The City of Berwyn

Rasheed Jones
Finance Director

A Century of Progress with Pride

To whom it may concern:

I, Benjamin Daish, Finance Director for the City of Berwyn, Cook County, Illinois, do hereby certify that the attached is a true and exact copy of Ordinance **# 20-15** entitled:

The Annual Appropriation Ordinance of the City of Berwyn, Cook County, Illinois

For Fiscal Year 2020

I further certify that a Notice of Public Hearing on the 2020 Budget and Appropriation Ordinance was published in the Lawndale News on March 12, 2020 in accordance with state law. Notices of the Public Hearing were placed in Berwyn City Hall located at 6700 West 26th Street, Berwyn, Illinois and at the Berwyn Police Station. At all times herein, copies of the Annual Appropriation Ordinance #20-15 were available for public review. That the Public Hearing was conducted in Berwyn City Hall council chambers on March 24, 2020 as announced.

I further certify that Ordinance appeared on the Berwyn City Council Regular Meeting agenda on March 24, 2020. That a quorum of duly elected officials were present at the meeting. Further the following Aldermen voted as follows: Lennon, Ramirez, Reardon, Fejt, Santoy, Ruiz, Avila and Nowak voted AYE. There were no votes against the motion to adopt the Ordinance and there were no absences.

The original Ordinance #20-15 is in file in the office of Berwyn City Clerk Margaret Paul.

Dated this 24th day of March, 2020

Benjamin Daish, Finance Director

Attest:

Margaret Paul, City Clerk

6700 West 26th Street Berwyn, Illinois 60402-0701 Telephone: (708) 788-2660 Fax: (708) 788-2567 www.berwyn-il.gov

ORDINANCE NO. 20-15

THE ANNUAL APPROPRIATION ORDINANCE OF THE CITY OF BERWYN, COOK COUNTY, ILLINOIS FOR THE FISCAL YEAR 2020

WHEREAS, the City of Berwyn, Cook County, Illinois (the "City") is a home rule municipality pursuant to Section 6(a), Article VII of the 1970 Constitution of the State of Illinois, and, as such, may exercise any power and perform any function pertaining to its government and affairs; and

WHEREAS, the Codified Ordinances of the City of Berwyn and Section 8-2-9 of the Illinois Municipal Code (65 ILCS 5/8-2-9) require the adoption of an ordinance within the first quarter of each fiscal year, to be termed the annual appropriation ordinance, appropriating such sums of money as are deemed necessary to defray all necessary expenses and liabilities of the municipality and which specifies the objects and purposes for which these appropriations are made and the amount appropriated for each object or purpose (the "Annual Appropriation Ordinance"); and

WHEREAS, as required by applicable law, notice of a public hearing on the proposed Annual Appropriation Ordinance was published in a newspaper published in the City at least ten (10) days before the time of the public hearing; and

WHEREAS, such public hearing was held on March 24, 2020, with all wishing to speak being heard; and

WHEREAS, in accordance with applicable law, City staff prepared a proposed Annual Appropriation Ordinance or a formally prepared appropriation or budget document upon which this Ordinance is based, which has been and is currently conveniently available for public inspection in the office of the City Clerk; and

WHEREAS, the Mayor and the City Council have reviewed the Annual Appropriation Ordinance for fiscal year 2020 and have determined that said appropriations are in the best interests of the City and its residents; and

NOW, THEREFORE, BE IT ORDAINED by the Mayor and the City Council of the City of Berwyn, County of Cook, State of Illinois, in the exercise of the City's home rule powers, as follows:

SECTION 1: That the above recitals and legislative findings are incorporated herein and made a part hereof, as if fully set forth in their entirety.

SECTION 2: The following sums of money for each City fund, or as much thereof as may be authorized by law, be and are hereby appropriated for the corporate purposes and objects of the City hereinafter specified for the fiscal year commencing January 1, 2020 and ending on December 31, 2020.

SECTION 3: All the appropriations herein made for any purpose shall be regarded only as a maximum amount to be expended under the respective appropriation funds, shall not be construed as a commitment, agreement, obligation or liability of the City, and each such appropriation being subject to further approval as to the actual expenditure thereof by the Mayor and City Council of the City.

SECTION 4: To the extent allowed by applicable law, any unexpended balance of the appropriations for the fiscal years prior hereto are hereby specifically re-appropriated for the same fund purposes for which they were originally made and may be expended in making up any insufficiency in any item or items provided in this Ordinance without supplemental appropriation.

SECTION 5: The sums as set forth in Exhibit A, attached hereto and incorporated herein, or so much thereof as may be authorized by law and needed or deemed necessary, are hereby appropriated to defray and pay all necessary expenses and liabilities of the City and such appropriations are hereby made for the objects and purposes as set forth in Exhibit A.

SECTION 6: The City Clerk is hereby authorized and directed to publish this Ordinance in pamphlet form or in a newspaper of general circulation within the City within thirty (30) days after its adoption. The City Clerk is further authorized and directed to file a certified copy of this Ordinance with the Cook County Clerk within thirty (30) days of its adoption and the Chief Fiscal Officer of the City is authorized to certify to the Cook County Clerk that the Estimate of Revenues by Source, incorporated herein by reference, is a true statement of said revenues, which Estimate of Revenues by Source shall also be filed with the Cook County Clerk within said thirty (30) day period. The officers, employees and/or agents of the City shall take all actions necessary or reasonably required to carry out, give effect to and consummate the intent of this Ordinance and shall take all actions in conformity therewith. The officers, employees and/or agents of the City are specifically authorized and directed to draft and disseminate any and all necessary forms to be utilized in connection with the terms and purpose of this Ordinance.

SECTION 7: If any section, paragraph, clause or provision of this Ordinance shall be held invalid, the invalidity thereof shall not affect any of the other provisions of this Ordinance.

SECTION 8: All ordinances in conflict herewith are hereby repealed to the extent of such conflict.

SECTION 9: Any non-preemptive state statute in conflict hereof with this Ordinance is hereby superseded to the full extent of such conflict pursuant to the exercise of the home rule powers of the City.

SECTION 10: This Ordinance shall be in full force and effect after its passage, approval and publication as provided by law.

ADOPTED this 24th day of March, 2020 pursuant to a roll call vote as follows:

	YES	NO	ABSENT	PRESENT
Lennon	✓			
Ramirez	✓			
Reardon	✓			
Fejt	✓			
Santoy	✓			
Ruiz			✓	
Avila	✓			
Nowak	✓			
(Mayor Lovero)				
TOTAL	7			

APPROVED this 24th day of March, 2020.

Robert J. Lovero, Mayor

ATTEST:

Margaret M. Paul, City Clerk

2020
Annual Budget

For the Fiscal Year Beginning January 1, 2020

The City of Berwyn

Robert J. Lovero
Mayor

A Century of Progress with Pride

6700 West 26th Street Berwyn, Illinois 60402-0701 Telephone: (708) 788-2660 Fax: (708) 788-2567
www.berwyn-il.gov

2020 Annual Budget

Members of the City Council

Scott Lennon	Alderman, 1st Ward
Jose Ramirez	Alderman, 2nd Ward
Jeanine Reardon	Alderman, 3rd Ward
Robert Fejt	Alderman, 4th Ward
Cesar Santoy	Alderman, 5th Ward
Alicia Ruiz	Alderman, 6th Ward
Rafael Avila	Alderman, 7th Ward
Anthony Nowak	Aldermen, 8th Ward

Administrators

Robert Lovero	Mayor
Cynthia Miranda	Treasurer
Margaret Paul	Clerk
Ruth Volbre	City Administrator
Anthony Bertuca	City Attorney
Regina Mendicino	Director, Community Development
James Frank	Director, Information Technology
Tammy Sheedy	Director Library Services
Thomas Hayes	Fire Chief
Michael D. Cimaglia	Police Chief
Charles Lazzara	Director, Building Department
Anthony Martinucci	Director, Recreation Department
Robert Schiller	Director, Public Works
Benjamin Daish	Director, Finance

City of Berwyn
2020
Annual Budget

For the Fiscal Year Beginning January 1, 2020

Report Prepared By

Finance Department

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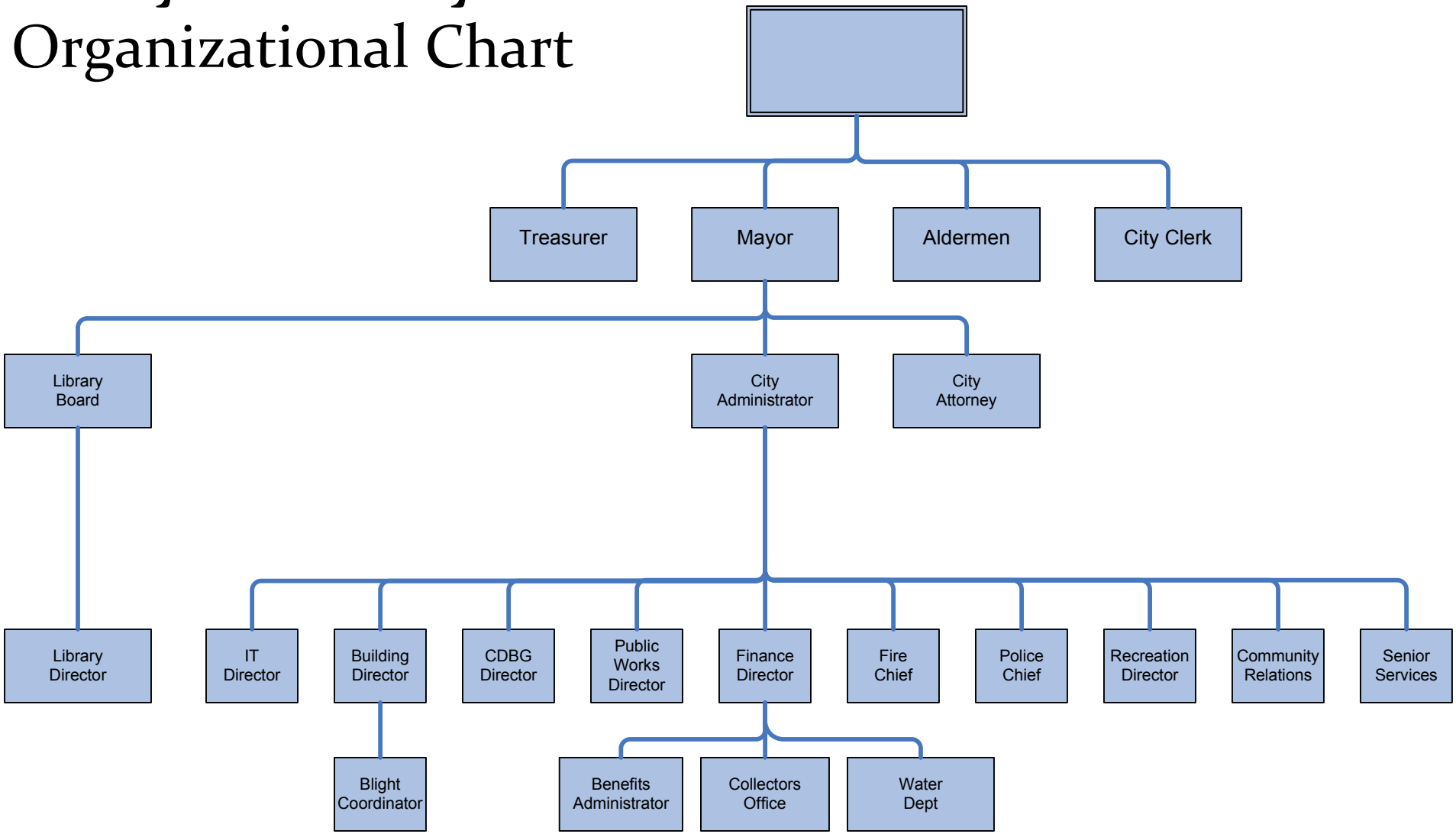
City of Berwyn
Organizational Chart



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 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.

City of Berwyn
2020
Annual Budget

For the Fiscal Year Beginning January 1, 2020

2020 Budget Message from Mayor Robert J. Lovero

I have had the pleasure of serving as the Mayor of Berwyn since first being elected in 2009. During this time, my focus has been to provide a high standard of services and amenities to the residents of the City of Berwyn while working to ensure the City's long-term financial viability. In close collaboration with the department heads and employees, we have worked diligently to bring before you the attached budget which reflects conservative spending and revenue projections. As such, we are pleased to submit a fiscally balanced budget for City Council's review.

Looking forward, we will continue to create solutions to address the City's inherited financial issues including the unfunded pension liabilities while adapting to various events of external financial uncertainty.

We have maintained our liquidity goals in the Fund Balance providing us with fiscal security to address any unforeseen emergencies, and we are making significant progress with our plan to fully fund the Police and Fire pensions as required per state law. Additionally, we have provided a balanced plan that addresses our overall bond indebtedness.

Finally, this budget reinforces Berwyn's historic balance between neighborhood issues and responsible economic development. Our strategic economic development efforts will continue to invigorate our neighborhoods and commercial corridors elevating Berwyn's notoriety as a premier community to shop, dine, and raise a family.

Please join me in supporting these initiatives by voting in favor of this proposed budget.

Respectfully,

Robert J. Lovero
Mayor

Budgetary Structure

Funding of Operations

For 2019, the City passed a balanced General Fund Budget where revenues slightly exceeded expenditures. For 2020's budget, the City with the help of the department heads, have dissected all budget line items to identify potential cost savings and revenue increases in order to balance its budget. As such, the 2020 General Fund budget estimates revenues exceeding expenditures by approximately $6,000 resulting in a balanced budget. The General Fund budget remains balanced without significantly increasing property taxes or reducing crucial City services such as police, fire and public works. These City services serve as the backbone of any strong community.

Maintaining Required Reserve Levels

Per the City's Fund Balance Policy, the General and Library Funds are to maintain an unassigned fund balance (an amount that is not earmarked for any specific purpose) that is at least 16% of the following year's expenditure budget. For 2019, the General Fund is expected to exceed the 16% statutory reserve requirement. The projected ending fund balance of $12.3 million represents 22% of the 2020 General Fund expenditure budget.

The Library expects to utilize the past surpluses for staffing needs initially planned for in 2017 and 2018. Also, expected costs for capital improvements planned in 2019 will need to be completed in 2020. As such, the expected expenditures would exceed the revenues by about $193,000 and $411,000 respectively in 2019 and 2020.

Combined with the surpluses for 2017 and 2018 ($532,000 and $414,000 respectively), the estimated 2019 Library Fund balance of $1.7 million remains strong at 44% of the 2020 budgeted expenditures.

The main objective of the 16% fund balance requirement is to allow the City and Library to operate for the first two months of the year while waiting for the first installment of property taxes to be received in March. This would allow the City to meet its financial obligations without enacting short-term borrowing to cover costs prior to the receipt of property taxes.

As a result of the General Fund maintaining its fund balance at favorable levels, the City continues its focus on exploring new ways to grow fund balance despite the various challenges it faces with existing revenue streams and expenditure commitments. In addition, the City also strives to reduce its current debt burden and minimize future interest costs.

Budgetary Structure

For the City to remain strong financially, responsible fiscal decision-making remains critical to allow for effective funding of operations and long-term obligations including pensions.

While continuing to make significant financial progress, the City will continue to diligently build a foundation for fiscal stability without forfeiting critical functions such as public safety and public works.

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 unoccupied land between the first homes being built.

During the 1920's and 1930's, the time of Berwyn's largest residential development, many solid 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. According to the US Census Bureau, the City's population as of July 2018 is estimated to be 54,917 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) to the north and the Stevenson (I-55) to 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.

Berwyn takes great pride in the cultural diversity of its residents. A 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 more recent years, many people of Latino, African, and Asian decent have settled in the City. Berwyn values its proud reputation as a residential community of working-class families. It is composed mainly of hardworking families merged with young professionals and individuals who practice a variety of religions and lifestyles.

The City has thriving business districts featuring retail, dining, and service-oriented businesses. Loyola University Medical Center, formerly known as MacNeal Hospital, and Turano Baking Company are two of the largest employers, along with Berwyn's municipal government.

Schools, churches, parks and recreation 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.

Community Profile

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, a department of the City, provide recreation programs that involve all categories of sports for all ages as well as a swimming pool, 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 fund separate from city government and several employees oversee its administration. The Berwyn Development Corporation (BDC) is a 501(c)3 corporation established to work closely with the City to assist in administering the 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 businesses alike.

Public safety is a top priority in Berwyn, and the City has a thriving police department and three very active fire stations. The City boasts a regular, full-time fire department with more than 80 employees. The police department is well-staffed with more than 100 sworn police officers, as well as an auxiliary police department and an active group of citizen volunteers.

The Berwyn Health Department operates independently of the City as part of the Berwyn Township and serves the entire Berwyn area to meet the public health needs of the community. 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.

Berwyn's city hall is located at 6700 W. 26th St., Berwyn, IL 60402. The main phone line is (708) 788-2660. Berwyn's city government consists of the mayor, city clerk, city treasurer, eight aldermen, and a city administrator, all of whom preside over the city departments that serve the needs of everyone who lives, works, or visits Berwyn.

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 and the Debt Service 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, economic development, senior services 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:

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

Description of City Funds and Accounting Structure

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.

Harlem, 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 Grants Fund, Emergency 911 Fund, and the Asset Forfeiture Funds.

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.

Berwyn Municipal Securitization Corporation (BMSC)-

The BMSC Fund was establish as a result of the 2019 Securitization Bond Issue. The fund's operation involves accounting for receipts and disbursements pertaining to State Income, Local Use, Sales, and Home Rule tax receipts in addition to required 2019 Bond payments.

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.

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. Revenues 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 services 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 Utility Fund and the Parking Garage Fund as Enterprise funds.

Utility Fund – The Utility Fund is used to account for all costs of providing water, sewer and garbage 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, 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
2020 Budget

Fund	General Fund	Special Revenue Funds: Library Fund	Community Development Fund	Foreign Fire Tax Fund	Motor Fuel Tax Fund	S. Berwyn TIF Fund	Harlem TIF Fund	Roosevelt TIF Fund
2020 Budget								
Revenues								
Taxes	$ 28,759,676	$ 3,392,808	$ -	$ 52,000	$ -	$ 1,184,742	$ 1,500,000	$ 761,006
Licenses and Permits	3,752,000	-	-	-	-	-	-	-
Charges for Services	2,251,500	-	-	-	-	-	-	-
Fines	5,120,000	16,000	-	-	-	-	-	-
Intergovernmental Revenues	120,000	115,821	1,241,581	-	1,992,900	-	-	-
Miscellaneous Revenues	3,254,437	750	-	-	45,000	-	-	-
Other Financing Sources	12,940,889	-	-	-	-	-	-	-
Total Revenues	56,198,502	3,525,379	1,241,581	52,000	2,037,900	1,184,742	1,500,000	761,006
Expenditures								
General Government	$ 5,460,315	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Public Safety	41,610,332	-	-	52,000	-	-	-	-
Public Works	6,631,526	-	842,601	-	1,992,900	-	-	-
Economic Development	228,347	-	318,480	-	-	688,375	1,125,035	331,587
Culture and Recreation	2,262,395	3,935,876	80,500	-	-	-	-	-
Garbage	-	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	173,163	15,000
Water and Sewer	-	-	-	-	-	-	-	-
Municipal Garage	-	-	-	-	-	-	-	-
Claims expense	-	-	-	-	-	-	-	-
Other Financing Uses	-	-	-	-	-	536,167	-	286,825
Total Expenditures	56,192,915	3,935,876	1,241,581	52,000	1,992,900	1,224,542	1,298,198	633,412
Surplus / (Deficit)	5,587	(410,497)	-	-	45,000	(39,800)	201,802	127,594
Projected Beginning Fund Balance	12,303,856	1,720,076	232,159	62,066	2,305,328	121,697	(217,672)	168,906
Estimated Ending Fund Balance	$ 12,309,443	$ 1,309,579	$ 232,159	$ 62,066	$ 2,350,328	$ 81,897	$ (15,870)	$ 296,500

City of Berwyn
Budget Summary - All Funds
2020 Budget

Fund	Capital Projects Fund	Debt Service Fund	BMSC Fund	Utilities Fund	Parking Garage Fund	Internal Service Fund	Total All Funds
2020 Budget							
Revenues							
Taxes	$ -	$ 7,603,161	$ 17,546,857	$ -	$ -	$ -	$ 60,800,250
Licenses and Permits	-	-	-	-	45,000	-	3,797,000
Charges for Services	-	-	-	17,137,050	130,000	2,253,764	21,772,314
Fines	-	-	-	1,625,000	-	-	6,761,000
Intergovernmental Revenues	-	-	-	-	-	-	3,470,302
Miscellaneous Revenues	-	1,000	-	32,000	40,000	-	3,373,187
Other Financing Sources	-	4,672,897	-	-	-	-	17,613,786
Total Revenues	-	12,277,058		18,794,050	215,000	2,253,764	117,587,839
Expenditures							
General Government	$ -	$ -	$ -	$ -	$ -	$ -	$ 5,460,315
Public Safety	555,808	-	-	-	-	-	42,218,140
Public Works	310,500	-	-	-	-	-	9,777,527
Economic Development	-	-	-	-	-	-	2,691,824
Culture and Recreation	100,000	-	-	-	-	-	6,378,771
Garbage	-	-	-	4,733,880	-	-	4,733,880
Debt Service	-	11,939,550	4,613,468	338,788	-	-	17,079,969
Water and Sewer	-	-	-	13,682,249	-	-	13,682,249
Municipal Garage	-	-	-	-	70,907	-	70,907
Claims expense	-	-	-	-	-	2,054,988	2,054,988
Other Financing Uses	-	-	12,933,389	-	-	-	13,756,381
Total Expenditures	966,308	11,939,550	17,546,857	18,754,917	70,907	2,054,988	117,904,951
Surplus / (Deficit)	(966,308)	337,508	-	39,133	144,093	198,776	(317,112)
Projected Beginning Fund Balance	966,308	1,166,808	2,231,170	10,052,583	9,914,501	232,051	41,259,837
Estimated Ending Fund Balance	$ -	$ 1,504,316	$ 2,231,170	$ 10,091,716	$ 10,058,594	$ 430,827	$ 40,942,725

City of Berwyn
General Fund Summary
2020 Budget

	2017 Balance	2018 Balance	2019 Projected	2019 Budget	2020 Budget	Requested Budget Change Amount	Requested Budget Change Percent
Revenues							
Taxes	$ 40,747,325	$ 42,067,753	$ 29,872,529	$ 30,086,802	$ 28,759,676	$ (1,327,126)	-4%
Licenses and Permits	3,672,370	3,552,298	3,636,021	3,584,000	3,752,000	168,000	5%
Charges for Services	1,819,564	1,966,890	2,369,208	1,902,000	2,251,500	349,500	18%
Fines	5,152,173	4,914,953	5,075,563	4,958,643	5,120,000	161,357	3%
Intergovernmental Revenues	118,266	122,311	123,466	120,000	120,000	-	0%
Miscellaneous Revenues	5,758,578	3,042,748	2,991,653	2,677,270	3,254,437	577,167	22%
Other Financing Sources	-	183,053	39,019,080	41,007,500	12,940,889	(28,066,611)	-68%
TOTAL REVENUES	57,268,276	55,850,006	83,087,520	84,336,215	56,198,502	(28,137,713)	-33%
Expenditures							
Mayor	$ 153,122	$ 162,384	$ 158,537	$ 160,427	$ 166,030	$ 5,603	3%
City Administrator	456,557	467,889	486,023	550,959	500,890	(50,069)	-9%
Clerk	261,739	259,919	142,093	186,874	244,528	57,654	31%
Treasurer	46,136	51,177	49,272	53,879	54,232	353	1%
Council	232,447	265,641	291,252	286,643	300,509	13,866	5%
Legal	1,016,730	1,094,468	733,701	988,345	1,012,890	24,545	2%
Finance	1,554,902	1,589,531	1,543,440	1,549,797	1,721,226	171,429	11%
Information Technology	1,246,859	1,316,134	1,289,729	1,326,638	1,346,516	19,878	1%
Statutory	118,590	217,245	327,927	113,494	113,494	-	0%
Fire	12,974,342	13,172,871	28,138,926	28,137,165	14,011,023	(14,126,142)	-50%
Police	24,287,780	25,258,341	40,316,624	40,498,728	27,528,754	(12,969,974)	-32%
Fire and Police Commission	46,528	62,084	92,610	70,368	70,555	187	0%
Building / Neighborhood Affairs	1,801,435	1,767,070	1,629,243	1,803,500	1,861,483	57,983	3%
Public Works	7,331,454	4,174,217	4,116,351	4,382,859	4,770,043	387,184	9%
Zoning	9,532	9,414	7,702	15,847	15,847	-	0%
Committee and Planning	210,811	202,075	172,312	215,000	212,500	(2,500)	-1%
Recreation	1,633,247	1,549,911	1,580,180	1,603,409	1,679,898	76,489	5%
Community Relations	5,383	5,383	4,968	6,783	6,783	-	0%
Senior Services	402,630	456,231	488,458	483,995	575,714	91,719	19%
Bond Issuance	-	-	-	500,000	-	(500,000)	-100%
Transfer to other funds	3,371,116	4,513,934	1,489,760	1,400,000	-	(1,400,000)	-100%
Total General Fund Expenditures	57,161,340	56,595,919	83,059,108	84,334,710	56,192,915	(28,141,795)	-33%
Revenues less Expenditures	106,936	(745,913)	28,412	1,505	5,587	4,082	
Fund Balance Beginning (As Restated)	12,914,421	13,021,357	12,275,444	12,275,444	12,303,856		
Projected Ending Fund Balance	$ 13,021,357	$ 12,275,444	$ 12,303,856	$ 12,276,949	$ 12,309,443		

Revenue Streams

The City relies on a variety of revenue streams to fund services. Many of these revenues are subject to economic fluctuations.

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 as early as August and as late as November. The second installment bills are based on the previous December's levy. However the first installment 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	2018 2017	Projected 2019 2018	Budgeted 2020 2019
Property Taxes	$ 21,227,338	$ 21,684,366	$ 22,344,726
Total Revenues	55,850,006	83,087,520	56,198,502
% of total	38%	26%	40%

The % is significantly lower in 2019 due to the City accruing for $30 million in bond proceed revenue used for Police and Fire pension funding. The 2018 and Budgeted 2020 %'s (38% and 40% respectively) provide a better indication of the City's reliance on property taxes.

Revenue Streams

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

Revenue Year Levy Year	Composition of Property Taxes 2019 2018	2020 2019
Corporate	$ 19,195,765	$ 19,579,680
Fire Pension	1,255,220	1,255,220
Police Pension	1,509,826	1,509,826
Total General Fund	21,960,811	22,344,726
Library	3,392,808	3,392,808
Bond and Interest	7,103,161	7,603,161
Total Levy	$ 32,456,780	$ 33,340,695

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/Local Use 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. Use Tax is a sales tax due to purchasers that were not charged by sellers when the items were initially bought.

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. The state sales tax is 1% and the home rule sales tax is 1.75%.

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.

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 revenue type encompasses taxes on liquor sales, gasoline sales, video taxes, and miscellaneous taxes.

The following chart summarizes tax revenue for 2018 through 2020. Amounts for 2018 are actual, 2019 amounts are projected based on transactions recorded thus far. The 2020 budget is based on 2019 projections, past years' trends, information provided by the Illinois Municipal League, and sales tax data received from the Illinois Department of Revenue.

Summary of Other Tax Revenue

Revenue Year	2018	Projected 2019	Budgeted 2020
State Income/Local Use	7,129,677	7,598,961	7,739,962
1% State Sales	4,184,732	3,937,820	4,788,166
Home Rule Sales	2,810,011	3,633,859	5,018,729
Municipal Utility	2,996,948	2,887,300	3,000,000
Real Estate Transfer	2,317,555	2,064,593	2,250,000
All other	1,401,492	1,156,052	1,164,950
Total Other Taxes	$ 20,840,415	$ 21,278,585	$ 23,961,807
Total General Fund/BMSC Funds Revenues	$ 55,850,006	$ 96,198,306	$ 60,811,969
Other taxes as a % of Total Revenues	37%	22%	39%

Revenue Streams

Please note that the following revenues are now being received through the newly established Berwyn Municipal Securitization Corporation.

State Income Tax	Local Use Tax
1 % Sales Tax	Home Rule Sales Tax

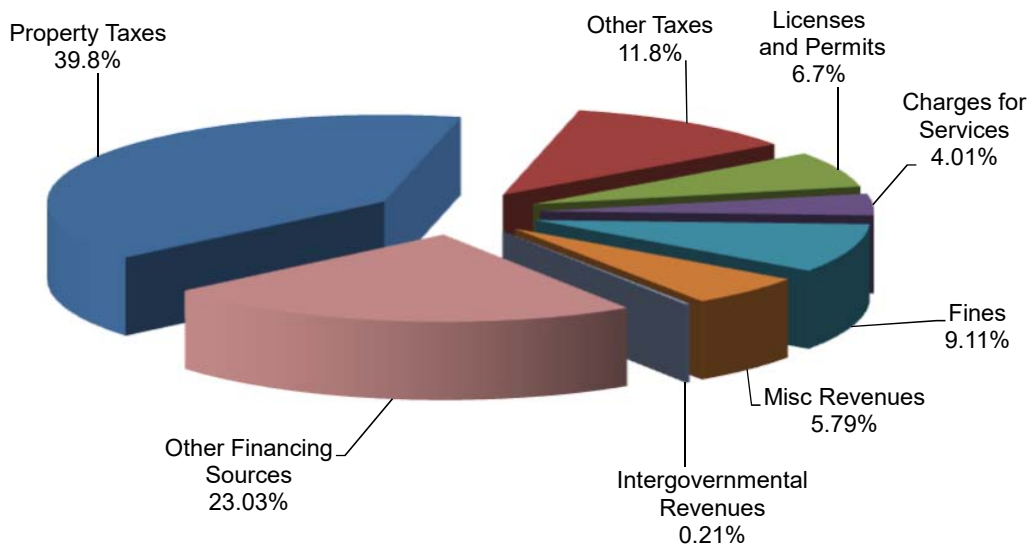
As will be explained further in the narrative, the Berwyn Securitization Corporation (BMSC) was created primarily as a result of the 2019 Police and Fire pension fund bond issue. For comparative purposes, revenues from both the General Fund and BMSC Fund are presented.

The following pages show the details of the 2020 budgeted revenue lines in the General Fund.

City of Berwyn
Summary of General Fund Revenues
2020 Budget

Revenue	2017 Balance	2018 Balance	2019 Projected	2019 Budget	2020 Budget	Requested Budget Change Amount	Requested Budget Change Percent
Property Taxes	$ 21,326,025	$ 21,227,338	$ 21,684,366	$ 21,960,811	$22,344,726	$ 383,915	2%
Other Taxes	19,421,300	20,840,415	8,188,163	8,125,991	6,414,950	(1,711,041)	-21%
Licenses and Permits	3,672,370	3,552,298	3,636,021	3,584,000	3,752,000	168,000	5%
Charges for Services	1,819,564	1,966,890	2,369,208	1,902,000	2,251,500	349,500	18%
Fines	5,152,173	4,914,953	5,075,563	4,958,643	5,120,000	161,357	3%
Miscellaneous Revenues	5,758,578	3,042,748	2,991,653	2,677,270	3,254,437	577,167	22%
Intergovernmental Revenues	118,266	122,311	123,466	120,000	120,000	-	0%
Other Financing Sources	-	183,053	39,019,080	41,007,500	12,940,889	(28,066,611)	-68%
Total General Fund Revenues	$ 57,268,276	$ 55,850,006	$ 83,087,520	$ 84,336,215	$ 56,198,502	$(28,137,713)	-33%

General Fund Revenues by Type



City of Berwyn
General Fund Revenues
2020 Budget

Account Number	Revenue	2017 Balance	2018 Balance	2019 Projected	2019 Budget	2020 Budget	Requested Budget Change Amount	Percent
	Taxes							
100-4000	Taxes - Property Corporate	$ 18,899,455	$ 18,585,032	$ 18,986,602	$ 19,195,765	$ 19,579,680	$ 383,915	2%
100-4005	Taxes - Personal Prp Replacement	248,383	212,872	196,404	213,000	213,000	-	0%
100-4010	Taxes - State Income/Local use	6,612,784	7,129,677	1,571,799	1,565,816	-	(1,565,816)	-100%
100-4015	Taxes - 1% State Sales/(Sales Tax Rebate)	3,852,290	4,184,732	28,401	52,095	(360,000)	(412,095)	-791%
100-4020	Taxes - Home Rule Sales	2,683,029	2,810,011	191,858	153,130	-	(153,130)	-100%
100-4025	Taxes - Municipal Utility	2,994,314	2,996,948	2,887,300	2,975,000	3,000,000	25,000	1%
100-4030	Taxes - Liquor	174,507	160,586	189,133	155,000	200,000	45,000	29%
100-4035	Taxes - Real Estate Transfer	1,890,665	2,317,555	2,064,593	2,000,000	2,250,000	250,000	13%
100-4040	Taxes - Gasoline	366,625	378,447	358,063	366,000	366,000	-	0%
100-4045	Taxes - Parking Lot	1,280	1,200	1,200	1,200	1,200	-	0%
100-4050	Taxes - Video	5,594	3,211	3,843	2,100	2,100	-	0%
100-4051	Taxes - Video Gaming	588,858	639,870	691,059	640,000	740,000	100,000	16%
100-4060	Taxes - Miscellaneous	2,971	5,306	4,510	2,650	2,650	-	0%
100-18-4000	Taxes - Property Fire Pension	1,181,376	1,217,979	1,222,638	1,255,220	1,255,220	-	0%
100-20-4000	Taxes - Property Police Pension	1,245,194	1,424,327	1,475,126	1,509,826	1,509,826	-	0%
	Total Taxes	40,747,325	42,067,753	29,872,529	30,086,802	28,759,676	(1,327,126)	-4%
	Licenses & Permits							
100-4100	Vehicle Licenses - Passenger	1,303,102	1,281,468	1,443,005	1,300,000	1,500,000	200,000	15%
100-4105	Vehicle Licenses - RV	595	383	4,016	500	4,500	4,000	800%
100-4110	Vehicle Licenses - Truck	179,454	184,491	224,306	185,000	225,000	40,000	22%
100-4115	Vehicle Licenses - other	15,694	15,078	16,930	16,000	16,000	-	0%
100-4120	Permits - Commuter Parking	115,022	110,722	127,288	126,500	126,500	-	0%
100-4125	Permits - Municipal Parking	143,475	134,793	147,550	139,500	147,000	7,500	5%
100-4130	Permits - Electric	73,574	66,355	375	65,000	-	(65,000)	-100%
100-4135	Permits - Building	175,452	167,998	137,410	165,000	140,000	(25,000)	-15%
100-4140	Permits - Local Improvement	732,326	618,570	489,330	646,000	490,000	(156,000)	-24%
100-4145	Licenses - Business	434,287	629,929	680,323	550,000	720,000	170,000	31%
100-4150	Licenses - Liquor	172,593	200,430	219,898	198,000	250,000	52,000	26%
100-4160	Licenses - Pet Tag	12,628	12,990	11,460	13,000	13,000	-	0%
100-4165	Escrow Default & Service Charges	212,588	50,836	66,715	100,000	50,000	(50,000)	-50%
100-4170	Electric Sign Inspection	37,390	19,540	8,195	19,500	10,000	(9,500)	-49%
100-4175	Certificate of Compliance	64,190	58,715	59,220	60,000	60,000	-	0%
	Total Licenses & Permits	3,672,370	3,552,298	3,636,021	3,584,000	3,752,000	168,000	5%

City of Berwyn
General Fund Revenues
2020 Budget

Account Number	Revenue	2017 Balance	2018 Balanc	2019 Projected	2019 Budget	2020 Budget	Requested Budget Change Amount	Percent
	Charges for Services							
100-4200	Sale of Gas (from COB pumps)	72,240	82,902	82,276	77,500	73,000	(4,500)	-6%
100-4210	Commuter Parking Meters	35,150	32,910	31,714	33,500	33,500	-	0%
100-4240	Recycling Rebate	76,818	64,911	19,217	10,000	-	(10,000)	-100%
100-4245	Sidewalk Construction	50,900	42,125	68,260	50,000	75,000	25,000	50%
100-18-4215	Paramedic Collections	847,779	851,416	1,002,328	875,000	1,000,000	125,000	14%
100-18-4299	Other Fees for Service	3,972	7,522	5,038	5,000	5,000	-	0%
100-18-4299-09	Other Fees for Service CPR Training Fees	285	540	780	500	500	-	0%
100-20-4299-11	Other Fees for Service Insurance Reports	13,090	14,969	9,424	13,000	10,000	(3,000)	-23%
100-20-4299-13	Other Fees for Service False Alarm Activation	300	-	-	-	-	-	-
100-20-4299-17	Other Fees for Service Sex Offender Registration	1,705	1,329	1,349	1,500	1,500	-	0%
100-20-4299-19	Other Fees for Service Fingerprinting	2,370	2,340	2,630	2,000	2,000	-	0%
100-20-4299-21	Other Fees for Service Property Room	14,650	(140)	5,934	8,000	10,000	2,000	25%
100-20-4299-23	Other Fees for Service Miscellaneous	3,366	10,628	15,133	-	-	-	-
100-24-4285	Inspections	121,470	278,530	537,015	285,000	500,000	215,000	75%
100-30-4255-02	Special Event Revenue National Night Out	350	638	1,775	-	-	-	-
100-32-4225	Recreation Revenues	879	1,121	990	1,000	1,000	-	0%
100-32-4225-01	Recreation Revenues Athletics	79,017	79,786	85,233	80,000	80,000	-	0%
100-32-4225-02	Recreation Revenues Adult Programs	25,037	20,526	23,326	20,000	20,000	-	0%
100-32-4225-03	Recreation Revenues Children's Programs	401,567	397,434	394,416	370,000	370,000	-	0%
100-32-4225-04	Recreation Revenues Pool	36,626	37,412	42,344	37,000	37,000	-	0%
100-32-4225-05	Recreation Revenues Concessions	-	586	-	-	-	-	-
100-32-4255	Special Event Revenue	-	455	955	-	-	-	-
100-32-4270	Rental Revenue	600	800	250	500	500	-	0%
100-46-4255-03	Special Event Revenue Senior Breakfast	3,720	4,366	4,366	1,000	1,000	-	0%
100-46-4299	Other Fees for Service	27,673	33,784	34,455	31,500	31,500	-	0%
	Total Charges for Services	1,819,564	1,966,890	2,369,208	1,902,000	2,251,500	349,500	18%
	Fines							
100-20-4310	Fees - Towing	6,420	7,924	6,855	10,000	10,000	-	0%
100-20-4311	Fines - Impound Vehicles	135,600	114,000	148,650	100,000	100,000	-	0%
100-20-4315	Fines - Parking Tickets	1,757,772	1,832,969	1,786,768	1,950,000	1,900,000	(50,000)	-3%
100-20-4320	Fines - Cook County Court	83,005	64,309	40,659	48,500	30,000	(18,500)	-38%
100-20-4325	Fines - Local Ordinance	26,540	23,694	32,051	25,000	25,000	-	0%
100-20-4340	Fines - Compliance Tickets	62,182	64,351	103,126	62,500	75,000	12,500	20%
100-20-4345	Fines - Red Light Photo Enforcement	2,793,313	2,589,826	2,701,026	2,517,643	2,600,000	82,357	3%
100-20-4355-09	Fines - Other Booting	26,800	25,740	43,590	25,000	160,000	135,000	540%
100-20-4355-11	Fines - Other Cannabis Tickets	8,230	6,742	9,658	5,000	5,000	-	0%
100-24-4325	Fines - Local Ordinance	252,311	185,398	203,180	215,000	215,000	-	0%
	Total Fines	5,152,173	4,914,953	5,075,563	4,958,643	5,120,000	161,357	3%

City of Berwyn
General Fund Revenues
2020 Budget

Account Number	Revenue	2017 Balance	2018 Balance	2019 Projected	2019 Budget	2020 Budget	Requested Budget Change Amount	Percent
	Intergovernmental Revenues							
100-4410	State Allotment - Hwy Maint	118,266	122,311	123,466	120,000	120,000	-	0%
	Total Intergovernmental Revenues	118,266	122,311	123,466	120,000	120,000	-	0%
	Other Miscellaneous Revenues							
100-4400	Grant Revenue	46,889	-	-	-	-	-	-
100-4690	Interdepartmental Charges	1,204,223	1,318,464	1,250,000	1,250,000	1,250,000	-	0%
100-4800	Interest Income	71,057	90,845	164,391	60,000	175,000	115,000	192%
100-4805	Franchises	440,551	414,726	414,649	415,000	425,000	10,000	2%
100-4810	Cell Tower Rental	358,038	272,160	336,384	222,000	340,000	118,000	53%
100-4835	Miscellaneous Revenue	93,930	37,194	31,448	35,000	32,000	(3,000)	-9%
100-4840	P Card Rebate (Fifth Third Bank Rewards)	60,634	65,918	42,042	61,500	61,500	-	0%
100-18-4250	Reimbursements - Fire	21,123	18,369	21,875	20,000	320,000	300,000	1500%
100-18-4265	Sponsorships	81	2,459	5,375	-	-	-	-
100-18-4400	Grant Revenue - Fire	12,080	31,037	55,118	3,750	3,750	-	0%
100-18-4800	Interest Income - Fire	139	408	494	200	200	-	0%
100-20-4250	Reimbursements - Police	74,931	51,660	60,138	30,000	30,000	-	0%
100-20-4400	Grant Revenue - Police	145,958	217,101	253,095	168,120	205,287	37,167	22%
100-20-4800	Interest Income - Police	127	224	339	200	200	-	0%
100-20-4850	Contributions - Police	3,530	5,390	3,855	4,000	4,000	-	0%
100-20-59-4250	Reimbursements - Police	64,361	56,100	55,000	65,000	65,000	-	0%
100-24-4250	Reimbursements - Building	4,690	6,000	-	-	-	-	-
100-24-4250-01	Reimbursements Buildings	106,155	102,301	80,041	95,000	95,000	-	0%
100-24-4250-02	Reimbursements Elevators	7,850	7,250	9,550	7,500	7,500	-	0%
100-26-35-4250	Reimbursements - Public Works - Streets	64,846	232,496	119,517	125,000	125,000	-	0%
100-26-35-4400	Grant Revenue - Public Works	2,861,011	(1,233)	-	-	-	-	-
100-32-4400	Grant Revenue - Recreation	5,927	-	-	-	-	-	-
100-46-4400	Grant Revenue - Senior Services	17,744	107,938	82,500	110,000	110,000	-	0%
100-46-4405	Grant Revenue - Senior Services	82,256	-	-	-	-	-	-
100-46-4850	Contributions - Senior Services							
	Total Other Miscellaneous Revenues	5,758,578	3,042,748	2,991,653	2,677,270	3,254,437	577,167	22%
	Other Financing Sources							
100-4820	Sale of City Property	-	7,242	-	7,500	7,500	-	0%
100-4900	Transfer from Other Funds	-	-	8,519,080	10,500,000	12,933,389		
100-4905	Capital Lease Proceeds	-	175,811	-	-	-	-	-
100-4915	Debt Proceeds	-	-	30,500,000	30,500,000	-	(30,500,000)	-100%
	Total Other Financing Sources	-	183,053	39,019,080	41,007,500	12,940,889	(28,066,611)	-68%
								-
	Total General Fund Revenues	$ 57,268,276	$ 55,850,006	$ 83,087,520	$ 84,336,215	$ 56,198,502	$ (28,137,713)	-33%

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	2018	Projected 2019	Budgeted 2020
Salaries	$ 28,553,602	$ 29,223,057	$ 31,781,287
Benefits	19,050,904	48,485,539	19,385,270
Capital Projects	303,435	63,997	966,308
Debt Service	27,028,143	8,558,578	11,939,550
BMSC	-	10,859,252	17,546,857
TIF	2,290,011	2,257,136	3,156,152
Utility	19,234,767	18,589,743	18,754,917
Internal Service	1,939,100	1,845,260	2,054,988
All other	14,977,295	12,152,224	12,319,622
Total Expenditures	$ 113,377,257	$ 132,034,786	$ 117,904,951

Increases in salaries are primarily based upon contractual raises and longevity increases.

The Benefits expense for Projected 2019 is expected to be about $30 million higher than 2018 and Budgeted 2020 due to the City's $30 million payment into the Police and Fire pension funds.

As discussed in the Description of City Funds and Accounting Structure section of this report, the City has a number of special revenue funds that are not budgeted. Despite not being budgeted, a fund of note is the Asset Forfeiture Fund.

The Asset Forfeiture Fund is a function of the Police Department and revenues are received from the Federal Government for assets seized that were used to commit Federal crimes. Since such revenue streams are unpredictable, budgeted figures are not determined.

In the analysis above as well as in the following tables, benefits include all non-base 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.

Significant Expenditures and Expenses

General Fund Expenditures

The breakdown below illustrates that Salaries and Benefits represent the majority of the City's General Fund expenditures.

Summary of Expenditures/Expenses by Type			
Fiscal Year	2018	Projected 2019	Budgeted 2020
Salaries	$ 25,707,896	$ 26,265,705	$ 28,430,754
Benefits	16,959,235	46,639,724	17,356,535
Total Salaries and Benefits	42,667,131	72,905,429	45,787,289
Total Expenditures	$ 56,595,919	$ 83,059,108	$ 56,192,915
Salaries and Benefits as a % of Total	75.39%	87.78%	81.48%

As explained previously, the General Fund Benefits expense for Projected 2019 is expected to be about $30 million higher than 2018 and Budgeted 2020 due to the City's $30 million payment into the Police and Fire pension funds.

Significant Expenditures and Expenses

Salaries and Benefits

The following chart summaries the amount of full-time equivalents as budgeted in 2019 and 2020.

Department	2019	2020
Mayor	1.50	1.50
City Administrator	3.50	4.00
City Clerk	3.00	3.00
Treasurer	1.00	1.00
City Council	8.00	8.00
Legal	2.25	2.25
Finance	10.00	11.00
Human Resources	1.00	1.00
Information Technology	7.00	7.00
Fire	82.00	82.00
Police	186.00	186.50
Fire & Police Commission	4.00	5.00
Building/Neighborhood Affairs	15.00	16.00
Streets	26.50	27.00
Zoning	6.00	6.00
Recreation	43.00	43.00
Senior Citizen's Program	9.00	9.00
Community Relations	1.00	1.00
Library	42.00	43.00
Community Development	3.00	3.00
Utilities	22.50	22.00
Asset Forfeiture	2.00	2.00
Total	479.25	484.25

The above chart recognizes each of the 11 elected officials and officials appointed to commission/board positions as 1 full-time equivalent. Additionally, each of the budgeted employees hired by the recreation department to aid in summer activities are calculated as a 0.25 full-time equivalent.

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
2020 Budget

Function	2016 Actual	2017 Actual	2018 Actual	2019 Projected	2019 Budget	2020 Budget	Requested Budget Change Change Amount	Requested Budget Change Change Percent
Mayor	$ 79,683	$ 80,699	$ 81,202	$ 81,913	$ 81,205	$ 84,409	$ 3,204	4%
Administrator	239,792	242,127	247,662	228,181	283,095	242,471	(40,624)	-14%
Clerk	95,172	129,413	130,552	84,520	98,549	98,549	-	0%
Treasurer	10,000	10,385	10,000	10,000	10,000	10,000	-	0%
Council	80,001	81,924	80,001	80,001	80,000	80,000	-	0%
Legal	212,645	214,864	219,214	220,519	219,120	230,486	11,366	5%
Finance	668,056	616,256	638,358	637,649	668,041	708,430	40,389	6%
Human Resources	55,220	55,908	58,289	51,646	60,500	62,993	2,493	4%
Information Technology	427,612	453,940	519,876	523,558	463,135	480,728	17,593	4%
Total General Government	1,868,181	1,885,516	1,985,154	1,917,987	1,963,645	1,998,066	34,421	2%
Fire	$ 7,295,223	$ 7,268,856	$ 7,185,227	$ 7,521,477	$ 7,402,634	$ 7,810,744	$ 408,110	6%
Police	13,049,026	13,389,048	13,311,769	13,665,637	13,702,036	14,972,715	1,270,679	9%
Fire and Police Commission	20,000	20,000	20,000	19,558	20,000	20,000	-	0%
Total Public Safety	20,364,249	20,677,904	20,516,996	21,206,672	21,124,670	22,803,459	1,678,789	8%
Building / Neighborhood Affairs	$ 533,463	$ 580,687	$ 608,754	$ 608,913	$ 641,098	$ 661,255	$ 20,157	3%
Streets/Fleet	1,459,040	1,628,408	1,562,956	1,522,296	1,656,113	1,845,655	189,542	11%
Total Public Works	1,992,503	2,209,095	2,171,710	2,131,209	2,297,211	2,506,910	209,699	9%
Zoning	$ 6,360	$ 5,653	$ 8,745	$ 6,360	$ 6,360	$ 6,360	$ -	0%
Total Economic Development	6,360	5,653	8,745	6,360	6,360	6,360	-	0%
Recreation	$ 807,022	$ 883,492	$ 809,706	$ 759,957	$ 850,000	$ 850,000	$ -	0%
Senior Citizen's Program	178,801	183,558	210,585	238,520	247,474	260,959	13,485	5%
Community Relations	5,000	5,000	5,000	5,000	5,000	5,000	-	0%
Total Culture and Recreation	990,823	1,072,050	1,025,291	1,003,477	1,102,474	1,115,959	13,485	1%
Total General Fund Salaries	**$ 25,222,116**	**$ 25,850,218**	**$ 25,707,896**	**$ 26,265,705**	**$ 26,494,360**	**$ 28,430,754**	**$ 1,936,394**	7%
Berwyn Public Library	$ 1,485,203	$ 1,419,988	$ 1,441,602	$ 1,579,342	$ 1,681,659	$ 1,857,110	175,451	10%
Community Development	160,065	147,572	156,376	156,798	156,797	163,627	6,830	4%
Utilities	1,223,298	1,203,382	1,247,728	1,221,212	1,279,337	1,329,796	50,459	4%
City-Wide Salaries	**$ 28,090,682**	**$ 28,621,160**	**$ 28,553,602**	**$ 29,223,057**	**$ 29,612,153**	**$ 31,781,287**	**$ 2,169,134**	7%

City of Berwyn
Summary of Benefits and Related Payments
2020 Budget

Function	2016 Actual	2017 Actual	2018 Actual	2019 Projected	2019	2020 Budget	Requested Budget Change Change Amount	Requested Budget Change Change Percent
Mayor	$ 59,152	$ 62,732	$ 70,592	$ 70,802	$ 67,309	$ 68,888	$ 1,579	2%
Administrator	122,034	127,386	133,308	169,076	172,633	170,283	(2,350)	-1%
Clerk	97,445	108,978	114,060	40,272	64,979	76,844	11,865	18%
Treasurer	10,000	69,557	37,349	37,289	38,176	38,224	48	0%
Council	100,210	120,220	154,813	169,828	169,419	181,697	12,278	7%
Legal	70,197	69,557	70,505	73,124	76,924	83,697	6,773	9%
Finance	394,895	373,856	376,639	357,243	362,004	370,539	8,535	2%
Human Resources	34,803	34,803	26,068	23,934	26,853	37,092	10,239	38%
Information Technology	253,221	269,572	277,703	280,957	294,087	308,046	13,959	5%
Statutory	(42,930)	64,760	103,370	159,397	7,000	7,000	-	0%
Total General Government	1,099,027	1,301,421	1,364,407	1,381,922	1,279,384	1,342,310	62,926	5%
Fire	$ 4,572,841	$ 5,014,792	$ 4,902,585	$ 19,807,157	$ 19,919,661	$ 4,938,555	$ (14,981,106)	-75%
Police	8,165,533	8,385,177	8,819,934	23,689,112	24,074,426	9,171,184	(14,903,242)	-62%
Fire and Police Commission	1,530	3,619	4,140	4,020	1,343	1,530	187	14%
Total Public Safety	12,739,904	13,403,588	13,726,659	43,500,289	43,995,430	14,111,269	(29,884,161)	-68%
Building / Neighborhood Affairs	$ 402,091	$ 457,357	$ 471,894	$ 410,481	$ 475,476	$ 485,074	$ 9,598	2%
Streets/Fleet	998,485	985,519	1,041,672	1,010,348	1,042,166	1,054,980	12,814	1%
Total Public Works	1,400,576	1,442,876	1,513,566	1,420,829	1,517,642	1,540,054	22,412	1%
Zoning	$ 405	$ 3,619	$ 669	$ 547	$ 487	$ 487	$ -	0%
Total Economic Development	405	3,619	669	547	487	487	-	0%
Recreation	$ 273,524	$ 291,811	$ 269,618	$ 247,537	$ 264,413	$ 270,754	$ 6,341	2%
Senior Citizen's Program	98,064	98,472	83,933	88,247	90,254	91,278	1,024	1%
Community Relations	383	383	383	353	383	383	-	0%
Total Culture and Recreation	371,971	390,666	353,934	336,137	355,050	362,415	7,365	2%
Total General Fund Benefits	**$ 15,611,883**	**$ 16,542,170**	**$ 16,959,235**	**$ 46,639,724**	**$ 47,147,993**	**$ 17,356,535**	**$ (29,791,458)**	-63%
Berwyn Public Library	$ 836,896	$ 800,500	$ 842,049	$ 830,822	$ 919,601	$ 947,515	$ 27,914	3%
Community Development	108,964	106,208	106,413	101,512	108,687	110,323	1,636	2%
Utilities	1,033,720	995,303	1,143,207	913,481	983,168	970,897	(12,271)	-1%
City-Wide Benefits	**$ 17,591,463**	**$ 18,444,181**	**$ 19,050,904**	**$ 48,485,539**	**$ 49,159,449**	**$ 19,385,270**	**$ (29,774,179)**	-61%

City of Berwyn
Summary of Total Expenditures/Expenses
2020 Budget

Fund	2017 Actual	2018 Actual	2019 Projected	2019 Budget	2020 Budget	Requested Budget Change Amount	Change Percent
General Fund Expenditures	$ 57,161,340	$ 56,595,919	$ 83,059,108	$ 84,334,710	$ 56,192,915	$ (28,141,795)	-33%
Special Revenue Funds							
Berwyn Public Library	2,890,703	3,083,698	3,656,658	3,822,124	3,935,876	113,752	3%
Community Development	1,862,563	1,329,005	1,181,707	1,552,893	1,241,581	(311,312)	-20%
Foreign Fire	61,570	43,388	49,751	57,000	52,000	(5,000)	-9%
Motor Fuel Tax	1,418,738	1,238,620	1,646,249	1,694,734	1,992,900	298,166	18%
Tax Incremental Financing Districts							
S. Berwyn TIF	789,647	733,748	742,607	774,155	1,224,542	450,387	58%
Harlem TIF	513,585	587,871	1,115,285	1,137,479	1,298,198	160,719	14%
Roosevelt TIF	465,005	968,392	399,244	431,729	633,412	201,683	47%
Total TIF's	1,768,237	2,290,011	2,257,136	2,343,363	3,156,152	812,789	35%
Capital Projects	560,356	303,435	63,997	750,000	966,308	216,308	29%
Debt Service	11,588,187	27,028,143	8,558,578	8,908,403	11,939,550	3,031,147	34%
Berwyn Municipal Securitization (BMSC)	-	-	10,859,252	-	17,546,857	17,546,857	-
Utilities	18,626,697	19,234,767	18,589,743	18,017,860	18,754,917	737,057	4%
Parking Garage	273,937	291,171	267,347	79,730	70,907	(8,823)	-11%
Internal Service	1,698,394	1,939,100	1,845,260	1,541,500	2,054,988	513,488	33%
City-Wide Costs	**$ 97,910,722**	**$ 113,377,257**		**$ 123,102,317**	**$ 117,904,951**	**$ (5,197,366)**	**-4%**

City of Berwyn
Summary of General Fund Expenditures
2020 Budget

Dept #	Expenditures	2017 Balance	2018 Balance	2019 Projected	2019 Budget	2020 Budget	Requested Budget Change Amount	Requested Budget Change Percent
	General Government							
02	Mayor	$ 153,122	$ 162,384	$ 158,537	$ 160,427	$ 166,030	$ 5,603	3%
03	City Administrator	456,557	467,889	486,023	550,959	500,890	(50,069)	-9%
04	Clerk	261,739	259,919	142,093	186,874	244,528	57,654	31%
06	Treasurer	46,136	51,177	49,272	53,879	54,232	353	1%
08	Council	232,447	265,641	291,252	286,643	300,509	13,866	5%
10	Legal	1,016,730	1,094,468	733,701	988,345	1,012,890	24,545	2%
12	Finance	1,554,902	1,589,531	1,543,440	1,549,797	1,721,226	171,429	11%
16	Information Technology	1,246,859	1,316,134	1,289,729	1,326,638	1,346,516	19,878	1%
17	Statutory	118,590	217,245	327,927	113,494	113,494	-	0%
	Public Safety							
18	Fire	12,974,342	13,172,871	28,138,926	28,137,165	14,011,023	(14,126,142)	-50%
20	Police	24,287,780	25,258,341	40,316,624	40,498,728	27,528,754	(12,969,974)	-32%
22	Fire and Police Commission	46,528	62,084	92,610	70,368	70,555	187	0%
	Public Works							
24	Building / Neighborhood Affairs	1,801,435	1,767,070	1,629,243	1,803,500	1,861,483	57,983	3%
26	Public Works	7,331,454	4,174,217	4,116,351	4,382,859	4,770,043	387,184	9%
	Economic Development							
28	Zoning	9,532	9,414	7,702	15,847	15,847	-	0%
30	Committee and Planning	210,811	202,075	172,312	215,000	212,500	(2,500)	-1%
	Culture and Recreation							
32	Recreation	1,633,247	1,549,911	1,580,180	1,603,409	1,679,898	76,489	5%
34	Community Relations	5,383	5,383	4,968	6,783	6,783	-	0%
46	Senior Services	402,630	456,231	488,458	483,995	575,714	91,719	19%
	Other Financing Uses/Other Dept's							
-	Bond Issuance	-	-	-	500,000	-	(500,000)	-100%
-	Transfer to other funds	3,371,116	4,513,934	1,489,760	1,400,000	-	(1,400,000)	-100%
	Total General Fund Expenditures	$ 57,161,340	$ 56,595,919	$ 83,059,108	$ 84,334,710	$ 56,192,915	$ (28,141,795)	-33%

Office of the Mayor

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 and key staff for submittal to the City Council and the Budget Committee.

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. In collaboration with the City Clerk, the Mayor's office should assure that the agendas for the City Council meetings allow for an efficient progress on the issues important to the City. The Mayor's office should address Aldermanic concerns.

Office of the Mayor

- 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.

City of Berwyn
2020 Budgeted Expenditures by Department
Mayor
12/31/2020

Account Number	Account Name	2017 Balance	2018 Balance	2019 Projected	2019 Budget	2020 Budget	Requested Budget Change
100-02-5000	Mayor - Salaries	$ 80,699	$ 81,202	$ 81,913	$ 81,205	$ 84,409	$ 3,204
100-02-5030	Mayor - Unused Buyback	-	2,192	-	-	-	-
100-02-5035	Mayor - Benefits	62,732	68,400	64,643	67,309	68,888	1,579
100-02-5200	Mayor - Administrative Expenses	4,584	3,998	3,435	7,500	7,500	-
100-02-5220	Mayor - Training, Dues & Publications	10	961	1,552	-	-	-
100-02-5225	Mayor - Supplies	2,946	1,839	1,772	1,000	1,000	-
100-02-5235	Mayor - Postage & Printing	522	292	13	845	845	-
100-02-5290	Mayor - Other General Expenses	749	1,543	3,425	1,000	1,000	-
100-02-5625	Mayor - Copier Maintenance	693	868	785	919	700	(219)
100-02-5625	Mayor - Internal Service Fund	187	1,089	999	649	1,688	1,039
Department Total		$ 153,122	$ 162,384	$ 158,537	$ 160,427	$ 166,030	$ 5,603

Office of the City Administrator

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 administration of the affairs of the City and policies adopted by City Council.

The City Administrator may recommend appointments of such assistants, department heads, and employees as are necessary, 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, and to the extent permitted by law and subject to the City Administrator's discretion and 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.
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 City.
8. Assist the Mayor and Finance Director with the preparation and submittal of a recommended annual budget for City operations to include capital programs and administer the approved budget after adoption.

Office of the City Administrator

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.
13. Oversee City Switchboard operation.

City of Berwyn
2020 Budgeted Expenditures by Department
City Administration
12/31/2020

Account Number	Account Name	2017 Balance	2018 Balance	2019 Projected	2019 Budget	2020 Budget	Requested Budget Change
100-03-5000	City Admin - Salaries	$ 242,127	$ 247,662	$ 228,181	$ 283,095	$ 242,471	$ (40,624)
100-03-5025	City Admin - Other Stipend	-	-	1,100	-	1,000	1,000
100-03-5030	City Admin - Sick Day Buy Back	10,208	12,604	16,368	11,379	5,439	(5,940)
100-03-5035	City Admin - Benefits	117,178	120,704	147,479	161,254	163,844	2,590
100-03-5220	City Admin - Training	15,739	16,523	14,620	20,000	10,000	(10,000)
100-03-5225	City Admin - Supplies	1,109	87	4,905	1,600	1,600	-
100-03-5235	City Admin - Postage & Printing	522	822	1,698	805	805	-
100-03-5290	City Admin - Other General Expenses	12,220	10,264	7,950	9,500	9,500	-
100-03-5300	City Admin - Professional Services	55,000	55,000	60,000	60,000	60,000	-
100-03-5400	City Admin - Repairs & Maintenance	1,210	109	-	500	500	-
100-03-5405	City Admin - Copier Maintenance	693	868	785	919	700	(219)
100-03-5625	City Admin - Internal Service Fund	551	3,246	2,937	1,907	5,031	3,124
Department Total		$ 456,557	$ 467,889	$ 486,023	$ 550,959	$ 500,890	$ (50,069)

Clerk

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 prescribe by 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. 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
-
- 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

Clerk

- Oversee City records management, retention and destruction, and the City switchboard
- Provide block party, block garage sales applications and coordinate for council approval
- Files required documents with the State and County

City of Berwyn
2020 Budgeted Expenditures by Department
Clerk
12/31/2020

Account Number	Account Name	2017 Balance	2018 Balance	2019 Projected	2019 Budget	2020 Budget	Requested Budget Change
100-04-5000	Clerk - Salaries	$ 129,413	$ 130,552	$ 84,520	$ 98,549	$ 98,549	$ -
100-04-5010	Clerk - Overtime	-	-	457	-	-	-
100-04-5020	Clerk - Education Stipend	2,115	-	-	-	-	-
100-04-5020	Clerk - Other Stipend	2,400	2,400	257	1,000	1,000	-
100-04-5030	Clerk - Sick Day Buy Back	1,273	5,748	-	-	-	-
100-04-5035	Clerk - Benefits	103,190	105,912	38,247	63,979	75,844	11,865
100-04-5200	Clerk - Administrative Expenses	1,563	918	4,300	4,500	4,500	-
100-04-5220	Clerk - Training, Dues & Publications	2,501	727	4,294	2,500	2,500	-
100-04-5225	Clerk - Supplies	2,438	1,074	875	1,500	1,500	-
100-04-5235	Clerk - Postage & Printing	567	781	474	750	750	-
100-04-5290	Clerk - Other General Expenses	541	171	200	2,000	47,000	45,000
100-04-5405	Clerk - Copier Maintenance	3,948	4,362	4,348	4,500	3,500	(1,000)
100-04-5610	Clerk - Codification	11,162	2,930	2,433	4,000	4,000	-
100-04-5615	Clerk - Record Retention	358	2,483	-	2,500	2,500	-
100-04-5625	Clerk - Internal Service Fund	270	1,861	1,688	1,096	2,885	1,789
Department Total		$ 261,739	$ 259,919	$ 142,093	$ 186,874	$ 244,528	$ 57,654

Office of the City Treasurer

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, and also attends Council meetings.

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.

City of Berwyn
2020 Budgeted Expenditures by Department
Treasurer
12/31/2020

Account Number	Account Name	2017 Balance	2018 Balance	2019 Projected	2019 Budget	2020 Budget	Requested Budget Change
100-06-5000	Treasurer - Salaries	$ 10,385	$ 10,000	$ 10,000	$ 10,000	$ 10,000	$ -
100-06-5035	Treasurer - Benefits	31,707	37,349	36,053	38,176	38,224	48
100-06-5225	Treasurer - Supplies	-	-	-	250	250	-
100-06-5235	Treasurer - Postage & Printing	4,000	3,500	2,756	5,000	5,000	-
100-06-5290	Treasurer - Other General Expenses	-	-	150	250	250	-
100-06-5625	Treasurer - Internal Service Fund	44	328	313	203	508	305
Department Total		$ 46,136	$ 51,177	$ 49,272	$ 53,879	$ 54,232	$ 353

City Council

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 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 Aldermanic Committees: Administration; Budget, Finance & Revenue; Building & Zoning; Human Relations & Housing; Licensing & Taxation; Outreach; Police & Fire; Public Works, Parking, Trees, Traffic, Streets & Sewers; 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, Fire and Police Pension Board and Zoning Board of Appeals.

SERVICES:

- Represent all residents of Berwyn as well as their respective wards.
- Assist constituents with issues and requests relating to City departments and services.
- Establish the City budget and determine tax levy.
- Set City-wide 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.

City Council

- Approve contracts and major expenses through bidding process.

City of Berwyn
2020 Budgeted Expenditures by Department
Council
12/31/2020

Account Number	Account Name	2017 Balance	2018 Balance	2019 Projected	2019 Budget	2020 t	Requested Budget Change
100-08-5000	Council - Salaries	$ 81,924	$ 80,001	$ 83,924	$ 80,000	$ 80,000	$ -
100-08-5035	Council - Benefits	120,220	154,813	169,828	169,419	181,697	12,278
100-08-5200-01	Council - Ward 1	4,499	4,491	4,500	4,500	4,500	-
100-08-5200-02	Council - Ward 2	4,500	4,500	4,500	4,500	4,500	-
100-08-5200-03	Council - Ward 3	4,181	3,771	4,500	4,500	4,500	-
100-08-5200-04	Council - Ward 4	2,066	4,460	4,500	4,500	4,500	-
100-08-5200-05	Council - Ward 5	4,285	2,330	4,500	4,500	4,500	-
100-08-5200-06	Council - Ward 6	4,500	4,500	4,500	4,500	4,500	-
100-08-5200-07	Council - Ward 7	2,218	2,095	4,500	4,500	4,500	-
100-08-5200-08	Council - Ward 8	3,736	2,902	4,500	4,500	4,500	-
100-08-5290	Council - Other General Expenses	65	-	-	250	250	-
100-08-5625	Council - Internal Service Fund	253	1,778	1,500	974	2,562	1,588
Department Total		$ 232,447	$ 265,641	$ 291,252	$ 286,643	$ 300,509	$ 13,866

Legal Department

PROGRAM MANAGER: City Attorney

PROGRAM DESCRIPTION:

The Law Department is an executive level department headed by an Illinois licensed attorney appointed by the Mayor and charged with the coordination of the legal business of the City, including all litigation and actions filed on behalf of or against the City. The Legal 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.

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.

Legal Department

- Coordinates the review of Freedom of Information requests with the Clerk's office.
- Reviews and recommends changes to departmental policies and procedures.
- Reviews all real estate foreclosure transfer fees and lien collections.
- Currently the attorney for the Ethics Commission.

City of Berwyn
2020 Budgeted Expenditures by Department
Legal
12/31/2020

Account Number	Account Name	2017 Balance	2018 Balance	2019 Projected	2019 Budget	2020 Budget	Requested Budget Change
			7,230	6,748	4,382	11,207	6,825
Department Total		$ 1,016,730	$ 1,094,468	$ 733,701	$ 988,345	$ 1,012,890	$ 24,545

Finance Department

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. 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 office; 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's Office 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 Benefits 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

Finance Department

- Verification of employee time in accordance with the City's employee handbook and applicable union contracts.
- 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
- 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
2020 Budgeted Expenditures by Department
Finance
12/31/2020

Account Number	Account Name	2017 Balance	2018 Balance	2019 Projected	2019 Budget	2020 Budget	Requested Budget Change
100-12-5000	Finance - Salaries	$ 407,602	$ 409,382	$ 389,629	$ 418,458	$ 407,300	$ (11,158)
100-12-5010	Finance - Overtime	-	-	-	-	-	-
100-12-5030	Finance - Sick Day Buy Back	22,224	18,006	37,677	19,018	19,018	-
100-12-5035	Finance - Benefits	170,439	170,032	150,191	164,589	156,673	(7,916)
100-12-5215	Finance - Telephone	334	-	-	2,500	-	(2,500)
100-12-5220	Finance - Training, Dues, & Publications	4,974	3,680	5,688	5,500	8,000	2,500
100-12-5225	Finance - Supplies	4,804	4,935	8,976	5,000	5,000	-
100-12-5235	Finance - Postage & Printing	7,724	3,746	2,912	7,500	7,500	-
100-12-5290	Finance - Other General Expenses	123,386	142,441	101,173	60,000	140,000	80,000
100-12-5300	Finance - Professional Services	1,002	580	329	1,000	1,000	-
100-12-5400	Finance - Repairs & Maintenance	-	-	-	-	-	
100-12-5405	Finance - Copier Maintenance	1,449	1,646	1,654	2,000	1,500	(500)
100-12-5625	Finance - Internal Service Fund	1,907	10,415	9,186	5,965	16,143	10,178
100-12-5800	Finance - Capital Outlay	-	3,642	1,022	3,000	-	(3,000)
	Total Finance	745,845	768,505	708,437	694,530	762,134	67,604
100-12-11-5000	Collectors - Salaries	$ 208,654	$ 228,976	$ 248,020	$ 249,583	$ 301,130	$ 51,547
100-12-11-5010	Collectors - Overtime	-	-	-	-	-	-
100-12-11-5025	Collectors - Stipends	1,300	1,200	1,200	1,200	1,200	-
100-12-11-5030	Collectors - Sick Day Buy Back	12,605	13,223	10,540	6,003	6,003	-
100-12-11-5035	Collectors - Benefits	167,288	174,178	166,166	171,194	187,645	16,451
100-12-11-5220	Collectors - Training, Dues, & Publications	-	-	2,402	-	5,000	5,000
100-12-11-5225	Collectors - Supplies	2,021	5,433	4,132	5,000	5,000	-
100-12-11-5235	Collectors - Postage & Printing	18,791	12,417	22,154	17,500	17,500	-
100-12-11-5290	Collectors - Other General Expenses	3,209	2,848	788	2,500	2,500	-
100-12-5300-03	Collector - Collection Service Fees	232,624	236,407	221,960	235,000	235,000	-
100-12-5300-04	Finance - Vehicle Registration Service	71,439	55,671	83,783	72,500	90,000	17,500
10012-5405	Collectors - Copier Maintenance	969	1,177	1,073	1,200	750	(450)
	Total Collectors	718,900	731,530	762,218	761,680	851,728	90,048
100-14-5000	Benefits Coordinator - Salaries	$ 55,908	$ 58,289	$ 51,646	$ 60,500	$ 62,993	$ 2,493
100-14-5025	Benefits Coordinator - Stipends- Other	-	1,200	1,000	1,200	1,200	-
100-14-5030	Benefits Coordinator - Sick Day Buy Back	1,559	2,233	-	2,782	-	(2,782)
100-14-5035	Benefits Coordinator - Benefits	28,454	22,635	18,354	22,871	35,892	13,021
100-14-5220	Benefits Coordinator - Training, Dues & Publications	1,197	887	-	1,000	1,000	-
100-14-5225	Benefits Coordinator - Supplies	1,312	2,064	627	2,000	2,000	-
100-14-5235	Benefits Coordinator - Postage & Printing	710	353	28	1,000	1,000	-
100-14-5290	Benefits Coordinator - Other General Expenses	675	687	-	1,500	1,500	-
100-14-5625	Benefits Coordinator - Internal Service Fund	342	1,148	1,130	734	1,779	1,045
	Total Benefits Coordinator	90,157	89,496	72,785	93,587	107,364	13,777
Department Total		$ 1,554,902	$ 1,589,531	$ 1,543,440	$ 1,549,797	$ 1,721,226	$ 171,429

Department of Information Technology

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 governmental 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. Additionally, this department provides IT support services for the Berwyn Development Corporation.

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.

Department of Information Technology

- 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 city-wide technology related training including the Microsoft Office suite of tools, electronic mail, packaged and developed application training, and managing the given training areas.

City of Berwyn
2020 Budgeted Expenditures by Department
Information Technology
12/31/2020

Account Number	Account Name	2017 Balance	2018 Balance	2019 Projected	2019 Budget	2020 Budget	Requested Budget Change
100-16-5000	IT - Salaries	$ 453,940	$ 519,876	$ 523,558	$ 463,135	$ 480,728	$ 17,593
100-16-5000	IT - Stipends-Other	-	-	15,350	15,800	15,600	(200)
100-16-5030	IT - Sick Day Buy Back	12,328	13,348	19,012	21,737	19,994	(1,743)
100-16-5035	IT - Benefits	257,244	264,355	247,223	256,550	272,452	15,902
100-16-5210	IT - Vehicle Gas & Oil	-	737	-	1,500	1,000	(500)
100-16-5220	IT - Training, Dues, & Publications	233	500	4,631	1,500	1,000	(500)
100-16-5225	IT - Supplies	3,143	4,575	4,270	2,500	3,000	500
100-16-5235	IT - Postage & Printing	-	-	340	-	-	-
100-16-5290	IT - Other General Expenses	47,872	45,044	52,832	72,000	72,000	-
100-16-5300	IT - Professional Service	18,013	9,768	15,778	20,000	25,000	5,000
100-16-5300	IT - Repairs & Maintenance	-	-	-	2,500	1,000	(1,500)
100-16-5410	IT - Hardware Maintenance	44,187	40,181	47,077	37,500	41,000	3,500
100-16-5415	IT - Software Maintenance	29,642	30,403	28,734	27,500	25,000	(2,500)
100-16-5415	IT - Equipment Lease	19,018	19,018	19,018	19,019	-	(19,019)
100-16-5510	IT - Hardware Purchases	66,784	58,420	64,849	80,000	80,000	-
100-16-5515	IT - Software Purchases	26,238	37,399	26,786	35,000	30,000	(5,000)
100-16-5530	IT - Network Infrastructure	266,773	263,644	211,960	265,000	265,000	-
100-16-5625	IT - Internal Service Fund	1,444	8,866	8,311	5,397	13,742	8,345
Department Total		$ 1,246,859	$ 1,316,134	$ 1,289,729	$ 1,326,638	$ 1,346,516	$ 19,878

Fire Department

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 eighty full-time firefighters. Currently we have 41 fully trained Advanced Life Support (ALS) Paramedics, and 11 fully trained Basic Life Support (BLS) Emergency Medical Technicians. The remaining members are certified at the First Responder level for medical emergencies. 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 (MABAS). 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:

- Community fire prevention safety talks

Fire Department

- Property conservation
- Fire prevention and inspection services
- 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.

The following station locations serve the City and its residents:

- Station 1 (South) – 6434 Windsor Ave.
- Station 2 (North) – 6615 16th St.
- Station 3 (Center) – 6700 W. 26th St.

City of Berwyn
2020 Budgeted Expenditures by Department
Fire
12/31/2020

Account Numbe	Account Name	2017 Balance	2018 Balance	2019 Projected	2019 Budget	2020 Budget	Requested Budget Change
100-18-5000	Fire - Salaries	$ 7,268,856	$ 7,185,227	$ 7,442,251	$ 7,402,634	$ 7,810,744	$ 408,110
100-18-15-5000	Fire - Salaries for EMS	-	-	-	-	-	
100-18-5005	Fire - Out of Class	93,031	95,179	138,171	158,572	158,572	-
100-18-5010	Fire - Overtime	498,963	432,180	372,269	305,000	305,000	-
100-18-5015	Fire - Uniform Stipend	75,500	74,000	76,500	78,500	77,500	(1,000)
100-18-5020	Fire - Education Stipend	28,250	37,200	28,000	28,000	30,750	2,750
100-18-5025	Fire - Other Stipend	99,868	97,847	54,648	44,630	41,950	(2,680)
100-18-5030	Fire - Sick Day Buy Back	458,435	299,408	308,391	300,000	325,000	25,000
100-18-5035	Fire - Benefits	2,576,144	2,648,792	2,606,439	2,749,739	2,766,957	17,218
100-18-5040	Fire - Tuition Reimbursement	11,088	4,150	5,125	10,000	11,125	1,125
100-18-5045	Fire - Pension	1,184,601	1,217,979	16,222,739	16,255,220	1,232,826	(15,022,394)
100-18-5205	Fire - Utilities	10,246	11,144	11,702	12,000	12,000	-
100-18-5210	Fire - Vehicle Gas and Oil	50,198	78,000	72,847	55,000	55,000	-
100-18-5215	Fire - Telephone	7,162	11,413	11,661	12,500	10,500	(2,000)
100-18-5220	Fire - Training, Dues and Publications	36,354	42,513	34,619	47,500	47,500	-
100-18-5225	Fire - Supplies	8,211	10,355	16,568	12,000	15,500	3,500
100-18-5235	Fire - Postage and Printing	1,202	340	436	1,000	1,000	-
100-18-5290	Fire - Other general Expenses	32,341	38,660	32,616	42,000	48,000	6,000
100-18-5300-03	Fire - Collection Service Fees	37,672	40,726	40,390	40,300	150,000	109,700
100-18-5400	Fire - Repairs and Maintenance	125,099	132,563	147,438	160,000	155,000	(5,000)
100-18-5405	Fire - Copier Maintenance	2,072	2,472	2,154	2,500	2,500	-
100-18-5500	Fire - Equipment Purchases	19,783	30,824	83,373	76,500	76,500	-
100-18-5500-01	Fire - Turnout Gear	41,916	38,550	55,438	50,000	50,000	-
100-18-5505	Fire - Equipment Lease	223,563	154,571	141,733	142,000	142,000	-
100-18-5625	Fire - Internal Service Fund	83,787	312,967	233,418	151,570	485,099	333,529
100-18-5800	Fire - Capital outlay	-	175,811	-	-	-	-
Department Total		$ 12,974,342	$ 13,172,871	$ 28,138,926	$ 28,137,165	$ 14,011,023	$ (14,126,142)

Police Department

PROGRAM MANAGER: Chief of Police

PROGRAM DESCRIPTION:

The Police Department of the City of Berwyn is dedicated to protecting life and property through quality police services based on honesty, integrity, and professionalism which are the essential threads of policing.

As 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 successful prosecution of offenders as the ultimate goal cannot be overlooked.

The attached budget was carefully structured to enable the Department to continue to provide a very high level of professional, effective and efficient service to the citizens of Berwyn.

Organization:

The Police Department executive management team consists of the Chief of Police, Deputy Chief of Police, and four Division Commanders.

The department is divided into four divisions each directed by a Division Commander:

- Field Operations
- Staff Operations
- Administrative Services
- Support Services

Department Description – Field Operations:

The Field Operations Division is responsible for the administration of all aspects of the patrol division which includes supervision of Watch Commanders and patrol officers for all three shifts. Departmental training standards for all sworn members, as well as new officer recruit and lateral entry officer's fall under Field

Police Department

Operations. The Departments Auxiliary Police operations, part time certified officers, and secondary employment for all personnel of the Berwyn Police Department are all part of Field Operations.

The Field Operations Division Commander also serves as the Departments Liaison for all mutual aid compacts that include NIPAS (Northern Illinois Police Alarm System) a regional response team, and ILEAS (Illinois Law Enforcement Alarm System) a statewide mutual aid organization. The Field Operations Division Commander will also oversee all range and weapons management systems.

Department Description – Staff Operations:

Community Oriented Policing Strategies are an important component and philosophy of the Berwyn Police Department. The Division Commander of Staff Operations is responsible for coordinating, directing, and establishing all School Safety and Emergency Crisis planning throughout the schools in districts 201, 100, and 98. Program oversight also includes our new and highly successful Domestic Violence Assistance Program.

Staff Operations is the entity responsible for maintaining up-to-date department standards in all Policy, Procedures, and Department Directives to meet the highest professional standards of the Berwyn Police Department. A vital purpose of the Division Commander of Staff Operations involves coordinating, planning, and training of all Homeland Security initiatives. Homeland Security projects will enhance the City and police department efforts to build strong networks and to work extensively with other local, state, and federal law enforcement agencies as well as public and private organizations in our efforts to secure our nation and meet all established NIMS requirements.

The Division Commander of Staff Services oversees the Youth / Community Relations and Services Unit to invoke a strong partnership and interactions with the community. It is an organizational strategy of the Berwyn Police Department that allows the police and community residents to work closely together in new ways to help solve the problems of crime while maintaining a high quality of life standard in our neighborhoods

The Division Commander of Staff Operations will also oversee Department K-9 operations and training, along with court services, and supervisory management and accountability.

Police Department

Department Description – Administrative Services:

Under general direction of the Chief of Police, coordinates the development of the operating budget with the Chief and Division Administrators. The Division Commander of Administrative Services organizes and manages the Police Department budget; including financial analyses, cost recovery programs, payroll, grant administration, and conducts on-going research into cost reduction measures. The Division Commander will design and administer programs and organizational changes from variety of funding sources, and performs independent research and special studies involving data collection and analysis of departmental operations and structures, including building security and maintenance, and human resource management.

The Division Commander of Administrative Services prepares a wide variety of written reports and project overviews that include 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.

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, and is also responsible for statistical crime data studies, and other reports; analyzes levels of criminal activity; determines trends and makes recommendations for change in organizational and operating procedures.

Department Description – Support Services

The primary responsibility of the Division Commander 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 carrying out the goals and objectives of this division which in turn allows the Berwyn Police Department to meet its mission in many of the departments operations.

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Police Department

Support Services consists of the following units of operation: Community Services, Graffiti Removal, Local Adjudication and Parking Enforcement, Records Management and Collections, traffic enforcement, department motor pool fleet management, police equipment, prisoner detention and booking, department research and development, and the Emergency Telecommunications Unit (E911).

City of Berwyn
2020 Budgeted Expenditures by Department
Police
12/31/2020

Account Number	Account Name	2017 Balance	2018 Balance	2019 Projected	2019 Budget	2020 Budget	Requested Budget Change
100-20-51-5000	Police - Admin - Ch of Police, Div Cdrs	$ 853,493	$ 746,554	$ 870,722	$ 892,991	$ 1,107,418	$ 214,427
100-20-53-5000	Police - Sprvsrs - Lieut's & Sergeant's	2,580,135	2,396,153	2,662,271	2,562,405	2,848,928	286,523
100-20-55-5000	Police - Detectives	1,844,295	1,791,016	1,683,575	1,682,108	1,654,726	(27,382)
100-20-57-5000	Police - Officers	5,152,395	5,523,134	5,350,395	5,466,172	6,097,074	630,902
100-20-59-5000	Police - Auxiliary	378,028	266,199	333,909	361,075	362,247	1,172
100-20-61-5000	Police - Radio operators/dispatchers	897,417	835,988	883,923	920,392	973,807	53,415
100-20-63-5000	Police - Community service officers	672,623	693,365	714,352	710,080	762,406	52,326
100-20-65-5000	Police - Parking enforcement personnel	13,717	-	-	-	-	-
100-20-67-5000	Police - Lockup personnel	227,748	274,202	281,246	304,645	317,417	12,772
100-20-69-5000	Police - Clerks	495,834	517,874	537,164	514,684	574,135	59,451
100-20-71-5000	Police - Crossing Guards	273,363	267,284	264,740	287,484	274,557	(12,927)
100-20-5005	Police - Out of Class	5,050	4,958	6,165	7,000	7,000	-
100-20-5010	Police - Overtime	912,028	884,565	880,677	853,741	853,741	-
100-20-5015	Police - Uniform stipend	112,100	111,700	113,093	113,600	113,600	-
100-20-5020	Police - Education Stipend	71,000	78,500	78,030	76,500	76,500	-
100-20-5025	Police - Other Stipends	11,760	11,880	20,918	12,500	12,500	-
100-20-5030	Police - Buy back	1,209,223	1,388,225	1,161,669	1,278,396	1,278,874	478
100-20-5035	Police - Benefits	4,820,474	4,920,737	4,960,369	5,229,863	5,339,596	109,733
100-20-5040	Police - Tuition Reimbursement	152,179	118,506	80,529	95,000	42,000	(53,000)
100-20-5045	Police - Pension	1,248,592	1,424,327	16,474,356	16,509,826	1,496,373	(15,013,453)
100-20-5205	Police - Utilities	21,199	26,586	24,343	23,500	27,500	4,000
100-20-5210	Police - Vehicle Gas and Oil	176,390	276,737	255,968	195,000	180,000	(15,000)
100-20-5215	Police - Telephone	171,855	120,804	45,596	66,900	55,920	(10,980)
100-20-5220	Police - Training, dues and publications	103,178	54,304	86,934	80,000	95,000	15,000
100-20-5225	Police - Supplies	44,595	38,313	41,299	46,900	63,100	16,200
100-20-5235	Police - Postage & printing	26,501	23,680	32,820	24,400	30,200	5,800
100-20-5290	Police - Other general expenses	123,487	153,480	174,262	163,503	163,503	-
100-20-5300	Police - Professional Services	-	-	5,247	-	-	-
100-20-5345	Police - Speed photo enforcement	964,992	934,880	978,404	979,365	925,000	(54,365)
100-20-5400	Police - Repairs and maintenance	322,420	376,031	402,410	418,000	371,500	(46,500)
100-20-5405	Police - Copier maintenance	15,049	17,385	15,961	17,000	17,000	-
100-20-5500	Police - Equipment	35,222	102,179	21,792	38,500	45,000	6,500
100-20-5625	Police - Internal service fund	351,438	878,795	873,485	567,198	1,362,132	794,934
100-20-5800	Police - Capital Expenditures	-	-	-	-	-	-
Department Total		$ 24,287,780	$ 25,258,341	$ 40,316,624	$ 40,498,728	$ 27,528,754	$ (12,969,974)

Fire and Police Commission

PROGRAM MANAGER: Commission

PROGRAM DESCRIPTION:

The Board of Fire and Police Commissioners shall consist of three members 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.

City of Berwyn
2020 Budgeted Expenditures by Department
Fire and Police Commission
12/31/2020

Account Number	Account Name	2017 Balance	2018 Balance	2019 Projected	2019 Budget	2020 Budget	Requested Budget Change
	s	$ 20,000	$ 20,000	$ 17,250	$ 20,000	$ 20,000	$ -
100-22-5035	Fire and Police Commission - Benefits	3,619	4,140	4,020	1,343	1,530	187
100-22-5200	Fire and Police Commission- Training, Dues, & Publications	375	1,047	6,350	2,500	2,500	-
100-22-5225	Fire and Police Commission - Supplies	-	-	63	250	250	-
100-22-5235	Fire and Police Commission- Postage & Printing	11	49	39	25	25	-
100-22-5290	Fire and Police Commission - Other General Expenses	509	11,444	8,702	1,250	1,250	-
100-22-5290-10	Fire and Police Commission - Police Testing	7,474	4,181	38,795	32,500	32,500	-
100-22-5290-11	Fire and Police Commission - Pre Employment Physicals	14,540	21,223	17,391	12,500	12,500	-
		-					
Department Total		$ 46,528	$ 62,084	$ 92,610	$ 70,368	$ 70,555	$ 187

Building Department

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

City of Berwyn
2020 Budgeted Expenditures by Department
Building / Neighborhood Affairs
12/31/2020

Account Numbe	Account Name	2017 Balance	2018 Balance	2019 Projected	2019 Budget	2020 Budget	Requested Budget Change
100-24-5000	Building - Salaries	$ 580,687	$ 608,754	$ 609,411	$ 641,098	$ 661,255	$ 20,157
100-24-5010	Building - Overtime	6,160	6,250	8,289	6,250	6,250	-
100-24-5025	Building - Stipends-Other	1,800	2,650	1,706	3,000	3,000	-
100-24-5030	Building - Sick Day Buy Back	13,196	15,309	15,769	23,138	23,138	-
100-24-5035	Building - Benefits	436,201	447,685	384,717	443,088	452,686	9,598
100-24-5205	Building - Utilities	11,086	11,290	11,779	12,000	12,000	-
100-24-5210	Building - Vehicle Gas and Oil	6,326	13,098	12,282	10,000	10,000	-
100-24-5215	Building - Telephone	16,513	14,063	10,718	15,000	15,000	-
100-24-5220	Building - Training, Dues,& Publications	1,085	80	3,569	2,500	2,500	-
100-24-5225	Building - Supplies	14,789	8,921	14,086	14,500	14,500	-
100-24-5235	Building - Postage & Printing	12,789	17,769	12,938	17,000	17,000	-
100-24-5290	Building - Oth Gen Exp/Rodent Abatement	317	230	2,303	1,500	41,500	40,000
100-24-5300	Building - Professional Service	402,854	426,439	375,341	430,000	430,000	-
100-24-5400	Building - Repairs and Maintenance	293,904	179,328	153,160	175,000	150,000	(25,000)
100-24-5405	Building - Copier Maintenance	1,674	1,879	1,739	2,000	2,000	-
100-24-5625	Building - Internal Service Fund	2,054	13,325	11,436	7,426	20,654	13,228
Department Total		$ 1,801,435	$ 1,767,070	$ 1,629,243	$ 1,803,500	$ 1,861,483	$ 57,983

Public Works

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, fleet vehicles and select Fire Department equipment.

SERVICES:

- **Administration**
  - Management of 24 FTE employees.
  - Management of the yearly budget for the Street & Fleet 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 right-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 right-of-way.

- **Forestry**
  - Maintain City owned urban forest.
  - Tree City USA for over 25 consecutive years.
  - Remove dead, dying or diseased trees.
  - Coordinate the replanting of trees within the city owned right-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.

Public Works

- **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.

City of Berwyn
2020 Budgeted Expenditures by Department
Public Works
12/31/2020

Account Number	Account Name	2017 Balance	2018 Balance	2019 Projected	2019 Budget	2020 Budget	Requested Budget Change
100-26-35-5000	Streets - Salaries	$ 1,562,008	$ 1,495,626	$ 1,464,555	$ 1,587,760	$ 1,773,325	$ 185,565
100-26-35-5010	Streets - Overtime	40,265	76,653	70,788	98,000	98,000	-
100-26-35-5015	Streets - Uniform stipend	28,040	19,673	19,258	23,100	23,100	-
100-26-35-5025	Streets - Other stipend	390	390	18,330	750	750	-
100-26-35-5030	Streets - Sick day buyback	22,693	80,442	82,855	50,000	50,000	-
100-26-35-5035	Streets - Benefits	858,539	820,845	774,596	826,212	838,843	12,631
100-26-35-5205	Streets - Utilities	13,302	20,590	17,915	18,500	18,500	-
100-26-35-5210	Streets - Vehicle gas & oil	61,054	108,233	110,906	86,000	95,000	9,000
100-26-35-5215	Streets - Telephone	3,889	1,297	7,108	3,500	3,500	-
100-26-35-5215	Streets - Training, dues, & publications	4,528	13,988	30,383	5,500	20,500	15,000
100-26-35-5225	Streets - Supplies	177,828	131,662	145,406	144,450	144,450	-
100-26-35-5235	Streets - Postage & printing	16,095	6,689	6,040	10,000	10,000	-
100-26-35-5290	Streets - Other general expenses	4,967	83,623	6,959	5,000	5,000	-
100-26-35-5300	Streets - Professional services	924,773	451,116	492,115	590,000	590,000	-
100-26-35-5400	Streets - Repairs and maintenance	505,643	371,868	403,588	372,000	372,000	-
100-26-35-5405	Streets - Copier maintenance	1,116	1,386	1,250	1,400	1,400	-
100-26-35-5500	Streets - Equipment	3,200	-	1,384	2,500	2,500	-
100-26-35-5505	Streets - Equipment lease	134,491	56,910	56,910	135,000	135,000	-
100-26-35-5625	Streets - Internal service fund	19,139	61,085	57,645	37,432	94,682	57,250
100-26-35-5800	Streets - Capital Outlay	2,643,191	-	22,400	-	99,000	99,000
	Total Streets	$ 7,025,151	$ 3,802,076	$ 3,790,391	$ 3,997,104	$ 4,375,550	$ 378,446
100-26-37-5000	Fleet - Salaries	$ 66,400	$ 67,330	$ 68,123	$ 68,353	$ 72,330	$ 3,977
100-26-37-5010	Fleet - Overtime	3,174	6,110	6,774	4,500	4,500	-
100-26-37-5015	Fleet - Uniform stipend	545	526	637	1,000	1,000	-
100-26-37-5025	Fleet - Other stipend	-	-	989	450	450	-
100-26-37-5030	Fleet- Sick day buyback	-	257	264	2,000	2,000	-
100-26-37-5035	Fleet - Benefits	31,873	36,776	35,857	36,154	36,337	183
100-26-37-5210	Fleet - Vehicle gas & oil	6,596	6,207	790	9,000	9,000	-
100-26-37-5225	Fleet - Supplies	134,276	150,372	160,477	142,000	142,000	-
100-26-37-5235	Fleet - Postage & printing	419	290	1,357	-	-	-
100-26-37-5290	Fleet - Other general expenses	-	-	1,484	-	2,500	2,500
100-26-37-5300	Fleet - Professional services	54,117	50,524	40,592	45,000	45,000	-
100-26-37-5400	Fleet - Repairs and maintenance	8,388	51,571	6,617	73,500	73,500	-
100-26-37-5500	Fleet - Equipment	-	-	-	2,500	2,500	-
100-26-37-5625	Fleet - Internal service fund	515	2,178	1,999	1,298	3,376	2,078
	Total Fleet	$ 306,303	$ 372,141	$ 325,960	$ 385,755	$ 394,493	$ 8,738
Department Total		$ 7,331,454	$ 4,174,217	$ 4,116,351	$ 4,382,859	$ 4,770,043	$ 387,184

Zoning Board

PROGRAM MANAGER: Board Chairman

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 Chairman 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
2020 Budgeted Expenditures by Department
Zoning Board
12/31/2020

Account Number	Account Name	2017 Balance	2018 Balance	2019 Projected	2019 Budget	2020 Budget	Requested Budget Change
100-28-5000	Zoning - Salaries	$ 5,653	$ 8,745	$ 7,155	$ 6,360	$ 6,360	$ -
100-28-5035	Zoning - Benefits	412	669	547	487	487	-
100-28-5235	Zoning - Postage & printing	557	-	-	3,000	3,000	-
100-28-5290	Zoning - Other general expenses	2,910	-	-	6,000	6,000	-
		-					
Department Total		$ 9,532	$ 9,414	$ 7,702	$ 15,847	$ 15,847	$ -

Committee and Planning

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 are recorded. This department does not support any employees.

SERVICES:

Within this department the City records the following:

- Donations to other organizations
- Non-TIF related Berwyn Development Corporation fees
- Regional Housing Authority expenditures
- Utility tax rebates to other taxing units

City of Berwyn
2020 Budgeted Expenditures by Department
Committee and Planning
12/31/2020

Account Number	Account Name	2017 Balance	2018 Balance	2019 Projected	2019 Budget	2020 Budget	Requested Budget Change
100-30-5105	Community Programs	$ 885	$ 2,276	$ 1,667	$ 3,500	$ 3,500	$ -
100-30-5105-04	West Central Municipal Conference	25,362	25,362	25,362	26,000	26,000	-
100-30-5105-05	Berwyn Historic Preservation Commission	1,050	-	334	5,000	2,500	(2,500)
100-30-5105-06	Utility Tax Rebate	84,810	75,212	47,444	85,000	85,000	-
100-30-5105-08	Berwyn Historical Society	10,000	10,000	10,300	5,000	5,000	-
100-30-5105-10	North Berwyn Park District	-	-	-	-	-	
100-30-5105-30	BDC Admin Fee	86,200	86,000	86,000	86,000	86,000	-
100-30-5290	Committee & Planning - Other general expenses	2,504	3,225	1,205	4,500	4,500	-
Department Total		$ 210,811	$ 202,075	$ 172,312	$ 215,000	$ 212,500	$ (2,500)

Recreation Department

PROGRAM MANAGER: Director of Recreation

PROGRAM DESCRIPTION:

The City of Berwyn provides comprehensive community-wide parks and recreation services through the Recreation Department with policies and budget development determined by the 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 six park sites, one Olympic sized swimming pool, 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.

City of Berwyn
2020 Budgeted Expenditures by Department
Recreation
12/31/2020

Account Number	Account Name	2017 Balance	2018 Balance	2019 Projected	2019 Budget	2020 Budget	Requested Budget Change
100-32-5000	Recreation - Salaries	$ 883,492	$ 809,706	$ 762,821	$ 850,000	$ 850,000	$ -
100-32-5010	Recreation - Overtime	-	-	-	-	-	-
100-32-5030	Recreation - Sick day buy back	11,914	12,274	12,642	13,273	13,273	-
100-32-5035	Recreation - Benefits	279,897	257,344	234,895	251,140	257,481	6,341
100-32-5100	Recreation - Special events	65,148	60,220	63,082	65,000	80,000	15,000
100-32-5105	Recreation - Community programs	-	-	243	-	-	-
100-32-5205	Recreation - Utilities	27,933	28,485	31,626	28,000	35,000	7,000
100-32-5210	Recreation - Vehicle Gas and Oil	10,416	15,884	16,372	13,000	13,000	-
100-32-5215	Recreation - Telephone	8,282	8,217	8,793	8,000	10,000	2,000
100-32-5220	Recreation - Training, dues, & publications	2,747	2,057	1,575	2,500	2,500	-
100-32-5225	Recreation - Supplies	115,610	99,303	117,807	115,000	115,000	-
100-32-5235	Recreation - Postage & printing	701	228	218	2,000	2,000	-
100-32-5290	Recreation - Other general expenses	63,565	81,532	71,532	65,000	70,000	5,000
100-32-5300	Recreation - Professional Services	16,441	10,539	5,325	20,000	20,000	-
100-32-5400	Recreation - Repairs and maintenance	138,829	139,662	225,334	155,000	160,000	5,000
100-32-5405	Recreation - Copier maintenance	1,166	1,335	1,286	1,300	800	(500)
100-32-5500	Recreation - Equipment	-	-	218	-	-	-
100-32-5625	Recreation - Internal service fund	7,106	23,125	21,862	14,196	35,844	21,648
100-32-5800	Recreation - Capital outlay	-	-	4,549	-	15,000	15,000
Department Total		$ 1,633,247	$ 1,549,911	$ 1,580,180	$ 1,603,409	$ 1,679,898	$ 76,489

Community Relations

PROGRAM MANAGER: Community Relations Director

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 one 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.

City of Berwyn
2020 Budgeted Expenditures by Department
Community Relations
12/31/2020

Account Number	Account Name	2017 Balance	2018 Balance	2019 Projected	2019 Budget	2020 Budget	Requested Budget Change
100-34-5000	Community Relations - Salaries	$ 5,000	$ 5,000	$ 4,615	$ 5,000	$ 5,000	$ -
100-34-5035	Community Relations - Benefits	383	383	353	383	383	-
100-34-5290	Community Relations - Other general expenses	-	-	-	1,400	1,400	-
Department Total		$ 5,383	$ 5,383	$ 4,968	$ 6,783	$ 6,783	$ -

Senior Services

The Senior Services department takes on various senior programs including snow removal, lawn care services, the City's handy man program, and PACE transporting services. Revenues include grant funding for senior programs and nominal fees received for assistance.

City of Berwyn
2020 Budgeted Expenditures by Department
Senior Services
12/31/2020

Account Number		2017 Balance	2018 Balance	2019 Projected	2019 Budget	2020 Budget	Requested Budget Change
100-46-5000	Senior Services - Salaries	$ 183,558	$ 210,585	$ 238,520	$ 247,474	$ 260,959	$ 13,485
100-46-5000	Senior Services - Overtime	588	1,737	2,759	1,000	500	(500)
100-46-5030	Senior Services - Stipends- Other	750	1,200	1,200	1,200	800	(400)
100-46-5030	Senior Services - Sick Day Buy Back	5,124	4,193	3,557	3,750	5,000	1,250
100-46-5035	Senior Services - Benefits	92,010	76,803	77,950	84,304	84,978	674
100-46-5100-03	Senior Services - Special Events Senior Breakfast	5,960	7,350	6,847	7,400	7,400	-
100-46-5210	Senior Services - Vehicle Gas & Oil	15,088	27,564	20,941	17,500	20,000	2,500
100-46-5215	Senior Services - Telephone	3,154	3,784	4,471	4,000	3,500	(500)
100-46-5225	Senior Services - Supplies	430	1,271	916	1,000	500	(500)
100-46-5235	Senior Services - Postage & Printing	5,069	6,925	7,312	6,000	7,000	1,000
100-46-5290	Senior Services - Other General Expenses	485	492	258	500	2,500	2,000
100-46-5300	Senior Services - Professional Services	1,907	1,504	2,835	1,750	2,000	250
100-46-5400	Senior Services - Repairs & Maintenance	78,325	98,185	104,446	96,000	95,000	(1,000)
100-46-5405	Senior Services - Copier Maintenance	832	1,024	917	1,050	1,000	(50)
100-46-5505	Senior Services - Equipment Lease	6,520	5,500	7,726	6,000	72,000	66,000
100-46-5625	Senior Services - Internal Service Fund charges	2,830	8,114	7,803	5,067	12,577	7,510
Department Total		$ 402,630	$ 456,231	$ 488,458	$ 483,995	$ 575,714	$ 91,719

Other City Departments

The following department is also included in the City's General Fund. This department represents other statutory expenditures that are City-wide costs. The City's general administration is responsible for monitoring expenditures within this department.

City of Berwyn
2020 Budgeted Expenditures by Department
Statutory
12/31/2020

Account Number		2017 Balance	2018 Balance	2019 Projected	2019 Budget	2020 Budget	Requested Budget Change
Benefits	To be allocated to various departments:						
100-17-5035	Benefit Pool	$ 64,760	$ 103,370	$ 215,087	$ 7,000	$ 7,000	$ -
100-17-5290	Other General Expenses	(41,936)	13,815	11,835	5,000	5,000	-
100-17-5300-01	Auditing & Actuarial expense	46,902	52,013	55,969	52,144	52,144	-
100-17-5300-09	Payroll Services	-	-	-	-	-	
100-17-5300-10	New World Maintenance	43,086	42,892	45,036	45,850	45,850	-
100-17-5705	Interest on LOC	-	-	-	-	-	
100-17-5710	Bad debt expense	5,778	5,155	-	3,500	3,500	-
Department Total		$ 118,590	$ 217,245	$ 327,927	$ 113,494	$ 113,494	$ -

Library

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.

Library

PROGRAM MANAGER:

Director of Library Services

PROGRAM DESCRIPTION:

The Berwyn Public Library is a driving force behind a vibrant and diverse community. The Berwyn Public Library (BPL) supports our community by:

- Providing a welcoming and accessible environment in which all individuals receive professional service and assistance in fulfilling their educational, research, literacy and entertainment needs.

- Educating and empowering the public through the preservation and distribution of timely and accurate information as guided by the Principles of Intellectual Freedom.

- Offering people of all ages and backgrounds a stimulating environment in which to discover a love of lifelong learning.

The Library offers dynamic service-oriented programs and services and participates in creating a literate public by offering a place where adults can learn and practice new skills and children are given opportunities to interact with books and enjoy stories.

SERVICES:

Public libraries provide equal access to information of all kinds. In fact, libraries are among the first American institutions immigrants turn to for help in learning how to read, write and speak English. Under a literacy umbrella, BPL offers direct literacy programming, curriculum support, and hosts community organizations offering literacy services.

City of Berwyn
Library Fund
2020 Budget

Account Number	Account Name	2017 Balance	2018 Balance	2019 Projected	2019 Budget	2020 Budget	Requested Budget Change
Revenues							
205-40-4000	Library - Property Tax Revenue	$ 3,384,315	$ 3,336,784	$ 3,370,977	$ 3,392,808	$ 3,392,808	$ -
205-40-4350	Library - Book Fines	19,738	14,297	11,021	16,000	16,000	-
205-40-4400	Library - Grant Revenue	-	4,999	50,000	20,000	25,000	5,000
205-40-4415	Library - Copier Revenue	10,958	12,942	14,765	13,000	13,000	-
205-40-4420	Library - Per Capita Revenue	-	114,812	-	70,821	70,821	-
205-40-4430	Library - Building Revenue	5,347	9,738	12,810	7,000	7,000	-
205-40-4800	Library - Interest Income	2,565	4,147	4,374	750	750	-
	Total Library Revenues	3,422,923	3,497,719	3,463,947	3,520,379	3,525,379	5,000
Expenditures							
205-40-5000	Library - Salaries	$ 1,419,988	$ 1,441,602	$ 1,579,342	$ 1,681,659	$ 1,857,110	$ 175,451
205-40-5010	Library - Overtime	756	58	78	2,000	2,000	-
205-40-5025	Library - Stipends Other	2,300	3,650	3,800	4,200	4,200	-
205-40-5030	Library - Sick Day Buy Back	29,092	32,499	20,524	17,500	35,000	17,500
205-40-5035	Library - Benefits	768,352	805,842	806,420	895,901	906,315	10,414
205-40-5040	Library - Tuition Reimbursement	-	-	7,063	10,000	15,000	5,000
205-40-5105	Library - Community Programs	24,933	42,480	37,381	31,000	30,000	(1,000)
205-40-5200-09	Library - Director Expense	104	350	40	800	800	-
205-40-5200-10	Library - Board Expense	21,536	368	1,600	10,000	10,000	-
205-40-5205	Library - Utilities	12,049	14,500	14,467	14,000	14,000	-
205-40-5210	Library - Vehicle Gas & Oil	180	260	99	1,500	500	(1,000)
205-40-5215	Library - Telephone	28,188	22,143	21,850	22,000	22,000	-
205-40-5220	Library - Training, Dues, & Publications	11,213	9,478	22,560	18,800	24,000	5,200
205-40-5225	Library - Supplies	46,992	57,369	127,672	67,000	108,800	41,800
205-40-5235	Library - Postage & Printing	1,940	878	1,027	2,500	1,800	(700)
205-40-5245	Library - Books	219,442	258,564	255,597	253,500	273,500	20,000
205-40-5250	Library - Audio Visual	34,530	37,970	37,605	40,500	39,000	(1,500)
205-40-5255	Library - Periodicals	4,902	13,214	13,297	16,660	18,000	1,340
205-40-5290	Library - Other General Expenses	16,961	15,262	14,351	20,000	25,000	5,000
205-40-5400	Library - Repairs & Maintenance	127,693	143,647	129,315	150,000	150,000	-
205-40-5520	Library - Computer System	34,651	38,881	46,265	60,000	60,000	-
205-40-5525	Library - Computer Support Databases	59,321	12,065	25,056	67,000	67,000	-
205-40-5625	Library - Internal Service Fund Charge	4,785	22,036	21,412	13,904	21,551	7,647
205-40-5660	Library - Promotions	10,668	12,234	15,774	22,400	18,800	(3,600)
205-40-5665	Library - Reciprocal Borrowing	2,347	437	530	1,800	1,500	(300)
205-40-5800	Library - Capital Improvement	7,780	97,911	453,533	397,500	230,000	(167,500)
	Total Library Expenditures	2,890,703	3,083,698	3,656,658	3,822,124	3,935,876	113,752
	Revenues Less Expenditures	532,220	414,021	(192,711)	(301,745)	(410,497)	$ (108,752)
	Fund Balance Beginning	966,546	1,498,766	1,912,787		1,720,076	
	Projected Ending Fund Balance	$ 1,498,766	$ 1,912,787	$ 1,720,076	$ 1,611,042	$ 1,309,579	

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).

Community Development

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.
- 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.

City of Berwyn
Community Development Fund
2020 Budget

Account Number	Account Name	2017 Balance	2018 Balance	2019 Projected	2019 Budget	2020 Budget	Requested Budget Change
Revenues							
210-4400	Grant Income	$ 1,531,252	$ 1,241,957	$ 1,528,538	$ 1,528,701	$ 1,176,799	$ (351,902)
210-4405	Loan Repayments	18,090	73,276	143,563	-	64,782	64,782
210-4800	Interest Income	22	38	105	-	-	-
210-4900	Transfer From Other Funds	75,000	70,033	-	24,192	-	(24,192)
	Total Community Development Revenues	1,624,364	1,385,305	1,672,206	1,552,893	1,241,581	(311,312)
Expenditures							
	Public Works						
210-26-5400	Public Works - Repairs & Maintenance	$ 885,355	$ -	$ -	$ -	$ -	$ -
210-26-5400-02	Public Works - Repairs & Maintenance Street/Sidewalk	140,000	-	-	-	-	-
	Total Public Works	1,025,355	-	-	-	-	-

City of Berwyn
Community Development Fund
2020 Budget

Account Number	Account Name	2017 Balance	2018 Balance	2019 Projected	2019 Budget	2020 Budget	Requested Budget Change
	Administration						
210-42-5000	Community Development - Salaries	$ 147,572	$ 156,376	$ 156,798	$ 156,797	$ 163,627	$ 6,830
210-42-5025	Community Development - Stipends Other	2,200	1,300	1,200	1,200	1,200	-
210-42-5030	Community Development - Sick Day Buy Back	6,265	5,357	6,322	7,209	7,656	447
210-42-5035	Community Development - Benefits	97,743	99,756	93,990	100,278	101,467	1,189
210-42-5205	Community Development - Utilities	1,860	2,758	3,242	750	-	(750)
210-42-5210	Community Development - Vehicle Gas & Oil	271	-	-	-	-	-
210-42-5215	Community Development - Telephone	936	1,684	738	1,500	1,200	(300)
210-42-5220	Community Development - Training, Dues, & Publications	2,872	-	1,733	3,650	3,650	-
210-42-5225	Community Development - Supplies	618	1,045	389	1,500	600	(900)
210-42-5235	Community Development - Postage & Printing	1,168	3,873	640	1,500	1,300	(200)
210-42-5290	Community Development - Other General Expenses	8	77	3,106	188	188	-
210-42-5300	Community Development - Professional Services	47,864	26,493	1,305	34,400	26,802	(7,598)
210-42-5400	Community Development - Repairs & Maintenance	27,912	863,608	743,251	1,159,477	842,601	(316,876)
210-42-5405	Community Development - Copier Maintenance	1,071	1,213	908	600	600	-
210-42-5625	Community Development - Internal Service Fund	2,489	13,244	10,124	6,574	10,190	3,616
210-42-5895	Community Development - Contingency	342,622	355	-	-	-	-
210-42-5710	Community Development - Bad Debt Expense	18,699	-	-	-	-	-
210-42-5800-10	Community Development - Capital Outlay						
210-5900	Community Development - Transfer to Other Funds						
	Total Administration	702,170	1,177,139	1,023,746	1,475,623	1,161,081	(314,542)
	Program Expenditures						
210-42-5105	Community Development - Community Programs	$ 135,038	$ 151,866	$ 157,961	$ 77,270	$ 80,500	$ 3,230
	Total Community Development Expenditures	1,862,563	1,329,005	1,181,707	1,552,893	1,241,581	(311,312)
	Revenues Less Expenditures	(238,199)	56,300	490,499	-	-	$ -
	Fund Balance Beginning	(76,441)	(314,640)	(258,340)	(258,340)	232,159	
	Projected Ending Fund Balance	$ (314,640)	$ (258,340)	$ 232,159	$ (258,340)	$ 232,159	

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.

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
2020 Budget

Account Number	Account Name	2017 Balance	2018 Balance	2019 Projected	2019 Budget	2020 Budget	Requested Budget Change
Revenues							
255-4055	Foreign Fire - Insurance Tax	$ 49,327	$ 50,318	$ 50,752	$ 57,000	$ 52,000	$ (5,000)
255-4800	Foreign Fire - Interest Income	7	2	-	-	-	-
	Total Foreign Fire Revenues	49,334	50,320	50,752	57,000	52,000	(5,000)
Expenditures							
255-5220	Foreign Fire - Training, Dues, & Publications	$ -	$ 750	$ 8,000	$ 9,000	$ 9,000	$ -
255-5225	Foreign Fire - Supplies	2,651	7,281	7,000	7,000	7,000	-
255-5290	Foreign Fire - Other General Expenses	4,202	5,848	5,000	5,000	5,000	-
255-5400	Foreign Fire - Repairs	1,112	2,172	4,000	6,000	6,000	-
255-5500	Foreign Fire - Equipment	33,605	17,742	24,000	20,000	22,000	2,000
255-5800	Foreign Fire - Capital	20,000	9,595	1,751	10,000	3,000	(7,000)
	Total Foreign Fire Expenditures	61,570	43,388	49,751	57,000	52,000	(5,000)
	Revenues Less Expenditures	(12,236)	6,932	1,001	-	-	$ -
	Fund Balance Beginning	66,369	54,133	61,065	61,065	62,066	
	Projected Ending Fund Balance	$ 54,133	$ 61,065	$ 62,066		$ 62,066	

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
2020 Budget

Account Number	Account Name	2017 Balance	2018 Balance	2019 Projected	2019 Budget	2020 Budget	Requested Budget Change
Revenues							
215-4410	MFT - State Allotment	1,465,605	1,511,320	1,868,823	1,700,000	1,992,900	292,900
215-4800	MFT - Interest Income	24,216	55,087	28,417	35,000	45,000	10,000
	Total MFT Revenues	1,489,821	1,566,407	1,897,240	1,735,000	2,037,900	302,900
Expenditures							
215-5205	MFT - Utilities	$ 336,671	$ 416,931	$ 372,133	$ 366,000	$ 366,000	$ -
215-5225-05	MFT - Rock Salt	147,006	168,993	170,837	247,000	239,400	(7,600)
215-5300	MFT - Professional services	3,369	183,761	91,824	58,012	77,500	19,488
215-5400	MFT - Repair & Maintenance	8,193	-	-	-	-	-
215-5400-02	MFT - Repair & Maintenance Street/Sidewalk	-	-	614,449	417,000	800,000	383,000
215-5400-03	MFT - Repair & Maintenance Traffic Control	363,299	468,935	397,006	388,722	510,000	121,278
215-5800	MFT - Capital Projects (Project Construction)	560,200	-	-	218,000	-	(218,000)
	Total MFT Expenditures	1,418,738	1,238,620	1,646,249	1,694,734	1,992,900	298,166
	Revenues less Expenditures	71,083	327,787	250,991	40,266	45,000	$ 4,734
	Fund Balance Beginning	1,655,467	1,726,550	2,054,337	2,054,337	2,305,328	
	Projected Ending Fund Balance	$ 1,726,550	$ 2,054,337	$ 2,305,328	$ 2,094,603	$ 2,350,328	

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.

City of Berwyn
South Berwyn TIF Fund
2020 Budget

Account Number	Account Name	2017 Balance	2018 Balance	2019 Projected	2019 Budget	2020 Budget	Requested Budget Change
Revenues							
220-4000	Property Taxes - South Berwyn TIF	$ 641,784	$ 941,475	$ 988,351	$ 929,192	$ 1,184,742	$ 255,550
220-4800	Interest Income	449	453	956	-	-	-
	Total South Berwyn TIF Revenues	642,233	941,928	989,307	929,192	1,184,742	255,550
Expenditures							
220-5200	TIF Management Services - BDC	$ 76,860	$ 94,997	$ 120,294	$ 114,654	$ 292,253	$ 177,599
220-5700	Sedgwick Project Installment Note - Principal	155,161	155,161	-	-	-	-
220-5705	Sedgwick Project Installment Note - Interest	15,130	5,819	-	-	-	-
220-5800	South Berwyn Corridor TIF - Expenses	87,417	23,092	86,259	123,334	396,122	272,788
220-5900	Transfer to Bond & Interest for Garage Debt	455,079	454,679	536,054	536,167	536,167	-
	Total South Berwyn TIF Expenditures	789,647	733,748	742,607	774,155	1,224,542	450,387
	Revenues less Expenditures	(147,414)	208,180	246,700	155,037	(39,800)	$ (194,837)
	Fund Balance Beginning	(185,769)	(333,183)	(125,003)	(125,003)	121,697	
	Projected Ending Fund Balance	$ (333,183)	$ (125,003)	$ 121,697	$ 30,034	$ 81,897	

Harlem Avenue
Tax Increment Financing District

This fund is used to accumulate tax increment generated by the Harlem Avenue 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 1, 2012. The daily activities of the district are administered by the Berwyn Development Corporation and overseen by the City.

City of Berwyn
Harlem TIF
2020 Budget

Account Number	Account Name	2017 Balance	2018 Balance	2019 Projected	2019 Budget	2020 Budget	Requested Budget Change
Revenues							
223-4000	Property Taxes - Harlem Ave.	$ 725,304	$ 1,086,749	$ 696,910	$ 1,119,351	$ 1,500,000	$ 380,649
223-4800	Interest Income	719	755	1,197	-	-	-
	Total Harlem TIF Revenues	726,023	1,087,504	698,107	1,119,351	1,500,000	380,649
Expenditures							
223-5200	TIF Management Services - BDC	$ 235,156	$ 353,193	$ 695,183	$ 663,845	$ 370,021	$ (293,824)
223-5700	TIF Principal Expenses	98,843	103,272	107,800	109,089	112,736	3,647
223-5705	TIF Interest Expenses	74,320	69,891	65,363	64,074	60,427	(3,647)
223-5800	Harlem Avenue - TIF Expenses	105,266	61,515	246,939	300,471	755,014	454,543
	Total Harlem TIF Expenditures	513,585	587,871	1,115,285	1,137,479	1,298,198	160,719
	Revenues less Expenditures	212,438	499,633	(417,178)	(18,128)	201,802	$ 219,930
	Fund Balance Beginning	(512,565)	(300,127)	199,506	199,506	(217,672)	
	Projected Ending Fund Balance	$ (300,127)	$ 199,506	$ (217,672)	$ 181,378	$ (15,870)	

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.

City of Berwyn
Roosevelt TIF
2020 Budget

Account Number	Account Name	2017 Balance	2018 Balance	2019 Projected	2019 Budget	2020 Budget	Requested Budget Change
Revenues							
230-4000	Property Taxes - Roosevelt Road	$ 557,520	$ 587,896	$ 564,922	$ 605,533	$ 761,006	$ 155,473
230-4800	Interest Income	341	725	509	-	-	-
	Total Roosevelt TIF Revenues	557,861	588,621	565,431	605,533	761,006	155,473
Expenditures							
230-5200	TIF Management Services - BDC	$ 182,386	$ 281,310	$ 3,273	$ -	$ 187,726	$ 187,726
230-5705	TIF Interest Expenses	-	47,500	15,000	15,000	15,000	-
230-5800	Roosevelt Road - TIF Expenses	-	362,148	87,576	123,334	143,861	20,527
230-5900	Transfer to Bond and Interest	282,619	277,434	293,395	293,395	286,825	(6,570)
	Total Roosevelt TIF Expenditures	465,005	968,392	399,244	431,729	633,412	201,683
	Revenues less Expenditures	92,856	(379,771)	166,187	173,804	127,594	$ (46,210)
	Fund Balance Beginning	289,634	382,490	2,719	2,719	168,906	
	Projected Ending Fund Balance	$ 382,490	$ 2,719	$ 168,906	$ 176,523	$ 296,500	

Capital Projects Fund

The City has established a Capital Projects Fund. This fund was established to account for the proceeds from various bond issuances. The attached budget represents an annualized department budget for all expenditures which are anticipated to be funded with debt proceeds.

City of Berwyn
Capital Projects Fund
2020 Budget

Account Number	Account Name	2017 Balance	2018 Balance	2019 Projected	2019 Budget	2020 Budget	Requested Budget Change
Revenues							
400-16-4250	Grant Revenue	$ -	$ 35,056	$ -	$ -	$ -	$ -
400-26-4250	Public Works - Reimbursements	-	225,000	-	-	-	-
400-4800	Interest Income	2,448	3,255	3,187	-	-	-
	Total Capital Projects Revenues	2,448	263,311	3,187	-	-	-
Expenditures							
400-16-5800	IT Capital	$ -	$ 10,073	$ -	$ -	$ -	$ -
400-18-5800	Fire Capital	158,042	-	39,342	130,000	265,000	135,000
400-18-5800-10	16th Street Fire Station	-	-	-	-	-	
400-20-5800	Police Capital	346,550	233,811	24,655	209,500	290,808	81,308
400-26-5800	Public Works Capital	-	59,551	-	310,500	310,500	-
400-26-5800-31	Capital Outlay 2012 Bond Issue	26,208	-	-	-	-	-
400-32-5800	Recreation Capital	29,556	-	-	100,000	100,000	-
	Total Capital Projects Expenditures	560,356	303,435		750,000	966,308	216,308
	Revenues Less Expenditures	(557,908)	(40,124)	(60,810)	(750,000)	(966,308)	$ (216,308)
	Net Assets Beginning	1,625,150	1,067,242	1,027,118	1,027,118	966,308	
	Projected Ending Net Assets	$ 1,067,242	$ 1,027,118	$ 966,308	$ 277,118	$ -	

Debt Service Fund

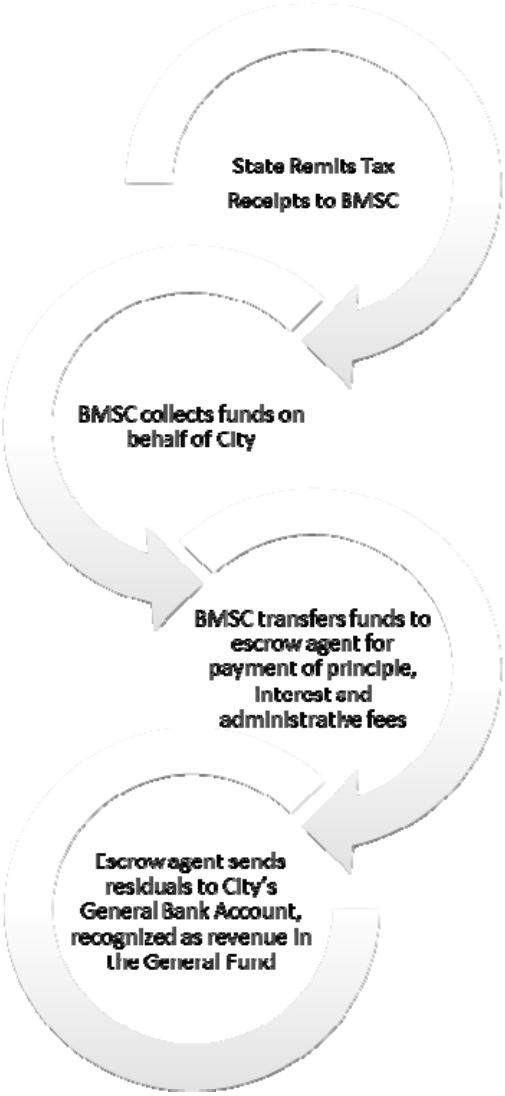
The Debt Service Fund is used to accumulate resources for the repayment of the City's long-term obligations, including general obligation debt. As a home-rule municipality, the City is not subject to debt limits.

City of Berwyn
Debt Service Fund
2020 Budget

Account Number	Account Name	2017 Balance	2018 Balance	2019 Projected	2019 Budget	2020 Budget	Requested Budget Change
Revenues							
300-4000	Bond & Interest - Property Tax Revenue	$ 6,479,576	$ 6,848,972	$ 7,340,216	$ 7,103,161	$ 7,603,161	$ 500,000
300-4800	Interest Income	1,412	3,156	980	1,000	1,000	-
300-4915	Bond/Line of Credit Proceeds	-	15,000,000	-	-	3,850,000	3,850,000
300-4900	Transfer from Other Funds	4,033,814	5,176,014	2,319,322	2,205,370	822,897	(1,382,473)
	Total Debt Service Revenues	10,514,802	27,028,142	9,660,518	9,309,531	12,277,058	2,967,527
Expenditures							
300-5200	Administrative Expenses	$ 66,790	$ 100,148	$ 128,065	$ 115,000	$ 100,000	$ (15,000)
300-5700	Principal Expense	-	152,839	143,444	156,440	157,649	1,209
300-5705	Interest Expense	21,233	67,823	131,307	7,999	2,777	(5,222)
300-5700-02	Principal G.O. Bonds Series 1999/2009 Series	1,965,000	2,055,000	-	-	-	-
300-5705-02	Interest G.O. Bonds Series 1999/2009 Series	160,800	82,200	-	-	-	-
300-5705-07	Interest G.O. Bond Series 2007A	439,931	400,750	45,000	-	45,000	45,000
300-5700-08	Principal G.O. Bond Series 2007B	1,675,000	1,760,000	2,875,000	2,657,875	2,905,000	247,125
300-5705-08	Interest G.O. Bond Series 2007B	969,643	874,001	554,972	772,096	388,509	(383,587)
300-5700-09	Principal G.O. Bond Series 2008	-	85,000	-	-	-	-
300-5705-09	Interest G.O. Bond Series 2008	360,273	360,273	92,400	-	92,400	92,400
300-5705-10	Interest G.O. Bonds Series 2009	16,388	16,388	16,388	16,388	16,388	-
300-5700-11	Principal G.O. Bonds Series 2010	175,000	175,000	200,000	200,000	3,850,000	3,650,000
300-5705-11	Interest G.O. Bonds Series 2010	374,969	367,969	376,125	362,500	381,750	19,250
300-5700-12	Principal G.O. Bonds Series 2011						
300-5705-12	Interest G.O. Bonds Series 2011	235,350	235,350	235,350	235,350	235,350	-
300-5705-13	Interest G.O. Bonds Series 2012	277,595	277,595	277,595	277,595	277,595	-
300-5705-14	Interest G.O. Bonds Series 2013A	285,250	285,250	285,250	285,250	285,250	-
300-5700-15	Principal G.O. Bonds Series 2013B	-	15,250,000	-	-	-	-
300-5705-15	Interest G.O. Bonds Series 2013B	1,341,675	1,341,675	-	-	-	-
300-5705-16	Interest G.O. Bonds Series 2014	213,500	213,500	213,500	213,500	213,500	-
300-5705-17	Interest G.O. Bonds Series 2015A	1,629,263	1,629,263	1,629,263	1,629,263	1,629,263	-
300-5705-18	Interest G.O. Bonds Series 2015B	189,094	189,094	189,094	189,094	189,094	-
300-5700-20	Principal G.O. Bonds Series 2016A	225,000	205,000	270,000	270,000	285,000	15,000
300-5705-20	Interest G.O. Bonds Series 2016A	966,433	904,025	895,825	895,825	885,025	(10,800)
300-5705-21	Interest G.O. Bonds Series 2019A	-	-	-	624,228	-	(624,228)
	Total Debt Service Expenditures	11,588,187	27,028,143	8,558,578	8,908,403	11,939,550	3,031,147
	Revenues Less Expenditures	(1,073,385)	(1)	1,101,940	401,128	337,508	$ (63,620)
	Fund Balance Beginning	1,138,254	64,869	64,868	64,868	1,166,808	
	Projected Ending Fund Balance	$ 64,869	$ 64,868	$ 1,166,808	$ 465,996	$ 1,504,316	

Berwyn Municipal Securitization Corporation

In order facilitate the payment of the Police, Fire, and Refunding bonds issued in March of 2019, the City established an entity (Berwyn Municipal Securitization Corporation or BMSC) that manages the receipt of state income, local use, 1% sales, and home rule taxes along with payment of the interest and principal for the bonds. Previously, those taxes were directly received in the General Fund. Going forward, the Corporation will accumulate the funds necessary for the required debt service payment in addition to the entity's administration costs. The residual funds are then transferred to the City's General Fund.



City of Berwyn
Berwyn Municipal Securitization Corporation Fund (BMSC)
2020 Budget

Account Number	Account Name	2019 Projected	2019 Budget	2020 Budget	Requested Budget Change
Revenues					
300-4000	305-4010 - Taxes - State Income	$ 4,460,100	$ -	$ 5,727,572	$ 5,727,572
300-4800	305-4011 - Taxes - State Local Use	1,567,062	-	2,012,390	2,012,390
300-4915	305-4015 - Taxes - 1% State Sales	3,621,259	-	4,788,166	4,788,166
300-4917	305-4020 - Taxes - Home Rule Sales	3,442,001	-	5,018,729	5,018,729
	Total BMSC Revenues	$ 13,090,422	$ -	$ 17,546,857	$17,546,857
Expenditures					
305-5705-22	Interest Expense 2019 Series	$ 2,231,171	$ -	$ 4,462,342	$ 4,462,342
305-5900	Transfer to Other Funds	8,518,081	-	12,933,389	12,933,389
305-5901	Bond Escrow Agent Administration Fees	110,000	-	151,126	151,126
	Total BMSC Expenditures	10,859,252	-	17,546,857	17,546,857
	Revenues Less Expenditures	2,231,170	-	-	$ -
	Fund Balance Beginning	-	-	2,231,170	
	Projected Ending Fund Balance	$ 2,231,170	$ -	$ 2,231,170	

Utilities Fund

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

Utilities Fund

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 18 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 right-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.

City of Berwyn
Utilities Fund
2020 Budget

Account Number	Account Name	2017 Balance	2018 Balance	2019 Projected	2019 Budget	2020 Budget	Requested Budget Change
Revenues							
	Water and Sewer Revenues						
500-4275	Water Sales - Commercial	$ 3,294,270	$ 3,879,456	$ 4,084,045	$ 4,283,000	$ 4,497,150	$ 214,150
500-4280	Water Sales - Residential	6,578,679	7,283,292	7,902,197	7,642,000	8,024,100	382,100
500-4290	Sales, Meter	30,588	70,299	84,785	60,000	60,000	-
500-4355	Fines, Other	1,079,809	1,829,032	1,246,623	1,450,000	1,000,000	(450,000)
500-4800	Interest Income	3,018	3,083	1,865	2,000	2,000	-
500-4835	Miscellaneous	33,959	35,886	45,012	30,000	30,000	-
500-4900	Transfer from Other Funds	501,557	406,111	-	-	-	-
	Total Water and Sewer Revenues	11,521,880	13,507,159	13,364,527	13,467,000	13,613,250	146,250
	Garbage Revenues						
500-36-4300	Fees - Garbage	$ 4,787,101	$ 4,853,619	$ 4,853,202	$ 4,860,000	$ 5,005,800	$ 145,800
500-36-4355	Fines - Garbage	124,349	160,096	196,597	175,000	175,000	-
	Total Garbage Revenues	4,911,450	5,013,715	5,049,799	5,035,000	5,180,800	145,800
	Total Utilities Fund Revenues	16,433,330	18,520,874	18,414,326	18,502,000	18,794,050	292,050
Expenditures							
	Water and Sewer Expenditures						
500-44-5000	Water and Sewer - Salaries	$ 1,203,382	$ 1,247,728	$ 1,221,212	$ 1,279,337	$ 1,329,796	$ 50,459
500-44-5010	Water and Sewer - Overtime	94,654	130,650	130,336	125,000	125,000	-
500-44-5015	Water and Sewer - Uniform Stipend	8,990	15,838	8,881	12,000	12,000	-
500-44-5025	Water and Sewer - Other Stipends	8,984	9,084	18,084	9,200	9,200	-
500-44-5030	Water and Sewer - Sick Day Buyback	30,117	28,021	24,078	29,772	29,772	-
500-44-5035	Water and Sewer - Benefits	852,558	959,614	732,102	807,196	794,925	(12,271)
500-44-5205	Water and Sewer - Utilities	72,082	87,008	44,059	75,000	75,000	-
500-44-5210	Water and Sewer - Vehicle Gas and Oil	42,472	72,155	-	55,000	55,000	-
500-44-5215	Water and Sewer - Telephone	-	628	9,153	8,500	8,500	-
500-44-5220	Water and Sewer - Training, Dues & Publications	495	735	3,844	4,000	54,000	50,000
500-44-5225	Water and Sewer - Supplies	299,825	344,651	173,838	432,000	432,000	-
500-44-5235	Water and Sewer - Postage & Printing	52,611	44,667	28,926	52,000	52,000	-
500-44-5290	Water and Sewer - Other General Expenses	3,490	4,823	739	5,000	5,000	-
500-44-5300	Water and Sewer - Professional Services	262,027	265,583	297,354	311,350	536,350	225,000
500-44-5400	Water and Sewer - Repairs & Maintenance	71,544	84,347	94,640	90,000	90,000	-
500-44-5405	Water and Sewer - Copier Maintenance	1,265	1,103	918	2,000	2,000	-
500-44-5500	Water and Sewer - Equipment	-	-	-	5,000	5,000	-
500-44-5505	Water and Sewer - Equipment Lease	33,429	24,022	23,127	10,000	10,000	-
500-44-5600	Water and Sewer - Cost of Water	6,584,208	7,204,555	6,956,745	7,353,809	7,271,499	(82,310)
500-44-5605	Water and Sewer - Water Chemical Treatment	22,106	22,895	25,739	25,000	40,000	15,000
500-44-5625	Water and Sewer - Internal Service Fund	39,781	132,448	150,000	96,908	150,207	53,299
500-44-5690	Water and Sewer - Interdepartmental Charge	1,204,223	1,318,464	1,250,000	1,250,000	1,250,000	-
500-44-5705	Water and Sewer - Interest Expense	331,416	330,377	338,788	338,788	338,788	-
500-44-5710	Water and Sewer - Bad Debt Expense	208,380	1,011,595	366,547	275,000	575,000	300,000
500-44-5800	Water and Sewer - Capital Outlay	(1,291)	31,416	801,025	595,000	595,000	-
500-44-5800-41	Water and Sewer - Residential Flood Mitigation Program	121,475	55,625	33,025	175,000	175,000	-
500-44-5850	Water and Sewer - Depreciation	2,504,233	1,203,245	1,200,839	-	-	-
	Total Water and Sewer Expenditures	14,052,456	14,631,277	13,933,999	13,421,860	14,021,037	599,177
	Garbage Expenditures						
500-36-5300	Garbage - Professional Services	$ 4,574,241	$ 4,603,490	$ 4,655,744	$ 4,596,000	$ 4,733,880	$ 137,880
	Total Garbage Expenditures	4,574,241	4,603,490	4,655,744	4,596,000	4,733,880	137,880
	Total Utilities Fund Expenditures	18,626,697	19,234,767	18,589,743	18,017,860	18,754,917	737,057
	Revenues Less Expenditures	(2,193,367)	(713,893)	(175,417)	484,140	39,133	$ (445,007)
	Net Assets Beginning (As Restated)	13,135,260	10,941,893	10,228,000	10,228,000	10,052,583	
	Projected Ending Net Assets	$ 10,941,893	$ 10,228,000	$ 10,052,583	$ 10,712,140	$ 10,091,716	

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
2020 Budget

Account Number	Account Name	2017 Balance	2018 Balance	2019 Projected	2019 Budget	2020 Budget	Requested Budget Change
Revenues							
550-4120	Permits - Commuter Parking	$ 44,625	$ 48,000	$ 45,000	$ 45,000	$ 45,000	$ -
550-4210	Commuter Permits	127,789	116,062	129,135	120,000	130,000	10,000
550-4815	Retail Rent	53,200	40,500	33,500	55,000	40,000	(15,000)
	Total Parking Garage Revenues	225,614	204,562	207,635	220,000	215,000	(5,000)
Expenditures							
550-5205	Utilities	$ 14,010	$ 21,043	$ 15,674	$ 22,500	$ 23,000	$ 500
550-5225	Supplies	4,608	355	320	1,000	1,000	-
550-5300	Professional Services	3,172	26,550	10,181	30,000	20,000	(10,000)
550-5400	Repairs & Maintenance	18,591	8,044	6,047	25,000	25,000	-
550-5625	Internal Service Charges	325	1,948	1,894	1,230	1,907	677
550-5850	Depreciation	233,231	233,231	233,231	-	-	-
	Total Parking Garage Expenditures	273,937	291,171	267,347	79,730	70,907	(8,823)
	Revenues Less Expenditures	(48,323)	(86,609)	(59,712)	140,270	144,093	$ 3,823
	Net Assets Beginning	10,109,145	10,060,822	9,974,213	9,974,213	9,914,501	
	Projected Ending Net Assets	$ 10,060,822	$ 9,974,213	$ 9,914,501	$ 10,114,483	$ 10,058,594	

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 interfund charges are allocated back to other departments based on a five-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
2020 Budget

Account Number	Account Name	2017 Balance	2018 Balance	2019 Projected	2019 Budget	2020 Budget	Requested Budget Change
Revenues							
600-4302	Interfund Charges	$ 520,266	$ 1,505,101	$ 1,976,444	$ 924,110	$ 2,253,764	$ 1,329,654
600-4800	Interest Income	373	408	-	-	-	-
	Total Revenues	520,639	1,505,509	1,976,444	924,110	2,253,764	1,329,654
Expenditures							-
600-5630	Premiums - Liability Insurance	$ 306,880	$ 293,215	$ 335,154	$ 296,500	$ 350,000	$ 53,500
600-5640	Premiums - Property Insurance	127,468	127,513	140,155	125,000	142,500	17,500
600-5645	Premiums - Workmen's Compensation	173,562	136,022	150,511	180,000	155,000	(25,000)
600-5650	Claims - General Liability	19,877	260,946	151,734	100,000	152,628	52,628
600-5655	Claims - Workmen's Compensation	1,070,607	1,121,404	1,067,706	840,000	1,254,860	414,860
	Total Expenditures	1,698,394	1,939,100	1,845,260	1,541,500	2,054,988	513,488
	Revenues Less Expenditures	(1,177,755)	(433,591)	131,184	(617,390)	198,776	$ 816,166
	Net Assets (Deficit) Beginning	1,712,213	534,458	100,867	100,867	232,051	
	Projected Ending Net Assets (Deficit)	$ 534,458	$ 100,867	$ 232,051	$ (516,523)	$ 430,827	

Appendix A

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.

Appendix A

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.

Appendix A

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 1st 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.