



**MANAGER'S REPORT FOR FEBRUARY 26, 2016**  
**GENERAL INFORMATION AND RESPONSES TO MAYOR & COMMISSIONER REQUESTS**

***Places to be this Week...***

**Village Council Meeting** - The next Village Council meeting will be held on **March 1 at 7:00 p.m. in the Council Chambers** at Village Hall.

***Future Calendar Reminders...***

**Village Council Meeting** - The Village Council meeting will be held on **March 8 at 7:00 p.m. in the Council Chambers** at Village Hall.

**Monthly Financial Statements**

Please see attached statement for January 2016.

**Historic Resource Mapping**

The Village has launched a new interactive map in the Village website's map library. Residents using the Village's new [\*Historic Resource Application\*](#) need only to enter an address to find out if their property is a potential Historic Landmark. The application provides historic information identified in three previous building surveys:

- The early 1970s State of Illinois Historic Architectural and Archaeology Resources Geographic Information System (HAARGIS) survey
- The 2009 Village Historic Preservation Plan that identifies HAARGIS buildings, designated Downers Grove Historical Society properties and Sears Homes
- The 2013 Village Historic Building Survey that surveyed 865 properties in Denburn Woods, Shady Lane Estates, E.H. Prince Subdivision and Maple Avenue/Main Street corridor

**Village Site of East Branch Watershed Planning Program**

On Thursday the Village hosted an East Branch Watershed Planning program organized by The Conservation Foundation and DuPage County Stormwater Management. Presentations included the major components of the St. Joseph Creek watershed study the County is undertaking that focuses on water quality components. The study is a first step to apply for future IEPA funding for retrofitting stormwater management basins. Kurt Dreisilker, the Head of Natural Resources from the Morton Arboretum gave a presentation to the 45 attendees on the \$5 million ecosystem restoration project of the East Branch of the DuPage River running through the Arboretum.

**New Surface Water Quality Regulations Issued**

Village staff was informed this week that the Illinois Environmental Protection Agency (IEPA) has issued

a new General NPDES (National Pollution Discharge Elimination System) Permit for Municipal Separate Storm Sewer Systems (MS4s). The Village operates under a MS4s permit. The new General Permit becomes effective March 1, 2016, and comes with new requirements for:

- De-icing activities and de-icing material storage
- Climate change
- Environmental justice areas
- Dry weather outfall inspections
- Wet weather water quality monitoring
- Long-term operation and maintenance plans
- Evaluating the effectiveness of best management practices
- Regular inspections of municipal stormwater management BMPs

Staff must submit a new Notice of Intent (NOI) to renew the NPDES permit by June 1st. The Village is required to comply with all new provisions within 180 days of the effective date of the general permit (August 28, 2016). Staff is working with the DuPage River Salt Creek Work Group, DuPage County Stormwater Management and other engineers to assess the required changes and the impact of the new requirements.

The Clean Water Act authorizes EPA and states, which are delegated the authority by EPA, to regulate point sources that discharge pollutants into waters of the United States through the NPDES permit program. So-called "point sources" are generated from a variety of municipal and industrial operations, including treated wastewater, process water, cooling water, and stormwater runoff from drainage systems. The NPDES Storm Water Program, in place since 1990, regulates discharges from municipal separate storm sewer systems (MS4s), construction activities, industrial activities, and those designated by EPA due to water quality impacts.

#### **Attachments**

January 2016 Financial Statements.

# GENERAL FUND REVENUES-for the One Month Ending 01/31/2016

## HIGHLIGHTS

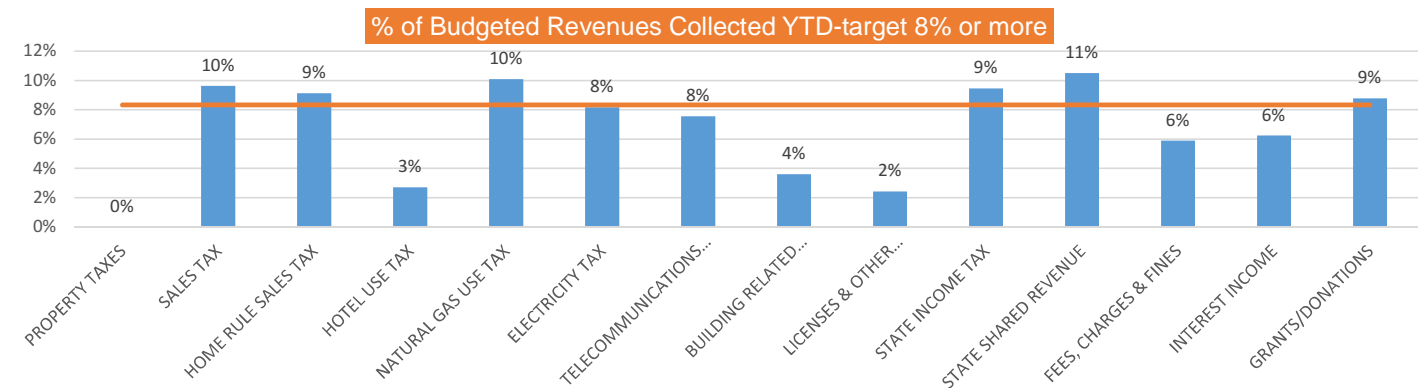
January 2016 YTD revenues are 6.1% or \$162,303 above January 2015 YTD. Sales Tax increased by \$114,815 and State Income Tax increased by \$84,340. Hotel tax is behind 2015 only due to the timing of receipts. Natural Gas Use Tax and Electricity Tax fell below budgeted levels and last year due to a warmer winter. Permits are running behind last year due to large commercial permits (Art Van and American Access Casualty) issued in January 2015. Telecommunications tax continues to decrease due to consumers changing to data plans for cell service which are not taxable.

## General Fund Revenue Analysis - Major Sources

TOTAL REVENUES	PROPERTY TAXES	SALES TAX	INCOME TAX	UTILITY TAXES	PERMITS
<b>\$2,829,677</b>	<b>\$0</b>	<b>\$1,140,596</b>	<b>\$482,413</b>	<b>\$419,256</b>	<b>\$50,560</b>
↑ 6.1%		↑ 11.2%	↑ 21.2%	↓ -6.5%	↓ -39.7%

## General Fund - All Revenues

	January 2016 YTD Actual	January 2015 YTD Actual	% CHANGE	5 YEAR TREND
<b>TOTAL REVENUES</b>	<b>\$2,829,677</b>	<b>\$2,667,374</b> ↑	<b>6.1%</b>	
PROPERTY TAXES	\$0	\$0		
SALES TAX	\$1,140,596	\$1,025,781 ↑	11.2%	
HOME RULE SALES TAX	\$178,222	\$160,769 ↑	10.9%	
HOTEL USE TAX	\$25,815	\$53,423 ↓	-51.7%	
NATURAL GAS USE TAX	\$52,011	\$71,790 ↓	-27.6%	
ELECTRICITY TAX	\$155,289	\$161,712 ↓	-4.0%	
TELECOMMUNICATIONS TAX	\$211,956	\$215,137 →	-1.5%	
BUILDING RELATED PERMITS	\$50,560	\$83,899 ↓	-39.7%	
LICENSES & OTHER PERMITS	\$10,297	\$11,954 ↓	-13.9%	
STATE INCOME TAX	\$482,413	\$398,073 ↑	21.2%	
STATE SHARED REVENUE	\$161,483	\$156,305 ↑	3.3%	
FEES, CHARGES & FINES	\$288,364	\$267,235 ↑	7.9%	
INTEREST INCOME	\$14,938	\$14,079 ↑	6.1%	
GRANTS/DONATIONS	\$57,733	\$47,217 ↑	22.3%	



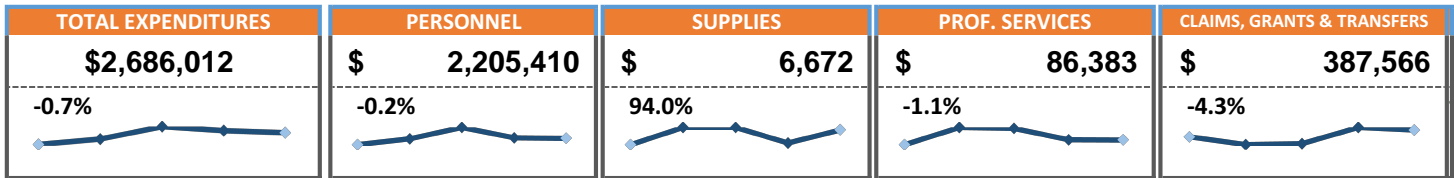
The orange line in this graph represents a "target" of 8%. The target is calculated by dividing 1 month by 12 months in the year. Property taxes are received in two distributions - in June and September. The bulk of Licensing revenue is received in July (Liquor).

# GENERAL FUND EXPENDITURES-for the One Month Ending 01/31/2016

## HIGHLIGHTS

January 2016 YTD Expenditures are 0.7% or \$20,199 lower than January 2015 YTD and below budgeted levels. Business Technology, Communications, and Community Development are lower due to open positions in 2016, and Financial Services and Legislative Support are lower due to a reduction in personnel. General Management headcount was under budget in 2015.

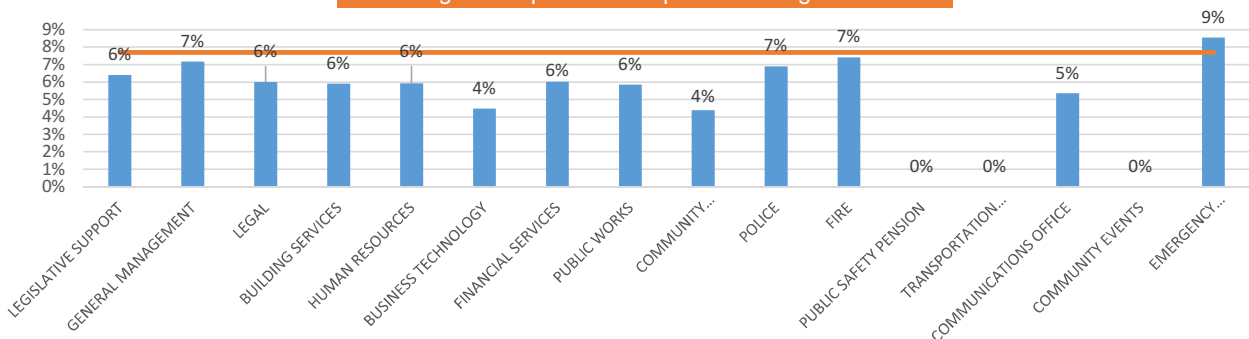
## General Fund Expenditure Analysis - Major Uses



## General Fund - All Expenditures by Fund

	January 2016 YTD Actual	January 2015 YTD Actual	% CHANGE	5 YEAR TREND
<b>TOTAL EXPENDITURES</b>	<b>\$2,686,012</b>	<b>\$2,706,211</b>	<b>-0.7%</b>	
LEGISLATIVE SUPPORT	\$19,539	\$21,231	-8.0%	
GENERAL MANAGEMENT	\$49,141	\$43,646	12.6%	
LEGAL	\$32,704	\$33,622	-2.7%	
BUILDING SERVICES	\$44,542	\$42,924	3.8%	
HUMAN RESOURCES	\$15,088	\$13,913	8.4%	
BUSINESS TECHNOLOGY	\$47,044	\$80,807	-41.8%	
FINANCIAL SERVICES	\$88,340	\$104,650	-15.6%	
PUBLIC WORKS	\$357,731	\$339,665	5.3%	
COMMUNITY DEVELOPMENT	\$101,623	\$102,162	-0.5%	
POLICE	\$957,796	\$959,934	-0.2%	
FIRE	\$937,463	\$924,174	1.4%	
PUBLIC SAFETY PENSION	\$0	\$0		
TRANSPORTATION ASSISTANCE	\$0	\$0		
COMMUNICATIONS OFFICE	\$34,034	\$39,483	-13.8%	
COMMUNITY EVENTS	\$0	\$0		
EMERGENCY MANAGEMENT	\$967	\$0	100.0%	

% of Budgeted Expenditures Spent YTD-target 8% or less



The orange line in this graph represents a "target" of 8%. The target is calculated by dividing 2 pay periods paid through January 2016 by the total annual pay periods of 26. Personnel costs account for about 80% of General Fund expenses. Public Safety Pension expenses are expensed upon receipt of property taxes in June and September. Village sponsored Community Events are in July and include the Fourth of July Parade and Fireworks.

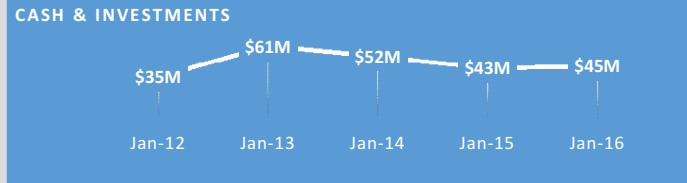
**CASH AND INVESTMENTS BY FUND AND TYPE - for the One Month Ending 01/31/2016**

**HIGHLIGHTS**

Referring to the trendline, \$35 million in bonds were issued in 2012 for infrastructure projects - \$25 million for road reconstruction and \$10 million for water projects. The Village refunded \$8 million in October 2013 and held that amount in escrow until January 1, 2014. In April 2015, \$5 million in bonds were issued for water infrastructure projects of which \$3.6 million have been spent. Debt service payments are made from the Downtown TIF in January and July and property taxes will be received in June and September.

**CASH & INVESTMENTS BY FUND**

General Fund	\$ 15,174,611
Water Fund	\$ 9,049,530
Stormwater Fund	\$ 6,367,285
Ogden Corridor TIF	\$ 5,267,160
Capital Project Funds	\$ 3,593,763
Equipment replacement	\$ 2,213,503
Health Insurance	\$ 1,393,584
State & Federal Drug Forfeiture	\$ 1,290,008
Parking Operations	\$ 962,065
Motor Fuel Tax	\$ 462,525
Debt Service Funds	\$ 341,414
Foreign Fire Insurance Fund	\$ 290,166
Downtown TIF	\$ (1,668,612)
<b>TOTAL</b>	<b>\$ 44,737,002</b>

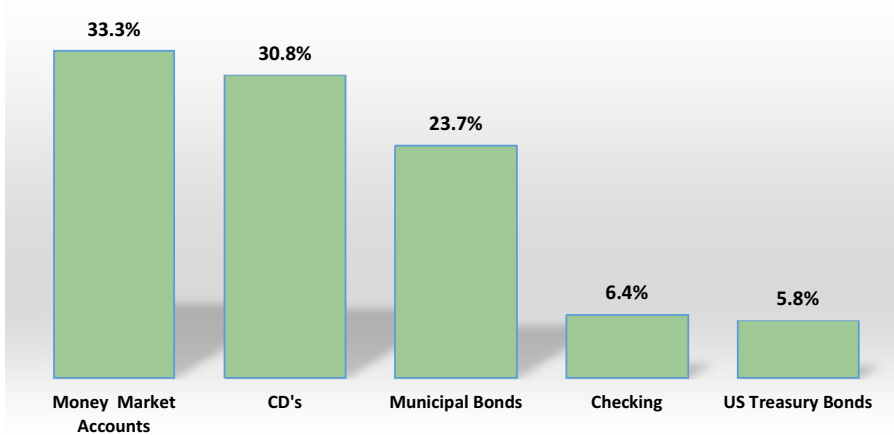


**CASH & INVESTMENTS BY TYPE**

Type	Amount	Average Rate of Return
Money Market Accounts	\$ 14,878,540	0.13%
CD's	\$ 13,787,863	1.12%
Municipal Bonds	\$ 10,583,819	1.25%
Checking	\$ 2,874,180	0.61%
US Treasury Bonds	\$ 2,612,600	1.36%
<b>TOTAL *</b>	<b>\$ 44,737,002</b>	

\* NOTE - Total amount excludes Police Pension, Fire Pension, Library and Construction Deposit Funds

**CASH & INVESTMENTS BY TYPE**



**AGED CASH & INVESTMENTS**

Weighted average maturity is 0.98 years

