indicative rating is established, S&P reviews several positive and negative overriding factors that can impact the final rating.

Village's Estimated Indicative S&P Rating.

- **Baird ran the Village's statistics through the S&P scorecard to come up with a best guess on the inaugural S&P rating the Village could achieve.**
  - The Village's weighted average score for the seven categories falls in the "AAA" indicative rating.
  - Please note that this best guess analysis is based on our reading of S&P's September 12, 2013 publication titled U.S. Local Governments General Obligation Bond Ratings: Methodology and Assumptions.

- **While the rating analyst has the ability to make further adjustments to the indicative rating, we believe the Village has the most upside potential with an S&P rating.**
  - We would not expect an S&P rating any lower than "AA+" which is equivalent to the Moody's "Aa1".

- **We would recommend that the Village request a private rating.**
  - S&P goes through the full rating process.
  - The Village has the option to decline the rating.
  - If declined, the rating result is not made public.
  - Village still has to pay the rating fee.

Indicative Rating Results Table

Weighted Average Score Range	Indicative Rating
1 - 1.64	AAA
1.65 - 1.94	AA+
1.95 - 2.34	AA
2.35 - 2.84	AA-
2.85 - 3.24	A+
3.25 - 3.64	A
3.65 - 3.94	A-
3.95 - 4.24	BBB+
4.25 - 4.54	BBB
4.55 - 4.74	BBB-
4.75 - 4.94	BB Category
4.95 - 5.0	B Category

Final scores that equal the cutoff point between two ratings will equate to the lower rating. The final rating may differ from the indicative rating above by one notch based on comparisons with peers in that range. The final rating may also differ from the indicative rating due to the presence of overriding factors.

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MUNICIPAL MARKET UPDATE

Tab 2

GO Municipal Interest Rates – Bond Buyer 20 Index[1] (1980 to Present).

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Rate Statistics:

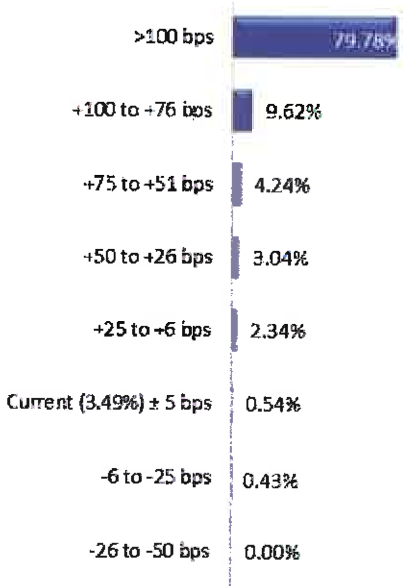
High: 1/14/82 (13.44%)

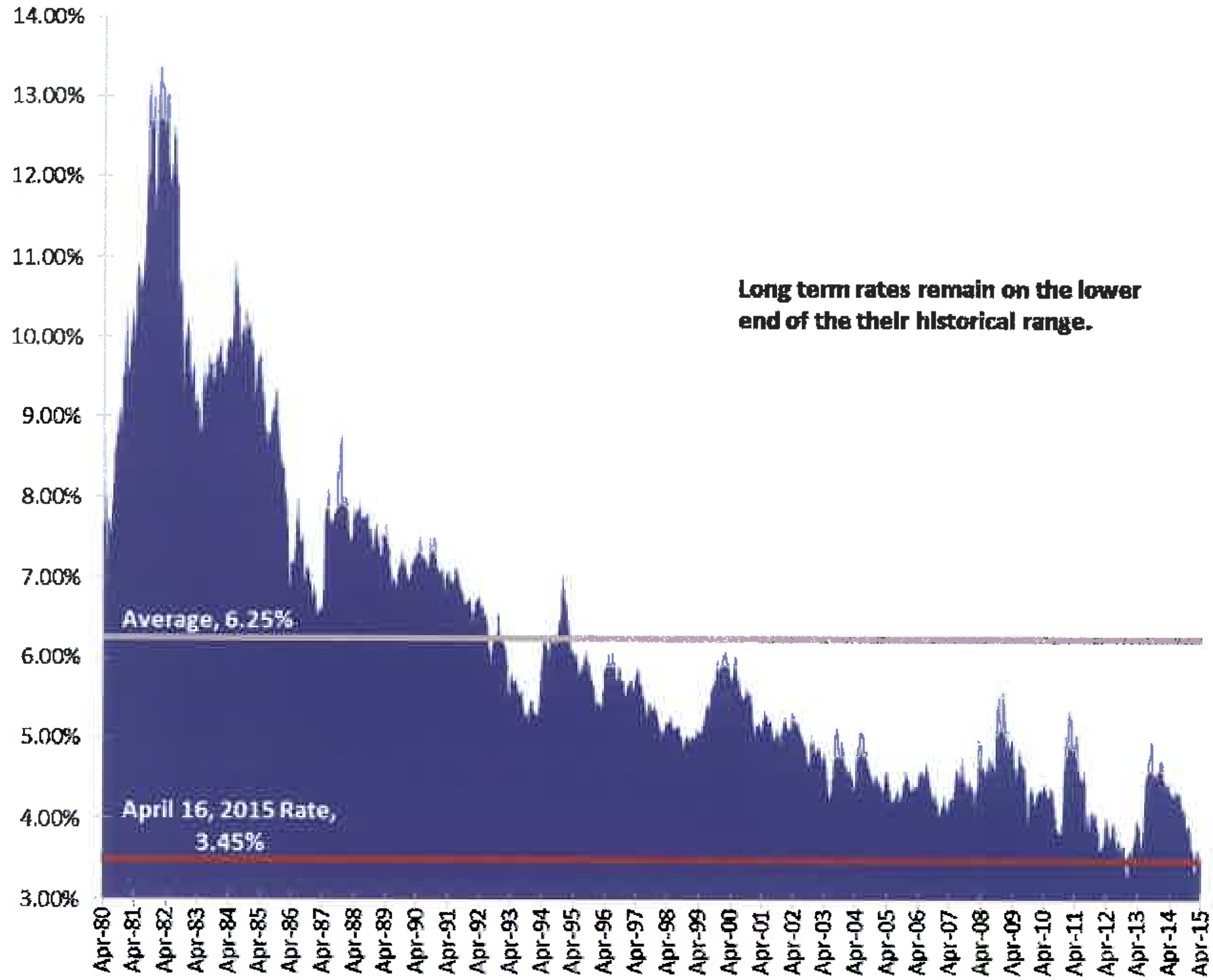
Low: 12/6/12 (3.27%)

12-Month High: 3/20/14 (4.51%)

12- Month Low: 01/15/15 (3.29%)

% of Time Rates Have Been Above or Below Their Current Level Since 1980





Long term rates remain on the lower end of the their historical range.

[1] Includes general obligation bonds maturing in 20 years with an average rating equivalent to Moody's Aa2 and S&P AA.

Source: The Bond Buyer.

Key Economic Indicators.

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- Economic indicators have been relatively mixed for 2015 so far:
  - Hiring is the strongest its been in 15 years.
  - Consumer Spending saw an estimated decrease of 0.9% from March to April. This comes as a bit of a surprise given the low prices of oil and the continued decline of the unemployment rate.
  - GDP estimates from March to April also saw a big decrease (2.2% in March to 1.4% in April). One reason for the sharp decrease could be because of the stronger US Dollar, causing trouble for US exports.
- As a result of the recent economic news that suggests that the economy isn't as strong as the Fed would like it to be, a June rate increase is still possible, but it seems more likely that the Fed will begin raising rates later in 2015 (September).
- If the Fed decides to raise rates, they will do so in a gradual manner.

Bloomberg Monthly Survey
Median Rate Summary

	2Q 2015	3Q 2015	4Q 2015	1Q 2016	2Q 2016	3Q 2016	4Q 2016
Fed Funds	0.25%	0.50%	0.75%	1.00%	1.25%	1.50%	1.75%
2-Year Note	0.80%	1.05%	1.30%	1.50%	1.75%	2.00%	2.27%
10-Year Note	2.15%	2.31%	2.50%	2.68%	2.90%	3.00%	3.22%
30-Year Note	2.70%	2.90%	3.10%	3.25%	3.44%	3.50%	3.65%
3-Month Libor	0.34%	0.55%	0.80%	1.10%	1.33%	1.60%	1.80%

Bloomberg Monthly Survey
Median Economic Indicator Summary

	1Q 2015	2Q 2015	3Q 2015	4Q 2015	Avg. 2015	Avg. 2016	Avg. 2017
Unemployment	NA	5.4%	5.3%	5.2%	5.4%	5.0%	5.0%
Consumer Spending	2.0%	3.5%	3.0%	3.0%	3.2%	2.9%	2.6%
CPI (YOY)	-0.1%	-0.1%	0.2%	1.0%	0.2%	2.2%	2.3%
PCE (YOY)	0.4%	0.2%	0.4%	1.1%	0.5%	1.9%	2.0%
Core PCE (YOY)	1.3%	1.2%	1.3%	1.5%	1.3%	1.7%	1.9%
GDP	1.4%	3.1%	3.0%	2.9%	2.9%	2.8%	2.7%
Budget	-2.8%	-2.7%	-2.7%	-2.7%	-2.7%	-2.6%	-2.6%

SOURCES: Bloomberg as of April 9, 2015 ; Baird's "Fixed Income Commentary" as of April 6, 2015; and Baird's "Municipal Bond Market Weekly" as of April 6, 2015

Average Monthly 30-Day Visible Supply.

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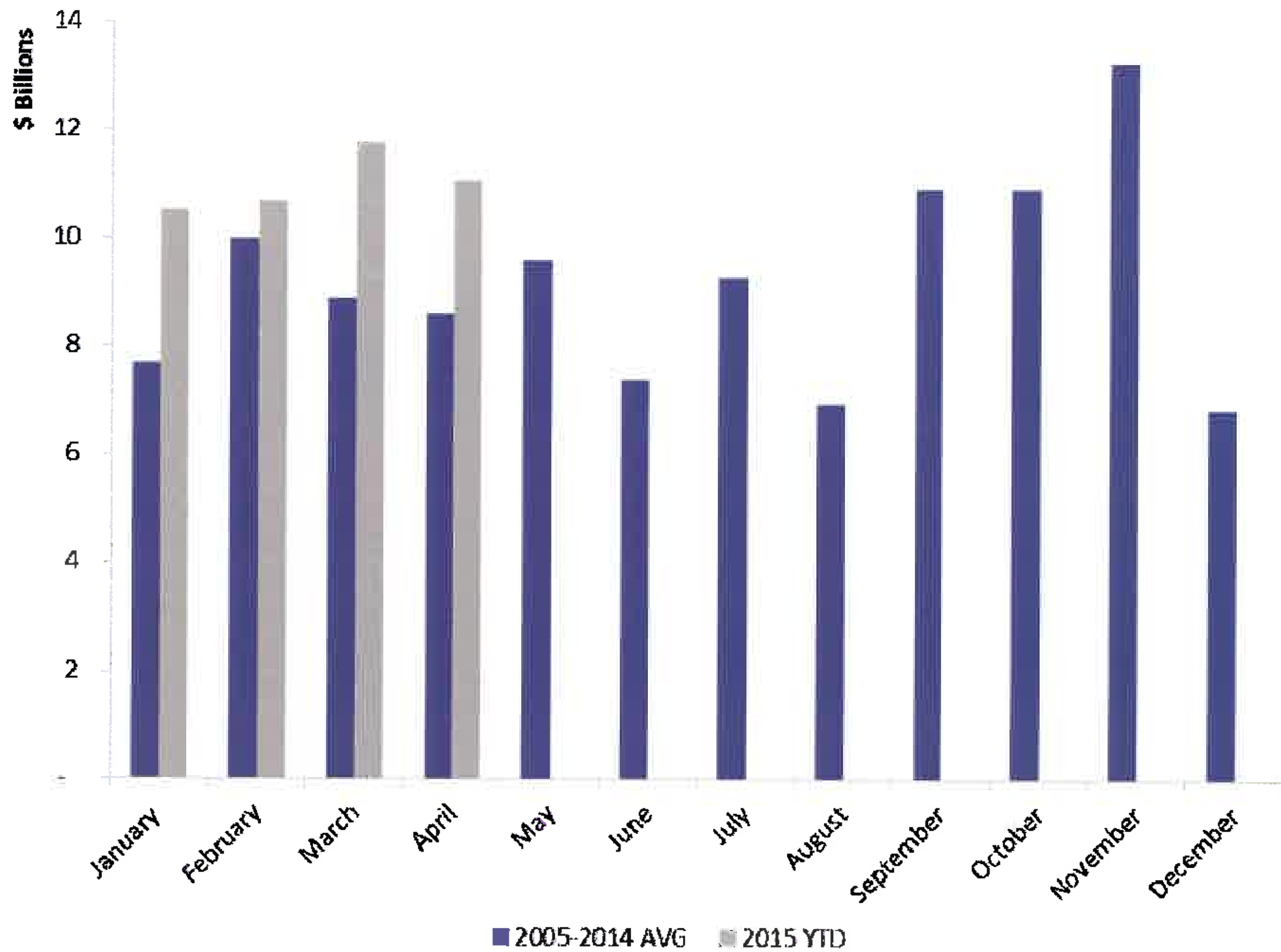
- To the right indicates the monthly average of the daily 30-day supply volume, the total volume in dollars of municipal bonds (maturing in 13 months or more) that should reach the market within 30 days.

- Monthly Visible Supply has been significantly strong so far this year with January through April averages above the 2005-2014 average; March supply is leading the way, 52% higher than the 10 year average.



SOURCE: Thomson Municipal Market Data as of April 2, 2015

Estimated Interest Rates for the Village's Financing

- The "Illinois Penalty" impacting Illinois issuers is currently:
  - +20 basis points (0.20%) for AAA rated issuers.
  - +35 basis points (0.35%) for AA rated issuers.

- We currently estimate the trading differential between a general obligation bond rated Aa1 by Moody's and AAA by S&P to be approximately 3 to 4 basis points (0.03%-0.04%) on the short end.
  - Underwriters will be aware of the Village's outstanding Aa1 rating and the bonds will trade closer to a Aa1 versus a natural AAA.

Finance Commission
535 Duane St.
Glen Ellyn, IL 60137

Meeting: 05/08/15 07:00 AM
Department: Finance Commission
Department Head: Christina Coyle
Category: Discussion Item
Prepared By: Christina Coyle

SCHEDULED

AGENDA ITEM (ID # 1741) DOC ID: 1741

Water Bill Processing Analysis

Background

A common question received from both Village residents, trustees, and commissioners is the impact that starting e-billing on our Village Services Account will have on the bottom line of the Water & Sewer Fund. As this is a common question, I wanted to present this analysis to the Finance Commission.

Analysis

The Village's upgrade in our financial software to MUNIS UBCIS will allow the Village to provide e-billing as a convenience to our residents. The upgrade allows the Village to create a bill file with email information. The upgrade does not provide the processing tools for the Village to create the electronic bill and send the bill electronically. Our Information Technology Manager does not recommend that the Village process the electronic bills itself for two main reasons. First, there would be a cost for us to acquire and maintain the necessary software to create the e-bill itself. Second, emailing the bill from the Village's servers would expose the Village's servers to additional vulnerabilities from spam and viruses. Therefore, it has been deemed necessary to use a third party vendor to prepare and email the e-bills.

Attached to this memo is an analysis to determine the savings or cost of implementing the e-billing service. This analysis reviews three potential customer participation percentages in e-billing (8%, 23%, and 100%). This analysis compares the current cost of printing and mailing the Village Services Bill to the potential cost or savings of introducing e-billing. In order to provide a parallel comparison for the savings or cost for e-billing, we contacted our current bill printing provider for a quote on e-billing services. We also contacted various surrounding communities to determine the percentage of their customers that take advantage of the e-billing service. We then used this data to arrive at an estimated average percentage of our customers that will take advantage of the e-billing service. This analysis shows that, at this time, the annual anticipated cost (not savings) to the Village is $58.79 per year. This is based upon 8% of our customers transitioning to e-billing. This estimated percentage was calculated using the average percentage of surrounding communities. This analysis also assumes that there is no savings, at this point, on the printing costs. We are confirming with our printing vendor if there would be any reduction in the current printing bill due to the conversion to e-billing.

Once the percentage of the e-billing customers reaches 8.35% and higher, there is a realized savings from the e-billing program based upon postage savings. Were our e-billing percentages to reach the community with the highest percentage participation in e-billing (Naperville at 23%), our estimated annual savings would be $2,645.59. Based upon an analysis of 100% participation, the Village's estimated savings would be $33,894 annually. The 100% participation level assumes no other cost than the e-billing charges.

This analysis shows, that while there is potential savings from e-billing, the savings would not be realized in the infancy of the program. Savings would likely occur when our e-billing percentages were higher than 8.35% and if the Village could reduce paper bill printing costs as a result of the implementation. The percentage participation in the e-billing program will increase as the demographics of our customers change. As the current Millennial generation and younger generations age, the participation percentage in e-billing will likely increase. The Village would be implementing this e-billing program to provide enhanced service to our residents and to address future changes in our customer demographics. However, it is equally important to understand this program will not immediately realize cost savings for the Village.

Other Cost Savings Initiatives

The upgrade to the MUNIS UBCIS platform did allow our department to realize cost savings for our return envelopes placed in the Village Services Bill. The Village has regularly received a comment from customers that it seems unnecessary to include a return envelope in those bills that are set up on auto-pay (our payment option where the payment is drawn from the customer's bank account). In the past, it was determined to be more costly to actually remove those envelopes rather than include them. The MUNIS UBCIS upgrade now allows the print vendor to exclude return envelopes from the Village Services Bills on auto-pay at no additional cost, resulting in savings of approximately $1,100 per year.

Attached to this memo is also a survey that we conducted of surrounding communities to compare the cost of utility bills sent by the Municipality. It should be noted that our percentage participation in the auto-pay program is the highest of the survey group. The cheapest payment options for the Village are cash, checks or auto-pay. Cash has no single item fee from our bank; however a there is a charge per each deposit made of $0.50. Both checks and auto-pay cost $0.08 per transaction. In comparison, the credit card cost to the Village is approximately $1.70 per transaction based upon an average monthly bill of $85.00. By reaching such a high percentage participation in the auto-pay program, the Village is realizing savings on our transaction processing costs.

The Village will also be preparing and sending a request for proposal (RFP) for printing and e-billing of our Village Services Bill. While this may or may not result in cost savings, this is a best practice to embrace.

ATTACHMENTS:

- Village Services Bill Comparison to Other Municipalities (PDF)
- Village Services Bill E-Billing Analysis (PDF)

Village Services Bill Comparison to Other Municipalities

Completed April 2015

	Village of Glen Ellyn	City of Wheaton	Village of Carol Stream	City of Naperville
How many water bills are sent out? (approx)	8,200	16,600	11,000	57,000
How often are the bills sent out?	Monthly	Monthly	Monthly	Monthly
Are the water bills outsourced? If yes, what is the cost for the service?	Yes, Direct Response - print & mail - $1,475 mth for printing + postage	Yes, by 3rd Millinium - they print and mail bills, annual maint fee $2,200 mthly epay server fee $500 + avg $3,450 month for billing not incl postage. Can choose to receive via mail, email or both	Yes, 3rd Millinium - .20 a bill + postage. Can choose to receive via mail, email or both	Yes, AB Data - bill, print & mail - total of $407,000 year (includes postage of $271,000 & $136,000 in bill printing)
Estimated monthly cost for 8200 Print Bills	$ 1,475.00	$ 2,387.55	$ 1,640.00	$ 1,630.41
What % of population are on ebill?	not yet	2%	400 out of 11,000 = 4%	23%
What % of bills are paid by auto-payment?	49%	25% are on autopay (goes through 3rd Milinium)	2,600 of 11,000 = 24%	Don't have % for autopayments
What are all the payment options offered? i.e. debit, credit, epay, autopay, check	Debit, credit, epay, autopay, check, in person, drop box	Debit, credit, epay, autopay, check, in person, drop box	Autopay, epay, in person, drop boxes	Autopay, in person, mail, phone, online epay, budget billing
Are there any fees with certain payment options that are passed onto customers? i.e. processing fees for credit/debit cards or ebilling?	Fees charged only on epay = approx $1.50-$2.50 (sliding scale fee charge based on $ amount of bill)	No	No	Yes, on auto phone payments only - $3.50 fee for payments up to $300 then fee increases for every additional $300 payment
Are any incentives offered for certain payment options? i.e. epay, autopay	No	No	No	No

Village Services Bill Comparison to Othe

Completed April 2015

	Village of Glendale Heights	Village of Lombard	Village of Downers Grove	City of Batavia
How many water bills are sent out? (approx)	8,900	13,000	16,000	11,000
How often are the bills sent out?	Monthly	Every two months	Every two months	Monthly
Are the water bills outsourced? If yes, what is the cost for the service?	Yes, 3rd Milinium printing (.069 per bill) not including postage	yes, file sent to Cash Cycle Solutions - bill out weekly cycles $3,800 month plus postage bill itself; $800 bill stock cost included	Yes, Infosend (mails out of town) print & mail - $9,400 (every 2 months)	yes, Arista print & mail - $1,500 month for printing only + bulk postage
Estimated monthly cost for 8200 Print Bills	$ 565.80	$ 2,396.92	$ 2,408.75	$ 1,118.18
What % of population are on ebill?	Not yet	< 10%	500 out of 16,000 = 3%	10-12%
What % of bills are paid by auto-payment?	357 of 8,000 = 4%	autopay 10-12%	1,200 of 16,000 = approx 8%	25-30%
What are all the payment options offered? i.e. debit, credit, epay, autopay, check	Autopay, in person, drop box, mail, online	Autopay, in person, drop box, mail, online, local banks Lock box	Autopay, in person, drop box, mail, online	Autopay, in person, 2 drop boxes, mail, online, budget billing program (same amount each month based on 12 month billing cycle)
Are there any fees with certain payment options that are passed onto customers? i.e. processing fees for credit/debit cards or ebilling?	No	N0	No	Yes, a fee of $3.99 for online or telephone payments through PSN
Are any incentives offered for certain payment options? i.e. epay, autopay	No	No	No	No

Village Services Bill Comparison to Othe

Completed April 2015

	City of Geneva
How many water bills are sent out? (approx)	10,000
How often are the bills sent out?	Monthly
Are the water bills outsourced? If yes, what is the cost for the service?	3rd Milinium, prints and mails bills, no dollar amount provided
Estimated monthly cost for 8200 Print Bills	N/A
What % of population are on ebill?	yes, less than 5%
What % of bills are paid by auto-payment?	30% on autopay
What are all the payment options offered? i.e. debit, credit, epay, autopay, check	Autopay, in person, drop box, mail, online, by phone
Are there any fees with certain payment options that are passed onto customers? i.e. processing fees for credit/debit cards or ebilling?	No
Are any incentives offered for certain payment options? i.e. epay, autopay	No

Village of Glen Ellyn
E-Billing Savings/Cost Analysis
8% Participation

Village Services Print Bill Processing Charges for Calendar Year 2014

Billing Month	Number of Bills	Bill Processing	Postage	Insert	Bill Stock/Envelopes
January	8,241	$ 1,475.00	$ 2,994.91	$ 568.78	$ -
February	8,250	1,475.00	3,172.39	-	131.58
March	8,245	1,515.00	3,170.55	480.96	3,113.75
April	8,233	1,475.00	3,166.11	-	-
May	8,199	1,475.00	3,152.64	-	5,246.03
June	8,197	1,475.00	3,152.07	75.00	-
July	8,162	1,475.00	3,138.60	-	-
August	8,160	1,475.00	3,139.25	378.76	-
September	8,186	1,475.00	3,148.86	-	58.54
October	8,201	1,475.00	3,155.56	-	-
November	8,194	1,105.00	3,152.63	-	-
December	8,234	1,475.00	3,181.60	-	-
		$ 17,370.00	$ 37,725.17	$ 1,503.50	$ 8,549.90

Average Number of Monthly Bills	8,209
Estimated Participation in E-Billing	8.00%

Estimated Postage Savings on E-Billing

Estimated Number of Bills on E-Billing	657
Calculated Savings on Postage from E-Billing	$ 3,018.01

Quoted Charges on E-billing

Monthly Processing Fee	$ 125.00
Monthly processing charge for 1-500 bills	$ 100.00
Monthly processing charge for over 500 bills	$ 31.40
Total Estimated Month Cost for E-Billing	$ 256.40
Total Estimated Annual Cost for E-Billing	$ 3,076.80
Estimated Annual Savings/(Cost) From E-Billing	**$ (58.79)**

*This analysis assumes that the bill processing will continue and postage is reduced accordingly as a result of implementation of e-billing
**Potential cost reductions in insert costs and envelope/bill stock have not been factored into the analysis.

Village of Glen Ellyn
E-Billing Savings/Cost Analysis
23% Participation

Village Services Print Bill Processing Charges for Calendar Year 2014

Billing Month	Number of Bills		Bill Processing		Postage		Insert		Bill Stock/Envelopes
January	8,241	$	1,475.00	$	2,994.91	$	568.78	$	-
February	8,250		1,475.00		3,172.39		-		131.58
March	8,245		1,515.00		3,170.55		480.96		3,113.75
April	8,233		1,475.00		3,166.11		-		-
May	8,199		1,475.00		3,152.64		-		5,246.03
June	8,197		1,475.00		3,152.07		75.00		-
July	8,162		1,475.00		3,138.60		-		-
August	8,160		1,475.00		3,139.25		378.76		-
September	8,186		1,475.00		3,148.86		-		58.54
October	8,201		1,475.00		3,155.56		-		-
November	8,194		1,105.00		3,152.63		-		-
December	8,234		1,475.00		3,181.60		-		-
		$	17,370.00	$	37,725.17	$	1,503.50	$	8,549.90

Average Number of Monthly Bills		8,209
Estimated Participation in E-Billing		23.00%

Estimated Postage Savings on E-Billing

Estimated Number of Bills on E-Billing		1888
Calculated Savings on Postage from E-Billing	$	8,676.79

Quoted Charges on E-billing

Monthly Processing Fee	$	125.00
Monthly processing charge for 1-500 bills	$	100.00
Monthly processing charge for over 500 bills	$	277.60
Total Estimated Month Cost for E-Billing	$	502.60
Total Estimated Annual Cost for E-Billing	$	6,031.20
Estimated Annual Savings/(Cost) From E-Billing	**$**	**2,645.59**

*This analysis assumes that the bill processing will continue and postage is reduced accordingly as a result of implementation of e-billing
**Potential cost reductions in insert costs and envelope/bill stock have not been factored into the analysis.

Village of Glen Ellyn
E-Billing Savings/Cost Analysis
100% Participation

Village Services Print Bill Processing Charges for Calendar Year 2014

Billing Month	Number of Bills	Bill Processing	Postage	Insert	Bill Stock/Envelopes
January	8,241	$ 1,475.00	$ 2,994.91	$ 568.78	$ -
February	8,250	1,475.00	3,172.39	-	131.58
March	8,245	1,515.00	3,170.55	480.96	3,113.75
April	8,233	1,475.00	3,166.11	-	-
May	8,199	1,475.00	3,152.64	-	5,246.03
June	8,197	1,475.00	3,152.07	75.00	-
July	8,162	1,475.00	3,138.60	-	-
August	8,160	1,475.00	3,139.25	378.76	-
September	8,186	1,475.00	3,148.86	-	58.54
October	8,201	1,475.00	3,155.56	-	-
November	8,194	1,105.00	3,152.63	-	-
December	8,234	1,475.00	3,181.60	-	-
		$ 17,370.00	$ 37,725.17	$ 1,503.50	$ 8,549.90

Average Number of Monthly Bills	8,209
Estimated Participation in E-Billing	100.00%

Estimated Postage Savings on E-Billing

Estimated Number of Bills on E-Billing	8209
Calculated Savings on Postage from E-Billing	$ 37,725.17

Quoted Charges on E-billing

Monthly Processing Fee	$ 125.00
Monthly processing charge for 1-500 bills	$ 100.00
Monthly processing charge for over 500 bills	$ 1,541.80
Total Estimated Month Cost for E-Billing	$ 1,766.80
Total Estimated Annual Cost for E-Billing	$ 21,201.60
Estimated Annual Savings/(Cost) From E-Billing	**$ 33,893.57**

*This analysis assumes that the bill processing and postage is eliminated as a result of 100% implementation of e-billing
**Potential cost reductions in insert costs and envelope/bill stock have not been factored into the analysis.