



WHERE HISTORY & PROGRESS MEET

FINANCE COMMITTEE

THURSDAY, DECEMBER 9, 2021¹
6:00 P.M. – CITY COUNCIL CHAMBERS

AGENDA

1. Call to Order, Roll Call, and Establishment of a Quorum
2. Approval of Minutes
 - A. Finance Committee Meeting Minutes of November 4, 2021
3. Public Participation / Presentations
4. Items for Consent
 - a. Ordinance No. 21-O-0025 – Adopting a Whistleblower Protection Policy
 - b. Ordinance No. 21-O-0032 – Designating an Auditing Official
 - c. Ordinance No. 21-O-0035 – Final 2021 Budget Amendment
 - d. Ordinance No. 21-O-0036 – Adopting Fiscal Year 2022 Budget
5. Items for Discussion
6. Unfinished Business
7. New Business
8. Reports from Staff
9. Executive Session (if needed)
10. Adjournment

¹Rescheduled from December 23, 2021

MINUTES

FINANCE COMMITTEE

November 4, 2021

1. Call to Order, Roll Call, and Establishment of a Quorum.

Alderman Dimas called the meeting to order at 6:00 p.m. Roll call found Aldermen Dimas, Chassee, Dettmann, Sheahan, Swiatek, Stout and Morano present. Absent: None.

Staff in attendance: City Administrator Michael Guttman and Administrative Services Director Linda Martin.

2. Approval of Minutes

A. Finance Committee Meeting minutes of September 23, 2021

Alderman Swiatek moved and Alderman Morano seconded a motion to approve the minutes. Voting Aye: Aldermen Dimas, Chassee, Dettmann, Sheahan, Swiatek, Stout, and Morano. Voting Nay: 0. Absent: None.

3. Public Participation / Presentations

A. 2020 Audit – Don Shaw, representing the auditing firm of Lauterbach and Amen thanked the committee, Assistant Administrative Services Director Nikki Giles, and Administrative Services Director Linda Martin for their hard work in completing the audit.

Mr. Shaw reviewed the highlights of the 2020 Comprehensive Financial Report for the Committee. He also noted that the report has been submitted for consideration of the Certificate of Achievement for Excellence in Financial Reporting award. He said the award is the highest level of reporting in government financing.

The Committee thanked the auditors for preparing an easily understandable document and thanked staff for their work in preparing for the audit.

4. Items for Consent

A. Ordinance No. 21-O-0030 – Fourth Quarter 2021 Budget Amendment

Alderman Chassee moved and Alderman Stout seconded a motion to approve the items for consent. Voting Aye: Alderman Dimas, Chassee, Dettmann, Sheahan, Swiatek, Stout, and Morano. Voting Nay: 0. Absent: None. Motion Carried

5. Items for Discussion – None

6. Unfinished Business – None

7. New Business - None

8. Reports from Staff

City Administrator, Michael Guttman, informed the Committee that for the time being any video gaming revenue will be put in the public benefit fund until a decision is made on what will be done with the revenue.

9. Executive Session (if needed) – None

10. Adjournment

Alderman Stout moved and Alderman Chassee seconded a motion to adjourn at 6:09 p.m. Voice Vote: All Aye. Absent: None.

Respectfully submitted,
Josie Avilez

CITY OF WEST CHICAGO

FINANCE COMMITTEE AGENDA ITEM SUMMARY

ITEM TITLE:

Ordinance No. 21-O-0025 – Adopting a Whistleblower Protection Policy

Ordinance No. 21-O-0032 – Designating an Auditing Official

AGENDA ITEM NUMBER: 4.A. & B.

FILE NUMBER: _____

COMMITTEE AGENDA DATE: 12/9/2021
COUNCIL AGENDA DATE: 12/20/2021

STAFF REVIEW:

SIGNATURE _____

APPROVED BY CITY ADMINISTRATOR:

SIGNATURE _____

ITEM SUMMARY:

IL Public Act 101-0652, effective July 1, 2021, amends the Public Officers Prohibited Activities Act by adding a new section at 50 ILCS 105/4., which prohibits a unit of local government, or any agent or representative, or another employee of a unit of local government, from retaliating against an employee or contractor who reports an improper governmental action as defined under 50 ILCS 105/4.1; cooperates with an investigation by an auditing official related to a report of improper governmental action; or testifies in a proceeding or prosecution arising out of an improper governmental action; and

In accordance with Illinois law, the City Council must adopt a Whistleblower Protection Policy, which is being codified as Article XIV - Whistleblower Protection Policy.

The City Administrator is designated as the Auditing Official.

STAFF RECOMMENDATION:

Staff recommends adoption of Ordinance Nos. 21-O-0025 and 21-O-0032.

COMMITTEE RECOMMENDATION:

ORDINANCE NO. 21-O-0025

**AN ORDINANCE ADOPTING A WHISTLEBLOWER PROTECTION POLICY
FOR THE CITY OF WEST CHICAGO
AND CODIFYING SAME AS ARTICLE XIV IN THE
CITY CODE OF ORDINANCES**

WHEREAS, the Illinois Municipal Code, 65 ILCS 5/1-2-1, provides that the corporate authorities of each municipality may pass all ordinances and make all rules and regulations proper or necessary, to carry into effect the powers granted to municipalities, with such fines or penalties as may be deemed proper; and

WHEREAS, Public Act 101-0652, effective July 1, 2021, amends the Public Officers Prohibited Activities Act by adding a new section at 50 ILCS 105/4.1; and

WHEREAS, 50 ILCS 105/4.1 prohibits a unit of local government, or any agent or representative, or another employee of a unit of local government, from retaliating against an employee or contractor who reports an improper governmental action as defined under 50 ILCS 105/4.1; cooperates with an investigation by an auditing official related to a report of improper governmental action; or testifies in a proceeding or prosecution arising out of an improper governmental action; and

WHEREAS, in accordance with Illinois law, the corporate authorities hereby adopt a Whistleblower Protection Policy, which shall be codified as Article XIV - Whistleblower Protection Policy, in the form attached hereto and incorporated herein by reference as Exhibit A.

NOW, THEREFORE, be it ordained, by the City Council of West Chicago as follows:

Section 1. The foregoing recitals shall be and are hereby incorporated as findings of fact as if said recitals were fully set forth herein.

Section 2. The Whistleblower Protection Policy, attached hereto as Exhibit A, is hereby adopted, and it shall be codified as Article XIV - Whistleblower Protection Policy.

Section 3. Repeal of Conflicting Provisions. All ordinances, resolutions, and policies or parts thereof, in conflict with the provisions of this Ordinance are, to the extent of the conflict, expressly repealed on the effective date of this Ordinance.

Section 4. Severability. If any provision of this Ordinance or application thereof to any person or circumstances is ruled unconstitutional or otherwise invalid, such invalidity shall not affect other provisions or applications of this Ordinance that can be given effect without the invalid application or provision, and each invalid provision or invalid application of this Ordinance is severable.

Section 5. The Clerk is directed by the corporate authorities to publish this Ordinance in pamphlet form. This Ordinance shall be in full force and effect after its passage and publication in accordance with 65 ILCS 5/1-2-4.

PASSED THIS 20th day of December, 2021.

Alderman J. Beifuss _____

Alderman J. Sheahan _____

Alderman A. Hallett _____

Alderman M. Birch-Ferguson _____

Alderman C. Swiatek _____

Alderman R. Stout _____

Alderman J. Morano _____

Alderman L. Chassee _____

Alderman H. Brown _____

Alderman C. Dettmann _____

Alderman S. Dimas _____

Alderman M. Garling _____

Alderman J. Short _____

Alderman J. Jakabcsin _____

APPROVED as to form: _____
City Attorney

APPROVED this 20th day of December, 2021.

Ruben Pineda, Mayor

ATTEST:

Nancy M. Smith, City Clerk

PUBLISHED: _____

Exhibit A
CHAPTER 2 ADMINISTRATION
ARTICLE XIV-WHISTLEBLOWER PROTECTION POLICY

Sec. 2-766. – Purpose.

This Policy is adopted by the City of West Chicago (City) in compliance with State law, specifically, 50 ILCS 105/4.1 (Section 4.1), which prohibits retaliation against an employee or contractor who reports an improvement governmental action as defined by Section 4.1, cooperates with an investigation related to a report of improper governmental action, or testifies in a proceeding or prosecution arising out of an improper governmental action. The City provides whistleblower protections in two important areas: confidentiality and against retaliation. The confidentiality of a whistleblower will be maintained to the extent allowable by law, however, an identity may have to be disclosed to conduct a thorough investigation, to comply with the law and to provide accused individuals their legal rights of defense. A whistleblower may also waive confidentiality in writing. The City will not retaliate against a whistleblower. Any whistleblower who believes he/she is being retaliated against must submit a written report to the Auditing Official within 60 days of gaining knowledge of the retaliatory action. The right of a whistleblower for protection against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated.

Sec. 2-767. – Definitions.

(A) Whistleblower means an employee, as defined in Section II of this policy, of the City who:

- (1) Reports an improper governmental action;
- (2) Cooperates with an investigation by an Auditing Official related to a report of improper governmental action; or
- (3) Testifies in a proceeding or prosecution arising out of an improper governmental action.

(B) Auditing Official means the City Administrator.

(C) Employee means anyone employed by the City, whether in a permanent or temporary position, including full-time, part-time and intermittent workers. Employee also includes members of appointed boards or commissions, whether or not paid. Employee also includes persons who have been terminated because of any report or complaint submitted under Section 4.1.

(D) Improper governmental action means any action by an employee of the City; an appointed member of a board, commission or committee; or, an elected official of the City that is undertaken in violation of a federal or state law or local ordinance; is an abuse of

authority; violates the public's trust or expectation of his or her conduct; is of substantial and specific danger to the public's health or safety; or, is a gross waste of public funds. The action need not be within the scope of the employee's, elected official's, board member's, commission member's or committee member's official duties to be subject to a claim of "improper governmental action."

Improper governmental action does not include the City's personnel actions, including, but not limited to employee grievances, complaints, appointments, promotions, transfers, assignments, reassignments, reinstatements, restorations, reemployment, performance evaluations, reductions in pay, dismissals, suspensions, demotions, reprimands or violations of collective bargaining agreements, except to the extent that the action amounts to retaliation.

(E) Retaliate, retaliation or retaliatory action means any adverse change in an employee's employment status or the terms and conditions of employment that results from an employee's protected activity under Section 4.1. Retaliatory action includes, but is not limited to, denial of adequate staff to perform duties; frequent staff changes; frequent and undesirable office changes; refusal to assign meaningful work; unsubstantiated letters of reprimand or unsatisfactory performance evaluations; demotion; reduction in pay; denial of promotion; transfer or reassignment; suspension or dismissal; or, other disciplinary action made because of an employee's protected activity under Section 4.1.

Sec. 2-768. - Duties of an Auditing Official.

- (1) Each Auditing Official shall establish written processes and procedures consistent with the terms of this Policy and best practices for managing complaints and shall investigate and dispose of reports of improper governmental action and/or retaliation in accordance with these processes and procedures.
- (2) If an Auditing Official concludes that an improper governmental action has taken place or conclude that the City, department, agency, or supervisory officials have hindered the Auditing Official's investigation into the report, the Auditing Official shall notify in writing the Mayor and any other individual deemed necessary in the circumstances.
- (3) The Auditing Official may transfer a report of improper governmental action to another Auditing Official for investigation if deemed appropriate, including, but not limited to, the appropriate State's Attorney.
- (4) The Auditing Official shall ensure that each employee shall be provided a written summary or a complete copy of Section 4.1 upon commencement of employment and at least once each year of employment. Each employee shall also be provided a copy of the written processes and procedures for reporting improper governmental actions..
- (5) As to any employee found to have been subjected to adverse actions for reporting improper governmental action, the Auditing Official may take the following actions:
 - (a) reinstate, reimburse for lost wages or expenses incurred, promote or provide some other form of restitution.

- (b) where restitution will not suffice, the investigation shall be made available for the purposes of aiding in that employee's, or the employee's attorney's, effort to make the employee whole.

Sec. 2-769. - Duties of an Employee

All reports of improper governmental action and/or retaliation must be promptly submitted to the Auditing Official who is responsible for investigating and coordinating corrective action.

All reports of retaliation must be in writing and submitted to the Auditing Official within 60 days of gaining knowledge of the retaliatory action.

Any employee with knowledge of, or a concern about, improper governmental action shall make a written report of the activity to the Auditing Official. The employee must exercise sound judgment to avoid baseless allegations. An employee who intentionally files a false report of wrongdoing will be subject to discipline up to and including termination.

The employee is not responsible for investigating the activity or for determining fault or corrective measures.

Sec. 2-770. – Penalty.

A person who engages in prohibited retaliatory action regarding a report of improper governmental action is subject to a fine of no less than \$500 and no more than \$5,000, suspension without pay, demotion, discharge, civil or criminal prosecution, or any combination of these penalties, as appropriate.

Sec. 2-771. - Employee Acknowledgment.

Employees are required to sign a written acknowledgement (in a form as set forth herein) that they have received, read and understand this Policy, and to submit that acknowledgement to the Auditing Official or other designated official of the City. The form that follows on page four of this policy will satisfy this requirement upon receipt.

Employee Acknowledgement of Whistleblower Protection Policy

I confirm that I have received, read and understand the "Whistleblower Protection Policy" for employees of the City West Chicago.

I understand that as an employee, it is my responsibility to abide by this Policy. If I have questions about the Policy, I understand it is my responsibility to seek clarification from the Auditing Official.

Print Name: _____

Employee Signature: _____

Date: _____

Renewal Acknowledgement:

Date/Initial:

Date/Initial:

Date/Initial:

Date/Initial:

Date/Initial:

Date/Initial:

Date/Initial:

Date/Initial:

ORDINANCE NO. 21-O-0032

**AN ORDINANCE AMENDING CHAPTER 2, ARTICLE III
OF THE CITY OF WEST CHICAGO CITY CODE TO DESIGNATE
THE CITY ADMINISTRATOR AS THE CITY'S "AUDITING OFFICIAL"
FOR PURPOSES OF IMPLEMENTATION OF THE CITY'S
WHISTLEBLOWER PROTECTION POLICY**

WHEREAS, the City of West Chicago (the "City") is a home rule body politic and corporate, organized and existing pursuant to the Illinois Municipal Code, 65 ILCS 5/1-1-1 *et seq.*; and

WHEREAS, the Illinois Municipal Code, 65 ILCS 5/1-2-1, provides that the corporate authorities of each municipality may pass all ordinances and make all rules and regulations proper or necessary, to carry into effect the powers granted to municipalities, with such fines or penalties as may be deemed proper; and

WHEREAS, Public Act 101-0652, effective July 1, 2021, amends the Public Officers Prohibited Activities Act by adding a new section at 50 ILCS 105/4.1, which prohibits retaliation against an employee or contractor of units of local government who reports an improper governmental action as defined under 50 ILCS 105/4.1; cooperates with an investigation by an auditing official related to a report of improper governmental action; or testifies in a proceeding or prosecution arising out of an improper governmental action; and

WHEREAS, Section 4.1 requires the appointment of an Auditing Official to receive and investigate reports of improper governmental action; and

WHEREAS, for such purpose, the individual best suited to be authorized to act as the City's Auditing Official is the City Administrator, who currently is vested with the authority deemed necessary for appointment as an Auditing Official pursuant to Section 4.1; and

WHEREAS, the City finds it is in the best interests of the City and the residents and in compliance with State law to appoint the City Administrator the City's Auditing Official and, for said purpose to amend the Code of Ordinances of the City of West Chicago to vest the City Administrator with the powers and duties to assume said position.

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of West Chicago, County of DuPage, Illinois, as follows:

SECTION 1: That the Code of Ordinances of the City of West Chicago is hereby amended to add a new Section 2-135 to Chapter 2, Administration, Article III Appointed Officials, to state as follows:

ARTICLE III- APPOINTED OFFICIALS

...

Sec. 2-135. – Auditing official.

The city administrator shall serve as the auditing official for the city, and shall be responsible for implementation of and assuming all duties as set forth in the city's whistleblower policy, as set forth in Article XIV of the City Code of Ordinances.

SECTION 2: All ordinances and resolutions, or parts thereof, in conflict with the provisions of this Ordinance, to the extent of such conflict, are expressly repealed.

SECTION 3: If any portion of this Ordinance is ruled or held to be unenforceable or invalid for any reason, the enforceability thereof shall not affect the remainder of the Ordinance, and the remainder of the Ordinance shall be construed as if not containing the particular provision and shall continue in full force, effect and enforceability.

SECTION 4: This Ordinance shall be in full force and effect from and after its adoption, approval and publication in pamphlet form as provided by law.

PASSED THIS 20th day of December, 2021.

Alderman J. Beifuss _____

Alderman L. Chassee _____

Alderman J. Sheahan _____

Alderman H. Brown _____

Alderman A. Hallett _____

Alderman C. Dettmann _____

Alderman M. Birch-Ferguson _____

Alderman S. Dimas _____

Alderman C. Swiatek _____

Alderman M. Garling _____

Alderman R. Stout _____

Alderman J. Short _____

Alderman J. Morano _____

Alderman J. Jakabcsin _____

APPROVED as to form: _____

City Attorney

APPROVED this 20th day of December, 2021.

Ruben Pineda, Mayor

ATTEST:

Nancy M. Smith, City Clerk

PUBLISHED: _____

ORDINANCE NO. 21-O-0035

**AN ORDINANCE AMENDING THE ANNUAL BUDGET FOR
THE CITY OF WEST CHICAGO, DUPAGE COUNTY, ILLINOIS
FOR THE FISCAL YEAR COMMENCING JANUARY 1, 2021
AND ENDING DECEMBER 31, 2021 PASSED AND
ADOPTED BY ORDINANCE NO. 20-O-0020 –
FINAL 2021 BUDGET AMENDMENT**

WHEREAS, the City of West Chicago has heretofore adopted the annual budget procedure providing for in 65 ILCS 5/8-2-9.1 through 5/8-2-9.10; and,

WHEREAS, the City of West Chicago has passed Ordinance No. 20-O-0020 passing and adopting the “2021 Proposed Budget” (ANNUAL BUDGET); and,

WHEREAS, said Ordinance No. 20-O-0020 was filed with the County Clerk of DuPage County as required by law; and,

WHEREAS, the City Council approved Budget Amendments on October 4, 2021 and November 15, 2021; and,

WHEREAS, the City of West Chicago desires to further revise the ANNUAL BUDGET to account for the unforeseen expenditures associated with Roosevelt/Fabyan TIF District and to transfer obligated funds from the soon-to-be-terminated Downtown TIF District Fund and to newly created Motor Fuel Tax and Drug Asset Forfeiture Funds; and,

WHEREAS, 65 ILCS 5/8-2-9.6 provides in part that by a vote of two-thirds of the corporate authorities then holding office, the annual budget of a municipality may be revised by deleting, adding to, changing or creating sub-classes within object classes and object classes themselves, provided no revision increasing the budget shall be made in the event funds are not available to effectuate the purpose of the revision.

NOW, THEREFORE, BE IT ORDAINED, by the City Council of the City of West Chicago, DuPage County, Illinois, in regular session assembled as follows:

SECTION 1. That the ANNUAL BUDGET of the City of West Chicago is hereby amended as detailed in “Exhibit A”.

SECTION 2. That the City Clerk is authorized and directed to file a certified copy of this Ordinance with the County Clerk of DuPage County.

SECTION 3. That all ordinances and resolutions, or parts thereof, in conflict with the provisions of this Ordinance are, to the extent of such conflict, expressly repealed.

SECTION 4. That this Ordinance shall be in full force and effect from and after its passage by two-thirds of the corporate authorities and approval and publication in pamphlet form as provided by law.

PASSED this 20th day of December 2021.

Alderman J. Beifuss _____
Alderman J. Sheahan _____
Alderman A. Hallett _____
Alderman M. Birch-Ferguson _____
Alderman C. Swiatek _____
Alderman R. Stout _____
Alderman J. Morano _____

Alderman L. Chassee _____
Alderman H. Brown _____
Alderman C. Dettmann _____
Alderman S. Dimas _____
Alderman M. Garling _____
Alderman J. Short _____
Alderman J. Jakabcsin _____

APPROVED as to form: _____
City Attorney

APPROVED this 20th day of December 2021.

Mayor Ruben Pineda

ATTEST:

City Clerk Nancy M. Smith

PUBLISHED: _____

**Ordinance No. 21-O-0035
Final 2021 Budget Amendment
Exhibit A**

		<u>original</u>	<u>amended</u>
Roosevelt-Fabyan TIF District - Third Party Assistance for Incentive Request			
17-34-54-4100	2,500	-	2,500
17-34-54-4225	3,000	-	3,000
Transfers Out			
01-02-07-4900	4,538,700	-	4,538,700
09-34-54-4900	1,220,000	-	1,220,000
Transfers In			
01-00-390000	400,000	-	400,000
08-00-390000	750,000	-	750,000
13-00-390000	70,000	-	70,000
16-00-390000	3,400,000	-	3,400,000
XX-00-390000	1,138,700	-	1,138,700
<u>Expenditures</u>			
General Fund	4,538,700	20,574,300	25,113,000
Downtown TIF Fund	1,220,000	1,019,000	2,239,000
Roosevelt-Fabyan TIF Fund	5,500	-	5,500
<u>Revenues</u>			
General Fund	400,000	19,088,200	19,488,200
Capital Projects Fund	750,000	4,190,600	4,940,600
Public Benefit Fund	70,000	400	70,400
Motor Fuel Tax Fund	3,400,000	-	3,400,000
Drug Asset Forfeiture Fund	1,138,700	-	1,138,700

ORDINANCE NO. 21-O-0036

**AN ORDINANCE ADOPTING THE ANNUAL BUDGET FOR
THE CITY OF WEST CHICAGO, DUPAGE COUNTY, ILLINOIS
FOR THE FISCAL YEAR COMMENCING JANUARY 1, 2022
AND ENDING DECEMBER 31, 2022**

WHEREAS, the City of West Chicago has heretofore adopted the annual budget procedure provided for in 65 ILCS 5/8-2-9.1 through 5/8-2-9.10; and,

WHEREAS, the tentative annual budget for fiscal year commencing on January 1, 2022 and ending December 31, 2022, was made conveniently available for public inspection pursuant to notice of public hearing published in the *Daily Herald*, being a newspaper having a general circulation within the City; and,

WHEREAS, on December 20 2021, the corporate authorities of the City conducted a public hearing on said tentative annual budget.

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of West Chicago, Illinois, in regular session assembled as follows:

Section 1. That the annual budget of the City of West Chicago, DuPage County, Illinois, for the fiscal year commencing January 1, 2022, and ending December 31, 2022, entitled "Proposed 2022 Budget", a copy of which is attached hereto as Exhibit "A" and by this reference made a part hereof be, and the same is hereby passed and adopted.

Section 2. That the staffing levels and associated pay ranges contained within the budget are hereby approved, such approval shall be deemed to comport with the requirement of adopting the Table of Organization and the Pay Ranges for the City as detailed in the Personnel Manual.

Section 3. That the City Council authorizes the City Administrator and his staff to continue to contract with Third Millennium Associates Inc. (not to exceed \$50,000) for utility bill mailings, within the maximum amount as included in the proposed Budget and with 7 Layer Solutions, Inc. (not to exceed \$200,000) for information technology services/support.

Section 4. That all ordinances and resolutions, or parts thereof, in conflict with the provisions of this Ordinance are, to the extent of such conflict, expressly repealed.

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

PASSED this 20th day of December 2021.

Alderman L. Chassee _____
Alderman A. Hallett _____
Alderman M. Birch-Ferguson _____
Alderman C. Swiatek _____
Alderman M. Ferguson _____
Alderman N. Ligino-Kubinski _____
Alderman J. Sheahan _____

Alderman J. Beifuss _____
Alderman J. Jakabcsin _____
Alderman S. Dimas _____
Alderman R. Stout _____
Alderman J. Short _____
Alderman M. Garling _____
Alderman H. Brown _____

APPROVED as to form: _____
City Attorney

APPROVED this 20th day of December 2021.

Mayor Ruben Pineda

ATTEST:

City Clerk Nancy M. Smith

PUBLISHED: _____

Chief fiscal officer's certificate of estimated revenue for the City of West Chicago, DuPage County, Illinois.

I, Linda M. Martin do hereby certify as follows:

1. I am the chief fiscal officer of the City of West Chicago, DuPage County, Illinois.
2. That the estimated revenue, by source, of said district for the fiscal year beginning January 1, 2022, and ending December 31, 2022, was combined and within the annual budget; as filed.

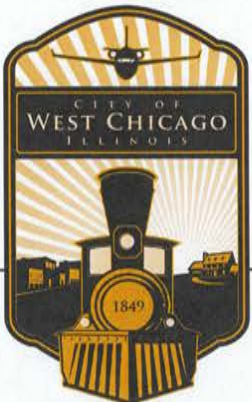
Linda M. Martin
City Treasurer

Date: December 21, 2021

SUBSCRIBED AND SWORN to before me
this 21st day of December 2021.

Notary

2022 Proposed Budget



Michael L. Guttman
CITY ADMINISTRATOR

DECEMBER 2021

CITY OF WEST CHICAGO

WHERE HISTORY & PROGRESS MEET

December 3, 2021

Dear Mayor Pineda and Aldermen:

I hereby present to you the 2022 Fiscal Year Budget for the City of West Chicago, in accordance with Section 2-146 of the West Chicago City Code. The Annual Budget serves as a comprehensive financial plan and strategic guide for our organization. It includes a forecast of anticipated revenues for the coming fiscal year, as well as adopted expenditures that will guide the services provided to our customers, the 25,614 residents and 800+ businesses that call West Chicago their home.

The 2022 Annual Budget totals \$48,443,500 which is an increase of 3.64% as compared to the 2021 Budget, as amended; specifically, the General Fund reflects a decrease of 0.64% as compared to the 2021 Budget, as amended.¹

Background

The City has a proud history of providing exceptional services to a diverse group of stakeholders. Over the past decade, the diversity of the City has grown and with it, the challenges of meeting the needs and demands of our customers have grown as well. The departments and staff are continuously challenged to address the growth within the City and develop new and innovative ways of delivering the services that our customers expect. Through flexibility, adaptability, the use of technology, innovative staffing methods, and furthering intergovernmental and public/private partnerships, the organization continues to rise to the challenge to become one of the most efficient municipal corporations in the Chicagoland area.

Budget Strategy

This budget marks the eighteenth year of adhering to the City Council's Budget Policy and implementing a strategy that addresses the structural and cyclical budgetary challenges that were and continue to face the City of West Chicago. This strategy includes five major components:

Reduction in Operating Expenditures

To address the structural problem of rising operating costs coupled with stagnant revenues, the City annually undergoes a target budgeting process to manage the organization's expenditure and revenue patterns. Target Budgeting was initiated to instill budget discipline, establish budgetary priorities, control costs and stabilize finances. Target Budgeting is a modification of zero based budgeting in that it accepts the premise that the City provides certain basic services and attempts to "target funds" for the delivery of those services. Beyond these basic levels, services are discretionary and can be evaluated, prioritized and matched against available revenues. Patterns of services can therefore be modified to meet changing needs without disrupting basic services. Target Budgeting assigns a target goal to each fund based upon its expenditure history and

¹ These figures exclude end-of-year 2021 transfers into newly created Funds as well from the terminated Downtown TIF District.

projected revenues as identified in September each year. This year's target for the General Fund was one percent of the initial revenue forecast, which translated into a reduction of expenditures totaling approximately \$398,000. The target goal for the enterprise funds was a two percent reduction. The proposed 2022 Budget meets the target goals.

Meet Reserve Requirements

The City has again met its reserve requirement of 35% for the operating funds as detailed in Resolution No. 02-R-0073.

Identification and Implementation of New Revenues

In 2019, the Finance Committee, and ultimately the City Council, approved a series of tax and fee changes to address the \$2.8 million gap in the General Fund, created mostly by the State's siphoning money traditionally given to local governments and the revenues generated by the Police Department personnel being down about \$300,000 annually. While the latter has improved, the State still is not returning the funds we have relied upon to balance the General Fund Budget. Staff is forecasting an approximately \$350,000-\$500,000 gap in the General Fund in the out years, which is significantly less than the \$2.4M gap that was projected last year for those same years. While significant increases in sales and income taxes are expected to help reduce that gap, the decrease in population via the 2020 Census offsets some of that positive news; the planned use of reserves is, at this time, expected to cover the out year deficits, as the reserve amounts are in excess of the City's Budget Policy. The 2022 draft Budget does contain a 4.9% property tax levy increase to offset the significant increase in police pension costs.

Increased Economic Development Focus

The City's Economic Development Program is designed to increase and diversify the City's sales tax and real estate tax bases, thereby allowing the City to become more self-sufficient, generating revenues from within the City and reducing dependency on outside revenue sources. The importance of our economic development efforts can continue to be realized when looking at our sales tax receipts. Increasing this revenue source has been a primary focus of the organization over the past several years. Mayor Pineda, the Aldermen and staff have devoted a great deal of energy into attracting new sales tax generating businesses, while at the same time, maintaining our existing businesses and helping with their expansion. New business growth is evident for 2022, with Midwest Industrial Funds building a second building in the DuPage Business Center, and the Renaissance Square Project finally getting started and a number of industrial expansions within the City.

Maintain and Improve City Services

The City has a proud history of providing exceptional services. During the implementation of this five-part budgeting strategy, it is imperative that the residents and businesses not experience a reduction in service levels unless absolutely necessary. In fact, through challenging our employees at every level of the organization, the City has been able to improve upon services during this tough economic climate. With few exceptions, the City has been able to provide excellent service with fewer employees and leaner budgets.

We are successful in achieving all of the parameters in the proposed 2022 Budget. The proposed Budget includes a planned spend down of reserves, consistent with the Finance Committee's direction over the last twelve years, to make it a balanced budget.

Significant Highlights – All Funds

Personnel Changes – The City now employs 117 full-time employees and one part-time employee, with a few seasonal positions in the Public Works Department. The proposed Budget proposes no new positions and three positions in the Police Department (two sworn officers and a Community Service Officer) and one in the City Administrator's Office are not being filled at this time. One of the School Resource Officer positions is being eliminated and changed to a second Commander position (promoted via one temporary overhire to make for a seamless transition upon the retirement of Deputy Chief Shackelford).

Also, a reorganization is in process to upgrade two clerical positions to professional ones, with no change in head count. The Administrative Assistant would become a Benefits Coordinator/HR Generalist position and a soon to be vacant Account Clerk position would become an Accountant position. The job descriptions for these new positions will be submitted to the Finance Committee for review.

Insurance Costs – The City's general liability/workers' compensation insurance costs increased by ten percent, which is the first increase in quite some time. There is also a projected increase to the premiums for those employees who get their medical insurance via the Operating Engineers Health and Welfare Plan per the new Collective Bargaining Agreement. For the plan year July 2021 through June 2022, the total premium again decreased by about four percent for those employees who participate in the City's plans through IPBC. Premiums for both the HMO and PPO plans are expected to increase come July 1, 2022; a six percent increase is reflected in the Proposed Budget.

Customer Impact – There are no service reductions proposed in the 2022 Budget.

The following table shows the difference in budgeted amounts between 2021 and 2022 for each of the Funds:

Fund	2021 Budget ²	2022 Budget	Percent Change
General Fund	\$21,074,300	\$20,939,000	-0.64%
Capital Equipment Replacement Fund	\$1,415,100	\$822,500	-41.88%
Sewer Fund	\$8,753,200	\$8,998,300	2.80%
Water Fund	\$8,293,000	\$10,402,400	25.44%
Capital Projects Fund	\$5,776,700	\$6,562,900	13.61%
Downtown TIF Fund	\$1,019,900	\$0	-100.00%
Public Benefit Fund	\$0	\$0	0.00%
Oliver Square TIF Fund	\$100,000	\$25,500	-74.50%
Motor Fuel Tax Fund	\$0	\$371,500	-
Roosevelt/Fabyan TIF Fund	\$5,500	\$22,500	309.09%
Commuter Parking Fund	\$303,500	\$298,900	-1.52%
Drug Asset Forfeiture Fund	\$0	\$0	0.00%
All Funds	\$46,741,200	\$48,443,500	3.64%

General Fund

The General Fund is the all-purpose governmental fund that includes the operations of the municipality not accounted for in a separate fund. Most of the expenditures for City services are budgeted and accounted for in this Fund, except for water and sewer expenses. There are four key revenue sources, which account for 75.22% of the total General Fund revenues:

Sales and Use Taxes	41.10%
Property Tax	20.45%
Income Tax	16.59%
Electric Use Tax	7.08%

The revenues listed above represent the General Fund's primary growth revenues, which traditionally pay for annual cost increases.

On the expenditure side, in addition to the increased costs of hardware and software maintenance contracts, service contracts, and dispatch services, among others, the following are some additional changes and highlights within the General Fund:

- City Council – There are no major changes in this Department's budget.
- City Administrator's Office – The remaining cost of the West Washington Street Remediation Project (\$500,000) is budgeted here.

² These figures exclude end-of-year 2021 transfers into newly created Funds as well from the terminated Downtown TIF District.

- Administrative Services Department – There are no major changes in this Department’s budget, but for the reorganization highlighted earlier in this narrative.
- Police Department – The amount allocated for police pension is \$3,100,000 this year (increase of \$337,500). The money allocated for training and mental health screenings have increased as necessary to comply with the SAFE-T Act. Also, the contracts with Andy Frain for records clerks (\$143,400) and crossing guards (\$62,000) have increased due to the State’s minimum wage tiered increases, plus a part-time supervisor position associated with the Crossing Guard Agreement.
- Public Works Department – Two projects are worth noting: (1) digitizing cemetery records per the Cemetery Management Act of the State of Illinois (\$40,000); and (2) a tree inventory (\$52,000). The Motor Fuel Tax revenues and expenditures have been moved to a new Fund for better tracking.
- Community Development Department – There are no major operational changes in this Department’s General Fund Budget though the balance of the money associated with updating the Comprehensive Plan is included, as well as obligated funds to finish TIF projects now that this Fund has been terminated. Other TIF Programs such as the Façade and Restaurant Grant Programs have been moved here, until there are sufficient funds in the Downtown 2 TIF District to cover them, should a new TIF District be created.

Capital Equipment Replacement Fund

This Internal Service Fund draws its revenues from the General, Water and Sewer Funds and the following more expensive pieces of rolling stock are scheduled for replacement in 2022: three police vehicles (\$108,000); and three vehicles for staff in the Public Works Department (\$675,900).

Sewer Fund

In 2022, significant money is again allocated for the WC/WWA (\$2,910,000) and \$1,853,000 to engineer and construct improvements to Lift Station #5.

Water Fund

In 2022, there are no major changes to the operational components of the Water Fund. The primary capital project(s) will be one or both of the Booster Station Rehabilitation Projects (\$1,450,000) and the SCADA System Upgrade (\$567,000).

Capital Projects Fund

With the one cent home rule sales tax in place to supplement the natural gas use tax monies earmarked for this fund, the 2022 Capital Project Fund Budget includes \$2,423,100 for street resurfacing and \$984,700 for the Thomas Engineering Group. The Infrastructure Committee gave consensus to move forward with the 2022 Capital Projects Fund and the 2022 Motor Fuel Tax Fund at its November meeting.

Downtown TIF Fund

This Fund will be terminated effective December 31, 2021, and funds obligated for projects not yet completed will be transferred to other Funds.

Public Benefit Fund

There are no expenses forecast for this Fund; all revenues associated with video gaming will be posted here until the Finance Committee discusses how best to allocate these monies.

Oliver Square TIF Fund

There are minimal expenses forecast for this Fund.

Motor Fuel Tax Fund

This new Fund was created in 2021 and all MFT revenues will be posted here as well as eligible expenses.

Roosevelt-Fabyan TIF Fund

The expenses forecast for this Fund are related to the legal and other professional services needed to evaluate the incentive requests and prepare the necessary documents for the inter-modal project currently under review.

Commuter Parking Fund

Funds have been allocated to replace the landscaping, repair a retaining wall and complete commuter station repairs (\$208,000).

Drug Asset Forfeiture Fund

This new Fund was created in 2021 and all State and Federal revenues associated with drug asset forfeitures will be posted here.

Closing Remarks

The 2022 Annual Budget and 2022-2026 Capital Improvement Program will serve as a strategic guide for our organization in the coming year. The Annual Budget reflects the service levels expected by our customers, provides dedicated revenues to support our long-term infrastructure and equipment needs, and lives within our financial means. The budget prioritizes core services and administrative functions and reflects one of the leanest and most efficient municipal corporations within the Chicagoland area. West Chicago is diligently striving towards providing the highest quality services at one of the lowest costs. To continue in this tradition, all Departments will be challenged to continually evaluate their work teams and performance as well as benchmark their productivity with comparable communities and outside contractors, where applicable. Our employees continue to be the key to the City's operational and financial success.

The Annual Budget is the outcome of a great deal of hard work, dedication and effort of many people. All of the Department Directors and their staff are to be commended for their continued stewardship of the public dollar and assistance in the development of this document.

The support of Mayor Pineda and the Aldermen during this past year as the City continued with our budget strategy was remarkable. You remained supportive of staff, yet continually challenged us to live up to the old adage of “doing more with less”. I believe this was achieved throughout the organization. Finally, I would like to thank the senior management team for its tremendous assistance with the budgeting process from preparation through implementation.

Sincerely,

A handwritten signature in black ink, appearing to read 'Michael L. Guttman', with a long horizontal flourish extending to the right.

Michael L. Guttman
City Administrator

BUDGET PHILOSOPHY AND POLICY

Serving the public trust requires that the annual budget provide the best possible balance of allocation to meet the varied needs of all citizens. The budget is a principal management tool for the City administration and, in allocating the City's resources, it both reflects and defines the annual work plan. In this context, the budget provides a framework for us to accomplish our mission, which is:

"To assure a safe, cohesive and dynamic community that is responsive to the needs of both citizens and businesses as it strives for continuous improvement."

The budget should also reflect important organization values such as integrity, teamwork, service excellence, personal growth, and innovation.

In addition to balancing allocations to meet community needs and incorporating our mission and values, a successful annual budget preparation process requires excellent communications, citizen outreach, and a commitment to excellence. To this end, the process must be a cooperative effort of the entire City organization.

West Chicago prides itself on being an increasingly progressive community, willing to challenge the status quo and moving toward the "cutting edge". City staff has accepted this challenge by developing the budget within the context of a search for creative solutions for the delivery of City services. The budget will emphasize policy and procedure reviews to improve the productivity and effectiveness of service delivery to citizens and employees. Teamwork and efficiency enhancements will limit the amount of bureaucratic "red tape" required, both between functional areas within the City, and between City staff and our customers. The overriding goals must be to support the high standards set by the community and to provide long-term value at reasonable cost.

The budget will be based upon timely, consistent and clearly articulated policies. It will be realistic and will include adequate resources to meet assigned work programs. Once adopted, within the parameters of policy guidelines, Department Directors will be given full spending authority for their budget(s).

The budget policies of the City are rooted in a history of conservative budgeting practices. They're based on a commitment to provide quality services while maximizing the return for each dollar spent. Revenue sources are diversified as much as possible to avoid the impacts of fluctuations in a particular revenue source. The following is the Budget Policy the City Council has used as a continuing foundation for fiscal discipline:

- Revenues are conservatively projected using historical trends, reasonably expected changes in the coming year, and an analysis of anticipated economic conditions in the region, the state and the nation.

- The General Fund shall have a fund balance equal to at least 25% of revenues; the City should strive to increase this amount to 35%.
- The budget is flexible within each Department. Over expenditures in one line item should be compensated within the Departmental Budget. Each Department may not overspend its total Departmental Budget without prior approval. Department Directors may not exceed the staffing levels approved in the Budget. The City Administrator may authorize transfers within a fund.
- Major capital expenditures not related to either the water or sewer utilities for the next five years will be identified in the Capital Projects Fund Budget. This Budget will be updated on an annual basis. Smaller capital purchases may be included in each Department's operating budget.
- User fees, such as water and sewer charges, will be reviewed annually. This is done to ensure that fees cover costs, if intended to do so, meet debt service requirements, and are affordable.
- Implementation of the Budget will be monitored continuously. Purchase orders will be issued only when adequate funding is available. Based upon experience with higher prices via the bidding process and after receiving direction from the City Council, information technology equipment purchases and maintenance contracts do not have to be bid, so long as multiple written quotes are obtained to show that the price is reasonable.
- All home rule sales tax receipts and taxes from the consumption of natural gas shall be deposited in the Capital Projects Fund.

City of West Chicago

GENERAL FUND PROJECTED REVENUE

01-00	2020 Actual	2021 Budgeted	2021 Estimated	2022 Proposed	2023 Projected	2024 Projected
311000 Personal Property Repl. Tax	198,860	160,000	274,000	165,000	165,000	165,000
311100 Property Taxes	3,603,634	3,822,100	3,854,500	4,043,400	4,241,600	4,449,500
312000 Sales Tax	3,784,136	4,100,000	5,000,000	5,150,000	5,304,500	5,463,700
313000 Income Tax	2,883,008	2,708,600	3,500,000	3,280,000	3,378,400	3,479,800
314000 Motor Fuel Tax Allotments	895,088	1,067,100	1,128,000	-	-	-
315000 Municipal Electricity Use Tax	1,381,648	1,400,000	1,380,000	1,400,000	1,400,000	1,400,000
316000 Use Tax	914,519	1,164,600	1,100,000	1,000,000	1,000,000	1,000,000
318000 Local Motor Fuel Tax	-	-	-	-	-	-
319000 Packaged Liquor Tax	-	-	-	-	-	-
321000 Grants	5,718	4,000	1,000	4,000	4,000	4,000
323000 Cannabis Tax	-	24,300	25,000	35,000	35,000	35,000
333000 Weed Cutting Fees	6,221	2,500	7,400	2,500	2,500	2,500
335000 Brush Collection Fees	106,680	106,000	106,700	106,000	106,000	106,000
336000 Police Counter	17,180	15,000	15,000	15,000	15,000	15,000
336100 Police Contractual	446,160	337,000	325,000	340,000	360,000	385,000
337000 Cemetery Fees	43,825	40,000	59,200	40,000	40,000	40,000
345000 Building Permits	809,550	400,000	1,011,700	400,000	400,000	400,000
345100 Land Cash Administration	2,461	2,000	5,600	3,000	3,000	3,000
345200 Change of Occupancy Inspections	131,213	110,000	137,500	125,000	125,000	125,000
345300 Rental Inspection Licensing Fee	244,605	160,000	160,000	160,000	160,000	160,000
345500 False Alarm Fees	16,600	20,000	16,000	20,000	20,000	20,000
347000 Liquor Licenses	105,010	150,000	150,000	150,000	100,000	100,000
347500 Amusement Tax	79,390	55,000	100,700	100,000	100,000	100,000
348100 Licensing Contractors	63,040	50,000	50,000	50,000	50,000	50,000
348200 Business Registration Program	29,164	30,000	30,000	30,000	30,000	30,000
348000 Business Licenses	69,275	75,000	75,000	75,000	75,000	75,000
349500 Vacant/Foreclosed Property Registrations	23,864	25,000	15,800	20,000	20,000	20,000
351000 Circuit Court Fines	286,166	200,000	200,000	225,000	250,000	300,000
352000 Parking and "P" Tickets	71,046	50,000	84,500	75,000	75,000	75,000
353000 Oversize Truck	42,155	35,000	31,800	35,000	35,000	35,000
353500 Relocate/Repo Fees	7,965	5,000	2,000	5,000	5,000	5,000
354000 Administrative Adjudication Fines	78,575	20,000	59,300	50,000	50,000	50,000
354100 Traffic Signal Enforcement	297,512	300,000	250,000	300,000	300,000	300,000
354500 Administrative Adjudication Fines - Police	26,315	10,000	12,600	10,000	10,000	10,000
354600 Compliance Fines - PD	32,440	5,000	4,400	5,000	5,000	5,000
355000 Police Towing Charges	47,150	35,000	28,700	35,000	35,000	35,000
357000 Seizures	223,041	-	226,000	-	-	-
361000 Planning and Zoning Review Fees	13,735	20,000	18,000	20,000	20,000	20,000
362000 Engineering Fees	1,252,000	300,000	572,300	300,000	300,000	300,000
365000 Transfer Station Fees	678,303	650,000	672,300	650,000	650,000	650,000
366000 Telecommunications Tax	562,050	575,000	540,000	550,000	550,000	550,000
367000 Cable Franchise Fees	261,635	275,000	250,000	275,000	275,000	275,000
371000 Interest	15,535	5,000	1,000	5,000	5,000	5,000
386000 Other Reimbursements	77,021	50,000	114,000	50,000	50,000	50,000
386100 Health Insurance Contributions	155,180	160,000	160,000	160,000	160,000	160,000
386500 IRMA/IPBC Revenue Adjustment	327,963	200,000	200,000	200,000	200,000	200,000
387800 Rental Income	180,916	65,000	153,200	9,600	9,600	9,600
389000 Miscellaneous Revenue	111,974	100,000	110,000	100,000	100,000	100,000
390000 Transfers In	-	400,000	400,000	-	-	-
TOTAL	20,609,523	19,488,200	22,618,200	19,773,500	20,219,600	20,763,100

City of West Chicago

GENERAL FUND EXPENDITURES

Department	2020 Actual	2021 Budgeted	2021 Estimated	2022 Proposed	2023 Projected	2024 Projected
City Council	156,867	595,900	492,500	211,200	211,200	211,200
City Administrator's Office	1,239,615	5,684,200	5,188,100	1,139,400	622,700	625,400
Administrative Services	2,769,718	3,133,200	2,672,200	3,108,300	3,023,000	3,182,700
Police	9,886,506	11,036,200	10,881,900	11,763,600	11,920,300	12,302,500
Public Works	3,136,537	3,677,000	3,400,900	2,935,500	3,125,400	2,992,200
Community Development	1,350,958	1,486,500	1,352,900	1,781,000	1,804,200	1,792,300
Total	\$18,540,201	\$25,613,000	\$23,988,500	\$20,939,000	\$20,706,800	\$21,106,300

City of West Chicago

CITY COUNCIL

Financial Summary

Program	2020 Actual	2021 Budgeted	2021 Estimated	2022 Proposed	2023 Projected
Operations	174,609	595,900	492,500	211,200	211,200
TOTAL	\$174,609	\$595,900	\$492,500	\$211,200	\$211,200

City of West Chicago

CITY COUNCIL

Performance Report on FYE 2021 Major Program Objectives

Managing the organization during the COVID-19 pandemic has again consumed a significant amount of upper management time. Creating internal policies, changing the way daily business is conducted and preparing documentation to be reimbursed through the American Rescue Plan Act (approximately \$3.6 million) via the State of Illinois are just a few of the tasks which staff has been working. Mid-year, Committee meetings returned to being held in-person, although City Council meetings remained virtual, due to the number of elected officials, staff and members of the public exceeding the amount to safely socially distance within the CC Chambers.

The largest issue for the community and the City Council this year was video gaming, with the number of people offering written comments at the meetings well exceeded 200 over the course of discussions. Ultimately, the City Council voted 9-5 to allow such at restaurants that also hold a liquor license. Staff distributed newly-created applications to the eligible businesses in November. Since there has yet been no public discussion about how to spend these funds, no revenue or expenses are included in the FY2022 Budget, and for now, with informal direction from the Finance Committee, any revenues received will be posted to the Public Benefit Fund.

Staff also received direction on three additional items:

- (1) The City Code now doesn't allow anyone under the age of 21 to work in establishments that have liquor license, which would mean, for example, that Jewel Osco in WC could not hire 18-20 year olds; this is a provision that was recently found and not currently enforced. Direction was given to amend the Code to allow people ages 18-20 to work in establishments with liquor licenses so long as they are not selling or pouring alcohol, only serving or bagging/packaging it.
- (2) The City Code now requires restaurants that have outdoor dining and a liquor license to have access only through the main restaurant (like El Coco Loco). Direction was given to devise a license system (like the live entertainment license) to supplement the primary liquor license (so such may be suspended/revoked without loss of the main license for repeated violations) and to require that sidewalks and other areas where alcohol may be served to be chained off in some manner.
- (3) Direction was given to reduce the minimum square footage for supermarkets to obtain a liquor license to sell cold beer and wine from 20,000 sf to 15,000 sf, which would allow Carnicerias Jimenez (Main/Neltnor) to obtain such.

Finally, the noise violations by the owners of the Cairo Ale House took a significant amount of staff and lawyer time in 2021.

City of West Chicago

CITY COUNCIL

Description of Major Activities

The City Council is comprised of the elected Mayor and fourteen Aldermen, two from each Ward. The Council makes policy decisions necessary to maintain and enhance the health, safety and welfare of citizens and visitors to West Chicago. These decisions include, but are not limited to the following: matters of annexation; tax impact; budgets; letting of contracts; citizens' and others' concerns; acceptance of subdivision improvements; establishment of and variations in housing, subdivision, building, drainage, zoning and traffic codes; and establishment of license fees and other charges. The City Clerk is also included here, and that position is responsible for taking meeting minutes and maintaining the City's records.

Ongoing Activity Measures	2020 Actual	2021 Estimated	2022 Proposed	2023 Projected
Liquor Licenses Issued	33	35	35	35
Block Party Permits	0	10	10	10
 Full Time Equivalent Positions	 0.00	 0.00	 0.00	 0.00

CITY COUNCIL
Operations

01-01-10

Expense Item		Actual 2020	Budgeted 2021	Estimated 2021	Proposed 2022	Projected 2023	Projected 2024
SALARY & WAGES:							
4010	Aldermen-Salary	22,575	33,600	25,000	33,600	33,600	33,600
4011	Mayor-Salary	15,250	15,000	15,000	15,000	15,000	15,000
4012	Corporation Counsel-Salary	2,875	3,000	3,000	3,000	3,000	3,000
4014	City Clerk-Salary	4,575	4,500	4,500	4,500	4,500	4,500
4050	FICA & Medicare	3,244	4,100	3,500	4,100	4,100	4,100
Sub-Total		\$48,519	\$60,200	\$51,000	\$60,200	\$60,200	\$60,200
CONTRACTUAL:							
4100	Legal Fees	40,540	440,000	350,000	40,000	40,000	40,000
4105	Consultants	-	1,000	500	1,000	1,000	1,000
4110	Training and Tuition	-	3,000	1,000	3,000	3,000	3,000
4112	Memberships/Dues/Subscriptions	19,545	45,000	45,000	45,000	45,000	45,000
4200	Legal Notices	28	1,500	1,500	1,500	1,500	1,500
4211	Printing and Binding	2,926	10,000	8,000	10,000	10,000	10,000
4223	Legal Reporter Fees	-	500	500	500	500	500
Sub-Total		\$63,038	\$501,000	\$406,500	\$101,000	\$101,000	\$101,000
COMMODITIES:							
4600	Computer/Office Supplies	10	800	800	800	800	800
4613	Postage	-	700	700	700	700	700
4650	Miscellaneous Commodities	2,241	2,500	2,500	2,500	2,500	2,500
4660	Grants	60,000	30,000	30,000	45,000	45,000	45,000
4720	Other Charges	801	700	1,000	1,000	1,000	1,000
Sub-Total		\$63,052	\$34,700	\$35,000	\$50,000	\$50,000	\$50,000
Total		\$174,609	\$595,900	\$492,500	\$211,200	\$211,200	\$211,200

City of West Chicago

CITY ADMINISTRATOR'S OFFICE

Financial Summary

Program	2020 Actual	2021 Budgeted	2021 Estimated	2022 Proposed	2023 Projected
Administration	271,202	276,700	280,900	279,400	285,500
Special Projects	275,041	5,111,700	4,686,700	\$673,000	123,000
COVID-19	367,522	150,000	120,500	0	0
Marketing and Communications	105,671	145,800	100,000	187,000	214,200
TOTAL	\$1,019,436	\$5,684,200	\$5,188,100	\$1,139,400	\$622,700

City of West Chicago

CITY ADMINISTRATOR'S OFFICE

Performance Report on FYE 2021 Major Program Objectives

In October, after nearly 15 months of silence, a new representative of the Department of Commerce and Economic Opportunity (DCEO) contacted the City about the \$600,000 grant for the final remediation of the West Washington Street Redevelopment Area. Even though all paperwork had been previously submitted, new paperwork and new forms were needed to process our grant. At the time of this writing, all that is needed is a new (and now different) form from the Internal Revenue Service, which should be two weeks away.

The final year of implementation of the Strategic Plan objectives was slowed due to the state of the economy and the need to monitor spending. The new Economic Development Plan was approved by the City Council, which was a key priority detailed in the Strategic Plan. As the updated Comprehensive Plan was a significant project in 2021, thoughts of an updated Strategic Plan were placed on hold, especially since many of the Comp Plan's recommendations mirror what one might find in a Strategic Plan.

Supplementing normal activities of the Marketing/Communications Division as outlined in its Program Description, the following identified goals for FY 2021 were met: the creation of a new design for Window to West Chicago which introduced new formatting and a heavier emphasis on integrated visuals to complement content; a continued focus on COVID-19 communications with particular emphasis on vaccination as a primary means of mitigating the virus; the disposal of digital records per State guidelines for website content through 2017. Additionally, the promotion of a newly formed collaboration with the DuPage Symphony Orchestra and requests for communication/marketing assistance from HWC, DMMC, Garden Club, PMV, SCARCE, the Fire Protection District and other community partners to promote healthy programs, art-related activities, and environmental efforts and more were accommodated. The launch of a new section of the City website dedicated to Environmental Stewardship and a pilot program to honor West Chicago veterans were also prioritized and successfully achieved. The City is currently searching for a new Marketing and Communications Coordinator due to Rosemary's scheduled retirement in early 2022.

The City hired and staff worked with GovHR to recruit our new Chief of Police and Director of Public Works, after the incumbents retired from those positions.

Finally, the Healthy West Chicago initiative adopted a Sustainability Plan, focused on raising funds. As a part of the Plan, District 33, the Library District and Winfield Township committed to matching funds from the City over the next two-three years, resulting in the City budgeting \$35,000 for this Program over that time period. Also, Ball Horticultural, OSI Industries and DS Containers offered three years of funding for this effort.

City of West Chicago

CITY ADMINISTRATOR'S OFFICE Administration

Description of Major Activities

The City Administrator and staff direct the administration and execution of policies and goals formulated by the City Council and propose alternative solutions to community problems for City Council consideration. These responsibilities include advising the Council on present and future financial, personnel and program needs, implementing immediate and long-range City priorities, establishing administrative procedures which will assist the City in serving its citizens, preparation of the annual budget, and supervision of City department heads. The office also maintains all records of the City and coordinates the completion of the Freedom of Information Act (FOIA) requests.

FYE 2022 Program Objectives

- (1) Remediate the remaining contamination on the West Washington Street Project Site by November 2022.
- (2) Review organizational operations, programs and policies to ascertain where improvements may be made, where staff are behind on important initiatives and develop a schedule to address each area of focus by July 2022.
- (3) Monitor implementation of the video gaming administration and enforcement to determine what internal or policy changes may need to be addressed through December 2022.
- (4) Prepare amendments to the City Code to incorporate the recommended changes by the Liquor Control Commission by March 2023.

Ongoing Activity Measures	2020 Actual	2021 Estimated	2022 Proposed	2023 Projected
Prepare Agendas and Materials for Council Meetings	24	24	24	24
FOIA Requests Processed	545	600	600	600
Full Time Equivalent Positions	1.00	1.00	1.00	1.00

CITY ADMINISTRATOR'S OFFICE
Administration

01-02-10

Expense Item		Actual 2020	Budgeted 2021	Estimated 2021	Proposed 2022	Projected 2023	Projected 2024
SALARY & WAGES:							
4020	Administrative - Salary	153,830	152,300	155,000	161,600	166,500	171,500
4050	FICA & Medicare	9,379	11,700	9,500	12,400	12,800	13,200
4052	ICMA - RC	9,849	9,500	10,000	10,300	10,300	10,300
4056	IMRF	17,122	16,000	16,200	14,700	15,200	15,600
Sub-Total		\$190,180	\$189,500	\$190,700	\$199,000	\$204,800	\$210,600
CONTRACTUAL:							
4100	Legal Fees	2,647	5,000	3,000	5,000	5,000	5,000
4110	Training and Tuition	214	1,000	1,000	1,000	1,000	1,000
4112	Memberships/Dues/Subscriptions	1,865	2,000	2,000	2,000	2,000	2,000
4125	Software Maintenance	8,663	18,200	10,700	11,000	11,000	11,000
4202	Telephone and Alarms	63,230	50,000	65,000	50,000	50,000	50,000
4300	IRMA General Insurance	3,900	3,600	3,600	4,000	4,300	4,600
Sub-Total		\$80,519	\$79,800	\$85,300	\$73,000	\$73,300	\$73,600
COMMODITIES:							
4600	Computer/Office Supplies	109	800	800	800	800	800
4607	Gas and Oil	371	1,000	1,000	1,000	1,000	1,000
4613	Postage	-	100	100	100	100	100
4650	Miscellaneous Commodities	23	5,000	2,500	5,000	5,000	5,000
4720	Other Charges	-	500	500	500	500	500
Sub-Total		\$503	\$7,400	\$4,900	\$7,400	\$7,400	\$7,400
Total		\$271,202	\$276,700	\$280,900	\$279,400	\$285,500	\$291,600

City of West Chicago

CITY ADMINISTRATOR'S OFFICE *Special Projects*

Description of Major Activities

This program funds special projects as well as special purchases that come up over the course of the fiscal year.

CITY ADMINISTRATOR'S OFFICE
Special Projects

01-02-07

Expense Item	Actual 2020	Budgeted 2021	Estimated 2021	Proposed 2022	Projected 2023	Projected 2024
CONTRACTUAL:						
4225 Other Contractual Services	179,009	500,000	100,000	600,000	50,000	50,000
4234 Paratransit Services	2,144	8,000	3,000	8,000	8,000	8,000
4375 Sales Tax Rebate	92,933	65,000	45,000	65,000	65,000	65,000
4719 LOC Interest	955	-	-	-	-	-
Sub-Total	275,041	573,000	148,000	673,000	123,000	123,000
4900 Transfers Out	-	4,538,700	4,538,700	-	-	-
Total	\$275,041	5,111,700	4,686,700	\$673,000	\$123,000	\$123,000

CITY ADMINISTRATOR'S OFFICE
COVID-19

01-02-19

Expense Item	Actual 2020	Budgeted 2021	Estimated 2021	Proposed 2022	Projected 2023	Projected 2024
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CONTRACTUAL:

4100 Legal Fees	9,005	-	-	-	-	-
4125 Software Maintenance	985	-	-	-	-	-
4225 Other Contractual Services	175,381	150,000	20,000	-	-	-
4600 Computer/Office Equipment	5,729	-	1,000	-	-	-
4601 Field Equipment	5,587	-	-	-	-	-
4617 First Aid Supplies	7,957	-	500	-	-	-
4626 Chemicals	7,830	-	-	-	-	-
4650 Miscellaneous Commodities	29,195	-	6,000	-	-	-
4806 Other Capital Outlay	97,411	-	90,000	-	-	-
4816 Outdoor Dining	28,443	-	3,000	-	-	-
Sub-Total	367,522	150,000	120,500	-	-	-

Total	\$367,522	\$150,000	\$120,500	\$0	\$0	\$0
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City of West Chicago

CITY ADMINISTRATOR'S OFFICE Marketing and Communications

Description of Major Activities

All efforts of this Program are directed toward promoting the City by providing strategic and creative guidance to developing and executing marketing/communication plans; devising media strategies and maintaining media relations; creating and overseeing graphic designs, producing news releases and other written materials (including City newsletter); programming the City's LED message board and managing social media accounts; marketing Special Events, Healthy West Chicago, and projects of the Cultural Arts Commission; supporting and facilitating communication for inter-departmental initiatives; and managing special projects. Staff also curates content and design elements of the City website and engages in public relations and community outreach. Overall emphasis is placed on monitoring and maintaining the City's image and brand as a city "*Where History and Progress Meet*".

FYE 2022 Program Objectives

- (1) Hire a new Marketing and Communications Coordinator by January 2022 and provide the new person the opportunities to become acclimated to the organization and community.
- (2) Focus on marketing and communications recommendations contained within the Comprehensive Plan through December 2022.
- (3) Assess current marketing and communications efforts to see where modifications or areas of focus are needed by June 2022.
- (4) Continue the program to honor West Chicago veterans by November 2022.

Ongoing Activity Measures	2020 Actual	2021 Estimated	2022 Proposed	2023 Projected
Newsletters Produced	4	4	4	4
Press Releases Prepared	201	190	200	200
E-News Releases Prepared	65	90	100	100
Tweets	548	700	600	600
LED Messages Programmed	152	100	150	150
Full Time Equivalent Positions	0.25	0.25	0.50	0.50

CITY ADMINISTRATOR'S OFFICE
Marketing and Communications

01-02-08

Expense Item		Actual 2020	Budgeted 2021	Estimated 2021	Proposed 2022	Projected 2023	Projected 2024
SALARY & WAGES:							
4020	Administrative - Salary	29,966	29,400	29,400	58,800	60,600	62,500
4050	FICA & Medicare	2,269	2,300	2,300	4,500	4,700	4,800
4056	IMRF	3,423	3,300	3,300	5,400	5,600	5,700
Sub-Total		\$35,658	\$35,000	\$35,000	\$68,700	\$70,900	\$73,000
CONTRACTUAL:							
4100	Legal	-	500	-	-	-	-
4107	Newsletter Creation & Distribution	21,004	25,000	22,000	33,000	33,000	33,000
4110	Training and Tuition	-	-	-	3,000	3,000	3,500
4112	Memberships/Dues/Subscriptions	4,038	5,000	5,000	6,000	6,000	6,000
4125	Software Maintenance	-	500	-	1,000	500	500
4202	Telephone & Alarms	546	1,000	1,000	1,500	1,500	1,500
4204	Electric	869	1,000	1,000	1,000	1,500	1,500
4211	Printing & Binding	-	1,000	-	1,000	1,000	1,000
4212	Advertising	2,028	25,000	2,000	25,000	50,000	50,000
4225	Other Contractual Services	35,714	40,000	26,000	35,000	35,000	35,000
Sub-Total		\$64,198	\$99,000	\$57,000	\$106,500	\$131,500	\$132,000
COMMODITIES:							
4600	Computer/Office Supplies	332	300	-	300	300	300
4628	Gallery 200	3,000	6,000	6,000	6,000	6,000	-
4646	Arts Programming Supplies	2,483	5,000	2,000	5,000	5,000	5,000
4680	Special Activities	-	500	-	500	500	500
4700	Prospect Development	-	-	-	-	-	-
Sub-Total		\$5,815	\$11,800	\$8,000	\$11,800	\$11,800	\$5,800
Total		\$105,671	\$145,800	\$100,000	\$187,000	\$214,200	\$210,800

City of West Chicago

ADMINISTRATIVE SERVICES DEPARTMENT

Financial Summary

Program	2020 Actual	2021 Budgeted	2021 Estimated	2022 Proposed	2023 Projected
Human Resources	1,935,042	2,085,300	1,987,200	2,069,300	2,199,900
Accounting	234,843	262,300	231,900	230,300	223,600
Information Technology	370,047	549,000	237,900	576,000	371,000
GIS	48,956	74,600	65,300	62,000	63,200
Administration	153,948	162,000	149,900	170,700	165,300
TOTAL	\$2,742,836	\$3,133,200	\$2,672,200	\$3,108,300	\$3,023,000

City of West Chicago

ADMINISTRATIVE SERVICES DEPARTMENT

Performance Report on FYE 2021 Major Program Objectives

The Administrative Services Department began FYE 2021 with continued recovery work and efforts to remediate the City's network, infrastructure and operating systems, post-breach, after being the target of a ransomware attack by a variant of malware called "Ryuk" that occurred during FYE 2020. As part of the ransomware attack, files on servers and user PCs were encrypted, resulting in a loss of services, data and files, including reports and files that had to be recreated for fiscal year financial reporting. The IT Division continued its systems and hardware upgrades, as well as upgrades to the back up and Anti-Virus technologies that now provides for state of the art protection and security.

During the latter part of the year, the IT Division completed a comprehensive project to organize and sort current and existing user accounts, and disable user accounts that should no longer be active within the Active Directory. A WiFi upgrade project was also substantially completed, with installation and reconfiguration at City Hall, Police, Streets and the Water Treatment Plant facilities; all are now running on a robust, high speed network with public and private components.

Several custom ArcGIS Online web applications were created and published on the City's website. While the classic online template was used for these web applications, a new methodology will be used in FYE 2022 that utilizes an automatic update to the new template. Research and consultation was started for the GIS Needs Analysis project plan, and a preliminary draft report has been submitted by the project consultant.

For the past ten years, water and sewer usage has been billed to customers on a delayed billing cycle until accounts are current, at increments of four months usage via an alternated schedule by billing district. The delayed billing cycle resulted from equipment and data issues that were prevalent (and continue) during the water meter replacement program. In December, bills were issued to the remaining 1,600 customers whose accounts and billings were not current, for the outstanding usage period of 24 to 36 months. To accomplish this billing, reading data and reading equipment identification numbers were tracked, edited and compiled for nearly 400 accounts, due to equipment malfunctions that occurred during the extended reading period being billed. A payment tracking system is being developed to apply customer payments and monitor outstanding balances on customer accounts during the extended period that customers will be allowed to pay the amount that was billed.

City of West Chicago

ADMINISTRATIVE SERVICES DEPARTMENT Human Resources

Description of Major Activities

All human resources activities are administered and coordinated in compliance with applicable Civil Service ordinance and rules, State and Federal requirements, and Equal Employment Opportunity guidelines. Actions regarding employees of the City are reviewed and approved by the Administrative Services Department/Human Resources Division to ensure compliance with requirements and the provision of equitable treatment. The Division provides ongoing assistance to the operating departments and employees in all areas of employment, including recruitment, selection, position classification, salary administration, promotion, performance evaluation, training, benefit administration, discipline, on-the-job injuries, employee concerns and labor relations.

FYE 2022 Program Objectives

- (1) Prepare and implement online employment application portal that is directed to Human Resources with automated acknowledgment to applicant of application receipt by June 2022.
- (2) Establish intranet connection for employee benefit forms, policies and information, including secure link for forms to be returned by employees to Human Resources by August 2022.
- (3) Review and update all job descriptions by December 2022.

Ongoing Activity Measures	2020 Actual	2021 Estimated	2022 Proposed	2023 Projected
Positions Filled	10	21	11	5
Average Time to Fill Positions (in months)	3	3	3	3
IRMA Insurance Claims Processed	25	15	25	25
Full Time Equivalent Positions	0.75	0.75	0.75	0.75

ADMINISTRATIVE SERVICES
Human Resources

01-05-01

Expense Item		Actual 2020	Budgeted 2021	Estimated 2021	Proposed 2022	Projected 2023	Projected 2024
SALARY & WAGES:							
4020	Administrative - Salary	90,836	126,800	86,800	90,100	92,900	95,700
4050	FICA & Medicare	6,880	9,800	6,500	6,900	7,200	7,400
4053	Health/Dental/Life Insurance	1,790,417	1,837,500	1,792,400	1,873,900	2,005,100	2,145,500
4056	IMRF	10,373	14,000	9,600	8,200	8,500	8,700
Sub-Total		\$1,898,505	\$1,988,100	\$1,895,300	\$1,979,100	\$2,113,700	\$2,257,300
CONTRACTUAL:							
4100	Legal Fees	9,638	40,000	44,000	45,000	30,000	30,000
4108	Employment Exams	5,527	32,500	26,500	20,000	35,000	15,000
4110	Training and Tuition	2,072	2,500	-	2,500	2,500	2,500
4112	Memberships/Dues/Subscriptions	219	1,000	500	1,000	1,000	1,000
4202	Telephone and Alarms	9,556	7,000	10,000	7,000	5,000	5,000
4212	Advertising	140	1,000	1,400	1,500	1,500	1,500
Sub-Total		\$27,152	\$84,000	\$82,400	\$77,000	\$75,000	\$55,000
COMMODITIES:							
4600	Computer/Office Supplies	-	500	-	500	500	500
4650	Miscellaneous Commodities	-	200	-	200	200	200
4674	Safety Budget	2,249	6,000	3,700	5,000	4,000	4,000
4680	Employee Events	7,137	6,500	5,800	7,500	6,500	6,500
Sub-Total		\$9,385	\$13,200	\$9,500	\$13,200	\$11,200	\$11,200
Total		\$1,935,042	\$2,085,300	\$1,987,200	\$2,069,300	\$2,199,900	\$2,323,500

City of West Chicago

ADMINISTRATIVE SERVICES DEPARTMENT Accounting

Description of Major Activities

Activities performed within the Accounting Division include directing, recording and reporting all financial transactions and operations of the City. Technical support is provided to all departments as well as participation in the formulation and execution of the City's financial policies. The Accounting Division includes payroll processing, utility billing, accounting, collections, financial services, accounts payable and coordination of the annual audit of the City's financial records and internal controls. Internal services include the issuance of invoices on behalf of other City departments for items such as health insurance premiums for retirees and COBRA, legal fees, lot cuttings, damage to City property, police security services, fuel purchases, and deeds to cemetery plots.

FYE 2022 Program Objectives

- (1) Finalize implementation of all Central Square Financial and Community modules and applications by February 2022.
- (2) Replace and upgrade credit card terminals, receipt printers and complete transition to Fiserv Merchant Services by January 2022.
- (3) Implement Passport Mobile Payment System by October 2022.

Ongoing Activity Measures	2020 Actual	2021 Estimated	2022 Proposed	2023 Projected
Number of receipts processed	42,212	43,000	44,000	45,000
Number of payable checks processed	2,899	2,950	3,000	3,000
Number of payroll checks processed	3,245	3,210	3,250	3,250
 Full Time Equivalent Positions	 1.38	 1.38	 1.25	 1.25

ADMINISTRATIVE SERVICES
Accounting

01-05-02

Expense Item		Actual 2020	Budgeted 2021	Estimated 2021	Proposed 2022	Projected 2023	Projected 2024
SALARY & WAGES:							
4020	Administrative - Salary	147,723	162,100	139,900	138,900	143,100	147,400
4029	Overtime	-	200	-	-	-	-
4050	FICA & Medicare	10,599	12,500	10,100	10,700	11,000	11,300
4052	ICMA-RC	1,372	1,500	1,400	1,500	1,600	1,700
4056	IMRF	16,875	18,000	15,400	12,700	13,000	13,400
Sub-Total		\$176,569	\$194,300	\$166,800	\$163,800	\$168,700	\$173,800
CONTRACTUAL:							
4101	Auditing Fees	15,500	15,800	15,800	15,800	16,200	16,500
4108	Employment Exams	-	-	-	-	-	-
4110	Training and Tuition	-	2,500	100	2,500	2,500	2,500
4112	Memberships/Dues/Subscriptions	325	500	500	500	500	500
4125	Software Maintenance	11,297	15,000	12,600	15,000	15,000	15,000
4202	Telephone and Alarms	21,299	20,000	24,900	10,000	7,000	7,000
4225	Other Contractual Services	2,650	2,000	1,900	12,000	3,000	3,000
4425	Hardware Maintenance	-	-	-	-	-	-
Sub-Total		\$51,071	\$55,800	\$55,800	\$55,800	\$44,200	\$44,500
COMMODITIES:							
4600	Computer/Office Supplies	166	500	400	500	500	500
4650	Miscellaneous Commodities	-	200	-	200	200	200
4702	Bank Fees	7,037	11,500	8,900	10,000	10,000	10,000
Sub-Total		\$7,203	\$12,200	\$9,300	\$10,700	\$10,700	\$10,700
Total		\$234,843	\$262,300	\$231,900	\$230,300	\$223,600	\$229,000

City of West Chicago

ADMINISTRATIVE SERVICES DEPARTMENT Information Technology

Description of Major Activities

The main purpose of the Information Technology (IT) Division is to provide services that satisfy the City's information needs effectively. As part of the service, it has the authority and responsibility for review, control and improvement in such technology areas as office automation, communications, microcomputers, telephone, video and monitoring devices and network administration. The IT element has the responsibility for a Long-Range Plan that commits to resources and a stable direction for the future. Finally, IT also keeps abreast of state-of-the-art developments in information technology.

FYE 2022 Program Objectives

- (1) Replace Cisco firewall that will reach end of life in FYE 2022 with FortiGate firewall, a next generation installation, by June 2022.
- (2) Migrate to Office 365 email system from Outlook Exchange system and convert all City users' Office 2016 Suite to Office 365 Suite, by September 2022.
- (3) Complete network build-out, access points installation and WiFi upgrade for remaining City facilities that were not completed in FYE 2021, by March 2022.

Ongoing Activity Measures	2020 Actual	2021 Estimated	2022 Proposed	2023 Projected
Number of help desk calls annually	869	716	700	700
Full Time Equivalent Positions	0.00	0.00	0.00	0.00

ADMINISTRATIVE SERVICES
Information Technology

01-05-03

Expense Item		Actual 2020	Budgeted 2021	Estimated 2021	Proposed 2022	Projected 2023	Projected 2024
SALARY & WAGES:							
4020	Administrative - Salary	-	-	-	-	-	-
4050	FICA & Medicare	-	-	-	-	-	-
4056	IMRF	-	-	-	-	-	-
Sub-Total		\$0	\$0	\$0	\$0	\$0	\$0
CONTRACTUAL:							
4105	Consultants	188,843	130,000	68,600	96,000	90,000	95,000
4109	Network Charges	12,098	15,000	15,600	15,000	15,000	15,000
4125	Software Maintenance	90,421	142,000	89,500	110,000	125,000	135,000
4225	Other Contractual Services	13,288	26,000	24,700	35,000	30,000	30,000
4425	Hardware Maintenance	9,449	20,000	14,000	17,000	19,000	19,000
Sub-Total		\$314,099	\$333,000	\$212,400	\$273,000	\$279,000	\$294,000
COMMODITIES:							
4600	Computer/Office Supplies	1,757	3,000	500	2,000	2,000	2,000
Sub-Total		\$1,757	\$3,000	\$500	\$2,000	\$2,000	\$2,000
CAPITAL OUTLAY:							
4806	Other Capital Outlay	31,260	173,000	10,000	205,000	50,000	50,000
4812	MIS Replacement	22,932	40,000	15,000	96,000	40,000	50,000
Sub-Total		\$54,191	\$213,000	\$25,000	\$301,000	\$90,000	\$100,000
Total		\$370,047	\$549,000	\$237,900	\$576,000	\$371,000	\$396,000

City of West Chicago

ADMINISTRATIVE SERVICES DEPARTMENT Geographic Information System

Description of Major Activities

The main purpose of the Geographic Information System (GIS) Division is to provide geographic data and technology that will facilitate daily department tasks. In addition to the creation and management of geographic datasets, user training is conducted by the GIS Coordinator to assist City staff with the system. Documentation of existing data, hardware, and software is maintained by the GIS Coordinator and posted to the City website where applicable. The management and implementation of all long-term projects and research and development of future projects is also the responsibility of the GIS Coordinator.

FYE 2022 Program Objectives

- (1) Continue to optimize the use of ArcGIS Online with the dissemination of information related to City events, services and amenities. Create user friendly web applications and maps for the general public in collaboration with City departments throughout FYE 2022.
- (2) Update the ArcGIS Online City homepage and story map templates to industry standards by July 2022.
- (3) Perform various collection and editing techniques to update specific Public Works datasets, including utilities, trees and street signs, for the creation of a new utility atlas for use in emergency situations by September 2022.

Ongoing Activity Measures	2020 Actual	2021 Estimated	2022 Proposed	2023 Projected
Number of special map/data requests	180	200	210	220
Full Time Equivalent Positions	0.50	0.50	0.50	0.50

ADMINISTRATIVE SERVICES
Geographic Information System

01-05-04

Expense Item		Actual 2020	Budgeted 2021	Estimated 2021	Proposed 2022	Projected 2023	Projected 2024
SALARY & WAGES:							
4020	Administrative - Salary	22,293	26,200	24,100	26,700	27,600	28,500
4050	FICA & Medicare	1,705	2,100	1,900	2,100	2,200	2,200
4056	IMRF	2,546	2,800	2,700	2,500	2,600	2,600
Sub-Total		\$26,545	\$31,100	\$28,700	\$31,300	\$32,400	\$33,300
CONTRACTUAL:							
4110	Training and Tuition	20	2,500	-	2,500	2,500	2,500
4112	Memberships/Dues/Subscriptions	65	400	400	100	200	200
4125	Software Maintenance	18,300	18,500	18,300	18,500	18,500	18,500
4202	Telephone and Alarms	418	700	500	500	500	500
4225	Other Contractual Services	1,954	5,000	3,700	5,000	5,000	5,000
4425	Hardware Maintenance	1,510	300	-	-	-	-
Sub-Total		\$22,267	\$27,400	\$22,900	\$26,600	\$26,700	\$26,700
COMMODITIES:							
4600	Computer/Office Supplies	144	5,000	2,600	4,000	4,000	4,000
4607	Gas and Oil	-	100	100	100	100	100
Sub-Total		\$144	\$5,100	\$2,700	\$4,100	\$4,100	\$4,100
CAPITAL OUTLAY:							
4806	Other Capital Outlay	-	11,000	11,000	-	-	-
Sub-Total		\$0	\$11,000	\$11,000	\$0	\$0	\$0
Total		\$48,956	\$74,600	\$65,300	\$62,000	\$63,200	\$64,100

City of West Chicago

ADMINISTRATIVE SERVICES DEPARTMENT Administration

Description of Major Activities

The Administration Division is responsible for the City's central finance and accounting functions, human resources, information technology, GIS and risk management. Duties include providing technical support and assistance to other departments and divisions to facilitate the completion of tasks, as well as participation in the formulation and execution of the City's financial policies. Responsibilities include the administration of a cash management and investment program, issuance and monitoring of debt, preparation of the annual tax levies, annual financial reporting as required by law and the maintenance to and all upgrades of the City's financial software system.

FYE 2022 Program Objectives

- (1) Review, test and transition from ePay online customer payment portal to Green Pay web-based online payment system to provide enhanced features to customers, by August 2022.
- (2) In anticipation of issuing debt for development projects, develop schedule and policy to restore depleted Fund reserves, and adopt appropriate funding measures to address the cumulative \$32,000,000 unrestricted deficit net position and repay \$19,000,000 cumulative interfund advances, by May 2022.
- (3) Initiate utility audits for electricity, natural gas and telecommunications use taxes for rate and application accuracy, by November 2022.

Ongoing Activity Measures	2020 Actual	2021 Estimated	2022 Proposed	2023 Projected
Liens and MOJ's Filed	78	112	110	110
Number of Counter Customers	2,500	7,500	8,000	8,300
Number of Telephone Calls	14,000	20,000	22,000	22,000
Number of Service Requests	50	60	85	85
 Full Time Equivalent Positions	 1.25	 0.75	 0.75	 0.75

ADMINISTRATIVE SERVICES

Administration

01-05-10

Expense Item		Actual 2020	Budgeted 2021	Estimated 2021	Proposed 2022	Projected 2023	Projected 2024
SALARY & WAGES:							
4020	Administrative - Salary	112,608	114,500	110,300	110,100	113,500	117,000
4029	Overtime	-	100	-	-	-	-
4050	FICA & Medicare	7,314	8,800	7,000	8,500	8,700	9,000
4052	ICMA-RC	5,490		5,600	5,800	6,100	6,500
4056	IMRF	12,860	12,700	12,200	10,000	10,400	10,700
Sub-Total		\$138,272	\$136,100	\$135,100	\$134,400	\$138,700	\$143,200
CONTRACTUAL:							
4100	Legal Fees	80	1,500	100	1,500	1,500	1,500
4110	Training and Tuition	-	2,500	400	2,500	2,500	2,500
4112	Memberships/Dues/Subscriptions	1,320	1,600	1,600	1,700	1,700	1,700
4202	Telephone and Alarms	1,420	1,600	1,500	1,600	1,600	1,600
4225	Other Contractual Services	-	2,000	-	13,000	3,000	3,000
4300	IRMA General Insurance	3,900	3,600	3,600	4,000	4,300	4,600
4501	Postage Meter Rental	1,750	1,800	1,800	2,000	2,000	2,000
4502	Copier Rental	958	900	900	1,100	1,100	1,100
Sub-Total		\$9,428	\$15,500	\$9,900	\$27,400	\$17,700	\$18,000
COMMODITIES:							
4600	Computer/Office Supplies	2,573	4,000	1,900	3,500	3,500	3,500
4613	Postage	3,675	6,000	3,000	5,000	5,000	5,000
4650	Miscellaneous Commodities	-	200	-	200	200	200
4720	Other Charges	-	200	-	200	200	200
Sub-Total		\$6,248	10,400	\$4,900	\$8,900	\$8,900	\$8,900
Total		\$153,948	\$162,000	\$149,900	\$170,700	\$165,300	\$170,100

City of West Chicago

POLICE DEPARTMENT

Financial Summary

Program	2020 Actual	2021 Budgeted	2021 Estimated	2022 Proposed	2023 Projected
Operations	10,377,477	11,004,000	10,860,100	11,727,000	11,884,100
ESDA	17,200	32,200	21,800	36,600	36,200
TOTAL	\$10,394,677	\$11,036,200	\$10,881,900	\$11,763,600	\$11,920,300

City of West Chicago

POLICE DEPARTMENT

Performance Report on FYE 2021 Major Program Objectives

The retirement of the Chief of Police in late January 2021 resulted in the Department being led on an interim basis by in-house staff for the first half of the year. Interim staff performed in meritorious fashion during this time. The dedicated efforts of staff was supplemented by the input and assistance of a law enforcement industry consultant, who was hired by the City to function as a mentor and facilitate exposure to executive-level duties.

Meanwhile, the City engaged in efforts to hire a replacement Chief of Police. Pursuant to an extensive search and robust interview process, Colin Fleury, the Deputy Chief of the Elgin, IL Police Department, was hired to lead the West Chicago Police Department. Chief Fleury, who began his tenure as the West Chicago Chief of Police on June 28th, brings 27 years total law enforcement experience to the Department.

The passage of a criminal justice reform bill by State legislators in January known as the Safety, Accountability, Fairness and Equity-Today (SAFE-T) Act impacted the Department in 2021, and will continue to influence operations in the years to come. Large portions of the bill deal directly with law enforcement procedures. While the Department's desire to always employ best-practices ensured many provisions of the SAFE-T Act were already adopted by the agency, significant requirements are inaugural in nature and need to be incorporated into our policies and daily operations. Some of the requirements were effective July 1, 2021, while others will become effective at various intervals over the course of the next approximately three years.

Staff completed an audit of the Property Room in February 2021. All was found to be in order and no discrepancies or issues of concern were identified.

The process of integrating the Department's computer-aided dispatch (CAD) data with both body worn camera and in-car camera footage to ensure those files are auto-populated with common data fields was in place by January 2021. This program, termed auto-tagging, has proven reliable and effective, freeing up staff time to perform other, value-added activities.

As part of the Department's effort to maintain accredited status, assessors from the Illinois Law Enforcement Accreditation Program (ILEAP) performed onsite activities in November and December. Preliminary indication from ILEAP at the time this document is produced is the Department met the requirements to be reaccredited.

Along with most other organizations in 2021, the Department continued to work together to effectively navigate the unique challenges brought about by COVID-19.

City of West Chicago

POLICE DEPARTMENT Operations

Description of Major Activities

Operations is made up of the Support Services and Patrol Divisions. The Support Services Division is responsible for record keeping, and providing Social Services as well as community outreach. In addition, the Support Services Division is also responsible for criminal investigations, proactive criminal investigations, undercover operations, evidence warehousing, school resource/liaison, and crime analysis functions. The Patrol Division is responsible for responding to calls for service, conducting proactive/preventative patrols, traffic education, enforcement and traffic crash investigations, and crime prevention.

FYE 2022 Program Objectives

- (1) Establish an in-house K-9 Program, consisting of one dog and one handler by June 2022.
- (2) Establish a formal Officer-Wellness Program within the Department by February 2022.
- (3) Assist the Civil Service Commission with establishing a program to facilitate the hiring of experienced staff through the lateral transfer of sworn police officers by March 2022.
- (4) Conduct two Community Emergency Response Team (CERT) classes, including one in Spanish by November 2022.

Ongoing Activity Measures	2020 Actual	2021 Estimated	2022 Proposed	2023 Projected
Drug Arrests	16	19	20	21
Domestic Disturbances	262	314	323	333
Auto Crashes	700	783	806	831
DUI Arrests	63	57	59	61
Traffic Citations	1,840	1,865	1,921	1,979
Self-Initiated Activity	20,264	22,761	23,444	24,147
Calls for Service	11,425	11,939	12,297	12,666
Total Activity	31,689	34,700	35,741	36,813
Index I Crime	271	263	271	279
Animal Complaints	81	97	100	103
Full Time Equivalent Positions	49.00	49.00	50.00	49.00

**POLICE
Operations**

01-06-13

Expense Item	Actual 2020	Budgeted 2021	Estimated 2021	Proposed 2022	Projected 2023	Projected 2024
SALARY & WAGES:						
4020 Administrative - Salary	714,977	711,800	780,600	938,000	747,800	770,300
4022 Patrolmen - Salary	3,493,146	3,488,800	3,376,800	3,538,000	3,644,200	3,753,600
4023 Sergeants - Salary	750,755	771,800	765,200	787,300	811,000	835,400
4025 CSO - Salary	113,566	118,600	110,100	121,600	125,300	129,100
4026 Contract Services - Salary	461	10,000	3,000	10,000	10,300	10,700
4029 Administrative Overtime	1,056	-	-	-	-	-
4032 Officer Overtime	411,890	410,000	393,800	460,000	473,800	488,100
4035 CSO Overtime	2,757	7,900	3,300	5,000	5,200	5,400
4050 FICA & Medicare	407,883	422,200	415,700	448,300	445,100	458,500
4051 Police Pension	2,662,500	3,000,000	3,000,000	3,100,000	3,255,000	3,417,800
4052 ICMA-RC	-	-	13,500	27,000	27,000	27,000
4054 Unemployment Insurance	-	-	-	-	-	-
4056 IMRF	42,323	42,600	43,000	43,600	45,000	46,400
Sub-Total	\$8,601,314	\$8,983,700	\$8,905,000	\$9,478,800	\$9,589,700	\$9,942,300
CONTRACTUAL:						
4100 Legal Fees	86,299	156,000	143,600	125,800	129,600	133,500
4110 Training and Tuition	18,083	40,300	40,000	58,200	60,000	61,800
4111 Mileage & Travel	-	3,300	4,200	4,300	4,500	4,700
4112 Memberships/Dues/Subscriptions	12,571	18,700	14,000	20,000	20,600	21,300
4125 Software Maintenance	20,660	68,400	68,000	77,000	79,400	81,800
4202 Telephone and Alarms	242,469	257,600	279,600	259,400	267,200	275,300
4211 Printing and Binding	4,512	7,000	4,200	7,000	7,300	7,600
4216 Grounds Maintenance	1,015	1,200	1,200	1,200	1,300	1,400
4221 DuComm Quarterly	410,944	570,700	562,800	567,500	584,600	602,200
4225 Other Contractual Services	136,057	216,400	214,400	141,400	145,700	150,100
4230 Graffiti Removal-Contractual	9,203	12,000	8,500	12,000	12,400	12,800
4231 Reception Support	122,003	136,000	126,200	143,400	147,800	152,300
4232 Crossing Guards	13,296	36,000	22,300	62,100	64,000	66,000
4300 IRMA General Insurance	206,855	191,600	191,000	211,400	222,000	233,100
4301 Other Insurance	14,170	10,000	10,000	10,000	10,500	11,100
4423 Radio Equipment Maint. and Repair	19,955	17,800	9,200	18,600	21,500	24,500
4425 Hardware Maintenance	9,097	13,100	13,000	13,200	13,600	14,100
4501 Postage Meter Rental	1,217	1,200	1,000	1,200	1,300	1,400
4502 Copier Fees	8,858	6,900	7,300	7,000	7,300	7,600
Sub-Total	\$1,337,263	\$1,764,200	\$1,720,500	\$1,740,700	\$1,800,600	\$1,862,600
COMMODITIES:						
4600 Computer/Office Supplies	2,215	8,500	8,500	5,000	5,200	5,400
4601 Field Equipment	15,785	7,200	13,500	17,100	17,700	18,300
4607 Gas and Oil	46,903	76,500	65,300	76,500	78,800	81,200
4613 Postage	8,039	6,100	3,200	6,100	6,300	6,500
4615 Uniforms and Safety Equipment	64,873	51,900	45,500	68,000	70,100	72,300
4616 Vehicle License Fees	654	2,100	700	3,900	4,100	4,300
4617 First Aid Supplies	411	1,000	1,100	1,100	1,200	1,300
4618 Ammunition and Firearms	27,586	59,800	59,800	31,600	32,600	33,600
4627 Educational Programs	4,165	-	-	-	-	-
4629 CERT Supplies	-	5,000	5,000	5,000	5,200	5,400
4640 Crime Prevention	-	20,000	20,000	50,500	52,100	53,700
4650 Miscellaneous Commodities	12,901	18,000	12,000	17,600	18,200	18,800
Sub-Total	\$183,531	\$256,100	\$234,600	\$282,400	\$291,500	\$300,800
CAPITAL OUTLAY:						
4804 Vehicles	168,483	-	-	225,100	202,300	156,300
4806 Other Capital Outlay	86,886	-	-	-	-	-
Sub-Total	\$255,369	\$0	\$0	\$225,100	\$202,300	\$156,300
Total	\$10,377,477	\$11,004,000	\$10,860,100	\$11,727,000	\$11,884,100	\$12,262,000

City of West Chicago

POLICE DEPARTMENT Emergency Services and Disaster Agency (ESDA)

Description of Major Activities

In accordance with the Illinois Emergency Management Act of January 1992, the West Chicago Emergency Services and Disaster Agency (ESDA) exists to prevent, minimize, repair, and alleviate injury or damage resulting from disaster caused by enemy attack, sabotage, or other hostile action, or from natural or man-made disasters. Its primary function continues to be one of support/relief for the West Chicago Police Department. Typically, ESDA provides assistance at major traffic accidents, protects evidence at crime scenes, and protects the public and property in the event of weather-related damage.

ESDA volunteers are trained to spot potentially hazardous weather, which may affect the City or western DuPage County. It is part of a multi-county network of weather spotters, providing first-hand information to the DuPage County Office of Emergency Management. This information is used for countywide severe weather alerts, and is passed on to the National Weather Service. Storm spotting also enables ESDA to provide warnings of potentially dangerous weather conditions to the residents of West Chicago. All members of ESDA are required to maintain certification as Severe Weather Spotters.

Since 1991, ESDA has maintained an Outdoor Warning Siren System to warn residents of approaching tornados, major emergencies, or the possible threat of an attack on the United States. The current siren system contains seven sirens. With the new telemetry system in place, all sirens are "growl tested" weekly. Sirens are fully tested by DuComm on the first Tuesday of each month. The full test consists of a three-minute steady tone. The growl test activates each siren for approximately one second, and is used to verify that all key components in the siren system are operational.

FYE 2022 Program Objectives

- (1) License and install an ESDA VHF Repeater by September 2022.
- (2) Obtain Storm Ready status by October 2022.

POLICE
Emergency Services and Disaster Agency (ESDA)

01-06-14

Expense Item		Actual 2020	Budgeted 2021	Estimated 2021	Proposed 2022	Projected 2023	Projected 2024
CONTRACTUAL:							
4110	Training and Tuition	200	200	-	200	300	400
4202	Telephone and Alarms	7,300	6,400	8,000	6,400	6,600	6,800
4225	Other Contractual Services	5,000	6,200	5,400	6,700	7,000	7,300
4429	Radio Repair	-	-	-	-	-	-
Sub-Total		\$12,500	\$12,800	\$13,400	\$13,300	\$13,900	\$14,500
COMMODITIES:							
4600	Computer/Office Supplies	-	-	-	-	-	-
4604	Tools & Equipment	-	100	-	100	200	300
4607	Gas and Oil	200	800	800	800	900	1,000
4615	Uniforms & Safety Equipment	-	10,800	-	10,800	11,200	11,600
4650	Miscellaneous Commodities	-	100	-	100	200	300
Sub-Total		200	\$11,800	\$800	\$11,800	\$12,500	\$13,200
CAPITAL OUTLAY:							
4804	Vehicles	4,500	7,600	7,600	11,500	9,800	12,800
4806	Other Capital Outlay	-	-	-	-	-	-
Sub-Total		\$4,500	\$7,600	\$7,600	\$11,500	\$9,800	\$12,800
Total		\$17,200	\$32,200	\$21,800	\$36,600	\$36,200	\$40,500

City of West Chicago

PUBLIC WORKS DEPARTMENT

Financial Summary

Program	2020 Actual	2021 Budgeted	2021 Estimated	2022 Proposed	2023 Projected
Administration	188,909	179,500	183,100	188,400	188,400
Municipal Properties	423,785	438,400	389,000	483,000	463,400
Forestry	99,613	158,900	132,900	170,800	131,000
Cemeteries	80,611	113,200	90,800	123,200	85,200
Road and Bridge	1,287,125	1,199,400	1,193,600	1,541,500	1,817,200
Maintenance Garage	438,942	459,100	411,000	428,600	440,200
Motor Fuel Tax	554,235	1,128,500	1,000,500	0	0
TOTAL	\$3,073,220	\$3,677,000	\$3,400,900	\$2,935,500	\$3,125,400

City of West Chicago

PUBLIC WORKS DEPARTMENT

Performance Report on FYE 2021 Major Program Objectives

The City's long-range Capital Improvement Program (CIP), Moto Fuel Project and five-year Street Improvement Program was revised and presented to the Infrastructure Committee on November 4, 2020. There was consensus by the Committee to concur with staff's recommendations. As such, the CIP will be included in the 2022 Proposed Budget.

In 2021, City staff collaborated with the engineering consultants to complete construction of Commerce Drive Reconstruction, Prince Crossing Road Resurfacing, as well as the Hillside Addition and Roosevelt Highlands Rehabilitation Project. Other annual programs of Sidewalk and Curb and Gutter Replacement Program were completed. Due to material and labor shortages, the Annual Pavement Striping Program and Crack Sealing Programs were not completed. The team also collaborated to apply for various grants such as the Community Development Block Grant and Surface Transportation Program. Staff also completed utility permit reviews, assisted with private development reviews and performed rights-of-way inspections (public utilities, sidewalks, streetlights, roadway, etc.) for the Trillium Farm Subdivision.

Facility Management Division staff continued inspecting, servicing, and maintaining all municipal buildings, all City street lights, and all City-owned properties. Staff replaced streetlight luminaries with LED bulbs at fifteen different metered circuits throughout the City. HVAC improvements at the City Hall were completed. Contractual janitorial services were procured for eight City-owned facilities via an extension which was awarded by the City Council in October 2021. The roof replacement over bays 4, 5 and 6 at the Street Division garage was not completed.

Forestry Program objectives continued to focus on the management of the Emerald Ash Borer (EAB) with soil insecticidal treatments being completed in November 2021. Contractual brush pick-up was completed during 2021 by Kramer Tree Specialists, Inc. Removal of dead, dying, or diseased trees were mostly completed by City staff, with contractually assistance when warranted. The City's annual contractual tree planting program was also completed in 2021. The forestry staff were also busy with multiple storm cleanups this year.

Maintenance Garage and Road and Bridge Program objectives were also substantially completed in 2021. Cemeteries objectives associated with creating a digital map and electronic index of interments, entombments, or inurnments for the two City-owned cemeteries were not completed. These objectives will be re-visited in 2022.

City of West Chicago

PUBLIC WORKS DEPARTMENT Administration

Description of Major Activities

General public works department overhead expenses are charged to this program, in addition to the solid waste subsidy approved by the City Council in 2006. In 2009, the Kerr-McGee oversight expenses were added to this program.

FYE 2022 Program Objectives

- (1) Research available alternative funding sources for roadway and capital improvement projects and submit appropriate applications for funding by November 2022.
- (2) Re-evaluate and update the Capital Improvement Program, Motor Fuel Program and five-year Street Improvement Program priority list, and present to the Infrastructure Committee for concurrence in November 2022.
- (3) Review and re-evaluate snow and ice control methods/plan by October 2022.

Ongoing Activity Measures	2021 Actual	2022 Estimated	2023 Proposed	2024 Projected
Grant Program Applications Submitted	3	2	2	2
Full Time Equivalent Positions	0.00	0.00	0.00	0.00

PUBLIC WORKS
Administration

01-09-10

Expense Item	Actual 2020	Budgeted 2021	Estimated 2021	Proposed 2022	Projected 2023	Projected 2024
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CONTRACTUAL:

4100	Legal Fees	12,248	1,000	5,500	6,000	6,000	6,000
4110	Training and Tuition	-	500	-	4,000	4,000	4,000
4112	Memberships/Dues/Subscriptions	882	900	200	1,000	1,000	1,000
4365	Payments to Taxing Bodies	174,391	175,000	175,000	175,000	175,000	175,000
Sub-Total		\$187,520	\$177,400	\$180,700	\$186,000	\$186,000	\$186,000

COMMODITIES:

4600	Computer/Office Supplies	403	1,500	1,500	1,500	1,500	1,500
4613	Postage	27	100	300	200	200	200
4615	Uniforms& Safety Equipment	959	300	500	500	500	500
4650	Miscellaneous Commodities	-	200	100	200	200	200
Sub-Total		\$1,389	\$2,100	\$2,400	\$2,400	\$2,400	\$2,400

Total	\$188,909	\$179,500	\$183,100	\$188,400	\$188,400	\$188,400
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City of West Chicago

PUBLIC WORKS DEPARTMENT MUNICIPAL PROPERTIES

Description of Major Activities

The maintenance of all City facilities is performed under the direction of the Public Works Department. The employees' main responsibilities are the daily upkeep and repair of City Hall, Museum, Police Station, Fleet Maintenance Garage, Water Treatment Plant, Utility Facilities, and the Streets Facility as well as all City owned Street lighting, poles, fixtures and controls. Buildings and grounds maintenance includes limited painting, light electrical and plumbing repairs, replacement of worn-out parts and other general construction, repair and maintenance work. Major maintenance and repair work is performed by independent contractors, as is the janitorial cleaning of the municipal buildings.

FYE 2022 Program Objectives

- (1) Procure contractual services for fire protection system upgrade at 135 W. Grand Lake Blvd by September 2022.
- (2) Complete installation of insulation inside far north garage at 135 W. Grand Lake Blvd by September 2022.
- (3) Continue to replace existing streetlight luminaries with LED luminaries by October 2022.

Ongoing Activity Measures	2020 Actual	2021 Estimated	2022 Proposed	2023 Projected
Building Safety Inspections	12	12	12	12
Daily Building Inspections	250	250	250	250
Tunnel Inspections	250	250	250	250
Streetlight Maintenance/Repairs	200	200	150	150
Full Time Equivalent Positions	1.75	1.75	1.75	1.75

PUBLIC WORKS
Municipal Properties

01-09-21

Expense Item		Actual 2020	Budgeted 2021	Estimated 2021	Proposed 2022	Projected 2023	Projected 2024
SALARY & WAGES:							
4020	Administrative - Salary	84,673	83,200	83,200	83,700	86,300	88,900
4027	Operational - Salary	76,864	78,300	45,000	80,700	83,200	85,700
4029	Overtime	8,188	5,000	13,000	15,000	7,500	7,500
4050	FICA & Medicare	12,711	12,800	10,900	13,800	13,600	14,000
4056	IMRF	19,208	18,400	16,000	16,300	16,100	16,600
Sub-Total		\$201,643	\$197,700	\$168,100	\$209,500	\$206,700	\$212,700
CONTRACTUAL:							
4202	Telephone and Alarms	33,911	30,000	32,000	34,000	36,000	38,000
4203	Heating Gas	3,662	7,000	6,000	7,500	7,500	7,500
4204	Electric	2,132	5,000	2,500	3,000	3,300	3,500
4216	Grounds Maintenance	3,320	5,000	4,800	4,300	4,500	4,500
4219	Contract Janitorial Service	39,565	46,000	39,000	45,000	47,300	49,700
4225	Other Contractual Services	35,418	40,000	50,000	40,000	40,000	40,000
4300	IRMA General Insurance	15,500	14,400	14,400	15,900	17,200	18,600
4301	Other Insurance	13,979	10,000	10,000	10,000	10,000	10,000
Sub-Total		\$147,487	\$157,400	\$158,700	\$159,700	\$165,800	\$171,800
COMMODITIES:							
4607	Gas and Oil	3,886	5,000	4,500	5,000	5,000	5,000
4615	Uniforms & Safety Equipment	3,020	2,700	2,700	3,000	3,000	3,000
4650	Miscellaneous Commodities	55,150	60,000	55,000	55,000	55,000	55,000
Sub-Total		\$62,056	\$67,700	\$62,200	\$63,000	\$63,000	\$63,000
CAPITAL OUTLAY:							
4804	Vehicles	12,600	15,600	-	50,800	27,900	28,000
Sub-Total		\$12,600	\$15,600	\$0	\$50,800	\$27,900	\$28,000
Total		\$423,785	\$438,400	\$389,000	\$483,000	\$463,400	\$475,500

City of West Chicago

PUBLIC WORKS DEPARTMENT FORESTRY

Description of Major Activities

The three services included in this program are: brush collection, emergency tree removals/trimming from storm damage, and hornet nest removals. Each of these programs is handled by an independent contractor and administered by various staff in the Streets Division. The system of removing brush with a mechanized loader and chipping the brush at the contractor's site has resulted in faster brush removal. Completion time is typically less than one week, with no chipping debris left on the streets. The contractual Brush Collection Program is administered over a seven month period (May thru November), with brush collection commencing the first full week of each month.

FYE 2022 Program Objectives

- (1) Procure contractual services and complete a Tree Inventory Program by September 2022.
- (2) Procure contractual services and complete the Tree Trimming Program by April 2022.
- (3) Procure contractual services and complete the Tree Planting program by June 2022.
- (4) Complete the 2022 Monthly Brush Collection Program by December 2022.

Ongoing Activity Measures	2020 Actual	2021 Estimated	2022 Proposed	2023 Projected
Emergency Tree Removals	3	11	10	10
Ash Tree Removals Due to EAB Damage	20	20	45	45
Average Time to Complete Brush Collection (Days)	5	5	5	5
Hornet Nest Removals	25	20	10	10

PUBLIC WORKS
Forestry

01-09-22

Expense Item	Actual 2020	Budgeted 2021	Estimated 2021	Proposed 2022	Projected 2023	Projected 2024
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CONTRACTUAL:

4200	Legal Notices	-	100	100	100	100
4214	Brush Pickup	96,775	96,800	96,800	102,700	115,500
4225	Other Contractual Services	1,175	60,000	35,000	66,000	20,000
Sub-Total		\$97,950	\$156,900	\$131,900	\$168,800	\$129,000

COMMODITIES:

4604	Tools and Equipment	1,663	2,000	1,000	2,000	2,000
Sub-Total		\$1,663	\$2,000	\$1,000	\$2,000	\$2,000

Total	\$99,613	\$158,900	\$132,900	\$170,800	\$131,000	\$137,600
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City of West Chicago

PUBLIC WORKS DEPARTMENT CEMETERIES

Description of Major Activities

The Public Works Department administers and oversees the activities of the two City-owned cemeteries (Glen Oak and Oakwood) that includes the sale of grave sites, interments, ground maintenance activities, records and reports through an independent contractor performing the duties of Cemetery Sexton.

FYE 2022 Program Objectives

- (1) Develop a digital maps of the two City-owned cemeteries delineating all lots or plots, blocks, sections, avenues, walks, alleys, and paths by December 2022.
- (2) Create and maintain an index that associates the identity of every deceased person interred, entombed, or inurned with their respective place of internment, entombment, or inurnment as identified on and corresponds with the cemetery map by December 2022.
- (3) Continue to monitor the deteriorating Oak trees at the Glen Oaks Cemetery and apply fertilizer treatment by October 2022.
- (4) Seal Coat the drive aisles in the Glen Oaks Cemetery by November 2022.

Ongoing Activity Measures	2020 Actual	2021 Estimated	2022 Proposed	2023 Projected
Mowings	28	28	30	30
Seal Coat Roads	1	0	1	1
Weed/Crabgrass Control				
Applications	3	3	3	3
Interments	30	25	30	30

PUBLIC WORKS
Cemeteries

01-09-23

Expense Item	Actual 2020	Budgeted 2021	Estimated 2021	Proposed 2022	Projected 2023	Projected 2024
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CONTRACTUAL:

4209	Interments	22,050	20,000	29,600	20,000	20,000
4216	Grounds Maintenance	46,085	50,000	50,000	50,000	50,000
4217	Cemetery Sexton	7,200	7,200	7,200	7,200	7,200
4225	Other Contractual Services	5,276	36,000	4,000	46,000	8,000
Sub-Total		\$80,611	\$113,200	\$90,800	\$123,200	\$85,200

Total	\$80,611	\$113,200	\$90,800	\$123,200	\$85,200	\$85,200
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City of West Chicago

PUBLIC WORKS DEPARTMENT ROAD & BRIDGE

Description of Major Activities

Street Division activities not listed elsewhere as their own Program are included in the Road and Bridge Program. Examples of these activities include: sign work, mowing, parkway cleanup, tree trimming/removals, sidewalk repairs, parkway restorations and landscaping, alley work, shoulder gravel, special events, and most service requests.

FYE 2022 Program Objectives

- (1) Procure contractual services and complete the Forestry Maintenance Program (Tree Trimming and Planting) by June 2022.
- (2) Continue to evaluate storm structures and replace as necessary; continue sewer cleaning and introduce catch basin cleaning, tracking progress, compliance and effectiveness through December 2022.
- (3) Track and record all street sweeping operations, documenting locations, dates swept, material picked up, personnel, man hours, and equipment used through December 2022.

Ongoing Activity Measures	2020 Actual	2021 Estimated	2022 Proposed	2023 Projected
Special Events Handled	9	10	10	10
Service Requests Fulfilled	150	190	250	250
Mowing Operations Completed	28	28	30	30
Parkway/Street Restorations	465	450	400	400
Street Sweepings (days) Completed	120	130	130	130
Full Time Equivalent Positions	8.75	9.50	9.50	9.50

PUBLIC WORKS
Road & Bridge

01-09-24

Expense Item		Actual 2020	Budgeted 2021	Estimated 2021	Proposed 2022	Projected 2023	Projected 2024
SALARY & WAGES:							
4020	Administrative - Salary	125,127	138,800	123,000	162,800	167,700	172,800
4027	Operational - Salary	418,369	509,200	450,000	549,600	566,100	583,100
4029	Overtime	28,546	50,000	55,000	50,000	50,000	50,000
4050	FICA & Medicare	43,384	53,400	48,100	58,400	60,000	61,700
4056	IMRF	65,036	77,100	72,000	69,300	71,200	73,200
Sub-Total		\$680,462	\$828,500	\$748,100	\$890,100	\$915,000	\$940,800
CONTRACTUAL:							
4108	Pre-Employment Exams	915	500	700	700	700	700
4110	Training and Tuition	3,360	2,000	500	2,000	2,000	2,000
4112	Memberships/Dues/Subscriptions	350	400	-	400	400	400
4202	Telephone and Alarms	39,490	30,000	31,700	35,000	35,000	35,000
4225	Other Contractual Services	6,567	5,000	9,000	10,000	10,000	10,000
4300	IRMA General Insurance	33,600	31,200	31,200	34,400	36,200	38,100
4301	Other Insurance	7,175	6,000	6,000	6,500	6,500	6,500
Sub-Total		\$91,457	\$75,100	\$79,100	\$89,000	\$90,800	\$92,700
COMMODITIES:							
4600	Computer/Office Supplies	1,356	2,000	600	1,500	1,500	1,500
4604	Tools and Equipment	4,281	5,500	3,000	5,000	5,000	5,000
4607	Gas and Oil	31,915	60,000	52,500	60,000	62,000	65,000
4615	Uniforms & Safety Equipment	10,138	8,300	7,500	8,000	8,300	8,500
4650	Miscellaneous Commodities	23,517	20,000	16,000	20,000	21,000	22,000
Sub-Total		\$71,206	\$95,800	\$79,600	\$94,500	\$97,800	\$102,000
CAPITAL OUTLAY:							
4804	Vehicles	444,000	200,000	286,800	467,900	713,600	518,000
Sub-Total		\$444,000	\$200,000	\$286,800	\$467,900	\$713,600	\$518,000
Total		\$1,287,125	\$1,199,400	\$1,193,600	\$1,541,500	\$1,817,200	\$1,653,500

City of West Chicago

PUBLIC WORKS DEPARTMENT MAINTENANCE GARAGE

Description of Major Activities

The mission of the municipal garage is to institute and continuously improve its preventative maintenance program which minimizes the occurrence of costly emergency vehicle, truck and equipment breakdowns, and prevents prolonged fleet downtime, thereby maintaining the timely delivery of municipal services to City residents. User departments are considered consumers of fleet maintenance services and charged a user fee based on their historical usage pattern to fund capital equipment purchases, depreciation expenses and general overhead (see Capital Equipment Replacement Fund).

FYE 2022 Program Objectives

- (1) Complete all safety lane inspections by November 2022.
- (2) Inspect and assess the condition of each vehicle within the municipal fleet and update the Capital Equipment Replacement Schedule by October 2022.
- (3) Identify and properly dispose of all surplus vehicles by October 2022.
- (4) During off seasons (i.e., winter for mowing and forestry equipment, summer for snow plowing equipment), inspect all equipment, including small engine equipment, and complete needed repairs prior to start of 2022 seasonal needs (i.e., prior to May 2022 for mowing and forestry equipment, and prior to November 2022 for snow plowing equipment).

Ongoing Activity Measures	2020 Actual	2021 Estimated	2022 Proposed	2023 Projected
Preventative Maintenance Evaluations	200	250	250	250
Safety Lane Inspections	60	60	60	60
Vehicle/Equipment Repairs	1,150	1,201	1,250	1,250
Full Time Equivalent Positions	1.50	1.50	1.50	1.50

PUBLIC WORKS
Maintenance Garage

01-09-25

Expense Item		Actual 2020	Budgeted 2021	Estimated 2021	Proposed 2022	Projected 2023	Projected 2024
SALARY & WAGES:							
4027	Operational - Salary	104,405	107,900	106,400	113,400	116,900	120,500
4029	Overtime	15,549	20,000	18,000	18,000	19,000	20,000
4050	FICA & Medicare	9,211	9,800	9,600	10,100	10,400	10,800
4056	IMRF	13,675	14,200	14,000	12,000	12,400	12,800
Sub-Total		\$142,840	\$151,900	\$148,000	\$153,500	\$158,700	\$164,100
CONTRACTUAL:							
4110	Training and Tuition	990	1,000	100	1,000	1,000	1,000
4202	Telephone and Alarms	3,490	3,000	3,200	3,300	3,400	3,500
4300	IRMA General Insurance	5,200	4,800	4,800	5,300	5,600	5,900
4400	Vehicle Repair	61,120	40,000	40,000	45,000	45,000	45,000
Sub-Total		\$70,799	\$48,800	\$48,100	\$54,600	\$55,000	\$55,400
COMMODITIES:							
4603	Parts for Vehicles	171,698	175,000	170,000	180,000	185,000	190,000
4604	Tools and Equipment	38,399	70,000	32,500	27,000	28,000	29,000
4607	Gas and Oil	667	1,500	1,500	1,500	1,500	1,500
4615	Uniforms & Safety Equipment	2,687	1,900	1,900	2,000	2,000	2,000
4650	Miscellaneous Commodities	11,852	10,000	9,000	10,000	10,000	10,000
Sub-Total		\$225,303	\$258,400	\$214,900	\$220,500	\$226,500	\$232,500
Total		\$438,942	\$459,100	\$411,000	\$428,600	\$440,200	\$452,000

City of West Chicago

PUBLIC WORKS DEPARTMENT MOTOR FUEL TAX

Description of Major Activities

Right-of-way maintenance operations not listed elsewhere as their own program are included in the Motor Fuel Tax Program. Examples of these activities include: electricity charges for street lights and traffic signals, refuse disposal, and a portion of the various street improvement programs.

FYE 2022 Program Objectives

(1) See Motor Fuel Tax Funds separate narrative.

PUBLIC WORKS
Motor Fuel Tax

01-09-26

Expense Item	Actual 2020	Budgeted 2021	Estimated 2021	Proposed 2022	Projected 2023	Projected 2024
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CONTRACTUAL:

4204	Electric	185,182	130,000	130,000	-	-	-
4210	Refuse Disposal	21,187	45,000	45,000	-	-	-
Sub-Total		\$206,369	\$175,000	\$175,000	\$0	\$0	\$0

COMMODITIES:

4807	Street Improvements	347,865	953,500	825,500	-	-	-
Sub-Total		\$347,865	\$953,500	\$825,500	\$0	\$0	\$0

Total	\$554,235	\$1,128,500	\$1,000,500	\$0	\$0	\$0
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City of West Chicago

COMMUNITY DEVELOPMENT DEPARTMENT

Financial Summary

Program	2020 Actual	2021 Budgeted	2021 Estimated	2022 Proposed	2023 Projected
Planning, Engineering & Economic Dev.	394,086	666,800	561,500	742,400	706,700
Building & Code Enforcement	709,807	649,100	651,400	758,100	812,800
Special Events and City Museum	137,493	170,600	140,000	280,500	284,700
TOTAL	\$1,241,386	\$1,486,500	\$1,352,900	1,781,000	1,804,200

City of West Chicago

COMMUNITY DEVELOPMENT DEPARTMENT

Performance Report on FYE 2021 Major Program Objectives

Public outreach efforts dominated the first nine months of the Comprehensive Plan update process. Significant work was invested into reaching the Latino community in West Chicago. The completion date slipped slightly, with the project originally scheduled to end in December 2021. Staff now hopes for adoption in January 2022.

The Small Cell Antennae Concealment Design Standards were drafted by a consultant and are under review by both Community Development and Public Works staff. There is no reason not to expect the document will be approved in December 2021 or January 2022.

Extensive discussions were held with the developer of a proposed eight-unit townhouse complex. The City sold the land to the developer and plans are expected in November 2021 for staff review. An apartment developer is also in discussions with staff, having submitted a pro-forma and conceptual designs. Progress on the apartment proposal is expected to conclude in early 2022.

Continued implementation of the “soft” code enforcement process occurred, meaning fewer small violations and greater focus on serious violations.

Placement of four historic display boards along bicycle trails is anticipated before the end of 2021.

A mix of City-sponsored pandemic-safe activities and traditional special events, as well as support for events conducted by other entities occurred. Planning started for Blooming Fest in December 2021.

During the year, the Department was unable to find a qualified person to fill the Chief Building Official spot, which necessarily slowed or eliminated activities unique to that position. Assistance was provided by the City's inspector and enforcement consultant and several staff took on added duties to help make up for the loss.

City of West Chicago

COMMUNITY DEVELOPMENT DEPARTMENT Planning, Engineering & Economic Development

Description of Major Activities

This Program is responsible for development within the City, and includes business attraction and retention, short and long-range planning, historic preservation, and engineering. As part of this program, staff also recommends revisions to the comprehensive plan, zoning and subdivision regulations, and the City Code to help improve the quality of development within the City and stay competitive with other communities by improving standards and clarifying the process. Staff guides developers through the review process by conducting development review meetings when appropriate, explaining code requirements, reviewing plan submittals and proactively contacting developers to discuss issues that may arise.

FYE 2022 Program Objectives

- (1) Adopt the new Comprehensive Plan by February 2022.
- (2) Begin Kerr-McGee Property Park Planning by June 2022.
- (3) Complete Ward Redistricting by November 2022.
- (4) Complete several zoning text amendments throughout the year, concluding by November 2022.

Ongoing Activity Measures	2020 Actual	2021 Estimated	2022 Proposed	2023 Projected
Review Plan Commission Applications	21	25	30	30
Review Commercial and Industrial Building Permit Applications	208	280	280	280
Certificates of Appropriateness Reviewed	23	20	20	20
Meetings with Potential Developers	53	70	70	70
Review Residential Permit Applications (new homes)	3	3	3	3
Full Time Equivalent Positions	3.75	3.75	4.00	4.00

COMMUNITY DEVELOPMENT
Planning, Engineering & Economic Development

01-10-28

Expense Item		Actual 2020	Budgeted 2021	Estimated 2021	Proposed 2022	Projected 2023	Projected 2024
SALARY & WAGES:							
4016	Commissions - Salary	530	1,000	1,100	800	800	800
4020	Administrative - Salary	273,255	381,200	331,200	420,600	433,300	446,300
4029	Overtime	-	-	-	-	-	-
4050	FICA & Medicare	20,030	29,300	24,600	32,300	33,300	34,300
4056	IMRF	30,770	42,100	35,900	38,200	39,400	40,600
Sub-Total		\$324,586	\$453,600	\$392,800	\$491,900	\$506,800	\$522,000
CONTRACTUAL:							
4100	Legal Fees	8,945	5,500	7,500	13,000	13,200	13,400
4110	Training and Tuition	-	1,500	400	1,500	1,600	1,700
4112	Memberships/Dues/Subscriptions	1,919	2,000	1,100	1,100	1,200	1,200
4125	Software Maintenance	4,020	4,500	4,400	4,500	4,500	4,500
4200	Legal Notices	2,374	2,500	900	3,000	3,000	2,000
4202	Telephone and Alarms	23,665	21,000	27,900	42,000	43,000	44,000
4211	Printing & Binding	190	500	300	1,000	300	300
4216	Grounds Maintenance	-	-	-	14,000	14,000	14,000
4223	Legal Reporter Fees	7,759	6,500	4,100	5,000	5,000	5,000
4225	Other Contractual Services	16,609	162,000	115,700	88,000	75,000	65,000
4300	IRMA General Insurance	1,700	1,600	1,600	1,800	2,000	2,200
Sub-Total		\$67,180	\$207,600	\$163,900	\$174,900	\$162,800	\$153,300
COMMODITIES:							
4600	Computer/Office Supplies	1,927	2,500	2,000	2,500	2,500	2,500
4602	Maps and Plats	209	600	1,800	1,800	1,800	1,800
4613	Postage	-	500	800	1,000	1,000	1,000
4700	Prospect Development	-	1,000	-	1,000	1,000	1,000
4720	Other Charges	184	500	200	300	300	300
Sub-Total		\$2,320	\$5,100	\$4,800	\$6,600	\$6,600	\$6,600
CAPITAL OUTLAY:							
4802	Office Equipment	-	500	-	12,500	500	500
4809	Land	-	-	-	56,500	30,000	0
Sub-Total		\$0	\$500	\$0	\$69,000	\$30,500	\$500
Total		\$394,086	\$666,800	\$561,500	\$742,400	\$706,700	\$682,400

City of West Chicago

COMMUNITY DEVELOPMENT DEPARTMENT Building & Code Enforcement

Description of Major Activities

The Building and Code Enforcement Program includes reviewing all building permit applications; conducting building, change of occupancy, overcrowding and rental inspections; investigating code violation complaints and proactively pursuing property maintenance violations by conducting routine inspections throughout the community. The code enforcement function includes issuing correction notices, inspecting for compliance, issuing "P" tickets for minor offenses, issuing Notice to Appear citations into the City's Administrative Adjudication process for more severe cases and tracking the status of all violations, citations, liens and fines. Staff also tracks temporary occupancy permits, letters of intent, letters of credit and stormwater deposits to ensure that construction is completed. Staff also proposes local amendments to the adopted national codes to improve the safety, image and appearance of the community.

FYE 2022 Program Objectives

- (1) Fill Chief Building Official position (ASAP).
- (2) Move City to 2021 ICC Codes by November 2022.
- (3) Issue RFPs and review for Tall Grass/Weed Service Contract by March 2022 and Inspections/Code Enforcement Contract by October 2022.

Ongoing Activity Measures	2020 Actual	2021 Estimated	2022 Proposed	2023 Projected
Building Permit Applications	1,120	1,000	1,000	1,000
Change of Occupancy Inspections	1,122	1,000	1,000	1,000
Overcrowding Investigations	3	10	10	10
Rental Inspections	1,149	800	1,000	1,000
Full Time Equivalent Positions	1.00	1.00	1.00	1.00

COMMUNITY DEVELOPMENT
Building & Code Enforcement

01-10-29

Expense Item		Actual 2020	Budgeted 2021	Estimated 2021	Proposed 2022	Projected 2023	Projected 2024
SALARY & WAGES:							
4020	Administrative - Salary	103,098	99,600	56,000	89,400	92,100	94,900
4029	Overtime	-	-	-	-	-	-
4050	FICA & Medicare	7,766	7,700	3,600	6,900	7,100	7,300
4056	IMRF	11,789	11,400	6,100	8,200	8,400	8,700
Sub-Total		\$122,653	\$118,700	\$65,700	\$104,500	\$107,600	\$110,900
CONTRACTUAL:							
4100	Legal Fees	22,758	20,000	26,000	25,000	25,000	25,000
4110	Training and Tuition	-	300	-	300	300	300
4112	Memberships/Dues/Subscriptions	145	400	200	200	200	200
4113	Enforcement and Inspections	352,350	355,400	345,000	355,400	400,000	400,000
4115	Bond/Deposit Refunds	-	-	-	-	-	-
4120	Plan Review	146,217	90,000	134,300	138,300	140,000	140,000
4125	Software Maintenance	8,024	8,500	8,900	9,000	10,000	10,000
4200	Legal Notices	-	200	500	500	500	500
4202	Telephone and Alarms	40,617	36,500	47,500	48,000	49,000	50,000
4205	Weed Cutting	2,513	1,500	4,700	5,000	5,000	5,000
4211	Printing and Binding	1,322	2,000	1,600	2,000	2,000	2,000
4222	Filing Fees	3,429	2,000	5,700	5,000	5,000	5,000
4224	Microfiching	3,572	5,000	3,600	7,500	7,500	7,500
4300	IRMA General Insurance	1,700	1,600	1,600	1,800	2,000	2,200
4301	Other Insurance	2,345	2,500	2,500	2,500	2,500	2,500
Sub-Total		\$584,991	\$525,900	\$582,100	\$600,500	\$649,000	\$650,200
COMMODITIES:							
4600	Office Supplies	90	100	100	100	100	100
4607	Gas and Oil	165	500	100	200	200	200
4613	Postage	31	300	300	300	300	300
4615	Uniforms & Safety Equipment	-	300	-	300	300	300
4650	Miscellaneous Commodities	-	500	100	300	300	300
4720	Other Charges	-	200	-	200	200	200
		\$286	\$1,900	\$600	\$1,400	\$1,400	\$1,400
CAPITAL OUTLAY:							
4802	Office Equipment	477	1,000	1,400	1,000	1,000	1,000
4803	Vehicles	1,400	1,600	1,600	700	3,800	7,400
4813	Façade Program	-	-	-	30,000	30,000	30,000
4816	Restaurant Grant Program	-	-	-	20,000	20,000	20,000
Sub-Total		\$1,877	\$2,600	\$3,000	\$51,700	\$54,800	\$58,400
Total		\$709,807	\$649,100	\$651,400	\$758,100	\$812,800	\$820,900

City of West Chicago

COMMUNITY DEVELOPMENT DEPARTMENT Special Events and City Museum

Description of Major Activities

The Museum functions as an educational facility as well as a cultural resource center for the community by promoting the City and its rich history through a variety of outreach programs, changing exhibits, tours, publications and special events. These opportunities are designed for a wide range of audiences. The Museum also collects, stores and conserves two and three-dimensional artifacts representing the collective history of this community and its residents. It maintains extensive local history research files and reference library for use by the community. Special Events is located in the CD Department and has primary responsibility for several city-sponsored festivals and some coordination duties for other events.

FY 2022 Program Objectives

- (1) Proceed with actual City-sponsored Special Events, taking into account any pandemic restrictions (various points throughout the year).
- (2) Process and support, when feasible, non-City events (various points through the year).
- (3) Grow the Museum's online database by 2,500 items by December 2022.

Ongoing Activity Measures	2020 Actual	2021 Estimated	2022 Proposed	2023 Projected
Program & Museum Attendance	1,243	2,800	3,000	3,000
Information Requests	118	144	200	200
Volunteer Hours	194	268	300	300
Donations Received (lots)*	14	20	20	20
Exhibits/Programs/Events	93	70	100	100
Full Time Equivalent Positions	0.50	0.50	1.00	1.00
(*each lot may contain numerous items)				

**COMMUNITY DEVELOPMENT
SPECIAL EVENTS AND CITY MUSEUM**

01-10-30

Expense Item		Actual 2020	Budgeted 2021	Estimated 2021	Proposed 2022	Projected 2023	Projected 2024
SALARY & WAGES:							
4020	Administrative - Salary	34,354	39,000	38,700	80,600	83,100	85,600
4050	FICA & Medicare	2,598	3,000	3,000	6,200	6,400	6,600
4056	IMRF	3,925	4,400	4,500	7,400	7,600	7,800
Sub-Total		\$40,877	\$46,400	\$46,200	\$94,200	\$97,100	\$100,000
CONTRACTUAL:							
4202	Telephone and Alarms	27,961	24,500	30,900	31,000	31,000	31,000
4225	Other Contractual Services	44,380	44,100	44,100	45,200	46,300	47,500
4300	IRMA General Insurance	1,700	1,600	1,600	1,800	2,000	2,200
4502	Copier Lease	811	900	600	800	800	800
Sub-Total		\$74,852	\$71,100	\$77,200	\$78,800	\$80,100	\$81,500
COMMODITIES:							
4680	Special Events	21,764	53,100	16,600	107,500	107,500	107,500
Sub-Total		\$21,764	\$53,100	\$16,600	\$107,500	\$107,500	\$107,500
Total		\$137,493	\$170,600	\$140,000	\$280,500	\$284,700	\$289,000

City of West Chicago

CAPITAL EQUIPMENT REPLACEMENT FUND PROJECTED REVENUE

04-00		2020 Actual	2021 Budgeted	2021 Estimated	2022 Proposed	2023 Projected
371000	Interest	3,909	400	400	400	400
387500	Asset Sales	0	0	200	0	0
389000	Miscellaneous	41,485	0	2,500	0	0
390000	Transfers In	953,800	538,800	538,800	976,600	982,800
	TOTAL	\$995,684	\$539,200	\$541,900	\$977,000	\$983,200

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City of West Chicago

CAPITAL EQUIPMENT REPLACEMENT FUND

Financial Summary

Program	2020 Actual	2021 Budgeted	2021 Estimated	2022 Proposed	2023 Projected
Operations	397,533	1,415,100	659,900	822,500	1,788,600
TOTAL	\$397,533	\$1,415,100	\$659,900	\$822,500	\$1,788,600

City of West Chicago

CAPITAL EQUIPMENT REPLACEMENT FUND

Performance Report on FYE 2021 Major Program Objectives

An updated ten-year vehicle and equipment purchase plan was developed during the year. All vehicles were identified and evaluated as to current condition and useful life expectancy. During the budgeting process, staff identified vehicles, which were no longer serviceable. Only some of the needed, budgeted vehicles and equipment were replaced either through the bidding process or participation in the State of Illinois Joint Purchasing Program, the Suburban Purchasing Cooperative (SPC) Joint Purchasing Program, the Sourcewell (formerly National Joint Powers Alliance (NJPA)) joint purchasing program, or other local joint purchasing opportunities. Some of the budgeted vehicle and equipment was either postponed or removed from the replacement schedule due to limited need and/or use. Surplus vehicles were sold through public auctions or trade in.

The ten-year plan will receive annual scrutiny so that the City can more closely schedule major vehicle replacements in relation to available resources.

City of West Chicago

CAPITAL EQUIPMENT REPLACEMENT FUND

Description of Major Activities

These elements provide for the scheduled replacement of existing vehicles and equipment for all City departments. Funds for the replacement come from annual depreciation contributions charged to the department to which the vehicle or equipment is assigned.

FYE 2022 Program Objectives

- (1) Update the ten-year Vehicle and Equipment Replacement Plan by September 2022
- (2) Dispose of surplus vehicles and equipment through sale, trade or auction by December 2022
- (3) Purchase vehicles and/or equipment in accordance with City policies on the Vehicle and Equipment Replacement Plan by December 2021.

Ongoing Activity Measures	2020 Actual	2021 Estimated	2022 Proposed	2023 Projected
Vehicles and Equipment Replaced/Purchased	6	17	12	21

**CAPITAL EQUIPMENT REPLACEMENT FUND
OPERATIONS**

04-34-39

Expense Item		Actual 2020	Budgeted 2021	Estimated 2021	Proposed 2022	Projected 2023	Projected 2024
CAPITAL OUTLAY:							
4804	Vehicles	397,553	1,415,100	659,900	822,500	1,788,600	1,072,000
Sub-Total		\$397,553	\$1,415,100	\$659,900	\$822,500	\$1,788,600	\$1,072,000
Total		\$397,553	\$1,415,100	\$659,900	\$822,500	\$1,788,600	\$1,072,000

City of West Chicago

SEWER FUND *Projected Revenue*

05-00		2020 Actual	2021 Budgeted	2021 Estimated	2022 Proposed	2023 Projected
311100	Property Tax	9,916	9,000	9,900	9,000	9,000
331000	Sewer Services	3,457,600	5,300,000	5,300,000	5,300,000	5,300,000
342000	Sewer Connection Fees	45,680	25,000	47,000	25,000	25,000
342500	Sewer Capacity Fees	0	0	0	0	0
364000	Recapture Fees	0	0	0	0	0
371000	Interest	833	1,000	1,000	1,000	1,000
386000	Other Reimbursements	46,585	42,600	30,000	30,000	30,000
386100	Health Insurance Contributions	33,354	33,000	33,000	33,000	33,000
386500	IRMA/IPBC Revenue Adjustment	209,085	0	0	0	0
387500	Asset Sales	2,336	0	0	0	0
389300	Other Income	\$60,123	0	0	0	0
	TOTAL	\$3,591,297	\$5,410,600	\$5,420,900	\$5,398,000	\$5,398,000

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City of West Chicago

SEWER FUND

Financial Summary

Program	2020 Actual	2021 Budgeted	2021 Estimated	2022 Proposed	2023 Projected
SSA #2	14,373	64,800	28,400	94,500	16,500
Treatment and Sanitary Collection**	5,656,543	8,688,400	5,939,800	8,903,800	7,440,200
TOTAL	\$5,670,916	\$8,753,200	\$5,968,200	\$8,998,300	\$7,456,700

** Include the operating and capital expenses associated with the WWTP, which become associated with the WC/MWA as of January 1, 2019.

City of West Chicago

SEWER FUND

Performance Report on FYE 2021 Major Program Objectives

The West Chicago/Winfield Wastewater Authority Regional Wastewater Treatment Plant (WWTP) treated a total of 2.319 billion gallons (an average of 6.35 MGD) in 2020 with nearly 1.758 billion gallons (an average of 4.82 MGD) estimated for 2021. Zero excursions of the City's National Pollutant Discharge Elimination System (NPDES) permit were reported in 2020 with zero permit excursions estimated for 2021. As a result of the Pre-Treatment Program, the City issued six industrial user violation notices in 2020 with four violation notices estimated for 2021.

The long-term Capital Improvement Plan for the WWTP was re-evaluated and revised in November 2021 and such will be used to replace/upgrade critical operational equipment at the WWTP over the next ten years. Contractual services related to the Digester #1 Improvements Project, which consists of the replacement of all internal digestion system and gas safety equipment and components, were procured in July 2020 and construction was completed in 2021. The emergency replacement of all four secondary clarifiers was authorized. Due to long lead times, only two of the four are on pace to be completed in 2021 while the remaining two will be completed in 2022. Rebuilding of influent flow gate valves was moved to 2022 due to material shortages.

All sanitary lift station pumps were pulled and maintenance inspections performed in 2021. These inspections included checking pumps for wear, changing lubricants, and testing electric motors for operational efficiency. In addition, all rail lifting systems for these pumps were inspected and repaired as needed. City staff installed fall protection systems at all lift stations in 2021.

The storm sewer and overland drainage conveyance systems associated with Special Service Area #2, which are tributary to the retention basin on Hawthorne Lane, Stormwater Lift Station #8, and Kress Creek, were maintained during Fiscal Year 2021. Utilizing monitoring systems installed during the 2020 upgrade staff analyzed the system flow and adjusted the pump station to optimal set points. Permitting has delayed repair/replacement of the Stormwater Lift Station #8 outfall pipe until Fiscal Year 2022. The procurement of contractual services to replace the Emergency Backup Generator at Sanitary Lift Station #9 (Powis Road) will now be combined with a larger LS# upgrade project in 2025. The design services for the replacement of Sanitary Lift Station #5 (behind Burger King) and its associated forcemain are ongoing due to re-routing that was required. Procurement of contractual services for this project is on pace for FY2022. Projects delayed until Fiscal Year 2022 include continuation of the City-wide Inflow and Infiltration Reduction Program (program is being reviewed for efficiency and being adjusted where appropriate).

City of West Chicago

SPECIAL SERVICE AREA #2

Description of Major Activities

Personnel from the Utility Division are responsible for the operation, maintenance and repair of the pumping facility. The pumps receive preventative maintenance and repairs as needed throughout the year. The station was constructed in 1984, the pumps were overhauled in 1998, and no service interruptions have occurred during the budget period.

FYE 2022 Program Objectives

- (1) Clean and inspect the storm sewer and overland drainage conveyance system to the pumping facility weekly during the months of May through November, monthly December through April.
- (2) Perform weekly preventative maintenance operations of the stormwater lift station, including monthly cleaning of stormwater intake and pump station outlet, during Fiscal Year 2022.
- (3) Repair/replace Stormwater Lift Station #8's outfall pipe, including necessary ditch grading and restoration, by October 2022.

Ongoing Activity Measures	2020 Actual	2021 Estimated	2022 Proposed	2023 Projected
Station Monitoring	250	250	250	250
Grounds Maintenance	28	30	30	30
Full Time Equivalent Positions	0.06	0.06	0.06	0.06

**SPECIAL SERVICE AREA #2
OPERATION AND MAINTENANCE**

05-34-40

Expense Item		Actual 2020	Budgeted 2021	Estimated 2021	Proposed 2022	Projected 2023	Projected 2024
SALARY & WAGES:							
4027	Operational - Salary	4,536	5,000	4,800	5,200	5,400	5,600
4029	Overtime	71	200	200	200	200	200
4050	FICA & Medicare	354	400	400	500	500	500
4056	IMRF	526	600	600	500	600	600
Sub-Total		<u>\$5,487</u>	<u>\$6,200</u>	<u>\$6,000</u>	<u>\$6,400</u>	<u>\$6,700</u>	<u>\$6,900</u>
CONTRACTUAL:							
4204	Electric	5,306	6,000	7,100	7,000	7,000	7,000
4216	Grounds Maintenance	3,580	2,600	3,700	2,600	2,800	3,000
Sub-Total		<u>\$8,886</u>	<u>\$8,600</u>	<u>\$10,800</u>	<u>\$9,600</u>	<u>\$9,800</u>	<u>\$10,000</u>
CAPITAL OUTLAY:							
4806	Other Capital Outlay	-	50,000	11,600	78,500	-	-
Sub-Total		<u>\$0</u>	<u>\$50,000</u>	<u>\$11,600</u>	<u>\$78,500</u>	<u>\$0</u>	<u>\$0</u>
Total		\$14,373	\$64,800	\$28,400	\$94,500	\$16,500	\$16,900

City of West Chicago

SEWER FUND Treatment and Sanitary Collection

Description of Major Activities

The Sanitary Collection program covers all expenditures associated with the routine operation and maintenance of the entire sanitary sewer collection system, the City's fifteen sewer lift stations and sewer lift station force mains. Program personnel provide comprehensive maintenance and operational oversight to these facilities and associated infrastructure to assure a safe reliable sewage handling and conveyance system for the businesses and residents of West Chicago.

FYE 2022 Program Objectives

- (1) After staff review, continue with the City-wide Inflow and Infiltration Reduction Program by procuring contractual services for the 2022 Sanitary Sewer Evaluation Survey, and associated inflow and infiltration repairs/upgrades within the sanitary collection system, by June 2022.
- (2) Procure contractual services and complete construction associated with the replacement of Sanitary Lift Station #5 (behind Burger King) and its associated force main by March 2022.
- (3) Follow our Collection Systems Maintenance Program in the continued effort to reduce system backups and improve operational efficiency throughout the year.

Ongoing Activity Measures	2020 Actual	2021 Estimated	2022 Proposed	2023 Projected
Lift Station Alarm Calls	95	120	100	100
Lift Station Overtime Hours	64	30	30	30
Sanitary Sewer Service Calls	29	16	20	20
Sanitary Sewer Main Back-ups	1	0	0	0
Sanitary Service Lines Repaired	3	3	5	5
Sanitary Mains Repaired	2	0	5	1
Full Time Equivalent Positions	16.31	16.63	16.63	16.63

**SEWER FUND
TREATMENT AND SANITARY COLLECTION**

05-34-43

Expense Item	Actual 2020	Budgeted 2021	Estimated 2021	Proposed 2022	Projected 2023	Projected 2024
SALARY & WAGES:						
4020 Administrative - Salary	613,977	595,000	648,000	667,200	687,300	708,000
4027 Operational - Salary	607,078	636,400	610,000	676,500	696,800	717,800
4029 Overtime	42,927	50,000	50,000	50,000	50,000	50,000
4050 FICA & Medicare	93,701	98,100	100,100	106,700	109,800	112,900
4052 I.C.M.A. - R.C.	6,983	7,300	7,300	7,300	7,700	8,100
4053 Health/Dental/Life Insurance	427,757	438,200	438,200	430,300	464,800	502,000
4054 Unemployment Insurance	1,053	-	100	-	-	-
4056 IMRF	143,105	141,500	142,500	126,600	130,300	134,100
4057 OPEB Pension	-	-	-	-	-	-
Sub-Total	\$1,936,581	\$1,966,500	\$1,996,200	\$2,064,600	\$2,146,700	\$2,232,900
CONTRACTUAL:						
4100 Legal Fees	7,754	15,000	10,000	15,000	15,000	15,000
4101 Auditing Fees	7,400	7,600	7,600	8,500	8,700	8,900
4102 JULIE System	2,216	2,500	2,900	2,800	2,900	3,000
4105 Consultants	105,834	100,000	100,000	100,000	100,000	100,000
4110 Training and Tuition	990	6,000	500	10,000	10,000	10,000
4125 Software Maintenance	13,579	12,000	14,600	14,800	15,050	15,300
4202 Telephone and Alarms	68,492	60,000	70,500	71,500	72,500	73,500
4203 Heating Gas	5,748	7,000	3,800	6,500	6,600	6,700
4204 Electric	42,956	50,000	41,300	48,000	48,700	49,450
4216 Grounds Maintenance	3,395	-	5,000	3,500	3,550	3,600
4225 Other Contractual Services	39,162	175,000	175,500	182,000	44,000	45,000
4235 WCW Wastewater Authority	2,952,769	2,870,100	2,868,600	2,910,000	2,866,500	2,911,200
4300 IRMA General Insurance	103,400	95,800	95,800	105,700	112,100	118,900
4375 Sales Tax Rebate	25,000	-	-	-	-	-
4400 Vehicle Repair	13,686	10,000	4,000	10,000	10,000	10,000
4402 Lift Station Repair	37,599	163,500	206,700	130,000	110,000	85,000
4410 Sewer Main Repair	-	950,000	1,000	700,000	700,000	700,000
4501 Postage Meter Rental	1,803	1,400	1,400	1,400	1,400	1,400
4502 Copier Fees	885	500	500	500	500	500
Sub-Total	\$3,432,667	\$4,526,400	\$3,609,700	\$4,320,200	\$4,127,500	\$4,157,450
COMMODITIES:						
4600 Computer/Office Supplies	2,775	5,000	3,900	5,000	5,000	5,000
4603 Parts for Vehicles	16,500	25,000	27,400	25,000	25,000	25,000
4604 Tools and Equipment	7,739	16,000	18,400	12,000	12,000	12,000
4607 Gas and Oil	8,832	15,000	9,800	12,000	12,000	12,000
4613 Postage	1,640	2,000	2,400	2,000	2,000	2,000
4626 Chemicals	1,912	1,500	500	2,000	2,000	2,000
4630 Parts - Lift Stations	16,237	25,000	22,500	22,000	22,000	22,000
4638 Trench Backfill Material	3,834	5,000	6,200	5,000	5,000	5,000
4639 Parts - Mains	6,461	3,000	1,000	3,000	3,000	3,000
4650 Miscellaneous Commodities	11,963	13,000	26,800	13,000	13,000	13,000
4702 Bank Charges	12,249	13,500	13,500	13,500	13,500	13,500
4719 LOC Interest	955	-	-	-	-	-
Sub-Total	\$91,096	\$124,000	\$132,400	\$114,500	\$114,500	\$114,500
CAPITAL OUTLAY:						
4804 Vehicles	196,200	176,500	176,500	180,600	188,500	195,200
4806 Other Capital Outlay	-	1,895,000	25,000	2,223,900	863,000	1,018,200
4900 Transfers Out	-	-	-	-	-	-
Sub-Total	\$196,200	\$2,071,500	\$201,500	\$2,404,500	\$1,051,500	\$1,213,400
Total	\$5,656,543	\$8,688,400	\$5,939,800	\$8,903,800	\$7,440,200	\$7,718,250

SEWER FUND 5-YEAR CAPITAL IMPROVEMENT PROGRAM

CAPITAL EXPENDITURES (FYE)	PROPOSED 2021	ESTIMATED 2021	PROPOSED 2022	PROPOSED 2023	PROPOSED 2024	PROPOSED 2025	PROPOSED 2026	5 Year Total (2022 thru 2026)
COLLECTION SYSTEM IMPROVEMENTS, 05-34-43-4806								
Forest Trails Lift Station (LS#11) Replacement - Engr.				54,000				54,000
Forest Trails Lift Station (LS#11) Replacement - Constr.					600,000			600,000
Forest Trails Lift Station (LS#11) Replacement - Engr. Inspect.					60,000			60,000
Burger King Lift Station (LS#5) & Forcemain Replacement - Engr.	45,000	25,000	65,000					65,000
Burger King Lift Station (LS#5) & Forcemain Replacement - Constr.	1,500,000	-	1,625,000					1,625,000
Burger King Lift Station (LS#5) & Forcemain Replacement - Engr. Inspect.	150,000	-	163,000					163,000
Powis Road Lift Station (LS#9) Replacement - Engr.					68,000			68,000
Powis Road Lift Station (LS#9) Replacement - Constr.						750,000		750,000
Powis Road Lift Station (LS#9) Replacement - Engr. Inspect.						75,000		75,000
STP - Technology Blvd Project (Pending Grant funds) - Construction			83,888					83,888
STP - Town Rd Project - Construction					71,700			71,700
CDBG - Fair Meadows Subdivision Project - Construction			118,080					118,080
CDBG - 2025 Project (Brown St and Hazel St)- Construction						43,800		43,800
CDBG - 2026 Project (Brown St, Pomeroy St, Factory St)- Construction							27,700	27,700
2022 Street Program (See 2022-26 5-Yr Street Program for locations) - Construction			108,416					108,416
2023 Street Program (See 2022-26 5-Yr Street Program for locations) - Construction				252,000				252,000
2024 Street Program (See 2022-26 5-Yr Street Program for locations) - Construction					143,500			143,500
2025 Street Program (See 2022-26 5-Yr Street Program for locations) - Construction						218,000		218,000
2026 Street Program (See 2022-26 5-Yr Street Program for locations) - Construction							165,000	165,000
Sophia Area CDBG Project - Sewer Costs - McConnell, Fairview, Sophia, Turner - Design			5,500					5,500
Sophia Area CDBG Project - Sewer Costs - McConnell, Fairview, Sophia, Turner - Construction			50,000					50,000
Sophia Area CDBG Project - Sewer Costs - McConnell, Fairview, Sophia, Turner - Const. Engr			5,000					5,000
York Area CDBG Project - Sewer Costs - Virgie/Ingaltion - Design				9,000				9,000
York Area CDBG Project - Sewer Costs - Virgie/Ingaltion - Construction				80,000				80,000
York Area CDBG Project - Sewer Costs - Virgie/Ingaltion - Const. Engr				8,000				8,000
Brown/Bishop CDBG Project - Sewer Costs - Design					7,000			7,000
Brown/Bishop CDBG Project - Sewer Costs - Construction					61,000			61,000
Brown/Bishop CDBG Project - Sewer Costs - Const. Engr					7,000			7,000
Conte Parkway Sanitary Sewer Improvements - (Reimbursable to Developer)				360,000				360,000
Driveway & Parking Lot Replacement - 1300 W. Hawthorne Lane - San. Equipt. Storage Facility	100,000	-		100,000			1,000,000	1,100,000
Emergency Backup Generator Replacement Project - Sanitary Lift Station #9 & #11	100,000	-	-					
05-34-43-4806 SUB-TOTAL	\$1,895,000	\$25,000	\$2,223,884	\$863,000	\$1,018,200	\$1,086,800	\$1,192,700	\$6,384,580
WCWWA TREATMENT PLANT CAPITAL IMPROVEMENT PROJECTS								
Headworks - Screening Equipment & Grit Removal Replacement			31,000	31,800	32,500			95,300
Influent - Replace West Chicago Influent Flow Gate	75,200	-	210,000					210,000
Primary Clarifiers - Concrete Rehab / Protective Wall Coating				175,000				175,000
Aeration Basins - Replace RAS Pumps, Controls, & Valves & A2O phosphorus/nitrogen removal					1,680,200	2,325,000		4,005,200
Secondary Clarifiers - Replace Internal Mechanicals & Clarifier Drive	1,230,000	1,200,000						
Overflow Clarifier - Replace Internal Mechanical & Clarifier Drive							661,500	661,500
Tertiary Filters - Filtration System Mechanical Replacement Project			175,000	175,000				350,000
Anaerobic Digestion - Repairs to Primary Digester Sludge Heating/Mixing System	596,200	577,600	50,000	50,000				100,000
Security/Backup Power - Install Electrical Switch Gear for backup Generator			150,000					150,000
Engineering Services (Phase I Evaluations, Phase II Design, & Phase III Construction Oversight)	282,300	70,215	87,800	312,100	348,800	-	99,300	848,000
WCWWA TREATMENT PLANT CIP SUB-TOTAL	\$2,183,700	\$1,847,815	\$703,800	\$743,900	\$2,061,500	\$2,325,000	\$760,800	\$6,595,000
TOTAL SEWER FUND CAPITAL IMPROVEMENT PROGRAM	\$4,078,700	\$1,872,815	\$2,927,684	\$1,606,900	\$3,079,700	\$3,411,800	\$1,953,500	\$12,979,580

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City of West Chicago

WATER SERVICE PROJECTED REVENUE

06-00		2020 Actual	2021 Budgeted	2021 Estimated	2022 Proposed	2023 Projected
321000	Grants	0	0	0	0	0
331000	Water Services	3,389,761	4,500,000	5,000,000	5,000,000	5,000,000
332000	Hydrant Meter Fees	9,201	1,000	0	0	0
332500	Posting and Turn On Fees	35,605	20,000	37,300	20,000	20,000
341000	Water Connection Fees	22,144	20,000	30,200	20,000	20,000
341500	Water Capacity Fees	10,800	3,500	7,600	4,000	4,000
344000	Meter Sales	24,850	3,000	30,300	5,000	5,000
371000	Interest	705	1,000	1,000	1,000	1,000
386000	Reimbursements	185,150	0	25,400	0	0
386100	Health Insurance Contributions	39,354	32,000	32,000	32,000	32,000
386500	IRMA/IPBC Revenue Adjustment	(209,085)	0	0	0	0
388500	Tower Rental Fees	42,659	35,000	44,300	40,000	40,000
389000	Other Miscellaneous	3,440	0	0	0	0
389300	Other Income	3,838,902	0	0	0	0
	TOTAL	\$3,838,902	\$4,615,500	\$5,209,100	\$5,122,000	\$5,122,000

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City of West Chicago

WATER FUND

Financial Summary

Program	2020 Actual	2021 Budgeted	2021 Estimated	2022 Proposed	2023 Projected
Water Production and Distribution	3,002,692	5,060,300	3,050,000	5,861,000	4,886,500
Water Treatment Plant Operations	4,400,525	2,525,700	1,641,700	3,834,400	2,460,200
Debt Service	706,856	707,000	707,000	707,000	706,900
TOTAL	\$8,110,073	\$8,293,000	\$5,398,700	\$10,402,400	\$8,053,600

City of West Chicago

WATER FUND

Performance Report on FYE 2021 Major Program Objectives

The Division operated and maintained pumping facilities that produced over 1.3 billion gallons of water during 2020 with nearly 1.0 billion gallons estimated for 2021. This observed reduction in flow is a direct result of the 2020 leak survey. Due to the leaks identified and repaired by staff, the City's average daily water production has been reduced by 600,000 gallons per day. The Division staff also successfully completed all IEPA and USEPA required sampling and monitoring requirements in 2021 which included lead and copper sampling that is performed every three years. We are pleased to report no violations of state or federal drinking water standards.

The well pump and motor assembly at Well Station #10 was pulled and inspected in July 2021 a complete rebuild and rehabilitation of the existing well equipment was required. Repairs were completed and the well was put back into service in August 2021. In November 2021, staff started the process of rebuilding Well #7 as part of the City's maintenance program.

Contractual services related to SCADA and security system improvements at all Well Stations were started in October 2021 with an anticipated completion of December 2021. This project was delayed by COVID-related material shortages. Painting of the water reservoirs #4 and #8 has been delayed until 2022 due to shortages in steel and paint coatings.

No major operational changes were made to the Water Treatment Plant during 2021; however, staff continually reviews operational strategies in an effort to increase operational efficiency while balancing water storage against customer demand.

Two 16' diameter ventilation fans, used to control humidity within the Water Treatment Plant, were replaced in September 2021. In addition all three high service pump motors at the Water Treatment Plant were rebuilt in 2021 and a spare pump motor was purchased in case of equipment failure.

As the Water Plant and its associated equipments' near 20 years of operational use, more items will need to be maintained and replaced due to naturally occurring wear and age. As part of the City's ongoing maintenance program, the planned project to paint the exterior of the steel water tanks in the Water Treatment Plant was expanded to include the interior of the vertical pipe gallery and moved to 2022. The planned 2021 Water Treatment Plant SCADA Project was also moved to 2022 in order to draft detailed engineering specifications encompassing the entire facility.

City of West Chicago

WATER PRODUCTION AND DISTRIBUTION

Description of Major Activities

This program covers all expenditures associated with the routine operation and maintenance of the City's nine wells, two elevated storage tanks, three ground storage tanks, watermain, fire hydrants, valves, water meters, and service connections. Program personnel provide comprehensive maintenance and operational oversight to these facilities and associated infrastructure to assure a safe, plentiful and uninterrupted source of water for the businesses and residents of West Chicago.

FYE 2022 Program Objectives

- (1) Procure contractual services and complete needed repairs to the Booster Station #8 ground storage tank by June 2022.
- (2) Procure construction services to pull the pump and motor assembly at Well Station #7 by January 2022; evaluate needed repairs and complete same by May 2022.
- (3) Procure contractual services and complete needed repairs to the Booster Station #4 ground storage tank by June 2022.
- (4) Complete a water system leak survey by September 2022.
- (5) Complete a water model evaluation by September 2022.

Ongoing Activity Measures	2020 Actual	2021 Estimated	2022 Proposed	2023 Projected
Average Daily Water Produced (MGD)	3.4	2.8	2.7	2.8
# Of Watermain Breaks Repaired	46	30	40	25
# Of Fire Hydrants Painted	0	0	0	500
# Of Major Well Station Repairs	1	2	2	1
Full Time Equivalent Positions	13.00	13.00	13.00	13.00

WATER FUND
Water Production and Distribution

06-34-47

Expense Item		Actual 2020	Budgeted 2021	Estimated 2021	Proposed 2022	Projected 2023	Projected 2024
SALARY & WAGES:							
4020	Administrative - Salary	588,682	570,300	592,600	642,000	661,300	681,200
4027	Operational - Salary	465,107	461,700	426,900	454,300	468,000	482,100
4029	Overtime	39,513	35,000	45,000	41,000	41,000	41,000
4050	FICA & Medicare	78,074	81,700	78,200	87,100	89,600	92,200
4052	I.C.M.A. - R.C.	6,983	7,000	7,000	7,300	7,600	7,900
4053	Health/Dental/Life Insurance	427,755	438,200	438,200	430,300	464,800	502,000
4054	Unemployment Insurance	1,053	-	100	-	-	-
4056	IMRF	119,855	117,800	117,800	103,300	106,300	109,400
4057	OPEB Pension	-	-	-	-	-	-
Sub-Total		\$1,727,021	\$1,711,700	\$1,705,800	\$1,765,300	\$1,838,600	\$1,915,800
CONTRACTUAL:							
4100	Legal Fees	59,465	50,000	25,000	50,000	50,000	50,000
4101	Auditing Fees	13,100	13,500	12,800	15,100	15,400	15,700
4102	JULIE System	2,216	2,500	2,200	2,500	2,500	2,700
4105	Consultants	105,834	100,000	76,000	90,000	90,000	90,000
4108	Pre-Employment Exams	590	600	500	600	600	600
4110	Training and Tuition	2,397	3,000	1,500	2,500	2,500	2,500
4112	Memberships/Dues/Subscriptions	258	2,500	1,500	2,000	2,000	2,000
4125	Software Maintenance	9,024	8,000	10,000	10,000	10,000	10,000
4200	Legal Notices	-	500	500	500	500	500
4202	Telephone and Alarms	89,762	85,000	92,400	95,000	100,000	100,000
4203	Heating Gas	2,004	2,500	2,000	3,000	3,000	3,000
4204	Electric	357,174	340,000	250,000	260,000	265,000	265,000
4207	Lab Services	6,591	7,000	6,200	7,000	7,000	7,000
4210	Refuse Disposal	-	-	-	-	-	-
4211	Printing and Binding	2,787	2,100	2,500	2,500	2,500	2,500
4216	Grounds Maintenance	7,125	11,000	7,200	7,500	7,500	7,500
4225	Other Contractual Services	29,855	175,000	31,000	130,000	30,000	30,000
4300	IRMA General Insurance	98,300	91,000	95,000	100,400	108,500	117,200
4301	Other Insurance	3,000	-	-	-	-	-
4375	Sales Tax Rebate	25,000	-	-	-	-	-
4400	Vehicle Repair	6,963	8,000	25,000	25,000	25,000	25,000
4401	Building Repair	547	71,000	1,000	5,000	5,000	5,000
4418	Distribution System Repair	71,023	35,000	10,000	100,000	25,000	25,000
4420	Pump Station Repair	45,656	450,000	225,000	610,000	25,000	25,000
4421	Reservoir Repair	14,854	500	500	500	500	500
4425	Hardware Maintenance	-	-	-	-	-	-
4501	Postal Meter Rental	1,806	1,400	1,500	1,500	1,500	1,500
4502	Copier Lease/Costs	885	500	800	800	800	800
Sub-Total		\$956,217	\$1,460,600	\$880,100	\$1,521,400	\$779,800	\$789,000
COMMODITIES:							
4600	Computer/Office Supplies	2,717	6,500	3,500	4,000	4,000	4,000
4603	Parts for Vehicles	22,735	20,000	23,000	25,000	25,000	25,000
4604	Tools and Equipment	8,257	10,000	6,000	11,000	6,000	6,000
4607	Gas and Oil	13,508	20,000	16,000	20,000	20,000	20,000
4613	Postage	4,173	5,000	5,000	5,000	5,000	5,000
4615	Uniforms & Safety Equipment	8,977	7,700	8,000	9,000	9,000	9,000
4620	Parts and Equipment - Wells	5,102	27,000	10,000	15,000	15,000	15,000
4621	Parts and Equipment - Distribution	67,288	75,000	36,000	70,000	40,000	40,000
4622	Parts and Equipment - Pump Stations	10,113	10,000	5,000	5,000	5,000	5,000
4625	Lab Supplies	-	500	100	1,200	500	500
4641	Water Meters/Parts	26,298	30,000	36,000	36,000	30,000	30,000
4650	Miscellaneous Commodities	9,184	8,500	8,000	8,000	8,000	8,000
4702	Bank Charges	12,249	15,000	15,000	15,000	15,000	15,000
4719	LOC Interest	955	-	-	-	-	-
Sub-Total		\$191,554	\$235,200	\$171,600	\$224,200	\$182,500	\$182,500
CAPITAL OUTLAY:							
4804	Vehicles	127,900	132,800	-	-	688,700	254,400
4806	Other Capital Outlay	-	1,495,000	289,500	2,325,100	1,371,900	2,440,100
4812	MIS Replacement	-	25,000	3,000	25,000	25,000	25,000
4900	Transfers Out	-	-	-	-	-	-
Sub-Total		\$127,900	\$1,652,800	\$292,500	\$2,350,100	\$2,085,600	\$2,719,500
Total		\$3,002,692	\$5,060,300	\$3,050,000	\$5,861,000	\$4,886,500	\$5,606,800

City of West Chicago

WATER TREATMENT PLANT OPERATIONS

Description of Major Activities

This program covers all expenditures associated with the overall operation and maintenance of the Water Treatment Plant.

FYE 2022 Program Objectives

- (1) Procure contractual services to complete the SCADA system upgrades by September 2022.
- (2) Procure contractual services and coordinate with other City departments to complete the security system upgrades by June 2022
- (3) Procure professional services to design the exterior wall painting of cones/vessels/tanks within the WTP to address rust spots by July 2022
- (4) Continue to evaluate operational strategies to improve the treatment process and to balance water storage against demand by December 2022.
- (5) Procure contractual services to clean and haul off materials from the lime lagoons by September 2022.

Ongoing Activity Measures	2020 Actual	2021 Estimated	2022 Proposed	2023 Projected
Average Daily Water Treated (MGD)	3.409	2.983	3.100	3.200
Full Time Equivalent Positions	7.63	8.63	8.63	8.63

WATER FUND
Water Treatment Plant Operations

06-34-48

Expense Item		Actual 2020	Budgeted 2021	Estimated 2021	Proposed 2022	Projected 2023	Projected 2024
SALARY & WAGES:							
4020	Administrative - Salary	212,973	212,400	212,300	216,300	222,800	229,500
4027	Operational - Salary	413,648	463,100	454,400	501,000	516,100	531,600
4029	Overtime	74,741	70,000	77,300	60,000	60,000	60,000
4050	FICA & Medicare	53,023	57,100	56,300	59,500	61,200	62,900
4054	Unemployment Insurance	-	-	-	-	-	-
4056	IMRF	79,222	82,400	81,400	70,600	72,600	74,600
Sub-Total		\$833,606	\$885,000	\$881,700	\$907,400	\$932,700	\$958,600
CONTRACTUAL:							
4110	Training and Tuition	522	1,000	700	2,000	2,000	2,000
4112	Memberships/Dues/Subscriptions	399	500	500	500	500	500
4202	Telephone and Alarms	85,313	27,800	96,500	91,000	92,000	93,000
4203	Heating Gas	3,763	4,000	4,300	4,500	4,500	4,500
4204	Electric	142,235	150,000	115,000	130,000	132,500	135,000
4207	Lab Services	2,171	2,000	-	3,000	3,000	3,000
4210	Refuse Disposal	701,686	-	-	880,000	-	1,000,000
4216	Grounds Maintenance	21,151	7,500	6,000	7,500	7,500	7,500
4219	Contract Janitorial Services	20,870	19,300	22,000	22,000	23,000	23,000
4225	Other Contractual Services	19,912	19,000	2,000	20,000	20,000	20,000
4300	IRMA General Insurance	36,200	33,600	33,600	37,000	40,000	43,200
4401	Building Repair	22,910	155,000	7,000	205,000	150,000	125,000
4430	WTP Operations Repair	38,498	43,000	63,600	185,000	15,000	150,000
4502	Copier Lease/Costs	1,891	5,000	2,000	5,000	5,000	5,000
4503	Equipment Rental	1,950	3,000	1,800	3,500	3,500	3,500
Sub-Total		\$1,099,471	\$470,700	\$355,000	\$1,596,000	\$498,500	\$1,615,200
COMMODITIES:							
4600	Computer/Office Supplies	568	1,000	600	1,000	1,000	1,000
4603	Parts for Vehicles	463	2,000	700	2,000	2,000	2,000
4604	Tools and Equipment	1,529	2,000	1,800	2,500	2,500	2,500
4607	Gas and Oil	3,135	2,000	100	1,500	1,500	1,500
4615	Uniforms & Safety Equipment	5,545	4,600	1,400	5,500	5,500	5,500
4624	Parts - Building Repair	18,699	10,000	800	10,000	10,000	10,000
4625	Lab Supplies	13,632	13,000	11,500	15,000	15,000	15,000
4626	Chemicals	419,269	521,400	345,000	625,000	625,000	625,000
4642	Parts - WTP Operations	13,400	10,000	4,000	10,000	10,000	10,000
4650	Miscellaneous Commodities	2,267	1,500	3,700	1,500	1,500	1,500
Sub-Total		\$478,507	\$567,500	\$369,600	\$674,000	\$674,000	\$674,000
CAPITAL OUTLAY:							
4804	Vehicles	4,600	4,700	-	-	-	-
4806	Other Capital Outlay	15,565	597,800	35,400	657,000	355,000	771,000
4808	Depreciation	1,968,775	-	-	-	-	-
Sub-Total		\$1,988,941	\$602,500	\$35,400	\$657,000	\$355,000	\$771,000
Total		\$4,400,525	\$2,525,700	\$1,641,700	\$3,834,400	\$2,460,200	\$4,018,800

City of West Chicago

TREATMENT PLANT DEBT SERVICE

Description of Major Activities

The City issued 21.2 million dollars in alternate revenue bonds to pay for the Water Treatment Plant; this debt was paid off in 2011. The City also secured a \$10 million plus loan from the IEPA. The bonds and note are being paid off through water usage charges.

**WATER FUND
DEBT SERVICE**

06-34-49

Expense Item		Actual 2020	Budgeted 2021	Estimated 2021	Proposed 2022	Projected 2023	Projected 2024
COMMODITIES:							
4716	Note Principal	626,125	642,400	642,400	659,000	676,000	693,500
4717	Note Interest	80,731	64,600	64,600	48,000	30,900	13,400
Sub-Total		\$706,856	\$707,000	\$707,000	\$707,000	\$706,900	\$706,900
Total		\$706,856	\$707,000	\$707,000	\$707,000	\$706,900	\$706,900

WATER FUND 5-YEAR CAPITAL IMPROVEMENT PROGRAM

CAPITAL EXPENDITURES (FYE)	PROPOSED 2021	PROPOSED 2022	PROPOSED 2023	PROPOSED 2024	PROPOSED 2025	PROPOSED 2026
RAW WATER PRODUCTION IMPROVEMENTS						
Well Station SCADA and Security System Improvements	100,000					
FINISHED WATER DISTRIBUTION SYSTEM IMPROVEMENTS						
Water Meter Replacement Program	125,000					
Route 59 Watermain Replacement Design (Forest Ave to Conde St)				192,000	120,000	
Route 59 Watermain Replacement Construction						2,400,000
Route 59 Watermain Replacement Construction Oversight						288,000
CDBG Watermain Replacement Design McConnell, Fairview, Sophia, Turner		46,700				
CDBG Watermain Replacement Construction McConnell, Fairview, Sophia, Turner		667,000				
CDBG Watermain Replacement Construction Oversight McConnell, Fairview, Sophia, Turner		66,700				
CDBG Watermain Replacement Design Virgie/Ingaltion		34,700				
CDBG Watermain Replacement Construction Virgie/Ingaltion			495,000			
CDBG Watermain Replacement Construction Oversight Virgie/Ingaltion			49,500			
CDBG Watermain Replacement Design Brown (Bishop-IL59)/Bishop(Forest-Brown)			45,300			
CDBG Watermain Replacement Construction Brown/Bishop				647,000		
CDBG Watermain Replacement Construction Oversight Brown/Bishop				64,700		
CDBG Watermain Replacement Design - Brown(Joliet-Bishop)/Hazel(Joliet-Bishop)				47,900		
CDBG Watermain Replacement Construction					684,000	
CDBG Watermain Replacement Construction Oversight					68,400	
CDBG Watermain Replacement Design - Brown(Factory-Joliet)/Factory/Pomeroy					30,400	
CDBG Watermain Replacement Construction						433,000
CDBG Watermain Replacement Construction Oversight						43,300
Harvester Rd Reconstruction (Watermain) - Design- Powis to Hawthorne			47,100			
Harvester Rd Reconstruction (Watermain) - Construction				672,000		
Harvester Rd Reconstruction (Watermain) - Construction Oversight				67,200		
SUB-TOTAL	\$125,000	\$815,100	\$636,900	\$1,690,800	\$902,800	\$3,164,300
FINISHED WATER STORAGE TANK IMPROVEMENTS						
Paint Water Storage Tank						
3 MG Elevated Tank Project - Engr. (Tank 1)			50,000	200,000		
3 MG Elevated Tank Project - Constr. (Tank 1)					3,500,000	1,500,000
3 MG Elevated Tank Project - Engr. Inspect. (Tank 1)					150,000	150,000
Booster Station #4-320 Forest Avenue Tank Rehabilitation Project - Engr.	33,122					
Booster Station #4 - 320 Forest Avenue Tank Rehabilitation Project - Engr. Inspect.		25,000				
Booster Station #4-320 Forest Avenue Tank Rehabilitation Project - Constr.		800,000				
750,000 Gallon Elevated Tank Project - Engr.				25,000		
750,000 Gallon Elevated Tank Project - Construction					875,000	
750,000 Gallon Elevated Tank Project - Construction Oversight					25,000	

WATER FUND 5-YEAR CAPITAL IMPROVEMENT PROGRAM

250,000 Gallon Elevated Tank Project - Engineering			25,000			
250,000 Gallon Elevated Tank Project - Construction				500,000		
250,000 Gallon Elevated Tank Project - Construction Oversight				25,000		
Booster Station #8 1255 Helena Drive Tank Rehabilitation Project - Engr.	31,344					
Booster Station #8 1255 Helena Drive Tank Rehabilitation Project - Engr. Inspect.		25,000				
Booster Station #8 1255 Helena Drive Tank Rehabilitation Project - Constr.		600,000				
Booster Station #8 1255 Helena Drive Mechanical Rehabilitation Project - Engr.		60,000				
Booster Station #8 1255 Helena Drive Mechanical Rehabilitation Project - Engr. Inspect.			60,000			
Booster Station #8 1255 Helena Drive Mechanical Rehabilitation Project - Constr.			600,000			
SUB-TOTAL	\$64,466	\$1,510,000	\$735,000	\$750,000	\$4,550,000	\$1,650,000
WATER TREATMENT PLANT IMPROVEMENTS						
Miscellaneous Professional Services						
Waste Lime Lagoon Stabilization - Engineering (Design + Construction)			26,000	27,200	28,500	
Waste Lime Lagoon Stabilization Project - Construction				173,000	181,000	190,000
Security System Upgrade/Modernization	60,000	40,000				
SCADA System Upgrade / Modernization - Engineering (Design+Construction)	400,000	52,000				
SCADA System Upgrade/Modernization - Construction		475,000				
RTU Replacement - Engineering (Design + Construction)			37,500			
RTU Replacement - Replace HVAC Roof Top Units (2)				250,000		
Replace 16' Diameter Air Circulation Industrial Fans (2)	20,000	20,000				
Surface Wash Supply Valve Replacement Project	17,800	32,000				
Paint Exterior Walls of WTP Cones/Vessels/Tanks (rusting) + Interior Paint VPG - Design		37,500				
Paint Exterior Walls of WTP Cones/Vessels/Tanks (rusting) + Interior Paint VPG - Const			250,000			
Filter Media Replacment and Painting interior of Filters - Engineering (Design + Construction)			41,400	44,400		
Filter Media Replacment and Painting interior of Filters (Two Filters/year) - Construction				276,000	296,000	
Restoration of Wash Water Recovery Basin - Engineering (Design + Construction)					37,500	
Restoration of Wash Water Recovery Basin - Construction						250,000
SUB-TOTAL	\$497,800	\$656,500	\$354,900	\$770,600	\$543,000	\$440,000
TOTAL WATER FUND CAPITAL IMPROVEMENT PROGRAM	\$787,266	\$2,981,600	\$1,726,800	\$3,211,400	\$5,995,800	\$5,254,300
TOTAL WATER DISTRIBUTION - CAPITAL IMPROVEMENT PROGRAM (06-34-47-4806)	\$289,466	\$2,325,100	\$1,371,900	\$2,440,800	\$5,452,800	\$4,814,300
TOTAL WTP - CAPITAL IMPROVEMENT PROGRAM (06-34-48-4806)	\$497,800	\$656,500	\$354,900	\$770,600	\$543,000	\$440,000

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City of West Chicago

CAPITAL PROJECTS FUND PROJECTED REVENUE

08-00		2020 Actual	2021 Budgeted	2021 Estimated	2022 Proposed	2023 Projected
312000	Home Rule Sales Tax	2,799,092	2,500,000	3,300,000	3,300,000	3,999,000
315000	Utility Taxes	714,075	850,000	750,000	750,000	750,000
321000	Grants	0	800,000	336,300	1,144,000	267,000
371000	Interest	996	2,000	2,000	2,000	2,000
386000	Reimbursements	125,758	34,300	0	0	0
386500	IPBC & IRMA Revenue	(20,234)	0	0	0	0
386100	Health Insurance Contributions	3,808	4,300	4,400	4,500	4,600
389000	Miscellaneous	500	0	0	0	0
390000	Transfers In	0	0	750,000	0	0
	TOTAL	\$3,623,995	\$4,190,600	\$5,142,700	\$5,198,500	\$4,422,600

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City of West Chicago

CAPITAL PROJECTS FUND

Financial Summary

Program	2020 Actual	2021 Budgeted	2021 Estimated	2022 Proposed	2023 Projected
Operations	2,410,463	5,776,700	3,547,100	6,562,900	6,975,800
TOTAL	\$2,410,463	\$5,776,700	\$3,547,100	\$6,562,900	\$6,975,800

City of West Chicago

CAPITAL PROJECTS FUND

Performance Report on FYE 2021 Major Program Objectives

In FY2021, construction of Commerce Drive Reconstruction, Prince Crossing Road Resurfacing, as well as the Hillside Addition and Roosevelt Highlands Rehabilitation Project were completed. Other annual Programs of Sidewalk and Curb and Gutter Replacement Program were completed.

The ongoing COVID-19 Pandemic influenced some of capital improvements that were planned in 2021. Due to material and labor shortages, Annual Pavement Striping Program and Crack Sealing Programs were not completed.

HVAC air quality improvements at the City Hall were completed. The contractual Tree Planting Program was completed. As part of the project, 134 new trees were planted. The contractual Tree Removal Program was completed; as part of the project, 38 damaged/deceased trees were removed. In-house crews performed storm inlet restorations as well as pavement patching.

City of West Chicago

CAPITAL PROJECTS FUND

Description of Major Activities

The Capital Improvement Program covers a period of five years and consists of new construction as well as maintenance and repair to existing infrastructure. The specific projects and the financing program are described in a supplement to this program budget.

FYE 2022 Program Objectives

- (1) Complete the Community Development Block Grant funded Fair Meadows Subdivision Project by September 2022.
- (2) Complete the annual street resurfacing program by June 2022.
- (3) Design and advertise for bids the Surface Transportation Program funding project along Technology Boulevard by September 2022.
- (4) Complete all annual maintenance projects such as Curb and Gutter and Sidewalk R&R Program, Crack Filling Program, Pavement Marking Program, Sidewalk Cutting Program, Pavement Rejuvenation Program, etc. by December 2022.

Ongoing Activity Measures	2020 Actual	2021 Estimated	2022 Proposed	2023 Projected
Centerline Miles of Streets Striped	0	0	10.0	5.0
Square Feet of Sidewalk Replaced	11,464	7,600	10,000	10,000
Number of Streets Crack Sealed	0	0	30	15
Pounds of Crack Fill Material Used	0	0	70,000	35,000
Trees Removed	186	160	130	130
Parkway Trees Planted	180	134	130	130
Number of Mowings	28	28	30	30
Full Time Equivalent Positions	3.75	3.94	3.94	3.94

CAPITAL PROJECTS FUND

08-34-53

Expense Item		Actual 2020	Budgeted 2021	Estimated 2021	Proposed 2022	Projected 2023	Projected 2024
SALARY & WAGES:							
4020	Administrative - Salary	149,054	147,200	147,600	145,300	149,700	154,200
4027	Operational - Salary	177,888	189,700	181,500	186,000	191,600	197,400
4029	Overtime	13,609	20,000	25,000	25,000	25,000	25,000
4050	FICA & Medicare	25,206	27,400	27,100	27,300	28,100	28,900
4053	Health/Dental/Life Insurance	41,388	42,500	42,500	41,700	45,100	48,800
4054	Unemployment Insurance	-	-	-	-	-	-
4056	IMRF	38,416	39,500	39,500	32,400	33,300	34,200
Sub-Total		\$445,562	\$466,300	\$463,200	\$457,700	\$472,800	\$488,500
CONTRACTUAL:							
4100	Legal Fees	16,018	-	15,000	-	-	-
4101	Auditing Fees	3,700	4,000	3,600	4,300	4,500	4,700
4200	Legal Notices	84	1,000	300	1,000	1,000	1,000
4225	Other Contractual Services	932,363	964,900	964,900	984,700	1,004,800	1,025,700
4226	Traffic Signal Maintenance	29,415	25,000	24,000	32,500	32,500	32,500
4227	Street Light Maintenance	26,636	30,000	24,000	27,500	27,500	27,500
4300	IRMA General Insurance	5,200	4,800	4,800	5,300	5,800	6,300
4375	Utility Tax Rebate	55,632	60,000	43,000	60,000	60,000	60,000
4412	Materials	40,637	-	8,000	-	-	-
Sub-Total		\$1,109,684	\$1,089,700	\$1,087,600	\$1,115,300	\$1,136,100	\$1,157,700
COMMODITIES:							
4609	Street Patch Materials	-	1,000	2,700	2,000	2,000	2,000
4610	Street Paint	2,015	2,000	2,000	4,000	3,000	3,000
4611	Ice Control Materials	23,355	53,800	57,000	65,000	68,300	71,800
4612	Street Light Materials	-	41,000	39,600	95,000	50,000	50,000
4643	Storm Sewer Repair Materials	6,892	25,000	6,500	20,000	20,000	20,000
4650	Miscellaneous Commodities	-	-	-	-	-	-
4670	Rock Salt	221,110	496,500	317,000	405,000	405,000	405,000
4671	Bit Patch Materials - Cold	5,062	8,000	21,000	11,000	11,000	11,000
4672	Bit Patch Materials - Hot	25,500	45,000	88,000	51,000	51,000	51,000
Sub-Total		\$283,934	\$672,300	\$533,800	\$653,000	\$610,300	\$613,800
CAPITAL OUTLAY:							
4801	Building/Grounds Improvements	45,270	70,000	62,000	135,000	175,000	445,000
4807	Street Improvements	44,411	1,942,300	875,000	2,423,100	1,923,500	3,278,000
4809	Reque Road	-	250,000	-	-	-	-
4817	Salt Storage Facility	151,384	9,500	9,500	13,700	-	-
4818	200 Main Street Renovation Project	-	150,500	-	814,200	500,000	-
4819	City Hall HVAC Improvements	-	60,000	56,000	-	-	20,000
4844	Rt 59/Hahn PI Retaining Wall - IDOT 62J25	-	-	38,700	9,700	-	-
4845	St. Andrews Square/North Avenue Traffic Signal	-	-	-	100,000	100,000	100,000
4849	Early Warning Sirens	-	25,000	-	25,000	-	-
4854	Tree Replacement Program	41,247	40,500	40,600	40,500	40,500	40,500
4863	Sidewalk & Curb and Gutter Replacement Program	117,238	135,000	135,600	135,000	135,000	135,000
	Sidewalk Cutting Program	-	-	-	25,000	25,000	25,000
	Pavement Rejuvenation - Reclamite	-	-	-	50,000	50,000	50,000
	Traffic Signal Installation - IL-38 @Technology Blvd	-	-	-	52,000	355,000	-
4868	Crack Filling Program	-	100,000	-	100,000	50,000	50,000
4869	Street Striping Program	-	100,000	-	100,000	40,000	40,000
4870	Forestry - Removals and Replacements	51,544	70,000	60,000	150,000	150,000	150,000
4871	Right-of-Way Maintenance Program	70,999	80,600	80,600	88,700	97,600	107,400
4872	Right-of-Way Sign Material & Barricades	26,967	35,000	24,000	35,000	35,000	35,000
4886	EAB Insecticidal Treatment Program	22,223	80,000	80,500	40,000	80,000	40,000
4888	Street Division Parking Lot Reconstruction	-	400,000	-	-	1,000,000	-
4900	Transfers Out	-	-	-	-	-	-
Sub-Total		571,283	3,548,400	1,462,500	4,336,900	4,756,600	4,515,900
Total		\$2,410,463	\$5,776,700	\$3,547,100	\$6,562,900	\$6,975,800	\$6,775,900

CAPITAL EXPENDITURES (FYE)	PROPOSED 2021	ESTIMATED 2021	PROPOSED 2022	PROPOSED 2023	PROPOSED 2024	PROPOSED 2025	PROPOSED 2026	5 Yr Total
Beginning Balance (January 1st)	3,865,493	4,261,924	5,516,824	4,154,324	1,601,224	643,124	432,224	20,042,913
Revenues	4,190,600	4,802,000	5,200,400	4,422,500	5,817,600	4,512,800	4,711,000	24,664,300
Expenditures	5,776,700	3,547,100	6,562,900	6,975,600	6,775,700	4,723,700	4,247,700	29,285,600
Ending Balance	2,279,393	5,516,824	4,154,324	1,601,224	643,124	432,224	895,524	14,627,113
Revenues								
Utility Tax	850,000	750,000	750,000	750,000	750,000	750,000	750,000	3,750,000
Home Rule Sales Tax	2,500,000	3,300,000	3,300,000	3,399,000	3,501,000	3,606,100	3,714,300	17,520,400
Interest	2,000	2,000	2,000	2,000	2,000	2,000	2,000	10,000
Special Service Area #23 Collections	-	-	-	-	-	-	-	0
Transfers In	-	-	-	-	-	-	-	0
Grants and Misc.	838,600	750,000	1,148,400	271,500	1,564,600	154,700	244,700	3,383,900
REVENUE TOTAL	\$4,190,600	\$4,802,000	\$5,200,400	\$4,422,500	\$5,817,600	\$4,512,800	\$4,711,000	\$24,664,300
Expenditures								
Personnel, Benefits, and Insurance Costs of Engineer to Oversee Capital Projects	466,300	463,200	457,700	472,800	488,500	512,600	529,900	2,461,500
STREET IMPROVEMENTS								
Other Contractual Services - Thomas Engineering Group (4225)	964,900	964,900	984,700	1,004,800	1,025,700	1,047,400	1,069,900	5,132,500
Annual Street Program - Engineering, Construction & Material Testing (4807)	1,942,300	875,000	2,423,100	1,923,500	3,278,000	1,505,100	1,107,900	10,237,600
Route 59/Hahn Place Retaining Wall - IDOT 62J25 (4844)	-	38,700	9,700	-	-	-	-	9,700
OTHER ROW IMPROVEMENTS								
Crack Filling (4868)	100,000	-	100,000	50,000	50,000	50,000	50,000	300,000
Contractual Street Striping (4869)	100,000	-	100,000	40,000	40,000	40,000	40,000	260,000
Sidewalk & Curb and Gutter Removals and Replacements (4863)	135,000	135,600	135,000	135,000	135,000	135,000	135,000	675,000
Sidewalk Cutting Program	-	-	25,000	25,000	25,000	25,000	25,000	125,000
Pavement Rejuvenation - Reclamite	-	-	50,000	50,000	50,000	50,000	50,000	250,000
Traffic Signal Installation - IL-38 at Technology Blvd	-	-	52,000	355,000	-	-	-	407,000
Forestry Removals and Trimmings (4870)	70,000	60,000	150,000	150,000	150,000	75,000	75,000	600,000
Right-Of-Way Maintenance (4871)	80,600	80,600	88,700	97,600	107,400	118,200	130,100	542,000
Right-Of-Way Sign Material & Barricades (4872)	35,000	24,000	35,000	35,000	35,000	35,000	35,000	175,000
Tree Replacement Program (4854)	40,500	40,600	40,500	40,500	40,500	40,500	40,500	202,500
EAB Insecticidal Treatment Program (4886)	80,000	80,500	40,000	80,000	40,000	80,000	40,000	280,000
MUNICIPAL PROPERTIES								
Miscellaneous Major Municipal Building Repairs (4801)	70,000	62,000	135,000	175,000	445,000	160,000	65,000	980,000
Street Division Parking Lot Reconstruction (4888)	400,000	-	-	1,000,000	-	-	-	1,000,000
Land (4809)	250,000	-	-	-	-	-	-	0
New Warning Sirens (4849)	25,000	-	25,000	-	-	-	-	25,000
Salt Storage Facility (4817)	9,500	9,500	13,700	-	-	-	-	13,700
200 Main Street Renovation Project (4818)	150,500	-	814,200	500,000	-	-	-	1,314,200
City Hall HVAC Improvements (4819)	60,000	56,000	-	-	20,000	-	-	20,000
MISCELLANEOUS								
Legal Fees (4100)	-	15,000	-	-	-	-	-	0
Audit Fees (4101)	4,000	3,600	4,300	4,500	4,700	4,900	5,100	23,500
Legal Notices (4200)	1,000	300	1,000	1,000	1,000	1,000	1,000	5,000
Utility/Sales Tax Rebate (4375)	60,000	43,000	60,000	60,000	60,000	60,000	60,000	300,000
Menards Traffic Signal - St Andrews Square/North Ave (4845)	-	-	100,000	100,000	100,000	100,000	100,000	500,000
Materials (4412)	-	8,000	-	-	-	-	-	8,000
Insurance (4300)	4,800	4,800	5,300	5,600	6,100	6,600	7,100	40,300
PREVIOUS MFT EXPENDITURES								
Traffic Signal Maintenance - Contractual (4226)	25,000	24,000	32,500	32,500	32,500	32,500	32,500	162,500
Street Light Maintenance - Contractual (4227)	30,000	24,000	27,500	27,500	27,500	27,500	27,500	137,500
Street Light Materials (4612)	41,000	39,600	95,000	50,000	50,000	50,000	50,000	295,000
Street Patch Materials (4609)	1,000	2,700	2,000	2,000	2,000	2,000	2,000	10,000
Street Paint (4610)	2,000	2,000	4,000	3,000	3,000	3,000	3,000	16,000
Ice Control Materials (4611)	53,800	57,000	65,000	68,300	71,800	75,400	79,200	359,700
Storm Sewer Repair Materials (4643)	25,000	6,500	20,000	20,000	20,000	20,000	20,000	100,000
Rock Salt (4670)	496,500	317,000	405,000	405,000	405,000	405,000	405,000	2,025,000
Bit Patch Materials - Cold (4671)	8,000	21,000	11,000	11,000	11,000	11,000	11,000	55,000
Bit Patch Materials - Hot (4672)	45,000	88,000	51,000	51,000	51,000	51,000	51,000	255,000
EXPENDITURE TOTAL	\$5,776,700	\$3,547,100	\$6,562,900	\$6,975,600	\$6,775,700	\$4,723,700	\$4,247,700	\$29,303,200

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City of West Chicago

DOWNTOWN TIF FUND PROJECTED REVENUE

09-00		2020 Actual	2021 Budgeted	2021 Estimated	2022 Proposed	2023 Projected
311100	Property Tax	1,022,589	1,000,000	1,118,400	0	0
371000	Interest	797	500	500	0	0
386100	Health Insurance Contributions	6,347	5,300	5,300	0	0
386500	IRMA/IPBC Revenue Adjustment	(33,723)	0	0	0	0
389000	Miscellaneous	2,676	0	0	0	0
	TOTAL	\$998,616	\$1,105,800	\$1,124,200	\$0	\$0

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City of West Chicago

DOWNTOWN TAX INCREMENT FINANCE DISTRICT FUND

Financial Summary

Program	2020 Actual	2021 Budgeted	2021 Estimated	2022 Proposed	2023 Projected
TIF Special Projects	738,255	2,239,900	1,854,200	0	0
TOTAL	\$738,255	\$2,239,900	\$1,854,200	\$0	\$0

City of West Chicago

DOWNTOWN TAX INCREMENT FINANCE DISTRICT

Performance Report on FYE 2021 Major Program Objectives

Negotiated the 8-unit townhouse develop on Block Two of the Central-Main Street Redevelopment Update. Property was sold to the developer and the City is awaiting building plans.

Continued discussions with an apartment developer interested in Blocks Three and Four.

Awarded façade grants to two eligible downtown buildings.

City of West Chicago

DOWNTOWN TAX INCREMENT FINANCE DISTRICT

Description of Major Activities

TIF District funds are utilized to make improvements within the designated district that will revitalize the area and ultimately result in increased property values and a self-sustaining district. Specific activities conducted to accomplish revitalization include providing and promoting façade grants, creating sub-area plans for specific areas within the district and property assembly. Expenditures for promoting the downtown are also included in the TIF program.

FYE 2022 Program Objectives

(1) De-TIF / Re-TIF by February 2022.

Ongoing Activity Measures	2020 Actual	2021 Estimated	2022 Proposed	2023 Projected
Façade Grants	8	2	n/a	n/a
New Businesses	0	0	n/a	n/a
Full Time Equivalent Positions	2.5	2.5	0	0

**DOWNTOWN TAX INCREMENT FINANCE DISTRICT FUND
SPECIAL PROJECTS**

09-34-54

Expense Item	Actual 2020	Budgeted 2021	Estimated 2021	Proposed 2022	Projected 2023	Projected 2024
SALARY & WAGES:						
4020 Administrative - Salary	294,083	198,700	180,100	-	-	-
4027 Operational - Salary	47,452	50,000	48,900	-	-	-
4029 Overtime	3,303	5,300	6,700	-	-	-
4050 FICA & Medicare	25,632	19,500	18,100	-	-	-
4053 Health/Dental/Life Insurance	69,466	65,000	39,100	-	-	-
4054 Unemployment Insurance	1,085	-	-	-	-	-
4056 IMRF	38,821	31,600	25,600	-	-	-
Sub-Total	\$479,842	\$370,100	\$318,500	\$0	\$0	\$0
CONTRACTUAL:						
4100 Legal Fees	300	3,000	5,000	-	-	-
4112 Memberships/Dues/Subscriptions	-	500	-	-	-	-
4200 Legal Notices	-	1,000	-	-	-	-
4202 Telephone and Alarms	14,256	14,000	14,800	-	-	-
4216 Grounds Maintenance	13,775	16,000	14,000	-	-	-
4225 Other Contractual Services	52,435	44,100	46,900	-	-	-
4365 Payments to Taxing Bodies	90,112	110,000	86,400	-	-	-
Sub-Total	\$170,879	\$188,600	\$167,100	\$0	\$0	\$0
COMMODITIES:						
4613 Postage	-	200	-	-	-	-
4680 Special Events	18,946	40,000	40,000	-	-	-
4700 Prospect Development	-	500	-	-	-	-
4714 Interfund Loan Interest	160	500	500	-	-	-
Sub-Total	\$19,106	\$41,200	\$40,500	\$0	\$0	\$0
CAPITAL OUTLAY:						
4801 Buildings/Grounds Improvements	289	250,000	40,000	-	-	-
4809 Land	54,753	55,000	56,300	-	-	-
4813 Façade Program	10,000	90,000	6,000	-	-	-
4815 Streetscape Program	3,356	5,000	5,800	-	-	-
4816 Retail Grant Program	-	20,000	-	-	-	-
Sub-Total	\$68,399	\$420,000	\$108,100	\$0	\$0	\$0
4900 Transfers Out	-	1,220,000	1,220,000	-	-	-
Total	\$738,225	\$2,239,900	\$1,854,200	\$0	\$0	\$0

City of West Chicago

PUBLIC BENEFIT FUND PROJECTED REVENUE

13-00		2020 Actual	2021 Budgeted	2021 Estimated	2022 Proposed	2023 Projected
347300	Video Gaming Terminal Fees	0	0	0	0	0
347400	Video Gaming Taxes	0	0	0	0	0
371000	Interest	558	400	400	400	400
389000	Miscellaneous	0	0	0	0	0
390000	Transfers	0	70,000	70,000	0	0
	TOTAL	\$558	\$70,400	\$70,400	\$400	\$400

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City of West Chicago

PUBLIC BENEFIT FUND

Financial Summary

Program	2020 Actual	2021 Budgeted	2021 Estimated	2022 Proposed	2023 Projected
Operations	0	0	0	0	0
TOTAL	\$0	\$0	\$0	\$0	\$0

City of West Chicago

PUBLIC BENEFIT FUND

Performance Report on FYE 2021 Major Program Objectives

The interfund loan to the Downtown TIF Fund was repaid in full.

City of West Chicago

PUBLIC BENEFIT FUND

Description of Major Activities

This Fund holds the money obtained in the settlement with the Kerr-McGee Chemical Corporation (now Tronox). In 1998, the West Chicago City Council adopted a policy that provided for only using the accrued interest from this fund, in addition covering the costs for oversight of the Kerr-McGee clean up. To date, funding has only been allocated to five projects from this Fund: Sesquicentennial Park; monument and wayfinding signage; loan to the TIF Fund for property acquisition; property acquisition and associated expenses for the government campus and along High Street; and the music and arts venue at Reed-Keppler Park.

FYE 2022 PROGRAM OBJECTIVES

None

PUBLIC BENEFIT FUND

13-34-56

Expense Item		Actual 2020	Budgeted 2021	Estimated 2021	Proposed 2022	Projected 2023	Projected 2024
CAPITAL OUTLAY:							
4801	Buildings/Grounds Improvements	-	-	-	-	-	-
4806	Other Capital Outlay	-	-	-	-	-	-
4809	Land	-	-	-	-	-	-
Sub-Total		\$0	\$0	\$0	\$0	\$0	\$0
Total		\$0	\$0	\$0	\$0	\$0	\$0

City of West Chicago

OLIVER SQUARE TAX INCREMENT FINANCE DISTRICT FUND PROJECTED REVENUE

15-00		2020 Actual	2021 Budgeted	2021 Estimated	2022 Proposed	2023 Projected
311100	Property Tax	18,719	20,000	20,000	20,000	20,000
371000	Interest	0	0	0	0	0
	TOTAL	\$18,719	\$20,000	\$20,000	\$20,000	\$20,000

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City of West Chicago
OLIVER SQUARE TAX INCREMENT FINANCE DISTRICT FUND

Financial Summary

Program	2020 Actual	2021 Budgeted	2021 Estimated	2022 Proposed	2023 Projected
Operations	\$58,602	100,000	500	25,500	25,500
TOTAL	\$58,602	\$100,000	\$500	\$25,500	\$25,500

City of West Chicago

OLIVER SQUARE TAX INCREMENT FINANCE DISTRICT FUND

Performance Report on FYE 2021 Major Program Objectives

There were no projects scheduled for these properties for which funding was intended.

City of West Chicago

OLIVER SQUARE TAX INCREMENT FINANCE DISTRICT FUND

Description of Major Activities

TIF District funds are utilized to make improvements within the designated district that will revitalize the area and ultimately result in increased property values and a self-sustaining district. Specific activities conducted to accomplish revitalization include providing grants to improve the infrastructure of the district. Expenditures for promoting the district are also included in the TIF program, which includes marketing.

FYE 2022 Program Objectives

- (1) There are no specific projects planned for this TIF; however, should something of value arise a small amount has been budgeted.

OLIVER SQUARE TAX INCREMENT FINANCE DISTRICT FUND

15-34-54

Expense Item	Actual 2020	Budgeted 2021	Estimated 2021	Proposed 2022	Projected 2023	Projected 2024
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CONTRACTUAL:

4100	Legal Fees	-	-	500	500	500	500
	Sub-Total	\$0	\$0	\$500	\$500	\$500	\$500

CONTRACTUAL:

4801	Buildings/Grounds Improvements	58,062	100,000	-	25,000	25,000	25,000
	Sub-Total	\$58,062	\$100,000	\$0	\$25,000	\$25,000	\$25,000

Total	\$58,062	\$100,000	\$500	\$25,500	\$25,500	\$25,500
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City of West Chicago

MOTOR FUEL TAX (MFT) FUND PROJECTED REVENUE

16-00	2020 Actual	2021 Budgeted	2021 Estimated	2022 Proposed	2023 Projected
Motor Fuel Tax	0	0	0	1,057,500	1,102,100
Transportation Renewal	0	0	0	0	0
High Growth	0	0	0	0	0
Local Motor Fuel Tax	0	0	0	0	0
REBUILD IL	0	0	0	595,000	0
Interest	0	0	0	500	500
Transfers In	0	3,400,000	3,400,000	0	0
TOTAL	\$0	\$3,400,000	\$3,400,000	\$1,653,000	\$1,102,600

City of West Chicago

MOTOR FUEL TAX FUND

Financial Summary

Program	2020 Actual	2021 Budgeted	2021 Estimated	2022 Proposed	2023 Projected
Operations	0	0	0	371,500	402,400
TOTAL	\$0	\$0	\$0	\$371,500	\$402,400

City of West Chicago

MOTOR FUEL TAX FUND

Performance Report on FYE2021 Major Program Objectives

The completion of Commerce Drive Reconstruction was completed using the MFT funds.

City of West Chicago

MOTOR FUEL TAX FUND OPERATIONS

Description of Major Activities

Various street improvement projects are funded by the Motor Fuel Tax funds. The City often applies for other sources of grant funds through federal and state agencies to supplement roadway improvements. These grant sources often require a local match which is funded through the Motor Fuel Tax funds. Other general roadway related maintenance items such as electricity for streetlights is listed here.

FYE 2022 Program Objectives

- (1) Contribute the City's local match on recently completed federally funded roadway projects and close out the books.

**MOTOR FUEL TAX FUND
OPERATIONS**

16-34-58

Expense Item		Actual 2020	Budgeted 2021	Estimated 2021	Proposed 2022	Projected 2023	Projected 2024
COMMODITIES & PROJECTS							
4004	Electricity	-	-	-	130,000	130,000	130,000
4210	Refuse Disposal	-	-	-	45,000	45,000	45,000
4807	Street Improvement Project	-	-	-	196,500	227,400	2,582,700
Sub-Total		\$0	\$0	\$0	\$371,500	\$402,400	\$2,757,700
Total		\$0	\$0	\$0	\$371,500	\$402,400	\$2,757,700

CAPITAL EXPENDITURES (FYE)	PROPOSED 2021	ESTIMATED 2021	PROPOSED 2022	PROPOSED 2023	PROPOSED 2024	PROPOSED 2025	PROPOSED 2026	5 Yr Total
<u>STREET IMPROVEMENTS</u>								
Commerce Dr Reconstruction	633,000	630,000	-	-	-	-	-	-
Washington St Reconstruction (Town Rd to Arbor Ave) - 61F62 - Local Match	108,400	-	108,400	-	-	-	-	108,400
Forest Ave Resurfacing - 61F55 - Local Match	49,100	-	49,100	-	-	-	-	49,100
Prince Crossing Rd Resurfacing - 61G26 - Local Match	163,000	195,500	39,000	-	-	-	-	39,000
Technology Blvd Resurfacing - Local Match	-	-	-	227,400	-	-	-	227,400
Town Rd Reconstruction - Local Match	-	-	-	-	582,700	-	-	582,700
Harvester Rd Reconstruction	-	-	-	-	2,000,000	-	-	2,000,000
Street Improvement Project	-	-	-	-	-	1,000,000	1,000,000	2,000,000
<u>General Maintenance Items</u>								
Electric (4807)	130,000	130,000	130,000	130,000	130,000	130,000	130,000	650,000
Refuse Disposal (4210)	45,000	45,000	45,000	45,000	45,000	45,000	45,000	225,000
EXPENDITURE TOTAL	\$1,128,500	\$1,000,500	\$371,500	\$402,400	\$2,757,700	\$1,175,000	\$1,175,000	\$5,881,600

City of West Chicago

COMMUTER PARKING PROJECTED REVENUE

43-00		2020 Actual	2021 Budgeted	2021 Estimated	2022 Proposed	2023 Projected
334000	Daily Parking Fees	18,865	40,000	6,000	20,000	40,000
345600	Parking Permits	25,436	38,000	15,800	20,000	30,000
371000	Interest	0	0	0	0	0
389000	Miscellaneous	131	0	100	0	0
	TOTAL	\$44,432	\$78,000	\$21,900	\$40,000	\$70,000

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City of West Chicago

COMMUTER PARKING FUND

Financial Summary

Program	2020 Actual	2021 Budgeted	2021 Estimated	2022 Proposed	2023 Projected
Operation & Maintenance	104,953	303,500	82,800	298,900	143,100
TOTAL	\$104,953	\$303,500	\$82,800	\$298,900	\$143,100

City of West Chicago

COMMUTER PARKING FUND

Performance Report on FYE 2021 Major Program Objectives

The ongoing COVID-19 Pandemic resulted in a very low usage of the facilities. In FY2021, only the Kiosk glass replacement project was completed. Other identified improvements have been re-budgeted for FY2022.

Landscape maintenance services around the commuter parking lots and METRA station were performed contractually in 2021. The grounds were maintained weekly from May through November, and included grass mowing, trimming, edging, trash and debris pickup, and weeding. In addition, all planting beds were mulched and all bushes were trimmed.

City of West Chicago

COMMUTER PARKING FUND

Description of Major Activities

This program funds the maintenance of both commuter parking lots and the train station. Activities include snow removal, mowing and landscaping, trash removal, janitorial service and maintenance for the building, parking lots, and payment machines.

FYE 2022 Program Objectives

- (1) Procure and contractual complete exterior wood trim, siding, flashings, and windows on the upper Cupola by September 2022.
- (2) Replace railings around the METRA Station platform by September 2022.
- (3) Paint the building, signs and roof by September 2022.

Ongoing Activity Measures	2020 Actual	2021 Estimated	2022 Proposed	2023 Projected
Mowing/Weeding of Grounds	28	30	30	30
Snow Removal/Salting	25	25	25	25
Trash Removal, Sweeping & Cleaning Station	150	150	150	150
Full Time Equivalent Positions	0.25	0.25	0.25	0.25

**COMMUTER PARKING FUND
OPERATION & MAINTENANCE**

43-34-76

Expense Item		Actual 2020	Budgeted 2021	Estimated 2021	Proposed 2022	Projected 2023	Projected 2024
SALARY & WAGES:							
4020	Administrative - Salary	8,424	8,300	8,300	8,500	8,800	9,100
4027	Operational - Salary	12,811	13,100	13,100	13,500	14,000	14,500
4029	Overtime	1,365	1,000	2,000	1,500	1,500	1,500
4050	FICA & Medicare	1,727	1,800	1,800	1,800	1,900	2,000
4056	IMRF	2,580	2,500	2,700	2,200	2,300	2,300
Sub-Total		\$26,907	\$26,700	\$27,900	\$27,500	\$28,500	\$29,400
CONTRACTUAL:							
4101	Audit Fees	1,300	1,300	1,300	1,500	1,500	1,500
4202	Telephone and Alarms	5,736	5,000	5,800	6,800	7,800	8,800
4204	Electric	16,133	20,000	8,800	16,000	16,000	16,000
4211	Printing and Binding	380	400	400	400	400	400
4216	Grounds Maintenance	4,440	5,100	5,300	5,500	5,700	5,900
4219	Contract Janitorial Service	845	2,000	3,500	3,500	3,500	3,500
4225	Other Contractual Services	10,216	25,000	20,000	20,000	20,000	20,000
Sub-Total		\$39,050	\$58,800	\$45,100	\$53,700	\$54,900	\$56,100
COMMODITIES:							
4613	Postage	935	1,000	2,000	1,200	1,200	1,200
4649	Miscellaneous Commodities	1,093	3,000	1,800	2,500	2,500	2,500
4702	Bank Fees	3,074	6,000	6,000	6,000	6,000	6,000
Sub-Total		\$5,102	\$10,000	\$9,800	\$9,700	\$9,700	\$9,700
CAPITAL OUTLAY:							
4801	Building/Grounds Improvements	19,970	208,000	-	208,000	50,000	20,000
4806	Other Capital Outlay	-	-	-	-	-	-
4808	Depreciation	13,924	-	-	-	-	-
Sub-Total		\$33,894	\$208,000	\$0	\$208,000	\$50,000	\$20,000
Total		\$104,953	\$303,500	\$82,800	\$298,900	\$143,100	\$115,200

City of West Chicago

ROOSEVELT-FABYAN TAX INCREMENT FINANCE DISTRICT FUND PROJECTED REVENUE

17-00		2020 Actual	2021 Budgeted	2021 Estimated	2022 Proposed	2023 Projected
311100	Property Tax	16,549	18,000	21,300	23,000	23,000
371000	Interest	0	0	0	0	0
	TOTAL	\$16,549	\$18,000	\$21,300	\$23,000	\$23,000

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City of West Chicago

ROOSEVELT-FABYAN TAX INCREMENT FINANCE DISTRICT FUND

Financial Summary

Program	2020 Actual	2021 Budgeted	2021 Estimated	2022 Proposed	2023 Projected
Operations	0	5,500	5,500	22,500	21,000
TOTAL	\$0	\$5,500	\$5,500	\$22,500	\$21,000

City of West Chicago

ROOSEVELT-FABYAN TAX INCREMENT FINANCE DISTRICT FUND

Performance Report on FYE 2021 Major Program Objectives

There were no projects completed using monies from this Fund. Instead expenses are related to discussions with a potential developer of a portion of the District.

City of West Chicago

ROOSEVELT-FABYAN TAX INCREMENT FINANCE DISTRICT FUND

Description of Major Activities

TIF District funds are utilized to make improvements within the designated district that will revitalize the area and ultimately result in increased property values and a self-sustaining district. Specific activities conducted to accomplish revitalization include providing grants to improve the infrastructure of the district. Expenditures for promoting the district are also included in the TIF program, which includes marketing.

FYE 2022 Program Objectives

- (1) Continue negotiations with potential developers of two areas within the District, with financial review assistance from a consultant by December 2022.

ROOSEVELT-FABYAN TAX INCREMENT FINANCE DISTRICT FUND

17-34-54

Expense Item	Actual 2020	Budgeted 2021	Estimated 2021	Proposed 2022	Projected 2023	Projected 2024
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CONTRACTUAL:

4100	Legal Fees	-	2,500	2,500	2,500	1,000	500
4225	Other Contractual Services	-	3,000	3,000	20,000	20,000	100,000
Sub-Total		-	5,500	5,500	22,500	21,000	100,500

Total	\$0	\$5,500	\$5,500	\$22,500	\$21,000	\$100,500
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City of West Chicago

**DRUG ASSET FORFEITURE FUND
PROJECTED REVENUE**

XX-00	2020 Actual	2021 Budgeted	2021 Estimated	2022 Proposed	2023 Projected
State	0	0	0	0	0
Federal	0	0	0	0	0
Transfers In	0	1,138,700	1,138,700	0	0
TOTAL	\$0	\$1,138,700	\$1,138,700	\$0	\$0

City of West Chicago

DRUG ASSET FORFEITURE FUND

Financial Summary

Program	2020 Actual	2021 Budgeted	2021 Estimated	2022 Proposed	2023 Projected
Operations	0	0	0	0	0
TOTAL	\$0	\$0	\$0	\$0	\$0

City of West Chicago

DRUG ASSET FORFEITURE FUND

Performance Report on FYE2021 Major Program Objectives

This Fund was created in the 2021 Fiscal Year.

City of West Chicago

DRUG ASSET FORFEITURE FUND OPERATIONS

Description of Major Activities

The State of Illinois and the United States Government use asset forfeiture to seize and forfeit property from those involved in crime which benefits law enforcement and the public. Assets subject to seizure include cars, cash, real estate, or anything of value used to commit a drug crime or bought with drug proceeds. The City has an officer involved in Homeland Security and, as a result, the City gets a portion of the proceeds of seized assets.

FYE 2022 Program Objectives

None

**DRUGS ASSET FORFEITURE
OPERATIONS**

XX-34-XX

Expense Item	Actual 2020	Budgeted 2021	Estimated 2021	Proposed 2022	Projected 2023	Projected 2024
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Total	\$0	\$0	\$0	\$0	\$0	\$0
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