



# Village of WILLOWBROOK

## **Mayor**

Frank A. Trilla

## **Village Clerk**

Deborah Hahn

## **Village Trustees**

Mark L. Astrella

Sue Berglund

Umberto Davi

Michael Mistele

Gayle Neal

Gregory Ruffolo

## **Village Administrator**

Sean Halloran

## **Chief of Police**

Robert Schaller



Proud Member of the  
Illinois Route 66 Scenic Byway

A SPECIAL MEETING OF THE BOARD OF TRUSTEES OF THE VILLAGE OF WILLOWBROOK TO BE HELD ON WEDNESDAY, FEBRUARY 15, 2023 AT 5:30 P.M. AT THE WILLOWBROOK POLICE DEPARTMENT TRAINING ROOM, 7760 QUINCY, IN THE VILLAGE OF WILLOWBROOK, DUPAGE COUNTY, ILLINOIS.

**THE VILLAGE WILL BE OFFERING A ZOOM WEBINAR FOR THE MEETING TO ALLOW MEMBERS OF THE PUBLIC TO ATTEND BY VIDEO OR AUDIO IF DESIRED. IF A MEMBER IS USING ZOOM, PLEASE EITHER USE YOUR PHONE OR COMPUTER, NOT BOTH.**

**THE PUBLIC CAN UTILIZE THE FOLLOWING CALL-IN NUMBER:**

**Dial in Phone Number:** (312) 626-6799

**Meeting ID:** 811 3566 3881

Written public comments can be submitted by 5:00 pm on Wednesday, February 15, 2023 by emailing [aarteaga@willowbrook.il.us](mailto:aarteaga@willowbrook.il.us)

1. CALL TO ORDER
2. ROLL CALL
  - a. MOTION – Motion to Allow Trustee Ruffolo to Attend the Meeting Remotely. (PASS)
3. PLEDGE OF ALLEGIANCE
4. VISITOR'S BUSINESS
5. DISCUSSION – BUDGET WORKSHOP #2
  - a. 2022-2023 Budget Update
  - b. 2023-2024 General Fund Budget
6. ADJOURNMENT

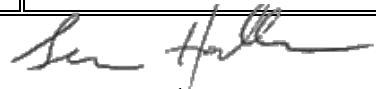
# VILLAGE OF WILLOWBROOK

## BUDGET WORKSHOP #2

### AGENDA ITEM - HISTORY/COMMENTARY

**ITEM TITLE:****DISCUSSION OF THE FOLLOWING ITEMS:**

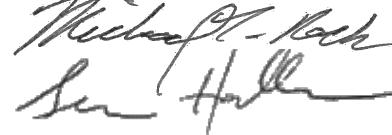
- a. 2022-2023 General Fund Update
- b. 2023/2024 General Fund Budget

**AGENDA NO.** 5.a. and 5.b.**AGENDA DATE:** 2/15/23**STAFF REVIEW:** Sean Halloran, Village Administrator

Alex Arteaga, Assistant to the Village Administrator



Mike Rock, Chief Financial Officer

  
**RECOMMENDED BY:** Sean Halloran, Village Administrator**ITEM COMMENTARY (BACKGROUND, DISCUSSION, RECOMMENDATIONS, ETC.)**

Village staff communicated to the Board at the December 12, 2022 meeting that staff had begun the preparation for next year's fiscal year in October 2022. As part of that process, staff is planning to kick off the annual budget process with the Board through the following three budget workshops:

1. January 5, 2023 – Budget Workshop #1
  - o 2022-2023 Budget Update
  - o 2023-2028 Capital Improvement Program (CIP)
2. February 15, 2023 – Budget Workshop #2
  - o 2021-2022 General Fund Update
  - o 2023/2024 Proposed General Fund
3. March 16, 2023 – Budget Workshop #3
  - o Water Fund
  - o Motor Fuel Tax Fund
  - o Final Review of Proposed CIP, General Fund, Water Fund, and Business District Fund

At the first Budget Workshop on January 5, 2023, staff presented the 2022-2023 fiscal year's projection for the General Fund and the five-year Capital Improvement Program.

#### **1. UPDATES FROM BUDGET WORKSHOP #1**

At the first Budget Workshop on January 5, 2023, staff presented the 2022-2023 fiscal year's projection for the General Fund, and the five-year Capital Improvement Program. While revenue projections can change on a monthly basis due to updated receivables, staff has made significant revenue changes based on the positive trend of the last three months in Sales Tax, Home Rule Sales Tax, and Places of Eating Tax.

KEY REVENUE CHANGES FROM BUDGET WORKSHOP #1				
REVENUES				
	2022-2023 Approved Budget	2022-2023 Estimate – Budget Workshop #1	2022-2023 Estimate – Budget Workshop #2	Difference from Budget Workshop #1 and Budget Workshop #2
TAXES	\$11,727,787	\$12,125,713	\$12,682,588	\$556,875
INTERGOVERNMENTAL	\$1,308,749	\$583,315	\$520,900	-\$62,415
LICENSES AND PERMITS	\$585,500	\$406,481	\$409,912	\$3,431
FINES	\$955,377	\$1,133,804	\$1,071,310	-\$62,494
CHARGES FOR SERVICES	\$422,887	\$385,717	\$398,737	\$13,020
MISCELLANEOUS	\$230,310	\$905,925	\$254,409	-\$651,516
INTEREST INCOME	\$8,000	\$118,653	\$219,930	\$101,277
<b>TOTAL</b>	<b>\$15,238,610</b>			
<b>TOTAL</b>	<b>0</b>	<b>\$15,659,608</b>	<b>\$15,557,786</b>	-\$101,822

## 2. GENERAL FUND PROJECTIONS FOR THE 2023-2024 FISCAL YEAR

As the Board is aware, staff implemented a zero-based budget method in last year's budget process and has continued it into the next fiscal year's budget. With that approach, staff started at zero and justified every expense for every line item in the budget. In the Fiscal Year 2023-2024 budget, operating expenditures will increase by \$502,513. The increase in operating expenditures is due to the recommendation of the actuarial amount for the Police Pension Fund contribution and the second-year payment for the 2022 General Obligation Bond. Despite those increases, staff has found alternative ways to provide services without reducing the impact on residents and businesses and lowering the overall expenditures compared to the 2022-2023 estimate. This approach has seen the most significant impact within the Public Works department, with a projected \$468,711 savings in operating expenses. The savings is a result of staff shifting some operating expenses into the Motor Fuel Tax and creating a programmatic approach to concrete flatwork and tree maintenance services.

With regard to revenues, staff is conservatively estimating a decline in revenue for the fiscal year 2023-24. While the elastic revenue sources, which include Sales Taxes, Home Rule Sales Tax, Hotel Tax, and Places of Eating Tax grew significantly in 2022-2023, staff is expecting a slowdown in this source of revenue.

REVENUE			
	2022-2023 Estimate	2023-2024 Proposed Budget	Difference between 22-23 Estimate and 23-24 Proposed Budget
TAXES	\$12,682,588	\$12,315,724	-\$366,864
INTERGOVERNMENTAL	\$520,900	\$225,000	-\$295,900
LICENSES AND PERMITS	\$409,912	\$527,058	\$117,146
FINES	\$1,071,310	\$967,460	-\$103,851
CHARGES FOR SERVICES	\$398,737	\$449,304	\$50,567
MISCELLANEOUS	\$254,409	\$193,000	-\$61,409
INTEREST INCOME	\$219,930	\$118,653	-\$101,276
<b>TOTAL REVENUE</b>	<b>\$15,557,786</b>	<b>\$14,796,199</b>	<b>-\$761,587</b>

EXPENDITURES			
	2022-2023 Estimate	2023-2024 Proposed Budget	Difference between 22-23 Estimate and 23-24 Proposed Budget
Village Administrator's Office* (VAO)	\$2,366,924	\$2,578,384	\$211,461
Community Development	\$492,644	\$587,320	\$94,676
Parks	\$699,872	\$799,037	\$99,165
Police	\$5,775,172	\$6,341,094	\$565,922
Public Works	\$1,629,427	\$1,160,716	-\$468,711
<b>TOTAL OPERATING COSTS</b>	<b>\$10,964,039</b>	<b>\$11,466,552</b>	<b>\$502,513</b>
Capital Improvement Program	\$3,503,806	\$2,869,100	-\$634,706
<b>TOTAL EXPENDITURES</b>	<b>\$14,467,845</b>	<b>\$14,335,652</b>	<b>-\$132,193</b>

TOTAL FUND PERFORMANCE		
	2022-2023 Estimate	2023-2024 Proposed Budget
(Deficit)/Surplus	\$1,089,942	\$460,547

\*The VAO consists of the Board of Trustees, Board of Police Commissioners, Administration and Finance

The General Fund 2023-2024 budget to be presented is balanced with a surplus of **\$460,547**.

**ACTION PROPOSED:** Provide feedback.



Village of  
**WILLOWBROOK**

**ANNUAL  
BUDGET**

**2023/2024**





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## General Fund Summary

<b>REVENUES</b>					
	2021-22 Actual	2022-2023 Approved Budget	2022-2023 Estimate	2023-2024 Proposed Budget	Difference between 22-23 Estimate and 23-24 Proposed
Taxes	\$11,975,830	\$11,727,787	\$12,682,588	\$12,315,724	-\$366,864
Intergovernmental	\$142,652	\$1,308,749	\$520,900	\$225,000	-\$295,900
Licenses And Permits	\$562,129	\$585,500	\$409,912	\$527,058	\$117,146
Fines	\$1,091,482	\$1,045,376	\$1,071,310	\$967,460	-\$103,851
Charges For Services	\$145,782	\$530,698	\$398,737	\$449,304	\$50,567
Miscellaneous	\$465,253	\$32,500	\$254,409	\$193,000	-\$61,409
Interest Income	\$7,800	\$8,000	\$219,930	\$118,653	-\$101,276
<b>TOTAL GENERAL FUND REVENUES</b>	<b>\$14,390,928</b>	<b>\$15,238,610</b>	<b>\$15,557,786</b>	<b>\$14,796,199</b>	<b>-\$761,587</b>
<b>EXPENDITURES</b>					
	2021-22 Actual	2022-2023 Approved Budget	2022-2023 Estimate	2023-2024 Proposed Budget	Difference between 22-23 Estimate and 23-24 Proposed
Village Administrator's Office (VAO) *	\$1,778,520	\$1,878,792	\$2,366,924	\$2,578,384	\$211,461
Community Development	\$599,178	\$849,203	\$492,644	\$587,320	\$94,676
Parks and Recreation	\$551,966	\$649,050	\$699,872	\$799,037	\$99,165
Police	\$5,890,053	\$6,001,023	\$5,775,172	\$6,341,094	\$565,922
Public Works	\$1,773,707	\$1,492,444	\$1,629,427	\$1,160,716	-\$468,711
Capital Improvement Program	\$669,805	\$3,857,900	\$3,503,806	\$2,869,100	-\$634,706
<b>TOTAL OPERATING</b>	<b>\$10,593,424</b>	<b>\$10,870,512</b>	<b>\$10,964,039</b>	<b>\$11,466,552</b>	<b>\$502,513</b>
<b>TOTAL EXPENDITURES</b>	<b>\$11,263,229</b>	<b>\$14,728,412</b>	<b>\$14,467,845</b>	<b>\$14,335,652</b>	<b>-\$132,193</b>

\*Includes Board of Trustees, Board of Police Commissioners, Administration, and Finance



## Five-Year General Fund Summary

<b>REVENUES</b>					
	2023-2024 Proposed Budget	2024-2025 Projection	2025-2026 Projection	2026-2027 Projection	2027-2028 Projection
Taxes	\$12,315,724	\$12,500,460	\$12,687,967	\$12,878,286	\$13,071,460
Intergovernmental	\$225,000	\$50,000	\$50,000	\$0	\$0
Licenses And Permits	\$527,058	\$537,599	\$548,351	\$559,318	\$570,504
Fines	\$967,460	\$986,809	\$1,006,545	\$1,026,676	\$1,047,210
Charges For Services	\$449,304	\$458,290	\$467,456	\$476,805	\$486,341
Miscellaneous	\$193,000	\$196,860	\$200,797	\$204,813	\$208,909
Interest Income	\$118,653	\$55,000	\$35,000	\$25,000	\$15,000
<b>TOTAL GENERAL FUND REVENUES</b>	<b>\$14,796,199</b>	<b>\$14,785,018</b>	<b>\$14,996,116</b>	<b>\$15,170,898</b>	<b>\$15,399,425</b>
<b>EXPENDITURES</b>					
	2023-2024 Proposed Budget	2024-2025 Projection	2025-2026 Projection	2026-2027 Projection	2027-2028 Projection
Village Administrator's Office (VAO) *	\$2,578,384	\$2,655,736	\$2,735,408	\$2,817,470	\$2,930,169
Community Development	\$587,320	\$610,813	\$635,245	\$660,655	\$687,081
Parks & Recreation	\$799,037	\$830,999	\$864,239	\$898,808	\$934,761
Police	\$6,341,094	\$6,594,738	\$6,858,528	\$7,132,869	\$7,418,183
Public Works	\$1,160,716	\$1,207,144	\$1,255,430	\$1,305,647	\$1,357,873
Capital Improvement Program	\$2,869,100	\$2,097,000	\$2,230,000	\$712,000	\$712,000
<b>TOTAL OPERATING</b>	<b>\$11,466,552</b>	<b>\$11,899,430</b>	<b>\$12,348,850</b>	<b>\$12,815,450</b>	<b>\$13,328,068</b>
<b>TOTAL EXPENDITURES</b>	<b>\$14,335,652</b>	<b>\$13,996,430</b>	<b>\$14,578,850</b>	<b>\$13,527,450</b>	<b>\$14,040,068</b>
Deficit/Surplus	\$460,547	\$788,588	\$417,266	\$1,643,449	\$1,359,357
Fund Balance	\$5,326,658	\$6,115,246	\$6,532,512	\$8,175,960	\$9,535,317

\*Includes Board of Trustees, Board of Police Commissioners, Administration, and Finance



## General Fund Revenue Detail

	2021-2022 Actual	2022-2023 Approved Budget	2022-2023 Estimate	2023-2024 Proposed Budget	Difference between 22-23 Estimate and 23-24 Proposed Budget
<b>TAXES</b>					
Property Tax Levy - SRA	\$75,615	\$75,611	\$75,611	\$75,611	\$0
Property Tax Levy - Road And Bridge	\$122,958	\$117,995	\$117,995	\$117,995	\$0
Home Rule Sales Tax-1%	\$2,820,612	\$2,750,000	\$2,938,804	\$2,880,028	-\$58,776
Municipal Sales Tax	\$5,119,363	\$5,188,317	\$5,395,850	\$5,341,891	-\$53,958
Illinois Income Tax	\$1,285,866	\$1,245,936	\$1,431,580	\$1,219,152	-\$212,428
Utility Tax	\$870,877	\$809,289	\$894,559	\$912,450	\$17,891
Places Of Eating Tax	\$619,882	\$650,982	\$648,420	\$641,936	-\$6,484
Local Gas Tax	\$274,413	\$277,080	\$264,551	\$261,905	-\$2,646
Amusement Tax	\$72,130	\$60,462	\$66,374	\$66,374	\$0
Replacement Tax	\$3,849	\$2,071	\$5,191	\$2,092	-\$3,099
Water Tax	\$163,816	\$166,856	\$178,424	\$183,777	\$5,353
Water Tax - Unincorporated		\$181	\$201	\$183	-\$18
Hotel/Motel Tax	\$326,539	\$208,007	\$403,607	\$343,066	-\$60,541
Self-Storage Facility Tax	\$219,910	\$175,000	\$261,421	\$269,264	\$7,843
<b>TOTAL TAXES</b>	<b>\$11,975,830</b>	<b>\$11,727,787</b>	<b>\$12,682,588</b>	<b>\$12,315,724</b>	<b>-\$366,864</b>
	2021-2022 Actual	2022-2023 Approved Budget	2022-2023 Estimate	2023-2024 Proposed Budget	Difference between 22-23 Estimate and 23-24 Proposed Budget
<b>INTERGOVERNMENTAL</b>					
Federal/State Grants	\$140,053	\$1,308,749	\$510,612	\$225,000	-\$285,612
Drug Forfeiture - State	\$2,599				\$0
Drug Forfeiture - Federal			\$10,287		-\$10,287
<b>TOTAL INTERGOVERNMENTAL</b>	<b>\$142,652</b>	<b>\$1,308,749</b>	<b>\$520,900</b>	<b>\$225,000</b>	<b>-\$295,900</b>
	2021-2022 Actual	2022-2023 Approved Budget	2022-2023 Estimate	2023-2024 Proposed Budget	Difference between 22-23 Estimate and 23-24 Proposed Budget
<b>LICENSES &amp; PERMITS</b>					
Liquor Licenses	\$52,975	\$65,000	\$72,339	\$90,424	\$18,085
Business Licenses	\$94,734	\$102,500	\$96,633	\$95,683	-\$950
Video Gaming Licenses	\$11,750	\$9,750	\$13,125	\$16,406	\$3,281
Vending Machine Licenses	\$1,608	\$2,250	\$1,464	\$1,830	\$366
Scavenger Licenses	\$7,000	\$7,000	\$7,000	\$7,000	\$0
Building Permits	\$382,328	\$385,000	\$210,884	\$302,725	\$91,841



	2021-2022 Actual	2022-2023 Approved Budget	2022-2023 Estimate	2023-2024 Proposed Budget	Difference between 22-23 Estimate and 23-24 Proposed Budget
Sign Permits	\$9,669	\$12,000	\$5,307	\$10,441	\$5,133
Other Permits	\$0	\$0	\$75	\$17	-\$58
County Bmp Fee	\$0	\$0		\$0	\$0
Special Hauling Permits (Oxcart)	\$2,065	\$2,000	\$3,085	\$2,532	-\$553
<b>TOTAL LICENSES &amp; PERMITS</b>	<b>\$562,129</b>	<b>\$585,500</b>	<b>\$409,912</b>	<b>\$527,058</b>	<b>\$117,146</b>
	2021-2022 Actual	2022-2023 Approved Budget	2022-2023 Estimate	2023-2024 Proposed Budget	Difference between 22-23 Estimate and 23-24 Proposed Budget
<b>FINES</b>					
Circuit Court Fines	\$125,233	\$95,606	\$78,520	\$78,918	\$398
Traffic Fines	\$78,490	\$48,573	\$36,791	\$28,941	-\$7,849
Red Light Fines	\$879,985	\$800,000	\$950,000	\$850,000	-\$100,000
Dui Fines	\$2,100	\$3,118	\$3,000	\$3,078	\$78
Overweight Truck Fines	\$5,674	\$8,080	\$3,000	\$6,522	\$3,522
<b>TOTAL FINES</b>	<b>\$1,091,482</b>	<b>\$955,377</b>	<b>\$1,071,310</b>	<b>\$967,460</b>	<b>-\$103,851</b>
	2021-2022 Actual	2022-2023 Approved Budget	2022-2023 Estimate	2023-2024 Proposed Budget	Difference between 22-23 Estimate and 23-24 Proposed Budget
<b>CHARGES FOR SERVICES</b>					
Planning Application Fees	\$2,600	\$12,905	\$9,100	\$13,463	\$4,363
Public Hearing Fees	\$2,800	\$18,208	\$2,550	\$13,025	\$10,475
Planning Review Fees		\$333	\$500	\$250	-\$250
Annexation Fees			\$500	\$500	\$0
Accident Report Copies	\$3,015	\$2,500	\$2,292	\$2,541	\$249
Video Gaming Terminal Income	\$95,980	\$90,000	\$164,020	\$100,477	-\$63,543
Elevator Inspection Fees	\$10,500	\$16,208	\$10,500	\$14,925	\$4,425
Burglar Alarm Fees	\$300	\$5,435	\$500	\$2,475	\$1,975
Copies – Ordinances & Maps		\$0	\$0	\$0	\$0
NSF Fee	\$0	(\$8)	\$0	\$0	\$0
Park & Rec Contribution	\$0	\$1,900	\$0	\$0	\$0
Park Permit Fees	\$3,320	\$2,101	\$455	\$1,648	\$1,193
Summer Recreation Fees	\$4,395	\$2,633	\$1,870	\$300,000	\$298,130
Special Events	\$12,363	\$262,110	\$200,000	\$0	-\$200,000
Burr Ridge / Willowbrook Baseball Reimbursement	\$5,900	\$5,987	\$5,900	\$0	-\$5,900



	2021-2022 Actual	2022-2023 Approved Budget	2022-2023 Estimate	2023-2024 Proposed Budget	Difference between 22-23 Estimate and 23-24 Proposed Budget
Holiday Contribution	\$4,400	\$2,575	\$550	\$0	
Spring Recreation Fees	\$210	\$0	\$0	\$0	
<b>TOTAL CHARGES FOR SERVICES</b>	<b>\$145,782</b>	<b>\$422,887</b>	<b>\$398,737</b>	<b>\$449,304</b>	<b>\$50,567</b>
<b>MISCELLANEOUS</b>					
Reimbursements – IRMA	\$116,791	\$0	\$659	\$0	-\$659
Reimbursements – Police Training	\$8,239	\$0	\$2,378	\$0	-\$2,378
Sale – Fixed Assets		\$0	\$15,431	\$0	-\$15,431
Reimbursements – Tree Planting	\$500	\$0	\$700	\$0	-\$700
Reimbursements – Red Light Energy	\$671	\$0	\$0	\$0	\$0
Reimbursements – Brush Pickup	\$0	\$0	\$0	\$0	\$0
Other Receipts	\$102,302	\$7,500	\$47,353	\$0	-\$47,353
Reimbursements – Parks & Rec Memorial Program			\$598	\$0	-\$598
Reimbursements – Police Special Detail	\$10,698	\$5,500	\$6,242	\$5,500	-\$742
Reimbursements – Public Works Other	\$5,965	\$5,500	\$0	\$7,500	\$7,500
Donation		\$0	\$0	\$0	\$0
Other Grants	\$12,040	\$0	\$0	\$0	\$0
Nicor Gas Annual Payment	\$18,178	\$14,000	\$25,216	\$25,000	-\$216
Cable Franchise Fees	\$189,870	\$197,810	\$155,832	\$155,000	-\$832
Administrative Reimbursement	\$0	\$0	\$0	\$0	\$0
<b>TOTAL MISCELLANEOUS</b>	<b>\$465,253</b>	<b>\$230,310</b>	<b>\$254,409</b>	<b>\$193,000</b>	<b>-\$61,409</b>
	2021-2022 Actual	2022-2023 Approved Budget	2022-2023 Estimate	2023-2024 Proposed Budget	Difference between 22-23 Estimate and 23-24 Proposed Budget
<b>INTEREST INCOME</b>					
Interest Income	\$7,800	\$8,000	\$219,930	\$118,653	-\$101,277
<b>TOTAL INTEREST INCOME</b>	<b>\$7,800</b>	<b>\$8,000</b>	<b>\$219,930</b>	<b>\$118,653</b>	<b>-\$101,277</b>
<b>TOTAL GENERAL FUND REVENUES</b>	<b>\$14,390,928</b>	<b>\$15,238,610</b>	<b>\$15,557,786</b>	<b>\$14,796,199</b>	<b>-\$761,588</b>



## **Elected Officials – Board of Trustees**

*(Board of Trustees and Board of Police Commissioners)*

### **Board of Trustees**

#### **Summary Costs**

	2021-2022 Actual	2022-2023 Approved Budget	2022-2023 Estimate	2023-2024 Proposed Budget	Difference between 22-23 Estimate and 23-24 Proposed
Personnel	\$76,993	\$71,580	\$73,048	\$73,048	\$0
Contractual	\$6,339	\$4,930	\$6,199	\$6,600	\$401
Commodities	\$200	\$450	\$200	\$200	\$0
Capital Maintenance	\$7,340	Moved to CIP			—
<b>TOTAL</b>	<b>\$90,872</b>	<b>\$76,960</b>	<b>\$79,447</b>	<b>\$79,848</b>	<b>\$401</b>



## Board of Trustees

### Line-Item Detail

Account Number	Category	2021-2022 Actual	2022-2023 Approved Budget	2022-2023 Estimate	2023-2024 Proposed Budget	Difference between 22-23 Estimate and 23-24 Proposed
<b>PERSONNEL</b>						
	Regular Salaries					\$0
	Part-Time Salaries	\$70,600	\$65,508	\$65,508	\$65,508	\$0
	Overtime Salaries					\$0
	FICA Payments	\$5,482	\$5,182	\$6,650	\$6,650	\$0
	Health Insurance					\$0
	Life Insurance	\$911	\$890	\$890	\$890	\$0
<b>TOTAL PERSONNEL</b>		<b>\$76,993</b>	<b>\$71,580</b>	<b>\$73,048</b>	<b>\$73,048</b>	<b>\$0</b>
Account Number	Category	2021-2022 Actual	2022-2023 Approved Budget	2022-2023 Estimate	2023-2024 Proposed Budget	Difference between 22-23 Estimate and 23-24 Proposed
<b>CONTRACTUAL</b>						
01-05-410-307	Fees / Dues / Subscriptions	\$3,229	\$2,400	\$4,000	\$4,000	\$0
01-05-410-303	Fuel / Mileage / Wash		\$200	\$100	\$100	\$0
01-05-410-201	Phone	\$315	\$571	\$500	\$500	\$0
01-05-410-302	Printing & Publishing	\$53	\$72	\$0	\$0	\$0
01-05-420-365	Public Relations	\$41	\$88	\$0	\$0	\$0
01-05-410-304	Training	\$2,701	\$1,599	\$1,599	\$2,000	\$401
01-05-410-305	Strategic Planning		\$0	\$0	\$0	\$0
<b>TOTAL CONTRACTUAL</b>		<b>\$6,339</b>	<b>\$4,930</b>	<b>\$6,199</b>	<b>\$6,600</b>	<b>\$401</b>
Account Number	Category	2021-2022 Actual	2022-2023 Approved Budget	2022-2023 Estimate	2023-2024 Proposed Budget	Difference between 22-23 Estimate and 23-24 Proposed
<b>COMMODITIES</b>						
01-05-410-301	Office Supplies	\$200	\$450	\$200	\$200	\$0
<b>TOTAL COMMODITIES</b>		<b>\$200</b>	<b>\$450</b>	<b>\$200</b>	<b>\$200</b>	<b>\$0</b>
Account Number	Category	2021-2022 Actual	2022-2023 Approved Budget	2022-2023 Estimate	2023-2024 Proposed Budget	Difference between 22-23 Estimate and 23-24 Proposed
<b>CAPITAL MAINTENANCE</b>						
01-05-417-212	EDP Equipment	\$7,340				\$0
<b>TOTAL CAPITAL MAINTENANCE</b>		<b>\$7,340</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>



## Board of Trustees

### Line-Item Description

The Village Board is the governing body of the Village, enacting ordinances, managing the finances of the Village, levying taxes, setting the policy for the Village services and procedures, and bearing the responsibility for all municipal governmental functions. The Village Board consists of one Mayor, six Village trustees, and one Village Clerk who are elected for staggered four-year terms.

#### Personnel

<b>Part-Time Salaries</b>	2022-2023 Budget	2022-2023 Estimate	2023-2024 Budget
	\$65,508	\$65,508	\$65,508

Accounts for salary expenses related to the Mayor, (6) Trustees, and the Deputy Liquor Control Commissioner.

<b>FICA Payments</b>	2022-2023 Budget	2022-2023 Estimate	2023-2024 Budget
	\$4,681	\$6,650	\$6,650

Accounts for a portion of FICA (Social Security (6.2%) and Medicare (1.45%)) payments for Salaries.

<b>Life Insurance</b>	2022-2023 Budget	2022-2023 Estimate	2023-2024 Budget
	\$890	\$890	\$890

Accounts for a portion of the Life Insurance coverage for members of the Board of Trustees.

#### Contractual

<b>Fees / Dues / Subscriptions</b>	2022-2023 Budget	2022-2023 Estimate	2023-2024 Budget
	\$2,400	\$4,000	\$4,000

Accounts for Village Board of Trustee participation in various organizations. These organizational memberships provide services such as professional development, and useful information related to the profession.

<b>Fuel / Mileage / Wash</b>	2022-2023 Budget	2022-2023 Estimate	2023-2024 Budget
	\$200	\$100	\$100

Accounts for reimbursements related to fuel for members of the Village Board.

<b>Phone</b>	2022-2023 Budget	2022-2023 Estimate	2023-2024 Budget
	\$499	\$500	\$500

Accounts for telephone services for elected officials.

<b>Printing &amp; Publishing</b>	2022-2023 Budget	2022-2023 Estimate	2023-2024 Budget
	\$90	\$0	\$0

Accounts for informational material and handouts for the Board of Trustees.

**Contractual (cont'd)**

<b>Public Relations</b>	2022-2023 Budget	2022-2023 Estimate	2023-2024 Budget
	\$86	\$0	\$0

Accounts for public relations related to unplanned emergencies.

<b>Training</b>	2022-2023 Budget	2022-2023 Estimate	2023-2024 Budget
	\$1,433	\$1,599	\$2,000

Accounts for the Board of Trustees participation in various trainings related to professional development.

**Commodities**

<b>Office Supplies</b>	2022-2023 Budget	2022-2023 Estimate	2023-2024 Budget
	\$450	\$200	\$200

Accounts for office supplies and reimbursement related to elected officials.



## **Elected Officials – Board of Police Commissioners**

*(Board of Trustees and **Board of Police Commissioners**)*

### **Board of Police Commissioners**

#### **Summary Costs**

	2021-2022 Actual	2022-2023 Approved Budget	2022-2023 Estimate	2023-2024 Proposed Budget	Difference between 22-23 Estimate and 23-24 Proposed
Personnel	\$221	\$304	\$304	\$304	\$0
Contractual	\$12,966	\$24,375	\$21,375	\$23,375	\$2,000
Commodities	\$0	\$100	\$100	\$100	\$0
Capital Maintenance					\$0
<b>TOTAL</b>	<b>\$13,187</b>	<b>\$24,779</b>	<b>\$21,779</b>	<b>\$23,779</b>	<b>\$2,000</b>



## Board of Police Commissioners

### Line-Item Detail

Account Number	Category	2021-2022 Actual	2022-2023 Approved Budget	2022-2023 Estimate	2023-2024 Proposed Budget	Difference between 22-23 Estimate and 23-24 Proposed
<b>PERSONNEL</b>						
	Regular Salaries					\$0
	Part-Time Salaries					\$0
	Overtime Salaries					\$0
	FICA Payments	\$15	\$76	\$76	\$76	\$0
	Health Insurance					\$0
	Life Insurance	\$206	\$228	\$228	\$228	\$0
<b>TOTAL PERSONNEL</b>		<b>\$221</b>	<b>\$304</b>	<b>\$304</b>	<b>\$304</b>	<b>\$0</b>
Account Number	Category	2021-2022 Actual	2022-2023 Approved Budget	2022-2023 Estimate	2023-2024 Proposed Budget	Difference between 22-23 Budget and Estimate
<b>CONTRACTUAL</b>						
01-07-440-543	Exams	\$12,243	\$16,500	\$16,500	\$16,500	\$0
01-07-435-239	BOPC Attorney	\$0	\$5,000	\$3,000	\$5,000	\$2,000
01-07-435-307	Fees/Dues/ Subscriptions	\$375	\$375	\$375	\$375	\$0
01-07-435-311	Postage & Meter Rent	\$0	\$0			\$0
01-07-435-302	Printing & Publishing	\$348	\$1,500	\$1,000	\$1,000	\$0
01-07-435-304	Training	\$0	\$1,000	\$500	\$500	\$0
<b>TOTAL CONTRACTUAL</b>		<b>\$12,966</b>	<b>\$24,375</b>	<b>\$21,375</b>	<b>\$23,375</b>	<b>\$2,000</b>
Account Number	Category	2021-2022 Actual	2022-2023 Approved Budget	2022-2023 Estimate	2023-2024 Proposed Budget	Difference between 22-23 Budget and Estimate
<b>COMMODITIES</b>						
01-05-410-301	Office Supplies	\$0	\$100	\$100	\$100	\$0
<b>TOTAL COMMODITIES</b>		<b>\$0</b>	<b>\$100</b>	<b>\$100</b>	<b>\$100</b>	<b>\$0</b>



## Board of Police Commissioners

### Line-Item Description

The Board of Police Commissioners (BOPC) conducts disciplinary hearings or appeals of disciplinary action in the Police Departments. The Board of Police Commissioners shall not make any original or promotional appointments in the Police Department to fill vacancies therein until it has received a written resolution from the Board of Trustees. The BOPC is established through Illinois State Statutes, the Illinois Municipal Code, and the Willowbrook Municipal Code

#### Personnel

<b>FICA Payments</b>	2022-2023 Budget	2022-2023 Estimate	2023-2024 Budget
	\$76.00	\$76.00	\$76.00

Accounts for a portion of FICA (Social Security (6.2%) and Medicare (1.45%)) payments for Salaries.

<b>Life Insurance</b>	2022-2023 Budget	2022-2023 Estimate	2023-2024 Budget
	\$76.00	\$76.00	\$76.00

Accounts for a portion of the Life Insurance coverage for members of the Board of Police Commissioners.

#### Contractual

<b>Exams</b>	2022-2023 Budget	2022-2023 Estimate	2023-2024 Budget
	\$16,500	\$16,500	\$16,500

Accounts for exams for the hiring of new Police Officers, i.e., physical, psychological, polygraph, and written.

<b>Description</b>	<b>2023-2024 Budget</b>
Exams - Physical	\$2,000
Exams - Polygraph	\$1,500
Exams - Psychological	\$3,000
Exams - Written	\$10,000

<b>BOPC Attorney</b>	2022-2023 Budget	2022-2023 Estimate	2023-2024 Budget
	\$5,000	\$3,000	\$5,000

Accounts for legal services related to the Board of Police Commissioners.

<b>Fees / Dues / Subscriptions</b>	2022-2023 Budget	2022-2023 Estimate	2023-2024 Budget
	\$375	\$375	\$375

Accounts for essential fees and subscriptions for the Board of Police Commissioners.

<b>Printing &amp; Publishing</b>	2022-2023 Budget	2022-2023 Estimate	2023-2024 Budget
	\$1,500	\$1,000	\$1,000

Accounts for legal services related to the Board of Police Commissioners.



**Contractual (cont'd)**

<b>Training</b>	2022-2023 Budget	2022-2023 Estimate	2023-2024 Budget
	\$1,000	\$500	\$500

Accounts for annual training for the Board of Police Commissioners.

**Commodities**

<b>Office Supplies</b>	2022-2023 Budget	2022-2023 Estimate	2023-2024 Budget
	\$100	\$100	\$100

Accounts for routine office supplies.



## Village Administrator's Office – Administration

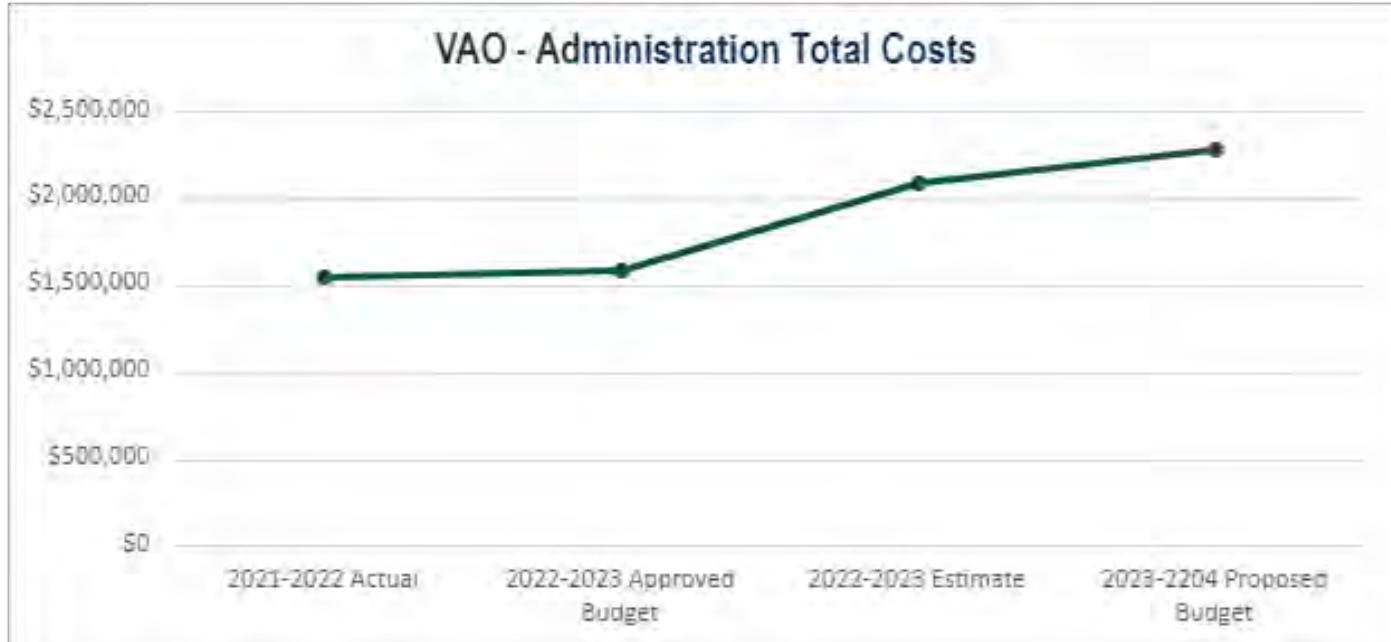
(Administration and Finance)





## Village Administrator's Office – Administration Summary Costs

	2021-2022 Actual	2022-2023 Approved Budget	2022-2023 Estimate	2023-2024 Proposed Budget	Difference between 22-23 Estimate and 23-24 Proposed
Personnel	\$560,507	\$528,367	\$653,967	\$587,331	-\$66,636
Contractual	\$1,387,405	\$1,030,716	\$1,398,730	\$1,679,140	\$280,410
Commodities	\$9,237	\$11,000	\$10,000	\$9,000	-\$1,000
Capital Maintenance	\$49,786	\$15,000	\$25,280	\$0	-\$25,280
Other (Hotel/Motel/Audit)	-\$460,769	\$0	\$0		\$0
<b>TOTAL</b>	<b>\$1,546,166</b>	<b>\$1,585,083</b>	<b>\$2,087,977</b>	<b>\$2,275,471</b>	<b>\$502,894</b>





**Village Administrator's Office – Administration**

**Line-Item Detail**

Account Number	Category	2021-2022 Actual	2022-2023 Approved Budget	2022-2023 Estimate	2023-2024 Proposed Budget	Difference between 22-23 Estimate and 23-24 Proposed
<b>PERSONNEL</b>						
	Regular Salaries	\$387,774	\$368,543	\$487,675	\$431,226	-\$56,449
	Part-Time Salaries					\$0
	Overtime Salaries	\$4,423	\$2,500	\$2,500	\$2,500	\$0
	FICA Payments	\$28,054	\$25,825	\$23,859	\$24,859	\$1,000
	IMRF Payments	\$92,076	\$74,883	\$92,254	\$62,186	-\$30,068
	Insurance	\$48,180	\$56,615	\$47,679	\$66,560	\$18,881
<b>TOTAL PERSONNEL</b>		<b>\$560,507</b>	<b>\$528,366</b>	<b>\$653,967</b>	<b>\$587,331</b>	<b>-\$66,636</b>
Account Number	Category	2021-2022 Actual	2022-2023 Approved Budget	2022-2023 Estimate	2023-2024 Proposed Budget	Difference between 22-23 Estimate and 23-24 Proposed
<b>CONTRACTUAL</b>						
01-10-471-253	Administrative Services	\$36,799	\$95,000	\$16,417	\$0	-\$16,417
01-10-485-602	Building Improvements	\$693	\$15,000	\$10,000	\$5,000	-\$5,000
01-10-455-355	Commissary Provision	\$2,383	\$10,000	\$3,000	\$5,000	\$2,000
01-10-490-799	Contingencies	\$86,997	\$25,000	\$95,000	\$75,000	-\$20,000
01-10-455-315	Copy Service	\$5,751	\$2,400	\$2,200	\$3,600	\$1,400
01-10-460-267	Document Storage/Scanning	\$30,400	\$20,000	\$20,000	\$3,000	-\$17,000
01-10-460-212	EDP Equipment / Software	\$22,608	\$0	\$7,000	\$5,000	-\$2,000
01-10-460-263	EDP Licenses	\$30,064	\$16,748	\$15,000	\$16,500	\$1,500
01-10-466-240	Energy / ComEd	\$3,724	\$3,000	\$3,000	\$3,000	\$0
01-10-455-307	Fees / Dues / Subscription	\$11,336	\$11,189	\$15,000	\$10,000	-\$5,000
01-10-455-303	Fuel / Mileage / Wash	\$796	\$750	\$750	\$750	\$0
01-10-460-306	Information Technology Services	\$55,270	\$65,000	\$125,000	\$85,200	-\$39,800
01-10-460-225	Internet/Website Hosting	\$15,311	\$15,022	\$11,500	\$37,000	\$25,500
01-10-480-272	Insurance –IRMA	\$246,510	\$140,060	\$18,831	\$0	-\$18,831



Account Number	Category	2021-2022 Actual	2022-2023 Approved Budget	2022-2023 Estimate	2023-2024 Proposed Budget	Difference between 22-23 Estimate and 23-24 Proposed
01-10-466-293	Landscape - Village Hall	\$104	\$0	\$0	\$1,500	\$1,500
01-10-455-266	Legal Services	\$202,342	\$165,000	\$193,000	\$181,600	-\$11,400
01-10-466-228	Maintenance	\$72,856	\$45,000	\$75,000	\$75,000	\$0
01-10-466-236	Nicor Gas	\$3,019	\$1,500	\$1,987	\$3,000	\$1,013
01-10-455-131	Personnel Recruitment	\$4,269	\$1,250	\$1,500	\$1,500	\$0
01-10-455-311	Postage & Meter Rent	\$3,278	\$3,333	\$3,500	\$5,000	\$1,500
01-10-455-302	Printing & Publishing	\$15,596	\$2,500	\$2,500	\$5,500	\$3,000
01-10-475-365	Public Relations	\$5,214	\$10,000	\$2,500	\$2,500	\$0
01-10-466-251	Sanitary	\$730	\$650	\$730	\$750	\$20
01-10-455-304	Training	\$2,290	\$10,075	\$0	\$7,500	\$7,500
01-10-480-273	Self-Insurance – Deductible	\$20,000	\$6,000	\$15,000	\$15,000	\$0
01-10-455-306	Special Projects	\$97,563	\$50,000	\$75,000	\$115,000	\$40,000
01-10-455-305	Strategic Planning	\$0	\$0		\$0	\$0
01-10-455-201	Telephones	\$17,684	\$17,500	\$17,500	\$17,500	\$0
01-10-900-112	Transfer To Debt Service	\$280,739	\$280,739	\$475,739	\$990,740	\$515,001
01-10-630-305	Tuition Reimbursement		\$3,000		\$3,000	\$3,000
01-10-485-642	Village Hall/Parks and Recreation Signage	\$113,079	\$80,000	\$191,576	\$0	-\$191,576
01-10-480-276	Wellness	\$0	\$15,000	\$500	\$5,000	\$4,500
<b>TOTAL CONTRACTUAL</b>		<b>\$1,387,405</b>	<b>\$1,110,716</b>	<b>\$1,398,730</b>	<b>\$1,679,140</b>	<b>\$280,410</b>
Account Number	Category	2021-2022 Actual	2022-2023 Approved Budget	2022-2023 Estimate	2023-2024 Proposed Budget	Difference between 22-23 Estimate and 23-24 Proposed
<b>COMMODITIES</b>						
01-10-455-301	Office Supplies	\$7,909	\$5,500	\$3,500	\$5,500	\$2,000
01-10-466-351	Building Maintenance Supplies	\$1,328	\$5,500	\$6,500	\$3,500	-\$3,000
<b>TOTAL COMMODITIES</b>		<b>\$9,237</b>	<b>\$11,000</b>	<b>\$10,000</b>	<b>\$9,000</b>	<b>-\$1,000</b>
<b>CAPITAL MAINTENANCE</b>						
01-10-900-114	Transfer To LAFER	\$47,927	\$0			\$0
01-10-485-611	Furniture & Office Equipment	\$1,859	\$12,000	\$25,280		-\$25,280
<b>TOTAL CAPITAL MAINTENANCE</b>		<b>\$49,786</b>	<b>\$12,000</b>	<b>\$25,280</b>	<b>\$0</b>	<b>-\$25,280</b>



Account Number	Category	2021-2022 Actual	2022-2023 Approved Budget	2022-2023 Estimate	2023-2024 Proposed Budget	Difference between 22-23 Estimate and 23-24 Proposed
<b>OTHER (HOTEL/MOTEL)</b>						
01-53-436-317	Advertising	\$0	Moved to VAO			\$0
01-53-435-319	Chamber Directory	\$0	Moved to VAO			\$0
01-53-436-379	Special Promotional Events	\$0	Moved to VAO			\$0
<b>TOTAL OTHER (HOTEL/MOTEL)</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>



## Village Administrator's Office – Administration

### Line-Item Description

The Village Administrator's Office (VAO) is responsible for the management of daily operations within the Village. The VAO was formed in 2022, through the consolidation of several existing divisions and the restructuring of responsibilities. The department provides overall coordination of municipal functions while operating two divisions (Administration and Finance). The Department includes the Village Administrator, appointed by the Board of Trustees, who is the Chief Administrative Office of the Village of Willowbrook and is responsible for implementing policies established by the Village Board. All Village departments are under the administrative authority of the Village Administrator.

#### Personnel

<b>Salaries</b>	2022-2023 Budget	2022-2023 Estimate	2023-2024 Budget
	\$368,543	\$487,675	\$431,226

Accounts for the salary expense for staff within the Village Administrator's Office.

<b>Salary Allocation</b>			
<b>Position</b>	<b>General Fund</b>	<b>Water Fund</b>	<b>Business Improvement Fund</b>
Village Administrator	80%	15%	5%
Assistant to the Village Administrator	80%	15%	5%
Executive Assistant / Deputy Clerk	100%	–	–
Administrative Assistant	100%	–	–
Administrative Services Coordinator	100%	–	–
Administrative Analyst	100%	–	–

<b>Part-Time Salaries</b>	2022-2023 Budget	2022-2023 Estimate	2023-2024 Budget
	\$0	\$0	\$0

The Village Administrator's Office - Administration has no part-time employees.

<b>Overtime Salaries</b>	2022-2023 Budget	2022-2023 Estimate	2023-2024 Budget
	\$2,500	\$2,500	\$2,500

Accounts for overtime costs of non-exempt employees working at Village Board meetings.

<b>FICA Payments</b>	2022-2023 Budget	2022-2023 Estimate	2023-2024 Budget
	\$25,825	\$23,859	\$24,860

Accounts for a portion of FICA (Social Security (6.2%) and Medicare (1.45%) payments for salaries.

<b>IMRF Payments</b>	2022-2023 Budget	2022-2023 Estimate	2023-2024 Budget
	\$74,883	\$92,254	\$62,186

Accounts for a portion of the employer's share of the Illinois Municipal Retirement Fund (IMRF) pension contributions.



<b>Insurance</b>	2022-2023 Budget	2022-2023 Estimate	2023-2024 Budget
	\$56,615	\$47,679	\$66,560

Accounts for a portion of the insurance coverage for all full-time Village Administrator's Office personnel.

### Contractual

<b>Administrative Services</b>	2022-2023 Budget	2022-2023 Estimate	2023-2024 Budget
	\$92,672	\$16,418	\$0

This item was included in the 2022-2023 budget but will not be used in the 2023-2024 budget due to the hiring of the outsourced administrative employee. The line item accounted for (1) an administrative employee from an outsourced agency who assists staff with board packets, budget preparation, training preparation, special projects, and daily administrative tasks for an estimated \$55,000.

<b>Building Improvements</b>	2022-2023 Budget	2022-2023 Estimate	2023-2024 Budget
	\$15,000	\$10,000	\$5,000

Accounts for unplanned building improvements within Village Hall.

<b>Commissary Provision</b>	2022-2023 Budget	2022-2023 Estimate	2023-2024 Budget
	\$10,000	\$3,000	\$5,000

Accounts for coffee and food expenses for budget workshops, joint meetings, and certain special events.

<b>Contingencies</b>	2022-2023 Budget	2022-2023 Estimate	2023-2024 Budget
	\$25,000	\$95,000	\$75,000

Accounts for the reserve established for unforeseen expenses (i.e., Sterigenics).

<b>Copy Services</b>	2022-2023 Budget	2022-2023 Estimate	2023-2024 Budget
	\$2,400	\$2,200	\$3,600

Accounts for copy services with the Village Administrator's Office.

<b>Document Storage / Scanning</b>	2022-2023 Budget	2022-2023 Estimate	2023-2024 Budget
	\$20,000	\$20,000	\$3,000

Accounts for document scanning services for the Village Administrator's Office.

<b>EDP Licenses</b>	2022-2023 Budget	2022-2023 Estimate	2023-2024 Budget
	\$16,748	\$15,000	\$16,500

Accounts for the following software licenses:

<b>Software</b>	<b>Quantity</b>	<b>Unit Price</b>	<b>Annual Costs</b>
Datto	12 (months)	\$775	\$9,300
Duo	12 (months)	\$60	\$720
Zoom (User Costs (1 user)	12 (months)	\$14.99	\$179.88
Zoom Annual Fee	1	\$40	\$40
Adobe License	12 (months)	\$15.93	\$191.16
Microsoft User License	12 (months)	\$489.67	\$5,876



**Contractual (cont'd)**

<b>Energy / ComEd</b>	2022-2023 Budget	2022-2023 Estimate	2023-2024 Budget
	\$3,000	\$3,000	\$3,000

Accounts for electricity at Village Hall. Staff projects the annual budget based on a three-year average.

<b>Fees / Dues / Subscriptions</b>	2022-2023 Budget	2022-2023 Estimate	2023-2024 Budget
	\$11,138	\$15,000	\$10,000

Accounts for the Village Administrator's Office participation in various organizations. These organizational memberships provide training, professional development, and useful information.

<b>Description</b>	<b>Quantity</b>	<b>Cost</b>	<b>Total Cost</b>
Illinois Municipal League	1	\$1,000	\$1,000
Localgovnews.org	1	\$1,900	\$1,900
Capitol Fax Online Newsletter	1	\$500	\$500
Crain's	1	\$169	\$169
International City / County Management Association (Administrator)	1	\$1,072	\$1,072
International City / County Management Association (Asst to Admin)	1	\$200	\$200
Illinois City / County Management Association (Administrator)	1	\$358.75	\$358.75
Illinois City / County Management Association (Asst to Admin)	1	\$128.75	\$128.75
Illinois and National Public Employer Labor Relations Association	1	\$230	\$230
Society for Human Resources Management	1	\$244	\$244
PublicSalary.com	1	\$720	\$720
Daily Herald	1	\$144	\$144
Other	1	\$3,000	\$3,000

<b>Fuel / Mileage / Wash</b>	2022-2023 Budget	2022-2023 Estimate	2023-2024 Budget
	\$750	\$750	\$750

Accounts for fuel for an administrative vehicle in the Village Administrator's Office. Staff projects the annual budget based on a four-year average.

<b>Information Technology Services</b>	2022-2023 Budget	2022-2023 Estimate	2023-2024 Budget
	\$65,000	\$125,000	\$85,200

Information technology (IT) functions are supported through contracted services. The primary IT contract is with Orbis Solutions, with on-site technical resources during business hours and hours' of emergency support.

<b>Internet / Website Hosting</b>	2022-2023 Budget	2022-2023 Estimate	2023-2024 Budget
	\$15,022	\$11,500	\$37,000

Accounts for monthly internet services provided by Comcast and annual website hosting with Civic Plus.



### **Contractual (cont'd)**

<b>Insurance – IRMA</b>	2022-2023 Budget	2022-2023 Estimate	2023-2024 Budget
	\$140,060	\$18,831	\$0

Accounts for the annual premium for insurance services with IRMA. The 2023 IRMA premium was paid through the Village's IRMA credit balance. This line-item is distributed through the following fund allocation:

General Fund	Water Fund
60%	40%

Staff from Lauterbach and Amen recommended to the Village to defer payment based on the high reserves that were shown over the past three audits.

<b>Legal Services</b>	2022-2023 Budget	2022-2023 Estimate	2023-2024 Budget
	\$165,000	\$193,000	\$181,000

Accounts for legal services with Storino, Ramello, and Durkin for labor counsel and Village Attorney representation.

Description	Cost
Village Attorney	\$171,600
Labor Counsel	\$10,000

<b>Maintenance</b>	2022-2023 Budget	2022-2023 Estimate	2023-2024 Budget
	\$45,000	\$75,000	\$75,000

Accounts for routine maintenance costs of Village-owned facilities, including custodial services, HVAC preventative maintenance, elevator preventive maintenance, pest control

<b>Nicor Gas</b>	2022-2023 Budget	2022-2023 Estimate	2023-2024 Budget
	\$1,500	\$1,987	\$3,000

Accounts for the cost of natural gas to heat Village Hall. The 2023-2024 budget is based on a three-year average.

<b>Personnel Recruitment</b>	2022-2023 Budget	2022-2023 Estimate	2023-2024 Budget
	\$1,250	\$1,500	\$1,500

Accounts for recruitment/selection services, pre-employment physicals, background checks, and advertising materials.

<b>Postage &amp; Meter</b>	2022-2023 Budget	2022-2023 Estimate	2023-2024 Budget
	\$3,333	\$3,500	\$5,000

Accounts for the postage costs for routine outgoing mail and shipping Village-wide, bulk mailing for event notifications, and mailing courtesy reminder notices.



**Contractual (cont'd)**

<b>Printing &amp; Publishing</b>	2022-2023 Budget	2022-2023 Estimate	2023-2024 Budget
	\$2,500	\$2,500	\$5,500

Accounts for printing and mailing postcards to employees announcing annual open enrollment for benefits. This account also includes the printing and framing of maps in Village Hall.

<b>Public Relations</b>	2022-2023 Budget	2022-2023 Estimate	2023-2024 Budget
	\$10,000	\$2,500	\$2,500

Accounts for annual advertising expenses with the Willowbrook Ice Arena.

<b>Sanitary</b>	2022-2023 Budget	2022-2023 Estimate	2023-2024 Budget
	\$650	\$730	\$750

Accounts for sewer maintenance charges with DuPage County.

<b>Self-Insurance – Deductible</b>	2022-2023 Budget	2022-2023 Estimate	2023-2024 Budget
	\$6,000	\$15,000	\$15,000

Accounts for the annual deductible through IRMA. The fund allocation is identical to the IRMA insurance premium with a 60% General Fund allocation and a 40% Water Fund allocation.

<b>Special Projects</b>	2022-2023 Budget	2022-2023 Estimate	2023-2024 Budget
	\$50,000	\$75,000	\$115,000

This line item accounts for staff-identified special projects. Below are the special projects for the Village Administrator's Office.

<b>Project</b>	<b>Cost</b>
Zoning Code Update	\$35,000
Comprehensive Plan Update	\$80,000

<b>Telephone</b>	2022-2023 Budget	2022-2023 Estimate	2023-2024 Budget
	\$17,500	\$17,500	\$17,500

Accounts for monthly services with Access One.

<b>Training</b>	2022-2023 Budget	2022-2023 Estimate	2023-2024 Budget
	\$10,075	\$0	\$7,500

Accounts for employee development and professional development in specific areas. The training is imperative for employee development while increasing overall services to the organization and residents.

	Qty,	Unit Training Cost	Subtotal Training Cost	Unit Travel Cost	Subtotal Travel Cost	Total Travel & Training Cost
ILCMA Winter Conference	1	\$225	\$225	-	-	\$225
ILCMA Summer Conference	1	\$240	\$240	-	-	\$240
Local Trainings & Seminars	4	\$500	\$2,000	-	-	\$2,000
Employment Law Seminar – IPELRA	4	\$200	\$800	-	-	\$800



### **Contractual (cont'd)**

<b>Transfer to Debt Service</b>	2022-2023 Budget	2022-2023 Estimate	2023-2024 Budget
	\$280,739	\$475,739	\$990,740

Accounts for annual costs related to the 2015, 2022A, and 2022B bonds approved by the Board of Trustees.

<b>Project</b>	<b>Cost</b>
TRANSFER TO DEBT SERVICE - 2015	\$280,739
TRANSFER TO DEBT SERVICE - 2022A	\$346,096
TRANSFER TO DEBT SERVICE - 2022B	\$363,905

<b>Tuition Reimbursement</b>	2022-2023 Budget	2022-2023 Estimate	2023-2024 Budget
	\$3,000	\$0	\$3,000

Accounts for the Village's tuition reimbursement program which is outlined in the Personnel Manual. The budgeted amount is based on the historic utilization of this program.

<b>Village Hall Signage</b>	2022-2023 Budget	2022-2023 Estimate	2023-2024 Budget
	\$0	\$191,576	\$0

Accounts for the completion of Village Hall and Parks signage.

<b>Wellness</b>	2022-2023 Budget	2022-2023 Estimate	2023-2024 Budget
	\$0	\$500	\$5,000

Accounts for quarterly and monthly employee wellness meetings and activities.

### **Commodities**

<b>Office Supplies</b>	2022-2023 Budget	2022-2023 Estimate	2023-2024 Budget
	\$5,500	\$3,500	\$5,500

Accounts for the office supplies in Village Hall. This account includes misc. supplies for daily operations (pens, pencils, folders, binders, flash drives, coffee, etc.).

<b>Building Maintenance Supplies</b>	2022-2023 Budget	2022-2023 Estimate	2023-2024 Budget
	\$5,500	\$6,500	\$3,500

Accounts for supplies of maintenance of Village Hall.

### **Capital Maintenance**

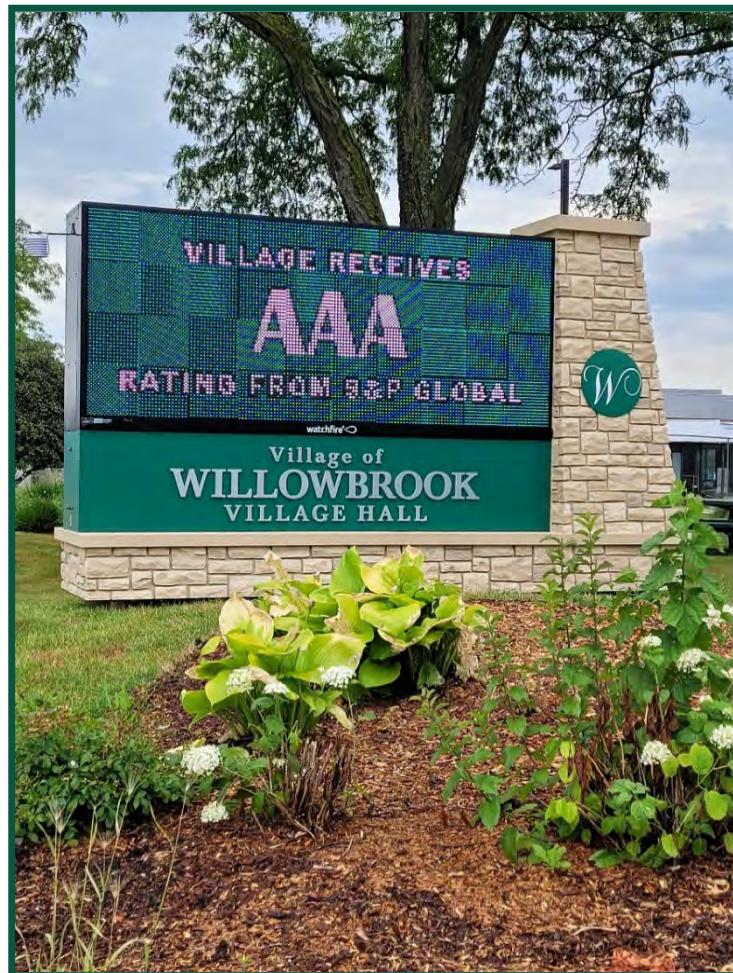
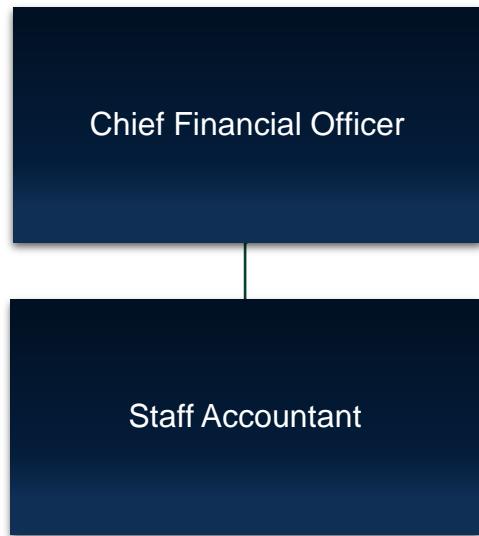
<b>Furniture &amp; Office Equipment</b>	2022-2023 Budget	2022-2023 Estimate	2023-2024 Budget
	\$15,000	\$25,280	\$0

Accounts for furniture replacements throughout the fiscal year.



## Village Administrator's Office – Finance

*(Administration and **Finance**)*





**Village Administrator's Office – Finance**  
**Summary Costs**

	2021-2022 Actual	2022-2023 Approved Budget	2022-2023 Estimate	2023-2024 Proposed Budget	Difference between 22-23 Estimate and 23-24 Proposed
Personnel	\$394,770	\$0	\$0	\$0	\$0
Contractual	\$150,012	\$191,970	\$177,720	\$199,286	\$21,566
Commodities	\$379	\$0	\$0	\$0	\$0
Capital Maintenance					\$0
<b>TOTAL</b>	<b>\$545,161</b>	<b>\$191,970</b>	<b>\$177,720</b>	<b>\$199,286</b>	<b>\$21,566</b>





**Village Administrator's Office – Finance**

**Line-Item Detail**

Account Number	Category	2021-2022 Actual	2022-2023 Approved Budget	2022-2023 Estimate	2023-2024 Proposed Budget	Difference between 22-23 Estimate and 23-24 Proposed
<b>PERSONNEL</b>						
	Regular Salaries	\$305,781	\$0			\$0
	Part-Time Salaries	\$0	\$0			\$0
	Overtime Salaries	\$0	\$0			\$0
	Longevity Pay	\$0	\$0			\$0
	Auto Allowance	\$0	\$0			\$0
	FICA Payments	\$14,956	\$0			\$0
	IMRF Payments	\$35,098	\$0			\$0
	Insurance	\$38,935	\$0			\$0
<b>TOTAL PERSONNEL</b>		<b>\$394,770</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
Account Number	Category	2021-2022 Actual	2022-2023 Approved Budget	2022-2023 Estimate	2023-2024 Proposed Budget	Difference between 22-23 Estimate and 23-24 Proposed
<b>CONTRACTUAL</b>						
01-25-620-251	Audit Services	\$27,130	\$31,000	\$30,000	\$31,200	\$1,200
01-25-615-267	Document Storage / Scanning	\$0	\$3,500	\$3,000	\$3,000	\$0
01-25-615-212	EDP Equipment / Software	\$1,661	\$0			\$0
01-25-615-263	EDP Licenses	\$12,392	\$12,400	\$0	\$12,780	\$12,780
01-25-610-307	Fees / Dues / Subscriptions	\$2,558	\$350	\$0	\$350	\$350
01-25-620-252	Outsourced Services – Financial Services	\$103,804	\$144,720	\$144,720	\$151,956	\$7,236
01-25-610-303	Fuel / Mileage / Wash	\$0	\$0	\$0	\$0	\$0
01-25-615-306	IT-Consulting Services	\$1,397	\$0	\$0	\$0	\$0
01-25-610-311	Postage & Meter Rent	\$35	\$0	\$0	\$0	\$0
01-25-610-302	Printing & Publishing	\$900	\$0	\$0	\$0	\$0
01-25-610-304	Training	\$135	\$0	\$0	\$0	\$0
<b>TOTAL CONTRACTUAL</b>		<b>\$150,012</b>	<b>\$191,970</b>	<b>\$177,720</b>	<b>\$199,286</b>	<b>\$21,566</b>
Account Number	Category	2021-2022 Actual	2022-2023 Approved Budget	2022-2023 Estimate	2023-2024 Proposed Budget	Difference between 22-23 Estimate and 23-24 Proposed
<b>COMMODITIES</b>						
01-25-610-301	Office Supplies	\$379	\$0	\$0	\$0	\$0
<b>TOTAL COMMODITIES</b>		<b>\$379</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>



## **Village Administrator's Office – Finance**

### **Line-Item Description**

The Finance division is located in the Village Administrator's Office (VAO) and is responsible for the management of payroll, accounts payable, annual budget preparation, assistance with the annual audit, and daily finance tasks for the Village. The Finance Division reports to the Village Administrator, who is the Chief Administrative Office of the Village of Willowbrook and is responsible for implementing policies established by the Village Board.

#### **Personnel**

There are no personnel expenses in Finance division.

#### **Contractual**

<b>Audit Services</b>	2022-2023 Budget	2022-2023 Estimate	2023-2024 Budget
	\$31,000	\$30,000	\$31,000

Audit services were competitively bid in 2021 and a five one-year contract was entered into with Sikich, LLP.

<b>Document Storage / Scanning</b>	2022-2023 Budget	2022-2023 Estimate	2023-2024 Budget
	\$3,500	\$3,000	\$3,000

Accounts for document scanning services for financial documents. The increase in this line item is related to the document scanning project.

<b>EDP Licenses</b>	2022-2023 Budget	2022-2023 Estimate	2023-2024 Budget
	\$12,400	\$12	\$12,780

Accounts for the annual BS&A financial software costs.

<b>Fees / Dues / Subscriptions</b>	2022-2023 Budget	2022-2023 Estimate	2023-2024 Budget
	\$350	\$0	\$350

Accounts for the Government Financial Officers Association's annual dues.

<b>Financial Services</b>	2022-2023 Budget	2022-2023 Estimate	2023-2024 Budget
	\$144,720	\$144,720	\$151,956

The Village Board entered into a three-year contract with Lauterbach & Amen for daily financial operations for the Village. The fund allocation is broken down below:

<b>General Fund</b>	<b>Water Fund</b>
60%	40%



## Community Development

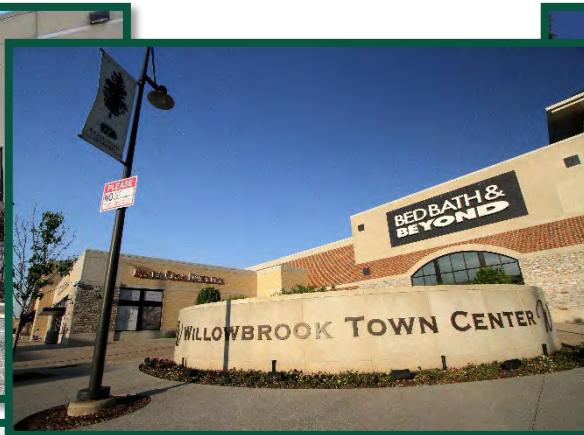
Community Development  
Director

Deputy Director of  
Community  
Development

Village Planner

Community  
Development Secretary

Building Plan Review /  
Inspections

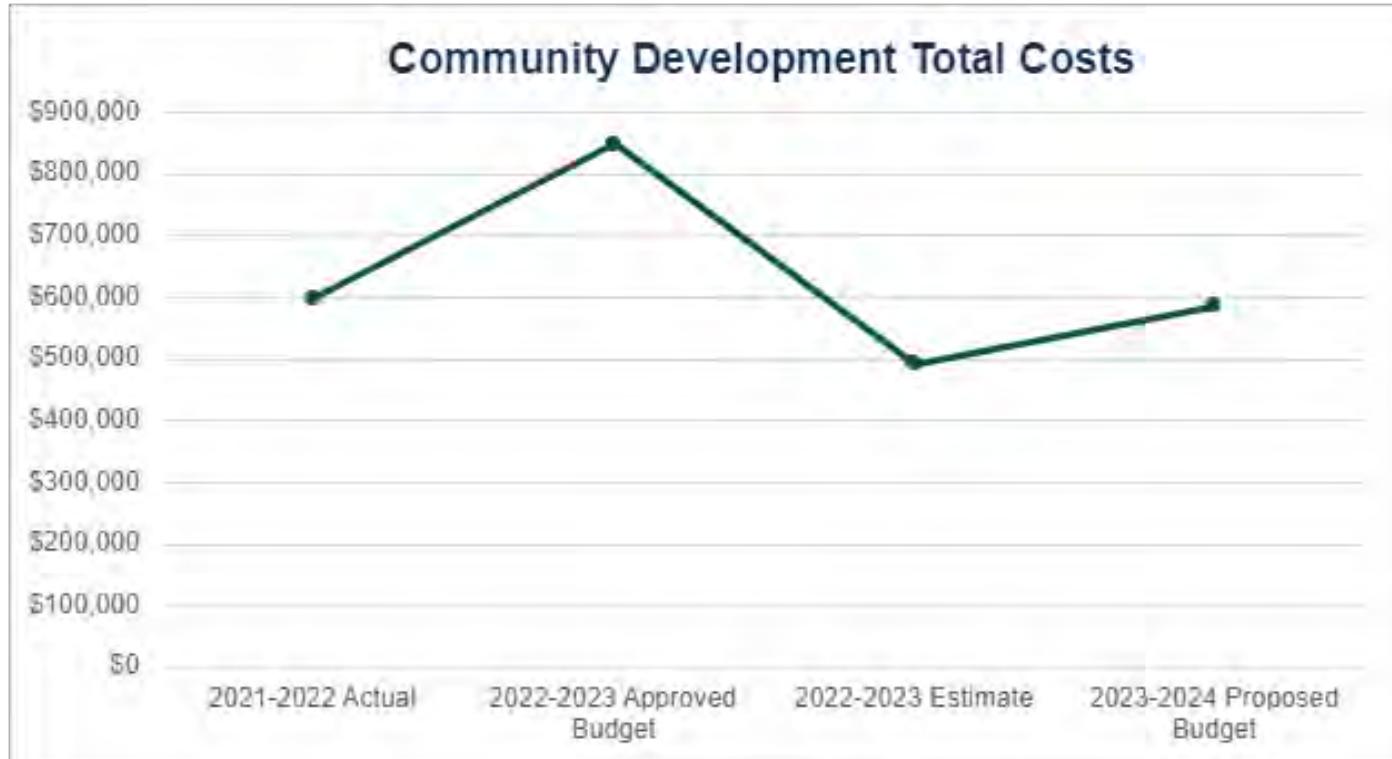




## Community Development

### Summary Costs

	2021-2022 Actual	2022-2023 Approved Budget	2022-2023 Estimate	2023-2024 Proposed Budget	Difference between 22-23 Estimate and 23-24 Proposed
Personnel	\$264,157	\$341,332	\$289,059	\$392,040	\$102,982
Contractual	\$334,232	\$506,472	\$202,185	\$193,780	-\$8,405
Commodities	\$790	\$1,400	\$1,401	\$1,500	\$99
Capital Maintenance					\$0
<b>TOTAL</b>	<b>\$599,179</b>	<b>\$849,204</b>	<b>\$492,644</b>	<b>\$587,320</b>	<b>\$94,676</b>





## Community Development

### Line-Item Detail

Account Number	Category	2021-2022 Actual	2022-2023 Approved Budget	2022-2023 Estimate	2023-2024 Proposed Budget	Difference between 22-23 Estimate and 23-24 Proposed
<b>PERSONNEL</b>						
	Regular Salaries	\$183,192	\$229,600	\$194,000	\$228,036	\$34,036
	Part-Time Salaries		\$0			\$0
	Overtime Salaries	\$2,066	\$2,000	\$450	\$1,540	\$1,090
	FICA Payments	\$14,950	\$18,406	\$15,683	\$18,439	\$2,756
	IMRF Payments	\$33,365	\$52,314	\$42,558	\$50,039	\$7,481
	Insurance	\$30,584	\$39,010	\$36,368	\$34,322	-\$2,046
<b>TOTAL PERSONNEL</b>		<b>\$264,157</b>	<b>\$341,332</b>	<b>\$289,059</b>	<b>\$332,377</b>	<b>\$43,318</b>
Account Number	Category	2021-2022 Actual	2022-2023 Approved Budget	2022-2023 Estimate	2023-2024 Proposed Budget	Difference between 22-23 Estimate and 23-24 Proposed
<b>CONTRACTUAL</b>						
01-40-810-315	Copy Service	\$5,642	\$2,400	\$1,000	\$2,400	\$1,400
01-40-815-267	Document Storage / Scanning	\$0	\$25,000	\$20,000	\$10,000	-\$10,000
01-40-815-263	EDP Licenses / Equipment	\$7,158	\$0		\$0	\$0
01-15-515-305	EDP Personnel Training	\$1,000	\$0	\$500	\$0	-\$500
01-15-520-246	Court Reporting Services	\$1,797	\$3,355	\$2,500	\$3,000	\$500
01-40-810-307	Fees / Dues / Subscriptions	\$395	\$1,534	\$1,100	\$2,000	\$900
01-40-810-303	Fuel / Mileage / Wash	\$615	\$544	\$153	\$225	\$72
01-40-820-260	Building, Plan Review & Inspection Services	\$160,006	\$175,000	\$82,000	\$75,050	-\$6,950
01-40-830-119	Code Enforcement Services	\$4,725	\$6,500	\$6,782	\$15,000	\$8,218
01-40-820-262	Engineering Services	\$43,137	\$45,000	\$27,845	\$44,750	\$16,905
01-40-830-117	Elevator Inspection Services	\$4,124	\$4,625	\$3,279	\$5,000	\$1,721
01-40-810-409	Vehicle Maintenance Services	\$570	\$1,661	\$0	\$0	\$0
01-15-520-257	Municipal Planning Services	\$96,362	\$125,000	\$0	\$0	\$0



Account Number	Category	2021-2022 Actual	2022-2023 Approved Budget	2022-2023 Estimate	2023-2024 Proposed Budget	Difference between 22-23 Estimate and 23-24 Proposed
01-40-820-263	Traffic Engineering Services	\$3,160	\$7,500	\$546	\$7,500	\$6,954
01-40-810-311	Postage & Meter Rent	\$2,204	\$1,670		\$0	\$0
01-40-810-302	Printing & Publishing	\$2,379	\$2,652	\$2,800	\$3,300	\$500
01-40-810-305	Special Projects		\$100,000		\$0	\$0
01-40-810-304	Training	\$50	\$2,500	\$750	\$6,500	\$5,750
01-40-810-201	Telephones	\$561	\$1,107	\$2,680	\$3,355	\$675
01-40-810-345	Uniforms	\$347	\$424	\$250	\$400	\$150
<b>TOTAL CONTRACTUAL</b>		<b>\$334,232</b>	<b>\$506,472</b>	<b>\$152,185</b>	<b>\$178,480</b>	<b>\$26,295</b>
Account Number	Category	2021-2022 Actual	2022-2023 Approved Budget	2022-2023 Estimate	2023-2024 Proposed Budget	Difference between 22-23 Estimate and 23-24 Proposed
<b>COMMODITIES</b>						
01-40-810-301	Office Supplies	\$790	\$1,400	\$1,400	\$1,500	\$100
<b>TOTAL COMMODITIES</b>		<b>\$790</b>	<b>\$1,400</b>	<b>\$1,400</b>	<b>\$1,500</b>	<b>\$100</b>



## Community Development

### Line-Item Description

The Community Development Department is a new department for the 2022-2023 fiscal year. This Department consolidates the Planning and Economic Development Department and the Building and Zoning Department. Staff from Community Development provides various development, building, and engineering-related services including economic development, land use planning, building permits, building, and engineering plan review and inspections.

#### **Personnel**

<b>Salaries</b>	2022-2023 Budget	2022-2023 Estimate	2023-2024 Budget
	\$229,600	\$194,000	\$228,036

Accounts for the salary expense for staff within the Community Development Department.

<b>Salary Allocation</b>		
<b>Position</b>	<b>General Fund</b>	<b>Business Improvement Fund</b>
Director of Community Development	80%	20%
Assistant Director of Community Development	80%	20%
Permit Technician	80%	20%

<b>Part-Time Salaries</b>	2022-2023 Budget	2022-2023 Estimate	2023-2024 Budget
	\$0	\$0	\$0

Community Development has no part-time employees.

<b>Overtime Salaries</b>	2022-2023 Budget	2022-2023 Estimate	2023-2024 Budget
	\$2,000	\$450	\$1,540

Accounts for overtime costs of non-exempt employees performing building inspections and attending monthly Plan Commission and Village Board meetings.

<b>FICA Payments</b>	2022-2023 Budget	2022-2023 Estimate	2023-2024 Budget
	\$18,406	\$15,683	\$18,439

Accounts for a portion of FICA (Social Security (6.2%) and Medicare (1.45%)) payments for salaries.

<b>IMRF Payments</b>	2022-2023 Budget	2022-2023 Estimate	2023-2024 Budget
	\$52,315	\$42,558	\$50,039

Accounts for a portion of the employer's share of the Illinois Municipal Retirement Fund (IMRF) pension contributions. The 2022-2023 employer rate is 20.76% of IMRF wages, which includes salaries and OT wages.

<b>Insurance</b>	2022-2023 Budget	2022-2023 Estimate	2023-2024 Budget
	\$39,010	\$36,368	\$34,322

Accounts for a portion of the insurance coverage for all full-time Community Development personnel.

#### **Contractual**

<b>Copy Services</b>	2022-2023 Budget	2022-2023 Estimate	2023-2024 Budget
	\$2,400	\$1,000	\$2,400

Accounts for copy services for the Community Development Department.



**Contractual (cont'd)**

<b>Court Reporter Services</b>	2022-2023 Budget	2022-2023 Estimate	2023-2024 Budget
	\$3,121	\$2,400	\$3,000

Accounts for the cost of court reporting services as needed for Plan Commission meetings.

<b>Document Storage / Scanning</b>	2022-2023 Budget	2022-2023 Estimate	2023-2024 Budget
	\$25,000	\$20,000	\$10,000

Accounts for document scanning services for the Community Development Department. The increase in this line item is related to the document scanning project.

<b>Fees / Dues / Subscriptions</b>	2022-2023 Budget	2022-2023 Estimate	2023-2024 Budget
	\$1,534	\$1,100	\$2,000

Accounts for the Community Development department participation in various organizations. These organizational memberships provide services such as training, professional development, and useful information.

<b>Description</b>	<b>Quantity</b>	<b>Unit Cost</b>	<b>Total Cost</b>
American Planning Association / American Institute of Certified Planners	1	\$616	\$616
American Planning Association / Illinois Planning Association	1	\$50	\$50
Daily Herald Online Subscription	1	\$150	\$150
Crain's Business Magazine	1	\$99	\$99
International Code Council	1	\$145	\$145
Suburban Building Officials Counsel	1	\$100	\$100

<b>Fuel / Mileage / Wash</b>	2022-2023 Budget	2022-2023 Estimate	2023-2024 Budget
	\$532	\$153	\$225

Accounts for fuel for one Community Development vehicle. Staff projects the annual budget based on a three-year average.

<b>Building, Plan Review &amp; Inspection Services</b>	2022-2023 Budget	2022-2023 Estimate	2023-2024 Budget
	\$175,000	\$132,000	\$75,050

Accounts for the outsourced building professional services under the SAFEbuilt contract to perform the services are in the table below. The Village began using SAFEbuilt for these services in 2021.

<b>Description</b>	<b>Total Cost</b>
Building Plan Review	\$36,800
Building and Mechanical Inspections	\$30,050
Plumbing Inspections	\$8,200

<b>Code Enforcement Services</b>	2022-2023 Budget	2022-2023 Estimate	2023-2024 Budget
	\$6,500	\$6,782	\$15,000

Accounts for the outsourced professional services with Karyn Byrne for Code Enforcement Services.



**Contractual (cont'd)**

<b>Engineering Services</b>	2022-2023 Budget	2022-2023 Estimate	2023-2024 Budget
	\$45,000	\$27,845	\$60,050

Accounts for the outsourced engineering services under the several engineering firms highlighted in the table below:

<b>Vendor</b>	<b>Services</b>	<b>2023-2024 Budget</b>
Novotny Engineering	Engineering Plan Review & Inspection	\$17,900
Christopher B. Burke Engineering	Stormwater / Drainage Review & Inspection	\$26,850
Raths, Raths & Johnson	Structural Plan Review & Inspection	\$15,300

<b>Elevator Inspection Services</b>	2022-2023 Budget	2022-2023 Estimate	2023-2024 Budget
	\$7,500	\$546	\$7,500

Accounts for the outsourced elevator inspection services. The 2023-2024 budget is based on a three-year average

<b>Traffic Engineering Services</b>	2022-2023 Budget	2022-2023 Estimate	2023-2024 Budget
	\$7,500	\$546	\$7,500

Accounts for the outsourced traffic engineering services with James J. Benes Associates. The Village utilizes a traffic engineer to review Village-wide traffic calming concerns (i.e. speeding, intersection control, traffic regulatory signage, parking regulations, sight distance evaluations.) Studies and analysis are needed to address residents' traffic concerns.

<b>Training</b>	2022-2023 Budget	2022-2023 Estimate	2023-2024 Budget
	\$2,500	\$750	\$6,500

Accounts for employee development and professional development in specific areas. The training is imperative for employee development while increasing overall services to the organization and residents.

	Qty.	Unit Training Cost	Subtotal Training Cost	Unit Travel Cost	Subtotal Travel Cost	Total Travel and Training Cost
Suburban Building Official Conference	12	\$50	\$600	\$0	\$0	\$600
State American Planning Association	1	\$510	\$510	\$0	\$0	\$510
Department Training Project Management Training	4	\$1,000	\$4,000	\$0	\$0	\$4,000

<b>Uniforms</b>	2022-2023 Budget	2022-2023 Estimate	2023-2024 Budget
	\$424	\$250	\$400

Accounts for polos, half zips, and safety vests that are distributed to staff each year. Staff projects the annual budget based on a three-year average.

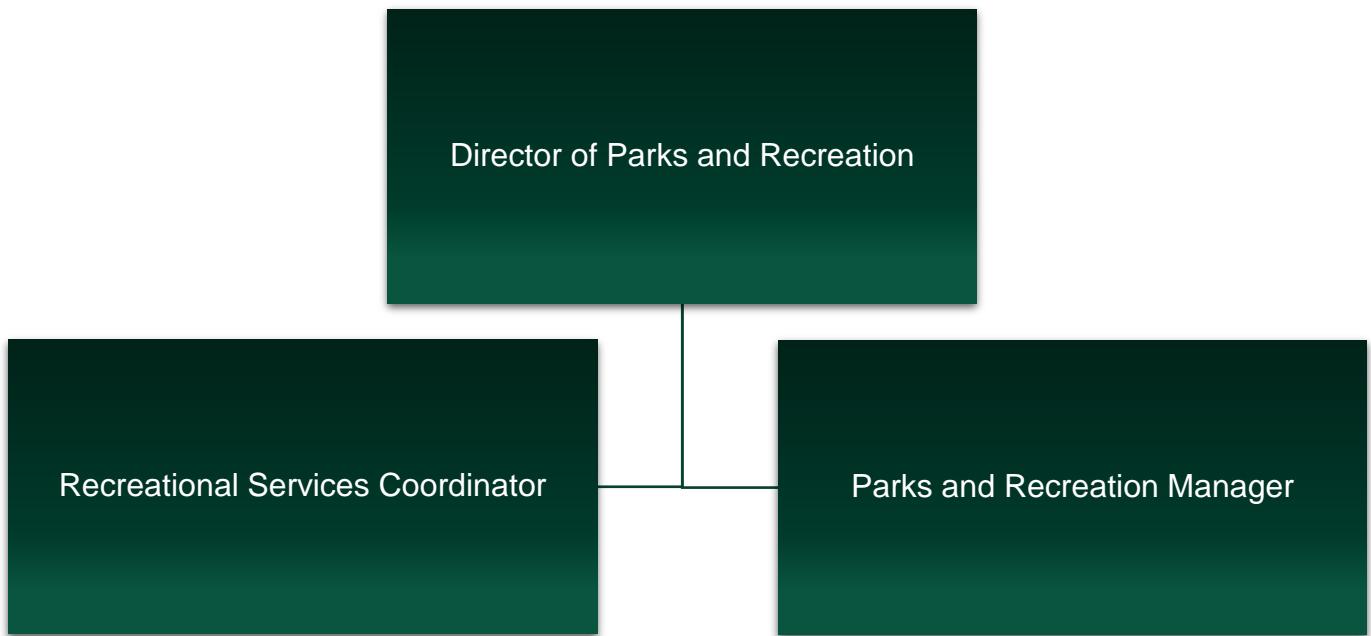
**Commodities**

<b>Office Supplies</b>	2022-2023 Budget	2022-2023 Estimate	2023-2024 Budget
	\$1,400	\$1,401	\$1,500

Accounts for the office supplies in Community Development. This account includes misc. supplies for day-to-day operations (pens, pencils, folders, binders, flash drives, coffee, etc.).



## Parks & Recreation

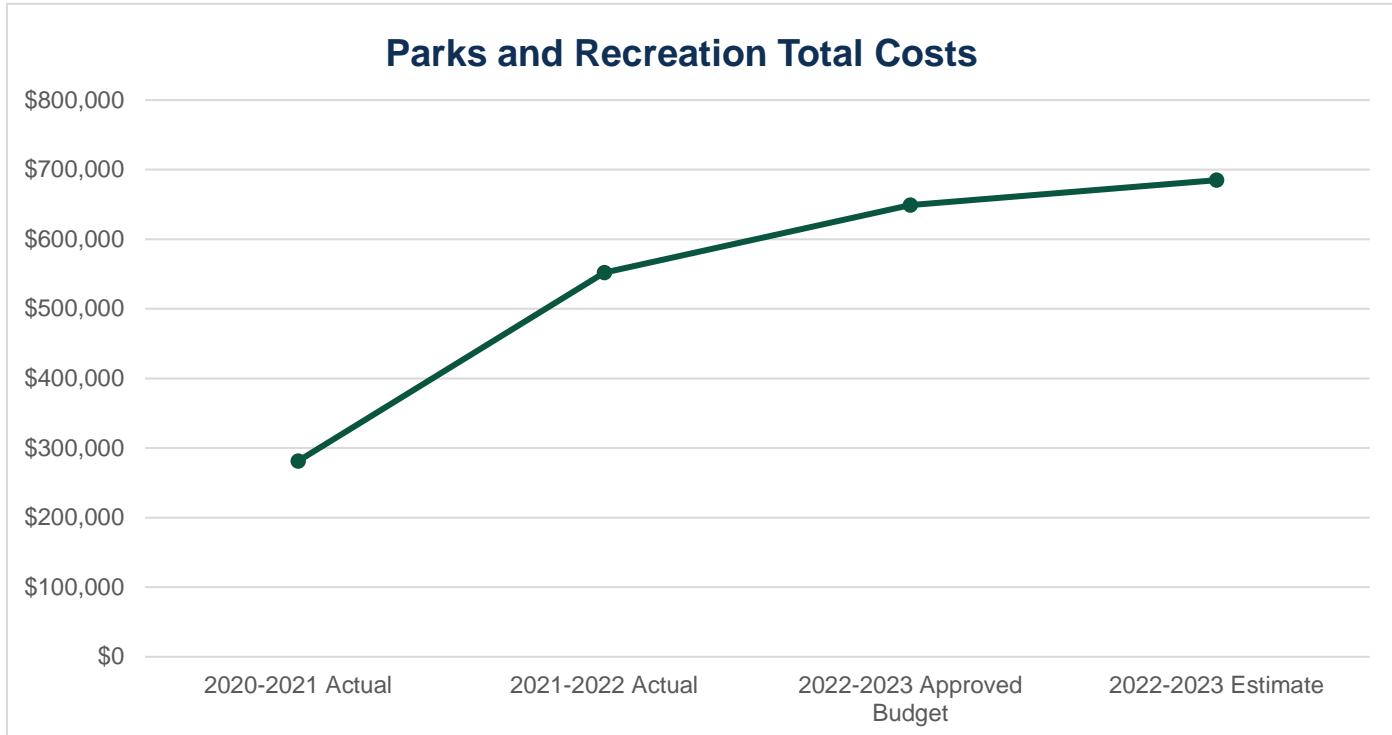




## **Parks & Recreation**

### **Summary Costs**

	2020-2021 Actual	2021-2022 Actual	2022-2023 Approved Budget	2022-2023 Estimate	Difference between 22- 23 Budget and Estimate
Personnel	\$43,054	\$114,785	\$131,909	\$246,826	\$114,917
Contractual	\$236,772	\$349,894	\$505,641	\$430,446	-\$75,195
Commodities	\$1,449	\$4,614	\$11,500	\$7,600	-\$3,900
Capital Maintenance	\$0	\$82,674	Moved to CIP		
<b>TOTAL</b>	<b>\$281,275</b>	<b>\$551,967</b>	<b>\$649,050</b>	<b>\$684,872</b>	<b>\$35,822</b>





## Parks & Recreation

### Line-Item Detail

Account Number	Category	2020-2021 Actual	2021-2022 Actual	2022-2023 Approved Budget	2022-2023 Estimate	Difference between 22-23 Budget and Estimate
<b>PERSONNEL</b>						
	Regular Salaries		\$47,206	\$57,750	\$170,000	\$112,250
	Part-Time Salaries	\$30,582	\$34,604	\$32,744	\$34,900	\$2,156
	Overtime Salaries	\$3,112	\$8,306	\$7,500	\$5,300	-\$2,200
	FICA Payments	\$3,145	\$7,686	\$6,923	\$0	-\$6,923
	IMRF Payments	\$5,509	\$16,983	\$18,786	\$28,420	\$9,634
	Health Insurance		\$0	\$7,500	\$7,500	\$0
	Life Insurance	\$706	\$0	\$706	\$706	\$0
<b>TOTAL PERSONNEL</b>		<b>\$43,054</b>	<b>\$114,785</b>	<b>\$131,909</b>	<b>\$246,826</b>	<b>\$114,917</b>
Account Number	Category	2020-2021 Actual	2021-2022 Actual	2022-2023 Approved Budget	2022-2023 Estimate	Difference between 22-23 Budget and Estimate
<b>CONTRACTUAL</b>						
01-20-590-517	Active Adult Program		\$18	\$205,895	\$196,800	-\$9,095
01-20-590-519	ADA Park Maintenance	\$378	\$1,000	\$3,000	\$4,425	\$1,425
01-20-590-520	ADA Recreation Accommodations		\$275	\$275	\$275	\$0
01-20-570-280	Ballfield Maintenance	\$13,741	\$8,665	\$15,000	\$15,000	\$0
01-20-585-522	Community Events		\$0	\$23,000	\$5,000	-\$18,000
01-20-555-212	EDP Equipment / Software		\$213	\$25,000	\$18,325	-\$6,675
01-20-555-263	EDP Licenses	\$135	\$45	\$480	\$480	\$0
01-20-510-303	Fuel / Mileage / Wash			\$750	\$750	\$0
01-20-565-342	Landscape Maintenance Services	\$153,437	\$239,562	\$144,000	\$94,300	-\$49,700
01-20-570-411	Maintenance	\$3,260	\$3,864	\$20,000	\$20,000	\$0
01-20-570-235	Nicor Gas (825 Midway)	\$197	\$0	\$2,000	\$0	-\$2,000
01-20-550-311	Postage & Meter Rent	\$164	\$3	\$200	\$200	\$0
01-20-550-302	Printing & Publishing	\$140	\$5,161	\$17,400	\$11,000	-\$6,400
01-20-555-306	Program Hosting Services (BRPD)	\$8,500	\$22,755	\$0	\$0	\$0



Account Number	Category	2020-2021 Actual	2021-2022 Actual	2022-2023 Approved Budget	2022-2023 Estimate	Difference between 22-23 Budget and Estimate
01-20-570-250	Sanitary (825 Midway)	\$220	\$146	\$230	\$180	-\$50
01-20-585-523	Special Events	\$15,084	\$26,610	\$6,900	\$23,000	\$16,100
01-20-590-518	Special Recreation Assoc Program Dues	\$39,311	\$39,343	\$39,311	\$39,311	\$0
01-20-455-201	Telephones	\$2,205	\$2,234	\$2,200	\$1,400	-\$800
<b>TOTAL CONTRACTUAL</b>		<b>\$236,772</b>	<b>\$349,894</b>	<b>\$505,641</b>	<b>\$430,446</b>	<b>-\$75,195</b>
Account Number	Category	2020-2021 Actual	2021-2022 Actual	2022-2023 Approved Budget	2022-2023 Estimate	Difference between 22-23 Budget and Estimate
<b>COMMODITIES</b>						
01-20-550-301	Office/General Program Supplies	\$381	\$2,573	\$1,500	\$1,200	-\$300
01-20-565-341	Park Landscape Supplies		\$0	\$6,500	\$6,400	-\$100
01-20-570-331	Maintenance Supplies	\$1,068	\$2,041	\$3,500	\$0	-\$3,500
<b>TOTAL COMMODITIES</b>		<b>\$1,449</b>	<b>\$4,614</b>	<b>\$11,500</b>	<b>\$7,600</b>	<b>-\$3,900</b>
Account Number	Category	2020-2021 Actual	2021-2022 Actual	2022-2023 Approved Budget	2022-2023 Estimate	Difference between 22-23 Budget and Estimate
<b>CAPITAL MAINTENANCE</b>						
01-20-590-521	ADA Park Improvements		\$0		\$0	\$0
01-20-595-695	Park Improvements - Neighborhood Park		\$82,674		\$0	\$0
<b>TOTAL CAPITAL MAINTENANCE</b>		<b>\$0</b>	<b>\$82,674</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>



## Parks and Recreation

### Line-Item Description

The Parks and Recreation division reports to the Village Administrator's Office and is responsible for the management of the parks, recreational and leisure activities, marketing and social media promotion for the department, and all community special events within the Village. The division consists of two full-time employees, Director of Parks and Recreation, Recreational Services Coordinator, and one part-time employee, the Parks and Recreation Manager.

#### Personnel

	2022-2023 Budget	2022-2023 Estimate	2023-2024 Budget
<b>Salaries</b>	\$57,750	\$170,000	\$187,267

Accounts for the salary expense for full-time staff within Parks and Recreation Division.

	2022-2023 Budget	2022-2023 Estimate	2023-2024 Budget
<b>Part-time Salaries</b>	\$32,744	\$34,900	\$44,871

Accounts for the salary expense for part-time employees with Parks and Recreation Division.

	2022-2023 Budget	2022-2023 Estimate	2023-2024 Budget
<b>Overtime Salaries</b>	\$7,500	\$5,300	\$5,500

Accounts for overtime costs of non-exempt employees performing work-related services for Special Events and Community Events.

	2022-2023 Budget	2022-2023 Estimate	2023-2024 Budget
<b>FICA Payments</b>	\$6,923	\$15,000	\$17,759

Accounts for a portion of FICA (Social Security (6.2%) and Medicare (1.45%)) payments for salaries.

	2022-2023 Budget	2022-2023 Estimate	2023-2024 Budget
<b>IMRF Payments</b>	\$18,786	\$28,420	\$48,192

Accounts for a portion of the employer's share of the Illinois Municipal Retirement Fund (IMRF) pension contributions.

	2022-2023 Budget	2022-2023 Estimate	2023-2024 Budget
<b>Health Insurance</b>	\$7,500	\$7,500	\$13,320

Accounts for a portion of the health insurance coverage for full-time employees.

	2022-2023 Budget	2022-2023 Estimate	2023-2024 Budget
<b>Life Insurance</b>	\$706	\$706	\$326

Accounts for a portion of the life insurance coverage for full-time employees.



**Contractual**

<b>Active Adult Program</b>	2022-2023 Budget	2022-2023 Estimate	2023-2024 Budget
	\$205,895	\$146,000	\$249,050

Accounts for programs that were previously managed by the Burr Ridge Park District. Since December 2021, the Village has started to manage the senior program and renamed it the Active Adult Program.

1)	Event	Description	Quantity	Unit Costs	Total Costs	
	<b>Cards/Games</b>	Games played by Seniors daily in CRC	12	\$330	\$3,960	
			Quantity	Unit Revenue	Total Revenue	
			12	\$330	\$3,960	
	TOTAL				Surplus/Deficit	
					\$0	

Cards/Games Breakdown			
Expenses		Revenue	
Description	Unit Costs	Description	Unit Revenue
Games, Coffee, cups, napkins, plates, sugar, and cream	\$330	\$1 per person	\$330

2)	Event	Description	Quantity	Unit Costs	Total Costs	
	<b>Presentations</b>	25 guest minimum at \$15 per person with coffee & snacks	8	\$375	\$3,000	
			Quantity	Unit Revenue	Total Revenue	
			8	\$550	\$4,400	
	TOTAL				Surplus/Deficit	
					\$1,400	

Presentations			
Expenses		Revenue	
Description	Unit Costs	Description	Unit Revenue
Speaker	\$300	Sponsor	\$300
Snacks	\$75	Income (\$10 per person with an estimate of 25 people)	\$250



Event	Description	Quantity	Unit Costs	Total Costs
<b>3)</b> <b>Bingo – Village of Willowbrook</b>	Prizes & snack 10 games	10	\$330	\$3,300
		Quantity	Unit Revenue	Total Revenue
		10	\$550	\$5,500
				Surplus/Deficit
<b>TOTAL</b>				\$2,200

Bingo – Willowbrook			
Expenses		Revenue	
Description	Unit Costs	Description	Unit Revenue
Prizes / snacks	\$330	Sponsor	\$150
		Income (Based on a \$10 per person charge with an estimate of 40 people)	\$400

Event	Description	Quantity	Unit Costs	Total Costs
<b>5)</b> <b>Casino</b>	Entertainment Special	6	\$1,190	\$7,140
		Quantity	Unit Revenue	Total Revenue
		6	\$1,350	\$8,100
				Surplus/Deficit
<b>TOTAL</b>				\$960

Casino			
Expenses		Revenue	
Description	Unit Costs	Description	Unit Revenue
Bus		Income (Based on a \$45 per person charge with an estimate of 30 people)	
	\$950		\$1,350
Coupon	\$90		
Snack	\$150		



Event	Description	Quantity	Unit Costs	Total Costs	
6)	<b>Social Basic</b>	Food / Entertainment Special	8	\$1,420	
			Quantity	Unit Revenue	
			8	\$1,650	
				\$13,200	
TOTAL				Surplus/Deficit	
				\$1,840	

Social Basic			
Expenses		Revenue	
Description	Unit Costs	Description	Unit Revenue
Food	\$1,000	Income (Based on a \$35 per person charge with an estimate of 40 people)	\$1,400
Entertainer	\$300	Sponsor	\$250
Special	\$120		

Event	Description	Quantity	Unit Costs	Total Costs
7)	<b>Social Holiday</b>	Food / Entertainer / Special	1	\$4500
			Quantity	Unit Revenue
			1	\$5,500
				Surplus/Deficit
TOTAL				\$1,000

Social Holiday			
Expenses		Revenue	
Description	Unit Costs	Description	Unit Revenue
Food	\$5,000	Sponsor	\$500
Entertainer	\$400	Income (Based on a \$50 per person charge with an estimate of 100 people)	\$5,000
Special	\$500		



Event	Description	Quantity	Unit Costs	Total Costs	
8)	<b>Theater</b>	Bus / Theater / Snack (Based on 40 people)	6	\$5,100	\$30,600
			Quantity	Unit Revenue	Total Revenue
			6	\$6,080	\$36,480
				Surplus/Deficit	
TOTAL				\$5,880	

Theater			
Expenses		Revenue	
Description	Unit Costs	Description	Unit Revenue
Bus	\$800	Income (\$152 a ticket)	\$6,080
Theater Expense	\$4,000		
Snack	\$200		
Escort Ticket	\$100		

Event	Description	Quantity	Unit Costs	Total Costs	
9)	<b>One Day Tour Basic</b>	Bus / snack / experience / Lunch (Based on 30 people)	11	\$3,540	\$38,940
			Quantity	Unit Revenue	Total Revenue
			11	\$4,050	\$44,550
				Surplus/Deficit	
TOTAL				\$5,610	

One Day Tour Basic			
Expenses		Revenue	
Description	Unit Costs	Description	Unit Revenue
Bus 6-8hrs	\$840	Income (\$135 per person)	\$4,050
Snack	\$150		
Experience	\$900		
Lunch	\$1,650		



10)

Event	Description	Quantity	Unit Costs	Total Costs	
<b>One Day Tour Extended</b>	Bus / Snack / Experience / Lunch (30 people)	9	\$4,350	\$39,150	
		Quantity	Unit Revenue	Total Revenue	
		9	\$5,250	\$47,250	
TOTAL			Surplus/Deficit		
				\$8,100	

One Day Tour Extended			
Expenses		Revenue	
Description	Unit Costs	Description	Unit Revenue
Bus 8+ hours	\$1,200	Income (\$175 per person)	\$5,250
Snack	\$150		
Experience #1 (\$20 per person)	\$600		
Lunch (\$45 per person)	\$1,350		
Experience #2 (\$35 per person)	\$1,050		

11)

Event	Description	Quantity	Unit Costs	Total Costs	
<b>2-4 Day Long Trips</b>	Bus / Hotel / 4-8 Experiences / Lunches / Dinners / Special	5	\$20,700	\$103,500	
		Quantity	Unit Revenue	Total Revenue	
		5	\$25,875	\$129,375	
TOTAL			Surplus/Deficit		
				\$25,875	

2-4 Day Long Trips			
Expenses		Revenue	
Description	Unit Costs	Description	Unit Revenue
Bus \$1,000+ a day	\$5,500	Income (\$1,035 per person)	\$25,875
Hotel \$200 a night	\$1,000	25 person minimum	
Driver and Escort room \$200 special cost	\$1,000		
Lunches. If we do a lunch, we do dinner on own	\$3,600		
Dinner. If included, we do lunch on own	\$8,400		
Experiences \$300 x 2 days	\$600		
Snack	\$600		



Event	Description	Quantity	Unit Costs	Total Costs	
<b>Travel Agent Trips</b>		4	\$900	\$3,600	
		Quantity	Unit Revenue	Total Revenue	
		4	\$6,000	\$24,000	
<b>TOTAL</b>				Surplus/Deficit	
				\$20,400	

Travel Agent Trips			
Expenses		Revenue	
Description	Unit Costs	Description	Unit Revenue
Goodie Bags	\$200	Income	\$6,000
Contingencies	\$500		
Insurance	\$200		

<b>ADA Park Maintenance</b>	2022-2023 Budget	2022-2023 Estimate	2023-2024 Budget
	\$3,000	\$4,425	\$3,000

Accounts for maintenance of Village parks with respect to ADA compliance

<b>ADA Recreation Accommodations</b>	2022-2023 Budget	2022-2023 Estimate	2023-2024 Budget
	\$275	\$0	\$0

Accounts for one-on-one program aides or other projects that require assistance for residents through the Gateway Special Recreation Association.

<b>Ballfield Maintenance</b>	2022-2023 Budget	2022-2023 Estimate	2023-2024 Budget
	\$15,000	\$15,000	\$12,000

Accounts for the maintenance of Village parks, such as striping of ball fields, field paint, field grading, and ball field mix.



<b>Community Events</b>	2022-2023 Budget	2022-2023 Estimate	2023-2024 Budget
	\$23,000	\$5,000	\$50,000

Accounts for annual community-wide events and the inclusion of Special Events. In previous budgets, staff separated out special events, but is now recommending for both line items to be condensed into the Community Events line item for 2023-2024.

Event	Description	Date	Costs	Revenue	Surplus/Deficit
Light up the Night	Social event for families	TBD	\$25,000	\$6,500	(\$18,500)

Light Up the Night			
Expenses		Revenue	
Description	Unit Costs	Description	Unit Revenue
Bus, Horse, and Carriage	\$1,395	Signup	\$1,000
Entertainers	\$3,315	Sponsorship	\$5,500
Decorations	\$4,400		
Giveaways	\$550		
Drone show contractor	\$15,000		

*Special Event Overtime - \$1,800 for Public Works and Police – this will be accounted for in Public Works and Police Overtime budgets*

### Special Events

Accounts for routine special events within the Village. Village staff consolidated several accounts to encompass all special events for the 2022-2023 fiscal year.

1)	Event	Description	Date	Costs	Revenue	Surplus/Deficit
	Fishing Derby	Family gathering	June 17,2023	\$500	\$500	–

Fishing Derby			
Expenses		Revenue	
Description	Unit Costs	Description	Unit Revenue
Breakfast (based on \$5 per person with an estimate of 50 people)	\$250	Sponsor Possibility	\$250
Supplies, bait, hooks...	\$100	Income	\$250
Prizes Tacklebox / Fishing poles	\$150		



Event	Description	Date	Costs	Revenue	Surplus/Deficit
2) Movie Night	Family gathering	July 15, 2023	\$2,500	\$0	(\$2,500)

Movie Night			
Expenses		Revenue	
Description	Unit Costs	Description	Unit Revenue
Rental equipment	\$1,350	Sponsorship	\$0
Popcorn	\$100		
Entertainers	\$500		
Movie Rights	\$500		

Event	Description	Date	Costs	Revenue	Surplus/Deficit
3) National Night Out	Back to School event	Aug. 1, 2023	\$500	–	(\$500)

National Night Out			
Expenses		Revenue	
Description	Unit Costs	Description	Unit Revenue
National Night Out	\$500		

Event	Description	Date	Costs	Revenue	Surplus/Deficit
4) Gower Halloween	Children's event	Oct. 27, 2023	\$1,000	–	(\$1,000)

Gower Halloween			
Expenses		Revenue	
Description	Unit Costs	Description	Unit Revenue
Taffy Apples – based on a cost of \$1.00 per child and an estimate of 2,250 kids	\$1,000	–	–

Event	Description	Date	Costs	Revenue	Surplus/Deficit
5) Trunk or Treat	Trick or Treat function	TBD	\$800	–	(\$800)

Trunk or Treat			
Expenses		Revenue	
Description	Unit Costs	Description	Unit Revenue
Candy	\$500	–	–
Decorations	\$300	–	–



Event	Description	Date	Costs	Revenue	Surplus/Deficit
6) Pancake Breakfast	Co-op Kiwanis	TBD	\$500	–	(\$500)

Pancake Breakfast			
Expenses		Revenues	
Description	Unit Costs	Description	Unit Revenue
Entertainer (face painter)	\$500	–	–

Event	Description	Date	Costs	Revenue	Surplus/Deficit
7) Flap Jacks and Flannels	Co-op Kiwanis	TBD	\$500	–	(\$500)

Flap Jacks and Flannels			
Expenses		Revenues	
Description	Unit Costs	Description	Unit Revenues
Entertainers	\$500	–	–

Event	Description	Date	Costs	Revenue	Surplus/Deficit
8) Easter Egg Hunt	Children's giveaway	TBD	\$1,000	\$500	(\$500)

Easter Egg Hunt			
Expenses		Revenue	
Description	Unit Costs	Description	Unit Revenue
Candy	\$700	Sponsorship	\$500
Bunny	\$150		
Eggs	\$150		

EDP Equipment / Software	2022-2023 Budget	2022-2023 Estimate	2023-2024 Budget
	\$25,000	\$18,325	\$5,200

Accounts for the potential sign-up software for parks and recreational activities.

EDP Licenses	2022-2023 Budget	2022-2023 Estimate	2023-2024 Budget
	\$480	\$480	\$480

Accounts for annual zoom licenses.



<b>Landscape Maintenance Services</b>	2022-2023 Budget	2022-2023 Estimate	2023-2024 Budget
	\$144,000	\$94,300	\$80,000

Accounts for a landscape contracting services with Semmer Landscaping. The amount allocated to Parks is based on the amount of acreage serviced by the contractor. The remaining amount is allocated within Public Works.

<b>Description</b>	<b>Cost</b>
Grass mowing contract split	\$80,000

<b>Maintenance</b>	2022-2023 Budget	2022-2023 Estimate	2023-2024 Budget
	\$20,000	\$20,000	\$12,000

Accounts for maintenance services related to equipment, electrical services, and overall Park facilities.

<b>Nicor Gas</b>	2022-2023 Budget	2022-2023 Estimate	2023-2024 Budget
	\$2,000	\$0	\$2,000

Accounts for the cost of natural gas to heat the Community Resource Center.

<b>Postage &amp; Meter</b>	2022-2023 Budget	2022-2023 Estimate	2023-2024 Budget
	\$200	\$200	\$300

Accounts for the postage costs for routine outgoing mail and shipping Village-wide, bulk mailing for event notifications and mailing courtesy reminder notices.

<b>Printing &amp; Publishing</b>	2022-2023 Budget	2022-2023 Estimate	2023-2024 Budget
	\$17,400	\$11,000	\$18,000

Accounts for printing and mailing the quarterly newsletter of the SCOOP and the bi-annual program guide that was previously produced by the Burr Ridge Park District.

<b>Sanitary</b>	2022-2023 Budget	2022-2023 Estimate	2023-2024 Budget
	\$230	\$180	\$180

Accounts for sewer maintenance charges with DuPage County.

<b>Special Events</b>	2022-2023 Budget	2022-2023 Estimate	2023-2024 Budget
	\$6,900	23,000	\$0

Staff is consolidating this account into the Community Event account for the 2023-24 budget.

<b>Special Recreation Program Dues</b>	2022-2023 Budget	2022-2023 Estimate	2023-2024 Budget
	\$39,311	\$39,311	\$40,000

Accounts for annual dues to the Gateway Special Recreation Association.

<b>Telephones</b>	2022-2023 Budget	2022-2023 Estimate	2023-2024 Budget
	\$2,200	\$1,400	\$1,500

Accounts for monthly services through Access One. Staff projects the annual budget based on a three-year average.



### **Commodities**

<b>Office/General Program</b>	2022-2023 Budget	2022-2023 Estimate	2023-2024 Budget
<b>Supplies</b>	\$1,500	\$1,200	\$1,500

Accounts for the office supplies used by the Parks and Recreation Division. This account consists of office supplies (pens, staples, etc.), coffee, and copy paper.

<b>Park Landscape</b>	2022-2023 Budget	2022-2023 Estimate	2023-2024 Budget
<b>Supplies</b>	\$6,400	\$6,400	\$6,500

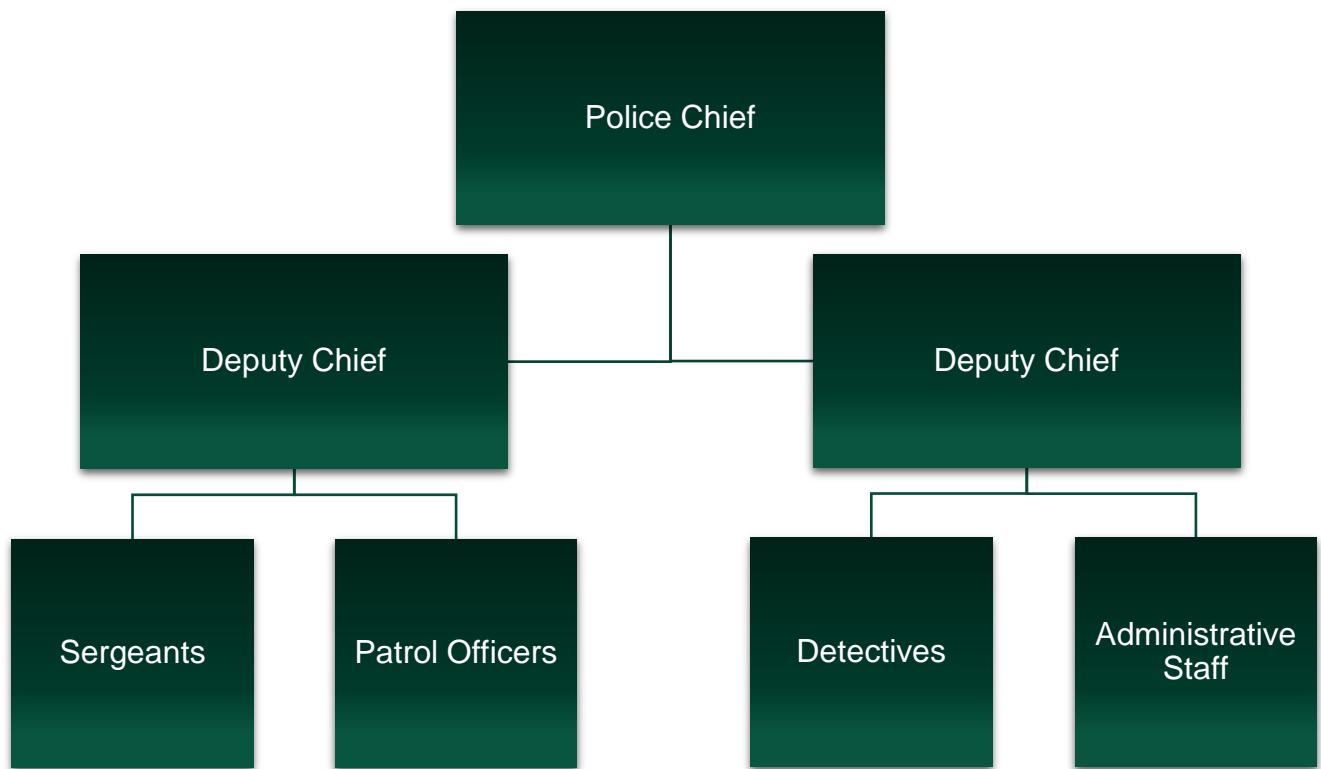
Accounts for landscaping supplies related to maintenance at Parks within the Village.

<b>Maintenance Supplies</b>	2022-2023 Budget	2022-2023 Estimate	2023-2024 Budget
	\$0	\$0	\$0

Accounts for supplies needed for janitorial services, electrical repair and building maintenance services for the Parks and Recreation Division.



## Police

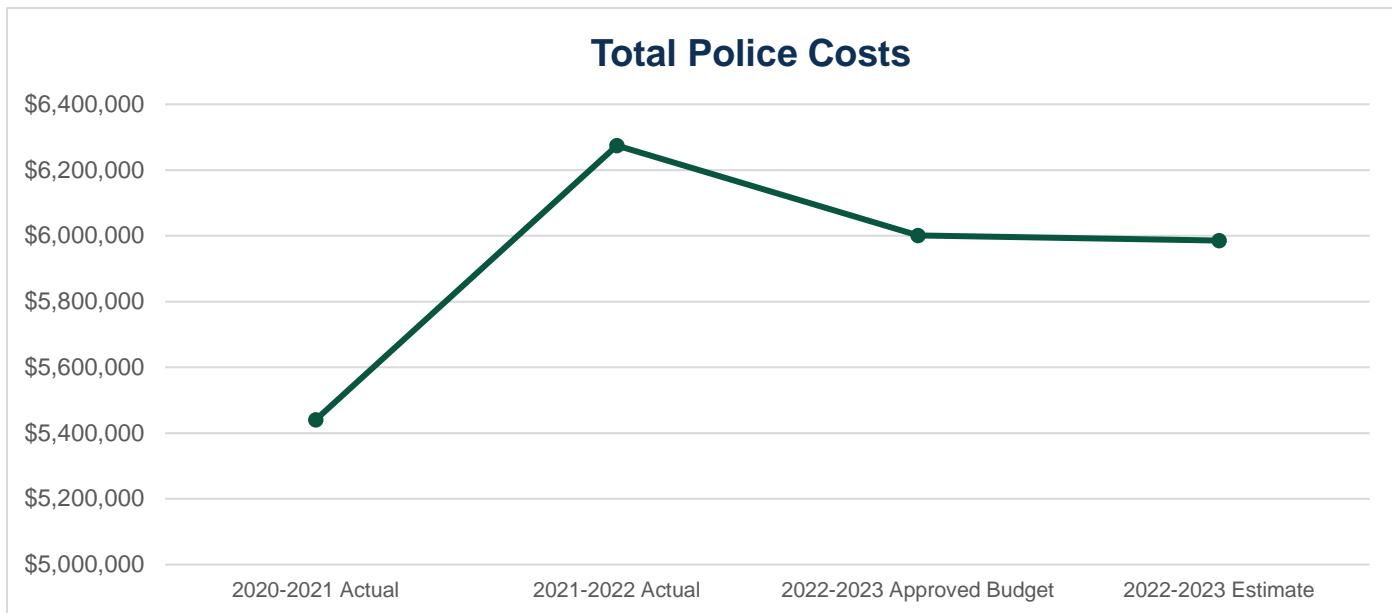




## **Police**

### **Summary Costs**

	2020-2021 Actual	2021-2022 Actual	2022-2023 Approved Budget	2022-2023 Estimate	Difference between 22- 23 Budget and Estimate
Personnel	\$4,435,718	\$4,678,206	\$4,776,242	\$4,802,915	\$26,673
Contractual	\$872,001	\$1,205,403	\$1,146,781	\$1,065,000	-\$81,781
Commodities	\$61,364	\$66,583	\$71,000	\$62,500	-\$8,500
Capital Maintenance	\$16,325	\$321,360	Moved to CIP	\$54,688	
Other	\$54,838	\$2,986	\$7,000	\$0	-\$7,000
<b>TOTAL</b>	<b>\$5,440,246</b>	<b>\$6,274,538</b>	<b>\$6,001,023</b>	<b>\$5,985,103</b>	<b>-\$15,920</b>





**Police**  
**Line-Item Detail**

Account Number	Category	2020-2021 Actual	2021-2022 Actual	2022-2023 Approved Budget	2022-2023 Estimate	Difference between 22-23 Budget and Estimate
<b>PERSONNEL</b>						
	Regular Salaries	\$2,515,573	\$2,731,844	\$2,831,721	\$2,864,645	\$32,924
	Part-Time Salaries	\$4,106	\$4,983	\$4,917	\$4,917	\$0
	Overtime Salaries	\$386,474	\$322,356	\$334,001	\$327,750	-\$6,251
	FICA Payments	\$63,967	\$66,608	\$46,589	\$46,589	\$0
	IMRF Payments	\$31,445	\$44,390	\$31,780	\$31,780	\$0
	Insurance	\$359,440	\$376,581	\$379,149	\$379,149	\$0
	Police Pension	\$1,074,713	\$1,131,444	\$1,148,085	\$1,148,085	\$0
<b>TOTAL PERSONNEL</b>		<b>\$4,435,718</b>	<b>\$4,678,206</b>	<b>\$4,776,242</b>	<b>\$4,802,915</b>	<b>\$26,673</b>
Account Number	Category	2020-2021 Actual	2021-2022 Actual	2022-2023 Approved Budget	2022-2023 Estimate	Difference between 22-23 Budget and Estimate
<b>CONTRACTUAL</b>						
01-30-630-202	Accreditation	\$4,645	\$8,969	\$5,000	\$4,645	-\$355
01-30-650-268	Animal Control	\$200	\$0	\$0	\$0	\$0
01-30-630-308	Cadet Program		\$0	\$500	\$0	-\$500
01-30-640-306	Grant Writing Services	\$15,758	\$39,668	\$9,500	\$9,500	\$0
01-30-630-315	Copy Service	\$3,932	\$4,224	\$3,600	\$12,000	\$8,400
01-30-640-267	Document Storage / Scanning	\$0	\$0	\$5,000	\$0	-\$5,000
01-30-640-212	EDP Equipment / Software	\$2,039	\$4,034	\$3,200	\$2,000	-\$1,200
01-30-640-263	EDP Licenses	\$21,038	\$20,420	\$33,520	\$30,000	-\$3,520
01-30-630-309	Employee Recognition	\$927	\$3,136	\$5,000	\$5,000	\$0
01-30-675-263	Equipment Maintenance	\$1,026	\$0	\$2,500	\$0	-\$2,500
01-30-630-241	Legal Services	\$15,940	\$22,595	\$25,000	\$25,000	\$0
01-30-630-307	Fees / Dues / Subscriptions	\$25,490	\$40,835	\$61,055	\$61,055	\$0
01-30-630-245	Firing Range	\$1,369	\$5,451	\$5,000	\$7,000	\$2,000
01-30-630-303	Fuel / Mileage / Wash	\$51,669	\$54,539	\$72,000	\$55,000	-\$17,000
01-30-640-225	Internet / Website Hosting	\$4,800	\$4,800	\$24,000	\$24,000	\$0



Account Number	Category	2020-2021 Actual	2021-2022 Actual	2022-2023 Approved Budget	2022-2023 Estimate	Difference between 22-23 Budget and Estimate
01-30-630-228	Maintenance	\$112,976	\$128,522	\$116,500	\$35,000	-\$81,500
01-30-630-235	Nicor Gas (7760 Quincy)	\$4,073	\$5,577	\$5,000	\$6,000	\$1,000
01-30-630-131	Personnel Recruitment	\$321	\$0	\$0	\$0	\$0
01-30-630-201	Phones	\$15,522	\$19,992	\$25,000	\$25,000	\$0
01-30-630-311	Postage & Meter Rent	\$2,270	\$3,126	\$4,200	\$4,000	-\$200
01-30-630-302	Printing & Publishing	\$6,323	\$1,564	\$4,000	\$3,800	-\$200
01-30-675-235	Radio Dispatching	\$232,842	\$319,083	\$320,000	\$320,000	\$0
01-30-630-246	Red Light Contractual Services	\$295,759	\$380,187	\$318,000	\$390,000	\$72,000
01-30-630-306	Reimbursements		\$0	\$1,000	\$0	-\$1,000
01-30-630-250	Sanitary	\$559	\$796	\$1,000	\$1,000	\$0
01-30-645-273	Self-Insurance	\$1,332	\$2,900	\$0	\$0	\$0
01-30-630-304	Training	\$31,603	\$24,627	\$35,206	\$15,000	-\$20,206
01-30-630-305	Tuition Reimbursement		\$0	\$15,000	\$5,000	-\$10,000
01-30-630-345	Uniforms	\$19,588	\$24,725	\$47,000	\$25,000	-\$22,000
<b>TOTAL CONTRACTUAL</b>		<b>\$872,001</b>	<b>\$1,119,770</b>	<b>\$1,146,781</b>	<b>\$1,065,000</b>	<b>-\$81,781</b>
Account Number	Category	2020-2021 Actual	2021-2022 Actual	2022-2023 Approved Budget	2022-2023 Estimate	Difference between 22-23 Budget and Estimate
<b>COMMODITIES</b>						
01-30-630-346	Ammunition	\$7,133	\$15,372	\$25,000	\$20,000	-\$5,000
01-30-630-351	Building Maintenance Supplies	\$1,430	\$0	\$2,000	\$500	-\$1,500
01-30-670-331	Commodities	\$227	\$1,385	\$5,000	\$5,000	\$0
01-30-650-343	Jail Supplies	\$1,865	\$9,571	\$2,000	\$1,000	-\$1,000
01-30-630-301	Office Supplies	\$4,472	\$3,832	\$0	\$0	\$0
01-30-630-401	Operating Equipment	\$46,237	\$36,423	\$37,000	\$36,000	-\$1,000
<b>TOTAL COMMODITIES</b>		<b>\$61,364</b>	<b>\$66,583</b>	<b>\$71,000</b>	<b>\$62,500</b>	<b>-\$8,500</b>
Account Number	Category	2020-2021 Actual	2021-2022 Actual	2022-2023 Approved Budget	2022-2023 Estimate	Difference between 22-23 Budget and Estimate
<b>CAPITAL MAINTENANCE</b>						
01-30-660-205	Bike Program		\$6,447	Moved to CIP	\$1,336	
01-30-630-402	Body Cameras		\$65,353	Moved to CIP	\$33,072	



Account Number	Category	2020-2021 Actual	2021-2022 Actual	2022-2023 Approved Budget	2022-2023 Estimate	Difference between 22-23 Budget and Estimate
01-30-635-288	Building Construction & Remodel	\$16,325	\$0	Moved to CIP	\$0	
01-30-680-642	Copy Machine		\$0	Moved to CIP	\$0	
01-30-630-405	Furniture & Office Equipment		\$0	Moved to CIP	\$25,755	
01-30-655-405	Furniture & Office Equipment		\$20,650	Moved to CIP	\$0	
01-30-630-403	In-Car Camera		\$20,280	Moved to CIP	\$20,280	
01-30-680-625	New Vehicles		\$294,263	Moved to CIP	\$0	
<b>TOTAL CAPITAL MAINTENANCE</b>		<b>\$16,325</b>	<b>\$406,993</b>	<b>\$0</b>	<b>\$54,688</b>	<b>\$54,688</b>
Account Number	Category	2020-2021 Actual	2021-2022 Actual	2022-2023 Approved Budget	2022-2023 Estimate	Difference between 22-23 Budget and Estimate
<b>OTHER</b>						
01-30-650-349	Drug Forfeiture - Federal	\$9,750	\$0	\$0	\$0	\$0
01-30-650-348	Drug Forfeiture- State	\$45,088	\$2,599	\$0	\$0	\$0
01-30-655-339	Confidential Funds		\$0	\$2,000	\$0	\$2,000
01-30-685-799	Contingencies		\$387	\$5,000	\$0	\$5,000
<b>TOTAL OTHER</b>		<b>\$54,838</b>	<b>\$2,986</b>	<b>\$7,000</b>	<b>\$0</b>	<b>-\$7,000</b>



## Police

### Line-Item Description

The Willowbrook Police Department provides high-quality, professional and effective law enforcement services to residents and businesses that fosters a sense of security throughout the community. The Police Department services include crime investigations, juvenile crime investigations, patrol operations, traffic and parking enforcement, and crime prevention education.

The Police Department is staffed with 27 sworn positions including a Chief, (2) Deputy Chiefs, (4) Sergeants, and (21) Police Officers. Additionally, the Police Department employs two (2) Administrative personnel.

### Personnel

<b>Salaries</b>	2022-2023 Budget	2022-2023 Estimate	2023-2024 Budget
	\$2,831,721	\$2,557,225	\$2,935,267

Accounts for the salary expense for police officers per the union contract and full-time non-union Police department employees are allocated to the General Fund.

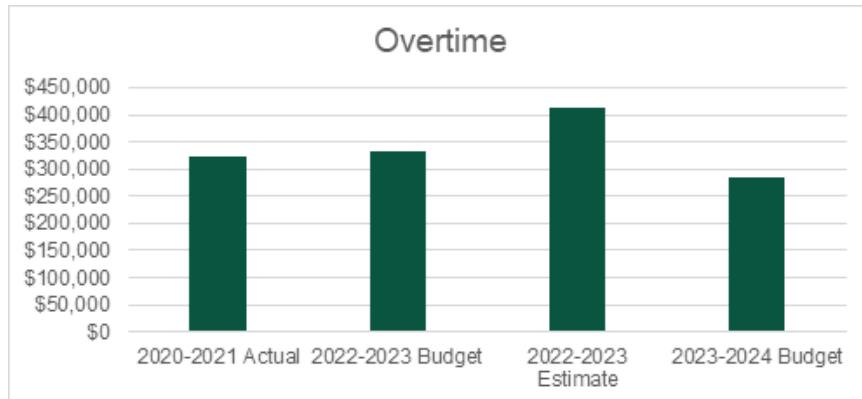
<b>Position</b>	<b>General Fund</b>	<b>Water Fund</b>
Police Chief	95%	5%
(2) Deputy Police Chiefs	95%	5%
(3) Sergeants	95%	5%
(2) Detectives	95%	5%
(19) Police Officers	95%	5%
(2) Administrative Staff	95%	5%

<b>Part-Time Salaries</b>	2022-2023 Budget	2022-2023 Estimate	2023-2024 Budget
	\$4,917	\$4,917	\$0

Accounts for Crossing Guard services on a part-time basis.

<b>Overtime Salaries</b>	2022-2023 Budget	2022-2023 Estimate	2023-2024 Budget
	\$334,001	\$412,262	\$285,000

Accounts for overtime salaries for Police Department employees which primarily results from the commitment to maintain appropriate staffing levels. Overtime pay is also an essential element in sustaining the minimum number of personnel during unscheduled occurrences. The fund allocation is identical from Regular Salaries.



## Personnel (cont'd)

<b>FICA Payments</b>	2022-2023 Budget	2022-2023 Estimate	2023-2024 Budget
	\$46,589	\$45,143	\$42,706

Accounts for a portion of FICA (Social Security (6.2%) and Medicare (1.45%)) payments for Salaries. The fund allocation is identical to Regular Salaries.

<b>IMRF Payments</b>	2022-2023 Budget	2022-2023 Estimate	2023-2024 Budget
	\$31,780	\$30,267	\$27,648

Accounts for a portion of the employer's share of the Illinois Municipal Retirement Fund (IMRF) pension contributions.

<b>Insurance</b>	2022-2023 Budget	2022-2023 Estimate	2023-2024 Budget
	\$379,149	\$399,000	\$399,000

Accounts for a portion of the insurance coverage for all full-time Police Department personnel. The fund allocation is identical to Regular Salaries.

<b>Police Pension</b>	2022-2023 Budget	2022-2023 Estimate	2023-2024 Budget
	\$1,148,085	\$1,090,681	\$1,386,048

Accounts for the 2023-2024 Village Police Pension Contribution to the Police Pension Fund. The fund allocation is identical to Regular Salaries.

## Contractual

<b>Accreditation</b>	2022-2023 Budget	2022-2023 Estimate	2023-2024 Budget
	\$5,000	\$6,308	\$4,500

Accounts for the annual Commission on Accreditation for Law Enforcement Agencies (CALEA) fee.

<b>Animal Control</b>	2022-2023 Budget	2022-2023 Estimate	2023-2024 Budget
	\$0	\$105	\$4,000

Accounts for animal control services.

<b>Cadet Program</b>	2022-2023 Budget	2022-2023 Estimate	2023-2024 Budget
	\$500	\$0	\$0

Accounts for the Police Cadet Program provides an opportunity for individuals interested in pursuing a career in law enforcement.

<b>Grant Writing Services</b>	2022-2023 Budget	2022-2023 Estimate	2023-2024 Budget
	\$9,500	\$9,500	\$0

Accounts for grant writing services primarily with Administrative Consulting Specialists. In 2023-2024, the Village Administrator's Office will account for grant writing services.



**Contractual (cont'd)**

<b>Copy Services</b>	2022-2023 Budget	2022-2023 Estimate	2023-2024 Budget
	\$3,600	\$10,173	\$3,600

Accounts for copy services for the Police Department.

<b>Document Storage / Scanning</b>	2022-2023 Budget	2022-2023 Estimate	2023-2024 Budget
	\$5,000	\$0	\$0

Accounts for document scanning services for the Police Department.

<b>EDP Equipment / Software</b>	2022-2023 Budget	2022-2023 Estimate	2023-2024 Budget
	\$3,200	\$2,000	\$3,000

Accounts for annual software purchases within the Police Department.

<b>EDP Licenses</b>	2022-2023 Budget	2022-2023 Estimate	2023-2024 Budget
	\$33,520	\$30,000	\$37,000

Accounts for the following software licenses:

<b>Description</b>	<b>Quantity</b>	<b>Price</b>	<b>Total Costs</b>
CAPERS / Computer Maintenance	1	\$5,000	\$5,000
Power DMS	1	\$4,500	\$4,500
CJIS Quarterly	4	\$750	\$3,000
Guardian Tracking	1	\$1,900	\$1,900
PlanIT Schedule Software	1	\$1,600	\$1,600
Beast Annual Software	1	\$2,350	\$2,350
Frontline	1	\$1,600	\$1,600
Nixle	1	\$4,820	\$4,820
Word Systems Annual Fee	1	\$1,900	\$1,900
Training Tracker	1	\$1,500	\$1,500
Law Enforcement Training LLC	27	\$1,500	\$1,500
CALEA	1	\$4,650	\$4,650
Miscellaneous	1	\$2,000	\$2,000

<b>Employee Recognition</b>	2022-2023 Budget	2022-2023 Estimate	2023-2024 Budget
	\$5,000	\$5,000	\$5,000

Accounts for employee recognition within the Police Department.

<b>Equipment Maintenance</b>	2022-2023 Budget	2022-2023 Estimate	2023-2024 Budget
	\$2,500	\$0	\$0

Accounts for maintenance of the Fulton alarm, and CCTV interview room service.



**Contractual (cont'd)**

<b>Legal Services</b>	2022-2023 Budget	2022-2023 Estimate	2023-2024 Budget
	\$25,000	\$25,000	\$25,000

Accounts for legal services with Tom Brescia. The monthly retainer is \$1,895 a month with an hourly cost of \$165/hour

<b>Fees / Dues / Subscriptions</b>	2022-2023 Budget	2022-2023 Estimate	2023-2024 Budget
	\$61,055	\$61,055	\$42,100

Accounts for the Police Department's participation in various organizations. These organizational memberships provide services such as training, professional development, and useful information.

<b>Description</b>	<b>Quantity</b>	<b>Cost</b>	<b>Total Cost</b>
Mid States Organized Crime	27	\$200	\$200
DuPage Chiefs x 2, IL Chiefs x 2 IACP x 2, PERF, FBINAA	3	\$1,500	\$1,500
Juvenile Officer's Association	4	\$80	\$80
CourtSmart online training \$70 per officer	27	\$1,890	\$1,890
DuMeg	1	\$13,500	\$13,500
DuPage Children's Center	1	\$3,000	\$3,000
NEMERT	27	\$2,800	\$2,800
I-PAC	1	\$100	\$100
Notary	27	\$1,700	\$1,700
Thomson Reuters-Clear	27	\$6,000	\$6,000
Arson Invest	1	\$275	\$275
Wellness program	1	\$6,000	\$6,000
TLO Investigative software	1	\$3,000	\$3,000
Miscellaneous	1	\$2,000	\$2,000

<b>Firing Range</b>	2022-2023 Budget	2022-2023 Estimate	2023-2024 Budget
	\$5,000	\$7,000	\$5,000

Accounts for annual range fee with the Illinois State Police and basic repair parts maintenance.

<b>Fuel / Mileage / Wash</b>	2022-2023 Budget	2022-2023 Estimate	2023-2024 Budget
	\$72,000	\$116,354	\$75,000

Accounts for purchases related to fuel for Village vehicles and routine car washes.

<b>Internet / Website Hosting</b>	2022-2023 Budget	2022-2023 Estimate	2023-2024 Budget
	\$24,000	\$24,000	\$25,000

Accounts for monthly internet services provided by Comcast and the fiber project in the Police Department.



### **Contractual (cont'd)**

<b>Maintenance</b>	2022-2023 Budget	2022-2023 Estimate	2023-2024 Budget
	\$116,500	\$35,000	\$30,000

Accounts for routine maintenance costs of Village-owned facilities, including custodial services, HVAC preventative maintenance, elevator preventive maintenance, pest control, and vehicle maintenance.

<b>Nicor Gas</b>	2022-2023 Budget	2022-2023 Estimate	2023-2024 Budget
	\$5,000	\$6,000	\$6,000

Accounts for the cost of natural gas to heat the Police Department. The 2022-2023 budget is based on a three-year average.

<b>Other Professional Service</b>	2022-2023 Budget	2022-2023 Estimate	2023-2024 Budget
			\$42,000

This is a new line item within the Police Department for the annual cost of Flock services.

<b>Postage &amp; Meter</b>	2022-2023 Budget	2022-2023 Estimate	2023-2024 Budget
	\$4,200	\$4,000	\$4,100

Accounts for the postage costs for routine outgoing mail and shipping Village-wide, bulk mailing for ticket violations, and mailing courtesy reminder notices.

<b>Printing &amp; Publishing</b>	2022-2023 Budget	2022-2023 Estimate	2023-2024 Budget
	\$4,000	\$3,800	\$2,500

Accounts for printing arrest jackets, WBPD forms, and maps for the Police Department. The 2023-2024 proposed budget is based on a three-year average.

<b>Radio Dispatching</b>	2022-2023 Budget	2022-2023 Estimate	2023-2024 Budget
	\$320,000	\$305,173	\$340,773

Accounts for annual dispatching services through the DuPage Public Safety Communications (DUCOMM). This line item also covers equipment maintenance through DUCOMM.

<b>Red Light Contractual Services</b>	2022-2023 Budget	2022-2023 Estimate	2023-2024 Budget
	\$318,000	\$390,000	\$390,000

Accounts for red light enforcement cameras (RLCs) are to increase traffic safety by reducing the number and severity of traffic collisions and to increase driver awareness of the hazards associated with unsafe driving in and around signal-controlled intersections.

<b>Description</b>	<b>2023-2024 Budget</b>
Adjudicator	\$6,000
Camera Fees	\$275,000
ComEd	\$2,000
Miscellaneous Fee	\$35,000

### **Contractual (cont'd)**

<b>Sanitary</b>	2022-2023 Budget	2022-2023 Estimate	2023-2024 Budget
	\$1,000	\$1,000	\$1,000

Accounts for sewer maintenance charges with DuPage County.

<b>Telephone</b>	2022-2023 Budget	2022-2023 Estimate	2023-2024 Budget
	\$25,000	\$25,000	\$25,000

Accounts for FirstNet services and phones for Police Department personnel.

<b>Training</b>	2022-2023 Budget	2022-2023 Estimate	2023-2024 Budget
	\$35,206	\$15,000	\$30,000

Accounts for employee development and professional development in specific areas. The training is imperative for employee development while increasing overall services to the organization and residents.

	Qty,	Unit Training Cost	Subtotal Training Cost	Unit Travel Cost	Subtotal Travel Cost	Total Travel & Training Cost
Police Training Institute	1	\$7,434		\$186		\$186
NEMERT per year	Varies	Varies	Varies	Varies	Varies	\$30,000
Northwestern Staff & Command	1	\$4,500		Varies		Varies
College of DuPage training	Varies	Varies	Varies	Varies	Varies	
Miscellaneous	1	\$3,000		Varies		\$3,000

<b>Tuition Reimbursement</b>	2022-2023 Budget	2022-2023 Estimate	2023-2024 Budget
	\$15,000	\$5,000	\$5,000

Accounts for the Village's tuition reimbursement program which is outlined in the Personnel Manual. The budgeted amount is based on the historic utilization of this program.

<b>Uniforms</b>	2022-2023 Budget	2022-2023 Estimate	2023-2024 Budget
	\$47,000	\$25,000	\$36,000

Accounts for the uniform and shoe allowance provided for eligible Police Department personnel, including new hires per the Union contract or the Personnel Manual.

### **Commodities**

<b>Ammunition</b>	2022-2023 Budget	2022-2023 Estimate	2023-2024 Budget
	\$25,000	\$20,000	Moved to CIP

Accounts for ammunition for handguns and rifles and for duty and training purposes.

<b>Building Maintenance Supplies</b>	2022-2023 Budget	2022-2023 Estimate	2023-2024 Budget
	\$2,000	\$500	\$1,000

Accounts for routine cleanings within the Police Department that are related to Biomist and sallyport supplies.



### **Commodities (cont'd)**

<b>Commodities</b>	2022-2023 Budget	2022-2023 Estimate	2023-2024 Budget
	\$5,000	\$5,000	\$7,000

Accounts for community event handouts, senior bingo, and other marketing materials related to the Police Department.

<b>Jail Supplies</b>	2022-2023 Budget	2022-2023 Estimate	2023-2024 Budget
	\$2,000	\$1,000	\$2,000

Accounts for the replacement of blankets, gloves, disposable mattresses, and inmate supplies.

<b>Operating Equipment</b>	2022-2023 Budget	2022-2023 Estimate	2023-2024 Budget
	\$37,000	\$42,500	\$37,000

Accounts for supplies related to the First aid station, NIPAS equipment batteries, ET supplies, veterinarian bills, taser cartridges, range equipment, pepper spray, gun repair cleaning equipment, and other essential operating equipment for the Police Department.

### **Other**

<b>Confidential Funds</b>	2022-2023 Budget	2022-2023 Estimate	2023-2024 Budget
	\$2,000		\$1,000

Accounts for variable spending related to confidential operations.

<b>Contingencies</b>	2022-2023 Budget	2022-2023 Estimate	2023-2024 Budget
	\$5,000		\$5,000

Accounts for unplanned emergency purchases, i.e. civil unrest barricades etc.



## Public Works

Public Works Foreman

Public Works Laborers

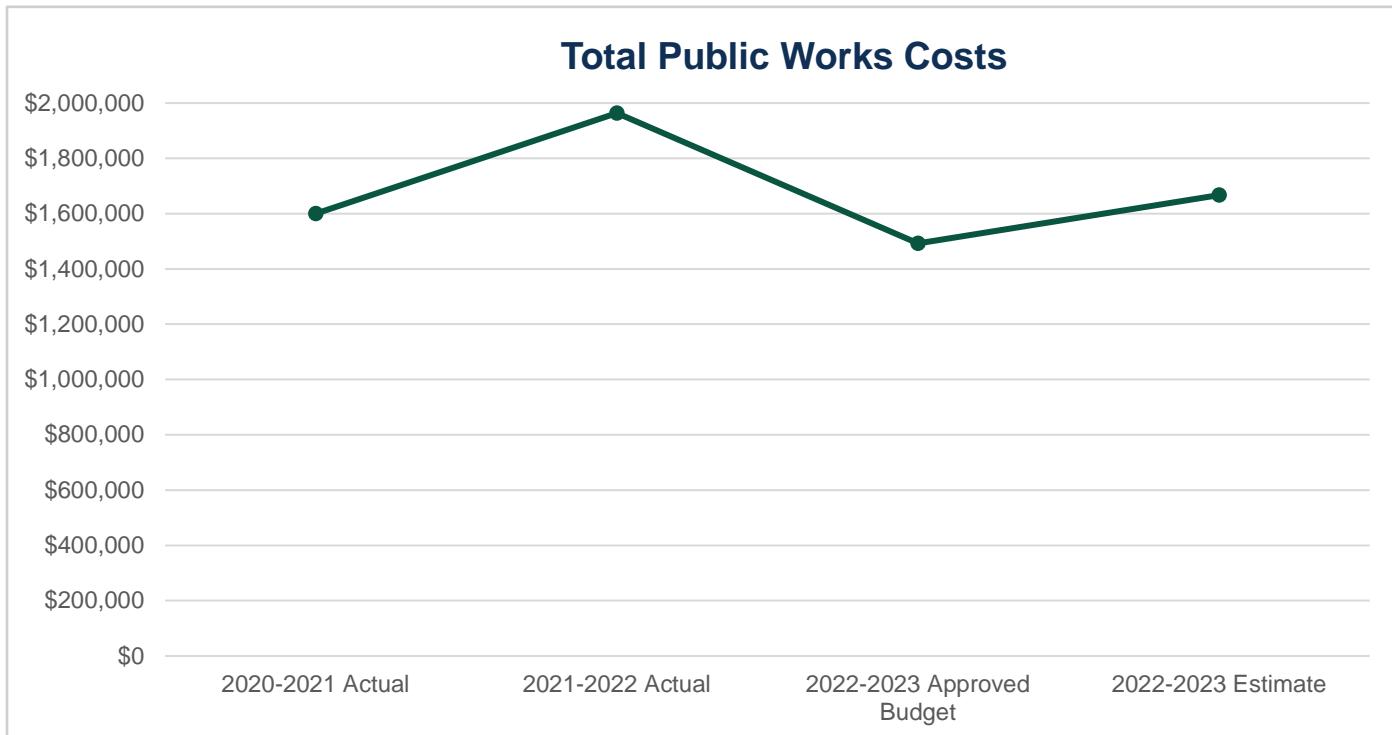




## Public Works

### Summary Costs

	2020-2021 Actual	2021-2022 Actual	2022-2023 Approved Budget	2022-2023 Estimate	Difference between 22- 23 Budget and Estimate
Personnel	\$319,809	\$255,415	\$242,816	\$260,000	\$17,184
Contractual	\$1,241,763	\$1,479,254	\$1,224,878	\$1,382,791	\$157,913
Commodities	\$15,311	\$30,785	\$24,250	\$24,000	-\$250
Capital Maintenance	\$22,668	\$198,335	\$500		-\$500
<b>TOTAL</b>	<b>\$1,599,551</b>	<b>\$1,963,789</b>	<b>\$1,492,444</b>	<b>\$1,666,791</b>	<b>\$174,347</b>





## Public Works

### Line-Item Detail

Account Number	Category	2020-2021 Actual	2021-2022 Actual	2022-2023 Approved Budget	2022-2023 Estimate	Difference between 22-23 Budget and Estimate
<b>PERSONNEL</b>						
	Regular Salaries	\$176,468	\$128,521	\$147,313	\$147,313	\$0
	Part-Time Salaries	\$10,030	\$9,535	\$15,000	\$20,500	\$5,500
	Overtime Salaries	\$33,261	\$28,659	\$9,900	\$21,585	\$11,685
	FICA Payments	\$17,756	\$12,356	\$11,063	\$11,063	\$0
	IMRF Payments	\$36,960	\$35,241	\$28,025	\$28,025	\$0
	Insurance	\$45,334	\$41,103	\$31,514	\$31,514	\$0
<b>TOTAL PERSONNEL</b>		<b>\$319,809</b>	<b>\$255,415</b>	<b>\$242,815</b>	<b>\$260,000</b>	<b>\$17,185</b>
Account Number	Category	2020-2021 Actual	2021-2022 Actual	2022-2023 Approved Budget	2022-2023 Estimate	Difference between 22-23 Budget and Estimate
<b>CONTRACTUAL</b>						
01-35-755-284	Brush Pickup	\$18,500	\$36,900	\$37,400	\$37,400	\$0
01-35-745-207	Electricity - Street Lights	\$20,135	\$23,233	\$21,378	\$26,000	\$4,622
01-35-750-290	Equipment Rental	\$1,680	\$3,915	\$3,060	\$2,500	-\$560
01-35-720-245	Engineering Review	\$20,519	\$89,216	\$25,000	\$20,000	-\$5,000
01-35-710-307	Fees / Dues / Subscriptions	\$100	\$100	\$1,320	\$1,000	-\$320
01-35-710-303	Fuel / Mileage / Wash	\$7,810	\$10,885	\$9,579	\$12,000	\$2,421
01-35-715-225	Internet / Website Hosting Services	\$1,430	\$1,452	\$1,500	\$1,500	\$0
01-35-755-332	J.U.L.I.E. (Locates)	\$2,762	\$1,789	\$2,587	\$2,587	\$0
01-35-750-286	Jet Cleaning Culvert Services	\$18,594	\$38,865	\$23,530	\$32,000	\$8,470
01-35-755-281	Landscaping Maintenance	\$49,518	\$45,565	\$60,000	\$160,000	\$100,000
01-35-725-410	Maintenance	\$125,932	\$121,135	\$96,000	\$120,000	\$24,000
01-35-760-259	Mosquito Abatement	\$26,960	\$44,163	\$37,550	\$37,550	\$0
01-35-725-415	Nicor Gas	\$2,901	\$6,331	\$3,000	\$3,000	\$0
01-35-715-307	Other Professional Service			\$50,000	\$0	-\$50,000
01-35-760-258	Pest Control	\$1,113	\$0	\$1,000	\$1,000	\$0
01-35-710-311	Postage & Meter Rent	\$1,316	\$766	\$1,500	\$1,500	\$0
01-35-710-302	Printing and Publishing	\$853	\$1,241	\$750	\$1,241	\$491
01-35-755-331	Salt	\$104,758	\$84,741	\$85,000	\$85,000	\$0



Account Number	Category	2020-2021 Actual	2021-2022 Actual	2022-2023 Approved Budget	2022-2023 Estimate	Difference between 22-23 Budget and Estimate
01-35-725-417	Sanitary User Charge	\$110	\$91	\$250	\$400	\$150
01-35-740-287	Snow Removal Contract	\$228,693	\$161,092	\$140,000	\$140,000	\$0
01-35-720-230	Special Projects		\$0	\$35,000	\$35,000	\$0
01-35-750-381	Storm Water Improvements	\$117,210	\$166,531	\$115,000	\$155,000	\$40,000
01-35-765-685	Street Improvements	\$250,082	\$268,110	\$206,250	\$225,000	\$18,750
01-35-740-290	Street Sweeping Services		\$0	\$6,313	\$6,313	\$0
01-35-710-201	Telephones	\$2,296	\$2,676	\$2,200	\$2,200	\$0
01-35-745-224	Traffic Signals	\$3,483	\$6,345	\$7,200	\$7,200	\$0
01-35-710-304	Training	\$112	\$2,715	\$5,610	\$5,500	-\$110
01-35-750-338	Tree Maintenance	\$232,211	\$358,592	\$200,000	\$260,000	\$60,000
01-35-710-345	Uniforms	\$2,685	\$2,805	\$1,900	\$1,900	\$0
<b>TOTAL CONTRACTUAL</b>		<b>\$1,241,763</b>	<b>\$1,479,254</b>	<b>\$1,179,877</b>	<b>\$1,382,791</b>	<b>\$202,914</b>
Account Number	Category	2020-2021 Actual	2021-2022 Actual	2022-2023 Approved Budget	2022-2023 Estimate	Difference between 22-23 Budget and Estimate
<b>COMMODITIES</b>						
01-35-710-301	Office Supplies	\$839	\$863	\$750	\$500	-\$250
01-35-710-401	Operating Supplies & Equipment	\$6,614	\$5,862	\$12,000	\$12,000	\$0
01-35-755-333	Road Signs	\$7,479	\$18,592	\$10,000	\$10,000	\$0
01-35-755-300	Emergency Equipment	\$379	\$5,468	\$1,500	\$1,500	\$0
<b>TOTAL COMMODITIES</b>		<b>\$15,311</b>	<b>\$30,785</b>	<b>\$24,250</b>	<b>\$24,000</b>	<b>-\$250</b>
Account Number	Category	2020-2021 Actual	2021-2022 Actual	2022-2023 Approved Budget	2022-2023 Estimate	Difference between 22-23 Budget and Estimate
<b>CAPITAL MAINTENANCE</b>						
01-35-715-212	EDP Equipment	\$819	\$4,761	Moved to CIP		
01-35-710-405	Furniture & Office Equipment		\$455	\$500	\$0	-\$500
01-35-755-401	Operating Equipment	\$6,785	\$106,108	Moved to CIP		
01-35-765-625	Vehicles - New & Other	\$15,064	\$86,556	Moved to CIP		
01-35-765-640	Village Entry Signs		\$455	Moved to CIP		
<b>TOTAL CAPITAL MAINTENANCE</b>		<b>\$22,668</b>	<b>\$198,335</b>	<b>\$500</b>	<b>\$0</b>	<b>-\$500</b>



## Public Works

### Line-Item Description

The Willowbrook Public Works Department provides pothole patching, street maintenance, snow plowing, street lighting, traffic signal maintenance, sidewalk repair, parkway tree removals, and plantings. The Department is responsible for 25 lane miles of roadway, 42 miles of water infrastructure, and 5,000 trees.

#### Personnel

<b>Salaries</b>	2022-2023 Budget	2022-2023 Estimate	2023-2024 Budget
	\$147,313	\$125,831	\$133,116

Accounts for the salary expense for Public Works personnel that are allocated to the General Fund.

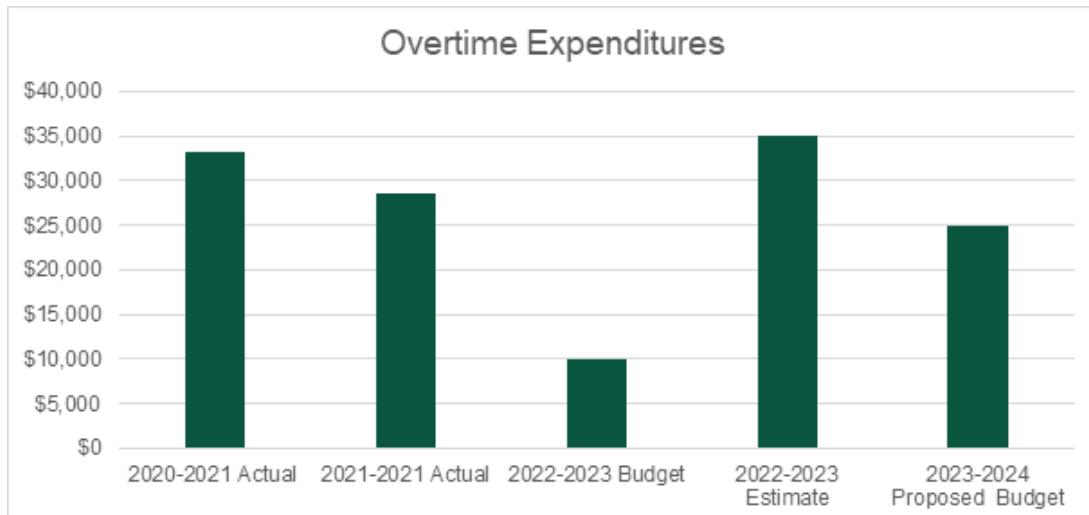
<b>Salary Allocation by Fund</b>		
<b>Position</b>	<b>General Fund</b>	<b>Business Improvement Fund</b>
Public Works Foreman	45%	55%
Public Works Laborers (5)	45%	55%
Seasonal Help	45%	55%

<b>Part-Time Salaries</b>	2022-2023 Budget	2022-2023 Estimate	2023-2024 Budget
	\$15,000	\$13,266	\$15,000

Accounts for the cost of four seasonal employees used to assist Public Works staff with routine preventative maintenance and repairs. The fund allocation is identical to Regular Salaries.

<b>Overtime Salaries</b>	2022-2023 Budget	2022-2023 Estimate	2023-2024 Budget
	\$9,900	\$35,000	\$25,000

Accounts for overtime salaries for Public Works employees primarily result from the commitment to maintain appropriate service levels during unscheduled occurrences. Examples include water main breaks, inclement weather, and other infrastructure emergencies. The fund allocation is identical to Regular Salaries.





### **Personnel (cont'd)**

<b>FICA Payments</b>	2022-2023 Budget	2022-2023 Estimate	2023-2024 Budget
	\$11,063	\$9,525	\$12,356

Accounts for a portion of FICA (Social Security (6.2%) and Medicare (1.45%)) payments for Salaries. The fund allocation is identical to regular Salaries.

<b>IMRF Payments</b>	2022-2023 Budget	2022-2023 Estimate	2023-2024 Budget
	\$28,025	\$29,240	\$35,241

Accounts for a portion of the employer's share of the Illinois Municipal Retirement Fund (IMRF) pension contributions.

<b>Insurance</b>	2022-2023 Budget	2022-2023 Estimate	2023-2024 Budget
	\$31,514	\$46,000	\$41,103

Accounts for a portion of the Health Insurance and Life Insurance coverage for all full-time Public Works personnel. The fund allocation is identical to regular Salaries.

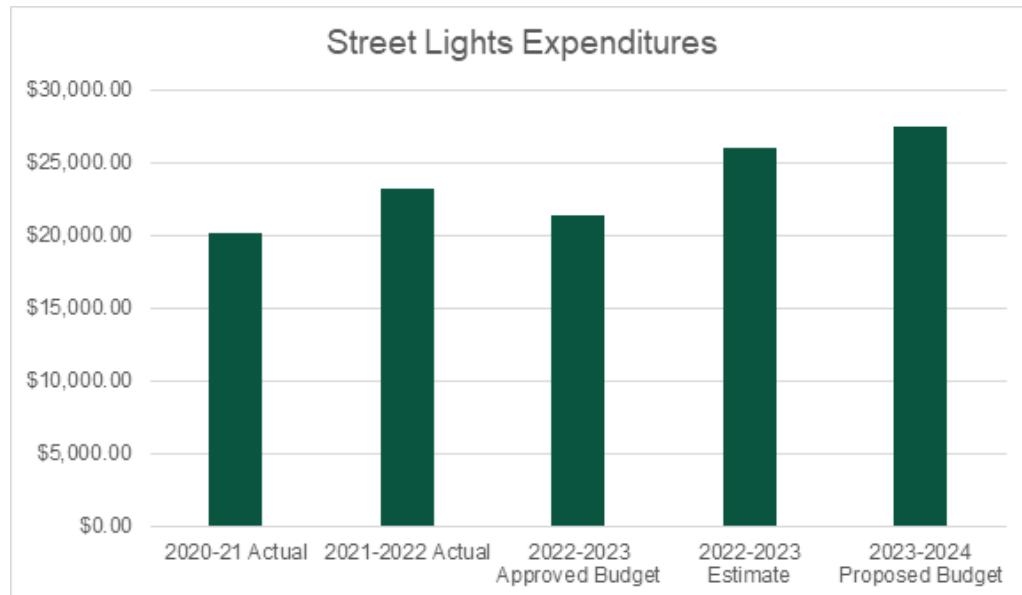
### **Contractual**

<b>Brush Pick Up</b>	2022-2023 Budget	2022-2023 Estimate	2023-2024 Budget
	\$37,400	\$37,400	\$37,400

Accounts for annual brush pick-up services. The 2022-2023 budget is based on an annual quote from NJ Ryan Tree and Landscape.

<b>Electricity - Streetlights</b>	2022-2023 Budget	2022-2023 Estimate	2023-2024 Budget
	\$21,378	\$26,000	\$27,500

Accounts for electricity for streetlights. Staff projects the annual budget based on a four-year average.





### **Contractual (cont'd)**

<b>Equipment Rental</b>	2022-2023 Budget	2022-2023 Estimate	2023-2024 Budget
	\$3,060	\$2,500	\$3,000

Accounts for renting equipment to support Public Works staff on an as-needed basis. Staff projects the annual budget based on a four-year average.

<b>Engineering Review</b>	2022-2023 Budget	2022-2023 Estimate	2023-2024 Budget
	\$25,000	\$20,000	\$5,000

Accounts for engineering review services for non-Capital Improvement projects.

<b>Fees / Dues / Subscriptions</b>	2022-2023 Budget	2022-2023 Estimate	2023-2024 Budget
	\$1,320	\$1,000	\$1,200

Accounts for the Public Works department's participation in various organizations. These organizational memberships provide services such as training, professional development, and useful information.

<b>Description</b>	<b>Quantity</b>	<b>Cost</b>	<b>Total Costs</b>
American Public Works Association (APWA) membership	1	\$170	\$170
Suburban Tree Consortium	1	\$575	\$575
Illinois Public Works Mutual Aid	1	\$100	\$100
CDL Renewal	4	\$65	\$325

<b>Fuel / Mileage / Wash</b>	2022-2023 Budget	2022-2023 Estimate	2023-2024 Budget
	\$9,579	\$12,000	\$12,000

Accounts for fuel for Public Works vehicles. Staff projects the annual budget based on a four-year average.

<b>Internet / Website Hosting</b>	2022-2023 Budget	2022-2023 Estimate	2023-2024 Budget
	\$1,500	\$4,933	\$4,500

Accounts for monthly internet services through Comcast. Staff projects the annual budget based on a four-year average.

<b>J.U.L.I.E. (Locates)</b>	2022-2023 Budget	2022-2023 Estimate	2023-2024 Budget
	\$2,587	\$2,587	\$2,650

Accounts for the costs associated with locating underground utilities prior to digging or excavating. These costs also include locating services performed by a contractor.

<b>Jet Cleaning Services</b>	2022-2023 Budget	2022-2023 Estimate	2023-2024 Budget
	\$23,530	\$32,000	\$35,000

Accounts for scheduled and as-needed jet cleaning services. Staff projects the annual budget based on a three-year average.



**Contractual (cont'd)**

<b>Landscape Maintenance</b>	2022-2023 Budget	2022-2023 Estimate	2023-2024 Budget
	\$60,000	\$160,000	\$165,000

Accounts for general landscaping at Village facilities and Village property on a monthly basis. This line item also includes landscaping special projects throughout the Village. The locations within this account include all Village buildings, county rights-of-way, Kingery Highway, and the median.

Detail Information	2023-2024 Budget
Routine Maintenance	\$156,000
Special Projects / Time & Material	\$9,000

<b>Maintenance</b>	2022-2023 Budget	2022-2023 Estimate	2023-2024 Budget
	\$96,000	\$120,000	\$86,000

Accounts for the outsourced maintenance services under several firms are highlighted in the table below:

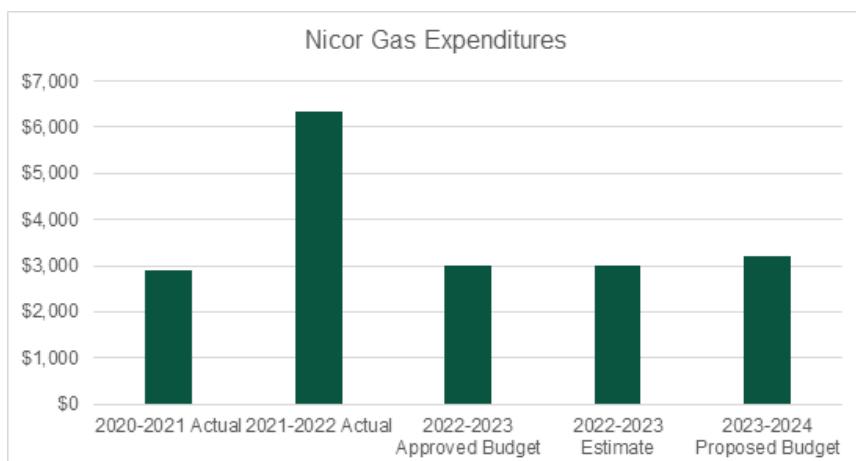
Detail Information	2023-2024 Budget
Garage	\$16,000
Public Works Building	\$35,000
Streetlights	\$5,000
Vehicles* (Split 50/50 with Water Fund)	\$25,000
<b>TOTAL</b>	<b>\$86,000</b>

<b>Mosquito Abatement Services</b>	2022-2023 Budget	2022-2023 Estimate	2023-2024 Budget
	\$37,550	\$37,550	\$37,550

Accounts for Mosquito Abatement services with Clarke Environmental. The annual contract is \$26,450, with three additional treatments estimated at \$3,700. The contract will expire in 2023.

<b>Nicor Gas</b>	2022-2023 Budget	2022-2023 Estimate	2023-2024 Budget
	\$3,000	\$3,000	\$3,200

Accounts for the cost of natural gas to heat Public Works facilities. The 2022-2023 budget is based on a three-year average.





**Contractual (cont'd)**

<b>Pest Control</b>	2022-2023 Budget	2022-2023 Estimate	2023-2024 Budget
	\$1,000	\$1,000	\$1,000

Accounts for pest control services. These costs are quoted annually and are based on a three-year average.

<b>Postage &amp; Meter</b>	2022-2023 Budget	2022-2023 Estimate	2023-2024 Budget
	\$1,500	\$1,500	\$2,000

Accounts for the postage costs for routine outgoing mail and shipping Village-wide, bulk mailing for event notifications, and mailing courtesy reminder notices.

<b>Printing &amp; Publishing</b>	2022-2023 Budget	2022-2023 Estimate	2023-2024 Budget
	\$750	\$1,241	\$750

Accounts for the cost to print snow routes and utility maps for the use of Public Works staff. The 2023-2024 budget is based on a three-year average.

<b>Salt</b>	2022-2023 Budget	2022-2023 Estimate	2023-2024 Budget
	\$85,000	\$63,500	\$0

Accounts for the cost to print snow routes and utility maps for the use of Public Works staff. In the 2023-24 budget, Salt will be expensed out of the Motor Fuel Tax account.

<b>Year</b>	<b>Vendor</b>	<b>Tons</b>	<b>Unit Cost</b>	<b>Total Cost</b>
2018/2019	Detroit Salt	700	\$67.15	\$47,005
2019/2020	Compass Minerals	800	\$82.96	\$66,368
2020/2021	Compass Minerals	1,040	\$81.13	\$84,375
2021/2022	Compass Minerals	1,040	\$81.13	\$84,375

<b>Sanitary User Charge</b>	2022-2023 Budget	2022-2023 Estimate	2023-2024 Budget
	\$250	\$400	\$450

Accounts for sewer maintenance charges with DuPage County.

<b>Snow Removal Contract</b>	2022-2023 Budget	2022-2023 Estimate	2023-2024 Budget
	\$140,000	\$100,000	\$130,000

Accounts for snow plowing and snow removal services with NJ Ryan and Tree Landscaping. The contractor is primarily responsible for all secondary streets, cul-de-sacs, and Village buildings.

<b>Special Projects</b>	2022-2023 Budget	2022-2023 Estimate	2023-2024 Budget
	\$35,000	\$35,000	\$0

Staff has not identified any special projects for the 2023-24 budget.

<b>Stormwater Improvements</b>	2022-2023 Budget	2022-2023 Estimate	2023-2024 Budget
	\$115,000	\$155,000	\$90,000

Accounts for stormwater maintenance projects on an as-needed basis.



**Contractual (cont'd)**

<b>Street Improvements</b>	2022-2023 Budget	2022-2023 Estimate	2023-2024 Budget
	\$206,250	\$225,000	\$175,000

Accounts for asphalt repair services, and concrete repair services that are performed by a contractor. The Village utilizes a hybrid model that leverages the value of in-house Public Works staff and outside contractors through outsourcing to perform typical public works functions

	<b>Asphalt Repair</b>	<b>Concrete Repair</b>	<b>Other</b>
Description	Repair potholes using hot patch and cold patch. Apron patch from culvert repair	Repair of sidewalks, driveways, curbs	Limestone and topsoil for property restorations
Estimated costs (75% General fund / 25% Water Fund)	\$35,000	\$100,000	\$40,000

<b>Street Sweeping</b>	2022-2023 Budget	2022-2023 Estimate	2023-2024 Budget
	\$6,313	\$6,313	\$7,000

Accounts for annual street sweeping services with Lakeshore Recycling.

<b>Telephones</b>	2022-2023 Budget	2022-2023 Estimate	2023-2024 Budget
	\$2,200	\$2,200	\$2,500

Accounts for monthly services through Access One. Staff projects the annual budget based on a three-year average.

<b>Traffic Signals</b>	2022-2023 Budget	2022-2023 Estimate	2023-2024 Budget
	\$7,200	\$7,200	\$7,200

Accounts for annual maintenance costs for traffic signals with DuPage County and the State of Illinois. Staff projects the annual budget based on a three-year average and an annual contract.

<b>Traffic Signals</b>
63 <sup>rd</sup> Street & Clarendon Hills Road
Clarendon Hills Road & Plainfield Road
Kingery Highway and 67 <sup>th</sup> Street
Kingery Highway and 72 <sup>nd</sup> Court

<b>Training</b>	2022-2023 Budget	2022-2023 Estimate	2023-2024 Budget
	\$5,610	\$5,500	\$5,500

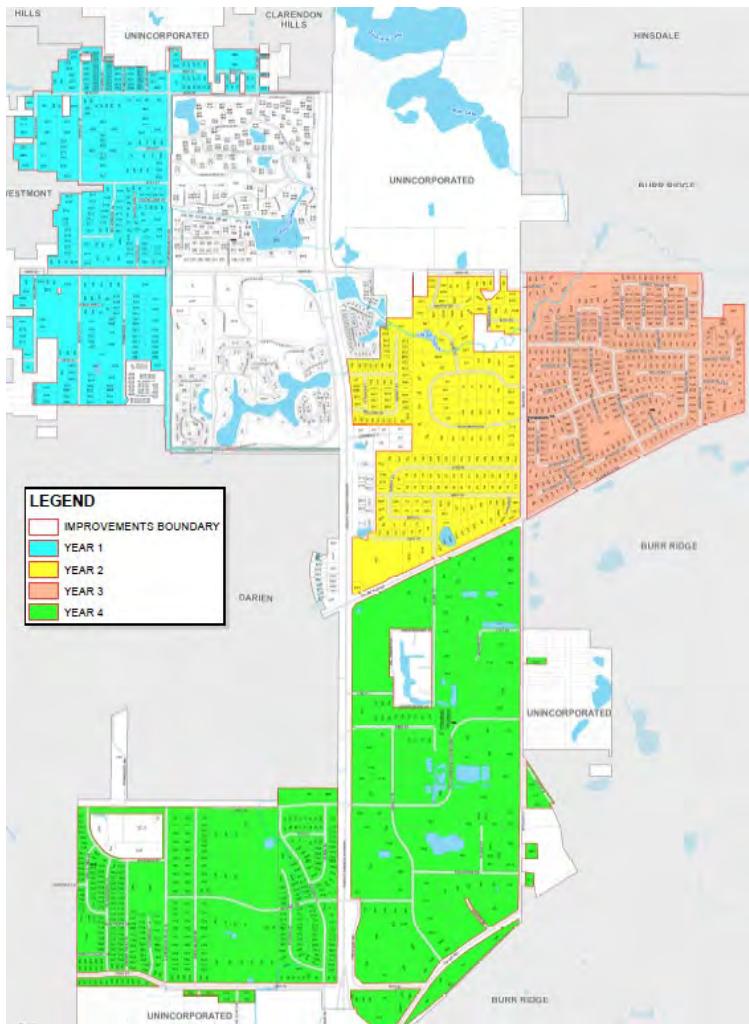
Accounts for employee development and professional development in specific areas. The training is imperative for employee development while increasing overall services to the organization and residents.

	<b>Qty</b>	<b>Unit Training Cost</b>	<b>Subtotal Training Cost</b>	<b>Unit Travel Cost</b>	<b>Subtotal Travel Cost</b>	<b>Total Travel &amp; Training Cost</b>
American Public Works Association	2	\$35	\$70			\$70
Annual Professional Safety Training	5	\$1,000	\$5,000			\$5,000
International Association State Floodplain Management Conference	1	\$430	\$430	\$150	\$150	\$540



## Contractual (cont'd)

<b>Tree Maintenance</b>	2022-2023 Budget	2022-2023 Estimate	2023-2024 Budget
	\$200,000	\$260,000	\$110,000



Accounts for tree removal, stump removal, and tree trimming services with NJ Ryan. In the 2023-24 budget, staff will begin a programmatic approach for tree maintenance throughout the Village. This new approach will involve a four-year program for tree removal, stump removal, and tree trimming.

<b>Detail Description</b>	<b>2023-2024 Proposed Budget</b>
Tree and stump removal	\$35,000
Tree Trimming	\$45,000
Emergencies	\$40,000

<b>Uniforms</b>	2022-2023 Budget	2022-2023 Estimate	2023-2024 Budget
	\$1,900	\$1,900	\$2,500

Accounts for a uniform, safety vests, and safety boots are distributed to staff each year. This item is split between the General Fund and Water Fund on a 50/50 basis.

	<b>Qty</b>	<b>Unit Cost</b>	<b>Total Cost</b>
Clothing	4	\$500	\$2,000
Boots	4	\$250	\$1,000
Personnel Protective Equipment	8	\$250	\$2,000



## **Commodities**

<b>Office Supplies</b>	2022-2023 Budget	2022-2023 Estimate	2023-2024 Budget
	\$750	\$500	\$500

Accounts for the office supplies in Public Works. This account includes misc. supplies for daily operations (pens, pencils, folders, binders, flash drives, coffee, etc.).

<b>Operating Supplies and Equipment</b>	2022-2023 Budget	2022-2023 Estimate	2023-2024 Budget
	\$12,000	\$12,000	\$15,000

Accounts for supplies for maintenance of facilities.

<b>Road Signs</b>	2022-2023 Budget	2022-2023 Estimate	2023-2024 Budget
	\$10,000	\$10,000	\$8,000

Accounts for materials for street sign repairs and replacement including posts, anchors, sign blanks, and reflective paper. The 2022-2023 budget is based on a three-year average.

<b>Emergency Equipment</b>	2022-2023 Budget	2022-2023 Estimate	2023-2024 Budget
	\$1,500	\$1,500	\$1,500

Accounts for emergency and unplanned equipment.

## **Capital Maintenance**

<b>Furniture</b>	2022-2023 Budget	2022-2023 Estimate	2023-2024 Budget
	\$500	\$0	\$500

Accounts for furniture replacements throughout the fiscal year.



## Capital Improvement Program



The Village of Willowbrook's capital program represents the Village's commitment to future financial planning and investment in critical Village infrastructure. The Capital Improvement Program (CIP) is a governmental fund that exists in the Capital Projects Fund for the purpose of aggregating resources to complete infrastructure improvements and large-scale capital projects. These projects are largely funded by the General Fund, the Water Fund and grants.

Capital projects cover the full spectrum of investing in the Village's infrastructure and include facility updates, construction or reconstruction of Village streets, infrastructure for water and stormwater utilities, major equipment, vehicle purchases, and technology updates.

During preparation and review of the capital program, staff sets priorities and identifies which projects can be accomplished in a given year within the limits of the Village's financial outlook. The Village also incorporates resource allocation, prioritization, consideration of external factors, and cost evaluation to arrive at the final capital program.



## Capital Improvement Program

### Five-Year Summary

Account Number	Sources	2023-2024 Budget	2024-2025 Budget	2025-2026 Budget	2026-2027 Budget	2027-2028 Budget
10-55-310-611	Grants	\$950,000	\$0	\$0	\$0	\$0
10-55-320-600	Motor Fuel Tax	\$0	\$250,000	\$400,000	\$250,000	\$250,000
10-55-320-601	Rebuild Illinois Bond	\$0	\$0	\$0	\$0	\$0
10-55-330-102	Transfer from Water Fund	\$0	\$0	\$94,000	\$475,000	\$1,125,000
10-55-330-101	Transfer from General Fund	\$2,576,100	\$2,097,000	\$2,230,000	\$712,000	\$712,000
	General Obligation Bond	\$1,050,000	\$2,060,000	\$2,830,000	\$850,000	\$850,000
10-55-330-112	Tax Increment Financing	\$0	\$0	\$0	\$0	\$0
	<b>Total Sources/Revenue</b>	<b>\$4,576,100</b>	<b>\$4,407,000</b>	<b>\$5,554,000</b>	<b>\$2,287,000</b>	<b>\$2,937,000</b>

	Uses	2023-2024 Budget	2024-2025 Budget	2025-2026 Budget	2026-2027 Budget	2027-2028 Budget
	Design	\$50,000	\$0	\$0	\$0	\$0
	Road and Sidewalk Infrastructure	\$1,075,000	\$750,000	\$1,250,000	\$1,100,000	\$1,100,000
	Village Equipment	\$152,300	\$281,000	\$12,000	\$487,000	\$222,000
	Village Facilities	\$3,298,800	\$2,376,000	\$2,218,000	\$700,000	\$490,000
	Water Infrastructure	\$0	\$1,000,000	\$2,074,000	\$0	\$1,125,000
	<b>Total Uses/Expenditures</b>	<b>\$4,576,100</b>	<b>\$4,407,000</b>	<b>\$5,554,000</b>	<b>\$2,287,000</b>	<b>\$2,937,000</b>



## 2023-2024 CIP Line-Item Detail

<b>DESIGN</b>						
Account Number	Project No.	Project Title	Dept / Division	Project Description	Fund	2023-24 Costs
10-55-600-310	1	Willow Manor storm	Public Works	Drainage Improvements	General Obligation Bond	\$50,000

<b>ROAD AND SIDEWALK INFRASTRUCTURE</b>						
Account Number	Project No.	Project Title	Dept / Division	Project Description	Fund	2023-24 Costs
10-55-600-313	2	Gower sidewalk	Public Works	Expand sidewalk from Cherry Tree to Sheridan Drive	Transfer from General Fund	\$75,000
10-55-600-313	3	Executive Dr storm water	Public Works	Storm water improvements	General Obligation Bond	\$2,500,000

<b>VILLAGE EQUIPMENT</b>						
Account Number	Project No.	Project Title	Dept / Division	Project Description	Fund	2023-24 Costs
10-55-600-315	4	Message Boards	Parks & Recreation	Installation of 9 message boards throughout all of the Village parks	Transfer from General Fund	\$8,500
10-55-600-316	5	Ballistic Shield Replacement	Police Department	Ballistic Shield Replacement	Transfer from General Fund	\$6,800
10-55-600-317	6	Evidence Room Server	Police Department	Evidence Room Server	Transfer from General Fund	\$15,000
10-55-600-319	8	Adams St LED	Public Works	Replace outdated streetlights	Transfer from General Fund	\$85,000
10-55-600-320	9	Ammo Purchase	Police Department	Ammo Purchase	Transfer from General Fund	\$30,000
	10	Handguns	Police Department	New department issued handguns		\$100,000
	11	Vehicles	Police Department	New squad vehicles (Ford Interceptors)		\$136,000
	12	Traffic Signals	Public Works	67th Street & Clarendon Hills Road traffic signal with Darien		\$200,000



**VILLAGE FACILITIES**

Account Number	Project No.	Project Title	Dept / Division	Project Description	Fund	2023-24 Costs
10-55-600-326	10	Midway Park Upgrade	Parks & Recreation	Pickleball courts, parking lot	Transfer from General Fund	\$1,800,000
10-55-600-327	11	Borse Park Improvements	Parks & Recreation	Phase I - Stormwater Project & Bandshell Improvement	Split with ARPA and General Fund	\$1,330,000
10-55-600-328	12	Creekside Park Improvements	Parks & Recreation	Replacement of three bridges	Transfer from General Fund	\$150,000
10-55-600-329	13	Signage Training Room	Police Department	Signage Training Room	Transfer from General Fund	\$12,000
10-55-600-330	14	Police Department Parking Lot - Sealcoating	Public Works	Sealcoating the parking lot at the Police Department	Transfer from General Fund	\$6,800

**WATER INFRASTRUCTURE**

Account Number	Project No.	Project Title	Dept / Division	Project Description	Fund	2023-24 Costs



## **2023-2024 CIP Line-Item Description**

### **Design \$50,000**

Annual activities include road surveying, soil testing, material testing, Capital Improvement Program (CIP) road resurfacing, storm, and water design, inspectional and project management services, bridge and retaining wall inspection, drainage analysis, and assessment and natural resource project design.

- Willow Manor Storm Drainage Improvements - \$50,000

### **Road and Sidewalk Infrastructure \$2,575,000**

Infrastructure projects involve grinding of street surface, underground utility spot repairs, minor concrete work including sidewalk and curb and gutter replacement, roadway patching, street surface placement, and landscape restoration. The roadways include:

- Gower Sidewalk Project, the installation of a sidewalk on the east side of Cherry Tree Ln to Sheridan Dr. - \$75,000
- Executive Drive Stormwater Project, the installation of stormwater trapping materials under Executive Dr to prevent flooding during major rain events. - \$2,500,000

### **Village Equipment \$581,300**

Annual purchases of equipment for operating activities are included in the Village Equipment line. Highlights of next fiscal year include:

- Parks Message Boards - \$8,500
- Ballistic Shield Replacement - \$6,800
- Evidence Room Server - \$15,000
- Adams St LED Lights - \$85,000
- Ammunition Purchase - \$30,000
- New Department Issued Handguns - \$100,000
- New Squad Vehicles (Ford Interceptors) – \$136,000
- 67<sup>th</sup> St Traffic Signal – \$200,000

### **Village Facilities \$3,298,800**

This category accounts for major repairs and replacement of Village property. Highlights of next fiscal year include:

- Midway Park Upgrade - \$1,800,000
- Borse Park Improvements- \$1,330,000
- Creekside Park Improvements - \$150,000
- Police Training Room Signage- \$12,000
- Police Department Parking Lot Seal Coating - \$6,800

### **Water Infrastructure \$0**

The replacement or rehabilitation of water infrastructure in the Village is included in this category.