anthem
community council

Meeting of the Board of Directors
March 22, 2017
Anthem Civic Building
3701 W. Anthem Way
Community Room

6:30 p.m.
Open Session

ANNOTATED AGENDA

1. **CALL TO ORDER**
2. **ESTABLISH QUORUM**
3. **ADOPT AGENDA** **Adopted with Revisions, remove Item 4A**
4. **PRESENTATIONS/AWARDS/ANNOUNCEMENTS**
   A. Anthem Youth Advisory Council Announcements Removed
   B. ACC and HOA Election Results
5. STAFF REPORTS/FINANCIALS
6. **CLOSED SESSION REPORT**
7. **OPEN DISCUSSION**
   (Persons interested in speaking or submitting a question or comment to the Board, are asked to complete a Question/Comment form and submit to the Recording Secretary.)
8. **APPROVE MEETING MINUTES**
   A. February 22, 2017 Open Session Meeting Minutes Approved
9. **CONSENT AGENDA/APPROVAL**
   All items listed under Consent Agenda are considered to be routine by the Board and may be approved/accepted by one motion with a voice vote.
   A. **ACCEPT COMMITTEE REPORTS**
      1) Fiscal Resource and Management Committee
         a. March 15, 2017 Meeting Minutes Approved
      2) Community Planning and Development Committee
         a. February 16, 2017 Meeting Minutes Approved
10. **DISCUSSION OF ITEMS REMOVED FROM THE CONSENT AGENDA**
11. **COMMITTEE UPDATES AND ACTION ITEMS**
12. **OLD BUSINESS**
13. **NEW BUSINESS**
    A. Receive a Staff Report on the Proposed Transfer of the ACC Owned Anthem Equestrian Trailhead to the Daisy Mountain Fire District to Facilitate the Renovation of the Desert Hills Fire Station (#145) and Related Improvements to the Trailhead; and to Seek Board Direction, as Needed.
    B. Consider Authorizing Staff to Waive the RFP Process and Negotiate and Execute a Design and Engineering Services Agreement with Michael Wilson Kelly – Architects, for the Community Center Renovation Project, for a Not to Exceed Cost of $85,000, Including Professional Fees, Plan Review and Permits. Approved
14. **ADJOURNMENT**

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COMMUNICATION BRIEFING

March 22, 2017

MARK YOUR CALENDARS *Board presence requested.

- March 25-26: Anthem Days, 10 a.m.-4 p.m., Community Park
- April 1: Parent-Teen Fitness Certification, 10-11 a.m., Community Center
- April 5, 12, 19: Meditations for a Kind Heart, 6-7 p.m., Civic Building
- April 6, 13, 20, 27: Mind Quest Mini Series, 6:30-8 p.m., Civic Building
- April 8: Java & Jammin', 9:30-11:30 a.m., Civic Building
- April 8: Amazing Anthem Race – Father/Son Edition, 10 a.m.-12:30 p.m., Community Park
- April 15: Saturday Night Fever, 8-11 p.m., Community Center
- April 19: Senior Cinema Wednesday, 2 p.m., Civic Building
- April 22: Go Green, 8 a.m.-noon, Community Park Lower Lot
- April 20: Parkside Board of Directors Meeting, 6 p.m., Civic Building
- *April 26: ACC Board of Directors Meeting, 6:30 p.m., Civic Building

CEO/COO/CFO OUTREACH AND GENERAL INFORMATION

- Wastewater Rate Case: The CEO and Utilities Panel Chair Roger Willis attended the hearing in February and are drafting the summary brief that must be filed with the Arizona Corporation Commission by March 24. Once all of the interveners' briefs are reviewed, we may submit a reply brief (due by March 31). After that, the Administrative Law Judge will write her Recommended Opinion and Order (ROO); date to be determined. The Commissioners will convene a public meeting to discuss the ROO and will render a decision.
- Reclaimed Water Permit Renewal: When Anthem was developed, the ACC was set up as the holder of the Reclaimed Water Agent General Permit that allows the ACC, Parkside, Country Club and ClubCorp to receive inexpensive, A+ quality effluent from EPCOR for irrigation purposes; the use of which saves tens of thousands of dollars a year. ACC staff recently prepared a comprehensive 5-year permit renewal application and submitted it to the Arizona Department of Environmental Quality 90 days in advance of the permit renewal date.
- Anthem Veterans Memorial: Staff has worked with volunteer Liz Turner to transition responsibilities for pavers and events fully to ACC staff. A work session with the Board is scheduled for March 22 to receive direction on events at the Memorial moving forward.
- Public Art: The second rotation is installed. An open house was held March 1 for residents and guests to walk through and view the art. A few attendees were disappointed that it was not as well attended as the inaugural launch event; however, this was just intended to be an open house and did not have the Veterans Art Auction component.
- Public Safety Roundtable: The most recent roundtable, which brings together representatives from the various public safety agencies that serve Anthem, was held on March 7. The following topics were discussed (these are abbreviated notes):
    - Traci Ruth, Division Manager in the Strategic Communications and Outreach Division for MCDOT announced that MCDOT is conducting traffic counts at the Gavilan Peak Parkway and Daisy Mountain Drive intersection to see if a change

to the signal to a protected left turn is warranted. She encouraged residents to report their concerns related to Maricopa County roadways to the County. MCDOT will install "no parking" signs along one side of Triumph Court. A microseal project is taking place on Anthem roadways; temporary striping, with permanent striping to be installed a month after microsealing is complete. It takes about 2-3 hours for the microseal to cure.

- MCSO stated that while there are changes related to the transition in Sheriff, District 4 is stable in terms of leadership. The community notices and alerts regarding crimes of opportunity are working, as these crimes are down 42% over 2016. Residents' reporting of suspicious activity has led to arrests. Sheriff Penzone will speak at the April 14 Representative Town Hall at the Civic Building, beginning at 9 a.m.
- City of Phoenix Police Department reported a reallocation of officers; new officers and a supervisor are in the Anthem area. This should help with response times. Accidents continue at 43rd and Anthem Way; the highest time of incidents at this intersection is on Thursdays from 4-5 p.m. Concerns about this intersection have been reported to the City; plans are to widen the street and put in a left turn signal (43rd southbound turning left onto Anthem Way). An officer clarified that this will likely not happen until 80% buildout of Circle Mountain. At the March 10 Town Hall, Chief Jeri Williams spoke. More than 50 were in attendance.
- Daisy Mountain Fire District reported that Black Canyon City's Board officially voted to request to consolidate with DMFD; the DMFD Board has also voted in support, so they are moving forward with the consolidation. They are also exploring a shared services agreement with the Sun City Fire District to identify efficiencies and save money. The groundbreaking for the administration building at the station on Daisy Mountain Drive will take place on March 16, with construction to begin on March 27. Also on March 27, DMFD will begin demolition of the Desert Hills station. The crew at the Desert Hills station will be displaced to their previous location at Desert Hills Drive and 3rd Avenue during construction.

- Recreation Software Demonstrations: Staff has participated in demos of three recreation software programs and is analyzing the options. On-site visits to review the software in use may occur.
- Training: Staff has finalized the safety and professional development training plan for the year. Department Heads will participate in a management retreat later this month.
- Other projects include insurance renewal; assisting the AYAC with their trail mix booth at Anthem Days and their vandalism poster contest; the AYAC advisory team will be meeting to plan recruitment for the next year; finalizing the action plan for selecting the architect to do the design work for the Community Center renovation/expansion, as authorized by the ACC Board; working with legal counsel and Pulte to finalize the transfer of rights and supplemental declaration amendments for Honor Health, Crossroads Church, and Merrill Gardens; and working with legal counsel and the Daisy Mountain Fire District on the trailhead project.

COMMUNICATIONS

- Resource/Activity Guide: The next guide is scheduled for May 1 delivery, and will include information about Music in May, summer hours/water park/splash pads, new Board members, Independence Day, Memorial Day Ceremony and more.

- Website Redesign: The design team is working on internal pages and site map of the website after receiving approval from the ACC for a design concept.
- Anthem Days: The PR campaign to promote Anthem Days continues. Staff will oversee the ACC booth, which includes space for AYAC, at the event.
- Facilities Master Plan: Staff is assisting the CEO, COO and Community Planning and Development Committee with ongoing education involved with the Facilities Master Plan. Books for each project, along with feedback forms, will be available at the ACC booth at Anthem Days. CPDC members will be there to answer questions.
- Memorial Day: Planning for the May 29 ceremony is underway *(new time: 9 a.m.)*
- Park Signs Project: Most of the signs for Community Park and Liberty Bell Park have been delivered; staff is working with Parks and Facilities to arrange installation.
- Staff Support: HOAs, historical marker replacement at the AVM, Paseo communication re: landscaping changes, Civic Building and Community Center programs, LED sign scheduling, info requests, media requests, Public Art Program, NR/DHCA meetings/partnerships, Board elections, ANW, AYAC poster contest, etc.

Analytics Snapshot (2/14/17-3/9/17)

- *Facebook:* 50 new followers; most active posts were Battle of the Burbs, rain closes parks, parent-teen certification, lifeguard classes.
- *Twitter:* 7 new followers; 8.4K impressions; most active tweets were Battle of the Burbs, Meditation Series, Mother/Son program, CSI class.
- *Instagram*: The Community Center led a "takeover" of Instagram the weekend of March 11-12, featuring Mother/Son "Bond"-ing, Adventure Club, open gym and lifeguard classes.
- *E-News sent:* Community Center (1), ACC (4), HOAs (6), Business (2); ANW (1). Average 37.6% open rate, 5.3% click-through rate
- *OAA (articles posted):* Comm. Center (6), ACC (18), HOAs (4), Area partners/Business (14), AVM (2)

MEDIA COVERAGE (2/14/17-3/10/17)*

2/22/17	FH Focus	Meet the Candidates, Business Roundtable
2/16/17	In & Out	Meet the Candidates; Parents Night Out, Jewelry Making (Calendar); Board approves HonorHealth with helipad, Go Green
2/23/17	In & Out	Coffee & Craftin', Bulk Trash, Parent-Teen Cert. (Calendar) Art in Public Places, Business roundtable, real estate recap
3/2/17	In & Out	Mind Quest, Early Release Dodgeball, Mother/Son "Bond"ing, Blood Drive, Meditation series (Calendar)
3/9/17	In & Out	Chief Williams at Town Hall, New APS substation, MCDOT lane closures, New Verizon cell tower; Town Hall, Java, SNF, Senior Cinema (Calendar)
March Issue	85086	Father/Daughter dance photo recap; Mind Quest, Mother/Son "Bond"-ing, Parents Night Out, Anthem Days (Calendar)
March Issue	ImagesAZ	Anthem Days

ECONOMIC DEVELOPMENT

- Business Roundtable: The Business Roundtable was held March 1 at the Civic Building, with the topic "Make Great Social Media Your 'Goal'." The keynote speaker was Marissa O'Connor, Social Media Manager for the Arizona Coyotes. Local social media experts Eric Twohey, Nicole Simons and Chris Prickett moderated small group discussions following the

keynote. More than 60 were in attendance, with positive feedback received from all who attended.
- Enclave at Anthem: Tony Smith attended a construction tour at the Enclave at Anthem on March 1 and met with the project team.

COMMUNITY CENTER

- Amazing Anthem Race - Father/Son Edition (ages 5-12 yrs): Complete challenges, roadblocks and detours to finish the Amazing Anthem Race in Community Park. Come prepared to play hard; wear clothing that you can move in and that may get wet. The event is from 10 a.m.-12:30 p.m., April 8; register by April 3. Cost is $15 per pair; $8 additional child.
- Mom & Me Mad Hatter Tea (ages 3-12 yrs.): Be our guest in the Queen of Hearts Garden for croquette and tea with the Mad Hatter and friends. Enjoy treats, crafts and special time together as you create memories to last a lifetime. The event is from 10 a.m.-noon, May 20; register by May 15. Cost is $15 per pair; $8 additional child. For questions or to register, contact Brienne at the Community Center, 623-879-3011.
- Krav Maga classes: This Israeli-based self-defense system is one of the more popular martial arts classes in the Valley. The focus on the youth class will be anti-bullying and character building. In addition to the fitness benefits gained; students will also learn anti-bullying techniques that focus on verbal de-escalation. The adult program will provide a solid fitness program, while learning self-defense and improving confidence. Both courses provide exceptional training in self-defense, but also improve flexibility, agility and speed. The course runs April 10-May 3, with preview classes on April 3 & 5. For additional information, contact the Community Center front desk.
- Lifeguard Certification Course: Space is limited. For more information or to register: 623-879-3011, visit the front desk or e-mail Desiree Valdivia, Dvaldivia@anthemcouncil.com View course prerequisites online: OnlineAtAnthem.com/lifeguards.
- Summer Camp: Registration began Feb. 23. Space is limited; sign up early to reserve your spot. A few camp basics:
    - Ages 5-12 yrs.
    - May 30-Aug. 4 from 7 a.m.-6 p.m. There is no early drop off or late pick up.
    - Fieldtrips will open at a later date.
    - Pay for a week to reserve it; paying for week one does not guarantee a space in camp all summer.
    - $35 per child/$50 per family registration fee.
    - 10% registration discount for additional children in family (not 10% off total bill).
- Other activities: Kickball, Ballet/Jazz, Hip Hop Dance, Lego classes, themed canvas painting, tennis and more. For more information or to see all the program offerings at the Community Center; visit OnlineAtAnthem.com/AG.

ANTHEM CIVIC BUILDING

- Teen Summer Series**:** Coming Summer 2017 - stay tuned!
- Senior Cinema Wednesday: April 19, 2-4 p.m. "Captain America: The Winter Soldier" Ages 50+. Pay at the door; no registration required. Closed captioning provided. Thanks to a sponsorship by the Enclave at Anthem, the April and May events are free for residents.
- Jewelry Making**:** Taught by Denise Paradis, classes are 2-3 hours in length; prices vary by class. All tools & materials are provided. Ages 16+ only, please. Classes are limited to six participants. Register at the Civic Building.
    - March 23, 6 p.m.: Big Swirl Bracelet (see example); $40.

    - April 15, 9 a.m. or May 6, 2 p.m. (choose the one that works for you!): Intro to Wire Working (see example); $35.
    - April 22, 9 a.m.: Cha Cha Ring (see example); $45.
- Anthem Mind Quest Mini-Series: Thursdays in April, 6:30-8 p.m. This four-week series presented by Torben Riise is an extension of the speaker's *Quantum Physics* Mind Quest presentation last fall. Each week will delve deeper into a theory or position, and give attendees much to think about long after they leave the Civic Building! Register to attend >>
    - April 6: *Consciousness, Living In Non-Location*
    - April 13: *Chaos Theory*
    - April 20: *Anthropomorphism*
    - April 27: *Hyperspace – A World in 10 Dimensions*
- Anthem Mind Quest**:** This monthly program features high-caliber, university-style speakers on diverse topics including cybercrime, international relations, genetics, virtual reality, artificial intelligence, etc. Any topic someone is an "expert" in will be considered for the series. Register to attend >> or Apply to be a speaker >>
    - May 4, 6:30 p.m.: Henderly Ramsey will present *"Prickly Pear - Propagation, Transplanting and Harvesting."*
- AARP Tax Services: Through April 12. AARP will offer tax preparation services every Wednesday from 8:30 a.m.-12:30 p.m. at the Anthem Civic Building. No appointments are taken; services are first-come, first-served. Free and open to the public.

PARKS & FACILITIES

- New Park Signs: Installation is underway on new park signs at Community Park and Liberty Bell Park.
- Liberty Bell Park Splash Pad: The "kool deck" surface is being totally replaced in late March as part of a scheduled Reserve project.
- MCSO Tenant Improvements: Staff is working with MCSO to facilitate HVAC and electrical upgrades to the MCSO Substation in the Civic Building to provide additional cooling for MCSO's expanded data room equipment. This project is funded by MCSO.
- Entry Falls: A new pump and motor assembly for the north entry falls was installed in the below ground vault (see photo below). All four pump systems that operate the two entry falls have been rebuilt/replaced in the past two years as part of scheduled preventive maintenance. A major Reserve Fund project to resurface the entry falls is planned for later this year.

SPECIAL EVENTS

- March 25-26: Anthem Days will have the highest number of exhibitors in 10 years! Thank you to the community for such strong support! Special recognition to sponsors: ProSkill Plumbing (Title Sponsor); BrightView Landscape, State Farm Insurance-Nanette Miller

Agency, EPCOR, United Heating & Plumbing, Boates Law Firm, Merrill Gardens and The Enclave (Event Sponsors); Rise Above Remodeling and Crossroads Church (Business Sponsors); Legends Bar & Grill, OSR Physical Therapy and CCV Church (In-kind); and Azteca Pest Control and Merrill Gardens as the winning prize drawing recipients for the Pole Banner Sponsorships from the EDC Business Roundtable.

- April 8: Daisy Mountain Veterans will host a ceremony at the Anthem Veterans Memorial from 10 a.m.-noon. The ceremony will recognize local veterans who served in the Vietnam War and each will be presented with a 50th Anniversary medal.
- April 15: Arizona Hills Community Church will host "Movie in the Park" at the Amphitheater from 6:30-9 p.m.
- April 22: Go Green/Recycling Event at Community Park from 8 a.m.-noon. Recycling, shredding, hazardous waste and drug drop-off services are provided.
- April 23: AZ Revolution Soccer Club will host a 3-on-3 Soccer Tournament at the Community Park Soccer Fields from 9 a.m.-5 p.m.
- May: Music in May. Accepting sponsorships until April 3. Bands are secured, with a great lineup, for every Friday night. Food trucks are booked for the first Friday to launch the series.

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Community Council, Inc.

Financial Summary of Operations – 2017 February

Summary:

- Anthem Council financial performance for the month of February 2017 was favorable against budget and level with February 2016 YTD actual results.

- **Balance Sheet Review:**
  - Net of cash balances due to our HOA partners, the ACC has $3.2 million in operating cash.
  - Our adjusted Reserve Fund balances at $14.4 million continue to remain in excess of 114% fully funded against our 2013 independent Reserve Study. Planned expenditures for 2017 are $2.1million against planned contributions of $2.07 million.
  - Our Enhancement Fund balances ended January at $1.18 million as a result of a strong YTD home resales market. Presuming that resales remain on budget thru 2017, the preliminary end-of-year estimate for the Fund remains at $1.6 million.
  - Collections and Accounts Receivable balances continue to trend positively. As of the close of February, total community open receivables are at $1.25 million, which is $330,000 below February 2016 and $720,000 below February 2015.

- **Income Statement Review:**
  - Net revenues ended February level with budget and level with both February 2016 and February 2015 net revenues.
  - Overall utilities costs are $40,000 favorable against budget and $16,000 favorable against 2016 and $35,000 favorable against YTD 2015 results.
  - After factoring in budget timing differences, Repairs & Maintenance costs are level with the 2017 budget and $70,000 above YTD 2016 expenditures – as a by-product of advancing granite replacement and sports field replacements ahead of budget.
  - Net of certain fees which will be rebilled to third-parties, Professional Fees were level with budget and $15,000 favorable vs. 2016 YTD.
  - Resulting from successful YTD collections activities, financial costs were $70,000 favorable against budget, and were $50,000 below 2016 YTD outlays.
  - Despite the impact of Arizona Proposition 206 and recent US Dept of Labor changes to compensation issues, Administrative costs were $30,000 below 2017 budget estimates, and were level with 2016 YTD and $14,000 above 2015 YTD results.

- The ACC's monthly financial package has been upgraded to provide additional historical Balance Sheet information, additional graphs of operating and cost trends and summary variance reporting. As always, our full disclosure financial statements are posted to the OnlineAtAnthem website as part of the documents supporting this open meeting. We encourage all property owners to take the time to become familiar with our financial standing and results. Please send us your questions at our email address Accounting@AnthemCouncil.com

ANTHEM COMMUNITY COUNCIL

CONSOLIDATED BALANCE SHEET
2017

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Printed: 3/10/2017

2 MONTH OF: FEBRUARY

	December UNAUDITED 2016	January 2017 Actual	February 2017 Actual	March 2017 Actual	April 2017 Actual	May 2017 Actual	June 2017 Actual	July 2017 Actual	August 2017 Actual	September 2017 Actual	October 2017 Actual	November 2017 Actual	December 2017 Preliminary
Current Assets													
Operating Cash	3,573,108	4,237,218	3,401,160										
Reserve Funds	13,911,349	14,285,314	14,417,856										
Enhancement Funds	1,071,035	1,134,293	1,186,911										
TOTAL Cash & Equivalents	**18,555,492**	**19,656,825**	**19,005,927**	0	0	0	0	0	0	0	0	0	0
Receivables - Assessments	606,741	769,560	641,040										
Receivables - Other	10,548	705	30,478										
Net Due To/From- Reserves Fund													
Net Due To/From- Enhancement Fund													
Net Due To/From-Anthem HOAs	602	1,163	1,370										
Receivables - Allowance for Bad Debts ( )	(589,665)	(579,124)	(570,034)										
TOTAL Net Receivables	**28,226**	**192,304**	**102,856**	0	0	0	0	0	0	0	0	0	0
Prepaid Expenses	134,810	136,959	120,084										
Inventory	588	588	586										
Accrued Revenues													
TOTAL Other Current Assets	**135,398**	**137,548**	**120,670**	0	0	0	0	0	0	0	0	0	0
TOTAL CURRENT ASSETS	**18,719,116**	**19,986,677**	**19,229,453**	0	0	0	0	0	0	0	0	0	0
Fixed & Non-Current Assets													
Land & Land Improvements	10,372,435	10,459,907	10,459,907										
Facilities & Improvements	19,163,123	21,594,168	21,594,168										
Equipment, Furniture, Fixtures & Other	1,108,974	1,124,666	1,124,666										
Construction in Progress	2,637,995												
Less: Accumulated Book Depreciation	(17,586,151)	(17,561,669)	(17,625,300)										
TOTAL Fixed & Non-Current Assets	**15,696,376**	**15,617,072**	**15,553,440**	0	0	0	0	0	0	0	0	0	0
TOTAL ASSETS	**34,415,492**	**35,603,748**	**34,782,893**	0	0	0	0	0	0	0	0	0	0
Current Liabilities													
Trade & Supplier Payables	139,431	121,584	217,017										
Payroll & Benefits	166,272	238,328	256,461										
Accrued - Trade & Supplier Obligations	32,577	46,676	58,216										
Accrued - Other													
Prepaid Assessments	1,016,495	329,788	441,523										
Deferred Assessments & Other Deferred Items	45,811	1,278,601	820,896										
Deposits	1,783	3,084	23,327										
Funds Due Partner HOAs	611,562	936,650	157,619										
Other Current & Deferred Liabilities	174,767	181,266	187,765										
Total Current Liabilities	**2,188,698**	**3,135,978**	**2,162,822**	0	0	0	0	0	0	0	0	0	0
TOTAL LIABILITIES	**2,188,698**	**3,135,978**	**2,162,822**	0	0	0	0	0	0	0	0	0	0
Equity													
Members Equity - Prior Years	21,470,760	23,756,102	23,756,102										
Members RESERVE Equity - Prior Years	8,406,020	8,406,020	8,406,020										
Current Year Surplus (Deficit)	2,350,014	305,648	457,948										
TOTAL EQUITY	**32,226,794**	**32,467,770**	**32,620,070**	0	0	0	0	0	0	0	0	0	0
TOTAL LIABILITIES & EQUITY	**34,415,492**	**35,603,748**	**34,782,893**	0	0	0	0	0	0	0	0	0	0

ANTHEM COMMUNITY COUNCIL

CONSOLIDATED PROFIT & LOSS
2017 - FEBRUARY

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2 MONTH OF: FEBRUARY

	YTD RESULTS			January	February	March	April	May	June	July	August	September	October	November	December
	$$	% of Rev	% of Exp	Actual 2017	Actual 2017	Actual 2017	Actual 2017	Actual 2017	Actual 2017	Actual 2017	Actual 2017	Actual 2017	Actual 2017	Actual 2017	Pre-audit 2017
ASSESSMENTS & INCOMES															
Assessments - ACC	1,358,154	94.7%		683,030	675,124	-	-	-	-	-	-	-	-	-	-
Assessments - Non-Residential	57,804	4.0%		28,902	28,902	-	-	-	-	-	-	-	-	-	-
Assessments - Apartments & MultiUnit	52,602	3.7%		26,301	26,301	-	-	-	-	-	-	-	-	-	-
Assessments - Benefitted & Builder	12,640	0.9%		6,320	6,320	-	-	-	-	-	-	-	-	-	-
Community Programs Revenues	105,110	7.3%		67,415	37,695	-	-	-	-	-	-	-	-	-	-
Special Events Revenues	28,708	2.0%		7,800	20,908	-	-	-	-	-	-	-	-	-	-
Other "Soft" Revenues	17,923	1.2%		8,521	9,402	-	-	-	-	-	-	-	-	-	-
Reimbursements	-	0.0%		-	-	-	-	-	-	-	-	-	-	-	-
Revenues - Rentals	63,823	4.4%		28,897	34,926	-	-	-	-	-	-	-	-	-	-
Revenues - Resale & Disclosures	51,455	3.6%		28,385	23,070	-	-	-	-	-	-	-	-	-	-
Enhancement Fees	114,670	8.0%		64,130	50,540	-	-	-	-	-	-	-	-	-	-
Transfers to Enhancement Fund	(114,670)	-8.0%		(64,130)	(50,540)	-	-	-	-	-	-	-	-	-	-
Transfers to Reserve Fund	(340,000)	-23.7%		(170,000)	(170,000)	-	-	-	-	-	-	-	-	-	-
Other Non-Classified Incomes	26,262	1.8%		10,429	15,833	-	-	-	-	-	-	-	-	-	-
TOTAL ASSESSMENTS & INCOME	1,434,480	100.0%		**726,001**	**708,480**	-	-	-	-	-	-	-	-	-	-
PROGRAMS															
Salaries & Payroll	51,613	3.6%	4.1%	23,746	27,866	-	-	-	-	-	-	-	-	-	-
Medical, Benefits & Taxes	10,964	0.8%	0.9%	5,327	5,638	-	-	-	-	-	-	-	-	-	-
Direct CC Program Expenses	55,667	3.9%	4.4%	26,298	29,369	-	-	-	-	-	-	-	-	-	-
Direct Special Events Expenses	-	0.0%	0.0%	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL PROGRAM COSTS	118,244	8.2%	9.3%	**55,371**	**62,873**	-	-	-	-	-	-	-	-	-	-
COMMUNITY INVOLVEMENT															
Resident Relations & Meetings	2,564	0.2%	0.2%	1,009	1,555	-	-	-	-	-	-	-	-	-	-
Committee & Volunteer Support	1,646	0.1%	0.1%	180	1,465	-	-	-	-	-	-	-	-	-	-
Newsletter & Activity Guide	7,578	0.5%	0.6%	7,578	-	-	-	-	-	-	-	-	-	-	-
Economic Development	3,098	0.2%	0.2%	3,031	67	-	-	-	-	-	-	-	-	-	-
Marketing, Website & Other	15,478	1.1%	1.2%	14,375	1,103	-	-	-	-	-	-	-	-	-	-
TOTAL - COMMUNITY	30,364	2.1%	2.4%	**26,174**	**4,190**	-	-	-	-	-	-	-	-	-	-
UTILITIES															
Electric	65,859	4.6%	5.2%	34,583	31,276	-	-	-	-	-	-	-	-	-	-
Gas	11,852	0.8%	0.9%	4,762	7,090	-	-	-	-	-	-	-	-	-	-
Water	34,141	2.4%	2.7%	16,972	17,170	-	-	-	-	-	-	-	-	-	-
TOTAL UTILITIES	111,852	7.8%	8.8%	**56,316**	**55,536**	-	-	-	-	-	-	-	-	-	-
REPAIRS & MAINT															
Salaries & Payroll	93,532	6.5%	7.4%	51,680	41,851	-	-	-	-	-	-	-	-	-	-
Medical, Benefits & Taxes	26,207	1.8%	2.1%	13,653	12,554	-	-	-	-	-	-	-	-	-	-
Salaries & Payroll - Park Patrol	-	0.0%	0.0%	-	-	-	-	-	-	-	-	-	-	-	-
Benefits & Taxes - Park Patrol	-	0.0%	0.0%	-	-	-	-	-	-	-	-	-	-	-	-
Common Area Maintenance	4,237	0.3%	0.3%	(27)	4,264	-	-	-	-	-	-	-	-	-	-
Parks - Repair & Maintenance	1,129	0.1%	0.1%	435	694	-	-	-	-	-	-	-	-	-	-
Community Center Maintenance	4,984	0.3%	0.4%	2,779	2,205	-	-	-	-	-	-	-	-	-	-
HVAC & Plumbing	10,112	0.7%	0.8%	5,954	4,158	-	-	-	-	-	-	-	-	-	-
Pools, Spas & Water Features	8,313	0.6%	0.7%	4,994	3,320	-	-	-	-	-	-	-	-	-	-
Irrigation	13,625	0.9%	1.1%	6,657	6,968	-	-	-	-	-	-	-	-	-	-
Tools, Janitorial Supplies, Other	20,595	1.4%	1.6%	4,944	15,651	-	-	-	-	-	-	-	-	-	-
R&M - Facilities & Equipment	4,319	0.3%	0.3%	2,532	1,786	-	-	-	-	-	-	-	-	-	-
R&M - Grounds & Other	81,484	5.7%	6.4%	6,208	75,275	-	-	-	-	-	-	-	-	-	-
Repair, Replace & Maint - All Other	2,015	0.1%	0.2%	1,226	789	-	-	-	-	-	-	-	-	-	-
TOTAL REPAIRS & MAINTENANCE	270,552	18.9%	21.4%	**101,035**	**169,517**	-	-	-	-	-	-	-	-	-	-
PROFESSIONAL															
Legal - General	17,962	1.3%	1.4%	11,437	6,525	-	-	-	-	-	-	-	-	-	-
Legal - Collection	16,248	1.1%	1.3%	6,803	9,446	-	-	-	-	-	-	-	-	-	-
Legal - Water	-	0.0%	0.0%	-	-	-	-	-	-	-	-	-	-	-	-
Audit & Accounting & Tax	-	0.0%	0.0%	-	-	-	-	-	-	-	-	-	-	-	-
Professional Services & Property Resale	14,782	1.0%	1.2%	6,055	8,727	-	-	-	-	-	-	-	-	-	-
TOTAL PROFESSIONAL	48,992	3.4%	3.9%	**24,295**	**24,698**	-	-	-	-	-	-	-	-	-	-

ANTHEM COMMUNITY COUNCIL

CONSOLIDATED PROFIT & LOSS
2017 - FEBRUARY

RESTRICTED VIEWING & USE DOCUMENT

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2 MONTH OF: FEBRUARY

	YTD RESULTS			January	February	March	April	May	June	July	August	September	October	November	December
	$$	% of Rev	% of Exp	Actual 2017	Actual 2017	Actual 2017	Actual 2017	Actual 2017	Actual 2017	Actual 2017	Actual 2017	Actual 2017	Actual 2017	Actual 2017	Pre-audit 2017
FINANCIAL															
Bank Charges	2,734	0.2%	0.2%	1,052	1,682	-	-	-	-	-	-	-	-	-	-
Insurances	41,734	2.9%	3.3%	20,867	20,867	-	-	-	-	-	-	-	-	-	-
Bad Debts	(31,498)	-2.2%	-2.5%	(10,929)	(20,569)	-	-	-	-	-	-	-	-	-	-
Licenses, Permits, Fees & Other	5,658	0.4%	0.4%	2,653	3,005	-	-	-	-	-	-	-	-	-	-
TOTAL FINANCIAL	18,628	1.3%	1.5%	13,643	4,985	-	-	-	-	-	-	-	-	-	-
CONTRACT SERVICES															
Landscaping	185,632	12.9%	14.7%	92,816	92,816	-	-	-	-	-	-	-	-	-	-
Janitorial & Sanitation	59,479	4.1%	4.7%	29,615	29,864	-	-	-	-	-	-	-	-	-	-
Security Monitoring	20,019	1.4%	1.6%	11,822	8,197	-	-	-	-	-	-	-	-	-	-
Maintenance & Services	5,433	0.4%	0.4%	2,114	3,319	-	-	-	-	-	-	-	-	-	-
Equipment & Professional Services	-	0.0%	0.0%	-	-	-	-	-	-	-	-	-	-	-	-
Other Contracted Services	9,939	0.7%	0.8%	4,969	4,969	-	-	-	-	-	-	-	-	-	-
TOTAL CONTRACT SERVICES	280,502	19.6%	22.2%	141,336	139,166	-	-	-	-	-	-	-	-	-	-
HUMAN RESOURCES															
Recruitment	460	0.0%	0.0%	-	460	-	-	-	-	-	-	-	-	-	-
Training & Education	240	0.0%	0.0%	-	240	-	-	-	-	-	-	-	-	-	-
Payroll Processing	5,231	0.4%	0.4%	1,983	3,248	-	-	-	-	-	-	-	-	-	-
Community & Employee Events	3,550	0.2%	0.3%	1,775	1,775	-	-	-	-	-	-	-	-	-	-
Uniforms and Other	709	0.0%	0.1%	110	599	-	-	-	-	-	-	-	-	-	-
TOTAL HR	10,189	0.7%	0.8%	3,868	6,322	-	-	-	-	-	-	-	-	-	-
GENERAL & ADMIN															
Salaries & Payroll	284,178	19.8%	22.5%	146,382	137,796	-	-	-	-	-	-	-	-	-	-
Medical, Benefits & Taxes	55,853	3.9%	4.4%	28,496	27,357	-	-	-	-	-	-	-	-	-	-
401K Programs & Administration	7,860	0.5%	0.6%	3,634	4,226	-	-	-	-	-	-	-	-	-	-
Office Consumables	2,789	0.2%	0.2%	594	2,195	-	-	-	-	-	-	-	-	-	-
Postage, Printing & Copies	1,645	0.1%	0.1%	1,086	559	-	-	-	-	-	-	-	-	-	-
Office Equipment	850	0.1%	0.1%	404	446	-	-	-	-	-	-	-	-	-	-
Reimbursements	865	0.1%	0.1%	464	401	-	-	-	-	-	-	-	-	-	-
Dues & Subscriptions	2,194	0.2%	0.2%	749	1,445	-	-	-	-	-	-	-	-	-	-
Equipment Lease & Rentals	4,599	0.3%	0.4%	119	4,480	-	-	-	-	-	-	-	-	-	-
Voice, Cell & Data Services	10,974	0.8%	0.9%	5,440	5,533	-	-	-	-	-	-	-	-	-	-
IT Services	9,524	0.7%	0.8%	3,434	6,090	-	-	-	-	-	-	-	-	-	-
Signs	1,829	0.1%	0.1%	66	1,763	-	-	-	-	-	-	-	-	-	-
Other General & Administrative	(6,834)	-0.5%	-0.5%	(2,333)	(4,502)	-	-	-	-	-	-	-	-	-	-
TOTAL GENERAL & ADMIN	376,325	26.2%	29.7%	188,537	187,788	-	-	-	-	-	-	-	-	-	-
TOTAL OPERATING COSTS	1,265,649	88.2%	100.0%	610,575	655,074	-	-	-	-	-	-	-	-	-	-
GROSS SURPLUS (DEFICIT)	168,832	11.8%		115,426	53,406	-	-	-	-	-	-	-	-	-	-
Depreciation	127,349	8.9%	10.1%	63,717	63,632	-	-	-	-	-	-	-	-	-	-
Interest Income / Interest Expense	5,613	0.4%	0.4%	1,685	3,928	-	-	-	-	-	-	-	-	-	-
Taxes on Income	13,000	0.9%	1.0%	6,500	6,500	-	-	-	-	-	-	-	-	-	-
OPERATING FUND SURPLUS / (DEFICIT)	34,096	2.4%		46,894	(12,798)	-	-	-	-	-	-	-	-	-	-
CUMULATIVE SURPLUS / (DEFICIT)					34,096	34,096	34,096	34,096	34,096	34,096	34,096	34,096	34,096	34,096	34,096
CHANGE IN EQUITY POSITION															
Impact of OPERATING FUND	34,096			46,894	(12,798)	-	-	-	-	-	-	-	-	-	-
Impact of ENHANCEMENT FUND	118,300			65,681	52,619	-	-	-	-	-	-	-	-	-	-
Impact of RESERVE FUND	305,552			173,010	132,542	-	-	-	-	-	-	-	-	-	-
MONTHLY EQUITY CHANGE				285,586	172,363	-	-	-	-	-	-	-	-	-	-
ANNUALIZED EQUITY CHANGE	457,948			285,586	457,948	-	-	-	-	-	-	-	-	-	-

	YEAR-TO-DATE RESULTS				VARIANCE		VARIANCE PCT		FULL YEAR COMPARATIVES			
	Actual This YTD	Budget	Actual Prior YTD	Actual Prior 2Yr YTD	vs. Budget	vs Prior Yr	vs. Budget	vs Prior Yr	Projected This Yr	Budget This Yr	Final Prior YTD	Final Prior 2 YTD
ASSESSMENTS & INCOMES												
Assessments - ACC	1,358,154	1,355,341	1,355,684	1,355,651	2,813	2,470	0.2%	0.2%	8,136,914	8,134,101	8,132,112	8,131,345
Assessments - Non-Residential	57,804	62,004	59,129	53,922	(4,200)	(1,325)	-6.8%	-2.2%	370,523	374,723	348,147	341,855
Assessments - Apartments & MultiUnit	52,602	52,602	52,602	52,602	(0)	-	0.0%	0.0%	315,612	315,612	315,611	315,611
Assessments - Benefitted & Builder	12,640	12,640	12,601	12,640	0	40	0.0%	0.3%	75,840	75,840	141,237	75,840
Community Programs Revenues	105,110	119,766	121,526	136,186	(14,656)	(16,415)	-12.2%	-13.5%	796,697	811,353	717,121	829,536
Special Events Revenues	28,708	-	25	-	28,708	28,683		114730.0%	143,183	114,475	135,726	133,521
Other "Soft" Revenues	17,923	8,625	37,070	7,926	9,298	(19,147)	107.8%	-51.7%	31,798	22,500	173,848	58,415
Reimbursements	-	15,200	-	-	(15,200)	-	-100.0%		50,000	65,200	-	-
Revenues - Rentals	63,823	62,495	62,663	60,664	1,328	1,160	2.1%	1.9%	419,129	417,800	422,488	385,996
Revenues - Resale & Disclosures	51,455	27,375	41,795	16,955	24,080	9,660	88.0%	23.1%	294,180	270,100	349,085	314,045
Enhancement Fees	114,670	54,375	91,986	70,754	60,295	22,684	110.9%	24.7%	596,795	536,500	738,604	693,658
Transfers to Enhancement Fund	(114,670)	(56,208)	(91,986)	(70,754)	(58,462)	(22,684)	104.0%	24.7%	(594,962)	(536,500)	(738,604)	(693,658)
Transfers to Reserve Fund	(340,000)	(340,000)	(335,000)	(310,000)	(0)	(5,000)	0.0%	1.5%	(2,040,000)	(2,040,000)	(2,010,000)	(1,860,000)
Other Non-Classified Incomes	26,262	15,712	28,868	9,722	10,550	(2,606)	67.1%	-9.0%	100,385	89,835	122,617	94,878
TOTAL ASSESSMENTS & INCOME	**1,434,480**	**1,389,926**	**1,436,961**	**1,396,269**	**44,554**	**(2,481)**	**3.2%**	**-0.2%**	**8,696,093**	**8,651,539**	**8,847,992**	**8,821,041**
PROGRAMS												
Salaries & Payroll	51,613	53,973	52,526	48,468	2,360	913	4.4%	1.7%	531,827	534,187	547,939	520,345
Medical, Benefits & Taxes	10,964	9,274	10,992	13,642	(1,691)	28	-18.2%	0.3%	57,333	55,642	85,676	81,887
Direct CC Program Expenses	55,667	62,596	58,035	69,563	6,928	2,367	11.1%	4.1%	337,138	344,066	312,739	361,390
Direct Special Events Expenses	-	-	96	-	-	96		100.0%	140,435	140,435	138,860	122,558
TOTAL PROGRAM COSTS	**118,244**	**125,842**	**121,648**	**131,673**	**7,598**	**3,404**	**6.0%**	**2.8%**	**1,066,733**	**1,074,331**	**1,085,213**	**1,086,180**
COMMUNITY INVOLVEMENT												
Resident Relations & Meetings	2,564	11,241	1,811	1,081	8,677	(752)	77.2%	-41.5%	35,073	43,750	23,193	13,924
Committee & Volunteer Support	1,646	6,175	873	562	4,529	(773)	73.3%	-88.6%	1,646	6,175	7,257	6,697
Newsletter & Activity Guide	7,578	8,964	5,680	5,608	1,386	(1,898)	15.5%	-33.4%	52,614	54,000	48,241	50,607
Economic Development	3,098	6,728	2,417	-	3,630	(681)	53.9%	-28.2%	21,510	25,140	19,717	22,878
Marketing, Website & Other	15,478	17,910	370	7,826	2,432	(15,107)	13.6%	-4081.4%	52,628	55,060	22,693	41,686
TOTAL - COMMUNITY	**30,364**	**51,018**	**11,151**	**15,077**	**20,655**	**(19,213)**	**40.5%**	**-172.3%**	**163,470**	**184,125**	**121,101**	**135,792**
UTILITIES												
Electric	65,859	73,447	63,675	70,895	7,588	(2,184)	10.3%	-3.4%	491,994	499,582	456,911	505,761
Gas	11,852	16,351	14,168	14,181	4,499	2,316	27.5%	16.3%	46,709	51,208	42,370	43,793
Water	34,141	64,676	51,105	64,280	30,535	16,964	47.2%	33.2%	450,269	480,804	499,423	514,454
TOTAL UTILITIES	**111,852**	**154,474**	**128,948**	**149,357**	**42,622**	**17,096**	**27.6%**	**13.3%**	**988,972**	**1,031,594**	**998,704**	**1,064,007**
REPAIRS & MAINT												
Salaries & Payroll	93,532	109,497	79,405	74,994	15,965	(14,127)	14.6%	-17.8%	646,432	662,397	512,725	473,480
Medical, Benefits & Taxes	26,207	23,815	26,531	24,656	(2,393)	324	-10.0%	1.2%	145,281	142,889	153,724	140,988
Salaries & Payroll - Park Patrol	-	-	-	-	-	-			-	-	-	-
Benefits & Taxes - Park Patrol	-	-	-	-	-	-			-	-	-	-
Common Area Maintenance	4,237	40,458	5,883	74,602	36,221	1,646	89.5%	28.0%	60,681	96,902	134,337	138,250
Parks - Repair & Maintenance	1,129	5,833	857	3,167	4,704	(272)	80.6%	-31.8%	30,296	35,000	5,324	19,929
Community Center Maintenance	4,984	5,325	979	4,488	341	(4,005)	6.4%	-409.0%	29,234	29,575	32,510	25,485
HVAC & Plumbing	10,112	7,799	2,901	5,500	(2,313)	(7,211)	-29.7%	-248.6%	49,309	46,996	31,419	32,407
Pools, Spas & Water Features	8,313	28,770	10,093	11,764	20,457	1,780	71.1%	17.6%	83,443	103,900	112,334	93,764
Irrigation	13,625	9,667	8,307	12,412	(3,959)	(5,318)	-41.0%	-64.0%	60,959	57,000	79,507	62,036
Tools, Janitorial Supplies, Other	20,595	15,733	9,143	8,520	(4,862)	(11,452)	-30.9%	-125.3%	97,262	92,400	78,171	62,886
R&M - Facilities & Equipment	4,319	10,838	6,268	8,984	6,520	1,949	60.2%	31.1%	47,410	53,930	189,850	82,445
R&M - Grounds & Other	81,484	9,150	41,114	146,004	(72,334)	(40,370)	-790.5%	-98.2%	266,714	194,380	171,367	340,501
Repair, Replace & Maint - All Other	2,015	11,032	6,696	6,418	9,017	4,681	81.7%	69.9%	46,175	55,192	24,705	33,463
TOTAL REPAIRS & MAINTENANCE	**270,552**	**277,918**	**198,177**	**381,509**	**7,365**	**(72,375)**	**2.7%**	**-36.5%**	**1,563,196**	**1,570,561**	**1,525,973**	**1,505,632**
PROFESSIONAL												
Legal - General	17,962	11,250	11,244	13,195	(6,712)	(6,718)	-59.7%	-59.7%	91,712	85,000	48,239	39,480
Legal - Collection	16,248	10,000	27,787	15,127	(6,248)	11,539	-62.5%	41.5%	74,248	68,000	146,702	77,265
Legal - Water	-	8,300	-	-	8,300	-	100.0%		44,500	52,800	-	611
Audit & Accounting & Tax	-	1,760	-	-	1,760	-	100.0%		30,000	31,760	25,886	41,650
Professional Services & Property Resale	14,782	20,910	26,838	15,000	6,128	12,055	29.3%	44.9%	142,957	149,085	128,641	108,161
TOTAL PROFESSIONAL	**48,992**	**52,220**	**65,868**	**43,322**	**3,228**	**16,876**	**6.2%**	**25.6%**	**383,417**	**386,645**	**349,468**	**267,166**

	YEAR-TO-DATE RESULTS				VARIANCE		VARIANCE PCT		FULL YEAR COMPARATIVES			
	Actual This YTD	Budget	Actual Prior YTD	Actual Prior 2Yr YTD	vs. Budget	vs Prior Yr	vs. Budget	vs Prior Yr	Projected This Yr	Budget This Yr	Final Prior YTD	Final Prior 2 YTD
FINANCIAL												
Bank Charges	2,734	7,913	3,120	3,209	5,179	386	65.4%	12.4%	42,301	47,480	21,151	22,065
Insurances	41,734	57,402	40,910	48,315	15,668	(823)	27.3%	-2.0%	376,011	391,679	248,977	275,001
Bad Debts	(31,498)	23,473	33,953	(50,917)	54,971	65,451	234.2%	192.8%	84,269	139,240	(98,056)	(29,344)
Licenses, Permits, Fees & Other	5,658	4,250	5,674	5,186	(1,408)	16	-33.1%	0.3%	65,373	63,965	29,619	24,949
TOTAL FINANCIAL	**18,628**	**93,039**	**83,658**	**5,794**	**74,411**	**65,030**	**80.0%**	**77.7%**	**567,953**	**642,364**	**201,690**	**292,671**
CONTRACT SERVICES												
Landscaping	185,632	238,233	185,632	185,632	52,601	-	22.1%	0.0%	1,114,799	1,167,400	1,118,031	1,113,792
Janitorial & Sanitation	59,479	60,740	58,323	57,422	1,261	(1,156)	2.1%	-2.0%	371,909	373,170	356,245	345,034
Security Monitoring	20,019	25,762	15,392	14,080	5,742	(4,628)	22.3%	-30.1%	146,582	152,324	102,553	95,796
Maintenance & Services	5,433	2,017	3,948	5,168	(3,416)	(1,485)	-169.4%	-37.6%	19,896	16,480	31,746	34,210
Equipment & Professional Services	-	16,558	-	-	16,558	-	100.0%		88,318	104,876	5,427	5,129
Other Contracted Services	9,939	21,317	9,779	9,587	11,378	(160)	53.4%	-1.6%	116,522	127,900	59,047	58,484
TOTAL CONTRACT SERVICES	**280,502**	**364,626**	**273,073**	**271,889**	**84,124**	**(7,429)**	**23.1%**	**-2.7%**	**1,858,026**	**1,942,150**	**1,673,050**	**1,652,445**
HUMAN RESOURCES												
Recruitment	460	1,402	379	960	942	(81)	67.2%	-21.5%	12,640	13,581	9,121	9,024
Training & Education	240	4,817	610	601	4,577	370	95.0%	60.7%	27,684	32,241	12,966	11,705
Payroll Processing	5,231	4,767	5,170	7,450	(464)	(61)	-9.7%	-1.2%	29,064	28,600	28,109	24,085
Community & Employee Events	3,550	3,600	3,550	3,400	50	-	1.4%	0.0%	21,550	21,600	20,725	20,400
Uniforms and Other	709	1,275	381	938	566	(328)	44.4%	-86.2%	8,073	8,639	6,564	5,038
TOTAL HR	**10,189**	**15,860**	**10,089**	**13,349**	**5,671**	**(100)**	**35.8%**	**-1.0%**	**98,991**	**104,661**	**77,484**	**70,252**
GENERAL & ADMIN												
Salaries & Payroll	284,178	320,328	272,951	262,784	36,150	(11,227)	11.3%	-4.1%	1,705,322	1,741,472	1,501,805	1,463,567
Medical, Benefits & Taxes	55,853	79,834	50,944	45,415	23,981	(4,909)	30.0%	-9.6%	455,022	479,003	299,689	291,553
401K Programs & Administration	7,860	6,760	7,464	7,922	(1,100)	(395)	-16.3%	-5.3%	41,660	40,560	50,093	44,655
Office Consumables	2,789	8,208	3,708	3,318	5,419	919	66.0%	24.8%	42,829	48,248	24,148	28,708
Postage, Printing & Copies	1,645	23,958	2,628	3,337	22,313	983	93.1%	37.4%	128,428	150,740	65,365	79,341
Office Equipment	850	8,245	905	615	7,395	56	89.7%	6.1%	20,204	27,600	18,101	7,293
Reimbursements	865	1,033	413	593	168	(452)	16.3%	-109.6%	9,690	9,859	9,424	8,715
Dues & Subscriptions	2,194	3,571	8,037	11,159	1,377	5,843	38.6%	72.7%	14,099	15,476	21,594	19,420
Equipment Lease & Rentals	4,599	1,370	778	2,153	(3,229)	(3,821)	-235.7%	-491.0%	8,709	5,480	6,170	14,728
Voice, Cell & Data Services	10,974	42,464	12,678	13,026	31,490	1,704	74.2%	13.4%	138,079	169,569	76,717	78,805
IT Services	9,524	-	7,272	7,888	(9,524)	(2,253)		-31.0%	9,524	-	58,897	50,498
Signs	1,829	2,996	271	401	1,166	(1,558)	38.9%	-575.1%	15,735	16,901	18,933	12,870
Other General & Administrative	(6,834)	(1,000)	(2,252)	(6,610)	5,834	4,582	-583.4%	-203.5%	(4,054)	1,780	29,199	22,025
TOTAL GENERAL & ADMIN	**376,325**	**497,766**	**365,797**	**352,000**	**121,441**	**(10,528)**	**24.4%**	**-2.9%**	**2,585,248**	**2,706,689**	**2,180,135**	**2,122,178**
TOTAL OPERATING COSTS	**1,265,649**	**1,632,763**	**1,258,410**	**1,363,969**	**367,115**	**(7,239)**	**22.5%**	**-0.6%**	**9,276,006**	**9,643,120**	**8,212,818**	**8,196,324**
GROSS SURPLUS (DEFICIT)	**168,832**	**(242,837)**	**178,551**	**32,300**	**411,669**	**(9,719)**	**-169.5%**	**-5.4%**	**(579,913)**	**(991,581)**	**635,174**	**624,717**
Depreciation	127,349	133,000	100,143	100,621	5,651	(27,206)	4.2%	-27.2%	792,349	798,000	586,456	600,807
Interest Income / Interest Expense	5,613	2,380	2,630	1,933	3,233	2,983	135.9%	113.4%	17,513	14,280	33,908	22,648
Taxes on Income	13,000	13,200	13,000	13,000	200	-	1.5%	0.0%	79,000	79,200	78,000	78,050
OPERATING FUND SURPLUS / (DEFICIT)	**34,096**	**(386,657)**	**68,038**	**(79,388)**	**420,753**	**(33,942)**	**-108.8%**	**-49.9%**	**(1,433,748)**	**(1,854,501)**	**4,626**	**(31,493)**
CUMULATIVE SURPLUS / (DEFICIT)												

CHANGE IN EQUITY POSITION

Impact of OPERATING FUND

Impact of ENHANCEMENT FUND

Impact of RESERVE FUND

MONTHLY EQUITY CHANGE

ANNUALIZED EQUITY CHANGE

ANTHEM COMMUNITY COUNCIL

CASH ANALYSIS

2017

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	THIS MONTH Actual	NEXT Month Projected	2 MONTHS Projected	3 MONTHS Projected
CASH INFLOWS				
Opening Operating Cash Balance	4,237,218	3,401,160	2,928,541	3,015,541
Collections of HOA's Cash	157,619	175,000	525,000	260,000
Collection of ACC Assessments & Fees	203,405	190,000	470,000	350,000
Programs & Other Cash Received	67,810	36,000	36,000	41,000
Other Cash Inflows (Net)				
TOTAL CASH INFLOWS	4,666,052	3,802,160	3,959,541	3,666,541
CASH OUTFLOWS				
Business Payables & Business Payments Out	387,624	340,000	375,000	295,000
Payroll, Benefits & Social Taxes	206,307	206,000	224,000	225,000
Transfers to Reserve Fund	367,500	170,000	170,000	170,000
Transfers to HOAs for Their Collected Cash	303,461	157,619	175,000	525,000
Specialty Outflows				
Other Cash Out				
TOTAL CASH OUTFLOWS	1,264,892	873,619	944,000	1,215,000
CASH BALANCE (per Balance Sheet)	3,401,160	2,928,541	3,015,541	2,451,541
Less: This Month's HOA Cash Collected	157,619	175,000	525,000	260,000
Less: Outflows to Reserve or Enh Fund				
Less: Additional Planned Reserve Contributions				
NET ADJUSTED CASH BALANCE	3,243,541	2,753,541	2,490,541	2,191,541
Times Outflow Coverage of Ending Balance	*3.83*	*3.25*	*2.94*	*2.59*
Target Coverage Ratio	*2.50*	*2.50*	*2.50*	*2.50*

INVESTMENT INTEREST EARNINGS SUMMARY

Institution	$$ Amount Invested	Interest or Blended %	Institution	$$ Amount Invested	Interest or Blended %	Institution	$$ Amount Invested	Interest or Blended %
OPERATING FUND TOTAL			**RESERVE FUND TOTAL**			**ENHANCEMENT FUND TOTAL**		
BlackRock Portfolio	1,078,411	1.076%	BlackRock Portfolio	6,922,543	1.036%	BlackRock Portfolio	1,201,889	1.088%
Deer Valley Credit Union	223,745	0.050%	JP Morgan Portfolio	1,082,175	1.094%			
Mid-First Bank	985	0.250%	TAB Bank	246,955	1.210%			
			MidFirst Bank	251,788	0.300%			
JPMChase - Operating	1,142	0.200%	CalFirst Bank	255,538	1.000%			
JPMChase - Investment	1,067,427	1.044%	Synchrony Bank	256,288	1.250%			
Cash In Transit	41,789	0.000%	EverBank	247,893	1.230%			
Petty Cash	1,975	0.000%	GIANT Bank	247,272	1.220%			
Cash Due to HOAs	157,619	0.000%	Alliance - Paseo Reserves	50,547	0.200%	Owed to Operating Account	(18,875)	
Free Cash in Alliance Bank	828,067	0.300%	Eaton Vance	1,506,939	1.030%			
			Alliance Bank	3,349,918	0.300%	Alliance Bank	3,898	0.300%

ANTHEM COMMUNITY COUNCIL

TOTAL ANTHEM - ACCOUNTS RECEIVABLE ANALYSIS

2017

FEBRUARY

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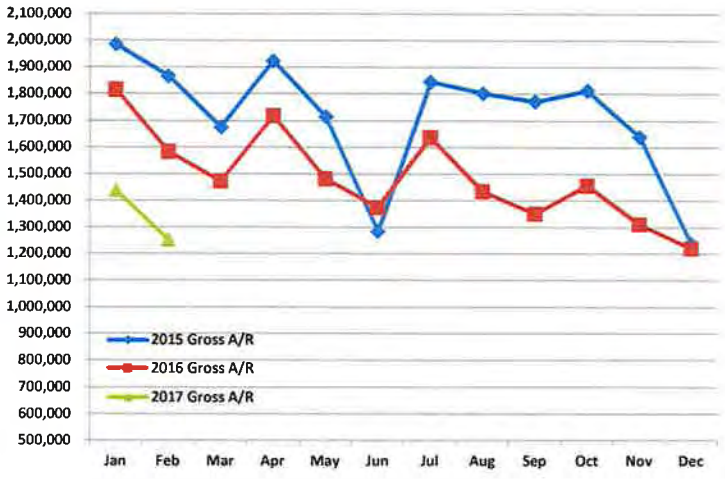
TOTAL ALL RECEIVABLES	TOTAL	Due Now	31 - 60	61 - 90	91 -180	181 - 360	361+
Country Club	**90,046**	1,849	18,301	1,601	12,053	18,126	38,115
Non-Residential & ACC	**641,040**	9,674	121,138	10,195	53,274	87,001	359,758
Parkside	**476,061**	33,403	33,829	12,775	28,602	65,558	301,895
The Village	**46,143**	-	8,106	-	4,811	4,330	28,897
TOTAL	**1,253,292**	**44,926**	**181,374**	**24,570**	**98,741**	**175,015**	**728,666**
		3.6%	*14.5%*	*2.0%*	*7.9%*	*14.0%*	*58.1%*

COMPOSITION OF ENTIRE COMMUNITY'S GROSS A/R	TOTAL DUE	Owner Type	
		Current	Previous
Country Club	**90,046**	**72,396**	**17,650**
Non-Residential & ACC	**641,040**	**400,861**	**240,180**
Parkside	**476,061**	**354,054**	**122,008**
The Village	**46,143**	**20,170**	**25,973**
TOTAL	**1,253,292**	**847,481**	**405,811**

TYPE OF RECEIVABLE OUTSTANDING			
Assessmnt	Legal Fees	CC&Rs	Other
49,044	1,766	38,516	720
313,328	323,627	-	4,086
94,402	73,840	307,335	485
46,143	-	-	-
502,916	**399,233**	**345,852**	**5,291**



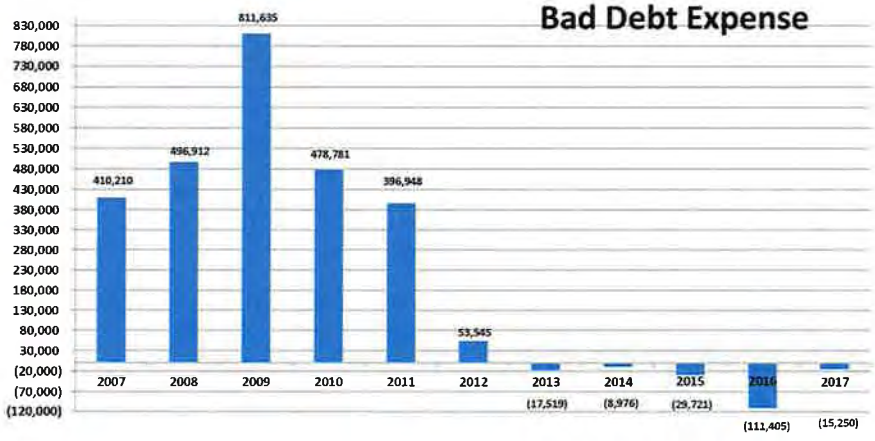
TOTAL COMMUNITY OWNER "GROSS" RECEIVABLES

YEAR-OVER-YEAR TOTAL ANTHEM A / R COMPARISON	Total A/R	DUE NOW	Overdue 31 - 60	Overdue 61 - 90	Overdue 91 - 180	Overdue 181 - 360	Overdue > 1 Year
This Month - This Year	**1,253,292**	44,926	181,374	24,570	98,741	175,015	728,666
This Month - Last Year	**1,584,479**	104,450	186,305	24,969	132,653	168,480	967,621
This Month - 2 Yrs Ago	**1,981,700**	308,608	30,896	24,666	121,302	269,232	1,226,996
Change [( )=Improvement]	**(331,187)**	**(59,524)**	**(4,930)**	**(399)**	**(33,913)**	**6,535**	**(238,956)**

DELINQUENCY ANALYSIS BASED ON AMOUNT DUE	Total Properties	Delinquencies		CURRENT Owners Whose Account Balance Is			
		Current Owners	Prior Owners	Club	Village	Parkside	ACC Other
Balance Due < $100	**398**	395	3	34	1	359	1
Balance Due < $200	**94**	83	11	20	-	63	-
Balance Due < $500	**317**	262	55	39	-	223	-
Balance Due < $1,000	**179**	128	51	24	4	96	4
Balance Due > $1,000	**269**	174	95	18	7	144	5
	1,257	**1,042**	**215**	**135**	**12**	**885**	**10**
		10.1%		*4.7%*	*5.7%*	*12.6%*	*5.1%*

	Total Properties	Delinquent			Pending Trustee Sales	Pending Judicial Foreclosure
		Total Delinquent	Current Owners	Prior Owners		
Country Club	**2,866**	167	135	32	**3**	**1**
The Village	**210**	19	12	7	-	-
Parkside	**7,027**	1,061	885	176	**14**	**4**
Non-Residential & ACC	**198**	10	10	-	-	-
TOTAL	**10,301**	**1,257**	**1,042**	**215**	**17**	**5**

	CURRENT PROPERTY OWNERS ONLY			
	Club	Village	Parkside	ACC
Onwers That Have an Assessment Obligation	**2,866**	**210**	**7,027**	**198**
Owners Paying Current Obligations PRIOR to Due Date	487	46	3,124	42
Owners Paying Current Obligations the Month Due	2,115	145	2,797	134
Owners Paying Current Obligations 1 Month Late	129	7	219	12
Owners Paying Current Obligations 2 Months Late				
Owners Remaining Delinquent on Obligations	**135**	**12**	**887**	**10**
Delinquency Pct % on Current Obligations	*4.7%*	*5.7%*	*12.6%*	*5.1%*



ANTHEM COMMUNITY COUNCIL

SUMMARY NOTES ON VARIANCES - 2017 vs. BUDGET
CONSOLIDATED PROFIT & LOSS - OPERATING FUND ONLY
2017 - FEBRUARY

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	YEAR-TO-DATE RESULTS				VARIANCE		VARIANCE PCT		ABBREVIATED VARIANCE EXPLANATIONS
	Actual This YTD	Budget	Actual Prior YTD	Actual Prior 2Yr YTD	vs. Budget	vs Prior Yr	vs. Budget	vs Prior Yr	
ASSESSMENTS & INCOMES									
Assessments - ACC	1,358,154	1,355,341	1,355,684	1,355,651	2,813	2,470	0.2%	0.2%	
Assessments - Non-Residential	57,804	62,004	59,129	53,922	(4,200)	(1,325)	-6.8%	-2.2%	Merrill Gardens as Multi-Family Assessment Delayed Until 2nd Half of Year
Assessments - Apartments & MultiUnit	52,602	52,602	52,602	52,602	(0)	-	0.0%	0.0%	
Assessments - Benefitted & Builder	12,640	12,640	12,601	12,640	0	40	0.0%	0.3%	
Community Programs Revenues	105,110	119,766	121,526	136,186	(14,656)	(16,415)	-12.2%	-13.5%	Lower Attendance Than Planned on Several Programs - See PROGRAMS Analysis Page
Special Events Revenues	28,708	-	25	-	28,708	28,683		114730.0%	Advances for Anthem Days
Other "Soft" Revenues	17,923	8,625	37,070	7,926	9,298	(19,147)	107.8%	-51.7%	Higher Late Fees Recorded vs. Budget
Reimbursements	-	15,200	-	-	(15,200)	-	-100.0%		
Revenues - Rentals	63,823	62,495	62,663	60,664	1,328	1,160	2.1%	1.9%	
Revenues - Resale & Disclosures	51,455	27,375	41,795	16,955	24,080	9,660	88.0%	23.1%	21 Additional Properties Closed Escrow Than What Was Budgeted For
Enhancement Fees	114,670	54,375	91,986	70,754	60,295	22,684	110.9%	24.7%	21 Additional Properties Closed Escrow Than What Was Budgeted For Plus 3 Commercial Properties Sold
Transfers to Enhancement Fund	(114,670)	(56,208)	(91,986)	(70,754)	(58,462)	(22,684)	104.0%	24.7%	
Transfers to Reserve Fund	(340,000)	(340,000)	(335,000)	(310,000)	(0)	(5,000)	0.0%	1.5%	
Other Non-Classified Incomes	26,262	15,712	28,868	9,722	10,550	(2,606)	67.1%	-9.0%	
TOTAL ASSESSMENTS & INCOME	**1,434,480**	**1,389,926**	**1,436,961**	**1,396,269**	**44,554**	**(2,481)**	**3.2%**	**-0.2%**	
PROGRAMS									
Salaries & Payroll	51,613	53,973	52,526	48,468	2,360	913	4.4%	1.7%	
Medical, Benefits & Taxes	10,964	9,274	10,992	13,642	(1,691)	28	-18.2%	0.3%	
Direct CC Program Expenses	55,667	62,596	58,035	69,563	6,928	2,367	11.1%	4.1%	Direct spend for programs reduced as a consequence of lower enrollment / participation
Direct Special Events Expenses	-	-	96	-	-	96		100.0%	
TOTAL PROGRAM COSTS	**118,244**	**125,842**	**121,648**	**131,673**	**7,598**	**3,404**	**6.0%**	**2.8%**	
COMMUNITY INVOLVEMENT									
Resident Relations & Meetings	2,564	11,241	1,811	1,081	8,677	(752)	77.2%	-41.5%	Lower Spend is a Timing Issue - Will Catch up to Budget by May
Committee & Volunteer Support	1,646	6,175	873	562	4,529	(773)	73.3%	-88.6%	Lower Spend is a Timing Issue - Will Catch up to Budget by May
Newsletter & Activity Guide	7,578	8,964	5,680	5,608	1,386	(1,898)	15.5%	-33.4%	
Economic Development	3,098	6,728	2,417	-	3,630	(681)	53.9%	-28.2%	Lower Spend is a Timing Issue - Will Catch up to Budget by May
Marketing, Website & Other	15,478	17,910	370	7,826	2,432	(15,107)	13.6%	-4081.4%	
TOTAL - COMMUNITY	**30,364**	**51,018**	**11,151**	**15,077**	**20,655**	**(19,213)**	**40.5%**	**-172.3%**	
UTILITIES									
Electric	65,859	73,447	63,675	70,895	7,588	(2,184)	10.3%	-3.4%	Reduced Electric Use in Civic Building and Community Center vs. Budget
Gas	11,852	16,351	14,168	14,181	4,499	2,316	27.5%	16.3%	Reduced Gas Useage in Community Center - Warmer Temperatures Than What Was Budgeted For
Water	34,141	64,676	51,105	64,280	30,535	16,964	47.2%	33.2%	Reduction in Paseo Water Costs From Conversion From Potable to Effluent
TOTAL UTILITIES	**111,852**	**154,474**	**128,948**	**149,357**	**42,622**	**17,096**	**27.6%**	**13.3%**	
REPAIRS & MAINT									
Salaries & Payroll	93,532	109,497	79,405	74,994	15,965	(14,127)	14.6%	-17.8%	Currently 1 F/T, 1 P/T Staff Short vs. Budget
Medical, Benefits & Taxes	26,207	23,815	26,531	24,656	(2,393)	324	-10.0%	1.2%	
Salaries & Payroll - Park Patrol	-	-	-	-	-	-			
Benefits & Taxes - Park Patrol	-	-	-	-	-	-			
Common Area Maintenance	4,237	40,458	5,883	74,602	36,221	1,646	89.5%	28.0%	Planned Grounds Maintenance not Initiated in Jan or Feb. Timing Issue Only
Parks - Repair & Maintenance	1,129	5,833	857	3,167	4,704	(272)	80.6%	-31.8%	Timing Issue vs. Budget
Community Center Maintenance	4,984	5,325	979	4,488	341	(4,005)	6.4%	-409.0%	
HVAC & Plumbing	10,112	7,799	2,901	5,500	(2,313)	(7,211)	-29.7%	-248.6%	Unbudgeted HVAC Repairs in Civic Building
Pools, Spas & Water Features	8,313	28,770	10,093	11,764	20,457	1,780	71.1%	17.6%	Timing Issue vs. Budget. Will Catch Up to Budget by May
Irrigation	13,625	9,667	8,307	12,412	(3,959)	(5,318)	-41.0%	-64.0%	Additional Replacement of Broken Irrigation Heads in Community Park and Common Areas
Tools, Janitorial Supplies, Other	20,595	15,733	9,143	8,520	(4,862)	(11,452)	-30.9%	-125.3%	Unfavorable Timing Issue vs. Budget. Will Level Off by May
R&M - Facilities & Equipment	4,319	10,838	6,268	8,984	6,520	1,949	60.2%	31.1%	Timing Issue vs. Budget. Will Level Off by May
R&M - Grounds & Other	81,484	9,150	41,114	146,004	(72,334)	(40,370)	-790.5%	-98.2%	Sports Field Repairs and Granite Replacement Done in Advance of Budget Timeline. Timing Issue Only
Repair, Replace & Maint - All Other	2,015	11,032	6,696	6,418	9,017	4,681	81.7%	69.9%	Timing Issue vs. Budget. Will Level Off by May
TOTAL REPAIRS & MAINTENANCE	**270,552**	**277,918**	**198,177**	**381,509**	**7,365**	**(72,375)**	**2.7%**	**-36.5%**	
PROFESSIONAL									
Legal - General	17,962	11,250	11,244	13,195	(6,712)	(6,718)	-59.7%	-59.7%	Includes Additional Legal Work for Amended Documents for New Builds. Dollars to be Rebilled to Owners.
Legal - Collection	16,248	10,000	27,787	15,127	(6,248)	11,539	-62.5%	41.5%	Includes Unbudgeted Judicial Foreclosure Costs on 3 Residential Properties
Legal - Water	-	8,300	-	-	8,300	-	100.0%		Budgeted Legal Representation on Water Case not deployed. Handled internally.
Audit & Accounting & Tax	-	1,760	-	-	1,760	-	100.0%		
Professional Services & Property Resale	14,782	20,910	26,838	15,000	6,128	12,055	29.3%	44.9%	Timing Issue Only. Will Level Off by May
TOTAL PROFESSIONAL	**48,992**	**52,220**	**65,868**	**43,322**	**3,228**	**16,876**	**6.2%**	**25.6%**	

ANTHEM COMMUNITY COUNCIL

SUMMARY NOTES ON VARIANCES - 2017 vs. BUDGET
CONSOLIDATED PROFIT & LOSS - OPERATING FUND ONLY
2017 - FEBRUARY

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	YEAR-TO-DATE RESULTS				VARIANCE		VARIANCE PCT		ABBREVIATED VARIANCE EXPLANATIONS
	Actual This YTD	Budget	Actual Prior YTD	Actual Prior 2Yr YTD	vs. Budget	vs Prior Yr	vs. Budget	vs Prior Yr	
FINANCIAL									
Bank Charges	2,734	7,913	3,120	3,209	5,179	386	65.4%	12.4%	Fewer Credit Card Charges at Community Center
Insurances	41,734	57,402	40,910	48,315	15,668	(823)	27.3%	-2.0%	Vans were Decommissioned, Resulting in Lower Auto Premiums
Bad Debts	(31,498)	23,473	33,953	(50,917)	54,971	65,451	234.2%	192.8%	Collected Older Debt Successfully in January & February - Recovered Against Prior Write-Offs
Licenses, Permits, Fees & Other	5,658	4,250	5,674	5,186	(1,408)	16	-33.1%	0.3%	
TOTAL FINANCIAL	**18,628**	**93,039**	**83,658**	**5,794**	**74,411**	**65,030**	**80.0%**	**77.7%**	
CONTRACT SERVICES									
Landscaping	185,632	238,233	185,632	185,632	52,601	-	22.1%	0.0%	Timing Issue Only of Projects Originally Budgeted in Jan / Feb. Will Level Off by May
Janitorial & Sanitation	59,479	60,740	58,323	57,422	1,261	(1,156)	2.1%	-2.0%	
Security Monitoring	20,019	25,762	15,392	14,080	5,742	(4,628)	22.3%	-30.1%	Use of 2nd Security Firm With More Favorable Pricing to Supplement Off Duty MCSO Officers
Maintenance & Services	5,433	2,017	3,948	5,168	(3,416)	(1,485)	-169.4%	-37.6%	
Equipment & Professional Services	-	16,558	-	-	16,558	-	100.0%		Installation of New Fire Equipment Delayed Until Later in 2017. Timing Issue Only
Other Contracted Services	9,939	21,317	9,779	9,587	11,378	(160)	53.4%	-1.6%	Below budget use of 3rd party services. $2000 of variance is timing issue only
TOTAL CONTRACT SERVICES	**280,502**	**364,626**	**273,073**	**271,889**	**84,124**	**(7,429)**	**23.1%**	**-2.7%**	
HUMAN RESOURCES									
Recruitment	460	1,402	379	960	942	(81)	67.2%	-21.5%	
Training & Education	240	4,817	610	601	4,577	370	95.0%	60.7%	
Payroll Processing	5,231	4,767	5,170	7,450	(464)	(61)	-9.7%	-1.2%	
Community & Employee Events	3,550	3,600	3,550	3,400	50	-	1.4%	0.0%	
Uniforms and Other	709	1,275	381	938	566	(328)	44.4%	-86.2%	
TOTAL HR	**10,189**	**15,860**	**10,089**	**13,349**	**5,671**	**(100)**	**35.8%**	**-1.0%**	
GENERAL & ADMIN									
Salaries & Payroll	284,178	320,328	272,951	262,784	36,150	(11,227)	11.3%	-4.1%	Several Unfilled Positions in January & February Created Favorable Variance
Medical, Benefits & Taxes	55,853	79,834	50,944	45,415	23,981	(4,909)	30.0%	-9.6%	Budgeted Increase was Higher than Final Actual Increase, Consistent with 2016
401K Programs & Administration	7,860	6,760	7,464	7,922	(1,100)	(395)	-16.3%	-5.3%	
Office Consumables	2,789	8,208	3,708	3,318	5,419	919	66.0%	24.8%	Variance is Timing of Invoice Receipts Only. Actuals Will Track With Budget by April/May
Postage, Printing & Copies	1,645	23,958	2,628	3,337	22,313	983	93.1%	37.4%	
Office Equipment	850	8,245	905	615	7,395	56	89.7%	6.1%	Planned Equipment Purchase Delayed Until Later in 2017. Timing Issue Only.
Reimbursements	865	1,033	413	593	168	(452)	16.3%	-109.6%	
Dues & Subscriptions	2,194	3,571	8,037	11,159	1,377	5,843	38.6%	72.7%	
Equipment Lease & Rentals	4,599	1,370	778	2,153	(3,229)	(3,821)	-235.7%	-491.0%	
Voice, Cell & Data Services	10,974	42,464	12,678	13,026	31,490	1,704	74.2%	13.4%	Major IT Projects Delayed Until Later in 2017. Timing Issue Only.
IT Services	9,524	-	7,272	7,888	(9,524)	(2,253)		-31.0%	Dollars are Budgeted in Above Line (Voice/Cell/Data) - Combine Both Lines When Reviewing
Signs	1,829	2,996	271	401	1,166	(1,558)	38.9%	-575.1%	
Other General & Administrative	(6,834)	(1,000)	(2,252)	(6,610)	5,834	4,582	-583.4%	-203.5%	
TOTAL GENERAL & ADMIN	**376,325**	**497,766**	**365,797**	**352,000**	**121,441**	**(10,528)**	**24.4%**	**-2.9%**	
TOTAL OPERATING COSTS	**1,265,649**	**1,632,763**	**1,258,410**	**1,363,969**	**367,115**	**(7,239)**	**22.5%**	**-0.6%**	
GROSS SURPLUS (DEFICIT)	**168,832**	**(242,837)**	**178,551**	**32,300**	**411,669**	**(9,719)**	**-169.5%**	**-5.4%**	
Depreciation	127,349	133,000	100,143	100,621	5,651	(27,206)	4.2%	-27.2%	
Interest Income / Interest Expense	5,613	2,380	2,630	1,933	3,233	2,983	135.9%	113.4%	
Taxes on Income	13,000	13,200	13,000	13,000	200	-	1.5%	0.0%	
OPERATING FUND SURPLUS / (DEFICIT)	**34,096**	**(386,657)**	**68,038**	**(79,388)**	**420,753**	**(33,942)**			

ANTHEM COMMUNITY COUNCIL

SUPPLEMENTAL INFORMATION

2017

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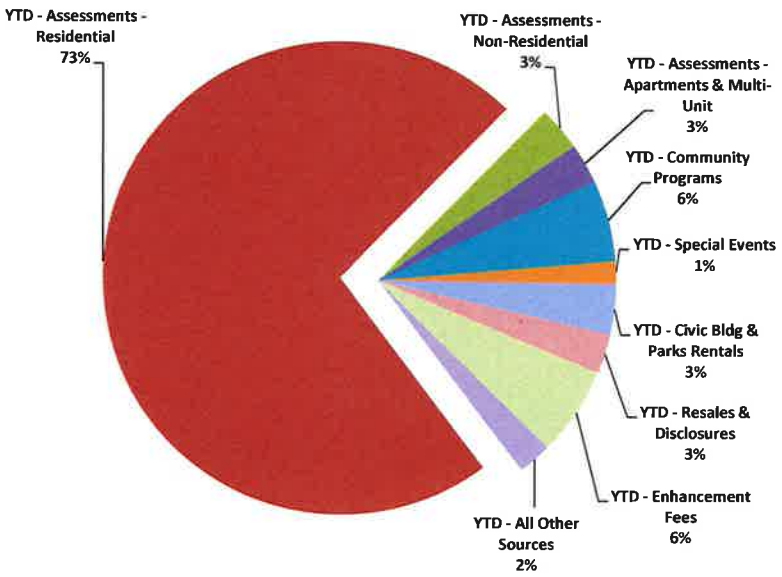
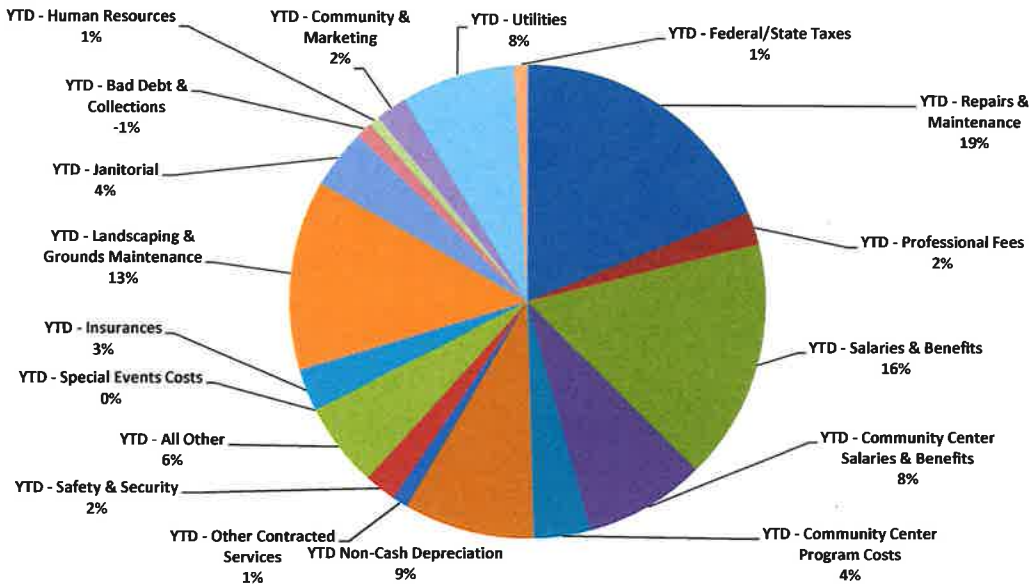


SOURCES OF REVENUE - ANTHEM COUNCIL - 2017 YTD



HOW ASSESSMENT DOLLARS HAVE BEEN SPENT - 2017 YTD

ANTHEM COMMUNITY COUNCIL

SUPPLEMENTAL INFORMATION

2017

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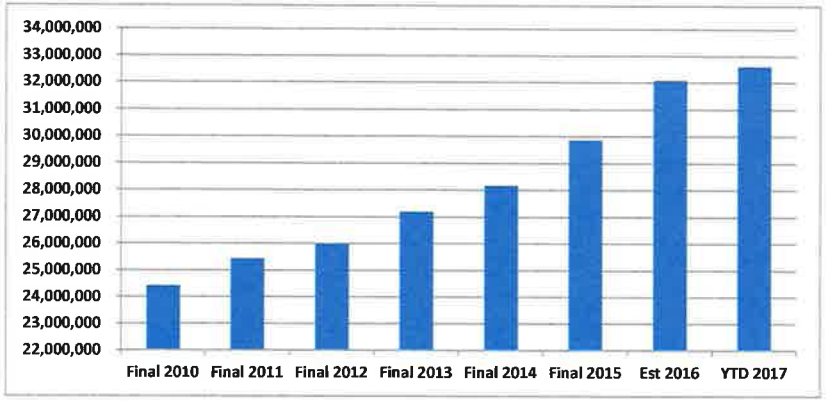
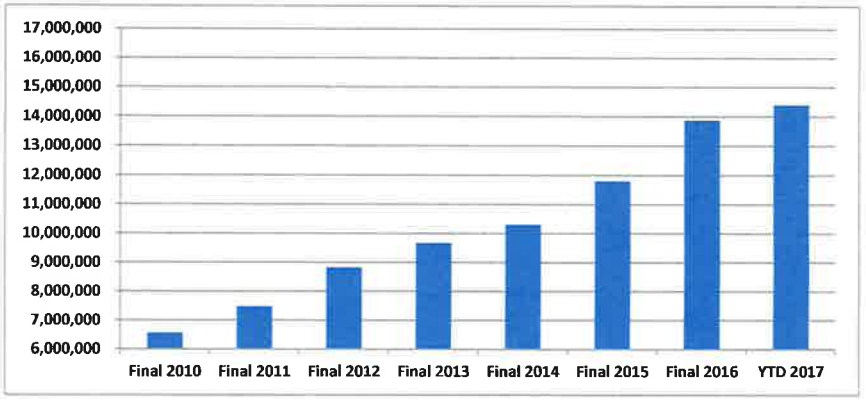
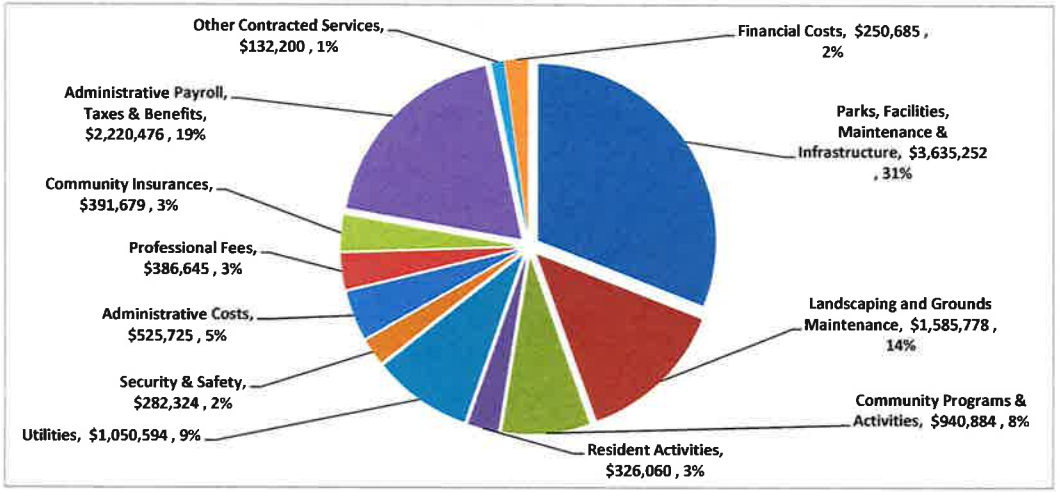


Growth in Community Net Equity Year Over Year



Growth In Reserve Fund Balances Year over Year



How Community Dollars Are Budgeted to Be Spent in 2017

ANTHEM COMMUNITY COUNCIL

SUPPLEMENTAL INFORMATION

2017

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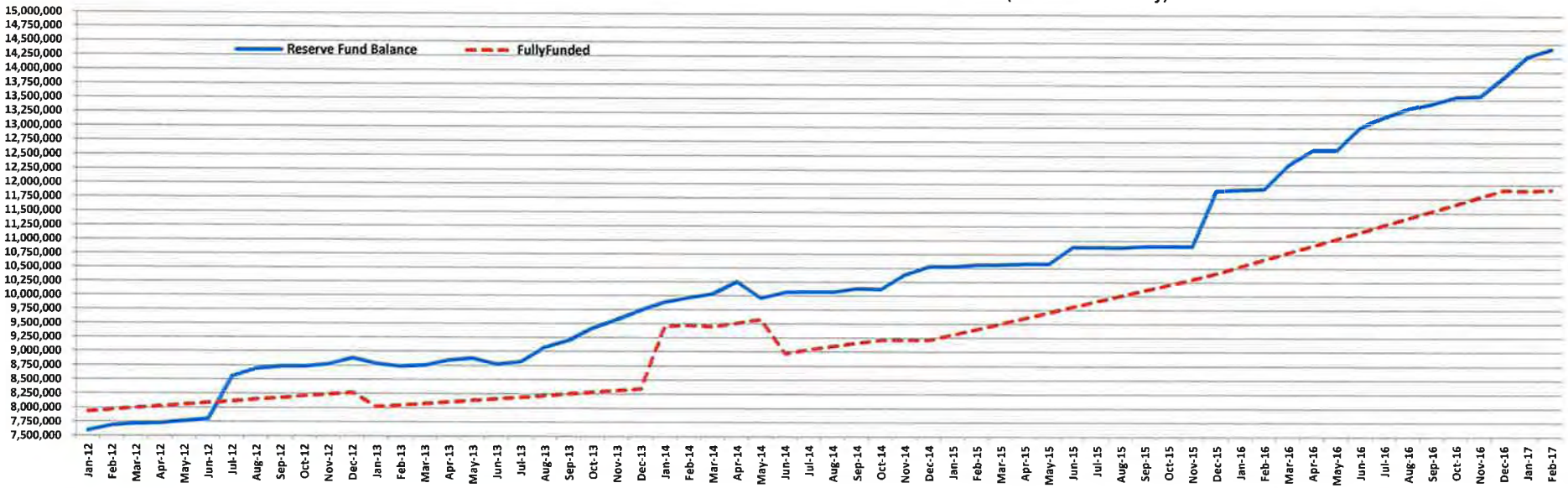
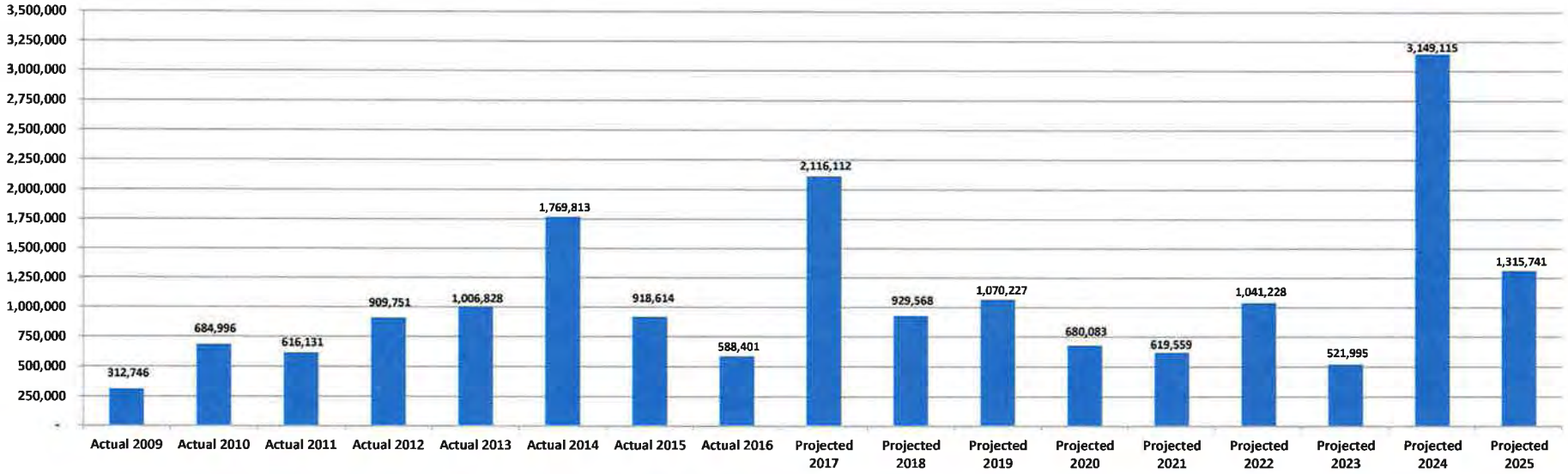
COMPARISON OF RESERVE FUND BALANCE vs. FULLY FUNDED RESERVE (2013 Reserve Study)





HISTORICAL & PROJECTED RESERVE FUND EXPENDITURES FOR ANTHEM COMMUNITY COUNCIL INFRASTRUCTURE

ANTHEM COMMUNITY COUNCIL

DEPARTMENT PROFIT & LOSS - YTD
2017 - FEBRUARY

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MONTH OF: 2 FEBRUARY

	YTD RESULTS			Admin	CC - Maint	CC - Programs	CC - Admin	Civic Bldg	Paseo	Parks & Fac	Special Event	Communication
	$$	% of Rev	% of Exp	Actual 2017	Actual 2017	Actual 2017	Actual 2017	Actual 2017	Actual 2017	Actual 2017	Actual 2017	Actual 2017
ASSESSMENTS & INCOMES												
Assessments - ACC	1,358,154	94.7%		1,358,154								
Assessments - Non-Residential	57,804	4.0%		57,804								
Assessments - Apartments & MultiUnit	52,602	3.7%		52,602								
Assessments - Benefitted & Builder	12,640	0.9%		-					12,640			
Community Programs Revenues	105,110	7.3%				105,110						
Special Events Revenues	28,708	2.0%									28,708	
Other "Soft" Revenues	17,923	1.2%		17,923								
Reimbursements	-	0.0%		-		-						
Revenues - Rentals	63,823	4.4%		14,247		4,471	25,535	19,571				
Revenues - Resale & Disclosures	51,455	3.6%		51,455								
Enhancement Fees	114,670	8.0%		114,670								
Transfers to Enhancement Fund	(114,670)	-8.0%		(114,670)								
Transfers to Reserve Fund	(340,000)	-23.7%		(340,000)								
Other Non-Classified Incomes	26,262	1.8%		15,988		9,435	720	-	-			120
TOTAL ASSESSMENTS & INCOME	1,434,480	100.0%		1,228,172	-	119,016	26,255	19,571	12,640	-	28,708	120
PROGRAMS												
Salaries & Payroll	51,613	3.6%	4.1%			51,613						
Medical, Benefits & Taxes	10,964	0.8%	0.9%			10,964						
Direct CC Program Expenses	55,667	3.9%	4.4%			55,667						
Direct Special Events Expenses	-	0.0%	0.0%			-					-	-
TOTAL PROGRAM COSTS	118,244	8.2%	9.3%	-	-	118,244	-	-	-	-	-	-
COMMUNITY INVOLVEMENT												
Resident Relations & Meetings	2,564	0.2%	0.2%	304			420	1,711				128
Committee & Volunteer Support	1,646	0.1%	0.1%	1,646			-	-				-
Newsletter & Activity Guide	7,578	0.5%	0.6%			2,171						5,407
Economic Development	3,098	0.2%	0.2%			-						3,098
Marketing, Website & Other	15,478	1.1%	1.2%			-	-	-		-		15,478
TOTAL - COMMUNITY	30,364	2.1%	2.4%	1,950	-	2,171	420	1,711	-	-	-	24,111
UTILITIES												
Electric	65,859	4.6%	5.2%		16,603			8,453	633	40,170		
Gas	11,852	0.8%	0.9%		11,222			172	-	458		
Water	34,141	2.4%	2.7%		5,731			1,390	954	26,067		
TOTAL UTILITIES	111,852	7.8%	8.8%	-	33,556	-	-	10,015	1,587	66,694	-	-
REPAIRS & MAINT												
Salaries & Payroll	93,532	6.5%	7.4%		14,781				-	78,750		
Medical, Benefits & Taxes	26,207	1.8%	2.1%		5,777				-	20,431		
Salaries & Payroll - Park Patrol	-	0.0%	0.0%							-		
Benefits & Taxes - Park Patrol	-	0.0%	0.0%							-		
Common Area Maintenance	4,237	0.3%	0.3%		-			-	198	4,039		
Parks - Repair & Maintenance	1,129	0.1%	0.1%		-				-	1,129		
Community Center Maintenance	4,984	0.3%	0.4%		4,984				-	-		
HVAC & Plumbing	10,112	0.7%	0.8%		3,853			6,259	-	-		
Pools, Spas & Water Features	8,313	0.6%	0.7%		6,654			-	-	1,660		
Irrigation	13,625	0.9%	1.1%		-			-	3,123	10,503		
Tools, Janitorial Supplies, Other	20,595	1.4%	1.6%		5,717			462	111	14,305		
R&M - Facilities & Equipment	4,319	0.3%	0.3%		278			197	-	3,844		
R&M - Grounds & Other	81,484	5.7%	6.4%		-			20	-	81,464		
Repair, Replace & Maint - All Other	2,015	0.1%	0.2%		-			-	-	2,015		
TOTAL REPAIRS & MAINTENANCE	270,552	18.9%	21.4%	-	42,044	-	-	6,939	3,431	218,139	-	-
PROFESSIONAL												
Legal - General	17,962	1.3%	1.4%	17,962								
Legal - Collection	16,248	1.1%	1.3%	16,248								
Legal - Water	-	0.0%	0.0%	-								
Audit & Accounting & Tax	-	0.0%	0.0%	-								
Professional Services & Property Resale	14,782	1.0%	1.2%	12,282			2,500					
TOTAL PROFESSIONAL	48,992	3.4%	3.9%	46,492	-	-	2,500	-	-	-	-	-

ANTHEM COMMUNITY COUNCIL

DEPARTMENT PROFIT & LOSS - YTD
2017 - FEBRUARY

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MONTH OF: 2 FEBRUARY

	YTD RESULTS			Admin	CC - Maint	CC - Programs	CC - Admin	Civic Bldg	Paseo	Parks & Fac	Special Event	Communication
	$$	% of Rev	% of Exp	Actual 2017	Actual 2017	Actual 2017	Actual 2017	Actual 2017	Actual 2017	Actual 2017	Actual 2017	Actual 2017
FINANCIAL												
Bank Charges	2,734	0.2%	0.2%	26		2,708	-					
Insurances	41,734	2.9%	3.3%	36,384		3,500	-	1,250	600	-	-	
Bad Debts	(31,498)	-2.2%	-2.5%	(31,498)								
Licenses, Permits, Fees & Other	5,658	0.4%	0.4%	3,575		-	807	230	-	1,046	-	
TOTAL FINANCIAL	18,628	1.3%	1.5%	8,487	-	6,208	807	1,480	600	1,046	-	-
CONTRACT SERVICES												
Landscaping	185,632	12.9%	14.7%		-			-	2,500	183,132		
Janitorial & Sanitation	59,479	4.1%	4.7%		27,704			4,815	-	26,960		
Security Monitoring	20,019	1.4%	1.6%	-	573			600	-	18,846		
Maintenance & Services	5,433	0.4%	0.4%		1,898			1,425	-	2,110		
Equipment & Professional Services	-	0.0%	0.0%	-	-			-	-	-		
Other Contracted Services	9,939	0.7%	0.8%	9,167	176			136	-	460		
TOTAL CONTRACT SERVICES	280,502	19.6%	22.2%	9,167	30,351	-	-	6,976	2,500	231,508	-	-
HUMAN RESOURCES												
Recruitment	460	0.0%	0.0%	460								
Training & Education	240	0.0%	0.0%	-	-		240	-		-	-	-
Payroll Processing	5,231	0.4%	0.4%	5,231								
Community & Employee Events	3,550	0.2%	0.3%	3,550							-	
Uniforms and Other	709	0.0%	0.1%	-	-		116	-		593	-	-
TOTAL HR	10,189	0.7%	0.8%	9,240	-	-	356	-	-	593	-	-
GENERAL & ADMIN												
Salaries & Payroll	284,178	19.8%	22.5%	179,405	-	-	47,598	22,039		-	10,892	24,245
Medical, Benefits & Taxes	55,853	3.9%	4.4%	38,566	-	-	7,575	2,292		-	2,640	4,780
401K Programs & Administration	7,860	0.5%	0.6%	4,197	231	-	394	454		1,822	449	313
Office Consumables	2,789	0.2%	0.2%	1,312	-	-	853	31		545	32	18
Postage, Printing & Copies	1,645	0.1%	0.1%	1,299	-		184	0		135	-	27
Office Equipment	850	0.1%	0.1%	404	-		-	-		-	-	446
Reimbursements	865	0.1%	0.1%	691	-		77	-		-	97	-
Dues & Subscriptions	2,194	0.2%	0.2%	654	-		526	-		-	-	1,013
Equipment Lease & Rentals	4,599	0.3%	0.4%	3,240	-		-	-		1,359	-	-
Voice, Cell & Data Services	10,974	0.8%	0.9%	5,406	-		3,978	299		811	200	280
IT Services	9,524	0.7%	0.8%	8,328	-		1,196	-		-	-	-
Signs	1,829	0.1%	0.1%	-	984		-	-		729	-	117
Other General & Administrative	(6,834)	-0.5%	-0.5%	(6,836)	-	-	2	-		-	-	-
TOTAL GENERAL & ADMIN	376,325	26.2%	29.7%	236,666	1,214	-	62,383	25,115	-	5,401	14,309	31,238
TOTAL OPERATING COSTS	1,265,649	88.2%	100.0%	312,003	107,165	126,623	66,466	52,235	8,118	523,381	14,309	55,349
GROSS SURPLUS (DEFICIT)	168,832	11.8%		916,169	(107,165)	(7,607)	(40,211)	(32,665)	4,522	(523,381)	14,399	(55,229)
Depreciation	127,349	8.9%	10.1%	127,349								
Interest Income / Interest Expense	5,613	0.4%	0.4%	5,613								
Taxes on Income	13,000	0.9%	1.0%	13,000								
OPERATING FUND SURPLUS / (DEFICIT)	34,096	2.4%		781,433	(107,165)	(7,607)	(40,211)	(32,665)	4,522	(523,381)	14,399	(55,229)
CUMULATIVE SURPLUS / (DEFICIT)					674,268	666,661	626,450	593,785	598,307	74,926	89,325	34,096

CHANGE IN EQUITY POSITION

Impact of OPERATING FUND	34,096
Impact of ENHANCEMENT FUND	118,300
Impact of RESERVE FUND	305,552
MONTHLY EQUITY CHANGE	
ANNUALIZED EQUITY CHANGE	457,948

ANTHEM COMMUNITY COUNCIL

51 - RESERVE FUND
2017 - FEBRUARY

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2 MONTH OF: FEBRUARY

	YTD RESULTS $$	January Actual 2017	February Actual 2017	March Actual 2017	April Actual 2017	May Actual 2017	June Actual 2017	July Actual 2017	August Actual 2017	September Actual 2017	October Actual 2017	November Actual 2017	December Pre-audit 2017
RESERVE FUND REVENUES													
Reserve - Contributions	340,000	170,000	170,000	-	-	-	-	-	-	-	-	-	-
Reserve - Interest	39,999	23,685	16,314	-	-	-	-	-	-	-	-	-	-
Reserve - Gain / Loss	7,656	(5,178)	12,834	-	-	-	-	-	-	-	-	-	-
Reserve - Disposal Gain/Loss	-	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL RESERVE INFLOWS	387,655	188,507	199,148	-	-	-	-	-	-	-	-	-	-
FUND EXPENSES													
RF - Concrete Repairs	-	-	-	-	-	-	-	-	-	-	-	-	-
RF - Fence Repair / Replace	3,454	-	3,454	-	-	-	-	-	-	-	-	-	-
RF - Common Area	-	-	-	-	-	-	-	-	-	-	-	-	-
RF - Roads & Sidewalks	1,041	1,041	-	-	-	-	-	-	-	-	-	-	-
RF - Asphalt & Seal Coat	-	-	-	-	-	-	-	-	-	-	-	-	-
RF - Wall & BlockWall	5,919	5,850	68	-	-	-	-	-	-	-	-	-	-
RF - Security	-	-	-	-	-	-	-	-	-	-	-	-	-
RF - Landscape	-	-	-	-	-	-	-	-	-	-	-	-	-
RF - Debris Cleanup	-	-	-	-	-	-	-	-	-	-	-	-	-
RF - Roof Repair / Replace	-	-	-	-	-	-	-	-	-	-	-	-	-
RF - Sand Replenishment	-	-	-	-	-	-	-	-	-	-	-	-	-
RF - Technology	1,817	-	1,817	-	-	-	-	-	-	-	-	-	-
RF - General	13,956	-	13,956	-	-	-	-	-	-	-	-	-	-
RF - Outside Painting	-	-	-	-	-	-	-	-	-	-	-	-	-
RF - Paint - Walls	343	112	231	-	-	-	-	-	-	-	-	-	-
RF - Paint - View Fence	29,635	-	29,635	-	-	-	-	-	-	-	-	-	-
RF - Paint - Interiors	-	-	-	-	-	-	-	-	-	-	-	-	-
RF - Paint - Rails & Metal	-	-	-	-	-	-	-	-	-	-	-	-	-
RF - Paint - Building Exteriors	-	-	-	-	-	-	-	-	-	-	-	-	-
RF - Water - Lake Pumps	-	-	-	-	-	-	-	-	-	-	-	-	-
RF - Water - Water Features	-	-	-	-	-	-	-	-	-	-	-	-	-
RF - Play Structures	-	-	-	-	-	-	-	-	-	-	-	-	-
RF - Shade Structures	9,000	4,500	4,500	-	-	-	-	-	-	-	-	-	-
RF - Outdoor Furniture	-	-	-	-	-	-	-	-	-	-	-	-	-
RF - Ramada	-	-	-	-	-	-	-	-	-	-	-	-	-
RF - Splash Pad	-	-	-	-	-	-	-	-	-	-	-	-	-
RF - Park Equipment	-	-	-	-	-	-	-	-	-	-	-	-	-
RF - Tot Lot Turf	-	-	-	-	-	-	-	-	-	-	-	-	-
RF - Irrigation Controllers	-	-	-	-	-	-	-	-	-	-	-	-	-
RF - Granite	-	-	-	-	-	-	-	-	-	-	-	-	-
RF - Signs	-	-	-	-	-	-	-	-	-	-	-	-	-
RF - CC - Equipment	-	-	-	-	-	-	-	-	-	-	-	-	-
RF - CC - Furniture	-	-	-	-	-	-	-	-	-	-	-	-	-
RF - CC - FitnessEquip	-	-	-	-	-	-	-	-	-	-	-	-	-
RF - CC - Sports Courts Maint	-	-	-	-	-	-	-	-	-	-	-	-	-
RF - CC - Tennis Courts	-	-	-	-	-	-	-	-	-	-	-	-	-
RF - CC - Flooring	-	-	-	-	-	-	-	-	-	-	-	-	-
RF - CC - HVAC & Maint	-	-	-	-	-	-	-	-	-	-	-	-	-
RF - CC - Condensers	-	-	-	-	-	-	-	-	-	-	-	-	-
RF - CC - Vehicles	-	-	-	-	-	-	-	-	-	-	-	-	-
RF - CC - Waterpark Maint	2,097	-	2,097	-	-	-	-	-	-	-	-	-	-
RF - Pool - Maintenance	-	-	-	-	-	-	-	-	-	-	-	-	-
RF - Pool - Deck Repairs	-	-	-	-	-	-	-	-	-	-	-	-	-
RF - Pool - Replaster/Retile	-	-	-	-	-	-	-	-	-	-	-	-	-
RF - Pool - Equipment	-	-	-	-	-	-	-	-	-	-	-	-	-
RF - Pool - Furniture & Access	-	-	-	-	-	-	-	-	-	-	-	-	-
RF - Pool - General Repairs	-	-	-	-	-	-	-	-	-	-	-	-	-
RF - Pool - Heaters	-	-	-	-	-	-	-	-	-	-	-	-	-
RF - Pool - Pump	-	-	-	-	-	-	-	-	-	-	-	-	-
RF - Civic - General	890	-	890	-	-	-	-	-	-	-	-	-	-
RF - Civic - Kitchen	-	-	-	-	-	-	-	-	-	-	-	-	-
RF - Civic - Computers	4,392	-	4,392	-	-	-	-	-	-	-	-	-	-
RF - Civic - AV Equip	-	-	-	-	-	-	-	-	-	-	-	-	-
RF - Civic - Flooring	-	-	-	-	-	-	-	-	-	-	-	-	-
RF - Civic - HVAC & Maint	-	-	-	-	-	-	-	-	-	-	-	-	-
RF - Civic - Condensers	-	-	-	-	-	-	-	-	-	-	-	-	-
RF - P&F - Vehicles	(21)	(21)	-	-	-	-	-	-	-	-	-	-	-
RF - P&F - Equipment	-	-	-	-	-	-	-	-	-	-	-	-	-
RF - P&F - Scoreboards	-	-	-	-	-	-	-	-	-	-	-	-	-
RF - P&F - HVAC & Maint	-	-	-	-	-	-	-	-	-	-	-	-	-
Reserve - Bank Charges	9,580	4,015	5,565	-	-	-	-	-	-	-	-	-	-
TOTAL RESERVE OUTFLOWS	82,103	15,497	66,606	-	-	-	-	-	-	-	-	-	-
SURPLUS INFLOWS	305,552	173,010	132,542	-	-	-	-	-	-	-	-	-	-
ACTUAL FUND BALANCE	-	14,285,314	14,417,856										
PROJECTED FUND BALANCE		14,285,314	14,417,856	14,446,692	14,475,585	14,330,829	14,187,521	14,045,646	13,905,189	13,946,905	13,988,746	14,030,712	14,072,804

ANTHEM COMMUNITY COUNCIL

61 - ENHANCEMENT FUND
2017 - FEBRUARY

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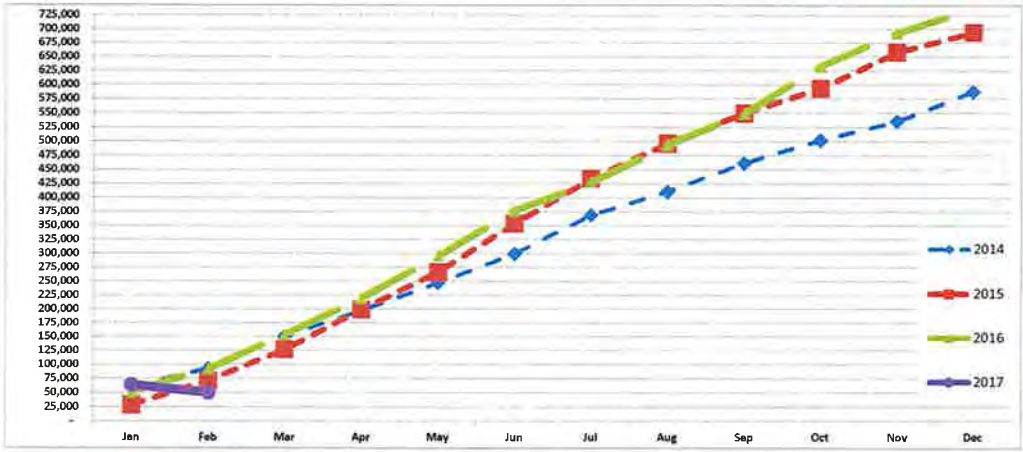
2 MONTH OF: FEBRUARY

	YTD RESULTS	January	February	March	April	May	June	July	August	September	October	November	December
	$$	Actual 2017	Actual 2017	Actual 2017	Actual 2017	Actual 2017	Actual 2017	Actual 2017	Actual 2017	Actual 2017	Actual 2017	Actual 2017	Pre-audit 2017
ENHANCEMENT FUND REVENUES													
Enhancement - Earnings	114,670	64,130	50,540	-	-	-	-	-	-	-	-	-	-
Enhancement - Interest	3,876	2,248	1,629	-	-	-	-	-	-	-	-	-	-
Enhancement - Gain or Loss	924	(194)	1,118	-	-	-	-	-	-	-	-	-	-
TOTAL ENCHANCEMENT INFLOWS	119,470	66,184	53,287	-	-	-	-	-	-	-	-	-	-
FUND EXPENSES													
EF - OWP	-	-	-	-	-	-	-	-	-	-	-	-	-
EF - General Expenses	-	-	-	-	-	-	-	-	-	-	-	-	-
EF - Bank Charges	1,170	502	668	-	-	-	-	-	-	-	-	-	-
Enhancement -	-	-	-	-	-	-	-	-	-	-	-	-	-
Enhancement -	-	-	-	-	-	-	-	-	-	-	-	-	-
Enhancement -	-	-	-	-	-	-	-	-	-	-	-	-	-
Enhancement -	-	-	-	-	-	-	-	-	-	-	-	-	-
Enhancement -	-	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL OUTFLOWS	1,170	502	668	-	-	-	-	-	-	-	-	-	-
SURPLUS INFLOWS	118,300	65,681	52,619	-	-	-	-	-	-	-	-	-	-
ACTUAL FUND BALANCE	(118,300)	1,134,293	1,186,911										
PROJECTED FUND BALANCE		1,134,293	1,186,911	1,231,911	1,276,911	1,321,911	1,366,911	1,406,911	1,446,911	1,486,911	1,526,911	1,546,911	1,571,911

	Monthly Enhancement Fund - Revenues Received					Increase
	2017	2016	2015	2014	2013	2017
January	64,130	51,073	28,727	59,013	89,579	13,057
February	50,540	40,913	42,027	34,161	30,650	9,627
March		61,836	56,336	57,772	30,413	
April		65,899	72,221	46,544	107,162	
May		75,659	67,000	50,276	82,644	
June		81,467	87,751	52,016	82,249	
July		50,763	79,938	69,927	69,722	
August		66,175	62,578	41,631	83,425	
September		55,482	53,416	50,568	46,493	
October		83,336	43,492	40,402	49,882	
November		60,522	64,508	33,595	35,402	
December		45,478	36,157	52,034	34,788	
TOTAL	114,670	738,603	694,151	587,939	742,409	22,684

	Monthly Resale & Disclosures - Properties Sold / Closed				
2017	Club	Parkside	Village	ACC
75	21	51	1	2
62	11	44	4	3
-				
-				
-				
-				
-				
-				
-				
-				
-				
-				
137	32	95	5	5

Average Per Property Enhancement Fee Generated Y T D >>>>	$ 1,077	$ 697	$ 404	$ 2,400
Y T D Gross Resale Fees Distributed to the Anthem HOAs >>>>	$ 2,400	$ 7,125	$ 375	



COMPARATIVE ENHANCEMENT FUNDS GENERATED - YEARLY ACTIVITY

ANTHEM COMMUNITY COUNCIL

COMMUNITY CENTER PROGRAMS ANALYSIS

2017 Activity (Month & YTD) and Comparison to Budget and Prior Year

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Printed: 3/10/2017
MONTH OF: FEBRUARY

	This Month	YTD This Year	YTD Budget	PYTD 2016	This Month	YTD This Year	YTD Budget	PYTD 2016	This Month	YTD This Year	YTD Budget	PYTD 2016
	TENNIS				YOUTH LEAGUE				ADULT LEAGUE			
REVENUES	6,645	13,965	14,193	12,709	830	19,195	25,410	23,885	4,163	9,870	12,675	10,890
Salaries & Wages	-	-	-	-	6,289	8,318	9,073	7,917	1,245	2,539	4,831	3,961
Payroll Taxes & Benefits	-	-	-	-	758	1,106	3,353	1,696	171	349	173	728
Direct Program Costs	4,660	7,442	11,753	8,624	5,241	5,241	312	5,107	2,055	2,055	4,615	2,480
Other Program Costs												
Total Program Costs	4,660	7,442	11,753	8,624	12,288	14,665	12,738	14,720	3,471	4,943	9,619	7,169
SURPLUS (DEFICIT) on PROGRAM	1,985	6,523	2,440	4,085	(11,458)	4,530	12,672	9,165	692	4,926	3,056	3,721
	YOUTH CAMPS				ADVENTURE CLUB				CARE PROGRAMS			
REVENUES	-	3,943	1,865	(2,500)	1,732	3,329	3,980	2,972				7,248
Salaries & Wages	3,262	6,924	5,401	2,712	1,642	4,298	5,010	4,815				5,759
Payroll Taxes & Benefits	380	799	746	272	158	413	0	444				553
Direct Program Costs	1	21	320	75	-	-	-	-				506
Other Program Costs												
Total Program Costs	3,643	7,744	6,467	3,059	1,799	4,712	5,010	5,259	-	-	-	6,817
SURPLUS (DEFICIT) on PROGRAM	(3,643)	(3,801)	(4,602)	(5,559)	(68)	(1,383)	(1,030)	(2,287)	-	-	-	431
	CHILDREN'S PROGRAMS				FITNESS / WELLNESS				DANCE / GYMNASTICS			
REVENUES	1,245	2,441	3,477	4,375	8,244	15,517	21,217	21,292	-	224	-	-
Salaries & Wages	959	2,565	1,074	3,343	2,301	5,001	5,764	3,026	-	-	-	-
Payroll Taxes & Benefits	234	580	430	520	254	548	319	319	-	-	-	-
Direct Program Costs	319	319	982	1,192	5,701	12,153	18,419	17,052	-	-	-	-
Other Program Costs												
Total Program Costs	1,512	3,464	2,487	5,055	8,256	17,702	24,501	20,397	-	-	-	-
SURPLUS (DEFICIT) on PROGRAM	(267)	(1,023)	991	(680)	(13)	(2,186)	(3,284)	895	-	224	-	-
	SWIM TEAM								AQUATICS & LESSONS			
REVENUES	11,005	31,493	33,173	35,152					3,355	4,220	2,325	4,490
Salaries & Wages	3,802	7,853	15,230	16,080					8,196	13,771	5,993	3,462
Payroll Taxes & Benefits	1,127	2,272	1,118	2,793					2,556	4,897	3,009	3,536
Direct Program Costs	5,542	13,926	10,233	12,220					5,850	14,510	10,901	10,779
Other Program Costs												
Total Program Costs	10,471	24,051	26,581	31,093	-	-	-	-	16,602	33,178	19,903	17,777
SURPLUS (DEFICIT) on PROGRAM	534	7,442	6,592	4,059	-	-	-	-	(13,247)	(28,958)	(17,578)	(13,287)
	ROCK WALL				TEEN PROGRAMS				SPECIALITY & OTHER			
REVENUES	478	915	1,450	1,013	-	-	-	-	-	-	-	-
Salaries & Wages	171	343	1,596	1,451	-	-	-	-				
Payroll Taxes & Benefits	-	-	126	132	-	-	-	-				
Direct Program Costs	-	-	-	-	-	-	-	-				
Other Program Costs												
Total Program Costs	171	343	1,721	1,582	-	-	-	-	-	-	-	-
SURPLUS (DEFICIT) on PROGRAM	307	573	(271)	(570)	-	-	-	-	-	-	-	-

	TOTAL ALL PROGRAMS			
REVENUES	37,695	105,110	119,766	121,526
Salaries & Wages	27,866	51,613	53,973	52,526
Payroll Taxes & Benefits	5,638	10,964	9,274	10,992
Direct Program Costs	29,369	55,667	57,536	58,035
Other Program Costs	-	-	-	-
Total Program Costs	62,873	118,244	120,782	121,553
SURPLUS (DEFICIT) on PROGRAM	(25,178)	(13,134)	(1,017)	(27)

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Committee Reports

Fiscal and Resource Management
March 15, 2017
Civic Building Vision Room
1:00 pm

MEETING MINUTES

Members Present:	Members Absent:	Others Present:
Richard Yennerell (Chair)	None	Bob McKenzie, ACC Board Treasurer
Glenn Klinksiek		Doug Greenstein, CFO
Brian Fahey		Neal Shearer, COO
Bob Hebert		Dawn Dworak, Management Analyst
Mark Senn		Brad Enos, CPA – Audit Partner
Lynne Kirkman		

CALL TO ORDER
The meeting was called to order at 1:00pm. A quorum was achieved**.**

ADOPT AGENDA
Agenda was adopted.

APPROVE MEETING MINUTES

A. Meeting Minutes from January were previously approved by Email.

NEW BUSINESS

A. Discussion on February Financial Statements

Chairperson Yennerell led a general discussion on 2017 YTD financial results. There were no major concerns raised by FaRM members with the financial package. Chairperson Yennerell led a discussion on boosting internal efforts to find additional banks to do laddered CD investments and moving funds out of banks which are not paying current market rates. Member Kirkman advised that she would initiate a discussion with a number of local banks she was familiar with to investigate investment options and opportunities. CFO Greenstein advised that Ms. Blanche Munnelly, an ACC staff accountant, does a banking review periodically to determine if additional "internet" banks are available, and advised that most higher-rate CD opportunities were limited to consumers, not businesses. However, Ms. Kirkman's involvement was welcomed, and Lynne will report back to both the FaRM team and staff as to potential additional local bank investment opportunities.

B. Master Plan Project Involvement

In prior months, members of FaRM commented on how they could assist the ACC and Master Plan Committee on future master plan projects. The discussion centered on providing financial insight and cash flow analysis for selected project(s) and the importance of identifying recurring operating costs for whatever project(s) get approved, and how those recurring costs would be funded and their potential impact on future assessment levels. Neal Shearer, ACC COO and Dawn Dworak, ACC Management Analyst led a discussion wherein Mr. Shearer provided detailed background to FaRM on the Master Plan historic and current process, their estimated timetable in 2017 to bring projects to the Board, the challenges and obstacles in moving the projects forward, and other matters. Mr. Shearer stressed the importance of gaining FaRM input and guidance on both the capital cost components of potential projects as well as the ongoing annual operating costs involved with approved master planned projects. Mr. Shearer indicated that the Planning Committee is scheduling potential joint meetings on 03/28 and 04/11 which

are intended to joint meetings with FaRM, and that his team was working to provide initial cost estimates for those meetings in advance of a May presentation to the Board. Mr. Shearer also responded to Member Klinksiek's queries

on the renovations to the Community Center, and how that project factored into proposed Master Plan Projects. Mr. Shearer indicated that the renovation project was independent of the Master Plan Projects and that it was his anticipation that the Board would look carefully at all potential projects prior to making funding decisions. Mr. Shearer stressed that the FaRM Committee was a vital element in assessing how the proposed projects could possibly impact future assessment rates and that such a financial review was viewed by the Board as a key factor in potential Board approvals. At least four members of FaRM advised that their schedules allowed for participation in the joint meetings of 03/28 and 04/11.

C. 2016 Audit Discussion

Brad Enos, CPA, who is the Partner-in-Charge of the ACC Audit, and also is the Partner on the CountryClub, Parkside and Village at Anthem audit, was invited to discuss how his firm approaches the audit, their testing procedures, their evaluation of internal controls, and other aspects of how the audit is performed. Mr. Enos spoke at length on these issues, and stressed that the ACC had strong internal controls and that their historic audits had minimal recommended adjustments. Member Klinksiek raised questions as to the value of an independent review of internal controls on some periodic basis, and Treasurer McKenzie suggested that perhaps the ACC may be willing to consider creating an "Audit Committee" which would be a subset of FaRM plus a Board member, who would do an independent annual review of selected areas of the ACC's financial controls. Chairperson Yennerell and Member Klinksiek also raised the possibility of engaging the auditors on a separate internal control project on some periodic basis to further confirm the adequacy of current internal controls. Mr. Enos advised that their firm does perform internal control testing within the audit scope, and their experience to-date was that the ACC had exceptionally strong controls over all aspects of the finance and accounting functions, particularly given the size of the organization and the limited staffing. Treasurer McKenzie advised that he would entertain opening that discussion with the ACC Board in the near future to gauge their interest in pursuing auxiliary independent reviews.

D. Cell Tower Leases

Chairperson Yennerell asked Member Senn about the Cell Tower Leases, and Mr. Senn advised that while his initial review raised questions as to the fairness of the current revenue stream, he asked staff to provide additional background on the history of the leases and why there was such strong interest from third parties in monetizing the current leases. CFO Greenstein provided some initial background information. It was Member Senn's opinion that the leases should be more carefully reviewed to see if there were opportunities to renegotiate the financial terms. Member Senn additionally commented that cell coverage in the Anthem area was spotty and that concurrent to discussions on financial terms, that it would be in the Community's best interests to also initiate discussions with carriers to improve overall coverage. Member Senn's opinion was that fewer better placed towers could potentially provide better service then additional towers in bad locations such as the locations we have now. CFO Greenstein advised that he would initiate a discussion with COO Shearer and CEO Kohl on that subject and advise FaRM accordingly.

E. Focusing on Providing Value to the Community

Member Senn introduced a discussion wherein he raised concerns that FaRM Committee should be able to provide additional value to the ACC Board and the Community at Large by exploring new areas where services could be introduced that would make Anthem a stronger value proposition to potential future home buyers. He raised concerns that with the future anticipated construction in Tramonto, Deer Valley and Norterra, that future buyers would have a wider choice of living opportunities and that Anthem should explore any and all areas which could continue to keep Anthem as a highly attractive and desirable living destination. He offered two ideas for potential exploration: (a) negotiating with a provider such as COX Communications to offer basic cable, internet and wi-fi services as a standard community benefit, which he indicated was available in other HOAs he was familiar with and provided significant savings to HOA members as opposed to individual family purchases of such services. He indicated that in other communities that offered it, that individual families could opt for additional services over the base level, but that by negotiating a community wide agreement with a provider, and building that reduced fee into the standard community assessment, that it would bring down the overall cost of those services to each individual family; (b) Additionally, Member Senn brought up another issue related to ACC assessment and indicated that since,

in his opinion, the ACC assessment purely goes to municipal services, it is very much akin to municipal tax and/or property tax. Perhaps it would be prudent to investigate whether there is potential to petition legislative bodies to introduce legislation that makes municipal services assessments akin to the types of payments that now qualify as tax

deductible. Member Senn's reasoning also included that in the ACC, the assessments cover the maintenance and upkeep of what Member Senn believes are municipal services , which, in non-HOA communities, is covered by the municipality and qualifies for favorable tax treatment.

OLD BUSINESS

F. Review of RFP and Procurement Process

Member Senn reminded the FaRM members that at a prior meeting, there had been discussion as to petitioning the ACC Board to allow FaRM to review the process of obtaining competitive bids for various high-dollar contracts and to review how the ACC approaches those contracts. Chairperson Yennerell requested that CFO Greenstein hold a conversation with CEO Kohl and COO Shearer to invite them to a future FaRM meeting so that FaRM could hold a preliminary discussion on this topic and offer their services and experience. FaRM pointed to the success of Member Klinksiek's role in the Insurance RFP as an example of the value of their involvement. CFO Greenstein advised that he would attempt to see if the CEO and COO could attend the May FaRM meeting to introduce that discussion.

G. Review of Fair Compensation Levels

Chairperson Yennerell additionally referenced that at a prior meeting, that FaRM was concerned that the ACC was providing adequate compensation to employed staff so that appropriate levels of talent could be attracted to, and retained by the ACC. He clarified that the intent and interest in this area was not to opine on current individual staff salaries or even to know that information – but that the intent was to evaluate whether a generic position(s) had pay ranges that made sense in terms of attracting and retained appropriate talent. CFO Greenstein advised that such a project was undertaken in the recent past by CEO Kohl, COO Shearer, CFO Greenstein and HR Manager Richardson, and that such an analysis was in place and had been shared with the ACC Board. Chairperson Yennerell suggested that if CEO Kohl and COO Shearer could be available at the next FaRM meeting to discuss the RFP and Procurement issues, that perhaps the issue of pay ranges and talent acquisition could also be discussed.

EXECUTIVE SESSION

- There was no executive session.

ADJOURNMENT

- There being no further business to discuss, the meeting adjourned at 2:45 pm

Respectfully Submitted,
Douglas Greenstein

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Community Planning & Development Committee
February 16, 2017
Civic Building
Community Room
4:00 p.m.

MEETING MINUTES

Members Present:	**Members Absent:**	**Staff Present:**
Ed Varney		Neal Shearer, COO
Mike Spinelli		Dawn Dworak
Max Sommacampagna		
Jim Cronk		
Nate Storjohann		

1. **CALL TO ORDER**
   4:05 p.m.

2. **INTRODUCTORY COMMENTS –** Neal Shearer introduced Dawn Dworak as the new Management Analyst for ACC. Ms. Dworak provided a brief overview of her previous work experience in the construction industry. Mr. Shearer stated that Ms. Dworak would be the point person handling cost estimates and key research for master plan project proposals and assisting with CPDC meetings.

3. **OLD BUSINESS**: Mr. Shearer invited committee members to share comments or concerns regarding the master plan project presentations that took place on 2/7/2017. Items mentioned were as follows:

   a. Missing "Wish List" components—proposals left out "nice to have" elements in an attempt to reduce costs. Mr. Shearer noted that was OK as the proposals represented a starting point and staff could factor missing design features, such as shade and benches, into future cost estimates.
   b. There is potential to maximize cost savings by efficiently scheduling projects to save design and subcontractor mobilizations costs, etc.
   c. There is a need to research the feasibility of using artificial "K9 grass" as surfacing for a dog park and compare costs of K9 grass with installing and maintaining natural grass.
   d. Committee members would like to see information/statistics regarding demographics and sports trends.

4. **NEW BUSINESS**

   a. Staff will spend the next several weeks conducting research, refining project scopes and working on preliminary capital and operating cost estimates for proposed projects.
   b. Anthem Community Center remodel concept plans were presented and reviewed. Approximate cost of the project is $700,000, if constructed without phasing. However, $160,000 could be utilized from asset replacement funding including in the Reserve Fund schedule, thus reducing the Enhancement Fund cost impact to approximately $540,000. Staff noted that this project will be presented to the Board on February 22, 2017 for their direction as to next steps.

5. **COMMITTEE DISCUSSION/NEXT MEETING DATE**—Meetings previously scheduled for Feb. 23rd and March 9th were cancelled to allow time for research and cost estimating. The next meeting will be March 28th at 4 p.m. The regular quarterly CPDC meeting is scheduled for April 11, 2017.

6. ADJOURNMENT – 5:40 p.m.

Respectfully Submitted,
Dawn Dworak
Neal Shearer

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Memorandum

To: President and Board of Directors

From: Neal Shearer, Community Operations Officer

C: Jenna Kohl, Community Executive Officer

Date: March 16, 2017

Re: Anthem Equestrian Trailhead Transfer and Related Improvements

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Purpose

The purpose of this item is to report on the proposed transfer of the ACC owned Anthem Equestrian Trailhead to the Daisy Mountain Fire District (DMFD) to facilitate the total renovation of the Desert Hills Fire Station and related improvements to the Trailhead; and to seek additional Board direction, as needed.

Background

DMFD has submitted plans to Maricopa County for a complete rebuild of Fire Station 145 on W. Desert Hills Drive, south of Anthem. In order to accommodate parking requirements for a large community room to be included in the new fire station, DMFD approached the ACC about the need to add parking spaces and related improvements to the ACC's equestrian trailhead property located immediately north of the fire station (see attached aerial map).

The equestrian trailhead was deeded to the ACC by Pulte several years ago for exclusive use as an equestrian trailhead, unless otherwise authorized by Pulte. Given the existing deed restrictions, the Trailhead does not have monetary real estate value to the ACC—it is simply maintained by the ACC for public use.

As part of their plans to expand the trailhead parking lot, DMFD would make the following improvements to the trailhead at their expense: 1) in the course of adding new parking spaces on the south side of the trailhead lot, the entire parking lot would be graded, re-compacted and resurfaced with stabilized DG to match the existing surface; 2) new reflective markers would be added or replaced as needed to separate the parking spaces; 3) a new water line to the existing horse trough would be installed to replace a broken water

line (water to be provided by DMFD); 4) stacked rock barriers would be added at the edge of the parking lot; 5) a new heavy duty shared driveway would be built to accommodate fire station and equestrian trailhead access; 6) a new 4' DG equestrian trail path would be added east of the driveway to allow trailhead access to and from the planned equestrian pathway south of the fire station; and 7) a new pedestrian sidewalk with lights would be added to connect the trailhead parking lot to the fire station community room.

Preliminary discussions indicated that these improvements would be beneficial to the ACC, DMFD and Trailhead users. There was also mutual interest to explore transferring the Trailhead parcel to DMFD to facilitate improvements to the Trailhead and Fire Station 145, an option that was determined to be legally feasible. The land transfer option would also remove the ACC from maintenance responsibility for the Trailhead and place this responsibility with DMFD which has a much closer vantage point to monitor the use, condition and security of the Trailhead.

Current Status

Legal counsel from the ACC, DMFD and Pulte are working on a draft Special Warranty Deed to convey Tract A of the Anthem Equestrian Trailhead to DMFD, subject to deed provisions that at a minimum:

- Protect the permanent public use of the Trailhead;
- Protect access to the Maricopa Trail System for hiking, mountain biking, equestrian and other related non-motorized uses;
- Protect the ACC's right to use the Trailhead and approve any improvements to it;
- Retain the Anthem Equestrian Trailhead name;
- Allow the expanded Trailhead parking lot to be used by visitors to Fire Station 145;
- Require DMFD to maintain the site in a safe and good condition and repair;
- Prohibit the installation of cellular equipment and other improvements not compatible with Trailhead access and use.

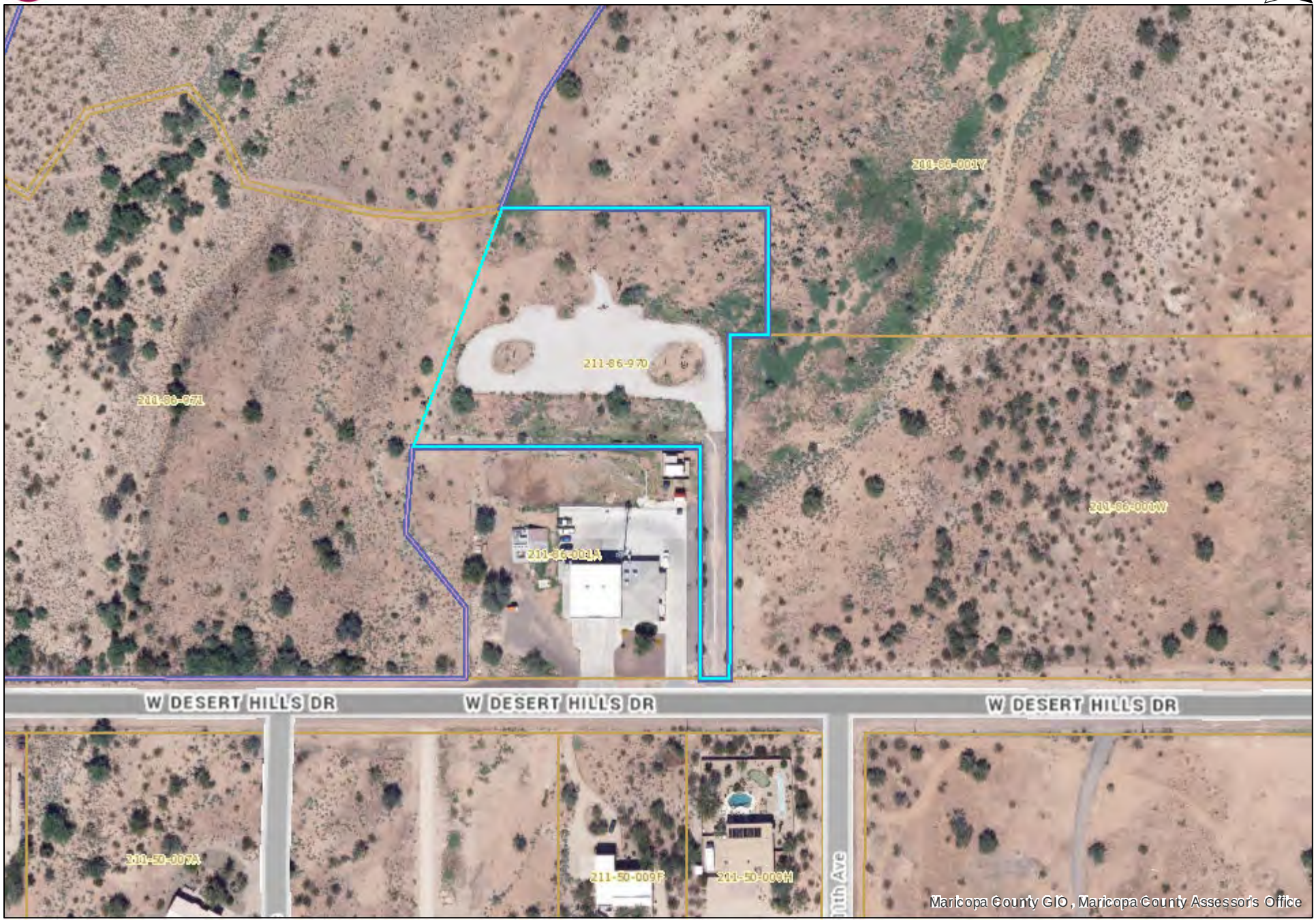
Next Steps

Barring unforeseen delays in the legal review process, staff anticipates having the Special Warranty Deed ready for the ACC Board to consider and approve at the Board meeting on April 26, 2017. The Deed also needs to be formally acknowledged and accepted by DMFD. This timeframe allows additional time for public notification, review and comment.

DMFD's improvements on the Trailhead parcel are planned to begin in June 2017. During the construction of these improvements, access to the trailhead for public use would be accommodated with proper safety precautions.

Attachments:
1. Aerial map of the ACC equestrian trailhead and DMFD station 145
2. Proposed plans showing improvements to the equestrian trailhead and related areas

Map



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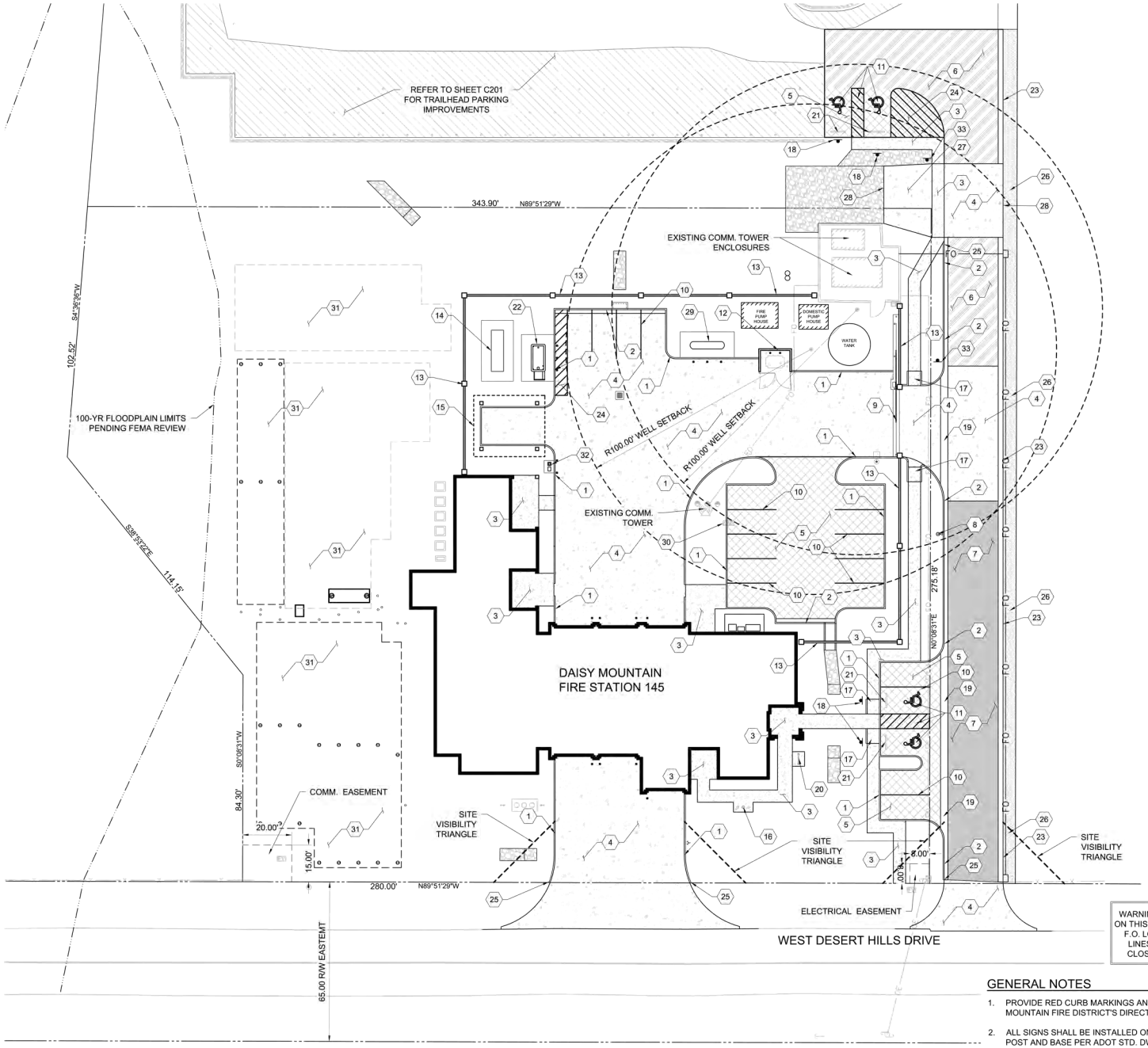

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SCALE IN FEET

SITE PLAN KEYNOTES

1. TYPE 'A' CONCRETE VERTICAL CURB PER MAG STD DTL 222.
2. TYPE 'A' CONCRETE VERTICAL CURB AND GUTTER PER MAG STD DTL 220-1.
3. 4" CONCRETE SIDEWALK PER MAG STD DTL 230. REFER TO ARCHITECTURAL PLANS FOR FINISH AND JOINTING. SIDEWALK ADJACENT TO CURB CAN BE POURED MONOLITHICALLY
4. HEAVY DUTY CONCRETE PAVEMENT SECTION. 7" PCC OVER 4" ABC PER DETAIL 1 ON SHEET C600. REFERENCE SHEET C201 FOR PCC JOINTING PLAN.
5. LIGHT DUTY ASPHALT CONCRETE PAVEMENT SECTION. 2" AC OVER 6" ABC PER DETAIL 1 ON SHEET C600.
6. STANDARD DUTY DRIVE ASPHALT CONCRETE PAVEMENT SECTION. 3" AC OVER 8" ABC PER DETAIL 1 ON SHEET C600.
7. HEAVY DUTY DRIVE ASPHALT CONCRETE PAVEMENT SECTION. 4" AC OVER 6" ABC PER DETAIL 1 ON SHEET C600.
8. GATE ACCESS PEDESTAL. REFER TO ARCHITECTURAL AND ELECTRICAL PLANS.
9. MOTORIZED GATE. REFER TO ARCHITECTURAL AND ELECTRICAL PLANS.
10. 4" WIDE WHITE PAINTED PARKING STRIPE (TWO COATS).
11. ACCESSIBLE PARKING SPACE AND AISLE PER DETAIL 4 ON SHEET C600.
12. TRASH ENCLOSURE. REFER TO ARCHITECTURAL PLANS.
13. SITE WALL / SCREEN WALL. REFER TO ARCHITECTURAL PLANS.
14. EMERGENCY GENSET. REFER TO ELECTRICAL PLANS.
15. COVERED PARKING AREA. REFER TO ARCHITECTURAL PLANS
16. FLAGPOLE LOCATION. REFER TO ARCHITECTURAL PLANS.
17. ACCESSIBLE RAMP TYPE 1 PER DETAIL 2 ON SHEET C600.
18. ACCESSIBLE PARKING SPACE SIGN PER DETAIL 3 ON SHEET C600.
19. VALLEY GUTTER PER MAG STD DTL 240 MODIFIED TO 3' WIDE.
20. BICYCLE RACK SEE ARCHITECTURAL PLANS.
21. PRECAST SAFETY CURB, TYPE "B-3", PER MAG STD DTL. 150.
22. FUEL TANK. SEE ARCHITECTURAL PLANS.
23. 2' RIBBON CURB PER MAG STD DTL 220-1 MODIFIED TO 12" DEPTH.
24. 4" PAINTED WHITE HATCH, 3.00' O.C. 45°.
25. TYPE A CURB TERMINATION PER MAG STD DTL 222.
26. DECOMPOSED GRANITE EQUESTRIAN TRAIL PATH. 4" DG OVER 4" ABC.
27. CONCRETE PAVED CHANNEL TRANSITION AREA - TRANSITION FROM SECTION A-A TO B-B ON SHEET C603.
28. CONSTRUCT CUT-OFF WALL AT EDGE OF CONCRETE PAVING PER DETAIL 22 ON SHEET C602.
29. PROPANE TANK LOCATION. REFER TO MEP PLANS.
30. RELOCATION OF EXISTING COMMUNICATION CABINET BY OTHERS. LOCATION OF NEW CABINET SHALL BE COORDINATED WITH OWNER.
31. AVOID HEAVY CONSTRUCTION TRAFFIC LOADS IN THE SEPTIC LEACHFIELD AND RESERVE AREAS.
32. REMOTE FUELING STATION.
33. INSTALL CUSTOM "DO NO CROSS WHEN FLOODED" SIGN. 24"X24"

WARNING!!!! THERE ARE BURIED FIBER OPTIC LINES ON THIS SITE. THE PLANS ONLY SHOW APPROXIMATE F.O. LOCATIONS AND MAY NOT INCLUDE ALL F.O. LINES. THE CONTRACTOR SHALL COORDINATE CLOSELY WITH AFFECTED UTILITY PROVIDERS.

ARIZONA BLUE STAKE
CALL TWO WORKING DAYS BEFORE YOU DIG
Dial 811 or
602-263-1100
1-800-STAKE-IT
(OUTSIDE MARICOPA COUNTY)

GENERAL NOTES

1. PROVIDE RED CURB MARKINGS AND FIRE LANE SIGNS PER DAISY MOUNTAIN FIRE DISTRICT'S DIRECTION.
2. ALL SIGNS SHALL BE INSTALLED ON BREAKAWAY TYPE SINGLE SIGN POST AND BASE PER ADOT STD. DWG. S-2. SIGNS SHALL BE INSTALLED PER ADOT STD. DWG. S-3.

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Seal

Registered Professional Engineer
47102
WILLIAM E. GASQUE
Date Signed 12/ 16 /2016
ARIZONA, U.S.A.
Expires 12/31/2019

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Rev	Date	By	Description

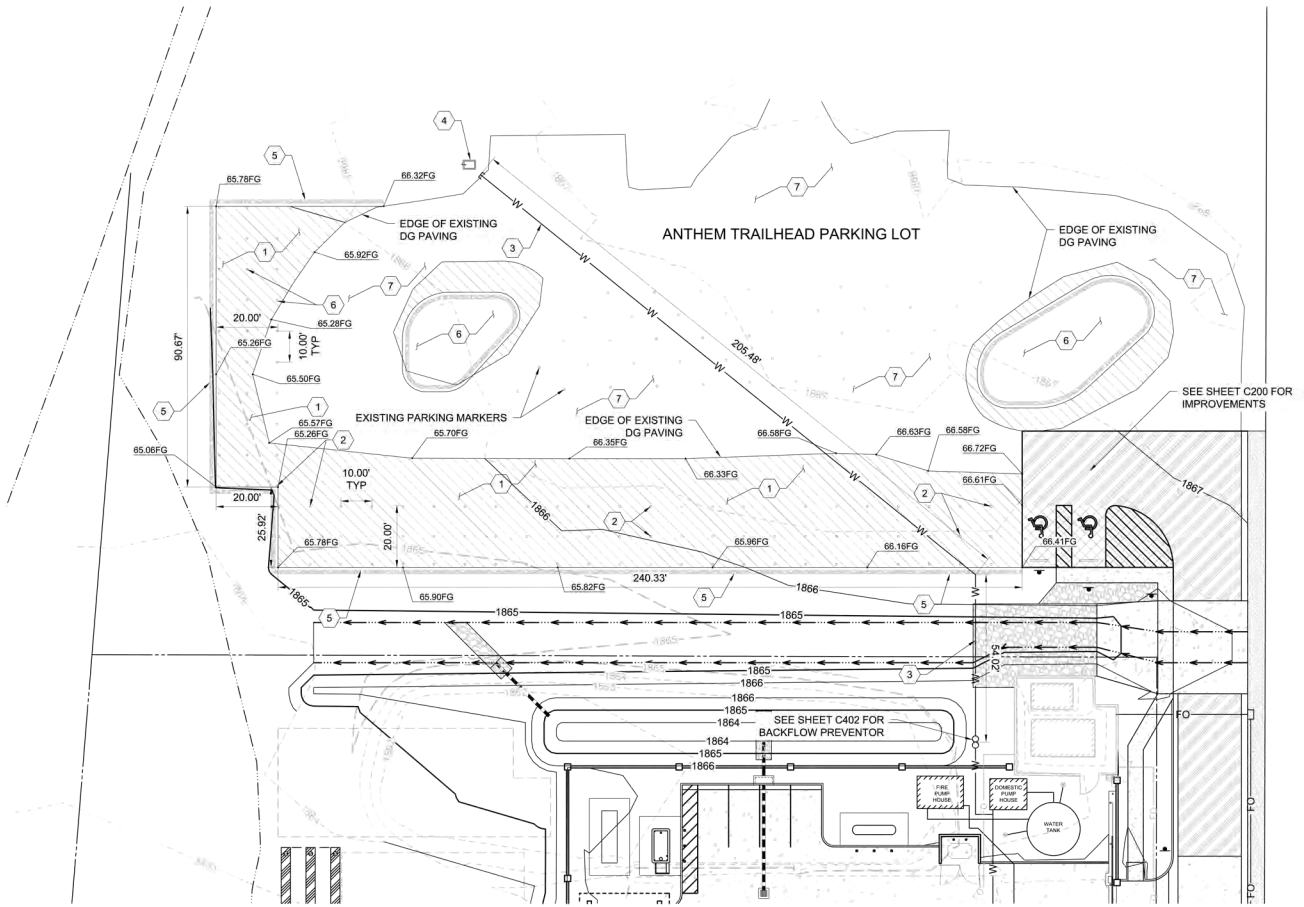
DAISY MOUNTAIN
FIRE STATION NO. 145
1120 W. DESERT HILLS DRIVE
DESERT HILLS, AZ 85086

Drawn/Checked By
ERO/WEG

Date
12/16/2016

Project Number
3122.41115.01

Sheet Number
CONSTRUCTION DOCUMENTS
SITE PLAN
C200



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SCALE IN FEET

SITE PLAN KEYNOTES

1. 4" STABILIZED DECOMPOSED GRANITE OVER 4" ABC PAVEMENT SECTION PER DETAIL 1 ON SHEET C600.
2. PARKING SPACE MARKER PER DETAIL 19 ON SHEET C602.
3. INSTALL NEW 3/4" TYPE 'K' COPPER LINE . CAP LINE AT LOCATION SHOWN FOR FUTURE TIE IN BY OTHERS. LENGTH IS 259.50 LF DOWNSTREAM OF BACKFLOW PREVENTER. SEE SHEET C402 FOR BACKFLOW PREVENTER AND PIPING UPSTREAM. PROVIDE MINIMUM 36" OF COVER. RESTORE D.G. PARKING SURFACE TO ORIGINAL CONDITION.
4. CONCRETE HORSE TROUGH AND DRINKING FOUNTAIN TO BE INSTALLED BY OTHERS.
5. AT THE EDGE OF NEW DG PAVING, PROVIDE A STACKED ROCK BARRIER SIMILAR TO WHAT IS PROVIDED CURRENTLY AT THE EDGE OF THE EXISTING DG PAVING. PROVIDE 1' WIDE OPENINGS EVERY 10' TO ALLOW FOR DRAINAGE PASS THROUGH. SALVAGE AND RE-USE EXISTING ROCKS AT AREAS BEING WIDENED FOR NEW PARKING.
6. RESHAPE EXISTING TRAILHEAD ISLAND. PROVIDE A STACKED ROCK BARRIER SIMILAR TO WHAT IS PROVIDED CURRENTLY AT THE EDGE OF THE EXISTING ISLAND. PROVIDE PAVING PER KEYNOTE 1 AS NECESSARY. SALVAGE PLANTING MATERIAL WHERE POSSIBLE.
7. SCARIFY AND RE-COMPACT EXISTING TRAILHEAD PAVING. RE-GRADE LOT TO REMOVE ANY ERODED AREAS AND TO SMOOTH OUT THE EXISTING LOT. MAINTAIN EXISTING DRAINAGE CHARACTERISTICS. FRESHEN DG SURFACE TO MATCH PROPOSED DG SURFACE.

GENERAL NOTES

1. REPLACE ANY MISSING PARKING MARKERS AT EXISTING STALLS. REPLACE PARKING MARKERS AT EXISTING STALLS IN KIND AFTER SCARIFYING AND RE-COMPACTING EXISTING TRAILHEAD PAVING MATERIAL.
2. CONTRACTOR TO PROVIDE FULL TIME COMPLETE ACCESS TO TRAILHEAD AT ALL TIMES DURING CONSTRUCTION.

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Seal

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Drawn/Checked By
ERO/WEG

Date
12/16/2016

Project Number
3122.41115.01

Sheet Number
CONSTRUCTION DOCUMENTS
EQUESTRIAN TRAILHEAD PLAN
C201

anthem
community council

Memorandum

To: ACC Board of Directors

From: Kevin Shaffer, Community Center Director
Neal Shearer, Community Operations Officer

C: Jenna Kohl, Community Executive Officer

Date: March 16, 2017

Re: Community Center Renovation – Design Services Agreement

Recommendation

It is recommended that the Board consider authorizing staff to waive the RFP process and negotiate and execute a design and engineering services agreement with Michael Wilson Kelly – Architects, for the Community Center renovation project, for a not to exceed cost of $85,000, including professional fees, plan review and permits.

Background

The Community Center is a 43,000 square foot multi-purpose facility serving Anthem residents and guests since it was built in 1999. In 2015, as part of the 2016 budget process, staff discussed the need to better understand options and potential costs for more efficiently utilizing space and/or expanding the Community Center to meet current and future needs. The Board approved $25,000 in the 2016 budget for this purpose, with the stipulation that staff would seek Board authorization before proceeding with an RFP to conduct any type of space needs assessment.

On August 24, 2016, the Board authorized staff to issue an RFP to develop design options and preliminary cost estimates to reconfigure and/or expand the Community Center's second floor fitness area and the first floor reception/administrative area. Details supporting the need for this RFP were outlined in the staff report for the August 24 meeting. Four highly qualified firms submitted proposals in response to the RFP by the September 27 deadline.

On October 26, 2016, the Board approved the selection of MWK-ARCH to perform the Community Center Space Needs Analysis, for $22,500 plus an additional $1,500 in project contingency funds. In the staff

report, it was noted that funding for additional design services and physical improvements to the Community Center that may be recommended and approved by the Board as a result of this project, may be derived from the Enhancement Fund, the Reserve Fund and the Operating Fund, depending on the specific nature and purpose of the expenditures.

On February 22, 2017, Mr. Kelly's "Space Needs Assessment" report with recommended floor plan improvements and cost estimates was presented to the Board. This report was the result of a collaborative process involving staff input and resident feedback shared with staff over the years regarding facility concerns and suggestions. A full copy of this report may be found on the ACC's website as part of the February 22, 2017 Board meeting agenda packet.

Proposed improvements to the weight training and fitness area include a 973 square foot balcony enclosure for free weight training, the addition of a new unisex restroom and spin bike storage room, and new flooring with better cushioning to reduce the noise and vibrations from the free weight training.

Proposed improvements to the reception and administrative offices include an expanded front reception desk, an enclosed membership registration room, an enclosed conference room, additional storage, reconfigured offices for managers and support staff, a relocated break room, new millwork and flooring. These improvements are intended to provide a better customer service environment and a more efficient and productive office layout for staff.

The total estimated cost to complete the proposed improvements as a single phase project is $692,118, including detailed construction plans, construction costs and a 10% project contingency. Of this total estimated cost, $158,470 is included in the ACC's Reserve schedule for the replacement of relevant assets, such as new flooring and upgrades to the front desk and office area. As noted in the report, constructing the project in phases would increase the overall cost.

Board Direction

On February 22, 2017, the Board voted to approve moving forward with the design, plan review and permitting process for the Community Center renovations as outlined in the "Space Needs Assessment" report, for a total cost not to exceed $85,000. Following this phase of the project, staff will return to the Board to seek authorization to proceed with the construction bidding process and subsequently, to seek authorization to award a construction contract. This incremental approach to seeking Board approvals will allow the Board to evaluate further expenditures on the Community Center renovation along with the proposed Master Plan projects that will be initially presented to the Board on May 24, 2017.

Bid and Professional Services Procurement Policy/Staff Recommendation

The ACC's Bid and Professional Services Procurement Policy (attached) that is referenced within the Board Policy Manual (Section 2.2.1) requires a competitive bidding process for all projects over $50,000. The policy also recognizes the Board's right to waive the bidding process, if more desirable means of contracting for the service (such as extending an existing contract) are chosen. The policy states that professional services may be secured through formal selection with the intention of having a fair, rational, and uniform procedure that facilities the selection of professional consultants on the basis of qualifications and competence in relation to the scope and needs of a particular project.

Staff is recommending that the Board waive the RFP process for the detailed design phase of the Community Center renovation project for the following reasons:

1. Mr. Kelly's firm was selected to perform the "Space Needs Assessment" and preliminary layout/design work through a formal RFP process that was completed in October 2016, as referenced on page one.
2. Mr. Kelly completed this initial phase of the project on budget and on schedule; and by preparing the preliminary Community Center renovation layouts and cost estimates, he gained knowledge and insights that strengthen his qualifications to undertake the detailed design work.
3. Although not a primary consideration, if a design services contract is authorized and executed with Mr. Kelly, the project could move forward on a timeline that may allow construction to begin later this year, if authorized by the Board.

Attachment: Bid and Professional Services Procurement Policy

Board Policy Manual

2.2.1 Bid and Professional Services Procurement Policy

Purpose: It is the goal of the Council to engage in competitive bidding to invite competition and guard against favoritism, improvidence, extravagance, fraud, and corruption, as well as to secure the highest quality craftsmanship at the lowest price practicable. In furtherance of this goal, bid selection will be made in the best interests of the Council, typically on the basis of price and performance and other qualifications as defined and bids will not be awarded based on a past or existing relationship with the Council.

While it is the Council's general practice to bid for large-scale projects as defined in this policy, the Council reserves the right to waive the bidding process, formally or informally, if more desirable means of contracting for the service (such as extending an existing contract) are chosen. Additionally, professional services may also be secured through formal selection with the intention of having a fair, rational, and uniform procedure that facilitates the selection of professional consultants on the basis of qualifications and competence in relation to the scope and needs of a particular project.

This policy is mandatory for all Council projects over the amount of $50,000 (subject to Council's discretion above and below), and may also be followed for smaller scale projects as determined by the CEO. The practice for smaller scale projects, when practical, will be to, at a minimum, collect three quotes for consideration to ensure competitiveness. This applies to projects initiated by staff, Council Committees, Council Affiliate groups, or other groups acting on the authority of the Council.

1. Competitive Bidding and Bidding Procedures

a. The Board desires to engage in competitive bidding when appropriate to secure the most responsible services and products.

b. The Board may enter into a contract without competitive bidding by a majority vote of all Directors then holding office.

c. The Council may decide to include a prequalification process prior to the formal bidding process.

d. Contracts shall be awarded to the lowest responsible bidder or on the basis of the bid that is in the best interests of the Council to accept.

e. For projects that are unbudgeted and/or over $50,000, contracts must be approved and accepted by the Council Board of Directors.

f. The Council may reject any and all bids when it is deemed in the best interest of the Council.

g. The Council may modify or waive any technicalities in the specifications or a bid that may have arisen.

2. Bidders in Default

a. The Council may not accept the bid of a contractor that is in default on the payment of assessments or other money due the Council at the time the bids are opened.

3. Emergency Purchases

a. In case of an emergency that requires immediate purchase of supplies, materials or services, the CEO shall be empowered to secure by open market procedures at the lowest obtainable price, any supplies, materials or services not exceeding $30,000. A finding of such an emergency shall be prepared by the CEO and presented to the Board at the time of such emergency but no later than the first regular Council Board meeting thereafter.

4. Cooperative Purchasing

a. The Council shall have the authority to join with other agencies and/or the Country Club, Parkside, or Village Homeowners Associations in cooperative purchasing plans when the best interests of the Council would be served thereby.

5. State and Federal Laws

a. The Council bid process will comply with any applicable state and federal laws.

6. Professional Services Procurement Policy

a. The applicable components of the bid policy will apply to professional services procurement.

b. When appropriate, qualifications based selection may be used in lieu of a traditional bid.

c. The CEO is authorized to initiate contract negotiations with the preferred firm relative to actual scope, services, fee, payment schedule, and other variables as appropriate. If an agreement cannot be satisfactorily negotiated with the top-ranked firm, negotiations are terminated and begun with the second-ranked firm, and so on down the line until agreement is reached and a firm is chosen for recommendation to the Board.

d. When appropriate, particularly in open-ended contracts such as legal services for a lawsuit, professional service contracts shall include a "do not exceed” provision that establishes a pre-established expenditure amount. Any expenditure beyond that amount requires approval of a majority of the Council Board.