

CITY OF OAKBROOK TERRACE ILLINOIS



DRAFT ANNUAL
OPERATING BUDGET
FISCAL YEAR

2022-2023



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**City of Oakbrook Terrace
Illinois**

For the Fiscal Year Beginning

May 01, 2021

Christopher P. Morill

Executive Director

City of Oakbrook Terrace

Fiscal Year 2023 Personnel and Position Schedule

FULL-TIME EMPLOYEES
(Expressed In FTE's*)

Executive Management Department

City Administrator (.50)
Assistant to the Mayor and Administrator (1.0)

Police Department

Chief (1.0)
Deputy Chief (1.0)
Sergeants (4.0)
Patrol Officers (15.0)
Records Supervisor (1.0)
Police Administrative Assistant (1.0)
Records Specialists (2.0)

Building & Zoning Department

Building and Zoning Administrator (1.0)
Assistant To the Building and Zoning Administrator (1.0)
Building and Zoning Administrative Secretary (1.0)
Code Enforcement Officer (1.0)

Public Services Department – Streets Division

Public Services Director (.50)
Maintenance Workers (2.0)
Maintenance Worker/Mechanic (1.0)

Finance Department

Finance Director (.50)
Finance Coordinator (1.0)

PART-TIME EMPLOYEES
(Expressed In FTE's*)

Special Events/Administrative Assist (0.5)
Administrative Assist (0.5)

Traffic Enforcement Officers (2)

Fiscal Assistant (0.5)
IT Coordinator (0.5)
Media Sepcialist (.5)

Public Services Department – Water Division

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

* FTE = Full-Time Equivalent

Fiscal Year 2023 Personnel Summary Schedule

| | Authorized 2021-2022 | Proposed 2022-2023 | Proposed FY 2022-2023 Base Salary |
|--|-------------------------|-----------------------|---|
| <u>GENERAL FUND - Full-Time Positions</u> | | | |
| City Administrator | 0.5 | 0.5 | \$ 73,857 |
| Assistant to the City Administrator | 1 | 1 | 85,122 |
| Public Services Director | 0.5 | 0.5 | 64,783 |
| Maintenance Worker II | 2 | 2 | 141,087 |
| Maintenance Worker II/Mechanic | 1 | 1 | 79,260 |
| Building and Zoning Administrator | 1 | 1 | 120,422 |
| Building and Zoning Administrative Secretary | 1 | 1 | 52,635 |
| Assistant to the Building and Zoning Administrator | 1 | 1 | 70,109 |
| Code Enforcement Officer | 1 | 1 | 60,967 |
| Finance Director | 0.5 | 0.5 | 73,857 |
| Finance Coordinator | 1 | 1 | 101,558 |
| Finance Analyst | 1 | 0 | - (1) |
| Fiscal Assistant | 0 | 1 | 63,704 (1) |
| Chief of Police | 1 | 1 | 145,982 |
| Deputy Chief of Police | 1 | 1 | 129,565 |
| Police Sergeant | 4 | 4 | 495,528 |
| Traffic Enforcement Officers | 4 | 4 | 68,639 |
| Police Officer | 15 | 15 | 1,400,489 |
| Records Supervisor | 1 | 1 | 79,260 |
| Police Administrative Assistant | 1 | 1 | 63,018 |
| Police Records Specialist | 2 | 2 | 113,081 |
| <u>WATER FUND - Full-Time Positions</u> | | | |
| Public Services Director | 0.5 | 0.5 | 64,783 |
| Water Operator | 2 | 2 | 158,520 |
| Total Full-Time Employees | 43 | 43 | \$ 3,706,226 |
| <u>GENERAL FUND - Part-Time Positions</u> | | | |
| Special Events/Administrative Assistant | 1 | 1 | 41,557 |
| Administrative Assistant | 0 | 1 | 20,057 (2) |
| Media Specialist | 0 | 1 | 32,142 (3) |
| IT Coordinator | 0 | 1 | 39,959 (4) |
| Seasonal Employee | 2 | 1 | 8,034 (5) |
| <u>WATER FUND - Part-Time Positions</u> | | | |
| Office/Accounting Assistant | 1 | 0 | - (6) |
| Total Part-Time Employees | 3 | 5 | \$ 141,749 |
| Total Salaries | | | \$ 3,847,975 |

Notes:

1. The Finance Analyst position will be replaced with a more clerical position, (Fiscal Assistant). The main duties of the Analyst will be absorbed by the Finance Coordinator.

2. A part-time Administrative Position will replace a full-time Administrative Position that was eliminated in 2020.

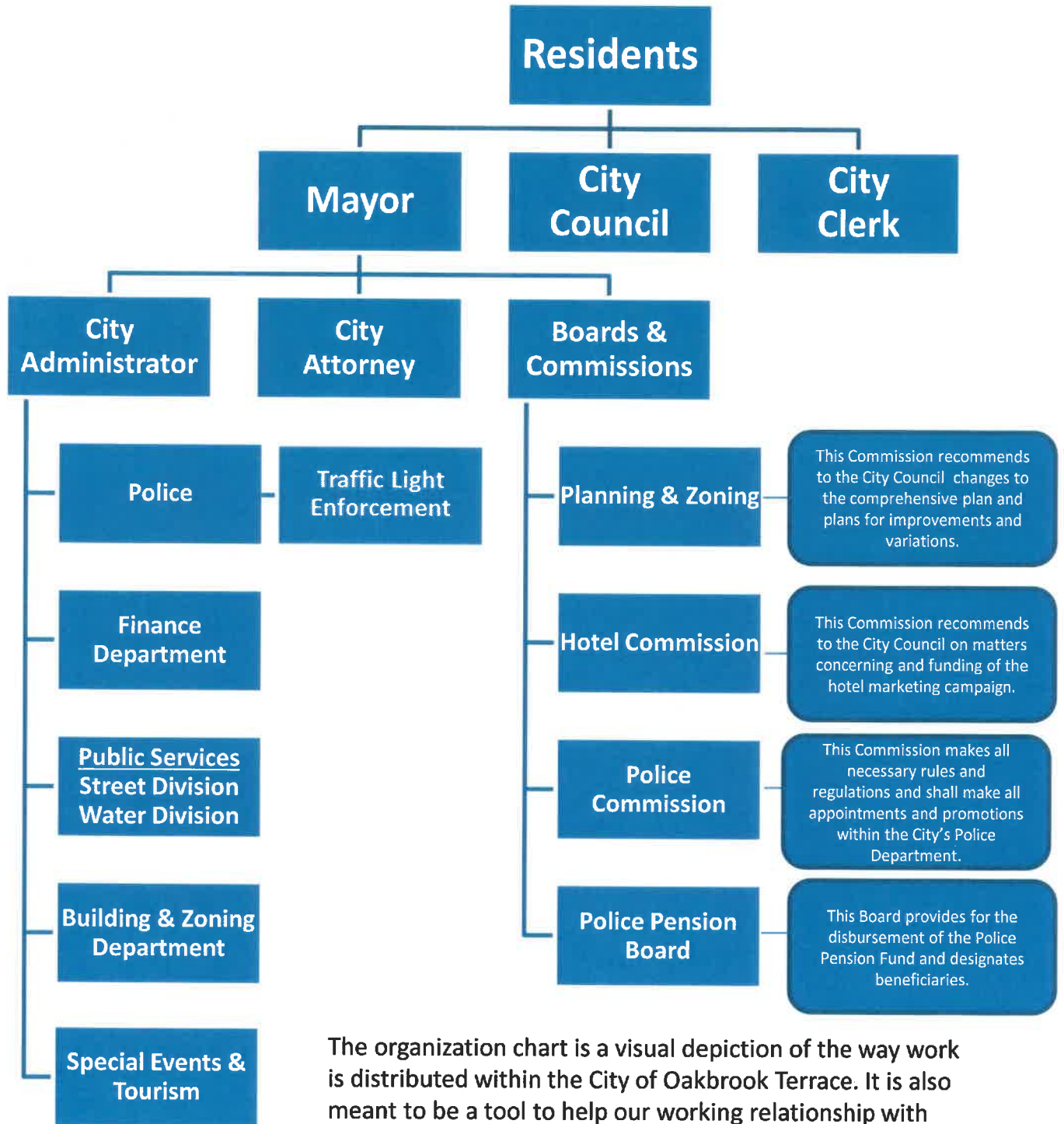
3. A part-time Media Specialist is a newly created position for 2023.

4. A part-time IT Coordinator is a newly created position for 2023.

5 Only one seasonal employee is needed in Public Services for 2023

6. The part-time Accounting Position in the Water Fund has been absorbed through other personnel for 2023.

City of Oakbrook Terrace Organization Chart Fiscal Year Ended April 30, 2023



The organization chart is a visual depiction of the way work is distributed within the City of Oakbrook Terrace. It is also meant to be a tool to help our working relationship with citizens of Oakbrook Terrace to create channels of communication in order to better accomplish our goals and objectives.

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 Business District Debt Service are considered non-major funds.

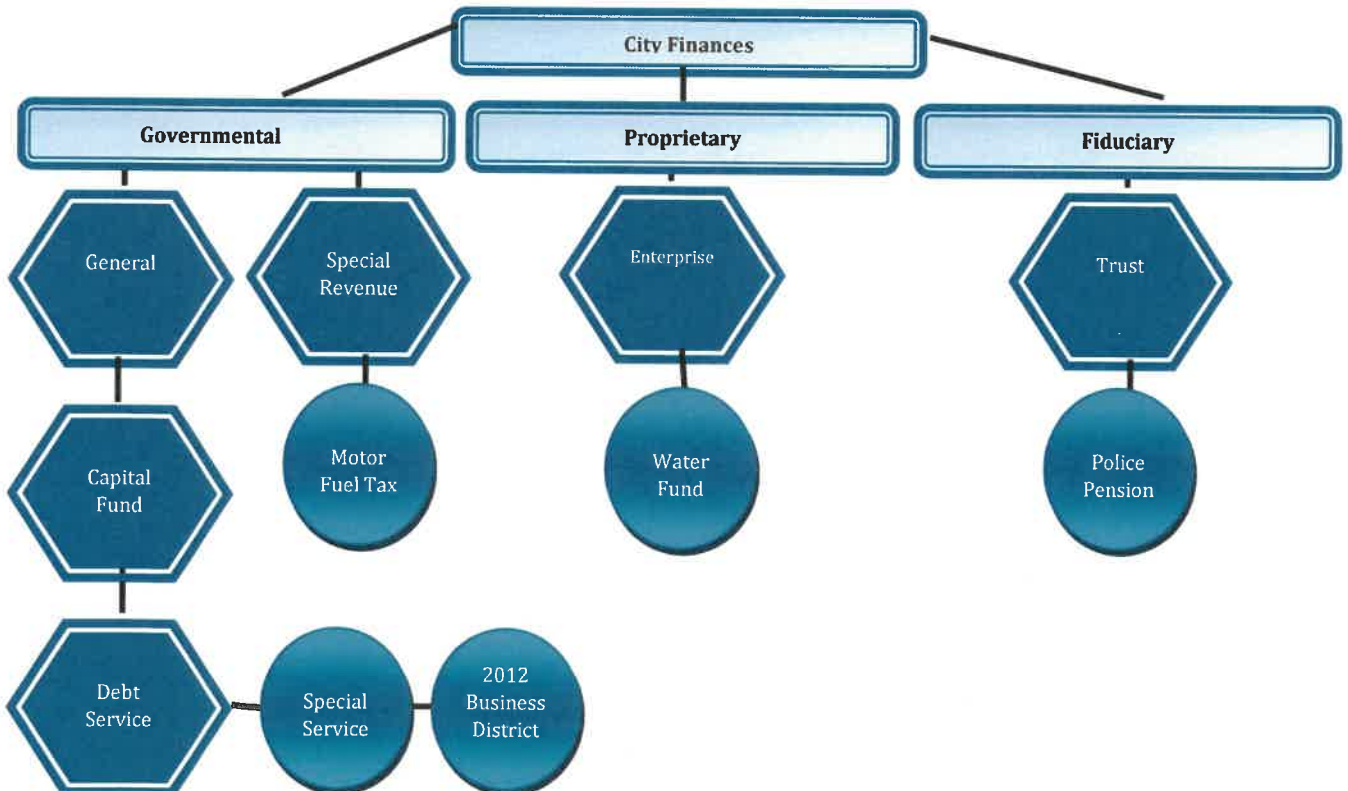
General Fund – The General Fund is the City’s primary fund, and most bills and revenues are recorded here, except for those that need to be accounted for in another fund.

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.

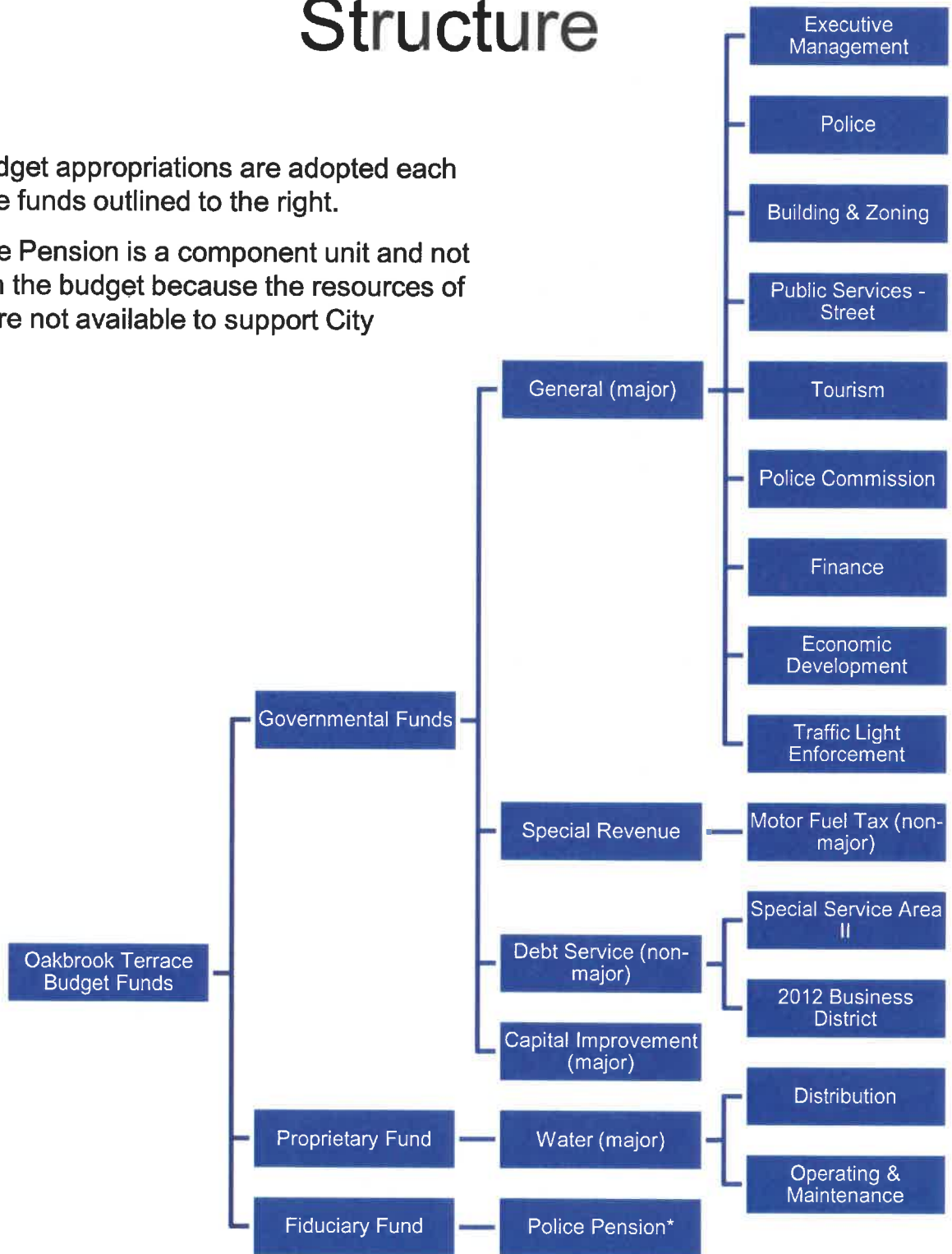
Fiduciary – The City administers the Police Pension Fund for assets held by the City to pay for the retirement benefits to sworn public safety employees. The City holds these funds in a trust capacity and since the Police Pension resources are not available to support City programs, a budget is not prepared. 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 Comprehensive Annual Financial Report’s Statement of Net Position.



City of Oakbrook Terrace Fiscal Year 2023 Budget Fund Structure

Annual budget appropriations are adopted each year for the funds outlined to the right.

*The Police Pension is a component unit and not reflected in the budget because the resources of this fund are not available to support City programs.



CITY OF OAKBROOK TERRACE
2022-2023 ADOPTED
ALL FUND SUMMARY OF REVENUES/EXPENDITURES
AND
CHANGES IN FUND BALANCE

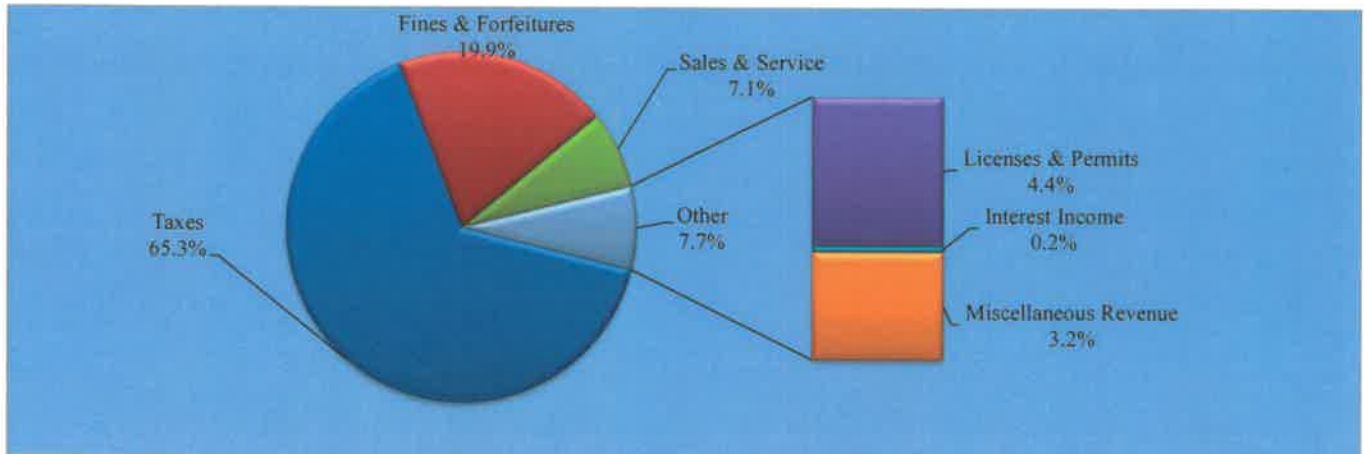
| FUND | Actual 19/20 | Actual 20/21 | Amended Budget 21/22 | Estimated Year End 21/22 | Proposed Budget 22/23 | % Change In 21/22 Budget To Adopted | % Change In 21/22 Est To Adopted |
|--------------------------------|-----------------|-----------------|----------------------------|--------------------------------|-----------------------------|---|--|
| GENERAL | | | | | | | |
| Beginning Balance | 10,106,550 | 8,141,925 | 7,152,380 | 7,152,380 | 7,493,597 | 4.8% | 4.8% |
| Revenues | 11,451,552 | 8,938,456 | 10,713,117 | 10,138,266 | 11,485,643 | 7.2% | 13.3% |
| Expenses | 10,466,177 | 9,928,001 | 10,481,334 | 9,797,049 | 11,065,288 | 5.6% | 12.9% |
| Difference | 985,375 | (989,545) | 231,783 | 341,217 | 420,355 | 81.4% | 23.2% |
| Transfer to/from Other Funds | (2,950,000) | - | - | - | - | 0.0% | 0.0% |
| Ending Balance | 8,141,925 | 7,152,380 | 7,384,163 | 7,493,597 | 7,913,951 | 7.2% | 5.6% |
| WATER | | | | | | | |
| Beginning Balance | 6,050,753 | 6,146,341 | 6,157,057 | 6,157,057 | 6,112,242 | -0.7% | -0.7% |
| Revenues | 1,440,830 | 1,153,311 | 1,194,700 | 1,206,638 | 1,214,900 | 1.7% | 0.7% |
| Expenses* | 2,023,481 | 1,142,596 | 1,355,082 | 1,273,832 | 1,377,306 | 1.6% | 8.1% |
| Difference | (582,651) | 10,715 | (160,382) | (67,194) | (162,406) | 1.3% | 141.7% |
| Transfer from General Fund | - | - | - | - | - | 0.0% | 0.0% |
| Add: Capitalized Assets | 678,240 | - | 33,000 | 22,378 | 129,387 | 292.1% | 0.0% |
| Ending Balance** | 6,146,341 | 6,157,057 | 6,029,675 | 6,112,242 | 6,079,222 | 0.8% | -0.5% |
| MOTOR FUEL TAX | | | | | | | |
| Beginning Balance | 441,116 | 474,986 | 577,262 | 577,262 | 691,946 | 19.9% | 19.9% |
| Revenues | 87,276 | 147,760 | 131,933 | 156,684 | 156,312 | 18.5% | -0.2% |
| Expenses | 53,406 | 45,484 | 45,500 | 42,000 | 287,500 | 531.9% | 584.5% |
| Difference | 33,870 | 102,276 | 86,433 | 114,684 | (131,188) | -251.8% | -214.4% |
| Ending Balance | 474,986 | 577,262 | 663,695 | 691,946 | 560,758 | -15.5% | -19.0% |
| SSA #2 DEBT SERVICE | | | | | | | |
| Beginning Balance | (104) | (403) | (735) | (735) | (1,035) | 40.8% | 40.8% |
| Revenues | 49,129 | 47,432 | 50,803 | 50,803 | 48,884 | -3.8% | -3.8% |
| Expenses | 49,428 | 47,764 | 51,103 | 51,103 | 47,303 | -7.4% | -7.4% |
| Difference | (299) | (332) | (300) | (300) | 1,581 | -627.0% | -627.0% |
| Ending Balance | (403) | (735) | (1,035) | (1,035) | 545 | -152.7% | -152.7% |
| TOTAL BUSINESS DISTRICT | | | | | | | |
| Beginning Balance | 552,177 | 283,580 | 679,377 | 679,377 | 1,110,569 | 63.5% | 63.5% |
| Revenues | 606,033 | 647,329 | 654,292 | 695,900 | 733,700 | 12.1% | 5.4% |
| Expenses | 3,824,630 | 300,570 | 187,059 | 264,709 | 308,676 | 65.0% | 16.6% |
| Difference | (3,218,597) | 346,759 | 467,233 | 431,191 | 425,024 | -9.0% | -1.4% |
| Transfer from General Fund | 2,950,000 | 49,039 | - | - | - | 0.0% | 0.0% |
| Ending Balance | 283,580 | 679,377 | 1,146,610 | 1,110,569 | 1,535,593 | 33.9% | 38.3% |
| CAPITAL IMPROVEMENTS | | | | | | | |
| Beginning Balance | 2,417,907 | 2,675,669 | 3,678,817 | 3,678,817 | 4,298,076 | 16.8% | 16.8% |
| Revenues | 1,716,155 | 1,571,830 | 1,746,600 | 1,610,792 | 1,853,500 | 6.1% | 15.1% |
| Expenses | 1,458,393 | 568,682 | 1,355,544 | 991,533 | 1,527,189 | 12.7% | 54.0% |
| Difference | 257,762 | 1,003,148 | 391,056 | 619,259 | 326,311 | -16.6% | -47.3% |
| Transfer to General Fund | - | - | - | - | - | 0.0% | 0.0% |
| Ending Balance | 2,675,669 | 3,678,817 | 4,069,873 | 4,298,076 | 4,624,387 | 13.6% | 7.6% |
| TOTAL ALL FUNDS | | | | | | | |
| BEGINNING FUND BALANCE | 19,568,399 | 17,722,098 | 18,244,158 | 18,244,158 | 19,705,395 | 8.0% | 8.0% |
| TOTAL REVENUES | 15,350,975 | 12,506,118 | 14,491,445 | 13,859,083 | 15,492,939 | 6.9% | 11.8% |
| TOTAL EXPENSES | 17,875,515 | 12,033,097 | 13,475,622 | 12,420,226 | 14,613,262 | 8.4% | 17.7% |
| DIFFERENCE | (2,524,540) | 473,021 | 1,015,823 | 1,438,857 | 879,677 | -13.4% | -38.9% |
| ENDING FUND BALANCES | 17,722,099 | 18,244,158 | 19,292,981 | 19,705,395 | 20,714,456 | 7.4% | 5.1% |

*Expenses include depreciation for comparison purposes.

** Ending balance reflects net assets including those invested in capital assets and unrestricted assets.

All Fund Revenue Summary Fiscal Year 2022-2023 Proposed Budget

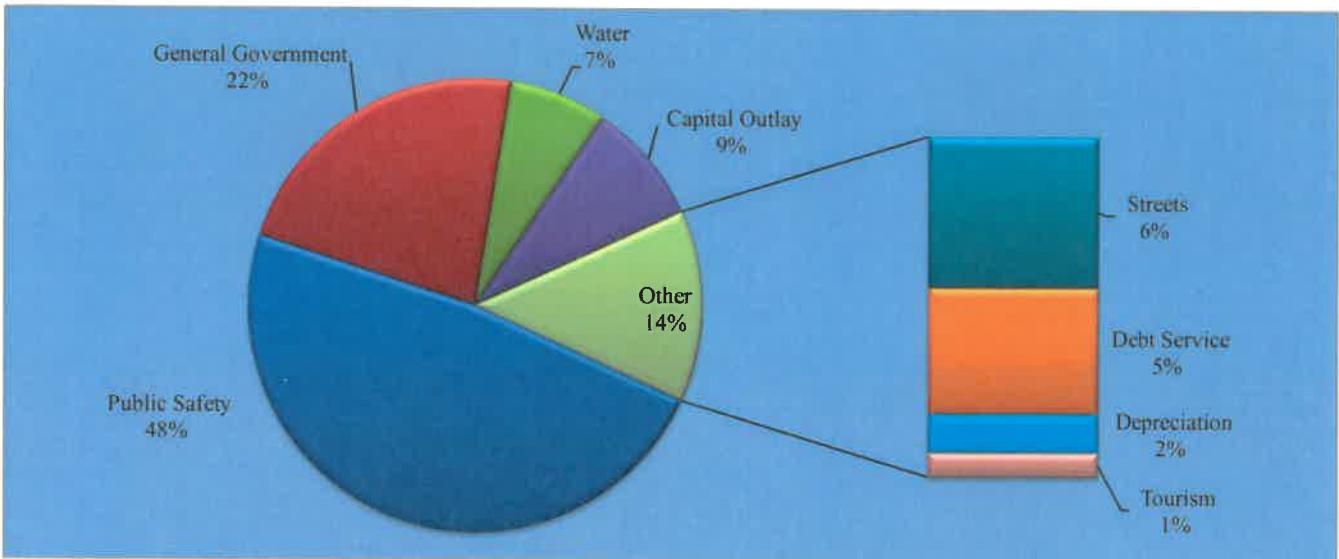
| | General Fund | SSA #2 Debt Service | Capital Improvement | Business District | Motor Fuel Tax | Water | Totals |
|-----------------------|----------------------|---------------------|---------------------|-------------------|-------------------|---------------------|----------------------|
| Taxes | \$ 7,224,944 | \$ 48,884 | \$ 1,616,000 | \$ 732,700 | \$ 109,804 | \$ 385,000 | \$ 10,117,332 |
| Sales & Service | 284,809 | - | - | - | - | 816,500 | 1,101,309 |
| Licenses & Permits | 675,160 | - | - | - | - | - | 675,160 |
| Fines & Forfeitures | 3,071,800 | - | - | - | - | 12,000 | 3,083,800 |
| Miscellaneous Revenue | 207,930 | - | 234,000 | - | 46,508 | 200 | 488,638 |
| Interest Income | 21,000 | - | 3,500 | 1,000 | - | 1,200 | 26,700 |
| Totals | \$ 11,485,643 | \$ 48,884 | \$ 1,853,500 | \$ 733,700 | \$ 156,312 | \$ 1,214,900 | \$ 15,492,939 |



Taxes represent 65% of total revenues for Fiscal Year 2023.

All Fund Expenditure/Expense Summary Fiscal Year 2022-2023 Proposed Budget

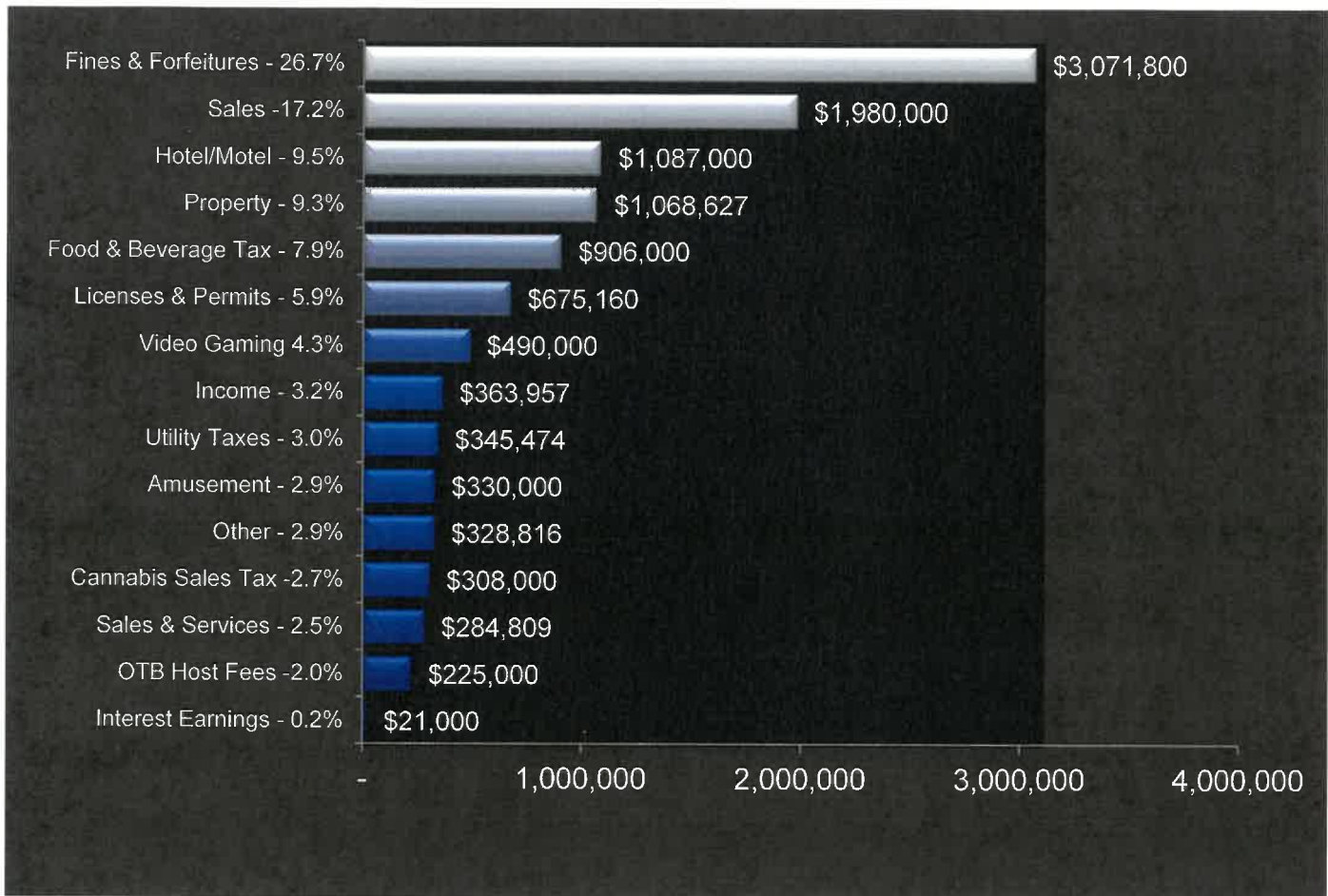
| | General Fund | SSA #2 Debt Service | Capital Improvement | Business District | Motor Fuel Tax | Water | Totals |
|---------------------------|----------------------|---------------------|---------------------|-------------------|-------------------|---------------------|----------------------|
| Capital Outlay* | \$ - | \$ - | \$ 1,142,289 | \$ - | \$ - | \$ 129,387 | \$ 1,271,676 |
| Depreciation | - | - | - | - | - | 229,145 | 229,145 |
| Public Safety | 7,032,355 | - | - | - | - | - | 7,032,355 |
| General Government | 3,289,019 | - | - | - | - | - | 3,289,019 |
| Debt Service | - | 47,303 | 384,900 | 308,676 | - | 755 | 741,634 |
| Public Services - Streets | 601,922 | - | - | - | 287,500 | - | 889,422 |
| Public Services - Water | - | - | - | - | - | 1,018,019 | 1,018,019 |
| Tourism | 141,992 | - | - | - | - | - | 141,992 |
| Totals | \$ 11,065,288 | \$ 47,303 | \$ 1,527,189 | \$ 308,676 | \$ 287,500 | \$ 1,377,306 | \$ 14,613,262 |



Public Safety represents 48% of all Fiscal Year 2023 expenditures.

FY 2023

Revenue Sources – General Fund



Fines and forfeitures represent the top revenue source at \$3.07 million. Sales taxes represent the second largest revenue source at \$1.98 million and comprise 17.2% of total revenues. Hotel/Motel taxes represent the City's third largest revenue source with \$1,087,000 expected for FY 2023. For Fiscal Year 2023 the City Council adopted a Food & Beverage Tax which is estimated to generate \$906,000. Total estimated revenues for FY 2023 is \$11,485,643.



**CITY OF OAKBROOK TERRACE
GENERAL FUND REVENUE
2022/2023 BUDGET**

| | Actual 19/20 | Actual 20/21 | Budget 21/22 | Estimated 21/22 | Proposed 22/23 | Administrator 22/23 | % of Total |
|--------------------------------|-----------------|-----------------|-----------------|--------------------|-------------------|------------------------|---------------|
| Taxes | \$ 3,367,334 | \$ 3,255,002 | \$ 3,331,853 | \$ 3,450,724 | \$ 3,497,264 | \$ 3,497,264 | 30.4% |
| Taxes Collected by OBT | \$ 2,346,152 | \$ 1,438,686 | \$ 2,596,278 | \$ 2,580,916 | \$ 3,727,407 | \$ 3,727,680 | 32.5% |
| Licenses & Permits | \$ 623,894 | \$ 797,422 | \$ 745,580 | \$ 621,919 | \$ 661,760 | \$ 675,160 | 5.9% |
| Fines & Forfeitures | \$ 4,576,942 | \$ 2,963,333 | \$ 3,527,300 | \$ 2,973,067 | \$ 3,061,800 | \$ 3,071,800 | 26.7% |
| Sales & Service | \$ 265,146 | \$ 272,339 | \$ 282,806 | \$ 276,517 | \$ 284,809 | \$ 284,809 | 2.5% |
| Miscellaneous Revenue | \$ 272,079 | \$ 211,679 | \$ 229,300 | \$ 235,123 | \$ 252,796 | \$ 228,930 | 2.0% |
| GENERAL FUND TOTAL | \$ 11,451,547 | \$ 8,938,462 | \$ 10,713,117 | \$ 10,138,266 | \$ 11,485,836 | \$ 11,485,643 | 100.0% |

| Taxes | | | | | | | |
|--------------------------------|--------------|--------------|--------------|--------------|--------------|--------------|-------|
| 3015 - Police Pen. Prop. Taxes | \$ 1,004,436 | \$ 1,027,410 | \$ 1,051,890 | \$ 1,051,890 | \$ 1,068,627 | \$ 1,068,627 | 9.3% |
| 3020 - Sales Taxes | \$ 1,804,392 | \$ 1,764,617 | \$ 1,800,000 | \$ 1,944,000 | \$ 1,980,000 | \$ 1,980,000 | 17.2% |
| 3025 - Use Tax | \$ 76,273 | \$ 95,305 | \$ 94,963 | \$ 98,435 | \$ 103,163 | \$ 103,163 | 0.9% |
| 3030 - Telecom Tax | \$ 482,233 | \$ 367,669 | \$ 385,000 | \$ 356,399 | \$ 345,474 | \$ 345,474 | 3.0% |
| TOTAL | \$ 3,367,334 | \$ 3,255,002 | \$ 3,331,853 | \$ 3,450,724 | \$ 3,497,264 | \$ 3,497,264 | 30.4% |

| Taxes Collected By OBT | | | | | | | |
|---------------------------------------|--------------|--------------|--------------|--------------|--------------|--------------|-------|
| 3110 - Income Tax | \$ 209,897 | \$ 277,210 | \$ 236,661 | \$ 337,789 | \$ 363,957 | \$ 363,957 | 3.2% |
| 3120 - Personal Prop. Replacement Tax | \$ 3,596 | \$ 4,204 | \$ 3,229 | \$ 4,915 | \$ 5,747 | \$ 5,747 | 0.1% |
| 3121 - Cannabis Excise Tax (State) | \$ 528 | \$ 2,094 | \$ 1,985 | \$ 3,886 | \$ 5,364 | \$ 5,364 | 0.0% |
| 3130 - Road & Bridge Tax | \$ 6,357 | \$ 6,784 | \$ 6,500 | \$ 6,651 | \$ 6,612 | \$ 6,612 | 0.1% |
| 3140 - Amusement Tax | \$ 345,818 | \$ 6,023 | \$ 220,000 | \$ 216,136 | \$ 330,000 | \$ 330,000 | 2.9% |
| 3145 - Video Gaming | \$ 290,062 | \$ 290,253 | \$ 420,000 | \$ 489,987 | \$ 490,000 | \$ 490,000 | 4.3% |
| 3150 - OTB Tax | \$ 176,693 | \$ 223,180 | \$ 225,000 | \$ 223,191 | \$ 225,000 | \$ 225,000 | 2.0% |
| 3160 - Hotel/Motel Tax | \$ 1,248,064 | \$ 469,650 | \$ 885,000 | \$ 911,550 | \$ 1,000,000 | \$ 1,000,000 | 8.7% |
| 3160-01 Hotel Online Taxes | \$ 27,064 | \$ 18,963 | \$ 20,000 | \$ 26,727 | \$ 26,727 | \$ 27,000 | 0.2% |
| 3161 - Hotel/Motel Extended | \$ 38,073 | \$ 26,292 | \$ 30,000 | \$ 52,932 | \$ 60,000 | \$ 60,000 | 0.5% |
| 3170 - Cannabis Sales Tax (City) | \$ - | \$ 114,034 | \$ 400,000 | \$ 307,152 | \$ 308,000 | \$ 308,000 | 2.7% |
| 3180 - Food & Beverage Tax | \$ - | \$ - | \$ - | \$ - | \$ 906,000 | \$ 906,000 | 7.9% |
| 3190 - Gasoline Fuel Tax | \$ - | \$ - | \$ 147,903 | \$ - | \$ - | \$ - | 0.0% |
| TOTAL | \$ 2,346,152 | \$ 1,438,686 | \$ 2,596,278 | \$ 2,580,916 | \$ 3,727,407 | \$ 3,727,680 | 32.5% |

| Licenses & Permits | | | | | | | |
|-------------------------------|------------|------------|------------|------------|------------|------------|------|
| 3210 - Liquor License | \$ 107,037 | \$ 102,280 | \$ 96,980 | \$ 96,980 | \$ 102,960 | \$ 102,960 | 0.9% |
| 3220 - Business Licenses | \$ 134,269 | \$ 137,096 | \$ 136,000 | \$ 133,632 | \$ 136,000 | \$ 136,000 | 1.2% |
| 3221 - Massage Licenses | \$ 2,000 | \$ 2,250 | \$ 2,000 | \$ 2,000 | \$ 2,500 | \$ 2,500 | 0.0% |
| 3222 - Bus. Registration Fee | \$ 5,050 | \$ 4,525 | \$ 4,600 | \$ 4,600 | \$ 4,600 | \$ 4,600 | 0.0% |
| 3223 - Contractor Reg Fee | \$ 22,000 | \$ 18,400 | \$ 20,000 | \$ 20,000 | \$ 20,000 | \$ 20,000 | 0.2% |
| 3225 - Video Gaming License | \$ 83,300 | \$ 95,667 | \$ 94,000 | \$ 96,700 | \$ 95,600 | \$ 109,000 | 0.9% |
| 3230 - Other Licenses | \$ 18,175 | \$ 17,350 | \$ 16,000 | \$ 18,850 | \$ 20,000 | \$ 20,000 | 0.2% |
| 3240 - Franchise Fees | \$ 77,382 | \$ 75,783 | \$ 76,000 | \$ 79,057 | \$ 80,000 | \$ 80,000 | 0.7% |
| 3310 - Building Permits | \$ 174,631 | \$ 344,072 | \$ 300,000 | \$ 170,000 | \$ 200,000 | \$ 200,000 | 1.7% |
| 3320 - Other Permits | \$ 50 | \$ - | \$ - | \$ 100 | \$ 100 | \$ 100 | 0.0% |
| TOTAL | \$ 623,894 | \$ 797,422 | \$ 745,580 | \$ 621,919 | \$ 661,760 | \$ 675,160 | 5.9% |

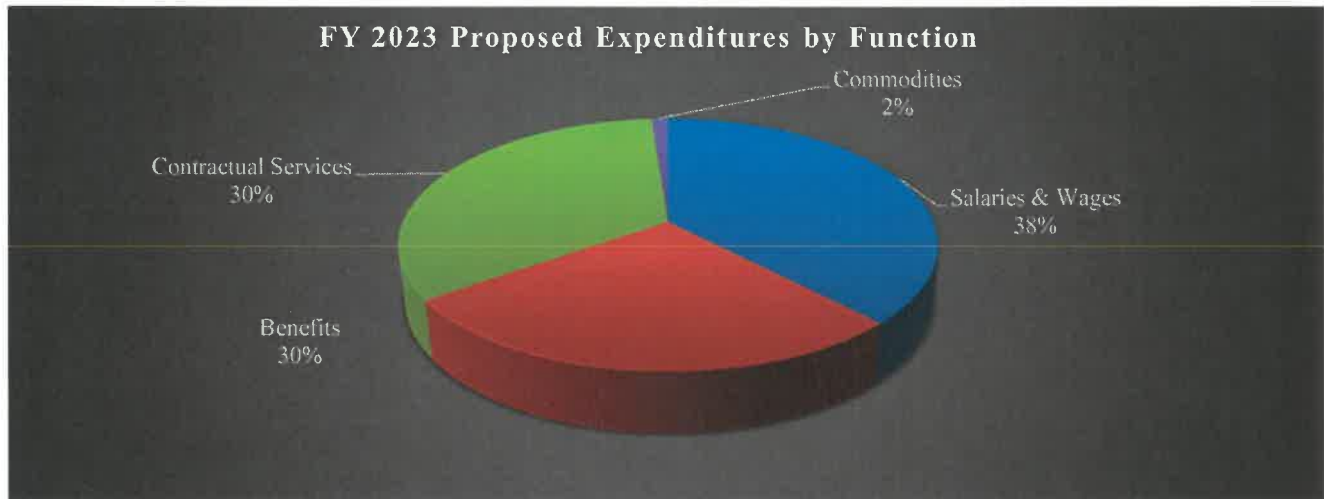


**CITY OF OAKBROOK TERRACE
GENERAL FUND REVENUE
2022/2023 BUDGET**

| | Actual 19/20 | Actual 20/21 | Budget 21/22 | Estimated 21/22 | Proposed 22/23 | Administrator 22/23 | % of Total |
|---------------------------------------|----------------------|---------------------|----------------------|----------------------|----------------------|------------------------|---------------|
| Fines & Forfeitures | | | | | | | |
| 3410 - Tickets | \$ 7,380 | \$ 630 | \$ 2,000 | \$ 1,500 | \$ 1,500 | \$ 1,500 | 0.0% |
| 3415 - Towing Fees | \$ 20,500 | \$ 6,000 | \$ 30,000 | \$ 16,500 | \$ 20,000 | \$ 20,000 | 0.2% |
| 3416 -Traffic Light Enforcement Fines | \$ 4,454,982 | \$ 2,850,433 | \$ 3,400,000 | \$ 2,870,000 | \$ 2,950,000 | \$ 2,950,000 | 25.7% |
| 3420 - Court Fines | \$ 69,286 | \$ 72,235 | \$ 70,000 | \$ 64,161 | \$ 68,000 | \$ 68,000 | 0.6% |
| 3421 - Admin Adjud Fees | \$ 675 | \$ 9,750 | \$ 3,000 | \$ 8,500 | \$ 10,000 | \$ 10,000 | 0.1% |
| 3422 - Business License Penalty | \$ 1,700 | \$ 1,015 | \$ 1,300 | \$ 1,273 | \$ 1,300 | \$ 1,300 | 0.0% |
| 3423 - E-Citation Tickets | \$ 1,212 | \$ 968 | \$ 1,000 | \$ 1,133 | \$ 1,000 | \$ 1,000 | 0.0% |
| 3425 - DUI Tech Fees | \$ 21,206 | \$ 22,302 | \$ 20,000 | \$ 10,000 | \$ 10,000 | \$ 20,000 | 0.2% |
| TOTAL | \$ 4,576,942 | \$ 2,963,333 | \$ 3,527,300 | \$ 2,973,067 | \$ 3,061,800 | \$ 3,071,800 | 26.7% |
| Sales & Service | | | | | | | |
| 3520 - Library Fees | \$ 3,271 | \$ 2,974 | \$ 3,100 | \$ 3,574 | \$ 3,000 | \$ 3,000 | 0.0% |
| 3525 - Rental Inspection Fees | \$ 11,500 | \$ 11,500 | \$ 11,250 | \$ 11,000 | \$ 11,000 | \$ 11,000 | 0.1% |
| 3530 - Zoning Fees | \$ 16,810 | \$ 15,150 | \$ 20,000 | \$ 13,387 | \$ 15,000 | \$ 15,000 | 0.1% |
| 3540 - Report Fees | \$ 2,130 | \$ 1,425 | \$ 2,000 | \$ 2,000 | \$ 2,000 | \$ 2,000 | 0.0% |
| 3550 - Vehicle Seizures | \$ - | \$ 400 | \$ - | \$ - | \$ - | \$ - | 0.0% |
| 3560 - Charges for Services | \$ 3,865 | \$ 4,741 | \$ 3,400 | \$ 3,500 | \$ 3,500 | \$ 3,500 | 0.0% |
| 3561 - Digital Sign Fees | \$ 96,000 | \$ 98,000 | \$ 98,000 | \$ 98,000 | \$ 98,000 | \$ 98,000 | 0.9% |
| 3570 - Antenna Income | \$ 131,570 | \$ 138,148 | \$ 145,056 | \$ 145,056 | \$ 152,309 | \$ 152,309 | 1.3% |
| TOTAL | \$ 265,146 | \$ 272,339 | \$ 282,806 | \$ 276,517 | \$ 284,809 | \$ 284,809 | 2.5% |
| Miscellaneous Revenue | | | | | | | |
| 3625 - Recreation Fees | \$ 455 | \$ - | \$ 500 | \$ - | \$ - | \$ - | 0.0% |
| 3650 - Interest Earnings | \$ 127,860 | \$ 9,395 | \$ 4,800 | \$ 873 | \$ 1,000 | \$ 1,000 | 0.0% |
| 3650-01 Restricted IMET Interest | \$ 8,197 | \$ - | \$ - | \$ 750 | \$ - | \$ - | 0.0% |
| 3651 - Investment Income | \$ 83,149 | \$ 33,759 | \$ 50,000 | \$ 2,557 | \$ 20,000 | \$ 20,000 | 0.2% |
| 3660 - Misc Revenue | \$ 13,963 | \$ 6,196 | \$ 5,000 | \$ 11,000 | \$ 5,000 | \$ 5,000 | 0.0% |
| 3661 - July 4 Sponsor | \$ 20,000 | \$ - | \$ 30,000 | \$ 35,250 | \$ 35,000 | \$ 35,000 | 0.3% |
| 3661-01 Event Sponsor | \$ - | \$ - | \$ - | \$ - | \$ 15,000 | \$ 15,000 | 0.1% |
| 3663 - Dept. of Just. Vest | \$ 1,600 | \$ 693 | \$ 1,500 | \$ 1,035 | \$ 1,000 | \$ 1,000 | 0.0% |
| 3666 - IPRF Safety Grant | \$ 7,554 | \$ 10,678 | \$ 8,000 | \$ 35,520 | \$ 9,325 | \$ 9,325 | 0.1% |
| 3667 - CARES Grant | \$ - | \$ 150,958 | \$ - | \$ - | \$ - | \$ - | 0.0% |
| 3668 American Rescue Plan Act Grant | \$ - | \$ - | \$ 129,500 | \$ 142,753 | \$ 142,605 | \$ 142,605 | 1.2% |
| 3669 - COVID FEMA Reimbursement | \$ - | \$ - | \$ - | \$ 5,385 | \$ 23,866 | \$ - | 0.0% |
| 3999 - Proceeds from Asset Disposal | \$ 9,301 | \$ - | \$ - | \$ - | \$ - | \$ - | 0.0% |
| TOTAL | \$ 272,079 | \$ 211,679 | \$ 229,300 | \$ 235,123 | \$ 252,796 | \$ 228,930 | 2.0% |
| General Fund Total | \$ 11,451,547 | \$ 8,938,462 | \$ 10,713,117 | \$ 10,138,266 | \$ 11,485,836 | \$ 11,485,643 | 100.0% |

**Expenditures by Department/Function for
General Fund Operating Proposed Budget
2022-2023 Budget**

| | Salaries & Wages | Other Personnel Benefits | Contractual Services | Commodities | Total | % of Total |
|---------------------------|-----------------------------|---------------------------------|-----------------------------|--------------------|----------------------|-------------------|
| Executive Management | \$ 487,784 | \$ 201,632 | \$ 541,209 | \$ 31,825 | \$ 1,262,450 | 11.4% |
| Police Department | 2,755,830 | 2,372,813 | 422,284 | 91,500 | 5,642,426 | 51.0% |
| Building & Zoning | 347,613 | 520,534 | 110,705 | 3,900 | 982,752 | 8.9% |
| Streets Division | 298,933 | 100,917 | 157,322 | 44,750 | 601,922 | 5.4% |
| Tourism | - | - | 141,992 | - | 141,992 | 1.3% |
| Police Commission | 8,250 | 631 | 17,500 | 610 | 26,991 | 0.2% |
| Finance Department | 237,364 | 98,569 | 411,543 | 27,350 | 774,826 | 7.0% |
| Economic Development | - | - | 242,000 | - | 242,000 | 2.2% |
| Traffic Light Enforcement | 78,286 | 6,877 | 1,304,766 | - | 1,389,929 | 12.6% |
| TOTAL | \$ 4,214,060 | \$ 3,301,973 | \$ 3,349,321 | \$ 199,935 | \$ 11,065,288 | 100% |



Salaries & Other Personnel Benefits combined represent 68% of all expenditures for the General Fund's Proposed FY 2023 Budget.

HISTORICAL DATA BY FUNCTION

| | Actual 19/20 | Actual 20/21 | Amended Budget 21/22 | Estimated 21/22 | Proposed 22/23 | % Change from FY 2022 Est. |
|------------------------------|----------------------|---------------------|-----------------------------|------------------------|-----------------------|-----------------------------------|
| Salaries & Wages | \$ 3,841,383 | \$ 3,862,479 | \$ 4,013,413 | \$ 3,876,639 | \$ 4,214,060 | 8.7% |
| Other Personnel Benefits | 2,704,276 | 2,799,271 | 2,858,025 | 2,748,680 | 3,301,973 | 20.1% |
| Contractual Services | 3,709,652 | 3,110,037 | 3,485,874 | 2,981,151 | 3,349,321 | 12.3% |
| Commodities | 208,830 | 156,217 | 124,024 | 165,317 | 199,935 | 20.9% |
| Capital Expenditures | 2,033 | - | - | 25,261 | - | 0.0% |
| TOTAL | \$ 10,466,177 | \$ 9,928,001 | \$ 10,481,334 | \$ 9,797,049 | \$ 11,065,288 | 12.9% |
| Percentage Change (%) | | -5.1% | 5.6% | -1.3% | 12.9% | |

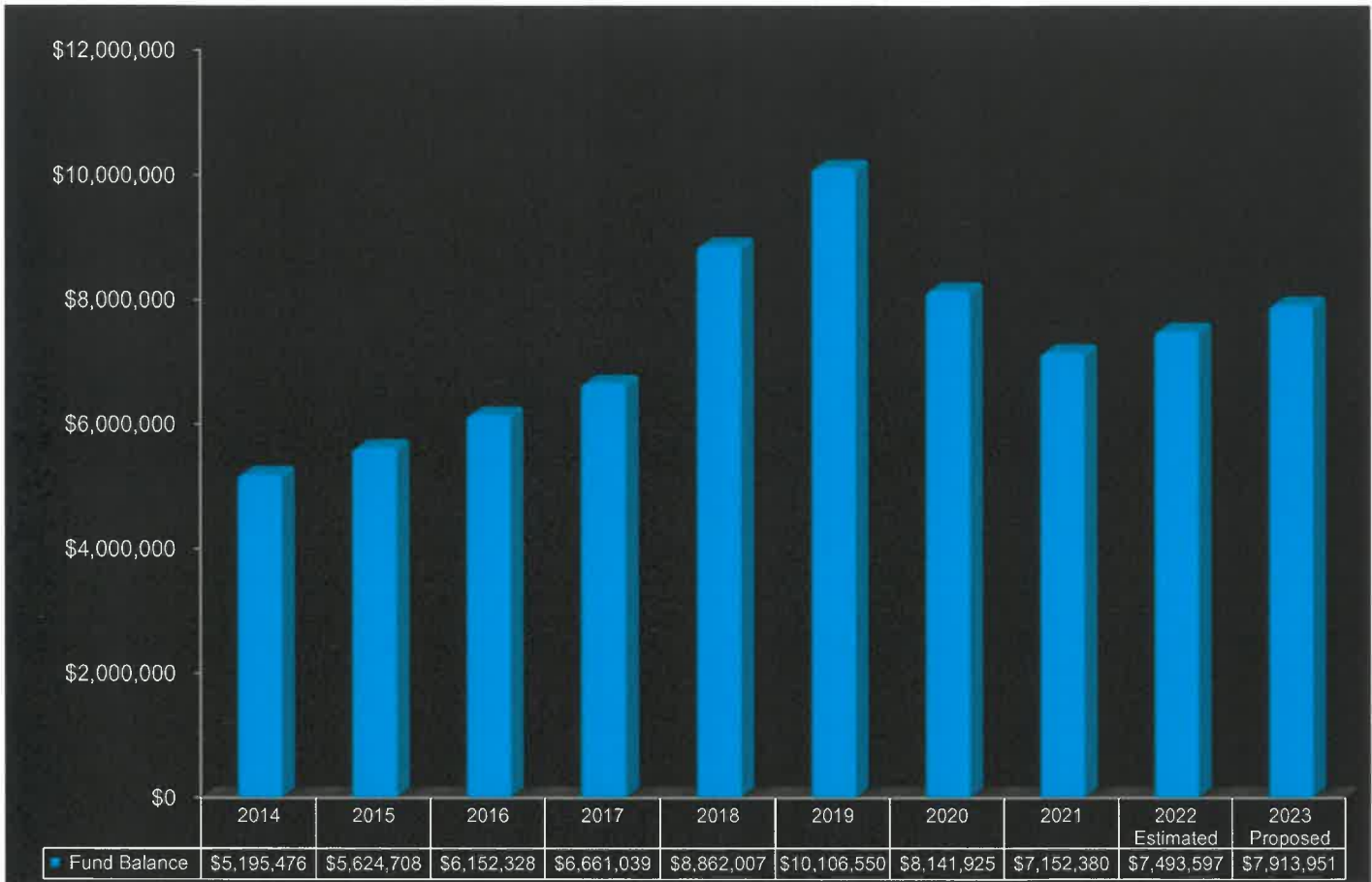
The expenditures on this page present a cross classification of the total General Fund. Object classification (salaries, benefits, contractual services, commodities, and capital expenditures) are used to describe the service or commodity as a result of a specific expenditure.

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

| | Actual 19:20 | Actual 20:21 | Amended Budget 21:22 | Department Estimated 21:22 | Department Proposed 22:23 | Administrator Proposed 22:23 | % Change from FY 22 Estimate |
|---|----------------------|---------------------|----------------------------|----------------------------------|---------------------------------|------------------------------------|------------------------------------|
| REVENUE | | | | | | | |
| Taxes | \$ 3,367,334 | \$ 3,255,002 | \$ 3,331,853 | \$ 3,450,724 | \$ 3,497,264 | \$ 3,497,264 | 1.3% |
| Taxes Collected by OBT | 2,346,152 | 1,438,686 | 2,596,278 | 2,580,916 | 3,727,407 | 3,727,680 | 44.4% |
| Licenses & Permits | 623,894 | 797,422 | 745,580 | 621,919 | 661,760 | 675,160 | 8.6% |
| Fines & Forfeitures | 4,576,942 | 2,963,333 | 3,527,300 | 2,973,067 | 3,061,800 | 3,071,800 | 3.3% |
| Sales & Service | 265,146 | 272,339 | 282,806 | 276,517 | 284,809 | 284,809 | 3.0% |
| Miscellaneous Revenues | 262,778 | 211,679 | 229,300 | 235,123 | 252,796 | 228,930 | -2.6% |
| TOTAL | \$ 11,442,251 | \$ 8,938,456 | \$ 10,713,117 | \$ 10,138,266 | \$ 11,485,836 | \$ 11,485,643 | 13.3% |
| EXPENDITURES | | | | | | | |
| Executive Management | \$ 964,664 | \$ 971,407 | \$ 932,114 | \$ 942,883 | \$ 1,262,450 | \$ 1,262,450 | 33.9% |
| Police Department | 5,387,426 | 5,515,034 | 5,770,680 | 5,456,115 | 5,642,426 | 5,642,426 | 3.4% |
| Building and Zoning | 509,753 | 513,198 | 581,283 | 509,128 | 955,408 | 982,752 | 93.0% |
| Streets Division | 642,441 | 547,742 | 597,724 | 605,209 | 574,171 | 601,922 | -0.5% |
| Tourism | 88,765 | 52,040 | 134,378 | 91,050 | 141,992 | 141,992 | 55.9% |
| Police Commission | 18,859 | 10,631 | 19,399 | 24,714 | 26,991 | 26,991 | 9.2% |
| Finance | 503,050 | 531,287 | 588,807 | 639,411 | 768,576 | 774,826 | 21.2% |
| Economic Development | 283,209 | 607,852 | 274,167 | 278,769 | 242,000 | 242,000 | -13.2% |
| Traffic Light Enforcement | 2,068,010 | 1,178,810 | 1,582,782 | 1,249,771 | 1,389,929 | 1,389,929 | 11.2% |
| TOTAL | \$ 10,466,177 | \$ 9,928,001 | \$ 10,481,334 | \$ 9,797,049 | \$ 11,003,943 | \$ 11,065,288 | 12.9% |
| Excess(Deficiency) of Revenues over Expenditures | \$ 976,074 | \$ (989,545) | \$ 231,783 | \$ 341,216 | \$ 481,893 | \$ 420,355 | 23.2% |
| Other Financing Sources (Uses) | | | | | | | |
| Proceeds from Capital Asset Disposal | \$ 9,301 | \$ - | \$ - | \$ - | \$ - | \$ - | - |
| Transfer To Bus. Dist. To Pay-off 2010A & 2010B Bonds | \$ (2,950,000) | \$ - | \$ - | \$ - | \$ - | \$ - | - |
| Transfer from Capital Improvement Fund | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | - |
| Total Other Financing Sources (Uses) | \$ (2,940,699) | \$ - | \$ - | \$ - | \$ - | \$ - | - |
| Net Change In Fund Balances | \$ (1,964,625) | \$ (989,545) | \$ 231,783 | \$ 341,216 | \$ 481,893 | \$ 420,355 | |
| May 1 | \$ 10,106,550 | \$ 8,141,925 | \$ 7,152,380 | \$ 7,152,380 | \$ 7,493,597 | \$ 7,493,597 | 4.8% |
| April 30 | \$ 8,141,925 | \$ 7,152,380 | \$ 7,384,164 | \$ 7,493,597 | \$ 7,975,490 | \$ 7,913,951 | 5.6% |

General Fund

Fund Balance – Increase/Decrease from Prior Year



The FY 2020 General Fund's fund balance decreased 19% or \$1.9 million from FY 2019. The FY 2021 fund balance was \$7,152,380 and of this \$6,735,420 was unassigned, meaning this amount was not restricted, committed, or assigned for another purpose. The FY 2021 fund balance decreased by 12.2% from the effects of the pandemic, however the City did not have to transfer the anticipated \$1.2 million from Capital to the General Fund to cover a deficit. The FY 2022 fund balance is estimated at \$7,493,597, while the FY 2023 fund balance is estimated at \$7,913,951.

| FY | Fund Balance | Surplus / Deficit | % Change |
|----------------|--------------|-------------------|----------|
| 2014 Actual | 5,195,476 | | |
| 2015 Actual | 5,624,708 | 429,232 | 8.3% |
| 2016 Actual | 6,152,328 | 527,620 | 9.4% |
| 2017 Actual | 6,661,039 | 508,711 | 8.3% |
| 2018 Actual | 8,862,007 | 2,200,968 | 33.0% |
| 2019 Actual | 10,106,550 | 1,244,543 | 14.0% |
| 2020 Actual | 8,141,925 | (1,964,625) | -19.4% |
| 2021 Actual | 7,152,380 | (989,545) | -12.2% |
| 2022 Estimated | 7,493,597 | 341,217 | 4.8% |
| 2023 Proposed | 7,913,951 | 420,354 | 5.6% |

General Fund Revenue and Expenditure History



Actual revenues exceeded expenditures in FY 2014 through FY 2020. A surplus of \$976,074 was achieved in FY 2020, while in FY 2021 the General Fund experienced a deficit of \$989,546, a mere \$13,372 difference. FY 2022 is estimated to end with a \$341,216 surplus, and a surplus of \$420,355 is projected for FY 2023.

| Fiscal Year | Revenues | Expenditures | Surplus (Deficit) |
|--------------------|-----------------|---------------------|--------------------------|
| 2014 | 6,807,648 | 6,198,793 | 608,855 |
| 2015 | 7,200,624 | 6,771,394 | 429,230 |
| 2016 | 7,555,747 | 7,028,127 | 527,620 |
| 2017 | 7,756,087 | 7,247,372 | 508,715 |
| 2018 | 11,184,731 | 8,983,766 | 2,200,965 |
| 2019 | 13,003,373 | 10,103,830 | 2,899,543 |
| 2020 | 11,442,251 | 10,466,177 | 976,074 |
| 2021 | 8,938,456 | 9,928,001 | (989,546) |
| 2022 Estimated | 10,138,266 | 9,797,049 | 341,216 |
| 2023 Proposed | 11,485,643 | 11,065,288 | 420,355 |



**CITY OF OAKBROOK TERRACE
EXECUTIVE ADMINISTRATION
2022/2023 BUDGET
01-01**

| | Actual 19/20 | Actual 20/21 | Adopted Budget 21/22 | Amended Budget 21/22 | Department Estimated 21/22 | Department Proposed 22/23 | Administrator Proposed 22/23 | % Change In 21/22 Budget To Proposed | % Change In 21/22 Estimate To Proposed |
|---------------------------------------|-------------------|-----------------|----------------------------|----------------------------|----------------------------------|---------------------------------|------------------------------------|--|--|
| Salaries & Wages | \$ 428,220 | 378,385 | \$ 355,969 | \$ 364,125 | \$ 396,162 | \$ 487,784 | \$ 487,784 | 34.0% | 23.1% |
| Other Personnel Benefits | \$ 124,985 | 111,391 | \$ 105,609 | \$ 107,444 | \$ 116,706 | \$ 201,632 | \$ 201,632 | 87.7% | 72.8% |
| Contractual Services | \$ 393,329 | 463,533 | \$ 449,445 | \$ 449,445 | \$ 415,265 | \$ 541,209 | \$ 541,209 | 20.4% | 30.3% |
| Commodities | \$ 18,129 | 18,095 | \$ 11,100 | \$ 11,100 | \$ 14,750 | \$ 31,825 | \$ 31,825 | 186.7% | 115.8% |
| Executive Administration Total | \$ 964,663 | 971,404 | \$ 922,123 | \$ 932,114 | \$ 942,883 | \$ 1,262,450 | \$ 1,262,450 | 35.4% | 33.9% |

| Salaries & Wages | | | | | | | | | |
|------------------------------------|-------------------|----------------|-------------------|-------------------|-------------------|-------------------|-------------------|--------------|--------------|
| 4110 - Full-time | \$ 295,263 | 276,895 | \$ 247,773 | \$ 255,206 | \$ 280,483 | \$ 300,152 | \$ 300,152 | 17.6% | 7.0% |
| 4110-01 COVID Full-time | \$ 19,953 | 27,733 | \$ - | \$ - | \$ - | \$ - | \$ - | 0.0% | 0.0% |
| 4120 - Overtime | \$ 105 | 49 | \$ - | \$ - | \$ 1,200 | \$ - | \$ - | 0.0% | -100.0% |
| 4130 - Part-time Regular | \$ 17,983 | 20,297 | \$ 24,096 | \$ 24,819 | \$ 25,800 | \$ 61,613 | \$ 61,613 | 148.3% | 138.8% |
| 4140 - Part-time Other | \$ 79,083 | 47,911 | \$ 70,000 | \$ 70,000 | \$ 70,000 | \$ 70,000 | \$ 70,000 | 0.0% | 0.0% |
| 4151 - Police - Special Events | \$ 5,245 | - | \$ 5,500 | \$ 5,500 | \$ 9,087 | \$ 32,000 | \$ 32,000 | 481.8% | 252.1% |
| 4155 - Public Srv - Special Events | \$ 5,035 | 1,250 | \$ 5,200 | \$ 5,200 | \$ 5,792 | \$ 11,000 | \$ 11,000 | 111.5% | 89.9% |
| 4156 - Sick Pay Incentive | \$ 2,100 | 3,850 | \$ 2,400 | \$ 2,400 | \$ 2,700 | \$ 2,700 | \$ 2,700 | 12.5% | 0.0% |
| 4157 - Admin Special Events | \$ 2,728 | 400 | \$ 1,000 | \$ 1,000 | \$ 1,100 | \$ 5,000 | \$ 5,000 | 400.0% | 354.5% |
| 4171 - Sick Leave Buy Back | \$ - | - | \$ - | \$ - | \$ - | \$ 5,319 | \$ 5,319 | 0.0% | 0.0% |
| 4190 - Top of the Range Award | \$ 725 | - | \$ - | \$ - | \$ - | \$ - | \$ - | 0.0% | 0.0% |
| TOTAL | \$ 428,220 | 378,385 | \$ 355,969 | \$ 364,125 | \$ 396,162 | \$ 487,784 | \$ 487,784 | 34.0% | 23.1% |

| Other Personnel Benefits | | | | | | | | | |
|---------------------------------|-------------------|----------------|-------------------|-------------------|-------------------|-------------------|-------------------|--------------|--------------|
| 4510 - IMRF | \$ 37,489 | 38,386 | \$ 33,598 | \$ 34,606 | \$ 34,319 | \$ 35,821 | \$ 35,821 | 3.5% | 4.4% |
| 4515 - 457b | \$ - | - | \$ - | \$ - | \$ - | \$ 34,431 | \$ 34,431 | 0.0% | 0.0% |
| 4516 - RHS Account | \$ - | - | \$ - | \$ - | \$ - | \$ 21,000 | \$ 21,000 | 0.0% | 0.0% |
| 4520 - FICA | \$ 31,801 | 26,386 | \$ 26,153 | \$ 26,938 | \$ 29,090 | \$ 33,437 | \$ 33,437 | 24.1% | 14.9% |
| 4530 - Health Insurance | \$ 42,958 | 35,351 | \$ 34,673 | \$ 34,673 | \$ 38,984 | \$ 60,622 | \$ 60,622 | 74.8% | 55.5% |
| 4531 - H.S.A. Contribution | \$ 8,475 | 7,400 | \$ 7,400 | \$ 7,400 | \$ 9,300 | \$ 10,080 | \$ 10,080 | 36.2% | 8.4% |
| 4540 - Dental Insurance | \$ 2,007 | 1,730 | \$ 1,730 | \$ 1,730 | \$ 1,954 | \$ 3,111 | \$ 3,111 | 79.8% | 59.2% |
| 4550 - Life Insurance | \$ 1,611 | 1,463 | \$ 1,415 | \$ 1,457 | \$ 1,423 | \$ 1,494 | \$ 1,494 | 2.5% | 5.0% |
| 4570 - Unemployment Ins | \$ 644 | 676 | \$ 640 | \$ 640 | \$ 1,636 | \$ 1,636 | \$ 1,636 | 155.6% | 0.0% |
| TOTAL | \$ 124,985 | 111,391 | \$ 105,609 | \$ 107,444 | \$ 116,706 | \$ 201,632 | \$ 201,632 | 87.7% | 72.8% |

| Contractual Services | | | | | | | | | |
|------------------------------------|-----------|--------|-----------|-----------|-----------|-----------|-----------|--------|--------|
| 5600 - Professional/Technical | \$ 3,886 | 9,394 | \$ 6,000 | \$ 6,000 | \$ 6,000 | \$ 25,000 | \$ 25,000 | 316.7% | 316.7% |
| 5601 - Codification | \$ 5,190 | 5,976 | \$ 2,500 | \$ 2,500 | \$ 5,000 | \$ 6,000 | \$ 6,000 | 140.0% | 20.0% |
| 5605 - Training/Conferences | \$ 897 | 1,495 | \$ - | \$ - | \$ - | \$ - | \$ - | 0.0% | 0.0% |
| 5610 - Membership/Assoc Fees | \$ 5,136 | 10,582 | \$ 9,000 | \$ 9,000 | \$ 11,000 | \$ 12,000 | \$ 12,000 | 33.3% | 9.1% |
| 5615 - Meetings | \$ 764 | 762 | \$ - | \$ - | \$ 200 | \$ 200 | \$ 200 | 0.0% | 0.0% |
| 5625 - Terrace Leaves Newsletter | \$ 23,550 | 15,450 | \$ 18,000 | \$ 18,000 | \$ 18,000 | \$ 18,900 | \$ 18,900 | 5.0% | 5.0% |
| 5650 - Physical Exams | \$ 204 | - | \$ - | \$ - | \$ - | \$ - | \$ - | 0.0% | 0.0% |
| 5651 - Employee Assistance Program | \$ 345 | 345 | \$ 520 | \$ 520 | \$ 600 | \$ 630 | \$ 630 | 21.2% | 5.0% |
| 5655 - Equipment Lease & Rental | \$ 321 | 360 | \$ 400 | \$ 400 | \$ 360 | \$ 380 | \$ 380 | -5.0% | 5.6% |
| 5660 - Equipment Maint & Repair | \$ 1,635 | 3,600 | \$ 1,700 | \$ 1,700 | \$ 11,400 | \$ 1,800 | \$ 1,800 | 5.9% | -84.2% |
| 5660-01 Equip. Serv. Agreement | \$ 628 | - | \$ - | \$ - | \$ 480 | \$ 504 | \$ 504 | 0.0% | 5.0% |
| 5665 - Telephone Service | \$ 4,381 | 4,269 | \$ 4,400 | \$ 4,400 | \$ 4,200 | \$ 4,400 | \$ 4,400 | 0.0% | 4.8% |



**CITY OF OAKBROOK TERRACE
EXECUTIVE ADMINISTRATION
2022/2023 BUDGET
01-01**

| | Actual 19/20 | Actual 20/21 | Adopted Budget 21/22 | Amended Budget 21/22 | Department Estimated 21/22 | Department Proposed 22/23 | Department Administrator Proposed 22/23 | % Change In 21/22 Budget To Proposed | % Change In 21/22 Estimate To Proposed |
|---------------------------------------|-------------------|-----------------|----------------------------|----------------------------|----------------------------------|---------------------------------|---|--|--|
| Contractual Services Continued | | | | | | | | | |
| 5668 - Communications | \$ 6,403 | 47,563 | \$ 30,000 | \$ 30,000 | \$ 34,400 | \$ 31,220 | \$ 31,220 | 4.1% | -9.2% |
| 5671 - General Legal Services | \$ 98,577 | 82,825 | \$ 95,000 | \$ 95,000 | \$ 83,000 | \$ 90,000 | \$ 90,000 | -5.3% | 8.4% |
| 5672 - Prosecutions | \$ 53,156 | 43,619 | \$ 65,000 | \$ 65,000 | \$ 43,400 | \$ 50,000 | \$ 50,000 | -23.1% | 15.2% |
| 5673 - Litigation | \$ 739 | 1,034 | \$ 30,000 | \$ 30,000 | \$ 2,600 | \$ 30,000 | \$ 30,000 | 0.0% | 1053.8% |
| 5673-01 Online Hotel Settlement | \$ 8,931 | 4,067 | \$ - | \$ - | \$ - | \$ - | \$ - | 0.0% | 0.0% |
| 5673-02 Sales Tax Audit Contingency | \$ - | 2,445 | \$ - | \$ - | \$ 2,500 | \$ 2,500 | \$ 2,500 | 0.0% | 0.0% |
| 5674 - Labor Relations | \$ 59,737 | 42,869 | \$ 60,000 | \$ 60,000 | \$ 38,000 | \$ 40,000 | \$ 40,000 | -33.3% | 5.3% |
| 5675 - Admin Hearing Services | \$ 4,294 | 7,329 | \$ 5,000 | \$ 5,000 | \$ 3,200 | \$ 3,500 | \$ 3,500 | -30.0% | 9.4% |
| 5677 - Contingency | \$ - | 22,485 | \$ 1,500 | \$ 1,500 | \$ - | \$ 5,000 | \$ 5,000 | 233.3% | 0.0% |
| 5677-01 COVID Expenses | \$ 6,220 | 100,739 | \$ - | \$ - | \$ - | \$ - | \$ - | 0.0% | 0.0% |
| 5677-02 COVID Legal Services | \$ 10,749 | 3,983 | \$ - | \$ - | \$ - | \$ - | \$ - | 0.0% | 0.0% |
| 5700 - Public Information | \$ 2,960 | 9,599 | \$ 4,425 | \$ 4,425 | \$ 4,425 | \$ 4,425 | \$ 4,425 | 0.0% | 0.0% |
| 5780 - Special Events Programming | \$ 11,713 | 22,371 | \$ 24,000 | \$ 24,000 | \$ 44,600 | \$ 107,000 | \$ 107,000 | 345.8% | 139.9% |
| 5781 - July 4th Programming | \$ 69,685 | 3,882 | \$ 78,000 | \$ 78,000 | \$ 83,500 | \$ 90,000 | \$ 90,000 | 15.4% | 7.8% |
| 5785 - Library Services | \$ 13,229 | 16,491 | \$ 14,000 | \$ 14,000 | \$ 17,000 | \$ 17,000 | \$ 17,000 | 21.4% | 0.0% |
| 5790 - Residents Security Rebate | \$ - | - | \$ - | \$ - | \$ 1,400 | \$ 750 | \$ 750 | 0.0% | -46.4% |
| TOTAL | \$ 393,329 | 463,533 | \$ 449,445 | \$ 449,445 | \$ 415,265 | \$ 541,209 | \$ 541,209 | 20.4% | 30.3% |
| Commodities | | | | | | | | | |
| 6110 - Books & Publications | \$ 795 | 1,277 | \$ 600 | \$ 600 | \$ 750 | \$ 325 | \$ 325 | -45.8% | -56.7% |
| 6120 - Office Supplies | \$ 2,923 | 3,631 | \$ 2,500 | \$ 2,500 | \$ 2,500 | \$ 2,500 | \$ 2,500 | 0.0% | 0.0% |
| 6125 - Office Furniture | \$ 280 | 925 | \$ - | \$ - | \$ - | \$ - | \$ - | 0.0% | 0.0% |
| 6130 - Supplies | \$ 3,369 | 3,995 | \$ 4,000 | \$ 4,000 | \$ 6,000 | \$ 4,000 | \$ 4,000 | 0.0% | -33.3% |
| 6150 - Software | \$ - | 120 | \$ - | \$ - | \$ - | \$ 12,200 | \$ 12,200 | 0.0% | 0.0% |
| 6151 - Hardware | \$ 6,005 | 2,350 | \$ - | \$ - | \$ - | \$ - | \$ - | 0.0% | 0.0% |
| 6165 - Recognition | \$ 1,220 | 1,883 | \$ 1,500 | \$ 1,500 | \$ 3,000 | \$ 10,300 | \$ 10,300 | 586.7% | 243.3% |
| 6170 - Postage | \$ 507 | 2,756 | \$ 2,500 | \$ 2,500 | \$ 2,500 | \$ 2,500 | \$ 2,500 | 0.0% | 0.0% |
| 6190 - Non-capital equipment | \$ 3,030 | 1,159 | \$ - | \$ - | \$ - | \$ - | \$ - | 0.0% | 0.0% |
| TOTAL | \$ 18,129 | 18,095 | \$ 11,100 | \$ 11,100 | \$ 14,750 | \$ 31,825 | \$ 31,825 | 186.7% | 115.8% |
| Executive Administration Total | \$ 964,663 | 971,404 | \$ 922,123 | \$ 932,114 | \$ 942,883 | \$ 1,262,450 | \$ 1,262,450 | 35.4% | 33.9% |

NARRATIVE REPORT

Department: Executive Administration **Date:** January 2022
Activity: 01-01 **Prepared By:** Amy Marrero

| Object Number | Narrative | Proposed |
|---------------|--|-----------|
| 4110 | Full-Time | \$300,152 |
| | The budgeted amount represents the salary for the City Administrator, and the Assistant to the City Administrator. Increase is attributable to an overlap of salaries due to the transitioning from the current Assistant who will be retiring, and his replacement. | |
| 4130 | Part-time Regular | \$61,613 |
| | Budgeted amount represents two part-time salaries for the Administrative/Special Events Coordinator, and an Administrative Assistant. These positions are estimated to work a combined 2,496 hours in Executive Management. Increase is due to the new Administrative Assistant that replaced a full-time position in the administrative department. | |
| 4140 | Part-time Other | \$70,000 |
| | Budgeted amount includes the Mayor/Liquor Commissioner's annual salary of \$21,000, and six (6) Alderman at \$7,000 each (\$42,000), and City Clerk at \$7,000 annually. | |
| 4151 | Police-Special Events | \$32,000 |
| | Budgeted amount includes all salary related costs for the Police Department regarding working the City's Special Events. Significant increase is for working security at the Concert In The Park Series that the City will be hosting this year. | |
| 4155 | Public Services – Special Events | \$11,000 |
| | Budgeted amount includes all salary related costs for the Public Services Department regarding working the City's Special Events. Increase is due to staff working at the Concert In The Park Series that the City will be hosting this year. | |
| 4156 | Sick Pay Incentive | \$2,700 |
| | Requested amount funds the City's incentive program for all eligible employees. | |
| 4157 | Admin – Special Events | \$5,000 |
| | Budgeted amount includes all salary related costs for the Administrative Department regarding working the City's Special Events. | |
| 4171 | Sick Leave Buy-Back | \$5,319 |
| | Budgeted number based on new personnel policy where retirees receive 20% of their sick time bank. This falls in line with the Union contract. | |
| 4500 | Other Personnel Benefits | \$201,632 |
| | These benefits include IMRF, 457b, FICA, H.S.A. contributions, unemployment insurance, life insurance, and dental & health for eligible persons. Significant increase is attributable to costs regarding a voluntary separation incentive program offered to employees. | |

NARRATIVE REPORT

Department: Executive Administration **Date:** January 2022
Activity: 01-01 **Prepared By:** Amy Marrero

| Object Number | Narrative | Proposed |
|---------------|---|----------|
| 5600 | Professional/Technical | \$25,000 |
| | Budgeted amount includes a Classification and Compensation Study, and an Organizational Study. Miscellaneous costs are also budgeted for unforeseen services | |
| 5601 | Codification | \$6,000 |
| | Annual fee to update the municipal code. This cost maybe eliminated due to the approval of the publishing/codification software. | |
| 5610 | Membership/Association Fees | \$12,000 |
| | 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. | |
| 5625 | Terrace Leaves Newsletter | \$18,900 |
| | Bi-monthly publication, printing, and mailing preparation for the six (6) page <i>Terrace Leaves</i> at an estimated cost of \$2,609 each issue for a total of \$15,654, plus bulk mail cost of \$3,245. This line item could decrease significantly if the city is successful in hiring a part-time Media Specialist. | |
| 5660 | Equipment Maintenance & Repair | \$1,800 |
| | Department's share of copier machine use and maintenance, along with phone system repairs. | |
| 5665 | Telephone Service | \$4,400 |
| | This figure is the calculated split between all City departments for telephone system charges. | |
| 5668 | Communications | \$31,220 |
| | Budgeted amount is for cell phone service for the City Administrator, and the Assistant To The Mayor and City Administrator. The social media consultant is also budgeted here (\$27,720) This line item could decrease significantly if the city is successful in hiring a part-time Media Specialist. | |
| 5671 | General Legal Services | \$90,000 |
| | Budgeted figure is for the fees from the Office of the City Attorney and any other general legal service costs. | |
| 5672 | Prosecutions | \$50,000 |
| | The amount reflects both regular prosecutions and the in-house DUI prosecution of offenses. | |
| 5673 | Litigation | \$30,000 |
| | Budget figure represents litigation services from the City Attorney and other legal firms assisting the City. | |

NARRATIVE REPORT

Department: Executive Administration **Date:** January 2022
Activity: 01-01 **Prepared By:** Amy Marrero

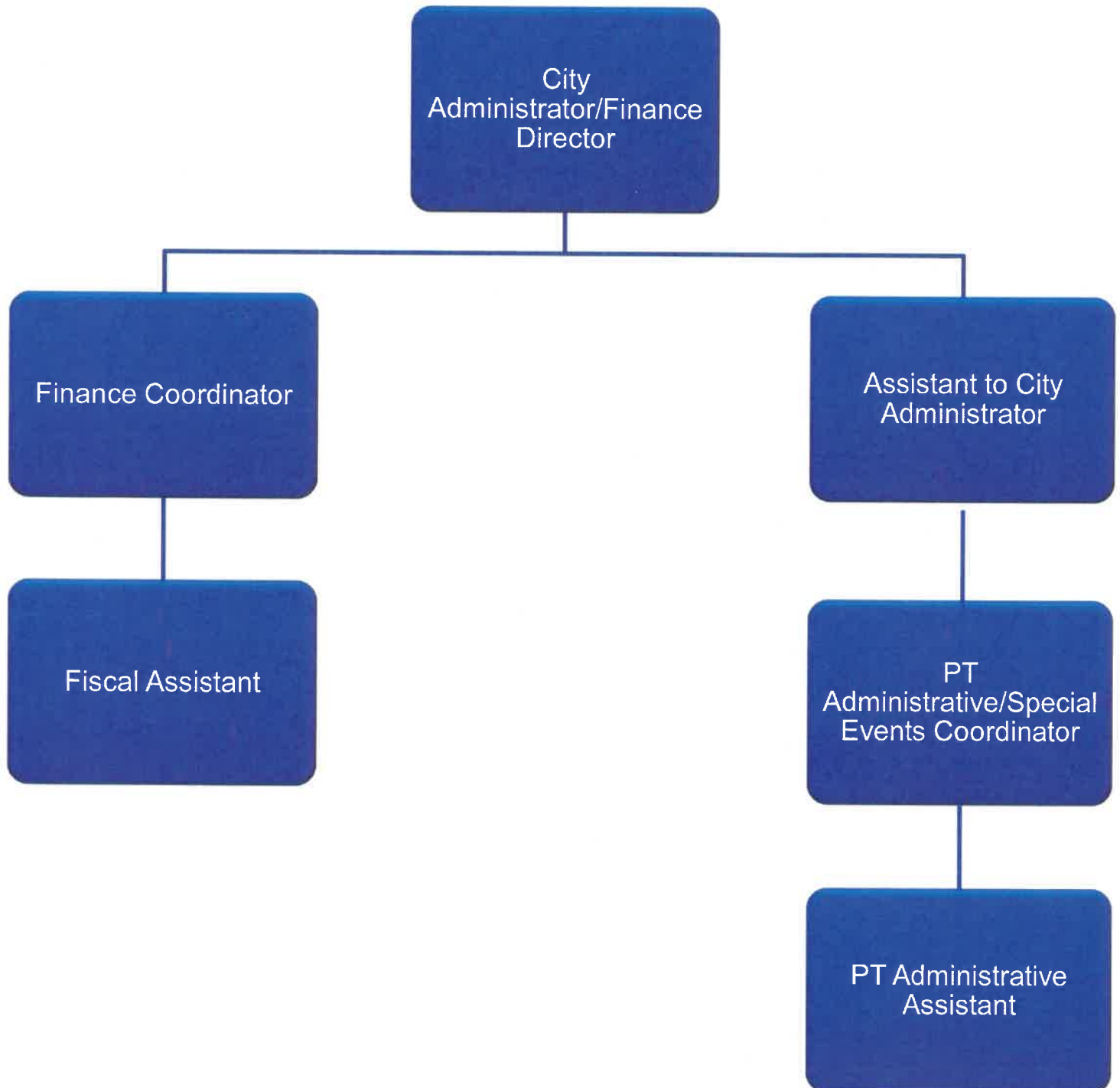
| Object Number | Narrative | Proposed |
|---------------|---|-----------|
| 5673-02 | Sales Tax Audit Contingency | \$2,500 |
| | The City has contracted with Azavar to perform a compliance audit regarding the City’s sales tax revenue. Azavar’s business model is to address missing revenue and to ensure 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 | \$40,000 |
| | The amount reflects legal fees for human resources related issues. | |
| 5675 | Administrative Hearing Services | \$3,500 |
| | Fees provide for an administrative hearing officer required for violations related to the towing ordinance and the business and residential rental licensing program. | |
| 5677 | Contingency | \$5,000 |
| | This account is established as a contingency for unforeseen or emergency expenditures. | |
| 5700 | Public Information | \$4,425 |
| | Requested amount represents the annual amount for webhosting. | |
| 5780 | Special Events Programming | \$107,000 |
| | This budget provides funds for various holiday and special events that occur throughout the year including: Fall Festival \$9,000 Veterans Day Luncheon \$5,000 Christmas Event \$25,000 Concerts In The Park \$60,000 Luminaries \$5,000 Egg Hunt & Kite Fly \$3,000 \$107,000 | |
| 5781 | July 4 th Programming | \$90,000 |
| | Fireworks \$26,450 Rides \$2,400 July 4 th Parade \$5,000 Catering \$20,500 Production Costs \$7,800 Table, Chair, Tent and Cart Rental \$7,800 Variety Artists \$3,800 Band Fees \$7,700 Misc (Decorations, Raffle Gifts) \$8,550 \$90,000 | |

NARRATIVE REPORT

Department: Executive Administration **Date:** January 2022
Activity: 01-01 **Prepared By:** Amy Marrero

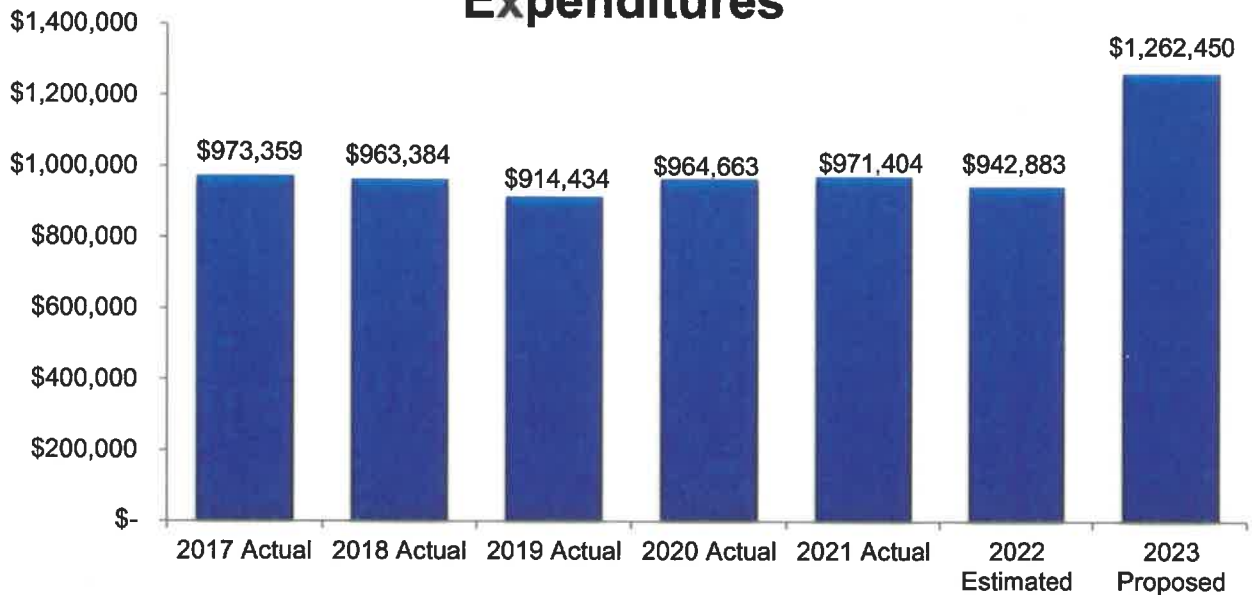
| Object Number | Narrative | Proposed |
|---------------|--|----------|
| 5785 | Library Services | \$17,000 |
| | Gross cost for Oakbrook Terrace residents to use the Villa Park Public Library. Household pays 20% of the library rate. | |
| 6150 | Software | \$12,200 |
| | Costs are associated with the purchase of cloud-based agenda meeting management software, and an in-house codification software. If approved, this could decrease our codification costs with American Publishing. | |
| 6165 | Recognition | \$10,300 |
| | This line item funds employee career milestone awards, retirement plaques, staff appreciation dinner, staff appreciation gift cards and commemoration of events. This line item has increased because costs for the staff appreciation dinner, and gift cards were moved from account 5780. | |

Administration / Finance Departments
Organization Chart
Fiscal Year Ended April 30, 2023

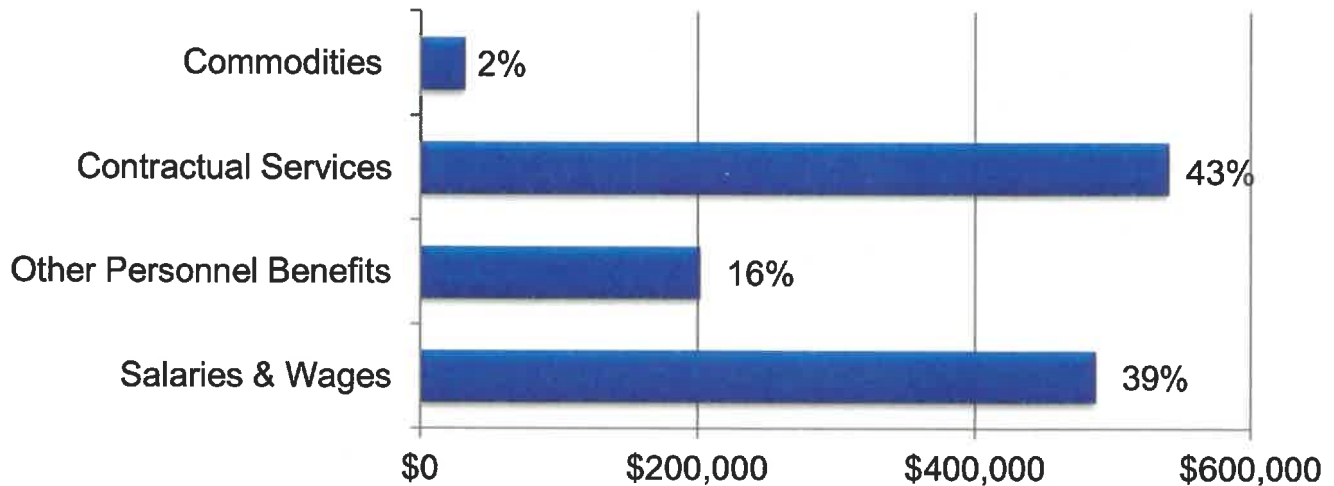


Executive Administration

Executive Administration Historical Expenditures



Salaries Represent 39% of the Proposed Budget



The FY 2023 Executive Administration budget increased by \$330,336 or 35.4% more than the FY 2022 amended budget. The increase is due to increased salaries, personnel benefits, and contractual services. Special events will continue to grow in FY 2023 which effects both salaries and contractual services.

EXECUTIVE ADMINISTRATION DEPARTMENT

MISSION STATEMENT

The Executive Administration Department's mission is to provide the Mayor and City Council with the information needed to make policy decisions, implement these policies, manage staff in an efficient and cost-effective manner, and facilitate communication between the City government, its residents, and others who have contact with the City. The mission also includes coordinating and managing the recruitment, employment, development, and retention of the highest quality personnel within the financial resources available.

GOALS

To research and make recommendations on matters of public policy requiring action by the City Council. To implement the policies of the Mayor and City Council as set forth in the resolutions and ordinances adopted throughout the year. To provide overall direction and support to department heads and senior staff in carrying out City services and programs. To develop, implement, and work all special events in the community.

FY 2021-2022 ACCOMPLISHMENTS

1. Executed a contract with Northern Illinois University Center For Governmental Studies to assist in creating a strategic plan and amend our comprehensive plan.
2. Improved communications with residents through Nixle and Constant Contact platforms.
3. Hosted a COVID friendly 4th of July Event, with food, raffle, concert, and fireworks.
4. Hosted Pumpkins in the Park event where children selected a pumpkin and received a decorating kit.
5. Honored local veterans through a Veterans Day recognition event.
6. Hosted the Santa is Coming to Town parade throughout the residential subdivision.
7. Also worked with a resident volunteer committee to resume the holiday luminary program.
8. Successfully negotiated FOP Union Contract for 4 (four) years.
9. Purchased property on Butterfield Road for future City development.
10. Installed No Parking signs on Elder Lane to control traffic during busy school hours.
11. Monitored the development of the Oakbrook Terrace Square Shopping Center. - **Level 1 Goal #1.3.**

FY 2022-2023 OBJECTIVES

- To work with NIU Center For Governmental Studies to develop a new Strategic Plan and amended Comprehensive Plan to be completed in FY 2023.
- 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 monthly financial summaries to the Mayor, City Council, and staff.
- 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 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 Building and Zoning Administrator 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.
- Set out purchasing rules and regulations for all City departments.

- Gather information for the *Terrace Leaves*, Cable Channel, Facebook, Nextdoor, and the Oakbrook Terrace Web Page. Schedule volunteers to help with different community events. Make contacts at 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 and Kite Fly, 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 areas of weakness within City operations and finding approaches to eliminating any problems and creating efficiencies.

EXECUTIVE ADMINISTRATION
Fiscal Year 2022-2023 Budget Summary & Performance Measures

| | FY 2020 Actual | FY 2021 Actual | FY 2022 Amended Budget | FY 2022 Estimated | FY 2023 Proposed |
|---------------------------|-------------------|-------------------|---------------------------|----------------------|---------------------|
| Department Summary | | | | | |
| Salaries & Wages | \$ 428,220 | \$ 378,385 | \$ 364,125 | \$ 396,162 | \$ 487,784 |
| Benefits | 124,985 | 111,391 | 107,444 | 116,706 | 201,632 |
| Contractual Services | 393,329 | 463,533 | 449,445 | 415,265 | 541,209 |
| Commodities | 18,129 | 18,095 | 11,100 | 14,750 | 31,825 |
| Capital | - | - | - | - | - |
| Department Totals | \$ 964,663 | \$ 971,404 | \$ 932,114 | \$ 942,883 | \$ 1,262,450 |

Executive Administration
Department Performance Measures

| Inputs | FY 2018 | FY 2019 | FY 2020 | FY 2021 | FY 2022 Est. |
|--|------------|------------|------------|------------|--------------|
| Number of full-time employees* | 3.5 | 3.5 | 2.5 | 2.5 | 1.5 |
| Number of part-time/seasonal employees** | 1 | 1 | 1 | 1 | 0.5 |
| Department Expenditures | \$ 963,384 | \$ 914,434 | \$ 964,663 | \$ 971,404 | \$ 942,883 |

*City Administrator also serves as Finance Director

**Administrative Assistant works 50% of time in Executive Administration and 50% in Finance

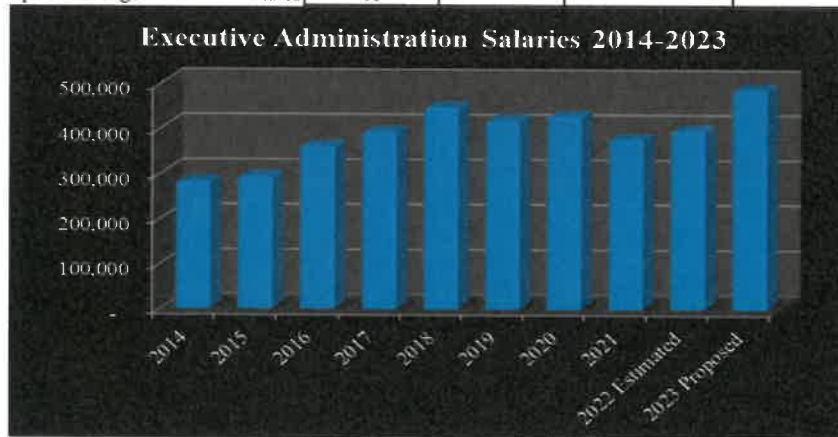
| Outputs | Calendar Year | | | | |
|---------------------------------------|---------------|------|------|------|------|
| | 2017 | 2018 | 2019 | 2020 | 2021 |
| Freedom of Information Act Response | 182 | 177 | 138 | 170 | 177 |
| Ordinances Approved | 41 | 55 | 64 | 54 | 43 |
| Resolutions Approved | 17 | 19 | 15 | 8 | 9 |
| Agendas | 24 | 24 | 24 | 24 | 24 |
| Number of Facebook Social Media Posts | NA | NA | NA | 259 | 403 |

| Effectiveness Measures | FY 2018 | FY 2019 | FY 2020 | FY 2021 | FY 2022 |
|------------------------------------|-----------|-----------|----------|---------|-----------|
| July 4th Sponsorship Revenue (FY)* | \$ 21,700 | \$ 22,300 | \$ 2,000 | \$ - | \$ 32,250 |

*July 4, 2020 was canceled due to COVID

Goals (4 Areas based upon Current Goals)

| Goals | Remain Fiscally Sound | Community Engagement | Enhance Public Health & Safety | Maintain Building & Zoning |
|---|--------------------------|-------------------------|-----------------------------------|----------------------------------|
| Develop Properties & Retain Businesses | X | | | X |
| Update City Website | | X | | |
| Post on City Facebook page | | X | | |
| Continue to hold special events | | X | | |
| Evaluate Department Organizational Structures | X | | | |



| | 2014 | 2015 | 2016 | 2017 | 2018 | 2019 | 2020 | 2021 | 2022 Estimated | 2023 Proposed |
|----------|---------|---------|---------|---------|---------|---------|---------|---------|-------------------|------------------|
| Salaries | 282,232 | 293,732 | 361,944 | 392,710 | 447,126 | 419,341 | 428,220 | 378,385 | 396,162 | 487,784 |



**CITY OF OAKBROOK TERRACE
POLICE DEPARTMENT
2022/2023 BUDGET
01-02**

| | Actual 19/20 | Actual 20/21 | Adopted Budget 21/22 | Amended Budget 21/22 | Department Estimated 21/22 | Department Proposed 22/23 | Administrator Proposed 22/23 | % Change In 21/22 Budget To Proposed | % Change In 21/22 Estimate To Proposed |
|---------------------------------|-----------------|-----------------|----------------------------|----------------------------|----------------------------------|---------------------------------|------------------------------------|--|--|
| Salaries & Wages | \$ 2,594,472 | \$ 2,671,592 | \$ 2,758,117 | \$ 2,812,843 | \$ 2,624,797 | \$ 2,755,830 | \$ 2,755,830 | -2.0% | 5.0% |
| Other Personnel Benefits | \$ 2,278,579 | \$ 2,406,559 | \$ 2,471,612 | \$ 2,477,432 | \$ 2,368,918 | \$ 2,372,813 | \$ 2,372,813 | -4.2% | 0.2% |
| Contractual Services | \$ 389,474 | \$ 344,775 | \$ 417,366 | \$ 417,366 | \$ 390,805 | \$ 422,284 | \$ 422,284 | 1.2% | 8.1% |
| Commodities | \$ 122,867 | \$ 92,110 | \$ 63,039 | \$ 63,039 | \$ 71,594 | \$ 91,500 | \$ 91,500 | 45.1% | 27.8% |
| Capital Expenditures | \$ 2,033 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | 0.0% | 0.0% |
| Police Department Total | \$ 5,387,425 | \$ 5,515,036 | \$ 5,710,134 | \$ 5,770,680 | \$ 5,456,115 | \$ 5,642,426 | \$ 5,642,426 | -2.2% | 3.4% |

Salaries & Wages

| | | | | | | | | | |
|--------------------------------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------|--------|
| 4110-01 - Full-time Administrative | \$ 505,110 | \$ 528,703 | \$ 511,142 | \$ 526,476 | \$ 526,479 | \$ 530,907 | \$ 530,907 | 0.8% | 0.8% |
| 4110-02 - Full-time Sergeants | \$ 334,466 | \$ 343,116 | \$ 367,430 | \$ 373,860 | \$ 366,730 | \$ 368,036 | \$ 368,036 | -1.6% | 0.4% |
| 4110-03 - Full-time Patrol Officers | \$ 1,117,837 | \$ 1,268,362 | \$ 1,362,702 | \$ 1,386,549 | \$ 1,127,334 | \$ 1,291,589 | \$ 1,291,589 | -6.8% | 14.6% |
| 4110-04 - Full-time Investigations | \$ 197,383 | \$ 204,535 | \$ 222,658 | \$ 226,555 | \$ 228,420 | \$ 234,382 | \$ 234,382 | 3.5% | 2.6% |
| 4111-02 - Court Stand-by Sgts | \$ - | \$ 112 | \$ 400 | \$ 407 | \$ 650 | \$ 710 | \$ 710 | 74.4% | 9.2% |
| 4111-03 - Court Stand-by Patrol | \$ 804 | \$ 1,578 | \$ 2,400 | \$ 2,442 | \$ 3,020 | \$ 3,169 | \$ 3,169 | 29.8% | 4.9% |
| 4120-01 - Overtime Administrative | \$ 19,247 | \$ 10,985 | \$ 8,944 | \$ 9,212 | \$ 2,500 | \$ 2,500 | \$ 2,500 | -72.9% | 0.0% |
| 4120-02 - Overtime Sergeants | \$ 51,754 | \$ 20,520 | \$ 24,161 | \$ 24,584 | \$ 29,594 | \$ 26,185 | \$ 26,185 | 6.5% | -11.5% |
| 4120-03 - Overtime Patrol Officers | \$ 163,715 | \$ 126,214 | \$ 113,575 | \$ 115,563 | \$ 208,989 | \$ 137,733 | \$ 137,733 | 19.2% | -34.1% |
| 4120-04 - Overtime Investigations | \$ 6,810 | \$ 8,335 | \$ 10,325 | \$ 10,506 | \$ 2,417 | \$ 8,004 | \$ 8,004 | -23.8% | 231.2% |
| 4130 - Part-time Regular | \$ 77,727 | \$ 38,545 | \$ - | \$ - | \$ - | \$ - | \$ - | 0.0% | 0.0% |
| 4150-02 - Court Time Sergeants | \$ 2,336 | \$ 670 | \$ 3,100 | \$ 3,154 | \$ 3,409 | \$ 3,200 | \$ 3,200 | 1.5% | -6.1% |
| 4150-03 - Court Time Patrol Off. | \$ 27,877 | \$ 17,463 | \$ 36,600 | \$ 37,241 | \$ 20,420 | \$ 36,435 | \$ 36,435 | -2.2% | 78.4% |
| 4160-02 - Holiday Pay Sergeants | \$ 15,946 | \$ 13,847 | \$ 14,140 | \$ 14,387 | \$ 12,269 | \$ 16,336 | \$ 16,336 | 13.5% | 33.1% |
| 4160-03 - Holiday Pay Patrol Off. | \$ 43,565 | \$ 47,101 | \$ 49,218 | \$ 50,079 | \$ 32,658 | \$ 47,254 | \$ 47,254 | -5.6% | 44.7% |
| 4160-04 - Holiday Pay Investigations | \$ 10,209 | \$ 5,960 | \$ 6,189 | \$ 6,297 | \$ 9,314 | \$ 10,910 | \$ 10,910 | 73.2% | 17.1% |
| 4170-01 - Vacation Buy Back Admin | \$ 4,437 | \$ 14,822 | \$ 6,624 | \$ 6,624 | \$ 3,543 | \$ 4,211 | \$ 4,211 | -36.4% | 18.9% |
| 4170-02 - Vacation Buy Back Sgts | \$ 2,233 | \$ 2,233 | \$ 2,318 | \$ 2,359 | \$ 13,375 | \$ 2,245 | \$ 2,245 | -4.8% | -83.2% |
| 4170-03 - Vacation Buy Back Patrol | \$ 9,523 | \$ 12,549 | \$ 5,930 | \$ 6,034 | \$ 11,406 | \$ 4,142 | \$ 4,142 | -31.4% | -63.7% |
| 4170-04 - Vacation Buy Back Invest | \$ - | \$ 5,943 | \$ 4,252 | \$ 4,326 | \$ - | \$ 2,094 | \$ 2,094 | -51.6% | 0.0% |
| 4171 - Sick Leave Buy Back | \$ - | \$ - | \$ - | \$ - | \$ 16,081 | \$ 19,598 | \$ 19,598 | 0.0% | 21.9% |
| 4190 - Top of the Range Award | \$ 3,492 | \$ - | \$ 6,008 | \$ 6,188 | \$ 6,188 | \$ 6,188 | \$ 6,188 | 0.0% | 0.0% |
| TOTAL | \$ 2,594,472 | \$ 2,671,592 | \$ 2,758,117 | \$ 2,812,843 | \$ 2,624,797 | \$ 2,755,830 | \$ 2,755,830 | -2.0% | 5.0% |

Other Personnel Benefits

| | | | | | | | | | |
|--------------------------------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------|-------|
| 4510 - IMRF | \$ 44,933 | \$ 43,795 | \$ 43,075 | \$ 44,367 | \$ 40,296 | \$ 36,340 | \$ 36,340 | -18.1% | -9.8% |
| 4520-01 - FICA Administrative | \$ 45,968 | \$ 42,455 | \$ 40,753 | \$ 41,976 | \$ 41,211 | \$ 41,601 | \$ 41,601 | -0.9% | 0.9% |
| 4520-02 - FICA Sergeants | \$ 30,375 | \$ 22,712 | \$ 31,483 | \$ 32,034 | \$ 33,821 | \$ 31,879 | \$ 31,879 | -0.5% | -5.7% |
| 4520-03 - FICA Patrol Officers | \$ 102,793 | \$ 108,987 | \$ 120,138 | \$ 122,240 | \$ 106,666 | \$ 116,305 | \$ 116,305 | -4.9% | 9.0% |
| 4520-04 - FICA Investigations | \$ 16,482 | \$ 17,830 | \$ 18,622 | \$ 18,948 | \$ 18,372 | \$ 19,537 | \$ 19,537 | 3.1% | 6.3% |
| 4530-01 - Health Ins. Administrative | \$ 103,215 | \$ 105,786 | \$ 93,562 | \$ 93,562 | \$ 89,163 | \$ 89,739 | \$ 89,739 | -4.1% | 0.6% |
| 4531-01 - H.S.A. Contrib Admin. | \$ 21,750 | \$ 19,775 | \$ 17,350 | \$ 17,350 | \$ 16,515 | \$ 15,680 | \$ 15,680 | -9.6% | -5.1% |
| 4531-02 - H.S.A. Contrib. Union | \$ 80,025 | \$ 82,950 | \$ 82,950 | \$ 82,950 | \$ 66,710 | \$ 67,200 | \$ 67,200 | -19.0% | 0.7% |
| 4535-02 - Health/Dental Sergeants | \$ 81,794 | \$ 82,562 | \$ 81,641 | \$ 81,641 | \$ 81,641 | \$ 84,370 | \$ 84,370 | 3.3% | 3.3% |
| 4535-03 - Health/Dental Patrol | \$ 314,042 | \$ 323,207 | \$ 318,287 | \$ 318,287 | \$ 251,470 | \$ 245,188 | \$ 245,188 | -23.0% | -2.5% |
| 4535-04 - Health/Dental Invest | \$ 25,081 | \$ 28,920 | \$ 27,773 | \$ 27,773 | \$ 27,773 | \$ 29,075 | \$ 29,075 | 4.7% | 4.7% |
| 4535-05 - Health Insurance OPEB | \$ 17,094 | \$ 15,622 | \$ 15,629 | \$ 15,629 | \$ 14,996 | \$ 15,412 | \$ 15,412 | -1.4% | 2.8% |
| 4540-01 - Dental Ins. Administrative | \$ 5,317 | \$ 5,650 | \$ 5,189 | \$ 5,189 | \$ 4,219 | \$ 4,188 | \$ 4,188 | -19.3% | -0.7% |
| 4550-01 - Life Ins. Administrative | \$ 1,081 | \$ 1,163 | \$ 1,170 | \$ 1,205 | \$ 1,207 | \$ 1,219 | \$ 1,219 | 1.2% | 1.0% |
| 4550-02 - Life Ins. Sergeants | \$ 800 | \$ 805 | \$ 814 | \$ 839 | \$ 855 | \$ 864 | \$ 864 | 3.0% | 1.0% |
| 4550-03 - Life Ins. Patrol Officers | \$ 2,819 | \$ 2,929 | \$ 3,035 | \$ 3,287 | \$ 2,692 | \$ 2,898 | \$ 2,898 | -11.8% | 7.7% |
| 4550-04 - Life Ins. Investigations | \$ 464 | \$ 477 | \$ 512 | \$ 524 | \$ 553 | \$ 561 | \$ 561 | 6.9% | 1.3% |
| 4560-00 - Police Pension | \$ 1,378,856 | \$ 1,493,842 | \$ 1,563,231 | \$ 1,563,231 | \$ 1,563,231 | \$ 1,563,231 | \$ 1,563,231 | 0.0% | 0.0% |
| 4570-01 - Unemployment Ins. Adm. | \$ 2,140 | \$ 2,231 | \$ 1,536 | \$ 1,536 | \$ 1,963 | \$ 1,963 | \$ 1,963 | 27.8% | 0.0% |
| 4570-02 - Unemployment Ins. Serg. | \$ 545 | \$ 768 | \$ 768 | \$ 768 | \$ 982 | \$ 982 | \$ 982 | 27.9% | 0.0% |
| 4570-03 - Unemployment Ins. Patrol | \$ 2,642 | \$ 3,583 | \$ 3,583 | \$ 3,583 | \$ 3,927 | \$ 3,927 | \$ 3,927 | 9.6% | 0.0% |
| 4570-04 - Unemployment Ins. Invest | \$ 363 | \$ 510 | \$ 512 | \$ 512 | \$ 654 | \$ 654 | \$ 654 | 27.7% | 0.0% |
| TOTAL | \$ 2,278,579 | \$ 2,406,559 | \$ 2,471,612 | \$ 2,477,432 | \$ 2,368,918 | \$ 2,372,813 | \$ 2,372,813 | -4.2% | 0.2% |



**CITY OF OAKBROOK TERRACE
POLICE DEPARTMENT
2022/2023 BUDGET
01-02**

| | Actual 19/20 | Actual 20/21 | Adopted Budget 21/22 | Amended Budget 21/22 | Department Estimated 21/22 | Department Proposed 22/23 | Administrator Proposed 22/23 | % Change In 21/22 Budget To Proposed | % Change In 21/22 Estimate To Proposed |
|---------------------------------------|---------------------|---------------------|----------------------------|----------------------------|----------------------------------|---------------------------------|------------------------------------|--|--|
| Contractual Services | | | | | | | | | |
| 5600 - Professional/Technical | \$ 2,637 | \$ 805 | \$ 2,700 | \$ 2,700 | \$ 900 | \$ 1,000 | \$ 1,000 | -63.0% | 11.1% |
| 5605 - Training/Conferences | \$ 6,801 | \$ 7,524 | \$ 5,470 | \$ 5,470 | \$ 7,600 | \$ 11,475 | \$ 11,475 | 109.8% | 51.0% |
| 5607 - Continuing Education | \$ - | \$ 2,520 | \$ 3,500 | \$ 3,500 | \$ - | \$ 3,500 | \$ 3,500 | 0.0% | 0.0% |
| 5610 - Membership & Association | \$ 535 | \$ 860 | \$ 750 | \$ 750 | \$ 880 | \$ 1,000 | \$ 1,000 | 33.3% | 13.6% |
| 5611 - Support Services | \$ 13,165 | \$ 17,173 | \$ 18,495 | \$ 18,495 | \$ 20,635 | \$ 20,635 | \$ 20,635 | 11.6% | 0.0% |
| 5612 - Crime Free Housing | \$ 570 | \$ 285 | \$ 300 | \$ 300 | \$ 300 | \$ 300 | \$ 300 | 0.0% | 0.0% |
| 5635 - Deductible Payments | \$ 2,000 | \$ 1,000 | \$ - | \$ - | \$ - | \$ - | \$ - | 0.0% | 0.0% |
| 5650 - Physical Exams | \$ 220 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | 0.0% | 0.0% |
| 5655 - Equipment Lease & Rental | \$ 527 | \$ 527 | \$ 530 | \$ 530 | \$ 530 | \$ 530 | \$ 530 | 0.0% | 0.0% |
| 5660 - Equipment Maint & Repair | \$ 5,393 | \$ 6,980 | \$ 5,600 | \$ 5,600 | \$ 5,600 | \$ 5,600 | \$ 5,600 | 0.0% | 0.0% |
| 5660-01 Equipment Service Agreement | \$ 8,627 | \$ 8,412 | \$ 12,865 | \$ 12,865 | \$ 13,050 | \$ 12,609 | \$ 12,609 | -2.0% | -3.4% |
| 5663 - Vehicle Maint & Repair | \$ 31,221 | \$ 40,511 | \$ 30,000 | \$ 30,000 | \$ 16,600 | \$ 30,000 | \$ 30,000 | 0.0% | 80.7% |
| 5665 - Telephone Service | \$ 9,232 | \$ 4,528 | \$ 4,800 | \$ 4,800 | \$ 4,800 | \$ 5,100 | \$ 5,100 | 6.3% | 6.3% |
| 5668 - Communications | \$ 10,563 | \$ 10,550 | \$ 11,000 | \$ 11,000 | \$ 11,000 | \$ 11,550 | \$ 11,550 | 5.0% | 5.0% |
| 5680 - DuComm | \$ 228,269 | \$ 180,027 | \$ 252,556 | \$ 252,556 | \$ 248,399 | \$ 253,585 | \$ 253,585 | 0.4% | 2.1% |
| 5695 - Animal Control | \$ - | \$ - | \$ 500 | \$ 500 | \$ - | \$ - | \$ - | -100.0% | 0.0% |
| 5705 - Filing Fees | \$ 1,124 | \$ 168 | \$ 1,000 | \$ 1,000 | \$ 1,000 | \$ 1,000 | \$ 1,000 | 0.0% | 0.0% |
| 5715 - Uniform Allowance | \$ 19,623 | \$ 12,833 | \$ 15,800 | \$ 15,800 | \$ 15,800 | \$ 15,800 | \$ 15,800 | 0.0% | 0.0% |
| 5720 - Printing | \$ 2,336 | \$ 1,305 | \$ 3,000 | \$ 3,000 | \$ 1,000 | \$ 2,000 | \$ 2,000 | -33.3% | 100.0% |
| 5758 - Utilities | \$ 3,320 | \$ 4,867 | \$ 4,500 | \$ 4,500 | \$ 4,500 | \$ 4,800 | \$ 4,800 | 6.7% | 6.7% |
| 5770 - Building Maintenance | \$ 11,353 | \$ 12,385 | \$ 10,000 | \$ 10,000 | \$ 10,000 | \$ 10,500 | \$ 10,500 | 5.0% | 5.0% |
| 5770-01 Build. Maint. Serv. Agreement | \$ 28,517 | \$ 31,514 | \$ 31,000 | \$ 31,000 | \$ 25,000 | \$ 26,300 | \$ 26,300 | -15.2% | 5.2% |
| 5780 - Special Events | \$ 3,443 | \$ - | \$ 3,000 | \$ 3,000 | \$ 3,211 | \$ 5,000 | \$ 5,000 | 66.7% | 55.7% |
| TOTAL | \$ 389,474 | \$ 344,775 | \$ 417,366 | \$ 417,366 | \$ 390,805 | \$ 422,284 | \$ 422,284 | 1.2% | 8.1% |
| Commodities | | | | | | | | | |
| 6110 - Books & Publications | \$ 835 | \$ 899 | \$ 830 | \$ 830 | \$ 600 | \$ 600 | \$ 600 | -27.7% | 0.0% |
| 6120 - Office Supplies | \$ 4,879 | \$ 6,153 | \$ 5,300 | \$ 5,300 | \$ 5,300 | \$ 5,300 | \$ 5,300 | 0.0% | 0.0% |
| 6125 - Office Furniture | \$ 954 | \$ - | \$ - | \$ - | \$ - | \$ 3,000 | \$ 3,000 | 0.0% | 0.0% |
| 6126 - Towing Expenses | \$ 496 | \$ 101 | \$ 500 | \$ 500 | \$ 300 | \$ 500 | \$ 500 | 0.0% | 66.7% |
| 6130 - Supplies | \$ 4,297 | \$ 1,949 | \$ 6,000 | \$ 6,000 | \$ 3,000 | \$ 7,000 | \$ 7,000 | 16.7% | 133.3% |
| 6131 - DUI Equipment | \$ 39,159 | \$ 42,657 | \$ 300 | \$ 300 | \$ - | \$ - | \$ - | -100.0% | 0.0% |
| 6150 - Software | \$ 8,095 | \$ 74 | \$ - | \$ - | \$ - | \$ - | \$ - | 0.0% | 0.0% |
| 6151 - Hardware | \$ 9,470 | \$ 325 | \$ - | \$ - | \$ 4,794 | \$ - | \$ - | 0.0% | -100.0% |
| 6170 - Postage | \$ 1,209 | \$ 1,460 | \$ 1,200 | \$ 1,200 | \$ 1,400 | \$ 1,500 | \$ 1,500 | 25.0% | 7.1% |
| 6180 - Fuel | \$ 35,853 | \$ 26,618 | \$ 36,000 | \$ 36,000 | \$ 42,200 | \$ 57,600 | \$ 57,600 | 60.0% | 36.5% |
| 6190 - Non-Capital Equipment | \$ 17,620 | \$ 11,872 | \$ 12,909 | \$ 12,909 | \$ 14,000 | \$ 16,000 | \$ 16,000 | 23.9% | 14.3% |
| TOTAL | \$ 122,867 | \$ 92,110 | \$ 63,039 | \$ 63,039 | \$ 71,594 | \$ 91,500 | \$ 91,500 | 45.1% | 27.8% |
| Capital Expenditures | | | | | | | | | |
| 7130 - Vehicles | \$ 2,033 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | 0.0% | 0.0% |
| TOTAL | \$ 2,033 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | 0.0% | 0.0% |
| Police Department Total | \$ 5,387,425 | \$ 5,515,036 | \$ 5,710,134 | \$ 5,770,680 | \$ 5,456,115 | \$ 5,642,426 | \$ 5,642,426 | -2.2% | 3.4% |

NARRATIVE REPORT

Department: Police Department **Date:** January, 2022
Activity: 01-02 **Prepared By:** Chief Calvello

| Object Number | Narrative | Proposed | | | | | | | | |
|--------------------------------------|---|--------------------------------------|-----------|-------------------------------------|-----------|------------------------|-------------|--------------------------------------|-----------|--|
| 4110 | Full-time Salaries | \$2,424,915 | | | | | | | | |
| | <p>Administrative and Command Staff includes the Chief, Deputy Chief, Records Supervisor, Administrative Secretary, and two Records Specialists. Unionized employee's salaries are based on negotiated contract. Budgeted amount includes department staffing as follows:</p> <table> <tr> <td>Administrative and Command Staff (6)</td> <td align="right">\$530,907</td> </tr> <tr> <td>Sergeants (3) -</td> <td align="right">\$368,036</td> </tr> <tr> <td>Patrol Officers (13) -</td> <td align="right">\$1,291,589</td> </tr> <tr> <td>Investigations (1) Sgt & (1) Officer</td> <td align="right">\$234,382</td> </tr> </table> | Administrative and Command Staff (6) | \$530,907 | Sergeants (3) - | \$368,036 | Patrol Officers (13) - | \$1,291,589 | Investigations (1) Sgt & (1) Officer | \$234,382 | |
| Administrative and Command Staff (6) | \$530,907 | | | | | | | | | |
| Sergeants (3) - | \$368,036 | | | | | | | | | |
| Patrol Officers (13) - | \$1,291,589 | | | | | | | | | |
| Investigations (1) Sgt & (1) Officer | \$234,382 | | | | | | | | | |
| 4111 | Court Stand-By | \$3,879 | | | | | | | | |
| | <p>Budgeted amount is for officer's stand-by pay before court appearances as per the contract.</p> <table> <tr> <td>Sergeants -</td> <td align="right">\$710</td> </tr> <tr> <td>Patrol Officers -</td> <td align="right">\$3,169</td> </tr> </table> | Sergeants - | \$710 | Patrol Officers - | \$3,169 | | | | | |
| Sergeants - | \$710 | | | | | | | | | |
| Patrol Officers - | \$3,169 | | | | | | | | | |
| 4120 | Overtime | \$174,422 | | | | | | | | |
| | <p>Overtime is categorized by personnel sub-division:</p> <table> <tr> <td>Administrative Staff -</td> <td align="right">\$2,500</td> </tr> <tr> <td>Sergeants -</td> <td align="right">\$26,185</td> </tr> <tr> <td>Patrol Officers -</td> <td align="right">\$137,733</td> </tr> <tr> <td>Investigations -</td> <td align="right">\$8,004</td> </tr> </table> | Administrative Staff - | \$2,500 | Sergeants - | \$26,185 | Patrol Officers - | \$137,733 | Investigations - | \$8,004 | |
| Administrative Staff - | \$2,500 | | | | | | | | | |
| Sergeants - | \$26,185 | | | | | | | | | |
| Patrol Officers - | \$137,733 | | | | | | | | | |
| Investigations - | \$8,004 | | | | | | | | | |
| 4150 | Court Time | \$39,635 | | | | | | | | |
| | <p>Court Time includes officer's appearances in felony, misdemeanor, and traffic court for trials and pre-trial motions. Court time is broken out by personnel divisions:</p> <table> <tr> <td>Sergeants Court Appearances -</td> <td align="right">\$3,200</td> </tr> <tr> <td>Patrol Officers Court Appearances -</td> <td align="right">\$36,435</td> </tr> </table> | Sergeants Court Appearances - | \$3,200 | Patrol Officers Court Appearances - | \$36,435 | | | | | |
| Sergeants Court Appearances - | \$3,200 | | | | | | | | | |
| Patrol Officers Court Appearances - | \$36,435 | | | | | | | | | |

NARRATIVE REPORT

Department: Police Department **Date:** January, 2022
Activity: 01-02 **Prepared By:** Chief Calvello

| Object Number | Narrative | Proposed |
|---------------|---|-------------|
| 4160 | Holiday Pay | \$74,500 |
| | <p>Budgeted amount is for department personnel working paid holidays and holiday benefit by employment group:</p> <p>Sergeants - \$16,336 Patrol Officers - \$47,254 Investigators - \$10,910</p> | |
| 4170 | Vacation Buy Back | \$12,692 |
| | <p>Union employees are entitled to sell back one week of vacation per labor agreement. Request is based on assumption of one investigator, one sergeant, two patrol officers, and the Chief selling back vacation.</p> | |
| 4171 | Sick Leave Buy Back | \$19,598 |
| | <p>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.</p> <p>(2) Sergeants (1) Patrol Officer</p> | |
| 4190 | Top of the Range Award | \$6,188 |
| | <p>The budgeted amount is comprised of the following percentages:</p> <p>Records Supervisor – 3% Deputy Chief – 2% (1) Records Specialist – 2%</p> | |
| 4500 | Other Personnel Benefits | \$2,372,813 |
| | <p>These benefits include IMRF, FICA, police pension, H.S.A. Contributions, and insurance for life, dental, health and unemployment.</p> | |
| 5600 | Professional & Technical Services | \$1,000 |
| | <p>Police Department's share of EAP services, in addition to miscellaneous other services that may be needed.</p> | |

NARRATIVE REPORT

Department: Police Department **Date:** January, 2022
Activity: 01-02 **Prepared By:** Chief Calvello

| Object Number | Narrative | Proposed |
|---------------|---|-----------------|
| 5605 | Training and Conferences | \$11,475 |
| | NEMRT \$2,565 = 27 officers/civilian at \$95 each, plus \$3,000 course fees \$5,565 | |
| | IL Homicide Investigation Association \$800 | |
| | NIPAS Training Luncheons \$100 | |
| | Safekids Worldwide/Child Safety Seat \$200 | |
| | IL Association Chiefs on Police Training \$50 | |
| | Other Training (In-House Training, Materials, Non-NEMRT Fees, etc.) \$4,760 | |
| 5607 | Continuing Education | \$3,500 |
| | Tuition reimbursement provided under terms of union contract. | |
| 5610 | Membership & Association Fees | \$1,000 |
| | Illinois Law Enforcement Alarm Systems (\$140), DuPage County Chiefs Of Police Association (\$300), International Association Of Chiefs Of Police (\$220), Illinois Association Of Chiefs Of Police (\$300), and Illinois Police Association (\$40) | |
| 5611 | Support Services | \$20,635 |
| | Merit Emergency Response Invest Team (Merit) \$6,500 | |
| | Leads Online Annual Support \$1,758 | |
| | Northern Illinois Police Alarm System (Nipas) \$1,535 | |
| | Frontline Tracker Software Renewal \$1,600 | |
| | PowerDMS \$1,697 | |
| | DuPage Children's Center \$1,000 | |
| | Annual Evidence Software Support \$965 | |
| | Elmhurst Pd Range Rental Fee \$750 | |
| | Transunion Detective Database \$900 | |
| | Police Lineup Cloud Software Maintenance \$600 | |
| | Critical Reach Annual Support Fee \$330 | |

NARRATIVE REPORT

Department: Police Department **Date:** January, 2022
Activity: 01-02 **Prepared By:** Chief Calvello

| Object Number | Narrative | Proposed |
|---------------|---|-----------|
| 5660 | Equipment Maintenance & Repair | \$5,600 |
| | Budgeted amount is for annual service on departmental equipment including: Konica Minolta (PD Copier) \$3,000 Municipal Electronics (Radar ReCert) \$700 Miscellaneous \$1,900 | |
| 5660-01 | Equipment Service Agreement | \$12,609 |
| | Vigilant Mobile LPR @\$525/camera x 4 \$2,100 Amped Five Service Renewal (video surveillance) \$1,275 IDEMIA (Live Scan maintenance), formerly MorphoTrak \$5,183 Axon (5 Tasers) \$1,551 B&B Networks – Phone System \$2,500 | |
| 5663 | Vehicle Maintenance & Repair | \$30,000 |
| | Budgeted amount includes non-warranty vehicle repairs, car washes, and battery maintenance. | |
| 5665 | Telephone Service | \$5,100 |
| | Department's share of phone system charges. | |
| 5668 | Communication | \$11,550 |
| | Ten (10) Verizon cellular telephones and thirteen (13) cellular modem service for Mobile Data Terminals. | |
| 5680 | DuComm | \$253,585 |
| | Fair share for 21 officers Quarterly Shares \$241,585 Fair share of the new DuComm Communications Center \$12,000 | |

NARRATIVE REPORT

Department: Police Department **Date:** January, 2022
Activity: 01-02 **Prepared By:** Chief Calvello

| Object Number | Narrative | Proposed |
|---------------|---|----------|
| 5705 | Filing Fees | \$1,000 |
| | Processing fees, subpoena fees, notaries, and Live Scan fee for liquor licenses. | |
| 5715 | Uniform Allowance | \$15,800 |
| | Patrol Replacement—3 Sergeants & 14 Patrol Officers Detective Clothing Allowance (quarterly)—2 Detectives Administrative (Chief, Deputy Chief, Records Personnel) | |
| 5720 | Printing | \$2,000 |
| | Printing of forms, reports, business cards, citations, parking tickets, placards, etc. | |
| 5758 | Utilities | \$4,800 |
| | Costs associated with the Police Station utilities. | |
| 5770 | Building Maintenance | \$10,500 |
| | Costs associated with the Police Station maintenance. | |
| 5770-01 | Building Maintenance Service Agreement | \$26,300 |
| | This line item includes building maintenance service agreements for floor mats, janitorial services, and HVAC services. | |
| 5780 | Special Events | \$5,000 |
| | Costs associated with July 4 th and National Night Out. | |
| 6180 | Fuel | \$57,600 |
| | Approximately 18,000 gallons of gasoline for police vehicles based on \$3.20 per gallon. | |

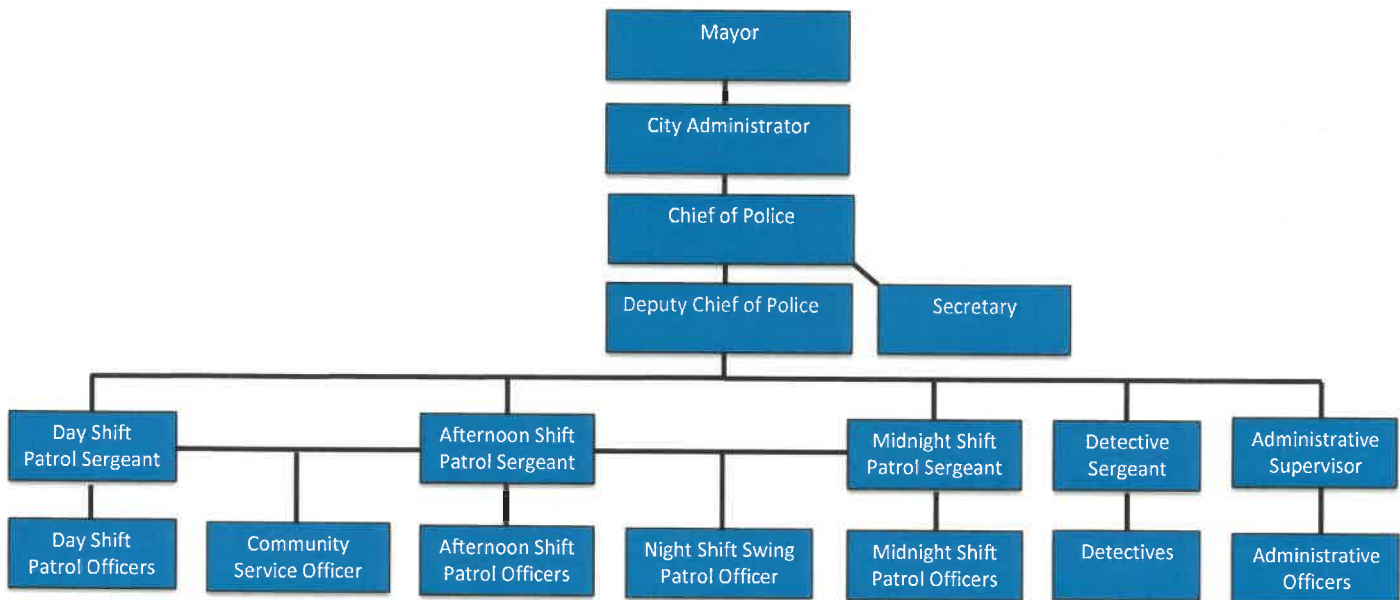
NARRATIVE REPORT

Department: Police Department **Date:** January, 2022
Activity: 01-02 **Prepared By:** Chief Calvello

| Object Number | Narrative | Proposed |
|---------------|--|----------|
| 6190 | Non-Capital Equipment | \$16,000 |
| | Ammunition (Pistol) \$4,080 | |
| | Ammunition (Patrol Rifle) \$1,456 | |
| | Magazines (Patrol Rifle) \$775 | |
| | Range Supplies & Targets \$400 | |
| | Taser Cartridges & Batteries \$2,313 | |
| | Simulation Training Equipment \$700 | |
| | Medical Supplies (for medical bags in squads) \$1,500 | |
| | AR500 Body Armor w/plate * \$510 | |
| | Stationary Bike for Workout Room \$3,000 | |
| | Other \$1,266 | |

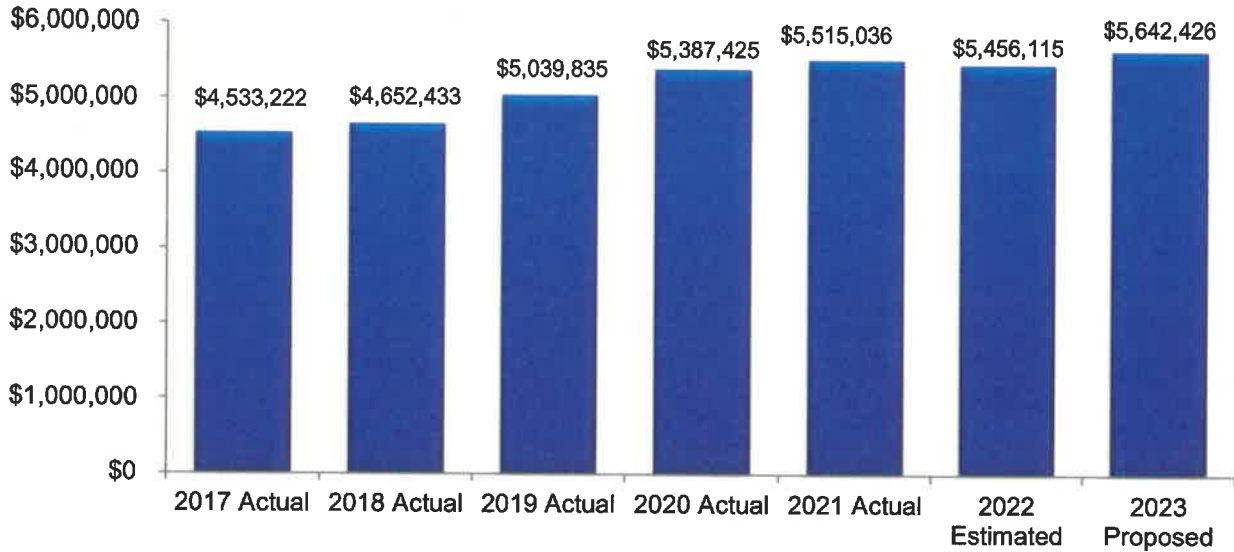
Police Department Organization Chart

Fiscal Year Ended April 30, 2022

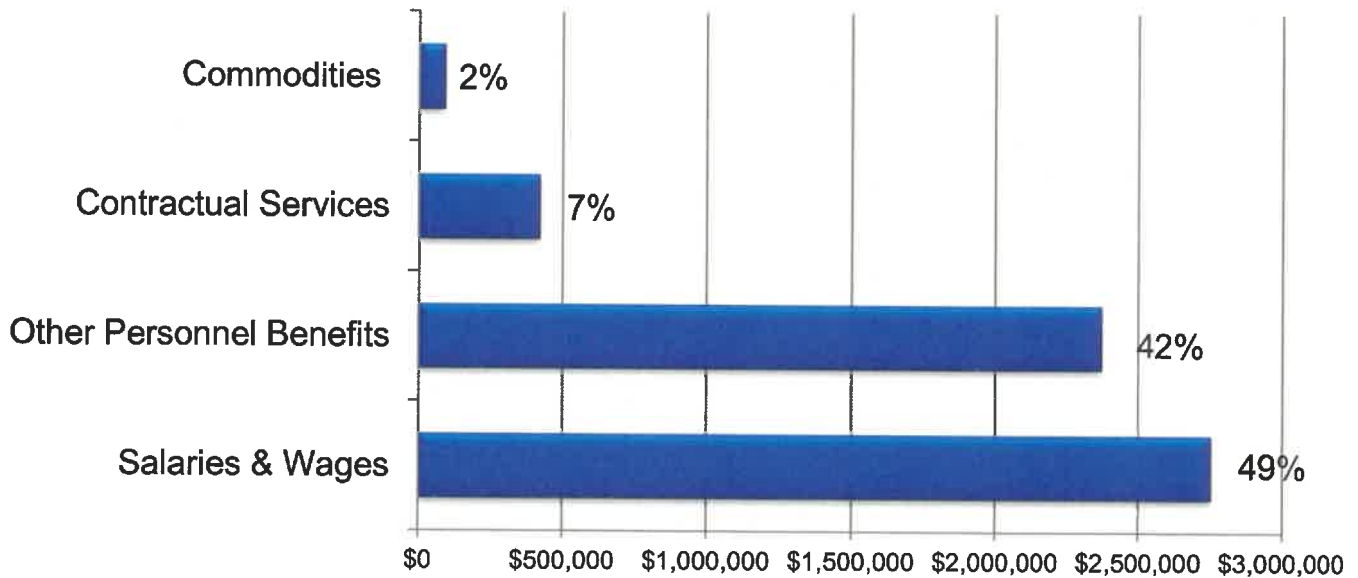


Police

Police Historical Expenditures



Salaries Represent 49% of the Proposed Budget



The Police Department budget for FY 2023 is \$5,642,426 representing a decrease of \$128,253 or 2.2% from the FY 2022 amended budget. Salaries and other personnel benefits decreased by a total of \$161,632 or 3.1% from the 2022 budget due to a reduction in officers.

POLICE DEPARTMENT

MISSION STATEMENT

The Police Department's mission consists of the following: to provide essential public safety services; preserve law and order; reduce crime and its effects; aid and promote traffic safety; protect the constitutional rights of all persons; and to provide proactive and effective responses to issues of public safety in the community.

GOALS

- 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 natural disasters.

FY 2021-22 ACCOMPLISHMENTS

1. **Continued Improvement of Service to the Citizens.** We are committed to ensuring Oakbrook Terrace remains a safe community and that our officers respond to all calls in a timely and safe manner. Calls for service have been handled in a positive and helpful manner as indicated in our Survey Program response.
2. **Reduce Exposure to Liability.**
Training. On-going training for our officers has been a high priority. A few notable training events that took place are as follows:
 - Officer Mastrino was trained as an Emergency Vehicle Operator Instructor and will be responsible for conducting emergency vehicle operations training with our officers on an annual basis.
 - Officer Tomopoulos refined his training in Close Quarter Handgun and Rifle/Carbine Tactical skills to enhance his ability and pass that

knowledge on to our officers in his role as one of the Department's Range Officers.

- Deputy Chief Clark attended the Safe-T Act training provided by the IL Association of Chiefs of Police and has kept the Department members apprised of the new legislation for law enforcement.
- Sergeant Hylton and Officer Tomopoulos recertified as Taser Instructors so they may continue to recertify our officers on the use of the Taser on an annual basis.
- Deputy Chief Clark, Detective Sergeant Lekki and Detective De Mario all attended the annual training conference hosted by the IL Homicide Investigators Association to maintain their certification as Lead Homicide Investigators.
- Officer Sluzewicz and Administrative Assistant Caruso recertified as Child Passenger Safety Seat Technicians.
- All Department members have accomplished their mandated yearly training.
- All our officers have attended the 40-hour Crisis Intervention Team training course.
- All officers received training in proper incident response, lawful use of force, and de-escalation tactics.
- All officers were recertified for CPR/AED skills and were newly-trained in the use of NARCAN.

COVID-19. We continue to use Chicago Water & Fire Restoration disinfecting services when precautionary Department cleanings dictate. Additionally, we have teamed up with the DuPage County Office of Homeland Security & Emergency Management to secure ample personal protective equipment for all employees, and we continue to follow the CDC recommendations when it comes to employee safety.

Drone. Detective Sergeant Lekki researched affordable drone options as drones have proven to be an essential asset in various situations (i.e., accident reconstruction, active shooter incidents, missing child searches, etc.). He was able to secure the purchase of a drone using IPRF Grant Funding.

3. **Staffing.** Budgetary constraints lead to the reduction of the Department's part-time Records employees as well in the reduction of hours of walk-in services. Adjustments were made, and the transition was smooth. Additionally, we are in the process of filling open patrol officer positions. We have hired one new officer who began training at the Suburban Law Enforcement Academy on January 3, 2022.

4. Deputy Chief Clark, Detective Sergeant Lekki and Detective De Mario continue to serve as members of DuPage County's Metropolitan Emergency Response and Investigations Team (MERIT). MERIT is a multi-jurisdictional task force made up of police officers, detectives, and civilian personnel from various law enforcement agencies. MERIT's purpose is to provide mutual aide to member agencies in need of assistance with criminal investigations, traffic crashes, tactical responses, and event planning.
5. Deputy Chief Clark and Detective De Mario serve as members of MERIT's Major Crimes Unit. This past year they have individually and/or collectively assisted several other municipalities with Murder, Attempted Murder and Home Invasion investigations.
6. Detective Sergeant Lekki serves as a member of MERIT's Major Crash Reconstruction Team. This year Detective Sergeant Lekki assisted with the investigation of various fatal traffic crashes that occurred in several municipalities.
7. Deputy Chief Clark and Officer Sluzewicz continue to serve as members of the Northern Illinois Police Alarm System (NIPAS) Mobile Field Force (MFF). This year they assisted numerous municipalities with the monitoring, safety, and control of thousands of protesters during numerous events. Deputy Chief Clark was promoted within the NIPAS organization on January 1, 2022, to the rank of overall Team Commander for the Mobile Field Force.

FY 2022-23 OBJECTIVES

1. **Continued Improvement of Service to the Citizen**
 - Provide effective police services: We are committed to ensuring Oakbrook Terrace remains a safe community by employing the best practices in law enforcement to meet the challenges of 21st century policing.
 - Officers will attempt to respond to all emergency and non-emergency response calls in a timely, yet safe manner.
 - Calls for service will be answered in a positive and helpful manner in all instances where possible.
2. **Reduce Exposure to Liability**
 - Continue development of a training program for our officers that assures topics including, but not limited to: law updates; ethics; use of force; emergency vehicle operations; critical incident response; defense tactics; first aid; Department policy; arrest, search and seizure; and the laws governing interview and interrogation techniques are taught and reviewed

on an annual basis. This training should be monitored by the First Line Supervisors and forwarded through the chain of command.

3. Increase Staffing

- Hire four (4) Police Officers to fill the vacated positions that occurred during the FY 2021/22 budget term. Three (3) positions will be filled in the Department's Patrol Division and one (1) position will be filled in the Department's Investigations Division.

4. Obtain a Department Therapy Dog

- Studies have shown that dogs provide health benefits, lower stress, and improve happiness. During these unprecedented times, a trained therapy dog can boost Departmental morale as well as encourage positive community relations by attending community events and visiting home-bound residents. The dog may also reduce anxiety by comfort victims and witnesses impacted by violence or traumatic events and work.

POLICE DEPARTMENT
Fiscal Year 2022-2023 Budget Summary & Performance Measures

| | FY 2020 Actual | FY 2021 Actual | FY 2022 Amended Budget | FY 2022 Estimated | FY 2023 Proposed |
|---------------------------|---------------------|---------------------|---------------------------|----------------------|---------------------|
| Department Summary | | | | | |
| Salaries & Wages | \$ 2,594,472 | \$ 2,671,592 | \$ 2,812,843 | \$ 2,624,797 | \$ 2,755,830 |
| Benefits | 2,278,579 | 2,406,559 | 2,477,432 | 2,368,918 | 2,372,813 |
| Contractual Services | 389,474 | 344,775 | 417,366 | 390,805 | 422,284 |
| Commodities | 122,867 | 92,110 | 63,039 | 71,594 | 91,500 |
| Capital | 2,033 | - | - | - | - |
| Department Totals | \$ 5,387,425 | \$ 5,515,036 | \$ 5,770,680 | \$ 5,456,115 | \$ 5,642,426 |

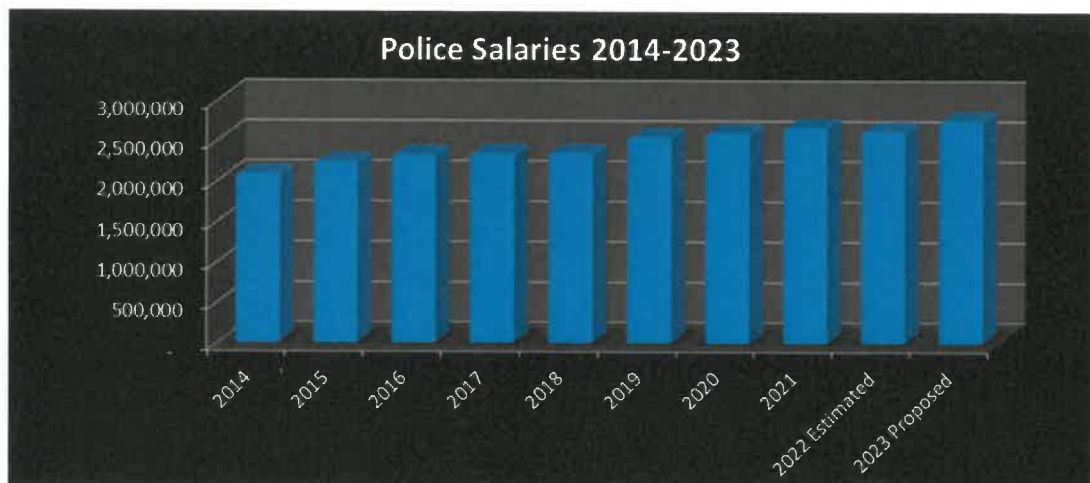
Police
Department Performance Measures

| Inputs | FY 2018 | FY 2019 | FY 2020 | FY 2021 | FY 2022 Estimated |
|---|--------------|--------------|--------------|--------------|----------------------|
| Number of full-time employees | 23 | 24 | 26 | 26 | 21 |
| Number of part-time/seasonal employees | 8 | 8 | 8 | 8 | 0 |
| Department Expenditures | \$ 4,652,433 | \$ 5,039,835 | \$ 5,387,425 | \$ 5,515,036 | \$ 5,456,115 |
| City Police Pension Contribution | \$ 1,039,772 | \$ 1,115,200 | \$ 1,378,856 | \$ 1,493,842 | \$ 1,563,231 |
| Pension Contribution as a % of Total Expenses | 22% | 22% | 26% | 27% | 29% |

| Outputs | Per Calendar Year | | | | |
|----------------------------------|-------------------|-------|------|-------|-------|
| | 2017 | 2018 | 2019 | 2020 | 2021 |
| Traffic Collision Investigations | 466 | 518 | 455 | 386 | 327 |
| Administrative Tows | 151 | 111 | 62 | 48 | 32 |
| Incident Investigations | 656 | 665 | 559 | 502 | 572 |
| Traffic Citations | 1,432 | 1,186 | 944 | 1,154 | 1,153 |
| Parking Citations | 333 | 346 | 676 | 445 | 29 |
| Arrests | 311 | 317 | 180 | 150 | 31 |

Goals (4 Areas based upon Current Goals)

| | Remain Fiscally Sound | Community Engagement | Enhance Public Health & Safety | Maintain Building & Zoning |
|---|--------------------------|-------------------------|-----------------------------------|----------------------------------|
| Continued Citizen Service Improvements | | X | X | |
| Reduce Exposure to Liability through Training | X | | X | |
| Equip all Police Staff with Body Cameras | | | X | |



| | 2014 | 2015 | 2016 | 2017 | 2018 | 2019 | 2020 | 2021 | 2022 Estimated | 2023 Proposed |
|----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-------------------|------------------|
| Salaries | 2,085,445 | 2,235,942 | 2,324,730 | 2,338,773 | 2,344,822 | 2,543,758 | 2,594,472 | 2,671,592 | 2,624,797 | 2,755,830 |



**CITY OF OAKBROOK TERRACE
BUILDING & ZONING
2022/2023 BUDGET
01-03**

| | Actual 19/20 | Actual 20/21 | Adopted Budget 21/22 | Amended Budget 21/22 | Department Estimated 21/22 | Department Proposed 22/23 | Administrator Proposed 22/23 | % Change In 21/22 Budget To Proposed | % Change In 21/22 Estimate To Proposed |
|------------------------------------|-------------------|-------------------|----------------------------|----------------------------|----------------------------------|---------------------------------|------------------------------------|--|--|
| Salaries & Wages | \$ 306,726 | \$ 311,682 | \$ 312,484 | \$ 321,463 | \$ 321,084 | \$ 347,613 | \$ 347,613 | 8.1% | 8.3% |
| Other Personnel Benefits | \$ 123,886 | \$ 123,344 | \$ 121,228 | \$ 123,006 | \$ 120,084 | \$ 520,534 | \$ 520,534 | 323.2% | 333.5% |
| Contractual Services | \$ 75,048 | \$ 74,376 | \$ 133,415 | \$ 133,415 | \$ 65,160 | \$ 84,061 | \$ 110,705 | -17.0% | 69.9% |
| Commodities | \$ 4,091 | \$ 3,798 | \$ 3,400 | \$ 3,400 | \$ 2,800 | \$ 3,200 | \$ 3,900 | 14.7% | 39.3% |
| Building & Zoning Total | \$ 509,751 | \$ 513,200 | \$ 570,527 | \$ 581,283 | \$ 509,128 | \$ 955,408 | \$ 982,752 | 69.1% | 93.0% |

| Salaries & Wages | | | | | | | | | |
|-------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------|-------------|
| 4110 - Full-time | \$ 292,110 | \$ 299,778 | \$ 295,185 | \$ 304,041 | \$ 303,355 | \$ 319,912 | \$ 319,912 | 5.2% | 5.5% |
| 4120 - Overtime | \$ 16 | \$ 254 | \$ - | \$ - | \$ 307 | \$ 469 | \$ 469 | 0.0% | 52.8% |
| 4140 - Part-time Other | \$ 10,500 | \$ 11,650 | \$ 13,200 | \$ 13,200 | \$ 13,200 | \$ 13,200 | \$ 13,200 | 0.0% | 0.0% |
| 4171 - Sick Leave Buy Back | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 9,810 | \$ 9,810 | 0.0% | 0.0% |
| 4190 - Top of the Range Award | \$ 4,099 | \$ - | \$ 4,099 | \$ 4,222 | \$ 4,222 | \$ 4,222 | \$ 4,222 | 0.0% | 0.0% |
| TOTAL | \$ 306,726 | \$ 311,682 | \$ 312,484 | \$ 321,463 | \$ 321,084 | \$ 347,613 | \$ 347,613 | 8.1% | 8.3% |

| Other Personnel Benefits | | | | | | | | | |
|---------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|---------------|---------------|
| 4510 - IMRF | \$ 32,937 | \$ 35,736 | \$ 34,667 | \$ 35,707 | \$ 32,873 | \$ 29,939 | \$ 29,939 | -16.2% | -8.9% |
| 4510 - 01 ERI | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 400,000 | \$ 400,000 | 0.0% | 0.0% |
| 4520 - FICA | \$ 23,316 | \$ 23,253 | \$ 23,922 | \$ 24,640 | \$ 24,563 | \$ 26,592 | \$ 26,592 | 7.9% | 8.3% |
| 4530 - Health Insurance | \$ 56,451 | \$ 52,799 | \$ 51,051 | \$ 51,051 | \$ 51,051 | \$ 52,633 | \$ 52,633 | 3.1% | 3.1% |
| 4531 - H.S.A. Contribution | \$ 7,250 | \$ 7,400 | \$ 7,400 | \$ 7,400 | \$ 7,060 | \$ 6,720 | \$ 6,720 | -9.2% | -4.8% |
| 4540 - Dental Insurance | \$ 2,573 | \$ 2,491 | \$ 2,493 | \$ 2,493 | \$ 2,493 | \$ 2,594 | \$ 2,594 | 4.1% | 4.0% |
| 4550 - Life Insurance | \$ 656 | \$ 663 | \$ 671 | \$ 691 | \$ 734 | \$ 747 | \$ 747 | 8.0% | 1.7% |
| 4570 - Unemployment Insurance | \$ 704 | \$ 1,001 | \$ 1,024 | \$ 1,024 | \$ 1,309 | \$ 1,309 | \$ 1,309 | 27.8% | 0.0% |
| TOTAL | \$ 123,886 | \$ 123,344 | \$ 121,228 | \$ 123,006 | \$ 120,084 | \$ 520,534 | \$ 520,534 | 323.2% | 333.5% |

| Contractual Services | | | | | | | | | |
|---------------------------------|------------------|------------------|-------------------|-------------------|------------------|------------------|-------------------|---------------|--------------|
| 5600 - Professional/Technical | \$ 45,404 | \$ 45,702 | \$ 90,000 | \$ 90,000 | \$ 40,000 | \$ 45,750 | \$ 72,000 | -20.0% | 80.0% |
| 5604 - City Engineer | \$ 15,097 | \$ 12,162 | \$ 20,000 | \$ 20,000 | \$ 10,000 | \$ 16,000 | \$ 16,000 | -20.0% | 60.0% |
| 5610 - Membership/Assoc Fees | \$ - | \$ - | \$ 450 | \$ 450 | \$ 350 | \$ 451 | \$ 350 | -22.2% | 0.0% |
| 5612 - Code Enforcement | \$ 7,313 | \$ 9,313 | \$ 9,000 | \$ 9,000 | \$ 7,500 | \$ 9,000 | \$ 9,000 | 0.0% | 20.0% |
| 5613 - Meeting Reimbursement | \$ 168 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | 0.0% | 0.0% |
| 5655 - Equipment Lease & Rental | \$ 321 | \$ 360 | \$ 400 | \$ 400 | \$ 360 | \$ 360 | \$ 380 | -5.0% | 5.6% |
| 5660 - Equipment Maint & Repair | \$ 874 | \$ 913 | \$ 800 | \$ 800 | \$ 800 | \$ 800 | \$ 800 | 0.0% | 0.0% |
| 5665 - Telephone Service | \$ 1,990 | \$ 1,940 | \$ 1,965 | \$ 1,965 | \$ 1,900 | \$ 1,900 | \$ 2,000 | 1.8% | 5.3% |
| 5668 - Communications | \$ 1,158 | \$ 1,039 | \$ 1,200 | \$ 1,200 | \$ 1,550 | \$ 1,200 | \$ 1,575 | 31.3% | 1.6% |
| 5700 - Public Information | \$ 380 | \$ 520 | \$ 600 | \$ 600 | \$ 300 | \$ 600 | \$ 600 | 0.0% | 100.0% |
| 5725 - Public Hearing Expense | \$ 2,345 | \$ 2,426 | \$ 9,000 | \$ 9,000 | \$ 2,400 | \$ 8,000 | \$ 8,000 | -11.1% | 233.3% |
| TOTAL | \$ 75,048 | \$ 74,376 | \$ 133,415 | \$ 133,415 | \$ 65,160 | \$ 84,061 | \$ 110,705 | -17.0% | 69.9% |

| Commodities | | | | | | | | | |
|-----------------------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|--------------|--------------|
| 6110 - Books & Publications | \$ 184 | \$ 145 | \$ 600 | \$ 600 | \$ - | \$ 1,000 | \$ 1,000 | 66.7% | 0.0% |
| 6120 - Office Supplies | \$ 583 | \$ 546 | \$ 600 | \$ 600 | \$ 600 | \$ 600 | \$ 600 | 0.0% | 0.0% |
| 6130 - Supplies | \$ 2,756 | \$ 1,700 | \$ 1,500 | \$ 1,500 | \$ 1,500 | \$ 1,600 | \$ 1,600 | 6.7% | 6.7% |
| 6151 - Hardware | \$ - | \$ 235 | \$ - | \$ - | \$ - | \$ - | \$ - | 0.0% | 0.0% |
| 6170 - Postage | \$ 568 | \$ 1,172 | \$ 700 | \$ 700 | \$ 700 | \$ - | \$ 700 | 0.0% | 0.0% |
| TOTAL | \$ 4,091 | \$ 3,798 | \$ 3,400 | \$ 3,400 | \$ 2,800 | \$ 3,200 | \$ 3,900 | 14.7% | 39.3% |

| | | | | | | | | | |
|------------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|--------------|--------------|
| Building & Zoning Total | \$ 509,751 | \$ 513,200 | \$ 570,527 | \$ 581,283 | \$ 509,128 | \$ 955,408 | \$ 982,752 | 69.1% | 93.0% |
|------------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|--------------|--------------|

NARRATIVE REPORT

Department: Building & Zoning **Date:** February 7, 2022
Activity: 01-03 **Prepared By:** Mihaela Dragan

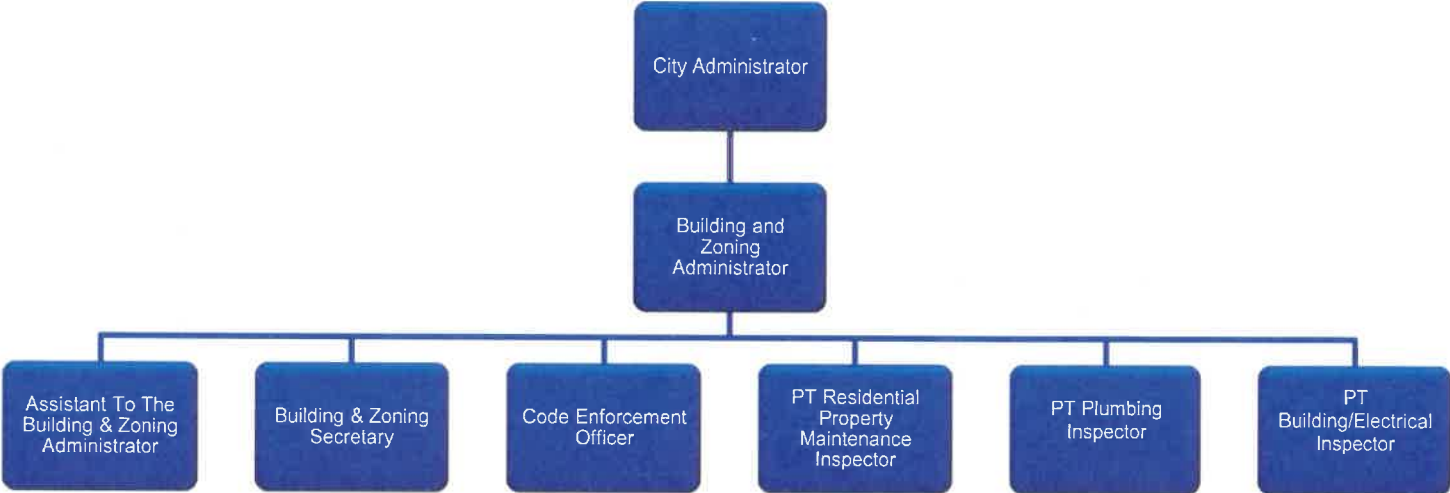
| Object Number | Narrative | Proposed |
|---------------|---|-----------|
| 4110 | Full-time Salaries | \$319,912 |
| | Budgeted amount is comprised of salaries for the Building & Zoning Administrator, Assistant to the Building & Zoning Administrator, Building & Zoning / Planning & Zoning Commission Secretary, and the Code Enforcement Officer. | |
| 4140 | Part-Time Other | \$13,200 |
| | These are the salaries of the seven (7) members of the Planning and Zoning Commission. | |
| 4171 | Sick Leave Buy Back | \$9,810 |
| | The budgeted amount is comprised of the following: Building & Zoning Administrator – 20% of 847.25 sick hours | |
| 4190 | Top of the Range Award | \$4,222 |
| | The budgeted amount is comprised of the following percentages: Building & Zoning Administrator – 3% Code Enforcement Officer – 1% | |
| 4500 | Other Personnel Benefits | \$520,534 |
| | These benefits include IMRF, FICA, and insurance for life, dental, health. This total also includes \$400,000 for an Early Retirement Incentive for the Building & Zoning Administrator. | |
| 5600 | Professional & Technical Services | \$72,000 |
| | Requested amount covers several contractual services contracts: semi-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 | \$16,000 |
| | Plan reviews and inspections related to stormwater / engineering. | |
| 5612 | Code Enforcement Officer | \$9,000 |
| | Budgeted amount relates to residential property maintenance inspections. | |
| 5665 | Telephone Service | \$2,000 |
| | Department's share of City's telephone system charges. | |

NARRATIVE REPORT

Department: Building & Zoning **Date:** February 7, 2022
Activity: 01-03 **Prepared By:** Mihaela Dragan

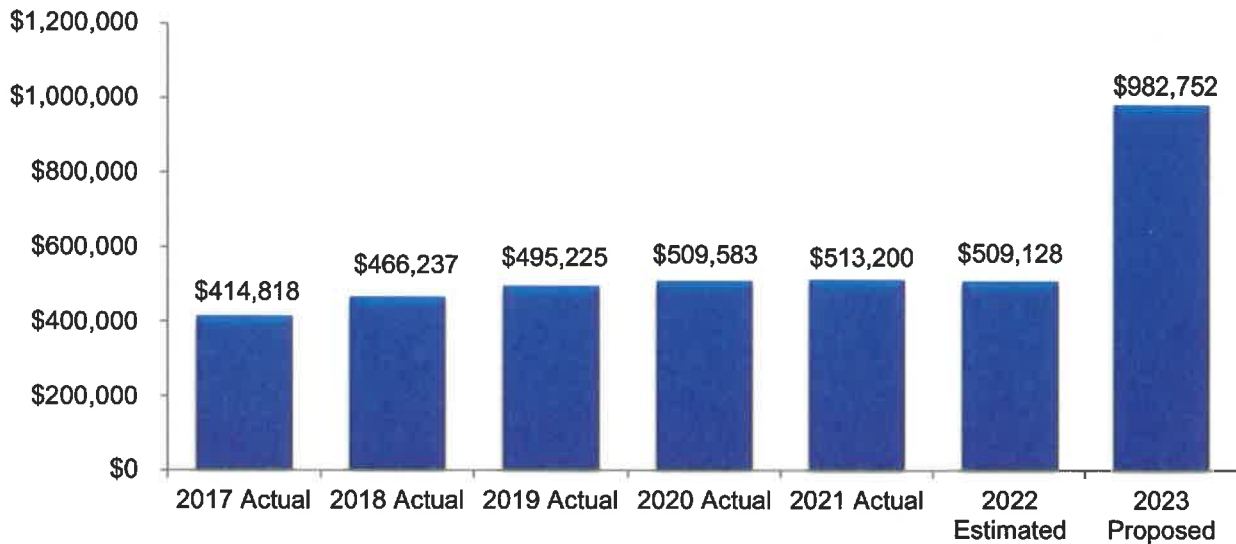
| Object Number | Narrative | Proposed |
|---------------|---|----------|
| 5668 | Communications | \$1,575 |
| | Cellular phone cost for Administration. | |
| 5725 | Public Hearing Expense | \$8,000 |
| | Budgeted figure is based on the anticipated need for public hearings and the publishing of legal notices. | |

Building and Zoning Department
Organization Chart
Fiscal Year Ended April 30, 2023

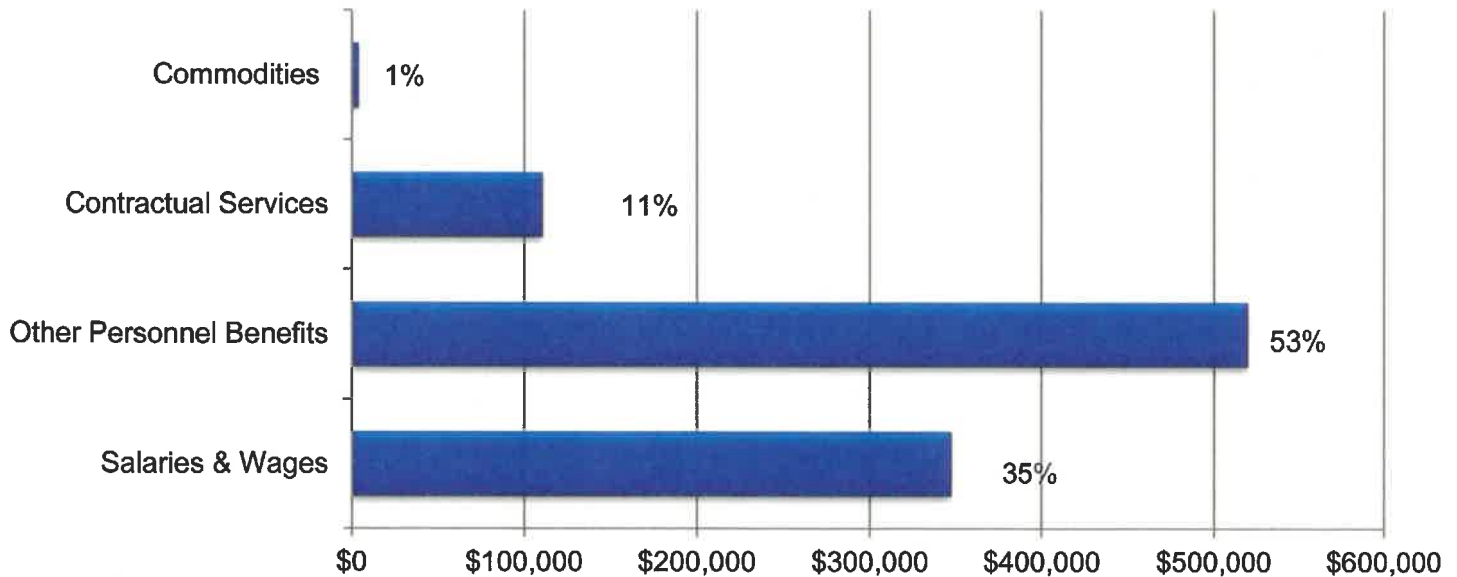


Building & Zoning

Building & Zoning Historical Expenditures



Other Personnel Benefits Represent 53% of the Proposed Budget



The FY 2023 Building and Zoning budget increased by \$401,468 or 69.1% from the FY 2022 budget. This increase is attributable to the Building & Zoning Administrator participating in an Early Retirement Incentive that the City has offered. The estimated employer portion cost is \$372,000. The City has also opted to cover the employee portion which is estimated at \$28,000.

BUILDING & ZONING DEPARTMENT

MISSION STATEMENT

The Building and Zoning 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

- To interpret, apply and enforce various code requirements pursuant to local ordinances and in accordance with the policies adopted by the City Council.
- To complete, maintain and update records of all building, zoning, property maintenance, and rental license activities.
- To facilitate the redevelopment of properties, annexations and other development/redevelopment projects that may arise.
- To monitor new developments and redevelopments of existing properties, construction, and to approve Certificates of Occupancy for all new commercial buildings, existing commercial property alterations and interior remodeling, as well as all residential homes and addition.
- To convert all Building and Zoning Department forms to fillable PDF forms.
- To digitize all department files into the Laserfiche Document Management System.

FY 2021–2022 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 193 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, 2021, through December 31, 2021. Building permit fees, including contractor's registration fees, certificates of occupancy fees, and public hearing fees collected during the eight month period totaled \$ 110,984.
2. Completed building plan examinations in-house and submitted plans for new construction only to the outside consultant as needed.
3. Administered the development throughout the City, including large commercial office tenants and retail.

4. Contractor's registration applications were processed, and licenses were issued for contractors performing work in the City.
5. Reviewed and approved business license applications to ensure that business uses are in compliance with the zoning classification of a property and parking to verify that Certificates of Occupancy were issued for new and old businesses prior to the approval of a business license.
6. 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.
7. Responded to requests for zoning verification letters.
8. Responded to FOIA requests.
9. Investigated residential and commercial property maintenance code complaints, and worked with property owners to assure compliance.
10. The City home inspectors were working this summer inspecting the exterior of all single family homes.
11. The City inspectors performed yearly rental inspections. The City currently has 45 rental dwellings.
12. City Council approved the revised elevator program to move to a yearly inspection schedule, increased inspection fees and implemented a payment term of net 90 days.

FY 2022–2023 OBJECTIVES

- To continue to monitor the Building and Zoning Department activities, and continue to enforce Building, Zoning, and Property Maintenance Codes including the rental inspection program.
- To continue to facilitate the development / redevelopment of construction projects throughout the City.
- To continue to recommend modifications to the zoning code as necessary.
- To continue to recommend modifications to the building, electrical and plumbing codes as necessary. To work with the City's consultants and inspectors to determine if amendments to the codes are needed.
- To continue to update the City's zoning map and land use map.
- To obtain most current City's aerial maps from DuPage County.

- To continue to request commercial property owners to maintain landscaping throughout the City.
- To encourage architects to provide adequate landscaping for commercial properties.
- To continue to update development packets to provide various information to the general public for building permit requirements, sign permit requirements required inspections, and public hearing documents submittal informational packet.
- Continue to monitor the Building and Zoning Department budget.
- Staff to review department records and dispose of documents that are approved under the State of Illinois Local Records Act (50 ILCS 205).

BUILDING AND ZONING DEPARTMENT

Fiscal Year 2022-2023 Budget Summary & Performance Measures

| | FY 2020 Actual | FY 2021 Actual | FY 2022 Amended Budget | FY 2022 Estimated | FY 2023 Proposed |
|---------------------------|-------------------|-------------------|---------------------------|----------------------|---------------------|
| Department Summary | | | | | |
| Salaries & Wages | \$ 306,726 | \$ 311,682 | \$ 321,463 | \$ 321,084 | \$ 347,613 |
| Benefits | 123,886 | 123,344 | 123,006 | 120,084 | 520,534 |
| Contractual Services | 74,880 | 74,376 | 133,415 | 65,160 | 110,705 |
| Commodities | 4,091 | 3,798 | 3,400 | 2,800 | 3,900 |
| Department Totals | \$ 509,583 | \$ 513,200 | \$ 581,283 | \$ 509,128 | \$ 982,752 |

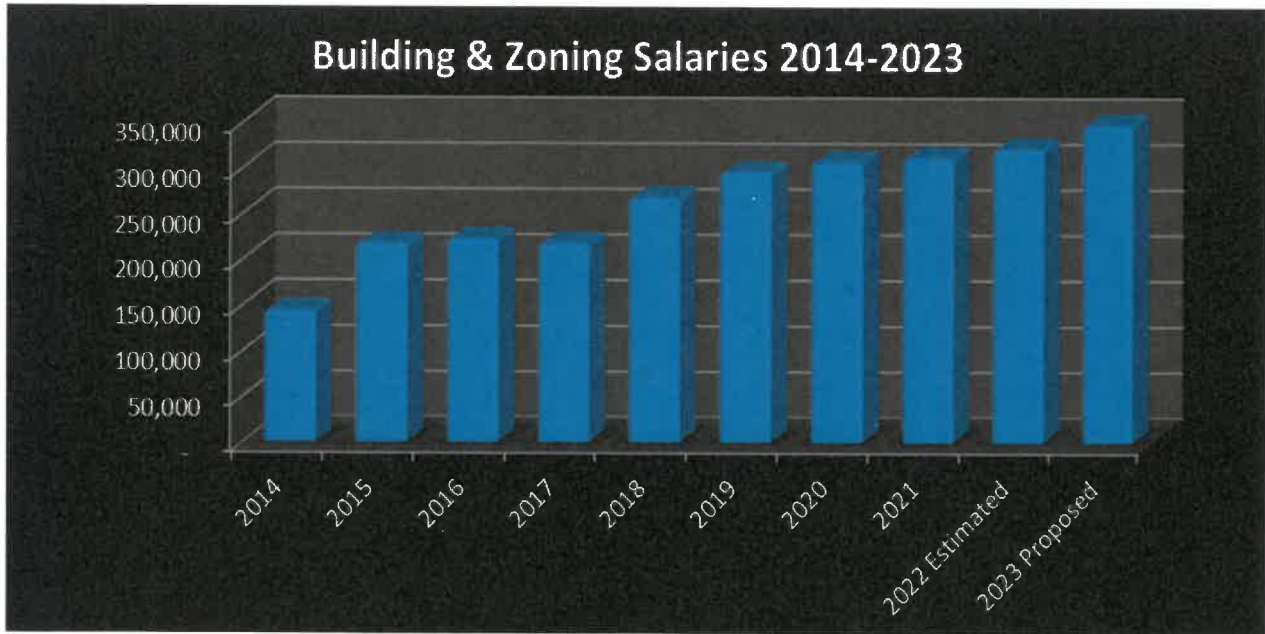
Building & Zoning Department Performance Measures

| Inputs | FY 2018 | FY 2019 | FY 2020 | FY 2021 | FY 2022 Est. |
|--------------------------------|------------|------------|------------|------------|--------------|
| Number of full-time employees* | 4 | 4 | 4 | 4 | 4 |
| Department Expenditures | \$ 466,237 | \$ 509,583 | \$ 509,583 | \$ 513,200 | \$ 509,128 |

| Outputs | Per Calendar Year | | | | |
|--|-------------------|------------|------------|------------|------------|
| | 2017 | 2018 | 2019 | 2020 | 2021 |
| Building Permits Issued | 348 | 326 | 327 | 294 | 245 |
| Inspections Conducted | 699 | 602 | 552 | 521 | 564 |
| Complaints/Service Requests Responded To | 106 | 210 | 265 | 121 | 151 |
| Building Permit Revenues | \$ 265,263 | \$ 252,314 | \$ 301,439 | \$ 174,631 | \$ 344,072 |
| # of Public Hearings | 17 | 8 | 16 | 7 | 7 |
| # of Certificates of Occupancy | 117 | 103 | 82 | 68 | 82 |

Goals (4 Areas based upon Current Goals)

| | Remain Fiscally Sound | Community Engagement | Enhance Public Health & Safety | Maintain Building & Zoning |
|---|--------------------------|-------------------------|-----------------------------------|----------------------------------|
| Monitor the Building and Zoning Department activities including: residential rental program | | | | X |
| Facilitate development / redevelopment | | | | X |
| Recommend modifications to the Building and Zoning codes as necessary | | | | X |
| Update the City's Zoning Ordinance, Zoning Map, and Land Use Map | | | | X |
| Monitor new businesses from concept through issuance of certificate of occupancy | | | | X |



| | 2014 | 2015 | 2016 | 2017 | 2018 | 2019 | 2020 | 2021 | 2022 Estimated | 2023 Proposed |
|----------|---------|---------|---------|---------|---------|---------|---------|---------|-------------------|------------------|
| Salaries | 143,822 | 216,994 | 222,343 | 217,400 | 267,348 | 295,239 | 306,726 | 311,682 | 321,084 | 347,613 |



**CITY OF OAKBROOK TERRACE
PUBLIC SERVICES DEPARTMENT - STREETS DIVISION
2022/2023 BUDGET
01-04**

| | Actual 19/20 | Actual 20/21 | Adopted Budget 21/22 | Amended Budget 21/22 | Department Estimated 21/22 | Department Proposed 22/23 | Department Administrator Proposed 22/23 | % Change In 21/22 Budget To Proposed | % Change In 21/22 Estimate To Proposed |
|---------------------------------|------------------|------------------|----------------------------|----------------------------|----------------------------------|---------------------------------|---|--|--|
| Salaries & Wages | \$280,058 | \$264,362 | \$295,755 | \$304,146 | \$292,667 | \$298,933 | \$298,933 | -1.7% | 2.1% |
| Other Personnel Benefits | \$127,809 | \$105,742 | \$101,242 | \$102,940 | \$98,477 | \$100,917 | \$100,917 | -2.0% | 2.5% |
| Contractual Services | \$193,387 | \$148,756 | \$149,314 | \$149,314 | \$170,899 | \$139,721 | \$157,322 | 5.4% | -7.9% |
| Commodities | \$41,190 | \$28,884 | \$41,325 | \$41,325 | \$43,165 | \$34,600 | \$44,750 | 8.3% | 3.7% |
| Street Department Total | \$642,443 | \$547,744 | \$587,636 | \$597,724 | \$605,209 | \$574,171 | \$601,922 | 0.7% | -0.5% |

| Salaries & Wages | | | | | | | | | |
|-------------------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|--------------|-------------|
| 4110 - Full-time | \$254,434 | \$253,166 | \$271,086 | \$279,219 | \$280,504 | \$282,630 | \$282,630 | 1.2% | 0.8% |
| 4120 - Overtime | \$4,287 | \$486 | \$3,000 | \$3,090 | \$1,714 | \$2,500 | \$2,500 | -19.1% | 45.9% |
| 4120 - 01 COVID Overtime | \$105 | \$- | \$- | \$- | \$- | \$- | \$- | 0.0% | 0.0% |
| 4140 - Part-time Other | \$15,623 | \$10,710 | \$16,068 | \$16,068 | \$4,680 | \$8,034 | \$8,034 | -50.0% | 71.7% |
| 4190 - Top of the Range Award | \$5,609 | \$- | \$5,601 | \$5,769 | \$5,769 | \$5,769 | \$5,769 | 0.0% | 0.0% |
| TOTAL | \$280,058 | \$264,362 | \$295,755 | \$304,146 | \$292,667 | \$298,933 | \$298,933 | -1.7% | 2.1% |

| Other Personnel Benefits | | | | | | | | | |
|---------------------------------|------------------|------------------|------------------|------------------|-----------------|------------------|------------------|--------------|-------------|
| 4510 - IMRF | \$29,543 | \$31,519 | \$33,086 | \$34,079 | \$31,026 | \$26,601 | \$26,601 | -21.9% | -14.3% |
| 4520 - FICA | \$21,909 | \$20,974 | \$22,875 | \$23,561 | \$22,580 | \$23,060 | \$23,060 | -2.1% | 2.1% |
| 4530 - Health Insurance | \$66,370 | \$45,374 | \$37,434 | \$37,434 | \$37,434 | \$42,431 | \$42,431 | 13.3% | 13.3% |
| 4531 - H.S.A. Contribution | \$4,825 | \$3,825 | \$3,825 | \$3,825 | \$3,480 | \$4,480 | \$4,480 | 17.1% | 28.7% |
| 4540 - Dental Insurance | \$3,418 | \$2,343 | \$1,926 | \$1,926 | \$1,926 | \$2,307 | \$2,307 | 19.8% | 19.8% |
| 4550 - Life Insurance | \$781 | \$647 | \$627 | \$646 | \$683 | \$690 | \$690 | 6.8% | 1.0% |
| 4570 - Unemployment Ins | \$962 | \$1,059 | \$1,469 | \$1,469 | \$1,348 | \$1,348 | \$1,348 | -8.2% | 0.0% |
| TOTAL | \$127,809 | \$105,742 | \$101,242 | \$102,940 | \$98,477 | \$100,917 | \$100,917 | -2.0% | 2.5% |

| Contractual Services | | | | | | | | | |
|---|----------|----------|----------|----------|----------|----------|----------|--------|-------|
| 5600 - Professional & Technical | \$504 | \$1,276 | \$1,000 | \$1,000 | \$940 | \$1,000 | \$1,000 | 0.0% | 6.3% |
| 5604 - City Engineer | \$5,072 | \$165 | \$1,000 | \$1,000 | \$- | \$1,000 | \$1,000 | 0.0% | 0.0% |
| 5605 - Training/Conferences | \$- | \$- | \$- | \$- | \$500 | \$500 | \$500 | 0.0% | 0.0% |
| 5610 - Membership & Association | \$340 | \$350 | \$350 | \$350 | \$360 | \$360 | \$380 | 8.6% | 5.6% |
| 5615 - Meetings | \$91 | \$70 | \$500 | \$500 | \$300 | \$500 | \$300 | -40.0% | 0.0% |
| 5650 - Physical Exams | \$- | \$- | \$500 | \$500 | \$- | \$500 | \$500 | 0.0% | 0.0% |
| 5655 - Equipment Lease & Rental | \$638 | \$360 | \$600 | \$600 | \$360 | \$1,000 | \$380 | -36.7% | 5.6% |
| 5660 - Equipment Maint & Repair | \$16,119 | \$18,383 | \$13,200 | \$13,200 | \$12,000 | \$13,500 | \$13,500 | 2.3% | 12.5% |
| 5660-01 Equipment Service Agreement | \$4,200 | \$9,235 | \$7,100 | \$7,100 | \$7,100 | \$9,000 | \$9,000 | 26.8% | 26.8% |
| 5663 - Vehicle Maint & Repair | \$28,305 | \$22,147 | \$20,000 | \$20,000 | \$20,000 | \$2,000 | \$20,000 | 0.0% | 0.0% |
| 5663-01 Vehicle Maint Service Agreement | \$4,345 | \$- | \$- | \$- | \$- | \$- | \$- | 0.0% | 0.0% |
| 5665 - Telephone Service | \$2,800 | \$3,904 | \$4,000 | \$4,000 | \$4,000 | \$4,000 | \$4,200 | 5.0% | 5.0% |
| 5668 - Communications | \$2,242 | \$4,097 | \$3,600 | \$3,600 | \$2,500 | \$3,600 | \$3,600 | 0.0% | 44.0% |
| 5700 - Public Information | \$- | \$- | \$400 | \$400 | \$- | \$400 | \$400 | 0.0% | 0.0% |
| 5715 - Uniform Allowance | \$1,823 | \$1,643 | \$2,300 | \$2,300 | \$2,300 | \$2,300 | \$2,300 | 0.0% | 0.0% |
| 5740 - Mosquito Abatement | \$16,060 | \$16,060 | \$16,300 | \$16,300 | \$16,300 | \$16,300 | \$16,300 | 0.0% | 0.0% |
| 5741 - Access Easement Maint | \$1,119 | \$1,141 | \$1,164 | \$1,164 | \$1,164 | \$1,186 | \$1,187 | 2.0% | 2.0% |
| 5755 - Traffic Signal Maint. | \$5,466 | \$8,199 | \$8,200 | \$8,200 | \$8,200 | \$8,200 | \$8,200 | 0.0% | 0.0% |
| 5758 - Utilities | \$11,543 | \$12,980 | \$12,000 | \$12,000 | \$13,500 | \$13,500 | \$13,500 | 12.5% | 0.0% |
| 5760 - Street Light Maint. | \$9,656 | \$13,934 | \$9,000 | \$9,000 | \$9,000 | \$10,000 | \$10,000 | 11.1% | 11.1% |
| 5763 - Street Sweeping | \$2,666 | \$4,185 | \$4,200 | \$4,200 | \$6,975 | \$6,975 | \$6,975 | 66.1% | 0.0% |
| 5765 - Lawn Maintenance | \$2,711 | \$3,929 | \$3,700 | \$3,700 | \$3,900 | \$3,900 | \$4,100 | 10.8% | 5.1% |



CITY OF OAKBROOK TERRACE
PUBLIC SERVICES DEPARTMENT - STREETS DIVISION
2022/2023 BUDGET
01-04

| | Actual 19/20 | Actual 20/21 | Adopted Budget 21/22 | Amended Budget 21/22 | Department Estimated 21/22 | Department Proposed 22/23 | Department Administrator Proposed 22/23 | % Change In 21/22 Budget To Proposed | % Change In 21/22 Estimate To Proposed |
|---------------------------------------|-------------------|-------------------|----------------------------|----------------------------|----------------------------------|---------------------------------|---|--|--|
| Contractual Services Continued | | | | | | | | | |
| 5766 - Tree Care | \$ 7,755 | \$ 2,950 | \$ 8,000 | \$ 8,000 | \$ 16,200 | \$ 8,000 | \$ 8,000 | 0.0% | -50.6% |
| 5770 - Building Maintenance | \$ 55,039 | \$ 11,795 | \$ 20,000 | \$ 20,000 | \$ 32,000 | \$ 20,000 | \$ 20,000 | 0.0% | -37.5% |
| 5770-01 Build Maint Service Agreement | \$ 14,892 | \$ 11,953 | \$ 12,000 | \$ 12,000 | \$ 13,300 | \$ 12,000 | \$ 12,000 | 0.0% | -9.8% |
| 5775 - Testing & Examinations | \$ - | \$ - | \$ 200 | \$ 200 | \$ - | \$ - | \$ - | -100.0% | 0.0% |
| TOTAL | \$ 193,387 | \$ 148,756 | \$ 149,314 | \$ 149,314 | \$ 170,899 | \$ 139,721 | \$ 157,322 | 5.4% | -7.9% |
| Commodities | | | | | | | | | |
| 6110 - Books & Publications | \$ 30 | \$ 30 | \$ 150 | \$ 150 | \$ - | \$ - | \$ - | -100.0% | 0.0% |
| 6120 - Office Supplies | \$ 631 | \$ 315 | \$ 500 | \$ 500 | \$ 250 | \$ 500 | \$ 500 | 0.0% | 100.0% |
| 6130 - Supplies | \$ 7,773 | \$ 4,601 | \$ 7,500 | \$ 7,500 | \$ 4,200 | \$ 7,500 | \$ 5,000 | -33.3% | 19.0% |
| 6132 - Lawn Maint Supplies | \$ 1,295 | \$ 2,429 | \$ 3,000 | \$ 3,000 | \$ 1,500 | \$ 3,000 | \$ 2,000 | -33.3% | 33.3% |
| 6133 - Street Repair Materials | \$ 12,834 | \$ 7,124 | \$ 10,000 | \$ 10,000 | \$ 15,500 | \$ 1,000 | \$ 10,000 | 0.0% | -35.5% |
| 6140 - NPDES Permit | \$ 1,284 | \$ 1,476 | \$ 1,600 | \$ 1,600 | \$ 1,000 | \$ 1,600 | \$ 1,600 | 0.0% | 60.0% |
| 6151 - Hardware | \$ - | \$ 405 | \$ - | \$ - | \$ 865 | \$ - | \$ - | 0.0% | -100.0% |
| 6170 - Postage | \$ 10 | \$ 12 | \$ 200 | \$ 200 | \$ 200 | \$ 200 | \$ 200 | 0.0% | 0.0% |
| 6180 - Fuel | \$ 7,463 | \$ 7,010 | \$ 8,725 | \$ 8,725 | \$ 9,000 | \$ 14,800 | \$ 14,800 | 69.6% | 64.4% |
| 6181 - Fuel Replacement Fund | \$ 4,650 | \$ - | \$ 4,650 | \$ 4,650 | \$ 4,650 | \$ - | \$ 4,650 | 0.0% | 0.0% |
| 6190 - Non-Capital Equipment | \$ 5,219 | \$ 5,481 | \$ 5,000 | \$ 5,000 | \$ 6,000 | \$ 6,000 | \$ 6,000 | 20.0% | 0.0% |
| TOTAL | \$ 41,190 | \$ 28,884 | \$ 41,325 | \$ 41,325 | \$ 43,165 | \$ 34,600 | \$ 44,750 | 8.3% | 3.7% |
| Street Total | \$ 642,443 | \$ 547,744 | \$ 587,636 | \$ 597,724 | \$ 605,209 | \$ 574,171 | \$ 601,922 | 0.7% | -0.5% |

NARRATIVE REPORT

Department: Public Services – Street Division **Date:** January 2022
Activity: 01-04 **Prepared By:** Craig Ward

| Object Number | Narrative | Proposed |
|---------------|--|-----------|
| 4110 | Full-time Salaries | \$282,630 |
| | 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. \$2,500 of salaries for snow removal is allocated to the MFT Fund. | |
| 4120 | Overtime | \$2,500 |
| | Estimated overtime expense for the budget year. | |
| 4140 | Part-time Other | \$8,034 |
| | One (1) seasonal employee working a maximum of 650 hours per year. This employee is mostly utilized in the summer months; occasionally they return to work in the winter. | |
| 4190 | Top of the Range Award | \$5,769 |
| | The budgeted amount is comprised of the following percentages: 50% Public Services Director – 3% Maintenance Worker/Mechanic – 2% (1) Maintenance Worker – 3% | |
| 4500 | Other Personnel Benefits | \$100,917 |
| | These benefits include IMRF, FICA, H.S.A contributions, unemployment insurance and insurance for life, dental, health. | |
| 5600 | Professional & Technical | \$1,000 |
| | Miscellaneous Professional and Technical assistance expenditures for Public Service projects. | |
| 5604 | City Engineer | \$1,000 |
| | Miscellaneous engineering costs associated with the Public Services Department. | |
| 5660 | Equipment Maintenance & Repair | \$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 be in need of repair. | |
| 5660-01 | Equipment Maintenance Service Agreement | \$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 |
| | This request funds the maintenance and repairs for all Public Services vehicles as well as the staff pool vehicle. Sandblasting, prime and painting of our dump truck bodies is also included. | |

NARRATIVE REPORT

Department: Public Services – Street Division **Date:** January 2022
Activity: 01-04 **Prepared By:** Craig Ward

| Object Number | Narrative | Proposed |
|---------------|---|----------|
| 5665 | Telephone Service | \$4,200 |
| | This account funds the Public Services portion of the City telephone system monthly charges. | |
| 5668 | Communications | \$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. | |
| 5715 | Uniform Allowance | \$2,300 |
| | 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, and one (1) seasonal worker. | |
| 5740 | Mosquito Abatement | \$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 | \$1,187 |
| | 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 | \$8,200 |
| | Costs to maintain the City's traffic signal. | |
| 5758 | Utilities | \$13,500 |
| | 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 |
| | Electricity charges and maintenance charges for the City's streetlights are expensed here. There are (93) LED streetlights in the City's subdivision. | |

NARRATIVE REPORT

Department: Public Services – Street Division **Date:** January 2022
Activity: 01-04 **Prepared By:** Craig Ward

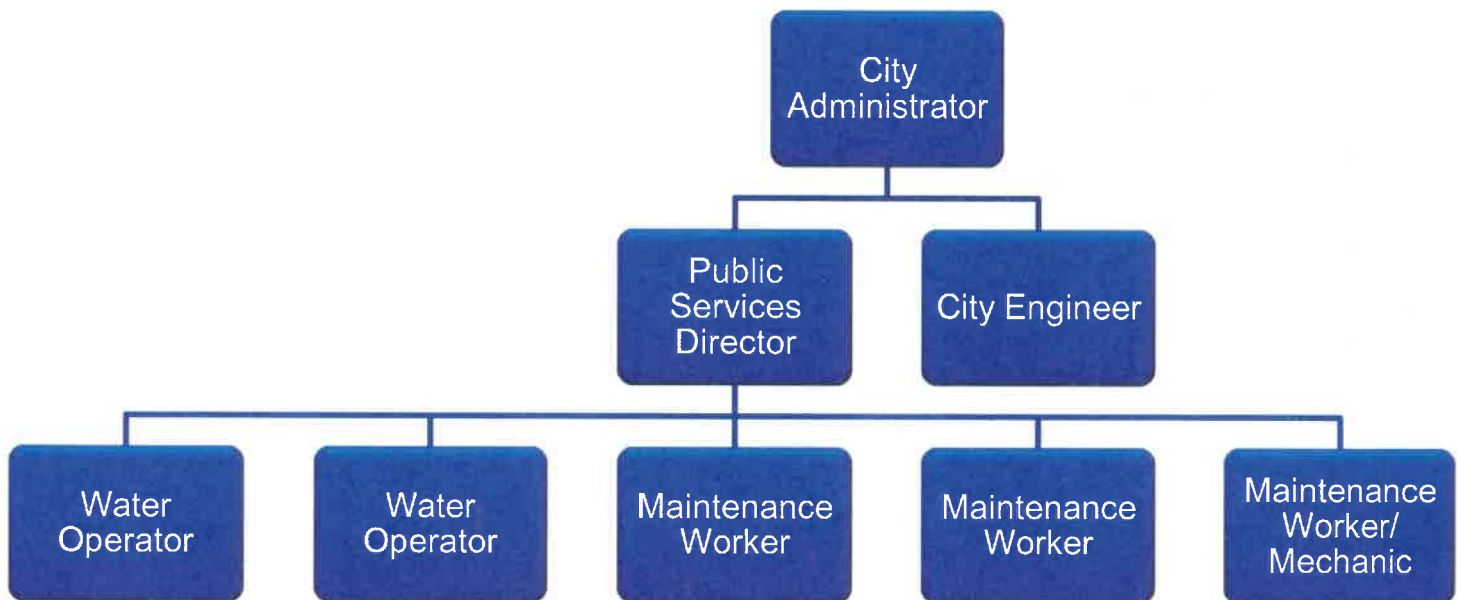
| Object Number | Narrative | Proposed |
|---------------|---|----------|
| 5763 | <u>Street Sweeping</u> | \$6,975 |
| | Requested funds will pay for five (5) scheduled sweepings of City-owned streets from curb to curb at \$1,395/each. | |
| 5765 | <u>Lawn Maintenance</u> | \$4,100 |
| | The requested amount is for turf chemical treatments. Mowing, trimming and bed maintenance are performed in house. | |
| 5766 | <u>Tree Care</u> | \$8,000 |
| | Tree planting, trimming, removal and stump grinding. | |
| 5770 | <u>Building Maintenance</u> | \$20,000 |
| | The requested amount includes building services associated with the repair of building facilities. | |
| 5770-01 | <u>Building Maintenance Service Agreement</u> | \$12,000 |
| | 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. | |
| 6132 | <u>Lawn Maintenance Supplies</u> | \$2,000 |
| | 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. | |
| 6133 | <u>Street Repair Materials</u> | \$10,000 |
| | Funds are used for residential mailbox repair, grass seed and dirt for right-of-way restoration, street patching, storm sewer repair and sign replacement. | |
| 6140 | <u>NPDES II Permit</u> | \$1,600 |
| | Annual NPDES Permit costs. | |
| 6180 | <u>Fuel</u> | \$14,800 |
| | Approximately 2,000 gallons of regular @ \$3.20 per gallon and 2,100 gallons of diesel gallons @ \$4.00 per gallon. The number of fuel gallons continues to decrease each year based upon better fuel efficiency achieved with the newer fleet of vehicles. | |
| 6181 | <u>Fuel Replacement Fund</u> | \$4,650 |
| | 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. | |

NARRATIVE REPORT

Department: Public Services – Street Division **Date:** January 2022
Activity: 01-04 **Prepared By:** Craig Ward

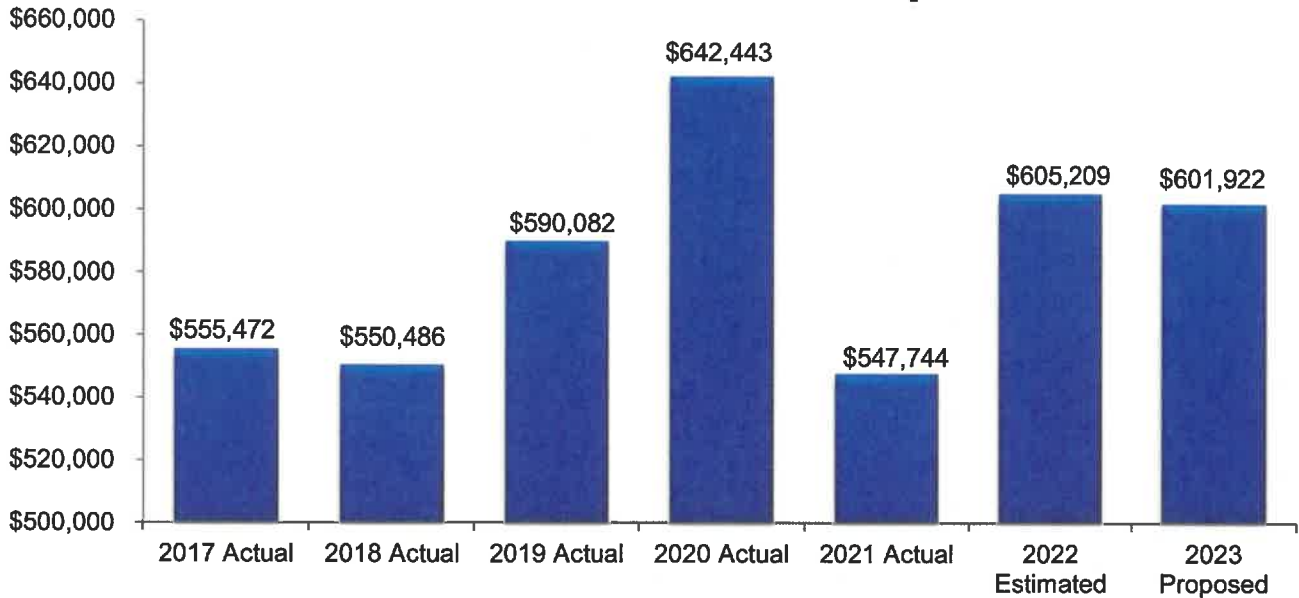
| Object Number | Narrative | Proposed |
|----------------------|--|-----------------|
| 6190 | Non-Capital Equipment | \$6,000 |
| | Funds are used for the purchase of any needed safety equipment (non-apparel), replacement parts, new chipper blades, chainsaws and miscellaneous tools and equipment needed. | |

Public Services Department
Organization Chart
Fiscal Year Ended April 30, 2023

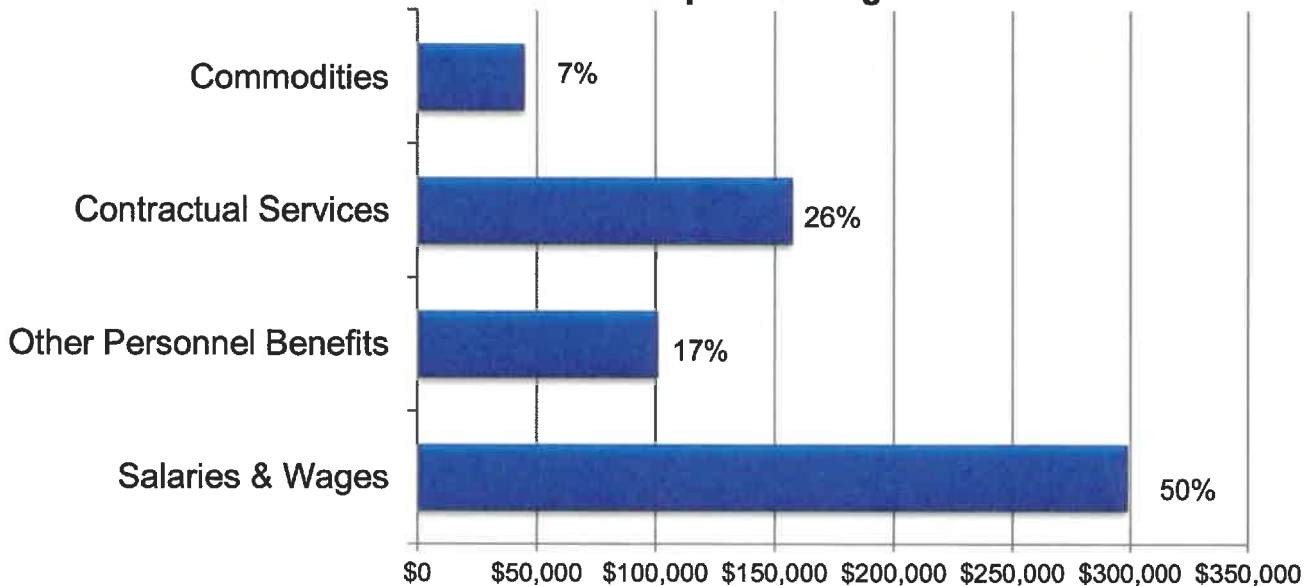


Public Services Street Division

Street Division Historical Expenditures



Salaries Represent 50% of the Proposed Budget



The Public Services Department's – Street Division budget for FY 2023 is \$601,922, representing an 8.5% or \$54,178 increase from the FY 2021 actual. This increase is mainly due to higher salaries, which include one employee in the step process and the rest receiving 2%-3% top of the range awards.

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 2021-2022 ACCOMPLISHMENTS

- Maintained compliance with the Manual on Uniform Traffic Control Devices.
- Various enhancements and landscaping at municipal complex and Kreml Park including a new sign at City Hall.
- New Welcome to Oakbrook Terrace Sign on Spring Rd
- Applied for and received a grant from IEPA for our upcoming 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 \$62.58 per ton.
- Enhanced all holiday décor at our various decorative points for our celebrated holidays with great reception from our residents.

➤ **FY 2022-2023 OBJECTIVES**

- Start construction on the City's Streambank Stabilization Project.
- 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 travels of our 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.

PUBLIC SERVICES - STREET
Fiscal Year 2022-2023 Budget Summary & Performance Measures

| | FY 2020 Actual | FY 2021 Actual | FY 2022 Amended Budget | FY 2022 Estimated | FY 2023 Proposed |
|---------------------------|-------------------|-------------------|---------------------------|----------------------|---------------------|
| Department Summary | | | | | |
| Salaries & Wages | \$ 280,058 | \$ 264,362 | \$ 304,146 | \$ 292,667 | \$ 298,933 |
| Benefits | 127,809 | 105,742 | 102,940 | 98,477 | 100,917 |
| Contractual Services | 193,387 | 148,756 | 149,314 | 170,899 | 157,322 |
| Commodities | 41,190 | 28,884 | 41,325 | 43,165 | 44,750 |
| Department Totals | \$ 642,443 | \$ 547,744 | \$ 597,724 | \$ 605,209 | \$ 601,922 |

Public Services - Street
Department Performance Measures

| Inputs | FY 2018 | FY 2019 | FY 2020 | FY 2021 | FY 2022 Est. |
|--|------------|------------|------------|------------|--------------|
| Number of full-time employees* | 3.5 | 3.5 | 4.5 | 3.5 | 3.5 |
| Number of part-time/seasonal employees | 2 | 2 | 2 | 1 | 1 |
| Department Expenditures | \$ 550,486 | \$ 590,082 | \$ 642,443 | \$ 547,744 | \$ 605,209 |

*50% of Public Services Director salary is budgeted in Streets.

| Outputs | Per Calendar Year | | | | |
|---|-------------------|------|------|------|------|
| | 2017 | 2018 | 2019 | 2020 | 2021 |
| Vehicle Maintenance - General Government Repairs | 552 | 565 | 561 | 575 | 549 |
| Street Repairs - Tons of Asphalt Spread | 45 | 50 | 40 | 45 | 30 |
| Sidewalk Repairs - Cubic Yards of Concrete Poured | 30 | 25 | 15 | 20 | 10 |
| Street Signs Replaced | 43 | 38 | 41 | 54 | 47 |
| Mailboxes Replaced | N/A | N/A | N/A | N/A | 69 |

| Effectiveness Measures | 2017 | 2018 | 2019 | 2020 | 2021 |
|---|------|------|------|------|------|
| Service Request Response Time - % within 48 hours | 100% | 100% | 100% | 100% | 100% |

Goals (4 Areas based upon Current Goals)

| | Remain Fiscally Sound | Community Engagement | Enhance Public Health & Safety | Maintain Building & Zoning |
|---|--------------------------|-------------------------|-----------------------------------|----------------------------------|
| Streambank Stabilization construction | | | X | |
| Maintain stormwater pipes, catch basins, and roadways | | | X | |
| Maintain all City facilities | X | | X | |
| Maintain all vehicles and equipment | X | | X | |



| | 2014 | 2015 | 2016 | 2017 | 2018 | 2019 | 2020 | 2021 | 2022 Estimated | 2023 Proposed |
|----------|---------|---------|---------|---------|---------|---------|---------|---------|-------------------|------------------|
| Salaries | 252,607 | 265,693 | 265,567 | 256,977 | 246,803 | 285,801 | 280,058 | 264,362 | 292,667 | 298,933 |



**CITY OF OAKBROOK TERRACE
TOURISM DEPARTMENT
2022/23 BUDGET
01-06**

| | Actual 19/20 | Actual 20/21 | Adopted Budget 21/22 | Department Estimated 21/22 | Department Proposed 22/23 | Administrator Proposed 22/23 | % Change In 21/2 Budget To Proposed | % Change In 21/22 Estimate To Proposed |
|------------------------------------|------------------|------------------|----------------------------|----------------------------------|---------------------------------|------------------------------------|---|--|
| Contractual Services | \$ 88,765 | \$ 52,040 | \$ 134,378 | \$ 91,050 | \$ 141,992 | \$ 141,992 | 5.7% | 55.9% |
| Tourism Total | \$ 88,765 | \$ 52,040 | \$ 134,378 | \$ 91,050 | \$ 141,992 | \$ 141,992 | 5.7% | 55.9% |
| Contractual Services | | | | | | | | |
| 5610 - Membership/Assoc Fees | \$ 51,744 | \$ 24,984 | \$ 48,378 | \$ 52,000 | \$ 55,992 | \$ 55,992 | 15.7% | 7.7% |
| 5620 - DCVB Marketing Campaign | \$ 30,704 | \$ 21,056 | \$ 80,000 | \$ 25,000 | \$ 80,000 | \$ 80,000 | 0.0% | 220.0% |
| 5781 - OBT Historical Society Cont | \$ 6,000 | \$ 6,000 | \$ 6,000 | \$ 14,050 | \$ 6,000 | \$ 6,000 | 0.0% | -57.3% |
| 5782 - Event Sponsorship | \$ 317 | \$ - | \$ - | \$ - | \$ - | \$ - | 0.0% | 0.0% |
| TOTAL | \$ 88,765 | \$ 52,040 | \$ 134,378 | \$ 91,050 | \$ 141,992 | \$ 141,992 | 5.7% | 55.9% |
| Tourism Total | \$ 88,765 | \$ 52,040 | \$ 134,378 | \$ 91,050 | \$ 141,992 | \$ 141,992 | 5.7% | 55.9% |

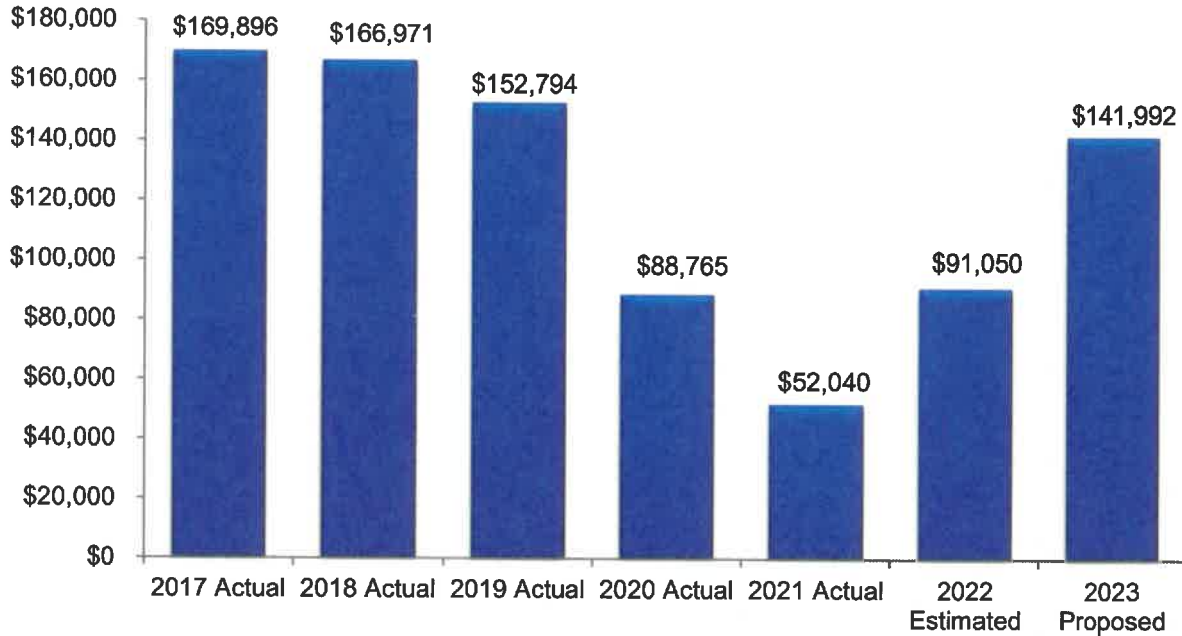
NARRATIVE REPORT

Department: Tourism **Date:** January 2022
Activity: 01-06 **Prepared By:** Amy Marrero

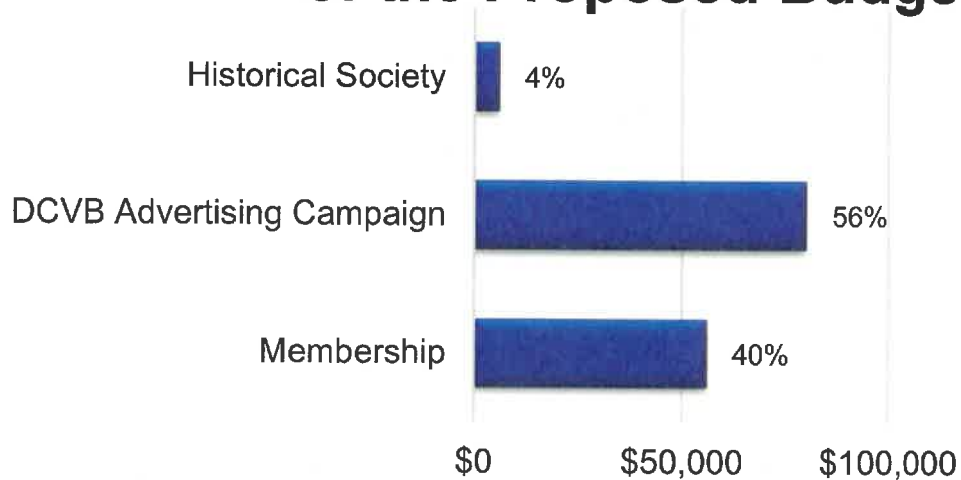
| Object Number | Narrative | Proposed | | | | | | | | | | | | | | | | | | |
|----------------------|---|----------|--------------|----------------|-----|----------------------|-----|-------------------|-----|---------------|-----|-------------|-----|-------------------|-----|--------------|------------|--|-------|--|
| 5610 | Membership & Association Fees | \$55,992 | | | | | | | | | | | | | | | | | | |
| | <p>The City's DCVB membership is based on the Fiscal Year 2023 estimated revenue of \$1,087,000 for both regular, extended stay and online hotel taxes. The membership cost is 25% of the first 1% of hotel/motel tax collected, which is estimated to be \$45,292.</p> <p>Additionally, the City pays the hotel membership dues (\$10/room x 1,070 rooms = \$10,700)</p> <table border="0" style="margin-left: 40px;"> <tr> <td></td> <td align="center"><u>Rooms</u></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>142</u></td> </tr> <tr> <td></td> <td align="right">1,070</td> </tr> </table> | | <u>Rooms</u> | Comfort Suites | 103 | Courtyard by Marriot | 147 | Hilton Garden Inn | 128 | Hilton Suites | 211 | Holiday Inn | 227 | Staybridge Suites | 112 | Choice Hotel | <u>142</u> | | 1,070 | |
| | <u>Rooms</u> | | | | | | | | | | | | | | | | | | | |
| Comfort Suites | 103 | | | | | | | | | | | | | | | | | | | |
| Courtyard by Marriot | 147 | | | | | | | | | | | | | | | | | | | |
| Hilton Garden Inn | 128 | | | | | | | | | | | | | | | | | | | |
| Hilton Suites | 211 | | | | | | | | | | | | | | | | | | | |
| Holiday Inn | 227 | | | | | | | | | | | | | | | | | | | |
| Staybridge Suites | 112 | | | | | | | | | | | | | | | | | | | |
| Choice Hotel | <u>142</u> | | | | | | | | | | | | | | | | | | | |
| | 1,070 | | | | | | | | | | | | | | | | | | | |
| 5620 | DCVB Marketing Campaign | \$80,000 | | | | | | | | | | | | | | | | | | |
| | <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 | | | | | | | | | | | | | | | | | | |
| | <p>This line item represents the City's \$6,000 contribution towards the Historical Society.</p> | | | | | | | | | | | | | | | | | | | |

Tourism

Tourism Historical Expenditures



Advertising Represents 56% of the Proposed Budget



The Tourism FY 2023 proposed budget is \$141,992. This is an increase of \$50,942 from the FY 2022 estimate mainly due to the DCVB marketing campaign line item. The estimate for FY 2022 is \$25,000 compared to \$80,000 in FY 2023.

TOURISM DEPARTMENT

MISSION STATEMENT

The Tourism Department's mission is twofold: first to carry out a well-conceived, strategic advertising and marketing campaign working with the City's seven (7) hotels through the DuPage Convention and Visitors Bureau (DCVB) and second to work with the Greater Oak Brook Chamber of Commerce (GOCC) to fill vacancies, attract businesses, and foster a working relationship between the City and the current and prospective business community.

GOALS

To maintain and develop effective communication and marketing between the Hotel Commission and the DCVB. To work with the Chamber in business recruitment and retention as well as explore new methods and techniques for promoting the City's businesses.

FY 2021-2022 ACCOMPLISHMENTS

1. Hosted monthly Hotel Commission meetings to review the success of the DCVB's advertising and marketing campaign – ***Level 1 Goal #1.7.***

FY 2022-2023 OBJECTIVES

- To conduct no less than bi-monthly meetings of the Hotel Commission to monitor the effectiveness of the advertising campaign and to discuss new marketing concepts as they arise.
- Keep the City Council informed of the Hotel Commission activities through quarterly presentations.
- Improve transparency of marketing expenses
- Work closely with the Greater Oak Brook Chamber of Commerce with initiatives to retain, attract, and promote businesses to the City.

TOURISM
Fiscal Year 2022-2023 Budget Summary & Performance Measures

| | FY 2020 Actual | FY 2021 Actual | FY 2022 Adopted Budget | FY 2022 Estimated | FY 2023 Proposed |
|-------------------------------------|-------------------|-------------------|---------------------------|----------------------|---------------------|
| Department Summary | | | | | |
| DCVB Membership Fees \$ | 51,744 | \$ 24,984 | \$ 48,378 | \$ 52,000 | \$ 55,992 |
| DCVB Marketing Campaign | 30,704 | 21,056 | 80,000 | 25,000 | 80,000 |
| Oakbrook Terrace Historical Society | 6,000 | 6,000 | 6,000 | 14,050 | 6,000 |
| Event Sponsorship | 317 | - | - | - | - |
| Department Totals \$ | 88,765 | \$ 52,040 | \$ 134,378 | \$ 91,050 | \$ 141,992 |

Tourism
Department Performance Measures

| Inputs | FY 2018 | FY 2019 | FY 2020 | FY 2021 | FY 2022 Est. |
|----------------------------|---------|------------|-----------|-----------|--------------|
| Department Expenditures \$ | 166,971 | \$ 152,794 | \$ 88,765 | \$ 52,040 | \$ 91,050 |
| # of Hotels | 6 | 6 | 6 | 7 | 7 |

| Outputs | FY 2018 | FY 2019 | FY 2020 | FY 2021 | FY 2022 Est. |
|----------------------|------------------|---------------------|---------------------|-------------------|-------------------|
| Hotel Motel Taxes \$ | 1,527,946 | \$ 1,484,271 | \$ 1,248,064 | \$ 469,650 | \$ 911,550 |
| Online Hotel Taxes | 30,518 | 29,151 | 27,064 | 18,963 | 26,727 |
| Extended Stay Taxes | 55,393 | 49,071 | 38,073 | 26,292 | 52,932 |
| Totals \$ | 1,613,857 | \$ 1,562,493 | \$ 1,313,200 | \$ 514,905 | \$ 991,209 |

Goals (4 Areas based upon Current Goals)

| | Remain Fiscally Sound | Community Engagement | Enhance Public Health & Safety | Maintain Building & Zoning |
|---|--------------------------|-------------------------|-----------------------------------|----------------------------------|
| Conduct monthly Hotel Commission meetings | X | | | |
| Continue Oakbrook Terrace Historical Society Contribution | | X | | |
| Improve transparency of marketing expenses | X | | | |



**CITY OF OAKBROOK TERRACE
POLICE COMMISSION
2022/2023 BUDGET
01-10**

| | Actual 19/20 | Actual 20/21 | Adopted Budget 21/22 | Department Estimated 21/22 | Department Proposed 22/23 | Department Administrator Proposed 22/23 | % Change In 21/22 Budget To Proposed | % Change In 21/22 Estimate To Proposed |
|----------------------------------|------------------|------------------|----------------------------|----------------------------------|---------------------------------|---|--|--|
| Salaries & Wages | \$ 7,000 | \$ 7,050 | \$ 9,000 | \$ 8,250 | \$ 8,250 | \$ 8,250 | -8.3% | 0.0% |
| Other Personnel Benefits | \$ 494 | \$ 539 | \$ 689 | \$ 631 | \$ 631 | \$ 631 | -8.3% | 0.0% |
| Contractual Services | \$ 11,135 | \$ 3,001 | \$ 9,100 | \$ 15,475 | \$ 17,500 | \$ 17,500 | 92.3% | 13.1% |
| Commodities | \$ 230 | \$ 41 | \$ 610 | \$ 358 | \$ 610 | \$ 610 | 0.0% | 70.4% |
| Police Commission Total | \$ 18,858 | \$ 10,632 | \$ 19,399 | \$ 24,714 | \$ 26,991 | \$ 26,991 | 39.1% | 9.2% |
| Salaries & Wages | | | | | | | | |
| 4130 - Part-time Regular | \$ 7,000 | \$ 7,050 | \$ 9,000 | \$ 8,250 | \$ 8,250 | \$ 8,250 | -8.3% | 0.0% |
| TOTAL | \$ 7,000 | \$ 7,050 | \$ 9,000 | \$ 8,250 | \$ 8,250 | \$ 8,250 | -8.3% | 0.0% |
| Other Personnel Benefits | | | | | | | | |
| 4520 - FICA | \$ 494 | \$ 539 | \$ 689 | \$ 631 | \$ 631 | \$ 631 | -8.3% | 0.0% |
| TOTAL | \$ 494 | \$ 539 | \$ 689 | \$ 631 | \$ 631 | \$ 631 | -8.3% | 0.0% |
| Contractual Services | | | | | | | | |
| 5600 - Professional/Technical | \$ - | \$ - | \$ 1,500 | \$ - | \$ 1,500 | \$ 1,500 | 0.0% | 0.0% |
| 5610 - Membership & Assoc Fees | \$ 375 | \$ 375 | \$ 500 | \$ 375 | \$ 500 | \$ 500 | 0.0% | 33.3% |
| 5620 - Advertising & Publication | \$ 39 | \$ 483 | \$ 500 | \$ 100 | \$ 500 | \$ 500 | 0.0% | 400.0% |
| 5775 - Testing & Examinations | \$ 10,721 | \$ 2,143 | \$ 6,600 | \$ 15,000 | \$ 15,000 | \$ 15,000 | 127.3% | 0.0% |
| TOTAL | \$ 11,135 | \$ 3,001 | \$ 9,100 | \$ 15,475 | \$ 17,500 | \$ 17,500 | 92.3% | 13.1% |
| Commodities | | | | | | | | |
| 6110 - Books & Publications | \$ - | \$ - | \$ 60 | \$ 308 | \$ 60 | \$ 60 | 0.0% | -80.5% |
| 6120 - Office Supplies | \$ - | \$ - | \$ 200 | \$ - | \$ 200 | \$ 200 | 0.0% | 0.0% |
| 6130 - Supplies | \$ 230 | \$ 41 | \$ 150 | \$ 50 | \$ 150 | \$ 150 | 0.0% | 200.0% |
| 6170 - Postage | \$ - | \$ - | \$ 200 | \$ - | \$ 200 | \$ 200 | 0.0% | 0.0% |
| TOTAL | \$ 230 | \$ 41 | \$ 610 | \$ 358 | \$ 610 | \$ 610 | 0.0% | 70.4% |
| Police Commission Total | \$ 18,858 | \$ 10,632 | \$ 19,399 | \$ 24,714 | \$ 26,991 | \$ 26,991 | 39.1% | 9.2% |

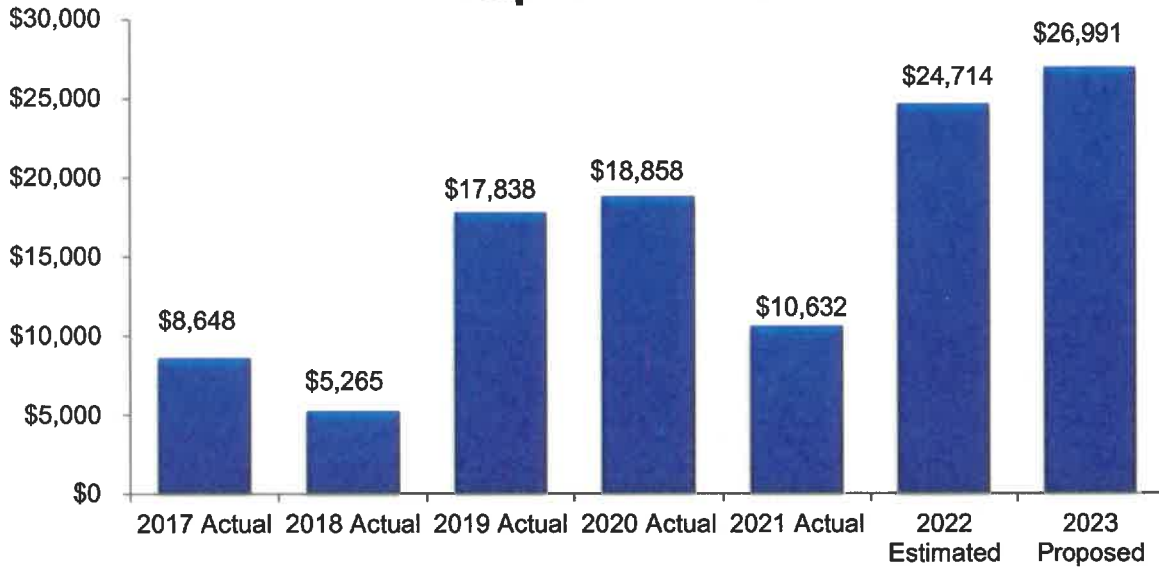
NARRATIVE REPORT

Department: Police Commission **Date:** January 2022
Activity: 01-10 **Prepared By:** Amy Marrero

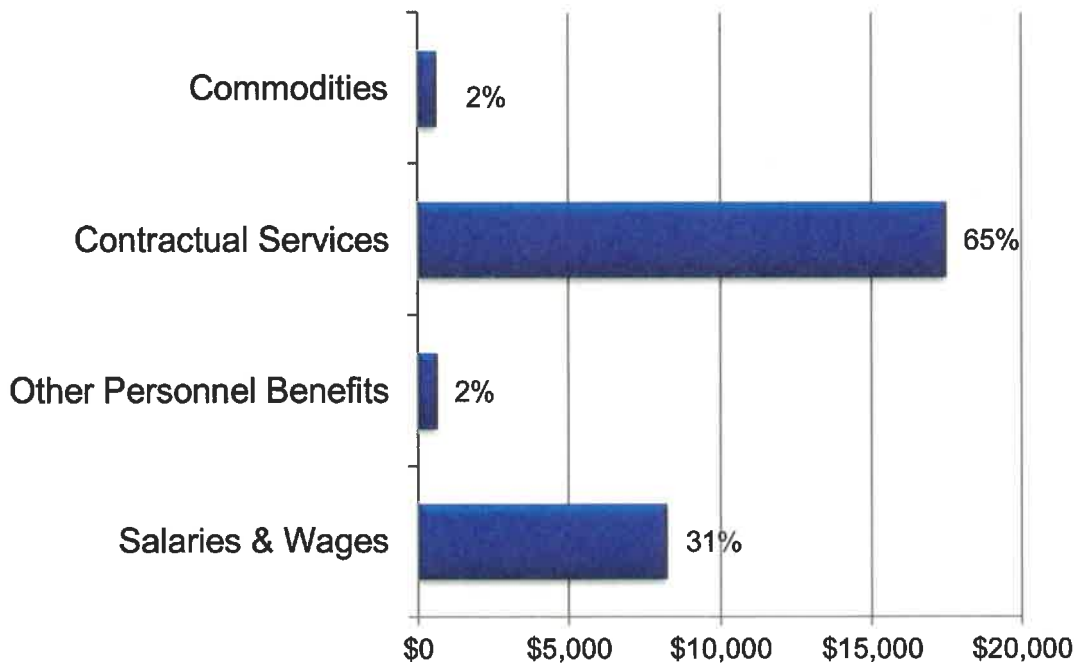
| Object Number | Narrative | Proposed |
|---------------|---|----------|
| 4130 | Part-Time Regular | \$8,250 |
| | Budgeted amount is for the part-time salaries paid to the three (3) members of the Police Commission based on the number of meetings (includes three (3) "special" meetings) and the recording secretary. | |
| 5600 | Professional/Technical | \$1,500 |
| | Budgeted figure is used for attorney fees if needed. | |
| 5775 | Testing & Examinations | \$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. | |

Police Commission

Police Commission Historical Expenditures



Contractual Services Represent 65% of the Proposed Budget

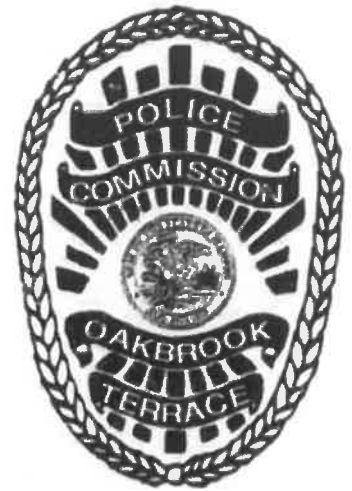


The Police Commission FY 2023 budget is \$26,991. Police Commissioner stipends at \$8,250 represents 31% budget. Contractual services, which includes testing, represents 65% of the budget.

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 2021-2022 ACCOMPLISHMENTS

1. Sergeant promotional testing in September 2021.
2. New applicant and lateral testing in November 2021.

FY 2022-2023 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.

POLICE COMMISSION
Fiscal Year 2022-2023 Budget Summary & Performance Measures

| | FY 2020 Actual | FY 2021 Actual | FY 2022 Adopted Budget | FY 2022 Estimated | FY 2023 Proposed |
|---------------------------|-------------------|-------------------|---------------------------|----------------------|---------------------|
| Department Summary | | | | | |
| Salaries & Wages | \$ 7,000 | \$ 7,050 | \$ 9,000 | \$ 8,250 | \$ 8,250 |
| Benefits | 494 | 539 | 689 | 631 | 631 |
| Contractual Services | 11,135 | 3,001 | 9,100 | 15,475 | 17,500 |
| Commodities | 230 | 41 | 610 | 358 | 610 |
| Department Totals | \$ 18,858 | \$ 10,632 | \$ 19,399 | \$ 24,714 | \$ 26,991 |

Police Commission
Department Performance Measures

| Inputs | FY 2018 | FY 2019 | FY 2020 | FY 2021 | FY 2022 Est. |
|-------------------------|----------|-----------|-----------|-----------|--------------|
| Department Expenditures | \$ 5,265 | \$ 17,838 | \$ 18,858 | \$ 10,632 | \$ 24,714 |

| Outputs | Calendar Year | | | | |
|----------------------------|---------------|-------------|------------|------|----------------|
| | 2017 | 2018 | 2019 | 2020 | 2021 |
| Police Applicant Testing | March 2017 | | April 2019 | | March 2021 |
| Sergeant Applicant Testing | | August 2018 | | | September 2021 |

Goals (4 Areas based upon Current Goals)

| | Remain Fiscally Sound | Community Engagement | Enhance Public Health & Safety | Maintain Building & Zoning |
|--|--------------------------|-------------------------|-----------------------------------|----------------------------------|
| Conduct testing for new officers and sergeant promotions | | | X | |
| Update Police Commission rules and regulations | | | X | |



**CITY OF OAKBROOK TERRACE
FINANCE DEPARTMENT
2022/2023 BUDGET
01-11**

| | Actual 19/20 | Actual 20/21 | Adopted Budget 21/22 | Amended Budget 21/22 | Department Estimated 21/22 | Department Proposed 22/23 | Administrator Proposed 22/23 | % Change In 21/22 Budget To Proposed | % Change In 21/22 Estimate To Proposed |
|---------------------------------|-------------------|-------------------|----------------------------|----------------------------|----------------------------------|---------------------------------|------------------------------------|--|--|
| Salaries & Wages | \$ 151,693 | \$ 156,124 | \$ 136,559 | \$ 140,635 | \$ 158,547 | \$ 237,364 | \$ 237,364 | 68.8% | 49.71% |
| Other Personnel Benefits | \$ 42,315 | \$ 43,467 | \$ 39,709 | \$ 40,533 | \$ 37,228 | \$ 98,569 | \$ 98,569 | 143.2% | 164.78% |
| Contractual Services | \$ 286,718 | \$ 318,409 | \$ 403,089 | \$ 403,089 | \$ 385,725 | \$ 397,293 | \$ 411,543 | 2.1% | 6.69% |
| Commodities | \$ 22,323 | \$ 13,289 | \$ 4,550 | \$ 4,550 | \$ 32,650 | \$ 35,350 | \$ 27,350 | 501.1% | -16.23% |
| Capital Expenditures | \$ - | \$ - | \$ - | \$ - | \$ 25,261 | \$ - | \$ - | 0.0% | -100.00% |
| Finance Department Total | \$ 503,049 | \$ 531,289 | \$ 583,907 | \$ 588,807 | \$ 639,411 | \$ 768,576 | \$ 774,826 | 31.6% | 21.18% |

| Salaries & Wages | | | | | | | | | |
|-----------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|--------------|---------------|
| 4110 - Full-time | \$ 82,374 | \$ 87,208 | \$ 118,327 | \$ 121,877 | \$ 138,634 | \$ 165,262 | \$ 165,262 | 35.6% | 19.21% |
| 4110 - 01 COVID Full-time | \$ 486 | \$ 202 | \$ - | \$ - | \$ - | \$ - | \$ - | 0.0% | 0.00% |
| 4130 - Overtime | \$ 258 | \$ 86 | \$ - | \$ - | \$ 160 | \$ - | \$ - | 0.0% | -100.00% |
| 4130 - Part-time Regular | \$ 66,489 | \$ 68,627 | \$ 17,551 | \$ 18,078 | \$ 19,463 | \$ 72,102 | \$ 72,102 | 298.8% | 270.46% |
| 4130 - 01 COVID Part-time Regular | \$ 2,086 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | 0.0% | 0.00% |
| 4190 - Top of the Range | \$ - | \$ - | \$ 681 | \$ 681 | \$ 290 | \$ - | \$ - | -100.0% | -100.00% |
| TOTAL | \$ 151,693 | \$ 156,124 | \$ 136,559 | \$ 140,635 | \$ 158,547 | \$ 237,364 | \$ 237,364 | 68.8% | 49.71% |

| Other Personnel Benefits | | | | | | | | | |
|---------------------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|---------------|----------------|
| 4510 - IMRF | \$ 17,374 | \$ 18,766 | \$ 16,733 | \$ 17,235 | \$ 14,384 | \$ 28,058 | \$ 28,058 | 62.8% | 95.06% |
| 4520 - FICA | \$ 11,750 | \$ 11,761 | \$ 10,447 | \$ 10,760 | \$ 10,199 | \$ 23,673 | \$ 23,673 | 120.0% | 132.11% |
| 4530 - Health Insurance | \$ 9,686 | \$ 9,176 | \$ 8,805 | \$ 8,805 | \$ 8,805 | \$ 35,948 | \$ 35,948 | 308.3% | 308.27% |
| 4531 - H.S.A. Contribution | \$ 2,500 | \$ 2,550 | \$ 2,550 | \$ 2,550 | \$ 2,395 | \$ 6,720 | \$ 6,720 | 163.5% | 180.58% |
| 4540 - Dental Insurance | \$ 382 | \$ 384 | \$ 384 | \$ 384 | \$ 384 | \$ 1,800 | \$ 1,800 | 368.7% | 368.66% |
| 4550 - Life Insurance | \$ 188 | \$ 195 | \$ 278 | \$ 286 | \$ 242 | \$ 409 | \$ 409 | 42.8% | 68.69% |
| 4570 - Unemployment Ins | \$ 435 | \$ 635 | \$ 512 | \$ 512 | \$ 818 | \$ 1,962 | \$ 1,962 | 283.2% | 139.85% |
| TOTAL | \$ 42,315 | \$ 43,467 | \$ 39,709 | \$ 40,533 | \$ 37,228 | \$ 98,569 | \$ 98,569 | 143.2% | 164.78% |

| Contractual Services | | | | | | | | | |
|---------------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------|--------------|
| 5600 - Professional/Technical | \$ 88,075 | \$ 65,823 | \$ 63,833 | \$ 63,833 | \$ 66,700 | \$ 66,987 | \$ 66,987 | 4.9% | 0.43% |
| 5600-15 - Investment Manager Fees | \$ 2,120 | \$ 2,207 | \$ 2,225 | \$ 2,225 | \$ 2,225 | \$ 2,400 | \$ 2,400 | 7.9% | 7.87% |
| 5605 - Training/Conferences | \$ 921 | \$ 135 | \$ - | \$ - | \$ - | \$ - | \$ - | 0.0% | 0.00% |
| 5606 - Credit Card Transaction Fees | \$ 3,488 | \$ 2,717 | \$ 2,700 | \$ 2,700 | \$ 5,600 | \$ 6,000 | \$ 6,000 | 122.2% | 7.14% |
| 5610 - Membership/Assoc Fees | \$ 510 | \$ 160 | \$ 600 | \$ 600 | \$ 160 | \$ 160 | \$ 160 | -73.3% | 0.00% |
| 5630 - Risk Management Insurance | \$ 64,786 | \$ 69,243 | \$ 72,443 | \$ 72,443 | \$ 67,645 | \$ 83,772 | \$ 83,772 | 15.6% | 23.84% |
| 5631 - Workers Compensation Insurance | \$ 108,785 | \$ 141,720 | \$ 222,737 | \$ 222,737 | \$ 204,627 | \$ 195,870 | \$ 195,870 | -12.1% | -4.28% |
| 5640 - Vision Insurance | \$ 5,431 | \$ 5,245 | \$ 4,591 | \$ 4,591 | \$ 4,283 | \$ 4,693 | \$ 4,693 | 2.2% | 9.57% |
| 5655 - Equipment Lease & Rental | \$ 321 | \$ 360 | \$ 360 | \$ 360 | \$ 361 | \$ 361 | \$ 361 | 0.3% | 0.00% |
| 5660 - Equipment Maint & Repair | \$ 874 | \$ 913 | \$ 900 | \$ 900 | \$ 900 | \$ 900 | \$ 900 | 0.0% | 0.00% |
| 5660-01 Equipment Service Agreement | \$ 790 | \$ 6,211 | \$ 6,500 | \$ 6,500 | \$ 7,905 | \$ 8,300 | \$ 8,300 | 27.7% | 5.00% |
| 5660-02 Software Service Agreement | \$ - | \$ 14,547 | \$ 15,000 | \$ 15,000 | \$ 15,000 | \$ 15,750 | \$ 30,000 | 100.0% | 100.00% |
| 5665 - Telephone Service | \$ 2,255 | \$ 2,199 | \$ 2,300 | \$ 2,300 | \$ 2,100 | \$ 2,100 | \$ 2,100 | -8.7% | 0.00% |
| 5668 - Communications | \$ 4,781 | \$ 4,819 | \$ 4,900 | \$ 4,900 | \$ 4,720 | \$ 5,000 | \$ 5,000 | 2.0% | 5.93% |
| 5683 - Collections Fees | \$ 1,481 | \$ 954 | \$ 1,000 | \$ 1,000 | \$ 1,000 | \$ 2,000 | \$ 2,000 | 100.0% | 100.00% |
| 5700 - Public Information | \$ 2,101 | \$ 1,124 | \$ 3,000 | \$ 3,000 | \$ 2,500 | \$ 3,000 | \$ 3,000 | 0.0% | 20.00% |
| 5705 - Filing Fees | \$ - | \$ 30 | \$ - | \$ - | \$ - | \$ - | \$ - | 0.0% | 0.00% |
| TOTAL | \$ 286,718 | \$ 318,409 | \$ 403,089 | \$ 403,089 | \$ 385,725 | \$ 397,293 | \$ 411,543 | 2.1% | 6.69% |

| Commodities | | | | | | | | | |
|------------------------|------------------|------------------|-----------------|-----------------|------------------|------------------|------------------|---------------|----------------|
| 6120 - Office Supplies | \$ 1,519 | \$ 1,213 | \$ 1,200 | \$ 1,200 | \$ 1,900 | \$ 2,000 | \$ 2,000 | 66.7% | 5.26% |
| 6130 - Supplies | \$ 312 | \$ 326 | \$ 350 | \$ 350 | \$ 350 | \$ 350 | \$ 350 | 0.0% | 0.00% |
| 6150 - Software | \$ 18,419 | \$ 9,087 | \$ - | \$ - | \$ 26,300 | \$ 30,000 | \$ 22,000 | 0.0% | -16.35% |
| 6151 - Hardware | \$ - | \$ 184 | \$ - | \$ - | \$ 1,600 | \$ - | \$ - | 0.0% | -100.00% |
| 6170 - Postage | \$ 2,073 | \$ 2,480 | \$ 3,000 | \$ 3,000 | \$ 2,500 | \$ 3,000 | \$ 3,000 | 0.0% | 20.00% |
| TOTAL | \$ 22,323 | \$ 13,289 | \$ 4,550 | \$ 4,550 | \$ 32,650 | \$ 35,350 | \$ 27,350 | 501.1% | -16.23% |

| Capital Expenditures | | | | | | | | | |
|-----------------------------|-------------|-------------|-------------|-------------|------------------|-------------|-------------|-------------|-----------------|
| 7175 - Investment Expense | \$ - | \$ - | \$ - | \$ - | \$ 25,261 | \$ - | \$ - | 0.0% | -100.00% |
| TOTAL | \$ - | \$ - | \$ - | \$ - | \$ 25,261 | \$ - | \$ - | 0.0% | -100.00% |

| | | | | | | | | | |
|----------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|--------------|---------------|
| Finance Total | \$ 503,049 | \$ 531,289 | \$ 583,907 | \$ 588,807 | \$ 639,411 | \$ 768,576 | \$ 774,826 | 31.6% | 21.18% |
|----------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|--------------|---------------|

NARRATIVE REPORT

Department:

Finance Department

Date:

February 2022

Activity:

01-11

Prepared By:

Amy Marrero

| Object Number | Narrative | Proposed |
|---------------|---|-----------|
| 4110 | Full-time Salaries | \$165,262 |
| | Budgeted amount includes salary for the Finance Coordinator and for the Fiscal Assistant. | |
| 4130 | Part-Time Regular | \$72,102 |
| | Budgeted amount is for newly created positions of IT Coordinator and Media Specialist. | |
| 4500 | Other Personnel Benefits | \$98,569 |
| | These benefits include IMRF, FICA, H.S.A. contribution, unemployment insurance and insurance for life, dental and health. | |
| 5600 | Professional & Technical Services | \$66,987 |
| | Budget figure includes cost for the annual audit (\$52,020) and payroll services (\$10,143). Also included are the GFOA award fees (\$805) and safety deposit box fees (\$160). Additionally, the charges for OPEB and actuary fees (\$2,835), and disclosure requirement fees (\$1,024) are budgeted here. | |
| 5600-15 | Investment Manager Fees | \$2,400 |
| | These fees are paid to the City's financial advisors to invest the General Fund's excess cash. | |
| 5606 | Credit Card Transaction Fees | \$6,000 |
| | Costs associated with accepting credit card payments. | |
| 5630 | Risk Management Insurance | \$83,772 |
| | Two-thirds of the expense for insurance coverage (liability, property, 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 | \$195,870 |
| | 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 | \$4,693 |
| | Costs associated with vision insurance offered to City employees. | |

NARRATIVE REPORT

Department:

Finance Department

Date:

February 2022

Activity:

01-11

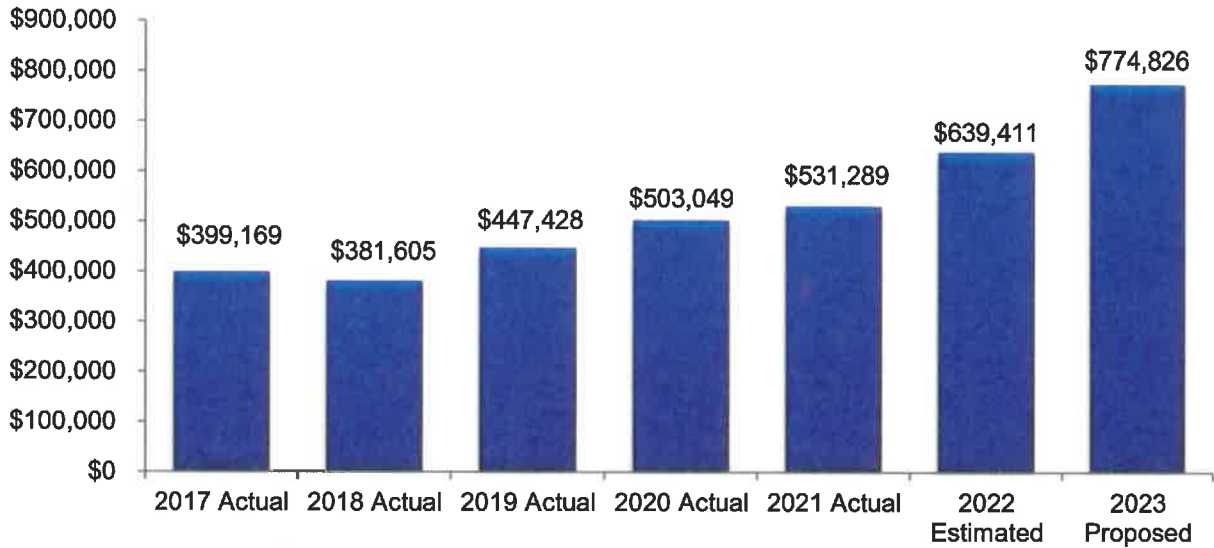
Prepared By:

Amy Marrero

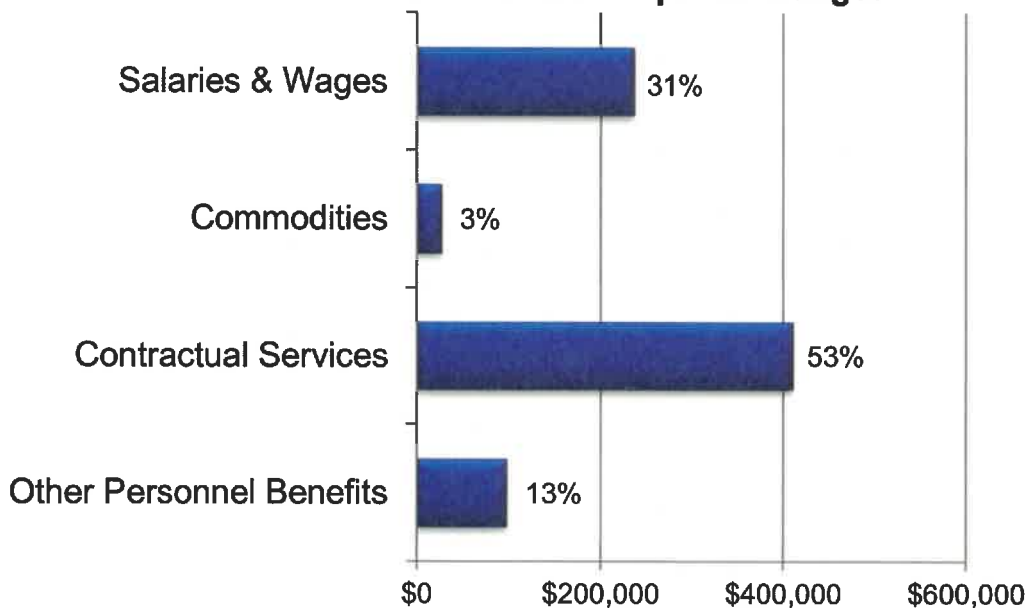
| Object Number | Narrative | Proposed |
|---------------|---|----------|
| 5660-01 | Equipment Service Agreement | \$8,300 |
| | Telephone and Springbrook software support. | |
| 5660-02 | Software Service Agreement | \$30,000 |
| | Costs are for the annual maintenance for the APC-UPS, Barracuda Web Filter, Barracuda Cloud Back-up, Veritas system, VMware, Symantec, and the Police Department SANs warranty, Duo Authenticity, Knowb4 Annual Training. | |
| 5665 | Telephone Service | \$2,100 |
| | Finance Department's share of phone service charges. | |
| 5668 | Communications | \$5,000 |
| | Comcast charges for internet, digital adapters and business video. | |
| 5683 | Collection Fees | \$2,000 |
| | Fees charged by collection agency. | |
| 5700 | Public Information | \$3,000 |
| | Filing of Annual Treasurer's Report along with the printing of the adopted budget and Comprehensive Annual Financial Report covers are charged in this line item. | |
| 6150 | Software | \$22,000 |
| | Adobe Software licenses | |

Finance

Finance Historical Expenditures



Contractual Services Represent 53% of the Proposed Budget



The Finance FY 2023 budget is \$774,826 representing an increase of \$135,416 or 21.2% from the FY 2022 estimate. The increase is partly due to new positions created in the Finance Department for a full time Fiscal Assistant, part time IT Coordinator and part time Media Specialist.

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 2021-2022 ACCOMPLISHMENTS

1. Successful receipt of the Distinguished Budget Presentation Award for the FY 2022 Budget (past 14 years) – **Staff Goal.**
2. Successful receipt of the Certificate of Achievement for Excellence in Financial Reporting for the FY 2020 Comprehensive Annual Financial Report (past 17 years) – **Staff Goal.**
3. Upgraded our financial software, Springbrook, to be cloud-based. The cloud offers automatic updates and better security with multi factor authentication.
4. Received the first allocation of the American Rescue Plan Act funds in the amount of \$142,752.80. Will receive the second allocation of funds in the summer of 2022.
5. Received \$5,385 from FEMA for reimbursement of protective measures taken during the pandemic. We are expected to receive an additional \$23,865.87.

FY 2022-2023 OBJECTIVES

- To have the departments perform timesheet entry through new Paylocity module.
- To improve communications with residents through the City's new website and Facebook page.
- 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 Comprehensive Annual 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 in a timely fashion as stated by City ordinance.
- Implement a Food & Beverage Tax at 1.5% of restaurant gross sales.

FINANCE DEPARTMENT

Fiscal Year 2022-2023 Budget Summary & Performance Measures

| | | FY 2020 Actual | FY 2021 Actual | FY 2022 Amended Budget | FY 2022 Estimated | FY 2023 Proposed |
|---------------------------|--------------------------|-------------------|-------------------|---------------------------|----------------------|---------------------|
| Department Summary | | | | | | |
| | Salaries & Wages | \$ 151,693 | \$ 156,124 | \$ 140,635 | \$ 158,547 | \$ 237,364 |
| | Benefits | 42,315 | 43,467 | 40,533 | 37,228 | 98,569 |
| | Contractual Services | 286,718 | 318,409 | 403,089 | 385,725 | 411,543 |
| | Commodities | 22,323 | 13,289 | 4,550 | 32,650 | 27,350 |
| | Capital Expenditures | - | - | - | 25,261 | - |
| | Department Totals | \$ 503,049 | \$ 531,289 | \$ 588,807 | \$ 639,411 | \$ 774,826 |

Finance Department Performance Measures

| Inputs | FY 2018 | FY 2019 | FY 2020 | FY 2021 | FY 2022 Est. |
|--|------------|------------|------------|------------|--------------|
| Number of full-time employees* | 1.5 | 1.5 | 1.5 | 1.5 | 1.5 |
| Number of part-time/seasonal employees** | 1 | 1 | 2 | 1.5 | 0.5 |
| Department Expenditures | \$ 381,605 | \$ 447,428 | \$ 503,049 | \$ 531,289 | \$ 639,411 |

*City Administrator also serves as Finance Director

**Administrative Assistant works 50% of time in Executive Management and 50% in Finance

| Outputs | FY 2017 | FY 2018 | FY 2019 | FY 2020 | FY 2021 |
|--------------------------|---------|---------|---------|---------|---------|
| Business Licenses Issued | 364 | 349 | 360 | 416 | 415 |
| Credit Card Transactions | 479 | 593 | 689 | 710 | 849 |
| Purchase Orders | 86 | 83 | 91 | 89 | 82 |
| Accounts Payable Checks | 1,302 | 1,259 | 1,264 | 1,216 | 1,296 |

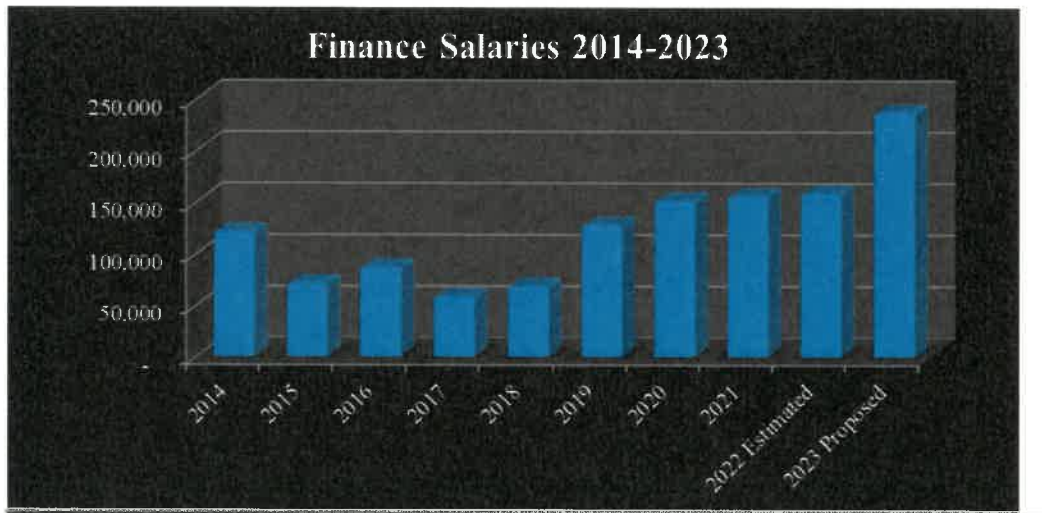
| Effectiveness Measures | FY 2017 | FY 2018 | FY 2019 | FY 2020 | FY 2021 |
|------------------------|---------|---------|---------|---------|---------|
|------------------------|---------|---------|---------|---------|---------|

| | | | | | |
|--|----|----|----|----|-----|
| GFOA Distinguished Budget Award | X | X | X | X | X |
| GFOA Excellence in Financial Reporting | X | X | X | X | TBD |
| City Bond Rating (Standard and Poor's) | AA | AA | AA | AA | AA* |

* Standard & Poor's issued a AA rating for the City's refinanced 2012 A Business District (April 2021)

Goals (4 Areas based upon Current Goals)

| Goals | Remain Fiscally Sound | Community Engagement | Enhance Public Health & Safety | Maintain Building & Zoning |
|--|--------------------------|-------------------------|-----------------------------------|----------------------------------|
| Compose & Distribute Popular Annual Financial Report | X | X | | |
| Secure Additional COVID Grants | X | | | |
| Assist departments with new payroll entry process | X | | | |
| Implement Springbrook cashless payment options | X | X | | |
| Monitor new businesses and discontinued businesses | X | | | X |



| | 2014 | 2015 | 2016 | 2017 | 2018 | 2019 | 2020 | 2021 | 2022 Estimated | 2023 Proposed |
|----------|---------|--------|--------|--------|--------|---------|---------|---------|-------------------|------------------|
| Salaries | 121,494 | 71,447 | 87,133 | 58,309 | 68,598 | 127,877 | 151,693 | 156,124 | 158,547 | 237,364 |



**CITY OF OAKBROOK TERRACE
ECONOMIC DEVELOPMENT
2022/2023 BUDGET
01-13**

| | Actual 19/20 | Actual 20/21 | Adopted Budget 21/22 | Department Estimated 21/22 | Department Proposed 22/23 | Administrator Proposed 22/23 | % Change In 21/22 Budget To Proposed | % Change In 21/22 Estimate To Proposed |
|--|-------------------|-------------------|----------------------------|----------------------------------|---------------------------------|------------------------------------|--|--|
| Contractual Services | \$ 283,208 | \$ 607,852 | \$ 274,167 | \$ 278,769 | \$ 242,000 | \$ 242,000 | -11.7% | -13.2% |
| Economic Development Total | \$ 283,208 | \$ 607,852 | \$ 274,167 | \$ 278,769 | \$ 242,000 | \$ 242,000 | -11.7% | -13.2% |
| Contractual Services | | | | | | | | |
| 5750 - Home Depot Reimbursable | \$ 191,376 | \$ 219,928 | \$ 221,000 | \$ 229,742 | \$ 242,000 | \$ 242,000 | 9.5% | 5.3% |
| 5754 - Oakbrook Terrace LLC Reimbursable | \$ 91,833 | \$ 97,141 | \$ 53,167 | \$ 49,027 | \$ - | \$ - | -100.0% | -100.0% |
| 5755- Sales Tax Stimulus Rebate Program | \$ - | \$ 155,472 | \$ - | \$ - | \$ - | \$ - | 0.0% | 0.0% |
| 5756 - Hotel Tax Stimulus Rebate Program | \$ - | \$ 93,271 | \$ - | \$ - | \$ - | \$ - | 0.0% | 0.0% |
| 5757 - Residential Voucher Program | \$ - | \$ 42,040 | \$ - | \$ - | \$ - | \$ - | 0.0% | 0.0% |
| TOTAL | \$ 283,208 | \$ 607,852 | \$ 274,167 | \$ 278,769 | \$ 242,000 | \$ 242,000 | -11.7% | -13.2% |
| Economic Development Total | \$ 283,208 | \$ 607,852 | \$ 274,167 | \$ 278,769 | \$ 242,000 | \$ 242,000 | -11.7% | -13.2% |

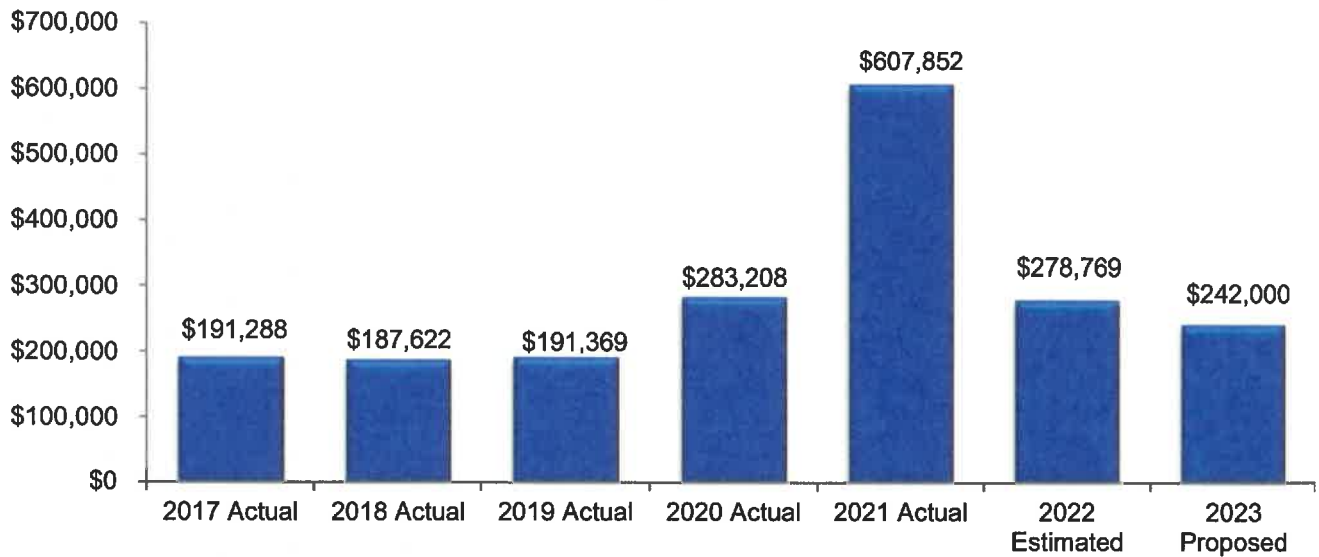
NARRATIVE REPORT

Department: Economic Development **Date:** January 2022
Activity: 01-13 **Prepared By:** Amy Marrero

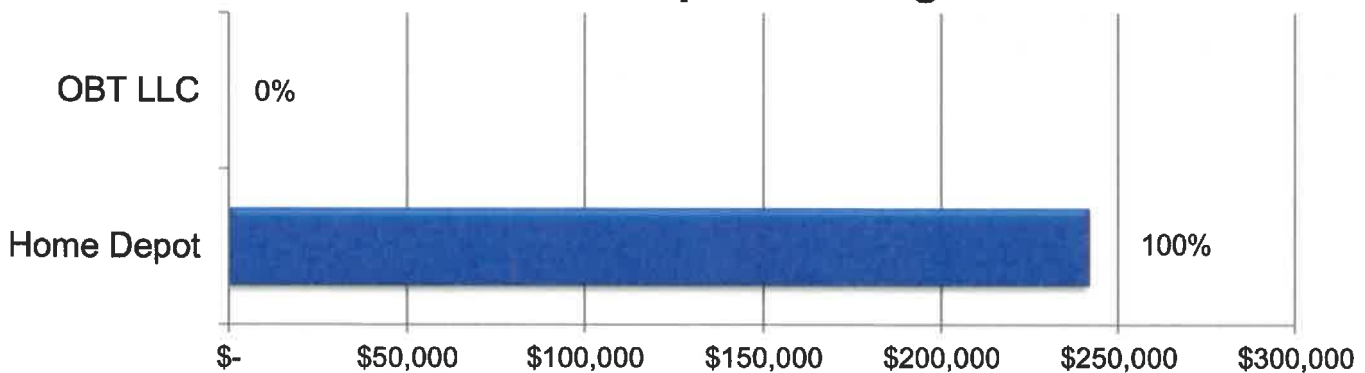
| Object Number | Narrative | Proposed |
|---------------|---|-----------|
| 5750 | Home Depot Reimbursable | \$242,000 |
| | Amount budgeted regarding the City's Sales Tax Incentive Agreement with Home Depot. The Home Depot Agreement was approved through Ordinance Number 02-22 and is for a 20-year period. The agreement expires in April of 2023. | |

Economic Development

Economic Development Historical Expenditures



Home Depot Reimbursable Represents 100% of the Proposed Budget



The Economic Development FY 2023 budget is \$242,000, which is \$36,769 lower than the FY 2022 estimate. The FY 2022 estimated budget includes the final payment of \$49,027 for the economic incentive agreement with BP Amoco.

ECONOMIC DEVELOPMENT
Fiscal Year 2022-2023 Budget Summary & Performance Measures

| | FY 2020 Actual | FY 2021 Actual | FY 2022 Adopted Budget | FY 2022 Estimated | FY 2023 Proposed |
|--------------------------------|-------------------|-------------------|---------------------------|----------------------|---------------------|
| Department Summary | | | | | |
| Home Depot Reimbursable | \$ 191,376 | \$ 219,928 | \$ 221,000 | \$ 229,742 | \$ 242,000 |
| BP Amoco Reimbursable | 91,833 | 97,141 | 53,167 | 49,027 | - |
| Sales Tax Rebates | - | 155,472 | - | - | - |
| Hotel Tax Rebates | - | 93,271 | - | - | - |
| Oakbrook Terrace Eats Vouchers | - | 42,040 | - | - | - |
| Department Totals | \$ 283,208 | \$ 607,852 | \$ 274,167 | \$ 278,769 | \$ 242,000 |

Economic Development
Department Performance Measures

| Inputs | FY 2017 | FY 2018 | FY 2019 | FY 2020 | FY 2021 |
|---|---------|---------|---------|---------|---------|
| Home Depot Economic Incentive | 180,941 | 187,622 | 191,369 | 191,376 | 219,928 |
| BP Amoco/OBT Holding Economic Incentive | - | - | - | 91,833 | 97,141 |
| Redbox Economic Incentive | 10,347 | - | - | - | - |

Goals (4 Areas based upon Current Goals)

| | Remain Fiscally Sound | Community Engagement | Enhance Public Health & Safety | Maintain Building & Zoning |
|--|--------------------------|-------------------------|-----------------------------------|----------------------------------|
| Encourage new businesses and retain current businesses | X | | | |

Home Depot, Lee Lumber, & Redbox Reimbursables 2003-Present

| | 2021 | 2020 | 2019 | 2018 | 2017 | 2016 | 2015 | 2014 | 2013 | 2008-2012 | 2003-2007 | Totals |
|----------------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|---------------|----------------|------------------|------------------|------------------|
| Home Depot | 219,928 | 191,376 | 191,369 | 187,622 | 180,941 | 176,877 | 168,746 | 5,415 | 140,870 | 651,485 | 615,397 | 2,730,026 |
| BP Amoco/OBT Holding | 97,141 | 91,833 | | | | | | | | | | 188,974 |
| Lee Lumber* | | | | | - | - | - | - | 4,144 | 463,918 | 667,624 | 1,135,686 |
| Redbox** | | | | | 10,347 | - | - | 8,518 | 12,904 | 8,503 | - | 40,272 |
| Totals | 317,069 | 283,208 | 191,369 | 187,622 | 191,288 | 176,877 | 168,746 | 13,933 | 157,918 | 1,123,906 | 1,283,021 | 4,094,957 |

*Lee Lumber agreement terminated on December 31, 2012

** Redbox Agreement terminated on August 1, 2016 due to the occupancy reduction at the Oakbrook Terrace Tower, which was required as part of the agreement.



**CITY OF OAKBROOK TERRACE
TRAFFIC LIGHT ENFORCEMENT
2022/2023 BUDGET
01-14**

| | Actual 19/20 | Actual 20/21 | Adopted Budget 21/22 | Department Estimated 21/22 | Department Proposed 22/23 | Administrator Proposed 22/23 | % Change In 21/22 Budget To Proposed | % Change In 21/22 Estimate To Proposed |
|--|---------------------|---------------------|----------------------------|----------------------------------|---------------------------------|------------------------------------|--|--|
| Salaries & Wages | \$ 73,214 | \$ 73,284 | \$ 61,201 | \$ 75,132 | \$ 78,286 | \$ 78,286 | 27.9% | 4.2% |
| Other Personnel Benefits | \$ 6,208 | \$ 8,229 | \$ 5,981 | \$ 6,636 | \$ 6,877 | \$ 6,877 | 15.0% | 3.6% |
| Contractual Services | \$ 1,988,588 | \$ 1,097,295 | \$ 1,515,600 | \$ 1,168,003 | \$ 1,304,766 | \$ 1,304,766 | -13.9% | 11.7% |
| Traffic Light Enforcement Total | \$ 2,068,011 | \$ 1,178,809 | \$ 1,582,782 | \$ 1,249,771 | \$ 1,389,929 | \$ 1,389,929 | -12.2% | 11.2% |
| Salaries & Wages | | | | | | | | |
| 4130 - Part-time Regular | \$ 68,239 | \$ 65,912 | \$ 50,740 | \$ 68,639 | \$ 68,639 | \$ 68,639 | 35.3% | 0.0% |
| 4150 - Court Time Admin | \$ 4,975 | \$ 7,373 | \$ 10,461 | \$ 6,493 | \$ 9,647 | \$ 9,647 | -7.8% | 48.6% |
| TOTAL | \$ 73,214 | \$ 73,284 | \$ 61,201 | \$ 75,132 | \$ 78,286 | \$ 78,286 | 27.9% | 4.2% |
| Other Personnel Benefits | | | | | | | | |
| 4520 - FICA | \$ 5,772 | \$ 7,648 | \$ 5,318 | \$ 5,748 | \$ 5,989 | \$ 5,989 | 12.6% | 4.2% |
| 4570 - Unemployment Insurance | \$ 437 | \$ 582 | \$ 663 | \$ 888 | \$ 888 | \$ 888 | 33.9% | 0.0% |
| TOTAL | \$ 6,208 | \$ 8,229 | \$ 5,981 | \$ 6,636 | \$ 6,877 | \$ 6,877 | 15.0% | 3.6% |
| Contractual Services | | | | | | | | |
| 5668 - Communications | \$ 1,030 | \$ 584 | \$ 600 | \$ 715 | \$ 715 | \$ 715 | 19.2% | 0.0% |
| 5671 - General Legal Services | \$ 36,386 | \$ 62,437 | \$ 30,000 | \$ 100 | \$ 15,000 | \$ 15,000 | -50.0% | 14900.0% |
| 5675 - Admin Hearing Legal Service | \$ 12,805 | \$ 9,464 | \$ 13,000 | \$ 13,000 | \$ 14,000 | \$ 14,000 | 7.7% | 7.7% |
| 5681 - Safespeed Service Fees | \$ 1,826,848 | \$ 898,822 | \$ 1,360,000 | \$ 1,107,188 | \$ 1,138,051 | \$ 1,138,051 | -16.3% | 2.8% |
| 5682 - Safespeed Monthly Fees | \$ 12,000 | \$ 12,000 | \$ 12,000 | \$ 12,000 | \$ 12,000 | \$ 12,000 | 0.0% | 0.0% |
| 5683 - Collection Fees | \$ 99,518 | \$ 113,988 | \$ 100,000 | \$ 35,000 | \$ 125,000 | \$ 125,000 | 25.0% | 257.1% |
| TOTAL | \$ 1,988,588 | \$ 1,097,295 | \$ 1,515,600 | \$ 1,168,003 | \$ 1,304,766 | \$ 1,304,766 | -13.9% | 11.7% |
| Traffic Light Enforcement Total | \$ 2,068,011 | \$ 1,178,809 | \$ 1,582,782 | \$ 1,249,771 | \$ 1,389,929 | \$ 1,389,929 | -12.2% | 11.2% |

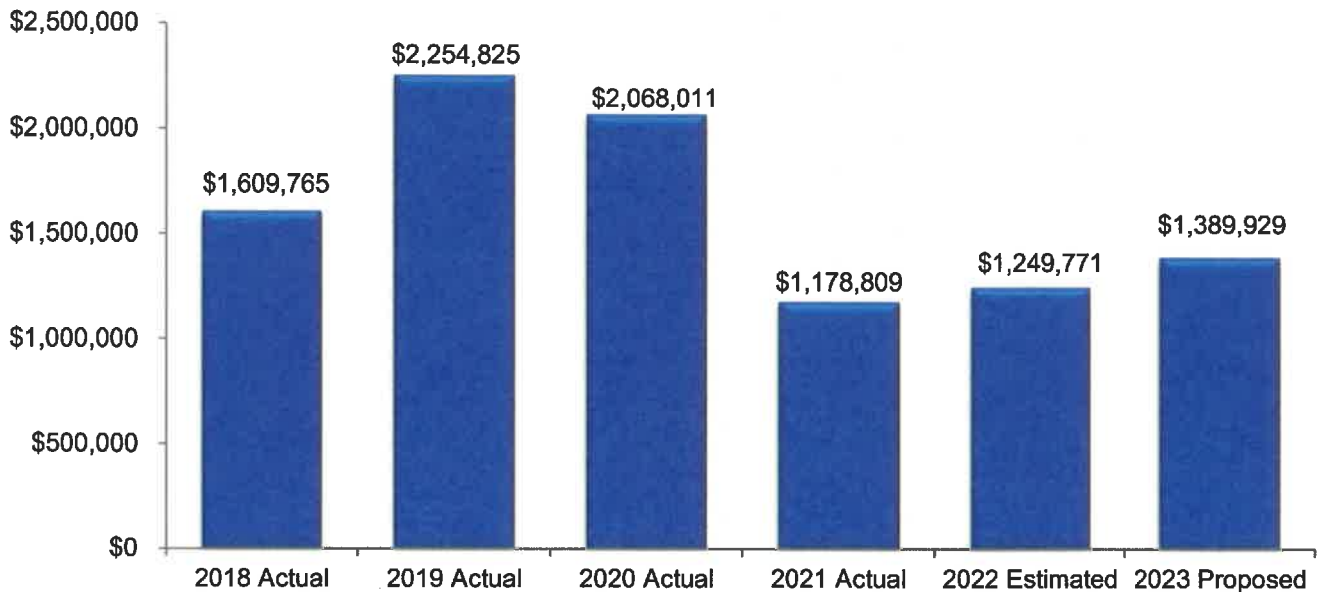
NARRATIVE REPORT

Department: Traffic Light Enforcement **Date:** February 2022
Activity: 01-14 **Prepared By:** Amy Marrero

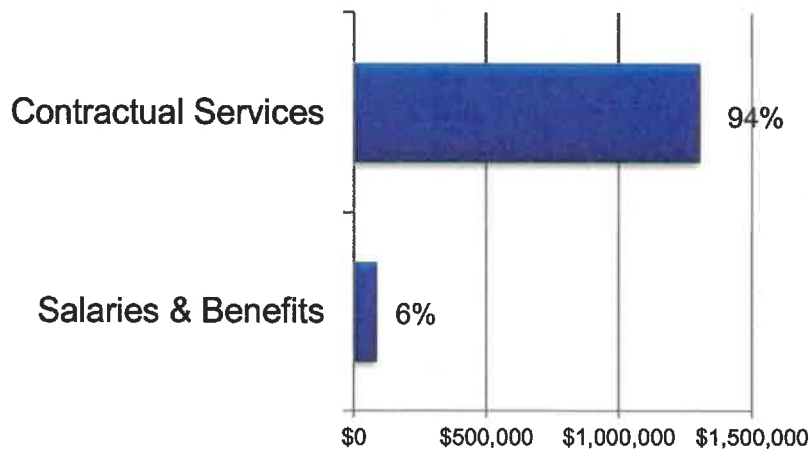
| Object Number | Narrative | Proposed |
|---------------|--|-------------|
| 4130 | Part-time Regular | \$68,639 |
| | The budgeted amount represents the part-time wages for four (4) photo enforcement camera reviewers. | |
| 4150 | Court Time Admin | \$9,647 |
| | The budgeted amount represents one (1) admin and two (2) detective, officer, or Deputy Chief wages for the traffic light court hearings. | |
| 4500 | Other Personnel Benefits | \$6,877 |
| | These benefits include FICA and unemployment insurance. | |
| 5671 | General Legal Services | \$15,000 |
| | The budgeted amount represents legal fees associated with the red-light cameras. | |
| 5675 | Administrative Hearing Services | \$14,000 |
| | The budgeted amount represents the cost for the administrative hearing officer to adjudicate the traffic enforcement fines. | |
| 5681 | Safespeed Service Fees | \$1,138,051 |
| | The budgeted amount represents the vendor's fees to implement two (2) traffic enforcement camera systems. | |
| 5682 | Safespeed Monthly Fees | \$12,000 |
| | The budgeted amount represents the \$1,000 monthly service fee. | |
| 5683 | Collection Fees | \$125,000 |
| | The budgeted amount represents collection fees associated with late fine payments. | |

Traffic Light Enforcement

Traffic Enforcement Historical Expenditures



Contractual Services Represents 94% of the Proposed Budget



The Traffic Light Enforcement division is budgeted at \$1,389,929 for FY 2023. Contractual Services increased by \$136,763, compared to the FY 2022 estimate, due to the increase in collection agency fees.

TRAFFIC ENFORCEMENT
Fiscal Year 2022-2023 Budget Summary & Performance Measures

| | FY 2020 Actual | FY 2021 Actual | FY 2022 Adopted Budget | FY 2022 Estimated | FY 2023 Proposed |
|---------------------------|---------------------|---------------------|---------------------------|----------------------|---------------------|
| Department Summary | | | | | |
| Salaries & Wages | \$ 73,214 | \$ 73,284 | \$ 61,201 | \$ 75,132 | \$ 78,286 |
| Benefits | 6,208 | 8,229 | 5,981 | 6,636 | 6,877 |
| Contractual Services | 1,988,588 | 1,097,295 | 1,515,600 | 1,168,003 | 1,304,766 |
| Commodities | - | - | - | - | - |
| Department Totals | \$ 2,068,011 | \$ 1,178,809 | \$ 1,582,782 | \$ 1,249,771 | \$ 1,389,929 |

Traffic Enforcement

Goals (4 Areas based upon Current Goals)

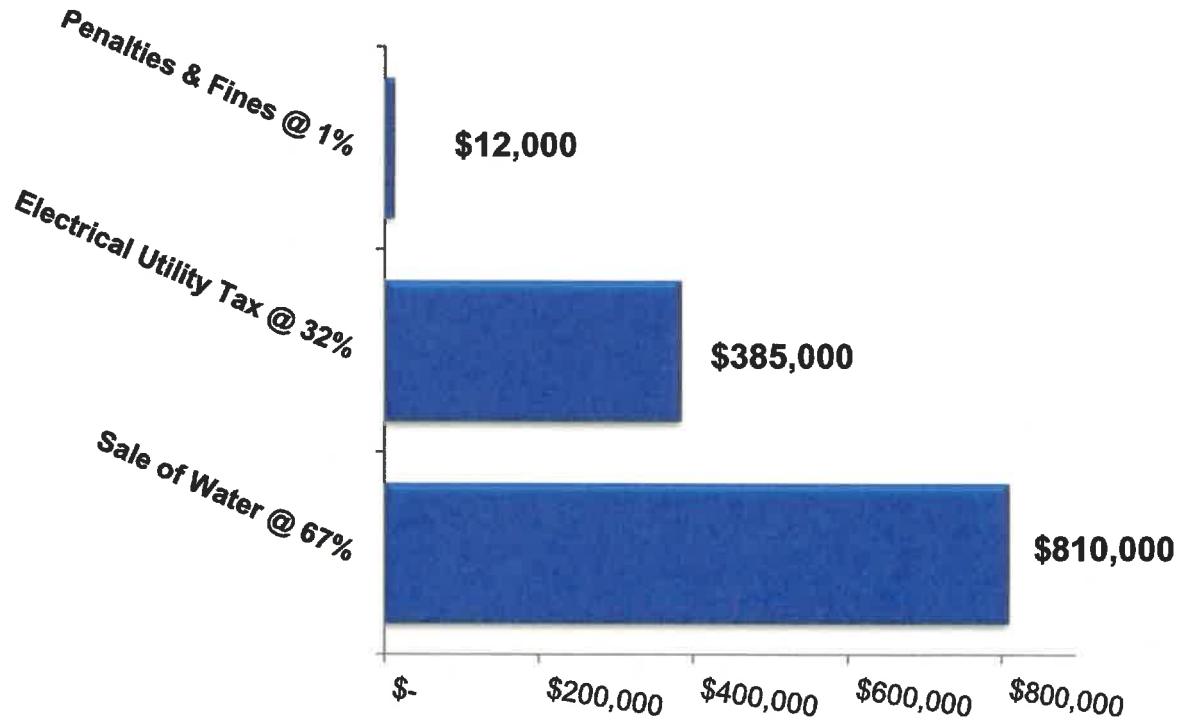
| | Remain Fiscally Sound | Community Engagement | Enhance Public Health & Safety | Maintain Building & Zoning |
|------------------------|--------------------------|-------------------------|-----------------------------------|----------------------------------|
| Improve traffic safety | | | X | |



**CITY OF OAKBROOK TERRACE
WATER FUND REVENUES
2022/2023 BUDGET**

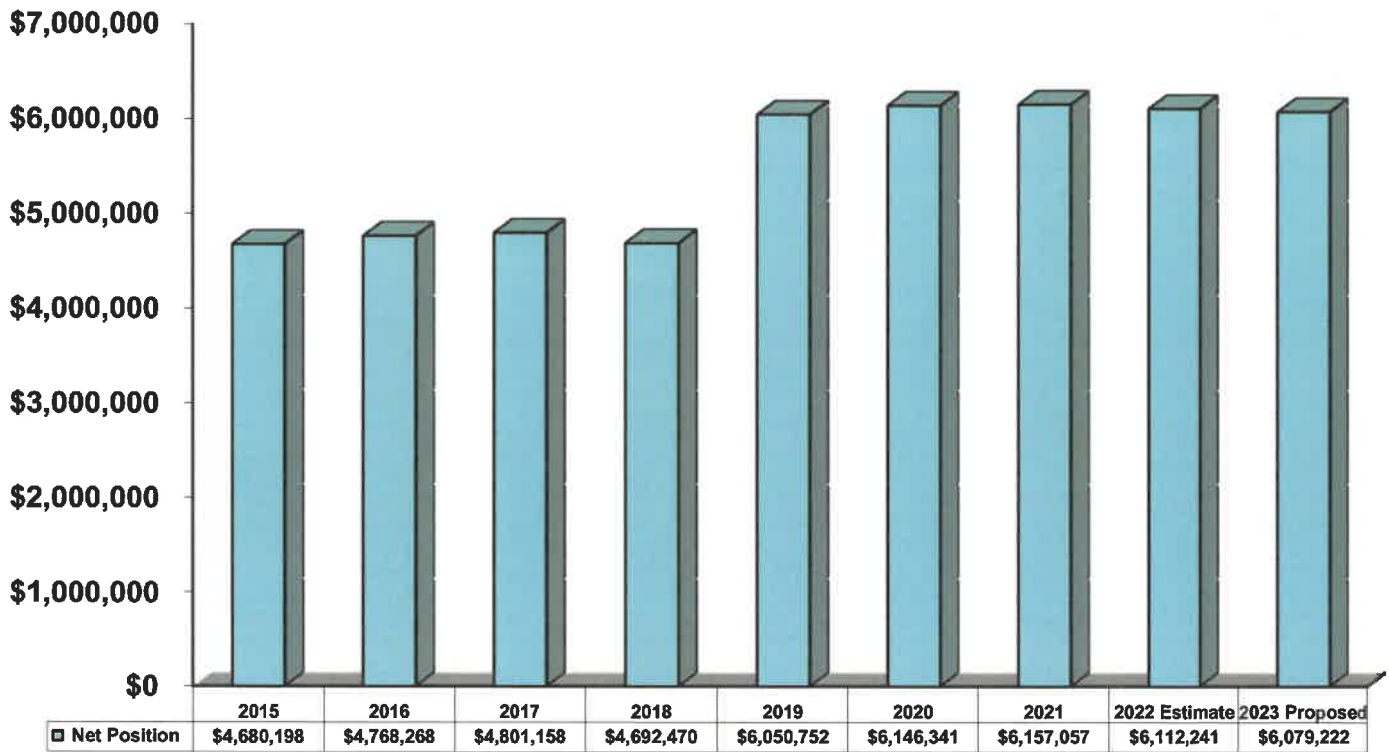
| | Actual 19/20 | Actual 20/21 | Adopted Budget 21/22 | Amended Budget 21/22 | Department Estimated 21/22 | Department Proposed 22/23 | Administrator Proposed 22/23 | % Change In 21/22 Budget To Proposed | % Change In 21/22 Estimate To Proposed |
|---|---------------------|---------------------|----------------------------|----------------------------|----------------------------------|---------------------------------|------------------------------------|--|--|
| Taxes Collected by OBT | | | | | | | | | |
| Taxes Collected by OBT | \$ 414,953 | \$ 375,539 | \$ 350,000 | \$ 350,000 | \$ 385,275 | \$ 385,000 | \$ 385,000 | 10.0% | -0.1% |
| Fines & Forfeitures | | | | | | | | | |
| Fines & Forfeitures | \$ 9,693 | \$ 8,236 | \$ 10,000 | \$ 10,000 | \$ 12,000 | \$ 12,000 | \$ 12,000 | 20.0% | 0.0% |
| Sales & Service | | | | | | | | | |
| Sales & Service | \$ 808,055 | \$ 767,771 | \$ 833,500 | \$ 833,500 | \$ 808,592 | \$ 816,500 | \$ 816,500 | -2.0% | 1.0% |
| Miscellaneous Revenue | | | | | | | | | |
| Miscellaneous Revenue | \$ 208,129 | \$ 1,766 | \$ 1,200 | \$ 1,200 | \$ 771 | \$ 1,400 | \$ 1,400 | 16.7% | 81.6% |
| WATER FUND TOTAL | \$ 1,440,830 | \$ 1,153,311 | \$ 1,194,700 | \$ 1,194,700 | \$ 1,206,638 | \$ 1,214,900 | \$ 1,214,900 | 1.7% | 0.7% |
| Taxes Collected By OBT | | | | | | | | | |
| 3030 - Electric Utility Tax | \$ 414,953 | \$ 375,539 | \$ 350,000 | \$ 350,000 | \$ 385,275 | \$ 385,000 | \$ 385,000 | 10.0% | -0.1% |
| TOTAL | \$ 414,953 | \$ 375,539 | \$ 350,000 | \$ 350,000 | \$ 385,275 | \$ 385,000 | \$ 385,000 | 10.0% | -0.1% |
| Fines & Forfeitures | | | | | | | | | |
| 3750 - Penalties/Fines | \$ 9,693 | \$ 8,236 | \$ 10,000 | \$ 10,000 | \$ 12,000 | \$ 12,000 | \$ 12,000 | 20.0% | 0.0% |
| TOTAL | \$ 9,693 | \$ 8,236 | \$ 10,000 | \$ 10,000 | \$ 12,000 | \$ 12,000 | \$ 12,000 | 20.0% | 0.0% |
| Sales & Service | | | | | | | | | |
| 3710 - Sale of Water | \$ 808,055 | \$ 757,771 | \$ 827,000 | \$ 827,000 | \$ 803,442 | \$ 810,000 | \$ 810,000 | -2.1% | 0.8% |
| 3715 - Water Meter Sales | \$ - | \$ - | \$ 1,500 | \$ 1,500 | \$ 150 | \$ 1,500 | \$ 1,500 | 0.0% | 900.0% |
| 3720 - Tap-On Fees | \$ - | \$ 10,000 | \$ 5,000 | \$ 5,000 | \$ 5,000 | \$ 5,000 | \$ 5,000 | 0.0% | 0.0% |
| TOTAL | \$ 808,055 | \$ 767,771 | \$ 833,500 | \$ 833,500 | \$ 808,592 | \$ 816,500 | \$ 816,500 | -2.0% | 1.0% |
| Miscellaneous Revenue | | | | | | | | | |
| 3650 - Interest Earnings | \$ 18,579 | \$ 1,766 | \$ 1,200 | \$ 1,200 | \$ 646 | \$ 1,200 | \$ 1,200 | 0.0% | 85.8% |
| 3660 - Misc Revenue | \$ 50 | \$ - | \$ - | \$ - | \$ 125 | \$ 200 | \$ 200 | 0.0% | 60.0% |
| 3990 - Proceeds from Capital Asset Disposal | \$ 3,000 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | 0.0% | 0.0% |
| 3991 - Contributions | \$ 186,500 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | 0.0% | 0.0% |
| TOTAL | \$ 208,129 | \$ 1,766 | \$ 1,200 | \$ 1,200 | \$ 771 | \$ 1,400 | \$ 1,400 | 16.7% | 81.6% |
| TOTAL REVENUES | \$ 1,440,830 | \$ 1,153,311 | \$ 1,194,700 | \$ 1,194,700 | \$ 1,206,638 | \$ 1,214,900 | \$ 1,214,900 | 1.7% | 0.7% |

FY 2023
Top Four (4) Revenue Sources
Water Fund



Water sales represent the City's largest Water Fund revenue source at 67% with \$810,000 projected for FY 2023. Electric Utility tax represents the second largest revenue source at 32% with \$385,000 estimated. Penalties and fines represent 1%.

Water Fund Net Position – Increase/Decrease from Prior Year



The net position for FY 2019 increased by \$1,358,282, due to the \$500,000 excess reserve transfer from the General Fund to establish a capital replacement fund. Also in FY 2019, the General Fund transferred \$1,165,000 in excess reserves to pay-off the 2010 Water bonds saving \$146,370 in interest costs.

The FY 2022 net position is estimated at \$6,112,241 reflecting a decrease of \$44,816 due to a deficit in revenues over expenditures. The FY 2023 net position is projected at \$6,079,222, representing a decrease of \$33,019 from the prior year. This decrease is due to expenses exceeding revenues for FY 2023, also.

| FY | Net Position | Surplus/(Deficit) | % Change |
|----------------|--------------|-------------------|----------|
| 2015 | \$4,680,198 | | |
| 2016 | \$4,768,268 | 88,070 | 1.9% |
| 2017 | \$4,801,158 | 32,890 | 0.7% |
| 2018 | \$4,692,470 | (108,688) | -2.3% |
| 2019 | \$6,050,752 | 1,358,282 | 28.9% |
| 2020 | \$6,146,341 | 95,589 | 1.6% |
| 2021 | \$6,157,057 | 10,716 | 0.2% |
| 2022 Estimated | \$6,112,241 | (44,816) | -0.7% |
| 2023 Proposed | \$6,079,222 | (33,019) | -0.5% |



**CITY OF OAKBROOK TERRACE
PUBLIC SERVICES DEPARTMENT - WATER DIVISION
2022/2023 BUDGET**

| | Actual 19/20 | Actual 20/21 | Adopted Budget 21/22 | Amended Budget 22/23 | Department Estimated 21/22 | Department Proposed 22/23 | Administrator Proposed 22/23 | % of Total |
|---|---------------------|---------------------|----------------------------|----------------------------|----------------------------------|---------------------------------|------------------------------------|---------------|
| Salaries & Wages | \$ 274,261 | \$ 260,865 | \$ 269,935 | \$ 278,033 | \$ 261,594 | \$ 243,711 | \$ 243,711 | 17.7% |
| Other Personnel Benefits | \$ 123,113 | \$ 32,949 | \$ 109,190 | \$ 110,790 | \$ 101,498 | \$ 104,014 | \$ 104,014 | 7.6% |
| Contractual Services | \$ 672,916 | \$ 571,217 | \$ 659,881 | \$ 659,881 | \$ 627,779 | \$ 615,852 | \$ 642,332 | 46.6% |
| Commodities | \$ 19,312 | \$ 9,150 | \$ 28,745 | \$ 28,745 | \$ 15,950 | \$ 30,862 | \$ 27,962 | 2.0% |
| Depreciation | \$ 243,771 | \$ 260,960 | \$ 243,771 | \$ 243,771 | \$ 243,771 | \$ 229,145 | \$ 229,145 | 16.6% |
| Capital Expenditures | \$ 679,360 | \$ 6,488 | \$ 33,000 | \$ 33,000 | \$ 22,378 | \$ 129,387 | \$ 129,387 | 9.4% |
| Debt Service/Interfund Loan Fees | \$ 10,748 | \$ 969 | \$ 862 | \$ 862 | \$ 862 | \$ 755 | \$ 755 | 0.1% |
| Water Department Total | \$ 2,023,480 | \$ 1,142,596 | \$ 1,345,384 | \$ 1,355,082 | \$ 1,273,832 | \$ 1,353,726 | \$ 1,377,306 | 100.0% |

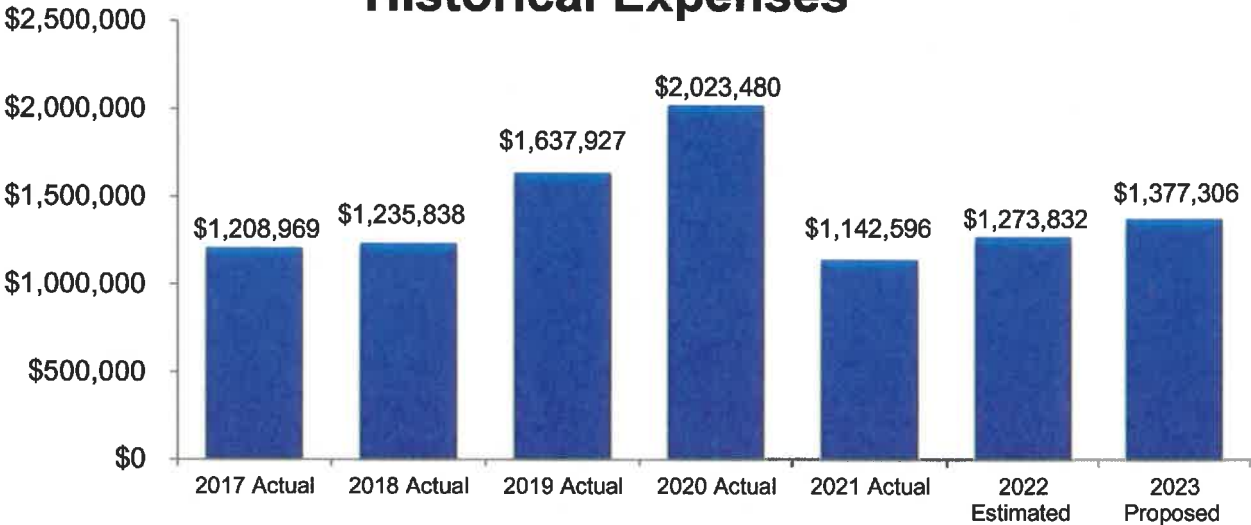
| | Actual 19/20 | Actual 20/21 | Adopted Budget 21/22 | Amended Budget 22/23 | Department Estimated 21/22 | Department Proposed 22/23 | Administrator Proposed 22/23 | % of Total |
|--|-----------------|-----------------|----------------------------|----------------------------|----------------------------------|---------------------------------|------------------------------------|---------------|
|--|-----------------|-----------------|----------------------------|----------------------------|----------------------------------|---------------------------------|------------------------------------|---------------|

WATER DIVISION

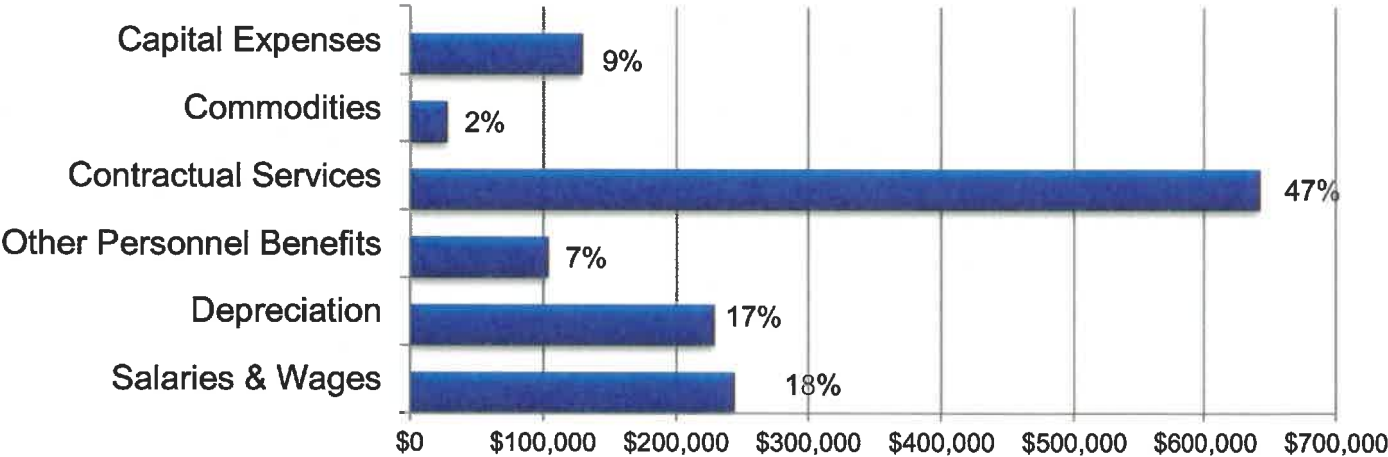
| | | | | | | | | |
|------------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------|
| 03-09 DISTRIBUTION | \$ 923,131 | \$ 267,447 | \$ 276,771 | \$ 276,771 | \$ 266,149 | \$ 358,532 | \$ 358,532 | 26.0% |
| 03-12 OPERATING & MAINT | \$ 1,100,349 | \$ 875,149 | \$ 1,068,613 | \$ 1,078,311 | \$ 1,007,683 | \$ 995,194 | \$ 1,018,774 | 74.0% |
| Water Department Total | \$ 2,023,480 | \$ 1,142,596 | \$ 1,345,384 | \$ 1,355,082 | \$ 1,273,832 | \$ 1,353,726 | \$ 1,377,306 | 100.0% |

Public Services Water Division

Water Division Historical Expenses



Contractual Services Represent 50% of the Proposed Budget



The Water Budget for FY 2023 is \$1,377,306. This is an increase of \$234,710 or 20.5% from the FY 2021 actual. This increase is due to higher health insurance costs, workers compensation insurance and the exterior overcoating of the water tower in FY 2023.

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 2021-2022 ACCOMPLISHMENTS

- Accounted for 96% of our water pumped under the newly implemented M-36 AWWA Audit.
- Completed another year of successful coliform and bacteria sampling. That is eighteen (20) 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.

FY 2022-2023 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
PUBLIC SERVICES DEPARTMENT - WATER DIVISION - DISTRIBUTION
2022/2023 BUDGET
03-09

| | Actual 19/20 | Actual 20/21 | Adopted Budget 21/22 | Department Estimated 21/22 | Department Proposed 22/23 | Administrator Proposed 22/23 | % Change In 21/22 Budget To Proposed | % Change In 21/22 Estimate To Proposed |
|---|-------------------|-------------------|----------------------------|----------------------------------|---------------------------------|------------------------------------|--|--|
| Capital Expenditures | \$ 923,131 | \$ 267,447 | \$ 276,771 | \$ 266,149 | \$ 358,532 | \$ 358,532 | 29.5% | 34.7% |
| Water Distribution Total | \$ 923,131 | \$ 267,447 | \$ 276,771 | \$ 266,149 | \$ 358,532 | \$ 358,532 | 29.5% | 34.7% |
| Capital Expenditures | | | | | | | | |
| 7130 - Replace W-1 Pickup Truck | \$ 38,607 | \$ - | \$ - | \$ - | \$ - | \$ - | 0.0% | 0.0% |
| 7190-04 Midwest-Drennon Wtr Main Loop | \$ 412,524 | \$ - | \$ - | \$ - | \$ - | \$ - | 0.0% | 0.0% |
| 7190-05 OBT Holding LLC Watermain | \$ 238 | \$ - | \$ - | \$ - | \$ - | \$ - | 0.0% | 0.0% |
| 7190-06 New Choice Hotel Watermain | \$ 227,991 | \$ 260 | \$ - | \$ - | \$ - | \$ - | 0.0% | 0.0% |
| 7190-07 LaQuinta Hotel Water Main Disconnection | \$ - | \$ 6,228 | \$ 33,000 | \$ 22,378 | \$ 33,000 | \$ 33,000 | 0.0% | 47.5% |
| 7190-08 Water Tower Exterior Overcoat | \$ - | \$ - | \$ - | \$ - | \$ 96,387 | \$ 96,387 | 0.0% | 0.0% |
| 7530 - Depreciation Expense | \$ 243,771 | \$ 260,960 | \$ 243,771 | \$ 243,771 | \$ 229,145 | \$ 229,145 | -6.0% | -6.0% |
| Water Distribution Total | \$ 923,131 | \$ 267,447 | \$ 276,771 | \$ 266,149 | \$ 358,532 | \$ 358,532 | 29.5% | 34.7% |

NARRATIVE REPORT

Department: Public Services Department
Water Division - Distribution

Date: January 2022

Activity: 03-09

Prepared By: Craig Ward

| Object Number | Narrative | Adopted |
|---------------|---|-----------|
| 7190-07 | LaQuinta Hotel Water Main Disconnection | \$33,000 |
| | Budgeted costs to disconnect the former LaQuinta property from the Village of Oak Brook's water system. | |
| 7190-08 | Water Tower Exterior Overcoat | \$96,387 |
| | Budgeted costs to repaint the exterior surface of the water tower and re-apply the City's logo. | |
| 7530 | Depreciation Expense | \$229,145 |
| | Estimated depreciation expense for FY 2023. | |



**CITY OF OAKBROOK TERRACE
PUBLIC SERVICES DEPARTMENT - WATER DIVISION - O&M
2022/2023 BUDGET
03-12**

| | Actual 19/20 | Actual 20/21 | Adopted Budget 21/22 | Amended Budget 21/22 | Department Estimated 21/22 | Department Proposed 22/23 | Administrator Proposed 22/23 | % Change In 21/22 Budget To Proposed | % Change In 21/22 Estimate To Proposed |
|---|---------------------|-------------------|----------------------------|----------------------------|----------------------------------|---------------------------------|------------------------------------|--|--|
| Salaries & Wages | \$ 274,261 | \$ 260,865 | \$ 269,935 | \$ 278,033 | \$ 261,594 | \$ 243,711 | \$ 243,711 | -12.3% | -6.8% |
| Other Personnel Benefits | \$ 123,113 | \$ 32,949 | \$ 109,190 | \$ 110,790 | \$ 101,498 | \$ 104,014 | \$ 104,014 | -6.1% | 2.5% |
| Contractual Services | \$ 672,916 | \$ 571,217 | \$ 659,881 | \$ 659,881 | \$ 627,779 | \$ 615,852 | \$ 642,332 | -2.7% | 2.3% |
| Commodities | \$ 19,312 | \$ 9,150 | \$ 28,745 | \$ 28,745 | \$ 15,950 | \$ 30,862 | \$ 27,962 | -2.7% | 75.3% |
| Capital Expenditures | \$ 10,748 | \$ 969 | \$ 862 | \$ 862 | \$ 862 | \$ 755 | \$ 755 | -12.4% | -12.4% |
| Water Operations & Maintenance Total | \$ 1,100,349 | \$ 875,149 | \$ 1,068,613 | \$ 1,078,311 | \$ 1,007,683 | \$ 995,194 | \$ 1,018,774 | -5.5% | 1.1% |

| Salaries & Wages | | | | | | | | | |
|-------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|---------------|--------------|
| 4110 - Full-time | \$ 222,152 | \$ 219,623 | \$ 245,059 | \$ 252,411 | \$ 240,982 | \$ 220,804 | \$ 220,804 | -12.5% | -8.4% |
| 4120 - Overtime | \$ 18,250 | \$ 15,899 | \$ 20,000 | \$ 20,600 | \$ 16,000 | \$ 17,000 | \$ 17,000 | -17.5% | 6.3% |
| 4130 - Part-time Other | \$ 30,294 | \$ 25,343 | \$ - | \$ - | \$ - | \$ - | \$ - | 0.0% | 0.0% |
| 4190 - Top of the Range Award | \$ 3,566 | \$ - | \$ 4,876 | \$ 5,022 | \$ 4,612 | \$ 5,907 | \$ 5,907 | 17.6% | 28.1% |
| TOTAL | \$ 274,261 | \$ 260,865 | \$ 269,935 | \$ 278,033 | \$ 261,594 | \$ 243,711 | \$ 243,711 | -12.3% | -6.8% |

| Other Personnel Benefits | | | | | | | | | |
|---------------------------------|-------------------|------------------|-------------------|-------------------|-------------------|-------------------|-------------------|--------------|-------------|
| 4510 - IMRF | \$ 27,518 | \$ (14,680) | \$ 31,857 | \$ 32,813 | \$ 26,464 | \$ 22,338 | \$ 22,338 | -31.9% | -15.6% |
| 4520 - FICA | \$ 21,582 | \$ 20,438 | \$ 20,841 | \$ 21,466 | \$ 18,992 | \$ 18,848 | \$ 18,848 | -12.2% | -0.8% |
| 4530 - Health Insurance | \$ 65,300 | \$ 17,227 | \$ 46,648 | \$ 46,648 | \$ 46,648 | \$ 52,054 | \$ 52,054 | 11.6% | 11.6% |
| 4531 - H.S.A. Contribution | \$ 4,750 | \$ 6,125 | \$ 6,125 | \$ 6,125 | \$ 5,750 | \$ 6,720 | \$ 6,720 | 9.7% | 16.9% |
| 4540 - Dental Insurance | \$ 2,835 | \$ 2,565 | \$ 2,301 | \$ 2,301 | \$ 2,301 | \$ 2,697 | \$ 2,697 | 17.2% | 17.2% |
| 4550 - Life Insurance | \$ 488 | \$ 491 | \$ 650 | \$ 670 | \$ 524 | \$ 539 | \$ 539 | -19.5% | 2.9% |
| 4570 - Unemployment Ins | \$ 641 | \$ 783 | \$ 768 | \$ 768 | \$ 818 | \$ 818 | \$ 818 | 6.5% | 0.0% |
| TOTAL | \$ 123,113 | \$ 32,949 | \$ 109,190 | \$ 110,790 | \$ 101,498 | \$ 104,014 | \$ 104,014 | -6.1% | 2.5% |

| Contractual Services | | | | | | | | | |
|--|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|--------------|-------------|
| 5600 - Professional/Technical | \$ 1,005 | \$ 860 | \$ 5,000 | \$ 5,000 | \$ 3,100 | \$ 5,000 | \$ 5,000 | 0.0% | 61.3% |
| 5604 - City Engineer | \$ - | \$ - | \$ 1,000 | \$ 1,000 | \$ - | \$ 1,000 | \$ 1,000 | 0.0% | 0.0% |
| 5605 - Training/Conferences | \$ 1,180 | \$ 96 | \$ 5,500 | \$ 5,500 | \$ 300 | \$ 5,000 | \$ 5,000 | -9.1% | 1566.7% |
| 5606 - Credit Card Transaction Fees | \$ 1,767 | \$ 1,617 | \$ 1,925 | \$ 1,925 | \$ 2,100 | \$ 1,925 | \$ 2,100 | 9.1% | 0.0% |
| 5610 - Membership & Association | \$ 884 | \$ 686 | \$ 650 | \$ 650 | \$ 686 | \$ 686 | \$ 686 | 5.5% | 0.0% |
| 5615 - Meeting Reimbursement | \$ 32 | \$ - | \$ 150 | \$ 150 | \$ 150 | \$ 150 | \$ 150 | 0.0% | 0.0% |
| 5630 - Risk Management Insurance | \$ 31,562 | \$ 34,280 | \$ 36,071 | \$ 36,071 | \$ 33,823 | \$ 35,386 | \$ 35,386 | -1.9% | 4.6% |
| 5631 - Workers Compensation Insurance | \$ 54,393 | \$ 71,003 | \$ 111,818 | \$ 111,818 | \$ 102,313 | \$ 97,935 | \$ 97,935 | -12.4% | -4.3% |
| 5655 - Equipment Lease & Rental | \$ 431 | \$ 480 | \$ 450 | \$ 450 | \$ 480 | \$ 430 | \$ 430 | -4.4% | -10.4% |
| 5660 - Equipment Maint & Repair | \$ 9,851 | \$ 10,086 | \$ 10,000 | \$ 10,000 | \$ 6,100 | \$ 10,125 | \$ 10,000 | 0.0% | 63.9% |
| 5660-01 Equipment Service Agreement | \$ 3,326 | \$ 6,433 | \$ 7,667 | \$ 7,667 | \$ 7,345 | \$ 7,345 | \$ 7,345 | -4.2% | 0.0% |
| 5663 - Vehicle Maint & Repair | \$ 6,082 | \$ 4,862 | \$ 5,500 | \$ 5,500 | \$ 1,500 | \$ 5,500 | \$ 2,500 | -54.5% | 66.7% |
| 5665 - Telephone Service | \$ 2,800 | \$ 3,904 | \$ 4,000 | \$ 4,000 | \$ 5,000 | \$ 4,000 | \$ 5,000 | 25.0% | 0.0% |
| 5668 - Communications | \$ 3,029 | \$ 2,749 | \$ 3,500 | \$ 3,500 | \$ 1,800 | \$ 2,870 | \$ 1,800 | -48.6% | 0.0% |
| 5670 - Travel Expense | \$ - | \$ - | \$ 100 | \$ 100 | \$ - | \$ 100 | \$ 100 | 0.0% | 0.0% |
| 5671 - General Legal Expense | \$ 2 | \$ 3,344 | \$ 250 | \$ 250 | \$ 732 | \$ 250 | \$ 250 | 0.0% | -65.8% |
| 5677-02 Berkshire Water Charges Rebate | \$ - | \$ 6,605 | \$ - | \$ - | \$ - | \$ - | \$ - | 0.0% | 0.0% |
| 5677-03 Waived Mar/Apr 20 Water Bills | \$ 103,998 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | 0.0% | 0.0% |
| 5700 - Public Information | \$ 2,479 | \$ 2,479 | \$ 2,600 | \$ 2,600 | \$ 2,500 | \$ 2,600 | \$ 2,600 | 0.0% | 4.0% |
| 5715 - Uniform Allowance | \$ 940 | \$ 532 | \$ 1,000 | \$ 1,000 | \$ 1,000 | \$ 1,000 | \$ 1,000 | 0.0% | 0.0% |
| 5745 - Emergency Services | \$ 4,200 | \$ - | \$ 5,000 | \$ 5,000 | \$ - | \$ 5,000 | \$ 5,000 | 0.0% | 0.0% |
| 5758 - Utilities | \$ 11,222 | \$ 10,921 | \$ 11,500 | \$ 11,500 | \$ 11,500 | \$ 11,500 | \$ 11,500 | 0.0% | 0.0% |
| 5770 - Building Maintenance | \$ - | \$ 389 | \$ 1,200 | \$ 1,200 | \$ 500 | \$ 1,200 | \$ 700 | -41.7% | 40.0% |
| 5770-01 Build Maint Service Agreements | \$ 552 | \$ - | \$ - | \$ - | \$ 1,850 | \$ 1,850 | \$ 1,850 | 0.0% | 0.0% |
| 5845 - DWC Purchase of Water | \$ 433,185 | \$ 409,891 | \$ 445,000 | \$ 445,000 | \$ 445,000 | \$ 415,000 | \$ 445,000 | 0.0% | 0.0% |
| TOTAL | \$ 672,916 | \$ 571,217 | \$ 659,881 | \$ 659,881 | \$ 627,779 | \$ 615,852 | \$ 642,332 | -2.7% | 2.3% |



CITY OF OAKBROOK TERRACE
PUBLIC SERVICES DEPARTMENT - WATER DIVISION - O&M
2022/2023 BUDGET
03-12

| | Actual 19/20 | Actual 20/21 | Adopted Budget 21/22 | Amended Budget 21/22 | Department Estimated 21/22 | Department Proposed 22/23 | Administrator Proposed 22/23 | % Change In 21/22 Budget To Proposed | % Change In 21/22 Estimate To Proposed |
|---|---------------------|-------------------|----------------------------|----------------------------|----------------------------------|---------------------------------|------------------------------------|--|--|
| Commodities | | | | | | | | | |
| 6120 - Office Supplies | \$ - | \$ - | \$ 500 | \$ 500 | \$ - | \$ 500 | \$ - | -100.0% | 0.0% |
| 6130 - Supplies | \$ 1,703 | \$ 1,026 | \$ 2,000 | \$ 2,000 | \$ 1,200 | \$ 2,000 | \$ 1,200 | -40.0% | 0.0% |
| 6151-Hardware | \$ - | \$ 270 | \$ - | \$ - | \$ - | \$ - | \$ - | 0.0% | 0.0% |
| 6152 - Water Meters | \$ 6,260 | \$ 5,135 | \$ 12,000 | \$ 12,000 | \$ 5,000 | \$ 12,000 | \$ 12,000 | 0.0% | 140.0% |
| 6170 - Postage | \$ 2,000 | \$ 353 | \$ 2,000 | \$ 2,000 | \$ 2,400 | \$ 2,000 | \$ 2,400 | 20.0% | 0.0% |
| 6180 - Fuel | \$ 2,117 | \$ 2,279 | \$ 3,195 | \$ 3,195 | \$ 3,300 | \$ 5,312 | \$ 5,312 | 66.3% | 61.0% |
| 6181 - Fuel Replacement Fund | \$ 2,050 | \$ - | \$ 2,050 | \$ 2,050 | \$ 2,050 | \$ 2,050 | \$ 2,050 | 0.0% | 0.0% |
| 6190 - Non-Capital Equipment | \$ 5,181 | \$ 85 | \$ 7,000 | \$ 7,000 | \$ 2,000 | \$ 7,000 | \$ 5,000 | -28.6% | 150.0% |
| TOTAL | \$ 19,312 | \$ 9,150 | \$ 28,745 | \$ 28,745 | \$ 15,950 | \$ 30,862 | \$ 27,962 | -2.7% | 75.3% |
| Debt Service and Interfund Loan Expenses | | | | | | | | | |
| 7170 - Bond Interest Expense | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | 0.0% | 0.0% |
| 7172 - Interfund Loan Interest Expense | \$ 10,748 | \$ 969 | \$ 862 | \$ 862 | \$ 862 | \$ 755 | \$ 755 | -12.4% | -12.4% |
| TOTAL | \$ 10,748 | \$ 969 | \$ 862 | \$ 862 | \$ 862 | \$ 755 | \$ 755 | -12.4% | -12.4% |
| Water Operations & Maintenance Total | \$ 1,100,349 | \$ 875,149 | \$1,068,613 | \$ 1,078,311 | \$1,007,683 | \$ 995,194 | \$ 1,018,774 | -5.5% | 1.1% |

NARRATIVE REPORT

Department: Public Services Department
Water Division -O & M

Date: January 2022

Activity: 03-12

Prepared By: Craig Ward

| Object Number | Narrative | Proposed |
|---------------|--|-----------|
| 4110 | Full-time Salaries | \$220,804 |
| | The budgeted amount is comprised of the salaries for 50% of the Public Services Director and two (2) Water Operators. \$2,500 of salaries for snow removal is allocated to the MFT Fund. | |
| 4120 | Overtime | \$17,000 |
| | Estimated overtime expense for the budget year; this account is difficult to predict due to unknown emergency situations. | |
| 4190 | Top of the Range Award | \$5,907 |
| | The budgeted amount is comprised of the following percentages: 50% Public Services Director – 3% Water Operator – 3% Water Operator – 2% | |
| 4500 | Other Personnel Benefits | \$104,014 |
| | These benefits include IMRF, FICA, H.S.A. contributions, unemployment insurance and insurance for life, dental, and health. | |
| 5600 | Professional & Technical | \$5,000 |
| | Estimated cost is to cover various surveying and maintenance by various inspection services. The use of certified testing laboratories for lead and copper analysis, bacterial analysis, DBP/TTHM/HAA, and water quality analysis is also budgeted here. | |
| 5604 | City Engineer | \$1,000 |
| | General engineering services. | |
| 5605 | Training and Conferences | \$5,000 |
| | Continuing education requirements for water operators needed to maintain current licenses and obtain additional licenses. Also includes participation at the AWWA's National Conference for the City's Public Services Director. | |
| 5606 | Credit Card Transaction Fees | \$2,100 |
| | Costs associated with accepting credit card payments. | |

NARRATIVE REPORT

Department: Public Services Department
Water Division -O & M

Date: January 2022

Activity: 03-12

Prepared By: Craig Ward

| Object Number | Narrative | Proposed |
|---------------|---|----------|
| 5630 | Risk Management Insurance | \$35,386 |
| | One-third of the expense for insurance coverage (liability, property, and auto) is allocated to the Water Fund. Remaining two-thirds is budgeted in the General Fund. | |
| 5631 | Workers Compensation Insurance | \$97,935 |
| | One-third of the expense for workers compensation insurance is allocated to the Water fund. The remaining two-thirds are budgeted in the General Fund. | |
| 5660 | Equipment Maintenance & Repair | \$10,000 |
| | Budgeted amount includes Utility billing software maintenance (\$2,000) and the utility billing folding machine maintenance (\$600.) Along with the maintenance contract for the emergency generator (\$1,000). Additional funds are budgeted for equipment maintenance such as pump repairs, pressure regulator maintenance at the water tower, pressure adjusting station, chlorination system repairs, Cla-Val, distribution system valve repair and copier service. | |
| 5660-01 | Equipment Service Agreements | \$7,345 |
| | This line item includes building maintenance service agreements for floor mats, janitorial services, and HVAC services. | |
| 5663 | Vehicle Maintenance & Repair | \$2,500 |
| | Necessary maintenance needed on water division's fleet of vehicles. | |
| 5665 | Telephone Service | \$5,000 |
| | The budgeted amount includes two (2) emergency dialers, three (3) telephone lines, and one (1) fax line. | |
| 5668 | Communications | \$1,800 |
| | Budget estimate is made up of the following components: two (2) cellular phones, Nitech Fire Security System and JULIE locate system. | |
| 5700 | Public Information | \$2,600 |
| | Funds used for publishing the Consumer Confidence Report, and other publishing as needed. | |

NARRATIVE REPORT

Department: Public Services Department
Water Division -O & M

Date: January 2022

Activity: 03-12

Prepared By: Craig Ward

| Object Number | Narrative | Proposed |
|---------------|--|-----------|
| 5715 | Uniform Allowance | \$1,000 |
| | 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) employees. | |
| 5745 | Emergency Services | \$5,000 |
| | This is a contingency amount for emergency and unexpected repairs to the water system and equipment performed by outside contractor(s). | |
| 5758 | Utilities | \$11,500 |
| | Estimated annual charges at Water Tower, Water Maintenance Facility and Pressure Adjusting Station for sanitary sewer, natural gas, and electric service. | |
| 5770 | Building Maintenance | \$1,850 |
| | Budgeted amount includes generator repairs, fire alarm monitoring, and miscellaneous building maintenance. | |
| 5845 | DWC-Purchase of Water | \$445,000 |
| | Cost of water purchased from the DuPage Water Commission (DWC) based on estimated annual purchase of 79 million gallons at a rate of \$5.60 per 1,000 gallons. | |
| 6152 | Water Meters | \$12,000 |
| | Budgeted amount is for the purchase of meters and necessary replacements and as well as the hardware and radio read equipment for each. | |
| 6180 | Fuel | \$5,312 |
| | Approximately 1,035 gallons of regular @ \$3.20 per gallon and 500 gallons of diesel gallons @ \$4 each. | |
| 6181 | Fuel Replacement Fund | \$2,050 |
| | The annual Water Fund portion for future fuel pumps replacements. The replacement costs are amortized over a 30 year period ending in 2040. | |
| 6190 | Non-Capital Equipment | \$5,000 |
| | Various pieces of equipment and tools such as clamps, b-boxes, hydrant and valve assemblies, shovels and other distribution equipment. | |

NARRATIVE REPORT

Department: Public Services Department
Water Division -O & M

Date: January 2022

Activity: 03-12

Prepared By: Craig Ward

| Object Number | Narrative | Proposed | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---------------|--|-------------|--------------|-----------|--------------|---------|----------|-------------|----------|---------|----------|-------------|----------|---------|----------|-------------|----------|---------|----------|-------------|----------|---------|----------|-------------|----------|---------|----------|-------------|----------|---------|----------|-------------|----------|---------|----------|-------------|----------|---------------|----------|------------|--|-------|
| 7172 | <p>Interfund Loan Interest Expense</p> <p>In April of 2019, the City Council approved Ordinance No. 19-21, which authorized a 10 year loan in the amount of \$425,000 at 2.5% from the General Fund to the Water Fund to aid in financing a refund from the City to Regency Place for water billing overcharges. The loan matures in FY 2029. Only the interest is recorded as a budgetary expense, while the principal payments are paid directly from the liability account. In March of 2020 the Federal Reserve lowered interest rates so the City Administrator approved a reduction in the interest rate to 0.25%. The revised amortization schedule is detailed below. This new amortization schedule will lower the Water Fund's interest costs by \$34,968 over the life of the loan.</p> <p align="center">Revised Amortization Schedule Remaining Nine (9) Years at 0.25%</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #d9e1f2;"> <th>Fiscal Year</th> <th>Interest*</th> <th>Principal</th> <th>Payment Date</th> </tr> </thead> <tbody> <tr><td>FY 2022</td><td align="right">\$862.32</td><td align="right">\$42,690.53</td><td align="center">1-May-21</td></tr> <tr><td>FY 2023</td><td align="right">\$755.47</td><td align="right">\$42,797.38</td><td align="center">1-May-22</td></tr> <tr><td>FY 2024</td><td align="right">\$648.35</td><td align="right">\$42,904.50</td><td align="center">1-May-23</td></tr> <tr><td>FY 2025</td><td align="right">\$540.97</td><td align="right">\$43,011.88</td><td align="center">1-May-24</td></tr> <tr><td>FY 2026</td><td align="right">\$433.31</td><td align="right">\$43,119.53</td><td align="center">1-May-25</td></tr> <tr><td>FY 2027</td><td align="right">\$325.39</td><td align="right">\$43,227.46</td><td align="center">1-May-26</td></tr> <tr><td>FY 2028</td><td align="right">\$217.20</td><td align="right">\$43,335.65</td><td align="center">1-May-27</td></tr> <tr><td>FY 2029</td><td align="right">\$108.73</td><td align="right">\$43,444.11</td><td align="center">1-May-28</td></tr> <tr> <td>Totals</td> <td align="right">\$ 4,861</td> <td align="right">\$ 387,115</td> <td></td> </tr> </tbody> </table> | Fiscal Year | Interest* | Principal | Payment Date | FY 2022 | \$862.32 | \$42,690.53 | 1-May-21 | FY 2023 | \$755.47 | \$42,797.38 | 1-May-22 | FY 2024 | \$648.35 | \$42,904.50 | 1-May-23 | FY 2025 | \$540.97 | \$43,011.88 | 1-May-24 | FY 2026 | \$433.31 | \$43,119.53 | 1-May-25 | FY 2027 | \$325.39 | \$43,227.46 | 1-May-26 | FY 2028 | \$217.20 | \$43,335.65 | 1-May-27 | FY 2029 | \$108.73 | \$43,444.11 | 1-May-28 | Totals | \$ 4,861 | \$ 387,115 | | \$755 |
| Fiscal Year | Interest* | Principal | Payment Date | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| FY 2022 | \$862.32 | \$42,690.53 | 1-May-21 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| FY 2023 | \$755.47 | \$42,797.38 | 1-May-22 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| FY 2024 | \$648.35 | \$42,904.50 | 1-May-23 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| FY 2025 | \$540.97 | \$43,011.88 | 1-May-24 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| FY 2026 | \$433.31 | \$43,119.53 | 1-May-25 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| FY 2027 | \$325.39 | \$43,227.46 | 1-May-26 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| FY 2028 | \$217.20 | \$43,335.65 | 1-May-27 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| FY 2029 | \$108.73 | \$43,444.11 | 1-May-28 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Totals | \$ 4,861 | \$ 387,115 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

PUBLIC SERVICES – WATER
Fiscal Year 2022-2023 Budget Summary & Performance Measures

| | FY 2020 Actual | FY 2021 Actual | FY 2022 Amended Budget | FY 2022 Estimated | FY 2023 Proposed |
|----------------------------------|---------------------|---------------------|---------------------------|----------------------|---------------------|
| Department Summary | | | | | |
| Salaries & Wages | \$ 274,261 | \$ 260,865 | \$ 278,033 | \$ 261,594 | \$ 243,711 |
| Benefits | 123,113 | 32,949 | 110,790 | 101,498 | 104,014 |
| Contractual Services | 672,916 | 571,217 | 659,881 | 627,779 | 642,332 |
| Commodities | 19,312 | 9,150 | 28,745 | 15,950 | 27,962 |
| Capital Expenditures | 923,131 | 267,448 | 276,771 | 266,149 | 358,532 |
| Debt Service/Interfund Loan Fees | 10,748 | 969 | 862 | 862 | 755 |
| Department Totals | \$ 2,023,480 | \$ 1,142,596 | \$ 1,355,082 | \$ 1,273,832 | \$ 1,377,306 |

Public Services - Water
Department Performance Measures

| Inputs | FY 2017 | FY 2018 | FY 2019 | FY 2020 | FY 2021 |
|--|--------------|--------------|--------------|--------------|--------------|
| Number of full-time employees* | 2.5 | 2.5 | 2.5 | 2.5 | 2.5 |
| Number of part-time/seasonal employees** | 1 | 1 | 1 | 1 | 1 |
| Department Expenditures | \$ 1,208,970 | \$ 1,235,838 | \$ 1,637,927 | \$ 2,023,480 | \$ 1,142,596 |

*50% of Public Services Director salary is budgeted in Water.
** Part-time Utility Billing Clerk position eliminated in FY 2021

| Outputs | 2017 | 2018 | 2019 | 2020 | 2021 |
|--|------------|------------|------------|------------|------------|
| Vehicle Maintenance - Water Government Repairs | 165 | 171 | 169 | 173 | 168 |
| Number of Metered Customers | 551 | 561 | 555 | 556 | 557 |
| Gallons of Water Purchased | 92,475,350 | 90,272,000 | 87,566,000 | 86,221,000 | 82,856,000 |
| Gallons of Water Sold | 88,776,336 | 88,335,500 | 86,198,000 | 80,201,000 | 69,099,000 |
| JULIE Locates | 1,417 | 1,486 | 1,114 | 1,117 | 1,237 |

| Effectiveness Measures | 2017 | 2018 | 2019 | 2020 | 2021 |
|-----------------------------------|------------|------------|------------|------------|------------|
| Annual Water Sales Revenue | \$ 897,017 | \$ 903,808 | \$ 868,550 | \$ 808,055 | \$ 757,771 |
| # of Automatic Payment Customers | 86 | 106 | 109 | 119 | 126 |
| % of Customers using Auto Payment | 16% | 19% | 20% | 21% | 23% |

Goals (4 Areas based upon Current Goals)

| | Remain Fiscally Sound | Community Engagement | Enhance Public Health & Safety | Maintain Building & Zoning |
|---|-----------------------|----------------------|--------------------------------|----------------------------|
| Read all Meters Bi-monthly | | X | X | |
| Submit IEPA & DNR reports on-time | | | X | |
| Conduct JULIE locates | | | X | X |
| Respond to all emergency calls and make repairs | | X | X | |



| | 2014 | 2015 | 2016 | 2017 | 2018 | 2019 | 2020 | 2021 | 2022 Estimated | 2023 Proposed |
|----------|---------|---------|---------|---------|---------|---------|---------|---------|-------------------|------------------|
| Salaries | 221,328 | 200,961 | 223,336 | 234,555 | 247,469 | 262,270 | 274,261 | 260,865 | 261,594 | 243,711 |



**CITY OF OAKBROOK TERRACE
SSA DEBT SERVICE
2022/2023 BUDGET
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 19/20 | Actual 20/21 | Adopted Budget 21/22 | Department Estimated 21/22 | Department Proposed 22/23 | Administrator Proposed 22/23 | % Change In 21/22 Budget To Proposed | % Change In 21/22 Estimate To Proposed |
|--|-----------------|-----------------|----------------------------|----------------------------------|---------------------------------|------------------------------------|--|--|
|--|-----------------|-----------------|----------------------------|----------------------------------|---------------------------------|------------------------------------|--|--|

Beginning Fund Balance \$ (104) \$ (403) \$ (736) \$ (736) \$ (1,036) \$ 545 -174.1% -174.1%

| REVENUE | | | | | | | | |
|-------------------------------|------------------|------------------|------------------|------------------|------------------|------------------|--------------|--------------|
| 3010 - Property Taxes | \$ 49,129 | \$ 47,432 | \$ 50,803 | \$ 50,803 | \$ 48,884 | \$ 48,884 | -3.8% | -3.8% |
| SSA Debt Service Total | \$ 49,129 | \$ 47,432 | \$ 50,803 | \$ 50,803 | \$ 48,884 | \$ 48,884 | -3.8% | -3.8% |

| EXPENDITURES | | | | | | | | |
|-------------------------------|------------------|------------------|------------------|------------------|------------------|------------------|--------------|--------------|
| 5600 - Professional Services | \$ 803 | \$ 803 | \$ 803 | \$ 803 | \$ 803 | \$ 803 | 0.0% | 0.0% |
| 7170 - Interest | \$ 13,625 | \$ 11,963 | \$ 40,000 | \$ 10,300 | \$ 6,500 | \$ 6,500 | -83.8% | -36.9% |
| 7170-01 - Principal | \$ 35,000 | \$ 35,000 | \$ 10,300 | \$ 40,000 | \$ 40,000 | \$ 40,000 | 288.3% | 0.0% |
| SSA Debt Service Total | \$ 49,428 | \$ 47,766 | \$ 51,103 | \$ 51,103 | \$ 47,303 | \$ 47,303 | -7.4% | -7.4% |

Ending Fund Balance \$ (403) \$ (736) \$ (1,036) \$ (1,036) \$ 545 \$ 2,126 -305.3% -305.3%

**Special Service Area II
\$600,000 Unlimited Ad Valorem
Special Tax Bonds, Series 2006
Future Debt Service Payments**

| Year | Principal | Interest | Total | % Change |
|--------------|-------------------|------------------|-------------------|----------|
| 2022 | \$ 40,000 | \$ 10,300 | \$ 50,300 | |
| 2023 | \$ 40,000 | \$ 8,400 | \$ 48,400 | -3.8% |
| 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 | \$ 210,000 | \$ 31,950 | \$ 241,950 | |



**MOTOR FUEL TAX FUND
2022/2023 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.

| | Actual 19/20 | Actual 20/21 | Adopted Budget 21/22 | Department Estimated 21/22 | Department Proposed 22/23 | Administrator Proposed 22/23 | % Change In 21/22 Budget To Proposed | % Change In 21/22 Estimate To Proposed |
|-----------------------------------|------------------|-------------------|----------------------------|----------------------------------|---------------------------------|------------------------------------|--|--|
| REVENUE | | | | | | | | |
| 3070 - Motor Fuel Tax | \$ 52,289 | \$ 44,481 | \$ 48,869 | \$ 63,296 | \$ 63,296 | \$ 63,296 | 29.5% | 0.0% |
| 3071 - MFT Transportation Renewal | \$ 26,459 | \$ 31,925 | \$ 35,104 | \$ 46,508 | \$ 46,508 | \$ 46,508 | 32.5% | 0.0% |
| 3072 - Rebuild Illinois Grant | \$ - | \$ 70,319 | \$ 46,880 | \$ 46,880 | \$ 46,508 | \$ 46,508 | -0.8% | -0.8% |
| 3650 - Interest Earnings | \$ 8,528 | \$ 1,035 | \$ 1,080 | \$ - | \$ - | \$ - | -100.0% | 0.0% |
| Motor Fuel Tax Total | \$ 87,277 | \$ 147,760 | \$ 131,933 | \$ 156,684 | \$ 156,312 | \$ 156,312 | 18.5% | -0.2% |

| | | | | | | | | |
|-------------------------------|------------------|------------------|------------------|------------------|-------------------|-------------------|---------------|---------------|
| EXPENDITURES | | | | | | | | |
| 4110 - Snow Plowing Regular | \$ 2,065 | \$ 1,674 | \$ 5,000 | \$ 2,000 | \$ 5,000 | \$ 5,000 | 0.0% | 150.0% |
| 4120 - Snow Plowing Overtime | \$ 10,299 | \$ 23,511 | \$ 15,000 | \$ 15,000 | \$ 15,000 | \$ 15,000 | 0.0% | 0.0% |
| 5600 - Professional/Technical | \$ - | \$ 683 | \$ 500 | \$ - | \$ 500 | \$ 500 | 0.0% | 0.0% |
| 6134 - Snow Removal Materials | \$ 41,042 | \$ 19,616 | \$ 25,000 | \$ 25,000 | \$ 27,000 | \$ 27,000 | 8.0% | 8.0% |
| 7143 - Curb and Gutter | \$ - | \$ - | \$ - | \$ - | \$ 240,000 | \$ 240,000 | 0.0% | 0.0% |
| Motor Fuel Tax Total | \$ 53,406 | \$ 45,484 | \$ 45,500 | \$ 42,000 | \$ 287,500 | \$ 287,500 | 531.9% | 584.5% |

**Excess (Deficiency) of Revenues
over Expenditures** \$ 33,871 \$ 102,276 \$ 86,433 \$ 114,684 \$ (131,188) \$ (131,188)

Fund Balance

May 1 \$ 441,116 \$ 474,987 \$ 577,262 \$ 577,262 \$ 691,946 \$ 691,946

April 30 \$ 474,987 \$ 577,262 \$ 663,695 \$ 691,946 \$ 560,758 \$ 560,758

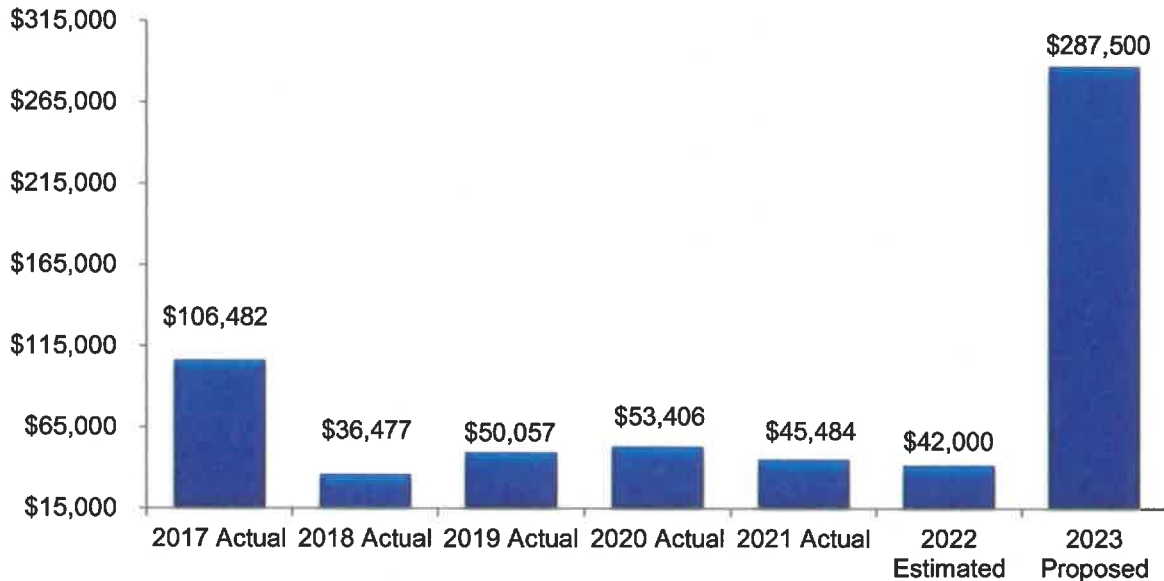
NARRATIVE REPORT

Department: Motor Fuel Tax Fund **Date:** January 2022
Activity: 05-12 **Prepared By:** Marrero

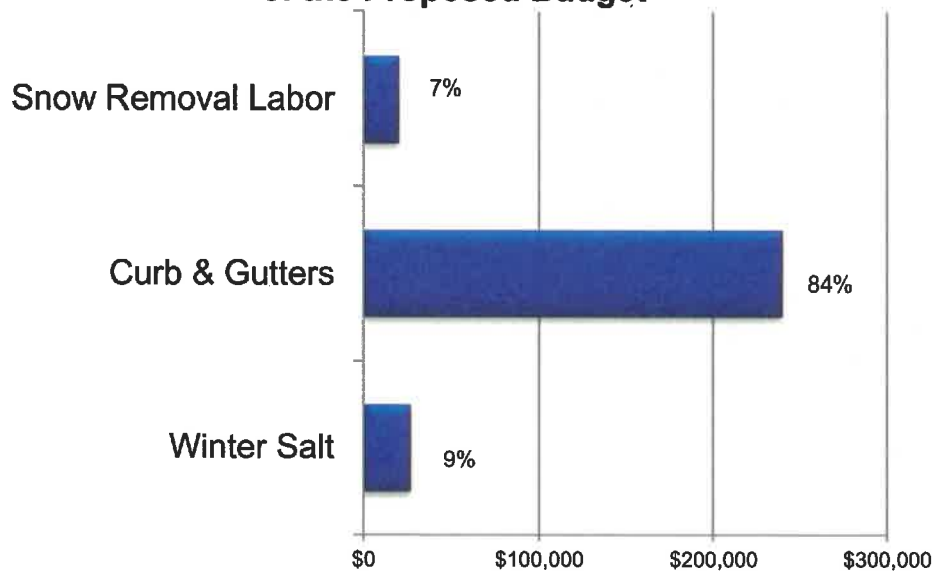
| Object Number | Narrative | Adopted |
|---------------|---|-----------|
| 4110 | Labor | \$5,000 |
| | Funds related to labor for snow removal. | |
| 4120 | Overtime Labor | \$15,000 |
| | Funds related to snow removal overtime. | |
| 6134 | Snow Removal Materials | \$27,000 |
| | The City's yearly allotment for salt purchases. \$62.58 per ton / 400 tons. And Ice Melt for sidewalks. | |
| 7143 | Curb and Gutter | \$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. | |

Motor Fuel Tax Fund

Motor Fuel Tax Historical Expenditures

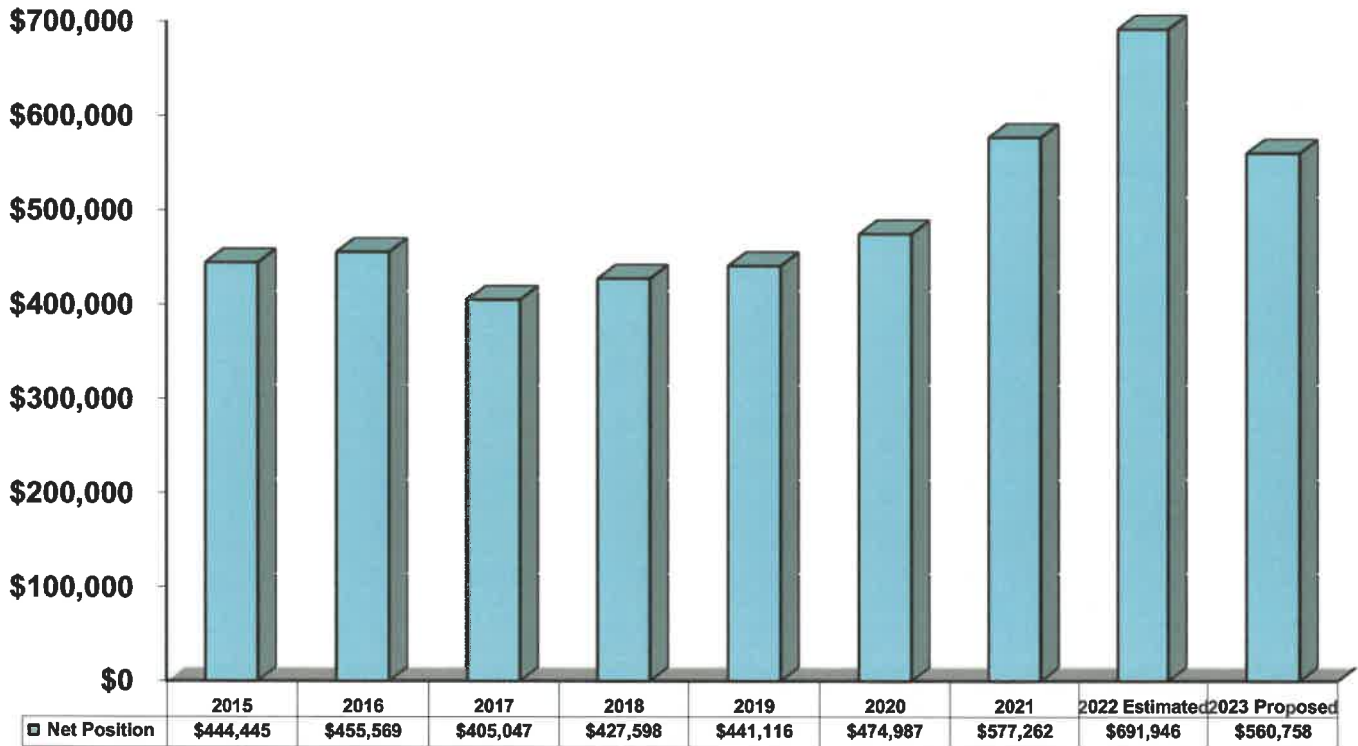


Curb & Gutters Represent 84% of the Proposed Budget



The FY 2023 MFT Budget is \$287,500. Snow removal labor and material costs continue to be budgeted in the Motor Fuel Tax Fund. For many years the curb and gutter projects have been expensed out of the Capital Fund, since there is a substantial MFT fund balance, in FY 2023 an estimated 3,000 square feet of curbs and gutters is estimated to be expensed out of MFT.

Motor Fuel Tax Fund Balance – Increase/Decrease from Prior Year



The Motor Fuel Tax Fund maintained an average fund balance level at about \$440,000 for fiscal years 2015 – 2020. The Motor Fuel Tax fund balance increased by \$102,275 in FY 2021. This increase is attributable to the new Transportation Renewal tax that was first receipted in September of 2019. This new tax is part of the State of Illinois capital plan. In FY 2021, the City received the first two (2) installments of the Rebuild Illinois grant program totaling \$46,880. The growth in fund balance will be tempered in FY 2023 when the curbs and gutters program will be funded from the Motor Fuel Tax Fund instead of the Capital Fund.

| Fiscal Year | Net Position | Surplus/(Deficit) | % Change |
|--------------------|---------------------|--------------------------|-----------------|
| 2015 | 444,445 | | |
| 2016 | 455,569 | 11,124 | 2.5% |
| 2017 | 405,047 | (50,522) | -11.1% |
| 2018 | 427,598 | 22,551 | 5.6% |
| 2019 | 441,116 | 13,518 | 3.2% |
| 2020 | 474,987 | 33,871 | 7.7% |
| 2021 | 577,262 | 102,275 | 21.5% |
| 2022 Estimated | 691,946 | 114,684 | 19.9% |
| 2023 Proposed | 560,758 | (131,188) | -19.0% |

PUBLIC SERVICES – MOTOR FUEL TAX
Fiscal Year 2022-2023 Budget Summary & Performance Measures

| | FY 2020 Actual | FY 2021 Actual | FY 2022 Amended Budget | FY 2022 Estimated | FY 2023 Proposed |
|---------------------------|-------------------|-------------------|---------------------------|----------------------|---------------------|
| Department Summary | | | | | |
| Salaries & Wages | \$ 12,364 | \$ 25,185 | \$ 20,000 | \$ 17,000 | \$ 20,000 |
| Professional Services | \$ - | \$ 683 | \$ 500 | \$ - | \$ 500 |
| Snow Removal Materials | 41,042 | 19,616 | 25,000 | 25,000 | 27,000 |
| Capital | - | - | \$ - | - | 240,000 |
| Department Totals | \$ 53,406 | \$ 45,484 | \$ 45,500 | \$ 42,000 | \$ 287,500 |

Motor Fuel Tax
Department Performance Measures

| Inputs | FY 2017 | FY 2018 | FY 2019 | FY 2020 | FY 2021 |
|---------------------------------|------------|-----------|-----------|-----------|-----------|
| Department Expenditures | \$ 106,482 | \$ 36,477 | \$ 50,057 | \$ 53,406 | \$ 45,484 |
| Outputs | 2017 | 2018 | 2019 | 2020 | 2021 |
| Snow & Ice Control/Plowed Miles | 8,571 | 12,577 | 15,577 | 12,349 | 16,096 |
| Snow & Ice Control/Salted Miles | 1,310 | 5,030 | 6,230 | 4,930 | 5,652 |
| Snow Events | N/A | 24 | 31 | 18 | 21 |
| Price Per Ton of Salt | \$ 49.08 | \$ 45.97 | \$ 45.97 | \$ 94.63 | \$ 45.48 |

Goals (4 Areas based upon Current Goals)

| | Remain Fiscally Sound | Community Engagement | Enhance Public Health & Safety | Maintain Building & Zoning |
|--|--------------------------|-------------------------|-----------------------------------|----------------------------------|
| Maintain safe City roadways during snow events | | | X | |



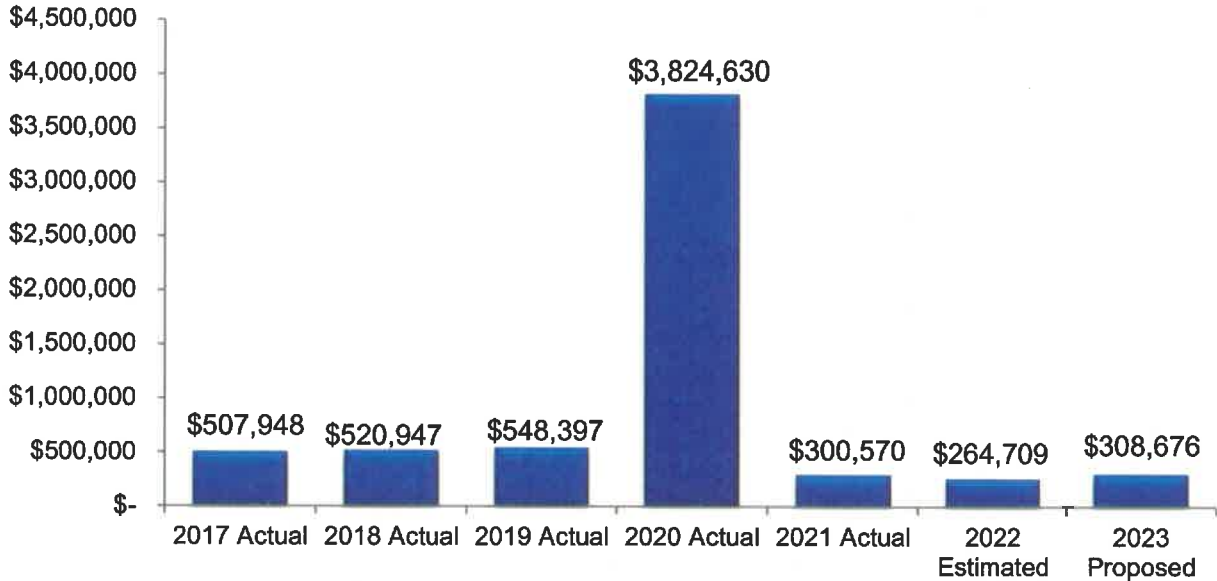
CITY OF OAKBROOK TERRACE
2012 BUSINESS DISTRICT DEBT SERVICE FUND SUMMARY
2022/2023 BUDGET
12-12

PURPOSE: The Business District was formed for the redevelopment of the shopping center at the corner of Roosevelt and Summit. The purpose of the 2012 Business District Debt Service 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 2012. A total of \$3.91 million in Business District bonds were issued to assist in funding the site's infrastructure improvements. These bonds mature in 2031. Effective for FY 2021 the 2012 Debt Service Fund receives 100% of all taxes collected within the Business District because the 2010 Business District Bonds were paid off in FY 2020. The 2012A Business District bonds were refinanced in April 2021, saving the City \$69,945 in debt service costs.

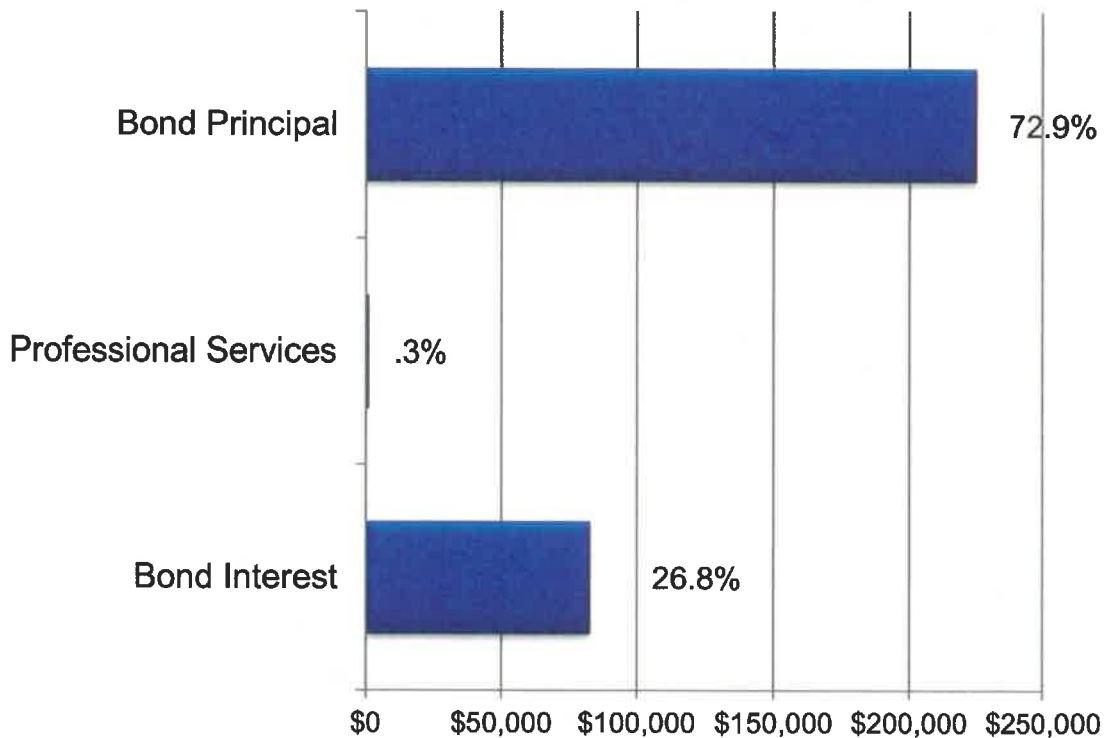
| | Actual 19/20 | Actual 20/21 | Adopted Budget 21/22 | Department Estimated 21/22 | Department Proposed 22/23 | Administrator Proposed 22/23 | % Change In 21/22 Budget To Proposed | % Change In 21/22 Estimate To Proposed |
|--|-------------------|-------------------|----------------------------|----------------------------------|---------------------------------|------------------------------------|--|--|
| Beginning Balance, May 1 | \$ 227,436 | \$ 244,833 | \$ 639,210 | \$ 639,210 | \$ 1,110,569 | \$ 1,110,569 | 73.7% | 73.7% |
| REVENUE | | | | | | | | |
| 3020 - Sales Tax | \$ 181,626 | \$ 424,523 | \$ 442,391 | \$ 470,600 | \$ 495,000 | \$ 495,000 | 11.9% | 5.2% |
| 3021 - Business Tax | \$ 44,020 | \$ 109,473 | \$ 103,104 | \$ 109,000 | \$ 117,400 | \$ 117,400 | 13.9% | 7.7% |
| 3022 - Home Rule Sales Tax | \$ 42,985 | \$ 108,720 | \$ 108,297 | \$ 114,500 | \$ 120,300 | \$ 120,300 | 11.1% | 5.1% |
| 3650 - Interest Earnings | \$ 2,632 | \$ 476 | \$ 500 | \$ 650 | \$ 1,000 | \$ 1,000 | 100.0% | 53.8% |
| 3660 - Misc. Revenue | \$ - | \$ 2,716 | \$ - | \$ 1,150 | \$ - | \$ - | 0.0% | -100.0% |
| 2012 Business District Total | \$ 271,263 | \$ 645,908 | \$ 654,292 | \$ 695,900 | \$ 733,700 | \$ 733,700 | 12.1% | 5.4% |
| EXPENDITURES | | | | | | | | |
| 5600 - Professional Services | \$ 856 | \$ 2,021 | \$ 856 | \$ 856 | \$ 856 | \$ 856 | 0.0% | 0.0% |
| 7170 - Bond Interest | \$ 78,010 | \$ 74,510 | \$ 41,203 | \$ 68,853 | \$ 82,820 | \$ 82,820 | 101.0% | 20.3% |
| 7170-02 - Issuance Costs | \$ - | \$ 49,039 | \$ - | \$ - | \$ - | \$ - | 0.0% | 0.0% |
| 7171 - Bond Principal | \$ 175,000 | \$ 175,000 | \$ 145,000 | \$ 195,000 | \$ 225,000 | \$ 225,000 | 55.2% | 15.4% |
| 2012 Business District Total | \$ 253,866 | \$ 300,570 | \$ 187,059 | \$ 264,709 | \$ 308,676 | \$ 308,676 | 65.0% | 16.6% |
| Excess (Deficit) of Revenues over Expenses | \$ 17,397 | \$ 345,338 | \$ 467,233 | \$ 431,191 | \$ 425,024 | \$ 425,024 | -9.0% | -1.4% |
| Other Financing Sources | | | | | | | | |
| Transfer from 2010 Business District | \$ - | \$ - | \$ - | \$ 40,168 | \$ - | \$ - | | |
| Bond Proceeds Refinancing | \$ - | \$ 1,900,000 | \$ - | \$ - | \$ - | \$ - | | |
| Payment to Escrow Agent | \$ - | \$ (2,049,406) | \$ - | \$ - | \$ - | \$ - | | |
| Bond Premium | \$ - | \$ 198,445 | \$ - | \$ - | \$ - | \$ - | | |
| Total Other Financing Sources | \$ - | \$ 49,039 | \$ - | \$ 40,168 | \$ - | \$ - | | |
| Net Change in Fund Balances | \$ 17,397 | \$ 394,377 | \$ 467,233 | \$ 471,359 | \$ 425,024 | \$ 425,024 | -9.0% | -9.8% |
| Ending Balance, April 30 | \$ 244,833 | \$ 639,210 | \$ 1,106,443 | \$ 1,110,569 | \$ 1,535,593 | \$ 1,535,593 | 38.8% | 38.3% |

Business District Tax Fund

Business District Historical Expenditures

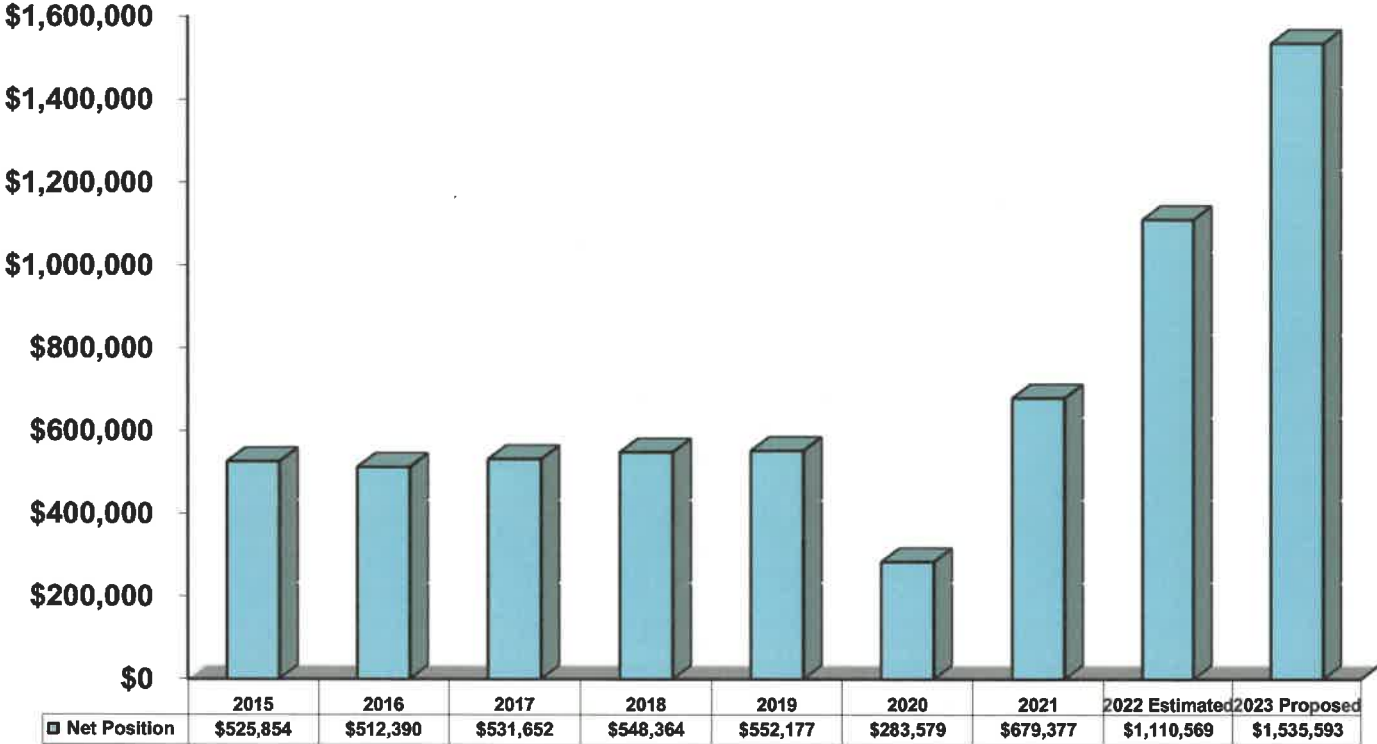


Bond Principal Represents 73% of The Proposed Budget



The FY 2023 Business District Tax Fund budget is \$308,676. This is an increase of \$8,106 from the FY 2021 actual. The 2012A Business District bonds were refinanced in April 2021, saving the City \$69,945 in debt service costs in the long run.

Business District Fund Balance – Increase/Decrease from Prior Year



The Business District maintained an average fund balance level at about \$535,000 for fiscal years 2015 – 2019. In FY 2020 the fund balance decreased by about \$268,598 due to the pay-off of the 2010 Business District Bonds. The principal balance of the 2010 Business District bonds was \$3.4 million. Excess reserves from the General Fund in the amount of \$2.9 were transferred to the Business District to expedite payment of the 2010 Business District Bonds, while the remaining balance came from the Business District reserves. Paying-off this bond issues saved the City over \$1 million in interest costs. The Business District 2012A bonds were refinanced in April 2021, saving the City \$69,945 in debt service costs.

The FY 2023 fund balance is estimated to increase because now all the taxes collected in the Business District will be applied towards the 2012 Business District bonds, thereby increasing reserves.

| FY | Net Position | Surplus/(Deficit) | % Change |
|----------------|--------------|-------------------|----------|
| 2015 | 525,854 | | |
| 2016 | 512,390 | (13,464) | -2.6% |
| 2017 | 531,652 | 19,262 | 3.8% |
| 2018 | 548,364 | 16,712 | 3.1% |
| 2019 | 552,177 | 3,813 | 0.7% |
| 2020 | 283,579 | (268,598) | -48.6% |
| 2021 | 679,377 | 395,798 | 139.6% |
| 2022 Estimated | 1,110,569 | 431,192 | 63.5% |
| 2023 Proposed | 1,535,593 | 425,024 | 38.3% |



**CITY OF OAKBROOK TERRACE
CAPITAL IMPROVEMENTS 09-12
2022/2023 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 19/20 | Actual 20/21 | Adopted Budget 21/22 | Department Estimated 21/22 | Department Proposed 22/23 | Administrator Proposed 22/23 | % of Total |
|---|------------------|------------------|----------------------------|----------------------------------|---------------------------------|------------------------------------|---------------|
| REVENUE | | | | | | | |
| 3021 - Home Rule Sales Tax | \$ 1,622,896 | \$ 1,548,188 | \$ 1,500,000 | \$ 1,600,000 | \$ 1,616,000 | \$ 1,616,000 | 87.2% |
| 3650 - Interest Earnings | \$ 32,519 | \$ - | \$ 3,600 | \$ - | \$ - | \$ - | 0.0% |
| 3650-01 Restricted IMET Int. Earnings | \$ 44,011 | \$ - | \$ - | \$ 4,018 | \$ - | \$ - | 0.0% |
| 3651 - Investment Income | \$ 15,820 | \$ 12,142 | \$ 9,000 | \$ 579 | \$ 3,500 | \$ 3,500 | 0.2% |
| 3660 - Miscellaneous Income | \$ - | \$ - | \$ - | \$ 3,195 | \$ - | \$ - | 0.0% |
| 3970-01 ComEd Grant for Spring Road LED Light | \$ 910 | \$ - | \$ - | \$ - | \$ - | \$ - | 0.0% |
| 3973-01 IEPA Streambank Stabilization Grant | \$ - | \$ - | \$ 234,000 | \$ - | \$ 234,000 | \$ 234,000 | 12.6% |
| 3999 - Proceeds from Capital Asset Disposal | \$ - | \$ 11,500 | \$ - | \$ 3,000 | \$ - | \$ - | 0.0% |
| Capital Improvement Fund Total | 1,716,155 | 1,571,830 | 1,746,600 | 1,610,792 | 1,853,500 | 1,853,500 | 100.0% |
| EXPENDITURES | | | | | | | |
| 5600 - Professional/Technical | \$ 10,558 | \$ 35,526 | \$ 13,390 | \$ 27,962 | \$ 20,000 | \$ 20,000 | 1.3% |
| 5600-15 Investment Manager Fees | \$ 556 | \$ 577 | \$ 600 | \$ 600 | \$ 600 | \$ 600 | 0.0% |
| 5600-16 Police ETSB System (former acct #7110-11) | \$ 16,376 | \$ 27,888 | \$ 32,242 | \$ - | \$ 32,722 | \$ 32,722 | 2.1% |
| 5600-17 - Annual Maintenance In-squad Cameras (8) (former acct #7117) | \$ - | \$ 17,784 | \$ 19,351 | \$ 20,637 | \$ 19,404 | \$ 19,404 | 1.3% |
| 5600-18 Flock ALPR Cameras | \$ - | \$ - | \$ - | \$ 22,000 | \$ 20,000 | \$ 20,000 | 1.3% |
| 5600-19 City Hall Office Space Renovation | \$ - | \$ - | \$ - | \$ - | \$ 16,000 | \$ 16,000 | 1.0% |
| 6125-01 Replace Office Furniture - City Hall | \$ 6,273 | \$ 4,413 | \$ - | \$ 350 | \$ - | \$ - | 0.0% |
| 7110-10 Building and Zoning Document Imaging | \$ 3,078 | \$ - | \$ - | \$ - | \$ - | \$ - | 0.0% |
| 7110-14 Upgrade Council Chamber Audio Visual System | \$ 25,745 | \$ 4,640 | \$ - | \$ 26,000 | \$ - | \$ - | 0.0% |
| 7110-19 Replace City Council Lectern | \$ 4,362 | \$ - | \$ - | \$ - | \$ - | \$ - | 0.0% |
| 7110-20 Replace 11 City Computers | \$ 9,535 | \$ - | \$ - | \$ - | \$ - | \$ - | 0.0% |
| 7110-22 Replace 9 Police Desktop Computers | \$ 6,615 | \$ - | \$ - | \$ - | \$ - | \$ - | 0.0% |
| 7110-24 Barracuda Cloud Upgrades | \$ - | \$ - | \$ - | \$ 20,000 | \$ - | \$ - | 0.0% |
| 7110-25 Springbrook Cloud Updates | \$ - | \$ - | \$ - | \$ 20,580 | \$ - | \$ - | 0.0% |
| 7110-26 Bobcat L28 Articulated Loader | \$ - | \$ - | \$ - | \$ 53,379 | \$ - | \$ - | 0.0% |
| 7110-27 S76 T4 Bobcat Skid Steer | \$ - | \$ - | \$ - | \$ 66,000 | \$ - | \$ - | 0.0% |
| 7116 - Replace Toughbook Laptops (9) | \$ 39,953 | \$ - | \$ - | \$ - | \$ - | \$ - | 0.0% |
| 7117- Replace Squad Video Cameras (8) | \$ 34,039 | \$ - | \$ - | \$ - | \$ - | \$ - | 0.0% |
| 7118 - Add License Plate Recognition Unit | \$ 19,997 | \$ - | \$ - | \$ - | \$ - | \$ - | 0.0% |
| 7130-02 Replace Public Services Director's Vehicle #PS2 | \$ 34,780 | \$ - | \$ - | \$ - | \$ 35,000 | \$ 35,000 | 2.3% |
| 7130- Replace Three Marked Squads | \$ - | \$ 97,631 | \$ - | \$ - | \$ - | \$ - | 0.0% |
| 7130- Add Lights and Equipment To New Squads | \$ - | \$ 180 | \$ 41,698 | \$ 37,996 | \$ - | \$ - | 0.0% |
| 7140-02 Add Exterior Signage at City Hall | \$ 3,276 | \$ - | \$ - | \$ - | \$ - | \$ - | 0.0% |
| 7155-01 Purchase - 17W245 Butterfield | \$ - | \$ 5,769 | \$ - | \$ 290,301 | \$ - | \$ - | 0.0% |
| 7170 - Bond Interest | \$ 90,450 | \$ 82,650 | \$ 74,700 | \$ 74,700 | \$ 99,900 | \$ 99,900 | 6.5% |
| 7170-01 Bond Principal | \$ 260,000 | \$ 265,000 | \$ 270,000 | \$ 270,000 | \$ 285,000 | \$ 285,000 | 18.7% |
| 7175 Investment Expense | \$ - | \$ - | \$ - | \$ 6,028 | \$ - | \$ - | 0.0% |
| 7190-06 Street Resurfacing Project | \$ 872,313 | \$ - | \$ - | \$ - | \$ - | \$ - | 0.0% |
| 7190-07 Streambank Stabilization Project | \$ 17,402 | \$ 26,624 | \$ 903,563 | \$ 55,000 | \$ 903,563 | \$ 903,563 | 59.2% |
| 7190-08 Spring Road LED Lighting Upgrade | \$ 3,085 | \$ - | \$ - | \$ - | \$ - | \$ - | 0.0% |
| 7190-09 Irrigation System Municipal Complex | \$ - | \$ - | \$ - | \$ - | \$ 30,000 | \$ 30,000 | 2.0% |
| 7190-10 Kreml Park Enhancement | \$ - | \$ - | \$ - | \$ - | \$ 50,000 | \$ 50,000 | 3.3% |
| 7190-11 Kreml Park Fountain Replacement | \$ 0 | \$ - | \$ - | \$ - | \$ 15,000 | \$ 15,000 | 1.0% |
| Capital Improvement Fund Total | 1,458,392 | 568,682 | 1,355,544 | 991,533 | 1,527,189 | 1,527,189 | 100.0% |
| Excess (Deficit) of Revenues Over Expenses | \$ 257,763 | \$ 1,003,148 | \$ 391,056 | \$ 619,259 | \$ 326,311 | \$ 326,311 | |
| Beginning Balance, May 1 | \$ 2,417,906 | \$ 2,675,669 | \$ 3,678,817 | \$ 3,678,817 | \$ 4,298,076 | \$ 4,298,076 | |
| Ending Balance, April 30 | \$ 2,675,669 | \$ 3,678,817 | \$ 4,069,873 | \$ 4,298,076 | \$ 4,624,387 | \$ 4,624,387 | |

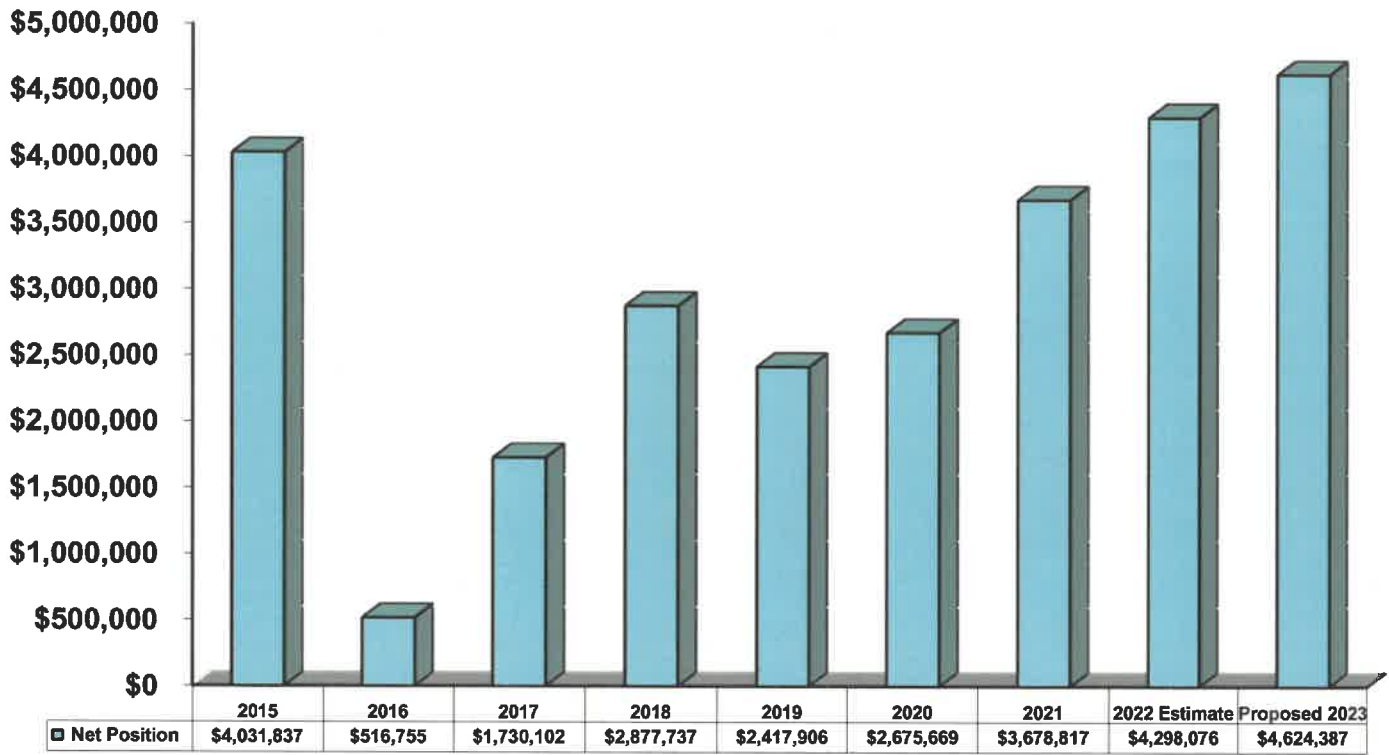
NARRATIVE REPORT

Department: Capital Improvement Fund **Date:** February 2022
Activity: 09-12 **Prepared By:** Amy Marrero

| Object Number | Narrative | Proposed |
|---------------|---|-----------|
| 5600 | Professional Services | \$20,000 |
| | Line item to purchase IT service hours through the consortium. | |
| 5600-16 | Police ETSB System Upgrade | \$32,722 |
| | Annual costs for the ETSB System | |
| 5600-17 | In-squad Video Cameras (8) | \$19,404 |
| | Annual Maintenance for the In-Squad Cameras | |
| 5600-18 | Flock ALPR Cameras | \$20,000 |
| | Annual Maintenance for Flock Camera's | |
| 5600-19 | City Hall Office Space Renovation | \$16,000 |
| | To renovate the offices on the far west of City Hall. The purpose is to split the one office in half. Primarily to establish an office for the Police Commission. | |
| 7130-02 | Replace Public Services Director's Car | \$35,000 |
| | Replacing his car will add a newer pooled vehicle to the fleet | |
| 7170 | Bond Interest | \$99,900 |
| | The amount includes the yearly interest expense for the facility construction bonds | |
| 7170-01 | Bond Principal | \$285,000 |
| | The amount includes the yearly principal expense for the facility construction bonds | |
| 7190-07 | Streambank Stabilization Project | \$903,563 |
| | To restore most of the stream banks that are severely eroded | |
| 7190-09 | Irrigation System Municipal Campus | \$30,000 |
| | Cost to install an underground sprinkling system at the Police Department and City Hall | |
| 7190-10 | Kreml Park Enhancement | \$50,000 |
| | Cost to re-landscape Kreml Park – Possible Butterfly Garden | |
| 7190-11 | Kreml Park Fountain Replacement | \$15,000 |
| | To replace the current fountain that has reached its useful life | |

Capital Improvement Fund

Fund Balance – Increase/Decrease from Prior Year



Up and through Fiscal Year 2015 cash reserves financed the construction of the new Police Station. The total cost of the new Police Station was \$9.8 million and was completed in October 2015. The fund balance in the Capital Improvement Fund is slowly being restored to higher levels to finance future capital improvements. The reserves of the Capital Improvement Fund act as a savings account for future capital improvements so from time to time there may be a deficit between the revenues and expenditures of the Capital Improvement Fund.

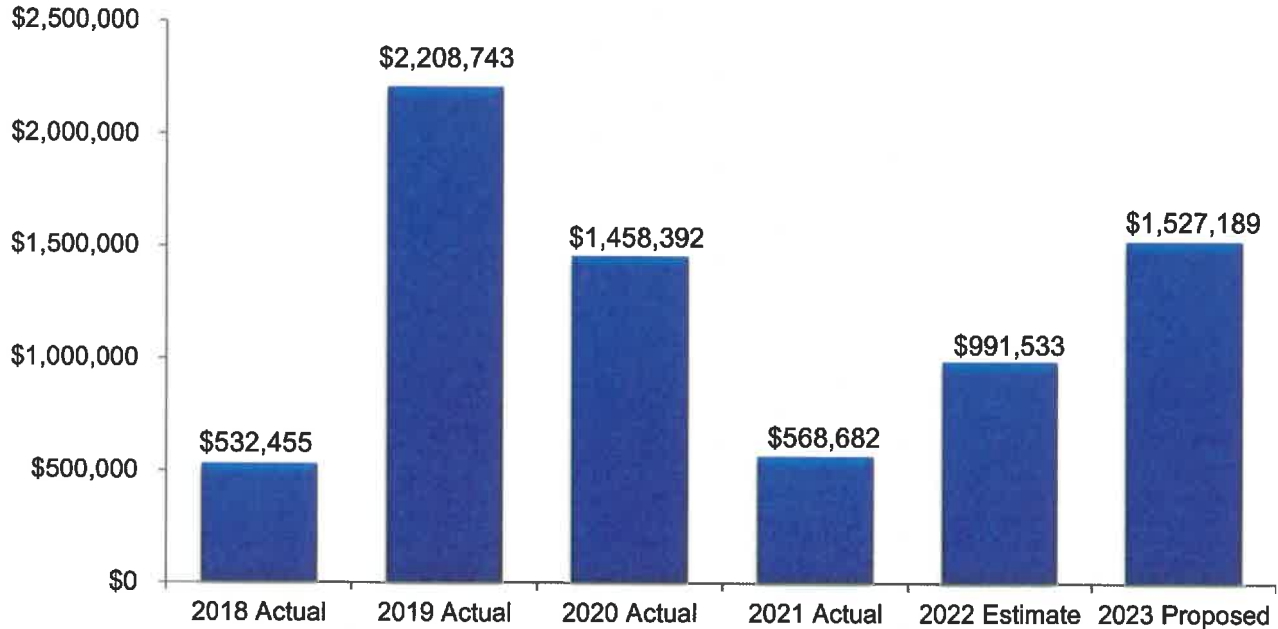
The FY 2021 fund balance for the Capital Improvement Fund was \$3,678,817, which is \$1,003,148 higher than FY 2020. This was mainly attributable to freezing all capital expenditures due to COVID-19. The FY 2022 fund balance is estimated at \$4,298,076, which is \$619,259 million higher than the prior year. With the potential pro-impact of COVID-19 on City finances, staff will continue to monitor the operating fund, and freeze capital improvements if needed. Considering we are home rule, we could borrow from the Capital Improvement Fund to replace any deficits that may arise.

| FY | Fund Balance | Surplus / (Deficit) | % Change |
|----------------|--------------|---------------------|----------|
| 2015 | 4,031,837 | | |
| 2016 | 516,755 | (3,515,082) | -87.2% |
| 2017 | 1,730,102 | 1,213,347 | 234.8% |
| 2018 | 2,877,737 | 1,147,635 | 66.3% |
| 2019 | 2,417,906 | (459,831) | -16.0% |
| 2020 | 2,675,669 | 257,763 | 10.7% |
| 2021 | 3,678,817 | 1,003,148 | 37.5% |
| 2022 Estimated | 4,298,076 | 619,259 | 16.8% |
| 2023 Proposed | 4,624,387 | 326,311 | 7.6% |

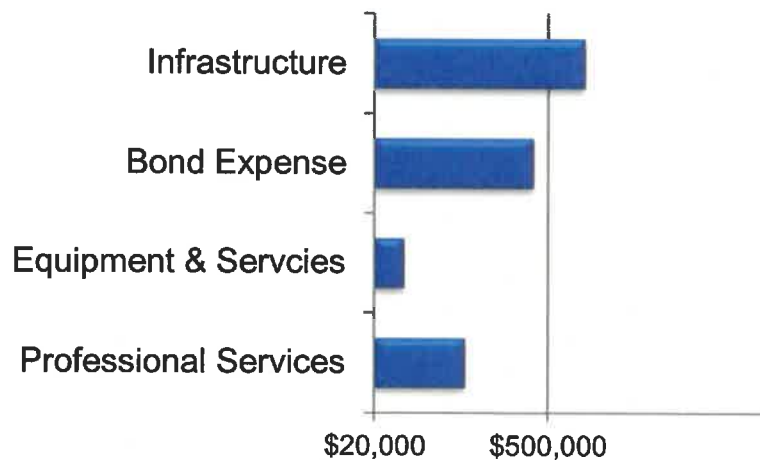
With the completion of the new Police Station, reserves started to increase again.

Capital Improvement Fund

Capital Improvement Fund Historical Expenditures



Infrastructure improvements represent 66% of the Proposed Budget



The FY 2023 Capital Improvement Fund budget is \$1,527,189 representing an increase of \$535,656 from the FY 2022 estimate. This is mainly attributable to the on-going costs of the Streambank Stabilization Project, and the ability to expense projects that were frozen in Fiscal Year 2021 due to the pandemic.

**CITY OF OAKBROOK TERRACE
CAPITAL PROJECTS FUND
FIVE YEAR CAPITAL PROJECTION**

| | FY 22/23 | FY 23/24 | FY 24/25 | FY 25/26 | FY 26/27 |
|--|---------------------|-------------------|-------------------|-------------------|-------------------|
| WATER FUND | \$ 96,387 | \$ 167,989 | \$ - | \$ - | \$ - |
| MOTOR FUEL TAX FUND | \$ 240,000 | \$ 80,000 | \$ 80,000 | \$ 80,000 | \$ 80,000 |
| CAPITAL PROJECTS FUND (Less Debt Service Costs) | \$ 1,527,189 | \$ 631,404 | \$ 612,400 | \$ 418,450 | \$ 401,500 |
| TOTAL | \$ 1,863,576 | \$ 879,393 | \$ 692,400 | \$ 498,450 | \$ 481,500 |

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 pr
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 comple
In order to move forward, projects over \$20,000 must be approved by the City Council.

**CITY OF OAKBROOK TERRACE
CAPITAL PROJECTS
FIVE YEAR CAPITAL PROJECTION**

| WATER FUND (Fund 03) | FY 22/23 | FY 23/24 | FY 24/25 | FY 25/26 |
|-------------------------------------|-------------|-------------|-------------|-------------|
| Water Tank Exterior Overcoat | \$ 96,387 | \$ - | \$ - | \$ - |
| Replacing The SCADA System | \$ - | \$ 128,989 | \$ - | \$ - |
| Replace W-3 Pick-up Truck | \$ - | \$ 39,000 | \$ - | \$ - |
| TOTAL WATER FUND | \$ 96,387 | \$ 167,989 | \$ - | \$ - |

CAPITAL IMPROVEMENT PROGRAM PROPOSAL FORM

| | | | |
|--|--------------|-------------------------------|----------------------|
| Department | Water | Fund & Fiscal Year | Water – FY 2022 / 23 |
| Date: | January 2021 | Prepared By: | Ward |
| Capital Request Description: Water Tank Exterior Overcoat – (non-recurring) | | | |
| Capital Request Cost: \$96,387 (base charge) non-recurring | | | |
| Account Number: 03-09-7190-08 | | | |

Current Status:

The interior of the Water Tank was painted back in 2015 and now an exterior overcoat is required. The Water Tank's exterior surface was originally painted back in 1998. Now the exterior paint job is over 20 years old and needs to re-coated.

Capital Request Description and Justification:

The 500,000-gallon elevated Water Tank is over 20 years old and the exterior needs to be repainted to preserve the unit for another 20-25 years. The contractor will prepare the exterior surfaces and repair the corroded areas per required specifications. The contractor will apply three (3) coatings including: a prime coat, an intermediate coat, and a finishing coat. The contractor will also re-apply the City's logo and lettering to match the existing. If the Water Tank is not painted, then more costly work will be required in the future.

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

| | |
|---|-----------------|
| Base project includes current City logo | \$86,672 |
| Possible add-on: man-lift rental service if cellular antennas are not removed | <u>\$9,715</u> |
| Estimated Base Cost | \$96,387 |
| Possible add-on: place the City's logo in two spots rather than just one | <u>\$25,500</u> |
| Total Estimated Cost with Additional Requirements | \$121,887 |

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

This project will reduce future operating costs because the Water Tank will be well maintained and should not need to be repainted for another 20-25 years.

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 2022/23: \$96,387 | FY 2023/24: \$0 | FY 2024/25: \$0 | FY 2025/26: \$0 | FY 2026/27: \$0 |
|-----------------------------|------------------------|------------------------|------------------------|------------------------|

CAPITAL IMPROVEMENT PROGRAM PROPOSAL FORM

| | | | |
|--|--------------|-------------------------------|---------------------|
| Department | Water | Fund & Fiscal Year | Water – FY 2022/ 23 |
| Date: | January 2022 | Prepared By: | Ward |
| Capital Request Description: Replace Water SCADA System – (non-recurring) | | | |
| Capital Request Cost: \$128,989 non-recurring | | | |
| Account Number: 03-09-7110- | | | |

Current Status:

The current SCADA (Supervisory Control and Data Acquisition) went live in 2001 and is 21 years old. The SCADA system monitors the City's water supply and distribution system. The SCADA system is completely obsolete and needs to be replaced in FY 2023.

Capital Request Description and Justification:

The SCADA system will be upgraded to a new controller and interface for the Water Tank. Also, the contractor will be installing a new ethernet for the wireless communications between the Water Tank and the control software system in the Public Services Water buildings. The Pressure Adjusting Station will also be upgraded to a new controller and Panelview. The Water System's SCADA software will be upgraded and will include the following features: built-in alarming, reporting and historian. The designated SCADA computer will be replaced with newer technology and a larger monitor. This new system is estimated to last 10 to 15 years.

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

| | |
|---------------|-----------|
| SCADA Upgrade | \$128,989 |
|---------------|-----------|

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

This project will reduce future operating costs because the new software uses the internet and the current auto-dialer telephone lines will be terminated saving the City about \$3,335 per year.

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 2022/23: \$0 | FY 2023/24:\$128,989 | FY 2024/25:\$0 | FY 2025/26: \$0 | FY 2026/27: \$0 |
|------------------------|-----------------------------|-----------------------|------------------------|------------------------|

CAPITAL IMPROVEMENT PROGRAM PROPOSAL FORM

| | | | |
|---|-----------------------------------|-------------------------------|-----------------|
| Department | Water Division of Public Services | Fund & Fiscal Year | Water – 2023/24 |
| Date: | December 2020 | Prepared By: | Ward |
| Capital Request Description: Replace W-3 Pick-up Truck (non-recurring) | | | |
| Capital Request Cost: \$39,000 | | | |
| Account Number: TBD | | | |

Current Status:

W-3 is a 2001 Chevrolet 2500HD 4X4 Pick-up Truck that is nearing the end of its useful life. W-3 would be replaced with a new pick-up truck with plow package from the Suburban Joint Purchasing Agency (State Bid). Once the existing W-3 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 maintain reliable and timely service within the Water Division, maintaining a reliable and modern fleet is essential. W-3 would be available if need be for snow removal purposes. The purchase of a new vehicle should limit maintenance costs spent due to breakdowns and equipment failures as well as promote department efficiency. The W-3 has 40,000 miles logged.

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

\$39,000 will be utilized from the Water Fund.

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

This vehicle has incurred approximately \$4,500 in maintenance costs over its life. This amount does not include any of the repairs made by in-house staff. This amount is expected to increase until FY 2023/24 when the unit is replaced. The estimated annual fuel cost per vehicle is \$370, while insurance premiums are approximately \$402 per year.

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 2022/23: \$0 | FY 2023/24:\$39,000 | FY 2024/25: \$0 | FY 2025/26: \$0 | FY 2026/27: \$0 |
|------------------------|----------------------------|------------------------|------------------------|------------------------|

**CITY OF OAKBROOK TERRACE
CAPITAL PROJECTS
FIVE YEAR CAPITAL PROJECTION**

| Motor Fuel Tax (Fund 05) | FY 22/23 | FY 23/24 | FY 24/25 | FY 25/26 | FY 26/27 |
|----------------------------------|-------------|-------------|-------------|-------------|-------------|
| Curbs & Gutters | \$ 240,000 | \$ 80,000 | \$ 80,000 | \$ 80,000 | \$ 80,000 |
| TOTAL MOTOR FUEL TAX FUND | \$ 240,000 | \$ 80,000 | \$ 80,000 | \$ 80,000 | \$ 80,000 |

CAPITAL IMPROVEMENT PROGRAM PROPOSAL FORM

| | | | |
|---|-----------------|-------------------------------|--------------------------|
| Department | Public Services | Fund & Fiscal Year | Motor Fuel Tax – FY 2023 |
| Date: | January 2022 | Prepared By: | Ward |
| Capital Request Description: Curb and Gutter (recurring) | | | |
| Capital Request Cost: \$240,000 | | | |
| Account Number: 05-12-7143-00 | | | |

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. Orchard Road is a targeted area this year to solve a drainage problem. Bids will determine curb quantities. We hope to eventually cover the entire subdivision.

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 this year and that same amount each year for the 6 year period.

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

| | | | | |
|------------------------------|-----------------------------|-----------------------------|-----------------------------|-----------------------------|
| FY 2022/23: \$240,000 | FY 2023/24: \$80,000 | FY 2024/25: \$80,000 | FY 2025/26: \$80,000 | FY 2026/27: \$80,000 |
|------------------------------|-----------------------------|-----------------------------|-----------------------------|-----------------------------|

**CITY OF OAKBROOK TERRACE
CAPITAL PROJECTS 09-12
FIVE YEAR CAPITAL PROJECTION**

| CAPITAL PROJECT FUND (Fund 09) | FY 22/23 | FY 23/24 | FY 24/25 | FY 25/26 | FY 26/27 |
|---|---------------------|---------------------|---------------------|---------------------|---------------------|
| Beginning Balance, May 1 | \$ 4,298,076 | \$ 4,624,387 | \$ 5,631,243 | \$ 6,673,557 | \$ 7,926,474 |
| <u>Estimated Revenue Projections</u> | | | | | |
| Home Rule Sales Tax | \$ 1,616,000 | \$ 1,632,160 | \$ 1,648,482 | \$ 1,664,966 | \$ 1,681,616 |
| Interest Earnings | \$ - | \$ 2,500 | \$ 2,525 | \$ 2,550 | \$ 2,576 |
| Investment Income | \$ 3,500 | \$ 3,600 | \$ 3,708 | \$ 3,850 | \$ 4,100 |
| IEPA Streambank Stabilization Grant | \$ 234,000 | \$ - | \$ - | \$ - | \$ - |
| Miscellaneous | \$ - | \$ - | \$ - | \$ - | \$ - |
| Total Estimated Revenues | \$ 1,853,500 | \$ 1,638,260 | \$ 1,654,715 | \$ 1,671,367 | \$ 1,688,292 |
| <u>Estimated Expenditures</u> | | | | | |
| Debt Service Principal Expense | \$ 285,000 | \$ 295,000 | \$ 310,000 | \$ 310,000 | \$ 315,000 |
| Debt Service Interest Expense | \$ 99,900 | \$ 58,050 | \$ 73,800 | \$ 59,850 | \$ 45,900 |
| Professional/Technical | \$ 20,000 | \$ 20,000 | \$ 20,000 | \$ 20,000 | \$ 20,000 |
| Investment Expense | \$ - | \$ - | \$ - | \$ - | \$ - |
| Investment Manager Fees | \$ 600 | \$ 600 | \$ 600 | \$ 600 | \$ 600 |
| Police ETSB System | \$ 32,722 | \$ 43,350 | \$ - | \$ - | \$ - |
| Replace Eight (8) In-Squad Video Cameras | \$ 19,404 | \$ 19,404 | \$ - | \$ - | \$ - |
| Flock ALPR Cameras | \$ 20,000 | \$ 20,000 | \$ 20,000 | \$ 20,000 | \$ 20,000 |
| Streambank Stabilization Project | \$ 903,563 | \$ 8,000 | \$ 8,000 | \$ 8,000 | \$ - |
| Replace Office Furniture | \$ - | \$ - | \$ - | \$ - | \$ - |
| Upgrade Audio Visual In Council Chambers | \$ - | \$ - | \$ - | \$ - | \$ - |
| Barracuda Cloud Upgrades | \$ - | \$ - | \$ - | \$ - | \$ - |
| Springbrook Cloud Upgrades | \$ - | \$ - | \$ - | \$ - | \$ - |
| Bobcat L28 Articulated Loader | \$ - | \$ - | \$ - | \$ - | \$ - |
| S76 T4 Bobcat Skid Steer | \$ - | \$ - | \$ - | \$ - | \$ - |
| Add Lights And Equipment To New Squads | \$ - | \$ - | \$ - | \$ - | \$ - |
| Purchase of 17W245 Butterfield | \$ - | \$ - | \$ - | \$ - | \$ - |
| Replace Pool Vehicle | \$ - | \$ 28,000 | \$ - | \$ - | \$ - |
| Replace T-1 2003 Ford F-350 SD Pickup with Plow | \$ - | \$ 49,000 | \$ - | \$ - | \$ - |
| Replace Front End Loader | \$ - | \$ 90,000 | \$ - | \$ - | \$ - |
| Replace T-2 F-350 Versa Lift Truck | \$ - | \$ - | \$ 180,000 | \$ - | \$ - |
| City Hall Office Space Renovation | \$ 16,000 | \$ - | \$ - | \$ - | \$ - |
| Irrigation System Municipal Complex | \$ 30,000 | \$ - | \$ - | \$ - | \$ - |
| Public Services Director's Vehicle | \$ 35,000 | \$ - | \$ - | \$ - | \$ - |
| Kreml Park Enhancement | \$ 50,000 | \$ - | \$ - | \$ - | \$ - |
| Kreml Park Fountain Replacement | \$ 15,000 | \$ - | \$ - | \$ - | \$ - |
| Total Estimated Expenditures | \$ 1,527,189 | \$ 631,404 | \$ 612,400 | \$ 418,450 | \$ 401,500 |
| Ending Balance, April 30 | \$ 4,624,387 | \$ 5,631,243 | \$ 6,673,557 | \$ 7,926,474 | \$ 9,614,766 |

Notes:

- 1 FY 2023 revenues and expenses are included as part of the proposed Capital Improvement Fund budget.
- 2 FY 2024-2026 figures represent estimated amounts that could change when more accurate data is available.
- 3 Even with the planned improvements and debt service payments, the FY 2026 ending fund balance remains healthy at \$9.6 million

CAPITAL IMPROVEMENT PROGRAM PROPOSAL FORM

| | | | |
|--|---------------|-------------------------------|------------------------------------|
| Department | Police | Fund & Fiscal Year | Capital Improvement - FY 2022/2023 |
| Date: | January, 2022 | Prepared By: | Chief Calvello |
| Capital Request Description: ETSB (Web RMS) which replaced NetRMS – Recurring Year 6 of 8 | | | |
| Capital Request Cost: \$32,722 | | | |
| Account Number: 09-12-5600-16 | | | |

Current Status:

We have fully transitioned to WebRMS which replaced NetRMS.

Capital Request Description and Justification:

ETSB has completed the transition to a new report writing system which replaced NetRMS. 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 will allow 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.

| Year | Fiscal Year | ETSB Fees |
|------|--------------|-------------------|
| 1 | FY 18 Actual | \$ 14,857 |
| 2 | FY 19 Actual | 20,827 |
| 3 | FY 20 Actual | 16,376 |
| 4 | FY 21 Actual | 27,888 |
| 5 | FY 22 Est. | 32,242 |
| 6 | FY 23 Est. | 32,722 |
| 7 | FY 24 Est. | 43,350 |
| 8 | FY 25 Est. | TBD |
| | | \$ 188,052 |

The City's share of the total cost of the upgrade is estimated at \$213,852.

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.

N/A

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

| | | | | |
|----------------------------------|--------------------------------|-------------------------------------|-----|-----|
| FY 2022/23: \$32,722 - Year 6 | FY 2023/24: \$43,350 Year 7 | FY 2024/25: TBD Year 8 and Final | N/A | N/A |
|----------------------------------|--------------------------------|-------------------------------------|-----|-----|

CAPITAL IMPROVEMENT PROGRAM PROPOSAL FORM

| | | | |
|---|---------------|-------------------------------|-----------------------------|
| Department | Police | Fund & Fiscal Year | Capital Improvements – 2023 |
| Date: | January, 2022 | Prepared By: | Chief Calvello |
| Capital Request Description: In-squad video cameras maintenance agreement (Recurring thru FY 2024) | | | |
| Capital Request Cost: \$19,404 per year | | | |
| Account Number: 09-12-5600-17 | | | |

Current Status:

In FY 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 2022 and an additional camera was purchased at the cost of \$1,620 per year, bringing the total number of cameras to nine (9).

Capital Request Description and Justification:

The City entered into a five (5) year agreement with Axon for the new video cameras. Under the agreement the in-squad video cameras are always under warranty. Axon provides secure cloud storage for the videos. City staff 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 \$19,404 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 2023 and FY 2024.

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

Since the cameras are replaced every two (2) years, the repair costs should be significantly lower than in the past.

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 2022/23: \$19,404 | FY 2023/24: \$19,404 | FY 2024/25: \$0 | FY 2025/26: \$0 | FY 2026/27: \$0 |
|--------------------------------|--------------------------------|---------------------------|---------------------------|---------------------------|

CAPITAL IMPROVEMENT PROGRAM PROPOSAL FORM

| | | | |
|---|----------------|-------------------------------|---------------------------------------|
| Department | Police | Fund & Fiscal Year | Capital Improvement – FY 2022/2023 |
| Date: | February, 2022 | Prepared By: | Chief Calvello |
| Capital Request Description: Flock Automated License Plate Reader (ALPR) Cameras | | | |
| Capital Request Cost: \$20,000 - Reoccurring * | | | |
| Account Number: 09-12-5600-18 | | | |

Current Status:

The police department recently purchased stationary license plate reader cameras during **FY 2022**. The cameras are to be installed at various locations throughout Oakbrook Terrace (see attached).

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 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 of the vehicle and a picture of it and they then can take enforcement action.

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

Some nearby agencies that have purchased Flock cameras include: DuPage County Sheriff, Villa Park, Lombard, Naperville, Willowbrook and Burr Ridge.

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

| | |
|--|--------------------|
| Eight Flock Falcon Cameras @ \$2,500 each | \$20,000.00 |
| Camera Implementation Fee @ \$250 per camera x 8 | \$2,000.00 |
| Total | \$22,000.00 |

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

*The reoccurring 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.

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

| | | | | |
|-----------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|
| FY 2022/23: \$20,000.00 | FY 2023/24: \$20,000.00 | FY 2024/25: \$20,000.00 | FY 2025/26: \$20,000.00 | FY 2026/27: \$20,000.00 |
|-----------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|

| CAPITAL IMPROVEMENT PROGRAM PROPOSAL FORM | | | |
|--|---------------|--------------------|------------------------------------|
| Department | Streets | Fund & Fiscal Year | Capital Improvement - FY 2022-2023 |
| Date: | December 2020 | Prepared By: | Ward |
| Capital Request Description: Streambank Stabilization Project – (recurring) | | | |
| Capital Request Cost: \$903,563 | | | |
| Account Number: 09-12-7190-07 | | | |

Current Status:

Some of the City’s streambanks were repaired back in 2009 and these portions are holding up strong. The other banks are severely eroded. The severe erosion is due to the recent heavy rainfalls. The erosion is encroaching on the pedestrian path and eroding road culverts. Update: 2019 / 2020 Permitting process took place and applications submitted and accepted for possible grants. Pending successful reviews from regulatory agencies, construction should take place in FY 2022 / 2023. Grant Update: City of Oakbrook Terrace won the grant from the EPA in the amount of \$234,000.

Capital Request Description and Justification:

The proposed streambank stabilization project will shore-up the problems with creek banks. If the streambanks are not repaired, then eventually these banks will come into residential property. This project includes the design, permitting, grant application assistance, construction engineering services, and the actual construction for the Spring Road Tributary Stabilization project from Eisenhower to Leahy Roads.

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).

Through completing this project, the City is saving on future capital costs through preventing the streambank from further erosion and residential property damage.

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

The City is eligible to receive one (1) grant from DuPage County and another grant from the Illinois Environmental Protection Agency (IEPA). The City Engineer estimates that the City could receive \$80,000 from DuPage County and \$234,000 from the IEPA. In order to successfully receive the grants, the City is working with Christopher B. Burke on the grant applications. Grant update: We won the grant from the IEPA but did not receive the grant from DuPage County. In December of 2020, the City reapplied for the County grant. We were once again denied.

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

| | | | | |
|-----------------------|--|--|--|-----------------|
| FY 2022/23: \$903,563 | FY 2023/24: \$8,000 Engineering Monitoring Year 1 of 3 | FY 2024/25: \$8,000 Engineering Monitoring Year 2 of 3 | FY 2025/26: \$8,000 Engineering Monitoring Year 3 of 3 | FY 2026/27: \$0 |
|-----------------------|--|--|--|-----------------|

CAPITAL IMPROVEMENT PROGRAM PROPOSAL FORM

| | | | |
|---|--------------------------|-------------------------------|----------------|
| Department | Executive Administration | Fund & Fiscal Year | FY 2022 / 2023 |
| Date: | February 2022 | Prepared By: | Amy Marrero |
| Capital Request Description: City Hall Office Space Renovation | | | |
| Capital Request Cost: | \$16,000 | | |
| Account Number: 09-12-5600-19 | | | |

Current Status: A larger office on the West side of City Hall is being under utilized. Staff recommends splitting the one (1) office into two (2) separate offices.

The one office will be the new Police Commission office which is greatly needed, due to all their files are stored currently in the basement.

The other office can be used for miscellaneous uses, such as event planning projects, and yearly auditor's for Finance or Workers Compensation audits.

Capital Request Description and Justification: The Police Commission's files need to come out of the basement.

The other office will remain being used as it always has.

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 2022/23: \$16,000 | FY 2023/24: \$0 | FY 2024/25: \$0 | FY 2025/26: \$0 | FY 2026/27: \$0 |
|----------------------|-----------------|-----------------|-----------------|-----------------|

CAPITAL IMPROVEMENT PROGRAM PROPOSAL FORM

| | | | |
|---|---------------------------|-------------------------------|------------------------------------|
| Department | Public Services - Streets | Fund & Fiscal Year | Capital Improvement - FY 2022/2023 |
| Date: | January, 2022 | Prepared By: | Craig Ward |
| Capital Request Description: Irrigation System Install Municipal Complex | | | |
| Capital Request Cost: \$30,000 | | | |
| Account Number: 09-12-7190-09 | | | |

Current Status:
The municipal campus currently does not have an irrigation system.

Capital Request Description and Justification:
To enhance and maintain the landscape at the municipal campus an irrigation system should be installed.

Describe in detail the breakdown of the capital costs included in the estimate above.
\$30,000 should not be exceeded for the install of an irrigation system that would cover the entire municipal campus

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 2022/23: \$30,000 | FY 2023/24: | FY 2024/25: | FY 2025/26: | FY 2026/27: |
|-----------------------------|--------------------|--------------------|--------------------|--------------------|

CAPITAL OUTLAY PROPOSAL FORM

| | | | |
|--|-----------------|-------------------------------|--------------------------|
| Department | Public Services | Fund & Fiscal Year | Capital Improvement-2023 |
| Date: | January 2022 | Prepared By: | Ward |
| Capital Request Description: Public Services Director's Vehicle # PS2 (non-recurring) | | | |
| Capital Request Cost: \$35,000 | | | |
| Account Number: 09-12-7130-02 | | | |

Current Status:

Car # PS2 is a 2019 Ford Ranger 4X4 Truck that is currently being utilized by the Public Services Director. Code Enforcement is in need of a more reliable and job duty specific vehicle and I am proposing a transfer of PS2 to Code Enforcement and am requesting that Code Enforcements current vehicle PS1 be utilized as a pool car. I am requesting that a new truck 4X4 type vehicle be purchased for the Public Services Director which will be labeled as PS3.

Capital Request Description and Justification:

It's the City's policy to replace Admin vehicles every 5 years unless deemed otherwise. The purchase of a new vehicle should limit maintenance costs spent due to breakdowns and equipment failures as well as maintain compliance with the City's vehicle replacement policy. The current mileage on PS2 is 35,000.

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

\$35,000 will not be exceeded when purchasing a replacement SUV / Truck 4X4 type vehicle off of the State Bid for car # PS3.

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

To date the Vehicle #PS2 has experienced minimal \$ in repair costs. Maintenance costs are expected to increase until the unit is replaced in FY 2026 / 27

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 2022/23: \$35,000 | FY 2023/24: \$0 | FY 2024/25: | FY 2025/26: \$0 | FY 2026/27: \$0 |
|-----------------------------|------------------------|--------------------|------------------------|------------------------|

CAPITAL IMPROVEMENT PROGRAM PROPOSAL FORM

| | | | |
|--|---------------------------|-------------------------------|------------------------------------|
| Department | Public Services - Streets | Fund & Fiscal Year | Capital Improvement - FY 2022/2023 |
| Date: | January, 2022 | Prepared By: | Craig Ward |
| Capital Request Description: Kreml Park Enhancement | | | |
| Capital Request Cost: | \$50,000 | | |
| Account Number: | 09-12-7190-10 | | |

Current Status: Kreml Park is a City owned park located within a residential subdivision at MacArthur Dr and Eisenhower Rd. Although beautiful in its own right, Kreml Park could benefit from some enhancements to make the park even more enjoyable for visitors.

Capital Request Description and Justification:

A meeting with a landscape architect needs to take place to see what enhancements can be done and renderings produced so the right decisions can be made.

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

\$50,000 will not be exceeded with these enhancements.

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 2022/23: \$50,000 | FY 2023/24: | FY 2024/25: | FY 2025/26: | FY 2026/27: |
|-----------------------------|--------------------|--------------------|--------------------|--------------------|

CAPITAL IMPROVEMENT PROGRAM PROPOSAL FORM

| | | | |
|---|----------------------------------|-------------------------------|----------------|
| Department | Public Services Streets Division | Fund & Fiscal Year | FY 2022 / 2023 |
| Date: | December 2020 | 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.

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 2022/23: \$15,000 | FY 2023/24: \$0 | FY 2024/25: \$0 | FY 2025/26: \$0 | FY 2026/27: \$0 |
|----------------------|-----------------|-----------------|-----------------|-----------------|

CAPITAL OUTLAY PROPOSAL FORM

| | | | |
|--|---------------|-------------------------------|--------------------------|
| Department | Admin | Fund & Fiscal Year | Capital Improvement-2024 |
| Date: | December 2021 | Prepared By: | Ward |
| Capital Request Description: Pool Vehicle (non-recurring) | | | |
| Capital Request Cost: \$28,000 | | | |
| Account Number: 09-12-7130-02 | | | |

Current Status:

Car # A-2 is a 2011 Ford Taurus that will be near the end of its useful life when it is due for replacement in FY 24. Car #A-2 would be replaced with a new SUV / car frame type vehicle from the Suburban Joint Purchasing Agency (State Bid). Once the existing A-2 would be declared surplus, auctioning vs trade-in values will be explored to ensure the City the best deal.

Capital Request Description and Justification:

It's the City's policy to replace Admin vehicles every 5 years unless deemed otherwise. The purchase of a new vehicle should limit maintenance costs spent due to breakdowns and equipment failures as well as maintain compliance with the City's vehicle replacement policy. The current mileage on the unit is 105,000.

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

\$28,000 will not be exceeded when purchasing a replacement SUV / Car frame type vehicle off of the State Bid for car # A-2 for Code Enforcement.

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

To date the Vehicle #A-2 has experienced \$4,500 in repair costs. Maintenance costs are expected to increase until the unit is replaced in FY 2023/24.

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 2022/23: \$0 | FY 2023/24: \$28,000 | FY 2024/25: \$0 | FY 2025/26: \$0 | FY 2026/27: \$0 |
|------------------------|-----------------------------|------------------------|------------------------|------------------------|

CAPITAL IMPROVEMENT PROGRAM PROPOSAL FORM

| | | | |
|--|-----------------|-------------------------------|--------------------------|
| Department | Public Services | Fund & Fiscal Year | Capital Improvement-2024 |
| Date: | December 2020 | Prepared By: | Ward |
| Capital Request Description: Replace T-1 2003 Ford F-350 SD 4x4 Pick-up Truck with Plow Package (non-recurring) | | | |
| Capital Request Cost: \$49,000 | | | |
| Account Number: TBD | | | |

Current Status:

T-1 is a 2003 Ford F-350 SD 4X4 Pick-up Truck that is nearing the end of its useful life. T-1 would be replaced with a new pick-up truck with plow package from the Suburban Joint Purchasing Agency (State Bid). Once the existing T-1 is declared surplus, auctioning vs trade-in values will be explored to ensure the City the best deal.

Capital Request Description and Justification:

In order to maintain reliable and timely service within Public Services, maintaining a reliable and modern fleet is essential. The T-1 would also be utilized for snow removal procedures. The purchase of a new vehicle should limit maintenance costs spent due to breakdowns and equipment failures as well as promote department efficiency. The T-1 has 73,500 miles logged and is expected to have more by the time the vehicle is actually replaced in FY 2024.

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

\$49,000 will not be exceeded from capital when purchasing a replacement for T-1.

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

This vehicle has incurred approximately \$13,000 in maintenance costs over its life. Maintenance costs are to be expected until the vehicle is replaced.

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 2022/23: \$0 | FY 2023/24: \$49,000 | FY 2024/25: \$0 | FY 2025/26: \$0 | FY 2026/27: \$0 |
|------------------------|-----------------------------|------------------------|------------------------|------------------------|

CAPITAL IMPROVEMENT PROGRAM PROPOSAL FORM

| | | | |
|--|-----------------|-------------------------------|---------------------------|
| Department | Public Services | Fund & Fiscal Year | Capital Improvements-2024 |
| Date: | December 2021 | Prepared By: | Ward |
| Capital Request Description: Replace Front-end Loader (non-recurring) | | | |
| Capital Request Cost: \$90,000 | | | |
| 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 5,900 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.

\$90,000 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 \$8,500 which does not include in-house repairs. Maintenance costs are expected to increase until the unit is replaced in FY 2023 / 24

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 2022/ 2023:\$0 | FY 2023/24: \$90,000 | FY 2024/25:\$0 | FY 2025/26: \$0 | FY 2026/27: \$0 |
|--------------------------|-----------------------------|-----------------------|------------------------|------------------------|

| CAPITAL IMPROVEMENT PROGRAM PROPOSAL FORM | | | |
|--|-----------------|--------------------|---------------------------|
| Department | Public Services | Fund & Fiscal Year | Capital Improvements-2025 |
| Date: | December 2020 | Prepared By: | Ward |
| Capital Request Description: Replace Vehicle # T-2 F-350 Versa Lift Truck (non-recurring) | | | |
| Capital Request Cost: \$180,000 | | | |
| Account Number: TBD | | | |

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| <p><u>Current Status:</u></p> <p>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.</p> |
| <p><u>Capital Request Description and Justification:</u></p> <p>T-2 will be 30 years old when it is requested that it be replaced. The T2 Lift Truck currently has 18,000 miles logged and is expected to have many more by the time the unit is replaced in FY 2025. 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.</p> |
| <p><u>Describe in detail the breakdown of the capital costs included in the estimate above.</u></p> <p>\$180,000 will not be exceeded when purchasing a replacement for T-2 off of the State Bid.</p> |
| <p><u>Capital Cost Savings or Increased Operating Costs in Future Budget Years.</u></p> <p>To date, \$33,000.00 has been spent to repair the Lift Truck. This amount does not include any in-house repairs. With purchasing a new unit in FY 2025, these maintenance costs will decrease.</p> |
| <p><u>Indicate if any grants will be used to purchase the proposed capital item.</u></p> <p>None.</p> |

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

| | | | | |
|-----------------|---------------|---------------------|-----------------|-----------------|
| FY 2022/23: \$0 | FY2023/24:\$0 | FY2024/25:\$180,000 | FY 2025/26: \$0 | FY 2026/27: \$0 |
|-----------------|---------------|---------------------|-----------------|-----------------|