



MANAGER'S REPORT FOR DECEMBER 15, 2017
GENERAL INFORMATION AND RESPONSES TO MAYOR & COMMISSIONER REQUESTS

Places to be this Week...

Coffee with the Council - Coffee with the Council will be held on **Saturday, December 16 at 9:00 a.m. to 10 a.m.** at the Downers Grove Public Library, 1050 Curtiss Street.

Village Council Meeting - The next Village Council meeting will be held on **December 19 at 7:00 p.m. in the Council Chambers** at Village Hall.

Future Calendar Reminders...

Holiday Closures - Village Hall will be closed for Christmas on Monday, December 25th and Tuesday, December 26th.

Deer Creek Subdivision

Deer Creek Subdivision Stormwater Management Improvement Projects Status Report

Financial Statements

The November 2017 Financial Statements are attached for Council review.

Attachments

Deer Creek Status Report

November 2017 Financial Statements

**Deer Creek Subdivision
Stormwater Management Improvement Projects
Status Report**

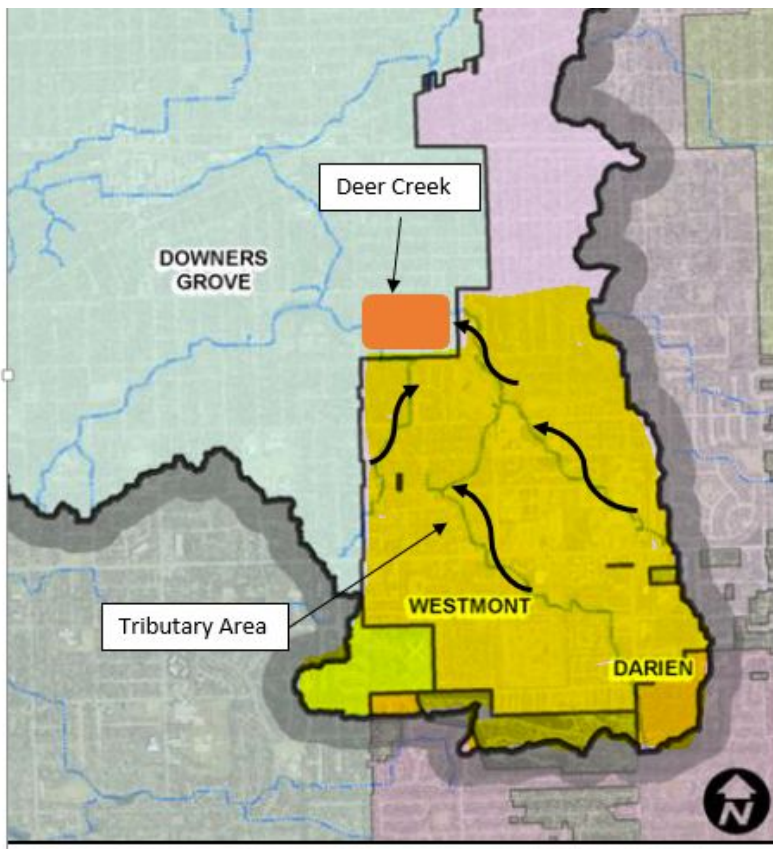
December 14, 2017

Introduction

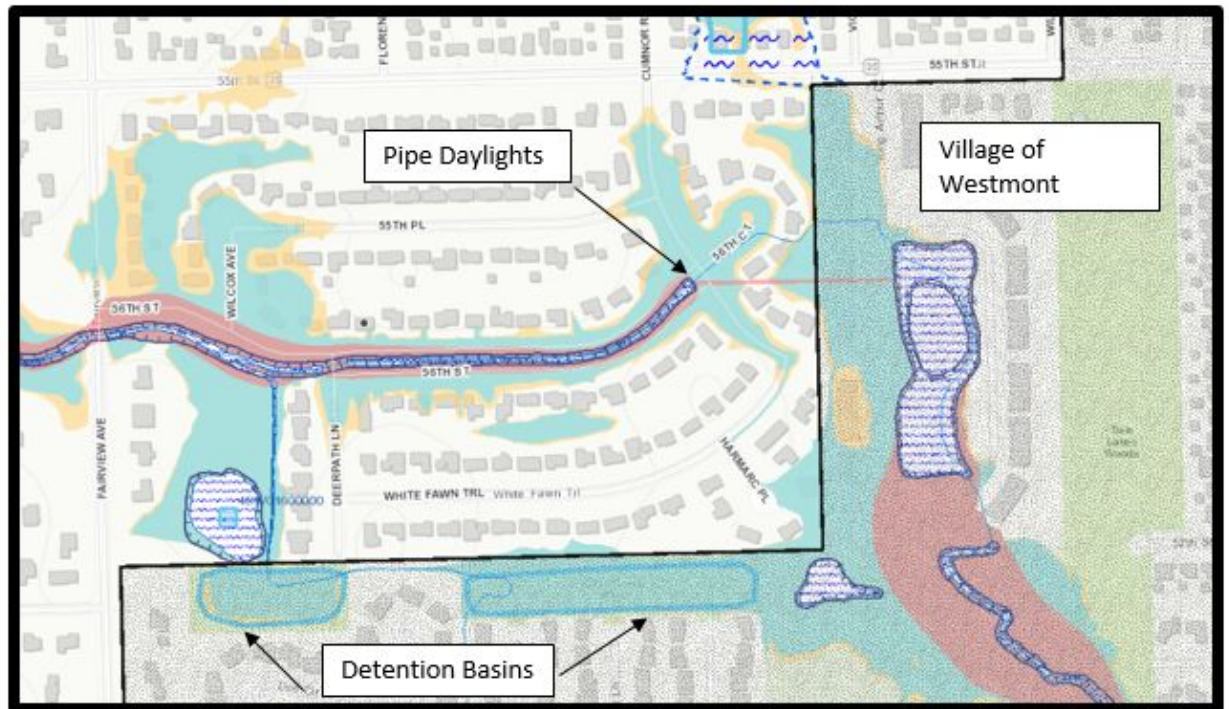
The 2014 Stormwater Project Analysis identifies Improvements to stormwater management for the Deer Creek Subdivision as a priority project with anticipated construction between 2020 and 2040. The schedule reflects the complexity and cost of designing and constructing improvements, obtaining DuPage County, Illinois Department of Resources Office of Water Resource, FEMA and Army Corp of Engineers permits for the work, acquiring land and coordinating work with the Village of Westmont. The Village of Downers Grove is performing maintenance activities to improve the functionality of the system during small and moderate rain events.

Project Overview

St. Joseph's Creek flows through the Deer Creek Subdivision from east to west. The subdivision since was platted in the 1970's, prior to any Village regulations for stormwater detention and FEMA floodplain maps. The creek begins in the Village of Westmont. Stormwater from as far as Darien is tributary to the creek as shown on the map below. This stream has defined FEMA floodplain and floodway.



From Westmont, the creek drains northerly into an apartment complex located east of the Village (of Downer Grove) limits. The stream is then carried in pipe between buildings of the apartment complex and the residences of Deer Creek, before the pipe daylights to form the upstream end of an open channel. The open channel is located in the middle of a boulevard cross-section within the right-of-way of 56th street.



The Village of Downer Grove had a detailed hydraulic and hydrologic analysis performed by a consultant after the 2013 Flood Event. In the April 2013 flood, 20 houses reported structural damage and streets were flooded for an extended period blocking access to the subdivision. Floodwater entered the neighborhood by overland flow from the east at the apartment complex (the main stem of St. Joe's Creek) and from the south when the two detention basins in the neighboring Westmont subdivision overflowed.

There are many components to the recommended project, some which do not involve work in the floodplain or floodway and some that do. Work that does not involve work in the floodplain/floodway includes:

- Improving the storm sewer system within the subdivision to improve the level of service
- Minor improvements to the overflow routes
- Modifying the berm to its design height

- Working with residents on the floodproofing of homes

The components with the greatest positive regional impacts require work in the floodplain/floodway and extensive cooperation and coordination between the Village of Downers Grove and the Village of Westmont. These include creating a defined overflow route for the creek to replace the stream carrying capacity blocked by the presence of the apartments in Westmont and the residences at the east end of 56th street. A feasible route for this overflow would be identified to include the ponds and detention basins south of Deer Creek in Westmont, and then northerly to the west of those homes fronting Deerpath lane. In connection with this route a berm would be constructed along the south property lines of those homes fronting Whitefawn in Deer Creek. Replacing the culvert under Fairview Avenue west of Deer Creek with one that is less restrictive would also benefit the area, however; property would likely need to be acquired to provide compensatory storage. All of this work described would be within the floodplain and/or floodway and subject to significant analysis and permitting.

Project Cost Estimate

The preliminary cost estimate for this project is \$2.0 million. The estimate includes only the portions of the project located within the Village. Work outside the Village of Downers Grove was not included in the estimate and would likely be the subject of discussions with larger agencies such as DuPage County and the State of Illinois.

Actions Required to Construct the Project

1. Identify project scope(s)
 - a. Minor Improvements (no floodplain, floodway or wetland work anticipated)
 - i. Interior storm sewer to improve level of service
 - ii. Define overflow routes
 - iii. Modifications to berm to restore it to design height
 - iv. Residential floodproofing
 - b. Major Improvements
 - i. Property acquisition
 - ii. Relocate overflow routes
 - iii. Modifications to berm to re-direct overflows
 - iv. Property acquisition
 - v. Culvert removal and replacement
 - vi. Construction of additional floodplain storage

- vii. Improvements to blocked access

2. Design/Planning/Permitting

a. Minor Improvements

- i. Request for proposals are scheduled to be advertised in 2018
- ii. Complete analysis and design in 2018
- iii. Complete construction of minor improvements in 2019 if feasible

b. Major Improvements

- i. Coordinate with Westmont, DuPage County, and permitting agencies beginning in late 2017 and continue in 2018 and beyond.
- ii. Advertise Request for proposals for hydraulic and hydrologic modeling to determine options for improvements - 2019

- 1. Modeling will provide information for various scenarios to determine:

- a. Number of, and specific properties that need to be acquired
 - b. Location of relocated overland flow paths
 - c. Limits of reduced or relocated floodplain
 - d. Ability to provide access to subdivision during larger storm events

- iii. Identify funding sources to address project scope, additional funding sources likely required. Once scope is determined from work with regional agencies for funding requests 2020

- 1. DuPage County
 - 2. FEMA Grants
 - 3. IEPA Grants

- iv. Acquire Properties - 2020 and beyond

- v. Final Design - 2021

- vi. Permitting - beginning 2022

- vii. Construction - timing is dependent on project scope, permitting and available funding

Maintenance Activities

Routine maintenance to the storm sewer system includes cleaning, jetting and televising. In 2015, the Village cleared invasive vegetation from the channel and trimmed trees to St. Joe's Creek within the 56th Street right of way.

Next Steps

- 1. Minor Improvements

- a. Request for proposals for design options for minor improvements - 2018
 - b. Public Meeting - late 2018
 - c. Construction - 2019
2. Major Improvements
 - a. Continue to coordinate with other agencies - 2017/2018 and beyond
 - b. Request for proposals for modeling and engineering - 2019
 - c. Public Meetings - 2019
 - d. Grants and Funding - 2020 and beyond
 - e. Property Acquisition - 2020 and beyond
 - f. Final Design - 2021 and beyond, based upon property acquisition
 - g. Construction - 2022 or beyond

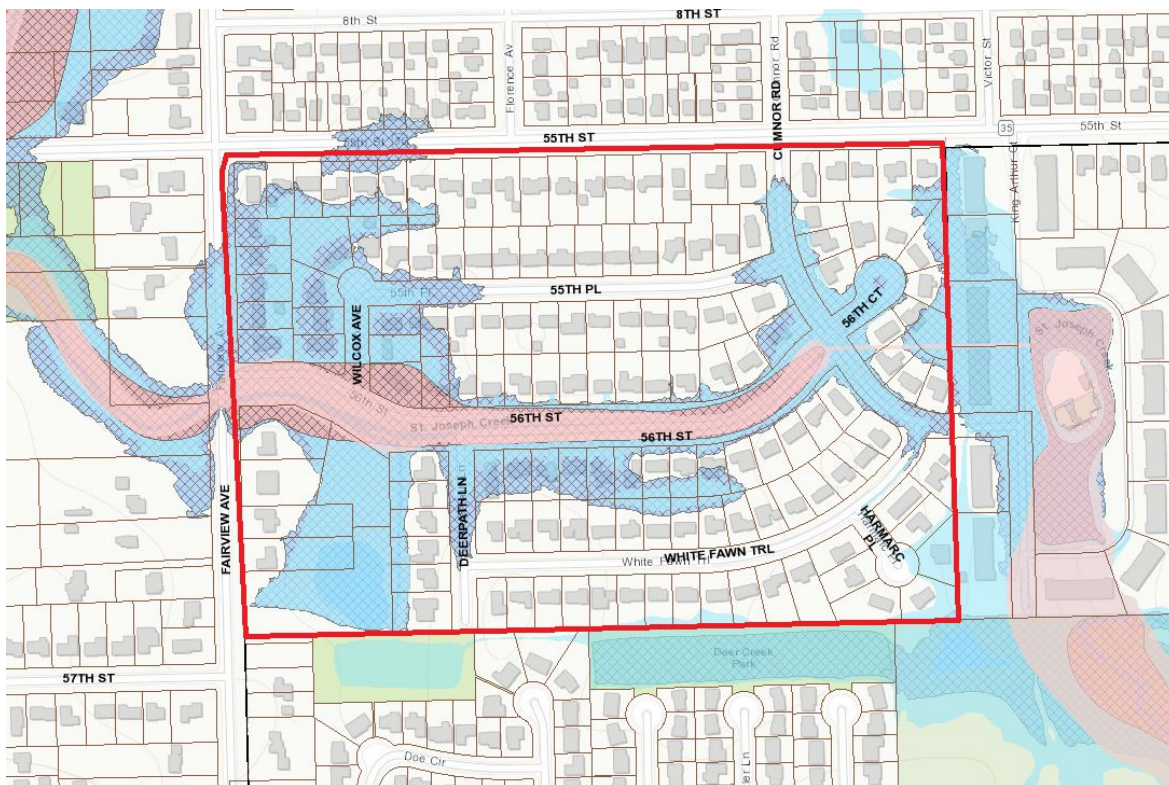
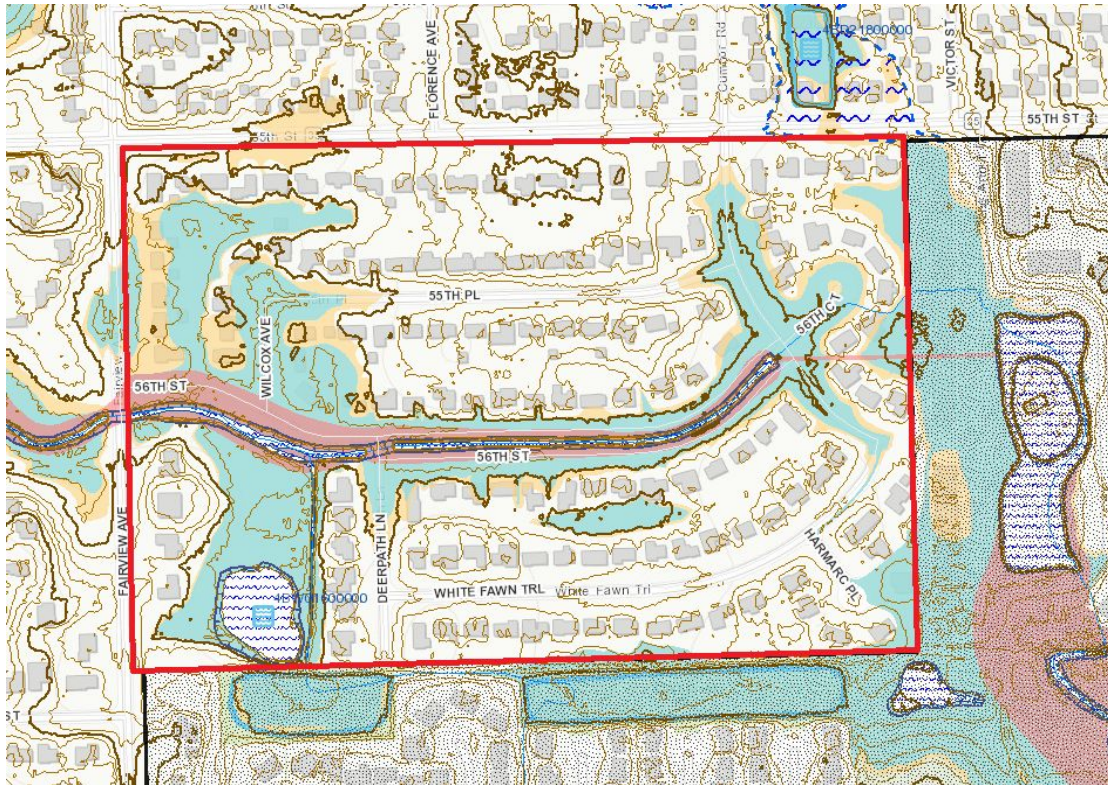
History of Village Response and and Work Completed to Date

The following is a summary of recent Village of Downers Grove staff work related to stormwater improvements in the Deer Creek subdivision beginning in 2013.

- April 2013 - A historically significant flood event occurred in Downers Grove.
- June 2013 - The Village commissioned a stormwater report (Stormwater Project Analysis) which identified a total of 21 locations distributed throughout the Village based upon reports of damages from the April 2013 event. The purpose of the study was to develop at least one feasible project for each study area based upon limited data and preliminary engineering analysis.
- June 2014 - Stormwater Project Analysis Final Report (SPA Report) completed, including Deer Creek from Fairview East to Village Limits as one of three floodplain projects. Details provided above.
- Spring 2015 - Village staff trimmed back the trees and bushes and invertebrates along the banks of the eastern portion of the creek. It was agreed that further trimming would be completed by residents.
- Spring 2015 – Correspondence to residents, Mayor and Council explained that this project would likely be constructed in 2020 or later.
- June 2015 – FEMA released preliminary floodplain maps that expand the limits of the floodplain.
- 2015 - Westmont repaired a section of the berm that had undermined.
- 2015 - Downers Grove staff reviewed potential properties to be acquired.
- December 2016 - Village staff met with Westmont staff to discuss working together for drainage improvements that may impact Deer Creek Subdivision.
- 2017 Various times - Village staff met with owners of vacant properties to discuss potential property acquisition for use as storage or conveyance of stormwater.
- June 2017 - Appraisals were obtained for various vacant properties adjacent to Deer Creek
- June 2017 – FEMA released preliminary floodplain maps that expand the limits of the floodplain

- 2017 Various times - Internal staff meetings were held to discuss potential property acquisitions and establish engineering and construction schedule for neighborhood project, review potential improvements, review previous studies, etc.
- 2017 - St. Joe's Creek (within 56th Street Blvd) was added to DuPage County Water Quality Plan to try to establish funding source for streambank improvements
- Fall 2017 - Village staff coordinated a scope of services with Westmont staff to include survey work of overflows from ponds within Westmont's planned project.
- October 14/15 - The Village received 8" of rain
- October 14/15 - Village staff visited Deer Creek at various times during the event to walk ponds and records water levels
- Monday October 16 - Staff visited and met with various residents to discuss impacts of storm events, request any information about flooding be sent to them
- Week of October 15, 2017 - Village staff investigated local storm sewers, connections from Westmont Ponds, etc.
- October 25, 2017 - Westmont received draft proposal for improvements to basin and additional survey work. Proposal exceeded their available funding
- November 7, 2017 - Village staff met with resident representatives from Deer Creek to explain status of SPA project
- November 9, 2017 - Village staff met with DuPage County staff; inquires about potential project assistance
- December 2017 - As a result of the change of Westmont's scope of work, Downers Grove staff is drafting a Request for Proposal for survey and analysis of local storm sewer within the subdivision
- December 18, 2017 - A meeting is scheduled with DuPage County to further discuss a potential partnership for a drainage improvement project

Existing and Proposed Floodplain Limits



CASH AND INVESTMENTS BY FUND AND TYPE - for the Eleven Months Ending 11/30/2017

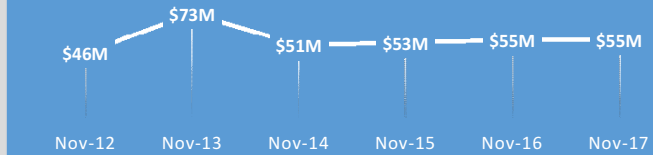
HIGHLIGHTS

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. Debt service payments are made from the Downtown TIF in January and July and property taxes are received in June and September.

CASH & INVESTMENTS BY FUND

General Fund	\$ 18,641,741
Water Fund	\$ 10,936,392
Capital Project Funds	\$ 5,976,824
Ogden Corridor TIF	\$ 5,687,176
Stormwater Fund	\$ 4,502,920
State & Federal Drug Forfeiture	\$ 2,074,613
Parking Operations	\$ 1,765,961
Health Insurance	\$ 1,748,695
Equipment replacement	\$ 1,653,366
Motor Fuel Tax	\$ 1,188,287
Downtown TIF	\$ 812,004
Foreign Fire Insurance Fund	\$ 332,895
Debt Service Funds	\$ 458
TOTAL	\$ 55,321,332

CASH & INVESTMENTS

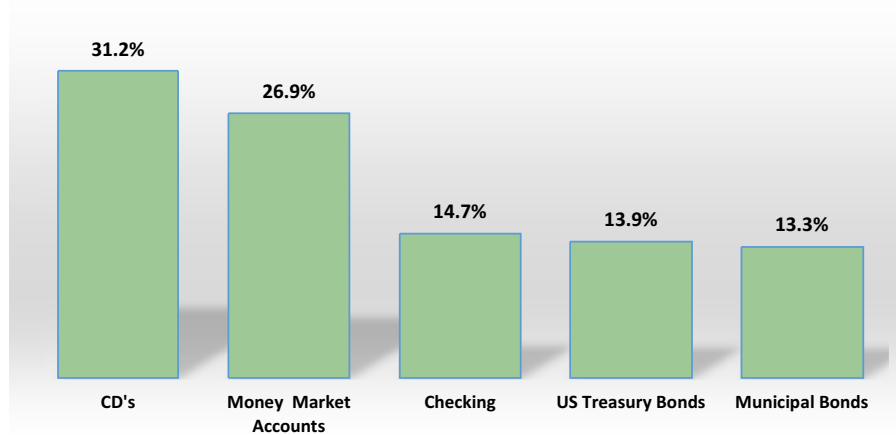


CASH & INVESTMENTS BY TYPE

		Average Rate of Return
CD's	\$ 17,257,649	1.57%
Money Market Accounts	\$ 14,880,187	0.87%
Checking	\$ 8,128,860	0.21%
US Treasury Bonds	\$ 7,673,080	1.61%
Municipal Bonds	\$ 7,381,555	1.59%
TOTAL *	\$ 55,321,332	

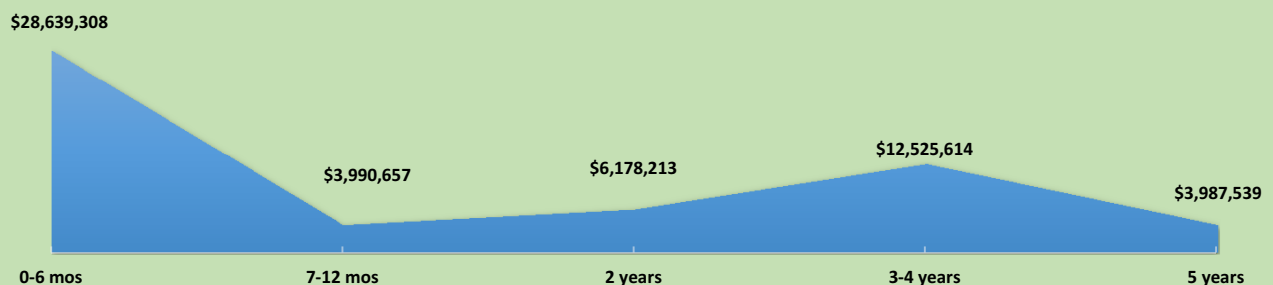
* NOTE - Total amount excludes Police Pension, Fire Pension, Library and Construction Deposit Funds

CASH & INVESTMENTS BY TYPE



AGED CASH & INVESTMENTS

Weighted average maturity is 1.22 years

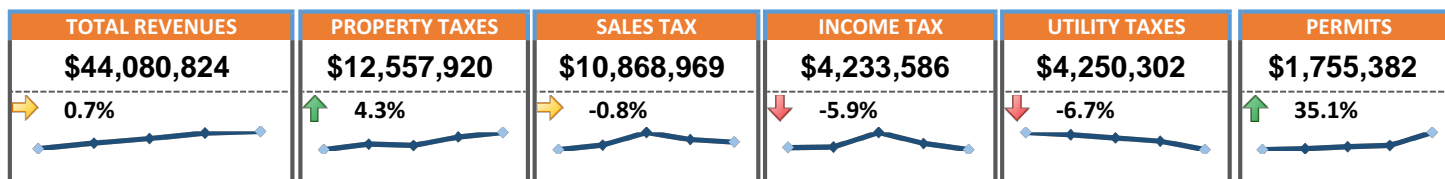


GENERAL FUND REVENUES-for the Eleven Months Ending 11/30/2017

HIGHLIGHTS

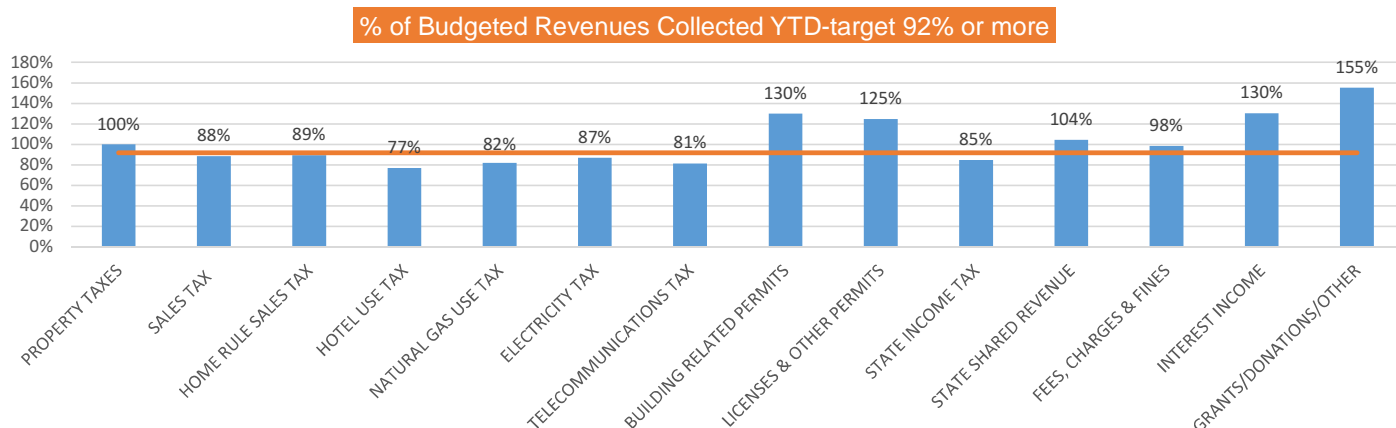
November 2017 YTD revenues are \$291K higher than November 2016 YTD. Revenues that decreased from last year include sales taxes (\$89K of which \$83K is due to a one time adjustment), Hotel Use Tax (61K), Home Rule Sales Tax (35K), Electricity Tax (76K), Telecommunications Tax (\$238K), Income Taxes (\$263K) and Grants/Donations/Other (\$301) due to the discontinuation of services to Westmont and a property vacation in 2016 offset by a one time reimbursement of VOC expense by the ETSB. These decreases were partially offset by increases in Building Related Permits (\$456K), State Shared Revenue (\$152K) and Fees, Charges and Fines (171K). The increase in property taxes is offset by an increase in public safety pension expense.

General Fund Revenue Analysis - Major Sources



General Fund - All Revenues

	November 2017 YTD Actual	November 2016 YTD Actual	% CHANGE	5 YEAR TREND
TOTAL REVENUES	\$44,080,824	\$43,789,512	0.7%	
PROPERTY TAXES	\$12,557,920	\$12,042,901	4.3%	
SALES TAX	\$10,868,969	\$10,958,274	-0.8%	
HOME RULE SALES TAX	\$1,831,987	\$1,867,440	-1.9%	
HOTEL USE TAX	\$807,688	\$868,590	-7.0%	
NATURAL GAS USE TAX	\$409,773	\$400,811	2.2%	
ELECTRICITY TAX	\$1,651,384	\$1,727,700	-4.4%	
TELECOMMUNICATIONS TAX	\$2,189,145	\$2,426,685	-9.8%	
BUILDING RELATED PERMITS	\$1,755,382	\$1,299,128	35.1%	
LICENSES & OTHER PERMITS	\$386,706	\$349,238	10.7%	
STATE INCOME TAX	\$4,233,586	\$4,497,015	-5.9%	
STATE SHARED REVENUE	\$1,667,680	\$1,515,218	10.1%	
FEES, CHARGES & FINES	\$4,896,746	\$4,725,584	3.6%	
INTEREST INCOME	\$247,478	\$233,505	6.0%	
GRANTS/DONATIONS/OTHER	\$576,380	\$877,423	-34.3%	



The orange line in this graph represents a "target" of 92%. The target is calculated by dividing 11 months by 12 months in the year. Property taxes are received in two distributions - in June and September. Natural Gas Tax is seasonal with a greater portion received in the winter months. Building related permits are also seasonal, with a greater portion of revenue received in the summer. The Village's share of Income Tax is not received evenly throughout the year. The distribution is higher in May from payments made with tax return filings due in April.

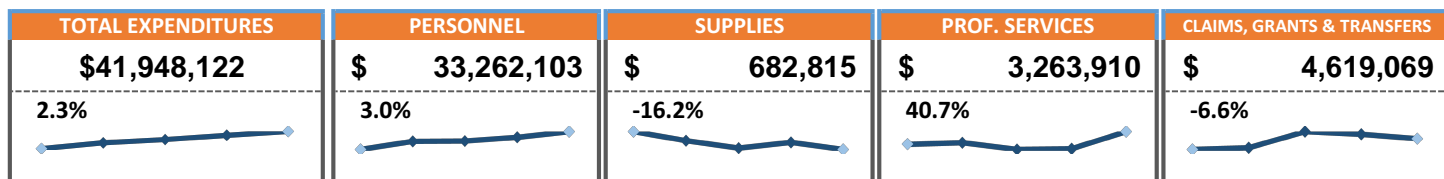
Note: Revenues are recorded on a cash basis. Sales taxes are received from the state three months after the sale is made. For example, January sales taxes are from sales made in October.

GENERAL FUND EXPENDITURES for the Eleven Months Ending 11/30/2017

HIGHLIGHTS

November 2017 YTD expenditures are 2.3% or \$955K higher than November 2016 YTD. The increase in public safety pension expense (493K) is offset by an increase in property tax revenue. Community Development is higher due to a new position later in 2016 and a new position in 2017. Information Technology is higher due to a vacant position last year. Decreases include General Management due to the elimination of the Performance Manager position. Ongoing DuComm expenses began in May. One time DuComm expenses (reimbursed by the ETSB) were paid in September (\$410K).

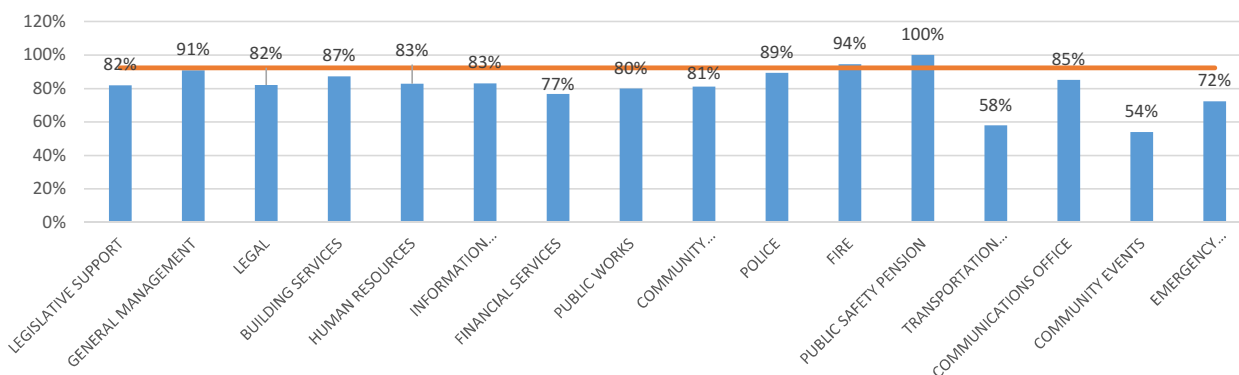
General Fund Expenditure Analysis - Major Uses



General Fund - All Expenditures by Fund

	November 2017 YTD Actual	November 2016 YTD Actual	% CHANGE	5 YEAR TREND
TOTAL EXPENDITURES	\$41,948,122	\$40,992,693	2.3%	
LEGISLATIVE SUPPORT	\$274,516	\$277,084	-0.9%	
GENERAL MANAGEMENT	\$571,227	\$609,851	-6.3%	
LEGAL	\$467,059	\$459,205	1.7%	
BUILDING SERVICES	\$717,780	\$639,866	12.2%	
HUMAN RESOURCES	\$215,551	\$218,388	-1.3%	
INFORMATION TECHNOLOGY	\$933,409	\$858,855	8.7%	
FINANCIAL SERVICES	\$1,048,177	\$1,057,865	-0.9%	
PUBLIC WORKS	\$4,854,825	\$4,932,552	-1.6%	
COMMUNITY DEVELOPMENT	\$2,020,589	\$1,936,111	4.4%	
POLICE	\$12,174,061	\$12,131,925	0.3%	
FIRE	\$12,033,773	\$11,725,182	2.6%	
PUBLIC SAFETY PENSION	\$5,972,242	\$5,479,437	9.0%	
TRANSPORTATION ASSISTANCE	\$52,647	\$62,074	-15.2%	
COMMUNICATIONS OFFICE	\$549,464	\$552,565	-0.6%	
COMMUNITY EVENTS	\$51,127	\$43,052	18.8%	
EMERGENCY MANAGEMENT	\$11,675	\$8,681	25.6%	

% of Budgeted Expenditures Spent YTD-target 92% or less



The orange line in this graph represents a "target" of 92%. The target is calculated by dividing 24 pay periods paid through November 2017 by the total annual pay periods of 26. Personnel costs account for about 76% of General Fund expenses. Public Safety Pension expenses are expensed upon receipt of property taxes in June and September.