

City of Oakbrook Terrace

*City Hall
17W275 Butterfield Rd.
Oakbrook Terrace, IL 60181
www.oakbrookterrace.net*



City Council Meeting Agenda

Tuesday, April 23, 2024
7:00 PM

City Council Board Room

Oakbrook Terrace City Council

Mayor Paul Esposito

City Clerk Michael Shadley

Ward 1

Alderman Charlie Barbari

Alderman Joseph Beckwith

Ward 2

Alderman Frank Vlach

Alderman Dennis Greco

Ward 3

Alderman Bob Rada

Alderwoman Mary Fitzgerald

- I. CALL TO ORDER**
- II. ROLL CALL**
- III. PLEDGE OF ALLEGIANCE**
- IV. ADDITIONS OR DELETIONS TO THE AGENDA**
- V. APPROVAL OF MINUTES – CHANGES OR CORRECTIONS**
 - 1. Regular Meeting Minutes of April 09, 2024
- VI. PUBLIC PARTICIPATION**
- VII. RECESS TO THE FISCAL YEAR 2024-2025 BUDGET HEARING.**
- VIII. FISCAL YEAR 2024-2025 BUDGET HEARING**
 - 1. Call To Order
 - 2. Roll Call
 - 3. Presentation/Acknowledgement Of The Public Hearing Notice
 - 4. Presentation Of The FY 2024-2025 Proposed Budget
 - 5. Questions From Members Of The Public And Press
 - 6. Presentation Of An Ordinance To Approve The FY 2024-2025 Budget
 - 7. Presentation Of A Resolution To Approve The Five (5) Year Capital Improvement Plan
 - 8. Adjourn The Public Hearing.
- IX. ACTION ITEMS/CONSENT AGENDA**
 - 1. Payment of City Bills: April 23, 2024, In the Amount Of \$257,753.55
 - 2. Treasurer’s Report: March 2024
 - 3. Personnel & Payroll: March 2024
- X. ITEMS REMOVED FROM THE CONSENT AGENDA**
- XI. RECESS TO THE COMMITTEE OF THE WHOLE**
- XII. MAYOR ESPOSITO**
- XIII. COMMITTEE OF THE WHOLE**
 - 1. Letter of Recommendation – 17W207 Monterey Avenue
 - 2. Draft Ordinance Appointing A Finance Director And To Approve And Authorize The Execution Of The Finance Director’s Employment Agreement For The City Of Oakbrook Terrace, Illinois

3. Draft Ordinance An Ordinance Amending The Code Of Ordinances Of The City Of Oakbrook Terrace, As Amended, Title III (Administration); Chapter 30 (General Provisions), §30.31 (User Fee For Library Card)

XIV. COUNCIL MEMBER COMMENTS

XV. CITY ATTORNEY RAMELLO

XVI. CITY CLERK SHADLEY

XVII. CITY ADMINISTRATOR RITZ

XVIII. RECONVENE THE CITY COUNCIL MEETING

XIX. OLD BUSINESS

1. Ordinance No. 24-13: An Ordinance Approving The Budget For The City of Oakbrook Terrace For The Fiscal Year Commencing on May 1, 2024, And Ending On April 30, 2025
2. Resolution No. 24-07: A Resolution Approving The Five-Year Capital Improvement Plan Beginning In 2024 For The City Of Oakbrook Terrace
3. Ordinance No. 24 – 14: An Ordinance Appointing A Finance Director And To Approve And Authorize The Execution Of The Finance Director’s Employment Agreement For The City Of Oakbrook Terrace, Illinois
4. Ordinance No. 24 – 15: An Ordinance Amending The Code Of Ordinances Of The City of Oakbrook Terrace, As Amended, Title III (Administration); Chapter 30 (General Provisions), §30.31 (User Fee For Library Card)

ADJOURN

Next Regular City Council meeting is May 7, 2024

Next Ordinance No. 24 – 16

Next Resolution No. 24 - 08

In compliance with the Americans with Disabilities Act and other applicable Federal and State laws, the City of Oakbrook Terrace meetings will be accessible to individuals with disabilities. Persons requiring auxiliary aids and services should contact the Executive Offices at 17W275 Butterfield Road, Oakbrook Terrace, Illinois 60181, or call (630) 941-8300 in advance of the meeting to inform them of their anticipated attendance.



**Memorandum for the Regular City Council Meeting and
Committee of the Whole for
Tuesday, April 23, 2024, at 7:00 PM**

REGULAR COUNCIL MEETING AGENDA

- I. CALL TO ORDER** – Mayor Esposito
- II. ROLL CALL** – City Clerk Shadley
- III. PLEDGE OF ALLEGIANCE**
- IV. ADDITIONS OR DELETIONS TO THE AGENDA**
- V. APPROVAL OF MINUTES - CHANGES OR CORRECTIONS**
 1. Regular Meeting Minutes of April 9, 2024
- VI. PUBLIC PARTICIPATION**
- VII. RECESS TO THE FISCAL YEAR 2023-2024 BUDGET HEARING.**
- VIII. FISCAL YEAR 2024-2025 BUDGET HEARING**
 1. Call To Order
 2. Roll Call
 3. Presentation/Acknowledgement Of The Public Hearing Notice
 4. Presentation Of The FY 2024-2025 Proposed Budget
 5. Questions From Members Of The Public And Press
 6. Presentation Of An Ordinance To Approve The FY 2024-2025 Budget
 7. Presentation Of A Resolution To Approve The Five (5) Year Capital Improvement Plan
 8. Adjourn The Public Hearing.
- IX. ACTION ITEMS/CONSENT AGENDA**
 1. Payment of City Bills: April 23, 2024, In the Amount Of \$257,753.55
 2. Treasurer's Report: March 2024
 3. Personnel & Payroll: March 2024

The Mayor asks the City Council members if they would like to remove any item(s) from the Consent Agenda. The Mayor also asks the City Attorney if any items should be removed from the Consent Agenda by the Council because they are not ready or new information is available.

RECOMMENDED MOTION: I move to approve all the items contained on the consent agenda for April 23, 2024 (*as presented*) or (*as amended*). (Roll Call Vote, Mayor's Vote Not Called).

❖ **EXPLANATION OF ITEMS ON THE CONSENT AGENDA (*For Council Only*)**

X. ITEMS REMOVED FROM THE CONSENT AGENDA

XI. RECESS TO THE COMMITTEE OF THE WHOLE

XII. MAYOR ESPOSITO

XIII. COMMITTEE OF THE WHOLE CONSIDERATIONS

1. Letter of Recommendation – 17W207 Monterey Avenue

A public hearing was held before the Planning and Zoning Commission on April 16, 2024, to consider the following request by Petitioners Richard Natalino Jr. and Christina Natalino:

1. Section 156.075 (F) (1) (a) of the Zoning Ordinance to reduce the front yard setback from 30 feet to approximately 29 feet for the front façade of the house; and
2. Section 156.075 (F) (2) of the Zoning Ordinance to reduce the east side yard setback from 10 feet to approximately 7.85 feet for the northeast corner of the house.

The applicants, Richard Natalino Jr. and Christina Natalino are applying for zoning relief in order to construct an addition to their existing single-family residence. The proposed site is located on the south side of Monterey Avenue, just east of Karban Road.

The addition meets all height, setback, and lot coverage requirements. The existing residence is non-conforming, related to front and side yard setbacks. Section 156.041 of the Zoning Ordinance allows any legal nonconforming building or structure to be repaired and maintained, but any portion of a legal nonconforming building or structure that is altered or enlarged must comply with setback requirements. In this case, the applicant would either need to apply for a variation for the existing residence or make modifications to the existing residence to bring the entire structure into compliance.

Planning and Zoning Commission recommends approval of the request with a vote of 5 to 0.

Recommended Action: If the Council concurs with the proposed changes, the City Attorney should be directed to create an Ordinance for the next consent agenda

2. **An Ordinance Appointing A Finance Director And To Approve And Authorize The Execution Of The Finance Director's Employment Agreement For The City Of Oakbrook Terrace, Illinois**

Mayor Esposito has offered the position of Finance Director to Tanya Walker, who has extensive financial management experience as a Consultant and Finance Director at Lauterbach & Amen. She holds a Bachelor of Science and a Master of Science in Accounting from Devry/Keller Institute. Additionally, she is a recipient of the Triple Crown Award from the Government Finance Officers Association for her outstanding work in the field.

Recommended Action: If the Council concurs with the above draft ordinance as presented, then the ordinance will be approved at the reconvened meeting

3. Draft Ordinance An Ordinance Amending The Code Of Ordinances Of The City Of Oakbrook Terrace, As Amended, Title III (Administration); Chapter 30 (General Provisions), §30.31 (User Fee For Library Card)

During the discussion of the FY25 Proposed Budget at the meeting on April 9th, a request was made to change the fee policy of the Library Card Program in collaboration with the Villa Park Library. The proposed fee for the library card was \$46 for renters and \$57 for homeowners, to be effective from May 1, 2024. However, after a detailed discussion, the City Council recommended revising the fee policy to \$20 annually per household.

Recommended Action: If the Council concurs with the above draft ordinance as presented, then the ordinance will be approved at the reconvened meeting

XIV. COUNCIL MEMBER'S COMMENTS

During this portion of the meeting, the Council members can bring up items that are of concern to them in order that they can be placed on a future agenda for discussion.

XV. CITY ATTORNEY RAMELLO

XVI. CITY CLERK SHADLEY

XVII. CITY ADMINISTRATOR RITZ

XVIII. RECONVENE THE CITY COUNCIL MEETING

XIX. OLD BUSINESS

1. Ordinance No. 24-13: An Ordinance Approving The Budget For The City of Oakbrook Terrace For The Fiscal Year Commencing on May 1, 2024, And Ending On April 30, 2025
2. Resolution No.24-07: A Resolution Approving The Five-Year Capital Improvement Plan Beginning In 2024 For The City Of Oakbrook Terrace
3. Ordinance No. 24 – 14: An Ordinance Appointing A Finance Director And To Approve And Authorize The Execution Of The Finance Director's Employment Agreement For The City Of Oakbrook Terrace, Illinois

4. Ordinance No. 24 – 15: An Ordinance Amending The Code Of Ordinances Of The City of Oakbrook Terrace, As Amended, Title III (Administration); Chapter 30 (General Provisions), §30.31 (User Fee For Library Card)

ADJOURN

City of Oakbrook Terrace

AGENDA ACTION

APR 23 2024

City Hall
17W275 Butterfield Road
Oakbrook Terrace, IL 60181
www.oakbrookterrace.net



City Council Meeting Minutes

Wednesday, April 9, 2024
7:00 PM

City Council Board Room

Oakbrook Terrace City Council

Mayor Paul Esposito

City Clerk Michael Shadley

Ward 1

Alderman Charlie Barbari

Alderman Joseph Beckwith

Ward 2

Alderman Frank Vlach

Alderman Dennis Greco

Ward 3

Alderman Bob Rada

Alderwoman Mary Fitzgerald

I. CALL TO ORDER

Mayor Esposito called the April 9, 2024, Regular and Committee of the Whole Meeting of the City Council to order at 7:00 P.M.

II. ROLL CALL

Roll call indicated the following City Council members in attendance:

Present: Barbari, Beckwith, Fitzgerald, Rada, Vlach, and Mayor Esposito

Absent: Greco

Also in attendance: City Administrator J. Ritz, Assistant to the City Administrator A. Raffel, Interim Finance Director S. Griffin, and City Attorney R. Ramello

III. PLEDGE OF ALLEGIANCE

Mayor Esposito led everyone in the Pledge of Allegiance.

IV. ADDITIONS OR DELETIONS TO THE AGENDA

1. Approval To Publish The Tentative Annual Budget To The City's Website:

Motion to add to the April 9, 2024 agenda, Approval To Publish The Tentative Annual Budget To The City's Website, was made by Alderman Barbari and seconded by Alderman Beckwith.

Ayes: Barbari, Beckwith, Fitzgerald, Rada, and Vlach

Nays: None

Absent: Greco

Motion passed.

V. APPROVAL OF MINUTES – CHANGES OR CORRECTIONS

1. Budget Meeting Minutes of March 13, 2024
2. Budget Meeting Minutes of March 20, 2024
3. Regular Meeting Minutes of March 26, 2024

Motion to approve the March 13, 2024, Budget Meeting Minutes, March 20, 2024, Budget Meeting Minutes, and March 26, 2024, minutes of the Regular City Council and Committee of the Whole, as presented, was made by Alderman Beckwith and seconded by Alderman Vlach. An acclamation vote was taken:

Ayes: Barbari, Beckwith, Fitzgerald, Rada, and Vlach

Nays: None

Absent: Greco

Motion passed.

VI. PUBLIC PARTICIPATION

Oakbrook Terrace Resident George Sirants spoke to the City Council regarding continuous flooding in the parking lot at Oakbrook Terrace East, located at 1S150 Spring Road. He stated that with the help of City Administrator Ritz, Public Services Director Ward, and Mayor Esposito, they were hopefully able to rectify the flooding situation in their parking lot. Mr. Sirants noted that they initially contacted Aqua Water Services but did not receive the assistance they sought to remedy the problem.

VII. ACTION ITEMS/CONSENT AGENDA

1. Payment of City Bills: April 9, 2024, in the Amount Of \$160,829.50.
2. Ordinance No. 24-12: An Ordinance Approving And Authorizing The Publication Of A Revised Official Zoning District Map For The City Of Oakbrook Terrace, Illinois.

Motion to approve the Action Items/Consent Agenda of April 9, 2024, Regular City Council and Committee of the Whole was made by Alderman Beckwith and seconded by Alderwoman Fitzgerald. Roll call vote was taken:

Ayes: Barbari, Beckwith, Fitzgerald, Rada, and Vlach

Nays: None

Absent: Greco

Motion passed.

VIII. ITEMS REMOVED FROM THE CONSENT AGENDA

None

IX. RECESS TO THE COMMITTEE OF THE WHOLE

Motion to recess to the Committee of the Whole portion of this meeting was made by Alderman Beckwith and seconded by Alderman Rada. An acclamation vote was taken:

Ayes: Barbari, Beckwith, Fitzgerald, Rada, and Vlach

Nays: None

Absent: Greco

Motion passed.

X. MAYOR ESPOSITO

1. Mayor Esposito gave his condolences to the Kallas family on the passing of former Mayor Kallas on Thursday, March 26th. He thanked the former mayor

for his positive impact on the community and for his many years of service to the city.

2. Mayor Esposito reminded the City Council that the Employee Appreciation Dinner will be held at Ditka's Restaurant on Friday, April 12th, starting at 6:00 p.m.
3. Mayor Esposito informed the City Council that the city will be hosting a document shredding event in conjunction with Illinois State Senator Suzy Glowiak on Saturday, June 8th, from 9:00 a.m. to 12 p.m. with more information to follow.

XI. COMMITTEE OF THE WHOLE CONSIDERATIONS

1. FY2025 Budget Meeting #2 Notes/Responses:

Mayor Esposito requested that the City Council review the interdepartmental memo created by Interim Finance Director Griffin. The memo contained the notes from the two Budget Meetings held on March 13th and 20th along with the informational responses.

Interim Finance Director Griffin stated the first item to discuss was the library fees for the Villa Park Library Card Program. Alderwoman Fitzgerald noted that the impact of a free library card on the City of Oakbrook Terrace budget would be tremendous and suggested decreasing the cost of a library card to \$20 per household. Further discussions included creating a welcome packet for residents and new businesses, and for looking into possible formatting changes and updates with the Terrace Leaves Newsletter. Interim Finance Director Griffin advised that she added costs for additional staffing and legal fees along with taking a conservative forecasting approach with the general fund revenues and expenditures.

XII. COUNCIL MEMBER COMMENTS

Alderman Barbari stated that the vacant lot behind the police station is for sale, and the City of Oakbrook Terrace should look at possibly purchasing it to use for future events.

Alderman Beckwith attended a legislative meeting in which Chief Executive Officer Brad Cole from the Illinois Municipal League (IML) discussed the IML's position on the upcoming legislation proposed in the Illinois House and Senate. He stated the most significant discussion issues were the 1% grocery tax, the Local General Distributive Fund (LGDF), and the Illinois Municipal Retirement Fund (IMRF) Tier 2 Pensions. Alderman Beckwith also stated a representative from the DuPage Water Commission spoke about the future 2030 water rate increase.

Alderman Rada thanked Interim Finance Director Griffin for her hard work on the proposed budget and asked if the City of Oakbrook Terrace is receiving any internet sales taxes, which was discussed by Interim Director Griffin.

XIII. CITY ATTORNEY RAMELLO

None

XIV. CITY CLERK SHADLEY

None

XV. CITY ADMINISTRATOR RITZ

City Administrator Ritz informed the City Council about the follow up to the sign ordinance talks raised at the last council meeting concerning businesses displaying feather and window signage. He brought up for discussion with City Council about future enforcement of sign ordinance violations. Administrator Ritz also advised that he spoke with Mr. Dan Lynch of Christopher B. Burke Engineering, Ltd. regarding additional traffic studies and further vehicle traffic options around the areas of MacArthur Drive and 22nd Street.

XVI. RECONVENE THE CITY COUNCIL MEETING

Motion to reconvene the City Council meeting was made by Alderman Rada and seconded by Alderman Beckwith. An acclamation vote was taken:

Ayes: Barbari, Beckwith, Fitzgerald, Rada, and Vlach

Nays: None

Absent: Greco

Motion passed.

XVII. OLD BUSINESS

1. Approval To Publish The Tentative Annual Budget To The City's Website:

Motion to approve Old Business item to Publish The Tentative Annual Budget To The City's Website was made by Alderman Beckwith and seconded by Alderwoman Fitzgerald. Roll call vote was taken:

Ayes: Barbari, Beckwith, Fitzgerald, Rada, and Vlach

Nays: None

Absent: Greco

Motion passed.

ADJOURN

Motion to adjourn was made by Alderman Barbari and seconded by Alderman Rada at 8:41 p.m.

Acclamation vote was made with all Ayes.

Motion carried unanimously.

Respectfully submitted,

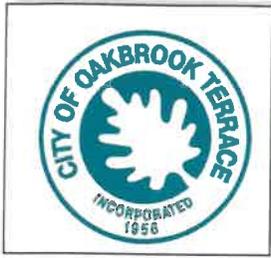
Amy Raffel, Recording Secretary

Attested:

Michael Shadley
City Clerk

Next Regular City Council meeting is April 23, 2024

In compliance with the Americans with Disabilities Act and other applicable Federal and State laws, the City of Oakbrook Terrace meetings will be accessible to individuals with disabilities. Persons requiring auxiliary aids and services should contact the Executive Offices at 17W275 Butterfield Road, Oakbrook Terrace, Illinois 60181, or call (630) 941-8300 in advance of the meeting to inform them of their anticipated attendance.



CITY OF OAKBROOK TERRACE

AGENDA ACTION

APR 23 2024

Department Memo

Date: April 19, 2024

To: Mayor Paul Esposito & City Council
Casey Calvello, Chief of Police
Melissa Headley, Director of Community Development
Craig Ward, Director of Public Services
Amy Raffel, Assistant to City Administrator

From: Jim Ritz, City Administrator
Susan Griffin, Interim Director of Finance

RE: FY2025 Budget Ordinance

Summary:

Pursuant to the Statutes the budget document and ordinance must be adopted by the City Council prior to the commencement of the fiscal year. Further, a public hearing shall be held before the adoption of the budget. Budget amendments may be made by a two-thirds vote of the Council that increase the level of overall expenditure in a fund or in the overall budget, but only to the level in which funds are available.

The Public Hearing on this budget will be held preceding the review of this proposed budget. The public hearing certificate of publication is attached as **Exhibit A** to this memorandum. The FY25 Budget Ordinance 24-13 with the Budget attached as **Exhibit B** is included for the Council's final review and approval. The final budget document will be published and posted after the Council approval.

Below is a breakdown of the changes from the Proposed Budget document posted April 4, 2024 and discussed at the April 9th meeting.

General Fund Revenues

- Library Fees-Account #01-00-3520 revised from \$3,500 to \$1,800 pursuant to recommended Library fee policy change. A separate ordinance and memorandum are included in this Council packet. Library fees revenue for

General Fund Expenditures

- Legal fees (page 33)FY24 estimates and FY25 proposed budget have been revised to reflect the expenditures expected based on the May 2023-February 2024 expenditures with an estimate of March-April 2024 expenditures.

General Fund Revisions Table

Department	Object	Acct #	FY24 Estimate	FY24 Estimate Revised	FY25 Proposed	FY25 Revised
Revenue	Library Fees	01-00-3520	\$3,000	\$4,640	\$3,500	\$1,800
Exec Admin	General Legal	01-01-5671	\$175,000	\$250,000	\$175,000	\$275,000
Exec Admin	Prosecutions	01-01-5672	\$ 50,000	\$ 62,000	\$ 50,000	\$ 65,000
Exec Admin	Litigation	01-01-5673	\$ 80,000	\$100,000	\$ 50,000	\$115,000
Exec Admin	Labor Relation	01-01-5674	n/c	n/c	\$ 60,000	\$ 85,000

Water & Capital Improvement Fund/CIP

- Interfund Transfer from Capital Improvement Fund to Water Fund revised from \$200,000 to \$283,500 to cover projected Water Fund deficit (pages 90, 100, 101 & 102)

All Funds Table

Fund	FY25 Projected Revenues	FY25 Proposed Expenditures	Interfund Transfer
General	\$10,052,323	\$10,451,582	
Water	\$ 1,252,850	\$ 1,706,265	\$283,500
Motor Fuel Tax	\$ 120,465	\$ 292,000	
SSA #2 Debt	\$ 49,500	\$ 50,303	
Business District	\$ 130,600	\$ 228,570	
Capital Improvement	\$ 2,406,808	\$ 1,135,838	(\$283,500)
TOTAL	\$14,012,546	\$13,864,558	

Requested Action:

Commence the Public Hearing on the Proposed Budget and Approval of the FY25 Budget Ordinance #24-13.

CITY OF OAKBROOK TERRACE
LEGAL NOTICE
FY25 BUDGET PUBLIC HEARING NOTICE
The proposed Fiscal Year 2024-25 Municipal Budget for the
City of Oakbrook Terrace, DuPage County, Illinois is now
available for inspection on-line at
www.oakbrookterrace.net and at the
City Hall
17W275 Butterfield Road
Oakbrook Terrace, Illinois 60181.
A public hearing regarding the municipal budget will be
held at 7PM or thereafter on Tuesday, April 23, 2024 at the
Municipal Building
17W261 Butterfield Road
Oakbrook Terrace, Illinois 60181.
All interested parties are welcome to attend and will be
given a chance to be heard.
Published in Daily Herald April 9, 2024 (4614219)

CERTIFICATE OF PUBLICATION

Paddock Publications, Inc.

DuPage County Daily Herald

Corporation organized and existing under and by virtue of the laws of the State of Illinois, DOES HEREBY CERTIFY that it is the publisher of the **DuPage County DAILY HERALD**. That said **DuPage County DAILY HERALD** is a secular newspaper, published in Naperville, DuPage County, State of Illinois, and has been in general circulation daily throughout DuPage County, continuously for more than 50 weeks prior to the first Publication of the attached notice, and a newspaper as defined by 715 ILCS 5/5.

I further certify that the **DuPage County DAILY HERALD** is a newspaper as defined in "an Act to revise the law in relation to notices" as amended in 1992 Illinois Compiled Statutes, Chapter 715, Act 5, Section 1 and 5. That a notice of which the annexed printed slip is a true copy, was published 04/09/2024 in said **DuPage County DAILY HERALD**. This notice was also placed on a statewide public notice website as required by 5 ILCS 5/2.1.

BY *Daulla Baltz*
Designee of the Publisher of the Daily Herald

Control # 4614219





CITY OF OAKBROOK TERRACE

AGENDA ACTION

APR 23 2024

Department Memo

Date: April 19, 2024

To: Mayor Paul Esposito
City Council
Casey Calvello, Chief of Police
Melissa Headley, Director of Community Development
Craig Ward, Director of Public Services
Amy Raffel, Assistant to City Administrator

From: Jim Ritz, City Administrator
Susan Griffin, Interim Director of Finance

RE: FY25 Capital Improvement Plan & Resolution

Summary:

During the March 13th and March 20th Council budget meetings and at the April 9th Committee of the Whole, the Council members discussed the FY25 Capital Improvement Fund included in the FY25 budget as well as the 5-year Capital Improvement Plan (CIP). At the April 9th meeting Interim Finance Director noted that she included a "RESERVE FOR UNANTICIPATED FUTURE CAPITAL" for the Years FY26 through FY29. This was done to more accurately project the future fund balance as the further the projections are the less likely that all specific projects/equipment have been identified and that costs include adequate inflation factors.

Attached is a copy of Resolution 24-07 Approving the 5-year CIP beginning with FY2025 and ending with FY2029. Exhibit A to the Resolution includes the CIP (pages 101-117 of the FY25 budget.)

Requested Action:

Approval of Resolution 24-07 Approving the CIP.

RESOLUTION NO. 24-07

**A RESOLUTION APPROVING THE FIVE-YEAR CAPITAL IMPROVEMENT PLAN
BEGINNING IN FISCAL YEAR 2025 FOR THE CITY OF OAKBROOK TERRACE**

WHEREAS, the City of Oakbrook Terrace (the “City”) is a home-rule unit of local government under Article VII, Section 6 of the 1970 Illinois Constitution and, except as limited by such Section, it may exercise any power and perform any function pertaining to its government and affairs;

WHEREAS, the City Council has approved a budget for the Fiscal Year 2025; and

WHEREAS, as requested by the City Council, a Five-Year Capital Improvement Plan beginning in Fiscal Year 2025 was also presented to the City Council as a companion to the proposed budget for Fiscal Year 2024-2025; and

WHEREAS, the proposed budget for Fiscal Year 2024-25 and the Five-Year Capital Improvement Plan beginning in Fiscal Year 2025 were duly considered by the City Council at various budget workshop meetings held March 13th, March 20th and April 9th, as well as at a duly noticed public hearing held on April 23, 2024.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and City Council of the City of Oakbrook Terrace, DuPage County, Illinois, as follows:

Section 1: A Five-Year Capital Improvement Plan beginning in Fiscal Year 2025 is hereby approved in form and content as set forth in Exhibit “A” attached hereto and made a part hereof.

Section 2: Copies of the Five-Year Capital Improvement Plan beginning in Fiscal Year 2024, as set forth in Section 1 above, shall be placed on file in the office of the City Clerk and the City Treasurer.

Section 3: This Ordinance shall be in full force and effect upon its passage and approval as provided by the law.

PASSED AND APPROVED this 23rd day of April 2024.

AYES:

NAYES:

ABSENT:

ABSTENTION:

Paul Esposito, Mayor of the City of
Oakbrook Terrace, DuPage County, Illinois

ATTEST:

Michael Shadley, City Clerk

**CITY OF OAKBROOK TERRACE
CAPITAL PROJECTS FUND - ALL FUNDS
FIVE YEAR CAPITAL PROJECTION**

	Estimate	Budget	Projections			
	FY23/24	FY24/25	FY25/26	FY26/27	FY27/28	FY28/29
03 WATER FUND	\$ 186,419	\$ 170,000	\$ -	\$ -	\$ -	\$ -
05 MOTOR FUEL TAX FUND	\$ 196,692	\$ 240,000	\$ 80,000	\$ 80,000	\$ 80,000	\$ 80,000
09 CAPITAL PROJECTS FUND - See Note 1	\$ 2,040,927	\$ 776,638	\$ 797,212	\$ 814,262	\$ 683,312	\$ 751,554
TOTAL	\$ 2,424,038	\$ 1,186,638	\$ 877,212	\$ 894,262	\$ 763,312	\$ 831,554

Note 1 Capital Projects Fund does not include transfer to Water Capital or debt service costs.

Process to Identify Capital Improvement Funded Projects

1. The Public Services Director identifies most capital projects and presents his findings to the Council on capital improvement proposal forms.
2. Department Heads also recommend capital improvements through completing a capital outlay improvement form.
3. In some cases, a resident or business may suggest a needed capital improvement. A capital improvement proposal form must also be completed for these suggested improvements as well.
4. Proposed capital improvements are discussed during the budget meetings and the Council recommends if this expense should be included in the budget.

Project Implementation

Once a capital improvement project is included in the current year budget, then the department head will pursue how this project will be completed. In order to move forward, projects over \$20,000 must be approved by the City Council.

**CITY OF OAKBROOK TERRACE
CAPITAL PROJECTS & EQUIPMENT FINANCED BY FUND 09
FIVE YEAR CAPITAL PROJECTION**

CAPITAL PROJECT FUND (Fund 09-12)	Estimate	Budget	Projected			
	FY23/24	FY24/25	FY25/26	FY26/27	FY27/28	FY28/29
Beginning Balance, May 1 (Projected)	\$ 5,995,730	\$ 6,290,214	\$ 7,277,684	\$ 8,371,449	\$ 9,481,772	\$ 10,727,047
Estimated Revenue Projections						
Home Rule Sales Tax	\$ 2,336,886	\$ 2,395,308	\$ 2,419,261	\$ 2,443,454	\$ 2,467,888	\$ 2,492,567
Interest Earnings	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Investment Income	\$ 12,500	\$ 11,500	\$ 11,615	\$ 11,731	\$ 11,848	\$ 11,967
ARPA Grant/Storm Sewer	\$ 500,000	\$ -	\$ -	\$ -	\$ -	\$ -
IEPA Streambank Stabilization Grant	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Miscellaneous	\$ 50	\$ -	\$ -	\$ -	\$ -	\$ -
Proceeds from Capital Asset Disposal	\$ 10,000	\$ -	\$ 10,000	\$ 15,000	\$ -	\$ 15,000
Total Estimated Revenues	\$ 2,859,436	\$ 2,406,808	\$ 2,440,876	\$ 2,470,185	\$ 2,479,737	\$ 2,519,534
Estimated Expenditures						
Professional/Technical	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000
Investment Manager Fees	\$ 575	\$ 600	\$ 600	\$ 650	\$ 700	\$ 750
Police ETSB System	\$ 24,479	\$ 25,325	\$ 25,325	\$ 25,325	\$ 25,325	\$ 25,325
Replace Eight (8) In-Squad Video Cameras	\$ 19,404	\$ 16,979	\$ 16,979	\$ 16,979	\$ 16,979	\$ 16,979
Flock ALPR Cameras	\$ 43,100	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000
Upgrade Council Chamber Audio Visual System	\$ 5,668	\$ -	\$ -	\$ -	\$ -	\$ 7,500
Body-worn Cameras	\$ 25,308	\$ 25,308	\$ 25,308	\$ 25,308	\$ 25,308	\$ 26,000
Replace Servers Police Dept.	\$ 14,462	\$ -	\$ -	\$ -	\$ -	\$ 15,000
Replace Server Storage/Network/Firewall	\$ -	\$ 100,000	\$ -	\$ -	\$ -	\$ 100,000
Replace Toughbook Laptops (Police Cars)	\$ 9,988	\$ 34,356	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
Replace Public Services Director's Vehicle #PS2	\$ 41,010	\$ -	\$ -	\$ -	\$ -	\$ -
Replace Three Marked Squads, one unmarked	\$ 236,944	\$ 137,070	\$ 140,000	\$ 140,000	\$ 140,000	\$ 140,000
Replace Car #10 - Not being replaced	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Replace T-1 2003 Ford F-350 SD Pickup with Plow	\$ 75,327	\$ -	\$ -	\$ -	\$ -	\$ -
Add Lights And Equipment To New Squads	\$ 4,228	\$ -	\$ -	\$ -	\$ -	\$ -
Replace Pool Vehicle #A-2	\$ -	\$ -	\$ 28,000	\$ -	\$ -	\$ -
Police Dept. Utility Vehicle	\$ 24,964	\$ -	\$ -	\$ -	\$ -	\$ -
2022 Yamaha Golf Cart	\$ 14,650	\$ -	\$ -	\$ -	\$ -	\$ -
Mobile Generator	\$ 63,532	\$ -	\$ -	\$ -	\$ -	\$ -
Cover Salt Storage	\$ -	\$ 100,000	\$ -	\$ -	\$ -	\$ -
Debt Service Interest Expense	\$ 29,025	\$ 49,200	\$ 39,900	\$ 30,600	\$ 21,150	\$ 11,250
Debt Service Principal Expense	\$ 295,000	\$ 310,000	\$ 310,000	\$ 315,000	\$ 330,000	\$ 375,000
Streambank Stabilization Project	\$ 258,518	\$ 8,000	\$ 46,000	\$ -	\$ -	\$ -
Irrigation System Municipal Complex	\$ 22,440	\$ -	\$ -	\$ -	\$ -	\$ -
Kremi Park Enhancement	\$ -	\$ -	\$ 50,000	\$ -	\$ -	\$ -
Kremi Park Fountain Replacement	\$ -	\$ -	\$ 15,000	\$ -	\$ -	\$ -
Storm Sewer Replacement Project	\$ 1,130,631	\$ -	\$ -	\$ -	\$ -	\$ -
Street Resurfacing Project	\$ -	\$ -	\$ -	\$ 106,000	\$ -	\$ -
Street Sealing Project	\$ -	\$ 164,000	\$ -	\$ -	\$ -	\$ 120,000
Finance ERP Software Implementation	\$ -	\$ 125,000	\$ -	\$ -	\$ -	\$ -
Intergrate Permit Software w/ERP system	\$ -	\$ -	\$ -	\$ -	\$ 25,000	\$ -
Bobcat L28 Articulated Loader	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Bobcat Snowblower	\$ 5,699	\$ -	\$ -	\$ -	\$ -	\$ -
S76 T4 Bobcat Skid Steer	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Replace Front End Loader	\$ -	\$ -	\$ 100,000	\$ -	\$ -	\$ -
Replace T-2 F-350 Versa Lift Truck	\$ -	\$ -	\$ -	\$ 200,000	\$ -	\$ -
RESERVE FOR UNANTICIPATED FUTURE CAPITAL	\$ -	\$ -	\$ 300,000	\$ 250,000	\$ 400,000	\$ 250,000
Total Estimated Expenditures	\$ 2,364,952	\$ 1,135,838	\$ 1,147,112	\$ 1,159,862	\$ 1,034,462	\$ 1,137,804
Transfer to Water Capital Fund	\$ (200,000)	\$ (283,500)	\$ (200,000)	\$ (200,000)	\$ (200,000)	\$ (200,000)
Ending Balance, April 30	\$ 6,290,214	\$ 7,277,684	\$ 8,371,449	\$ 9,481,772	\$ 10,727,047	\$ 11,908,777

Notes:

- 1 FY 2025 revenues and expenses are included as part of the proposed Capital Improvement Fund budget.
- 2 FY 2026-2029 figures represent estimated amounts that could change when more accurate data is available.
- 3 FY2026-2029 Reserve for Undesignated/Unanticipated Future Capital Projects.

**CITY OF OAKBROOK TERRACE
CAPITAL PROJECTS FINANCED BY THE WATER FUND (03-09)
FIVE YEAR CAPITAL PROJECTION**

WATER FUND (Fund 03)	Estimate	Budget	Projections			
	FY 23/24	FY 24/25	FY 25/26	FY 26/27	FY 27/28	FY 28/29
Water Tank Exterior Overcoat	\$ 136,735	\$ -	\$ -	\$ -	\$ -	\$ -
Replacing The SCADA System	\$ -	\$ 170,000	\$ -	\$ -	\$ -	\$ -
Replace W-3 Pick-up Truck	\$ 49,684	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL WATER FUND	\$ 186,419	\$ 170,000	\$ -	\$ -	\$ -	\$ -

**CITY OF OAKBROOK TERRACE
CAPITAL PROJECTS FINANCED BY MFT FUND (05)
FIVE YEAR CAPITAL PROJECTION**

Motor Fuel Tax (Fund 05)	Estimate	Budget	Projections			
	FY23/24	FY 24/25	FY25/26	FY26/27	FY27/28	FY28/29
Curbs & Gutters	\$ 196,692	\$ 240,000	\$ 80,000	\$ 80,000	\$ 80,000	\$ 80,000
TOTAL MOTOR FUEL TAX FUND	\$ 196,692	\$ 240,000	\$ 80,000	\$ 80,000	\$ 80,000	\$ 80,000

CAPITAL IMPROVEMENT PROGRAM PROPOSAL FORM

Department	Police	Fund & Fiscal Year	Capital Improvement FY 2024/2025
Date:	January, 2024	Prepared By:	Chief Calvello
Capital Request Description: Body-worn cameras maintenance agreement (Recurring thru FY 2028)			
Capital Request Cost: \$25,308			
Account Number: 09-12-7117-01			

Current Status:

The Illinois Legislature has mandated by Statute that all Police Departments equip their Police Officers with body-worn cameras by January 1, 2025. In order to comply with the Statute, the Police Department purchased and equipped the officers with body-worn cameras in 2023.

Capital Request Description and Justification:

The City entered into a five (5) year agreement running through FY 2027/2028 with Axon for the purchase of twenty-one (21) body-worn cameras for a total cost of \$126,539. Under the agreement, the body-worn cameras are always under warranty. Axon provides secure cloud storage for the videos. The body-worn cameras purchased from Axon are able to pair with the Police Department's Axon Fleet 3 in-squad video camera system and allow for a multi-camera view through Axon's evidence software program. City staff, City Attorneys, and the DuPage County State's Attorney Office are able to retrieve the videos for prosecuting purposes.

Describe in detail the breakdown of the capital costs included in the estimate above.

Axon charges the City the fee listed below per year to maintain, update, and repair the equipment. The annual fee also covers cloud storage fees, software updates/licensing, and upgrades. This annual fee will be assessed for the remaining years of the contracting, including FY 2027/2028.

Capital Cost Savings or Increased Operating Costs in Future Budget Years (provide actual dollar amounts).

Since the devices are under warranty and replaced through Axon's refresh program, the repair costs, if any, should be significantly low.

Indicate if any grants will be used to purchase the proposed capital item.

No grants have been obtained as of the date of this request but will continue to be sought to offset the cost to the City should one become available.

Estimated Capital Costs for Five (5) Year Capital Improvement Plan & Brief Descriptions:

FY 2024/25: \$25,308	FY 2025/26: \$25,308	FY 2026/27: \$25,308	FY 2027/28: \$25,308	FY 2028/29: \$0
--------------------------------	--------------------------------	--------------------------------	--------------------------------	---------------------------

CAPITAL IMPROVEMENT PROGRAM PROPOSAL FORM

Department	Police	Fund & Fiscal Year	Capital Improvement FY 2024/2025
Date:	January, 2024	Prepared By:	Chief Calvello
Capital Request Description: In-squad video cameras maintenance agreement (Recurring thru FY 2029)			
Capital Request Cost: \$16,979			
Account Number: 09-12-5600-17			

Current Status:

In FY 2019/2020, the Police Department replaced the outdated in-squad video cameras for a total cost of \$34,039. The City initially had eight (8) in-squad video cameras. The City Council approved this purchase through Ordinance No. 19-23 in May of 2019. An additional squad was received in FY 2021/2022 and an additional camera was purchased, bringing the total number of in-squad video cameras to nine (9). The Police Department will be upgrading the nine (9) in-squad video cameras from the Axon Fleet 2 system to the Axon Fleet 3 system in FY 2024/2025 for a total cost of \$84,894 through FY 2028/2029.

Capital Request Description and Justification:

The City entered into an initial five (5) year agreement running through FY 2028/2029 with Axon. Under the agreement, the in-squad video cameras are always under warranty. Axon provides secure cloud storage for the videos. City staff, the City Attorneys, and the DuPage County State's Attorney Office are able to retrieve the videos for prosecuting purposes.

Describe in detail the breakdown of the capital costs included in the estimate above.

Axon charges the City the fee listed below per year to maintain, update, and repair the equipment. The annual fee also covers cloud storage fees, software updates/licensing, and upgrades. This annual fee will be assessed for the remaining years of the contracting, including FY 2028/2029.

Capital Cost Savings or Increased Operating Costs in Future Budget Years (provide actual dollar amounts).

Since the devices are under warranty and replaced through Axon's refresh program, the repair costs, if any, should be significantly low.

Indicate if any grants will be used to purchase the proposed capital item.

No grants have been obtained as of the date of this request but will be sought to offset the cost to the City should one become available.

Estimated Capital Costs for Five (5) Year Capital Improvement Plan & Brief Descriptions:

FY 2024/25: \$16,979	FY 2025/26: \$16,979	FY 2026/27: \$16,979	FY 2027/28: \$16,979	FY 2028/29: \$16,979
--------------------------------	--------------------------------	--------------------------------	--------------------------------	--------------------------------

CAPITAL IMPROVEMENT PROGRAM PROPOSAL FORM

Department	Police	Fund & Fiscal Year	Capital Improvement FY 2024/2025
Date:	January, 2024	Prepared By:	Chief Calvello
Capital Request Description: Emergency Vehicle Replacement (Non-Recurring)			
Capital Request Cost: \$137,070			
Account Number: 01-02-7130-00			

09-12-7130

Current Status:

The Police Department must maintain a well-running fleet of vehicles. This includes marked squads and unmarked vehicles.

Capital Request Description and Justification:

The Police Department has historically replaced two vehicles in its fleet per year. This year, it has been recommended by the City's Fleet Manager that Squad #3 (109,857 miles) and Squad #6 (74,485 miles) be replaced.

Describe in detail the breakdown of the capital costs included in the estimate above.

Two (2) Ford Interceptors (estimated at \$54,125 each)	\$108,250
Lights, siren and equipment for Squad #3	\$14,410
Lights, siren and equipment for Squad #6	\$14,410
Total	\$137,070

*total cars 9 patrol
unmarked { 1 DC
3 detectives*

(The total cost may be reduced by the trade-in value of the current squads)

no shown as revenue

Capital Cost Savings or Increased Operating Costs in Future Budget Years (provide actual dollar amounts).

Assess squad rotation on an annual basis. As the Police Department's fleet is kept current, the City is maximizing fuel efficiency. Additionally, regular rotation of vehicles minimizes downtime and major repairs and maximizes officer safety and comfort.

Indicate if any grants will be used to purchase the proposed capital item.

No grants have been obtained as of the date of this request but will be sought to offset the cost to the City should one become available.

Estimated Capital Costs for Five (5) Year Capital Improvement Plan & Brief Descriptions:

FY 2024/25: \$137,070	FY 2025/26: \$0	FY 2026/27: \$0	FY 2027/28: \$0	FY 2028/29: \$0
---------------------------------	---------------------------	---------------------------	---------------------------	---------------------------

CAPITAL IMPROVEMENT PROGRAM PROPOSAL FORM

Department	Police	Fund & Fiscal Year	Capital Improvement FY 2024/2025
Date:	January, 2024	Prepared By:	Chief Calvello
Capital Request Description: Flock Automated License Plate Reader (ALPR) Cameras (Recurring)			
Capital Request Cost: \$20,000			
Account Number: 09-12-5600-18			

Current Status:

The Police Department purchased 8 stationary license plate recognition cameras during FY 2021/2022. The cameras were installed at various locations throughout the City of Oakbrook Terrace.

Capital Request Description and Justification:

These cameras capture images of vehicles that enter the frame even if no license plate is on the vehicle. If a license plate is detected, the camera recognizes the characters and state of issue and compares that license plate to a "hot list". The hot list is a list of plates maintained by the Secretary of State that contains stolen cars, suspended license plates, missing endangered subjects and wanted fugitives, amongst others. If a license plate that is on the hot list is detected by the camera, the officers will be notified within seconds, via their squad computers, with the location and picture of the vehicle. The officers can then take the appropriate enforcement action.

Flock maintains all data from the cameras for thirty (30) days after capture, it is then permanently deleted. This searchable database can be used to assist in investigations of various crimes.

Many law enforcement agencies across the nation have purchased and deployed Flock cameras include

Describe in detail the breakdown of the capital costs included in the estimate above.

Eight Flock Falcon Cameras @ \$2,500 each \$20,000.00

Capital Cost Savings or Increased Operating Costs in Future Budget Years (provide actual dollar amounts).

The recurring cost per camera per year is \$2,500. This covers maintenance, licensing, LTE data costs and free camera upgrade, if available.

Indicate if any grants will be used to purchase the proposed capital item.

No grants have been obtained as of the date of this request but will be sought to offset the cost to the City should one become available.

Estimated Capital Costs for Five (5) Year Capital Improvement Plan & Brief Descriptions:

FY 2024/25: \$20,000.00	FY 2025/26: \$20,000.00	FY 2026/27: \$20,000.00	FY 2027/28: \$0	FY 2028/29: \$0
-----------------------------------	-----------------------------------	-----------------------------------	---------------------------	---------------------------

CAPITAL IMPROVEMENT PROGRAM PROPOSAL FORM

Department	Police	Fund & Fiscal Year	Capital Improvement FY 2024/2025
Date:	January, 2024	Prepared By:	Chief Calvello
Capital Request Description: Squad Computers (Panasonic Toughbook FZ-40)			
Capital Request Cost: \$34,356			
Account Number: 09-12-7117-01			

Current Status:

The Police Department is currently using the Panasonic Toughbook CF33 Tablet for all essential communications and law enforcement applications in the squads. The CF33 tablet design uses an adaptor for the currently installed Havis Vehicle Docks. The CF33 computers were manufactured in 2008 and the Havis Docks are over 12 years old. When the CF33 adaptors were developed it was intended to be a cost savings factor for agencies who purchased the CF33 tablet and were previously using CF31s. With the use of the adaptor, Police Departments would not have to purchase new docks and could use the preexisting docks already installed in the squad vehicle. The adaptor for the CF33 which links the tablet to the keyboard and the dock is not serviced or repaired by Panasonic anymore. The connection between the tablet and the adaptor constantly loses connection to the network or the keyboard because a stress point is created on the pin connectors when the screen is open and closed. The loss of connection through the adaptor affects all of the programs in the squad since all of the programs (Mobility Client ETSB/DuComm, MPS CAD, VP2 citations, Axon, etc.) require network internet connection to function properly. Without the internet connection, CAD dispatch calls cannot be received, GPS location does not work and Axon Fleet video and body-worn camera video cannot be uploaded in the squad. Officers are currently having to rig the tablet to the adaptors with a business card to make sure the pin connectors stay tightly connected. This practice of using a shim is not 100% reliable as connection to the dock or keyboard is unknowingly lost. In addition, the Panasonic CF-33s warranties are due to expire leaving the cost to replace or repair them at the Department's expense.

2018? bought 2 in FY24

Capital Request Description and Justification:

Request to purchase six (6) new Panasonic FZ-40 laptop computers.

To improve the quality of services provided by the officers and solve the lost connection problems between the network, keyboard and dock it is requested the Department switch to the Panasonic Toughbook FZ-40 laptop for all of the squads. The FZ-40 is a standard laptop configuration and does not require an adaptor making it a more durable and solid platform. Adding the FZ-40 would require new Havis Docks which would be an upgrade from our current status and improve communications and computer reliability in the squads. The new computers would come with an extended warranty so any cost to repair or to replace the computer would be covered under the warranty.

Describe in detail the breakdown of the capital costs included in the estimate above.

Description	Qty	Unit Price	Total
Panasonic Toughbook FZ-40 (i5, 4G, GPS)	6	\$4275.00	\$25,650.00
Panasonic Extended Warranty	6	\$316.00	\$1896.00
Havis LITE Vehicle Dock	6	\$680.00	\$4080.00
Havis Dock Power Supply for Toughbook	6	\$170.00	\$1020.00
Panasonic Smart Battery Warranty	6	\$180.00	\$1080.00
Security Software SLED 60 months	6	\$105.00	\$630.00
TOTAL			\$34,356.00

Capital Cost Savings or Increased Operating Costs in Future Budget Years (provide actual dollar amounts).

N/A

Indicate if any grants will be used to purchase the proposed capital item.

N/A

Estimated Capital Costs for Five (5) Year Capital Improvement Plan & Brief Descriptions:

FY 2024/25: \$34,356	FY 2025/26: \$0	FY 2026/27: \$0	FY 2027/28: \$0	FY 2028/29: \$0
-------------------------	--------------------	--------------------	--------------------	--------------------

CAPITAL IMPROVEMENT PROGRAM PROPOSAL FORM

Department	Police	Fund & Fiscal Year	Capital Improvement FY 2024/2025
Date:	January, 2024	Prepared By:	Chief Calvello
Capital Request Description: ETSB (Web RMS) which replaced NetRMS (Recurring thru FY 2025)			
Capital Request Cost: \$25,325			
Account Number:	09-12-5600-16		

Current Status:

We have fully transitioned from NetRMS to WebRMS

Capital Request Description and Justification:

ETSB has transitioned to new report writing and computer aided dispatch systems. The costs incurred for this transition included start-up, training, salaries (i.e., Report Writing Systems Manager) as well as maintenance costs. The new ETSB system is an integrated justice system known as DuJIS which allows participating police and fire departments to exchange information with and between the DuPage County Court and correctional entities. The DuJIS replaced the old CAD and incident Report Management System. The City formalized the inter-governmental agreement with DuPage County through Resolution 18-1 on January 9, 2018.

Describe in detail the breakdown of the capital costs included in the estimate above.

The ETSB System has been phased in over an eight (8) year period. The City's share of the total cost of the upgrade is estimated at \$213,852. The City's share for FY 2024/2025 is estimated at \$25,325.

Capital Cost Savings or Increased Operating Costs in Future Budget Years (provide actual dollar amounts).

The City paid \$4,285 for the existing system, so the City will incur a significant increase for the upgrade.

Indicate if any grants will be used to purchase the proposed capital item.

No grants have been obtained as of the date of this request but will be sought to offset the cost to the City should one become available.

Estimated Capital Costs for Five (5) Year Capital Improvement Plan & Brief Descriptions:

FY 2024/25: \$25,325	FY 2025/26: \$0	FY 2026/27: \$0	FY 2027/28: \$0	FY 2028/29: \$0
--------------------------------	---------------------------	---------------------------	---------------------------	---------------------------

CAPITAL IMPROVEMENT PROGRAM PROPOSAL FORM			
Department	Public Services	Fund & Fiscal Year	Capital Improvement – FY 24-25
Date:	January 2024	Prepared By:	Ward
Capital Request Description: Curb and Gutter (recurring)			
Capital Request Cost: \$240,000			
Account Number: 09-12-7143-00			

Current Status:

Currently there is no curb and gutter along several stretches of roadway in the City.

Capital Request Description and Justification:

The addition of curbs and gutters to uncurbed roadways is an ongoing priority for the City. The installation of curbs and gutters is noted as a secondary priority on the City's 2013-2015 Goals and Objectives Action Plan. North Elder and Nimitz is the planned location for 2024-25. Bids will determine the possible lineal feet of Curb and Gutter to be installed.

Describe in detail the breakdown of the capital costs included in the estimate above.

\$240,000 in curb and gutter improvements should allow us to construct approximately 3,000 feet.

Capital Cost Savings or Increased Operating Costs in Future Budget Years (provide actual dollar amounts).

None.

Indicate if any grants will be used to purchase the proposed capital item.

In the past the City received \$170,000 in grant funding for new curbs and gutters. Over a period of 6 years, the City will be receiving \$140,638.98 in Rebuild Illinois grant money. We will receive \$46,880 in year 2022 and that same amount each year for the 6 year period.

Estimated Capital Costs for Five (5) Year Capital Improvement Plan & Brief Descriptions:

FY 2024/25: \$240,000	FY 2025/26: \$80,000	FY 2026/27: \$80,000	FY 2027/28: \$80,000	FY 2028/29: \$80,000
-----------------------	----------------------	----------------------	----------------------	----------------------

CAPITAL IMPROVEMENT PROGRAM PROPOSAL FORM			
Department	Public Services	Fund & Fiscal Year	Capital Improvement - FY 2024/2025
Date:	January 2024	Prepared By:	Director Ward
Capital Request Description: Covered Salt Storage			
Capital Request Cost: \$45,000 Revised to \$100,000			
Account Number: 09-12			

Current Status: The City does not have its own covered material storage area for items such as Bulk Rock Salt. We currently share storage with IDOT.

Capital Request Description and Justification: Circumstances of having to store rock salt outside uncovered is a situation we need to avoid. Having our own covered material storage bins would remedy this issue.

Describe in detail the breakdown of the capital costs included in the estimate above. A domed roof over our current material storage bins will cost approximately \$45,000.

Capital Cost Savings or Increased Operating Costs in Future Budget Years (provide actual dollar amounts).

Indicate if any grants will be used to purchase the proposed capital item.
None

Estimated Capital Costs for Five (5) Year Capital Improvement Plan & Brief Descriptions:

FY 2024/25: \$45,000	FY 2025/26: \$0	FY 2026/27: \$0	FY 2027/28: \$0	FY 2028/29: \$0

CAPITAL IMPROVEMENT PROGRAM PROPOSAL FORM			
Department	Public Services Street Division	Fund & Fiscal Year	Capital Improvements – 24/25
Date:	January 2024	Prepared By:	Ward
Capital Request Description: Street Sealing Project			
Capital Request Cost: \$164,000			
Account Number: 09-12-7193-00			

Current Status:

The City streets have been resurfaced and are now prime candidates for a GSB-88 application, which is a gilsonite type sealer that is applied curb line to curb line over the asphalt portion of the roadway.

Utilizing the GSB-88 does not eliminate the need for crack sealing, but applying the GSB-88 to our roadways will prolong but not avoid the necessity of a future complete resurfacing project.

The City has utilized this procedure in the past with great success and results.

Capital Request Description and Justification:

To prolong the life of our City streets and keep the streets in proper condition for safe travels.

Describe in detail the breakdown of the capital costs included in the estimate above.

WORK ITEM	ESTIMATED ANNUAL EXPENSE
GSB-88 APPLICATION (INCLUDES TRAFFIC CONTROL)	\$ 120,000.00
PAVEMENT ROUTING AND CRACK SEALING	\$ 35,000.00
PAVEMENT MARKING REMOVAL AND REPLACEMENT	\$ 6,000.00
ENGINEERING COSTS	\$ 3,000.00
GRAND TOTAL	\$164,000.00

Capital Cost Savings or Increased Operating Costs in Future Budget Years (provide actual dollar amounts).

As stated above, utilizing the GSB-88 product will prolong the life of the streets which will avoid having to complete a full resurfacing project in the very near future.

Indicate if any grants will be used to purchase the proposed capital item.

None.

Estimated Capital Costs for Five (5) Year Capital Improvement Plan & Brief Descriptions:

FY 2024/25: \$164,000	FY 2025/26: \$0	FY 2026/27: \$0	FY 2027/28: \$0	FY 2028/29: \$120k
-----------------------	-----------------	-----------------	-----------------	--------------------

CAPITAL IMPROVEMENT PROGRAM PROPOSAL FORM			
Department	Public Services Streets Division	Fund & Fiscal Year	FY 2025 / 2026
Date:	January 2024	Prepared By:	Ward
Capital Request Description: Kreml Park Fountain Replacement			
Capital Request Cost:	\$15,000		
Account Number: 09-12-7190-11			

Current Status: The decorative fountain located in Kreml Park is nearing the end of its life and needs replaced. A similar fountain of similar size and aesthetics is recommended for replacement.

Mac Arthur | Eisenhower

Capital Request Description and Justification: To maintain the overall beauty of Kreml Park.

Describe in detail the breakdown of the capital costs included in the estimate above.

Capital Cost Savings or Increased Operating Costs in Future Budget Years (provide actual dollar amounts).

Indicate if any grants will be used to purchase the proposed capital item.

Estimated Capital Costs for Five (5) Year Capital Improvement Plan & Brief Descriptions:

FY 2024/25: \$0	FY 2025/26: \$15,000	FY 2026/27: \$0	FY 2027/28: \$0	FY 2028/29: \$0
-----------------	----------------------	-----------------	-----------------	-----------------

CAPITAL IMPROVEMENT PROGRAM PROPOSAL FORM

Department	Public Services	Fund & Fiscal Year	Capital Improvements-2026-27
Date:	January 2024	Prepared By:	Ward
Capital Request Description: Replace Vehicle # T-2 F-350 Versa Lift Truck (non-recurring)			
Capital Request Cost: \$200,000			
Account Number: TBD			

Current Status:

Truck # T-2 is a 1994 Ford F-350 Versa-Lift Truck that is nearing the end of its useful life. T-2 would be replaced with a new Lift Truck of similar type from the Suburban Joint Purchasing Agency (State Bid). Once the existing T-2 is declared surplus, auctioning vs trade-in values will be explored to ensure the City with the best deal.

Capital Request Description and Justification:

T-2 will be 32 years old when it is requested that it be replaced. The T2 Lift Truck currently has 19,000 miles logged and is expected to have many more by the time the unit is replaced in FY 2027. I would expect to get 20+ years out of the replacement lift truck as well. The purchase of a new vehicle should limit maintenance costs spent due to breakdowns and equipment failures as well as maintain a safe and reliable fleet to carry out duties within the Public Services Department.

Describe in detail the breakdown of the capital costs included in the estimate above.

\$200,000 will not be exceeded when purchasing a replacement for T-2 off of the State Bid.

Capital Cost Savings or Increased Operating Costs in Future Budget Years.

To date, \$40,000.00 has been spent to repair the Lift Truck. This amount does not include any in-house repairs. With purchasing a new unit in FY 2027, these maintenance costs will decrease.

Indicate if any grants will be used to purchase the proposed capital item.

None.

Estimated Capital Costs for Five (5) Year Capital Improvement Plan & Brief Descriptions:

FY 2024/25: \$0	FY2025/26:\$0	FY2026/27:\$200,000	FY 2027/28: \$0	FY 2028/29: \$0
-----------------	---------------	---------------------	-----------------	-----------------

CAPITAL IMPROVEMENT PROGRAM PROPOSAL FORM			
Department	Public Services	Fund & Fiscal Year	Capital Improvements-2026
Date:	January 2024	Prepared By:	Ward
Capital Request Description: Replace Front-end Loader (non-recurring)			
Capital Request Cost: \$100,000			
Account Number: TBD			

Current Status:

The City's 1994 Front-end Loader is nearing the end of its useful life. The City's Front-end Loader should be replaced with a new Front-end Loader from the Suburban Joint Purchasing Agency (State Bid) or a similar joint purchasing cooperative. Once the existing Front-end Loader is declared surplus, auctioning vs trade-in values will be explored to ensure the City with the best deal.

Capital Request Description and Justification:

In order to continue to perform the duties that would require the use of the Front-end Loader and maintain reliable and timely service within Public Services is essential. The current loader has logged 7,000 in service hours.

A front loader is a heavy piece of equipment that is primarily used to load material such as salt, asphalt, demolition debris, dirt, feed, gravel, rock, sand, and wood chips into or onto another type of machinery such as a dump truck.

Describe in detail the breakdown of the capital costs included in the estimate above.

\$100,000 will not be exceeded from capital when purchasing a replacement for the Front-end Loader.

Capital Cost Savings or Increased Operating Costs in Future Budget Years.

The purchase of new equipment should limit maintenance costs spent due to breakdowns and equipment failures as well as promote department efficiency. Maintenance costs on the loader are \$10,000 which does not include in-house repairs. Maintenance costs are expected to increase until the unit is replaced in FY 2024 / 25

Indicate if any grants will be used to purchase the proposed capital item.

None.

Estimated Capital Costs for Five (5) Year Capital Improvement Plan & Brief Descriptions:

FY 2024/ 2025:\$0	FY 2025/26: \$100k	FY 2026/27:\$0	FY 2027/28: \$0	FY 2028/29: \$0
-------------------	--------------------	----------------	-----------------	-----------------

CAPITAL IMPROVEMENT PROGRAM PROPOSAL FORM

Department	IT	Fund & Fiscal Year	Capital Improvements - 2024
Date:		Prepared By:	
Capital Request Description: Server Storage Network & Firewall Upgrade			
Capital Request Cost: \$100,000			
Account Number: 09-12			

Current Status:
 Current Servers are 10 y/o old & aging out
 \$91,000 CTC
 + 9,000

Capital Request Description and Justification:

Describe in detail the breakdown of the capital costs included in the estimate above.

Capital Cost Savings or Increased Operating Costs in Future Budget Years (provide actual dollar amounts).
 Savings of \$13,395.22 -
 Removal of Barracuda

Indicate if any grants will be used to purchase the proposed capital item.

Estimated Capital Costs for Five (5) Year Capital Improvement Plan & Brief Descriptions:

FY 2023/24: \$	FY 2024/25: \$	FY 2025/26: \$	FY 2026/27: \$	FY 2027/28: \$
--------------------------	--------------------------	--------------------------	--------------------------	--------------------------

CITY OF OAKBROOK TERRACE
Bills Payable Summary Report for April 23, 2024

AGENDA ACTION

APR 23 2024

Corporate Fund (01)		
Check Run	\$	75,254.24
Manual Check	\$	108,126.00
Corporate Fund Total (01)	\$	183,380.24
Impact Donation Fund (02)		
Check Run	\$	-
Manual Check	\$	-
Impact Donation Fund Total (02)	\$	-
Water Fund (03)		
Check Run	\$	43,278.41
Manual Check	\$	15,463.71
Water Fund Total (03)	\$	58,742.12
SSA Debt Service Fund (04)		
Check Run	\$	-
Manual Check	\$	-
SSA Debt Service Fund Total (04)	\$	-
Motor Fuel Tax Fund (05)		
Check Run	\$	-
Manual Check	\$	-
Motor Fuel Tax Fund Total (05)	\$	-
2010 Debt Service Business District (08)		
Check Run	\$	-
Manual Check	\$	-
2010 Debt Service Business District (08)	\$	-
Capital Improvement Fund (09)		
Check Run	\$	15,631.19
Manual Check	Q1A	
Capital Improvement Fund Total (09)	\$	15,631.19
2012 Debt Service Business District (12)		
Check Run	\$	-
Manual Check	\$	-
2012 Debt Service Business District (12)	\$	-
Total Bills Payable	\$	257,753.55

**CITY OF OAKBROOK TERRACE
MANUAL BILLS PAYABLE**

April 23, 2023

<u>Account No.</u>	<u>Vendor</u>	<u>Description</u>	<u>Check No.</u>	<u>Date</u>	<u>Amount</u>
01-02-4530-01	Blue Cross/Shield of Illinois	May 2024 Premium - PS Admin.	112706	4/16/2024	7,118.20
03-12-4530-00		May 2024 Premium - Water			5,375.79
01-02-4535-03		May 2024 Premium - PS Officers			22,400.88
01-03-4530-00		May 2024 Premium - Community Dev.			5,627.69
01-00-1590-00		May 2024 Premium - COBRA			887.35
01-01-4530-00		May 2024 Premium - Admin.			3,678.54
01-02-4535-04		May 2024 Premium - PS Dets.			6,579.61
01-04-4530-00		May 2024 Premium - Streets			5,356.82
01-02-4535-02		May 2024 Premium - PS Sgts.			8,538.39
01-11-4530-00		May 2024 Premium - Finance			4,685.40
					\$ 70,248.67
01-01-5780-00	Mike Ditka's	Staff Appreciation Dinner - April 12, 2024	112707	4/16/2024	\$ 10,796.95
03-12-5665-00	Granite Telecommunications	Water Dept. Phones - 4/1-4/30/2024	11278	4/16/2024	356.92
01-04-5665-00		Street Dept. Phones - 4/1-4/30/2024			356.92
01-14-5668-00		Traffic Enforcement Charges - 4/1-4/30/2024			79.72
01-01-5668-00		Executive Management Charges - 4/1-4/30/2024			79.72
					\$ 873.28
01-02-5668-00	Verizon Wireless	PD Air Cards Service - 4/2-5/1/2024	112709	4/16/2024	288.08
01-02-5668-00		PD Cell Phones for 4/2-5/1/2024			484.73
01-11-5668-00		Finance Phones for 4/2-5/1/2024			68.83
01-03-5668-00		Comm. Dev. Cell Phones for 4/2-5/1/2024			84.40
01-02-5668-00		NIMS for 4/2-5/1/2024			24.93
01-02-5668-00		AirCard for 4/2-5/1/2024			36.01
01-04-5668-00		Streets Cell Phones for 4/2-5/1/2024			134.19
01-02-5668-00		USB Port Card for 4/2-5/1/2024			36.01
03-12-5668-00		Water Cell Phones for 4/2-5/1/2024			93.58
01-01-5668-00		Exec. Admin. Cell Phones for 4/2-5/1/2024			126.87
					\$ 1,377.63

\$ 83,296.53

**CITY OF OAKBROOK TERRACE
MANUAL BILLS PAYABLE**

April 23, 2023

<u>Account No.</u>	<u>Vendor</u>	<u>Description</u>	<u>Check No.</u>	<u>Date</u>	<u>Amount</u>
01-02-4530-01	Blue Cross/Shield of Illinois	May 2024 Premium - PS Admin.	112706	4/16/2024	7,118.20
03-12-4530-00		May 2024 Premium - Water			5,375.79
01-02-4535-03		May 2024 Premium - PS Officers			22,400.88
01-03-4530-00		May 2024 Premium - Community Dev.			5,627.69
01-00-1590-00		May 2024 Premium - COBRA			887.35
01-01-4530-00		May 2024 Premium - Admin.			3,678.54
01-02-4535-04		May 2024 Premium - PS Dets.			6,579.61
01-04-4530-00		May 2024 Premium - Streets			5,356.82
01-02-4535-02		May 2024 Premium - PS Sgts.			8,538.39
01-11-4530-00		May 2024 Premium - Finance			4,685.40
					\$ 70,248.67
01-01-5780-00	Mike Ditka's	Staff Appreciation Dinner - April 12, 2024	112707	4/16/2024	\$ 10,796.95
03-12-5665-00	Granite Telecommunications	Water Dept. Phones - 4/1-4/30/2024	11278	4/16/2024	356.92
01-04-5665-00		Street Dept. Phones - 4/1-4/30/2024			356.92
01-14-5668-00		Traffic Enforcement Charges - 4/1-4/30/2024			79.72
01-01-5668-00		Executive Management Charges - 4/1-4/30/2024			79.72
					\$ 873.28
01-02-5668-00	Verizon Wireless	PD Air Cards Service - 4/2-5/1/2024	112709	4/16/2024	288.08
01-02-5668-00		PD Cell Phones for 4/2-5/1/2024			484.73
01-11-5668-00		Finance Phones for 4/2-5/1/2024			68.83
01-03-5668-00		Comm. Dev. Cell Phones for 4/2-5/1/2024			84.40
01-02-5668-00		NIMS for 4/2-5/1/2024			24.93
01-02-5668-00		AirCard for 4/2-5/1/2024			36.01
01-04-5668-00		Streets Cell Phones for 4/2-5/1/2024			134.19
01-02-5668-00		USB Port Card for 4/2-5/1/2024			36.01
03-12-5668-00		Water Cell Phones for 4/2-5/1/2024			93.58
01-01-5668-00		Exec. Admin. Cell Phones for 4/2-5/1/2024			126.87
					\$ 1,377.63
01-01-4510-00	IMRF	February 2024 Employer Contributions - Admin.	Direct Debit	4/17/2024	4,623.86
01-02-4510-00		February 2024 Employer Contributions - PD			5,148.04
01-03-4510-00		February 2024 Employer Contributions - Comm. Dev.			3,779.49
01-04-4510-00		February 2024 Employer Contributions - Streets			3,574.71
01-11-4510-00		February 2024 Employer Contributions - Finance			1,168.02
03-12-4510-00		February 2024 Employer Contributions - Water			5,542.82
					\$ 23,836.96

**CITY OF OAKBROOK TERRACE
MANUAL BILLS PAYABLE**

April 23, 2023

	IMRF		Direct Debit	4/18/2024	
01-01-4510-00		March 2024 Employer Contributions - Admin.			3,234.85
01-02-4510-00		March 2024 Employer Contributions - PD			3,607.14
01-03-4510-00		March 2024 Employer Contributions - Comm. Dev.			2,537.36
01-04-4510-00		March 2024 Employer Contributions - Streets			2,203.60
01-11-4510-00		March 2024 Employer Contributions - Finance			778.67
03-12-4510-00		March 2024 Employer Contributions - Water			4,094.60
					<u>\$ 16,456.22</u>

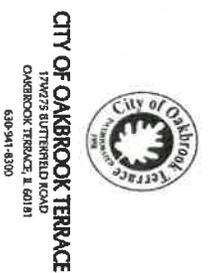
01-02-5611-00 Lakside

\$ 123,589.71

Accounts Payable

GL Distribution Report

User: JEsposito
 Printed: 4/19/2024 - 8:57 AM
 Batch: 00004.04.2024
 Fiscal Period: 12
 JE Date: 04/19/2024



Fund	DR Amount	CR Amount	Account Number	Description
01 CORPORATE FUND	0.00	75,254.24	01-00-1060-00	HARRIS CHECKING A/P 0129
	75,254.24	0.00	01-00-2010-00	ACCOUNTS PAYABLE
	75,254.24	75,254.24		
03 WATER FUND	0.00	43,278.41	03-00-1060-00	HARRIS A/P 0129
	43,278.41	0.00	03-00-2010-00	ACCOUNTS PAYABLE
	43,278.41	43,278.41		
09 CAPITAL IMPROVEMENT FUND	0.00	15,631.19	09-00-1060-00	Harris A/P 0129
	15,631.19	0.00	09-00-2010-00	Accounts Payable
	15,631.19	15,631.19		
Grand Total:	134,163.84	134,163.84		

Accounts Payable

Computer Check Proof List by Vendor

User: JEsposito
 Printed: 04/19/2024 - 8:55AM
 Batch: 00004,04,2024



Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor: 1754	Admin C Administrative Consulting Specialists LLC Q1 2024 Grant Writing and Admin Svcs - #1 of	6,250.00	04/23/2024	Check Sequence: 1 01-01-5600-00	ACH Enabled: False
	Check Total:	6,250.00			
Vendor: 325008	Aflac American Family Life Assurance Company of Columbus March 2024 Premium	316.92	04/23/2024	Check Sequence: 2 01-00-1595-00	ACH Enabled: False
670168	April 2024 Premium	402.20	04/23/2024	01-00-1595-00	
	Check Total:	719.12			
Vendor: 59615032	Ander Anderson Pest Solutions City Hall Pest Control - April 2024	59.50	04/23/2024	Check Sequence: 3 01-04-5770-01	ACH Enabled: False
	Check Total:	59.50			
Vendor: 1395110	atomic Atomic Transmissions Car #11 transmission service	385.00	04/23/2024	Check Sequence: 4 01-02-5663-00	ACH Enabled: False
	Check Total:	385.00			
Vendor: 200088013	AWWA IL ILLINOIS SECTION AMERICAN WATER WORKS ASSOCIATION AWWA Plant Maint. Conference - PW Dir.	97.00	04/23/2024	Check Sequence: 5 03-12-5605-00	ACH Enabled: False
	Check Total:	97.00			
Vendor: Mar-24	Benes G George Benes Property Maintenance Inspections - March 2024	921.92	04/23/2024	Check Sequence: 6 01-03-5612-00	ACH Enabled: False
	Check Total:	921.92			
Vendor: 4459	Bludner Bludners Tree Service Removal of 4 dead Hawthornes from Krenl Par	1,400.00	04/23/2024	Check Sequence: 7 01-04-5766-00	ACH Enabled: False

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
	Check Total:	1,400.00			
Vendor: Callone	Peerless Network, Inc.			Check Sequence: 8	ACH Enabled: False
48833	Water Dept. Phones - 4/15-5/14/2024	93.78	04/23/2024	03-12-5665-00	
48833	Street Dept. Phones - 4/15-5/14/2024	93.78	04/23/2024	01-04-5665-00	
	Check Total:	187.56			
Vendor: Chada	Michael Chada			Check Sequence: 9	ACH Enabled: False
	Plumbing Inspection Fees - 3/20-4/9/2024	638.00	04/23/2024	01-03-5600-00	
	Check Total:	638.00			
Vendor: cintas	Cintas Corporation			Check Sequence: 10	ACH Enabled: False
4188660334	PD Floor Mat Service	88.20	04/23/2024	01-02-5770-01	
4188660341	City Hall Floor Mat Service	255.89	04/23/2024	01-04-5770-01	
	Check Total:	344.09			
Vendor: cod	College of DuPage			Check Sequence: 11	ACH Enabled: False
16034	SLEA & Basic Academy training - Patrol & Evi	5,020.00	04/23/2024	01-02-5605-00	
	Check Total:	5,020.00			
Vendor: Coeo	Coeo Solutions, LLC			Check Sequence: 12	ACH Enabled: False
1112730	Admin. Phone Service - 4/15-5/14/2024	588.53	04/23/2024	01-01-5665-00	
1112730	Comm. Dev. Phone Service - 4/15-5/14/2024	267.51	04/23/2024	01-03-5665-00	
1112730	PD Phone Service - 4/15-5/14/2024	624.20	04/23/2024	01-02-5665-00	
1112730	Finance Phone Service - 4/15-5/14/2024	303.18	04/23/2024	01-11-5665-00	
	Check Total:	1,783.42			
Vendor: ComEd	Com Ed			Check Sequence: 13	ACH Enabled: False
0014123333	Res Street Lights - 3/8-4/5/2024	93.60	04/23/2024	01-04-5760-00	
3240275000	Tornado Warning Siren - 3/8-4/5/2024	37.73	04/23/2024	01-04-5758-00	
7155941222	WME Electric - 3/8-4/5/2024	266.14	04/23/2024	03-12-5758-00	
7157829000	PAS 17B - 3/8-4/5/2024	323.29	04/23/2024	03-12-5758-00	
9551820100	Water Tower - 3/8-4/5/2024	581.33	04/23/2024	03-12-5758-00	

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
	Check Total:	1,302.09			
Vendor: ComEd3	ComEd			Check Sequence: 14	ACH Enabled: False
0908807000	Spring/Frontage - 1/30-4/3/2024	1,608.19	04/23/2024	01-04-5760-00	
	Check Total:	1,608.19			
Vendor: commdir	Communications Direct, Inc			Check Sequence: 15	ACH Enabled: False
SRI29230	Installation of new emergency equip to new PD v	15,631.19	04/23/2024	09-12-7130-00	
	Check Total:	15,631.19			
Vendor: CTCorp	Current Technologies Corp			Check Sequence: 16	ACH Enabled: False
14628	UPS Battery Replacement Services	5,159.37	04/23/2024	01-02-6151-00	
14666	Dell Desktop Computer - Public Services Water	1,053.52	04/23/2024	03-12-6151-00	
14666	Dell Desktop Computer - Public Services Streets	1,053.52	04/23/2024	01-04-6151-00	
14666	Dell Notebook for Bldg. Automation System for	1,156.77	04/23/2024	01-02-6151-00	
734058	Remote & IT Support	281.25	04/23/2024	01-11-5600-00	
	Check Total:	8,704.43			
Vendor: daily	Paddock Publications, Inc.			Check Sequence: 17	ACH Enabled: False
283428	Public Hearing Notice - 17W207 Monterey	138.00	04/23/2024	01-03-5725-00	
	Check Total:	138.00			
Vendor: DWC	DuPage Water Commission			Check Sequence: 18	ACH Enabled: False
01-1700-00	7,049,000 Gal. of Water - 2/29-3/31/2024	37,994.11	04/23/2024	03-12-5845-00	
	Check Total:	37,994.11			
Vendor: elevator	Elevator Inspection Service Co			Check Sequence: 19	ACH Enabled: False
122782	2 Re-inspections at One Lincoln Center	50.00	04/23/2024	01-03-5600-00	
	Check Total:	50.00			
Vendor: Elm auto	Elmhurst Auto Parts			Check Sequence: 20	ACH Enabled: False
27697	Blades/wipers	84.00	04/23/2024	01-02-5663-00	
27698	Weed trimmer plugs	6.80	04/23/2024	01-04-6132-00	
27716	Cabin filter PD Car CP	38.60	04/23/2024	01-02-5663-00	

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
27724	Air filter CP	16.40	04/23/2024	01-02-5663-00	
27729	Spark plugs	18.22	04/23/2024	01-04-5663-00	
	Check Total:	164.02			
Vendor:	Flood				ACH Enabled: False
	Flood Bros. Disposal Co.				
7391529	OBT street sweeping	1,589.67	04/23/2024	01-04-5763-00	
	Check Total:	1,589.67			
Vendor:	Gonzini				ACH Enabled: False
	Robert J. Gonzini				
	Elec. & Bldg. Inspection Svcs. - 4/4-4/16/2024	701.80	04/23/2024	01-03-5600-00	
	Check Total:	701.80			
Vendor:	Graph				ACH Enabled: False
	Graphics2000				
94797	Inspection Request forms	302.50	04/23/2024	01-03-6130-00	
	Check Total:	302.50			
Vendor:	hdsupply				ACH Enabled: False
	Core & Main LP				
U631067	Water meter read - software support	2,445.00	04/23/2024	03-12-6152-00	
	Check Total:	2,445.00			
Vendor:	Magellan				ACH Enabled: False
	Magellan Healthcare				
0031260267	EAP Services - Aug 2023 - Apr 2024	2,799.98	04/23/2024	01-01-5651-00	
	Check Total:	2,799.98			
Vendor:	MinoltaC				ACH Enabled: False
	Konica Minolta Business Soluti				
292956294	Admin. Copier Maint. - 3/1-3/31/2024	153.08	04/23/2024	01-01-5660-00	
292956294	Finance Copier Maint. - 3/1-3/31/2024	153.09	04/23/2024	01-11-5660-00	
292956294	C&D Copier Maint. - 3/1-3/31/2024	153.09	04/23/2024	01-03-5660-00	
9009877292	Exec. Admin. Copier Maint. - 3/4-4/3/2024	4.52	04/23/2024	01-01-5660-00	
9009878696	PD Copier Maint. - 3/5-4/4/2024	99.13	04/23/2024	01-02-5660-00	
	Check Total:	562.91			
Vendor:	munelec				ACH Enabled: False
	Municipal Electronics Division, LLC				
070338	Genesis VP Direct	1,236.62	04/23/2024	01-02-5660-00	

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
070522	Genesis II antenna, cable and installation	367.50	04/23/2024	01-02-5660-00	
	Check Total:	1,604.12			
Vendor: Nicorl	Bill Payment Center Nicor Gas			Check Sequence: 28	ACH Enabled: False
81486267503	PSB Gas - 3/8-4/8/2024	775.19	04/23/2024	01-04-5758-00	
97007010008	WME Gas - 3/8-4/8/2024	312.45	04/23/2024	03-12-5758-00	
	Check Total:	1,087.64			
Vendor: NIU	NIU Center for Governmental Studies			Check Sequence: 29	ACH Enabled: False
CGS003359	NIU Strategic Planning & Comprehensive Plan I	11,250.00	04/23/2024	01-01-5600-00	
	Check Total:	11,250.00			
Vendor: oherron	Ray OHerron Co. Inc.			Check Sequence: 30	ACH Enabled: False
2333656	3 Shirts, 2 pants, 1 Moab - Patrol	503.90	04/23/2024	01-02-5715-00	
2335233	1 Gold name bar - Patrol	20.25	04/23/2024	01-02-5715-00	
2336049	1 Pair pants - Patrol	80.99	04/23/2024	01-02-5715-00	
	Check Total:	605.14			
Vendor: Packey	Packey Webb Ford			Check Sequence: 31	ACH Enabled: False
C56212	Car #11 transmission failure diagnosis	196.99	04/23/2024	01-02-5663-00	
	Check Total:	196.99			
Vendor: pitney1	Reserve Account Pitney Bowes Inc.			Check Sequence: 32	ACH Enabled: False
28024552	Replenish Admin Postage - 3/5-4/11/2024	0.64	04/23/2024	01-01-6170-00	
28024552	Replenish Finance Postage - 3/5-4/11/2024	345.45	04/23/2024	01-11-6170-00	
28024552	Replenish Water Postage - 3/5-4/11-2024	21.76	04/23/2024	03-12-6170-00	
28024552	Replenish B&Z Postage - 3/5-4/11/2024	68.17	04/23/2024	01-03-6170-00	
41123324	Replenish PD Postage	500.00	04/23/2024	01-02-6170-00	
	Check Total:	936.02			
Vendor: Pitney-2	Pitney Bowes Global Financial Svcs			Check Sequence: 33	ACH Enabled: False
3106623644	Comm. Dev. Postage Rental - 3/1-5/29/2024	90.03	04/23/2024	01-03-5655-00	
3106623644	Admin. Postage Rental - 3/1-5/29/2024	90.03	04/23/2024	01-01-5655-00	
3106623644	Streets Postage Rental - 3/1-5/29/2024	90.03	04/23/2024	01-04-5655-00	

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
3106623644	Finance Postage Rental - 3/1-5/29/2024	90.03	04/23/2024	01-11-5655-00	
3106623644	Water Postage Rental - 3/1-5/29/2024	90.03	04/23/2024	03-12-5655-00	
	Check Total:	450.15			
Vendor: Runco	Runco Office Supplies and Equipment Company			Check Sequence: 34	ACH Enabled: False
936514-0	Kitchen supplies - CH	54.47	04/23/2024	01-01-6120-00	
936745-0	1 Box laser labels	29.99	04/23/2024	01-01-6120-00	
	Check Total:	84.46			
Vendor: Storino	Storino Ramello & Durkin			Check Sequence: 35	ACH Enabled: False
90979	IDOT Litigation	3,013.00	04/23/2024	01-01-5673-00	
90979	General Legal Services - Community Developm	2,478.50	04/23/2024	01-01-5671-00	
90979	Labor Relations Services - FOB Contracts/grteva	713.00	04/23/2024	01-01-5674-00	
90979	General Legal Services - disbursements	151.68	04/23/2024	01-01-5671-00	
90979	General Legal Services - General Corporate	5,660.50	04/23/2024	01-01-5671-00	
90979	General Legal Services - Police Dept.	2,437.50	04/23/2024	01-01-5671-00	
90979	General Legal Services - Council Mfg. Review/P	7,150.50	04/23/2024	01-01-5671-00	
90979	General Legal Services - Ordinances & Resoluti	2,525.00	04/23/2024	01-01-5671-00	
90979	General Legal Service - Planning & Zoning Cor	253.00	04/23/2024	01-01-5671-00	
	Check Total:	24,382.68			
Vendor: tollway	Illinois Tollway			Check Sequence: 36	ACH Enabled: False
G123000006740	PD toll fees - 1/31-3/31/2024	13.40	04/23/2024	01-02-5663-00	
G123000006740	Admin. toll fees - 1/31-3/31/2024	39.65	04/23/2024	01-04-5663-00	
G123000006740	Public Services toll fees - 1/31-3/31/2024	159.20	04/23/2024	01-04-5663-00	
	Check Total:	212.25			
Vendor: trugreen	Trugreen			Check Sequence: 37	ACH Enabled: False
189470684	Turf Treatment - City Hall	295.56	04/23/2024	01-04-5765-00	
190128519	Turf Treatment - Municipal Complex	166.01	04/23/2024	01-04-5765-00	
190137698	Turf Treatment - Krenml Park	143.37	04/23/2024	01-04-5765-00	
	Check Total:	604.94			
Vendor: UTC	United Talent Coordinators			Check Sequence: 38	ACH Enabled: False

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
41098	Entertainment Services for Staff Appreciation Di	750.00	04/23/2024	01-01-5780-00	
	Check Total:	750.00			
Vendor: VPChev	Castle Chevrolet			Check Sequence: 39	ACH Enabled: False
VOAK401290	PD Squad #5 Key fob	199.95	04/23/2024	01-02-5663-00	
	Check Total:	199.95			
	Total for Check Run:	134,163.84			
	Total of Number of Checks:	39			



City Treasurer's Report

Mar-24

<u>CORPORATE FUND</u>	<u>BALANCE</u> February 29, 2024	<u>RECEIVED</u>	<u>DISBURSED</u>	<u>BALANCE</u> Mar-24	<u>INTEREST</u> <u>RATE</u>
PAYROLL	\$19,566	\$319,016	\$322,156	\$16,426	
Interfund Transfers Revenue/Expenditures		\$631,873	\$349,535		
Checking/MM Total	\$4,230,339	\$1,030,684	\$882,614	\$4,660,748	
DUI TECH FEE ACCT	\$24,062	\$15,424	\$0	\$39,486	
STATE FORFEITURE	\$2,056	\$0	\$0	\$2,056	
FEDERAL FORFEITURE	\$2,165	\$0	\$0	\$2,165	
FUEL SYSTEM REPLACEMENT	\$87,315	\$1	\$0	\$87,316	
TRAFFIC LIGHT ENFORCEMENT	\$6,606,136	\$16,425	\$0	\$6,622,562	0.010%
SFAM LLC 2022-6902	\$1,452,924	\$3,443	\$674	\$1,455,692	*
CORPORATE TOTAL	\$12,424,563	\$2,016,867	\$1,554,979	\$12,886,451	
<u>CAPITAL IMPROVEMENTS</u>					
MONEY MARKET (HARRIS)	\$2,778,964	\$10,000	\$729,900	\$2,059,064	
SFAM LLC 5909-3614	\$380,712	\$394	\$140	\$380,966	*
CAPITAL IMPROVEMENT TOTAL	\$3,159,676	\$10,394	\$730,040	\$2,440,030	
<u>MOTOR FUEL TAX FUND</u>					
MONEY MARKET (HARRIS)	\$431,256	\$9,783	\$0	\$441,038	
MFT TOTAL	\$431,256	\$9,783	\$0	\$441,038	
<u>BUSINESS DISTRICT #1</u>					
2012 BUS. DIST. DEBT SERVICE	\$235,362	\$254	\$0	\$235,616	1.272%
BUSINESS DISTRICT TOTAL	\$235,362	\$254	\$0	\$235,616	
<u>SSA DEBT SERVICE FUND</u>					
HARRIS	\$602	\$0	\$0	\$602	
SSA DEBT SERVICE TOTAL	\$602	\$0	\$0	\$602	
<u>WATER</u>					
MONEY MARKET (HARRIS)	\$591,455	\$154,233	\$105,773	\$639,916	
ESCROW ACCT.	\$34,917	\$75	\$0	\$34,992	
WATER FUND CAPITAL	\$725,649	\$200,817	\$0	\$926,466	1.272%
WATER TOTAL	\$1,352,020	\$355,125	\$105,773	\$1,601,373	
ALL FUNDS TOTALED	\$17,603,479	\$2,392,422	\$2,390,791	\$17,605,110	
NET INCREASE (DECREASE)		\$ 1,631			

* Multiple Securities Purchased Having Various Interest Rates

Prepared By,
Sussn Griffin, Treasurer



CITY OF OAKBROOK TERRACE
Department Payroll Summary Report for March 2024

Executive Administration	\$	29,524.33
Special Events	\$	385.95
Police Administration	\$	43,635.33
Police Sergeants	\$	39,646.11
Police Officers	\$	116,159.85
Police Investigations	\$	29,663.64
Police Court Time / Stand-by	\$	1,238.93
Building & Zoning	\$	23,353.30
P&Z Commission		
Public Services - Streets	\$	16,776.00
Police Commission	\$	550.00
Finance	\$	6,064.48
Traffic Light Enforcement		
Traffic Light Enforcement Court Time		
General Fund Total	\$	306,997.92
Public Services - Water	\$	31,889.29
Water Fund Total	\$	31,889.29
Snow Duties	\$	-
Motor Fuel Tax Fund Total	\$	-
Total Gross Payroll \$		338,887.21



Interdepartmental Memo

To: Mayor and City Council
Jim Ritz, City Administrator

From: Melissa Headley, AICP
Director of Community Development

Re: Letter of Recommendation
17W207 Monterey Av / Case #24-03
Variations related to front and side yard setbacks
City Council Meeting: April 23, 2024

Date: April 17, 2024

REQUEST:

Mayor and City Council to direct the City Attorney to prepare an ordinance.

BACKGROUND:

A public hearing was held before the Planning and Zoning Commission on April 16, 2024 to consider the following request by Petitioners, Richard Natalino Jr. and Christina Natalino:

1. Section 156.075 (F) (1) (a) of the Zoning Ordinance to reduce the front yard setback from 30 feet to approximately 29 feet for the front façade of the house; and
2. Section 156.075 (F) (2) of the Zoning Ordinance to reduce the east side yard setback from 10 feet to approximately 7.85 feet for the northeast corner of the house.

The applicants, Richard Natalino Jr. and Christina Natalino, are applying for zoning relief in order to construct an addition to their existing single-family residence. The proposed site is located on the south side of Monterey Avenue, just east of Karban Road.

Mr. & Mrs. Natalino purchased the residence in July 2023. Mr. Natalino presented his petition for the variation requests. He and his wife are planning on adding a mud room, family room, master bedroom, bathroom and some storage to the rear of the existing home.

The addition meets all height, setback and lot coverage requirements. The existing residence is non-conforming related to front and side yard setback. Section 156.041 of the Zoning Ordinance allows any legal nonconforming building or structure to be repaired and maintained, but any portion of a legal nonconforming building or structure that is altered or enlarged must comply with setback requirements. In this case, the applicant would either need to apply for a variation for the existing residence or make modifications to the existing residence to bring the entire structure into compliance.

There were members of the public at the hearing, but no objections were raised. Ann Schoppelry of 1S727 MacArthur Drive received the public hearing notification and called our offices to convey her support of the City granting the variation request.

In the petitioners' letter explaining their request, they stated that at the time the original house was built, the setbacks were different than they are today. Commissioner Jackson asked how the Natalino's knew that. We clarified that they assumed that the codes had changed because the house was permitted to be built in its current location.

Commissioner Sarallo stated that he liked the addition.

Commissioner Donoval stated that he liked the addition and wanted to know if the masonry shown on the front façade was decorative or would be a chimney. Petitioner stated that it was cosmetic.

Vice Chairperson Freda confirmed that the 7.85 feet setback should have been 10 feet and the front yard setback should have been 30 feet. It was clarified that the reason the front of the house needed the variation is due to the curvature of Monterey Avenue.

Commissioner Jackson noted that he is in favor of the application, but wanted to ensure that we are not setting a precedent for approving other variations for existing construction. He also stated that the reason he felt comfortable approving this application is because it was a minimal request and would have a positive impact on improving the value of the home and the neighborhood.

Commissioner Ventura also noted that she supported the application, the request was minimal, it would look nice and its great to see investment in the neighborhood.

Commissioner Jackson made a motion to approve the zoning relief requested. Commissioner Ventura seconded the motion. The motion was approved unanimously.

Chairperson
Peggy L. Walberg

Vice Chairperson
Patricia Freda

Secretary
Sarah Cavazos



Commissioners
Jan Donoval
Ann Ventura
Douglas Jackson
Nicole Berkshire

To: Mayor and City Council
City of Oakbrook Terrace

From: Planning & Zoning Commission

Re: Letter of Recommendation
17W207 Monterey Avenue
Variations related to front and side yard setbacks
Case #24-03

Date: April 17, 2024

Ladies and Gentlemen:

Your Planning and Zoning Commission transmit for your consideration its recommendation to consider a request by the Petitioner, Richard Natalino Jr. and Christina Natalino as follows:

1. Section 156.075 (F) (1) (a) of the Zoning Ordinance to reduce the front yard setback from 30 feet to approximately 29 feet for the front façade of the house; and
2. Section 156.075 (F) (2) of the Zoning Ordinance to reduce the east side yard setback from 10 feet to approximately 7.85 feet for the northeast corner of the house.

After due notice as required by law, the Oakbrook Terrace Planning and Zoning Commission held a public hearing on April 16, 2024. By a vote of 5 to 0, the Planning & Zoning Commission recommended approval of the request.

Respectfully,
Patricia Freda, Vice Chairperson
Planning & Zoning Commission
City of Oakbrook Terrace

AN ORDINANCE APPOINTING A FINANCE DIRECTOR AND TO APPROVE AND AUTHORIZE THE EXECUTION OF THE FINANCE DIRECTOR'S EMPLOYMENT AGREEMENT FOR THE CITY OF OAKBROOK TERRACE, ILLINOIS

WHEREAS, the City of Oakbrook Terrace (the "City") is a home-rule unit of local government under Article VII, Section 6 of the 1970 Illinois Constitution and, except as limited by such Section, it may exercise any power and perform any function pertaining to its government and affairs;

WHEREAS, Section 32.020 of the Code of Oakbrook Terrace, Illinois, creates the Finance Department as an administrative department of the City under the general supervision of the Mayor;

WHEREAS, Sections 32.020 and 32.021 of the Code of Oakbrook Terrace, Illinois, empower and establish duties of the City's Finance Department;

WHEREAS, Section 32.011 of the Code of Oakbrook Terrace, Illinois, empowers and authorizes the Mayor, with the advice and consent of the City Council, to appoint heads of departments of the City consistent with the employment policies and agreements of the City;

WHEREAS, the Mayor has appointed Tanya Walker to serve as the City's Finance Director, and the City Council desires to advise and consent to the appointment; and

WHEREAS, the City Council desires to set the compensation, provide certain benefits and establish certain conditions of employment of the City's Finance Director through an Employment Agreement with the City;

NOW, THEREFORE, BE IT ORDAINED by the Mayor and City Council of the City of Oakbrook Terrace, DuPage County, Illinois, as follows:

Section 1: The facts and statements contained in the preambles to this ordinance are found to be true and correct and are hereby adopted as part of this ordinance.

Section 2: The City Council hereby consents to the nomination of Tanya Walker to serve as the City's Finance Director.

Section 3: The Mayor shall be and is hereby authorized and directed to execute and file with the City Clerk the Certificate of Appointment of Tanya Walker, a copy of which is attached hereto marked as Exhibit "1" and made a part hereof.

Section 4: It is hereby determined that it is advisable, necessary and in the public interest that the City approve and does hereby approve the Employment Agreement of Tanya Walker to provide the compensation, terms and conditions of the appointment as the City's Finance Director.

Section 5: Provided that Tanya Walker executes the Employment Agreement, a copy of which is attached hereto marked as Exhibit "2" and made a part hereof and the Certification, a copy of which is attached hereto marked as Exhibit "A" to the Employment Agreement and made a part

hereof, the Mayor shall be and is hereby authorized and directed to execute and the City Clerk shall be and is hereby authorized to attest on behalf of the City the Employment Agreement – Finance Director.

Section 6: This ordinance shall be in full force and effect upon its passage and approval in accordance with law.

ADOPTED this 23rd day of April 2024, pursuant to a roll call vote as follows:

AYES: _____

NAYS: _____

ABSENT: _____

ABSTENTION: _____

APPROVED by me this 23rd day of April 2024.

Paul Esposito, Mayor of the City of
Oakbrook Terrace, DuPage County, Illinois

ATTESTED and filed in my office,
this 23rd day of April 2024.

Michael Shadley, Clerk of the of the City
of Oakbrook Terrace, DuPage County, Illinois

EXHIBIT "1"

STATE OF ILLINOIS)
COUNTY OF DUPAGE) *ss.*
CITY OF OAKBROOK TERRACE, ILLINOIS)

CERTIFICATE OF APPOINTMENT

TO: Michael Shadley, City Clerk

I, Paul Esposito, Mayor of the City of Oakbrook Terrace, DuPage County, Illinois, do hereby certify that Tanya Walker has been duly appointed by me with the advice and consent of the City Council on the 23rd day of April 2024 as the Finance Director, the department head of the Finance Department of the City of Oakbrook Terrace, Illinois, for a term commencing May 1, 2024, and not to exceed the term of the current Mayor of the City of Oakbrook Terrace and until her successor shall have been duly appointed and qualified.

Given under my hand and the Corporate Seal of Oakbrook Terrace, Illinois this 23rd day of April 2024.

Paul Esposito, Mayor of the
City of Oakbrook Terrace, Illinois

EXHIBIT "2"
EMPLOYMENT AGREEMENT

EMPLOYMENT AGREEMENT – FINANCE DIRECTOR

THIS AGREEMENT (the “Agreement”) is made and entered into this first day of May 2024 by and between the City of Oakbrook Terrace, a municipal corporation, (hereinafter referred to as the “City”), and Tanya Walker (hereinafter referred to as the “Finance Director”) (collectively from time to time referred to as the “Parties”).

WITNESSETH:

WHEREAS, the City is a home-rule unit of local government under Article VII, Section 6 of the 1970 Illinois Constitution and, except as limited by such section, it may exercise any power and perform any function pertaining to its government and affairs;

WHEREAS, the City desires to employ the services of Tanya Walker as the City’s Finance Director; and

WHEREAS, it is the desire of the City to provide certain benefits, establish certain conditions of employment and to set working conditions for the Finance Director;

NOW, THEREFORE, in consideration of the mutual covenants and agreements herein set forth, the Parties agree as follows:

1. Availability for Employment.

1.1. The Finance Director represents and covenants to the City that the Finance Director is not:

1.1.1. Subject or a party to any employment agreement, restriction, covenant or any similar agreement, covenant, understanding or restriction that would prohibit the Finance Director from executing this Agreement and fully performing the Finance Director’s duties and responsibilities hereunder, or in any manner, directly or indirectly, limit or affect the duties and responsibilities that may now or in the future be assigned to the Finance Director hereunder;

1.1.2. Part of the immediate family, including the spouse, mother, father, sister, brother, son, daughter, mother-in-law, father-in-law, brother-in-law, sister-in-law, grandmother, grandfather, grandson, granddaughter, uncle, aunt, niece, nephew, and first cousin, of any City public officer or employee at or above the level of department head.

2. Employment and Duties.

2.1. The City hereby employs Tanya Walker as an employee of the City as its Finance Director. The Finance Director hereby accepts the employment as the City’s Finance Director in accordance with all the provisions of the Code of Oakbrook Terrace, Illinois, and the City’s Personnel Policy and Administrative Procedures that relate to the performance of the duties of such position, as such provisions may be in effect from time to time and in

accordance with the terms of this Agreement. The Finance Director shall perform such duties to the best of her ability in accordance with the highest professional and ethical standards of the profession and shall comply with all rules and regulations of the City related to the Finance Director's employment.

2.2. The Finance Director shall serve as the head of the City's Finance Department, an administrative department of the City, under the general supervision of the Mayor. The Finance Department shall consist of those positions as are annually determined by the City Council as part of the "Personnel and Position Schedule" attached to the approved budget for each fiscal year. The powers and duties of the Finance Department shall be set out in the provisions of the Code of Oakbrook Terrace, Illinois, and in the Mission Statement, Goals and Objectives as contained in the approved budget for each fiscal year.

2.3. The Finance Director shall be responsible to the Mayor and City Administrator for the proper administration of the financial affairs of the City assigned to the Finance Director. In discharging this responsibility, the Finance Director shall:

2.3.1. Execute all powers and duties as may from time to time be assigned to the Finance Director by the Mayor, the City Administrator or as may be additionally specified by law or ordinance.

2.4. If appointed by the Mayor, with the advice and consent of the City Council, the Finance Director shall also serve as the City Treasurer without additional salary and shall be responsible for the proper administration of the financial affairs of the City assigned to the City Treasurer. In discharging this responsibility, the City Treasurer shall:

2.4.1. Perform such duties as may be prescribed by state statute or ordinance. With assistance of the Finance Department, the City Treasurer shall receive all money belonging to the City and shall keep the Treasurer's books and accounts in the manner prescribed by ordinance. If the Treasurer has possession of money properly appropriated to the payment of any warrant lawfully drawn upon the Treasurer, the Treasurer shall pay the money specified in the warrant to the person designated by the warrant. All such duties and functions exercised or performed by the City Treasurer shall be exercised or performed in conjunction with her duties as the head of the Finance Department and in accordance with §§ 33.020 and 33.021 of the Code of Oakbrook Terrace, Illinois, and the City's Administrative Policy Manual, created February 12, 2002, as amended; in accordance with the purchasing and procurement procedures established in §§ 30.65 through 30.75 of the Code of Oakbrook Terrace, Illinois; and in accordance with the finance provisions established in Chapter 34 of the Code of Oakbrook Terrace, Illinois;

2.4.2. With the assistance of the Finance Department, keep all money belonging to the City separate and distinct from the City Treasurer's own money, and shall not use, either directly or indirectly, the City's money or warrants for the personal use and benefit of the City Treasurer or any other person;

2.4.3. With the assistance of the Finance Department, report to the corporate authorities on a monthly basis, with a full and detailed account of all receipts and expenditures of the City, as shown in the City Treasurer's books up to the time of the report, which reports shall be filed in the office of the Finance Department and made available for public review;

2.4.4. Within six months after the end of each fiscal year and with the assistance of the Finance Department, prepare and file with the City Clerk and the corporate authorities, an account of moneys received and expenditures incurred during the preceding fiscal year, as provided by state law and local ordinance. Such reports shall be prepared and filed by the City Treasurer in conjunction with the head of the Finance Department and in accordance with §§ 33.020 and 33.021 of the Code of Oakbrook Terrace, Illinois, and the City's Administrative Policy Manual, created February 12, 2002, as amended; in accordance with the purchasing and procurement procedures established in §§ 30.65 through 30.75 of the Code of Oakbrook Terrace, Illinois; and in accordance with the finance provisions established in Chapter 34 of the Code of Oakbrook Terrace, Illinois.

2.5. If the Finance Director or another person is not appointed to serve as the City Treasurer, so that the office of the City Treasurer is vacant, all rights, duties and functions exercised or performed by the City Treasurer as determined in the Code of Oakbrook Terrace, Illinois, and/or the Illinois Municipal Code, shall be exercised or performed by the Finance Department until such time as a City Treasurer is duly appointed. In discharging this responsibility, the Finance Director:

2.5.1. Shall receive all money belonging to the City;

2.5.2. Shall keep the finance department's books and accounts in the manner prescribed by ordinance or in the absence of such ordinance, in compliance with generally accepted accounting principles for state and local governments. These books and accounts shall always be subject to the inspection of any member of the City's corporate authorities. The City may, however, by ordinance designate a person or institution which, as bond trustee, shall receive from the county collector amounts payable to the City as taxes levied pursuant to a bond issuance;

2.5.3. Shall keep a separate account of each fund or appropriation and the debits and credits belonging to the fund or appropriation;

2.5.4. Shall give every person paying money into the City's treasury a receipt, specifying the date of payment and upon what account paid. The Finance Director shall file copies of these receipts with the City Clerk, with the Finance Director's monthly reports. If the Finance Director has possession of money properly appropriated to the payment of any warrant lawfully drawn upon the City, the Finance Director shall pay the money specified in the warrant to the person designated by the warrant;

2.5.5. Shall, at the end of every month, and more often if required by the City's corporate authorities, render an account under oath to the City's corporate authorities, or to an officer designated by ordinance, showing the state of the City's treasury at the date of the account and the balance of money in the City treasury;

2.5.6. Shall accompany the account with a statement of all money received into the City treasury and on what account, together with all warrants redeemed and paid by the Finance Director;

2.5.7. Shall, on the day the Finance Director renders an account, deliver these warrants, with all vouchers held by the Finance Director, to the City Clerk and file them, together with the account, in the City Clerk's office. All paid warrants shall be marked "Paid";

2.5.8. Shall keep a register of all warrants, which shall describe each warrant, showing its date, amount and number, the fund from which paid, the name of the person to whom paid, and when paid;

2.5.9. Shall keep all funds and money in the Finance Director's custody belonging to the City in places of deposit designated by ordinance;

2.5.10. May request that the City's corporate authorities designate one or more banks in which may be kept the funds and money of the City in the custody of the Finance Director;

2.5.11. Shall deposit the City's funds in such depositories as may be selected from time to time as is provided by law;

2.5.12. Shall, when a bank has been designated as a depository, continue to use it as a depository until ten (10) days have elapsed after a new depository is designated and has qualified by furnishing the statements of resources and liabilities;

2.5.13. Shall, when a new depository is designated, request that the City's corporate authorities notify the sureties of the Finance Director of that fact in writing at least five (5) days before the transfer of funds;

2.5.14. Shall be discharged from responsibility for all funds or money that the Treasurer deposits in a designated bank while the funds and money are so deposited;

2.5.15. May require any bank to deposit with the City securities or mortgages that have a market value at least equal to the amount of the funds or moneys of the City deposited with the bank that exceeds the insurance limitation provided by the Federal Deposit Insurance Corporation or the Federal Savings and Loan Insurance Corporation;

2.5.16. May enter into agreements of any definite or indefinite term regarding the deposit, redeposit, investment, reinvestment or withdrawal of City funds;

2.5.17. Is permitted to:

2.5.17.1. Combine moneys from more than one fund of the for the purpose of investing such moneys;

2.5.17.2. Join with any other official custodians or treasurers of municipal, intergovernmental risk management entity, self-insurance pool, waste management agency or other intergovernmental entity composed solely of participating municipalities for the purpose of jointly investing the funds of which the official custodians or treasurers have custody; and

2.5.17.3. Enter into agreements of any definite or indefinite term regarding the redeposit, investment or withdrawal of municipal, risk management entity, self-insurance agency, waste management agency or other intergovernmental entity funds.

When funds are combined for investment purposes as authorized in this subsection 2.5.17, the moneys combined for those purposes shall be accounted for separately in all respects; and the earnings from such investment shall be separately and individually computed, recorded and credited to the fund, municipality, intergovernmental risk management entity, self-insurance pool, waste management agency or other intergovernmental entity, as the case may be, for which the investment was acquired. Joint investments shall be made only in investments authorized by law for investment of municipal funds. The grant of authority contained in this subsection is cumulative, supplemental and in addition to all other power or authority granted by any other law and shall not be construed as a limitation of any power and authority otherwise granted;

2.5.18. Shall invest the funds and public moneys in the custody of the Finance Director in accordance with the Public Funds Investment Act;

2.5.19. Shall keep all money belonging to the City and in the Finance Director's custody separate and distinct from the Finance Director's own money and shall not use, either directly or indirectly, the City's money or warrants for the personal use and benefit of the Finance Director or of any other person. Any violation of this provision shall subject the Finance Director to immediate termination of employment by the Mayor;

2.5.20. Shall report to the City's corporate authorities, as often as they require, a full and detailed account of all receipts and expenditures of the City, as shown by the Finance Department's books, up to the time of the report;

2.5.21. Shall annually within six (6) months after the end of each fiscal year, prepare and file with the City Clerk an account of moneys received and expenditures incurred during the preceding fiscal year. The Finance Director shall show in the account:

2.5.21.1. All moneys received by the City, indicating the total amounts, in the aggregate, received in each account of the City, with a general statement concerning the source of receipts. In this subparagraph, the term “account” does not mean each individual taxpayer, householder, licensee, utility user or other persons whose payments to the City are credited to a general account.

2.5.21.2. Except as provided in paragraph 2.5.21.3, all moneys paid out by the municipality where the total amount paid during the fiscal year exceeds \$2,500 in the aggregate, giving the name of each person to whom moneys were paid and the total paid to each person;

2.5.21.3. All moneys paid out by the City as compensation for personal services, giving the name of each person to whom moneys were paid and the total amount paid to each person from each account, except that the Finance Director may elect to report the compensation for personal services of all personnel by name, listing each employee in one of the following categories:

2.5.21.3.1. Under \$25,000.00;

2.5.21.3.2. \$25,000.00 to \$49,999.99;

2.5.21.3.3. \$50,000.00 to \$74,999.99;

2.5.21.3.4. \$75,000.00 to \$99,999.99;

2.5.21.3.5. \$100,000.00 to \$124,999.99; or

2.5.21.3.6. \$125,000.00 and over;

2.5.21.4. A summary statement of operations for all funds and account groups of the City, as excerpted from the annual financial report as filed with the appropriate state agency.

2.5.22. Shall assist the City Clerk and verify that, upon receipt of the account from the Finance Director, the City Clerk has published the account at least once in one or more newspapers published in the City or, if no newspaper is published in the City, then in one or more newspapers having a general circulation within the City;

2.5.23. Shall, within 6 months after the end of each fiscal year, file, with the county collector of taxes who collects taxes levied by the City, a copy of the annual account that is required to be filed with and published by the City Clerk, together with an affidavit of the City Clerk stating that the copy is a true and correct copy of the annual account filed with the City Clerk, that it was published or posted as required by Section 3.1-35-65 of the Illinois Municipal Code, the date of the filing

and publication or posting, and, if published, the newspaper in which it was published;

2.5.24. Shall hold all money received on a special assessment as a special fund to be applied to the payment of the improvement for which the assessment was made, and the money shall be used for no other purpose except to reimburse the municipality for money expended for the improvement.

3. Employment Commencement and Term.

3.1. The Finance Director's employment shall commence on May 1, 2024. This Employment Agreement shall be effective for the balance of the current term of the current Mayor. The Finance Director serves at the pleasure of the Mayor; and nothing in this Agreement shall prevent, limit or otherwise interfere with the rights of the Mayor to terminate the employment of the Finance Director at any time, subject only to the provisions set forth herein. The Finance Director shall initially be considered an introductory "at-will" employee of the City. Provided that the Finance Director successfully completes her probation period, she shall be considered a Fair Labor Standards Act exempt salaried "at-will" employee of the City. Upon re-election and taking office, the Mayor may, but shall not be required to, extend the initial term of employment of the Finance Director. The City's obligations hereunder shall cease upon the expiration of the appropriation of funds, without further payment's being required, in any year for which the corporate authorities of the City or other legally applicable funding source fails to make an appropriation sufficient to pay such obligation. The City shall give the Finance Director notice of such termination for funding as soon as practicable after the City becomes aware of the failure of funding. This Agreement shall remain in full force and effect until terminated by the City or the Finance Director as provided herein. Failure to extend the initial term of the Finance Director shall constitute termination.

3.2. Should the Finance Director be appointed as the City Treasurer, the Mayor may remove the Finance Director from the office of the City Treasurer pursuant to the provisions of the Code of Oakbrook Terrace, Illinois, and/or the Illinois Municipal Code, as applicable, with or without terminating the Finance Director's employment hereunder. Until a successor is appointed, removal of the Finance Director from the office of City Treasurer shall be considered an absence of the City Treasurer. During such absence, the Mayor shall be permitted to designate qualified administrative officer(s) to perform the duties of the City Treasurer.

4. Conflicts of Interest.

In keeping with the Finance Director's fiduciary duties to the City, the Finance Director shall not become involved in a conflict of interest. Should the Finance Director at any time discover a conflict of interest or a potential conflict of interest, the Finance Director shall immediately disclose to the City Administrator any facts that involve or might involve a conflict of interest. The Finance Director shall not allow a conflict of interest to continue at any time during the Finance Director's period of employment with the City. The Finance Director and the City recognize and acknowledge that it is not possible to provide an exhaustive list of actions or interests which may constitute a

“conflict of interest.” The Finance Director shall comply at all times with the City’s ordinance and policies, federal and Illinois laws pertaining to conflicts of interest. The Finance Director hereby acknowledges that any direct or indirect interest in, connection with or benefit from any outside activities, particularly commercial activities, involves a possible conflict of interest. Circumstances in which a conflict of interest on the part of the Finance Director would or might arise, and which must be reported immediately to the City Administrator, include, but are not limited to, any of the following:

4.1. Performing or participating in any official act or action with regard to any transaction in which the Finance Director has, or knows she will thereafter acquire, a financial interest, provided, however, that any financial interest permitted or prohibited under applicable state laws and regulations, as they may be amended from time to time, shall be permitted or prohibited under the same circumstances and conditions and to the same extent as therein set forth;

4.2. Ownership by the Finance Director and/or the Finance Director’s immediate family member(s) of an interest in any lender, supplier, contractor or other entity with which City does business;

4.3. Consulting for, being employed by, doing business with or accepting material benefits from any lender, supplier, contractor or other entity which does or seeks to do business with the City during the Finance Director’s period of employment with the City unless authorized in writing and in advance by the City Administrator;

4.4. Consulting for, being employed by, doing business with or accepting material benefits from any person or entity (a) the business of which the City regulates; (b) which seeks to obtain any permission, relief or action from the City or (c) that is interested in any City contract during the Finance Director’s period of employment with the City unless authorized, in writing and in advance, by the City Administrator;

4.5. Performing or participating in any official act or action with regard to any transaction in which the Finance Director has, or knows she will thereafter acquire, a financial interest in violation of Section 30.31 of the Code of Oakbrook Terrace, Illinois, provided, however, that any financial interest permitted or prohibited under applicable state laws and regulations, as they may be amended from time to time, shall be permitted or prohibited under the same circumstances and conditions and to the same extent as therein set forth;

4.6. Misusing information, property or facilities to which the Finance Director has access in a manner which is or may be injurious to the interests of City, including, but not limited to its business, reputation or goodwill.

5. **Confidential Information.**

5.1. **City Information.** The Finance Director shall at all times during the term of the Finance Director’s employment with the City and thereafter hold in strictest confidence, and not use, except for the benefit of the City’s government and affairs, or disclose to any person, firm, corporation or other entity without written authorization of the City Council,

any Confidential Information of the City which the Finance Director obtains or creates. The Finance Director shall not disclose, confidential or privileged information concerning the property, government or affairs of the City and shall not use any such Confidential Information to advance her own interests or the Finance Director's family members. The Finance Director shall not to make copies of such Confidential Information except as authorized by the City, its ordinances or the Freedom of Information Act or otherwise required by law. "Confidential Information" means any City public records or information or other information disclosed to the Finance Director in the course of her employment with the City. "Confidential Information" includes, but is not limited to, all information and any idea in whatever form, tangible or intangible pertaining to any aspects of the City's business, or its employees, residents, consultants or businesses which was produced by any employee or consultant of the City in the course of her employment or consulting relationship or otherwise produced or acquired by or on behalf of the City. "Confidential Information" does not include any of the foregoing items which are required to be disclosed under the Freedom of Information Act or otherwise required by law or have become publicly and widely known and made generally available through no wrongful act of the Finance Director or of others who were under confidentiality obligations as to the item or items involved.

5.2. Third-Party Information. The City has received and, in the future, will receive from third parties their confidential or proprietary information subject to a duty on the City's part to maintain the confidentiality of such information and to use it only for certain limited purposes. The Finance Director shall hold all such confidential or proprietary information in the strictest confidence and not disclose it to any person, firm or corporation or use it except as necessary in carrying out the Finance Director's City duties consistent with the City's agreement with such third party.

6. Resignation.

In the event that the Finance Director voluntarily resigns her position with the City, the Finance Director shall provide a minimum of ten (10) working days' notice unless the City and the Finance Director otherwise agree. Unless the City and the Finance Director otherwise agree, in the event that the Finance Director voluntarily resigns her position with the City, the Finance Director shall not be entitled to a Separation Payment but shall be entitled to all salary and benefits, including the monetary equivalent of all earned, but unused vacation and sick leave in compliance with the provisions of the Wage Payment Collection Act (820 ILCS 115/1 *et seq.*) and the City's Personnel Policy and Administrative Procedures through and including the effective date of her resignation so long as the Finance Director continues to perform her full-time duties for the City. All compensation provided for in this Agreement shall cease upon the effective date of the Finance Director's resignation, provided that the Finance Director shall be entitled to continuation of health insurance benefits for thirty (30) days after the effective date; and thereafter, the continuation of the health insurance benefits will be at the Finance Director's own expense.

7. Termination of Employment.

The Finance Director's employment may be terminated, with or without cause, at any time by the Mayor or, if directed by the Mayor, by the City Administrator. Until a successor is hired, the

City Administrator shall be permitted to designate qualified administrative officer(s) to perform the duties of the Finance Director.

7.1. Payment upon Termination of Employment. The Finance Director shall, in the event of termination of employment, be entitled to the monetary equivalent of all earned vacation and sick leave in compliance with the provisions of the Wage Payment Collection Act (820 ILCS 115/1 *et seq.*) and the City's Personnel Policy and Administrative Procedures. In consideration for, and as a condition precedent to provision of all benefits under this paragraph, the Finance Director shall execute a general release releasing City from any and all causes of action, claims and demands which the Finance Director might have against the City. Nothing in this Agreement shall prevent, limit or otherwise interfere with the City's right to terminate this Agreement, with or without cause, at any time, subject only to the provisions set forth in this Section 7, applicable federal, state and local laws and the City's Personnel Policy and Administrative Procedures. To the extent there is any conflict between the language of this Agreement and the City's Personnel Policy and Administrative Procedures, the language of this Agreement shall control.

7.2. Upon the termination of the Finance Director's employment with the City, regardless of cause therefor, the Finance Director shall promptly surrender to the City and shall not keep in the Finance Director's possession, recreate or deliver to anyone else any and all devices, records, data, notes, reports, proposals, lists, correspondence, specifications, drawings, blueprints, sketches, notebooks, materials, flow charts, equipment, other documents or property or reproductions of any aforementioned items provided to her by the City for use in relation to her employment or otherwise belonging to the City. Any property situated on the City's premises and owned by the City, including disks and other storage media, filing cabinets or other work areas, is subject to inspection by City personnel at any time with or without notice.

8. Disability.

The parties recognize that the inability of the Finance Director to perform the essential functions of her job, with or without reasonable accommodation, for a period of two (2) successive months following the exhaustion of all leave to which the Finance Director is entitled under federal or state law, the City's Personnel Policy and Administrative Procedures and this Agreement will cause an undue hardship on the City. Therefore, if, after having exhausted all leave to which the Finance Director is entitled under federal or state law, the City's Personnel Policy and Administrative Procedures and this Agreement, the Finance Director is unable to perform the essential functions of her job, with or without reasonable accommodation, because of disability, sickness, accident, injury or mental incapacity for a period of two (2) successive months, the Mayor shall have the option to remove the Finance Director from office and to terminate this Agreement by written notice to the Finance Director; and such termination shall not be subject to the notice requirements of Section 6. Unless the City and the Finance Director otherwise agree, in the event that the Finance Director is removed from office pursuant to this Section 8, the Finance Director shall not be entitled to a Separation Payment.

9. Compensation.

The City shall pay the Finance Director, for her services rendered pursuant hereto, an annual base salary of One Hundred Thirty-Nine Thousand Five Hundred Twenty-Eight Dollars (\$139,528.00), payable at the same time as other employees of the City are paid.

10. Employment Benefits.

10.1. Automobile Allowance. The City shall pay the Finance Director a monthly automobile allowance in the amount of \$333.33, to be paid in installments in accordance with the City's normal payroll schedule.

10.2. Use of Laptop and Cellular Telephone. The City shall provide the Finance Director with a laptop computer and cellular telephone at the City's expense. The Finance Director shall use said cell phone and laptop computer in accordance with City policies regarding such use.

10.3. Health and Life Insurance. The City shall provide for the Finance Director such health and life insurance benefits as are provided for all employees of the City and on the same terms and conditions as such benefits are provided to such employees.

10.4. Vacation, Sick Leave, Holidays and Personal Days. The Finance Director shall initially be entitled to one hundred twenty (120) hours of vacation time annually for each year of this Agreement. Upon achieving six (6) years of continuous employment, the Finance Director shall be entitled to vacation leave consistent with the City's Personnel Policy and Procedures Manual. The Finance Director shall be provided with all other leave benefits and obligations as are provided by the City to department heads and other exempt personnel of the City, including, but not limited to, vacation accumulation, carryover, buy back, scheduling, sick leave, personal days, paid holidays, floating holidays and bereavement leave consistent with the City's Personnel Policy and Procedures Manual. For purposes of this Agreement in those instances where the City's Personnel Policy and Procedures Manual requires the Department Head or the City Administrator to authorize paid or unpaid time off, the Mayor shall act as the person to authorize the Finance Director's paid or unpaid time off. Pursuant to Section 36.04 of the Code of Oakbrook Terrace, Illinois, the provisions of the Paid Leave for All Workers Act (ILCS Ch. 820, Act 192, §§ 1 *et seq.*) do not apply to the City.

10.5. Retirement and Pension Contributions. The City shall make all retirement and pension contributions to the Illinois Municipal Retirement Fund required by law for the Finance Director.

10.6. Business Expenses. The City shall reimburse the Finance Director for all job-related necessary expenditures or losses incurred by the Finance Director that are within the Finance Director's scope of employment and directly related to services performed for the City provided that the expenditures or losses incurred are documented in accordance with the City's policies for business expense reimbursement. As used in this section, "necessary expenditures" means all reasonable expenditures or losses required of the Finance Director in the discharge of her employment duties and that inure to the primary benefit of the City. The

City is not responsible for losses due to the Finance Director's own negligence, losses due to normal wear, or losses due to theft unless the theft was a result of the City's negligence.

10.7. Dues and Subscriptions. Subject to budget approval by the City, the City shall pay for the reasonable professional dues and subscriptions of the Finance Director for her membership and participation in national, statewide and local professional municipal management associations and organizations; and such membership and participation is encouraged for her continued professional growth and advancement in municipal management for the benefit of the City.

10.8. Professional Development. Subject to budget approval by the City, the City shall pay the reasonable travel and subsistence expenses of the Finance Director for professional and official travel, meetings and occasions adequate to continue the professional development of the Finance Director and to adequately pursue necessary official and other functions of the City. The City also shall pay for the travel and subsistence expenses of the Finance Director for short courses, institutes and seminars that benefit the City consistent with Section 4.6 of the City's Personnel Policy and Procedures Manual.

11. Hours of Work.

The Finance Director is employed as a salaried, Fair Labor Standards Act exempt employee and must devote a great deal of time outside normal office hours to perform her duties and attend to the business of the City. The Finance Director shall maintain regular office hours, which shall generally coincide with the hours when the City offices are open to the public. Except when the Finance Director is on vacation or other leave, the Finance Director shall also attend the regular and special meetings of the City Council when requested by the Mayor or the City Administrator.

12. Residency.

The Finance Director is not required to reside in the City. However, should the Finance Director desire to relocate from her current residence during the term of this Agreement, the Finance Director shall establish and thereafter maintain residence within twenty-five (25) miles from the corporate boundaries of the City

13. Evaluation.

The first six (6) months of the term of this Agreement will be an introductory probation period during which the Finance Director's suitability for the position to which she has been appointed will be assessed. The City reserves the right to extend the introductory period, for a period not to exceed three (3) months, if, in the City Administrator's opinion, such extension is necessary. On or before October 31, 2024, the City Administrator shall provide the Finance Director with a written performance review, including an assessment of her performance and satisfactory completion of goals and objectives mutually agreed upon between the Parties. The performance review will inform the Finance Director whether she has successfully completed the introductory period. Thereafter, on or before May 1, 2024, and on or before the first business day of May of each subsequent year during the term of this Agreement that the Finance Director is employed, the City Administrator shall provide the Finance Director with an annual written performance review. During or at the end of the introductory period, the Finance Director's employment may be terminated and

the Finance Director removed from office by the Mayor, or at the Mayor's direction by the City Administrator upon written notice to the Finance Director. The City's disciplinary procedures as provided in Chapter 7 of the City's Personnel Policy and Administrative Procedures will not apply to the Finance Director during the introductory period. The Finance Director shall, in the event of termination of employment during or at the end of the introductory period, be entitled to the monetary equivalent of all earned vacation and sick leave in compliance with the provisions of the Wage Payment Collection Act (820 ILCS 115/1 *et seq.*) and the City's Personnel Policy and Administrative Procedures.

14. Exclusivity.

During the terms of this Agreement, the Finance Director shall remain in the sole and exclusive employ of the City and shall not accept other employment or become employed by any other employer without the prior written approval of the City Administrator. The term "employed" and derivations of that term as used in the preceding sentence shall include employment by another legal entity or self-employment, provided that such exclusive employment shall not be construed to preclude the Finance Director from occasional teaching, writing, speaking or consulting performed on her time off, even if outside compensation is provided for such services. Such activities are expressly allowed so long as such activities do not present a conflict of interest with the City's business and are not conducted on the City's time. In the event overnight travel is required for such non-City-related activities, the City shall be notified in advance; and, if such activities require time off from the Finance Director's regular working hours, the Finance Director shall be required to take vacation time.

15. Taxes.

The City and the Finance Director agree to be responsible for any required federal, Illinois or local taxes, as applicable, which they are respectively obligated to pay on all compensation received by the Finance Director under this Agreement, whether such taxes are to be paid by legally required payroll withholding or otherwise.

16. Record Retention.

The Finance Director shall maintain her records relating to the performance of her duties under this Agreement, including, but not limited to, those records maintained on the Finance Director's City-provided cellular telephone and laptop computer, in compliance with the requirements of the City's Electronic Mail (E-Mail) Retention Policy (Section 13.2 of the City's Personnel Policy and Administrative Procedures), the Local Records Act (50 ILCS 205/1 *et seq.*) and the Freedom of Information Act (5 ILCS 140/1 *et seq.*) until written approval for the disposal of such records is obtained from the Local Records Commission. All records required to be maintained by the Finance Director related to the performance of her duties under this Agreement are public records which are to be made available (a) pursuant to any request for public records made pursuant to the Freedom of Information Act (5 ILCS 140/1 *et seq.*), subject to any exemptions asserted by the City thereunder; (b) with any request for public records made pursuant to any audit; and (c) by providing full access to and copying of all relevant records within a time period which allows the City to timely comply with the time limits imposed by the Freedom of Information Act (5 ILCS 140/1 *et seq.*). Failure by the Finance Director to maintain the records required by this section or the

failure by the Finance Director to provide full access to and copying of all relevant records within a time period which allows the City to timely comply with the time limits imposed by the Freedom of Information Act (5 ILCS 140/1 *et seq.*) shall establish a presumption in favor of the City for the recovery of any penalties or attorney's fees imposed by the Freedom of Information Act (5 ILCS 140/1 *et seq.*). The obligations imposed by this section shall survive final payment and the termination of the other obligations imposed by this Agreement.

17. Application of the Personnel Policy.

The City's Personnel Policy and Administrative Procedures shall be applicable to the employment of the Finance Director except to the extent that it is in conflict with a provision of this Agreement, in which case the specific provision of this Agreement shall control.

18. Statement of Economic Interests.

The Finance Director shall annually file with the office of the Illinois Secretary of State a verified written Statement of Economic Interests pursuant to Article 4A entitled "Disclosure of Economic Interests" of the Illinois Governmental Ethics Act, (5 ILCS 420/4A-101 *et seq.*).

19. Work Made For Hire.

19.1. All work product created or developed hereunder, including, but not limited to, reports and any other documents prepared by the Finance Director in connection with any or all of the services delivered to the City is for the use of and shall be the exclusive property of the City. All papers, notes, records, lists, data, files, forms, reports, accounts, documents, computer disks and diskettes, magnetic media, electronic files created or modified by the Finance Director relating in any manner to the services performed by the Finance Director or by anyone else and used by the Finance Director in performance of the services shall be a "work made for hire" as defined by the laws of the United States regarding copyrights.

19.2. The Finance Director hereby irrevocably assigns and transfers to the City and its successors and assigns all of her right, title, interest and ownership in the work made for hire, including, but not limited to, copyrights, trademarks, patents, trade secret rights, all intellectual property rights and the rights to secure any renewals, reissues and extensions thereof. The Finance Director grants permission to the City to register the copyright and other rights in the work made for hire in the City's name. The Finance Director shall give the City or any other person designated by the City all assistance reasonably necessary to perfect its rights under this Agreement and to sign such applications, documents, assignment forms and other papers as the City requests from time to time to further confirm this assignment. The Finance Director further grants to the City full, complete and exclusive ownership of the work made for hire. The Finance Director shall not use the work made for hire for the benefit of anyone other than the City, without the City's prior written permission. Upon completion of the services or other termination of this Agreement, the Finance Director shall deliver to the City all copies of any and all materials relating or pertaining to this Agreement. The Finance Director irrevocably and unconditionally waives all rights in all such work made for hire. The Finance Director warrants that all work product of Finance Director will be original, except as otherwise agreed in writing with the City.

19.3. In the event that the City provides the Finance Director with materials, equipment or property of any kind, all such materials, equipment and property shall remain the property of the City; and the Finance Director shall immediately deliver all such materials, equipment and property to the City at the conclusion of services hereunder or at any earlier time upon demand by the City.

20. Official Bond.

Pursuant to Section 3.1-10-30 of the Illinois Municipal Code, 65 ILCS 3.1-10-30, and Section 32-140 of the Code of Oakbrook Terrace, Illinois, if the Finance Director is appointed as the City Treasurer she shall execute and file with the City Clerk a bond with a surety company authorized to do business in Illinois under the laws of Illinois, payable to the City in the amount of Ten Thousand Dollars (\$10,000) conditioned upon the faithful performance of the duties of the offices of the City Treasurer and the payment of all monies received by the City Treasurer, according to law and the ordinances of the City. The security of the bond is hereby approved by the City. Pursuant to Section 1 of the Official Bond Payment Act, 5 ILCS 270/1, the City shall pay the full cost of the bond

21. Drug-Free Workplace.

The City is a drug-free workplace and expressly prohibits the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance, including cannabis, in any portion of the City's workplace or in any public area owned or occupied by the City. The Finance Director shall abide by this prohibition. The Finance Director shall notify the City of any criminal drug statute conviction entered against her no later than five days following the conviction.

22. Entire Agreement.

This Agreement represents the entire agreement between the Parties concerning the Finance Director's employment with the City and supersedes all prior negotiations, discussions, understandings and agreements, whether written or oral, between the Finance Director and the City or any representative of the City relating to the subject matter of this Agreement. No provision of this Agreement may be amended or waived unless such amendment or waiver is agreed to by the Finance Director and the City Council, set forth in writing and signed by the Finance Director and the City.

23. Other Terms and Conditions of Employment.

The City, upon mutual agreement with Finance Director, shall fix any such other terms and conditions of employment, as it may determine from time to time, relating to the performance of the Finance Director, provided such terms and conditions are not inconsistent with or in conflict with the provisions of this Agreement, the Code of Oakbrook Terrace, Illinois, or any other state or federal law.

24. Notices.

All notices hereunder must be in writing and shall be delivered by any of the following means: (i) personally; (ii) by registered or certified mail, postage prepaid; (iii) by overnight courier

(fare prepaid); (iv) by facsimile; or (v) by electronic mail with receipt requested. Notice will be deemed received the same day (when delivered personally, by facsimile or electronic mail), five days after mailing (when sent by registered or certified mail), or the next business day (when delivered by overnight courier and properly addressed as follows:

If to the Finance Director:

Tanya Walker
2225 Aurora Drive
Unit 28
Pingree Grove, IL 60140
tanwalker10@yahoo.com

If to the City:

Paul Esposito, Mayor
City of Oakbrook Terrace
17W275 Butterfield Road
Oakbrook Terrace, IL 60181
Fax: 630-832-1973
pesposito@oakbrookterrace.net

With a copy to:

Richard J. Ramello
Storino, Ramello & Durkin
9501 West Devon Avenue, Suite 800
Rosemont, IL 60018
Fax: 847-318-9509
rramello@srd-law.com

Either party may change such address for delivery to the other party by delivery of a notice in conformity with the provisions of this section specifying such change.

25. Severability.

If any provision of this Agreement or the application of any such provision to any party shall be determined by any court of competent jurisdiction to be invalid and unenforceable to any extent, the remainder of this Agreement shall not be affected; and each remaining provision of this Agreement shall be considered valid and shall be enforced to the fullest extent permitted by law.

26. Indemnification.

The City shall indemnify the Finance Director in accordance with the provisions of Section 32.005 of the Code of Oakbrook Terrace, Illinois, Sections 2-302 and 9-102 of the Local Governmental and Governmental Employees Tort Immunity Act (745 ILCS 10/2-302 and 10/5-102) and Section 1-4-6 of the Illinois Municipal Code (65 ILCS 5/1-4-6). The City shall have the right to compromise and settle any claim or suit for which the City is providing indemnification to the Finance Director.

27. Jurisdiction and Applicable Law.

This Agreement shall be governed and interpreted in accordance with the laws of the State of Illinois, and jurisdiction for any disputes shall be only in the Circuit Court for the Eighteenth Judicial Circuit, DuPage County, Illinois.

28. Captions.

The captions at the beginning of the several sections are for convenience only and shall not control or affect the meaning or construction of any provision of this Agreement.

29. Assignment.

This Agreement shall be deemed to be exclusive between the City and the Finance Director. This Agreement shall not be assigned by either party without first obtaining permission in writing from the other party.

30. Effective Date.

This Agreement shall be effective on the date that the last signatory signs the Agreement. If any of the signatories to this Agreement shall fail to execute this Agreement, it shall be null and void in its entirety.

31. Counterparts.

This Agreement may be executed in any number of counterparts, each of which shall be deemed an original and, when taken together, shall constitute one and the same instrument.

32. Certifications.

The Finance Director shall submit to the City the Certification attached hereto as Exhibit "A" signed by the Finance Director before a notary public.

IN WITNESS WHEREOF, The Mayor attested by the City Clerk, on behalf of the City, and the Finance Director have signed this Agreement by adding their names hereto effective as of the date first written above.

City:
City of Oakbrook Terrace

Finance Director:
Tanya Walker

By: _____
Paul Esposito, Mayor

Tanya Walker

ATTEST:

By: _____
Michael Shadley, City Clerk

EXHIBIT "A"
CERTIFICATION

The certifications hereinafter made by Tanya Walker are each a material representation of fact upon which reliance is placed by the City of Oakbrook Terrace (the "City") in entering into the Employment Agreement - Finance Director with Tanya Walker. The City may terminate the Employment Agreement - Finance Director if it is later determined that Tanya Walker rendered a false or erroneous certification.

I, Tanya Walker, hereby certify, represent and warrant to the City that:

(A) I am not delinquent in the payment of taxes to the Illinois Department of Revenue in accordance with 65 ILCS 5/11-42.1-1;

(B) I am not in default, as defined in 5ILCS 385/2, on an educational loan, as defined in 5ILCS 385/1;

(C) No officer or employee of the City has solicited any gratuity, discount, entertainment, hospitality, loan, forbearance, or other tangible or intangible item having monetary value including, but not limited to, cash, food and drink, and honoraria for speaking engagements related to or attributable to the government employment or the official position of the employee or officer of the City in violation of Chapter 2, Article XIX of the Code of Ordinances of Oakbrook Terrace, Illinois, adopted by the City pursuant to the requirements of the State Officials and Employees Ethics Act;

(D) I have not given to any officer or employee of the City any gratuity, discount entertainment, hospitality, loan, forbearance or other tangible or intangible item having monetary value including, but not limited to, cash, food and drink and honoraria for speaking engagements related to or attributable to the government employment or the official position of the employee or officer of the City in violation of Chapter 2, Article XIX of the Code of Ordinances of Oakbrook Terrace, Illinois, adopted by the City pursuant to the requirements of the State Officials and Employees Ethics Act;

(E) I am not a person or entity named as a Specially Designated National and Blocked Person (as defined in Presidential Executive Order 13224), and I am not acting, directly or indirectly, for or on behalf of a Specially Designated National and Blocked Person;

(F) I am not, directly or indirectly, engaged in and am not facilitating the transactions contemplated by the Agreement on behalf of any person or entity named as a Specially Designated National and Blocked Person;

(G) I am not acting, directly or indirectly, for or on behalf of any person, group, entity, or nation named by the United State Treasury Department as a Specially Designated National and Blocked Person, or for or on behalf of any person, group, entity or nation designated in Presidential Executive Order 13224 as a person who commits, threatens to commit or supports terrorism; and I am not engaged in this transaction directly or indirectly

on behalf of, or facilitating this transaction directly or indirectly on behalf of, any such person, group, entity, or nation;

(H) I, being duly employed in the position of Finance Director, in and for the City of Oakbrook Terrace, do hereby acknowledge receipt of a copy of the Code of Ethics of the City of Oakbrook Terrace. I do hereby affirm that I have reviewed its provisions and that I agree to comply with and support the provisions of such Code of Ethics to the best of my ability.

If any certification made by Tanya Walker or term or condition in this contract changes, Tanya Walker shall notify the City in writing within seven (7) days.

Dated: May [redacted], 2024

Tanya Walker

STATE OF ILLINOIS)
) ss.
COUNTY OF DUPAGE)

I, the undersigned, a notary public in and for the State and County aforesaid, hereby certify that Tanya Walker, known to me, appeared before me this day in person and, being first duly sworn on oath, acknowledged that she executed the foregoing certification as her free act and deed.

Dated: May [redacted], 2024

Notary Public

EXHIBIT "A-1"
CODE OF ETHICS

§ 30.26 STATEMENT OF PHILOSOPHY.

It shall be the policy and practice of the city that its elected and appointed officers and employees always perform their official duties and job responsibilities solely for the service and benefit of the citizens residing in or maintaining a business within the city. Any impropriety or the appearance of impropriety created by any conflict of interest between official duties and personal interests or benefits shall be avoided.

§ 30.27 PERSONS COVERED.

This Code of Ethics and its provisions shall apply to all duly elected or appointed public officers and employees, and shall be in full force and effect for the duration of their term of office or employment with the city.

§ 30.28 DEFINITIONS.

As used in this subchapter, the following terms shall have the meanings ascribed to them herein, unless the context clearly indicates that a different meaning is intended.

BUSINESS. A corporation, partnership, sole proprietorship, firm, organization or other legal entity carrying on any business, whether for profit or not-for-profit.

CAMPAIGN CONTRIBUTION.

(1) A gift, subscription, donation, dues, loan, advance or deposit of money or anything of value, knowingly received in connection with the nomination for election, or election of any person to public office;

(2) The purchase of tickets for fund- raising events, including but not limited to dinners, luncheons, cocktail parties, and rallies made in connection with the nomination for election, or election of any person to public office;

(3) A transfer of funds between political committees;

(4) The services of an employee donated by an employer, in which case the contribution shall be listed in the name of the employer, except that any individual services provided voluntarily and without promise or expectation of compensation from any source shall not be deemed a contribution.

CAMPAIGN CONTRIBUTION shall not include:

(1) The use of real or personal property and the cost of invitations, food and beverages, voluntarily provided by an individual in rendering voluntary personal services on the individual's residential premises for candidate-related activities; provided the value of the service provided does not exceed an aggregate of \$150 in a reporting period.

(2) The sale of any food or beverage by a vendor for use in a candidate's campaign at a charge less than the normal comparable charge, if such charge for use in a candidate's campaign is at least equal to the cost of such food or beverage to the vendor.

CONDITIONS OF EMPLOYMENT. Wages, hours, benefits, personnel policies and practices, grievances including but not limited to any claimed violation, misinterpretation or misapplication of any rule or regulation, disputes between management and an employee, requirements and responsibilities for a particular job, disciplinary matters, or managerial prerogatives pursuant to Chapter 32 of this Code.

CONFIDENTIAL INFORMATION. Information, which by law or practice is not available to the public.

FINANCIAL INTEREST. Any interest which may yield, directly or indirectly, a monetary or other material benefit to a public officer or employee or to any person employing or retaining the services of such an officer or employee, other than the duly authorized salary or compensation paid to an officer or employee for services to the city.

OFFICIAL ACT or ACTION. Any legislative, administrative, or discretionary act of any public officer or employee of the city, or of any agency, board, committee or commission thereof.

PERSONAL INTEREST. Any interest arising from blood or marriage relationships, or from business or political associations, whether or not any financial interest is involved.

PUBLIC OFFICER or EMPLOYEE. Any person, officer, or employee holding a position by election, appointment, or employment in the service of the city, whether paid or unpaid, including membership with any agency, board, committee, or commission thereof; provided, however, that no independent contractor shall be considered a public officer or employee unless the independent contractor is an individual and, as such individual, has been appointed to an office.

TRANSACTION. The offer of, or the sale, purchase or furnishing of, any real or personal property or services for a valuable consideration by or to any person or entity, directly or indirectly, as a vendor or vendee, prime contractor, subcontractor or otherwise, for the use and benefit of the city or of such person or entity. It shall also include an application, petition or request for any license, zoning amendment, variation, planned unit development approval, or special use permit which involves or requires any official act or action of the city.

§ 30.29 NEPOTISM.

After the adoption of this Code of Ethics, as an amendment to the city's Code of Ordinances, no person shall be hired or appointed by the city to any office, position, employment, employment contract or duty for which the salary, wages, pay or compensation is to be paid out of public funds, if that person is part of the immediate family of any public officer or employee at or above the level of department head. This prohibition does not pertain to appointments to the City Council or advisory boards and commissions, which are appointed by the Mayor with the advice and consent of the City Council. For purposes of this section, "immediate family" shall include spouse, mother, father, sister, brother, son, daughter, mother-in-law, father-in-law, brother-in-law, sister-in-law, grandmother, grandfather, grandson, granddaughter, uncle, aunt, niece, nephew, and first cousin.

§ 30.30 USE OF CITY EQUIPMENT, PROPERTY AND SERVICES.

No public officer or employee shall have use of city equipment, property or services to a greater degree or extent than is afforded to all residents and taxpayers, or as may be created by the City Council's formal action to establish any policy permitting such use by public officers or employees in order to perform their prescribed duties.

§ 30.31 CONFLICT OF INTEREST.

No public officer or employee shall perform or participate in any official act or action with regard to any transaction in which such public officer or employee has, or knows he or she will thereafter acquire, a financial interest; provided, however, that any financial interest permitted or prohibited under applicable state laws and regulations, as they may be amended from time to time, shall be permitted or prohibited under the same circumstances and conditions and to the same extent as therein set forth. Nothing contained herein shall prevent the City Council from establishing guidelines or other provisions regulating outside employment with a business or entity other than the city, as part of the City of Oakbrook Terrace Personnel Policy and Procedures Manual, or as part of any collective bargaining agreement or contract of employment.

§ 30.32 ABUSE OF POWER.

No public officer or employee shall use the prestige or power of any office or employment other than as authorized by state law or ordinance.

§ 30.33 GIFTS.

(A) Prohibitions. Except as otherwise provided in this section, no officer or employee shall intentionally solicit or accept any gift from any prohibited source, as defined under § 1-5 of the State Officials and Employees Ethics Act (ILCS Ch. 5, Act 430, § 1-5), or in violation of any federal or state statute, rule, or regulation. This ban applies to and includes the spouse of and immediate family living with the officer or employee. No prohibited source shall intentionally offer or make a gift that violates this section.

(B) An officer or employee does not violate this Act if he or she promptly takes reasonable action to return the prohibited gift to its source or gives the gift or an amount equal to its value to an appropriate charity that is exempt from income taxation under § 501(c)(3) of the Internal Revenue Code of 1986, as now or hereafter amended, renumbered or succeeded.

(C) Exceptions. The restriction in this section does not apply to the following:

(1) Opportunities, benefits, and services that are available on the same conditions as for the general public.

(2) Anything for which the officer or employee pays the fair market value.

(3) Any (i) contribution that is lawfully made under the Election Code or under the Gift Ban Act or (ii) activities associated with a fundraising event in support of a political organization or candidate.

(4) Educational materials and missions.

(5) Travel expenses for a meeting to discuss city business.

(6) A gift from a relative, meaning those people related to the individual as father, mother, son, daughter, brother, sister, uncle, aunt, great aunt, great uncle, first cousin, nephew, niece, husband, wife, grandfather, grandmother, grandson, granddaughter, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, half-sister, and including the father, mother, grandfather, or grandmother of the individual's spouse and the individual's fiancé or fiancée.

(7)

(a) Anything provided by an individual on the basis of a personal friendship unless the officer or employee has reason to believe that, under the circumstances, the gift was provided because of the official position or employment of the officer or employee and not because of the personal friendship.

(b) In determining whether a gift is provided on the basis of personal friendship, the officer or employee shall consider the circumstances under which the gift was offered, such as:

1. The history of the relationship between the individual giving the gift and the recipient of the gift, including any previous exchange of gifts between those individuals;

2. Whether to the actual knowledge of the officer or employee the individual who gave the gift personally paid for the gift or sought a tax deduction or business reimbursement for the gift; and

3. Whether to the actual knowledge of the officer or employee the individual who gave the gift also at the same time gave the same or similar gifts to other officers or employees.

(8) Food or refreshments not exceeding \$75 per person in the value on a single calendar day; provided that the food or refreshments are (i) consumed on the premises from which they were purchased or prepared or (ii) catered. For the purposes of this division (C)(8), CATERED means food or refreshments that are purchased ready to eat and delivered by any means.

(9) Food, refreshments, lodging, transportation, and other benefits resulting from outside business or employment activities (or outside activities that are not connected to the duties of an officer or employee) of the officer or employee, or the spouse of the officer or employee, if the benefits have not been offered or enhanced because of the official position or employment of the officer or employee, and are customarily provided to others in similar circumstances.

(10) Intra-governmental and inter-governmental gifts. For the purpose of this division (C)(10), INTRA-GOVERNMENTAL GIFT means any gift given to an officer or employee from another officer or employee; and INTER-GOVERNMENTAL GIFT means any gift given to an officer or employee by an officer or employee of another governmental entity.

(11) Bequests, inheritances, and other transfers at death.

(12) Any item or items from any one prohibited source during any calendar year having a cumulative total value of less than one \$100.

§ 30.34 DISCLOSURE BY CERTAIN APPLICANTS FOR LICENSES, PERMITS, REZONING OR ANNEXATIONS.

(A) After the adoption of this subchapter, as an amendment to the city's Code of Ordinances, all applicants for any liquor license, whether as part of an original application or for a renewal, for any franchise, or for any permit for annexation, rezoning, or other zoning relief, shall be provided with a current list of all individuals who are currently public officers or employees for the city, and shall complete the following warranty statement:

The undersigned hereby represents and warrants to the City of Oakbrook Terrace that no individual who is a public officer or employee has any ownership interest in the entity making this application or in the real estate which is the subject of this application, nor are any such individuals an officer, director, or employee of the entity making the application. If the foregoing representation is inaccurate, the undersigned hereby states the nature of any interest and the name of any such individual who is an officer, director, or employee of the applicant or who has an ownership interest in the applicant entity or in the real estate, which is the subject of this application.

The applicant shall swear to the above statement before a notary public or other appropriate officer authorized to administer oaths in the State of Illinois. Any public officer or employee who receives an application which contains a statement that public officers or employees have a prohibited interest in the applicant entity or in the real estate which is the subject of the application, shall immediately forward a copy of such statement to the office of the City Attorney, who shall promptly notify the City Council of any person named by the applicant in response to the foregoing inquiry. In addition to the penalties provided by law for perjury, any person who executes an application, and knows, or should have known upon reasonable inquiry that the statements set forth therein or any parts thereof are false, shall be in violation of this subchapter and subject to the penalties set forth herein.

(B) Each and every application specified in division (A) above shall also contain a statement by the applicant that neither the applicant nor any agent, officer, employee, or anyone acting on behalf of the applicant, has provided any public officer or employee with any gift, gratuity, pecuniary benefit, real or personal property, or services, or any other thing or item of value, whether in the form of money, services, loans, travel, entertainment, discounts, hospitality, offers of

employment, or forgiveness of debt or obligation. If the applicant is unable to truthfully make such representation, the applicant shall state the name and the nature of the gift made to any such individual who is a public officer or employee and the date of the gift. If any person executes an application knowing that the statements set forth therein, or any part thereof, are false, it shall also be grounds for denial of the application, and such person shall be deemed in violation of this subchapter and subject to the penalties set forth herein.

§ 30.35 COUNCIL TO ACT AS A BODY.

(A) The City Council shall act in all matters as a body as permitted by the Illinois Municipal Code. No member of the City Council shall seek to intimidate or threaten any public officer or employee, offer any gift or other valuable consideration intended to influence any public officer or employee in the performance of an official act, or interfere in any way with the performance of the duties of an officer or employee. As permitted by law, the foregoing provisions of this section shall not prevent the City Council from:

- (1) Appointing all or any one of its members to any board, committee, or commission; or
- (2) Appointing any of its members to act as a liaison to any board, committee or commission, organization, group of individuals or other governmental body or agency.

(B) City Council members and employees may engage in informal social discussions that do not pertain to a specific condition of employment involving either the employee or another employee. No members of the City Council, other than the Mayor, shall initiate discussions, conversations, or written or oral communications with any employee of the city, other than the City Administrator or the Mayor, concerning conditions of employment, as defined herein. Whenever any employee, other than the City Administrator, initiates any discussions, conversations or written or oral communications with any member of the City Council, other than the Mayor, concerning conditions of employment, as defined herein, such member shall refer the employee or such written communication to the City Administrator or the Mayor, as the Council member may determine to be appropriate. Upon receipt of any such matter by the City Administrator, or the Mayor, either in conjunction with the City Administrator and/or the City Attorney, or alone as the Mayor determines it to be appropriate in his discretion, shall address the matter with the employee and report to the member of the City Council who referred the employee to the City Administrator that the matter has been addressed. Nothing in this paragraph shall prevent an employee from reporting a serious concern regarding conditions of employment, as defined herein, to the Mayor. Nothing in this paragraph shall prevent an employee from reporting a reasonable suspicion that an unlawful act has been or will be committed. In such case, the Alderman shall report such suspicion directly to the City Administrator or, if the City Administrator is alleged to be the one who has or will commit such an act, to the Mayor.

(C) Nothing contained herein shall prevent any member of the City Council from requesting from the City Administrator or from the City Council meeting as a body, such information as may be proper and necessary to the performance of official duties, whether acting as a member of the City Council, as a liaison, or as a member of any board, committee or commission. Nothing contained herein shall prevent members of the City Council, when acting in their official capacity at a regular, special or emergency City Council meeting, or as a member of any committee

or commission, from engaging in discussion with any employee concerning conditions of employment.

§ 30.36 NONPARTISAN ORGANIZATION.

(A) No public officer shall promise an appointment or employment to any municipal position as a reward for any political activity.

(B) No public officer shall solicit any city employee to contribute to, or perform work for, any political party as a condition of continued employment.

(C) No public officer shall promise passage of a motion, ordinance or resolution as a reward for any reason. This prohibition shall not include any general campaign statements or promises made by a public officer who is candidate for public office during an election campaign.

§ 30.37 DISCLOSURE OF INTEREST.

(A) If any public officer or employee has any personal interest in a contract or transaction that is or is likely to become the subject of an official act or action in which such officer or employee is or will be involved, the nature and extent of such interest shall be disclosed on the record of the City Council or any other agency, committee or commission performing such act or action or, in the case of employees, the nature and extent of the interest shall be disclosed to the City Administrator. For purposes of this section, a PERSONAL INTEREST shall be an interest that affects the officer or employee in a manner, which is different or unique from the interest of the public, including, but not limited to, family or business relationships with persons having business with the city.

(B) No public officer or employee shall, in such capacity, participate in the deliberation or vote, or otherwise take part in the decision-making process on any agenda item in which he or she is found to have a prohibited financial interest in a contract or business of the city, as such a prohibited interest is defined in state law.

(C) Public officers and employees shall also comply with the applicable Illinois law concerning disclosures of interest.

§ 30.38 UNAUTHORIZED DISCLOSURE AND USE OF CONFIDENTIAL OR PRIVILEGED INFORMATION.

No public officer or employee shall disclose, confidential or privileged information concerning the property, government, or affairs of the city; and no such public officer or employee shall use any such confidential or privileged information to advance his or her own interests or those of such officer or employee's family members. Nothing contained in this section shall prevent the City Administrator from disclosing to any staff members or contractor(s) such confidential or privileged information as the City Administrator may determine to be necessary to carry out his or her duties and to enable such staff members or contractor(s) to carry out their respective duties and responsibilities. Nothing contained in this section shall prevent any individual from disclosing matters or information of public concern as may be permitted or required by the Illinois Freedom of Information Act, the Illinois Open Meetings Act, or any other provision of state or federal law.

§ 30.39 MISREPRESENTATION OF CITY DECISIONS OR POSITIONS.

No public officer or employee shall state that the city has made a particular decision or adopted a specific position concerning any matter if such public officer or employee knows that the city has not, in fact, duly made or adopted such decision or position. This section shall not be construed to prohibit any public officer or employee from stating personal views concerning any matter, so long as such views are clearly identified as personal and not as the official decision or position of the city.

§ 30.40 HARASSMENT.

It is the policy of the city that all employees have the right to work in an environment free from all forms of discrimination and conduct, which may be considered harassing, coercive or disruptive, including sexual harassment. Such behavior is unacceptable and will not be tolerated. No employee, male or female, should be subject to unsolicited and unwelcome words or conduct. All city officers and employees shall be subject to the policy set forth in Section 2.9 of the City of Oakbrook Terrace Personnel Policy and Procedures Manual, including the procedures for reporting complaints of harassment. Harassment by any Alderman or the Mayor shall be reported to the City Administrator, who shall promptly consult with the City Attorney to initiate the appropriate investigation. Harassment by the City Administrator shall be reported to the Mayor, who shall promptly consult with the City Attorney to initiate the appropriate investigation.

§ 30.41 REQUIREMENT TO REPORT BREACHES.

(A) Any public officer or employee who finds credible evidence of a breach of this Code of Ethics shall, at the earliest opportunity, file a written report concerning such breach with his or her immediate supervisor. Supervisors are responsible for immediately reporting any such breach by a public officer or employee to the City Administrator and, in the case of an elected officer, the City Administrator shall immediately report any such breach to the City Attorney.

(B) If the City Attorney directly receives a report of fraudulent acts or related misconduct, the City Attorney will immediately notify the City Administrator of such report and the allegations thereof. In cases of reported allegations of fraudulent acts or related misconduct involving the City Administrator, the City Attorney will notify the Mayor and the two most senior Aldermen on the City Council. In such cases, the Mayor and the City Council will directly consult with the City Attorney to initiate an appropriate investigation.

(C) All parties involved in reporting or investigating any reported breach of this Code of Ethics shall maintain information related thereto in the strictest confidence to the extent permitted by law. The disclosure of such reports shall be limited only to those individuals who have a need to know for an adequate investigation to be conducted.

§ 30.42 VIOLATIONS; PENALTIES; RECONSIDERATION OF TRANSACTIONS.

(A) A finding that any public officer or employee has violated any provision of this subchapter shall, to the extent permitted by state law, constitute cause for reprimand, censure, suspension, removal, or other appropriate disciplinary action.

(B) Any person who is prosecuted for a violation of this subchapter, and either pleads guilty or is found guilty by a court of competent jurisdiction shall be fined an amount not less than \$250 nor more than \$750 for each offense. In cases of a continuing violation, the City Attorney is authorized to apply to a court of competent jurisdiction for a restraining order or injunction to abate such violation and for such other and further remedies as may be provided by law.

(C) Any transaction which was the subject of an official act or action of the city in which any public officer or employee had an interest prohibited by this subchapter, or which involved the violation of a provision of this subchapter, shall be officially reconsidered upon discovery, disclosure, or determination of such interest or violation.

(D) In the event the City Attorney reasonably determines that it is necessary to conduct an investigation into any alleged violations of the provisions of this subchapter, and that it would not be appropriate for the office of City Attorney to investigate such allegations, the City Attorney, with the advice and consent of the City Council, shall retain the services of an investigator/attorney to act as an independent counsel to investigate the allegations of such violations of this subchapter at an hourly rate not to exceed the then-current hourly rate charged to the city of litigation services by the office of the City Attorney. The independent counsel's charge shall be to investigate whether or not there is probable cause to believe that a violation of this subchapter has occurred and to take such action on behalf of the city to prosecute such violations. Such independent counsel shall have the sole discretion to determine if prosecution is warranted, to file such charges or complaints as he or she may decide to be appropriate, and to prosecute such complaints or charges on behalf of the city.

(E) The city may also pursue an insurance claim to recover all or some of its losses as a result of fraudulent acts or related misconduct. The city shall have the right to terminate and/or suspend suppliers or contractors that have been found to have committed fraudulent acts or related misconduct.

§ 30.43 REPORTING OF FINDINGS.

The City Attorney, or the independent counsel retained by the City Attorney, shall file a written report of findings with the corporate authorities of the city, documenting the findings and disposition of each complaint. The City Attorney shall maintain a record of ethics complaints and these reports, and a copy of each shall be filed in the office of the City Clerk. Each complaint and report of findings shall be subject to public review to the extent provided by state law. The City Attorney will attempt to notify the sender and acknowledge receipt of the report of the alleged fraudulent acts or related misconduct within five business days; however, it is recognized that it will not be possible to acknowledge receipt of anonymously submitted violations.

§ 30.44 RELATIONSHIP OF THIS SUBCHAPTER TO STATE LAW.

The standards of this subchapter shall supplement the provisions regarding municipal officers set forth in Illinois law, and any other ordinances of the city relating to conduct for municipal officers and employees. The requirements set forth herein are in addition to, and not a substitute for, any similar requirements provided for under state or federal law.

§ 30.45 DISTRIBUTION.

(A) Within 30 days after enactment of this subchapter, as an amendment to the city's code of ordinances, the City Administrator shall cause a copy thereof to be distributed to every public officer and employee of the city. Thereafter, each public officer and employee who is elected, appointed, or engaged shall be furnished a copy of this subchapter before entering upon the duties of his or her office or employment. Within 21 days after receipt of a copy of this subchapter, each public officer and employee shall execute a non-binding declaration acknowledging such receipt and stating his or her agreement to comply with and support the provision of such subchapter, as follows:

I, the undersigned, being duly elected or appointed to the office (or position) of _____, in and for the City of Oakbrook Terrace, do hereby acknowledge receipt of a copy of the Code of Ethics of the City of Oakbrook Terrace. I do hereby affirm that I have reviewed its provisions and that I agree to comply with and support the provisions of such Code of Ethics to the best of my ability.

(B) The failure to file a declaration of acceptance shall not constitute a violation of this subchapter and shall not be the grounds for any discipline or sanctions hereunder.

§ 30.46 WHISTLEBLOWER POLICY.

(A) Intent. The Whistleblower Policy (the Policy) is intended to enable employees, elected and appointed officials, residents, suppliers, customers, and others to raise concerns regarding alleged fraudulent acts or related misconduct, anonymously or otherwise, without retaliation or, in the case of an employee, adverse employment consequences. The Policy is based on the Whistleblower Act of the State of Illinois (ILCS Ch. 740, Act 174, §§ 1, et seq. (the Act)).

(B) Definitions. As used in this section, the following terms shall have the meanings ascribed to them herein, unless the context clearly indicates that a different meaning is intended.

FRAUDULENT ACTS. Include any intentional act or omission designed to deceive others, resulting in the victim suffering a loss, and/or the perpetrator achieving a gain.

RETALIATION or any threat of retaliation against any official, employee, resident, supplier, customer or other person for disclosure of a fraudulent act or related misconduct or refusal to participate in unlawful activity is expressly prohibited by the Act.

(C) Reporting retaliation. Employees who believe that they have been retaliated against for reporting fraudulent acts or related misconduct should advise the City Attorney in writing. The City Attorney shall take appropriate action to investigate and address complaints of retaliation.

(D) Any individual reporting alleged fraudulent acts or related misconduct must act in good faith and have reasonable grounds for believing the information disclosed provides evidence of an improper transaction or a violation of the law or administrative policies.

(E) Making allegations maliciously, recklessly, or with the foreknowledge that the allegations were false, will be viewed as a serious offense and may result in penalties as provided by the city's personnel policies or applicable Illinois law.

(F) A key factor in the detection of fraudulent acts or related misconduct is educating elected and appointed officials, employees, residents, suppliers, customers, and others to recognize fraudulent acts or related misconduct that may occur. For this reason, the city will, to the extent it considers practical, provide training and education concerning the whistleblower policy.

(G) An appointed official, employee, resident, supplier, customer or other person may report a possible fraudulent act or related misconduct, anonymously or otherwise, in any of the following ways:

(1) Download the Suspected Fraud form from the city's website at oakbrookterrace.net and mail the completed form to the City Attorney at 17W275 Butterfield Road, Oakbrook Terrace, Illinois 60181; and

(2) Phone the anonymous Fraud Hotline at (630) 941-8300, extension 399.

(H) Except in cases of anonymous submission, the complainant will be informed of the outcome of the investigation by the Office of the City Attorney.



CITY OF OAKBROOK TERRACE

AGENDA ACTION

APR 23 2024

Department Memo

Date: April 23, 2024

To: Mayor Paul Esposito
City Council
Casey Calvello, Chief of Police
Melissa Headley, Director of Community Development
Craig Ward, Director of Public Services
Amy Raffel, Assistant to City Administrator

From: Jim Ritz, City Administrator
Susan Griffin, Interim Director of Finance

RE: Library Program Fee Change

Summary:

During the FY25 Proposed Budget discussion at the April 9th meeting Alderwoman Fitzgerald presented a brief report on the Library card program revenue (the resident fee) charged per household (not per card issues) to utilize the Villa Park Library. Interim Director of Finance stated that the current fees are \$46 for renters and \$57 for homeowners. Based on the current policy, effective May 1st the rates would be revised to \$47 and \$60, respectively. The Council recommended revision of this fee policy to \$20 annually per household.

Attached is a copy of Ordinance 10-30 establishing the original fee policy and Ordinance 24-15 revising this policy as recommended by the Council.

Requested Action:

Approval of Ordinance 24-15 revising the Municipal Code.

ORDINANCE NO. 24-

**AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE
CITY OF OAKBROOK TERRACE, AS AMENDED, TITLE III (ADMINISTRATION);
CHAPTER 30 (GENERAL PROVISIONS), §30.31 (USER FEE FOR LIBRARY CARD)**

WHEREAS, the City of Oakbrook Terrace (the "City") is a home rule unit of local government under Article VII, Section 6 of the 1970 Illinois Constitution and, except as limited by such Section, it may exercise any power and perform any function pertaining to its government and affairs; and

WHEREAS, the City has provided for library services for its residents through its agreement with the Villa Park Library, and has established a user fee to supplement the partial funding provided through the City's tax revenues; and

WHEREAS, pursuant to Ordinance 10-85 the City established a user fee to supplement the partial funding provided through the City's tax revenues equal to twenty per cent (20%) of the fee charged to the city by the public library, which fee shall be rounded to the nearest whole dollar; and

WHEREAS, at their April 9, 2024 Committee of the Whole meeting discussing the FY2025 Budget, the City Council recommends revising the library card program to an annual fee of \$20.

NOW THEREFORE, BE IT HEREBY ORDAINED by the Mayor and City Council of the City of Oakbrook Terrace, DuPage County, Illinois, as follows:

Section 1. Title III (Administration), Chapter 30 (General Provisions), §30.81 (User Fee for Library Card) of the Code of Ordinances of the City of Oakbrook Terrace is hereby deleted and the following is substituted:

§30.81 USER FEE FOR LIBRARY CARD.

In order to provide for the city's administrative costs for the library card program, each resident seeking a library card from the city for access to the services provided by the public library shall pay an annual user fee to the city in the amount of \$20. ~~equal to twenty per cent (20%) of the fee charged to the city by the public library, which fee shall be rounded to the nearest whole dollar.~~ The city council may adjust this fee from time to time in its discretion, and notice thereof shall be provided to residents through the city's newsletter.

Section 2. All ordinances or parts of ordinances in conflict with the provisions of this Ordinance are hereby repealed to the extent of the conflict.

Section 3. This Ordinance shall be in full force and effect after its passage, approval, and publication in pamphlet form as provided by law.

PASSED AND APPROVED This 23rd day of April, 2024.

AYES:

NAYS:

ABSENT:

Paul Esposito, City of Oakbrook Terrace Mayor

ATTEST:

Michael Shadley, City Clerk



ORDINANCE NO. 10 - 30

AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY OF OAKBROOK TERRACE, AS AMENDED, TITLE III (ADMINISTRATION); CHAPTER 30 (GENERAL PROVISIONS), §30.31 (USER FEE FOR LIBRARY CARD)

WHEREAS, the City of Oakbrook Terrace (the "City") is a home rule unit of local government under Article VII, Section 6 of the 1970 Illinois Constitution and, except as limited by such Section, it may exercise any power and perform any function pertaining to its government and affairs; and

WHEREAS, the City has provided for library services for its residents through its agreement with the Villa Park Library, and has established a user fee to supplement the partial funding provided through the City's tax revenues,

NOW THEREFORE, BE IT HEREBY ORDAINED by the Mayor and City Council of the City of Oakbrook Terrace, DuPage County, Illinois, as follows:

Section 1. Title III (Administration), Chapter 30 (General Provisions), §30.31 (User Fee for Library Card) of the Code of Ordinances of the City of Oakbrook Terrace is hereby deleted and the following is substituted:

§30.81 USER FEE FOR LIBRARY CARD.

In order to provide for the city's administrative costs for the library card program, each resident seeking a library card from the city for access to the services provided by the public library shall pay an annual user fee to the city equal to twenty per cent (20%) of the fee charged to the city by the public library, which fee shall be rounded to the nearest whole dollar. The city council may adjust this fee from time to time in its discretion, and notice thereof shall be provided to residents through the city's newsletter.

Section 2. All ordinances or parts of ordinances in conflict with the provisions of this Ordinance are hereby repealed to the extent of the conflict.

Section 3. This Ordinance shall be in full force and effect after its passage, approval, and publication in pamphlet form as provided by law.

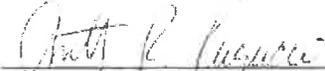
PASSED AND APPROVED This 23rd Day of November, 2010.

AYES: Bojan, Durham, Sarallo, Thomas and Vlach

NAYS: None

ABSENT: Sayyed

APPROVED:



Anthony R. Ragucci, Mayor

ATTEST:



Judith Leslie, City Clerk

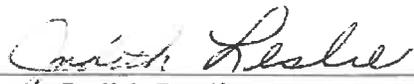


**Published In Pamphlet Form By Authority Of The Mayor
And City Council Of The City Of Oakbrook Terrace**

Ordinance No. 10-28 Was Passed By The City Council On November 23, 2010.

I, Judith Leslie, City Clerk Of The City Of Oakbrook Terrace Hereby Certify That Ordinance No. 10-28 Was Published In Pamphlet Form Within A Binder Made Generally Available To The Public At The Administration Lobby And Counter Of City Hall, 17W275 Butterfield Road, Oakbrook Terrace, Illinois

From November 26, 2010 To December 6, 2010


Judith Leslie

(Seal)

ORDINANCE NO. 24 - 13

AN ORDINANCE APPROVING THE BUDGET FOR THE CITY OF OAKBROOK TERRACE FOR THE FISCAL YEAR COMMENCING ON MAY 1, 2024, AND ENDING ON APRIL 30, 2025

WHEREAS, the City of Oakbrook Terrace (the “City”) is a home rule unit of local government under Article VII, Section 6 of the 1970 Illinois Constitution and, except as limited by such Section, it may exercise any power and perform any function pertaining to its government and affairs; and

WHEREAS, the City of Oakbrook Terrace has adopted the procedures of the Budget Officer Act (65 ILCS 5/8-2-9.1 et seq.) as codified in §34.10, et seq., of the Oakbrook Terrace Municipal Code of Ordinances and this Budget Ordinance replaces the annual appropriation ordinance for the City of Oakbrook Terrace; and

WHEREAS, the proposed budget for Fiscal Year 2024-25 beginning in Fiscal Year 2025 were duly considered by the City Council at various budget workshop meetings held on March 13th, March 20th, and April 9th, as well as at a duly noticed public hearing held on April 23, 2024; and

WHEREAS, the Budget Officer for the City has proposed a budget for fiscal year 2024-25 of the City of Oakbrook Terrace and has presented such budget to the City Council for approval with this Ordinance; and

NOW, THEREFORE, BE IT ORDAINED by the Mayor and City Council of the City of Oakbrook Terrace, DuPage County, Illinois, as follows:

SECTION 1: The budget for the City for the fiscal year commencing on May 1, 2024, and ending on April 30, 2025, is hereby approved in form and substance as set forth in Exhibit “A” attached hereto and made a part thereof.

SECTION 2: The City Clerk shall promptly file a certified copy of this Ordinance with the DuPage County Clerk.

SECTION 3: Copies of this Budget Ordinance shall be placed on file for public review in the office of the City Clerk and City Treasurer of the City.

SECTION 4: All ordinances and parts of ordinances in conflict with the provisions of this Ordinance are hereby repealed to the extent of the conflict.

SECTION 5: This Ordinance shall be in full force and effect after its passage, approval, and publication in pamphlet form as provided by law.

PASSED AND APPROVED This 23rd day of April 2024.

AYES:

NAYES:

ABSENT:

ABSTENTION:

**_____
Paul Esposito, Mayor of the City of
Oakbrook Terrace, DuPage County, Illinois**

ATTEST:

**_____
Michael Shadley, City Clerk**

City of Oakbrook Terrace

Fiscal Year 2024-2025 Proposed Budget

May 1, 2024 - April 30, 2025



CITY OF OAKBROOK TERRACE – FY2024-25 PROPOSED BUDGET

Table of Contents

Budget Message	1-6
City Officials	7
City Organization Chart	8
Description of City Finances & Funds	9
Organizational Matrix.....	10
Budget Process	11
Budget Calendar	12
All Funds Summaries/Multi-Year Charts & Graphs	
All Fund Summary of Revenues/Expenditures & Changes in Fund Balances/Net Position..	13
Reserved for Revenues by Category	14
Reserved for Expenditures by Category & Department	15
Reserved for 10-year Revenue Schedules.....	16-17
Reserved for 10-year Expenditure Schedules.....	18-19
Personnel & Position Schedule	20
All Funds Summary of Salaries & Wages.....	21
General Fund (01)	
Revenues/Expenditures & Changes in Fund Balance	22
Revenue Schedule	23-24
Operating Expenditures by Department & Category	25
Changes in Fund Balance Reserves Discussion & 10-Year Chart	26
Charts – 10-Year Expenditure & Revenues	27
Executive Administration Department (01-01)	
Department Organization Chart	28
Mission Statement/Goals/FY24 Accomplishments & FY25 Objectives.....	29-31
Expenditures - Line Item Budget.....	32-33
Budget Narratives.....	34-38

Police Department (01-02)	
Department Organization Chart	39
Mission Statement/Goals/FY24 Accomplishments & FY25 Objectives	40-42
Expenditures - Line Item Budget	43-44
Budget Narratives.....	45-50
Community Development Department (01-03)	
Department Organization Chart	51
Mission Statement/Goals/FY24 Accomplishments & FY25 Objectives	52-57
Expenditures - Line Item Budget	58
Budget Narratives.....	59-61
Public Services – Streets Department (01-04)	
Department Organization Chart	62
Mission Statement/Goals/FY24 Accomplishments & FY25 Objectives	63-64
Expenditures - Line Item Budget	65-66
Budget Narratives.....	67-70
Tourism Department (01-06)	
Mission Statement/Goals/FY24 Accomplishments & FY25 Objectives	71
Expenditures - Line Item Budget	72
Budget Narratives.....	73
Police Commission Department (01-10)	
Mission Statement/Goals/FY24 Accomplishments & FY25 Objectives	74
Expenditures - Line Item Budget	75
Budget Narratives.....	76
Finance Department (01-11)	
Department Organization Chart	77
Mission Statement/Goals/FY24 Accomplishments & FY25 Objectives	78-79
Expenditures - Line Item Budget	80
Budget Narratives.....	81-83
Economic Development Department (01-13)	
Expenditures - Line Item Budget	84
Budget Narratives.....	85

Traffic Light Enforcement Department (01-14)	
Expenditures - Line Item Budget.....	86
Budget Narratives.....	87
Water Fund (03)	
Mission Statement/Goals/FY24 Accomplishments & FY25 Objectives.....	88-89
Revenues/Expenditures & Changes in Net Position.....	90
Operating Expenditures.....	91-92
Distribution/Capital Expenditures.....	93
Water Purchases & Wholesale Water Rates	94
Reserved for Water Purchases & Sales Graphs.....	95
Special Service Area Debt Fund (04)	
Revenues/Expenditures & Changes in Fund Balance	96
Motor Fuel Tax Fund (05)	
Revenues/Expenditures & Changes in Fund Balance	97
Budget Narratives.....	98
Business District Fund (08 & 12 Combined)	
Revenues/Expenditures & Changes in Fund Balance	99
Capital Improvement Fund (09)	
Revenues/Expenditures & Changes in Fund Balance	100
Capital Improvement Plan	
Capital Projects/Equipment – All Funds & Budget Process.....	101
Capital Projects/Equipment Financed by Governmental Fund 09.....	102
Capital Projects/Equipment Financed by Water Fund 03.....	103
Capital Projects/Equipment Financed by MFT Fund 05	104
Capital Request Forms by Department	105-117
Financial Policies.....	118-140
Acronyms & Glossary of Terms.....	141-157
Reserved for Performance Measurements (required by GFOA)	
Reserved for Statistical Information (required by GFOA).....	



MAYOR
Paul Esposito

CITY CLERK
Michael Shadley

CITY ADMINISTRATOR
James Ritz

CITY OF OAKBROOK TERRACE

17W275 BUTTERFIELD ROAD
OAKBROOK TERRACE, IL 60181
630-941-8300 FAX 630-617-0036

WARD 1
Alderman Charlie Barbari
Alderman Joseph Beckwith

WARD 2
Alderman Frank Vlach
Alderman Dennis Greco

WARD 3
Alderman Robert Rada
Alderdwoman Mary Fitzgerald

April 19, 2024

TO: Mayor Esposito and City Council and Citizens of Oakbrook Terrace

**FROM: Jim Ritz, City Administrator
Susan Griffin, Interim Finance Director**

RE: Fiscal Year Ending April 30, 2025 Proposed Budget Message

Submitted for your review is the Proposed Fiscal Year 2024-2025 Budget along with the City's Five (5) Year Capital Improvement Plan document. A public hearing and adoption of this budget is expected on April 23, 2024. The guiding principles for this budget are the City Council's goals and objectives. The current goals and objective plan is antiquated and the Council formally passed a resolution on August 9, 2022 to work with Northern Illinois University Center for Government Studies on a Strategic Plan and an updated Comprehensive Plan. This project is expected to be completed within the next few months.

The total proposed budget for fiscal year 2025 for all appropriated funds is \$13,864,558 compared to the current year's estimate of \$13,578,806, representing an increase of \$285,752 or 2.1%. This increase is due to the addition of a patrol officer and the revision of a vacant part-time Streets maintenance position to full time. The revenues are projected at \$14,012,546 for all funds reflecting a decrease of \$2,177,979 or 13.5% compared to \$16,190,525 estimated for FY2024. This decrease is due to these factors: the elimination of the traffic camera fines in the amount of \$1.58 million and the reduction of sales tax revenue by \$330,000 from the potential loss of the 1% sales tax on groceries proposed by Governor Pritzker. The fiscal year 2025 budget was developed to continue to provide superior services with a special focus on controlling costs. The projected Governmental fund balances as of April 30, 2024 and April 30, 2025 are \$20.585 and \$21.466 million, respectively. The Water fund net position is projected to be \$6.333 million as of April 30, 2024 and \$6.250 million as of April 30, 2025.

For the fifteen (15) years from 2009-2023 the City's Annual budget has been recognized by the Government Finance Officers Association (GFOA) through the presentation of its Distinguished Budget Presentation Award. While the fiscal year 2023 budget was awarded the GFOA budget award, this award is only valid for the year. Unfortunately, the FY24 budget was not submitted for consideration of this award. The FY25 budget will be submitted to GFOA for consideration of this award as we believe that this document conforms to the award criteria. The City Council determined that obtaining the budget presentation award is a goal the financial staff should pursue in the preparation of the annual budget document.

As always, City Council members are encouraged to utilize the information presented in the fiscal year 2025 budget in their efforts to monitor the City's financial condition and budget process. The budget includes detailed descriptions of all operations, as well as achievements for the current year, and goals for the upcoming FY25.

Principal Issues Impacting the Fiscal Year 2025 Budget

Issue 1: Revenue Stagnation and Revenue Growth – Some key revenues including telecommunication taxes and off-track betting taxes have been declining over the last couple of years. The City does not anticipate growth in these revenues in the future and considers these permanent decreases in the tax base.

The City’s hotel and amusement tax revenues are slowly bouncing back from the COVID-19 crisis. They are still not projected to be back to their pre-pandemic levels in fiscal year 2025. Further, in early May 2022, after the fiscal year 2023 budget was complete, the Illinois Department of Transportation (IDOT) pursued litigation to enforce the deactivation of the traffic cameras resulting in a loss of \$2.3 million in fine revenue. The City continues to object to the removal of the cameras but is also focusing on new revenue sources. To that end, a 1.5% prepared food and beverage tax was implemented in FY23 resulting in approximately \$1.098 million in revenue with FY24 estimated at \$1.1 million (about 8% less than budgeted at \$1.2 million) and FY25 projected at \$1.125 million.

In addition, sales and video gaming taxes will help counteract the more static revenue sources. The City is fortunate to have a diverse revenue base that can off-set these revenue shortfalls. The City’s revenues that are by a per capita basis, including use tax and income tax, have increased due to the City’s population increasing from 2,134 to 2,751 after the 2020 U.S. Census.

Issue 2: Personnel Costs – Benefits comprise 29% of the General Fund budget and historically have risen faster than inflation. Effective April 1, 2024, the City realized increased costs with health insurance of approximately 4.6%. The Illinois Municipal Retirement Fund (IMRF) rate increased in January 2024 from 5.68% to 12.84% for regular IMRF and 10.86% to 10.94% for SLEP participants. The substantial increase in the rate is due to the funding adjustment increase of 2.11% and 4.57% attributed to the early retirement incentive provided to eligible employees in FY23. The current Police union contract expires on April 30, 2024. The City has not formally met with the police union representatives to negotiate a new contract. The fiscal year 2025 budget includes a 3% increase for both union and non-union employees. This budget proposes to add one patrol officer to alleviate extensive amounts of overtime for shift coverage due to injuries and turnovers as well as to improve employee morale and one public service maintenance position to provide flexibility for cross-training and allow for staff to utilize vacation time during the winter and summer months. Inclement weather events and community events impact the ability of public service employees to take time off.

Issue 3: Unfunded Mandates – Finding the means to cover escalating police pension costs continues to restrict the City’s revenues and expenditures. Even with contributing the recommended actuarial amount each year the unfunded percentage hovers around 40%. The current Illinois statute requires the City achieve a 90% funded level by April 30, 2040. The City is on target to be 100% funded in 2040. The table below reflects the percentage increase in pension contributions over a ten (10) year period. In just this time span the City’s contribution has gone from \$755,538 to \$1,563,231, reflecting an increase of \$819,462. For the 2023 levy, which will be collected in fiscal year 2025, the City Council approved a levy of \$1,072,072 for the Police Pension Fund plus an additional contribution of approximately \$569,150 even though the actuarial recommendation is ~~\$1,474,465~~. To be updated.

Historical Pension Contributions			
	Pension Fund		%
FY	Contribution	Increase	Increase
2015	755,538		
2016	912,363	156,825	20.8%
2017	994,889	82,526	9.0%
2018	1,039,772	44,883	4.5%
2019	1,115,200	75,428	7.3%
2020	1,378,856	263,656	23.6%
2021	1,493,842	114,986	8.3%
2022	1,561,329	67,487	4.5%
2023	1,563,231	1,902	0.1%

General Fund Revenues

General Fund revenues for fiscal year 2025 are projected at \$10.05 million, reflecting a reduction of \$1.695 million or 14% compared to FY24 estimated revenues of \$11.749 million.

TAXES

Total FY25 General Fund taxes are projected to be \$4.120 million compared to \$4.372 million for FY24. Sales tax (not including Home Rule Sales tax which is reflected in the Capital Improvement Fund) represents the largest revenue source at \$2.6 million but is estimated conservatively as economic indicators suggest that inflation may linger into the remainder of 2024 affecting consumer shopping. The "Level the Playing Field" tax law changes from 2022 require online retailers to remit sales taxes to the municipality where the goods are delivered, rather than remitting bulk usage taxes to the State of Illinois. It's uncertain at this time the actual impact of this change on the sales and local use tax receipts from major online retailers such as Amazon.

LOCAL TAXES COLLECTED BY OAKBROOK TERRACE

Hotel taxes represent the General Fund's second largest revenue source at 17% and are estimated to be \$1.681 million for FY25. Although the city's Hotel/Motel taxes have started to increase after the pandemic, as with sales tax these receipts have been estimated conservatively for the same concern regarding consumer behavior.

In March 2022, the city adopted a 1.5% food & beverage tax which took effect in June 2022, budgeted at \$1.125 million and which comprises 11% of total General fund revenues. This new revenue source was established to help offset the revenues hit the worst by the pandemic and that continue to remain stagnant.

FINES & FORFEITURES

In FY22 Traffic Light Enforcement Fines represented the largest single revenue source for the City at \$3.186 million. Although in in FY23 the amount of Traffic Light Enforcement Fines decreased presumably from changing work habits and a general awareness of the red-light cameras by commuters, due to subsequent legal action barring the use of the cameras, the City estimates \$1.580 million in revenue in FY24 and will not budget any revenues from this source in FY25.

LICENSES & PERMITS

Building Permits are typically static since the City has very little developable land and have been projected conservatively at \$150k. Liquor, business and video gaming licenses account for a combined \$400k in projected revenue. The City collects franchise fees from Comcast Cable.

CHARGE FOR SERVICES

This source of revenue includes \$103k for digital sign fees and \$84k for antenna rental income. The remainder of these charges are for police reports, zoning and rental inspection fees.

MISCELLANEOUS REVENES

This category includes sponsorship revenues for the July 4th and other community events, grant income and investment income. The investment income is projected to be \$40k up from \$2.5k in FY22 due to the rise in interest rates and more active investing strategies. The City will continue to research grant opportunities that align with City operations.

General Fund Expenditures

The fiscal year 2025 General Fund adopted budget of \$10,246,582 increased by 13% or \$1.175 million more than FY24 estimate of \$9.07 million but \$69 thousand less than the FY24 budget of \$10.315 million.

Department	Actual 21/22	Actual 22/23	Adopted Budget 23/24	Estimated Actual 23/24	Proposed 24/25	% Change from FY 24 Estimate
EXPENDITURES						
Executive Administration	\$ 996,585	\$ 1,426,024	\$ 1,149,196	\$ 1,420,317	\$ 1,479,075	4.1%
Police Department	5,484,382	5,561,056	5,825,527	5,494,517	6,194,634	12.7%
Community Development	508,169	510,314	544,518	513,796	585,827	14.0%
Streets Division	606,344	639,618	668,142	616,524	771,199	25.1%
Tourism	120,810	133,585	212,020	172,554	212,020	22.9%
Police Commission	28,538	13,058	25,215	12,176	25,215	107.1%
Finance	648,117	833,693	960,959	808,392	1,038,612	28.5%
Economic Development	278,287	198,835	145,000	-	145,000	----
Traffic Light Enforcement	1,379,203	998,960	1,388,202	128,565	-	-100.0%
TOTAL	\$ 10,050,435	\$ 10,315,143	\$ 10,918,779	\$ 9,166,841	\$ 10,451,582	14.0%

Executive Administration increased by \$58,758 or 4.1% from the fiscal year 2024 estimate due to increases in the contractual services costs. Police expenditures increased \$700,117 or 12.7% for costs associated with the addition of a patrol officer and the expected hiring of an IT Technician (which was authorized in FY24 but not filled.) The Building and Zoning Department budget increased by \$72,031 or 14% because of the part-time Administrative Assistant full years' salary and benefits. The Public Services – Streets Division rose \$154,675 predominately for the costs associated with the change in the Maintenance position from part-time to full-time with benefits. The City was unable to fill this position during FY24. Finance Division increased \$230,220 over the FY24 estimate because of the savings in personnel costs and benefits associated with the Finance Coordinator's departure less than half-way through FY24 offset by the salary grade increase for the Finance Assistant. Further FY25 costs include retaining the contractual Interim Finance Director for about six months to transition the replacement Finance Director and to assist with accounting software implementation and process improvements for greater efficiency. The FY25 Tourism Department budget remained unchanged over the FY24 budget retaining funds for the DCVB marketing campaign costs. The Economic Development budget remained unchanged over the prior year budget as funds are expected to be used to complete the Comprehensive Plan suggestions and provide possible incentives to developers/businesses.

Fiscal Year 2023 Estimated General Fund Balance

The General Fund Balance policy states that "The City will maintain a General Fund reserve equal to at least 40% of estimated yearly revenues." The projected FY24 and FY25 fund balance of \$12.6 and \$12.2 million, respectively, represent more than 3 times the minimum reserve. In addition, the City greatly surpasses the GFOA best practice with a minimum of no less than two (2) months of regular operating fund revenues or expenditures. Since the reserve requirement has clearly been met, the excess reserves will provide some added flexibility as the City continues to look for ways to generate more revenue while delivering outstanding services to the residents and other stakeholders.

	General Fund Reserve Requirement			
	FY22	FY23	Est FY24	Est FY25
Fund Balance @ April 30	\$8,368,021	\$10,019,487	\$12,603,150	\$12,203,891
Reserve Requirement = 40% of Actual/Budgeted Revenues	\$4,506,430	\$ 4,786,644	\$ 4,700,202	\$ 4,020,929
Over/(Under) Reserve Requirement	\$4,312,715	\$ 5,283,843	\$ 7,902,948	\$ 8,182,962
Fund Balance Actual % of Revenues	74%	84%	73%	80%

Motor Fuel Tax Fund (MFT) Revenues and Expenditures

The fiscal year 2025 MFT allotment is projected at \$120,465 with expenditures budgeted at \$292,000. The transportation renewal tax, first receipted in September 2019, was passed as part of the Rebuild Illinois capital plan and is distributed per capita. The FY24 and FY25 estimated year end fund balance is \$437,428 and \$265,893, respectively. MFT funds will be used for snow removal labor, road salt, and curb & gutter replacement and repair as detailed below.

- Road Salt Supply: \$30,000
- Curb & Gutter: \$240,000
- Labor – Snow Removal: \$22,000

Bulk salt prices declined by \$3.10 per ton, going from \$80.49 (Compass Mineral) to \$77.39 (Cargill), through the Central Management System purchasing program. The City committed to purchase 400 tons of rock salt by July 1, 2024. The City still has a significant store of salt as the past two winter months have not seen significant snowfall totals.

Capital Improvement Fund (CIF) Revenues and Expenditures

The Capital Improvement Fund budget for FY2025 is \$1,135,838. The City is fortunate to have revenues and sufficient reserves to continue funding capital improvements without issuing debt, thereby saving millions in borrowing costs. The City has no plans to issue debt currently. Due to the robust fund balance the city will continue to transfer \$283,500 to the Water Fund for capital improvements in fiscal year 2025.

One of the major capital improvements completed in FY24 is the Streambank Stabilization project which cost \$738,741 thousand. The City was awarded a \$234,000 grant from the Illinois Environmental Protection Agency for this project. The Storm Sewer Replacement Project Final cost \$1,130,631. The FY25 budget includes \$164,000 for the street sealing project.

This fund pays for the cost of the GO Series 2013 Refinancing Debt payments which is \$310,000 for principal & \$49,200 interest in FY25. The outstanding balance on these bonds is \$1.640 million and the maturity date is 12/15/2029. This issue was a refinancing of the 2008 debt issued to finance the Public Safety building construction.

The five (5) year Capital Improvement Plan projects that in fiscal year 2029 the year end fund balance will be almost \$12 million. In the past, police cars were purchased through the General Fund utilizing DUI receipts. However, DUI receipts have steadily decreased over the years. As a result, since FY23, police vehicles are now purchased using Capital Improvement funds.

Each year, the Council updates the Capital Improvement Program (CIP) through a resolution. The CIP provides a schedule of planned improvements over the next five (5) years and contains a listing of the types and costs of public improvements that the Council deems critical for the life, health, and safety of the City's residents and businesses. In FY25 a line item has been included starting with FY26 called "Reserve for Unanticipated Future Capital" for the purpose of acknowledging that undesignated and unanticipated future capital projects will be identified as the year approaches. This does not budget these funds but keeps the future projected annual fund balances at a more accurate number. As the years progress, the project costs are revised as more accurate information becomes available. Currently, the Department Heads prepare the capital improvement proposal forms when submitting their budget requests. These are related to vehicles and equipment, building improvements, infrastructure projects and capital investments in technology. The City's current capitalization threshold is \$25,000.

Business District Funds

Currently, the only outstanding bond issue in the Business District is the 2021 Refunding Business District bonds which are callable in December 2028. The 2021 Refunding bond proceeds were used to refinance the 2012A bonds in the beginning of fiscal year 2022. This debt service is funded by the 1% business district tax and interest earnings. Refinancing saved the City approximately \$70,000 in interest costs. Standard and Poor's rated this bond issue AA, the third highest ranking. The City redeemed the 2012B Business District bonds in fiscal year 2023. Effective in FY2024, with the payment/refinancing of the 2012A&B Business District bonds, the approximately \$592,000 in sales and home rule sales taxes has been reallocated back to the General Fund.

Water Operating Fund Revenues and Expenditures

Total water revenues for FY25 are projected at \$1.253 million, while expenses are budgeted at \$1.706 million for a negative difference of \$283 thousand. However, a deficit of only \$43,766 is anticipated from an accounting perspective because the SCADA replacement budgeted at \$170,000 is considered capitalized assets, thereby reducing the deficit under the accrual approach. The transfer from Capital Improvement Fund of \$283,500 which began in FY23 and continued in FY24 is budgeted again in FY25.

The City's last water rate increase went into effect on January 1, 2015. The City's minimum bi-monthly water charge went from \$55.80 to \$59.82 for the first 6,000 gallons. This increase covered the higher charges imposed by the DuPage Water Commission and remains in effect today.

The City purchases potable water from the DuPage Water Commission. This rate is expected to rise from \$5.39 to \$5.58 or 3.5%. The City has approximately 800 water accounts and residents in the Berkshire Subdivision are not on the City's water system and are billed for water by a private company.

In FY24 water sales increased due to an influx of people returning to work. In addition, hotel and food establishments saw an increase in foot traffic as post-covid restrictions were lifted. As a result, the estimated FY24 net position is estimated at \$6,332,945.

General Obligation Debt Service

The Village as a home rule municipality does not have a legal debt limit. The 2013 Refinancing bonds are budgeted in the Capital Improvement Fund and the 2021 Refinancing bonds are budgeted in the Business District Fund.

Bond Series	Purpose	FY2025 Principal	FY2025 Interest	5/1/2024 Outstanding Balance	Maturity Date
2013 Refinancing	Public Safety Building	\$310,000	\$49,200	\$1.640 million	12/15/2029
2021 Refinancing	2012A Business District Bonds	\$180,000	\$47,670	\$1.455 million	12/15/2031

Acknowledgement

We would like to thank the Mayor and City Council for their support throughout the development of this budget. In addition, our sincere appreciation goes to the Assistant to the City Administrator, the Department Heads and the Finance Assistant who participated directly in this process and all the employees who work conscientiously to deliver excellent service to the residents.

ELECTED OFFICIALS

Mayor
Alderman
Alderman
Alderman
Alderwoman
Alderman
Alderman
City Clerk

Paul Esposito
Charlie Barbari
Joseph Beckwith
Dennis Greco
Mary Fitzgerald
Robert Rada
Frank Vlach
Michael Shadley

APPOINTED OFFICIALS

City Attorney
City Administrator
Police Chief

Storino, Ramello, & Durkin
Jim Ritz
Casey Calvello

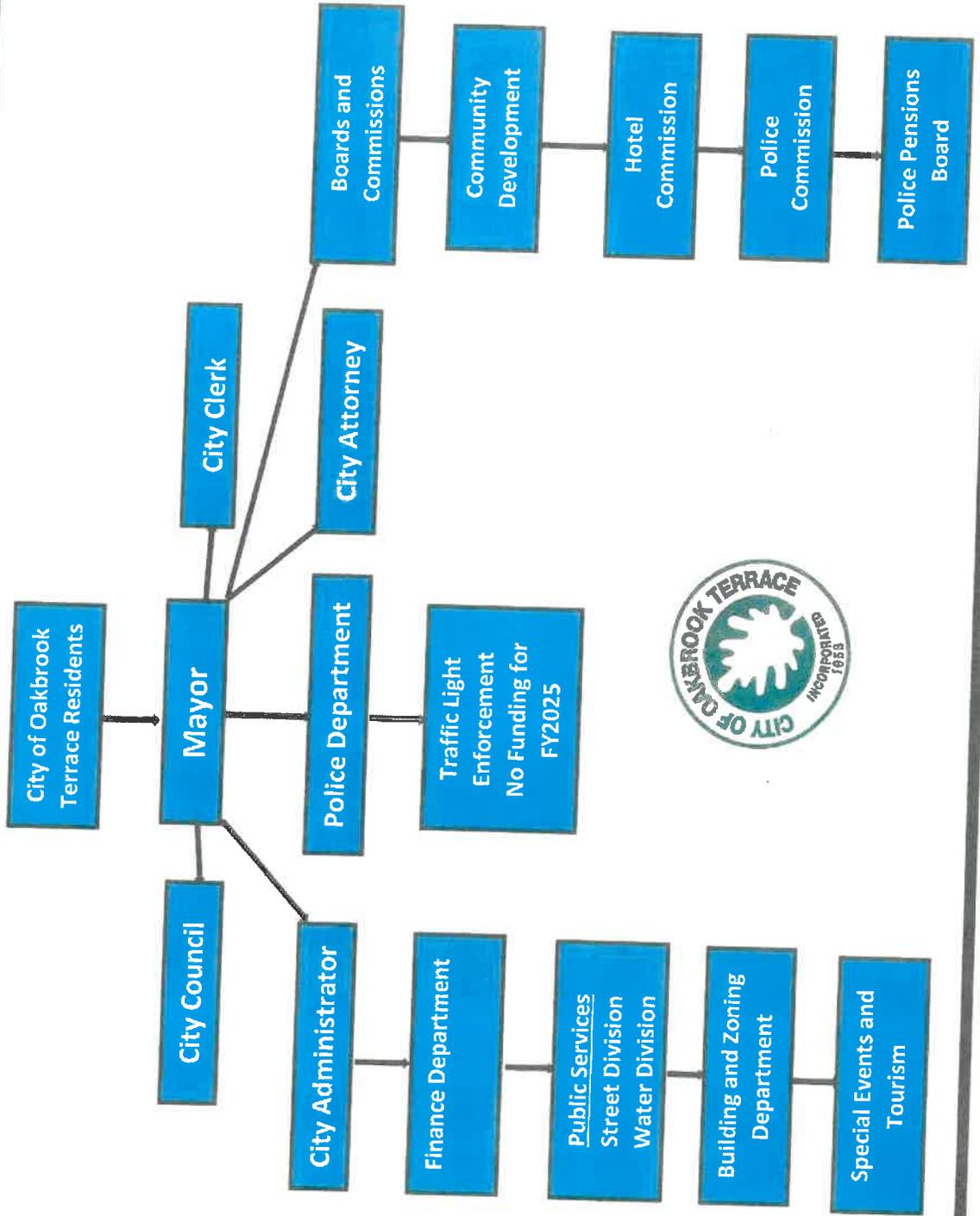
ADMINISTRATION

Interim Finance Director
Community Development Director
Public Services Director
Assistant to the City Administrator

Susan Griffin
Melissa Headley
Craig Ward
Amy Raffel

City of Oakbrook Terrace Organizational Chart

Fiscal Year Ended April 30, 2025



The City of Oakbrook Terrace accounts for all funds and adopts a budget based on generally accepted accounting principles (GAAP). The City uses fund accounting designed to demonstrate legal compliance and to aid financial management by segregating transactions related to certain government functions or activities. A fund is a separate accounting entity with a self-balancing set of accounts. Funds are classified into the following categories: governmental, proprietary, and fiduciary. Each category, in turn, is divided into separate "fund types". The City has seven (7) funds or operating centers that are grouped into three (3) categories.

Governmental Funds – Most of the City’s expenses and revenues are budgeted in the governmental funds including police, public services, building, tourism, special events, administration, capital improvements, principal, and interest payments. Governmental funds are budgeted using a modified accrual basis. The City maintains five (5) governmental funds and each fund generates its own revenues, expenditures, and changes in fund balance. The General Fund and Capital Improvement Fund are considered major funds, while the Motor Fuel Tax, Debt Service SSA II, and 2012/2021 Business District Debt Service are considered non-major funds.

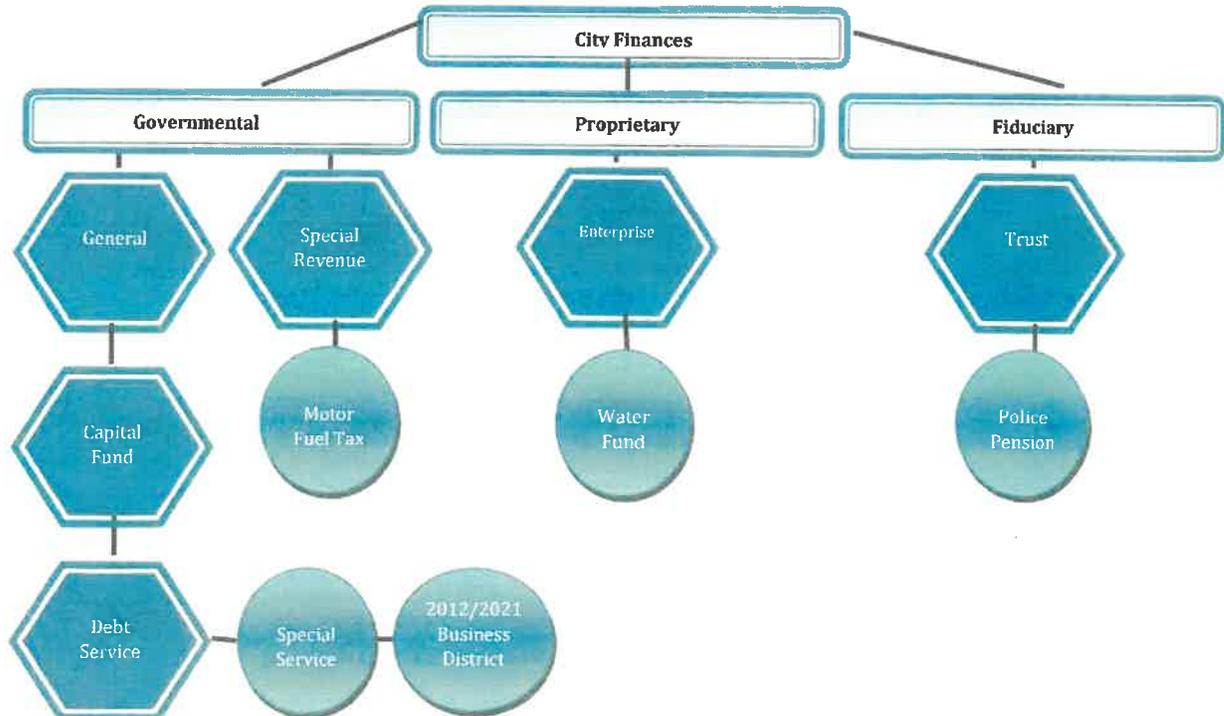
General Fund – The General Fund is the City’s primary fund, and most bills and revenues are recorded here, except for those that need to be accounted for in another fund.

Capital Improvement Fund – The City’s home rule sales taxes are earmarked for the replacement, expansion, and maintenance of existing infrastructure and equipment.

Special Revenue Funds – Special revenue funds are needed so that earmarked receipts are not spent on other activities. The City’s Special revenue funds include Motor Fuel Tax, Debt Service SSAII, and 2012 Business District Debt Service.

Proprietary – The City maintains an enterprise fund to budget for the transactions for the Water System. These business-type financials reflect private sector operations where a fee for service typically covers all or most of the operational costs and transactions are recorded similarly to a business. Water is purchased from the DuPage Water Commission and then distributed through the City’s water infrastructure. The City’s water rates are intended to cover operation costs and future capital improvements. Proprietary funds are budgeted using an accrual basis except for loans, capital expenditures, depreciation, and debt service payments which are budgeted on a cash basis.

Fiduciary – The City administers the Police Pension Fund for assets held by the City to pay for the retirement benefits to sworn public safety employees. The City holds these funds in a trust capacity and since the Police Pension resources are not available to support City programs, a budget is not prepared. Each year an independent actuary recommends the required actuarial contribution to fund this pension liability. The Police Department budget includes an expense for the annual actuarial required contribution, which is funded primarily through property taxes. Also, the City records an annual net police pension liability that is reflected in the Annual Comprehensive Financial Report’s Statement of Net Position.

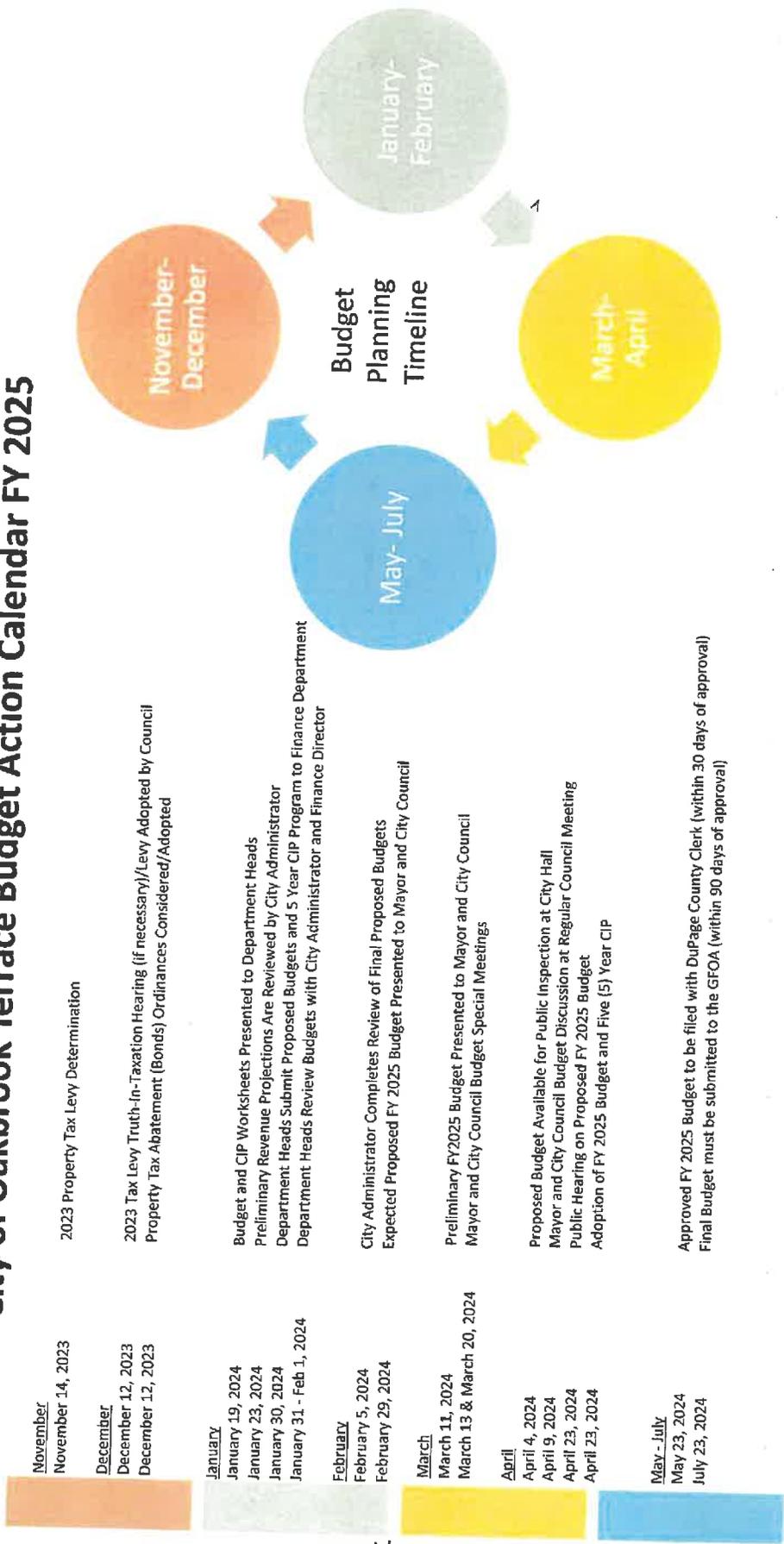


City of Oakbrook Terrace

Organizational Matrix – Department/Function Assignment by Fund

Department	Fund					
	General	Water Fund	Motor Fuel Tax	SSA #2 Debt Service	Business District	Capital Improvement
Executive Management	✓					✓
Police	✓					✓
Police Commission	✓					✓
Traffic Light Enforcement	✓					✓
Building & Zoning	✓					✓
Tourism	✓					
Finance	✓			✓	✓	✓
Economic Development	✓					
Public Services	✓					
Streets	✓		✓			✓
Water		✓				✓

City of Oakbrook Terrace Budget Action Calendar FY 2025



November
November 14, 2023

2023 Property Tax Levy Determination

December
December 12, 2023
December 12, 2023

2023 Tax Levy Truth-in-Taxation Hearing (if necessary)/Levy Adopted by Council
Property Tax Abatement (Bonds) Ordinances Considered/Adopted

January
January 19, 2024
January 23, 2024
January 30, 2024
January 31 - Feb 1, 2024

Budget and CIP Worksheets Presented to Department Heads
Preliminary Revenue Projections Are Reviewed by City Administrator
Department Heads Submit Proposed Budgets and 5 Year CIP Program to Finance Department
Department Heads Review Budgets with City Administrator and Finance Director

February
February 5, 2024
February 29, 2024

City Administrator Completes Review of Final Proposed Budgets
Expected Proposed FY 2025 Budget Presented to Mayor and City Council

March
March 11, 2024
March 13 & March 20, 2024

Preliminary FY2025 Budget Presented to Mayor and City Council
Mayor and City Council Budget Special Meetings

April
April 4, 2024
April 9, 2024
April 23, 2024
April 23, 2024

Proposed Budget Available for Public Inspection at City Hall
Mayor and City Council Budget Discussion at Regular Council Meeting
Public Hearing on Proposed FY 2025 Budget
Adoption of FY 2025 Budget and Five (5) Year CIP

May - July
May 23, 2024
July 23, 2024

Approved FY 2025 Budget to be filed with DuPage County Clerk (within 30 days of approval)
Final Budget must be submitted to the GFOA (within 90 days of approval)

November 14, 2023	Property tax levy estimates (35 ILCS 200/18-60) must be determined not less than 20 days prior to the adoption of the actual levy.
December 12, 2023	Truth in Taxation Hearings (35 ILCS 200) are required by all governmental units in Illinois when the proposed levy is 105% more than the prior year. The purpose of the Truth and Taxation hearings is to disclose through publication and public hearing proposed levy increases in excess of 105%. Public hearings and notices are only required when the levy exceeds the prior year's final extension by 105%. The notice of the Truth and Taxation hearing must be published in a local newspaper not more than 14 days nor less than 7 days prior to the actual public hearing date. If the proposed levy is less than a 105% increase, then no hearing or notice is required.
December 12, 2023	The levy is adopted by the Council and must be filed with the County Clerk's Office by the last Tuesday in December. The City Council through separate ordinance (following the levy of taxes) may abate or reduce the levy (reduce the property tax collections) for a specific amount that the City has other resources available to pay for debt service.
December 26, 2023	At the budget kick-off, new guidelines and any changes for the FY 2025 budget are discussed and worksheets are distributed. The budget calendar and adoption schedule are determined for the FY 2025 budget cycle.
January 30, 2024	Department Heads must submit their FY 2025 proposed budget and updated capital improvement requests on presubscribed forms to the Finance Director. Department Heads must include all supporting documentation justifying changes in service levels and activities. In addition, Departments link their proposed budgets to the strategic goals.
January 15, 2024	The Finance Director formulates revenue projections by fund. Revenue forecasts are one of the most important steps in the budget process because they can determine the ultimate level of spending.
January 31 - February 1, 2024	Department Heads review their budgets with the City Administrator and Finance Director. The Finance Director reviews Department budgets in light of major increases, new programs, and to ensure the Departments complied with the budgetary guidelines for the year. The Finance Director also reviews the departmental budgets for mistakes and accuracy in calculation of their requests. Finally, the Finance Director reviews the Department requests to determine if certain requests achieve overall strategic goals. Department Heads will make any necessary changes and re-submit their revised budgets to the Finance Director.
February 5, 2024	The City Administrator and Finance Director review final Department requests in light of revenue considerations.
March 11, 2024 Delayed due to Finance Director turnover.	Once the City Administrator and Finance Director review all Departmental budget requests, the proposed FY 2025 budget is submitted to the City Council. The City Council begins their budget evaluations and analysis.
March 13, 2024 & March 20, 2024 Special Meetings	During the budget meetings special consideration is paid to the level of employee pay, pensions, insurance, and other benefits which typically represent 60% of the City's General Fund budget. All revisions and changes resulting from these meetings will be incorporated in the final proposed FY 2025 Budget.
April 4, 2024	The proposed budget will be available for public inspection at City Hall. Illinois Budget Law (65 ILCS 5/8-2-9.1) requires municipalities to have a draft edition of the budget be available for public inspection at least ten (10) days before approval. A notice of the public hearing will be published in the local paper.
April 9, 2024 Council Meeting	The proposed budget is discussed prior to the budget hearing on April 23, 2024.
April 23, 2024 Public Hearing	Illinois Budget Law (65 ILCS 5/8-2-9.1) requires municipalities to hold a public hearing prior to the adoption of the budget. The budget can be adopted anytime after the public hearing. Notice of the public hearing shall be published in the newspaper at least one week before the budget hearing.
April 23, 2024 Council Meeting	City Code and State Statute requires that the budget must be adopted prior to the beginning of the fiscal year or May 1. The City's budget is adopted through ordinance and the Capital Improvement Fund's five (5) year plan is adopted through resolution.
May 23, 2024	The FY 2025 budget will be filed with the DuPage County Clerk as required by State Statute within 30 days of adoption.
July 23, 2024	The FY 2025 budget must be filed with the GFOA within 90 days of City Council approval for the Distinguished Budget Presentation Award System.

Revised 4/3/2024

CITY OF OAKBROOK TERRACE
2024-2025 PROPOSED
ALL FUND SUMMARY OF REVENUES/EXPENDITURES
AND
CHANGES IN FUND BALANCE

FUND	Actual 21/22	Actual 22/23	Adopted Budget 23/24	Estimated Year End 23/24	Proposed Budget 24/25	% Change In 24 to 25 Budget To Proposed	% Change In 24 to 25 Est To Proposed
GENERAL							
Beginning Balance	7,152,380	8,368,022	10,019,487	10,019,487	12,603,150	25.8%	25.8%
Revenues	11,266,077	11,966,609	13,367,581	11,750,505	10,052,323	-24.8%	-14.5%
Expenses	10,050,435	10,315,143	10,918,779	9,166,841	10,451,582	-4.3%	14.0%
Difference	1,215,642	1,651,466	2,448,802	2,583,664	(399,259)	-116.3%	-115.5%
Transfer to/from Other Funds	-	-	-	-	-	0.0%	0.0%
Ending Balance	8,368,022	10,019,487	12,468,289	12,603,150	12,203,891	-2.1%	-3.2%
WATER							
Beginning Balance	6,157,056	6,191,530	6,258,559	6,258,559	6,332,945	1.2%	1.2%
Revenues	1,190,119	1,210,007	1,231,489	1,284,864	1,252,850	1.7%	-2.5%
Expenses ¹	1,155,645	1,342,978	1,297,996	1,596,897	1,706,265	31.5%	6.8%
Difference	34,474	(132,971)	(66,507)	(312,033)	(453,415)	581.8%	45.3%
Add: Capitalized Assets	-	-	196,000	186,419	170,000	-13.3%	0.0%
Transfer from Capital Improve Fund	-	200,000	200,000	200,000	283,500	0.0%	0.0%
Ending Balance	6,191,530	6,258,559	6,588,052	6,332,945	6,333,030	-3.9%	0.0%
MOTOR FUEL TAX							
Beginning Balance	577,262	661,564	545,887	545,887	437,427	-19.9%	-19.9%
Revenues	131,951	127,378	116,890	119,939	120,465	3.1%	0.4%
Expenses	47,649	243,055	290,020	228,400	292,000	0.7%	27.8%
Difference	84,302	(115,677)	(173,130)	(108,461)	(171,535)	-0.9%	58.2%
Ending Balance	661,564	545,887	372,757	437,427	265,892	-28.7%	-39.2%
SSA #2 DEBT SERVICE							
Beginning Balance	(735)	(1,032)	(4,596)	(4,596)	1	-100.0%	-100.0%
Revenues	50,806	48,890	48,651	48,651	49,500	1.7%	1.7%
Expenses	51,103	52,453	47,303	44,053	50,303	6.3%	14.2%
Difference	(297)	(3,563)	1,348	4,597	(803)	-159.6%	-117.5%
Ending Balance	(1,032)	(4,596)	(3,246)	1	(799)	-75.4%	-80000.0%
TOTAL BUSINESS DISTRICT							
Beginning Balance	679,378	1,091,769	1,484,492	1,484,492	1,433,959	-3.4%	-3.4%
Revenues	676,671	728,206	143,580	127,130	130,600	-9.0%	2.7%
Expenses	264,281	335,483	204,570	177,663	228,570	11.7%	28.7%
Difference	412,390	392,723	(60,990)	(50,533)	(97,970)	60.6%	93.9%
Transfer to/from Other Funds	-	-	-	-	-	0.0%	0.0%
Ending Balance	1,091,769	1,484,492	1,423,502	1,433,959	1,335,989	-6.1%	-6.8%
CAPITAL IMPROVEMENTS							
Beginning Balance	3,678,817	4,801,192	5,995,730	5,995,730	6,290,214	4.9%	4.9%
Revenues	2,120,748	2,413,253	2,376,610	2,859,436	2,406,808	1.3%	-15.8%
Expenses	998,373	1,018,715	1,772,225	2,364,952	1,135,838	-35.9%	-52.0%
Difference	1,122,375	1,394,538	604,385	494,484	1,270,970	110.3%	157.0%
Transfer to Water Fund	-	(200,000)	(200,000)	(200,000)	(283,500)	0.0%	0.0%
Ending Balance	4,801,192	5,995,730	6,400,115	6,290,214	7,277,684	13.7%	15.7%
TOTAL ALL FUNDS							
BEGINNING FUND BALANCE	18,244,158	21,113,045	24,299,559	24,299,559	27,097,696	11.5%	11.5%
TOTAL REVENUES	15,436,373	16,494,343	17,284,801	16,190,525	14,012,546	-18.9%	-13.5%
TOTAL EXPENSES	12,567,486	13,307,827	14,530,893	13,578,806	13,864,558	-4.6%	2.1%
DIFFERENCE	2,868,886	3,186,516	2,753,908	2,611,718	147,988	-94.6%	-94.3%
OTHER**	-	-	196,000	186,419	170,000	-13.3%	0.0%
ENDING FUND BALANCES	21,113,046	24,299,559	27,249,469	27,097,696	27,415,687	0.6%	1.2%

¹Includes depreciation expense

PAGE RESERVED FOR FINAL BUDGET DOCUMENT

14-19

City of Oakbrook Terrace

Fiscal Year 2025

Personnel and Position Schedule

FULL-TIME EMPLOYEES

(Expressed In FTE's*)

Executive Administration Department

City Administrator (1.0)
Assistant to the City Administrator (1.0)

Police Department

Chief (1.0)
Deputy Chief (1.0)
Sergeants (4.0)
Patrol Officers (16.0)²
Administrative Supervisor (1.0)
Administrative Officers (2.0)

Community Development

Community Development Director (1.0)
Assistant to the Community Development Director (1.0)
Code Enforcement Officer (1.0)

Public Services Department – Streets Division

Public Services Director (.50)
Maintenance Workers (3.0)³
Maintenance Worker/Mechanic (1.0)

Finance Department

Finance Director (1.0)
Finance Coordinator (1.0)⁴
Fiscal Assistant (1.0)

Public Services Department – Water Division

Public Services Director (.50)
Water System Operators (2.0)

PART-TIME EMPLOYEES

(Expressed In FTE's*)

Administrative Assistant (.25)

Traffic Enforcement Officers (2)¹
Service Technician (.50)

Administrative Assistant (.50)

Maintenance Worker (.50)

Administrative Assistant (.25)

Utility Billing Clerk (.50)

* FTE = Full-Time Equivalent

¹ FY2025 No budget proposed until/if traffic camera reactivated

² FY2025 Authorized Additional Position

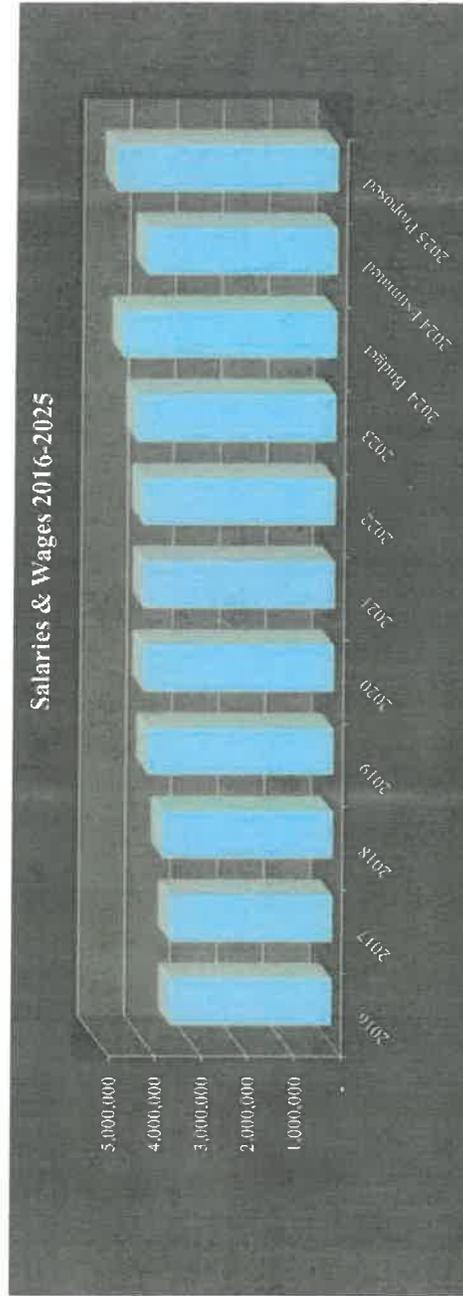
³ FY2025 Authorized Additional Position

⁴ Position Budgeted for ½ year if need is determined



CITY OF OAKBROOK TERRACE
2024-2025 PROPOSED
ALL FUND SUMMARY OF SALARIES & WAGES
TEN YEAR HISTORY

	2016	2017	2018	2019	2020	2021	2022	2023	2024 Budget	2024 Estimated	2025 Proposed
Admin	361,944	392,710	447,126	419,341	428,220	378,385	395,707	470,548	442,961	426,034	378,055
Police	2,324,730	2,338,773	2,344,822	2,543,758	2,594,472	2,671,592	2,652,150	2,641,032	2,814,037	2,525,449	3,087,416
Com Dev	222,343	217,400	267,348	295,239	306,726	311,682	317,695	286,800	311,915	302,812	326,270
Streets	265,567	256,977	246,803	285,801	280,058	264,362	295,341	312,861	328,495	279,870	378,584
Police Comm	3,525	3,975	3,525	6,175	7,000	7,050	8,800	6,500	6,600	6,600	6,600
Finance	87,133	58,309	68,598	127,877	151,693	156,124	138,020	253,388	328,453	262,628	305,500
Traffic Enforce Camera	-	-	44,763	71,282	73,214	73,285	71,162	52,542	80,490	6,034	-
Water	223,336	234,555	247,469	262,270	274,261	260,865	273,287	266,964	296,653	294,609	305,262
Total	3,488,578	3,502,699	3,670,454	4,011,743	4,115,644	4,123,345	4,152,162	4,290,635	4,609,604	4,104,036	4,787,687



Exec Admin: FY24 Estimate & FY25 Proposed: Elimination of Media Specialist position
 Police: FY25: Addition of patrol officer position.
 Streets: FY24 Estimated & FY25 Proposed: FY24 Authorized P/T Maintenance position unfilled. Position revised to FT in FY25.
 Finance: City Administrator and Finance Director were combined position until FY2023. FY2024: Finance Coordinator position was vacant for 8 months of the fiscal year. The City hired a contractual interim Finance Director in January 2024 with the departure of the previous Finance Director. FY25 Proposed: Includes funding for Finance assistance for 6 months as needed as determined by new Finance Director hired in April 2024.
 Traffic Enforcement Officers: No budget proposed until City is authorized to reactivate the camera.

**CITY OF OAKBROOK TERRACE
GENERAL CORPORATE FUND
Revenues/Expenditures & Changes in Fund Balance**

Department	Actual 21/22	Actual 22/23	Adopted Budget 23/24	Estimated Actual 23/24	Proposed 24/25	% Change from FY 24 Estimate
REVENUE						
Taxes	\$ 3,991,877	\$ 3,939,185	\$ 4,714,427	\$ 4,372,003	\$ 4,119,609	-5.8%
Taxes Collected by OBT	\$ 2,854,524	\$ 4,572,224	\$ 4,813,947	\$ 4,713,851	\$ 4,820,892	2.3%
Licenses & Permits	\$ 593,077	\$ 660,194	\$ 689,840	\$ 674,533	\$ 680,610	0.9%
Fines & Forfeitures	\$ 3,286,324	\$ 2,342,349	\$ 2,758,981	\$ 1,676,200	\$ 101,800	-93.9%
Sales & Service	\$ 279,010	\$ 202,813	\$ 303,257	\$ 202,330	\$ 210,503	4.0%
Miscellaneous Revenues	\$ 261,264	\$ 249,844	\$ 87,129	\$ 111,588	\$ 118,909	6.6%
TOTAL	\$ 11,266,077	\$ 11,966,609	\$ 13,367,581	\$ 11,750,505	\$ 10,052,323	-14.5%
EXPENDITURES						
Executive Administration	\$ 996,585	\$ 1,426,024	\$ 1,149,196	\$ 1,420,317	\$ 1,479,075	4.1%
Police Department	5,484,382	5,561,056	5,825,527	5,494,517	6,194,634	12.7%
Community Development	508,169	510,314	544,518	513,796	585,827	14.0%
Streets Division	606,344	639,618	668,142	616,524	771,199	25.1%
Tourism	120,810	133,585	212,020	172,554	212,020	22.9%
Police Commission	28,538	13,058	25,215	12,176	25,215	107.1%
Finance	648,117	833,693	960,959	808,392	1,038,612	28.5%
Economic Development	278,287	198,835	145,000	-	145,000	----
Traffic Light Enforcement	1,379,203	998,960	1,388,202	128,565	-	-100.0%
TOTAL	\$ 10,050,435	\$ 10,315,143	\$ 10,918,779	\$ 9,166,841	\$ 10,451,582	14.0%
Excess(Deficiency) of Revenues over Expenditures	\$ 1,215,642	\$ 1,651,466	\$ 2,448,802	\$ 2,583,664	\$ (399,259)	-115.5%
Other Financing Sources (Uses)						
Proceeds from Capital Asset Disposal	\$ -	\$ -	\$ -	\$ -	\$ -	
Total Other Financing Sources (Uses)	\$ -	\$ -	\$ -	\$ -	\$ -	
Net Change In Fund Balances	\$ 1,215,642	\$ 1,651,466	\$ 2,448,802	\$ 2,583,664	\$ (399,259)	
May 1	\$ 7,152,380	\$ 8,368,021	\$ 10,019,486	\$ 10,019,486	\$ 12,603,149	25.8%
April 30	\$ 8,368,021	\$ 10,019,486	\$ 12,468,288	\$ 12,603,149	\$ 12,203,890	-3.2%



**CITY OF OAKBROOK TERRACE
GENERAL FUND REVENUE
2024/2025 BUDGET**

	Actual 21/22	Actual 22/23	Budget 23/24	Est Actual 23/24	Projections 24/25	\$ Change 24 Budget	\$ Change 24 Est Act	% Change 24 Est Act	% of Total
Taxes	\$ 3,991,877	\$ 3,939,185	\$ 4,714,427	\$ 4,372,003	\$ 4,119,609	\$ (594,818)	\$ (252,394)	-5.77%	41.0%
Taxes Collected by OBT	\$ 2,854,524	\$ 4,572,224	\$ 4,813,947	\$ 4,713,851	\$ 4,820,892	\$ 6,945	\$ 107,041	2.27%	48.0%
Licenses & Permits	\$ 593,077	\$ 660,194	\$ 689,840	\$ 674,533	\$ 680,610	\$ (9,230)	\$ 6,077	0.90%	6.8%
Fines & Forfeitures	\$ 3,286,324	\$ 2,342,349	\$ 2,758,981	\$ 1,676,200	\$ 101,800	\$ (2,657,181)	\$ (1,574,400)	-93.93%	1.0%
Sales & Service	\$ 279,010	\$ 202,813	\$ 303,257	\$ 202,330	\$ 210,503	\$ (92,754)	\$ 8,173	4.04%	2.1%
Miscellaneous Revenue	\$ 261,264	\$ 225,170	\$ 87,129	\$ 111,588	\$ 118,909	\$ 31,780	\$ 7,321	6.56%	1.2%
GENERAL FUND TOTAL	\$ 11,266,077	\$ 11,941,935	\$ 13,367,582	\$ 11,750,505	\$ 10,052,323	\$ (3,315,259)	\$ (1,698,182)	-14.45%	100.0%

Taxes									
3010 - Property Tax		\$ 2,937	\$ -	\$ -	\$ -	\$ -	\$ -	---	0.0%
3015 - Police Pen. Prop. Taxes	\$ 1,050,247	\$ 1,063,126	\$ 1,071,181	\$ 1,069,622	\$ 1,072,072	\$ 891	\$ 2,450	0.23%	10.7%
3020 - Sales Taxes	\$ 2,475,372	\$ 2,475,560	\$ 3,245,526	\$ 2,913,660	\$ 2,656,500	\$ (589,026)	\$ (257,160)	-8.83%	26.4%
3025 - Use Tax	\$ 98,673	\$ 113,699	\$ 116,620	\$ 110,535	\$ 116,037	\$ (583)	\$ 5,502	4.98%	1.2%
3030 - Telecom Tax	\$ 367,586	\$ 283,863	\$ 281,100	\$ 278,186	\$ 275,000	\$ (6,100)	\$ (3,186)	-1.15%	2.7%
TOTAL	\$ 3,991,877	\$ 3,939,185	\$ 4,714,427	\$ 4,372,003	\$ 4,119,609	\$ (594,818)	\$ (252,394)	-5.77%	41.0%

Taxes Collected By OBT									
3110 - Income Tax	\$ 390,597	\$ 428,734	\$ 427,505	\$ 454,696	\$ 470,611	\$ 43,106	\$ 15,915	3.50%	4.7%
3120 - Personal Prop. Replacement Tax	\$ 8,959	\$ 11,002	\$ 11,541	\$ 8,600	\$ 8,700	\$ (2,841)	\$ 100	1.16%	0.1%
3121 - Cannabis Excise Tax (State)	\$ 4,010	\$ 4,239	\$ 5,343	\$ 4,200	\$ 4,300	\$ (1,043)	\$ 100	2.38%	0.0%
3130 - Road & Bridge Tax	\$ 6,651	\$ 4,437	\$ 6,600	\$ 6,753	\$ 6,760	\$ 160	\$ 7	0.10%	0.1%
3140 - Amusement Tax	\$ 223,453	\$ 414,957	\$ 372,000	\$ 450,124	\$ 450,000	\$ 78,000	\$ (124)	-0.03%	4.5%
3145 - Video Gaming	\$ 495,187	\$ 546,907	\$ 560,500	\$ 564,972	\$ 584,746	\$ 24,246	\$ 19,774	3.50%	5.8%
3150 - OTB Tax	\$ 234,252	\$ 256,618	\$ 283,000	\$ 240,557	\$ 250,000	\$ (33,000)	\$ 9,443	3.93%	2.5%
3160 - Hotel/Motel Tax	\$ 1,104,501	\$ 1,481,913	\$ 1,589,984	\$ 1,475,000	\$ 1,511,875	\$ (78,109)	\$ 36,875	2.50%	15.0%
3160-01 Hotel Online Taxes	\$ 28,229	\$ 40,486	\$ 47,143	\$ 117,272	\$ 120,000	\$ 72,857	\$ 2,728	2.33%	1.2%
3161 - Hotel/Motel Extended	\$ 60,324	\$ 50,611	\$ 50,331	\$ 54,915	\$ 50,000	\$ (331)	\$ (4,915)	-8.95%	0.5%
3170 - Cannabis Sales Tax (City)	\$ 298,362	\$ 234,659	\$ 260,000	\$ 236,762	\$ 238,900	\$ (21,100)	\$ 2,138	0.90%	2.4%
3180 - Food & Beverage Tax	\$ -	\$ 1,097,661	\$ 1,200,000	\$ 1,100,000	\$ 1,125,000	\$ 175,000	\$ 25,000	2.27%	11.2%
TOTAL	\$ 2,854,524	\$ 4,572,224	\$ 4,813,947	\$ 4,713,851	\$ 4,820,892	\$ 6,945	\$ 107,041	2.27%	48.0%

Licenses & Permits									
3210 - Liquor License	\$ 94,927	\$ 124,960	\$ 124,000	\$ 134,110	\$ 136,110	\$ 12,110	\$ 2,000	1.49%	1.4%
3220 - Business Licenses	\$ 133,712	\$ 138,869	\$ 140,140	\$ 142,000	\$ 144,000	\$ 3,860	\$ 2,000	1.41%	1.4%
3221 - Massage Licenses	\$ 1,500	\$ 3,000	\$ 3,000	\$ 2,500	\$ 2,500	\$ (500)	\$ -	0.00%	0.0%
3222 - Bus. Registration Fee	\$ 4,575	\$ 5,005	\$ 4,600	\$ 4,900	\$ 5,000	\$ 400	\$ 100	2.04%	0.0%
3223 - Contractor Reg Fee	\$ 17,350	\$ 16,250	\$ 20,000	\$ 20,025	\$ 20,000	\$ -	\$ (25)	-0.12%	0.2%
3225 - Video Gaming License	\$ 96,700	\$ 107,700	\$ 100,000	\$ 116,950	\$ 120,000	\$ 20,000	\$ 3,050	2.61%	1.2%
3230 - Other Licenses	\$ 16,075	\$ 27,600	\$ 20,000	\$ 35,475	\$ 40,000	\$ 20,000	\$ 4,525	12.76%	0.4%
3240 - Franchise Fees	\$ 79,192	\$ 78,614	\$ 78,000	\$ 68,573	\$ 63,000	\$ (15,000)	\$ (5,573)	-8.13%	0.6%
3310 - Building Permits	\$ 148,947	\$ 158,196	\$ 200,000	\$ 150,000	\$ 150,000	\$ (50,000)	\$ -	0.00%	1.5%
3320 - Other Permits	\$ 100	\$ -	\$ 100	\$ -	\$ -	\$ (100)	\$ -	---	0.0%
TOTAL	\$ 593,077	\$ 660,194	\$ 689,840	\$ 674,533	\$ 680,610	\$ (9,230)	\$ 6,077	0.90%	6.8%

Fines & Forfeitures									
3410 - Tickets	\$ 1,890	\$ 3,180	\$ 8,000	\$ 6,900	\$ 7,000	\$ (1,000)	\$ 100	1.45%	0.1%
3415 - Towing Fees	\$ 15,000	\$ 23,000	\$ 25,500	\$ 23,500	\$ 25,000	\$ (500)	\$ 1,500	6.38%	0.2%
3416 - Traffic Light Enforcement Fin	\$ 3,186,425	\$ 2,251,901	\$ 2,650,000	\$ 1,580,000	\$ -	\$ (2,650,000)	\$ (1,580,000)	-100.00%	0.0%
3420 - Court Fines	\$ 61,240	\$ 45,091	\$ 55,000	\$ 48,000	\$ 50,000	\$ (5,000)	\$ 2,000	4.17%	0.5%
3421 - Admin Adjud Fees	\$ 5,950	\$ 4,475	\$ 5,000	\$ 4,000	\$ 5,000	\$ -	\$ 1,000	25.00%	0.0%
3422 - Business License Penalty	\$ 1,273	\$ 1,629	\$ 1,300	\$ 2,100	\$ 1,800	\$ 500	\$ (300)	-14.29%	0.0%
3423 - E-Citation Tickets	\$ 1,244	\$ 1,263	\$ 1,000	\$ 1,000	\$ 1,000	\$ -	\$ -	0.00%	0.0%
3425 - DUI Tech Fees	\$ 13,302	\$ 11,810	\$ 13,181	\$ 10,700	\$ 12,000	\$ (1,181)	\$ 1,300	12.15%	0.1%
TOTAL	\$ 3,286,324	\$ 2,342,349	\$ 2,758,981	\$ 1,676,200	\$ 101,800	\$ (2,657,181)	\$ (1,574,400)	-93.93%	1.0%



**CITY OF OAKBROOK TERRACE
GENERAL FUND REVENUE
2024/2025 BUDGET**

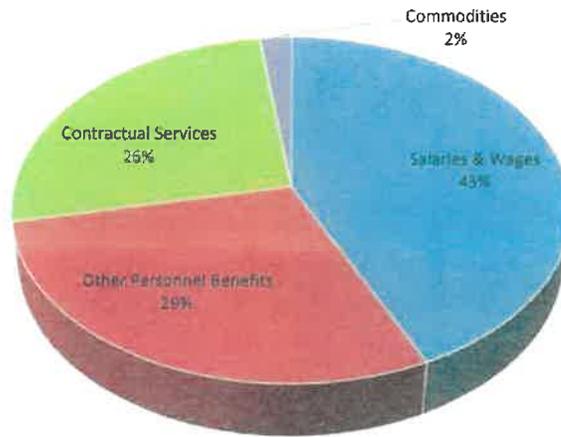
	Actual 21/22	Actual 22/23	Budget 23/24	Est Actual 23/24	Projections 24/25	\$ Change 24 Budget	\$ Change 24 Est Act	% Change 24 Est Act	% of Total
Sales & Service									
3520 - Library Fees	\$ 4,247	\$ 4,004	\$ 3,000	\$ 4,640	\$ 1,800	\$ (1,200)	\$ (2,840)	-61.21%	0.0%
3525 - Rental Inspection Fees	\$ 11,100	\$ 10,750	\$ 11,000	\$ 11,000	\$ 11,000	\$ -	\$ -	0.00%	0.1%
3530 - Zoning Fees	\$ 15,037	\$ 7,109	\$ 20,000	\$ 3,000	\$ 5,000	\$ (15,000)	\$ 2,000	66.67%	0.0%
3540 - Report Fees	\$ 2,095	\$ 2,545	\$ 2,000	\$ 2,500	\$ 2,500	\$ 500	\$ -	0.00%	0.0%
3550 - Vehicle Seizures	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	---	0.0%
3560 - Charges for Services	\$ 3,475	\$ 3,485	\$ 2,250	\$ 2,425	\$ 2,500	\$ 250	\$ 75	3.09%	0.0%
3561 - Digital Sign Fees	\$ 98,000	\$ 98,000	\$ 105,083	\$ 98,000	\$ 102,900	\$ (2,183)	\$ 4,900	5.00%	1.0%
3570 - Antenna Income	\$ 145,056	\$ 76,920	\$ 159,924	\$ 80,765	\$ 84,803	\$ (75,121)	\$ 4,038	5.00%	0.8%
TOTAL	\$ 279,010	\$ 202,813	\$ 303,257	\$ 202,330	\$ 210,503	\$ (92,754)	\$ 8,173	4.04%	2.1%
Miscellaneous Revenue									
3625 - Recreation Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	---	0.0%
3650 - Interest Earnings	\$ 873	\$ 765	\$ 1,000	\$ 1,000	\$ 1,200	\$ 200	\$ 200	20.00%	0.0%
3650-01 Restricted IMET Interest	\$ 750	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	---	0.0%
3651 - Investment Income	\$ 2,557	\$ 37,715	\$ 20,000	\$ 40,000	\$ 40,000	\$ 20,000	\$ -	0.00%	0.4%
3660 - Misc Revenue	\$ 13,275	\$ 8,921	\$ 10,000	\$ 10,000	\$ 10,000	\$ -	\$ -	0.00%	0.1%
3661 - July 4 Sponsor	\$ 35,250	\$ 33,250	\$ 30,000	\$ 24,500	\$ 27,000	\$ (3,000)	\$ 2,500	10.20%	0.3%
3661-01 Event Sponsor	\$ -	\$ -	\$ 15,000	\$ 24,250	\$ 25,000	\$ 10,000	\$ 750	3.09%	0.2%
3663 - Dept. of Just. Vest	\$ 1,035	\$ 1,766	\$ -	\$ 709	\$ 709	\$ 709	\$ -	0.00%	0.0%
3666 - IPRF Safety Grant	\$ 35,520	\$ -	\$ 11,129	\$ 11,129	\$ 15,000	\$ 3,871	\$ 3,871	34.78%	0.1%
3667 - CARES Grant	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	---	0.0%
3668 American Rescue Plan Act Gra	\$ 142,753	\$ 142,753	\$ -	\$ -	\$ -	\$ -	\$ -	---	0.0%
3669 - COVID FEMA Reimburseme	\$ 29,251	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	---	0.0%
3999 - Proceeds from Asset Dispos	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	---	0.0%
TOTAL	\$ 261,264	\$ 225,170	\$ 87,129	\$ 111,588	\$ 118,909	\$ 31,780	\$ 7,321	6.56%	1.2%
General Fund Total	11,266,077	\$ 11,941,935	\$ 13,367,582	\$ 11,750,505	\$ 10,052,323	\$ (3,315,259)	\$ (1,698,182)	-14.45%	100.0%

**Expenditures by Department/Function for
General Fund Operating Proposed Budget
2024-2025 Budget**

4/1/2024

	Salaries & Wages	Other Personnel Benefits	Contractual Services	Commodities	Total	% of Total
Executive Administration	\$ 378,055	\$ 102,920	\$ 965,100	\$ 33,000	\$ 1,479,075	14.2%
Police Department	3,087,416	2,467,207	521,035	118,976	6,194,634	59.3%
Community Development	326,270	139,312	100,950	19,295	585,827	5.6%
Streets Division	378,584	165,148	183,617	43,850	771,199	7.4%
Tourism	-	-	212,020	-	212,020	2.0%
Police Commission	6,600	505	17,500	610	25,215	0.2%
Finance Department	305,500	142,350	577,962	12,800	1,038,612	9.9%
Economic Development	-	-	145,000	-	145,000	1.4%
Traffic Light Enforcement	-	-	-	-	-	0.0%
TOTAL	\$ 4,482,425	\$ 3,017,442	\$ 2,723,184	\$ 228,531	\$ 10,451,582	100%

FY 2025 Proposed Expenditures by Function

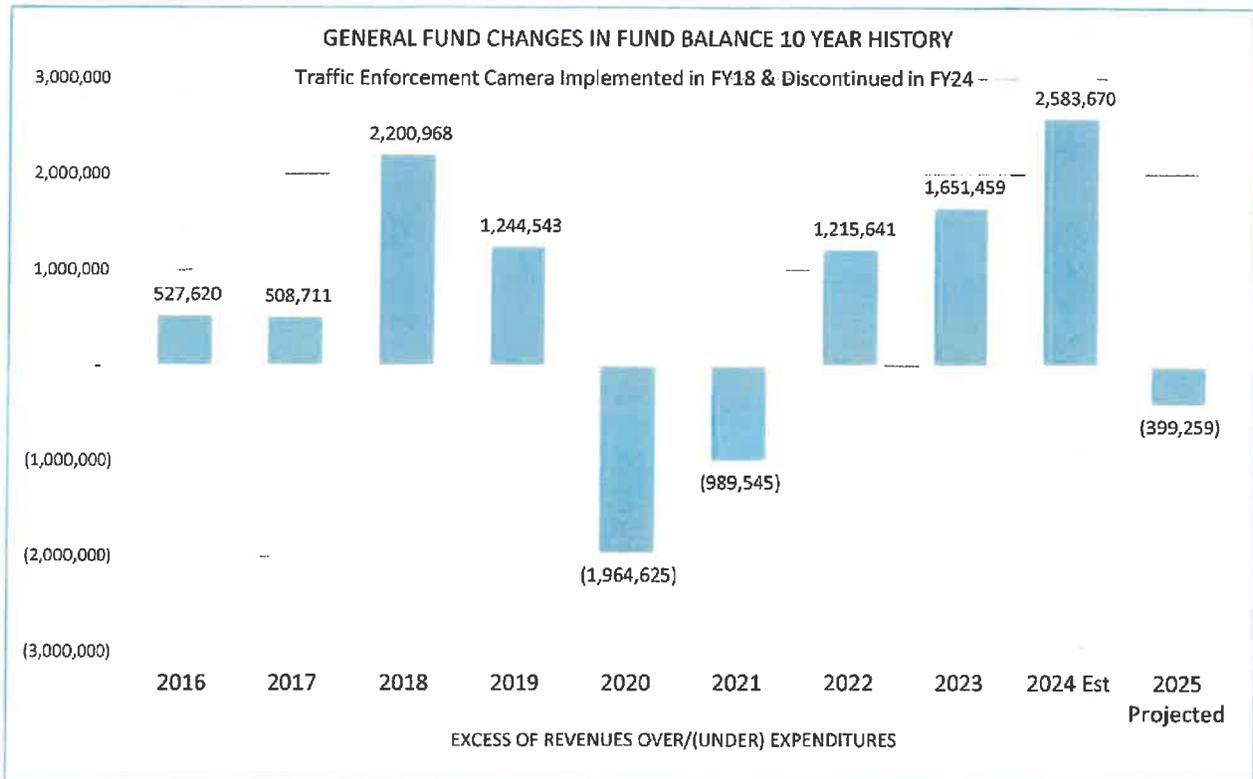


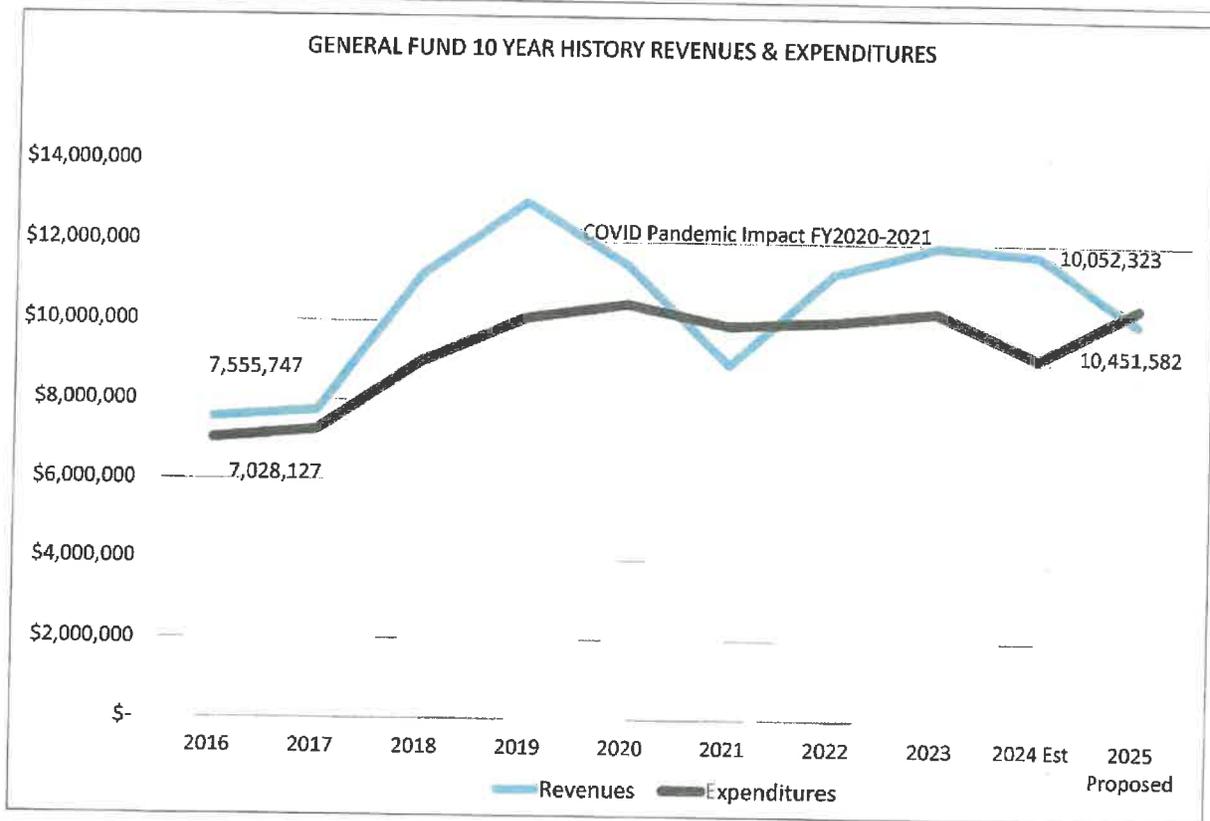
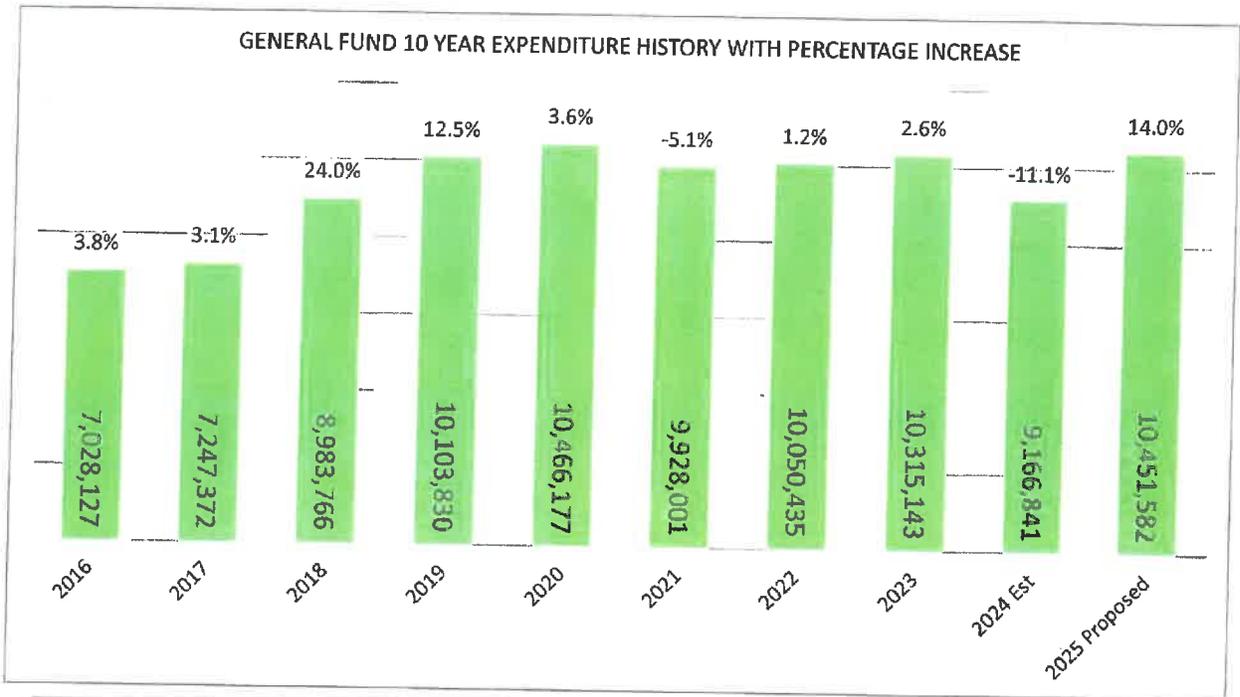
	Actual 21/22	Actual 22/23	Adopted Budget 23/24	Estimated 23/24	Proposed 24/25	% Change from PY Budget	% Change from PY Estimate
Salaries & Wages	\$ 3,878,875	\$ 4,023,671	\$ 4,312,951	\$ 3,809,427	\$ 4,482,425	3.9%	17.7%
Other Personnel Benefits	\$ 2,733,501	\$ 2,902,938	\$ 2,911,944	\$ 2,758,176	\$ 3,017,442	3.6%	9.4%
Contractual Services	\$ 3,209,899	\$ 3,173,001	\$ 3,496,020	\$ 2,398,144	\$ 2,723,184	-22.1%	13.6%
Commodities	\$ 228,159	\$ 215,533	\$ 197,865	\$ 201,132	\$ 228,531	15.5%	13.6%
TOTAL	\$ 10,050,430	\$ 10,315,143	\$ 10,918,780	\$ 9,166,879	\$ 10,451,582		
Percentage Change (%)		2.6%	5.9%	-11.1%	14.0%	-4.3%	14.0%

The expenditures on this page present a cross classification of the total General Fund. Object classification (salaries, benefits, contractual services, commodities, and capital expenditures) are used to describe the service or commodity as a result of a specific expenditure.

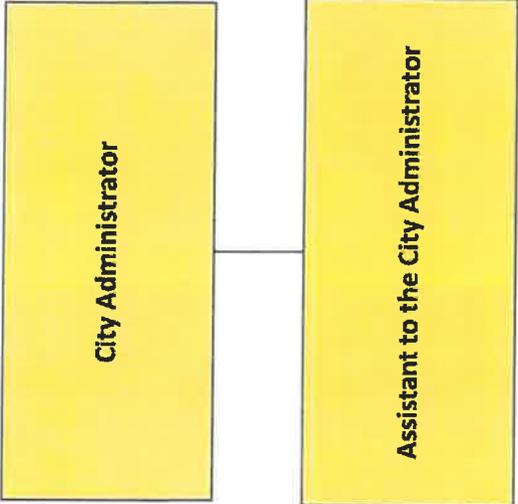
CITY OF OAKBROOK TERRACE
 CITY OF OAKBROOK TERRACE
 GENERAL FUND 10-YEAR CHANGES IN FUND RESERVES
 FY2025 BUDGET

General Fund Balance Policy: The City will maintain a General Fund reserve equal to at least 40% of estimated yearly revenues. The projected FY24 and FY25 reserve of \$12.6 and \$12.2 million, respectively, represent more than 3 times the minimum reserve. **Revenues:** General Fund revenues for FY25 are projected to be approximately \$10.05M. The City implemented a traffic enforcement camera in FY18 which substantially enhanced revenues by up to \$2.5 million dollars annually until FY24. In FY24 the camera fines were discontinued pursuant to litigation. Due to this uncertainty, the City did not budget any traffic enforcement fines in FY25. A Food & Beverage Tax of 1.5% was implemented in FY23 resulting in approximately \$1.1 million in revenue to the General Fund. The City's largest sources of revenue as projected for FY24 are: (1) sales tax \$2.9M; (2) hotel/motel occupancy tax \$1.65M; (3) traffic enforcement fines \$1.58M and (4) food & beverage tax of \$1.1M compared to largest sources projected in FY25 of (1) sales tax \$2.66M; (2) hotel/motel occupancy tax \$1.68M; and (3) food & beverage tax of \$1.125M. Property taxes are only levied for the Police Pension actuarial valuation purpose. Multi-year graphs of these sources are presented further in this section. **Expenditures:** General Fund expenditures for FY25 are budgeted at \$10.45M. Salaries represent \$4.5M or 43% of the total expenditures. Including Other Personnel Benefits the total cost of personnel is \$7.5M or 73% of the total General Fund budget. This is typical for a service-oriented organization and that reflects large capital costs in a separate fund. Following this schedule is a summary of the expenditures by General fund department and category.





**Oakbrook Terrace Executive Administration Department
Organizational Chart**



**CITY OF OAKBROOK TERRACE
GENERAL FUND - EXECUTIVE ADMINISTRATION DEPARTMENT**

MISSION STATEMENT

The mission of the City of Oakbrook Terrace's Executive Administration Department is to serve the public and deliver essential services to our city government. The Executive Administration provides the Mayor and City Council with the strategic information needed to assist with policy decisions, managing revenues, assessing resources and costs of the city's financial performance, govern staff in an efficient and cost-effective manner, and facilitate open and continuous communications between city government, its residents, business constituents, and visitors to our city. In fulfilling our mission, executive level management provides support to the City Council and City Departments in areas such as goal and policy attainment, economic development, recreation, public information, communications, personnel training, human resources, and records management – with our primary goal to enable the city to provide the most efficient and effective services to the City of Oakbrook Terrace community.

GOALS

- Research matters of public policy requiring action by the City Council;
- Implement policies of the Mayor and City Council as set forth in adopted resolutions and ordinances;
- Valuing, encouraging, and supporting a diverse workforce;
- Developing and implementing community special events and city services;
- Anticipating and meeting the changing needs of our community;
- To champion career and professional growth;
- Creating and enhancing strategic partnerships; and
- Enhancing city services through technology.

FY 2023-2024 ACCOMPLISHMENTS

1. Currently in the final phase with Northern Illinois University Center for Governmental Studies in completing and creating a new strategic plan and amending the current comprehensive plan for the city.
2. Improved communications with residents through Nixle, Constant Contact platforms, and other social media platforms.
3. The city is proud to announce the completion of the resurfacing of our 500,000 gallon water spheroid tower – the new design looks outstanding and the new coating should last for the next twenty (20) years.
4. Hosted a 4th of July Event for residents, with food, raffle, concert, fireworks and a volunteer-led neighborhood parade.
5. Hosted the "Pumpkins in the Park" event where children selected a pumpkin and received a decorating kit.
6. Completion of the Streambank Restoration Project.
7. Honored local veterans through a Veterans Day recognition event.

8. Hosted the Children's Christmas Party at the Stella May Swartz Elementary School.
9. Worked with a resident volunteer committee to resume the holiday luminary program.
10. Completed a very successful Summer Concert Series in one of the city's local parks.

FY 2024-2025 OBJECTIVES

- To implement suggestions derived from the new Strategic Plan and amended Comprehensive Plan to be completed in the summer of 2024.
- To prepare and recommend an annual operating budget to be adopted prior to May 1st of each year, and to administer the approved expenditure operating and capital plans throughout the fiscal year.
- To provide staff support and professional expertise to the City Council, any ad hoc or permanent City Council committees when created and other advisory boards and commissions as needed.
- To coordinate and supervise all City general legal, litigation, and legislative consulting assistance.
- To prepare the City Council meeting agendas and provide the information and materials necessary for appropriate review and action as required by the City Council.
- To continue to serve the City by active participation in intergovernmental groups such as the West Central Municipal Conference (WCMC), DuPage Mayors and Managers (DMMC), Illinois Municipal League (IML), and the Metropolitan Mayors Caucus.
- To continue to serve the City by active participation in business, commercial, tourism, and economic development promotional agencies such as the Greater Oak Brook Chamber Of Commerce (GOCC) and the DuPage Convention and Visitors Bureau (DCVB).
- To review periodically the City's compensation policies and practices to ensure they remain competitive and recommend periodic adjustments as deemed necessary.
- To successfully conduct collective bargaining negotiations when necessary and appropriate.
- To respond in a timely and effective manner to citizen contacts and inquiries about city policies, programs, and services.
- To continue to clarify City policies by adopting administrative procedures to provide consistency to employees. Make periodic reviews of the City's Personnel and Administrative Policy.
- To supervise, support and assist the Community Development Director and consulting services providers in the review of the proposed residential and commercial developments in the City.
- To determine departmental training needs and secure resources to maintain a well-trained, educated staff.
- Gather information for the *Terrace Leaves*, our local Cable Channel, Facebook, Nextdoor, and the Oakbrook Terrace Web Page. Schedule volunteers to help with different community events and make contacts with local businesses to gain volunteers.

- Coordinate the planning of all City special events including the July 4th Celebration, Children's Holiday Party, Business Grand Openings, City Wide Garage Sale, Children's Spring Egg Hunt, the Fall Festival, and the Employee and Elected Officials Holiday Party.
- To streamline the agenda and codification process by purchasing Agenda Management software.
- To complete a Compensation Study to analyze our current salary structure, and to ensure the City is comparable to other communities.
- To complete an Organizational Study that will identify opportunities to enhance City operations for efficiencies.



**CITY OF OAKBROOK TERRACE
EXECUTIVE ADMINISTRATION
2024/2025 BUDGET
GENERAL FUND - DEPARTMENT 01-01**

	Actual 21/22	Actual 22/23	Approved Budget 23/24	Department Estimated 23/24	Proposed Budget 24/25	% Change In 24-25 Budget To Proposed	% Change In 24-25 Estimate To Proposed
Salaries & Wages	\$ 395,707	\$ 470,548	\$ 442,961	\$ 426,034	\$ 378,055	-14.7%	-11.3%
Other Personnel Benefits	\$ 107,792	\$ 189,502	\$ 114,381	\$ 82,077	\$ 102,920	-10.0%	25.4%
Contractual Services	\$ 476,828	\$ 739,968	\$ 564,975	\$ 872,831	\$ 965,100	70.8%	10.6%
Commodities	\$ 16,256	\$ 26,006	\$ 26,880	\$ 39,375	\$ 33,000	22.8%	-16.2%
Executive Administration Total	\$ 996,585	\$ 1,426,024	\$ 1,149,196	\$ 1,420,317	\$ 1,479,075	28.7%	4.1%
Salaries & Wages							
4110 - Full-time	279,032	\$ 300,875	\$ 318,395	\$ 306,790	\$ 257,055	-19.3%	-16.2%
4120 - Overtime	1,478	\$ -	\$ -	\$ -	\$ -	---	---
4130 - Part-time Regular	26,484	\$ 74,203	\$ 23,211	\$ 24,000	\$ 25,500	9.9%	6.3%
4140 - Part-time Other	70,000	\$ 70,000	\$ 70,000	\$ 70,000	\$ 70,000	0.0%	0.0%
4151 - Police - Special Events	9,087	\$ 10,187	\$ 13,664	\$ 8,000	\$ 10,000	-26.8%	25.0%
4155 - Public Srv - Special Events	5,792	\$ 11,476	\$ 11,827	\$ 12,000	\$ 12,250	3.6%	2.1%
4156 - Sick Pay Incentive	2,700	\$ 1,600	\$ 1,600	\$ 2,250	\$ 2,250	40.6%	0.0%
4157 - Admin Special Events	1,134	\$ 2,207	\$ 4,263	\$ 2,994	\$ 1,000	-76.5%	-66.6%
4171 - Sick Leave Buy Back	-	\$ -	\$ -	\$ -	\$ -	---	---
TOTAL	395,707	470,548	\$ 442,961	\$ 426,034	\$ 378,055	-14.7%	-11.3%
Other Personnel Benefits							
4510 - IMRF	\$ 33,351	\$ 28,732	\$ 20,380	\$ 25,000	\$ 42,000	106.1%	68.0%
4510-01 ERI	\$ -	\$ 36,364	\$ -	\$ -	\$ -	---	---
4515 - 457b	\$ -	\$ 53,914	\$ -	\$ -	\$ -	---	---
4516 - RHS Account	\$ -	\$ -	\$ -	\$ -	\$ -	---	---
4520 - FICA	\$ 27,940	\$ 32,996	\$ 31,488	\$ 29,000	\$ 31,500	0.0%	8.6%
4530 - Health Insurance	\$ 34,780	\$ 26,686	\$ 47,166	\$ 18,422	\$ 19,300	-59.1%	4.8%
4531 - H.S.A. Contribution	\$ 7,060	\$ 4,640	\$ 9,600	\$ 4,800	\$ 5,120	-46.7%	6.7%
4540 - Dental Insurance	\$ 1,967	\$ 2,821	\$ 3,805	\$ 2,400	\$ 2,425	-36.3%	1.0%
4550 - Life Insurance	\$ 1,425	\$ 1,486	\$ 710	\$ 555	\$ 575	-19.0%	3.6%
4570 - Unemployment Ins	\$ 1,270	\$ 1,863	\$ 1,232	\$ 1,900	\$ 2,000	62.3%	5.3%
TOTAL	\$ 107,792	\$ 189,502	\$ 114,381	\$ 82,077	\$ 102,920	-10.0%	25.4%
Contractual Services							
5600 - Professional/Technical	\$ 3,852	\$ 23,099	\$ 15,000	\$ 78,000	\$ 100,000	566.7%	28.2%
5601 - Codification	\$ 2,399	\$ 9,571	\$ 3,500	\$ 5,000	\$ 5,000	42.9%	0.0%
5605 - Training/Conferences	\$ -	\$ 2,625	\$ 10,000	\$ 117	\$ 10,000	0.0%	8447.0%
5610 - Membership/Assoc Fees	\$ 10,020	\$ 9,074	\$ 10,000	\$ 9,500	\$ 10,000	0.0%	5.3%
5615 - Meetings	\$ 903	\$ 2,559	\$ 4,000	\$ 2,500	\$ 3,000	-25.0%	20.0%
5620 - Advertising & Publications	\$ 1,522	\$ 250	\$ 500	\$ 800	\$ 1,000	100.0%	25.0%
5625 - Terrace Leaves Newsletter	\$ 17,560	\$ 16,960	\$ 3,000	\$ 14,910	\$ 15,600	420.0%	4.6%
5650 - Physical Exams	\$ 121	\$ -	\$ -	\$ 50	\$ -	---	-100.0%
5651 - Employee Assistance Program	\$ 576	\$ 2,876	\$ 1,000	\$ 11,200	\$ 11,200	1020.0%	0.0%
5655 - Equipment Lease & Rental	\$ 360	\$ 330	\$ 380	\$ 500	\$ 500	31.6%	0.0%
5660 - Equipment Maint & Repair	\$ 3,561	\$ 1,906	\$ 1,800	\$ 2,000	\$ 2,000	11.1%	0.0%
5660-01 Equip. Serv. Agreement	\$ 480	\$ 760	\$ 500	\$ 1,648	\$ 1,700	240.0%	3.2%



**CITY OF OAKBROOK TERRACE
EXECUTIVE ADMINISTRATION
2024/2025 BUDGET
GENERAL FUND - DEPARTMENT 01-01**

	Actual 21/22	Actual 22/23	Approved Budget 23/24	Department Estimated 23/24	Proposed Budget 24/25	% Change In 24-25 Budget To Proposed	% Change In 24-25 Estimate To Proposed
5665 - Telephone Service	\$ 4,054	\$ 6,923	\$ 5,520	\$ 7,000	\$ 7,500	35.9%	7.1%
5668 - Communications	\$ 34,719	\$ 33,985	\$ 20,000	\$ 35,000	\$ 35,000	75.0%	0.0%
5671 - General Legal Services	\$ 111,343	\$ 141,804	\$ 100,000	\$ 250,000	\$ 275,000	175.0%	10.0%
5672 - Prosecutions	\$ 46,989	\$ 57,234	\$ 50,000	\$ 62,000	\$ 65,000	30.0%	4.8%
5673 - Litigation	\$ 18,785	\$ 115,192	\$ 30,000	\$ 100,000	\$ 115,000	283.3%	15.0%
5673-01 Online Hotel Settlement	\$ -	\$ -	\$ -	\$ -	\$ -	---	---
5673-02 Sales Tax Audit Contingency	\$ 4,417	\$ 3,518	\$ 2,500	\$ -	\$ 2,500	0.0%	---
5674 - Labor Relations	\$ 44,318	\$ 92,249	\$ 60,000	\$ 50,000	\$ 85,000	41.7%	70.0%
5675 - Admin Hearing Services	\$ 3,534	\$ 1,160	\$ 3,500	\$ 1,500	\$ 2,000	-42.9%	33.3%
5677 - Contingency	\$ -	\$ -	\$ -	\$ -	\$ -	---	---
5677-01 COVID Expenses	\$ 7,616	\$ 1,173	\$ -	\$ 300	\$ -	---	---
5677-02 COVID Legal Services	\$ -	\$ -	\$ -	\$ -	\$ -	---	-100.0%
5700 - Public Information	\$ 4,425	\$ 5,490	\$ 4,425	\$ 4,425	\$ 5,000	13.0%	13.0%
5780 - Special Events Programming	\$ 49,576	\$ 116,203	\$ 117,000	\$ 131,000	\$ 100,600	-14.0%	-23.2%
5781 - July 4th Programming	\$ 83,516	\$ 67,506	\$ 92,850	\$ 82,706	\$ 85,000	-8.5%	2.8%
5782 - Sponsorship	\$ -	\$ 5,000	\$ 10,000	\$ 1,035	\$ 5,000	-50.0%	383.1%
5785 - Library Services	\$ 20,844	\$ 19,895	\$ 17,000	\$ 20,000	\$ 20,000	17.6%	0.0%
5790 - Residents Security Rebate	\$ 1,340	\$ 2,626	\$ 2,500	\$ 1,640	\$ 2,500	0.0%	52.4%
TOTAL	\$ 476,828	\$ 739,968	\$ 564,975	\$ 872,831	\$ 965,100	70.8%	10.6%
Commodities							
6110 - Books & Publications	\$ 591	\$ 192	\$ 500	\$ 100	\$ 500	0.0%	400.0%
6120 - Office Supplies	\$ 4,088	\$ 4,086	\$ 2,500	\$ 5,000	\$ 5,000	100.0%	0.0%
6125 - Office Furniture	\$ -	\$ -	\$ -	\$ 3,438	\$ -	---	-100.0%
6130 - Supplies	\$ 5,587	\$ 4,363	\$ 4,000	\$ 4,000	\$ 4,000	0.0%	0.0%
6150 - Software	\$ -	\$ 11,869	\$ 2,880	\$ 14,500	\$ 3,000	4.2%	-79.3%
6151 - Hardware	\$ 2,682	\$ -	\$ 10,000	\$ -	\$ 7,500	-25.0%	---
6165 - Recognition	\$ 2,974	\$ 5,023	\$ 5,000	\$ 10,837	\$ 11,000	120.0%	1.5%
6170 - Postage	\$ 334	\$ 473	\$ 2,000	\$ 1,500	\$ 2,000	0.0%	33.3%
6190 - Non-capital equipment	\$ -	\$ -	\$ -	\$ -	\$ -	---	---
TOTAL	\$ 16,256	\$ 26,006	\$ 26,880	\$ 39,375	\$ 33,000	22.8%	-16.2%
Executive Administration Total	\$ 996,585	\$ 1,426,024	\$ 1,149,196	\$ 1,420,317	\$ 1,479,075	28.7%	4.1%

NARRATIVE REPORT

Department: Executive Administration

Date: January 2024 – FY25

Activity: 01-01

Prepared By: Jim Ritz/Amy Raffel

Object Number	Narrative	FY24 Budget	FY25 Proposed
4110	Full-Time	\$318,395	\$257,055
	The budgeted amount represents the salary for the City Administrator, and the Assistant to the City Administrator. It also includes a newly created full-time position for a Media Specialist/Special Events Coordinator.		
4130	Part-time Regular	\$23,211	\$25,500
	Budgeted amount represents a part-time salary for an administrative assistant. This position is split between Executive Administration and Finance.		
4140	Part-time Other	\$70,000	\$70,000
	Budgeted amount includes the Mayor/Liquor Commissioner's annual salary of \$21,000, and six (6) Alderpersons at \$7,000 each (\$42,000), and City Clerk at \$7,000 annually.		
4151	Police-Special Events	\$13,664	\$10,000
	Budgeted amount includes all salary related costs for the Police Department regarding working the City's Special Events.		
4155	Public Services – Special Events	\$11,827	\$12,250
	Budgeted amount includes all salary related costs for the Public Services Department regarding working the City's Special Events.		
4156	Sick Pay Incentive	\$1,600	\$2,250
	Requested amount funds the City's incentive program for all eligible employees.		
4157	Admin – Special Events	\$4,263	\$1,000
	Budgeted amount includes all salary related costs for the Administrative Department regarding working the City's Special Events.		
4500	Other Personnel Benefits	\$114,381	\$102,920
	These benefits include IMRF, 457b, FICA, H.S.A. contributions, unemployment insurance, life insurance, and dental & health for eligible persons. Separate schedules in Finance files.		
5600	Professional/Technical	\$15,000	\$100,000

NARRATIVE REPORT

Department: Executive Administration **Date:** January 2024 – FY25
Activity: 01-01 **Prepared By:** Jim Ritz/Amy Raffel

Object Number	Narrative	FY24 Budget	FY25 Proposed
	Budgeted amount includes a Classification and Compensation Study, and an Organizational Study. Northern IL Governmental Studies Strategic Plan. Grant writing Administrative Consulting \$25k H/R service provider (payroll costs included in Finance department) \$60k		
5601	Codification	\$3,500	\$5,000
	Codification software provider, Civicpay, will be our service provider going forward. Which should provide a significant cost reduction.		
5605	Training-Conferences	\$10,000	\$10,000
	Travel and attendance costs associated with executive staff training and conferences.		
5610	Membership/Association Fees	\$10,000	\$10,000
	Membership in professional organizations for the City Administrator and the City including - International City/County Management Association (ICMA), Illinois Municipal League (IML), National Public Employers Labor Relations Association (NPELRA), Illinois City/County Management Association (ILCMA), West Central Municipal Conference (WCMC), DuPage Mayors and Managers (DMMC), Metropolitan Mayors Caucus, Chicago Metropolitan Agency for Planning (CMAP), Municipal Clerks, and Public Salary.com.		
5615	Meetings	\$4,000	\$3,000
	The City plans to host Chamber of Commerce meetings throughout the year.		
5620	Advertising & Publications	\$500	\$1,000
5625	Terrace Leaves Newsletter	\$3,000	\$15,600
	Media Specialist will produce the Bi-monthly publication. This will result in a significant decrease to this line item in FY24. Remaining amount is the cost of bulk mailings. FY25 Account increased because Media Specialist not hired.		
5651	Employee Assistance Program	\$1,000	\$11,200
	Employee assistance program that offers workplace support, training and life enrichment services. All employees being charged to this line item.		
5655	Equipment Lease & Rental	\$380	\$500
5660	Equipment Maintenance & Repair	\$1,800	\$2,000
	Department's share of copier machine use and maintenance, along with phone system repairs.		

NARRATIVE REPORT

Department: Executive Administration **Date:** January 2024 – FY25
Activity: 01-01 **Prepared By:** Jim Ritz/Amy Raffel

Object Number	Narrative	FY24 Budget	FY25 Proposed
5660-01	Equipment Service Agreement	\$500	\$1,700
5665	Telephone Service	\$5,520	\$7,500
	This figure is the calculated split between all City departments for telephone system charges.		
5668	Communications	\$20,000	\$35,000
	Budgeted amount is for cell phone service for the City Administrator, and the Assistant to the City Administrator. The communications budget was significantly reduced due to the planned hiring of a Media Specialist. Funds set aside for any overlap that may occur with MECO consulting as the Media Specialist gets up to speed.		
5671	General Legal Services	\$100,000	\$175,000
	Budgeted figure is for the fees from the Office of the City Attorney and any other general legal service costs.		
5672	Prosecutions	\$50,000	\$50,000
	The amount reflects both regular prosecutions and the in-house DUI prosecution of offenses. John Fiotti, City Prosecutor		
5673	Litigation	\$30,000	\$50,000
	Budget figure represents litigation services from the City Attorney and other legal firms assisting the City.		
5673-02	Sales Tax Audit Contingency	\$2,500	\$2,500
	The City has contracted with Azavar to perform a compliance audit regarding the City's sales tax revenue. Azavar's business model is to address missing revenue and to ensure sales taxes are remitted properly by all relevant parties. They have been successful in finding errors and have been able to secure the missing revenue and fix the errors going forward. Costs are based on a contingency basis. If they find nothing, we pay nothing.		
5674	Labor Relations	\$60,000	\$60,000
	The amount reflects legal fees for human resources related issues. A \$20,000 increase due to Police Department union negotiations taking place in Fiscal Year 2024.		
5675	Administrative Hearing Services	\$3,500	\$2,000
	Fees provide for an administrative hearing officer required for violations related to the towing ordinance and the business and residential rental licensing program.		

NARRATIVE REPORT

Department: Executive Administration

Date: January 2024 – FY25

Activity: 01-01

Prepared By: Jim Ritz/Amy Raffel

Object Number	Narrative	FY24 Budget	FY25 Proposed																														
5700	Public Information	\$4,425	\$5,000																														
	Requested amount represents the annual amount for webhosting.																																
5780	Special Events Programming	\$117,000	\$100,600																														
	This budget provides funds for various holiday and special events that occur throughout the year including:																																
	<table border="0"> <tr> <td>Pumpkins in the Park</td> <td>\$6,000</td> <td>\$5,500</td> </tr> <tr> <td>Veterans Day Luncheon</td> <td>\$4,000</td> <td>\$1,400</td> </tr> <tr> <td>Christmas Event</td> <td>\$9,000</td> <td>\$8,000</td> </tr> <tr> <td>Concerts In The Park</td> <td>\$90,000</td> <td>\$80,000</td> </tr> <tr> <td>Luminaries</td> <td>\$5,000</td> <td>\$2,500</td> </tr> <tr> <td>Egg Hunt & Kite Fly</td> <td>\$3,000</td> <td>\$3,200</td> </tr> <tr> <td></td> <td>\$117,000</td> <td>\$100,600</td> </tr> </table>	Pumpkins in the Park	\$6,000	\$5,500	Veterans Day Luncheon	\$4,000	\$1,400	Christmas Event	\$9,000	\$8,000	Concerts In The Park	\$90,000	\$80,000	Luminaries	\$5,000	\$2,500	Egg Hunt & Kite Fly	\$3,000	\$3,200		\$117,000	\$100,600											
Pumpkins in the Park	\$6,000	\$5,500																															
Veterans Day Luncheon	\$4,000	\$1,400																															
Christmas Event	\$9,000	\$8,000																															
Concerts In The Park	\$90,000	\$80,000																															
Luminaries	\$5,000	\$2,500																															
Egg Hunt & Kite Fly	\$3,000	\$3,200																															
	\$117,000	\$100,600																															
5781	July 4th Programming	\$92,850	\$85,000																														
	<table border="0"> <tr> <td>Fireworks</td> <td>\$30,400</td> <td>\$30,400</td> </tr> <tr> <td>Rides</td> <td>\$2,400</td> <td>\$1,500</td> </tr> <tr> <td>July 4th Parade</td> <td>\$7,500</td> <td>\$4,000</td> </tr> <tr> <td>Catering</td> <td>\$20,500</td> <td>\$22,500</td> </tr> <tr> <td>Production Costs</td> <td>\$5,000</td> <td>4,000</td> </tr> <tr> <td>Table, Chair, Tent and Cart Rental</td> <td>\$7,800</td> <td>\$14,350</td> </tr> <tr> <td>Variety Artists</td> <td>\$3,000</td> <td>\$1,500</td> </tr> <tr> <td>Band Fees</td> <td>\$7,700</td> <td>\$5,000</td> </tr> <tr> <td>Misc (Decorations, Raffle Gifts)</td> <td>\$8,550</td> <td>\$1,750</td> </tr> <tr> <td></td> <td>\$92,850</td> <td>\$85,000</td> </tr> </table>	Fireworks	\$30,400	\$30,400	Rides	\$2,400	\$1,500	July 4 th Parade	\$7,500	\$4,000	Catering	\$20,500	\$22,500	Production Costs	\$5,000	4,000	Table, Chair, Tent and Cart Rental	\$7,800	\$14,350	Variety Artists	\$3,000	\$1,500	Band Fees	\$7,700	\$5,000	Misc (Decorations, Raffle Gifts)	\$8,550	\$1,750		\$92,850	\$85,000		
Fireworks	\$30,400	\$30,400																															
Rides	\$2,400	\$1,500																															
July 4 th Parade	\$7,500	\$4,000																															
Catering	\$20,500	\$22,500																															
Production Costs	\$5,000	4,000																															
Table, Chair, Tent and Cart Rental	\$7,800	\$14,350																															
Variety Artists	\$3,000	\$1,500																															
Band Fees	\$7,700	\$5,000																															
Misc (Decorations, Raffle Gifts)	\$8,550	\$1,750																															
	\$92,850	\$85,000																															
5782	Sponsorship	\$10,000	\$5,000																														
5785	Library Services	\$17,000	\$20,000																														
	Gross cost for Oakbrook Terrace residents to use the Villa Park Public Library. Household pays 20% of the library rate.																																
	<table border="0"> <tr> <td></td> <td>Rental</td> <td>Home</td> </tr> <tr> <td>May 1, 2023:</td> <td>\$46</td> <td>\$57</td> </tr> <tr> <td>May 1, 2024:</td> <td>\$47</td> <td>\$60</td> </tr> </table>		Rental	Home	May 1, 2023:	\$46	\$57	May 1, 2024:	\$47	\$60																							
	Rental	Home																															
May 1, 2023:	\$46	\$57																															
May 1, 2024:	\$47	\$60																															

NARRATIVE REPORT

Department: Executive Administration

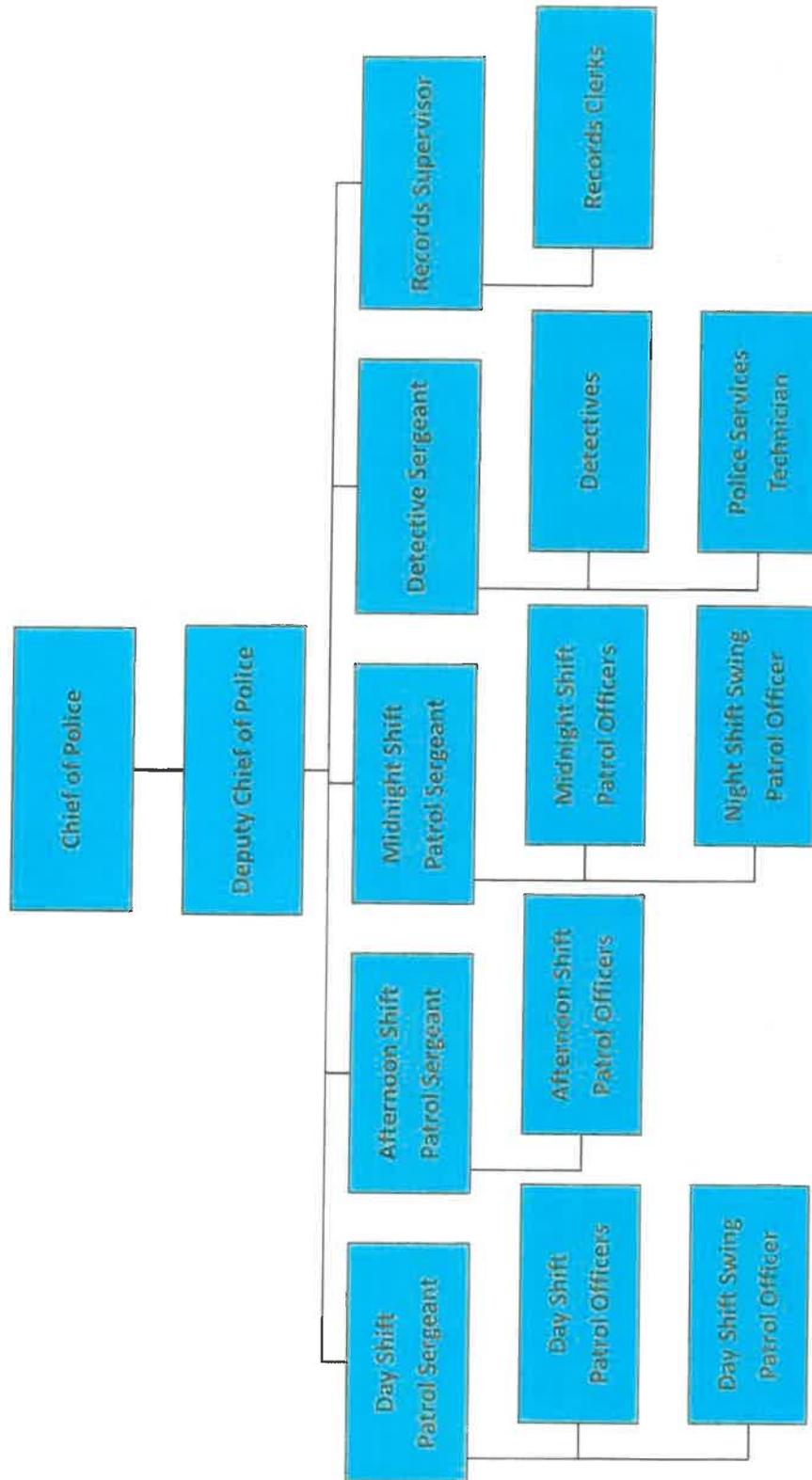
Date: January 2024 -- FY25

Activity: 01-01

Prepared By: Jim Ritz/Amy Raffel

Object Number	Narrative	FY24 Budget	FY25 Proposed
5790	Residents Security Rebate A one-time rebate up to \$150 is offered to owner-occupied residents to install a security camera.	\$2,500	\$2,500
6110	Books & Publications	\$500	\$500
6120	Office Supplies	\$2,500	\$5,000
6130	Supplies	\$4,000	\$4,000
6150	Software Annual cloud-based agenda meeting management software subscription fee.	\$2,880	\$3,000
6151	Hardware Budgeted cost of hardware associated with the transition to conducting business paperlessly. Tablets for Council members. Replacement of Admin computers.	\$10,000	\$7,500
6165	Recognition This line item funds employee career milestone awards, retirement plaques, staff appreciation dinner, staff appreciation gift cards and commemoration of events.	\$5,000	\$11,000
6170	Postage	\$2,000	\$2,000

Oakbrook Terrace Police Department Organizational Chart



**CITY OF OAKBROOK TERRACE
GENERAL FUND - POLICE DEPARTMENT**

MISSION STATEMENT

The Mission of the Oakbrook Terrace Police Department is to safeguard life and property, preserve the peace, prevent, and detect crime, enforce the law, and protect the rights of all citizens. We are committed to working in partnership with the community to identify and resolve issues that impact public safety.

GOALS

- To establish the police force as a strong presence in the community to serve as a deterrent to and minimize the opportunity for the commission of crimes.
- To work closely with other local law enforcement agencies, while promoting cooperation and coordination with county, state, and federal officials on multi-jurisdictional matters.
- To take advantage of technological innovations when those innovations are consistent with the furtherance of the Department's mission.
- To prepare the Department to respond to possible local terrorist threats and national disasters as well as ensuring additional safety measures as will be demonstrated at this year's 4th of July event.

FY 2023-2024 ACCOMPLISHMENTS

1. Hosted the National Night Out event at the Oakbrook Terrace Police Department where food and entertainment were provided to promote engagement between the community and the Police Department.
2. Hosted an Oakbrook Terrace Police engagement area at the 4th of July Celebration to have the community children interact with members of the Police Department and become more comfortable approaching police officers.
3. Provided traffic management and safety during the 4th of July Celebration parade, lunch, and fireworks show while working with local paramedics to ensure a plan was in place for disaster mitigation and response.
4. Provided security for the Summer Concert Series at Terrace View Park.
5. Participated in the annual Cop on a Roof Top in order to raise money for the Special Olympics.

6. Engaged with numerous other municipalities while bringing the Oakbrook Terrace Police Comfort Dogs Caine and Pickles to events at schools, retirement homes, and Police Departments.
7. Engaged with Salt Creek School in a read to a dog program where the Oakbrook Terrace Police Comfort Dogs were brought to the school and the children would read books to them.
8. Participated in Safety Saturday through DuPage County.
9. Participated in the Touch-A-Truck event at Heritage Park and Salt Creek School.
10. Participated in Shop with a Cop along-side DuPage County Sheriff's and multiple other jurisdictions.
11. Two Department members are assigned to the Northern Illinois Police Alarm System (NIPAS) Mobile Field Force. One member has been assigned to the Mobile Patrol Team and Special Weapons Team and the other is the NIPAS Mobile Field Force Team Commander. The Oakbrook Terrace Police members assigned to NIPAS responded to multiple calls for assistance throughout the year.
12. One Oakbrook Terrace Police Officer is assigned to the DuPage County MERIT Forensic Investigative Unit (FIU). The member has responded to multiple call outs and assisted with multiple investigations.
13. One Oakbrook Terrace Police Detective is assigned to the DuPage County Merit Major Crimes Unit (MCU). This member has been assigned to multiple investigations and assisted the MERIT MCU with multiple investigations.
14. One Oakbrook Terrace Police member is assigned to the MERIT Public Integrity Team (PIT) and assists with investigating officer-involved shootings.
15. The Oakbrook Terrace Police Department was assigned to a shooting at the Hilton Suites where approximately 82 assisting officers and detectives arrived to assist. The Oakbrook Terrace Police Department commanded the scene with the assistance of the MERIT FIU, MERIT MCU, MERIT SWAT, and local paramedics. The Investigations Division completed a thorough investigation which led to charges of First-Degree Murder. After the major incident, our Investigations Division participated in information sharing at a symposium on gun violence at hotels and large gatherings throughout DuPage County, which was hosted by the Department of Homeland Security and attended by local hotel owners and other local law enforcement.

16. Improved and modernized the Oakbrook Terrace Police Department uniform and equipment to include modern uniform shirts and updated Tasers.
17. Continued training on use of force, specialized intermediate weapons, and de-escalation training to reduce the level of force needed to meet our lawful objectives.
18. Enhanced patrol strategies to better ensure maximized coverage and efficiency to deter crime throughout the City of Oakbrook Terrace.
19. Organized Retail Theft enforcement through the Illinois Attorney General's grant funding where a covert vehicle was purchased, and overtime authorized for officers to be assigned to actively pursue organized retail theft offenders. This led to a multi-jurisdictional, multi-million-dollar, ongoing financial crimes enterprise being thwarted with felony charges against the offenders in our jurisdiction as well as felony charges in Cook County, IL.

FY 2024-2025 OBJECTIVES

- Continue to reduce exposure to liability through training.
- Continue the Department's community relations program.
- Recruit and retain qualified police officers.
- Increase DUI enforcement through proactive patrol and grant funding.
- Increase seatbelt enforcement through proactive patrol and grant funding.
- Decrease Retail Theft offenses through proactive patrol and grant funding.
- Add an officer to the MERIT Major Crash Reconstruction Team (MCRT).





**CITY OF OAKBROOK TERRACE
POLICE DEPARTMENT
2024/2025 BUDGET
GENERAL FUND - DEPARTMENT 01-02**

	Actual 21/22	Actual 22/23	Adopted Budget 23/24	Department Estimated 23/24	Department Proposed 24/25	Administrator Proposed 24/25	% Change In 24-25 Budget To Proposed	% Change In 24-25 Estimate To Proposed
Salaries & Wages	\$ 2,652,150	\$ 2,641,032	\$ 2,814,037	\$ 2,525,449	\$ 3,093,898	\$ 3,087,416	9.7%	22.3%
Other Personnel Benefits	\$ 2,360,726	\$ 2,397,477	\$ 2,440,527	\$ 2,390,236	\$ 2,467,207	\$ 2,467,207	1.1%	3.2%
Contractual Services	\$ 398,796	\$ 426,230	\$ 467,623	\$ 483,540	\$ 520,840	\$ 521,035	11.4%	7.8%
Commodities	\$ 72,710	\$ 96,317	\$ 103,340	\$ 95,292	\$ 120,501	\$ 118,976	15.1%	24.9%
Police Department Total	\$ 5,484,382	\$ 5,561,056	\$ 5,825,527	\$ 5,494,517	\$ 6,202,446	\$ 6,194,634	6.3%	12.7%

Salaries & Wages								
4110-01 - Full-time Administrative	\$ 525,958	\$ 532,018	\$ 512,594	\$ 553,533	\$ 563,560	\$ 563,560	9.9%	1.8%
4110-02 - Full-time Sergeants	\$ 370,306	\$ 374,011	\$ 384,995	\$ 356,302	\$ 405,404	\$ 405,404	5.3%	13.8%
4110-03 - Full-time Patrol Officers	\$ 1,119,825	\$ 1,226,455	\$ 1,241,841	\$ 1,123,395	\$ 1,360,542	\$ 1,360,542	9.6%	21.1%
4110-04 - Full-time Investigations	\$ 226,017	\$ 130,985	\$ 326,069	\$ 142,255	\$ 344,638	\$ 344,638	5.7%	142.3%
4111-02 - Court Stand-by Sgts	\$ 657	\$ 922	\$ 109	\$ 600	\$ 800	\$ 800	636.1%	33.3%
4111-03 - Court Stand-by Patrol	\$ 3,549	\$ 3,057	\$ 1,970	\$ 1,500	\$ 2,500	\$ 2,500	26.9%	66.7%
4111-04 - Court Stand-by Invest	\$ -	\$ 218	\$ 750	\$ -	\$ 750	\$ 750	0.0%	---
4120-01 - Overtime Administrative	\$ 1,872	\$ 2,514	\$ 6,594	\$ 2,500	\$ 2,500	\$ 2,500	-62.1%	0.0%
4120-02 - Overtime Sergeants	\$ 26,912	\$ 32,204	\$ 28,358	\$ 37,000	\$ 35,000	\$ 35,000	23.4%	-5.4%
4120-03 - Overtime Patrol Officers	\$ 238,952	\$ 207,376	\$ 120,707	\$ 192,903	\$ 196,000	\$ 200,000	65.7%	3.7%
4120-04 - Overtime Investigations	\$ 1,850	\$ 1,846	\$ 4,700	\$ 3,476	\$ 20,000	\$ 10,000	112.8%	187.7%
4130-00 - Part-time Regular	\$ -	\$ -	\$ 25,435	\$ -	\$ 25,435	\$ 25,435	0.0%	---
4150-02 - Court Time Sergeants	\$ 3,058	\$ 3,785	\$ 2,517	\$ 3,000	\$ 3,000	\$ 2,517	0.0%	-16.1%
4150-03 - Court Time Patrol Off.	\$ 21,308	\$ 20,731	\$ 28,732	\$ 18,000	\$ 21,000	\$ 21,000	-26.9%	16.7%
4151-00 - PD - National Night Out Wages	\$ 478	\$ 1,076	\$ 1,500	\$ 1,076	\$ 1,500	\$ 1,500	0.0%	39.4%
4155-00 - PS - National Night Out Wages	\$ 641	\$ 1,117	\$ 1,500	\$ 1,117	\$ 1,500	\$ 1,500	0.0%	34.3%
4157-00 - Admin - National Night Out Wages	\$ 108	\$ 200	\$ 300	\$ 200	\$ 300	\$ 300	0.0%	50.0%
4160-02 - Holiday Pay Sergeants	\$ 12,269	\$ 15,513	\$ 16,711	\$ 15,440	\$ 16,000	\$ 16,000	-4.3%	3.6%
4160-03 - Holiday Pay Patrol Off.	\$ 32,407	\$ 46,445	\$ 54,600	\$ 45,620	\$ 50,000	\$ 50,000	-8.4%	9.6%
4160-04 - Holiday Pay Investigations	\$ 9,314	\$ 3,027	\$ 14,068	\$ 3,074	\$ 5,000	\$ 5,000	-64.5%	62.7%
4170-01 - Vacation Buy Back Admin	\$ 3,543	\$ 18,178	\$ 2,986	\$ 2,986	\$ 3,000	\$ 3,000	0.5%	0.5%
4170-02 - Vacation Buy Back Sgts	\$ 13,598	\$ 6,347	\$ 5,015	\$ 5,015	\$ 5,000	\$ 5,000	-0.3%	-0.3%
4170-03 - Vacation Buy Back Patrol	\$ 17,661	\$ 4,142	\$ 14,716	\$ 10,000	\$ 12,000	\$ 12,000	-18.5%	20.0%
4170-04 - Vacation Buy Back Invest	\$ 209	\$ 5,160	\$ 4,457	\$ 4,457	\$ 5,000	\$ 5,000	12.2%	12.2%
4171-00 - Sick Leave Buy Back	\$ 16,081	\$ -	\$ 8,469	\$ -	\$ 8,469	\$ 8,469	0.0%	---
4190-00 - Top of the Range Award	\$ 5,579	\$ 3,705	\$ 4,344	\$ 2,000	\$ 5,000	\$ 5,000	15.1%	150.0%
TOTAL	\$ 2,652,150	\$ 2,641,032	\$ 2,814,037	\$ 2,525,449	\$ 3,093,898	\$ 3,087,416	9.7%	22.3%

Other Personnel Benefits								
4510-00 - IMRF	\$ 39,838	\$ 33,122	\$ 29,181	\$ 31,800	\$ 42,000	\$ 42,000	43.9%	32.1%
4510-01 - ERI	\$ -	\$ 31,684	\$ -	\$ -	\$ -	\$ -	---	---
4520-01 - FICA Administrative	\$ 40,129	\$ 41,943	\$ 42,263	\$ 40,993	\$ 43,112	\$ 43,112	2.0%	5.2%
4520-02 - FICA Sergeants	\$ 32,256	\$ 31,050	\$ 33,484	\$ 31,992	\$ 33,000	\$ 33,000	-1.4%	3.2%
4520-03 - FICA Patrol Officers	\$ 105,287	\$ 109,159	\$ 112,534	\$ 111,966	\$ 115,000	\$ 115,000	2.2%	2.7%
4520-04 - FICA Investigations	\$ 17,298	\$ 10,607	\$ 26,778	\$ 17,750	\$ 20,000	\$ 20,000	-25.3%	12.7%
4530-01 - Health Ins. Administrative	\$ 89,474	\$ 80,198	\$ 100,649	\$ 72,700	\$ 68,600	\$ 68,600	-31.8%	-5.6%
4531-01 - H.S.A. Contrib Admin.	\$ 16,515	\$ 14,960	\$ 16,800	\$ 16,800	\$ 12,800	\$ 12,800	-23.8%	-23.8%
4531-02 - H.S.A. Contrib. Union	\$ 68,950	\$ 67,360	\$ 72,000	\$ 72,000	\$ 84,480	\$ 84,480	17.3%	17.3%
4535-02 - Health/Dental Sergeants	\$ 82,033	\$ 84,786	\$ 85,611	\$ 92,985	\$ 88,688	\$ 88,688	3.6%	-4.6%
4535-03 - Health/Dental Patrol	\$ 250,399	\$ 289,801	\$ 257,663	\$ 245,400	\$ 282,867	\$ 282,867	9.8%	15.3%
4535-04 - Health/Dental Invest	\$ 27,882	\$ 14,806	\$ 69,360	\$ 61,691	\$ 68,710	\$ 68,710	-0.9%	11.4%
4535-05 - Health Insurance OPEB	\$ 12,317	\$ 12,455	\$ 11,436	\$ 12,500	\$ 13,000	\$ 13,000	13.7%	4.0%
4540-01 - Dental Ins. Administrative	\$ 4,179	\$ 3,856	\$ 4,793	\$ 4,341	\$ 4,800	\$ 4,800	0.1%	10.6%
4550-01 - Life Ins. Administrative	\$ 1,205	\$ 1,179	\$ 1,138	\$ 1,161	\$ 1,200	\$ 1,200	5.5%	3.4%
4550-02 - Life Ins. Sergeants	\$ 863	\$ 875	\$ 929	\$ 915	\$ 950	\$ 950	2.3%	3.8%
4550-03 - Life Ins. Patrol Officers	\$ 2,655	\$ 3,014	\$ 3,042	\$ 2,866	\$ 3,200	\$ 3,200	5.2%	11.7%
4550-04 - Life Ins. Investigations	\$ 540	\$ 324	\$ 844	\$ 708	\$ 750	\$ 750	-11.1%	5.9%
4560-00 - Police Pension	\$ 1,561,329	\$ 1,557,730	\$ 1,563,231	\$ 1,563,231	\$ 1,575,000	\$ 1,575,000	0.8%	0.8%
4570-01 - Unemployment Ins. Adm.	\$ 1,981	\$ 1,731	\$ 2,110	\$ 2,110	\$ 2,200	\$ 2,200	4.3%	4.3%
4570-02 - Unemployment Ins. Serg.	\$ 982	\$ 1,036	\$ 1,055	\$ 1,055	\$ 1,100	\$ 1,100	4.3%	4.3%
4570-03 - Unemployment Ins. Patrol	\$ 3,963	\$ 5,455	\$ 4,572	\$ 4,572	\$ 5,000	\$ 5,000	9.4%	9.4%
4570-04 - Unemployment Ins. Invest	\$ 654	\$ 346	\$ 1,055	\$ 700	\$ 750	\$ 750	-28.9%	7.1%
TOTAL	\$ 2,360,726	\$ 2,397,477	\$ 2,440,527	\$ 2,390,236	\$ 2,467,207	\$ 2,467,207	1.1%	3.2%



**CITY OF OAKBROOK TERRACE
POLICE DEPARTMENT
2024/2025 BUDGET
GENERAL FUND - DEPARTMENT 01-02**

	Actual 21/22	Actual 22/23	Adopted Budget 23/24	Department Estimated 23/24	Department Proposed 24/25	Administrator Proposed 24/25	% Change In 24-25 Budget To Proposed	% Change In 24-25 Estimate To Proposed
Contractual Services								
5600 - Professional/Technical	\$ -	\$ 1,164	\$ 1,000	\$ 15,000	\$ 5,000	\$ 5,000	400.0%	-66.7%
5605 - Training/Conferences	\$ 10,855	\$ 15,683	\$ 19,136	\$ 14,601	\$ 36,782	\$ 36,782	92.2%	151.9%
5607 - Continuing Education	\$ -	\$ -	\$ 3,500	\$ -	\$ 3,500	\$ 3,500	0.0%	---
5610 - Membership & Association	\$ 690	\$ 906	\$ 1,050	\$ 1,000	\$ 1,055	\$ 1,050	0.0%	5.0%
5611 - Support Services	\$ 15,166	\$ 22,659	\$ 20,501	\$ 21,521	\$ 20,910	\$ 20,910	2.0%	-2.8%
5612 - Crime Free Housing	\$ -	\$ -	\$ 300	\$ -	\$ 100	\$ 300	0.0%	---
5615 - Meeting Reimbursement	\$ -	\$ 25	\$ -	\$ -	\$ -	\$ -	---	---
5635 - Deductible Payments	\$ -	\$ 1,000	\$ -	\$ 1,000	\$ 1,000	\$ 1,000	---	0.0%
5655 - Equipment Lease & Rental	\$ 527	\$ -	\$ 530	\$ 530	\$ 530	\$ 530	0.0%	0.0%
5660 - Equipment Maint & Repair	\$ 6,986	\$ 3,463	\$ 5,700	\$ 3,500	\$ 5,700	\$ 5,700	0.0%	62.9%
5660-01 Equipment Service Agrcement	\$ 12,611	\$ 6,176	\$ 11,973	\$ 7,500	\$ 8,000	\$ 8,000	-33.2%	6.7%
5663 - Vehicle Maint & Repair	\$ 18,867	\$ 20,105	\$ 25,000	\$ 38,000	\$ 25,000	\$ 25,000	0.0%	-34.2%
5665 - Telephone Service	\$ 4,299	\$ 6,494	\$ 5,100	\$ 5,800	\$ 6,000	\$ 6,000	17.6%	3.4%
5668 - Communications	\$ 10,723	\$ 10,960	\$ 11,550	\$ 11,000	\$ 11,250	\$ 11,250	-2.6%	2.3%
5680 - DuComm	\$ 248,398	\$ 253,585	\$ 279,633	\$ 279,633	\$ 304,313	\$ 304,313	8.8%	8.8%
5695 - Animal Control	\$ -	\$ 700	\$ 100	\$ -	\$ 100	\$ 100	0.0%	---
5705 - Filing Fees	\$ 687	\$ 718	\$ 1,000	\$ 132	\$ 1,000	\$ 1,000	0.0%	657.6%
5715 - Uniform & Equipment Allowance	\$ 19,106	\$ 23,717	\$ 29,950	\$ 21,425	\$ 31,300	\$ 31,300	4.5%	46.1%
5720 - Printing	\$ 672	\$ 2,027	\$ 2,000	\$ 1,375	\$ 2,000	\$ 2,000	0.0%	45.5%
5758 - Utilities	\$ 6,867	\$ 5,044	\$ 4,800	\$ 5,800	\$ 6,000	\$ 6,000	25.0%	3.4%
5770 - Building Maintenance	\$ 10,858	\$ 19,448	\$ 10,500	\$ 21,000	\$ 15,000	\$ 15,000	42.9%	-28.6%
5770-01 Build. Maint. Serv. Agreement	\$ 28,314	\$ 24,987	\$ 26,300	\$ 24,000	\$ 26,300	\$ 26,300	0.0%	9.6%
5780 - Special Events	\$ 3,169	\$ 7,369	\$ 8,000	\$ 10,723	\$ 10,000	\$ 10,000	25.0%	-6.7%
TOTAL	\$ 398,796	\$ 426,230	\$ 467,623	\$ 483,540	\$ 520,840	\$ 521,035	11.4%	7.8%
Commodities								
6110 - Books & Publications	\$ 473	\$ 219	\$ 600	\$ 303	\$ 125	\$ 600	0.0%	98.0%
6120 - Office Supplies	\$ 5,809	\$ 5,269	\$ 5,300	\$ 5,764	\$ 5,300	\$ 5,300	0.0%	-8.0%
6125 - Office Furniture	\$ -	\$ 2,300	\$ 3,000	\$ -	\$ 7,000	\$ 7,000	133.3%	---
6126 - Towing Expenses	\$ 772	\$ 333	\$ 500	\$ 466	\$ 500	\$ 500	0.0%	7.3%
6130 - Supplies	\$ 4,098	\$ 6,384	\$ 5,000	\$ 4,500	\$ 7,000	\$ 5,000	0.0%	11.1%
6131 - DUI Equipment	\$ -	\$ 343	\$ -	\$ -	\$ -	\$ -	---	---
6150 - Software	\$ -	\$ 1,098	\$ -	\$ -	\$ -	\$ -	---	---
6151 - Hardware	\$ 6,093	\$ 5,177	\$ -	\$ -	\$ 23,519	\$ 23,519	---	---
6170 - Postage	\$ 1,065	\$ 2,067	\$ 1,500	\$ 1,534	\$ 1,500	\$ 1,500	0.0%	-2.2%
6180 - Fuel	\$ 41,795	\$ 53,874	\$ 53,480	\$ 50,725	\$ 54,000	\$ 54,000	1.0%	6.5%
6190 - Non-Capital Equipment	\$ 12,606	\$ 19,253	\$ 33,960	\$ 32,000	\$ 21,517	\$ 21,557	-36.5%	-32.6%
TOTAL	\$ 72,710	\$ 96,317	\$ 103,340	\$ 95,292	\$ 120,501	\$ 118,976	15.1%	24.9%
Police Department Total	\$ 5,484,382	\$ 5,561,056	\$ 5,825,527	\$ 5,494,517	\$ 6,202,446	\$ 6,194,634	6.3%	12.7%

NARRATIVE REPORT

Department: Police Department **Date:** January, 2024 – FY25
Activity: 01-02 **Prepared By:** Chief Calvello

Object Number	Narrative	FY24 Budget	FY25 Proposed
4110	Full-time Salaries	\$2,465,498	\$2,674,144
	<p>Command and Administrative staff includes the Chief, Deputy Chief, Records Supervisor, and two Records Specialists. Union employees' salaries are based on negotiated contract. Budgeted amount includes Department staffing as follows:</p> <p>Administrative and Command Staff (5) \$512,594 \$563,560 Sergeants (3) \$384,995 \$405,404 Patrol Officers (13) \$1,219,841 (14 Officers) \$1,360,542 Investigations Sergeant (1) & Investigators (2) \$326,069 \$344,638</p>		
4111	Court Stand-By	\$2,829	\$4,050
	<p>Budgeted amount is for officers' stand-by pay before court appearances, as per the contract.</p> <p>Sergeants \$710 \$800 Patrol Officers \$3,169 \$2,500 Investigators \$750 \$750</p>		
4120	Overtime	\$160,359	\$247,500
	<p>Overtime is categorized by personnel sub-division:</p> <p>Administrative Staff \$6,594 \$2,500 Sergeants \$28,358 \$35,000 Patrol Officers \$120,707 \$200,000 Investigators \$4,700 \$10,000</p>		
4130	Part-Time Regular	\$25,435	\$25,435
	Tech Specialist (wasn't hired in FY24)		
4150	Court Time	\$31,249	\$23,517
	<p>Court Time includes officers' appearances in felony, misdemeanor, and traffic court for pre-trial motions and trials. Court time is broken out by personnel divisions:</p> <p>Sergeants' Court Appearances \$2,517 \$2,517 Patrol Officers' Court Appearances \$28,732 \$21,000</p>		

NARRATIVE REPORT

Department: Police Department **Date:** January, 2024 – FY25
Activity: 01-02 **Prepared By:** Chief Calvello

Object Number	Narrative	FY24 Budget	FY25 Proposed
4151	Police – National Night Out Wages	\$1,500	\$1,500
	Budgeted amount includes all salary related costs for the Police Department regarding working the National Night Out event.		
4155	Public Services – National Night Out Wages	\$1,500	\$1,500
	Budgeted amount includes all salary related costs for the Public Services Department regarding working the National Night Out event.		
4157	Admin – National Night Out Wages	\$300	\$300
4160	Holiday Pay	\$85,379	\$71,000
	Budgeted amount is for Department personnel working paid holidays and holiday benefit by employment group, as per the contract: Sergeants \$16,711 \$16,000 Patrol Officers \$54,600 \$50,000 Investigators \$14,068 \$5,000		
4170	Vacation Buy Back	\$27,174	\$25,000
	Union employees are entitled to sell back one week of vacation, as per the contract. Request is based on assumption of one Investigator, one Sergeant, two Patrol Officers, and the Chief selling back vacation.		
4171	Sick Leave Buy Back	\$8,469	\$8,469
	Upon retirement, Union employees with at least twenty (20) years of service to the City will be reimbursed at 20% of his/her rate of pay for 180 days or less of unused sick leave, as per the contract.		
4190	Top of the Range Award	\$4,344	\$5,000
	The top of the Range Award program is a way to provide a method for recognizing and financially rewarding the performance of employees who have reached the maximum of the salary range.		
4500	Other Personnel Benefits	\$2,440,527	\$2,467,207
	These benefits include IMRF, FICA, police pension, H.S.A. Contributions, and insurance for life, dental, health and unemployment.		

NARRATIVE REPORT

Department: Police Department **Date:** January, 2024 – FY25
Activity: 01-02 **Prepared By:** Chief Calvello

Object Number	Narrative	FY24 Budget	FY25 Proposed
5600	Professional & Technical Services	\$1,000	\$5,000
	Police Department's share of EAP services, in addition to miscellaneous other services that may be needed.		
5605	Training and Conferences	\$31,991	\$36,782
	NEMRT \$2,375 = 25 officers/civilians at \$95 each, plus \$3,000 course fees \$5,375 \$5,470 (additional authorized Officer) IL Homicide Investigation Association \$1,100 IL Tactical Officer's Association Conference \$780 NIPAS Training Luncheons \$100 Basic Academy Training \$4,696 \$9,392 (additional authorized Officer) PR-24 Instructor Recertification \$1,940 Forensic Anthropology Center \$6,100 (2 detectives – Tennessee) FBI-LEEDA Conference \$2,000 Other Training (In-House Training, Materials, Non-NEMRT Fees, etc.) \$10,000		
5607	Continuing Education	\$3,500	\$3,500
	Tuition reimbursement provided under terms of the Union contract.		
5610	Membership & Association Fees	\$1,050	\$1,050
	Illinois Law Enforcement Alarm System \$140 DuPage County Chiefs of Police Association \$300 Illinois Association of Chiefs of Police \$300 International Association of Chiefs of Police \$200 Illinois Police Association \$40 FBI-LEEDA \$50 IDIAI \$25		
5611	Support Services	\$20,501	\$20,910
	Merit Emergency Response Invest Team (MERIT) \$6,500 Leads Online Annual Support \$2,589 Northern Illinois Police Alarm System (NIPAS) \$1,785 Frontline Training Tracker Software Renewal \$1,274 PowerDMS \$2,197 DuPage Children's Center \$1,000 Continues on next page		

NARRATIVE REPORT

Department: Police Department **Date:** January, 2024 – FY25
Activity: 01-02 **Prepared By:** Chief Calvello

Object Number	Narrative	FY24 Budget	FY25 Proposed
5611	Annual Evidence Software Support \$1,015 Elmhurst PD Range Rental Fee \$750 Transunion Detective Database \$900 Police Lineup Cloud Software Maintenance \$600 Critical Reach Annual Support Fee \$425 Miscellaneous \$1,000		
5612	Crime Free Housing	\$300	\$300
5635	Insurance Deductible Payments	\$0	\$1,000
5655	Equipment Lease & Rental	\$530	\$530
5660	Equipment Maintenance & Repair	\$5,700	\$5,700
	Budgeted amount is for annual service on departmental equipment including: Konica Minolta (PD Copier) \$3,000 Municipal Electronics (Radar recertification & repair) \$800 Miscellaneous \$1,900		
5660-01	Equipment Service Agreement	\$11,973	\$8,000
	Vigilant Mobile LPR @ \$525/camera x 4 \$2,184 B2B Networks – Phone System \$2,501 Livescan Maintenance \$5,714		
5663	Vehicle Maintenance & Repair	\$25,000	\$25,000
	Budgeted amount includes non-warranty vehicle repairs, car washes, and battery maintenance.		
5665	Telephone Service	\$5,100	\$6,000
	Department's share of phone system charges.		
5668	Communication	\$11,550	\$11,250
	Ten (10) Verizon cellular telephones and thirteen (13) cellular modem service for Mobile Data Terminals.		
5680	DuComm	\$279,633	\$304,313
	Fair share for 21 officers \$292,573 Fair share of the new DuComm Communications Center \$11,740		

NARRATIVE REPORT

Department: Police Department **Date:** January, 2024 – FY25
Activity: 01-02 **Prepared By:** Chief Calvello

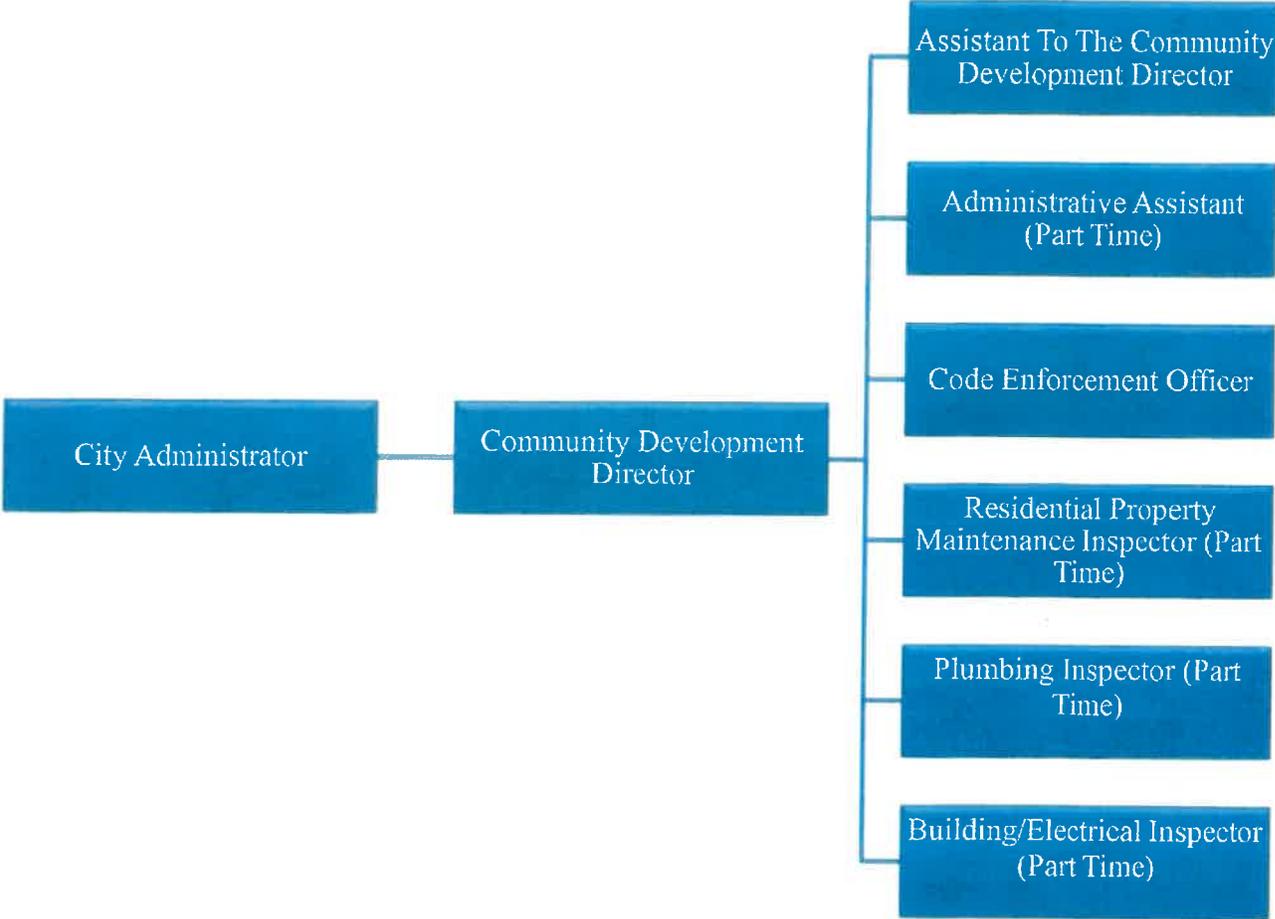
Object Number	Narrative	FY24 Budget	FY25 Proposed
5705	Filing Fees	\$1,000	\$1,000
	Processing fees, subpoena fees, notaries, and Live Scan fee for liquor licenses.		
5715	Uniform & Equipment Allowance	\$20,550	31,300
	Patrol Replacement - 4 Sergeants, 13 Patrol Officers & 2 Detectives \$14,250 +\$750 Additional Authorized Patrol Officer \$10,000 Detective Clothing Allowance (quarterly) - 3 Detectives \$2,700 Administrative (Chief, Deputy Chief, Records Personnel, \$3,600 Police Services Technician)		
5720	Printing	\$2,000	\$2,000
	Printing of forms, reports, business cards, citations, parking tickets, placards, etc.		
5758	Utilities	\$4,800	\$6,000
	Costs associated with the Police Station utilities.		
5770	Building Maintenance	\$10,500	\$15,000
	Costs associated with the Police Station maintenance.		
5770-01	Building Maintenance Service Agreement	\$26,300	\$26,300
	This line item includes building maintenance service agreements for floor mats, janitorial services, and HVAC services.		
5780	Special Events	\$12,000	\$10,000
	Costs associated with the Department's participation in the City's events including July 4 th and National Night Out; decorations; and community relations supplies.		
6110	Books & Publications	\$600	\$600
6120	Office Supplies	\$5,300	\$5,300
6125	Office Furniture	\$3,000	\$7,000
6126	Towing Expense	\$500	\$500
6130	Supplies	\$5,000	\$5,000
6150	Software	\$0	\$0

NARRATIVE REPORT

Department: Police Department Date: January, 2024 – FY25
 Activity: 01-02 Prepared By: Chief Calvello

Object Number	Narrative	FY24 Budget	FY25 Proposed
6151	Hardware	\$0	\$23,519
	Livescan replacement \$16,610 3 laptop computers replacements \$2,928 (\$976 each) 3 report writing desktop computers replacements \$3,981 (\$1,327 each)		
6170	Postage	\$1,500	\$1,500
6180	Fuel	\$53,480	\$54,000
	Approximately 14,000 gallons of gasoline for police vehicles based on \$3.86 per gallon.		
6190	Non-Capital Equipment	\$33,960	\$44,100 \$21,557
Moved to #6151	Ammunition (Pistol) \$1,260		
	Ammunition (Patrol Rifle) \$1,800		
	Range supplies & targets \$500		
Moved to #6151	Taser (recurrence) (Axon 5-year agreement) \$4,608		
	Simulation training equipment \$1,210		
	Radar guns \$1,430		
	Children AED pads x 12 \$1,035		
	FRX universal AED pads \$45		
	108 liter dry gas Intoximeters testing bottle \$178		
	PBT straws \$58		
	Digital camera \$1,599		
	Laptop computers x 3 \$2,928		
	Report writing computers x 3 \$3,981		
	Lens hood \$24		
	Macro lens \$277		
	Remote shutter release \$27		
	Tripod \$135		
	Camera bag \$31		
	WeatherTech floor mats x 2 \$541		
Moved to #6151	Prisoner transport restraints x 2 \$1,122		
	Breaching tools \$700		
	Chevrolet Silverado tracer lights \$3,477		
	Replacement livescan \$16,610		
	Other \$1,500		

Community Development Department Organization Chart



**CITY OF OAKBROOK TERRACE
GENERAL FUND - COMMUNITY DEVELOPMENT DEPARTMENT**

MISSION STATEMENT

The Community Development Department's mission is to prepare and interpret the City's codes, including the zoning, sign, subdivision, and building codes. To provide current and accurate building, zoning, and property maintenance information to elected officials, the development community, and the general public.

GOALS

1. To interpret, apply and enforce various code requirements pursuant to state and local ordinances and in accordance with the policies adopted by the City Council.
2. To maintain and update records of all building, zoning, property maintenance, and rental license activities.
3. To facilitate the redevelopment of properties, annexations and other development/redevelopment projects that may arise.
4. Continue to maintain the visually appealing character of the community.
5. Continue to provide current and accurate building, zoning, and property maintenance information to elected officials, the development community, and the general public.
6. Continue to look for opportunities to utilize technology to increase efficiency.
7. Continue to monitor the Community Development Department budget.
8. Approval of the updated Comprehensive Plan
9. Support the goals and strategies outlined in the City's strategic plan.

FY 2023-2024 ACCOMPLISHMENTS

1. Updated informational packets for public hearings, new construction, and the permitting process. Maintained permit reporting system which includes the permit status and turnaround times per permit type. Over 167 building permits for various construction projects in the residential and commercial districts were issued during the first eight months of this current Fiscal Year, from May 1, 2023, through December 31, 2023. Building permit fees, including contractor's registration fees, certificates of occupancy fees, and public hearing fees collected during the eight-month period totaled \$ 126,633.
2. Completed building plan examinations in-house and submitted plans for new construction only to the outside consultant as needed.

3. Over 379 inspections for various construction projects in the residential and commercial districts were performed during the first eight months of this current Fiscal Year, from May 1, 2023, through December 31, 2023.

4. Facilitated development throughout the City, including large commercial office tenants and retail. Some major construction projects from May 1st through December 31st included:

One Tower Lane

McCain Foods – Floors 10-12 - Existing Tenant Buildout – 56,403 sf. (18,801 sf per floor)

Drury Lane

1000 Drury Lane - Hilton Garden Inn – Interior remodel (Entire hotel 5 floors)

One Mid America Plaza

Teksystems - Suite 900 - New Tenant Buildout – 10,500 sf.

Krzak Rundio Law Group - Suite 1010 - New Tenant Buildout – 3,261 sf.

Crowe LLC – 6th Floor - New Tenant Buildout – 17,966 sf.

Two Mid America Plaza

Aerotek, Inc. - Suite 700 - New Tenant Buildout - 6,578 sf.

Cawley Chicago - Suite 850 - New Tenant Buildout - 3,542 sf.

Spotless Brands - Suite 450 - New Tenant Buildout – 9,500 sf.

One Parkview Plaza

Cabot Properties - Suite 600 - New Tenant Buildout - 4,692 sf.

Seldon Fox - Suite 710 - New Tenant Buildout -8,698 sf.

GBAR - Suite 650 - New Tenant Buildout -3,846 sf.

Countrywide Transportation - Suite 618 - New Tenant Buildout - 1,700 sf.

One Lincoln Center:

Provident Funding Associates - Suite 1538 - New Tenant Buildout

High Street Logistics Properties - Suite 425 - New Tenant Buildout - 3,796 sf

Ares Management Corporation - Suite 900 - New Tenant Buildout - 4,178 sf.

Lan Chicago - Suite 920 - New Tenant Buildout – 2,617 sf.

Verisk - Suite 400 - Existing Tenant Buildout – 12,146 sf.

One Trans Am Plaza Drive:

Chicago Institute of Plastic Surgery - Suite 520 - Tenant Buildout- 2,650 sf.

Two Trans Am Plaza Drive:

Letizia & Letizia - Suite 250 – Existing Tenant Buildout- 3,370 sf.

22nd Street:

17W220 22nd Street, Suite 340 - ClearStaff Inc. - New Tenant Buildout - 2,230 sf.

Butterfield Road:

17W635 Butterfield Road, Suite 100 - TradeLane Properties – New Tenant Buildout - 4,276 sf

Versailles on the Lakes – Renovations for the back pool and surrounding pool area and a full remodel of the Clubhouse – 3,697 sf .

17W682 Butterfield Road – Chicagoland Surgery Centers – New Tenant Buildout – 18,900 sf (entire building)

Meyers Rd:

1801 S. Meyers Road, Suite 230 - Kumon - New Tenant Buildout – 1,000 sf.

1801 S. Meyers Road, Suite 120 - Kriha Boucek Law Group - New Tenant Buildout – 3,689 sf.

1801 S. Meyers Road, Suite 130 - Man Marketing - New Tenant Buildout – 5,000 sf.

1815 S. Meyers Road, Suite 1000 - Trans Am Financial Services - New Tenant Buildout - 9,540 sf.

Summit Av:

1S055 Summit Avenue, Suite A - Ariana's Gaming Café – Exterior Building Renovations and New Tenant Suite Improvements – 1,117 sf

1S376 Summit Avenue, Suite 6-F. - American X-Ray Services, LLC - New Tenant Buildout - 1,394 sf

1S376 Summit Avenue - Signature Title Holding - New Tenant Buildout

Roosevelt Road:

17W727 Roosevelt Road – Bruster's Ice Cream – New Building

Route 83:

1S550 Route 83 – Renewal Health Solutions – New Tenant Buildout – 2,200 sf.

Sign Permits:

- BMO Harris
- Luxury AV Professionals
- ICI/International Contractors, Inc.
- Big River Footwear
- Emery Physical Therapy
- Ariana's Gaming Café
- ComEd
- Cinderheart Gaming

5. 156 Contractor's registration applications were processed, and licenses were issued for contractors performing work in the City from May 1st through December 31st.

6. Reviewed and approved business license applications to ensure that business uses are in compliance with the zoning classification of a property and parking. Verified that

Certificates of Occupancy were issued for new and old businesses prior to the approval of a business license. 89 Certificates of Occupancy were issued from May 1st through December 31st. 64 new businesses opened during that period.

7. Coordinated ribbon cuttings with the Greater Oak Brook Chamber of Commerce.
8. Met with owners of residential and commercial properties, and their representatives concerning building permits, and public hearings. Reviewed plans and documents and scheduled public hearings. Prepared agendas and public hearing packets for the Planning and Zoning meetings. The Planning & Zoning Commission held two public hearings from May 1st through December 31st.
9. Responded to requests for zoning verification letters.
10. Responded to FOIA requests.
11. Investigated 249 residential and commercial property maintenance code complaints from May 1st through December 31st and worked with property owners to assure compliance.
12. The City property maintenance inspectors were working this summer inspecting the exterior of all single-family homes. Completed 507 annual aesthetics inspections from May 1st through December 31st.
13. The City inspectors performed yearly rental inspections. The City currently has 41 rental dwellings.
14. Coordinated annual inspections of all elevators within the City. The City has 157 elevators.
15. As of November 1st, Community Development staff went live using Cloudpermit (the Community Development Software package) for entering and monitoring the building permit process. Currently, it is only being used internally by staff. Once staff has used it and is comfortable with the software, we will do a public facing launch of the software inviting people to create accounts and allowing them to apply for permits online, track the status of the permit review and submit inspection requests. It is anticipated that the department will go live with the code enforcement module in 4th Quarter of FY 23-24 or 1st Quarter of FY 24-25.
16. Scanned and archived all oversized drawings that were submitted prior to 2022.
17. Processed the annexation of 1S140 Myrtle Avenue.

2023-2024 OBJECTIVES

1. To continue to monitor construction activities throughout the City, and continue to enforce Building, Zoning, and Property Maintenance Codes including the rental inspection program and annual aesthetics inspections.
2. To approve Certificates of Occupancy for all new commercial buildings, existing commercial property alterations and interior remodeling, as well as all residential homes and additions.
3. To continue to recommend modifications to the zoning code as necessary.
4. Update and recommend modifications to the City's Building Codes and work with the City's consultants and inspectors to determine if amendments to the codes are needed.
5. To continue to update the City's zoning map and land use map annually.
6. Staff to review department records and dispose of documents that are approved under the State of Illinois Local Records Act (50 ILCS 205).
7. Continue to look for training opportunities to ensure personnel are continuing to stay up to date with new codes, materials, technologies, and requirements.
8. Use the community development software to maintain statistical information for monthly reporting activities.
9. Use Laserfiche and the community development software to store electronic copies of department records.
10. Continue to maintain files documenting code enforcement activities.
11. Continue to review the development process to ensure that we are providing the most streamlined and user-friendly service possible.
12. Continue to provide necessary resources to all our constituents as they navigate the development process.
13. When possible, implementing policies that encourage and support the construction or reconstruction of buildings and properties within the city.
14. To continue to encourage commercial property owners to maintain landscaping throughout the City.
15. To encourage architects to provide adequate landscaping for commercial properties and ensure compliance with landscaping requirements.
16. Consideration & Implementation of a façade improvement grant.

17. To continue to update development packets to provide various information to the general public for building permit requirements, sign permit requirements, required inspections, the annexation process and public hearing process.
18. Establish an E-newsletter with relevant information to the business community.
19. Create a new business welcome packet containing information of interest to new businesses in Oakbrook Terrace.
20. Continue to update and maintain available vacant properties database on the City's website.
21. To continue to implement Community Development Software system for building permitting and contractor registrations. Also, begin utilizing the software for code enforcement, rental licenses, and online permitting.
22. Continue to digitize department files into the Laserfiche Document Management System.
23. Monitor spending activity within the department to ensure that we continue to maintain our high level of service while staying within our approved expenditure amounts.
24. Continue to coordinate with NIU's Center for Governmental Studies, the Comprehensive Plan Task Force, Planning & Zoning Commission, and the City Council to facilitate the adoption of the updated comprehensive plan.



**CITY OF OAKBROOK TERRACE
COMMUNITY DEVELOPMENT
2024/2025 BUDGET
GENERAL FUND - DEPARTMENT 01-03**

	Actual 21/22	Actual 22/23	Adopted Budget 23/24	Department Estimated 23/24	Department Proposed 24/25	Administrator Proposed 24/25	% Change In 24/25 Budget To Proposed	% Change In 24/25 Estimate To Proposed
Salaries & Wages	\$ 317,695	\$ 286,800	\$ 311,915	\$ 302,812	\$ 326,270	\$ 326,270	4.6%	7.7%
Other Personnel Benefits	\$ 118,720	\$ 132,777	\$ 101,435	\$ 102,925	\$ 139,312	\$ 139,312	37.3%	35.4%
Contractual Services	\$ 69,040	\$ 86,017	\$ 110,268	\$ 90,611	\$ 101,950	\$ 100,950	-8.5%	11.4%
Commodities	\$ 2,714	\$ 4,720	\$ 20,900	\$ 17,448	\$ 19,295	\$ 19,295	-7.7%	10.6%
Community Development Total	\$ 508,169	\$ 510,314	\$ 544,518	\$ 513,796	\$ 586,827	\$ 585,827	7.6%	14.0%
Salaries & Wages								
4110 - Full-time	\$ 304,454	\$ 279,573	\$ 259,222	\$ 259,222	\$ 268,000	\$ 268,000	3.4%	3.4%
4120 - Overtime	\$ 269	\$ 649	\$ 360	\$ 250	\$ 360	\$ 360	0.0%	44.0%
4130 - Part-time Regular	\$ -	\$ -	\$ 36,972	\$ 28,000	\$ 42,500	\$ 42,500	15.0%	51.8%
4140 - Part-time Other	\$ 8,750	\$ 5,950	\$ 13,200	\$ 13,200	\$ 13,200	\$ 13,200	0.0%	0.0%
4171 - Sick Leave Buy Back	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	---	---
4190 - Top of the Range Award	\$ 4,222	\$ 628	\$ 2,161	\$ 2,140	\$ 2,210	\$ 2,210	2.3%	3.3%
TOTAL	\$ 317,695	\$ 286,800	\$ 311,915	\$ 302,812	\$ 326,270	\$ 326,270	4.6%	7.7%
Other Personnel Benefits								
4510 - IMRF	\$ 32,469	\$ 21,031	\$ 16,708	\$ 21,000	\$ 38,500	\$ 38,500	130.4%	83.3%
4510 - 01 ERI	\$ -	\$ 28,612	\$ -	\$ -	\$ -	\$ -	---	---
4520 - FICA	\$ 23,491	\$ 21,230	\$ 22,824	\$ 20,400	\$ 24,760	\$ 24,760	8.5%	21.4%
4530 - Health Insurance	\$ 51,184	\$ 48,314	\$ 48,052	\$ 47,426	\$ 59,000	\$ 59,000	22.8%	24.4%
4531 - H.S.A. Contribution	\$ 7,060	\$ 9,280	\$ 9,600	\$ 9,600	\$ 12,800	\$ 12,800	33.3%	33.3%
4540 - Dental Insurance	\$ 2,502	\$ 2,328	\$ 2,195	\$ 2,542	\$ 2,195	\$ 2,195	0.0%	-13.7%
4550 - Life Insurance	\$ 734	\$ 611	\$ 650	\$ 648	\$ 650	\$ 650	0.0%	0.3%
4570 - Unemployment Insurance	\$ 1,280	\$ 1,371	\$ 1,407	\$ 1,309	\$ 1,407	\$ 1,407	0.0%	7.5%
TOTAL	\$ 118,720	\$ 132,777	\$ 101,435	\$ 102,925	\$ 139,312	\$ 139,312	37.3%	35.4%
Contractual Services								
5600 - Professional/Technical	\$ 38,248	\$ 62,259	\$ 72,000	\$ 60,000	\$ 66,500	\$ 66,500	-7.6%	10.8%
5604 - City Engineer	\$ 13,917	\$ 6,992	\$ 16,000	\$ 7,954	\$ 10,000	\$ 10,000	-37.5%	25.7%
5605 - Training & Conferences	\$ -	\$ 274	\$ 2,000	\$ 2,340	\$ 2,400	\$ 2,400	20.0%	2.6%
5610 - Membership/Assoc Fees	\$ 756	\$ 813	\$ 913	\$ 933	\$ 950	\$ 950	4.1%	1.8%
5612 - Code Enforcement	\$ 7,103	\$ 8,526	\$ 9,000	\$ 9,500	\$ 9,500	\$ 9,500	5.6%	0.0%
5613 - Meeting Reimbursement	\$ -	\$ 25	\$ -	\$ 40	\$ -	\$ -	---	-100.0%
5655 - Equipment Lease & Rental	\$ 360	\$ 330	\$ 380	\$ 623	\$ 650	\$ 650	71.1%	4.3%
5660 - Equipment Maint & Repair	\$ 1,015	\$ 1,145	\$ 800	\$ 2,200	\$ 1,300	\$ 1,300	62.5%	-40.9%
5665 - Telephone Service	\$ 1,843	\$ 2,783	\$ 2,000	\$ 2,812	\$ 2,900	\$ 2,900	45.0%	3.1%
5668 - Communications	\$ 1,535	\$ 1,108	\$ 1,575	\$ 1,079	\$ 1,100	\$ 1,100	-30.2%	1.9%
5700 - Public Information	\$ 587	\$ 599	\$ 600	\$ 1,650	\$ 1,650	\$ 1,650	175.0%	0.0%
5725 - Public Hearing Expense	\$ 3,677	\$ 1,163	\$ 5,000	\$ 1,480	\$ 5,000	\$ 4,000	-20.0%	170.3%
TOTAL	\$ 69,040	\$ 86,017	\$ 110,268	\$ 90,611	\$ 101,950	\$ 100,950	-8.5%	11.4%
Commodities								
6110 - Books & Publications	\$ -	\$ 27	\$ 1,000	\$ 100	\$ 1,500	\$ 1,500	50.0%	1400.0%
6120 - Office Supplies	\$ 536	\$ 373	\$ 600	\$ 1,100	\$ 600	\$ 600	0.0%	-45.5%
6130 - Supplies	\$ 1,573	\$ 2,816	\$ 1,600	\$ 1,550	\$ 1,600	\$ 1,600	0.0%	3.2%
6150 - Software	\$ -	\$ -	\$ 14,000	\$ 14,000	\$ 6,500	\$ 6,500	-53.6%	-53.6%
6151 - Hardware	\$ -	\$ 783	\$ 3,000	\$ -	\$ 8,395	\$ 8,395	179.8%	---
6170 - Postage	\$ 605	\$ 721	\$ 700	\$ 698	\$ 700	\$ 700	0.0%	0.3%
TOTAL	\$ 2,714	\$ 4,720	\$ 20,900	\$ 17,448	\$ 19,295	\$ 19,295	-7.7%	10.6%
Community Development Total	\$ 508,169	\$ 510,314	\$ 544,518	\$ 513,796	\$ 586,827	\$ 585,827	7.6%	14.0%

NARRATIVE REPORT

Department: Community Development **Date:** January 23, 2023 – FY25
Activity: 01-03 **Prepared By:** Melissa Headley

Object Number	Narrative	FY2024 Budget	FY2025 Proposed
4110	Full-time Salaries	\$259,222	\$268,000
	Budgeted amount is comprised of salaries for the Community Development Director, Assistant to the Community Development Director, and the Code Enforcement Officer.		
4120	Overtime	\$360	\$360
4130	Part-Time Regular	\$36,972	\$42,500
	This salary is for the Community Development administrative assistant 30 hours per week. FY24 partial year. FY25 full year		
4140	Part-Time Other	\$13,200	\$13,200
	These are the salaries of the seven (7) members of the Planning and Zoning Commission.		
4190	Top of the Range Award	\$2,161	\$2,210
	The budgeted amount is comprised of the following percentages: Assistant to the Community Development Director – 2% Code Enforcement Officer – 1%		
4500	Other Personnel Benefits	\$101,435	\$139,312
	These benefits include IMRF, FICA, H.S.A., and insurance for life, dental, health and unemployment. Full year benefits for P/T Administrative Asst.		
5600	Professional & Technical Services	\$72,000	\$66,500
	Requested amount covers several contractual services contracts: annual elevator inspections (\$6,000), building permit plan review services for new construction only (\$12,000), contracted plumbing / building / electrical inspectors (\$36,000), planning consulting services for updated zoning map and land use map (\$3,000), and document imaging (\$15,000).		
5604	City Engineer (CBBEL/Dan Lynch)	\$16,000	\$10,000
	Plan reviews and inspections related to stormwater / engineering.		
5605	Training & Conferences	\$2,000	\$2,400
	SBOC Spring Institute (\$250), ILAPA Chicago Metro Events (\$200), Chamber of Commerce events (\$200), and additional miscellaneous employee training (\$1,350). FY25: Minneapolis MN		

NARRATIVE REPORT

Department: Community Development **Date:** January 23, 2023 – FY25
Activity: 01-03 **Prepared By:** Melissa Headley

Object Number	Narrative	FY2024 Budget	FY2025 Proposed
5610	Membership/Assn Fees		
	BOCA, APA memberships	\$913	\$950
5612	Code Enforcement		
	Third party code enforcement officer for weekend inspections & annual residential aesthetics inspections.	\$9,000	\$9,500
5655	Equipment Lease & Rental	\$380	\$650
5660	Equipment Maint & Repair	\$800	\$1,300
5665	Telephone Service	\$2,000	\$2,900
	Department's share of City's telephone system charges.		
5668	Communications	\$1,575	\$1,100
	Cellular phone cost for Community Development.		
5700	Public Information	\$600	\$1,650
	Printing of business and other brochures		
5725	Public Hearing Expense	\$5,000	\$4,000
	Budgeted figure is based on the anticipated need for public hearings and the publishing of legal notices.		
6110	Books & Publications	\$1,000	\$1,500
6120	Office Supplies	\$600	\$600
6130	Supplies	\$1,550	\$1,600
6150	Community Development Software	\$14,000	\$6,500
	Purchase and implementation of Community Development Software. FY24: Purchase permitting software FY25: Year 2 of Cloud Permit software agreement.		

NARRATIVE REPORT

Department: Community Development

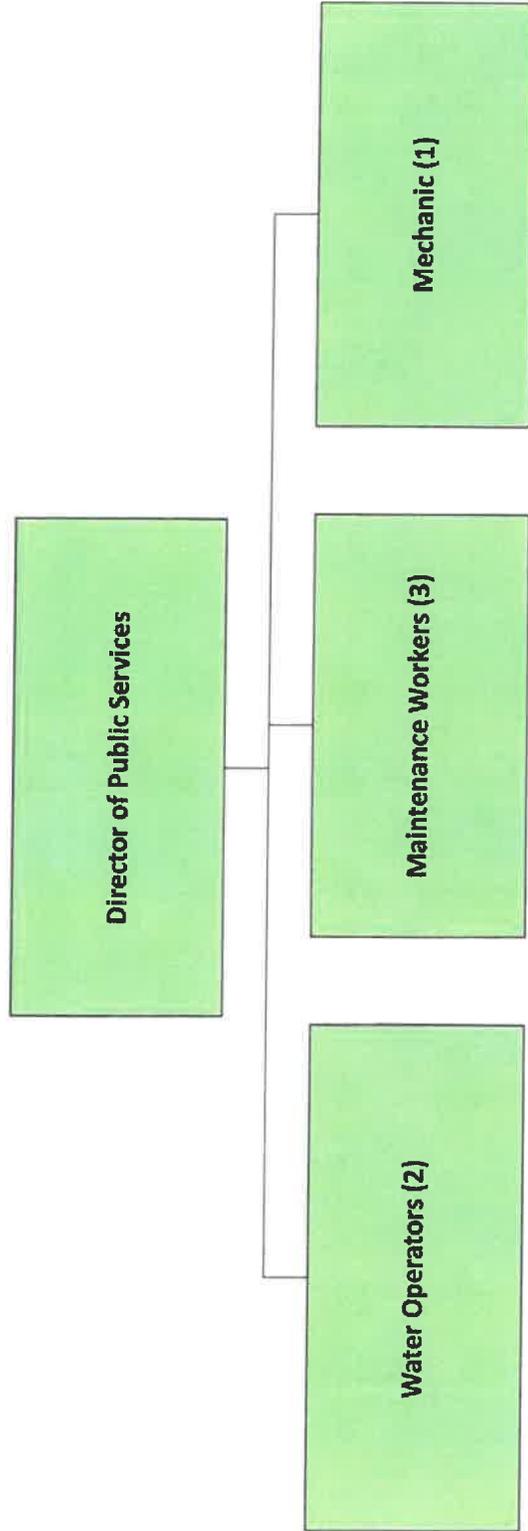
Date: January 23, 2023 – FY25

Activity: 01-03

Prepared By: Melissa Headley

Object Number	Narrative	FY2024 Budget	FY2025 Proposed
6151	Hardware	\$0	\$8,395
	Replace plotter printer w/used for \$2,395; replace 5 desktop computers and add 2 new screens \$6,000		
6170	Postage	\$700	\$700

Oakbrook Terrace Public Services Department Organizational Chart



CITY OF OAKBROOK TERRACE
GENERAL FUND - PUBLIC SERVICES DEPARTMENT
Street Division

MISSION STATEMENT

The mission of the Public Services Department is to provide quality, efficient services that meet and support the infrastructure demands of the City of Oakbrook Terrace and enhance the quality of life for our residents, businesses and visitors through the construction, operation and maintenance of a safe and productive working environment that efficiently utilizes all financial, human, and material resources.

GOALS

1. Build a strong and positive public image.
2. Maintain Kreml Park and Buck Trail as desirable points of interest in the city.
3. Maintain approximately 30 miles of storm water pipe, 400+ catch basins, 39 lane-miles of roadway, as well as our right of ways.
4. Maintain all City facilities to be safe and functional.

FY 2023-2024 ACCOMPLISHMENTS

- Maintained compliance with the Manual on Uniform Traffic Control Devices.
- Completed installation of nearly 4,000 feet of Storm Sewers and received a grant from ARPA in the amount of \$500,000 to put towards the project.
- Installed new Speed Radar Signs to slow traffic down.
- Completed the Streambank Stabilization Project.
- All right of way trees in need of trimming were trimmed.
- Participated in the CMS Bulk Road Salt Contract resulting in a tonnage price of \$77.23 per ton.
- Enhanced all holiday décor at our various decorative points for our celebrated holidays with great reception from our residents.
- Installed 3,000 feet of curb and gutter.

FY 2024-2025 OBJECTIVES



- Install another 3,000 feet of Curb and Gutter on Marshall and Nimitz Road.
- Supervise and coordinate the City's Street maintenance program including a pavement rejuvenator application for all City streets over the next 5 years.
- Maintain and promote safe traveling of City roadways during the winter months by utilizing effective and proper snow removal techniques.

- Perform preventative and routine maintenance on our fleet of vehicles and equipment and increase the knowledge of our fleet maintenance staff to provide more in-house repairs and maintenance.
- Monitor the specification requirements of the various agencies contracted by the City to perform duties such as Generator Maintenance, Janitorial, Landscaping, Mosquito Control, Pest Control and Tree Care.
- Complete overhauling of Fik Point to make visually more desirable.
- Construct Covered Salt Storage.





**CITY OF OAKBROOK TERRACE
PUBLIC SERVICES DEPARTMENT - STREETS DIVISION
2024/2025 BUDGET
GENERAL FUND - DEPARTMENT 01-04**

	Actual 21/22	Actual 22/23	Adopted Budget 23/24	Department Estimated 23/24	Department Proposed 24/25	Administrator Proposed 24/25	% Change In 24-25 Budget To Proposed	% Change In 24-25 Estimate To Proposed
Salaries & Wages	\$ 295,341	\$ 312,861	\$ 328,495	\$ 279,870	\$ 377,770	\$ 378,584	15.2%	35.3%
Other Personnel Benefits	\$ 102,167	\$ 100,634	\$ 121,858	\$ 105,556	\$ 165,148	\$ 165,148	35.5%	56.5%
Contractual Services	\$ 162,317	\$ 187,468	\$ 175,454	\$ 186,365	\$ 183,617	\$ 183,617	4.7%	-1.5%
Commodities	\$ 46,520	\$ 38,655	\$ 42,335	\$ 44,733	\$ 43,850	\$ 43,850	3.6%	-2.0%
Street Department Total	\$ 606,344	\$ 639,618	\$ 668,142	\$ 616,524	\$ 770,385	\$ 771,199	15.4%	25.1%
Salaries & Wages								
4110 - Full-time	\$ 283,222	\$ 303,280	\$ 286,275	\$ 276,135	\$ 362,100	\$ 362,100	26.5%	31.1%
4120 - Overtime	\$ 1,524	\$ 1,033	\$ 2,000	\$ 100	\$ 4,000	\$ 4,000	100.0%	3900.0%
4130 - Part-time Regular	\$ -	\$ -	\$ 26,483	\$ -	\$ -	\$ -	-100.0%	----
4140 - Part-time Other	\$ 4,825	\$ 2,912	\$ 9,984	\$ -	\$ 9,984	\$ 9,984	0.0%	----
4171 - Sick Leave Buy Back	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	----	----
4190 - Top of the Range Award	\$ 5,769	\$ 5,636	\$ 3,753	\$ 3,635	\$ 1,686	\$ 2,500	-33.4%	-31.2%
TOTAL	\$ 295,341	\$ 312,861	\$ 328,495	\$ 279,870	\$ 377,770	\$ 378,584	15.2%	35.3%
Other Personnel Benefits								
4510 - IMRF	\$ 31,679	\$ 24,562	\$ 17,978	\$ 21,547	\$ 31,225	\$ 31,225	73.7%	44.9%
4510-01 ERI	\$ -	\$ -	\$ -	\$ 3,880	\$ -	\$ -	----	-100.0%
4520 - FICA	\$ 22,957	\$ 24,154	\$ 24,977	\$ 23,200	\$ 29,125	\$ 29,125	16.6%	25.5%
4530 - Health Insurance	\$ 38,459	\$ 42,939	\$ 63,439	\$ 43,108	\$ 83,061	\$ 83,061	30.9%	92.7%
4531 - H.S.A. Contribution	\$ 5,160	\$ 4,560	\$ 9,600	\$ 9,600	\$ 15,360	\$ 15,360	60.0%	60.0%
4540 - Dental Insurance	\$ 1,984	\$ 2,319	\$ 3,307	\$ 2,500	\$ 4,102	\$ 4,102	24.0%	64.1%
4550 - Life Insurance	\$ 681	\$ 674	\$ 710	\$ 721	\$ 775	\$ 775	9.2%	7.5%
4570 - Unemployment Ins	\$ 1,247	\$ 1,426	\$ 1,847	\$ 1,000	\$ 1,500	\$ 1,500	-18.8%	50.0%
TOTAL	\$ 102,167	\$ 100,634	\$ 121,858	\$ 105,556	\$ 165,148	\$ 165,148	35.5%	56.5%
Contractual Services								
5600 - Professional & Technical	\$ 940	\$ -	\$ 1,000	\$ -	\$ 1,000	\$ 1,000	0.0%	----
5604 - City Engineer	\$ 4,318	\$ 1,280	\$ 1,000	\$ 800	\$ 1,000	\$ 1,000	0.0%	25.0%
5605 - Training/Conferences	\$ 495	\$ 51	\$ 500	\$ 500	\$ 500	\$ 500	0.0%	0.0%
5610 - Membership & Association	\$ 360	\$ 370	\$ 449	\$ 449	\$ 380	\$ 380	-15.4%	-15.4%
5615 - Meetings	\$ 168	\$ 414	\$ 557	\$ 750	\$ 500	\$ 500	-10.2%	-33.3%
5650 - Physical Exams	\$ -	\$ -	\$ -	\$ 500	\$ 500	\$ 500	----	0.0%
5655 - Equipment Lease & Rental	\$ 360	\$ 1,142	\$ 1,000	\$ 991	\$ 1,000	\$ 1,000	0.0%	0.9%
5660 - Equipment Maint & Repair	\$ 7,842	\$ 9,758	\$ 13,500	\$ 13,000	\$ 13,500	\$ 13,500	0.0%	3.8%
5660-01 Equipment Service Agreement	\$ 6,423	\$ 13,642	\$ 9,000	\$ 5,300	\$ 9,000	\$ 9,000	0.0%	69.8%
5663 - Vehicle Maint & Repair	\$ 16,077	\$ 26,228	\$ 20,000	\$ 15,000	\$ 20,000	\$ 20,000	0.0%	33.3%
5665 - Telephone Service	\$ 4,696	\$ 4,511	\$ 4,200	\$ 5,700	\$ 5,750	\$ 5,750	36.9%	0.9%
5668 - Communications	\$ 2,637	\$ 3,664	\$ 3,600	\$ 6,000	\$ 3,600	\$ 3,600	0.0%	-40.0%
5700 - Public Information	\$ -	\$ -	\$ 400	\$ -	\$ 400	\$ 400	0.0%	----
5715 - Uniform Allowance	\$ 2,085	\$ 2,384	\$ 2,400	\$ 2,400	\$ 3,000	\$ 3,000	25.0%	25.0%
5740 - Mosquito Abatement	\$ 16,300	\$ 16,300	\$ 16,300	\$ 16,300	\$ 16,300	\$ 16,300	0.0%	0.0%
5741 - Access Easement Maint	\$ 1,164	\$ 1,187	\$ 1,211	\$ 1,187	\$ 1,187	\$ 1,187	-2.0%	0.0%
5755 - Traffic Signal Maint.	\$ 8,199	\$ 19,185	\$ 15,437	\$ 18,388	\$ 18,500	\$ 18,500	19.8%	0.6%
5758 - Utilities	\$ 17,135	\$ 16,904	\$ 14,500	\$ 15,500	\$ 16,000	\$ 16,000	10.3%	3.2%
5760 - Street Light Maint.	\$ 9,496	\$ 9,251	\$ 10,000	\$ 9,500	\$ 10,000	\$ 10,000	0.0%	5.3%
5763 - Street Sweeping	\$ 5,580	\$ 5,971	\$ 7,000	\$ 7,000	\$ 8,000	\$ 8,000	14.3%	14.3%
5765 - Lawn Maintenance	\$ 3,331	\$ 6,756	\$ 4,400	\$ 4,400	\$ 4,500	\$ 4,500	2.3%	2.3%
5766 - Tree Care	\$ 16,178	\$ 10,885	\$ 16,000	\$ 12,700	\$ 16,000	\$ 16,000	0.0%	26.0%
5770 - Building Maintenance	\$ 22,902	\$ 24,097	\$ 20,000	\$ 37,000	\$ 20,000	\$ 20,000	0.0%	-45.9%
5770-01 Build Maint Service Agreement	\$ 15,503	\$ 13,304	\$ 13,000	\$ 13,000	\$ 13,000	\$ 13,000	0.0%	0.0%
5775 - Testing & Examinations	\$ 128	\$ 184	\$ -	\$ -	\$ -	\$ -	----	----
TOTAL	\$ 162,317	\$ 187,468	\$ 175,454	\$ 186,365	\$ 183,617	\$ 183,617	4.7%	-1.5%



CITY OF OAKBROOK TERRACE
PUBLIC SERVICES DEPARTMENT - STREETS DIVISION
2024/2025 BUDGET
GENERAL FUND - DEPARTMENT 01-04

	Actual 21/22	Actual 22/23	Adopted Budget 23/24	Department Estimated 23/24	Department Proposed 24/25	Administrator Proposed 24/25	% Change In 24-25 Budget To Proposed	% Change In 24-25 Estimate To Proposed
Commodities								
6110 - Books & Publications	\$ 30	\$ 30	\$ -	\$ -	\$ -	\$ -	----	----
6120 - Office Supplies	\$ 52	\$ 160	\$ 500	\$ 500	\$ 500	\$ 500	0.0%	0.0%
6130 - Supplies	\$ 4,680	\$ 3,998	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	0.0%	0.0%
6132 - Lawn Maint Supplies	\$ 3,208	\$ 2,374	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	0.0%	0.0%
6133 - Street Repair Materials	\$ 16,027	\$ 10,628	\$ 10,000	\$ 9,500	\$ 10,000	\$ 10,000	0.0%	5.3%
6140 - NPDES Permit	\$ 954	\$ 1,991	\$ 1,000	\$ 5,423	\$ 1,500	\$ 1,500	50.0%	-72.3%
6151 - Hardware	\$ 865	\$ 769	\$ -	\$ -	\$ 1,000	\$ 1,000	----	----
6170 - Postage	\$ 5	\$ 139	\$ 200	\$ 25	\$ 200	\$ 200	0.0%	700.0%
6180 - Fuel	\$ 8,173	\$ 8,942	\$ 11,985	\$ 8,135	\$ 10,000	\$ 10,000	-16.6%	22.9%
6181 - Fuel Replacement Fund	\$ 4,650	\$ -	\$ 4,650	\$ 4,650	\$ 4,650	\$ 4,650	0.0%	0.0%
6190 - Non-Capital Equipment	\$ 7,876	\$ 9,624	\$ 6,500	\$ 9,000	\$ 8,500	\$ 8,500	30.8%	-5.6%
TOTAL	\$ 46,520	\$ 38,655	\$ 42,335	\$ 44,733	\$ 43,850	\$ 43,850	3.6%	-2.0%
Street Total	\$ 606,344	\$ 639,618	\$ 668,142	\$ 616,524	\$ 770,385	\$ 771,199	15.4%	25.1%

NARRATIVE REPORT

Department: Public Services – Street Division **Date:** January 2024 – FY25
Activity: 01-04 **Prepared By:** Craig Ward

Object Number	Narrative	FY24 Budget	FY25 Proposed
4110	Full-time Salaries	\$286,275	\$362,100
	This account funds the salaries and wages of the Public Services Director, 50% of which is allocated in the General Fund and 50% to the Water Fund; two (2) Maintenance Workers, and one (1) Maintenance Worker/Mechanic. FY25: Additional Maint Worker authorized		
4120	Overtime	\$2,000	\$4,000
	Estimated overtime expense for the budget year.		
4130	Part-time Regular	\$26,483	\$0
	One (1) permanent part-time maintenance worker working roughly 25 to 30 hours per week. Was unable to fill in FY24. FY25 position authorized at Full time		
4140	Part-time Other	\$9,984	\$9,984
	One (1) seasonal employee working a maximum of 650 hours per year.		
4190	Top of the Range Award	\$3,753	\$2,500
	The budgeted amount is comprised of the following percentages: Public Services Director – 3% Maintenance Worker/Mechanic – 2%		
4500	Other Personnel Benefits	\$121,858	\$165,148
	These benefits include IMRF, FICA, H.S.A contributions, unemployment insurance and insurance for life, dental, health. FY25: Additional full time employee authorized.		
5600	Professional & Technical	\$ 1,000	\$1,000
	Miscellaneous Professional and Technical assistance expenditures for Public Service projects.		
5604	City Engineer	\$ 1,000	\$1,000
	Miscellaneous engineering costs associated with the Public Services Department. Current vendor: CBBEL/Dan Lynch		
5605	Training/Conferences	\$500	\$500
5610	Memberships/Associations	\$449	\$380

NARRATIVE REPORT

Department: Public Services – Street Division **Date:** January 2024 – FY25
Activity: 01-04 **Prepared By:** Craig Ward

Object Number	Narrative	FY24 Budget	FY25 Proposed
5615	Meetings	\$557	\$500
5650	Physical Exams	\$0	\$500
5655	Equipment Lease & Rental	\$1,000	\$1,000
	Department's share of the postage machine rental along with miscellaneous rentals needed throughout the year.		
5660	Equipment Maintenance & Repair	\$ 13,500	\$13,500
	This line item funds many repairs for the Public Services Department including fire alarm and extinguisher repairs for all facilities; plow cutting edges and other equipment that would need repair.		
5660-01	Equipment Maintenance Service Agreement	\$ 9,000	\$9,000
	This line item includes the service agreement for the fuel island monthly inspections required by the State of Illinois and other equipment related contracts including the generators.		
5663	Vehicle Maintenance & Repair	\$ 20,000	\$20,000
	This request funds the maintenance and repairs for all Public Services vehicles as well as the staff pool vehicle. Sandblasting, priming and painting of our dump truck bodies is also included.		
5665	Telephone Service	\$ 4,200	\$5,750
	This account funds the Public Services portion of the City telephone system monthly charges.		
5668	Communications	\$ 3,600	\$3,600
	Budgeted amount pays for four (4) cellular phones as well as monitoring fees for intrusion and fire alarm systems for the Public Services building.		
5700	Public Information	\$400	\$400
5715	Uniform Allowance	\$ 2,400	3,000
	The requested amount purchases safety footwear, winter and safety apparel including jackets, shirts, pants, as well as safety vests and all other personal protective equipment for three (3) maintenance workers, one (1) part-time maintenance worker, and one (1) seasonal worker. FY25: Add'l Maint		

NARRATIVE REPORT

Department: Public Services – Street Division **Date:** January 2024 – FY25
Activity: 01-04 **Prepared By:** Craig Ward

Object Number	Narrative	FY24 Budget	FY25 Proposed
5740	Mosquito Abatement	\$ 16,300	\$16,300
	This is the cost for a one-year contract for the City mosquito abatement program. The focus is on both nuisance mosquitoes and culex which carry the West Nile virus.		
5741	Access Easement Maintenance	\$ 1,211	\$1,187
	Costs associated with the maintenance and repair of the access drive at Anyway's Restaurant. This agreement was approved on December 9, 2008, through Resolution No. 8-21. The reimbursement increases by 2% annually. The term of the agreement shall be 20 years and can be automatically renewed for an additional five (5) years. The agreement began on January 1, 2009 and expires on January 1, 2028.		
5755	Traffic Signal Maintenance	\$15,437	\$18,500
	Costs to maintain the City's traffic signals.		
5758	Utilities	\$ 14,500	\$16,000
	Funds cover charges for Flagg Creek Water Reclamation District, and Nicor Gas for the Public Service Building, and City Hall. Some of the natural gas charges are free under the City's Nicor franchise agreement, which provides for an annual free therm allotment of 7,682. The City receives free therms at the Police Station and City Hall buildings only.		
5760	Street Light Maintenance	\$ 10,000	\$10,000
	Electricity charges and maintenance charges for the City's streetlights are expensed here. There are (93) LED streetlights in the City's subdivision.		
5763	Street Sweeping	\$ 7,000	\$8,000
	Requested funds will pay for five (5) scheduled sweepings of City-owned streets from curb to curb at \$1,400/each.		
5765	Lawn Maintenance	\$ 4,400	\$4,500
	The requested amount is for turf chemical treatments. Mowing, trimming and bed maintenance are performed in house.		
5766	Tree Care	\$ 16,000	\$16,000
	Tree planting, trimming, removal and stump grinding.		
5770	Building Maintenance	\$ 20,000	\$20,000
	The requested amount includes building services associated with the repair of building facilities.		

NARRATIVE REPORT

Department: Public Services – Street Division **Date:** January 2024 – FY25
Activity: 01-04 **Prepared By:** Craig Ward

Object Number	Narrative	FY24 Budget	FY25 Proposed
5770-01	Building Maintenance Service Agreement This line items includes building maintenance service agreements for floor mats, first aid cabinet maintenance, pest control services, janitorial services, alarm monitoring, and HVAC services.	\$ 13,000	\$13,000
6120	Office Supplies	\$500	\$500
6130	Supplies (operating)	\$5,000	\$5,000
6132	Lawn Maintenance Supplies Irrigation repairs and supplies for the system at City Hall/Police Station. Fertilizer, seed, sod and dirt etc needed for maintenance and upkeep will be paid from this account.	\$ 2,500	\$2,500
6133	Street Repair Materials Funds are used for residential mailbox repair, grass seed and dirt for right-of-way restoration, street patching, storm sewer repair and sign replacement.	\$ 10,000	\$10,000
6140	NPDES II Permit Annual NPDES Permit costs.	\$ 1,000	\$1,500
6151	Hardware	\$0	\$1,000
6170	Postage	\$200	\$200
6180	Fuel Approximately 1,500 gallons of regular @ \$3.82 per gallon and 1,500 gallons of diesel gallons @ \$4.17 per gallon. The number of fuel gallons continues to decrease each year based upon better fuel efficiency achieved with the newer fleet of vehicles.	\$ 11,985	\$10,000
6181	Fuel Replacement Fund The annual cost to fund the replacement costs for the City’s fuel storage and distribution system. The replacement costs are amortized over a 30-year period ending in 2041.	\$ 4,650	\$4,650
6190	Non-Capital Equipment Funds are used for the purchase of any needed safety equipment (non-apparel), replacement parts, new chipper blades, chainsaws and miscellaneous tools and equipment needed.	\$ 6,500	\$8,500

CITY OF OAKBROOK TERRACE

GENERAL FUND - Tourism Department

Mission Statement

Goals

FY2023-2024 Accomplishments

1. Hosted monthly Hotel Commission meetings to discuss the success of the DCVB's advertising and marketing campaign.
2. Rebranded the Hotel Commission logo.
3. Created new street banners for additional hotel advertisements.
4. Created and implemented the website www.visitoakbrookterracehotels.com to promote each hotel and the variety of amenities within Oakbrook Terrace.
5. Created a brochure to include hotels and restaurants within Oakbrook Terrace to promote at various trade shows.
6. Designed a branded tablecloth to utilize at different trade shows.
7. Implemented Expedia Campaign to engage and enhance the exposure of individual hotels within Oakbrook Terrace.
8. Utilized Tourism Economics STR Data from DuPage Convention and Visitors Bureau to gain knowledge of occupancy trends, room rates, and comparisons.

FY2024-2025 Objectives

1. To continue meeting monthly to monitor the effectiveness of the advertising campaign and discuss new marketing strategies as they become available.
2. Utilize social media and other platforms to promote tourism within Oakbrook Terrace.
3. Enhance the website and Expedia Campaign to engage and encourage tourism within Oakbrook Terrace.
4. Provide grant funding to hotels that encourage large groups to book with hotels with some form of financial assistance.
5. Partner with the DuPage Convention and Visitors Bureau to attend local trade shows to increase exposure.
6. Keep the City Council informed of the Hotel Commission's activities through quarterly presentations.
7. Improve transparency of marketing expenses.
8. Work closely with the Greater Oak Brook Chamber of Commerce with initiatives to retain, attract, and promote business within Oakbrook Terrace.



**CITY OF OAKBROOK TERRACE
TOURISM DEPARTMENT
2024/25 BUDGET
GENERAL FUND - DEPARTMENT 01-06**

	Actual 21/22	Actual 22/23	Adopted Budget 23/24	Department Estimated 23/24	Department Proposed 24/25	Administrator Proposed 24/25	% Change In 24/25 Budget To Proposed	% Change In 24/25 Estimate To Proposed
Contractual Services	\$ 120,810	\$ 133,585	\$ 212,020	\$ 172,554	\$ 212,020	\$ 212,020	0.0%	22.9%
Tourism Total	\$ 120,810	\$ 133,585	\$ 212,020	\$ 172,554	\$ 212,020	\$ 212,020	0.0%	22.9%

Contractual Services								
5610 - Membership/Assoc Fees	\$ 59,651	\$ 76,252	\$ 81,020	\$ 81,020	\$ 81,020	\$ 81,020	0.0%	0.0%
5620 - DCVB Marketing Campaign	\$ 47,109	\$ 44,716	\$ 100,000	\$ 70,000	\$ 100,000	\$ 100,000	0.0%	42.9%
5781 - OBT Historical Society Cont	\$ 14,050	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	0.0%	0.0%
5782 - Event Sponsorship	\$ -	\$ 6,617	\$ 25,000	\$ 15,534	\$ 25,000	\$ 25,000	0.0%	60.9%
TOTAL	\$ 120,810	\$ 133,585	\$ 212,020	\$ 172,554	\$ 212,020	\$ 212,020	0.0%	22.9%

NARRATIVE REPORT

Department: Tourism **Date:** January 2024 FY2025
Activity: 01-06 **Prepared By:** Amy Raffel

Object Number	Narrative	FY2024 Budget	FY2025 Proposed																		
5610	Membership & Association Fees	\$81,020	\$81,020																		
	<p>The City's DCVB membership is based on the Fiscal Year 2024 estimated revenue of \$1,687,458 for both regular, extended stay and online hotel taxes. FY2025 estimated revenue of \$1,681,875. The membership cost is 25% of the first 1% of hotel/motel tax collected, which is estimated to be \$70,310.</p> <p>Additionally, the City pays the hotel membership dues (\$10/room x 1,070 rooms = \$10,710)</p> <table border="0"> <tr> <td align="right" colspan="2">Rooms</td> </tr> <tr> <td>Comfort Suites</td> <td align="right">103</td> </tr> <tr> <td>Courtyard by Marriot</td> <td align="right">147</td> </tr> <tr> <td>Hilton Garden Inn</td> <td align="right">128</td> </tr> <tr> <td>Hilton Suites</td> <td align="right">211</td> </tr> <tr> <td>Holiday Inn</td> <td align="right">227</td> </tr> <tr> <td>Staybridge Suites</td> <td align="right">112</td> </tr> <tr> <td>Choice Hotel</td> <td align="right"><u>143</u></td> </tr> <tr> <td></td> <td align="right">1,071</td> </tr> </table>	Rooms		Comfort Suites	103	Courtyard by Marriot	147	Hilton Garden Inn	128	Hilton Suites	211	Holiday Inn	227	Staybridge Suites	112	Choice Hotel	<u>143</u>		1,071		
Rooms																					
Comfort Suites	103																				
Courtyard by Marriot	147																				
Hilton Garden Inn	128																				
Hilton Suites	211																				
Holiday Inn	227																				
Staybridge Suites	112																				
Choice Hotel	<u>143</u>																				
	1,071																				
5620	DCVB Marketing Campaign	\$100,000	\$100,000																		
	<p>This line item supports the hotel marketing and advertising campaign, which is paid to the DuPage County Visitor's Bureau (DCVB), who coordinates this program for the City. The marketing budget includes Triple AAA advertising, social media advertising, shopping packages, and the cost for the Smith Travel report.</p>																				
5781	Oakbrook Terrace Historical Society Contribution	\$6,000	\$6,000																		
	<p>This line item represents the City's \$6,000 contribution towards the Historical Society.</p>																				
5782	Event Sponsorship	\$25,000	\$25,000																		
	<p>Support for hotel use of grants to attract visitors to Oakbrook Terrace hotels. FY24 Actual:</p> <p>\$500 Traveling Nurses-Mainstay \$5,000 Someone Special-Lions Club \$4,860 Frosty Faustings Gaming Tournament - DCVB \$174 Steward Family reunion-Hilton Suite</p>																				

**CITY OF OAKBROOK TERRACE
GENERAL FUND - POLICE COMMISSION**



MISSION STATEMENT

The mission of the Police Commission is to serve the residents of Oakbrook Terrace by hiring and promoting police officers in a fair, non-political process as governed by the Act of the General Assembly 'Division 2.1 of Chapter 65 of the Illinois Compiled Statutes'.

GOALS

To work with the Police Department and City Council to provide the community with the best possible candidates for police officers and strive for a professional, competent, and respected police force.

FY 2024-2025 OBJECTIVES

- Conduct all necessary procedures for testing and hiring new police officers including orientation, written exam, physical aptitude test, oral exam, background investigation, psychological exam, polygraph test, and medical exam. Maintain a current eligibility list for hiring new police officers.
- Conduct all necessary procedures for testing for promotion of officers including orientation, written exam, and oral interview. Maintain a current list of eligible candidates within our department for promotion.
- Follow the Open Meetings Act while conducting meetings.
- Maintain minutes of all meetings and review closed session minutes every six (6) months.
- Establish, update, and follow the Rules & Regulations of the Oakbrook Terrace Police Commission.
- Attend annual training seminars to abide by all existing and new state laws.
- Hold annual election for position of Chairman and Secretary.
- Custodian of all forms, papers, books, records, and completed examinations.
- Submit annual report of activities to City Council.
- Demonstrate fiscal responsibility to develop and work within the budget.



**CITY OF OAKBROOK TERRACE
POLICE COMMISSION
2024/2025 BUDGET
GENERAL FUND - DEPARTMENT 01-10**

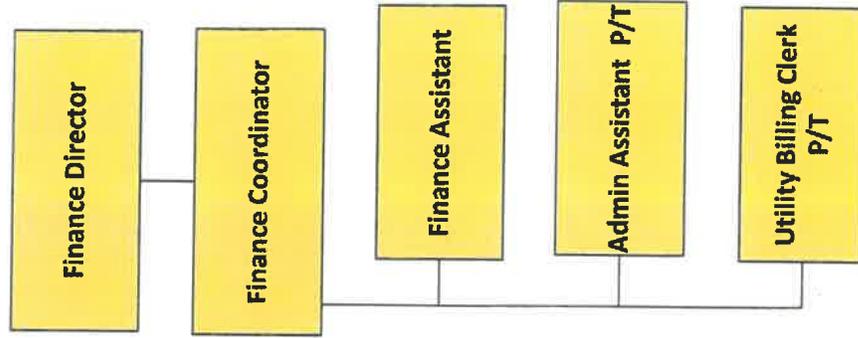
	Actual 21/22	Actual 22/23	Adopted Budget 23/24	Department Estimated 23/24	Department Proposed 24/25	Department Administrator Proposed 24/25	% Change In 24/25 Budget To Proposed	% Change In 23/25 Estimate To Proposed
Salaries & Wages	\$ 8,800	\$ 6,500	\$ 6,600	\$ 6,600	\$ 6,600	\$ 6,600	0.0%	0.0%
Other Personnel Benefits	\$ 673	\$ 463	\$ 505	\$ 505	\$ 505	\$ 505	0.0%	0.0%
Contractual Services	\$ 18,663	\$ 6,043	\$ 17,500	\$ 5,019	\$ 17,500	\$ 17,500	0.0%	248.7%
Commodities	\$ 402	\$ 52	\$ 610	\$ 52	\$ 610	\$ 610	0.0%	1073.1%
Police Commission Total	\$ 28,538	\$ 13,058	\$ 25,215	\$ 12,176	\$ 25,215	\$ 25,215	0.0%	107.1%
Salaries & Wages								
4130 - Part-time Regular	\$ 8,800	\$ 6,500	\$ 6,600	\$ 6,600	\$ 6,600	\$ 6,600	0.0%	0.0%
TOTAL	\$ 8,800	\$ 6,500	\$ 6,600	\$ 6,600	\$ 6,600	\$ 6,600	0.0%	0.0%
Other Personnel Benefits								
4520 - FICA	\$ 673	\$ 463	\$ 505	\$ 505	\$ 505	\$ 505	0.0%	0.0%
TOTAL	\$ 673	\$ 463	\$ 505	\$ 505	\$ 505	\$ 505	0.0%	0.0%
Contractual Services								
5600 - Professional/Technical	\$ -	\$ -	\$ 1,500	\$ -	\$ 1,500	\$ 1,500	0.0%	---
5610 - Membership & Assoc Fees	\$ 375	\$ 375	\$ 500	\$ -	\$ 500	\$ 500	0.0%	---
5620 - Advertising & Publication	\$ 27	\$ -	\$ 500	\$ -	\$ 500	\$ 500	0.0%	---
5775 - Testing & Examinations	\$ 18,261	\$ 5,668	\$ 15,000	\$ 5,019	\$ 15,000	\$ 15,000	0.0%	198.9%
TOTAL	\$ 18,663	\$ 6,043	\$ 17,500	\$ 5,019	\$ 17,500	\$ 17,500	0.0%	248.7%
Commodities								
6110 - Books & Publications	\$ 402	\$ -	\$ 60	\$ -	\$ 60	\$ 60	0.0%	---
6120 - Office Supplies	\$ -	\$ 52	\$ 200	\$ 52	\$ 200	\$ 200	0.0%	284.6%
6130 - Supplies	\$ -	\$ -	\$ 150	\$ -	\$ 150	\$ 150	0.0%	---
6170 - Postage	\$ -	\$ -	\$ 200	\$ -	\$ 200	\$ 200	0.0%	---
TOTAL	\$ 402	\$ 52	\$ 610	\$ 52	\$ 610	\$ 610	0.0%	1073.1%
Police Commission Total	\$ 28,538	\$ 13,058	\$ 25,215	\$ 12,176	\$ 25,215	\$ 25,215	0.0%	107.1%

NARRATIVE REPORT

Department: Police Commission **Date:** January 2024 -- FY25
Activity: 01-10 **Prepared By:** Susan Griffin

Object Number	Narrative	FY24 Budget	FY25 Proposed
4130	Part-Time Regular	\$6,600	\$6,600
	Budgeted amount is for the part-time salaries paid to the three (3) members of the Police Commission based on the number of meetings (includes three (3) "special" meetings) and the recording secretary.		
4520	FICA Employer Tax	\$505	\$505
5600	Professional/Technical	\$1,500	\$1,500
	Budgeted figure is used for attorney fees if needed.		
5610	Membership/Association Dues	\$500	\$500
5620	Advertising/Publications	\$500	\$500
5775	Testing & Examinations	\$15,000	\$15,000
	Budgeted amount is for cost of administering testing and examinations for the new officer eligibility list. Sergeant promotion testing will now be conducted by the Police Commission.		
6110	Books & Publications	\$50	\$60
6120	Office Supplies	\$200	\$200
6130	Supplies	\$150	\$150
6170	Postage	\$200	\$200

Oakbrook Terrace Finance Department Organizational Chart



**CITY OF OAKBROOK TERRACE
GENERAL FUND - FINANCE DEPARTMENT**

MISSION STATEMENT

The Finance Department's mission is to maintain an accurate and comprehensive financial and accounting system in substantial conformance with generally accepted accounting principles. To invest public funds in a manner that provides high investment return with maximum security and conforms to state statutes and local ordinances governing the investment of public funds.

GOALS

To safeguard the financial assets of the City. To keep the Mayor, City Council and City Administrator informed of the City's financial condition and provide them with the information needed to make informed budgetary decisions. To provide the operating departments with accurate and timely financial reports to assist them in the management of their individual budgets and to provide them with support services as needed.

FY 2023-2024 ACCOMPLISHMENTS

1. Successful receipt of the Certificate of Achievement for Excellence in Financial Reporting for the FY 2022 Annual Comprehensive Financial Report (ACFR) (past 18 years). Submitted FY2023 Annual Report to GFOA for award consideration.
2. Promoted the Finance Clerk to Finance Assistant with the departure of the Finance Coordinator.
3. Contracted with GovTemps/MGT for an Interim Finance Director with the departure of the Finance Director.
4. Continue implementation and collection of Food & Beverage Tax (1.5% of restaurant gross sales) preparers.
5. Prepared the FY2025 Annual Budget and completed the FY2023 ACFR.
6. Coordinated the redemption of the 2012B Business District Bonds at a savings of \$105k.

FY 2024-2025 OBJECTIVES

- To implement BS&A financial software modules.

- Create new monthly reports for the council that include Analysis of Major Revenue Sources, Fiscal Year Budget Summary, and Fiscal Year Budget Detail.
- To prepare monthly reports and reconciliations in a timely manner.
- To manage the financial assets of the City in accordance with the approved Investment Policy.
- To maintain professional competence through participation in appropriate training and professional activities.
- To direct and coordinate the preparation of the annual budget and assist the departments in development of their budgets.
- Continue to work towards receiving the award for the City's Annual Comprehensive Financial Report and the City's budget document through the Government Finance Officers Association (GFOA).
- To publish the annual Treasurer's Report as required by law.
- To ensure the water billing process is completed accurately and the bills are mailed as stated by City ordinance.
- To give utility billing customers the option to have bills emailed to them and to view current balances in real time through our accounting software.
- To continue to improve communications with residents through the City's website and Facebook page.
- To have the departments perform timesheet entry through new Paylocity module.
- To make the accounts payable process paperless from electronically approving invoices to sending payments by ACH.
- To utilize "Positive Pay" with bank to minimize check fraud.
- To participate in pooled Request for Qualifications for audit services for FY2025 and later.



**CITY OF OAKBROOK TERRACE
FINANCE DEPARTMENT
2024/2025 BUDGET
GENERAL FUND - DEPARTMENT 01-11**

	Actual 21/22	Actual 22/23	Adopted Budget 23/24	Department Estimated 23/24	Department Proposed 24/25	Administrator Proposed 24/25	% Change In 24/25 Budget To Proposed	% Change In 24/25 Estimate To Proposed
Salaries & Wages	\$ 138,020	\$ 253,388	\$ 328,453	\$ 262,628	\$ 305,500	\$ 305,500	-7.0%	16.32%
Other Personnel Benefits	\$ 37,196	\$ 76,991	\$ 126,377	\$ 76,293	\$ 128,150	\$ 142,350	12.6%	86.58%
Contractual Services	\$ 383,344	\$ 453,531	\$ 502,329	\$ 465,277	\$ 574,462	\$ 577,962	15.1%	24.22%
Commodities	\$ 32,249	\$ 7,920	\$ 3,800	\$ 4,194	\$ 10,300	\$ 12,800	236.8%	205.19%
Expenditures	\$ 57,308	\$ 41,863	\$ -	\$ -	\$ -	\$ -	---	---
Finance Department Total	\$ 648,117	\$ 833,693	\$ 960,959	\$ 808,392	\$ 1,018,412	\$ 1,038,612	8.1%	28.48%
Salaries & Wages								
4110 - Full-time	\$ 118,410	\$ 253,191	\$ 306,134	\$ 238,628	\$ 280,000	\$ 280,000	-8.5%	17.34%
4120 - Overtime	\$ 160	\$ 197	\$ -	\$ -	\$ -	\$ -	---	---
4130 - Part-time Regular	\$ 19,160	\$ -	\$ 22,319	\$ 24,000	\$ 25,500	\$ 25,500	14.3%	6.25%
4190 - Top of the Range	\$ 290	\$ -	\$ -	\$ -	\$ -	\$ -	---	---
TOTAL	\$ 138,020	\$ 253,388	\$ 328,453	\$ 262,628	\$ 305,500	\$ 305,500	-7.0%	16.32%
Other Personnel Benefits								
4510 - IMRF	\$ 14,540	\$ 18,189	\$ 18,418	\$ 18,013	\$ 25,000	\$ 39,200	112.8%	117.63%
4520 - FICA	\$ 10,176	\$ 18,815	\$ 25,127	\$ 15,000	\$ 20,000	\$ 20,000	-20.4%	33.33%
4530 - Health Insurance	\$ 8,840	\$ 24,612	\$ 65,640	\$ 27,040	\$ 59,500	\$ 59,500	-9.4%	120.04%
4531 - H.S.A. Contribution	\$ 2,395	\$ 11,760	\$ 12,000	\$ 12,000	\$ 12,800	\$ 12,800	6.7%	6.67%
4540 - Dental Insurance	\$ 385	\$ 1,201	\$ 3,200	\$ 2,465	\$ 2,800	\$ 2,800	-12.5%	13.59%
4545 - Vision Insurance	\$ -	\$ -	\$ -	\$ -	\$ 6,000	\$ 6,000	---	---
4550 - Life Insurance	\$ 296	\$ 583	\$ 761	\$ 475	\$ 550	\$ 550	-27.7%	15.79%
4570 - Unemployment Ins	\$ 563	\$ 1,831	\$ 1,231	\$ 1,300	\$ 1,500	\$ 1,500	21.9%	15.38%
TOTAL	\$ 37,196	\$ 76,991	\$ 126,377	\$ 76,293	\$ 128,150	\$ 142,350	12.6%	86.58%
Contractual Services								
5600 - Professional/Technical	\$ 82,672	\$ 69,157	\$ 92,149	\$ 70,193	\$ 153,000	\$ 155,000	68.2%	120.82%
5600-15 - Investment Manager Fees	\$ 2,192	\$ 2,093	\$ 2,200	\$ 2,200	\$ 2,500	\$ 2,500	13.6%	13.64%
5605 - Training/Conferences	\$ -	\$ 260	\$ 4,535	\$ 250	\$ 4,535	\$ 4,535	0.0%	1714.00%
5606 - Credit Card Transaction Fees	\$ 5,083	\$ 24,794	\$ 25,000	\$ 34,833	\$ 35,000	\$ 35,000	40.0%	0.48%
5610 - Membership/Assoc Fees	\$ 160	\$ 250	\$ 160	\$ 250	\$ 600	\$ 600	275.0%	140.00%
5615 - Meeting Reimbursement	\$ 438	\$ 459	\$ -	\$ 100	\$ 100	\$ 100	---	0.00%
5630 - Risk Management Insurance	\$ 70,085	\$ 79,047	\$ 87,145	\$ 82,346	\$ 100,000	\$ 100,000	14.8%	21.44%
5631 - Workers Compensation Insurance	\$ 195,103	\$ 189,345	\$ 194,744	\$ 183,309	\$ 190,000	\$ 190,000	-2.4%	3.65%
5640 - Vision Insurance	\$ 4,270	\$ 4,647	\$ 6,169	\$ 5,500	\$ -	\$ -	-100.0%	-100.00%
5655 - Equipment Lease & Rental	\$ 360	\$ 330	\$ 360	\$ 360	\$ 360	\$ 360	0.0%	0.00%
5660 - Equipment Maint & Repair	\$ 880	\$ 1,010	\$ 1,000	\$ 1,003	\$ 1,000	\$ 1,000	0.0%	-0.29%
5660-01 Equipment Service Agreement	\$ 7,116	\$ 13,308	\$ 15,000	\$ 13,308	\$ 15,000	\$ 15,000	0.0%	12.71%
5660-02 Software Service Agreement	\$ 5,737	\$ 57,183	\$ 63,000	\$ 61,187	\$ 61,500	\$ 63,000	0.0%	2.96%
5665 - Telephone Service	\$ 2,088	\$ 3,154	\$ 3,000	\$ 2,914	\$ 3,000	\$ 3,000	0.0%	2.95%
5668 - Communications	\$ 4,794	\$ 4,777	\$ 5,617	\$ 5,431	\$ 5,617	\$ 5,617	0.0%	3.43%
5683 - Collections Fees	\$ 478	\$ 264	\$ 450	\$ 354	\$ 450	\$ 450	0.0%	27.21%
5700 - Public Information	\$ 1,888	\$ 3,431	\$ 1,800	\$ 1,717	\$ 1,800	\$ 1,800	0.0%	4.82%
5705 - Filing Fees	\$ -	\$ 22	\$ -	\$ 22	\$ -	\$ -	---	-100.00%
TOTAL	\$ 383,344	\$ 453,531	\$ 502,329	\$ 465,277	\$ 574,462	\$ 577,962	15.1%	24.22%
Commodities								
6120 - Office Supplies	\$ 1,816	\$ 871	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	0.0%	0.00%
6125 - Office Furniture	\$ -	\$ 3,405	\$ -	\$ -	\$ 1,000	\$ 1,000	---	---
6130 - Supplies	\$ 514	\$ 933	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	0.0%	0.00%
6150 - Software	\$ 26,300	\$ -	\$ -	\$ -	\$ -	\$ 2,500	---	---
6151 - Hardware	\$ 1,595	\$ 607	\$ -	\$ 94	\$ 5,000	\$ 5,000	---	5213.50%
6170 - Postage	\$ 2,024	\$ 2,104	\$ 1,800	\$ 2,100	\$ 2,300	\$ 2,300	27.8%	9.52%
TOTAL	\$ 32,249	\$ 7,920	\$ 3,800	\$ 4,194	\$ 10,300	\$ 12,800	236.8%	205.19%
Expenditures								
7175 - Investment Expense	\$ 57,308	\$ 41,863	\$ -	\$ -	\$ -	\$ -	---	---
TOTAL	\$ 57,308	\$ 41,863	\$ -	\$ -	\$ -	\$ -	---	---
Finance Total	\$ 648,117	\$ 833,693	\$ 960,959	\$ 808,392	\$ 1,018,412	\$ 1,038,612	8.1%	28.48%

NARRATIVE REPORT

Department: Finance Department **Date:** February 2024 – FY25
Activity: 01-11 **Prepared By:** Susan Griffin

Object Number	Narrative	FY24 Budget	FY25 Proposed
4110	Full-time Salaries	\$306,134	\$280,000
	FY24: Budgeted amount includes salary for the Finance Director, Finance Coordinator, and Fiscal Assistant. FY25: Finance Director, ½ year Finance Coordinator & Fiscal Assistant		
4130	Part-Time Regular	\$22,319	\$25,500
	Salary for accounts payable / administrative assistant split between finance and executive administration.		
4500	Other Personnel Benefits	\$126,377	\$142,350
	These benefits include IMRF, FICA, H.S.A. contribution, unemployment insurance and insurance for life, dental and health.		
5600	Professional & Technical Services	\$92,149	\$155,000
	Budget figure includes cost for the annual audit (\$55,000) and payroll services (\$13,000). Also included are the GFOA award fees (\$860) and safety deposit box fees (\$170). Additionally, the charges for OPEB and actuary fees (\$6,300), and disclosure requirement fees (\$960) are budgeted here. The City's IT consulting services (\$24,000) are also budgeted here. GovTemps/MGT Interim Finance Director for 14 weeks/35 hrs per week @ \$112 per hour = \$54,880		
5600-15	Investment Manager Fees	\$2,200	\$2,500
	These fees are paid to the City's financial advisors to invest the General Fund's excess cash. Sawyer/Falduto		
5605	Training/Conferences	\$4,535	\$4,535
	Costs for miscellaneous staff training (\$2,000) and the GFOA annual conference (\$2,535) are budgeted here.		
5606	Credit Card Transaction Fees	\$25,000	\$35,000
	Costs associated with accepting credit card payments.		
5610	Membership/Assn Fees	\$250	\$600
	GFOA, IGFOA Dues		
5615	Meeting reimbursement	\$0	\$100

NARRATIVE REPORT

Department: Finance Department **Date:** February 2024 – FY25
Activity: 01-11 **Prepared By:** Susan Griffin

Object Number	Narrative	FY24 Budget	FY25 Proposed
5630	Risk Management Insurance	\$87,145	\$100,000
	Two-thirds of the expense for insurance coverage (liability, property, cyber, and auto) is budgeted at the normal rate in the General Fund. Remaining one-third is budgeted in the Water Fund.		
5631	Workers Compensation Insurance	\$194,744	\$190,000
	Two-thirds of the expense for worker compensation coverage is budgeted in the General Fund. Remaining one-third is budgeted in the Water Fund.		
5640	Vision Insurance FY25 Moved expense to Line Item #01-11-4545-00 under Other Personnel Benefits	\$6,169	Moved to Other Personnel Benefits
	Costs associated with vision insurance offered to City employees.		
5655	Equipment Lease & Rental	\$360	\$360
5660	Equipment Maintenance & Repair	\$1,000	\$1,000
	Finance Department's share of copier maintenance.		
5660-01	Equipment Service Agreement	\$15,000	\$15,000
	Telephone and Springbrook software support.		
5660-02	Software Service Agreement	\$63,000	\$63,000
	Costs are for the annual maintenance for the APC-UPS, Barracuda Web Filter, Barracuda Cloud Back-up, Veritas system, VMware, Symantec, and the Police Department SANs warranty, Duo Authenticity, Knowb4 Annual Training.		
5665	Telephone Service	\$3,000	\$3,000
	Finance Department's share of phone service charges.		
5668	Communications	\$5,617	\$5,617
	Comcast charges for internet, digital adapters, business video, and cell phone charges.		
5683	Collection Fees	\$450	\$450

NARRATIVE REPORT

Department: Finance Department **Date:** February 2024 – FY25
Activity: 01-11 **Prepared By:** Susan Griffin

Object Number	Narrative	FY24 Budget	FY25 Proposed
5700	Public Information	\$1,800	\$1,800
	Filing of Annual Treasurer's Report along with the printing of the adopted budget and Annual Comprehensive Financial Report covers are charged in this line item.		
6120	Office Supplies	\$1,000	\$1,000
6125	Office Furniture	\$0	\$1,000
6130	Supplies	\$1,000	\$1,000
6150	Software	\$0	\$2,500
6151	Hardware	\$0	\$5,000
6120	Postage	\$1,800	\$2,300



**CITY OF OAKBROOK TERRACE
ECONOMIC DEVELOPMENT
2024/2025 BUDGET
GENERAL FUND - DEPARTMENT 01-13**

	Actual 21/22	Actual 22/23	Adopted Budget 23/24	Department Estimated 23/24	Department Proposed 24/25	Administrator Proposed 24/25	% Change In 24/25 Budget To Proposed	% Change In 24/25 Estimate To Proposed
Contractual Services	\$ 278,287	\$ 198,835	\$ 145,000	\$ -	\$ -	\$ 145,000	0.0%	---
Economic Development Total	\$ 278,287	\$ 198,835	\$ 145,000	\$ -	\$ -	\$ 145,000	0.0%	---
Contractual Services								
5750 - Home Depot Reimbursable	\$ 229,260	\$ 185,104	\$ -	\$ -	\$ -	\$ -	---	---
5754 - Oakbrook Terrace LLC Reimbursable	\$ 49,027	\$ -	\$ -	\$ -	\$ -	\$ -	---	---
5755- Sales Tax Stimulus Rebate Program	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	---	---
5756 - Hotel Tax Stimulus Rebate Program	\$ -	\$ 13,731	\$ -	\$ -	\$ -	\$ -	---	---
5757 - Residential Voucher Program	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	---	---
5758 - Economic Stimulus Program	\$ -	\$ -	\$ 145,000	\$ -	\$ -	\$ 145,000	0.0%	---
TOTAL	\$ 278,287	\$ 198,835	\$ 145,000	\$ -	\$ -	\$ 145,000	0.0%	---
Economic Development Total	\$ 278,287	\$ 198,835	\$ 145,000	\$ -	\$ -	\$ 145,000	0.0%	---

NARRATIVE REPORT

Department: Economic Development **Date:** January 2024 – FY2025
Activity: 01-13 **Prepared By:** Melissa Headley

Object Number	Narrative	FY24 Budget	FY25 Proposed
5750	Home Depot Reimbursable	\$0.00	\$0.00
	Amount budgeted regarding the City's Sales Tax Incentive Agreement with Home Depot. The Home Depot Agreement was approved through Ordinance Number 02-22 and is for a 20-year period. The agreement expired in April 2023, prior to the start of Fiscal Year 2024.		
5758	Economic Stimulus Program	\$145,000	\$145,000
	Amount budgeted for use in incentives in order to attract development within the City. \$69k for Comprehensive Plan suggestions Currently office vacancy on Meyer Road		



**CITY OF OAKBROOK TERRACE
TRAFFIC LIGHT ENFORCEMENT
2024/2025 BUDGET
GENERAL FUND - DEPARTMENT 01-14**

	Actual 21/22	Actual 22/23	Adopted Budget 23/24	Department Estimated 23/24	Department Proposed 24/25	Department Administrator Proposed 24/25	% Change In 24/25 Budget To Proposed	% Change In 24/25 Estimate To Proposed
Salaries & Wages	\$ 71,162	\$ 52,542	\$ 80,490	\$ 6,034	\$ -	\$ -	-100.0%	-100.0%
Other Personnel Benefits	\$ 6,227	\$ 5,094	\$ 6,861	\$ 584	\$ -	\$ -	-100.0%	-100.0%
Contractual Services	\$ 1,301,814	\$ 941,324	\$ 1,300,851	\$ 121,947	\$ -	\$ -	-100.0%	-100.0%
Traffic Light Enforcement Total	\$ 1,379,203	\$ 998,960	\$ 1,388,202	\$ 128,565	\$ -	\$ -	-100.0%	-100.0%

Salaries & Wages								
4130 - Part-time Regular	\$ 66,248	\$ 49,965	\$ 75,490	\$ 5,959	\$ -	\$ -	-100.0%	-100.0%
4150 - Court Time Admin	\$ 4,914	\$ 2,577	\$ 5,000	\$ 75	\$ -	\$ -	-100.0%	-100.0%
TOTAL	\$ 71,162	\$ 52,542	\$ 80,490	\$ 6,034	\$ -	\$ -	-100.0%	-100.0%

Other Personnel Benefits								
4520 - FICA	\$ 5,353	\$ 4,081	\$ 5,775	\$ 456	\$ -	\$ -	-100.0%	-100.0%
4570 - Unemployment Insurance	\$ 873	\$ 1,013	\$ 1,086	\$ 128	\$ -	\$ -	-100.0%	-100.0%
TOTAL	\$ 6,227	\$ 5,094	\$ 6,861	\$ 584	\$ -	\$ -	-100.0%	-100.0%

Contractual Services								
5668 - Communications	\$ 785	\$ 793	\$ 800	\$ 73	\$ -	\$ -	-100.0%	-100.0%
5671 - General Legal Services	\$ 1,587	\$ 3,072	\$ 15,000	\$ -	\$ -	\$ -	-100.0%	----
5675 - Admin Hearing Legal Service	\$ 16,309	\$ 13,293	\$ 10,000	\$ -	\$ -	\$ -	-100.0%	----
5681 - Safespeed Service Fees	\$ 1,227,415	\$ 841,387	\$ 1,138,051	\$ 108,552	\$ -	\$ -	-100.0%	-100.0%
5682 - Safespeed Monthly Fees	\$ 12,000	\$ 9,000	\$ 12,000	\$ 1,000	\$ -	\$ -	-100.0%	-100.0%
5683 - Collection Fees	\$ 43,718	\$ 73,779	\$ 125,000	\$ 12,322	\$ -	\$ -	-100.0%	-100.0%
TOTAL	\$ 1,301,814	\$ 941,324	\$ 1,300,851	\$ 121,947	\$ -	\$ -	-100.0%	-100.0%

Traffic Light Enforcement Total	\$ 1,379,203	\$ 998,960	\$ 1,388,202	\$ 128,565	\$ -	\$ -	-100.0%	-100.0%
--	--------------	------------	--------------	------------	------	------	---------	---------

NARRATIVE REPORT

Department: Traffic Light Enforcement **Date:** February 2024
Activity: 01-14 **Prepared By:** Susan Griffin

NO BUDGETED EXPENDITURES IN THIS DEPARTMENT DUE TO TRAFFIC CAMERA ON-GOING LITIGATION.

Object Number	Narrative	FY24 Budget	FY25 Proposed
4130	Part-time Regular	\$75,490	\$0
	The budgeted amount represents the part-time wages for four (4) photo enforcement camera reviewers.		
4150	Court Time Admin	\$5,000	\$0
	The budgeted amount represents one (1) admin and two (2) detectives, officer, or Deputy Chief wages for the traffic light court hearings.		
4500	Other Personnel Benefits	\$6,861	\$0
	These benefits include FICA and unemployment insurance.		
5671	General Legal Services	\$15,000	\$0
	The budgeted amount represents legal fees associated with the red-light cameras.		
5675	Administrative Hearing Services	\$10,000	\$0
	The budgeted amount represents the cost for the administrative hearing officer to adjudicate the traffic enforcement fines.		
5681	Safespeed Service Fees	\$1,138,051	\$0
	The budgeted amount represents the vendor's fees to implement two (2) traffic enforcement camera systems.		
5682	Safespeed Monthly Fees	\$12,000	\$0
	The budgeted amount represents the \$1,000 monthly service fee.		
5683	Collection Fees	\$125,000	\$0
	The budgeted amount represents collection fees associated with late fine payments.		

**PUBLIC SERVICES DEPARTMENT
WATER DIVISION**

MISSION STATEMENT

The Water Division's mission is to provide and distribute a safe continuous supply of aesthetically pleasing, potable water that meets all current and evolving Federal and State water quality standards, and to do so in a quantity and at a sufficient pressure to meet both residential and commercial demand. To provide all required documentation mandated under the Safe Drinking Water Act. To oversee and coordinate the implementation of capital improvements and to ensure that the water distribution system will be able to meet future demands.

GOALS

To work closely with our consulting engineer, city attorney, city administrator and public agencies in the planning and construction of improvements to the water distribution system. To respond to all inquiries regarding water service in a timely and efficient manner. To provide increased training to departmental employees to increase their knowledge of system operations and advancements.

FY 2023-2024 ACCOMPLISHMENTS

- Updated all of our sample sites to meet the IEPA's compliance monitoring requirements.
- Completed another year of successful coliform and bacteria sampling. That is twenty- three (23) straight years of not having a sample test positive for either!
- Successfully completed the City's annual Consumer Confidence Report to inform our water customers about our Lake Michigan Water Supply.
- The Water Division flushed and maintained all the City's fire hydrants to ensure proper working order.
- Completed a total resurfacing project of the City's 500,000 gallon elevated storage tank.

FY 2024-2025 OBJECTIVES

- To read all residential and commercial meters bi-monthly.
- To maintain and submit accurate and timely reports as required by the Illinois Environmental Protection Agency (IEPA) and Department of Natural Resources (DNR).

- To operate and maintain the Pressure Adjusting Station (P.A.S.) and chemical feed system along with the City's 500,000-gallon storage facility.
- To continue to coordinate Joint Utility Locating Information for Excavators (J.U.L.I.E.) requests to protect the City's water infrastructure system.
- To continue to exercise and maintain all valves, hydrants, and appurtenances of the water system to ensure proper operation, water quality, and the long-term integrity of the infrastructure.
- To compile and distribute water quality data in a required Consumer Confidence Report (CCR) to all system users.
- To respond to all emergency calls on a standby basis and arrange for the immediate repairs to the water system, as necessary.
- To continue to adhere to the compliance monitoring parameters set forth by the Illinois Environmental Protection Agency (IEPA).
- To continue to maintain Reduced Pressure Zone (R.P.Z.) compliance and data to protect the water system from backflow contamination.



**CITY OF OAKBROOK TERRACE
WATER FUND REVENUES
2024/2025 BUDGET**

	Actual 21/22	Actual 22/23	Adopted Budget 23/24	Department Estimated 23/24	Proposed Budget 24/25	% Change In 24/25 Budget To Proposed	% Change In 24/25 Estimate To Proposed
Taxes Collected by OBT	\$ 389,193	\$ 386,403	\$ 402,305	\$ 369,527	\$ 385,000	-4.3%	4.2%
Fines & Forfeitures	\$ 10,191	\$ 15,812	\$ 12,000	\$ 23,000	\$ 20,000	66.7%	-13.0%
Sales & Service	\$ 790,002	\$ 802,900	\$ 812,000	\$ 887,882	\$ 842,350	3.7%	-5.1%
Miscellaneous Revenue	\$ 733	\$ 4,892	\$ 5,184	\$ 4,455	\$ 5,500	6.1%	23.5%
WATER FUND TOTAL	\$ 1,190,119	\$ 1,210,007	\$ 1,231,489	\$ 1,284,864	\$ 1,252,850	1.7%	-2.5%

Taxes Collected By OBT							
3030 - Electric Utility Tax	\$ 389,193	\$ 386,403	\$ 402,305	\$ 369,527	\$ 385,000	-4.3%	4.2%
TOTAL	\$ 389,193	\$ 386,403	\$ 402,305	\$ 369,527	\$ 385,000	-4.3%	4.2%

Fines & Forfeitures							
3750 - Penalties/Fines	\$ 10,191	\$ 15,812	\$ 12,000	\$ 23,000	\$ 20,000	66.7%	-13.0%
TOTAL	\$ 10,191	\$ 15,812	\$ 12,000	\$ 23,000	\$ 20,000	66.7%	-13.0%

Sales & Service							
3710 - Sale of Water	\$ 789,852	\$ 802,630	\$ 810,000	\$ 884,550	\$ 840,350	3.7%	-5.0%
3715 - Water Meter Sales	\$ 150	\$ 270	\$ 1,000	\$ 3,332	\$ 1,000	0.0%	-70.0%
3720 - Tap-On Fees	\$ -	\$ -	\$ 1,000	\$ -	\$ 1,000	0.0%	0.0%
TOTAL	\$ 790,002	\$ 802,900	\$ 812,000	\$ 887,882	\$ 842,350	3.7%	-5.1%

Miscellaneous Revenue							
3650 - Interest Earnings	\$ 584	\$ 4,892	\$ 5,184	\$ 4,455	\$ 5,500	6.1%	23.5%
3660 - Miscellaneous Revenue	\$ 149	\$ -	\$ -	\$ -	\$ -	#DIV/0!	0.0%
3990 - Proceeds from Capital Asset Disposal	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	0.0%
3991 - Contributions	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	0.0%
TOTAL	\$ 733	\$ 4,892	\$ 5,184	\$ 4,455	\$ 5,500	6.1%	23.5%

TOTAL REVENUES	\$ 1,190,119	\$ 1,210,007	\$ 1,231,489	\$ 1,284,864	\$ 1,252,850	1.7%	-2.5%
-----------------------	--------------	--------------	--------------	--------------	--------------	------	-------

Expenses (includes depreciation expense and interest expense)	\$ 1,155,645	\$ 1,342,978	\$ 1,297,996	\$ 1,596,897	\$ 1,706,265	31.5%	6.8%
Reduces Expenses: Capitalized Assets	\$ -	\$ -	\$ (196,000)	\$ (186,419)	\$ (170,000)	-13.3%	-8.8%
Excess (Deficit) of Revenues Over Expenses	\$ 34,474	\$ (132,971)	\$ 129,493	\$ (125,614)	\$ (283,415)	-318.9%	125.6%
Other Financing Sources:							
Transfer from Capital Fund (03-00-4000-00)	\$ -	\$ 200,000	\$ 200,000	\$ 200,000	\$ 283,500	41.8%	41.8%
Changes in Net Position	\$ 34,474	\$ 67,029	\$ 329,493	\$ 74,386	\$ 85	-100.0%	-99.9%

Beginning Balance, May 1	\$ 6,157,056	\$ 6,191,530	\$ 6,258,559	\$ 6,258,559	\$ 6,332,945	1.2%	1.2%
Ending Balance, April 30	\$ 6,191,530	\$ 6,258,559	\$ 6,588,052	\$ 6,332,945	\$ 6,333,030	-3.9%	0.0%



CITY OF OAKBROOK TERRACE
PUBLIC SERVICES DEPARTMENT - WATER DIVISION - O&M
2024/2025 BUDGET
03-12

	Actual 21/22	Actual 22/23	Adopted Budget 23/24	Department Estimated 23/24	Proposed Budget 24/25	% Change In 24/25 Budget To Proposed	% Change In 24/25 Estimat To Proposed
Salaries & Wages	\$ 273,287	\$ 266,964	\$ 296,653	\$ 294,609	\$ 305,262	2.9%	3.6%
Other Personnel Benefits	\$ (20,325)	\$ 103,558	\$ 103,317	\$ 110,244	\$ 131,560	27.3%	19.3%
Contractual Services	\$ 605,893	\$ 652,714	\$ 672,428	\$ 699,923	\$ 779,845	16.0%	11.4%
Commodities	\$ 12,589	\$ 16,483	\$ 28,950	\$ 18,313	\$ 28,950	0.0%	58.1%
Debt Service	\$ 862	\$ 755	\$ 648	\$ 755	\$ 648	0.1%	-14.1%
Water Operations & Maintenance Total	\$ 872,307	\$ 1,040,474	\$ 1,101,996	\$ 1,123,844	\$ 1,246,265	13.1%	10.9%

Salaries & Wages							
4110 - Full-time	\$ 245,895	\$ 243,456	\$ 237,477	\$ 237,477	\$ 245,000	3.2%	3.2%
4120 - Overtime	\$ 16,622	\$ 16,239	\$ 16,990	\$ 17,000	\$ 17,000	0.1%	0.0%
4130 - Part-time Regular	\$ -	\$ -	\$ 35,905	\$ 35,905	\$ 36,981	3.0%	3.0%
4171 - Sick Leave Buy Back	\$ 6,159	\$ -	\$ -	\$ -	\$ -	----	----
4190 - Top of the Range Award	\$ 4,612	\$ 7,269	\$ 6,281	\$ 4,227	\$ 6,281	0.0%	48.6%
TOTAL	\$ 273,287	\$ 266,964	\$ 296,653	\$ 294,609	\$ 305,262	2.9%	3.6%

Other Personnel Benefits							
4510 - IMRF	\$ (88,301)	\$ 20,342	\$ 15,885	\$ 23,146	\$ 36,500	129.8%	57.7%
4520 - FICA	\$ 20,462	\$ 20,079	\$ 21,394	\$ 21,394	\$ 21,550	0.7%	0.7%
4530 - Health Insurance	\$ 37,538	\$ 50,942	\$ 54,332	\$ 53,998	\$ 56,111	3.3%	3.9%
4531 - H.S.A. Contribution	\$ 6,310	\$ 8,160	\$ 7,200	\$ 7,200	\$ 12,800	77.8%	77.8%
4540 - Dental Insurance	\$ 2,309	\$ 2,619	\$ 2,697	\$ 2,697	\$ 2,697	0.0%	0.0%
4550 - Life Insurance	\$ 539	\$ 551	\$ 578	\$ 578	\$ 602	4.2%	4.2%
4570 - Unemployment Ins	\$ 818	\$ 865	\$ 1,231	\$ 1,231	\$ 1,300	5.6%	5.6%
TOTAL	\$ (20,325)	\$ 103,558	\$ 103,317	\$ 110,244	\$ 131,560	27.3%	19.3%

Contractual Services							
5600 - Professional/Technical	\$ 2,456	\$ 671	\$ 5,000	\$ 2,500	\$ 5,000	0.0%	100.0%
5604 - City Engineer	\$ -	\$ -	\$ 1,000	\$ -	\$ 1,000	0.0%	----
5605 - Training/Conferences	\$ 144	\$ 48	\$ 5,000	\$ 500	\$ 5,000	0.0%	900.0%
5606 - Credit Card Transaction Fees	\$ 2,414	\$ 3,961	\$ 4,000	\$ 3,930	\$ 4,000	90.5%	1.8%
5610 - Membership & Association	\$ 707	\$ 970	\$ 700	\$ 700	\$ 800	16.6%	14.3%
5615 - Meeting Reimbursement	\$ -	\$ -	\$ 150	\$ 150	\$ 200	33.3%	33.3%
5630 - Risk Management Insurance	\$ 35,015	\$ 39,333	\$ 43,009	\$ 40,891	\$ 42,945	21.4%	5.0%
5631 - Workers Compensation Insurance	\$ 97,622	\$ 94,125	\$ 95,919	\$ 90,287	\$ 93,500	-4.5%	3.6%
5655 - Equipment Lease & Rental	\$ 450	\$ 330	\$ 450	\$ 400	\$ 450	4.7%	12.5%
5660 - Equipment Maint & Repair	\$ 7,644	\$ 2,108	\$ 10,000	\$ 10,023	\$ 10,000	0.0%	-0.2%
5660-01 Equipment Service Agreement	\$ 5,295	\$ 9,002	\$ 5,000	\$ 5,300	\$ 7,500	2.1%	41.5%
5663 - Vehicle Maint & Repair	\$ 304	\$ 532	\$ 2,500	\$ 1,000	\$ 2,500	0.0%	150.0%
5665 - Telephone Service	\$ 4,696	\$ 4,511	\$ 5,000	\$ 4,700	\$ 5,000	0.0%	6.4%
5668 - Communications	\$ 1,578	\$ 3,938	\$ 2,000	\$ 2,000	\$ 2,000	11.1%	0.0%
5670 - Travel Expense	\$ -	\$ -	\$ 100	\$ -	\$ 100	0.0%	----
5671 - Genrcal Legal Expense	\$ 2,240	\$ 11,433	\$ 1,000	\$ 1,075	\$ 1,000	300.0%	-7.0%
5677-02 Berkshire Water Charges Rebate	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	----
5700 - Public Information	\$ 2,104	\$ -	\$ 2,600	\$ -	\$ 2,600	0.0%	----
5715 - Uniform Allowance	\$ -	\$ -	\$ 1,000	\$ 900	\$ 1,000	0.0%	11.1%
5745 - Emergency Services	\$ -	\$ -	\$ 5,000	\$ -	\$ 5,000	0.0%	----



CITY OF OAKBROOK TERRACE
PUBLIC SERVICES DEPARTMENT - WATER DIVISION - O&M
2024/2025 BUDGET
03-12

	Actual 21/22	Actual 22/23	Adopted Budget 23/24	Department Estimated 23/24	Proposed Budget 24/25	% Change In 24/25 Budget To Proposed	% Change In 24/25 Estimate To Proposed
5758 - Utilities	\$ 13,462	\$ 14,568	\$ 12,500	\$ 12,500	\$ 12,500	8.7%	0.0%
5770 - Building Maintenance	\$ -	\$ -	\$ 700	\$ -	\$ 20,000	2757.1%	----
5770-01 Build Maint Service Agreements	\$ 1,850	\$ -	\$ -	\$ -	\$ -	-100.0%	----
5845 - DWC Purchase of Water	\$ 427,912	\$ 467,184	\$ 469,800	\$ 523,067	\$ 557,750	25.3%	6.6%
TOTAL	\$ 605,893	\$ 652,714	\$ 672,428	\$ 699,923	\$ 779,845	21.4%	11.4%
Commodities							
6120 - Office Supplies	\$ 4	\$ 163	\$ 100	\$ 100	\$ 100	0.0%	0.0%
6130 - Supplies	\$ 856	\$ 2,186	\$ 1,500	\$ 1,500	\$ 1,500	25.0%	0.0%
6151-Hardware	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	----
6152 - Water Meters	\$ 2,629	\$ 2,915	\$ 11,000	\$ 6,000	\$ 11,000	-8.3%	83.3%
6170 - Postage	\$ 1,917	\$ 2,393	\$ 2,800	\$ 2,800	\$ 2,800	16.7%	0.0%
6180 - Fuel	\$ 3,666	\$ 3,958	\$ 6,500	\$ 3,913	\$ 6,500	-9.2%	66.1%
6181 - Fuel Replacement Fund	\$ 2,050	\$ -	\$ 2,050	\$ -	\$ 2,050	0.0%	----
6190 - Non-Capital Equipment	\$ 1,466	\$ 4,868	\$ 5,000	\$ 4,000	\$ 5,000	0.0%	25.0%
TOTAL	\$ 12,589	\$ 16,483	\$ 28,950	\$ 18,313	\$ 28,950	-2.9%	58.1%
Debt Service and Interfund Loan Expenses							
7172 - Interfund Loan Interest Expense	\$ 862	\$ 755	\$ 648	\$ 755	\$ 648	-14.1%	-14.1%
TOTAL	\$ 862	\$ 755	\$ 648	\$ 755	\$ 648	-14.1%	-14.1%
Water Operations & Maintenance Total	\$ 872,307	\$ 1,040,474	\$ 1,101,996	\$ 1,123,844	\$ 1,246,265	21.1%	10.9%



CITY OF OAKBROOK TERRACE
PUBLIC SERVICES DEPARTMENT - WATER DIVISION - DISTRIBUTION
2024/2025 BUDGET
03-09

	Actual	Actual	Adopted	Department	Department	Administrator	% Change In	% Change In
	21/22	22/23	Budget	Estimated	Proposed	Proposed	24/25 Budget	24/25 Estimate
			23/24	23/24	24/25	24/25	To Proposed	To Proposed
Capital Expenditures	\$ 283,338	\$ 267,960	\$ 196,000	\$ 473,053	\$ 460,000	\$ 460,000	134.7%	-2.8%
Water Distribution Total	\$ 283,338	\$ 267,960	\$ 196,000	\$ 473,053	\$ 460,000	\$ 460,000	134.7%	-2.8%
Capital Expenditures								
7130 - Replace W-3 Pickup Truck	\$ -	\$ -	\$ 46,000	\$ 49,684	\$ -	\$ -	-100.0%	-100.0%
7190-06 New Choice Hotel Watermain	\$ 21,914	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	0.0%
7190-07 LaQuinta Hotel Water Main Disconnection	\$ 464	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	0.0%
7190-08 Water Tower Exterior Overcoat	\$ -	\$ 7,000	\$ 150,000	\$ 136,735	\$ -	\$ -	-100.0%	-100.0%
7190-xx SCADA Replacement	\$ -	\$ -	\$ -	\$ -	\$ 170,000	\$ 170,000	0.0%	0.0%
7530 - Depreciation Expense	\$ 260,960	\$ 260,960	\$ -	\$ 286,634	\$ 290,000	\$ 290,000	0.0%	1.2%
Water Distribution Total	\$ 283,338	\$ 267,960	\$ 196,000	\$ 473,053	\$ 460,000	\$ 460,000	134.7%	-2.8%

WATER PURCHASE FROM DuPAGE WATER COMMISSION

	Usage in thousand gallons					
	Estimated	Actual	% Increase	Rates	Total Expense	Rate Inc
FY23		90190		5.18 \$	467,184	
FY24	97044		7.6%	5.39 \$	523,067	4.1%
FY25	99955		3.0%	5.58 \$	557,749	3.5%

PAGE RESERVED FOR FINAL BUDGET DOCUMENT



**CITY OF OAKBROOK TERRACE
SSA DEBT SERVICE
2024/2025 BUDGET
SPECIAL SERVICE AREA FUND 04-12**

PURPOSE: The purpose of the Special Service Area Budget is to account for the servicing of the 2006 City Issuance of \$600,000 in special ad valorem tax bonds. The City issued these bonds to provide funding for a connection to the City's potable water supply and distribution system for several office buildings. These affected parcels will remit a separate property tax assessment annually until FY 2026 to repay this bond issue.

	Actual 21/22	Actual 22/23	Adopted Budget 23/24	Department Estimated 23/24	Department Proposed 24/25	Administrator Proposed 24/25	% Change In 24/25 Budget To Proposed	% Change In 24/25 Estimate To Proposed
--	-----------------	-----------------	----------------------------	----------------------------------	---------------------------------	------------------------------------	--	--

Beginning Fund Balance	\$	(735)	\$	(1,032)	\$	(4,595)	\$	(4,595)	\$	3	\$	3	-100.1%	-100.1%
-------------------------------	----	-------	----	---------	----	---------	----	---------	----	---	----	---	---------	---------

REVENUE

3010 - Property Taxes	\$	50,806	\$	48,885	\$	48,651	\$	48,651	\$	48,651	\$	49,500	1.7%	1.7%
3650 - Interest Income	\$	-	\$	5	\$	-	\$	-	\$	-	\$	-	---	---
SSA Debt Service Total	\$	50,806	\$	48,890	\$	48,651	\$	48,651	\$	48,651	\$	49,500	1.7%	1.7%

EXPENDITURES

5600 - Professional Services	\$	803	\$	803	\$	803	\$	803	\$	803	\$	803	-0.1%	0.0%
7170 - Interest*	\$	10,300	\$	11,650	\$	6,500	\$	3,250	\$	4,500	\$	4,500	-30.8%	38.5%
7170-01 - Principal	\$	40,000	\$	40,000	\$	40,000	\$	40,000	\$	45,000	\$	45,000	12.5%	12.5%
SSA Debt Service Total	\$	51,103	\$	52,453	\$	47,303	\$	44,053	\$	50,303	\$	50,303	6.3%	14.2%

Ending Fund Balance	\$	(1,032)	\$	(4,595)	\$	(3,245)	\$	3	\$	(1,646)	\$	(797)	-75.4%	-25990.3%
----------------------------	----	---------	----	---------	----	---------	----	---	----	---------	----	-------	--------	-----------

* FY22/23 Interest includes 1/2 of FY23/24 interest payment thus reducing FY23/24 interest expenditure by \$3,250.

**Special Service Area II
\$600,000 Unlimited Ad Valorem
Special Tax Bonds, Series 2006
Future Debt Service Payments**

Year	Principal	Interest	Total	% Change
2023	\$ 40,000	\$ 8,400	\$ 48,400	
2024	\$ 40,000	\$ 6,500	\$ 46,500	-3.9%
2025	\$ 45,000	\$ 4,500	\$ 49,500	6.5%
2026	\$ 45,000	\$ 2,250	\$ 47,250	-4.5%
Total	\$ 170,000	\$ 21,650	\$ 191,650	



**MOTOR FUEL TAX FUND
2024/2025 BUDGET
05-12**

PURPOSE: The purpose of the Motor Fuel Tax Fund Budget is to account for special projects related to the maintenance or rebuilding of City streets (as mandated by Illinois Statutes). Motor Fuel Tax funding is provided by the City's share of the State of Illinois gasoline taxes.

REVENUE	Actual 21/22	Actual 22/23	Budget 23/24	Department Estimated 23/24	Department Proposed 24/25	Administrator Proposed 24/25	% Change In 24/25 Budget To Proposed	% Change In 24/25 Estimate To Proposed
REVENUE								
3070 - Motor Fuel Tax	\$ 49,162	\$ 57,679	\$ 64,291	\$ 63,100	\$ 62,500	\$ 62,500	-2.8%	-1.0%
3071 - MFT Transportation Renewal	\$ 35,910	\$ 46,260	\$ 52,599	\$ 56,839	\$ 57,965	\$ 57,965	10.2%	2.0%
3072 - Rebuild Illinois Grant	\$ 46,880	\$ 23,440	\$ -	\$ -	\$ -	\$ -	0.0%	0.0%
3650 - Interest Earnings	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	0.0%
Motor Fuel Tax Total	\$ 131,951	\$ 127,378	\$ 116,890	\$ 119,939	\$ 120,465	\$ 120,465	3.1%	0.4%

EXPENDITURES	Actual 21/22	Actual 22/23	Budget 23/24	Department Estimated 23/24	Department Proposed 24/25	Administrator Proposed 24/25	% Change In 24/25 Budget To Proposed	% Change In 24/25 Estimate To Proposed
EXPENDITURES								
4110 - Snow Plowing Regular	\$ 2,607	\$ 981	\$ 3,085	\$ 7,978	\$ 8,500	\$ 8,500	175.5%	6.5%
4120 - Snow Plowing Overtime	\$ 16,213	\$ 13,396	\$ 12,435	\$ -	\$ 13,000	\$ 13,000	4.5%	0.0%
5600 - Professional/Technical	\$ -	\$ -	\$ 500	\$ -	\$ 500	\$ 500	0.0%	0.0%
5671 - General Legal Services	\$ -	\$ 1,282	\$ -	\$ -	\$ -	\$ -	0.0%	0.0%
6134 - Snow Removal Materials	\$ 28,829	\$ 8,718	\$ 34,000	\$ 23,730	\$ 30,000	\$ 30,000	-11.8%	26.4%
7143 - Curb and Gutter	\$ -	\$ 218,679	\$ 240,000	\$ 196,692	\$ 240,000	\$ 240,000	0.0%	22.0%
Motor Fuel Tax Total	\$ 47,649	\$ 243,055	\$ 290,020	\$ 228,400	\$ 292,000	\$ 292,000	0.7%	27.8%

Excess (Deficiency) of Revenues over Expenditures \$ 84,302 \$ (115,677) \$ (173,130) \$ (108,461) \$ (171,535) \$ (171,535)

Fund Balance

May 1	\$ 577,262	\$ 661,565	\$ 545,889	\$ 545,889	\$ 437,428	\$ 437,428
April 30	\$ 661,565	\$ 545,889	\$ 372,760	\$ 437,428	\$ 265,893	\$ 265,893

NARRATIVE REPORT

Department: Motor Fuel Tax Fund **Date:** January 2024 – FY25
Activity: 05-12 **Prepared By:** Craig Ward/Susan Griffin

Object Number	Narrative	FY24 Budget	FY25 Proposed
4110	Labor	\$3,085	\$8,500
	Funds related to labor for snow removal.		
4120	Overtime Labor	\$12,435	\$13,000
	Funds related to snow removal overtime.		
5600	Professional/Technical	\$500	\$500
6134	Snow Removal Materials	\$34,000	\$30,000
	The City's yearly allotment for salt purchases. \$62.58 per ton / 400 tons. And Ice Melt for sidewalks. Per Craig – FY24: Compass \$80.49 per Ton Commitment at 400 tons FY25: Cargill 400 Ton Commitment at \$77.39 per ton (by July 1, 2024)		
7143	Curb and Gutter	\$240,000	\$240,000
	The goal of the City is to cover the entire subdivision with curbs. With the substantial funds in our MFT Fund, it was suggested to replace 3,000 feet out of the MFT Fund instead of the Capital Improvement Fund.		



**CITY OF OAKBROOK TERRACE
TOTAL BUSINESS DISTRICT FUNDS SUMMARY 8-12 & 12-12
2024/2025 BUDGET**

PURPOSE: The Business District was formed for the redevelopment of the shopping center at the corner of Roosevelt and Summit. The purpose of the Business District Budget is to account for the Municipal Retailers Occupation Tax (MROT), the Home Rule Sales Tax, and the Business District Tax collected within the District. These taxes are specifically earmarked to repay the bonds that were issued in FY 2011 and FY 2013. A total of \$8.165 million in Business District bonds were issued to assist in funding the site's infrastructure improvements. These bonds mature in 2030.

Update: The City paid off the 2010A&B Bonds in December of 2019, which saved the City \$1,008,460 in interest costs. The year-end balance in the 2010 Business District Fund was transferred to the 2012 Business District Fund in FY 2022. The 2012A Business District bonds were refinanced in April 2021, saving the City \$69,945 in debt service costs. At the end of FY23 Bond Series 2012B was redeemed, which saved the city roughly \$105,000 in debt service costs. Going forward the City will use existing fund balance and the 1% Business District sales tax to make debt service payments on the 2021 bond services.

	Actual 21/22	Actual 22/23	Adopted Budget 23/24	Estimated Actual 23/24	Department Proposed 24/25	Administrator Proposed 24/25	% Change In 24-25 Budget To Proposed	% Change In 24-25 Estimate To Proposed
Beginning Balance, May 1 as Restated	\$ 679,378	\$ 1,091,769	\$ 1,484,492	\$ 1,484,492	\$ 1,433,959	\$ 1,433,959	-3.4%	-3.4%
REVENUE								
3020 - Sales Tax	\$ 425,083	\$ 451,840	\$ -	\$ -	\$ -	\$ -	---	---
3021 - Business Tax	\$ 127,188	\$ 128,427	\$ 137,580	\$ 121,580	\$ 125,000	\$ 125,000	-9.1%	2.8%
3022 - Home Rule Sales Tax	\$ 122,586	\$ 140,006	\$ -	\$ -	\$ -	\$ -	---	---
3650 - Interest Earnings	\$ 664	\$ 7,933	\$ 6,000	\$ 5,550	\$ 5,600	\$ 5,600	-6.7%	0.9%
3660 - Misc. Revenue	\$ 1,150	\$ -	\$ -	\$ -	\$ -	\$ -	---	---
TOTAL	\$ 676,671	\$ 728,206	\$ 143,580	\$ 127,130	\$ 130,600	\$ 130,600	-9.0%	2.7%
EXPENDITURES								
5600 - Professional Services	\$ 428	\$ 828	\$ 900	\$ 828	\$ 900	\$ 900	0.0%	8.7%
7170 - Bond Interest*	\$ 68,853	\$ 109,655	\$ 53,670	\$ 26,835	\$ 47,670	\$ 47,670	-11.2%	77.6%
7170-02 - Issuance Costs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	---	---
7171 - Bond Principal	\$ 195,000	\$ 225,000	\$ 150,000	\$ 150,000	\$ 180,000	\$ 180,000	20.0%	20.0%
TOTAL	\$ 264,281	\$ 335,483	\$ 204,570	\$ 177,663	\$ 228,570	\$ 228,570	11.7%	28.7%
Excess (Deficit) of Revenues over Exp	\$ 412,391	\$ 392,723	\$ (60,990)	\$ (50,533)	\$ (97,970)	\$ (97,970)	60.6%	93.9%
Other financing sources	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	---	---
Net Change In Fund Balances	\$ 412,391	\$ 392,723	\$ (60,990)	\$ (50,533)	\$ (97,970)	\$ (97,970)	60.6%	93.9%
Ending Balance, April 30	\$ 1,091,769	\$ 1,484,492	\$ 1,423,502	\$ 1,433,959	\$ 1,335,989	\$ 1,335,989	-6.1%	-6.8%

*FY22/23 Interest includes 1/2 of FY23/24 interest payment thus reducing FY23/24 Interest expenditure by \$26,835.
Principal paid December 15 and Interest paid June 15 & December 15.

**2021 General Obligation Refunding Business District 2012A Series Bonds
\$1,755,000 Ad Valorem
Future Debt Service Payments**

Year	Principal	Interest	Total	% Change
2023	\$ 150,000	\$ 56,670	\$ 206,670	
2024	\$ 150,000	\$ 53,670	\$ 203,670	-1.5%
2025	\$ 180,000	\$ 47,670	\$ 227,670	11.8%
2026	\$ 190,000	\$ 40,470	\$ 230,470	1.2%
2027	\$ 210,000	\$ 32,870	\$ 242,870	5.4%
2028	\$ 230,000	\$ 24,470	\$ 254,470	4.8%
2029	\$ 255,000	\$ 15,270	\$ 270,270	6.2%
2030	\$ 195,000	\$ 5,070	\$ 200,070	-26.0%
2031	\$ 195,000	\$ 2,633	\$ 197,633	-1.2%
Total	\$ 1,755,000	\$ 278,793	\$ 2,033,793	



**CITY OF OAKBROOK TERRACE
CAPITAL IMPROVEMENTS 09-12
2024/2025 BUDGET**

Revenues/Expenditures & Changes in Fund Balance

PURPOSE: The Capital Improvement Fund includes funding for the replacement, expansion, and maintenance of existing infrastructure and equipment.

	Actual 21/22	Actual 22/23	Approved Budget 23/24	Department Estimated 23/24	Proposed Budget 24/25	% of Total
REVENUE						
3021 - Home Rule Sales Tax	\$ 2,087,010	\$ 2,167,871	\$ 2,366,610	\$ 2,336,886	\$ 2,395,308	99.5%
3651 - Investment Income	\$ 1,716	\$ 11,334	\$ 10,000	\$ 12,500	\$ 11,500	0.5%
3660 - Miscellaneous Income	\$ 3,953	\$ -	\$ -	\$ 50	\$ -	0.0%
3668 - ARPA Grant/Storm Sewer Project	\$ -	\$ -	\$ -	\$ 500,000	\$ -	0.0%
3973-01 IEPA Streambank Stabilization Grant	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
3999 - Proceeds from Capital Asset Disposal	\$ 24,050	\$ 234,048	\$ -	\$ 10,000	\$ -	0.0%
Capital Improvement Fund Total	2,120,748	2,413,253	2,376,610	2,859,436	2,406,808	100.0%

EXPENDITURES						
5600 - Professional/Technical	\$ 45,388	\$ 67,737	\$ 20,000	\$ 20,000	\$ 20,000	1.8%
5600-15 Investment Manager Fees	\$ 574	\$ 547	\$ 600	\$ 575	\$ 600	0.1%
5600-16 Police ETSB System (former acct #7110-11)	\$ 17,793	\$ 19,403	\$ 25,325	\$ 24,479	\$ 25,325	2.2%
5600-17 - Annual Maintenance In-squad Cameras (8) (former acct #7110-11)	\$ 20,637	\$ 19,404	\$ 17,784	\$ 19,404	\$ 16,979	1.5%
5600-18 Flock ALPR Cameras	\$ 22,000	\$ -	\$ 20,000	\$ 43,100	\$ 20,000	1.8%
5600-19 City Hall Office Space Renovation	\$ -	\$ 14,755	\$ -	\$ -	\$ -	0.0%
5600-21 - Door Access Control System	\$ -	\$ 12,886	\$ -	\$ -	\$ -	0.0%
6125-01 Replace Office Furniture - City Hall	\$ 350	\$ -	\$ -	\$ -	\$ -	0.0%
7110-12 - City Hall Copier Replacement	\$ -	\$ 9,696	\$ -	\$ -	\$ -	0.0%
7110-14 Upgrade Council Chamber Audio Visual System	\$ 24,206	\$ -	\$ -	\$ 5,668	\$ -	0.0%
7110-24 Barracuda Cloud Upgrades	\$ 19,961	\$ -	\$ -	\$ -	\$ -	0.0%
7110-25 Springbrook Cloud Updates	\$ 20,580	\$ -	\$ -	\$ -	\$ -	0.0%
7110-28 Finance ERP Software Implementation	\$ -	\$ -	\$ -	\$ -	\$ 125,000	11.0%
7110-29 Network Server Replacement (10 yrs old)	\$ -	\$ -	\$ -	\$ -	\$ 100,000	8.8%
7110-26 Bobcat L28 Articulated Loader	\$ -	\$ 47,780	\$ -	\$ -	\$ -	0.0%
7110-27 S76 T4 Bobcat Skid Steer	\$ 87,050	\$ -	\$ -	\$ -	\$ -	0.0%
7110-30 Bobcat Snowblower	\$ -	\$ -	\$ -	\$ 5,699	\$ -	0.0%
7116 - Replace Toughbook Laptops (9)	\$ -	\$ -	\$ -	\$ 9,988	\$ -	0.0%
7116-01 Replace Toughbook Laptops (6)	\$ -	\$ -	\$ -	\$ -	\$ 34,356	3.0%
7117-01 Body-worn Cameras	\$ -	\$ -	\$ 25,308	\$ 25,308	\$ 25,308	2.2%
7119-00 Server Replacement at Police Dept.	\$ -	\$ -	\$ 25,000	\$ 14,462	\$ -	0.0%
7130-02 Replace Public Services Director's Vehicle #PS2	\$ -	\$ -	\$ 38,000	\$ 41,010	\$ -	0.0%
7130-00 Replace two Marked Squads	\$ 15,518	\$ -	\$ 255,158	\$ 236,944	\$ 137,070	12.1%
7130-03 Car #10 Replacement	\$ -	\$ -	\$ 28,000	\$ -	\$ -	0.0%
7130-04 T-1 Replacement, Lift Gate & 2 plows	\$ -	\$ -	\$ 50,000	\$ 75,327	\$ -	0.0%
7130-06 Add Lights and Equipment To New Squads	\$ 22,478	\$ -	\$ -	\$ 4,228	\$ -	0.0%
7130-07 Car #A-2	\$ -	\$ -	\$ 28,000	\$ -	\$ -	0.0%
7130-08 ATV PD Vehicle	\$ -	\$ -	\$ 30,000	\$ 24,964	\$ -	0.0%
7130-09 2022 Yamaha Golf Cart	\$ -	\$ -	\$ -	\$ 14,650	\$ -	0.0%
7145-01 Cover Salt Storage	\$ -	\$ -	\$ -	\$ -	\$ 100,000	8.8%
7148-00 Mobile Generator	\$ -	\$ -	\$ 61,000	\$ 63,532	\$ -	0.0%
7155-01 Purchase - 17W245 Butterfield	\$ 278,968	\$ 345	\$ -	\$ -	\$ -	0.0%
7170-00 Bond Interest*	\$ 74,700	\$ 95,625	\$ 58,050	\$ 29,025	\$ 49,200	4.3%
7170-01 Bond Principal	\$ 270,000	\$ 285,000	\$ 295,000	\$ 295,000	\$ 310,000	27.3%
7175-00 Investment Expense	\$ 15,691	\$ 12,361	\$ -	\$ -	\$ -	0.0%
7190-06 Street Resurfacing Project	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
7190-07 Streambank Stabilization Project	\$ 62,478	\$ 417,745	\$ 150,000	\$ 258,518	\$ 8,000	0.7%
7190-09 Irrigation System Municipal Complex	\$ -	\$ -	\$ 30,000	\$ 22,440	\$ -	0.0%
7190-10 Kreml Park Enhancement	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
7190-11 Kreml Park Fountain Replacement	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
7190-12 Storm Sewer Replacement Project	\$ -	\$ 15,430	\$ 615,000	\$ 1,130,631	\$ -	0.0%
7193-00 Street Sealine Project	\$ -	\$ -	\$ -	\$ -	\$ 164,000	14.4%
Capital Improvement Fund Total	998,373	1,018,715	1,772,225	2,364,952	1,135,838	100.0%

Excess (Deficit) of Revenues Over Expenses	\$ 1,122,375	\$ 1,394,538	\$ 604,385	\$ 494,484	\$ 1,270,970
Other Financing Sources:					
Transfer to Water Capital Fund (09-00-4001-00)	\$ -	\$ (200,000)	\$ (200,000)	\$ (200,000)	\$ (283,500)
Net Change in Fund Balances	\$ 1,122,375	\$ 1,194,538	\$ 404,385	\$ 294,484	\$ 987,470
Beginning Balance, May 1	\$ 3,678,817	\$ 4,801,192	\$ 5,995,730	\$ 5,995,730	\$ 6,290,214
Ending Balance, April 30	\$ 4,801,192	\$ 5,995,730	\$ 6,400,115	\$ 6,290,214	\$ 7,277,684
Fund Balance % of Expenditures	481%	492%	325%	245%	513%

*Bond Interest payment in May 2023 was inadvertently charged to FY23 should have been to FY24.

**CITY OF OAKBROOK TERRACE
CAPITAL PROJECTS FUND - ALL FUNDS
FIVE YEAR CAPITAL PROJECTION**

	Estimate	Budget	Projections			
	FY 23/24	FY24/25	FY25/26	FY26/27	FY27/28	FY28/29
03 WATER FUND	\$ 186,419	\$ 170,000	\$ -	\$ -	\$ -	\$ -
05 MOTOR FUEL TAX FUND	\$ 196,692	\$ 240,000	\$ 80,000	\$ 80,000	\$ 80,000	\$ 80,000
09 CAPITAL PROJECTS FUND - See Note 1	\$ 2,040,927	\$ 776,638	\$ 797,212	\$ 814,262	\$ 683,312	\$ 751,554
TOTAL	\$ 2,424,038	\$ 1,186,638	\$ 877,212	\$ 894,262	\$ 763,312	\$ 831,554

Note 1 Capital Projects Fund does not include transfer to Water Capital or debt service costs.

Process to Identify Capital Improvement Funded Projects

1. The Public Services Director identifies most capital projects and presents his findings to the Council on capital improvement proposal forms.
2. Department Heads also recommend capital improvements through completing a capital outlay improvement form.
3. In some cases, a resident or business may suggest a needed capital improvement. A capital improvement proposal for must also be completed for these suggested improvements as well.
4. Proposed capital improvements are discussed during the budget meetings and the Council recommends if this expens should be included in the budget.

Project Implementation

Once a capital improvement project is included in the current year budget, then the department head will pursue how this project will be completed. In order to move forward, projects over \$20,000 must be approved by the City Council.

**CITY OF OAKBROOK TERRACE
CAPITAL PROJECTS & EQUIPMENT FINANCED BY FUND 09
FIVE YEAR CAPITAL PROJECTION**

CAPITAL PROJECT FUND (Fund 09-12)	Estimate	Budget	Projected			
	FY23/24	FY24/25	FY25/26	FY26/27	FY27/28	FY28/29
Beginning Balance, May 1 (Projected)	\$ 5,995,730	\$ 6,290,214	\$ 7,277,684	\$ 8,371,449	\$ 9,481,772	\$ 10,727,047
Estimated Revenue Projections						
Home Rule Sales Tax	\$ 2,336,886	\$ 2,395,308	\$ 2,419,261	\$ 2,443,454	\$ 2,467,888	\$ 2,492,567
Interest Earnings	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Investment Income	\$ 12,500	\$ 11,500	\$ 11,615	\$ 11,731	\$ 11,848	\$ 11,967
ARPA Grant/Storm Sewer	\$ 500,000	\$ -	\$ -	\$ -	\$ -	\$ -
IEPA Streambank Stabilization Grant	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Miscellaneous	\$ 50	\$ -	\$ -	\$ -	\$ -	\$ -
Proceeds from Capital Asset Disposal	\$ 10,000	\$ -	\$ 10,000	\$ 15,000	\$ -	\$ 15,000
Total Estimated Revenues	\$ 2,859,436	\$ 2,406,808	\$ 2,440,876	\$ 2,470,185	\$ 2,479,737	\$ 2,519,534
Estimated Expenditures						
Professional/Technical	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000
Investment Manager Fees	\$ 575	\$ 600	\$ 600	\$ 650	\$ 700	\$ 750
Police ETSB System	\$ 24,479	\$ 25,325	\$ 25,325	\$ 25,325	\$ 25,325	\$ 25,325
Replace Eight (8) In-Squad Video Cameras	\$ 19,404	\$ 16,979	\$ 16,979	\$ 16,979	\$ 16,979	\$ 16,979
Flock ALPR Cameras	\$ 43,100	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000
Upgrade Council Chamber Audio Visual System	\$ 5,668	\$ -	\$ -	\$ -	\$ -	\$ 7,500
Body-worn Camcras	\$ 25,308	\$ 25,308	\$ 25,308	\$ 25,308	\$ 25,308	\$ 26,000
Replace Servers Police Dept.	\$ 14,462	\$ -	\$ -	\$ -	\$ -	\$ 15,000
Replace Server Storage/Network/Firewall	\$ -	\$ 100,000	\$ -	\$ -	\$ -	\$ 100,000
Replace Toughbook Laptops (Police Cars)	\$ 9,988	\$ 34,356	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
Replace Public Services Director's Vehicle #PS2	\$ 41,010	\$ -	\$ -	\$ -	\$ -	\$ -
Replace Three Marked Squads, one unmarked	\$ 236,944	\$ 137,070	\$ 140,000	\$ 140,000	\$ 140,000	\$ 140,000
Replace Car #10 - Not being replaced	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Replace T-1 2003 Ford F-350 SD Pickup with Plow	\$ 75,327	\$ -	\$ -	\$ -	\$ -	\$ -
Add Lights And Equipment To New Squads	\$ 4,228	\$ -	\$ -	\$ -	\$ -	\$ -
Replace Pool Vehicle #A-2	\$ -	\$ -	\$ 28,000	\$ -	\$ -	\$ -
Police Dept. Utility Vehicle	\$ 24,964	\$ -	\$ -	\$ -	\$ -	\$ -
2022 Yamaha Golf Cart	\$ 14,650	\$ -	\$ -	\$ -	\$ -	\$ -
Mobile Generator	\$ 63,532	\$ -	\$ -	\$ -	\$ -	\$ -
Cover Salt Storage	\$ -	\$ 100,000	\$ -	\$ -	\$ -	\$ -
Debt Service Interest Expense	\$ 29,025	\$ 49,200	\$ 39,900	\$ 30,600	\$ 21,150	\$ 11,250
Debt Service Principal Expense	\$ 295,000	\$ 310,000	\$ 310,000	\$ 315,000	\$ 330,000	\$ 375,000
Streambank Stabilization Project	\$ 258,518	\$ 8,000	\$ 46,000	\$ -	\$ -	\$ -
Irrigation System Municipal Complex	\$ 22,440	\$ -	\$ -	\$ -	\$ -	\$ -
Kreml Park Enhancement	\$ -	\$ -	\$ 50,000	\$ -	\$ -	\$ -
Kreml Park Fountain Replacement	\$ -	\$ -	\$ 15,000	\$ -	\$ -	\$ -
Storm Sewer Replacement Project	\$ 1,130,631	\$ -	\$ -	\$ -	\$ -	\$ -
Street Resurfacing Project	\$ -	\$ -	\$ -	\$ 106,000	\$ -	\$ -
Street Sealing Project	\$ -	\$ 164,000	\$ -	\$ -	\$ -	\$ 120,000
Finance ERP Software Implementation	\$ -	\$ 125,000	\$ -	\$ -	\$ -	\$ -
Intergrate Permit Software w/BRP system	\$ -	\$ -	\$ -	\$ -	\$ 25,000	\$ -
Bobcat L28 Articulated Loader	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Bobcat Snowblower	\$ 5,699	\$ -	\$ -	\$ -	\$ -	\$ -
S76 T4 Bobcat Skid Steer	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Replace Front End Loader	\$ -	\$ -	\$ 100,000	\$ -	\$ -	\$ -
Replace T-2 F-350 Versa Lift Truck	\$ -	\$ -	\$ -	\$ 200,000	\$ -	\$ -
RESERVE FOR UNANTICIPATED FUTURE CAPITAL	\$ -	\$ -	\$ 300,000	\$ 250,000	\$ 400,000	\$ 250,000
Total Estimated Expenditures	\$ 2,364,952	\$ 1,135,838	\$ 1,147,112	\$ 1,159,862	\$ 1,034,462	\$ 1,137,804
Transfer to Water Capital Fund	\$ (200,000)	\$ (283,500)	\$ (200,000)	\$ (200,000)	\$ (200,000)	\$ (200,000)
Ending Balance, April 30	\$ 6,290,214	\$ 7,277,684	\$ 8,371,449	\$ 9,481,772	\$ 10,727,047	\$ 11,908,777

Notes:

- 1 FY 2025 revenues and expenses are included as part of the proposed Capital Improvement Fund budget.
- 2 FY 2026-2029 figures represent estimated amounts that could change when more accurate data is available.
- 3 FY2026-2029 Reserve for Undesignated/Unanticipated Future Capital Projects.

**CITY OF OAKBROOK TERRACE
 CAPITAL PROJECTS FINANCED BY THE WATER FUND (03-09)
 FIVE YEAR CAPITAL PROJECTION**

WATER FUND (Fund 03)	Estimate	Budget	Projections			
	FY23/24	FY24/25	FY25/26	FY26/27	FY27/28	FY28/29
Water Tank Exterior Overcoat	\$ 136,735	\$ -	\$ -	\$ -	\$ -	\$ -
Replacing The SCADA System	\$ -	\$ 170,000	\$ -	\$ -	\$ -	\$ -
Replace W-3 Pick-up Truck	\$ 49,684	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL WATER FUND	\$ 186,419	\$ 170,000	\$ -	\$ -	\$ -	\$ -

**CITY OF OAKBROOK TERRACE
CAPITAL PROJECTS FINANCED BY MFT FUND (05)
FIVE YEAR CAPITAL PROJECTION**

Motor Fuel Tax (Fund 05)	Estimate	Budget	Projections			
	FY 23/24	FY 24/25	FY 25/26	FY 26/27	FY 27/28	FY 28/29
Curbs & Gutters	\$ 196,692	\$ 240,000	\$ 80,000	\$ 80,000	\$ 80,000	\$ 80,000
TOTAL MOTOR FUEL TAX FUND	\$ 196,692	\$ 240,000	\$ 80,000	\$ 80,000	\$ 80,000	\$ 80,000

CAPITAL IMPROVEMENT PROGRAM PROPOSAL FORM

Department	Police	Fund & Fiscal Year	Capital Improvement FY 2024/2025
Date:	January, 2024	Prepared By:	Chief Calvello
Capital Request Description: Body-worn cameras maintenance agreement (Recurring thru FY 2028)			
Capital Request Cost: \$25,308			
Account Number: 09-12-7117-01			

Current Status:

The Illinois Legislature has mandated by Statute that all Police Departments equip their Police Officers with body-worn cameras by January 1, 2025. In order to comply with the Statute, the Police Department purchased and equipped the officers with body-worn cameras in 2023.

Capital Request Description and Justification:

The City entered into a five (5) year agreement running through FY 2027/2028 with Axon for the purchase of twenty-one (21) body-worn cameras for a total cost of \$126,539. Under the agreement, the body-worn cameras are always under warranty. Axon provides secure cloud storage for the videos. The body-worn cameras purchased from Axon are able to pair with the Police Department's Axon Fleet 3 in-squad video camera system and allow for a multi-camera view through Axon's evidence software program. City staff, City Attorneys, and the DuPage County State's Attorney Office are able to retrieve the videos for prosecuting purposes.

Describe in detail the breakdown of the capital costs included in the estimate above.

Axon charges the City the fee listed below per year to maintain, update, and repair the equipment. The annual fee also covers cloud storage fees, software updates/licensing, and upgrades. This annual fee will be assessed for the remaining years of the contracting, including FY 2027/2028.

Capital Cost Savings or Increased Operating Costs in Future Budget Years (provide actual dollar amounts).

Since the devices are under warranty and replaced through Axon's refresh program, the repair costs, if any, should be significantly low.

Indicate if any grants will be used to purchase the proposed capital item.

No grants have been obtained as of the date of this request but will continue to be sought to offset the cost to the City should one become available.

Estimated Capital Costs for Five (5) Year Capital Improvement Plan & Brief Descriptions:

FY 2024/25: \$25,308	FY 2025/26: \$25,308	FY 2026/27: \$25,308	FY 2027/28: \$25,308	FY 2028/29: \$0
--------------------------------	--------------------------------	--------------------------------	--------------------------------	---------------------------

CAPITAL IMPROVEMENT PROGRAM PROPOSAL FORM			
Department	Police	Fund & Fiscal Year	Capital Improvement FY 2024/2025
Date:	January, 2024	Prepared By:	Chief Calvello
Capital Request Description: In-squad video cameras maintenance agreement (Recurring thru FY 2029)			
Capital Request Cost: \$16,979			
Account Number: 09-12-5600-17			

Current Status:

In FY 2019/2020, the Police Department replaced the outdated in-squad video cameras for a total cost of \$34,039. The City initially had eight (8) in-squad video cameras. The City Council approved this purchase through Ordinance No. 19-23 in May of 2019. An additional squad was received in FY 2021/2022 and an additional camera was purchased, bringing the total number of in-squad video cameras to nine (9). The Police Department will be upgrading the nine (9) in-squad video cameras from the Axon Fleet 2 system to the Axon Fleet 3 system in FY 2024/2025 for a total cost of \$84,894 through FY 2028/2029.

Capital Request Description and Justification:

The City entered into an initial five (5) year agreement running through FY 2028/2029 with Axon. Under the agreement, the in-squad video cameras are always under warranty. Axon provides secure cloud storage for the videos. City staff, the City Attorneys, and the DuPage County State's Attorney Office are able to retrieve the videos for prosecuting purposes.

Describe in detail the breakdown of the capital costs included in the estimate above.

Axon charges the City the fee listed below per year to maintain, update, and repair the equipment. The annual fee also covers cloud storage fees, software updates/licensing, and upgrades. This annual fee will be assessed for the remaining years of the contracting, including FY 2028/2029.

Capital Cost Savings or Increased Operating Costs in Future Budget Years (provide actual dollar amounts).

Since the devices are under warranty and replaced through Axon's refresh program, the repair costs, if any, should be significantly low.

Indicate if any grants will be used to purchase the proposed capital item.

No grants have been obtained as of the date of this request but will be sought to offset the cost to the City should one become available.

Estimated Capital Costs for Five (5) Year Capital Improvement Plan & Brief Descriptions:

FY 2024/25: \$16,979	FY 2025/26: \$16,979	FY 2026/27: \$16,979	FY 2027/28: \$16,979	FY 2028/29: \$16,979
--------------------------------	--------------------------------	--------------------------------	--------------------------------	--------------------------------

CAPITAL IMPROVEMENT PROGRAM PROPOSAL FORM

Department	Police	Fund & Fiscal Year	Capital Improvement FY 2024/2025
Date:	January, 2024	Prepared By:	Chief Calvello
Capital Request Description: Emergency Vehicle Replacement (Non-Recurring)			
Capital Request Cost: \$137,070			
Account Number: 01-02-7130-00			

09-12-7130

Current Status:
The Police Department must maintain a well-running fleet of vehicles. This includes marked squads and unmarked vehicles.

Capital Request Description and Justification:
The Police Department has historically replaced two vehicles in its fleet per year. This year, it has been recommended by the City's Fleet Manager that Squad #3 (109,857 miles) and Squad #6 (74,485 miles) be replaced.

Describe in detail the breakdown of the capital costs included in the estimate above.

Two (2) Ford Interceptors (estimated at \$54,125 each)	\$108,250	<i>total cars 9 patrol unmarked } 1 EOC 3 detectives</i>
Lights, siren and equipment for Squad #3	\$14,410	
Lights, siren and equipment for Squad #6	\$14,410	
Total	\$137,070	
<i>(The total cost may be reduced by the trade-in value of the current squads.)</i> <i>no shown as revenue</i>		

Capital Cost Savings or Increased Operating Costs in Future Budget Years (provide actual dollar amounts).
Assess squad rotation on an annual basis. As the Police Department's fleet is kept current, the City is maximizing fuel efficiency. Additionally, regular rotation of vehicles minimizes downtime and major repairs and maximizes officer safety and comfort.

Indicate if any grants will be used to purchase the proposed capital item.
No grants have been obtained as of the date of this request but will be sought to offset the cost to the City should one become available.

Estimated Capital Costs for Five (5) Year Capital Improvement Plan & Brief Descriptions:

FY 2024/25: \$137,070	FY 2025/26: \$0	FY 2026/27: \$0	FY 2027/28: \$0	FY 2028/29: \$0
---------------------------------	---------------------------	---------------------------	---------------------------	---------------------------

CAPITAL IMPROVEMENT PROGRAM PROPOSAL FORM			
Department	Police	Fund & Fiscal Year	Capital Improvement FY 2024/2025
Date:	January, 2024	Prepared By:	Chief Calvello
Capital Request Description: Squad Computers (Panasonic Toughbook FZ-40)			
Capital Request Cost: \$34,356			
Account Number: 09-12-7117-01			

Current Status:

The Police Department is currently using the Panasonic Toughbook CF33 Tablet for all essential communications and law enforcement applications in the squads. The CF33 tablet design uses an adaptor for the currently installed Havis Vehicle Docks. The CF33 computers were manufactured in 2008 and the Havis Docks are over 12 years old. When the CF33 adaptors were developed it was intended to be a cost savings factor for agencies who purchased the CF33 tablet and were previously using CF31s. With the use of the adaptor, Police Departments would not have to purchase new docks and could use the preexisting docks already installed in the squad vehicle. The adaptor for the CF33 which links the tablet to the keyboard and the dock is not serviced or repaired by Panasonic anymore. The connection between the tablet and the adaptor constantly loses connection to the network or the keyboard because a stress point is created on the pin connectors when the screen is open and closed. The loss of connection through the adaptor affects all of the programs in the squad since all of the programs (Mobility Client ETSB/DuComm, MPS CAD, VP2 citations, Axon, etc.) require network internet connection to function properly. Without the internet connection, CAD dispatch calls cannot be received, GPS location does not work and Axon Fleet video and body-worn camera video cannot be uploaded in the squad. Officers are currently having to rig the tablet to the adaptors with a business card to make sure the pin connectors stay tightly connected. This practice of using a shim is not 100% reliable as connection to the dock or keyboard is unknowingly lost. In addition, the Panasonic CF-33s warranties are due to expire leaving the cost to replace or repair them at the Department's expense.

Capital Request Description and Justification:

Request to purchase six (6) new Panasonic FZ-40 laptop computers.

To improve the quality of services provided by the officers and solve the lost connection problems between the network, keyboard and dock it is requested the Department switch to the Panasonic Toughbook FZ-40 laptop for all of the squads. The FZ-40 is a standard laptop configuration and does not require an adaptor making it a more durable and solid platform. Adding the FZ-40 would require new Havis Docks which would be an upgrade from our current status and improve communications and computer reliability in the squads. The new computers would come with an extended warranty so any cost to repair or to replace the computer would be covered under the warranty.

Describe in detail the breakdown of the capital costs included in the estimate above.

Description	Qty	Unit Price	Total
Panasonic Toughbook FZ-40 (i5, 4G, GPS)	6	\$4275.00	\$25,650.00
Panasonic Extended Warranty	6	\$316.00	\$1896.00
Havis LITE Vehicle Dock	6	\$680.00	\$4080.00
Havis Dock Power Supply for Toughbook	6	\$170.00	\$1020.00
Panasonic Smart Battery Warranty	6	\$180.00	\$1080.00
Security Software SLED 60 months	6	\$105.00	\$630.00
TOTAL			\$34,356.00

Capital Cost Savings or Increased Operating Costs in Future Budget Years (provide actual dollar amounts).

N/A

Indicate if any grants will be used to purchase the proposed capital item.

N/A

Estimated Capital Costs for Five (5) Year Capital Improvement Plan & Brief Descriptions:

FY 2024/25: \$34,356	FY 2025/26: \$0	FY 2026/27: \$0	FY 2027/28: \$0	FY 2028/29: \$0
-------------------------	--------------------	--------------------	--------------------	--------------------

CAPITAL IMPROVEMENT PROGRAM PROPOSAL FORM

Department	Police	Fund & Fiscal Year	Capital Improvement FY 2024/2025
Date:	January, 2024	Prepared By:	Chief Calvello
Capital Request Description: ETSB (Web RMS) which replaced NetRMS (Recurring thru FY 2025)			
Capital Request Cost: \$25,325			
Account Number:	09-12-5600-16		

Current Status:

We have fully transitioned from NetRMS to WebRMS.

Capital Request Description and Justification:

ETSB has transitioned to new report writing and computer aided dispatch systems. The costs incurred for this transition included start-up, training, salaries (i.e., Report Writing Systems Manager) as well as maintenance costs. The new ETSB system is an integrated justice system known as DuJIS which allows participating police and fire departments to exchange information with and between the DuPage County Court and correctional entities. The DuJIS replaced the old CAD and incident Report Management System. The City formalized the inter-governmental agreement with DuPage County through Resolution 18-1 on January 9, 2018.

Describe in detail the breakdown of the capital costs included in the estimate above.

The ETSB System has been phased in over an eight (8) year period. The City's share of the total cost of the upgrade is estimated at \$213,852. The City's share for FY 2024/2025 is estimated at \$25,325.

Capital Cost Savings or Increased Operating Costs in Future Budget Years (provide actual dollar amounts).

The City paid \$4,285 for the existing system, so the City will incur a significant increase for the upgrade.

Indicate if any grants will be used to purchase the proposed capital item.

No grants have been obtained as of the date of this request but will be sought to offset the cost to the City should one become available.

Estimated Capital Costs for Five (5) Year Capital Improvement Plan & Brief Descriptions:

FY 2024/25: \$25,325	FY 2025/26: \$0	FY 2026/27: \$0	FY 2027/28: \$0	FY 2028/29: \$0
--------------------------------	---------------------------	---------------------------	---------------------------	---------------------------

CAPITAL IMPROVEMENT PROGRAM PROPOSAL FORM			
Department	Public Services	Fund & Fiscal Year	Capital Improvement – FY 24-25
Date:	January 2024	Prepared By:	Ward
Capital Request Description: Curb and Gutter (recurring)			
Capital Request Cost: \$240,000			
Account Number: 05-12-7143-00 MFT			

Current Status:
Currently there is no curb and gutter along several stretches of roadway in the City.

Capital Request Description and Justification:
The addition of curbs and gutters to uncurbed roadways is an ongoing priority for the City. The installation of curbs and gutters is noted as a secondary priority on the City's 2013-2015 Goals and Objectives Action Plan. North Elder and Nimitz is the planned location for 2024-25. Bids will determine the possible lineal feet of Curb and Gutter to be installed.

Describe in detail the breakdown of the capital costs included in the estimate above.
\$240,000 in curb and gutter improvements should allow us to construct approximately 3,000 feet.

Capital Cost Savings or Increased Operating Costs in Future Budget Years (provide actual dollar amounts).
None.

Indicate if any grants will be used to purchase the proposed capital item.
In the past the City received \$170,000 in grant funding for new curbs and gutters. Over a period of 6 years, the City will be receiving \$140,638.98 in Rebuild Illinois grant money. We will receive \$46,880 in year 2022 and that same amount each year for the 6 year period.

Estimated Capital Costs for Five (5) Year Capital Improvement Plan & Brief Descriptions:

FY 2024/25: \$240,000	FY 2025/26: \$80,000	FY 2026/27: \$80,000	FY 2027/28: \$80,000	FY 2028/29: \$80,000
-----------------------	----------------------	----------------------	----------------------	----------------------

CAPITAL IMPROVEMENT PROGRAM PROPOSAL FORM			
Department	Public Services	Fund & Fiscal Year	Capital Improvement - FY 2024/2025
Date:	January 2024	Prepared By:	Director Ward
Capital Request Description: Covered Salt Storage			
Capital Request Cost: \$45,000 Revised to \$100,000			
Account Number: 09-12			

Current Status: The City does not have its own covered material storage area for items such as Bulk Rock Salt. We currently share storage with IDOT.

Capital Request Description and Justification: Circumstances of having to store rock salt outside uncovered is a situation we need to avoid. Having our own covered material storage bins would remedy this issue.

Describe in detail the breakdown of the capital costs included in the estimate above. A domed roof over our current material storage bins will cost approximately \$45,000.

Capital Cost Savings or Increased Operating Costs in Future Budget Years (provide actual dollar amounts).

Indicate if any grants will be used to purchase the proposed capital item.
None

Estimated Capital Costs for Five (5) Year Capital Improvement Plan & Brief Descriptions:

FY 2024/25: \$45,000	FY 2025/26: \$0	FY 2026/27: \$0	FY 2027/28: \$0	FY 2028/29: \$0
----------------------	-----------------	-----------------	-----------------	-----------------

CAPITAL IMPROVEMENT PROGRAM PROPOSAL FORM			
Department	Public Services Street Division	Fund & Fiscal Year	Capital Improvements – 24/25
Date:	January 2024	Prepared By:	Ward
Capital Request Description: Street Sealing Project			
Capital Request Cost: \$164,000			
Account Number: 09-12-7193-00			

Current Status:

The City streets have been resurfaced and are now prime candidates for a GSB-88 application, which is a gilsonite type sealer that is applied curb line to curb line over the asphalt portion of the roadway.

Utilizing the GSB-88 does not eliminate the need for crack sealing, but applying the GSB-88 to our roadways will prolong but not avoid the necessity of a future complete resurfacing project.

The City has utilized this procedure in the past with great success and results.

Capital Request Description and Justification:

To prolong the life of our City streets and keep the streets in proper condition for safe travels.

Describe in detail the breakdown of the capital costs included in the estimate above.

WORK ITEM	ESTIMATED ANNUAL EXPENSE
GSB-88 APPLICATION (INCLUDES TRAFFIC CONTROL)	\$ 120,000.00
PAVEMENT ROUTING AND CRACK SEALING	\$ 35,000.00
PAVEMENT MARKING REMOVAL AND REPLACEMENT	\$ 6,000.00
ENGINEERING COSTS	\$ 3,000.00
GRAND TOTAL	\$164,000.00

Capital Cost Savings or Increased Operating Costs in Future Budget Years (provide actual dollar amounts).

As stated above, utilizing the GSB-88 product will prolong the life of the streets which will avoid having to complete a full resurfacing project in the very near future.

Indicate if any grants will be used to purchase the proposed capital item.

None.

Estimated Capital Costs for Five (5) Year Capital Improvement Plan & Brief Descriptions:

FY 2024/25: \$164,000	FY 2025/26: \$0	FY 2026/27: \$0	FY 2027/28: \$0	FY 2028/29: \$120k
-----------------------	-----------------	-----------------	-----------------	--------------------

CAPITAL IMPROVEMENT PROGRAM PROPOSAL FORM			
Department	Public Services Streets Division	Fund & Fiscal Year	FY 2025 / 2026
Date:	January 2024	Prepared By:	Ward
Capital Request Description: Kreml Park Fountain Replacement			
Capital Request Cost:	\$15,000		
Account Number: 09-12-7190-11			

Current Status: The decorative fountain located in Kreml Park is nearing the end of its life and needs replaced. A similar fountain of similar size and aesthetics is recommended for replacement.

Mac Arthur | Eisenhower

Capital Request Description and Justification: To maintain the overall beauty of Kreml Park.

Describe in detail the breakdown of the capital costs included in the estimate above.

Capital Cost Savings or Increased Operating Costs in Future Budget Years (provide actual dollar amounts).

Indicate if any grants will be used to purchase the proposed capital item.

Estimated Capital Costs for Five (5) Year Capital Improvement Plan & Brief Descriptions:

FY 2024/25: \$0	FY 2025/26: \$15,000	FY 2026/27: \$0	FY 2027/28: \$0	FY 2028/29: \$0
-----------------	----------------------	-----------------	-----------------	-----------------

CAPITAL IMPROVEMENT PROGRAM PROPOSAL FORM			
Department	Public Services	Fund & Fiscal Year	Capital Improvements-2026-27
Date:	January 2024	Prepared By:	Ward
Capital Request Description: Replace Vehicle # T-2 F-350 Versa Lift Truck (non-recurring)			
Capital Request Cost: \$200,000			
Account Number: TBD			

Current Status:

Truck # T-2 is a 1994 Ford F-350 Versa-Lift Truck that is nearing the end of its useful life. T-2 would be replaced with a new Lift Truck of similar type from the Suburban Joint Purchasing Agency (State Bid). Once the existing T-2 is declared surplus, auctioning vs trade-in values will be explored to ensure the City with the best deal.

Capital Request Description and Justification:

T-2 will be 32 years old when it is requested that it be replaced. The T2 Lift Truck currently has 19,000 miles logged and is expected to have many more by the time the unit is replaced in FY 2027. I would expect to get 20+ years out of the replacement lift truck as well. The purchase of a new vehicle should limit maintenance costs spent due to breakdowns and equipment failures as well as maintain a safe and reliable fleet to carry out duties within the Public Services Department.

Describe in detail the breakdown of the capital costs included in the estimate above.

\$200,000 will not be exceeded when purchasing a replacement for T-2 off of the State Bid.

Capital Cost Savings or Increased Operating Costs in Future Budget Years.

To date, \$40,000.00 has been spent to repair the Lift Truck. This amount does not include any in-house repairs. With purchasing a new unit in FY 2027, these maintenance costs will decrease.

Indicate if any grants will be used to purchase the proposed capital item.

None.

Estimated Capital Costs for Five (5) Year Capital Improvement Plan & Brief Descriptions:

FY 2024/25: \$0	FY2025/26:\$0	FY2026/27:\$200,000	FY 2027/28: \$0	FY 2028/29: \$0
-----------------	---------------	---------------------	-----------------	-----------------

CAPITAL IMPROVEMENT PROGRAM PROPOSAL FORM			
Department	Public Services	Fund & Fiscal Year	Capital Improvements-2026
Date:	January 2024	Prepared By:	Ward
Capital Request Description: Replace Front-end Loader (non-recurring)			
Capital Request Cost: \$100,000			
Account Number: TBD			

Current Status:

The City's 1994 Front-end Loader is nearing the end of its useful life. The City's Front-end Loader should be replaced with a new Front-end Loader from the Suburban Joint Purchasing Agency (State Bid) or a similar joint purchasing cooperative. Once the existing Front-end Loader is declared surplus, auctioning vs trade-in values will be explored to ensure the City with the best deal.

Capital Request Description and Justification:

In order to continue to perform the duties that would require the use of the Front-end Loader and maintain reliable and timely service within Public Services is essential. The current loader has logged 7,000 in service hours.

A front loader is a heavy piece of equipment that is primarily used to load material such as salt, asphalt, demolition debris, dirt, feed, gravel, rock, sand, and wood chips into or onto another type of machinery such as a dump truck.

Describe in detail the breakdown of the capital costs included in the estimate above.

\$100,000 will not be exceeded from capital when purchasing a replacement for the Front-end Loader.

Capital Cost Savings or Increased Operating Costs in Future Budget Years.

The purchase of new equipment should limit maintenance costs spent due to breakdowns and equipment failures as well as promote department efficiency. Maintenance costs on the loader are \$10,000 which does not include in-house repairs. Maintenance costs are expected to increase until the unit is replaced in FY 2024 / 25

Indicate if any grants will be used to purchase the proposed capital item.

None.

Estimated Capital Costs for Five (5) Year Capital Improvement Plan & Brief Descriptions:

FY 2024/ 2025:\$0	FY 2025/26: \$100k	FY 2026/27:\$0	FY 2027/28: \$0	FY 2028/29: \$0
-------------------	--------------------	----------------	-----------------	-----------------

CAPITAL IMPROVEMENT PROGRAM PROPOSAL FORM			
Department	IT	Fund & Fiscal Year	Capital Improvements - 2024
Date:		Prepared By:	
Capital Request Description: Server Storage Network + Firewall Upgrade			
Capital Request Cost: \$100,000			
Account Number: 09-12			

Current Status:
 Current Servers are 10 yro old + aging out
 \$91,000 CTC
 + 9,000

Capital Request Description and Justification:

Describe in detail the breakdown of the capital costs included in the estimate above.

Capital Cost Savings or Increased Operating Costs in Future Budget Years (provide actual dollar amounts).
 Savings of \$13,395.22 -
 Removal of Barracuda

Indicate if any grants will be used to purchase the proposed capital item.

Estimated Capital Costs for Five (5) Year Capital Improvement Plan & Brief Descriptions:

FY 2023/24:	FY 2024/25:	FY 2025/26:	FY 2026/27:	FY 2027/28:
\$	\$	\$	\$	\$

CHAPTER 11 FINANCIAL POLICIES

The Operating Budget and Financial Policies represent an effort to establish written policies for guiding the City's financial management practices. While some of the policies are specific and will limit certain types of financial activity, they are not intended to restrict the City Council's ability and responsibility to respond to emergency or service delivery needs above and beyond the limitations established by these policies.

SECTION 11.1 ACCOUNTING PRACTICES AND AWARDS

11.1.2 Accounting, Auditing and Financial Reporting

The purpose of the financial reporting portion of the policy is to ensure the City complies with prevailing local, state, and federal regulations, as well as current professional principles and practices relative to accounting, auditing, and financial reporting.

11.1.3 Conformance to Accounting Principles

The City's accounting practices and financial reporting will conform to generally accepted accounting principles (GAAP) as promulgated by the Governmental Accounting Standards Board (GASB), the American Institute of Certified Public Accountants (AICPA), and the Government Finance Officers Association (GFOA).

11.1.4 Financial Reporting

The Finance Department shall present to the City Council, quarterly financial statements which summarize the financial activities by the departments within all funds.

11.1.5 Auditors

The City Council shall select an independent firm of certified public accountants to perform an annual financial and compliance audit, who will publicly issue an opinion which will be incorporated into the Comprehensive Financial Annual Report (CAFR).

11.1.6 GFOA Awards

The City will obtain, on an annual basis, the GFOA Certificate of Achievement for Excellence in Financial Reporting and the GFOA Distinguished Budget Presentation Award.

SECTION 11.2 OPERATING BUDGET POLICY

11.2.1 Legal Foundation

In 2001, the City adopted the provisions of ILCS Ch. 65, Act 5, §§ 8-2-9.2 through 8-2-9.10 which establishes parameters for the preparation of a municipal budget. The statutory provisions referenced also establish the position of budget officer, to be designated by the Mayor with the approval of the corporate authorities. Currently, the City Administrator serves as City Budget Officer.

The City Budget Officer has the following powers and duties:

- 1 To permit, encourage, and establish the use of efficient planning, budgeting, auditing, reporting, accounting, and other fiscal management procedures in all municipal departments, commissions and

boards.

- 2 To obtain such additional information from the departments, commissions and boards of the City as may be useful for purposes of compiling a municipal budget, such information to be furnished by the City, its departments, commissions and boards in the forms required.
- 3 To compile an annual budget in accordance with state law governing the compilation and contents of budgets.
- 4 To examine all books and records of all City departments, commissions and boards which relate to monies received and paid out by the City, its departments, commissions and boards; including, debts and accounts receivable, and any amounts owed by or to the City, its departments, commissions and boards.
- 5 To establish and maintain such procedures as shall ensure that no expenditures are made by the City, its departments, commissions or boards except as authorized by the budget.

11.2.2 Scope

The City's operating budget includes the General Fund, the Water Operating Fund and any future enterprise funds that are established, the Capital Improvement Fund, the Motor Fuel Tax Fund, the Business District Debt Service Funds, and any future special revenue funds that are established. All budgetary procedures will conform to the City's home rule powers unless preempted by state statutes, state statutes when not superseded by the exercise of home rule powers, and generally accepted accounting principles (GAAP).

11.2.3 Budget Calendar:

Pursuant to the statutory provisions referenced in Section B-I, the City will adopt its annual budget before the first quarter of each fiscal year. The City budgets resources on a fiscal year basis, beginning May 1st and ending the following April 30th.

11.2.4 Budgetary Balance:

The City will always adopt a balanced operating budget, where operating revenues are equal to, or exceed, operating expenditures. Any increase in expenses, decrease in revenues, or a combination of the two, that would result in a budget imbalance will require a budget revision, and only in the most unusual cases depletion of fund reserves to support recurring operations. Any year end operating surplus will be kept in fund balance as a reserve.

For the purposes of the restrictions listed in this section, the term "operating budget" does not include the budgets of certain capital funds maintained by the City on a continuing basis. From time to time the City may utilize budget reserve of the Capital Improvement Fund to finance the reconstruction or replacement of significant City facilities and other public improvements.

11.2.5 Budget Reserves:

Credit rating agencies carefully monitor levels of fund balance/net assets and unassigned fund balance in the General Fund to evaluate the City's continued creditworthiness. To protect against unforeseen events or to accumulate money for future purposes, the City will maintain the following reserves:

- Cash flow requirement reserves: The City will maintain enough cash on hand to cover disbursements for sixty (60) days.
- Unforeseen contingencies / extraordinary purposes: The City will maintain a General Fund reserve equal to

at least forty percent (40%) of estimated yearly revenues. In the event the General Fund reserve exceeds the 40% of estimated yearly revenues, the excess amount over the 40% maximum may be:

- Retained in the General Fund as noted in the annual budget ordinance.
 - Transferred to the Capital Improvement Fund as the primary support for ongoing capital improvements.
 - Used for any other purpose as the City Council may direct and approve.
- The Water Fund shall maintain an operating cash reserve balance at a minimum of 25% of annual net budgeted expenditures. All other fund reserve balances shall be designated as a capital reserve balances and will be used to support the construction, repair, rehabilitation or replacement of capital assets serving the combined water utilities
 - Other fund reserves will be established by the City Council on an as-needed, case-by-case, basis. These reserve amounts will only be lowered upon the recommendation of the Budget Officer and approval of the City Council.
 - The operating reserve may be used to supplement the budget during a financial downturn. The use of the reserve may be authorized by the budget ordinance or other Council action. A plan to replenish the required reserves should accompany the request to use reserve funds.
 - If the reserves fall below the 40% level established above, then the budget ordinance must include a plan on how to replenish the reserve to the required amount.
 - Operating contingencies: The City will budget annually for general miscellaneous contingencies.

11.2.6 Fund Balance Classifications

- A. The City implemented the provisions of GASB Statement No. 54, Fund Balance Reporting and Governmental Fund Type Definitions, for the year ended April 30, 2012. The Statement specifies five (5) classifications of fund balance that describe the relative strength of the spending constraints:
- Nonspendable – amounts that are not in spendable form (such as inventory) or are required to be maintained intact.
 - Restricted – amounts constrained to specific purposes by their providers (such as grantors, bondholders, and higher levels of government) through constitutional provisions or by enabling legislation.
 - Committed – amounts constrained to specific purposes by formal action of the Council (the highest level of decision-making authority). These actions are generally enacted through Council ordinance. To be reported as committed, amounts cannot be used for any other purpose unless the City takes the same highest-level action to remove or change the constraint.
 - Assigned – amounts the City intends to use for specific purposes as determined by the Council. It is assumed that creation of a fund automatically assigns fund balance.
 - Unassigned – amounts that are available for any purpose. These amounts are only reported in the General Fund.

Fund balance is displayed in the order of the relative strength of the spending constraints placed on the purposes for which resources can be used.

The City's flow of funds assumption prescribes that the funds with the highest level of constraint are expended first. If restricted or unrestricted funds are available for spending, the restricted funds are spent first. Additionally, if different levels of unrestricted funds are available for spending, the City considers committed funds to be expended first followed by assigned and unassigned funds. The City Council must adopt an ordinance to establish a committed fund balance. This is typically done through the

adoption or amendment of the budget. The City Council establishes the assigned fund balance through the adoption or amendment of the budget as intended for a specific purpose.

11.2.7 Assignment of Responsibilities:

All Department Heads participate in the preparation of the annual budget by submitting their estimated expenditures to the Finance Department. The Finance Director shall construct the revenue projections for all City funds. The Finance Director will review all revenue and expenditure projections at various stages of the preparation process. The Finance Director is responsible for preparing a draft budget proposal for City Council review and adoption. The Finance Director's ongoing responsibilities include: reviewing interim financial reports, monitoring revenues, reviewing departmental spending requests for conformity with the budget, and recommending transfers across funds, departments or accounts.

11.2.8 Budget Flexibility

The authority for budget revisions for a municipality under the budget law is contained within the Illinois Statutes, (65 ILCS 5/8-2-9.6), and provides as follows:

- By a two-thirds vote of the City Council, the Council has delegated to the Budget Officer, and through the Budget Officer to the other Department Heads, the authority to delete, add to, change or create sub-classes within object classes previously budgeted (budget transfers, not to exceed \$10,000.00 to or from any one line item), but not increase the overall expenditure level of any fund within the approved budget.
- By a two-thirds vote of the City Council, the Council itself may delete, add to, change or create sub-classes within object classes and object classes themselves previously budgeted (budget transfers), while not increasing the overall expenditure level of any fund within the approved budget.
- By a two-thirds vote of the City Council, the Council may increase the level of overall expenditure in a fund or in the overall budget, but only to the level in which funds are available. (budget amendments).

SECTION 11.3 REVENUE PERFORMANCE POLICY

11.3.1 Revenue Diversification

The City will maintain a diversified and stable revenue base to shelter its finances from short-run fluctuations in any one revenue source.

The City will monitor closely the more volatile revenue sources including: sales taxes, home rule sales taxes, telecommunication taxes, off-track betting host fees, and hotel taxes.

The City's level of services will always be tied back to the more stable revenue sources such as property taxes, water sales, electric utility taxes, income taxes, licenses and permits, fines and forfeitures, and sales and services. During economic downturns, the expansion of core services will be limited to the increase (if any) of these stable revenue sources.

11.3.2 Estimates of Revenue:

The City will estimate annual revenues by utilizing an objective, analytical process, consisting of trend, judgmental, and statistical analysis as appropriate.

11.3.3 One-Time Revenues:

The City will use one-time or special purpose revenue for capital expenditures or for expenditures required by the revenue, and not to subsidize recurring operations.

11.3.4 Review of Fees:

The City will establish, and periodically re-evaluate, all user charges, will set fees at a level related to the cost of providing the service, and will establish new fees when necessary.

11.3.5 Enterprise Funds

Enterprise funds to be established by the City will rely on standard operating revenues (user fees and connection charges, etc.) to support the full direct and indirect costs of the funds, including costs of operation and maintenance, depreciation, and debt service.

SECTION 11.4 EXPENDITURE POLICY

The City will maintain a level of expenditures which will provide for the public well-being and safety of the residents. Expenditures will be within the confines of generated revenues, while reserves may be used from time to time to supplement during a financial downturn. A performance-based employee compensation package consistent with sound economic policies is maintained to recruit and retain qualified staff. Cost of Living Adjustments (if any) are based upon amounts provided by comparable communities, internal equity between union and non-union staff, and the Consumer Price Index for the Chicago area.

The City aims to provide high quality employee health benefits, while attempting to conserve costs where possible. Each year the City's broker provides alternative insurance plans and then the City selects the best plan based upon cost and access to care.

The City levies a separate property tax annually to cover the cost of the Police Pension actuarial recommendation.

On an annual basis, the City works with the auditor and the actuary to determine the Other Post-Employment Benefits (OPEB) current and non-current liabilities. The funded status and funding progress are detailed annually in the notes to the financial statements in the Comprehensive Annual Financial Report.

SECTION 11.5 CAPITAL IMPROVEMENT PERFORMANCE POLICY

11.5.1 Capital Improvement Plan

The City shall annually review the needs for capital improvements; including: equipment replacement, upgrading infrastructure, facility renovations, and potential new projects. The City will develop a (5) Five Year Capital Improvement Plan (the "CIP"), and improvements will be made in accordance with the CIP. The CIP is a long-range planning tool, where only the dollars included in the first year of the CIP are actually allocated through the adoption of the Operating Budget by the City Council.

11.5.2 Definition of a Capital Asset/Project.

The City defines a capital asset as a large vehicle or piece of equipment, (i.e. a six wheeled dump truck, but not a police cruiser), which has an estimated cost of \$25,000 (effective May 1, 2018) or more, a life expectancy of one year or more, and which will be funded by a capital improvement fund rather than an operating department.

From time to time the Capital Improvement Fund may be used to finance capital assets which cost less than \$25,000.

Capital projects include new and upgraded infrastructure improvements, and facility construction, replacement or major renovations. The information describing the justification for the capital asset/project, its benefits, and estimated cost will be tied to the Operating Budget and the totals for each program in the CIP will be included in the Operating Budget summaries of each fund.

11.5.3 Replacement of Capital Assets on a Regular Schedule

The City shall annually include replacements of its capital assets in its CIP. Within the resources available each fiscal year, the City shall replace these assets according to the CIP.

11.5.4 Capital Expenditure Financing.

The City recognizes that there are three (3) basic methods of financing its capital requirements: the current revenue stream, the fund balance/retained earnings, or debt. Guidelines for fund balance levels are included in this policy. Guidelines for assuming debt are set forth in the City's Debt Policy.

11.5.5 Capital Planning Process

Preparation of the CIP is assigned to the City Administrator's Office and Finance Departments, in coordination with the needs expressed by all other operating departments, most commonly, Public Services and Water. The development of the CIP begins with the creation of a capital improvement program proposal form. The form requires that the project or capital equipment be fully described and justified, and the project benefits and cost estimates be included. The form must also project which fiscal year will be impacted by funding the cost of the project/equipment.

The Budget Officer has the responsibility to review all program request forms. The Finance Department does the final compilation and submits it to the City Council for approval.

SECTION 11.6 FIXED ASSETS

The City shall maintain fixed asset records in order to comply with governmental financial reporting standards. Fixed assets shall include equipment, machinery, land, infrastructure, building, and vehicles with a life expectancy of one year or more and meet or exceed the \$25,000 capitalization threshold (effective May 1, 2018). All expenditures related to an infrastructure project will also be capitalized including (engineering and legal fees). Road projects will be only capitalized when the street is completely torn down to the base and rebuilt. Patching projects on City roadways are considered maintenance. Repairs to the water system will only be capitalized if they materially extend the life of the original asset.

SECTION 11.7 ECONOMIC DEVELOPMENT POLICIES

The City will encourage controlled growth of the community following an official Comprehensive Plan for development. The City's economic development efforts are designed to strengthen and diversify the revenue base. The City will actively promote the community as a location for commercial and retail enterprises utilizing available economic incentives to encourage businesses to choose Oakbrook Terrace. The City will emphasize retention as an important part of economic development. The City will continually be well-informed of and

pursue any potential development or redevelopment opportunities. The City will continue to work closely with the Greater Oak Brook Chamber of Commerce.

SECTION 11.8 RISK MANAGEMENT POLICIES

The City of Oakbrook Terrace is committed to provide a safe work environment, manage all risks in an appropriate manner, conduct adequate loss control measures to ensure that liability and workers compensation losses are kept at a manageable level. All losses will be adequately documented; reviewed and follow-up procedures will be conducted to ensure that a safe work environment attitude is directed to all supervisors and employees. The City understands that many losses are unavoidable.

SECTION 11.9 DEBT MANAGEMENT

This policy establishes guidelines for use of debt financing that will allow the City to minimize financing costs and retain or improve its AA bond rating from Standard and Poor's (or an equivalent rating from a similar firm.) While some of the policies are specific and will limit certain types of financial activity, they are not intended to restrict the City Council's ability and responsibility to respond to emergency or service delivery needs above and beyond the limitations established by these policies.

11.9.1 Conditions under which the City may consider the use of debt financing.

- A. The City may consider the use of debt financing when all of the following conditions apply:
- for one-time capital improvement projects and unusual equipment purchases,
 - when the project's useful life, or the projected service life of the equipment, will exceed the term of financing, and
 - when the City has identified revenues sufficient to service the debt, either from existing revenues or increased taxes or fees.
- B. The City will not use debt for any recurring purpose such as current operating and minor infrastructure maintenance expenditures, nor will the City use short-term debt (less than five (5) years), except under exigent circumstances.
- C. The City will use the following criteria to evaluate pay-as-you-go financing versus debt financing in funding capital improvements.

Factors that favor pay-as-you-go financing:

- current revenues and/or adequate fund balances are available to finance the project;
- project phasing could allow the City to finance the project over time without debt;
- additional debt would adversely affect the City's credit rating; and,
- market conditions are unstable or the project presents marketing difficulties.

Factors that favor debt financing.

- revenues available for debt service are sufficient and reliable;
- issuance of debt will not jeopardize the City's AA credit rating;
- market conditions present favorable interest rates and good demand for municipal financing;
- a project is mandated by state or federal requirements and current revenues and fund balances are insufficient to pay project costs;
- a project is immediately required to meet or relieve infrastructure capacity needs, and current revenues and fund balances are not sufficient to finance the project; and,
- the life of the project or asset financed is ten (10) years or longer.

11.9.2 Debt Issuance Guidelines

-
-
- A. Considerations in issuing General Obligation (G.O.) or Revenue Bonds. When the City has the option of using G.O. or revenue bonds, the City will consider the benefits of reduced debt expense and flexibility achievable through G.O. debt versus reserving the City's G.O. debt capacity by issuing revenue debt. The City may use G.O. bonds in lieu of revenue bonds if debt expense can be significantly reduced (as compared to financing with revenue debt) and if special or enterprise fund revenue is sufficient and reliable to fund debt service costs. In such cases, the City Council will adopt ordinances abating the debt tax levies and direct staff to pay debt service costs with alternative revenues.
- B. Credit Enhancements. The City will research the use of credit enhancement, such as insurance, when necessary for marketing purposes or to make the financing more cost-effective.
- C. Debt Structure Guidelines.
- In general, the City will maintain a debt structure under which 50% of the outstanding principal will be repaid within ten (10) years.
 - The term of financing (final bond maturity) will not exceed the expected useful life of the project or equipment financed with the debt.
 - If the City plans to pay debt service expenses from a specific revenue source, the City will use conservative assumptions in its revenue projections.
- D. Professional Services. To provide assistance in debt issuance, the City will select a financial advisor and/or investment banker and bond counsel on a competitive basis; these advisors will be retained for several years to provide continuity and allow them to develop an understanding of the City's needs.
- E. Competitive versus negotiated debt issuance. The City will generally conduct financing on a competitive basis; however, negotiated financing may be used where market volatility or the use of an unusual or complex financing or security structure causes a concern with regard to marketability, or to support a competitive local financial institution in furthering the City's economic development goals.
- F. Inter-Fund Loans. The City may use inter-fund loans (in lieu of borrowing from private parties) to minimize the expense and administrative effort associated with external borrowing. Inter-fund loans are typically made for relatively short periods of time (under ten (10) years) and relatively low amounts (under one million dollars (\$1,000,000)). Inter-fund loans will be considered to finance high priority needs on a case-by-case basis, only when other planned expenditures in the fund making the loan would not be affected. Inter-fund loans shall be limited to fifteen percent (15%) of the total cash balances in the City's operating funds and the Capital Improvement Fund. Inter-fund loans shall be repaid with interest at a rate similar to the average rate of interest that could be earned through investing short-term funds in the Illinois Funds, the investment pool administered by the Illinois State Treasurer's Office.
- G. Maintenance of specific credit ratings.
- The City will seek to maintain or improve its current AA bond rating and will specifically discuss with the City Council any proposal which might cause that rating to be lowered.
 - An analysis will be prepared by City staff or financing consultant, under the direction of City staff, for each proposed financing; such analysis will assess the impact of debt issuance on current and future operating and capital budgets and address the reliability of revenues to support debt service payments.

11.9.3 Debt Capacity Guidelines for General Obligation Debt

- A. Direct Debt. To maintain its sound fiscal condition and AA debt rating, the City will limit the amount of debt it will issue and its annual debt service expenses in accordance with the guidelines stated in Section B below. The guidelines are ranges for measures of debt capacity. Debt within the lower limits of the measures would be considered a low debt level given the City's fiscal, demographic and economic characteristics, while debt in the higher limits of the measures would be considered a moderate debt level. Generally, the City will strive to remain within the range stated below, however, the City may issue debt at the higher

levels of the ranges under certain circumstances such as the following:

- The outstanding debt is general obligation debt, but the City is not using property taxes to pay debt service costs;
 - The City's debt is at the lower end of the limits;
 - The City anticipates that while the amount of debt and/or debt service expenditures might be above the lower end of the limits for a few years, debt will fall below that level thereafter.
 - Current and anticipated overlapping debt levels are relatively low.
- B. Guidelines for Direct Debt.
- Outstanding General Obligation Debt as a Percent of the Equalized Assessed Valuation (EAV) of Taxable Property
 - Illinois Statutory non home rule restriction: 8.625% of EAV
 - Actual City Debt Ratio In 2017: 4.58% City's Home Rule Guideline: 7.00%
 - General Obligation Debt Service Expenditures Paid With General Fund Revenues (Non-Utility Related) as a Percent of General Fund Expenditures (including net transfers) and Debt Service Payments
 - Actual Ratio in Fiscal Year 2017: 0%
 - Future Guideline: 5%
 - General Obligation Debt Service Expenditures Paid With Capital Improvement Fund Revenues (Non-Utility Related) as a Percent of Capital Improvement Fund Expenditures (including net transfers) and Debt Service Payments
 - Actual Ratio in Fiscal Year 2017: 16%
 - Future Guideline: 50%
 - Debt Service Expenditures Paid with Water Fund Revenues as a Percent of Water Fund Expenditures (including net transfers) and Debt Service Payments
 - Actual Ratio in Fiscal Year 2017: 5%
 - Future Guideline: 35%
- C. Overlapping Debt. The City will monitor levels of overlapping debt and communicate debt plans with public entities that may issue overlapping debt. The City will take into account overlapping debt in considering both the amount of debt that the City will issue, and the timing of City bond issues.

11.9.4 Debt Administration

- A. Financial Disclosure. The City will maintain good communication with bond rating agencies about its financial condition. The City will follow a policy of full disclosure on every financial report and bond prospectus (Official Statement), voluntarily following disclosure guidelines provided by the Securities Exchange Commission and the Government Finance Officers Association unless the cost of compliance with the higher standard is unreasonable. The City will contract with a financial advisor to comply with the continual disclosure undertakings.
- B. Monitoring Outstanding Debt.
- The City will monitor all forms of debt annually and include an analysis in the City's Financial Plan; concerns and recommended remedies will be reported to the City Council as necessary.
 - The City will monitor bond covenants and federal regulations concerning debt, and adhere to those covenants and regulations at all times.
 - Investment of Bond Proceeds. The City will invest bond proceeds in accordance with the City's adopted investment policy and federal arbitrage regulations.

SECTION 11.10 POST ISSUANCE COMPLIANCE POLICIES AND PROCEDURES

At the time of issuance of any tax exempt bonds, the City of Oakbrook Terrace (the "Issuer") will have executed an arbitrage certificate setting forth its reasonable expectations as to how the bond proceeds will be used, when they will be spent, what the rebate requirements will be, what exemptions to the rebate requirements for which the Issuer may qualify, what elections are being made at closing, what the yield on the bonds is, what the useful life of the assets financed is, and what private use might be made of the bond financed facilities. In a refunding, other relevant information pertaining to the qualification for tax exempt status will be set forth in the arbitrage certificate. The arbitrage certificate, along with the Form 8038G, will be contained in the transcript of proceedings, a copy of which will be retained in the records of the Issuer.

Following closing, it will be important to monitor those items listed above to compare expectations to reality. It will also be important to comply with any covenants that are set forth in the arbitrage certificate or authorizing bond resolution. Finally, it will be important to maintain records that demonstrate such compliance for three years after the bonds or any refunding bonds have been retired. The Finance Director will be primarily responsible for monitoring such compliance during that time period. The Issuer will support this responsibility of the Finance Director by discussions with or retention of Issuer's bond counsel and financial advisor, as needed.

Post issuance compliance will be broken into four (4) areas: use of proceeds, use of facilities, record retention, and continuing disclosure.

11.10.1 Use of Proceeds

The arbitrage certificate contained in the transcript of proceedings will set forth how the bond proceeds are to be allocated to project costs and the expectations as to when they will be spent. Such expectations are to dictate and state whether the financing qualifies for a temporary period. No deviation will be made from the expected use of the bond proceeds without the recommendation of the Finance Director and the approval of the City Council (the "Council"). Timing of expenditures may deviate from the expectations, but any material deviation will be noted by the Finance Director. At the end of any temporary period, the Finance Director, in conference with the bank trustee, shall be responsible to see that no bond proceeds are invested at a yield greater than the yield on the bonds.

The Finance Director will keep track of all records related to the investment of proceeds under the control of the Issuer. All requests for approval to spend such proceeds will be contained in the minutes of the meetings of the Council. The Finance Director will keep copies of all contracts, invoices, bills and cancelled checks (if any), and records related to the investment of proceeds as well as the direction for payment of all project costs and proof of such payments, invoices, bills and cancelled checks (if any). The City Clerk will keep copies of all contracts. At the conclusion of construction, any unspent proceeds will be used to pay debt service on the bonds or call bonds for early redemption.

The Finance Director will develop an arbitrage/rebate tickler system which contains relevant dates relating to rebate exception, calculation and payment, as required for each financing. If the issue qualifies for the small issuer exception to the arbitrage rebate requirements, no rebate calculation will be required. If the Issuer expects to qualify for a spend down exception, the Finance Director will cause a calculation to be done at the end of the relevant spend down period (for example, six (6) months for the six (6) month spend down exception, eighteen (18) months for the eighteen (18) month spend down exception, and twenty-four (24) months for the twenty-

four (24) month spend down exception). If that calculation supports the qualification for the spend-down exception, the report will be retained by the Finance Director.

If the issue fails to qualify for the relevant spend down exception, the Finance Director will review the investments to see if at any time there was an investment at a yield greater than the yield on the bonds as set forth in the arbitrage certificate. If it is determined that no investments were made at any time at a yield greater than the yield on the bonds, the Finance Director shall file a statement to that effect in the Issuer's records. If it is determined that any investments were made at a yield greater than the yield on the bonds, the Finance Director will cause a rebate calculation to be completed by an independent entity qualified to perform such calculations. The calculation shall be commenced at least four (4) months prior to the due date of the rebate payment. The report shall be filed with the Finance Director and a copy provided to the City Clerk. If rebate is owed, it will be paid in a timely manner and proof of filing the Form 8038T will be filed with the records of the Issuer.

If any of the covenants applicable to keeping the interest on the bonds tax exempt are violated, knowingly or unintentionally, the Finance Director shall confer with bond counsel on what remedial or curative steps should be taken to correct the violation. The Finance Director shall also be responsible for exploring and recommending whether a closing agreement under the Tax-Exempt Bonds Voluntary Closing Agreement Program described in Notice 2008-31 should be entered into.

11.10.2 Use of Facilities

The arbitrage certificate will set forth the extent to which non-governmental use of the facilities is expected. Following closing, the Finance Director will monitor the use of such facilities by creating a log for each bond financed facility. Prior to any private use in excess of the initial amount set forth in the arbitrage certificate, the Finance Director will perform a calculation to determine the total amount of private use that will exist following the expanded private use. If such calculation results in a total private use in excess of 5%, the Finance Director will not allow such additional private use of the facilities without consulting bond counsel and receiving an opinion as to whether the additional private use can be allowed and how it can be allowed without violating the regulations relating to the tax exempt status of the bonds.

At the end of each calendar year, the Finance Director will calculate the percentage of private use that has existed with respect to the bond financed facilities during that calendar year. The calculation as well as any opinion of bond counsel on private use rendered during that calendar year will be retained in the records of the Issuer. Any leases, licenses to use, management agreements, contracts for naming rights or any other documentation related to private use shall be maintained in the records of the Issuer.

The Finance Director shall also retain records of the disposition of any bond financed property and the use of sale proceeds, if any. If replacement property is acquired with sale proceeds, the Finance Director shall continue to track the replacement property as if it were property originally purchased with bond proceeds. Property may be disposed of after the end of its useful life for no consideration. In that case, the Finance Director need not track the use of any replacement property.

11.10.3 Record Keeping

All records related to use of bond proceeds, investment of bond proceeds and use of bond financed facilities and the transcript of proceedings for each tax-exempt bond issue shall be retained for three (3) years beyond the final maturity of the bonds or refunding bonds issued to refund the bonds. The records shall be kept by the Finance

Director or by the bank trustee, if there is one. Minutes and resolutions authorizing the financing and any action related thereto which are not contained in the transcript of proceedings shall be retained by the Finance Director.

11.10.4 Continuing Disclosure

The Finance Director will be responsible for monitoring compliance with the continuing disclosure undertaking executed in connection with the sale of the bonds. The Finance Director shall file the audited statements with the relevant entities within two (2) weeks of receiving the final signed statements. A copy of the filing shall be maintained in the files of the Issuer. The Finance Director shall cause to be filed with the relevant entities any annual disclosure information and notice of the occurrence of any event listed in the continuing disclosure undertaking in a timely manner. The Finance Director shall be authorized to retain the services of an accountant, investment banker or lawyer to assist in complying with the continuing disclosure undertaking.

SECTION 11.11 INVESTMENT POLICY

This investment policy (the "Policy") applies to the investment of the City's operating funds. Investments of the Police Pension Fund are covered by a separate policy. This formal policy was approved by the City Council in January of 2001 through Resolution No. R00-14.

11.11.1 General Objectives

The primary objectives, for the City's investment activities, in priority order, shall be safety, liquidity and yield.

- A. Safety. Safety of principal is the foremost objective of the investment program. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. The objective will be to minimize credit risk and interest rate risk.

Credit Risk. The City will minimize credit risk; and the risk of loss due to the failure of the security issuer or backer, by:

- Limiting investments to the safest type of securities.
- Pre-qualifying the financial institutions, intermediaries, and advisors with which the City will do business.
- Diversifying the investment portfolio so that potential losses on individual securities will be minimized.

Interest Rate Risk. The City will minimize interest rate risk and the risk that the market value of securities in the portfolio will fall due to changes in general interest rate, by:

- Structuring the investment portfolio so that the securities mature to meet cash requirements for ongoing operations, thereby avoiding the need to sell securities on the open market prior to maturity.
 - Investing operating funds primarily in shorter-term securities, money market funds, or similar investment pools.
- B. Liquidity. The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated. This shall be accomplished by structuring the portfolio so that securities mature concurrently with cash needs to meet anticipated demands (static liquidity). Furthermore, since all possible cash demands cannot be anticipated, the portfolio will also have securities with active secondary or resale markets (dynamic liquidity). A portion of the portfolio also may be placed in money market mutual funds or local government investment pools which offer same-

day liquidity for short-term funds.

- C. Yield. The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking investment risk constraints and liquidity needs into account. Return on investment is of secondary importance compared to the safety and liquidity objectives described above. The core of investments will be limited to relatively low risk securities in anticipation of earning a fair return relative to the risk being assumed. Securities shall not be sold prior to maturity with the following exceptions:
- A security with declining credit may be sold early to minimize loss of principal.
 - A security swap may be undertaken if it would improve the quality, yield, or target duration in the portfolio.
 - A security may be sold if the liquidity needs of the portfolio require such a sale.

11.11.2 Standards of Care

- A. Prudence. The standard of prudence to be used by investment officials shall be the “prudent person” standard and shall be applied in the context of managing an overall portfolio.
- Investment officers who are acting in accordance with written procedures and this Policy, and who are exercising due diligence shall be relieved of any personal responsibility for the credit risk of an individual security or market price changes, provided that deviations from expectations are reported in a timely fashion, and the liquidity and the sale of securities comply with the terms of this Policy.
 - Investments shall be made with the judgment and care that persons of prudence, discretion and intelligence would exercise under circumstances in the management of their own affairs. Investments shall not be made for speculation, but only based on an appropriate and reasonable balance between the probable investment income to be derived and the probable safety of the investment capital.
- B. Ethics and Conflicts of Interest. Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the investment program, or that could impair their ability to make impartial decisions. Employees and investment officials shall disclose any material interests in financial institutions with which they conduct business. They shall further disclose any personal financial or investment interests that could be related to the performance of the investment portfolio. Employees and officers shall refrain from undertaking personal investment transactions with the same individual(s) with whom business is conducted on behalf of the City.
- C. Delegation of Authority. Responsibility for the operation of the investment program is hereby delegated to the Finance Director. All parties shall act in accordance with established written procedures and internal controls for the operation of the investment program consistent with this Policy. Procedures shall include references to: safekeeping, delivery vs. payment, investment accounting, wire transfer agreements, and collateral/depository agreements. No person may engage in an investment transaction except as provided under the terms of this Policy and the procedures established by the Finance Director. The Finance Director shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials.

11.11.3 Safekeeping and Custody

- A. Authorized Financial Dealers and Institutions. A list will be maintained of financial institutions authorized to provide investment services, as selected by the City Council, and the head of the Finance Department shall conduct an annual review of the financial condition and registration of all qualified financial institutions on such list. All financial institutions that desire to become qualified for

investment transactions must supply the following information:

- Audited financial statements
 - Proof of state registration
 - Certification that officers of the institution have read and understood this Policy and that, on behalf of the institution, its officers agree to comply with this Policy.
- B. **Internal Controls.** The head of the Finance Department is responsible for designing, establishing and maintaining an internal control structure to ensure and provide reasonable assurance that the assets of the City are protected from loss, theft or misuse. The concept of reasonable assurance recognizes that (1) the cost of a control should not exceed the benefits likely to be derived from it; and (2) the valuation of costs and benefits requires estimates and judgments by management. Accordingly, the head of the Finance Department shall establish a process for an annual independent review by an external auditor to assure compliance with policies and procedures. The internal control review by the external auditor shall address the following points:
- Control of collusion
 - Separation of transaction authority from accounting and record keeping
 - Custodial safekeeping
 - Avoidance of physical delivery of securities
 - Clear delegation of authority to subordinate staff members
 - Written confirmation of transactions for investments and wire transfers
 - Development of a wire transfer agreement with the lead bank and third-party custodian
- C. **Delivery vs. Payment.** Where applicable, all trades will be executed by delivery vs. payment (DVP), to ensure that securities are deposited in an eligible financial institution prior to the release of funds. Securities will be held by a third-party custodian as evidenced by safekeeping receipts.

11.11.4 Suitable and Authorized Investments

- A. **Investment Types.** The following investments will be permitted by this Policy, however, investment in derivatives of the instruments listed below shall not be permitted:
- U.S. Government obligations, U.S. government agency obligations, and U.S. government instrumentality obligations, which have a liquid market with a readily determinable market value and which are guaranteed by the full faith and credit of the United States of America as to principal and interest.
 - Interest bearing savings accounts, interest bearing certificates of deposit, but only those that constitute direct obligations of a qualified bank as defined by the Illinois Banking Act and that are insured by the Banking Insurance Fund (BIF).
 - Illinois Funds
 - Local government investment pools, either State administered or administered through joint powers statutes and other intergovernmental agreement legislation.
- B. The investment advisor will be approved by the City Council.
- C. **Collateralization.**
- It is the policy of the City to require that funds on deposit be covered by FDIC insurance. Some form of collateral must secure funds on deposit in excess of Banking Insurance Fund and Savings Associate Insurance Fund limits. The City will accept any of the following assets as collateral:
 - U.S. Government Securities
 - Obligations of Federal Agencies
 - The fair market value of collateral provided will not be less than 110% of the net amount of public funds secured. The ratio of fair market value of collateral to the amount of funds secured will be reviewed quarterly and additional collateral will be requested when the ratio declines

below the level required. Pledged collateral will be held by the City or in safekeeping and evidenced by a safekeeping agreement. If collateral is held in safekeeping, it must be held by a third party or by an escrow agent of the pledging institution. Collateral agreements will preclude the release of the pledged assets without an authorized signature from the City, however, they will allow for an exchange for collateral of like value.

11.11.5 Investment Parameters

- A. **Diversification.** The investments shall be diversified by:
- Limiting investments to avoid over concentration in securities from a specific issuer or business sector (excluding U.S. Treasury securities)
 - Limiting investment in securities that have higher credit risks
 - Investing in securities with varying maturities
 - Investing a portion of the portfolio in readily available funds such as local government investment pools (i.e., Illinois Funds) and money market funds to ensure that appropriate liquidity is maintained to meet ongoing obligations.
- B. **Maximum Maturities.** To the extent possible, the City shall attempt to match its investments with anticipated cash flow requirements as follows:
- Investments shall be purchased with maturities to match current expenditures; future anticipated costs and liability requirements, so that the City will consistently have sufficient cash available for all operating purposes.
 - Reserve funds and other funds with longer-term investment horizons may be invested in longer-term securities if the maturity of such investments is made to coincide as practicable with the expected need for use of the funds.
 - Because of inherent difficulties in accurately forecasting cash flow requirements, a portion of the portfolio should be continuously invested in readily available funds and money market funds to ensure that appropriate liquidity is maintained to meet ongoing obligations.

11.11.6 Reporting

- A. **Methods.** Each investment firm shall, with the assistance of the Finance Director shall prepare a monthly investment report including a management summary that provides an analysis of the status of the current investment portfolio and transactions made over the last quarter, and such summary shall be prepared in such a manner as to enable the City Administrator to determine whether investment activities during the reporting period have conformed to this Policy. All such reports shall be provided to the Mayor and City Council. On an as needed basis, the investment firm shall present a report at a City Council meeting concerning the investment transactions and the status of the portfolio. All such summaries and reports shall be provided to the Mayor and City Council and shall include the following:
- Listing of individual securities held at the end of the reporting period.
 - Realized and unrealized gains or losses resulting from appreciation or depreciation by listing the cost and market value over a one (1) year period for securities that are not intended to be held until maturity.
 - Average weighted yield to maturity on investments in the investment portfolio as compared to applicable benchmarks.
 - Listing of each investment by its maturity date.
 - Percentage of the total portfolio which each type of investment represents.
- B. **Performance Standards.** The investment portfolio will be managed in accordance with the parameters specified within this Policy. The portfolio should produce a market average rate of return during a market/economic environment of stable interest rates.

- C. **Marking to Market.** The market value of the portfolio shall be calculated at least quarterly and a statement of the market value of the portfolio shall be issued at least quarterly. This will ensure that a review has been performed to determine the value and price volatility of the investment portfolio. In defining market value, consideration should be given to the GASB Statement 31 pronouncement.

11.11.7 Policy Considerations

- A. **Exemption.** Any investment currently held that does not meet the guidelines of this Policy shall be exempted from the requirements of this Policy, however, at maturity or liquidation of such an investment, the monies derived shall be reinvested only as provided by this Policy.
- B. **Amendments.** This Policy shall be reviewed at least every three (3) years by the head of the Finance Department and City Attorney. Any changes must be approved by the City Treasurer and City Administrator, as well as other individual (s) charged with maintaining internal controls.

SECTION 11.12 POLICE OAKBROOK TERRACE PENSION FUNDING POLICY

11.12.1 Applicability & Scope

This policy applies to the calculation of the City of Oakbrook Terrace's "annual required contribution" (ARC) to the Oakbrook Terrace Police Pension Fund. The police pension trust fund is organized under Article III of the Illinois Pension Code. This policy is in accordance with Governmental Accounting Standards Board Statement No. 67, *Financial Reporting for Pension Plans* and Statement No. 68, *Accounting and Financial Reporting for Pensions*. Under this accounting pronouncement the City is required to adopt a policy documenting its pension funding practices.

11.12.2 Background

The financial objective of a defined benefit pension plan is to fund the long-term cost of benefits provided to the plan participants. In order to assure that the plan is financially sustainable, the plan should accumulate adequate resources in a systematic and disciplined manner over the active service life of benefitting employees. This funding policy outlines the method the City will utilize to decide its actuarially determined contribution to the Oakbrook Terrace Police Pension Fund to fund the long-term cost of benefits to the plan participants and annuitants.

The City believes this funding policy meets the guidelines for state and local governments set by the Pension Funding Task Force convened by the Center for State and Local Government Excellence. The guidelines set by this task force, outline the following objectives detailed below for pension funding policy.

- **Actuarially Determined Contributions.** A pension funding plan should be based upon an actuarially determined annual required contribution (ARC) that incorporates both the cost of benefits in the current year and the amortization of the plan's unfunded actuarial accrued liability.
- **Funding Discipline.** A commitment to make timely, actuarially determined contributions to the retirement system is needed to ensure that sufficient assets are available for all current and future retirees.
- **Intergenerational equity.** Annual contributions should be reasonably related to the expected and actual cost of each year of service so that the cost of employee benefits is paid by the generation of taxpayers who receives services from those employees.

- **Contributions as a stable percentage of payroll.** Contributions should be managed so that employer costs remain consistent as a percentage of payroll over time.
- **Accountability and transparency.** Clear reporting of pension funding should include an assessment of whether, how and when the plan sponsor will ensure sufficient assets are available for all current and future retirees.

11.12.3 City Annual Required Contribution (ARC)

The City will determine its ARC to the Oakbrook Terrace Police Pension Fund using the following principles:

- A. The ARC will be calculated by an enrolled actuary.
- B. The ARC will include the normal cost for current service and amortization to collect or refund any under- or over-funded amount.
- C. The normal cost will be calculated using the entry age normal level of percentage of payroll actuarial cost method using the following assumptions:
 - The investment rate of return assumption will be 6.5% per year.
 - The salary increase assumption will be 4.5% per year.
 - Non-economic assumptions, such as rates of separation, disability, retirement, mortality, etc., shall be determined by City management in consultation with the actuary to reflect current experience.
- D. The difference between the accrued liability and actuarial value of assets will be amortized to achieve 100% funding in 2040 based upon a level percentage of payroll.
- E. Actuarial assets will be determined using market valuation.

The City will make its actuarially determined contribution to the Oakbrook Terrace Police Pension Fund through the direct installments of the property tax levy from DuPage County.

11.12.4 Transparency and Reporting

Funding of the Oakbrook Terrace Police Pension Fund should be transparent to vested parties including: plan participants, annuitants, the Oakbrook Terrace Police Pension Board, the City Council, and Oakbrook Terrace residents. In order to achieve this transparency, the following information shall be distributed:

A copy of the annual actuarial valuation for the Oakbrook Terrace Police Pension Board shall be made available to the City Council and the Oakbrook Terrace Police Pension Fund.

The City's Comprehensive Annual Financial Report shall be published on its website. This report includes information on the City of Oakbrook Terrace annual contribution to the Oakbrook Terrace Police Pension Fund, and funded status of the Oakbrook Terrace Police Pension Fund.

Each year, the City Council shall approve the City's annual contribution to the Oakbrook Terrace Police Pension Fund.

The City's annual operating budget shall include the City's contribution to the Oakbrook Terrace Police Fund. The budget for the Oakbrook Terrace Police Pension Fund is controlled by the Oakbrook Terrace Pension Board, in accordance with state law. The budget document shall be published on the City website and made available for public inspection at City Hall.

11.12.5 Review of Funding Policy

Funding a defined benefit pension plan requires a long-term horizon. Assumptions and inputs into the policy should focus on long-term trends, not year -to-year shifts in the economic or non-economic environments. Generally, assumptions or inputs should be evaluated and changed if long-term economic or noneconomic inputs have fundamentally changed or are no longer reasonable. As such, the City will review this policy at least every five (5) years to determine if changes to this policy are needed to ensure adequate resources are being accumulated in the Oakbrook Terrace Police Pension Fund. The City reserves the right to make changes to this policy at any time if it is deemed appropriate.

SECTION 11.13 WIRE TRANSFER POLICY

Authorized wire transfers may only be made by Amy Marrero, City Administrator. In Amy's absence, Jen Haug, Finance Coordinator, may perform wire transfers between City bank accounts at Harris Bank. Each month the City wires the employee portion of the police pension contribution to the Police Pension Harris bank account. Outside wire transfers to non-City bank accounts may be performed by the Mayor and City Administrator only.

SECTION 11.14 FIVE-YEAR FORECAST

The City will compose a Five-Year forecast to project the City's financial condition beyond the operating budget year. The Five-Year forecast will be prepared based upon the current level of services. The Five-Year forecast will be presented to the City Council during the budget meetings and will be included in the annual budget document. The Five-Year forecast will identify possible deficits before they transpire so practical steps may be taken to correct future financial challenges. A comparison of actuals versus projections will also be evaluated as part of the five-year forecast.

SECTION 11.15 PURCHASING GUIDELINES (INCLUDED IN CHAPTER 30, SECTION 65 OF THE MUNICIPAL CODE)

It is the purpose of this subchapter to assure that all services, materials, equipment, labor, supplies, and personal property are purchased in a manner to assure the best possible price and quality services, materials, equipment, labor, supplies and personal property, giving due consideration to the efficient operation of the city and the costs of administration of any established procedures. This subchapter shall be construed and interpreted in a manner consistent with the various statutes of the state as they may relate to the procurement of services or personal property by the city or, if different procedures are established by the city, in a manner consistent with such procedures. In the event that a specific Illinois statute governs the manner of procurement, and preempts the exercise of home rule authority pursuant to the Illinois Constitution, then the specific requirements of the Illinois statute shall govern over any inconsistent provisions of this subchapter.

11.15.1 Bid Procedures.

(A) Generally. If not included in this subchapter, the office of the City Administrator shall prescribe the requirements to be met whenever competitive bidding is utilized or proposals are solicited or requested. In any instance where the procurement is exempt by virtue of the provisions of this subchapter or Illinois statute, the procurement shall be accomplished in a manner that will be most advantageous to the city, giving due consideration to the cost of and quality of goods and services, the ability of the vendor to perform, or other relevant factors. If not included in this subchapter, the office of the City Administrator may also prescribe the procedures by which competitive bids or proposals for any specific procurement shall be received, the time limit for receiving such bids or proposals, and the procedure by which bids or proposals shall be opened, accepted,

and examined, and by which recommendations for the acceptance or rejection of bids or proposals shall be made to the corporate authorities.

(B) Competitive bidding. When competitive bidding is required or proposals for goods or services, other than professional services, are solicited from vendors, the bid or proposal shall be disqualified from consideration unless the bid is submitted to the city in a sealed envelope in accordance with the provisions of this section. The exterior of the envelope shall contain only the following information: the name, address and responsible contact information, as necessary, of the bidder or vendor making the proposal. If the city collects a bid or proposal that is not sealed or for which the required information is not clearly noted on the outside of the bid, such bid or proposal will be immediately disqualified, and returned unopened to the bidder, if feasible. If a bid or proposal is properly received by the office of the City Administrator, the individual accepting the bid or proposal shall note the date and time that the bid was received and sign his or her name. All bids or proposals shall be kept in a secure location in an office designated by the City Administrator.

(C) Holding and returning bids. Bids or proposals shall not be unsealed and examined until the date and time specified for opening, provided, that prior to the bid or proposal opening, the bidder or vendor making the proposal shall be entitled to withdraw the bid or proposal. If such a request to withdraw is made in writing to the office of the City Administrator, the City Administrator or a designee shall direct that the bid or proposal be returned to the bidder or vendor and notify the department head involved in the procurement of such returned bid or proposal. Once bids or proposals are opened, they may not be withdrawn except upon the approval of the City Council.

11.15.2 Security Deposits for Bids.

(A) On all contracts and purchases, not including professional services, wherein competitive bidding procedures are utilized, if security deposits are required of the bidders, a security deposit, in a form and substance acceptable to the city, of 10% of the actual bid shall be required.

(B) The 10% security deposit designated in division (A) herein shall be in the form of a bank cashier's check, certified check or bank draft payable to the city; provided, however, that if state law allows the bidder or vendor to submit a bid bond or letter of credit for the 10% security deposit in lieu of a cashier's or certified check, then a bid bond with surety or letter of credit may be furnished to the city by the bidder or vendor. The bid bond or security deposit shall be returned to any unsuccessful bidder when a contract has been awarded and signed or all bids have been rejected.

11.15.3 Purchasing Procedures.

Formal competitive bidding, with advertisement, shall not be required for certain purchases specified in this section, provided that any special purchasing procedures designated below shall be followed:

(A) Purchases less than \$5,000 may be authorized by the department head of each department, provided that purchase orders shall be required for purchases of \$2,500 or more and shall be submitted with a minimum of three verbal quotes to be listed on the purchase order itself.

(B) Purchases of at least \$5,000, but less than \$20,000, must be accompanied by a purchase order and may be authorized by a department head but must also be approved by the City Administrator or, in the absence of the City Administrator, the Mayor. In addition, with the exception of a professional services contract, such

purchase order shall meet the soliciting requirements of § 30.69(C) and be submitted with a minimum of three written quotes directly from the vendors.

(C) Any purchase order or contract for goods and services, but not including professional services, of \$20,000 or more shall be let by competitive bidding as provided in § 30.69(A), and shall require presentation to and approval by a majority of the corporate authorities.

(D) Individual purchase orders for the bulk purchase of gasoline and/or diesel fuel for use in city vehicles may be authorized by the Public Services Director, with the approval of the City Administrator, in any amount regardless of whether the total of such individual purchase orders exceeds \$20,000 during any one fiscal year, as long as the purchase complies with § 30.70(A)(3) of this subchapter.

(E) No official, officer or employee may circumvent the limitations of this subchapter by means of "string purchasing" or similar devices.

(F) All purchase orders shall first be submitted to the Finance Department for verification that sufficient funds remain within the approved budget for the issuance of the purchase order. A purchase order may be signed by a department head and then presented to any other individual(s) whose approval is required only after verification that the proposed expenditure has been budgeted and that adequate amounts remain within the line item account. Proposed purchase orders submitted to the Finance Department shall contain the budgeted amount of the prescribed line item account a description of the goods or services, unit cost, quantity, total cost, and such other information as the Finance Department may require.

(G) All purchase orders shall be obtained from the Finance Department and shall be pre-numbered, and proper inventory of same shall be kept by the Finance Department.

(H) Upon issuance of the purchase order, it shall be distributed as follows: original to the vendor, one copy to the Finance Department, and one copy to the requesting department.

(I) All department heads are encouraged to use open purchase orders when dealing with certain vendors with whom the city conducts a significant level of business during any given fiscal year, subject to the approval requirements for purchase orders as established in this section.

(J) All vendor invoices shall be submitted to the Finance Department for payment.

(K) All vendor invoices in the amount of \$2,500 or more shall be submitted to the Finance Department for payment and shall contain a copy of the purchase order and some or all of the following:

- (1) Receipts, receiving tickets, or other evidence of purchase, if appropriate;
- (2) Copy of the bid, contract or other document, if appropriate (only upon first payment if multiple payments are expected);
- (3) Usual and customary documents for the transaction (lien waivers, engineer's or architect's certificates, and the like), if appropriate; and
- (4) Bills of lading, shipping invoices, freight bills, as appropriate.

11.15.4 Bidding Procedures and Requirements.

(A) Except for purchase orders or contracts for professional services, and except for purchases authorized under § 30.68(D) of this subchapter, all purchase orders or contracts for goods and services involving amounts in excess of \$20,000 or more, made by or on behalf of the city, shall be let by competitive bidding after advertisement, to the lowest responsive and responsible bidder.

(B) The sale of all real property and personal property valued over \$20,000 made by or on behalf of the city, shall be let by competitive bidding after advertisement, to the highest responsible bidder.

(C) Except for purchase orders or contracts for professional services, all purchase orders or contracts for goods and services involving amounts of \$5,000 or more, but less than \$20,000, made by or on behalf of the city, shall be let in the open market through a solicitation by mail, telephone, facsimile machine, or e-mail, or otherwise to insure the best interest of the public.

(D) Except for purchases authorized under § 30.68(D) of this subchapter, all individual purchase orders or contracts for the bulk purchase of gasoline and/or diesel fuel for use in city vehicles involving amounts in excess of \$5,000, but less than \$20,000, and made by or on behalf of the city, shall be let in the open market, through a solicitation by mail, telephone, facsimile machine, or e-mail, or otherwise, to insure the best interest of the public.

(Ord. 09-54, passed 4-27-10)

11.15.5 Exemptions from Bidding Requirements.

(A) The following purchases are exempt from the requirements set forth in this subchapter of open and competitive bidding:

(1) Purchase contracts for professional services, which by their nature are not adaptable to award by competitive bidding. Such contracts shall include, but not be limited to, contracts for the services of individuals possessing a high degree of professional skill, such as attorneys, architects, engineers or land surveyors. The requirements to be met and the means and methods to be used in procuring such professional services shall be determined by the City Administrator with the concurrence of the City Council, and the requirements of the Local Government Professional Services Selection Act (ILCS Ch. 50, Act 510, §§ 1 *et seq.*) shall not be applicable to the procurement of such services.

(2) Purchase contracts for supplies, materials, parts, or equipment, which are available only from a single source.

(3) All purchase orders or contracts for goods and services for which the price to be paid by the city has been established within one year preceding the letting of the proposed contract by the city, by open and competitive bidding through an intergovernmental group of municipalities or other local governments, or an agency of the federal, state or county governments.

(4) All purchase orders or contracts for goods or services for which the requirement of advertising for competitive bids is waived by a two-thirds majority vote of the corporate authorities then holding office, except in such instances where open and competitive bidding is required by Illinois statutes that preempt the exercise of home-rule authority.

(B) Nothing in this subchapter herein will serve to prevent the City Council from authorizing procurement from any federal, state or local governmental unit or agency thereof of any such materials, supplies, commodities or equipment as may be made available through the operation of any legislation heretofore or hereinafter enacted even if the procurement does not conform with the competitive bidding requirements of this chapter.

11.15.6 Emergency Exemptions from Advertisement Requirements.

In the event of an emergency or disaster affecting the public health or safety which is: (1) declared by the corporate authorities at a duly noticed or special emergency meeting, which declaration shall require the affirmative vote of a majority of the corporate authorities then holding office and shall set forth the nature of the danger to the public health or safety; or (2) proclaimed by the DuPage County Board Chairman in a "Proclamation of Emergency for DuPage County, Illinois;" or (3) proclaimed by the DuPage County Board Chairman in a "Proclamation of Disaster for DuPage County, Illinois"; or (4) proclaimed by the Mayor, the Mayor pro tem, City Administrator or Police Chief in the event of a local emergency or local disaster, then contracts may be let to the extent necessary to resolve such emergency without public advertisement or compliance with the provisions of this chapter.

11.15.7 Exemption for Employment Contracts.

Employment contracts or agreements in the municipal service shall not be subject to provisions of this subchapter.

11.15.8 Change Orders for Public Works Contracts.

(A) Monitoring of change orders. It is the policy of the city to monitor change orders as revisions to municipal contracts on a timely basis and report such change orders so that any required budgetary revisions can be affected and so that funding can be made available before invoices are processed.

(B) Approval of change orders for public works contracts. Change orders for public works contracts shall be approved only as follows:

(1) The Department Head or Consulting Engineer supervising the public works contract shall submit the change order, together with an explanation of the reason for the change order, to the City Administrator for review.

(2) The City Administrator may approve increases in public works construction and engineering contracts due to change orders, not to exceed in total 10% of the awarded contract amount without City Council approval subject to the following conditions:

(a) No single change order may exceed \$10,000 without City Council approval, and any single change order which exceeds \$10,000 shall be approved only after a written determination that:

(i) the circumstances said to necessitate the change were not reasonably foreseeable at the time the contract was signed;

(ii) the change is germane to the original contract as signed; or

iii) the change order is in the best interest of the city and is authorized by law. The written change order and the written determination shall be preserved in the contract file, which shall be open to the public for inspection.

(b) Any series of change orders, which authorizes an increase in the cost of the public works contract by a total of \$10,000 or more shall be approved only after the City Administrator makes a determination in writing as provided in division (B)(2)(a) of this section. The written change order and the written determination shall be preserved in the contract file, which shall be open to the public for inspection.

(3) All change orders resulting in increases in public works contracts, which exceed a total of 10% of the awarded contract amount, shall be submitted by the City Administrator to the City Council for approval.

(4) Any proposed change orders resulting in increases in public works contracts, which would exceed a total of 50% of the original awarded contract price if approved, are not allowed. That portion of the proposed change to the original awarded contract work must be re-bid according to the bidding procedures set forth in this subchapter.

(C) Requirement to report change orders to public works contracts. Regardless of the amount, the City Administrator shall report all approvals of change orders, which increase the cost of public works construction and engineering contracts to the City Council, in writing, at the earliest possible time but in any event not later than the next regularly scheduled City Council meeting.

City of Oakbrook Terrace

Fiscal Year 2025

Glossary of Terms

ABATEMENT

A complete or partial cancellation of a levy imposed by a government. Abatements usually apply to tax levies, special assessments, and service charges.

ACCOUNT FUND STRUCTURE

Traditional means of categorizing various activities by a particular fund.

ACCRUAL ACCOUNTING BASIS

Method of accounting that recognizes the financial effect of transactions, events, and inter-fund activities when they occur, regardless of the timing of related cash flows. The government wide, proprietary, and pension statements in the Comprehensive Annual Financial Report use the accrual basis of accounting for financial statement presentation.

ACCUMULATED DEPRECIATION

A contra-asset account used to report the accumulation of periodic credits to reflect the expiration of the estimated service life of fixed assets.

AMENDED BUDGET

Changes to adopted budget by City Council after adjustments and transfers are made.

ANNEXATION

To incorporate into the domain of the City.

ANNUAL BUDGET

A budget applicable to a single fiscal year.

APPROPRIATION

A legal authorization granted by a legislative body to make expenditures and to incur obligations for specific purposes. An appropriation usually is limited in amount and the time in which it may be expended.

ASSESSED VALUATION

A valuation set upon real estate or property by a government as a basis for levying taxes.

ASSESSMENT

The process of making the official valuation upon real property for taxation purposes. The valuation placed on real property as a result of this process.

ASSETS

Resources owned or held by a government which has a monetary value.

ASSETS, FIXED

Assets of a long-term character which are intended to continue to be held or used, such as land, buildings, improvements other than buildings, machinery, furniture, and other equipment. The City has established a level of \$25,000 for an item to be considered an asset; below that, the item is considered to be an operating expense.

BALANCE, RESERVED FUND

Those portions of fund balance that is not appropriate for expenditures or that is legally segregated for a specific future use.

BALANCE SHEET

A financial statement that discloses the assets, liabilities, reserves, and balances of a specific governmental fund as of a specific date.

BALANCE, FUND

The difference between fund assets and fund liabilities of governmental funds.

BALANCED BUDGET

A budget in which estimated revenues equal estimated expenditures.

BASIS OF ACCOUNTING

A term used to refer to when revenues, expenditures, expenses, transfers and the related assets and liabilities are recognized in the accounts and reported in the financial statements. Specifically, it relates to the timing of the measurements made, regardless of the nature of the measurement, on either the cash or accrual method.

BENEFITS, FRINGE

Expenditures directly attributable to City employee benefits, including the City's contribution to the Illinois Municipal Retirement Fund (IMRF) and Social Security, expenses relating to the life and health insurance programs and workers' compensation program costs.

BOND

Most often, a written promise to pay a specified sum or money (called the face value or principal amount) at a specified date or dates in the future, called the maturity date(s), together with periodic interest at a specified rate.

BOND, REFINANCING

The payoff and re-issuance of bonds, to obtain better interest rates and/or bond conditions.

BONDED DEBT

The portion of indebtedness represented by outstanding bonds.

BONDS, REFUNDING

Bonds issued to retire bonds already outstanding. The refunding bonds may be used to provide the resources for redeeming outstanding bonds, or the refunding bonds may be exchanged with the holders of the outstanding bonds.

BUDGET

A plan of financial activity for a specified period of time (fiscal year) indicating all planned revenues and expenses for the budget period.

BUDGET, AMENDED

Changes to adopted budget by City Council after adjustments and transfers are made.

BUDGET, ANNUAL

A budget applicable to a single fiscal year.

BUDGET, BALANCED

A budget in which estimated revenues equal estimated expenditures.

BUDGET, LINE ITEM

A form of budget which allocates money for expenditures to specific items or objects of cost.

BUDGET MESSAGE

The opening section of the budget which provides the City Council and the public with a general summary of the most important aspects of the budget, changes from the current and previous fiscal years, and the views and recommendations of the City Administrator.

BUDGET OFFICER

Per Illinois Budget Law, Section 5/8-2-9.1, every municipality shall have a budget officer designated by the Mayor or President with the approval of the corporate authorities. The budget officer shall encourage and establish the use of efficient budgeting and other fiscal management procedures. The budget officer also shall establish and maintain procedures to ensure that no expenditures are made by the municipality except as authorized by the budget.

BUDGET, OPERATING

Plans of current expenditures and the proposed means of financing them. The annual operating budget is the primary means by which most of the financing, acquisition, spending and service delivery activities of a government are controlled. The use of annual operating budgets is usually required by law. Even when not required by law, however, annual operating budgets are essential to sound financial management.

BUDGETARY CONTROL

The control or management of a government or enterprise in accordance with an approved budget to keep expenditures within the limitations of what has been appropriated and available revenues.

BUILDINGS AND BUILDING IMPROVEMENTS

A fixed asset account reflecting the acquisition cost of permanent structures owned or held by a government and the improvements thereon.

BUSINESS DISTRICT

A blighted area by reason of the predominance of defective or inadequate street layout, unsafe conditions, and deterioration of site improvements which constitute an economic liability to the City and on the whole has not been subject to development by private enterprises and reasonably be redeveloped without the adoption of a redevelopment plan.

CAPITAL EXPENDITURES

The City defines a capital asset as a large vehicle or piece of equipment, (i.e. a six wheeled dump truck, but not a police cruiser), which has an estimated cost of \$25,000 or more, and which will be funded by a capital improvement fund rather than an operating department. Capital projects include new and upgraded infrastructure improvements, and facility construction, replacement or major renovations. The information describing the justification for the capital asset/project, its benefits, and estimated cost will be tied to the Operating Budget and the totals for each program in the CIP will be included in the Operating Budget summaries of each fund.

CAPITAL IMPROVEMENTS PROGRAM (CIP)

A CIP is a multi-year planning instrument used by governments to identify needed capital projects and to coordinate the financing and timing of such improvements in a way that maximizes the return to the public.

CAPITAL OUTLAY

Expenditures which result in the acquisition of or addition to fixed assets.

CAPITAL PROJECTS FUND

A fund created to account for financial resources to be used for the acquisition or construction of major capital facilities.

CASH BASIS

A basis of accounting under which transactions are recognized when cash is received or disbursed.

CASH MANAGEMENT

The management of cash necessary to pay for government services while investing temporary cash excesses in order to earn interest revenue. Cash management refers to the activities of forecasting the inflows and outflows of cash, mobilizing cash to improve its availability for investment, establishing and maintaining banking relationships, and investing funds in order to achieve the balance of the highest interest and return, liquidity and minimal risk with these temporary cash balances.

CERTIFICATE OF DEPOSIT

A negotiable or non-negotiable receipt of monies deposited in a bank or financial institution for a specific period for a specified rate of interest.

CHART, ORGANIZATIONAL

A flow chart shows the chain of command and structure of the City Administration.

COMMODITIES

Materials and supplies purchased for use in City operations.

COMPENSATED ABSENCES

Absences, such as vacation, illness and holidays, for which it is expected employees will be paid. The term does not encompass severance or termination pay, postretirement benefits, deferred compensation or other long-term fringe benefits, such as group insurance and long-term disability pay.

COMPONENT UNIT

A legally separate organization for which elected officials of the primary government are financially accountable.

CONTINGENCY

A budgetary reserve set aside for emergencies or unforeseen expenditures not otherwise budgeted.

CONTRACTUAL SERVICES

Services provided to the City by an outside vendor or contractor.

CONTRIBUTION, PENSION

The amount paid into a pension plan by an employer (or employee), pursuant to the terms of the plan, state law, actuarial calculations or some other basis of determination.

CURRENT ASSETS

Cash and other resources that are expected to turn to cash or to be used up within one year of the balance sheet date. Current assets are presented in the order of liquidity, i.e., cash, temporary investments, accounts receivable, inventory, and prepaid insurance.

CURRENT LIABILITIES

A current liability is an obligation that is 1) due within one year of the date of a company's balance sheet and 2) will require the use of a current asset or will create another current liability.

DEBT

An obligation resulting from the borrowing of money or from the purchase of goods and services. Debts of government include bonds, time warrants and notes.

DEBT, BONDED

The portion of indebtedness represented by outstanding bonds.

DEBT SERVICE FUND

A fund established to account for the accumulation of resources for, and the payment of, general long-term debt principal and interest.

DEFICIT

(1) A situation in which the liabilities of a fund exceed its assets. (2) The excess of expenditures over revenues during an accounting period.

DEPRECIATION

(1) Expiration in the service life of fixed assets attributable to wear and tear, deterioration, action of the physical elements, inadequacy and obsolescence. (2) The portion of the cost of a fixed asset charged as an expense during a particular period. In accounting for depreciation, the cost of a fixed asset, less any salvage value, is prorated over estimated service life of the asset, and each period is charged with a portion of such cost. Through this process the entire cost of the asset is ultimately charged off as an expense.

DEPRECIATION, ACCUMULATED

A contra-asset account used to report the accumulation of periodic credits to reflect the expiration of the estimated service life of fixed assets.

DUE FROM OTHER FUNDS

An asset account used to indicate amounts owed by a particular fund to another fund for goods sold or services rendered. This account includes only short-term obligation on open account, not inter-fund loans.

DUE TO OTHER FUNDS

A liability account reflecting amounts owed by a particular fund to another fund for goods sold or services rendered. These amounts include only short-term obligations on open account, not inter-fund loans.

EARNINGS, RETAINED

An equity account reflecting the accumulated earnings of an enterprise or internal service fund.

ENCUMBRANCES

Commitments related to unperformed contracts for goods and services. Used in budgeting, encumbrances represent the estimated amount of expenditures ultimately to result if unperformed contracts in process are completed.

ENTERPRISE FUND

A fund established to account for operations (a) that are financed and operated in a manner similar to private business enterprises where the intent of the governing body is that the cost (expenses, including depreciation) of providing goods and services to the general public on a continuing basis be financed or recovered primarily through user charges; or (b) where the governing body has determination of revenue earned, expenses incurred, and/or net income is appropriate for capital maintenance, public policy, management control, accountability, or other purposes. The City's Water fund is an Enterprise Fund.

EQUALIZED ASSESSED VALUATION (EAV)

A method of valuing real estate. The EAV of a property is used as a base for which to calculate property taxes.

EXPENDITURES

Decreases in net financial resources. Expenditures include current operating expenses requiring the present or future use of net current assets, debt service and capital outlays, and intergovernmental grants, entitlements and shared revenues.

EXPENDITURES, CAPITAL

Permanent additions to the City assets or infrastructure, including the design, construction or purchase of land, buildings and facilities, or major renovations or equipment costing more than \$25,000 with a life expectancy of five years or greater.

EXPENSES

Outflows or other using up of assets or the incurrence of liabilities (or a combination of both) from delivering or producing goods, rendering services or carrying out other activities that constitute the entity's ongoing major or central operations.

FEES, TAP ON

Fees charged to join, connect, or extend an existing utility system.

FISCAL YEAR

The time period designated by the City signifying the beginning and ending period of recording financial transactions. The City of Oakbrook Terrace's fiscal year is May 1 through April 31.

FIXED ASSETS

Assets of a long-term character which are intended to continue to be held or used, such as land, buildings, improvements other than buildings, machinery, furniture and other equipment. The City has established a level of \$25,000 for an item to be considered an asset; below that, the item is considered to be an operating expense.

FRANCHISE FEE

A fee paid by public service businesses for use of city streets and property in providing their services to the citizens of the community. Services requiring franchise fees include telephone, natural gas, electric service and cable television.

FRINGE BENEFITS

Expenditures directly attributable to City employee benefits, including the City's contribution to the Illinois Municipal Retirement Fund (IMRF) and Social Security, expenses relating to the life and health insurance programs and workers' compensation program costs.

FULL-TIME EQUIVALENT (FTE)

A method of determining the total number of employees in terms of each position's number of hours compared to a full-time employee. Full-time positions have an FTE of 1.00. A part-time position that works 60% of the hours that a full-time position would work would have a full-time equivalency of 0.60.

FUND

A fiscal and accounting entity with a self-balancing set of account in which cash and other financial resources, all related liabilities and residual equities, or balances, and charges therein, are recorded and segregated to carry on specific activities or attain certain objectives in accordance with special regulations, restrictions or limitations.

FUND ACCOUNT STRUCTURE

Traditional means of categorizing various activities by a particular fund.

FUND ACCOUNTING

A method of municipal accounting where resources are allocated to and accounted for in separate funds based upon the purposes for which they are to be spent and the means by which spending activities are controlled.

FUND BALANCE

Fund balance represents uncommitted cash or other liquid cash convertible assets in excess of fund liabilities or the non-capital portion of net assets.

FUND. CAPITAL PROJECTS

A fund created to account for financial resources to be used for the acquisition or construction of major capital facilities.

FUND. DEBT SERVICE

A fund established to account for the accumulation of resources for, and the payment of, general long-term debt principal and interest.

FUND. ENTERPRISE

A fund established to account for operations (a) that are financed and operated in a manner similar to private business enterprises where the intent of the governing body is that the cost (expenses, including depreciation) of providing goods and services to the general public on a continuing basis be financed or recovered primarily through user charges; or (b) where the governing body has determination of revenue earned, expenses incurred, and/or net income is appropriate for capital maintenance, public policy, management control, accountability, or other purposes. The City's Water fund is an Enterprise Fund.

FUND. GENERAL

The fund used to account for all financial resources except those required to be accounted for in another fund.

FUND. GOVERNMENTAL TYPES

Funds used to account for the acquisition, use and balances of expendable financial resources and the related current liabilities, except for those accounted for in proprietary and fiduciary funds. In essence, these funds are accounting segregations of financial resources. Expendable assets are assigned to a particular governmental fund type according to the purposes for which they may or must be used. Current liabilities are assigned to the fund type from which they are to be paid. The difference between the assets and liabilities of governmental fund types is

referred to as fund balance. The City's current governmental fund types include: General, Special Revenue, Debt Service, and Capital Improvement.

FUND, INTERNAL SERVICE

A fund used to account for the financing of goods or services provided by one department to another department on a cost reimbursement basis.

FUND, NONEXPENDABLE TRUST

A trust fund, the principal of which may not be expended. Nonexpendable trust funds are accounted for in essentially the same manner as proprietary funds.

FUND, PROPRIETARY TYPES

Sometimes referred to as income determination or commercial-type funds, this classification is used to account for a government's ongoing organizations and activities that are similar to those often found in the private sector (i.e., enterprise and internal service funds). All assets, liabilities, equities, revenues, expenses and transfers relating to the government's business and quasi-business activities are accounted for through proprietary funds. The GAAP used are generally those applicable to similar businesses in the private sector and the measurement focus is on determination of net income, financial position and changes in financial position.

FUND, RESERVED BALANCE

Those portions of fund balance that is not appropriate for expenditures or that is legally segregated for a specific future use.

FUND, SPECIAL REVENUE

A fund used to account for the proceeds of specific revenue sources (other than expendable trusts or major capital projects) that are legally restricted to expenditure for specified purposes. GAAP only require the use of special revenue funds when legally mandated.

FUND, TRUST & AGENCY

Trust funds are used to account for assets held by the City in a trustee capacity. Examples include the Police Pension Fund. Agency funds are used to account for assets held by the government as an agent for the individuals, private organizations, other governments and/or other funds. The City has one agency fund, Impact Donation.

FUND TYPE

Any one of seven categories into which all funds are classified in governmental accounting. The seven fund types are general, special revenue, debt service, capital projects, enterprise, internal service, and trust and agency.

GENERAL FUND

The fund used to account for all financial resources except those required to be accounted for in another fund.

GENERAL OBLIGATION BOND

General obligation” typically refers to a bond issued by a state or local government that is payable from general funds of the issuer. Most general obligation bonds are said to entail the "full faith and credit" (and in many cases the taxing power) of the issuer, depending on applicable state or local law. General obligation bonds issued by local units of government often are payable from (and in some cases solely from) the issuer’s ad valorem taxes (unless abated).

GENERALLY ACCEPTED ACCOUNTING PRINCIPALS (GAAP)

Uniform minimum standards and guidelines for financial accounting and reporting. They govern the form and content of the financial statements of an entity. GAAP encompasses the conventions; rules and procedures necessary to define accepted accounting practice at a particular time. They include not only broad guidelines of general application, but also detailed practices and procedures. GAAP provide a standard by which to measure financial presentations. The primary authoritative body on the application of GAAP to state and local governments is the Governmental Accounting Standards Board (GASB).

GOAL

A board statement of policy which sets the general direction for the program. An expression of the mission of a program. Goals are long term and are monitored over time.

GOVERNMENTAL FUND TYPES

Funds used to account for the acquisition, use and balances of expendable financial resources and the related current liabilities, except for those accounted for in proprietary and fiduciary funds. In essence, these funds are accounting segregations of financial resources. Expendable assets are assigned to a particular governmental fund type according to the purposes for which they may or must be used. Current liabilities are assigned to the fund type from which they are to be paid. The difference between the assets and liabilities of governmental fund types is referred to as fund balance.

The measurement focus in these fund types is on the determination of financial position and changes in financial position (sources, uses and balances of financial resources), rather than on net income determination. The statement of revenues, expenditures, and changes in fund balance is the primary governmental fund type operating statement. It may be supported or supplemented by more detailed schedules of revenues, expenditures, and other changes in fund balance. Under current GAAP, there are four governmental fund types: general, special revenue, debt service and capital projects.

HOME-RULE MUNICIPALITY

The basic grant of home-rule power is set forth in Article VII, section 6 of the 1970 Illinois Constitution: “A home rule unit may exercise any power and perform any function pertaining to its government and affairs including, but not limited to, the power to regulate for the protection of the public health, safety, morals and welfare; to license; to tax; and to incur debt.

HOME-RULE SALES TAX

Home Rule units have greater abilities in the licensing and taxation of various business types including the levying of a Home Rule Sales tax in .25% increments of gross sales with no upper

limit. The City has a one percent (1%) Home Rule Sales Tax. Home Rule sales tax may not be charged on groceries or titled vehicles.

ILLINOIS MUNICIPAL LEAGUE (IML)

The Illinois Municipal League is an organization based in Springfield, Illinois. The league represents the governments throughout the state in legislation, training, and advisory services.

ILLINOIS MUNICIPAL RETIREMENT FUND (IMRF)

All civilian employees (other than sworn police officers and firefighters) who work 1,000 or more hours per year are mandated by state law to participate in the IMRF which is a statewide agency charged with the fiduciary responsibility to provide pension, disability and survivor benefits. Employees contribute 4.5% of their salary and the City, as their employer, contributes an actuarially determined amount that was 13.63% as of January 1, 2016.

INCOME

A term used in proprietary fund-type accounting to represent (1) revenue or (2) the excess of revenues over expenses.

INCOME, INTEREST

Funds earned through investment instruments of compensating balances.

INCOME, STATE TAX

Revenue provided to the City by the State of Illinois on a per capita basis. This revenue is distributed from the State's individual income tax collection.

INFRASTRUCTURE PROGRAM

A plan for capital expenditures to be incurred each year over a fixed period of years to meet future capital needs. It sets forth each project or other contemplated expenditure in which the government is to have a part and specifies the source and amount of funds estimated to be available to finance the proposed expenditures.

INTEREST INCOME

Funds earned through investment instruments of compensating balances.

INTERFUND TRANSFERS

Monies transferred from one fund to another. Inter-fund transfers are neither expenses nor revenues. There are two types of inter-fund transfers: operating transfers and residual transfers of equity.

INTERNAL SERVICE FUND

A fund used to account for the financing of goods or services provided by one department to another department on a cost reimbursement basis.

LEVY (PROPERTY TAX LEVY)

(1) (Verb) to impose taxes, special assessments or service charge for the support of governmental activities. (2) (Noun) the total amount of taxes, special assessments or service charges imposed by a government.

LIABILITY

An obligation of an entity arising from past transactions or events, the settlement of which may result in the transfer or use of assets.

LICENSES AND PERMITS

Revenue category including but not limited to building permits, plumbing, water, and other permits. Various licenses include liquor and business licenses.

LINE ITEM BUDGET

A form of budget which allocates money for expenditures to specific items or objects of cost.

MAJOR FUND

A major fund is reported as a separate column in the basic financial statements of the Comprehensive Annual Financial Report. Then General Fund is always a separate major fund. Another major fund is Capital Improvement. Otherwise, major funds are funds whose revenues, expenditures/expenses, assets, or liabilities are at least 10% of corresponding totals for all governmental or enterprise funds and at least 5% of the aggregate amount for all governmental and enterprise funds for the same item.

MISSION STATEMENT

A mission statement is a statement of purpose for an organization that guides the actions of the organization spelling out the overall goal.

MODIFIED ACCRUAL BASIS OF ACCOUNTING.

Basis of accounting used in conjunction with the current financial resources measurement focus that modifies the accrual basis of accounting in two (2) important ways: 1) revenues are not recognized until they are measurable and available, and 2) expenditures are recognized in the period in which governments in general normally liquidate the related liability rather than when that liability is first incurred (if earlier). The governmental fund financial statements in the Comprehensive Annual Financial Report use the modified accrual basis of accounting.

MOTOR FUEL TAX (MFT)

Motor Fuel Taxes are distributed on a per capita basis, as a percentage based on the collection of motor fuel sold throughout the state.

MUNICIPAL RETAILERS OCCUPATION TAX (MROT)

This is the 1% portion of the Illinois Retailers' Occupation tax that is imposed on sellers of tangible personal property that is distributed back to the municipality from the State of Illinois.

NET ASSETS

The difference between assets and liabilities in proprietary and fiduciary funds and government wide financial statements. Restricted net assets represent the portion of net assets equal to the resources whose use is legally restricted minus any non-capital related liabilities payable from those same resources. Unrestricted net assets represent the residual balance of net assets after the elimination of invested in capital assets nets of related debt and restricted net assets.

NONEXPENDABLE TRUST FUND

A trust fund, the principal of which may not be expended. Nonexpendable trust funds are accounted for in essentially the same manner as proprietary funds.

OPERATING BUDGET

Plans of current expenditures and the proposed means of financing them. The annual operating budget is the primary means by which most of the financing, acquisition, spending and service delivery activities of a government are controlled. The use of annual operating budgets is usually required by law. Even when not required by law, however, annual operating budgets are essential to sound financial management.

OPERATING TRANSFERS

All inter-fund transfers except residual equity transfers.

ORDINANCE, TAX LEVY

An ordinance by means of which taxes are imposed.

ORGANIZATIONAL CHART

A flow chart shows the chain of command and structure of the City Administration.

OTHER FINANCING SOURCES

Governmental fund general long-term debt proceeds, amounts equal to the present value of minimum lease payments arising from capital leases, proceeds from sale of general fixed assets, and operating transfers in. Such amounts are classified separately from revenues on the governmental operating statement.

OTHER FINANCING USES

Governmental fund operating transfers out and the amount of refunding bond proceeds deposited with the escrow agent. Such amounts are classified separately from expenditures on the governmental statement.

PENSION CONTRIBUTION

The amount paid into a pension plan by an employer (or employee), pursuant to the terms of the plan, state law, actuarial calculations or some other basis of determination.

PER CAPITA

Refers to an amount per resident. The City receives revenues on a per capital basis meaning that the amount received is attributed to the population of the City. The per capita revenues include: income tax, use tax, personal property replacement tax, and motor fuel tax.

PERMITS AND LICENSES

Revenue category including but not limited to building permits, plumbing, water, and other permits. Various licenses include liquor and business licenses.

PRINCIPAL AND INTEREST

These are payments made by the City to retire debt of general obligation bonds, revenue bonds, and contracts.

PROPERTY TAX LEVY

(1) (Verb) to impose taxes, special assessments or service charge for the support of governmental activities. (2) (Noun) the total amount of taxes, special assessments or service charges imposed by a government.

PROPRIETARY FUND TYPES

Sometimes referred to as income determination or commercial-type funds, this classification is used to account for a government's ongoing organizations and activities that are similar to those often found in the private sector (i.e., enterprise and internal service funds). All assets, liabilities, equities, revenues, expenses and transfers relating to the government's business and quasi-business activities are accounted for through proprietary funds. The GAAP used are generally those applicable to similar businesses in the private sector and the measurement focus is on determination of net income, financial position and changes in financial position.

RATINGS

In the context of bonds, normally an evaluation of credit worthiness performed by an independent rating service such as Moody's and Standard and Poor's.

REAL ESTATE TAX

Tax, which is levied on property according to that property's valuation and tax rate.

REFUNDING BONDS

Bonds issued to retire bonds already outstanding. The refunding bonds may be used to provide the resources for redeeming outstanding bonds, or the refunding bonds may be exchanged with the holders of the outstanding bonds.

RESERVED FUND BALANCE

Those portions of fund balance that is not appropriate for expenditures or that is legally segregated for a specific future use.

RETAINED EARNINGS

An equity account reflecting the accumulated earnings of an enterprise or internal service fund.

REVENUES

(1) Increases in the net current assets of a governmental fund type from other than expenditure refunds and residual equity transfers. Also, general long-term debt proceeds and operating transfers are classified as "other financing sources" rather than as

revenues. (2) Increases in the net total assets of a proprietary fund type from other than expense refunds, capital contributions and residual equity transfers. Also, operating transfers in are classified separately from revenues.

REVENUES, SPECIAL FUND

A fund used to account for the proceeds of specific revenue sources (other than expendable trusts or major capital projects) that are legally restricted to expenditure for specified purposes. GAAP only require the use of special revenue funds when legally mandated.

SIMPLIFIED MUNICIPAL TELECOMMUNICATIONS TAX (MUT)

A tax which is imposed on fees telecommunications providers charge for messages or information transmitted through traditional landlines, cellular mobile networks, paging services, or an other form of mobile communications.

SPECIAL ASSESSMENT AREA

A method used for the purpose of financing public improvements in a designated area. Although a portion of special assessment project costs are borne by a group of specifically benefited owners, the project usually has some value to the general public, in which case the general government may bear a portion of the project cost. The general government frequently pays for the entire project up front and finances the cost through a bond issue. The individual owners in the special assessment area pay the general government their proportional share of the total owner cost. The payment is then used to cover annual debt service costs of the bond issue. Payments can be set up on a lump sum on a periodic basis.

SPECIAL REVENUE FUND

A fund used to account for the proceeds of specific revenue sources (other than expendable trusts or major capital projects) that are legally restricted to expenditure for specified purposes. GAAP only require the use of special revenue funds when legally mandated.

SPECIAL SERVICE AREA

The method used for the purpose of financing public improvements in a designated area. This is handled in the same manner as a Special Assessment Area, except that the individual owners' portions are paid through annual property tax assessments.

STATE INCOME TAX

Revenue provided to the City by the State of Illinois on a per capita basis. This revenue is distributed from the State's individual income tax collection.

STATE SALES TAX

Revenues distributed by the State of Illinois generated by retailers within the City at 1% of the gross receipts on total sales received by the State of Illinois.

SURPLUS

Revenues are greater than expenditures on a fund or total budget basis.

TAP ON FEES

Fees charged to join or extend an existing utility system.

TAXES

Compulsory charges levied by a government to finance services performed for the common benefit. This term does not include specific charges made against particular persons or property for current or permanent benefits, such as special assessments. Neither does the term include charges for services rendered only to those paying such charges (e.g., sewer service charges).

TAX INCREMENT FINANCING (TIF)

This type of financing typically pays for infrastructure and capital improvements in a designated area or district. The difference in property tax revenues received in a base year versus the increased property taxes received in subsequent years after improvements are made, results in a property tax increment which is used to finance the improvements.

TAX LEVY ORDINANCE

An ordinance by means of which taxes are imposed.

TAX RATE

The amount of tax stated in terms of a unit of the tax base (e.g., 25 cents pr \$100 of assessed valuation of taxable property).

TAX. REAL ESTATE

Tax, which is levied on property according to that property's valuation and tax rate.

TRANSFERS, INTERFUND

Monies transferred from one fund to another. Inter-fund transfers are neither expenses nor revenues. There are two types of inter-fund transfers: operating transfers and residual transfers of equity.

TRANSFERS, OPERATING

All inter-fund transfers except residual equity transfers.

TRUST AND AGENCY FUND

Trust funds are used to account for assets held by the City in a trustee capacity. Examples include the Police Pension Fund. Agency funds are used to account for assets held by the government as an agent for the individuals, private organizations, other governments and/or other funds.

UNASSIGNED FUND BALANCE

Unassigned means this amount was not restricted, committed, or assigned to a specific purpose and only reported in the General Fund.

UTILITY TAX

A tax levied by the City on the customers of various utilities such as electric and telecommunications. The tax rate for the electric utility is 5% of the sale price of such utility service or commodity, and the telecommunications tax is 6%.

VIDEO GAMING TERMINAL

Video gaming terminal means any electronic video game machine that, upon insertion of cash, electronic cards or vouchers, or any combination thereof, is available to play or simulate the play of a video game, including but not limited to video poker, line up, and blackjack, as authorized by the Board utilizing a video display and microprocessors in which the player may receive free games or credits that can be redeemed for cash. The term does not include a machine that directly dispenses coins, cash, or tokens or is for amusement purposes only.

A RESOLUTION APPROVING THE FIVE-YEAR CAPITAL IMPROVEMENT PLAN BEGINNING IN FISCAL YEAR 2025 FOR THE CITY OF OAKBROOK TERRACE

WHEREAS, the City of Oakbrook Terrace (the “City”) is a home-rule unit of local government under Article VII, Section 6 of the 1970 Illinois Constitution and, except as limited by such Section, it may exercise any power and perform any function pertaining to its government and affairs;

WHEREAS, the City Council has approved a budget for the Fiscal Year 2025; and

WHEREAS, as requested by the City Council, a Five-Year Capital Improvement Plan beginning in Fiscal Year 2025 was also presented to the City Council as a companion to the proposed budget for Fiscal Year 2024-2025; and

WHEREAS, the proposed budget for Fiscal Year 2024-25 and the Five-Year Capital Improvement Plan beginning in Fiscal Year 2025 were duly considered by the City Council at various budget workshop meetings held March 13th, March 20th and April 9th, as well as at a duly noticed public hearing held on April 23, 2024.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and City Council of the City of Oakbrook Terrace, DuPage County, Illinois, as follows:

Section 1: A Five-Year Capital Improvement Plan beginning in Fiscal Year 2025 is hereby approved in form and content as set forth in Exhibit “A” attached hereto and made a part hereof.

Section 2: Copies of the Five-Year Capital Improvement Plan beginning in Fiscal Year 2024, as set forth in Section 1 above, shall be placed on file in the office of the City Clerk and the City Treasurer.

Section 3: This Ordinance shall be in full force and effect upon its passage and approval as provided by the law.

PASSED AND APPROVED this 23rd day of April 2024.

AYES:

NAYES:

ABSENT:

ABSTENTION:

Paul Esposito, Mayor of the City of
Oakbrook Terrace, DuPage County, Illinois

ATTEST:

Michael Shadley, City Clerk

ORDINANCE NO. 24 - 14

APR 23 2024

AN ORDINANCE APPOINTING A FINANCE DIRECTOR AND TO APPROVE AND AUTHORIZE THE EXECUTION OF THE FINANCE DIRECTOR'S EMPLOYMENT AGREEMENT FOR THE CITY OF OAKBROOK TERRACE, ILLINOIS

WHEREAS, the City of Oakbrook Terrace (the "City") is a home-rule unit of local government under Article VII, Section 6 of the 1970 Illinois Constitution and, except as limited by such Section, it may exercise any power and perform any function pertaining to its government and affairs;

WHEREAS, Section 32.020 of the Code of Oakbrook Terrace, Illinois, creates the Finance Department as an administrative department of the City under the general supervision of the Mayor;

WHEREAS, Sections 32.020 and 32.021 of the Code of Oakbrook Terrace, Illinois, empower and establish duties of the City's Finance Department;

WHEREAS, Section 32.011 of the Code of Oakbrook Terrace, Illinois, empowers and authorizes the Mayor, with the advice and consent of the City Council, to appoint heads of departments of the City consistent with the employment policies and agreements of the City;

WHEREAS, the Mayor has appointed Tanya Walker to serve as the City's Finance Director, and the City Council desires to advise and consent to the appointment; and

WHEREAS, the City Council desires to set the compensation, provide certain benefits and establish certain conditions of employment of the City's Finance Director through an Employment Agreement with the City;

NOW, THEREFORE, BE IT ORDAINED by the Mayor and City Council of the City of Oakbrook Terrace, DuPage County, Illinois, as follows:

Section 1: The facts and statements contained in the preambles to this ordinance are found to be true and correct and are hereby adopted as part of this ordinance.

Section 2: The City Council hereby consents to the nomination of Tanya Walker to serve as the City's Finance Director.

Section 3: The Mayor shall be and is hereby authorized and directed to execute and file with the City Clerk the Certificate of Appointment of Tanya Walker, a copy of which is attached hereto marked as Exhibit "1" and made a part hereof.

Section 4: It is hereby determined that it is advisable, necessary and in the public interest that the City approve and does hereby approve the Employment Agreement of Tanya Walker to provide the compensation, terms and conditions of the appointment as the City's Finance Director.

Section 5: Provided that Tanya Walker executes the Employment Agreement, a copy of which is attached hereto marked as Exhibit "2" and made a part hereof and the Certification, a copy of which is attached hereto marked as Exhibit "A" to the Employment Agreement and made a part

hereof, the Mayor shall be and is hereby authorized and directed to execute and the City Clerk shall be and is hereby authorized to attest on behalf of the City the Employment Agreement – Finance Director.

Section 6: This ordinance shall be in full force and effect upon its passage and approval in accordance with law.

ADOPTED this 23rd day of April 2024, pursuant to a roll call vote as follows:

AYES: _____

NAYS: _____

ABSENT: _____

ABSTENTION: _____

APPROVED by me this 23rd day of April 2024.

Paul Esposito, Mayor of the City of
Oakbrook Terrace, DuPage County, Illinois

ATTESTED and filed in my office,
this 23rd day of April 2024.

Michael Shadley, Clerk of the of the City
of Oakbrook Terrace, DuPage County, Illinois

EXHIBIT "1"

STATE OF ILLINOIS)
COUNTY OF DUPAGE) ss.
CITY OF OAKBROOK TERRACE, ILLINOIS)

CERTIFICATE OF APPOINTMENT

TO: Michael Shadley, City Clerk

I, Paul Esposito, Mayor of the City of Oakbrook Terrace, DuPage County, Illinois, do hereby certify that Tanya Walker has been duly appointed by me with the advice and consent of the City Council on the 23rd day of April 2024 as the Finance Director, the department head of the Finance Department of the City of Oakbrook Terrace, Illinois, for a term commencing May 1, 2024, and not to exceed the term of the current Mayor of the City of Oakbrook Terrace and until her successor shall have been duly appointed and qualified.

Given under my hand and the Corporate Seal of Oakbrook Terrace, Illinois this 23rd day of April 2024.

Paul Esposito, Mayor of the
City of Oakbrook Terrace, Illinois

EXHIBIT "2"
EMPLOYMENT AGREEMENT

EMPLOYMENT AGREEMENT – FINANCE DIRECTOR

THIS AGREEMENT (the “Agreement”) is made and entered into this first day of May 2024 by and between the City of Oakbrook Terrace, a municipal corporation, (hereinafter referred to as the “City”), and Tanya Walker (hereinafter referred to as the “Finance Director”) (collectively from time to time referred to as the “Parties”).

WITNESSETH:

WHEREAS, the City is a home-rule unit of local government under Article VII, Section 6 of the 1970 Illinois Constitution and, except as limited by such section, it may exercise any power and perform any function pertaining to its government and affairs;

WHEREAS, the City desires to employ the services of Tanya Walker as the City’s Finance Director; and

WHEREAS, it is the desire of the City to provide certain benefits, establish certain conditions of employment and to set working conditions for the Finance Director;

NOW, THEREFORE, in consideration of the mutual covenants and agreements herein set forth, the Parties agree as follows:

1. Availability for Employment.

1.1. The Finance Director represents and covenants to the City that the Finance Director is not:

1.1.1. Subject or a party to any employment agreement, restriction, covenant or any similar agreement, covenant, understanding or restriction that would prohibit the Finance Director from executing this Agreement and fully performing the Finance Director’s duties and responsibilities hereunder, or in any manner, directly or indirectly, limit or affect the duties and responsibilities that may now or in the future be assigned to the Finance Director hereunder;

1.1.2. Part of the immediate family, including the spouse, mother, father, sister, brother, son, daughter, mother-in-law, father-in-law, brother-in-law, sister-in-law, grandmother, grandfather, grandson, granddaughter, uncle, aunt, niece, nephew, and first cousin, of any City public officer or employee at or above the level of department head.

2. Employment and Duties.

2.1. The City hereby employs Tanya Walker as an employee of the City as its Finance Director. The Finance Director hereby accepts the employment as the City’s Finance Director in accordance with all the provisions of the Code of Oakbrook Terrace, Illinois, and the City’s Personnel Policy and Administrative Procedures that relate to the performance of the duties of such position, as such provisions may be in effect from time to time and in

accordance with the terms of this Agreement. The Finance Director shall perform such duties to the best of her ability in accordance with the highest professional and ethical standards of the profession and shall comply with all rules and regulations of the City related to the Finance Director's employment.

2.2. The Finance Director shall serve as the head of the City's Finance Department, an administrative department of the City, under the general supervision of the Mayor. The Finance Department shall consist of those positions as are annually determined by the City Council as part of the "Personnel and Position Schedule" attached to the approved budget for each fiscal year. The powers and duties of the Finance Department shall be set out in the provisions of the Code of Oakbrook Terrace, Illinois, and in the Mission Statement, Goals and Objectives as contained in the approved budget for each fiscal year.

2.3. The Finance Director shall be responsible to the Mayor and City Administrator for the proper administration of the financial affairs of the City assigned to the Finance Director. In discharging this responsibility, the Finance Director shall:

2.3.1. Execute all powers and duties as may from time to time be assigned to the Finance Director by the Mayor, the City Administrator or as may be additionally specified by law or ordinance.

2.4. If appointed by the Mayor, with the advice and consent of the City Council, the Finance Director shall also serve as the City Treasurer without additional salary and shall be responsible for the proper administration of the financial affairs of the City assigned to the City Treasurer. In discharging this responsibility, the City Treasurer shall:

2.4.1. Perform such duties as may be prescribed by state statute or ordinance. With assistance of the Finance Department, the City Treasurer shall receive all money belonging to the City and shall keep the Treasurer's books and accounts in the manner prescribed by ordinance. If the Treasurer has possession of money properly appropriated to the payment of any warrant lawfully drawn upon the Treasurer, the Treasurer shall pay the money specified in the warrant to the person designated by the warrant. All such duties and functions exercised or performed by the City Treasurer shall be exercised or performed in conjunction with her duties as the head of the Finance Department and in accordance with §§ 33.020 and 33.021 of the Code of Oakbrook Terrace, Illinois, and the City's Administrative Policy Manual, created February 12, 2002, as amended; in accordance with the purchasing and procurement procedures established in §§ 30.65 through 30.75 of the Code of Oakbrook Terrace, Illinois; and in accordance with the finance provisions established in Chapter 34 of the Code of Oakbrook Terrace, Illinois;

2.4.2. With the assistance of the Finance Department, keep all money belonging to the City separate and distinct from the City Treasurer's own money, and shall not use, either directly or indirectly, the City's money or warrants for the personal use and benefit of the City Treasurer or any other person;

2.4.3. With the assistance of the Finance Department, report to the corporate authorities on a monthly basis, with a full and detailed account of all receipts and expenditures of the City, as shown in the City Treasurer's books up to the time of the report, which reports shall be filed in the office of the Finance Department and made available for public review;

2.4.4. Within six months after the end of each fiscal year and with the assistance of the Finance Department, prepare and file with the City Clerk and the corporate authorities, an account of moneys received and expenditures incurred during the preceding fiscal year, as provided by state law and local ordinance. Such reports shall be prepared and filed by the City Treasurer in conjunction with the head of the Finance Department and in accordance with §§ 33.020 and 33.021 of the Code of Oakbrook Terrace, Illinois, and the City's Administrative Policy Manual, created February 12, 2002, as amended; in accordance with the purchasing and procurement procedures established in §§ 30.65 through 30.75 of the Code of Oakbrook Terrace, Illinois; and in accordance with the finance provisions established in Chapter 34 of the Code of Oakbrook Terrace, Illinois.

2.5. If the Finance Director or another person is not appointed to serve as the City Treasurer, so that the office of the City Treasurer is vacant, all rights, duties and functions exercised or performed by the City Treasurer as determined in the Code of Oakbrook Terrace, Illinois, and/or the Illinois Municipal Code, shall be exercised or performed by the Finance Department until such time as a City Treasurer is duly appointed. In discharging this responsibility, the Finance Director:

2.5.1. Shall receive all money belonging to the City;

2.5.2. Shall keep the finance department's books and accounts in the manner prescribed by ordinance or in the absence of such ordinance, in compliance with generally accepted accounting principles for state and local governments. These books and accounts shall always be subject to the inspection of any member of the City's corporate authorities. The City may, however, by ordinance designate a person or institution which, as bond trustee, shall receive from the county collector amounts payable to the City as taxes levied pursuant to a bond issuance;

2.5.3. Shall keep a separate account of each fund or appropriation and the debits and credits belonging to the fund or appropriation;

2.5.4. Shall give every person paying money into the City's treasury a receipt, specifying the date of payment and upon what account paid. The Finance Director shall file copies of these receipts with the City Clerk, with the Finance Director's monthly reports. If the Finance Director has possession of money properly appropriated to the payment of any warrant lawfully drawn upon the City, the Finance Director shall pay the money specified in the warrant to the person designated by the warrant;

2.5.5. Shall, at the end of every month, and more often if required by the City's corporate authorities, render an account under oath to the City's corporate authorities, or to an officer designated by ordinance, showing the state of the City's treasury at the date of the account and the balance of money in the City treasury;

2.5.6. Shall accompany the account with a statement of all money received into the City treasury and on what account, together with all warrants redeemed and paid by the Finance Director;

2.5.7. Shall, on the day the Finance Director renders an account, deliver these warrants, with all vouchers held by the Finance Director, to the City Clerk and file them, together with the account, in the City Clerk's office. All paid warrants shall be marked "Paid";

2.5.8. Shall keep a register of all warrants, which shall describe each warrant, showing its date, amount and number, the fund from which paid, the name of the person to whom paid, and when paid;

2.5.9. Shall keep all funds and money in the Finance Director's custody belonging to the City in places of deposit designated by ordinance;

2.5.10. May request that the City's corporate authorities designate one or more banks in which may be kept the funds and money of the City in the custody of the Finance Director;

2.5.11. Shall deposit the City's funds in such depositories as may be selected from time to time as is provided by law;

2.5.12. Shall, when a bank has been designated as a depository, continue to use it as a depository until ten (10) days have elapsed after a new depository is designated and has qualified by furnishing the statements of resources and liabilities;

2.5.13. Shall, when a new depository is designated, request that the City's corporate authorities notify the sureties of the Finance Director of that fact in writing at least five (5) days before the transfer of funds;

2.5.14. Shall be discharged from responsibility for all funds or money that the Treasurer deposits in a designated bank while the funds and money are so deposited;

2.5.15. May require any bank to deposit with the City securities or mortgages that have a market value at least equal to the amount of the funds or moneys of the City deposited with the bank that exceeds the insurance limitation provided by the Federal Deposit Insurance Corporation or the Federal Savings and Loan Insurance Corporation;

2.5.16. May enter into agreements of any definite or indefinite term regarding the deposit, redeposit, investment, reinvestment or withdrawal of City funds;

2.5.17. Is permitted to:

2.5.17.1. Combine moneys from more than one fund of the for the purpose of investing such moneys;

2.5.17.2. Join with any other official custodians or treasurers of municipal, intergovernmental risk management entity, self-insurance pool, waste management agency or other intergovernmental entity composed solely of participating municipalities for the purpose of jointly investing the funds of which the official custodians or treasurers have custody; and

2.5.17.3. Enter into agreements of any definite or indefinite term regarding the redeposit, investment or withdrawal of municipal, risk management entity, self-insurance agency, waste management agency or other intergovernmental entity funds.

When funds are combined for investment purposes as authorized in this subsection 2.5.17, the moneys combined for those purposes shall be accounted for separately in all respects; and the earnings from such investment shall be separately and individually computed, recorded and credited to the fund, municipality, intergovernmental risk management entity, self-insurance pool, waste management agency or other intergovernmental entity, as the case may be, for which the investment was acquired. Joint investments shall be made only in investments authorized by law for investment of municipal funds. The grant of authority contained in this subsection is cumulative, supplemental and in addition to all other power or authority granted by any other law and shall not be construed as a limitation of any power and authority otherwise granted;

2.5.18. Shall invest the funds and public moneys in the custody of the Finance Director in accordance with the Public Funds Investment Act;

2.5.19. Shall keep all money belonging to the City and in the Finance Director's custody separate and distinct from the Finance Director's own money and shall not use, either directly or indirectly, the City's money or warrants for the personal use and benefit of the Finance Director or of any other person. Any violation of this provision shall subject the Finance Director to immediate termination of employment by the Mayor;

2.5.20. Shall report to the City's corporate authorities, as often as they require, a full and detailed account of all receipts and expenditures of the City, as shown by the Finance Department's books, up to the time of the report;

2.5.21. Shall annually within six (6) months after the end of each fiscal year, prepare and file with the City Clerk an account of moneys received and expenditures incurred during the preceding fiscal year. The Finance Director shall show in the account:

2.5.21.1. All moneys received by the City, indicating the total amounts, in the aggregate, received in each account of the City, with a general statement concerning the source of receipts. In this subparagraph, the term “account” does not mean each individual taxpayer, householder, licensee, utility user or other persons whose payments to the City are credited to a general account.

2.5.21.2. Except as provided in paragraph 2.5.21.3, all moneys paid out by the municipality where the total amount paid during the fiscal year exceeds \$2,500 in the aggregate, giving the name of each person to whom moneys were paid and the total paid to each person;

2.5.21.3. All moneys paid out by the City as compensation for personal services, giving the name of each person to whom moneys were paid and the total amount paid to each person from each account, except that the Finance Director may elect to report the compensation for personal services of all personnel by name, listing each employee in one of the following categories:

2.5.21.3.1. Under \$25,000.00;

2.5.21.3.2. \$25,000.00 to \$49,999.99;

2.5.21.3.3. \$50,000.00 to \$74,999.99;

2.5.21.3.4. \$75,000.00 to \$99,999.99;

2.5.21.3.5. \$100,000.00 to \$124,999.99; or

2.5.21.3.6. \$125,000.00 and over;

2.5.21.4. A summary statement of operations for all funds and account groups of the City, as excerpted from the annual financial report as filed with the appropriate state agency.

2.5.22. Shall assist the City Clerk and verify that, upon receipt of the account from the Finance Director, the City Clerk has published the account at least once in one or more newspapers published in the City or, if no newspaper is published in the City, then in one or more newspapers having a general circulation within the City;

2.5.23. Shall, within 6 months after the end of each fiscal year, file, with the county collector of taxes who collects taxes levied by the City, a copy of the annual account that is required to be filed with and published by the City Clerk, together with an affidavit of the City Clerk stating that the copy is a true and correct copy of the annual account filed with the City Clerk, that it was published or posted as required by Section 3.1-35-65 of the Illinois Municipal Code, the date of the filing

and publication or posting, and, if published, the newspaper in which it was published;

2.5.24. Shall hold all money received on a special assessment as a special fund to be applied to the payment of the improvement for which the assessment was made, and the money shall be used for no other purpose except to reimburse the municipality for money expended for the improvement.

3. Employment Commencement and Term.

3.1. The Finance Director's employment shall commence on May 1, 2024. This Employment Agreement shall be effective for the balance of the current term of the current Mayor. The Finance Director serves at the pleasure of the Mayor; and nothing in this Agreement shall prevent, limit or otherwise interfere with the rights of the Mayor to terminate the employment of the Finance Director at any time, subject only to the provisions set forth herein. The Finance Director shall initially be considered an introductory "at-will" employee of the City. Provided that the Finance Director successfully completes her probation period, she shall be considered a Fair Labor Standards Act exempt salaried "at-will" employee of the City. Upon re-election and taking office, the Mayor may, but shall not be required to, extend the initial term of employment of the Finance Director. The City's obligations hereunder shall cease upon the expiration of the appropriation of funds, without further payment's being required, in any year for which the corporate authorities of the City or other legally applicable funding source fails to make an appropriation sufficient to pay such obligation. The City shall give the Finance Director notice of such termination for funding as soon as practicable after the City becomes aware of the failure of funding. This Agreement shall remain in full force and effect until terminated by the City or the Finance Director as provided herein. Failure to extend the initial term of the Finance Director shall constitute termination.

3.2. Should the Finance Director be appointed as the City Treasurer, the Mayor may remove the Finance Director from the office of the City Treasurer pursuant to the provisions of the Code of Oakbrook Terrace, Illinois, and/or the Illinois Municipal Code, as applicable, with or without terminating the Finance Director's employment hereunder. Until a successor is appointed, removal of the Finance Director from the office of City Treasurer shall be considered an absence of the City Treasurer. During such absence, the Mayor shall be permitted to designate qualified administrative officer(s) to perform the duties of the City Treasurer.

4. Conflicts of Interest.

In keeping with the Finance Director's fiduciary duties to the City, the Finance Director shall not become involved in a conflict of interest. Should the Finance Director at any time discover a conflict of interest or a potential conflict of interest, the Finance Director shall immediately disclose to the City Administrator any facts that involve or might involve a conflict of interest. The Finance Director shall not allow a conflict of interest to continue at any time during the Finance Director's period of employment with the City. The Finance Director and the City recognize and acknowledge that it is not possible to provide an exhaustive list of actions or interests which may constitute a

“conflict of interest.” The Finance Director shall comply at all times with the City’s ordinance and policies, federal and Illinois laws pertaining to conflicts of interest. The Finance Director hereby acknowledges that any direct or indirect interest in, connection with or benefit from any outside activities, particularly commercial activities, involves a possible conflict of interest. Circumstances in which a conflict of interest on the part of the Finance Director would or might arise, and which must be reported immediately to the City Administrator, include, but are not limited to, any of the following:

4.1. Performing or participating in any official act or action with regard to any transaction in which the Finance Director has, or knows she will thereafter acquire, a financial interest, provided, however, that any financial interest permitted or prohibited under applicable state laws and regulations, as they may be amended from time to time, shall be permitted or prohibited under the same circumstances and conditions and to the same extent as therein set forth;

4.2. Ownership by the Finance Director and/or the Finance Director’s immediate family member(s) of an interest in any lender, supplier, contractor or other entity with which City does business;

4.3. Consulting for, being employed by, doing business with or accepting material benefits from any lender, supplier, contractor or other entity which does or seeks to do business with the City during the Finance Director’s period of employment with the City unless authorized in writing and in advance by the City Administrator;

4.4. Consulting for, being employed by, doing business with or accepting material benefits from any person or entity (a) the business of which the City regulates; (b) which seeks to obtain any permission, relief or action from the City or (c) that is interested in any City contract during the Finance Director’s period of employment with the City unless authorized, in writing and in advance, by the City Administrator;

4.5. Performing or participating in any official act or action with regard to any transaction in which the Finance Director has, or knows she will thereafter acquire, a financial interest in violation of Section 30.31 of the Code of Oakbrook Terrace, Illinois, provided, however, that any financial interest permitted or prohibited under applicable state laws and regulations, as they may be amended from time to time, shall be permitted or prohibited under the same circumstances and conditions and to the same extent as therein set forth;

4.6. Misusing information, property or facilities to which the Finance Director has access in a manner which is or may be injurious to the interests of City, including, but not limited to its business, reputation or goodwill.

5. **Confidential Information.**

5.1. **City Information.** The Finance Director shall at all times during the term of the Finance Director’s employment with the City and thereafter hold in strictest confidence, and not use, except for the benefit of the City’s government and affairs, or disclose to any person, firm, corporation or other entity without written authorization of the City Council,

any Confidential Information of the City which the Finance Director obtains or creates. The Finance Director shall not disclose, confidential or privileged information concerning the property, government or affairs of the City and shall not use any such Confidential Information to advance her own interests or the Finance Director's family members. The Finance Director shall not to make copies of such Confidential Information except as authorized by the City, its ordinances or the Freedom of Information Act or otherwise required by law. "Confidential Information" means any City public records or information or other information disclosed to the Finance Director in the course of her employment with the City. "Confidential Information" includes, but is not limited to, all information and any idea in whatever form, tangible or intangible pertaining to any aspects of the City's business, or its employees, residents, consultants or businesses which was produced by any employee or consultant of the City in the course of her employment or consulting relationship or otherwise produced or acquired by or on behalf of the City. "Confidential Information" does not include any of the foregoing items which are required to be disclosed under the Freedom of Information Act or otherwise required by law or have become publicly and widely known and made generally available through no wrongful act of the Finance Director or of others who were under confidentiality obligations as to the item or items involved.

5.2. Third-Party Information. The City has received and, in the future, will receive from third parties their confidential or proprietary information subject to a duty on the City's part to maintain the confidentiality of such information and to use it only for certain limited purposes. The Finance Director shall hold all such confidential or proprietary information in the strictest confidence and not disclose it to any person, firm or corporation or use it except as necessary in carrying out the Finance Director's City duties consistent with the City's agreement with such third party.

6. Resignation.

In the event that the Finance Director voluntarily resigns her position with the City, the Finance Director shall provide a minimum of ten (10) working days' notice unless the City and the Finance Director otherwise agree. Unless the City and the Finance Director otherwise agree, in the event that the Finance Director voluntarily resigns her position with the City, the Finance Director shall not be entitled to a Separation Payment but shall be entitled to all salary and benefits, including the monetary equivalent of all earned, but unused vacation and sick leave in compliance with the provisions of the Wage Payment Collection Act (820 ILCS 115/1 *et seq.*) and the City's Personnel Policy and Administrative Procedures through and including the effective date of her resignation so long as the Finance Director continues to perform her full-time duties for the City. All compensation provided for in this Agreement shall cease upon the effective date of the Finance Director's resignation, provided that the Finance Director shall be entitled to continuation of health insurance benefits for thirty (30) days after the effective date; and thereafter, the continuation of the health insurance benefits will be at the Finance Director's own expense.

7. Termination of Employment.

The Finance Director's employment may be terminated, with or without cause, at any time by the Mayor or, if directed by the Mayor, by the City Administrator. Until a successor is hired, the

City Administrator shall be permitted to designate qualified administrative officer(s) to perform the duties of the Finance Director.

7.1. Payment upon Termination of Employment. The Finance Director shall, in the event of termination of employment, be entitled to the monetary equivalent of all earned vacation and sick leave in compliance with the provisions of the Wage Payment Collection Act (820 ILCS 115/1 *et seq.*) and the City's Personnel Policy and Administrative Procedures. In consideration for, and as a condition precedent to provision of all benefits under this paragraph, the Finance Director shall execute a general release releasing City from any and all causes of action, claims and demands which the Finance Director might have against the City. Nothing in this Agreement shall prevent, limit or otherwise interfere with the City's right to terminate this Agreement, with or without cause, at any time, subject only to the provisions set forth in this Section 7, applicable federal, state and local laws and the City's Personnel Policy and Administrative Procedures. To the extent there is any conflict between the language of this Agreement and the City's Personnel Policy and Administrative Procedures, the language of this Agreement shall control.

7.2. Upon the termination of the Finance Director's employment with the City, regardless of cause therefor, the Finance Director shall promptly surrender to the City and shall not keep in the Finance Director's possession, recreate or deliver to anyone else any and all devices, records, data, notes, reports, proposals, lists, correspondence, specifications, drawings, blueprints, sketches, notebooks, materials, flow charts, equipment, other documents or property or reproductions of any aforementioned items provided to her by the City for use in relation to her employment or otherwise belonging to the City. Any property situated on the City's premises and owned by the City, including disks and other storage media, filing cabinets or other work areas, is subject to inspection by City personnel at any time with or without notice.

8. Disability.

The parties recognize that the inability of the Finance Director to perform the essential functions of her job, with or without reasonable accommodation, for a period of two (2) successive months following the exhaustion of all leave to which the Finance Director is entitled under federal or state law, the City's Personnel Policy and Administrative Procedures and this Agreement will cause an undue hardship on the City. Therefore, if, after having exhausted all leave to which the Finance Director is entitled under federal or state law, the City's Personnel Policy and Administrative Procedures and this Agreement, the Finance Director is unable to perform the essential functions of her job, with or without reasonable accommodation, because of disability, sickness, accident, injury or mental incapacity for a period of two (2) successive months, the Mayor shall have the option to remove the Finance Director from office and to terminate this Agreement by written notice to the Finance Director; and such termination shall not be subject to the notice requirements of Section 6. Unless the City and the Finance Director otherwise agree, in the event that the Finance Director is removed from office pursuant to this Section 8, the Finance Director shall not be entitled to a Separation Payment.

9. Compensation.

The City shall pay the Finance Director, for her services rendered pursuant hereto, an annual base salary of One Hundred Thirty-Nine Thousand Five Hundred Twenty-Eight Dollars (\$139,528.00), payable at the same time as other employees of the City are paid.

10. Employment Benefits.

10.1. Automobile Allowance. The City shall pay the Finance Director a monthly automobile allowance in the amount of \$333.33, to be paid in installments in accordance with the City's normal payroll schedule.

10.2. Use of Laptop and Cellular Telephone. The City shall provide the Finance Director with a laptop computer and cellular telephone at the City's expense. The Finance Director shall use said cell phone and laptop computer in accordance with City policies regarding such use.

10.3. Health and Life Insurance. The City shall provide for the Finance Director such health and life insurance benefits as are provided for all employees of the City and on the same terms and conditions as such benefits are provided to such employees.

10.4. Vacation, Sick Leave, Holidays and Personal Days. The Finance Director shall initially be entitled to one hundred twenty (120) hours of vacation time annually for each year of this Agreement. Upon achieving six (6) years of continuous employment, the Finance Director shall be entitled to vacation leave consistent with the City's Personnel Policy and Procedures Manual. The Finance Director shall be provided with all other leave benefits and obligations as are provided by the City to department heads and other exempt personnel of the City, including, but not limited to, vacation accumulation, carryover, buy back, scheduling, sick leave, personal days, paid holidays, floating holidays and bereavement leave consistent with the City's Personnel Policy and Procedures Manual. For purposes of this Agreement in those instances where the City's Personnel Policy and Procedures Manual requires the Department Head or the City Administrator to authorize paid or unpaid time off, the Mayor shall act as the person to authorize the Finance Director's paid or unpaid time off. Pursuant to Section 36.04 of the Code of Oakbrook Terrace, Illinois, the provisions of the Paid Leave for All Workers Act (ILCS Ch. 820, Act 192, §§ 1 *et seq.*) do not apply to the City.

10.5. Retirement and Pension Contributions. The City shall make all retirement and pension contributions to the Illinois Municipal Retirement Fund required by law for the Finance Director.

10.6. Business Expenses. The City shall reimburse the Finance Director for all job-related necessary expenditures or losses incurred by the Finance Director that are within the Finance Director's scope of employment and directly related to services performed for the City provided that the expenditures or losses incurred are documented in accordance with the City's policies for business expense reimbursement. As used in this section, "necessary expenditures" means all reasonable expenditures or losses required of the Finance Director in the discharge of her employment duties and that inure to the primary benefit of the City. The

City is not responsible for losses due to the Finance Director's own negligence, losses due to normal wear, or losses due to theft unless the theft was a result of the City's negligence.

10.7. Dues and Subscriptions. Subject to budget approval by the City, the City shall pay for the reasonable professional dues and subscriptions of the Finance Director for her membership and participation in national, statewide and local professional municipal management associations and organizations; and such membership and participation is encouraged for her continued professional growth and advancement in municipal management for the benefit of the City.

10.8. Professional Development. Subject to budget approval by the City, the City shall pay the reasonable travel and subsistence expenses of the Finance Director for professional and official travel, meetings and occasions adequate to continue the professional development of the Finance Director and to adequately pursue necessary official and other functions of the City. The City also shall pay for the travel and subsistence expenses of the Finance Director for short courses, institutes and seminars that benefit the City consistent with Section 4.6 of the City's Personnel Policy and Procedures Manual.

11. Hours of Work.

The Finance Director is employed as a salaried, Fair Labor Standards Act exempt employee and must devote a great deal of time outside normal office hours to perform her duties and attend to the business of the City. The Finance Director shall maintain regular office hours, which shall generally coincide with the hours when the City offices are open to the public. Except when the Finance Director is on vacation or other leave, the Finance Director shall also attend the regular and special meetings of the City Council when requested by the Mayor or the City Administrator.

12. Residency.

The Finance Director is not required to reside in the City. However, should the Finance Director desire to relocate from her current residence during the term of this Agreement, the Finance Director shall establish and thereafter maintain residence within twenty-five (25) miles from the corporate boundaries of the City

13. Evaluation.

The first six (6) months of the term of this Agreement will be an introductory probation period during which the Finance Director's suitability for the position to which she has been appointed will be assessed. The City reserves the right to extend the introductory period, for a period not to exceed three (3) months, if, in the City Administrator's opinion, such extension is necessary. On or before October 31, 2024, the City Administrator shall provide the Finance Director with a written performance review, including an assessment of her performance and satisfactory completion of goals and objectives mutually agreed upon between the Parties. The performance review will inform the Finance Director whether she has successfully completed the introductory period. Thereafter, on or before May 1, 2024, and on or before the first business day of May of each subsequent year during the term of this Agreement that the Finance Director is employed, the City Administrator shall provide the Finance Director with an annual written performance review. During or at the end of the introductory period, the Finance Director's employment may be terminated and

the Finance Director removed from office by the Mayor, or at the Mayor's direction by the City Administrator upon written notice to the Finance Director. The City's disciplinary procedures as provided in Chapter 7 of the City's Personnel Policy and Administrative Procedures will not apply to the Finance Director during the introductory period. The Finance Director shall, in the event of termination of employment during or at the end of the introductory period, be entitled to the monetary equivalent of all earned vacation and sick leave in compliance with the provisions of the Wage Payment Collection Act (820 ILCS 115/1 *et seq.*) and the City's Personnel Policy and Administrative Procedures.

14. Exclusivity.

During the terms of this Agreement, the Finance Director shall remain in the sole and exclusive employ of the City and shall not accept other employment or become employed by any other employer without the prior written approval of the City Administrator. The term "employed" and derivations of that term as used in the preceding sentence shall include employment by another legal entity or self-employment, provided that such exclusive employment shall not be construed to preclude the Finance Director from occasional teaching, writing, speaking or consulting performed on her time off, even if outside compensation is provided for such services. Such activities are expressly allowed so long as such activities do not present a conflict of interest with the City's business and are not conducted on the City's time. In the event overnight travel is required for such non-City-related activities, the City shall be notified in advance; and, if such activities require time off from the Finance Director's regular working hours, the Finance Director shall be required to take vacation time.

15. Taxes.

The City and the Finance Director agree to be responsible for any required federal, Illinois or local taxes, as applicable, which they are respectively obligated to pay on all compensation received by the Finance Director under this Agreement, whether such taxes are to be paid by legally required payroll withholding or otherwise.

16. Record Retention.

The Finance Director shall maintain her records relating to the performance of her duties under this Agreement, including, but not limited to, those records maintained on the Finance Director's City-provided cellular telephone and laptop computer, in compliance with the requirements of the City's Electronic Mail (E-Mail) Retention Policy (Section 13.2 of the City's Personnel Policy and Administrative Procedures), the Local Records Act (50 ILCS 205/1 *et seq.*) and the Freedom of Information Act (5 ILCS 140/1 *et seq.*) until written approval for the disposal of such records is obtained from the Local Records Commission. All records required to be maintained by the Finance Director related to the performance of her duties under this Agreement are public records which are to be made available (a) pursuant to any request for public records made pursuant to the Freedom of Information Act (5 ILCS 140/1 *et seq.*), subject to any exemptions asserted by the City thereunder; (b) with any request for public records made pursuant to any audit; and (c) by providing full access to and copying of all relevant records within a time period which allows the City to timely comply with the time limits imposed by the Freedom of Information Act (5 ILCS 140/1 *et seq.*). Failure by the Finance Director to maintain the records required by this section or the

failure by the Finance Director to provide full access to and copying of all relevant records within a time period which allows the City to timely comply with the time limits imposed by the Freedom of Information Act (5 ILCS 140/1 *et seq.*) shall establish a presumption in favor of the City for the recovery of any penalties or attorney's fees imposed by the Freedom of Information Act (5 ILCS 140/1 *et seq.*). The obligations imposed by this section shall survive final payment and the termination of the other obligations imposed by this Agreement.

17. Application of the Personnel Policy.

The City's Personnel Policy and Administrative Procedures shall be applicable to the employment of the Finance Director except to the extent that it is in conflict with a provision of this Agreement, in which case the specific provision of this Agreement shall control.

18. Statement of Economic Interests.

The Finance Director shall annually file with the office of the Illinois Secretary of State a verified written Statement of Economic Interests pursuant to Article 4A entitled "Disclosure of Economic Interests" of the Illinois Governmental Ethics Act, (5 ILCS 420/4A-101 *et seq.*).

19. Work Made For Hire.

19.1. All work product created or developed hereunder, including, but not limited to, reports and any other documents prepared by the Finance Director in connection with any or all of the services delivered to the City is for the use of and shall be the exclusive property of the City. All papers, notes, records, lists, data, files, forms, reports, accounts, documents, computer disks and diskettes, magnetic media, electronic files created or modified by the Finance Director relating in any manner to the services performed by the Finance Director or by anyone else and used by the Finance Director in performance of the services shall be a "work made for hire" as defined by the laws of the United States regarding copyrights.

19.2. The Finance Director hereby irrevocably assigns and transfers to the City and its successors and assigns all of her right, title, interest and ownership in the work made for hire, including, but not limited to, copyrights, trademarks, patents, trade secret rights, all intellectual property rights and the rights to secure any renewals, reissues and extensions thereof. The Finance Director grants permission to the City to register the copyright and other rights in the work made for hire in the City's name. The Finance Director shall give the City or any other person designated by the City all assistance reasonably necessary to perfect its rights under this Agreement and to sign such applications, documents, assignment forms and other papers as the City requests from time to time to further confirm this assignment. The Finance Director further grants to the City full, complete and exclusive ownership of the work made for hire. The Finance Director shall not use the work made for hire for the benefit of anyone other than the City, without the City's prior written permission. Upon completion of the services or other termination of this Agreement, the Finance Director shall deliver to the City all copies of any and all materials relating or pertaining to this Agreement. The Finance Director irrevocably and unconditionally waives all rights in all such work made for hire. The Finance Director warrants that all work product of Finance Director will be original, except as otherwise agreed in writing with the City.

19.3. In the event that the City provides the Finance Director with materials, equipment or property of any kind, all such materials, equipment and property shall remain the property of the City; and the Finance Director shall immediately deliver all such materials, equipment and property to the City at the conclusion of services hereunder or at any earlier time upon demand by the City.

20. Official Bond.

Pursuant to Section 3.1-10-30 of the Illinois Municipal Code, 65 ILCS 3.1-10-30, and Section 32-140 of the Code of Oakbrook Terrace, Illinois, if the Finance Director is appointed as the City Treasurer she shall execute and file with the City Clerk a bond with a surety company authorized to do business in Illinois under the laws of Illinois, payable to the City in the amount of Ten Thousand Dollars (\$10,000) conditioned upon the faithful performance of the duties of the offices of the City Treasurer and the payment of all monies received by the City Treasurer, according to law and the ordinances of the City. The security of the bond is hereby approved by the City. Pursuant to Section 1 of the Official Bond Payment Act, 5 ILCS 270/1, the City shall pay the full cost of the bond

21. Drug-Free Workplace.

The City is a drug-free workplace and expressly prohibits the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance, including cannabis, in any portion of the City's workplace or in any public area owned or occupied by the City. The Finance Director shall abide by this prohibition. The Finance Director shall notify the City of any criminal drug statute conviction entered against her no later than five days following the conviction.

22. Entire Agreement.

This Agreement represents the entire agreement between the Parties concerning the Finance Director's employment with the City and supersedes all prior negotiations, discussions, understandings and agreements, whether written or oral, between the Finance Director and the City or any representative of the City relating to the subject matter of this Agreement. No provision of this Agreement may be amended or waived unless such amendment or waiver is agreed to by the Finance Director and the City Council, set forth in writing and signed by the Finance Director and the City.

23. Other Terms and Conditions of Employment.

The City, upon mutual agreement with Finance Director, shall fix any such other terms and conditions of employment, as it may determine from time to time, relating to the performance of the Finance Director, provided such terms and conditions are not inconsistent with or in conflict with the provisions of this Agreement, the Code of Oakbrook Terrace, Illinois, or any other state or federal law.

24. Notices.

All notices hereunder must be in writing and shall be delivered by any of the following means: (i) personally; (ii) by registered or certified mail, postage prepaid; (iii) by overnight courier

(fare prepaid); (iv) by facsimile; or (v) by electronic mail with receipt requested. Notice will be deemed received the same day (when delivered personally, by facsimile or electronic mail), five days after mailing (when sent by registered or certified mail), or the next business day (when delivered by overnight courier and properly addressed as follows:

If to the Finance Director:

Tanya Walker
2225 Aurora Drive
Unit 28
Pingree Grove, IL 60140
tanwalker10@yahoo.com

If to the City:

Paul Esposito, Mayor
City of Oakbrook Terrace
17W275 Butterfield Road
Oakbrook Terrace, IL 60181
Fax: 630-832-1973
pesposito@oakbrookterrace.net

With a copy to:

Richard J. Ramello
Storino, Ramello & Durkin
9501 West Devon Avenue, Suite 800
Rosemont, IL 60018
Fax: 847-318-9509
rramello@srd-law.com

Either party may change such address for delivery to the other party by delivery of a notice in conformity with the provisions of this section specifying such change.

25. Severability.

If any provision of this Agreement or the application of any such provision to any party shall be determined by any court of competent jurisdiction to be invalid and unenforceable to any extent, the remainder of this Agreement shall not be affected; and each remaining provision of this Agreement shall be considered valid and shall be enforced to the fullest extent permitted by law.

26. Indemnification.

The City shall indemnify the Finance Director in accordance with the provisions of Section 32.005 of the Code of Oakbrook Terrace, Illinois, Sections 2-302 and 9-102 of the Local Governmental and Governmental Employees Tort Immunity Act (745 ILCS 10/2-302 and 10/5-102) and Section 1-4-6 of the Illinois Municipal Code (65 ILCS 5/1-4-6). The City shall have the right to compromise and settle any claim or suit for which the City is providing indemnification to the Finance Director.

27. Jurisdiction and Applicable Law.

This Agreement shall be governed and interpreted in accordance with the laws of the State of Illinois, and jurisdiction for any disputes shall be only in the Circuit Court for the Eighteenth Judicial Circuit, DuPage County, Illinois.

28. Captions.

The captions at the beginning of the several sections are for convenience only and shall not control or affect the meaning or construction of any provision of this Agreement.

29. Assignment.

This Agreement shall be deemed to be exclusive between the City and the Finance Director. This Agreement shall not be assigned by either party without first obtaining permission in writing from the other party.

30. Effective Date.

This Agreement shall be effective on the date that the last signatory signs the Agreement. If any of the signatories to this Agreement shall fail to execute this Agreement, it shall be null and void in its entirety.

31. Counterparts.

This Agreement may be executed in any number of counterparts, each of which shall be deemed an original and, when taken together, shall constitute one and the same instrument.

32. Certifications.

The Finance Director shall submit to the City the Certification attached hereto as Exhibit "A" signed by the Finance Director before a notary public.

IN WITNESS WHEREOF, The Mayor attested by the City Clerk, on behalf of the City, and the Finance Director have signed this Agreement by adding their names hereto effective as of the date first written above.

City:
City of Oakbrook Terrace

Finance Director:
Tanya Walker

By: _____
Paul Esposito, Mayor

Tanya Walker

ATTEST:

By: _____
Michael Shadley, City Clerk

EXHIBIT "A"
CERTIFICATION

The certifications hereinafter made by Tanya Walker are each a material representation of fact upon which reliance is placed by the City of Oakbrook Terrace (the "City") in entering into the Employment Agreement - Finance Director with Tanya Walker. The City may terminate the Employment Agreement - Finance Director if it is later determined that Tanya Walker rendered a false or erroneous certification.

I, Tanya Walker, hereby certify, represent and warrant to the City that:

(A) I am not delinquent in the payment of taxes to the Illinois Department of Revenue in accordance with 65 ILCS 5/11-42.1-1;

(B) I am not in default, as defined in 5ILCS 385/2, on an educational loan, as defined in 5ILCS 385/1;

(C) No officer or employee of the City has solicited any gratuity, discount, entertainment, hospitality, loan, forbearance, or other tangible or intangible item having monetary value including, but not limited to, cash, food and drink, and honoraria for speaking engagements related to or attributable to the government employment or the official position of the employee or officer of the City in violation of Chapter 2, Article XIX of the Code of Ordinances of Oakbrook Terrace, Illinois, adopted by the City pursuant to the requirements of the State Officials and Employees Ethics Act;

(D) I have not given to any officer or employee of the City any gratuity, discount entertainment, hospitality, loan, forbearance or other tangible or intangible item having monetary value including, but not limited to, cash, food and drink and honoraria for speaking engagements related to or attributable to the government employment or the official position of the employee or officer of the City in violation of Chapter 2, Article XIX of the Code of Ordinances of Oakbrook Terrace, Illinois, adopted by the City pursuant to the requirements of the State Officials and Employees Ethics Act;

(E) I am not a person or entity named as a Specially Designated National and Blocked Person (as defined in Presidential Executive Order 13224), and I am not acting, directly or indirectly, for or on behalf of a Specially Designated National and Blocked Person;

(F) I am not, directly or indirectly, engaged in and am not facilitating the transactions contemplated by the Agreement on behalf of any person or entity named as a Specially Designated National and Blocked Person;

(G) I am not acting, directly or indirectly, for or on behalf of any person, group, entity, or nation named by the United State Treasury Department as a Specially Designated National and Blocked Person, or for or on behalf of any person, group, entity or nation designated in Presidential Executive Order 13224 as a person who commits, threatens to commit or supports terrorism; and I am not engaged in this transaction directly or indirectly

on behalf of, or facilitating this transaction directly or indirectly on behalf of, any such person, group, entity, or nation;

(H) I, being duly employed in the position of Finance Director, in and for the City of Oakbrook Terrace, do hereby acknowledge receipt of a copy of the Code of Ethics of the City of Oakbrook Terrace. I do hereby affirm that I have reviewed its provisions and that I agree to comply with and support the provisions of such Code of Ethics to the best of my ability.

If any certification made by Tanya Walker or term or condition in this contract changes, Tanya Walker shall notify the City in writing within seven (7) days.

Dated: May [redacted], 2024

Tanya Walker

STATE OF ILLINOIS)
) ss.
COUNTY OF DUPAGE)

I, the undersigned, a notary public in and for the State and County aforesaid, hereby certify that Tanya Walker, known to me, appeared before me this day in person and, being first duly sworn on oath, acknowledged that she executed the foregoing certification as her free act and deed.

Dated: May [redacted], 2024

Notary Public

EXHIBIT "A-1"
CODE OF ETHICS

§ 30.26 STATEMENT OF PHILOSOPHY.

It shall be the policy and practice of the city that its elected and appointed officers and employees always perform their official duties and job responsibilities solely for the service and benefit of the citizens residing in or maintaining a business within the city. Any impropriety or the appearance of impropriety created by any conflict of interest between official duties and personal interests or benefits shall be avoided.

§ 30.27 PERSONS COVERED.

This Code of Ethics and its provisions shall apply to all duly elected or appointed public officers and employees, and shall be in full force and effect for the duration of their term of office or employment with the city.

§ 30.28 DEFINITIONS.

As used in this subchapter, the following terms shall have the meanings ascribed to them herein, unless the context clearly indicates that a different meaning is intended.

BUSINESS. A corporation, partnership, sole proprietorship, firm, organization or other legal entity carrying on any business, whether for profit or not-for-profit.

CAMPAIGN CONTRIBUTION.

- (1) A gift, subscription, donation, dues, loan, advance or deposit of money or anything of value, knowingly received in connection with the nomination for election, or election of any person to public office;
- (2) The purchase of tickets for fund- raising events, including but not limited to dinners, luncheons, cocktail parties, and rallies made in connection with the nomination for election, or election of any person to public office;
- (3) A transfer of funds between political committees;
- (4) The services of an employee donated by an employer, in which case the contribution shall be listed in the name of the employer, except that any individual services provided voluntarily and without promise or expectation of compensation from any source shall not be deemed a contribution.

CAMPAIGN CONTRIBUTION shall not include:

- (1) The use of real or personal property and the cost of invitations, food and beverages, voluntarily provided by an individual in rendering voluntary personal services on the individual's residential premises for candidate-related activities; provided the value of the service provided does not exceed an aggregate of \$150 in a reporting period.

(2) The sale of any food or beverage by a vendor for use in a candidate's campaign at a charge less than the normal comparable charge, if such charge for use in a candidate's campaign is at least equal to the cost of such food or beverage to the vendor.

CONDITIONS OF EMPLOYMENT. Wages, hours, benefits, personnel policies and practices, grievances including but not limited to any claimed violation, misinterpretation or misapplication of any rule or regulation, disputes between management and an employee, requirements and responsibilities for a particular job, disciplinary matters, or managerial prerogatives pursuant to Chapter 32 of this Code.

CONFIDENTIAL INFORMATION. Information, which by law or practice is not available to the public.

FINANCIAL INTEREST. Any interest which may yield, directly or indirectly, a monetary or other material benefit to a public officer or employee or to any person employing or retaining the services of such an officer or employee, other than the duly authorized salary or compensation paid to an officer or employee for services to the city.

OFFICIAL ACT or ACTION. Any legislative, administrative, or discretionary act of any public officer or employee of the city, or of any agency, board, committee or commission thereof.

PERSONAL INTEREST. Any interest arising from blood or marriage relationships, or from business or political associations, whether or not any financial interest is involved.

PUBLIC OFFICER or EMPLOYEE. Any person, officer, or employee holding a position by election, appointment, or employment in the service of the city, whether paid or unpaid, including membership with any agency, board, committee, or commission thereof; provided, however, that no independent contractor shall be considered a public officer or employee unless the independent contractor is an individual and, as such individual, has been appointed to an office.

TRANSACTION. The offer of, or the sale, purchase or furnishing of, any real or personal property or services for a valuable consideration by or to any person or entity, directly or indirectly, as a vendor or vendee, prime contractor, subcontractor or otherwise, for the use and benefit of the city or of such person or entity. It shall also include an application, petition or request for any license, zoning amendment, variation, planned unit development approval, or special use permit which involves or requires any official act or action of the city.

§ 30.29 NEPOTISM.

After the adoption of this Code of Ethics, as an amendment to the city's Code of Ordinances, no person shall be hired or appointed by the city to any office, position, employment, employment contract or duty for which the salary, wages, pay or compensation is to be paid out of public funds, if that person is part of the immediate family of any public officer or employee at or above the level of department head. This prohibition does not pertain to appointments to the City Council or advisory boards and commissions, which are appointed by the Mayor with the advice and consent of the City Council. For purposes of this section, "immediate family" shall include spouse, mother, father, sister, brother, son, daughter, mother-in-law, father-in-law, brother-in-law, sister-in-law, grandmother, grandfather, grandson, granddaughter, uncle, aunt, niece, nephew, and first cousin.

§ 30.30 USE OF CITY EQUIPMENT, PROPERTY AND SERVICES.

No public officer or employee shall have use of city equipment, property or services to a greater degree or extent than is afforded to all residents and taxpayers, or as may be created by the City Council's formal action to establish any policy permitting such use by public officers or employees in order to perform their prescribed duties.

§ 30.31 CONFLICT OF INTEREST.

No public officer or employee shall perform or participate in any official act or action with regard to any transaction in which such public officer or employee has, or knows he or she will thereafter acquire, a financial interest; provided, however, that any financial interest permitted or prohibited under applicable state laws and regulations, as they may be amended from time to time, shall be permitted or prohibited under the same circumstances and conditions and to the same extent as therein set forth. Nothing contained herein shall prevent the City Council from establishing guidelines or other provisions regulating outside employment with a business or entity other than the city, as part of the City of Oakbrook Terrace Personnel Policy and Procedures Manual, or as part of any collective bargaining agreement or contract of employment.

§ 30.32 ABUSE OF POWER.

No public officer or employee shall use the prestige or power of any office or employment other than as authorized by state law or ordinance.

§ 30.33 GIFTS.

(A) Prohibitions. Except as otherwise provided in this section, no officer or employee shall intentionally solicit or accept any gift from any prohibited source, as defined under § 1-5 of the State Officials and Employees Ethics Act (ILCS Ch. 5, Act 430, § 1-5), or in violation of any federal or state statute, rule, or regulation. This ban applies to and includes the spouse of and immediate family living with the officer or employee. No prohibited source shall intentionally offer or make a gift that violates this section.

(B) An officer or employee does not violate this Act if he or she promptly takes reasonable action to return the prohibited gift to its source or gives the gift or an amount equal to its value to an appropriate charity that is exempt from income taxation under § 501(c)(3) of the Internal Revenue Code of 1986, as now or hereafter amended, renumbered or succeeded.

(C) Exceptions. The restriction in this section does not apply to the following:

(1) Opportunities, benefits, and services that are available on the same conditions as for the general public.

(2) Anything for which the officer or employee pays the fair market value.

(3) Any (i) contribution that is lawfully made under the Election Code or under the Gift Ban Act or (ii) activities associated with a fundraising event in support of a political organization or candidate.

(4) Educational materials and missions.

(5) Travel expenses for a meeting to discuss city business.

(6) A gift from a relative, meaning those people related to the individual as father, mother, son, daughter, brother, sister, uncle, aunt, great aunt, great uncle, first cousin, nephew, niece, husband, wife, grandfather, grandmother, grandson, granddaughter, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, half-sister, and including the father, mother, grandfather, or grandmother of the individual's spouse and the individual's fiancé or fiancée.

(7)

(a) Anything provided by an individual on the basis of a personal friendship unless the officer or employee has reason to believe that, under the circumstances, the gift was provided because of the official position or employment of the officer or employee and not because of the personal friendship.

(b) In determining whether a gift is provided on the basis of personal friendship, the officer or employee shall consider the circumstances under which the gift was offered, such as:

1. The history of the relationship between the individual giving the gift and the recipient of the gift, including any previous exchange of gifts between those individuals;

2. Whether to the actual knowledge of the officer or employee the individual who gave the gift personally paid for the gift or sought a tax deduction or business reimbursement for the gift; and

3. Whether to the actual knowledge of the officer or employee the individual who gave the gift also at the same time gave the same or similar gifts to other officers or employees.

(8) Food or refreshments not exceeding \$75 per person in the value on a single calendar day; provided that the food or refreshments are (i) consumed on the premises from which they were purchased or prepared or (ii) catered. For the purposes of this division (C)(8), CATERED means food or refreshments that are purchased ready to eat and delivered by any means.

(9) Food, refreshments, lodging, transportation, and other benefits resulting from outside business or employment activities (or outside activities that are not connected to the duties of an officer or employee) of the officer or employee, or the spouse of the officer or employee, if the benefits have not been offered or enhanced because of the official position or employment of the officer or employee, and are customarily provided to others in similar circumstances.

(10) Intra-governmental and inter-governmental gifts. For the purpose of this division (C)(10), INTRA-GOVERNMENTAL GIFT means any gift given to an officer or employee from another officer or employee; and INTER-GOVERNMENTAL GIFT means any gift given to an officer or employee by an officer or employee of another governmental entity.

(11) Bequests, inheritances, and other transfers at death.

(12) Any item or items from any one prohibited source during any calendar year having a cumulative total value of less than one \$100.

§ 30.34 DISCLOSURE BY CERTAIN APPLICANTS FOR LICENSES, PERMITS, REZONING OR ANNEXATIONS.

(A) After the adoption of this subchapter, as an amendment to the city's Code of Ordinances, all applicants for any liquor license, whether as part of an original application or for a renewal, for any franchise, or for any permit for annexation, rezoning, or other zoning relief, shall be provided with a current list of all individuals who are currently public officers or employees for the city, and shall complete the following warranty statement:

The undersigned hereby represents and warrants to the City of Oakbrook Terrace that no individual who is a public officer or employee has any ownership interest in the entity making this application or in the real estate which is the subject of this application, nor are any such individuals an officer, director, or employee of the entity making the application. If the foregoing representation is inaccurate, the undersigned hereby states the nature of any interest and the name of any such individual who is an officer, director, or employee of the applicant or who has an ownership interest in the applicant entity or in the real estate, which is the subject of this application.

The applicant shall swear to the above statement before a notary public or other appropriate officer authorized to administer oaths in the State of Illinois. Any public officer or employee who receives an application which contains a statement that public officers or employees have a prohibited interest in the applicant entity or in the real estate which is the subject of the application, shall immediately forward a copy of such statement to the office of the City Attorney, who shall promptly notify the City Council of any person named by the applicant in response to the foregoing inquiry. In addition to the penalties provided by law for perjury, any person who executes an application, and knows, or should have known upon reasonable inquiry that the statements set forth therein or any parts thereof are false, shall be in violation of this subchapter and subject to the penalties set forth herein.

(B) Each and every application specified in division (A) above shall also contain a statement by the applicant that neither the applicant nor any agent, officer, employee, or anyone acting on behalf of the applicant, has provided any public officer or employee with any gift, gratuity, pecuniary benefit, real or personal property, or services, or any other thing or item of value, whether in the form of money, services, loans, travel, entertainment, discounts, hospitality, offers of

employment, or forgiveness of debt or obligation. If the applicant is unable to truthfully make such representation, the applicant shall state the name and the nature of the gift made to any such individual who is a public officer or employee and the date of the gift. If any person executes an application knowing that the statements set forth therein, or any part thereof, are false, it shall also be grounds for denial of the application, and such person shall be deemed in violation of this subchapter and subject to the penalties set forth herein.

§ 30.35 COUNCIL TO ACT AS A BODY.

(A) The City Council shall act in all matters as a body as permitted by the Illinois Municipal Code. No member of the City Council shall seek to intimidate or threaten any public officer or employee, offer any gift or other valuable consideration intended to influence any public officer or employee in the performance of an official act, or interfere in any way with the performance of the duties of an officer or employee. As permitted by law, the foregoing provisions of this section shall not prevent the City Council from:

- (1) Appointing all or any one of its members to any board, committee, or commission; or
- (2) Appointing any of its members to act as a liaison to any board, committee or commission, organization, group of individuals or other governmental body or agency.

(B) City Council members and employees may engage in informal social discussions that do not pertain to a specific condition of employment involving either the employee or another employee. No members of the City Council, other than the Mayor, shall initiate discussions, conversations, or written or oral communications with any employee of the city, other than the City Administrator or the Mayor, concerning conditions of employment, as defined herein. Whenever any employee, other than the City Administrator, initiates any discussions, conversations or written or oral communications with any member of the City Council, other than the Mayor, concerning conditions of employment, as defined herein, such member shall refer the employee or such written communication to the City Administrator or the Mayor, as the Council member may determine to be appropriate. Upon receipt of any such matter by the City Administrator, or the Mayor, either in conjunction with the City Administrator and/or the City Attorney, or alone as the Mayor determines it to be appropriate in his discretion, shall address the matter with the employee and report to the member of the City Council who referred the employee to the City Administrator that the matter has been addressed. Nothing in this paragraph shall prevent an employee from reporting a serious concern regarding conditions of employment, as defined herein, to the Mayor. Nothing in this paragraph shall prevent an employee from reporting a reasonable suspicion that an unlawful act has been or will be committed. In such case, the Alderman shall report such suspicion directly to the City Administrator or, if the City Administrator is alleged to be the one who has or will commit such an act, to the Mayor.

(C) Nothing contained herein shall prevent any member of the City Council from requesting from the City Administrator or from the City Council meeting as a body, such information as may be proper and necessary to the performance of official duties, whether acting as a member of the City Council, as a liaison, or as a member of any board, committee or commission. Nothing contained herein shall prevent members of the City Council, when acting in their official capacity at a regular, special or emergency City Council meeting, or as a member of any committee

or commission, from engaging in discussion with any employee concerning conditions of employment.

§ 30.36 NONPARTISAN ORGANIZATION.

(A) No public officer shall promise an appointment or employment to any municipal position as a reward for any political activity.

(B) No public officer shall solicit any city employee to contribute to, or perform work for, any political party as a condition of continued employment.

(C) No public officer shall promise passage of a motion, ordinance or resolution as a reward for any reason. This prohibition shall not include any general campaign statements or promises made by a public officer who is candidate for public office during an election campaign.

§ 30.37 DISCLOSURE OF INTEREST.

(A) If any public officer or employee has any personal interest in a contract or transaction that is or is likely to become the subject of an official act or action in which such officer or employee is or will be involved, the nature and extent of such interest shall be disclosed on the record of the City Council or any other agency, committee or commission performing such act or action or, in the case of employees, the nature and extent of the interest shall be disclosed to the City Administrator. For purposes of this section, a PERSONAL INTEREST shall be an interest that affects the officer or employee in a manner, which is different or unique from the interest of the public, including, but not limited to, family or business relationships with persons having business with the city.

(B) No public officer or employee shall, in such capacity, participate in the deliberation or vote, or otherwise take part in the decision-making process on any agenda item in which he or she is found to have a prohibited financial interest in a contract or business of the city, as such a prohibited interest is defined in state law.

(C) Public officers and employees shall also comply with the applicable Illinois law concerning disclosures of interest.

§ 30.38 UNAUTHORIZED DISCLOSURE AND USE OF CONFIDENTIAL OR PRIVILEGED INFORMATION.

No public officer or employee shall disclose, confidential or privileged information concerning the property, government, or affairs of the city; and no such public officer or employee shall use any such confidential or privileged information to advance his or her own interests or those of such officer or employee's family members. Nothing contained in this section shall prevent the City Administrator from disclosing to any staff members or contractor(s) such confidential or privileged information as the City Administrator may determine to be necessary to carry out his or her duties and to enable such staff members or contractor(s) to carry out their respective duties and responsibilities. Nothing contained in this section shall prevent any individual from disclosing matters or information of public concern as may be permitted or required by the Illinois Freedom of Information Act, the Illinois Open Meetings Act, or any other provision of state or federal law.

§ 30.39 MISREPRESENTATION OF CITY DECISIONS OR POSITIONS.

No public officer or employee shall state that the city has made a particular decision or adopted a specific position concerning any matter if such public officer or employee knows that the city has not, in fact, duly made or adopted such decision or position. This section shall not be construed to prohibit any public officer or employee from stating personal views concerning any matter, so long as such views are clearly identified as personal and not as the official decision or position of the city.

§ 30.40 HARASSMENT.

It is the policy of the city that all employees have the right to work in an environment free from all forms of discrimination and conduct, which may be considered harassing, coercive or disruptive, including sexual harassment. Such behavior is unacceptable and will not be tolerated. No employee, male or female, should be subject to unsolicited and unwelcome words or conduct. All city officers and employees shall be subject to the policy set forth in Section 2.9 of the City of Oakbrook Terrace Personnel Policy and Procedures Manual, including the procedures for reporting complaints of harassment. Harassment by any Alderman or the Mayor shall be reported to the City Administrator, who shall promptly consult with the City Attorney to initiate the appropriate investigation. Harassment by the City Administrator shall be reported to the Mayor, who shall promptly consult with the City Attorney to initiate the appropriate investigation.

§ 30.41 REQUIREMENT TO REPORT BREACHES.

(A) Any public officer or employee who finds credible evidence of a breach of this Code of Ethics shall, at the earliest opportunity, file a written report concerning such breach with his or her immediate supervisor. Supervisors are responsible for immediately reporting any such breach by a public officer or employee to the City Administrator and, in the case of an elected officer, the City Administrator shall immediately report any such breach to the City Attorney.

(B) If the City Attorney directly receives a report of fraudulent acts or related misconduct, the City Attorney will immediately notify the City Administrator of such report and the allegations thereof. In cases of reported allegations of fraudulent acts or related misconduct involving the City Administrator, the City Attorney will notify the Mayor and the two most senior Aldermen on the City Council. In such cases, the Mayor and the City Council will directly consult with the City Attorney to initiate an appropriate investigation.

(C) All parties involved in reporting or investigating any reported breach of this Code of Ethics shall maintain information related thereto in the strictest confidence to the extent permitted by law. The disclosure of such reports shall be limited only to those individuals who have a need to know for an adequate investigation to be conducted.

§ 30.42 VIOLATIONS; PENALTIES; RECONSIDERATION OF TRANSACTIONS.

(A) A finding that any public officer or employee has violated any provision of this subchapter shall, to the extent permitted by state law, constitute cause for reprimand, censure, suspension, removal, or other appropriate disciplinary action.

(B) Any person who is prosecuted for a violation of this subchapter, and either pleads guilty or is found guilty by a court of competent jurisdiction shall be fined an amount not less than \$250 nor more than \$750 for each offense. In cases of a continuing violation, the City Attorney is authorized to apply to a court of competent jurisdiction for a restraining order or injunction to abate such violation and for such other and further remedies as may be provided by law.

(C) Any transaction which was the subject of an official act or action of the city in which any public officer or employee had an interest prohibited by this subchapter, or which involved the violation of a provision of this subchapter, shall be officially reconsidered upon discovery, disclosure, or determination of such interest or violation.

(D) In the event the City Attorney reasonably determines that it is necessary to conduct an investigation into any alleged violations of the provisions of this subchapter, and that it would not be appropriate for the office of City Attorney to investigate such allegations, the City Attorney, with the advice and consent of the City Council, shall retain the services of an investigator/attorney to act as an independent counsel to investigate the allegations of such violations of this subchapter at an hourly rate not to exceed the then-current hourly rate charged to the city of litigation services by the office of the City Attorney. The independent counsel's charge shall be to investigate whether or not there is probable cause to believe that a violation of this subchapter has occurred and to take such action on behalf of the city to prosecute such violations. Such independent counsel shall have the sole discretion to determine if prosecution is warranted, to file such charges or complaints as he or she may decide to be appropriate, and to prosecute such complaints or charges on behalf of the city.

(E) The city may also pursue an insurance claim to recover all or some of its losses as a result of fraudulent acts or related misconduct. The city shall have the right to terminate and/or suspend suppliers or contractors that have been found to have committed fraudulent acts or related misconduct.

§ 30.43 REPORTING OF FINDINGS.

The City Attorney, or the independent counsel retained by the City Attorney, shall file a written report of findings with the corporate authorities of the city, documenting the findings and disposition of each complaint. The City Attorney shall maintain a record of ethics complaints and these reports, and a copy of each shall be filed in the office of the City Clerk. Each complaint and report of findings shall be subject to public review to the extent provided by state law. The City Attorney will attempt to notify the sender and acknowledge receipt of the report of the alleged fraudulent acts or related misconduct within five business days; however, it is recognized that it will not be possible to acknowledge receipt of anonymously submitted violations.

§ 30.44 RELATIONSHIP OF THIS SUBCHAPTER TO STATE LAW.

The standards of this subchapter shall supplement the provisions regarding municipal officers set forth in Illinois law, and any other ordinances of the city relating to conduct for municipal officers and employees. The requirements set forth herein are in addition to, and not a substitute for, any similar requirements provided for under state or federal law.

§ 30.45 DISTRIBUTION.

(A) Within 30 days after enactment of this subchapter, as an amendment to the city's code of ordinances, the City Administrator shall cause a copy thereof to be distributed to every public officer and employee of the city. Thereafter, each public officer and employee who is elected, appointed, or engaged shall be furnished a copy of this subchapter before entering upon the duties of his or her office or employment. Within 21 days after receipt of a copy of this subchapter, each public officer and employee shall execute a non-binding declaration acknowledging such receipt and stating his or her agreement to comply with and support the provision of such subchapter, as follows:

I, the undersigned, being duly elected or appointed to the office (or position) of _____, in and for the City of Oakbrook Terrace, do hereby acknowledge receipt of a copy of the Code of Ethics of the City of Oakbrook Terrace. I do hereby affirm that I have reviewed its provisions and that I agree to comply with and support the provisions of such Code of Ethics to the best of my ability.

(B) The failure to file a declaration of acceptance shall not constitute a violation of this subchapter and shall not be the grounds for any discipline or sanctions hereunder.

§ 30.46 WHISTLEBLOWER POLICY.

(A) Intent. The Whistleblower Policy (the Policy) is intended to enable employees, elected and appointed officials, residents, suppliers, customers, and others to raise concerns regarding alleged fraudulent acts or related misconduct, anonymously or otherwise, without retaliation or, in the case of an employee, adverse employment consequences. The Policy is based on the Whistleblower Act of the State of Illinois (ILCS Ch. 740, Act 174, §§ 1, et seq. (the Act)).

(B) Definitions. As used in this section, the following terms shall have the meanings ascribed to them herein, unless the context clearly indicates that a different meaning is intended.

FRAUDULENT ACTS. Include any intentional act or omission designed to deceive others, resulting in the victim suffering a loss, and/or the perpetrator achieving a gain.

RETALIATION or any threat of retaliation against any official, employee, resident, supplier, customer or other person for disclosure of a fraudulent act or related misconduct or refusal to participate in unlawful activity is expressly prohibited by the Act.

(C) Reporting retaliation. Employees who believe that they have been retaliated against for reporting fraudulent acts or related misconduct should advise the City Attorney in writing. The City Attorney shall take appropriate action to investigate and address complaints of retaliation.

(D) Any individual reporting alleged fraudulent acts or related misconduct must act in good faith and have reasonable grounds for believing the information disclosed provides evidence of an improper transaction or a violation of the law or administrative policies.

(E) Making allegations maliciously, recklessly, or with the foreknowledge that the allegations were false, will be viewed as a serious offense and may result in penalties as provided by the city's personnel policies or applicable Illinois law.

(F) A key factor in the detection of fraudulent acts or related misconduct is educating elected and appointed officials, employees, residents, suppliers, customers, and others to recognize fraudulent acts or related misconduct that may occur. For this reason, the city will, to the extent it considers practical, provide training and education concerning the whistleblower policy.

(G) An appointed official, employee, resident, supplier, customer or other person may report a possible fraudulent act or related misconduct, anonymously or otherwise, in any of the following ways:

(1) Download the Suspected Fraud form from the city's website at oakbrookterrace.net and mail the completed form to the City Attorney at 17W275 Butterfield Road, Oakbrook Terrace, Illinois 60181; and

(2) Phone the anonymous Fraud Hotline at (630) 941-8300, extension 399.

(H) Except in cases of anonymous submission, the complainant will be informed of the outcome of the investigation by the Office of the City Attorney.

ORDINANCE NO. 24 - 15

AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY OF OAKBROOK TERRACE, AS AMENDED, TITLE III (ADMINISTRATION); CHAPTER 30 (GENERAL PROVISIONS), §30.31 (USER FEE FOR LIBRARY CARD)

WHEREAS, the City of Oakbrook Terrace (the "City") is a home rule unit of local government under Article VII, Section 6 of the 1970 Illinois Constitution and, except as limited by such Section, it may exercise any power and perform any function pertaining to its government and affairs; and

WHEREAS, the City has provided for library services for its residents through its agreement with the Villa Park Library, and has established a user fee to supplement the partial funding provided through the City's tax revenues; and

WHEREAS, pursuant to Ordinance 10-30 the City established a user fee to supplement the partial funding provided through the City's tax revenues equal to twenty per cent (20%) of the fee charged to the city by the public library, which fee shall be rounded to the nearest whole dollar; and

WHEREAS, at their April 9, 2024, Committee of the Whole meeting discussing the FY2025 Budget, the City Council recommends revising the library card program to an annual fee of \$20.

NOW THEREFORE, BE IT HEREBY ORDAINED by the Mayor and City Council of the City of Oakbrook Terrace, DuPage County, Illinois, as follows:

Section 1. Title III (Administration), Chapter 30 (General Provisions), §30.81 (User Fee for Library Card) of the Code of Ordinances of the City of Oakbrook Terrace is hereby deleted and the following is substituted:

§30.81 USER FEE FOR LIBRARY CARD.

In order to provide for the city's administrative costs for the library card program, each resident seeking a library card from the city for access to the services provided by the public library shall pay an annual user fee to the city in the amount of \$20. The city council may adjust this fee from time to time in its discretion, and notice thereof shall be provided to residents through the city's newsletter.

Section 2. All ordinances or parts of ordinances in conflict with the provisions of this Ordinance are hereby repealed to the extent of the conflict.

Section 3. This Ordinance shall be in full force and effect after its passage, approval, and publication in pamphlet form as provided by law.

PASSED AND APPROVED This 23rd day of April, 2024.

AYES:

NAYS:

ABSENT:

Paul Esposito, City of Oakbrook Terrace Mayor

ATTEST:

Michael Shadley, City Clerk