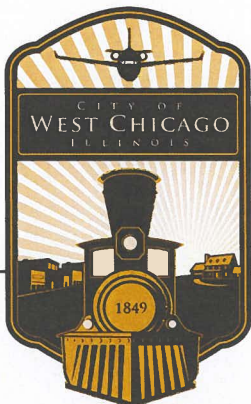


# 2024 Proposed Budget



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Michael L. Guttman  
CITY ADMINISTRATOR

DECEMBER 2023

# CITY OF WEST CHICAGO

WHERE HISTORY & PROGRESS MEET

November 20, 2023

Dear Mayor Pineda and Aldermen:

I hereby present to you the 2024 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 2024 Annual Budget totals \$58,309,500, which is an increase of 10.87% as compared to the 2023 Budget, as amended; specifically, the General Fund reflects a small increase of 0.68% as compared to the 2023 Budget, as amended.

## **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 opportunity to serve the needs of a variety of customers. The Departments and staff continuously strive to leverage 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, and furthering intergovernmental and public/private partnerships, the organization continues to rise to the challenge of balancing fiscal responsibility with enhancing the quality of life of our residents and customers.

## **Budget Strategy**

This Budget marks the twentieth year of adhering to the City Council's Budget Policy and implementing a strategy that addresses the structural and cyclical budgetary challenges that 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, the City annually undergoes a precise budgeting process to manage the organization's expenditure and revenue patterns. This process balances fiscal responsibility with investing in infrastructure and services to provide a good quality of life for our residents and business community.

### *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.

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Ruben Pineda  
MAYOR  
Nancy M. Smith  
CITY CLERK

Michael L. Guttman  
CITY ADMINISTRATOR

### Identification and Implementation of New Revenues

In 2019, the Finance Committee and City Council approved tax and fee changes to address the \$2.8 million gap in the General Fund, created mostly by the State siphoning money traditionally given to local governments and reduced revenues generated by Police Department personnel. After returning to full Police Department staffing in 2023 coupled with some outstanding leadership from the Command Staff, the personnel-generated revenues are now in line with a city of our size. While local governments across Illinois have successfully lobbied to get a portion of our siphoned funds returned, the State has not resumed the entire funding formula typically relied upon to balance the General Fund Budget. In addition to pursuing grants, the City continues to evaluate our fees against our peers and makes updates where warranted.

Staff is forecasting a near balanced budget in the General Fund in the out years, which is a significant improvement over the two million dollar gap that was projected two years ago for the same years. While significant increases in sales and income taxes are expected to continue to help improve our outlook, the decrease in recorded population via the 2020 Census offsets some of that positive news. The 2024 Proposed Budget does contain a 4.9% property tax levy increase to offset the astronomical increase in police pension costs.

### Increased Economic Development Focus

The City's Economic Development Program increases and diversifies the City's sales tax and real estate tax bases, allowing the City to become more self-sufficient, generating revenues from within and resulting in improved sales tax receipts. In 2023, the City established a new Economic Development Commission to further assist in economic growth by fostering a thriving environment for commerce, culture and community in West Chicago. Increasing these revenue sources continues to be a primary focus with Mayor Pineda, the Aldermen and staff devoting a great deal of energy into attracting new sales tax generating businesses, while at the same time, supporting existing businesses and helping with their expansion. Economic activity in 2023 included a renewed focus on downtown investment and occupancy, resulting in refreshed storefronts, new awnings, and the welcoming of nine new tenants, including two restaurants and four retailers, with more expected in early 2024.

Industrial activity included multiple tenants in a combined total of nearly 1,000,000 SF of new construction completed this year in the DuPage Business Park. Existing business expansions that started in 2023 (DuPage Airport, Wheaton Academy, Ball Horticultural, etc.) account for an investment of more than \$50 million, demonstrating the power of growing the existing business community and the value of business retention efforts. Residential development was notable in 2023 for the delivery of the Main Street Lofts, the first new multi-family development in nearly two decades featuring 24 units. Moreover, a proposed residential development along North Avenue is being pursued to construct approximately 125 new dwelling units with additional residential development opportunities in discussion.

### Maintain and Improve City Services

The City has a proud history of challenging our employees to provide exceptional services even during tough economic climates. While implementing this five-part budgeting strategy, the City prioritized balancing fiscal responsibility with excellent service to enhance the quality of life for our residents and businesses.

We are successful in achieving all of the Budget Policy parameters in the proposed 2024 Budget.

### **Significant Highlights – All Funds**

*Personnel Changes* – To ensure high quality customer service, this Budget proposes hiring two Police Records Clerks versus recruiting the positions through a contract. In addition, this Proposed Budget restores the third Community Service Officer position bringing the City to 118 full-time employees and one part-time employee, as the City Administrator previously communicated.

*Insurance Costs* – The City’s general liability/workers’ compensation insurance costs are estimated to increase by only three percent with our new carrier compared to the ten percent increases and philosophical differences we experienced with our previous pool. There is also a projected increase of up to ten percent to the premiums for those employees who get their insurance benefits via the Operating Engineers Health and Welfare Plan per the Collective Bargaining Agreement. For the 2024 plan year, the total budgeted premium increased by about 16% for those employees who participate in the City’s plans through the IPBC. These increases are largely due to filling vacant positions and a significant increase in the HMO plan claims and trend within the Cooperative and City.

*Customer Impact* – There are no service reductions proposed in the 2024 Budget; in fact, staff is laying the groundwork for service enhancements including investigating online building permit software, revitalizing landscaping and art in the downtown and investing in the new Community Park.

The following table shows the difference in budgeted amounts between 2023 and 2024 for each of the Funds:

<b>Fund</b>	<b>2023 Budget</b>	<b>2024 Budget</b>	<b>Percent Change</b>
General Fund	\$22,690,100	\$22,844,500	0.68%
Capital Equipment Replacement Fund	\$1,686,600	\$1,54,600	-7.83%
Sewer Fund	\$8,208,700	\$8,933,200	8.83%
Water Fund	\$9,562,900	\$10,384,200	8.59%
Capital Projects Fund	\$9,217,800	\$8,651,200	-6.15%
Downtown TIF Fund	\$0	\$39,400	-%
Community Park Fund	\$0	\$200,000	-%
Oliver Square TIF Fund	\$0	\$52,000	-%
Motor Fuel Tax Fund	\$916,500	\$5,416,000	490.94%
Roosevelt/Fabyan TIF Fund	\$25,000	\$75,000	200.00%
Commuter Parking Fund	\$287,100	\$159,400	-44.48%
<b>All Funds</b>	<b>\$52,594,700</b>	<b>\$58,309,500</b>	<b>10.87%</b>

### **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 72.07% of the total General Fund revenues:

Sales and Use Taxes	28.18%
Property Tax	20.04%
Income Tax	17.72%
Electric Use Tax	6.13%

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 changes in this Department's budget, which includes the continued additional funding (\$14,000) for the DuPage Senior Citizens Council per the direction of the Finance Committee.
- City Administrator's Office – This program proposes a decrease from the 2023 Budget and includes updating the ADA Transition Plan (\$100,000), downtown art and landscaping enhancements (\$45,000), and technology infrastructure improvements with a new host server, switches, and licenses (\$32,000).
- Finance Department – Aside from a small decrease in program costs, there are no major changes in this Department's budget.
- Police Department – DUCOMM contributions are forecast to increase more than 10% next year. Other increases include transparency costs with the new body camera contract and data storage requirements as well as pension contributions.
- Public Works Department – Aside from a small decrease in program costs, there are no significant changes in this Department's budget.
- Community Development Department – This program includes evaluating an online permitting system (\$100,000), the relocated economic development incentives (\$225,000), and investments in vacant, city-owned property (\$150,000).

### **Capital Equipment Replacement Fund**

This Internal Service Fund draws its revenues from the General, Water and Sewer Funds. The budgeted figures for 2024 feature a slight decrease from the previous year, but are still higher than a standard year due to large price increases and market delayed purchases. The following more expensive pieces of rolling stock are scheduled for replacement in 2024: three 2024

International Plows and supporting equipment (\$1,151,800); a John Deere 410P Backhoe/Loader Combo (\$151,500); and three trucks for Public Works personnel (\$159,400).

#### **Sewer Fund**

In 2024, significant money is again allocated for the WC/WWA (\$3,550,000). In addition, due to shipping and contractor delays work will continue into spring of 2024 to complete the improvements to Lift Station #5. No rate increase is proposed for 2024, although regular rate increases are expected to return in 2025.

#### **Water Fund**

In 2024, 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 watermain replacement associated with two street improvement projects (\$1,142,000), the 250,000 Gallon Elevated Tank Project (\$850,000), the Booster Station #8 mechanical rehabilitation project (\$313,000), and the remaining portion of the SCADA System Upgrade (\$375,000). No rate increase is proposed for 2024, although regular rate increases are expected to return in 2025.

#### **Capital Projects Fund**

On January 1, 2024 the City will add a half of a percent home rule sales tax, earmarked for industrial street improvements. Combined with the one-percent home rule sales tax already in place to supplement the natural gas use tax monies allocated to this Fund, the 2024 Capital Project Fund Budget includes \$1,967,800 for street resurfacing and \$1,025,600 for the Thomas Engineering Group. Fund projects include the deferred Klein Road Culvert Replacement (\$623,000), the continued 200 Main Street Renovations (\$765,000), and the Above Ground Fuel Tank construction (\$585,000). In addition, \$600,000 is included for the grant-funded 119 W Washington St. remediation. The Infrastructure Committee gave consensus to move forward with the 2024 Capital Projects Fund, CERF, and the Motor Fuel Tax Funds at its November meeting.

#### **Downtown TIF2 Fund**

This Fund features \$30,000 towards downtown special events such as the Food Festival, Frosty Fest, and Blooming Fest.

#### **Community Park Fund**

Expenses for this Fund, formerly known as the Public Benefit Fund, are paid for by video gaming revenues, and are dedicated to the capital and operating costs associated with the new Community Park. Proposed for 2024 is \$200,000 in buildings and grounds improvements for the park. The City also updated its Budget Policy to provide for all General Fund monies in the Ending Balance in excess of 35% of the expenses be shifted here.

#### **Oliver Square TIF Fund**

There is \$50,000 in buildings and grounds improvements forecast for this Fund to be used if an eligible funding gap is determined for the proposed Tropical Smoothie Cafe.

#### **Motor Fuel Tax Fund**

This new Fund was created in 2021 and all MFT revenues will be posted here as well as eligible expenses. In 2024, \$5,241,000 in street improvement projects are proposed for this Fund.

**Roosevelt-Fabyan TIF Fund**

The expenses forecast for this Fund are related to the legal and other professional services needed to evaluate incentive requests. Included is \$50,000 for land acquisitions if determined to be appropriate.

**Commuter Parking Fund**

Funds have been allocated to replace the landscaping, repair a retaining wall and complete other repairs (\$75,000).


**Closing Remarks**

The 2024 Annual Budget and 2024-2028 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 balancing a high quality of life with fiscal responsibility. West Chicago is diligently striving towards providing the highest quality services at one of the lowest costs. 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 balance our fiscal responsibility with supplying a good quality of life for our community. 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,



Michael L. Guttman  
City Administrator



Tia J. Messino  
Assistant 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%.
- All revenues associated with video gaming shall be deposited into the Community Park Fund (former Public Benefit Fund). Any fund balance in the General Fund in excess of 35% shall be transferred to the Community Park Fund without the need for any separate Budget Amendment after the completion of the annual Audit once that figure is known.
- 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 or else it is a justified sole source purchase.
- 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	2022 Actual	2023 Budgeted	2023 Estimated	2024 Proposed	2025 Projected	2026 Projected
311000	Personal Property Repl. Tax	630,453	500,000	466,500	349,900	350,000
311100	Property Taxes	4,037,822	4,241,600	4,380,400	4,577,500	4,998,600
312000	Sales Tax	5,822,979	5,400,000	5,200,000	5,356,000	5,681,000
313000	Income Tax	4,173,731	3,800,000	4,018,800	4,049,000	4,253,900
315000	Municipal Electricity Use Tax	1,415,333	1,400,000	1,400,000	1,400,000	1,400,000
316000	Use Tax	1,019,116	1,000,000	1,065,540	1,080,700	1,135,300
319000	Packaged Liquor Tax	8,290	60,000	175,000	175,000	175,000
321000	Grants	8,453	604,000	43,000	121,400	6,500
323000	Cannabis Tax	41,894	64,000	39,300	40,000	40,000
333000	Weed Cutting Fees	9,881	2,500	5,600	2,500	2,500
335000	Brush Collection Fees	107,294	106,000	106,000	106,000	106,000
336000	Police Counter	8,405	15,000	15,000	15,000	15,000
336100	Police Contractual	525,370	346,000	495,000	500,000	561,800
337000	Cemetery Fees	75,075	40,000	38,000	40,000	40,000
345000	Building Permits	1,226,104	600,000	804,000	450,000	450,000
345100	Land Cash Administration	8,113	3,000	500	1,000	1,000
345200	Change of Occupancy Inspections	112,989	125,000	120,000	125,000	125,000
345300	Rental Inspection Licensing Fee	220,037	160,000	160,000	160,000	160,000
345500	False Alarm Fees	18,900	20,000	15,500	15,000	15,000
347000	Liquor Licenses	108,104	105,000	105,000	105,000	105,000
347500	Amusement Tax	102,460	100,000	140,000	135,000	135,000
348100	Licensing Contractors	57,340	50,000	45,000	50,000	50,000
348200	Business Registration Program	29,692	30,000	30,000	30,000	30,000
348000	Business Licenses	52,295	75,000	50,000	50,000	50,000
349500	Vacant/Foreclosed Property Registrations	16,688	20,000	13,000	15,000	15,000
351000	Circuit Court Fines	194,989	185,000	275,000	290,000	290,000
352000	Parking and "P" Tickets	61,970	70,000	78,200	73,000	73,000
353000	Oversize Truck	51,585	50,000	13,000	45,000	45,000
353500	Relocate/Repo Fees	11,670	5,000	10,000	10,000	10,000
354000	Administrative Adjudication Fines	64,595	50,000	91,500	50,000	50,000
354100	Traffic Signal Enforcement	852,258	500,000	950,000	1,000,000	1,000,000
354500	Administrative Adjudication Fines - Police	15,430	20,000	20,000	20,000	20,000
354600	Compliance Fines - PD	2,790	15,000	6,000	7,500	7,500
355000	Police Towing Charges	62,675	35,000	145,000	125,000	125,000
357000	Seizures	161,186	-	65,000	-	-
361000	Planning and Zoning Review Fees	8,622	13,600	5,000	10,000	10,000
362000	Engineering Fees	729,953	300,000	75,000	150,000	150,000
365000	Transfer Station Fees	778,171	650,000	775,000	775,000	775,000
366000	Telecommunications Tax	495,381	500,000	500,000	500,000	500,000
367000	Cable Franchise Fees	241,800	275,000	275,000	275,000	275,000
371000	Interest	104,600	5,000	325,000	200,000	100,000
386000	Other Reimbursements	148,437	50,000	65,000	65,000	65,000
386100	Health Insurance Contributions	290,587	160,000	207,200	200,000	200,000
386500	IRMA/IPBC Revenue Adjustment	471,573	-	-	-	-
387800	Rental Income	52,896	-	-	-	-
389000	Miscellaneous Revenue	95,701	100,000	250,000	100,000	100,000
390000	Transfers	511,380	-	-	-	-
<b>TOTAL</b>		<b>25,245,068</b>	<b>21,850,700</b>	<b>23,062,040</b>	<b>22,844,500</b>	<b>23,697,100</b>

# *City of West Chicago*

## GENERAL FUND EXPENDITURES

Department	2022 Actual	2023 Budgeted	2023 Estimated	2024 Proposed	2025 Projected	2026 Projected
City Council	164,981	225,400	201,400	225,400	225,400	225,400
City Administrator's Office	18,730,125	4,745,600	3,900,300	4,025,600	4,022,500	4,197,300
Finance	394,034	537,500	461,800	411,000	422,700	434,600
Police	11,973,811	12,130,600	11,778,600	12,892,700	13,323,300	13,828,700
Public Works	2,937,553	3,030,700	2,849,800	2,952,600	3,220,100	3,260,000
Community Development	1,795,745	2,020,300	1,800,100	2,337,200	2,119,700	2,105,100
<b>Total</b>	<b>\$35,996,249</b>	<b>\$22,690,100</b>	<b>\$20,992,000</b>	<b>\$22,844,500</b>	<b>\$23,333,700</b>	<b>\$24,051,100</b>

# *City of West Chicago*

## CITY COUNCIL

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### Financial Summary

<b>Program</b>	<b>2022 Actual</b>	<b>2023 Budgeted</b>	<b>2023 Estimated</b>	<b>2024 Proposed</b>	<b>2025 Projected</b>
Operations	164,981	225,400	201,400	225,400	225,400
<b>TOTAL</b>	<b>\$164,981</b>	<b>\$225,400</b>	<b>\$201,400</b>	<b>\$225,400</b>	<b>\$225,400</b>



# *City of West Chicago*

## CITY COUNCIL

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### Performance Report on FYE 2023 Major Program Objectives

The year started off with a bang, with the City hosting a series of hearings to review Lakeshore Recycling Systems' application to site a Waste Transfer Station at its property at 1655 Powis Road. After the hearings concluded and public comment was submitted, the Hearing Officer issued a Recommendation for a conditional approval of the siting application. At the end of February, the City Council conditionally approved the siting application, indicating that the applicant had met the State-established criteria. The opposing parties, PODER and Protect West Chicago appealed the decision to the Illinois Pollution Control Board which, at the time of this writing, is in the process of reviewing it. The issues raised fall in two primary categories: did the City pre-judge the application and deny fundamental fairness and were the criteria indeed met. A decision is expected in early 2024, though it is expected that the losing side will further appeal it. This process has consumed a significant amount of staff time, as well as that of the elected officials. On a positive note, all costs incurred by the City are reimbursed by the applicant.

The July 1<sup>st</sup> water/sewer rate increases also impacted staff time, as calls and in-person contacts reached extraordinary levels. For history, in 2019, the City Council approved an increase in the City's water and sewer rates, which was not implemented until 2022 due to the adverse economic impacts of the pandemic on our population. At that time (2019), there was an expectation that rates would once again increase in either 2022 or 2023. The year 2022 marked the first time the City of West Chicago raised its water rates since 2006 and sewer rates since 2008. Cities across the country are grappling with aging infrastructure that's costly to repair. Additionally, the City is not immune to the inflation experienced across the globe as well as supply chain issues that are severely impacting costs of our infrastructure projects and commodities.

Other key areas on which the City Council focused in 2023 include the following: approval of a Park Plan for the Community Park; amendments to the dog bite regulations to compel compliance with the leash laws via a higher, tiered fine structure; and an increase in the home rule sales tax effective January 1, 2024, the proceeds of which will fund improvements to the industrial streets in the City.

# *City of West Chicago*

## CITY COUNCIL

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### 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 residents and visitors to West Chicago. These decisions include, but are not limited to the following: matters of annexation; tax impact; budgets; letting of contracts; residents' 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.

<b>Ongoing Activity Measures</b>	<b>2022 Actual</b>	<b>2023 Estimated</b>	<b>2024 Proposed</b>	<b>2025 Projected</b>
Liquor Licenses Issued	33	35	35	35
Block Party Permits	5	7	7	7
 <b>Full Time Equivalent Positions</b>	 <b>0.00</b>	 <b>0.00</b>	 <b>0.00</b>	 <b>0.00</b>

**CITY COUNCIL  
Operations**

01-01-10

Expense Item		Actual 2022	Budgeted 2023	Estimated 2023	Proposed 2024	Projected 2025	Projected 2026
<b>SALARY &amp; WAGES:</b>							
4010	Aldermen-Salary	24,095	33,600	25,000	33,600	33,600	33,600
4011	Mayor-Salary	15,125	15,000	15,000	15,000	15,000	15,000
4012	Corporation Counsel-Salary	3,000	3,000	3,000	3,000	3,000	3,000
4014	City Clerk-Salary	413	-	-	-	-	-
4050	FICA & Medicare	3,032	3,800	3,100	3,800	3,800	3,800
<b>Sub-Total</b>		<b>\$45,665</b>	<b>\$55,400</b>	<b>\$46,100</b>	<b>\$55,400</b>	<b>\$55,400</b>	<b>\$55,400</b>
<b>CONTRACTUAL:</b>							
4100	Legal Fees	28,835	40,000	40,000	40,000	40,000	40,000
4105	Consultants	-	1,000	-	1,000	1,000	1,000
4110	Training and Tuition	477	3,000	-	3,000	3,000	3,000
4112	Memberships/Dues/Subscriptions	32,098	45,000	40,000	45,000	45,000	45,000
4200	Legal Notices	-	1,500	1,500	1,500	1,500	1,500
4211	Printing and Binding	5,003	10,000	5,000	10,000	10,000	10,000
4223	Legal Reporter Fees	-	500	500	500	500	500
<b>Sub-Total</b>		<b>\$66,413</b>	<b>\$101,000</b>	<b>\$87,000</b>	<b>\$101,000</b>	<b>\$101,000</b>	<b>\$101,000</b>
<b>COMMODITIES:</b>							
4600	Computer/Office Supplies	57	800	800	800	800	800
4613	Postage	324	700	500	700	700	700
4650	Miscellaneous Commodities	1,993	2,500	2,500	2,500	2,500	2,500
4660	Grants	50,000	64,000	64,000	64,000	64,000	64,000
4720	Other Charges	530	1,000	500	1,000	1,000	1,000
<b>Sub-Total</b>		<b>\$52,904</b>	<b>\$69,000</b>	<b>\$68,300</b>	<b>\$69,000</b>	<b>\$69,000</b>	<b>\$69,000</b>
<b>Total</b>		<b>\$164,981</b>	<b>\$225,400</b>	<b>\$201,400</b>	<b>\$225,400</b>	<b>\$225,400</b>	<b>\$225,400</b>

# *City of West Chicago*

## CITY ADMINISTRATOR'S OFFICE

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### Financial Summary

<b>Program</b>	<b>2022 Actual</b>	<b>2023 Budgeted</b>	<b>2023 Estimated</b>	<b>2024 Proposed</b>	<b>2025 Projected</b>
Human Resources	2,219,310	2,304,700	2,323,100	2,663,700	2,825,000
Information Technology	305,321	462,000	412,800	481,200	484,200
GIS	59,946	59,600	58,700	89,800	92,400
Special Projects	15,700,469	1,323,000	553,000	200,000	50,000
Marketing and Communications	137,198	191,700	162,800	198,400	168,400
Administration	307,881	404,600	389,900	392,500	402,500
<b>TOTAL</b>	<b>\$18,730,125</b>	<b>\$4,745,600</b>	<b>\$3,900,300</b>	<b>\$4,025,600</b>	<b>\$4,021,200</b>



# *City of West Chicago*

## CITY ADMINISTRATOR'S OFFICE

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### Performance Report on FYE 2023 Major Program Objectives

The City received paperwork for a \$100,000 grant to assist interior demolition at the train station at 119 W. Washington Street and the \$600,000 Grant Agreement for the West Washington Street Remediation Project was also received.

As part of a reorganization of the City, the organization welcomed an Assistant City Administrator, a Finance Director, and a Management Fellow.

City Staff, with assistance from an attorney, reviewed, updated, and implemented a new Personnel Handbook. Human Resources Division staff also unveiled a new employment application portal to streamline recruitments and began a complete review and update of all job descriptions.

The City implemented an enhanced cybersecurity program utilizing training, phishing tests, and a password manager to respond to increasing threats against municipalities. Staff also began the migration to Office 365.

With the assistance of a vendor, City Staff oversaw the installation of cameras in the public facing areas of City Hall, including the parking lot.

Staff updated all desktop ArcMap users to version 10.8.2 and maintained workgroup meetings between Public Works and GIS throughout the year.

Staff began implementing the Marketing and Communications Strategic Plan, partnering with the City's Cultural Arts Commission for a placemaking initiative inspired by the College of DuPage's Andy Warhol exhibit and supporting the Commission's Loteria campaign. Staff also developed a draft Communications Plan set for implementation in the first quarter of 2024. Additionally, the Division staff created a webpage for transparency on a proposed waste transfer station, managed streetlight pole banner displays, and updated the downtown special events' visual branding.

# City of West Chicago

## CITY ADMINISTRATOR'S OFFICE Human Resources

### Description of Major Activities

All human resources activities are administered and coordinated in compliance with State and Federal requirements, applicable Civil Service ordinance and rules, and Equal Employment Opportunity guidelines. Actions regarding employees of the City are reviewed and approved by the City Administrator's Office/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, but not limited to, recruitment, position classification, compensation, promotion, performance evaluation, training, benefit administration, discipline, diversity-equity-inclusion initiatives, wellness, safety and risk management, employee concerns and labor relations.

### FYE 2024 Program Objectives

- (1) Implement a process to establish an employee Wellness and Engagement Committee by March 2024.
- (2) Identify need for performance management system/solution by October 2024.
- (3) Evaluate platforms for an employee intranet on which Human Resources and Employee Recognition materials can be distributed by July 2024.

Ongoing Activity Measures	2022 Actual	2023 Estimated	2024 Proposed	2025 Projected
Positions Filled	18	15	8	6
Average Time to Fill Positions (in months)	3	3	2	2
RMA Insurance Claims Processed	16	20	22	24
<b>Full Time Equivalent Positions</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>

**CITY ADMINISTRATOR'S OFFICE**  
**Human Resources**

01-02-01

Expense Item		Actual 2022	Budgeted 2023	Estimated 2023	Proposed 2024	Projected 2025	Projected 2026
<b>SALARY &amp; WAGES:</b>							
4020	Administrative - Salary	132,135	115,300	123,000	116,800	120,400	124,100
4050	FICA & Medicare	9,921	8,900	9,500	9,000	9,300	9,500
4053	Health/Dental/Life Insurance	1,887,939	2,036,500	2,036,500	2,360,200	2,501,900	2,652,100
4054	Unemployment Insurance	400	-	-	-	-	-
4056	IMRF	11,928	7,600	8,100	9,600	9,900	10,200
<b>Sub-Total</b>		<b>\$2,042,324</b>	<b>\$2,168,300</b>	<b>\$2,177,100</b>	<b>\$2,495,600</b>	<b>\$2,641,500</b>	<b>\$2,795,900</b>
<b>CONTRACTUAL:</b>							
4100	Legal Fees	121,086	56,300	56,300	50,000	55,000	57,500
4108	Employment Exams	26,697	16,000	26,000	30,000	30,000	35,000
4110	Training and Tuition	1,755	15,500	15,500	17,000	17,200	17,500
4112	Memberships/Dues/Subscriptions	1,033	1,200	1,200	2,300	7,500	7,700
4202	Telephone and Alarms	12,766	7,000	7,000	7,000	7,200	7,500
4212	Advertising	1,164	4,000	3,000	4,000	4,300	4,500
4225	Other Contractual Services	-	21,100	21,100	35,000	37,500	41,000
<b>Sub-Total</b>		<b>\$164,501</b>	<b>\$121,100</b>	<b>\$130,100</b>	<b>\$145,300</b>	<b>\$158,700</b>	<b>\$170,700</b>
<b>COMMODITIES:</b>							
4600	Computer/Office Supplies	565	500	500	800	700	700
4650	Miscellaneous Commodities	236	300	900	500	600	700
4674	Safety Budget	6,062	5,000	5,000	8,500	9,500	10,000
4680	Employee Events	5,623	9,500	9,500	13,000	14,000	15,000
<b>Sub-Total</b>		<b>\$12,485</b>	<b>\$15,300</b>	<b>\$15,900</b>	<b>\$22,800</b>	<b>\$24,800</b>	<b>\$26,400</b>
<b>Total</b>		<b>\$2,219,310</b>	<b>\$2,304,700</b>	<b>\$2,323,100</b>	<b>\$2,663,700</b>	<b>\$2,825,000</b>	<b>\$2,993,000</b>

# City of West Chicago

## CITY ADMINISTRATOR'S OFFICE Information Technology

### Description of Major Activities

The Information Technology (IT) Division provides services to 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, computers, telephone, cybersecurity, 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 2024 Program Objectives

- (1) Complete the installation of a new host server and applicable switches and licensing by August 2024.
- (2) Complete network build-out, access point installation and WiFi upgrade for remaining City facilities such as the Museum by June 2024.
- (3) Secure a vendor or consultant to assist with the development of a master address list and its integration with existing software by September 2024.
- (4) Establish an organization shift towards digitizing documents throughout the year.

Ongoing Activity Measures	2022 Actual	2023 Estimated	2024 Proposed	2025 Projected
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Number of help desk calls annually	1,112	1,400	1,400	1,300
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**CITY ADMINISTRATOR'S OFFICE**  
**Information Technology**

01-02-03

Expense Item	Actual 2022	Budgeted 2023	Estimated 2023	Proposed 2024	Projected 2025	Projected 2026
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**CONTRACTUAL:**

4105	Consultants	74,174	70,000	67,000	70,000	72,000	74,000
4109	Network Charges	17,515	17,000	17,800	26,100	26,400	26,700
4125	Software Maintenance	101,154	145,000	145,000	145,000	145,000	145,000
4225	Other Contractual Services	29,357	45,000	35,000	61,100	61,300	46,700
4425	Hardware Maintenance	9,778	-	-	-	-	-
<b>Sub-Total</b>		<b>\$231,978</b>	<b>\$277,000</b>	<b>\$264,800</b>	<b>\$302,200</b>	<b>\$304,700</b>	<b>\$292,400</b>

**COMMODITIES:**

4600	Computer/Office Supplies	1,084	10,000	3,000	4,000	4,500	5,000
<b>Sub-Total</b>		<b>\$1,084</b>	<b>\$10,000</b>	<b>\$3,000</b>	<b>\$4,000</b>	<b>\$4,500</b>	<b>\$5,000</b>

**CAPITAL OUTLAY:**

4806	Other Capital Outlay	26,050	100,000	70,000	100,000	100,000	100,000
4812	MIS Replacement	46,209	75,000	75,000	75,000	75,000	75,000
<b>Sub-Total</b>		<b>\$72,259</b>	<b>\$175,000</b>	<b>\$145,000</b>	<b>\$175,000</b>	<b>\$175,000</b>	<b>\$175,000</b>

<b>Total</b>	<b>\$305,321</b>	<b>\$462,000</b>	<b>\$412,800</b>	<b>\$481,200</b>	<b>\$484,200</b>	<b>\$472,400</b>
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# City of West Chicago

## CITY ADMINISTRATOR'S OFFICE Geographic Information System

### Description of Major Activities

The Geographic Information System (GIS) Division provides 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 2024 Program Objectives

- (1) Continue updates to utility data and creation of hard copy atlases, this includes a draft of updated storm and sanitary atlases to be reviewed and edited by April 2024.
- (2) Update and creation of new web applications for various departments including a CIP projects web application to be posted on the City website and continue to embed GIS technology in City website by February 2023.
- (3) Creation of GIS workgroups in various departments and conduct regular meetings and training based upon specific needs. Host first meeting in each Department by September 2024.

Ongoing Activity Measures	2022 Actual	2023 Estimated	2024 Proposed	2025 Projected
Number of special map/data requests	190	210	230	240
Full Time Equivalent Positions	0.25	0.25	0.40	0.40

**CITY ADMINISTRATOR'S OFFICE**  
**Geographic Information System**

01-02-04

Expense Item		Actual 2022	Budgeted 2023	Estimated 2023	Proposed 2024	Projected 2025	Projected 2026
<b>SALARY &amp; WAGES:</b>							
4020	Administrative - Salary	24,776	27,800	27,000	43,500	44,900	46,300
4050	FICA & Medicare	1,895	2,200	2,100	3,400	3,500	3,600
4056	IMRF	2,226	1,900	1,900	3,600	3,700	3,800
<b>Sub-Total</b>		<b>\$28,897</b>	<b>\$31,900</b>	<b>\$31,000</b>	<b>\$50,500</b>	<b>\$52,100</b>	<b>\$53,700</b>
<b>CONTRACTUAL:</b>							
4110	Training and Tuition	2,549	2,200	2,200	2,500	2,500	2,500
4112	Memberships/Dues/Subscriptions	85	100	100	400	100	100
4125	Software Maintenance	18,300	18,300	18,300	20,100	20,100	20,100
4202	Telephone and Alarms	456	500	500	500	500	500
4225	Other Contractual Services	8,246	5,000	5,000	12,000	13,300	13,300
4425	Hardware Maintenance	-	-	-	1,200	1,200	1,200
<b>Sub-Total</b>		<b>\$29,636</b>	<b>\$26,100</b>	<b>\$26,100</b>	<b>\$36,700</b>	<b>\$37,700</b>	<b>\$37,700</b>
<b>COMMODITIES:</b>							
4600	Computer/Office Supplies	1,393	1,500	1,500	2,500	2,500	2,500
4607	Gas and Oil	20	100	100	100	100	100
<b>Sub-Total</b>		<b>\$1,413</b>	<b>\$1,600</b>	<b>\$1,600</b>	<b>\$2,600</b>	<b>\$2,600</b>	<b>\$2,600</b>
<b>CAPITAL OUTLAY:</b>							
4806	Other Capital Outlay	-	-	-	-	-	-
<b>Sub-Total</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Total</b>		<b>\$59,946</b>	<b>\$59,600</b>	<b>\$58,700</b>	<b>\$89,800</b>	<b>\$92,400</b>	<b>\$94,000</b>

# *City of West Chicago*

## **CITY ADMINISTRATOR'S OFFICE** *Special Projects*

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### Description of Major Activities

This program funds special General Fund projects and purchases that come up over the course of the fiscal year.

**CITY ADMINISTRATOR'S OFFICE**  
***Special Projects***

01-02-07

Expense Item	Actual 2022	Budgeted 2023	Estimated 2023	Proposed 2024	Projected 2025	Projected 2026
<b>CONTRACTUAL:</b>						
4225 Other Contractual Services	154,304	970,000	200,000	150,000	50,000	50,000
4234 Paratransit Services	2,366	3,000	3,000	-	-	-
4236 Lakeshore Recycling	51,573	250,000	250,000	50,000	-	-
4375 Economic Development Incentives	86,126	100,000	100,000	-	-	-
4900 Transfers Out	15,406,100	-	-	-	-	-
<b>Sub-Total</b>	<b>15,700,469</b>	<b>1,323,000</b>	<b>553,000</b>	<b>200,000</b>	<b>50,000</b>	<b>50,000</b>
<b>Total</b>	<b>\$15,700,469</b>	<b>\$1,323,000</b>	<b>\$553,000</b>	<b>\$200,000</b>	<b>\$50,000</b>	<b>\$50,000</b>

# City of West Chicago

## CITY ADMINISTRATOR'S OFFICE Marketing and Communications

### Description of Major Activities

The Marketing and Communications Division maintains the professional brand of the City; notifying residents with timely information regarding City news, events, and programs through print and digital media; and promoting the City through the execution of strategic marketing and communications plans utilizing trending technologies and strategies. Staff oversees graphic design and written public materials; administers the City's website and social media accounts; serves as media relations coordinator; engages in community outreach; and initiates and manages special projects. Staff also serves as the staff liaison to City's Cultural Arts Commission.

### FYE 2024 Program Objectives

- (1) Execute the goals initiatives outlined in the Marketing and Communications Division's Strategic Plan: Foundation through 2024.
- (2) Update streetlight pole banner display designs by April 2024.
- (3) Replace the digital monument sign at IL-59/Main Street by June 2024.

Ongoing Activity Measures	2022 Actual	2023 Estimated	2024 Proposed	2025 Projected
City News Items Created	170	190	175	175
City Website Pages Visited	345,800	370,000	385,000	400,000
E-News Additional Contacts (Organic)	312	280	300	325
Facebook Page Reach	248,488	750,000	800,000	850,000
Instagram Page Reach	6,222	5,725	10,000	14,000
Twitter Profile Visits	N/A	30,000	34,000	38,000
<b>Full Time Equivalent Positions</b>	<b>0.50</b>	<b>0.50</b>	<b>0.50</b>	<b>0.50</b>

**CITY ADMINISTRATOR'S OFFICE**  
**Marketing and Communications**

01-02-08

Expense Item		Actual 2022	Budgeted 2023	Estimated 2023	Proposed 2024	Projected 2025	Projected 2026
<b>SALARY &amp; WAGES:</b>							
4020	Administrative - Salary	50,571	51,500	51,500	53,900	55,600	57,300
4050	FICA & Medicare	3,791	4,000	4,000	4,200	4,300	4,400
4056	IMRF	4,545	3,400	3,400	4,400	4,600	4,700
<b>Sub-Total</b>		<b>\$58,907</b>	<b>\$58,900</b>	<b>\$58,900</b>	<b>\$62,500</b>	<b>\$64,500</b>	<b>\$66,400</b>
<b>CONTRACTUAL:</b>							
4100	Legal	-	-	-	-	-	-
4107	Newsletter Creation & Distribution	18,168	28,000	20,800	-	-	-
4110	Training and Tuition	35	3,000	-	3,000	3,000	3,000
4112	Memberships/Dues/Subscriptions	2,173	4,000	3,800	5,000	5,000	5,000
4125	Software Maintenance	-	500	-	-	-	-
4202	Telephone & Alarms	601	1,500	600	800	800	800
4204	Electric	879	1,000	1,000	1,000	1,000	1,000
4211	Printing & Binding	45	500	-	-	-	-
4212	Advertising	9,933	50,000	40,000	75,000	50,000	55,000
4225	Other Contractual Services	36,442	35,000	28,000	42,000	35,000	35,000
<b>Sub-Total</b>		<b>\$68,276</b>	<b>\$123,500</b>	<b>\$94,200</b>	<b>\$126,800</b>	<b>\$94,800</b>	<b>\$99,800</b>
<b>COMMODITIES:</b>							
4600	Computer/Office Supplies	258	300	1,200	300	300	300
4628	Gallery 200	6,000	6,000	6,000	6,000	6,000	6,000
4646	Arts Programming Supplies	3,257	2,500	2,100	2,300	2,300	2,300
4680	Special Activities	500	500	400	500	500	500
4700	Prospect Development	-	-	-	-	-	-
<b>Sub-Total</b>		<b>\$10,015</b>	<b>\$9,300</b>	<b>\$9,700</b>	<b>\$9,100</b>	<b>\$9,100</b>	<b>\$9,100</b>
<b>Total</b>		<b>\$137,198</b>	<b>\$191,700</b>	<b>\$162,800</b>	<b>\$198,400</b>	<b>\$168,400</b>	<b>\$175,300</b>

# 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 residents, 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. City Administrator's Office staff also represent the City's interests with other local, State and federal units of government.

### FYE 2024 Program Objectives

- (1) Retain a consultant to assist with the update to the ADA Transition Plan and complete said update by December 2024.
- (2) Continue shifting responsibilities from the City Administrator to the Assistant City Administrator and Finance Director by December 2024.
- (3) If desired by the elected officials, deploy laptops to them and begin migrating to a new agenda management software by April 2024.
- (4) Begin a process to address Diversity, Equity and Inclusion initiatives within the organization by August 2024.

Ongoing Activity Measures	2022 Actual	2023 Estimated	2024 Proposed	2025 Projected
Prepare Agendas and Materials for Council Meetings	24	24	24	24
FOIA Requests Processed				
<b>Full Time Equivalent Positions</b>	<b>1.00</b>	<b>1.00</b>	<b>1.25</b>	<b>1.25</b>



**CITY ADMINISTRATOR'S OFFICE**  
**Administration**

01-02-10

Expense Item		Actual 2022	Budgeted 2023	Estimated 2023	Proposed 2024	Projected 2025	Projected 2026
<b>SALARY &amp; WAGES:</b>							
4020	Administrative - Salary	173,702	260,400	257,000	264,400	272,400	280,600
4050	FICA & Medicare	10,002	20,000	18,000	20,300	20,900	21,500
4052	ICMA - RC	10,683	10,300	10,300	15,000	15,500	16,000
4056	IMRF	15,260	17,200	17,000	21,600	22,300	22,900
Sub-Total		\$209,646	\$307,900	\$302,300	\$321,300	\$331,100	\$341,000
<b>CONTRACTUAL:</b>							
4100	Legal Fees	1,985	5,000	5,000	5,000	5,000	5,000
4110	Training and Tuition	249	15,000	10,000	15,000	15,000	15,000
4112	Memberships/Dues/Subscriptions	1,900	5,000	5,000	5,000	5,000	5,000
4125	Software Maintenance	7,725	20,000	20,000	20,000	20,000	20,000
4202	Telephone and Alarms	74,378	25,000	25,000	10,000	10,000	10,000
4300	RMA General Insurance	7,563	4,200	100	3,700	3,900	4,100
Sub-Total		\$93,800	\$74,200	\$65,100	\$58,700	\$58,900	\$59,100
<b>COMMODITIES:</b>							
4600	Computer/Office Supplies	2,872	15,000	15,000	5,000	5,000	5,000
4607	Gas and Oil	578	1,000	1,000	1,000	1,000	1,000
4613	Postage	-	500	500	500	500	500
4650	Miscellaneous Commodities	775	5,000	5,000	5,000	5,000	5,000
4720	Other Charges	209	1,000	1,000	1,000	1,000	1,000
Sub-Total		\$4,435	\$22,500	\$22,500	\$12,500	\$12,500	\$12,500
Total		\$307,881	\$404,600	\$389,900	\$392,500	\$402,500	\$412,600

# *City of West Chicago*

## FINANCE DEPARTMENT

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### Financial Summary

<b>Program</b>	<b>2022 Actual</b>	<b>2023 Budgeted</b>	<b>2023 Estimated</b>	<b>2024 Proposed</b>	<b>2025 Projected</b>
Accounting	240,537	265,900	223,800	251,900	259,500
Administration	153,497	271,600	238,000	159,100	163,200
<b>TOTAL</b>	<b>\$394,034</b>	<b>\$537,500</b>	<b>\$461,800</b>	<b>\$411,000</b>	<b>\$422,700</b>

# *City of West Chicago*

## FINANCE DEPARTMENT

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### Performance Report on FYE 2023 Major Program Objectives

Throughout 2023, Finance Department staff have continued to diligently address the remaining backlog of tasks related to the Department's staffing transition. Top priority was given to finalizing the Annual Comprehensive Financial Report for the 2021 Fiscal Year. Furthermore, the Annual Comprehensive Financial Report for the 2022 Fiscal Year was completed by June 30, 2023, without requiring an extension of the deadline.

Additionally, publication of the Annual Treasurer's Report resumed and, in collaboration with the State of Illinois, the City enrolled in the Local Debt Recovery Program. Lastly, substantial effort has been dedicated to the challenging project of upgrading the City's ERP system from an outdated premise environment to a robust cloud-based solution. The completion of this upgrade is anticipated by the end of the year.

This year, Finance Department staff have pursued several significant initiatives. Initially, check-scanning capability was introduced within the Department for the primary purpose of processing payments other than utility billing. However, the advantages of in-house payment processing were quickly recognized and so the application was expanded to include utility billing payments. This approach has yielded various benefits, including the temporary elimination of the need for daily bank runs, a reduction in bank errors, and deposit adjustments.

In addition to this payment-related improvement, Positive Pay was also introduced. This system is designed to enhance security by reducing the potential for fraud in the check payments issued by the City to its vendors. This is achieved by cross-referencing payment information in a bank-uploaded file with the check image presented by the vendor for payment.

As part of a commitment to delivering the highest quality service to our internal partners as well, Finance Department staff collaborated with other Department personnel on several projects, as follows: (1) conducting a comprehensive audit of the Drug Asset Funds by the Department of the Treasury; (2) finalizing the use of an electronic index for internments and entombments in the City's two cemeteries; (3) streamlining the Deed Certification process; (4) collecting outstanding debts related to the residential rental licensing program and other businesses; and (5) expanding the payment categories on the City's website for the convenience of residents, rental property owners, business owners, and sponsors.

# City of West Chicago

## FINANCE DEPARTMENT Accounting

### Description of Major Activities

The Accounting Division staff directs, records and reports on 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 2024 Program Objectives

- (1) Collaborate with the Police Department staff to reinstate transaction and receipt processing at their facility by March 2024.
- (2) Implement Passport Mobile Payment system by June 2024.
- (3) Establish a payment processing solution for in-house receipts by December 2024.

Ongoing Activity Measures	2022 Actual	2023 Estimated	2024 Proposed	2025 Projected
Number of receipts processed	43,225	40,200	40,500	40,700
Number of payable checks processed	2,754	2,950	3,000	3,100
Number of payroll checks processed	3,340	3,195	3,250	3,250
 Full Time Equivalent Positions	 1.38	 1.75	 1.75	 1.75

**FINANCE**  
**Accounting**

01-05-02

Expense Item		Actual 2022	Budgeted 2023	Estimated 2023	Proposed 2024	Projected 2025	Projected 2026
<b>SALARY &amp; WAGES:</b>							
4020	Administrative - Salary	140,998	182,600	133,400	163,000	167,900	173,000
4029	Overtime	-	-	-	-	-	-
4050	FICA & Medicare	9,806	14,000	9,900	12,500	12,900	13,300
4052	ICMA-RC	1,420	1,500	400	-	-	-
4056	IMRF	12,721	12,100	8,200	13,400	13,800	14,200
<b>Sub-Total</b>		<b>\$164,945</b>	<b>\$210,200</b>	<b>\$151,900</b>	<b>\$188,900</b>	<b>\$194,600</b>	<b>\$200,500</b>
<b>CONTRACTUAL:</b>							
4101	Auditing Fees	16,854	18,000	16,100	18,400	19,000	19,400
4110	Training and Tuition	35	2,500	1,300	2,500	2,500	2,500
4112	Memberships/Dues/Subscriptions	325	500	600	600	600	600
4125	Software Maintenance	13,145	20,000	14,400	24,800	26,100	27,500
4202	Telephone and Alarms	26,130	2,000	8,800	2,000	2,000	2,000
4225	Other Contractual Services	5,888	2,000	18,500	2,000	2,000	2,000
4425	Hardware Maintenance	-	-	-	-	-	-
<b>Sub-Total</b>		<b>\$62,376</b>	<b>\$45,000</b>	<b>\$59,700</b>	<b>\$50,300</b>	<b>\$52,200</b>	<b>\$54,000</b>
<b>COMMODITIES:</b>							
4600	Computer/Office Supplies	395	500	400	500	500	500
4650	Miscellaneous Commodities	-	200	100	200	200	200
4702	Bank Fees	12,822	10,000	11,700	12,000	12,000	12,000
<b>Sub-Total</b>		<b>\$13,217</b>	<b>\$10,700</b>	<b>\$12,200</b>	<b>\$12,700</b>	<b>\$12,700</b>	<b>\$12,700</b>
<b>Total</b>		<b>\$240,537</b>	<b>\$265,900</b>	<b>\$223,800</b>	<b>\$251,900</b>	<b>\$259,500</b>	<b>\$267,200</b>

# City of West Chicago

## FINANCE DEPARTMENT Administration

### Description of Major Activities

The Administration Division staff are responsible for the City's central finance and accounting functions. 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 2024 Program Objectives

- (1) Diversify current investment holdings to maximize earnings while minimizing risk by March 2024.
- (2) Collaborate with the municipal financial advisor on debt issuance by September 2024.
- (3) Revise the existing utility bill format to incorporate supplementary information by December 2024.

Ongoing Activity Measures	2022 Actual	2023 Estimated	2024 Proposed	2025 Projected
Liens and MOJ's Filed	129	112	125	125
Number of Counter Customers	5,500	6,000	6,500	7,000
Number of Telephone Calls	15,600	16,500	17,000	17,700
Number of Service Requests	75	75	80	80
<b>Full Time Equivalent Positions</b>	<b>1.25</b>	<b>0.75</b>	<b>0.75</b>	<b>0.75</b>

**FINANCE**  
**Administration**

01-05-10

Expense Item		Actual 2022	Budgeted 2023	Estimated 2023	Proposed 2024	Projected 2025	Projected 2026
<b>SALARY &amp; WAGES:</b>							
4020	Administrative - Salary	112,543	209,300	197,500	110,400	113,800	117,300
4029	Overtime	-	-	-	-	-	-
4050	FICA & Medicare	7,674	16,100	15,000	8,500	8,800	9,000
4052	ICMA-RC	5,296	5,900	1,500	-	-	-
4056	IMRF	10,033	13,800	11,000	9,100	9,300	9,600
Sub-Total		\$135,547	\$245,100	\$225,000	\$128,000	\$131,900	\$135,900
<b>CONTRACTUAL:</b>							
4100	Legal Fees	380	1,500	1,200	1,500	1,500	1,500
4110	Training and Tuition	35	2,500	2,200	10,200	10,200	10,200
4112	Memberships/Dues/Subscriptions	510	1,700	600	1,700	1,700	1,700
4202	Telephone and Alarms	961	1,600	-	-	-	-
4225	Other Contractual Services	618	3,000	1,600	2,000	2,000	2,000
4300	RMA General Insurance	7,563	4,200	100	3,700	3,900	4,100
4501	Postage Meter Rental	2,068	2,000	1,500	2,000	2,000	2,000
4502	Copier Rental	735	1,100	1,100	1,100	1,100	1,100
Sub-Total		\$12,870	\$17,600	\$8,300	\$22,200	\$22,400	\$22,600
<b>COMMODITIES:</b>							
4600	Computer/Office Supplies	2,395	3,500	2,500	3,500	3,500	3,500
4613	Postage	2,626	5,000	2,000	5,000	5,000	5,000
4650	Miscellaneous Commodities	-	200	100	200	200	200
4720	Other Charges	59	200	100	200	200	200
Sub-Total		\$5,080	\$8,900	\$4,700	\$8,900	\$8,900	\$8,900
Total		\$153,497	\$271,600	\$238,000	\$159,100	\$163,200	\$167,400

# *City of West Chicago*

## POLICE DEPARTMENT

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### Financial Summary

<b>Program</b>	<b>2022 Actual</b>	<b>2023 Budgeted</b>	<b>2023 Estimated</b>	<b>2024 Proposed</b>	<b>2025 Projected</b>
Operations	11,941,591	12,095,200	11,757,800	12,867,100	13,296,500
ESDA	32,220	35,400	20,800	25,600	26,800
<b>TOTAL</b>	<b>\$11,973,811</b>	<b>\$12,130,600</b>	<b>\$11,778,600</b>	<b>\$12,892,700</b>	<b>\$13,222,100</b>



# *City of West Chicago*

## POLICE DEPARTMENT

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### Performance Report on FYE 2023 Major Program Objectives

In 2023, the Department continued its primary ongoing objective to prepare and strengthen its current and future leaders. Supervisors and shift officers in charge (OICs) attended basic first-line supervisory classes, and one Sergeant completed the Northwestern University School of Police Staff and Command. Members of the Command Staff attended the Northwestern University Center for Public Safety Executive Management Course, FBI LEEDA, and the International Association of Chiefs of Police Conference. Our accountability measures, bi-monthly supervisor meetings, and daily activity/pass-on logs have continued, and the overhaul and review of all Department Policies and Procedures have continued. One Officer was promoted to Sergeant, one completed the Police Academy, five lateral recruits were hired, and seven were transferred to or assigned new specialty roles.

The new Targeted Response Unit was established and filled with a new Sergeant, two officers, and a Hybrid K9 Team. The K9, Kane, was purchased with grant money, and the new handler and Kane were trained and certified. This unit and a new Department activity goals system resulted in the Department surpassing all activity and enforcement goals by July.

To professionalize the Records Unit, the Chief's Assistant was reassigned as the Records Supervisor, and the restructuring of the records to include full-time City personnel will be implemented in 2024. Additionally, the Department was one of the first in the county to become NIBRS crime-reporting compliant.

A second District 33 School Resource Officer was assigned to teach elementary school students the District's BOTVIN life skills training and perform traditional SRO functions. The entire Department attended a large-scale active shooter training scenario, which included neighboring departments. This training covered the tactical response by officers, Rescue Task Force operations with Fire Department personnel, large-scale command and control, and also included DUCOMM dispatchers.

In preparation for the retirement of the long-time Social Services Coordinator, a new Coordinator, who was a former Social Services Intern, was hired and paralleled the current Coordinator. A new computer program was implemented to better document and track the activities of Social Services.

# 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 2024 Program Objectives

- (1) Establish, equip, and train a Department Warrant Team to conduct physical search warrants not covered by the MERIT SWAT team by May 2024.
- (2) Add an additional officer to the Targeted Response Unit with a focus on overweight truck and truck route enforcement by March 2024.
- (3) Create a fitness committee, train the officers in the use of the new fitness equipment, and create tailored programming to increase officer fitness by June 2024.
- (4) Re-establish Roadside safety and DUI enforcement checkpoints, specifically during the Holidays commonly affected by an increase in DUI-related accidents by May 2024.

<b>Ongoing Activity Measures</b>	<b>2022 Actual</b>	<b>2023 Estimated</b>	<b>2024 Proposed</b>	<b>2025 Projected</b>
Drug Arrests	15	35	40	45
Domestic Disturbances	377	330	340	340
Auto Crashes	858	780	750	730
DUI Arrests	72	200	230	235
Traffic Citations	1,831	4,300	4,500	4,550
Self-Initiated Activity	22,718	28,000	28,050	28,100
Calls for Service	11,691	11,735	11,800	11,950
Total Activity	34,623	44,035	44,350	44,600
Index I Crime	261	250	260	260
Animal Complaints	310	300	300	300
<b>Full Time Equivalent Positions</b>	<b>48.00</b>	<b>51.00</b>	<b>54.00</b>	<b>54.00</b>

**POLICE  
Operations**

01-06-13

Expense Item		Actual 2022	Budgeted 2023	Estimated 2023	Proposed 2024	Projected 2025	Projected 2026
<b>SALARY &amp; WAGES:</b>							
4020	Administrative - Salary	935,733	926,500	815,000	1,050,000	1,081,500	1,114,000
4022	Patrolmen - Salary	3,649,987	3,900,000	4,100,000	4,159,400	4,191,500	4,317,300
4023	Sergeants - Salary	778,187	821,500	700,000	850,000	875,500	901,800
4025	CSO - Salary	104,076	123,800	123,000	188,000	193,700	199,600
4026	Contract Services - Salary	13,958	10,000	20,000	15,000	15,500	16,000
4029	Administrative Overtime	-	-	-	-	-	-
4032	Officer Overtime	550,025	480,000	460,000	494,000	508,900	524,200
4035	CSO Overtime	8,125	10,000	7,000	15,000	15,500	16,000
4050	FICA & Medicare	447,036	479,800	464,300	518,100	526,500	542,400
4051	Police Pension	3,085,827	3,064,900	3,064,900	3,428,000	3,599,400	3,779,400
4052	ICMA-RC	27,238	27,000	30,000	30,000	30,500	31,000
4054	Unemployment Insurance	4,452	-	20,000	-	-	-
4056	IMRF	34,125	26,100	27,000	45,400	46,800	48,300
Sub-Total		\$9,638,768	\$9,869,600	\$9,831,200	\$10,792,900	\$11,085,300	\$11,490,000
<b>CONTRACTUAL:</b>							
4100	Legal Fees	94,609	126,300	126,000	130,000	133,900	138,000
4110	Training and Tuition	57,865	90,000	80,000	84,100	86,700	89,400
4111	Mileage & Travel	4,023	7,000	4,200	9,200	9,500	9,800
4112	Memberships/Dues/Subscriptions	16,071	21,600	21,300	22,100	22,800	23,500
4125	Software Maintenance	135,524	118,500	129,200	138,000	142,200	146,500
4202	Telephone and Alarms	285,811	59,000	111,300	79,500	81,900	84,400
4211	Printing and Binding	5,521	7,000	6,000	7,000	7,300	7,600
4216	Grounds Maintenance	1,325	1,300	1,300	1,300	1,400	1,500
4221	DuComm Quarterly	566,069	601,800	597,300	694,800	715,700	737,200
4225	Other Contractual Services	97,947	125,800	141,000	143,600	148,000	152,500
4230	Graffiti Removal-Contractual	8,700	12,400	7,900	10,000	10,300	10,700
4231	Reception Support	76,975	148,500	86,300	-	-	-
4232	Crossing Guards	25,058	77,000	27,000	39,700	40,900	42,200
4300	RMA General Insurance	402,935	222,100	2,000	197,200	207,100	217,500
4301	Other Insurance	-	10,000	5,600	10,000	10,300	10,700
4423	Radio Equipment Maint. and Repair	10,905	25,500	16,000	14,000	14,500	15,000
4425	Hardware Maintenance	8,741	11,700	13,400	11,800	12,200	12,600
4501	Postage Meter Rental	960	1,200	2,100	2,200	2,300	2,400
4502	Copier Fees	4,426	7,100	7,000	6,400	6,600	6,800
Sub-Total		\$1,803,465	\$1,673,800	\$1,384,900	\$1,600,900	\$1,653,600	\$1,708,300
<b>COMMODITIES:</b>							
4600	Computer/Office Supplies	2,363	5,200	5,000	5,000	5,200	5,400
4601	Field Equipment	13,583	40,300	37,600	40,600	41,900	43,200
4607	Gas and Oil	90,708	78,800	95,600	100,000	103,000	106,100
4613	Postage	-	6,300	6,100	6,300	6,500	6,700
4615	Uniforms and Safety Equipment	73,070	70,500	69,000	67,300	69,400	71,500
4616	Vehicle License Fees	854	3,900	1,200	3,900	4,100	4,300
4617	First Aid Supplies	231	2,000	1,700	1,000	1,100	1,200
4618	Ammunition and Firearms	28,818	33,500	30,000	28,500	29,400	30,300
4627	Educational Programs	-	-	-	-	-	-
4629	CERT Supplies	3,555	5,000	600	5,000	5,200	5,400
4640	Crime Prevention	46,048	33,200	22,000	32,700	33,700	34,800
4650	Miscellaneous Commodities	15,028	16,400	17,300	17,600	18,200	18,800
Sub-Total		\$274,258	\$295,100	\$286,100	\$307,900	\$317,700	\$327,700
<b>CAPITAL OUTLAY:</b>							
4804	Vehicles	225,100	229,100	228,000	165,400	239,900	274,600
4806	Other Capital Outlay	-	27,600	27,600	-	-	-
Sub-Total		\$225,100	\$256,700	\$255,600	\$165,400	\$239,900	\$274,600
Total		\$11,941,591	\$12,095,200	\$11,757,800	\$12,867,100	\$13,296,500	\$13,800,600

# *City of West Chicago*

## **POLICE DEPARTMENT** ***Emergency Services and Disaster Agency (ESDA)***

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### 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 disasters 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 that 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 eight 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 2024 Program Objectives

- (1) Locate a new secure location for the ESDA equipment by December 2024.
- (2) Conduct a recruitment effort to bring new volunteers onto the ESDA team and bolster the succession planning by June 2024.

**POLICE**  
**Emergency Services and Disaster Agency (ESDA)**

01-06-14

Expense Item	Actual 2022	Budgeted 2023	Estimated 2023	Proposed 2024	Projected 2025	Projected 2026
<b>CONTRACTUAL:</b>						
4110 Training and Tuition	-	200	-	200	300	400
4202 Telephone and Alarms	9,797	6,600	5,200	6,600	6,800	7,100
4225 Other Contractual Services	8,018	7,000	5,000	7,000	7,300	7,600
4429 Radio Repair	-	-	-	-	-	-
Sub-Total	\$17,815	\$13,800	\$10,200	\$13,800	\$14,400	\$15,100
<b>COMMODITIES:</b>						
4600 Computer/Office Supplies	-	-	-	-	-	-
4604 Tools & Equipment	447	100	-	100	100	100
4607 Gas and Oil	505	800	800	800	900	1,000
4615 Uniforms& Safety Equipment	587	10,800	-	10,800	11,200	11,600
4650 Miscellaneous Commodities	328	100	-	100	200	300
Sub-Total	1,867	\$11,800	\$800	\$11,800	\$12,400	\$13,000
<b>CAPITAL OUTLAY:</b>						
4804 Vehicles	12,539	9,800	9,800	-	-	-
4806 Other Capital Outlay	-	-	-	-	-	-
Sub-Total	\$12,539	\$9,800	\$9,800	\$0	\$0	\$0
Total	\$32,220	\$35,400	\$20,800	\$25,600	\$26,800	\$28,100

# *City of West Chicago*

## PUBLIC WORKS DEPARTMENT

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### Financial Summary

<b>Program</b>	<b>2022 Actual</b>	<b>2023 Budgeted</b>	<b>2023 Estimated</b>	<b>2024 Proposed</b>	<b>2025 Projected</b>
Administration	219,138	198,200	223,200	239,700	244,200
Municipal Properties	559,350	470,600	420,500	464,200	470,600
Forestry	102,368	184,900	159,800	137,900	138,800
Cemeteries	68,295	100,200	84,200	135,200	139,400
Road and Bridge	1,543,627	1,635,800	1,539,000	1,506,500	1,750,400
Maintenance Garage	444,775	441,000	423,100	469,100	476,700
<b>TOTAL</b>	<b>\$2,937,553</b>	<b>\$3,030,700</b>	<b>\$2,849,800</b>	<b>\$2,952,600</b>	<b>\$3,220,100</b>

# *City of West Chicago*

## **PUBLIC WORKS DEPARTMENT**

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### Performance Report on FYE 2023 Major Program Objectives

In 2023, City staff collaborated with consulting engineers to complete the construction of multiple roadway projects including the Annual Resurfacing Program (2.7 miles); Sophia St. Area CDBG Project (0.72 miles); Fairmeadows Subdivision CDBG Project (1.62 miles) and Technology Boulevard STP Project (0.79 miles). Annual maintenance projects such as Pavement Striping Program, Sidewalk Cutting, and Sidewalk and Curb and Gutter Replacement Program were also completed. In lieu of the Crack Sealing Program, a new pavement maintenance program of Pavement Rejuvenation was introduced and successfully completed. 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. The team is also working on assorted design projects for FY2024 and also collaborated to apply for various grants such as the Surface Transportation Program.

The administration team successfully applied for additional funding through the County Stormwater ARPA Grant and is currently working with IDOT for a grant through IDOT's Economic Development Program. City staff with contractual assistance from industry experts is also taking on special projects such as cleanups at 135 W. Grand Lake Blvd and 119 W. Washington St. Space Needs Assessment for City facilities and Environmental Assessment for a future park at the former Kerr-McGee site. Staff also collaborated with other agency led projects such as the West Branch DuPage River Trail Project led by the Forest Preserve District of DuPage County and Traffic Signal Improvements along IL-59 led by IDOT.

Facility Management Division staff continued inspecting, servicing, and maintaining all municipal buildings, City street lights, and City-owned properties. Staff continued to replace streetlight luminaries with LED bulbs throughout the City and at multiple facilities. The contractual capital improvements work scheduled at 135 W. Grand Lake Blvd. (roof patching and coating); at 412 Blakely Street (new flooring, lighting, vehicle lifts); at 508 Main St (roof and exterior painting, new doors and cupola replacement) and at 200 Main St (first and lower level rehabilitation) were completed. Maintenance Garage objectives were substantially completed in 2023, including purchases of new vehicles and auction of older vehicles/equipment.

Forestry Program objectives continued to focus on the management of the Emerald Ash Borer with soil insecticidal treatments and trunk injections. Kramer Tree Specialists, Inc. completed the contractual brush pick-up during 2023. Removals of dead, dying, or diseased trees were mostly completed by City staff, with contractual assistance when warranted. The City's annual contractual Tree Planting Program as well as the Tree Trimming Program were completed. The City was awarded an Urban Forestry Management grant through IDNR, which allowed the City to complete a comprehensive tree inventory and an urban Forestry Management Plan. City staff also completed significant storm sewer repairs on Conde Street along with City-wide restorations and surface patching. The staff also successfully worked to oversee the contractual ROW Maintenance Program throughout 2023. Cemeteries objectives associated with creating a digital map and electronic index of interments, entombments, or inurnments for the two City-owned cemeteries is a work in progress with the assistance from the GIS Coordinator and is anticipated to be completed in 2023.

# 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 2024 Program Objectives

- (1) Apply for Illinois Transportation Enhancement Program grant funds for the Downtown Redevelopment by September 2024.
- (2) Apply for Surface Transportation Program grant funds for the various eligible Federally Aided Routes by January 2024.
- (3) Apply for Community Development Block Grant funds for the various eligible residential Neighborhood Investment Program by September 2024.
- (4) Continue to review, evaluate and modify snow and ice control methods/plan by October 2024.

Ongoing Activity Measures	2022 Actual	2023 Estimated	2024 Proposed	2025 Projected
Grant Program Applications Submitted	4	2	4	2
Full Time Equivalent Positions	0.00	0.00	0.00	0.00



**PUBLIC WORKS**  
**Administration**

01-09-10

Expense Item		Actual 2022	Budgeted 2023	Estimated 2023	Proposed 2024	Projected 2025	Projected 2026
<b>CONTRACTUAL:</b>							
4100	Legal Fees	782	6,000	1,300	6,000	6,000	6,000
4110	Training and Tuition	2,918	5,500	5,000	6,000	6,000	6,500
4112	Memberships/Dues/Subscriptions	555	1,000	500	1,000	1,000	1,000
4202	Telephone and Alarms	-	-	-	1,000	-	-
4365	Payments to Taxing Bodies	212,684	182,000	213,600	220,100	226,800	233,700
Sub-Total		216,939	\$194,500	\$220,400	\$234,100	\$239,800	\$247,200
<b>COMMODITIES:</b>							
4600	Computer/Office Supplies	306	1,500	1,000	3,200	1,700	1,800
4613	Postage	63	500	200	600	700	800
4615	Uniforms& Safety Equipment	242	700	1,100	800	900	1,000
4650	Miscellaneous Commodities	1,588	1,000	500	1,000	1,100	1,200
Sub-Total		2,198	\$3,700	\$2,800	\$5,600	\$4,400	\$4,800
Total		219,138	\$198,200	\$223,200	\$239,700	\$244,200	\$252,000

# 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 2024 Program Objectives

- (1) Procure/renew contractual custodian services for all City buildings prior to January 2024.
- (2) Procure/renew contractual carpet runner services for all City buildings prior to January 2024
- (3) Procure contractual services and complete the project for north garage insulation at 135 W. Grand Lake Blvd by September 2024.
- (4) Procure contractual services and complete the project for roof top units and boiler replacement at 325 Spencer Street by October 2024.
- (5) Procure contractual services and complete the project for roof replacement at 128 McConnell by September 2024.

Ongoing Activity Measures	2022 Actual	2023 Estimated	2024 Proposed	2025 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
<b>Full Time Equivalent Positions</b>	<b>1.75</b>	<b>1.75</b>	<b>1.75</b>	<b>1.75</b>

**PUBLIC WORKS**  
**Municipal Properties**

01-09-21

Expense Item		Actual 2022	Budgeted 2023	Estimated 2023	Proposed 2024	Projected 2025	Projected 2026
<b>SALARY &amp; WAGES:</b>							
4020	Administrative - Salary	115,916	76,200	73,700	79,000	81,400	83,900
4027	Operational - Salary	80,746	85,500	87,300	88,000	90,700	93,500
4029	Overtime	13,612	10,000	9,000	10,300	10,700	11,100
4050	FICA & Medicare	15,004	13,200	13,100	13,600	14,000	14,500
4056	IMRF	18,809	11,400	13,900	14,500	15,000	15,400
<b>Sub-Total</b>		<b>\$244,087</b>	<b>\$196,300</b>	<b>\$197,000</b>	<b>\$205,400</b>	<b>\$211,800</b>	<b>\$218,400</b>
<b>CONTRACTUAL:</b>							
4110	Traning and Tuition	-	4,000	4,000	4,000	4,200	4,400
4202	Telephone and Alarms	37,428	41,300	12,300	12,700	13,100	13,500
4203	Heating Gas	24,130	7,300	7,000	7,300	7,600	7,900
4204	Electric	1,415	1,500	3,700	3,900	4,100	4,300
4216	Grounds Maintenance	4,905	4,600	4,200	5,300	5,500	5,700
4219	Contract Janitorial Service	47,715	45,300	45,300	49,900	51,400	53,000
4225	Other Contractual Services	49,778	41,200	45,000	45,500	46,900	48,400
4300	RMA General Insurance	30,252	16,700	1,000	14,800	15,600	16,400
4301	Other Insurance	-	10,000	2,200	10,000	10,000	10,000
<b>Sub-Total</b>		<b>\$195,623</b>	<b>171,900</b>	<b>\$124,700</b>	<b>\$153,400</b>	<b>\$158,400</b>	<b>\$163,600</b>
<b>COMMODITIES:</b>							
4607	Gas and Oil	8,069	7,000	3,500	7,200	7,400	7,600
4615	Uniforms & Safety Equipment	6,394	2,600	3,500	6,000	6,200	6,400
4650	Miscellaneous Commodities	54,377	56,700	55,700	61,500	60,400	62,300
<b>Sub-Total</b>		<b>\$68,840</b>	<b>\$66,300</b>	<b>\$62,700</b>	<b>\$74,700</b>	<b>\$74,000</b>	<b>\$76,300</b>
<b>CAPITAL OUTLAY:</b>							
4804	Vehicles	50,800	36,100	36,100	30,700	26,400	31,400
<b>Sub-Total</b>		<b>\$50,800</b>	<b>\$36,100</b>	<b>\$36,100</b>	<b>\$30,700</b>	<b>\$26,400</b>	<b>\$31,400</b>
<b>Total</b>		<b>\$559,350</b>	<b>\$470,600</b>	<b>\$420,500</b>	<b>\$464,200</b>	<b>\$470,600</b>	<b>\$489,700</b>

# 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 2024 Program Objectives

- (1) Complete and adopt the Urban Forestry Management Plan, in accordance with the grant requirements, by March 2024.
- (2) Procure contractual services and complete the Tree Trimming Program by December 2024.
- (3) Procure contractual services and complete the Tree Planting Program by June 2024.
- (4) Procure contractual services and complete the 2024 Monthly Brush Collection Program by December 2024.

Ongoing Activity Measures	2022 Actual	2023 Estimated	2024 Proposed	2025 Projected
Emergency Tree Removals	80	85	85	85
Ash Tree Removals Due to EAB Damage	29	38	40	40
Average Time to Complete Brush Collection (Days)	5	5	5	5
Hornet Nest Removals	15	10	10	10

**PUBLIC WORKS**  
**Forestry**

01-09-22

Expense Item		Actual 2022	Budgeted 2023	Estimated 2023	Proposed 2024	Projected 2025	Projected 2026
<b>CONTRACTUAL:</b>							
4200	Legal Notices	-	100	100	100	100	100
4214	Brush Pickup	96,775	105,800	96,800	111,300	111,300	111,300
4225	Other Contractual Services	3,461	75,000	60,000	22,500	23,200	48,900
<b>Sub-Total</b>		<b>\$100,236</b>	<b>\$180,900</b>	<b>\$156,900</b>	<b>\$133,900</b>	<b>\$134,600</b>	<b>\$160,300</b>
<b>COMMODITIES:</b>							
4604	Tools and Equipment	2,132	4,000	2,900	4,000	4,200	4,400
<b>Sub-Total</b>		<b>\$2,132</b>	<b>\$4,000</b>	<b>\$2,900</b>	<b>\$4,000</b>	<b>\$4,200</b>	<b>\$4,400</b>
<b>Total</b>		<b>\$102,368</b>	<b>\$184,900</b>	<b>\$159,800</b>	<b>\$137,900</b>	<b>\$138,800</b>	<b>\$164,700</b>

# 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). This program includes the sale of grave sites, interments, ground maintenance activities, records and reports through an independent contractor performing the duties of Cemetery Sexton.

### FYE 2024 Program Objectives

- (1) Procure and/or renew a contract for Cemetery Maintenance services by January 2024.
- (2) Continue to monitor the deteriorating Oak trees at the Glen Oaks Cemetery and apply fertilizer treatment by October 2024.
- (3) Seal Coat the drive aisles in the Glen Oaks Cemetery by November 2024.

Ongoing Activity Measures	2022 Actual	2023 Estimated	2024 Proposed	2025 Projected
Mowings	25	28	28	28
Seal Coat Roads	0	0	1	1
Weed/Crabgrass Control				
Applications	2	3	3	3
Interments	50	30	30	30

**PUBLIC WORKS**  
**Cemeteries**

01-09-23

Expense Item	Actual 2022	Budgeted 2023	Estimated 2023	Proposed 2024	Projected 2025	Projected 2026
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**CONTRACTUAL:**

4209	Interments	19,850	20,000	15,000	25,000	25,800	26,600
4216	Grounds Maintenance	41,470	50,000	44,500	83,000	85,500	88,100
4217	Cemetery Sexton	6,000	7,200	7,200	7,200	7,500	7,800
4225	Other Contractual Services	975	23,000	17,500	20,000	20,600	21,300
<b>Sub-Total</b>		<b>\$68,295</b>	<b>\$100,200</b>	<b>\$84,200</b>	<b>\$135,200</b>	<b>\$139,400</b>	<b>\$143,800</b>

<b>Total</b>	<b>\$68,295</b>	<b>\$100,200</b>	<b>\$84,200</b>	<b>\$135,200</b>	<b>\$139,400</b>	<b>\$143,800</b>
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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 2024 Program Objectives

- (1) Procure and contractually complete relocation of the radio license for the City from 128 McConnell to Water Treatment Plant by June 2024.
- (2) Continue to evaluate storm structures and replace as necessary; continue sewer cleaning and catch basin cleaning, tracking progress, compliance and effectiveness through December 2024.
- (3) Evaluate, program and perform pavement patching throughout the City with in-house staff on a continuous basis throughout the year

Ongoing Activity Measures	2022 Actual	2023 Estimated	2024 Proposed	2025 Projected
Special Events Handled	8	8	8	8
Service Requests Fulfilled	255	234	270	270
Mowing Operations Completed	34	0	0	0
Parkway/Street Restorations	40	63	50	50
Street Sweepings (Days) Completed	210	180	220	220
<b>Full Time Equivalent Positions</b>	<b>9.50</b>	<b>9.50</b>	<b>9.50</b>	<b>9.50</b>



**PUBLIC WORKS**  
**Road & Bridge**

01-09-24

Expense Item		Actual 2022	Budgeted 2023	Estimated 2023	Proposed 2024	Projected 2025	Projected 2026
<b>SALARY &amp; WAGES:</b>							
4020	Administrative - Salary	155,968	142,800	115,000	152,400	157,000	161,800
4027	Operational - Salary	507,866	592,300	586,200	608,300	626,600	645,400
4029	Overtime	44,175	45,000	40,000	46,400	47,800	49,300
4050	FICA & Medicare	53,192	59,700	56,800	61,800	63,700	65,600
4056	IMRF	63,276	51,500	60,500	65,900	67,900	69,900
Sub-Total		\$824,477	\$891,300	\$858,500	\$934,800	\$963,000	\$992,000
<b>CONTRACTUAL:</b>							
4108	Pre-Employment Exams	415	800	-	500	500	500
4110	Training and Tuition	1,090	4,000	2,000	5,000	5,200	5,500
4112	Memberships/Dues/Subscriptions	502	500	200	500	500	500
4202	Telephone and Alarms	42,025	45,700	18,000	20,000	20,600	21,300
4225	Other Contractual Services	12,079	11,500	28,900	15,000	15,500	16,000
4300	RMA General Insurance	65,546	36,100	1,000	32,100	33,800	35,500
4301	Other Insurance	-	6,500	6,500	6,500	6,500	6,500
Sub-Total		\$121,657	\$105,100	\$56,600	\$79,600	\$82,600	\$85,800
<b>COMMODITIES:</b>							
4600	Computer/Office Supplies	3,656	4,000	3,200	7,500	4,500	4,600
4604	Tools and Equipment	6,767	15,000	6,500	11,500	15,500	16,000
4607	Gas and Oil	77,281	75,900	71,500	73,700	76,000	78,300
4615	Uniforms & Safety Equipment	8,996	9,600	7,300	7,500	7,800	8,100
4650	Miscellaneous Commodities	32,894	21,000	21,500	37,700	23,400	24,200
Sub-Total		\$129,594	\$125,500	\$110,000	\$137,900	\$127,200	\$131,200
<b>CAPITAL OUTLAY:</b>							
4804	Vehicles	467,900	513,900	513,900	354,200	577,600	511,200
Sub-Total		\$467,900	\$513,900	\$513,900	\$354,200	\$577,600	\$511,200
Total		\$1,543,627	\$1,635,800	\$1,539,000	\$1,506,500	\$1,750,400	\$1,720,200

# City of West Chicago

## PUBLIC WORKS DEPARTMENT MAINTENANCE GARAGE

### Description of Major Activities

The Municipal Garage administers a 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 are 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 2024 Program Objectives

- (1) Complete all safety lane inspections by November 2024.
- (2) Review the Capital Equipment Replacement Schedule for FY2024, write specifications and order vehicles/equipment by November 2024.
- (3) Identify and properly dispose of all surplus vehicles by October 2024.
- (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 2024 seasonal needs (i.e., prior to May 2024 for mowing and forestry equipment, and prior to November 2024 for snow plowing equipment).

Ongoing Activity Measures	2022 Actual	2023 Estimated	2024 Proposed	2025 Projected
Preventative Maintenance Evaluations	300	375	400	400
Safety Lane Inspections	60	60	60	60
Vehicle/Equipment Repairs	1,300	1,300	1,350	1,350
Full Time Equivalent Positions	1.50	1.50	1.50	1.50

**PUBLIC WORKS**  
**Maintenance Garage**

01-09-25

Expense Item		Actual 2022	Budgeted 2023	Estimated 2023	Proposed 2024	Projected 2025	Projected 2026
<b>SALARY &amp; WAGES:</b>							
4027	Operational - Salary	90,552	113,700	108,700	119,400	123,000	126,700
4029	Overtime	29,451	18,000	19,600	18,500	19,000	19,500
4050	FICA & Medicare	9,180	10,100	9,900	10,600	10,900	11,200
4056	IMRF	10,751	8,700	10,500	11,300	11,600	12,000
Sub-Total		139,933	\$150,500	\$148,700	\$159,800	\$164,500	\$169,400
<b>CONTRACTUAL:</b>							
4110	Training and Tuition	3,281	2,500	3,900	4,000	4,200	4,400
4202	Telephone and Alarms	4,093	3,900	1,600	2,000	2,100	2,200
4300	RMA General Insurance	10,084	5,600	500	5,000	5,300	5,600
4400	Vehicle Repair	46,449	51,500	70,000	65,000	60,000	60,000
Sub-Total		63,907	\$63,500	\$76,000	\$76,000	\$71,600	\$72,200
<b>COMMODITIES:</b>							
4603	Parts for Vehicles	200,001	185,000	165,000	190,600	196,400	202,300
4604	Tools and Equipment	25,500	27,000	20,000	27,900	28,800	29,700
4607	Gas and Oil	2,410	2,200	1,800	2,300	2,400	2,500
4615	Uniforms & Safety Equipment	3,250	2,800	2,000	2,200	2,300	2,400
4650	Miscellaneous Commodities	9,773	10,000	9,600	10,300	10,700	11,100
Sub-Total		240,935	\$227,000	\$198,400	\$233,300	\$240,600	\$248,000
Total		444,775	\$441,000	\$423,100	\$469,100	\$476,700	\$489,600

# *City of West Chicago*

## COMMUNITY DEVELOPMENT DEPARTMENT

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### Financial Summary

<b>Program</b>	<b>2022 Actual</b>	<b>2023 Budgeted</b>	<b>2023 Estimated</b>	<b>2024 Proposed</b>	<b>2025 Projected</b>
Planning, Engineering & Economic Dev.	687,624	750,700	622,200	878,300	952,400
Building & Code Enforcement	719,466	876,200	809,900	998,200	810,200
Special Events and City Museum	388,655	393,400	368,000	460,700	357,100
<b>TOTAL</b>	<b>\$1,795,745</b>	<b>\$2,020,300</b>	<b>\$1,800,100</b>	<b>\$2,337,200</b>	<b>\$2,119,700</b>

# *City of West Chicago*

## COMMUNITY DEVELOPMENT DEPARTMENT

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### Performance Report on FYE 2023 Major Program Objectives

- Prepared zoning ordinance amendments based on need and the Comprehensive Plan throughout the year, which will continue in 2024.
- A Park Plan was developed and adopted for land along Weyrauch Street, the former Kerr McGee site.
- The City's Sign Ordinance was updated to conform to recent U.S. Supreme Court decisions.
- Seven members were appointed to the new Economic Development Commission, which met later in 2023.
- Activities continued related to the proposed Waste Transfer Station, with the year starting out with public hearings and depositions, followed by a hearing with the state agency in charge.
- Worked with the Management Fellow on a companion document to our Design Guidelines.
- After the first vacant/foreclosed property administrator went bankrupt, staff identified a replacement firm offering the City the same services and benefits.
- The Community Development Department reporting structure was revised to allow positions to better align and improve productivity.
- Successful Blooming Fest and Food Fest were held in 2023. Frosty Fest is held in December.
- The City reviewed and adopted most of the ICC 2021 construction and property maintenance codes.
- The City's permit fee structure was reviewed, compared with other communities and updated.
- Customers served at the window neared 3,000, with 14% requiring Spanish language service.
- More Museum in-school and field trip programming were achieved, especially during the summer. Online database will reach 5,000 before the end of 2023.

# City of West Chicago

## COMMUNITY DEVELOPMENT DEPARTMENT *Planning, Engineering & Economic Development*

### Description of Major Activities

Community Development staff oversees business attraction and retention, short and long-range planning, historic preservation, engineering, and other development initiatives within the City. 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 2024 Program Objectives

- (1) Prepare Zoning Ordinance amendments based on need and the Comprehensive Plan throughout the year.
- (2) Explore potential costs and benefits of acquiring and using new permitting and code enforcement software and, if suitable, purchase and begin implementation end-of-year (shared with Building).
- (3) Establish a smoothly run Economic Development Commission through December 2024.

Ongoing Activity Measures	2022 Actual	2023 Estimated	2024 Proposed	2025 Projected
Review Plan Commission Applications	12	14	16	16
Review Commercial and Industrial	273	230	200	200
Building Permit Applications	1,167	1,090	900	900
Certificates of Appropriateness	7	22	24	24
Reviewed				
Meetings with Potential Developers	34	40	45	45
Review Residential Permit Applications (new homes)	3	2	2	2
<b>Full Time Equivalent Positions</b>	<b>6.00</b>	<b>6.00</b>	<b>6.00</b>	<b>6.00</b>

**COMMUNITY DEVELOPMENT**  
*Planning, Engineering & Economic Development*

01-10-28

Expense Item		Actual 2022	Budgeted 2023	Estimated 2023	Proposed 2024	Projected 2025	Projected 2026
<b>SALARY &amp; WAGES:</b>							
4016	Commissions - Salary	1,035	1,000	600	800	800	800
4020	Administrative - Salary	419,994	441,200	421,200	460,400	474,300	488,600
4029	Overtime	-	-	-	-	-	-
4050	FICA & Medicare	30,656	33,900	32,000	35,300	36,400	37,500
4054	Unemployment Insurance	6,120	-	-	-	-	-
4056	IMRF	37,205	29,100	28,300	37,600	38,800	39,900
<b>Sub-Total</b>		<b>\$495,010</b>	<b>\$505,200</b>	<b>\$482,100</b>	<b>\$534,100</b>	<b>\$550,300</b>	<b>\$566,800</b>
<b>CONTRACTUAL:</b>							
4100	Legal Fees	31,118	20,000	55,000	30,000	25,500	26,000
4110	Training and Tuition	1,410	3,000	2,000	4,500	4,000	4,000
4112	Memberships/Dues/Subscriptions	1,928	3,500	3,000	3,800	3,900	4,000
4125	Software Maintenance	4,516	4,600	4,600	12,900	13,300	13,700
4200	Legal Notices	8,319	6,000	2,000	2,500	2,500	2,500
4202	Telephone and Alarms	28,903	40,000	14,000	15,000	16,000	17,000
4211	Printing & Binding	99	200	200	1,200	200	200
4216	Grounds Maintenance	-	15,000	-	-	-	-
4223	Legal Reporter Fees	11,204	7,000	5,500	6,000	6,300	6,600
4225	Other Contractual Services	50,744	125,000	40,000	25,000	85,000	25,000
4300	RMA General Insurance	3,344	1,800	100	1,700	1,800	1,900
4234	Paratransit Services	-	-	-	3,200	3,500	3,800
4375	Economic Development Incentives	-	-	-	225,000	225,000	225,000
<b>Sub-Total</b>		<b>\$141,585</b>	<b>\$226,100</b>	<b>\$126,400</b>	<b>\$330,800</b>	<b>\$387,000</b>	<b>\$329,700</b>
<b>COMMODITIES:</b>							
4600	Computer/Office Supplies	4,031	2,500	2,000	2,500	2,500	2,500
4602	Maps and Plats	1,551	2,000	8,000	2,000	2,200	2,200
4613	Postage	375	1,200	1,200	1,200	1,200	1,200
4700	Prospect Development	60	1,000	500	5,500	7,000	5,500
4720	Other Charges	-	200	-	200	200	200
<b>Sub-Total</b>		<b>\$6,017</b>	<b>\$6,900</b>	<b>\$11,700</b>	<b>\$11,400</b>	<b>\$13,100</b>	<b>\$11,600</b>
<b>CAPITAL OUTLAY:</b>							
4802	Office Equipment	1,459	12,500	2,000	2,000	2,000	2,000
4809	Land	43,553	-	-	-	-	-
<b>Sub-Total</b>		<b>\$45,012</b>	<b>\$12,500</b>	<b>\$2,000</b>	<b>\$2,000</b>	<b>\$2,000</b>	<b>\$2,000</b>
<b>Total</b>		<b>\$687,624</b>	<b>\$750,700</b>	<b>\$622,200</b>	<b>\$878,300</b>	<b>\$952,400</b>	<b>\$910,100</b>

# City of West Chicago

## COMMUNITY DEVELOPMENT DEPARTMENT Building & Code Enforcement

### Description of Major Activities

Building and Code Enforcement officials review all building permit applications; conduct building, change of occupancy, overcrowding and rental inspections; investigate code violation complaints and proactively pursue 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 2024 Program Objectives

- (1) Implement the newly adopted ICC 2021 Building Codes and the new permit fee structure, which begin January 1, 2024.
- (2) Demolition of several of City-owned buildings adjacent to the downtown by June 2024.
- (3) Explore potential costs and benefits of acquiring and using new permitting and code enforcement software and, if suitable, purchase and begin implementation end-of-year (shared with Planning).
- (4) Complete partial demolition of the Washington Street train station by September 2024.

Ongoing Activity Measures	2022 Actual	2023 Estimated	2024 Proposed	2025 Projected
Building Permit Applications	976	783	750	750
Change of Occupancy Inspections	722	522	500	500
Overcrowding Investigations	13	4	5	5
Rental Inspections	1,195	755	800	800
<b>Full Time Equivalent Positions</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>



**COMMUNITY DEVELOPMENT**  
**Building & Code Enforcement**

01-10-29

Expense Item		Actual 2022	Budgeted 2023	Estimated 2023	Proposed 2024	Projected 2025	Projected 2026
<b>SALARY &amp; WAGES:</b>							
4020	Administrative - Salary	84,213	86,100	138,800	89,600	92,300	95,100
4029	Overtime	-	-	-	-	-	-
4050	FICA & Medicare	6,451	6,600	10,700	6,900	7,100	7,300
4056	IMRF	7,221	9,900	32,200	7,400	7,600	7,800
Sub-Total		\$97,885	\$102,600	\$181,700	\$103,900	\$107,000	\$110,200
<b>CONTRACTUAL:</b>							
4100	Legal Fees	43,268	40,000	49,100	45,000	46,000	47,000
4110	Training and Tuition	240	500	200	500	500	500
4112	Memberships/Dues/Subscriptions	-	500	500	600	600	700
4113	Enforcement and Inspections	377,993	390,000	355,400	366,100	377,100	388,400
4120	Plan Review	109,581	132,000	72,500	74,700	76,900	79,200
4125	Software Maintenance	9,348	25,000	10,000	17,200	18,100	19,000
4200	Legal Notices	-	500	100	200	200	-
4202	Telephone and Alarms	49,476	60,000	24,300	25,000	26,000	27,000
4205	Weed Cutting	6,081	6,000	3,900	6,000	6,500	7,000
4211	Printing and Binding	2,273	2,000	1,000	1,500	1,500	1,500
4222	Filing Fees	7,783	5,000	5,800	5,000	5,000	5,000
4224	Microfiche	6,988	9,000	9,000	9,000	9,000	5,000
4225	Other Contractual Services	4,338	30,700	27,000	250,000	50,000	50,000
4300	RMA General Insurance	3,344	1,800	100	1,700	1,800	1,900
4301	Other Insurance	-	2,500	2,000	2,500	2,600	2,700
Sub-Total		\$620,713	\$705,500	\$560,900	\$805,000	\$621,800	\$634,900
<b>COMMODITIES:</b>							
4600	Office Supplies	-	400	400	400	400	400
4607	Gas and Oil	344	600	300	400	500	500
4613	Postage	-	400	400	200	200	200
4615	Uniforms & Safety Equipment	-	200	200	200	200	200
4650	Miscellaneous Commodities	-	200	-	200	200	200
4720	Other Charges	-	200	-	200	200	200
		\$344	\$2,000	\$1,300	\$1,600	\$1,700	\$1,700
<b>CAPITAL OUTLAY:</b>							
4802	Office Equipment	525	200	100	7,200	200	200
4804	Vehicles	-	5,900	5,900	10,500	9,500	9,500
4813	Façade Program	-	50,000	50,000	50,000	50,000	50,000
4816	Restaurant Grant Program	-	10,000	10,000	20,000	20,000	20,000
Sub-Total		\$525	\$66,100	\$66,000	\$87,700	\$79,700	\$79,700
Total		\$719,466	\$876,200	\$809,900	\$998,200	\$810,200	\$826,500

## *City of West Chicago*

### **COMMUNITY DEVELOPMENT DEPARTMENT** ***Special Events and City Museum***

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#### 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 2024 Program Objectives

- (1) Add 2,000 new objects to the online collection database by December 2024.
- (2) Continue expansion of community programming through the Museum's interactive Historic West Chicago Online timeline by December 2024.
- (3) Continue to innovate regarding City-led Special Events by December 2024.

<b>Ongoing Activity Measures</b>	<b>2022 Actual</b>	<b>2023 Estimated</b>	<b>2024 Proposed</b>	<b>2025 Projected</b>
Museum Attendance	4,250	4,300	4,400	4,500
Information Requests	126	125	125	125
Volunteer Hours	290	250	300	300
Donations Received (lots)*	10	12	12	12
Exhibits/Programs/Events	136	90	80	80

**Full Time Equivalent Positions**      **1.00**      **1.00**      **1.00**      **1.00**

(\*each lot may contain numerous items)

**COMMUNITY DEVELOPMENT  
SPECIAL EVENTS AND CITY MUSEUM**

01-10-30

Expense Item		Actual 2022	Budgeted 2023	Estimated 2023	Proposed 2024	Projected 2025	Projected 2026
<b>SALARY &amp; WAGES:</b>							
4020	Administrative - Salary	80,103	84,800	84,400	89,500	92,200	95,000
4050	FICA & Medicare	5,934	6,500	6,300	6,900	7,100	7,300
4056	IMRF	7,197	5,600	5,600	6,000	6,200	6,400
Sub-Total		\$93,234	\$96,900	\$96,300	\$102,400	\$105,500	\$108,700
<b>CONTRACTUAL:</b>							
4202	Telephone and Alarms	33,500	37,500	15,000	15,500	16,000	16,500
4225	Other Contractual Services	95,550	88,200	88,200	88,200	91,000	93,400
4300	RMA General Insurance	3,444	1,800	100	1,700	1,800	1,900
4502	Copier Lease	551	1,000	2,200	800	900	900
Sub-Total		\$133,045	\$128,500	\$105,500	\$106,200	\$109,700	\$112,700
<b>COMMODITIES:</b>							
4680	Special Events	162,375	168,000	166,200	247,100	141,900	147,100
Sub-Total		\$162,375	\$168,000	\$166,200	\$247,100	\$141,900	\$147,100
<b>CAPITAL OUTLAY:</b>							
4802	Office Equipment	-	-	-	5,000	-	-
Sub-Total		\$0	\$0	\$0	\$5,000	\$0	\$0
Total		\$388,655	\$393,400	\$368,000	\$460,700	\$357,100	\$368,500

## *City of West Chicago*

### **CAPITAL EQUIPMENT REPLACEMENT FUND PROJECTED REVENUE**

<b>04-00</b>		<b>2022 Actual</b>	<b>2023 Budgeted</b>	<b>2023 Estimated</b>	<b>2024 Proposed</b>	<b>2025 Projected</b>
371000	Interest	0	400	0	0	0
387500	Asset Sales	88,544	0	0	0	0
389000	Miscellaneous	2,724	0	3,600	0	0
390000	Transfers In	935,900	1,133,300	1,125,900	1,078,500	1,269,600
	<b>TOTAL</b>	<b>\$1,027,168</b>	<b>\$1,133,700</b>	<b>\$1,129,500</b>	<b>\$1,078,500</b>	<b>\$1,269,600</b>

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# *City of West Chicago*

## CAPITAL EQUIPMENT REPLACEMENT FUND

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### Financial Summary

Program	2022 Actual	2023 Budgeted	2023 Estimated	2024 Proposed	2025 Projected
Operations	91,929	1,686,000	1,686,000	1,554,600	1,292,100
<b>TOTAL</b>	<b>\$91,929</b>	<b>\$1,686,000</b>	<b>\$1,686,000</b>	<b>\$1,554,600</b>	<b>\$1,292,100</b>

# *City of West Chicago*

## CAPITAL EQUIPMENT REPLACEMENT FUND

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### Performance Report on FYE 2023 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. Furthermore, staff evaluated all heavy-duty equipment using the widely accepted equipment rating methodology used by the American Public Works Association (APWA). During the budgeting process, staff identified vehicles, which were no longer serviceable.

All 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. Such replacements include police patrol vehicles, light and heavy duty vehicles for public works and couple of administrative vehicles; however, the delivery timeframe wil vary significantly.

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

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#### 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 2024 Program Objectives

- (1) Update the ten-year Vehicle and Equipment Replacement Plan by September 2024.
- (2) Dispose of surplus vehicles and equipment through sale, trade or auction by December 2024.
- (3) Purchase vehicles and/or equipment in accordance with City policies on the Vehicle and Equipment Replacement Plan by December 2024.

Ongoing Activity Measures	2022 Actual	2023 Estimated	2024 Proposed	2025 Projected
Vehicles and Equipment Replaced/Purchased	6	15	9	20



**CAPITAL EQUIPMENT REPLACEMENT FUND  
OPERATIONS**

**04-34-39**

Expense Item	Actual 2022	Budgeted 2023	Estimated 2023	Proposed 2024	Projected 2025	Projected 2026
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**CAPITAL OUTLAY:**

4804	Vehicles	91,929	1,686,600	1,686,000	1,554,600	1,292,100	1,857,900
Sub-Total		\$91,929	\$1,686,600	\$1,686,000	\$1,554,600	\$1,292,100	\$1,857,900

Total	\$91,929	\$1,686,600	\$1,686,000	\$1,554,600	\$1,292,100	\$1,857,900
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# *City of West Chicago*

## SEWER FUND *Projected Revenue*

05-00		2022 Actual	2023 Budgeted	2023 Estimated	2024 Proposed	2025 Projected
311100	Property Tax	9,352	9,000	9,000	9,000	9,000
331000	Sewer Services	4,507,890	5,000,000	5,500,000	6,000,000	6,000,000
342000	Sewer Connection Fees	8,660	25,000	100	10,000	10,000
342500	Sewer Capacity Fees	0	0	0	0	0
364000	Recapture Fees	0	0	500	0	0
371000	Interest	69,586	1,000	250,000	200,000	150,000
386000	Other Reimbursements	36,834	30,000	33,700	30,000	30,000
386100	Health Insurance Contributions	38,707	30,000	32,000	32,000	32,000
	<b>TOTAL</b>	<b>\$4,671,029</b>	<b>\$5,095,000</b>	<b>\$5,825,300</b>	<b>\$6,281,000</b>	<b>\$6,231,000</b>

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# *City of West Chicago*

## SEWER FUND

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### Financial Summary

<b>Program</b>	<b>2022 Actual</b>	<b>2023 Budgeted</b>	<b>2023 Estimated</b>	<b>2024 Proposed</b>	<b>2025 Projected</b>
SSA #2	89,614	50,800	50,300	29,200	25,900
Treatment and Sanitary Collection**	5,670,618	8,157,900	6,698,300	8,904,000	7,465,400
<b>TOTAL</b>	<b>\$5,760,232</b>	<b>\$8,208,700</b>	<b>\$6,748,600</b>	<b>\$8,933,200</b>	<b>\$7,491,300</b>

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

# *City of West Chicago*

## SEWER FUND

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### Performance Report on FYE 2023 Major Program Objectives

The West Chicago/Winfield Wastewater Authority Regional Wastewater Treatment Plant (WWTP) treated a total of 1.885 billion gallons of wastewater (an average of 5.164 MGD) in 2022 with nearly 1.711 billion gallons of wastewater (an average of 4.687 MGD) estimated for 2023. Zero excursions of the City's National Pollutant Discharge Elimination System (NPDES) permit were reported in 2022 with zero permit excursions estimated for 2023. As a result of the Pre-Treatment Program, the City issued six industrial user violation notices in 2022 with six violation notices estimated for 2023.

In 2023, the Headworks Improvements Project, including coating of the primary clarifier, was awarded and construction is anticipated to be complete by December 2023. The two new aeration blowers are expected to be online by December 2023 as well. The design for the A2O Aeration Basin Project is well underway and is anticipated to be complete in March 2024.

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 the Fiscal Year 2023. As part of the outfall repair project, native plants and plugs were installed in 2023.

All sanitary lift station pumps were inspected for maintenance in 2023. These inspections included checking pumps for wear, changing lubricants, and testing electric motors for operational efficiency. Lift stations are monitored daily for operational efficiency in the continued effort to reduce operational costs.

The Division staff has continued with the Citywide Inflow and Infiltration Reduction Program by completing the 2023 Sanitary Sewer Evaluation Survey (SSES) in the center and southeast portion of the City. The focus will now be directed to repairing the sanitary collection system until all outstanding items have been addressed from the past and current surveys. The 2023 SSES Repairs were completed in September 2023.

Contractual services for the replacement of Sanitary Lift Station #5 (behind Burger King) and its associated force main was awarded. The project began in the third quarter of 2023 due to ongoing material shortages. The project is anticipated to be completed in the next year.

# 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 in the Special Service Area (SSA) #2. The pumps receive preventative maintenance and repairs as needed throughout the year. Lift Station #8 was originally constructed in 1984 and the pumps were overhauled in 1998. In 2021, new controls for the lift station were installed and no service interruptions occurred in 2022.

### FYE 2024 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 and monthly from December through April.
- (2) Perform weekly preventative maintenance operations of the stormwater lift station, including monthly cleaning of stormwater intake and pump station outlet throughout 2024.
- (3) Monitor native plantings and plugs under SSA #2 Outfall Repair Project to confirm growth in 2024.
- (4) Monitor Stormwater Lift Station #8's outfall and Kress Creek for beaver dams and other impedances to operations throughout 2024.

Ongoing Activity Measures	2022 Actual	2023 Estimated	2024 Proposed	2025 Projected
Station Monitoring	250	250	250	250
Grounds Maintenance	30	30	30	30
<b>Full Time Equivalent Positions</b>	<b>0.06</b>	<b>0.06</b>	<b>0.06</b>	<b>0.06</b>

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

05-34-40

Expense Item		Actual 2022	Budgeted 2023	Estimated 2023	Proposed 2024	Projected 2025	Projected 2026
<b>SALARY &amp; WAGES:</b>							
4027	Operational - Salary	4,929	5,600	5,400	5,900	6,100	6,300
4029	Overtime	111	200	200	200	300	400
4050	FICA & Medicare	386	500	500	500	500	600
4056	IMRF	451	400	400	500	600	600
Sub-Total		5,877	\$6,700	\$6,500	\$7,100	\$7,500	\$7,900
<b>CONTRACTUAL:</b>							
4204	Electric	4,685	5,000	5,300	5,300	5,500	5,700
4216	Grounds Maintenance	1,900	2,600	2,000	2,800	2,900	3,000
Sub-Total		6,585	\$7,600	\$7,300	\$8,100	\$8,400	\$8,700
<b>CAPITAL OUTLAY:</b>							
4806	Other Capital Outlay	77,152	36,500	36,500	14,000	10,000	10,000
Sub-Total		77,152	\$36,500	\$36,500	\$14,000	\$10,000	\$10,000
Total		89,614	\$50,800	\$50,300	\$29,200	\$25,900	\$26,600

# 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, including force mains, and the City's fifteen sewer lift stations. Program personnel provides 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.

Additionally, West Chicago/Winfield Wastewater Authority Regional Wastewater Treatment Plant (WWTP) receives raw wastewater from both West Chicago and Village of Winfield. The facility's contractual operations includes treatment of the raw wastewater and releasing it into the West Branch of the DuPage River.

### FYE 2024 Program Objectives

- (1) Complete the remaining construction of the Lift Station #5 Project and bring the station back online by April 2024.
- (2) Implement a Sanitary Sewer Rehabilitation Program, which shall include pipe lining and manhole sealing, at the locations identified from the Collection Systems Maintenance Program (CMOM) to improve operational efficiencies by June 2024.
- (3) Procure contractual services for the sewer main repairs and rehabilitation identified in the Sanitary Sewer Rehabilitation Program by October 2024.

Ongoing Activity Measures	2022 Actual	2023 Estimated	2024 Proposed	2025 Projected
Lift Station Alarm Calls	157	110	120	120
Lift Station Overtime Hours	24	10	20	20
Sanitary Sewer Service Calls	18	15	15	15
Sanitary Sewer Main Back-ups	2	2	0	0
Sanitary Service Lines Repaired	3	8	8	8
Sanitary Main Repaired	2	3	3	3
<b>Full Time Equivalent Positions</b>	<b>16.63</b>	<b>16.63</b>	<b>16.63</b>	<b>16.63</b>



**SEWER FUND  
TREATMENT AND SANITARY COLLECTION**

05-34-43

Expense Item		Actual 2022	Budgeted 2023	Estimated 2023	Proposed 2024	Projected 2025	Projected 2026
<b>SALARY &amp; WAGES:</b>							
4020	Administrative - Salary	671,604	679,600	601,200	739,000	761,200	784,100
4027	Operational - Salary	596,360	711,600	676,000	739,200	761,400	784,300
4029	Overtime	44,414	50,000	30,000	40,000	41,200	42,500
4050	FICA & Medicare	95,503	110,300	103,500	116,200	119,700	123,300
4052	I.C.M.A. - R.C.	7,279	7,300	7,200	7,500	7,900	8,300
4053	Health/Dental/Life Insurance	430,630	467,700	427,500	518,600	549,800	582,800
4054	Unemployment Insurance	1,020	-	-	-	-	-
4056	IMRF	247,952	95,000	87,700	123,900	127,700	131,500
4057	OPEB Pension	(186,723)	-	-	-	-	-
<b>Sub-Total</b>		<b>\$1,908,039</b>	<b>\$2,121,500</b>	<b>\$1,933,100</b>	<b>\$2,284,400</b>	<b>\$2,368,900</b>	<b>\$2,456,800</b>
<b>CONTRACTUAL:</b>							
4100	Legal Fees	8,913	15,000	-	10,000	10,300	10,700
4101	Auditing Fees	9,044	8,700	19,500	9,200	9,000	9,200
4102	JULIE System	4,148	2,500	2,500	2,500	2,600	2,700
4105	Consultants	74,174	68,600	68,600	95,000	97,900	100,900
4110	Training and Tuition	10,482	7,000	5,000	6,000	6,200	6,400
4125	Software Maintenance	14,671	47,400	25,000	25,000	25,800	26,600
4202	Telephone and Alarms	73,888	60,000	37,500	24,500	25,300	26,100
4203	Heating Gas	10,024	6,500	29,000	12,000	12,400	12,800
4204	Electric	38,713	52,000	41,000	46,000	47,400	48,900
4216	Grounds Maintenance	3,935	5,000	5,000	7,000	7,300	7,600
4225	Other Contractual Services	77,312	93,400	93,400	78,700	95,000	112,000
4235	WCW Wastewater Authority	2,713,959	2,874,300	2,720,000	3,550,000	3,603,000	3,030,000
4300	RMA General Insurance	201,679	111,100	111,000	98,600	108,500	119,400
4375	Economic Development Incentives	-	-	-	-	-	-
4400	Vehicle Repair	14,232	20,000	5,000	20,000	20,600	21,300
4402	Lift Station Repair	24,363	40,000	40,000	40,000	41,200	42,500
4410	Sewer Main Repair	105,108	600,000	610,000	550,000	550,000	650,000
4501	Postage Meter Rental	1,380	1,400	1,400	1,400	1,500	1,600
4502	Copier Fees	1,135	500	1,200	1,200	1,300	1,400
<b>Sub-Total</b>		<b>\$3,387,161</b>	<b>\$4,013,400</b>	<b>\$3,815,100</b>	<b>\$4,577,100</b>	<b>\$4,665,300</b>	<b>\$4,230,100</b>
<b>COMMODITIES:</b>							
4600	Computer/Office Supplies	3,188	5,000	4,000	4,800	5,000	5,200
4603	Parts for Vehicles	68,462	50,000	30,000	45,000	46,400	47,800
4604	Tools and Equipment	9,519	10,000	4,000	7,500	7,800	8,100
4607	Gas and Oil	19,551	16,000	16,000	17,000	17,600	18,200
4613	Postage	3,098	2,000	2,000	2,500	2,600	2,700
4626	Chemicals	1,997	2,500	2,100	2,500	2,600	2,700
4630	Parts - Lift Stations	15,359	15,000	14,000	15,500	16,000	16,500
4638	Trench Backfill Material	4,800	15,000	10,000	10,000	10,300	10,700
4639	Parts - Mains	5,708	3,500	7,000	7,000	7,300	7,600
4650	Miscellaneous Commodities	11,016	10,000	4,000	10,000	10,300	10,700
4702	Bank Charges	15,110	13,500	12,000	13,500	14,000	14,500
4719	LOC Interest	-	-	-	-	-	-
<b>Sub-Total</b>		<b>\$157,808</b>	<b>\$142,500</b>	<b>\$105,100</b>	<b>\$135,300</b>	<b>\$139,900</b>	<b>\$144,700</b>
<b>CAPITAL OUTLAY:</b>							
4804	Vehicles	180,600	205,000	205,000	217,500	167,500	175,000
4806	Other Capital Outlay	37,011	1,675,500	640,000	1,689,700	\$123,800	\$117,700
4900	Transfers Out	-	-	-	-	-	-
<b>Sub-Total</b>		<b>\$217,611</b>	<b>\$1,880,500</b>	<b>\$845,000</b>	<b>\$1,907,200</b>	<b>\$291,300</b>	<b>\$292,700</b>
<b>Total</b>		<b>\$5,670,618</b>	<b>\$8,157,900</b>	<b>\$6,698,300</b>	<b>\$8,904,000</b>	<b>\$7,465,400</b>	<b>\$7,124,300</b>

## SEWER FUND 5-YEAR CAPITAL IMPROVEMENT PROGRAM

	BUDGETED 2023	ESTIMATED 2023	PROPOSED 2024	PROPOSED 2025	PROPOSED 2026	PROPOSED 2027	PROPOSED 2028	5 Year Total (2024 thru 2028)
<b>CAPITAL EXPENDITURES</b>								
Forest Trails Lift Station (LS#11) Replacement - Engr.								
Forest Trails Lift Station (LS#11) Replacement - Constr.							150,000	\$150,000
Forest Trails Lift Station (LS#11) Replacement - Engr. Inspect.								
Burger King Lift Station (LS#5) & Forcemain Replacement - Engr.								
Burger King Lift Station (LS#5) & Forcemain Replacement - Constr.	1,600,000	600,000	1,000,000					\$1,000,000
Burger King Lift Station (LS#5) & Forcemain Replacement - Engr. Inspect.	75,400	40,000	35,000					\$35,000
Powis Road Lift Station (LS#9) Replacement - Engr.					90,000			\$90,000
Powis Road Lift Station (LS#9) Replacement - Constr.						1,000,000		\$1,000,000
Powis Road Lift Station (LS#9) Replacement - Engr. Inspect.						90,000		\$90,000
LS#2 & Forcemain Replacement - Engr.								
LS#2 & Forcemain Replacement - Constr.								
LS#2 & Forcemain Replacement - Engr. Inspect.								
STP - Town Rd Project - Construction			71,700				50,000	\$50,000
York Area CDBG Project - Sewer Costs - Virgie/Ingaltion - Construction			97,600					\$97,600
Brown/Hazel CDBG Project - Sewer Costs - Construction				43,800				\$43,800
Brown/Bishop CDBG Project - Sewer Costs - Construction			75,400					\$75,400
Brown Pomeroy St., Factory St. Rehabilitation Project - Sewer Costs - Construction					27,700			\$27,700
CDBG Projects (Future applications)						30,000	30,000	\$60,000
Conte Parkway Sanitary Sewer Improvements - (Reimbursable to Developer)			360,000					\$360,000
Harvester Road Recon			50,000					50,000.00
Nuclear and Northwest Dr Recom				80,000				
05-34-43-4806 SUB-TOTAL	\$1,675,400	\$640,000	\$1,689,700	\$123,800	\$117,700	\$1,120,000	\$230,000	\$3,201,200
<b>TOTAL SEWER FUND CAPITAL IMPROVEMENT PROGRAM</b>	\$1,675,400	\$640,000	\$1,689,700	\$123,800	\$117,700	\$1,120,000	\$230,000	\$3,201,200

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# *City of West Chicago*

## WATER SERVICE PROJECTED REVENUE

06-00		2022 Actual	2023 Budgeted	2023 Estimated	2024 Proposed	2025 Projected
321000	Grants	0	1,290,000	420,000	0	0
331000	Water Services	4,983,638	6,000,000	6,500,000	7,000,000	7,000,000
332500	Posting and Turn On Fees	42,735	20,000	30,000	30,000	30,000
341000	Water Connection Fees	2,625	20,000	0	20,000	20,000
341500	Water Capacity Fees	16,776	4,000	7,400	5,000	5,000
344000	Meter Sales	60,257	5,000	25,200	10,000	10,000
371000	Interest	6,135	1,000	18,700	20,000	15,000
386000	Reimbursements	1,581,381	0	12,200	0	0
386100	Health Insurance Contributions	38,707	32,000	32,000	35,000	35,000
388500	Tower Rental Fees	46,139	40,000	20,000	20,000	20,000
	<b>TOTAL</b>	<b>\$6,778,393</b>	<b>\$7,412,000</b>	<b>\$7,065,500</b>	<b>\$7,140,000</b>	<b>\$7,135,000</b>

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# *City of West Chicago*

## WATER FUND

### Financial Summary

<b>Program</b>	<b>2022 Actual</b>	<b>2023 Budgeted</b>	<b>2023 Estimated</b>	<b>2024 Proposed</b>	<b>2025 Projected</b>
Water Production and Distribution	3,007,032	5,700,500	4,154,600	6,980,900	6,395,800
Water Treatment Plant Operations	4,601,128	3,155,400	3,063,100	2,696,400	3,063,400
Debt Service	701,211	707,000	706,900	706,900	0
<b>TOTAL</b>	<b>\$8,309,371</b>	<b>\$9,562,900</b>	<b>\$7,924,600</b>	<b>\$10,384,200</b>	<b>\$9,459,200</b>

# *City of West Chicago*

## **WATER FUND**

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### Performance Report on FYE 2023 Major Program Objectives

The Utilities and Water Treatment Plant (WTP) Divisions operated and maintained pumping and treatment facilities, which produced 1.069 billion gallons of water during 2022 with 989 million gallons of use, estimated for 2023. Due to continued operational analysis for efficiency, such as annual system wide leak detection survey, water usage continues to decline even with new growth and development. The system wide leak detection survey identified 36 leaks in 2023, which were repaired in a timely fashion by Utilities Division staff. Water Treatment Plant staff successfully completed all IEPA and USEPA required sampling and monitoring requirements in 2023. We are pleased to report no violations of State or federal drinking water standards in 2023.

As part of the ongoing maintenance program in the raw water distribution system, the well pump and motor assembly at Well #11 was inspected and rebuilt. As part of the roadway projects, approximately 3,600 feet of new watermain and 65 new water services were installed. The City also started the planning process of Lead Service Line Replacement throughout the City.

In 2020, State Senator Karina Villa, via Senate Bill 2800 included improvements associated with this water tower to be appropriated from the Build Illinois Bond Fund via the Illinois Department of Commerce and Economic Opportunity (DCEO). The City received a grant agreement in 2023 from the DCEO for the improvements at Fremont Water Tower, which include sandblasting, new interior coating, exterior coatings, and landscaping improvements. This work will occur in FY 2024.

The Water Treatment Plant Division conducted several construction projects in 2023. The planned Supervisory Control and Data Acquisition Upgrades Project at the WTP delayed by material shortages. This project is now under construction and is anticipated to be complete by March 2024. City staff conducted spot painting throughout the WTP to prolong equipment life. Many delayed small maintenance repairs items were also addressed at the WTP. Several operational changes were made to the WTP during 2023 reducing operational costs. Unfortunately, this is not readily observed in the budget due to increasing material costs in other areas. The contractual hauling contract was completed for lime sludge removal and all three lagoons at the WTP were completely cleaned. The WTP site security system was upgraded with new cameras and monitors. As the WTP and its associated equipment nears 20 years of operational use, additional components of the WTP will require replacement due to naturally occurring wear and tear due to age. Staff will be contractually conducting a complete analysis of operational components in 2024 to determine the best capital plan moving forward.

The Department continues to review various operational strategies in an effort to increase operational efficiency while reducing overall costs and meeting customer demands.

# 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, water main, fire hydrants, valves, water meters, and service connections. Program personnel provides 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 2024 Program Objectives

- (1) Complete repairs at the Well #3 site by June 2024.
- (2) Solicit bids for painting of the Fremont Water Tower and complete construction by September 2024.
- (3) Solicit bids for the Booster Station #8 rehabilitation project, by with construction anticipated to start in 2025.
- (4) Continue to analyze the water distribution system for operational efficiencies throughout 2024.

Ongoing Activity Measures	2022 Actual	2023 Estimated	2024 Proposed	2025 Projected
Average Daily Water Produced (MGD)	2.920	2.709	2.800	2.800
# Of Watermain Breaks Repaired	42	25	30	30
# Of Fire Hydrants Painted	0	0	500	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 2022	Budgeted 2023	Estimated 2023	Proposed 2024	Projected 2025	Projected 2026
<b>SALARY &amp; WAGES:</b>							
4020	Administrative - Salary	614,085	631,200	596,000	685,600	706,200	727,400
4027	Operational - Salary	435,669	471,000	483,600	490,700	505,500	520,700
4029	Overtime	54,960	50,000	40,000	50,000	50,000	50,000
4050	FICA & Medicare	78,909	88,200	85,700	93,900	96,600	99,400
4052	I.C.M.A. - R.C.	7,279	7,300	6,000	7,500	7,800	8,100
4053	Health/Dental/Life Insurance	430,608	467,700	467,700	518,600	549,800	582,800
4054	Unemployment Insurance	1,020	-	-	-	-	-
4056	IMRF	97,282	76,000	91,400	100,100	103,000	106,000
4057	OPEB Pension	-	-	-	-	-	-
<b>Sub-Total</b>		<b>\$1,719,812</b>	<b>\$1,791,400</b>	<b>\$1,770,400</b>	<b>\$1,946,400</b>	<b>\$2,018,900</b>	<b>\$2,094,400</b>
<b>CONTRACTUAL:</b>							
4100	Legal Fees	12,964	25,000	1,000	20,000	20,600	21,300
4101	Auditing Fees	15,737	15,400	15,200	15,900	16,000	16,300
4102	JULIE System	4,148	2,500	2,200	2,500	2,600	2,700
4105	Consultants	62,094	68,600	68,600	95,000	97,900	100,900
4108	Pre-Employment Exams	215	600	-	500	600	700
4110	Training and Tuition	1,865	4,000	3,000	5,500	5,700	5,900
4112	Memberships/Dues/Subscriptions	2,248	2,500	1,000	2,000	2,100	2,200
4125	Software Maintenance	10,305	47,400	25,000	52,000	53,600	55,300
4200	Legal Notices	-	500	-	500	600	700
4202	Telephone and Alarms	96,497	100,000	50,100	10,000	10,300	10,700
4203	Heating Gas	8,149	3,000	4,100	4,000	4,200	4,400
4204	Electric	259,205	305,000	305,000	341,000	351,300	361,900
4207	Lab Services	5,220	19,500	14,000	7,000	7,300	7,600
4210	Refuse Disposal	1,337.75	-	-	-	-	-
4211	Printing and Binding	1,698	2,500	3,200	3,000	3,100	3,200
4216	Grounds Maintenance	8,150	8,000	8,000	10,000	10,300	10,700
4225	Other Contractual Services	117,242	93,400	50,000	72,300	74,500	76,800
4300	RMA General Insurance	191,595	105,500	100,000	93,700	103,100	113,500
4301	Other Insurance	-	-	-	-	-	-
4375	Economic Development Incentives	-	-	-	-	-	-
4400	Vehicle Repair	3,757	20,000	10,000	15,000	15,800	16,500
4401	Building Repair	-	5,000	2,500	5,000	5,000	5,000
4418	Distribution System Repair	43,567	270,000	90,000	225,000	231,800	238,800
4420	Pump Station Repair	270,536	340,000	192,000	275,000	283,300	291,800
4421	Reservoir Repair	-	500	-	500	-	-
4425	Hardware Maintenance	-	-	-	-	-	-
4501	Postal Meter Rental	1,724	1,500	1,500	1,500	1,600	1,700
4502	Copier Lease/Costs	1,135	800	1,000	1,100	1,200	1,300
<b>Sub-Total</b>		<b>\$1,119,389</b>	<b>\$1,441,200</b>	<b>\$947,400</b>	<b>\$1,258,000</b>	<b>\$1,302,500</b>	<b>\$1,349,900</b>
<b>COMMODITIES:</b>							
4600	Computer/Office Supplies	3,692	4,000	3,500	4,000	4,200	4,400
4603	Parts for Vehicles	20,420	20,000	15,000	20,000	20,600	21,300
4604	Tools and Equipment	10,898	6,000	3,500	16,000	16,500	17,000
4607	Gas and Oil	31,289	32,000	25,000	34,000	35,100	36,200
4613	Postage	4,399	5,000	4,800	5,000	5,200	5,400
4615	Uniforms & Safety Equipment	10,327	10,000	9,500	10,500	10,900	11,300
4620	Parts and Equipment - Wells	5,478	10,000	1,000	5,000	5,200	5,400
4621	Parts and Equipment - Distribution	0	110,000	90,000	110,000	113,300	116,700
4622	Parts and Equipment - Pump Stations	7,834	5,000	4,000	5,000	5,200	5,400
4625	Lab Supplies	1,642	2,000	1,000	2,000	2,100	2,200
4641	Water Meters/Parts	51,777	123,000	85,000	40,000	41,200	42,500
4650	Miscellaneous Commodities	6,459	8,000	9,000	10,000	10,300	10,700
4702	Bank Charges	13,617	15,000	11,000	12,000	12,400	12,800
4719	LOC Interest	-	-	-	-	-	-
<b>Sub-Total</b>		<b>\$167,831</b>	<b>\$350,000</b>	<b>\$262,300</b>	<b>\$273,500</b>	<b>\$282,200</b>	<b>\$291,300</b>
<b>CAPITAL OUTLAY:</b>							
4804	Vehicles	-	121,500	121,500	294,000	242,500	232,100
4806	Other Capital Outlay	-	1,971,400	1,053,000	3,209,000	2,549,700	4,634,700
4812	MIS Replacement	-	25,000	-	-	-	-
4900	Transfers Out	-	-	-	-	-	-
<b>Sub-Total</b>		<b>\$0</b>	<b>\$2,117,900</b>	<b>\$1,174,500</b>	<b>\$3,503,000</b>	<b>\$2,792,200</b>	<b>\$4,866,800</b>
<b>Total</b>		<b>\$3,007,032</b>	<b>\$5,700,500</b>	<b>\$4,154,600</b>	<b>\$6,980,900</b>	<b>\$6,395,800</b>	<b>\$8,602,400</b>

*City of West Chicago*  
**WATER TREATMENT PLANT OPERATIONS**

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Description of Major Activities

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

FYE 2024 Program Objectives

- (1) Procure and contractually complete an equipment assessment and create a capital plan by September 2024.
- (2) Complete the construction phase of the WTP SCADA and VFD Replacement Project by March 2024.
- (3) Continuous evaluation of operational strategies, including automation, to improve treatment process and reduce operational costs throughout 2024.

Ongoing Activity Measures	2022 Actual	2023 Estimated	2024 Proposed	2025 Projected
Average Daily Water Treated (MGD)	2.920	2.709	2.800	2.800
Full Time Equivalent Positions	8.63	8.63	8.63	8.63

**WATER FUND**  
**Water Treatment Plant Operations**

06-34-48

Expense Item		Actual 2022	Budgeted 2023	Estimated 2023	Proposed 2024	Projected 2025	Projected 2026
<b>SALARY &amp; WAGES:</b>							
4020	Administrative - Salary	230,815	217,000	182,900	218,200	224,800	231,600
4027	Operational - Salary	411,633	472,200	325,700	457,300	471,100	485,300
4029	Overtime	80,188	68,500	142,200	72,500	72,500	72,500
4050	FICA & Medicare	54,283	58,000	49,800	57,300	58,800	60,400
4054	Unemployment Insurance	-	-	-	-	-	-
4056	IMRF	246,000	50,000	44,900	61,100	62,800	64,500
<b>Sub-Total</b>		<b>\$1,022,919</b>	<b>\$865,700</b>	<b>\$745,500</b>	<b>\$866,400</b>	<b>\$890,000</b>	<b>\$914,300</b>
<b>CONTRACTUAL:</b>							
4110	Training and Tuition	96	2,600	500	7,500	7,800	8,100
4112	Memberships/Dues/Subscriptions	1,054	500	100	1,000	1,000	1,000
4202	Telephone and Alarms	97,231	90,400	40,000	6,000	6,200	6,400
4203	Heating Gas	7,588	4,500	4,700	4,600	4,800	5,000
4204	Electric	106,440	120,000	152,500	168,500	169,500	171,000
4207	Lab Services	-	3,000	7,600	7,500	6,100	6,300
4210	Refuse Disposal	451,655	360,000	534,000	20,000	258,000	265,800
4216	Grounds Maintenance	5,925	10,000	6,000	15,500	20,500	15,500
4219	Contract Janitorial Services	20,048	22,500	21,200	25,800	26,600	27,400
4225	Other Contractual Services	31,049	29,000	83,900	182,000	105,000	108,200
4300	RMA General Insurance	70,588	38,900	38,900	34,600	38,100	42,000
4401	Building Repair	64,220	90,000	186,000	52,000	40,000	42,500
4430	WTP Operations Repair	91,663	201,000	13,800	115,000	75,000	77,300
4502	Copier Lease/Costs	1,837	5,000	3,500	500	500	500
4503	Equipment Rental	4,510	3,500	1,000	5,000	5,000	5,000
<b>Sub-Total</b>		<b>\$953,905</b>	<b>\$980,900</b>	<b>\$1,093,700</b>	<b>\$645,500</b>	<b>\$764,100</b>	<b>\$782,000</b>
<b>COMMODITIES:</b>							
4600	Computer/Office Supplies	553	1,000	200	1,800	1,000	1,000
4603	Parts for Vehicles	1,182	2,000	100	2,000	2,000	2,000
4604	Tools and Equipment	3,421	2,500	2,300	7,000	2,500	2,500
4607	Gas and Oil	1,174	5,500	100	5,500	5,500	5,500
4615	Uniforms & Safety Equipment	3,944	7,100	2,300	4,000	4,500	4,500
4624	Parts - Building Repair	22,105	17,000	10,000	15,000	15,500	16,000
4625	Lab Supplies	18,009	25,000	14,000	25,000	25,800	26,600
4626	Chemicals	451,251	702,000	650,000	700,000	721,000	742,700
4642	Parts - WTP Operations	16,058	15,000	13,000	15,000	15,500	16,000
4650	Miscellaneous Commodities	2,803	2,000	7,200	2,000	2,100	2,200
<b>Sub-Total</b>		<b>\$520,499</b>	<b>\$779,100</b>	<b>\$699,200</b>	<b>\$777,300</b>	<b>\$795,400</b>	<b>\$819,000</b>
<b>CAPITAL OUTLAY:</b>							
4804	Vehicles	-	4,200	4,200	6,200	6,200	6,200
4806	Other Capital Outlay	140,762	525,500	520,500	401,000	607,700	812,000
4808	Depreciation	1,963,043	-	-	-	-	-
<b>Sub-Total</b>		<b>\$2,103,805</b>	<b>\$529,700</b>	<b>\$524,700</b>	<b>\$407,200</b>	<b>\$613,900</b>	<b>\$818,200</b>
<b>Total</b>		<b>\$4,601,128</b>	<b>\$3,155,400</b>	<b>\$3,063,100</b>	<b>\$2,696,400</b>	<b>\$3,063,400</b>	<b>\$3,333,500</b>

# *City of West Chicago*

## TREATMENT PLANT DEBT SERVICE

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### 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 2022	Budgeted 2023	Estimated 2023	Proposed 2024	Projected 2025	Projected 2026
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**COMMODITIES:**

4716	Note Principal	658,934	659,000	676,000	693,500	-	-
4717	Note Interest	42,277	48,000	30,900	13,400	-	-
<b>Sub-Total</b>		<b>\$701,211</b>	<b>\$707,000</b>	<b>\$706,900</b>	<b>\$706,900</b>	<b>\$0</b>	<b>\$0</b>

<b>Total</b>	<b>\$701,211</b>	<b>\$707,000</b>	<b>\$706,900</b>	<b>\$706,900</b>	<b>\$0</b>	<b>\$0</b>
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**WATER FUND 5-YEAR CAPITAL IMPROVEMENT PROGRAM**

	BUDGETED 2023	ESTIMATED 2023	PROPOSED 2024	PROPOSED 2025	PROPOSED 2026	PROPOSED 2027	PROPOSED 2028	5-YEAR TOTAL
<b>EXPENDITURES</b>								
Distribution Operations Cost (Salary & Wages, Contractual, Commodities, Vehicles)	\$3,704,100	\$3,101,600	\$3,788,900	\$3,865,500	\$3,989,100	\$4,108,800	\$4,232,100	\$19,984,400
Water Treatment Plant Operations Cost (Salary & Wages, Contractual, Commodities, Vehicles)	\$2,629,900	\$2,542,600	\$2,302,300	\$2,464,200	\$2,530,900	\$2,632,200	\$2,737,500	\$12,667,100
Debt Service	\$707,000	\$706,900	\$706,900	\$0	\$0	239,000	\$581,900	\$1,527,800
Finished Raw Water, Water Distribution and Storage Tank Improvements (06-34-47-4806)	\$1,071,400	\$1,053,000	\$3,209,000	\$2,549,700	\$4,634,700	\$8,795,400	\$6,342,300	\$25,531,100
Water Treatment Plant Improvements (06-34-48-4806)	\$525,500	\$520,500	\$401,000	\$607,700	\$812,000	\$577,500	\$250,000	\$2,648,200
<b>SUB-TOTAL:</b>	<b>\$8,637,900</b>	<b>\$7,924,600</b>	<b>\$10,408,100</b>	<b>\$9,487,100</b>	<b>\$11,966,700</b>	<b>\$16,352,900</b>	<b>\$14,143,800</b>	<b>\$62,358,600</b>
<b>CAPITAL EXPENDITURES (FYE)</b>								
<b>RAW WATER PRODUCTION IMPROVEMENTS</b>								
<b>SUB-TOTAL:</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>FINISHED WATER DISTRIBUTION SYSTEM IMPROVEMENTS</b>								
Route 59 Watermain Replacement Design (Forest Ave to Conde St)				240,000		2,400,000		240,000
Route 59 Watermain Replacement Construction						288,000		2,400,000
Route 59 Watermain Replacement Oversight								288,000
CDBG Watermain Replacement Construction Fair Meadows Subdivision Rehabilitation Project	404,398	404,400						-
CDBG Watermain Replacement Construction McConnell, Fairview, Sophia, Turner	667,000	648,580						-
CDBG Watermain Replacement Construction York Avenue Virgie/Ingallton			729,000					729,000
CDBG Watermain Replacement Construction Brown/Bishop			972,000					972,000
CDBG Watermain Replacement Construction Brown(Joliet-Bishop)/Hazel(Joliet-Bishop)				984,700				984,700
CDBG Watermain Replacement Construction (Brown, Pomeroy, Factory) - Future Application					634,700			634,700
EEI Lead Service Line Replacement Plan			70,000					70,000
Lead Service Line Replacement				225,000	225,000	5,500,000	5,500,000	11,450,000
Harvester Rd Reconstruction (Watermain) - Construction			50,000					50,000
Nuclear/Northwest Dr Reconstruction (Watermain) - Construction				100,000				100,000
CDBG Watermain Replacement Construction TBD						607,400	842,300	1,449,700
<b>SUB-TOTAL:</b>	<b>\$1,071,398</b>	<b>\$1,052,980</b>	<b>\$1,821,000</b>	<b>\$1,549,700</b>	<b>\$859,700</b>	<b>\$8,795,400</b>	<b>\$6,342,300</b>	<b>\$19,368,100</b>
<b>FINISHED WATER STORAGE TANK IMPROVEMENTS</b>								
1.5 MG Elevated Tanks Project - Design Engr. (Tank 1)			225,000.00					225,000.00

## WATER FUND 5-YEAR CAPITAL IMPROVEMENT PROGRAM

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# *City of West Chicago*

## **CAPITAL PROJECTS FUND PROJECTED REVENUE**

<b>08-00</b>		<b>2022 Actual</b>	<b>2023 Budgeted</b>	<b>2023 Estimated</b>	<b>2024 Proposed</b>	<b>2025 Projected</b>
312000	Home Rule Sales Tax	3,874,702	3,600,000	3,582,600	4,649,700	4,742,700
315000	Utility Taxes	804,633	750,000	732,100	750,000	750,000
321000	Grants	0	909,800	660,000	1,475,500	136,600
371000	Interest	0	2,000	2,000	2,000	2,000
386000	Reimbursements	349	0	0	0	0
386100	Health Insurance Contributions	3,746	4,500	4,500	4,600	4,600
	<b>TOTAL</b>	<b>\$4,683,430</b>	<b>\$5,266,300</b>	<b>\$4,981,200</b>	<b>\$6,881,800</b>	<b>\$5,635,900</b>

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# *City of West Chicago*

## CAPITAL PROJECTS FUND

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### Financial Summary

<b>Program</b>	<b>2022 Actual</b>	<b>2023 Budgeted</b>	<b>2023 Estimated</b>	<b>2024 Proposed</b>	<b>2054 Projected</b>
Operations	4,620,510	9,217,800	7,916,400	8,651,200	7,235,800
<b>TOTAL</b>	<b>\$4,620,510</b>	<b>\$9,217,800</b>	<b>\$7,916,400</b>	<b>\$8,651,200</b>	<b>\$7,235,800</b>

# *City of West Chicago*

## CAPITAL PROJECTS FUND

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### Performance Report on FYE 2023 Major Program Objectives

In 2023, City staff collaborated with consulting engineers to complete the construction on multiple roadway projects including the Annual Resurfacing Program (2.7 miles), Sophia St. Area CDBG Project (0.72 miles), Fairmeadows Subdivision CDBG Project (1.62 miles) and Technology Boulevard STP Project (0.79 miles). Annual maintenance projects such as Pavement Striping Program, Sidewalk Cutting, and Sidewalk and Curb and Gutter Replacement Program were also completed. In lieu of the Crack Sealing Program, a new pavement maintenance program of Pavement Rejuvenation was introduced and successfully completed. 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. The team is also working on various design projects for upcoming FY2024 and also collaborated to apply for various grants such as the, Surface Transportation Program. The team successfully applied for additional funding through the County Stormwater ARPA grant and is currently working with IDOT for a grant through the IDOT Economic Development Program.

The contractual capital improvements work scheduled at 135 W. Grand Lake Blvd. (roof patching and coating), at 412 Blakely Street (new flooring, lighting, vehicle lifts), at 508 Main St (roof and exterior painting, new doors and cupola replacement) and at 200 Main St. (first and lower level rehabilitation) was completed.

Forestry Program objectives continued to focus on the management of the Emerald Ash Borer (EAB) with soil insecticidal treatments and trunk injections. The City's annual contractual Tree Planting Program with 130 new trees as well as the Tree Trimming Program were completed. Additionally, a contractual Rights-of-Way Maintenance Program was also completed which includes mowing, fertilizer and broadleaf application at approximately 150 locations throughout the City.

# 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 2024 Program Objectives

- (1) Pending a Grant Agreement, complete the Community Development Block Grant funded Brown and Bishop Street Project and York Avenue Area Project by October 2024.
- (2) Complete the Harvester Road Reconstruction Project by December 2024.
- (3) Complete the 2024 Roadway Rehabilitation Project by November 2024.
- (4) Complete construction of the Surface Transportation Program funded project along Conde Street by October 2024.
- (5) Complete construction of American Rescue Plan Act funded Klein Road Culvert Replacement Project by November 2024.
- (6) Complete all annual preventative maintenance projects such as Curb and Gutter and Sidewalk R&R Program, Pavement Marking Program, Sidewalk Cutting Program, Pavement Rejuvenation Program, etc. by November 2024.

Ongoing Activity Measures	2022 Actual	2023 Estimated	2024 Proposed	2025 Projected
Centerline Miles of Streets Striped	9.3	2.5	2.5	2.5
Square Feet of Sidewalk Replaced	6,155	3,700	3,500	3,500
Number of Streets Crack Sealed	22	0	14	0
Pounds of Crack Fill Material Used	56,000	0	25,000	0
Trees Removed	109	123	100	100
Parkway Trees Planted	133	130	125	125
Number of Mowings	3,507	3,100	3,000	3,000
<b>Full Time Equivalent Positions</b>	<b>3.94</b>	<b>3.94</b>	<b>3.94</b>	<b>3.94</b>

**CAPITAL PROJECTS FUND**

08-34-53

Expense Item	Actual 2022	Budgeted 2023	Estimated 2023	Proposed 2024	Projected 2025	Projected 2026
<b>SALARY &amp; WAGES:</b>						
4020 Administrative - Salary	182,327	133,400	121,900	137,500	141,700	146,000
4027 Operational - Salary	173,699	200,000	183,400	206,000	212,200	218,600
4029 Overtime	19,368	21,000	9,300	21,700	22,400	25,000
4050 FICA & Medicare	26,915	27,200	23,900	28,100	28,800	29,900
4053 Health/Dental/Life Insurance	41,685	45,300	48,100	46,700	49,600	53,600
4054 Unemployment Insurance	-	-	-	-	-	-
4056 IMRF	33,416	23,400	31,600	24,100	24,800	43,100
<b>Sub-Total</b>	<b>477,410</b>	<b>\$450,300</b>	<b>\$418,200</b>	<b>\$464,100</b>	<b>\$479,500</b>	<b>\$516,200</b>
<b>CONTRACTUAL:</b>						
4100 Legal Fees	17,527	-	23,600	-	-	-
4101 Auditing Fees	4,741	4,400	600	4,900	5,100	5,300
4200 Legal Notices	210	1,000	-	1,000	1,000	1,000
4225 Other Contractual Services	991,036	1,197,600	1,228,400	1,300,700	1,206,000	1,118,000
4226 Traffic Signal Maintenance	35,185	32,500	44,600	37,500	37,500	37,500
4227 Street Light Maintenance	52,428	27,500	35,000	27,500	27,500	27,500
4300 RMA General Insurance	10,084	5,600	5,600	6,200	6,900	7,600
4375 Economic Development Incentives	74,577	60,000	55,800	60,000	60,000	60,000
4412 Materials	-	-	-	-	-	-
<b>Sub-Total</b>	<b>1,185,788</b>	<b>\$1,328,600</b>	<b>\$1,393,600</b>	<b>\$1,437,800</b>	<b>\$1,344,000</b>	<b>\$1,256,900</b>
<b>COMMODITIES:</b>						
4609 Street Patch Materials	-	2,000	-	2,000	2,000	2,000
4610 Street Paint	3,978	3,000	3,000	3,000	3,000	3,000
4611 Ice Control Materials	18,575	68,300	45,000	71,800	75,400	79,200
4612 Street Light Materials	96,946	60,000	35,000	60,000	60,000	60,000
4643 Storm Sewer Repair Materials	21,841	55,000	36,000	20,000	20,000	20,000
4670 Rock Salt	187,576	405,000	320,800	405,000	405,000	405,000
4671 Bit Patch Materials - Cold	2,773	11,000	11,000	11,000	11,000	11,000
4672 Bit Patch Materials - Hot	22,844	51,000	35,000	51,000	51,000	51,000
<b>Sub-Total</b>	<b>354,533</b>	<b>\$655,300</b>	<b>\$485,800</b>	<b>\$623,800</b>	<b>\$627,400</b>	<b>\$631,200</b>
<b>CAPITAL OUTLAY:</b>						
4801 Building/Grounds Improvements	2,670	528,300	431,900	635,000	280,000	135,000
4807 Street Improvements	543,466	3,071,200	3,608,600	1,967,800	2,646,100	138,100
4809 Reque Road	325,000	-	-	-	-	-
4810 119 W Washington Street Remediation Project	-	-	-	600,000	-	-
4817 Salt Storage Facility	12,910	-	6,200	-	-	-
4818 200 Main Street Renovation Project	939,676	1,800,000	684,700	765,000	-	-
4819 City Hall HVAC Improvements	-	-	-	20,000	-	-
4821 ILRoute 64 Smart Corridor Improvement - IDOT 62N33	-	-	-	27,200	-	-
4822 Above Ground Fuel Tank - Construction	-	-	-	450,000	-	-
4823 Above Ground Fuel Tank - Construction Engineering	-	-	-	67,500	-	-
4851 Route 59 & Joliet Street Signal Improvement - IDOT 62P22	-	10,000	6,900	-	-	-
4845 St. Andrews Square/North Avenue Traffic Signal	100,000	100,000	100,000	100,000	100,000	100,000
4849 Early Warning Sirens	-	25,000	-	25,000	-	-
4854 Tree Replacement Program	39,862	42,500	44,700	42,500	42,500	42,500
4863 Sidewalk & Curb and Gutter Replacement Program	110,393	125,000	96,700	125,000	125,000	125,000
4841 Sidewalk Cutting Program	19,995	20,000	20,000	20,000	20,000	20,000
4842 Pavement Rejuvenation - Reclamite	-	50,000	50,000	50,000	50,000	50,000
4843 IL-38 & Technology Blvd Traffic Signal Installation - Design Engineering	39,200	13,500	40,800	-	-	-
4856 Klein Road Culvert Replacement - Design Engineering	-	43,800	47,400	-	-	-
4857 Klein Road Culvert Replacement - Construction	-	338,000	500	623,000	-	-
4858 Klein Road Culvert Replacement - Construction Engineering	-	33,800	15,500	-	-	-
4864 Above Ground Fuel Tank Design Engineering	-	-	-	-	-	-
4868 Crack Filling Program	98,274	50,000	-	50,000	-	-
4869 Street Striping Program	90,395	40,000	39,300	40,000	40,000	40,000
4870 Forestry - Removals and Replacements	136,030	150,000	156,700	150,000	130,000	130,000
4871 Right-of-Way Maintenance Program	98,352	160,000	148,900	225,000	236,300	248,200
4872 Right-of-Way Sign Material & Barricades	24,760	35,000	35,000	35,000	35,000	35,000
4886 EAB Insecticidal Treatment Program	21,796	80,000	79,500	40,000	80,000	40,000
4888 Street Division Parking Lot Reconstruction	-	-	-	-	1,000,000	-
4900 Above Ground Fuel Tank - Design Engineering	-	67,500	-	67,500	-	-
Transfers Out	-	-	-	-	-	-
<b>Sub-Total</b>	<b>2,602,778</b>	<b>6,783,600</b>	<b>5,613,300</b>	<b>6,125,500</b>	<b>4,784,900</b>	<b>1,103,800</b>
<b>Total</b>	<b>4,620,510</b>	<b>\$9,217,800</b>	<b>\$7,910,900</b>	<b>\$8,651,200</b>	<b>\$7,235,800</b>	<b>\$3,508,100</b>

CAPITAL EXPENDITURES (FYE)		BUDGETED 2023	ESTIMATED 2023	PROPOSED 2024	PROPOSED 2025	PROPOSED 2026	PROPOSED 2027	PROPOSED 2028	5 Yr Total
Personnel, Benefits, and Insurance Costs of Engineer to Oversee Capital Projects									
<b>STREET IMPROVEMENTS</b>									
Other Contractual Services (4225)		\$450,300	418,200	464,100	479,500	516,200	\$533,501	\$551,701	2,545,002
Street Improvements (4807)		\$450,300	\$418,200	\$464,100	\$479,500	\$516,200	\$533,501	\$551,701	\$2,545,002
Route 59 & Joliet Street Signal Improvement - IDOT 62P22		1,197,600	1,228,400	1,300,700	1,206,000	1,118,000	1,321,400	569,800	5,515,900
Route 59/Hahn Place Retaining Wall - IDOT 62J25 (4844)		3,071,200	3,608,600	1,967,800	2,646,100	138,100	306,200	251,100	5,309,300
IL Route 64 Smart Corridor Improvement - IDOT 62N33		10,000	6,900	-	-	-	-	-	-
		-	-	27,200	-	-	-	-	27,200
<b>Sub-Total</b>		<b>\$4,276,800</b>	<b>\$4,843,900</b>	<b>\$3,295,700</b>	<b>\$3,852,100</b>	<b>\$1,256,100</b>	<b>\$1,627,600</b>	<b>\$820,900</b>	<b>\$10,852,400</b>
<b>OTHER ROW IMPROVEMENTS</b>									
Crack Filling (4868)		50,000	-	50,000	-	-	-	-	50,000
Contractual Street Striping (4869)		40,000	39,300	40,000	40,000	40,000	40,000	40,000	200,000
Sidewalk & Curb and Gutter Replacement Program (4863)		125,000	96,700	125,000	125,000	125,000	125,000	125,000	625,000
Sidewalk Cutting Program (4841)		20,000	20,000	20,000	20,000	20,000	20,000	20,000	100,000
Pavement Rejuvenation - Reclamite (4842)		50,000	50,000	50,000	50,000	50,000	50,000	50,000	250,000
IL-38 & Technology Blvd Traffic Signal Installation - Design Engineering (4843)		13,500	40,800	-	-	-	-	-	-
Klein Road Culvert Replacement - Design Engineering (4856)		43,800	47,400	-	-	-	-	-	-
Klein Road Culvert Replacement - Construction Engineering (4858)		338,000	500	623,000	-	-	-	-	623,000
Forestry Removals and Trimmings (4870)		33,800	15,500	-	-	-	-	-	-
Right-Of-Way Maintenance (4871)		150,000	156,700	150,000	130,000	130,000	130,000	130,000	670,000
Right-Of-Way Sign Material & Barricades (4872)		160,000	148,900	225,000	236,300	248,200	260,700	273,800	1,244,000
Tree Replacement Program (4854)		35,000	35,000	35,000	35,000	35,000	35,000	35,000	175,000
EAB Insecticidal Treatment Program (4886)		42,500	44,700	42,500	42,500	42,500	42,500	42,500	212,500
		80,000	79,500	80,000	80,000	40,000	80,000	40,000	280,000
<b>Sub-Total</b>		<b>\$1,181,600</b>	<b>\$775,000</b>	<b>\$1,400,500</b>	<b>\$756,800</b>	<b>\$730,700</b>	<b>\$783,200</b>	<b>\$756,300</b>	<b>\$4,429,500</b>
<b>MUNICIPAL PROPERTIES</b>									
Miscellaneous Major Municipal Building Repairs (4801)		528,300	431,900	635,000	280,000	135,000	200,000	200,000	1,450,000
119 W Washington Street Remediation Project		-	-	600,000	-	-	-	-	600,000
Street Division Parking Lot Reconstruction (4886)		67,500	-	67,500	1,000,000	-	-	-	1,000,000
Above Ground Fuel Tank - Design Engineering		-	-	450,000	-	-	-	-	450,000
Above Ground Fuel Tank - Construction		-	-	67,500	-	-	-	-	67,500
Above Ground Fuel Tank - Construction Engineering		-	-	-	-	-	-	-	-
Land (4809)		25,000	-	25,000	-	-	-	-	25,000
Early Warning Sirens (4849)		-	6,200	-	-	-	-	-	-
Salt Storage Facility (4817)		1,800,000	684,700	765,000	-	-	-	-	765,000
200 Main Street Renovation Project (4818)		-	-	20,000	-	-	-	-	20,000
City Hall HVAC Improvements (4819)		-	-	-	-	-	-	-	-
<b>Sub-Total</b>		<b>\$2,420,800</b>	<b>\$1,122,800</b>	<b>\$2,630,000</b>	<b>\$1,280,000</b>	<b>\$135,000</b>	<b>\$200,000</b>	<b>\$200,000</b>	<b>\$4,445,000</b>
<b>MISCELLANEOUS</b>									
Legal Fees (4100)		-	23,600	-	-	-	-	-	-
Audit Fees (4101)		4,400	6,100	4,900	5,100	5,300	5,500	5,700	26,500
Legal Notices (4200)		1,000	-	1,000	1,000	1,000	1,000	1,000	5,000
Utility/Sales Tax Rebate (4375)		60,000	55,800	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	100,000	100,000	500,000
Materials (4412)		-	-	-	-	-	-	-	-
Insurance (4300)		5,600	5,600	6,200	6,900	7,600	8,300	9,000	38,000
Reque Road (4809)		-	-	-	-	-	-	-	-
<b>Sub-Total</b>		<b>\$171,000</b>	<b>\$191,100</b>	<b>\$172,100</b>	<b>\$173,000</b>	<b>\$173,900</b>	<b>\$174,800</b>	<b>\$175,700</b>	<b>\$869,500</b>
<b>PREVIOUS MET EXPENDITURES</b>									
Traffic Signal Maintenance - Contractual (4226)		32,500	44,600	37,500	37,500	37,500	37,500	37,500	187,500
Street Light Maintenance - Contractual (4227)		27,500	35,000	27,500	27,500	27,500	27,500	27,500	137,500
Street Light Materials (4612)		60,000	35,000	60,000	60,000	60,000	60,000	60,000	300,000
Street Patch Materials (4609)		2,000	-	2,000	2,000	2,000	2,000	2,000	10,000
Street Paint (4610)		3,000	3,000	3,000	3,000	3,000	3,000	3,000	15,000
Ice Control Materials (4611)		68,300	45,000	71,800	75,400	79,200	83,200	87,400	397,000
Storm Sewer Repair Materials (4643)		55,000	36,000	20,000	20,000	20,000	20,000	20,000	100,000
Rock Salt (4670)		405,000	320,800	405,000	405,000	405,000	405,000	405,000	2,025,000
Bit Patch Materials - Cold (4671)		11,000	11,000	11,000	11,000	11,000	11,000	11,000	55,000
Bit Patch Materials - Hot (4672)		51,000	35,000	51,000	51,000	51,000	51,000	51,000	255,000
<b>Sub-Total</b>		<b>\$715,300</b>	<b>\$565,400</b>	<b>\$692,400</b>	<b>\$692,400</b>	<b>\$696,200</b>	<b>\$700,200</b>	<b>\$704,400</b>	<b>\$3,482,000</b>
<b>EXPENDITURE TOTAL</b>									
		<b>\$9,217,800</b>	<b>\$7,916,400</b>	<b>\$9,651,200</b>	<b>\$7,235,800</b>	<b>\$3,508,100</b>	<b>\$4,019,301</b>	<b>\$3,209,001</b>	<b>\$26,623,402</b>

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## *City of West Chicago*

### **DOWNTOWN TIF 2 FUND PROJECTED REVENUE**

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<b>09-00</b>		<b>2022 Actual*</b>	<b>2023 Budgeted</b>	<b>2023 Estimated</b>	<b>2024 Proposed</b>	<b>2025 Projected</b>
311100	Property Tax	0	0	28,000	29,000	30,000
371000	Interest	0	0	0	0	0
389000	Miscellaneous	0	0	0	0	0
	<b>TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$28,000</b>	<b>\$35,000</b>	<b>\$40,000</b>

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# *City of West Chicago*

## DOWNTOWN TAX INCREMENT FINANCE DISTRICT 2 FUND

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### Financial Summary

<b>Program</b>	<b>2022 Actual</b>	<b>2023 Budgeted</b>	<b>2023 Estimated</b>	<b>2024 Proposed</b>	<b>2025 Projected</b>
TIF Special Projects	0	0	0	39,400	39,400
<b>TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$39,400</b>	<b>\$39,400</b>

# *City of West Chicago*

## DOWNTOWN TAX INCREMENT FINANCE DISTRICT 2

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### Performance Report on FYE 2023 Major Program Objectives

No TIF-funded work occurred within the designated Downtown TIF District 2 area.

# *City of West Chicago*

## DOWNTOWN TAX INCREMENT FINANCE DISTRICT 2

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### 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 2024 Program Objectives

- (1) Identify and negotiate with, if appropriate, developers for apartment buildings downtown through December 2024.

\*Assumes grants from General Fund

**DOWNTOWN TAX INCREMENT FINANCE DISTRICT 2 FUND  
SPECIAL PROJECTS**

09-34-54

Expense Item	Actual 2022	Budgeted 2023	Estimated 2023	Proposed 2024	Projected 2025	Projected 2026
<b>SALARY &amp; WAGES:</b>						
4020 Administrative - Salary	-	-	-	-	-	-
4027 Operational - Salary	-	-	-	-	-	-
4029 Overtime	-	-	-	-	-	-
4050 FICA & Medicare	-	-	-	-	-	-
4053 Health/Dental/Life Insurance	-	-	-	-	-	-
4056 IMRF	-	-	-	-	-	-
<b>Sub-Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>CONTRACTUAL:</b>						
4100 Legal Fees	-	-	-	2,500	2,500	2,500
4112 Memberships/Dues/Subscriptions	-	-	-	900	900	900
4216 Grounds Maintenance	-	-	-	-	-	-
4225 Other Contractual Services	-	-	-	5,000	5,000	5,000
<b>Sub-Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$8,400</b>	<b>\$8,400</b>	<b>\$8,400</b>
<b>COMMODITIES:</b>						
4680 Special Events	-	-	-	30,000	30,000	30,000
4700 Prospect Development	-	-	-	1,000	1,000	1,000
<b>Sub-Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$31,000</b>	<b>\$31,000</b>	<b>\$31,000</b>
<b>CAPITAL OUTLAY:</b>						
4801 Buildings/Grounds Improvements	-	-	-	-	-	-
4813 Façade Program	-	-	-	-	-	-
4815 Streetscape Program	-	-	-	-	-	-
4816 Retail Grant Program	-	-	-	-	-	-
<b>Sub-Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
4900 Transfers Out	-	-	-	-	-	-
<b>Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$39,400</b>	<b>\$39,400</b>	<b>\$39,400</b>

# *City of West Chicago*

## **COMMUNITY PARK FUND PROJECTED REVENUE**

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<b>13-00</b>		<b>2022 Actual</b>	<b>2023 Budgeted</b>	<b>2023 Estimated</b>	<b>2024 Proposed</b>	<b>2025 Projected</b>
347300	Video Gaming Terminal Fees	36,605	40,000	35,000	35,000	35,000
347400	Video Gaming Taxes	7,836	1,000	70,000	70,000	70,000
371000	Interest	0	0	0	0	0
389000	Miscellaneous	0	0	0	0	0
390000	Transfers	0	0	0	0	0
	<b>TOTAL</b>	<b>\$40,441</b>	<b>\$41,000</b>	<b>\$105,000</b>	<b>\$105,000</b>	<b>\$105,000</b>

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# *City of West Chicago*

## COMMUNITY PARK FUND

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### Financial Summary

<b>Program</b>	<b>2022 Actual</b>	<b>2023 Budgeted</b>	<b>2023 Estimated</b>	<b>2024 Proposed</b>	<b>2025 Projected</b>
Operations	0	0	0	200,000	0
<b>TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$200,000</b>	<b>\$0</b>

# *City of West Chicago*

## COMMUNITY PARK FUND

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### Performance Report on FYE 2023 Major Program Objectives

There were no projects undertaken in the Fund in 2023.

# *City of West Chicago*

## COMMUNITY PARK FUND

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### Description of Major Activities

This Fund formerly the Public Benefit Fund, is for the capital and operating costs associated with the new Community Park.

### FYE 2024 PROGRAM OBJECTIVES

- (1) Complete the Environmental Review for the Community Park by June 2024.

# **COMMUNITY PARK FUND**

**13-34-56**

Expense Item	Actual 2022	Budgeted 2023	Estimated 2023	Proposed 2024	Projected 2025	Projected 2026
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**CAPITAL OUTLAY:**

4801	Buildings/Grounds Improvements	-	-	-	200,000	-	-
4806	Other Capital Outlay	-	-	-	-	-	-
4809	Land	-	-	-	-	-	-
<b>Sub-Total</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$200,000</b>	<b>\$0</b>	<b>\$0</b>
<b>Total</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$200,000</b>	<b>\$0</b>	<b>\$0</b>

# *City of West Chicago*

## **OLIVER SQUARE TAX INCREMENT FINANCE DISTRICT FUND PROJECTED REVENUE**

<b>15-00</b>		<b>2022 Actual</b>	<b>2023 Budgeted</b>	<b>2023 Estimated</b>	<b>2024 Proposed</b>	<b>2025 Projected</b>
311100	Property Tax	21,245	30,000	70,000	65,000	65,000
371000	Interest	0	0	0	0	0
	<b>TOTAL</b>	<b>\$21,245</b>	<b>\$30,000</b>	<b>\$70,000</b>	<b>\$65,000</b>	<b>\$65,000</b>

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# *City of West Chicago*

## OLIVER SQUARE TAX INCREMENT FINANCE DISTRICT FUND

### Financial Summary

<b>Program</b>	<b>2022 Actual</b>	<b>2023 Budgeted</b>	<b>2023 Estimated</b>	<b>2024 Proposed</b>	<b>2025 Projected</b>
Operations	0	0	0	52,000	52,000
<b>TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$52,000</b>	<b>\$52,000</b>

# *City of West Chicago*

## OLIVER SQUARE TAX INCREMENT FINANCE DISTRICT FUND

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### Performance Report on FYE 2023 Major Program Objectives

No spending of TIF funds occurred within the designated Oliver Square District area.



## *City of West Chicago*

### OLIVER SQUARE TAX INCREMENT FINANCE DISTRICT FUND

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#### 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 2024 Program Objectives

- (1) Work to confirm a gap for the proposed Tropical Smoothie restaurant, determine TIF eligibility and fund as appropriate and negotiated by March.

OLIVER SQUARE TAX INCREMENT FINANCE DISTRICT FUND

15-34-54

Expense Item	Actual 2022	Budgeted 2023	Estimated 2023	Proposed 2024	Projected 2025	Projected 2026
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CONTRACTUAL:

4100	Legal Fees	-	-	-	2,000	2,000	2,000
Sub-Total		\$0	\$0	\$0	\$2,000	\$2,000	\$2,000

CONTRACTUAL:

4801	Buildings/Grounds Improvements	-	-	-	50,000	50,000	50,000
Sub-Total		\$0	\$0	\$0	\$50,000	\$50,000	\$50,000

Total	\$0	\$0	\$0	\$52,000	\$52,000	\$52,000
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# City of West Chicago

## MOTOR FUEL TAX (MFT) FUND PROJECTED REVENUE

16-00		2022 Actual	2023 Budgeted	2023 Estimated	2024 Proposed	2025 Projected
314000	Motor Fuel Tax	0	1,083,800	1,052,200	1,071,200	1,092,500
318000	Local Motor Fuel Tax	0	0	395,000	402,900	411,000
371000	Interest	0	500	500	500	500
390000	Transfers In	0	0	61,200	816,300	0
	<b>TOTAL</b>	<b>\$0</b>	<b>\$1,084,300</b>	<b>\$1,508,900</b>	<b>\$2,290,900</b>	<b>\$1,504,000</b>

# *City of West Chicago*

## MOTOR FUEL TAX FUND

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### Financial Summary

<b>Program</b>	<b>2022 Actual</b>	<b>2023 Budgeted</b>	<b>2023 Estimated</b>	<b>2024 Proposed</b>	<b>2025 Projected</b>
Operations	215,159	916,500	246,600	5,416,000	1,750,200
<b>TOTAL</b>	<b>\$215,159</b>	<b>\$916,500</b>	<b>\$246,600</b>	<b>\$5,416,000</b>	<b>\$1,750,200</b>

# *City of West Chicago*

## **MOTOR FUEL TAX FUND**

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### Performance Report on FYE 2023 Major Program Objectives

In 2023, City staff collaborated with consulting engineers to complete the construction on multiple roadway projects including the Annual Resurfacing Program (2.7 miles) and Technology Boulevard STP Project (0.79 miles) both of which were funded using the MFT funds. City staff has evaluated its multi-year Roadway Improvement Program in 2022 to budget future MFT funds for roadway improvements, which will also include Local Match for federal and State-funded projects.

# *City of West Chicago*

## **MOTOR FUEL TAX FUND OPERATIONS**

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### 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 and refuse disposal are also included in this program.

### FYE 2024 Program Objectives

- (1) Pending IDOT approval, utilize Surface Transportation Program (STP) Grant and Local Match to complete Construction and Phase 3 – Construction Engineering for Town Road Project by November 2024.
- (2) Utilize Surface Transportation Program (STP) Grant and Local Match to complete Construction and Phase 3 – Construction Engineering for Conde St. Resurfacing Project by November 2024.
- (3) Utilize the Rebuild Illinois funds to complete Construction and Phase 3 – Construction Engineering for Harvester Road Reconstruction Project by November 2024.
- (4) Utilize the Department Commerce and Economic Opportunity funds to construct a Traffic Signal at the intersection of IL-38 (Roosevelt Road) and Technology Blvd. by December 2024.

**MOTOR FUEL TAX FUND  
OPERATIONS**

16-34-58

Expense Item		Actual 2022	Budgeted 2023	Estimated 2023	Proposed 2024	Projected 2025	Projected 2026
<b>COMMODITIES &amp; PROJECTS</b>							
4204	Electricity	121,462	130,000	125,000	130,000	130,000	130,000
4210	Refuse Disposal	31,932	45,000	45,000	45,000	45,000	45,000
4807	Street Improvement Project	61,765	741,500	76,600	5,241,000	1,575,200	1,610,100
<b>Sub-Total</b>		<b>215,159</b>	<b>\$916,500</b>	<b>\$246,600</b>	<b>\$5,416,000</b>	<b>\$1,750,200</b>	<b>\$1,785,100</b>
<b>Total</b>		<b>\$215,159</b>	<b>\$916,500</b>	<b>\$246,600</b>	<b>\$5,416,000</b>	<b>\$1,750,200</b>	<b>\$1,785,100</b>

MFT EXPENDITURES (FYE)	PROPOSED 2023	ESTIMATED 2023	PROPOSED 2024	PROPOSED 2025	PROPOSED 2026	PROPOSED 2027	PROPOSED 2028	5 Yr Total
<b>Street Improvement Project (4807)</b>								
Commerce Dr Reconstruction	-	-	-	-	-	-	-	-
Washington St Reconstruction (Town Rd to Arbor Ave) - 61F62 - Local Match (2019 Open Project)	-	-	108,400	-	-	-	-	108,400
Forest Ave Resurfacing - 61F55 - Local Match (2019 Open Project)	-	-	49,100	-	-	-	-	49,100
Prince Crossing Rd Resurfacing - 61G26 - Local Match (2021 Open Project)	-	-	39,000	-	-	-	-	39,000
Technology Blvd Resurfacing 20-00085-00-RS - Construction Engineering (STP Grant, 20% Local Match) (2023 Open Project)	285,600	-	151,600	-	-	-	-	151,600
Technology Blvd Resurfacing 20-00085-00-RS - Construction Engineering (STP Grant, 80% Reimbursement) (2023 Open Project)	100,900	76,600	-	-	-	-	-	-
Town Rd Reconstruction - Construction Cost (STP Grant, 30% Local Match)	-	-	666,200	-	-	-	-	666,200
Town Rd Reconstruction - Construction Engineering (STP Grant, 70% Reimbursement)	-	-	222,100	-	-	-	-	222,100
Conde Street Resurfacing - Construction Cost (STP Grant, 20% Local Match)	-	-	126,000	-	-	-	-	126,000
Conde Street Resurfacing - Construction Engineering (STP Grant, 80% Reimbursement)	317,000	-	76,700	-	-	-	-	76,700
IL-38 & Technology Blvd Traffic Signal Installation - Construction	38,000	-	485,000	-	-	-	-	485,000
IL-38 & Technology Blvd Traffic Signal Installation - Construction Engineering	-	-	38,000	-	-	-	-	38,000
Harvester Rd Reconstruction	-	-	2,350,000	1,575,200	-	1,543,700	1,466,600	2,350,000
Annual Roadway Rehabilitation Project	-	-	928,900	-	1,610,100	-	-	7,124,500
<b>General Maintenance Items</b>	-	-	-	-	-	-	-	-
Electric (4204)	130,000	125,000	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
<b>EXPENDITURE TOTAL</b>	<b>\$916,500</b>	<b>\$246,600</b>	<b>\$5,416,000</b>	<b>\$1,750,200</b>	<b>\$1,785,100</b>	<b>\$1,718,700</b>	<b>\$1,641,600</b>	<b>\$12,311,600</b>



## *City of West Chicago*

### **ROOSEVELT-FABYAN TAX INCREMENT FINANCE DISTRICT FUND PROJECTED REVENUE**

<b>17-00</b>		<b>2022 Actual</b>	<b>2023 Budgeted</b>	<b>2023 Estimated</b>	<b>2024 Proposed</b>	<b>2025 Projected</b>
311100	Property Tax	27,376	3,500	33,700	35,000	35,000
371000	Interest	2	0	0	0	0
386000	Other Reimbursements	0	0	38,100	0	0
	<b>TOTAL</b>	<b>\$27,378</b>	<b>\$3,500</b>	<b>\$71,800</b>	<b>\$35,000</b>	<b>\$35,000</b>

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## *City of West Chicago*

### ROOSEVELT-FABYAN TAX INCREMENT FINANCE DISTRICT FUND

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#### Financial Summary

<b>Program</b>	<b>2022 Actual</b>	<b>2023 Budgeted</b>	<b>2023 Estimated</b>	<b>2024 Proposed</b>	<b>2025 Projected</b>
Operations	31,296	25,000	27,900	75,000	14,000
<b>TOTAL</b>	<b>\$31,296</b>	<b>\$25,000</b>	<b>\$27,900</b>	<b>\$75,000</b>	<b>\$14,000</b>

# *City of West Chicago*

## ROOSEVELT-FABYAN TAX INCREMENT FINANCE DISTRICT FUND

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### Performance Report on FYE 2023 Major Program Objectives

- Expenses associated with setting up a Development Agreement with Pritzker Realty Group came from General Fund.
- Expenses for preparing a plat and appraisal of land associated with a portion of the future Roosevelt/Poorman intersection came from the General Fund.

# *City of West Chicago*

## ROOSEVELT-FABYAN TAX INCREMENT FINANCE DISTRICT FUND

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### 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 2024 Program Objectives

- (1) Expenses and work could vary depending on the success of Pritzker Realty Group in marketing its property.

# ROOSEVELT-FABYAN TAX INCREMENT FINANCE DISTRICT FUND

17-34-54

Expense Item	Actual 2022	Budgeted 2023	Estimated 2023	Proposed 2024	Projected 2025	Projected 2026
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## CONTRACTUAL:

4100	Legal Fees	26,365	20,000	27,800	5,000	2,000	2,000
4105	Consultants	-	-	-	15,000	10,000	10,000
4225	Other Contractual Services	4,931	5,000	100	5,000	2,000	2,000
Sub-Total		\$31,296	\$25,000	\$27,900	\$25,000	\$14,000	\$14,000

## CAPITAL OUTLAY:

4809	Land	-	-	-	50,000	-	-
Sub-Total		\$0	\$0	\$0	\$50,000	\$0	\$0

Total	\$31,296	\$25,000	\$27,900	\$75,000	\$14,000	\$14,000
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## *City of West Chicago*

### **COMMUTER PARKING PROJECTED REVENUE**

<b>43-00</b>		<b>2022 Actual</b>	<b>2023 Budgeted</b>	<b>2023 Estimated</b>	<b>2024 Proposed</b>	<b>2025 Projected</b>
334000	Daily Parking Fees	29,051	20,000	23,600	25,000	25,000
345600	Parking Permits	29,391	20,000	25,000	25,000	25,000
371000	Interest	0	0	0	0	0
389000	Miscellaneous	150	0	100	0	0
	<b>TOTAL</b>	<b>\$58,592</b>	<b>\$40,000</b>	<b>\$48,700</b>	<b>\$50,000</b>	<b>\$50,000</b>

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# *City of West Chicago*

## COMMUTER PARKING FUND

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### Financial Summary

<b>Program</b>	<b>2022 Actual</b>	<b>2023 Budgeted</b>	<b>2023 Estimated</b>	<b>2024 Proposed</b>	<b>2025 Projected</b>
Operation & Maintenance	90,273	287,100	273,400	159,400	111,900
<b>TOTAL</b>	<b>\$90,273</b>	<b>\$287,100</b>	<b>\$273,400</b>	<b>\$159,400</b>	<b>\$111,900</b>

## *City of West Chicago*

### COMMUTER PARKING FUND

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#### Performance Report on FYE 2023 Major Program Objectives

In 2023, a construction contract was awarded for the rehabilitation of the existing depot, which included repairing and rebuilding the cupola, new entry doors, painting of the existing metal roof and exterior façade painting. This project will be complete by December 2023. The landscaping retaining wall evaluation is anticipated to be complete by the end of 2023. The pavement patching within the parking lot will be deferred until the completion of the Lift Station #5 project, which had a delayed start. The proposed sanitary forcemain installation through the parking lot will have an impact on the parking lot surface.

Ongoing landscape maintenance services around the commuter parking lots and METRA station were performed contractually in 2023. 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. As part of the Healthy West Chicago initiative, a bike repair station was installed along the Illinois Prairie Path within the METRA station limits.

## *City of West Chicago*

### COMMUTER PARKING FUND

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#### 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 2024 Program Objectives

- (1) Procure and contractually initiate necessary repairs to the modular block retaining walls by June 2024.
- (2) At the conclusion of ongoing LS#5 Project, perform pavement patching at the entrance to the station parking lot with in house staff by October 2024.
- (3) Improve the aesthetic appearance of the landscape parking lot islands by sprucing up the plantings by June 2024.

Ongoing Activity Measures	2022 Actual	2023 Estimated	2024 Proposed	2025 Projected
Mowing/Weeding of Grounds	29	30	30	30
Snow Removal/Salting	25	25	25	25
Trash Removal, Sweeping & Cleaning Station	150	150	150	150
<b>Full Time Equivalent Positions</b>	<b>0.25</b>	<b>0.25</b>	<b>0.25</b>	<b>0.25</b>

**COMMUTER PARKING FUND  
OPERATION & MAINTENANCE**

43-34-76

Expense Item		Actual 2022	Budgeted 2023	Estimated 2023	Proposed 2024	Projected 2025	Projected 2026
<b>SALARY &amp; WAGES:</b>							
4020	Administrative - Salary	11,891	7,500	7,300	7,900	8,200	8,500
4027	Operational - Salary	13,458	14,300	14,700	14,700	15,200	15,700
4029	Overtime	2,269	1,500	900	1,500	1,600	1,700
4050	FICA & Medicare	2,053	1,800	1,800	1,900	2,000	2,000
4056	IMRF	5,219	1,600	1,900	2,000	2,100	2,200
<b>Sub-Total</b>		<b>\$34,889</b>	<b>\$26,700</b>	<b>\$26,600</b>	<b>\$28,000</b>	<b>\$29,100</b>	<b>\$30,100</b>
<b>CONTRACTUAL:</b>							
4101	Audit Fees	1,434	1,500	2,000	1,600	1,500	1,500
4202	Telephone and Alarms	5,651	6,500	2,500	2,700	2,800	2,900
4204	Electric	9,782	12,500	10,700	11,000	11,400	11,800
4211	Printing and Binding	375	400	600	600	700	800
4216	Grounds Maintenance	4,630	5,000	4,000	5,800	6,000	6,200
4219	Contract Janitorial Service	3,098	3,500	3,200	3,900	4,100	4,300
4225	Other Contractual Services	9,600	20,000	14,400	20,000	20,000	20,000
<b>Sub-Total</b>		<b>\$34,570</b>	<b>\$49,400</b>	<b>\$37,400</b>	<b>\$45,600</b>	<b>\$46,500</b>	<b>\$47,500</b>
<b>COMMODITIES:</b>							
4613	Postage	2,200	1,500	1,700	1,800	1,900	2,000
4650	Miscellaneous Commodities	789	2,000	700	2,000	2,100	2,200
4702	Bank Fees	4,870	2,500	7,000	7,000	7,300	7,600
<b>Sub-Total</b>		<b>\$7,859</b>	<b>\$6,000</b>	<b>\$9,400</b>	<b>\$10,800</b>	<b>\$11,300</b>	<b>\$11,800</b>
<b>CAPITAL OUTLAY:</b>							
4801	Building/Grounds Improvements	-	205,000	200,000	75,000	25,000	25,000
4806	Other Capital Outlay	-	-	-	-	-	-
4808	Depreciation	12,955	-	-	-	-	-
<b>Sub-Total</b>		<b>12,955</b>	<b>\$205,000</b>	<b>\$200,000</b>	<b>\$75,000</b>	<b>\$25,000</b>	<b>\$25,000</b>
<b>Total</b>		<b>90,273</b>	<b>\$287,100</b>	<b>\$273,400</b>	<b>\$159,400</b>	<b>\$111,900</b>	<b>\$114,400</b>