



# 2011 Annual Budget

For the Fiscal Year Beginning January 1, 2011



**The City of Berwyn**

**Robert J. Lovero**  
Mayor

**A Century of Progress with Pride**

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www.berwyn-il.gov

**2011 Annual Budget**

**Members of the City Council**

Nona Chapman  
Jeffrey Boyajian  
Margaret Paul  
Michele Skryd  
Cesar Santoy  
Theodore Polashek  
Rafael Avila  
Nora Laureto

Alderman, 1<sup>st</sup> Ward  
Alderman, 2<sup>nd</sup> Ward  
Alderman, 3<sup>rd</sup> Ward  
Alderman, 4<sup>th</sup> Ward  
Alderman, 5<sup>th</sup> Ward  
Alderman, 6<sup>th</sup> Ward  
Alderman, 7<sup>th</sup> Ward  
Aldermen, 8<sup>th</sup> Ward

**Administrators**

Robert Lovero  
Joseph Kroc  
Thomas Pavlik  
Brian Pabst  
Anthony Bertuca  
Robert Dwan  
James Frank  
Tammy Clausen  
Denis O'Halloran  
James Ritz  
Charles Lazzara  
Anthony Martinucci  
Robert Schiller  
John Wysocki

Mayor  
Treasurer  
Clerk  
City Administrator  
City Attorney  
Director, Community Development  
Director, Information Technology  
Director, Library Services  
Fire Chief  
Police Chief  
Director, Building Department  
Director, Recreation Department  
Director, Public Works  
Director, Finance

**Report Prepared By**

John Wysocki, CPA

Director, Finance

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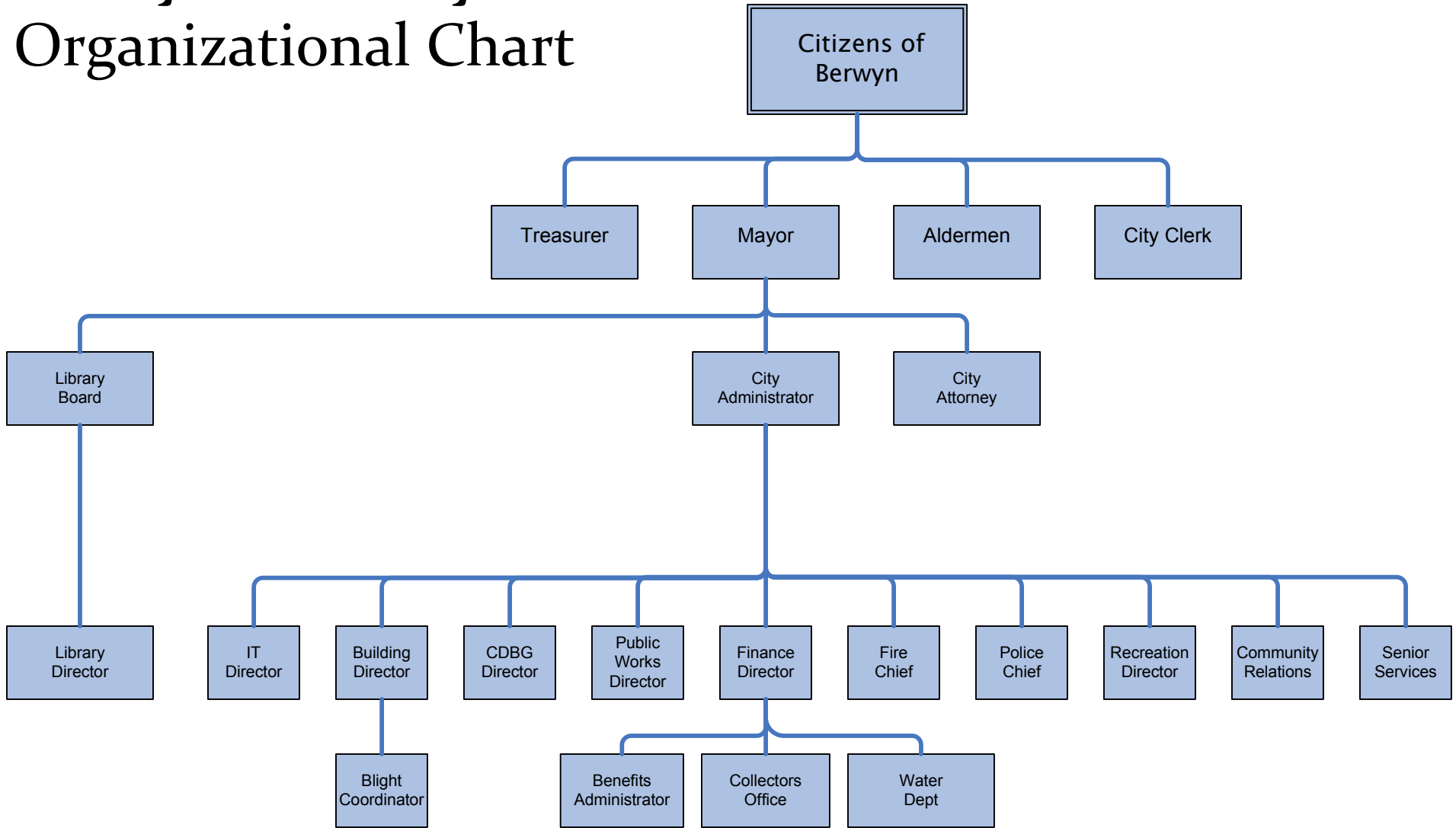
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# City of Berwyn Organizational Chart



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**Description of Budget Process**

The City uses the following procedures in establishing the budget.

- ✚ The Mayor submits to the City Council Members a proposed operating budget for the fiscal year commencing on the following January 1. The operating budget includes proposed expenditures and the means of financing them.
- ✚ Public Hearings are conducted by the City to obtain taxpayer comments.
- ✚ Subsequently, the budget is legally enacted through the passage of an ordinance
- ✚ Formal budgetary control is at the department level in the general fund or fund level for all other funds.
- ✚ Budgetary authority lapses at year end.
- ✚ State law requires that “expenditures be made in conformity with the budget.” Transfers between line items in cost centers may be made by administrative action. Any amount to be transferred between cost centers would require Council approval
- ✚ Budgeted amounts are originally adopted, with the exceptions of Council approved budget amendments which are reflected in the financial statements.

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**2011 Budget Message from Mayor Robert J. Lovero**

It is my privilege to present the 2011 Budget of the City of Berwyn for your review. The 2011 Budget is the result of the combined efforts of all of the Department heads along with the Finance Director, City Administrator and me. The total expected revenue for the General Fund is \$48,387,674 which will be offset by budgeted expenses of \$48,331,778 for a net budget surplus of \$55,896. Due to the continued national economic downturn, staff took additional steps to lessen the severity of the recession. While other municipalities continue to weather the storm by utilizing their fund balance, we did not have that option. However, this administration's focus has been to establish and strengthen a fund balance. This will enable us to better respond to future economic challenges.

Through a combination of measures, staff was not only able to maintain City services, throughout 2010, but we were able to present a balanced budget for 2011. This achievement was made possible by a continued series of strategic initiatives which included: cost cutting measures, unpaid staff furloughs, and a presentation of our financial plan to Standard and Poor's. This presentation resulted in an improved credit rating for the City, and subsequent lower financing charges allowing for lower cost debt restructuring and improved fiscal responsibility. These measures collectively allowed the City Council to minimize the impact of a tax increase.

Included in the budget are the department directors' goals and objectives for 2011. In addition, the Library budget as approved by their Board is included. We are also pleased with the commercial ventures targeted to open in the next year which will provide much needed sales tax revenue. Although we are facing economic challenges, as illustrated in the objectives, the City is focused on maintaining services that affect our citizens' quality of life.

Our economic prudence, as indicated above, has the City well positioned to address the present fiscal challenges. We believe that our 2011 budget responds appropriately to economic conditions. In addition, we are sensitive to the need to remain flexible to adapt to ever-changing economic conditions. In summary, my primary goal is to provide, in a cost effective manner, high quality services for the citizens of Berwyn.

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**Community Profile**

Berwyn, “The City of Homes” and a Centennial City, was incorporated June 6, 1908. Back then, Berwyn’s population was approximately 5,000 and the community was established from a settlement called LaVergne on the south side and a portion of Oak Park on the north. It was mainly farmland with few roads and much vacant land between the first homes being built.

During the 1920’s and 1930’s, the time of Berwyn’s largest residential development, many solidly-built brick bungalows were built. That housing stock, along with the variety of homes built through the 1940’s, established Berwyn’s reputation as a stable, family-oriented community. Today, the city’s population is well over 56,000 and Berwyn proudly boasts the largest collection of Chicago-style bungalows in the nation, as well as a substantial stock of multi-family apartment buildings and condominiums.

Location is one of Berwyn’s greatest assets. It is less than ten miles west of Chicago’s main business district, the “Loop,” and is situated between two major expressways, the Eisenhower (I-290) on the north and the Stevenson (I-55) on the south. Berwynites have the convenience of railroad and bus transportation to Chicago and all its surrounding suburbs. METRA commuter railroad trains run directly through the heart of Berwyn’s “Depot District,” and the suburban PACE bus system serves all the main streets of the city. Residents and visitors find it easy to drive to and from the Chicago area’s two main airports, O’Hare Field and Midway.

The following chart illustrates a comparison of Berwyn and its surrounding suburbs:

<b>City of Berwyn Comparison to Surrounding Communities</b>							
<b>City</b>	<b>Population</b>	<b>Land Area (sq. mi)</b>	<b>Pop Density (per sq mi)</b>	<b>Per Capita Income</b>	<b>Avg Household Income</b>	<b>Mean Home Value</b>	
Berwyn	58,037	3.9	14,881	\$ 19,113	\$ 43,101	\$ 143,100	
Cicero	85,616	5.8	14,761	12,489	38,044	125,322	
Oak Park	52,524	4.7	11,175	36,340	59,183	231,300	
Riverside	8,895	2.0	4,448	34,712	64,931	510,094	
North Riverside	6,688	1.5	4,459	24,034	43,856	150,000	

Berwyn enjoys a wide ethnic diversity of its residents. Large numbers of Czechs and Slovaks were part of the original settlers of the city, along with many Italians, Greeks, Poles, Yugoslavians and Ukrainians. In recent years, many people of Hispanic, African and Asian descent have settled in the city. Berwyn values its proud reputation as a residential community of hard-working, middle-class families. It’s composed mainly of

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**Community Profile**

conservative, blue-collar families merged with young professionals and individuals who practice a variety of religions and alternative lifestyles.

Residents and visitors pay homage to the city's rich cultural diversity during two annual festivals, the "Houby Day Parade" honoring Czechs and the food staple mushroom (houby), and the Italian Feast of Our Lady of Lauretana. For many years, the "Summerfaire" festival was presented featuring nationally-famous and local entertainment.

Although there is almost no industry in the city, four main business districts feature thriving retail and service-oriented businesses. MacNeal Hospital and Turano Baking Company are two of the largest employers, along with Berwyn's municipal government. The four districts, all running east-to-west through the city, are (from north to south): Roosevelt Road, Cermak Road, Depot District and Ogden Avenue.

More than one dozen public parks and community centers afford a wide variety of recreational opportunities. The Berwyn Park District and the North Berwyn Park District, along with the Berwyn Recreation Department, an arm of city government, provide recreation programs that involve all categories of sports for all ages as well as three swimming pools, a multitude of playgrounds, tennis courts, picnic / play areas and well-maintained green spaces throughout the city.

Berwyn is home to many community service organizations that meet the needs of all residents. Many of these non-profit organizations receive funding through a Community Development Block Grant (CDBG). Berwyn operates the CDBG as a separate fund and several employees oversee its administration. The Berwyn Development Corporation is a private corporation established to work closely with city government to assist in administering four Tax Increment Financing Districts (TIF districts) to benefit businesses and residents and improve the city's economic status. The BDC also serves as a chamber of commerce for the city and operates a variety of programs that benefit residents and business people alike.

Public safety is a top priority in Berwyn. The City boasts a regular, full-time fire department with more than 70 employees who work from three fire stations. The police department is well-staffed with more than 240 police personnel, as well as an auxiliary police department and an active group of citizen volunteers and a well-organized Neighborhood Watch Organization.

The city of Berwyn's full-time Public Works Department fulfills the responsibilities of maintaining the city's streets and infrastructure and operates the water and sewer utilities as an enterprise fund. Other utilities that serve the city's residents, such as garbage collection, are operated privately under city contracts.

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**Community Profile**

Berwyn's city hall is located at 6700 W. 26<sup>th</sup> St., Berwyn, IL 60402. Phone: (708)788-2660.

The Berwyn Health Department operates independently of the city as a separate governmental entity and taxing body and serves the entire Berwyn area to meet the public health needs of the community. Other governmental and not-for-profit entities include schools, churches, parks and recreation, which are all-important in Berwyn. The public school system consists of Elementary School Districts #98 and #100 and Morton High School District #201, along with Morton Community College located in neighboring Cicero. Those schools are complemented by two parochial schools, St. Odilo and St. Leonard, which serve students from kindergarten through eighth grade.

Berwyn's city government consists of the mayor, city clerk, city treasurer, eight aldermen and a city administrator, all of whom preside over 17 city departments that serve the needs of everyone who lives, works or visits in Berwyn, a community that is proud of its heritage and its future.

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**Description of City Funds and Accounting Structure**

The accounts of the City are organized on the basis of funds, each of which is considered a separate accounting entity. The City's fiscal year is the calendar year. As required by Illinois Statutes, budgets are adopted for the City's funds, which are classified and defined as follows:

The City has established the General Fund, the Cermak TIF Fund, the Debt Service Fund, and the Capital Projects Fund as the major funds for the purpose of financial reporting. The General Fund is always established as a major fund. The determination of other major funds is made by the following calculation: If assets, liabilities, revenues, or expenditures in any specific fund account for 10% or more of the total assets, liabilities, revenues, or expenditures in all governmental funds, then these funds are considered major.

**Governmental Fund Types**

These are the funds through which most of the functions of the City are financed. These funds are budgeted on a modified accrual basis of accounting. The focus of the modified accrual basis of accounting is on available spendable resources; that is, the flow of resources into and out of the organization in providing services. The reported fund balance of the City represents a measure of these resources. Under the modified accrual basis of accounting, revenues are recognized when measurable and available. Available means collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period. Expenditures, other than interest on long term debt, are recorded when the liability is incurred, if measurable. Following are the City's governmental funds:

**General Fund –**

The General Fund is the primary operating fund of the City. It is used to account for all financial resources, except those required to be presented in another fund. The General Fund encompasses all of the primary functions for the City including: general government, police, fire, public works, garbage, economic development and culture and recreation.

**Special Revenue Funds –**

Special Revenue Funds are used to account for the proceeds of specific revenue sources that are designated or legally restricted to expenditure for specified purposes. Special revenue funds utilized by the City include the following:

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**Description of City Funds and Accounting Structure**

**Special Revenue Funds – (continued)**

Library Fund – Used to account for all resources and expenditures related to the Berwyn Public Library.

Senior Citizens Program Fund – Used to account for the spending of funds on various senior programs

Motor Fuel Tax Fund – Used to account for the operation of street maintenance programs and capital projects as authorized by the Illinois Department of Transportation. Financing is provided from the City's share of gasoline taxes.

Cermak, Ogden, Roosevelt, and South Berwyn Tax Increment Financing (TIF) Funds – Used to account for economic development and other projects within the boundaries of each tax increment district. The use of these funds is restricted by the project plan and for the repayment of principal and interest incurred for these projects.

CDBG Fund – This fund is used to account for the revenues and expenditures incurred under the City's Community Development Block Grant (CDBG) program.

Foreign Fire Fund - This fund accounts for the proceeds and spending of the foreign fire insurance tax.

Other special revenue funds that appear in the City's audited financial statements but are not budgeted are the Grant Fund, Emergency 911 Fund, Neighborhood Stabilization Program (NSP) Fund and the Asset Forfeiture Fund.

**Debt Service Fund –**

The Debt Service Fund is used to account for the repayment of principal and interest on long-term obligations. Expenditures are financed through the annual property tax levy.

**Capital Projects Funds –**

Capital Projects Funds are used to account for financial resources to be used for the acquisition of equipment, construction of major capital facilities or other long term projects, not reported in the enterprise fund or the TIF funds.

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**Description of City Funds and Accounting Structure**

**Proprietary Fund Types**

These fund types are used to account for activities funded primarily through user charges. The basis of accounting used for budgeting these funds is accrual basis, with the exception of depreciation which has not been budgeted for. The focus of accrual accounting is mainly upon the determination of net income and the maintenance of capital. Therefore, included within these funds are all assets and liabilities associated with the fund's operations. Revenue are recognized under the accrual basis of accounting when earned and expenses are recorded as soon as they result in liabilities for benefits received, notwithstanding that the receipt or payment of cash may take place in another accounting period. For budgetary control purposes, the City also appropriates the capital expenditures for the proprietary funds. The City prepares budgets for the following proprietary fund types:

**Enterprise Funds –**

Enterprise funds are used to account for service that are financed and operated in a manner similar to a private business. The intention is for user fees to cover the cost of providing services, including depreciation. The City operates the Water and Sewer Fund and the Parking Garage Fund as Enterprise funds.

Water and Sewer Fund – The Water and Sewer Fund is used to account for all costs of providing water and sewer service to the residents and businesses within the City of Berwyn. This fund is supported solely by user charges for these services.

Parking Garage Fund – The Parking Garage Fund is used to account for all costs of operating the municipal parking garage in the Depot TIF district. This fund is supported by user charges for parking in the garage.

**Internal Service Funds –**

Internal service funds are used to account for the financing of goods or services provided by one department to other departments of the City.

Insurance Fund – The Insurance Fund is used to account for all costs of providing workmen's compensation, general liability, boiler and property coverage for all of the City's employees and its equipment. The Insurance Fund then charges a fee to all of the other departments of the City based on claims history or other allocation method.

**City of Berwyn  
Budget Summary - All Funds  
2011 Budget**

Fund	Special Revenue Funds						
	General Fund	Library Fund	Senior Citizen's Fund	Community Development Fund	Foreign Fire Tax Fund	Motor Fuel Tax Fund	S. Berwyn TIF Fund
<b>2011 Budget</b>							
<b>Revenues</b>							
Taxes	\$ 31,863,456	\$ 2,891,312	\$ -	\$ -	\$ 34,152	\$ -	\$ 1,231,143
Licenses and Permits	2,644,420	-	-	-	-	-	-
Charges for Services	5,831,798	500	17,500	-	-	20,000	-
Fines	4,400,000	42,000	-	-	-	-	-
Intergovernmental Revenues	95,000	80,000	58,000	2,343,534	-	1,420,000	-
Miscellaneous Revenues	1,283,000	1,000	-	-	-	4,000	20,000
Other Financing Sources	2,270,000	-	205,000	-	-	-	-
<b>Total Revenues</b>	<b>48,387,674</b>	<b>3,014,812</b>	<b>280,500</b>	<b>2,343,534</b>	<b>34,152</b>	<b>1,444,000</b>	<b>1,251,143</b>
<b>Expenditures</b>							
General Government	4,075,591	-	-	-	-	-	-
Public Safety	33,825,436	-	-	-	18,000	-	-
Public Works	4,650,685	-	-	-	-	1,125,000	-
Economic Development	157,071	-	-	2,343,534	-	-	1,404,500
Culture and Recreation	1,352,920	3,009,986	252,005	-	-	-	-
Garbage	4,065,075	-	-	-	-	-	-
Capital	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	223,819
Water and Sewer	-	-	-	-	-	-	-
Municipal Garage	-	-	-	-	-	-	-
Claims expense	-	-	-	-	-	-	-
Other Financing Uses	205,000	-	-	-	-	200,000	401,824
<b>Total Expenditures</b>	<b>48,331,778</b>	<b>3,009,986</b>	<b>252,005</b>	<b>2,343,534</b>	<b>18,000</b>	<b>1,325,000</b>	<b>2,030,143</b>
Surplus / (Deficit)	55,896	4,826	28,495	1	16,152	119,000	(779,000)
Projected Beginning Fund Balance	601,866	(1,105)	(56,173)	-	28,478	(22,006)	951,030
Estimated Ending Fund Balance	\$ 657,762	\$ 3,721	\$ (27,678)	\$ 1	\$ 44,630	\$ 96,994	\$ 172,030

**City of Berwyn  
Budget Summary - All Funds  
2011 Budget**

Fund	Special Revenue Funds			Capital Projects Fund	Debt Service Fund	Water & Sewer Fund	Parking Garage Fund	Internal Service Fund	Total All Funds
	Cermak TIF Fund	Roosevelt TIF Fund	Ogden Ave TIF Fund						
<b>2011 Budget</b>									
<b>Revenues</b>									
Taxes	\$ 2,170,000	\$ 721,780	\$ 1,464,000	\$ -	\$ 4,744,643	\$ -	\$ -	\$ -	\$ 45,120,486
Licenses and Permits	-	-	-	-	-	-	-	-	2,644,420
Charges for Services	-	-	-	-	-	6,375,050	149,746	3,191,192	15,585,786
Fines	-	-	-	-	-	175,000	-	-	4,617,000
Intergovernmental Revenues	-	-	-	-	-	-	-	-	3,996,534
Miscellaneous Revenues	30,000	30,000	36,000	5,000	3,000	50,500	-	-	1,462,500
Other Financing Sources	-	-	-	-	4,205,480	-	-	-	6,680,480
<b>Total Revenues</b>	<b>2,200,000</b>	<b>751,780</b>	<b>1,500,000</b>	<b>5,000</b>	<b>8,953,123</b>	<b>6,600,550</b>	<b>149,746</b>	<b>3,191,192</b>	<b>80,107,206</b>
<b>Expenditures</b>									
General Government	-	-	-	-	-	-	-	-	4,075,591
Public Safety	-	-	-	-	-	-	-	-	33,843,436
Public Works	-	-	-	-	-	-	-	-	5,775,685
Economic Development	3,350,000	2,739,090	2,228,601	-	-	-	-	-	12,222,796
Culture and Recreation	-	-	-	-	-	-	-	-	4,614,911
Garbage	-	-	-	-	-	-	-	-	4,065,075
Capital	-	-	-	2,784,569	-	-	-	-	2,784,569
Debt Service	-	-	-	-	7,961,441	-	-	-	8,185,260
Water and Sewer	-	-	-	-	-	7,223,215	-	-	7,223,215
Municipal Garage	-	-	-	-	-	-	101,089	-	101,089
Claims expense	-	-	-	-	-	-	-	2,857,000	2,857,000
Other Financing Uses	-	289,710	473,282	830,000	1,000,000	-	-	-	3,399,816
<b>Total Expenditures</b>	<b>3,350,000</b>	<b>3,028,800</b>	<b>2,701,883</b>	<b>3,614,569</b>	<b>8,961,441</b>	<b>7,223,215</b>	<b>101,089</b>	<b>2,857,000</b>	<b>89,148,443</b>
<b>Surplus / (Deficit)</b>	<b>(1,150,000)</b>	<b>(2,277,020)</b>	<b>(1,201,883)</b>	<b>(3,609,569)</b>	<b>(8,318)</b>	<b>(622,665)</b>	<b>48,657</b>	<b>334,192</b>	<b>(9,041,237)</b>
<b>Projected Beginning Fund Balance</b>	<b>6,099,816</b>	<b>3,657,567</b>	<b>5,333,524</b>	<b>3,955,153</b>	<b>1,405,079</b>	<b>38,597,222</b>	<b>9,991,907</b>	<b>(1,331,597)</b>	<b>69,210,763</b>
<b>Estimated Ending Fund Balance</b>	<b>\$ 4,949,816</b>	<b>\$ 1,380,547</b>	<b>\$ 4,131,641</b>	<b>\$ 345,584</b>	<b>\$ 1,396,761</b>	<b>\$37,974,557</b>	<b>\$10,040,564</b>	<b>\$ (997,405)</b>	<b>\$ 60,169,527</b>

**City of Berwyn  
General Fund Summary  
2011 Budget**

	2008 Balance	2009 Balance	2010 Projected	2010 Budget	2011 Budget	Requested Budget Change	
						Amount	Percent
<b>Revenues</b>							
Taxes	\$ 27,458,399	\$ 26,958,252	\$ 30,110,774	\$ 31,055,150	\$ 31,863,456	\$ 808,306	3%
Licenses and Permits	2,476,742	2,368,969	2,960,291	2,561,640	2,644,420	82,780	3%
Charges for Services	6,345,259	5,937,315	5,611,899	5,965,100	5,831,798	(133,302)	-2%
Fines	4,145,086	3,766,895	3,943,582	3,770,000	4,400,000	630,000	17%
Intergovernmental Revenues	91,203	375,515	136,743	94,382	95,000	618	1%
Miscellaneous Revenues	1,491,352	1,183,380	1,059,877	1,251,764	1,283,000	31,236	2%
Other Financing Sources	1,653,637	4,292,298	2,732,144	2,220,000	2,270,000	50,000	2%
<b>TOTAL REVENUES</b>	<b>43,661,678</b>	<b>44,882,623</b>	<b>46,555,310</b>	<b>46,918,036</b>	<b>48,387,674</b>	<b>1,469,638</b>	<b>3%</b>
<b>Expenditures</b>							
Mayor	\$ 159,919	\$ 247,241	\$ 160,916	\$ 159,546	\$ 162,922	\$ 3,376	2%
City Administrator	-	-	202,391	203,291	283,682	80,391	40%
Clerk	170,980	185,597	214,992	215,686	219,490	3,804	2%
Treasurer	15,435	17,674	28,665	38,918	26,272	(12,646)	-32%
Council	205,307	203,298	171,733	180,473	180,384	(89)	0%
Legal	692,237	695,327	830,880	763,518	694,685	(68,833)	-9%
Finance	1,618,147	1,434,030	1,375,824	1,314,372	1,478,168	163,796	12%
Information Technology	621,009	710,726	780,891	752,158	881,468	129,310	17%
Statutory	99,265	303,421	516,784	223,520	148,520	(75,000)	-34%
Fire	11,776,444	11,856,738	11,972,433	12,251,392	13,272,932	1,021,540	8%
Police	17,846,742	18,901,632	20,198,590	20,464,928	20,523,272	58,344	0%
Fire and Police Commission	22,620	71,909	27,483	29,224	29,232	8	0%
Building / Neighborhood Affairs	1,239,044	1,283,872	1,243,061	1,495,860	1,195,111	(300,749)	-20%
Public Works	2,883,899	2,942,936	3,198,198	3,256,682	3,455,574	198,892	6%
Zoning	14,698	15,039	16,261	16,064	16,071	7	0%
Committee and Planning	786,963	303,861	91,247	131,500	141,000	9,500	7%
Recreation	1,208,352	1,257,808	1,271,984	1,283,590	1,346,034	62,444	5%
Community Relations	6,387	5,960	6,622	6,883	6,886	3	0%
Garbage	3,979,436	4,004,624	3,988,170	4,005,000	4,065,075	60,075	2%
Capital	633,229	-	-	-	-	-	-
Bond Issuance	-	-	32,144	-	-	-	-
Community Outreach Fund subsidy	218,642	-	-	-	-	-	-
Community Development Fund Subsidy	26,358	-	-	-	-	-	-
Transfer to other funds	-	213,345	-	112,006	205,000	92,994	83%
<b>Total General Fund Expenditures</b>	<b>44,225,114</b>	<b>44,655,036</b>	<b>46,329,268</b>	<b>46,904,613</b>	<b>48,331,778</b>	<b>1,427,165</b>	<b>3%</b>
Revenues less Expenditures	(563,436)	227,587	226,042	13,423	55,896	\$ 42,473	316%
Fund Balance Beginning	711,673	148,237	375,824	601,866	601,866		
Projected Ending Fund Balance	\$ 148,237	\$ 375,824	\$ 601,866	\$ 615,289	\$ 657,762		

**City of Berwyn  
2011  
Annual Budget**

For the Fiscal Year Beginning January 1, 2011

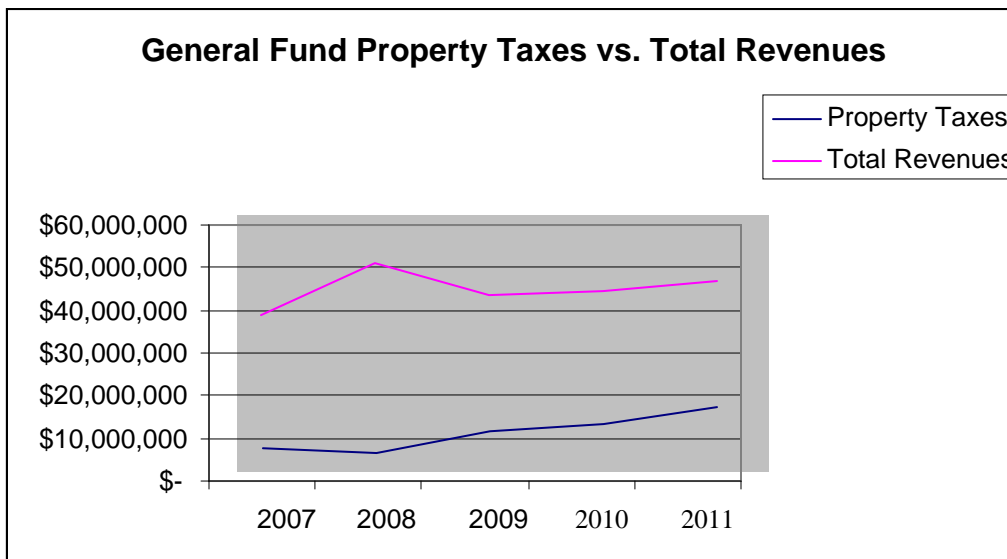
**Revenue Streams**

The City relies on a variety of revenue streams to fund services. Many of these revenues are subject to economic fluctuations; however, expenditures are not.

**Property taxes –**

Property taxes are levied upon all City property owners at a calculated rate per \$1,000 of assessed property valuation on both real and personal property. The tax levy is established by the City by December 31 each year to be collected the year after. Property taxes are collected by the County in two installments, the first in March and the second usually in September or October. The September bills are based on the previous December's levy. However the March collection is based on the levy from two years before. The chart below summarizes the General Fund's reliance on property taxes.

Summary of General Fund Property Taxes					
Revenue Year Levy Year	2007 2006	2008 2007	2009 2008	Projected 2010 2009	Budgeted 2011 2010
Property Taxes	\$ 6,749,063	\$ 10,618,434	\$ 12,294,809	\$ 15,300,000	\$ 16,122,956
Total Revenues	50,963,719	43,661,679	44,882,623	46,555,310	48,387,674
% of total	13%	24%	27%	33%	33%



**City of Berwyn  
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For the Fiscal Year Beginning January 1, 2011

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**Revenue Streams**

The General Fund receives only a portion of the total property taxes levied in the City. The chart below shows the components of the total tax levy for the last five years including the tax rate for those years. All information was taken from the levy ordinances net of abatements.

Revenue Year Levy Year	Composition of Property Taxes Levied				
	2007 2006	2008 2007	2009 2008	2010 2009	2011 2010
Corporate	\$ 2,447,404	\$ 6,783,899	\$ 8,417,446	\$ 11,443,806	\$ 12,159,612
Fire Pension	2,431,808	2,034,586	2,034,586	2,034,586	2,034,586
Police Pension	2,236,154	1,928,758	1,928,758	1,928,758	1,928,758
Total General Fund	7,115,366	10,747,243	12,380,790	15,407,150	16,122,956
Library	1,408,076	2,497,312	2,497,312	2,497,312	2,891,312
Bond and Interest	10,232,727	6,449,422	4,816,772	4,744,643	4,744,643
Total Levy	<u>\$ 18,756,169</u>	<u>\$ 19,693,977</u>	<u>\$ 19,694,874</u>	<u>\$ 22,649,105</u>	<u>\$ 23,758,911</u>
Tax rate	2.216	2.135	1.937	2.278	not available

The City also receives revenue from other types of taxes. The amounts of these taxes and the process by which they are accrued and received by the City are described below.

**State Income Taxes –**

Income tax is a state shared tax that is distributed on a per capita basis and is based on the average income statewide. This revenue account fluctuates annually depending on economic conditions.

**1% State Sales and Home Rule Sales Taxes –**

The City receives two types of sales taxes, one from the state and another from a sales tax imposed through the City's home-rule status. Both the state and the home rule sales taxes are 1%.

**Municipal Utility Taxes –**

Electric, telephone and natural gas taxes are all classified as utility taxes. These taxes are billed on utility bills as a percentage of the total bill. Local utilities then remit these amounts to the City.

**City of Berwyn  
2011  
Annual Budget**

For the Fiscal Year Beginning January 1, 2011

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**Revenue Streams**

**Real Estate Transfer –**

Real Estate Transfer fees are accrued based on the sale price of property and remitted to the City. This tax is currently levied at 1% of sale price.

**All Other Taxes –**

This line encompasses taxes on liquor sales, gasoline sales, parking lot taxes, video taxes, and miscellaneous taxes.

The following chart summarizes tax revenue for 2007 through 2011. Amounts for 2007-2009 are actual, 2010 amounts are a projection based on actual receipts from the first three quarters of the year. The 2011 budget is based on 2010 projections, past years' trends and information provided by the Illinois Municipal League.

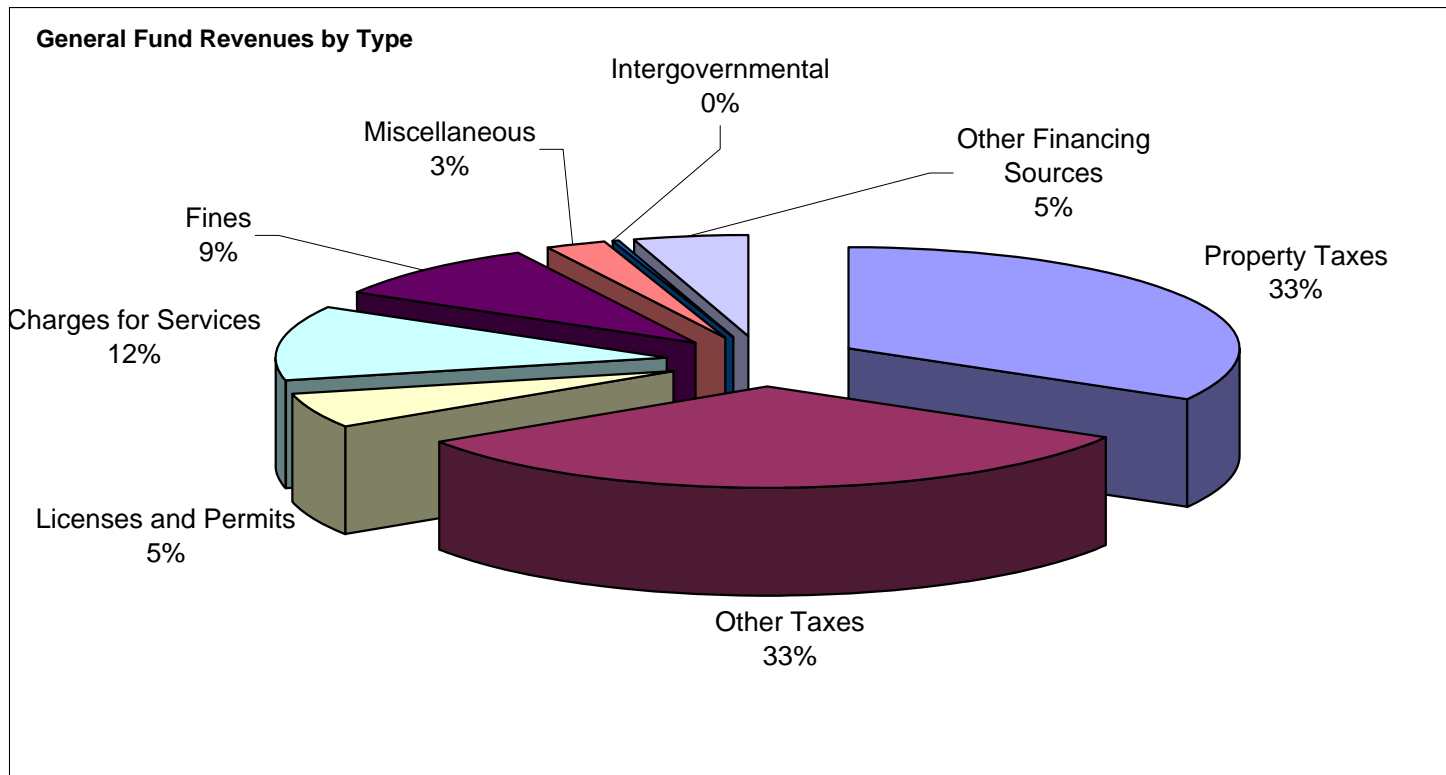
Revenue Year	Summary of Other Tax Revenue				
	2007	2008	2009	Projected 2010	2011
State Income	\$ 5,518,357	\$ 5,924,698	\$ 5,036,828	\$ 5,000,000	\$ 5,100,000
1% State Sales	2,886,108	2,723,620	2,295,513	2,450,000	2,726,500
Home Rule Sales	2,011,687	2,000,041	1,688,743	1,850,000	1,991,500
Municipal Utility	4,178,301	4,548,527	4,050,262	4,100,000	4,400,000
Real Estate Transfer	1,565,735	989,133	1,028,125	913,411	1,000,000
All other	671,664	653,946	563,971	497,363	522,500
<b>Total Other Taxes</b>	<b>\$ 16,831,852</b>	<b>\$ 16,839,965</b>	<b>\$ 14,663,442</b>	<b>\$ 14,810,774</b>	<b>\$ 15,740,500</b>
 Total General Fund Revenues	 \$ 50,963,719	 \$ 43,661,678	 \$ 44,882,623	 \$ 46,555,310	 \$ 48,387,674
 Other taxes as a % of Total Revenues	 33%	 39%	 33%	 32%	 33%

As the table above shows the 2009 actual revenue from the state income tax, the state sales tax, the home rule sales tax and the municipal utility tax are significantly less than received in past years. This decrease was due to the recession which effected the entire nation and Illinois in particular. Some improvement in these revenues seems to be taking place in 2010 and this is expected to continue in 2011.

The following pages show the details of the 2011 budgeted revenue lines in the General Fund.

**City of Berwyn  
Summary of General Fund Revenues  
2011 Budget**

Revenue	2008 Actual	2009 Actual	2010 Projected	2010 Budget	2011 Budget	Requested Budget Change	
						Amount	Percent
Property Taxes	\$ 10,618,434	\$ 12,294,809	\$ 15,300,000	\$ 15,407,150	\$ 16,122,956	\$ 715,806	5%
Other Taxes	16,839,965	14,663,443	14,810,774	15,648,000	15,740,500	92,500	1%
Licenses and Permits	2,476,742	2,368,969	2,960,291	2,561,640	2,644,420	82,780	3%
Charges for Services	6,345,259	5,937,315	5,611,899	5,965,100	5,831,798	(133,302)	-2%
Fines	4,145,086	3,766,895	3,943,582	3,770,000	4,400,000	630,000	17%
Miscellaneous Revenues	1,491,352	1,183,380	1,059,877	1,251,764	1,283,000	31,236	2%
Intergovernmental Revenues	91,203	375,515	136,743	94,382	95,000	618	1%
Other Financing Sources	1,653,637	4,292,298	2,732,144	2,220,000	2,270,000	50,000	2%
<b>Total General Fund Revenues</b>	<b>\$ 43,661,678</b>	<b>\$ 44,882,623</b>	<b>\$ 46,555,310</b>	<b>\$ 46,918,036</b>	<b>\$ 48,387,674</b>	<b>\$ 1,469,638</b>	<b>3%</b>



**City of Berwyn  
General Fund Revenues  
2011 Budget**

Account Number	Revenue	2008 Balance	2009 Balance	2010 Projected	2010 Budget	2011 Budget	Requested Budget Change Amount	Percent
<b>Taxes</b>								
	Taxes, Property	\$ 10,618,434	\$ 12,294,809	\$ 15,300,000	\$ 15,407,150	\$ 16,122,956	\$ 715,806	5%
100-4005	Taxes, Personal Property Replacement	254,006	214,288	231,051	250,000	200,000	(50,000)	-20%
100-4010	Taxes, State Income	5,924,698	5,036,828	5,000,000	5,300,000	5,100,000	(200,000)	-4%
100-4015	Taxes, 1% State Sales	2,723,620	2,295,513	2,450,000	2,500,000	2,726,500	226,500	9%
100-4020	Taxes, Home Rule Sales	2,000,041	1,688,743	1,850,000	1,825,000	1,991,500	166,500	9%
100-4025	Taxes, Municipal Utility	4,548,527	4,050,262	4,100,000	4,400,000	4,400,000	-	0%
100-4030	Taxes, Liquor	154,261	165,310	121,493	155,000	155,000	-	0%
100-4035	Taxes, Real Estate Transfer	989,133	1,028,125	913,411	1,030,000	1,000,000	(30,000)	-3%
100-4040	Taxes, Gasoline	174,869	146,188	124,765	140,000	140,000	-	0%
100-4045	Taxes, Parking Lot	11,382	7,497	3,877	8,000	2,500	(5,500)	-69%
100-4050	Taxes, Video	54,566	26,189	11,786	40,000	20,000	(20,000)	-50%
100-4060	Taxes, Misc	4,862	4,499	4,391	-	5,000	5,000	-
	<b>Total Taxes</b>	<u>27,458,399</u>	<u>26,958,252</u>	<u>30,110,774</u>	<u>31,055,150</u>	<u>31,863,456</u>	<u>808,306</u>	<u>3%</u>
<b>Licenses and Permits</b>								
100-4100	Passenger Vehicle	955,490	942,939	1,076,927	1,063,520	1,063,520	-	0%
100-4105	RV	2,880	2,222	1,918	3,000	3,000	-	0%
100-4110	Trucks	137,595	131,878	146,706	145,000	145,000	-	0%
100-4115	Motorcycle Transfer, Dealers	6,923	7,071	11,145	7,000	7,000	-	0%
100-4120	Permits, Commuter Parking	106,385	146,488	165,766	161,000	161,000	-	0%
100-4125	Permits, Municipal Parking	51,287	42,288	48,154	5,075	5,075	-	0%
100-4130	Permits, Electric	46,775	34,902	54,875	41,990	45,000	3,010	7%
100-4135	Permits, Building	93,973	40,898	18,873	50,000	75,000	25,000	50%
100-4140	Permits, Local Improvement	352,926	347,269	612,816	375,230	430,000	54,770	15%
100-4145	License, Business	233,876	314,418	369,741	326,425	326,425	-	0%
100-4150	License, Liquor	193,810	178,626	224,203	204,400	204,400	-	0%
100-4155	Rental Operating License	83,631	530	-	-	-	-	-
100-4160	Pet Tags	7,630	7,374	14,160	14,000	14,000	-	0%
100-4165	Service Charge Inspection	108,736	55,347	96,656	60,000	60,000	-	0%
100-4170	Electrical Sign Inspection	47,528	62,367	61,385	55,000	55,000	-	0%
100-4175	Certificate of Compliance	47,297	54,352	56,966	50,000	50,000	-	0%
	<b>Total Licenses and Permits</b>	<u>2,476,742</u>	<u>2,368,969</u>	<u>2,960,291</u>	<u>2,561,640</u>	<u>2,644,420</u>	<u>82,780</u>	<u>3%</u>

**City of Berwyn  
General Fund Revenues  
2011 Budget**

Account Number	Revenue	2008 Balance	2009 Balance	2010 Projected	2010 Budget	2011 Budget	Requested Budget Change Amount	Percent
<b>Charge for Services</b>								
100-4200	Sale of Gas (from COB Pumps)	97,247	58,658	77,745	60,000	60,000	-	0%
100-4210	Commuter Parking Meter	62,032	51,428	35,017	60,000	50,000	(10,000)	-17%
100-4240	Recycling Rebate	90,516	84,222	78,714	90,000	80,000	(10,000)	-11%
100-4245	Sidewalk Construction	25,790	-	14,820	-	-	-	-
100-4299	Misc Charges for Service	58,555	12,358	9,987	44,000	12,000	(32,000)	-73%
100-18-4215	Paramedic Collections	851,990	747,924	626,649	900,000	750,000	(150,000)	-17%
100-18-4220	Paramedic MRI Transports	365,700	283,500	-	-	-	-	-
100-18-4299	Other Fees for Services - Fire	-	500	445	500	5,500	5,000	1000%
100-18-4299-09	CPR Training	1,050	1,865	-	2,000	2,000	-	0%
100-20-4299-11	Report, Police	23,439	22,418	19,046	25,000	20,000	(5,000)	-20%
100-20-4299-13	False Alarms	14,950	15,645	1,350	16,000	16,000	-	0%
100-20-4299-15	Range Rental	9,625	-	-	1,000	-	(1,000)	-100%
100-20-4299-17	Sex Offender Registration	-	280	380	400	400	-	0%
100-20-4299-19	Fingerprinting	-	2,110	1,300	2,000	2,000	-	0%
100-20-4299-21	Property Room	-	24	4,700	-	5,000	5,000	-
100-20-4299-23	Other Fees for Services - Police	-	25,527	14,216	25,000	15,000	(10,000)	-40%
100-32-4225	Recreation Revenues	-	5,816	4,355	-	-	-	-
100-32-4225-01	Athletics - Recreation	108,377	85,353	56,242	100,000	100,000	-	0%
100-32-4225-02	Adult Programs - Recreation	31,300	51,630	25,718	55,000	55,000	-	0%
100-32-4225-03	Children's Programs - Recreation	158,919	144,399	249,320	150,000	160,000	10,000	7%
100-32-4225-04	Pool	74,191	83,423	80,342	85,000	85,000	-	0%
100-32-4225-05	Concession Stand - Recreation	20,533	18,709	19,745	20,000	20,000	-	0%
100-32-4255	Recreation - Special Event	-	253	252	-	-	-	-
100-32-4270	Recreation - Rental	-	1,035	3,735	-	-	-	-
100-4255	Special Event Revenue	286,899	1,330	8,233	16,000	16,000	-	0%
100-36-4300	Fees, Garbage	4,064,146	4,238,909	4,279,588	4,313,200	4,377,898	64,698	2%
	<b>Total Charges for Services</b>	<b>6,345,259</b>	<b>5,937,315</b>	<b>5,611,899</b>	<b>5,965,100</b>	<b>5,831,798</b>	<b>(133,302)</b>	<b>-2%</b>
<b>Fines</b>								
100-36-4355	Fines, Garbage	130,239	73,153	179,765	85,000	125,000	40,000	47%
100-20-4310	Fees, Towing	-	27,760	20,814	25,000	25,000	-	0%
100-20-4311	Fees, Impound Vehicles	587,868	476,000	675,500	475,000	1,100,000	625,000	132%
100-20-4315	Fines, Parking Tickets	257,619	1,075	(1,280)	100,000	-	(100,000)	-100%
100-20-4320	Fines, Cook County Court	-	232,332	145,311	125,000	125,000	-	0%
100-20-4325	Fines, Local Ordinance- Police	-	40,837	86,725	40,000	70,000	30,000	75%
100-20-4330	Fines, Adjudication Court- Police	-	22,944	28,338	30,000	25,000	(5,000)	-17%
100-20-4340	Fines, Compliance -Police	2,197,404	1,860,011	2,037,084	2,000,000	2,100,000	100,000	5%
100-20-4345	Red Speed Photo Enforcement	275,700	305,510	168,220	250,000	200,000	(50,000)	-20%
100-20-4355-09	Fines, Booting	-	31,921	35,840	35,000	35,000	-	0%
100-20-4355-11	Fines, Cannabis	-	25,030	28,905	25,000	25,000	-	0%
100-24-4335	After the Fact Permits	53,828	27,575	5,475	30,000	20,000	(10,000)	-33%
100-24-4325	Fines, Local Ordinance - Building	288,953	552,247	529,785	450,000	550,000	100,000	22%
100-24-4340	C Tickets (Compliance) - Building	197,510	51,177	2,550	50,000	-	(50,000)	-100%
100-24-4330	Fines, Adjudication Court	155,965	39,323	550	50,000	-	(50,000)	-100%
	<b>Total Fines</b>	<b>4,145,086</b>	<b>3,766,895</b>	<b>3,943,582</b>	<b>3,770,000</b>	<b>4,400,000</b>	<b>630,000</b>	<b>17%</b>

**City of Berwyn  
General Fund Revenues  
2011 Budget**

Account Number	Revenue	2008 Balance	2009 Balance	2010 Projected	2010 Budget	2011 Budget	Requested Budget Change Amount	Percent
<b>Intergovernmental Revenues</b>								
100-4410	State Allotment/Highway Maint	91,203	94,382	97,753	94,382	95,000	618	1%
	Grants - Misc	-	281,133	38,991	-	-	-	-
	<b>Total Intergovernmental Revenues</b>	<u>91,203</u>	<u>375,515</u>	<u>136,743</u>	<u>94,382</u>	<u>95,000</u>	<u>618</u>	<u>1%</u>
<b>Miscellaneous Revenues</b>								
100-12-4250	Reimbursements - Finance	2,413	-	-	-	-	-	-
100-18-4250	Reimbursements - Fire	59,602	19,064	23,416	15,000	15,000	-	0%
100-20-4250	Reimbursements - Police	65,094	55,944	21,021	70,000	20,000	(50,000)	-71%
100-24-4250-01	Reimbursements - Building	34,062	29,328	33,562	20,000	30,000	10,000	50%
	Reimbursements - 6545 W. Stanley	3,551	-	-	6,000	-	(6,000)	-100%
100-4250-02	Reimbursements - Elevators	7,466	9,050	6,263	1,000	9,000	8,000	800%
100-16-4250	Reimbursements - IT	170	546	288	-	-	-	-
100-26-35-4250	Reimbursements - Public Works	91,807	27,797	51,634	22,000	22,000	-	0%
100-26-37-4250	Reimbursements - Fleet Labor	27,594	15,038	-	18,000	18,000	-	0%
100-4800	Interest Income	59,446	50,359	26,019	40,000	30,000	(10,000)	-25%
100-4805	Franchises	410,717	403,922	241,877	395,000	395,000	-	0%
100-4810	Cell Tower Rental	36,549	89,368	87,511	80,000	80,000	-	0%
100-4690	Interdepartmental Charge	465,439	416,050	520,000	519,764	596,000	76,236	15%
100-4830	City Property Damage	-	-	6,000	-	-	-	-
100-4835	Other Misc Revenue	77,442	59,944	26,035	50,000	50,000	-	0%
100-4815	Property Rental	-	6,969	11,000	10,000	13,000	3,000	30%
100-4820	Sale of City Property	150,000	1	5,251	5,000	5,000	-	0%
	<b>Total Miscellaneous Revenues</b>	<u>1,491,352</u>	<u>1,183,380</u>	<u>1,059,877</u>	<u>1,251,764</u>	<u>1,283,000</u>	<u>31,236</u>	<u>2%</u>
<b>Other Financing Sources</b>								
100-4915	Debt Proceeds	-	-	1,003,807	-	-	-	-
100-4905	Lease Proceeds	345,930	430,594	-	-	-	-	-
100-4917	Bond Issue Premium	-	-	28,337	-	-	-	-
100-4900	Trans in from Debt Service	-	-	1,000,000	1,000,000	1,000,000	-	0%
100-4900	Trans in MFT Salaries	783,888	-	100,000	235,000	200,000	(35,000)	-15%
100-4900	Trans in Capital Projects	476,947	-	500,000	885,000	830,000	(55,000)	-6%
100-4900	Trans in 911 Fund	46,872	-	-	100,000	200,000	100,000	100%
100-4900	Trans to/from other funds	-	3,861,704	100,000	-	40,000	40,000	-
	<b>Total Other Financing Sources</b>	<u>1,653,637</u>	<u>4,292,298</u>	<u>2,732,144</u>	<u>2,220,000</u>	<u>2,270,000</u>	<u>50,000</u>	<u>2%</u>
<b>Total General Fund Revenues</b>		<u>\$ 43,661,678</u>	<u>\$ 44,882,623</u>	<u>\$ 46,555,310</u>	<u>\$ 46,918,036</u>	<u>\$ 48,387,674</u>	<u>\$ 1,469,638</u>	<u>3%</u>

**City of Berwyn  
2011  
Annual Budget**

For the Fiscal Year Beginning January 1, 2011

**Significant Expenditures and Expenses**

The City like many municipalities is primarily a service provider. As such the largest component of its expenditures and expenses are for salaries, benefits and related payments. The City has six unions, one non-represented class and elected officials as employees.

Summary of Expenditures/Expenses by Type					
Fiscal Year	2007	2008	2009	Projected 2010	2011
Salaries	\$ 20,242,848	\$ 21,148,785	\$ 21,283,792	\$ 22,213,864	\$ 23,935,069
Benefits	13,703,394	12,671,201	13,572,351	14,615,289	15,771,550
Capital Projects	159,052	5,247,544	15,139,706	753,716	3,614,569
Debt Service	33,013,573	12,429,323	19,769,169	10,477,873	8,961,441
TIF	3,834,495	5,611,042	8,222,274	9,115,260	11,110,826
Utility	9,406,507	9,219,236	9,675,324	9,719,903	5,904,192
Internal Service	2,387,818	3,898,512	4,123,190	2,774,930	2,857,000
All other	26,113,407	17,591,818	16,654,795	16,094,835	16,993,796
Total Expenditures	<u>\$ 108,861,094</u>	<u>\$ 87,817,461</u>	<u>\$ 108,440,601</u>	<u>\$ 85,765,670</u>	<u>\$ 89,148,443</u>

The decrease in the Utility line from the 2010 projected of \$9,719,903 to the 2011 budgeted amount of \$7,223,215 is due primarily to depreciation. As discussed in the section of the budget describing the City's Accounting Structure, the City does not budget depreciation within the Enterprise funds. However, for financial reporting purposes the Utility line includes approximately \$4,000,000 of depreciation expense.

In the analysis above as well as in the following tables, benefits include all non-base salary, salary and fringe benefit costs. This category includes overtime, health and dental insurance, FICA costs, education reimbursements, stipends for education, or clothing allowances as well as the costs for pension payments.

**City of Berwyn  
2011  
Annual Budget**

For the Fiscal Year Beginning January 1, 2011

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**Significant Expenditures and Expenses**

**General Fund Expenditures**

The breakdown of expenditures by category becomes more meaningful when reviewed for just the City's General Fund, as the primary operating fund of the City, there are fewer one-time expenditures which cause fluctuations in trend analysis.

Summary of Expenditures/Expenses by Type					
Fiscal Year	2007	2008	2009	Projected 2010	2011
Salaries	\$ 17,940,071	\$ 18,832,324	\$ 19,041,055	\$ 19,728,491	\$ 21,246,433
Benefits	12,584,842	11,597,163	12,340,148	12,191,687	14,240,583
Total Salaries and Benefits	<u>30,524,913</u>	<u>30,429,487</u>	<u>31,381,203</u>	<u>31,920,178</u>	<u>35,487,016</u>
Total Expenditures	<u>\$ 53,851,434</u>	<u>\$ 44,225,113</u>	<u>\$ 44,655,036</u>	<u>\$ 46,329,268</u>	<u>\$ 48,331,778</u>
Salaries and Benefits as a % of total	56.68%	68.81%	70.27%	68.90%	73.42%

During 2007, the City's total expenditures included a bond refunding of \$8,963,354 and a subsidy to the Library Fund of \$1,036,394. Exclusive of these effects, salaries and benefits would have made up 70% of total General Fund expenditures.

The following three pages summarize cost information for salaries, benefits and total costs for the last several years.

**City of Berwyn  
Summary of Salary Expenses  
2011 Budget**

Function	2007 Actual	2008 Actual	2009 Actual	2010 Projected	2010 Budget	2011 Budget	Requested Change Amount
Mayor	\$ 104,314	\$ 97,001	\$ 151,021	\$ 91,152	\$ 89,723	\$ 92,459	\$ 2,736
Administrator	-	-	-	123,662	122,693	129,802	7,109
Clerk	95,758	101,849	103,710	114,756	107,421	108,078	657
Treasurer	10,061	10,055	10,731	20,615	24,615	18,000	(6,615)
Council	72,016	79,999	79,704	80,000	78,423	80,000	1,577
Legal	58,006	146,009	159,242	163,985	159,313	170,252	10,939
Finance	667,932	722,659	627,378	526,094	521,579	617,067	95,488
Human Resources	104,637	93,848	69,045	45,911	45,565	48,201	2,636
Information Technology	113,224	209,226	210,474	241,197	229,818	313,530	83,712
<b>Total General Government</b>	<b>1,225,948</b>	<b>1,460,646</b>	<b>1,411,305</b>	<b>1,407,372</b>	<b>1,441,150</b>	<b>1,577,389</b>	<b>136,239</b>
Fire	5,440,064	5,431,618	5,318,575	5,739,190	5,712,644	6,577,554	864,910
Police	8,848,951	9,558,046	9,866,460	10,180,912	10,234,104	10,501,309	267,205
Fire and Police Commission	16,099	16,090	16,002	16,002	16,000	16,000	-
<b>Total Public Safety</b>	<b>14,305,114</b>	<b>15,005,754</b>	<b>15,201,037</b>	<b>15,936,105</b>	<b>15,962,748</b>	<b>17,094,863</b>	<b>1,132,115</b>
Building / Neighborhood Affairs	434,710	371,701	386,118	377,123	430,021	417,283	(12,738)
Streets	1,346,589	1,396,033	1,417,964	1,359,828	1,366,538	1,439,297	72,759
<b>Total Public Works</b>	<b>1,781,299</b>	<b>1,767,734</b>	<b>1,804,083</b>	<b>1,736,951</b>	<b>1,796,559</b>	<b>1,856,580</b>	<b>60,021</b>
Zoning	6,181	16,090	6,144	11,709	12,600	12,600	-
<b>Total Economic Development</b>	<b>6,181</b>	<b>16,090</b>	<b>6,144</b>	<b>11,709</b>	<b>12,600</b>	<b>12,600</b>	<b>-</b>
Recreation	608,852	577,073	613,101	631,354	628,059	700,000	71,941
Community Relations	12,677	5,028	5,385	5,000	5,000	5,000	-
<b>Total Culture and Recreation</b>	<b>621,529</b>	<b>582,101</b>	<b>618,485</b>	<b>636,354</b>	<b>633,059</b>	<b>705,000</b>	<b>71,941</b>
<b>Total General Fund Salaries</b>	<b>\$ 17,940,071</b>	<b>\$ 18,832,324</b>	<b>\$ 19,041,055</b>	<b>\$ 19,728,491</b>	<b>\$ 19,846,116</b>	<b>\$ 21,246,432</b>	<b>\$ 1,400,316</b>
Berwyn Public Library	1,281,060	1,301,365	1,296,662	1,346,360	1,363,905	1,491,386	127,481
Community Outreach	179,900	162,185	-	-	-	-	-
Senior Citizen's Program	-	-	125,889	113,854	120,000	129,903	9,903
Community Development	280,840	272,418	229,772	289,871	279,605	271,329	(8,276)
Water and Sewer	560,977	580,492	590,413	735,289	735,776	796,018	60,242
<b>City-Wide Salaries</b>	<b>\$ 20,242,848</b>	<b>\$ 21,148,785</b>	<b>\$ 21,283,792</b>	<b>\$ 22,213,864</b>	<b>\$ 22,065,797</b>	<b>\$ 23,935,068</b>	<b>\$ 1,589,666</b>

**City of Berwyn**  
**Summary of Benefits and Related Payments**  
**2011 Budget**

Function	2007 Actual	2008 Actual	2009 Actual	2010 Projected	2010 Budget	2011 Budget	Requested Budget Change Amount	Change Percent
Mayor	\$ 43,383	\$ 38,558	\$ 64,017	\$ 48,998	\$ 48,339	\$ 51,602	\$ 3,263	7%
Administrator	-	-	-	66,339	61,794	72,366	10,572	17%
Clerk	42,420	42,010	47,111	67,026	65,833	73,534	7,701	12%
Treasurer	2,549	2,388	2,734	3,896	9,923	3,749	(6,174)	-62%
Council	85,010	93,799	94,781	58,999	58,500	57,863	(637)	-1%
Legal	24,125	58,518	65,941	41,518	50,000	50,676	676	1%
Finance	295,114	295,678	268,474	297,632	286,432	330,793	44,361	15%
Human Resources	43,547	37,304	29,507	38,502	19,978	33,546	13,568	68%
Information Technology	51,036	88,251	91,547	86,505	92,064	156,889	64,825	70%
<b>Total General Government</b>	<b>587,184</b>	<b>656,506</b>	<b>664,112</b>	<b>709,415</b>	<b>692,863</b>	<b>831,018</b>	<b>138,155</b>	<b>20%</b>
Fire	4,266,256	3,926,577	4,008,178	4,337,081	4,561,961	5,017,571	455,610	10%
Police	6,680,109	5,972,436	6,621,341	6,954,459	6,981,917	7,085,654	103,737	1%
Fire and Police Commission	4,080	3,821	4,445	4,835	1,224	1,232	8	1%
<b>Total Public Safety</b>	<b>10,950,445</b>	<b>9,902,834</b>	<b>10,633,963</b>	<b>11,296,374</b>	<b>11,545,102</b>	<b>12,104,457</b>	<b>559,355</b>	<b>5%</b>
Building / Neighborhood Affairs	187,206	154,719	171,590	244,927	186,139	266,764	80,625	43%
Streets	681,261	722,566	690,402	779,266	712,397	832,957	120,560	17%
<b>Total Public Works</b>	<b>868,467</b>	<b>877,285</b>	<b>861,992</b>	<b>1,024,193</b>	<b>898,537</b>	<b>1,099,721</b>	<b>201,184</b>	<b>22%</b>
Zoning	6,831	6,463	5,422	964	964	971	7	1%
<b>Total Economic Development</b>	<b>6,831</b>	<b>6,463</b>	<b>5,422</b>	<b>964</b>	<b>964</b>	<b>971</b>	<b>7</b>	<b>1%</b>
Recreation	170,949	153,690	174,209	183,991	173,594	204,030	30,436	18%
Community Relations	966	385	449	942	383	386	4	1%
<b>Total Culture and Recreation</b>	<b>171,915</b>	<b>154,075</b>	<b>174,658</b>	<b>184,933</b>	<b>173,977</b>	<b>204,416</b>	<b>30,439</b>	<b>17%</b>
<b>Total General Fund Benefits</b>	<b>\$ 12,584,842</b>	<b>\$ 11,597,163</b>	<b>\$ 12,340,148</b>	<b>\$ 13,215,880</b>	<b>\$ 13,311,443</b>	<b>\$ 14,240,583</b>	<b>\$ 929,140</b>	<b>7%</b>
Berwyn Public Library	569,011	536,172	602,737	737,309	602,737	833,343	230,606	38%
Community Outreach	74,818	64,469	18,848	-	-	-	-	-
Senior Citizen's Program	-	-	52,279	34,288	50,000	53,035	3,035	6%
Community Development	118,872	110,962	103,404	150,515	72,500	121,584	49,084	68%
Water and Sewer	355,851	362,435	407,824	477,296	393,954	523,005	129,051	33%
<b>City-Wide Benefits</b>	<b>\$ 13,703,394</b>	<b>\$ 12,671,201</b>	<b>\$ 13,525,240</b>	<b>\$ 14,615,289</b>	<b>\$ 14,430,634</b>	<b>\$ 15,771,550</b>	<b>\$ 1,340,916</b>	<b>9%</b>

**City of Berwyn  
Summary of Total Expenditures/Expenses  
2011 Budget**

Fund	2007 Actual	2008 Actual	2009 Actual	2010 Projected	2010 Budget	2011 Budget	Requested Budget Change Amount
General Fund Expenditures	53,851,434	44,225,113	44,655,036	46,329,268	46,904,613	48,331,778	1,427,165
Special Revenue Funds							
Berwyn Public Library	2,549,215	2,516,028	2,502,821	2,790,714	3,576,768	3,009,986	(566,782)
Community Outreach	343,781	309,222	-	-	-	-	-
Senior Citizen's Program	-	-	235,242	221,763	230,900	252,005	21,105
Community Development	1,239,126	1,565,803	1,793,728	1,737,042	3,000,905	2,343,534	(657,372)
Foreign Fire	16,553	17,136	25,934	32,269	32,269	18,000	(14,269)
Motor Fuel Tax	2,059,540	2,778,501	2,193,859	1,667,969	1,576,500	1,325,000	(251,500)
Tax Incremental Financing Districts							
S. Berwyn TIF	1,505,439	1,290,873	2,932,264	923,140	2,369,227	2,030,143	(339,084)
Cermak TIF	691,071	2,053,750	2,093,616	6,135,991	4,869,324	3,350,000	(1,519,324)
Roosevelt TIF	436,094	403,309	1,442,331	518,626	3,545,500	3,028,800	(516,700)
Ogden TIF	1,201,891	1,863,110	1,754,063	1,537,502	1,984,300	2,701,883	717,583
Total TIF's	3,834,495	5,611,042	8,222,274	9,115,260	12,768,351	11,110,826	(1,657,525)
Capital Projects	159,052	5,247,544	15,139,706	753,716	3,296,522	3,614,569	318,047
Debt Service	33,013,573	12,429,323	19,769,169	10,477,873	9,434,906	8,961,441	(473,465)
Water and Sewer	9,406,507	9,219,236	9,675,324	9,719,903	6,770,439	7,223,215	452,776
Parking Garage	-	-	104,318	144,963	85,000	101,089	16,089
Internal Service	2,387,818	3,898,513	4,123,190	2,774,930	3,231,996	2,857,000	(374,996)
<b>City-Wide Costs</b>	<b><u>\$ 108,861,094</u></b>	<b><u>\$ 87,817,461</u></b>	<b><u>\$ 108,440,601</u></b>	<b><u>\$ 85,765,670</u></b>	<b><u>\$ 90,909,170</u></b>	<b><u>\$ 89,148,443</u></b>	<b><u>\$ (1,760,727)</u></b>

**City of Berwyn  
Summary of General Fund Expenditures  
2011 Budget**

Dept #	Expenditures	2008	2009	2010	2010	2011	Requested Budget	
		Balance	Balance	Projected	Budget	Budget	Amount	Percent
	<b>General Government</b>							
02	Mayor	\$ 159,919	\$ 247,241	\$ 160,916	\$ 159,546	\$ 162,922	\$ 3,376	2%
03	City Administrator	-	-	202,391	203,291	283,682	80,391	40%
04	Clerk	170,980	185,597	214,992	215,686	219,490	3,804	2%
06	Treasurer	15,435	17,674	28,665	38,918	26,272	(12,646)	-32%
08	Council	205,307	203,298	171,733	180,473	180,384	(89)	0%
10	Legal	692,237	695,327	830,880	763,518	694,685	(68,833)	-9%
12	Finance	1,618,147	1,434,030	1,375,824	1,314,372	1,478,168	163,796	12%
16	Information Technology	621,009	710,726	780,891	752,158	881,468	129,310	17%
36	Statutory	99,265	303,421	516,784	223,520	148,520	(75,000)	-34%
	<b>Public Safety</b>							
18	Fire	11,776,444	11,856,738	11,972,433	12,251,392	13,272,932	1,021,540	8%
20	Police	17,846,742	18,901,632	20,198,590	20,464,928	20,523,272	58,344	0%
22	Fire and Police Commission	22,620	71,909	27,483	29,224	29,232	8	0%
	<b>Public Works</b>							
24	Building / Neighborhood Affairs	1,239,044	1,283,872	1,243,061	1,495,860	1,195,111	(300,749)	-20%
26	Public Works	2,883,899	2,942,936	3,198,198	3,256,682	3,455,574	198,892	6%
	<b>Economic Development</b>							
28	Zoning	14,698	15,039	16,261	16,064	16,071	7	0%
30	Committee and Planning	786,963	303,861	91,247	131,500	141,000	9,500	7%
	<b>Culture and Recreation</b>							
32	Recreation	1,208,352	1,257,808	1,271,984	1,283,590	1,346,034	62,444	5%
34	Community Relations	6,387	5,960	6,622	6,883	6,886	3	0%
	<b>Health and Sanitation</b>							
36	Garbage	3,979,436	4,004,624	3,988,170	4,005,000	4,065,075	60,075	2%
29	Capital	633,229	-	-	-	-	-	-
	<b>Other Financing Uses/Other Dept's</b>							
	Bond Issuance	-	-	32,144	-	-	-	-
	Community Outreach Fund subsidy	218,642	-	-	-	-	-	-
	CDBG Subsidy	26,358	-	-	-	-	-	-
	Contingency	-	-	-	-	-	-	-
	Transfer to other funds	-	213,345	-	112,006	205,000	92,994	83%
	<b>Total General Fund Expenditures</b>	<b>\$ 44,225,114</b>	<b>\$ 44,655,036</b>	<b>\$ 46,329,268</b>	<b>\$ 46,904,613</b>	<b>\$ 48,331,778</b>	<b>\$ 1,427,165</b>	<b>3%</b>

**City of Berwyn  
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For the Fiscal Year Beginning January 1, 2011

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**Office of the Mayor  
02**

**PROGRAM MANAGER:** Mayor

**PROGRAM DESCRIPTION:**




The Mayor is the Chief Executive Officer of the City who is responsible for providing leadership and ensuring all City ordinances, polices and state laws are observed, enforced and current. The Mayor is responsible for appointing all Department Heads as well as positions to Boards, Commissions and Committees as designated by ordinance. The Mayor presides at the City Council meetings voting only in case of a tie with the power to veto. The Mayor is elected at large to a four-year term of office.

The Mayor is responsible for the operation of the City supported by department heads that report directly to the Mayor. Policy implementation and direction of all department heads is the responsibility of the Mayor. The Mayor prepares the executive budget with the Finance Director for submittal to the City Council and the Budget Committee.

The Mayor will act as the contact person for the City for the Directors of the Berwyn Development Corporation, Main Street, as well as the emergency management systems.

The Mayor or his designee represents the City at all gatherings where City representation is required. The Mayor also represents the City in Springfield regarding state grants and state policies that may affect the City and is considered the contact for all other elected officers of the Federal, State, County and other local governments including school and park districts. The Mayor represents and advocates on the City's behalf to all organizations and persons that consider issues and policies that would affect the future well being of the City. The Mayor is responsible for the development of initiatives and policies at the direction of the City Council for the benefit of the City of Berwyn.

**SERVICES:**

-  Represent all residents of the City of Berwyn.
-  Implement a Strategic Plan for the City of Berwyn.
-  Communicate with the City Council. The Mayor's office should assure that the agendas for the City Council meetings allow for an efficient progress on the

**City of Berwyn  
2011  
Annual Budget**

For the Fiscal Year Beginning January 1, 2011

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**Office of the Mayor  
02**

issues important to the City. The Mayor's office should address Aldermanic concerns.

✚ Communicate with other governmental bodies and agencies – The Mayor's office should communicate with Federal, State, County and other municipalities, School Districts, Park Districts and other agencies, as well as opportunities for the mutual benefit and cooperation of all concerned.

✚ Provide timely emergency notification to elected officials regarding events that may affect City residents.

**STAFFING:**

<u>Position (FTE)</u>	<u>2009 Actual</u>	<u>2010 Actual</u>	<u>2011 Budget</u>
Mayor	1.00	1.00	1.00
Secretary to the Mayor	1.00	1.00	1.00
Total	2.00	2.00	2.00

**OBJECTIVES ACCOMPLISHED IN 2010:**

- Balanced the 2010 Budget. This was accomplished by controlling spending and cutting positions and salaries. The cuts in payroll were accomplished without negatively affecting direct services to residents.
- Success at lobbying legislators for stimulus funds and various grants.
- Worked proactively with the fire department regarding NIMS (National Incident Management System) compliance.
- Oversaw bidding out of the City's workers' comp, liability and other insurance policies resulting in lower rates.
- Brought to closure employee contracts that had been unresolved for several years.
- Worked proactively with the fire and police departments regarding NIMS (National Incident Management System) compliance.
- Obtained substantial commercial development resulting in an increased sales tax base.

**City of Berwyn  
2011  
Annual Budget**

For the Fiscal Year Beginning January 1, 2011

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**Office of the Mayor  
02**

**OBJECTIVES TO BE ACCOMPLISHED IN 2011:**

- Continue to control spending and assessing other areas that can be cut without cutting direct services to residents.
- Continue lobbying legislators for stimulus funds and grants.
- Integrate different governmental agencies in order to save money and prevent overlapping of services.

**LONG TERM OBJECTIVES (2-5 YEARS):**

- Address all budgetary problems.
- Refinance and establish reasonable payment schedules with the goal of leveling long term debt, therefore saving a substantial amount of money.
- Integrate different governmental agencies in order to save money and prevent overlapping of services.
- Oversee evaluation of better methods for cost saving opportunities.

City of Berwyn  
 2011 Budgeted Expenditures by Department  
 Mayor  
 12/31/2011

<u>Account Number</u>	<u>Account Name</u>	<u>2008 Balance</u>	<u>2009 Balance</u>	<u>2010 Projected</u>	<u>2010 Budget</u>	<u>2011 Budget</u>	<u>Requested Budget Change</u>
100-02-5000	Mayor - Salaries	\$ 97,001	\$ 151,021	\$ 91,152	\$ 89,723	\$ 92,459	\$ 2,736
100-02-5035	Mayor - Benefits	38,558	64,017	48,998	48,339	51,602	3,263
100-02-5200	Mayor - Administrative expenses	7,535	5,988	5,610	7,500	7,500	-
100-02-5225	Mayor - Supplies	-	2,295	3,627	2,750	1,600	(1,150)
100-02-5235	Mayor - Postage & printing	-	686	1,688	1,600	700	(900)
100-02-5290	Mayor - Other general expenses	2,131	9,423	2,087	2,100	2,100	-
100-02-5400	Mayor - Repairs & maintenance	-	287	-	600	500	(100)
100-02-5625	Mayor - Copier maintenance	10,607	11,940	3,361	3,000	2,800	(200)
100-02-5625	Mayor - Internal service fund	4,087	1,585	4,393	3,934	3,661	(273)
Department Total		<u>\$ 159,919</u>	<u>\$ 247,241</u>	<u>\$ 160,916</u>	<u>\$ 159,546</u>	<u>\$ 162,922</u>	<u>\$ 3,376</u>

**City of Berwyn  
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For the Fiscal Year Beginning January 1, 2011

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**Office of the City Administrator  
03**

**PROGRAM MANAGER:** City Administrator

**PROGRAM DESCRIPTION:** The City Administrator, under the direction of the Mayor, shall be the chief administrator of the City, and shall be responsible to the Mayor for the proper administration of the affairs of the City and policies adopted by City Council.

The City Administrator may recommend appointments of such assistants, department heads, or employees as are necessary to the proper functioning of the City, with such recommendations to be made to the Mayor pursuant to the annual appointment of officers.

The City Administrator shall have the following powers and duties:

1. Assist with agenda items for meetings of the City Council and other official City Boards and Commissions as directed by the Mayor.
2. Recommend to the City Council such measures as, in his or her judgment, he or she deems to be in the best interest of the City.
3. Recommend to the Mayor the discipline, suspension or termination of any and all City employees, except the City Attorney and when otherwise provided by law or contract and to the extent permitted by law and subject to the City Administrator's discretion and direct supervision, to delegate to any employee any of these powers with respect to any subordinates of that employee. Pursuant to due process, the Mayor shall retain the final authority regarding the appeal by any employee of all discipline, suspension, or termination actions.
4. Propose to the Mayor and City Council such personnel rules and regulations as the City Administrator deems necessary to manage the personnel of the City.
5. Direct and supervise the activities of all departments (except legal), offices, and agencies of the City, except as otherwise provided by law, and to administer the affairs of the City to ensure that all City business is accomplished efficiently and economically.
6. Recommend to the City Council the creating, consolidating, and combining of offices, positions, departments or units of the administrative and executive departments of the City.
7. Investigate complaints in relation to matters concerning the administration of the government of the City.
8. Assist the Mayor and Finance Director with the preparation and submittal of a recommended annual budget for City operations and recommended capital programs; and administer the approved budget after adoption.

**City of Berwyn  
2011  
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For the Fiscal Year Beginning January 1, 2011

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**Office of the City Administrator  
03**

9. Report to the Mayor regarding the administrative activities of the City on a regular basis.
10. Represent the City in its dealings with other governmental agencies and officials, businesses, not-for-profit organizations, residents, and the general public as necessary.
11. Evaluate City projects, programs, agreements and services and make recommendations on modifications and improvements thereto.
12. Perform such other duties as may be required by the Mayor consistent with state statutes and the ordinances of the City.

**STAFFING:**

Position (FTE)	2009 Actual	2010 Actual	2011 Budget
City Administrator	1.00	1.00	1.00
Administrative Assistant	1.00	1.00	1.00
Total	2.00	2.00	2.00

**OBJECTIVES ACCOMPLISHED IN 2010:**

- Made numerous budget improvement recommendations.
- Conducted a presentation to Standard and Poor's. Due to the improvements made to the City's budget, we were able to secure an improved credit rating thereby saving the City hundred of thousands of dollars regarding debt.
- Modified and updated several City of Berwyn contracts to make sure that they are properly administered.
- Changed our animal impoundment services saving money and becoming more animal friendly.
- Worked proactively with the fire and police departments regarding NIMS (National Incident Management System) compliance.
- Staffed the Historic Preservation Steering Committee, Business License and Taxation Committee, and the Census Committee when appropriate.
- Secured and administered a grant for the Historic Preservation Steering Committee to complete a historic building evaluation of Cermak corridor.
- Secured a grant to purchase and install a building-wide UPS back-up electrical system at City Hall.
- Secured a grant to install an HVAC system both at the Police Department and at City Hall.

**City of Berwyn  
2011  
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For the Fiscal Year Beginning January 1, 2011

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**Office of the City Administrator  
03**

- Secured a grant to install a building-wide generator at City Hall.
- Secured a grant to replace the existing service and passenger elevators at the library.
- Made hiring and disciplinary recommendations.
- Oversaw the bidding out the City's workers' comp, liability and other insurance policies resulting in lower rates.
- Did a presentation before the West Suburban Mass Transit Board and was awarded a grant for \$27,000 to improve the Harlem and Oak Park Metra stations.
- Monitor and streamline daily activities to ensure more efficient processes.

**OBJECTIVES TO BE ACCOMPLISHED IN 2011:**

- Continue proactive, responsible, fiscal management in order to maintain our improved credit rating and better service the citizens.
- Continue to analyze insurance and other policies in order to obtain better rates.
- Administer the reporting as it relates to numerous grants.
- Oversee the administration of application of capital projects related to grant awards.
- Continue an on-going review of City of Berwyn contracts to make sure that they are properly administered.
- Work proactively with the fire department to make the City NIMS (National Incident Management System) certified.
- Continue to analyze the budget in order to make recommendations.
- Continue to make hiring and disciplinary recommendations.

**LONG TERM OBJECTIVES (2-5 YEARS):**

- To prepare a five year capital plan for the City of Berwyn and provide reports to the City Council on the progress of the plan.
- Analyze long term budget forecasting.
- Evaluate better methods / efficiencies for cost saving opportunities.
- Monitor long term contracts and recommend improvements when applicable.
- Assist with the development of a Public Works capital plan.
- Monitor long term debt and make recommendations.

City of Berwyn  
 2011 Budgeted Expenditures by Department  
 City Administration  
 12/31/2011

Account Number	Account Name	2008 Balance	2009 Balance	2010 Projected	2010 Budget	2011 Budget	Requested Budget Change
100-03-5000	City Admin - Salaries	\$ -	\$ -	\$ 123,662	\$ 122,693	\$ 129,802	\$ 7,109
100-03-5035	City Admin - Benefits	-	-	66,339	61,794	72,366	10,572
100-03-5220	City Admin - Training	-	-	1,645	5,954	5,953	(1)
100-03-5225	City Admin - Supplies	-	-	378	750	1,600	850
100-03-5235	City Admin - Postage & printing	-	-	1,062	2,200	700	(1,500)
100-03-5290	City Admin - Other General Expenses	-	-	3,384	6,300	6,300	-
100-03-5300	City Admin - Professional Services	-	-	-	-	60,000	-
100-03-5400	City Admin - Repairs & maintenance	-	-	230	600	500	(100)
100-03-5405	City Admin - Copier maintenance	-	-	1,297	3,000	2,800	(200)
100-03-5625	City Admin - Internal service fund	-	-	4,393	-	3,661	3,661
Department Total		<u>\$ -</u>	<u>\$ -</u>	<u>\$ 202,391</u>	<u>\$ 203,291</u>	<u>\$ 283,682</u>	<u>\$ 80,391</u>

**City of Berwyn  
2011  
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**Office of the City Clerk  
04**

**PROGRAM MANAGER:** City Clerk

**PROGRAM DESCRIPTION:**

The City Clerk's office is a statutory office. The City Clerk holds an elected position and is the "Keeper of the Records," the Official Seal of the City and archivist for the City. The Clerk's office is dedicated to meet the requirements and deadlines prescribed by the City, State, and Federal law to ensure proper function of government; to keep the official records of the City Council, such as proceedings, Resolutions, Ordinances, contracts, agreements and all other communications of the City Council. Responsibilities include; records management, local election administration, legal notification to the public, prepares City Council agendas, preparation and retention of official minutes of the City Council meetings. Clerk's office also provides administrative support to the City Council and its Aldermen, Aldermanic Committees, and the Zoning Board of Appeals. The Clerk's office also administers all requests under the Freedom of Information Act (FOIA), maintains and codifies all local ordinances.

**SERVICES:**

- ✚ Attend and prepare agendas, minutes, maintain records, referrals and correspondence for City Council meetings
- ✚ Prepare and post all meeting notices for council, and committees
- ✚ Ensures publication of all notices and Treasurers Report as prescribe by Law
- ✚ Receives and maintains all sealed bids
- ✚ Maintain and codify all local ordinances, resolutions
- ✚ Attest, Seal and certify documents for the City
- ✚ Administer and respond to all requests for public documents, records, (FOIA) requests
- ✚ Administer and maintains Oaths of Office
- ✚ Notary Public, voter registration, assists County Clerk with elections
- ✚ Oversee City records management, retention and destruction

**City of Berwyn  
2011  
Annual Budget**

For the Fiscal Year Beginning January 1, 2011

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**Office of the City Clerk  
04**

- ✚ Provide block party, garage sales applications and coordinate for council approval
- ✚ Files required documents with the State and County

**STAFFING:**

<u>Position (FTE)</u>	<u>2009 Actual</u>	<u>2010 Actual</u>	<u>2011 Budget</u>
City Clerk	1.00	1.00	1.00
Deputy City Clerk/FOIA Officer	1.00	1.00	1.00
Secretary to the Clerk	1.00	1.00	1.00
Total	<u>3.00</u>	<u>3.00</u>	<u>3.00</u>

**OBJECTIVES ACCOMPLISHED IN 2010:**

- Completed Re-Codification process (complete review and up-date of City Code) and as of January 1, 2010, the on-line City Code was up-dated and changes are made monthly
- 100% compliant with new Freedom of Information Act and Open Meetings Act laws

**OBJECTIVES TO BE ACCOMPLISHED IN 2011:**

- Preserve and relocate all archival records of the City to new records storage facility
- Continue digital scanning of City Council minutes 2000-2004 and make available on City Web site

**LONG TERM OBJECTIVES (2-5 YEARS):**

- Web Cast of City Council meetings and digitally link/archive to City Web site
- Digital scanning/archiving of City Council minutes 1939-2000

City of Berwyn  
2011 Budgeted Expenditures by Department  
Clerk  
12/31/2011

<u>Account Number</u>	<u>Account Name</u>	<u>2008 Balance</u>	<u>2009 Balance</u>	<u>2010 Projected</u>	<u>2010 Budget</u>	<u>2011 Budget</u>	<u>Requested Budget Change</u>
100-04-5000	Clerk - Salaries	\$ 101,849	\$ 103,710	\$ 114,756	\$ 107,421	\$ 108,078	\$ 657
100-04-5010	Clerk - Overtime	-	60	-	-	-	-
100-04-5030	Clerk - Sick day buy back	1,093	2,392	-	2,050	2,050	-
100-04-5035	Clerk - Benefits	40,917	44,720	67,026	63,783	71,484	7,701
100-04-5040	Clerk - Tuition Reimbursement	-	-	45	1,000	1,000	-
100-04-5220	Clerk-Training, dues & publications	-	2,721	3,995	4,000	4,700	700
100-04-5225	Clerk - Supplies	-	1,558	878	3,000	3,000	-
100-04-5235	Clerk - Postage & printing	-	1,412	946	2,000	1,500	(500)
100-04-5290	Clerk - Other general expenses	6,585	1,652	202	4,000	2,000	(2,000)
100-04-5405	Clerk - Copier maintenance	10,339	9,604	6,254	4,700	6,000	1,300
100-04-5610	Clerk - Codification	195	11,636	7,499	7,500	8,000	500
100-04-5615	Clerk - Record Retention	2,994	1,331	3,153	6,000	3,000	(3,000)
100-04-5625	Clerk - Internal service fund	7,008	4,803	10,238	10,232	8,678	(1,554)
Department Total		<u>\$ 170,980</u>	<u>\$ 185,597</u>	<u>\$ 214,992</u>	<u>\$ 215,686</u>	<u>\$ 219,490</u>	<u>\$ 3,804</u>

**City of Berwyn  
2011  
Annual Budget**

For the Fiscal Year Beginning January 1, 2011

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**Office of the City Treasurer  
06**

**PROGRAM MANAGER:** City Treasurer

**PROGRAM DESCRIPTION:**

The City's Treasurer is elected by City voters and is directly responsible to the people. The Treasurer serves a four year term, concurrent with the Mayor and Aldermen. The Treasurer attends Council meetings and acts as a City representative on several boards, such as the police and fire pension boards.

The Treasurer is also responsible for preparation and publication of the City's treasurer's report. This report is compiled in accordance with state statutes and is required to be filed by June 30 of the following year.

At the end of 2009, the position of Grants Writer/Administrator was added to the City Treasurer's budget. This position is responsible for seeking out grant opportunities, preparing grant proposals, and monitoring awarded grants for compliance with terms and conditions. A portion of this position is being paid for by CDBG funds. Therefore, only the portion paid for by the General Fund is reflected in the Treasurer's department.

City of Berwyn  
 2011 Budgeted Expenditures by Department  
 Treasurer  
 12/31/2011

<u>Account Number</u>	<u>Account Name</u>	<u>2008 Balance</u>	<u>2009 Balance</u>	<u>2010 Projected</u>	<u>2010 Budget</u>	<u>2011 Budget</u>	<u>Requested Budget Change</u>
100-06-5000	Treasurer - Salaries	\$ 10,055	\$ 10,731	\$ 20,615	\$ 24,615	\$ 18,000	\$ (6,615)
100-06-5035	Treasurer - Benefits	2,388	2,734	3,896	9,923	3,749	(6,174)
100-06-5225	Treasurer- Supplies	-	-	129	-	-	-
100-06-5235	Treasurer - Postage, printing and publications	2,600	4,056	3,396	4,000	4,000	-
100-06-5290	Treasurer - Other general expenses	-	-	-	-	-	-
100-06-5625	Treasurer - Internal service fund	<u>392</u>	<u>153</u>	<u>628</u>	<u>380</u>	<u>523</u>	<u>143</u>
Department Total		<u>\$ 15,435</u>	<u>\$ 17,674</u>	<u>\$ 28,665</u>	<u>\$ 38,918</u>	<u>\$ 26,272</u>	<u>\$ (12,646)</u>

**City of Berwyn  
2011  
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For the Fiscal Year Beginning January 1, 2011

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**Council  
08**

**PROGRAM DESCRIPTION:**

The City Council is the legislative branch of the City government. The City Council meetings and Committee of the Whole meetings are the forums for review and debate of ordinances, resolutions, directives and policies proposed by standing committees, department heads, boards and commissions. The most important legislation is the annual City budget. The City Council determines the use of tax dollars and other funding sources to meet the needs of the City; holds public hearings to provide citizen input; participates in conferences, forums and meetings of legislative groups and associations; and keeps their constituents informed on City issues through ward meetings, newsletters and/or public forums.

The City Council operates on a committee structure with the following committees: Building, Zoning, Planning Committee, Recreation Committee, Business, License and Taxation Committee, Budget Committee, Administration Committee, Public Works Committee, Parking and Traffic Committee, Police and Fire Committee and a liaison to the Library Board.

In addition to the City Council committees, there are a number of boards and commissions that provide policy input to the City Council and are comprised of volunteer, citizen members. These boards include the Library Board, Fire and Police Commission, Community Relations Commission, 911 Board, Ethics Commission, Historic Preservation Commission, and Fire and Police Pension Board.

**SERVICES:**

- ✚ Represent all residents of Berwyn as well as their respective wards.
- ✚ Assist constituents with issues and requests relating to City Departments and services.
- ✚ Approve the City budget and determine tax levy
- ✚ Set Citywide short term and long term goals and policies.
- ✚ Provide advice and consent to Mayor for appointments to committees, boards, commissions and department heads.
- ✚ Research in committee and approve ordinances, polices and directives that will enhance the quality of life and improve the City of Berwyn.
- ✚ Approve contracts and major expenses through bidding process.

**City of Berwyn  
2011  
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For the Fiscal Year Beginning January 1, 2011

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**Council  
08**

**STAFFING:**

The City Council is comprised of eight aldermen representing eight aldermanic wards. Each alderman serves a four year term which is served congruently with the Mayor, City Clerk and City Treasurer.

<u>Position (FTE)</u>	<u>2009 Actual</u>	<u>2010 Actual</u>	<u>2011 Budget</u>
Aldermen	<u>8.00</u>	<u>8.00</u>	<u>8.00</u>
Total	<u>8.00</u>	<u>8.00</u>	<u>8.00</u>

City of Berwyn  
2011 Budgeted Expenditures by Department  
Council  
12/31/2011

Account Number	Account Name	2008 Balance	2009 Balance	2010 Projected	2010 Budget	2011 Budget	Requested Budget Change
100-08-5000	Council - Salaries	\$ 79,999	\$ 79,704	\$ 80,000	\$ 78,423	\$ 80,000	\$ 1,577
100-08-5035	Council - Benefits	93,799	94,781	58,999	58,500	57,863	(637)
100-08-5625	Council - Internal service fund	4,417	2,035	7,225	7,050	6,021	(1,029)
100-08-5200-01	Council - Ward 1	4,482	4,050	4,500	4,500	4,500	-
100-08-5200-02	Council - Ward 2	1,704	3,029	1,944	4,500	4,500	-
100-08-5200-03	Council - Ward 3	1,285	555	581	4,500	4,500	-
100-08-5200-04	Council - Ward 4	4,595	4,500	4,500	4,500	4,500	-
100-08-5200-05	Council - Ward 5	4,272	4,312	4,422	4,500	4,500	-
100-08-5200-06	Council - Ward 6	2,122	4,495	4,500	4,500	4,500	-
100-08-5200-07	Council - Ward 7	4,134	1,032	-	4,500	4,500	-
100-08-5200-08	Council - Ward 8	4,500	3,399	3,737	4,500	4,500	-
100-08-5220	Council - Training, Dues, Publications	-	24	-	-	-	-
100-08-5235	Council- Postage & Printing	-	1,078	-	-	-	-
100-08-5290	Council - Other general expenses	-	305	1,324	500	500	-
Department Total		<u>\$ 205,307</u>	<u>\$ 203,298</u>	<u>\$ 171,733</u>	<u>\$ 180,473</u>	<u>\$ 180,384</u>	<u>\$ (89)</u>

**City of Berwyn  
2011  
Annual Budget**

For the Fiscal Year Beginning January 1, 2011

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**Legal  
10**

**PROGRAM MANAGER:** City Attorney

**PROGRAM DESCRIPTION:**

The Law Department is an executive level department staffed by Illinois Licensed attorneys appointed by the Mayor and charged with the coordination of the law business of the City, including all litigation and actions filed on behalf of or against the City. The Law Department also supervises the drafting of all ordinances, resolutions, deeds, leases, contracts, and other documents required by the City, or when requested to do so by the Mayor or Council. The City Attorney is authorized by Ordinance to render opinions as required by the Mayor and Council, perform such other duties as may be assigned by the Mayor or the Council, and supervise the duties of the City's appointed prosecutors, litigation and corporate council, and the Associate City Attorney.

**SERVICES:**

- ✚ Acts as legal counsel and parliamentarian at meetings of the City Council.
- ✚ Drafts and or reviews local ordinances and resolutions.
- ✚ Researches and writes legal opinions and memoranda for the Mayor and City Council.
- ✚ Monitors all civil claims, litigation matters, regulatory actions and legal expenditures.
- ✚ Oversees the prosecution of ordinance violations and the administration of the City's adjudication program.
- ✚ Negotiates, drafts, and/or reviews City contracts, leases, and indemnification agreements.
- ✚ Reviews and monitors real estate activity, including issuance of transfer stamps, tax exemption filings, property tax appeals, and the sale, lease or purchase of public property.
- ✚ Insures compliance with federal and state regulations.
- ✚ Provides assistance to other departments as requested.
- ✚ Coordinates the review of Freedom of Information requests with the Clerks office.

**City of Berwyn  
2011  
Annual Budget**

For the Fiscal Year Beginning January 1, 2011

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**Legal  
10**

- ✚ Reviews and recommends changes to departmental policies and procedures.
- ✚ Reviews all real estate foreclosure transfer fees and lien collection.
- ✚ Is currently the attorney for both the Police and Fire Commission along with the Ethics Commission.

**STAFFING:**

<u>Position (FTE)</u>	<u>2010 Actual</u>	<u>2011 Budget</u>
Attorney	1.00	1.00
Total	<u>1.00</u>	<u>1.00</u>

**OBJECTIVES ACCOMPLISHED IN 2010:**

- Continued to provide cost savings regarding management of litigation matters.
- Revised and or Drafted Departmental Policies and Procedures.
- Participated in Organizational Consolidation of applicable departmental operations.
- Enhanced adjudication collections and procedures.
- Developed and implemented comprehensive lien processing procedures.
- Implemented inspection programs for food establishments and multi-family rental housing.
- Continued to provide cooperation regarding special events.
- Reviewed all fire department contracts for equipment purchases
- Helped draw up crime free housing ordinances

**City of Berwyn  
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Annual Budget**

For the Fiscal Year Beginning January 1, 2011

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**Legal  
10**

- Reviewed in conjunction with the fire department all contracts for the 16<sup>th</sup> Street fire station

**OBJECTIVES TO BE ACCOMPLISHED IN 2011:**

- Regulate and coordinate all traffic and parking signs and meters and ordinances along with the traffic engineer
- Continue to reduce the amount of litigation expenses

City of Berwyn  
 2011 Budgeted Expenditures by Department  
 Legal  
 12/31/2011

<u>Account Number</u>	<u>Account Name</u>	<u>2008 Balance</u>	<u>2009 Balance</u>	<u>2010 Projected</u>	<u>2010 Budget</u>	<u>2011 Budget</u>	<u>Requested Budget Change</u>
100-10-5000	Legal - Salaries	\$ 146,009	\$ 159,242	\$ 163,985	\$ 159,313	\$ 170,252	\$ 10,939
100-10-5010	Legal - Overtime	343	-	-	-	-	-
100-10-5035	Legal - Benefits	58,175	65,941	41,518	50,000	50,676	676
100-10-5110	Legal - Adjudication program	27,000	12,950	22,663	35,000	35,000	-
100-10-5225	Legal - Supplies	-	549	280	250	1,600	1,350
100-10-5235	Legal - Postage & printing	-	20	121	300	700	400
100-10-5290	Legal - Other general expenses	928	436	-	1,200	1,400	200
100-10-5300	Legal - Professional service	436,117	437,932	564,248	482,000	400,000	(82,000)
100-10-5405	Legal - Copier maintenance	-	-	-	-	2,800	2,800
100-10-5625	Legal - Internal service fund	23,664	18,257	38,064	35,455	32,257	(3,198)
Department Total		<u>\$ 692,237</u>	<u>\$ 695,327</u>	<u>\$ 830,880</u>	<u>\$ 763,518</u>	<u>\$ 694,685</u>	<u>\$ (68,833)</u>

**City of Berwyn  
2011  
Annual Budget**

For the Fiscal Year Beginning January 1, 2011

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**Finance Department**

**12**

**PROGRAM MANAGER:** Finance Director

**PROGRAM DESCRIPTION:**





The Finance Department is responsible for the accounting and financial reporting of all City operations and is entrusted with collecting, depositing, and investing all City funds. This area includes: maintaining all financial records for the City; accounts payable; investment and cash management; coordinating the annual operating and capital budget process for all City operations; and the administration of the City's payroll processes.

The City is audited annually by an external independent accounting firm. The auditors check the City's compliance with accounting standards and reporting along with local, state and federal regulations. Internal controls are reviewed to assure the safeguard of assets and to prevent irregularities. The Finance Department works throughout the year to ensure that the City is in compliance with financial and reporting regulations and ensuring internal controls are maintained.

The Finance Department also encompasses the Collector's Office, which oversees the collection of cash receipts, parking, and the City receptionist. The goals of the Collector's Office are to continue to provide prompt, efficient and friendly service to all people who come in contact with the offices; to provide services in an accurate and professional manner; to provide the Finance Department with information in a timely and accurate manner; to provide quality service to all; to strive for self-improvement in all areas of responsibility. The Collector is also responsible for the issuance of business & contractors licenses, as well as, maintaining and updating all of the files for the permits and fees listed above.

The Benefit Coordinator is responsible for administering the benefit plans for City employees and all related reporting issues.

**SERVICES:**

-  Disbursement of funds to vendors
-  Monitor the City's purchasing policies
-  Processing of payroll checks to all employees
-  Verification of employee time in accordance with the City's employee handbook and applicable union contracts.

**City of Berwyn  
2011  
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**Finance Department**

**12**

- ✚ Payment of payroll taxes and preparation of related reports
- ✚ Preparation of financial information to department heads and elected officials.
- ✚ Coordination of the City's budget for submission to City Council
- ✚ Preparation of financial information and schedules for the annual audit
- ✚ Cash management and investment of City funds
- ✚ Cash collection and daily deposits
- ✚ Administration of City's debt program
- ✚ Questions and general assistance for business owners and residents on City fees
- ✚ Tracking of payments received and balances owed for adjudication programs
- ✚ Grant tracking including monitoring of compliance with applicable state and federal regulations
- ✚ Establishing, monitoring and enforcement of City internal controls over financial processes and reporting
- ✚ Liability and Workers Compensation risk management and claims review and processing
- ✚ Employee benefit evaluation, insurance review and administration

**City of Berwyn  
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For the Fiscal Year Beginning January 1, 2011

**Finance Department  
12**

**STAFFING:**

Position (FTE)	2009 Actual	2010 Actual	2011 Budget
Finance Director	1.00	1.00	1.00
Assistant Finance Director	-	-	1.00
Senior Accountant	1.00	1.00	1.00
Staff Accountants	3.00	3.00	3.00
City Collector	0.50	-	-
Revenue Supervisor/Clerks	7.00	7.00	7.00
Water Billing Supervisor/Staff*	2.00	-	-
Benefits Administrator	1.00	1.00	1.00
Receptionist	1.00	1.00	1.00
<b>Total</b>	<u>16.50</u>	<u>14.00</u>	<u>15.00</u>

**ACTIVITY MEASURES:**

Activity Measures	2010 Projected	2011 Budget
Bond Rating	A-	A-
Accounts payable checks issued	5,088	5,100
Payroll checks	6,186	6,200
Payroll direct deposits issued	10,770	10,800
Bond issuances	1	1
Water bills issued	13,430	13,500
Licenses issued	284	300
Vehicle stickers issued	26,129	26,500
Property transfer transactions	567	600

**OBJECTIVES ACCOMPLISHED IN 2010:**

- Prepared the Comprehensive Annual Financial Report that was awarded the Certificate of Excellence in Financial Reporting for the first time in the history of the City
- Went live with the New World payroll module on January 1, 2010 thereby eliminated the cost (over \$25,000 per year) of the third party payroll vendor previously used

**City of Berwyn  
2011  
Annual Budget**

For the Fiscal Year Beginning January 1, 2011

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**Finance Department  
12**

- Completed \$10 million bond issue which included refunding of current debt payments as well as new money for the Roosevelt Road construction and water infrastructure
- Completed, in conjunction with the mayor and city administrator, a successful presentation to Standard & Poors resulting in the removal of the negative outlook from our A- bond rating saving interest costs on our 2010 bond issue

**OBJECTIVES TO BE ACCOMPLISHED IN 2011:**

- Implement the New World utility billing module and cash receipting module
- Identify short term investment opportunities to provide higher yields
- Implementation of risk assessment process including the assessment of existing internal controls and establishment of improved controls where needed
- Document financial policies of the City

**LONG TERM OBJECTIVES (2-5 YEARS):**

- Receive GFOA budget award

**BUDGET SUMMARY:**

- Includes addition of an assistant finance director to allow for the accomplishment of a number of objectives including initiatives to improve internal controls and operational efficiency, improve oversight of other areas under the finance director's responsibility, improve monitoring of budget performance, identify revenue enhancements such as short term investment opportunities, and address the increased workload stemming from increasingly complex regulatory requirements and city initiatives.

City of Berwyn  
2011 Budgeted Expenditures by Department  
Finance  
12/31/2011

Account Number	Account Name	2008 Balance	2009 Balance	2010 Projected	2010 Budget	2011 Budget	Requested Budget Change
100-12-5000	Finance - Salaries	\$ 722,659	\$ 316,064	\$ 296,793	\$ 293,889	\$ 380,611	\$ 86,722
100-12-5010	Finance - Overtime	1,086	810	-	-	-	-
100-12-5030	Finance - Sick day buy back	4,940	1,302	-	1,300	1,500	200
100-12-5035	Finance - Benefits	289,652	133,014	119,840	128,853	149,163	20,310
100-12-5215	Finance - Telephone	51,649	35,227	55,135	30,000	40,000	10,000
100-12-5220	Finance - Training, dues, & publications	-	3,016	2,180	4,500	5,000	500
100-12-5225	Finance - Supplies	-	3,995	1,122	3,500	3,000	(500)
100-12-5235	Finance - Postage, printing and publications	15,690	17,949	5,473	13,000	13,000	-
100-12-5290	Finance - Other general expenses	42,301	33,428	35,323	35,000	35,000	-
100-12-5300	Finance - Professional service	-	3,192	-	-	-	-
100-12-5300-09	Finance - Payroll fees professional service	27,918	25,198	-	4,000	-	(4,000)
100-12-5405	Finance - Copier maintenance	10,041	12,127	8,188	5,500	10,000	4,500
100-12-5625	Finance - Internal service fund	40,353	16,178	48,912	38,810	40,836	2,026
	Total Finance	1,206,290	601,498	572,966	558,352	678,110	119,758
100-12-11-5000	Collectors - Salaries	\$ -	\$ 311,315	\$ 229,301	\$ 227,690	\$ 236,456	\$ 8,766
100-12-11-5010	Collectors - Overtime	-	-	208	-	-	-
100-12-11-5030	Collectors - Sick day buy back	-	1,443	-	1,450	1,750	300
100-12-11-5035	Collectors - Benefits	-	132,716	177,792	154,829	178,380	23,551
100-12-11-5215	Collectors - Telephone	-	273	217	-	250	250
100-12-11-5220	Collectors - Training, dues, & publications	-	250	-	250	-	(250)
100-12-11-5225	Collectors - Supplies	-	1,477	2,517	1,500	2,000	500
100-12-11-5235	Collectors - Postage & printing	-	15,530	17,038	9,000	9,000	-
100-12-5300-02	Finance - Municipal revenue base fee and commission	245,735	221,226	247,940	250,000	250,000	-
100-12-5300-03	Collector - Collection service fees	-	1,450	-	-	-	-
100-12-5300-04	Finance - Vehicle registration service	23,496	33,919	31,202	35,000	30,000	(5,000)
100-12-11-5290	Collectors - Other general expenses	-	2,589	-	1,000	1,000	-
10012-5405	Collectors - Copier Maintenance	-	1,445	1,716	-	1,000	1,000
	Total Collectors	269,231	723,632	707,931	680,719	709,836	29,117
100-14-5000	Benefits Coordinator - Salaries	\$ 93,848	\$ 69,045	\$ 45,911	\$ 45,565	\$ 48,201	\$ 2,636
100-14-5010	Benefits Coordinator - Overtime	-	-	-	-	-	-
100-14-5030	Benefits Coordinator - Sick day buy back	-	-	-	-	-	-
100-14-5035	Benefits Coordinator - Benefits	37,304	29,507	38,502	19,978	33,546	13,568
100-14-5220	Benefits Coordinator - Training, dues & publications	-	950	-	1,000	-	(1,000)
100-14-5225	Benefits Coordinator - Supplies	-	278	637	150	250	100
100-14-5235	Benefits Coordinator - Postage & printing	-	238	4,522	100	1,000	900
100-14-5290	Benefits Coordinator - Other general expenses	5,838	7,467	1,485	5,000	4,000	(1,000)
100-14-5625	Benefits Coordinator - Internal service fund	3,739	1,414	3,870	3,508	3,225	(283)
	Benefits Coordinator - Advertising	1,896	-	-	-	-	-
	Total Benefits Coordinator	142,626	108,900	94,927	75,301	90,222	14,921
Department Total		\$ 1,618,147	\$ 1,434,030	\$ 1,375,824	\$ 1,314,372	\$ 1,478,168	\$ 163,796

Note: Water billing staff moved to water fund

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**Information Technology  
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**PROGRAM MANAGER:** Information Technology Director

**PROGRAM DESCRIPTION:**



The Department of Information Technology is working to put technology to its highest and best use throughout City government in order to improve the administration of City programs and services.

The mission of the Department of Information Technology is to provide quality information technology (IT) services and solutions to principle users, effectively aligning business and technology objectives through collaboration, in order to provide the most cost-effective solutions that facilitate and improve the conduct of business for our City residents, businesses, visitors and government entities.

This department maintains automated data processing systems to serve all City departments. The department is responsible for the integrity of information systems utilized by the Finance, Building, Collector, Clerk, HR, Fire, Police, CDBG, Public Works, Recreation and Library departments.

**SERVICES:**

The Department of Information Technology provides technology and services that fulfill the City's broad based information technology needs. IT plans resource commitments and provides a stable direction for the future. Further, IT strives to keep abreast of state-of-the-art innovations in the world of information technology. This department has co-responsibility for product purchases and development projects, which include initiation, management, and successful implementation. Daily duties include the responsibility and authority for review, control, Help Desk support, and improvements in such areas as:

-  Desktop Services – Desktop services include functions that directly support the use of personal computers, laptops, and hand-held devices. This includes the Microsoft Office suite of tools, email, and packaged software application support.
  
-  Web Services – Web services include hosting, designing, and administrating the City of Berwyn's external and internal set of websites. The website provides timely information regarding all aspects of the City.

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- ✚ Application Development Services – The IT department provides limited application design and development. Application development is used to fill in the gaps and integrate various purchased application packages. All development, at present, uses Microsoft Access-based technology
- ✚ Telecommunication Services – Includes all commercial and/or private voice communications systems and devices, commercial voice communications carrier services, telephones, Private Telephone Switches (PBX), call accounting, and voicemail. All network services from wall plugs to services, including wide area network (WAN) and local area network (LAN), broadband fiber and copper systems, and internet services
- ✚ Architecture and Infrastructure Services – Selection and management of PCs, gateways, firewalls, switches, routers, copy machines, fax machines, security services, domain name systems (DNS), file servers, print services, email systems, web site hosting, database administration, data center operations, backup, recovery, and performance planning
- ✚ Training Services – Provides Citywide technology related training including the Microsoft Office suite of tools, electronic mail, packaged and developed application training, and managing the given training areas.

**STAFFING:**

Position (FTE)	2010 Actual	2011 Budget
Information Technology Director	1.00	1.00
Network Administrator	1.00	1.00
Library IT Manager	1.00	1.00
Service Technician	2.00	2.00
Database administrator	1.00	1.00
Total	<u>6.00</u>	<u>6.00</u>

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**ACTIVITY MEASURES:**

Activity Measures	2009 Actual	2010 Actual	2011 Budget
Workstations on LAN	165.00	170.00	170.00
Laptops	22.00	25.00	25.00
Police Mobile Data Computers	25.00	25.00	30.00
Laser Printers	60.00	55.00	40.00
*Network Switches	32.00	30.00	35.00
*Routers	11.00	12.00	14.00
Firewall	1.00	1.00	4.00
Network Servers	27.00	25.00	28.00
Software Applications	36.00	40.00	45.00
*End-User Support Calls Handled (Est.)	2,200.00	2,350.00	2,450.00
*Programming Projects	215.00	225.00	230.00
Network Uptime	1.00	1.00	1.00
Server Uptime (W2003, XP/2000 Workstations)	1.00	1.00	1.00
Web Site Unique Visitors Daily	1,856.00	1,900.00	2,000.00
Web Site Unique Visitors Monthly	55,680.00	57,000.00	60,000.00
Web Site Unique Visitors Annually	668,160.00	684,000.00	700,000.00

**SOFTWARE APPLICATIONS:**

The day-to-day support of the City's end-users is a critical component of the Information Technology department. As such, we maintain and support a broad range of computer-based applications. The Department of Information Technology supports the following Enterprise-wide software packages:

<u>Software Applications</u>	<u>Primary Department</u>	<u>Implem. Date Est</u>	<u>License Quantity</u>
Adobe Acrobat Standard	ALL	6/1/2007	30.00
Kronos Timekeeper	ALL	1/1/2008	10.00
Microsoft Office 2000 Pro	ALL	1/1/2003	75.00
Microsoft Office 2000 Std	ALL	1/1/2003	75.00
Microsoft Office 2003 Pro	ALL	1/1/2007	100.00
Microsoft Office 2003 Std	ALL	1/1/2007	125.00
Microsoft Windows XP Professional	ALL	1/1/2003	200.00
Scan Router PDF Distillation	ALL	5/1/2007	2.00
CORE Technologies Coll Software	Collector	1/1/1990	4.00
TMA Vehicle Sticker App	Collector	1/1/2006	10.00
GEMS Financial Mgmt	Finance	1/1/2000	1.00

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New World LOGOS .NET 5.3/6.0	Finance	12/1/2008	45.00
Paylocity Payroll Software	Finance	2/1/2003	1.00
Secure Check / Enterprise Mgr	Finance	1/1/2003	1.00
Firehouse V7	Fire	11/1/2007	16.00
Fire Point V5	Fire	1/2001	15.00
Shift Roster V6	Fire	1/1/2004	15.00
Blackberry Professional Software	IT	8/1/2008	20.00
Cisco IOS V12 (Various releases)	IT	10/1/2007	40.00
Cisco PIX OS & Accompany Mgmt	IT	10/1/2007	1.00
Dameware Remote Mgmt	IT	6/1/2006	2.00
eCAS Call Accounting Software	IT	5/1/2008	235.00
Good Mobile Messaging	IT	10/1/2006	10.00
Learning Tree Doc. Management	IT	8/1/2008	15.0
Microsoft Exchange 2003 Std	IT	2/1/2001	185.00
Microsoft ISA 2003 Std	IT	2/1/2001	185.00
Microsoft Share Point	IT	1/1/2008	5.0
Microsoft SQL 2000 MSDE	IT	1/1/2003	15.00
Microsoft SQL 2000 Std	IT	1/1/2003	6.00
Microsoft SQL 2005 Enterprise	IT	1/1/2007	2.00
Microsoft SQL 2005 MSDE	IT	1/1/2006	10.00
Microsoft SQL 2005 Std	IT	1/1/2006	10.00
Microsoft Windows Server 2003 Std	IT	1/1/2006	25.00
Microsoft Windows Server 2003 Ent	IT	5/1/2007	6.00
Microsoft Windows Server 2008 Std	IT	3/1/2009	3.0
MySQL (Open Edition)	IT	1/1/2006	10.00
Nortel Call Pilot V5	IT	5/1/2008	235.00
Nortel OTM Management	IT	5/1/2008	4.00
RedHat v6	IT	6/1/2007	1.00
Surf Control SMTP Proxy Filtering	IT	4/1/2004	250.00
Surf Control Web Proxy	IT	4/1/2003	250.00
Symantec Antivirus Corporate Ed.	IT	6/1/2007	200.00
Symantec BackupExec V12	IT	6/1/2007	200.00
Symantec Ghost V11	IT	1/1/2007	10.00
What's Up V12 (Maintenance)	IT	1/1/2007	1.00
VMWare vCenter Management	IT	5/3/2009	2.00
VMWare ESX v3 and v4	IT	5/3/2009	6.00
CAPERS CAD/RMS	Police	6/1/2007	25.00
Datacom Software	Police	4/1/2006	2.00
DVD Maker	Police	5/1/2003	5.00
EMNet Mgmt Appliance	Police	6/1/2007	2.00
Eventide Voice Recorder	Police	6/1/2007	5.0
FACES	Police	2/2003	10.0

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LEADS	Police	1/2000	75.0
Live Scan	Police	1/1/2003	2.00
MCR v1.5.2	Police	4/1/2002	5.00
Midco Card Reader Software	Police	2/1/2001	1.00
Midco DVR	Police	2/1/2001	1.00
Scene PD	Police	1/1/2003	20.00
Shift Roster V5	Police	1/1/2003	10.00
The BEAST Evidence Collection	Police	2/1/2001	5.00
Auto Turn	PW	1/1/2008	1.00
Bentley Microstation v8	PW	1/1/2008	1.00
Google Earth	PW	1/1/2008	1.00
HCS+ TSIS-CORSIM	PW	1/1/2008	1.00
Highway Safety Analysis Software	PW	1/1/2008	1.00
Traffic Management App	PW	1/1/2008	1.00
GEMS Property Mgmt	Water	1/1/2000	1.00
Sensus Water Meter Appl	Water	1/1/2003	1.00
SWAN	Library	1/1/1998	1.00
Millennium Circulation	Library	1/1/2002	1.00
Quickbooks	Library	1/1/2004	1.00

Approximately 2400 responses to user requests for assistance have been made for help with such things as:

- Computer Software upgrades
- Data Base modifications and corruption
- Microsoft MS-Access analysis
- Computer / Printer / Windows operations
- Help with Microsoft Office products (Email, Excel, Word, etc.)
- Office procedures
- Computerized System operations and procedures
- Phone System operations
- Cash Register operations

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- Computer System Software RFP process
- Computer program enhancement recommendations
- Assisting with IT components of Redlight Enforcement Photo processing
- Computer supplies
- Millennium Vehicle Sticker System operations
- GEMS System operations
- Employee Time Management
- Freedom of Information requests
- New World/Logos Suite Applications
- Ad Hoc reports
- Library-related service calls and support

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**Information Technology  
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**PROGRAMMING PROJECTS:**

Programming projects for the following systems have been completed in 2010:

<u>Programming Projects</u>	<u>2009 Actual</u>	<u>2010 Actual</u>	<u>2011 Budget</u>
Local Ordinance System	30.00	30.00	30.00
Building Department System	35.00	35.00	35.00
Cash Register/Receipting System	7.00	8.00	8.00
Collector's Office System	15.00	10.00	10.00
Fine Collection Operations	6.00	6.00	6.00
Blight System	16.00	15.00	15.00
Water Utility System	10.00	12.00	12.00
Bar Code Scanning	10.00	10.00	10.00
GEMS Property Management System	10.00	5.00	5.00
Crime Free / Multi-Tenant Housing	20.00	-	-
IT System Functions	7.00	10.00	25.00
Senior Garbage Discounts	1.00	1.00	1.00
Audit-related project	4.00	4.00	5.00
Library-related programming	-	-	10.00
Freedom of Information	4.00	8.00	8.00
Traffic Management	15.00	15.00	15.00
New World Database Analysis	3.00	15.00	10.00
<b>Total</b>	<u>175.00</u>	<u>154.00</u>	<u>180.00</u>

**OBJECTIVES ACCOMPLISHED IN 2010:**

- Completed preparation, configuration and installation of power generator at City Hall and Center Fire House
- Upgrade the City's Microsoft Exchange environment from a 32-bit Exchange 2003 platform to a 64-bit robust Exchange 2007 platform  
Finalize and go live with website for processing of online water and vehicle sticker payments
- Retire all remaining Windows 2000 workstations from city network
- Begin Office 2007 conversion and compliance with production city databases
  
- Explore feasibility of deploying Vista Business and Office 2007 in select production environments
- Upgraded citywide enterprise backup system to robust LTO5 tape library and BackupExec 2010.

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- Creation of citywide helpdesk designed to facilitate and document support-related requests through the city staff and IT department
- Restructured department to include necessary staff for operation,, as well as integration of the library into city IT department

**OBJECTIVES TO BE ACCOMPLISHED IN 2011:**

- Complete in its entirety New World General Ledger project
- Finalize and go live with website for processing of online water and vehicle sticker payments
- Complete integration of library into citywide IT environment
- Complete conversion of all users for exchange 2003 into exchange 2010 environment and retire old exchange server
- Installation & configuration of City Hall generator/UPS system to secure uninterrupted supply of power to building / firehouse
- Go live with redeveloped city website
- Go live with unified community calendar, including integration of website with ten (10)+ outside organizations of the city

**LONG TERM OBJECTIVES (2-5 YEARS):**

- Build out City-owned and operated fiber network, point-to-point, across all City locations, remove dependence on 3<sup>rd</sup> party provided for rated service and monthly service fees
- Implemented a wireless radio network geared for Public Safety departments on the 4.9 GHz band for mobile facilitation of technical objectives
- Design fully-fledged intranet incorporating standalone city applications into unified source with single front-end for authentication and entry
- Migration of vintage applications into centralized repository of database driven unified applications

**BUDGET SUMMARY:**

- 11-5-16-5000-- FY2011 included adjustments in personnel as needed to handle restructuring of department. FY2011 includes no additional requests for personnel.
- 11-5-16-5530 -- FY2011 includes the necessary monies to continue funding the fiber optic connectivity and telephone system PRI connections for all eight (8) city

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locations. These charges represent the largest monthly reoccurring charges within the department.

- 11-5-16-5510 – FY2011 includes funding necessary to handle the operating costs of all hardware purchases for department
- 11-5-16-5515 – FY2011 includes an increase for software purchases. In FY2010, we completed an internal audit of our existing software licensing and brought everything up into compliance. In addition, in FY2010, the VMWare migration program expanded – this includes converting old physical servers into software-based virtual machines. As a newer server can run multiple virtual servers, we are recognizing a cost savings in equipment, and will continue to for as long as the City virtualizes its environment.
- 11-5-16-5290 – FY2011 includes the necessary monies to acquire all necessary supplies to maintain the department, including cell phone and connectivity expenses, printer supplies, maintenance kits, as well as education reimbursements.

City of Berwyn  
 2011 Budgeted Expenditures by Department  
 Information Technology  
 12/31/2011

<u>Account Number</u>	<u>Account Name</u>	<u>2008 Balance</u>	<u>2009 Balance</u>	<u>2010 Projected</u>	<u>2010 Budget</u>	<u>2011 Budget</u>	<u>Requested Budget Change</u>
100-16-5000	IT - Salaries	\$ 209,226	\$ 210,474	\$ 241,197	\$ 229,818	\$ 313,530	\$ 83,712
100-16-5030	IT - Sick day buy back	3,637	3,638	-	3,765	3,765	-
100-16-5035	IT - Benefits	84,613	87,909	86,505	88,299	153,124	64,825
100-16-5225	IT - Supplies	-	31	3,066	-	-	-
100-16-5235	IT - Postage & printing	-	323	20	-	-	-
100-16-5290	IT - Other general expenses	22,244	36,632	35,778	40,000	40,000	-
100-16-5300	IT - Professional service	7,031	10,168	29,616	30,000	20,000	(10,000)
100-16-5410	IT - Hardware maintenance	10,234	29,941	35,648	30,000	30,000	-
100-16-5415	IT - Software maintenance	23,364	25,465	29,591	30,000	30,000	-
100-16-5510	IT - Hardware purchases	68,538	75,331	80,236	80,000	60,000	(20,000)
100-16-5515	IT - Software purchases	25,588	28,537	36,331	30,000	30,000	-
100-16-5530	IT - Network Infrastructure	149,926	196,122	177,647	175,000	180,000	5,000
100-16-5625	IT - Internal service fund	16,607	6,155	25,257	15,276	21,049	5,773
Department Total		<u>\$ 621,009</u>	<u>\$ 710,726</u>	<u>\$ 780,891</u>	<u>\$ 752,158</u>	<u>\$ 881,468</u>	<u>\$ 129,310</u>

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**Fire Department  
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**PROGRAM MANAGER:** Fire Chief

**PROGRAM DESCRIPTION:**

The department operates three strategically located fire stations, each covering about one third of the City. The stations are manned by sixty-five full time fire personnel and eighteen member emergency medical staff. In March of 2011 the current firefighter hiring list will expire. Through an agreement with the Local 506 Union, the City of Berwyn has terminated the contract with Paramedic Services of Illinois and will be hiring an additional twelve certified firefighters/paramedics. Our primary response area is divided by two railroad right-of-ways. The majority of the personnel work 24 hours on duty followed by 48 hours off duty. We maintain mutual aid agreements with our neighboring communities through the Mutual Aid Box Alarm System. Our MABAS Division 11 group is affiliated state wide with other MABAS divisions. We are also associated with the Illinois Terrorism Task Force. We provide a variety of services; some of which are reactive or emergency in nature while others are proactive like fire prevention and inspection.

The Berwyn Fire Department is committed to the following values:

-  **Customer Service:** Prompt and professional delivery of service to the community is our ultimate commitment
  
-  **Safety:** Emergency situations create dangerous work environments. Safety is our foremost consideration during performance of all tasks.
  
-  **Teamwork:** A team oriented approach, which promotes excellence in the performance of all tasks.
  
-  **Outreach:** Demonstrated by professional partnerships with the Police Department and other agencies enhancing delivery of emergency services to our community.

**SERVICES:**

At various times, crisis situations occur which can negatively impact persons or property in the City. The Fire Department's primary responsibility is "the saving of lives and property." To facilitate the accomplishment of these goals, the Department members provide such activities as:

-  Fire prevention techniques

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**Fire Department  
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- ✚ Property conservation
- ✚ Fire prevention and inspection services
- ✚ Public education
- ✚ Rescue procedures
- ✚ Hazardous materials response
- ✚ Emergency medical services
- ✚ Pre-incident and disaster planning
- ✚ Fire investigations

During the performance of these tasks, the department members will not knowingly engage in any behavior which will compromise the safety of its members or the citizens to which it provides emergency services. The Berwyn Fire Department exists to meet the needs of a wide variety of crisis situations that require a quick, efficient and professional response.

**STAFFING:**

Position (FTE)	2010 Actual	2011 Budget
Chief	1.00	1.00
Assistant Chief	1.00	1.00
Deputy Chief	4.00	4.00
Lieutenant	13.00	13.00
Engineer	12.00	12.00
Firefighter/paramedics	36.00	48.00
Secretary	1.00	1.00
Total	68.00	80.00

**Station 1 (South) – 6434 Windsor Ave.**

- ✚ 1997 Seagrave Quint Engine 901 – fire vehicle staffed by a Lieutenant, Engineer, and two firefighters and includes the following services:
  - Aerial ladder
  - Full set of ground ladders

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**Fire Department  
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- Water tank
- Fire pump
- Fire hose
- EMS First Responders
- Extrication tools
- The 1997 Seagrave Quint Engine is at optimal time for trade-in value, estimated at \$100,000.00. Trade-in value estimate in August 2009 will decrease with time.

✚ 2008 Wheeled Coach Ambulance 906 – Advanced Life Support (ALS) unit staffed by two Firefighter's/paramedics.

✚ 1992 Seagrave Reserve fire engine 911 – not staffed. Placed into service when other apparatus is out for repair or service. Reserve Engine provides positive points for an improved ISO classification.

✚ 2004 Wheeled Coach Reserve Ambulance 910. A fully equipped reserve Advance Life Support Unit (ALS) that is not staffed.

**Station 2 (North) – 6615 16<sup>th</sup> St.**

- ✚ 2000 Pierce Fire Engine – fire vehicle staffed by a Lieutenant, Engineer, and a firefighter and includes the following services:
- Water tank
  - Hose
  - Fire pump
  - EMS First Responders

✚ 2008 Wheeled Coach Ambulance 905 – an ALS Unit staffed by two firefighter/paramedics.

**Station 3 (Center) – 6700 W. 26<sup>th</sup> St.**

- ✚ 2008 Crimson Fire Engine 903 – Unit staffed by a Lieutenant, an Engineer and firefighters and includes the following services
- Water tank
  - Fire pump

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**Fire Department  
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- Hose
- EMS First Responders
  
- ✚ 2004 Seagrave Aerial Ladder Truck 904 – a fire vehicle staffed by a Lieutenant, Engineer, and two firefighters. This vehicle’s primary duty is rescue and it transports a full complement of truck equipment.
  - 100 foot Aerial ladder
  - Ground Ladders
  - Rescue Equipment
  - EMS First Responders
  
- ✚ Ford Expedition command vehicle – operated by the shift commander or the Deputy Chief. This person fulfills the NIMS requirement for an “incident command” person for all incidents.
  
- ✚ 2004 Wheel Coach Ambulance 907 staffed by 2 Firefighters/Paramedics

**ACTIVITY MEASURES:**

	2009	2010	2011
Activity Measures	Actual	Projected	Projected
Fire calls responded to	8431	*3001	6200
EMS calls responded to	4458	*2334	4668
Training Hours	11672	*7329	14650

\* **January 1, 2010 to June 30, 2010**

**OBJECTIVES ACCOMPLISHED IN 2010:**

- Implemented the new Firehouse software capabilities and record management system. Increased detailed records for all incidents, inventory of equipment, and training.
- Issued an updated revised Fire Department operations manual. (on going process)
- Revised and implemented a process of Fire Department Respiratory Program.
- Implemented, trained, and placed into service, new Scott Self Contained Breathing apparatus and pak tracker received from an AFG FEMA grant.
- Implemented a Firefighter Rehabilitation process at Emergency Incidents.
- Implemented Yearly physicals for each member covered under the revised respirator program.

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**Fire Department  
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- Implemented pre-fire planning for target hazards for Hospital, Schools and Nursing Home, assistant living facilities.
- Implemented a regular schedule for Citizen CPR training.
- Continued Facilitation of the plan for distribution of medications required by the Illinois Department of Public Health.
- Working with the Cook County Sherriff's Office City of Chicago, Urban Area Security Initiative (USAI) on a Tactical Interoperable Communications Plan.
- Updated the Firefighter Health and Safety Program and Blood Borne Pathogens Policy and Program
- Increased in-house training and expanded outside training as well as Fire Officer development training through Collective Bargaining Agreement (CBA)
  - Developed a minimum qualification and certification policy for seniority rank and Acting out of class rank of Engineer, through CBA.
  - Developed a training and minimum qualification for Acting Lieutenant and Lieutenant's position through CBA
  
- Comply with increase State and Federal mandated training.
- Implemented a successful fuel reduction policy
- Reduced ISO Rating from an ISO Class 4 to an ISO Class 2
- Implement an improved Goal based Employee Evaluation program
- Implement an upgrade to the EMS Service by adding 1 additional ALS unit in Fire Station 3. Broke down our 2 Districts for EMS and added 1 additional District in the Center of the City which will decrease EMS response times and requires less Mutual Aid responses for Ambulances
- Design and develop a Silver Spanner program to supplements our EMS Service until we can hire twelve additionally pre trained and certified Firefighter/Paramedics
- Increase EMS training for all members of the department.
- Researched and obtain price quotes for replacement of the 2 – 2004 ambulances
- Updated Portable radios for firefighter safety and for narrow banding requirement for 2012
- Purchased 1 additional Cardiac Monitor and upgraded two other to 12-lead EKG
- Increased in-house basic EMS training for all firefighter's
- Purchase of Hydraulic stretchers to decrease duty related injuries for EMS personnel
- Citizen Fire Academy Spring 2010
- Develop and communication system with in the City, (Collectors office, Building Department) for a process for New Business licenses and fire inspections
- Required multiple businesses to upgrade and sprinkler systems.

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**Fire Department  
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- Reduced sick-day related overtime costs.

**OBJECTIVES TO BE ACCOMPLISHED IN 2011:**

- Implement use of a City Web site to display Fire Department Activities
  - Display inspection tips and forms on the website
  - Display the history of Fire Department
  - Display of Vehicles and Equipment
  - Display of Services provided by the Fire Department and contact information
  - Display a Calendar of Event of Fire Department Activities
  - Display a frequently asked questions with answers and forms for Fire Department Activities
  - Display seasonal safety facts and tips
- Continue the development of the EMS program and training of 12 new probationary Firefighter/paramedic
- Implement the Fire House Mobile fire Inspection program for Fire Prevention
- Revise and update the Fire Department Rules and regulations.
- Implement Transfer of data from Fire House records management system into Fire House mobile
- Update base station radios for the narrow banding requirement for 2012
- Train and certify all EMS personnel on 12-lead EKG
- Implement 12-lead EKG January 2011
- Implement A risk Management program for Emergency Incidents to
- Continue to improve Company Officer's and Acting Officer's Training and certifications
- Continue to improve Engineer's and acting drivers certifications and training
- Update and increase in-service inspections and pre-fire planning along with inputting the information into firehouse records management
- Develop a communication policy between Collectors office, Building Department and police Department to exchange and keep Emergency contact information current in all records management systems.
- Update data entry for NIMS cast
- Update and comply with NIMS training
- Update and improve the City of Berwyn Emergency Operations Plan (EOP) with Emergency Management Agency and Cook County
- Replace Tornado warning Sirens City wide

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**LONG TERM OBJECTIVES (2-5 YEARS):**

- Transition into Fire House mobile with lap top computers in all Fire Department vehicles to have real time information on all buildings in the City of Berwyn
- Continue with the 4 year replacement plan for Ambulances
- Continue with the 10 to 15 year replacement plan for fire apparatus
- Continued participating in specific State, & MABAS Division 11 sponsored teams, i.e. Hazardous Materials, Technical Rescue, which provide reimbursable training and certification for Department personnel
- Change over to Fire House Web version for incident reporting, inspections and records management system.
- Develop, improve, and implement a Risk management program for Emergency Incidents, fire house activities to attempt to reduce worker compensation costs and incidents.

**BUDGET SUMMARY:**

**Fire Engine replacement**

1996 Quint pumper/aerial ladder at Station 1 (south) is approaching 14 years of age, well beyond our 7 year replacement program for fire vehicles. Estimated trade-in value quote in August of 2008 is approximately \$100,000.00. The quint pumper/aerial is a multi use vehicle stationed south due to railroad traffic. This quint/pumper has the option to provide water for extinguishment and aerial ladders for rescue. The concept of the quint is to provide a multi use fire apparatus to begin emergency operations due to delays in response time from railroad traffic. With increasing maintenance costs and decreasing trade-in value, it is time to begin the process of replacement. During the 2008 ladder testing and certification, it was brought to our attention that the ladder will need to be refurbished due to wear and usage, in the near future. The refurbishing of the ladder will cost approximately \$120,000.00 and take 3 to 5 months to complete. This quint/pumper is used as a backup ladder for ISO fire insurance ratings. Replacement costs of a new 100' Quint will be approximately \$800,000.00. A seven to 10 year lease/purchase program could be explored. Trade-in value for the existing quint could be used to reduce the overall cost of the vehicle.

**Ambulance Replacement**

To comply with the 4 year replacement program for ambulances, the 2 -2004 units, one a reserve and one front line ambulance are well past the 4 year cycle. This will bring us up to replacing the ambulances in a four year cycle. As experienced with

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the last ambulances purchased in 2008 the increased trade-in value reduced the overall costs of the ambulances. Maintenance cost should also decrease by the vehicle being covered by the manufacturer's warranty. The reserve unit 910 was involved in an accident on August 13, 2006 which has created additional maintenance costs and problems. The approximate cost of a new ambulance is approximately \$133,239.00 each with a discount for purchasing 2 units at \$130,839.00 each. Total cost for 2 ambulances \$261,678.00.

**Replacement of the Fire Prevention 1996 Dodge Van**

Purchase of a SUV off the State Contract to replace the Current Assistant Chief's 2005 Chevy Impala. The Impala would replace the Dodge van and then be used for Fire prevention inspections. A new vehicle Approximate cost \$34,000.00 which includes installation of lights, siren and radio's. The 1996 Dodge van can be utilized by another City Department for non emergency response.

**Replacement of 1993 Chevy Suburban SUV**

This vehicle is currently being used to assist the department in the fuel reduction policy. The unit has a plow attached to it and is used to plow snow from the firehouse driveways. The cost of a new Heavy Duty crew cab Pick-up truck is approximately \$31,520. The vehicle would be used by the training Officer and for plowing the stations. The vehicle would also be used for multiple other uses for Training and transporting hose and Equipment to and from incidents. Currently the Berwyn Fire Department does not have a vehicle to tow the MABAS Division 11 Fire Safety Trailer. The Berwyn Police Department has allowed us to use the graffiti pick-up truck to transport the trailer. This works for us on the weekend, but during the week days we disrupt the graffiti truck's schedule to move the trailer around to schools.

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**Tornado Siren Upgrade**

- The Tornado warning siren currently in use by the City of Berwyn is in need of upgrading. The tornado siren locations in the City are 16th St fire station, the roof top of City Hall, and on top of the Windsor Ave fire station. The decibel coverage does not reach the entire city. The August 2010 estimated costs has two options: Option 1. Two sirens at two new locations for \$33,772. Option 2. 3 sirens at existing locations for \$43,788.00 with new sirens, battery back up system, and integrated software system. The upgraded system is designed with the capability of remote activation from the dispatch station and three different signal types (tornado/weather, air raid, and all clear. Currently we have the capability of only one signal type.

**Berwyn Fire Department Budget wish list for 2011**

**Fire Prevention and Inspection Employee**

- Prevention and inspection employee – Most Fire Departments have a minimum of 1 full time person in the division acting as a supervisor to the part time staff of the fire-prevention division or bureau. The person provides continuity. A staff person is available during regular business hours to coordinate fire prevention and public education warrant this position. My recommendation is to have a staff person assigned to fire prevention, inspection and public education. The anticipated increase in fire inspections, new business licenses, occupancy loads, yearly inspections of commercial property requirements and public education warrants this position. A creation of a fire inspector rank and or Fire Marshal's rank with qualifications and a requirement to stay in the Position for a period of time would be required.
- In the Year 2008 The Fire prevention Inspectors conducted the following inspections: 24 New Business Licenses, 45 Annual inspections, 85 Re-inspections, 27 Special Inspections, 5 Occupancy inspections, 1 pre-inspection and 6 Freedom of Information requests.
- In the Year of 2009 the Fire prevention Inspectors conducted 42 New Business licenses, 91 Annual inspections, 105 re-inspections, 28 Special inspection 9 Occupancy Inspections, 23 Pre-Inspections and 10 Freedom of Information requests.
- In the year of 2010 the Fire Prevention Inspectors conducted 71 new business inspection, 111 annual inspections, 123 re-inspections, 41 special inspections, 14 occupancies inspections, 34 pre inspections, and 16 freedom of information requests up to November 2010

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- We are predicting a continual rise in New Business and Pre-inspections, along with Occupancy inspections. We are currently not charging for these inspections, but should consider charging especially for re-inspections. Many re-inspections are for owners not repairing the violations and the time frames allowed. This is taking time away from completing new annual inspections.
- There are 1030 businesses in Berwyn, in 2008 and 2009 the inspectors completed 145 annual inspections, leaving 800 properties not inspected annually.
- This could also be accomplished by hiring a civilian employee with qualifications and or an administrative assistant to assist in scheduling and record keeping. This position could be shared with the proposed training officer secretary listed below.

**Training Division Manager**

- The Office of the State Fire Marshal is recommending that fire departments in the state of Illinois move their departments training division towards the position of "Training Program Manager" (TPM).
- Currently the Training Officer is the rank of Lieutenant and holds the OSFM Certification of Fire Officer 1.
- Prerequisites for Lieutenant are: 10 years of service prior to participating in the promotional examination.
- Prerequisites for Training Program Manager are: Fire Officer 1, Instructor 2 certification and 5 years experience as an instructor or training officer.
- The majority of the training officer's job is filling out the required paper work and filing it with the State. Mandated by State Law.

**Proposal 1**

- Create the Training Program Manager Position (Current Training Officer)
- Utilize provisional training officers, 3 to 4 employees hired back similar to the fire prevention inspectors at a pay rate of \$25.00 per hour to do the shift training. This would free up time for the Training Officer to schedule training and filling out the required paper work. 4 days a week part time 4 hours a day. Estimated costs \$6000.00

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Proposal 2

- Create a secretary /clerk to the training division for the purposes of record keeping, data entry, filing, appointments of inspections, mailings, notices and disposal of records that can be disposed of. The disposal of records would create much needed space in the filing area of City Hall. The estimated costs involved would be from \$15,000 to \$20,000 salary range plus benefits. A part time position with 32 hours of work would also be possible eliminating the benefits costs.
- We could explore the usage of a CETA worker to fulfill this position at no cost to the City. In 2009 The Fire Department through CETA used a Filing clerk to assist to straighten out all files in the department and compile old files for destruction. This assistant helped out tremendously in achieving the goals.

City of Berwyn  
2011 Budgeted Expenditures by Department  
Fire  
12/31/2011

Account Number	Account Name	2008 Balance	2009 Balance	2010 Projected	2010 Budget	2011 Budget	Requested Budget Change
100-18-5000	Fire - Salaries	\$ 5,431,618	\$ 5,318,575	\$ 5,282,372	\$ 5,252,744	\$ 5,957,894	\$ 705,150
100-18-15-5000	Fire - Salaries for EMS	-	-	456,818	459,900	619,660	159,760
100-18-5005	Fire - Out of class	71,808	38,175	104,242	76,350	80,999	4,649
100-18-5010	Fire - Overtime	276,720	259,719	271,700	330,000	330,000	-
100-18-15-5010	Fire - Overtime for EMS	-	-	-	40,832	30,000	(10,832)
100-18-5015	Fire - Uniform stipend	50,952	53,640	51,375	53,600	53,600	-
100-18-5020	Fire - Education stipend	25,250	19,750	22,500	26,000	26,000	-
100-18-5025	Fire - Other stipend	-	6,250	8,802	8,700	8,700	-
100-18-15-5025	Fire - Other stipend for EMS	-	-	-	-	72,000	72,000
100-18-5030	Fire - Sick day buy back	53,736	131,849	45,602	146,750	255,925	109,175
100-18-5035	Fire - Benefits	1,391,085	1,468,808	1,273,355	1,331,488	1,562,531	231,043
100-18-15-5035	Fire - Benefits for EMS	-	-	40,033	3,655	48,230	44,575
100-18-5040	Fire - Tuition reimbursement	7,267	5,159	19,472	10,000	15,000	5,000
100-18-5045	Fire - Pension	2,049,758	2,024,829	2,500,000	2,534,586	2,534,586	-
100-18-5205	Fire - Utilities	1,665	6,751	9,633	10,000	10,000	-
100-18-5210	Fire - Vehicle Gas and Oil	64,568	31,127	55,660	65,000	55,000	(10,000)
100-18-5215	Fire - Telephone	9,401	7,488	7,957	9,900	9,900	-
100-18-5220	Fire - Training, dues and publications	24,134	44,882	42,358	54,050	85,000	30,950
100-18-5225	Fire - Supplies	-	12,126	11,349	11,000	20,000	9,000
100-18-5235	Fire - Postage and printing	-	523	671	500	500	-
100-18-5290	Fire - Other general expenses	81,324	35,945	37,110	110,000	110,000	-
100-18-5300	Fire - Professional service	1,337,849	1,177,866	510,310	510,417	-	(510,417)
100-18-5300-03	Fire - Collection service fees	62,464	61,616	60,259	65,000	65,000	-
100-18-5400	Fire - Repairs and maintenance	138,020	107,171	137,602	200,000	200,000	-
100-18-5405	Fire - Copier maintenance	10,070	12,536	4,111	5,700	6,600	900
100-18-5500	Fire - Equipment purchases	35,330	20,752	121,228	162,979	207,000	44,021
100-18-5500-01	Fire - Turnout gear	15,706	6,855	12,264	29,500	50,000	20,500
100-18-5505	Fire - Equipment lease	-	152,766	156,253	152,694	171,600	18,906
100-18-5625	Fire - Internal service fund	637,718	302,467	729,397	590,048	620,207	30,159
100-18-5800	Fire - Capital outlay	-	549,115	-	-	67,000	67,000
<b>Department Total</b>		<b>\$ 11,776,444</b>	<b>\$ 11,856,738</b>	<b>\$ 11,972,433</b>	<b>\$ 12,251,392</b>	<b>\$ 13,272,932</b>	<b>\$ 1,021,540</b>

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**PROGRAM MANAGER:** Police Chief

**PROGRAM DESCRIPTION:**

The Police Department of the City of Berwyn is dedicated to protecting life and property through total quality professional police service rendered in an honest, fair, and courteous manner.

The City of Berwyn is in a location which optimizes the best of suburban life while affording the conveniences of urban living. The mass transit and expressway systems afford easy commuting; unfortunately, these same systems, coupled with our proximity to the City of Chicago, adversely affect the crime rate in Berwyn.





Recent developments in the City of Chicago have caused a ripple effect for many municipalities, including Berwyn. A migration of people leaving the City of Chicago seeking better housing stock, lower crime rates and better schools, unfortunately is joined by gang members fleeing increased enforcement and vigilance by Chicago Police. Members of both groups have arrived in Berwyn.

While Berwyn changes and evolves, the Police Department is undergoing a paradigm shift. Responding to the needs of the community in a timely, courteous and professional manner is paramount; however, the need to respond professionally to crimes in progress and to thoroughly investigate those same crimes with prosecution of the offenders as the ultimate goal cannot be overlooked.

The attached budget has been carefully crafted to enable the Department to continue to provide a very high level of effective and efficient service to the citizens of Berwyn.

**Organization**

The police department administration is comprised the Chief of Police, Deputy Chief of Police and four Division Commanders. The department is divided into four divisions each managed by a Division Commander:

-  Investigative Services
  
-  Line Services
  
-  Administrative Services
  
-  Support Services

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**Department Description – Investigative Services**

The Investigative Services Division is comprised of the Criminal Investigations Unit, Youth Investigations/Community Relations Unit, and the Tactical/Drug Investigations Unit. These three units function as the primary source for follow up investigations to all major crimes committed in Berwyn.

The Internal Affairs section of the police department also falls under auspices of the Investigative Services Division with all investigations being managed by the Deputy Chief of Police. This section is vital to the success of the organization in the fact that any and all complaints against officers being thoroughly investigated to either exonerate the officer or determine if in fact misconduct has taken place and that steps are put in place to prevent that from occurring again.

The Berwyn Police department is currently part of several Task Force Programs on the federal, state, and local level. The Task Forces are, The Drug Enforcement Administration, U. S. Marshal's Service Great lakes Regional Fugitive Task Force, Chicago / Cook County High Intensity Drug Trafficking Area, and the local West Suburban Enhanced Drug Gang Enforcement Group. The officers assigned to these Task Forces are managed by the Deputy Chief of Police.

**Department Description – Line Services**

The Line Services Division is responsible for the administration of all aspects of the patrol division which includes supervision of the Watch Commanders and patrol officers for all three shifts, in addition to supervision of the Court Coordinator/Warrant Officer. Departmental training standards for all sworn members, new officer recruit and lateral entry officers fall under line services, as well as the Auxiliary contingent, part time certified officers, and secondary employment for both Auxiliary and full time sworn members.

The Line Services Division Commander also serves as the Departments Liaison for all mutual aid compacts the department participates in such as NIPAS (Northern Illinois Police Alarm System) a regional response team, and ILEAS (Illinois Law Enforcement Alarm System) a statewide mutual aid organization.

**Department Description – Administrative Services**

Under general direction of the Chief of Police, coordinates the development of the operating budget with Chief and other Division Heads. Organizes and manages the Police budget, including financial analyses, cost recovery programs, grants administration, and conducts on-going research into cost reduction measures. Designs and administers programs and organizational changes from variety of funding sources.

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Perform independent research and special studies involving data collection and analysis of departmental operations and structures. Prepare a wide variety of written reports and projects, including special projects for publication and/or submission to outside organizations. Performs or participate in comprehensive management analyses of Police Department policies, also serves as a member of the department administrative team in problem solving, decision-making, strategic planning. Develops and coordinates activities with other city departments, other government agencies and outside organizations; provides staff assistance and managerial services. Administrative Services also studies statistical crime data and other reports; analyzes levels of criminal activity; determines trends and makes recommendations for change in organization and operating procedures.

The division commander of Administrative Services also serves as a liaison with City's Benefits Administration Department and oversees departmental Occupational Health & Safety issues and drug screening.

**Department Description – Support Services**

The primary responsibility of Support Services is to provide assistance to the other Divisions of the Police Department in the form of personnel and equipment. The Division Commander of Support Services is responsible for this service by carrying out the goals and objectives of this division which in turn allows the Berwyn Police Department to meet its mission. Support Services consists of the following units: Community Service, Graffiti Removal, Parking Enforcement and Collections, Traffic Enforcement, Department Motor Pool, Detention/Booking, and Canine Unit.

**SERVICES:**

**Services - Investigative Services**

**Criminal Investigations Unit**

The Criminal Investigations unit is led by a Unit Commander and a supervising Sergeant who are responsible for the management and supervision of the unit. The unit is currently comprised of nine investigators who handle all major criminal investigations for the department and one unit secretary.

In addition to investigating crime committed within the City of Berwyn, Investigators are assigned and responsible for activity in several specialized areas.

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Specialty Assignments consist of the following:

- ✚ **Records Maintenance & Background** - Electronic and paper record maintenance, including all Berwyn arrest files, liquor license files, new business files, criminal records checks, LEADS (Law Enforcement Agency Data Systems) validations, immigration checks, military background checks, responding to subpoena requests, processing expunge orders, Medical Examiner files and Cook County court computer updates.
- ✚ **Evidence** - Evidence processing, collection, and storage along with recovered property storage. Preparation of evidence for laboratory submission for analysis, and evidence records maintenance. Maintenance of evidence collection supplies, and Mobile Crime Scene Unit inventory and maintenance.
- ✚ **Crime Scene Unit** - The Crime Scene Unit consists of Patrol Officers assigned to routine Evidence Collection. These technicians work along side Investigators and are responsible for processing all crime scenes. CSU Technicians also provide assistance to Illinois State Police Crime Scene Investigators on all major local crime scenes.
- ✚ **Employee Criminal Background Investigations** - New Police Employee background checks (processing, reports, field interviews), photographs, fingerprint verification, FOID, D/L, neighbor and former employer reference verifications, followed by a comprehensive written report.
- ✚ **Photography** - Photography maintenance, filing of negative print film and photographs, photography log records, and filling of subpoena requests for negative print film.
- ✚ **Sex Offender Files** - Sex offender file maintenance, on-line photo maintenance, monthly residence checks, sex offender registrations and LEADS entry verification completed.
- ✚ **Gypsy Crime File Maintenance** - Gypsy crimes file maintenance, comprehensive list of all known Gypsy clan members and offenders (including photographs); maintain contacts with Illinois State Police and Chicago Police Department Gypsy crimes specialists.
- ✚ **Financial District Liaison** - Organize and host semi-annual meetings between the Police Department and all financial district leaders. Maintain direct contact

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with Bank Presidents, VPs and Managers, including Savings & Loans, Mortgage Providers, Lenders and Currency Exchanges.

- ✚ **CPIC** - Crime Prevention Information Center (CPIC) is a state of the art fusion center located on the 5<sup>th</sup> floor of the Chicago Police Headquarters at 35<sup>th</sup> & Michigan. The CPIC is a 24/7 operation and is staffed by Federal, State, County and Local Police Departments. Participating Suburban Agencies are required to staff the suburban desk with an investigator at least one 8-hour shift per week.
- ✚ **Pawn Shop Record Maintenance** - Pawn Shop record maintenance involves collecting and filing of all Pawn Shop transactions, identifying stolen property, identifying possible offenders and date mapping transactions to burglaries. Maintain relationships with all pawn shop owners, including shops located in Oak Park, North Riverside and Chicago Area 5.
- ✚ **Digital Imaging** - Digital Image Processing, Data Maintenance (downloading and copying of all digital images captured by Police Department Cameras). File all data on CD for permanent record maintenance, filling subpoena requests for digital images (in print and electronic format). Maintenance of all Police Department Digital Imaging Equipment (cameras, lenses, cases, batteries, and memory cards)
- ✚ **Roll Call Training** - Investigators participate in 10-15 minute roll call training sessions in conjunction with daily shift roll calls. Roll Call Training provided on an as-needed basis but no less that once a week. General Topics covered are to include Crime Scene Protection, Recovered Property, Evidence Collection, Documentation of Witness and Offender Statements, and other related topics of concern.
- ✚ **ATF Trace** - Investigators allowed access to the Bureau of Alcohol Tobacco and Firearms Electronic Firearms Tracing Site are responsible for running checks on all firearms recovered by the Berwyn Police Department, including all firearms held in the possession of the Berwyn Police Department. Investigators maintain e-trace records for all firearms.
- ✚ **FBI Joint Terrorism Task Force Liaison** - Investigators are assigned as liaisons between the Federal and State Terrorism Units and the Berwyn Police Department. Investigators receive specialized training from the FBI Joint Terrorism Task Force (JTTF) and from the Illinois State Police Terrorism Unit.

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Investigators receive and disseminate Homeland Security Briefings and terrorism updates throughout the Police Department on a daily basis.

✚ **FBI Human Intelligence Squad (HUMIT)** - The Department, through the Criminal Investigations Unit, participates in the newly formed intelligence gathering/counter terrorism tool. Information and training shared between participants impacts all types of criminal activity.

✚ **Detectives Associations** - Investigators are members of the West Suburban Detectives Association and attend monthly meetings to share information and knowledge regarding crime patterns, criminal activity, known offenders, and leads with other area detectives and agencies. Investigators also participate in monthly meetings with Detectives from Chicago PD Area 5 to share and exchange crime related information.

**Services - Youth Investigations / Community Relations Unit**

**Youth Investigations**

The police department Youth Investigations/Community Relations Unit is comprised the Unit Commander who serves as the supervisor for 6 investigators. All investigators are veteran officers with at least 13 years of service. The unit handles all incidents that involve minors who are either the victims of, or perpetrators in crimes committed.

Each Investigator maintains a current caseload and is responsible for responding to the daily calls for service or assistance to the patrol, detective or tactical division:

✚ Youth investigators are called to the schools on a regular basis during the school year for criminal acts or Minors Requiring Authorities Intervention.

✚ Investigators also provide the schools with gang & drug awareness, bullying, and railroad safety programs, or any other specifically targeted program at the schools request.

✚ The unit maintains the 54-person school crossing guard program. This consists of hiring, scheduling, training, and payroll of all 54 members.

The department has experienced a substantial increase in sex offenses against children. In many cases the victim & offender are either family members or are

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students at the same school. Victims under the age of 16 are required to have a "Victim Sensitive Interview" conducted by the Proviso Children's Advocacy Center, which, must be attended by a youth investigator.

**Community Relations**

The members of the unit are actively involved in Community Relations that affect the community and serve as the Public Relations arm of the department as well. The unit acts as advisors and/or zone liaison officers in the following programs, which include but are not limited to:

- ✚ Neighborhood Watch Program
- ✚ Speakers at community & ward meetings and other organizations within the community.
- ✚ Citizen Police Academy
- ✚ Volunteer program
- ✚ National Night Out event
- ✚ Boy Scouts of America sponsored "Police Explorer Program"
- ✚ Investigators are actively involved in the schools where their increased presence has resulted in:
  - A Bullying Curriculum developed for the grade school students
  - More gang and drug assemblies were conducted
  - Railroad safety education programs were conducted

**Services - Tactical / Drug Investigations Unit**

The Deputy Chief of Police supervises the Tactical/Drug Enforcement unit which is comprised of a supervising Sergeant, (1) Detective Gang specialist, (8) Tactical Officers who are Gang Specialists, and (3) Detectives that are assigned to the State and Federal Task Forces being the Drug Enforcement Administration Narcotics Task Force, U.S. Marshal's Great lakes Regional Fugitive Task Force, and the Chicago/Cook County HIDTA (High Intensity Drug Trafficking Area).

Tactical Officers focus on gang suppression and intelligence while disrupting street level drug sales. Two of the Task Force Officers conduct long term

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investigations into the major drug suppliers in the area and the third focuses on apprehending fugitives from justice.

Other areas of responsibility for the Tactical Unit are as follows:

- ✚ West Suburban Gang Task Force
- ✚ Gang awareness, Graffiti patterns, and file maintenance
- ✚ Follow-up to Graffiti Hotline reports
- ✚ Maintain Confidential Informant files
- ✚ Drug Trafficking analysis and enforcement
- ✚ Local, State, and Federal Drug Unit Liaisons
- ✚ Drug Awareness Seminars
- ✚ U.S. Marshalls Service Task Force Liaisons
- ✚ Short / Long Term Drug Investigations

**Services - Line Services**

**Patrol Division**

The goal of the Patrol Division is to provide efficient deployment of uniformed patrol assets who can respond effectively and in a timely fashion to calls for police service. The Patrol Division provides proactive policing in a real time environment with prevention of crime as its foremost goal. In addition, the Patrol Division maintains a highly visible presence in the community which imparts a feeling of comfort and security to the community at large.

- ✚ The Patrol Division represents the first visible contact with the public, and provides primary first responder police service.
- ✚ The Patrol Division has a myriad of functions to include initial investigation of crimes. Patrol Officers are the eyes and ears of the investigators and in many cases the success or failure of cases rests on the shoulders of Patrol.

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- ✚ The Patrol Officer's functions also include accident investigation, traffic enforcement, order maintenance, City Code enforcement, crime prevention and identification and apprehension of suspects in criminal events.
- ✚ Patrol Officers must be aware of trends in crime in their beats and are the primary emissaries of Department and City Policy in the community.
- ✚ Patrol Officers are also tasked with rapid deployment duties in the case of active shooter cases or armed assailant, in any environment and must be trained and equipped to deal with the most insidious of crimes.
- ✚ The Berwyn Police Department Patrol Division is currently staffed at 64 sworn personnel.

**Training Unit**

The Berwyn Police Department Training Unit is responsible for the formulation and implementation of training forecasts which serve as a blueprint for the training and development of the sworn officers of the department. The training consists of core skills such as firearms proficiency, officer survival, report writing and case preparation, judicious use of force and many other skills. The Training Unit is also responsible for upper level management development and skill path development for first line supervisors.

Training is the lifeblood of a successful Police Agency, and it is the only thing that safeguards the officer's physical well being and guards the city from ruinous litigation. Some of the annual training components are as follows:

- ✚ CAPS Firearms Judgmental Training
- ✚ Patrol Carbine training and Carbines deployed in front line patrol cars
- ✚ Oleoresin Capsicum training and recertification
- ✚ Immediate Action Rapid Response re-certification
- ✚ Pistol and shotgun qualification
- ✚ PR-24 and Collapsible baton training

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- ✚ Taser certification and re-certifications
- ✚ LEADS computer data base re-certifications
- ✚ Certification of DUI operators
- ✚ Use of Force and Constitution Law training

**Services - Administrative Services**

**Building and Grounds**

- ✚ Directly responsible the police department's 43,000 + sq. foot facility and affiliated grounds, and all related equipment issues for the proper maintenance and operation of the facility as well as the immediate supervisor for the departments maintenance personnel and oversees contracted janitorial service.

**Records Unit**

The responsibilities of the records division are centered on extensive contact with the departmental patrol and investigative units and the public, in person and over the telephone. Successful performance of the work includes ensuring that police records are prepared, filed, maintained, distributed and destroyed in accordance with policies, procedures, and regulations of the department and a variety of state and federal regulations. Also to provide copies of those reports to persons authorized to obtain copies of them and to the court system pursuant to request by subpoena. Additional tasks are as follows:

- ✚ The collection, management and processing of Compliance, Impoundment, and Cannabis violations. As well as other various fees collected by this department.
- ✚ The issuing and the maintenance of the employee identification cards for all city employees.
- ✚ The production of both audio and video files used in court proceedings and internal investigations.
- ✚ The categorizing and filing of the Unified Crime Reports and the Municipal Jail and Lockup Quarterly Report to the State of Illinois in a timely manner.

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**Police Department  
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- ✚ The Bi-Weekly tabulation and processing of the department payroll for submission to City Hall.
- ✚ The monthly tabulation of time accrued and/or used by all personnel.

Unit personnel include one (1) Supervisor (Sergeant) who has collateral duties as Special Projects Facilitator, and three (4) full time records clerks.

The Special Projects Facilitator is an initiative started in late 2006 and has been instrumental in fast tracking several projects that have benefited the department as well as the City, which needed immediate attention.

**Communications Unit**

The Emergency Communications Center is responsible for the receipt and transmission of emergency and non-emergency calls for Police, Fire and Emergency Medical assistance, responding to incoming alarm signals, providing emergency instructions to callers, central answering point for all wire line and wireless 9-1-1 calls originating from the City of Berwyn, recording and relaying sensitive information that may involve life and death situations. The Center operates 24 hours a day, 365 days a year and is currently staffed by one (1) full-time Communications Coordinator (15) full-time and three (2) part-time Telecommunicator's and (1) 9-1-1 Systems Administrator.

- ✚ Communications Coordinator is responsible for supervising and scheduling of the Telecommunicator Staff and all other personnel related issues.
- ✚ Accurate reporting of Emergency Communications Center operations including calls for service, 9-1-1 calls handled and non-emergency calls handled.
- ✚ Maintains Standard Operating Procedures specifically for the Emergency Communications Division.
- ✚ Standardized processing for citizen complaints and compliments as relating to the Emergency Communications Division and the assigned personnel.

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- ✚ At the end of 2010 the Police Department in cooperation with the Fire Department and the city's Emergency Telephone Systems Board was successful in creating the position of 9-1-1 Systems Administrator. This position will be responsible for maintaining the city's Emergency Communications System and all related technology systems and software products.

**Services - Support Services**

**Community Service Unit**

The Community Service Unit utilizes 12 officers who, during patrol duties, assist the patrol division, enforce parking ordinances and local ordinances throughout the City, including the business district, municipal parking lots, metered parking area, permit parking lots, overnight parking laws and all other posted areas requiring enforcement. Additional duties are as follows:

- ✚ Installation and removal of wheel locks.
- ✚ Assist the Patrol division by attending bond hearings.
- ✚ Transporting vehicles for maintenance and repair.
- ✚ Transport evidence and photos to the crime lab.
- ✚ School crossings, traffic control, and abandoned autos.
- ✚ Documentation, photography and removal of graffiti.
- ✚ Animal control and front desk duty.
- ✚ Process Handicap parking applications

**Parking Enforcement Unit**

The Parking Enforcement Officers are dedicated to the single task of enforcing the City's parking ordinances throughout the City, including business districts, municipal parking lots, and permit parking lots. They are assigned a specific geographical area within the City to identify vehicles violating parking regulations




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**Police Department  
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and restrictions and issue parking complaints. This allows us to consistently enforce parking ordinances which will ultimately result in compliance. Additional duties include:

-  Identify and report abandoned autos and dangerous conditions.
-  Report road hazards such as street light and traffic signal outages,
-  Report defects or dangers on the streets or sidewalks.

**Traffic Unit**

The Traffic Unit is responsible for random and selective traffic enforcement throughout the City of Berwyn by utilizing their patrol knowledge and specialized traffic training. By utilizing departmental tools, they will aggressively enforce traffic laws in areas where there is a question of safety or where there are a high number of complaints of unsafe driving. Further responsibilities include:

-  Trained in auto accident investigations and follow up to hit and run accidents
-  Enforce drunken driving laws through patrol and checkpoints.
-  Provide traffic studies and certified child seat installations.
-  Speed radar enforcement, participated in click it or ticket" campaign.

**Motor Pool Unit**

The department motor pool is responsible for the purchase, equipping, repair, maintenance, licensing, and insuring of all police vehicles. The motor pool continually looks for ways to improve and maintain the equipment and to find ways to ensure the police department drives safe vehicles in its day to day activities.

The following vehicles comprise the departments' motor pool all of which have been purchased at no cost to the City.








-  12 Ford Explorers

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**Police Department  
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-  13 Ford Crown Victoria's
-  2 Ford Taurus
-  6 Chevy Aveos
-  4 Dodge Chargers
-  2 Dodge Magnums
-  8 Assorted Vans
-  22 Assorted unmarked vehicles

**Prisoner Detention Unit**

Prisoner Detention is an area staffed by part time civilian booking officers who are responsible for the processing, security, and safety of all prisoners while in custody. Additional responsibilities include:

-  Assisting the arresting officer with arrest case file preparation.
-  Entering local ordinance, compliance and moving violations into the department's Record Management System.
-  Prisoner property inventory and prisoner log maintenance.
-  Non-criminal processing / identification for schools and liquor licenses.

**Canine Unit**

The primary goal of the Canine Unit is to assist all members of the department in the investigation of criminal activity by tracking and apprehending offenders, and the tracking and recovery of narcotics, weapons or currency associated with narcotic activity. Additional duties include:


-  Canine Unit Currently consists of (3) Belgian Malinois

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**Police Department  
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- 
 Assisting the Berwyn Police Department with public relations by performing demonstrations at various schools, city functions and public events.

**STAFFING:**

Position (FTE)	2010 Actual	2011 Budget
Chief	1.00	1.00
Deputy Chief of Police	1.00	1.00
Division Commander	4.00	4.00
Lieutenant	2.00	2.00
Sergeant	14.00	16.00
Detective	17.00	17.00
Patrolman	69.00	69.00
Crossing Guard	52.00	54.00
Communications Coordinator	1.00	1.00
Full Time Telecommunicators	15.00	16.00
Part Time Telecommunicators	2.00	2.00
9-1-1 System Administrator	-	1.00
Booking Officers	14.00	14.00
Records Clerk	4.00	4.00
Secretary	2.00	2.00
Community Service Officer	11.00	11.00
Graffiti Removal Tech.	1.00	1.00
Custodian	1.00	1.00
Parking Enforcement Officer	5.00	6.00
Auxiliary Police	60.00	60.00
	<u>60.00</u>	<u>60.00</u>
<b>Total</b>	<u><u>276.00</u></u>	<u><u>283.00</u></u>

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**Police Department  
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**Activity Measures**

Activity Measures	2009 Actual	2010 Actual	2011 Budget
Wire Line 9-1-1 Calls Received	13,398	9,396	10,484
Wireless 9-1-1 Calls Received	16,468	18,596	20,750
Seven Digit Emergency Calls	61,113	22,312	27,000
Non Emergency Calls Received	131,297	112,553	134,000
Outgoing Calls Made	N/A	22,152	32,000
Calls For Service Generated (CAD)	68,073	58,421	65,188
Police Incidents Created	16,104	14,623	16,317
Criminal Investigations Initiated	1,709	1,804	2,013
Criminal Investigations Cleared	932	1,015	1,133
Evidence Processed & Inventoried	2,048	1,693	1,889
Felony & Misdemeanor Arrests Department Total	203	171	191
Petitions	226	178	183
Station Adjustments	160	58	60
Juvenile Contacts	2,837	938	966
DUI Arrests	40	37	40
Compliance Tickets Issued	6,764	7,528	8,400
Compliance Ticekt Revenue	\$150,309	\$136,063	\$151,823
Local Ordinance Tickets	1,381	1,922	2,145
Cook County Moving Violations	11,020	7,963	8,885
Graffiti Arrests	45	5	6
Prisoners Processed & Housed	2,100	1,435	1,601
Vehicles Impounded	969	1,258	1,404
Impoundment Revvenue	\$484,600	\$629,450	\$702,361
Parking Tickets	42,236	37,318	41,641
Parking Ticket Revenue	1,731,425	1,597,779	1,782,855
Animal at large calls	1,357	1,138	1,270
Animal traps set	339	297	331
Animal bites handled	50	26	29
Wheel locks applied	688	635	709
Wheel locks Revenue (Boot Fee Only)	\$31,320	\$29,220	\$32,604
Abandon vehicles reported	438	306	341
Graffiti photographed and removed	1,748	1,391	1,552
Days assisted patrol with bond hearing	182	206	230

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**Police Department  
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**OBJECTIVES ACCOMPLISHED IN 2010:**

- Initiated the creation of an electronic version of the Police Department's policy and procedure manual
- Creation of several committees which include employees from every unit of assignment to bring forth new ideas and allow for more participation in the decision making process
- Increased the Auxiliary Contingent with the addition of 30 new Auxiliary Officers
- Increased staffing in the Traffic Unit with the addition of a supervising Sergeant
- Addition of the 9-1-1 Systems Administrator position to maintain the integrity of the City's Emergency Communications System and Equipment
- Active Participation in the Chicago /Cook County High Intensity Drug Trafficking Area Task force
- Conducted 40 more search warrants than the previous year
- Initiated a local gang intelligence database with gang stop cards to track gang activity
- Began to work closely with the city's Building Department to keep gang members from using abandoned properties to conduct criminal activity
- Established joint operations with the Cicero Gang/Drug Enforcement Team
- Participated in a supervisory role over the WEDGE suburban task force
- Contributed to a significant decrease in violent crime and gang related disturbances
- Formed solid working relationships with federal and county law enforcement agencies
- Addition of a Detective assigned to Youth Investigations due to an increase in youth related crimes in particular sex offenses
- Increased presence in schools and provided more gang and drug related assemblies
- Additional railroad safety education programs
- Numerous Bullying seminars conducted in grade schools

**OBJECTIVES TO BE ACCOMPLISHED IN 2011:**

- Continue to research and implement ideas and technology to assist in reducing crime
- Complete the revision of the Police Department's Policy and Procedure Manual
- Complete the final phase of the Mobile Field Reporting System
- Complete the implementation of the departments internet based portal system
- Implementation of the "Emergency Medical Dispatch" Protocol

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**Police Department  
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- Implementation of “Phase II Wireless“ 9-1-1 Service
- Implementation of a new citywide Emergency Notification System
- Research alternative scheduling to maximize manpower
- Coordinated effort with DEA Mobile Enforcement Team to further disrupt drug sales in the area
- Continue to enhance gang intelligence and track gang activity to be able to monitor and combat gang activity
- Expand the Internet Crimes Against Children program by assigning a dedicated detective to these investigations.
- Expand youth education and bullying programs in schools
- Create a youth mentorship program between the police department and the youth of our community
- Increase the number of community programs regarding gang and drug awareness and crime prevention
- Solicit more citizen Police Academy Alumni to expand our Volunteers in Policing Program
- Streamline Neighborhood Watch Complaints and programs and look for more involvement from block captains in order to expand the program
- Expand on the senior citizen initiative

**LONG TERM OBJECTIVES (2-5 YEARS):**

- Increase in staffing in all units of the department both sworn and civilian to meet the increase in calls for service and to be able to provide the level of service our residents demand
- Evaluation and needs assessment for an addition to the police facility
- Implementation of citywide wireless mesh system to enhance emergency wireless communications to include video camera monitoring in hot spots for public safety
- Implementation of photo railroad grade crossing enforcement
- Electronic digitalization of department records to reduce storage and paper costs
- Implementation of a Radio Based Alarm System to replace the current phone line based alarm system
- Seek grant funding for the purpose of dedicating a Detective as a School Resource Officer (SRO)

City of Berwyn  
2011 Budgeted Expenditures by Department  
Police  
12/31/2011

Account Number	Account Name	2008 Balance	2009 Balance	2010 Projected	2010 Budget	2011 Budget	Requested Budget Change
100-20-51-5000	Police - Admin - Ch of Police, Div Cdrs	\$ 565,731	\$ 577,742	\$ 665,882	\$ 644,237	\$ 726,501	\$ 82,264
100-20-53-5000	Police - Sprvsrs - Lieut's & Sergeant's	1,703,975	1,592,230	1,678,496	1,612,983	1,946,357	333,374
100-20-55-5000	Police - Detectives	1,680,742	1,397,329	1,578,932	1,278,168	1,354,045	75,877
100-20-57-5000	Police - Officers	5,476,818	4,439,443	4,305,701	4,695,127	4,218,258	(476,869)
100-20-59-5000	Police - Auxiliary	130,780	127,154	192,365	174,691	200,000	25,309
100-20-61-5000	Police - Radio operators/dispatchers	-	617,307	571,800	617,033	734,668	117,635
100-20-63-5000	Police - Community service officers	-	399,747	438,384	439,141	450,986	11,845
100-20-65-5000	Police - Parking enforcement personnel	-	75,370	68,664	90,488	96,000	5,512
100-20-67-5000	Police - Lockup personnel	-	135,562	138,218	140,000	146,400	6,400
100-20-69-5000	Police - Clerks	-	264,989	286,169	282,236	304,231	21,995
100-20-71-5000	Police - Crossing Guards	-	239,588	256,302	260,000	323,863	63,863
100-20-5005	Police - Out of Class	6,345	21,947	7,333	-	7,000	7,000
100-20-5010	Police - Overtime	746,805	976,049	954,389	824,000	831,571	7,571
100-20-5015	Police - Uniform stipend	101,500	104,500	54,500	54,000	115,000	61,000
100-20-5020	Police - Education Stipend	48,500	50,000	56,000	55,000	57,700	2,700
100-20-5030	Police - Buy back	501,563	604,926	600,000	710,000	695,897	(14,103)
100-20-5035	Police - Benefits	2,600,635	2,872,051	2,797,840	2,845,159	2,874,728	29,569
100-20-5040	Police - Tuition Reimbursement	71,444	35,005	84,397	65,000	75,000	10,000
100-20-5045	Police - Pension	1,895,643	1,956,863	2,400,000	2,428,758	2,428,758	-
100-20-5205	Police - Utilities	38,742	22,334	24,215	45,000	45,000	-
100-20-5210	Police - Vehicle Gas and Oil	210,330	145,405	192,402	200,000	200,000	-
100-20-5215	Police - Telephone	72,839	90,799	79,835	90,000	101,500	11,500
100-20-5220	Police - Training, dues and publications	39,559	43,598	48,913	55,000	85,000	30,000
100-20-5225	Police - Supplies	43,869	\$54,287.12	34,465	55,000	59,600	4,600
100-20-5235	Police - Postage & printing	19,813	19,314	50,419	18,000	25,000	7,000
100-20-5290	Police - Other general expenses	70,741	544,332	76,422	150,000	162,000	12,000
100-20-5300	Police - Professional Services	34,949	-	2,680	-	6,000	6,000
100-20-5345	Police - Speed photo enforcement	156,528	177,205	89,612	135,000	135,000	-
100-20-5400	Police - Repairs and maintenance	197,316	234,718	207,298	200,000	251,700	51,700
100-20-5405	Police - Copier maintenance	27,478	24,120	20,447	14,000	23,000	9,000.00
100-20-5500	Police - Equipment	-	270	2,275	-	30,000	30,000.00
100-20-5625	Police - Internal service fund	1,170,098	1,057,448	1,705,221	1,862,907	1,462,509	(400,398)
	Police - Prior year seizure expenditures	234,000	-	276,318	-	-	-
	Police - Capital Expenditures	-	-	252,697	424,000	350,000	(74,000)
Department Total		<u>\$ 17,846,742</u>	<u>\$ 18,901,632</u>	<u>\$ 20,198,590</u>	<u>\$ 20,464,928</u>	<u>\$ 20,523,272</u>	<u>\$ 58,344</u>

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**Fire and Police Commission  
22**

**PROGRAM MANAGER:** Commission

**PROGRAM DESCRIPTION:**

The Board of Fire and Police Commissioners shall consist of three members plus a secretary to be appointed by the Mayor, by and with the consent of Council. The term of office of each member shall be three years and until his or her successor is appointed and qualified, provided that no appointment shall be made by the Mayor within thirty days of the expiration of his or her term of office.

**BUDGET SUMMARY:**

- This department's other general expenses account varies annually based on the number of police or fire personnel the City will hire in a given year.

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 2011 Budgeted Expenditures by Department  
 Fire and Police Commission  
 12/31/2011

<u>Account Number</u>	<u>Account Name</u>	<u>2008 Balance</u>	<u>2009 Balance</u>	<u>2010 Projected</u>	<u>2010 Budget</u>	<u>2011 Budget</u>	<u>Requested Budget Change</u>
100-22-5500	Fire and Police Commission - Salaries	\$ 16,090	\$ 16,002	\$ 16,002	\$ 16,000	\$ 16,000	\$ -
100-22-5035	Fire and Police Commission - Benefits	3,821	4,445	4,835	1,224	1,232	8
100-22-5225	Fire and Police Commission - Supplies	-	80	16	-	-	-
100-22-5235	Fire and Police Commission- Postage & Printing	-	2,432	1,569	-	-	-
100-22-5290	Fire and Police Commission - Other general expenses	<u>2,709</u>	<u>48,950</u>	<u>5,060</u>	<u>12,000</u>	<u>12,000</u>	<u>-</u>
		-					
Department Total		<u>\$ 22,620</u>	<u>\$ 71,909</u>	<u>\$ 27,483</u>	<u>\$ 29,224</u>	<u>\$ 29,232</u>	<u>\$ 8</u>

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**Building  
24**

**PROGRAM MANAGER:** Building Director

**PROGRAM DESCRIPTION:**

The Building Department is responsible for the administration and enforcement of City ordinances and Building Codes which establish minimum requirements for building construction, land use, signage, and property maintenance. The primary purpose of the ordinances is to establish requirements that safeguard public health, safety, sanitation, adequate light and ventilation, energy conservation, and safety from fire and other hazards attributed to the structural environment. Activities associated with the administration and enforcement of these ordinances include but are not limited to reviewing architectural and engineering plans for proposed projects, issuing permits, scheduling permit inspections, processing compliance information, scheduling compliance inspections, scheduling blight inspections, inspecting properties to identify violations and issuing citations for ordinance infractions.

**SERVICES:**

-  Conduct Code Enforcement
-  Perform Building and Zoning Review
-  Issue Building Permits
-  Perform Permit Inspections
-  Process Compliance Information
-  Respond to FOIA Requests
-  Process Blight and Building Adjudication Information

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**Building  
24**

**STAFFING:**

Position (FTE)	2010 Actual	2011 Budget
Building Director	1.00	1.00
Blight Coordinator	1.00	1.00
Permit Clerk I	1.00	1.00
Permit Clerk II	1.00	1.00
Compliance Clerk II	1.00	1.00
Compliance Inspector I	1.00	1.00
Compliance Inspector II	1.00	1.00
Building Inspector	1.00	1.00
Blight Inspector	2.00	2.00
<b>Total</b>	<u>10.00</u>	<u>10.00</u>

**ACTIVITY MEASURES:**

Activity Measures	2009 Actual	2010 Actual	2011 Projected
Permits Issued	4,087.00	4,271.00	5,000.00
Permit Revenue	\$549,487.45	\$25,168,399.68	\$30,000,000.00
Blight Citations Issued	538.00	400.00	750.00
Blight Citation Revenue	\$278,134.00	\$339,965.00	\$390,000.00

**OBJECTIVES ACCOMPLISHED IN 2010:**

- Brought City Hall up to ADA compliance based on the requirements of the Attorney General's Office
- Installed a new climate controlled document storage room at the Municipal Parking Garage
- Hired an engineering firm to research and develop specifications for a diesel generator for city hall
- Hired an additional electrical inspector and hired our first roof inspector – both inspectors bill the city for their time and are not city employees
- Decreased the permit approval wait time from ten to five days
- Raised all permit and inspection fees to include processing fees

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**Building  
24**

**OBJECTIVES TO BE ACCOMPLISHED IN 2011:**

- Remove compliance inspections as we currently know them and do an inspection for zoning purposes only and implement comprehensive plumbing and electrical inspections
- Install the rooftop diesel generator at city hall above the east Fire Department garage roof and a new roof on the same roof section
- Revise the job description of our current residential compliance inspector
- Implement clear guidelines and procedures for relocation of residents in emergency or uninhabitable situations
- Revise the current sign ordinance
- Establish a criteria and the necessary procedures to lien problem properties

**LONG TERM OBJECTIVES (2-5 YEARS):**

- Replace all inspection vehicles with more efficient vehicles
- Replace the antiquated city hall boiler with a more efficient electric one and also replace various radiators
- Replace the front steps at city hall
- Resurface both city hall parking lots

City of Berwyn  
 2011 Budgeted Expenditures by Department  
 Building / Neighborhood Affairs  
 12/31/2011

Account Number	Account Name	2008 Balance	2009 Balance	2010 Projected	2010 Budget	2011 Budget	Requested Budget Change
100-24-5000	Building - Salaries	\$ 371,701	\$ 386,118	\$ 377,123	\$ 430,021	\$ 417,283	\$ (12,738)
100-24-5010	Building - Overtime	188	92	-	-	-	-
100-24-5030	Building - Sick day buy back	4,797	5,530	-	7,500	7,500	-
100-24-5035	Building - Benefits	149,733	165,968	244,927	178,639	259,264	80,625
100-24-5205	Building - Utilities	7,007	8,868	11,413	6,000	10,000	4,000
100-24-5210	Building - Vehicle Gas and Oil	17,152	16,631	23,201	16,000	16,000	-
100-24-5215	Building - Telephone	-	4,550	4,896	4,000	4,000	-
100-24-5220	Building - Training, dues, & publications	-	3,168	597	3,000	3,000	-
100-24-5225	Building - Supplies	-	4,446	3,435	3,500	3,500	-
100-24-5235	Building - Postage & printing	9,770	7,006	10,320	8,000	8,000	-
100-24-5290	Building - Other general expenses	22,795	5,123	3,873	40,000	40,000	-
100-24-5300	Building - Professional service	208,562	244,158	276,632	285,000	235,000	(50,000)
100-24-5400	Building - Repairs and maintenance	95,665	123,072	130,320	65,000	55,000	(10,000)
100-24-5405	Building - Copier maintenance	9,290	9,105	3,184	4,700	4,700	-
100-24-5500	Building - Equipment	-	796	78	-	-	-
100-24-5625	Building - Internal service fund	342,384	299,241	153,062	444,500	131,864	(312,636)
Department Total		<u>\$ 1,239,044</u>	<u>\$ 1,283,872</u>	<u>\$ 1,243,061</u>	<u>\$ 1,495,860</u>	<u>\$ 1,195,111</u>	<u>\$ (300,749)</u>

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**Public Works Department  
26**

**PROGRAM MANAGER:** Director of Public Works

**PROGRAM DESCRIPTION:**

The Street Division provides the staff, equipment and materials to operate and maintain most of the public infrastructure in the City of Berwyn. Such infrastructure includes public roadways, signs, alleys, and City-owned lands. Other responsibilities include maintenance to all Water/Sewer systems, General Fund vehicles and select Fire Department equipment.

**SERVICES:**

 **Administration**

- Management of 22.5 FTE employees
- Management of the yearly budget for the Street, Fleet & Forestry Divisions
- Coordination of all calls for service and/or repair.
- Coordinate MFT and CDBG public improvement programs.
- Monitors construction and utility cuts in the City rights-of-way.
- Supervision of daily operations of all services provided by the Division
- Respond to resident questions, inquiries and requests

 **Street Maintenance**

- Street patching, repairs, and maintenance
- Street striping and signage
- Alleyway maintenance
- Sweep all City streets
- Pickup and discard dead animals and trash from City rights-of-way

 **Forestry**

- Maintain City owned urban forest
- Remove dead, dying or diseased trees
- Coordinate the replanting of trees within the city owned rights of way

 **Ice and Snow Control**

- Provide prompt quality response for snow and ice issues to maintain safe vehicular travel.

 **Turf Maintenance**

- Cut grass and weeds in public areas.

**City of Berwyn  
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**Public Works Department  
26**

**✚ Traffic and Parking Control**

- Coordinate all traffic control and signage
- Conduct traffic and safety studies
- Installation, repair and replacement of street signs and posts.
- Install and maintain all roadway and parking pavement markings and markers.
- Install and repair parking meters

**✚ Fleet Maintenance**

- Maintenance and repair of all Public Works vehicles and equipment as well as Police, Building, Parking and select Fire Department vehicles.
- Maintenance of City fueling station.

**✚ Public Works Building**

- Maintain grounds at Public Works facilities
- Storage of equipment and materials for Public Works and other departments.

**✚ Work for Other Departments**

- Provide signage, manpower and cleanup for parades, block parties and special events.
- Cleanup of debris and trash due to accidents or ordinance violations.
- Assist elsewhere when requested

**STAFFING:**

Position (FTE)	2010 Actual	2011 Budget
Secretary/Receptionist	0.50	0.50
Traffic Engineer	1.00	1.00
Fleet Manager	0.50	0.50
Mechanic	2.00	2.00
Working Foreman	4.00	3.00
Drivers	14.50	15.50
 Total	22.50	22.50

**City of Berwyn  
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**Public Works Department  
26**

**ACTIVITY MEASURES:**

Activity Measures	2009 Actual	2010 Actual	2011 Budget
Miles of Streets	110	110	110
Street sweeping miles	5,720	7,000	7,000
Miles of Alleys	55	55	55
Miles of alleys swept	648	220	200
Street Signs maintained	4,891	4,000	5,000
Pavement Striping	\$22,000	\$65,000	\$60,000
Crackfilling	\$0	\$0	\$0
Vehicle/equipment work orders	375	400	400
Service requests	2,800	3,200	3,800

**OBJECTIVES ACCOMPLISHED IN 2010:**

- Continued utilization of the Salt Storage Cover saving the City in both material and labor costs.
- Completed replacement of one 5 ton dump truck to be used for maintenance activities and snow removal.
- Completed replacement of one street sweeper to be used for maintenance activities throughout the city.
- Improved level of street maintenance including repair, patching, and cleaning.
- Traffic Engineer continuation of review to revise city wide parking and traffic related ordinances, regulations, and codes.
- Further increase maintenance of public and commercial areas throughout the City.
- Street surface replaced on East Ave. north of Cermak Rd.

**OBJECTIVES TO BE ACCOMPLISHED IN 2011:**

- Enhanced cleaning and maintenance and Snow Removal programs.
- Continue to improve the level of street maintenance including repair, patching, and cleaning.
- Continue to update City signage to comply with MUTCD mandated regulations.
- Modernize and enforce leaf collection ordinances.
- Continue maintenance of public and commercial areas throughout the City.
- Replace the city owned fueling station for fueling vehicles owned and operated by Police, Fire, Public Works, School Districts and other government entities.

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**Public Works Department  
26**

**BUDGET SUMMARY:**

- Replacement of one single axle dump truck and body due to age and wear.
- Continue to re-forest where mature trees have been removed due to death or disease.
- Monitor and maintain the City of Berwyn parking structure.
- Continue to replace roadway signage to comply with FHWA requirements.
- Provide quality snow removal to the residents at a reasonable cost.

City of Berwyn  
2011 Budgeted Expenditures by Department  
Public Works  
12/31/2011

Account Number	Account Name	2008 Balance	2009 Balance	2010 Projected	2010 Budget	2011 Budget	Requested Budget Change
100-26-35-5000	Streets - Salaries	\$ 1,135,701	\$ 1,233,763	\$ 1,179,808	\$ 1,187,370	\$ 1,251,466	\$ 64,096
100-26-35-5010	Streets - Overtime	85,836	93,994	68,421	78,000	80,400	2,400
100-26-35-5015	Streets - Uniform stipend	14,875	15,675	15,675	16,170	19,000	2,830
100-26-35-5025	Streets - Other stipend	825	-	-	-	-	-
100-26-35-5030	Streets - Sick day buyback	-	3,873	-	-	7,000	7,000
100-26-35-5035	Streets - Benefits	486,762	560,060	584,457	520,593	603,519	82,926
100-26-35-5205	Streets - Utilities	14,644	19,105	25,915	16,900	20,000	3,100
100-26-35-5210	Streets - Vehicle gas & oil	174,337	94,905	134,280	125,000	125,000	-
100-26-35-5215	Streets - Telephone	5,187	8,832	5,836	12,000	3,000	(9,000)
100-26-35-5215	Streets - Training, dues, & publications	-	310	383	-	4,000	4,000
100-26-35-5225	Streets - Supplies	-	29,589	74,180	54,000	97,000	43,000
100-26-35-5235	Streets - Postage & printing	-	6,686	531	9,000	2,500	(6,500)
100-26-35-5290	Streets - Other general expenses	74,696	17,861	9,212	5,000	-	(5,000)
100-26-35-5300	Streets - Professional services	48,828	34,560	71,369	198,000	110,000	(88,000)
100-26-35-5400	Streets - Repairs and maintenance	229,653	103,340	87,613	154,000	135,000	(19,000)
100-26-35-5405	Streets - Copier maintenance	1,968	1,224	919	3,000	3,000	-
100-26-35-5500	Streets - Equipment	-	1,085	3,095	4,000	-	(4,000)
100-26-35-5505	Streets - Equipment lease	-	95,778	93,875	100,000	65,000	(35,000)
100-26-35-5625	Streets - Internal service fund	124,879	199,827	270,390	347,847	319,320	(28,527)
	Streets - Stock expenditures	13,300	-	-	-	117,000	117,000
	<b>Total Streets</b>	<b>2,411,491</b>	<b>2,520,467</b>	<b>2,625,960</b>	<b>2,830,880</b>	<b>2,962,205</b>	<b>131,325</b>
	Forestry - Salaries	\$ 260,332	\$ -	\$ -	\$ -	\$ -	\$ -
	Forestry- Overtime	18,659	-	-	-	-	-
	Forestry- Uniform stipend	4,375	-	-	-	-	-
	Forestry - Benefits	111,234	-	-	-	-	-
	Forestry - Other general expenses	449	-	-	-	-	-
	Forestry - Repairs and maintenance	65,596	-	-	-	-	-
	Fleet - Internal service fund	11,763	-	-	-	-	-
		472,408	-	-	-	-	-
100-26-37-5000	Fleet - Salaries	\$ -	\$ 184,201	\$ 180,020	\$ 179,168	\$ 187,831	\$ 8,663
100-26-37-5010	Fleet - Overtime	-	11,815	11,963	16,000	16,000	-
100-26-37-5015	Fleet - Uniform stipend	-	2,475	2,475	3,080	3,080	-
100-26-37-5025	Fleet - Other stipend	-	825	550	-	550	550
100-26-37-5030	Fleet- Sick day buyback	-	1,685	-	-	1,500	1,500
100-26-37-5035	Fleet - Benefits	-	83,315	95,725	78,555	101,908	23,353
100-26-37-5225	Fleet - Supplies	-	1,327	23,489	-	10,500	10,500
100-26-37-5235	Fleet - Postage & printing	-	519	439	1,000	1,000	-
100-26-37-5290	Fleet - Other general expenses	-	9,720	2,590	12,000	9,000	(3,000)
100-26-37-5300	Fleet - Professional services	-	4,408	2,336	10,000	12,000	2,000
100-26-37-5400	Fleet - Repairs and maintenance	-	121,744	152,660	125,000	140,000	15,000
100-26-37-5500	Fleet - Equipment	-	434	-	1,000	5,000	4,000
100-26-37-5625	Fleet - Internal service fund	-	-	99,991	-	-	-
100-26-37-5800	Fleet - Capital outlay	-	-	-	-	5,000	5,000
	<b>Total Fleet</b>	<b>-</b>	<b>422,469</b>	<b>572,238</b>	<b>425,803</b>	<b>493,369</b>	<b>67,566</b>
<b>Department Total</b>		<b>\$ 2,883,899</b>	<b>\$ 2,942,936</b>	<b>\$ 3,198,198</b>	<b>\$ 3,256,682</b>	<b>\$ 3,455,574</b>	<b>\$ 198,892</b>

**City of Berwyn  
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**Zoning Board  
13**

**PROGRAM MANAGER:** Board

**PROGRAM DESCRIPTION:**

The Zoning Board schedules and holds hearings in matters wherein citizens of the City are appealing a decision of the Building Department involving requests for variations from the terms of the Zoning Code, establishment of a Conditional Use or change in a Non-Conforming Use. All decisions with four (4) or more votes in favor or against, are submitted to the City Council with a resolution, a specific recommendation, and if applicable, an ordinance. If less than four (4) votes are made for or against, the board makes no recommendation. The City Council makes the final decision in all such matters as described above.

The Board can reverse, affirm (wholly or partly), modify or amend any order or decision of a City Official in regard to matters that do not involve a Variation, Conditional Use or Non-Conforming Use; and also may make decisions in regard to the interpretation of the Zoning Code. In these matters, the Board has the powers of the City Official from whom the appeal is taken and the decision is final.

The Board can also hold special hearings as requested by the City Council involving the Zoning code. The jurisdiction of the Board is terminated once a favorable decision is made and then the City Council can either affirm or reverse that decision, but cannot return the matter to the Zoning board for a re-hearing. If the decision is adverse to the applicant and the City Council concurs, then the applicant cannot ask for a hearing before the Board on the same issue for 5 years, unless the matter qualifies as a re-hearing petition under certain rules and regulations of the Board. The Executive Secretary is responsible for publishing notices of meetings, and is available to give instructions as to procedures of the Board, render legal opinions, and make recommendations for amendments to the Zoning Code.

City of Berwyn  
 2011 Budgeted Expenditures by Department  
 Zoning Board  
 12/31/2011

<u>Account Number</u>	<u>Account Name</u>	<u>2008 Balance</u>	<u>2009 Balance</u>	<u>2010 Projected</u>	<u>2010 Budget</u>	<u>2011 Budget</u>	<u>Requested Budget Change</u>
100-28-5000	Zoning - Salaries	\$ 6,178	\$ 6,144	\$ 11,709	\$ 12,600	\$ 12,600	\$ -
100-28-5025	Zoning - Other stipends	5,565	4,505	-	-	-	-
100-28-5035	Zoning - Benefits	898	917	964	964	971	7
100-28-5235	Zoning - Postage & printing	-	1,663	2,229	-	-	-
100-28-5290	Zoning - Other general expenses	<u>2,057</u>	<u>1,810</u>	<u>1,358</u>	<u>2,500</u>	<u>2,500</u>	<u>-</u>
		-					
Department Total		<u>\$ 14,698</u>	<u>\$ 15,039</u>	<u>\$ 16,261</u>	<u>\$ 16,064</u>	<u>\$ 16,071</u>	<u>\$ 7</u>

**City of Berwyn  
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**Committee and Planning  
30**

**PROGRAM MANAGER:** Mayor and City Council

**PROGRAM DESCRIPTION:**

The Committee and Planning department of the City of Berwyn is where economic development expenditures to third parties and expenditures for some city commissions and events are recorded. This department does not support any employees.

**SERVICES:**

Within this department the City records the following:

- ✚ Expenditures to affiliate organizations
- ✚ Utility tax rebates to other taxing units
- ✚ Funding for City Commissions

**BUDGET SUMMARY:**

- ✚ Funding from the General Fund for the Mainstreet program has been eliminated for 2011. TIF funding of the program will continue.
- ✚ The National Night Out Program has been budgeted for in the Committee and Planning Department for 2011.

City of Berwyn  
 2011 Budgeted Expenditures by Department  
 Committee and Planning  
 12/31/2011

<u>Account Number</u>	<u>Account Name</u>	<u>2008 Balance</u>	<u>2009 Balance</u>	<u>2010 Projected</u>	<u>2010 Budget</u>	<u>2011 Budget</u>	<u>Requested Budget Change</u>
100-30-5100-04	100th Anniversary Celebration	\$ 264,571	\$ 884	\$ -	\$ -	\$ -	\$ -
100-30-5105	Committee & Planning - Berwyn Development Corp	86,000	-	-	-	-	-
100-30-5105-01	National Night Out	-	-	85	20,000	6,000	(14,000)
100-30-5105-02	Committee & Planning - Mainstreet	24,975	28,075	-	-	-	-
100-30-5105-03	Committee & Planning - Regional Housing Authority	250,000	104,233	-	-	-	-
100-30-5105-04	West Central Municipal Conference	16,327	19,438	19,987	20,000	20,000	-
100-30-5105-05	Berwyn Historic Preservation Commission	6,444	5,000	-	5,000	5,000	-
100-30-5105-06	Utility Tax Rebate	135,605	128,831	48,874	80,000	80,000	-
100-30-5105-10	North Berwyn Park District	-	10,000	-	-	20,000	20,000
100-30-5290	Committee & Planning - Other general expenses	<u>3,041</u>	<u>7,400</u>	<u>22,301</u>	<u>6,500</u>	<u>10,000</u>	<u>3,500</u>
Department Total		<u>\$ 786,963</u>	<u>\$ 303,861</u>	<u>\$ 91,247</u>	<u>\$ 131,500</u>	<u>\$ 141,000</u>	<u>\$ 9,500</u>

**City of Berwyn  
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**Recreation  
32**

**PROGRAM MANAGER:** Director of Recreation

**PROGRAM DESCRIPTION:**

The City of Berwyn provides comprehensive community-wide parks and recreation services through Parks and Recreation with policies and budget development determined by the City of Berwyn Mayor and the City council. The Recreation Department is committed to the effective and responsible management of parks, open space, facilities and resources to satisfy the recreational needs of the community; and to deliver quality, benefit-based leisure services and programs that meet the varied needs and interests of the community in a cooperative, innovative, and responsive manner.

The Recreation Department is responsible for providing year round recreational programs and activities for all age groups. These include community special events, athletic programs, sports camps, day care camps, tot programs, swimming programs, adult athletic programs, family events, and senior adult activities. In addition, the Recreation Department collaborates with and assists many Berwyn groups, organizations, and clubs to provide recreation services throughout the community.

The Recreation Department is responsible for 6 park sites, 3 pools, and a recreation center. Major responsibilities include routine maintenance of resources, facilities, and equipment, including and providing support services for recreation programs; and park improvements and development.

**SERVICES:**

- ✚ Aquatic programs for youth, adult, and families
- ✚ Senior adult center operation and activities/programs
- ✚ Community wide special events
  - Easter Egg Hunt
  - July 4<sup>th</sup> Fireworks Celebration
  - National Night Out
  - Opening Day Baseball Parade
  - Nick at Night “World-Wide day of Play”
  - Mayor’s Halloween Party
  - Mayor’s Halloween Teen Dance
  - Halloween Haunted Hallway or House

**City of Berwyn  
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**Recreation  
32**

- Mayor's Christmas party
- Mayor's Christmas Brunch
- Movie Nights at Pavek Pool
- Holiday Camp and Christmas Classes
- Depot District Oktoberfest
- North vs. South Adult (ASA) Softball Tournament
- Historic Society Antique Show
- Adult Men's Baseball Wooden Bat Rec League
- Adult Men's Midwest Fall Baseball League
  
- ✚ Collaborate and assist various community groups and organizations to promote and enhance recreational opportunities within the community
  
- ✚ Classes for various age groups in the community
  - School Pool and Park Rentals
  - Pool and Building Rentals
  - Game room Open Play
  - Weight room
  - Outdoor Sport Court Activities
  - Jr. Mustangs Sports Camps
  - Holiday Classes
  
- ✚ The Recreation Center is home to various organizations within the community, including:
  - Berwyn Blazers (soccer)
  - Berwyn Bulldogs (baseball)
  - Champs Swim Club
  - Berwyn Bash (girls softball)
  - Berwyn Little League
  - Berwyn Mustangs (boys basketball)
  - Lady Mustangs (girls basketball)
  - Mustang Youth Football
  - Berwyn Art League
  - Hellonic Society
  - Morton Dance Team
  - District 100 5<sup>th</sup> through 8<sup>th</sup> grade school teams
  - Senior Clubs
    - VIP Club
    - ESP club
    - Young at Heart

**City of Berwyn  
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**Recreation  
32**

- Women's Club

**STAFFING:**

Position (FTE)	2010 Actual	2011 Budget
Director	1.00	1.00
Janitor	2.00	2.00
Maintenance Supervisor	1.00	1.00
Office Manager	1.00	1.00
Programmer	1.00	1.00
Registration Clerk	1.00	1.00
Head Counselor	1.00	1.00
Camp Counselor	25.00	25.00
Building Worker	3.00	3.00
Cashier	10.00	10.00
Concessions	12.00	12.00
Life Guard Supervisor	6.00	6.00
Life Guard	50.00	50.00
Field Maintenance	10.00	10.00
PT Maintenance	15.00	15.00
Part Time	20.00	20.00
<b>Total</b>	<b>159.00</b>	<b>159.00</b>

**City of Berwyn  
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**Recreation  
32**

**ACTIVITY MEASURES:**

Activity	Duration	Demographic	Participants
Little Hoops Basketball	Nov-Mar	PreK-1st grade	95
Jr. Hoops Basketball	Nov-Mar	2nd-3rd grade	95
Youth Basketball	Nov-Mar	4th-8th grade	300
Men's Basketball League	Jan-April	Adult	120
Women's Basketball League	Jan-April	Adult	120
Open Gym	Sept-May	grade school	40
Norm Reissman Indoor Youth Soccer	Dec-Mar	K-8th grade	500
Youth Baseball	April-July	K-8th grade	800
PeeWee Soccer	April-May	K-4th grade	250
Men's 16" Softball - Summer	May-Aug	Adult	300
Women's 12" Softball - Summer	May-Aug	Adult	200
Men's 12" Softball - Summer	May-Aug	Adult	100
Co-Ed Softball - Summer	May-Aug	Adult	200
World Cup Summer Youth Soccer League	May-Aug	K-8th grade	550
Summer Camp	June-Aug	3-14 yrs	125
Swim Lessons	June-July	1-14 yrs	100
Fall Youth Baseball	Aug-Oct	7-11 yrs	250
Kicker Outdoor Youth Soccer	Aug-Oct	K-8th grade	500
Men's 16" Softball - Fall	Sept-Nov	Adult	350
Men's 12" Softball - Fall	Sept - Nov	Adult	100
Women's 12" Softball - Fall	Sept - Nov	Adult	100
Co-Ed Softball - Fall	Sept - Nov	Adult	200
Basketball "10 Great Shootouts"	Oct-Dec	5th-8th grade	800
Bernie Ness Boys Basketball Tournament	Feb	5th-8th grade	250
Mini Mustang Basketball Camps	Sept, Jan, Apr	3-7 yrs	200
Sunday Night Family Fun Days	Jan-April	Families only	300
Youth Traveling Basketball Leagues	Nov-Jan; Jan-April	5th-8th grade	250

**OBJECTIVES ACCOMPLISHED IN 2010:**

- Began a senior center programming schedule to provide luncheons, aerobics, bingo, free movies, craft classes, and exercise classes.

**OBJECTIVES TO BE ACCOMPLISHED IN 2011:**

- Implement a 16 inch men's softball tournament.
- Start a women's 12 inch softball tournament.
- Add additional activities for the senior center.

**City of Berwyn  
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**Recreation  
32**

**LONG TERM OBJECTIVES (2-5 YEARS):**

- Provide additional activities for the senior center.

City of Berwyn  
2011 Budgeted Expenditures by Department  
Recreation  
12/31/2011

Account Number	Account Name	2008 Balance	2009 Balance	2010 Projected	2010 Budget	2011 Budget	Requested Budget Change
100-32-5000	Recreation - Salaries	\$ 577,073	\$ 613,101	\$ 631,354	\$ 628,059	\$ 700,000	\$ 71,941
100-32-5010	Recreation - Overtime	2,062	218	-	-	-	-
100-32-5030	Recreation - Sick day buy back	11,381	11,375	-	12,000	12,000	-
100-32-5035	Recreation - Benefits	140,248	162,616	183,991	161,594	192,030	30,436
100-32-5100	Recreation - Special events	30,746	30,892	24,582	30,000	35,000	5,000
100-32-5105	Recreation - Community programs	-	3,299	30	-	-	-
100-32-5205	Recreation - Utilities	54,742	37,438	29,717	56,000	56,000	-
100-32-5210	Recreation - Vehicle Gas and Oil	23,911	9,786	7,244	9,000	9,000	-
100-32-5215	Recreation - Telephone	6,593	6,412	6,941	6,000	6,000	-
100-32-5220	Recreation - Training, dues, & publications	-	2,597	550	-	2,500	2,500
100-32-5225	Recreation - Supplies	83,979	100,290	39,948	80,000	120,000	40,000
100-32-5225-02	Recreation - Supplies Progam (Concession)	14,653	14,010	73,210	18,000	-	(18,000)
100-32-5235	Recreation - Postage & printing	1,902	3,262	3,327	3,000	3,500	500
100-32-5290	Recreation - Other general expenses	88,038	105,140	72,258	105,000	10,000	(95,000)
100-32-5400	Recreation - Repairs and maintenance	128,955	101,782	130,270	90,000	100,000	10,000
100-32-5405	Recreation - Copier maintenance	12,182	13,097	4,683	6,000	6,000	-
100-32-5500	Recreation - Equipment	-	243	-	-	-	-
100-32-5625	Recreation - Internal service fund	31,889	17,674	63,879	38,937	54,004	15,067
100-32-5800	Recreation - Capital outlay	-	24,574	-	40,000	40,000	-
Department Total		<u>\$ 1,208,352</u>	<u>\$ 1,257,808</u>	<u>\$ 1,271,984</u>	<u>\$ 1,283,590</u>	<u>\$ 1,346,034</u>	<u>\$ 62,444</u>

**City of Berwyn  
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**Community Relations  
34**

**PROGRAM MANAGER:** Director of Community Relations

**PROGRAM DESCRIPTION:**

The Community Relations Director along with the Commissioners work to promote equal opportunity in employment, housing and access to public accommodations, combat unlawful discrimination and to enforce the Community Relations Ordinance.

Persons who believe they have been discriminated against may file a complaint within 1 year of the alleged violation.

The Community Relations Ordinance and its policy is further outlined in the City of Berwyn's Code of Ordinances, Chapter 620

**SERVICES:**

The Community Relations Director is available to attend meetings as a representative of the Community Relations Commission as well as answers questions pertaining to City services.

This department also administers the Home Equity Assurance Program. The records show the last request for Home Equity Assurance was in 2004.

**STAFFING:**

<u>Position (FTE)</u>	<u>2009 Actual</u>	<u>2010 Actual</u>	<u>2011 Budget</u>
Director of Community Relations	<u>0.25</u>	<u>0.25</u>	<u>0.25</u>
Total	<u>0.25</u>	<u>0.25</u>	<u>0.25</u>

City of Berwyn  
 2011 Budgeted Expenditures by Department  
 Community Relations  
 12/31/2011

Account Number	Account Name	2008 Balance	2009 Balance	2010 Projected	2010 Budget	2011 Budget	Requested Budget Change
100-34-5000	Community Relations - Salaries	\$ 5,028	\$ 5,385	\$ 5,000	\$ 5,000	\$ 5,000	\$ -
100-34-5035	Community Relations - Benefits	385	449	942	383	386	3
100-34-5100	Community Relations - Special events	-	-	-	-	-	-
100-34-5225-01	Community Relations - Postage & printing	-	93	-	-	-	-
100-34-5290	Community Relations - Other general expenses	975	34	680	1,500	1,500	-
Department Total		<u>\$ 6,387</u>	<u>\$ 5,960</u>	<u>\$ 6,622</u>	<u>\$ 6,883</u>	<u>\$ 6,886</u>	<u>\$ 3</u>

**City of Berwyn  
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**Other City Departments**

The following departments are also included in the City's General Fund. These departments represent garbage expenditure, other statutory expenditures and departments no longer in operation. The costs charged to these departments are often City-wide costs. The City's general administration is responsible for monitoring expenditures within these departments.

City of Berwyn  
 2011 Budgeted Expenditures by Department  
 Garbage and Statutory  
 12/31/2011

Account Number	Account Name	2008 Balance	2009 Balance	2010 Projected	2010 Budget	2011 Budget	Requested Budget Change
100-36-5300	Garbage - Waste Management	<u>\$ 3,979,436</u>	<u>\$ 4,004,624</u>	<u>\$ 3,988,170</u>	<u>\$ 4,005,000</u>	<u>\$ 4,065,075</u>	<u>\$ 60,075</u>
Benefits	To be allocated to various depts	\$ 6,510,086	\$ 6,954,172	\$ 317,524	\$ 986,469	\$ -	\$ (986,469)
100-17-5035	Benefit Pool	(6,510,086)	(6,954,621)	-	(965,969)	-	965,969
100-17-5300	Auditing & Actuarial expense	90,700	79,700	79,178	85,000	85,000	-
100-17-5290	Other	8,565	40,583	13,180	13,500	7,500	(6,000)
100-17-5300-10	New World Maintenance	-	30,280	33,520	33,520	33,520	-
100-17-5800-01	Kronos Lease	-	24,165	-	-	-	-
100-17-5800-20	Grant software	-	20,000	-	-	-	-
100-17-5705	Interest on LOC	-	9,750	25,313	22,500	22,500	-
100-17-5710	Bad debt expense	-	-	48,069	48,500	-	(48,500)
100-17-5895	Contingency	-	99,393	-	-	-	-
Department Total		<u>\$ 99,265</u>	<u>\$ 303,421</u>	<u>\$ 516,784</u>	<u>\$ 223,520</u>	<u>\$ 148,520</u>	<u>\$ (75,000)</u>

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## **Library Fund**

This fund is used to account for the spending of funds for the operations of the Berwyn Public Library. The Berwyn Public Library is administered by a nine member board appointed by the City's Mayor, with the advice and consent of City Council. Additionally one Alderman is appointed to be the liaison between the City and the Berwyn Public Library.

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**Library  
Fund 205**





**PROGRAM MANAGER:**

Director of Library Services

**PROGRAM DESCRIPTION:**

The Berwyn Public Library provides timely, accurate and useful materials to meet the informational, educational and recreational needs of the community.

**SERVICES:**

-  **Administration:** Administration provides planning, organizing, managing and directing services of the library. The Library Board provides governance through goals, policies and budgetary decision that are implemented by the Director and the Administrative staff. The department manages time sheet, attendance records, and personnel records, meeting rooms, payroll, invoices and purchase orders, check accounts, budget, accounts payable and all office functions.
-  **Audio visual:** The video department of the library carries videos and DVDs--both newer releases and hard to find classics. Instructional videos ranging from PBS series to travel videos to exercise videos. The Department carries "Hooked on Phonics", which helps teach beginning readers, and "Ingles Sin Barreras", an instructional kit with a video, cassette and workbooks to assist those learning the English Language. Music CD's and cassettes for all tastes include Rock, Country, Popular, Jazz and Latin. Books on CD and MP3 are spoken recordings of published books; The department collects a wide range of titles, including Best Sellers, Classics, Self-help, Biographies, language instruction and business titles.
-  **Circulation:** The Circulation department is the main contact point for patrons at the library. It is here that patrons receive library cards, check in and out their materials, pick up their reserve materials and receive general information about the library and its departments.
-  **Information Technology:** The IT Department of the Berwyn Public Library is responsible for all computer and telephone communication throughout the building. The IT Department Supervisor acts as library Metropolitan Library System (MLS) liaison and performs necessary functions as the Illinois Century Network (ICN) liaison. The IT Department is responsible for maintaining the wireless network afforded to patrons and assists the patrons in the use of all technological equipment offered to them. The department is also responsible for

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**Library  
Fund 205**

providing basic instruction to staff for use of computers, printers, and applications.

- ✚ **Outreach:** The Outreach Services Department is committed to promoting library services to the community both on and off-site. By providing direct service or acting indirectly through collaborative efforts with other organizations, the department serves those who are restricted from visiting the library as well as offering programming throughout the community. Outreach Services delivers materials and services to daycare providers, preschools, nursing homes, senior centers, and to the disabled and homebound, as well as plans and provides cooperative community programming with and to area organizations.
- ✚ **Periodicals:** The Periodicals Department carries approximately 230 periodical titles and 44 newspapers.
- ✚ **Processing:** The Processing Department is responsible for all phases of book and library material management. This includes acquisitions, cataloging, material processing and preparation, repair and mending, weeding, and de-acquisition.
- ✚ **Readers' Advisory:** The Readers' Advisory Department is a patron-oriented library service committed to the promotion of lifelong reading. It provides monthly lists of new fiction acquisitions, "cheat sheets" for genre selections, annotated bibliographies and book lists, recommended reading lists, and facilitates book discussions.
- ✚ **Reference:** The Reference Collection includes a wide variety of resources in both print and electronic format. The Reference department also houses the nonfiction collection of the Library. Of special interest is our Foreign Language collection of Czech and Spanish materials. We offer three education and employment computer terminals for patron use to either search for jobs or to search for information about specific schools. We also have a senior Computer Center designed to provide internet access for patrons 55 years of age and older.
- ✚ **Youth Services:** The Youth Services Department serves children ages birth through 17, their parents, and their teachers. The Primary Room, overflowing with picture books, easy non-fiction books, early chapter books, CD's, parenting magazines, puppets, and a wide assortment of Spanish books, is geared towards children from birth through second grade. The atmosphere in this room is fun and playful, perfect for getting youngsters interested in the magic of reading! Located in the main area of the Youth Services Department is the Intermediate Grades

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**Library  
Fund 205**

section, intended for children in third through sixth grades. This section houses our large juvenile non-fiction and fiction collections, along with our reference collection, school textbooks, science fair books, magazines, paperback series books, and books on tape. The Middle Grade section, which is intended for children 7-12, is the main portion of our collection. Complete with an interesting collection of reference and non-fiction resources, music CD's, contemporary books, pop fiction, classic novels, textbooks, and graphic novels. The Young Adult Room is a perfect stop for teens 12 and older looking for a place to read, study, or meet with friends. Relax on a couch in front of a crackling fire, spread out study materials on tables, or use the computers to access the Internet. The Young Adult Room is a place to do homework, to use a computer or to read a book.

**STAFFING:**

Position (FTE)	2010 Actual	2011 Budget
Library Director	1.00	1.00
Head - Youth Services	1.00	1.00
Head - AV	1.00	1.00
Head - Outreach	1.00	1.00
Head - Reader Advisory	1.00	1.00
Head - Reference	1.00	1.00
*Head -IT	1.00	0
Circulation Supervisor	1.00	1.00
Administrative Assistant	1.00	1.00
Building Maintenance	1.50	1.50
Librarian I - Processing	2.50	2.50
Librarian I - Reference	3.00	3.00
Librarian I -Youth Services	1.00	1.00
Librarian II - Reader's Advisory	0.00	0.00

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**Library  
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**Librarian II – Literacy Services	1.00	1.00
Librarian II - Youth Services	1.00	1.00
Librarian II - Reference	1.00	1.00
Library Asst I - Circulation	4.50	4.50
Library Asst I - AV/Computer	3.50	4.50
Library Asst I - AV	0	0
Library Asst. I - Reference	.50	0
Library Asst I - Reader's Adv	.50	0.50
Library Asst II - Circulation	0	0
Library Asst II - Outreach	.50	1.00
Library Asst II - Youth Services	2.50	2.50
Library Asst II - Reference	0	1.00
Library Asst II - Audio Visual	1.00	0
Library Asst II - Reader's Adv	2.50	2.50
Clerk - Circulation	1.00	1.00
Clerk - Periodical	1.00	1.00
Clerk - AV/Computer	1.00	0
Clerk - Audio Visual	1.00	1.00
Clerk - Administrative	2.00	2.00
Page -	<u>5.50</u>	<u>3.00</u>
<b>Total</b>	<u><u>47</u></u>	<u><u>43.50</u></u>

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**Library  
Fund 205**

**ACTIVITY MEASURES:**

<u>Activity Measures</u>	<u>2009 Actual</u>	<u>2010 Projected</u>	<u>2011 Budget</u>
Circulation	433,856	475,334	480,000
Reference Transactions	64,885	64,820	65,000
User Visits	431,400	462,523	465,000
Programs (adult and children)	462	667	700
Open Hours	3,408	3,408	3,500
*Registered borrowers	13,206	13,537	14,000

**OBJECTIVES ACCOMPLISHED IN 2010:**

- Finalized a strategic plan, marketing plan, and rewritten policies
- Completed the technology infrastructure project
- Made significant strides with the library's role in adult and child literacy
- Restructured the Library IT Department
- Added a librarian who focuses on virtual library services
- Hosted a success Fairytale Ball and had a record number of participants in our Summer Reading Programs

**OBJECTIVES TO BE ACCOMPLISHED IN 2011:**

- Replace the Chiller and the elevators
- Reseal the Limestone facade
- Repair the carpet and replace worn furniture
- With the help of Florian Architects, the library is looking at making work flow improvements and a more appealing, user friendly layout.
- Replace the Library sign on the corner of Harlem and Riverside Drive
- Add a patio with an ADA compliant ramp for the Harlem exit
- Get approved for two additional grants for construction projects
- Continue to grow our literacy-based programs and services
- Offer e-books and readers in April 2011
- Research off site check outs and pickups

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**Library  
Fund 205**

**LONG TERM OBJECTIVES (2-5 YEARS):**

- The Library Board Strategic Planning Committee is still developing a Strategic Plan to establish long range objectives for the library

**City of Berwyn  
Library Fund  
2011 Budget**

A/C #'s	Name	2008 Balance	2009 Balance	2010 Projected	2010 Budget	2011 Budget	Requested Budget Change Amount
<b>Revenues</b>							
205-40-4000	Library - Property Tax Revenue	\$ 2,453,242	\$ 2,506,118	\$ 2,497,312	\$ 2,497,312	\$ 2,891,312	\$ 394,000
205-40-4270	Library - Rental Revenue	23,371	1,827	-	500	500	-
205-40-4350	Library - Book Fines	22,307	30,379	35,063	50,000	42,000	(8,000)
205-40-4415	Library - Maintenance Revenue	12,584	13,438	10,855	955,000	15,000	(940,000)
205-40-4420	Library - Per Capita Revenue	65,397	65,349	55,800	60,000	50,000	(10,000)
205-40-4425	Library - Video Rental Revenue	-	2,222	-	-	-	-
205-40-4430	Library - Building Revenue	16,931	10,756	12,472	16,000	15,000	(1,000)
205-40-44800	Library - Interest Income	3,585	1,898	642	2,000	1,000	(1,000)
205-40-4835	Library - Other Misc Revenue	34	(31)	-	-	-	-
	<b>Total Library Revenues</b>	<u>2,597,452</u>	<u>2,631,955</u>	<u>2,612,144</u>	<u>3,580,812</u>	<u>3,014,812</u>	<u>(566,000)</u>
<b>Expenditures</b>							
205-40-5000	Library - Salaries	1,301,365	1,296,662	1,346,360	1,363,905	1,491,386	127,481
205-40-5010	Library - Overtime	1,214	2,702	1,167	10,000	5,000	(5,000)
205-40-5030	Library - Sick day buy back	12,296	12,125	-	14,000	14,000	-
205-40-5035	Library - Benefits	522,663	555,039	736,142	578,737	814,343	235,606
205-40-5105-07	Library - Programs adult/children	18,800	27,478	21,874	15,800	17,800	2,000
205-40-5200-09	Library - Director expense	104	250	302	350	350	-
205-40-5200-10	Library - Board expense	199	633	271	350	350	-
205-40-5205	Library - Utilities	11,927	8,429	9,452	15,000	13,000	(2,000)
205-40-5210	Library - Vehicle Gas and Oil	2,900	429	914	1,500	1,300	(200)
205-40-5215	Library - Telephone	12,992	10,456	14,426	14,000	12,000	(2,000)
205-40-5220	Library - Training, dues, & publications	4,096	4,791	9,291	12,000	11,000	(1,000)
205-40-5225	Library - Supplies	99,306	91,476	95,968	101,337	72,837	(28,500)
205-40-5235	Library - Postage & printing	6,874	6,696	2,287	6,000	6,000	-
205-40-5245	Library - Books	183,774	187,773	149,177	141,910	149,910	8,000
205-40-5250	Library - Audio visual	56,974	57,494	49,362	44,600	44,600	-
205-40-5255	Library - Periodicals	19,194	21,690	29,095	22,600	22,600	-
205-40-5290	Library - Other general expenses	547	1,222	2,805	-	-	-
205-40-5400	Library - Repairs and maintenance	126,595	120,811	132,269	129,500	129,500	-
205-40-5520	Library - Computer system	46,494	40,343	55,964	56,000	56,000	-
205-40-5525	Library - Computer support databases	2,632	4,388	10,837	12,500	36,000	23,500
205-40-5625	Library - Internal service fund charge	62,956	29,443	101,749	69,179	85,310	16,131
205-40-5660	Library - Promotions	17,677	12,102	16,347	17,000	16,000	(1,000)
205-40-5665	Library - Reciprocal borrowing	4,449	5,806	4,656	4,500	5,700	1,200
205-40-5800	Library - Capital improvement	-	4,583	-	946,000	5,000	(941,000)
	<b>Total Library Expenditures</b>	<u>2,516,028</u>	<u>2,502,821</u>	<u>2,790,714</u>	<u>3,576,768</u>	<u>3,009,986</u>	<u>(566,782)</u>
	Revenues less Expenditures	81,424	129,133	(178,570)	4,044	4,826	
	Fund Balance Beginning	<u>(33,092)</u>	<u>48,332</u>	<u>177,465</u>	<u>177,465</u>	<u>(1,105)</u>	
	Projected Ending Fund Balance	<u>\$ 48,332</u>	<u>\$ 177,465</u>	<u>\$ (1,105)</u>	<u>\$ 181,509</u>	<u>\$ 3,721</u>	

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## **Senior Citizen's Program Fund**

The Senior Citizen's Program fund is used to account for the spending of funds on various senior programs including snow removal, lawn care services, the City's handy man program, and PACE busing services. Revenues include grant funding for senior programs, nominal fees received for assistance and a subsidy from the General Fund for operations.

**City of Berwyn  
Senior Citizens Fund  
2011 Budget**

A/C #'s	Name	2009 Balance	2010 Projected	2010 Budget	2011 Budget	Requested Budget Change Amount
<b>Revenues</b>						
202-4920	General Fund Subsidy	\$ 112,006	\$ 112,006	\$ 112,000	\$ 205,000	\$ 93,000
202-4850	Senior Citizen - Contributions	-	100	-	-	-
202-46-4255-03	Senior Citizen - Senior Breakfast	5,520	3,880	2,500	2,500	-
202-46-4299	Senior Citizen - Other fees for service	15,689	18,873	15,000	15,000	-
202-46-4400	Senior Citizen - Grant revenue	<u>97,759</u>	<u>35,000</u>	<u>100,000</u>	<u>58,000</u>	<u>(42,000)</u>
	Total Senior Citizens Fund	<u>230,974</u>	<u>169,859</u>	<u>229,500</u>	<u>280,500</u>	<u>51,000</u>
<b>Expenditures</b>						
202-5000	Senior Citizens - Salaries	125,889	113,854	120,000	129,903	9,903
202-5035	Senior Citizens - Benefits	52,279	34,288	50,000	53,035	3,035
202-5100-03	Senior Citizens - Senior Breakfast	5,951	7,272	6,000	6,000	-
202-5210	Senior Citizens - Vehicle Gas & Oil	110	-	-	-	-
202-5215	Senior Citizens - Telephone	984	601	1,000	1,000	-
202-5225-01	Senior Citizens - Supplies	572	347	600	600	-
202-5235	Senior Citizens - Postage & Printing	974	2,715	500	500	-
202-5290	Senior Citizens - Other General Expense	3,121	393	5,000	5,000	-
202-5300	Senior Citizens - Professional Services	16,892	18,218	17,000	17,000	-
202-5400	Senior Citizens - Repairs & Maintenance	8,299	2,591	10,000	10,000	-
202-5400-04	Senior Citizens - Repairs & Maint. Landscape	15,508	26,760	16,000	16,000	-
202-5405	Senior Citizens - Copier Maintenance	-	364	-	-	-
202-5505	Senior Citizens - Equipment Lease	4,663	6,000	4,800	6,000	1,200
202-5625	Senior Citizens - Internal Service Fund	<u>-</u>	<u>8,360</u>	<u>-</u>	<u>6,967</u>	<u>6,967</u>
	Total Senior Citizens Expenditures	<u>235,242</u>	<u>221,763</u>	<u>230,900</u>	<u>252,005</u>	<u>21,105</u>
	Revenues less Expenditures	(4,269)	(51,904)	(1,400)	28,495	<u>\$ 29,895</u>
	Fund Balance Beginning	<u>-</u>	<u>(4,269)</u>	<u>(4,269)</u>	<u>(56,173)</u>	
	Projected Ending Fund Balance	<u>\$ (4,269)</u>	<u>\$ (56,173)</u>	<u>\$ (5,669)</u>	<u>\$ (27,678)</u>	

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**Community Development  
Fund 32**

**Community Development**

This fund is used to account for the revenues and expenditures incurred under the City's Community Development Block Grant (CDBG) program. Revenues are received from the Federal Department of Housing and Urban Development (HUD).

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**Community Development  
Fund 32**

**PROGRAM MANAGER:** Director of Community Development

**PROGRAM DESCRIPTION:**

Administer Community Development Block Grant funds according to federally mandated guidelines required By HUD

**SERVICES:**

- ✚ To provide 15% of allocated funds to Public Service Agencies, through a sub-recipient agreement (as approved by City Council), their monitoring and their reporting as required.
- ✚ Oversee a Blight Inspection within the low-mod federally designated of the Community. This program is tied into a community contact program.
- ✚ Provide a Single Family Rehabilitation Program to those residents of Berwyn who qualify under the Federal Guidelines.
- ✚ Provide the City of Berwyn funds for infrastructure modifications with the federally designated low-mod population areas.

**STAFFING:**

<b>Position (FTE)</b>	<b>2010 Actual</b>	<b>2011 Budget</b>
Director	1.00	1.00
Blight Inspector	1.33	1.33
Clerk Typist	2.00	2.00
SFR housing Supv	1.00	1.00
SFR Housing Couns	1.00	1.00
Total	<u>6.33</u>	<u>6.33</u>

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**Community Development  
Fund 32**

**OBJECTIVES ACCOMPLISHED IN 2010:**

<b>Area</b>	<b>Progress</b>
<b>Program Management</b>	<ul style="list-style-type: none"><li>• The City exceeded HUD's timeliness goal in expending its CDBG funds several months ahead of schedule (a .1.13 ratio in May, 2010).</li><li>• Virtually 100 percent of the City's CDBG allocation benefited low- and moderate-income households and individuals, or benefited areas designated as low- and moderate income, surpassing HUD's 75% requirement.</li><li>• Combining stimulus funds with other funds leveraged from public and private organizations, the City benefitted from over \$22 million that were applied to infrastructure, other public improvements, and direct services during PY 2009. Many of the funds supported the Roosevelt Streetscape Project.</li><li>• The City has established long-term, productive relationships with its subrecipient partners, all but one of which successfully completed their PY 2009 public service grants during the program year.</li><li>• Received an initial grant of \$1.3 million from IHDA for NSP I funds. In June received \$2.65 million additional NSP funds. Successfully obligated \$4 million in NSP funds by September 4.</li><li>• Hired part time workers for blight inspection to address overall increased work load of neighborhood stabilization program and other stimulus funding,</li><li>• Initiated HPRP program with CEDA as the lead agency for Berwyn.</li></ul>
<b>Community Outreach</b>	<ul style="list-style-type: none"><li>• Actions were taken to develop the City's new Consolidated Plan, which includes an update to the "Analysis of Impediments to Fair Housing."</li></ul>

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**Community Development  
Fund 32**

**Single-Family  
Rehabilitation**

- The City completed the rehabilitation of 18 single-family homes during the program year.
- In the 10 years since the beginning its CDBG program, the City has provided 143 grants to Berwyn low-income home owners to rehabilitate their homes.
- The City continued an ongoing program to rehabilitate group homes for developmentally disabled persons.
- With NSP funds, acquired 23 properties and 26 units during the program year. Conducted a bidding process and received bids for a) furnaces and boilers b) rehab of units. Properties will be re-appraised once the work is completed. Will purchase new high efficiency boilers/furnaces and appliances for all units once IHDA releases the funds. Contracts were entered for an additional four units, but IHDA has delayed closing due to national problems related to initial originations and closings.

**Blight Reduction**

- The City inspected 11,039 homes in low and moderate income neighborhoods during the year. The program plays an integral role in the City's efforts to maintain viable neighborhoods as incidents of foreclosure and abandonment grow. The program also serves as a gateway to the single-family rehabilitation program. Program area was expanded during year to confront foreclosure crisis. All blight inspections results are entered into a database.

**Public Facilities  
and  
Improvements**

- Completed Phase III renovations to Liberty Center that included upgrading bathrooms, doors and other impediments to make the community center fully ADA accessible
- Purchased land next to new 16<sup>th</sup> Street Fire House in North Berwyn, which will be used to expand the fire house, and purchased additional firefighting and fire prevention equipment for the station.
- Helped rehabilitate and improve accessibility of a group

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**Community Development  
Fund 32**

home housing physically and developmentally disabled persons.

- Continued an on -going program to upgrade Sidewalks in low- and moderate income neighborhoods, replacing over 1500 squares during the program year. Also, replaced sidewalk at building that serves persons with developmental and physical disabilities.
  - Removed architectural barriers in two community facilities (Liberty Center and Proksa Park), improving accessibility to seniors and persons with disabilities.
  - Completed the East Avenue Combined Sewer Rehabilitation and Pavement Base Reconstruction Project between 12th to 16th Street, which encompasses several low-and moderate- income neighborhoods using CDBG-R and other funds.
- Low- and Moderate-Income, At-Risk and Special Needs Populations**
- Berwyn provided 21 new grants to subrecipient organizations during the program year to improve the quality of life of low- and moderate-income persons and special needs populations, including: elderly and frail elderly, physically and developmentally disabled, youth, victims of domestic violence, and homeless persons.
  - CDD staff helped link low-income seniors to needed services and transportation and funded direct services.

**OBJECTIVES TO BE ACCOMPLISHED IN 2011:**

- To quantify the number of homeless persons by subpopulations in the Berwyn, assess the current homeless delivery system, and identify gaps and opportunities to address those gaps the City consulted: Alliance to End Homelessness in Suburban Cook County, West Suburban Council on Homelessness, Catholic Charities, and West Suburban PADS.
- The City consulted with local public health agencies, including McNeal Hospital, on lead-based paint detection and prevention and the State of Illinois to discuss its capital improvement plans.

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**Community Development  
Fund 32**

- Other units of local government, including Cook County, the Cities of Cicero and Oak Park, and the State of Illinois were consulted about infrastructure and other priority needs and resources, as well as the Northeastern Illinois Planning Association (NIPC).
- The City consulted with Vital Bridges to discuss the needs of persons living with HIV/AIDS and the Cook County Continuum of Care.
- Because the City does not administer a public housing program, the City consulted with the Cook County Public Housing Authority to discuss referrals and alternative forms of assistance.

**LONG TERM OBJECTIVES (2-5 YEARS):**

Meet the three national objectives of:

- Decent Housing – housing activities designed to meet individual family or community needs that are not part of a broader effort.
- Suitable Living Environment – activities designed to benefit communities, families, or individuals by addressing issues in the living environment.
- Creating Economic Opportunity – activities related to economic development, commercial revitalization, or job creation.

The City has categorized these objectives by the three national outcome categories identified by the U. S. Department of Housing and Urban Development (HUD) in the March 7, 2006 *Federal Register* Notice on Performance Measurement Systems. The three Outcome Categories are:

- Availability/Accessibility – Activities that make services, infrastructure, public services, public facilities, housing, or shelter available or accessible to low- and moderate-income people, including persons with disabilities.
- Affordability – activities that provide affordability in a variety of ways in the lives of low- and moderate-income people.
- Sustainability (Promoting Livable or Viable Communities) – projects where the activity or activities are aimed at improving communities or neighborhoods.

**City of Berwyn  
Community Development Fund  
2011 Budget**

Account Number	Account Name	2008 Balance	2009 Balance	2010 Projected	2010 Budget	2011 Budget	Requested Budget Change Amount
<b>Revenues</b>							
210-4920	General Fund Subsidy	\$ 26,358	\$ 28,706	\$ -	\$ -	\$ -	\$ -
210-4400	Grant Income	1,516,150	1,764,798	1,737,000	3,000,905	2,343,534	(657,371)
	Miscellaneous Revenues	<u>23,295</u>	<u>224</u>	<u>40</u>	<u>-</u>	<u>-</u>	<u>-</u>
	Total Community Development Revenues	<u>1,565,803</u>	<u>1,793,728</u>	<u>1,737,040</u>	<u>3,000,905</u>	<u>2,343,534</u>	<u>(657,371)</u>
<b>Expenditures</b>							
<b>Fire</b>							
210-18-5400	Fire - Repairs & maintenance	\$ -	\$ -	\$ 7,147	\$ -	\$ -	\$ -
210-18-5800-10	Fire - Capital outlay	-	<u>2,444</u>	<u>8,881</u>	<u>-</u>	<u>-</u>	<u>-</u>
	Total Fire	<u>-</u>	<u>2,444</u>	<u>16,028</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Administration</b>							
210-42-5000	Community Development - Salaries	\$ 272,418	\$ 229,772	\$ 289,871	\$ 279,605	\$ 271,329	\$ (8,276)
210-42-5010	Community Development - Overtime	305	-	-	-	-	-
210-42-5030	Community Development - Sick day buy back	1,610	4,964	-	5,500	5,500	-
210-42-5035	Community Development - Benefits	109,047	98,440	150,515	65,000	114,084	49,084
210-42-5205	Community Development - Utilities	-	1,834	2,695	2,000	2,000	-
210-42-5210	Community Development - Vehicle Gas and Oil	1,520	1,681	2,108	2,500	2,500	-
210-42-5215	Community Development - Telephone	4,375	4,738	5,362	3,000	3,000	-
210-42-5220	Community Development - Training, dues, & publications	-	1,011	-	-	-	-
210-42-5225	Community Development - Supplies	-	4,570	7,604	1,800	1,800	-
210-42-5235	Community Development - Postage & printing	-	2,021	6,997	30,000	8,000	(22,000)
210-42-5290	Community Development - Other general expenses	49,617	79,831	19,615	25,000	25,000	-
210-42-5300	Community Development - Professional services	-	40,963	56,566	5,000	5,000	-
210-42-5400	Community Development - Repairs & maintenance	-	186,174	42,089	-	-	-
210-42-5400-01	Community Development - Repairs & maintenance Sewer	-	329,147	7,150	50,000	-	(50,000)
210-42-5400-02	Community Development - Repairs & maintenance Street/Sid	-	4,712	4,934	-	-	-
210-42-5405	Community Development - Copier maintenance	8,207	10,511	3,184	9,000	9,000	-
210-42-5625	Community Development - Internal service fund	38,883	17,900	115,398	20,000	98,240	78,240
210-42-5800-10	Community Development - Capital outlay	-	<u>53,040</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
	Total Administration	<u>485,981</u>	<u>1,071,309</u>	<u>714,088</u>	<u>498,405</u>	<u>545,453</u>	<u>47,048</u>

**City of Berwyn  
Community Development Fund  
2011 Budget**

Account Number	Account Name	2008 Balance	2009 Balance	2010 Projected	2010 Budget	2011 Budget	Requested Budget Change Amount
<b>Program expenditures</b>							
210-42-5105	Community Development - Community Programs						
	Alley Drainage Improvements	-	-	-	-	30,000	30,000
	Berwyn Bungalow Preservation	-	-	-	-	5,000	5,000
	Children's Center-Children's Clinic	-	-	-	-	32,500	32,500
	Demolition Fund	-	-	-	-	30,000	30,000
	CDBG HUD CY Admin	9,065	-	-	425,000	-	(425,000)
	CDBG HUD PY Admin	11,306	-	-	65,908	-	(65,908)
	Economic Development	-	-	-	250,000	100,000	(150,000)
	HPRP CEDA ESG	-	-	138,996	503,591	375,919	(127,672)
	HPRP Berwyn Admin ESG	-	-	2,666	27,977	12,264	(15,713)
	CDBR-R Admin	-	-	17,952	32,071	20,000	(12,071)
	CEDA Get the Lead Out Mitigation	-	-	-	30,000	-	(30,000)
	Proksa Park Activity Center ADA Improvements	-	-	15,000	15,000	-	(15,000)
	Youth Crossroads Internship Program	-	-	15,000	5,000	25,000	20,000
	Mothers on a Mission-Parent to Parent	-	-	-	10,000	-	(10,000)
	Sokol Tabor Seniors Program	-	-	5,000	5,000	5,000	-
	Berwyn Public Library-Early Childhood Literacy	-	3,922	7,551	3,500	1,403	(2,097)
	Berwyn Public Library-Handicapped Ramp	-	-	-	-	40,000	40,000
	Berwyn Public Library-Mark Get Ready	-	-	-	-	3,500	3,500
	Berwyn Park District -Liberty Center	-	30,953	10,000	-	75,000	75,000
	Berwyn Public Health-Doc in the Block Solution for Care	-	-	5,000	-	-	-
	HUD-NBPD Senior Center Expansion	-	59,217	15,000	15,000	-	(15,000)
	HUD- Way Back Inn	-	-	20,000	10,000	15,000	5,000
	HUD - Seguin Services	-	80,350	-	-	-	-
	HUD - Seguin Special Needs Citizens	-	20,000	4,700	5,000	14,000	9,000
	HUD - Oak Leyden Early Intervention	-	-	11,500	-	10,000	10,000
	HUD - West Suburban PADS	-	8,168	17,000	-	17,000	17,000
	HUD - Alley Repaving	-	-	-	30,000	-	(30,000)
	HUD - CY 16th Fire	275,000	-	-	22,350	179,837	157,487
	HUD - PY 16th Fire	3,837	-	-	9,028	-	(9,028)
	HUD - CY Seguin You Hold the Key	45,871	-	-	99,000	81,950	(17,050)
	HUD - PY Seguin You Hold the Key	63,300	-	99,000	-	-	-
	HUD - CY Oak Leyden	25,917	-	-	-	-	-
	HUD - CY Sarah's Inn	18,379	20,797	25,000	25,000	10,000	(15,000)
	HUD - CY Infant	20,000	-	-	20,000	-	(20,000)
	HUD - PY Infant	-	24,203	-	-	-	-
	HUD - PY Infant	-	-	20,000	-	-	-
	HUD - CY PADS	9,000	-	-	17,000	-	(17,000)
	HUD - CY Sidewalk	31,134	-	94,469	100,000	112,315	12,315
	HUD - PY Sidewalk	17,530	-	19,239	219,358	-	(219,358)
	HUD - CY Single Family Rehab	243,749	-	-	300,774	310,343	9,569
	HUD - PY Single Family Rehab	61,089	397,448	403,102	5,340	-	(5,340)
	HUD - CY Blight	460	-	-	70,000	100,049	30,049
	HUD - PY Blight	-	764	116	2,569	-	(2,569)
	HUD - CY Park District	100,000	-	-	-	-	-
	HUD - CY West Suburban Special Rec Year Round	29,000	6,618	5,000	5,000	10,000	5,000
	HUD - CY West Suburban Special Rec Summer	-	15,000	15,000	15,000	10,000	(5,000)
	HUD - CY West Suburban Sr. Svcs	15,426	-	-	8,000	8,000	-
	HUD - PY West Suburban Sr. Svcs	-	8,000	7,276	-	-	-
	HUD - CY Catholic Charities	11,044	-	-	15,000	10,000	(5,000)
	HUD - PY Catholic Charities	-	18,882	15,000	-	-	-
	HUD - CY Grateful House	13,000	-	-	-	-	-
	HUD - Bilingual Services	3,956	-	-	-	-	-
	HUD - City Hall ADA	10,977	-	-	-	-	-
	HUD - CY Youth in Crisis	10,000	-	-	-	-	-
	HUD - CY Suburban Primary Health Care	6,000	-	-	6,000	6,000	-
	HUD - PY Suburban Primary Health Care	-	6,272	6,000	-	-	-
	HUD - CY Pillars	6,000	-	-	7,000	62,000	55,000
	HUD - CY N. Berwyn Park Dist	-	-	-	-	5,000	5,000
	HUD - PY Pillars B&M	-	10,724	7,000	55,000	-	(55,000)
	HUD - CY Sr. Advocate	1,583	-	-	34,815	58,000	23,185
	HUD - PY Sr. Advocate	-	2,411	811	6,219	-	(6,219)
	HUD - CY Community Support Services	8,000	-	-	-	8,000	8,000
	HUD - CY Berwyn Park District	7,000	-	-	17,000	5,000	(12,000)
	HUD - PY Berwyn Cicero Council on Aging	-	6,248	4,545	-	-	-
	HUD - CY Berwyn Cicero Council on Aging	22,200	-	-	10,000	-	(10,000)
	Total program expenditures	<u>1,079,821</u>	<u>719,975</u>	<u>1,006,925</u>	<u>2,502,500</u>	<u>1,798,081</u>	<u>(801,920)</u>
	Total Community Development Expenditures	<u>1,565,803</u>	<u>1,793,728</u>	<u>1,737,042</u>	<u>3,000,905</u>	<u>2,343,534</u>	<u>(754,872)</u>
	Revenues Less Expenditures	1	0	(1)	-	1	\$ 97,501
	Fund Balance Beginning	-	1	1	1	(0)	
	Projected Ending Fund Balance	\$ 1	\$ 1	\$ (0)	\$ 1	\$ 0	

**City of Berwyn  
2011  
Annual Budget**

For the Fiscal Year Beginning January 1, 2011

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## **Foreign Fire Fund**

This fund accounts for the proceeds and spending of the foreign fire insurance tax. This fund is administered by the City's Foreign Fire Insurance Board. The board consists of the City's Fire Chief and three officers elected by the City's fire department staff. Funds must be used for the benefit of the Fire Department.

**City of Berwyn  
2011  
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**Foreign Fire  
Fund 255**

**PROGRAM MANAGER:** Foreign Fire Tax Board

**PROGRAM DESCRIPTION:**

The Berwyn Foreign Fire Tax Board shall consist of five members to be elected by the members of the Berwyn Fire Department. The offices shall consist of a President, Secretary-Treasurer and three Trustees (one from each shift). The terms of each office shall be two years and elections shall be staggered.

**BUDGET SUMMARY:**

The Foreign Fire Tax Board's general expense account varies annually based on the dollar amount collected by the Illinois Municipal League.

**City of Berwyn  
Foreign Fire Fund  
2011 Budget**

A/C #s	Name	2008 Balance	2009 Balance	2010 Projected	2010 Budget	2011 Budget	Requested Budget Change Amount
<b>Revenues</b>							
255-4800	Foreign Fire - Interest Income	\$ 58	\$ 17	\$ -	\$ -	\$ -	\$ -
255-4055	Foreign Fire Insurance Tax	<u>20,628</u>	<u>28,562</u>	<u>28,562</u>	<u>28,562</u>	<u>34,152</u>	<u>5,590</u>
	Total Foreign Fire Revenues	<u>20,686</u>	<u>28,579</u>	<u>28,562</u>	<u>28,562</u>	<u>34,152</u>	<u>5,590</u>
<b>Expenditures</b>							
255-5220	Foreign Fire - Training, dues, & publications	2,251	894	1,700	1,700	1,000	(700)
255-5290	Foreign Fire - Other General Expenses	4,372	216	13,569	13,569	10,000	(3,569)
255-5225	Foreign Fire - Supplies	1,068	4,627	2,000	2,000	2,000	-
	Foreign Fire - Furniture/Applicances	4,335	13,537	-	-	4,000	4,000
255-5500	Foreign Fire - Tools and equipment	-	6,660	15,000	15,000	1,000	(14,000)
	Foreign Fire - Exercise equipment	3,376	-	-	-	-	-
	Foreign Fire - Cable services	1,312	-	-	-	-	-
	Foreign Fire - Repairs	393	-	-	-	-	-
	Foreign Fire - Capital improvements	<u>29</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
	Total Foreign Fire Expenditures	<u>17,136</u>	<u>25,934</u>	<u>32,269</u>	<u>32,269</u>	<u>18,000</u>	<u>(13,569)</u>
	Revenues less Expenditures	3,551	2,645	(3,707)	(3,707)	16,152	<u>\$ 19,159</u>
	Fund Balance Beginning	<u>25,989</u>	<u>29,540</u>	<u>32,185</u>	<u>32,185</u>	<u>28,478</u>	
	Projected Ending Fund Balance	<u>\$ 29,540</u>	<u>\$ 32,185</u>	<u>\$ 28,478</u>	<u>\$ 28,478</u>	<u>\$ 44,630</u>	

**City of Berwyn  
2011  
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For the Fiscal Year Beginning January 1, 2011

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**Motor Fuel Tax Fund**

This fund is used to account for the proceeds received from the State for the City's share of motor fuel taxes. Spending within this fund is restricted by state regulations. Generally speaking expenditures are for the maintenance and improvement of City streets. The City annually prepares a plan for the subsequent year's spending which is then submitted to the State for approval

**City of Berwyn  
Motor Fuel Tax Fund  
2011 Budget**

Account Number	Account Name	2008 Balance	2009 Balance	2010 Projected	2010 Budget	2011 Budget	Requested Budget Change Change
<b>Revenues</b>							
215-4410	MFT - State Allotment	\$ 1,587,463	\$ 1,416,084	\$ 1,630,000	\$ 1,620,000	\$ 1,420,000	\$ (200,000)
215-4800	MFT - Interest Income	48,713	3,578	200	4,000	4,000	-
	Sidewalk revenue	-	20,685	14,820	20,000	20,000	-
	<b>Total MFT Revenues</b>	<u>1,636,176</u>	<u>1,440,347</u>	<u>1,645,020</u>	<u>1,644,000</u>	<u>1,444,000</u>	<u>(200,000)</u>
<b>Expenditures</b>							
215-5205	MFT - Utilities	141,731	671,342	579,343	420,000	375,000	(45,000)
215-5225-05	MFT - Rock Salt	603,111	475,802	329,213	351,500	300,000	(51,500)
215-5290	MFT- Other General	-	12,706	-	-	-	-
215-5300	MFT - Professional services	-	135,827	225,559	65,000	65,000	-
215-5400-01	MFT - Repair & Maintenance Sewer System	624,217	9,686	59,105	20,000	-	(20,000)
215-5400-02	MFT - Repair & Maintenance Street/Sidewalk	42,076	229,885	187,568	260,000	110,000	(150,000)
215-5400-03	MFT - Repair & Maintenance Traffic Control	-	173,781	187,181	190,000	240,000	50,000
215-5800	MFT - Capital Projects (Project Construction)	65,875	34,829	-	35,000	35,000	-
	MFT - 16th St. Resurfacing Project	22,028	-	-	-	-	-
	MFT - Arterial Lighting	199,003	-	-	-	-	-
215-5300	MFT - Engineering General	189,447	-	-	-	-	-
215-5300	MFT - Contractual Tree Trimming	107,124	-	-	-	-	-
215-5900	MFT - Transfer Out Salaries to General Fund	783,888	450,000	100,000	235,000	200,000	(35,000)
	<b>Total MFT Expenditures</b>	<u>2,778,501</u>	<u>2,193,859</u>	<u>1,667,969</u>	<u>1,576,500</u>	<u>1,325,000</u>	<u>(251,500)</u>
	Revenues less Expenditures	(1,142,325)	(753,512)	(22,949)	67,500	119,000	<u>\$ 51,500</u>
	Fund Balance Beginning	<u>1,896,780</u>	<u>754,455</u>	<u>944</u>	<u>944</u>	<u>(22,006)</u>	
	Projected Ending Fund Balance	<u>\$ 754,455</u>	<u>\$ 944</u>	<u>\$ (22,006)</u>	<u>\$ 68,444</u>	<u>\$ 96,994</u>	

**City of Berwyn  
2011  
Annual Budget**

For the Fiscal Year Beginning January 1, 2011

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**South Berwyn Corridor  
Tax Increment Financing District**

This fund is used to accumulate tax increment generated by the South Berwyn TIF district. The increment must be used for redevelopment costs within the geographical boundaries of the district and expenditures as outlined in the project plan. The district was created on January 28, 1997. The daily activities of the district are administered by the Berwyn Development Corporation and overseen by the City.

Significant projects budgeted for in 2011 include the following:

- ✚ \$35,000 for holiday decorations and planting
- ✚ \$28,500 for the 2011 marketing campaign
- ✚ \$223,819 in current project commitments to Sedgwick
- ✚ \$250,000 set aside for Tier I and II project requests
- ✚ \$410,000 for Century Station funding
- ✚ \$401,824 for debt service payments for the parking deck

**City of Berwyn  
South Berwyn TIF Fund  
2011 Budget**

Account Number	Account Name	2008 Balance	2009 Balance	2010 Projected	2010 Budget	2011 Budget	Requested Budget Change Amount
<b>Revenues</b>							
220-4000	Property Taxes - South Berwyn TIF	\$ 1,268,661	\$ 972,559	\$ 1,008,107	\$ 1,250,000	\$ 1,231,143	\$ (18,857)
220-4800	Interest Income	<u>43,643</u>	<u>33,304</u>	<u>7,262</u>	<u>30,000</u>	<u>20,000</u>	<u>(10,000)</u>
	Total South Berwyn TIF Revenues	<u>1,312,304</u>	<u>1,005,863</u>	<u>1,015,369</u>	<u>1,280,000</u>	<u>1,251,143</u>	<u>(28,857)</u>
<b>Expenditures</b>							
220-5800	South Berwyn Corridor TIF	235,226	2,187,594	357,630	1,594,563	1,173,500	(421,063)
220-5200	TIF Management Services - BDC	75,152	81,295	122,403	122,403	231,000	108,597
220-5700	Sedgwick Project Installment Note - Principal	155,161	155,161	155,161	155,161	155,161	-
220-5705	Sedgwick Project Installment Note - Interest	136,832	106,392	87,034	77,968	68,658	(9,310)
220-	Interest on Advance	43,585	-	-	18,132	-	(18,132)
220-5900	Transfer to Bond & Interest for Garage Debt	<u>644,917</u>	<u>401,824</u>	<u>200,912</u>	<u>401,000</u>	<u>401,824</u>	<u>824</u>
	Total South Berwyn TIF Expenditures	<u>1,290,873</u>	<u>2,932,264</u>	<u>923,140</u>	<u>2,369,227</u>	<u>2,030,143</u>	<u>(339,084)</u>
	Revenues less Expenditures	21,431	(1,926,402)	92,229	(1,089,227)	(779,000)	<u>\$ 310,227</u>
	Fund Balance Beginning	<u>2,763,772</u>	<u>2,785,203</u>	<u>858,801</u>	<u>858,801</u>	<u>951,030</u>	
	Projected Ending Fund Balance	<u>\$ 2,785,203</u>	<u>\$ 858,801</u>	<u>\$ 951,030</u>	<u>\$ (230,426)</u>	<u>\$ 172,030</u>	

**City of Berwyn  
2011  
Annual Budget**

For the Fiscal Year Beginning January 1, 2011

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**Cermak Road  
Tax Increment Financing District**

This fund is used to accumulate tax increment generated by the Cermak Road TIF district. The increment must be used for redevelopment costs within the geographical boundaries of the district and expenditures as outlined in the project plan. The district was created on July 14, 1987. The daily activities of the district are administered by the Berwyn Development Corporation and overseen by the City.

Significant projects budgeted for in 2011 include the following:

- ✚ \$35,000 for holiday decorations and planting
- ✚ \$28,500 for the 2011 marketing campaign
- ✚ \$1,030,000 for infrastructure improvements
- ✚ \$90,000 for land acquisition
- ✚ \$250,000 for project costs related to Superblock
- ✚ \$170,000 for SLAP program
- ✚ \$300,000 set aside for Tier I and II project requests

**City of Berwyn  
Cermak TIF Fund  
2010 Budget**

Account Number	Account Name	2008 Balance	2009 Balance	2010 Projected	2010 Budget	2011 Budget	Requested Budget Change Amount
<b>Revenues</b>							
225-4000	Property Taxes - Cermak TIF	\$ 1,708,605	\$ 2,192,337	\$ 1,739,678	\$ 2,147,869	\$ 2,170,000	\$ 22,131
225-4800	Interest Income on Advance	43,585	-	-	18,132	-	(18,132)
225-4830	Property Damage	-	15,000	-	-	-	-
225-4800	Interest Income	116,557	112,104	29,852	72,313	30,000	(42,313)
225-4850	Contributions	-	-	900,000	-	-	-
	Total Cermak TIF Revenues	<u>1,868,747</u>	<u>2,319,440</u>	<u>2,669,530</u>	<u>2,238,314</u>	<u>2,200,000</u>	<u>(81,126)</u>
<b>Expenditures</b>							
225-5800	Cermak TIF	1,560,513	1,553,963	5,505,579	5,699,824	2,680,500	(3,019,324)
225-5800-25	Main Street TIF Portion	116,550	123,550	88,434	130,000	130,000	-
225-5200	TIF Management Services - BDC	376,687	416,103	539,500	539,500	539,500	-
225-5205	Utilities	-	-	2,479	-	-	-
	Total Cermak TIF Expenditures	<u>2,053,750</u>	<u>2,093,616</u>	<u>6,135,991</u>	<u>6,369,324</u>	<u>3,350,000</u>	<u>(3,019,324)</u>
	Revenues less Expenditures	(185,003)	225,824	(3,466,462)	(4,131,010)	(1,150,000)	<u>\$ 2,981,010</u>
	Fund Balance Beginning	<u>9,525,457</u>	<u>9,340,454</u>	<u>9,566,278</u>	<u>9,566,278</u>	<u>6,099,816</u>	
	Projected Ending Fund Balance	<u>\$ 9,340,454</u>	<u>\$ 9,566,278</u>	<u>\$ 6,099,816</u>	<u>\$ 5,435,268</u>	<u>\$ 4,949,816</u>	

**City of Berwyn  
2011  
Annual Budget**

For the Fiscal Year Beginning January 1, 2011

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**Roosevelt Road  
Tax Increment Financing District**

This fund is used to accumulate tax increment generated by the Roosevelt Road TIF district. The increment must be used for redevelopment costs within the geographical boundaries of the district and expenditures as outlined in the project plan. The district was created on January 28, 1997. The daily activities of the district are administered by the Berwyn Development Corporation and overseen by the City.

Significant projects budgeted for in 2011 include the following:

- ✚ \$35,000 for holiday decorations and planting
- ✚ \$28,500 for the 2011 marketing campaign
- ✚ \$300,000 set aside for Tier I and II project requests
- ✚ \$490,700 for debt service payments
- ✚ \$1,300,000 for Streetscape project

**City of Berwyn  
Roosevelt TIF  
2011 Budget**

Account Number	Account Name	2008 Balance	2009 Balance	2010 Projected	2010 Budget	2011 Budget	Requested Budget Change Amount
<b>Revenues</b>							
230-4000	Property Taxes - Roosevelt Road	\$ 537,082	\$ 726,108	\$ 555,694	\$ 668,140	\$ 721,780	\$ 53,640
230-4915	Bond Proceeds	-	139,297	1,626,167	2,200,000	-	(2,200,000)
230-4917	Bond Issue Premium	-	-	45,906	-	-	-
230-4800	Interest Income	<u>37,061</u>	<u>31,382</u>	<u>8,526</u>	<u>28,000</u>	<u>30,000</u>	<u>2,000</u>
	Total Roosevelt TIF Revenues	<u>574,143</u>	<u>896,787</u>	<u>2,236,293</u>	<u>2,896,140</u>	<u>751,780</u>	<u>(2,144,360)</u>
<b>Expenditures</b>							
230-5800	Roosevelt Road - TIF Expenses	171,763	805,940	384,235	3,402,000	2,507,990	(894,010)
230-5200	TIF Management Services - BDC	30,203	33,408	66,500	66,500	231,100	164,600
230-5700	Voigt Project Installment Note - Principal	74,359	501,923	-	-	-	-
230-5705	Voigt Project Installment Note - Interest	46,614	22,490	-	-	-	-
230-5790	Bond Issuance Cost	-	-	52,073	-	-	-
230-5900	Transfer to Bond and Interest	<u>80,370</u>	<u>78,570</u>	<u>15,818</u>	<u>77,000</u>	<u>289,710</u>	<u>212,710</u>
	Total Roosevelt TIF Expenditures	<u>403,309</u>	<u>1,442,331</u>	<u>518,626</u>	<u>3,545,500</u>	<u>3,028,800</u>	<u>(516,700)</u>
	Revenues less Expenditures	170,834	(545,544)	1,717,667	(649,360)	(2,277,020)	<u>\$ (1,627,660)</u>
	Fund Balance Beginning	<u>2,314,610</u>	<u>2,485,444</u>	<u>1,939,900</u>	<u>1,939,900</u>	<u>3,657,567</u>	
	Projected Ending Fund Balance	<u>\$ 2,485,444</u>	<u>\$ 1,939,900</u>	<u>\$ 3,657,567</u>	<u>\$ 1,290,540</u>	<u>\$ 1,380,547</u>	

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**Ogden Avenue  
Tax Increment Financing District**

This fund is used to accumulate tax increment generated by the Ogden Avenue Road TIF district. The increment must be used for redevelopment costs within the geographical boundaries of the district and expenditures as outlined in the project plan. The district was created on May 25, 1993. The daily activities of the district are administered by the Berwyn Development Corporation and overseen by the City.

Significant projects budgeted for in 2011 include the following:

- ✚ \$35,000 for holiday decorations and planting
- ✚ \$28,500 for the 2011 marketing campaign
- ✚ \$250,000 for Streetscape project
- ✚ \$300,000 set aside for Tier I and II project requests
- ✚ \$725,000 for Kia, Brewery and Anderson Ford redevelopment projects
- ✚ \$553,283 for debt service payments

**City of Berwyn  
Ogden Ave TIF  
2011 Budget**

Account Number	Account Name	2008 Balance	2009 Balance	2010 Projected	2010 Budget	2011 Budget	Requested Budget Change Amount
<b>Revenues</b>							
235-4000	Property Taxes - Ogden	\$ 1,074,961	\$ 1,606,650	\$ 1,076,106	\$ 1,435,000	\$ 1,464,000	\$ 29,000
235-4800	Interest Income	60,266	39,268	9,687	36,000	36,000	-
235-4915	Debt Proceeds	-	-	4,000,000	-	-	-
	Total Ogden Ave TIF Revenues	<u>1,135,227</u>	<u>1,645,918</u>	<u>5,085,792</u>	<u>1,471,000</u>	<u>1,500,000</u>	<u>29,000</u>
<b>Expenditures</b>							
235-5800	Ogden Ave TIF	1,011,825	869,959	1,021,833	1,004,800	1,997,500	992,700
235-5200	TIF Management Services - BDC	376,687	408,603	504,500	504,500	231,101	(273,399)
235-5900	Transfer to Other Funds	474,598	475,501	11,169	475,000	473,282	(1,718)
	Total Ogden Ave TIF Expenditures	<u>1,863,110</u>	<u>1,754,063</u>	<u>1,537,502</u>	<u>1,984,300</u>	<u>2,701,883</u>	<u>717,583</u>
	Revenues less Expenditures	(727,883)	(108,145)	3,548,290	(513,300)	(1,201,883)	<u>\$ (688,583)</u>
	Fund Balance Beginning	<u>2,621,262</u>	<u>1,893,379</u>	<u>1,785,234</u>	<u>1,785,234</u>	<u>5,333,524</u>	
	Projected Ending Fund Balance	<u>\$ 1,893,379</u>	<u>\$ 1,785,234</u>	<u>\$ 5,333,524</u>	<u>\$ 1,271,934</u>	<u>\$ 4,131,641</u>	

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## **Capital Projects Fund**

The City has established a Capital Projects Fund. This fund was established to account for the proceeds of the 2007A and 2007B bonds. The attached budget represents an annualized project budget for all projects which are anticipated to be funded with debt proceeds. Also included in the budget is the total project budget. As many of these projects will last over multiple years, it is often helpful to see the entire project's estimated costs and funding.

**City of Berwyn  
Capital Projects Fund  
2011 Budget**

Account Number	Account Name	2008 Balance	2009 Balance	2010 Projected	2010 Budget	2011 Budget	Requested Budget Change Amount
<b>Revenues</b>							
400-24-4400	Grant Revenue	\$ 259,789	\$ 3,190,850	\$ -	\$ -	\$ -	\$ -
40-4-00-4820	Interest Income	<u>419,099</u>	<u>41,904</u>	<u>4,436</u>	<u>10,000</u>	<u>5,000</u>	<u>1,054,000</u>
	Total Capital Projects Revenues	\$ <u>678,888</u>	\$ <u>3,232,754</u>	\$ <u>4,436</u>	\$ <u>10,000</u>	\$ <u>5,000</u>	\$ <u>1,054,000</u>
<b>Expenditures</b>							
40-5-00-5609	DCEO - 16th St. Fire Station	\$ 1,015,639	\$ -	\$ -	\$ -	\$ -	\$ -
40-5-00-5700	Parking Garage	1,000,579	8,983,293	151,942	761,522	759,569	(1,953)
40-5-00-5705	Roosevelt Road Sewer Lining	449,196	3,065,713	137,198	-	-	-
40-5-00-5706	Purchase of Property	212,971	121,826	1,215	-	-	-
40-5-00-5710	Alleys/Alderman Projects	-	494,882	22,247	-	-	-
40-5-00-5900	General Fund Capital Spent	476,947	443,894	500,000	885,000	830,000	(55,000)
400-12-5800	General Ledger System	202,097	165,888	24,182	25,000	-	(25,000)
400-18-5800-10	16th Street Fire Station	1,741,292	430,513	-	-	-	-
	IT Servers, etc.	-	-	59,176	-	-	-
	Streets	-	-	-	100,000	150,000	50,000
	Fuel Tank Replacement	-	-	-	30,000	-	(30,000)
	Signs	-	-	7,656	30,000	15,000	(15,000)
	Building Department car	-	19,149	-	-	-	-
	Oak Park Ave Lighting	-	777,038	1,599	-	-	-
	Salt Dome	-	104,197	-	-	-	-
	East Avenue	-	181,031	1,639	-	-	-
	Quiet Zone	-	44,593	11,888	-	-	-
	Public Works Trucks	-	155,854	358,093	305,000	120,000	(185,000)
	Fire Engine	-	-	-	800,000	800,000	-
	Generator	-	-	-	225,000	225,000	-
	Library electrical	-	-	-	88,000	225,000	137,000
	Library elevators	-	-	-	-	35,000	35,000
	Chiller	-	-	-	-	35,000	35,000
	Master Meter Vault Replacement	-	-	-	-	235,000	235,000
	Removal of Lust Tank	-	-	-	-	150,000	150,000
	HVAC	-	-	-	35,000	35,000	-
400-32-5800	Pool Renovation	<u>148,823</u>	<u>151,835</u>	<u>12,675</u>	<u>12,000</u>	-	<u>(12,000)</u>
	Total Capital Projects Expenditures	<u>5,247,544</u>	<u>15,139,706</u>	<u>1,289,510</u>	<u>3,296,522</u>	<u>3,614,569</u>	<u>318,047</u>
	Revenues less Expenditures	(4,568,656)	(11,906,952)	(1,285,074)	(3,286,522)	(3,609,569)	\$ <u>735,953</u>
	Net Assets Beginning	<u>21,715,835</u>	<u>17,147,179</u>	<u>5,240,227</u>	<u>17,147,179</u>	<u>3,955,153</u>	
	Projected Ending Net Assets	<u>\$ 17,147,179</u>	<u>\$ 5,240,227</u>	<u>\$ 3,955,153</u>	<u>\$ 13,860,657</u>	<u>\$ 345,584</u>	

General Fund Capital:

- Capital lease principal
- IT Hardware Purchases
- Fire Equipment Purchases
- Police Vehicles & Other Equip
- Public Works
- Total capital purchases

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**Debt Service Fund**

The Debt Service Fund is used to accumulate resources for the repayment of the City's long-term obligations, including general obligation debt.

**City of Berwyn  
Debt Service Fund  
2011 Budget**

Account Number	Account Name	2008 Balance	2009 Balance	2010 Projected	2010 Budget	2011 Budget	Requested Budget Change Amount
<b>Revenues</b>							
300-4000	Bond and Interest - Property Tax Revenue	\$ 6,348,299	\$ 4,865,487	\$ 4,173,536	\$ 4,744,643	\$ 4,744,643	\$ -
300-4800	Interest Income	21,353	6,249	1,270	3,000	3,000	-
300-4915	Bond Proceeds	7,830,000	12,885,000	6,554,639	3,037,770	3,000,000	(37,770)
	Bond Premiums	(64,086)	210,889	185,035	-	-	-
300-4900	Transfer from Other Funds	<u>1,199,885</u>	<u>955,895</u>	<u>227,899</u>	<u>1,051,782</u>	<u>1,205,480</u>	<u>153,698</u>
	Total Debt Service Revenues	<u>15,335,451</u>	<u>18,923,521</u>	<u>11,142,379</u>	<u>8,837,195</u>	<u>8,953,123</u>	<u>115,928</u>
<b>Expenditures</b>							
300-5790	Bond Issue Costs	\$ 379,643	\$ 381,331	\$ 209,891	\$ 170,000	\$ 47,000	\$ (123,000)
	Payment to Refunding Bond Escrow	7,379,125	9,317,377	-	-	-	-
300-5900	Transfer to Other Funds	-	3,750,000	1,000,000	-	1,000,000	1,000,000
300-5200	Paying Agent Fees	3,868	4,168	3,170	-	3,000	3,000
300-5700-03	Principal G.O.Bonds Series 2001 Ogden	95,000	100,000	105,268	105,000	110,000	5,000
300-5705-03	Interest G.O. Bonds Series- 2001	18,168	14,082	9,733	9,733	5,060	(4,673)
300-5700-04	Principal G.O. Bonds Series 2002A Ogden	365,000	380,000	395,000	395,000	410,000	15,000
300-5705-04	Interest -G.O.Bonds Series 2002 A Ogden	73,449	32,756	17,285	16,986	-	(16,986)
300-5700-05	Principal G.O.Bond Series 2002 B	45,000	45,000	45,000	45,000	50,000	5,000
300-5705-05	Interest - G.O. Bonds Series 2002 B	35,370	33,570	30,735	31,636	29,700	(1,936)
300-5700-06	Principal G.O.Bonds Series(Refunding) 04	75,000	75,000	4,480,000	4,480,000	2,645,000	(1,835,000)
300-5705-06	Interest G.O.Bonds Series (Refunding) 04	662,438	660,562	658,750	658,500	479,300	(179,200)
300-5705-07	Interest GO Bond Series 2007A	1,408,250	1,408,250	1,408,250	1,408,250	1,408,250	-
300-5705-08	Interest GO Bond Series 2007B	1,230,987	1,230,987	1,230,987	1,230,987	1,230,987	-
300-5705-09	Interest GO Bond Series 2008	-	412,312	360,273	360,273	360,273	-
300-5700-11	Principal G.O. Bonds Series 2010	-	-	-	-	150,000	150,000
300-4705-11	Interest G.O. Bonds Series 2010	-	-	-	-	508,683	508,683
300-5705-10	Interest G.O. Bonds Series 2009	-	-	267,145	267,145	245,338	(21,807)
300-5700-01	Principal G.O.Bonds Series 1998	-	1,445,000	-	-	-	-
300-5705-01	Interest G.O. Bonds Series 1998	329,500	150,250	-	-	-	-
300-5705-02	Interest - G.O. Bonds Series 1999	<u>328,525</u>	<u>328,526</u>	<u>256,387</u>	<u>256,397</u>	<u>278,850</u>	<u>22,453</u>
	Total Debt Service Expenditures	<u>12,429,323</u>	<u>19,769,169</u>	<u>10,477,873</u>	<u>9,434,907</u>	<u>8,961,441</u>	<u>(473,466)</u>
	Revenues less Expenditures	2,906,129	(845,648)	664,506	1,405,079	(8,318)	<u>\$ 589,394</u>
	Fund Balance Beginning	<u>(1,319,907)</u>	<u>1,586,222</u>	<u>740,573</u>	<u>\$ 740,573</u>	<u>\$ 1,405,079</u>	
	Projected Ending Fund Balance	<u>\$ 1,586,222</u>	<u>\$ 740,573</u>	<u>\$ 1,405,079</u>	<u>\$ 2,145,652</u>	<u>\$ 1,396,761</u>	

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**Water and Sewer Fund**

This fund is used to account for the City's water and sewer operations. Revenues primarily represent charges for services paid by water and sewer customers. Expenses represent the costs of providing water and sewer service within the City's boundaries.

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**PROGRAM MANAGER:** Director of Public Works

**PROGRAM DESCRIPTION:**

The Water and Sewer Division provides the community with safe, high quality drinking water at adequate pressure and sewage removal in an efficient manner 24 hours a day, 365 days a year.

**SERVICES:**

 **Administration**

- Management of 13 full time employees
- Management of the yearly budget for the Water and Sewer Division
- Coordination of all calls for service.
- Monitors construction and grant permits for utility cuts in the City rights-of-way.
- Work with other City departments to ensure safety and efficient distribution of drinking water.
- Supervision of daily operations of all services provided by the Division

 **Water Maintenance**

- Operate and maintain two pumping distribution facilities.
- Operate and maintain four water storage structures including in-ground and elevated tanks.
- Maintain water distribution system and adequate and safe pressures.
- Monitor water quality to meet or exceed all federal and state requirements.
- Repair all distribution equipment including valves, hydrants and water mains.
- Install and maintain water meter equipment.
- Provide customer service and respond to service calls.

 **Sewer Maintenance**

- Maintain combined sewer collection system and repair or replace as needed.
- Clean and maintain storm inlets and catch basins.
- Inoculate catch basins with larvacide for mosquito control.
- Provide customer service and respond to service calls.

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**STAFFING:**

Position (FTE)	2010 Actual	2011 Budget
Public Works Director	1.00	1.00
Secretary/Receptionist	1.00	1.00
Working Foreman	1.00	1.00
Drivers	4.00	4.00
Pump Operators	6.00	6.00
<b>Total</b>	<b>13.00</b>	<b>13.00</b>

**ACTIVITY MEASURES:**

Activity Measures	2009 Actual	2010 Actual	2011 Budget
Miles of water main	54	54	54
Catch basins cleared	1,200	1,700	1,200
Number of water main breaks	176	150	150
Water and/or Sewer-related Service requests*	3,800	4,600	4,600
Sewer Backups	50	50	50
Leaking Service	100	93	100
Buffalo Box repairs	200	155	200
Miles of sewer main cleaned	2	4	3

\*Including Locates

**OBJECTIVES ACCOMPLISHED IN 2010:**

- Evaluate and recommend revised water and sewer rate structure.
- Coordinate relining of sewer line and water main construction on Roosevelt Road.
- Begin comprehensive analysis of water system infrastructure condition and develop long range improvement schedule.
- Begin to develop a capital improvement program to address current and future needs.
- Begin security upgrades and system improvements.

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**LONG TERM OBJECTIVES (2-5 YEARS):**

- Begin program plan for regular pump and motor inspection and plans for a pump replacement program.
- Initiate storage tank inspection and improvement program.
- Complete security enhancements and upgrades.

**BUDGET SUMMARY:**

- Replacement of the 19<sup>th</sup> Street pump station roof.
- Continue to evaluate and upgrade the security system.
- Contract consultant and develop plans to repair 30<sup>th</sup> Street storage tanks.
- Coordinate reconstruction of approximately 150 feet of Pershing Rd sewer.
- Repair sewer main on 32<sup>nd</sup> and Home Av.

**City of Berwyn  
Water and Sewer Fund  
2011 Budget**

Account Number	Account Name	2008 Balance	2009 Balance	2010 Projected	2010 Budget	2011 Budget	Requested Budget Change
<b>Revenues</b>							
500-4275	Water Sales - Commercial	\$ 1,446,400	\$ 1,669,525	\$ 1,853,650	\$ 1,846,764	\$ 1,846,764	\$ -
500-4280	Water Sales - Residential	3,566,341	3,964,230	4,307,798	4,467,787	4,467,786	(1)
	Water Misc Charges	2,247	-	-	2,500	-	(2,500)
500-4285	Plumbing Inspection	39,819	33,870	54,015	36,000	36,000	-
500-4290	Sales, Meter	10,060	25,779	15,960	14,000	14,000	-
500-4295	Parkway Use	535	675	2,460	500	500	-
500-4305	Fees, Tap	14,500	10,500	9,477	10,000	10,000	-
500-4355	Fines, Other	204,461	88,410	258,291	175,000	175,000	-
500-4800	Interest Income	50,089	23,949	6,806	20,000	20,000	-
500-4820	Sale of City Property	-	4,000	-	-	-	-
500-4830	Damage to City Property	1,494	12,609	-	25,000	25,000	-
500-4835	Miscellaneous	-	571	1,418	3,000	5,500	2,500
500-4900	Transfer from other funds	-	2,713,262	-	-	-	-
	Total Water and Sewer Revenues	<u>5,335,945</u>	<u>8,547,380</u>	<u>6,509,875</u>	<u>6,600,551</u>	<u>6,600,550</u>	<u>(1)</u>
<b>Expenditures</b>							
500-44-5000	Water and Sewer - Salaries	580,492	590,413	735,289	735,776	796,018	60,242
500-44-5010	Water and Sewer - Overtime	80,905	100,775	85,880	78,000	78,000	-
500-44-5015	Water and Sewer - Uniform Stipend	3,500	3,300	3,300	3,500	3,500	-
500-44-5030	Water and Sewer - Sick Day Buyback	11,231	11,266	-	10,000	10,000	-
500-44-5035	Water and Sewer - Benefits	266,799	292,483	388,116	302,454	431,505	129,051
500-44-5205	Water and Sewer - Utilities	179,059	124,413	104,090	130,000	130,000	-
500-44-5210	Water and Sewer - Vehicle Gas and Oil	2,961	1,528	1,796	65,000	65,000	-
500-44-5215	Water and Sewer - Telephone	5,780	-	2,858	9,000	9,000	-
500-44-5220	Water and Sewer - Training, Dues & Publications	-	1,741	382	5,500	10,000	4,500
500-44-5225	Water and Sewer - Supplies	397	59,017	131,488	78,000	92,500	14,500
500-44-5235	Water and Sewer - Postage & Printing	40,860	33,059	53,611	60,000	60,000	-
500-44-5290	Water and Sewer - Other Gen Exp	68,174	1,764	41,713	32,000	32,000	-
500-44-5300	Water and Sewer - Professional Services	77,180	164,696	229,411	116,000	200,000	84,000
500-44-5400	Water and Sewer - Repairs & Maint	124,907	401,725	14,058	400,000	300,000	(100,000)
500-44-5405	Water and Sewer - Copier Maint	9,183	12,891	3,184	12,000	12,000	-
500-44-5500	Water and Sewer - Equipment	-	2,102	3,400	5,000	5,000	-
500-44-5505	Water and Sewer - Equipment Lease	18,299	19,660	24,607	23,000	23,000	-
500-44-5600	Water and Sewer - Cost of Water	3,049,611	3,272,948	3,577,379	3,874,252	3,874,252	-
500-44-5605	Water and Sewer - Water Chemical Treatment	793	-	850	45,000	35,000	(10,000)
500-44-5625	Water and Sewer - Internal Service Fund	217,214	94,535	347,534	231,193	289,775	58,582
500-44-5690	Water and Sewer - Interdepartmental Charge	465,439	416,050	-	519,764	596,000	76,236
	Water and Sewer - Consulting & Engineering	-	-	-	35,000	-	(35,000)
	Water and Sewer - Water Maint	67,326	-	-	-	-	-
500-44-5705	Water and Sewer - Interest Expense	-	-	-	-	40,665	40,665
	Water and Sewer - Bad Debt Expense	-	100,000	-	-	-	-
500-44-5800	Water and Sewer - Capital Outlay	-	-	-	-	130,000	130,000
500-44-5850	Water and Sewer - Depreciation	3,949,127	3,970,958	3,970,958	-	-	-
	Total Water and Sewer Expenditures	<u>9,219,236</u>	<u>9,675,324</u>	<u>9,719,903</u>	<u>6,770,439</u>	<u>7,223,215</u>	<u>452,776</u>
	Revenues less Expenditures	(3,883,291)	(1,127,944)	(3,210,029)	(169,888)	(622,665)	<u>\$ (452,777)</u>
	Net Assets Beginning	<u>46,818,486</u>	<u>42,935,195</u>	<u>41,807,251</u>	<u>41,807,251</u>	<u>38,597,222</u>	
	Projected Ending Net Assets	<u>\$ 42,935,195</u>	<u>\$ 41,807,251</u>	<u>\$ 38,597,222</u>	<u>\$ 41,637,363</u>	<u>\$ 37,974,557</u>	

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## **Parking Garage Fund**

This fund is used to account for the City's municipal parking garage. Revenues primarily represent charges for services paid by customers parking in the garage. Expenses represent the costs of operating and maintaining the garage.

**City of Berwyn  
Parking Garage Fund  
2011 Budget**

Account Number	Account Name	2008 Balance	2009 Balance	2010 Projected	2010 Budget	2011 Budget	Requested Budget Change Amount
<b>Revenues</b>							
	Commuter Permits	\$ -	\$ -	\$ 74,457	\$ 97,200	\$ 97,200	\$ -
	Public Parking	-	-	-	15,695	15,695	-
	Retail Rent	-	-	-	36,851	36,851	-
500-4900	Transfers In	-	10,166,732	-	-	-	-
	Total Parking Garage Revenues	-	10,166,732	74,457	149,746	149,746	-
<b>Expenditures</b>							
550-5205	Utilities	-	2,651	25,551	17,000	30,000	13,000
	Supplies	-	-	-	2,500	2,500	-
	Professional Services	-	-	12,026	10,500	10,500	-
	Repairs & Maintenance	-	-	9,387	55,000	55,000	-
	Internal Service Charges	-	-	-	-	3,089	3,089
	Depreciation	-	101,667	98,000	-	-	-
	Total Parking Garage Expenditures	-	104,318	144,963	85,000	101,089	16,089
	Revenues less Expenditures	-	10,062,414	(70,507)	64,746	48,657	\$ (16,089)
	Net Assets Beginning	-	-	10,062,414	10,062,414	9,991,907	
	Projected Ending Net Assets	\$ -	\$ 10,062,414	\$ 9,991,907	\$ 10,127,160	\$ 10,040,564	

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## **Internal Service Fund**

The Internal Service Fund is used to account for the City's self insurance pool. The City is self insured for workmen's compensation as well as general liability coverage. Interfund charges represent charges to other City funds for insurance coverage. The City's current policy indicates that 115% of the prior year's expenses will be charged to participating funds and departments for their current year coverage. The interfund charges are allocated back to other departments based on a three year trend of claims incurred for workmen's compensation and based on department total expenditures for general liability insurance coverage.

**City of Berwyn  
Internal Service Fund  
2011 Budget**

Account Number	Account Name	2008 Balance	2009 Balance	2010 Projected	2010 Budget	2011 Budget	Requested Budget Change Amount
<b>Revenues</b>							
600-4800	Interest Income	\$ 2,715	\$ 299	\$ -	\$ -	\$ -	\$ -
600-4250	Reimbursements	-	577,002	276,776	-	-	-
	Transfer from other funds	-	1,250,000	1,000,000	-	-	-
600-4900	Interfund Charges	<u>2,745,990</u>	<u>2,069,115</u>	<u>3,123,190</u>	<u>3,791,383</u>	<u>3,191,192</u>	<u>(600,191)</u>
	Total Revenues	<u>2,748,705</u>	<u>3,896,416</u>	<u>4,399,966</u>	<u>3,791,383</u>	<u>3,191,192</u>	<u>(600,191)</u>
<b>Expenditures</b>							
600-5630	Premiums - Liability Insurance	276,141	260,584	249,602	227,350	285,000	57,650
600-5635	Premiums - Boiler Coverage	11,856	11,856	10,980	12,000	12,000	-
600-5640	Premiums - Property Insurance	160,933	168,408	223,180	178,330	225,000	46,670
600-5645	Premiums - Workmen's Compensation	172,706	172,919	183,060	130,499	185,000	54,501
600-5650	Claims - General Liability	1,275,142	1,675,705	908,108	650,000	650,000	-
600-5655	Claims - Workmen's Compensation	<u>2,001,735</u>	<u>1,833,718</u>	<u>1,200,000</u>	<u>2,033,817</u>	<u>1,500,000</u>	<u>101,171</u>
	Total Expenditures	<u>3,898,513</u>	<u>4,123,190</u>	<u>2,774,930</u>	<u>3,231,996</u>	<u>2,857,000</u>	<u>155,672</u>
	Revenues less Expenditures	(1,149,808)	(226,774)	1,625,036	559,387	334,192	<u>\$ (155,672)</u>
	Net Assets (Deficit) Beginning	<u>(1,580,051)</u>	<u>(2,729,859)</u>	<u>(2,956,633)</u>	<u>(2,956,633)</u>	<u>(1,331,597)</u>	
	Projected Ending Net Assets (Deficit)	<u>\$ (2,729,859)</u>	<u>\$ (2,956,633)</u>	<u>\$ (1,331,597)</u>	<u>\$ (2,397,246)</u>	<u>\$ (997,405)</u>	

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**Appendix A: Glossary**

The following is a summary of terms and acronyms used in this document.

**Accrual Basis Accounting** – The most commonly used accounting method, which reports income when earned and expenses when incurred.

**Accrued Expenses** – Expenses incurred but not due until a later date.

**AFSCME** – American Federation of State, County, and Municipal Employees. A labor union representing some City of Berwyn employees.

**Assessed Valuation** – A value that is assigned to real or personal property used as a basis for levying taxes. (Note: real estate property valuations are assessed by the Cook County Assessor's Office).

**Audit** – An examination of an organization's financial statements and the utilization of resources.

**Bond Rating** – An assessment of the likelihood that a bond issuer will pay the interest on its debt on time. Bond ratings are assigned by independent agencies, such as Moody's Investors Service and Standard & Poor's. Ratings range from AAA (highest) to D (in default). Bonds rated below B are not investment grade and are called high-yield or junk bonds. Since the likelihood of default is greater on such bonds, issuers are forced to pay higher interest rates to attract investors. The City of Berwyn is rated A- as of 2010.

**Budget** – A financial plan showing specific revenues, expenditures, and service levels for a specific fiscal time frame. The City of Berwyn budgets for a 12 month period beginning on January 1<sup>st</sup>.

**Budget Calendar** – The pre-defined dates or milestones that determine the schedule by which the entity will prepare, present, and approve its' budget for the following year.

**Budget Message** – The introduction of the budget wherein the reader will find a general summary of the most important aspects of the budget, including information from current and previous fiscal years. The Mayor's recommendations also appear in this section.

**Capital Outlay** – Refers to the purchase of land, buildings, equipment and other improvements with an estimated useful life of three years or greater and belong to the class of property referred to as fixed assets.

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**Appendix A: Glossary**

**Cash Basis Accounting** – reports income when received and expenses when paid

**Community Development Block Grant (CDBG)** – Federal funds made available to municipalities specifically for community revitalization. Funds may be used by internal City departments or distributed to outside organizations located within the City's boundaries.

**Contingency** – A budgetary reserve set aside for emergencies or unforeseen expenditures not budgeted for.

**Debt Service** – The City's obligation to pay the principal and interest of all bonds and other debt instruments according to a pre-determined payment schedule.

**Deficit** – The excess of the liabilities of a fund over its assets; or the excess of expenditures over revenues during an accounting period; or, in the case of proprietary funds, the excess of expenses over income during an accounting period.

**Department** – Administrative subsection of the City that indicates management responsibility for a specific set of operations.

**Depreciation** – The portion of the cost of a capital asset that is charged as an expense during a particular period. This is a process of estimating and recording the lost usefulness, expired useful life, or diminution of service from a fixed asset that cannot or will not be restored by repair and will be replaced. The cost of the loss of usefulness of a fixed asset is the depreciation or the cost to reserve in order to replace the item at the end of its useful life.

**Fiscal Year (FY)** – Any period of 12 months, without regard to the calendar year, for which an entity operates for financial purposes. The City of Berwyn happens to operate on a fiscal year ending on December 31<sup>st</sup>.

**Fixed Assets** – Assets of a long term character which are intended to continue to be held or used, such as: land, buildings, equipment, vehicles and machinery.

**Full Accrual Basis** – The basis of accounting under which transactions are recognized when they occur, regardless of the timing of estimated cash flows.

**Fund** – An accounting entity with a separate set of self-balancing accounts which comprise its assets, liabilities, fund balance, revenues, and expenditures.

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**Appendix A: Glossary**

**Fund Accounting** – A governmental accounting system that is organized and operated on a fund basis.

**Fund Balance** – The assets of a fund less liabilities, as determined at the end of each fiscal year. Any reservations of fund balance are deducted to result in an “unrestricted fund balance”.

**Fund Type** – In governmental accounting, all funds are classified into eight types: General, Special Revenue, Debt Service, Capital Projects, Special Assessment, Enterprise, Internal Service, and Trust and Agency.

**General Accepted Accounting Principles (GAAP)** – Uniform minimum standard of guidelines to financial accounting and reporting. They govern the form and content the basic financial statements of an entity. They encompass the conventions, rules, and procedures necessary to define accepted accounting practice at a particular time. They include not only broad guidelines of general application, but also detailed practices and procedures. They provide a standard by which to measure financial presentations.

**GFOA** – Government Finance Officers Association. A professional organization for employees in the government finance industry.

**Grant** – A contribution by a government or other organization to support a particular function. Typically, these contributions are made to local governments from the state and federal governments.

**Home Rule** – It enables voters to adopt a home rule charter that acts as the city's basic governing document over local issues; however, state law continues to prevail over statewide concerns. The goal of municipal home rule is to facilitate local control and minimize state intervention into municipal affairs.

**IMRF** – Illinois Municipal Retirement Fund, a pension plan for employees of member cities within the State of Illinois.

**Interfund Transfers** – Amounts transferred from one fund to another.

**Internal Service Fund** – Fund used to account for the financing of goods or services provided by one department on a cost reimbursement basis. The City of Berwyn uses an internal service fund to allocate costs for workmen’s compensation and general liability insurance.

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**Appendix A: Glossary**

**Levy** - To impose taxes, special assessments, or service charges for the support of City services.

**Liabilities** – Debts or other legal obligations arising out of transactions in the past which must be liquidated, renewed, or refunded at some future date.

**Long Term Debt** – Debt with a maturity of more than one year after the date of issuance.

**MABAS** – Mutual Aid Box Alarm System. This system was established to provide a swift, standardized and effective method of mutual aid assistance for extra alarm fires and mass casualty incidents.

**MFT** – Motor Fuel Tax. Represents revenues from the City's share of gasoline taxes, allotted by the state for street improvements.

**Modified Accrual Basis Accounting** – The accrual basis of accounting adapted to the governmental fund type spending measurement focus. Under it, revenues are recognized when they become both “measurable” and “available” to finance expenditures of the current period. Expenditures are recognized when the related fund liability is incurred except for (1) inventories of materials and supplies which may be considered expenditures either when purchased or when used; (2) prepaid insurance and similar items which need not be reported; (3) accumulated unpaid vacation, sick pay, and other employee benefit amounts which need not be recognized in the current period, but for which larger than normal accumulations must be disclosed in the notes to the financial statements; (4) interest on special assessment indebtedness which may be recorded when due rather than accrued, if offset by interest earnings on special assessment levies and (5) principal and interest on long-term debt which are generally recognized when due.

**Property Taxes** – Used to describe all revenues received in a period from current taxes, delinquent taxes, penalties and interest on delinquent taxes

**Public Hearing** – The portions of open meeting held to present evidence and provide information on both sides of an issue

**Reserve** – An account used to indicate that a portion of fund balance is restricted for a specific purpose. An account used to earmark a portion of fund balance to indicate that it is not appropriate for expenditure. A reserve may also be an account used to earmark a portion of fund equity as legally segregated for a specific future use.

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**Appendix A: Glossary**

**Revenues** – All amounts of money earned or received by the City from external sources. It includes such items as tax payments, fees from specific services, receipts from other governments, fines, forfeitures, grants, shared revenues and interest income.

**Revenue Bonds** – Bonds whose principal and interest are payable exclusively from a revenue source pledged as the payment source before issuance.

**ROI** – Return on Investment. A method to assist management decision making by evaluating the return on various investment alternatives.

**Sales Taxes** – The City receives two types of sales taxes – one from the state and the other from a home-rule sales tax. The state tax rate is 1% and the local home rule sales tax rate is 1%.

**Tax Base** – The total value of all real and personal property in the City as of January 1<sup>st</sup> of each year, as certified. The tax base represents the net value after all exemptions.

**Tax Levy** – The resultant product when the tax rate per one thousand dollars is multiplied by the tax base.

**Tax Rate** – A percentage applied to all taxable property to raise general revenues. It is derived by dividing the total tax levy by the taxable net property valuation.

**Taxes** – Compulsory charges levied by a government for the purpose of financing service performed for the common benefit. The term does not include charges for services rendered only to those paying such charges, for example, water bills.

**TIF** – Tax Increment Financing – the act of capturing the amount of property taxes levied by a taxing unit for the year on the appraised value of real property located within a defined investment zone. The tax increments are paid into the TIF fund and used to pay project costs within the zone, including debt service obligations.

**User Charges** – The payment of a fee for direct receipt of a public service by the party benefiting from the service.