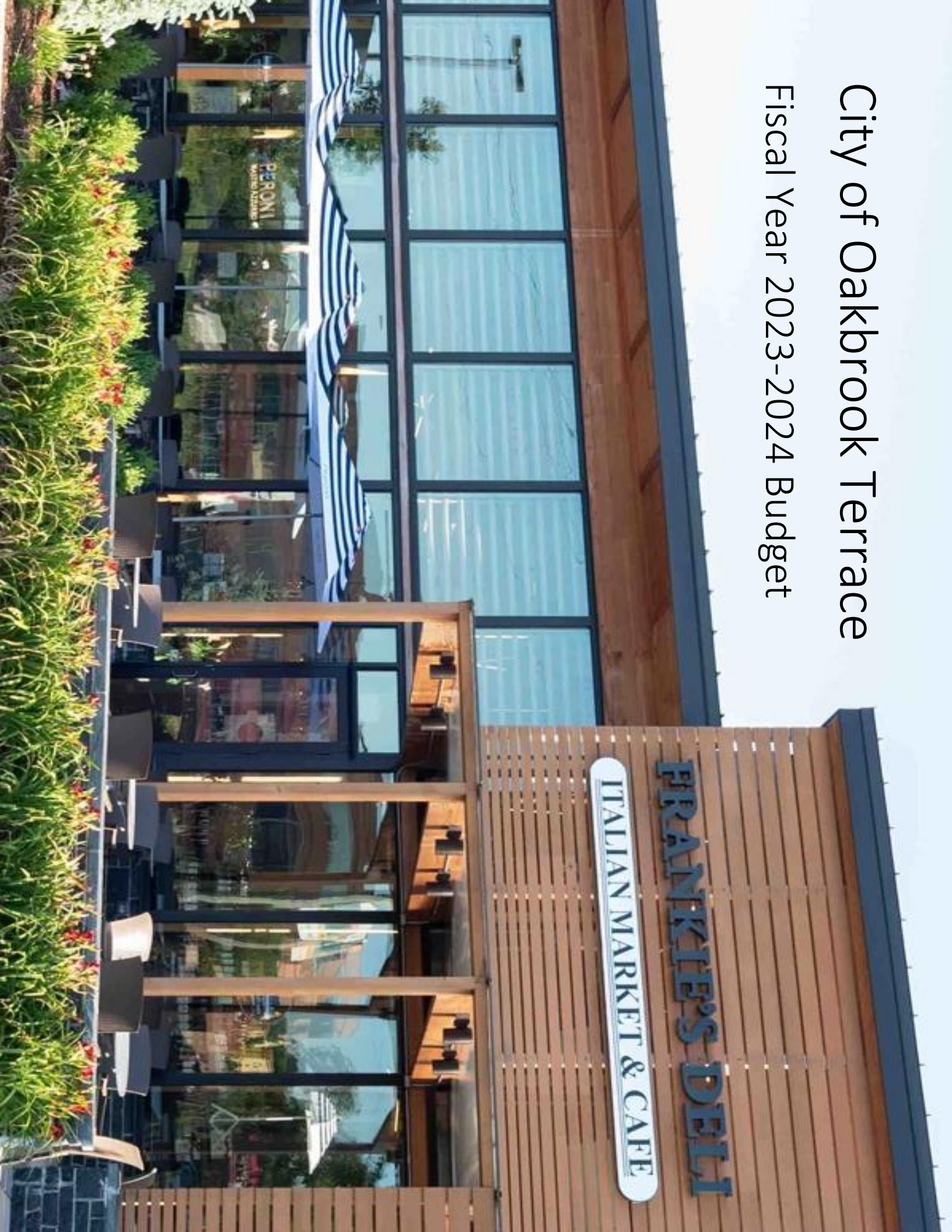


City of Oakbrook Terrace

Fiscal Year 2023-2024 Budget





GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**City of Oakbrook Terrace
Illinois**

For the Fiscal Year Beginning

May 01, 2022

Christopher P. Morrill

Executive Director

City of Oakbrook Terrace

Fiscal Year 2024 Personnel and Position Schedule

FULL-TIME EMPLOYEES

(Expressed In FTE's*)

Executive Administration Department

City Administrator (1.0)
Assistant to the City Administrator (1.0)
Media Specialist/Special Events Coordinator (1.0)

Police Department

Chief (1.0)
Deputy Chief (1.0)
Sergeants (4.0)
Patrol Officers (15.0)
Administrative Supervisor (1.0)
Administrative Officers (2.0)

Community Development

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

Public Services Department – Streets Division

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

Finance Department

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

Public Services Department – Water Division

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

PART-TIME EMPLOYEES

(Expressed In FTE's*)

Administrative Assistant (.25)

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

Administrative Assistant (.50)

Maintenance Worker (.50)

Administrative Assistant (.25)

Utility Billig Clerk (.50)

* FTE = Full-Time Equivalent

Fiscal Year 2024 Personnel Summary Schedule

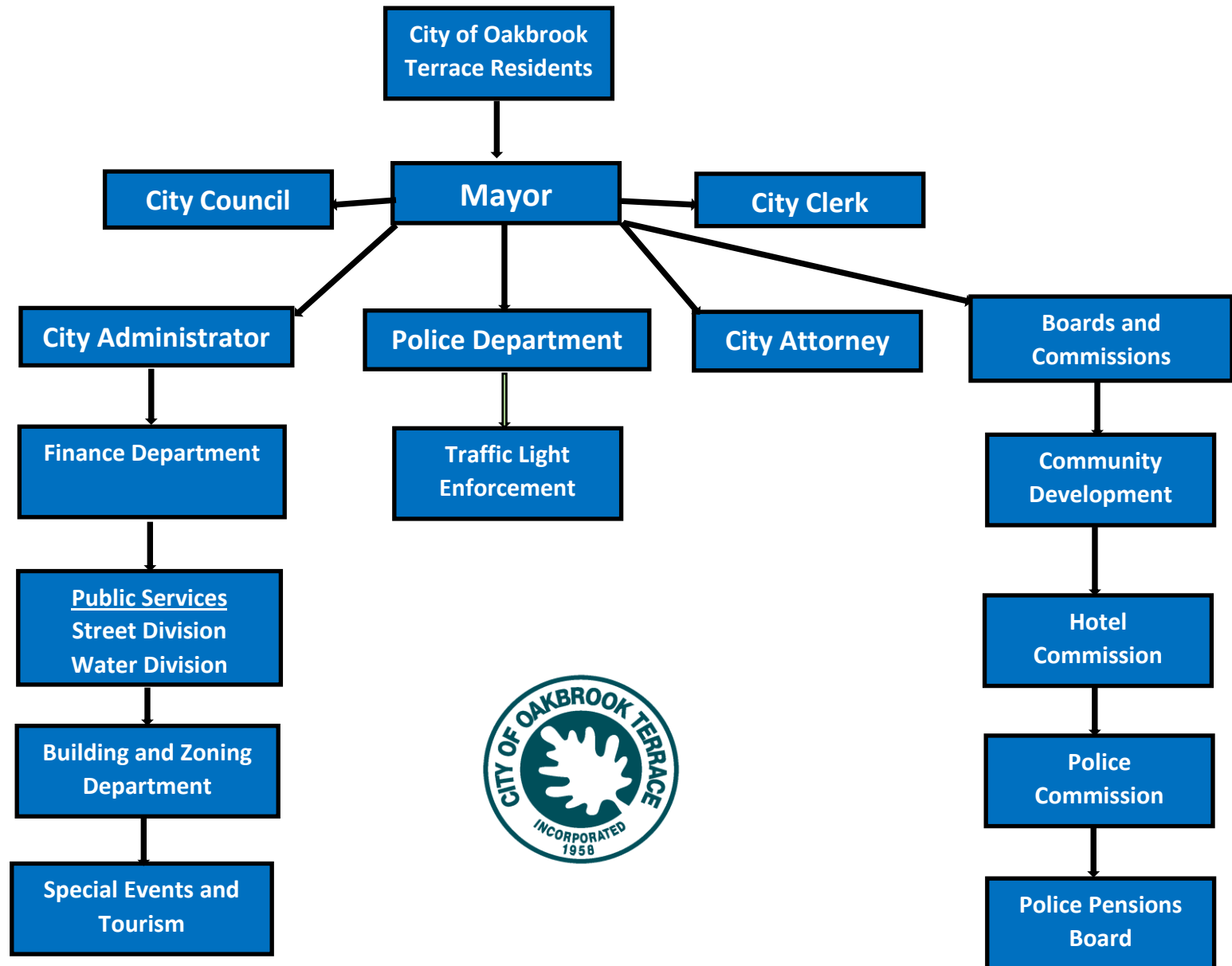
	Authorized 2022-2023	Proposed 2023-2024	Proposed FY 2023-2024 Base Salary	
<u>GENERAL FUND - Full-Time Positions</u>				
City Administrator	0.5	1	\$ 149,714	(1)
Assistant to the City Administrator	1	1	94,147	
Media Specialist/Special Events Coordinator	0	1	63,734	(2)
Public Services Director	0.5	0.5	68,894	
Maintenance Worker II	2	2	133,089	
Maintenance Worker II/Mechanic	1	1	84,292	
Community Development Director	1	1	113,482	
Community Development Administrative Secretary	1	0	-	(3)
Assistant to the Community Development Director	1	1	74,564	
Code Enforcement Officer	1	1	66,976	
Finance Director	0.5	1	115,089	(1)
Finance Coordinator	1	1	112,322	
Fiscal Assistant	1	1	73,522	
Chief of Police	1	1	155,249	
Deputy Chief of Police	1	1	152,381	
Police Sergeant	4	4	505,207	
Police Officer	15	15	1,447,700	
Police Administrative Supervisor	1	1	82,671	(4)
Secretary of Police Chief	1	0	-	(4)
Police Administrative Officers	2	2	122,292	
<u>WATER FUND - Full-Time Positions</u>				
Public Services Director	0.5	0.5	68,894	
Water Operator	2	2	168,583	
Total Full-Time Employees	39	39	\$ 3,852,802	
<u>GENERAL FUND - Part-Time Positions</u>				
Special Events/Administrative Assistant	1	0	-	(2)
Community Development Administrative Assistant	0	1	36,972	(3)
Administrative Assistant	1	1	45,530	
Media Specialist	1	0	-	(2)
IT Coordinator	1	0	-	(6)
PD Service Technician	0	1	25,435	(5)
Traffic Enforcement Officers	4	4	75,490	
Maintenance Worker II	0	1	26,483	(7)
Seasonal Employee	2	1	9,984	
<u>WATER FUND - Part-Time Positions</u>				
Utility Billing Clerk/Administrative Assistant	0	1	35,905	(8)
Total Part-Time Employees	10	9	\$ 255,799	
Total Salaries			\$ 4,108,601	

Notes:

1. The City Administrator and Finance Director roles were previously performed by one employee. Duties will no longer be split between two employees.
2. A full-time Media Specialist/Special Events Coordinator position will replace a part-time Special Events/Administrative Assistant & a part-time Media Specialist position that was budgeted for in fiscal year 2023.
3. A full-time Community Development Administrative Assistant position will be replaced with a part-time position in fiscal year 2024.
4. The duties of the Secretary of Police Chief position will be absorbed by the Administrative Supervisor position.
5. A newly created part-time Police Department Service Technician position was added for FY 2024.
6. The previously budgeted position of IT Coordinator was never filled in fiscal year 2023 and will be removed in fiscal year 2024.
7. A part-time Maintenance Worker II position was newly created for fiscal year 2024.
8. A part-time Utility Billing Clerk/Administrative Assistant position was added for fiscal year 2024.

City of Oakbrook Terrace Organizational Chart

Fiscal Year Ended April 30, 2024



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.

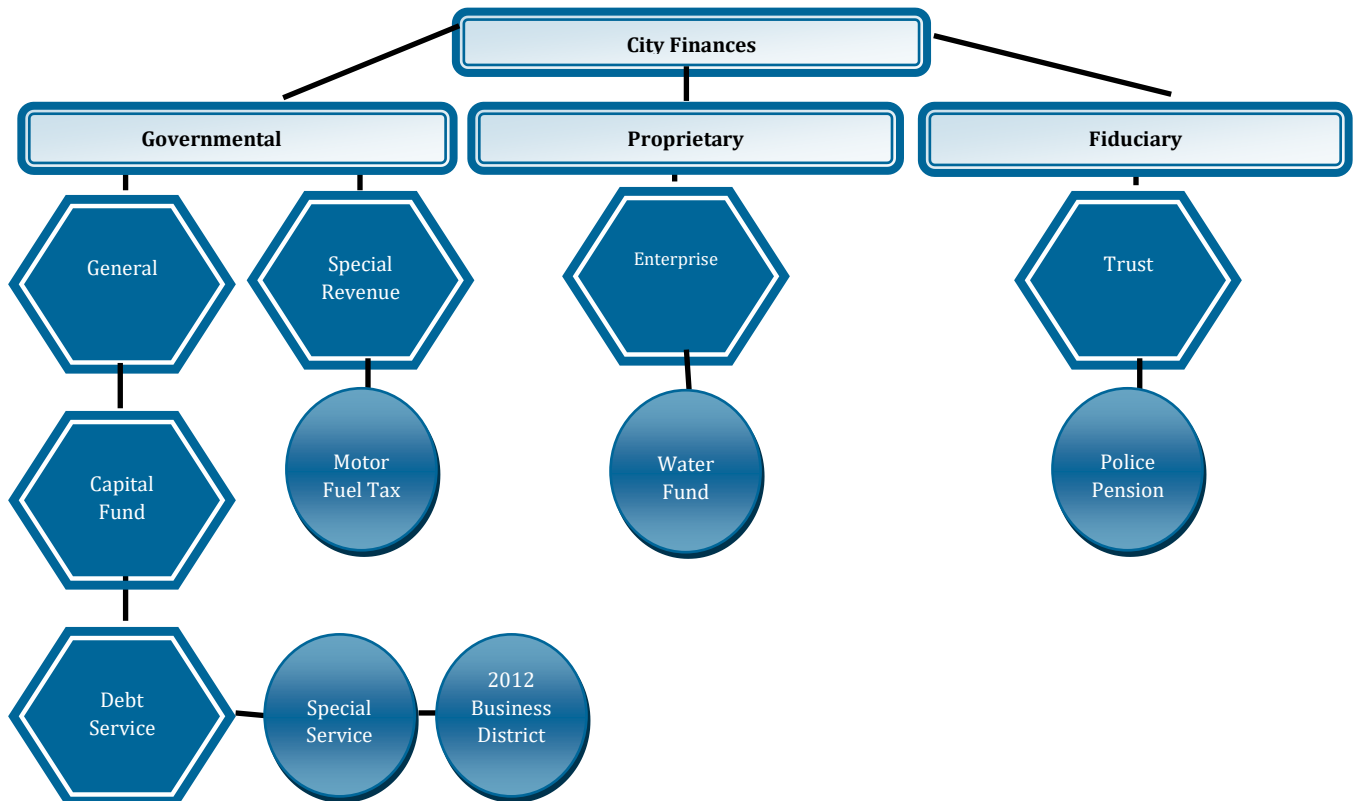
General Fund – The General Fund is the City’s primary fund, and most bills and revenues are recorded here, except for those that need to be accounted for in another fund.

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 SSAIL, and 2012 Business District Debt Service.

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

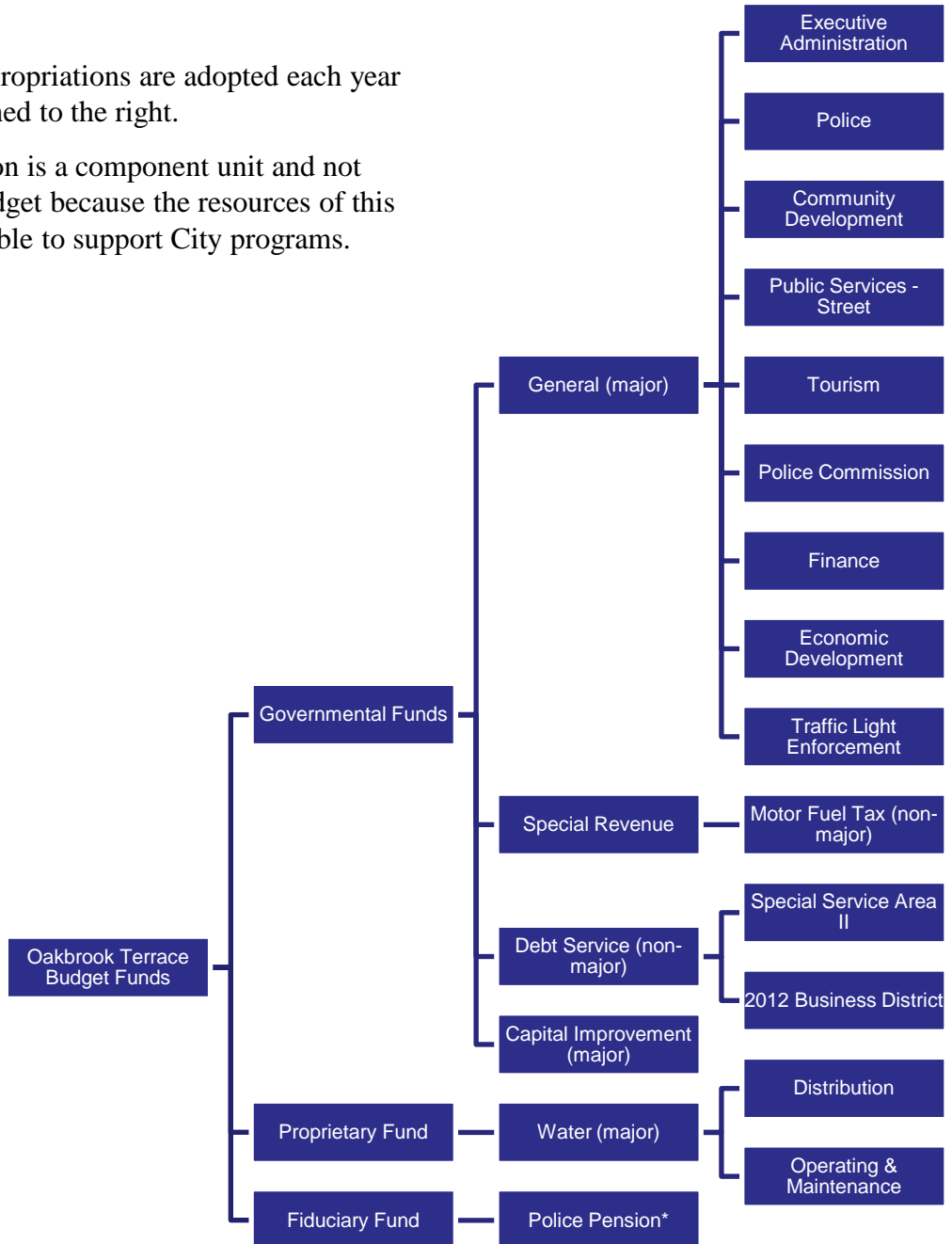
Fiduciary – The City administers the Police Pension Fund for assets held by the City to pay for the retirement benefits to sworn public safety employees. The City holds these funds in a trust capacity and since the Police Pension resources are not available to support City programs, a budget is not prepared.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



City of Oakbrook Terrace Fiscal Year 2024 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
2023-2024 PROPOSED
ALL FUND SUMMARY OF REVENUES/EXPENDITURES
AND
CHANGES IN FUND BALANCE

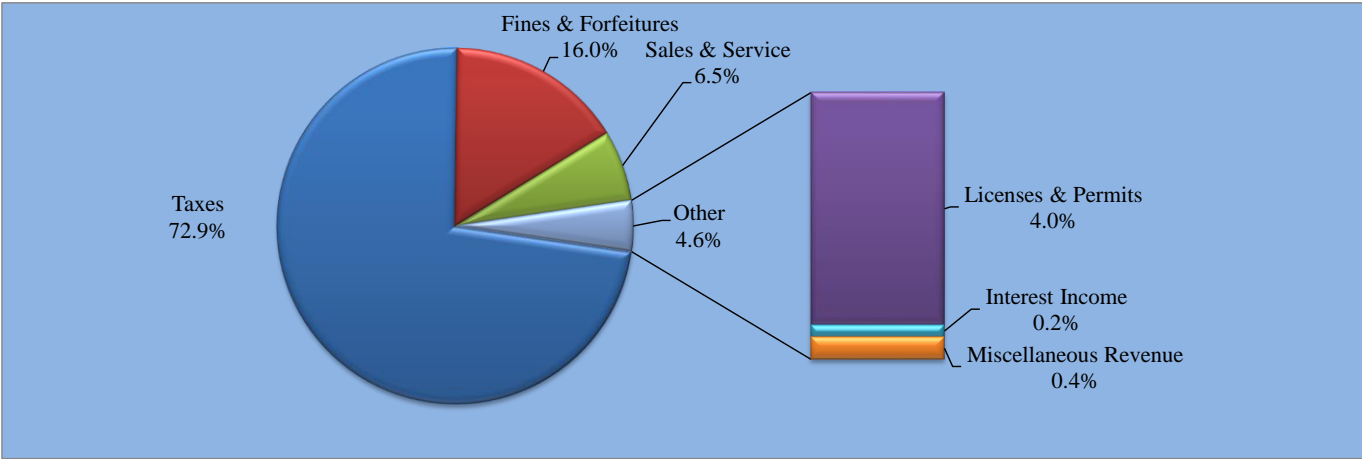
FUND	Actual 20/21	Actual 21/22	Adopted Budget 22/23	Estimated Year End 22/23	Proposed Budget 23/24	% Change In 22/23 Budget To Proposed	% Change In 22/23 Est To Proposed
GENERAL							
Beginning Balance	8,141,925	7,152,380	8,368,021	8,368,021	10,077,131	20.4%	20.4%
Revenues	8,938,456	11,266,077	11,485,643	11,489,737	13,367,582	16.4%	16.3%
Expenses	9,928,001	10,050,435	11,115,411	9,780,626	10,918,779	-1.8%	11.6%
Difference	(989,545)	1,215,642	370,232	1,709,111	2,448,803	561.4%	43.3%
Transfer to/from Other Funds	-	-	-	-	-	0.0%	0.0%
Ending Balance	7,152,380	8,368,021	8,738,253	10,077,131	12,525,934	43.3%	24.3%
WATER							
Beginning Balance	6,146,341	6,157,056	6,191,530	6,191,530	6,616,484	6.9%	6.9%
Revenues	1,153,311	1,190,119	1,214,900	1,221,175	1,231,489	1.4%	0.8%
Expenses	1,142,596	1,155,645	1,441,666	996,221	1,297,997	-10.0%	30.3%
Difference	10,715	34,474	(226,766)	224,954	(66,508)	-70.7%	-129.6%
Add: Capitalized Assets	-	-	183,000	-	150,000	-18.0%	0.0%
Transfer to/from Other Funds	-	-	200,000	200,000	200,000	0.0%	0.0%
Ending Balance**	6,157,056	6,191,530	6,347,764	6,616,484	6,899,976	8.7%	4.3%
MOTOR FUEL TAX							
Beginning Balance	474,986	577,262	661,564	661,564	532,720	-19.5%	-19.5%
Revenues	147,760	131,951	133,244	121,751	116,890	-12.3%	-4.0%
Expenses	45,484	47,649	287,500	250,596	290,020	0.9%	15.7%
Difference	102,276	84,302	(154,256)	(128,845)	(173,130)	12.2%	34.4%
Ending Balance	577,262	661,564	507,308	532,720	359,590	-29.1%	-32.5%
SSA #2 DEBT SERVICE							
Beginning Balance	(403)	(735)	(1,033)	(1,033)	(1,351)	30.8%	30.8%
Revenues	47,432	50,806	48,884	48,885	48,651	-0.5%	-0.5%
Expenses	47,764	51,103	47,303	49,203	47,303	0.0%	-3.9%
Difference	(332)	(297)	1,581	(319)	1,349	-14.7%	-523.4%
Ending Balance	(735)	(1,033)	550	(1,351)	0	-100.0%	-100.0%
TOTAL BUSINESS DISTRICT							
Beginning Balance	283,580	679,378	1,091,769	1,091,769	1,533,906	40.5%	40.5%
Revenues	647,328	676,671	733,700	750,785	143,580	-80.4%	-80.9%
Expenses	300,570	264,281	1,058,676	308,648	964,993	-8.8%	212.7%
Difference	346,758	412,391	(324,976)	442,137	(821,413)	152.8%	-285.8%
Transfer to/from Other Funds	49,039	-	-	-	-	0.0%	0.0%
Ending Balance	679,378	1,091,769	766,793	1,533,906	712,493	-7.1%	-53.6%
CAPITAL IMPROVEMENTS							
Beginning Balance	2,675,669	3,678,817	4,801,192	4,801,192	6,115,121	27.4%	27.4%
Revenues	1,571,830	2,120,748	1,853,500	2,447,303	2,376,610	28.2%	-2.9%
Expenses	568,682	998,373	1,527,189	933,374	1,772,225	16.0%	89.9%
Difference	1,003,148	1,122,375	326,311	1,513,929	604,385	85.2%	-60.1%
Transfer to/from Other Funds	-	-	(200,000)	(200,000)	(200,000)	0.0%	0.0%
Ending Balance	3,678,817	4,801,192	4,927,503	6,115,121	6,519,506	32.3%	6.6%
TOTAL ALL FUNDS							
BEGINNING FUND BALANCE	17,722,098	18,244,158	21,113,042	21,113,042	24,874,010	17.8%	17.8%
TOTAL REVENUES	12,506,118	15,436,372	15,469,871	16,079,636	17,284,802	11.7%	7.5%
TOTAL EXPENSES	12,033,097	12,567,485	15,477,745	12,318,667	15,291,316	-1.2%	24.1%
DIFFERENCE	473,020	2,868,886	(7,874)	3,760,968	1,993,486	-25416.9%	-47.0%
OTHER**	49,039	-	183,000	-	150,000	-18.0%	0.0%
ENDING FUND BALANCES	18,244,159	21,113,042	21,288,170	24,874,010	27,017,499	26.9%	8.6%

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

**Includes capitalized assets and asset proceeds.

All Fund Revenue Summary Fiscal Year 2023-2024 Proposed Budget

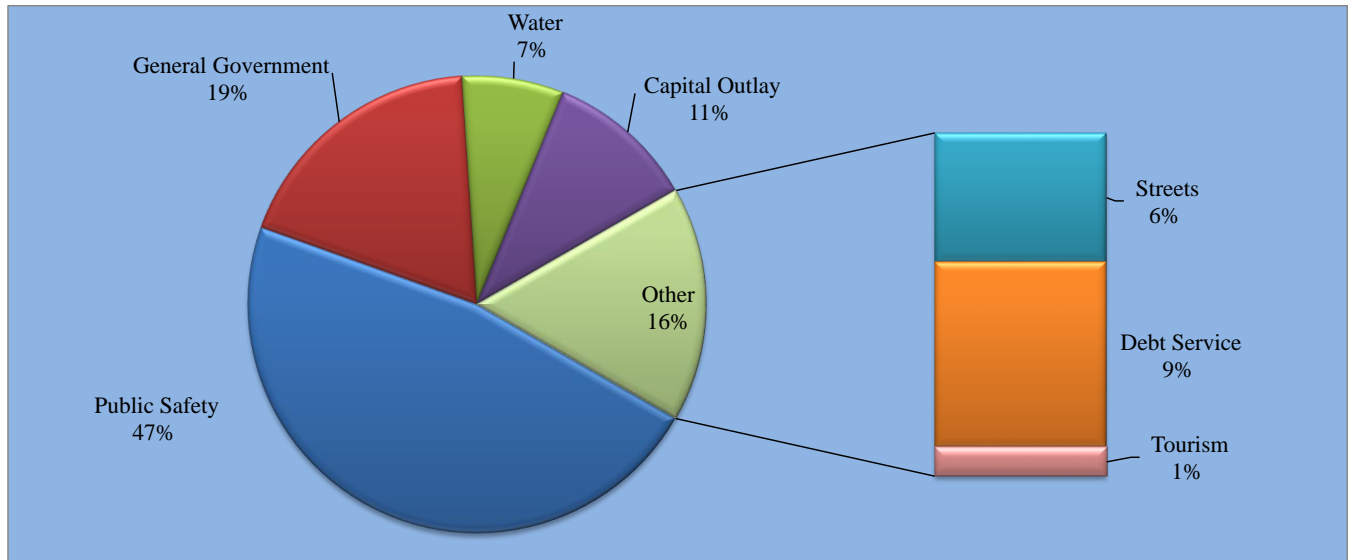
	General Fund	SSA #2 Debt Service	Capital Improvement	Business District	Motor Fuel Tax	Water	Totals
Taxes	\$ 9,528,374	\$ 48,651	\$ 2,366,610	\$ 143,580	\$ 116,890	\$ 402,305	\$ 12,606,410
Sales & Service	303,257	-	-	-	-	812,000	1,115,257
Licenses & Permits	689,840	-	-	-	-	-	689,840
Fines & Forfeitures	2,758,981	-	-	-	-	12,000	2,770,981
Miscellaneous Revenue	66,129	-	-	-	-	-	66,129
Interest Income	21,000	-	10,000	-	-	5,184	36,184
Totals	\$ 13,367,581	\$ 48,651	\$ 2,376,610	\$ 143,580	\$ 116,890	\$ 1,231,489	\$ 17,284,801



Taxes represent 72.9% of total revenues for Fiscal Year 2024.

All Fund Expenditure/Expense Summary Fiscal Year 2023-2024 Proposed Budget

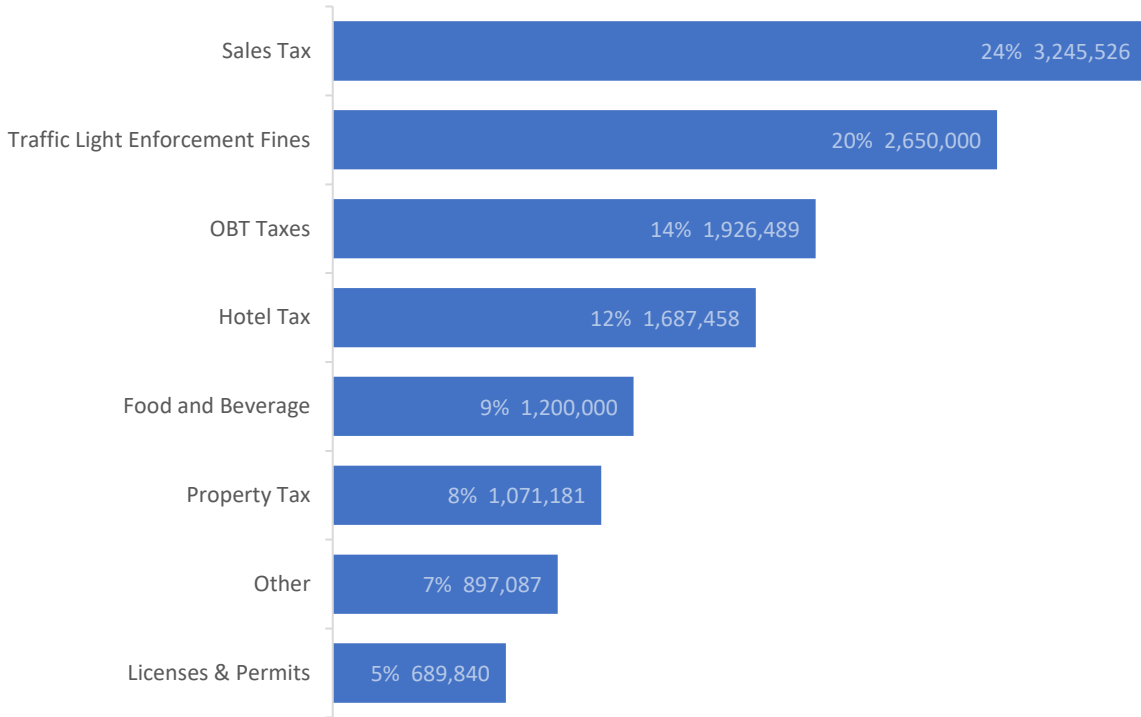
	General Fund	SSA #2 Debt Service	Capital Improvement	Business District	Motor Fuel Tax	Water	Totals
Capital Outlay	\$ -	\$ -	\$ 1,418,575	\$ -	\$ -	\$ 196,000	\$ 1,614,575
Public Safety	7,213,729	-	-	-	-	-	7,213,729
General Government	2,824,888	-	-	-	-	-	2,824,888
Debt Service	-	47,303	353,650	964,993	-	648	1,366,594
Public Services - Streets	668,142	-	-	-	290,020	-	958,162
Public Services - Water	-	-	-	-	-	1,101,348	1,101,348
Tourism	212,020	-	-	-	-	-	212,020
Totals	\$ 10,918,779	\$ 47,303	\$ 1,772,225	\$ 964,993	\$ 290,020	\$ 1,297,997	\$ 15,291,316



Public Safety represents 50% of all Fiscal Year 2024 expenditures.

FY 2024

General Fund Revenue Sources



Sales Tax represents the single largest source of revenue in the General Fund at \$3.25 million or 24% of all revenue sources. At the end of Fiscal Year 2023 the City extinguished Business District related debt service which allowed for the reallocation of \$443,000 of Sales Tax revenue from the Business District Fund to the General Fund. Along with organic growth of roughly 2% year-over-year, City staff forecasts Fiscal Year 2024 Sales Tax proceeds of \$3.25 million. Traffic Light Enforcement Fines accounts for 20% of General Fund revenue. Due to a temporary cessation of services, Traffic Light Enforcement revenue dipped sharply at the onset of Fiscal year 2023. As of late Traffic Light Enforcement revenue has returned to a more historical norm, as such, the budget for Fiscal Year 2024 will be slightly lower than last year's forecast. Amusement, Hotel, and Video Gaming taxes, which constitute 54% of the Taxes Collected by OBT, have all sharply rebounded from pandemic era levels. Amusement and Hotel taxes continue to show strong growth and are forecasted to grow by an additional 3% and 7% in Fiscal Year 2024. Instituted at the start of Fiscal Year 2023 Food & Beverage tax is estimated to generate \$1.2 million. Total estimated revenues for Fiscal Year 2024 are \$13,367,581.



**CITY OF OAKBROOK TERRACE
GENERAL FUND REVENUE
2023/2024 BUDGET**

	Actual 20/21	Actual 21/22	Budget 22/23	Estimated 22/23	Proposed 22/24	Administrator 22/24	% of Total
Taxes	\$ 3,255,002	\$ 3,991,877	\$ 3,497,264	\$ 4,029,663	\$ 4,714,427	\$ 4,714,427	35.3%
Taxes Collected by OBT	\$ 1,438,686	\$ 2,854,524	\$ 3,727,680	\$ 4,489,316	\$ 4,813,947	\$ 4,813,947	36.0%
Licenses & Permits	\$ 797,422	\$ 593,077	\$ 675,160	\$ 608,730	\$ 689,840	\$ 689,840	5.2%
Fines & Forfeitures	\$ 2,963,333	\$ 3,286,324	\$ 3,071,800	\$ 1,877,417	\$ 3,058,981	\$ 2,758,981	20.6%
Sales & Service	\$ 272,339	\$ 279,010	\$ 284,809	\$ 277,066	\$ 303,257	\$ 303,257	2.3%
Miscellaneous Revenue	\$ 211,679	\$ 261,264	\$ 228,930	\$ 207,545	\$ 87,129	\$ 87,129	0.7%

GENERAL FUND TOTAL	\$ 8,938,456	\$ 11,266,077	\$ 11,485,643	\$ 11,489,737	\$ 13,667,582	\$ 13,367,581	100.0%
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Taxes							
3015 - Police Pen. Prop. Taxes	\$ 1,027,410	\$ 1,050,247	\$ 1,068,627	\$ 1,063,082	\$ 1,071,181	\$ 1,071,181	8.0%
3020 - Sales Taxes	\$ 1,764,617	\$ 2,475,372	\$ 1,980,000	\$ 2,526,291	\$ 3,245,526	\$ 3,245,526	24.3%
3025 - Use Tax	\$ 95,305	\$ 98,673	\$ 103,163	\$ 120,051	\$ 116,620	\$ 116,620	0.9%
3030 - Telecom Tax	\$ 367,669	\$ 367,586	\$ 345,474	\$ 320,239	\$ 281,100	\$ 281,100	2.1%
TOTAL	\$ 3,255,002	\$ 3,991,877	\$ 3,497,264	\$ 4,029,663	\$ 4,714,427	\$ 4,714,427	35.3%

Taxes Collected By OBT							
3110 - Income Tax	\$ 277,210	\$ 390,597	\$ 363,957	\$ 461,652	\$ 427,505	\$ 427,505	3.2%
3120 - Personal Prop. Replacement Tax	\$ 4,204	\$ 8,959	\$ 5,747	\$ 11,427	\$ 11,541	\$ 11,541	0.1%
3121 - Cannabis Excise Tax (State)	\$ 2,094	\$ 4,010	\$ 5,364	\$ 4,641	\$ 5,343	\$ 5,343	0.0%
3130 - Road & Bridge Tax	\$ 6,784	\$ 6,651	\$ 6,612	\$ 4,475	\$ 6,600	\$ 6,600	0.0%
3140 - Amusement Tax	\$ 6,023	\$ 223,453	\$ 330,000	\$ 362,010	\$ 372,000	\$ 372,000	2.8%
3145 - Video Gaming	\$ 290,253	\$ 495,187	\$ 490,000	\$ 547,631	\$ 560,500	\$ 560,500	4.2%
3150 - OTB Tax	\$ 223,180	\$ 234,252	\$ 225,000	\$ 270,574	\$ 283,000	\$ 283,000	2.1%
3160 - Hotel/Motel Tax	\$ 469,650	\$ 1,104,501	\$ 1,000,000	\$ 1,485,967	\$ 1,589,984	\$ 1,589,984	11.9%
3160-01 Hotel Online Taxes	\$ 18,963	\$ 28,229	\$ 27,000	\$ 44,059	\$ 47,143	\$ 47,143	0.4%
3161 - Hotel/Motel Extended	\$ 26,292	\$ 60,324	\$ 60,000	\$ 47,038	\$ 50,331	\$ 50,331	0.4%
3170 - Cannabis Sales Tax (City)	\$ 114,034	\$ 298,362	\$ 308,000	\$ 249,842	\$ 260,000	\$ 260,000	1.9%
3180 - Food & Beverage Tax	\$ -	\$ -	\$ 906,000	\$ 1,000,000	\$ 1,200,000	\$ 1,200,000	9.0%
TOTAL	\$ 1,438,686	\$ 2,854,524	\$ 3,727,680	\$ 4,489,316	\$ 4,813,947	\$ 4,813,947	36.0%

Licenses & Permits							
3210 - Liquor License	\$ 102,280	\$ 94,927	\$ 102,960	\$ 124,860	\$ 124,000	\$ 124,000	0.9%
3220 - Business Licenses	\$ 137,096	\$ 133,712	\$ 136,000	\$ 138,069	\$ 140,140	\$ 140,140	1.0%
3221 - Massage Licenses	\$ 2,250	\$ 1,500	\$ 2,500	\$ 3,000	\$ 3,000	\$ 3,000	0.0%
3222 - Bus. Registration Fee	\$ 4,525	\$ 4,575	\$ 4,600	\$ 4,930	\$ 4,600	\$ 4,600	0.0%
3223 - Contractor Reg Fee	\$ 18,400	\$ 17,350	\$ 20,000	\$ 16,250	\$ 20,000	\$ 20,000	0.1%
3225 - Video Gaming License	\$ 95,667	\$ 96,700	\$ 109,000	\$ 96,200	\$ 100,000	\$ 100,000	0.7%
3230 - Other Licenses	\$ 17,350	\$ 16,075	\$ 20,000	\$ 25,063	\$ 20,000	\$ 20,000	0.1%
3240 - Franchise Fees	\$ 75,783	\$ 79,192	\$ 80,000	\$ 77,777	\$ 78,000	\$ 78,000	0.6%
3310 - Building Permits	\$ 344,072	\$ 148,947	\$ 200,000	\$ 122,581	\$ 200,000	\$ 200,000	1.5%
3320 - Other Permits	\$ -	\$ 100	\$ 100	\$ -	\$ 100	\$ 100	0.0%
TOTAL	\$ 797,422	\$ 593,077	\$ 675,160	\$ 608,730	\$ 689,840	\$ 689,840	5.2%



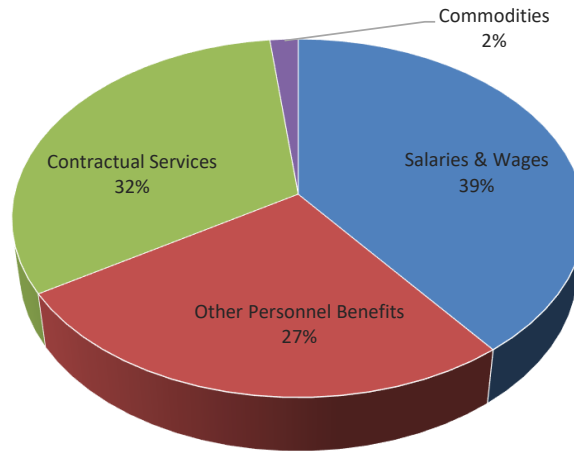
**CITY OF OAKBROOK TERRACE
GENERAL FUND REVENUE
2023/2024 BUDGET**

	Actual 20/21	Actual 21/22	Budget 22/23	Estimated 22/23	Proposed 22/24	Administrator 22/24	% of Total
Fines & Forfeitures							
3410 - Tickets	\$ 630	\$ 1,890	\$ 1,500	\$ 4,937	\$ 8,000	\$ 8,000	0.1%
3415 - Towing Fees	\$ 6,000	\$ 15,000	\$ 20,000	\$ 25,500	\$ 25,500	\$ 25,500	0.2%
3416 -Traffic Light Enforcement Fines	\$ 2,850,433	\$ 3,186,425	\$ 2,950,000	\$ 1,779,552	\$ 2,950,000	\$ 2,650,000	19.8%
3420 - Court Fines	\$ 72,235	\$ 61,240	\$ 68,000	\$ 47,931	\$ 55,000	\$ 55,000	0.4%
3421 - Admin Adjud Fees	\$ 9,750	\$ 5,950	\$ 10,000	\$ 3,500	\$ 5,000	\$ 5,000	0.0%
3422 - Business License Penalty	\$ 1,015	\$ 1,273	\$ 1,300	\$ 1,629	\$ 1,300	\$ 1,300	0.0%
3423 - E-Citation Tickets	\$ 968	\$ 1,244	\$ 1,000	\$ 1,308	\$ 1,000	\$ 1,000	0.0%
3425 - DUI Tech Fees	\$ 22,302	\$ 13,302	\$ 20,000	\$ 13,059	\$ 13,181	\$ 13,181	0.1%
TOTAL	\$ 2,963,333	\$ 3,286,324	\$ 3,071,800	\$ 1,877,417	\$ 3,058,981	\$ 2,758,981	20.6%
Sales & Service							
3520 - Library Fees	\$ 2,974	\$ 4,247	\$ 3,000	\$ 3,454	\$ 3,000	\$ 3,000	0.0%
3525 - Rental Inspection Fees	\$ 11,500	\$ 11,100	\$ 11,000	\$ 10,500	\$ 11,000	\$ 11,000	0.1%
3530 - Zoning Fees	\$ 15,150	\$ 15,037	\$ 15,000	\$ 8,109	\$ 20,000	\$ 20,000	0.1%
3540 - Report Fees	\$ 1,425	\$ 2,095	\$ 2,000	\$ 2,565	\$ 2,000	\$ 2,000	0.0%
3550 - Vehicle Seizures	\$ 400	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
3560 - Charges for Services	\$ 4,741	\$ 3,475	\$ 3,500	\$ 2,129	\$ 2,250	\$ 2,250	0.0%
3561 - Digital Sign Fees	\$ 98,000	\$ 98,000	\$ 98,000	\$ 98,000	\$ 105,083	\$ 105,083	0.8%
3570 - Antenna Income	\$ 138,148	\$ 145,056	\$ 152,309	\$ 152,309	\$ 159,924	\$ 159,924	1.2%
TOTAL	\$ 272,339	\$ 279,010	\$ 284,809	\$ 277,066	\$ 303,257	\$ 303,257	2.3%
Miscellaneous Revenue							
3625 - Recreation Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
3650 - Interest Earnings	\$ 9,395	\$ 873	\$ 1,000	\$ 770	\$ 1,000	\$ 1,000	0.0%
3650-01 Restricted IMET Interest	\$ -	\$ 750	\$ -	\$ -	\$ -	\$ -	0.0%
3651 - Investment Income	\$ 33,759	\$ 2,557	\$ 20,000	\$ 12,443	\$ 20,000	\$ 20,000	0.1%
3660 - Misc Revenue	\$ 6,196	\$ 13,275	\$ 5,000	\$ 9,005	\$ 10,000	\$ 10,000	0.1%
3661 - July 4 Sponsor	\$ -	\$ 35,250	\$ 35,000	\$ 33,250	\$ 30,000	\$ 30,000	0.2%
3661-01 Event Sponsor	\$ -	\$ -	\$ 15,000	\$ -	\$ 15,000	\$ 15,000	0.1%
3663 - Dept. of Just. Vest	\$ 693	\$ 1,035	\$ 1,000	\$ -	\$ -	\$ -	0.0%
3666 - IPRF Safety Grant	\$ 10,678	\$ 35,520	\$ 9,325	\$ 9,325	\$ 11,129	\$ 11,129	0.1%
3667 - CARES Grant	\$ 150,958	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
3668 American Rescue Plan Act Grant	\$ -	\$ 142,753	\$ 142,605	\$ 142,752	\$ -	\$ -	0.0%
3669 - COVID FEMA Reimbursement	\$ -	\$ 29,251	\$ -	\$ -	\$ -	\$ -	0.0%
3999 - Proceeds from Asset Disposal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
TOTAL	\$ 211,679	\$ 261,264	\$ 228,930	\$ 207,545	\$ 87,129	\$ 87,129	0.7%
General Fund Total	\$ 8,938,456	\$ 11,266,077	\$ 11,485,643	\$ 11,489,737	\$ 13,667,582	\$ 13,367,581	100.0%

**Expenditures by Department/Function for
General Fund Operating Proposed Budget
2023-2024 Budget**

	Salaries & Wages	Other Personnel Benefits	Contractual Services	Commodities	Total	% of Total
Executive Administration	\$ 442,961	\$ 114,381	\$ 564,975	\$ 26,880	\$ 1,149,196	10.5%
Police Department	2,814,037	2,440,527	467,623	103,340	5,825,527	53.4%
Community Development	311,915	101,435	110,268	20,900	544,518	5.0%
Streets Division	328,495	121,858	175,454	42,335	668,142	6.1%
Tourism	-	-	212,020	-	212,020	1.9%
Police Commission	6,600	505	17,500	610	25,215	0.2%
Finance Department	328,453	126,377	502,329	3,800	960,959	8.8%
Economic Development	-	-	145,000	-	145,000	1.3%
Traffic Light Enforcement	80,490	6,861	1,300,851	-	1,388,202	12.7%
TOTAL	\$ 4,312,950	\$ 2,911,944	\$ 3,496,020	\$ 197,865	\$ 10,918,779	100%

FY 2024 Proposed Expenditures by Function



	Actual 20/21	Actual 21/22	Adopted Budget 22/23	Estimated 22/23	Proposed 23/24	% Change from FY 2023 Est.
Salaries & Wages	\$ 3,862,481	\$ 3,878,876	\$ 4,232,008	\$ 3,902,179	\$ 4,312,951	10.5%
Other Personnel Benefits	\$ 2,799,271	\$ 2,733,501	\$ 3,290,576	\$ 3,033,136	\$ 2,911,944	-4.0%
Contractual Services	\$ 3,110,036	\$ 3,209,899	\$ 3,364,792	\$ 2,658,075	\$ 3,496,020	31.5%
Commodities	\$ 156,217	\$ 170,852	\$ 228,035	\$ 146,647	\$ 197,865	34.9%
Capital Expenditures	\$ -	\$ 57,308	\$ -	\$ 40,588	\$ -	0.0%
TOTAL	\$ 9,928,001	\$ 10,050,435	\$ 11,115,411	\$ 9,780,626	\$ 10,918,780	
Percentage Change (%)		1.2%	10.6%	-2.7%	11.6%	11.6%

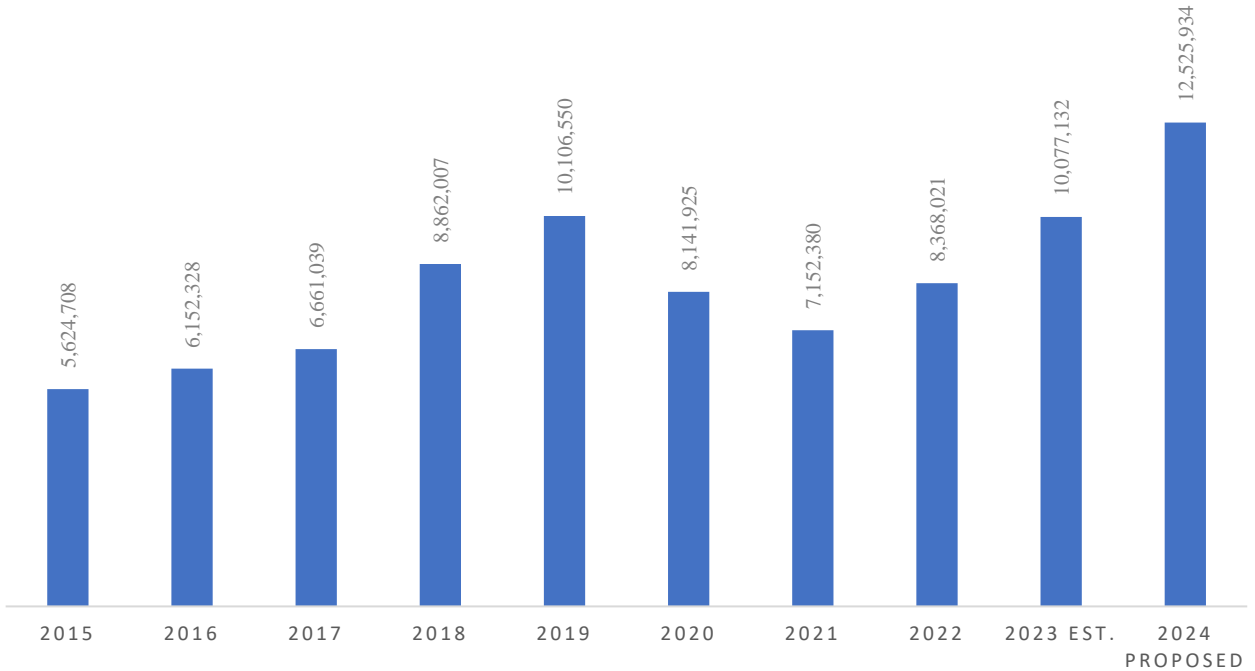
The expenditures on this page present a cross classification of the total General Fund. Object classification (salaries, benefits, contractual services, commodities, and capital expenditures) are used to describe the service or commodity as a result of a specific expenditure.

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

	Actual 20/21	Actual 21/22	Adopted Budget 22/23	Department Estimated 22/23	Department Proposed 23/24	Administrator Proposed 23/24	% Change from FY 23 Estimate
REVENUE							
Taxes	\$ 3,255,002	\$ 3,991,877	\$ 3,497,264	\$ 4,029,663	\$ 4,714,427	\$ 4,714,427	17.0%
Taxes Collected by OBT	1,438,686	2,854,524	3,727,680	4,489,316	4,813,947	4,813,947	7.2%
Licenses & Permits	797,422	593,077	675,160	608,730	689,840	689,840	13.3%
Fines & Forfeitures	2,963,333	3,286,324	3,071,800	1,877,417	3,058,981	2,758,981	47.0%
Sales & Service	272,339	279,010	284,809	277,066	303,257	303,257	9.5%
Miscellaneous Revenues	211,679	261,264	228,930	207,545	87,129	87,129	-58.0%
TOTAL	\$ 8,938,456	\$ 11,266,077	\$ 11,485,643	\$ 11,489,737	\$ 13,667,582	\$ 13,367,582	16.3%
EXPENDITURES							
Executive Administration	\$ 971,407	\$ 996,585	\$ 1,248,353	\$ 1,269,466	\$ 1,149,195	\$ 1,149,196	-9.5%
Police Department	5,515,036	5,484,382	5,681,783	5,468,514	5,884,982	5,825,527	6.5%
Community Development	513,200	508,169	1,002,296	551,632	531,970	544,518	-1.3%
Streets Division	547,744	606,344	638,713	612,814	676,031	668,142	9.0%
Tourism	52,040	120,810	141,992	109,175	212,020	212,020	94.2%
Police Commission	10,631	28,538	26,991	12,176	25,215	25,215	107.1%
Finance	531,287	648,117	740,912	819,626	935,459	960,959	17.2%
Economic Development	607,852	278,287	242,000	197,045	145,000	145,000	-26.4%
Traffic Light Enforcement	1,178,809	1,379,203	1,392,371	740,177	1,388,202	1,388,202	87.6%
TOTAL	\$ 9,928,001	\$ 10,050,435	\$ 11,115,411	\$ 9,780,626	\$ 10,948,075	\$ 10,918,779	11.6%
Excess(Deficiency) of Revenues over Expenditures	\$ (989,546)	\$ 1,215,642	\$ 370,232	\$ 1,709,111	\$ 2,719,507	\$ 2,448,803	43.3%
Other Financing Sources (Uses)							
Proceeds from Capital Asset Disposal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Transfer To Bus. Dist. To Pay-off 2010A & 2010B Bonds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Total Other Financing Sources (Uses)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Net Change In Fund Balances	\$ (989,546)	\$ 1,215,642	\$ 370,232	\$ 1,709,111	\$ 2,719,507	\$ 2,448,803	
May 1	\$ 8,141,925	\$ 7,152,380	\$ 8,368,021	\$ 8,368,021	\$ 10,077,132	\$ 10,077,132	20.4%
April 30	\$ 7,152,380	\$ 8,368,021	\$ 8,738,253	\$ 10,077,132	\$ 12,796,638	\$ 12,525,934	24.3%

General Fund

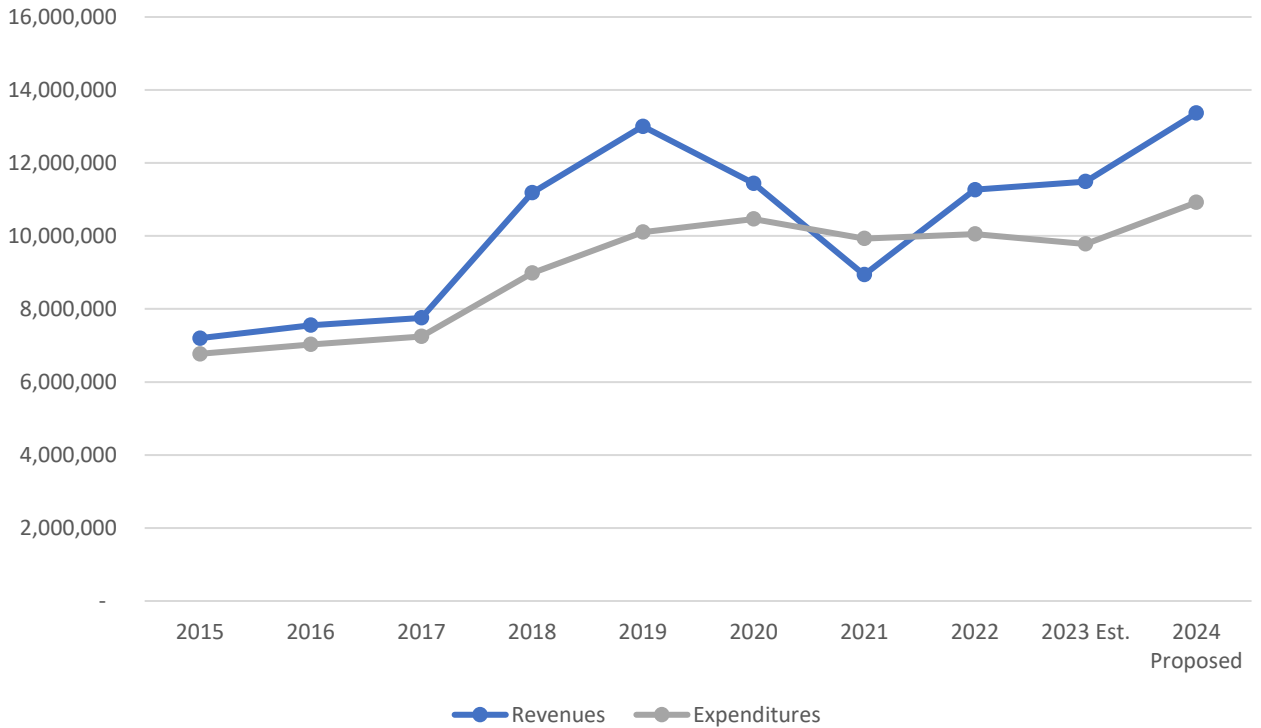
Fund Balance – Increase/Decrease from Prior Year



The General Fund’s fund balance has increased for the last two successive years, with increases of \$1.2 million and \$1.7 million consecutively. These back-to-back increases have resulted in a return to pre-pandemic fund levels. In Fiscal Year 2023 fund balance is expected to grow by 20.4%. This is a result of higher than anticipated tax revenues as well as lower than expected expenditures. A temporary state moratorium caused a precipitous decline in Traffic Light Enforcement fines, this decrease was mitigated by robust growth in the City’s Hotel and Sales Tax revenue streams. Along with that, costs associated with the City’s IMRF Early Retirement Incentive Program were far lower than budgeted. As a result of the states Traffic Light Enforcement moratorium, costs of the program declined in tandem with the drop in revenue. Increases in tax revenue and Traffic Light Enforcement Fine revenue’s return to historical norms at the tail end of Fiscal Year 2023 is the main driver fueling the proposed Fiscal Year 2024 fund balance increase of \$2.45 million.

Fiscal Year	Fund Balance	Surplus / (deficit)	% Change
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 Actual	8,368,021	1,215,641	17.0%
2023 Est.	10,077,132	1,709,111	20.4%
2024 Proposed	12,525,934	2,448,802	24.3%

General Fund Revenue & 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 \$989,545. In Fiscal Year 2022 we returned to a trend of revenues outpacing expenditures. Fiscal year 2023 and 2024 are both expected to see surpluses, \$1.71 million and \$2.45 million, respectively.

Fiscal Year	Revenues	Expenditures	Surplus / (deficit)	% Change
2015 Actual	7,200,624	6,771,394	429,230	
2016 Actual	7,555,747	7,028,127	527,620	22.9%
2017 Actual	7,756,087	7,247,372	508,715	-3.6%
2018 Actual	11,184,731	8,983,766	2,200,965	332.7%
2019 Actual	13,003,373	10,103,830	2,899,543	31.7%
2020 Actual	11,442,251	10,466,177	976,074	-66.3%
2021 Actual	8,938,456	9,928,001	(989,545)	-201.4%
2022 Actual	11,266,077	10,050,435	1,215,642	-222.8%
2023 Est.	11,489,737	9,780,626	1,709,111	40.6%
2024 Proposed	13,367,582	10,918,779	2,448,803	43.3%



**CITY OF OAKBROOK TERRACE
EXECUTIVE ADMINISTRATION
2023/2024 BUDGET
01-01**

	Actual 20/21	Actual 21/22	Adopted Budget 22/23	Department Estimated 22/23	Department Proposed 23/24	Administrator Proposed 23/24	% Change In 22/23 Budget To Proposed	% Change In 22/23 Estimate To Proposed
Salaries & Wages	\$ 378,385	\$ 395,707	\$ 504,183	\$ 482,063	\$ 442,961	\$ 442,961	-12.1%	-8.1%
Other Personnel Benefits	\$ 111,391	\$ 107,792	\$ 171,136	\$ 204,868	\$ 114,380	\$ 114,381	-33.2%	-44.2%
Contractual Services	\$ 463,533	\$ 476,828	\$ 541,209	\$ 570,787	\$ 564,975	\$ 564,975	4.4%	-1.0%
Commodities	\$ 18,095	\$ 16,256	\$ 31,825	\$ 11,748	\$ 26,880	\$ 26,880	-15.5%	128.8%
Executive Administration Total	\$ 971,404	\$ 996,585	\$ 1,248,353	\$ 1,269,466	\$ 1,149,195	\$ 1,149,196	-7.9%	-9.5%

Salaries & Wages								
4110 - Full-time	\$ 276,895	279,032	\$ 313,778	\$ 306,790	\$ 318,395	\$ 318,395	1.5%	3.8%
4110-01 COVID Full-time	\$ 27,733	-	\$ -	\$ -	\$ -	\$ -	0.0%	0.0%
4120 - Overtime	\$ 49	1,478	\$ -	\$ -	\$ -	\$ -	0.0%	0.0%
4130 - Part-time Regular	\$ 20,297	26,484	\$ 63,747	\$ 69,640	\$ 23,211	\$ 23,211	-63.6%	-66.7%
4140 - Part-time Other	\$ 47,911	70,000	\$ 70,000	\$ 70,000	\$ 70,000	\$ 70,000	0.0%	0.0%
4151 - Police - Special Events	\$ -	9,087	\$ 32,000	\$ 14,232	\$ 13,664	\$ 13,664	-57.3%	-4.0%
4155 - Public Srv - Special Events	\$ 1,250	5,792	\$ 11,330	\$ 16,807	\$ 11,827	\$ 11,827	4.4%	-29.6%
4156 - Sick Pay Incentive	\$ 3,850	2,700	\$ 2,700	\$ 1,600	\$ 1,600	\$ 1,600	-40.7%	0.0%
4157 - Admin Special Events	\$ 400	1,134	\$ 5,150	\$ 2,994	\$ 4,263	\$ 4,263	-17.2%	42.4%
4171 - Sick Leave Buy Back	\$ -	-	\$ 5,478	\$ -	\$ -	\$ -	-100.0%	0.0%
TOTAL	\$ 378,385	395,707	\$ 504,183	\$ 482,063	\$ 442,961	\$ 442,961	-12.1%	-8.1%

Other Personnel Benefits								
4510 - IMRF	\$ 38,386	\$ 33,351	\$ 36,285	\$ 34,281	\$ 20,380	\$ 20,380	-43.8%	-40.6%
4510-01 ERI	\$ -	\$ -	\$ -	\$ 36,364	\$ -	\$ -	0.0%	-100.0%
4515 - 457b	\$ -	\$ -	\$ 34,564	\$ 53,914	\$ -	\$ -	-100.0%	-100.0%
4516 - RHS Account	\$ -	\$ -	\$ 21,000	\$ -	\$ -	\$ -	-100.0%	0.0%
4520 - FICA	\$ 26,386	\$ 27,940	\$ 34,655	\$ 34,022	\$ 31,488	\$ 31,488	-9.1%	-7.4%
4530 - Health Insurance	\$ 35,351	\$ 34,780	\$ 33,898	\$ 32,360	\$ 47,165	\$ 47,166	39.1%	45.8%
4531 - H.S.A. Contribution	\$ 7,400	\$ 7,060	\$ 4,480	\$ 7,040	\$ 9,600	\$ 9,600	114.3%	36.4%
4540 - Dental Insurance	\$ 1,730	\$ 1,967	\$ 3,111	\$ 3,272	\$ 3,805	\$ 3,805	22.3%	16.3%
4550 - Life Insurance	\$ 1,463	\$ 1,425	\$ 1,507	\$ 2,090	\$ 710	\$ 710	-52.9%	-66.1%
4570 - Unemployment Ins	\$ 676	\$ 1,270	\$ 1,636	\$ 1,525	\$ 1,232	\$ 1,232	-24.7%	-19.2%
TOTAL	\$ 111,391	\$ 107,792	\$ 171,136	\$ 204,868	\$ 114,380	\$ 114,381	-33.2%	-44.2%

Contractual Services								
5600 - Professional/Technical	\$ 9,394	\$ 3,852	\$ 25,000	\$ 12,871	\$ 15,000	\$ 15,000	-40.0%	16.5%
5601 - Codification	\$ 5,976	\$ 2,399	\$ 6,000	\$ 9,119	\$ 3,500	\$ 3,500	-41.7%	-61.6%
5605 - Training/Conferences	\$ 1,495	\$ -	\$ -	\$ -	\$ 10,000	\$ 10,000	0.0%	0.0%
5610 - Membership/Assoc Fees	\$ 10,582	\$ 10,020	\$ 12,000	\$ 8,559	\$ 10,000	\$ 10,000	-16.7%	16.8%
5615 - Meetings	\$ 762	\$ 903	\$ 200	\$ 1,888	\$ 4,000	\$ 4,000	1900.0%	111.9%
5620 - Advertising & Publications	\$ -	\$ 1,522	\$ -	\$ 250	\$ 500	\$ 500	0.0%	100.0%
5625 - Terrace Leaves Newsletter	\$ 15,450	\$ 17,560	\$ 18,900	\$ 16,960	\$ 3,000	\$ 3,000	-84.1%	-82.3%
5650 - Physical Exams	\$ -	\$ 121	\$ -	\$ -	\$ -	\$ -	0.0%	0.0%
5651 - Employee Assistance Program	\$ 345	\$ 576	\$ 630	\$ 1,726	\$ 1,000	\$ 1,000	58.7%	-42.1%
5655 - Equipment Lease & Rental	\$ 360	\$ 360	\$ 380	\$ 360	\$ 380	\$ 380	0.0%	5.6%
5660 - Equipment Maint & Repair	\$ 3,600	\$ 3,561	\$ 1,800	\$ 1,846	\$ 1,800	\$ 1,800	0.0%	-2.5%
5660-01 Equip. Serv. Agreement	\$ -	\$ 480	\$ 504	\$ 480	\$ 500	\$ 500	-0.8%	4.2%
5665 - Telephone Service	\$ 4,269	\$ 4,054	\$ 4,400	\$ 6,103	\$ 5,520	\$ 5,520	25.5%	-9.6%
5668 - Communications	\$ 47,563	\$ 34,719	\$ 31,220	\$ 33,155	\$ 20,000	\$ 20,000	-35.9%	-39.7%
5671 - General Legal Services	\$ 82,825	\$ 111,343	\$ 90,000	\$ 120,590	\$ 100,000	\$ 100,000	11.1%	-17.1%
5672 - Prosecutions	\$ 43,619	\$ 46,989	\$ 50,000	\$ 48,842	\$ 50,000	\$ 50,000	0.0%	2.4%
5673 - Litigation	\$ 1,034	\$ 18,785	\$ 30,000	\$ 62,752	\$ 30,000	\$ 30,000	0.0%	-52.2%
5673-01 Online Hotel Settlement	\$ 4,067	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	0.0%
5673-02 Sales Tax Audit Contingency	\$ 2,445	\$ 4,417	\$ 2,500	\$ 3,518	\$ 2,500	\$ 2,500	0.0%	-28.9%
5674 - Labor Relations	\$ 42,869	\$ 44,318	\$ 40,000	\$ 40,742	\$ 60,000	\$ 60,000	50.0%	47.3%
5675 - Admin Hearing Services	\$ 7,329	\$ 3,534	\$ 3,500	\$ 1,160	\$ 3,500	\$ 3,500	0.0%	201.7%



**CITY OF OAKBROOK TERRACE
EXECUTIVE ADMINISTRATION
2023/2024 BUDGET
01-01**

	Actual 20/21	Actual 21/22	Adopted Budget 22/23	Department Estimated 22/23	Department Proposed 23/24	Administrator Proposed 23/24	% Change In 22/23 Budget To Proposed	% Change In 22/23 Estimate To Proposed
5677 - Contingency	\$ 22,485	\$ -	\$ 5,000	\$ -	\$ -	\$ -	-100.0%	0.0%
5677-01 COVID Expenses	\$ 100,739	\$ 7,616	\$ -	\$ 1,173	\$ -	\$ -	0.0%	-100.0%
5677-02 COVID Legal Services	\$ 3,983	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	0.0%
5700 - Public Information	\$ 9,599	\$ 4,425	\$ 4,425	\$ 4,425	\$ 4,425	\$ 4,425	0.0%	0.0%
5780 - Special Events Programming	\$ 22,371	\$ 49,576	\$ 107,000	\$ 109,582	\$ 117,000	\$ 117,000	9.3%	6.8%
5781 - July 4th Programming	\$ 3,882	\$ 83,516	\$ 90,000	\$ 65,800	\$ 92,850	\$ 92,850	3.2%	41.1%
5782 - Sponsorship	\$ -	\$ -	\$ -	\$ -	\$ 10,000	\$ 10,000	0.0%	0.0%
5785 - Library Services	\$ 16,491	\$ 20,844	\$ 17,000	\$ 16,786	\$ 17,000	\$ 17,000	0.0%	1.3%
5790 - Residents Security Rebate	\$ -	\$ 1,340	\$ 750	\$ 2,100	\$ 2,500	\$ 2,500	233.3%	19.0%
TOTAL	\$ 463,533	\$ 476,828	\$ 541,209	\$ 570,787	\$ 564,975	\$ 564,975	4.4%	-1.0%
Commodities								
6110 - Books & Publications	\$ 1,277	\$ 591	\$ 325	\$ 257	\$ 500	\$ 500	53.8%	94.6%
6120 - Office Supplies	\$ 3,631	\$ 4,088	\$ 2,500	\$ 3,775	\$ 2,500	\$ 2,500	0.0%	-33.8%
6125 - Office Furniture	\$ 925	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	0.0%
6130 - Supplies	\$ 3,995	\$ 5,587	\$ 4,000	\$ 1,408	\$ 4,000	\$ 4,000	0.0%	184.1%
6150 - Software	\$ 120	\$ -	\$ 12,200	\$ 2,155	\$ 2,880	\$ 2,880	-76.4%	33.6%
6151 - Hardware	\$ 2,350	\$ 2,682	\$ -	\$ -	\$ 10,000	\$ 10,000	0.0%	0.0%
6165 - Recognition	\$ 1,883	\$ 2,974	\$ 10,300	\$ 3,533	\$ 5,000	\$ 5,000	-51.5%	41.5%
6170 - Postage	\$ 2,756	\$ 334	\$ 2,500	\$ 620	\$ 2,000	\$ 2,000	-20.0%	222.6%
6190 - Non-capital equipment	\$ 1,159	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	0.0%
TOTAL	\$ 18,095	\$ 16,256	\$ 31,825	\$ 11,748	\$ 26,880	\$ 26,880	-15.5%	128.8%
Executive Administration Total	\$ 971,404	\$ 996,585	\$ 1,248,353	\$ 1,269,466	\$ 1,149,195	\$ 1,149,196	-7.9%	-9.5%

NARRATIVE REPORT

Department: Executive Administration **Date:** January 2023
Activity: 01-01 **Prepared By:** Jim Ritz

Object Number	Narrative	Proposed
4110	Full-Time	\$318,395
	The budgeted amount represents the salary for the City Administrator, and the Assistant to the City Administrator. It also includes a newly created full-time position for a Media Specialist/Special Events Coordinator.	
4130	Part-time Regular	\$23,211
	Budgeted amount represents a part-time salary for an administrative assistant. This position is split between Executive Administration and Finance.	
4140	Part-time Other	\$70,000
	Budgeted amount includes the Mayor/Liquor Commissioner’s annual salary of \$21,000, and six (6) Alderpersons at \$7,000 each (\$42,000), and City Clerk at \$7,000 annually.	
4151	Police-Special Events	\$13,664
	Budgeted amount includes all salary related costs for the Police Department regarding working the City’s Special Events.	
4155	Public Services – Special Events	\$11,827
	Budgeted amount includes all salary related costs for the Public Services Department regarding working the City’s Special Events.	
4156	Sick Pay Incentive	\$1,600
	Requested amount funds the City’s incentive program for all eligible employees.	
4157	Admin – Special Events	\$4,263
	Budgeted amount includes all salary related costs for the Administrative Department regarding working the City’s Special Events.	
4500	Other Personnel Benefits	\$114,381
	These benefits include IMRF, 457b, FICA, H.S.A. contributions, unemployment insurance, life insurance, and dental & health for eligible persons.	
5600	Professional/Technical	\$15,000
	Budgeted amount includes a Classification and Compensation Study, and an Organizational Study. Miscellaneous costs are also budgeted for unforeseen services.	
5601	Codification	\$3,500

NARRATIVE REPORT

Department: Executive Administration **Date:** January 2023
Activity: 01-01 **Prepared By:** Jim Ritz

Object Number	Narrative	Proposed
	Codification software provider, Civicpay, will be our service provider going forward. Which should provide a significant cost reduction.	
5605	Training/Conferences	\$10,000
	Travel and attendance costs associated with executive staff training and conferences.	
5610	Membership/Association Fees	\$10,000
	Membership in professional organizations for the City Administrator and the City including - International City/County Management Association (ICMA), Illinois Municipal League (IML), National Public Employers Labor Relations Association (NPELRA), Illinois City/County Management Association (ILCMA), West Central Municipal Conference (WCMC), DuPage Mayors and Managers (DMMC), Metropolitan Mayors Caucus, Chicago Metropolitan Agency for Planning (CMAP), Municipal Clerks, and Public Salary.com.	
5615	Meetings	\$4,000
	The City plans to host Chamber of Commerce meetings throughout the year.	
5625	Terrace Leaves Newsletter	\$3,000
	Media Specialist will produce the Bi-monthly publication. This will result in a significant decrease to this line item. Remaining amount is the cost of bulk mailings.	
5651	Employee Assistance Program	\$1,000
	Employee assistance program that offers workplace support, training and life enrichment services.	
5660	Equipment Maintenance & Repair	\$1,800
	Department's share of copier machine use and maintenance, along with phone system repairs.	
5665	Telephone Service	\$5,520
	This figure is the calculated split between all City departments for telephone system charges.	
5668	Communications	\$20,000
	Budgeted amount is for cell phone service for the City Administrator, and the Assistant to the City Administrator. The communications budget was significantly reduced due to the planned hiring of a Media Specialist. Funds set aside for any overlap that may occur with MECO consulting as the Media Specialist gets up to speed.	
5671	General Legal Services	\$100,000
	Budgeted figure is for the fees from the Office of the City Attorney and any other general legal service costs.	

NARRATIVE REPORT

Department: Executive Administration **Date:** January 2023
Activity: 01-01 **Prepared By:** Jim Ritz

Object Number	Narrative	Proposed														
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.															
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	\$60,000														
	The amount reflects legal fees for human resources related issues. A \$20,000 increase due to Police Department union negotiations taking place in Fiscal Year 2024.															
5675	Administrative Hearing Services	\$3,500														
	Fees provide for an administrative hearing officer required for violations related to the towing ordinance and the business and residential rental licensing program.															
5700	Public Information	\$4,425														
	Requested amount represents the annual amount for webhosting.															
5780	Special Events Programming	\$117,000														
	This budget provides funds for various holiday and special events that occur throughout the year including:															
	<table border="0"> <tr> <td> Pumpkins in the Park</td> <td align="right">\$6,000</td> </tr> <tr> <td> Veterans Day Luncheon</td> <td align="right">\$4,000</td> </tr> <tr> <td> Christmas Event</td> <td align="right">\$9,000</td> </tr> <tr> <td> Concerts In The Park</td> <td align="right">\$90,000</td> </tr> <tr> <td> Luminaries</td> <td align="right">\$5,000</td> </tr> <tr> <td> Egg Hunt & Kite Fly</td> <td align="right"><u>\$3,000</u></td> </tr> <tr> <td></td> <td align="right">\$117,000</td> </tr> </table>	Pumpkins in the Park	\$6,000	Veterans Day Luncheon	\$4,000	Christmas Event	\$9,000	Concerts In The Park	\$90,000	Luminaries	\$5,000	Egg Hunt & Kite Fly	<u>\$3,000</u>		\$117,000	
Pumpkins in the Park	\$6,000															
Veterans Day Luncheon	\$4,000															
Christmas Event	\$9,000															
Concerts In The Park	\$90,000															
Luminaries	\$5,000															
Egg Hunt & Kite Fly	<u>\$3,000</u>															
	\$117,000															
5781	July 4 th Programming	\$92,850														
	<table border="0"> <tr> <td> Fireworks</td> <td align="right">\$30,400</td> </tr> <tr> <td> Rides</td> <td align="right">\$2,400</td> </tr> <tr> <td> July 4th Parade</td> <td align="right">\$7,500</td> </tr> <tr> <td> Catering</td> <td align="right">\$20,500</td> </tr> <tr> <td> Production Costs</td> <td align="right">\$5,000</td> </tr> </table>	Fireworks	\$30,400	Rides	\$2,400	July 4 th Parade	\$7,500	Catering	\$20,500	Production Costs	\$5,000					
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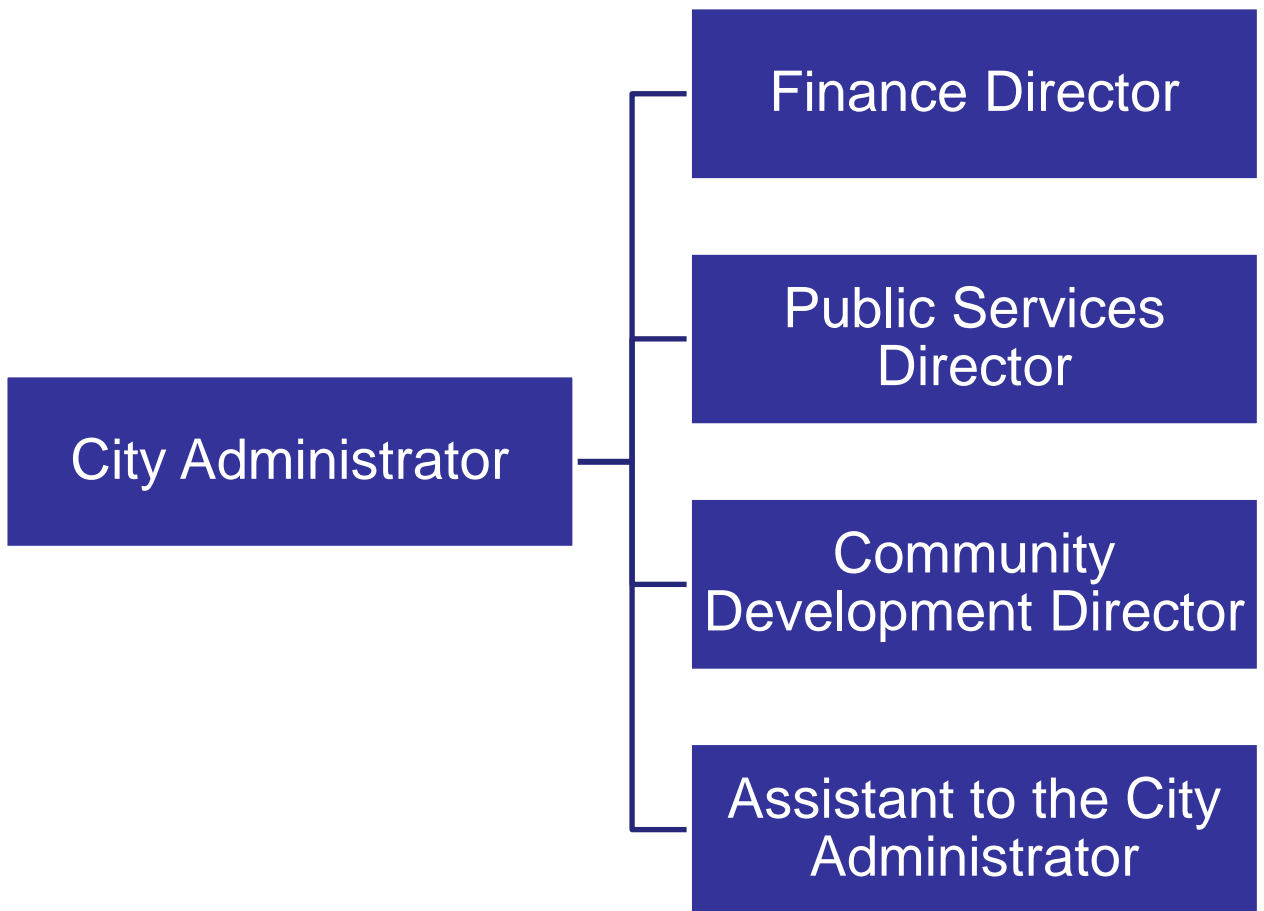
NARRATIVE REPORT

Department: Executive Administration **Date:** January 2023
Activity: 01-01 **Prepared By:** Jim Ritz

Object Number	Narrative	Proposed															
	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Table, Chair, Tent and Cart Rental</td> <td style="text-align: right;">\$7,800</td> <td></td> </tr> <tr> <td style="padding-left: 40px;">Variety Artists</td> <td style="text-align: right;">\$3,000</td> <td></td> </tr> <tr> <td style="padding-left: 40px;">Band Fees</td> <td style="text-align: right;">\$7,700</td> <td></td> </tr> <tr> <td style="padding-left: 20px;">Misc (Decorations, Raffle Gifts)</td> <td style="text-align: right;"><u>\$8,550</u></td> <td></td> </tr> <tr> <td></td> <td style="text-align: right;">\$92,850</td> <td></td> </tr> </table>	Table, Chair, Tent and Cart Rental	\$7,800		Variety Artists	\$3,000		Band Fees	\$7,700		Misc (Decorations, Raffle Gifts)	<u>\$8,550</u>			\$92,850		
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Misc (Decorations, Raffle Gifts)	<u>\$8,550</u>																
	\$92,850																
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.																
5790	Residents Security Rebate	\$2,500															
	A one-time rebate up to \$150 is offered to owner-occupied residents to install a security camera.																
6150	Software	\$2,880															
	Annual cloud-based agenda meeting management software subscription fee.																
6151	Hardware	\$10,000															
	Budgeted cost of hardware associated with the transition to conducting business paperlessly.																
6165	Recognition	\$5,000															
	This line item funds employee career milestone awards, retirement plaques, staff appreciation dinner, staff appreciation gift cards and commemoration of events.																

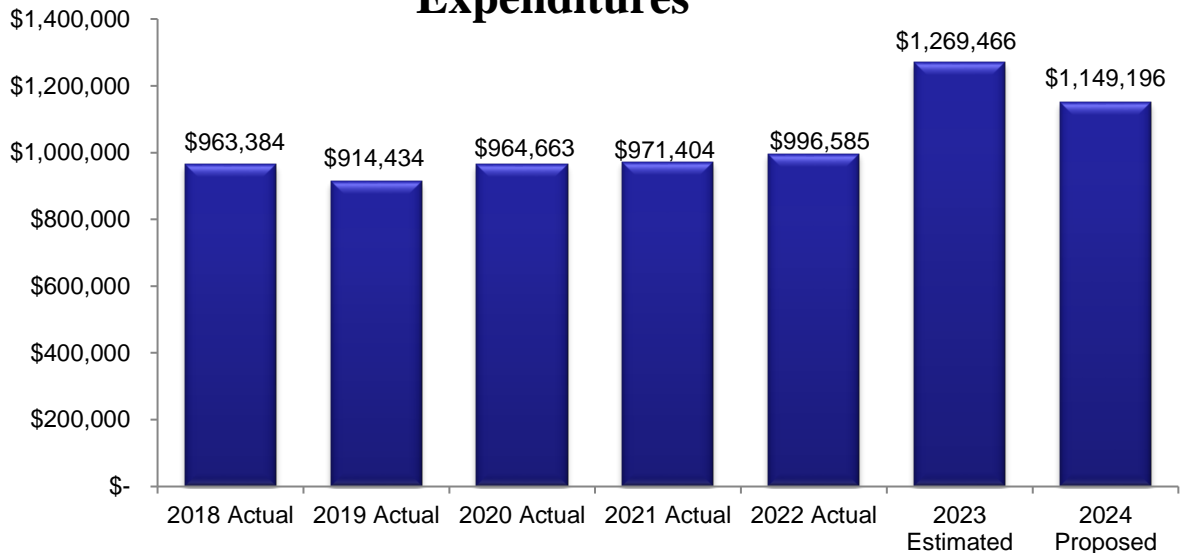
Executive Administration Department Organization Chart

Fiscal Year Ended April 30, 2024

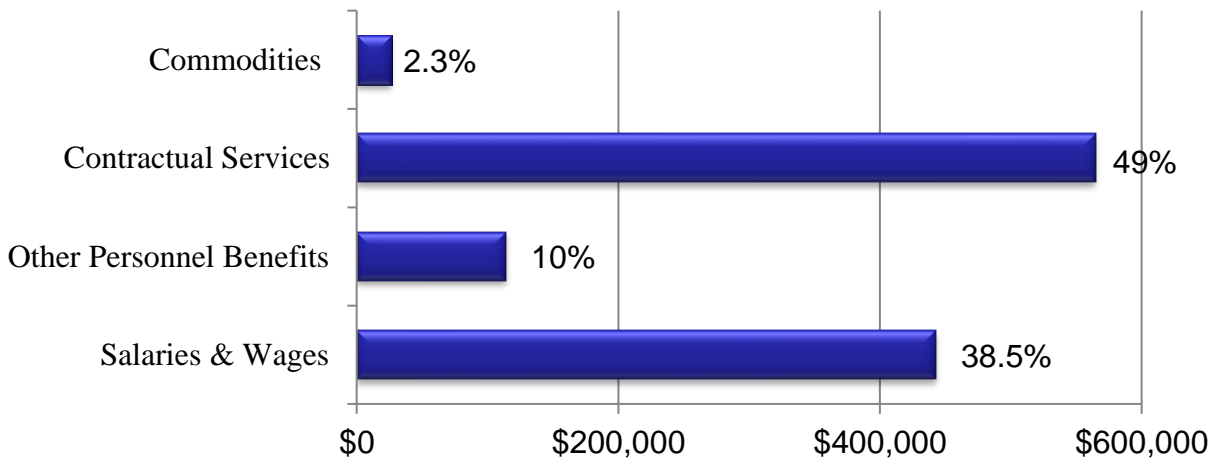


Executive Administration

Executive Administration Historical Expenditures



Salaries Represent 38.5% of the Proposed Budget



The FY 2024 Executive Administration proposed budget decreased by \$120,270 or 9.5% less than the FY 2023 estimate. The decrease is due to early retirement costs that were incurred in FY 2023. There were also two part-time administrative assistants budgeted in FY 2023, but there will only be one in FY 2024 with the salary split between Finance.

EXECUTIVE ADMINISTRATION DEPARTMENT

MISSION STATEMENT

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

GOALS

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

FY 2022-2023 ACCOMPLISHMENTS

1. Executed a contract with Northern Illinois University Center for Governmental Studies to assist in creating a strategic plan and amend our current comprehensive plan.
2. Improved communications with residents through Nixle, Constant Contact platforms, and other social media platforms.
3. Hosted a 4th of July Event for residents, with food, raffle, concert, fireworks and a volunteer-led neighborhood parade.
4. Hosted the “Pumpkins in the Park” event where children selected a pumpkin and received a decorating kit.
5. Implemented the Spring Road Tributary Restoration Project.
6. Significant progress toward the completion of the Streambank Restoration Project was made, culmination of the multi-year project will occur in fiscal year 2024.
7. Honored local veterans through a Veterans Day recognition event.
8. Hosted the Children's Christmas Party at the Stella May Swartz Elementary School.
9. Worked with a resident volunteer committee to resume the holiday luminary program.

10. Implemented a successful Summer Concert Series in one of the city's local parks.
11. Executed a new agreement with our waste disposal provider, which allowed the city to continue providing waste disposal services free of charge to the residents.

FY 2023-2024 OBJECTIVES

- To work with NIU Center for Governmental Studies to develop a new Strategic Plan and amended Comprehensive Plan to be completed in FY 2024.
- To prepare and recommend an annual operating budget to be adopted prior to May 1st of each year, and to administer the approved expenditure operating and capital plans throughout the fiscal year.
- To provide 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 Community Development Director and consulting services providers in the review of the proposed residential and commercial developments in the City.
- To determine departmental training needs and secure resources to maintain a well-trained, educated staff.
- Set out purchasing rules and regulations for all City departments.

- Gather information for the *Terrace Leaves*, our local Cable Channel, Facebook, Nextdoor, and the Oakbrook Terrace Web Page. Schedule volunteers to help with different community events, and make contacts with local businesses to gain volunteers.
- Coordinate the planning of all City special events including the July 4th Celebration, Children's Holiday Party, Business Grand Openings, City Wide Garage Sale, Children's Spring Egg Hunt 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 2023-2024 Budget Summary & Performance Measures

	Actual FY 2021	Actual FY 2022	Adopted Budget FY 2023	Estimated Budget FY 2023	Proposed Budget FY 2024
Department Summary					
Salaries & Wages	\$ 378,385	\$ 395,707	\$ 504,183	\$ 482,063	\$ 442,961
Benefits	111,391	107,792	171,136	204,868	114,381
Contractual Services	463,533	476,828	541,209	570,787	564,975
Commodities	18,095	16,256	31,825	11,748	26,880
Department Totals	\$ 971,404	\$ 996,585	\$ 1,248,353	\$ 1,269,466	\$ 1,149,196

Executive Administration
Department Performance Measures

Inputs	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023 Est.
Number of full-time employees*	3.5	2.5	2.5	2.5	3
Number of part-time/seasonal employees	1	1	1	2	2
Department Expenditures	\$ 914,434	\$ 964,663	\$ 971,404	\$ 996,585	\$ 1,269,466

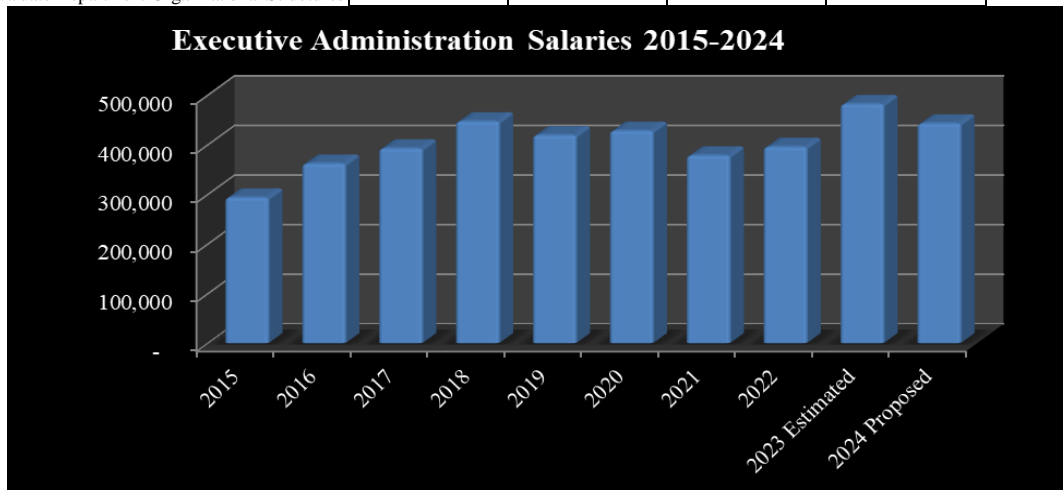
*City Administrator also served as Finance Director prior to FY 2023

Outputs	Calendar Year				
	2018	2019	2020	2021	2022
Freedom of Information Act Response	177	138	170	177	198
Ordinances Approved	55	64	54	43	41
Resolutions Approved	19	15	8	9	14
Agendas	24	24	24	24	24
Number of Facebook Social Media Posts	NA	NA	259	403	521

Effectiveness Measures	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023
July 4th Sponsorship Revenue (FY)*	\$ 22,300	\$ 20,000	\$ -	\$ 35,250	\$ 33,250

*July 4, 2020 was canceled due to COVID

Goals	Goals (4 Areas based upon Current Goals)			
	Remain Fiscally Sound	Community Engagement	Enhance Public Health & Safety	Maintain Community Development
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			



	2015	2016	2017	2018	2019	2020	2021	2022	2023 Estimated	2024 Proposed
Salaries	293,732	361,944	392,710	447,126	419,341	428,220	378,385	395,707	482,063	442,961



**CITY OF OAKBROOK TERRACE
POLICE DEPARTMENT
2023/2024 BUDGET
01-02**

	Actual 20/21	Actual 21/22	Adopted Budget 22/23	Department Estimated 22/23	Department Proposed 23/24	Administrator Proposed 23/24	% Change In 22/23 Budget To Proposed	% Change In 22/23 Estimate To Proposed
Salaries & Wages	\$ 2,671,592	\$ 2,652,150	\$ 2,709,759	\$ 2,529,236	\$ 2,839,972	\$ 2,814,037	3.8%	11.3%
Other Personnel Benefits	\$ 2,406,559	\$ 2,360,726	\$ 2,427,369	\$ 2,442,396	\$ 2,440,527	\$ 2,440,527	0.5%	-0.1%
Contractual Services	\$ 344,775	\$ 398,796	\$ 429,755	\$ 407,751	\$ 472,623	\$ 467,623	8.8%	14.7%
Commodities	\$ 92,110	\$ 72,710	\$ 114,900	\$ 89,131	\$ 131,860	\$ 103,340	-10.1%	15.9%
Police Department Total	\$ 5,515,036	\$ 5,484,382	\$ 5,681,783	\$ 5,468,514	\$ 5,884,982	\$ 5,825,527	2.5%	6.5%

Salaries & Wages								
4110-01 - Full-time Administrative	\$ 528,703	\$ 525,958	\$ 559,078	\$ 553,533	\$ 538,529	\$ 512,594	-8.3%	-7.4%
4110-02 - Full-time Sergeants	\$ 343,116	\$ 370,306	\$ 368,036	\$ 356,302	\$ 384,995	\$ 384,995	4.6%	8.1%
4110-03 - Full-time Patrol Officers	\$ 1,268,362	\$ 1,119,825	\$ 1,219,706	\$ 1,123,395	\$ 1,241,841	\$ 1,241,841	1.8%	10.5%
4110-04 - Full-time Investigations	\$ 204,535	\$ 226,017	\$ 234,382	\$ 142,255	\$ 326,069	\$ 326,069	39.1%	129.2%
4111-02 - Court Stand-by Sgts	\$ 112	\$ 657	\$ 710	\$ 810	\$ 109	\$ 109	-84.7%	-86.6%
4111-03 - Court Stand-by Patrol	\$ 1,578	\$ 3,549	\$ 3,169	\$ 2,955	\$ 1,970	\$ 1,970	-37.8%	-33.3%
4111-04 - Court Stand-by Invest	\$ -	\$ -	\$ -	\$ 218	\$ 750	\$ 750	0.0%	244.0%
4120-01 - Overtime Administrative	\$ 10,985	\$ 1,872	\$ 2,500	\$ 7,419	\$ 6,594	\$ 6,594	163.8%	-11.1%
4120-02 - Overtime Sergeants	\$ 20,520	\$ 26,912	\$ 26,185	\$ 29,924	\$ 28,358	\$ 28,358	8.3%	-5.2%
4120-03 - Overtime Patrol Officers	\$ 126,214	\$ 238,952	\$ 137,733	\$ 192,903	\$ 120,707	\$ 120,707	-12.4%	-37.4%
4120-04 - Overtime Investigations	\$ 8,335	\$ 1,850	\$ 8,004	\$ 3,476	\$ 4,700	\$ 4,700	-41.3%	35.2%
4130-00 - Part-time Regular	\$ 38,545	\$ -	\$ -	\$ -	\$ 25,435	\$ 25,435	0.0%	0.0%
4150-02 - Court Time Sergeants	\$ 670	\$ 3,058	\$ 3,200	\$ 3,571	\$ 2,517	\$ 2,517	-21.3%	-29.5%
4150-03 - Court Time Patrol Off.	\$ 17,463	\$ 21,308	\$ 36,435	\$ 24,241	\$ 28,732	\$ 28,732	-21.1%	18.5%
4151-00 - PD - National Night Out Wages	\$ -	\$ 478	\$ -	\$ 1,076	\$ 1,500	\$ 1,500	0.0%	39.4%
4155-00 - PS - National Night Out Wages	\$ -	\$ 641	\$ -	\$ 1,117	\$ 1,500	\$ 1,500	0.0%	34.3%
4157-00 - Admin - National Night Out Wag	\$ -	\$ 108	\$ -	\$ 200	\$ 300	\$ 300	0.0%	50.0%
4160-02 - Holiday Pay Sergeants	\$ 13,847	\$ 12,269	\$ 16,336	\$ 16,242	\$ 16,711	\$ 16,711	2.3%	2.9%
4160-03 - Holiday Pay Patrol Off.	\$ 47,101	\$ 32,407	\$ 47,254	\$ 44,613	\$ 54,600	\$ 54,600	15.5%	22.4%
4160-04 - Holiday Pay Investigations	\$ 5,960	\$ 9,314	\$ 10,910	\$ 3,028	\$ 14,068	\$ 14,068	28.9%	364.6%
4170-01 - Vacation Buy Back Admin	\$ 14,822	\$ 3,543	\$ 4,337	\$ 3,433	\$ 2,986	\$ 2,986	-31.2%	-13.0%
4170-02 - Vacation Buy Back Sgts	\$ 2,233	\$ 13,598	\$ 2,245	\$ 6,347	\$ 5,015	\$ 5,015	123.4%	-21.0%
4170-03 - Vacation Buy Back Patrol	\$ 12,549	\$ 17,661	\$ 4,142	\$ 3,314	\$ 14,716	\$ 14,716	255.3%	344.1%
4170-04 - Vacation Buy Back Invest	\$ 5,943	\$ 209	\$ 2,094	\$ 5,160	\$ 4,457	\$ 4,457	112.8%	-13.6%
4171-00 - Sick Leave Buy Back	\$ -	\$ 16,081	\$ 19,598	\$ -	\$ 8,469	\$ 8,469	-56.8%	0.0%
4190-00 - Top of the Range Award	\$ -	\$ 5,579	\$ 3,705	\$ 3,705	\$ 4,344	\$ 4,344	17.2%	17.2%
TOTAL	\$ 2,671,592	\$ 2,652,150	\$ 2,709,759	\$ 2,529,236	\$ 2,839,972	\$ 2,814,037	3.8%	11.3%

Other Personnel Benefits								
4510-00 - IMRF	\$ 43,795	\$ 39,838	\$ 37,056	\$ 35,578	\$ 29,181	\$ 29,181	-21.3%	-18.0%
4510-01 - ERI	\$ -	\$ -	\$ -	\$ 31,684	\$ -	\$ -	0.0%	-100.0%
4520-01 - FICA Administrative	\$ 42,455	\$ 40,129	\$ 43,576	\$ 43,522	\$ 42,263	\$ 42,263	-3.0%	-2.9%
4520-02 - FICA Sergeants	\$ 22,712	\$ 32,256	\$ 31,879	\$ 29,633	\$ 33,484	\$ 33,484	5.0%	13.0%
4520-03 - FICA Patrol Officers	\$ 108,987	\$ 105,287	\$ 110,750	\$ 103,584	\$ 112,534	\$ 112,534	1.6%	8.6%
4520-04 - FICA Investigations	\$ 17,830	\$ 17,298	\$ 19,537	\$ 11,143	\$ 26,778	\$ 26,778	37.1%	140.3%
4530-01 - Health Ins. Administrative	\$ 105,786	\$ 89,474	\$ 89,739	\$ 91,638	\$ 100,649	\$ 100,649	12.2%	9.8%
4531-01 - H.S.A. Contrib. Admin.	\$ 19,775	\$ 16,515	\$ 15,680	\$ 15,680	\$ 16,800	\$ 16,800	7.1%	7.1%
4531-02 - H.S.A. Contrib. Union	\$ 82,950	\$ 68,950	\$ 71,680	\$ 71,680	\$ 72,000	\$ 72,000	0.4%	0.4%
4535-02 - Health/Dental Sergeants	\$ 82,562	\$ 82,033	\$ 84,370	\$ 92,985	\$ 85,611	\$ 85,611	1.5%	-7.9%
4535-03 - Health/Dental Patrol	\$ 323,207	\$ 250,399	\$ 301,435	\$ 301,617	\$ 257,663	\$ 257,663	-14.5%	-14.6%
4535-04 - Health/Dental Invest	\$ 28,920	\$ 27,882	\$ 29,075	\$ 20,730	\$ 69,360	\$ 69,360	138.6%	234.6%
4535-05 - Health Insurance OPEB	\$ 15,622	\$ 12,317	\$ 11,436	\$ 11,436	\$ 11,436	\$ 11,436	0.0%	0.0%
4540-01 - Dental Ins. Administrative	\$ 5,650	\$ 4,179	\$ 4,188	\$ 4,341	\$ 4,793	\$ 4,793	14.5%	10.4%
4550-01 - Life Ins. Administrative	\$ 1,163	\$ 1,205	\$ 1,234	\$ 1,300	\$ 1,138	\$ 1,138	-7.8%	-12.5%
4550-02 - Life Ins. Sergeants	\$ 805	\$ 863	\$ 864	\$ 936	\$ 929	\$ 929	7.5%	-0.8%
4550-03 - Life Ins. Patrol Officers	\$ 2,929	\$ 2,655	\$ 2,898	\$ 3,135	\$ 3,042	\$ 3,042	5.0%	-3.0%
4550-04 - Life Ins. Investigations	\$ 477	\$ 540	\$ 561	\$ 363	\$ 844	\$ 844	50.4%	132.4%
4560-00 - Police Pension	\$ 1,493,842	\$ 1,561,329	\$ 1,563,231	\$ 1,563,231	\$ 1,563,231	\$ 1,563,231	0.0%	0.0%
4570-01 - Unemployment Ins. Adm.	\$ 2,231	\$ 1,981	\$ 1,963	\$ 1,963	\$ 2,110	\$ 2,110	7.5%	7.5%
4570-02 - Unemployment Ins. Serg.	\$ 768	\$ 982	\$ 982	\$ 982	\$ 1,055	\$ 1,055	7.4%	7.4%
4570-03 - Unemployment Ins. Patrol	\$ 3,583	\$ 3,963	\$ 4,581	\$ 4,581	\$ 4,572	\$ 4,572	-0.2%	-0.2%
4570-04 - Unemployment Ins. Invest	\$ 510	\$ 654	\$ 654	\$ 654	\$ 1,055	\$ 1,055	61.3%	61.3%
TOTAL	\$ 2,406,559	\$ 2,360,726	\$ 2,427,369	\$ 2,442,396	\$ 2,440,527	\$ 2,440,527	0.5%	-0.1%



**CITY OF OAKBROOK TERRACE
POLICE DEPARTMENT
2023/2024 BUDGET
01-02**

	Actual 20/21	Actual 21/22	Adopted Budget 22/23	Department Estimated 22/23	Department Proposed 23/24	Administrator Proposed 23/24	% Change In 22/23 Budget To Proposed	% Change In 22/23 Estimate To Proposed
Contractual Services								
5600 - Professional/Technical	\$ 805	\$ -	\$ 1,000	\$ 1,164	\$ 1,000	\$ 1,000	0.0%	-14.1%
5605 - Training/Conferences	\$ 7,524	\$ 10,855	\$ 18,946	\$ 14,601	\$ 19,136	\$ 19,136	1.0%	31.1%
5607 - Continuing Education	\$ 2,520	\$ -	\$ 3,500	\$ -	\$ 3,500	\$ 3,500	0.0%	0.0%
5610 - Membership & Association	\$ 860	\$ 690	\$ 1,000	\$ 1,000	\$ 1,050	\$ 1,050	5.0%	5.0%
5611 - Support Services	\$ 17,173	\$ 15,166	\$ 20,635	\$ 21,521	\$ 20,501	\$ 20,501	-0.6%	-4.7%
5612 - Crime Free Housing	\$ 285	\$ -	\$ 300	\$ -	\$ 300	\$ 300	0.0%	0.0%
5635 - Deductible Payments	\$ 1,000	\$ -	\$ -	\$ 1,000	\$ -	\$ -	0.0%	-100.0%
5655 - Equipment Lease & Rental	\$ 527	\$ 527	\$ 530	\$ -	\$ 530	\$ 530	0.0%	0.0%
5660 - Equipment Maint & Repair	\$ 6,980	\$ 6,986	\$ 5,600	\$ 2,139	\$ 5,700	\$ 5,700	1.8%	166.5%
5660-01 Equipment Service Agreement	\$ 8,412	\$ 12,611	\$ 12,609	\$ 8,272	\$ 11,973	\$ 11,973	-5.0%	44.7%
5663 - Vehicle Maint & Repair	\$ 40,511	\$ 18,867	\$ 30,000	\$ 21,219	\$ 30,000	\$ 25,000	-16.7%	17.8%
5665 - Telephone Service	\$ 4,528	\$ 4,299	\$ 5,100	\$ 6,042	\$ 5,100	\$ 5,100	0.0%	-15.6%
5668 - Communications	\$ 10,550	\$ 10,723	\$ 11,550	\$ 10,749	\$ 11,550	\$ 11,550	0.0%	7.5%
5680 - DuComm	\$ 180,027	\$ 248,398	\$ 253,585	\$ 253,585	\$ 279,633	\$ 279,633	10.3%	10.3%
5695 - Animal Control	\$ -	\$ -	\$ -	\$ -	\$ 100	\$ 100	0.0%	0.0%
5705 - Filing Fees	\$ 168	\$ 687	\$ 1,000	\$ 132	\$ 1,000	\$ 1,000	0.0%	657.6%
5715 - Uniform & Equipment Allowance	\$ 12,833	\$ 19,106	\$ 15,800	\$ 21,425	\$ 29,950	\$ 29,950	89.6%	39.8%
5720 - Printing	\$ 1,305	\$ 672	\$ 2,000	\$ 1,375	\$ 2,000	\$ 2,000	0.0%	45.5%
5758 - Utilities	\$ 4,867	\$ 6,867	\$ 4,800	\$ 2,036	\$ 4,800	\$ 4,800	0.0%	135.8%
5770 - Building Maintenance	\$ 12,385	\$ 10,858	\$ 10,500	\$ 10,891	\$ 10,500	\$ 10,500	0.0%	-3.6%
5770-01 Build. Maint. Serv. Agreement	\$ 31,514	\$ 28,314	\$ 26,300	\$ 23,290	\$ 26,300	\$ 26,300	0.0%	12.9%
5780 - Special Events	\$ -	\$ 3,169	\$ 5,000	\$ 7,310	\$ 8,000	\$ 8,000	60.0%	9.4%
TOTAL	\$ 344,775	\$ 398,796	\$ 429,755	\$ 407,751	\$ 472,623	\$ 467,623	8.8%	14.7%
Commodities								
6110 - Books & Publications	\$ 899	\$ 473	\$ 600	\$ 303	\$ 600	\$ 600	0.0%	98.0%
6120 - Office Supplies	\$ 6,153	\$ 5,809	\$ 5,300	\$ 5,764	\$ 5,300	\$ 5,300	0.0%	-8.0%
6125 - Office Furniture	\$ -	\$ -	\$ 3,000	\$ -	\$ 3,000	\$ 3,000	0.0%	0.0%
6126 - Towing Expenses	\$ 101	\$ 772	\$ 500	\$ 466	\$ 500	\$ 500	0.0%	7.3%
6130 - Supplies	\$ 1,949	\$ 4,098	\$ 7,000	\$ 2,897	\$ 7,000	\$ 5,000	-28.6%	72.6%
6131 - DUI Equipment	\$ 42,657	\$ -	\$ -	\$ 343	\$ -	\$ -	0.0%	-100.0%
6150 - Software	\$ 74	\$ -	\$ -	\$ 1,690	\$ -	\$ -	0.0%	-100.0%
6151 - Hardware	\$ 325	\$ 6,093	\$ -	\$ 1,607	\$ -	\$ -	0.0%	-100.0%
6170 - Postage	\$ 1,460	\$ 1,065	\$ 1,500	\$ 1,534	\$ 1,500	\$ 1,500	0.0%	-2.2%
6180 - Fuel	\$ 26,618	\$ 41,795	\$ 81,000	\$ 57,672	\$ 80,000	\$ 53,480	-34.0%	-7.3%
6190 - Non-Capital Equipment	\$ 11,872	\$ 12,606	\$ 16,000	\$ 16,855	\$ 33,960	\$ 33,960	112.3%	101.5%
TOTAL	\$ 92,110	\$ 72,710	\$ 114,900	\$ 89,131	\$ 131,860	\$ 103,340	-10.1%	15.9%
Police Department Total	\$ 5,515,036	\$ 5,484,382	\$ 5,681,783	\$ 5,468,514	\$ 5,884,982	\$ 5,825,527	2.5%	6.5%

NARRATIVE REPORT

Department: Police Department **Date:** January, 2023
Activity: 01-02 **Prepared By:** Chief Calvello

Object Number	Narrative	Proposed								
4110	Full-time Salaries	\$2,465,498								
	<p>Command and Administrative staff includes the Chief, Deputy Chief, Administrative Supervisor, and two Administrative Officers. Union employees' salaries are based on negotiated contract. Budgeted amount includes Department staffing as follows:</p> <table border="0"> <tr> <td>Administrative and Command Staff (5)</td> <td align="right">\$512,594</td> </tr> <tr> <td>Sergeants (3)</td> <td align="right">\$384,995</td> </tr> <tr> <td>Patrol Officers (13)</td> <td align="right">\$1,241,841</td> </tr> <tr> <td>Investigations Sergeant (1) & Investigator (2)</td> <td align="right">\$326,069</td> </tr> </table>	Administrative and Command Staff (5)	\$512,594	Sergeants (3)	\$384,995	Patrol Officers (13)	\$1,241,841	Investigations Sergeant (1) & Investigator (2)	\$326,069	
Administrative and Command Staff (5)	\$512,594									
Sergeants (3)	\$384,995									
Patrol Officers (13)	\$1,241,841									
Investigations Sergeant (1) & Investigator (2)	\$326,069									
4111	Court Stand-By	\$2,829								
	<p>Budgeted amount is for officers' stand-by pay before court appearances, as per the contract.</p> <table border="0"> <tr> <td>Sergeants</td> <td align="right">\$109</td> </tr> <tr> <td>Patrol Officers</td> <td align="right">\$1,970</td> </tr> <tr> <td>Investigations</td> <td align="right">\$750</td> </tr> </table>	Sergeants	\$109	Patrol Officers	\$1,970	Investigations	\$750			
Sergeants	\$109									
Patrol Officers	\$1,970									
Investigations	\$750									
4120	Overtime	\$160,359								
	<p>Overtime is categorized by personnel sub-division:</p> <table border="0"> <tr> <td>Administrative Staff</td> <td align="right">\$6,594</td> </tr> <tr> <td>Sergeants</td> <td align="right">\$28,358</td> </tr> <tr> <td>Patrol Officers</td> <td align="right">\$120,707</td> </tr> <tr> <td>Investigators</td> <td align="right">\$4,700</td> </tr> </table>	Administrative Staff	\$6,594	Sergeants	\$28,358	Patrol Officers	\$120,707	Investigators	\$4,700	
Administrative Staff	\$6,594									
Sergeants	\$28,358									
Patrol Officers	\$120,707									
Investigators	\$4,700									
4130	Part-time Regular	\$25,435								
	This salary is for the newly created part-time position of Police Services Technician.									
4150	Court Time	\$31,249								
	<p>Court Time includes officers' appearances in felony, misdemeanor, and traffic court for pre-trial motions and trials. Court time is broken out by personnel divisions:</p> <table border="0"> <tr> <td>Sergeants' Court Appearances</td> <td align="right">\$2,517</td> </tr> <tr> <td>Patrol Officers' Court Appearances</td> <td align="right">\$28,732</td> </tr> </table>	Sergeants' Court Appearances	\$2,517	Patrol Officers' Court Appearances	\$28,732					
Sergeants' Court Appearances	\$2,517									
Patrol Officers' Court Appearances	\$28,732									

NARRATIVE REPORT

Department: Police Department **Date:** January, 2023
Activity: 01-02 **Prepared By:** Chief Calvello

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

NARRATIVE REPORT

Department: Police Department **Date:** January, 2023
Activity: 01-02 **Prepared By:** Chief Calvello

Object Number	Narrative	Proposed
5600	Professional & Technical Services	\$1,000
	Police Department's share of EAP services, in addition to miscellaneous other services that may be needed.	
5605	Training and Conferences	\$19,136
	NEMRT \$2,280 = 24 officers/civilians at \$95 each, plus \$3,000 course fees \$5,280	
	IL Homicide Investigation Association \$800	
	NIPAS Training Luncheons \$100	
	Basic Academy Training \$4,696	
	Glock Armorer's Course \$500	
	Other Training (In-House Training, Materials, Non-NEMRT Fees, etc.) \$7,760	
5607	Continuing Education	\$3,500
	Tuition reimbursement provided under terms of the Union contract.	
5610	Membership & Association Fees	\$1,050
	Illinois Law Enforcement Alarm System \$140	
	DuPage County Chiefs of Police Association \$300	
	Illinois Association of Chiefs of Police \$300	
	International Association of Chiefs of Police \$220	
	Illinois Police Association \$40	
	FBI-LEEDA \$50	
5611	Support Services	\$20,501
	Merit Emergency Response Invest Team (MERIT) \$6,500	
	Leads Online Annual Support \$2,420	
	Northern Illinois Police Alarm System (NIPAS) \$1,785	
	Frontline Training Tracker Software Renewal \$1,213	
	Frontline Field Training Module \$1,062	
	PowerDMS \$1,906	
	DuPage Children's Center \$1,000	
	Annual Evidence Software Support \$1,015	
	Elmhurst PD Range Rental Fee \$750	
	Transunion Detective Database \$900	

NARRATIVE REPORT

Department: Police Department **Date:** January, 2023
Activity: 01-02 **Prepared By:** Chief Calvello

Object Number	Narrative	Proposed
	Police Lineup Cloud Software Maintenance \$600 Critical Reach Annual Support Fee \$350 Miscellaneous \$1,000	
5660	Equipment Maintenance & Repair	\$5,700
	Budgeted amount is for annual service on departmental equipment including: Konica Minolta (PD Copier) \$3,000 Municipal Electronics (Radar recertification & repair) \$800 Miscellaneous \$1,900	
5660-01	Equipment Service Agreement	\$11,973
	Vigilant Mobile LPR @ \$546/camera x 4 \$2,184 Amped Five Service Renewal (video surveillance) \$1,575 IDEMIA (Live Scan maintenance), formerly MorphoTrak \$5,714 B&B Networks – Phone System \$2,500	
5663	Vehicle Maintenance & Repair	\$25,000
	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	\$279,633
	Fair share for 21 officers \$267,801 Fair share of the new DuComm Communications Center \$11,832	

NARRATIVE REPORT

Department: Police Department **Date:** January, 2023
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 & Equipment Allowance	\$29,950
	Patrol Replacement - 4 Sergeants, 13 Patrol Officers & 2 Detectives	\$14,250
	Detective Clothing Allowance (quarterly) - 3 Detectives	\$2,700
	Administrative (Chief, Deputy Chief, Administrative Personnel, Police Services Technician)	\$3,000
	MERIT SWAT Operator (Initial gear issue) - 1 Patrol Officer	\$10,000
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	\$8,000
	Costs associated with the Department's participation in the City's events including July 4 th and National Night Out; decorations; and community relations supplies.	
6180	Fuel	\$53,480
	Approximately 14,000 gallons of gasoline for police vehicles based on \$3.82 per gallon.	

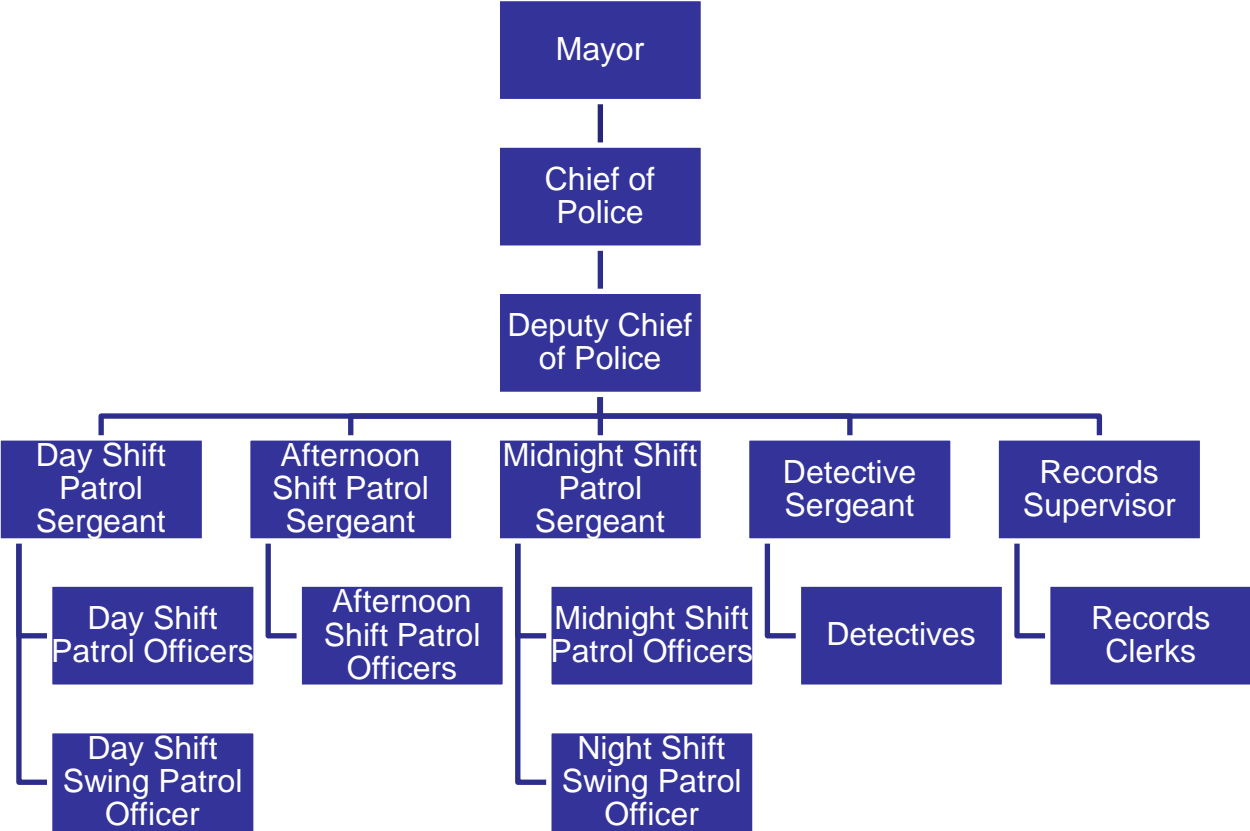
NARRATIVE REPORT

Department:	Police Department	Date:	January, 2023
Activity:	01-02	Prepared By:	Chief Calvello

Object Number	Narrative	Proposed
6190	Non-Capital Equipment	\$33,960
	Ammunition (Pistol)	\$2,518
	Ammunition (Patrol Rifle)	\$1,996
	Range supplies & targets	\$500
	Taser batteries	\$397
	Simulation training equipment	\$450
	Rifle-rated ballistic shield x 2	\$1,200
	Medical supplies (for medical bags in squads)	\$1,500
	AED batteries & supplies	\$2,563
	Grappling dummy	\$400
	Training handcuffs x 4	\$237
	Static strength exercise stability ball w/ pump x 2	\$47
	Mat tape	\$33
	Saber Crossfire O.C. stream/spray x 25	\$413
	Squad printers x 4	\$2,460
	Squad printer supplies	\$1,330
	Squad graphics repairs	\$525
	Squad rear passenger compartment window barriers	\$2,229
	Stop sticks	\$334
	Evidence collection kits x 2	\$1,050
	Digital cameras x 2	\$3,198
	Printer w/ scanner	\$299
	Shredder	\$308
	Radar guns w/ tuning forks x 2	\$1,430
	Taser Replacement	\$7,277
	Other	\$1,266

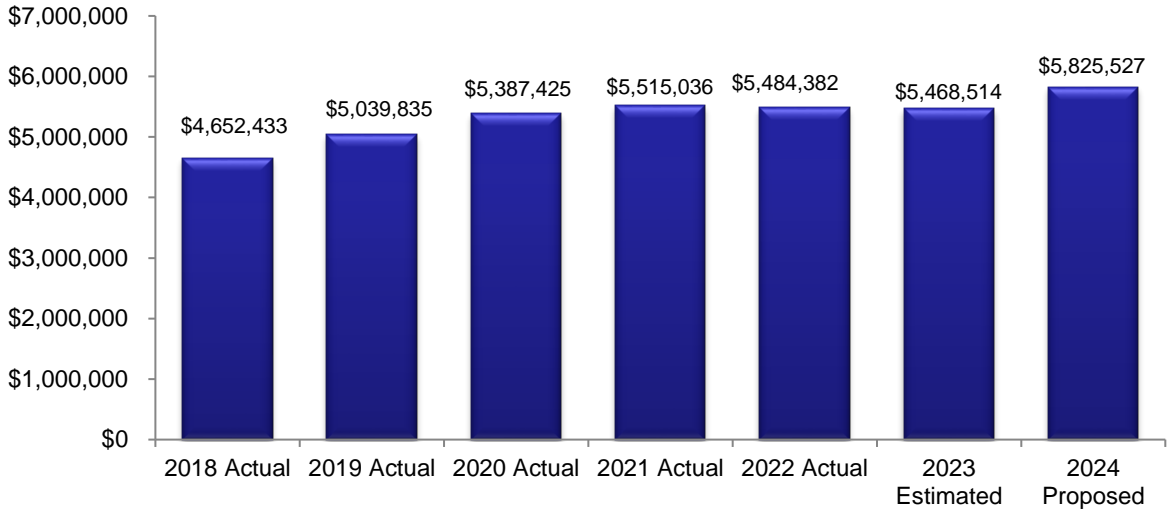
Police Department Organization Chart

Fiscal Year Ended April 30, 2024

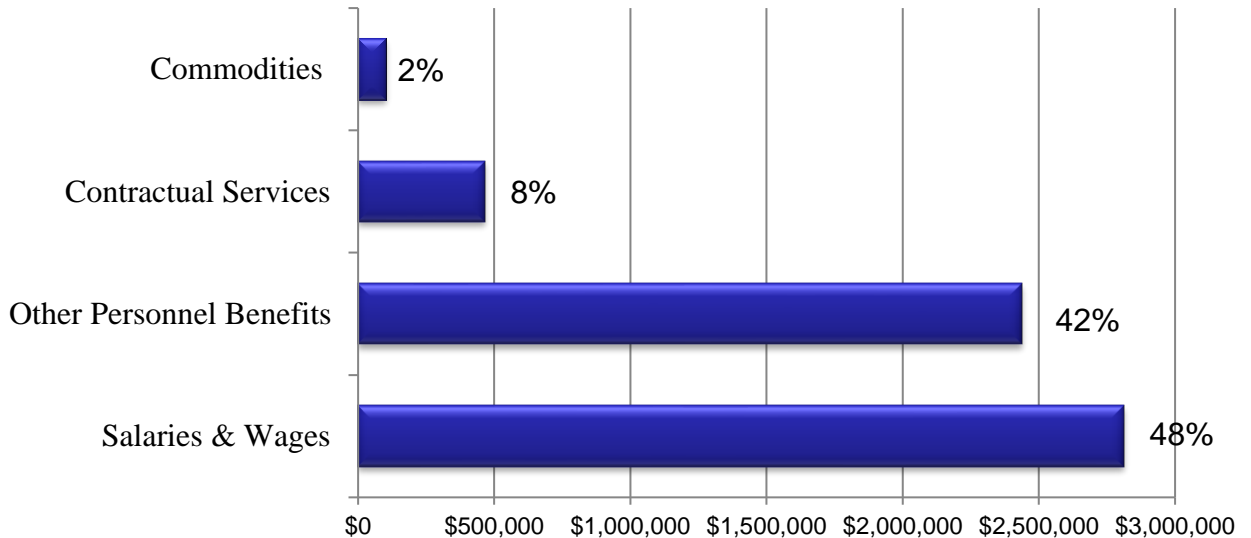


Police

Police Historical Expenditures



Salaries Represent 48% of the Proposed Budget



The Police Department budget for FY 2024 is \$5,825,527 representing an increase of \$143,744 or 2.53% from the FY 2023 adopted budget. This increase is mostly due to the proposed hiring of a full-time detective and a part-time service technician with costs related to salaries, personnel benefits and contractual services such as uniform allowance and DuComm.

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 2022-23 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. Training. On-going training for our officers has been a high priority. All of our officers completed the required annual mandated training, which included: crisis intervention training; emergency medical response training and certification; law updates; officer wellness and mental health; firearms restraining order act; and firearms qualification.
3. Staffing. We have hired four (4) new police officers, two (2) completed their training with the Suburban Law Enforcement Academy on July 1, 2022, and two (2) were lateral hires who completed their field training on February 5, 2023.
4. Department Therapy Dog. Canines 4 Comfort donated Pickles to the Oakbrook Terrace Police Department. Pickles' primary role is to comfort individuals or groups and he has attended various community events.
5. Deputy Chief Clark, Detective Sergeant DeMario and Officer Mellens 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 for incidents that are outside of the stricken agency's operational capabilities.
6. Deputy Chief Clark serves as a member of MERIT's Public Integrity Team, Detective Sergeant DeMario serve as members of MERIT's Major Crimes Unit, and Officer Mellens serves as a member of MERIT's Forensics Investigations Unit. This past year, they have individually and/or collectively assisted several other municipalities with Murder, Attempted Murder and officer-involved use of deadly force investigations.
7. Deputy Chief Clark and Officer Sluzewicz continue to serve as members of the Northern Illinois Police Alarm System (NIPAS) Mobile Field Force (MFF).
8. Officer Mastrino was certified as the Department's newest School Resource Officer and acts as liaison to Stella May Swartz and Stevenson Elementary Schools.

FY 2023-24 OBJECTIVES

1. **Continued Improvement of Service to the Citizen**
 - Provide effective police services: The Department is committed to ensuring the City of Oakbrook Terrace remains a safe community by employing the best practices in law enforcement to meet the challenges of 21st century policing and by deploying law enforcement resources in the most efficient and effective manner.
 - Respond to all emergency and non-emergency response calls in a timely, yet safe manner.
 - Answered all calls for service in a positive and helpful manner, where possible.
2. **Continue the Department's Community Relations Program**
 - Continue to plan, organize and attend various events in order to foster positive relations between the Department and members of the community.
 - Maintain an open line of communication with all schools, businesses and residents within the City of Oakbrook Terrace.
 - Educate residents and business leaders in appropriate crime prevention measures so they may avoid being victimized.
 - Promote a positive image of the Department.
3. **Reduce Exposure to Liability**
 - Continue development of a training program for Department members that assures topics including, but not limited to: law updates; ethics; de-escalation; appropriate 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.
4. **Increase Staffing**
 - Add a second Detective to the Investigations Division.
 - Fill the last remaining Patrol Officer vacancy.
5. **Body-Worn Cameras**
 - The State of Illinois has mandated that all police officers wear body-worn cameras by January 1, 2025.
 - Implement the Department's body-worn program during FY 2023-24.
6. **DuPage County MERIT SWAT**
 - Assign an officer to the DuPage County MERIT SWAT team, which requires specialized equipment and training. The officer will receive specialized training and respond, when needed, to high-risk critical incidents. The officer, in turn, will be able to train members of the Department on tactical responses to various incidents.

POLICE DEPARTMENT

Fiscal Year 2023-2024 Budget Summary & Performance Measures

	FY 2021 Actual	FY 2022 Actual	FY 2023 Adopted Budget	FY 2023 Estimated	FY 2024 Proposed
Department Summary					
Salaries & Wages	\$ 2,671,592	\$ 2,652,150	\$ 2,709,759	\$ 2,529,236	\$ 2,814,037
Benefits	2,406,559	2,360,726	2,427,369	2,442,396	2,440,527
Contractual Services	344,775	398,796	429,755	407,751	467,623
Commodities	92,110	72,710	114,900	89,131	103,340
Capital	-	-	-	-	-
Department Totals	\$ 5,515,036	\$ 5,484,382	\$ 5,681,783	\$ 5,468,514	\$ 5,825,527

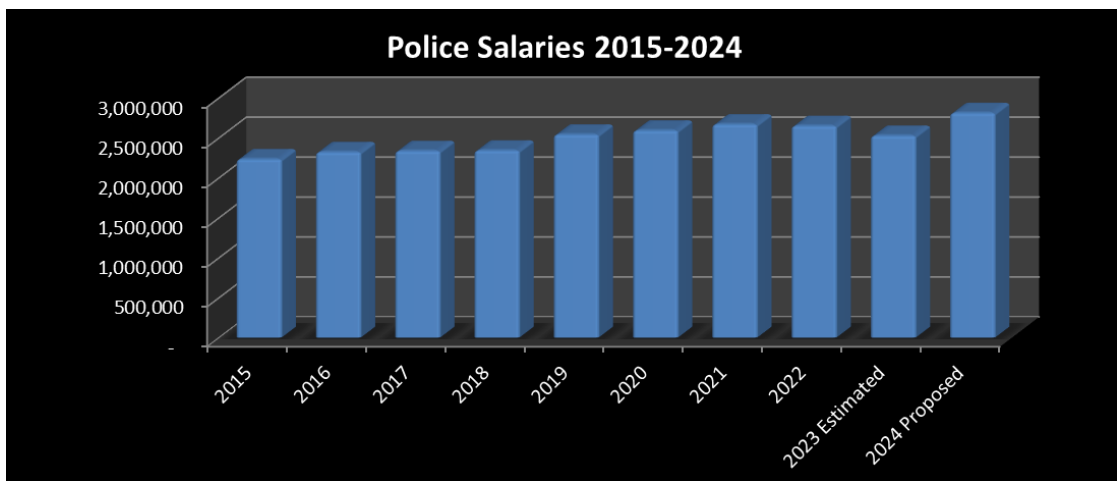
Police Department Performance Measures

Inputs	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023 Estimated
Number of full-time employees	24	26	26	21	23
Number of part-time/seasonal employees	8	8	8	0	0
Department Expenditures	\$ 5,039,835	\$ 5,387,425	\$ 5,515,036	\$ 5,484,382	\$ 5,468,514
City Police Pension Contribution	\$ 1,115,200	\$ 1,378,856	\$ 1,493,842	\$ 1,561,329	\$ 1,563,231
Pension Contribution as a % of Total Expenses	22%	26%	27%	28%	29%

Outputs	Per Calendar Year				
	2018	2019	2020	2021	2022
Traffic Collision Investigations	518	455	386	327	358
Administrative Tows	111	62	48	32	46
Incident Investigations	665	559	502	572	542
Traffic Citations	1,186	944	1,154	1,153	1,028
Parking Citations	346	676	445	29	128
Arrests	317	180	150	31	181

Goals (4 Areas based upon Current Goals)

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



	2015	2016	2017	2018	2019	2020	2021	2022	2023 Estimated	2024 Proposed
Salaries	2,235,942	2,324,730	2,338,773	2,344,822	2,543,758	2,594,472	2,671,592	2,652,150	2,529,236	2,814,037



**CITY OF OAKBROOK TERRACE
COMMUNITY DEVELOPMENT
2023/2024 BUDGET
01-03**

	Actual 20/21	Actual 21/22	Adopted Budget 22/23	Department Estimated 22/23	Department Proposed 23/24	Administrator Proposed 23/24	% Change In 22/23 Budget To Proposed	% Change In 22/23 Estimate To Proposed
Salaries & Wages	\$ 311,682	\$ 317,695	\$ 364,333	\$ 286,925	\$ 306,839	\$ 311,915	-14.4%	8.7%
Other Personnel Benefits	\$ 123,344	\$ 118,720	\$ 523,358	\$ 176,288	\$ 98,313	\$ 101,435	-80.6%	-52.5%
Contractual Services	\$ 74,376	\$ 69,040	\$ 110,705	\$ 84,933	\$ 108,918	\$ 110,268	-0.4%	29.8%
Commodities	\$ 3,798	\$ 2,714	\$ 3,900	\$ 3,486	\$ 20,900	\$ 20,900	435.9%	533.7%
Community Development Total	\$ 513,200	\$ 508,169	\$ 1,002,296	\$ 551,632	\$ 534,970	\$ 544,518	-45.7%	-1.4%

Salaries & Wages								
4110 - Full-time	\$ 299,778	\$ 304,454	\$ 336,152	\$ 278,625	\$ 255,022	\$ 259,222	-22.9%	-7.0%
4120 - Overtime	\$ 254	\$ 269	\$ 528	\$ 655	\$ 360	\$ 360	-31.8%	-45.0%
4130 - Part-time Regular	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 36,972	0.0%	0.0%
4140 - Part-time Other	\$ 11,650	\$ 8,750	\$ 13,200	\$ 7,645	\$ 49,296	\$ 13,200	0.0%	72.7%
4171 - Sick Leave Buy Back	\$ -	\$ -	\$ 10,104	\$ -	\$ -	\$ -	-100.0%	0.0%
4190 - Top of the Range Award	\$ -	\$ 4,222	\$ 4,349	\$ -	\$ 2,161	\$ 2,161	-50.3%	0.0%
TOTAL	\$ 311,682	\$ 317,695	\$ 364,333	\$ 286,925	\$ 306,839	\$ 311,915	-14.4%	8.7%

Other Personnel Benefits								
4510 - IMRF	\$ 35,736	\$ 32,469	\$ 31,455	\$ 24,900	\$ 17,408	\$ 16,708	-46.9%	-32.9%
4510 - 01 ERI	\$ -	\$ -	\$ 400,000	\$ 64,976	\$ -	\$ -	-100.0%	-227.1%
4520 - FICA	\$ 23,253	\$ 23,491	\$ 27,871	\$ 22,163	\$ 19,002	\$ 22,824	-18.1%	3.0%
4530 - Health Insurance	\$ 52,799	\$ 51,184	\$ 52,633	\$ 53,030	\$ 48,052	\$ 48,052	-8.7%	-9.4%
4531 - H.S.A. Contribution	\$ 7,400	\$ 7,060	\$ 6,720	\$ 6,720	\$ 9,600	\$ 9,600	42.9%	31.0%
4540 - Dental Insurance	\$ 2,491	\$ 2,502	\$ 2,594	\$ 2,542	\$ 2,195	\$ 2,195	-15.4%	-13.7%
4550 - Life Insurance	\$ 663	\$ 734	\$ 776	\$ 648	\$ 650	\$ 650	-16.2%	0.3%
4570 - Unemployment Insurance	\$ 1,001	\$ 1,280	\$ 1,309	\$ 1,309	\$ 1,407	\$ 1,407	7.5%	7.5%
TOTAL	\$ 123,344	\$ 118,720	\$ 523,358	\$ 176,288	\$ 98,313	\$ 101,435	-80.6%	-52.5%

Contractual Services								
5600 - Professional/Technical	\$ 45,702	\$ 38,248	\$ 72,000	\$ 60,000	\$ 72,000	\$ 72,000	0.0%	20.0%
5604 - City Engineer	\$ 12,162	\$ 13,917	\$ 16,000	\$ 7,954	\$ 16,000	\$ 16,000	0.0%	101.2%
5605 - Training & Conferences	\$ -	\$ -	\$ -	\$ 99	\$ 650	\$ 2,000	0.0%	1920.2%
5610 - Membership/Assoc Fees	\$ -	\$ 756	\$ 350	\$ 245	\$ 913	\$ 913	160.9%	312.1%
5612 - Code Enforcement	\$ 9,313	\$ 7,103	\$ 9,000	\$ 9,346	\$ 9,000	\$ 9,000	0.0%	-3.7%
5613 - Meeting Reimbursement	\$ -	\$ -	\$ -	\$ 40	\$ -	\$ -	0.0%	-100.0%
5655 - Equipment Lease & Rental	\$ 360	\$ 360	\$ 380	\$ 288	\$ 380	\$ 380	0.0%	31.9%
5660 - Equipment Maint & Repair	\$ 913	\$ 1,015	\$ 800	\$ 1,064	\$ 800	\$ 800	0.0%	-24.8%
5665 - Telephone Service	\$ 1,940	\$ 1,843	\$ 2,000	\$ 2,685	\$ 2,000	\$ 2,000	0.0%	-25.5%
5668 - Communications	\$ 1,039	\$ 1,535	\$ 1,575	\$ 1,139	\$ 1,575	\$ 1,575	0.0%	38.3%
5700 - Public Information	\$ 520	\$ 587	\$ 600	\$ 593	\$ 600	\$ 600	0.0%	1.2%
5725 - Public Hearing Expense	\$ 2,426	\$ 3,677	\$ 8,000	\$ 1,480	\$ 5,000	\$ 5,000	-37.5%	237.8%
TOTAL	\$ 74,376	\$ 69,040	\$ 110,705	\$ 84,933	\$ 108,918	\$ 110,268	-0.4%	29.8%

Commodities								
6110 - Books & Publications	\$ 145	\$ -	\$ 1,000	\$ 100	\$ 1,000	\$ 1,000	0.0%	2093.0%
6120 - Office Supplies	\$ 546	\$ 536	\$ 600	\$ 600	\$ 600	\$ 600	0.0%	0.0%
6130 - Supplies	\$ 1,700	\$ 1,573	\$ 1,600	\$ 2,088	\$ 1,600	\$ 1,600	0.0%	-23.4%
6150 - Software	\$ -	\$ -	\$ -	\$ -	\$ 14,000	\$ 14,000	0.0%	0.0%
6151 - Hardware	\$ 235	\$ -	\$ -	\$ -	\$ 3,000	\$ 3,000	0.0%	0.0%
6170 - Postage	\$ 1,172	\$ 605	\$ 700	\$ 698	\$ 700	\$ 700	0.0%	0.3%
TOTAL	\$ 3,798	\$ 2,714	\$ 3,900	\$ 3,486	\$ 20,900	\$ 20,900	435.9%	533.7%

Community Development Total	\$ 513,200	\$ 508,169	\$ 1,002,296	\$ 551,632	\$ 534,970	\$ 544,518	-45.7%	-1.4%
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NARRATIVE REPORT

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

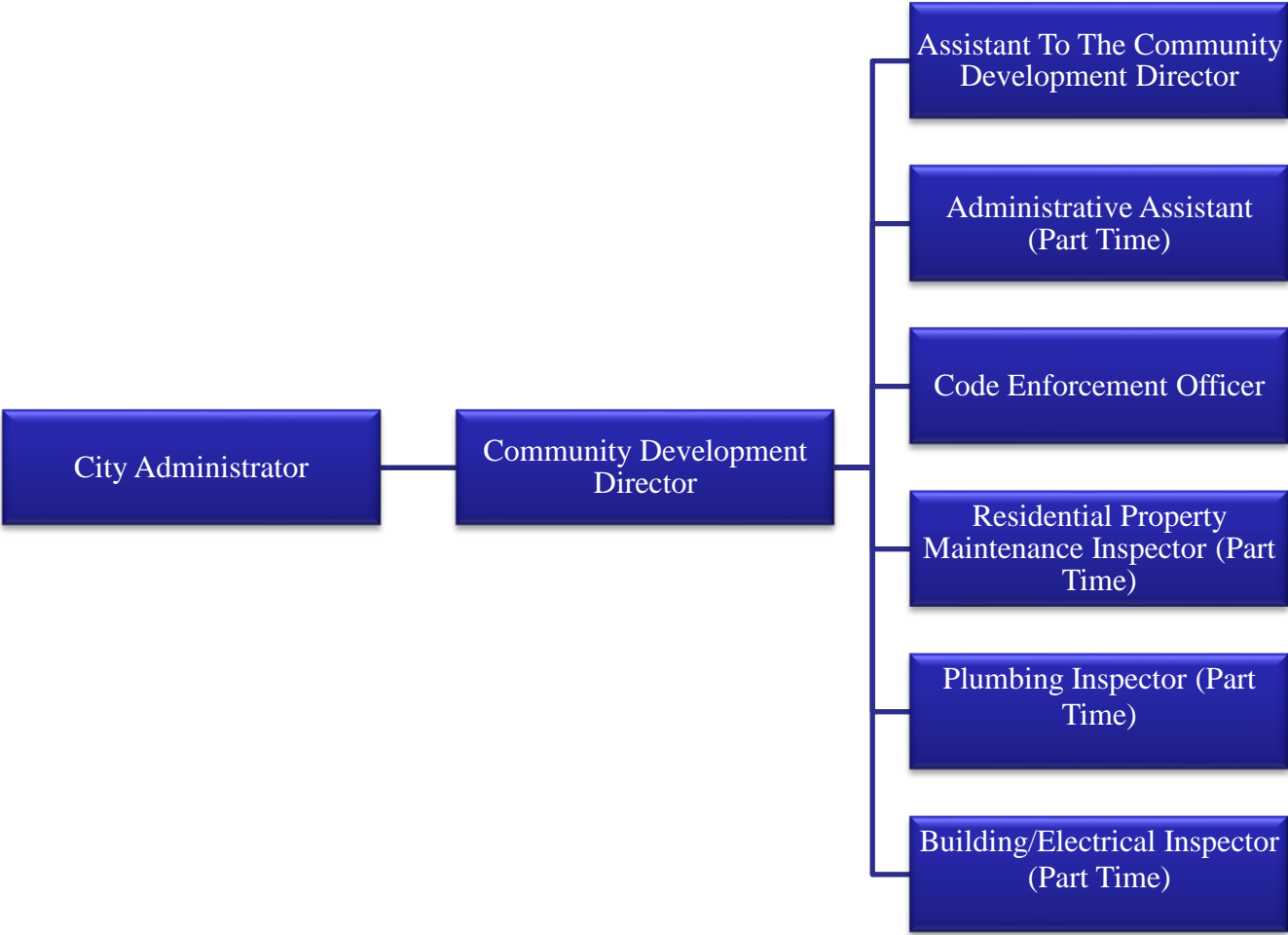
Object Number	Narrative	Proposed
4110	Full-time Salaries	\$259,222
	Budgeted amount is comprised of salaries for the Community Development Director, Assistant to the Community Development Director, and the Code Enforcement Officer.	
4130	Part-Time Regular	\$36,972
	This salary is for the Community Development administrative assistant.	
4140	Part-Time Other	\$13,200
	These are the salaries of the seven (7) members of the Planning and Zoning Commission.	
4190	Top of the Range Award	\$2,161
	The budgeted amount is comprised of the following percentages: Assistant to the Community Development Director – 2% Code Enforcement Officer – 1%	
4500	Other Personnel Benefits	\$101,435
	These benefits include IMRF, FICA, H.S.A., and insurance for life, dental, health and unemployment.	
5600	Professional & Technical Services	\$72,000
	Requested amount covers several contractual services contracts: annual elevator inspections (\$6,000), building permit plan review services for new construction only (\$12,000), contracted plumbing / building / electrical inspectors (\$36,000), planning consulting services for updated zoning map and land use map (\$3,000), and document imaging (\$15,000).	
5604	City Engineer	\$16,000
	Plan reviews and inspections related to stormwater / engineering.	
5605	Training & Conferences	\$2,000
	SBOC Spring Institute (\$250), ILAPA Chicago Metro Events (\$200), Chamber of Commerce events (\$200), and additional miscellaneous employee training (\$1,350).	
5612	Code Enforcement	\$9,000
	Third party code enforcement officer for weekend inspections & annual residential aesthetics inspections.	
5665	Telephone Service	\$2,000

NARRATIVE REPORT

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

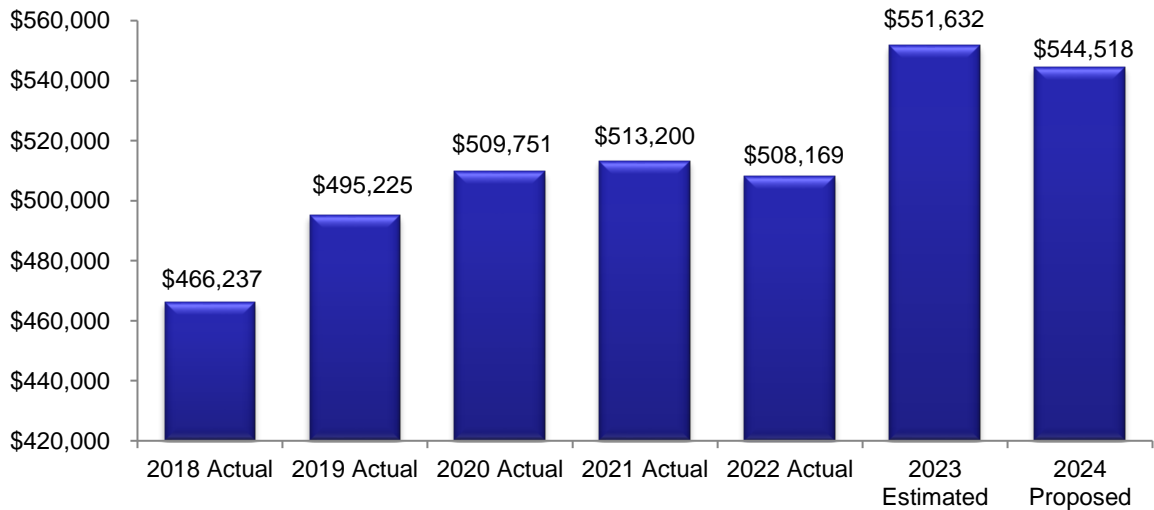
Object Number	Narrative	Proposed
	Department's share of City's telephone system charges.	
5668	Communications	\$1,575
	Cellular phone cost for Community Development.	
5725	Public Hearing Expense	\$5,000
	Budgeted figure is based on the anticipated need for public hearings and the publishing of legal notices.	
6150	Community Development Software	\$14,000
	Purchase and implementation of Community Development software.	
6151	Hardware	\$3,000
	Hardware used in conjunction with the Community Development software budgeted for Fiscal Year 2024.	

Community Development Department
Organization Chart
Fiscal Year Ended April 30, 2024

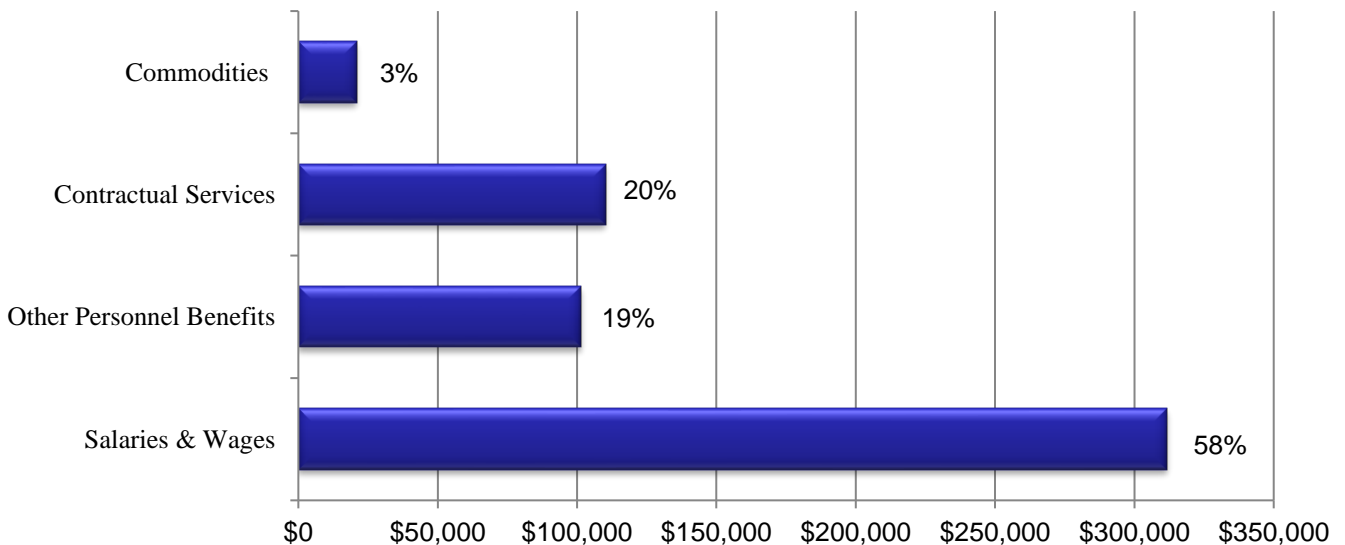


Community Development

Community Development Historical Expenditures



Salaries & Wages Represent 58% of the Proposed Budget



The FY 2024 Community Development budget decreased by roughly 1.4% versus the FY 2023 department estimate. The decrease of \$7,113 is attributed to the salaries and personnel benefits from a change in staff make-up. A full-time employee vacancy in FY 2023 is being replaced with a part-time administrative assistant in FY 2024. There was also an early retirement incentive cost in FY 2023 that will not be incurred in FY 2024.

COMMUNITY DEVELOPMENT DEPARTMENT

MISSION STATEMENT

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

GOALS

- 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 continue to update all Community Development Department forms on an as-needed basis.
- To digitize all department files into the Laserfiche Document Management System.
- To implement Community Development Software system for building permitting and contractor registrations. In the future, consider utilizing the software for code enforcement, rental licenses, and online permitting.

FY 2022–2023 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 178 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, 2022, through December 31, 2022. Building permit fees, including contractor's registration fees, certificates of occupancy fees, and public hearing fees collected during the eight-month period totaled \$ 101,016.
2. Completed building plan examinations in-house and submitted plans for new construction only to the outside consultant as needed.

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

One Tower Lane

Edelman – Tenant Build-Out - 6,400 sf

Brotschul Potts – Tenant Build-Out - 5,800 sf

One Mid America Plaza

Celebrity Home Loans – Tenant Build-Out - 10,100 sf

Creative Financial Services – Tenant Build-Out - 10,100 sf

Two Mid America Plaza

Graycor – Existing Tenant Build-Out

One Parkview Plaza

FGMK Accounting – Tenant Build-Out - 5,900 sf

RBM Capital, Suite 700 – Tenant Build-Out – 18,849 sf

One Lincoln Center:

Mazda, Suite 1490 – Existing Tenant Build-Out - 5,100 sf

22nd Street:

17W220 22nd Street: COMAR Properties relocating corporate headquarters

17W414 22nd Street: DOBOBA

17W504 22nd Street: Pure Med Spa

Butterfield Road:

17W755 Butterfield Road: Synaptyx Physical Medicine, Suite 103 - new tenant build out – 7,600 sf

Midwest Road:

1S660 Midwest Road: Verros Berkshire Law Office, Suite 300 – Tenant Build-Out - 7,854 sf

Meyers Rd:

1815 S. Meyers Road: Imperial Service Systems, Suite 200, 7,600 sf - new tenant build out

4. There were 183 contractor registration applications processed and licenses issued for contractors performing work in the City from May 1st through December 31st.
5. Reviewed and approved business license applications to ensure that business uses are in compliance with the zoning classification of a property and parking. Verified that Certificates of Occupancy were issued for new and old businesses prior to the approval of a business license. There were 66 Certificates of Occupancy issued from May 1st through December 31st.

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. The Planning & Zoning Commission held four public hearings from May 1st through December 31st.
7. Responded to requests for zoning verification letters.
8. Responded to FOIA requests.
9. Investigated 285 residential and commercial property maintenance code complaints from May 1st through December 31st 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. Completed 366 annual aesthetics inspections from May 1st through December 31st.
11. The City inspectors performed yearly rental inspections. The City currently has 40 rental dwellings.
12. Coordinated annual inspections of all 157 elevators within the City.

FY 2023–2024 OBJECTIVES

- To continue to monitor the Community Development Department activities, and continue to enforce building, zoning, and property maintenance codes including the rental inspection program and annual aesthetics inspections.
- 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 continue to encourage 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 Community Development Department budget.
- Continue to look for opportunities to utilize technology to increase efficiency (i.e. utilizing permitting system, scanning of permit files, etc)
- Staff to review department records and dispose of documents that are approved under the State of Illinois Local Records Act (50 ILCS 205).

COMMUNITY DEVELOPMENT DEPARTMENT

Fiscal Year 2023-2024 Budget Summary & Performance Measures

	FY 2021 Actual	FY 2022 Actual	FY 2023 Adopted Budget	FY 2023 Estimated	FY 2024 Proposed
Department Summary					
Salaries & Wages	\$ 311,682	\$ 317,695	\$ 364,333	\$ 286,925	\$ 311,915
Benefits	123,344	118,720	523,358	176,288	101,435
Contractual Services	74,376	69,040	110,705	84,933	110,268
Commodities	3,798	2,714	3,900	3,486	20,900
Department Totals	\$ 513,200	\$ 508,169	\$ 1,002,296	\$ 551,632	\$ 544,518

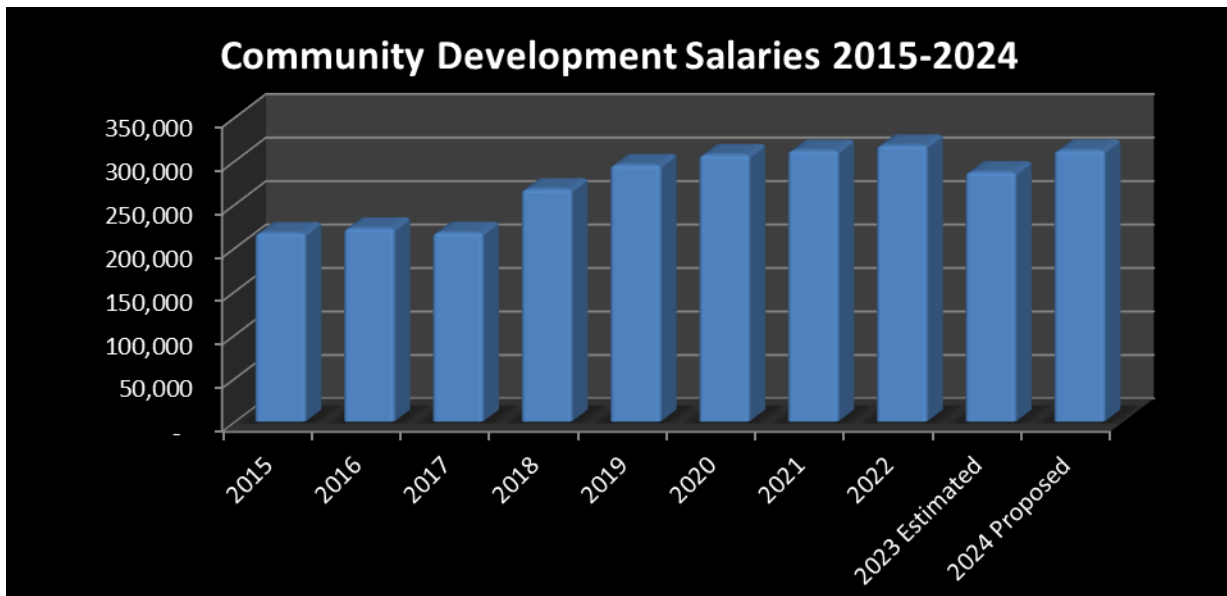
Community Development Department Performance Measures

Inputs	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023 Est.
Number of full-time employees*	4	4	4	4	3
Department Expenditures	\$ 509,583	\$ 509,751	\$ 513,200	\$ 508,169	\$ 551,632

Outputs	Per Calendar Year					
	2018	2019	2020	2021	2022	2022
Building Permits Issued	326	327	294	245	297	297
Inspections Conducted	602	552	521	564	551	551
Complaints/Service Requests Responded To	210	265	121	151	129	129
Building Permit Fiscal Year Revenues	\$ 252,314	\$ 301,439	\$ 174,631	\$ 344,072	\$ 14,947	\$ 14,947
# of Public Hearings	8	16	7	7	8	8
# of Certificates of Occupancy	103	82	68	82	88	88

Goals (4 Areas based upon Current Goals)

	Remain Fiscally Sound	Community Engagement	Enhance Public Health & Safety	Maintain Community Development
Monitor the Community Development Department activities including: residential rental program Facilitate development / redevelopment				X
Recommend modifications to Community Development 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



	2015	2016	2017	2018	2019	2020	2021	2022	2023 Estimated	2024 Proposed
Salaries	216,994	222,343	217,400	267,348	295,239	306,726	311,682	317,695	286,925	311,915



CITY OF OAKBROOK TERRACE
PUBLIC SERVICES DEPARTMENT - STREETS DIVISION
2023/2024 BUDGET
01-04

	Actual 20/21	Actual 21/22	Adopted Budget 22/23	Department Estimated 22/23	Department Proposed 23/24	Department Proposed 23/24	% Change In 22/23 Budget To Proposed	% Change In 22/23 Estimate To Proposed
Salaries & Wages	\$ 264,362	\$ 295,341	\$ 317,824	\$ 312,124	\$ 328,495	\$ 328,495	3.4%	5.2%
Other Personnel Benefits	\$ 105,742	\$ 102,167	\$ 106,117	\$ 126,481	\$ 121,858	\$ 121,858	14.8%	-3.7%
Contractual Services	\$ 148,756	\$ 162,317	\$ 165,322	\$ 135,720	\$ 175,828	\$ 175,454	6.1%	29.3%
Commodities	\$ 28,884	\$ 46,520	\$ 49,450	\$ 38,489	\$ 49,850	\$ 42,335	-14.4%	10.0%
Street Department Total	\$ 547,744	\$ 606,344	\$ 638,713	\$ 612,814	\$ 676,031	\$ 668,142	4.6%	9.0%

Salaries & Wages								
4110 - Full-time	\$ 253,166	\$ 283,222	\$ 291,182	\$ 296,775	\$ 286,275	\$ 286,275	-1.7%	-3.5%
4120 - Overtime	\$ 486	\$ 1,524	\$ 2,500	\$ 1,109	\$ 2,000	\$ 2,000	-20.0%	80.3%
4130 - Part-time Regular	\$ -	\$ -	\$ -	\$ -	\$ 26,483	\$ 26,483	0.0%	0.0%
4140 - Part-time Other	\$ 10,710	\$ 4,825	\$ 18,200	\$ 2,912	\$ 9,984	\$ 9,984	-45.1%	242.9%
4171 - Sick Leave Buy Back	\$ -	\$ -	\$ -	\$ 7,693	\$ -	\$ -	0.0%	-100.0%
4190 - Top of the Range Award	\$ -	\$ 5,769	\$ 5,942	\$ 3,635	\$ 3,753	\$ 3,753	-36.8%	3.2%
TOTAL	\$ 264,362	\$ 295,341	\$ 317,824	\$ 312,124	\$ 328,495	\$ 328,495	3.4%	5.2%

Other Personnel Benefits								
4510 - IMRF	\$ 31,519	\$ 31,679	\$ 27,393	\$ 27,321	\$ 17,978	\$ 17,978	-34.4%	-34.2%
4510-01 ERI	\$ -	\$ -	\$ -	\$ 17,161	\$ -	\$ -	0.0%	-100.0%
4520 - FICA	\$ 20,974	\$ 22,957	\$ 24,505	\$ 23,444	\$ 24,977	\$ 24,977	1.9%	6.5%
4530 - Health Insurance	\$ 45,374	\$ 38,459	\$ 43,112	\$ 49,245	\$ 63,439	\$ 63,439	47.1%	28.8%
4531 - H.S.A. Contribution	\$ 3,825	\$ 5,160	\$ 6,720	\$ 5,760	\$ 9,600	\$ 9,600	42.9%	66.7%
4540 - Dental Insurance	\$ 2,343	\$ 1,984	\$ 2,307	\$ 2,647	\$ 3,307	\$ 3,307	43.4%	24.9%
4550 - Life Insurance	\$ 647	\$ 681	\$ 705	\$ 772	\$ 710	\$ 710	0.6%	-8.1%
4570 - Unemployment Ins	\$ 1,059	\$ 1,247	\$ 1,375	\$ 131	\$ 1,847	\$ 1,847	34.3%	1309.9%
TOTAL	\$ 105,742	\$ 102,167	\$ 106,117	\$ 126,481	\$ 121,858	\$ 121,858	14.8%	-3.7%

Contractual Services								
5600 - Professional & Technical	\$ 1,276	\$ 940	\$ 1,000	\$ -	\$ 1,000	\$ 1,000	0.0%	0.0%
5604 - City Engineer	\$ 165	\$ 4,318	\$ 1,000	\$ 800	\$ 1,000	\$ 1,000	0.0%	25.0%
5605 - Training/Conferences	\$ -	\$ 495	\$ 500	\$ 500	\$ 500	\$ 500	0.0%	0.0%
5610 - Membership & Association	\$ 350	\$ 360	\$ 380	\$ 449	\$ 380	\$ 449	18.2%	0.0%
5615 - Meetings	\$ 70	\$ 168	\$ 300	\$ 750	\$ 500	\$ 557	85.7%	-25.7%
5650 - Physical Exams	\$ -	\$ -	\$ 500	\$ 500	\$ 500	\$ -	-100.0%	-100.0%
5655 - Equipment Lease & Rental	\$ 360	\$ 360	\$ 380	\$ 1,279	\$ 1,000	\$ 1,000	163.2%	-21.8%
5660 - Equipment Maint & Repair	\$ 18,383	\$ 7,842	\$ 13,500	\$ 8,047	\$ 13,500	\$ 13,500	0.0%	67.8%
5660-01 Equipment Service Agreement	\$ 9,235	\$ 6,423	\$ 9,000	\$ 11,308	\$ 9,000	\$ 9,000	0.0%	-20.4%
5663 - Vehicle Maint & Repair	\$ 22,147	\$ 16,077	\$ 20,000	\$ 14,609	\$ 20,000	\$ 20,000	0.0%	36.9%
5665 - Telephone Service	\$ 3,904	\$ 4,696	\$ 4,200	\$ 4,200	\$ 4,200	\$ 4,200	0.0%	0.0%
5668 - Communications	\$ 4,097	\$ 2,637	\$ 3,600	\$ 3,600	\$ 3,600	\$ 3,600	0.0%	0.0%
5700 - Public Information	\$ -	\$ -	\$ 400	\$ -	\$ 400	\$ 400	0.0%	0.0%
5715 - Uniform Allowance	\$ 1,643	\$ 2,085	\$ 2,300	\$ 1,000	\$ 2,400	\$ 2,400	4.3%	140.0%
5740 - Mosquito Abatement	\$ 16,060	\$ 16,300	\$ 16,300	\$ 16,300	\$ 16,300	\$ 16,300	0.0%	0.0%
5741 - Access Easement Maint	\$ 1,141	\$ 1,164	\$ 1,187	\$ 1,187	\$ 1,211	\$ 1,211	2.0%	2.0%
5755 - Traffic Signal Maint.	\$ 8,199	\$ 8,199	\$ 8,200	\$ 11,819	\$ 15,437	\$ 15,437	88.3%	30.6%
5758 - Utilities	\$ 12,980	\$ 17,135	\$ 13,500	\$ 8,465	\$ 14,500	\$ 14,500	7.4%	71.3%
5760 - Street Light Maint.	\$ 13,934	\$ 9,496	\$ 10,000	\$ 8,017	\$ 10,000	\$ 10,000	0.0%	24.7%
5763 - Street Sweeping	\$ 4,185	\$ 5,580	\$ 6,975	\$ 4,357	\$ 7,000	\$ 7,000	0.4%	60.7%
5765 - Lawn Maintenance	\$ 3,929	\$ 3,331	\$ 4,100	\$ 5,682	\$ 4,400	\$ 4,400	7.3%	-22.6%
5766 - Tree Care	\$ 2,950	\$ 16,178	\$ 16,000	\$ 11,418	\$ 16,000	\$ 16,000	0.0%	40.1%
5770 - Building Maintenance	\$ 11,795	\$ 22,902	\$ 20,000	\$ 9,637	\$ 20,000	\$ 20,000	0.0%	107.5%
5770-01 Build Maint Service Agreement	\$ 11,953	\$ 15,503	\$ 12,000	\$ 11,482	\$ 13,000	\$ 13,000	8.3%	13.2%
5775 - Testing & Examinations	\$ -	\$ 128	\$ -	\$ 314	\$ -	\$ -	0.0%	-100.0%
TOTAL	\$ 148,756	\$ 162,317	\$ 165,322	\$ 135,720	\$ 175,828	\$ 175,454	6.1%	29.3%

Commodities



**CITY OF OAKBROOK TERRACE
PUBLIC SERVICES DEPARTMENT - STREETS DIVISION
2023/2024 BUDGET
01-04**

	Actual 20/21	Actual 21/22	Adopted Budget 22/23	Department Estimated 22/23	Department Proposed 23/24	Department Administrator Proposed 23/24	% Change In 22/23 Budget To Proposed	% Change In 22/23 Estimate To Proposed
6110 - Books & Publications	\$ 30	\$ 30	\$ -	\$ -	\$ -	\$ -	0.0%	0.0%
6120 - Office Supplies	\$ 315	\$ 52	\$ 500	\$ 500	\$ 500	\$ 500	0.0%	0.0%
6130 - Supplies	\$ 4,601	\$ 4,680	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	0.0%	0.0%
6132 - Lawn Maint Supplies	\$ 2,429	\$ 3,208	\$ 2,000	\$ 2,500	\$ 2,500	\$ 2,500	25.0%	0.0%
6133 - Street Repair Materials	\$ 7,124	\$ 16,027	\$ 10,000	\$ 8,449	\$ 10,000	\$ 10,000	0.0%	18.4%
6140 - NPDES Permit	\$ 1,476	\$ 954	\$ 1,600	\$ 983	\$ 1,000	\$ 1,000	-37.5%	1.7%
6151 - Hardware	\$ 405	\$ 865	\$ -	\$ 1,000	\$ -	\$ -	0.0%	-100.0%
6170 - Postage	\$ 12	\$ 5	\$ 200	\$ 233	\$ 200	\$ 200	0.0%	-14.2%
6180 - Fuel	\$ 7,010	\$ 8,173	\$ 19,500	\$ 10,063	\$ 19,500	\$ 11,985	-38.5%	19.1%
6181 - Fuel Replacement Fund	\$ -	\$ 4,650	\$ 4,650	\$ -	\$ 4,650	\$ 4,650	0.0%	0.0%
6190 - Non-Capital Equipment	\$ 5,481	\$ 7,876	\$ 6,000	\$ 9,761	\$ 6,500	\$ 6,500	8.3%	-33.4%
TOTAL	\$ 28,884	\$ 46,520	\$ 49,450	\$ 38,489	\$ 49,850	\$ 42,335	-14.4%	10.0%
Street Total	\$ 547,744	\$ 606,344	\$ 638,713	\$ 612,814	\$ 676,031	\$ 668,142	4.6%	9.0%

NARRATIVE REPORT

Department: Public Services – Street Division **Date:** January 2023
Activity: 01-04 **Prepared By:** Craig Ward

Object Number	Narrative	Proposed
4110	Full-time Salaries	\$286,275
	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.	
4120	Overtime	\$2,000
	Estimated overtime expense for the budget year.	
4130	Part-time Regular	\$26,483
	One (1) permanent part-time maintenance worker working roughly 25 to 30 hours per week.	
4140	Part-time Other	\$9,984
	One (1) seasonal employee working a maximum of 650 hours per year.	
4190	Top of the Range Award	\$3,753
	The budgeted amount is comprised of the following percentages: Public Services Director – 3% Maintenance Worker/Mechanic – 2%	
4500	Other Personnel Benefits	\$121,858
	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.	
5655	Equipment Lease & Rental	\$1,000
	Department’s share of the postage machine rental along with miscellaneous rentals needed throughout the year.	
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 need repair.	
5660-01	Equipment Maintenance Service Agreement	\$ 9,000

NARRATIVE REPORT

Department: Public Services – Street Division **Date:** January 2023
Activity: 01-04 **Prepared By:** Craig Ward

Object Number	Narrative	Proposed
	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, priming and painting of our dump truck bodies is also included.	
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	\$ 2,400
	The requested amount purchases safety footwear, winter and safety apparel including jackets, shirts, pants, as well as safety vests and all other personal protective equipment for three (3) maintenance workers, one (1) part-time maintenance worker, and one (1) seasonal worker.	
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	\$ 1,211
	Costs associated with the maintenance and repair of the access drive at Anyway’s Restaurant. This agreement was approved on December 9, 2008, through Resolution No. 8-21. The reimbursement increases by 2% annually. The term of the agreement shall be 20 years and can be automatically renewed for an additional five (5) years. The agreement began on January 1, 2009 and expires on January 1, 2028.	
5755	Traffic Signal Maintenance	\$15,437
	Costs to maintain the City’s traffic signals.	
5758	Utilities	\$ 14,500
	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

NARRATIVE REPORT

Department: Public Services – Street Division **Date:** January 2023
Activity: 01-04 **Prepared By:** Craig Ward

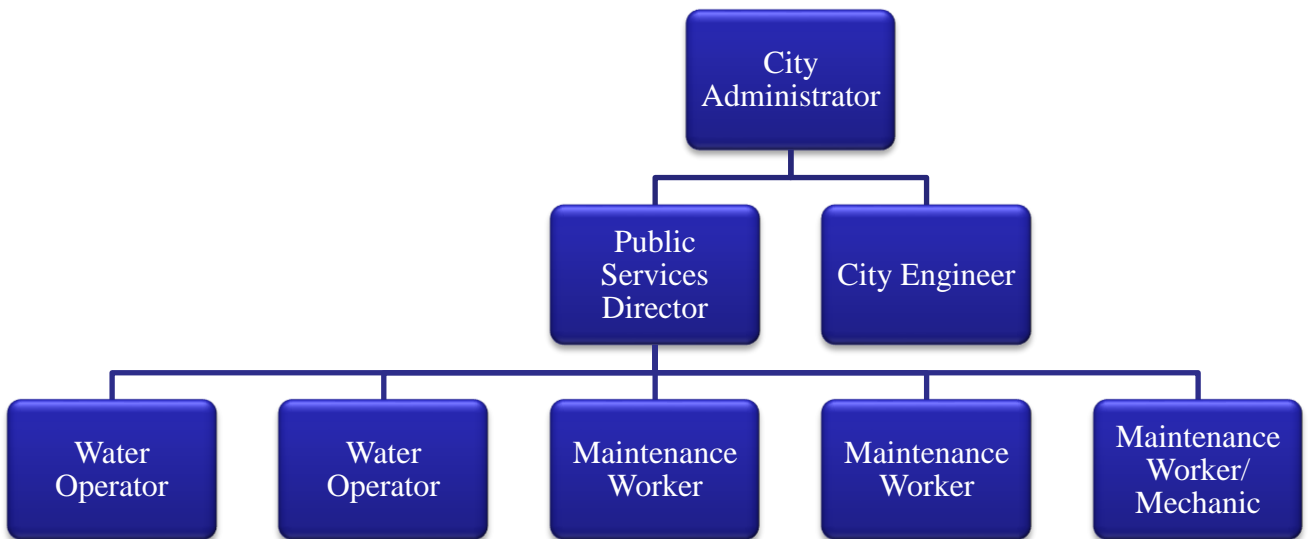
Object Number	Narrative	Proposed
	Electricity charges and maintenance charges for the City’s streetlights are expensed here. There are (93) LED streetlights in the City’s subdivision.	
5763	Street Sweeping	\$ 7,000
	Requested funds will pay for five (5) scheduled sweepings of City-owned streets from curb to curb at \$1,400/each.	
5765	Lawn Maintenance	\$ 4,400
	The requested amount is for turf chemical treatments. Mowing, trimming and bed maintenance are performed in house.	
5766	Tree Care	\$ 16,000
	Tree planting, trimming, removal and stump grinding.	
5770	Building Maintenance	\$ 20,000
	The requested amount includes building services associated with the repair of building facilities.	
5770-01	Building Maintenance Service Agreement	\$ 13,000
	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	Lawn Maintenance Supplies	\$ 2,500
	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	Street Repair Materials	\$ 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	NPDES II Permit	\$ 1,000
	Annual NPDES Permit costs.	
6180	Fuel	\$ 11,985
	Approximately 1,500 gallons of regular @ \$3.82 per gallon and 1,500 gallons of diesel gallons @ \$4.17 per gallon. The number of fuel gallons continues to decrease each year based upon better fuel efficiency achieved with the newer fleet of vehicles.	
6181	Fuel Replacement Fund	\$ 4,650

NARRATIVE REPORT

Department: Public Services – Street Division **Date:** January 2023
Activity: 01-04 **Prepared By:** Craig Ward

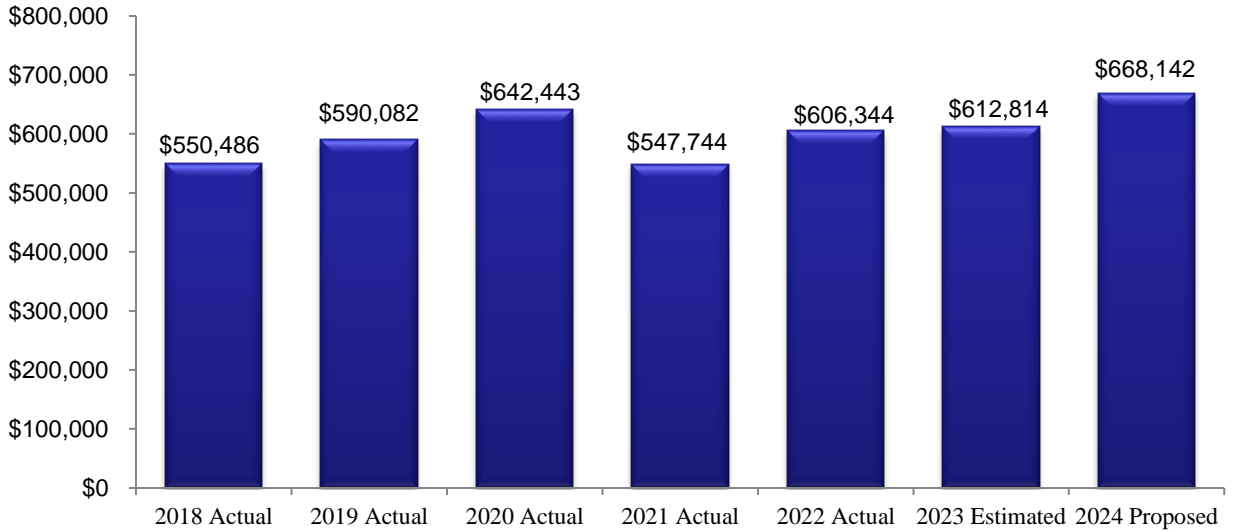
Object Number	Narrative	Proposed
	The annual cost to fund the replacement costs for the City’s fuel storage and distribution system. The replacement costs are amortized over a 30-year period ending in 2041.	
6190	Non-Capital Equipment	\$ 6,500
	Funds are used for the purchase of any needed safety equipment (non-apparel), replacement parts, new chipper blades, chainsaws and miscellaneous tools and equipment needed.	

Public Services Department
Organization Chart
Fiscal Year Ended April 30, 2024

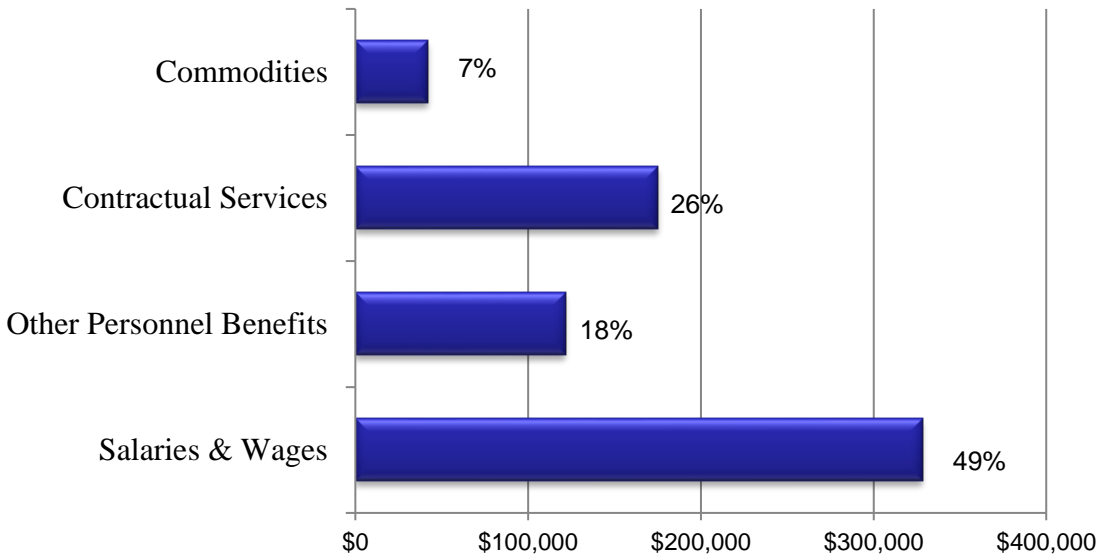


Public Services Street Division

Street Division Historical Expenditures



Salaries Represent 49% of the Proposed Budget



The Public Services Department's – Street Division budget for FY 2024 is \$668,142, representing an 10.2% or \$61,798 increase from the FY 2022 actual. This increase is mainly due to higher salaries associated with hiring a part-time maintenance worker in FY 2024.

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 2022-2023 ACCOMPLISHMENTS

- Maintained compliance with the Manual on Uniform Traffic Control Devices including a new All-Way Stop within Berkshire.
- Various enhancements and landscaping at municipal complex and Kreml Park.
- Installed new Speed Radar Signs to slow traffic down.
- Began work on our 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 \$80.49 per ton.
- Enhanced all holiday décor at our various decorative points for our celebrated holidays with great reception from our residents.
- Installed 2,861 feet of curb and gutter

FY 2023-2024 OBJECTIVES



- Finish 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.
- Continue installation of Curb and Gutter.



PUBLIC SERVICES - STREET
Fiscal Year 2023-2024 Budget Summary & Performance Measures

	FY 2021 Actual	FY 2022 Actual	FY 2023 Adopted Budget	FY 2023 Estimated	FY 2024 Proposed
Department Summary					
Salaries & Wages	\$ 264,362	\$ 295,341	\$ 317,824	\$ 312,124	\$ 328,495
Benefits	105,742	102,167	106,117	126,481	121,858
Contractual Services	148,756	162,317	165,322	135,720	175,454
Commodities	28,884	46,520	49,450	38,489	42,335
Department Totals	\$ 547,744	\$ 606,345	\$ 638,713	\$ 612,814	\$ 668,142

Public Services - Street
Department Performance Measures

Inputs	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023 Est.
Number of full-time employees*	3.5	4.5	3.5	3.5	3.5
Number of part-time/seasonal employees	2	2	1	1	2
Department Expenditures	\$ 590,082	\$ 642,443	\$ 547,744	\$ 606,345	\$ 612,814

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

Outputs	Per Calendar Year				
	2018	2019	2020	2021	2022
Vehicle Maintenance - General Government Repairs	565	561	575	549	571
Street Repairs - Tons of Asphalt Spread	50	40	45	30	50
Sidewalk Repairs - Cubic Yards of Concrete Poured	25	15	20	10	113
Street Signs Replaced	38	41	54	47	91
Mailboxes Replaced	N/A	N/A	N/A	69	73

Effectiveness Measures	2018	2019	2020	2021	2022
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 Community Development
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	



	2015	2016	2017	2018	2019	2020	2021	2022	2023 Estimated	2024 Proposed
Salaries	265,693	265,567	256,977	246,803	285,801	280,058	264,362	295,341	312,124	328,495



**CITY OF OAKBROOK TERRACE
TOURISM DEPARTMENT
2023/24 BUDGET
01-06**

	Actual 20/21	Actual 21/22	Adopted Budget 22/23	Department Estimated 22/23	Department Proposed 23/24	Administrator Proposed 23/24	% Change In 22/23 Budget To Proposed	% Change In 22/23 Estimate To Proposed
Contractual Services	\$ 52,040	\$ 120,810	\$ 141,992	\$ 109,175	\$ 212,020	\$ 212,020	49.3%	94.2%
Tourism Total	\$ 52,040	\$ 120,810	\$ 141,992	\$ 109,175	\$ 212,020	\$ 212,020	49.3%	94.2%

Contractual Services								
5610 - Membership/Assoc Fees	\$ 24,984	\$ 59,651	\$ 55,992	\$ 72,625	\$ 81,020	\$ 81,020	44.7%	11.6%
5620 - DCVB Marketing Campaign	\$ 21,056	\$ 47,109	\$ 80,000	\$ 30,550	\$ 100,000	\$ 100,000	25.0%	227.3%
5781 - OBT Historical Society Cont	\$ 6,000	\$ 14,050	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	0.0%	0.0%
5782 - Event Sponsorship	\$ -	\$ -	\$ -	\$ -	\$ 25,000	\$ 25,000	0.0%	0.0%
TOTAL	\$ 52,040	\$ 120,810	\$ 141,992	\$ 109,175	\$ 212,020	\$ 212,020	49.3%	94.2%

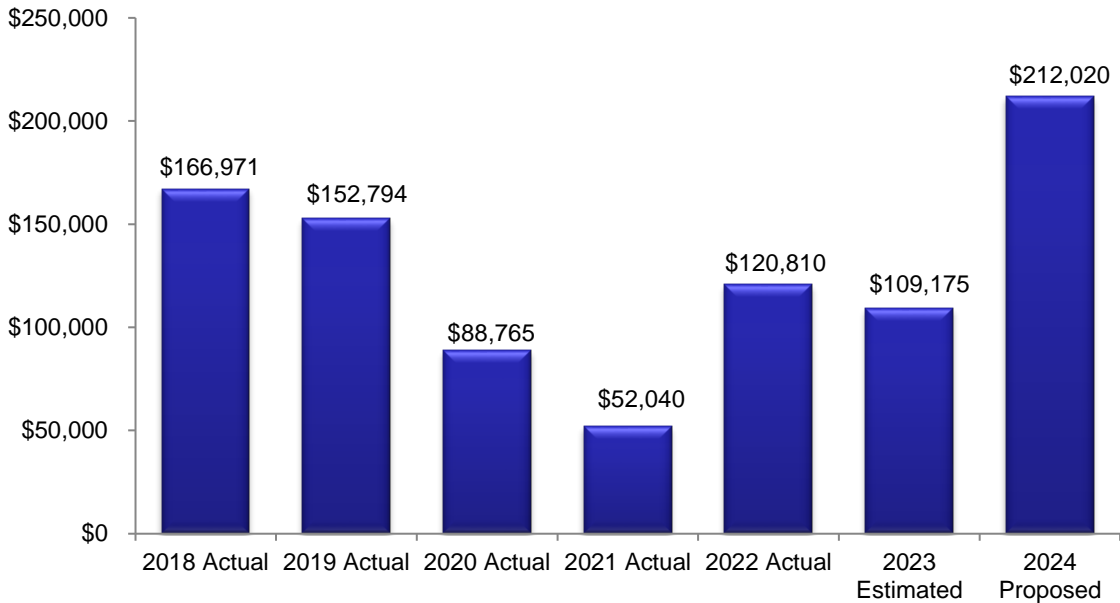
NARRATIVE REPORT

Department:	Tourism	Date:	January 2023
Activity:	01-06	Prepared By:	Matt Hoffman

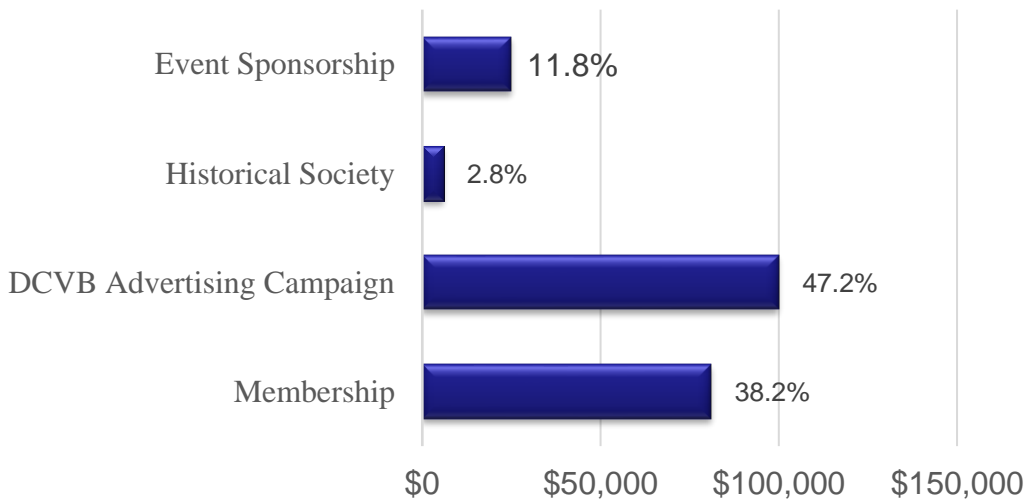
Object Number	Narrative	Proposed																		
5610	Membership & Association Fees	\$81,020																		
	<p>The City’s DCVB membership is based on the Fiscal Year 2024 estimated revenue of \$1,687,458 for both regular, extended stay and online hotel taxes. The membership cost is 25% of the first 1% of hotel/motel tax collected, which is estimated to be \$70,310.</p> <p>Additionally, the City pays the hotel membership dues (\$10/room x 1,070 rooms = \$10,710)</p> <table border="0" style="margin-left: auto; margin-right: auto;"> <tr> <td align="right" colspan="2">Rooms</td> </tr> <tr> <td>Comfort Suites</td> <td align="right">103</td> </tr> <tr> <td>Courtyard by Marriot</td> <td align="right">147</td> </tr> <tr> <td>Hilton Garden Inn</td> <td align="right">128</td> </tr> <tr> <td>Hilton Suites</td> <td align="right">211</td> </tr> <tr> <td>Holiday Inn</td> <td align="right">227</td> </tr> <tr> <td>Staybridge Suites</td> <td align="right">112</td> </tr> <tr> <td>Choice Hotel</td> <td align="right"><u>143</u></td> </tr> <tr> <td></td> <td align="right">1,071</td> </tr> </table>	Rooms		Comfort Suites	103	Courtyard by Marriot	147	Hilton Garden Inn	128	Hilton Suites	211	Holiday Inn	227	Staybridge Suites	112	Choice Hotel	<u>143</u>		1,071	
Rooms																				
Comfort Suites	103																			
Courtyard by Marriot	147																			
Hilton Garden Inn	128																			
Hilton Suites	211																			
Holiday Inn	227																			
Staybridge Suites	112																			
Choice Hotel	<u>143</u>																			
	1,071																			
5620	DCVB Marketing Campaign	\$100,000																		
	<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>																			
5782	Event Sponsorship	\$25,000																		
	<p>Support for hotel use of grants in order to attract visitors to Oakbrook Terrace hotels.</p>																			

Tourism

Tourism Historical Expenditures



Advertising Represents 47.4% of the Proposed Budget



The Tourism FY 2024 proposed budget is \$211,020. This is an increase of \$101,845 from the FY 2023 estimate, due mainly to an increase in the DCVB marketing campaign line item. The City has also budgeted \$25,000 for grant partnership with the DCVB in an effort to attract more business to the city's hotels.

TOURISM DEPARTMENT

MISSION STATEMENT

The City of Oakbrook Terrace Tourism Department’s mission is twofold: first to carry out a well-conceived strategic advertising and marketing campaign in partnering 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 generate leads, attract businesses, and foster a constructive working relationship between the City and the current and prospective business community.

GOALS

The City’s tourism goals are based on the principles of sustaining tourism while developing and maintaining effective communications and marketing strategies between the Hotel Commission and the DCVB. The City will continue to stimulate continued economic growth in partnership with the Chamber in the recruitment and retention of businesses while exploring new methods and techniques for promoting successful business endeavors.

FY 2022-2023 ACCOMPLISHMENTS

1. Participated in the monthly Hotel Commission meetings in order to monitor the effectiveness of the advertising campaign and to discuss new marketing concepts as they arose.
2. Marketing transparency has improved as a result of increased involvement with DCVB staff.
3. Worked closely with the Greater Oak Brook Chamber of Commerce with initiatives to retain, attract, and promote businesses to the City.

FY 2023-2024 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.
- Attend conferences in order to promote city hotels and event spaces. Keep the City Council informed of the Hotel Commission activities through quarterly presentations.
- Find ways to enhance and strength our existing relationships with both the Dupage Convention and Visitors Bureau and Greater Oak Brook Chamber of Commerce.
- Work closely with the Greater Oak Brook Chamber of Commerce with initiatives to retain, attract, and promote businesses to the City.



TOURISM
Fiscal Year 2023-2024 Budget Summary & Performance Measures

	FY 2021 Actual	FY 2022 Actual	FY 2023 Adopted	FY 2023 Estimated	FY 2024 Proposed
Department Summary					
DCVB Membership Fees	\$ 24,984	\$ 59,651	\$ 55,992	\$ 72,625	\$ 81,020
DCVB Marketing Campaign	21,056	47,109	80,000	30,550	100,000
Oakbrook Terrace Historical Society	6,000	14,050	6,000	6,000	6,000
Event Sponsorship	-	-	-	-	25,000
Department Totals	\$ 52,040	\$ 120,810	\$ 141,992	\$ 109,175	\$ 212,020

Tourism
Department Performance Measures

Inputs	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023 Est.
Department Expenditures	\$ 152,794	\$ 88,765	\$ 52,040	\$ 120,810	\$ 109,175
# of Hotels	6	6	7	7	7

Outputs	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023 Est.
Hotel Motel Taxes	\$ 1,484,271	\$ 1,248,064	\$ 469,650	\$ 1,104,501	\$ 1,485,967
Online Hotel Taxes	29,151	27,064	18,963	28,229	44,059
Extended Stay Taxes	49,071	38,073	26,292	60,324	47,038
Totals	\$ 1,562,493	\$ 1,313,200	\$ 514,905	\$ 1,193,054	\$ 1,577,064

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
2023/2024 BUDGET
01-10**

	Actual 20/21	Actual 21/22	Adopted Budget 22/23	Department Estimated 22/23	Department Proposed 23/24	Department Administrator Proposed 23/24	% Change In 22/23 Budget To Proposed	% Change In 22/23 Estimate To Proposed
Salaries & Wages	\$ 7,050	\$ 8,800	\$ 8,250	\$ 6,600	\$ 6,600	\$ 6,600	-20.0%	0.0%
Other Personnel Benefits	\$ 539	\$ 673	\$ 631	\$ 505	\$ 505	\$ 505	-20.0%	0.0%
Contractual Services	\$ 3,001	\$ 18,663	\$ 17,500	\$ 5,019	\$ 17,500	\$ 17,500	0.0%	248.7%
Commodities	\$ 41	\$ 402	\$ 610	\$ 52	\$ 610	\$ 610	0.0%	1073.1%
Police Commission Total	\$ 10,632	\$ 28,538	\$ 26,991	\$ 12,176	\$ 25,215	\$ 25,215	-6.6%	107.1%
Salaries & Wages								
4130 - Part-time Regular	\$ 7,050	\$ 8,800	\$ 8,250	\$ 6,600	\$ 6,600	\$ 6,600	-20.0%	0.0%
TOTAL	\$ 7,050	\$ 8,800	\$ 8,250	\$ 6,600	\$ 6,600	\$ 6,600	-20.0%	0.0%
Other Personnel Benefits								
4520 - FICA	\$ 539	\$ 673	\$ 631	\$ 505	\$ 505	\$ 505	-20.0%	0.0%
TOTAL	\$ 539	\$ 673	\$ 631	\$ 505	\$ 505	\$ 505	-20.0%	0.0%
Contractual Services								
5600 - Professional/Technical	\$ -	\$ -	\$ 1,500	\$ -	\$ 1,500	\$ 1,500	0.0%	0.0%
5610 - Membership & Assoc Fees	\$ 375	\$ 375	\$ 500	\$ -	\$ 500	\$ 500	0.0%	0.0%
5620 - Advertising & Publication	\$ 483	\$ 27	\$ 500	\$ -	\$ 500	\$ 500	0.0%	0.0%
5775 - Testing & Examinations	\$ 2,143	\$ 18,261	\$ 15,000	\$ 5,019	\$ 15,000	\$ 15,000	0.0%	198.9%
TOTAL	\$ 3,001	\$ 18,663	\$ 17,500	\$ 5,019	\$ 17,500	\$ 17,500	0.0%	248.7%
Commodities								
6110 - Books & Publications	\$ -	\$ 402	\$ 60	\$ -	\$ 60	\$ 60	0.0%	0.0%
6120 - Office Supplies	\$ -	\$ -	\$ 200	\$ 52	\$ 200	\$ 200	0.0%	284.6%
6130 - Supplies	\$ 41	\$ -	\$ 150	\$ -	\$ 150	\$ 150	0.0%	0.0%
6170 - Postage	\$ -	\$ -	\$ 200	\$ -	\$ 200	\$ 200	0.0%	0.0%
TOTAL	\$ 41	\$ 402	\$ 610	\$ 52	\$ 610	\$ 610	0.0%	1073.1%
Police Commission Total	\$ 10,632	\$ 28,538	\$ 26,991	\$ 12,176	\$ 25,215	\$ 25,215	-6.6%	107.1%

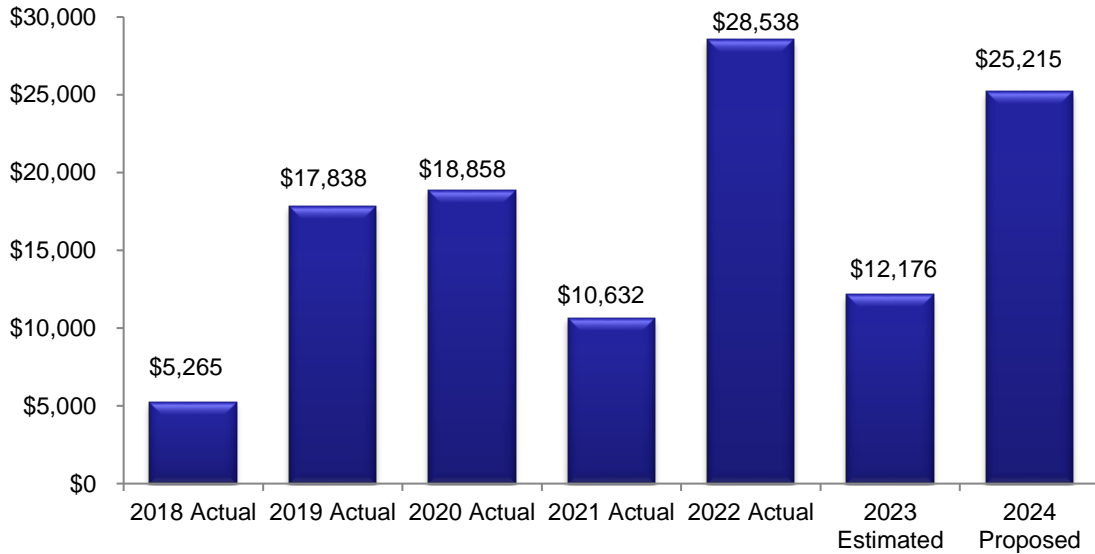
NARRATIVE REPORT

Department: Police Commission **Date:** January 2023
Activity: 01-10 **Prepared By:** Matt Hoffman

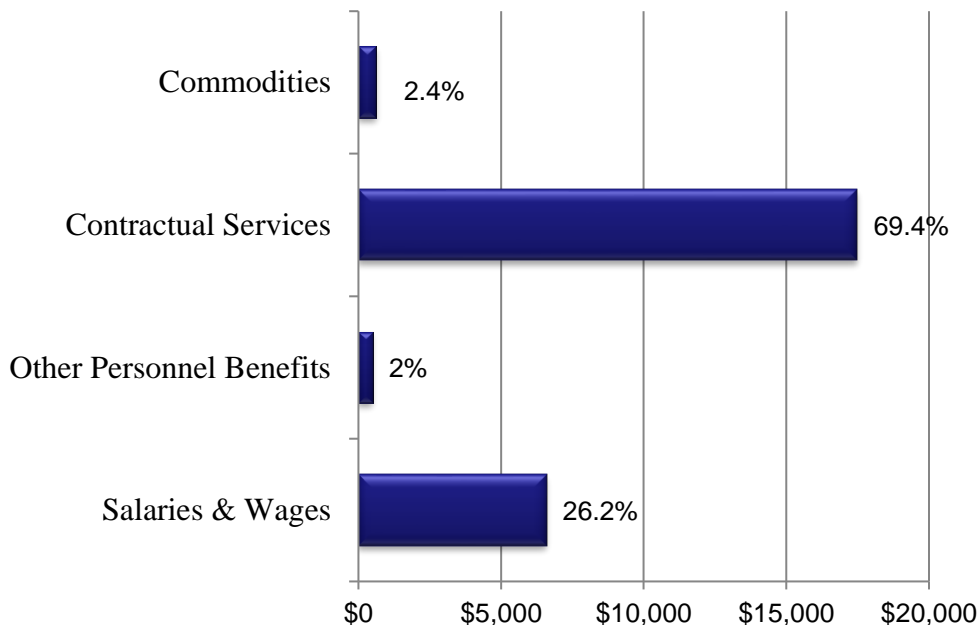
Object Number	Narrative	Proposed
4130	Part-Time Regular	\$6,600
	Budgeted amount is for the part-time salaries paid to the three (3) members of the Police Commission based on the number of meetings (includes three (3) “special” meetings) and the recording secretary.	
5600	Professional/Technical	\$1,500
	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 69.4% of the Proposed Budget

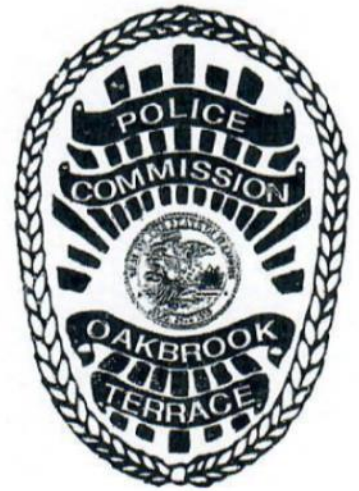


The Police Commission FY 2024 budget is \$25,215. Police Commissioner stipends at \$6,600 represents 26.2% budget. Contractual services, which includes testing, represents 69.4% of the budget.

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 2023-2024 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 2023-2024 Budget Summary & Performance Measures

	FY 2021 Actual	FY 2022 Actual	FY2023 Adopted Budget	FY 2023 Estimated	FY 2024 Proposed
Department Summary					
Salaries & Wages	\$ 7,050	\$ 8,800	\$ 8,250	\$ 6,600	\$ 6,600
Benefits	539	673	631	505	505
Contractual Services	3,001	18,663	17,500	5,019	17,500
Commodities	41	402	610	52	610
Department Totals	\$ 10,632	\$ 28,538	\$ 26,991	\$ 12,176	\$ 25,215

Police Commission
Department Performance Measures

Inputs	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023 Est.
Department Expenditures	\$ 17,838	\$ 18,858	\$ 10,632	\$ 28,538	\$ 12,176

Outputs	Calendar Year				
	2018	2019	2020	2021	2022
Police Applicant Testing		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
2023/2024 BUDGET
01-11**

	Actual 20/21	Actual 21/22	Adopted Budget 22/23	Department Estimated 22/23	Department Proposed 23/24	Administrator Proposed 23/24	% Change In 22/23 Budget To Proposed	% Change In 22/23 Estimate To Proposed
Salaries & Wages	\$ 156,124	\$ 138,020	\$ 247,111	\$ 238,628	\$ 328,453	\$ 328,453	32.9%	37.64%
Other Personnel Benefits	\$ 43,467	\$ 37,196	\$ 54,908	\$ 78,040	\$ 126,377	\$ 126,377	130.2%	61.94%
Contractual Services	\$ 318,409	\$ 383,344	\$ 411,543	\$ 458,629	\$ 476,829	\$ 502,329	22.1%	9.53%
Commodities	\$ 13,289	\$ 32,249	\$ 27,350	\$ 3,741	\$ 3,800	\$ 3,800	-86.1%	1.58%
Expenditures	\$ -	\$ 57,308	\$ -	\$ 40,588	\$ -	\$ -	0.0%	-100.00%
Finance Department Total	\$ 531,289	\$ 648,117	\$ 740,912	\$ 819,626	\$ 935,459	\$ 960,959	29.7%	17.24%

Salaries & Wages								
4110 - Full-time	\$ 87,208	\$ 118,410	\$ 172,846	\$ 238,628	\$ 306,134	\$ 306,134	77.1%	28.29%
4110 - 01 COVID Full-time	\$ 202	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	0.00%
4130 - Overtime	\$ 86	\$ 160	\$ -	\$ -	\$ -	\$ -	0.0%	0.00%
4130 - Part-time Regular	\$ 68,627	\$ 19,160	\$ 74,265	\$ -	\$ 22,319	\$ 22,319	-69.9%	0.00%
4190 - Top of the Range	\$ -	\$ 290	\$ -	\$ -	\$ -	\$ -	0.0%	0.00%
TOTAL	\$ 156,124	\$ 138,020	\$ 247,111	\$ 238,628	\$ 328,453	\$ 328,453	32.9%	37.64%

Other Personnel Benefits								
4510 - IMRF	\$ 18,766	\$ 14,540	\$ 22,405	\$ 18,013	\$ 18,418	\$ 18,418	-17.8%	2.25%
4520 - FICA	\$ 11,761	\$ 10,176	\$ 18,904	\$ 18,255	\$ 25,127	\$ 25,127	32.9%	37.64%
4530 - Health Insurance	\$ 9,176	\$ 8,840	\$ 9,225	\$ 27,040	\$ 65,640	\$ 65,640	611.5%	142.75%
4531 - H.S.A. Contribution	\$ 2,550	\$ 2,395	\$ 2,240	\$ 11,760	\$ 12,000	\$ 12,000	435.7%	2.04%
4540 - Dental Insurance	\$ 384	\$ 385	\$ 400	\$ 1,333	\$ 3,200	\$ 3,200	699.9%	140.04%
4550 - Life Insurance	\$ 195	\$ 296	\$ 426	\$ 584	\$ 761	\$ 761	78.6%	30.31%
4570 - Unemployment Ins	\$ 635	\$ 563	\$ 1,308	\$ 1,055	\$ 1,231	\$ 1,231	-5.9%	16.68%
TOTAL	\$ 43,467	\$ 37,196	\$ 54,908	\$ 78,040	\$ 126,377	\$ 126,377	130.2%	61.94%

Contractual Services								
5600 - Professional/Technical	\$ 65,823	\$ 82,672	\$ 66,987	\$ 70,193	\$ 68,149	\$ 92,149	37.6%	31.28%
5600-15 - Investment Manager Fees	\$ 2,207	\$ 2,192	\$ 2,400	\$ 2,097	\$ 2,200	\$ 2,200	-8.3%	4.91%
5605 - Training/Conferences	\$ 135	\$ -	\$ -	\$ 285	\$ 4,535	\$ 4,535	0.0%	1491.23%
5606 - Credit Card Transaction Fees	\$ 2,717	\$ 5,083	\$ 6,000	\$ 26,627	\$ 25,000	\$ 25,000	316.7%	-6.11%
5610 - Membership/Assoc Fees	\$ 160	\$ 160	\$ 160	\$ 160	\$ 160	\$ 160	0.0%	0.00%
5615 - Meeting Reimbursement	\$ -	\$ 438	\$ -	\$ 38	\$ -	\$ -	0.0%	-100.00%
5630 - Risk Management Insurance	\$ 69,243	\$ 70,085	\$ 83,772	\$ 79,047	\$ 87,145	\$ 87,145	4.0%	10.24%
5631 - Workers Compensation Insurance	\$ 141,720	\$ 195,103	\$ 195,870	\$ 189,188	\$ 194,744	\$ 194,744	-0.6%	2.94%
5640 - Vision Insurance	\$ 5,245	\$ 4,270	\$ 4,693	\$ 4,697	\$ 6,169	\$ 6,169	31.4%	31.32%
5655 - Equipment Lease & Rental	\$ 360	\$ 360	\$ 361	\$ 360	\$ 360	\$ 360	-0.3%	0.00%
5660 - Equipment Maint & Repair	\$ 913	\$ 880	\$ 900	\$ 1,003	\$ 1,000	\$ 1,000	11.1%	-0.29%
5660-01 Equipment Service Agreement	\$ 6,211	\$ 7,116	\$ 8,300	\$ 13,308	\$ 15,000	\$ 15,000	80.7%	12.71%
5660-02 Software Service Agreement	\$ 14,547	\$ 5,737	\$ 30,000	\$ 61,187	\$ 61,500	\$ 63,000	110.0%	2.96%
5665 - Telephone Service	\$ 2,199	\$ 2,088	\$ 2,100	\$ 2,914	\$ 3,000	\$ 3,000	42.9%	2.95%
5668 - Communications	\$ 4,819	\$ 4,794	\$ 5,000	\$ 5,431	\$ 5,617	\$ 5,617	12.3%	3.43%
5683 - Collections Fees	\$ 954	\$ 478	\$ 2,000	\$ 354	\$ 450	\$ 450	-77.5%	27.21%
5700 - Public Information	\$ 1,124	\$ 1,888	\$ 3,000	\$ 1,717	\$ 1,800	\$ 1,800	-40.0%	4.82%
5705 - Filing Fees	\$ 30	\$ -	\$ -	\$ 22	\$ -	\$ -	0.0%	-100.00%
TOTAL	\$ 318,409	\$ 383,344	\$ 411,543	\$ 458,629	\$ 476,829	\$ 502,329	22.1%	9.53%

Commodities								
6120 - Office Supplies	\$ 1,213	\$ 1,816	\$ 2,000	\$ 1,000	\$ 1,000	\$ 1,000	-50.0%	0.00%
6130 - Supplies	\$ 326	\$ 514	\$ 350	\$ 1,000	\$ 1,000	\$ 1,000	185.7%	0.00%
6150 - Software	\$ 9,087	\$ 26,300	\$ 22,000	\$ -	\$ -	\$ -	-100.0%	0.00%
6151 - Hardware	\$ 184	\$ 1,595	\$ -	\$ 94	\$ -	\$ -	0.0%	-100.00%
6170 - Postage	\$ 2,480	\$ 2,024	\$ 3,000	\$ 1,647	\$ 1,800	\$ 1,800	-40.0%	9.29%
TOTAL	\$ 13,289	\$ 32,249	\$ 27,350	\$ 3,741	\$ 3,800	\$ 3,800	-86.1%	1.58%

Expenditures								
7175 - Investment Expense	\$ -	\$ 57,308	\$ -	\$ 40,588	\$ -	\$ -	0.0%	-100.00%
TOTAL	\$ -	\$ 57,308	\$ -	\$ 40,588	\$ -	\$ -	0.0%	-100.00%

Finance Total	\$ 531,289	\$ 648,117	\$ 740,912	\$ 819,626	\$ 935,459	\$ 960,959	29.7%	17.24%
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NARRATIVE REPORT

Department:	Finance Department	Date:	February 2023
Activity:	01-11	Prepared By:	Matt Hoffman

Object Number	Narrative	Proposed
4110	Full-time Salaries	\$306,134
	Budgeted amount includes salary for the Finance Director, Finance Coordinator, and Fiscal Assistant.	
4130	Part-Time Regular	\$22,319
	Salary for accounts payable / administrative assistant split between finance and executive administration.	
4500	Other Personnel Benefits	\$126,377
	These benefits include IMRF, FICA, H.S.A. contribution, unemployment insurance and insurance for life, dental and health.	
5600	Professional & Technical Services	\$92,149
	Budget figure includes cost for the annual audit (\$47,792) and payroll services (\$11,892). Also included are the GFOA award fees (\$1,035) and safety deposit box fees (\$170). Additionally, the charges for OPEB and actuary fees (\$6,300), and disclosure requirement fees (\$960) are budgeted here. The City's IT consulting services (\$24,000) are also budgeted here.	
5600-15	Investment Manager Fees	\$2,200
	These fees are paid to the City's financial advisors to invest the General Fund's excess cash.	
5605	Training/Conferences	\$4,535
	Costs for miscellaneous staff training (\$2,000) and the GFOA annual conference (\$2,535) are budgeted here.	
5606	Credit Card Transaction Fees	\$25,000
	Costs associated with accepting credit card payments.	
5630	Risk Management Insurance	\$87,145
	Two-thirds of the expense for insurance coverage (liability, property, cyber, and auto) is budgeted at the normal rate in the General Fund. Remaining one-third is budgeted in the Water Fund.	
5631	Workers Compensation Insurance	\$194,744
	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	\$6,169

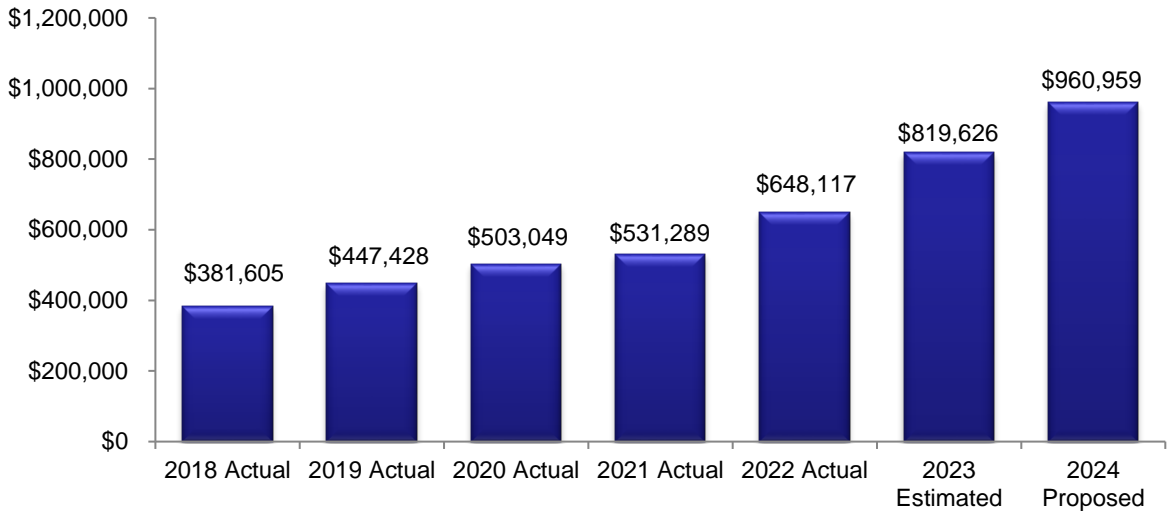
NARRATIVE REPORT

Department: Finance Department **Date:** February 2023
Activity: 01-11 **Prepared By:** Matt Hoffman

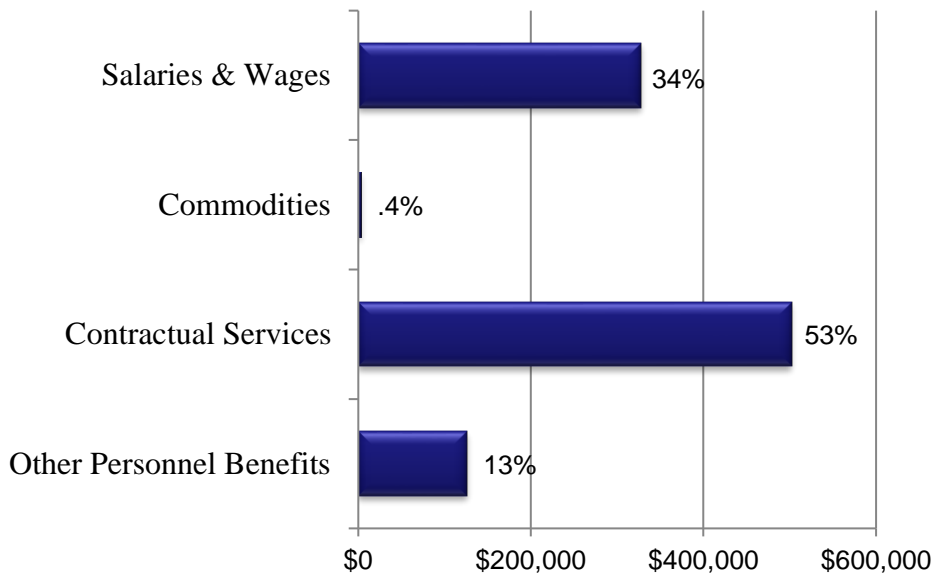
Object Number	Narrative	Proposed
	Costs associated with vision insurance offered to City employees.	
5660	Equipment Maintenance & Repair	\$1,000
	Finance Department's share of copier maintenance.	
5660-01	Equipment Service Agreement	\$15,000
	Telephone and Springbrook software support.	
5660-02	Software Service Agreement	\$63,000
	Costs are for the annual maintenance for the APC-UPS, Barracuda Web Filter, Barracuda Cloud Back-up, Veritas system, VMware, Symantec, and the Police Department SANs warranty, Duo Authenticity, Knowb4 Annual Training.	
5665	Telephone Service	\$3,000
	Finance Department's share of phone service charges.	
5668	Communications	\$5,617
	Comcast charges for internet, digital adapters, business video, and cell phone charges.	
5700	Public Information	\$1,800
	Filing of Annual Treasurer's Report along with the printing of the adopted budget and Annual Comprehensive Financial Report covers are charged in this line item.	

Finance

Finance Historical Expenditures



Contractual Services Represent 53% of the Proposed Budget



The Finance FY 2024 budget is \$960,959 representing an increase of \$141,333 or 17% from the FY 2023 estimate. The increase is due to the salary and benefit costs from hiring a new Finance Director along with the current fiscal assistant joining the healthcare plan in fiscal year 2024. Also, the part-time accounts payable clerk/administrative assistant's salary will be split between Finance and Executive Administration in FY 2024. That position was previously budgeted in only Executive Administration in FY 2023.

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 2022-2023 ACCOMPLISHMENTS

1. Successful receipt of the Distinguished Budget Presentation Award for the FY 2023 Budget (past 15 years) – *Staff Goal*.
2. Successful receipt of the Certificate of Achievement for Excellence in Financial Reporting for the FY 2021 Comprehensive Annual Financial Report (past 18 years) – *Staff Goal*.
3. Implemented a Food & Beverage Tax at 1.5% of restaurant gross sales.
4. Created new monthly reports for the council that include Analysis of Major Revenue Sources, Fiscal Year Budget Summary, and Fiscal Year Budget Detail.
5. Received the second allocation of the American Rescue Plan Act funds in the amount of \$142,752.79.

FY 2023-2024 OBJECTIVES

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

FINANCE DEPARTMENT
Fiscal Year 2023-2024 Budget Summary & Performance Measures

	FY 2021 Actual	FY 2022 Actual	FY 2023 Adopted Budget	FY 2023 Estimated	FY 2024 Proposed
Department Summary					
Salaries & Wages	\$ 156,124	\$ 138,020	\$ 247,111	\$ 238,628	\$ 328,453
Benefits	43,467	37,196	54,908	78,040	126,377
Contractual Services	318,409	383,344	411,543	458,629	502,329
Commodities	13,289	32,249	27,350	3,741	3,800
Investment Expense	-	57,308	-	40,588	-
Department Totals	\$ 531,289	\$ 648,117	\$ 740,912	\$ 819,626	\$ 960,959

Finance
Department Performance Measures

Inputs	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023 Est.
Number of full-time employees*	1.5	1.5	1.5	1.5	3
Number of part-time/seasonal employees**	1	2	1.5	0.5	0
Department Expenditures	\$ 447,428	\$ 503,049	\$ 531,289	\$ 648,117	\$ 819,626

*City Administrator also served as Finance Director prior to FY 2023

**Administrative Assistant work was budgeted 50% of time in Executive Administration and 50% in Finance prior to FY 2023

Outputs	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022
Business Licenses Issued	349	360	416	415	400
Credit Card Transactions	593	689	710	849	1,027
Purchase Orders	83	91	89	82	96
Accounts Payable Checks	1,259	1,264	1,216	1,296	1,167

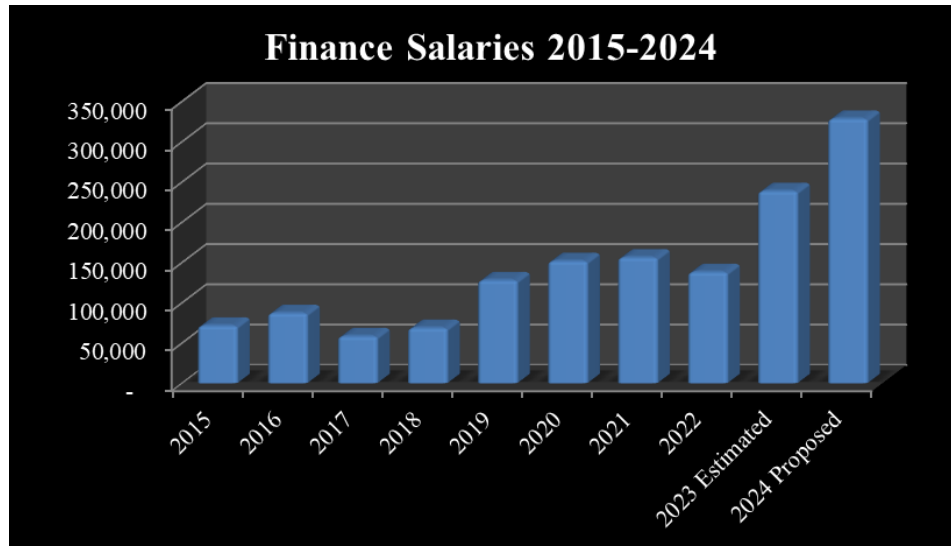
Effectiveness Measures	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022
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GFOA Distinguished Budget Award	X	X	X	X	X
GFOA Excellence in Financial Reporting	X	X	X	X	TBD
City Bond Rating (Standard and Poor's)	AA	AA	AA	AA*	AA

* 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 Community Development
Compose & Distribute Popular Annual Financial Report	X	X		
To make accounts payable process paperless	X			
Assist departments with new payroll entry process	X			
Implement Springbrook cashless payment options	X	X		
Monitor new businesses and discontinued businesses	X			X



	2015	2016	2017	2018	2019	2020	2021	2022	2023 Estimated	2024 Proposed
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Salaries	71,447	87,133	58,309	68,598	127,877	151,693	156,124	138,020	238,628	328,453
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**CITY OF OAKBROOK TERRACE
ECONOMIC DEVELOPMENT
2023/2024 BUDGET
01-13**

	Actual 20/21	Actual 21/22	Adopted Budget 22/23	Department Estimated 22/23	Department Proposed 23/24	Administrator Proposed 23/24	% Change In 22/23 Budget To Proposed	% Change In 22/23 Estimate To Proposed
Contractual Services	\$ 607,852	\$ 278,287	\$ 242,000	\$ 197,045	\$ -	\$ 145,000	-40.1%	-26.4%
Economic Development Total	\$ 607,852	\$ 278,287	\$ 242,000	\$ 197,045	\$ -	\$ 145,000	-40.1%	-26.4%

Contractual Services								
5750 - Home Depot Reimbursable	\$ 219,928	\$ 229,260	\$ 242,000	\$ 197,045	\$ -	\$ -	-100.0%	-100.0%
5754 - Oakbrook Terrace LLC Reimbursable	\$ 97,141	\$ 49,027	\$ -	\$ -	\$ -	\$ -	0.0%	0.0%
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%
5758 - Economic Stimulus Program	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 145,000	0.0%	0.0%
TOTAL	\$ 607,852	\$ 278,287	\$ 242,000	\$ 197,045	\$ -	\$ 145,000	-40.1%	-26.4%
Economic Development Total	\$ 607,852	\$ 278,287	\$ 242,000	\$ 197,045	\$ -	\$ 145,000	-40.1%	-26.4%

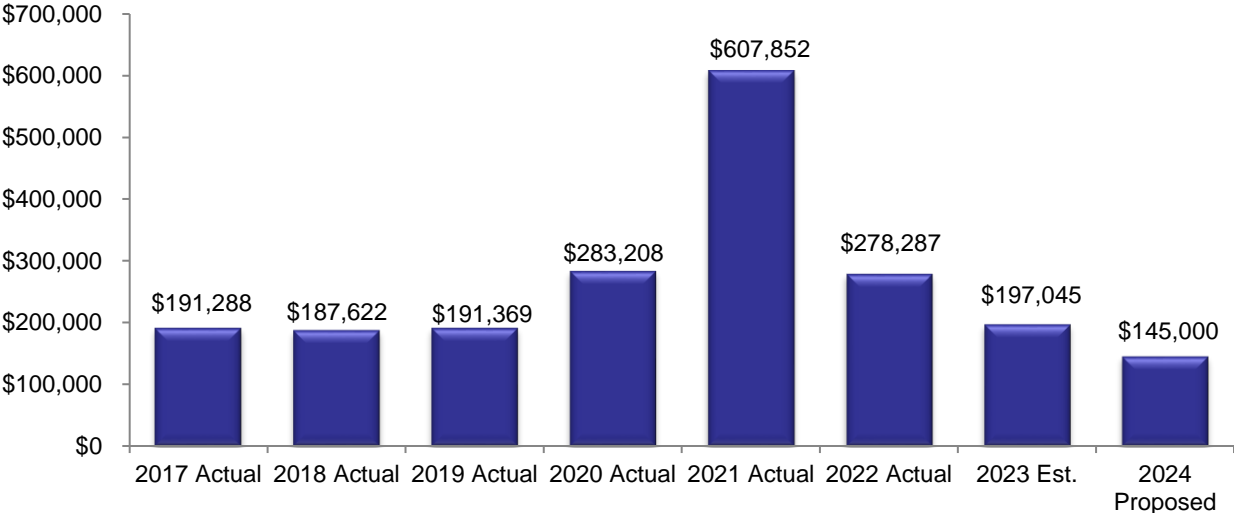
NARRATIVE REPORT

Department: Economic Development **Date:** January 2023
Activity: 01-13 **Prepared By:** Matt Hoffman

Object Number	Narrative	Proposed
5750	Home Depot Reimbursable	\$0.00
	Amount budgeted regarding the City’s Sales Tax Incentive Agreement with Home Depot. The Home Depot Agreement was approved through Ordinance Number 02-22 and is for a 20-year period. The agreement expires in April of 2023, prior to the start of Fiscal Year 2024.	
5758	Economic Stimulus Program	\$145,000
	Amount budgeted for use in incentives in order to attract development within the City.	

Economic Development

Economic Development Historical Expenditures



The Economic Development Fiscal Year 2024 budget is \$145,000. Monies budgeted in Fiscal Year 2024 will be used for the purpose of attracting development to and within the City. The City’s long standing sales tax incentive agreement with Home Depot will expire at the end of Fiscal Year 2023.

ECONOMIC DEVELOPMENT
Fiscal Year 2023-2024 Budget Summary & Performance Measures

		FY 2021 Actual	FY 2022 Actual	FY 2023 Adopted Budget	FY 2023 Estimated	FY 2024 Proposed
Department Summary						
Home Depot Reimbursable	\$	219,928	\$ 229,260	\$ 242,000	\$ 197,045	\$ -
BP Amoco Reimbursable		97,141	49,027	-	-	-
Sales Tax Rebates		155,472	-	-	-	-
Hotel Tax Rebates		93,271	-	-	-	-
Oakbrook Terrace Eats Vouchers		42,040	-	-	-	-
Economic Stimulus Program		-	-	-	-	145,000
Department Totals	\$	607,852	\$ 278,287	\$ 242,000	\$ 197,045	\$ 145,000

Economic Development
Department Performance Measures

Inputs	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022
Home Depot Economic Incentive	187,622	191,369	191,376	219,928	229,260
BP Amoco/OBT Holding Economic Incentive	-	-	91,833	97,141	49,027
Redbox Economic Incentive	-	-	-	-	-

Goals (4 Areas based upon Current Goals)

	Remain Fiscally Sound	Community Engagement	Enhance Public Health & Safety	Maintain Community Development
Encourage new businesses and retain current businesses	X			

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

	2022	2021	2020	2019	2018	2017	2016	2015	2014	2013	2008-2012	2003-2007	Totals
Home Depot	229,260	219,928	191,376	191,369	187,622	180,941	176,877	168,746	5,415	140,870	651,485	615,397	2,959,286
BP Amoco/OBT Holding	49,027	97,141	91,833	-	-	-	-	-	-	-	-	-	238,001
Lee Lumber*	-	-	-	-	-	-	-	-	-	4,144	463,918	667,624	1,135,686
Redbox**	-	-	-	-	-	10,347	-	-	8,518	12,904	8,503	-	40,272
Totals	278,287	317,069	283,208	191,369	187,622	191,288	176,877	168,746	13,933	157,918	1,123,906	1,283,021	4,373,244

*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
2023/2024 BUDGET
01-14**

	Actual 20/21	Actual 21/22	Adopted Budget 22/23	Department Estimated 22/23	Department Proposed 23/24	Administrator Proposed 23/24	% Change In 22/23 Budget To Proposed	% Change In 22/23 Estimate To Proposed
Salaries & Wages	\$ 73,284	\$ 71,162	\$ 80,548	\$ 46,603	\$ 80,490	\$ 80,490	-0.1%	72.7%
Other Personnel Benefits	\$ 8,229	\$ 6,227	\$ 7,057	\$ 4,558	\$ 6,861	\$ 6,861	-2.8%	50.5%
Contractual Services	\$ 1,097,295	\$ 1,301,814	\$ 1,304,766	\$ 689,016	\$ 1,300,851	\$ 1,300,851	-0.3%	88.8%
Traffic Light Enforcement Total	\$ 1,178,809	\$ 1,379,203	\$ 1,392,371	\$ 740,177	\$ 1,388,202	\$ 1,388,202	-0.3%	87.6%

Salaries & Wages								
4130 - Part-time Regular	\$ 65,912	\$ 66,248	\$ 70,699	\$ 44,203	\$ 75,490	\$ 75,490	6.8%	70.8%
4150 - Court Time Admin	\$ 7,373	\$ 4,914	\$ 9,849	\$ 2,400	\$ 5,000	\$ 5,000	-49.2%	108.3%
TOTAL	\$ 73,284	\$ 71,162	\$ 80,548	\$ 46,603	\$ 80,490	\$ 80,490	-0.1%	72.7%

Other Personnel Benefits								
4520 - FICA	\$ 7,648	\$ 5,353	\$ 6,162	\$ 3,755	\$ 5,775	\$ 5,775	-6.3%	53.8%
4570 - Unemployment Insurance	\$ 582	\$ 873	\$ 895	\$ 803	\$ 1,086	\$ 1,086	21.3%	35.2%
TOTAL	\$ 8,229	\$ 6,227	\$ 7,057	\$ 4,558	\$ 6,861	\$ 6,861	-2.8%	50.5%

Contractual Services								
5668 - Communications	\$ 584	\$ 785	\$ 715	\$ 782	\$ 800	\$ 800	11.9%	2.3%
5671 - General Legal Services	\$ 62,437	\$ 1,587	\$ 15,000	\$ -	\$ 15,000	\$ 15,000	0.0%	0.0%
5675 - Admin Hearing Legal Service	\$ 9,464	\$ 16,309	\$ 14,000	\$ 10,020	\$ 10,000	\$ 10,000	-28.6%	-0.2%
5681 - Safespeed Service Fees	\$ 898,822	\$ 1,227,415	\$ 1,138,051	\$ 623,530	\$ 1,138,051	\$ 1,138,051	0.0%	82.5%
5682 - Safespeed Monthly Fees	\$ 12,000	\$ 12,000	\$ 12,000	\$ 4,172	\$ 12,000	\$ 12,000	0.0%	187.6%
5683 - Collection Fees	\$ 113,988	\$ 43,718	\$ 125,000	\$ 50,512	\$ 125,000	\$ 125,000	0.0%	147.5%
TOTAL	\$ 1,097,295	\$ 1,301,814	\$ 1,304,766	\$ 689,016	\$ 1,300,851	\$ 1,300,851	-0.3%	88.8%

Traffic Light Enforcement Total	\$ 1,178,809	\$ 1,379,203	\$ 1,392,371	\$ 740,177	\$ 1,388,202	\$ 1,388,202	-0.3%	87.6%
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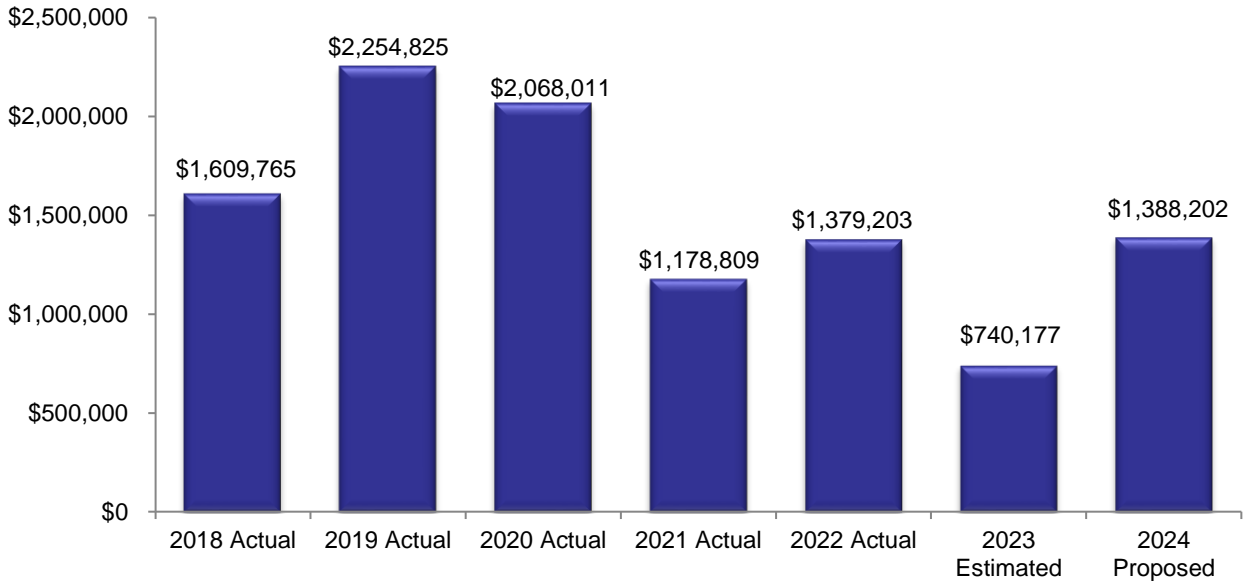
NARRATIVE REPORT

Department: Traffic Light Enforcement **Date:** February 2023
Activity: 01-14 **Prepared By:** Matt Hoffman

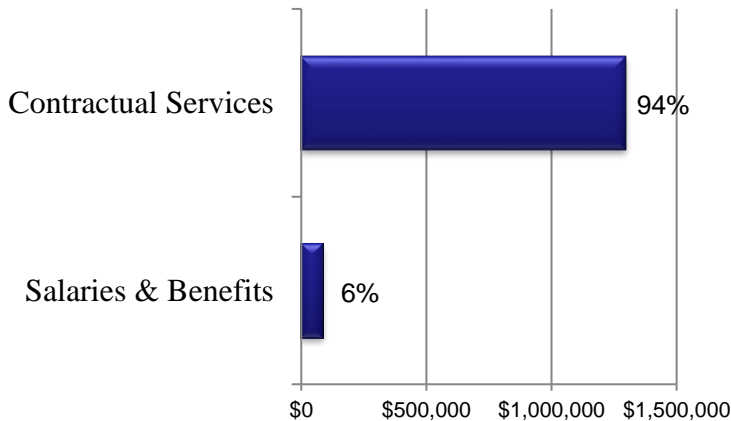
Object Number	Narrative	Proposed
4130	Part-time Regular	\$75,490
	The budgeted amount represents the part-time wages for four (4) photo enforcement camera reviewers.	
4150	Court Time Admin	\$5,000
	The budgeted amount represents one (1) admin and two (2) detectives, officer, or Deputy Chief wages for the traffic light court hearings.	
4500	Other Personnel Benefits	\$6,861
	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	\$10,000
	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 \$1,388,202 for FY 2024. Contractual Services increased by \$611,835 compared to the FY 2023 estimate, due to the red-light cameras being turned off from May through August 2022.

TRAFFIC ENFORCEMENT
Fiscal Year 2023-2024 Budget Summary & Performance Measures

	FY 2021 Actual	FY 2022 Actual	FY 2023 Adopted Budget	FY 2023 Estimated	FY 2024 Proposed
Department Summary					
Salaries & Wages	\$ 73,284	\$ 71,162	\$ 80,548	\$ 46,603	\$ 80,490
Benefits	8,229	6,227	7,057	4,558	6,861
Contractual Services	1,097,295	1,301,814	1,304,766	689,016	1,300,851
Department Totals	\$ 1,178,808	\$ 1,379,203	\$ 1,392,371	\$ 740,177	\$ 1,388,202

Traffic Enforcement

Goals (4 Areas based upon Current Goals)

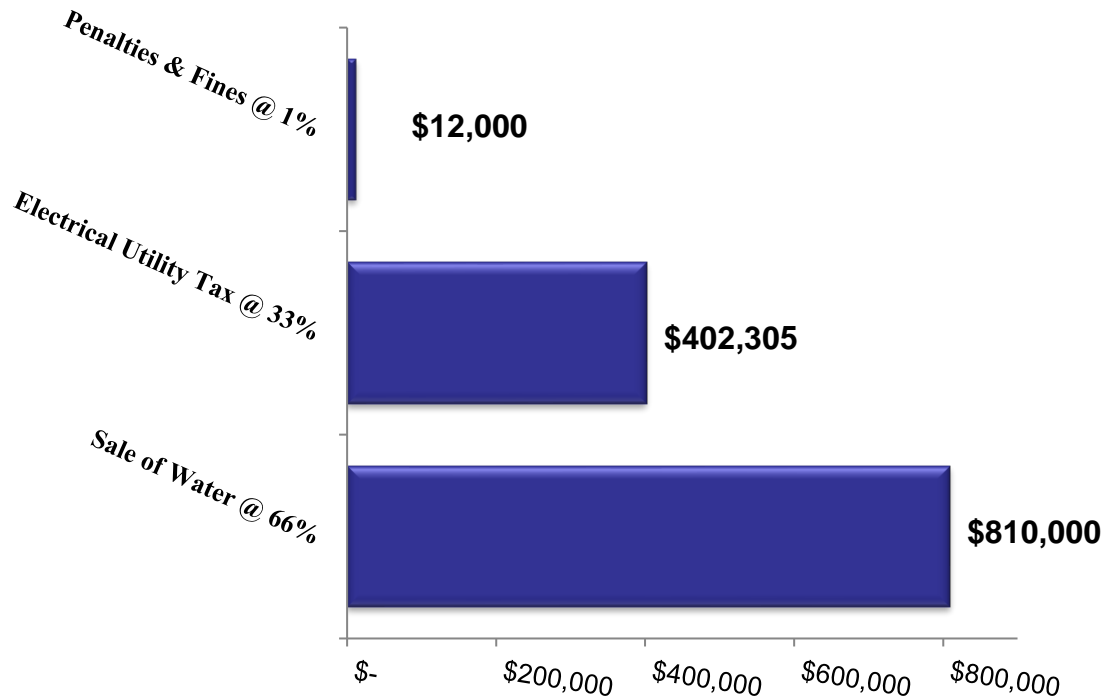
	Remain Fiscally Sound	Community Engagement	Enhance Public Health & Safety	Maintain Community Development
Improve traffic safety			X	



**CITY OF OAKBROOK TERRACE
WATER FUND REVENUES
2023/2024 BUDGET**

	Actual 20/21	Actual 21/22	Adopted Budget 22/23	Department Estimated 22/23	Department Proposed 23/24	Administrator Proposed 23/24	% Change In 22/23 Budget To Proposed	% Change In 22/23 Estimate To Proposed
Taxes Collected by OBT	\$ 375,539	\$ 389,193	\$ 385,000	\$ 395,688	\$ 402,305	\$ 402,305	4.5%	1.7%
Fines & Forfeitures	\$ 8,236	\$ 10,191	\$ 12,000	\$ 13,000	\$ 12,000	\$ 12,000	0.0%	-7.7%
Sales & Service	\$ 767,771	\$ 790,002	\$ 816,500	\$ 808,032	\$ 812,000	\$ 812,000	-0.6%	0.5%
Miscellaneous Revenue	\$ 1,766	\$ 733	\$ 1,400	\$ 4,455	\$ 5,184	\$ 5,184	270.3%	16.4%
WATER FUND TOTAL	\$ 1,153,311	\$ 1,190,119	\$ 1,214,900	\$ 1,221,175	\$ 1,231,489	\$ 1,231,489	1.4%	0.8%
Taxes Collected By OBT								
3030 - Electric Utility Tax	\$ 375,539	\$ 389,193	\$ 385,000	\$ 395,688	\$ 402,305	\$ 402,305	4.5%	1.7%
TOTAL	\$ 375,539	\$ 389,193	\$ 385,000	\$ 395,688	\$ 402,305	\$ 402,305	4.5%	1.7%
Fines & Forfeitures								
3750 - Penalties/Fines	\$ 8,236	\$ 10,191	\$ 12,000	\$ 13,000	\$ 12,000	\$ 12,000	0.0%	-7.7%
TOTAL	\$ 8,236	\$ 10,191	\$ 12,000	\$ 13,000	\$ 12,000	\$ 12,000	0.0%	-7.7%
Sales & Service								
3710 - Sale of Water	\$ 757,771	\$ 789,852	\$ 810,000	\$ 807,762	\$ 810,000	\$ 810,000	0.0%	0.3%
3715 - Water Meter Sales	\$ -	\$ 150	\$ 1,500	\$ 270	\$ 1,000	\$ 1,000	-33.3%	270.4%
3720 - Tap-On Fees	\$ 10,000	\$ -	\$ 5,000	\$ -	\$ 1,000	\$ 1,000	-80.0%	0.0%
TOTAL	\$ 767,771	\$ 790,002	\$ 816,500	\$ 808,032	\$ 812,000	\$ 812,000	-0.6%	0.5%
Miscellaneous Revenue								
3650 - Interest Earnings	\$ 1,766	\$ 584	\$ 1,200	\$ 4,455	\$ 5,184	\$ 5,184	332.0%	16.4%
3660 - Miscellaneous Revenue	\$ -	\$ 149	\$ 200	\$ -	\$ -	\$ -	-100.0%	0.0%
3990- Proceeds from Capital Asset Disposal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	0.0%
3991 - Contributions	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	0.0%
TOTAL	\$ 1,766	\$ 733	\$ 1,400	\$ 4,455	\$ 5,184	\$ 5,184	270.3%	16.4%
TOTAL REVENUES	\$ 1,153,311	\$ 1,190,119	\$ 1,214,900	\$ 1,221,175	\$ 1,231,489	\$ 1,231,489	1.4%	0.8%
Expenses (includes depreciation expense and interest expense)	\$ 1,142,596	\$ 1,155,645	\$ 1,441,666	\$ 996,221	\$ 1,299,997	\$ 1,297,997	-10.0%	30.3%
Less: Capitalized Assets	\$ -	\$ -	\$ 183,000	\$ -	\$ 150,000	\$ 150,000	-18.0%	0.0%
Excess (Deficit) of Revenues Over Expenses	\$ 10,715	\$ 34,474	\$ (43,766)	\$ 224,954	\$ 81,492	\$ 83,492	-290.8%	-62.9%
Other Financing Sources:								
Transfer from Capital Fund	\$ -	\$ -	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000		
Net Change in Fund Balance	\$ 10,715	\$ 34,474	\$ 156,234	\$ 424,954	\$ 281,492	\$ 283,492	81.5%	-33.3%
Beginning Balance, May 1	\$ 6,146,341	\$ 6,157,056	\$ 6,191,530	\$ 6,191,530	\$ 6,616,484	\$ 6,616,484	6.9%	6.9%
Ending Balance, April 30	\$ 6,157,056	\$ 6,191,530	\$ 6,347,764	\$ 6,616,484	\$ 6,897,976	\$ 6,899,976	8.7%	4.3%

FY 2024
Top Three (3) Revenue Sources
Water Fund



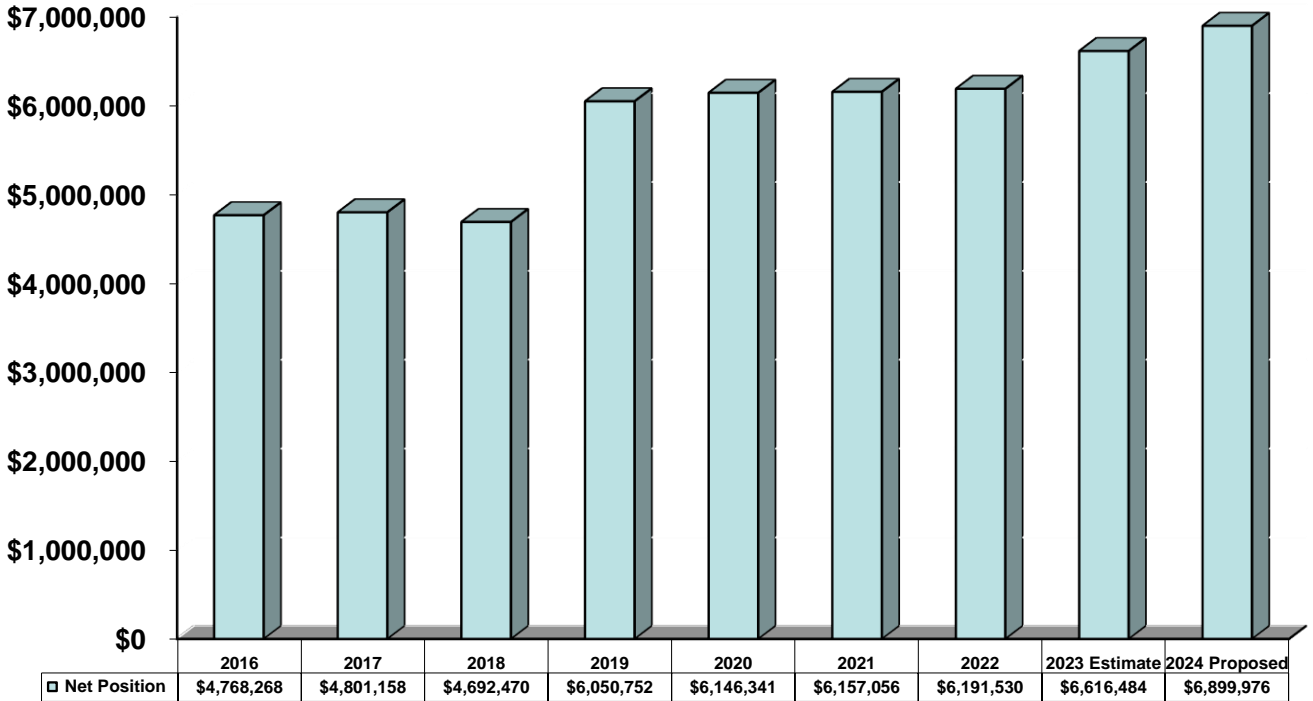
Water sales represent the City’s largest Water Fund revenue source at 66% with \$810,000 projected for FY 2024. Electric Utility tax represents the second largest revenue source at 33% with \$402,305 estimated. Penalties and fines represent 1%.

Comparable Community Water Rates

Town	Rate Per 1,000 gallons*	Monthly Service Charges
Warrenville**	\$ 2.15	\$ 7.01
Countryside	\$ 7.78	\$ 5.00
Lombard	\$ 8.64	\$ 5.05
Villa Park	\$ 9.77	\$ 5.01 to \$142.27 depending upon meter size
Oakbrook Terrace	\$ 9.97	\$ -
Willowbrook	\$ 10.00	\$ 5 to \$15 depending on usage
Burr Ridge	\$ 10.28	\$ 5.00
Winfield	\$ 12.25	\$ -
Village of Oak Brook	\$ 12.28	\$ 10.00
Western Springs	\$ 14.00	\$ 10.00
Clarendon Hills	\$ 14.60	\$ -

* 2023 rates
**well water provided

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 2023 net position is estimated at \$6,616,484 reflecting an increase of \$424,954. The FY 2024 net position is projected at \$6,899,976, representing an increase of \$283,492 from the prior year. These increases are partially due to the annual \$200,000 transfer from the Capital Fund to Water Capital.

FY	Net Position	Surplus/(Deficit)	% Change
2016	\$4,768,268		
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	\$6,157,056	10,715	0.2%
2022	\$6,191,530	34,474	0.6%
2023 Estimated	\$6,616,484	424,954	6.9%
2024 Proposed	\$6,899,976	283,492	4.3%



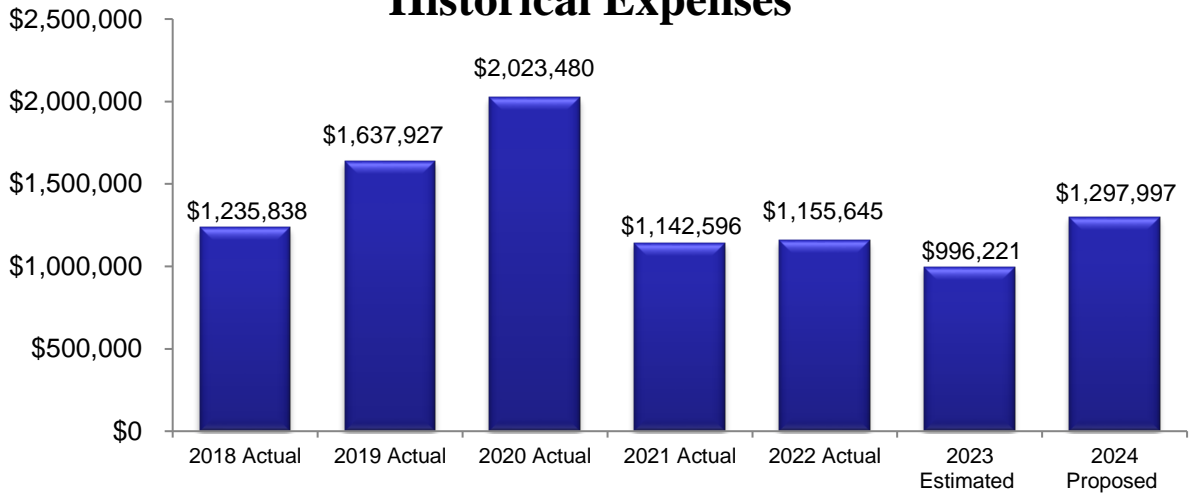
**CITY OF OAKBROOK TERRACE
PUBLIC SERVICES DEPARTMENT - WATER DIVISION
2023/2024 BUDGET**

	Actual 20/21	Actual 21/22	Adopted Budget 22/23	Department Estimated 22/23	Department Proposed 23/24	Administrator Proposed 23/24	% of Total
Salaries & Wages	\$ 260,865	\$ 273,287	\$ 251,095	\$ 249,799	\$ 296,653	\$ 296,653	22.9%
Other Personnel Benefits	\$ 32,949	\$ (20,325)	\$ 105,531	\$ 110,759	\$ 103,317	\$ 103,317	8.0%
Contractual Services	\$ 571,217	\$ 605,893	\$ 642,332	\$ 616,595	\$ 673,428	\$ 672,428	51.8%
Commodities	\$ 9,150	\$ 12,589	\$ 29,808	\$ 18,313	\$ 29,950	\$ 28,950	2.2%
Depreciation	\$ 260,960	\$ 260,960	\$ 229,145	\$ -	\$ -	\$ -	0.0%
Capital Expenditures	\$ 6,488	\$ 22,378	\$ 183,000	\$ -	\$ 196,000	\$ 196,000	15.1%
Debt Service/Interfund Loan Fees	\$ 969	\$ 862	\$ 755	\$ 755	\$ 648	\$ 648	0.0%
Water Department Total	\$ 1,142,596	\$ 1,155,645	\$ 1,441,666	\$ 996,221	\$ 1,299,997	\$ 1,297,997	100.0%

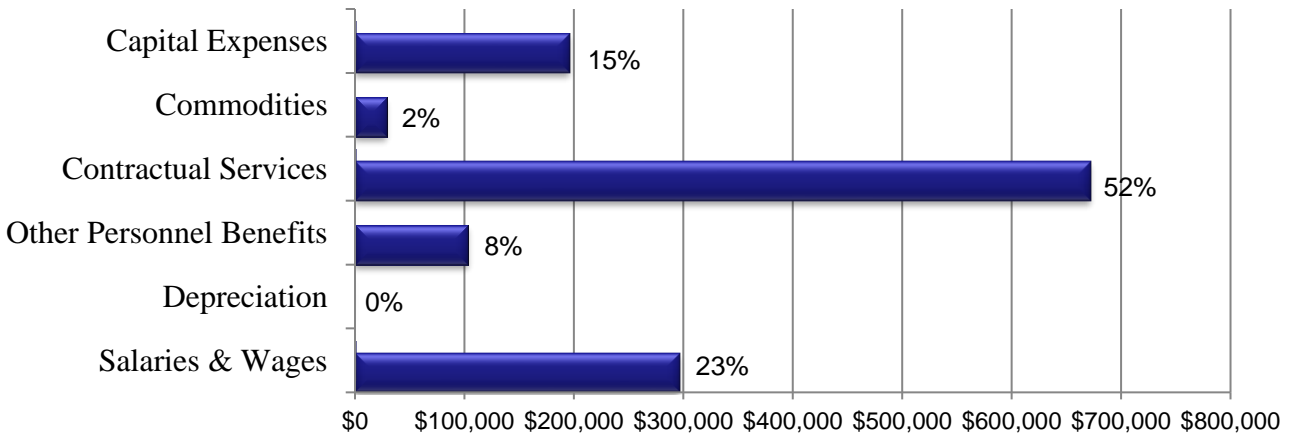
	Actual 20/21	Actual 21/22	Adopted Budget 22/23	Department Estimated 22/23	Department Proposed 23/24	Administrator Proposed 23/24	% of Total
WATER DIVISION							
03-09 DISTRIBUTION	\$ 267,447	\$ 283,338	\$ 412,145	\$ -	\$ 196,000	\$ 196,000	15.1%
03-12 OPERATING & MAINT	\$ 875,149	\$ 872,307	\$ 1,029,521	\$ 996,221	\$ 1,103,997	\$ 1,101,997	84.9%
Water Department Total	\$ 1,142,596	\$ 1,155,645	\$ 1,441,666	\$ 996,221	\$ 1,299,997	\$ 1,297,997	100.0%

Public Services Water Division

Water Division Historical Expenses



Contractual Services Represent 52% of the Proposed Budget



The Water Budget for FY 2024 is \$1,297,997. This is an increase of \$301,776 or 30.3% from the FY 2023 estimate. This increase is mainly due to the purchase of a new pickup truck and the exterior overcoating of the water tower scheduled for FY 2024.

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 2022-2023 ACCOMPLISHMENTS

- Updated all of our sample sites to meet the IEPA's compliance monitoring requirements.
- Completed another year of successful coliform and bacteria sampling. That is twenty-one (21) 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 2023-2024 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
2023/2024 BUDGET
03-09

	Actual 20/21	Actual 21/22	Adopted Budget 22/23	Department Estimated 22/23	Department Proposed 23/24	Administrator Proposed 23/24	% Change In 22/23 Budget To Proposed	% Change In 22/23 Estimate To Proposed
Capital Expenditures	\$ 267,447	\$ 283,338	\$ 412,145	\$ -	\$ 196,000	\$ 196,000	-52.4%	0.0%
Water Distribution Total	\$ 267,447	\$ 283,338	\$ 412,145	\$ -	\$ 196,000	\$ 196,000	-52.4%	#DIV/0!
Capital Expenditures								
7130 - Replace W-3 Pickup Truck	\$ -	\$ -	\$ -	\$ -	\$ 46,000	\$ 46,000	0.0%	0.0%
7190-06 New Choice Hotel Watermain	\$ 260	\$ 21,914	\$ -	\$ -	\$ -	\$ -	0.0%	0.0%
7190-07 LaQuinta Hotel Water Main Disconnection	\$ 6,228	\$ 464	\$ 33,000	\$ -	\$ -	\$ -	-100.0%	0.0%
7190-08 Water Tower Exterior Overcoat	\$ -	\$ -	\$ 150,000	\$ -	\$ 150,000	\$ 150,000	0.0%	0.0%
7530 - Depreciation Expense	\$ 260,960	\$ 260,960	\$ 229,145	\$ -	\$ -	\$ -	-100.0%	0.0%
Water Distribution Total	\$ 267,447	\$ 283,338	\$ 412,145	\$ -	\$ 196,000	\$ 196,000	-52.4%	0.0%

NARRATIVE REPORT

Department: Public Services Department
Water Division - Distribution

Date: January 2023

Activity: 03-09

Prepared By: Craig Ward

Object Number	Narrative	Proposed
7130	Replace W-3 Pick-up Truck	\$ 46,000
	Budgeted costs to replace a line truck. W-3 is 2001 Chevy 4X4. It would be replaced with a new truck of similar capacity. W-3 and W-4 (2003 Ford 4X4) would be traded in on the new unit.	
7190-08	Water Tower Exterior Overcoat	\$ 150,000
	Budgeted costs to repaint the exterior surface of the water tower and re-apply the City's logo.	



**CITY OF OAKBROOK TERRACE
PUBLIC SERVICES DEPARTMENT - WATER DIVISION - O&M
2023/2024 BUDGET
03-12**

	Actual 20/21	Actual 21/22	Adopted Budget 22/23	Department Estimated 22/23	Department Proposed 23/24	Administrator Proposed 23/24	% Change In 22/23 Budget To Proposed	% Change In 22/23 Estimate To Proposed
Salaries & Wages	\$ 260,865	\$ 273,287	\$ 251,095	\$ 249,799	\$ 296,653	\$ 296,653	18.1%	18.8%
Other Personnel Benefits	\$ 32,949	\$ (20,325)	\$ 105,531	\$ 110,759	\$ 103,317	\$ 103,317	-2.1%	-6.7%
Contractual Services	\$ 571,217	\$ 605,893	\$ 642,332	\$ 616,595	\$ 673,428	\$ 672,428	4.7%	9.1%
Commodities	\$ 9,150	\$ 12,589	\$ 29,808	\$ 18,313	\$ 29,950	\$ 28,950	-2.9%	58.1%
Debt Service	\$ 969	\$ 862	\$ 755	\$ 755	\$ 648	\$ 648	-14.1%	-14.1%
Water Operations & Maintenance Total	\$ 875,149	\$ 872,307	\$ 1,029,521	\$ 996,221	\$ 1,103,997	\$ 1,101,997	7.0%	10.6%

Salaries & Wages								
4110 - Full-time	\$ 219,623	\$ 245,895	\$ 227,501	\$ 225,266	\$ 237,477	\$ 237,477	4.4%	5.4%
4120 - Overtime	\$ 15,899	\$ 16,622	\$ 17,510	\$ 18,449	\$ 16,990	\$ 16,990	-3.0%	-7.9%
4130 - Part-time Regular	\$ 25,343	\$ -	\$ -	\$ -	\$ 35,905	\$ 35,905	0.0%	0.0%
4171 - Sick Leave Buy Back	\$ -	\$ 6,159	\$ -	\$ -	\$ -	\$ -	0.0%	0.0%
4190 - Top of the Range Award	\$ -	\$ 4,612	\$ 6,084	\$ 6,084	\$ 6,281	\$ 6,281	3.2%	3.2%
TOTAL	\$ 260,865	\$ 273,287	\$ 251,095	\$ 249,799	\$ 296,653	\$ 296,653	18.1%	18.8%

Other Personnel Benefits								
4510 - IMRF	\$ (14,680)	\$ (88,301)	\$ 23,156	\$ 23,146	\$ 15,885	\$ 15,885	-31.4%	-31.4%
4520 - FICA	\$ 20,438	\$ 20,462	\$ 19,538	\$ 19,843	\$ 21,394	\$ 21,394	9.5%	7.8%
4530 - Health Insurance	\$ 17,227	\$ 37,538	\$ 52,054	\$ 56,768	\$ 54,332	\$ 54,332	4.4%	-4.3%
4531 - H.S.A. Contribution	\$ 6,125	\$ 6,310	\$ 6,720	\$ 6,720	\$ 7,200	\$ 7,200	7.1%	7.1%
4540 - Dental Insurance	\$ 2,565	\$ 2,309	\$ 2,697	\$ 2,930	\$ 2,697	\$ 2,697	0.0%	-7.9%
4550 - Life Insurance	\$ 491	\$ 539	\$ 548	\$ 602	\$ 578	\$ 578	5.5%	-4.0%
4570 - Unemployment Ins	\$ 783	\$ 818	\$ 818	\$ 750	\$ 1,231	\$ 1,231	50.5%	64.1%
TOTAL	\$ 32,949	\$ (20,325)	\$ 105,531	\$ 110,759	\$ 103,317	\$ 103,317	-2.1%	-6.7%

Contractual Services								
5600 - Professional/Technical	\$ 860	\$ 2,456	\$ 5,000	\$ 2,500	\$ 5,000	\$ 5,000	0.0%	100.0%
5604 - City Engineer	\$ -	\$ -	\$ 1,000	\$ -	\$ 1,000	\$ 1,000	0.0%	0.0%
5605 - Training/Conferences	\$ 96	\$ 144	\$ 5,000	\$ 500	\$ 5,000	\$ 5,000	0.0%	900.0%
5606 - Credit Card Transaction Fees	\$ 1,617	\$ 2,414	\$ 2,100	\$ 3,930	\$ 2,500	\$ 4,000	90.5%	1.8%
5610 - Membership & Association	\$ 686	\$ 707	\$ 686	\$ 700	\$ 700	\$ 700	2.0%	0.0%
5615 - Meeting Reimbursement	\$ -	\$ -	\$ 150	\$ 150	\$ 150	\$ 150	0.0%	0.0%
5630 - Risk Management Insurance	\$ 34,280	\$ 35,015	\$ 35,386	\$ 39,333	\$ 43,009	\$ 43,009	21.5%	9.3%
5631 - Workers Compensation Insurance	\$ 71,003	\$ 97,622	\$ 97,935	\$ 94,125	\$ 95,919	\$ 95,919	-2.1%	1.9%
5655 - Equipment Lease & Rental	\$ 480	\$ 450	\$ 430	\$ 400	\$ 450	\$ 450	4.7%	12.5%
5660 - Equipment Maint & Repair	\$ 10,086	\$ 7,644	\$ 10,000	\$ 10,023	\$ 10,000	\$ 10,000	0.0%	-0.2%
5660-01 Equipment Service Agreement	\$ 6,433	\$ 5,295	\$ 7,345	\$ 5,300	\$ 7,500	\$ 5,000	-31.9%	-5.7%
5663 - Vehicle Maint & Repair	\$ 4,862	\$ 304	\$ 2,500	\$ 1,000	\$ 2,500	\$ 2,500	0.0%	150.0%
5665 - Telephone Service	\$ 3,904	\$ 4,696	\$ 5,000	\$ 4,700	\$ 5,000	\$ 5,000	0.0%	6.4%
5668 - Communications	\$ 2,749	\$ 1,578	\$ 1,800	\$ 2,000	\$ 2,000	\$ 2,000	11.1%	0.0%
5670 - Travel Expense	\$ -	\$ -	\$ 100	\$ -	\$ 100	\$ 100	0.0%	0.0%
5671 - General Legal Expense	\$ 3,344	\$ 2,240	\$ 250	\$ 1,075	\$ 1,000	\$ 1,000	300.0%	-7.0%
5677-02 Berkshire Water Charges Rebate	\$ 6,605	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	0.0%
5700 - Public Information	\$ 2,479	\$ 2,104	\$ 2,600	\$ -	\$ 2,600	\$ 2,600	0.0%	0.0%
5715 - Uniform Allowance	\$ 532	\$ -	\$ 1,000	\$ 900	\$ 1,000	\$ 1,000	0.0%	11.1%
5745 - Emergency Services	\$ -	\$ -	\$ 5,000	\$ -	\$ 5,000	\$ 5,000	0.0%	0.0%
5758 - Utilities	\$ 10,921	\$ 13,462	\$ 11,500	\$ 12,500	\$ 12,500	\$ 12,500	8.7%	0.0%
5770 - Building Maintenance	\$ 389	\$ -	\$ 700	\$ -	\$ 700	\$ 700	0.0%	0.0%
5770-01 Build Maint Service Agreements	\$ -	\$ 1,850	\$ 1,850	\$ -	\$ -	\$ -	-100.0%	0.0%
5845 - DWC Purchase of Water	\$ 409,891	\$ 427,912	\$ 445,000	\$ 437,459	\$ 469,800	\$ 469,800	5.6%	7.4%
TOTAL	\$ 571,217	\$ 605,893	\$ 642,332	\$ 616,595	\$ 673,428	\$ 672,428	4.7%	9.1%

Commodities



CITY OF OAKBROOK TERRACE
PUBLIC SERVICES DEPARTMENT - WATER DIVISION - O&M
2023/2024 BUDGET
03-12

	Actual 20/21	Actual 21/22	Adopted Budget 22/23	Department Estimated 22/23	Department Proposed 23/24	Administrator Proposed 23/24	% Change In 22/23 Budget To Proposed	% Change In 22/23 Estimate To Proposed
6120 - Office Supplies	\$ -	\$ 4	\$ -	\$ 100	\$ 100	\$ 100	0.0%	0.0%
6130 - Supplies	\$ 1,026	\$ 856	\$ 1,200	\$ 1,500	\$ 1,500	\$ 1,500	25.0%	0.0%
6151 - Hardware	\$ 270	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	0.0%
6152 - Water Meters	\$ 5,135	\$ 2,629	\$ 12,000	\$ 6,000	\$ 12,000	\$ 11,000	-8.3%	83.3%
6170 - Postage	\$ 353	\$ 1,917	\$ 2,400	\$ 2,800	\$ 2,800	\$ 2,800	16.7%	0.0%
6180 - Fuel	\$ 2,279	\$ 3,666	\$ 7,158	\$ 3,913	\$ 6,500	\$ 6,500	-9.2%	66.1%
6181 - Fuel Replacement Fund	\$ -	\$ 2,050	\$ 2,050	\$ -	\$ 2,050	\$ 2,050	0.0%	0.0%
6190 - Non-Capital Equipment	\$ 85	\$ 1,466	\$ 5,000	\$ 4,000	\$ 5,000	\$ 5,000	0.0%	25.0%
TOTAL	\$ 9,150	\$ 12,589	\$ 29,808	\$ 18,313	\$ 29,950	\$ 28,950	-2.9%	58.1%
Debt Service and Interfund Loan Expenses								
7172 - Interfund Loan Interest Expense	\$ 969	\$ 862	\$ 755	\$ 755	\$ 648	\$ 648	-14.1%	-14.1%
TOTAL	\$ 969	\$ 862	\$ 755	\$ 755	\$ 648	\$ 648	-14.1%	-14.1%
Water Operations & Maintenance Total	\$ 875,149	\$ 872,307	\$ 1,029,521	\$ 996,221	\$ 1,103,997	\$ 1,101,997	7.0%	10.6%

NARRATIVE REPORT

Department:	Public Services Department Water Division -O & M	Date:	January 2023
Activity:	03-12	Prepared By:	Craig Ward

Object Number	Narrative	Proposed
4110	Full-time Salaries	\$237,477
	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	\$16,990
	Estimated overtime expense for the budget year; this account is difficult to predict due to unknown emergency situations.	
4130	Part-time Regular	\$35,905
	This line item represents the Utility Billing Clerk’s salary.	
4190	Top of the Range Award	\$6,281
	The budgeted amount is comprised of the following percentages: 50% Public Services Director – 3% Water Operator – 3% Water Operator – 2%	
4500	Other Personnel Benefits	\$103,317
	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	\$4,000

NARRATIVE REPORT

Department:	Public Services Department Water Division -O & M	Date:	January 2023
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	\$12,500
	Estimated annual charges at Water Tower, Water Maintenance Facility and Pressure Adjusting Station for sanitary sewer, natural gas, and electric service.	
5845	DWC-Purchase of Water	\$469,800
	Cost of water purchased from the DuPage Water Commission (DWC) based on estimated annual purchase of 87.4 million gallons at a rate of \$5.40 per 1,000 gallons.	
6152	Water Meters	\$11,000
	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	\$6,500
	Approximately 1,200 gallons of regular @ \$3.82 per gallon and 400 gallons of diesel gallons @ \$4.17 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.	
7172	Interfund Loan Interest Expense	\$648.35
	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	

NARRATIVE REPORT

Department:	Public Services Department Water Division -O & M	Date:	January 2023
Activity:	03-12	Prepared By:	Craig Ward

Object Number	Narrative	Proposed																																								
	<p>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; margin-top: 10px;"> <thead> <tr style="background-color: #d9e1f2;"> <th style="width: 25%;">Fiscal Year</th> <th style="width: 25%;">Interest*</th> <th style="width: 25%;">Principal</th> <th style="width: 25%;">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		
Fiscal Year	Interest*	Principal	Payment Date																																							
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FY 2027	\$325.39	\$43,227.46	1-May-26																																							
FY 2028	\$217.20	\$43,335.65	1-May-27																																							
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PUBLIC SERVICES – WATER
Fiscal Year 2023-2024 Budget Summary & Performance Measures

	FY 2021 Actual	FY 2022 Actual	FY 2023 Adopted Budget	FY 2023 Estimated	FY 2024 Proposed
Department Summary					
Salaries & Wages	\$ 260,865	\$ 273,287	\$ 251,095	\$ 249,799	\$ 296,653
Benefits	32,949	(20,325)	105,531	110,759	103,317
Contractual Services	571,217	605,893	642,332	616,595	672,428
Commodities	9,150	12,589	29,808	18,313	28,950
Capital Expenditures	267,448	283,338	412,145	-	196,000
Debt Service/Interfund Loan Fees	969	862	755	755	648
Department Totals	\$ 1,142,596	\$ 1,155,645	\$ 1,441,666	\$ 996,221	\$ 1,297,997

Public Services - Water
Department Performance Measures

Inputs	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023 Est.
Number of full-time employees*	2.5	2.5	2.5	2.5	2.5
Number of part-time/seasonal employees**	1	1	1	0	0
Department Expenditures	\$ 1,637,927	\$ 2,023,480	\$ 1,142,596	\$ 1,155,645	\$ 996,221

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

Outputs	Per Calendar Year				
	2018	2019	2020	2021	2022
Vehicle Maintenance - Water Government Repairs	171	169	173	168	151
Number of Metered Customers	561	555	556	557	558
Gallons of Water Purchased	90,272,000	87,566,000	86,221,000	82,856,000	89,804,000
Gallons of Water Sold	88,335,500	86,198,000	80,201,000	69,099,000	75,874,000
JULIE Locates	1,486	1,114	1,117	1,237	1,330

Effectiveness Measures	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022
Annual Water Sales Revenue	\$ 903,808	\$ 868,550	\$ 808,055	\$ 757,771	\$ 789,852
# of Automatic Payment Customers	106	109	119	126	137
% of Customers using Auto Payment	19%	20%	21%	23%	25%

Goals (4 Areas based upon Current Goals)

	Remain Fiscally Sound	Community Engagement	Enhance Public Health & Safety	Maintain Community Development
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	



	2015	2016	2017	2018	2019	2020	2021	2022	2023 Estimated	2024 Proposed
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Salaries	200,961	223,336	234,555	247,469	262,270	274,261	260,865	273,287	249,799	296,653
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**CITY OF OAKBROOK TERRACE
SSA DEBT SERVICE
2023/2024 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 20/21	Actual 21/22	Adopted Budget 22/23	Department Estimated 22/23	Department Proposed 23/24	Administrator Proposed 23/24	% Change In 22/23 Budget To Proposed	% Change In 22/23 Estimate To Proposed
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Beginning Fund Balance \$ (403) \$ (735) \$ (1,033) \$ (1,033) \$ (1,351) \$ (1,351) 30.7% 30.7%

REVENUE								
3010 - Property Taxes	\$ 47,432	\$ 50,806	\$ 48,884	\$ 48,885	\$ 48,651	\$ 48,651	-0.5%	-0.5%
SSA Debt Service Total	\$ 47,432	\$ 50,806	\$ 48,884	\$ 48,885	\$ 48,651	\$ 48,651	-0.5%	-0.5%

EXPENDITURES								
5600 - Professional Services	\$ 803	\$ 803	\$ 803	\$ 803	\$ 803	\$ 803	-0.1%	0.0%
7170 - Interest	\$ 11,961	\$ 10,300	\$ 6,500	\$ 8,400	\$ 6,500	\$ 6,500	0.0%	-22.6%
7170-01 - Principal	\$ 35,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	0.0%	0.0%
SSA Debt Service Total	\$ 47,764	\$ 51,103	\$ 47,303	\$ 49,203	\$ 47,303	\$ 47,303	0.0%	-3.9%

Ending Fund Balance \$ (735) \$ (1,033) \$ 550 \$ (1,351) \$ (0) \$ (0) -100.1% -100.0%

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

Year	Principal	Interest	Total	% Change
2023	\$ 40,000	\$ 8,400	\$ 48,400	
2024	\$ 40,000	\$ 6,500	\$ 46,500	-3.9%
2025	\$ 45,000	\$ 4,500	\$ 49,500	6.5%
2026	\$ 45,000	\$ 2,250	\$ 47,250	-4.5%
Total	\$ 170,000	\$ 21,650	\$ 191,650	



**MOTOR FUEL TAX FUND
2023/2024 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 20/21	Actual 21/22	Adopted Budget 22/23	Department Estimated 22/23	Department Proposed 23/24	Administrator Proposed 23/24	% Change In 22/23 Budget To Proposed	% Change In 22/23 Estimate To Proposed
REVENUE								
3070 - Motor Fuel Tax	\$ 44,481	\$ 49,162	\$ 63,296	\$ 56,090	\$ 64,291	\$ 64,291	1.6%	14.6%
3071 - MFT Transportation Renewal	\$ 31,925	\$ 35,910	\$ 46,508	\$ 42,221	\$ 52,599	\$ 52,599	13.1%	24.6%
3072 - Rebuild Illinois Grant	\$ 70,319	\$ 46,880	\$ 23,440	\$ 23,440	\$ -	\$ -	-100.0%	-100.0%
3650 - Interest Earnings	\$ 1,035	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	0.0%
Motor Fuel Tax Total	\$ 147,760	\$ 131,951	\$ 133,244	\$ 121,751	\$ 116,890	\$ 116,890	-12.3%	-4.0%

EXPENDITURES								
4110 - Snow Plowing Regular	\$ 1,674	\$ 2,607	\$ 5,000	\$ 2,600	\$ 5,000	\$ 3,085	-38.3%	18.7%
4120 - Snow Plowing Overtime	\$ 23,511	\$ 16,213	\$ 15,000	\$ 10,000	\$ 15,000	\$ 12,435	-17.1%	24.3%
5600 - Professional/Technical	\$ 683	\$ -	\$ 500	\$ -	\$ 500	\$ 500	0.0%	0.0%
6134 - Snow Removal Materials	\$ 19,616	\$ 28,829	\$ 27,000	\$ 32,196	\$ 34,000	\$ 34,000	25.9%	5.6%
7143 - Curb and Gutter	\$ -	\$ -	\$ 240,000	\$ 205,800	\$ 240,000	\$ 240,000	0.0%	16.6%
Motor Fuel Tax Total	\$ 45,484	\$ 47,649	\$ 287,500	\$ 250,596	\$ 294,500	\$ 290,020	0.9%	15.7%

**Excess (Deficiency) of Revenues
over Expenditures** \$ 102,276 \$ 84,302 \$ (154,256) \$ (128,845) \$ (177,610) \$ (173,130)

Fund Balance

May 1 \$ 474,986 \$ 577,262 \$ 661,565 \$ 661,565 \$ 532,720 \$ 532,720

April 30 \$ 577,262 \$ 661,565 \$ 507,309 \$ 532,720 \$ 355,110 \$ 359,590

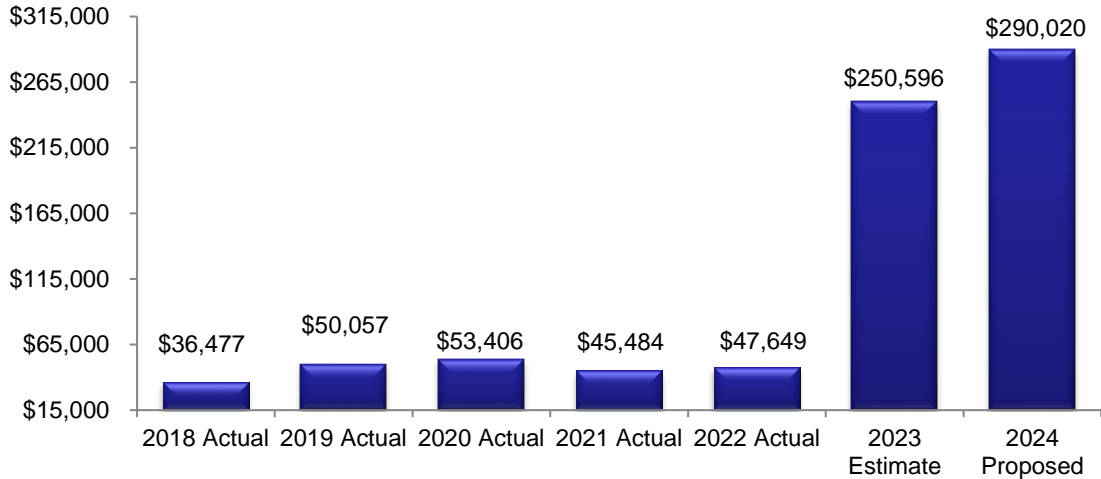
NARRATIVE REPORT

Department: Motor Fuel Tax Fund **Date:** January 2023
Activity: 05-12 **Prepared By:** Ward

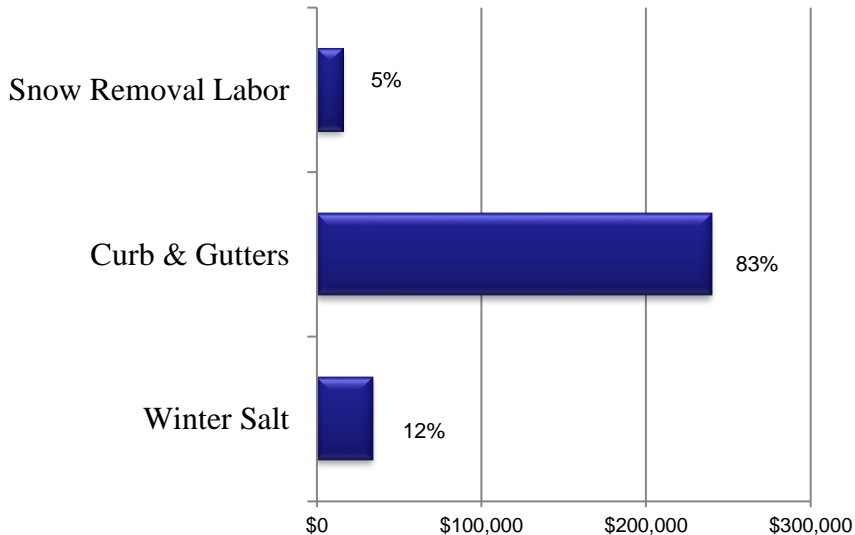
Object Number	Narrative	Proposed
4110	Labor	\$3,085
	Funds related to labor for snow removal.	
4120	Overtime Labor	\$12,435
	Funds related to snow removal overtime.	
6134	Snow Removal Materials	\$34,000
	The City's yearly allotment for salt purchases. \$80.49 per ton / 400 tons. And Ice Melt for sidewalks.	
7143	Curb and Gutter	\$240,000
	The City plans to install curbs throughout the subdivision and has elected to use accumulated Motor Fuel Tax Fund Funds instead of resources out of the Capital Improvement Fund.	

Motor Fuel Tax Fund

Motor Fuel Tax Historical Expenditures

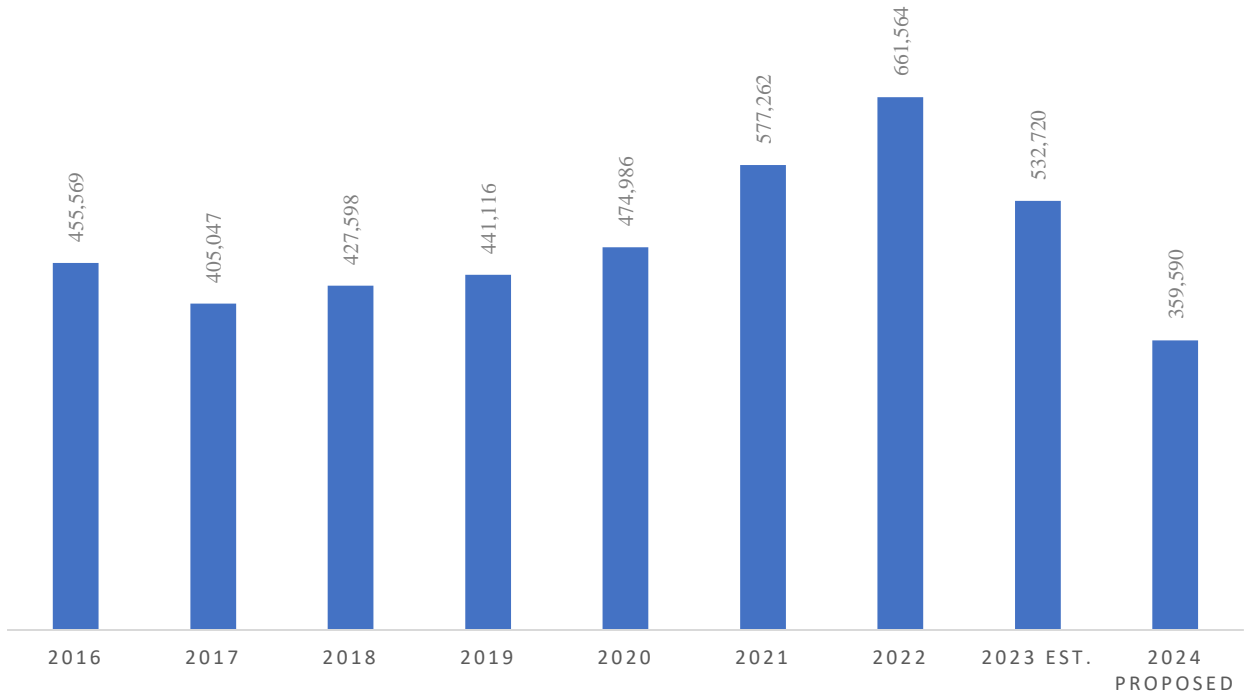


Curb & Gutters Represent 83% of the Proposed Budget



The FY 2024 MFT Budget is \$290,020. 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 2024 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 \$441,000 for fiscal years 2016 – 2020. The Motor Fuel Tax fund balance increased by \$102,276 in FY 2021. This increase is attributable to the new Transportation Renewal tax that was first received in September of 2019. This new tax is part of the State of Illinois capital plan. In FY 2023, the City received the final installment of the Rebuild Illinois grant program totaling \$23,440. The growth in fund balance was tempered in FY 2023 when the curbs and gutters program was funded from the Motor Fuel Tax Fund instead of the Capital Fund. It will continue to fund the curbs and gutters program in FY 2024.

Fiscal Year	Net Position	Surplus / (deficit)	% Change
2016 Actual	455,569		
2017 Actual	405,047	(50,522)	-11.1%
2018 Actual	427,598	22,551	5.6%
2019 Actual	441,116	13,518	3.2%
2020 Actual	474,986	33,870	7.7%
2021 Actual	577,262	102,276	21.5%
2022 Actual	661,564	84,302	14.6%
2023 Est.	532,720	(128,844)	-19.5%
2024 Proposed	359,590	(173,130)	-32.5%

PUBLIC SERVICES – MOTOR FUEL TAX
Fiscal Year 2023-2024 Budget Summary & Performance Measures

	FY 2021 Actual	FY 2022 Actual	FY 2023 Adopted Budget	FY 2023 Estimated	FY 2024 Proposed
Department Summary					
Salaries & Wages	\$ 25,185	\$ 18,820	\$ 20,000	\$ 12,600	\$ 15,520
Professional Services	683	-	500	-	500
Snow Removal Materials	19,616	28,829	27,000	32,196	34,000
Capital	-	-	240,000	205,800	240,000
Department Totals	\$ 45,484	\$ 47,649	\$ 287,500	\$ 250,596	\$ 290,020

Motor Fuel Tax
Department Performance Measures

Inputs	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022
Department Expenditures	\$ 36,477	\$ 50,057	\$ 53,406	\$ 45,484	\$ 47,649

Outputs	2018	2019	2020	2021	2022
Snow & Ice Control/Plowed Miles	12,577	15,577	12,349	16,096	18,482
Snow & Ice Control/Salted Miles	5,030	6,230	4,930	5,652	6,160
Snow Events	24	31	18	21	21
Price Per Ton of Salt	\$ 45.97	\$ 45.97	\$ 94.63	\$ 45.48	\$ 62.58

Goals (4 Areas based upon Current Goals)

	Remain Fiscally Sound	Community Engagement	Enhance Public Health & Safety	Maintain Community Development
Maintain safe City roadways during snow events			X	

CITY OF OAKBROOK TERRACE
TOTAL BUSINESS DISTRICT FUNDS SUMMARY 8-12 & 12-12
2023/2024 BUDGET

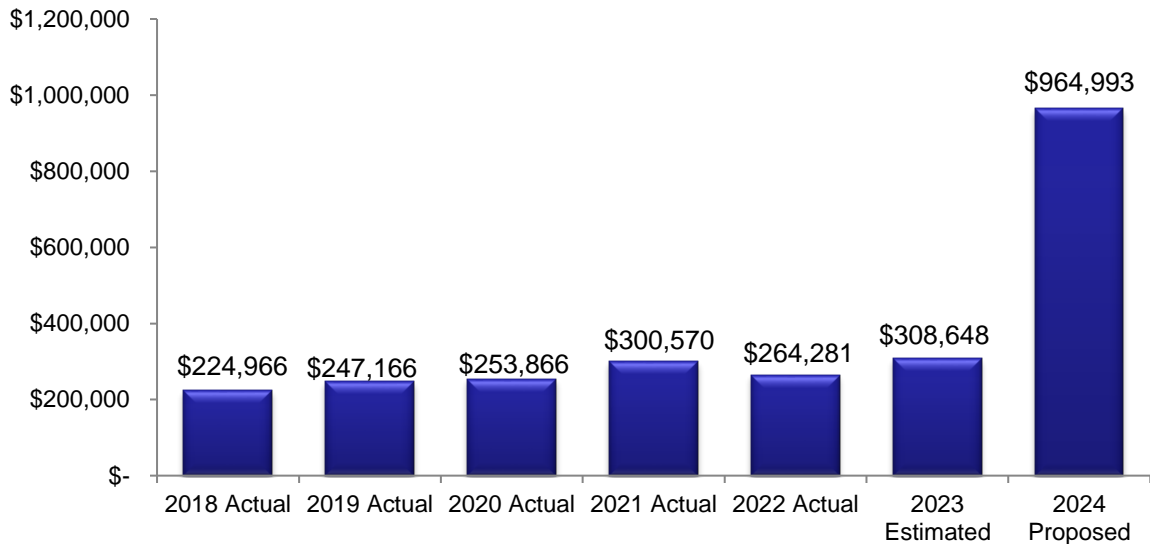
PURPOSE: The Business District was formed for the redevelopment of the shopping center at the corner of Roosevelt and Summit. The purpose of the Business District Budget is to account for the Municipal Retailers Occupation Tax (MROT), the Home Rule Sales Tax, and the Business District Tax collected within the District. These taxes are specifically earmarked to repay the bonds that were issued in FY 2011 and FY 2013. A total of \$8.165 million in Business District bonds were issued to assist in funding the site's infrastructure improvements. These bonds mature in 2030.

Update: The City paid off the 2010A&B Bonds in December of 2019, which saved the City \$1,008,460 in interest costs. The year-end balance in the 2010 Business District Fund was transferred to the 2012 Business District Fund in FY 2022. The 2012A Business District bonds were refinanced in April 2021, saving the City \$69,945 in debt service costs. At the end of FY23 Bond Series 2012B was redeemed, which saved the city roughly \$105,000 in debt service costs. Going forward the City will use existing fund balance and the 1% Business District sales tax to make debt service payments on the 2021 bond services.

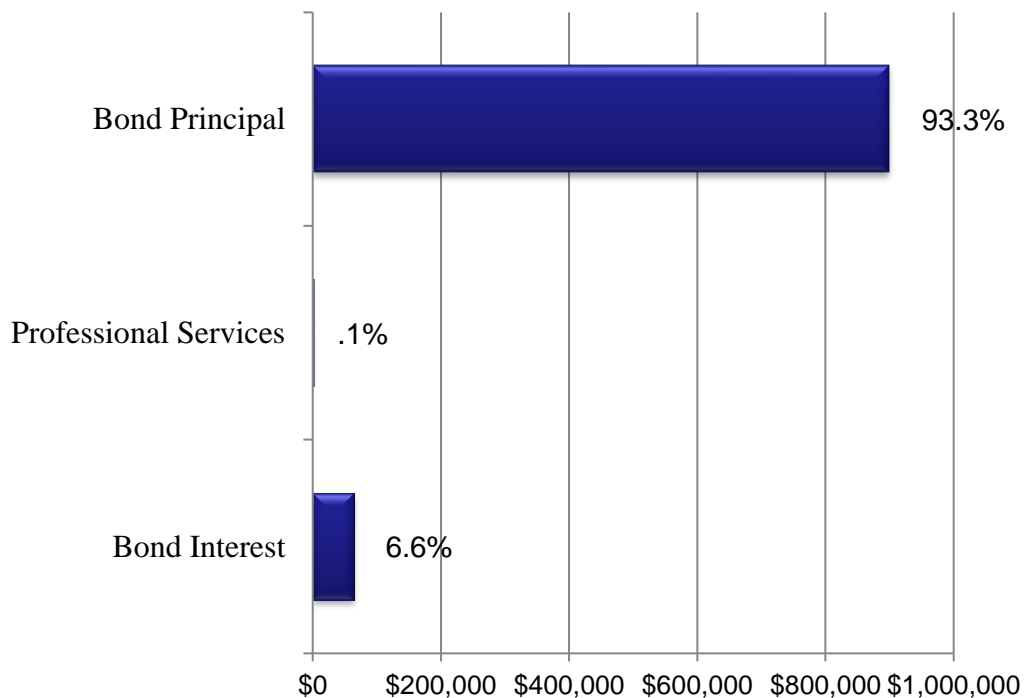
	Actual 20/21	Actual 21/22	Adopted Budget 22/23	Department Estimated 22/23	Department Proposed 23/24	Administrator Proposed 23/24	% Change In 22/23 Budget To Proposed	% Change In 22/23 Estimate To Proposed
Beginning Balance, May 1 as Restated	\$ 283,580	\$ 679,378	\$ 1,091,769	\$ 1,091,769	\$ 1,533,906	\$ 1,533,906	40.5%	40.5%
REVENUE								
3020 - Sales Tax	\$ 425,875	\$ 425,083	\$ 495,000	\$ 453,671	\$ -	\$ -	-100.0%	-100.0%
3021 - Business Tax	\$ 109,473	\$ 127,188	\$ 117,400	\$ 133,573	\$ 137,580	\$ 137,580	17.2%	3.0%
3022 - Home Rule Sales Tax	\$ 108,720	\$ 122,586	\$ 120,300	\$ 156,740	\$ -	\$ -	-100.0%	-100.0%
3650 - Interest Earnings	\$ 544	\$ 664	\$ 1,000	\$ 6,801	\$ 6,000	\$ 6,000	500.0%	-11.8%
3660 - Misc. Revenue	\$ 2,716	\$ 1,150	\$ -	\$ -	\$ -	\$ -		
TOTAL	\$ 647,328	\$ 676,671	\$ 733,700	\$ 750,785	\$ 143,580	\$ 143,580	-80.4%	-80.9%
EXPENDITURES								
5600 - Professional Services	\$ 2,021	\$ 428	\$ 856	\$ 828	\$ 900	\$ 900	5.1%	8.7%
7170 - Bond Interest	\$ 74,510	\$ 68,853	\$ 82,820	\$ 82,820	\$ 53,670	\$ 64,093	-22.6%	-22.6%
7170-02 - Issuance Costs	\$ 49,039	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	0.0%
7171 - Bond Principal	\$ 175,000	\$ 195,000	\$ 975,000	\$ 225,000	\$ 150,000	\$ 900,000	-7.7%	300.0%
TOTAL	\$ 300,570	\$ 264,281	\$ 1,058,676	\$ 308,648	\$ 204,570	\$ 964,993	-8.8%	212.7%
Excess (Deficit) of Revenues over Expenses	\$ 346,758	\$ 412,391	\$ (324,976)	\$ 442,137	\$ (60,990)	\$ (821,413)	152.8%	-285.8%
Other Financing Sources	\$ 49,039	\$ -	\$ -	\$ -	\$ -	\$ -		
Net Change In Fund Balances	\$ 395,797	\$ 412,391	\$ (324,976)	\$ 442,137	\$ (60,990)	\$ (821,413)	152.8%	-285.8%
Ending Balance, April 30	\$ 679,378	\$ 1,091,769	\$ 766,793	\$ 1,533,906	\$ 1,472,916	\$ 712,493	-7.1%	-53.6%

Business District Tax Fund

Business District Historical Expenditures

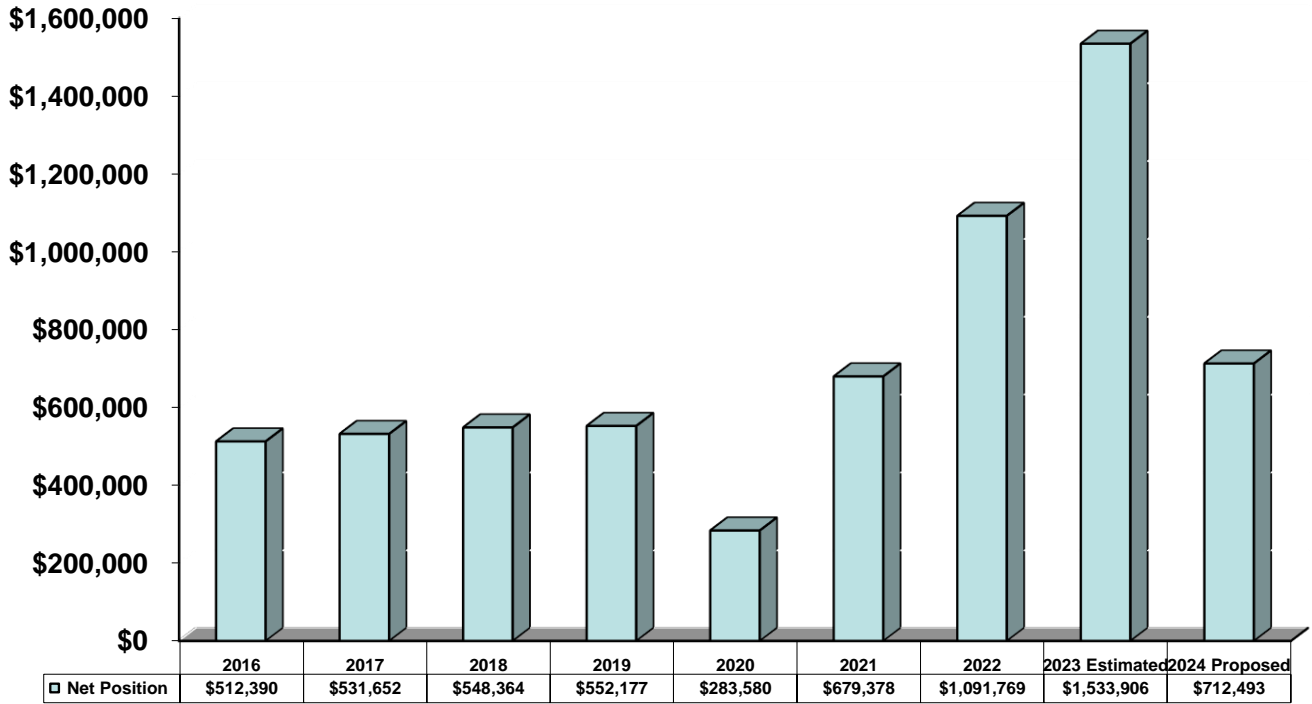


Bond Principal Represents 93% of the Proposed Budget



In the fourth quarter of Fiscal Year 2023 the City exercised its call option on the 2012B bond service. Doing so saved the city approximately \$105,000 in debt service costs. The city has one remaining Bond outstanding at this time. Existing fund balance and Business District Sales Tax revenue will be used to pay this debt service going forward.

Business District Fund Balance – Increase/Decrease from Prior Year



In Fiscal Year 2020 the 2010 Business District Bonds were paid off. 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 million 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 issue 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. At the end of Fiscal Year 2023 the City exercised its call option on bond series 2012B. Early retirement of this debt service saved the City approximately \$105,000 in debt service costs

Going forward the City will utilize existing fund balance and the 1% Business District sales tax to make debt service payments on the 2021 bond services.

FY	Fund Balance	Surplus/(Deficit)	% Change
2016	512,390		
2017	531,652	19,262	3.76%
2018	548,364	16,712	3.14%
2019	552,177	3,813	0.70%
2020	283,580	(268,597)	-48.64%
2021	679,378	395,798	139.57%
2022	1,091,769	412,391	60.70%
2023 Est.	1,533,906	442,137	40.50%
2024 Prop.	712,493	(821,413)	-53.55%



CITY OF OAKBROOK TERRACE
CAPITAL IMPROVEMENTS 09-12
2023/2024 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 20/21	Actual 21/22	Adopted Budget 22/23	Department Estimated 22/23	Department Proposed 23/24	Administrator Proposed 23/24	% of Total
REVENUE							
3021 - Home Rule Sales Tax	\$ 1,548,188	\$ 2,087,010	\$ 1,616,000	\$ 2,202,690	\$ 2,366,610	\$ 2,366,610	99.6%
3651 - Investment Income	\$ 12,142	\$ 1,716	\$ 3,500	\$ 10,563	\$ 10,000	\$ 10,000	0.4%
3660 - Miscellaneous Income	\$ -	\$ 3,953	\$ -	\$ 50	\$ -	\$ -	0.0%
3973-01 IEPA Streambank Stabilization Grant	\$ -	\$ -	\$ 234,000	\$ 234,000	\$ -	\$ -	0.0%
3999 - Proceeds from Capital Asset Disposal	\$ 11,500	\$ 24,050	\$ -	\$ -	\$ -	\$ -	0.0%
Capital Improvement Fund Total	1,571,830	2,120,748	1,853,500	2,447,303	2,376,610	2,376,610	100.0%
EXPENDITURES							
5600 - Professional/Technical	\$ 35,526	\$ 45,388	\$ 20,000	\$ 76,486	\$ 20,000	\$ 20,000	1.1%
5600-15 Investment Manager Fees	\$ 577	\$ 574	\$ 600	\$ 546	\$ 600	\$ 600	0.0%
5600-16 Police ETSB System (former acct #7110-11)	\$ 27,888	\$ 17,793	\$ 32,722	\$ -	\$ 25,325	\$ 25,325	1.4%
5600-17 - Annual Maintenance In-squad Cameras (8) (former acct #7117)	\$ 17,784	\$ 20,637	\$ 19,404	\$ 19,404	\$ 17,784	\$ 17,784	1.0%
5600-18 Flock ALPR Cameras	\$ -	\$ 22,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	1.1%
5600-19 City Hall Office Space Renovation	\$ -	\$ -	\$ 16,000	\$ 14,755	\$ -	\$ -	0.0%
6125-01 Replace Office Furniture - City Hall	\$ 4,413	\$ 350	\$ -	\$ -	\$ -	\$ -	0.0%
7110-14 Upgrade Council Chamber Audio Visual System	\$ 4,640	\$ 24,206	\$ -	\$ -	\$ -	\$ -	0.0%
7110-24 Barracuda Cloud Upgrades	\$ -	\$ 19,961	\$ -	\$ -	\$ -	\$ -	0.0%
7110-25 Springbrook Cloud Updates	\$ -	\$ 20,580	\$ -	\$ -	\$ -	\$ -	0.0%
7110-26 Bobcat L28 Articulated Loader	\$ -	\$ -	\$ -	\$ 47,780	\$ -	\$ -	0.0%
7110-27 S76 T4 Bobcat Skid Steer	\$ -	\$ 87,050	\$ -	\$ -	\$ -	\$ -	0.0%
7117-01 Body-worn Cameras	\$ -	\$ -	\$ -	\$ -	\$ 25,308	\$ 25,308	1.4%
7119-00 Server Replacement at Police Dept.	\$ -	\$ -	\$ -	\$ -	\$ 25,000	\$ 25,000	1.4%
7130-02 Replace Public Services Director's Vehicle #PS2	\$ -	\$ -	\$ 35,000	\$ -	\$ 38,000	\$ 38,000	2.1%
7130-00 Replace two Marked Squads, two unmarked	\$ 97,631	\$ 15,518	\$ -	\$ -	\$ 255,158	\$ 255,158	14.4%
7130-03 Car #10 Replacement	\$ -	\$ -	\$ -	\$ -	\$ 28,000	\$ 28,000	1.6%
7130-04 T-1 Replacement	\$ -	\$ -	\$ -	\$ -	\$ 50,000	\$ 50,000	2.8%
7130-06 Add Lights and Equipment To New Squads	\$ 180	\$ 22,478	\$ -	\$ -	\$ -	\$ -	0.0%
7130-07 Car #A-2	\$ -	\$ -	\$ -	\$ -	\$ 28,000	\$ 28,000	1.6%
7130-08 ATV PD Vehicle	\$ -	\$ -	\$ -	\$ -	\$ 21,575	\$ 30,000	1.7%
7148-00 Mobile Generator	\$ -	\$ -	\$ -	\$ -	\$ 61,000	\$ 61,000	3.4%
7155-01 Purchase - 17W245 Butterfield	\$ 5,769	\$ 278,968	\$ -	\$ 345	\$ -	\$ -	0.0%
7170-00 Bond Interest	\$ 82,650	\$ 74,700	\$ 99,900	\$ 66,600	\$ 58,050	\$ 58,050	3.3%
7170-01 Bond Principal	\$ 265,000	\$ 270,000	\$ 285,000	\$ 285,000	\$ 295,000	\$ 295,000	16.6%
7175-00 Investment Expense	\$ -	\$ 15,691	\$ -	\$ -	\$ -	\$ -	0.0%
7190-07 Streambank Stabilization Project	\$ 26,624	\$ 62,478	\$ 903,563	\$ 402,458	\$ 95,005	\$ 150,000	8.5%
7190-09 Irrigation System Municipal Complex	\$ -	\$ -	\$ 30,000	\$ -	\$ 30,000	\$ 30,000	1.7%
7190-10 Kreml Park Enhancement	\$ -	\$ -	\$ 50,000	\$ -	\$ 50,000	\$ -	0.0%
7190-11 Kreml Park Fountain Replacement	\$ -	\$ -	\$ 15,000	\$ -	\$ 15,000	\$ -	0.0%
7190-12 Storm Sewer Replacement Project	\$ -	\$ -	\$ -	\$ -	\$ 615,000	\$ 615,000	34.7%
Capital Improvement Fund Total	568,682	998,373	1,527,189	933,374	1,773,805	1,772,225	100.0%
Excess (Deficit) of Revenues Over Expenses	\$ 1,003,148	\$ 1,122,375	\$ 326,311	\$ 1,513,929	\$ 602,805	\$ 604,385	
Other Financing Sources:							
Transfer to Water Capital Fund	\$ -	\$ -	\$ (200,000)	\$ (200,000)	\$ (200,000)	\$ (200,000)	
Net Change in Fund Balances	\$ 1,003,148	\$ 1,122,375	\$ 126,311	\$ 1,313,929	\$ 402,805	\$ 404,385	
Beginning Balance, May 1	2,675,669	3,678,817	4,801,192	4,801,192	6,115,121	6,115,121	
Ending Balance, April 30	3,678,817	4,801,192	4,927,503	6,115,121	6,517,926	6,519,506	

NARRATIVE REPORT

Department: Capital Improvement Fund **Date:** February 2023
Activity: 09-12 **Prepared By:** Matt Hoffman

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	\$25,325
	Annual costs for the ETSB System	
5600-17	In-squad Video Cameras (8)	\$17,784
	Annual Maintenance for the In-Squad Cameras	
5600-18	Flock ALPR Cameras	\$20,000
	Annual Maintenance for Flock Camera's	
7117-01	Body-Worn Cameras	\$25,308
	The City will enter into a five (5) year agreement running through FY 2027/2028 with Axon for the purchase of twenty-one (21) body-worn cameras for a total cost of \$126,539. Under the agreement, the body-worn cameras are always under warranty. Axon provides secure cloud storage for the videos. The body-worn cameras purchased from Axon will be able to pair with the Police Department's Axon Fleet 3 in-squad video camera system and allow for a multi-camera view through Axon's evidence software program. City staff, City Attorneys, and the DuPage County State's Attorney Office are able to retrieve the videos for prosecuting purposes.	
7119	Police Dept. Server Replacement	\$25,000
	Two Milestone video servers in service since 2015 are in need of replacement. Within the year the manufacturer of the servers will no longer service the hardware.	
7130	Replacement of Squad Cars	255,158
	The Police Department has historically replaced two vehicles in its fleet per year. During fiscal year 2022/2023, capital expenditures were frozen by the City Administrator's Office and the Police Department was unable to replace the aging vehicles in its fleet. This year, it has been recommended by the City's Fleet Manager that Squad #4 (107,070 miles), Squad #5 (92,000 miles) and Squad #7 (92,848 miles) be replaced. The Police Department is also expanding its Investigations Division and is in need of an unmarked vehicle for the additional detective. Two (2) Ford Interceptors (estimated at \$55,335 each) \$166,005 Two (2) unmarked vehicle \$99,000 Lights, siren and equipment for Squad #4 \$12,828 Lights, siren and equipment for Squad #5 \$14,044 Lights, siren and equipment for Squad #7 \$13,281	

NARRATIVE REPORT

Department: Capital Improvement Fund **Date:** February 2023
Activity: 09-12 **Prepared By:** Matt Hoffman

Object Number	Narrative	Proposed
	Lights, siren and equipment for the unmarked vehicle \$5,000	
	Total \$310,158	
7130-02	Replace Public Services Director's Car	\$38,000
	Replacing his car will add a newer pooled vehicle to the fleet.	
7130-03	Car #10 Replacement	\$28,000
	Car # 10 is a 2008 Chevy Impala that is currently being utilized as a pool car and will be near the end of its useful life when it is due for replacement in FY 24. Car #10 would be replaced with a new SUV / car frame type vehicle from the Suburban Joint Purchasing Agency (State Bid). Once the existing Car #10 would be declared surplus, auctioning vs trade-in values will be explored to ensure the City the best deal.	
7130-04	T-1 Replacement	\$50,000
	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.	
7130-07	Car #A-2 Replacement	\$28,000
	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.	
7130-08	Police Dept. Utility Vehicle	\$30,000
	In order to maintain public safety and operational readiness, a reliable fleet of vehicles is essential. The Police Department would use the utility vehicle to transport City staff, citizens, and equipment during the City's special events (i.e., the 4th of July parade, picnic, concert and fireworks display; Concerts in the Park; National Night Out; Pumpkins in the Park; Easter egg hunt; etc.). The Police Department's officers may also use the vehicle to patrol the bike path within the residential subdivision in an attempt to increase community relations and safety without the risk of damage to the bike path through the use of a squad.	
7148	Mobile Generator	\$61,000
	Generator for use at outdoor city functions as well as for use when on-site power is needed by Public Services personnel.	
7170	Bond Interest	\$58,050
	The amount includes the yearly interest expense for the facility construction bonds	
7170-01	Bond Principal	\$295,000

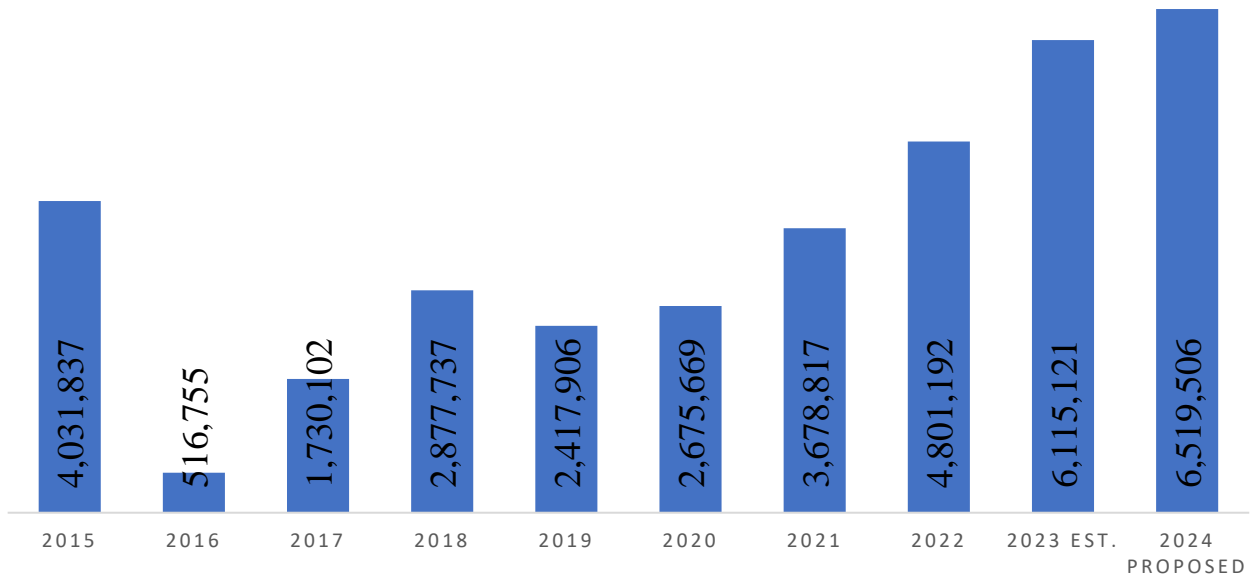
NARRATIVE REPORT

Department: Capital Improvement Fund **Date:** February 2023
Activity: 09-12 **Prepared By:** Matt Hoffman

Object Number	Narrative	Proposed
	The amount includes the yearly principal expense for the facility construction bonds	
7190-07	Streambank Stabilization Project	\$150,000
	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.	
7190-12	Storm Sewer Replacement Project	\$615,000
	The proposed City of Oakbrook Terrace Storm Sewer Replacement Project consists of replacing existing deteriorated storm sewers along Halsey and Stillwell Roads. It is believed that these sewers were constructed over 70 years ago using corrugated metal pipe, and they are in a state of disrepair. Many sections have nearly completely rusted out and are essentially held together by the surrounding earth. Point repairs have become impractical as there is often not solid pipe to splice new pipe. If these pipes are not replaced, there is a meaningful and imminent risk of system failure, which will result in widespread street and yard flooding. The project consists of removing and replacing approximately 3,800 feet of storm sewer and associated catch basins and manholes. All sewer is within public rights of way under the ownership of the city.	

Capital Improvement Fund

Fund Balance – Increase/Decrease from Prior Year



Revenue generated by the City’s home rule sales tax is allocated for use on capital improvement projects. Up and through Fiscal Year 2015 cash reserves financed the construction of the new Police Station. Completed in October 2015, the new Police Station cost \$9.8 million. In the years that have followed the Capital Improvement Fund’s fund balance has steadily increased.

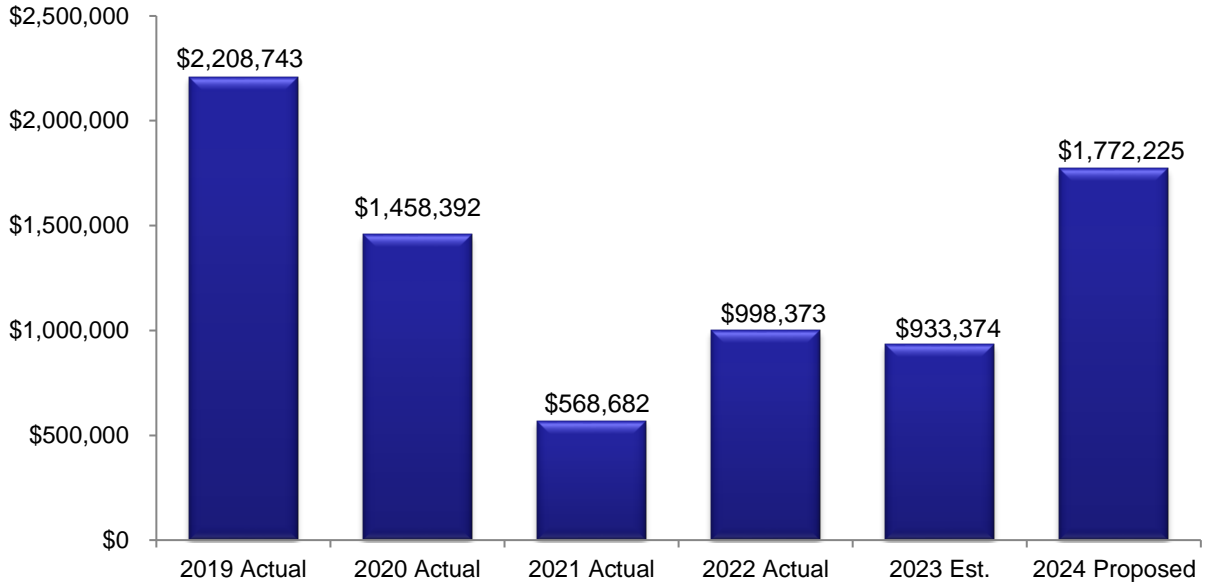
Despite several Capital Improvement projects and purchases proposed in Fiscal Year 2024, fund balance will reach a new high-water mark of just over \$6 million. This is a result of healthy growth in Home Rule Sales Tax revenue over the last 2 fiscal years. As well as a moratorium on any capital expenditures as the City navigated its way through the COVID pandemic. In addition, Home Rule Sales Tax once allocated to the Business District Fund will now be apportioned to the Capital Improvement Fund. This will be an additional \$120,000 flowing into Capital Improvement Fund annually.

Fiscal Year	Fund Balance	Surplus / (deficit)	% Change
2015 Actual	4,031,837	(1,163,639)	-22.4%
2016 Actual	516,755	(3,515,082)	-87.2%
2017 Actual	1,730,102	1,213,347	234.8%
2018 Actual	2,877,737	1,147,635	66.3%
2019 Actual	2,417,906	(459,831)	-16.0%
2020 Actual	2,675,669	257,763	10.7%
2021 Actual	3,678,817	1,003,148	37.5%
2022 Actual	4,801,192	1,122,375	30.5%
2023 Est.	6,115,121	1,313,929	27.4%
2024 Proposed	6,519,506	404,385	6.6%

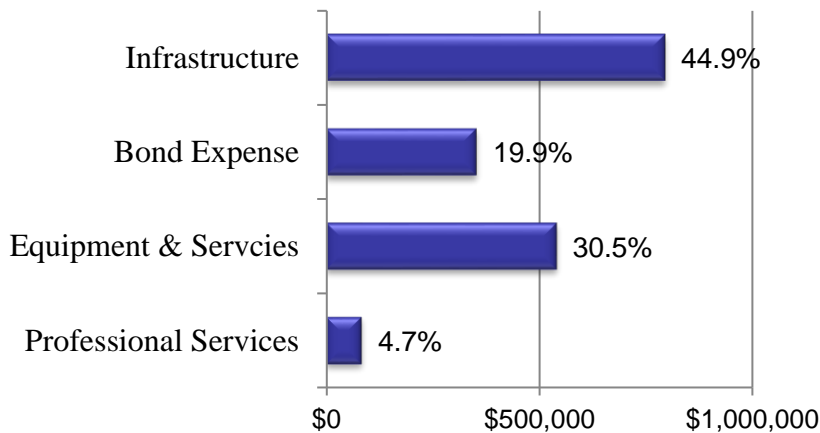
With the completion of the new Police Station, reserves started to increase again.

Capital Improvement Fund

Capital Improvement Fund Historical Expenditures



Composition of FY 2024 Proposed Expenditures



The Fiscal Year 2024 Capital Improvement Fund budget is \$1,772,225, representing an increase of \$838,851 from the Fiscal Year 2023 estimate. This is mainly attributable to the difference between the cost savings related to the Streambank Stabilization project and several proposed capital items for Fiscal Year 2024 that were frozen in Fiscal Year 2021 due to the pandemic.

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

	FY 23/24	FY 24/25	FY 25/26	FY 26/27	FY 27/28
WATER FUND	\$ 196,000	\$ 128,989	\$ -	\$ -	\$ -
MOTOR FUEL TAX FUND	\$ 240,000	\$ 80,000	\$ 80,000	\$ 80,000	\$ 80,000
CAPITAL PROJECTS FUND (Less Debt Service Costs)	\$ 1,717,230	\$ 1,042,412	\$ 629,112	\$ 684,812	\$ 584,362
TOTAL	\$ 2,153,230	\$ 1,251,401	\$ 709,112	\$ 764,812	\$ 664,362

Process to Identify Capital Improvement Funded Projects

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

Project Implementation

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

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

WATER FUND (Fund 03)	FY 23/24	FY 24/25	FY 25/26	FY 26/27	FY 27/28
Water Tank Exterior Overcoat	\$ 150,000	\$ -	\$ -	\$ -	\$ -
Replacing The SCADA System	\$ -	\$ 128,989	\$ -	\$ -	\$ -
Replace W-3 Pick-up Truck	\$ 46,000	\$ -	\$ -	\$ -	\$ -
TOTAL WATER FUND	\$ 196,000	\$ 128,989	\$ -	\$ -	\$ -

CAPITAL IMPROVEMENT PROGRAM PROPOSAL FORM

Department	Water	Fund & Fiscal Year	Water – FY 2023 / 24
Date:	January 2022	Prepared By:	Ward
Capital Request Description: Water Tank Exterior Overcoat – (non-recurring)			
Capital Request Cost: \$150,000 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 be 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 Water Tower will have a new look when finished. An agreed upon logo will be included in the overcoat. 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>\$53,613</u>
Total Estimated Cost with Additional Requirements	\$150,000

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 2023/24: \$150,000	FY 2024/25: \$0	FY 2025/26: \$0	FY 2026/27: \$0	FY 2027/28: \$0
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4CAPITAL IMPROVEMENT PROGRAM PROPOSAL FORM			
Department	Water	Fund & Fiscal Year	Water – FY 2024/ 25
Date:	January 2023	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 22 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
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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 2023/24: \$0	FY 2024/25:\$128,989	FY 2025/26:\$0	FY 2026/27: \$0	FY 2027/28: \$0
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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: \$46,000			
Account Number: 03-09-7130-00			

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:\$46,000	FY 2024/25: \$0	FY 2025/26: \$0	FY 2026/27: \$0
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**CITY OF OAKBROOK TERRACE
CAPITAL PROJECTS
FIVE YEAR CAPITAL PROJECTION**

Motor Fuel Tax (Fund 05)	FY 23/24	FY 24/25	FY 25/26	FY 26/27	FY 27/28
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	Capital Improvement – FY 2024
Date:	January 2022	Prepared By:	Ward
Capital Request Description: Curb and Gutter (recurring)			
Capital Request Cost: \$240,000			
Account Number: 09-12-7143-00			

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

Capital Request Description and Justification:
 The addition of curbs and gutters to uncurbed roadways is an ongoing priority for the City. The installation of curbs and gutters is noted as a secondary priority on the City's 2013-2015 Goals and Objectives Action Plan. 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 2023/24: \$240,000	FY 2024/25: \$80,000	FY 2025/26: \$80,000	FY 2026/27: \$80,000	FY 2027/28: \$80,000
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**CITY OF OAKBROOK TERRACE
CAPITAL PROJECTS 09-12
FIVE YEAR CAPITAL PROJECTION**

CAPITAL PROJECT FUND (Fund 09)	FY 23/24	FY 24/25	FY 25/26	FY 26/27	FY 27/28
Beginning Balance, May 1	\$ 6,115,121	\$ 6,519,506	\$ 7,677,470	\$ 9,272,739	\$ 10,836,551
<u>Estimated Revenue Projections</u>					
Home Rule Sales Tax	\$ 2,366,610	\$ 2,390,276	\$ 2,414,179	\$ 2,438,321	\$ 2,462,704
Interest Earnings	\$ -	\$ -	\$ -	\$ -	\$ -
Investment Income	\$ 10,000	\$ 10,100	\$ 10,201	\$ 10,303	\$ 10,406
IEPA Streambank Stabilization Grant	\$ -	\$ -	\$ -	\$ -	\$ -
Miscellaneous	\$ -	\$ -	\$ -	\$ -	\$ -
Total Estimated Revenues	\$ 2,376,610	\$ 2,400,376	\$ 2,424,380	\$ 2,448,624	\$ 2,473,110
<u>Estimated Expenditures</u>					
Professional/Technical	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000
Investment Manager Fees	\$ 600	\$ 600	\$ 600	\$ 600	\$ 600
Police ETSB System	\$ 25,325	\$ 25,325	\$ 25,325	\$ 25,325	\$ 25,325
Replace Eight (8) In-Squad Video Cameras	\$ 17,784	\$ 16,979	\$ 16,979	\$ 16,979	\$ 16,979
Flock ALPR Cameras	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000
Body-worn Cameras	\$ 25,308	\$ 25,308	\$ 25,308	\$ 25,308	\$ 25,308
Replace Servers Police Dept.	\$ 25,000	\$ -	\$ -	\$ -	\$ -
Replace Public Services Director's Vehicle #PS2	\$ 38,000	\$ -	\$ -	\$ -	\$ -
Replace Three Marked Squads, one unmarked	\$ 255,158	\$ 125,000	\$ 125,000	\$ 125,000	\$ 125,000
Replace Car #10	\$ 28,000	\$ -	\$ -	\$ -	\$ -
Replace T-1 2003 Ford F-350 SD Pickup with Plow	\$ 50,000	\$ -	\$ -	\$ -	\$ -
Add Lights And Equipment To New Squads	\$ -	\$ -	\$ -	\$ -	\$ -
Replace Pool Vehicle #A-2	\$ 28,000	\$ -	\$ -	\$ -	\$ -
Police Dept. Utility Vehicle	\$ 30,000	\$ -	\$ -	\$ -	\$ -
Mobile Generator	\$ 61,000	\$ -	\$ -	\$ -	\$ -
Debt Service Interest Expense	\$ 58,050	\$ 49,200	\$ 39,900	\$ 30,600	\$ 21,150
Debt Service Principal Expense	\$ 295,000	\$ 310,000	\$ 310,000	\$ 315,000	\$ 330,000
Streambank Stabilization Project	\$ 150,000	\$ 5,000	\$ 46,000	\$ -	\$ -
Irrigation System Municipal Complex	\$ 30,000	\$ -	\$ -	\$ -	\$ -
Kreml Park Enhancement	\$ -	\$ 50,000	\$ -	\$ -	\$ -
Kreml Park Fountain Replacement	\$ -	\$ 15,000	\$ -	\$ -	\$ -
Storm Sewer Replacement Project	\$ 615,000	\$ -	\$ -	\$ -	\$ -
Street Resurfacing Project	\$ -	\$ 110,000	\$ -	\$ 106,000	\$ -
Springbrook Cloud Upgrades	\$ -	\$ -	\$ -	\$ -	\$ -
Bobcat L28 Articulated Loader	\$ -	\$ -	\$ -	\$ -	\$ -
S76 T4 Bobcat Skid Steer	\$ -	\$ -	\$ -	\$ -	\$ -
Replace Front End Loader	\$ -	\$ 90,000	\$ -	\$ -	\$ -
Replace T-2 F-350 Versa Lift Truck	\$ -	\$ 180,000	\$ -	\$ -	\$ -
Total Estimated Expenditures	\$ 1,772,225	\$ 1,042,412	\$ 629,112	\$ 684,812	\$ 584,362
Transfer to Water Capital Fund	\$ (200,000)	\$ (200,000)	\$ (200,000)	\$ (200,000)	\$ (200,000)
Ending Balance, April 30	\$ 6,519,506	\$ 7,677,470	\$ 9,272,739	\$ 10,836,551	\$ 12,525,299

Notes:

- 1 FY 2024 revenues and expenses are included as part of the proposed Capital Improvement Fund budget.
- 2 FY 2025-2028 figures represent estimated amounts that could change when more accurate data is available.

CAPITAL IMPROVEMENT PROGRAM PROPOSAL FORM			
Department	Police	Fund & Fiscal Year	Capital Improvement FY 2023/2024
Date:	February, 2023	Prepared By:	Chief Calvello
Capital Request Description: ETSB (Web RMS) which replaced NetRMS (Recurring thru FY 2025)			
Capital Request Cost: \$25,325			
Account Number: 09-12-5600-16			

Current Status:
We have fully transitioned from NetRMS to WebRMS.

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

Describe in detail the breakdown of the capital costs included in the estimate above.
The ETSB System has been phased in over an eight (8) year period. The City's share of the total cost of the upgrade is estimated at \$213,852. The City's share for FY 2023/2024 is estimated at \$25,325.

Capital Cost Savings or Increased Operating Costs in Future Budget Years (provide actual dollar amounts).
The City paid \$4,285 for the existing system, so the City will incur a significant increase for the upgrade.

Indicate if any grants will be used to purchase the proposed capital item.
No grants have been obtained as of the date of this request but will be sought to offset the cost to the City should one become available.

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

FY 2023/24: \$25,325	FY 2024/25: TBD	N/A	N/A	N/A
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CAPITAL IMPROVEMENT PROGRAM PROPOSAL FORM

Department	Police	Fund & Fiscal Year	Capital Improvement FY 2023/2024
Date:	February, 2023	Prepared By:	Chief Calvello
Capital Request Description: In-squad video cameras maintenance agreement (Recurring thru FY 2029)			
Capital Request Cost: \$17,784			
Account Number: 09-12-5600-17			

Current Status:

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

Capital Request Description and Justification:

The City entered into an initial five (5) year agreement running through FY 2023/2024 with Axon. The City will need to renew another five (5) year agreement beginning in FY 2024/2025 with Axon for the in-squad video cameras. Under the agreement, the in-squad video cameras are always under warranty. Axon provides secure cloud storage for the videos. City staff, the City Attorneys, and the DuPage County State’s Attorney Office are able to retrieve the videos for prosecuting purposes.

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

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

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

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

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

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

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

FY 2023/24: \$17,784	FY 2024/25: \$16,979	FY 2025/26: \$16,979	FY 2026/27: \$16,979	FY 2027/28: \$16,979
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CAPITAL IMPROVEMENT PROGRAM PROPOSAL FORM			
Department	Police	Fund & Fiscal Year	Capital Improvement FY 2023/2024
Date:	February, 2023	Prepared By:	Chief Calvello
Capital Request Description: Flock Automated License Plate Reader (ALPR) Cameras (Recurring)			
Capital Request Cost: \$20,000			
Account Number: 09-12-5600-18			

<p><u>Current Status:</u></p> <p>The Police Department purchased stationary license plate recognition cameras during FY 2021/2022. The cameras were installed at various locations throughout the City of Oakbrook Terrace.</p>		
<p><u>Capital Request Description and Justification:</u></p> <p>These cameras capture images of vehicles that enter the frame even if no license plate is on the vehicle. If a license plate is detected, the camera recognizes the characters and state of issue and compares that license plate to a "hot list". The hot list is a list of plates maintained by the Secretary of State that contains stolen cars, suspended license plates, missing endangered subjects and wanted fugitives, amongst others. If a license plate that is on the hot list is detected by the camera, the officers will be notified within seconds, via their squad computers, with the location and picture of the vehicle. The officers can then take the appropriate enforcement action.</p> <p>Flock maintains all data from the cameras for thirty (30) days after capture, it is then permanently deleted. This searchable database can be used to assist in investigations of various crimes.</p> <p>Some nearby law enforcement agencies that have purchased Flock cameras include: DuPage County Sheriff's Office, Elmhurst, Villa Park, Lombard, Oak Brook, Naperville, Willowbrook and Burr Ridge, among many others.</p>		
<p><u>Describe in detail the breakdown of the capital costs included in the estimate above.</u></p> <table> <tbody> <tr> <td>Eight Flock Falcon Cameras @ \$2,500 each</td> <td>\$20,000.00</td> </tr> </tbody> </table>	Eight Flock Falcon Cameras @ \$2,500 each	\$20,000.00
Eight Flock Falcon Cameras @ \$2,500 each	\$20,000.00	
<p><u>Capital Cost Savings or Increased Operating Costs in Future Budget Years (provide actual dollar amounts).</u></p> <p>The recurring cost per camera per year is \$2,500. This covers maintenance, licensing, LTE data costs and free camera upgrade, if available.</p>		
<p><u>Indicate if any grants will be used to purchase the proposed capital item.</u></p> <p>No grants have been obtained as of the date of this request but will be sought to offset the cost to the City should one become available.</p>		

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

FY 2023/24: \$20,000.00	FY 2024/25: \$20,000.00	FY 2025/26: \$20,000.00	FY 2026/27: \$20,000.00	FY 2027/28: \$20,000.00
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CAPITAL IMPROVEMENT PROGRAM PROPOSAL FORM

Department	Police	Fund & Fiscal Year	Capital Improvement FY 2023/2024
Date:	February, 2023	Prepared By:	Chief Calvello
Capital Request Description: Body-worn cameras maintenance agreement (Recurring thru FY 2028)			
Capital Request Cost: \$25,308			
Account Number: 09-12-7117-01			

Current Status:

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

Capital Request Description and Justification:

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

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

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

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

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

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

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

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

FY 2023/24: \$25,308	FY 2024/25: \$25,308	FY 2025/26: \$25,308	FY 2026/27: \$25,308	FY 2027/28: \$25,308
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CAPITAL IMPROVEMENT PROGRAM PROPOSAL FORM

Department	Police	Fund & Fiscal Year	Capital Improvement FY 2023/2024
Date:	February, 2023	Prepared By:	Chief Calvello
Capital Request Description: Milestone video server replacement			
Capital Request Cost: \$22,000			
Account Number: 09-12-7119-00			

Current Status:

Two Milestone servers used to store video data from cameras around the Police Department will no longer be supported by the manufacturer due to the age of the software which were installed in 2015.

Capital Request Description and Justification:

In order to insure reliable storage of the video data new servers will need to be installed. As the current hardware ages it will become more and more difficult to find suitable replacement parts.

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 2023/24: \$22,000	FY 2024/25:	FY 2025/26:	FY 2026/27:	FY 2027/28:
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CAPITAL OUTLAY PROPOSAL FORM			
Department	Public Services	Fund & Fiscal Year	Capital Improvement-2024
Date:	January 2023	Prepared By:	Ward
Capital Request Description: Public Services Director's Vehicle # PS2 (non-recurring)			
Capital Request Cost: \$38,000			
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 55,000.

Describe in detail the breakdown of the capital costs included in the estimate above.
 \$38,000 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 2023/24: \$38,000	FY 2024/25: \$0	FY 2025/26:	FY 2026/27: \$0	FY 2027/28: \$0
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CAPITAL IMPROVEMENT PROGRAM PROPOSAL FORM

Department	Police	Fund & Fiscal Year	Capital Improvement FY 2023/2024
Date:	February, 2023	Prepared By:	Chief Calvello
Capital Request Description: Emergency Vehicle Replacement (Non-Recurring)			
Capital Request Cost: \$255,158			
Account Number: 01-02-7130-00			

Current Status:

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

Capital Request Description and Justification:

The Police Department has historically replaced two vehicles in its fleet per year. During fiscal year 2022/2023, capital expenditures were frozen by the City Administrator's Office and the Police Department was unable to replace the aging vehicles in its fleet.

This year, it has been recommended by the City's Fleet Manager that Squad #4 (107,070 miles), Squad #5 (92,000 miles) and Squad #7 (92,848 miles) be replaced. The Police Department is also expanding its Investigations Division and is in need of an unmarked vehicle for the additional detective.

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

Two (2) Ford Interceptors (estimated at \$55,335 each)	\$166,005
Two (2) unmarked vehicle	\$44,000
Lights, siren and equipment for Squad #4	\$12,828
Lights, siren and equipment for Squad #5	\$14,044
Lights, siren and equipment for Squad #7	\$13,281
Lights, siren and equipment for the unmarked vehicle	\$5,000
Total	\$255,158

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

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

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

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

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

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

FY 2023/24: \$255,158	FY 2024/25: \$0	FY 2025/26: \$0	FY 2026/27: \$0	FY 2027/28: \$0
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CAPITAL OUTLAY PROPOSAL FORM			
Department	Administrative	Fund & Fiscal Year	Capital Improvement-2024
Date:	December 2021	Prepared By:	Ward
Capital Request Description: Replace Car #10 Pool Car (non-recurring)			
Capital Request Cost: \$28,000			
Account Number: 09-12-7130-03			

<p><u>Current Status:</u></p> <p>Car # 10 is a 2008 Chevy Impala that is currently being utilized as a pool car and will be near the end of its useful life when it is due for replacement in FY 24. Car #10 would be replaced with a new SUV / car frame type vehicle from the Suburban Joint Purchasing Agency (State Bid). Once the existing Car #10 would be declared surplus, auctioning vs trade-in values will be explored to ensure the City the best deal.</p>
<p><u>Capital Request Description and Justification:</u></p> <p>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 120,000.</p>
<p><u>Describe in detail the breakdown of the capital costs included in the estimate above.</u></p> <p>\$28,000 will not be exceeded when purchasing a replacement SUV / Car frame type vehicle off of the State Bid for Car # 10 for the Assistant to the Mayor and City Administrator's use.</p>
<p><u>Capital Cost Savings or Increased Operating Costs in Future Budget Years.</u></p> <p>To date the Vehicle #10 has experienced \$12,000 in repair costs. Maintenance costs are expected to increase until the unit is replaced in FY 2023 / 24.</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 2023/24: \$28,000	FY 2024/25: \$0	FY 2025/26: \$0	FY 2026/27: \$0	FY 2027/28: \$0
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CAPITAL IMPROVEMENT PROGRAM PROPOSAL FORM			
Department	Public Services	Fund & Fiscal Year	Capital Improvement-2024
Date:	December 2022	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: \$50,000			
Account Number: 09-12-7130-04			

<p><u>Current Status:</u></p> <p>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.</p>
<p><u>Capital Request Description and Justification:</u></p> <p>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 75,000 miles logged and is expected to have more by the time the vehicle is actually replaced in FY 2024.</p>
<p><u>Describe in detail the breakdown of the capital costs included in the estimate above.</u></p> <p>\$50,000 will not be exceeded from capital when purchasing a replacement for T-1.</p>
<p><u>Capital Cost Savings or Increased Operating Costs in Future Budget Years.</u></p> <p>This vehicle has incurred approximately \$15,000 in maintenance costs over its life. Maintenance costs are to be expected until the vehicle is replaced.</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 2023/24: \$50,000	FY 2024/25: \$0	FY 2025/26: \$0	FY 2026/27: \$0	FY 2027/28: \$0
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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: 09-12-7130-07			

<p><u>Current Status:</u></p> <p>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.</p>
<p><u>Capital Request Description and Justification:</u></p> <p>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 120,000.</p>
<p><u>Describe in detail the breakdown of the capital costs included in the estimate above.</u></p> <p>\$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.</p>
<p><u>Capital Cost Savings or Increased Operating Costs in Future Budget Years.</u></p> <p>To date the Vehicle #A-2 has experienced \$5,500 in repair costs. Maintenance costs are expected to increase until the unit is replaced in FY 2023/24.</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 2023/24: \$28,000	FY 2024/25: \$0	FY 2025/26: \$0	FY 2026/27: \$0	FY 2027/28: \$0
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CAPITAL IMPROVEMENT PROGRAM PROPOSAL FORM

Department	Police	Fund & Fiscal Year	Capital Improvement FY 2023/2024
Date:	February, 2023	Prepared By:	Chief Calvello
Capital Request Description: Utility Vehicle (Non-Recurring)			
Capital Request Cost: \$30,000			
Account Number: 01-02-7130-08			

Current Status:

The Police Department is not equipped with a utility vehicle.

Capital Request Description and Justification:

In order to maintain public safety and operational readiness, a reliable fleet of vehicles is essential. The Police Department would use the utility vehicle to transport City staff, citizens, and equipment during the City's special events (i.e., the 4th of July parade, picnic, concert and fireworks display; Concerts in the Park; National Night Out; Pumpkins in the Park; Easter egg hunt; etc.). The Police Department's officers may also use the vehicle to patrol the bike path within the residential subdivision in an attempt to increase community relations and safety without the risk of damage to the bike path through the use of a squad.

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

One (1) crossover utility vehicle	\$28,000
Wrapping, lights and siren	\$2,000
Total	\$30,000

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

The use of the vehicle will replace the need for a squad at the special events thereby maintaining a reliable fleet of squads available for regular patrol duties. The use of the utility vehicle instead of a squad will also reduce gas consumption and wear and tear of a squad.

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

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

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

FY 2023/24: \$30,000	FY 2024/25: \$0	FY 2025/26: \$0	FY 2026/27: \$0	FY 2027/28: \$0
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CAPITAL IMPROVEMENT PROGRAM PROPOSAL FORM			
Department	Public Services	Fund & Fiscal Year	Capital Improvement - FY2024
Date:	January 2023	Prepared By:	PS Director Ward
Capital Request Description: Mobile Generator			
Capital Request Cost: \$61,000			
Account Number: 09-12-7148-00			

Current Status:
The City currently does not own a mobile generator. We typically rent the unit for special events etc.

Capital Request Description and Justification:
Renting generators for concerts in the park, 4th of July, National night out etc. is costly and also risky in terms of availability. Procuring our own generator will service our power generation needs for 25 years and be more convenient and reliable. The generator can also be utilized in Public Services for many onsite power generation needs to operate equipment in the time of need.

Describe in detail the breakdown of the capital costs included in the estimate above.
Please see attached estimate and generator specifications in detail.

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.
No grants would be utilized, and no bids needed. The piece of equipment would be purchased from Sourcewell which is a governmental equipment purchasing cooperative.

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

FY 2023/24: 61,000	FY 2024/25:	FY 2025/26:	FY 2026/27:	FY 2027/28:
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CAPITAL IMPROVEMENT PROGRAM PROPOSAL FORM			
Department	Streets	Fund & Fiscal Year	Capital Improvement - FY 2022-2023
Date:	February 2023	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: \$402,458	FY 2023/24: \$95,005 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
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CAPITAL IMPROVEMENT PROGRAM PROPOSAL FORM			
Department	Public Services - Streets	Fund & Fiscal Year	Capital Improvement - FY 2023/2024
Date:	January, 2023	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.
 \$35,000 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 2023/24: \$30,000	FY 2023/24:	FY 2024/25:	FY 2025/26:	FY 2026/27:

CAPITAL IMPROVEMENT PROGRAM PROPOSAL FORM			
Department	Public Services - Streets	Fund & Fiscal Year	Capital Improvement - FY 2023/2024
Date:	January, 2023	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 2023/24: \$50,000	FY 2024/25:	FY 2025/26:	FY 2026/27:	FY 2027/28:

CAPITAL IMPROVEMENT PROGRAM PROPOSAL FORM

Department	Public Services Streets Division	Fund & Fiscal Year	FY 2023 / 2024
Date:	December 2022	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 2023/24: \$15,000	FY 2024/25: \$0	FY 2025/26: \$0	FY 2026/27: \$0	FY 2027/28: \$0
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CAPITAL IMPROVEMENT PROGRAM PROPOSAL FORM			
Department	Public Services - Streets	Fund & Fiscal Year	Capital Improvement - FY2024
Date:	January, 2023	Prepared By:	Craig Ward
Capital Request Description: Storm Sewer Replacement Project			
Capital Request Cost: \$615,000			
Account Number: 09-12-7190-12			

Current Status:
Storm sewers along Halsey and Stillwell Road are in a state of disrepair and continue to deteriorate.

Capital Request Description and Justification:
The proposed City of Oakbrook Terrace Storm Sewer Replacement Project consists of replacing existing deteriorated storm sewers along Halsey and Stillwell Roads. It is believed that these sewers were constructed over 70 years ago using corrugated metal pipe, and they are in a state of disrepair. Many sections have nearly completely rusted out and are essentially held together by the surrounding earth. Point repairs have become impractical as there is often not solid pipe to splice new pipe. If these pipes are not replaced, there is a meaningful and imminent risk of system failure, which will result in widespread street and yard flooding. The project consists of removing and replacing approximately 3,800 feet of storm sewer and associated catch basins and manholes. All sewer is within public rights of way under the ownership of the city.

Describe in detail the breakdown of the capital costs included in the estimate above.
The total construction-related project costs are estimated to be \$1,115,000. The County agrees to cost sharing of the project through a grant from the County’s ARPA in an amount not to exceed \$500,000. Total construction-related costs for the City of Oakbrook Terrace are anticipated to be \$615,000. In the event the project costs less than \$1,000,000, the County’s total reimbursement amount shall be not more than 50% of the actuals total project costs. The City is responsible for payment of all project costs up front and will be reimbursed for qualified expenses.

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 2023/24: \$35,000	FY 2023/24: \$615,000	FY 2024/25:	FY 2025/26:	FY 2026/27:
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