

City of Oakbrook Terrace

Fiscal Year 2025-2026 Budget



CITY OF OAKBROOK TERRACE – FY205-2026 BUDGET

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City of Oakbrook Terrace

Community Profile



Oakbrook Terrace Home Page | Oakbrook Terrace, IL

The City of Oakbrook Terrace (the “City”) is a home rule unit of local government as defined by the Illinois Constitution and Illinois Statutes. It was incorporated in 1958 as the City of Utopia, but its name was subsequently changed to Oakbrook Terrace. The government operates under the city form as defined by Illinois Statutes, with an elected Mayor and six (6) Aldermen, who collectively form the City Council. The City Council meets on the 2nd and 4th Tuesdays of the month at 7:00 p.m. in the City Council Chambers. A professional City Administrator is employed, along with other staff positions that have been created by local ordinance.

The City is located approximately 17 miles directly west of the City of Chicago in DuPage County. The City currently has a land area of 1.5 square miles and a population of 2,751 but has an estimated daytime population of 30,000 to 50,000. The City is home to a vibrant restaurant community with more than 46 eateries ranging from casual to fine dining. The City also has two (2) entertainment venues, namely the Drury Lane Theater, ([Drury Lane Theatre - Official Site](#) | [Drury Lane Theatre](#)) and an Off-Track Betting facility.

The City Council ([City Council | Oakbrook Terrace, IL](#)) sets policy through adopting ordinances, resolutions, and the annual budget. Alderpersons are elected to staggered four-year terms. The Mayor and City Clerk are also elected for four-year terms. The Mayor is the Chief Executive Officer of the City and ensures that the laws and ordinances are faithfully executed. The Mayor has supervision over all executive officers and employees of the City. The Mayor appoints by and with the advice and consent of the City Council, the City Administrator, the City Treasurer, the City Attorney, the Chief of Police, and the commission members. The City Administrator is responsible for the proper administration of the affairs of the City as assigned by the Mayor. The City has 39 full-time employees, which includes 22 sworn police officers.

The City provides a limited range of services including police protection, construction and maintenance of streets and infrastructure; potable water utility service; community development and general administrative services. Fire protection, emergency medical services and parks and recreation are provided by other local governments.

The annual budget serves as the foundation for the City’s financial planning and control. All departments of the City government are required to submit their budget requests to the City Administrator in January of each year. The City Administrator uses these requests as a starting point for developing the budget that will be presented to the City Council pursuant to the provisions of the Illinois Budget Law (65 ILCS 5/8-2-9.1) and the City’s home rule powers. After the proposed budget is presented to the City Council, they are required to hold at least one (1) public hearing concerning the proposed budget and to adopt a final budget prior to May 1st, the beginning of the new fiscal year. The budget is prepared by fund and department, and includes information on the past year, current year estimates, and requested figures for the next fiscal year.

MAYOR
Paul Esposito

CITY CLERK
Michael Shadley

**INTERIM CITY
ADMINISTRATOR**
Tanya Walker



CITY OF OAKBROOK TERRACE

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

WARD 1
Alderman Charlie Barbari
Alderman Eric Biskup

WARD 2
Alderman Michael Sarallo
Alderman Dennis Greco

WARD 3
Alderman Robert Rada
Alderman Mary Fitzgerald

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

FROM: Tanya Walker, Interim City Administrator / Finance Director

RE: Fiscal Year Ending April 30, 2026 Budget Message

Submitted for your review is the fiscal year 2025-2026 budget along with the City's Five (5) Year Capital Improvement Plan document that were adopted on April 22, 2025. The guiding principles for this budget are the City Council's goals and objectives.

The fiscal year 2026 budget differs from fiscal year 2025 budget mainly due to the impact of Red Light Camera revenues and expenses in fiscal year 2024 and 2025. The fiscal year 2026 budget was created to provide superior services, with a special focus on controlling costs. The fiscal year 2026 budget includes several personnel changes such as, the adoption of (3) three new Patrol Officers, a four percent (4%) cost of living adjustment for non-union employees, retirement incentive programs and shifting part time staff to full time staff.

For the past fourteen (17) years the City's Annual budget has been recognized by the Government Finance Officers Association (GFOA) through the presentation of its Distinguished Budget Presentation Award. The preparers are confident the fiscal year 2026 budget will adhere to the GFOA standards. This is important, as the City Council determined obtaining another budget presentation award is a goal the financial staff would pursue in the preparation of this fiscal year 2026 budget document.

As always, City Council members are encouraged to utilize the documents presented in the fiscal year 2026 budget in their efforts to monitor the City's financial condition and budget process. The budget includes detailed descriptions of all operations, as well as achievements for the current year, and goals for the upcoming year. The total adopted budget for fiscal year 2026 for all appropriated funds is \$15,303,688 compared to the current year's estimate of \$12,463,281 representing an increase slightly over \$3 million. This increase is due to the capital projects along with an estimated under budget amount for fiscal year 2025 of approximately \$1.5 million. Total projected revenue is \$15,874,069, thereby reflecting a small surplus of \$570,381 for all City funds. The ending fund balance for all funds is estimated at \$28,256,116 representing an increase of \$5 from the fiscal year 2025 estimated ending. The City's fiscal year 2026 total ending fund balance is expected to increase slightly from the fiscal year 2025 estimate due to conservative revenue projections.

The table below details the City's total fiscal year 2026 budget in comparison to prior years.

CITY OF OAKBROOK TERRACE
2025-2026 PROPOSED
ALL FUND SUMMARY OF REVENUES/EXPENDITURES
AND
CHANGES IN FUND BALANCE

FUND	Actual 22/23	Actual 23/24	Adopted Budget 24/25	Estimated Year End 24/25	Proposed Budget 25/26
GENERAL					
Beginning Balance	8,368,022	10,019,481	12,603,150	11,424,001	12,612,752
Revenues	11,966,609	11,621,725	10,052,323	10,954,290	11,202,910
Expenses	10,315,150	10,217,205	10,451,582	9,765,538	11,071,031
Difference	1,651,459	1,404,520	(399,259)	1,188,752	131,879
Transfer to/from Other Funds	-	-	-	-	-
Ending Balance	10,019,481	11,424,001	12,203,891	12,612,752	12,744,631

WATER					
Beginning Balance	6,191,530	6,258,559	6,332,945	6,274,473	6,691,076
Revenues	1,210,007	1,315,069	1,252,850	1,321,648	1,321,648
Expenses*	1,342,978	1,499,155	1,706,265	1,188,545	1,257,862
Difference	(132,971)	(184,086)	(453,415)	133,103	63,786
Transfer to/from Other Funds	200,000	200,000	283,500	283,500	283,500
Ending Balance**	6,258,559	6,274,473	6,333,030	6,691,076	7,038,362

MOTOR FUEL TAX					
Beginning Balance	661,564	545,887	437,427	440,342	259,171
Revenues	127,378	120,823	120,465	107,829	125,518
Expenses	243,055	226,368	292,000	289,000	354,000
Difference	(115,677)	(105,545)	(171,535)	(181,171)	(228,482)
Ending Balance	545,887	440,342	265,892	259,171	30,689

SSA #2 DEBT SERVICE					
Beginning Balance	(1,032)	(4,596)	1	(1,763)	(2,566)
Revenues	48,890	46,966	49,500	49,500	50,985
Expenses	52,453	44,133	50,303	50,303	48,053
Difference	(3,563)	2,833	(803)	(803)	2,932
Ending Balance	(4,596)	(1,763)	(799)	(2,566)	366

TOTAL BUSINESS DISTRICT					
Beginning Balance	1,091,769	1,484,492	1,433,959	682,935	584,965
Revenues	728,206	136,102	130,600	130,600	733,700
Expenses	335,483	937,658	228,570	228,570	1,058,676
Difference	392,723	(801,556)	(97,970)	(97,970)	(324,976)
Transfer to/from Other Funds	-	-	-	-	-
Ending Balance	1,484,492	682,935	1,335,989	584,965	259,989

CAPITAL IMPROVEMENTS					
Beginning Balance		5,995,732	6,290,214	6,351,162	7,539,837
Revenues	2,376,610	3,191,563	2,406,808	2,413,000	2,439,308
Expenses	1,772,225	2,636,133	1,135,838	941,325	1,514,066
Difference	604,385	555,430	1,270,970	1,471,675	925,242
Transfer to/from Other Funds	(200,000)	(200,000)	(283,500)	(283,000)	(283,000)
Ending Balance	5,995,732	6,351,162	7,277,684	7,539,837	8,182,079

TOTAL ALL FUNDS					
BEGINNING FUND BALANCE	21,113,045	24,299,555	27,097,696	25,171,150	27,685,235
TOTAL REVENUES	16,494,343	16,432,249	14,012,546	14,976,867	15,874,069
TOTAL EXPENSES	13,307,827	15,560,652	13,864,558	12,463,281	15,303,688
DIFFERENCE	3,186,516	871,596	147,988	2,513,586	570,381
ENDING FUND BALANCES	24,299,559	25,171,150	27,415,687	27,685,235	28,256,116

Principal Issues Impacting the Fiscal Year 2026 Budget

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

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

Issue 2: Personnel Costs – Benefits comprise 30% of the General Fund budget and historically have risen faster than inflation. For fiscal year 2026, the City is realizing increased costs with health and dental insurance. The increase in health and dental premiums is estimated to cost the City about 18% more than the prior year. The current Police union contract expired on April 30, 2024. The City met with the police union representatives to negotiate a new contract several times but still has not ratified the contract as this is ongoing. The fiscal year 2023 budget includes a 4% increase for both union and non-union employees.

Issue 3: Unfunded Mandates – Finding the means to cover escalating police pension costs continues to restrict the City's revenues and expenditures. Even with contributing the recommended actuarial amount each year the unfunded percentage hovers around 67%. The current Illinois statute requires the City achieve a 90% funded level by April 30, 2040. The City is on target to be 100% funded in 2040. The table below reflects Projected Unfunded Accrued Liability.

<u>Year</u>	<u>Projected Unfunded Accrued Liability</u>
2024	10,737,565
2025	10,421,872
2026	10,115,461
2029	9,249,226
2033	8,208,523
2036	7,505,588
2039	6,862,848

General Fund Revenues

General Fund revenues for fiscal year 2026 are projected at \$11.2 million, reflecting an increase of \$1.2 million over the prior year budget. With the loss of Red Light Revenue the City was able to move all City Funds to an interest bearing account to help offset the loss of Red Light Revenue. Along with capturing increased revenue from interest the City also expects to see increases in Sales Tax.

TAXES

Sales taxes represent the second largest revenue source at \$3.1 million and comprise 28% of total revenues.

TAXES COLLECTED BY OAKBROOK TERRACE

Hotel taxes represent the City's third largest revenue source at 14% and are estimated to be \$1,727,231.

In March 2022, the city adopted a 1.5% food & beverage tax, budgeted at \$1,158,750, and which comprises 10.3% of total revenues.

General Fund Expenditures

The fiscal year 2026 General Fund adopted budget of \$11,071,031 increased by 13% or 1,305,493 more than the fiscal year 2025.

General Fund Summary Table

General Fund	FY 23 Actual	FY 24 Actual	FY25 Budget	FY 25 Estimated	FY 26 Adopted	FY 26 vs. FY 25 Budget	FY26 vs. FY25 Est.
Executive Administration	\$ 1,694,416	\$ 1,426,578	\$ 1,479,075	\$ 1,435,735	\$ 1,657,141	12%	15%
Police	\$ 6,490,466	\$ 6,564,219	\$ 6,194,633	\$ 5,777,124	\$ 6,820,521	10%	18%
Community Development	\$ 510,314	\$ 511,382	\$ 730,827	\$ 594,332	\$ 779,860	7%	31%
Public Services Streets	\$ 639,618	\$ 637,040	\$ 771,199	\$ 780,693	\$ 809,169	5%	4%
Tourism	\$ 133,585	\$ 169,117	\$ 212,020	\$ 216,000	\$ 215,178	1%	0%
Police Commission	\$ 13,058	\$ 16,660	\$ 25,215	\$ 17,587	\$ 32,565	29%	85%
Finance	\$ 833,693	\$ 892,209	\$ 1,038,612	\$ 944,067	\$ 756,597	-27%	-20%
Total Expenditures	\$ 10,315,150	\$ 10,217,205	\$ 10,451,581	\$ 9,765,538	\$ 11,071,031	6%	13%
General Fund Revenues	\$ 11,966,609	\$ 11,621,725	\$ 10,052,323	\$ 10,954,090	\$ 11,202,910	11%	2%
Surplis/Deficit	\$ 1,651,459	\$ 1,404,520	\$ (399,258)	\$ 1,188,552	\$ 131,879	-133%	-89%

Fiscal Year 2026 Estimated General Fund Balance

The fiscal year 2026 ending fund balance is projected to be approximately \$12.7 million, which is well above the 40% or \$4.59 million reserve requirement set forth in the City ordinance. Due to higher than expected sales tax revenue and an effort by executive administration to cut costs the estimated \$1.27 million deficit in fiscal year 2021 due to COVID-19 was reduced to a deficit of \$989,545. As a result, the anticipated transfer from the Capital Fund to the General Fund did not take place. The General Fund balance continues to exceed the reserve requirement by almost \$3.4 million in the current year and \$3.2 million in fiscal year 2023. In addition, the City greatly surpasses the GFOA best practice of a minimum of no less than two (2) months of regular operating fund revenues or expenditures.

The fiscal year 2021 actual fund balance of \$7,152,380, decreased by \$989,545 or 12% from the fiscal year 2020 actual due to the impacts of COVID-19 on both revenues and expenditures. The fiscal year 2022 ending fund balance is estimated at \$7,480,773, representing an increase of \$328,393 from fiscal year 2021. The fiscal year 2023 ending fund balance is projected to increase by \$370,233 from the fiscal year 2022 estimate.

The table below details the actual fund balance for fiscal year 2021 along with estimates for fiscal year 2022 and 2023.

General Fund Reserve Requirement			
	FY 2021	Est. FY 2022	Est. FY 2023
Fund balance @ April 30	\$ 7,152,380	\$ 7,480,773	\$ 7,851,006
Reserve Requirement = 40% of budgeted revenues	(3,575,382)	(4,055,306)	(4,594,257)
Over/(Under) Reserve Requirement	\$ 3,576,998	\$ 3,425,467	\$ 3,256,749
 Fund Balance Actual % of Revenues	 80%	 74%	 68%

Since the reserve requirement has clearly been met, the excess reserves will provide some added flexibility as the City continues to look for ways to generate more revenue.

Motor Fuel Tax Fund (MFT) Revenues and Expenditures

The fiscal year 2023 MFT allotment is projected at \$109,804. With the last installment of the Rebuild Illinois grant at \$23,440, the total revenues for fiscal year 2023 is \$133,244. The transportation renewal tax, first receipted in September 2019, was passed as part of the Rebuild Illinois capital plan and is distributed per capita. By the end of fiscal year 2023, the City will have received a total of \$140,639 from the State of Illinois as part of the Rebuild Illinois Capital Plan. The grant was disbursed in six (6) equal distributions throughout FY21, 22, and 23. Use of these funds are slightly more restrictive than regular MFT funds, as improvements must meet certain useful life criteria. Rebuild Illinois funds need to be used by July 2025, as such the City plans to utilize them for curb and gutter repair and replacement in FY23. The fiscal year 2023 estimated year end cumulative fund balance is \$537,690. MFT funds will be used for snow removal labor, road salt, and curb & gutter replacement and repair as detailed below.

- Road Salt Supply: \$27,000
- Curb & Gutter: \$240,000
- Labor – Snow Removal: \$20,000

Bulk salt prices increased by \$17.10 per ton, going from \$45.48 to \$62.58, through the Central Management System purchasing program.

Capital Improvement Fund (CIF) Revenues and Expenditures

The Capital Improvement Fund budget for fiscal year 2023 is \$1,527,189. The City is fortunate to have revenues and sufficient reserves to continue funding capital improvements without issuing debt, thereby saving millions in borrowing costs. The City has no plans to issue debt currently. Due to the robust fund balance the city will transfer \$200,000 to the Water Fund for capital improvements in fiscal year 2023.

One of the major capital improvements expected in fiscal year 2023 is the Streambank Stabilization project which is expected to cost \$903,563. The City was awarded a \$234,000 grant from the Illinois Environmental Protection

Agency for this project. Other projects include an irrigation system at the municipal complex, the fountain being replaced at Kreml Park and an overall enhancement of Kreml Park.

The five (5) year Capital Improvement Plan projects that in fiscal year 2027 the year end fund balance will be \$9.6 million. In the past, police cars were purchased through the General Fund utilizing DUI receipts. However, DUI receipts have steadily decreased over the years. As a result, going forward, future police vehicles will be purchased using Capital Improvement funds.

Each year, the Council updates the Capital Improvement Program (CIP) through a resolution. The CIP provides a schedule of planned improvements over the next five (5) years and contains a listing of the types and costs of public improvements that the Council deems critical for the life, health, and safety of the City's residents and businesses. As the years progress, more accurate information on the cost of the project is included. Currently, the Public Services Director prepares most of the capital improvement proposal forms as most are related to equipment, building improvements, and infrastructure. The City's current capitalization threshold is \$25,000.

Business District

Currently, the only outstanding bond issue in the Business District is the 2012B Business District bonds and the 2021 Refunding bonds. The 2021 Refunding bonds resulted from the refinancing of the 2012A bonds in the beginning of fiscal year 2022. Refinancing saved the City approximately \$70,000 in interest costs. Standard and Poor's rated this bond issue AA, the third highest ranking. The City plans to pay off the 2012B Business District bonds in fiscal year 2023. That will leave the 2021 Refunding bonds that are callable in December 2028. The City plans to pay this bond off as early as possible so that the 1% business district tax will be terminated. Also, when the 2012 Business District bonds are paid off, the approximately \$615,000 in sales and home rule sales taxes, can be reallocated back to the General Fund.

Water Operating Fund Revenues and Expenditures

Total water revenues for fiscal year 2023 are estimated at \$1,214,900, while expenses are anticipated at \$1,441,666, for a negative difference of \$226,766. However, a deficit of only \$43,766 is anticipated from an accounting perspective because the Sleep Inn/Mainstay Suites by Choice water main disconnection project at \$33,000 and the water tower exterior overcoat at \$150,000 are considered capitalized assets, thereby reducing the deficit under the accrual approach.

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

Water sales increased in the current year due to an influx of people returning to work. In addition, hotel and food establishments saw an increase in foot traffic as post-covid restrictions were eased or lifted. As a result, the estimated fiscal year 2022 ending fund balance is \$6,112,240.

Changes between the Proposed and Adopted Budget

There were seven (7) minor changes between the proposed and adopted budget.

1. An additional seasonal employee for the streets department was added.
2. A three (3) percent cost of living adjustment was added for non-union personnel.
3. Increased fuel costs for the police, streets, and water departments.
4. Tree trimming costs were increased from \$8,000 to \$16,000 in the streets department.
5. Early pay-off of the Business District 2012B bond principal of \$750,000.
6. The transfer of \$200,000 from the Capital Fund to the Water Fund for capital improvements.
7. The cost of the water tower exterior overcoat capital increased from \$96,387 to \$150,000.



ELECTED OFFICIALS

Mayor
Alderman
Alderman
Alderman
Alderdwoman
Alderman
Alderman
City Clerk

Paul Esposito
Charlie Barbari
Michael Sarallo
Dennis Greco
Mary Fitzgerald
Robert Rada
Eric Biskup
Michael Shadley

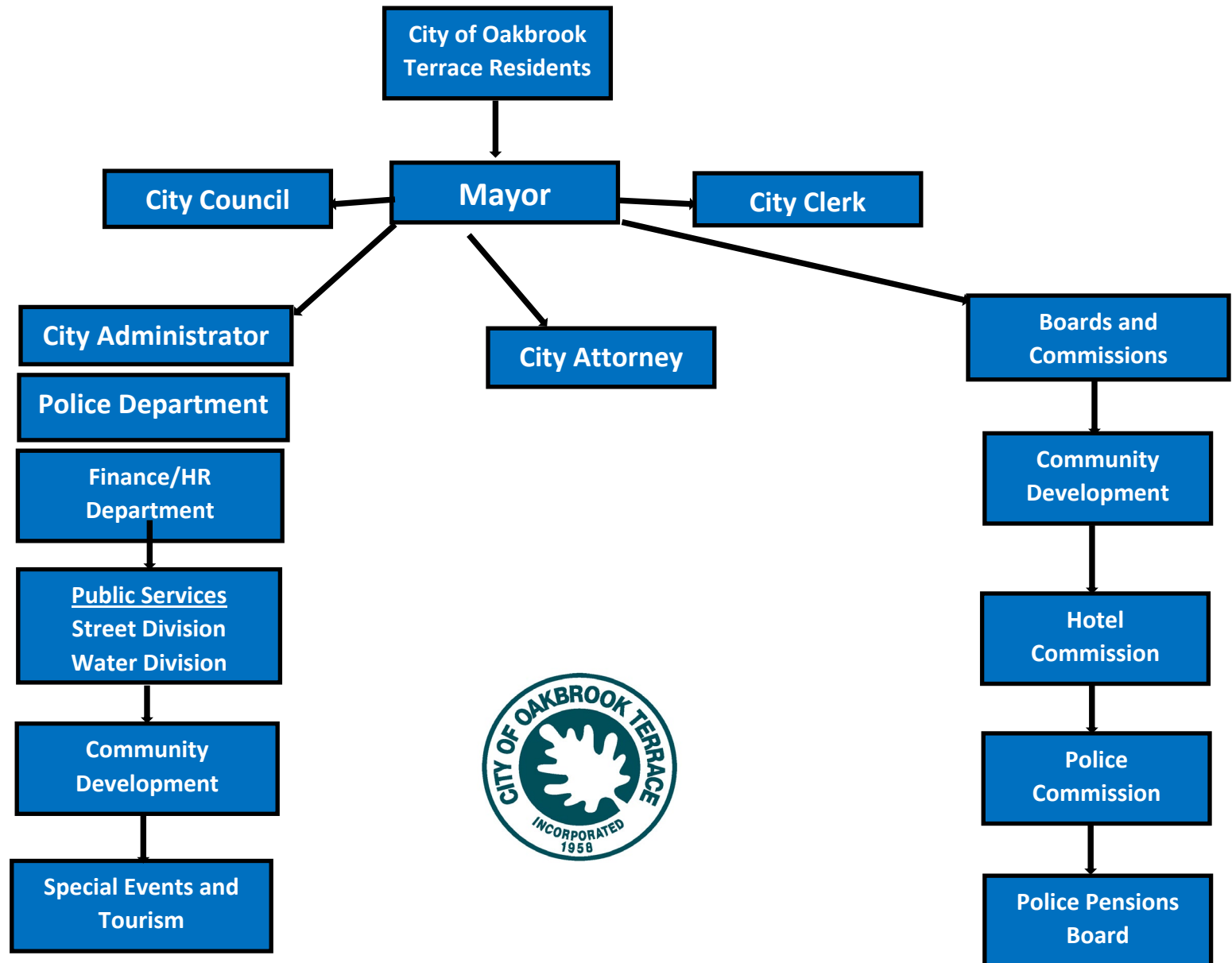
APPOINTED OFFICIALS

City Attorney
Interim City Administrator
Police Chief
Finance Director
Community Development Director
Public Services Director

Storino, Ramello, & Durkin
Tanya Walker
Casey Calvello
Tanya Walker
Melissa Headley
Craig Ward

City of Oakbrook Terrace Organizational Chart

Fiscal Year Ended April 30, 2026



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

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

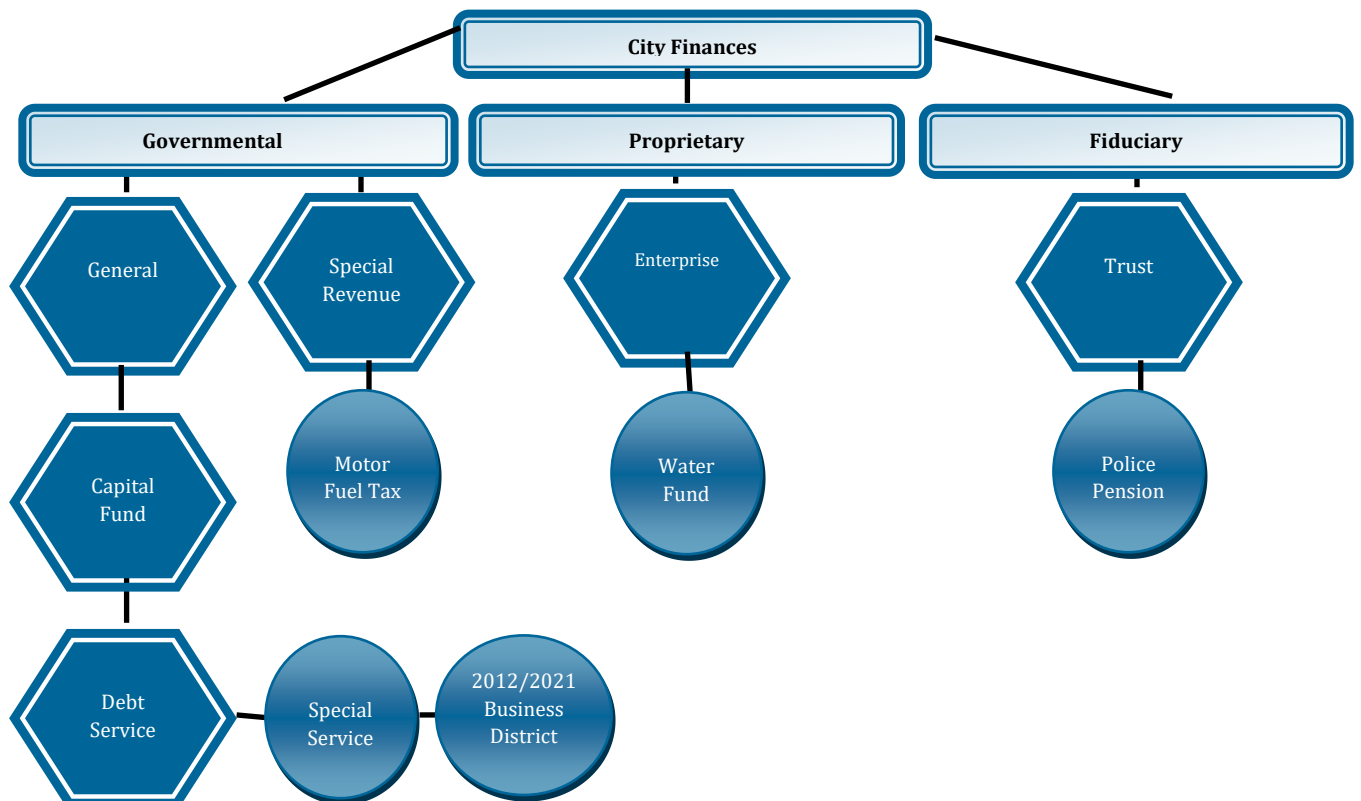
General Fund – The General Fund is the City’s primary fund, and most bills and revenues are recorded here, except for those that need to be accounted for in another fund.

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

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

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

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



Organizational Matrix – Department/Function Assignment by Fund

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

October 21, 2024	Budget Kick-off, new guidelines and any changes for the FY 2026 Budget are discussed and worksheets are distributed to Department Heads.
November 12, 2024	Property tax levy estimates (35 ILCS 200/18-60) must be determined not less than 20 days prior to the adoption of the actual levy.
November 29 2024	Department Heads must submit their FY 2026 proposed Budget and updated capital improvement requests on presubscribed forms to the City Administrator and Finance Director. Department Heads must include all supporting documentation justifying changes in service levels and activities. In addition, Departments link their proposed budgets to the strategic goals.
December 1 – 31, 2024	Department Heads review their budgets with the City Administrator. The City Administrator reviews Department budgets in light of major increases, new programs, and to ensure the Departments complied with the budgetary guidelines for the year. The City Administrator also reviews the departmental budgets for mistakes and accuracy in calculation of their requests. Finally, the City Administrator reviews the Department requests to determine if certain requests achieve overall strategic goals. Department Heads will make any necessary changes and re-submit their revised budgets to the City Administrator.
December 10, 2024	Truth in Taxation Hearings (35 ILCS 200) are required by all governmental units in Illinois when the proposed levy is 105% more than the prior year. The purpose of the Truth and Taxation hearings is to disclose through publication and public hearing proposed levy increases in excess of 105%. Public hearings and notices are only required when the levy exceeds the prior year's final extension by 105%. The notice of the Truth and Taxation hearing must be published in a local newspaper not more than 14 days nor less than 7 days prior to the actual public hearing date. If the proposed levy is less than a 105% increase, then no hearing or notice is required.
December 10, 2024	The levy is adopted by the Council and must be filed with the County Clerk's Office by the last Tuesday in December. The City Council through separate ordinance (following the levy of taxes) may abate or reduce the levy (reduce the property tax collections) for a specific amount that the City has other resources available to pay for debt service.
January 13, 2025	The Finance Director formulates revenue projections by fund. Revenue forecasts are one of the most important steps in the budget process because it can determine the ultimate level of spending.
January 20, 2025	The City Administrator along with the Finance Director reviews final Department requests in light of revenue considerations.
February 18, 2025	Once the City Administrator and Finance Director reviews all Departmental budget requests, the proposed FY 2026 Budget is submitted to the City Council. The City Council begins their budget evaluations and analysis.
March 19, 2025	During the budget meetings special consideration is paid to the level of employee pay, pensions, insurance, and other benefits which typically represent 60% of the City's General Fund budget. All revisions and changes resulting from these meetings will be incorporated in the final proposed FY 2026 Budget.
April 1, 2025	The proposed Budget will be available for public inspection at City Hall. Illinois Budget Law (65 ILCS 5/8-2-9.1) requires municipalities to have a draft edition of the Budget be available for public inspection at least ten (10) days before approval. A notice of the public hearing will be published in the local paper.
April 22, 2025	Illinois Budget Law (65 ILCS 5/8-2-9.1) requires municipalities to hold a public hearing prior to the adoption of the Budget. The Budget can be adopted anytime after the public hearing. Notice of the public hearing shall be published in the newspaper at least one week before the budget hearing.
April 22, 2025	City Code and State Statute requires that the Budget must be adopted prior to the beginning of the fiscal year or May 1. The City's Budget is adopted through ordinance and the Capital Improvement Fund's five (5) year plan is adopted through resolution.
May 20, 2025	The FY 2026 Budget will be filed with the DuPage County Clerk as required by State Statute within 30 days of adoption.
July 22, 2025	The FY 2026 Budget must be filed with the GFOA within 90 days of City Council approval for the Distinguished Budget Presentation Award System.



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**City of Oakbrook Terrace
Illinois**

For the Fiscal Year Beginning

May 01, 2024

Christopher P. Morrell

Executive Director

CITY OF OAKBROOK TERRACE
2025-2026 PROPOSED
ALL FUND SUMMARY OF REVENUES/EXPENDITURES
AND
CHANGES IN FUND BALANCE

FUND	Actual 22/23	Actual 23/24	Adopted Budget 24/25	Estimated Year End 24/25	Proposed Budget 25/26
GENERAL					
Beginning Balance	8,368,022	10,019,481	12,603,150	11,424,001	12,612,752
Revenues	11,966,609	11,621,725	10,052,323	10,954,290	11,202,910
Expenses	10,315,150	10,217,205	10,451,582	9,765,538	11,071,031
Difference	1,651,459	1,404,520	(399,259)	1,188,752	131,879
Transfer to/from Other Funds	-	-	-	-	-
Ending Balance	10,019,481	11,424,001	12,203,891	12,612,752	12,744,631
WATER					
Beginning Balance	6,191,530	6,258,559	6,332,945	6,274,473	6,691,076
Revenues	1,210,007	1,315,069	1,252,850	1,321,648	1,382,000
Expenses*	1,342,978	1,499,155	1,706,265	1,188,545	1,257,862
Difference	(132,971)	(184,086)	(453,415)	133,103	124,138
Transfer to/from Other Funds	200,000	200,000	283,500	283,500	283,500
Ending Balance**	6,258,559	6,274,473	6,333,030	6,691,076	7,098,714
MOTOR FUEL TAX					
Beginning Balance	661,564	545,887	437,427	440,342	259,171
Revenues	127,378	120,823	120,465	107,829	125,518
Expenses	243,055	226,368	292,000	289,000	354,000
Difference	(115,677)	(105,545)	(171,535)	(181,171)	(228,482)
Ending Balance	545,887	440,342	265,892	259,171	30,689
SSA #2 DEBT SERVICE					
Beginning Balance	(1,032)	(4,596)	1	(1,763)	(2,566)
Revenues	48,890	46,966	49,500	49,500	50,985
Expenses	52,453	44,133	50,303	50,303	48,053
Difference	(3,563)	2,833	(803)	(803)	2,932
Ending Balance	(4,596)	(1,763)	(799)	(2,566)	366
TOTAL BUSINESS DISTRICT					
Beginning Balance	1,091,769	1,484,492	1,433,959	682,935	584,965
Revenues	728,206	136,102	130,600	130,600	145,000
Expenses	335,483	937,658	228,570	228,570	231,370
Difference	392,723	(801,556)	(97,970)	(97,970)	(86,370)
Transfer to/from Other Funds	-	-	-	-	-
Ending Balance	1,484,492	682,935	1,335,989	584,965	498,595
CAPITAL IMPROVEMENTS					
Beginning Balance		5,995,732	6,290,214	6,351,162	7,539,837
Revenues	2,376,610	3,191,563	2,406,808	2,413,000	2,439,308
Expenses	1,772,225	2,636,133	1,135,838	941,325	1,414,066
Difference	604,385	555,430	1,270,970	1,471,675	1,025,242
Transfer to/from Other Funds	(200,000)	(200,000)	(283,500)	(283,000)	(283,000)
Ending Balance	5,995,732	6,351,162	7,277,684	7,539,837	8,282,079
TOTAL ALL FUNDS					
BEGINNING FUND BALANCE	21,113,045	24,299,555	27,097,696	25,171,150	27,685,235
TOTAL REVENUES	16,494,343	16,432,249	14,012,546	14,976,867	15,345,721
TOTAL EXPENSES	13,307,827	15,560,652	13,864,558	12,463,281	14,376,382
DIFFERENCE	3,186,516	871,596	147,988	2,513,586	969,339
ENDING FUND BALANCES	24,299,559	25,171,150	27,415,687	27,685,235	28,655,074

*Expenses include depreciation for comparison purposes.

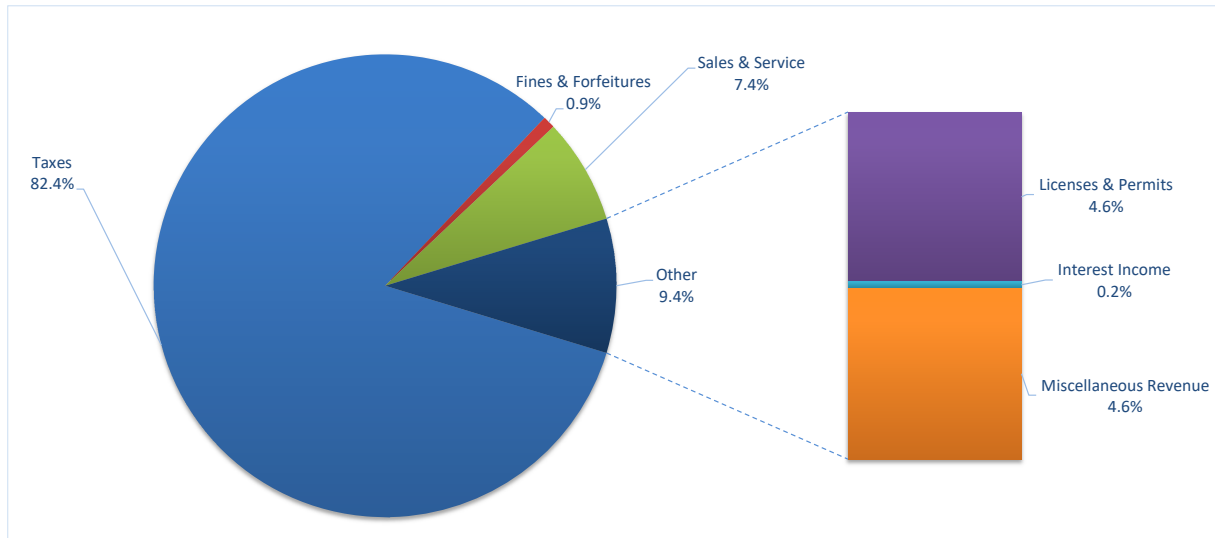
** Ending balance reflects net assets including those invested in capital assets and unrestricted assets.

***Includes capitalized assets and asset proceeds.

CITY OF OAKBROOK TERRACE

All Fund Revenue Summary Fiscal Year 2025-26 Adopted Budget

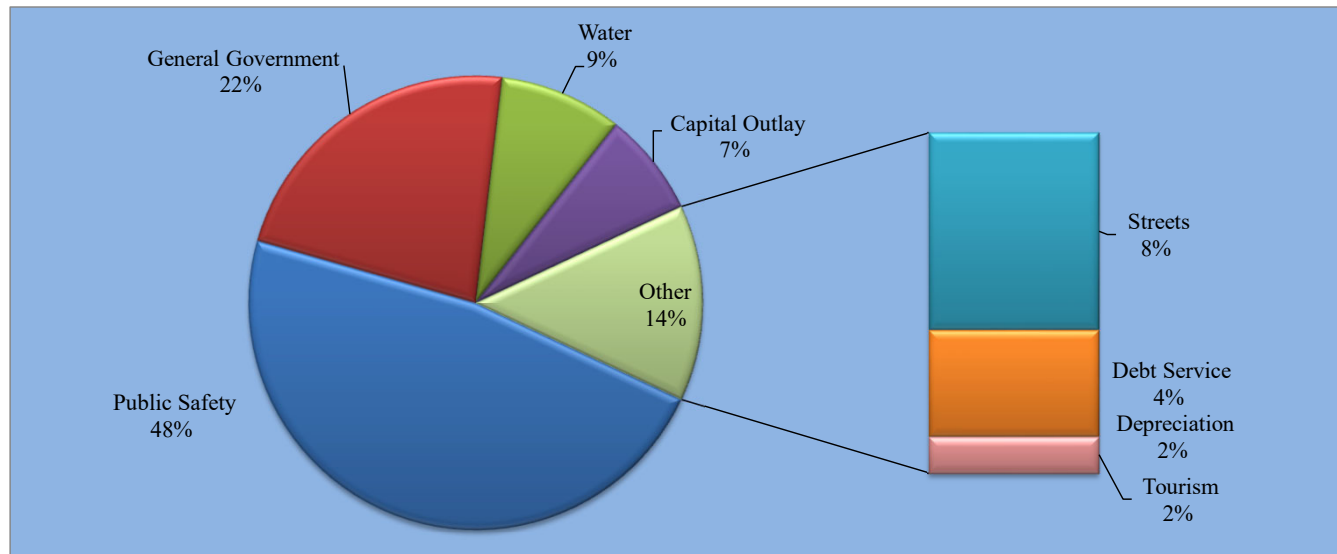
	General Fund	SSA #2 Debt Service	Capital Improvement	Business District	Motor Fuel Tax	Water	Totals
Taxes	\$ 9,512,906	\$ 50,985	\$ 2,425,308	\$ 130,000	\$ 125,518	\$ 400,000	\$ 12,644,717
Sales & Service	217,643	-	-	-	-	912,000	1,129,643
Licenses & Permits	701,152	-	-	-	-	-	701,152
Fines & Forfeitures	113,500	-	-	-	-	20,000	133,500
Miscellaneous Revenue	657,709	-	-	-	-	50,000	707,709
Interest Income	-	-	14,000	15,000	-	-	29,000
Totals	\$ 11,202,910	\$ 50,985	\$ 2,439,308	\$ 145,000	\$ 125,518	\$ 1,382,000	\$ 15,345,721



Taxes represent 82% of the FY26 total revenues

All Fund Expenditure/Expense Summary Fiscal Year 2025-2026 Adopted Budget

	General Fund	SSA #2 Debt Service	Capital Improvement	Business District	Motor Fuel Tax	Water	Totals
Capital Outlay*	\$ -	\$ -	\$ 1,064,166	\$ -	\$ -	\$ -	\$ 1,064,166
Depreciation	-	-	-	-	-	-	-
Public Safety	6,820,521	-	-	-	-	-	6,820,521
General Government	3,226,163	-	-	-	-	-	3,226,163
Debt Service	-	48,053	349,900	231,370	-	-	629,323
Public Services - Streets	809,169	-	-	-	354,000	-	1,163,169
Public Services - Water	-	-	-	-	-	1,257,862	1,257,862
Tourism	215,178	-	-	-	-	-	215,178
Totals	\$ 11,071,031	\$ 48,053	\$ 1,414,066	\$ 231,370	\$ 354,000	\$ 1,257,862	\$ 14,376,382



Public Safety represents 47% of all Fiscal Year 2026 expenditures.

For the fiscal year ended April 30, 2026, total General Fund revenues are projected at \$11,202,910 million, representing a 11% decrease of \$1 million from fiscal year 2025.

Real Estate Property Taxes: Unlike many municipalities, property taxes are not the largest single revenue source the City receives. Historically, up until FY 2016 the City levied two (2) property taxes including one for the General Fund and one for the City’s contribution to the police pension Fund. However, to comply with the Property Tax Cap, the City now only has the levy for the police pension.

Oakbrook Terrace is a home rule community and normally would have an unlimited ability to levy property taxes to help pay for all city services, however, the City Council has chosen to implement the provisions of the Illinois Property Tax Extension Limitation Law, in effect imposing on the City the “property tax cap” limitations that existed prior to the attainment of home rule status. The cap increase for the 2024 levy was 5%, plus any capture from new property growth.

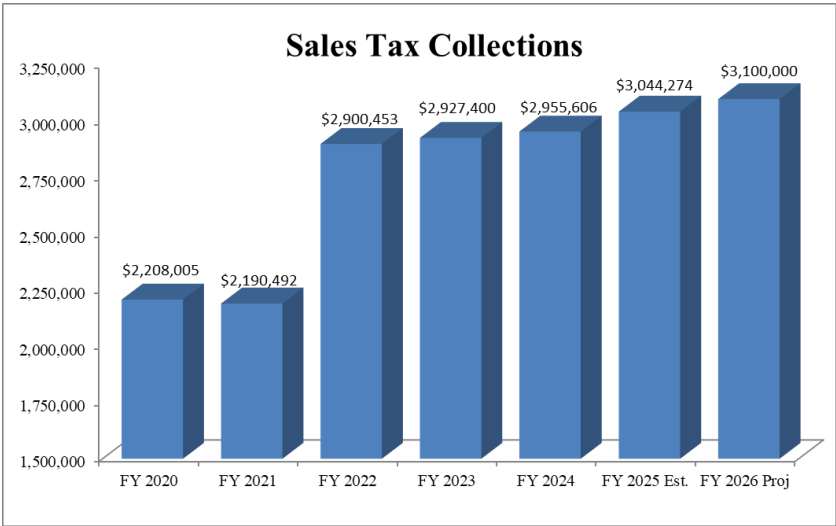
For the FY2026 (tax levy year 2024) police pension actuarial required contribution the City Council applied the 15-Year Open funding method. The 15-Year Open approach smooths out the unfunded liability and counteracts volatile increases to the City’s police pension contribution. The 2024 police pension actuarial recommended amount of \$1,420,262 exceeds the amount that can be levied under the Property Tax Cap by \$310,709. Accordingly, the City levied \$1,109,553 for the 2024 levy of which the City will receive actual property taxes for in FY 2026.

The chart below reflects the property tax levies over the past seven (7) years.

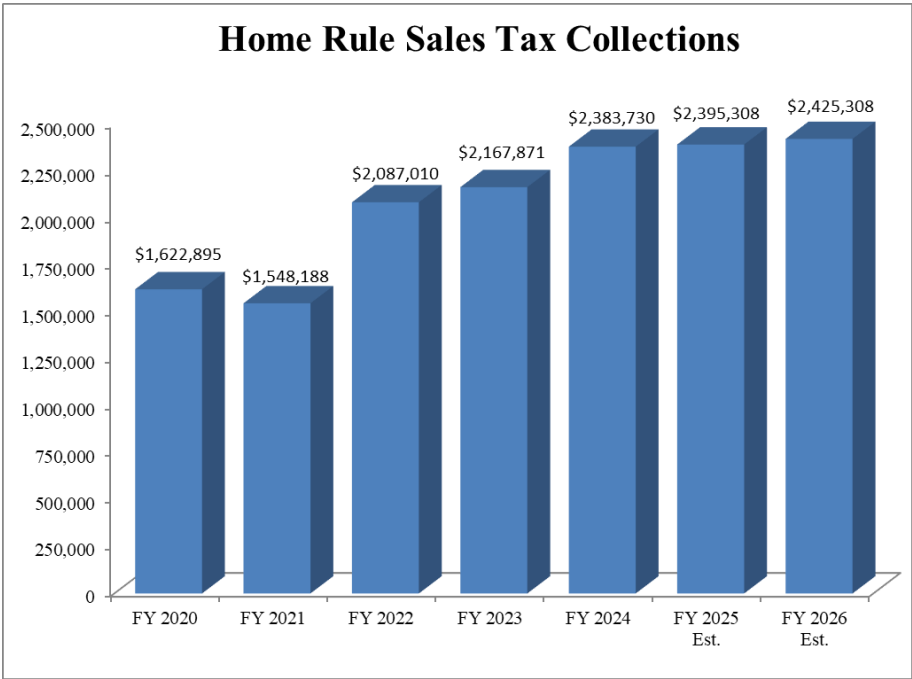


Sales Tax: The City’s share of the State sales tax (1%) represents the second largest revenue source in the General Fund. The sales tax is collected by the State and distributed back to the municipalities on a point-of-sale basis. For the fiscal year ended April 30, 2026, sales tax is estimated to be \$3.1 Million, representing a decrease of 2.2% or \$39,775. In FY 2017, sale taxes reached the highest amount on record at \$2.3 million due to a one-time audit finding by the Illinois Department of Revenue. All general purchases of goods in the City are taxed at a rate of 8%, with proceeds shared by the State, DuPage County, Regional Transportation Authority, and other local governments, and the City. This rate includes the City’s 1% home rule sales tax initiated in 2006, for certain goods, excluding groceries, drugs and vehicle sales.

The chart below illustrates actual sales tax collections in the General Fund for the past seven (7) years with an estimate of \$3,044,274 for FY 2025 and \$3,100,000 for FY 2026.



Home Rule Sales Tax: Pursuant to Council direction, the revenue from the home rule sales tax is allocated to the Capital Improvement Fund, not the General Fund. In FY 2017, home rule sales taxes of \$2.2 million were the highest on record and represented a \$553,775 or 33% increase over the prior year. This one-time increase was due to an audit finding issued by the Illinois Department of Revenue. The chart below reflects actual home rule sales taxes received for the past seven (7) years as well as an estimate of \$2,395,308 for FY 2025 and \$2,425,308 for FY 2026. The State of Illinois began assessing an administrative fee on all locally imposed taxes in July of 2017.



Other State Shared Taxes: These taxes include the income tax, local use tax, personal property replacement tax, and the motor fuel tax (MFT). These taxes are distributed by the State to municipalities on a per capita basis. For budgetary purposes, the City uses the estimates prepared by the Illinois Municipal League (IML). The IML calculates estimates based on economic projections, which seems to be historically consistent with actual receipts. State Income Tax collections for FY 2025 are estimated at \$470,000. The City expects an increase in State Income Tax for FY 2026 with \$476,061 estimated.

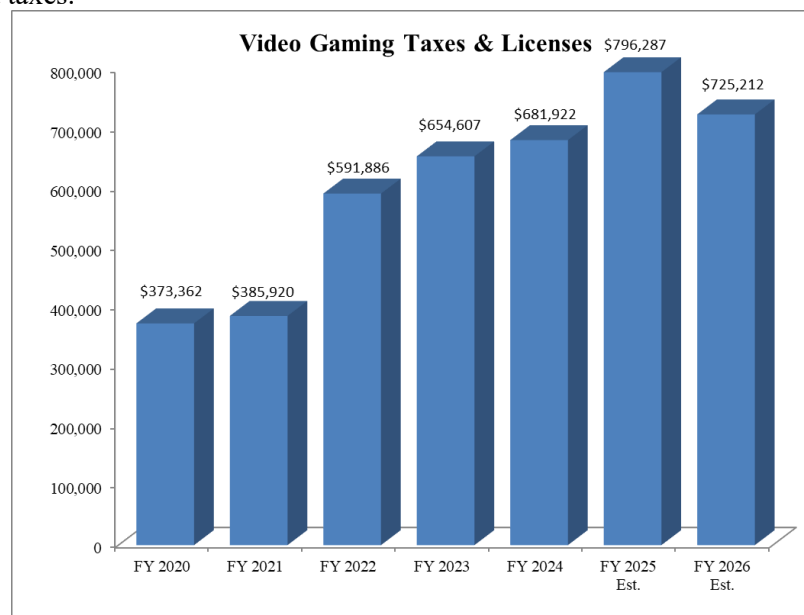
MFT funds are distributed by the Illinois Department of Transportation (IDOT) for the construction, maintenance and extension of municipal streets and appurtenances thereto. The City must comply with state requirements in spending these funds. MFT funds are audited by IDOT on an annual basis. MFT allocations are population based.

MFT receipts for FY 2025 is estimated at \$62,500 and are estimated at \$61,786 for FY 2026. Back in FY 2011, the City began using MFT funds to pay for snow removal labor and materials and this practice continues.

Licenses, Permits and Fees: This category includes business and liquor licenses, and building permits. Business and liquor licenses are renewed annually, with business licenses generating \$141,783 and liquor licenses generating \$113,560 for FY 2025. Revenue for building permits are estimated at \$133,390 for FY 2025. The building permit estimated revenue for FY 2026 is \$150,000

Amusement Tax: Amusement Taxes totaled \$369,041 in FY 2025. Amusement taxes began to decline in FY 2020 because the Drury Lane Theater closed for business in March of 2020 due to the pandemic. The Drury Lane Theater remained closed through September 2021. In FY 2021, the City only collected Amusement Tax receipts from Jus Fun Amusements and Redbox in the amount of \$6,040. Jus Fun Amusements closed in October of 2020. The City estimates to collect \$450,000 in Amusement tax receipts in FY 2026.

Video Gaming Taxes & Licenses: Back in April of 2012, the Council approved video gaming. Video gaming taxes and licenses are estimated at \$796,287 in FY 2025. For FY 2026 the City projects \$725,212 in video gaming licenses and taxes.

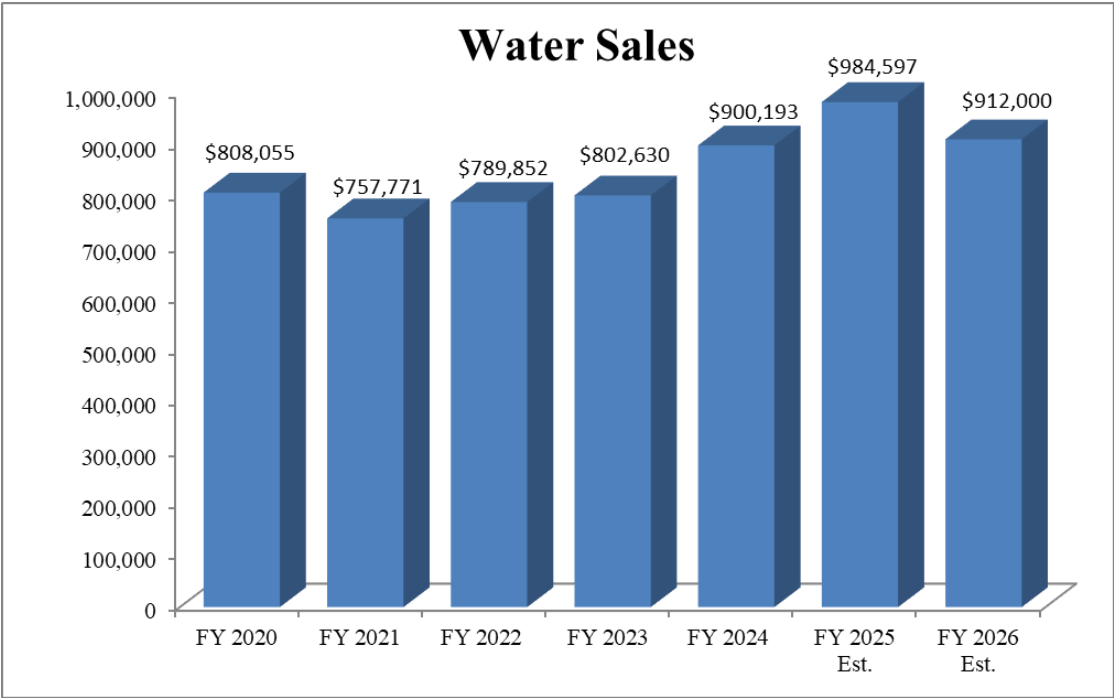


Hotel/Motel Tax / Home Rule Extended Stay Tax: The City’s hotel/motel taxes are levied at 6% of all hotel stays, and are the second largest source of General Fund revenue in FY 2026.



Water Sales: User charges fund the cost of supplying and distributing potable water to certain residents and businesses within the community. Water revenue from user charges estimated at \$984,597 for FY 2025. Revenues from the sale of water are estimated at \$912,000 for FY 2026.

The City’s last water rate increase took effect in January of 2015 because the DuPage Water Commission increased their rate by \$.67. Oakbrook Terrace residents pay a bi-monthly charge of \$59.82 for 0-6,000 gallons of water. After 6,000 gallons residents pay \$9.97 for every 1,000 gallons used. The chart below reflects historical water sales revenues for the past seven (7) years, with estimates for FY 2025 and FY 2026.



City of Oakbrook Terrace

Fiscal Year 2026

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)

Administrative Assistant (.50)

Police Department

Chief (1.0)

Deputy Chief (1.0)

Sergeants (4.0)

Patrol Officers (20.0)

Administrative Supervisor (1.0)

Administrative Officers (2.0)

PART-TIME EMPLOYEES

(Expressed In FTE's*)

Service Technician (.50)

Community Development

Community Development Director (1.0)

Assistant to the Community Development Director (1.0)

Code Enforcement Officer (1.0)

Administrative Assistant (.50)

Public Services Department – Streets Division

Public Services Director (.50)

Maintenance Workers (3.0)

Maintenance Worker/Mechanic (1.0)

Finance Department

Finance Director (1.0)

Payroll/Hr Specialist (1.0)

Fiscal Assistant (1.0)

Administrative Assistant (.50)

Account Clerk (.50)

Public Services Department – Water Division

Public Services Director (.50)

Water System Operators (2.0)

Account Clerk (.50)

* FTE = Full-Time Equivalent



**CITY OF OAKBROOK TERRACE
2025-2026 PROPOSED
ALL FUND SUMMARY OF SALARIES & WAGES
TEN YEAR HISTORY**

	2017	2018	2019	2020	2021	2022	2023	2024	2025 Budget	2025 Estimated	2026 Proposed
Admin	392,710	447,126	419,341	428,220	378,385	395,707	470,548	442,961	378,055	405,548	428,791
Police	2,338,773	2,344,822	2,543,758	2,594,472	2,671,592	2,652,150	2,641,032	2,814,037	3,087,416	2,761,153	3,387,578
Com Dev	217,400	267,348	295,239	306,726	311,682	317,695	286,800	311,915	326,270	333,376	335,640
Streets	256,977	246,803	285,801	280,058	264,362	295,341	312,861	328,495	378,584	368,211	382,766
Police Comm	3,975	3,525	6,175	7,000	7,050	8,800	6,500	6,600	6,600	6,600	6,600
Finance	58,309	68,598	127,877	151,693	156,124	138,020	253,388	328,453	305,500	267,564	393,472
Traffic Enforce Camera	-	44,763	71,282	73,214	73,285	71,162	52,542	80,490	-	-	-
Water	234,555	247,469	262,270	274,261	260,865	273,287	266,964	296,653	305,262	319,673	326,500
Total	3,502,699	3,670,454	4,011,743	4,115,644	4,123,345	4,152,162	4,290,635	4,609,604	4,787,687	4,462,125	5,261,347



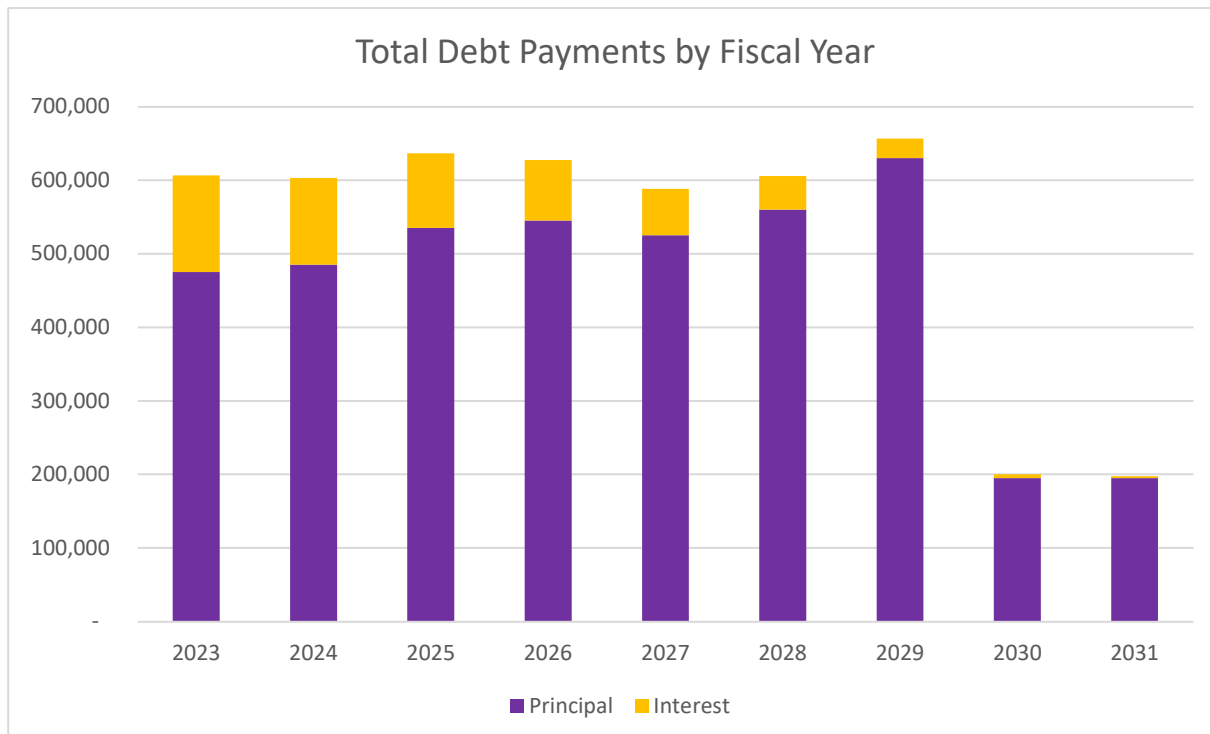
CITY OF OAKBROOK TERRACE
DEBT SERVICE PAYMENTS & DEBT CAPACITY

Combined Total Debt Payments

Fiscal Year	Principal	Interest	Total Debt Payment
2023	475,000	131,670	606,670
2024	485,000	118,220	603,220
2025	535,000	101,370	636,370
2026	545,000	82,620	627,620
2027	525,000	63,470	588,470
2028	560,000	45,620	605,620
2029	630,000	26,520	656,520
2030	195,000	5,070	200,070
2031	195,000	2,633	197,633

	Principal	Interest	Total
SSA Debt - see Fund #4	\$ 45,000	\$ 2,250	\$ 47,250
GO Debt - Capital Improvement Fund #09	\$ 310,000	\$ 39,900	\$ 349,900
GO Debt - Business District Fund #12	\$ 190,000	\$ 40,470	\$ 230,470
	<u>\$ 545,000</u>	<u>\$ 82,620</u>	<u>\$ 627,620</u>

As a home rule unit of government, the City does not have a legal debt limit.
The City's financial policy Section 11.9.3 (B) guidelines for GO Debt is 7% of EAV.
Current EAV (2024) is 312,134,278 for a debt limit of \$21,849,399. The current GO debt principal is \$3,235,000 or 1% of EAV.





GENERAL FUND

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

	Actual 22/23	Actual 23/24	Adopted Budget 24/25	Department Estimated 24/25	Department Proposed 25/26	% Change from FY 25 Estimate
REVENUE						
Taxes	\$ 3,939,185	\$ 4,413,539	\$ 4,119,609	\$ 4,471,306	\$ 4,588,376	2.6%
Taxes Collected by OBT	4,572,224	\$ 4,789,020	\$ 4,820,892	\$ 4,881,232	\$ 4,924,530	0.9%
Licenses & Permits	660,194	\$ 736,082	\$ 680,610	\$ 709,000	\$ 701,152	-1.1%
Fines & Forfeitures	2,342,349	\$ 1,115,620	\$ 101,800	\$ 179,140	\$ 113,500	-36.6%
Sales & Service	202,813	\$ 202,714	\$ 210,503	\$ 219,903	\$ 217,643	-1.0%
Miscellaneous Revenues	249,850	\$ 364,750	\$ 118,909	\$ 493,709	\$ 657,709	33.2%
TOTAL	\$ 11,966,609	\$ 11,621,725	\$ 10,052,323	\$ 10,954,290	\$ 11,202,910	2.3%
EXPENDITURES						
Executive Administration	\$ 1,694,416	\$ 1,426,578	\$ 1,479,075	\$ 1,435,735	\$ 1,657,141	15.4%
Police Department	6,490,466	6,564,219	6,194,633	5,777,124	6,820,521	18.1%
Community Development	510,314	511,382	730,827	594,332	779,860	31.2%
Streets Division	639,618	637,040	771,199	780,693	809,169	3.6%
Tourism	133,585	169,117	212,020	216,000	215,178	-0.4%
Police Commission	13,058	16,660	25,215	17,587	32,565	85.2%
Finance	833,693	892,209	1,038,612	944,067	756,597	-19.9%
TOTAL	\$ 10,315,150	\$ 10,217,205	\$ 10,451,582	\$ 9,765,538	\$ 11,071,031	13.4%
Excess(Deficiency) of Revenues over Expenditures	\$ 1,651,459	\$ 1,404,520	\$ (399,259)	\$ 1,188,752	\$ 131,879	-88.9%



CITY OF OAKBROOK TERRACE
GENERAL FUND REVENUE
2025/2026 BUDGET

	Actual 22/23	Actual 23/24	Budget 24/25	Est Actual 24/25	Proposed 25/26	\$ Change 25 Budget	\$ Change 25 Est Act	% Change 24 Est Act	% of Total
Taxes	\$ 3,939,185	\$ 4,413,539	\$ 4,119,609	\$ 4,471,306	\$ 4,588,376	\$ 468,767	\$ 117,070	2.62%	41.0%
Taxes Collected by OBT	\$ 4,572,224	\$ 4,789,020	\$ 4,820,892	\$ 4,881,232	\$ 4,924,530	\$ 103,638	\$ 43,298	0.89%	44.0%
Licenses & Permits	\$ 660,194	\$ 736,082	\$ 680,610	\$ 709,000	\$ 701,152	\$ 20,542	\$ (7,848)	-1.11%	6.3%
Fines & Forfeitures	\$ 2,342,349	\$ 1,115,620	\$ 101,800	\$ 179,140	\$ 113,500	\$ 11,700	\$ (65,640)	-36.64%	1.0%
Sales & Service	\$ 202,813	\$ 202,714	\$ 210,503	\$ 219,903	\$ 217,643	\$ 7,140	\$ (2,260)	-1.03%	1.9%
Miscellaneous Revenue	\$ 225,170	\$ 383,444	\$ 118,909	\$ 493,709	\$ 657,709	\$ 538,800	\$ 164,000	33.22%	5.9%
GENERAL FUND TOTAL	\$ 11,941,935	\$ 11,640,419	\$ 10,052,323	\$ 10,954,290	\$ 11,202,910	\$ 1,150,587	\$ 248,620	2.27%	100.0%
Taxes									
3010 - Property Tax	\$ 2,937	\$ -	\$ -	\$ 1,234	\$ -	\$ -	\$ (1,234)	-100.00%	0.0%
3015 - Police Pen. Prop. Taxes	\$ 1,063,126	\$ 1,069,622	\$ 1,072,072	\$ 1,072,072	\$ 1,109,553	\$ 37,481	\$ 37,481	3.50%	9.9%
3020 - Sales Taxes	\$ 2,475,560	\$ 2,955,606	\$ 2,656,500	\$ 3,000,000	\$ 3,100,000	\$ 443,500	\$ 100,000	3.33%	27.7%
3025 - Use Tax	\$ 113,699	\$ 103,760	\$ 116,037	\$ 110,000	\$ 103,823	\$ (12,214)	\$ (6,177)	-5.62%	0.9%
3030 - Telecom Tax	\$ 283,863	\$ 284,551	\$ 275,000	\$ 288,000	\$ 275,000	\$ -	\$ (13,000)	-4.51%	2.5%
TOTAL	\$ 3,939,185	\$ 4,413,539	\$ 4,119,609	\$ 4,471,306	\$ 4,588,376	\$ 468,767	\$ 117,070	2.62%	41.0%
Taxes Collected By OBT									
3110 - Income Tax	\$ 428,734	\$ 458,344	\$ 470,611	\$ 470,000	\$ 476,061	\$ 5,450	\$ 6,061	1.29%	4.2%
3120 - Personal Prop. Replacement Ta	\$ 11,002	\$ 7,172	\$ 8,700	\$ 4,300	\$ 5,916	\$ (2,784)	\$ 1,616	37.58%	0.1%
3121 - Cannabis Excise Tax (State)	\$ 4,239	\$ 4,353	\$ 4,300	\$ 4,300	\$ 4,600	\$ 300	\$ 300	6.98%	0.0%
3130 - Road & Bridge Tax	\$ 4,437	\$ 6,516	\$ 6,760	\$ 7,812	\$ 6,760	\$ -	\$ (1,052)	-13.47%	0.1%
3140 - Amusement Tax	\$ 414,957	\$ 444,266	\$ 450,000	\$ 425,000	\$ 450,000	\$ -	\$ 25,000	5.88%	4.0%
3145 - Video Gaming	\$ 546,907	\$ 585,953	\$ 584,746	\$ 684,000	\$ 605,212	\$ 20,466	\$ (78,788)	-11.52%	5.4%
3150 - OTB Tax	\$ 256,618	\$ 229,289	\$ 250,000	\$ 240,000	\$ 250,000	\$ -	\$ 10,000	4.17%	2.2%
3160 - Hotel/Motel Tax	\$ 1,481,913	\$ 1,466,310	\$ 1,511,875	\$ 1,470,000	\$ 1,557,231	\$ 45,356	\$ 87,231	5.93%	13.9%
3160-01 Hotel Online Taxes	\$ 40,486	\$ 124,063	\$ 120,000	\$ 185,820	\$ 120,000	\$ -	\$ (65,820)	-35.42%	1.1%
3161 - Hotel/Motel Extended	\$ 50,611	\$ 46,170	\$ 50,000	\$ 45,000	\$ 50,000	\$ -	\$ 5,000	11.11%	0.4%
3170 - Cannabis Sales Tax (City)	\$ 234,659	\$ 217,124	\$ 238,900	\$ 220,000	\$ 240,000	\$ 1,100	\$ 20,000	9.09%	2.1%
3180 - Food & Beverage Tax	\$ 1,097,661	\$ 1,199,460	\$ 1,125,000	\$ 1,125,000	\$ 1,158,750	\$ 33,750	\$ 33,750	3.00%	10.3%
TOTAL	\$ 4,572,224	\$ 4,789,020	\$ 4,820,892	\$ 4,881,232	\$ 4,924,530	\$ 103,638	\$ 43,298	0.89%	44.0%
Licenses & Permits									
3210 - Liquor License	\$ 124,960	\$ 134,110	\$ 136,110	\$ 135,000	\$ 138,152	\$ 2,042	\$ 3,152	2.33%	1.2%
3220 - Business Licenses	\$ 138,869	\$ 142,000	\$ 144,000	\$ 144,000	\$ 146,000	\$ 2,000	\$ 2,000	1.39%	1.3%
3221 - Massage Licenses	\$ 3,000	\$ 2,500	\$ 2,500	\$ 3,000	\$ 3,000	\$ 500	\$ -	0.00%	0.0%
3222 - Bus. Registration Fee	\$ 5,005	\$ 4,900	\$ 5,000	\$ 6,000	\$ 5,000	\$ -	\$ (1,000)	-16.67%	0.0%
3223 - Contractor Reg Fee	\$ 16,250	\$ 20,175	\$ 20,000	\$ 22,000	\$ 20,000	\$ -	\$ (2,000)	-9.09%	0.2%
3225 - Video Gaming License	\$ 107,700	\$ 116,950	\$ 120,000	\$ 130,000	\$ 120,000	\$ -	\$ (10,000)	-7.69%	1.1%
3230 - Other Licenses	\$ 27,600	\$ 34,450	\$ 40,000	\$ 40,000	\$ 40,000	\$ -	\$ -	0.00%	0.4%
3240 - Franchise Fees	\$ 78,614	\$ 78,865	\$ 63,000	\$ 79,000	\$ 79,000	\$ 16,000	\$ -	0.00%	0.7%
3310 - Building Permits	\$ 158,196	\$ 202,133	\$ 150,000	\$ 150,000	\$ 150,000	\$ -	\$ -	0.00%	1.3%
3320 - Other Permits	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	---	0.0%
TOTAL	\$ 660,194	\$ 736,082	\$ 680,610	\$ 709,000	\$ 701,152	\$ 20,542	\$ (7,848)	-1.11%	6.3%
Fines & Forfeitures									
3410 - Tickets	\$ 3,180	\$ 6,607	\$ 7,000	\$ 7,000	\$ 7,000	\$ -	\$ -	0.00%	0.1%
3415 - Towing Fees	\$ 23,000	\$ 24,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ -	\$ -	0.00%	0.2%
3416 -Traffic Light Enforcement Fines	\$ 2,251,901	\$ 1,003,706	\$ -	\$ 30,000	\$ -	\$ -	\$ (30,000)	-100.00%	0.0%
3420 - Court Fines	\$ 45,091	\$ 57,111	\$ 50,000	\$ 104,640	\$ 60,000	\$ 10,000	\$ (44,640)	-42.66%	0.5%
3421 - Admin Adjud Fees	\$ 4,475	\$ 4,788	\$ 5,000	\$ 6,000	\$ 5,000	\$ -	\$ (1,000)	-16.67%	0.0%
3422 - Business License Penalty	\$ 1,629	\$ 2,301	\$ 1,800	\$ 3,000	\$ 3,000	\$ 1,200	\$ -	0.00%	0.0%
3423 - E-Citation Tickets	\$ 1,263	\$ 1,206	\$ 1,000	\$ 2,000	\$ 1,500	\$ 500	\$ (500)	-25.00%	0.0%
3425 - DUI Tech Fees	\$ 11,810	\$ 15,901	\$ 12,000	\$ 1,500	\$ 12,000	\$ -	\$ 10,500	700.00%	0.1%
TOTAL	\$ 2,342,349	\$ 1,115,620	\$ 101,800	\$ 179,140	\$ 113,500	\$ 11,700	\$ (65,640)	-36.64%	1.0%

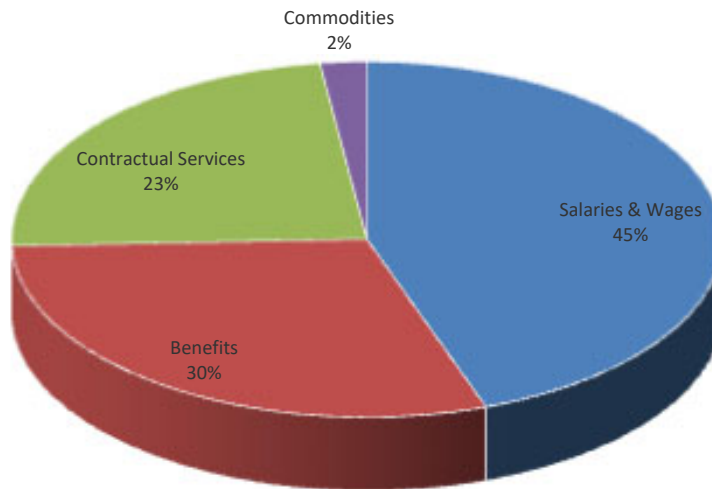


**CITY OF OAKBROOK TERRACE
GENERAL FUND REVENUE
2025/2026 BUDGET**

	Actual 22/23	Actual 23/24	Budget 24/25	Est Actual 24/25	Proposed 25/26	\$ Change 25 Budget	\$ Change 25 Est Act	% Change 24 Est Act	% of Total
Sales & Service									
3520 - Library Fees	\$ 4,004	\$ 4,754	\$ 1,800	\$ 5,000	\$ 4,000	\$ 2,200	\$ (1,000)	-20.00%	0.0%
3525 - Rental Inspection Fees	\$ 10,750	\$ 11,750	\$ 11,000	\$ 12,000	\$ 11,000	\$ -	\$ (1,000)	-8.33%	0.1%
3530 - Zoning Fees	\$ 7,109	\$ 1,875	\$ 5,000	\$ 10,000	\$ 5,500	\$ 500	\$ (4,500)	-45.00%	0.0%
3540 - Report Fees	\$ 2,545	\$ 2,462	\$ 2,500	\$ 2,500	\$ 2,500	\$ -	\$ -	0.00%	0.0%
3550 - Vehicle Seizures	\$ -	\$ 500	\$ -	\$ -	\$ -	\$ -	\$ -	---	0.0%
3560 - Charges for Services	\$ 3,485	\$ 2,606	\$ 2,500	\$ 2,700	\$ 2,700	\$ 200	\$ -	0.00%	0.0%
3561 - Digital Sign Fees	\$ 98,000	\$ 98,000	\$ 102,900	\$ 102,900	\$ 102,900	\$ -	\$ -	0.00%	0.9%
3570 - Antenna Income	\$ 76,920	\$ 80,766	\$ 84,803	\$ 84,803	\$ 89,043	\$ 4,240	\$ 4,240	5.00%	0.8%
TOTAL	\$ 202,813	\$ 202,714	\$ 210,503	\$ 219,903	\$ 217,643	\$ 7,140	\$ (2,260)	-1.03%	1.9%
Miscellaneous Revenue									
3625 - Recreation Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	---	0.0%
3650 - Interest Earnings	\$ 765	\$ 9	\$ 1,200	\$ 300,000	\$ 540,000	\$ 538,800	\$ 240,000	80.00%	4.8%
3650-01 Restricted IMET Interest	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	---	0.0%
3651 - Investment Income	\$ 37,715	\$ 50,285	\$ 40,000	\$ 100,000	\$ 40,000	\$ -	\$ (60,000)	-60.00%	0.4%
3660 - Misc Revenue	\$ 8,921	\$ 270,562	\$ 10,000	\$ 10,000	\$ 10,000	\$ -	\$ -	0.00%	0.1%
3661 - July 4 Sponsor	\$ 33,250	\$ 26,500	\$ 27,000	\$ 27,000	\$ 27,000	\$ -	\$ -	0.00%	0.2%
3661-01 Event Sponsor	\$ -	\$ 24,250	\$ 25,000	\$ 25,000	\$ 25,000	\$ -	\$ -	0.00%	0.2%
3663 - Dept. of Just. Vest	\$ 1,766	\$ 709	\$ 709	\$ 709	\$ 709	\$ -	\$ -	0.00%	0.0%
3666 - IPRF Safety Grant	\$ -	\$ 11,129	\$ 15,000	\$ 31,000	\$ 15,000	\$ -	\$ (16,000)	-51.61%	0.1%
3667 - CARES Grant	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	---	0.0%
3668 American Rescue Plan Act Grant	\$ 142,753	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	---	0.0%
3669 - COVID FEMA Reimbursemen	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	---	0.0%
3999 - Proceeds from Asset Disposal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	---	0.0%
TOTAL	\$ 225,170	\$ 383,444	\$ 118,909	\$ 493,709	\$ 657,709	\$ 538,800	\$ 164,000	33.22%	5.9%
General Fund Total	11,941,935	\$ 11,640,419	\$ 10,052,323	\$ 10,954,290	\$ 11,202,910	\$ 1,150,587	\$ 248,620	2.27%	100.0%

**Expenditures by Department/Function for
General Fund Operating Proposed Budget
2025-2026 Budget**

	Salaries & Wages	Other Personnel Benefits	Contractual Services	Commodities	Total	% of Total
Executive Administration	\$ 428,791	\$ 120,137	\$ 1,064,713	\$ 43,500	\$ 1,657,141	15.0%
Police Department	3,387,578	2,660,545	656,987	115,411	6,820,521	61.6%
Community Development	335,640	171,805	260,265	12,150	779,860	7.0%
Streets Division	382,766	184,253	195,950	46,200	809,169	7.3%
Tourism	-	-	215,178	-	215,178	1.9%
Police Commission	6,600	505	20,000	5,460	32,565	0.3%
Finance Department	393,472	163,715	187,410	12,000	756,597	6.8%
TOTAL	\$ 4,934,847	\$ 3,300,960	\$ 2,600,503	\$ 234,721	\$ 11,071,031	100%



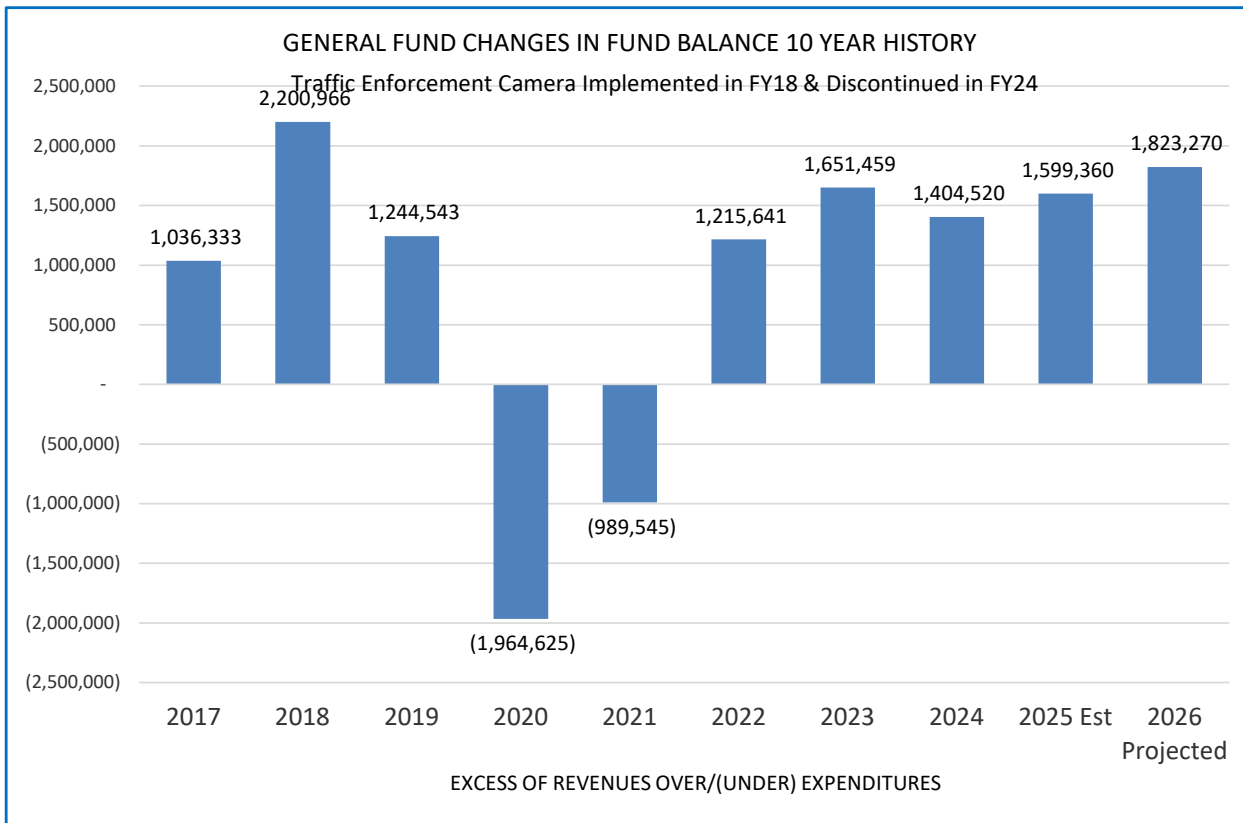
	Actual 22/23	Actual 23/24	Adopted Budget 24/25	Estimated 24/25	Proposed 25/26	% Change from FY 2023 Est.
Salaries & Wages	\$ 4,023,671	\$ 4,118,501	\$ 4,482,424	\$ 4,142,452	\$ 4,934,847	19.1%
Benefits	\$ 2,902,938	\$ 2,799,221	\$ 3,017,442	\$ 2,954,010	\$ 3,300,960	11.7%
Contractual Services	\$ 3,173,001	\$ 2,435,427	\$ 2,723,184	\$ 2,432,424	\$ 2,600,503	6.9%
Commodities	\$ 215,533	\$ 318,207	\$ 228,531	\$ 236,652	\$ 234,721	-0.8%
TOTAL	\$ 10,315,143	\$ 9,671,356	\$ 10,451,581	\$ 9,765,538	\$ 11,071,031	
Percentage Change (%)		-6.2%	8.1%	1.0%	12.5%	13.4%

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

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

GENERAL FUND 10-YEAR CHANGES IN FUND RESERVES

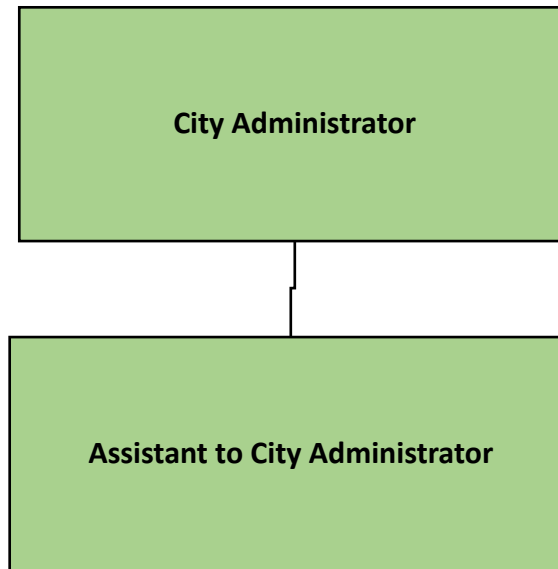
General Fund Balance Policy: The City will maintain a General Fund reserve equal to at least 40% of estimated yearly revenues. The projected FY24 and FY25 reserve of \$12.6 and \$12.2 million, respectively, represent more than 3 times the minimum reserve. Revenues: General Fund revenues for FY25 are projected to be approximately \$10.05M. The City implemented a traffic enforcement camera in FY18 which substantially enhanced revenues by up to \$2.5 million dollars annually until FY24. In FY24 the camera fines were discontinued pursuant to litigation. Due to this uncertainty, the City did not budget any traffic enforcement fines in FY25. A Food & Beverage Tax of 1.5% was implemented in FY23 resulting in approximately \$1.1 million in revenue to the General Fund. Expenditures: General Fund expenditures for FY26 are budgeted at \$11M. Following this schedule is a summary of the expenditures by General fund department and category.





EXECUTIVE ADMINISTRATION

Oakbrook Terrace Executive Administration Department Organizational Chart



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

MISSION STATEMENT

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

GOALS

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

FY 2024-2025 ACCOMPLISHMENTS

1. Currently in the final phase with Northern Illinois University Center for Governmental Studies in completing and creating a new strategic plan and amending the current comprehensive plan for the city.
2. Improved communications with residents through Nixle, Constant Contact platforms, and other social media platforms.
3. 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. Honored local veterans through a Veterans Day recognition event.
6. Hosted the Children's Christmas Party at the Stella May Swartz Elementary School.
7. Worked with a resident volunteer committee to resume the holiday luminary program.
8. Completed a very successful Summer Concert Series in one of the city's local parks.

FY 2025-2026 OBJECTIVES

- To implement suggestions derived from the new Strategic Plan and amended Comprehensive Plan to be ongoing.
- To prepare and recommend an annual operating budget to be adopted prior to May 1st of each year, and to administer the approved expenditure operating and capital plans throughout the fiscal year.
- To provide staff support and professional expertise to the City Council, any ad hoc or permanent City Council committees when created and other advisory boards and commissions as needed.
- To coordinate and supervise all City general legal, litigation, and legislative consulting assistance.
- To continue to serve the City by active participation in intergovernmental groups such as the West Central Municipal Conference (WCMC), DuPage Mayors and Managers (DMMC), Illinois Municipal League (IML), and the Metropolitan Mayors Caucus.
- To continue to serve the City by active participation in business, commercial, tourism, and economic development promotional agencies such as the Greater Oak Brook Chamber Of Commerce (GOCC) and the DuPage Convention and Visitors Bureau (DCVB).
- To review periodically the City's compensation policies and practices to ensure they remain competitive and recommend periodic adjustments as deemed necessary.
- To successfully conduct collective bargaining negotiations when necessary and appropriate.
- To respond in a timely and effective manner to citizen contacts and inquiries about city policies, programs, and services.
- To continue to clarify City policies by adopting administrative procedures to provide consistency to employees. Make periodic reviews of the City's Personnel and Administrative Policy.
- To supervise, support and assist the Community Development Director and consulting services providers in the review of the proposed residential and commercial developments in the City.
- To determine departmental training needs and secure resources to maintain a well-trained, educated staff.
- Gather information for the *Terrace Leaves*, our local Cable Channel, Facebook, Nextdoor, and the Oakbrook Terrace Web Page. Schedule volunteers to help with different community events and make contacts with local businesses to gain volunteers.
- Coordinate the planning of all City special events including the July 4th Celebration, Children's Holiday Party, Business Grand Openings, City Wide Garage Sale, Children's Spring Egg Hunt, the Fall Festival, and the Employee and Elected Officials Holiday Party.
- To complete an Organizational Study that will identify opportunities to enhance City operations for efficiencies.



**CITY OF OAKBROOK TERRACE
EXECUTIVE ADMINISTRATION
2025/2026 BUDGET
GENERAL FUND - DEPARTMENT 01-01**

	Actual 22/23	Actual 23/24	Approved Budget 24/25	Department Estimated 24/25	Proposed Budget 25/26	% Change In 24-25 Budget To FY25/26 Budget	% Change In 24-25 Estimate
Salaries & Wages	\$ 470,548	\$ 379,774	\$ 378,055	\$ 405,548	\$ 428,791	13.4%	5.7%
Other Personnel Benefits	\$ 189,502	\$ 80,466	\$ 102,920	\$ 105,938	\$ 120,137	16.7%	13.4%
Contractual Services	\$ 1,008,360	\$ 920,212	\$ 965,100	\$ 865,612	\$ 1,064,713	10.3%	23.0%
Commodities	\$ 26,006	\$ 46,124	\$ 33,000	\$ 58,637	\$ 43,500	31.8%	-25.8%
Executive Administration Total	\$ 1,694,416	\$ 1,426,575	\$ 1,479,075	\$ 1,435,735	\$ 1,657,141	12.0%	15.4%
Salaries & Wages							
4110 - Full-time	\$ 300,875	\$ 262,283	\$ 257,055	\$ 278,718	\$ 279,981	8.9%	0.5%
4120 - Overtime	\$ -	\$ -	\$ -	\$ -	\$ -	---	---
4130 - Part-time Regular	\$ 74,203	\$ 26,083	\$ 25,500	\$ 23,853	\$ 25,560	0.2%	7.2%
4140 - Part-time Other	\$ 70,000	\$ 70,000	\$ 70,000	\$ 70,000	\$ 70,000	0.0%	0.0%
4151 - Police - Special Events	\$ 10,187	\$ 6,428	\$ 10,000	\$ 9,767	\$ 20,000	100.0%	104.8%
4155 - Public Srv - Special Events	\$ 11,476	\$ 12,165	\$ 12,250	\$ 20,712	\$ 30,000	144.9%	44.8%
4156 - Sick Pay Incentive	\$ 1,600	\$ 2,250	\$ 2,250	\$ 2,250	\$ 2,250	0.0%	0.0%
4157 - Admin Special Events	\$ 2,207	\$ 565	\$ 1,000	\$ 248	\$ 1,000	0.0%	302.9%
4171 - Sick Leave Buy Back	\$ -	\$ -	\$ -	\$ -	\$ -	---	---
TOTAL	470,548	379,774	\$ 378,055	\$ 405,548	\$ 428,791	13.4%	5.7%
Other Personnel Benefits							
4510 - IMRF	\$ 28,732	\$ 24,675	\$ 42,000	\$ 34,834	\$ 34,861	-17.0%	0.1%
4520 - FICA	\$ 32,996	\$ 26,901	\$ 31,500	\$ 27,957	\$ 28,722	-8.8%	2.7%
4530 - Health Insurance	\$ 26,686	\$ 18,876	\$ 19,300	\$ 32,312	\$ 45,474	135.6%	40.7%
4531 - H.S.A. Contribution	\$ 4,640	\$ 6,240	\$ 5,120	\$ 5,120	\$ 5,120	0.0%	0.0%
4540 - Dental Insurance	\$ 2,821	\$ 2,451	\$ 2,425	\$ 2,983	\$ 3,060	26.2%	2.6%
4550 - Life Insurance	\$ 1,486	\$ 553	\$ 575	\$ 730	\$ 900	56.5%	23.2%
4570 - Unemployment Ins	\$ 1,863	\$ 770	\$ 2,000	\$ 2,000	\$ 2,000	0.0%	0.0%
TOTAL	\$ 189,502	\$ 80,466	\$ 102,920	\$ 105,938	\$ 120,137	16.7%	13.4%
Contractual Services							
5600 - Professional/Technical	\$ 23,099	\$ 100,935	\$ 100,000	\$ 127,656	\$ 45,000	-55.0%	-64.7%
5601 - Codification	\$ 9,571	\$ 4,556	\$ 5,000	\$ 11,429	\$ 15,000	200.0%	31.2%
5605 - Training/Conferences	\$ 2,625	\$ 131	\$ 10,000	\$ 4,200	\$ 15,000	50.0%	257.1%
5608 - IT Services 25%	\$ -	\$ -	\$ -	\$ -	\$ 20,000	---	---
5610 - Membership/Assoc Fees	\$ 9,074	\$ 7,441	\$ 10,000	\$ 10,000	\$ 12,000	20.0%	20.0%
5615 - Meetings	\$ 2,559	\$ 2,945	\$ 3,000	\$ 784	\$ 4,000	33.3%	410.0%
5620 - Advertising & Publications	\$ 250	\$ 700	\$ 1,000	\$ 208	\$ 1,000	0.0%	381.4%
5625 - Terrace Leaves Newsletter	\$ 16,960	\$ 15,660	\$ 15,600	\$ 16,567	\$ 16,000	2.6%	-3.4%
5630 - Risk Management Insurance	\$ 79,047	\$ -	\$ -	\$ -	\$ 122,789	----	----
5631 - Workers Compensation Insurance	\$ 189,345	\$ -	\$ -	\$ -	\$ 126,124	----	----
5650 - Physical Exams	\$ -	\$ 50	\$ -	\$ -	\$ -	---	---
5651 - Employee Assistance Program	\$ 2,876	\$ 14,000	\$ 11,200	\$ 11,200	\$ 10,500	-6.3%	-6.2%
5651-01 Wellness Program	\$ -	\$ -	\$ -	\$ -	\$ 5,000	---	---
5655 - Equipment Lease & Rental	\$ 330	\$ 1,174	\$ 500	\$ 240	\$ 500	0.0%	108.3%
5660 - Equipment Maint & Repair	\$ 1,906	\$ 4,630	\$ 2,000	\$ 2,640	\$ 3,500	75.0%	32.6%
5660-01 Equip. Serv. Agreement	\$ 760	\$ 1,648	\$ 1,700	\$ -	\$ 1,700	0.0%	---
5665 - Telephone Service	\$ 6,923	\$ 7,959	\$ 7,500	\$ 9,027	\$ 10,000	33.3%	10.8%



**CITY OF OAKBROOK TERRACE
EXECUTIVE ADMINISTRATION
2025/2026 BUDGET
GENERAL FUND - DEPARTMENT 01-01**

	Actual 22/23	Actual 23/24	Approved Budget 24/25	Department Estimated 24/25	Proposed Budget 25/26	% Change In 24-25 Budget To FY25/26 Budget	% Change In 24-25 Estimate
5668 - Communications	\$ 33,985	\$ 33,610	\$ 35,000	\$ 26,952	\$ 25,000	-28.6%	-7.2%
5671 - General Legal Services	\$ 141,804	\$ 254,645	\$ 275,000	\$ 210,147	\$ 150,000	-45.5%	-28.6%
5672 - Prosecutions	\$ 57,234	\$ 64,935	\$ 65,000	\$ 51,155	\$ 55,000	-15.4%	7.5%
5673 - Litigation	\$ 115,192	\$ 98,098	\$ 115,000	\$ 48,653	\$ 100,000	-13.0%	105.5%
5673-02 Sales Tax Audit Contingency	\$ 3,518	\$ -	\$ 2,500	\$ -	\$ 2,500	0.0%	---
5674 - Labor Relations	\$ 92,249	\$ 52,194	\$ 85,000	\$ 54,371	\$ 65,000	-23.5%	19.5%
5675 - Admin Hearing Services	\$ 1,160	\$ 1,215	\$ 2,000	\$ 2,569	\$ 3,500	75.0%	36.3%
5677 - Contingency	\$ -	\$ -	\$ -	\$ -	\$ 30,000	---	---
5677-01 COVID Expenses	\$ 1,173	\$ 300	\$ -	\$ -	\$ -	---	---
5700 - Public Information	\$ 5,490	\$ 2,025	\$ 5,000	\$ 2,500	\$ 3,000	-40.0%	20.0%
5780 - Special Events Programming	\$ 116,203	\$ 144,305	\$ 100,600	\$ 154,877	\$ -	-100.0%	-100.0%
5780-01 Pumpkins in the Park	\$ -	\$ -	\$ -	\$ -	\$ 5,500	---	---
5780-02 Veterans Day Luncheon	\$ -	\$ -	\$ -	\$ -	\$ 1,400	---	---
5780-03 Christmas Event	\$ -	\$ -	\$ -	\$ -	\$ 8,000	---	---
5780-04 Concerts in the Park	\$ -	\$ -	\$ -	\$ -	\$ 80,000	---	---
5780-05 Luminaries	\$ -	\$ -	\$ -	\$ -	\$ 5,000	---	---
5780-06 Egg Hunt & Kite Fly	\$ -	\$ -	\$ -	\$ -	\$ 3,200	---	---
5781 - July 4th Programming	\$ 67,506	\$ 81,339	\$ 85,000	\$ 83,975	\$ 85,000	0.0%	1.2%
5782 - Sponsorship	\$ 5,000	\$ 1,035	\$ 5,000	\$ 1,000	\$ 3,500	-30.0%	250.0%
5785 - Library Services	\$ 19,895	\$ 23,193	\$ 20,000	\$ 33,463	\$ 25,000	25.0%	-25.3%
5790 - Residents Security Rebate	\$ 2,626	\$ 1,490	\$ 2,500	\$ 2,000	\$ 6,000	140.0%	200.0%
TOTAL	\$ 1,008,360	\$ 920,212	\$ 965,100	\$ 865,612	\$ 1,064,713	10.3%	23.0%
Commodities							
6110 - Books & Publications	\$ 192	\$ -	\$ 500	\$ 208	\$ 500	0.0%	140.7%
6120 - Office Supplies	\$ 4,086	\$ 5,214	\$ 5,000	\$ 4,758	\$ 5,000	0.0%	5.1%
6125 - Office Furniture	\$ -	\$ 3,438	\$ -	\$ -	\$ -	---	---
6130 - Supplies	\$ 4,363	\$ 4,834	\$ 4,000	\$ 2,704	\$ 5,000	25.0%	84.9%
6150 - Software	\$ 11,869	\$ 15,750	\$ 3,000	\$ 7,765	\$ 5,000	66.7%	-35.6%
6151 - Hardware	\$ -	\$ -	\$ 7,500	\$ 36,927	\$ 15,000	100.0%	-59.4%
6165 - Recognition	\$ 5,023	\$ 16,108	\$ 11,000	\$ 3,903	\$ 11,000	0.0%	181.8%
6170 - Postage	\$ 473	\$ 781	\$ 2,000	\$ 2,373	\$ 2,000	0.0%	-15.7%
TOTAL	\$ 26,006	\$ 46,124	\$ 33,000	\$ 58,637	\$ 43,500	31.8%	-25.8%
Executive Administration Total	\$ 1,694,416	\$ 1,426,575	\$ 1,479,075	\$ 1,435,735	\$ 1,657,141	12.0%	15.4%

CITY OF OAKBROOK TERRACE

EXECUTIVE ADMINISTRATION

		Actual FY 2023	Actual FY 2024	Budget FY 2025	Estimated Actual FY 2025	Adopted Budget FY 2026
Department Summary						
	Salaries & Wages	\$ 470,548	\$ 379,774	\$ 378,055	\$ 405,548	\$ 428,791
	Benefits	189,502	80,466	102,920	105,938	120,137
	Contractual Services	1,008,360	920,212	965,100	865,612	1,064,713
	Commodities	26,006	46,124	33,000	58,637	43,500
	Department Totals	\$ 1,694,418	\$ 1,426,576	\$ 1,479,075	\$ 1,435,735	\$ 1,657,140

Department Performance Measures

Inputs	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025 Est.
Number of full-time employees*	2.5	2.5	2	2	2
Number of part-time/seasonal employees	1	1	1	1	1
Department Expenditures	\$ -	\$ 996,585	\$ 1,694,418	\$ 1,426,576	\$ 1,435,735

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

Outputs	2020	2021	Calendar Year 2022	2023	2024
Freedom of Information Act Response	170	177	198	171	176
Ordinances Approved	54	43	41	48	49
Resolutions Approved	8	9	14	22	12
Agendas	24	24	24	24	24
Number of Facebook Social Media Posts	259	403	521	609	609

Effectiveness Measures	FY2021	FY2022	FY2023	FY 2024	FY 2025
July 4th Sponsorship Revenue (FY)*	\$ -	\$ 32,250	\$ 32,250	\$ 24,500	\$ 28,500

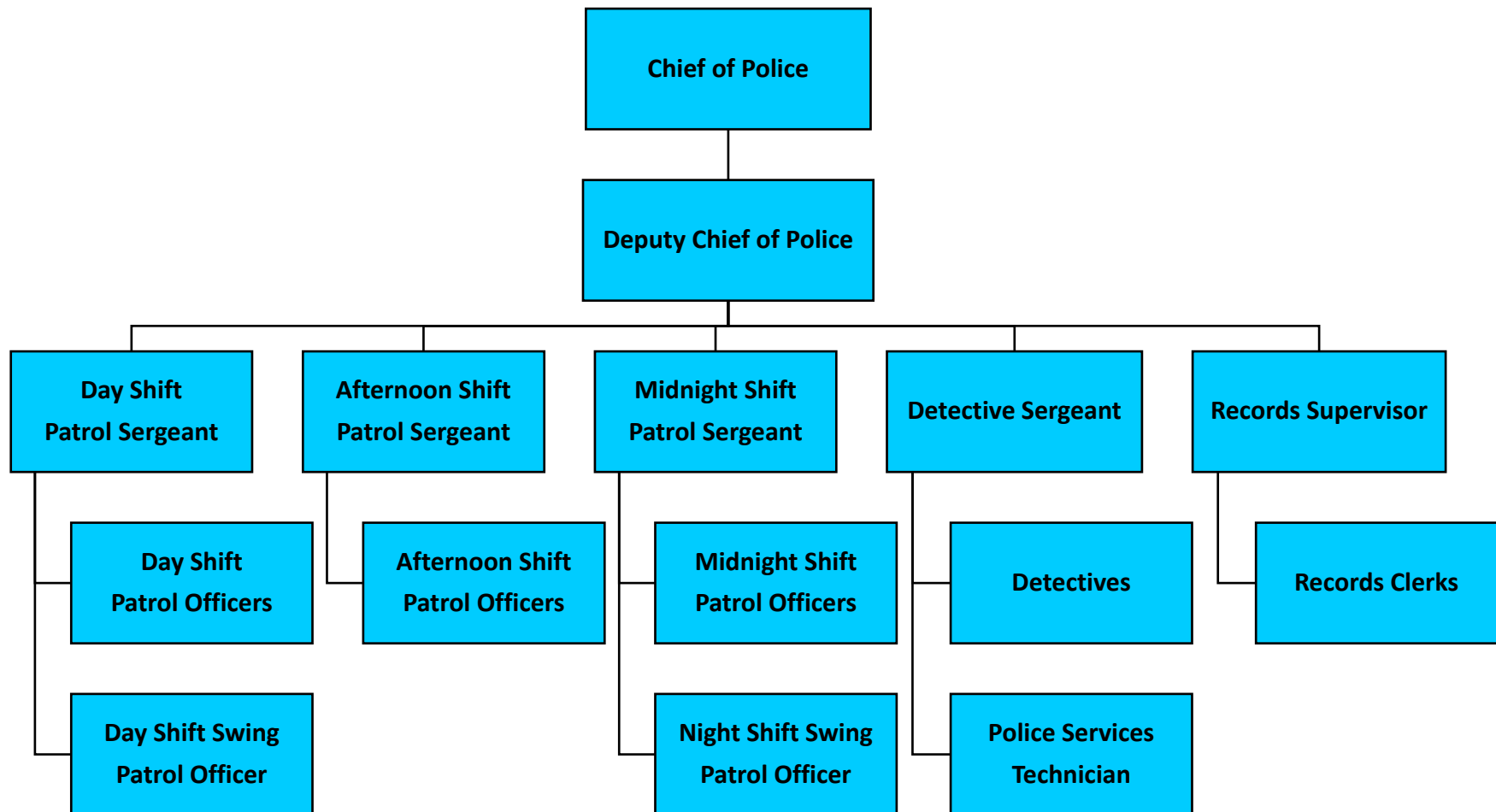
*July 4, 2020 was canceled due to COVID

Goals - FY24/25	Remain Fiscally Sound	Community Engagement	Enhance Public Health & Safety	Maintain Community Development
Research & present public policy matters to Council	X		X	
Improving services through technology		X	X	
Creating/enhancing strategic partnerships			X	X
Continue to hold special events		X		
Anticipating the changing community needs	X	X		X



POLICE DEPARTMENT

Oakbrook Terrace Police Department Organizational Chart



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

MISSION STATEMENT

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

GOALS

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

FY 2024-2025 ACCOMPLISHMENTS

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

7. Engaged with Salt Creek School in a read to a dog program where the Oakbrook Terrace Police Comfort Dogs were brought to the school and the children would read books to them.
8. Participated in Safety Saturday through DuPage County.
9. Participated in the Touch-A-Truck event at Heritage Park and Salt Creek School.
10. Participated in Shop with a Cop along-side DuPage County Sheriff and multiple other jurisdictions.
11. Two Department members remained assigned to the Northern Illinois Police Alarm System (NIPAS) Mobile Field Force. One member has been assigned to the Mobile Patrol Team and Special Weapons Team and the other is the NIPAS Mobile Field Force Team Commander. The members responded to multiple calls for assistance with crowd control in several jurisdictions throughout the year.
12. One Oakbrook Terrace Police Officer remained assigned to the DuPage County MERIT Forensic Investigative Unit (FIU). The member responded to multiple calls for assistance with evidence collection in several jurisdictions throughout the year.
13. One Oakbrook Terrace Police Detective remained assigned to the DuPage County Merit Major Crimes Unit (MCU). The member responded to multiple calls for assistance with investigations in several jurisdictions throughout the year.
14. One Oakbrook Terrace Police member remained assigned to the DuPage County MERIT Public Integrity Team (PIT). The member is assigned to assist with the independent investigation of officer-involved shootings and deaths.
15. One Oakbrook Terrace Police Officer remained assigned to the DuPage County MERIT Major Crash Investigation Team. The member responded to multiple calls for assistance with investigations in several jurisdictions throughout the year.
16. Improved and modernized the Oakbrook Terrace Police Department electronic equipment by replacing all of the in-car mobile recording devices and mobile data terminals.
17. Continued training on use of force, specialized intermediate weapons, and de-escalation in order to reduce the level of force needed to meet our lawful objectives.
18. Enhanced patrol strategies to better ensure maximized coverage and efficiency to deter crime throughout the City of Oakbrook Terrace.
19. Obtained funding for organized retail theft enforcement through the Illinois Attorney General's grant funding for officers to be assigned to actively pursue organized retail theft offenders.

FY 2025-2026 OBJECTIVES

- Continue to reduce exposure to liability through training.
- Continue the Department's community relations program.
- Recruit and retain qualified police officers.
- Increase DUI enforcement through proactive patrol and grant funding.
- Increase seatbelt enforcement through proactive patrol and grant funding.
- Decrease Retail Theft offenses through proactive patrol and grant funding.
- Add officers to specialized units as they become available.





CITY OF OAKBROOK TERRACE
POLICE DEPARTMENT
2025/2026 BUDGET
GENERAL FUND - DEPARTMENT 01-02

	Actual 22/23	Actual 23/24	Approved Budget 24/25	Department Estimated 24/25	Proposed Budget 25/26	% Change In 24-25 Budget To FY25/26 Budget	% Change In 24-25 Estimate
Salaries & Wages	\$ 2,641,032	\$ 2,919,504	\$ 3,087,415	\$ 2,761,153	\$ 3,387,578	9.7%	22.7%
Other Personnel Benefits	\$ 2,397,477	\$ 2,386,654	\$ 2,467,207	\$ 2,420,647	\$ 2,660,545	7.8%	9.9%
Contractual Services	\$ 426,230	\$ 507,086	\$ 521,035	\$ 496,149	\$ 656,987	26.1%	32.4%
Commodities	\$ 96,317	\$ 202,372	\$ 118,976	\$ 99,175	\$ 115,411	-3.0%	16.4%
Police Department Total	\$ 5,561,056	\$ 6,015,615	\$ 6,194,633	\$ 5,777,124	\$ 6,820,521	10.1%	18.1%
Salaries & Wages							
4110-01 - Full-time Administrative	\$ 532,018	\$ 531,154	\$ 563,560	\$ 539,151	\$ 585,404	3.9%	8.6%
4110-02 - Full-time Sergeants	\$ 374,011	\$ 395,851	\$ 405,404	\$ 394,619	\$ 548,000	35.2%	38.9%
4110-03 - Full-time Patrol Officers	\$ 1,226,455	\$ 1,318,140	\$ 1,360,542	\$ 1,085,975	\$ 1,487,640	9.3%	37.0%
4110-04 - Full-time Investigations	\$ 130,985	\$ 256,921	\$ 344,638	\$ 222,475	\$ 240,000	-30.4%	7.9%
4111-02 - Court Stand-by Sgts	\$ 922	\$ 815	\$ 800	\$ 161	\$ 800	0.0%	397.5%
4111-03 - Court Stand-by Patrol	\$ 3,057	\$ 879	\$ 2,500	\$ 310	\$ 2,500	0.0%	705.9%
4111-04 - Court Stand-by Invest	\$ 218	\$ -	\$ 750	\$ -	\$ 750	0.0%	---
4120-01 - Overtime Administrative	\$ 2,514	\$ 3,108	\$ 2,500	\$ 2,118	\$ 2,500	0.0%	18.1%
4120-02 - Overtime Sergeants	\$ 32,204	\$ 53,101	\$ 35,000	\$ 68,284	\$ 70,000	100.0%	2.5%
4120-03 - Overtime Patrol Officers	\$ 207,376	\$ 231,958	\$ 200,000	\$ 252,573	\$ 210,000	5.0%	-16.9%
4120-04 - Overtime Investigations	\$ 1,846	\$ 26,743	\$ 10,000	\$ 43,190	\$ 50,000	400.0%	15.8%
4130-00 - Part-time Regular	\$ -	\$ 4,188	\$ 25,435	\$ 30,116	\$ 36,000	41.5%	19.5%
4150-02 - Court Time Sergeants	\$ 3,785	\$ 4,592	\$ 2,517	\$ 5,010	\$ 5,000	98.6%	-0.2%
4150-03 - Court Time Patrol Off.	\$ 20,731	\$ 16,811	\$ 21,000	\$ 13,178	\$ 15,000	-28.6%	13.8%
4151-00 - PD - National Night Out Wages	\$ 1,076	\$ -	\$ 1,500	\$ 3,175	\$ 7,000	366.7%	120.5%
4155-00 - PS - National Night Out Wages	\$ 1,117	\$ 1,249	\$ 1,500	\$ 1,643	\$ 4,000	166.7%	143.5%
4157-00 - Admin - National Night Out W	\$ 200	\$ 147	\$ 300	\$ 569	\$ 1,300	333.3%	128.6%
4160-02 - Holiday Pay Sergeants	\$ 15,513	\$ 15,440	\$ 16,000	\$ 17,352	\$ 16,640	4.0%	-4.1%
4160-03 - Holiday Pay Patrol Off.	\$ 46,445	\$ 45,621	\$ 50,000	\$ 35,609	\$ 61,375	22.8%	72.4%
4160-04 - Holiday Pay Investigations	\$ 3,027	\$ 3,074	\$ 5,000	\$ 11,580	\$ 5,200	4.0%	-55.1%
4170-01 - Vacation Buy Back Admin	\$ 18,178	\$ 7,207	\$ 3,000	\$ 16,566	\$ 3,000	0.0%	-81.9%
4170-02 - Vacation Buy Back Sgts	\$ 6,347	\$ 2,508	\$ 5,000	\$ 5,000	\$ 5,000	0.0%	0.0%
4170-03 - Vacation Buy Back Patrol	\$ 4,142	\$ -	\$ 12,000	\$ 5,000	\$ 12,000	0.0%	140.0%
4170-04 - Vacation Buy Back Invest	\$ 5,160	\$ -	\$ 5,000	\$ 2,500	\$ 5,000	0.0%	100.0%
4171-00 - Sick Leave Buy Back	\$ -	\$ -	\$ 8,469	\$ -	\$ 8,469	0.0%	---
4190-00 - Top of the Range Award	\$ 3,705	\$ -	\$ 5,000	\$ 5,000	\$ 5,000	0.0%	0.0%
TOTAL	\$ 2,641,032	\$ 2,919,504	\$ 3,087,415	\$ 2,761,153	\$ 3,387,578	9.7%	22.7%
Other Personnel Benefits							
4510-00 - IMRF	\$ 33,122	\$ 31,824	\$ 42,000	\$ 32,232	\$ 47,565	13.3%	47.6%
4510-01 - ERI	\$ 31,684	\$ -	\$ -	\$ -	\$ -	---	---
4520-01 - FICA Administrative	\$ 41,943	\$ 40,863	\$ 43,112	\$ 43,381	\$ 45,936	6.6%	5.9%
4520-02 - FICA Sergeants	\$ 31,050	\$ 34,662	\$ 33,000	\$ 29,019	\$ 35,465	7.5%	22.2%
4520-03 - FICA Patrol Officers	\$ 109,159	\$ 118,198	\$ 115,000	\$ 100,695	\$ 143,964	25.2%	43.0%
4520-04 - FICA Investigations	\$ 10,607	\$ 19,123	\$ 20,000	\$ 19,757	\$ 29,263	46.3%	48.1%
4530-01 - Health Ins. Administrative	\$ 80,198	\$ 71,937	\$ 68,600	\$ 71,538	\$ 85,600	24.8%	19.7%
4531-01 - H.S.A. Contrib Admin.	\$ 14,960	\$ 11,120	\$ 12,800	\$ 12,800	\$ 12,800	0.0%	0.0%
4531-02 - H.S.A. Contrib. Union	\$ 67,360	\$ 70,720	\$ 84,480	\$ 84,480	\$ 84,480	0.0%	0.0%
4535-02 - Health/Dental Sergeants	\$ 84,786	\$ 89,599	\$ 88,688	\$ 104,164	\$ 147,600	66.4%	41.7%
4535-03 - Health/Dental Patrol	\$ 289,801	\$ 255,712	\$ 282,867	\$ 267,439	\$ 486,000	71.8%	81.7%
4535-04 - Health/Dental Invest	\$ 14,806	\$ 55,737	\$ 68,710	\$ 42,907	\$ 86,400	25.7%	101.4%
4535-05 - Health Insurance OPEB	\$ 12,455	\$ 6,710	\$ 13,000	\$ 13,000	\$ 13,000	0.0%	0.0%
4540-01 - Dental Ins. Administrative	\$ 3,856	\$ 3,395	\$ 4,800	\$ 2,961	\$ 5,760	20.0%	94.5%
4550-01 - Life Ins. Administrative	\$ 1,179	\$ 1,151	\$ 1,200	\$ 1,130	\$ 1,300	8.3%	15.1%
4550-02 - Life Ins. Sergeants	\$ 875	\$ 929	\$ 950	\$ 1,032	\$ 1,200	26.3%	16.3%



CITY OF OAKBROOK TERRACE
POLICE DEPARTMENT
2025/2026 BUDGET
GENERAL FUND - DEPARTMENT 01-02

	Actual 22/23	Actual 23/24	Approved Budget 24/25	Department Estimated 24/25	Proposed Budget 25/26	% Change In 24-25 Budget To FY25/26 Budget	% Change In 24-25 Estimate
4550-03 - Life Ins. Patrol Officers	\$ 3,014	\$ 2,913	\$ 3,200	\$ 3,363	\$ 4,000	25.0%	18.9%
4550-04 - Life Ins. Investigations	\$ 324	\$ 662	\$ 750	\$ 622	\$ 900	20.0%	44.6%
4560-00 - Police Pension	\$ 1,557,730	\$ 1,561,661	\$ 1,575,000	\$ 1,575,000	\$ 1,420,262	-9.8%	-9.8%
4570-01 - Unemployment Ins. Adm.	\$ 1,731	\$ 1,558	\$ 2,200	\$ 9,141	\$ 2,200	0.0%	-75.9%
4570-02 - Unemployment Ins. Serg.	\$ 1,036	\$ 877	\$ 1,100	\$ 1,148	\$ 1,100	0.0%	-4.2%
4570-03 - Unemployment Ins. Patrol	\$ 5,455	\$ 4,456	\$ 5,000	\$ 4,072	\$ 5,000	0.0%	22.8%
4570-04 - Unemployment Ins. Invest	\$ 346	\$ 2,846	\$ 750	\$ 765	\$ 750	0.0%	-2.0%
TOTAL	\$ 2,397,477	\$ 2,386,654	\$ 2,467,207	\$ 2,420,647	\$ 2,660,545	7.8%	9.9%
Contractual Services							
5600 - Professional/Technical	\$ 1,164	\$ 15,466	\$ 5,000	\$ -	\$ 5,000	0.0%	---
5605 - Training/Conferences	\$ 15,683	\$ 20,793	\$ 36,782	\$ 11,785	\$ 61,063	66.0%	418.1%
5607 - Continuing Education	\$ -	\$ -	\$ 3,500	\$ -	\$ 3,500	0.0%	---
5608 - IT Services	\$ -	\$ -	\$ -	\$ -	\$ 40,000	---	---
5610 - Membership & Association	\$ 906	\$ 981	\$ 1,050	\$ 633	\$ 1,055	0.5%	66.6%
5611 - Support Services	\$ 22,659	\$ 20,500	\$ 20,910	\$ 25,022	\$ 21,346	2.1%	-14.7%
5612 - Crime Free Housing	\$ -	\$ -	\$ 300	\$ -	\$ 300	0.0%	---
5615 - Meeting Reimbursement	\$ 25	\$ -	\$ -	\$ -	\$ -	---	---
5635 - Deductible Payments	\$ 1,000	\$ 2,000	\$ 1,000	\$ 1,000	\$ 1,000	0.0%	0.0%
5650 - Physical Exams			\$ -	\$ -	\$ -	---	---
5655 - Equipment Lease & Rental	\$ -	\$ 219	\$ 530	\$ 144	\$ 530	0.0%	268.7%
5660 - Equipment Maint & Repair	\$ 3,463	\$ 4,866	\$ 5,700	\$ 2,999	\$ 13,915	144.1%	364.0%
5660-01 Equipment Service Agreement	\$ 6,176	\$ 8,215	\$ 8,000	\$ 2,501	\$ -	-100.0%	-100.0%
5663 - Vehicle Maint & Repair	\$ 20,105	\$ 43,394	\$ 25,000	\$ 41,114	\$ 45,000	80.0%	9.5%
5665 - Telephone Service	\$ 6,494	\$ 6,837	\$ 6,000	\$ 7,946	\$ 7,500	25.0%	-5.6%
5668 - Communications	\$ 10,960	\$ 10,956	\$ 11,250	\$ 13,819	\$ 12,500	11.1%	-9.5%
5670 - Travel Expense			\$ -	\$ -	\$ -	---	---
5680 - DuComm	\$ 253,585	\$ 279,633	\$ 304,313	\$ 305,000	\$ 313,443	3.0%	2.8%
5695 - Animal Control	\$ 700	\$ 73	\$ 100	\$ 438	\$ 985	885.0%	125.0%
5705 - Filing Fees	\$ 718	\$ 681	\$ 1,000	\$ -	\$ 1,000	0.0%	---
5715 - Uniform & Equipment Allowance	\$ 23,717	\$ 24,611	\$ 31,300	\$ 24,622	\$ 63,550	103.0%	158.1%
5720 - Printing	\$ 2,027	\$ 1,982	\$ 2,000	\$ 903	\$ 2,000	0.0%	121.4%
5758 - Utilities	\$ 5,044	\$ 3,863	\$ 6,000	\$ 3,584	\$ 6,000	0.0%	67.4%
5770 - Building Maintenance	\$ 19,448	\$ 26,924	\$ 15,000	\$ 20,000	\$ 47,300	215.3%	136.5%
5770-01 Build. Maint. Serv. Agreement	\$ 24,987	\$ 23,197	\$ 26,300	\$ 26,300	\$ -	-100.0%	-100.0%
5780 - Special Events	\$ 7,369	\$ 11,894	\$ 10,000	\$ 8,340	\$ 10,000	0.0%	19.9%
TOTAL	\$ 426,230	\$ 507,086	\$ 521,035	\$ 496,149	\$ 656,987	26.1%	32.4%
Commodities							
6110 - Books & Publications	\$ 219	\$ 358	\$ 600	\$ 435	\$ 600	0.0%	38.0%
6120 - Office Supplies	\$ 5,269	\$ 7,843	\$ 5,300	\$ 4,000	\$ 6,000	13.2%	50.0%
6125 - Office Furniture	\$ 2,300	\$ 3,968	\$ 7,000	\$ 145	\$ 10,000	42.9%	6780.7%
6126 - Towing Expenses	\$ 333	\$ 439	\$ 500	\$ 30	\$ 500	0.0%	1540.4%
6130 - Supplies	\$ 6,384	\$ 4,011	\$ 5,000	\$ 2,726	\$ 5,000	0.0%	83.4%
6131 - DUI Equipment	\$ 343	\$ -	\$ -	\$ -	\$ -	---	---
6150 - Software	\$ 1,098	\$ 100,883	\$ -	\$ -	\$ 2,240	---	---
6151 - Hardware	\$ 5,177	\$ 10,320	\$ 23,519	\$ 26,000	\$ 5,096	-78.3%	-80.4%
6170 - Postage	\$ 2,067	\$ 2,433	\$ 1,500	\$ 1,615	\$ 1,500	0.0%	-7.1%
6180 - Fuel	\$ 53,874	\$ 47,933	\$ 54,000	\$ 42,223	\$ 54,000	0.0%	27.9%
6190 - Non-Capital Equipment	\$ 19,253	\$ 24,183	\$ 21,557	\$ 22,000	\$ 30,475	41.4%	38.5%
TOTAL	\$ 96,317	\$ 202,372	\$ 118,976	\$ 99,175	\$ 115,411	-3.0%	16.4%
Police Department Total	\$ 5,561,056	\$ 6,015,615	\$ 6,194,633	\$ 5,777,124	\$ 6,820,521	10.1%	18.1%

CITY OF OAKBROOK TERRACE

POLICE DEPARTMENT

		FY 2023	FY 2024	FY 2025	FY 2025	FY 2026
		Actual	Actual	Adopted Budget	Estimated	Adopted
Department Summary						
	Salaries & Wages	\$ 2,641,032	\$ 2,919,504	\$ 3,087,415	\$ 2,761,153	\$ 3,387,578
	Benefits	2,397,477	2,386,654	2,467,207	2,420,647	2,660,545
	Contractual Services	426,230	507,086	521,035	496,149	656,987
	Commodities	96,317	202,372	118,976	99,175	115,411
	Capital	-	-	-	-	-
	Department Totals	\$ 5,561,056	\$ 6,015,616	\$ 6,194,633	\$ 5,777,124	\$ 6,820,521

Department Performance Measures

Inputs	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025
					Estimated
Number of full-time employees	26	21	23	25	25
Number of part-time/seasonal employees	8	0	0	0	1
Department Expenditures	\$ 5,515,036	\$ 5,484,382	\$ 5,561,056	\$ 6,015,616	\$ 5,777,124
City Police Pension Contribution	\$ 1,493,842	\$ 1,561,329	\$ 1,557,730	\$ 1,563,231	\$ 1,575,000
Pension Contribution as a % of Total Expenses	27%	28%	28%	26%	27%

Outputs	Per Calendar Year				
	2020	2021	2022	2023	2024
Traffic Collision Investigations	386	327	358	431	433
Administrative Tows	48	32	46	56	59
Incident Investigations	502	572	542	508	535
Traffic Citations	1,154	1,153	1,028	1,115	1,639
Parking Citations	445	29	128	152	153
Arrests	150	31	181	213	277

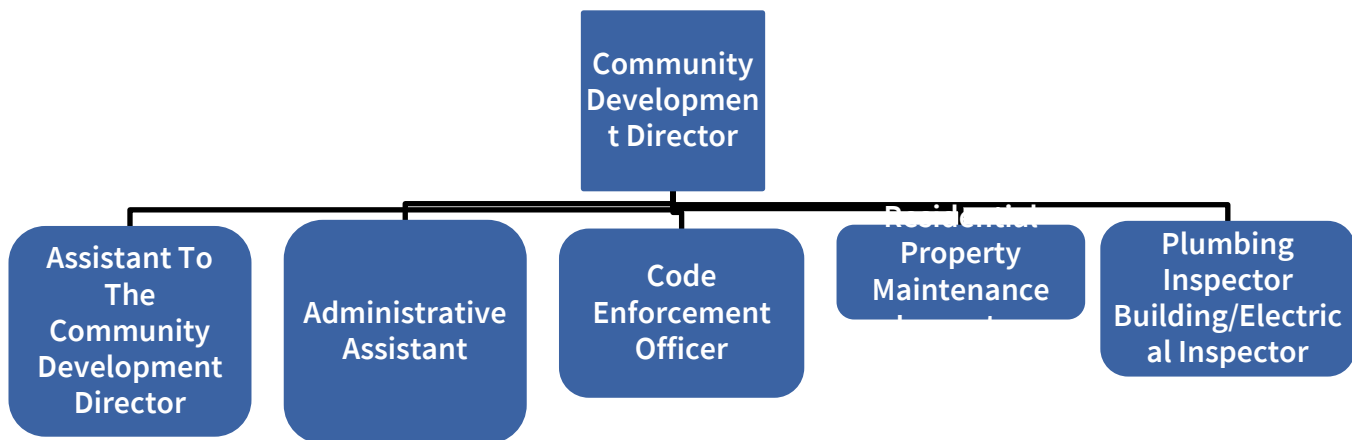
Goals (4 Areas based upon Current Goals)

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



COMMUNITY DEVELOPMENT

Community Development Department Organization Chart



COMMUNITY DEVELOPMENT DEPARTMENT

MISSION STATEMENT

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

GOALS

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

FY 2024–2025 ACCOMPLISHMENTS

1. Online Permitting Launch

- The City launched online permitting for residents and businesses in May 2024.
- In Fiscal Year 2024-2025, 39% of all permit applications were submitted online.
- To raise awareness, staff published an article in *Terrace Leaves*, displayed flyers at the Building Department, and included information in the *Terrace Topics* e-newsletter. An email was also sent to all registered contractors and architects notifying them of the change.
- Applicants can still submit permit applications in person or by mail.
- For an applicant's convenience, the city offers the use of an onsite laptop to aide in the submittal process.

2. **Comprehensive Plan Update:** Adopted a new Comprehensive Plan, ensuring a clear vision for the City's future development.

3. **Building Code Updates:** Adopted the 2021 Building Codes with local amendments to enhance safety and construction standards.

4. **Annexations**

- Completed the annexation of the Salvation Army parcel at 1S415 Summit Avenue.
- Completed the annexation of 1S122 Buttercup Lane.

5. **Industrial Development Review:** Reviewed plans for a 330,000-square-foot industrial development at the Robinette site.

6. **Planning & Zoning Activities**

- Met with property owners and representatives to review plans, discuss permits, and schedule public hearings.
- Prepared agendas and packets for Planning & Zoning Commission meetings.
- Facilitated five public hearings and two workshops on various topics.

7. **Permit Processing & Fee Collection**

- Updated public information packets on permitting and public hearings.
- Issued 219 building permits for a total construction cost of \$14,480,982, collecting \$167,854 in fees (including contractors' registration, certificates of occupancy, and public hearing fees) in fiscal year 2024-2025.
- Maintained a permit reporting system to monitor status and turnaround times.
- Completed building plan examinations in-house and submitted plans for new construction only to the outside consultant as needed.

8. **Construction Inspections:** Conducted over 700 inspections for residential and commercial construction projects during fiscal year 2024-2025.

9. **Key Development Projects:** Facilitated several high-value commercial and residential projects. Highlights include:

- **One Tower Lane:** Pine Tree Real Estate (23,500 sq. ft. new tenant buildout - \$1,230,000); COFCO International Grain (10,897 sq. ft. buildout - \$750,000); McCain Foods (54,963 sq. ft. / 3 full floors existing tenant remodel and expansion = \$5,859,470)
- **One Mid America Plaza:** Sono Bello (2,337 sq. ft. tenant remodel and expansion - \$729,000); Renovation of Common Area Bathrooms on the first floor (\$344,951)
- **Two Mid America Plaza:** Advanced Hair Restoration (7,590 sq. ft. buildout - \$350,000); Lucid Medical (6,261 sq. ft. - \$297,451)

- **One Parkview Plaza:** Parking garage repairs (3,499 sq. ft. - \$350,000).
- **One Lincoln Center:** Prairie Capital Advisors (12,037 sq. ft. expansion - \$440,000); Creation of three spec suites for future tenants (5,200 sq. ft - \$400,000)
- **1000 Drury Lane** – Hilton Garden Inn – An exterior refresh including the installation of an EV charging station, and a full interior renovation of all hotel rooms on floors 1 through 5
- **17W240 22nd Street:** Regus (8,701 sq. ft. buildout - \$450,000).
- **1S210 Summit Avenue:** Summit Center for Surgery (Added a 3,000 sq. ft. surgery center in the lower level - \$400,000).
- **1S666 Midwest Road:** Sleep Inn - The pool enclosure and renovations are underway
- **17W727 Roosevelt Road:** The city celebrated the Opening of Bruster’s Ice Cream
- **Versaille on the Lakes:** Renovation of the Clubhouse (\$376,417)
- **Residential Projects:** Cimaglia Residence (17W114 Hodges Road, new single-family home, 2,091 sq. ft.); Emrullai Residence (17W349 Stillwell Road, new single-family home, 2,401 sq. ft.); Pilny Residence (1S466 MacArthur Drive, home addition and attached garage, 3,165 sq. ft.); Natalino Residence (17W207 Monterey Avenue, home addition, 2,522 sq. ft.).

10. Contractor Registrations: Processed 264 contractor registration applications during fiscal year 2024-2025.

11. Business Licensing

- Reviewed business license applications to confirm compliance with zoning regulations and parking requirements.
- Verified certificates of occupancy were issued before business license approvals.
- Issued 100 certificates of occupancy and welcomed 64 new businesses during fiscal year 2024-2025.

12. Property Maintenance

- Investigated 213 residential and commercial property maintenance code complaints between May 1 and March 31st, 2025.
- Worked with property owners to achieve compliance.

13. Annual Aesthetics Inspections: Inspected the exteriors of 468 single-family homes between May 1 and November 30, 2024.

14. Rental Inspections: Completed annual inspections for the City’s 43 rental dwellings.

15. Elevator Inspections: Coordinated inspections of all 157 elevators within the City as part of the annual maintenance program.

16. Greater Oakbrook Chamber of Commerce:

- Coordinated ribbon cuttings with the Greater Oak Brook Chamber of Commerce,
- Participated in Quarterly Economic Development meetings and networking events.

17. Public Information:

- Responded to requests for zoning verification letters.
- Responded to FOIA requests.

FY 2025-2026 OBJECTIVES

1. To interpret, apply and enforce various code requirements pursuant to state and local ordinances and in accordance with the policies adopted by the City Council.

- a. Monitor construction activity throughout the City, and continue to enforce Building, Zoning, and Property Maintenance Codes including the rental inspection program and annual aesthetics inspections.
- b. Review and approve Certificates of Occupancy for all new commercial buildings, commercial remodels, residential additions and new homes.
- c. Recommend updates to the zoning code as necessary to reflect best practices and evolving community needs.
- d. Work closely with the City's consultants and inspectors to evaluate and recommend amendments to the Building Codes.
- e. Update the City's zoning map and ward map annually.
- f. Review department records and dispose of eligible documents in accordance with the Illinois Local Records Act (50 ILCS 205).
- g. Seek ongoing training opportunities to ensure staff remains current on new codes, materials, technologies and industry standards.

This item supports Strategic Plan Short-Term Goal ST1: Support employee retention and recruitment initiatives.

2. To maintain and update records of all building, zoning, property maintenance, and rental license activities.

- a. Use the Community Development software to track statistical data for monthly reporting.
- b. Store electronic records using Laserfiche and the community development software to ensure efficient recordkeeping.
- c. Maintain organized documentation of all code enforcement activities.

Items a-c support Strategic Plan Short-Term Goal ST9: Expand technological capabilities and efficiency by investing in information technology infrastructure.

3. To facilitate the redevelopment of properties, annexations and other development/redevelopment projects that may arise.

- a. Regularly evaluate the development review process to ensure it remains efficient, transparent, and user friendly.
- b. Provide guidance and resources to developers, residents and business owners navigating the development process.
- c. When possible, adopt policies that encourage and support the construction, renovation, or adaptive reuse of buildings and properties within the city.

4. Continue to maintain the visually appealing character of the community.

- a. Encourage commercial property owners to maintain landscaping and uphold property aesthetics.
- b. Work with architects and developers to ensure landscaping plans meet city requirements.
- c. Explore the implementation of a façade improvement grant to enhance business corridor aesthetics.

Items a-c support Strategic Plan Short-Term Goal ST3: Create development/beautification plans for each business corridor within city limits.

5. Continue to provide current and accurate building, zoning, and property maintenance information to elected officials, the development community, and the general public.

- a. Keep development packets up to date, providing clear guidance on permits, inspections, annexation procedures and the public hearing process.
- b. Launch an E-newsletter tailored to the business community with relevant updates and resources.
- c. Create a welcome packet for new businesses, highlighting key city services and information.
- d. Consider creating a welcome packet for new residents.
- e. Maintain and regularly update the city's online database of available commercial properties.

Items a-d support Strategic Plan Short-Term Goal ST5: Improve outreach and external communications by providing more involvement opportunities for the community and Comprehensive Plan Goal 1.5 Make information on proposed development easily accessible to the public.

6. Continue to look for opportunities to utilize technology to increase efficiency (i.e. utilizing permitting system, scanning of permit files, etc)

- a. Continue to utilize the Community Development Software system for building permitting, online permitting and contractor registrations. Also, begin utilizing the software for code enforcement and rental licenses.
- b. Continue digitizing all department files into the Laserfiche system for easier access and long-term preservation.

Items a-b support Strategic Plan Short-Term Goal ST9: Expand technological capabilities and efficiency by investing in information technology infrastructure.

7. Continue to monitor the Community Development Department budget.

- a. Track departmental expenditures regularly to ensure high-quality service delivery while staying within approved budget limits.

8. **Support the goals and strategies outlined in the City’s strategic plan and comprehensive plan.**

**CITY OF OAKBROOK TERRACE
COMMUNITY DEVELOPMENT
2025/2026 BUDGET
GENERAL FUND - DEPARTMENT 01-03**

	Actual 22/23	Actual 23/24	Approved Budget 24/25	Department Estimated 24/25	Proposed Budget 25/26	% Change In 24-25 Budget To FY25/26 Budget	% Change In 24-25 Estimate
Salaries & Wages	\$ 286,800	\$ 296,135	\$ 326,270	\$ 333,376	\$ 335,640	2.9%	0.7%
Other Personnel Benefits	\$ 132,777	\$ 111,309	\$ 139,312	\$ 144,193	\$ 171,805	23.3%	19.1%
Contractual Services	\$ 86,017	\$ 87,316	\$ 245,950	\$ 98,369	\$ 260,265	5.8%	164.6%
Commodities	\$ 4,720	\$ 16,622	\$ 19,295	\$ 18,394	\$ 12,150	-37.0%	-33.9%
Community Development Total	\$ 510,314	\$ 511,381	\$ 730,827	\$ 594,332	\$ 779,860	6.7%	31.2%
Salaries & Wages							
4110 - Full-time	\$ 279,573	\$ 260,410	\$ 268,000	\$ 277,416	\$ 281,636	5.1%	1.5%
4120 - Overtime	\$ 649	\$ 3,578	\$ 360	\$ 200	\$ 360	0.0%	80.0%
4130 - Part-time Regular	\$ -	\$ 24,256	\$ 42,500	\$ 46,811	\$ 46,344	9.0%	-1.0%
4140 - Part-time Commissioneers	\$ 5,950	\$ 5,751	\$ 13,200	\$ 6,733	\$ 5,000	-62.1%	-25.7%
4171 - Sick Leave Buy Back	\$ -	\$ -	\$ -	\$ -	\$ -	----	----
4190 - Top of the Range Award	\$ 628	\$ 2,140	\$ 2,210	\$ 2,215	\$ 2,300	4.1%	3.8%
TOTAL	\$ 286,800	\$ 296,135	\$ 326,270	\$ 333,376	\$ 335,640	2.9%	0.7%
Other Personnel Benefits							
4510 - IMRF	\$ 21,031	\$ 20,926	\$ 38,500	\$ 35,056	\$ 42,155	9.5%	20.3%
4510 - 01 ERI	\$ 28,612	\$ -	\$ -	\$ -	\$ -	----	----
4520 - FICA	\$ 21,230	\$ 21,407	\$ 24,760	\$ 24,716	\$ 26,477	6.9%	7.1%
4530 - Health Insurance	\$ 48,314	\$ 52,857	\$ 59,000	\$ 66,284	\$ 85,266	44.5%	28.6%
4531 - H.S.A. Contribution	\$ 9,280	\$ 11,200	\$ 12,800	\$ 12,800	\$ 12,800	0.0%	0.0%
4540 - Dental Insurance	\$ 2,328	\$ 2,699	\$ 2,195	\$ 3,063	\$ 2,500	13.9%	-18.4%
4550 - Life Insurance	\$ 611	\$ 719	\$ 650	\$ 866	\$ 1,200	84.6%	38.5%
4570 - Unemployment Insurance	\$ 1,371	\$ 1,501	\$ 1,407	\$ 1,407	\$ 1,407	0.0%	0.0%
TOTAL	\$ 132,777	\$ 111,309	\$ 139,312	\$ 144,193	\$ 171,805	23.3%	19.1%
Contractual Services							
5600 - Professional/Technical	\$ 62,259	\$ 53,567	\$ 66,500	\$ 66,500	\$ 70,000	5.3%	5.3%
5604 - City Engineer	\$ 6,992	\$ 12,537	\$ 10,000	\$ 13,499	\$ 15,000	50.0%	11.1%
5605 - Training & Conferences	\$ 274	\$ 2,001	\$ 2,400	\$ 1,000	\$ 2,400	0.0%	140.0%
5608 - IT Services	\$ -	\$ -	\$ -	\$ -	\$ 5,000	---	---
5610 - Membership/Assoc Fees	\$ 813	\$ 958	\$ 950	\$ 900	\$ 1,000	5.3%	11.1%
5612 - Code Enforcement	\$ 8,526	\$ 10,127	\$ 9,500	\$ 9,507	\$ 9,500	0.0%	-0.1%
5613 - Meeting Reimbursement	\$ 25	\$ -	\$ -	\$ -	\$ -	----	----
5655 - Equipment Lease & Rental	\$ 330	\$ 513	\$ 650	\$ 270	\$ 380	-41.5%	40.7%
5660 - Equipment Maint & Repair	\$ 1,145	\$ 1,804	\$ 1,300	\$ 925	\$ 1,300	0.0%	40.5%
5665 - Telephone Service	\$ 2,783	\$ 2,930	\$ 2,900	\$ 2,900	\$ 3,300	13.8%	13.8%
5668 - Communications	\$ 1,108	\$ 1,039	\$ 1,100	\$ 1,013	\$ 1,615	46.8%	59.4%
5700 - Public Information	\$ 599	\$ 1,277	\$ 1,650	\$ 855	\$ 1,770	7.3%	107.0%
5758 - Economine Stimulus Program	\$ -	\$ -	\$ 145,000	\$ -	\$ 145,000	0.0%	---
5725 - Public Hearing Expense	\$ 1,163	\$ 564	\$ 4,000	\$ 1,000	\$ 4,000	0.0%	300.0%
TOTAL	\$ 86,017	\$ 87,316	\$ 245,950	\$ 98,369	\$ 260,265	5.8%	164.6%
Commodities							
6110 - Books & Publications	\$ 27	\$ -	\$ 1,500	\$ 1,421	\$ 200	-86.7%	-85.9%
6120 - Office Supplies	\$ 373	\$ 719	\$ 600	\$ 1,531	\$ 1,000	66.7%	-34.7%
6130 - Supplies	\$ 2,816	\$ 1,410	\$ 1,600	\$ 728	\$ 2,000	25.0%	174.7%
6150 - Software	\$ -	\$ 14,000	\$ 6,500	\$ 6,500	\$ 6,500	0.0%	0.0%
6151 - Hardware	\$ 783	\$ -	\$ 8,395	\$ 7,713	\$ 1,700	-79.7%	-78.0%
6170 - Postage	\$ 721	\$ 492	\$ 700	\$ 500	\$ 750	7.1%	50.0%
TOTAL	\$ 4,720	\$ 16,622	\$ 19,295	\$ 18,394	\$ 12,150	-37.0%	-33.9%
Community Development Total	\$ 510,314	\$ 511,381	\$ 730,827	\$ 594,332	\$ 779,860	6.7%	31.2%

CITY OF OAKBROOK TERRACE

COMMUNITY DEVELOPMENT

	FY 2023 Actual	FY 2024 Actual	FY 2025 Adopted Budge	FY 2025 Estimated	FY 2026 Proposed
Department Summary					
Salaries & Wages	\$ 286,800	\$ 296,135	\$ 326,270	\$ 333,376	\$ 335,640
Benefits	132,777	111,309	139,312	144,193	171,805
Contractual Services	86,017	87,316	245,950	98,369	260,265
Commodities	4,720	16,622	19,295	18,394	12,150
Department Totals	\$ 510,314	\$ 511,382	\$ 730,827	\$ 594,332	\$ 779,860

Department Performance Measures

Inputs	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025 Est.
Number of full-time employees*	4	4	3	3	3
Department Expenditures	\$ 513,200	\$ 513,200	\$ 510,314	\$ 511,382	\$ 594,332

	Per Calendar Year				
Outputs	2020	2021	2022	2023	2024
Building Permits Issued	294	245	297	233	242
Inspections Conducted	521	564	551	583	750
Complaints/Service Requests Responded To	121	151	129	404	256
Building Permit Fiscal Year Revenues	\$ 174,631	\$ 344,072	\$ 148,947	\$ 158,196	\$ 195,681
# of Public Hearings	7	7	8	3	6
# of Certificates of Occupancy	68	82	88	123	95

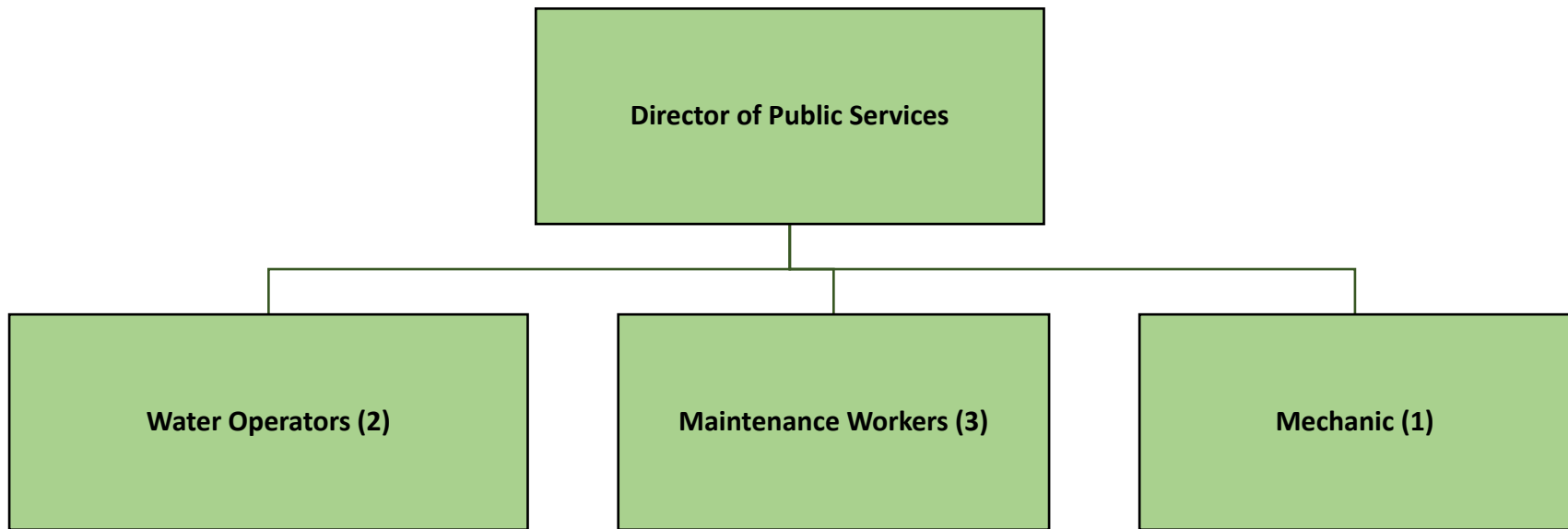
Goals (4 Areas based upon Current Goals)

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



PUBLIC WORKS - STREETS

Oakbrook Terrace Public Services Department Organizational Chart



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

MISSION STATEMENT

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

GOALS

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

FY 2024-2025 ACCOMPLISHMENTS

- Maintained compliance with the Manual on Uniform Traffic Control Devices.
- Applied for grants in the amount of \$100k for curb and gutter and \$215k for the construction of a covered salt storage facility.
- Installed new Speed Radar Signs to slow traffic down.
- Completed the Streambank Stabilization Project.
- All right of way trees in need of trimming were trimmed.
- Enhanced all holiday décor at our various decorative points for our celebrated holidays with great reception from our residents.
- Installed 4,000 feet of curb and gutter.
- Coordinated the City's pavement rejuvenator program.

FY 2025-2026 OBJECTIVES



- Install another 3,000 feet of Curb and Gutter on Marshall and Nimitz Road.
- Supervise and coordinate the City's Street maintenance program including a pavement rejuvenator application for all City streets over the next 5 years.
- Maintain and promote safe traveling of City roadways during the winter months by utilizing effective and proper snow removal techniques.
- Perform preventive and routine maintenance on our fleet of vehicles and equipment and increase the knowledge of our fleet maintenance staff to provide more in-house repairs and maintenance.
- Monitor the specification requirements of the various agencies contracted by the City to perform duties such as Generator Maintenance, Janitorial, Landscaping, Mosquito Control, Pest Control and Tree Care.
- Complete overhauling of Fik Point to make visually more desirable.
- Construct Covered Salt Storage.





CITY OF OAKBROOK TERRACE
PUBLIC SERVICES DEPARTMENT - STREETS DIVISION
2025/2026 BUDGET
GENERAL FUND - DEPARTMENT 01-04

	Actual 22/23	Actual 23/24	Adopted Budget 24/25	Department Estimated 24/25	Adopted Budget 25/26	% Change In 23/24 Budget To FY24/25 Budget	% Change In 23/24 Estimate
Salaries & Wages	\$ 312,861	\$ 293,313	\$ 378,584	\$ 368,211	\$ 382,766	1.1%	4.0%
Other Personnel Benefits	\$ 100,634	\$ 119,066	\$ 165,148	\$ 152,379	\$ 184,253	11.6%	20.9%
Contractual Services	\$ 187,468	\$ 186,810	\$ 183,617	\$ 211,545	\$ 195,950	6.7%	-7.4%
Commodities	\$ 38,655	\$ 37,850	\$ 43,850	\$ 48,558	\$ 46,200	5.4%	-4.9%
Street Department Total	\$ 639,618	\$ 637,039	\$ 771,199	\$ 780,693	\$ 809,169	4.9%	3.6%
Salaries & Wages							
4110 - Full-time	\$ 303,280	\$ 289,356	\$ 362,100	\$ 365,154	\$ 379,016	4.7%	3.8%
4120 - Overtime	\$ 1,033	\$ 205	\$ 4,000	\$ 557	\$ 1,000	-75.0%	79.4%
4140 - Part-time Other	\$ 2,912	\$ -	\$ 9,984	\$ -	\$ -	-100.0%	----
4190 - Top of the Range Award	\$ 5,636	\$ 3,753	\$ 2,500	\$ 2,500	\$ 2,750	10.0%	10.0%
TOTAL	\$ 312,861	\$ 293,313	\$ 378,584	\$ 368,211	\$ 382,766	1.1%	4.0%
Other Personnel Benefits							
4510 - IMRF	\$ 24,562	\$ 21,091	\$ 31,225	\$ 35,530	\$ 49,432	58.3%	39.1%
4510-01 ERI	\$ -	\$ 3,880	\$ -	\$ -	\$ -	----	----
4520 - FICA	\$ 24,154	\$ 22,969	\$ 29,125	\$ 28,922	\$ 29,451	1.1%	1.8%
4530 - Health Insurance	\$ 42,939	\$ 55,227	\$ 83,061	\$ 72,549	\$ 84,035	1.2%	15.8%
4531 - H.S.A. Contribution	\$ 4,560	\$ 11,120	\$ 15,360	\$ 7,680	\$ 15,360	0.0%	100.0%
4540 - Dental Insurance	\$ 2,319	\$ 2,777	\$ 4,102	\$ 3,095	\$ 3,500	-14.7%	13.1%
4550 - Life Insurance	\$ 674	\$ 720	\$ 775	\$ 903	\$ 975	25.8%	7.9%
4570 - Unemployment Ins	\$ 1,426	\$ 1,282	\$ 1,500	\$ 3,700	\$ 1,500	0.0%	-59.5%
TOTAL	\$ 100,634	\$ 119,066	\$ 165,148	\$ 152,379	\$ 184,253	11.6%	20.9%
Contractual Services							
5600 - Professional & Technical	\$ -	\$ 5,154	\$ 1,000	\$ 1,000	\$ 1,000	0.0%	0.0%
5604 - City Engineer	\$ 1,280	\$ -	\$ 1,000	\$ -	\$ 1,000	0.0%	----
5605 - Training/Conferences	\$ 51	\$ 2,999	\$ 500	\$ -	\$ 1,000	100.0%	----
5608 - IT Services	\$ -	\$ -	\$ -	\$ -	\$ 5,000	---	---
5610 - Membership & Association	\$ 370	\$ 412	\$ 380	\$ -	\$ 450	18.4%	----
5615 - Meetings	\$ 414	\$ 163	\$ 500	\$ 58	\$ 600	20.0%	934.5%
5650 - Physical Exams	\$ -	\$ 310	\$ 500	\$ 90	\$ 600	20.0%	566.7%
5655 - Equipment Lease & Rental	\$ 1,142	\$ 513	\$ 1,000	\$ 240	\$ 1,000	0.0%	316.5%
5660 - Equipment Maint & Repair	\$ 9,758	\$ 12,059	\$ 13,500	\$ 40,000	\$ 13,500	0.0%	-66.3%
5660-01 Equipment Service Agreement	\$ 13,642	\$ 5,300	\$ 9,000	\$ -	\$ 9,000	0.0%	----
5663 - Vehicle Maint & Repair	\$ 26,228	\$ 15,884	\$ 20,000	\$ 19,011	\$ 20,000	0.0%	5.2%
5665 - Telephone Service	\$ 4,511	\$ 5,646	\$ 5,750	\$ 5,745	\$ 6,000	4.3%	4.4%
5668 - Communications	\$ 3,664	\$ 6,996	\$ 3,600	\$ 4,333	\$ 3,600	0.0%	-16.9%
5700 - Public Information	\$ -	\$ -	\$ 400	\$ -	\$ -	-100.0%	----
5715 - Uniform Allowance	\$ 2,384	\$ 2,384	\$ 3,000	\$ 4,110	\$ 4,500	50.0%	9.5%
5740 - Mosquito Abatement	\$ 16,300	\$ 16,300	\$ 16,300	\$ 17,100	\$ 17,100	4.9%	0.0%
5741 - Access Easement Maint	\$ 1,187	\$ -	\$ 1,187	\$ 2,447	\$ -	-100.0%	-100.0%
5755 - Traffic Signal Maint.	\$ 19,185	\$ 20,704	\$ 18,500	\$ 18,500	\$ 20,000	8.1%	8.1%
5758 - Utilities	\$ 16,904	\$ 16,997	\$ 16,000	\$ 11,713	\$ 16,000	0.0%	36.6%
5760 - Street Light Maint.	\$ 9,251	\$ 10,450	\$ 10,000	\$ 9,530	\$ 10,500	5.0%	10.2%



CITY OF OAKBROOK TERRACE
PUBLIC SERVICES DEPARTMENT - STREETS DIVISION
2025/2026 BUDGET
GENERAL FUND - DEPARTMENT 01-04

	Actual 22/23	Actual 23/24	Adopted Budget 24/25	Department Estimated 24/25	Adopted Budget 25/26	% Change In 23/24 Budget To FY24/25 Budget	% Change In 23/24 Estimate
5763 - Street Sweeping	\$ 5,971	\$ 7,657	\$ 8,000	\$ 4,372	\$ 9,600	20.0%	119.6%
5765 - Lawn Maintenance	\$ 6,756	\$ 3,618	\$ 4,500	\$ 3,376	\$ 6,500	44.4%	92.6%
5766 - Tree Care	\$ 10,885	\$ 4,824	\$ 16,000	\$ 26,199	\$ 16,000	0.0%	-38.9%
5770 - Building Maintenance	\$ 24,097	\$ 34,918	\$ 20,000	\$ 30,480	\$ 20,000	0.0%	-34.4%
5770-01 Build Maint Service Agreement	\$ 13,304	\$ 13,522	\$ 13,000	\$ 13,241	\$ 13,000	0.0%	-1.8%
5775 - Testing & Examinations	\$ 184	\$ -	\$ -	\$ -	\$ -	----	----
TOTAL	\$ 187,468	\$ 186,810	\$ 183,617	\$ 211,545	\$ 195,950	6.7%	-7.4%
Commodities							
6110 - Books & Publications	\$ 30	\$ -	\$ -	\$ -	\$ -	----	----
6120 - Office Supplies	\$ 160	\$ 1,163	\$ 500	\$ 373	\$ 500	0.0%	34.0%
6130 - Supplies	\$ 3,998	\$ 3,999	\$ 5,000	\$ 5,806	\$ 5,000	0.0%	-13.9%
6132 - Lawn Maint Supplies	\$ 2,374	\$ 1,127	\$ 2,500	\$ 1,933	\$ 3,000	20.0%	55.2%
6133 - Street Repair Materials	\$ 10,628	\$ 7,901	\$ 10,000	\$ 22,131	\$ 14,000	40.0%	-36.7%
6140 - NPDES Permit	\$ 1,991	\$ 5,423	\$ 1,500	\$ 1,389	\$ 3,500	133.3%	151.9%
6151 - Hardware	\$ 769	\$ 1,054	\$ 1,000	\$ 1,000	\$ 1,000	0.0%	0.0%
6170 - Postage	\$ 139	\$ -	\$ 200	\$ -	\$ 200	0.0%	----
6180 - Fuel	\$ 8,942	\$ 6,728	\$ 10,000	\$ 7,169	\$ 10,000	0.0%	39.5%
6181 - Fuel Replacement Fund	\$ -	\$ -	\$ 4,650	\$ -	\$ -	-100.0%	----
6190 - Non-Capital Equipment	\$ 9,624	\$ 10,455	\$ 8,500	\$ 8,757	\$ 9,000	5.9%	2.8%
TOTAL	\$ 38,655	\$ 37,850	\$ 43,850	\$ 48,558	\$ 46,200	5.4%	-4.9%
Street Total	\$ 639,618	\$ 637,039	\$ 771,199	\$ 780,693	\$ 809,169	4.9%	3.6%

CITY OF OAKBROOK TERRACE

STREETS DIVISION - PUBLIC SERVICES

		FY 2023 Actual	FY 2024 Actual	FY 2025 Adopted Budge	FY 2025 Estimated	FY 2026 Proposed
Department Summary						
	Salaries & Wages	\$ 312,861	\$ 293,313	\$ 378,584	\$ 368,211	\$ 382,766
	Benefits	100,634	119,066	165,148	152,379	184,253
	Contractual Services	187,468	186,810	183,617	211,545	195,950
	Commodities	38,655	37,850	43,850	48,558	46,200
	Department Totals	\$ 639,618	\$ 637,039	\$ 771,199	\$ 780,693	\$ 809,169

Department Performance Measures

Inputs	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025 Est.
Number of full-time employees*	3.5	3.5	3.5	3.5	4
Number of part-time/seasonal employees	1	1	2	1	0
Department Expenditures	\$ 544,744	\$ 607,289	\$ 639,618	\$ 637,039	\$ 780,693

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

Outputs	Per Calendar Year				
	2020	2021	2022	2023	2024
Vehicle Maintenance - General Government Repairs	575	549	571	664	599
Street Repairs - Tons of Asphalt Spread	45	30	50	75	60
Sidewalk Repairs - Cubic Yards of Concrete Poured	20	10	113	30	35
Street Signs Replaced	54	47	91	69	28
Mailboxes Replaced	N/A	N/A	73	65	42

Effectiveness Measures	2020	2021	2022	2023	2024
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
Build a strong and public image		X	X	
Maintain stormwater pipes, catch basins, and roadways			X	
Maintain all City facilities	X		X	
Maintain all vehicles and equipment	X		X	



TOURISM



CITY OF OAKBROOK TERRACE
TOURISM DEPARTMENT
2025/26 BUDGET
GENERAL FUND - DEPARTMENT 01-06

	Actual 22/23	Actual 23/24	Approved Budget 24/25	Department Estimated 24/25	Proposed Budget 25/26	% Change In 24-25 Budget To FY25/26 Budget	% Change In 24-25 Estimate
Contractual Services	\$ 133,585	\$ 169,118	\$ 212,020	\$ 216,000	\$ 215,178	1.5%	-0.4%
Tourism Total	\$ 133,585	\$ 169,118	\$ 212,020	\$ 216,000	\$ 215,178	1.5%	-0.4%
Contractual Services							
5610 - Membership/Assoc Fees	\$ 76,252	\$ 64,646	\$ 81,020	\$ 85,000	\$ 82,678	2.0%	-2.7%
5620 - DCVB Marketing Campaign	\$ 44,716	\$ 87,464	\$ 100,000	\$ 100,000	\$ 100,000	0.0%	0.0%
5781 - OBT Historical Society Cont	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 7,500	25.0%	25.0%
5782 - Event Sponsorship	\$ 6,617	\$ 11,007	\$ 25,000	\$ 25,000	\$ 25,000	0.0%	0.0%
TOTAL	\$ 133,585	\$ 169,118	\$ 212,020	\$ 216,000	\$ 215,178	1.5%	-0.4%

CITY OF OAKBROOK TERRACE

TOURISM

	FY 2023 Actual	FY 2024 Actual	FY 2025 Adopted	FY 2025 Estimated	FY 2026 Proposed
Department Summary					
DCVB Membership Fees	\$ 76,252	\$ 64,646	\$ 81,020	\$ 85,000	\$ 82,678
DCVB Marketing Campaign	44,716	87,464	100,000	100,000	100,000
Oakbrook Terrace Historical Society	6,000	6,000	6,000	6,000	7,500
Event Sponsorship	6,617	11,007	25,000	25,000	25,000
Department Totals	\$ 133,585	\$ 169,117	\$ 212,020	\$ 216,000	\$ 215,178

Department Performance Measures

Inputs	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025 Est.
Department Expenditures	\$ 52,040	\$ 133,585	\$ 133,585	\$ 169,117	\$ 216,000
# of Hotels	7	7	7	7	7

Outputs	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025 Est.
Hotel Motel Taxes	\$ 469,650	\$ 1,104,501	\$ 1,481,913	\$ 1,475,000	\$ 1,470,000
Online Hotel Taxes	18,963	28,229	40,486	117,272	185,820
Extended Stay Taxes	26,292	60,324	50,611	54,915	45,000
Totals	\$ 514,905	\$ 1,193,054	\$ 1,573,010	\$ 1,647,187	\$ 1,700,820

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			



POLICE COMMISSION



CITY OF OAKBROOK TERRACE
POLICE COMMISSION
2025/2026 BUDGET
GENERAL FUND - DEPARTMENT 01-10

	Actual 22/23	Actual 23/24	Adopted Budget 24/25	Department Estimated 24/25	Proposed Budget 25/26	% Change In 24-25 Budget To FY25/26 Budget	% Change In 24-25 Estimate
Salaries & Wages	\$ 6,500	\$ 7,150	\$ 6,600	\$ 6,600	\$ 6,600	0.0%	0.0%
Other Personnel Benefits	\$ 463	\$ 623	\$ 505	\$ 505	\$ 505	0.0%	0.0%
Contractual Services	\$ 6,043	\$ 8,786	\$ 17,500	\$ 10,382	\$ 20,000	14.3%	92.6%
Commodities	\$ 52	\$ 101	\$ 610	\$ 100	\$ 5,460	795.1%	5360.0%
Police Commission Total	\$ 13,058	\$ 16,660	\$ 25,215	\$ 17,587	\$ 32,565	29.1%	85.2%
Salaries & Wages							
4130 - Part-time Regular	\$ 6,500	\$ 7,150	\$ 6,600	\$ 6,600	\$ 6,600	0.0%	0.0%
TOTAL	\$ 6,500	\$ 7,150	\$ 6,600	\$ 6,600	\$ 6,600	0.0%	0.0%
Other Personnel Benefits							
4520 - FICA	\$ 463	\$ 623	\$ 505	\$ 505	\$ 505	0.0%	0.0%
TOTAL	\$ 463	\$ 623	\$ 505	\$ 505	\$ 505	0.0%	0.0%
Contractual Services							
5600 - Professional/Technical	\$ -	\$ -	\$ 1,500	\$ -	\$ 1,500	0.0%	---
5610 - Membership & Assoc Fees	\$ 375	\$ 400	\$ 500	\$ -	\$ 500	0.0%	---
5620 - Advertising & Publication	\$ -	\$ -	\$ 500	\$ -	\$ 500	0.0%	---
5775 - Testing & Examinations	\$ 5,668	\$ 8,386	\$ 15,000	\$ 10,382	\$ 17,500	16.7%	68.6%
TOTAL	\$ 6,043	\$ 8,786	\$ 17,500	\$ 10,382	\$ 20,000	14.3%	92.6%
Commodities							
6110 - Books & Publications	\$ -	\$ -	\$ 60	\$ -	\$ 60	0.0%	---
6120 - Office Supplies	\$ 52	\$ 101	\$ 200	\$ 100	\$ 200	0.0%	100.0%
6130 - Supplies	\$ -	\$ -	\$ 150	\$ -	\$ 5,000	3233.3%	---
6170 - Postage	\$ -	\$ -	\$ 200	\$ -	\$ 200	0.0%	---
TOTAL	\$ 52	\$ 101	\$ 610	\$ 100	\$ 5,460	795.1%	5360.0%
Police Commission Total	\$ 13,058	\$ 16,660	\$ 25,215	\$ 17,587	\$ 32,565	29.1%	85.2%

CITY OF OAKBROOK TERRACE

POLICE COMMISSION

		FY 2023 Actual	FY2024 Actual	FY 2025 Adopted Budge	FY 2025 Estimated	FY 2026 Proposed
Department Summary						
	Salaries & Wages	\$ 6,500	\$ 7,150	\$ 6,600	\$ 6,600	\$ 6,600
	Benefits	463	623	505	505	505
	Contractual Services	6,043	8,786	17,500	10,382	20,000
	Commodities	52	101	610	100	5,460
	Department Totals	\$ 13,058	\$ 16,660	\$ 25,215	\$ 17,587	\$ 32,565

Department Performance Measures

Inputs	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025 Est.
Department Expenditures	\$ 10,632	\$ 10,632	\$ 13,058	\$ 16,660	\$ 17,587

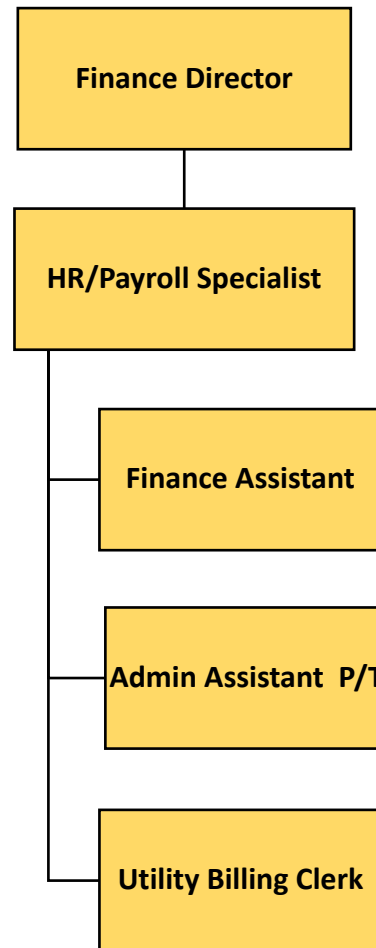
Goals (4 Areas based upon Current Goals)

	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	



FINANCE

Oakbrook Terrace Finance Department Organizational Chart



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

MISSION STATEMENT

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

GOALS

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

FY 2024-2025 ACCOMPLISHMENTS

1. Successful receipt of the Certificate of Achievement for Excellence in Financial Reporting for the FY 2023 Annual Comprehensive Financial Report (ACFR) (past 18 years). Submitted FY2024 Annual Report to GFOA for award consideration.
2. Hired an HR/Payroll Specialist
3. Continue implementation and collection of Food & Beverage Tax (1.5% of restaurant gross sales) preparers.
4. Prepared the FY2026 Annual Budget and completed the FY2024 ACFR.
5. Started Paying Vendors VIA ACH
6. Started Annual Audit with new Auditors
7. Implemented Positive Pay

FY 2025-2026 OBJECTIVES

- Finish implementaion of BS&A financial software modules.
- Create new monthly reports for the council that include Analysis of Major Revenue Sources, Fiscal Year Budget Summary, and Fiscal Year Budget Detail.
- To prepare monthly reports and reconciliations in a timely manner.
- To manage the financial assets of the City in accordance with the approved Investment Policy.
- To maintain professional competence through participation in appropriate training and professional activities.
- To direct and coordinate the preparation of the annual budget and assist the departments in development of their budgets.
- Continue to work towards receiving the award for the City's Annual Comprehensive Financial Report and the City's budget document through the Government Finance Officers Association (GFOA).
- To publish the annual Treasurer's Report as required by law.
- To ensure the water billing process is completed accurately and the bills are mailed as stated by City ordinance.
- To give utility billing customers the option to have bills emailed to them and to view current balances in real time through our accounting software.
- To continue to improve communications with residents through the City's website and Facebook page.



CITY OF OAKBROOK TERRACE
FINANCE DEPARTMENT
2025/2026 BUDGET
GENERAL FUND - DEPARTMENT 01-11

	Actual 22/23	Actual 23/24	Adopted Budget 24/25	Estimated Actual 24/25	Proposed Budget 25/26	% Change In 24-25 Budget To FY25/26 Budget	% Change In 24-25 Estimate
Salaries & Wages	\$ 253,388	\$ 222,625	\$ 305,500	\$ 267,564	\$ 393,472	28.8%	47.06%
Other Personnel Benefits	\$ 76,991	\$ 101,103	\$ 142,350	\$ 130,348	\$ 163,715	15.0%	25.60%
Contractual Services	\$ 453,531	\$ 556,099	\$ 577,962	\$ 534,367	\$ 187,410	-67.6%	-64.93%
Commodities	\$ 7,920	\$ 5,350	\$ 12,800	\$ 11,788	\$ 12,000	-6.3%	1.80%
Expenditures	\$ 41,863	\$ 9,788	\$ -	\$ -	\$ -	----	----
Finance Department Total	\$ 833,693	\$ 894,965	\$ 1,038,612	\$ 944,067	\$ 756,597	-27.2%	-19.86%
Salaries & Wages							
4110 - Full-time	\$ 253,191	\$ 192,772	\$ 280,000	\$ 225,534	\$ 393,472	40.5%	74.46%
4120 - Overtime	\$ 197	\$ 79	\$ -	\$ -	\$ -	----	----
4130 - Part-time Regular	\$ -	\$ 29,774	\$ 25,500	\$ 42,030	\$ -	-100.0%	-100.00%
4190 - Top of the Range	\$ -	\$ -	\$ -	\$ -	\$ -	----	----
TOTAL	\$ 253,388	\$ 222,625	\$ 305,500	\$ 267,564	\$ 393,472	28.8%	47.06%
Other Personnel Benefits							
4510 - IMRF	\$ 18,189	\$ 15,834	\$ 39,200	\$ 20,011	\$ 32,840	-16.2%	64.11%
4520 - FICA	\$ 18,815	\$ 16,198	\$ 20,000	\$ 19,188	\$ 29,590	48.0%	54.21%
4530 - Health Insurance	\$ 24,612	\$ 54,554	\$ 59,500	\$ 74,305	\$ 77,285	29.9%	4.01%
4531 - H.S.A. Contribution	\$ 11,760	\$ 7,440	\$ 12,800	\$ 7,680	\$ 12,800	0.0%	66.67%
4540 - Dental Insurance	\$ 1,201	\$ 2,760	\$ 2,800	\$ 2,742	\$ 3,000	7.1%	9.42%
4545 - Vision Insurance	\$ -	\$ 2,760	\$ 6,000	\$ 4,524	\$ 6,000	0.0%	32.63%
4550 - Life Insurance	\$ 583	\$ 501	\$ 550	\$ 690	\$ 700	27.3%	1.41%
4570 - Unemployment Ins	\$ 1,831	\$ 1,057	\$ 1,500	\$ 1,208	\$ 1,500	0.0%	24.15%
TOTAL	\$ 76,991	\$ 101,103	\$ 142,350	\$ 130,348	\$ 163,715	15.0%	25.60%
Contractual Services							
5600 - Professional/Technical	\$ 69,157	\$ 156,107	\$ 155,000	\$ 155,000	\$ 100,000	-35.5%	-35.48%
5600-15 - Investment Manager Fees	\$ 2,093	\$ 2,157	\$ 2,500	\$ 2,500	\$ 2,500	0.0%	0.00%
5605 - Training/Conferences	\$ 260	\$ 411	\$ 4,535	\$ 405	\$ 10,000	120.5%	2369.14%
5606 - Credit Card Transaction Fees	\$ 24,794	\$ 31,565	\$ 35,000	\$ 34,873	\$ 38,500	10.0%	10.40%
5608 - IT Services	\$ -	\$ -	\$ -	\$ -	\$ 5,000		---
5610 - Membership/Assoc Fees	\$ 250	\$ 350	\$ 600	\$ 400	\$ 1,000	66.7%	150.00%
5615 - Meeting Reimbursement	\$ 459	\$ 571	\$ 100	\$ 584	\$ 750	650.0%	28.34%
5630 - Risk Management Insurance	\$ 79,047	\$ 86,120	\$ 100,000	\$ 100,000	\$ -	-100.0%	-100.00%
5631 - Workers Compensation Insurance	\$ 189,345	\$ 196,516	\$ 190,000	\$ 190,000	\$ -	-100.0%	-100.00%
5655 - Equipment Lease & Rental	\$ 330	\$ 513	\$ 360	\$ 270	\$ 360	0.0%	33.29%
5660 - Equipment Maint & Repair	\$ 1,010	\$ 2,582	\$ 1,000	\$ 3,644	\$ 3,000	200.0%	-17.67%
5660-01 Equipment Service Agreement	\$ 13,308	\$ 12,979	\$ 15,000	\$ 15,000	\$ 15,000	0.0%	0.00%
5660-02 Software Service Agreement	\$ 57,183	\$ 54,731	\$ 63,000	\$ 20,926	\$ -	-100.0%	-100.00%
5665 - Telephone Service	\$ 3,154	\$ 3,321	\$ 3,000	\$ 3,671	\$ 3,500	16.7%	-4.66%
5668 - Communications	\$ 4,777	\$ 2,925	\$ 5,617	\$ 6,394	\$ 6,000	6.8%	-6.16%
5683 - Collections Fees	\$ 264	\$ -	\$ 450	\$ -	\$ -	-100.0%	----
5700 - Public Information	\$ 3,431	\$ 732	\$ 1,800	\$ 700	\$ 1,800	0.0%	157.14%
5705 - Filing Fees	\$ 22	\$ -	\$ -	\$ -	\$ -	----	----
TOTAL	\$ 453,531	\$ 556,099	\$ 577,962	\$ 534,367	\$ 187,410	-67.6%	-64.93%



CITY OF OAKBROOK TERRACE
FINANCE DEPARTMENT
2025/2026 BUDGET
GENERAL FUND - DEPARTMENT 01-11

	Actual 22/23	Actual 23/24	Adopted Budget 24/25	Estimated Actual 24/25	Proposed Budget 25/26	% Change In 24-25 Budget To FY25/26 Budget	% Change In 24-25 Estimate
Commodities							
6120 - Office Supplies	\$ 871	\$ 1,971	\$ 1,000	\$ 1,830	\$ 2,000	100.0%	9.32%
6125 - Office Furniture	\$ 3,405	\$ -	\$ 1,000	\$ -	\$ -	-100.0%	----
6130 - Supplies	\$ 933	\$ 1,226	\$ 1,000	\$ 2,500	\$ 2,500	150.0%	0.00%
6150 - Software	\$ -	\$ -	\$ 2,500	\$ -	\$ -	-100.0%	----
6151 - Hardware	\$ 607	\$ -	\$ 5,000	\$ 5,000	\$ 5,000	0.0%	0.00%
6170 - Postage	\$ 2,104	\$ 2,154	\$ 2,300	\$ 2,458	\$ 2,500	8.7%	1.71%
TOTAL	\$ 7,920	\$ 5,350	\$ 12,800	\$ 11,788	\$ 12,000	-6.3%	1.80%
Expenditures							
7175 - Investment Expense	\$ 41,863	\$ 9,788	\$ -	\$ -	\$ -	----	----
TOTAL	\$ 41,863	\$ 9,788	\$ -	\$ -	\$ -	----	----
Finance Total	\$ 833,693	\$ 894,965	\$ 1,038,612	\$ 944,067	\$ 756,597	-27.2%	-19.86%

CITY OF OAKBROOK TERRACE

FINANCE

		FY 2023 Actual	FY 2024 Actual	FY 2025 Adopted Budge	FY 2025 Estimated	FY 2026 Proposed
Department Summary						
	Salaries & Wages	\$ 253,388	\$ 222,625	\$ 305,500	\$ 267,564	\$ 393,472
	Benefits	76,991	101,103	142,350	130,348	163,715
	Contractual Services	453,531	556,099	577,962	534,367	187,410
	Commodities	7,920	5,350	12,800	11,788	12,000
	Investment Expense	41,863	9,788	-	-	-
	Department Totals	\$ 833,693	\$ 894,965	\$ 1,038,612	\$ 944,067	\$ 756,597

Department Performance Measures

Inputs	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025 Est.
Number of full-time employees*	1.5	1.5	3	3	3
Number of part-time/seasonal employees**	1.5	0.5	0	0.25	0.25
Department Expenditures	\$ 531,289	\$ 641,651	\$ 833,693	\$ 894,965	\$ 944,067

*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 2020	FY 2021	FY 2022	FY 2023	FY 2024
Business Licenses Issued	416	415	400	421	440
Credit Card Transactions	710	849	1,027	1,030	890
Purchase Orders	89	82	96	83	43
Accounts Payable Checks	1,216	1,296	1,167	1,142	1,161

Effectiveness Measures	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024
GFOA Distinguished Budget Award	X	X	X	X	N/A
GFOA Excellence in Financial Reporting	X	X	X	X	X
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			
Implement Springbrook cashless payment options	X	X		
Monitor new businesses and discontinued businesses	X			X



WATER FUND



CITY OF OAKBROOK TERRACE
PUBLIC SERVICES DEPARTMENT -WATER DIVISION - O&M
2025/2026 BUDGET
03-12

	Actual 23/24	Actual 24/25	Adopted Budget 24/25	Estimated 24/25	Adopted Budget 25/26	% Change In 24/25 Budget To 25/26 Budget	% Change In 24/25 Estimate
Salaries & Wages	\$ 266,964	\$ 308,083	\$ 305,262	\$ 319,673	\$ 326,500	7.0%	2.1%
Other Personnel Benefits	\$ 103,558	\$ 113,067	\$ 131,560	\$ 115,755	\$ 154,948	17.8%	33.9%
Contractual Services	\$ 652,714	\$ 723,384	\$ 779,845	\$ 748,434	\$ 751,714	-3.6%	0.4%
Commodities	\$ 16,483	\$ 37,760	\$ 28,950	\$ 4,682	\$ 24,700	-14.7%	427.5%
Debt Service	\$ 755	\$ -	\$ 648	\$ -	\$ -	-100.0%	
Water Operations & Maintenance Total	\$ 1,040,474	\$ 1,182,294	\$ 1,246,265	\$ 1,188,545	\$ 1,257,862	0.9%	5.8%

Salaries & Wages							
4110 - Full-time	\$ 243,456	\$ 249,679	\$ 245,000	\$ 253,457	\$ 300,000	22.4%	18.4%
4120 - Overtime	\$ 16,239	\$ 19,783	\$ 17,000	\$ 16,839	\$ 20,000	17.6%	18.8%
4130 - Part-time Regular	\$ -	\$ 32,327	\$ 36,981	\$ 41,565	\$ -	-100.0%	-100.0%
4171 - Sick Leave Buy Back	\$ -	\$ -	\$ -	\$ -	\$ -	----	----
4190 - Top of the Range Award	\$ 7,269	\$ 6,294	\$ 6,281	\$ 7,812	\$ 6,500	3.5%	-16.8%
TOTAL	\$ 266,964	\$ 308,083	\$ 305,262	\$ 319,673	\$ 326,500	7.0%	2.1%

Other Personnel Benefits							
4510 - IMRF	\$ 20,342	\$ 29,554	\$ 36,500	\$ 21,773	\$ 38,650	5.9%	77.5%
4520 - FICA	\$ 20,079	\$ 22,976	\$ 21,550	\$ 17,815	\$ 23,028	6.9%	29.3%
4530 - Health Insurance	\$ 50,942	\$ 47,678	\$ 56,111	\$ 70,472	\$ 75,000	33.7%	6.4%
4531 - H.S.A. Contribution	\$ 8,160	\$ 8,640	\$ 12,800	\$ -	\$ 12,800	0.0%	----
4540 - Dental Insurance	\$ 2,619	\$ 2,621	\$ 2,697	\$ 2,630	\$ 2,720	0.9%	3.4%
4550 - Life Insurance	\$ 551	\$ 594	\$ 602	\$ 755	\$ 750	24.6%	-0.6%
4570 - Unemployment Ins	\$ 865	\$ 1,004	\$ 1,300	\$ 2,310	\$ 2,000	53.8%	-13.4%
TOTAL	\$ 103,558	\$ 113,067	\$ 131,560	\$ 115,755	\$ 154,948	17.8%	33.9%

Contractual Services							
5600 - Professional/Technical	\$ 671	\$ 3,785	\$ 5,000	\$ 570	\$ 8,000	60.0%	1303.5%
5604 - City Engineer	\$ -	\$ 788	\$ 1,000	\$ -	\$ 1,000	0.0%	----
5605 - Training/Conferences	\$ 48	\$ 2,012	\$ 5,000	\$ 6,489	\$ 6,500	30.0%	0.2%
5606 - Credit Card Transaction Fees	\$ 3,961	\$ 3,901	\$ 4,000	\$ 5,869	\$ 6,000	185.7%	2.2%
5608 - IT Services	\$ -	\$ -	\$ -	\$ -	\$ 5,000		----
5610 - Membership & Association	\$ 970	\$ 504	\$ 800	\$ 756	\$ 900	31.2%	19.0%
5615 - Meeting Reimbursement	\$ -	\$ -	\$ 200	\$ -	\$ 200	33.3%	----
5630 - Risk Management Insurance	\$ 39,333	\$ 42,440	\$ 42,945	\$ 42,945	\$ 61,352	73.4%	42.9%
5631 - Workers Compensation Insurance	\$ 94,125	\$ 96,792	\$ 93,500	\$ 93,500	\$ 63,062	-35.6%	-32.6%
5655 - Equipment Lease & Rental	\$ 330	\$ 513	\$ 450	\$ 270	\$ 500	16.3%	85.1%
5660 - Equipment Maint & Repair	\$ 2,108	\$ 15,821	\$ 10,000	\$ 2,961	\$ 10,000	0.0%	237.8%
5660-01 Equipment Service Agreement	\$ 9,002	\$ 200	\$ 7,500	\$ 20,837	\$ 10,000	36.1%	-52.0%
5663 - Vehicle Maint & Repair	\$ 532	\$ 3,036	\$ 2,500	\$ -	\$ 2,500	0.0%	----
5665 - Telephone Service	\$ 4,511	\$ 5,075	\$ 5,000	\$ 6,253	\$ 6,500	30.0%	4.0%
5668 - Communications	\$ 3,938	\$ 3,861	\$ 2,000	\$ 1,689	\$ 2,500	38.9%	48.1%
5670 - Travel Expense	\$ -	\$ -	\$ 100	\$ -	\$ 100	0.0%	----
5671 - General Legal Expense	\$ 11,433	\$ 1,541	\$ 1,000	\$ -	\$ 1,000	300.0%	----
5677-02 Berkshire Water Charges Rebate	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	----
5700 - Public Information	\$ -	\$ 4,527	\$ 2,600	\$ -	\$ -	-100.0%	----
5715 - Uniform Allowance	\$ -	\$ 877	\$ 1,000	\$ -	\$ 1,500	50.0%	----
5745 - Emergency Services	\$ -	\$ -	\$ 5,000	\$ -	\$ 7,000	40.0%	----
5758 - Utilities	\$ 14,568	\$ 13,777	\$ 12,500	\$ 3,679	\$ 13,000	13.0%	253.4%
5770 - Building Maintenance	\$ -	\$ -	\$ 20,000	\$ 22,965	\$ 15,000	2042.9%	-34.7%



CITY OF OAKBROOK TERRACE
PUBLIC SERVICES DEPARTMENT -WATER DIVISION - O&M
2025/2026 BUDGET
03-12

	Actual 23/24	Actual 24/25	Adopted Budget 24/25	Estimated 24/25	Adopted Budget 25/26	% Change In 24/25 Budget To 25/26 Budget	% Change In 24/25 Estimate Budget
5770-01 Build Maint Service Agreements	\$ -	\$ -	\$ -	\$ -	\$ -	-100.0%	----
5845 - DWC Purchase of Water	\$ 467,184	\$ 523,935	\$ 557,750	\$ 539,653	\$ 530,100	19.1%	-1.8%
TOTAL	\$ 652,714	\$ 723,384	\$ 779,845	\$ 748,434	\$ 751,714	17.0%	0.4%

Commodities

6120 - Office Supplies	\$ 163	\$ 23	\$ 100	\$ -	\$ 200	0.0%	----
6130 - Supplies	\$ 2,186	\$ 2,274	\$ 1,500	\$ -	\$ 2,500	108.3%	----
6151-Hardware	\$ -	\$ 1,054	\$ -	\$ -	\$ -	0.0%	----
6152 - Water Meters	\$ 2,915	\$ 15,935	\$ 11,000	\$ -	\$ 11,000	-8.3%	----
6170 - Postage	\$ 2,393	\$ 3,485	\$ 2,800	\$ 1,011	\$ -	-100.0%	-100.0%
6180 - Fuel	\$ 3,958	\$ 2,711	\$ 6,500	\$ 2,449	\$ 5,500	-23.2%	124.5%
6181 - Fuel Replacement Fund	\$ -	\$ -	\$ 2,050	\$ -	\$ -	-100.0%	----
6190 - Non-Capital Equipment	\$ 4,868	\$ 12,280	\$ 5,000	\$ 1,222	\$ 5,500	10.0%	350.2%
TOTAL	\$ 16,483	\$ 37,760	\$ 28,950	\$ 4,682	\$ 24,700	-17.1%	427.5%

Debt Service and Interfund Loan Expenses

7172 - Interfund Loan Interest Expense	\$ 755	\$ -	\$ 648	\$ -	\$ -	-100.0%	----
TOTAL	\$ 755	\$ -	\$ 648	\$ -	\$ -	-100.0%	----

Water Operations & Maintenance Total	\$ 1,040,474	\$ 1,182,294	\$ 1,246,265	\$ 1,188,545	\$ 1,257,862	22.2%	5.8%
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CITY OF OAKBROOK TERRACE

WATER FUND - Public Services

		FY 2023	FY 2024	FY 2025	FY 2025	FY 2026
		Actual	Actual	Budget	Estimated	Adopted
Department Summary						
	Salaries & Wages	\$ 273,287	\$ 266,964	\$ 305,262	\$ 319,673	\$ 326,500
	Benefits	(20,325)	103,558	131,560	115,755	154,948
	Contractual Services	873,341	652,714	779,845	748,434	751,714
	Commodities	12,589	16,483	28,950	4,682	24,700
	Debt Service/Interfund Loan Fees	862	755	648	-	-
	Department Totals	\$ 1,139,753	\$ 1,040,474	\$ 1,246,265	\$ 1,188,544	\$ 1,257,862

Department Performance Measures

Inputs	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025 Est.
Number of full-time employees*	2.5	2.5	2.5	2.5	2.5
Number of part-time/seasonal employees**	1	1	0	0	0.5
Department Expenditures	\$ 1,142,596	\$ 1,155,645	\$ 1,139,753	\$ 1,040,474	\$ 1,188,544

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

Per Calendar Year					
Outputs	2020	2021	2022	2023	2024
Vehicle Maintenance - Water Government Repairs	173	168	151	180	153
Number of Metered Customers	556	557	558	558	559
Gallons of Water Purchased	86,221,000	82,856,000	89,904,000	98,676,000	96,316,000
Gallons of Water Sold	80,201,000	69,099,000	75,874,000	97,489,000	89,783,000
JULIE Locates	1,117	1,237	1,330	1,611	1,057

Effectiveness Measures	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024
Annual Water Sales Revenue	\$ 808,055	\$ 757,771	\$ 789,852	\$ 802,630	\$ 900,193
# of Automatic Payment Customers	119	126	137	152	150
% of Customers using Auto Payment	21%	23%	25%	27%	27%

Goals (4 Areas based upon Current Goals)

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

**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 2024-2025 ACCOMPLISHMENTS

- Updated all of our sample sites to meet the IEPA's compliance monitoring requirements.
- Completed another year of successful coliform and bacteria sampling. That is twenty- three (24) straight years of not having a sample test positive for either!
- Successfully completed the City's annual Consumer Confidence Report to inform our water customers about our Lake Michigan Water Supply.
- The Water Division flushed and maintained all the City's fire hydrants to ensure proper working order.
- Completed a total resurfacing project of the City's 500,000 gallon elevated storage tank.

FY 2025-2026 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.
- To Install a new SCADA System



CITY OF OAKBROOK TERRACE
WATER FUND REVENUES
2025/2026 BUDGET

	Actual 22/23	Actual 23/24	Adopted Budget 24/25	Department Estimated 24/25	Department Proposed 25/26
Taxes Collected by OBT	\$ 386,403	\$ 366,505	\$ 385,000	\$ 385,000	\$ 400,000
Fines & Forfeitures	\$ 15,812	\$ 25,321	\$ 20,000	\$ 23,554	\$ 20,000
Sales & Service	\$ 802,900	\$ 908,525	\$ 842,350	\$ 901,000	\$ 912,000
Miscellaneous Revenue	\$ 4,892	\$ 14,718	\$ 5,500	\$ 12,094	\$ 50,000
WATER FUND TOTAL	\$ 1,210,007	\$ 1,315,069	\$ 1,252,850	\$ 1,321,648	\$ 1,382,000

Taxes Collected By OBT					
3030 - Electric Utility Tax	\$ 386,403	\$ 366,505	\$ 385,000	\$ 385,000	\$ 400,000
TOTAL	\$ 386,403	\$ 366,505	\$ 385,000	\$ 385,000	\$ 400,000

Fines & Forfeitures					
3750 - Penalties/Fines	\$ 15,812	\$ 25,321	\$ 20,000	\$ 23,554	\$ 20,000
TOTAL	\$ 15,812	\$ 25,321	\$ 20,000	\$ 23,554	\$ 20,000

Sales & Service					
3710 - Sale of Water	\$ 802,630	\$ 900,193	\$ 840,350	\$ 900,000	\$ 910,000
3715 - Water Meter Sales	\$ 270	\$ 3,332	\$ 1,000	\$ 500	\$ 1,000
3720 - Tap-On Fees	\$ -	\$ 5,000	\$ 1,000	\$ 500	\$ 1,000
TOTAL	\$ 802,900	\$ 908,525	\$ 842,350	\$ 901,000	\$ 912,000

Miscellaneous Revenue					
3650 - Interest Earnings	\$ 4,892	\$ 9,294	\$ 5,500	\$ 11,919	\$ 50,000
3660 - Miscellaneous Revenue	\$ -	\$ 5,424	\$ -	\$ 175	\$ -
3990- Proceeds from Capital Asset Disposal	\$ -	\$ -	\$ -	\$ -	\$ -
3991 - Contributions	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ 4,892	\$ 14,718	\$ 5,500	\$ 12,094	\$ 50,000

TOTAL REVENUES	\$ 1,210,007	\$ 1,315,069	\$ 1,252,850	\$ 1,321,648	\$ 1,382,000
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MFT FUND



MOTOR FUEL TAX FUND
2025/2026 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 22/23	Actual 23/24	Budget 24/25	Estimated 24/25	Proposed 25/26	% Change In 24/25 Budget To Proposed	% Change In 24/25 Estimate To Proposed
REVENUE							
3070 - Motor Fuel Tax	\$ 57,679	\$ 62,435	\$ 62,500	\$ 62,500	\$ 61,786	1.1%	-1.1%
3071 - MFT Transportation Renewal	\$ 46,260	\$ 58,388	\$ 57,965	\$ 45,329	\$ 63,732	-9.9%	40.6%
3072 - Rebuild Illinois Grant	\$ 23,440	\$ -	\$ -	\$ -	\$ -	0.0%	0.0%
3650 - Interest Earnings	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	0.0%
Motor Fuel Tax Total	\$ 127,378	\$ 120,823	\$ 120,465	\$ 107,829	\$ 125,518	4.2%	#REF!

EXPENDITURES							
4110 - Snow Plowing Regular	\$ 981	\$ 8,421	\$ 8,500	\$ 8,500	\$ 8,500	0.0%	0.0%
4120 - Snow Plowing Overtime	\$ 13,396	\$ 2,526	\$ 13,000	\$ 13,000	\$ 13,000	0.0%	0.0%
5600 - Professional/Technical	\$ -	\$ -	\$ 500	\$ 500	\$ 500	0.0%	0.0%
5671 - General Legal Services	\$ 1,282	\$ -	\$ -	\$ -	\$ -	0.0%	0.0%
6134 - Snow Removal Materials	\$ 8,718	\$ 23,730	\$ 30,000	\$ 27,000	\$ 32,000	-6.7%	18.5%
New - Salt Barn	\$ -	\$ -	\$ -	\$ -	\$ 300,000		0.0%
7143 - Curb and Gutter	\$ 218,679	\$ 191,691	\$ 240,000	\$ 240,000	\$ -	100.0%	0.0%
Motor Fuel Tax Total	\$ 243,056	\$ 226,368	\$ 292,000	\$ 289,000	\$ 354,000	21.2%	22.5%

**Excess (Deficiency) of Revenues
over Expenditures** \$ (115,678) \$ (105,545) \$ (171,535) \$ (181,171) \$ (228,482)

CITY OF OAKBROOK TERRACE

Motor Fuel Tax Fund

		FY 2023 Actual	FY 2024 Actual	FY 2025 Budget	FY 2025 Estimated	FY 2026 Proposed
Department Summary						
	Salaries & Wages	\$ 14,377	\$ 7,978	\$ 21,500	\$ 7,978	\$ 21,500
	Professional Services	1,282	-	500	-	500
	Snow Removal Materials	8,718	23,730	30,000	27,000	32,000
	Capital	218,679	196,692	240,000	240,000	300,000
	Department Totals	\$ 243,056	\$ 228,400	\$ 292,000	\$ 274,978	\$ 354,000

Department Performance Measures

Inputs	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024
Department Expenditures	\$ 53,406	\$ 45,484	\$ 47,649	\$ 243,056	\$ 228,400

Outputs	2020	2021	2022	2023	2024
Snow & Ice Control/Plowed Miles	12,349	16,096	18,482	6,765	3,300
Snow & Ice Control/Salted Miles	4,930	5,652	6,160	2,255	1,100
Snow Events	18	21	21	11	18
Price Per Ton of Salt	\$ 94.63	\$ 45.48	\$ 62.58	\$ 77.23	\$ 77.23

Goals (4 Areas based upon Current Goals)

	Remain Fiscally Sound	Community Engagemen t	Enhance Public Health & Safety	Community Developmen t
Maintain safe City roadways during snow events			X	



SSA FUND



CITY OF OAKBROOK TERRACE
SSA DEBT SERVICE
2025/2026 BUDGET
SPECIAL SERVICE AREA FUND 04-12

PURPOSE: The purpose of the Special Service Area Budget is to account for the servicing of the 2006 City issuance of \$600,000 in special ad valorem tax bonds. The City issued these bonds to provide funding for a connection to the City's potable water supply and distribution system for several office buildings. These affected parcels will remit a separate property tax assessment annually until FY 2026 to repay this bond issue.

	Actual 22/23	Actual 23/24	Adopted Budget 24/25	Estimated 24/25	Adopted Budget 25/26	% Change In 24/25 Budget to 25/26 Adopted Budget	% Change In 24/25 Estimate to 25/26 Adopted Budget
Beginning Fund Balance	\$ (1,032)	\$ (4,596)	\$ (1,763)	\$ (1,763)	\$ (2,565)	45.5%	45.5%
REVENUE							
3010 - Property Taxes	\$ 48,885	\$ 46,966	\$ 49,500	\$ 49,500	\$ 50,985	3.0%	3.0%
3650 - Interest Income	\$ 5	\$ -	\$ -			---	---
SSA Debt Service Total	\$ 48,890	\$ 46,966	\$ 49,500	\$ 49,500	\$ 50,985	3.0%	3.0%
EXPENDITURES							
5600 - Professional Services	\$ 803	\$ 883	\$ 803	\$ 803	\$ 803	-0.1%	0.0%
7170 - Interest*	\$ 11,650	\$ 3,250	\$ 4,500	\$ 4,500	\$ 2,250	-50.0%	-50.0%
7170-01 - Principal	\$ 40,000	\$ 40,000	\$ 45,000	\$ 45,000	\$ 45,000	0.0%	0.0%
SSA Debt Service Total	\$ 52,453	\$ 44,133	\$ 50,303	\$ 50,303	\$ 48,053	-4.5%	-4.5%
Ending Fund Balance	\$ (4,596)	\$ (1,763)	\$ (2,564)	\$ (2,565)	\$ 370	-114.4%	

* FY22/23 Interest includes 1/2 of FY23/24 interest payment thus reducing FY23/24 interest expenditure by \$3,250.

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

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



BUSINESS DISTRICT FUND

CITY OF OAKBROOK TERRACE
TOTAL BUSINESS DISTRICT FUNDS SUMMARY 12-12
2025/2026 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.

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.

	Actual 22/23	Actual 23/24	Adopted Budget 24/25	Department Estimated 24/25	Department Proposed 25/26	% Change In 24/25 Budget To Adopted	% Change In 24/25 Estimate To Adopted
Beginning Balance, May 1 as Restated	\$ 1,091,769	\$ 1,484,491	\$ 1,416,924	\$ 1,416,924	\$ 1,328,414	-6.2%	-6.2%
REVENUE							
3020 - Sales Tax	\$ 451,840	\$ -	\$ -	\$ -	\$ -	0.0%	0.0%
3021 - Business Tax	\$ 128,427	\$ 131,074	\$ 125,000	\$ 132,000	\$ 130,000	-6.1%	-11.1%
3022 - Home Rule Sales Tax	\$ 140,006	\$ -	\$ -	\$ -	\$ -	0.0%	0.0%
3650 - Interest Earnings	\$ 7,933	\$ 5,028	\$ 5,600	\$ 7,912	\$ 15,000	-82.1%	-87.4%
3660 - Misc. Revenue	\$ -	\$ -	\$ -	\$ -	\$ -		
TOTAL	\$ 728,205	\$ 136,102	\$ 130,600	\$ 139,912	\$ 145,000	461.8%	424.4%
EXPENDITURES							
5600 - Professional Services	\$ 828	\$ -	\$ 900	\$ 750	\$ 900	-4.9%	14.1%
7170 - Bond Interest	\$ 109,655	\$ 53,670	\$ 47,670	\$ 47,670	\$ 40,470	73.7%	73.7%
7170-02 - Issuance Costs	\$ -	\$ -	\$ -	\$ -	\$ -		
7171 - Bond Principal	\$ 225,000	\$ 150,000	\$ 180,000	\$ 180,000	\$ 190,000	441.7%	441.7%
TOTAL	\$ 335,483	\$ 203,670	\$ 228,570	\$ 228,420	\$ 231,370	363.2%	363.5%
Excess (Deficit) of Revenues over Expenses	\$ 392,722	\$ (67,568)	\$ (97,970)	\$ (88,508)	\$ (86,370)	231.7%	267.2%



CAPITAL FUND



CITY OF OAKBROOK TERRACE
CAPITAL IMPROVEMENTS 09-12
2025/2026 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 22/23	Actual 23/24	Approved Budget 24/25	Estimated 24/25	Adopted Budget 25/26	% of Total
REVENUE						
3021 - Home Rule Sales Tax	\$ 2,167,871	\$ 2,383,730	\$ 2,395,308	\$ 2,400,000	\$ 2,425,308	99.4%
3651 - Investment Income	\$ 11,334	\$ 12,555	\$ 11,500	\$ 13,000	\$ 14,000	0.6%
3660 - Miscellaneous Income	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
3668 - ARPA Grant/Storm Sewer Project	\$ -	\$ 500,000	\$ -	\$ -	\$ -	0.0%
3973-01 IEPA Streambank Stabilization Grant	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
3999 - Proceeds from Capital Asset Disposal	\$ 234,048	\$ 10,000	\$ -	\$ -	\$ -	0.0%
Capital Improvement Fund Total	2,413,253	2,906,285	2,406,808	2,413,000	2,439,308	100.0%
EXPENDITURES						
5600 - Professional/Technical	\$ 67,737	\$ 6,921	\$ 20,000	\$ 10,000	\$ 20,000	1.4%
5600-15 Investment Manager Fees	\$ 547	\$ 564	\$ 600	\$ 575	\$ 600	0.0%
5600-16 Police ETSB System (former acct #7110-11)	\$ 19,403	\$ 24,479	\$ 25,325	\$ 25,325	\$ 26,628	1.9%
5600-17 - Annual Maintenance In-squad Cameras (8) (former acct #7110-11)	\$ 19,404	\$ 19,404	\$ 16,979	\$ 16,979	\$ 16,979	1.2%
5600-18 Flock ALPR Cameras	\$ -	\$ 43,100	\$ 20,000	\$ 27,993	\$ 35,500	2.5%
5600-19 City Hall Office Space Renovation	\$ 14,755	\$ -	\$ -	\$ -	\$ -	0.0%
5600-21 - Door Access Control System	\$ 12,886	\$ -	\$ -	\$ -	\$ -	0.0%
6125-01 Replace Office Furniture - City Hall	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
7110-12 - City Hall Copier Replacement	\$ 9,696	\$ -	\$ -	\$ -	\$ -	0.0%
7110-14 Upgrade Council Chamber Audio Visual System	\$ -	\$ 5,668	\$ -	\$ -	\$ -	0.0%
7110-24 Barracuda Cloud Upgrades	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
7110-25 Springbrook Cloud Updates	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
7110-28 Finance ERP Software Implementation	\$ -	\$ -	\$ 125,000	\$ 125,000	\$ 60,000	4.2%
7110-29 Network Server Replacement (10 yrs old)	\$ -	\$ -	\$ 100,000	\$ 100,000	\$ -	0.0%
7110-26 Bobcat L28 Articulated Loader	\$ 47,780	\$ -	\$ -	\$ -	\$ -	0.0%
7110-27 S76 T4 Bobcat Skid Steer	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
7110-30 Bobcat Snowblower	\$ -	\$ 5,699	\$ -	\$ -	\$ -	0.0%
7116 - Replace Toughbook Laptops (9)	\$ -	\$ 9,988	\$ -	\$ -	\$ -	0.0%
7116-01 Replace Toughbook Laptops (6)	\$ -	\$ -	\$ 34,356	\$ 34,356	\$ -	0.0%
7117-01 Body-worn Cameras	\$ -	\$ 25,308	\$ 25,308	\$ 30,408	\$ 34,900	2.5%
7119-00 Server Replacement at Police Dept.	\$ -	\$ 14,462	\$ -	\$ 14,269	\$ -	0.0%
7130-02 Replace Public Services Director's Vehicle #PS2	\$ -	\$ 41,010	\$ -	\$ -	\$ -	0.0%
7130-00 Replace two Marked Squads	\$ -	\$ 236,944	\$ 137,070	\$ 137,070	\$ -	0.0%
7130-03 Car #10 Replacement	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
7130-04 T-1 Replacement, Lift Gate & 2 plows	\$ -	\$ 75,327	\$ -	\$ -	\$ -	0.0%
7130-06 Add Lights and Equipment To New Squads	\$ -	\$ 4,228	\$ -	\$ -	\$ -	0.0%
7130-07 Car #A-2	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
7130-08 ATV PD Vehicle	\$ -	\$ 24,964	\$ -	\$ -	\$ -	0.0%
7130-09 2022 Yamaha Golf Cart	\$ -	\$ 14,650	\$ -	\$ -	\$ -	0.0%
7145-01 Cover Salt Storage	\$ -	\$ -	\$ 100,000	\$ -	\$ -	0.0%
7148-00 Mobile Generator	\$ -	\$ 63,532	\$ -	\$ -	\$ -	0.0%
7155-00 Land Acquisition	\$ -	\$ -	\$ -	\$ 135,000	\$ -	0.0%
7155-01 Purchase - 17W245 Butterfield	\$ 345	\$ -	\$ -	\$ -	\$ -	0.0%
7170-00 Bond Interest*	\$ 95,625	\$ 29,025	\$ 49,200	\$ 49,200	\$ 39,900	2.8%
7170-01 Bond Principal	\$ 285,000	\$ 295,000	\$ 310,000	\$ 310,000	\$ 310,000	21.9%
7175-00 Investment Expense	\$ 12,361	\$ 962	\$ -	\$ -	\$ -	0.0%
7190-06 Street Resurfacing Project	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
7190-07 Streambank Stabilization Project	\$ 417,745	\$ 261,518	\$ 8,000	\$ 8,000	\$ -	0.0%
7190-09 Irrigation System Municipal Complex	\$ -	\$ 22,440	\$ -	\$ -	\$ -	0.0%
7190-10 Kreml Park Enhancement	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
7193-00 Street Sealing Project	\$ -	\$ -	\$ 164,000	\$ 164,000	\$ -	0.0%
7190-12 Storm Sewer Replacement Project	\$ 15,430	\$ 1,125,631	\$ -	\$ -	\$ -	0.0%
MacArthur Drive	\$ -	\$ -	\$ -	\$ -	\$ 50,000	3.5%
Light Tower	\$ -	\$ -	\$ -	\$ -	\$ 12,000	0.8%
John Deere Zero Turn Mowers (2)	\$ -	\$ -	\$ -	\$ -	\$ 28,000	2.0%
Salt Cover Barn	\$ -	\$ -	\$ -	\$ -	\$ 308,000	21.8%
Unmanned Aerial System (Drone)	\$ -	\$ -	\$ -	\$ -	\$ 29,215	2.1%
Building Automation System Upgrade	\$ -	\$ -	\$ -	\$ -	\$ 12,000	0.8%

F350 Versa Lift Truck						\$	200,000	14.1%			
Emergency Vehicle Replacement	\$	-	\$	-	\$	-	\$	230,344	16.3%		
Capital Improvement Fund Total	\$	1,018,714	\$	2,350,824	\$	1,135,838	\$	1,188,175	\$	1,414,066	100.0%
Excess (Deficit) of Revenues Over Expenses	\$	1,394,539	\$	555,461	\$	1,270,970	\$	1,224,825	\$		1,025,242
Other Financing Sources:											
Transfer to Water Capital Fund (09-00-4001-00)	\$	(200,000)	\$	(200,000)	\$	(283,500)	\$	(283,500)	\$		(283,500)
Net Change in Fund Balances	\$	1,194,539	\$	355,461	\$	987,470	\$	941,325	\$		741,742
Beginning Balance, May 1	\$	4,801,192	\$	5,995,731	\$	6,351,192	\$	6,351,192	\$		7,292,517
Ending Balance, April 30	\$	5,995,731	\$	6,351,192	\$	7,338,662	\$	7,292,517	\$		8,034,259
Fund Balance % of Expenditures		492%		249%		517%		496%			473%

*Bond Interest payment in May 2023 was inadvertently charged to FY23 should have been to FY24.

CITY OF OAKBROOK TERRACE
CAPITAL PROJECTS PLAN FINANCED BY FUND 09
FIVE YEAR CAPITAL PROJECTION

CAPITAL PROJECT FUND (Fund 09-12)	FY 24/25	FY 25/26	FY 26/27	FY 27/28	FY 28/29	FY 29/30
Beginning Balance, May 1	\$ 6,351,192	\$ 7,292,517	\$ 8,034,259	\$10,836,551	\$12,415,404	\$14,014,844
<u>Estimated Revenue Projections</u>						
Home Rule Sales Tax	\$ 24,000,000	\$ 2,425,308	\$ 2,449,561	\$ 2,474,057	\$ 2,498,797	\$ 2,523,785
Interest Earnings	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Investment Income	\$ 13,000	\$ 14,000	\$ 20,000	\$ 26,000	\$ 30,000	\$ 35,000
IEPA Streambank Stabilization Grant	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Miscellaneous	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Estimated Revenues	\$ 2,413,000	\$ 2,439,308	\$ 2,448,624	\$ 2,473,110	\$ 2,528,797	\$ 2,558,785
<u>Estimated Expenditures</u>						
Professional/Technical	\$ 10,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000
Investment Manager Fees	\$ 575	\$ 600	\$ 600	\$ 600	\$ 600	\$ 600
Police ETSB System	\$ 25,325	\$ 26,628	\$ 26,628	\$ 26,628	\$ 26,628	\$ 26,628
Investment Expense	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Replace Eight (8) In-Squad Video Cameras	\$ 16,979	\$ 16,979	\$ 16,979	\$ 16,979	\$ 16,979	\$ 16,979
Flock ALPR Cameras	\$ 27,993	\$ 35,500	\$ 35,500	\$ 35,500	\$ 35,500	\$ 35,500
Body-worn Cameras	\$ 30,408	\$ 34,900	\$ 34,900	\$ 34,900	\$ 34,900	\$ 34,900
MacArthur Drive	\$ -	\$ 50,000	\$ -	\$ -	\$ -	\$ -
Light Tower	\$ -	\$ 12,000	\$ -	\$ -	\$ -	\$ -
Replace Marked Squads	\$ 137,070	\$ 230,344	\$ 125,000	\$ 125,000	\$ 125,000	\$ 125,000
John Deere Zero Turn Mowers	\$ -	\$ 28,000	\$ -	\$ -	\$ -	\$ -
Salt Barn	\$ -	\$ 308,000	\$ -	\$ -	\$ -	\$ -
Unmanned Aerial System (Drone)	\$ -	\$ 29,215	\$ -	\$ -	\$ -	\$ -
Building Automation System Upgrade	\$ -	\$ 12,000	\$ -	\$ -	\$ -	\$ -
F350 Versa Truck	\$ -	\$ 200,000	\$ -	\$ -	\$ -	\$ -
Front End Loader	\$ -	\$ -	\$ 100,000	\$ -	\$ -	\$ -
Debt Service Interest Expense	\$ 49,200	\$ 39,900	\$ 30,600	\$ 21,150	\$ 11,250	
Debt Service Principal Expense	\$ 310,000	\$ 310,000	\$ 315,000	\$ 330,000	\$ 375,000	
Streambank Stabilization Project	\$ 8,000	\$ -	\$ -	\$ -	\$ -	\$ -
Ford F450 Dump Body with Plow	\$ -	\$ -	\$ 86,000	\$ -	\$ -	\$ -
Kreml Park Enhancement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Kreml Park Fountain Replacement	\$ -	\$ -	\$ 15,000	\$ -	\$ -	\$ -
Storm Sewer Replacement Project	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Street Resurfacing Project	\$ 164,000	\$ -	\$ 106,000	\$ -	\$ -	\$ -
Laptop Replacements	\$ 34,356	\$ -	\$ -	\$ -	\$ -	\$ -
Server Replacement PD	\$ 14,269	\$ -	\$ -	\$ -	\$ -	\$ -
Land Acquisition	\$ 135,000	\$ -	\$ -	\$ -	\$ -	\$ -
Finance ERP System	\$ 125,000	\$ 60,000	\$ -	\$ -	\$ -	\$ -
Network Server Replacement	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ -
Total Estimated Expenditures	\$ 1,188,175	\$ 1,414,066	\$ 912,207	\$ 610,757	\$ 645,857	\$ 259,607
Transfer to Water Capital Fund	\$ (283,500)	\$ (283,500)	\$ (283,500)	\$ (283,500)	\$ (283,500)	\$ (283,500)
Ending Balance, April 30	\$ 7,292,517	\$ 8,034,259	\$ 9,287,176	\$12,415,404	\$14,014,844	\$16,030,523

Current Status:

The Police Department currently does not have a drone that is suitable to for all police operations.

Capital Request Description and Justification:

The drone and software the Police Department currently owns can only be utilized to document and photograph scenes or special events with the limited capability of daytime flight during dry weather conditions. The purchase of a new drone will provide the Police Department with the latest technology to extend the mission range capabilities of the Police Department, which will include thermal imaging for nighttime flights and inclement weather rated to IP55, allowing the drone to fly in rain, snow and high winds of up to 30 MPH. Many agencies in the area have new drone technology in order to enhance their capabilities in the area of search and rescue and fugitive apprehension. The drone can also be used to assist with an active critical incident at a school, residence, or business; search and rescue of a missing person; crime scene documentation; and various tactical operations. The drone and software will be utilized for the purpose of search and rescue; fugitive apprehension; documenting and photographing crime scenes or critical incident events; and providing over-watch for general assemblies or gatherings.

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

Skydio X10 Drone w/Thermal/Spotlight/loudspeaker, Skydio Autonomous flight	
Software, Skydio Multi-View Livestreaming, Skydio Fleet Manager w/AXON	
Integration, Extended service plan up to 3 years (device direct replacement).	\$27,715
Training and licensing for three officers (includes FAA test fees)	\$1,500
Total	\$29,215

*Training is offered through Homeland Security Training Institute at the College of DuPage.

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

Continuation of Skydio Live-Viewer and Fleet Management in the future at an estimated cost of \$2,520 per year.

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 2025/26: \$29,215	FY 2026/27: \$2,520	FY 2027/28: \$2,520	FY 2028/29: \$0	FY 2029/30-: \$0
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Current Status:

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

The Police Department has a total of 14 emergency vehicles – 9 for the Patrol Division, 3 for the Investigations Division, 1 for the Administration Division, and 1 for administrative and special operations use.

Capital Request Description and Justification:

The Police Department has historically replaced two Patrol Division vehicles in its fleet per year. This year, it has been recommended by the City's Fleet Manager that Squad #8 (64,232 miles) and Squad #9 (65,227 miles) be replaced.

Additionally, it has been recommended by the City's Fleet Manager that the Police Department's Administration's Jeep Cherokee (90,382 miles) and one of the Police Department's Investigations Division's Ford Explorers (117,515 miles) be replaced.

The replaced vehicles will be re-assigned as pool vehicles for the City's employees, if determined appropriate by the City's Fleet Manager.

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

Two (2) Ford Interceptors (estimated at \$52,865 each)	\$105,730
Two (2) unmarked vehicle	\$90,000
Lights, siren and equipment for Squad #8	\$11,357
Lights, siren and equipment for Squad #9	\$13,357
Lights, siren and equipment for the unmarked vehicles	\$10,000

Total **\$230,444**

The cost of squads should be for gross amount of sale (no trade-in deduction, plus the cost of removing prior equipment and installing new equipment (light bars, screens, seat savers, etc.).

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 2025/26: \$230,344	FY 2026/27: \$0	FY 2027/28: \$0	FY 2028/29: \$0	FY 2029/30: \$0
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Current Status: The City does not have its own covered material storage area for items such as Bulk Rock Salt. We currently share storage with IDOT.

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

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

Construction: \$546,000

Construction Allowance: \$15,000

Design and Construction Management: \$42,000

General Conditions: \$5,000

Insurance and Bonding: \$5,000

Total Construction Cost: \$608,000

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

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

None

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

FY 2025/26:\$608,000	FY 2026/27:\$0	FY 2027/28: \$0	FY 2028/29: \$0	FY 2029/30: \$0
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Current Status: The City owns (4) zero turn mowers and our oldest (2), which are now 17 years old need replaced with (2) new mowers.

Capital Request Description and Justification: To maintain the City's grounds maintenance and mowing operations.

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

(2) John Deere Z930M Z Trak mowers with 54" mowing decks with bagger and side discharge attachments. \$14k each. These mowers are available on the State Bid Contract.

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 2025/26: \$28,000	FY 2026/27: \$0	FY 2027/28: \$0	FY 2028/29: \$0	FY 2029/30: \$0
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Current Status: The building automation system that controls all of the hvac functions within the Police Department is obsolete and cannot communicate with new PC controls so it must be replaced to operate correctly. The current 2015 model will be replaced with a new model.

Capital Request Description and Justification: To be able to operate and maintain the PD's Building Automation System.

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

Furnish and install/replace (1) Obsoleted Honeywell AX JACE with new up to date JACE 9000 including:

- Database Migration from existing to new
- Added security platform per today's standard.
- HTML 5 graphics without JAVA dependency (Security Risk)
- Existing field device integration and control including:
 - (15) Honeywell Spyder VAV Controllers
 - (9) Honeywell Spyder FPB Controllers
 - (6) Honeywell Controllers for existing AHU's

Total: \$12,000

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. NA

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

FY 2025/26: \$12,000	FY 2026/27: \$0	FY 2027/28: \$0	FY 2028/29: \$0	FY 2029/30: \$0
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Current Status:

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

Capital Request Description and Justification:

T-2 will be 32 years old when it is requested that it be replaced. I would expect to get 20+ years out of the replacement lift truck as well. The purchase of a new vehicle should limit maintenance costs spent due to breakdowns and equipment failures as well as maintain a safe and reliable fleet to carry out duties within the Public Services Department.

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

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

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

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

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

None.

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

FY 2025/26: \$0	FY2026/27:\$200,000	FY2027/28:\$0	FY 2028/29: \$0	FY 2030/31: \$0
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FINANCIAL POLICY SUMMARY

The City of Oakbrook Terrace updates and maintains the financial policies, which guide the City's financial management practices. Financial Policy areas include:

- Accounting
- Budget
- Revenue Performance
- Expenditure
- Capital Improvements
- Risk Management
- Debt
- Investment
- Police Pension Contributions
- Purchasing

FINANCIAL POLICY COMPLIANCE

Financial Policy	Purpose	Compliance
GFOA Awards (11.1.6)	Pursue GFOA budget award.	The City received the budget award in the past and will be pursuing this award for the FY 2026 budget.
Budget Calendar (11.2.3)	Adopt a budget calendar each year.	In October 2024 the City approved a budget calendar for the FY 2026 budget.
Budgetary Balance (11.2.4)	Adopt a balanced budget.	The FY 2026 budget is balanced with revenues exceeding expenditures.
Budget Reserves (11.2.5)	<p>To protect against unforeseen events or accumulate money for future purposes.</p> <p>General Fund – maintain reserve to cover at least 40% of estimated yearly revenues.</p> <p>Water Fund – maintain reserve to cover at least 25% of budgeted expenditures.</p>	<p>FY 2026 – Fund balance reserves represent 40% plus of projected revenues</p> <p>FY 2026 – Cash reserves represent 25% of budgeted expenditures plus.</p>
Capital Improvement Plan (11.5.1)	Review the needs for capital improvements and develop a five (5) year plan	City Council approved Resolution No. 25-03 – Five (5) Year Capital Improvement Plan on April 22, 2025.
Debt Management (11.9)	Retain or improve AA bond rating from Standard and Poor's.	Standard and Poor's rated the April 2021 Refinancing of 2012A Business District bonds as AA.
Police Pension Funding Policy	Obtain an actuarial required (ARC) contribution for the police pension annually.	The 2026 levy was determined by the City's actuary at \$1,420,262.
Five-Year Forecast	Project the City's financial condition beyond the operating budget year.	In progress

CHAPTER 11 FINANCIAL POLICIES

The Operating Budget and Financial Policies represent an effort to establish written policies for guiding the City's financial management practices. While some of the policies are specific and will limit certain types of financial activity, they are not intended to restrict the City Council's ability and responsibility to respond to emergency or service delivery needs above and beyond the limitations established by these policies.

SECTION 11.1 ACCOUNTING PRACTICES AND AWARDS

11.1.2 Accounting, Auditing and Financial Reporting

The purpose of the financial reporting portion of the policy is to ensure the City complies with prevailing local, state, and federal regulations, as well as current professional principles and practices relative to accounting, auditing, and financial reporting.

11.1.3 Conformance to Accounting Principles

The City's accounting practices, and financial reporting will conform to generally accepted accounting principles (GAAP) as promulgated by the Governmental Accounting Standards Board (GASB), the American Institute of Certified Public Accountants (AICPA), and the Government Finance Officers Association (GFOA).

11.1.4 Financial Reporting

The Finance Department shall present to the City Council, quarterly financial statements which summarize the financial activities by the departments within all funds.

11.1.5 Auditors

The City Council shall select an independent firm of certified public accountants to perform an annual financial and compliance audit, who will publicly issue an opinion which will be incorporated into the Comprehensive Financial Annual Report.

11.1.6 GFOA Awards

The City will obtain, on an annual basis, the GFOA Certificate of Achievement for Excellence in Financial Reporting and the GFOA Distinguished Budget Presentation Award.

SECTION 11.2 OPERATING BUDGET POLICY

11.2.1 Legal Foundation

In 2001, the City adopted the provisions of ILCS Ch. 65, Act 5, §§ 8-2-9.2 through 8-2-9.10 which establishes parameters for the preparation of a municipal budget. The statutory provisions referenced also establish the position of budget officer, to be designated by the Mayor with the approval of the corporate authorities. Currently, the City Administrator serves as City Budget Officer.

The City Budget Officer has the following powers and duties:

- 1 To permit, encourage, and establish the use of efficient planning, budgeting, auditing, reporting, accounting, and other fiscal management procedures in all municipal departments, commissions and boards.
- 2 To obtain such additional information from the departments, commissions and boards of the City as may be useful for purposes of compiling a municipal budget, such information to be furnished by the City, its departments, commissions and boards in the forms required.
- 3 To compile an annual budget in accordance with state law governing the compilation and contents of budgets.
- 4 To examine all books and records of all City departments, commissions and boards which relate to monies received and paid out by the City, its departments, commissions and boards; including, debts and accounts receivable, and any amounts owed by or to the City, its departments, commissions and boards.
- 5 To establish and maintain such procedures as shall ensure that no expenditures are made by the City, its departments, commissions or boards except as authorized by the budget.

11.2.2 Scope

The City's operating budget includes the General Fund, the Water Operating Fund and any future enterprise funds that are established, the Capital Improvement Fund, the Motor Fuel Tax Fund, the Business District Debt Service Funds, and any future special revenue funds that are established. All budgetary procedures will conform to the City's home rule powers unless preempted by state statutes, state statutes when not superseded by the exercise of home rule powers, and generally accepted accounting principles (GAAP).

11.2.3 Budget Calendar:

Pursuant to the statutory provisions referenced in Section B-I, the City will adopt its annual budget before the first quarter of each fiscal year. The City budgets resources on a fiscal year basis, beginning May 1st and ending the following April 30th.

11.2.4 Budgetary Balance:

The City will always adopt a balanced operating budget, where operating revenues are equal to, or exceed, operating expenditures. Any increase in expenses, decrease in revenues, or a combination of the two, that would result in a budget imbalance will require a budget revision, and only in the most unusual cases depletion of fund reserves to support recurring operations. Any year end operating surplus will be kept in fund balance as a reserve.

For the purposes of the restrictions listed in this section, the term "operating budget" does not include the budgets of certain capital funds maintained by the City on a continuing basis. From time to time the City may utilize budget reserve of the Capital Improvement Fund to finance the reconstruction or replacement of significant City facilities and other public improvements.

11.2.5 Budget Reserves:

Credit rating agencies carefully monitor levels of fund balance/net assets and unassigned fund balance in the General Fund to evaluate the City's continued creditworthiness. To protect against unforeseen events or to accumulate money for future purposes, the City will maintain the following reserves:

- Cash flow requirement reserves: The City will maintain enough cash on hand to cover disbursements for

sixty (60) days.

- Unforeseen contingencies / extraordinary purposes: The City will maintain a General Fund reserve equal to at least forty percent (40%) of estimated yearly revenues. In the event the General Fund reserve exceeds the 40% of estimated yearly revenues, the excess amount over the 40% maximum may be:
 - Retained in the General Fund as noted in the annual budget ordinance.
 - Transferred to the Capital Improvement Fund as the primary support for ongoing capital improvements.
 - Used for any other purpose as the City Council may direct and approve.
- The Water Fund shall maintain an operating cash reserve balance at a minimum of 25% of annual net budgeted expenditures. All other fund reserve balances shall be designated as a capital reserve balances and will be used to support the construction, repair, rehabilitation or replacement of capital assets serving the combined water utilities.
- Other fund reserves will be established by the City Council on an as-needed, case-by-case, basis. These reserve amounts will only be lowered upon the recommendation of the Budget Officer and approval of the City Council.
- The operating reserve may be used to supplement the budget during a financial downturn. The use of the reserve may be authorized by the budget ordinance or other Council action. A plan to replenish the required reserves should accompany the request to use reserve funds.
- If the reserves fall below the 40% level established above, then the budget ordinance must include a plan on how to replenish the reserve to the required amount.
- Operating contingencies: The City will budget annually for general miscellaneous contingencies.

11.2.6 Fund Balance Classifications

- A. The City implemented the provisions of GASB Statement No. 54, Fund Balance Reporting and Governmental Fund Type Definitions, for the year ended April 30, 2012. The Statement specifies five (5) classifications of fund balance that describe the relative strength of the spending constraints:
- Nonspendable – amounts that are not in spendable form (such as inventory) or are required to be maintained intact.
 - Restricted – amounts constrained to specific purposes by their providers (such as grantors, bondholders, and higher levels of government) through constitutional provisions or by enabling legislation.
 - Committed – amounts constrained to specific purposes by formal action of the Council (the highest level of decision-making authority). These actions are generally enacted through Council ordinance. To be reported as committed, amounts cannot be used for any other purpose unless the City takes the same highest-level action to remove or change the constraint.
 - Assigned – amounts the City intends to use for specific purposes as determined by the Council. It is assumed that creation of a fund automatically assigns fund balance.
 - Unassigned – amounts that are available for any purpose. These amounts are only reported in the General Fund.

Fund balance is displayed in the order of the relative strength of the spending constraints placed on the purposes for which resources can be used.

The City's flow of funds assumption prescribes that the funds with the highest level of constraint are expended first. If restricted or unrestricted funds are available for spending, the restricted funds are spent first. Additionally, if different levels of unrestricted funds are available for spending, the City considers committed funds to be expended first followed by assigned and unassigned funds. The City Council

must adopt an ordinance to establish a committed fund balance. This is typically done through the adoption or amendment of the budget. The City Council establishes the assigned fund balance through the adoption or amendment of the budget as intended for a specific purpose.

11.2.7 Assignment of Responsibilities:

All Department Heads participate in the preparation of the annual budget by submitting their estimated expenditures to the Finance Department. The Finance Director shall construct the revenue projections for all City funds. The Finance Director will review all revenue and expenditure projections at various stages of the preparation process. The Finance Director is responsible for preparing a draft budget proposal for City Council review and adoption. The Finance Director's ongoing responsibilities include reviewing interim financial reports, monitoring revenues, reviewing departmental spending requests for conformity with the budget, and recommending transfers across funds, departments or accounts.

11.2.8 Budget Flexibility

The authority for budget revisions for a municipality under the budget law is contained within the Illinois Statutes, (65 ILCS 5/8-2-9.6), and provides as follows:

- By a two-thirds vote of the City Council, the Council has delegated to the Budget Officer, and through the Budget Officer to the other Department Heads, the authority to delete, add to, change or create sub-classes within object classes previously budgeted (budget transfers, not to exceed \$10,000.00 to or from any one-line item), but not increase the overall expenditure level of any fund within the approved budget.
- By a two-thirds vote of the City Council, the Council itself may delete, add to, change or create sub-classes within object classes and object classes themselves previously budgeted (budget transfers), while not increasing the overall expenditure level of any fund within the approved budget.
- By a two-thirds vote of the City Council, the Council may increase the level of overall expenditure in a fund or in the overall budget, but only to the level in which funds are available. (budget amendments).

SECTION 11.3 REVENUE PERFORMANCE POLICY

11.3.1 Revenue Diversification

The City will maintain a diversified and stable revenue base to shelter its finances from short-run fluctuations in any one revenue source.

The City will monitor closely the more volatile revenue sources including sales taxes, home rule sales taxes, telecommunication taxes, off-track betting host fees, and hotel taxes.

The City's level of services will always be tied back to the more stable revenue sources such as property taxes, water sales, electric utility taxes, income taxes, licenses and permits, fines and forfeitures, and sales and services. During economic downturns, the expansion of core services will be limited to the increase (if any) of these stable revenue sources.

11.3.2 Estimates of Revenue:

The City will estimate annual revenues by utilizing an objective, analytical process, consisting of trend, judgmental, and statistical analysis as appropriate.

11.3.3 One-Time Revenues:

The City will use one-time or special purpose revenue for capital expenditures or for expenditures required by the revenue, and not to subsidize recurring operations.

11.3.4 Review of Fees:

The City will establish, and periodically re-evaluate, all user charges, will set fees at a level related to the cost of providing the service, and will establish new fees when necessary.

11.3.5 Enterprise Funds

Enterprise funds to be established by the City will rely on standard operating revenues (user fees and connection charges, etc.) to support the full direct and indirect costs of the funds, including costs of operation and maintenance, depreciation, and debt service.

SECTION 11.4 EXPENDITURE POLICY

The City will maintain a level of expenditures which will provide for the public well-being and safety of the residents. Expenditures will be within the confines of generated revenues, while reserves may be used from time to time to supplement during a financial downturn. A performance-based employee compensation package consistent with sound economic policies is maintained to recruit and retain qualified staff. Cost of Living Adjustments (if any) are based upon amounts provided by comparable communities, internal equity between union and non-union staff, and the Consumer Price Index for the Chicago area.

The City aims to provide high quality employee health benefits, while attempting to conserve costs where possible. Each year the City's broker provides alternative insurance plans and then the City selects the best plan based upon cost and access to care.

The City levies a separate property tax annually to cover the cost of the Police Pension actuarial recommendation.

On an annual basis, the City works with the auditor and the actuary to determine the Other Post-Employment Benefits (OPEB) current and non-current liabilities. The funded status and funding progress are detailed annually in the notes to the financial statements in the Comprehensive Annual Financial Report.

SECTION 11.5 CAPITAL IMPROVEMENT PERFORMANCE POLICY

11.5.1 Capital Improvement Plan

The City shall annually review the needs for capital improvements including: equipment replacement, upgrading infrastructure, facility renovations, and potential new projects. The City will develop a (5) Five Year Capital Improvement Plan (the "CIP"), and improvements will be made in accordance with the CIP. The CIP is a long-range planning tool, where only the dollars included in the first year of the CIP are actually allocated through the adoption of the Operating Budget by the City Council.

11.5.2 Definition of a Capital Asset/Project.

The City defines a capital asset as a large vehicle or piece of equipment, (i.e., a six wheeled dump truck, but not a police cruiser), which has an estimated cost of \$25,000 (effective May 1, 2018) or more, a life expectancy of one year or more, and which will be funded by a capital improvement fund rather than an operating department. From time to time the Capital Improvement Fund may be used to finance capital assets which cost less than \$25,000.

Capital projects include new and upgraded infrastructure improvements, and facility construction, replacement or major renovations. The information describing the justification for the capital asset/project, its benefits, and estimated cost will be tied to the Operating Budget and the totals for each program in the CIP will be included in the Operating Budget summaries of each fund.

11.5.3 Replacement of Capital Assets on a Regular Schedule

The City shall annually include replacements of its capital assets in its CIP. Within the resources available each fiscal year, the City shall replace these assets according to the CIP.

11.5.4 Capital Expenditure Financing.

The City recognizes that there are three (3) basic methods of financing its capital requirements: the current revenue stream, the fund balance/retained earnings, or debt. Guidelines for fund balance levels are included in this policy. Guidelines for assuming debt are set forth in the City's Debt Policy.

11.5.5 Capital Planning Process

Preparation of the CIP is assigned to the City Administrator's Office and Finance Departments, in coordination with the needs expressed by all other operating departments, most commonly, Public Services and Water. The development of the CIP begins with the creation of a capital improvement program proposal form. The form requires that the project or capital equipment be fully described and justified, and the project benefits and cost estimates be included. The form must also project which fiscal year will be impacted by funding the cost of the project/equipment.

The Budget Officer has the responsibility to review all program request forms. The Finance Department does the final compilation and submits it to the City Council for approval.

SECTION 11.6 FIXED ASSETS

The City shall maintain fixed asset records in order to comply with governmental financial reporting standards. Fixed assets shall include equipment, machinery, land, infrastructure, building, and vehicles with a life expectancy of one year or more and meet or exceed the \$25,000 capitalization threshold (effective May 1, 2018). All expenditures related to an infrastructure project will also be capitalized including (engineering and legal fees). Road projects will be only capitalized when the street is completely torn down to the base and rebuilt. Patching projects on City roadways are considered maintenance. Repairs to the water system will only be capitalized if they materially extend the life of the original asset.

SECTION 11.7 ECONOMIC DEVELOPMENT POLICIES

The City will encourage controlled growth of the community following an official Comprehensive Plan for development. The City's economic development efforts are designed to strengthen and diversify the revenue base. The City will actively promote the community as a location for commercial and retail enterprises utilizing

available economic incentives to encourage businesses to choose Oakbrook Terrace. The City will emphasize retention as an important part of economic development. The City will continually be well-informed of and pursue any potential development or redevelopment opportunities. The City will continue to work closely with the Greater Oak Brook Chamber of Commerce.

SECTION 11.8 RISK MANAGEMENT POLICIES

The City of Oakbrook Terrace is committed to provide a safe work environment, manage all risks in an appropriate manner, conduct adequate loss control measures to ensure that liability and workers compensation losses are kept at a manageable level. All losses will be adequately documented; reviewed and follow-up procedures will be conducted to ensure that a safe work environment attitude is directed to all supervisors and employees. The City understands that many losses are unavoidable.

SECTION 11.9 DEBT MANAGEMENT

This policy establishes guidelines for use of debt financing that will allow the City to minimize financing costs and retain or improve its AA bond rating from Standard and Poor's (or an equivalent rating from a similar firm.) While some of the policies are specific and will limit certain types of financial activity, they are not intended to restrict the City Council's ability and responsibility to respond to emergency or service delivery needs above and beyond the limitations established by these policies.

11.9.1 Conditions under which the City may consider the use of debt financing.

- A. The City may consider the use of debt financing when all of the following conditions apply:
 - for one-time capital improvement projects and unusual equipment purchases,
 - when the project's useful life, or the projected service life of the equipment, will exceed the term of financing, and
 - when the City has identified revenues sufficient to service the debt, either from existing revenues or increased taxes or fees.
- B. The City will not use debt for any recurring purpose such as current operating and minor infrastructure maintenance expenditures, nor will the City use short-term debt (less than five (5) years), except under exigent circumstances.
- C. The City will use the following criteria to evaluate pay-as-you-go financing versus debt financing in funding capital improvements.

Factors that favor pay-as-you-go financing:

- current revenues and/or adequate fund balances are available to finance the project;
- project phasing could allow the City to finance the project over time without debt;
- additional debt would adversely affect the City's credit rating; and,
- market conditions are unstable, or the project presents marketing difficulties.

Factors that favor debt financing.

- revenues available for debt service are sufficient and reliable;
- issuance of debt will not jeopardize the City's AA credit rating;
- market conditions present favorable interest rates and good demand for municipal financing;
- a project is mandated by state or federal requirements and current revenues and fund balances are insufficient to pay project costs;
- a project is immediately required to meet or relieve infrastructure capacity needs, and current revenues and fund balances are not sufficient to finance the project; and,

- the life of the project or asset financed is ten (10) years or longer.

11.9.2 Debt Issuance Guidelines

- A. Considerations in issuing General Obligation (G.O.) or Revenue Bonds. When the City has the option of using G.O. or revenue bonds, the City will consider the benefits of reduced debt expense and flexibility achievable through G.O. debt versus reserving the City's G.O. debt capacity by issuing revenue debt. The City may use G.O. bonds in lieu of revenue bonds if debt expense can be significantly reduced (as compared to financing with revenue debt) and if special or enterprise fund revenue is sufficient and reliable to fund debt service costs. In such cases, the City Council will adopt ordinances abating the debt tax levies and direct staff to pay debt service costs with alternative revenues.
- B. Credit Enhancements. The City will research the use of credit enhancement, such as insurance, when necessary for marketing purposes or to make the financing more cost-effective.
- C. Debt Structure Guidelines.
 - In general, the City will maintain a debt structure under which 50% of the outstanding principal will be repaid within ten (10) years.
 - The term of financing (final bond maturity) will not exceed the expected useful life of the project or equipment financed with the debt.
 - If the City plans to pay debt service expenses from a specific revenue source, the City will use conservative assumptions in its revenue projections.
- D. Professional Services. To provide assistance in debt issuance, the City will select a financial advisor and/or investment banker and bond counsel on a competitive basis; these advisors will be retained for several years to provide continuity and allow them to develop an understanding of the City's needs.
- E. Competitive versus negotiated debt issuance. The City will generally conduct financing on a competitive basis; however, negotiated financing may be used where market volatility or the use of an unusual or complex financing or security structure causes a concern with regard to marketability, or to support a competitive local financial institution in furthering the City's economic development goals.
- F. Inter-Fund Loans. The City may use inter-fund loans (in lieu of borrowing from private parties) to minimize the expense and administrative effort associated with external borrowing. Inter-fund loans are typically made for relatively short periods of time (under ten (10) years) and relatively low amounts (under one million dollars (\$1,000,000)). Inter-fund loans will be considered to finance high priority needs on a case-by-case basis, only when other planned expenditures in the fund making the loan would not be affected. Inter-fund loans shall be limited to fifteen percent (15%) of the total cash balances in the City's operating funds and the Capital Improvement Fund. Inter-fund loans shall be repaid with interest at a rate similar to the average rate of interest that could be earned through investing short-term funds in the Illinois Funds, the investment pool administered by the Illinois State Treasurer's Office.
- G. Maintenance of specific credit ratings.
 - The City will seek to maintain or improve its current AA bond rating and will specifically discuss with the City Council any proposal which might cause that rating to be lowered.
 - An analysis will be prepared by City staff or financing consultant, under the direction of City staff, for each proposed financing; such analysis will assess the impact of debt issuance on current and future operating and capital budgets and address the reliability of revenues to support debt service payments.

11.9.3 Debt Capacity Guidelines for General Obligation Debt

- A. Direct Debt. To maintain its sound fiscal condition and AA debt rating, the City will limit the amount of debt it will issue and its annual debt service expenses in accordance with the guidelines stated in Section B

below. The guidelines are ranges for measures of debt capacity. Debt within the lower limits of the measures would be considered a low debt level given the City's fiscal, demographic and economic characteristics, while debt in the higher limits of the measures would be considered a moderate debt level. Generally, the City will strive to remain within the range stated below, however, the City may issue debt at the higher levels of the ranges under certain circumstances such as the following:

- The outstanding debt is general obligation debt, but the City is not using property taxes to pay debt service costs;
- The City's debt is at the lower end of the limits;
- The City anticipates that while the amount of debt and/or debt service expenditures might be above the lower end of the limits for a few years, debt will fall below that level thereafter.
- Current and anticipated overlapping debt levels are relatively low.

B. Guidelines for Direct Debt.

- Outstanding General Obligation Debt as a Percent of the Equalized Assessed Valuation (EAV) of Taxable Property
 Illinois Statutory non home rule restriction: 8.625% of EAV
 Actual City Debt Ratio In 2021: 1.52% City's Home Rule Guideline: 7.00%
- General Obligation Debt Service Expenditures Paid With General Fund Revenues (Non-Utility Related) as a Percent of General Fund Expenditures (including net transfers) and Debt Service Payments
 Actual Ratio in Fiscal Year 2021: 0%
 Future Guideline: 5%
- General Obligation Debt Service Expenditures Paid With Capital Improvement Fund Revenues (Non-Utility Related) as a Percent of Capital Improvement Fund Expenditures (including net transfers) and Debt Service Payments
 Actual Ratio in Fiscal Year 2021: 22%
 Future Guideline: 50%
- Debt Service Expenditures Paid with Water Fund Revenues as a Percent of Water Fund Expenditures (including net transfers) and Debt Service Payments
 Actual Ratio in Fiscal Year 2021: 0%
 Future Guideline: 35%

C. Overlapping Debt. The City will monitor levels of overlapping debt and communicate debt plans with public entities that may issue overlapping debt. The City will take into account overlapping debt in considering both the amount of debt that the City will issue, and the timing of City bond issues.

11.9.4 Debt Administration

- A. Financial Disclosure. The City will maintain good communication with bond rating agencies about its financial condition. The City will follow a policy of full disclosure on every financial report and bond prospectus (Official Statement), voluntarily following disclosure guidelines provided by the Securities Exchange Commission and the Government Finance Officers Association unless the cost of compliance with the higher standard is unreasonable. The City will contract with a financial advisor to comply with the continual disclosure undertakings.
- B. Monitoring Outstanding Debt.
 - The City will monitor all forms of debt annually and include an analysis in the City's Financial Plan; concerns and recommended remedies will be reported to the City Council as necessary.
 - The City will monitor bond covenants and federal regulations concerning debt and adhere to those covenants and regulations at all times.
 - Investment of Bond Proceeds. The City will invest bond proceeds in accordance with the City's adopted

investment policy and federal arbitrage regulations.

SECTION 11.10 POST ISSUANCE COMPLIANCE POLICIES AND PROCEDURES

At the time of issuance of any tax exempt bonds, the City of Oakbrook Terrace (the “Issuer”) will have executed an arbitrage certificate setting forth its reasonable expectations as to how the bond proceeds will be used, when they will be spent, what the rebate requirements will be, what exemptions to the rebate requirements for which the Issuer may qualify, what elections are being made at closing, what the yield on the bonds is, what the useful life of the assets financed is, and what private use might be made of the bond financed facilities. In a refunding, other relevant information pertaining to the qualification for tax exempt status will be set forth in the arbitrage certificate. The arbitrage certificate, along with the Form 8038G, will be contained in the transcript of proceedings, a copy of which will be retained in the records of the Issuer.

Following closing, it will be important to monitor those items listed above to compare expectations to reality. It will also be important to comply with any covenants that are set forth in the arbitrage certificate or authorizing bond resolution. Finally, it will be important to maintain records that demonstrate such compliance for three years after the bonds or any refunding bonds have been retired. The Finance Director will be primarily responsible for monitoring such compliance during that time period. The Issuer will support this responsibility of the Finance Director by discussions with or retention of Issuer's bond counsel and financial advisor, as needed.

Post issuance compliance will be broken into four (4) areas: use of proceeds, use of facilities, record retention, and continuing disclosure.

11.10.1 Use of Proceeds

The arbitrage certificate contained in the transcript of proceedings will set forth how the bond proceeds are to be allocated to project costs and the expectations as to when they will be spent. Such expectations are to dictate and state whether the financing qualifies for a temporary period. No deviation will be made from the expected use of the bond proceeds without the recommendation of the Finance Director and the approval of the City Council (the “Council”). Timing of expenditures may deviate from the expectations, but any material deviation will be noted by the Finance Director. At the end of any temporary period, the Finance Director, in conference with the bank trustee, shall be responsible to see that no bond proceeds are invested at a yield greater than the yield on the bonds.

The Finance Director will keep track of all records related to the investment of proceeds under the control of the Issuer. All requests for approval to spend such proceeds will be contained in the minutes of the meetings of the Council. The Finance Director will keep copies of all contracts, invoices, bills and cancelled checks (if any), and records related to the investment of proceeds as well as the direction for payment of all project costs and proof of such payments, invoices, bills and cancelled checks (if any). The City Clerk will keep copies of all contracts. At the conclusion of construction, any unspent proceeds will be used to pay debt service on the bonds or call bonds for early redemption.

The Finance Director will develop an arbitrage/rebate tickler system which contains relevant dates relating to rebate exception, calculation and payment, as required for each financing. If the issue qualifies for the small issuer exception to the arbitrage rebate requirements, no rebate calculation will be required. If the Issuer expects to qualify for a spend down exception, the Finance Director will cause a calculation to be done at the end of the relevant spend down period (for example, six (6) months for the six (6) months spend down exception, eighteen

(18) months for the eighteen (18) months spend down exception, and twenty-four (24) months for the twenty-four (24) months spend down exception). If that calculation supports the qualification for the spend-down exception, the report will be retained by the Finance Director.

If the issue fails to qualify for the relevant spend down exception, the Finance Director will review the investments to see if at any time there was an investment at a yield greater than the yield on the bonds as set forth in the arbitrage certificate. If it is determined that no investments were made at any time at a yield greater than the yield on the bonds, the Finance Director shall file a statement to that effect in the Issuer's records. If it is determined that any investments were made at a yield greater than the yield on the bonds, the Finance Director will cause a rebate calculation to be completed by an independent entity qualified to perform such calculations. The calculation shall be commenced at least four (4) months prior to the due date of the rebate payment. The report shall be filed with the Finance Director and a copy provided to the City Clerk. If rebate is owed, it will be paid in a timely manner and proof of filing the Form 8038T will be filed with the records of the Issuer.

If any of the covenants applicable to keeping the interest on the bonds tax exempt are violated, knowingly or unintentionally, the Finance Director shall confer with bond counsel on what remedial or curative steps should be taken to correct the violation. The Finance Director shall also be responsible for exploring and recommending whether a closing agreement under the Tax-Exempt Bonds Voluntary Closing Agreement Program described in Notice 2008-31 should be entered into.

11.10.2 Use of Facilities

The arbitrage certificate will set forth the extent to which non-governmental use of the facilities is expected. Following closing, the Finance Director will monitor the use of such facilities by creating a log for each bond financed facility. Prior to any private use in excess of the initial amount set forth in the arbitrage certificate, the Finance Director will perform a calculation to determine the total amount of private use that will exist following the expanded private use. If such calculation results in a total private use in excess of 5%, the Finance Director will not allow such additional private use of the facilities without consulting bond counsel and receiving an opinion as to whether the additional private use can be allowed and how it can be allowed without violating the regulations relating to the tax-exempt status of the bonds.

At the end of each calendar year, the Finance Director will calculate the percentage of private use that has existed with respect to the bond financed facilities during that calendar year. The calculation as well as any opinion of bond counsel on private use rendered during that calendar year will be retained in the records of the Issuer. Any leases, licenses to use, management agreements, contracts for naming rights or any other documentation related to private use shall be maintained in the records of the Issuer.

The Finance Director shall also retain records of the disposition of any bond financed property and the use of sale proceeds, if any. If replacement property is acquired with sale proceeds, the Finance Director shall continue to track the replacement property as if it were property originally purchased with bond proceeds. Property may be disposed of after the end of its useful life for no consideration. In that case, the Finance Director need not track the use of any replacement property.

11.10.3 Record Keeping

All records related to use of bond proceeds, investment of bond proceeds and use of bond financed facilities and the transcript of proceedings for each tax-exempt bond issue shall be retained for three (3) years beyond the final

maturity of the bonds or refunding bonds issued to refund the bonds. The records shall be kept by the Finance Director or by the bank trustee, if there is one. Minutes and resolutions authorizing the financing and any action related thereto which are not contained in the transcript of proceedings shall be retained by the Finance Director.

11.10.4 Continuing Disclosure

The Finance Director will be responsible for monitoring compliance with the continuing disclosure undertaking executed in connection with the sale of the bonds. The Finance Director shall file the audited statements with the relevant entities within two (2) weeks of receiving the final signed statements. A copy of the filing shall be maintained in the files of the Issuer. The Finance Director shall cause to be filed with the relevant entities any annual disclosure information and notice of the occurrence of any event listed in the continuing disclosure undertaking in a timely manner. The Finance Director shall be authorized to retain the services of an accountant, investment banker or lawyer to assist in complying with the continuing disclosure undertaking.

SECTION 11.11 INVESTMENT POLICY

This investment policy (the “Policy”) applies to the investment of the City’s operating funds. Investments of the Police Pension Fund are covered by a separate policy. This formal policy was approved by the City Council in January of 2001 through Resolution No. R00-14.

11.11.1 General Objectives

The primary objectives, for the City’s investment activities, in priority order, shall be safety, liquidity and yield.

- A. Safety. Safety of principal is the foremost objective of the investment program. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. The objective will be to minimize credit risk and interest rate risk.

Credit Risk. The City will minimize credit risk; and the risk of loss due to the failure of the security issuer or backer, by:

- Limiting investments to the safest type of securities.
- Pre-qualifying the financial institutions, intermediaries, and advisors with which the City will do business.
- Diversifying the investment portfolio so that potential losses on individual securities will be minimized.

Interest Rate Risk. The City will minimize interest rate risk and the risk that the market value of securities in the portfolio will fall due to changes in general interest rate, by:

- Structuring the investment portfolio so that the securities mature to meet cash requirements for ongoing operations, thereby avoiding the need to sell securities on the open market prior to maturity.
 - Investing operating funds primarily in shorter-term securities, money market funds, or similar investment pools.
- B. Liquidity. The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated. This shall be accomplished by structuring the portfolio so that securities mature concurrently with cash needs to meet anticipated demands (static liquidity). Furthermore, since all possible cash demands cannot be anticipated, the portfolio will also have

securities with active secondary or resale markets (dynamic liquidity). A portion of the portfolio also may be placed in money market mutual funds or local government investment pools which offer same-day liquidity for short-term funds.

- C. Yield. The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking investment risk constraints and liquidity needs into account. Return on investment is of secondary importance compared to the safety and liquidity objectives described above. The core of investments will be limited to relatively low risk securities in anticipation of earning a fair return relative to the risk being assumed. Securities shall not be sold prior to maturity with the following exceptions:
- A security with declining credit may be sold early to minimize loss of principal.
 - A security swap may be undertaken if it would improve the quality, yield, or target duration in the portfolio.
 - A security may be sold if the liquidity needs of the portfolio require such a sale.

11.11.2 Standards of Care

- A. Prudence. The standard of prudence to be used by investment officials shall be the “prudent person” standard and shall be applied in the context of managing an overall portfolio.
- Investment officers who are acting in accordance with written procedures and this Policy, and who are exercising due diligence shall be relieved of any personal responsibility for the credit risk of an individual security or market price changes, provided that deviations from expectations are reported in a timely fashion, and the liquidity and the sale of securities comply with the terms of this Policy.
 - Investments shall be made with the judgment and care that persons of prudence, discretion and intelligence would exercise under circumstances in the management of their own affairs. Investments shall not be made for speculation, but only based on an appropriate and reasonable balance between the probable investment income to be derived and the probable safety of the investment capital.
- B. Ethics and Conflicts of Interest. Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the investment program, or that could impair their ability to make impartial decisions. Employees and investment officials shall disclose any material interests in financial institutions with which they conduct business. They shall further disclose any personal financial or investment interests that could be related to the performance of the investment portfolio. Employees and officers shall refrain from undertaking personal investment transactions with the same individual(s) with whom business is conducted on behalf of the City.
- C. Delegation of Authority. Responsibility for the operation of the investment program is hereby delegated to the Finance Director. All parties shall act in accordance with established written procedures and internal controls for the operation of the investment program consistent with this Policy. Procedures shall include references to: safekeeping, delivery vs. payment, investment accounting, wire transfer agreements, and collateral/depository agreements. No person may engage in an investment transaction except as provided under the terms of this Policy and the procedures established by the Finance Director. The Finance Director shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials.

11.11.3 Safekeeping and Custody

- A. Authorized Financial Dealers and Institutions. A list will be maintained of financial institutions authorized to provide investment services, as selected by the City Council, and the head of the Finance

Department shall conduct an annual review of the financial condition and registration of all qualified financial institutions on such list. All financial institutions that desire to become qualified for investment transactions must supply the following information:

- Audited financial statements
 - Proof of state registration
 - Certification that officers of the institution have read and understood this Policy and that, on behalf of the institution, its officers agree to comply with this Policy.
- B. Internal Controls. The head of the Finance Department is responsible for designing, establishing and maintaining an internal control structure to ensure and provide reasonable assurance that the assets of the City are protected from loss, theft or misuse. The concept of reasonable assurance recognizes that (1) the cost of a control should not exceed the benefits likely to be derived from it; and (2) the valuation of costs and benefits requires estimates and judgments by management. Accordingly, the head of the Finance Department shall establish a process for an annual independent review by an external auditor to assure compliance with policies and procedures. The internal control review by the external auditor shall address the following points:
- Control of collusion
 - Separation of transaction authority from accounting and record keeping
 - Custodial safekeeping
 - Avoidance of physical delivery of securities
 - Clear delegation of authority to subordinate staff members
 - Written confirmation of transactions for investments and wire transfers
 - Development of a wire transfer agreement with the lead bank and third-party custodian
- C. Delivery vs. Payment. Where applicable, all trades will be executed by delivery vs. payment (DVP), to ensure that securities are deposited in an eligible financial institution prior to the release of funds. Securities will be held by a third-party custodian as evidenced by safekeeping receipts.

11.11.4 Suitable and Authorized Investments

- A. Investment Types. The following investments will be permitted by this Policy, however, investment in derivatives of the instruments listed below shall not be permitted:
- U.S. Government obligations, U.S. government agency obligations, and U.S. government instrumentality obligations, which have a liquid market with a readily determinable market value and which are guaranteed by the full faith and credit of the United States of America as to principal and interest.
 - Interest bearing savings accounts, interest bearing certificates of deposit, but only those that constitute direct obligations of a qualified bank as defined by the Illinois Banking Act and that are insured by the Banking Insurance Fund (BIF).
 - Illinois Funds
 - Local government investment pools, either State administered or administered through joint powers statutes and other intergovernmental agreement legislation.
- B. The investment advisor will be approved by the City Council.
- C. Collateralization.
- It is the policy of the City to require that funds on deposit be covered by FDIC insurance. Some form of collateral must secure funds on deposit in excess of Banking Insurance Fund and Savings Associate Insurance Fund limits. The City will accept any of the following assets as collateral:
 - U.S. Government Securities
 - Obligations of Federal Agencies
 - The fair market value of collateral provided will not be less than 110% of the net amount of

public funds secured. The ratio of fair market value of collateral to the amount of funds secured will be reviewed quarterly and additional collateral will be requested when the ratio declines below the level required. Pledged collateral will be held by the City or in safekeeping and evidenced by a safekeeping agreement. If collateral is held in safekeeping, it must be held by a third party or by an escrow agent of the pledging institution. Collateral agreements will preclude the release of the pledged assets without an authorized signature from the City, however, they will allow for an exchange for collateral of like value.

11.11.5 Investment Parameters

- A. Diversification. The investments shall be diversified by:
- Limiting investments to avoid over concentration in securities from a specific issuer or business sector (excluding U.S. Treasury securities)
 - Limiting investment in securities that have higher credit risks
 - Investing in securities with varying maturities
 - Investing a portion of the portfolio in readily available funds such as local government investment pools (i.e., Illinois Funds) and money market funds to ensure that appropriate liquidity is maintained to meet ongoing obligations.
- B. Maximum Maturities. To the extent possible, the City shall attempt to match its investments with anticipated cash flow requirements as follows:
- Investments shall be purchased with maturities to match current expenditures; future anticipated costs and liability requirements, so that the City will consistently have sufficient cash available for all operating purposes.
 - Reserve funds and other funds with longer-term investment horizons may be invested in longer-term securities if the maturity of such investments is made to coincide as practicable with the expected need for use of the funds.
 - Because of inherent difficulties in accurately forecasting cash flow requirements, a portion of the portfolio should be continuously invested in readily available funds and money market funds to ensure that appropriate liquidity is maintained to meet ongoing obligations.

11.11.6 Reporting

- A. Methods. Each investment firm shall, with the assistance of the Finance Director shall prepare a monthly investment report including a management summary that provides an analysis of the status of the current investment portfolio and transactions made over the last quarter, and such summary shall be prepared in such a manner as to enable the City Administrator to determine whether investment activities during the reporting period have conformed to this Policy. All such reports shall be provided to the Mayor and City Council. On an as needed basis, the investment firm shall present a report at a City Council meeting concerning the investment transactions and the status of the portfolio. All such summaries and reports shall be provided to the Mayor and City Council and shall include the following:
- Listing of individual securities held at the end of the reporting period.
 - Realized and unrealized gains or losses resulting from appreciation or depreciation by listing the cost and market value over a one (1) year period for securities that are not intended to be held until maturity.
 - Average weighted yield to maturity on investments in the investment portfolio as compared to applicable benchmarks.
 - Listing of each investment by its maturity date.
 - Percentage of the total portfolio which each type of investment represents.
- B. Performance Standards. The investment portfolio will be managed in accordance with the parameters

specified within this Policy. The portfolio should produce a market average rate of return during a market/economic environment of stable interest rates.

- C. **Marking to Market.** The market value of the portfolio shall be calculated at least quarterly and a statement of the market value of the portfolio shall be issued at least quarterly. This will ensure that a review has been performed to determine the value and price volatility of the investment portfolio. In defining market value, consideration should be given to the GASB Statement 31 pronouncement.

11.11.7 Policy Considerations

- A. **Exemption.** Any investment currently held that does not meet the guidelines of this Policy shall be exempted from the requirements of this Policy, however, at maturity or liquidation of such an investment, the monies derived shall be reinvested only as provided by this Policy.
- B. **Amendments.** This Policy shall be reviewed at least every three (3) years by the head of the Finance Department and City Attorney. Any changes must be approved by the City Treasurer and City Administrator, as well as other individual (s) charged with maintaining internal controls.

SECTION 11.12 POLICE OAKBROOK TERRACE PENSION FUNDING POLICY

11.12.1 Applicability & Scope

This policy applies to the calculation of the City of Oakbrook Terrace's "annual required contribution" (ARC) to the Oakbrook Terrace Police Pension Fund. The police pension trust fund is organized under Article III of the Illinois Pension Code. This policy is in accordance with Governmental Accounting Standards Board Statement No. 67, *Financial Reporting for Pension Plans* and Statement No. 68, *Accounting and Financial Reporting for Pensions*. Under this accounting pronouncement the City is required to adopt a policy documenting its pension funding practices.

11.12.2 Background

The financial objective of a defined benefit pension plan is to fund the long-term cost of benefits provided to the plan participants. In order to assure that the plan is financially sustainable, the plan should accumulate adequate resources in a systematic and disciplined manner over the active service life of benefitting employees. This funding policy outlines the method the City will utilize to decide the actuarially determined contribution to the Oakbrook Terrace Police Pension Fund to fund the long-term cost of benefits to the plan participants and annuitants.

The City believes this funding policy meets the guidelines for state and local governments set by the Pension Funding Task Force convened by the Center for State and Local Government Excellence. The guidelines set by this task force, outline the following objectives detailed below for pension funding policy.

- **Actuarially Determined Contributions.** A pension funding plan should be based upon an actuarially determined annual required contribution (ARC) that incorporates both the cost of benefits in the current year and the amortization of the plan's unfunded actuarial accrued liability.
- **Funding Discipline.** A commitment to make timely, actuarially determined contributions to the retirement system is needed to ensure that sufficient assets are available for all current and future retirees.
- **Intergenerational equity.** Annual contributions should be reasonably related to the expected

and actual cost of each year of service so that the cost of employee benefits is paid by the generation of taxpayers who receives services from those employees.

- **Contributions as a stable percentage of payroll.** Contributions should be managed so that employer costs remain consistent as a percentage of payroll over time.
- **Accountability and transparency.** Clear reporting of pension funding should include an assessment of whether, how and when the plan sponsor will ensure sufficient assets are available for all current and future retirees.

11.12.3 City Annual Required Contribution (ARC)

The City will determine its ARC to the Oakbrook Terrace Police Pension Fund using the following principles:

- A. The ARC will be calculated by an enrolled actuary.
- B. The ARC will include the normal cost for current service and amortization to collect or refund any under- or over-funded amount.
- C. The normal cost will be calculated using the entry age normal level of percentage of payroll actuarial cost method using the following assumptions:
 - The investment rate of return assumption will be 6.5% per year.
 - The salary increase assumption will be 4.5% per year.
 - Non-economic assumptions, such as rates of separation, disability, retirement, mortality, etc., shall be determined by City management in consultation with the actuary to reflect current experience.
- D. The difference between the accrued liability and actuarial value of assets will be amortized to achieve 100% funding in 2040 based upon a level percentage of payroll.
- E. Actuarial assets will be determined using market valuation.

The City will make its actuarially determined contribution to the Oakbrook Terrace Police Pension Fund through the direct installments of the property tax levy from DuPage County.

11.12.4 Transparency and Reporting

Funding of the Oakbrook Terrace Police Pension Fund should be transparent to vested parties including: plan participants, annuitants, the Oakbrook Terrace Police Pension Board, the City Council, and Oakbrook Terrace residents. In order to achieve this transparency, the following information shall be distributed:

A copy of the annual actuarial valuation for the Oakbrook Terrace Police Pension Board shall be made available to the City Council and the Oakbrook Terrace Police Pension Fund.

The City's Comprehensive Annual Financial Report shall be published on its website. This report includes information on the City of Oakbrook Terrace annual contribution to the Oakbrook Terrace Police Pension Fund, and funded status of the Oakbrook Terrace Police Pension Fund.

Each year, the City Council shall approve the City's annual contribution to the Oakbrook Terrace Police Pension Fund.

The City's annual operating budget shall include the City's contribution to the Oakbrook Terrace Police Fund. The budget for the Oakbrook Terrace Police Pension Fund is controlled by the Oakbrook Terrace Pension Board, in accordance with state law. The budget document shall be published on the City website and made available for public inspection at City Hall.

11.12.5 Review of Funding Policy

Funding a defined benefit pension plan requires a long-term horizon. Assumptions and inputs into the policy should focus on long-term trends, not year –to-year shifts in the economic or non-economic environments. Generally, assumptions or inputs should be evaluated and changed if long-term economic or noneconomic inputs have fundamentally changed or are no longer reasonable. As such, the City will review this policy at least every five (5) years to determine if changes to this policy are needed to ensure adequate resources are being accumulated in the Oakbrook Terrace Police Pension Fund. The City reserves the right to make changes to this policy at any time if it is deemed appropriate.

SECTION 11.13 WIRE TRANSFER POLICY

Authorized wire transfers may only be made by Amy Marrero, City Administrator. In Amy's absence, Jen Haug, Finance Coordinator, may perform wire transfers between City bank accounts at Harris Bank. Each month the City wires the employee portion of the police pension contribution to the Police Pension Harris bank account. Outside wire transfers to non-City bank accounts may be performed by the Mayor and City Administrator only.

SECTION 11.14 FIVE-YEAR FORECAST

The City will compose a Five-Year forecast to project the City's financial condition beyond the operating budget year. The Five-Year forecast will be prepared based upon the current level of services. The Five-Year forecast will be presented to the City Council during the budget meetings and will be included in the annual budget document. The Five-Year forecast will identify possible deficits before they transpire so practical steps may be taken to correct future financial challenges. A comparison of actuals versus projections will also be evaluated as part of the five-year forecast.

SECTION 11.15 PURCHASING GUIDELINES (*INCLUDED IN CHAPTER 30, SECTION 65 OF THE MUNICIPAL CODE*)

It is the purpose of this subchapter to assure that all services, materials, equipment, labor, supplies, and personal property are purchased in a manner to assure the best possible price and quality services, materials, equipment, labor, supplies and personal property, giving due consideration to the efficient operation of the city and the costs of administration of any established procedures. This subchapter shall be construed and interpreted in a manner consistent with the various statutes of the state as they may relate to the procurement of services or personal property by the city or, if different procedures are established by the city, in a manner consistent with such procedures. In the event that a specific Illinois statute governs the manner of procurement, and preempts the exercise of home rule authority pursuant to the Illinois Constitution, then the specific requirements of the Illinois statute shall govern over any inconsistent provisions of this subchapter.

11.15.1 Bid Procedures.

(A) Generally. If not included in this subchapter, the office of the City Administrator shall prescribe the requirements to be met whenever competitive bidding is utilized or proposals are solicited or requested. In any instance where the procurement is exempt by virtue of the provisions of this subchapter or Illinois statute, the procurement shall be accomplished in a manner that will be most advantageous to the city, giving due consideration to the cost of and quality of goods and services, the ability of the vendor to perform, or other relevant factors. If not included in this subchapter, the office of the City Administrator may also prescribe the procedures by which competitive bids or proposals for any specific procurement shall be received, the time limit

for receiving such bids or proposals, and the procedure by which bids or proposals shall be opened, accepted, and examined, and by which recommendations for the acceptance or rejection of bids or proposals shall be made to the corporate authorities.

(B) Competitive bidding. When competitive bidding is required or proposals for goods or services, other than professional services, are solicited from vendors, the bid or proposal shall be disqualified from consideration unless the bid is submitted to the city in a sealed envelope in accordance with the provisions of this section. The exterior of the envelope shall contain only the following information: the name, address and responsible contact information, as necessary, of the bidder or vendor making the proposal. If the city collects a bid or proposal that is not sealed or for which the required information is not clearly noted on the outside of the bid, such bid or proposal will be immediately disqualified, and returned unopened to the bidder, if feasible. If a bid or proposal is properly received by the office of the City Administrator, the individual accepting the bid or proposal shall note the date and time that the bid was received and sign his or her name. All bids or proposals shall be kept in a secure location in an office designated by the City Administrator.

(C) Holding and returning bids. Bids or proposals shall not be unsealed and examined until the date and time specified for opening, provided, that prior to the bid or proposal opening, the bidder or vendor making the proposal shall be entitled to withdraw the bid or proposal. If such a request to withdraw is made in writing to the office of the City Administrator, the City Administrator or a designee shall direct that the bid or proposal be returned to the bidder or vendor and notify the department head involved in the procurement of such returned bid or proposal. Once bids or proposals are opened, they may not be withdrawn except upon the approval of the City Council.

11.15.2 Security Deposits for Bids.

(A) On all contracts and purchases, not including professional services, wherein competitive bidding procedures are utilized, if security deposits are required of the bidders, a security deposit, in a form and substance acceptable to the city, of 10% of the actual bid shall be required.

(B) The 10% security deposit designated in division (A) herein shall be in the form of a bank cashier's check, certified check or bank draft payable to the city; provided, however, that if state law allows the bidder or vendor to submit a bid bond or letter of credit for the 10% security deposit in lieu of a cashier's or certified check, then a bid bond with surety or letter of credit may be furnished to the city by the bidder or vendor. The bid bond or security deposit shall be returned to any unsuccessful bidder when a contract has been awarded and signed or all bids have been rejected.

11.15.3 Purchasing Procedures.

Formal competitive bidding, with advertisement, shall not be required for certain purchases specified in this section, provided that any special purchasing procedures designated below shall be followed:

(A) Purchases less than \$5,000 may be authorized by the department head of each department, provided that purchase orders shall be required for purchases of \$2,500 or more and shall be submitted with a minimum of three verbal quotes to be listed on the purchase order itself.

(B) Purchases of at least \$5,000, but less than \$20,000, must be accompanied by a purchase order and may be authorized by a department head but must also be approved by the City Administrator or, in the absence of

the City Administrator, the Mayor. In addition, with the exception of a professional services contract, such purchase order shall meet the soliciting requirements of § 30.69(C) and be submitted with a minimum of three written quotes directly from the vendors.

(C) Any purchase order or contract for goods and services, but not including professional services, of \$20,000 or more shall be let by competitive bidding as provided in § 30.69(A), and shall require presentation to and approval by a majority of the corporate authorities.

(D) Individual purchase orders for the bulk purchase of gasoline and/or diesel fuel for use in city vehicles may be authorized by the Public Services Director, with the approval of the City Administrator, in any amount regardless of whether the total of such individual purchase orders exceeds \$20,000 during any one fiscal year, as long as the purchase complies with § 30.70(A)(3) of this subchapter.

(E) No official, officer or employee may circumvent the limitations of this subchapter by means of "string purchasing" or similar devices.

(F) All purchase orders shall first be submitted to the Finance Department for verification that sufficient funds remain within the approved budget for the issuance of the purchase order. A purchase order may be signed by a department head and then presented to any other individual(s) whose approval is required only after verification that the proposed expenditure has been budgeted and that adequate amounts remain within the line item account. Proposed purchase orders submitted to the Finance Department shall contain the budgeted amount of the prescribed line item account a description of the goods or services, unit cost, quantity, total cost, and such other information as the Finance Department may require.

(G) All purchase orders shall be obtained from the Finance Department and shall be pre-numbered, and proper inventory of same shall be kept by the Finance Department.

(H) Upon issuance of the purchase order, it shall be distributed as follows: original to the vendor, one copy to the Finance Department, and one copy to the requesting department.

(I) All department heads are encouraged to use open purchase orders when dealing with certain vendors with whom the city conducts a significant level of business during any given fiscal year, subject to the approval requirements for purchase orders as established in this section.

(J) All vendor invoices shall be submitted to the Finance Department for payment.

(K) All vendor invoices in the amount of \$2,500 or more shall be submitted to the Finance Department for payment and shall contain a copy of the purchase order and some or all of the following:

- (1) Receipts, receiving tickets, or other evidence of purchase, if appropriate;
- (2) Copy of the bid, contract or other document, if appropriate (only upon first payment if multiple payments are expected);
- (3) Usual and customary documents for the transaction (lien waivers, engineer's or architect's certificates, and the like), if appropriate; and
- (4) Bills of lading, shipping invoices, freight bills, as appropriate.

11.15.4 Bidding Procedures and Requirements.

(A) Except for purchase orders or contracts for professional services, and except for purchases authorized under § 30.68(D) of this subchapter, all purchase orders or contracts for goods and services involving amounts in excess of \$20,000 or more, made by or on behalf of the city, shall be let by competitive bidding after advertisement, to the lowest responsive and responsible bidder.

(B) The sale of all real property and personal property valued over \$20,000 made by or on behalf of the city, shall be let by competitive bidding after advertisement, to the highest responsible bidder.

(C) Except for purchase orders or contracts for professional services, all purchase orders or contracts for goods and services involving amounts of \$5,000 or more, but less than \$20,000, made by or on behalf of the city, shall be let in the open market through a solicitation by mail, telephone, facsimile machine, or e-mail, or otherwise to insure the best interest of the public.

(D) Except for purchases authorized under § 30.68(D) of this subchapter, all individual purchase orders or contracts for the bulk purchase of gasoline and/or diesel fuel for use in city vehicles involving amounts in excess of \$5,000, but less than \$20,000, and made by or on behalf of the city, shall be let in the open market, through a solicitation by mail, telephone, facsimile machine, or e-mail, or otherwise, to insure the best interest of the public.

(Ord. 09-54, passed 4-27-10)

11.15.5 Exemptions from Bidding Requirements.

(A) The following purchases are exempt from the requirements set forth in this subchapter of open and competitive bidding:

(1) Purchase contracts for professional services, which by their nature are not adaptable to award by competitive bidding. Such contracts shall include, but not be limited to, contracts for the services of individuals possessing a high degree of professional skill, such as attorneys, architects, engineers or land surveyors. The requirements to be met and the means and methods to be used in procuring such professional services shall be determined by the City Administrator with the concurrence of the City Council, and the requirements of the Local Government Professional Services Selection Act (ILCS Ch. 50, Act 510, §§ 1 *et seq.*) shall not be applicable to the procurement of such services.

(2) Purchase contracts for supplies, materials, parts, or equipment, which are available only from a single source.

(3) All purchase orders or contracts for goods and services for which the price to be paid by the city has been established within one year preceding the letting of the proposed contract by the city, by open and competitive bidding through an intergovernmental group of municipalities or other local governments, or an agency of the federal, state or county governments.

(4) All purchase orders or contracts for goods or services for which the requirement of advertising for competitive bids is waived by a two-thirds majority vote of the corporate authorities then holding office, except in such instances where open and competitive bidding is required by Illinois statutes that preempt the exercise of home-rule authority.

(B) Nothing in this subchapter herein will serve to prevent the City Council from authorizing procurement from any federal, state or local governmental unit or agency thereof of any such materials, supplies, commodities or equipment as may be made available through the operation of any legislation heretofore or hereinafter enacted even if the procurement does not conform with the competitive bidding requirements of this chapter.

11.15.6 Emergency Exemptions from Advertisement Requirements.

In the event of an emergency or disaster affecting the public health or safety which is: (1) declared by the corporate authorities at a duly noticed or special emergency meeting, which declaration shall require the affirmative vote of a majority of the corporate authorities then holding office and shall set forth the nature of the danger to the public health or safety; or (2) proclaimed by the DuPage County Board Chairman in a "Proclamation of Emergency for DuPage County, Illinois;" or (3) proclaimed by the DuPage County Board Chairman in a "Proclamation of Disaster for DuPage County, Illinois"; or (4) proclaimed by the Mayor, the Mayor pro tem, City Administrator or Police Chief in the event of a local emergency or local disaster, then contracts may be let to the extent necessary to resolve such emergency without public advertisement or compliance with the provisions of this chapter.

11.15.7 Exemption for Employment Contracts.

Employment contracts or agreements in the municipal service shall not be subject to provisions of this subchapter.

11.15.8 Change Orders for Public Works Contracts.

(A) Monitoring of change orders. It is the policy of the city to monitor change orders as revisions to municipal contracts on a timely basis and report such change orders so that any required budgetary revisions can be affected and so that funding can be made available before invoices are processed.

(B) Approval of change orders for public works contracts. Change orders for public works contracts shall be approved only as follows:

(1) The Department Head or Consulting Engineer supervising the public works contract shall submit the change order, together with an explanation of the reason for the change order, to the City Administrator for review.

(2) The City Administrator may approve increases in public works construction and engineering contracts due to change orders, not to exceed in total 10% of the awarded contract amount without City Council approval subject to the following conditions:

(a) No single change order may exceed \$10,000 without City Council approval, and any single change order which exceeds \$10,000 shall be approved only after a written determination that:

(i) the circumstances said to necessitate the change were not reasonably foreseeable at the time the contract was signed;

(ii) the change is germane to the original contract as signed; or

iii) the change order is in the best interest of the city and is authorized by law. The written change order and the written determination shall be preserved in the contract file, which shall be open to the public for inspection.

(b) Any series of change orders, which authorizes an increase in the cost of the public works contract by a total of \$10,000 or more shall be approved only after the City Administrator makes a determination in writing as provided in division (B)(2)(a) of this section. The written change order and the written determination shall be preserved in the contract file, which shall be open to the public for inspection.

(3) All change orders resulting in increases in public works contracts, which exceed a total of 10% of the awarded contract amount, shall be submitted by the City Administrator to the City Council for approval.

(4) Any proposed change orders resulting in increases in public works contracts, which would exceed a total of 50% of the original awarded contract price if approved, are not allowed. That portion of the proposed change to the original awarded contract work must be re-bid according to the bidding procedures set forth in this subchapter.

(C) Requirement to report change orders to public works contracts. Regardless of the amount, the City Administrator shall report all approvals of change orders, which increase the cost of public works construction and engineering contracts to the City Council, in writing, at the earliest possible time but in any event not later than the next regularly scheduled City Council meeting.

Budget versus Appropriations

Immediately prior to the beginning of FY 03, the Council realized the fiscal weaknesses inherent in the Appropriation Ordinance system, and subsequently adopted the Budget System pursuant to the Illinois Statutes (ILCS 5/8-2-9.1) and local ordinance Title III, Chapter 34.10 et seq., of the City Code. Consequently, the budget system as opposed to an appropriation ordinance has been utilized since fiscal year 2004.

The approved budget provides the legal authorization for City expenditures. In other words, the budget becomes the legally controlling document governing the City's allowable levels of expenditure.

City code requires that the Budget must be adopted prior to the beginning of the fiscal year or May 1. In contrast, the former appropriation ordinance system only required that the appropriations be approved within the first quarter of the fiscal year for which it was in effect.

Public Hearing and Notice Requirements (3) – per Illinois Statute

The Illinois Budget Law (65 ILCS 5/8-2-9.1) requires municipalities to implement three (3) provisions prior to the Council's adoption of the budget. A copy of the Illinois Budget Law is included in the Statistical and Supplemental Data section.

1. Hold a public hearing prior to the adoption of the budget which can be passed at any time after the public hearing;
2. Make a draft edition of the proposed budget conveniently available for public inspection at the city hall or public library, for a period of at least ten (10) days prior to the adoption of the budget; and,
3. Publish a notification indicating the availability of the draft budget in the local paper at least seven (7) days prior to the public hearing. The budget may be revised or altered, and the items contained in the document may be increased or decreased at any time subsequent to the public hearing, but before final action is taken.

Preparation and Review

In order to achieve a budget by May 1, the City approves a budget calendar and adoption schedule in October. The calendar provides a roadmap from the preparation stage to the budget's final approval. The calendar details City deadlines and requirements as well as statutory requirements.

Departments prepare draft budgets on presubscribed forms. The City Administrator formulates revenues projections by fund. Departments take into account the City Council's goals and objectives when preparing their budget proposals.

The City Administrator meets with Department Heads to review and recommend possible changes to their budgets. After this preliminary review, the City Administrator reviews all Department budgets. All revenue and expenditure projections are reviewed by the City Administrator at various stages in the preparation process.

Council Approval

Once the City Administrator reviews all Departmental proposed budgets, the proposed budget is submitted to the City Council. The proposed budgets are provided to the Council at the second meeting in February. Special Committee of the Whole Budget meetings are held in March of each year. During these deliberations special attention is paid to the level of employee pay, pensions, insurance and other benefits since these expenditures typically represent 60% of the City's General Fund budget.

Even though the Illinois Budget Law does not require budgets to be approved by ordinance, the City Attorney recommends that the budget be approved as such. The Capital Improvement Plan (CIP) 5-year plan is approved through resolution.

Public Involvement

Each year, the City holds one (1) budget meetings inviting the public to provide feedback. During these meetings additional copies of the budget are available for the public to view. The public are welcome to participate in these informal budget discussions. The budget meetings are publicized on the City's website and Facebook page. A public inspection copy of the budget is available at the Finance front counter during the budget review and approval process. Also, a public hearing notice is placed in the local paper regarding the approval of the budget. Information about the budget can also be found in the City's newsletter.

Illinois Budget Law also directs municipalities on proper procedures for modifying their budget. The following three (3) provisions indicate how the budget may be amended per State Statute.

1. By a two-thirds vote of the City Council, the Council may delegate to the Budget Officer or to other Department Heads, the authority to perform budget transfers, additions or deletions without increasing the overall expenditure level of any fund within the approved budget.
2. By a two-thirds vote of the City Council, the Council itself may delete, add to, or change line items while not increasing the overall expenditure level of any fund within the approved budget.
3. By a two-thirds vote of the City Council, the Council may increase the level of overall expenditure in a fund or in the overall budget, but only with available funding.

Per City Code, the City Administrator may make line item transfers under \$10,000 within a department and/or between departments in the same fund. Budget transfers that are greater than \$10,000 require the approval of the City Council.

Basis of Accounting

The basis of accounting refers to the timing of when accounting transactions are recognized. The modified accrual basis of accounting is used for all governmental fund types. Under the modified accrual basis of accounting, revenues are recognized when they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. The City considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Due to the State of Illinois' fiscal difficulties and the resulting delay in distributing receipts to local municipalities, the 60 day availability for state taxes was extended in order to report 12 months of tax revenue. Expenditures generally are recorded when a fund liability is incurred. However, debt service expenditures are recorded only when payment is due.

Property taxes, sales taxes, hotel taxes, franchise taxes, license, charges for services, and interest associated with the current fiscal period are all considered to be susceptible to accrual and are recognized as revenues of the current fiscal period. All other revenue items are considered to be measurable and available only when cash is received by the City.

The accrual basis of accounting is utilized for proprietary fund types and pension trust funds. Under this method, revenues are recorded when earned and expenses are recorded at the time liabilities are incurred. Proprietary funds distinguish operating revenues and expenses from non-operating items. Operating revenues and expenses generally result from providing services in connection with proprietary funds' principal ongoing operations.

The City reports unearned revenue on its financial statements. Unearned revenues arise when potential revenue does not meet both the "measurable" and "available" criteria for recognition in the current period. Deferred revenues also arise when resources are received by the City before it has a legal claim to them, as when grant monies are received prior to the incurrence of qualifying expenditures. In subsequent periods, when both revenue recognition criteria are met, or when the City has a legal claim to the resources, the liability for unearned revenue is removed and revenue is recognized.

Budgets

Budgets are adopted on a basis consistent with generally accepted accounting principles. Annual appropriated budgets are adopted for governmental and proprietary funds. The governmental fund budgets reflect the modified accrual basis of accounting. Under this basis, revenues are budgeted for the fiscal year in which they are susceptible to accrual that is they are both measurable and available. The City considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Expenditures are recorded in the budget year in which the fund liability is incurred, if measurable.

The proprietary fund is budgeted using an accrual basis, except for loans, loan payments, capital expenditures, depreciation, and debt service payments, which are budgeted on a cash basis.

Encumbrances allow a portion of the budget to be set aside that has not actually been spent but is obligated. An encumbrance represents a contract to purchase goods and services from an outside vendor. All unencumbered appropriations lapse at fiscal year end.

In most cases, the City prepares its budget similarly to the Comprehensive Annual Financial Report which shows the status of the City's finances on the basis of "generally accepted accounting principles" (GAAP). Exceptions are noted below:

- Compensated absences liabilities that are expected to be liquidated with expendable available financial resources are accrued as earned by employee's (GAAP) as opposed to being expended when paid.
- Capital outlays with the Proprietary Funds are recorded as assets on a GAAP basis and expended on a Budget basis.
- Principal is an expenditure in governmental budgeting, but a reduction of long-term liabilities under GAAP in the proprietary fund. Only interest is expensed in proprietary funds.
- Debt proceeds and premiums are reported as other financing sources in the budget and discounts on debt issuances are reported as other financing uses, but in GAAP debt proceeds are recognized as liabilities and premiums or discounts are amortized over the life of the debt.

Governmental Fund Types	Accounting Method
General	Modified Accrual
Motor Fuel Tax (Special Revenue)	Modified Accrual
Special Service Area (Special Revenue)	Modified Accrual
Business Districts (Debt Service)	Modified Accrual
Capital Improvement	Modified Accrual

Proprietary Fund Type	Accounting Method
Water	Accrual

The lowest level at which a government's management may not reallocate resources without special approval is known as the *legal level of budgetary control*. The City's *legal level of budgetary control* is that expenditures may not legally exceed the budget at the department level for the General Fund. All other funds with the exception of the Water Fund, may not legally exceed the budget at the fund level. The Water Fund may not legally exceed the budget by line item.

Sec. 5/8-2-9.1. Budget officer. Every municipality with a population of less than 500,000 (except special charter municipalities having a population in excess of 50,000) that has adopted this Section 8-2-9.1 and Sections 8-2-9.2 through 8-2-9.10 by a two-thirds majority vote of those members of the corporate authorities then holding office shall have a budget officer who shall be designated by the mayor or president, with the approval of the corporate authorities. In municipalities operating under the commission form of government, the commissioner of accounts and finances shall designate the budget officer, with the approval of the council or board of trustees, as the case may be. In municipalities with a managerial form of government, the municipal manager shall designate the budget officer. The budget officer shall take an oath and post a bond as provided in Section 3.1-10-25. The budget officer may hold another municipal office, either elected or appointed, and may receive compensation for both offices. Article 10 of this Code shall not apply to an individual serving as the budget officer. The budget officer shall serve at the pleasure of the mayor or municipal manager, as the case may be. (Source: P.A. 87-1119.)

Sec. 5/8-2-9.2. Powers and duties of budget officer. The municipal budget officer appointed in any municipality pursuant to Section 8-2-9.1 shall have the following powers and duties:

(a) Permit and encourage and establish the use of efficient planning, budgeting, auditing, reporting, accounting, and other fiscal management procedures in all municipal departments, commissions, and boards.

(b) Compile an annual budget in accordance with Section 8-2-9.3.

(c) Examine all books and records of all municipal departments, commissions, and boards which relate to monies received by the municipality, municipal departments, commissions, and boards, and paid out by the municipality, municipal departments, commissions, and boards, debts and accounts receivable, amounts owed by or to the municipality, municipal departments, commissions, and boards.

(d) Obtain such additional information from the municipality, municipal departments, commissions, and boards as may be useful to the budget officer for purposes of compiling a municipal budget, such information to be furnished by the municipality, municipal departments, commissions, and boards in the form required by the budget officer. Any department, commission or board which refuses to make such information as is requested of it available to the budget officer shall not be permitted to make expenditures under any subsequent budget for the municipality until such municipal department, commission, or board shall comply in full with the request of the budget officer.

(e) Establish and maintain such procedures as shall insure that no expenditures are made by the municipality, municipal departments, commissions, or board except as authorized by the budget. (Source: P. A. 76-1117.)

Sec. 5/8-2-9.3. Compilation and contents of budget. The municipal budget officer shall compile a budget, such budget to contain estimates of revenues available to the municipality for the fiscal year for which the budget is drafted, together with recommended expenditures for the municipality and all of the municipality's departments, commissions, and boards. Revenue estimates and expenditure recommendations shall be presented in a manner which is in conformity with good fiscal management practices. Substantial conformity to a chart of accounts,

now or in the future, recommended by the National Committee on Governmental Accounting, or the Auditor of Public Accounts of the State of Illinois, or the Division of Local Governmental Affairs and Property Taxes of the Department of Revenue of the State of Illinois or successor agencies shall be deemed proof of such conformity. The budget shall contain actual or estimated revenues and expenditures for the two years immediately preceding the fiscal year for which the budget is prepared. So far as is possible, the fiscal data for such two preceding fiscal years shall be itemized in a manner which is in conformity with the chart of accounts approved above. Each budget shall show the specific fund from which each anticipated expenditure shall be made. (Source: P.A. 91-357, eff. 7-29-99.)

Sec. 5/8-2-9.4. Passage of annual budget – Effect. Passage of the annual budget by the corporate authorities shall be in lieu of passage of the appropriation ordinance as required by Section 8-2-9 of this Act. The annual budget need not be published except in a manner provided for in Section 8-2-9.9. The annual budget shall be adopted by the corporate authorities before the beginning of the fiscal year to which it applies. (Source: P. A. 76-1117.)

Sec. 5/8-2-9.5. Capital improvements, repair, or replacement fund. In the preparation by the municipal budget officer of the annual budget, an amount not to exceed 3% of the equalized assessed value of property subject to taxation by the municipality may be accumulated in a separate fund for the purpose or purposes of specific capital improvements, repairs, and/or replacements of specific types of municipal equipment or other tangible property, both real and personal, to be designated as the "Capital Improvement, Repair or Replacement Fund". Expenditures from the Capital Improvement, Repair or Replacement Fund shall be budgeted in the fiscal year in which the capital improvement, repair or replacement will occur. Upon the completion or abandonment of any object for which the Capital Improvement, Repair or Replacement Fund, or should any surplus monies remain after the completion or abandonment of any object for which the Capital Improvement, Repair or Replacement Fund was inaugurated, then such funds no longer necessary for capital improvement, repair or replacement shall be transferred into the general corporate fund of the municipality on the first day of the fiscal year following such abandonment, completion, or discovery of surplus funds. (Source: P.A. 84-147.)

Sec. 5/8-2-9.6. Revision of annual budget. The corporate authorities may delegate authority to heads of municipal departments, boards, or commissions to delete, add to, change or create sub-classes within object classes budgeted previously to the department, board, or commission, subject to such limitation or requirement for prior approval by the budget officer or executive officer of the municipality as the council, upon a two-thirds vote of the corporate authorities then holding office, may establish. By a vote of two-thirds of the members of the corporate authorities then holding office, the annual budget for the municipality may be revised by deleting, adding to, changing or creating sub-classes within object classes and object classes themselves. No revision of the budget shall be made increasing the budget in the event funds are not available to effectuate the purpose of the revision. (Source: P. A. 76-1117.)

Sec. 5/8-2-9.7. Funds for contingency purposes. The annual budget may contain money set aside for contingency purposes not to exceed ten percent of the total budget, less the amount set

aside for contingency purposes, which monies may be expended for contingencies upon a majority vote of the corporate authorities then holding office. (Source: P. A. 76-1117.)

Sec. 5/8-2-9.9. Public inspection, notice and hearing on budget. The corporate authorities shall make the tentative annual budget conveniently available to public inspection for at least ten days prior to the passage of the annual budget, by publication in the journal of the proceedings of the corporate authorities or in such other form as the corporate authorities may prescribe. Not less than one week after the publication of the tentative annual budget, and prior to final action on the budget, the corporate authorities shall hold at least one public hearing on the tentative annual budget, after which hearing or hearings the tentative budget may be further revised and passed without any further inspection, notice or hearing. Notice of this hearing shall be given by publication in a newspaper having a general circulation in the municipality at least one week prior to the time of the hearing.(Source: P. A. 76-1117.)

§ 34.10 ADOPTION OF BUDGET LAW.

The city hereby adopts ILCS Ch. 65, Act 5, §§ 8-2-9.2 through 9-2-9.10 to establish a Budget Officer, to be designated by the Mayor with the approval of the corporate authorities. The Budget Officer shall take an oath and post a bond as provided in ILCS Ch. 65, Act 5, § 3.1-10-25.

(Ord. 06-39, passed 1-23-07)

§ 34.11 BUDGET OFFICER; POSITION ESTABLISHED.

The position of Budget Officer is hereby established as an officer of the city. The City Administrator shall serve as City Budget Officer.

(Ord. 06-39, passed 1-23-07; Am. Ord. 08-2, passed 5-13-08)

§ 34.12 POWERS AND DUTIES.

The City Budget Officer shall have the following powers and duties:

(A) To permit and encourage and establish the use of efficient planning, budgeting, auditing, reporting, accounting and other fiscal management procedures in all municipal departments, commissions and boards.

(B) To compile an annual budget in accordance with state law governing the compilation and contents of budgets (ILCS Ch. 65, Act 5, § 8-2-9.3.).

(C) To examine all books and records of all city departments, boards, and commissions that relate to monies received by the city, its departments, boards, and commissions; and are paid out by the city, its departments, boards, and commissions; debts and accounts receivable; and amounts owed by or to the city, its departments, boards, and commissions.

(D) To obtain such additional information from the city, its departments, boards, and commissions as may be useful to the City Budget Officer for purposes of compiling a municipal budget, such information to be furnished by the city, its departments, boards, and commissions in the form required by the City Budget Officer. Any department, board, or commission that refuses to make such information as is requested of it available to the City Budget Officer, shall not be permitted to make expenditures under any subsequent budget for the city until it has complied in full with the request of the City Budget Officer.

(E) To establish and maintain such procedures as shall ensure that no expenditures are made by the city, its departments, boards, and commissions except as authorized by the budget.

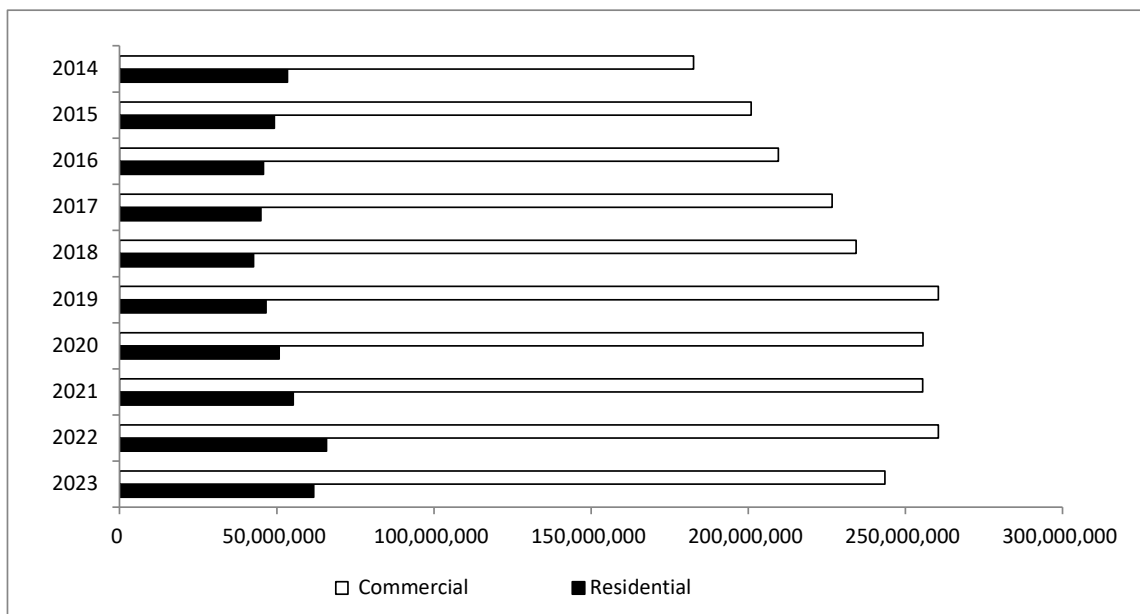
(Ord. 06-39, passed 1-23-07)

City of Oakbrook Terrace, Illinois

Assessed Value and Estimated Actual Value of Taxable Property Last Ten Levy Years

Levy Year	Residential		Commercial		Total Assessed Value	Ratio of Assessed Value to Estimated Actual Value	Estimated Actual Value	City Property Tax Rate*
	Amount	% of Total Assessed Value	Amount	% of Total Assessed Value				
2023	\$ 65,501,474	21.2%	243,473,840	78.8%	308,975,314	0.333	926,925,942	0.3476
2022	\$ 65,823,430	20.2%	260,460,850	79.8%	326,284,280	0.333	978,852,840	0.3283
2021	\$ 63,607,788	19.9%	255,521,280	80.1%	319,129,068	0.333	957,387,204	0.3349
2020	\$ 61,687,032	19.4%	255,607,660	80.6%	317,294,692	0.333	951,884,076	0.3316
2019	\$ 59,074,315	19.2%	249,395,580	80.8%	308,469,895	0.333	925,409,685	0.3332
2018	\$ 55,203,783	19.1%	234,340,390	80.9%	289,544,173	0.333	868,632,519	0.3476
2017	\$ 50,720,681	18.3%	226,655,730	81.7%	277,376,411	0.333	832,129,233	0.3535
2016	\$ 46,576,075	18.2%	209,574,610	81.8%	256,150,685	0.333	768,452,055	0.3715
2015	\$ 42,535,916	17.5%	200,963,990	82.5%	243,499,906	0.333	730,499,718	0.3851
2014	\$ 44,963,360	19.8%	182,572,150	80.2%	227,535,510	0.333	682,606,530	0.4070

Historical Commercial vs. Residential Assessed Value



CITY OF OAKBROOK TERRACE, ILLINOIS

PRINCIPAL EMPLOYERS

Current Year and Nine Years Ago

2024				2015			
Employer	Employees	Rank	Percentage of Total Village Population	Employer	Employees	Rank	Percentage of Total Village Population
Exelon	1,870	1	67.98%	Redbox Automated Retail LLC	800	1	37.49%
Joint Commission on Accreditation	500	2	18.18%	Salem Group	600	2	28.12%
Robert Bosch	500	3	18.18%	Crowe Horwath	500	3	23.43%
McCain Foods USA	500	4	18.18%	Joint Commission on Accreditation	500	4	23.43%
SIRVA, Inc	300	5	10.91%	Computer Sciences Corp Consulting	450	5	21.09%
ACH Food Companies	300	6	10.91%	Experis	325	6	15.23%
Barcoding, Inc.	150	7	5.45%	Invesco LTD	250	7	11.72%
Hassett Express LLC	140	8	5.09%	Graycor	225	8	10.54%
Matson Logistics	100	9	3.64%	Safeway Services LLC	180	9	8.43%
Sara Lee Frozen Bakery	65	10	2.36%	Mid America Assest Management	155	10	7.26%
TOTAL	4,425			TOTAL	3,985		

Data Source

2024 Industry Select and selective telephone survey

2010 Illinois Department of Commerce and Economic Opportunity and selective telephone survey

CITY OF OAKBROOK TERRACE, ILLINOIS

TEN LARGEST CONSUMERS - WATERWORKS AND SEWERAGE SYSTEMS

Current Year and Nine Years Ago

Taxpayers	2024		2015	
	Rank	Total Consumption (Gallons)	Rank	Total Consumption (Gallons)
Regency	1	5,916,000	2	4,381,000
Terra Vista Assisted Living	2	5,334,000		
Pete's Fresh Market	3	5,009,000	4	3,368,000
Courtyard by Marriott	4	4,395,000	1	4,536,000
Comfort Suites	5	4,382,000	5	2,971,000
Comed	6	3,210,000	7	2,020,000
Sleep Inn/ Mainstay By Choice	7	3,115,000		
BP Amoco	8	2,033,000		
Redstone American Grill	9	1,581,000	6	2,748,000
Staybridge Suites	10	1,529,000	3	3,664,000

Data Source

Finance Department

CITY OF OAKBROOK TERRACE, ILLINOIS

OPERATING INDICATORS

Last Ten Fiscal Years

Program/Function	2015	2016	2017
GENERAL GOVERNMENT			
Building and zoning			
Permits issued	291	355	348
Inspections conducted	621	837	699
Business licenses issued	422	388	364
Complaints/service requests responded to	131	226	106
Vehicle maintenance			
General government equipment repairs	548	561	552
Utilities equipment repairs	160	166	165
PUBLIC SAFETY - POLICE			
Traffic collision investigations	428	494	466
Administrative tows	190	131	151
Incident investigations	712	1,037	656
Traffic citations	3,177	1,982	1,432
Parking citations	466	498	333
Arrests	426	359	311
HIGHWAYS AND STREETS			
Street repairs - tons of asphalt spread	45	40	45
Sidewalk repairs - cubic yards of concrete poured	60	20	30
Snow and ice control/plowed miles	8,212	8,416	8,571
Snow and ice control/salted miles	3,284	3,366	1,310
Number of street signs replaced	85	42	43
Mailboxes replaced	N/A	N/A	N/A
Number of snow events	N/A	N/A	N/A
PUBLIC SERVICES			
Waterworks and sewerage systems			
Number of JULIE Locates	N/A	N/A	1,417
Number of metered customers	542	546	551
Number of nonmetered customers	-	-	-
Number of customers using both water and sewer at end of year	542	546	551
Number of customers using water only at end of year	542	546	551
Number of customers served by water system at end of year	542	546	551
Maximum daily pumping capacity (MGD)	0.500	0.500	0.500
Average daily pumpage (MGD)	0.230	0.241	0.254
Gallons of water purchased (MGD)	83,950,000	87,965,000	92,475,350
Gallons of water pumped (MG)	83,950,000	87,965,000	92,475,350
Gallons of water sold (billed) (MG)	76,950,000	82,490,000	88,776,336
Users discharging nondomestic and industrial wastes and	N/A	N/A	N/A
Total gallons received at water reclamation facility (MGD)			
volumes of wastes discharged	N/A	N/A	N/A

MGD = million gallons per day

MG = million gallons

NA - Information unavailable/program non-existent

Data Source

Various City departments

2018	2019	2020	2021	2022	2023	2024
326	327	294	245	282	244	241
602	552	521	564	569	532	557
349	360	416	415	393	377	202
210	265	121	151	68	440	334
565	561	575	549	581	562	543
171	169	173	168	166	201	194
518	455	386	269	348	385	433
111	62	48	13	32	58	59
665	559	502	416	586	471	538
1,186	944	1,154	433	993	997	1,639
346	676	445	30	75	131	153
317	180	150	131	212	184	277
50	40	45	30	40	75	45
25	15	20	10	15	30	25
12,577	15,577	12,349	16,096	18,707	6,765	6,765
5,030	6,230	4,930	5,652	6,235	2,255	2,255
38	41	54	47	69	69	28
N/A	N/A	N/A	69	91	65	42
24	31	18	21	17	11	15
1,486	1,114	1,117	1,237	1,335	1,611	1,057
561	555	556	557	558	558	559
-	-	-	-	-	-	-
561	555	556	557	558	558	559
561	555	556	557	558	558	559
561	555	556	557	558	558	559
0.500	0.500	0.500	0.500	0.500	0.500	0.500
0.247	0.243	0.236	0.232	0.262	0.270	0.270
90,272,000	87,566,000	86,221,000	82,856,000	93,724,000	98,676,000	96,268,000
90,272,000	88,864,000	86,230,000	84,954,000	95,444,000	101,322,000	96,914,000
88,335,500	86,198,000	80,201,000	69,909,000	72,517,000	97,489,000	89,783,000
N/A	N/A	N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A	N/A	N/A

CITY OF OAKBROOK TERRACE, ILLINOIS

SALES TAX COLLECTED BY CATEGORY

Last Ten Calendar Years

	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
General merchandise	\$ 450,552	\$ 467,154	\$ 160,755	\$ 1,426,424	\$ 485,314	\$ 510,865	\$ 556,371	\$ 599,702	\$ 600,973	\$ 761,375
Food	382,059	376,340	386,547	407,381	402,524	398,026	408,366	418,013	456,340	453,515
Drinking and eating places	494,477	534,615	600,115	603,214	601,314	644,972	438,667	648,606	758,627	797,877
Apparel	105,340	111,261	101,346	116,599	124,015	112,413	67,690	90,854	109,298	103,941
Furniture, H.H., and radio	147,759	184,137	125,984	142,986	195,234	221,228	204,538	228,891	495,341	129,386
Drugs and miscellaneous retail	268,287	264,656	592,037	(113,289)	257,348	261,265	246,545	445,175	469,339	439,204
Agriculture and all others	208,223	222,787	160,299	132,284	150,477	140,090	139,677	168,318	186,600	241,279
TOTAL	\$ 2,056,697	\$ 2,160,950	\$ 2,127,083	\$ 2,715,599	\$ 2,216,226	\$ 2,288,859	\$ 2,061,854	\$ 2,599,559	\$ 3,076,518	\$ 2,926,577
CITY DIRECT SALES TAX RATE	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%
CHANGE FROM PRIOR YEAR	3.5%	5.1%	(1.6%)	27.7%	(18.4%)	3.3%	(9.9%)	26.1%	18.3%	(4.9%)

CITY OF OAKBROOK TERRACE, ILLINOIS

DIRECT AND OVERLAPPING SALES TAX RATES

Last Ten Fiscal Years

Calendar Year	City Direct Rate	State of Illinois	DuPage County	DuPage County Water Commission	Regional Transportation Authority	Total
2015	1.00%	5.00%	0.25%	0.25%	0.75%	7.25%
2016	1.00%	5.00%	0.25%	0.25%	0.75%	7.25%
2017	1.00%	5.00%	0.25%	0.00%	0.75%	7.00%
2018	1.00%	5.00%	0.25%	0.00%	0.75%	7.00%
2019	1.00%	5.00%	0.25%	0.00%	0.75%	7.00%
2020	1.00%	5.00%	0.25%	0.00%	0.75%	7.00%
2021	1.00%	5.00%	0.25%	0.00%	0.75%	7.00%
2022	1.00%	5.00%	0.25%	0.00%	0.75%	7.00%
2023	1.00%	5.00%	0.25%	0.00%	0.75%	7.00%
2024	1.00%	6.25%	0.25%	0.00%	0.75%	8.25%

Data Source

City and County Records

City of Oakbrook Terrace, Illinois

Form of Government and Election Information

Year of Incorporation 1958

Form of Government City Mayor Aldermanic

The City operates under the city form as defined by Illinois Statutes with an elected Mayor and six (6) Alderpersons. The City Council sets policy for the city by adopting ordinances, resolutions, and the annual budget. The Mayor, City Clerk, and Alderpersons are elected to staggered four-year terms. The Mayor is the Chief Executive Officer of the City and ensures that the laws and ordinances are faithfully executed. The Mayor has supervision over all executive officers and employees of the City. The Mayor appoints by and with the advice and consent of the City Council, the City Administrator, the City Treasurer, the City Attorney, the Chief of Police, the Deputy Chief of Police, and the commission members. The City Administrator is responsible for the proper administration of the affairs of the City as assigned by the Mayor.

		Term Expires On:
Mayor	Paul Esposito	April 30, 2029
City Clerk	Michael Shadley	April 30, 2029
Alderman	Eric Biskup	April 30, 2029
Alderman	Michael Sarallo	April 30, 2029
Alderwoman	Mary Fitzgerald	April 30, 2029
Alderman	Dennis Greco	April 30, 2027
Alderman	Charlie Barbari	April 30, 2027
Alderman	Robert Rada	April 30, 2027

Geographic Location Western Suburb of Chicago
Located in DuPage County

Area 1.5 Square Miles

City of Oakbrook Terrace

City of Oakbrook Terrace Location Within the State of Illinois



City of Oakbrook Terrace

Fiscal Year 2026

Glossary of Terms

ABATEMENT

A complete or partial cancellation of a levy imposed by a government. Abatements usually apply to tax levies, special assessments, and service charges.

ACCOUNT FUND STRUCTURE

Traditional means of categorizing various activities by a particular fund.

ACCRUAL ACCOUNTING BASIS

Method of accounting that recognizes the financial effect of transactions, events, and inter-fund activities when they occur, regardless of the timing of related cash flows. The government wide, proprietary, and pension statements in the Comprehensive Annual Financial Report use the accrual basis of accounting for financial statement presentation.

ACCUMULATED DEPRECIATION

A contra-asset account used to report the accumulation of periodic credits to reflect the expiration of the estimated service life of fixed assets.

AMENDED BUDGET

Changes to adopted budget by City Council after adjustments and transfers are made.

ANNEXATION

To incorporate into the domain of the City.

ANNUAL BUDGET

A budget applicable to a single fiscal year.

APPROPRIATION

A legal authorization granted by a legislative body to make expenditures and to incur obligations for specific purposes. An appropriation usually is limited in amount and the time in which it may be expended.

ASSESSED VALUATION

A valuation set upon real estate or property by a government as a basis for levying taxes.

ASSESSMENT

The process of making the official valuation upon real property for taxation purposes. The valuation placed on real property as a result of this process.

ASSETS

Resources owned or held by a government which has a monetary value.

ASSETS, FIXED

Assets of a long-term character which are intended to continue to be held or used, such as land, buildings, improvements other than buildings, machinery, furniture, and other equipment. The City has established a level of \$25,000 for an item to be considered an asset; below that, the item is considered to be an operating expense.

BALANCE, RESERVED FUND

Those portions of fund balance that is not appropriate for expenditures or that is legally segregated for a specific future use.

BALANCE SHEET

A financial statement that discloses the assets, liabilities, reserves, and balances of a specific governmental fund as of a specific date.

BALANCE, FUND

The difference between fund assets and fund liabilities of governmental funds.

BALANCED BUDGET

A budget in which estimated revenues equal estimated expenditures.

BASIS OF ACCOUNTING

A term used to refer to when revenues, expenditures, expenses, transfers and the related assets and liabilities are recognized in the accounts and reported in the financial statements. Specifically, it relates to the timing of the measurements made, regardless of the nature of the measurement, on either the cash or accrual method.

BENEFITS, FRINGE

Expenditures directly attributable to City employee benefits, including the City's contribution to the Illinois Municipal Retirement Fund (IMRF) and Social Security, expenses relating to the life and health insurance programs and workers' compensation program costs.

BOND

Most often, a written promise to pay a specified sum or money (called the face value or principal amount) at a specified date or dates in the future, called the maturity date(s), together with periodic interest at a specified rate.

BOND, REFINANCING

The payoff and re-issuance of bonds, to obtain better interest rates and/or bond conditions.

BONDED DEBT

The portion of indebtedness represented by outstanding bonds.

BONDS, REFUNDING

Bonds issued to retire bonds already outstanding. The refunding bonds may be used to provide the resources for redeeming outstanding bonds, or the refunding bonds may be exchanged with the holders of the outstanding bonds.

BUDGET

A plan of financial activity for a specified period of time (fiscal year) indicating all planned revenues and expenses for the budget period.

BUDGET, AMENDED

Changes to adopted budget by City Council after adjustments and transfers are made.

BUDGET, ANNUAL

A budget applicable to a single fiscal year.

BUDGET, BALANCED

A budget in which estimated revenues equal estimated expenditures.

BUDGET, LINE ITEM

A form of budget which allocates money for expenditures to specific items or objects of cost.

BUDGET MESSAGE

The opening section of the budget which provides the City Council and the public with a general summary of the most important aspects of the budget, changes from the current and previous fiscal years, and the views and recommendations of the City Administrator.

BUDGET OFFICER

Per Illinois Budget Law, Section 5/8-2-9.1, every municipality shall have a budget officer designated by the Mayor or President with the approval of the corporate authorities. The budget officer shall encourage and establish the use of efficient budgeting and other fiscal management procedures. The budget officer also shall establish and maintain procedures to ensure that no expenditures are made by the municipality except as authorized by the budget.

BUDGET, OPERATING

Plans of current expenditures and the proposed means of financing them. The annual operating budget is the primary means by which most of the financing, acquisition, spending and service delivery activities of a government are controlled. The use of annual operating budgets is usually required by law. Even when not required by law, however, annual operating budgets are essential to sound financial management.

BUDGETARY CONTROL

The control or management of a government or enterprise in accordance with an approved budget to keep expenditures within the limitations of what has been appropriated and available revenues.

BUILDINGS AND BUILDING IMPROVEMENTS

A fixed asset account reflecting the acquisition cost of permanent structures owned or held by a government and the improvements thereon.

BUSINESS DISTRICT

A blighted area by reason of the predominance of defective or inadequate street layout, unsafe conditions, and deterioration of site improvements which constitute an economic liability to the City and on the whole has not been subject to development by private enterprises and reasonably be redeveloped without the adoption of a redevelopment plan.

CAPITAL EXPENDITURES

The City defines a capital asset as a large vehicle or piece of equipment, (i.e. a six wheeled dump truck, but not a police cruiser), which has an estimated cost of \$25,000 or more, and which will be funded by a capital improvement fund rather than an operating department. Capital projects include new and upgraded infrastructure improvements, and facility construction, replacement or major renovations. The information describing the justification for the capital asset/project, its benefits, and estimated cost will be tied to the Operating Budget and the totals for each program in the CIP will be included in the Operating Budget summaries of each fund.

CAPITAL IMPROVEMENTS PROGRAM (CIP)

A CIP is a multi-year planning instrument used by governments to identify needed capital projects and to coordinate the financing and timing of such improvements in a way that maximizes the return to the public.

CAPITAL OUTLAY

Expenditures which result in the acquisition of or addition to fixed assets.

CAPITAL PROJECTS FUND

A fund created to account for financial resources to be used for the acquisition or construction of major capital facilities.

CASH BASIS

A basis of accounting under which transactions are recognized when cash is received or disbursed.

CASH MANAGEMENT

The management of cash necessary to pay for government services while investing temporary cash excesses in order to earn interest revenue. Cash management refers to the activities of forecasting the inflows and outflows of cash, mobilizing cash to improve its availability for investment, establishing and maintaining banking relationships, and investing funds in order to achieve the balance of the highest interest and return, liquidity and minimal risk with these temporary cash balances.

CERTIFICATE OF DEPOSIT

A negotiable or non-negotiable receipt of monies deposited in a bank or financial institution for a specific period for a specified rate of interest.

CHART, ORGANIZATIONAL

A flow chart shows the chain of command and structure of the City Administration.

COMMODITIES

Materials and supplies purchased for use in City operations.

COMPENSATED ABSENCES

Absences, such as vacation, illness and holidays, for which it is expected employees will be paid. The term does not encompass severance or termination pay, postretirement benefits, deferred compensation or other long-term fringe benefits, such as group insurance and long-term disability pay.

COMPONENT UNIT

A legally separate organization for which elected officials of the primary government are financially accountable.

CONTINGENCY

A budgetary reserve set aside for emergencies or unforeseen expenditures not otherwise budgeted.

CONTRACTUAL SERVICES

Services provided to the City by an outside vendor or contractor.

CONTRIBUTION, PENSION

The amount paid into a pension plan by an employer (or employee), pursuant to the terms of the plan, state law, actuarial calculations or some other basis of determination.

CURRENT ASSETS

Cash and other resources that are expected to turn to cash or to be used up within one year of the balance sheet date. Current assets are presented in the order of liquidity, i.e., cash, temporary investments, accounts receivable, inventory, and prepaid insurance.

CURRENT LIABILITIES

A current liability is an obligation that is 1) due within one year of the date of a company's balance sheet and 2) will require the use of a current asset or will create another current liability.

DEBT

An obligation resulting from the borrowing of money or from the purchase of goods and services. Debts of government include bonds, time warrants and notes.

DEBT, BONDED

The portion of indebtedness represented by outstanding bonds.

DEBT SERVICE FUND

A fund established to account for the accumulation of resources for, and the payment of, general long-term debt principal and interest.

DEFICIT

(1) A situation in which the liabilities of a fund exceed its assets. (2) The excess of expenditures over revenues during an accounting period.

DEPRECIATION

(1) Expiration in the service life of fixed assets attributable to wear and tear, deterioration, action of the physical elements, inadequacy and obsolescence. (2) The portion of the cost of a fixed asset charged as an expense during a particular period. In accounting for depreciation, the cost of a fixed asset, less any salvage value, is prorated over estimated service life of the asset, and each period is charged with a portion of such cost. Through this process the entire cost of the asset is ultimately charged off as an expense.

DEPRECIATION, ACCUMULATED

A contra-asset account used to report the accumulation of periodic credits to reflect the expiration of the estimated service life of fixed assets.

DUE FROM OTHER FUNDS

An asset account used to indicate amounts owed by a particular fund to another fund for goods sold or services rendered. This account includes only short-term obligation on open account, not inter-fund loans.

DUE TO OTHER FUNDS

A liability account reflecting amounts owed by a particular fund to another fund for goods sold or services rendered. These amounts include only short-term obligations on open account, not inter-fund loans.

EARNINGS, RETAINED

An equity account reflecting the accumulated earnings of an enterprise or internal service fund.

ENCUMBRANCES

Commitments related to unperformed contracts for goods and services. Used in budgeting, encumbrances represent the estimated amount of expenditures ultimately to result if unperformed contracts in process are completed.

ENTERPRISE FUND

A fund established to account for operations (a) that are financed and operated in a manner similar to private business enterprises where the intent of the governing body is that the cost (expenses, including depreciation) of providing goods and services to the general public on a continuing basis be financed or recovered primarily through user charges; or (b) where the governing body has determination of revenue earned, expenses incurred, and/or net income is appropriate for capital maintenance, public policy, management control, accountability, or other purposes. The City's Water fund is an Enterprise Fund.

EQUALIZED ASSESSED VALUATION (EAV)

A method of valuing real estate. The EAV of a property is used as a base for which to calculate property taxes.

EXPENDITURES

Decreases in net financial resources. Expenditures include current operating expenses requiring the present or future use of net current assets, debt service and capital outlays, and intergovernmental grants, entitlements and shared revenues.

EXPENDITURES, CAPITAL

Permanent additions to the City assets or infrastructure, including the design, construction or purchase of land, buildings and facilities, or major renovations or equipment costing more than \$25,000 with a life expectancy of five years or greater.

EXPENSES

Outflows or other using up of assets or the incurrence of liabilities (or a combination of both) from delivering or producing goods, rendering services or carrying out other activities that constitute the entity's ongoing major or central operations.

FEES, TAP ON

Fees charged to join, connect, or extend an existing utility system.

FISCAL YEAR

The time period designated by the City signifying the beginning and ending period of recording financial transactions. The City of Oakbrook Terrace's fiscal year is May 1 through April 31.

FIXED ASSETS

Assets of a long-term character which are intended to continue to be held or used, such as land, buildings, improvements other than buildings, machinery, furniture and other equipment. The City has established a level of \$25,000 for an item to be considered an asset; below that, the item is considered to be an operating expense.

FRANCHISE FEE

A fee paid by public service businesses for use of city streets and property in providing their services to the citizens of the community. Services requiring franchise fees include telephone, natural gas, electric service and cable television.

FRINGE BENEFITS

Expenditures directly attributable to City employee benefits, including the City's contribution to the Illinois Municipal Retirement Fund (IMRF) and Social Security, expenses relating to the life and health insurance programs and workers' compensation program costs.

FULL-TIME EQUIVALENT (FTE)

A method of determining the total number of employees in terms of each position's number of hours compared to a full-time employee. Full-time positions have an FTE of 1.00. A part-time position that works 60% of the hours that a full-time position would work would have a full-time equivalency of 0.60.

FUND

A fiscal and accounting entity with a self-balancing set of account in which cash and other financial resources, all related liabilities and residual equities, or balances, and charges therein, are recorded and segregated to carry on specific activities or attain certain objectives in accordance with special regulations, restrictions or limitations.

FUND ACCOUNT STRUCTURE

Traditional means of categorizing various activities by a particular fund.

FUND ACCOUNTING

A method of municipal accounting where resources are allocated to and accounted for in separate funds based upon the purposes for which they are to be spent and the means by which spending activities are controlled.

FUND BALANCE

Fund balance represents uncommitted cash or other liquid cash convertible assets in excess of fund liabilities or the non-capital portion of net assets.

FUND, CAPITAL PROJECTS

A fund created to account for financial resources to be used for the acquisition or construction of major capital facilities.

FUND, DEBT SERVICE

A fund established to account for the accumulation of resources for, and the payment of, general long-term debt principal and interest.

FUND, ENTERPRISE

A fund established to account for operations (a) that are financed and operated in a manner similar to private business enterprises where the intent of the governing body is that the cost (expenses, including depreciation) of providing goods and services to the general public on a continuing basis be financed or recovered primarily through user charges; or (b) where the governing body has determination of revenue earned, expenses incurred, and/or net income is appropriate for capital maintenance, public policy, management control, accountability, or other purposes. The City's Water fund is an Enterprise Fund.

FUND, GENERAL

The fund used to account for all financial resources except those required to be accounted for in another fund.

FUND, GOVERNMENTAL TYPES

Funds used to account for the acquisition, use and balances of expendable financial resources and the related current liabilities, except for those accounted for in proprietary and fiduciary funds. In essence, these funds are accounting segregations of financial resources. Expendable assets are assigned to a particular governmental fund type according to the purposes for which they may or must be used. Current liabilities are assigned to the fund type from which they are to be paid. The difference between the assets and liabilities of governmental fund types is

referred to as fund balance. The City's current governmental fund types include: General, Special Revenue, Debt Service, and Capital Improvement.

FUND, INTERNAL SERVICE

A fund used to account for the financing of goods or services provided by one department to another department on a cost reimbursement basis.

FUND, NONEXPENDABLE TRUST

A trust fund, the principal of which may not be expended. Nonexpendable trust funds are accounted for in essentially the same manner as proprietary funds.

FUND, PROPRIETARY TYPES

Sometimes referred to as income determination or commercial-type funds, this classification is used to account for a government's ongoing organizations and activities that are similar to those often found in the private sector (i.e., enterprise and internal service funds). All assets, liabilities, equities, revenues, expenses and transfers relating to the government's business and quasi-business activities are accounted for through proprietary funds. The GAAP used are generally those applicable to similar businesses in the private sector and the measurement focus is on determination of net income, financial position and changes in financial position.

FUND, RESERVED BALANCE

Those portions of fund balance that is not appropriate for expenditures or that is legally segregated for a specific future use.

FUND, SPECIAL REVENUE

A fund used to account for the proceeds of specific revenue sources (other than expendable trusts or major capital projects) that are legally restricted to expenditure for specified purposes. GAAP only require the use of special revenue funds when legally mandated.

FUND, TRUST & AGENCY

Trust funds are used to account for assets held by the City in a trustee capacity. Examples include the Police Pension Fund. Agency funds are used to account for assets held by the government as an agent for the individuals, private organizations, other governments and/or other funds. The City has one agency fund, Impact Donation.

FUND TYPE

Any one of seven categories into which all funds are classified in governmental accounting. The seven fund types are general, special revenue, debt service, capital projects, enterprise, internal service, and trust and agency.

GENERAL FUND

The fund used to account for all financial resources except those required to be accounted for in another fund.

GENERAL OBLIGATION BOND

General obligation” typically refers to a bond issued by a state or local government that is payable from general funds of the issuer. Most general obligation bonds are said to entail the "full faith and credit" (and in many cases the taxing power) of the issuer, depending on applicable state or local law. General obligation bonds issued by local units of government often are payable from (and in some cases solely from) the issuer’s ad valorem taxes (unless abated).

GENERALLY ACCEPTED ACCOUNTING PRINCIPALS (GAAP)

Uniform minimum standards and guidelines for financial accounting and reporting. They govern the form and content of the financial statements of an entity. GAAP encompasses the conventions; rules and procedures necessary to define accepted accounting practice at a particular time. They include not only broad guidelines of general application, but also detailed practices and procedures. GAAP provide a standard by which to measure financial presentations. The primary authoritative body on the application of GAAP to state and local governments is the Governmental Accounting Standards Board (GASB).

GOAL

A board statement of policy which sets the general direction for the program. An expression of the mission of a program. Goals are long term and are monitored over time.

GOVERNMENTAL FUND TYPES

Funds used to account for the acquisition, use and balances of expendable financial resources and the related current liabilities, except for those accounted for in proprietary and fiduciary funds. In essence, these funds are accounting segregations of financial resources. Expendable assets are assigned to a particular governmental fund type according to the purposes for which they may or must be used. Current liabilities are assigned to the fund type from which they are to be paid. The difference between the assets and liabilities of governmental fund types is referred to as fund balance.

The measurement focus in these fund types is on the determination of financial position and changes in financial position (sources, uses and balances of financial resources), rather than on net income determination. The statement of revenues, expenditures, and changes in fund balance is the primary governmental fund type operating statement. It may be supported or supplemented by more detailed schedules of revenues, expenditures, and other changes in fund balance. Under current GAAP, there are four governmental fund types: general, special revenue, debt service and capital projects.

HOME-RULE MUNICIPALITY

The basic grant of home-rule power is set forth in Article VII, section 6 of the 1970 Illinois Constitution: “A home rule unit may exercise any power and perform any function pertaining to its government and affairs including, but not limited to, the power to regulate for the protection of the public health, safety, morals and welfare; to license; to tax; and to incur debt.

HOME-RULE SALES TAX

Home Rule units have greater abilities in the licensing and taxation of various business types including the levying of a Home Rule Sales tax in .25% increments of gross sales with no upper

limit. The City has a one percent (1%) Home Rule Sales Tax. Home Rule sales tax may not be charged on groceries or titled vehicles.

ILLINOIS MUNICIPAL LEAGUE (IML)

The Illinois Municipal League is an organization based in Springfield, Illinois. The league represents the governments throughout the state in legislation, training, and advisory services.

ILLINOIS MUNICIPAL RETIREMENT FUND (IMRF)

All civilian employees (other than sworn police officers and firefighters) who work 1,000 or more hours per year are mandated by state law to participate in the IMRF which is a statewide agency charged with the fiduciary responsibility to provide pension, disability and survivor benefits. Employees contribute 4.5% of their salary and the City, as their employer, contributes an actuarially determined amount that was 13.63% as of January 1, 2016.

INCOME

A term used in proprietary fund-type accounting to represent (1) revenue or (2) the excess of revenues over expenses.

INCOME, INTEREST

Funds earned through investment instruments of compensating balances.

INCOME, STATE TAX

Revenue provided to the City by the State of Illinois on a per capita basis. This revenue is distributed from the State's individual income tax collection.

INFRASTRUCTURE PROGRAM

A plan for capital expenditures to be incurred each year over a fixed period of years to meet future capital needs. It sets forth each project or other contemplated expenditure in which the government is to have a part and specifies the source and amount of funds estimated to be available to finance the proposed expenditures.

INTEREST INCOME

Funds earned through investment instruments of compensating balances.

INTERFUND TRANSFERS

Monies transferred from one fund to another. Inter-fund transfers are neither expenses nor revenues. There are two types of inter-fund transfers: operating transfers and residual transfers of equity.

INTERNAL SERVICE FUND

A fund used to account for the financing of goods or services provided by one department to another department on a cost reimbursement basis.

LEVY (PROPERTY TAX LEVY)

(1) (Verb) to impose taxes, special assessments or service charge for the support of governmental activities. (2) (Noun) the total amount of taxes, special assessments or service charges imposed by a government.

LIABILITY

An obligation of an entity arising from past transactions or events, the settlement of which may result in the transfer or use of assets.

LICENSES AND PERMITS

Revenue category including but not limited to building permits, plumbing, water, and other permits. Various licenses include liquor and business licenses.

LINE ITEM BUDGET

A form of budget which allocates money for expenditures to specific items or objects of cost.

MAJOR FUND

A major fund is reported as a separate column in the basic financial statements of the Comprehensive Annual Financial Report. Then General Fund is always a separate major fund. Another major fund is Capital Improvement. Otherwise, major funds are funds whose revenues, expenditures/expenses, assets, or liabilities are at least 10% of corresponding totals for all governmental or enterprise funds and at least 5% of the aggregate amount for all governmental and enterprise funds for the same item.

MISSION STATEMENT

A mission statement is a statement of purpose for an organization that guides the actions of the organization spelling out the overall goal.

MODIFIED ACCRUAL BASIS OF ACCOUNTING.

Basis of accounting used in conjunction with the current financial resources measurement focus that modifies the accrual basis of accounting in two (2) important ways: 1) revenues are not recognized until they are measurable and available, and 2) expenditures are recognized in the period in which governments in general normally liquidate the related liability rather than when that liability is first incurred (if earlier). The governmental fund financial statements in the Comprehensive Annual Financial Report use the modified accrual basis of accounting.

MOTOR FUEL TAX (MFT)

Motor Fuel Taxes are distributed on a per capita basis, as a percentage based on the collection of motor fuel sold throughout the state.

MUNICIPAL RETAILERS OCCUPATION TAX (MROT)

This is the 1% portion of the Illinois Retailers' Occupation tax that is imposed on sellers of tangible personal property that is distributed back to the municipality from the State of Illinois.

NET ASSETS

The difference between assets and liabilities in proprietary and fiduciary funds and government wide financial statements. Restricted net assets represent the portion of net assets equal to the resources whose use is legally restricted minus any non-capital related liabilities payable from those same resources. Unrestricted net assets represent the residual balance of net assets after the elimination of invested in capital assets nets of related debt and restricted net assets.

NONEXPENDABLE TRUST FUND

A trust fund, the principal of which may not be expended. Nonexpendable trust funds are accounted for in essentially the same manner as proprietary funds.

OPERATING BUDGET

Plans of current expenditures and the proposed means of financing them. The annual operating budget is the primary means by which most of the financing, acquisition, spending and service delivery activities of a government are controlled. The use of annual operating budgets is usually required by law. Even when not required by law, however, annual operating budgets are essential to sound financial management.

OPERATING TRANSFERS

All inter-fund transfers except residual equity transfers.

ORDINANCE, TAX LEVY

An ordinance by means of which taxes are imposed.

ORGANIZATIONAL CHART

A flow chart shows the chain of command and structure of the City Administration.

OTHER FINANCING SOURCES

Governmental fund general long-term debt proceeds, amounts equal to the present value of minimum lease payments arising from capital leases, proceeds from sale of general fixed assets, and operating transfers in. Such amounts are classified separately from revenues on the governmental operating statement.

OTHER FINANCING USES

Governmental fund operating transfers out and the amount of refunding bond proceeds deposited with the escrow agent. Such amounts are classified separately from expenditures on the governmental statement.

PENSION CONTRIBUTION

The amount paid into a pension plan by an employer (or employee), pursuant to the terms of the plan, state law, actuarial calculations or some other basis of determination.

PER CAPITA

Refers to an amount per resident. The City receives revenues on a per capital basis meaning that the amount received is attributed to the population of the City. The per capita revenues include: income tax, use tax, personal property replacement tax, and motor fuel tax.

PERMITS AND LICENSES

Revenue category including but not limited to building permits, plumbing, water, and other permits. Various licenses include liquor and business licenses.

PRINCIPAL AND INTEREST

These are payments made by the City to retire debt of general obligation bonds, revenue bonds, and contracts.

PROPERTY, TAX LEVY

(1) (Verb) to impose taxes, special assessments or service charge for the support of governmental activities. (2) (Noun) the total amount of taxes, special assessments or service charges imposed by a government.

PROPRIETARY FUND TYPES

Sometimes referred to as income determination or commercial-type funds, this classification is used to account for a government's ongoing organizations and activities that are similar to those often found in the private sector (i.e., enterprise and internal service funds). All assets, liabilities, equities, revenues, expenses and transfers relating to the government's business and quasi-business activities are accounted for through proprietary funds. The GAAP used are generally those applicable to similar businesses in the private sector and the measurement focus is on determination of net income, financial position and changes in financial position.

RATINGS

In the context of bonds, normally an evaluation of credit worthiness performed by an independent rating service such as Moody's and Standard and Poor's.

REAL ESTATE TAX

Tax, which is levied on property according to that property's valuation and tax rate.

REFUNDING BONDS

Bonds issued to retire bonds already outstanding. The refunding bonds may be used to provide the resources for redeeming outstanding bonds, or the refunding bonds may be exchanged with the holders of the outstanding bonds.

RESERVED FUND BALANCE

Those portions of fund balance that is not appropriate for expenditures or that is legally segregated for a specific future use.

RETAINED EARNINGS

An equity account reflecting the accumulated earnings of an enterprise or internal service fund.

REVENUES

(1) Increases in the net current assets of a governmental fund type from other than expenditure refunds and residual equity transfers. Also, general long-term debt proceeds and operating transfers are classified as "other financing sources" rather than as

revenues. (2) Increases in the net total assets of a proprietary fund type from other than expense refunds, capital contributions and residual equity transfers. Also, operating transfers in are classified separately from revenues.

REVENUES, SPECIAL FUND

A fund used to account for the proceeds of specific revenue sources (other than expendable trusts or major capital projects) that are legally restricted to expenditure for specified purposes. GAAP only require the use of special revenue funds when legally mandated.

SIMPLIFIED MUNICIPAL TELECOMMUNICATIONS TAX (MUT)

A tax which is imposed on fees telecommunications providers charge for messages or information transmitted through traditional landlines, cellular mobile networks, paging services, or an other form of mobile communications.

SPECIAL ASSESSMENT AREA

A method used for the purpose of financing public improvements in a designated area. Although a portion of special assessment project costs are borne by a group of specifically benefited owners, the project usually has some value to the general public, in which case the general government may bear a portion of the project cost. The general government frequently pays for the entire project up front and finances the cost through a bond issue. The individual owners in the special assessment area pay the general government their proportional share of the total owner cost. The payment is then used to cover annual debt service costs of the bond issue. Payments can be set up on a lump sum on a periodic basis.

SPECIAL REVENUE FUND

A fund used to account for the proceeds of specific revenue sources (other than expendable trusts or major capital projects) that are legally restricted to expenditure for specified purposes. GAAP only require the use of special revenue funds when legally mandated.

SPECIAL SERVICE AREA

The method used for the purpose of financing public improvements in a designated area. This is handled in the same manner as a Special Assessment Area, except that the individual owners' portions are paid through annual property tax assessments.

STATE INCOME TAX

Revenue provided to the City by the State of Illinois on a per capita basis. This revenue is distributed from the State's individual income tax collection.

STATE SALES TAX

Revenues distributed by the State of Illinois generated by retailers within the City at 1% of the gross receipts on total sales received by the State of Illinois.

SURPLUS

Revenues are greater than expenditures on a fund or total budget basis.

TAP ON FEES

Fees charged to join or extend an existing utility system.

TAXES

Compulsory charges levied by a government to finance services performed for the common benefit. This term does not include specific charges made against particular persons or property for current or permanent benefits, such as special assessments. Neither does the term include charges for services rendered only to those paying such charges (e.g., sewer service charges).

TAX INCREMENT FINANCING (TIF)

This type of financing typically pays for infrastructure and capital improvements in a designated area or district. The difference in property tax revenues received in a base year versus the increased property taxes received in subsequent years after improvements are made, results in a property tax increment which is used to finance the improvements.

TAX LEVY ORDINANCE

An ordinance by means of which taxes are imposed.

TAX RATE

The amount of tax stated in terms of a unit of the tax base (e.g., 25 cents pr \$100 of assessed valuation of taxable property).

TAX. REAL ESTATE

Tax, which is levied on property according to that property's valuation and tax rate.

TRANSFERS, INTERFUND

Monies transferred from one fund to another. Inter-fund transfers are neither expenses nor revenues. There are two types of inter-fund transfers: operating transfers and residual transfers of equity.

TRANSFERS, OPERATING

All inter-fund transfers except residual equity transfers.

TRUST AND AGENCY FUND

Trust funds are used to account for assets held by the City in a trustee capacity. Examples include the Police Pension Fund. Agency funds are used to account for assets held by the government as an agent for the individuals, private organizations, other governments and/or other funds.

UNASSIGNED FUND BALANCE

Unassigned means this amount was not restricted, committed, or assigned to a specific purpose and only reported in the General Fund.

UTILITY TAX

A tax levied by the City on the customers of various utilities such as electric and telecommunications. The tax rate for the electric utility is 5% of the sale price of such utility service or commodity, and the telecommunications tax is 6%.

VIDEO GAMING TERMINAL

Video gaming terminal means any electronic video game machine that, upon insertion of cash, electronic cards or vouchers, or any combination thereof, is available to play or simulate the play of a video game, including but not limited to video poker, line up, and blackjack, as authorized by the Board utilizing a video display and microprocessors in which the player may receive free games or credits that can be redeemed for cash. The term does not include a machine that directly dispenses coins, cash, or tokens or is for amusement purposes only.

City of Oakbrook Terrace

City Hall
17W275 Butterfield Rd.
Oakbrook Terrace, IL 60181

FILED
APR 25 2025
Jan. Kasprzak
DuPage County Clerk



PUBLISHED PAMPHLET FORM THE FOLLOWING:

ORDINANCE NO. 25 - 13

**AN ORDINANCE APPROVING THE BUDGET FOR THE CITY OF
OAKBROOK TERRACE FOR THE FISCAL YEAR COMMENCING
ON MAY 1, 2025, AND ENDING ON APRIL 30, 2026**

**MICHAEL SHADLEY
CITY CLERK
CITY OF OAKBROOK TERRACE**

COUNTY OF DUPAGE)

I, Michael Shadley, City Clerk of the City of Oakbrook Terrace, Illinois, DO HEREBY CERTIFY that as such Village Clerk and keeper of the records of the City of Oakbrook Terrace, that the foregoing is a true and duplicate copy of

**ORDINANCE NO. 25 - 13 – AN ORDINANCE APPROVING
THE BUDGET FOR THE CITY OF OAKBROOK
TERRACE FOR FISCAL YEAR COMMENCING ON MAY
1, 2025, AND ENDING ON APRIL 30, 2026**


Passed on and approved by the Mayor and City Council of the City of Oakbrook Terrace on:

Dated April 22, 2025

IN WITNESS WHEREOF, I have subscribed my name and affixed my seal this 22nd day of April 2025

SEAL



X 
Michael Shadley, Clerk
City of Oakbrook Terrace

ORDINANCE NO. 25 - 13

**AN ORDINANCE APPROVING THE BUDGET FOR THE CITY OF OAKBROOK TERRACE
FOR THE FISCAL YEAR COMMENCING ON MAY 1, 2025, AND ENDING ON APRIL 30, 2026**

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

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

WHEREAS, the proposed budget for Fiscal Year 2025-2026 beginning in Fiscal Year 2026 were duly considered by the City Council at various budget workshop meetings held on March 19th as well as at a duly noticed public hearing held on April 22, 2025; and

WHEREAS, the Budget Officer for the City has proposed a budget for fiscal year 2025-2026 of the City of Oakbrook Terrace and has presented such budget to the City Council for approval with this Ordinance; and

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

SECTION 1: The budget for the City for the fiscal year commencing on May 1, 2025, and ending on April 30, 2026, is hereby approved in form and substance as set forth in Exhibit “A” attached hereto and made a part thereof.

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

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

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

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

PASSED AND APPROVED This 22nd day of April 2025.

AYES: Barbari, Beckwith, Fitzgerald, Greco, Rada, Sarallo

NAYES: None

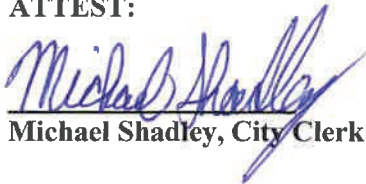
ABSENT: None

ABSTENTION: None



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

ATTEST:


Michael Shadley, City Clerk

CITY OF OAKBROOK TERRACE
LEGAL NOTICE
FY26 BUDGET PUBLIC HEARING NOTICE
The proposed Fiscal Year 2025-26 Municipal Budget for the City of Oakbrook Terrace, DuPage County, Illinois is now available for inspection on-line at www.oakbrookterrace.net and at the City Hall
17W275 Butterfield Road
Oakbrook Terrace, Illinois 60181.
A public hearing regarding the municipal budget will be held at 7PM or thereafter on Tuesday, April 22, 2025 at the
Municipal Building
17W261 Butterfield Road
Oakbrook Terrace, Illinois 60181.
All interested parties are welcome to attend and will be given a chance to be heard.
Published in Daily Herald April 2, 2025 (285581)

CERTIFICATE OF PUBLICATION

Paddock Publications, Inc.

DuPage County Daily Herald

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

I further certify that the **DuPage County DAILY HERALD** is a newspaper as defined in "an Act to revise the law in relation to notices" as amended in 1992 Illinois Compiled Statutes, Chapter 715, Act 5, Section 1 and 5. That a notice of which the annexed printed slip is a true copy, was published 04/02/2025 in said **DuPage County DAILY HERALD**. This notice was also placed on a statewide public notice website as required by 5 ILCS 5/2.1.

BY


Designee of the Publisher of the Daily Herald

Control # 285581 *DUPAGE*

