



2009 Annual Budget

For the Fiscal Year Beginning January 1, 2009

The City of Berwyn



Michael A. O'Connor
Mayor

A Century of Progress with Pride

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2009 Annual Budget

Members of the City Council

Nona Chapman
Santiago "Jim" Ramos
Mark Weiner
Michele Skryd
Thomas Day
Michael Phelan
Robert Lovero
Joel Erickson

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

Administrators

Michael O'Connor
Gerard Pater
Thomas Pavlik
Anthony Bertuca
Robert Dwan
James Frank
Jeanmarie Hajer
Bill Hensley
Louis Mercado
Denis O'Halloran
William Kushner
Daniel LeBeau
Anthony Martinucci
Patricia Segal
Debi Suchy
Patrick Ryan
John Wysocki

Mayor
Treasurer
Clerk
City Attorney
Director, Community Development
Director, Information Technology
Director, Community Outreach
Director, Library Services
Director, Neighborhood Affairs
Fire Chief
Police Chief
Director, Building Department
Director, Recreation Department
Director, Human Resources
Collector
Director, Public Works
Director, Finance

Report Prepared By

John Wysocki, CPA

Director, Finance

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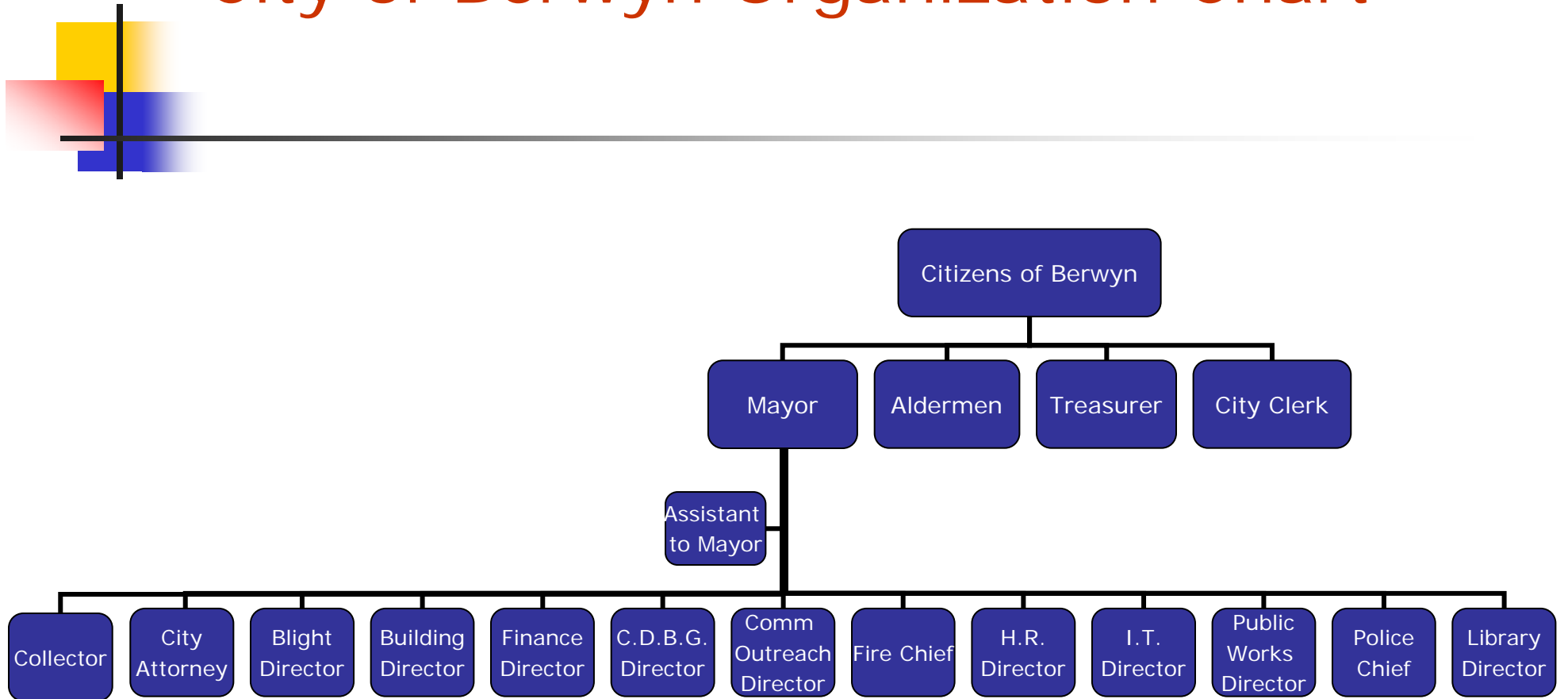
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City of Berwyn Organization Chart



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Description of Budget Process

The City uses the following procedures in establishing the budget.

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

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Budget Message from Mayor Michael O'Connor

It is my privilege to present the 2009 Budget of the City of Berwyn for your review. The 2009 Budget is the result of the combined efforts of all of the Department heads along with the Finance Director and myself. The total expected revenue for the General Fund is \$44,885,179 which will be offset by budgeted expenses of \$44,850,934 for a net budget surplus of \$34,245. The 2008 budget is estimated to have a \$265,000 deficit. Although the 2008 Budget was presented as a balanced budget, revenue projections for property taxes, real estate transfer taxes as well as licenses are projected to fall short by nearly \$600,000. The result of a highly publicized very drastic change in the housing market nation-wide has had an effect on all aspects of the city's revenue.

In order to find ways to make-up for these shortfalls, cost cutting measures that included a lowering of the total cost of salaries by \$281,000 as well as the re-structure of previous debt has allowed the City to hold the line on property taxes. The planned shifting of debt service costs have allowed the city to increase the amount of property taxes collected for the General Fund and lower the amount collected for the bond and interest fund. The 2009 Budget does not include a salary increase for any employees with the exception of the Public Works contract that expires at the end of 2009. The only new employees included in this budget are the two new police officers who were hired in January and a third officer to be hired mid-year.

The Library budget was approved by their Board and is included in this budget. The Library's budget also includes the cost of re-opening on Sundays.

The Water and Sewer Fund is projected to have a surplus of \$77,578, which will include the rate increase passed on by the City of Chicago.

The Capital Projects Fund will see a substantial increase in expenses with the construction of the Firehouse on 16th street and the water/sewer project on Roosevelt Road which are nearing completion as well as the projected completion of the parking structure in the depot area in November of 2009.

This budget includes the separation of the Senior Services budget, from the Community Outreach budget. It will allow the city council the opportunity to better track our spending in this area.

I believe our goals and objectives included in this budget by each department are attainable. We are on the long road to creating a financial plan for the present as well as the long term.

We all know these are very tough economic times we are facing and very difficult decisions will have to be made daily in order to stay within our means and keep our wonderful city of Berwyn moving forward into the future.

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Community Profile

The City of Berwyn celebrated its 100th Anniversary in 2008. The yearlong celebration included a parade, neighborhood events, a dinner dance and a five-day festival in Cermak Plaza. This celebration exemplifies the pride that the residents of Berwyn take in their community. The following is a topical overview of Berwyn, its history and its residents.

Berwyn was incorporated as a City on June 6, 1908 with approximately 5,000 residents. A century later, Berwyn is home to approximately 55,000 residents. Berwyn is bordered by Roosevelt Road on the North, Harlem Avenue on the West, Lombard Avenue on the East and Pershing Road on the South. These boundaries encompass only 3.9 square miles. Berwyn is a home rule community ruled by a mayor-council format. As of the 2000 census, the average household income was \$43,101, while the median family income was \$51,767.

The following chart details a comparison between Berwyn and the communities that surround it. Two of Berwyn's bordering communities, Oak Park and Cicero, are the closest to Berwyn in terms of population. Although the other communities included do not compare to Berwyn population-wise, they were included due to geographic proximity to Berwyn.

City of Berwyn Comparison to Surrounding Communities						
City	Population	Land Area (sq. mi)	Pop Density (per sq mi)	Per Capita Income	Avg Household Income	Mean Home Value
Berwyn	54,016	3.9	13,876	\$ 19,113	\$ 43,101	\$ 143,100
Cicero	85,616	5.8	14,645	12,489	38,044	125,322
Oak Park	52,524	4.7	11,173	36,340	59,183	231,300
Riverside	8,895	2.0	4,509	34,712	64,931	510,094
North Riverside	6,688	1.5	4,331	24,034	43,856	150,000
Brookfield	19,085	3.1	6,252	24,307	52,636	160,200

The above information was compiled from the U.S. Census taken in 2000.

Since Berwyn prides itself in being a predominately residential community, there is an absence of large industry and therefore large taxpayers. The top employers in the City are the Turano Baking Company, the City of Berwyn and MacNeal Hospital.

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Community Profile

Berwyn's location is one of its biggest assets. The northeast corner of Berwyn is less than a mile from the western edge of Chicago, and just minutes west of Chicago's loop. Residents and visitors enjoy convenient access to transportation, as Berwyn is set between two major highways – The Eisenhower (I – 290) to the north and the Stevenson (I-55) to the south. The City also enjoys the accessibility of the METRA commuter train, the suburban PACE bus system, and easy driving to both Chicago O'Hare and Chicago Midway airports.

The City of Berwyn grew out of the settlement of LaVerne to the south and an expansion of Oak Park in the north. The area between these two settlements was still largely farmland when Berwyn was incorporated as a City in 1908. It was not until 1920 that the well-built bungalow houses that line the streets of Berwyn began to develop. The City then continued to grow quickly through the 1940's. Today Berwyn is proud to be home to the largest collection of Chicago-style bungalows in the nation.

Berwyn enjoys a diverse demographic of residents. Families with Czech and Bohemian roots, together with many Italian-Americans, Greeks, Lithuanians, Poles, Yugoslavians and Ukrainians, have been joined in recent years by Hispanics, African and Asian Americans who now call Berwyn home. As Berwyn moves into the 21st century, its traditionally hard-working, middle-class, mostly blue collar families, who were admittedly conservative in their outlook, are joined by young, professional families and a growing population of gay and lesbian residents.

Berwyn pays homage to the rich cultural diversity by hosting the annual festivals to honor the Czechs and the Italians. The Houby Days Parade coincides with the autumn mushroom harvest, and the Italian Feast of Our Lady of Laurentana is celebrated each fall. These events are both enjoyed by residents of Berwyn and visitors to Berwyn of all cultural backgrounds.

Berwyn values opportunities for education and is home to two parochial schools, St. Odilo and St. Leonard, which both serve students from Kindergarten through 8th grade. The public school system operates through District 98 (elementary and middle schools) and Districts 100 and 201 (J. Sterling Morton High Schools West and East, respectively). Morton Community College is located in neighboring Cicero.

The North Berwyn Park District and the Berwyn Park District operate and, together with the City's Recreation Department, maintain over a dozen parks and community centers. There is something for everyone in the park districts. Opportunities include after school programs, community centers, volleyball, bocce ball, soccer, baseball diamonds, basketball courts, swimming pools, picnic areas, playgrounds, tennis courts, horseshoe courts, a butterfly garden, green space, and a Veteran's Memorial.

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Community Profile

Berwyn is also home to many community service agencies to meet the needs of all residents. Many of these nonprofit organizations receive funding through the Community Development Block Grant (CDBG). The City operates CDBG as a separate fund and employs several individuals to oversee its administration.

The City of Berwyn's commitment to public safety is not taken lightly. We employ a full time fire department with 69 employees in 2008. The police department accounts for the highest percentage of city employees, totaling 236 during 2008. The residents of Berwyn have recently supported the rebuilding of the Berwyn Police Station as well as the reconstruction of the 16th Street Fire Station.

The Berwyn Health Department operates independently of the City but covers the same geographic area and meets the public health needs of the community. The City of Berwyn operates a water and sewer utility as an enterprise fund. Other utilities that serve the residents are operated privately.

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Description of City Funds and Accounting Structure

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

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

Governmental Fund Types

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

General Fund –

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

Special Revenue Funds –

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

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Description of City Funds and Accounting Structure

Special Revenue Funds – (continued)

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

Community Outreach – Used to account for all resources and expenditure related to certain outreach programs and other community events.

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

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

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

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

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

Other special revenue funds that appear in the City's audited financial statements but are not budgeted are the Grant Fund, Emergency 911 fund and the Asset Forfeiture Fund.

Debt Service Fund –

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

Capital Projects Funds –

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

**City of Berwyn
Budget Summary - All Funds
2009 Budget**

Fund	Special Revenue Funds							
	General Fund	Library Fund	Community Outreach Fund	Senior Citizen's Fund	Community Development Fund	Foreign Fire Tax Fund	Motor Fuel Tax Fund	S. Berwyn TIF Fund
2009 Budget								
Revenues								
Taxes	\$ 28,930,790	\$ 2,497,312	\$ -	\$ -	\$ -	\$ 21,000	\$ -	\$ 1,230,000
Licenses and Permits	2,564,800	-	-	-	-	-	-	-
Charges for Services	6,297,200	25,000	-	-	-	-	-	-
Fines	4,160,000	20,000	-	-	-	-	-	-
Intergovernmental Revenues	88,000	90,000	-	44,000	1,654,039	-	1,550,000	-
Miscellaneous Revenues	1,023,795	3,000	16,500	60,150	-	75	50,000	43,000
Other Financing Sources	1,820,594	-	160,000	112,006	40,000	-	-	-
Total Revenues	44,885,179	2,635,312	176,500	216,156	1,694,039	21,075	1,600,000	1,273,000
Expenditures								
General Government	3,650,338	-	-	-	-	-	-	-
Public Safety	30,337,606	-	-	-	-	31,637	-	-
Public Works	3,749,092	-	-	-	-	-	1,403,000	-
Economic Development	413,514	-	-	-	1,694,039	-	-	1,303,104
Culture and Recreation	1,324,042	2,635,312	176,686	216,156	-	-	-	-
Garbage	4,160,000	-	-	-	-	-	-	-
Capital	904,336	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-	312,465
Water and Sewer	-	-	-	-	-	-	-	-
Claims expense	-	-	-	-	-	-	-	-
Other Financing Uses	312,006	-	-	-	-	-	780,000	401,824
Total Expenditures	44,850,934	2,635,312	176,686	216,156	1,694,039	31,637	2,183,000	2,017,393
Surplus / (Deficit)	34,245	-	(186)	-	-	(10,562)	(583,000)	(744,393)
Projected Beginning Fund Balance	(169,318)	24,228	32,011	-	-	25,059	694,030	852,662
Estimated Ending Fund Balance	\$ (135,072)	\$ 24,228	\$ 31,825	\$ -	\$ -	\$ 14,497	\$ 111,030	\$ 108,269

**City of Berwyn
Budget Summary - All Funds
2009 Budget**

Fund	Special Revenue Funds			Capital Projects Fund	Debt Service Fund	Water & Sewer Fund	Internal Service Fund	Total All Funds
	Cermak TIF Fund	Roosevelt TIF Fund	Ogden Ave TIF Fund					
2009 Budget								
Revenues								
Taxes	\$ 1,700,000	\$ 575,000	\$ 1,027,930	\$ -	\$ 4,816,772	\$ -	\$ -	\$ 40,798,804
Licenses and Permits	-	-	-	-	-	-	-	2,564,800
Charges for Services	-	-	-	-	-	5,600,578	3,473,869	15,396,647
Fines	-	-	-	-	-	195,000	-	4,375,000
Intergovernmental Revenues	-	-	-	2,450,000	-	-	-	5,876,039
Miscellaneous Revenues	153,660	35,000	60,000	300,000	10,000	45,000	-	1,800,180
Other Financing Sources	-	-	-	-	554,071	-	-	2,686,671
Total Revenues	1,853,660	610,000	1,087,930	2,750,000	5,380,843	5,840,578	3,473,869	73,498,142
Expenditures								
General Government	-	-	-	-	-	-	-	3,650,338
Public Safety	-	-	-	-	-	-	-	30,369,243
Public Works	-	-	-	-	-	-	-	5,152,092
Economic Development	4,880,406	1,300,790	1,941,700	-	-	-	-	11,533,553
Culture and Recreation	-	-	-	-	-	-	-	4,352,195
Garbage	-	-	-	-	-	-	-	4,160,000
Capital	-	-	-	17,490,000	-	-	-	18,394,336
Debt Service	-	108,332	-	-	6,320,296	-	-	6,741,093
Water and Sewer	-	-	-	-	-	5,763,000	-	5,763,000
Claims expense	-	-	-	-	-	-	2,927,000	2,927,000
Other Financing Uses	-	78,570	475,501	-	-	-	-	2,047,901
Total Expenditures	4,880,406	1,487,692	2,417,201	17,490,000	6,320,296	5,763,000	2,927,000	95,090,752
Surplus / (Deficit)	(3,026,746)	(877,692)	(1,329,271)	(14,740,000)	(939,453)	77,578	546,869	(21,592,610)
Projected Beginning Fund Balance	8,072,303	1,757,168	1,886,608	18,263,548	876,407	47,105,936	(1,851,195)	77,569,448
Estimated Ending Fund Balance	\$ 5,045,557	\$ 879,476	\$ 557,337	\$ 3,523,548	\$ (63,046)	\$47,183,515	\$ (1,304,326)	\$ 55,976,838

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Description of City Funds and Accounting Structure

Proprietary Fund Types

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

Enterprise Funds –

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

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

Internal Service Funds –

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

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

**City of Berwyn
General Fund Summary
2009 Budget**

	2006	2007	2008	2008	2008	2009	Requested Budget Change	
	Balance	Balance	YTD 9/30/2009	Projected	Budget	Budget	Amount	Percent
Revenues								
Taxes	\$24,828,283	\$23,580,915	\$ 15,468,843	\$ 27,414,786	\$27,986,043	\$ 28,930,790	\$ 944,747	3%
Licenses and Permits	2,556,613	2,444,528	2,125,836	2,474,732	2,681,500	2,564,800	(116,700)	-4%
Charges for Services	4,948,659	6,070,053	4,734,003	6,380,338	6,278,000	6,297,200	19,200	0%
Fines	2,131,037	3,428,536	2,950,301	4,074,130	4,212,000	4,160,000	(52,000)	-1%
Intergovernmental Revenues	1,574,682	287,417	24,575	47,689	89,951	88,000	(1,951)	-2%
Miscellaneous Revenues	909,878	1,150,058	786,447	1,411,852	1,116,281	1,023,795	(92,486)	-8%
Other Financing Sources	1,760,000	14,004,715	151,152	1,613,355	2,288,235	1,820,594	(467,641)	-20%
TOTAL REVENUES	38,709,152	50,966,222	26,241,157	43,416,882	44,652,010	44,885,179	233,169	1%
Expenditures								
Mayor	\$ 282,345	\$ 176,988	\$ 112,738	\$ 161,108	\$ 176,427	\$ 153,685	\$ (22,742)	-13%
Clerk	236,816	170,636	109,726	171,789	191,749	186,380	(5,369)	-3%
Treasurer	12,037	16,969	11,323	15,561	15,872	13,975	(1,897)	-12%
Council	211,921	191,294	136,030	206,092	218,513	238,000	19,487	9%
Legal	528,403	537,686	391,951	697,137	598,898	619,772	20,874	3%
Finance	1,203,811	1,437,527	1,055,979	1,479,331	1,475,860	1,477,892	2,032	0%
Human Resources	193,336	161,926	102,186	145,853	196,463	123,818	(72,645)	-37%
Information Technology	485,142	719,188	436,357	622,178	721,498	744,316	22,817	3%
Statutory	468,199	215,992	222,790	99,265	176,000	92,500	(83,500)	-47%
Fire	11,497,640	11,896,598	7,508,836	11,821,055	11,513,531	11,739,573	226,042	2%
Police	15,865,567	17,682,877	10,982,294	17,805,184	18,162,074	18,574,309	412,236	2%
Fire and Police Commission	29,940	31,999	15,837	22,822	25,875	23,724	(2,151)	-8%
Building / Neighborhood Affairs	1,268,537	1,741,803	624,549	1,238,758	1,450,173	1,332,200	(117,973)	-8%
Streets	2,548,671	2,684,774	1,970,709	2,905,363	2,643,949	2,416,892	(227,057)	-9%
Zoning	15,378	15,646	10,689	14,764	16,064	16,064	-	0%
Community Development	495,674	-	-	-	-	-	-	#DIV/0!
Committee and Planning	81,426	337,122	665,715	781,913	650,697	397,450	(253,247)	-39%
Recreation	1,156,705	1,181,728	891,584	1,210,226	1,333,520	1,315,659	(17,861)	-1%
Community Relations	56,041	14,411	4,696	6,388	10,383	8,383	(2,000)	-19%
Garbage	2,516,150	3,793,645	2,963,975	3,971,936	3,996,399	4,160,000	163,601	4%
Capital	643,270	421,617	363,209	619,819	477,404	904,336	426,932	89%
Grants	95,542	-	-	-	-	-	-	#DIV/0!
Youth Commission	13,463	-	-	-	-	-	-	#DIV/0!
Library Fund subsidy	969,391	1,036,394	-	-	-	-	-	#DIV/0!
Community Outreach Fund subsidy	221,048	278,288	-	301,330	336,520	160,000	(176,520)	-52%
Community Development Fund Subsidy	-	3,433	-	-	-	40,000	40,000	#DIV/0!
Contingency	-	-	-	-	250,000	-	(250,000)	-100%
Transfer to other funds	-	139,539	-	-	-	112,006	112,006	#DIV/0!
Transfer out to Debt Service Fund	-	8,963,354	-	-	-	-	-	#DIV/0!
Total General Fund Expenditures	41,096,453	53,851,434	28,581,173	44,297,873	44,637,869	44,850,934	213,064	0%
Revenues less Expenditures	(2,387,301)	(2,885,212)	(2,340,016)	(880,991)	14,141	34,245	\$ 20,105	142%
Fund Balance Beginning	6,481,173	3,596,885	711,673	711,673	711,673	(169,318)		
Projected Ending Fund Balance	\$ 4,093,872	\$ 711,673	\$ (1,628,343)	\$ (169,318)	\$ 725,814	\$ (135,072)		

**City of Berwyn
2009
Annual Budget**

For the Fiscal Year Beginning January 1, 2009

Revenue Streams

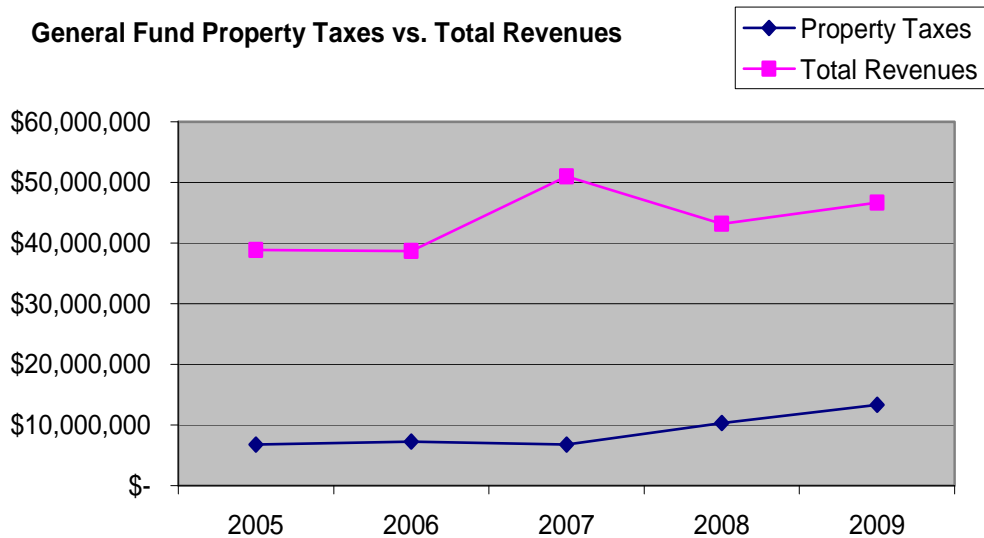
The City relies on a variety of revenue streams to fund services. Many of these revenues are subject to economic fluctuations; however, expenditures are not. Historically speaking 18-19% of the City's revenue comes from property taxes and 45% of the City's revenues are derived from other taxes.

Property taxes –

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

Summary of General Fund Property Taxes					
Revenue Year	2005	2006	2007	Projected 2008	Budgeted 2009
Levy Year	2004	2005	2006	2007	2008
Property Taxes	\$ 6,798,575	\$ 7,282,496	\$ 6,749,063	\$ 10,747,243	\$ 12,380,790
Total Revenues	38,871,644	38,709,152	50,963,719	43,416,882	44,885,179
% of total	17%	19%	13%	25%	28%

General Fund Property Taxes vs. Total Revenues



**City of Berwyn
2009
Annual Budget**

For the Fiscal Year Beginning January 1, 2009

Revenue Streams

The General Fund receives only a portion of the total property taxes levied in the City. The chart below shows the components of the total tax levy for the last five years including the tax rate for those years. All information was taken from the levy ordinances net of abatements, except for the 2004 and 2005 levy years as no information is available from those years on abatements.

Revenue Year Levy Year	Composition of Property Taxes Levied				
	2005 2004	2006 2005	2007 2006	2008 2007	2009 2008
Corporate	\$ 2,998,803	\$ 3,303,486	\$ 2,447,404	\$ 6,783,899	\$ 8,417,446
Fire Pension	1,798,780	2,113,224	2,431,808	2,034,586	2,034,586
Police Pension	1,802,977	1,923,606	2,236,154	1,928,758	1,928,758
Total General Fund	6,600,560	7,340,316	7,115,366	10,747,243	12,380,790
Library	1,301,966	1,341,025	1,408,076	2,497,312	2,497,312
Bond and Interest	10,077,710	10,077,710	10,232,727	6,449,422	4,816,772
Total Levy	<u>\$ 17,980,236</u>	<u>\$ 18,759,051</u>	<u>\$ 18,756,169</u>	<u>\$ 19,693,977</u>	<u>\$ 19,694,874</u>

Tax rate	2.899	2.221	2.216	2.135	not available
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The City also receives revenue from other types of taxes. The amounts of these taxes and the process by which they are accrued and received by the City are described below.

State Income Taxes –

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

1% State Sales and Home Rule Sales Taxes –

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

Municipal Utility Taxes –

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

**City of Berwyn
2009
Annual Budget**

For the Fiscal Year Beginning January 1, 2009

Revenue Streams

Real Estate Transfer –

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

All Other Taxes –

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

The following chart summarizes tax revenue for 2005 through 2009. Amounts for 2005-2007 are actual, 2008 amounts are a projection based on actual receipts from the first three quarters of the year. The 2009 budget is based on 2008 projections, past years' trends and information provided by the Illinois Municipal League.

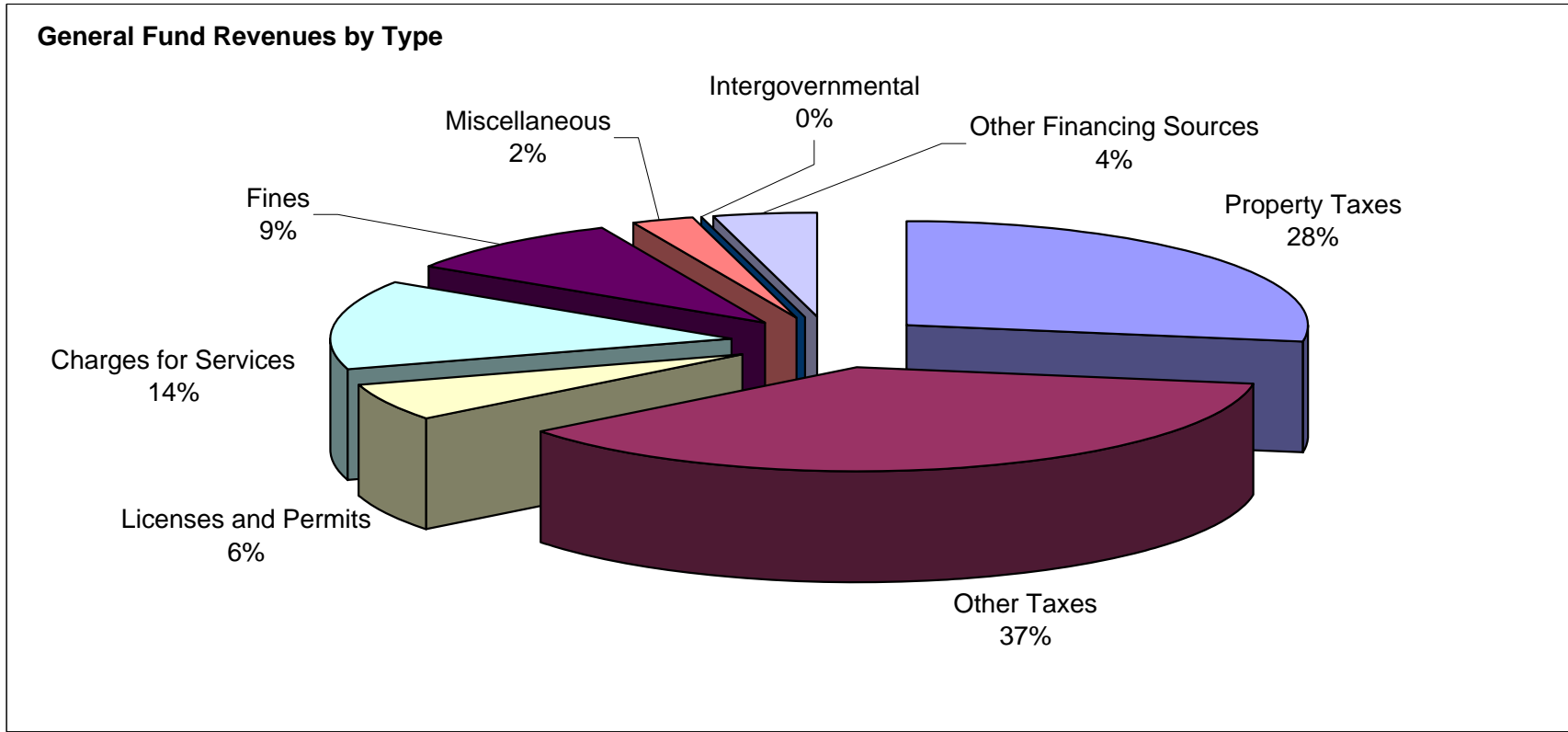
Revenue Year	Summary of Other Tax Revenue				
	2005	2006	2007	Projected 2008	2009
State Income	\$ 4,802,668	\$ 5,132,141	\$ 5,518,357	\$ 5,900,000	\$ 5,900,000
1% State Sales	2,596,951	2,886,605	2,886,108	2,742,450	2,625,000
Home Rule Sales	1,894,374	1,957,207	2,011,687	2,013,423	1,925,000
Municipal Utility	4,234,654	3,979,120	4,178,301	4,500,000	4,400,000
Real Estate Transfer	3,250,800	2,915,139	1,565,735	989,133	975,000
All other	678,993	675,577	671,664	642,748	725,000
Total Other Taxes	\$ 17,458,440	\$ 17,545,788	\$ 16,831,852	\$ 16,787,754	\$ 16,550,000
Total General Fund Revenues	\$ 38,896,768	\$ 38,709,152	\$ 50,963,719	\$ 43,416,882	\$ 44,885,179
Other taxes as a % of Total Revenues	45%	45%	33%	39%	37%

As the table above shows the 2007 actual revenue from Real Estate Transfer taxes is significantly less than received in past years. This decrease was due to a downturn in the real estate market beginning in 2007. The City has continued to feel the effects of the struggling housing market and has had to adjust projections for 2008 remaining collections and for 2009 collections.

The following pages show the details of the 2009 budgeted revenue lines in the General Fund.

**City of Berwyn
Summary of General Fund Revenues
2009 Budget**

Revenue	2006 Actual	2007 Actual	2008 YTD 9/30/2008	2008 Projected	2008 Budget	2009 Budget	Requested Budget Change	
							Amount	Percent
Property Taxes	\$ 7,282,496	\$ 6,749,063	\$ 5,103,697	\$ 10,627,032	\$ 10,747,243	\$ 12,380,790	\$ 1,633,547	15%
Other Taxes	17,545,787	16,831,852	10,365,146	16,787,754	17,238,800	16,550,000	(688,800)	-4%
Licenses and Permits	2,556,613	2,444,528	2,125,836	2,474,732	2,681,500	2,564,800	(116,700)	-4%
Charges for Services	4,948,659	6,070,053	4,734,003	6,380,338	6,278,000	6,297,200	19,200	0%
Fines	2,131,037	3,428,536	2,950,301	4,074,130	4,212,000	4,160,000	(52,000)	-1%
Miscellaneous Revenues	909,878	1,147,555	786,447	1,411,852	1,116,281	1,023,795	(92,486)	-8%
Intergovernmental Revenues	1,574,682	287,417	24,575	47,689	89,951	88,000	(1,951)	-2%
Other Financing Sources	1,760,000	14,004,715	151,152	1,613,355	2,288,235	1,820,594	(467,641)	-20%
Total General Fund Revenues	\$ 38,709,152	\$ 50,963,719	\$ 26,241,157	\$ 43,416,882	\$ 44,652,010	\$ 44,885,179	\$ 233,169	1%



**City of Berwyn
General Fund Revenues
2009 Budget**

Account Number	Revenue	2006	2007	2008	2008	2008	2009	Requested Budget Change	
		Balance	Balance	YTD 9/30/2008	Projected	Budget	Budget	Amount	Percent
Taxes									
11-4-00-4102	Taxes, Property	\$ 7,282,496	\$ 6,749,063	\$ 5,103,697	\$ 10,627,032	\$ 10,747,243	\$ 12,380,790	\$ 1,633,547	15%
11-4-00-4104	Taxes, Personal Property Replacement	218,026	257,851	207,457	254,006	265,000	270,000	5,000	2%
11-4-00-4106	Taxes, State Income	5,132,141	5,518,357	3,814,559	5,900,000	5,870,000	5,900,000	30,000	1%
11-4-00-4108	Taxes, 1% State Sales	2,886,605	2,886,108	1,372,745	2,742,450	3,000,000	2,625,000	(375,000)	-13%
11-4-00-4109	Taxes, Home Rule Sales	1,957,207	2,011,687	985,782	2,013,423	2,050,000	1,925,000	(125,000)	-6%
11-4-00-4110	Taxes, Municipal Utility	3,979,120	4,178,301	2,929,339	4,500,000	4,100,000	4,400,000	300,000	7%
11-4-00-4121	Taxes, Liquor	169,765	162,672	112,724	154,094	162,000	155,000	(7,000)	-4%
11-4-00-4125	Taxes, Real Estate Transfer	2,915,139	1,565,735	766,417	989,133	1,575,000	975,000	(600,000)	-38%
11-4-00-4130	Taxes, Gasoline	148,918	146,093	124,893	172,752	150,000	160,000	10,000	7%
11-4-00-4135	Taxes, Parking Lot	68,967	43,854	9,573	11,382	4,800	8,000	3,200	67%
11-4-00-4140	Taxes, Video	64,909	56,183	36,795	45,652	57,000	52,000	(5,000)	-9%
	Taxes, Litter	-	-	-	-	-	75,000	75,000	#DIV/0!
11-4-00-4145	Taxes, Misc	4,991	5,011	4,862	4,862	5,000	5,000	-	0%
	Total Taxes	<u>24,828,283</u>	<u>23,580,915</u>	<u>15,468,843</u>	<u>27,414,786</u>	<u>27,986,043</u>	<u>28,930,790</u>	<u>944,747</u>	<u>3%</u>
Licenses and Permits									
11-4-00-4203	RV	4,260	4,140	2,880	2,880	4,000	4,000	-	0%
11-4-00-4204	Motorcycle Transfer, Dealers	6,951	6,750	6,256	6,923	7,000	7,000	-	0%
11-4-00-4205	Trucks	139,535	144,729	133,120	137,595	145,000	145,000	-	0%
11-4-00-4206	License, Business	295,301	346,749	170,884	233,876	324,000	320,000	(4,000)	-1%
11-4-00-4208	License, Liquor	190,502	194,053	162,741	193,810	204,000	200,000	(4,000)	-2%
11-4-00-4210	Permits, Commuter Parking	105,190	120,366	61,660	106,385	146,000	125,000	(21,000)	-14%
11-4-00-4212	Permits, Electric	46,390	48,675	37,800	46,775	46,000	46,000	-	0%
11-4-00-4214	Permits, Municipal Parking	23,795	15,959	42,929	51,287	45,000	50,000	5,000	11%
11-4-00-4216	Permits, Building	233,077	59,436	86,990	93,973	69,000	66,000	(3,000)	-4%
11-4-00-4218	Rental Operating License	-	-	79,870	83,631	-	85,000	85,000	#DIV/0!
11-4-00-4220	Passenger Vehicle	888,188	933,110	919,595	955,490	1,090,000	960,000	(130,000)	-12%
11-4-00-4225	Pet Tags	6,360	7,540	7,350	7,630	6,500	6,800	300	5%
11-4-00-4230	Certificate of Compliance	88,245	51,770	35,064	47,297	60,000	50,000	(10,000)	-17%
11-4-00-4235	Permits, Local Improvement	392,496	362,936	268,833	352,926	380,000	350,000	(30,000)	-8%
11-4-00-4240	Service Charge Inspection	88,410	72,015	83,486	106,726	85,000	85,000	-	0%
11-4-00-4245	Electrical Sign Inspection	47,915	76,300	26,378	47,528	70,000	65,000	(5,000)	-7%
	Total Licenses and Permits	<u>2,556,613</u>	<u>2,444,528</u>	<u>2,125,836</u>	<u>2,474,732</u>	<u>2,681,500</u>	<u>2,564,800</u>	<u>(116,700)</u>	<u>-4%</u>
Charge for Services									
11-4-00-4305	Sale of Gas (from COB Pumps)	59,684	49,985	76,331	99,777	57,000	80,000	23,000	40%
11-4-00-4310	Report, Police	26,142	25,751	17,507	23,439	25,000	25,000	-	0%
11-4-00-4315	Fees, Garbage	2,968,711	3,675,579	3,048,693	4,100,000	4,100,000	4,313,200	213,200	5%
11-4-00-4320	Commuter Parking Meter	61,372	59,878	46,005	62,032	62,000	62,000	-	0%
11-4-00-4325	Paramedic Collections	906,201	1,236,221	571,448	823,123	1,000,000	950,000	(50,000)	-5%
11-4-00-4330	Paramedic MRI Transports	290,875	326,700	280,800	365,700	320,000	160,000	(160,000)	-50%

**City of Berwyn
General Fund Revenues
2009 Budget**

Account Number	Revenue	2006	2007	2008	2008	2008	2009	Requested Budget Change	
		Balance	Balance	YTD 9/30/2008	Projected	Budget	Budget	Amount	Percent
11-4-00-4335	Athletics - Recreation	102,997	111,262	80,692	108,377	157,000	115,000	(42,000)	-27%
11-4-00-4340	Adult Programs - Recreation	31,290	22,725	30,310	31,300	19,000	30,000	11,000	58%
11-4-00-4345	Children's Programs - Recreation	105,090	130,040	152,027	158,919	129,000	150,000	21,000	16%
11-4-00-4350	Pool	73,983	99,431	74,631	74,191	99,000	75,000	(24,000)	-24%
11-4-00-4355	Concession Stand - Recreation	29,107	28,293	17,838	20,533	21,000	21,000	-	0%
11-4-00-4360	False Alarms	11,050	7,270	3,425	14,950	6,000	4,000	(2,000)	-33%
11-4-00-4365	Range Rental	9,100	3,655	6,125	9,625	9,000	9,000	-	0%
11-4-00-4388	Recycling Rebate	-	99,440	60,652	90,516	100,000	90,000	(10,000)	-10%
11-4-00-4389	Misc Charges for Service	58,295	48,217	44,051	58,555	35,000	50,000	15,000	43%
11-4-00-4395	Sidewalk Construction	43,529	15,225	26,210	25,790	20,000	20,000	-	0%
11-4-06-4381	Reimbursements - Finance	-	-	2,413	2,413	-	-	-	#DIV/0!
11-4-07-4381	Reimbursements - Fire	20,717	13,604	14,954	55,459	-	10,000	10,000	#DIV/0!
11-4-08-4381	Reimbursements - Police	64,519	51,368	58,615	109,545	70,000	70,000	-	0%
11-4-11-4381	Reimbursements - Building	12,219	9,503	25,417	30,613	9,000	20,000	11,000	122%
11-4-11-4382	Reimbursements - 6545 W. Stanley	5,000	6,000	3,551	3,551	6,000	6,000	-	0%
11-4-11-4383	Reimbursements - Elevators	5,850	6,925	1,066	7,466	7,000	2,000	(5,000)	-71%
11-4-16-4381	Reimbursements - IT	4,478	-	170	170	-	-	-	#DIV/0!
11-4-20-4381	Reimbursements - Public Works	39,591	23,583	74,248	81,167	15,000	20,000	5,000	33%
11-4-20-4382	Reimbursements - Fleet Labor	18,860	19,398	16,824	23,127	12,000	15,000	3,000	25%
	Total Charges for Services	<u>4,948,659</u>	<u>6,070,053</u>	<u>4,734,003</u>	<u>6,380,338</u>	<u>6,278,000</u>	<u>6,297,200</u>	<u>19,200</u>	<u>0%</u>
	Fines								
11-4-00-4400	Penalties	-	165,809	92,519	130,239	220,000	120,000	(100,000)	-45%
11-4-00-4405	Fees, Towing	103,458	341,980	476,528	587,058	900,000	650,000	(250,000)	-28%
11-4-00-4410	Fines, Court	191,209	239,031	121,390	219,309	210,000	240,000	30,000	14%
11-4-00-4415	Fines, Violation	1,508,302	2,091,445	1,700,553	2,197,404	2,240,000	2,240,000	-	0%
11-4-00-4420	After the Fact Permits	-	71,480	42,728	53,828	67,000	55,000	(12,000)	-18%
11-4-00-4425	C Tickets (Compliance)	107,985	186,780	162,745	197,510	240,000	200,000	(40,000)	-17%
11-4-00-4430	Fines, Local Ordinance	3,750	159,475	142,178	257,117	160,000	170,000	10,000	6%
11-4-00-4435	Fines, Adjudication Court	216,333	172,536	106,900	155,965	175,000	160,000	(15,000)	-9%
11-4-00-4440	Red Speed Photo Enforcement	-	-	104,760	275,700	-	325,000	325,000	#DIV/0!
	Total Fines	<u>2,131,037</u>	<u>3,428,536</u>	<u>2,950,301</u>	<u>4,074,130</u>	<u>4,212,000</u>	<u>4,160,000</u>	<u>(52,000)</u>	<u>-1%</u>
	Intergovernmental Revenues								
11-4-00-4505	CDBG	512,696	-	-	-	-	-	-	#DIV/0!
11-4-00-4510	State Allotment/Highway Maint	134,467	88,218	22,488	45,602	89,951	88,000	(1,951)	-2%
11-4-00-4600	Grants - Misc	-	199,199	2,087	2,087	-	-	-	#DIV/0!
11-4-00-4515	PY Fire Grants	220,041	-	-	-	-	-	-	#DIV/0!
	PY Police Grants	120,291	-	-	-	-	-	-	#DIV/0!
	PY PW Grants	318,636	-	-	-	-	-	-	#DIV/0!
	PY Other Grants	268,551	-	-	-	-	-	-	#DIV/0!
	Total Intergovernmental Revenues	<u>1,574,682</u>	<u>287,417</u>	<u>24,575</u>	<u>47,689</u>	<u>89,951</u>	<u>88,000</u>	<u>(1,951)</u>	<u>-2%</u>

**City of Berwyn
General Fund Revenues
2009 Budget**

Account Number	Revenue	2006 Balance	2007 Balance	2008 YTD 9/30/2008	2008 Projected	2008 Budget	2009 Budget	Requested Budget Change	
								Amount	Percent
Miscellaneous Revenues									
11-4-00-4805	Franchises	367,600	395,207	240,738	323,740	380,000	395,000	15,000	4%
11-4-00-4810	100th Anniversary Celebration	-	-	274,179	286,898	150,000	-	(150,000)	-100%
11-4-00-4820	Interest Income	139,955	78,096	27,661	30,009	35,000	40,000	5,000	14%
11-4-00-4825	Cell Tower Rental	25,187	30,846	20,735	36,549	28,500	55,000	26,500	93%
11-4-00-4830	Interdepartmental Charge	226,195	579,888	-	472,781	472,781	483,795	11,015	2%
11-4-00-4835	Other Misc Revenue	150,941	63,518	73,134	111,875	50,000	50,000	-	0%
11-4-00-4845	Sale of City Property	-	-	150,000	150,000	-	-	-	#DIV/0!
	Total Miscellaneous Revenues	<u>909,878</u>	<u>1,147,555</u>	<u>786,447</u>	<u>1,411,852</u>	<u>1,116,281</u>	<u>1,023,795</u>	<u>(92,486)</u>	<u>-8%</u>
Other Financing Sources									
11-4-00-4900	Debt Proceeds	-	12,907,586	-	-	-	-	-	#DIV/0!
11-4-29-4900	Lease Proceeds	-	145,827	151,152	343,152	-	430,594	430,594	#DIV/0!
11-4-00-4910	Trans in from Working Cash	1,500,000	-	-	-	-	-	-	#DIV/0!
11-4-00-4915	Trans in MFT Salaries	260,000	783,888	-	783,888	783,888	780,000	(3,888)	0%
11-4-00-4930	Trans in Capital Projects	-	-	-	486,315	1,504,347	610,000	(894,347)	-59%
11-4-00-4935	Trans in 911 Fund	-	69,914	-	-	-	-	-	#DIV/0!
11-4-00-4999	Trans to/from other funds	-	97,500	-	-	-	-	-	#DIV/0!
	Total Other Financing Sources	<u>1,760,000</u>	<u>14,004,715</u>	<u>151,152</u>	<u>1,613,355</u>	<u>2,288,235</u>	<u>1,820,594</u>	<u>(467,641)</u>	<u>-20%</u>
	Total General Fund Revenues	<u>\$ 38,709,152</u>	<u>\$ 50,963,719</u>	<u>\$ 26,241,157</u>	<u>\$ 43,416,882</u>	<u>\$ 44,652,010</u>	<u>\$ 44,885,179</u>	<u>\$ 233,169</u>	<u>1%</u>

**City of Berwyn
2009
Annual Budget**

For the Fiscal Year Beginning January 1, 2009

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 four unions, one non-represented class and elected officials as employees.

Summary of Expenditures/Expenses by Type					
Fiscal Year	2005	2006	2007	Projected 2008	2009
Salaries	\$ 18,253,140	\$ 19,031,607	\$ 20,242,848	\$ 21,118,478	\$ 20,836,987
Benefits	-	12,918,019	13,703,394	12,687,647	13,067,497
Capital Projects	-	-	159,052	4,887,025	17,490,000
Debt Service	20,964,505	18,871,564	33,013,573	12,474,594	6,320,296
TIF	1,511,264	4,728,192	3,834,495	6,850,224	10,802,692
Utility	7,733,836	8,390,828	9,406,507	9,284,606	5,763,000
Internal Service	2,208,452	2,848,120	2,387,818	3,020,756	2,927,000
All other	29,577,848	15,094,875	26,558,103	14,511,970	17,883,280
Total Expenditures	<u>\$ 80,249,045</u>	<u>\$ 81,883,204</u>	<u>\$ 109,305,790</u>	<u>\$ 84,835,300</u>	<u>\$ 95,090,752</u>

The decrease in the Utility line from the 2008 projected of \$9,284,606 to the 2009 budgeted amount of \$5,763,000 is due to depreciation. As discussed in the section of the budget describing the City's Accounting Structure, the City does not budget depreciation within the Enterprise funds. However, for financial reporting purposing the Utility line includes approximately \$4,000,000 of depreciation expense.

The City did not allocate benefits to individual departments in 2005, thus amounts are not available for this comparison. Payments for Debt Service have fluctuated over the last several years due to bond refundings which artificially increase the total expenditure amounts. In the analysis above as well as in the following tables, benefits include all non-base salary, salary and fringe benefit costs. This category includes overtime, health and dental insurance, FICA costs, education reimbursements, stipends for education, or clothing allowances as well as the costs for pension payments.

**City of Berwyn
2009
Annual Budget**

For the Fiscal Year Beginning January 1, 2009

Significant Expenditures and Expenses

General Fund Expenditures

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

Summary of Expenditures/Expenses by Type					
Fiscal Year	2005	2006	2007	Projected 2008	2009
Salaries	\$ 16,045,147	\$ 16,714,157	\$ 17,940,071	\$ 18,883,266	\$ 18,423,500
Benefits	-	11,633,120	12,584,842	11,619,511	11,879,601
Total Salaries and Benefits	<u>16,045,147</u>	<u>28,347,277</u>	<u>30,524,913</u>	<u>30,502,777</u>	<u>30,303,101</u>
Total Expenditures	<u>\$ 40,948,682</u>	<u>\$ 41,096,453</u>	<u>\$ 53,851,434</u>	<u>\$ 44,297,873</u>	<u>\$ 44,850,934</u>
Salaries and Benefits as a % of total	39.18%	68.98%	56.68%	68.86%	67.56%

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

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

**City of Berwyn
Summary of Salary Expenses
2009 Budget**

Function	2005	2006	2007	2008	2008	2009	Requested Budget	
	Actual	Actual	Actual	Projected	Budget	Budget	Change Amount	Change Percent
Mayor	\$ 145,189	\$ 176,242	\$ 104,314	\$ 97,001	\$ 104,227	\$ 89,814	\$ (14,413)	-14%
Clerk	77,543	111,433	95,758	101,844	100,303	99,171	(1,132)	-1%
Treasurer	10,077	10,000	10,061	10,000	10,000	10,000	-	0%
Council	80,652	79,999	72,016	79,999	80,000	80,000	-	0%
Legal	48,754	31,823	58,006	146,009	102,659	109,355	6,696	7%
Finance	667,765	391,867	667,932	722,659	724,648	697,355	(27,293)	-4%
Human Resources	-	136,205	104,637	93,848	122,415	77,422	(44,993)	-37%
Information Technology	92,914	109,066	113,224	209,226	227,445	213,474	(13,971)	-6%
Elections	33,819	-	-	-	-	-	-	#DIV/0!
Total General Government	1,156,713	1,046,635	1,225,948	1,460,586	1,471,697	1,376,591	(95,106)	-6%
Fire	4,656,422	4,987,993	5,440,064	5,431,618	5,181,669	5,171,476	(10,193)	0%
Police	7,890,772	8,251,443	8,848,951	9,618,959	9,917,420	9,599,067	(318,353)	-3%
Fire and Police Commission	17,353	16,003	16,099	16,090	15,500	16,000	500	3%
Total Public Safety	12,564,547	13,255,438	14,305,114	15,066,667	15,114,589	14,786,543	(328,046)	-2%
Building / Neighborhood Affairs	472,978	472,257	434,710	371,701	544,016	388,757	(155,259)	-29%
Streets	1,270,821	1,319,861	1,346,589	1,396,033	1,395,962	1,154,009	(241,953)	-17%
Total Public Works	1,743,799	1,792,118	1,781,299	1,767,734	1,939,978	1,542,766	(397,212)	-20%
Zoning	11,848	12,504	6,181	6,178	12,600	12,600	-	0%
Total Economic Development	11,848	12,504	6,181	6,178	12,600	12,600	-	0%
Recreation	541,156	580,504	608,852	577,073	722,353	700,000	(22,353)	-3%
Community Relations	27,084	26,957	12,677	5,028	5,000	5,000	-	0%
Total Culture and Recreation	568,240	607,461	621,529	582,101	727,353	705,000	(22,353)	-3%
Total General Fund Salaries	\$ 16,045,147	\$ 16,714,157	\$ 17,940,071	\$ 18,883,266	\$ 19,266,216	\$ 18,423,500	\$ (842,716)	-32%
Berwyn Public Library	1,247,214	1,196,554	1,281,060	1,239,236	1,403,005	1,375,600	(27,405)	-2%
Community Outreach	42,673	143,316	179,900	150,570	197,631	85,398	(112,233)	-57%
Senior Citizen's Program	-	-	-	-	-	94,476	94,476	#DIV/0!
Community Development	300,368	270,285	280,840	264,914	278,423	243,979	(34,444)	-12%
Water and Sewer	617,739	707,295	560,977	580,492	649,944	614,034	(35,910)	-6%
City-Wide Salaries	\$ 18,253,140	\$ 19,031,607	\$ 20,242,848	\$ 21,118,478	\$ 21,795,220	\$ 20,836,987	\$ (958,233)	-4%

**City of Berwyn
Summary of Benefits and Related Payments
2009 Budget**

Function	2005 Actual	2006 Actual	2007 Actual	2008 Projected	2008 Budget	2009 Budget	Requested Budget Change Amount	Change Percent
Mayor	\$ -	\$ 77,959	\$ 43,383	\$ 39,770	\$ 42,733	\$ 38,800	\$ (3,933)	-9%
Clerk	-	99,360	42,420	42,849	43,024	44,891	1,867	4%
Treasurer	-	1,759	2,549	2,514	2,500	765	(1,735)	-69%
Council	-	100,803	85,010	94,799	96,000	117,384	21,384	22%
Legal	-	24,858	24,125	63,419	42,090	47,241	5,151	12%
Finance	-	216,227	295,114	303,131	306,506	309,753	3,248	1%
Human Resources	-	49,164	43,547	40,542	50,190	35,488	(14,702)	-29%
Information Technology	-	33,207	51,036	89,420	96,732	95,986	(747)	-1%
Elections	-	-	-	-	-	-	-	#DIV/0!
Total General Government	-	603,337	587,184	676,444	679,776	690,308	10,532	2%
Fire	-	3,988,243	4,266,256	3,971,219	3,894,657	4,025,105	130,447	3%
Police	-	5,835,226	6,680,109	6,103,331	5,905,113	6,216,531	311,418	5%
Fire and Police Commission	-	4,274	4,080	4,023	3,875	1,224	(2,651)	-68%
Total Public Safety	-	9,827,743	10,950,445	10,078,573	9,803,645	10,242,860	439,214	4%
Building / Neighborhood Affairs	-	310,948	187,206	155,531	225,547	174,334	(51,213)	-23%
Streets	-	647,875	681,261	747,125	653,444	587,782	(65,662)	-10%
Total Public Works	-	958,823	868,467	902,656	878,991	762,116	(116,875)	-13%
Zoning	-	517	6,831	6,529	964	964	-	0%
Total Economic Development	-	517	6,831	6,529	964	964	-	0%
Recreation	-	217,499	170,949	156,938	195,188	182,970	(12,218)	-6%
Community Relations	-	25,201	966	385	383	383	-	0%
Total Culture and Recreation	-	242,700	171,915	157,323	195,571	183,353	(12,218)	-6%
Total General Fund Benefits	\$ -	\$ 11,633,120	\$ 12,584,842	\$ 11,821,526	\$ 11,558,946	\$ 11,879,601	\$ 320,654	-14%
Berwyn Public Library	-	651,214	569,011	587,607	607,737	620,767	13,030	2%
Community Outreach	-	77,871	74,818	65,046	81,029	36,892	(44,137)	-54%
Senior Citizen's Program	-	-	-	-	-	39,680	39,680	#DIV/0!
Community Development	-	167,723	118,872	115,643	115,354	113,203	(2,150)	-2%
Water and Sewer	-	388,090	355,851	364,967	316,677	377,354	60,677	19%
City-Wide Benefits	\$ -	\$ 12,918,019	\$ 13,703,394	\$ 12,954,789	\$ 12,679,743	\$ 13,067,497	\$ 387,754	3%

Note: In 2005 benefits were not charged to individual departments. No break down is available.

**City of Berwyn
Summary of total Expenditures/Expenses
2009 Budget**

Fund	2005 Actual	2006 Actual	2007 Actual	2008 Projected	2008 Budget	2009 Budget	Requested Budget Change Amount	Change Percent
General Fund Expenditures	40,948,682	41,096,453	53,851,434	44,297,873	44,637,869	44,850,934	213,064	0%
Special Revenue Funds								
Berwyn Public Library	1,781,329	2,450,040	2,549,215	2,488,812	2,627,312	2,635,312	8,000	0%
Community Outreach	73,951	285,726	343,781	309,717	401,220	176,686	(224,534)	-56%
Senior Citizen's Program	-	-	-	-	-	216,156	216,156	#DIV/0!
Community Development	3,120,699	1,155,460	1,239,126	1,393,586	1,480,210	1,694,039	213,829	14%
Foreign Fire	26,788	17,895	16,553	21,008	21,008	31,637	10,629	51%
Motor Fuel Tax	1,879,539	1,543,253	2,059,540	2,778,500	3,096,188	2,183,000	(913,188)	-29%
Tax Incremental Financing Districts								
S. Berwyn TIF	1,004,786	2,363,670	1,505,439	1,283,764	1,903,447	2,017,393	113,946	6%
Cermak TIF	263,891	462,529	691,071	3,305,670	1,023,885	4,880,406	3,856,521	377%
Roosevelt TIF	157,497	1,080,550	436,094	406,787	743,663	1,487,692	744,029	100%
Ogden TIF	85,090	821,444	1,201,891	1,854,003	1,024,856	2,417,201	1,392,345	136%
Total TIF's	1,511,264	4,728,192	3,834,495	6,850,224	4,695,851	10,802,692	6,106,841	130%
Capital Projects	-	-	159,052	4,887,025	7,400,000	17,490,000	10,090,000	136%
Debt Service	20,964,505	18,871,564	33,013,573	12,474,594	7,953,843	6,320,296	(1,633,547)	-21%
Water and Sewer	7,733,836	8,390,828	9,406,507	9,284,606	5,237,409	5,763,000	525,591	10%
Internal Service	2,208,452	2,848,120	2,387,818	3,020,756	3,162,167	2,927,000	(235,167)	-7%
City-Wide Costs	<u>\$ 80,249,045</u>	<u>\$ 81,387,530</u>	<u>\$ 108,861,094</u>	<u>\$ 87,806,700</u>	<u>\$ 80,713,078</u>	<u>\$ 95,090,752</u>	<u>\$ 14,377,674</u>	<u>18%</u>

**City of Berwyn
Summary of General Fund Expenditures
2009 Budget**

Dept #	Expenditures	2006	2007	2008	2008	2008	2009	Requested Budget Change	
		Balance	Balance	YTD 9/30/2008	Projected	Budget	Budget	Amount	Percent
General Government									
01	Mayor	\$ 282,345	\$ 176,988	\$ 112,738	\$ 161,108	\$ 176,427	\$ 153,685	\$ (22,742)	-13%
02	Clerk	236,816	170,636	109,726	171,789	191,749	186,380	(5,369)	-3%
03	Treasurer	12,037	16,969	11,323	15,561	15,872	13,975	(1,897)	-12%
04	Council	211,921	191,294	136,030	206,092	218,513	238,000	19,487	9%
05	Legal	528,403	537,686	391,951	697,137	598,898	619,772	20,874	3%
06	Finance	1,203,811	1,437,527	1,055,979	1,479,331	1,475,860	1,477,892	2,032	0%
12	Human Resources	193,336	161,926	102,186	145,853	196,463	123,818	(72,645)	-37%
16	Information Technology	485,142	719,188	436,357	622,178	721,498	744,316	22,817	3%
25	Statutory	468,199	215,992	222,790	99,265	176,000	92,500	(83,500)	-47%
Public Safety									
07	Fire	11,497,640	11,896,598	7,508,836	11,821,055	11,513,531	11,739,573	226,042	2%
08	Police	15,865,567	17,682,877	10,982,294	17,805,184	18,162,074	18,574,309	412,236	2%
09	Fire and Police Commission	29,940	31,999	15,837	22,822	25,875	23,724	(2,151)	-8%
Public Works									
11	Building / Neighborhood Affairs	1,268,537	1,741,803	624,549	1,238,758	1,450,173	1,332,200	(117,973)	-8%
20	Streets	2,548,671	2,684,774	1,970,709	2,905,363	2,643,949	2,416,892	(227,057)	-9%
Economic Development									
13	Zoning	15,378	15,646	10,689	14,764	16,064	16,064	-	0%
28	Community Development	495,674	-	-	-	-	-	-	-
14	Committee and Planning	81,426	337,122	665,715	781,913	650,697	397,450	(253,247)	-39%
Culture and Recreation									
23	Recreation	1,156,705	1,181,728	891,584	1,210,226	1,333,520	1,315,659	(17,861)	-1%
33	Community Relations	56,041	14,411	4,696	6,388	10,383	8,383	(2,000)	-19%
Health and Sanitation									
24	Garbage	2,516,150	3,793,645	2,963,975	3,971,936	3,996,399	4,160,000	163,601	4%
29	Capital	643,270	421,617	363,209	619,819	477,404	904,336	426,932	89%
Other Financing Uses/Other Dept's									
26	Grants	95,542	-	-	-	-	-	-	#DIV/0!
	Youth Commission	13,463	-	-	-	-	-	-	#DIV/0!
	Library Fund subsidy	969,391	1,036,394	-	-	-	-	-	#DIV/0!
	Community Outreach Fund subsidy	221,048	278,288	-	301,330	336,520	160,000	(176,520)	-52%
	CDBG Subsidy	-	3,433	-	-	-	40,000	40,000	#DIV/0!
	Contingency	-	-	-	-	250,000	-	(250,000)	-100%
	Transfer to other funds	-	139,539	-	-	-	112,006	112,006	#DIV/0!
	Transfer out to Debt Service Fund	-	8,963,354	-	-	-	-	-	#DIV/0!
Total General Fund Expenditures		\$ 41,096,453	\$ 53,851,434	\$ 28,581,173	\$ 44,297,873	\$ 44,637,869	\$ 44,850,934	\$ 213,064	0%

**City of Berwyn
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For the Fiscal Year Beginning January 1, 2009

**Office of the Mayor
01**

PROGRAM MANAGER: Mayor

PROGRAM DESCRIPTION:



The Mayor is the Chief Executive and Administrative 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 administrative operation of the City supported by department heads that report directly to the Mayor. Day to day policy decision and direction of all department heads is the responsibility of the Mayor. The Mayor prepares the executive budget with the Finance Director and input from all department heads and outside agencies such as the BDC, the Berwyn Housing Center, and Main Street for submittal to the City Council.

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

The Mayor represents the City at all gatherings where City representation is required. The Mayor also represents the City in Springfield for lobbying purposes 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 in all bodies and to all 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 and provide reports to the City Council on the progress of the plan.

**City of Berwyn
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For the Fiscal Year Beginning January 1, 2009

**Office of the Mayor
01**

- ✚ Communicator with the City Council. The Mayor’s office should assure that the agendas for the City Council meetings allow for an orderly and efficient progress on the issues important to the City. The Mayor’s office should assure resolution of Aldermanic concerns and make certain that those concerns are addressed and actions taken completed.
- ✚ Communications 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 or generate local media coverage.

STAFFING:

	2006	2007	2008	2009
Position (FTE)	Actual	Actual	Actual	Budget
Mayor	1.00	1.00	1.00	1.00
Administrative Coordinator	1.00	-	-	-
Secretary to the Mayor	1.00	1.00	1.00	1.00
Total	3.00	2.00	2.00	2.00

OBJECTIVES ACCOMPLISHED IN 2008:

- ✚ Phase II Debt Restructure and maintained a bond rating of A-
- ✚ Completed bidding process and began construction of a new firehouse on 16th street
- ✚ Completed bidding process and broke ground for a Depot District 390 car parking garage which will be funded with nearly \$3 million in State, Federal, and local grants as well as and bond funds from the phase I debt restructure
- ✚ Completed installation of outdoor cameras at all schools

**City of Berwyn
2009
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For the Fiscal Year Beginning January 1, 2009

**Office of the Mayor
01**

- ✚ Completed construction to improve alleys, swimming pools, equipment for the Police and Fire Departments and other infrastructure improvements
- ✚ Passed 2007 tax levy and 2007 Budget
- ✚ Completed Public Works and AFSCME Clerks Union negotiations
- ✚ Facilitated all four TIF District Joint Review Board meetings for 2008
- ✚ Completed audit for 2007 on time
- ✚ Appointed new Director of Finance, CDBG, and Neighborhood Affairs as well as a new Fire Chief
- ✚ Began Construction with Sedgewick Property Developers for the Century Station Project in the Depot District
- ✚ Developed New Berwyn Housing Center to help improve rental property
- ✚ Instituted new rental housing licensing ordinance
- ✚ Completed plans for 100th Birthday Celebration with a balance budget at no cost to the Taxpayers
- ✚ Continued economic development negotiations in Depot, Cermak Rd., Roosevelt Rd., Ogden Ave., and Cermak Plaza areas
- ✚ Increased senior services offered to residents for lawn maintenance, leaf raking, and snow removal
- ✚ Completed successful second year of promotional campaign through the Berwyn Development Corporation to promote the City of Berwyn
- ✚ Complete negotiations with the Berwyn Development Corporation for the requested amendments in TIF Districts with the Joint Review Board.
- ✚ Completed the Cermak Rd. Median project

**City of Berwyn
2009
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For the Fiscal Year Beginning January 1, 2009

**Office of the Mayor
01**

- ✚ Assisted on writing and received additional grant monies with Berwyn/Cicero Council on Aging for continuing the Immigrant Integration Study for City of Berwyn. Held three (3) focus groups

OBJECTIVES TO BE ACCOMPLISHED IN 2009:

- ✚ Establish position of Director of Administration at Mid-year to insure the increased professional management of City operations.
- ✚ Complete negotiations with all four labor unions for a three tier health insurance option
- ✚ Complete the first year of Landlord Training Program associated with the Crime-Free Housing Ordinance and along with the Berwyn Housing Center develop an effective program to improve the rental housing in the City of Berwyn and encourage Condo Conversions.
- ✚ Develop a short and long range plan for the City that will provide assistance and direction for both the budget and management of operations.
- ✚ Continue economic development improvements by encouraging the promotion of the City of Berwyn. Participating in negotiations with developers along with the Berwyn Development Corporation to increase retail sales and encourage mixed use projects in the business districts.
- ✚ Complete current negotiations for planned improvements to Cermak Plaza, Cermak Road, Depot District, Roosevelt Road, Superblock and the site of the old police station.
- ✚ Secure state and/or federal grants to fund Roosevelt Rd. streetscape improvements as a combined effort with Oak Park and Cicero
- ✚ Complete Depot District Parking Garage, Roosevelt Road infrastructure, and 16th Street Firehouse.
- ✚ Complete street lighting project for 26th St., portions of Ridgeland and Oak Park Avenues.
- ✚ Expand “Green Initiative” for the City of Berwyn that includes all departments, other taxing bodies and citizens

**City of Berwyn
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For the Fiscal Year Beginning January 1, 2009

**Office of the Mayor
01**

- ✚ Continue to pursue a location and partnership to provide Senior Housing for our ever increasing population of seniors in search of a way to stay in our community.

City of Berwyn
2009 Budgeted Expenditures by Department
Mayor
12/31/2009

Account Number	Account Name	2006 Balance	2007 Balance	2008 YTD 9/30/2008	2008 Projected	2008 Budget	2009 Budget	Requested Budget Change	
								Amount	Percent
11-5-01-5111	Mayor - Salaries	\$ 176,242	\$ 104,314	\$ 68,737	\$ 97,001	\$ 104,227	\$ 89,814	\$ (14,413)	-14%
11-5-01-5115	Mayor - Overtime	15	-	-	-	-	-	-	#DIV/0!
11-5-01-5130	Mayor - Benefits	77,944	43,383	28,128	39,770	42,733	38,800	(3,933)	-9%
11-5-01-5160	Mayor - Internal service fund	4,303	8,365	-	4,087	8,667	4,271	(4,396)	-51%
11-5-01-5210	Mayor - Administrative expenses	8,835	6,726	5,531	7,535	7,500	7,500	-	0%
11-5-01-5220	Mayor - Main Street	245	-	-	-	-	-	-	#DIV/0!
11-5-01-5300	Mayor - Other general expenses	3,408	2,678	2,417	2,108	2,100	2,100	-	0%
11-5-01-5505	Mayor - Copier maintenance	11,353	11,522	7,925	10,607	11,200	11,200	-	0%
Department Total		<u>\$ 282,345</u>	<u>\$ 176,988</u>	<u>\$ 112,738</u>	<u>\$ 161,108</u>	<u>\$ 176,427</u>	<u>\$ 153,685</u>	<u>\$ (22,742)</u>	<u>-13%</u>

**City of Berwyn
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For the Fiscal Year Beginning January 1, 2009

**Office of the City Clerk
02**

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 insure 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
- ✚ Maintain and codify all local ordinances, resolutions
- ✚ Attest, Seal and certify documents for the city
- ✚ Administer and respond to all requests for public documents, records, (FOIA) requests
- ✚ Administer and maintains Oaths of Office
- ✚ Notary Public, voter registration, assists County Clerk with elections

**City of Berwyn
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**Office of the City Clerk
02**

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

STAFFING:

Position (FTE)	2006 Actual	2007 Actual	2008 Actual	2009 Budget
City Clerk	1.00	1.00	1.00	1.00
Clerk*	-	0.80	0.88	0.88
Secretary to the Clerk	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>
Total	<u>2.00</u>	<u>2.80</u>	<u>2.88</u>	<u>2.88</u>

*Note: New position in Feb, 2007. 2007 actual reflects 10.5 / 12ths of year.

OBJECTIVES ACCOMPLISHED IN 2008:

- ✚ Continued legal review process with Law Department (near completion) for re-codification of City Ordinances
- ✚ Continued to expand digital archiving of records
- ✚ Expanded web postings of agendas, minutes and notices for all city commissions and committees
- ✚ Restored Original City of Berwyn Incorporation Certificate and dedicated a reproduction of same in honor of the City of Berwyn Centennial

**City of Berwyn
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For the Fiscal Year Beginning January 1, 2009

**Office of the City Clerk
02**

OBJECTIVES TO BE ACCOMPLISHED IN 2009:

- ✚ Complete Re-Codification of City Ordinances
- ✚ Launch a Web-Based Document Server (January 2009) complete with full text search engine including archived City Council Meeting Minutes from years 2000 thru current
- ✚ Expand Web-Based Server to include archived minutes back to 1970

BUDGET SUMMARY:

- ✚ Line Item 5210 Codification: Budgeted amount was not used in 2008 due to the delay in the re-codification process and needs to be reallocated to 2009 with completion expected in the first quarter of the fiscal year

City of Berwyn
 2009 Budgeted Expenditures by Department
 Clerk
 12/31/2009

Account Number	Account Name	2006	2007	2008	2008	2008	2009	Requested Budget Change	
		Balance	Balance	YTD 9/30/2008	Projected	Budget	Budget	Amount	Percent
11-5-02-5111	Clerk - Salaries	\$ 111,433	\$ 95,758	\$ 68,876	\$ 101,844	\$ 100,303	\$ 99,171	\$ (1,132)	-1%
11-5-02-5115	Clerk - Overtime	199	-	-	-	-	-	-	#DIV/0!
11-5-02-5120	Clerk - Sick day buy back	26,881	1,833	-	1,093	1,900	2,049	149	8%
11-5-02-5130	Clerk - Benefits	72,280	40,587	28,239	41,756	41,124	42,842	1,718	4%
11-5-02-5160	Clerk - Internal service fund	3,332	6,970	-	7,008	7,222	4,118	(3,104)	-43%
11-5-02-5210	Clerk - Codification	3,961	4,605	195	195	16,000	16,000	-	0%
11-5-02-5220	Clerk - Record Retention	2,960	3,852	1,338	2,994	8,000	4,000	(4,000)	-50%
11-5-02-5300	Clerk - Other general expenses	6,374	7,490	2,926	6,560	7,800	8,800	1,000	13%
11-5-02-5505	Clerk - Copier maintenance	9,396	9,541	8,152	10,339	9,400	9,400	-	0%
Department Total		<u>\$ 236,816</u>	<u>\$ 170,636</u>	<u>\$ 109,726</u>	<u>\$ 171,789</u>	<u>\$ 191,749</u>	<u>\$ 186,380</u>	<u>\$ (5,369)</u>	<u>-3%</u>

**City of Berwyn
2009
Annual Budget**

For the Fiscal Year Beginning January 1, 2009

**Office of the Treasurer
03**

PROGRAM MANAGER: City Treasurer

PROGRAM DESCRIPTION:

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

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

City of Berwyn
 2009 Budgeted Expenditures by Department
 Treasurer
 12/31/2009

Account Number	Account Name	2006	2007	2008	2008	2008	2009	Requested Budget Change	
		Balance	Balance	YTD 9/30/2008	Projected	Budget	Budget	Amount	Percent
11-5-03-5111	Treasurer - Salaries	\$ 10,000	\$ 10,061	\$ 6,978	\$ 10,055	\$ 10,000	\$ 10,000	\$ -	0%
11-5-03-5130	Treasurer - Benefits	1,759	2,549	1,745	2,514	2,500	765	(1,735)	-69%
11-5-03-5160	Treasurer - Internal service fund	278	359	-	392	372	410	38	10%
11-5-03-5300	Treasurer - Other general expenses	-	4,000	-	-	-	-	-	#DIV/0!
11-5-03-5305	Treasurer - Postage, printing and publications	-	-	2,600	2,600	3,000	2,800	(200)	-7%
Department Total		<u>\$ 12,037</u>	<u>\$ 16,969</u>	<u>\$ 11,323</u>	<u>\$ 15,561</u>	<u>\$ 15,872</u>	<u>\$ 13,975</u>	<u>\$ (1,897)</u>	<u>-12%</u>

**City of Berwyn
2009
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For the Fiscal Year Beginning January 1, 2009

**City Council
04**

PROGRAM DESCRIPTION:

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

The City Council operates on a committee structure with the following committees: Building, Zoning, Planning Committee, Recreation Committee, Education Committee, Budget Committee, Administration Committee, Public Works Committee, Ordinance and Resolution Committee, Police and Fire Committee and a liaison to the Library Board.

In addition to the City Council committees, there are a number of boards and commissions that provide policy input to the City Council and are comprised of volunteer, citizen members. These boards include the Library Board, Fire and Police Commission, Community Relations Commission, 911 Board, Mayor's Advisory Committee, 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.
- ✚ Approve the City budget and determine tax levy
- ✚ Set Citywide short term and long term goals and policies.
- ✚ Provide advice and consent to Mayor for appointments to committees, boards, commissions and department heads.
- ✚ Research in committee and approve ordinances, polices and directives that will enhance the quality of life and improve the City of Berwyn.

**City of Berwyn
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For the Fiscal Year Beginning January 1, 2009

**City Council
04**

-  Approve contracts and major expenses through bidding process.

STAFFING:

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

Position (FTE)	2007 Actual	2008 Actual	2009 Budget
Aldermen	<u>7.30</u>	<u>8.00</u>	<u>8.00</u>
Total	<u><u>7.30</u></u>	<u><u>8.00</u></u>	<u><u>8.00</u></u>

City of Berwyn
 2009 Budgeted Expenditures by Department
 Council
 12/31/2009

Account Number	Account Name	2006	2007	2008	2008	2008	2009	Requested Budget Change	
		Balance	Balance	YTD 9/30/2008	Projected	Budget	Budget	Amount	Percent
11-5-04-5111	Council - Salaries	\$ 79,999	\$ 72,016	\$ 55,384	\$ 79,999	\$ 80,000	\$ 80,000	\$ -	0%
11-5-04-5130	Council - Benefits	100,803	85,010	65,630	94,799	96,000	117,384	21,384	22%
11-5-04-5160	Council - Internal service fund	3,563	6,285	-	4,417	6,513	4,616	(1,897)	-29%
11-5-04-5201	Council - Ward 1	4,500	4,575	1,046	4,482	4,500	4,500	-	0%
11-5-04-5202	Council - Ward 2	1,591	2,415	65	1,487	4,500	4,500	-	0%
11-5-04-5203	Council - Ward 3	2,965	3,679	1,285	1,285	4,500	4,500	-	0%
11-5-04-5204	Council - Ward 4	4,699	4,301	2,156	4,595	4,500	4,500	-	0%
11-5-04-5205	Council - Ward 5	4,495	881	2,772	4,272	4,500	4,500	-	0%
11-5-04-5206	Council - Ward 6	781	2,064	1,589	2,122	4,500	4,500	-	0%
11-5-04-5207	Council - Ward 7	3,704	4,209	3,103	4,134	4,500	4,500	-	0%
11-5-04-5208	Council - Ward 8	3,750	4,500	3,000	4,500	4,500	4,500	-	0%
11-5-04-5300	Council - Other general expenses	1,071	1,359	-	-	-	-	-	#DIV/0!
Department Total		<u>\$ 211,921</u>	<u>\$ 191,294</u>	<u>\$ 136,030</u>	<u>\$ 206,092</u>	<u>\$ 218,513</u>	<u>\$ 238,000</u>	<u>\$ 19,487</u>	<u>9%</u>

**City of Berwyn
2009
Annual Budget**

For the Fiscal Year Beginning January 1, 2009

**Legal
05**

PROGRAM MANAGER: City Attorney

PROGRAM DESCRIPTION:

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

SERVICES:

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

**City of Berwyn
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For the Fiscal Year Beginning January 1, 2009

**Legal
05**

- ✚ Coordinates the review of Freedom of Information requests with the Clerks office.
- ✚ Reviews and recommends changes to departmental policies and procedures
- ✚ Presides over adjudication hearings, Red Speed cases, parking ticket cases, noise trials, police calls and building department calls
- ✚ Reviews all requests for parking ticket dismissals and reviews all building department settlements
- ✚ Reviews and processes all billings received from external attorneys
- ✚ Review closed Committee of the Whole minutes with the City Clerk before they are opened to the public

STAFFING:

Position (FTE)	2006 Actual	2007 Actual	2008 Actual	2009 Budget
Attorney	<u>1.08</u>	<u>2.08</u>	<u>1.08</u>	<u>1.08</u>
Total	<u>1.08</u>	<u>2.08</u>	<u>1.08</u>	<u>1.08</u>

OBJECTIVES ACCOMPLISHED IN 2008:

- ✚ Continued to provide cost savings regarding management of litigation matters.
- ✚ Revised and or Drafted Departmental Policies and Procedures.
- ✚ Participated in Organizational Consolidation of applicable departmental operations.
- ✚ Enhanced adjudication collections and procedures.
- ✚ Developed and implemented comprehensive lien processing procedures.
- ✚ Implemented inspection programs for food establishments and multi-family rental housing.
- ✚ Continued to provide cooperation regarding special events.

**City of Berwyn
2009
Annual Budget**

For the Fiscal Year Beginning January 1, 2009

**Legal
05**

- ✚ Reviewed all fire department contracts for equipment purchases
- ✚ Helped draw up crime free housing ordinances
- ✚ Reviewed in conjunction with the fire department all contracts for the 16th Street fire station
- ✚ Reviewed and presented in conjunction with Odelson & Sterk, all other ordinances

OBJECTIVES TO BE ACCOMPLISHED IN 2009:

- ✚ Regulate and coordinate all traffic and parking signs and meters and ordinances along with the traffic engineer

BUDGET SUMMARY

- ✚ The 2009 budget reflects an increase in outside professional services as the City will have three union contracts in negotiations during 2009.

City of Berwyn
 2009 Budgeted Expenditures by Department
 Legal
 12/31/2009

Account Number	Account Name	2006	2007	2008	2008	2008	2009	Requested Budget Change	
		Balance	Balance	YTD 9/30/2008	Projected	Budget	Budget	Amount	Percent
11-5-05-5111	Legal - Salaries	\$ 31,823	\$ 58,006	\$ 94,764	\$ 146,009	\$ 102,659	\$ 109,355	\$ 6,696	7%
11-5-05-5115	Legal - Overtime	-	-	343	343	-	-	-	#DIV/0!
11-5-05-5130	Legal - Benefits	24,858	24,125	39,022	63,076	42,090	47,241	5,151	12%
11-5-05-5160	Legal - Internal service fund	15,362	15,831	-	23,664	16,404	12,976	(3,428)	-21%
11-5-05-5210	Legal - Adjudication program	57,000	63,540	20,000	27,000	35,745	24,000	(11,745)	-33%
11-5-05-5300	Legal - Other general expenses	2,169	4,282	845	928	2,000	1,200	(800)	-40%
11-5-05-5400	Legal - Professional service	<u>397,191</u>	<u>371,902</u>	<u>236,977</u>	<u>436,117</u>	<u>400,000</u>	<u>425,000</u>	<u>25,000</u>	<u>6%</u>
Department Total		<u>\$ 528,403</u>	<u>\$ 537,686</u>	<u>\$ 391,951</u>	<u>\$ 697,137</u>	<u>\$ 598,898</u>	<u>\$ 619,772</u>	<u>\$ 20,874</u>	<u>3%</u>

**City of Berwyn
2009
Annual Budget**

For the Fiscal Year Beginning January 1, 2009

**Finance
06**

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

The Parking Division collects parking ticket fees, handicap sticker fees, local adjudication court fines, vehicle sticker fees, pet license fees, and municipal parking fees. It also handles issuance of visitor parking passes and paperwork involved in booted and towed vehicles. Parking ticket processing and setting court dates for parking tickets which are being disputed. This department also serves as the collector of fines in local adjudication court when fines are determined by the court.

The Water Department serves as the billing and record keeping department for all residential water and garbage accounts and commercial water accounts. It maintains records to monitor ownership of such accounts and updates the records when changes occur. It also serves as the mailing center for all departments in the City.

**City of Berwyn
2009
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For the Fiscal Year Beginning January 1, 2009

**Finance
06**

SERVICES:

- ✚ Disbursement of funds to vendors
- ✚ Monitor the City's purchasing policies
- ✚ Processing of payroll checks to all employees
- ✚ Verification of employee time in accordance with the City's employee handbook and applicable union contracts.
- ✚ Preparation of monthly 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
- ✚ Invoicing for water, sewer and garbage bills
- ✚ Questions and general assistance for business owners and residents on City fees
- ✚ Tracking of payments received and balances owed for adjudication programs
- ✚ Grant tracking including monitoring of compliance with applicable state and federal regulations
- ✚ Establishing, monitoring and enforcement of City internal controls over financial processes and reporting

**City of Berwyn
2009
Annual Budget**

For the Fiscal Year Beginning January 1, 2009

**Finance
06**

STAFFING:

Position (FTE)	2007 Actual	2008 Actual	2009 Budget
Finance Director	1.00	1.00	1.00
Senior Accountant	0.50	1.00	1.00
Staff Accountants	2.50	3.00	3.00
City Collector	1.00	1.00	1.00
Assistant to the City Collector	1.00	1.00	1.00
Revenue Clerks	7.25	6.25	6.25
Inspector	1.00	1.00	1.00
Receptionist	1.10	1.10	1.10
Water Clerk	3.00	2.00	2.00
Water Meter Reader	1.00	-	-
Total	<u>19.35</u>	<u>17.35</u>	<u>17.35</u>

ACTIVITY MEASURES:

Activity Measures	2007 Actual	2008 Projected	2009 Budget
Bond Rating	A-	A-	A-
Accounts payable checks issued	5,028.00	5,286.00	5,300.00
Payroll checks & direct deposits	13,318.00	13,250.00	13,225.00
Bond issuances	1.00	1.00	1.00
Audit journal entries required	25.00	10.00	5.00

OBJECTIVES ACCOMPLISHED IN 2008:

- ✚ 2007 audit completed by June 30, 2008
- ✚ Implemented retroactive reporting of city's infrastructure
- ✚ Prepared 2007 financial statements rather than having auditors prepare them resulting in \$15,000 savings in audit fees
- ✚ Continued to implement GFOA budget award guidelines into the 2009 budget

**City of Berwyn
2009
Annual Budget**

For the Fiscal Year Beginning January 1, 2009

**Finance
06**

- ✚ Continued to implement GFOA budget award guidelines into the 2009 budget
- ✚ Refunded 1998 bonds to spread out debt service payments and provide funds to eliminate deficit in debt service fund and assist the general fund in future years
- ✚ Centralized and managed all grant information, excluding CDBG
- ✚ Implemented Governmental Accounting Standards Board (GASB) Statement No. 45 related to financial reporting for Other Post Employment Benefits
- ✚ Transitioned administration of the asset seizure fund from the police department
- ✚ Selected and substantially completed implementation of New World financial management system with 1/1/09 go-live date
- ✚ Implemented policies and procedures in parking division which strengthened internal controls
- ✚ Improved collections of returned items
- ✚ Implemented a strategic plan for centralized collections
- ✚ Hired collection agency to improve collections of delinquent fees
- ✚ Implemented identity theft prevention policy in accordance with new federal regulations

OBJECTIVES TO BE ACCOMPLISHED IN 2009:

- ✚ Full implementation of New World Systems including financial management, utility billing and payroll modules
- ✚ Full implementation of Kronos
- ✚ Restructure department and job functions as a result of New World implementation
- ✚ Process payroll internally

**City of Berwyn
2009
Annual Budget**

For the Fiscal Year Beginning January 1, 2009

**Finance
06**

- ✚ Benchmark city's financial results against those of other municipalities
- ✚ Improve procedures for tracking capital asset additions and deletions throughout the year
- ✚ Establish additional financial policies
- ✚ Hold monthly finance department meetings to update staff
- ✚ Review internal controls over CCMSI processing
- ✚ Review internal controls within collector's office to ensure processes are in place to identify and deal with delinquencies (e.g. fuel tax, liquor tax, etc.)

LONG TERM OBJECTIVES (2-5 YEARS):

- ✚ Receive GFOA budget award
- ✚ Receive GFOA award for excellence in financial reporting
- ✚ Establish city-wide risk assessment process

BUDGET SUMMARY:

The Finance department's recommended departmental budget includes a small total increase of \$2,032 which is a 0.14% increase from 2008. Individual line item budgets changed from 2008 as follows:

- ✚ Decrease in salary due to staff eliminations \$27,300
- ✚ Decrease costs for Vehicle Registration Services \$11,000
- ✚ Increase in expected costs from MRA due to expected increase in collections for tickets written as well as the addition of Red Speed collections
- ✚ Decrease in expected payroll fees of \$10,000. The City will be bringing payroll processing in house after the implementation of the payroll portion of the new accounting software. It is anticipated this will occur mid-year in 2009.

City of Berwyn
2009 Budgeted Expenditures by Department
Finance
12/31/2009

Account Number	Account Name	2006	2007	2008	2008	2008	2009	Requested Budget Change	
		Balance	Balance	YTD 9/30/2008	Projected	Budget	Budget	Amount	Percent
11-5-06-5111	Finance - Salaries	\$ 391,867	\$ 667,932	\$ 511,495	\$ 722,659	\$ 724,648	\$ 697,355	\$ (27,293)	-4%
11-5-06-5115	Finance - Overtime	3,356	1,058	482	1,086	1,000	-	(1,000)	-100%
11-5-06-5120	Finance - Sick day buy back	5,495	11,180	-	4,939	8,400	8,496	96	1%
11-5-06-5130	Finance - Benefits	207,376	282,876	208,855	297,106	297,106	301,257	4,152	1%
11-5-06-5160	Finance - Internal service fund	62,049	28,547	-	40,353	37,040	42,784	5,744	16%
11-5-06-5210	Finance - Vehicle registration service	37,370	23,963	23,496	23,496	35,000	27,000	(8,000)	-23%
11-5-06-5220	Finance - MRA	255,087	236,613	189,330	245,735	240,000	275,000	35,000	15%
11-5-06-5300	Finance - Other general expenses	38,249	40,581	32,091	42,301	43,666	44,000	334	1%
11-5-06-5305	Finance - Postage, printing and publications	37,340	18,704	14,879	15,074	18,000	21,000	3,000	17%
11-5-06-5310	Finance - Telephone	48,324	51,291	49,655	51,649	30,000	30,000	-	0%
11-5-06-5400	Finance - Professional service	78,283	32,815	-	-	-	-	-	#DIV/0!
11-5-06-5405	Finance - Payroll fees professional service	28,492	30,744	17,578	25,042	30,000	20,000	(10,000)	-33%
11-5-06-5505	Finance - Copier maintenance	10,523	11,223	8,118	9,891	11,000	11,000	-	0.00%
Department Total		<u>\$ 1,203,811</u>	<u>\$ 1,437,527</u>	<u>\$ 1,055,979</u>	<u>\$ 1,479,331</u>	<u>\$ 1,475,860</u>	<u>\$ 1,477,892</u>	<u>\$ 2,032</u>	<u>0%</u>

**City of Berwyn
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For the Fiscal Year Beginning January 1, 2009

**Human Resources
12**

PROGRAM MANAGER: Human Resources Director







PROGRAM DESCRIPTION:

The mission of the City of Berwyn Human Resources Department to provide the highest quality of human resources services for the City's diverse workforce. We do this so that the employees are managed fairly, are well-trained, supported, and assigned job duties to accomplish City business goals in a cost-effective, efficient, and safe manner.

We endeavor to offer the most relevant and timely guidance and assistance to staff and City leadership on all matters pertaining to staffing and recruitment, equal opportunity, compensation and benefits, training and development, labor relations and employee safety.

We enforce the City's officially adopted human resources policies, governing employment, classification, compensation, paid and unpaid leave programs, separation and working conditions for non-represented employees. In addition, many of the City's collectively bargained agreements default to City policies on various issues.

SERVICES:

-  Labor contract administration, preparation and participation in union contract negotiations.
-  Employee Benefits evaluation, insurance review and administration
-  Liability and Workers risk management and claims review and processing
-  Recruitment, including pre-employment drug screens and background checks, as well as orientation of new hires
-  Personnel Records Management
-  Equal Employment Opportunity

**City of Berwyn
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For the Fiscal Year Beginning January 1, 2009

**Human Resources
12**

STAFFING:

<u>Position (FTE)</u>	<u>2007 Actual</u>	<u>2008 Actual</u>	<u>2009 Budget</u>
Human Resources Director	1.00	1.00	1.00
Human Resources Generalist	1.00	-	-
Total	<u>2.00</u>	<u>1.00</u>	<u>1.00</u>

ACTIVITY MEASURES:

<u>Activity Measures</u>	<u>2007 Actual</u>	<u>2008 Projected</u>	<u>2009 Budget</u>
New hires processed	172.00	125.00	125.00
Worker's compensation claims	28.00	35.00	unknown
Liability Claims		40.00	unknown

OBJECTIVES ACCOMPLISHED IN 2008:

- ✚ Completion of Public Works contract and AFSCME contract. In the process of preparation for police and fire contracts.
- ✚ Recruitment of finance director, traffic engineer, assistance with police lateral recruitment, other clerical positions.
- ✚ Ongoing process of health insurance cost containment through union negotiation process to reduce health care expenses. Will be recommending additional plan options for 2009.
- ✚ Completion of Kronos Timekeeping System, implementation by January 2009.
- ✚ Updated all liability insurance coverage and renewals.
- ✚ Implementation of new workers comp forms and risk management assessment tools designed to reduce expense.

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**Human Resources
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OBJECTIVES TO BE ACCOMPLISHED IN 2009:

- ✚ Create and implement a safety training curriculum for city departments to reduce workers compensation exposure and expense.
- ✚ Further explore through collective bargaining process, health care cost containment strategies to reduce premium expense.
- ✚ Work with New World implementation of HRIS/payroll module.
- ✚ Continue enforcement of all city approved policies and interpret union contract issues for all supervisory personnel. Work with management to ensure consistent enforcement, stay knowledgeable on current local, state and federal legislation affecting public sector labor law.

LONG TERM OBJECTIVES (2-5 YEARS):

- ✚ Encourage City-wide use of performance management tools to identify problematic employees before disciplinary procedures become necessary.
- ✚ Work with new committee to complete employee handbook.
- ✚ Develop programs to increase management's supervisory capacities.
- ✚ Further explore ways to reduce health care and workers compensation expense and educate employees to become better able to take care of health issues before they become serious.

BUDGET SUMMARY:

- ✚ The 2009 budget reflects a decrease in salaries and benefits due to a staffing decrease as well as expected decrease in other expenditures due to low hiring needs of the City expected in 2009.

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 2009 Budgeted Expenditures by Department
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Account Number	Account Name	2006	2007	2008	2008	2008	2009	Requested Budget Change	
		Balance	Balance	YTD 9/30/2008	Projected	Budget	Budget	Amount	Percent
11-5-12-5111	Human Resources - Salaries	\$ 136,205	\$ 104,637	\$ 68,113	\$ 93,848	\$ 122,415	\$ 77,422	\$ (44,993)	-37%
11-5-12-5115	Human Resources - Overtime	-	21	-	-	-	-	-	#DIV/0!
11-5-12-5120	Human Resources - Sick day buy back	-	-	-	-	-	2,042	2,042	#DIV/0!
11-5-12-5130	Human Resources - Benefits	49,164	43,526	27,926	40,542	50,190	33,446	(16,744)	-33%
11-5-12-5160	Human Resources - Internal service fund	-	5,653	-	3,739	5,858	3,908	(1,950)	-33%
11-5-12-5210	Human Resources - Advertising	6,474	5,591	1,057	1,896	10,000	3,000	(7,000)	-70%
11-5-12-5300	Human Resources - Other general expenses	1,492	2,498	5,090	5,828	8,000	4,000	(4,000)	-50%
Department Total		<u>\$ 193,336</u>	<u>\$ 161,926</u>	<u>\$ 102,186</u>	<u>\$ 145,853</u>	<u>\$ 196,463</u>	<u>\$ 123,818</u>	<u>\$ (72,645)</u>	<u>-37%</u>

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**Information Technology
16**

PROGRAM MANAGER: Information Technology Director

PROGRAM DESCRIPTION:


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


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

This department maintains automated data processing systems to serve all City departments. The department is responsible for the integrity of information systems utilized by the Finance, Building, Collector, Clerk, HR, Fire, Police, CDBG, Public Works, and Recreation departments. In addition, the department is responsible for the successful delivery of all incoming and outgoing non-911 telephone calls across all City departments and locations.

SERVICES:

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

-  Desktop Services – Desktop services include functions that directly support the use of personal computers, laptops, and hand-held devices. This includes the Microsoft Office suite of tools, email, and packaged software application support.

-  Web Services – Web services include hosting, designing, and administrating the City of Berwyn's external and internal set of websites. The website provides timely information regarding all aspects of the City.

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

STAFFING:

Position (FTE)	2007 Actual	2008 Actual	2009 Budget
Information Technology Director	1.00	1.00	1.00
Technical Support Specialist	1.00	1.00	1.00
Database administrator	0.75	1.00	1.00
Total	<u>2.75</u>	<u>3.00</u>	<u>3.00</u>


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**Information Technology
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ACTIVITY MEASURES:

Activity Measures	2007 Actual	2008 Actual	2009 Budget
Workstations on LAN	155.00	160.00	165.00
Laptops	19.00	19.00	20.00
Police Mobile Data Computers	25.00	25.00	25.00
Laser Printers	70.00	65.00	62.00
Network Switches	23.00	24.00	25.00
Routers	9.00	10.00	10.00
Firewall	1.00	1.00	1.00
Network Servers	26.00	30.00	35.00
*Software Applications	33.00	35.00	40.00
T1 Data Lines	6.00	-	-
*End-User Support Calls Handled (Est.)	1,500.00	2,000.00	2,250.00
*Programming Projects	183.00	200.00	200.00
Network Uptime	1.00	1.00	1.00
Server Uptime (W2003, XP/2000 Workstations)	1.00	1.00	1.00
*Telephone Call Connections Daily	-	1,764.00	1,778.00
*Telephone Call Connections Monthly	-	52,917.00	53,000.00
*Telephone Call Connections Annually	-	635,000.00	640,000.00
Web Site Unique Visitors Daily	369.86	390.41	404.20
Web Site Unique Visitors Monthly	11,250.00	11,875.00	12,126.00
*Software Applications			

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

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Software Applications	Primary Department	Implem. Date (est)	License Quantity
Adobe Acrobat Standard	ALL	6/1/2007	30.00
Kronos Timekeeper	ALL	1/1/2008	10.00
Microsoft Office 2000 Pro	ALL	1/1/2003	75.00
Microsoft Office 2000 Std	ALL	1/1/2003	75.00
Microsoft Office 2003 Pro	ALL	1/1/2007	100.00
Microsoft Office 2003 Std	ALL	1/1/2007	125.00
Microsoft Windows XP Professional	ALL	1/1/2003	200.00
Scan Router PDF Distillation	ALL	5/1/2007	2.00
CORE Technologies Coll Software	Collector	1/1/1990	4.00
TMA Vehicle Sticker App	Collector	1/1/2006	10.00
GEMS Financial Mgmt	Finance	1/1/2000	1.00
New World LOGOS .NET 5.2	Finance	12/1/2008	45.00
Paylocity Payroll Software	Finance	2/1/2003	1.00
Secure Check / Enterprise Mgr	Finance	1/1/2003	1.00
Firehouse V7	Fire	11/1/2007	16.00
Fire Point V5	Fire	1/1/2007	15.00
Shift Roster V6	Fire	1/1/2004	15.00
Blackberry Professional Software	IT	8/1/2008	20.00
Cisco IOS V12 (Various releases)	IT	10/1/2007	40.00
Cisco PIX OS & Accompany Mgmt	IT	10/1/2007	1.00
Dameware Remote Mgmt	IT	6/1/2006	2.00
eCAS Call Accounting Software	IT	5/1/2008	235.00
Good Mobile Messaging	IT	10/1/2006	10.00
Learning Tree Doc. Management	IT	8/1/2008	15.00
Microsoft Exchange 2003 Std	IT	2/1/2001	185.00
Microsoft ISA 2003 Std	IT	2/1/2001	185.00
Microsoft Share Point	IT	1/1/2008	5.00
Microsoft SQL 2000 MSDE	IT	1/1/2003	15.00
Microsoft SQL 2000 Std	IT	1/1/2003	6.00
Microsoft SQL 2005 Enterprise	IT	1/1/2007	2.00
Microsoft SQL 2005 MSDE	IT	1/1/2006	10.00
Microsoft SQL 2005 Std	IT	1/1/2006	10.00
Microsoft Windows Server 2000 Std	IT	1/1/2003	20.00
Microsoft Windows Server 2003 Ent	IT	5/1/2007	6.00
Microsoft Windows Server 2003 Std	IT	1/1/2006	35.00
MySQL (Open Edition)	IT	1/1/2006	10.00
Nortel Call Pilot V5	IT	5/1/2008	235.00
Nortel OTM Management	IT	5/1/2008	4.00
RedHat v6	IT	6/1/2007	1.00

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Software Applications	Primary Department	Implem. Date (est)	License Quantity
Surf Control SMTP Proxy Filtering	IT	4/1/2004	250.00
Surf Control Web Proxy	IT	4/1/2003	250.00
Symantec Antivirus Corporate Ed.	IT	6/1/2007	200.00
Symantec BackupExec V12	IT	6/1/2007	200.00
Symantec Ghost V11	IT	1/1/2007	10.00
What's Up V12 (Maintenance)	IT	1/1/2007	1.00
What's Up? V3 (Maintenance)	IT	1/1/2003	1.00
Microsoft Project 2005	Outreach	1/1/2008	1.00
CAPERS CAD/RMS	Police	6/1/2007	25.00
Datacom Software	Police	4/1/2006	2.00
DVD Maker	Police	5/1/2003	5.00
EMNet Mgmt Appliance	Police	6/1/2007	2.00
Eventide Voice Recorder	Police	6/1/2007	5.00
FACES	Police	Feb-03	10.00
LEADS	Police	Jan-00	75.00
Live Scan	Police	1/1/2003	2.00
MCR v1.5.2	Police	4/1/2002	5.00
Midco Card Reader Software	Police	2/1/2001	1.00
Midco DVR	Police	2/1/2001	1.00
Scene PD	Police	1/1/2003	20.00
Shift Roster V5	Police	1/1/2003	10.00
The BEAST Evidence Collection	Police	2/1/2001	5.00
Auto Turn	PW	1/1/2008	1.00
Bentley Microstation v8	PW	1/1/2008	1.00
Google Earth	PW	1/1/2008	1.00
HCS+ TSIS-CORSIM	PW	1/1/2008	1.00
Highway Safety Analysis Software	PW	1/1/2008	1.00
Traffic Management App	PW	1/1/2008	1.00
GEMS Property Mgmt	Water	1/1/2000	1.00
Sensus Water Meter Appl	Water	1/1/2003	1.00

 Approximately 1700 responses to user requests for assistance have been made for help with such things as:

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

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- Computerized System operations and procedures
- Phone System operations
- Cash Register operations
- Computer System Software RFP process
- Computer program enhancement recommendations
- 2008 Census
- Photo processing
- Computer supplies
- Millennium Vehicle Sticker System operation
- GEMS System operations
- Kronos Time Card operations
- Freedom of Information requests
- Bar Code Processing
- Ad Hoc reports

✚ Programming Projects – Programming projects for the following systems have been completed in 2008:

Programming Projects	2007 Actual	2008 Actual	2009 Budget
Local Ordinance System	54.00	25.00	35.00
Building Department System	43.00	40.00	40.00
Cash Register/Receipting System	-	10.00	5.00
Collector's Office System	6.00	18.00	9.00
Fine Collection Operations	19.00	6.00	6.00
Blight System	30.00	16.00	15.00
Water Utility System	13.00	12.00	12.00
* Bar Code Scanning	-	11.00	10.00
GEMS Property Management System	2.00	14.00	15.00
* Crime Free / Multi-Tenant Housing	-	51.00	25.00
* IT System Functions	-	13.00	5.00
Senior Garbage Discounts	-	1.00	2.00
* 2008 Audit	-	4.00	-
* Centennial / Letterhead	-	24.00	-
* 2008 Census	-	9.00	-
* Freedom of Information	-	4.00	10.00
* New World Database Analysis	-	1.00	30.00
Total	167.00	258.00	189.00

Asterisk indicates a program/project/initiative developed and implemented in 2008.

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- ✚ Telephone Call Connections – With the implementation of the citywide telephone system, accurate statistics regarding the number of successful telephone connections across all departments can now be charted and statistically represented.

OBJECTIVES ACCOMPLISHED IN 2008:

- ✚ Completed successful implementation of the City-wide telephone system, *Nortel CS1000*.
- ✚ Configuration of Nortel *Call Pilot* service application for steady handing of all City voicemail
- ✚ Configuration of six (6) *SRG* (Survivable Remote Gateways) for
- ✚ Implementation of *eCAS* Call accounting software to sync with City telephone system and accompanying databases
- ✚ Implemented City-wide Community Calendar and Electronic Community News system via website, including embedding RSS news feeds and full email integration
- ✚ Successfully completed routing integration between City of Berwyn network and Cook County *I-Clear* network; result provides all sworn officers desktop access to massive I-Clear network of criminal data; previously, I-Clear was limited to dial-up access on two isolated machines in the entire department
- ✚ Completed all technical preparation, configuration, testing, and implementing of the *Kronos Timekeeper* system, City-wide. Project included the configuration of one (1) Win2003 Server and eleven (11) network-enable time clocks.
- ✚ Migrated Parking Division *TicketTrac* software from lower user license to accommodate changes in personnel at division; also, upgraded backend of application to full SQL 2005 Std installation from MSDE driven limited edition; also, ported application to server-grade environment, per COBPDProd specifications

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**Information Technology
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- ✚ Designed integration plan for mobile command post at Berwyn Centennial celebration for the Police department; through the use of Cisco-grade VPN connectivity, we were able to successfully route all mission-critical data into and out of the mobile command post setup by the Police department during the 4-day long celebration. This command post also included an array of network-enabled security cameras that played a role in ensuring the absolute safety of the Centennial celebration
- ✚ Restructured Collectors' office cash receipts application; existing system utilized archaic *Novell* IPX/SPX protocol for standard transmission of server/client data; new network protocols utilize full capacity of existing and far superior TCP/IP connectivity; and share data on main city hall production server- COBPROD01. The result of this upgrade is an improvement and stability of this system by epic proportions.
- ✚ Replaced, reconfigured, and upgraded four (4) network printers in City departments – Building, CDBG, Police and Fire
- ✚ Corresponded with Computer Power Systems (CPS) and City architects to determine all technical specifications for facilitating North Fire Station connection to City Network, telephone systems, and wiring architecture
- ✚ Retired old city Terminal Server; configured, staged and installed replacement
- ✚ Assisted RFP, selection and implementation process for new General Ledger software system / New World
- ✚ Reviewed six (6) manufacturers software titles for proposed City-supported Help Desk solution for maintaining statistical analysis of all IT-department related support issues, concerns, and requests
- ✚ Revised minimal standard specifications for deployment of new workstations city-wide; adjustments called for additional ram (2 Gig min); on all acquisitions of new workstations
- ✚ Deployed *Blackberry Professional Software* to facilitate secure (3DES-based encryption) communications via smart mobile devices and City's Exchange environment

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**Information Technology
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- ✚ Completed technical preparation for the four (4) general ledger servers to be brought online in the 1st and 2nd quarter of 2009; included the staging, testing, installation, and configuration of said servers
- ✚ Successfully configured a City domain controller as a certificate authority for the City network – translating to the possibilities of mobile access to email and other systems in a secure and tested manner
- ✚ Bar Code Payment Processing For GEMS Water Billing System -- The functions to support industry standard bar codes within the GEMS System for processing water bill payments were developed to eliminate the tedious task of manually keying individual payments for each water customer. The usage of bar code readers significantly increases the efficiency of the bill payment process and virtually eliminates all data entry errors.
- ✚ Visio Diagrams of all City Buildings - Detailed, floor by floor, diagrams of all city buildings were created to support the phone installation process.
- ✚ Crime Free / Multi-Tenant Housing System - A major technological undertaking brought about by the passage of a new City ordinance. This system identifies and monitors the inspection, training requirement and licensing processes for all properties within the City of Berwyn having 5 or more living units. Property rosters, inspections schedules, photographs and detailed inspection/violation records are maintained. The majority of system functions are housed within the Building System. Other functions are interfaced to the Collector's Office and Local Ordinance Systems for billing, licensing, and court proceedings.

OBJECTIVES TO BE ACCOMPLISHED IN 2009:

- ✚ Complete any and all outstanding 2008 projects and initiatives
- ✚ Assist in the preparation, configuration and installation of power generator or City Hall and Center Fire House
- ✚ Complete technical preparations and final tweaking for North Fire Station
- ✚ Successfully convert all applicable general ledger and related data from existing applications into New World-friendly general ledger system
- ✚ Implement Win Server 2008 in our Proxy and/or Email environments

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**Information Technology
16**

- ✚ Upgrade the City's Microsoft Exchange environment from a 32-bit Exchange 2003 platform to a 64-bit robust Exchange 2007 platform
- ✚ Retire existing Surfcontrol and Microsoft ISA proxy environment and determine best, cost-effective way of handling filtered web traffic via acquisition of new hardware and software
- ✚ Full deployment of a web-enabled Document Management System across all applicable departments, to be tied into the City website for public consumption
- ✚ Assist in the training, deployment, and general provisioning for all aspects of the New World General Ledger project, until all involved departments are cutover and fully utilizing the system. This project will extend beyond 2009.
- ✚ Complete technical preparation for online bill pay via New World public component once general ledger project is stable and fully in production
- ✚ Evaluate third party computer-based training options for staff on a variety of Microsoft-based platforms (Word, Excel, PowerPoint, Outlook)
- ✚ Continued implementation of home-grown Crime Free Access-based database
- ✚ Implement full conversion of existing City databases into New World architecture
- ✚ Convert existing Pay roll system into New World architecture
- ✚ Design database solution for tracking and managing traffic light systems City-wide

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**Information Technology
16**

LONG TERM OBJECTIVES (2-5 YEARS):

- ✚ Complete administrative restructuring of IT department, including staff and location refit; reassigning roles and responsibilities while developing a standalone helpdesk support arm of the department
- ✚ Build out City-owned and operated fiber network, point-to-point, across all City locations, remove dependence on 3rd party provided for rated service and monthly service fees
- ✚ Implemented a wireless radio network geared for Public Safety departments on the 4.9 GHz band for mobile facilitation of technical objectives
- ✚ Design fully-fledged intranet incorporating standalone city applications into unified source with single front-end for authentication and entry
- ✚ Complete in its entirety New World General Ledger project

BUDGET SUMMARY:

- ✚ 11-5-16-5210 -- FY2009 includes the necessary monies to fund the fiber optic connectivity for the eighth and final City location – the newly built North Fire House.
- ✚ 11-5-16-5215 – FY2009 includes funding for 2008 projects ousted at midyear—the proxy server upgrades & City email environment upgrades. Both of these mission-critical services are rapidly aging and we’re quickly reaching the hard-coded limitations of these existing implementations. As city staff becomes more dependant on email, for example, we need to ensure the environment is capable of handling this dependence.
- ✚ 11-5-16-5220 – FY2009 includes a reduction in hardware maintenance charges. As we bring in more qualified staff and upgrade critical systems, factory warranties average 3 years begin; hence allowing for a reduction in this area as we further reduce our dependence on third-party consultants.
- ✚ 11-5-16-5225 – FY2009 includes a reduction for software purchases. In FY2008, we completed an internal audit of our existing software licensing and brought everything up into compliance. As such, we can recognize a reduction in this account for FY2009.

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- ✚ 11-5-16-5300 – FY2009 includes the necessary monies to fund two (2) Masters Degree initiatives for both the IT Director and Tech. Support Specialist. The IT Director is pursuing a MSIA (Masters of Science Information Assurance) degree from Capitol College. Capitol is recognized as a National Center for Academic Excellence in Information Assurance by the National Security Agency and the Department of Homeland Security. The Tech. Support Specialist is pursuing an MIS (Masters Information Science) degree from the University of Illinois at Springfield.

- ✚ 11-5-16-5400 – FY2009 includes additional monies to continue development of the City website. The Police and Fire departments have expressed intensive interest in overhauling their current web presence; the funds in this account will allow their ideas to become reality.

City of Berwyn
 2009 Budgeted Expenditures by Department
 Information Technology
 12/31/2009

Account Number	Account Name	2006	2007	2008	2008	2008	2009	Requested Budget Change	
		Balance	Balance	YTD 9/30/2008	Projected	Budget	Budget	Amount	Percent
11-5-16-5111	IT - Salaries	\$ 109,066	\$ 113,224	\$ 141,380	\$ 209,226	\$ 227,445	\$ 213,474	\$ (13,971)	-6%
11-5-16-5120	IT - Sick day buy back	7,358	2,788	-	3,637	3,480	3,765	285	8%
11-5-16-5130	IT - Benefits	25,849	48,248	57,966	85,783	93,252	92,221	(1,032)	-1%
11-5-16-5160	IT - Internal service fund	7,862	14,303	-	16,607	14,821	17,356	2,535	17%
11-5-16-5210	IT - Network Infrastructure	24,215	184,278	109,889	149,926	165,000	180,000	15,000	9%
11-5-16-5215	IT - Hardware purchases	78,344	103,436	58,786	68,538	85,000	100,000	15,000	18%
11-5-16-5220	IT - Hardware maintenance	36,614	24,801	6,940	10,234	30,000	25,000	(5,000)	-17%
11-5-16-5225	IT - Software purchases	40,086	41,166	21,664	25,588	30,000	25,000	(5,000)	-17%
11-5-16-5230	IT - Software maintenance	26,755	34,154	15,472	23,364	30,000	30,000	-	0%
11-5-16-5300	IT - Other general expenses	23,415	30,761	17,229	22,244	30,000	40,000	10,000	33%
11-5-16-5400	IT - Professional service	105,579	122,029	7,031	7,031	12,500	17,500	5,000	40%
Department Total		<u>\$ 485,142</u>	<u>\$ 719,188</u>	<u>\$ 436,357</u>	<u>\$ 622,178</u>	<u>\$ 721,498</u>	<u>\$ 744,316</u>	<u>\$ 22,817</u>	<u>3%</u>

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**Fire Department
07**

PROGRAM MANAGER: Fire Chief

PROGRAM DESCRIPTION:

The department operates three strategically located fire stations, each covering about one third of the City. They are manned by sixty-seven full time fire personnel and an eighteen person emergency medical staff. 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. The Department maintains 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. The Department also is 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, fire inspections, and public education.

The Berwyn Fire Department is committed to the following values:

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

SERVICES:

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

- ✚ Fire prevention techniques
- ✚ Property conservation

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**Fire Department
07**

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

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

STAFFING:

Position (FTE)	2007 Actual	2008 Actual	2009 Budget
Chief	1.00	1.00	1.00
Assistant Chief	-	1.00	1.00
Deputy Chief	4.00	4.00	4.00
Lieutenant	13.00	13.00	13.00
Engineer	12.00	12.00	12.00
Firefighter	36.00	36.00	36.00
Secretary	1.00	1.00	1.00
	67.00	68.00	68.00
Total	67.00	68.00	68.00

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**Fire Department
07**

Station 1 (South) – 6434 Windsor Ave.

- ✚ 1997 Seagrave Quint, Engine 901 – fire vehicle staffed by a Lieutenant, Engineer, and two firefighters and includes the following services:
 - Aerial ladder
 - Full set of ground ladders
 - Water tank
 - Fire pump
 - Fire hose
 - EMS First Responders
 - The 1997 Seagrave Quint Engine is at optimal time for trade-in value, estimated at approximately \$125,000.00. Trade-in value estimate in August 2008 will decrease with time.

- ✚ 2008 Wheeled Coach Ambulance 906 – Advanced Life Support (ALS) unit staffed by two Paramedics (EMT-P from Paramedic Services of Illinois)

- ✚ 2004 Wheeled Coach Ambulance 907 – Basic Life Support (BLS) unit staffed by two Emergency Medical Technicians (EMT-B)

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

Station 2 (North) – 6615 16th St.

- ✚ 2008 Crimson Gladiator Fire Engine – fire vehicle staffed by a Lieutenant, Engineer, and a firefighter and includes the following services:
 - Water tank
 - Hose
 - Fire pump
 - EMS First Responders

- ✚ 2008 Wheeled Coach Ambulance 905 – an ALS Unit staffed by two paramedics

- ✚ 2004 Wheeled Coach Ambulance 910 – a fully equipped reserve ALS unit that is not staffed

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Station 3 (Center) – 6700 W. 26th St.

- ✚ 2000 Pierce Fire Engine 903 – Unit staffed by a Lieutenant, an Engineer and a firefighter and includes the following services
 - Water tank
 - Fire pump
 - Hose
 - EMS First Responders

- ✚ 2004 Seagrave Aerial Ladder Truck 904 – a fire vehicle staffed by a Lieutenant, Engineer, and two firefighters. This vehicle’s primary duty is rescue and it transports a full complement of truck equipment.
 - Aerial Ladder
 - Ground ladders
 - Rescue equipment
 - EMS First Responders

- ✚ 2008 Ford Expedition command vehicle – operated by the shift commander, the on duty Deputy Chief. This person fulfills the NIMS requirement for an “incident command” person for all incidents.

- ✚ 2000 Ford Expedition Reserve command vehicle- not staffed placed in service when other vehicles are in for maintenance and repair.

ACTIVITY MEASURES:

	2007	2008	2008	2009
Activity Measures	Actual	Actual	Projected	Projected
Fire calls responded to*	3149	3240	6480	6500
EMS calls responded to**	8483	3596	7192	8600
Training Hours*	9275.5	6226.5	12449	13000
MRI Transports**	2046	1323	2646	2700

*2008 figures are through *6-30-2008

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OBJECTIVES ACCOMPLISHED IN 2008:

- ✚ Development of a Department Technical Rescue Team, which functions within MABAS Division 11 and the Illinois Terrorism Task Force. 15 Members on Division 11 Technical Rescue team. 12 Fire Department members on the Illinois Terrorism Task Force Team. Fire department personnel receive training in technical rescue disciplines such as:
 - Confined space
 - Trench collapse
 - Structural collapse
 - Rope rescue

15 department members (at least three per shift) have completed several areas of training and are on the current TRT roster. The training and overtime costs were funded through the Illinois Terrorism Task Force.

- ✚ A grant through the Arthur Foundation allowing the purchase and installation of Automatic External Defibrillators for eight locations in City owned buildings completed.
- ✚ Firefighter instructors in CPR and AED have begun providing training for the newly installed AED units starting with City Hall employees Library employees, Police Department, and Public works employees. Approximately $\frac{3}{4}$ of the City Employees trained in 2008.
- ✚ Providing a Citizens Fire Academy for residents who are interested in experiencing a truncated version of firefighter recruit training.
- ✚ An agreement with MacNeal Hospital to provide patient transport via ambulance between the MRI center and the Hospital. The service is efficient and reliable according to Hospital representatives. We anticipate a new agreement in 2009
- ✚ New Fire Department record management software (Fire House) has been installed and implemented, allowing the Fire Department to comply with the accepted national incident reporting system. Increases in activity measures are due to better record management, the implementation of the new incident reporting software, (Fire House), and increasing number of calls for service, both Fire and EMS.

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- ✚ Construction of the new 16th Street Fire Station is proceeding on schedule for completion in late December 2008 or early January 2009.
- ✚ Purchase of a new 2008 Fire Engine to replace a 1982 reserve engine 911. The new Engine should be received in mid or late January of 2009, and placed into service after training, on or before March 1, 2009.
- ✚ Purchase of 2 new 2008 Wheel Coach Ambulances to accomplish the 4 year replacement program for ambulances. This allows for better trade-in values received on ambulances and reduced overall cost of vehicle and maintenance. Ambulances placed into service July of 2008.
- ✚ Purchase of two new command vehicles to comply with the seven year replacement program for Fire Department vehicles. Vehicles placed into service July & August of 2008. 1 old command vehicle will be used as a reserve a unit. The remaining vehicle will be used for departmental business and stationed at outlying fire houses to assist in reduction of fuel costs, by using the vehicle for short trips instead of taking the engine or trucks for departmental business.
- ✚ Increased training hours for department members for both in-house and external training. The external training hours include sending 15 department members to training for the Technical Rescue Team, Hazardous Materials Team, and newly promoted Lieutenants through Fire Officer series. Costs for the TRT and Hazardous Materials training are currently covered through an Illinois Terrorism Task Force grant.
- ✚ Implementation of a fuel reduction Policy
- ✚ Planning for a Development of a Fire Department web site
- ✚ Updated Elementary School pre-fire plans and Emergency Contacts lists, by fire companies for all Elementary, Parochial, High Schools, and assisted living homes.

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OBJECTIVES TO BE ACCOMPLISHED IN 2009:

- ✚ Completion of construction on new 16th Street Fire Station
- ✚ Remodeling of Fire Chief Office, replace carpeting in Main station 3 basement offices & training room.
- ✚ Moving furniture, equipment, personnel, and vehicles in the new fire house by February 2009.
- ✚ Training all personnel on new fire engine and placing the engine in service by March 2009.
- ✚ Implement new Fire House software capabilities for mobile fire inspections with tablet computer.
- ✚ Implement use of City website to display Fire Department activities such as:
 - Fire inspection tips and forms
 - History of Fire Department
 - Summary of Vehicles & Equipment
 - Services provided by Fire Department
 - Calendar of Events of Fire Department Activities
- ✚ Issue updated, revised Fire Department operations manual
- ✚ Revise and develop manual for Fire Department Respirator Program
- ✚ Develop a Firefighter Rehabilitation Program at Fire Incidents
- ✚ Renew yearly physicals for each member covered under the revised respirator program.
- ✚ Revision of target hazard preplans for the Hospital and schools.
- ✚ Implementation of a plan to update the outdoor tornado warning sirens
- ✚ Possible expansion of transport services with Mac Neal Hospital
- ✚ Develop a regular schedule for citizen CPR training

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- ✚ Pandemic issues - Facilitation of a plan for the distribution of medications required by the Department of Public Health
- ✚ Update Firefighter Health and Safety Program and Blood Borne Pathogens Policy and Programs
- ✚ Increase in-house training and expand outside training as well as Fire Officer development training
 - Develop a training and minimum qualification policy for seniority rank of Engineer rank
 - Develop a training and minimum qualification for the Acting Lieutenant position
- ✚ Comply with increasing state and federal mandated training
- ✚ Comply with CBA Lieutenant Training
- ✚ Purchase of Technical Rescue PPE for team members
- ✚ 2009 vehicle replacement objectives detailed in Capital budget

BUDGET SUMMARY:

✚ **Ladder Refurbishing**

During the 2008 ladder testing and certification, it was brought to our attention that the ladder will need to be refurbished due to wear and usage, in the near future. The refurbishing of the ladder will cost approximately \$60,000 and take 2 to 3 months to complete.

✚ **Hose Replacement program**

In 2008 a FEMA grant was applied for, for replacement of our LDH (large diameter 4 inch hose), asking for \$42,539 to replace our hose. LDH is used to supplement our water supply at an incident to provide maximum water to the scene. Due to the limited water supply coming from our hydrant system LDH is an integral part of our procedures. The majority of our LDH hose was purchased prior to 1989 (20 plus years old) and is rapidly deteriorating. We have a need to replace the 4" LDH hose, due to the age and safety standards. During our spring hose testing it was determined that several lengths of hose were in either non repairable or needed updated and safer fittings. With repair costs, fittings replacement and the age of the hose it is more cost efficient to purchase new

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hose. It would also be my recommendation to begin a 3 year plan to begin to replace 10 lengths of 2 ½ hose and 1 ¾ hand lines each year for the next three years. August 2008 costs estimated for 10 - 50' foot lengths of 2 ½ inch hose is \$3000. 2008 August cost estimates of 10 – 50' foot lengths of 1 ¾ inch hose is \$2500.

🚒 Emergency Medical Goals and Objectives from Loyola Hospital, our Resource Hospital

- Upgrading our Cardiac Monitors to a 12-lead EKG to goals set forth by Loyola Hospital our resource Hospital, and utilized by all hospitals in the region 8. A 12-Lead EKG upgrade to our current monitors (Zoll E-Serious TM.) The approximate 2008 costs involved for the upgrade is \$17,000 to \$20,000. We are in the process of applying for grants through the Illinois Department of Public Health and the Arthur Foundation. The goal of the 12-lead EKG is to have the medical information transferred to the hospital faster so the attending Physician can review the print out sent digitally by cell phone and call the appropriate treatment on a timely basis. This could increase the patient's chances for successful outcome. This is a life safety issue which would benefit all cardiac patients we assist. Last year, in 2007, we responded to 4684 Medical emergency calls for service. Of those calls 239 were of cardiac in nature. In 2008 through June 30th we have already responded to 145 cardiac related calls for service. Our new records management system implemented in 2008 will give us a better understanding on how the 12-lead EKG actually improved the patient's outcome.
- As one of the top killers in the US today, heart attacks account for approximately 28% of deaths in people under the age of 85. These deaths are highly preventable through appropriate tools, and proper training. In the EMS field 12 lead monitors have proven to be a successful tool to help diagnose and treat possible heart attack patients. 12 lead monitors are used to show heart rhythms in a three-dimensional form. The paper read out illustrates all sides of the heart, through fractioned rhythm sections, and any possible trouble signs in these areas. By using a monitor with 12 leads rather than 3-lead, a paramedic can see infarction, old and new, and more definitively in all areas of the heart rather than just the anterior view. This enables the paramedic to make better decisions for in-field treatment and give better information to the ER prior to their arrival. One of a paramedic's priorities is to "paint a picture" to the Emergency Room staff about what type of patient they are bringing in. With 12 lead monitors a paramedic can offer vital information about a possible heart attack, thus generating a cardiac

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response more quickly in the hospital. It can take up to 40 minutes to assemble a cath lab team on the weekend, but if a 12 lead monitor shows a positive heart block the team can be assembled that much quicker for getting the information from the paramedics. As we say in the field "Time is muscle" and the less time needed to give state-of-the-art heart care, the less heart muscle is lost to the patient. Three lead monitors do not offer enough definitive information about a possible block in the heart. For this reason a person with chest pain will be given another ECG, 12 lead, in the ER after being admitted and interviewed. The time taken for these procedures could mean loss of vital heart muscle for a patient. Being that heart attacks are one of the biggest preventable killers in the United States, it is imperative that if the tools to help defer the end loss are available they should be used by medical personnel whenever possible.

- Purchase 2 Intraosseous Needle sets at a cost of \$1,100. Intraosseous needles are used in a treatment for vascular access is needed in life threatening situations in babies, infants and children. It is indicated when attempts to start an IV fails or in cases where it will likely to fail and speed is of the essence. The cost of the units includes 5 needles. The needles used would then be replaced by the Hospital after use. The Intraosseous needle, (IO), is used for children and some adults as an alternative to an intravenous line. The intent of the IO needle is to provide a port that will efficiently and quickly deliver medicine to a patient. Often times IVs are hard to establish in a young child due to their small immature veins, or elderly because of their fragile veins, and the needle is extremely small which can hinder the speed at which the medicine is pushed. An IO needle would alleviate this problem by offering an easy, direct, larger port through the tibia, or shin bone. This is a secure, strong position for an internal port and is not easily pulled out due to movement or chaos. IO needles are most often used in extreme cases. These would be traumas, allergic reactions, and pediatric arrests, among others. The Intraosseous needle can become the one lifesaver needed for that patient. For example when a person has a severe allergic reaction their airway can swell closed. The medicine needed can be given multiple ways but the most effective is through blood or bone matter. Benefited by the IO, a person will get the medicine they need faster and respond faster than any other means of delivery when an IV is not available.

City of Berwyn
2009 Budgeted Expenditures by Department
Fire
12/31/2009

Account Number	Account Name	2006	2007	2008	2008	2008	2009	Requested Budget Change	
		Balance	Balance	YTD 9/30/2008	Projected	Budget	Budget	Amount	Percent
11-5-07-5111	Fire - Salaries	\$ 4,987,993	\$ 5,440,064	\$ 3,718,467	\$ 5,431,618	\$ 5,181,669	\$ 5,171,476	\$ (10,193)	0%
11-5-07-5115	Fire - Overtime	458,327	286,035	202,188	276,720	327,879	330,000	2,121	1%
11-5-07-5116	Fire - Out of class	34,730	2,158	50,937	71,808	55,000	55,000	-	0%
11-5-07-5120	Fire - Sick day buy back	185,130	90,596	-	53,736	72,281	243,000	170,719	236%
11-5-07-5125	Fire - Clothing stipend	(1,200)	50,800	50,952	50,952	52,000	53,600	1,600	3%
11-5-07-5126	Fire - Education stipend	-	16,250	25,250	25,250	33,000	27,750	(5,250)	-16%
11-5-07-5127	Fire - Other stipend	-	6,250	-	-	12,500	12,500	-	0%
11-5-07-5130	Fire - Benefits	1,219,230	1,461,111	998,767	1,450,906	1,295,417	1,256,669	(38,749)	-3%
11-5-07-5150	Fire - Tuition reimbursement	38,129	25,259	4,845	7,267	12,000	12,000	-	0%
11-5-07-5155	Fire - Pension	2,053,896	2,327,797	1,191,990	2,034,580	2,034,580	2,034,586	6	0%
11-5-07-5160	Fire - Internal service fund	868,862	589,152	-	637,718	847,424	765,292	(82,132)	-10%
11-5-07-5210	Fire - Collection service fees	58,920	74,740	45,640	62,464	62,100	65,000	2,900	5%
11-5-07-5300	Fire - Other general expenses	80,424	77,221	74,933	81,293	73,471	80,000	6,529	9%
11-5-07-5310	Fire - Telephone	5,145	7,846	7,597	9,401	5,577	8,800	3,223	58%
11-5-07-5320	Fire - Utilities	68,897	55,956	1,095	1,665	45,781	35,000	(10,781)	-24%
11-5-07-5325	Fire - Vehicle Gas and Oil	-	-	54,343	64,568	-	75,000	75,000	#DIV/0!
11-5-07-5330	Fire - Training, dues and education	31,741	28,184	18,049	24,134	27,895	30,000	2,105	8%
11-5-07-5400	Fire - Professional service	1,112,556	1,174,574	914,177	1,337,849	1,207,188	1,225,000	17,812	1%
11-5-07-5500	Fire - Repairs and maintenance	117,525	127,459	108,642	138,020	119,516	180,000	60,484	51%
11-5-07-5505	Fire - Copier maintenance	2,974	9,542	7,150	10,070	9,400	11,400	2,000	21%
11-5-07-5600	Fire - Equipment purchases	51,159	29,375	20,680	35,330	25,782	50,000	24,218	94%
11-5-07-5605	Fire - Turnout gear	123,202	16,229	13,134	15,706	13,070	17,500	4,430	34%
Department Total		<u>\$ 11,497,640</u>	<u>\$ 11,896,598</u>	<u>\$ 7,508,836</u>	<u>\$ 11,821,055</u>	<u>\$ 11,513,531</u>	<u>\$ 11,739,573</u>	<u>\$ 226,042</u>	<u>2%</u>

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PROGRAM MANAGER: Police Chief

PROGRAM DESCRIPTION:

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

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

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

While Berwyn changes and evolves, the Police Department is undergoing a paradigm shift. Responding to the needs of the community in a timely, courteous and professional manner is paramount; however, the need to respond professionally to crimes in progress and to thoroughly investigate those same crimes with prosecution of the offenders as the ultimate goal cannot be overlooked. Further, professional management principles have been put into place as a means to minimize overtime, and to eliminate unnecessary overtime.

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

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ORGANIZATION:

Chief of Police

The Chief of Police is the Chief Executive officer of the Berwyn Police Department, and is responsible for the day to day operations of the department. Additional responsibilities include:

-  Policy Development
-  Risk management
-  Research & Development
-  Crime Strategies
-  Discipline
-  Management of major public safety incidents

The Chief is assisted in managing the department with four Division Commanders each responsible for a particular division within the department. The four departments are identified as follows:

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

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Department Description – Investigative Services

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

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

Supervision of the Officers who are assigned to Multi-Jurisdictional Task Forces that the Police Department is a part of falls under the direction of the Investigative Services Division. Those Task forces are The Drug Enforcement Administration, U.S. Marshal's Fugitive Task Force, and the West Suburban Drug Gang Enhancement. The Division Commander of Investigative Services is assigned as one of the Operations Commanders for the WEDGE Task force.

Management of all asset forfeiture proceedings both state and federal and responsibility for the equitable shares distributed to the police department is also handled by the Division Commander of Investigative Services. This includes the receiving and accounting of all equitable shares received from the U.S. Marshalls office, and processing all invoices for related expenditures, and reimbursement of overtime in conjunction with the current agreements.

Department Description – Line Services

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

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

Department Description – Administrative Services

Under general direction of the Chief of Police, coordinates the development of the operating budget with Chief and other Division Heads. Organizes and manages the Police budget, including financial analyses, cost recovery programs, grants administration, and conducts on-going research into cost reduction measures. Designs and administers programs and organizational changes from variety of funding sources. Perform independent research and special studies involving data collection and analysis of departmental operations and structures. Prepare a wide variety of written reports and projects, including special projects for publication and/or submission to outside organizations. Performs or participate in comprehensive management analyses of Police Department policies, also serves as a member of the department administrative team in problem solving, decision-making, strategic planning. Develops and coordinates training programs for employees, community groups, and members of the public, also coordinates activities with other city departments, other government agencies and outside organizations; provides staff assistance and managerial services. The Division Commander Administrative Services oversees the Emergency Communications, and Records Units as well as studies statistical crime data and other reports; analyzes levels of criminal activity; determines trends and makes recommendations for change in organization and operating procedures.

The Division Commander of Administrative Services also serves as a liaison with City's Human Resource Department and oversees departmental occupational health issues and drug screening

Department Description – Support Services

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

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SERVICES:

Services - Investigative Services

Criminal Investigations Unit

The Criminal Investigations unit is led by a Unit Commander who is responsible for the management and supervision of the unit. The unit is currently comprised of ten investigators who handle all major criminal investigations for the department and one unit secretary. In addition to investigating crime committed within the City of Berwyn, Investigators are assigned and responsible for activity in several specialized areas. Specialty Assignments consist of the following:

- ✚ **Records Maintenance & Background** - Electronic and paper record maintenance, including all Berwyn arrest files, liquor license files, new business files, criminal records checks, LEADS (Law Enforcement Agency Data Systems) validations, immigration checks, military background checks, responding to subpoena requests, processing expungment orders, Medical Examiner files and Cook County court computer updates. Police Department new employee background investigations are also a large part of this section duties.
- ✚ **Evidence/Property** - Evidence processing, collection, and storage along with recovered property storage. Preparation of evidence for laboratory submission for analysis, and evidence records maintenance. Maintenance of evidence collection supplies, and Mobile Crime Scene Unit inventory and maintenance.
- ✚ **Crime Scene Unit** - The Crime Scene Unit consists of Patrol Officers assigned to routine Evidence Collection. These technicians work along side Investigators and are responsible for processing all crime scenes. CSU Technicians also provide assistance to Illinois State Police Crime Scene Investigators on all major local crime scenes.
- ✚ **Photography** - Photography maintenance, filing of negative print film and photographs, photography log records, and filling of subpoena requests for negative print film.
- ✚ **Sex Offender Files** - Sex offender file maintenance, on-line photo maintenance, monthly residence checks, sex offender registrations and LEADS entry verification completed.

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- ✚ **Gypsy Crime File Maintenance** - Gypsy crimes file maintenance, comprehensive list of all known Gypsy clan members and offenders (including photographs); maintain contacts with Illinois State Police and Chicago Police Department Gypsy crimes specialists.

- ✚ **Financial District Liaison** - Organize and host semi-annual meetings between the Police Department and all financial district leaders. Maintain direct contact with Bank Presidents, VPs and Managers, including Savings & Loans, Mortgage Providers, Lenders and Currency Exchanges.

- ✚ **CPIC** - Crime Prevention Information Center (CPIC) is a state of the art fusion center located on the 5th floor of the Chicago Police Headquarters at 35th & Michigan. The CPIC is a 24/7 operation and is staffed by Federal, State, County and Local Police Departments. Participating Suburban Agencies are required to staff the suburban desk with an investigator at least one 8-hour shift per week.

- ✚ **Pawn Shop Record Maintenance** - Pawn Shop record maintenance involves collecting and filing of all Pawn Shop transactions, identifying stolen property, identifying possible offenders and date mapping transactions to burglaries. Maintain relationships with all pawn shop owners, including shops located in Oak Park, North Riverside and Chicago Area 5.

- ✚ **Digital Imaging** - Digital Image Processing, Data Maintenance (downloading and copying of all digital images captured by Police Department Cameras). File all data on CD for permanent record maintenance, filling subpoena requests for digital images (in print and electronic format). Maintenance of all Police Department Digital Imaging Equipment (cameras, lenses, cases, batteries, and memory cards)

- ✚ **ATF Trace** - Investigators allowed access to the Bureau of Alcohol Tobacco and Firearms Electronic Firearms Tracing Site are responsible for running checks on all firearms recovered by the Berwyn Police Department, including all firearms held in the possession of the Berwyn Police Department. Investigators maintain e-trace records for all firearms.

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- ✚ **FBI Joint Terrorism Task Force Liaison** - Investigators are assigned as liaisons between the Federal and State Terrorism Units and the Berwyn Police Department. Investigators receive specialized training from the FBI Joint Terrorism Task Force (JTTF) and from the Illinois State Police Terrorism Unit. Investigators receive and disseminate Homeland Security Briefings and terrorism updates throughout the Police Department on a daily basis.

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

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

Youth Investigations

The Youth Investigations/Community Relations Unit is comprised the Unit Commander who serves as the supervisor for 4 investigators. The unit investigates all incidents that involve minors who are either the victims of, or perpetrators in crimes committed.

Each Investigator maintains a current caseload and is responsible for responding to the daily calls for service or assistance to the patrol division, as well as the criminal investigations, and tactical units.

The Unit also is responsible for the Tobacco Compliance Check Grant that involves the utilization of minors going into local retail establishments to verify their compliance of tobacco sales.

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

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

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- ✚ The unit maintains the 52-person school crossing guard program. This consists of hiring, scheduling, training, and payroll of all 52 members.
- ✚ During the summer the unit conducts a youth summer work program to employ high school age children on a part-time basis as a deterrent to mischievous behavior.

The unit has also initiated new investigation protocols and programs:

- ✚ Investigations for indecent solicitation of a child arrested seven Internet predators

The department has experienced a substantial increase in sex offenses against children. In many cases the victim & offender are either family members or are students at the same school. Victims under the age of 16 are required to have a "Victim Sensitive interview" conducted by the Proviso Children's Advocacy Center, which, must be attended by a youth investigator.

Community Relations

The members of the unit are actively involved in Community Relations that affect the community and serve as the Public Relations arm of the department as well. The unit works with the Community Outreach Director on programs and events held in the City. The unit is also involved in the new city initiative of Crime Free Multi Housing Program and serves as the training facilitator for the program. In addition the unit will be responsible for the Law Enforcement Inspection aspect of this program.

The unit acts as advisors and/or zone liaison officers in the following programs, which include but are not limited to;

- ✚ Neighborhood watch program
- ✚ Speakers at community & ward meetings and other organizations with in the community.
- ✚ Citizen Police Academy
- ✚ Volunteer program
- ✚ National Night Out event

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- ✚ Boy Scouts of America sponsored "Police Explorer Program"
- ✚ Investigators are actively involved in the schools where their increased presence has resulted in:
 - A Bullying Curriculum developed for the grade school students
 - More gang and drug assemblies were conducted
 - Railroad safety education programs were conducted

Tactical / Drug Operations Unit

The Unit Commander of the Criminal Investigations division also supervises the Tactical/Drug Enforcement unit which is comprised of a supervising Sergeant, (1) and Tactical Officers who are Gang Specialists (2), and (1) Detective who has collateral duties with the U.S. Marshals Fugitive Task Force and the WEDGE Task force as well. This unit focuses on gang and drug related investigation and intelligence gathering. Additional duties are:

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

Services - Line Services

Patrol Division

The goal of the Patrol Division is to provide efficient deployment of uniformed patrol assets who can respond effectively and in a timely fashion to calls for police service. The Patrol Division provides proactive policing in a real time environment with

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prevention of crime as its foremost goal. In addition, the Patrol Division maintains a highly visible presence in the community which imparts a feeling of comfort and security to the community at large.

- ✚ The Patrol Division represents the first visible contact with the public, and provides primary first responder police service.
- ✚ The Patrol Division has a myriad of functions to include initial investigation of crimes. Patrol Officers are the eyes and ears of the investigators and in many cases the success or failure of cases rests on the shoulders of Patrol.
- ✚ The Patrol Officer's functions also include accident investigation, traffic enforcement, order maintenance, City Code enforcement, crime prevention and identification and apprehension of suspects in criminal events.
- ✚ Patrol Officers must be aware of trends in crime in their zones and are the primary emissaries of Department and City Policy in the community.
- ✚ Patrol Officers are also tasked with rapid deployment duties in the case of active shooter cases or armed assailant, in any environment and must be trained and equipped to deal with the most insidious of crimes.
- ✚ The Berwyn Police Department Patrol Division is currently staffed at 69 sworn personnel.

Departmental Training

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

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

- ✚ CAPS Firearms Judgmental Training

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- ✚ Patrol Carbine training and Carbines deployed in front line patrol cars
- ✚ Oleoresin Capsicum training and recertification
- ✚ Immediate Action Rapid Response re-certification
- ✚ Pistol and shotgun qualification
- ✚ PR-24 and Collapsible baton training
- ✚ Taser certification and re-certifications
- ✚ LEADS computer data base re-certifications
- ✚ Certification of DUI operators
- ✚ Use of Force and Constitution Law training

Services - Administrative Services

Building and Grounds

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

Records Unit

The records unit consists of a supervising Sergeant, and (3) full time records clerks who handle the day to day activities associated with the units operation. The responsibilities of the records division are centered on extensive contact with the departmental patrol and investigative units and the public, in person and over the telephone. Successful performance of the work includes ensuring that police records are prepared, filed, maintained, distributed and destroyed in accordance with policies, procedures, and regulations of the department and a variety of state and federal laws. Also to provide copies of those reports to persons authorized to obtain copies of them and to the court system pursuant to request by subpoena. Additional tasks are as follows:

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- ✚ The collection, management and processing of Compliance, Impoundment, and Cannabis violations. As well as other various fees collected by this department. The collected amounts totaled \$ 617,185.15 in 2007
- ✚ The issuing and the maintenance of the employee identification cards and the system access for each employee.
- ✚ The production of both audio and video files used in court proceedings and internal investigations.
- ✚ The categorizing and filing of the Unified Crime Reports and the Municipal Jail and Lockup Quarterly Report to the State of Illinois in a timely manner.
- ✚ Supervision and scheduling of the part time booking officers
- ✚ Monitoring and ordering of provisions and supplies for department equipment including copy machines, fax machines, printing of needed documents and reports.
- ✚ The Bi-Weekly tabulation and processing of the department payroll for submission to City Hall.
- ✚ The monthly tabulation of time accrued and/or used by all personnel.
- ✚ Management of the departments Red Light Camera program

The Supervising Sergeant has collateral duties serving as the Canine Unit supervisor and manages Special Projects. The Special Projects Facilitator has been instrumental in fast tracking several projects that have benefited the department as well as the City, which needed immediate attention, thus allowing other administrative tasks to continue to move forward without delay.

Emergency Communications Unit

The Emergency Communications Center is responsible for the receipt and transmission of emergency and non-emergency calls for Police, Fire and Emergency Medical assistance, responding to incoming alarm signals, providing emergency instructions to callers, central answering point for all wire line and wireless 9-1-1 calls originating from the City of Berwyn, recording and relaying sensitive information that may involve life and

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death situations. The Center operates 24 hours a day, 365 days a year and is currently staffed by one (1) full-time Communications Manager, Fifteen (15) full-time and three (2) part-time Telecommunicators.

- ✚ Communications Manager is responsible for overseeing the complete operation of the Communications Division including all assigned personnel and equipment.
- ✚ Accurate reporting of Emergency Communications Center operations including calls for service, 9-1-1 calls handled and non-emergency calls handled.
- ✚ Maintains Standard Operating Procedures specifically for the Emergency Communications Division.
- ✚ Standardized processing for citizen complaints and compliments as relating to the Emergency Communications Division and the assigned personnel.

Services - Support Services

Community Service Unit

The Community Service Division utilizes 12 civilian officers who, during patrol duties, enforce parking ordinances and local ordinances throughout the City, including all business districts, municipal parking lots, metered parking area, permit parking lots, overnight parking laws and all other posted areas requiring enforcement. This unit supports the patrol division by assisting in staffing at the front desk and attending bond hearings for prisoners, thus freeing up additional officers for street duty or staffing purposes. Additional duties are as follows:

- ✚ Installation and removal of wheel locks.
- ✚ Transporting vehicles for maintenance and repair.
- ✚ Transport evidence and photos to the crime lab.
- ✚ School crossings, traffic control, and abandoned autos.
- ✚ Documentation, photography and removal of graffiti.
- ✚ Animal control related complaints

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Parking Enforcement Unit

The Parking Enforcement Officers are dedicated to the single task of enforcing the City's parking ordinances throughout the City, including all business districts, municipal parking lots, and permit parking lots. They are assigned a specific geographical area within the City to identify vehicles violating parking regulations and restrictions and issue parking complaints. This allows us to consistently enforce parking ordinances which will ultimately result in compliance. Additional duties include:

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

Traffic Unit

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

- ✚ Trained in auto accident investigations and hit and runs.
- ✚ Enforce drunken driving laws through patrol and checkpoints.
- ✚ Provide traffic studies and certified child seat installations.
- ✚ Speed radar enforcement, participated in "click it or ticket" campaign.
- ✚ Process and investigate handicapped sign applications.

Motor Pool Unit

The department motor pool is responsible for the purchase, equipping, repair, maintenance, licensing, and insuring of all police vehicles and related equipment as well as the outfitting of all vehicles purchased by the police department. The Fleet Director located in the Public Works building supervises all vehicle maintenance. The motor

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pool unit continually looks for ways to improve and maintain the equipment and to find ways to ensure the police department operates safe vehicles in its day to day activities.

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

- ✚ 10 Ford Explorers
- ✚ 13 Ford Crown Victoria's
- ✚ 2 Ford Taurus
- ✚ 6 Chevy Aveos
- ✚ 6 Dodge Chargers
- ✚ 2 Dodge Magnums
- ✚ 5 Assorted Vans
- ✚ 3 Chevy Impalas
- ✚ 9 Assorted vehicles
- ✚ 14 Assorted Unmarked Vehicles

Prisoner Detention Unit

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

- ✚ Assisting the arresting officer with arrest case file preparation.
- ✚ Data entry of local ordinance, compliance and moving violations into the department's Record Management System.
- ✚ Prisoner property inventory and prisoner log maintenance.

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- ✚ Non-criminal processing / identification for schools, liquor licenses, and police department employee applicants.

Canine Unit

The primary goal of the Canine Unit is to assist all members of the department in the investigation of criminal activity by tracking and apprehending offenders, and the tracking and recovery of narcotics, weapons or currency associated with narcotic activity. The unit currently consists of (2) Belgian Malinois along with (2) specifically trained and certified police officers as handlers (2) who maintain collateral duties in the patrol division. Additionally the canine unit assists with public relations by performing demonstrations at various schools, city functions and public events.

STAFFING

Position (FTE)	2007 Actual	2008 Actual	2009 Budget
Chief	1.00	1.00	1.00
Division Commander	4.00	4.00	4.00
Lieutenant	2.00	2.00	2.00
Sergeant	16.00	16.00	18.00
Detective	17.00	17.00	17.00
Patrolman	61.90	62.00	63.00
Crossing Guard (PTE)	11.40	6.63	6.63
Communications Manager	0.38	1.00	1.00
Civilian Radio Operator	10.33	15.00	15.00
Part Time Civilian Radio Operator	1.50	2.00	2.00
Lock Up Keeper	11.25	12.00	12.00
Clerk Typist	2.58	3.00	3.00
Secretary	2.00	2.00	2.00
Community Service Officer	9.50	10.00	10.00
Graffiti Removal Tech.	1.00	2.00	2.00
Custodian	0.29	1.00	1.00
Parking Enforcement Officer	2.50	3.00	3.00
Auxiliary Police	3.20	4.33	4.33
Total	157.84	163.96	166.96

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Activity Measures

Activity Measures	2007 Actual	2008 Actual	2009 Budget
Wire Line 9-1-1 Calls Received	16,477	7,872	
Wireless 9-1-1 Calls Received	17,482	8,825	
Non Emergency Calls Received	172,139	79,216	
Outgoing Calls Made	83,267	32,835	
Calls For Service Generated (CAD	64,172	33,941	
Police Incidents Created	18,503	8,779	
Criminal Investigations Initiated	3,417	2,294	
Criminal Investigations Cleared	868	465	
Evidence Processed & Inventoried	13,169	7,197	
Misdemeanor Arrests Department Total			
Felony Arrests Department Total			
Juvenile Petitions	207	83	
Juvenile Station Adjustments	237	178	
Juvenile Contacts	2,527	2,226	
ICAC Investigation Hours	145	79	
ICAC Arrests	7	3	
Graffiti Reports/Removals	1,693	981	
Graffiti Arrests	330		
Prisoners Processed and Housed	2,002	1,021	
DUI Arrests	139	61	
Cook County Moving Violations	10,213	6,261	
Moving Violation Fine Revenue	\$239,031.00	\$55,799.00	
Red Light Camera Violations	151	930	
Red Light Camera Revenue**	\$1,594.00	\$46,259	
Animal Control Complaints, Traps, Bites	1,314	493	
Abandoned Vehicles Reported/Towed	944	328	
Local Ordinance Tickets	1,976	852	
Local Ordinance Ticket Revenue	\$87,553.00	\$51,385.00	
Compliance Tickets	8,112	4,334	
Compliance Ticket Revenue	\$169,625.00	\$95,755.00	
Vehicles Impounded	619	609	
Impoundment Revenue	\$306,000.00	\$261,338.00	
Parking Tickets Issued	66,438	44,166	
Parking Ticket Revenue	\$2,091,581.00	\$1,542,628.00	
Wheel Locks	685	412	
Wheel Lock Boot Fee Only Revenue	\$28,200.00	\$18,580.00	

2008 figures are through June 30, 2008

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OBJECTIVES ACCOMPLISHED IN 2008:

- ✚ Expansion of the WEDGE Task force with the addition of Stickney PD
- ✚ Joint missions Oak Park PD to address problem liquor establishments along the Roosevelt Road corridor
- ✚ Expansion of the Volunteers in Policing initiative
- ✚ Utilization of Auxiliary Officers in “Walk & Talk” and other direct community contact missions
- ✚ Membership for all Supervisors in the FBI Law Enforcement On Line System
- ✚ Participation in the Cook County Emergency Evacuation Summit
- ✚ Acceptance in the US marshal's Fugitive Task Force
- ✚ Increased participation in National Night Out and improved to 21st place in national standings and first place in the State
- ✚ Implementation of the Business Watch Program along Cermak Road.
- ✚ Participation in the Operation FALCON with US Marshal's Office and other participating agencies in a fugitive sweep
- ✚ Conducted parolee checks with IDOC
- ✚ Participation in Operation gold Shield (Cook County Interoperability)

Objectives accomplished in 2008 - Investigative Services

- ✚ Membership in the WESTAF major crimes task force
- ✚ Regular review of all cold case files

Objectives accomplished in 2008 - Line Services

- ✚ On going advanced training through Northwestern University for Supervisory management Courses

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- ✚ Monthly Clicket or Ticket Operations
- ✚ Integration of Neighborhood Watch and Community Policing to patrol Operations
- ✚ Increased usage of force multipliers such as ATV's, and Segways which has had a positive impact on proactive policing
- ✚ On going integration of evidence technicians organic to the patrol shifts
- ✚ Increase in traffic enforcement in quality of life issues such as the noise impoundment ordinance enforcement

Objectives accomplished in 2008 - Administrative Services

- ✚ Successful implementation and training of department personnel in the use of the new records management system CAPERS.
- ✚ Completed the implementation of the Departments Red Light Camera project at (2) intersections and the addition of (2) more intersections in the third quarter of the year
- ✚ In Communications another testing process was started in August, 2007 which resulted in a Final Ranking List. Throughout 2008 six people were hired off of this list with four successfully completing their training period. This, coupled with the additional loss of one full-time Telecommunicator this year, leaves the need for the hiring of one more full-timer in order to achieve the City Council approved staffing level of sixteen. Unfortunately the lack of full staffing impeded the progress of several objectives to be accomplished this year, and these objectives will be carried over into 2009 and listed on the objectives to be accomplished.
- ✚ Public Education: 9-1-1 related public education programs were conducted at Neighborhood Watch meetings, National Night Out, Citizens Police and Fire Academies and to organizations touring the 9-1-1 Center.
- ✚ Monthly Training: Several monthly in-service training sessions were conducted throughout 2008. Training was geared in such a way that it was conducted while personnel were on-duty (via PowerPoint presentation, printed materials, etc.), and included topics from both the Police and Fire Department.

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- ✚ Mobile Field Operations: A fully operational Command Post was established at the Centennial Festival this year. The Post included a fully operational CAD and Records Management System established via a wireless connection, and was staffed by two Telecommunicators during all hours of operation. The successful creation of this Post proved beneficial for any future special events or critical incidents as it can be set-up remotely in a very short period of time.
- ✚ Facilitated a smooth transition from the current time keeping system for payroll to the KRONOS time keeping system for all personnel assigned to the Communications Division.

Objectives accomplished in 2008 - Support Services

- ✚ Successful utilization of the (2) speed monitoring trailers at several residential and school locations throughout the city to promote speed and safety
- ✚ Participation in 2008 IDOT "Clicket or Ticket" campaign resulting in over 1300 tickets
- ✚ Participated in 2008 IDOT speed safety campaign resulting in over 1100 tickets
- ✚ Participated in the multi-regional train safety campaign
- ✚ Started implementation of Mobile Crash Reporting (MCR) utilizing data printers in squad cars to file state traffic crash reports wirelessly to IDOT
- ✚ Procurement of a donated van that was reconfigured for use as the Tactical Response Team transport and equipment van
- ✚ Acquired a used Command Vehicle from the City of Chicago at no charge to be revamped and utilized as a combined Berwyn Police/Fire/ESDA Mobile Command Post
- ✚ 3rd Place award in the national publication of Law & Order Magazine for best design of a special purpose vehicle (K-9)
- ✚ 1st Place award for best show at Bellwood Police Car show for Dodge Magnum K-9 vehicle

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- ✚ Best of show award for Prisoner Transport Vehicle at Aurora car show

OBJECTIVES TO BE ACCOMPLISHED IN 2009:

- ✚ Complete revision of Departmental Policy/Procedure Manual
- ✚ Expand Business Watch program to other business districts throughout the City
- ✚ Development of a Junior Citizens Police Academy (joint with Berwyn Fire Dept.)
- ✚ Continue and expand Anti-Bullying Programs
- ✚ Continue and expand joint operations with surrounding communities, County, State and Federal Agencies
- ✚ Expansion of the "Walk and Talk" and hot spot foot/alternative patrols
- ✚ Implementation of photo railroad grade crossing enforcement
- ✚ Increase in officers in the Auxiliary contingent
- ✚ Increase in gang enforcement efforts

Objectives to be accomplished in 2009 - Investigative Services

- ✚ Review of Internal Affairs process and implementation of policy and procedure consistent with current day industry practice, law, and constitutional protections
- ✚ Creation of a Civilian Property/Evidence Custodian position within the Department
- ✚ Re-instituting the Arson Task Force in conjunction with the Berwyn fire department to address arson related crimes in the community
- ✚ Additional Investigator assigned to the Youth Investigations/Community Relations Unit
- ✚ Additional Officers assigned to the Tactical/Drug Operations unit

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Objectives to be accomplished in 2009 - Line Services

- ✚ Increase in staffing to 20 Patrol Officers per shift
- ✚ Review of patrol zones to determine if change is needed dependant on crime shifts
- ✚ Utilization of Community Service Officers for front desk staffing at all times
- ✚ Increase in Homeland Security Training for the department
- ✚ Seek additional funding through grants for training and equipment
- ✚ Increase in overall training to include high priority training tracks
- ✚ Expand the Community Oriented Policing Initiative in the patrol division to combat the rising crime and quality of life issues throughout the community
- ✚ Continue with aggressive street crime enforcement which has been effective in limiting violent crime in the community

Objectives to be accomplished in 2009 - Administrative Services

- ✚ Implementation of additional software modules in the Records management System to improve efficiency in operation in all aspects of department
- ✚ Implementation of a wireless based field reporting module in conjunction with the departments Records Managements System
- ✚ Review of all fees received by the department to ensure they are within industry standards and meeting the associated costs to the city.
- ✚ Review, and recommendation of an increase in the civilian clerks salaries to ensure industry parity and meet increased work load
- ✚ 9-1-1 Center upgrade: The Communications Center will undergo a complete remodel replacing the four current workstations with new state-of-art workstations.

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- ✚ 9-1-1 Phone System: The current Motorola Centralink 9-1-1 phone system will be replaced with a new state-of-art Plant/CML phone system which will be used for the answering of 9-1-1 calls along with an interface to the City's phone system for fielding non-emergency calls.
- ✚ Radio System Upgrade: Motorola Centracom radio system will be upgraded with the latest software version for controlling the various emergency radio frequencies utilized by the City of Berwyn.
- ✚ Back-Up Call Center/Emergency Operations Center: Included in the north end firehouse reconstruction project was space in the basement for a back-up Call Center and Emergency Operations Center.

All Communication Center Projects funded through the City's Emergency Telephone Systems Board (ETSB) with surcharges monies collected through telephone service providers. These projects have no financial impact of the Police Departments Budget and all expenditures are through the 9-1-1 fund.

- ✚ Schedule: Due to the lack of a full staffing level this objective was not fully accomplished and is being carried over into 2009.
 - Once the staffing is in place, personnel will be migrating to a new 12 hour schedule. This schedule will accomplish a minimum staffing level of three Telecommunicators around the clock while also allowing personnel to take benefit time without adversely impacting minimum staffing. It is also a somewhat attractive schedule to those working based on the increased amount of off days.
 - Total yearly hours being worked by each Telecommunicator would translate to 2,098.75, 18.75 hours over the standard 2,080 yearly working hours.
 - The 18.75 could be returned in the form of monetary compensation to each Telecommunicator at their new hourly rate (at time and a half), or could be returned in the form of additional time off during the year which would have no budgetary impact.
 - It should be noted that three Telecommunicators began working a 12-hour Swing Shift schedule in October, 2008.

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- ✚ Emergency Medical Dispatch: Due to staffing levels this was not completed in 2008.
 - The State of Illinois, by way of the Emergency Medical Services (EMS) Systems Act (210 ILCS 50/3.70), mandates that any agency that “accepts calls from the public for emergency medical services and dispatches designated emergency medical services personnel and vehicles” must provide these instructions. The program that achieves this mandate is known as Emergency Medical Dispatch (EMD) which is structured protocol system for Telecommunicators to provide pre-arrival instructions to callers requesting emergency medical assistance. While this is an un-funded mandate, it’s the right thing to do for the citizens of Berwyn. Currently only three Telecommunicators have up-to-date EMD certification.
 - Training costs could be reduced through course hosting which allows for “free” seats in classes, or the Fire Department could also be asked for tuition reimbursement as this program directly benefits their operations.
- ✚ Mobile Data: The next phase of the CAPERS CAD and RMS systems will push data to police and fire field units for responding to calls for service and data being returned from the field in the form of reports generated by responding units.
- ✚ Phase II Wireless 9-1-1: Although listed in 2008’s objectives to be accomplished, upgrades to the 9-1-1 phone system and CAPERS CAD and RMS systems are needed to fully accomplish this project. Therefore, this project is being carried into 2009 for full completion.
 - By upgrading our current wireless 9-1-1 system from Phase I to Phase II approximate locations of callers can be obtained utilizing latitude and longitude provided with the call. This information is then transferred to a mapping program for the Telecommunicator.
 - The upgrade is completed by AT&T converting our 9-1-1 database version, and making adjustments to the computer servers to accept the data and the addition of a mapping application
- ✚ Communications Training Officers: Attend an initial training course or refresher training specifically designed for Communications Training Officers.

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- ✚ Radio Alarm System: Research the feasibility of the implementation of a radio alarm system in the City of Berwyn for the transmission of burglar and fire alarms. This system would replace the “traditional” phone line system currently being utilized for alarm transmissions, and by the City owning and managing the radio network a substantial amount of revenue could be returned to assist in off-setting some of the fiscal implications.

Objectives to be accomplished in 2009 - Support Services

- ✚ Purchase of additional hand held electronic parking ticket units to continue to streamline data entry process of tickets
- ✚ Transition all full time Community Service Officers into more patrol division non-criminal related responsibilities
- ✚ Assign a Sergeant and additional Officer to the Traffic Unit and expand all aspects of traffic enforcement and dedicated traffic missions to include overweight truck enforcement and DUI check points.
- ✚ Installation of video surveillance camera to monitor high risk female prisoners
- ✚ Expanded K-9 / Police Officer interactive training at the shift and unit level

LONG TERM OBJECTIVES (2-5 YEARS):

- ✚ Increase department staffing to 125 Officers, currently at 105
- ✚ Enhance diversity recruitment for all new hires

BUDGET SUMMARY:

The 2009 budget includes the hiring of three additional police officers (at a cost of \$118,725) and the promotion of two officers to Sergeant.

Costs related to the Red Speed Photo Enforcement have been moved from the capital budget to the Police Department. The budgeted costs are offset by related revenues.

City of Berwyn
2009 Budgeted Expenditures by Department
Police
12/31/2009

Account Number	Account Name	2006	2007	2008	2008	2008	2009	Requested Budget Change	
		Balance	Balance	YTD 9/30/2008	Projected	Budget	Budget	Amount	Percent
11-5-08-5110	Police - Admin - Ch of Police, Div Cdrs	\$ 416,583	\$ 517,617	\$ 383,283	\$ 565,731	\$ 546,811	\$ 546,830	\$ 19	0%
11-5-08-5111	Police - Sprvsrs - Lieut's & Sergeant's	1,485,724	1,545,070	1,179,616	1,703,975	1,627,475	1,576,173	(51,302)	-3%
11-5-08-5112	Police - Patrol & Detect	4,835,448	5,162,014	3,861,288	5,537,731	5,696,394	5,750,084	53,690	1%
11-5-08-5113	Police - Civilians	1,429,837	1,547,018	1,145,717	1,680,742	1,916,739	1,595,980	(320,759)	-17%
11-5-08-5114	Police - Auxiliary	83,851	77,232	79,965	130,780	130,000	130,000	-	0% A
11-5-08-5115	Police - Overtime	704,706	644,611	583,926	832,962	640,000	800,000	160,000	25% B
11-5-08-5116	Police - Out of Class	-	28,236	4,996	6,345	-	-	-	#DIV/0!
11-5-08-5120	Police - Buy back	848,996	906,818	13,598	484,160	642,000	600,000	(42,000)	-7% C
11-5-08-5125	Police - Clothing stipend	(500)	100,500	101,500	101,500	110,000	110,000	-	0%
11-5-08-5126	Police - Education Stipend	-	42,111	48,500	48,500	-	-	-	#DIV/0!
11-5-08-5130	Police - Benefits	2,221,209	2,710,322	1,825,612	2,630,487	2,479,355	2,672,773	193,418	8%
11-5-08-5150	Police - Tuition Reimbursement	167,767	120,626	58,239	70,619	105,000	105,000	-	0% D
11-5-08-5155	Police - Pension	1,893,048	2,126,885	1,038,296	1,928,758	1,928,758	1,928,758	(0)	0%
11-5-08-5160	Police - Internal service fund	1,202,649	1,364,959	-	1,170,098	1,702,783	1,676,711	(26,072)	-2%
11-5-08-5300	Police - Other general expenses	70,624	99,761	57,697	73,287	92,000	99,500	7,500	8%
11-5-08-5305	Police - Postage, printing and publications	14,918	14,719	17,221	19,320	14,688	16,000	1,312	9%
11-5-08-5310	Police - Telephone	70,480	80,758	62,859	72,839	50,000	73,400	23,400	47%
11-5-08-5320	Police - Utilities	146,981	169,702	28,464	38,742	180,000	42,000	(138,000)	-77%
11-5-08-5325	Police - Vehicle Gas and Oil	-	-	178,741	210,330	-	260,000	260,000	#DIV/0!
11-5-08-5330	Police - Training, dues and education	29,772	34,321	12,494	39,559	50,000	40,000	(10,000)	-20%
11-5-08-5335	Police - Supplies	49,771	61,316	27,388	42,449	53,000	53,000	-	0%
11-5-08-5400	Police - Professional Services	-	-	34,949	34,948	-	-	-	#DIV/0!
11-5-08-5500	Police - Repairs and maintenance	166,595	209,263	142,239	197,316	170,000	195,000	25,000	15%
11-5-29-5721	Police - Red speed fees	-	89,770	74,862	156,528	-	276,000	276,000	#DIV/0!
11-5-08-5505	Police - Copier maintenance	27,109	29,248	20,844	27,478	27,070	27,100	30	0%
Department Total		<u>\$ 15,865,567</u>	<u>\$ 17,682,877</u>	<u>\$ 10,982,294</u>	<u>\$ 17,805,184</u>	<u>\$ 18,162,074</u>	<u>\$ 18,574,309</u>	<u>\$ 412,236</u>	<u>2%</u>

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For the Fiscal Year Beginning January 1, 2009

**Fire and Police Commission
09**

PROGRAM MANAGER: Commission

PROGRAM DESCRIPTION:

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

BUDGET SUMMARY:

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

City of Berwyn
 2009 Budgeted Expenditures by Department
 Fire and Police Commission
 12/31/2009

Account Number	Account Name	2006	2007	2008	2008	2008	2009	Requested Budget Change	
		Balance	Balance	YTD 9/30/2008	Projected	Budget	Budget	Amount	Percent
11-5-09-5111	Fire and Police Commission - Salaries	\$ 16,003	\$ 16,099	\$ 11,167	\$ 16,090	\$ 15,500	\$ 16,000	\$ 500	3%
11-5-09-5130	Fire and Police Commission - Benefits	4,274	4,080	2,792	4,023	3,875	1,224	(2,651)	-68%
11-5-09-5300	Fire and Police Commission - Other general expenses	<u>9,663</u>	<u>11,820</u>	<u>1,878</u>	<u>2,709</u>	<u>6,500</u>	<u>6,500</u>	-	0%
			-						
Department Total		<u>\$ 29,940</u>	<u>\$ 31,999</u>	<u>\$ 15,837</u>	<u>\$ 22,822</u>	<u>\$ 25,875</u>	<u>\$ 23,724</u>	<u>\$ (2,151)</u>	<u>-8%</u>

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**Building and Neighborhood Affairs
11**

PROGRAM MANAGER: Building Director

PROGRAM DESCRIPTION:

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

SERVICES:

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

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**Building and Neighborhood Affairs
11**

STAFFING:

<u>Position (FTE)</u>	<u>2007 Actual</u>	<u>2008 Actual</u>	<u>2009 Budget</u>
Building Director	1.00	1.00	1.00
Director of Neighborhood Affairs	1.00	1.00	1.00
Permit Clerk I	1.00	1.00	1.00
Permit Clerk II	1.00	1.00	1.00
Compliance Clerks	1.68	1.00	1.00
Compliance Inspectors	3.00	2.67	2.67
Building Inspector	1.00	2.00	2.00
Blight Inspector	3.00	1.00	1.00
Total	<u>12.68</u>	<u>10.67</u>	<u>10.67</u>

ACTIVITY MEASURES:

<u>Activity Measures</u>	<u>2007 Actual</u>	<u>2008 Projected</u>	<u>2009 Projected</u>
Permits Issued	5,031.00	4,500.00	4,800.00
Permit Revenue	871,417.00	572,866.00	610,000.00
Property Transfers	1,673.00	1,500.00	1,600.00
Transfer Revenue	71,075.00	70,000.00	75,000.00
Blight Citations Issued (First)	1,712.00	1,200.00	1,400.00
Blight Completed w/o citations	1,592.00	950.00	1,100.00

OBJECTIVES ACCOMPLISHED IN 2008:

Due to the budget constraints and the Building Department's contribution to the general fund from this fiscal year, there were several objectives for 2008 that could not be completed. These include: first floor repairs & paint, replace boiler for City Hall, and replace front stoop at City Hall.

The goal of getting all of the current inspectors ICC certified could not be achieved due our communication to City Council being denied.

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**Building and Neighborhood Affairs
11**

The inspector in the Collector's Office was not trained due time constraints. We will work with the Collector to make this happen in 2009.

We have accomplished the following goals:

- ✚ Provide the certified inspectors with the opportunity to earn additional CEU's
- ✚ Blight citations are adjudicated within 30 days
- ✚ All Fire Department Ordinances given to the Building Department have been incorporated into the adjudication system. (Minimal training accomplished)
- ✚ Updated job descriptions for Compliance Inspectors and permit clerks completed.
- ✚ Cross train permit clerk with compliance procedure. (Ongoing)
- ✚ Developed more friendly policies toward blight and time constraints to complete work.

OBJECTIVES TO BE ACCOMPLISHED IN 2009:

- ✚ Install a backup generator at City Hall in order to prevent unnecessary inconvenience to residents and provide for a cooling center in the case of a city-wide outage.
- ✚ Encourage inspectors to continue training through BFC Academy to improve their knowledge and efficiency regarding their inspections and customer service.
- ✚ Utilize the IT and Collectors Departments to complete the Multi-Unit program and collection procedures.
- ✚ Interior painting of City Hall offices, replace ceiling tiles and install new carpet .
- ✚ Bring City Hall into ADA compliance based on the report compiled from the Attorney General's office.
- ✚ Replace/upgrade worn boiler, radiator and HVAC components. (i.e. valves, pumps, t-stats, switches)

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**Building and Neighborhood Affairs
11**

LONG TERM OBJECTIVES (2-5 YEARS):

- ✚ Replace all inspection vehicles with off lease vehicles that are more fuel efficient to save money given they are all over 8 years old.
- ✚ Replace the antiquated boiler at City Hall with a more energy efficient electric unit.
- ✚ Replace the front stoop on the front of City Hall.
- ✚ Repave both parking lots at City Hall due to disrepair.

BUDGET SUMMARY:

- ✚ The Building Department has prepared for the downturn in the economy by not filling vacated positions over the past year. We have worked to cross-train the inspectors and counter personnel to help ensure our success. It has been a challenge to maintain the customer service standards but we have been up to the task.
- ✚ In 2009 we are planning to continue the cross training to make every effort to cover any unforeseen issues arising from time off. In doing this, we have been able to cut personnel and costs. This will ensure that the resident's issues and needs are met without delay.
- ✚ There is a decrease in the number of Blight Inspectors for 2009. This is largely due to the new larger toters and fewer citations written regarding overflowing garbage. This has freed up the inspectors to concentrate on the housing stock and more pressing issues. In addition, the Building Department is going to work in conjunction with the CDBG and utilize their inspector for the North side blight.
- ✚ The Building Department is in need of another inspector to take care of the Multi-Unit apartment inspections and follow-up. There is currently not enough manpower to handle this full time position. This inspector's sole responsibility will be to set up and perform inspections, track progress, issue citations, and attend local adjudication when needed.
- ✚ The Building Department's budget has dropped dramatically over the past year and we are working hard to improve the service we provide the residents while keeping the costs in check. We have been able to improve customer relations by

**City of Berwyn
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For the Fiscal Year Beginning January 1, 2009

**Building and Neighborhood Affairs
11**

the constant review of existing procedures and addition of new policies that make sure nothing is overlooked.

City of Berwyn
 2009 Budgeted Expenditures by Department
 Building / Neighborhood Affairs
 12/31/2009

Account Number	Account Name	2006	2007	2008	2008	2008	2009	Requested Budget Change	
		Balance	Balance	YTD 9/30/2008	Projected	Budget	Budget	Amount	Percent
11-5-11-5111	Building - Salaries	\$ 472,257	\$ 434,710	\$ 247,704	\$ 371,701	\$ 544,016	\$ 388,757	\$ (155,259)	-29%
11-5-11-5115	Building - Overtime	4,107	102	182	188	-	-	-	#DIV/0!
11-5-11-5120	Building - Sick day buy back	15,498	4,428	188	4,609	2,500	6,391	3,891	156%
11-5-11-5130	Building - Benefits	291,344	182,676	101,710	150,734	223,047	167,943	(55,104)	-25%
11-5-11-5160	Building - Internal service fund	79,990	752,792	-	342,384	318,710	418,709	99,999	31%
11-5-11-5210	Building - Elec/Plumbing Inspector	33,859	76,123	64,530	85,530	75,000	80,000	5,000	7%
11-5-11-5300	Building - Other general expenses	97,565	58,911	14,157	22,223	60,000	40,000	(20,000)	-33%
11-5-11-5305	Building - Postage, printing & publications	6,568	6,406	8,188	9,587	7,500	8,000	500	7%
11-5-11-5320	Building - Utilities	54,675	29,292	5,691	6,663	40,000	12,000	(28,000)	-70%
11-5-11-5325	Building - Vehicle Gas and Oil	-	-	14,506	17,152	-	16,000	16,000	#DIV/0!
11-5-11-5400	Building - Professional service	131,802	86,976	90,291	123,032	120,000	120,000	-	0%
11-5-11-5500	Building - Repairs and maintenance	71,634	99,320	70,299	95,665	50,000	35,000	(15,000)	-30%
11-5-11-5502	Building - Foreclosure maintenance	-	-	-	-	-	30,000	30,000	#DIV/0!
11-5-11-5505	Building - Copier maintenance	9,237	10,067	7,103	9,290	9,400	9,400	-	0%
Department Total		<u>\$ 1,268,537</u>	<u>\$ 1,741,803</u>	<u>\$ 624,549</u>	<u>\$ 1,238,758</u>	<u>\$ 1,450,173</u>	<u>\$ 1,332,200</u>	<u>\$ (117,973)</u>	<u>-8%</u>

**City of Berwyn
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For the Fiscal Year Beginning January 1, 2009

**Street Department
20**

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 of the City of Berwyn. Such infrastructure includes public roads, streets, signs, alleys, and City-owned lands. Also includes maintenance to all Water/Sewer and General Fund vehicles and equipment except Fire Department.

The Forestry Division has been discontinued. All regular forestry functions have been transferred to outside contractor paid for by MFT funds or Street Division personnel. The prior years actual costs and budgets have been reported in the Street department.

SERVICES:

 **Administration**

- Management of 25 FTE employees
- Management of the yearly budget for the Street Division
- Coordination of all calls for service and/or repair.
- Coordinate MFT and CDBG public improvement programs.
- Monitors construction and utility cuts in the City rights-of-way.
- Supervision of daily operations of all services provided by the Division

 **Street Maintenance**

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

 **Ice and Snow Control**

- Provide prompt response to snow and ice control to maintain safe vehicular travel.

 **Turf Maintenance**

- Cut grass and weeds in public areas.

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For the Fiscal Year Beginning January 1, 2009

**Street Department
20**

+ 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 stripage and markers.
- Install and repair parking meters

+ Fleet Maintenance

- Maintenance and repair of all Water and Sewer Fund vehicles and equipment as well as other General Fund Departments, except Fire Department.

+ Public Works Building

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

+ Administration Forestry

- Coordination of all calls for service.
- Coordinates MFT contractual trimming program.

+ Forestry Operations

- Conducts evaluation of all tree related service calls.
- Installs, trims, and removes all parkway and public trees.
- Provides emergency services and post storm cleanup.

+ 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

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For the Fiscal Year Beginning January 1, 2009

**Street Department
20**




STAFFING:

Position (FTE)	2007 Actual	2008 Actual	2009 Budget
Street Superintendent	0.40	0.40	0.50
Secretary/Receptionist	1.50	1.50	0.50
Traffic Engineer	-	1.00	1.00
Fleet Manager	1.00	1.00	1.00
Mechanic	2.00	3.00	3.00
Working Foreman	3.00	3.00	3.00
Drivers	17.00	14.00	12.00
Total	<u>24.90</u>	<u>23.90</u>	<u>21.00</u>

ACTIVITY MEASURES:

Activity Measures	2007 Actual	2008 Actual	2009 Budget
Miles of Streets	110	110	110
Street sweeping miles	5,720	5,720	5,720
Miles of Alleys	54	54	55
Miles of alleys swept	162	324	648
Street Signs maintained	4,758	4,763	4,891
Pavement Striping	\$7,900	\$0	\$22,000
Crackfilling	\$0	\$0	\$20,000
Vehicle/equipment work orders	431	516	520
Service requests	2,250	3,600	2,800
Number of trees planted	80.00	25	115
Number of trees trimmed	243.00	1,460	1,300
Number of trees removed	-	168	240
Number of stumps removed	123.00	45	310
Tree-related service requests	6.00	1,400	1,650

OBJECTIVES ACCOMPLISHED IN 2008:

-  Revamped work order processing system to increase tracking capabilities and enhance accountability for job completion
-  Completed purchase of new street sweeper
-  Restructure division to accommodate increased landscape maintenance.

**City of Berwyn
2009
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For the Fiscal Year Beginning January 1, 2009

**Street Department
20**

- ✚ Enhance alley cleaning and maintenance program.
- ✚ Significantly improve level of street maintenance including repair, patching, and cleaning.
- ✚ Traffic Engineer began to review and rationalize traffic laws, regulations, and codes to meet all federal and state regulations.
- ✚ Further increase maintenance of public and commercial areas throughout the City.
- ✚ Coordinated communication with Cook County for resurfacing of Ridgeland Ave.
- ✚ Began to transfer of major forestry functions to contractors.
- ✚ Increased removal of stumps and dead trees.
- ✚ Successfully addressed two major wind storms
- ✚ Increased tree planting by 600%
- ✚ Expanded tree planting with the addition of disease resistant elms and oaks.

OBJECTIVES TO BE ACCOMPLISHED IN 2009:

- ✚ Enhanced train station cleaning and maintenance program.
- ✚ Continue improve level of street maintenance including repair, patching, and cleaning.
- ✚ Update City signage to comply with MUTCD mandated regulations.
- ✚ Modernize and enforce leaf collection ordinances.
- ✚ Further increase maintenance of public and commercial areas throughout the City.
- ✚ Coordinate communication with IDOT for resurfacing of East Ave.

**City of Berwyn
2009
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For the Fiscal Year Beginning January 1, 2009

**Street Department
20**

- ✚ Coordinate communication with METRA during their rehabilitation of the platforms at Laverne and Harlem Avenue stations.
- ✚ Completion of transfer of major forestry functions to contractors.
- ✚ Continue introduction of native species into urban forest.
- ✚ Complete removal of backlogged trimming, removal and stumping lists

LONG TERM OBJECTIVES (2-5 YEARS):

- ✚ Comprehensive inventory of all forestry stock
- ✚ Reforest bare spots in urban forest
- ✚ Complete periodic maintenance of all parkway trees

BUDGET SUMMARY:

- ✚ Purchase and plant 115 parkway trees

City of Berwyn
2009 Budgeted Expenditures by Department
Streets
12/31/2009

Account Number	Account Name	2006	2007	2008	2008	2008	2009	Requested Budget Change	
		Balance	Balance	YTD 9/30/2008	Projected	Budget	Budget	Amount	Percent
11-5-20-5111	Streets - Salaries	\$ 1,319,861	\$ 1,346,589	\$ 975,355	\$ 1,396,033	\$ 1,395,962	\$ 1,154,009	\$ (241,953)	-17%
11-5-20-5115	Streets - Overtime	44,105	67,195	64,092	104,495	63,000	70,000	7,000	11%
11-5-20-5125	Streets - Clothing stipend	-	17,600	19,250	19,250	18,100	19,250	1,150	6%
11-5-20-5127	Streets - Other stipend	-	825	825	825	-	-	-	
11-5-20-5130	Streets - Benefits	603,769	595,641	427,709	622,555	572,344	498,532	(73,812)	-13%
11-5-20-5160	Streets - Internal service fund	81,883	103,665	-	136,642	101,361	151,601	50,240	50%
11-5-20-5200	Streets - Stock expenditures	10,724	11,900	9,841	13,300	9,532	-	(9,532)	-100%
11-5-20-5210	Streets - Engineering CDBG	50,368	17,336	-	-	-	-	-	#DIV/0!
11-5-20-5300	Streets - Other general expenses	87,850	129,511	50,652	75,145	80,150	53,500	(26,650)	-33%
11-5-20-5310	Streets - Telephone	10,059	3,909	4,683	5,187	9,500	9,000	(500)	-5%
11-5-20-5320	Streets - Utilities	105,648	119,253	11,651	14,644	5,000	4,000	(1,000)	-20%
11-5-20-5325	Streets - Vehicle gas and oil	-	15,595	144,265	174,337	96,000	230,000	134,000	140%
11-5-20-5400	Streets - Engineering	-	350	-	1,262	-	35,000	35,000	#DIV/0!
11-5-20-5500	Streets - Repairs and maintenance	162,882	165,095	246,916	292,154	208,000	120,000	(88,000)	-42%
11-5-20-5505	Streets - Copier maintenance	2,625	2,106	1,660	1,968	5,000	3,000	(2,000)	-40%
	Streets - Tree planting	-	-	-	-	-	41,000	41,000	#DIV/0!
11-5-20-5510	Streets - Landscape maintenance	68,896	88,204	13,810	47,566	80,000	28,000	(52,000)	-65%
Department Total		<u>\$ 2,548,671</u>	<u>\$ 2,684,774</u>	<u>\$ 1,970,709</u>	<u>\$ 2,905,363</u>	<u>\$ 2,643,949</u>	<u>\$ 2,416,892</u>	<u>\$ (227,057)</u>	<u>-9%</u>

**City of Berwyn
2009
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For the Fiscal Year Beginning January 1, 2009

**Zoning Board
13**

PROGRAM MANAGER: Board

PROGRAM DESCRIPTION:

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

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

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

**City of Berwyn
2009
Annual Budget**

For the Fiscal Year Beginning January 1, 2009

**Zoning Board
13**

OBJECTIVES ACCOMPLISHED IN 2008:

- ✚ There were nine (9) full hearings scheduled before the Zoning Board of Appeals through August of 2008, but based on the correspondence on file, another six (6) should be scheduled before the end of the year.
- ✚ There is one very unusual item to report. Although the Board had a number of denials issued by the Building Department in May, June, and July, there were no requests for hearings on those denials for the months of June and July (traditionally the busiest months of the year). The increase in hearing fees probably contributed partly to this abnormality. The Board suggests that the Building Department makes several after-denial inspections at random to make certain that work is not being done without the benefit of a permit and an approved variation.
- ✚ Trying to keep up with the various amendments to the Zoning code is still a major problem, but Louise in the City Clerk's office has been very cooperative in trying to keep the code Books current. The goal is to have all the amendments printed in a timely manner after passage and the Board is working with the Clerk's office to get that accomplished.
- ✚ The Board believes that all hearing requests have been handled in a timely manner, and they have properly explained all the procedures in regard to the hearing requirements, and the assigned area investigators have done a good job scheduling on-site investigations and then submitting written reports at the hearing.

OBJECTIVES TO BE ACCOMPLISHED IN 2009

- ✚ Continue to keep the Zoning Code up to date with the assistance of the City Clerk's Office
- ✚ Communication with the Building Department and Applicants' will continue to be a high priority and will be discussed, and suggestions made when areas of improvement are necessary

City of Berwyn
 2009 Budgeted Expenditures by Department
 Zoning Board
 12/31/2009

Account Number	Account Name	2006 Balance	2007 Balance	2008 YTD 9/30/2008	2008 Projected	2008 Budget	2009 Budget	Requested Budget Change	
								Amount	Percent
11-5-13-5111	Zoning - Salaries	\$ 12,504	\$ 6,181	\$ 4,288	\$ 6,178	\$ 12,600	\$ 12,600	\$ -	0%
11-5-13-5127	Zoning - Other stipends	-	6,360	4,240	5,565	-	-	-	#DIV/0!
11-5-13-5130	Zoning - Benefits	517	471	652	964	964	964	-	0%
11-5-13-5300	Zoning - Other general expenses	2,356	2,634	1,509	2,057	2,500	2,500	-	0%
			-						
Department Total		<u>\$ 15,378</u>	<u>\$ 15,646</u>	<u>\$ 10,689</u>	<u>\$ 14,764</u>	<u>\$ 16,064</u>	<u>\$ 16,064</u>	<u>\$ -</u>	<u>0%</u>

**City of Berwyn
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For the Fiscal Year Beginning January 1, 2009

**Committee and Planning
14**

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
- ✚ Non-TIF Mainstreet program expenditures
- ✚ Utility tax rebates to other taxing units

BUDGET SUMMARY:

- ✚ During 2007, the City passed an ordinance exempting other taxing bodies from the City's share of municipal utility tax. The amount budgeted for 2009 is an estimate of how much revenue will be rebated back to these other units of government. The estimate for 2009 was revised based on projections from 2008.
- ✚ In 2008 the City reached its 100th birthday. The City celebrated its birthday with several events which were budgeted within this department. No further expenditures are expected in 2009.

City of Berwyn
2009 Budgeted Expenditures by Department
Committee and Planning
12/31/2009

Account Number	Account Name	2006	2007	2008	2008	2008	2009	Requested Budget Change	
		Balance	Balance	YTD 9/30/2008	Projected	Budget	Budget	Amount	Percent
11-5-14-5210	Committee & Planning - Berwyn Development Corp	\$ 64,000	\$ 86,000	\$ 86,000	\$ 86,000	\$ 86,000	\$ -	\$ (86,000)	-100%
11-5-14-5215	Committee & Planning - Mainstreet	-	12,117	24,975	24,975	49,950	52,950	3,000	6%
11-5-14-5220	Committee & Planning - Regional Housing Authority	-	125,000	187,500	250,000	250,000	225,000	(25,000)	-10%
11-5-14-5225	West Central Municipal Conference	12,399	16,260	16,327	16,327	16,747	16,500	(247)	-1%
11-5-14-5230	Berwyn Historical Society	-	5,000	5,000	5,000	10,000	5,000	(5,000)	-50%
11-5-14-5240	Utility Tax Rebate	-	57,199	81,605	131,999	50,000	75,000	25,000	50%
11-5-14-5245	100th Anniversary celebration	-	19,878	261,267	264,571	175,000	-	(175,000)	-100%
11-5-14-5250	North Berwyn Park District 16th Street Theater	-	-	-	-	-	10,000	10,000	#DIV/0!
11-5-14-5300	Committee & Planning - Other general expenses	5,027	15,668	3,041	3,041	13,000	13,000	-	0%
Department Total		<u>\$ 81,426</u>	<u>\$ 337,122</u>	<u>\$ 665,715</u>	<u>\$ 781,913</u>	<u>\$ 650,697</u>	<u>\$ 397,450</u>	<u>\$ (253,247)</u>	<u>-39%</u>

**City of Berwyn
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For the Fiscal Year Beginning January 1, 2009

**Recreation
23**

PROGRAM MANAGER: Director of Recreation



PROGRAM DESCRIPTION:

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

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

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

SERVICES:

-  Aquatic programs for youth, adult, and families
-  Senior adult center operation and activities/programs

**City of Berwyn
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For the Fiscal Year Beginning January 1, 2009

**Recreation
23**

- ✚ Community wide special events
 - Easter Egg Hunt
 - July 4th Fireworks Celebration
 - National Night Out
 - Opening Day Baseball Parade
 - Nick at Night “World-Wide day of Play”
 - Mayor’s Halloween Party
 - Mayor’s Halloween Teen Dance
 - Halloween Haunted Hallway or House
 - Mayor’s Christmas party
 - Mayor’s Christmas Brunch
 - Movie Nights at Pavek Pool
 - Holiday Camp and Christmas Classes
 - Depot District Oktoberfest
 - North vs. South Adult (ASA) Softball Tournament
 - Historic Society Antique Show
 - Adult Men’s Baseball Wooden Bat Rec League
 - Adult Men’s Midwest Fall Baseball League

- ✚ Collaborate and assist various community groups and organizations to promote and enhance recreational opportunities within the community

- ✚ Classes for various age groups in the community
 - School Pool and Park Rentals
 - Pool and Building Rentals
 - Game room Open Play
 - Weight room
 - Outdoor Sport Court Activities
 - Jr. Mustangs Sports Camps
 - Holiday Classes

- ✚ The Recreation Center is home to various organizations within the community, including:
 - Berwyn Blazers (soccer)
 - Berwyn Bulldogs (baseball)
 - Champs Swim Club
 - Berwyn Bash (girls softball)
 - Berwyn Little League
 - Berwyn Mustangs (boys basketball)
 - Lady Mustangs (girls basketball)

**City of Berwyn
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**Recreation
23**

- Mustang Youth Football
- Berwyn Art League
- Hellonic Society
- Morton Dance Team
- District 100 5th through 8th grade school teams
- Senior Clubs
 - VIP Club
 - ESP club
 - Young at Heart
 - Women's Club

STAFFING:

Position (FTE)	2007 Actual	2008 Budget	2009 Budget
Director	1.00	1.00	1.00
Janitor	2.75	2.75	2.75
Maintenance Supervisor	1.00	1.00	1.00
Office Manager	1.00	1.00	1.00
Programmer	1.00	1.00	1.00
Registration Clerk	1.00	1.00	1.00
Head Counselor	0.46	0.46	0.46
Camp Counselor	4.33	5.77	5.77
Building Worker	1.00	1.00	1.00
Cashier	1.85	1.39	1.39
Concessions	2.04	2.40	2.40
Day Camp	0.25	-	-
Life Guard Supervisor	1.89	1.88	1.88
Life Guard	10.60	10.60	10.60
Field Maintenance	1.13	-	-
PT Maintenance	1.73	1.73	1.73
Part Time	1.00	1.38	1.38
Total	34.02	34.36	34.36

**City of Berwyn
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For the Fiscal Year Beginning January 1, 2009

**Recreation
23**

ACTIVITY MEASURES:

Activity	Duration	Demographic	Participants
Little Hoops Basketball	Nov-Mar	PreK-1st grade	6-8 teams
Jr. Hoops Basketball	Nov-Mar	2nd-3rd grade	6-8 teams
Youth Basketball	Nov-Mar	4th-8th grade	20-25 teams
Men's Basketball League	Jan-April	Adult	8-10 teams
Women's Basketball League	Jan-April	Adult	5-8 teams
Open Gym	Sept-May	grade school	20-60 daily
Tiny Tots Fun Time Gym	Oct-May	0-4 yrs	10-40 daily
Norm Reissman Indoor Youth Soccer	Dec-Mar	K-8th grade	25-30 teams
Youth Baseball	April-July	K-8th grade	800 children
PeeWee Soccer	April-May	K-4th grade	10-16 teams
Men's 16" Softball - Summer	May-Aug	Adult	20-30 teams
Women's 12" Softball - Summer	May-Aug	Adult	15-20 teams
Men's 12" Softball - Summer	May-Aug	Adult	6-8 teams
Co-Ed Softball - Summer	May-Aug	Adult	8-12 teams
World Cup Summer Youth Soccer League	May-Aug	K-8th grade	16-20 teams
Summer Camp	June-Aug	3-14 yrs	110-120 children
Swim Lessons	June-July	1-14 yrs	70-100 children
Open Swim and Family Swim	June-Aug	All Ages	varies
Fall Youth Baseball	Aug-Oct	7-11 yrs	8-12 teams
Kicker Outdoor Youth Soccer	Aug-Oct	K-8th grade	20-24 teams
Men's 16" Softball - Fall	Sept-Nov	Adult	15-20 teams
Men's 12" Softball - Fall	Sept - Nov	Adult	6-12 teams
Women's 12" Softball - Fall	Sept - Nov	Adult	10-15 teams
Co-Ed Softball - Fall	Sept - Nov	Adult	10-15 teams
Basketball "10 Great Shootouts"	Oct-Dec	5th-8th grade	8-16 teams/tourn
Bernie Ness Boys Basketball Tournament	Feb	5th-8th grade	16 teams/tourn
Mini Mustang Basketball Camps	Sept, Jan, Apr	3-7 yrs	25-35 children
Sunday Night Family Fun Days	Jan-April	Families only	10-20 families
Youth Traveling Basketball Leagues	Nov-Jan; Jan-April	5th-8th grade	24 teams

OBJECTIVES ACCOMPLISHED IN 2008:

- ✚ Repairs to "B" field at Janura Park.
- ✚ Completed repairs to the infield at Baseball Alley on Bronco field.
- ✚ We filled all of the coaching positions in 2008 with adult volunteer coaches. We did not have to hire anyone for these positions.

**City of Berwyn
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For the Fiscal Year Beginning January 1, 2009

**Recreation
23**

- ✚ We repaired a lot of concrete on the Pavek Pool deck.
- ✚ Soccer registration has dramatically increased!
- ✚ Began a Dodge Ball league in 2008.
- ✚ Began a Youth Volleyball Camp that ran for 6 weeks. The camp was run by Morton Volleyball Coach.
- ✚ The recreation maintenance staff cut many dead trees down at Janura Park and trimmed shrubs.

OBJECTIVES TO BE ACCOMPLISHED IN 2009:

- ✚ Purchase trucks for the Maintenance Department.
- ✚ Begin a Floor Hockey League.
- ✚ Upgrade the concession stand in the Pavek Center building.
- ✚ Increase the Easter week activities.
- ✚ Install four new basketball backboards (side baskets) in the Pavek Gymnasium.
- ✚ Repair additional concrete squares on the Pavek pool deck.
- ✚ Upgrade lighting at Janura Park Softball "B" field.
- ✚ Begin an outdoor Spring Soccer League (April) in the sport court.
- ✚ Begin a 5th grade Berwyn sports school team league.
- ✚ Begin another Men's Basketball League.

**City of Berwyn
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For the Fiscal Year Beginning January 1, 2009

**Recreation
23**

LONG TERM OBJECTIVES (2-5 YEARS):

- ✚ Place new artificial grass on Janura Park soccer field at 28th and East Ave.
- ✚ Enclose the hockey rink at Janura Park.
- ✚ Renovate the sport court area by Pavek Pool.
- ✚ Renovate Janura Park (blue) building.
- ✚ Add an addition onto the Pavek Center by the concession area.

BUDGET SUMMARY:

The Recreation Department had very few changes in salaries in the 2008 to 2009 budget despite many cutbacks. The reason is due to the increase in the federal minimum wage during the previous years, as well as the increased participation in programs. The Recreation Department not only expanded and extended many programs but introduced many new successful programs.

Repairs and maintenance for 2009 will remain almost the same due to some possible major repairs to the facilities. Cuyler and Pavek pool decks are still in need of some further concrete work. Janura Park softball field "B" is in need of new lights, Pony field at Baseball Alley will also need further repairs. The grass on the soccer field at Janura Park will need some major work done to bring back the grass.

City of Berwyn
2009 Budgeted Expenditures by Department
Recreation
12/31/2009

Account Number	Account Name	2006	2007	2008	2008	2008	2009	Requested Budget Change	
		Balance	Balance	YTD 9/30/2008	Projected	Budget	Budget	Amount	Percent
11-5-23-5111	Recreation - Salaries	\$ 580,504	\$ 608,852	\$ 448,517	\$ 577,073	\$ 722,353	\$ 700,000	\$ (22,353)	-3%
11-5-23-5115	Recreation - Overtime	1,654	2,480	1,982	2,062	2,600	-	(2,600)	-100%
11-5-23-5120	Recreation - Sick day buy back	24,088	10,735	-	11,381	12,000	12,870	870	7%
11-5-23-5130	Recreation - Benefits	191,758	157,734	112,633	143,495	180,588	170,100	(10,488)	-6%
11-5-23-5160	Recreation - Internal service fund	46,856	36,434	-	31,899	38,496	33,689	(4,807)	-12%
11-5-23-5210	Recreation - Special events	24,508	31,366	20,096	29,361	38,000	35,000	(3,000)	-8%
11-5-23-5215	Recreation - Concession stand	18,033	15,002	11,183	14,653	25,000	22,000	(3,000)	-12%
11-5-23-5300	Recreation - Other general expenses	21,483	52,214	67,238	88,038	32,000	90,000	58,000	181%
11-5-23-5305	Recreation - Postage, printing & publications	2,629	3,344	1,902	1,902	5,000	4,000	(1,000)	-20%
11-5-23-5310	Recreation - Telephone	6,719	5,641	5,726	6,593	6,000	6,000	-	0%
11-5-23-5320	Recreation - Utilities	35,736	63,095	53,822	54,742	30,000	56,000	26,000	87%
11-5-23-5325	Recreation - Vehicle Gas and Oil	-	-	6,295	23,911	-	9,000	9,000	#DIV/0!
11-5-23-5335	Recreation - Supplies	65,770	64,083	67,476	83,979	82,721	75,000	(7,721)	-9%
11-5-23-5500	Recreation - Repairs and maintenance	126,159	118,283	85,306	128,955	147,000	90,000	(57,000)	-39%
11-5-23-5505	Recreation - Copier maintenance	10,808	12,465	9,408	12,182	11,762	12,000	238	2%
Department Total		\$ 1,156,705	\$ 1,181,728	\$ 891,584	\$ 1,210,226	\$ 1,333,520	\$ 1,315,659	\$ (17,861)	-1%

**City of Berwyn
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For the Fiscal Year Beginning January 1, 2009

**Community Relations
33**

PROGRAM MANAGER: Director of Community Relations

PROGRAM DESCRIPTION:

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

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

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

SERVICES:

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

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

STAFFING:

<u>Position (FTE)</u>	<u>2007 Actual</u>	<u>2008 Actual</u>	<u>2009 Budget</u>
Director of Community Relations	0.25	0.25	0.25
Total	<u>0.25</u>	<u>0.25</u>	<u>0.25</u>

ACTIVITY MEASURES:

<u>Activity Measures</u>	<u>2007 Actual</u>	<u>2008 Actual</u>	<u>2009 Budget</u>
Discrimination Investigations	1.00		
Other*	5.00		

*Beginning in May, 2007, all calls have been responded to and documented by the Community Relations Director even though they may not be a true discrimination complaint.

**City of Berwyn
2009
Annual Budget**

For the Fiscal Year Beginning January 1, 2009

**Community Relations
33**

OBJECTIVES ACCOMPLISHED IN 2008:

- ✚ New Resident Welcome Packets distributed monthly
- ✚ Approval CDBG Grant proposals.
- ✚ Maintain a database of complaint calls not requiring an investigation.
- ✚ Commissioners attendance at City functions.
- ✚ Passage of Human Rights Ordinance by City Council, May 2008
- ✚ Remedy resident complaints in person
- ✚ Promotional magnets distributed to new residents, available at City buildings
- ✚ Community Relations Commission received the BUNGALO Founders Award
- ✚ Presently updating Community Relations information on City website

OBJECTIVES TO BE ACCOMPLISHED IN 2009:




- ✚ Promote block parties in conjunction with Community Outreach
- ✚ Maintain list of community contacts to assist block party planners
- ✚ Develop a volunteer list of residents, distributed in Welcome Packets
- ✚ Approval of CDBG Grant Proposals
- ✚ Remedy resident complaints in person
- ✚ Follow up with new residents after receiving Welcome Packets
- ✚ Promote the Community Relations Commission
- ✚ Seek approval from the Mayor to decrease the number of Commissioners from 11 to 7

**City of Berwyn
2009
Annual Budget**

For the Fiscal Year Beginning January 1, 2009

**Community Relations
33**

LONGT TERM OBJECTIVES (2-5 YEARS)

-  Increase block parties and Neighborhood Watch Captains
-  Approval of CDBG Grant Proposals
-  Work with Police Department to develop a Mediation Program

City of Berwyn
 2009 Budgeted Expenditures by Department
 Community Relations
 12/31/2009

Account Number	Account Name	2006	2007	2008	2008	2008	2009	Requested Budget Change	
		Balance	Balance	YTD 9/30/2008	Projected	Budget	Budget	Amount	Percent
11-5-33-5111	Community Relations - Salaries	\$ 26,957	\$ 12,677	\$ 3,489	\$ 5,028	\$ 5,000	\$ 5,000	\$ -	0%
11-5-33-5130	Community Relations - Benefits	25,201	966	267	385	383	383	-	0%
11-5-33-5210	Community Relations - Special events	3,883	768	-	-	1,000	-	(1,000)	-100%
11-5-33-5210	Community Relations - Other general expenses	-	-	940	975	4,000	3,000	(1,000)	-25%
Department Total		<u>\$ 56,041</u>	<u>\$ 14,411</u>	<u>\$ 4,696</u>	<u>\$ 6,388</u>	<u>\$ 10,383</u>	<u>\$ 8,383</u>	<u>\$ (2,000)</u>	<u>-19%</u>

**City of Berwyn
2009
Annual Budget**

For the Fiscal Year Beginning January 1, 2009

**Capital
29**

PROGRAM MANAGER: Various

PROGRAM DESCRIPTION:

This department is used to record one time capital purchases or leases which are not included in other department's budgets. The funding for each project is derived from the General Fund's operating budgets or a transfer from Capital Projects if funded with bond funds.

BUDGET SUMMARY:

The significant current year projects are described below:

- ✚ Fire department capital – This account represents the total lease purchase of a new fire truck \$430,594 which is to be delivered in 2009 as well as the lease purchase of a new ambulance for \$95,000. Generally Accepted Accounting Principles (GAAP) requires the City to record both revenue and an expenditure for the total amount of the lease agreement. Individual payments are then recorded as required in the lease agreement. To comply with the 4 year replacement program for ambulances the 2005 reserve 910 ambulance used for MRI's should be replaced. This will bring us up to replacing the ambulances in a four year cycle. As experienced with the last ambulances purchased in 2008 the increased trade-in value reduced the overall costs of the ambulances. Maintenance cost should also decrease by the vehicle being covered by the manufacturer's warranty. The reserve unit 910 was involved in an accident on August 13, 2006 which has created additional maintenance costs and problems. The approximate cost of a new ambulance is approximately \$125,000 less a trade in estimated to be \$30,000 for a net cost of \$95,000.
- ✚ Public Works vehicles lease on loader – The account represents three lease payments for 2009, \$29,431 for a loader, and \$32,903 and \$33,249 for two street sweepers
- ✚ Fire Department leases – This account represents the lease payments for ambulances purchased in 2005 and 2008 as well as the lease payments for the fire truck purchased in 2009.

**City of Berwyn
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For the Fiscal Year Beginning January 1, 2009

**Capital
29**

- ✚ Automated Timekeeping System – This account is used for the maintenance costs associated with the Kronos time keeping system.

- ✚ New World Maintenance – This account represents the maintenance costs for the City’s general ledger, utility billing, permitting and cash receipting software purchased in 2008. Implementation for this system began in 2008 and will continue through 2009.

- ✚ Recreation capital – The 2009 budget for this account is \$25,000 for a new truck for the recreation department as well as \$30,000 for lights at one of the City’s parks.

City of Berwyn
2009 Budgeted Expenditures by Department
Capital
12/31/2009

Account Number	Account Name	2006 Balance	2007 Balance	2008 YTD 9/30/2008	2008 Projected	2008 Budget	2009 Budget	Requested Budget Change	
								Amount	Percent
11-5-29-5702	FIRE DEPARTMENT CAPITAL	\$ 41,472	\$ -	\$ 59,954	\$ 251,954	\$ 98,000	\$ 525,594	\$ 427,594	436%
11-5-29-5705	PUBLIC WORKS LEASES	11,898	183,126	69,544	93,233	29,431	95,583	66,152	225%
11-5-29-5706	FIRE DEPARTMENT LEASES	29,457	36,448	51,145	61,709	94,048	152,694	58,646	62%
11-5-29-5707	CITY HALL RENOVATION	-	70,750	-	-	30,000	-	(30,000)	-100%
11-5-29-5716	AUTOMATED TIMEKEEPING SYSTEM	13,212	46,510	31,414	41,771	41,425	24,165	(17,260)	-42%
11-5-29-5718	FIBER WIRING PREPARATION WORK	-	68,602	-	-	12,500	-	(12,500)	-100%
11-5-29-5719	WINDOWS CDBG	-	5,771	-	-	-	-	-	#DIV/0!
11-5-29-5720	PUBLIC WORKS CAPITAL	-	-	151,152	151,152	135,000	-	(135,000)	-100%
11-5-29-5721	NEW WORLD MAINTENANCE	-	-	-	-	-	31,300	31,300	#DIV/0!
11-5-29-5722	RECREATION CAPITAL	-	-	-	-	25,000	55,000	30,000	120%
11-5-29-5723	HUMAN RESOURCES CAPITAL	-	-	-	-	12,000	-	(12,000)	-100%
11-5-29-8000	REC PAV POOL	-	10,410	-	-	-	-	-	#DIV/0!
	GRANT SOFTWARE						20,000	20,000	
11-5-29-XXXX	BUILDING CAPITAL	547,231	-	-	20,000	-	-	-	#DIV/0!
Department Total		<u>\$ 643,270</u>	<u>\$ 421,617</u>	<u>\$ 363,209</u>	<u>\$ 619,819</u>	<u>\$ 477,404</u>	<u>\$ 904,336</u>	<u>\$ 426,932</u>	<u>89%</u>

**City of Berwyn
2009
Annual Budget**

For the Fiscal Year Beginning January 1, 2009

Other City Departments

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

City of Berwyn
2009 Budgeted Expenditures by Department
Garbage and Statutory
12/31/2009

Account Number	Account Name	2006	2007	2008	2008	2008	2009	Requested Budget Change	
		Balance	Balance	YTD 9/30/2008	Projected	Budget	Budget	Amount	Percent
11-5-24-5210	Garbage - Waste Management	\$ 2,516,150	\$ 3,793,645	\$ 2,963,975	\$ 3,971,936	\$ 3,996,399	\$ 4,160,000	\$ 163,601	4%
Benefits	To be allocated to various depts	\$ 724	\$ 6,529,715	\$ 3,207,920	\$ 6,637,026	\$ -	\$ 1,055,629	\$ 1,055,629	#DIV/0!
11-5-25-5130	Benefit Pool	-	(6,529,715)	(3,079,875)	(6,637,026)	-	(1,055,629)	(1,055,629)	#DIV/0!
11-5-25-5235	Auditing expense	336,541	206,295	86,300	90,700	75,000	85,000	10,000	13%
11-5-25-5245	Bonds, notary	8,273	9,697	8,445	8,565	11,000	7,500	(3,500)	-32%
11-5-25-5250	Statutory - Other general expenses	40,161	-	-	-	-	-	-	#DIV/0!
11-5-25-5255	Statutory - equipment leases	82,500	-	-	-	90,000	-	(90,000)	-100%
Department Total		\$ 468,199	\$ 215,992	\$ 222,790	\$ 99,265	\$ 176,000	\$ 92,500	\$ (83,500)	-47%

All insurance expenditures are now charged to the individual department.

Note \$7,500 was added to Garbage for the Think Green Campaign expenditure

City of Berwyn
 2009 Budgeted Expenditures by Department
 Youth Commission
 12/31/2009

Account Number	Account Name	2006 Balance	2007 Balance	2008 YTD 6/30/2008	2008 Projected	2009 Budget	Change Amount	Percent Change
11-5-26-5001	SAL - DIRECTOR, YOUTH COMMISSION	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
11-5-26-5002	SAL - SECRETARY (.8)	-	-	-	-	-	-	#DIV/0!
11-5-26-5003	SAL - ASST LEADERS (3 PT)	9,217	-	-	-	-	-	#DIV/0!
11-5-26-5004	SAL - AIDES (12 PT)	3,660	-	-	-	-	-	#DIV/0!
11-5-26-7702	GRANT, SNOWBALL	-	-	-	-	-	-	#DIV/0!
11-5-26-7703	SUPPLIES, ART	-	-	-	-	-	-	#DIV/0!
11-5-26-7704	SUPPLIES, PROGRAM	-	-	-	-	-	-	#DIV/0!
11-5-26-7707	PROGRAM EQUIPMENT / MAINTENANCE	-	-	-	-	-	-	#DIV/0!
11-5-26-8012	COPIER / FAX LEASE AND MAINTENANCE	586	-	-	-	-	-	#DIV/0!
11-5-26-9770	SPECIAL EVENTS	-	-	-	-	-	-	#DIV/0!
Department Total		<u>\$ 13,463</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>#DIV/0!</u>

Note: Department no longer in operation

City of Berwyn
 2009 Budgeted Expenditures by Department
 Other
 12/31/2009

Account Number	Account Name	2006 Balance	2007 YTD 9-30-07	2007 Projected	2007 Budget	2008 Budget	Change Amount	Percent Change
Other various departments:								
11-5-00-4000	MISC - EXPENSES	\$ 20,702	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
11-5-00-9972	TRANS TO/FROM POLICE SEIZURE	-	-	-	-	-	-	#DIV/0!
11-5-51-5100	RIVERSIDE DRIVE	-	-	-	-	-	-	#DIV/0!
11-5-51-5199	"C" MAX TUNNEL - ENGINEERING COST	-	-	-	-	-	-	#DIV/0!
11-5-51-5202	GRANT, REFORESTATION	-	-	-	-	-	-	#DIV/0!
11-5-51-5300	IDOT GRANT - EXPENSE	-	-	-	-	-	-	#DIV/0!
11-5-58-5000	BULLETPROOF GLASS GRANT	24,385	-	-	-	-	-	#DIV/0!
11-5-58-5300	GRANT - LOCAL LAW ENFORCEMENT BLOCK	37,223	-	-	-	-	-	#DIV/0!
11-5-58-5400	GRANT - B.A.D.G.E.	-	-	-	-	-	-	#DIV/0!
11-5-58-5500	GRANT - BULLETPROOF VEST PARTNERSHIP	-	-	-	-	-	-	#DIV/0!
11-5-58-5650	JUSTICE AUTHORITY GRANT PROGRAM COSTS	9,543	-	-	-	-	-	#DIV/0!
11-5-58-5660	TOBACCO GRANT PROGRAM	450	-	-	-	-	-	#DIV/0!
11-5-59-6010	RR SAFETY GRANT-CROSSING UPGRADES	3,239	-	-	-	-	-	#DIV/0!
11-5-80-9080	TRANSFERS OUT	-	-	-	-	-	-	#DIV/0!
	RECLASS TO GRANT FUND	-	-	-	-	-	-	#DIV/0!
Department Total		<u>\$ 95,542</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>#DIV/0!</u>

**City of Berwyn
2009
Annual Budget**

For the Fiscal Year Beginning January 1, 2009

Library Fund

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

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**Library
Fund 23**


PROGRAM MANAGER: Director of Library Services


PROGRAM DESCRIPTION:

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

SERVICES:

-  **Administration:** Administration provides planning, organizing, managing and directing services of the library. The Library Board provides governance through goals, policies and budgetary decision that are implemented by the Director and the Administrative staff. The department manages time sheet, attendance records, personnel records, meeting rooms, payroll, invoices and purchase orders, check accounts, budget, accounts payable and all office functions.


-  **Audio visual:** The video department of the library carries videos for children; movies--both newer releases and hard to find classics. Instructional videos ranging from PBS series to travel videos to exercise videos. In addition the library also carries "Hooked on Phonics", which helps teach beginning readers, and "Ingles Sin Barreras", an instructional kit with a video, cassette and workbooks to assist those learning the English Language. Music CD's and cassettes for all tastes include Rock, Country, Popular, Jazz and Latin. Books on Tape and Books on CD are spoken recordings of published books; we have a wide range of titles, including Best Sellers, Classics, Self-help, Biographies, language instruction and business titles. DVD's and CD-ROMs are the newest additions to the AV Department


-  **Circulation:** The Circulation department is the main contact point for patrons at the library. It is here that patrons receive library cards, check in and out their materials, pick up their reserve materials and receive general information about the library and its departments. The right-side navigation area on all circulation web pages contains policy and statistical information. These tables will feature quick links to many of the frequently asked questions ranging library cards to questions monthly statistics.


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**Library
Fund 23**

-  **Information Technology:** The IT Department of the Berwyn Public Library is responsible for all computer and telephone communication throughout the building. The IT Department Supervisor acts as library Metropolitan Library System (MLS) liaison and performs necessary functions as the Illinois Century Network (ICN) liaison. The IT Department is responsible for maintaining the wireless network afforded to patrons. The department maintains and updates the libraries website and several databases used by different departments. Most importantly, the IT Department assists the patrons in the use of all technological equipment offered to them. It also assists and provides basic instruction to staff for use of computers, printers, and applications.

-  **Outreach:** The Outreach Services Department is committed to promoting library services to the community both on and off-site. By providing direct service or acting indirectly through collaborative efforts with other organizations, the department serves those who are restricted from visiting the library as well as offering programming throughout the community. Willing to work with individuals or agencies to tailor our services to meet specific needs, the department strives to make library services as convenient as possible. Outreach Services delivers materials and services to daycare providers, preschools, nursing homes, senior centers, and to the disabled and homebound, as well as plans and provides cooperative community programming with and to area organizations. The department is currently working on several new projects. We are developing a city-wide family literacy program targeting a broad audience that supports life-long learning and family literacy. Special attention will be paid to coordinating services and developing partnerships with community organizations serving parents and their children. These include members of the Area Planning Council, the public school districts, Berwyn PACT Center and St. Mary of Celle Family Center, Libraries' English and Reading Network (L.E.A.R.N.), Morton College's Project Cares and ESL classes, and the West Suburban Literacy Volunteers. Clear communication and the sharing of resources will play a predominate role when developing and implementing these literacy-building programs.


-  **Periodicals:** The Periodicals Department carries approximately 230 periodical titles and 44 newspapers. We subscribe to six business titles: Advertising Age, Barron's, Crain's Chicago Business, Federal Jobs Digest, Investor's Business Daily, and Wall Street Journal. Our daily newspapers include: Chicago Sun Times, Chicago Tribune, New York Times, and USA Today. Ethnic papers include: Draugas, Dziennik Zwiazkowy, Fra Noi, Greek Star, Hlas Naroda, and Nedelni Hlasatel. Our Hispanic magazine collection includes: Americas, Casa & Estilo, Cosmopolitan, DIA (free newspaper), Estylo, Gaceta (free newspaper),

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Glamour, Hispanic, Hispanic Business, Hispanic Lifestyle, Hispanic Outlook, La Raza (newspaper), Latina, Latina Style, Lawndale News (newspaper), Mayo Clinic Health Letter, Men's Health, People, Politica Exterior, Popular Mechanics, Reader's Digest Selecciones, Spain, and Vogue.

-  **Processing:** The Processing Department is responsible for all phases of book and library material management. This includes acquisitions, cataloging, material processing and preparation, repair and mending, weeding, and de-acquisition.

-  **Readers' Advisory:** The Readers' Advisory Department is a patron-oriented library service committed to the promotion of lifelong reading. It provides monthly lists of new fiction acquisitions, "cheat sheets" for genre selections, annotated bibliographies and book lists, recommended reading lists, and facilitate book discussions. We also select and host the library's adult programming. The Readers' Advisory Department is staffed by professional librarians and qualified paraprofessional staff who enjoy sharing and talking about books and are more than happy to make individualized reading suggestions. Our goal is to provide the resources to help you, our customer, find your next book. The Berwyn Public Library collects all types of fiction, so never apologize for your reading tastes! We have westerns, romances, fantasy, suspense, historical, science fiction, horror, classics, award winners, mysteries, family sagas, Christian fiction, gentle reads, anthology/collections, modern storytelling, holiday fiction and literary fiction.


-  **Reference:** Our mission is to provide our patrons with an accurate and timely information service. The Reference Collection includes a wide variety of resources in both print and electronic format. The Reference department also houses the nonfiction collection of the Library. Of special interest is our Foreign Language collection of Czech and Spanish materials. We offer three education and employment computer terminals for patron use to either search for jobs or to search for information about specific schools. We also have a senior Computer Center designed to provide internet access for patrons 55 years of age and older. We offer three education and employment computer terminals for patron use. Patrons, 18 years or older, can use these terminals to either search for jobs or to search for information about specific schools. Electronic Databases available for use include Ebsco, FirstSearch, Forms on File, Illinet, Learning Express Library, Litfinder, NewsBank, Oxford Reference Online, Public Records Online, Gale Virtual Reference, and Grant Source. Our online catalogs are ILLINET (a consortium of sixty-five Illinois libraries that share an online union catalog), OCLC WORLDCAT (a worldwide union catalog containing the holdings of 9,000

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**Library
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members). and SWAN (contains the holdings of the 77 members of the Metropolitan Library System).

 **Youth Services:** The Youth Services Department services include story time, class visits, summer reading program, raffles and contests, The Youth Services Department is located in the South-East corner of the main level of the library and serves children ages birth through 17, their parents, and their teachers. The Primary Room, overflowing with picture books, easy non-fiction books, early chapter books, CD's, parenting magazines, puppets, puzzles, and a wide assortment of Spanish books, is geared towards children from birth through second grade. The atmosphere in this room is fun and playful, perfect for getting youngsters interested in the magic of reading! Read a story with a stuffed friend while enjoying the rainforest. Located in the main area of the Youth Services Department is the Intermediate Grades section, intended for children in third through sixth grades. This section houses our large juvenile non-fiction and fiction collections, along with our reference collection, school textbooks, science fair books, magazines, paperback series books, and books on tape. The Middle Grade section, which is intended for children 7-12, is the main portion of our collection. Complete with an interesting collection of reference and non-fiction resources, music CD's, contemporary books, pop fiction, classic novels, textbooks, and graphic novels, our Young Adult Room is a perfect stop for teens 12 and older looking for a place to read, study, or meet with friends. Relax on a couch in front of a crackling fire, spread out study materials on tables, or use the computers to access the Internet.. The Young Adult Room is a place to do homework, to use a computer or to read a book.

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**Library
Fund 23**

STAFFING:

<u>Position (FTE)</u>	<u>2007 Actual</u>	<u>2008 Actual</u>	<u>2009 Budget</u>
Library Director	1.00	1.00	1.00
Director - Youth Services	1.00	1.00	1.00
Department Head - AV	1.00	1.00	1.00
Head Reader Advisor	1.00	1.00	1.00
Head Reference	1.00	1.00	1.00
Circulation Supervisor	1.00	1.00	1.00
Technology Supervisor	1.00	1.00	1.00
Administrative Assistant	1.00	1.00	1.00
Administrative Clerk	1.00	1.00	1.00
Building Maintenance	1.00	1.00	1.00
Librarian I - Reference	4.28	4.28	4.28
Librarian I - Early Childhood	1.00	1.00	1.00
Librarian I - Youth Services	1.00	1.00	1.00
Librarian I - AV Asst.	0.60	0.60	0.60
Librarian I - Reader's Advisory	1.00	1.00	1.00
Librarian II - Reader's Advisory	1.35	1.35	1.35
Librarian II - Reference	1.00	1.00	1.00
Library Asst I	0.38	0.38	0.38
Library Asst I - Circulation	3.80	3.80	3.80
Library Asst I - Computer	1.00	1.00	1.00
Library Asst I - AV	0.80	0.80	0.80
Library Asst I - Reader's Adv	0.15	0.15	0.15
Library Asst II	0.33	0.33	0.33
Library Asst II - Circulation	1.00	1.00	1.00
Library Asst II - Youth Services	1.38	1.38	1.38
Library Asst II - Reference	0.80	0.80	0.80
Library Asst II - Audio Visual	1.00	1.00	1.00
Library Asst II - Reader's Adv	1.00	1.00	1.00
Clerk - Circulation	1.00	1.00	1.00
Clerk - Periodical	1.00	1.00	1.00
Clerk - Audio Visual	1.00	1.00	1.00
Clerk - Administrative	0.38	0.38	0.38
Page - Periodicals	0.38	0.38	0.38
Page - Reference	0.25	0.25	0.25
Page - AV	0.38	0.38	0.38
Page - Youth Service	0.29	0.29	0.29
Reader's Advisory	0.20	0.20	0.20
Total	<u>36.71</u>	<u>36.71</u>	<u>36.71</u>

**City of Berwyn
2009
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For the Fiscal Year Beginning January 1, 2009

**Library
Fund 23**

ACTIVITY MEASURES:

Activity Measures	2007 Actual	2008 Projected
Circulation	267,488*	353,222
Reference Transactions	24,054*	38,468
User Visits	216,175*	279,139
Programs (adult and children)	32,321*#	26,893
Open Hours	3,494	3,328
Registered borrowers	27,222	31,520

*Jan-Sep 2007

#more partnering of programs; more programs in the community

OBJECTIVES ACCOMPLISHED IN 2008:

- ✚ Partnered with municipal and local agencies in the celebration of the Berwyn's 100th Anniversary
- ✚ Assisted over 500 job seekers in upgrading their workforce skills and conducted over 300 classes for internet and computer instruction
- ✚ As an education center, partnered with the South Berwyn School District to support the *No Child Left Behind* initiative
- ✚ Presented over 180 special educational and recreational programs for both children and adults
- ✚ Provided meeting rooms for over 170 community organization activities
- ✚ Partnered with Morton College to support adult learning and English as a second language
- ✚ Promoted community involvement through book discussion groups, senior social hours, knitting club and writer's group. Led the program *One Berwyn, One Read* to encourage intergenerational story telling.
- ✚ Issued 5,317 new library cards.
- ✚ Extended delivery services to homebound patrons.

**City of Berwyn
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For the Fiscal Year Beginning January 1, 2009

**Library
Fund 23**

OBJECTIVES TO BE ACCOMPLISHED IN 2009:

The Library Board Strategic Plan Committee is currently developing a Strategic Plan to establish long range objectives for the library. Broad categories of goals will be defined along with the means and activities for achieving the targets and a timeline for accomplishing them will be developed.

BUDGET SUMMARY:

**City of Berwyn
Library Fund
2009 Budget**

A/C #'s	Name	2006	2007	2008	2008	2008	2009	Requested Budget Change	
		Balance	Balance	YTD 9/30/2008	Projected	Budget	Budget	Amount	Percent
Revenues									
23-4-00-4100	Library - Property Tax Revenue	\$ 1,328,034	\$ 1,332,966	\$ 677,417	\$ 2,372,446	\$ 2,497,312	\$ 2,497,312	\$ -	0.00%
23-4-00-4300	Library - Rental Revenue	25,437	26,650	18,328	24,437	30,000	25,000	(5,000)	-16.67%
23-4-00-4400	Library - Book Fines	16,666	19,420	17,568	23,424	15,000	20,000	5,000	33.33%
23-4-00-4510	Library - Per Capita Revenue	66,521	66,101	65,397	87,196	65,000	60,000	(5,000)	-7.69%
23-4-00-4515	Library - Buidling Revenue	-	15,978	16,595	22,127	-	16,000	16,000	#DIV/0!
23-4-00-4520	Library - Maintenance Revenue	-	14,122	10,048	13,397	-	14,000	14,000	#DIV/0!
23-4-00-4800	Library - Other Misc Revenue	43,991	17	34	45	20,000	1,000	(19,000)	-95.00%
23-4-00-4810	Library - Interest Income	-	4,475	2,294	3,059	-	2,000	2,000	#DIV/0!
23-4-00-4910	Library - General Fund Subsidy	969,391	1,036,394	-	-	-	-	-	#DIV/0!
	Total Library Revenues	2,450,040	2,516,123	807,681	2,546,132	2,627,312	2,635,312	8,000	0.30%
Expenditures									
23-5-00-5111	Library - Salaries	1,196,554	1,281,060	898,183	1,239,236	1,403,005	1,375,600	(27,405)	-1.95%
23-5-00-5115	Library - Overtime	-	239	127	10,000	10,000	10,000	-	0.00%
23-5-00-5120	Library - Sick day buy back	18,937	25,332	-	12,296	15,000	14,000	(1,000)	-6.67%
11-5-22-5130	Library - Benefits	632,277	543,440	368,283	565,311	582,737	596,767	14,030	2.41%
23-5-00-5160	Library - Internal service fund charge	45,499	72,524	-	61,518	-	61,528	61,528	#DIV/0!
23-5-00-5210	Library - Books	162,624	156,846	141,845	189,127	140,675	140,610	(65)	-0.05%
23-5-00-5215	Library - Periodicals	37,928	24,641	3,296	4,395	22,600	22,600	-	0.00%
23-5-00-5220	Library - Audio visual	37,680	63,742	41,024	54,699	50,670	44,600	(6,070)	-11.98%
23-5-00-5225	Library - Computer system	44,108	43,765	36,579	48,772	45,000	47,500	2,500	5.56%
23-5-00-5230	Library - Dues and subscriptions	6,243	8,850	3,699	4,932	11,500	11,400	(100)	-0.87%
23-5-00-5235	Library - Computer support databases	2,155	14,600	1,923	2,564	6,400	14,700	8,300	129.69%
23-5-00-5240	Library - Programs adult/children	15,621	11,685	14,463	19,284	13,475	12,200	(1,275)	-9.46%
23-5-00-5245	Library - Reciprocal borrowing	3,464	4,249	2,973	3,964	4,500	4,500	-	0.00%
23-5-00-5250	Library - Promotions	13,638	17,726	14,496	19,328	23,400	15,000	(8,400)	-35.90%
23-5-00-5255	Library - Director expense	-	120	104	139	250	250	-	0.00%
23-5-00-5260	Library - Board expense	-	41	178	237	250	250	-	0.00%
23-5-00-5300	Library - Other general expenses	-	6,526	547	729	100	107	7	7.00%
23-5-00-5305	Library - Postage, printing and publications	11,428	9,093	5,156	6,875	12,000	6,000	(6,000)	-50.00%
23-5-00-5310	Library - Telephone	11,484	12,890	12,051	16,068	14,000	14,000	-	0.00%
23-5-00-5320	Library - Utilities	6,645	13,679	7,818	10,424	28,000	18,000	(10,000)	-35.71%
23-5-00-5325	Library - Vehicle Gas and Oil	-	-	2,736	3,648	-	1,500	1,500	#DIV/0!
23-5-00-5335	Library - Supplies	98,223	118,242	68,138	90,851	124,900	89,700	(35,200)	-28.18%
23-5-00-5500	Library - Repairs and maintenance	105,532	119,925	93,312	124,416	113,850	129,500	15,650	13.75%
23-5-00-5700	Library - Capital improvement	-	-	-	-	5,000	5,000	-	0.00%
	Total Library Expenditures	2,450,040	2,549,215	1,716,931	2,488,812	2,627,312	2,635,312	8,000	0.30%
	Revenues less Expenditures	0	(33,092)	(909,250)	57,320	-	-	\$ -	#DIV/0!
	Fund Balance Beginning	-	0	(33,092)	(33,092)	(33,092)	24,228		
	Projected Ending Fund Balance	\$ 0	\$ (33,092)	\$ (942,342)	\$ 24,228	\$ (33,092)	\$ 24,228		

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Community Outreach

The Community Outreach fund is used to account for the spending of funds on various community events, senior programs and other outreach activities. Revenues include donations and fees received towards specific events, grant revenues received and a subsidy from the General Fund for operations.

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**Community Outreach
Fund 15**

PROGRAM MANAGER: Director of Community Outreach

PROGRAM DESCRIPTION:

The Community Outreach program involves establishing ways for citizens to become more actively involved in their community by opening up communication between the Police Department, other City Departments, City staff and citizens. The Department serves as media liaison to provide communication either at the initiative of the city or in response to media requests. The Community Outreach Department will assist in planning, organizing, and directing activities, events and programs that will include the citizens of the community, business leaders and officials.

SERVICES:

- ✚ Receives, coordinates, responds, and facilitate solutions to citizen complaints, inquiries, and requests through emails, phone calls and website requests.
- ✚ Assist in the planning, coordination, development, and implementation of long-range goals and objectives of the Neighborhood Watch Program.
- ✚ Serve as principal liaison between Police Department and other city services and organizations.
- ✚ Write and coordinate printing and distribution of the Neighborhood Watch Newsletter, the city newsletter in the water bills as well as other department and local agency information that needs to go out in mass to residents.
- ✚ Administer and facilitate Mayor's Advisory Committee (MAC):
- ✚ Oversee, administer or assist with coordination of city events.
 - Participate in the planning and establishing goals and objectives for meetings and events with respect to budgets, facilities, technology, equipment, logistical requirements and other related issues.
 - Events to include: Parades, Fests, Town Hall meetings, National Night Out, International Houby Fest Weekend and other ceremonies.

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**Community Outreach
Fund 15**

- ✚ Assist local agencies, associations and other community groups with planning activities and promoting and coordinating events. These would include businesses, utilities, not-for-profit organizations, monthly meetings of citizen groups. Develop partnerships with community agencies and businesses to encourage program participation and sponsorships.
- ✚ Serve as City representative to various internal and external groups and agencies.
- ✚ Designs and prepares various marketing materials, to include brochures and flyers for meetings, events, seminars, etc.
- ✚ Oversee the budget/management for the 16th Street Building.
- ✚ Serve as principal liaison between Police Department and other city services and organizations.
- ✚ Assist or contribute to the planning, coordination, development, and implementation of long-range goals and objectives of the Neighborhood Watch Program.
- ✚ Communicate with newspapers and other media the events and programs of the city as well as special news events.
- ✚ Attend and participate in meetings with committees and organizations in Berwyn and surrounding communities to keep communication open and share information.
- ✚ Grants: Gather, organize information for and prepare grant requests/surveys. Administration of grant by complying with all applicable provisions of Federal, State and local law.
- ✚ Implement and coordinate activities associated with planning, developing, and organizing community resident participation in programs.

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For the Fiscal Year Beginning January 1, 2009

**Community Outreach
Fund 15**

STAFFING:

Position (FTE)	2008 Actual	2009 Budget
Director of Community Outreach	1.00	1.00
Liasion	1.00	1.00
Total	<u>2.00</u>	<u>2.00</u>

ACTIVITY MEASURES:

Activity Measures	2007 Actual	2008 Actual	2009 Budget
National Night Out Attendees	5163	5962	6100
Block Captains	212	227	250
National Night Out Ranking in Nation	33	21	18

OBJECTIVES ACCOMPLISHED IN 2008:

- ✚ Increased Neighborhood Watch Awareness and participation.
- ✚ Increased block captains by 7%.
- ✚ Facilitated the implementation of a successful and economical centennial celebration as a co-chair of the Centennial.
- ✚ Increased assistance to citizens with Bilingual “customer-service” person to help communicate and assist with questions, concerns and problem-solve with our diverse population. Assisted with other departments when short-handed or busy time of the year.
- ✚ Website Requests increased in 2008 and were answered on a timely basis. Worked with IT department on purchase of software to facilitate web based customer service throughout city departments.
- ✚ Solicited sponsors for events totaling approximately \$21,000.

**City of Berwyn
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**Community Outreach
Fund 15**

- ✚ Coordinated a successful National Night Out event, increased attendance, improved our state and national standing. 1st in State and 21st in Nation.
- ✚ Coordinated the annual “City-Wide volunteer” thank you party.
- ✚ Assisted on writing and received additional grant monies with Berwyn/Cicero Council on Aging for continuing the *Immigrant Integration Study for City of Berwyn*. Held three (3) focus groups
- ✚ Participate on various boards and committees including Main Street and Immigrant Integration Committee.
- ✚ Wrote and coordinated printing and distribution of the Neighborhood Watch Newsletter, the city newsletter in the water bills as well as the Senior Newsletter for water bills in November '08.
- ✚ Supervised Mayor’s Advisory Committee (MAC): Ideas implemented from getting input from monthly meetings were City of Berwyn Marketing Campaign, Centennial Ideas, Dangerous Dog ordinance, changes in Overnight Parking.
- ✚ Expanded the lawn-care and snow removal and handyman services to seniors with increased funding from CDBG.

OBJECTIVES TO BE ACCOMPLISHED IN 2009:

- ✚ Continue to work on increased awareness of THINK GREEN campaign.
- ✚ Report monthly to City Council the ideas and concerns of Mayor’s Advisory Committee.
- ✚ Develop a “Local Government” program patterned after the successful Citizens Police and Fire Academies where citizens will, each week, learn how a different city department works.
- ✚ Senior Citizen volunteer program: develop and implement a volunteer program that allows seniors to be matched up with departments and organizations that need volunteers.

**City of Berwyn
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**Community Outreach
Fund 15**

- ✚ Coordinate the implementation of new website customer service software, making it easier for residents and businesses to get the answers they need via the website and calls or emails from personnel.
- ✚ Explore more grant possibilities for community outreach, police and city departments.
- ✚ Communicate closely with our legislators in Springfield and Washington D.C. to keep them updated on what is happening in Berwyn and our needs.

LONG TERM OBJECTIVES (2-5 YEARS):

- ✚ Increase volunteerism throughout city. Matching volunteers up with needs of organizations.
- ✚ Neighborhood Watch block captains on every block (over 400).
- ✚ Increase communications with residents and businesses by having standard operating procedures for handling requests throughout the city.

BUDGET SUMMARY:

Senior Citizen program costs have been removed from the Community Outreach budget for 2009 and are being budgeted for in their own department.

**City of Berwyn
Community Outreach Fund
2009 Budget**

A/C #'s	Name	2006	2007	2008	2008	2008	2009	Requested Budget Change	
		Balance	Balance	YTD 9/30/2008	Projected	Budget	Budget	Amount	Percent
Revenues									
15-4-00-4310	Outreach - White Sox Game	\$ -	\$ 6,931	\$ 5,064	\$ 5,064	\$ 8,200	\$ 5,000	\$ (3,200)	-63.19%
15-4-00-4315	Outreach - National Night Out	-	-	7,000	7,000	10,000	7,500	(2,500)	-35.71%
15-4-00-4320	Outreach - Senior Breakfast	-	-	-	500	500	-	(500)	-100.00%
15-4-00-4325	Outreach - Other Events	2,374	425	250	250	-	-	-	0.00%
15-4-00-4500	Outreach - CDBG Grant for Sr. Advocate	35,442	34,597	-	-	35,000	-	(35,000)	#DIV/0!
15-4-00-4330	Outreach - Senior Citizen Programs	5,369	6,730	7,916	11,875	7,000	-	(7,000)	-58.95%
15-4-00-4335	Outreach - Sponsorships	21,493	25,935	6,584	6,584	4,000	4,000	-	0.00%
15-4-00-4910	Outreach - General Fund Subsidy	221,048	278,288	-	301,330	336,520	160,000	(176,520)	-58.58%
	Total Community Outreach Revenues	<u>285,726</u>	<u>352,906</u>	<u>26,814</u>	<u>332,603</u>	<u>401,220</u>	<u>176,500</u>	<u>(224,720)</u>	<u>-67.56%</u>
Expenditures									
15-5-00-5111	Outreach - Salaries	143,316	179,900	109,669	150,570	197,631	85,398	(112,233)	-56.79%
15-5-00-5115	Outreach - Overtime	34	-	-	-	-	-	-	#DIV/0!
15-5-00-5130	Outreach - Benefits	77,837	74,818	44,936	65,046	81,029	36,892	(44,137)	-54.47%
15-5-00-5160	Outreach - Internal Service Fund	1,831	8,165	-	7,175	8,460	8,296	(164)	-1.94%
15-5-00-5210	Outreach - White Sox Game	-	7,925	4,572	4,572	5,700	4,000	(1,700)	-29.82%
15-5-00-5215	Outreach - National Night Out	-	10,006	10,326	10,326	20,000	15,000	(5,000)	-25.00%
15-5-00-5220	Outreach - Sr. Breakfast	-	1,485	958	1,500	4,000	-	(4,000)	-100.00%
15-5-00-5225	Outreach - Other Events	14,229	11,481	3,256	3,256	-	2,500	2,500	#DIV/0!
15-5-00-5230	Outreach - Senior Van Maintenance	817	999	624	1,000	11,000	-	(11,000)	-100.00%
15-5-00-5300	Outreach - Other general expenses	24,764	30,253	20,186	40,372	50,000	6,000	(44,000)	-88.00%
15-5-00-5500	Outreach - Repairs and maintenance	11,786	11,557	11,853	16,500	14,000	16,000	2,000	14.29%
15-5-00-5505	Outreach - Copier Maint	1,149	2,656	1,732	2,400	2,400	2,600	200	8.33%
15-5-00-5700	Outreach - Equipment leases	9,963	4,536	-	7,000	7,000	-	(7,000)	-100.00%
	Total Community Outreach Expenditures	<u>285,726</u>	<u>343,781</u>	<u>208,112</u>	<u>309,717</u>	<u>401,220</u>	<u>176,686</u>	<u>(224,534)</u>	<u>-55.96%</u>
	Revenues less Expenditures	-	9,125	(181,298)	22,886	-	(186)	\$ (186)	#DIV/0!
	Fund Balance Beginning	-	-	9,125	9,125	9,125	32,011		
	Projected Ending Fund Balance	\$ -	\$ 9,125	\$ (172,173)	\$ 32,011	\$ 9,125	\$ 31,825		

Note: Senior Citizen Programs have been moved to a separate fund for 2009.

**City of Berwyn
2009
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For the Fiscal Year Beginning January 1, 2009

Senior Citizen's Program Fund

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

**City of Berwyn
Senior Citizen Program Fund
2009 Budget**

A/C #'s	Name	2006	2007	2008	2008	2008	2009	Requested Budget Change	
		Balance	Balance	YTD 9/30/2008	Projected	Budget	Budget	Amount	Percent
Revenues									
16-4-00-4330	Seniors - CDBG Grant for Sr. Advocate	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 44,000	\$ 44,000	#DIV/0!
	Seniors - CDBG Grant for programs						\$ 56,000	56,000	#DIV/0!
16-4-00-4320	Seniors - Lawn/Snow Fees	-	-	-	-	-	3,650	3,650	#DIV/0!
16-4-00-4325	Seniors - Senior Breakfast	-	-	-	-	-	500	500	#DIV/0!
16-4-00-4910	Seniors - General Fund Subsidy	-	-	-	-	-	112,006	112,006	#DIV/0!
	Total Seniors Revenues	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>216,156</u>	<u>216,156</u>	<u>#DIV/0!</u>
Expenditures									
16-5-00-5111	Seniors - Salaries	-	-	-	-	-	94,476	94,476	#DIV/0!
16-5-00-5130	Seniors - Benefits	-	-	-	-	-	39,680	39,680	#DIV/0!
16-5-00-5160	Seniors - Internal Service Fund	-	-	-	-	-	-	-	#DIV/0!
16-5-00-5210	Seniors - Sr. Breakfast	-	-	-	-	-	5,000	5,000	#DIV/0!
15-5-00-5300	Seniors - Other general expenses	-	-	-	-	-	5,600	5,600	#DIV/0!
16-5-00-5325	Seniors - Vehicle Gas and Oil	-	-	-	-	-	16,000	16,000	#DIV/0!
16-5-00-5400	Seniors - Professional Service	-	-	-	-	-	12,000	12,000	#DIV/0!
16-5-00-5505	Seniors - Copier Maint	-	-	-	-	-	3,000	3,000	#DIV/0!
16-5-00-5510	Seniors - Lawn Care Maint	-	-	-	-	-	26,000	26,000	#DIV/0!
16-5-00-5515	Seniors - Snow Removal	-	-	-	-	-	12,000	12,000	#DIV/0!
16-5-00-5700	Seniors - PACE lease	-	-	-	-	-	2,400	2,400	#DIV/0!
	Total Seniors Expenditures	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>216,156</u>	<u>216,156</u>	<u>#DIV/0!</u>
	Revenues less Expenditures	-	-	-	-	-	-	<u>\$ -</u>	<u>#DIV/0!</u>
	Fund Balance Beginning	-	-	-	-	-	-		
	Projected Ending Fund Balance	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>		

Note: This is a new Fund for 2009.

**City of Berwyn
2009
Annual Budget**

For the Fiscal Year Beginning January 1, 2009

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).

**City of Berwyn
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For the Fiscal Year Beginning January 1, 2009

**Community Development
Fund 32**

PROGRAM MANAGER: Director of Community Development

PROGRAM DESCRIPTION:

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

SERVICES:

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

STAFFING:

Position (FTE)	2007 Actual	2008 Actual	2009 Budget
Director	1.00	1.00	1.00
Grants Administrator	1.00	1.00	1.00
Blight Inspector	1.00	2.00	2.00
Clerk Typist	0.90	0.90	0.90
Housing Counselor	-	1.00	1.00
Senior Advocate	-	0.80	0.80
Manager	0.25	-	-
Total	<u>4.15</u>	<u>6.70</u>	<u>6.70</u>

**City of Berwyn
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For the Fiscal Year Beginning January 1, 2009


**Community Development
Fund 32**


ACTIVITY MEASURES:


The measure of success is meeting the spending timeliness requirement as established by HUD. In addition, the Department is required to submit an Annual Action Plan each year with all of the required hearings, publications and proposals for spending as required by HUD. Also, upon completion of the fiscal year, the Department is required to file with HUD the Consolidated Annual Performance Evaluation Report (CAPER) that must clearly state the accomplishments, expenditures for the reporting period. The Department also files with HUD all required supplemental quarterly and semi annual reports as required.

Activity Measures	2007 Actual	2008 Actual	2009 Budget
Housing units inspected in low mod areas of City	6,870.00	6,870.00	6,870.00
Sidewalk squares replaced in low mod areas of City	3,200.00		
Sewer lines repaired in low mod areas of City			
Applications for SFR Program	127.00		
Rehabs completed for SFR Program	25.00	12.00	17.00
Funds spent for SFR Program	12,132.00		
Social Service Agencies served	19.00		
Grant amount to Social Service Agencies	207,192.00		
HUD Reports filed in a timely manner	8.00		

OBJECTIVES ACCOMPLISHED IN 2008:

-  Blight Reduction Program – Provide inspection service to 6,870 houses to reduce code and health violations.

-  Owner-Occupied Housing Rehabilitation – emergency rehabilitation of 12 single family homes. The City anticipated rehabilitating an additional eight homes using funding approved by the Cook County HOME Consortium in March of 2007 but held back due to administrative problems in the counties operation.

-  Continued investment in the rehabilitation of Permanent Housing for Developmentally Disabled Residents (9 units).

**City of Berwyn
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For the Fiscal Year Beginning January 1, 2009

**Community Development
Fund 32**

- ✚ Continued rehabilitation program for group home facilities with supportive services for developmentally and physically disabled adults.
- ✚ A wide range of services for non-homeless special needs individuals, including physically and developmentally disabled, elderly, and those suffering from physical abuse or recovering from alcohol and drug abuse.
- ✚ Support of Case Managers and other services for homeless programs.
- ✚ Support of bilingual housing counselor to remove impediments to fair housing and other barriers to affordable housing.
- ✚ Filed in a timely manner, our 8th Annual Action Plan with HUD. We are waiting for the approval by HUD and the subsequent release of funds.

Department is required to file with HUD an annual Consolidated annual Performance Evaluation Report (CAPER) that must clearly state the accomplishments, expenditures for the reporting period. The Department also files with HUD all required supplemental quarterly and semi annual reports as required.

OBJECTIVES TO BE ACCOMPLISHED IN 2009:

The PY2008 Allocation will be supplemented by \$150,000.00 of reprogrammed funds from last year's sewer project. These funds will be applied to this year's allocation for the low-mod sidewalk program. The total budget for this year is \$1,497,278.00. Now is the fourth year of the second five year strategic plan and the City remains committed to the following priorities:

- ✚ Providing additional funding for the new Fire station on 16th St.
- ✚ Blight Reduction Program – Provide inspection service to 6,870 houses to reduce code and health violations.
- ✚ Owner-Occupied Housing Rehabilitation: emergency rehabilitation of 9 single family homes. The City anticipates rehabilitating an additional eight homes using funding approved by the Cook County HOME Consortium in March of 2007.
- ✚ Continued investment in the rehabilitation of Permanent Housing for Developmentally disabled Residents (9 units)

**City of Berwyn
2009
Annual Budget**

For the Fiscal Year Beginning January 1, 2009

**Community Development
Fund 32**

- ✚ Continued rehabilitation program for group home facilities with supportive services for developmentally and physically disabled adults.
- ✚ Expansion of a neighborhood facility that provides cultural and other programs to families and senior in North Berwyn.
- ✚ Recreational and educational programs for low- and moderate-income youth, as well as health services.
- ✚ A wide range of services for non-homeless special needs individuals, including physically and developmentally disabled, elderly, and those suffering from physical abuse or recovering from alcohol or drug abuse.
- ✚ Support of Case Managers and other services for emergency and transitional homeless programs.
- ✚ Support of bilingual housing counselor to remove impediments to fair housing and other barriers to affordable housing.

LONG TERM OBJECTIVES (2-5 YEARS):

BUDGET SUMMARY:

The department is responsible for over 92% of the costs included in its operation, in addition to salaries, the department covers medical coverage, life insurance, dental/optical coverage and social security/Medicare. For next year we have allocated a cost of \$30,000.00 to the City. This is to cover any overlapping functions that the department does that do not conform to Federal guidelines. We have also allocated sufficient funds to pay for all ancillary operating expenses for the CDBG office. These expenses are telephone, copy service, office supplies, consulting and legal services and any other costs that may arise.

**City of Berwyn
Community Development Fund
2009 Budget**

Account Number	Account Name	2006	2007	2008	2008	2008	2009	Requested Budget Change	
		Balance	Balance	YTD 9/30/2008	Projected	Budget	Budget	Amount	Percent
Revenues									
32-4-00-4600	Grant Income	\$ 1,132,712	\$ 1,680,392	\$ 782,768	\$ 1,864,796	\$ 1,948,692	\$ 1,654,039	\$ (294,652)	(0)
32-4-00-4910	General Fund Subsidy	-	3,433	-	-	-	40,000	40,000	#DIV/0!
	General Fund Administration received	512,679	-	-	-	-	-	-	#DIV/0!
	Single Family Rehabilitation Repayments	22,748	-	-	-	-	-	-	#DIV/0!
	Total Community Development Revenues	1,668,139	1,683,825	782,768	1,864,796	1,948,692	1,694,039	(254,652)	-14%
Expenditures									
Administration									
32-5-00-5111	Community Development - Salaries	\$ 270,285	\$ 280,840	\$ 188,590	\$ 264,914	\$ 278,423	\$ 243,979	\$ (34,444)	-12%
32-5-00-5115	Community Development - Overtime	20	171	295	-	-	-	-	#DIV/0!
32-5-00-5120	Community Development - Sick day buy back	9,245	1,294	-	1,200	1,200	5,450	4,250	354%
32-5-00-5130	Community Development - Benefits	158,458	117,407	77,443	114,443	114,154	107,753	(6,400)	-6%
32-5-00-5160	Community Development - Internal service fund	13,602	14,771	-	41,465	15,305	40,634	25,329	165%
32-5-00-5300	Community Development - Other general expenses	32,815	19,133	25,497	33,996	48,500	35,000	(13,500)	-28%
32-5-00-5310	Community Development - Telephone	2,551	2,873	3,913	5,217	1,500	3,000	1,500	100%
32-5-00-5325	Community Development - Vehicle Gas and Oil	-	-	1,326	1,768	-	2,000	2,000	#DIV/0!
32-5-00-5505	Community Development - Copier maintenance	8,697	8,207	6,155	8,207	9,400	9,400	-	0%
	Total Administration	495,674	444,696	303,219	471,210	468,482	447,216	(21,265)	-5%
Program expenditures									
32-5-00-5200	CDBG HUD CY Admin	22,156	-	8,067	10,756	-	-	-	#DIV/0!
32-5-00-5201	CDBG HUD PY Admin	-	13,827	11,306	15,075	-	-	-	#DIV/0!
32-5-00-5202	CDBG HUD 2 Yrs Prior Admin	-	20,296	-	-	-	-	-	#DIV/0!
	HUD - CY Sewer Renovations	-	-	-	150,000	150,000	-	(150,000)	-100%
32-5-00-0017	HUD - Berwyn Youth Commission	28,614	-	-	-	-	-	-	#DIV/0!
32-5-00-0021	HUD - Way Back Inn	20,000	-	-	-	-	10,000	10,000	#DIV/0!
32-5-00-0110	HUD - Seguin Services	-	27,050	-	-	-	111,100	111,100	#DIV/0!
32-5-00-0111	HUD - Seguin Citizens	12,000	-	-	-	-	20,000	20,000	#DIV/0!
32-5-00-0121	HUD - Oak Leyden	-	3,292	-	-	-	-	-	#DIV/0!
32-5-00-0123	HUD - St. Mary of Celle	10,716	-	-	-	-	-	-	#DIV/0!
32-5-00-0155	Community Care Options	42,842	-	-	-	-	-	-	#DIV/0!
32-5-00-0189	Berwyn Public Library	32,950	-	-	-	-	3,500	3,500	#DIV/0!
32-5-00-0214	HUD - Sarah's Inns	-	1,563	-	-	-	25,000	25,000	#DIV/0!
32-5-00-0224	HUD - West Suburban PADS	-	3,546	-	-	-	-	-	#DIV/0!
32-5-00-0504	HUD - Alley Repaving	271,859	8,106	-	-	-	-	-	#DIV/0!
32-5-00-0526	Ebenezer Christian Church	5,000	-	-	-	-	-	-	#DIV/0!
32-5-00-5205	HUD - CY 16th Fire	-	-	75,000	75,000	75,000	262,120	187,120	249%
32-5-00-5206	HUD - PY 16th Fire	-	-	-	30,988	30,988	-	(30,988)	-100%
32-5-00-5210	HUD - CY Econ Development	-	-	-	250,000	250,000	-	(250,000)	-100%
32-5-00-5215	HUD - CY Seguin You Hold the Key	93,530	62,301	45,871	109,200	109,200	-	(109,200)	-100%
32-5-00-5216	HUD - PY Seguin You Hold the Key	-	20,620	37,660	-	-	-	-	#DIV/0!
32-5-00-5220	HUD - CY Oak Leyden	36,400	11,708	25,917	26,083	26,083	11,500	(14,583)	-56%
32-5-00-5222	HUD - Sewer Renovations	-	-	-	-	112,455	-	(112,455)	-100%
32-5-00-5225	HUD - CY Health Dist	3,035	21,264	-	-	-	-	-	#DIV/0!
32-5-00-5230	HUD - CY Sarah's Inn	29,647	30,058	18,379	25,000	25,000	-	(25,000)	-100%
32-5-00-5235	HUD - CY Infant	21,990	20,000	18,500	20,000	20,000	20,000	-	0%
32-5-00-5240	HUD - CY PADS	15,500	13,454	6,778	17,000	17,000	-	(17,000)	-100%
32-5-00-5245	HUD - CY Sidewalk	74,971	396,969	-	-	-	250,000	250,000	#DIV/0!
32-5-00-5246	HUD - PY Sidewalk	-	-	9,535	-	-	-	-	#DIV/0!
32-5-00-5250	HUD - CY Single Family Rehab	377,728	256,196	78,733	388,741	388,741	242,603	(146,138)	-38%
32-5-00-5251	HUD - PY Single Family Rehab	-	26,343	60,489	-	-	-	-	#DIV/0!
32-5-00-5252	HUD - Other Programs	-	1,133	-	-	-	92,000	92,000	#DIV/0!
32-5-00-5255	HUD - CY Blight	-	191	-	70,000	70,000	70,000	-	0%
32-5-00-5260	HUD - CY Park District	-	6,000	-	-	-	-	-	#DIV/0!
32-5-00-5265	HUD - CY West Suburban Special Rec	28,716	5,000	25,000	30,000	30,000	20,000	(10,000)	-33%
32-5-00-5270	HUD - CY West Suburban Sr. Svcs	8,000	28,000	15,426	8,000	8,000	8,000	-	0%
32-5-00-5275	HUD - CY Catholic Charities	12,500	7,699	7,946	15,000	15,000	15,000	-	0%
32-5-00-5280	HUD - CY Grateful House	-	20,476	13,000	13,000	13,000	-	(13,000)	-100%
32-5-00-5282	HUD - Bilingual Services	-	-	3,956	-	-	-	-	#DIV/0!
32-5-00-5285	HUD - CY Youth in Crisis	-	1,524	9,151	10,000	10,000	-	(10,000)	-100%
32-5-00-5288	HUD - CY Suburban Primary Health Care	-	5,000	6,000	6,000	6,000	6,000	-	0%
32-5-00-5290	HUD - CY Pillars Soc. Services	7,305	5,010	-	61,000	61,000	7,000	(54,000)	-89%
	HUD - CY Pillars B&M	-	-	-	-	-	55,000	55,000	#DIV/0!
32-5-00-5294	HUD - CY Sr. Advocate	-	75,000	-	38,743	38,743	-	(38,743)	-100%
32-5-00-5296	HUD - CY Community Support Services	-	7,500	-	8,000	8,000	8,000	-	0%
32-5-00-5298	HUD - CY Berwyn Park District	-	125,000	-	6,000	6,000	-	(6,000)	-100%
32-5-00-5299	HUD - CY Berwyn Cicero Council on Aging	-	15,000	22,200	10,000	10,000	10,000	-	0%
	Total program expenditures	1,155,460	1,239,126	498,914	1,393,586	1,480,210	1,246,823	(233,387)	-16%
	Total Community Development Expenditures	1,651,133	1,683,822	802,133	1,864,796	1,948,692	1,694,039	(254,652)	-13%
	Revenues Less Expenditures	17,005	3	(19,365)	-	-	-	\$ -	#DIV/0!
	Fund Balance Beginning	-	17,005	17,008	17,008	17,008	17,008	-	-
	Projected Ending Fund Balance	\$ 17,005	\$ 17,008	\$ (2,357)	\$ 17,008	\$ 17,008	\$ 17,008	-	-

Note: 2007 Budget was done by grant year rather than fiscal year. No 07 budget shown

**City of Berwyn
2009
Annual Budget**

For the Fiscal Year Beginning January 1, 2009

Foreign Fire Fund

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

**City of Berwyn
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For the Fiscal Year Beginning January 1, 2009

**Foreign Fire
Fund 75**

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
2009 Budget**

A/C #'s	Name	2006	2007	2008	2008	2008	2009	Requested Budget Change	
		Balance	Balance	YTD 9/30/2008	Projected	Budget	Budget	Amount	Percent
Revenues									
75-4-00-4600	Foreign Fire - Interest Income	\$ 29	\$ 293	\$ 58	\$ 77	\$ -	\$ 75	\$ 75	#DIV/0!
75-4-00-4820	Foreign Fire Insurance Tax	21,747	20,056	300	20,000	21,500	21,000	(500)	-2%
	Total Foreign Fire Revenues	<u>21,776</u>	<u>20,349</u>	<u>358</u>	<u>20,077</u>	<u>21,500</u>	<u>21,075</u>	<u>(425)</u>	<u>-2%</u>
Expenditures									
75-5-00-5300	Foreign Fire - Other General Expenses	911	16,553	435	2,004	2,004	22,637	20,633	1030%
75-5-00-5305	Foreign Fire - Supplies	2,137	-	861	1,500	1,500	4,000	2,500	167%
75-5-00-5310	Foreign Fire - Furniture/Appliances	3,221	-	4,335	3,996	3,996	-	(3,996)	-100%
75-5-00-5315	Foreign Fire - Tools and equipment	5,348	-	-	1,500	1,500	3,000	1,500	100%
75-5-00-5320	Foreign Fire - Exercise equipment	746	-	3,376	3,996	3,996	-	(3,996)	-100%
75-5-00-5325	Foreign Fire - Cable services	2,517	-	1,312	1,800	1,800	-	(1,800)	-100%
75-5-00-5400	Foreign Fire - Dues/Subscriptions	844	-	368	1,704	1,704	2,000	296	17%
75-5-00-5405	Foreign Fire - Auditing Service	-	-	-	500	500	-	(500)	-100%
75-5-00-5500	Foreign Fire - Repairs	2,171	-	393	1,008	1,008	-	(1,008)	-100%
75-5-00-5700	Foreign Fire - Capital improvements	-	-	29	3,000	3,000	-	(3,000)	-100%
	Total Foreign Fire Expenditures	<u>17,895</u>	<u>16,553</u>	<u>11,109</u>	<u>21,008</u>	<u>21,008</u>	<u>31,637</u>	<u>10,629</u>	<u>51%</u>
	Revenues less Expenditures	3,881	3,796	(10,751)	(931)	492	(10,562)	<u>\$ (11,054)</u>	<u>-2247%</u>
	Fund Balance Beginning	<u>18,312</u>	<u>22,193</u>	<u>25,989</u>	<u>25,989</u>	<u>25,989</u>	<u>25,059</u>		
	Projected Ending Fund Balance	<u>\$ 22,193</u>	<u>\$ 25,989</u>	<u>\$ 15,239</u>	<u>\$ 25,059</u>	<u>\$ 26,481</u>	<u>\$ 14,497</u>		

Note: In past years activity for this fund has been recorded only in one account, no breakdown for past purchases is available.

**City of Berwyn
2009
Annual Budget**

For the Fiscal Year Beginning January 1, 2009

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
2009 Budget**

Account Number	Account Name	2006 Balance	2007 Balance	2008 YTD 9/30/2008	2008 Projected	2008 Budget	2009 Budget	Requested Budget Change	
								Amount	Percent
Revenues									
79-4-00-4510	MFT - State Allotment	\$ 1,591,131	\$ 1,542,999	\$ 1,061,872	\$ 1,518,416	\$ 1,529,000	\$ 1,550,000	\$ 21,000	1%
79-4-00-4820	MFT - Interest Income	132,356	116,031	43,564	57,333	95,000	50,000	(45,000)	-47%
79-4-00-4765	Grants - Public Works	11,090	-	-	-	-	-	-	#DIV/0!
	Total MFT Revenues	<u>1,734,577</u>	<u>1,659,030</u>	<u>1,105,436</u>	<u>1,575,749</u>	<u>1,624,000</u>	<u>1,600,000</u>	<u>(45,000)</u>	<u>-3%</u>
Expenditures									
79-5-00-5200	MFT - Rock Salt	49,214	219,197	250,498	599,061	124,800	350,000	225,200	180%
79-5-00-5205	MFT - 26th St. Project	-	-	-	-	137,500	-	(137,500)	-100%
79-5-00-5210	MFT - Project Construction	(8,457)	727	-	65,875	-	40,000	40,000	#DIV/0!
79-5-00-5215	MFT - 16th St. Resurfacing Project	335,934	-	-	-	-	-	-	#DIV/0!
79-5-00-5220	MFT - Oak Park Ave. Lighting	-	23,650	-	22,028	750,000	-	(750,000)	-100%
79-5-00-5225	MFT - Arterial Lighting	-	-	-	-	410,000	-	(410,000)	-100%
79-5-00-5320	MFT - Utilities	281,390	363,100	191,698	199,003	180,000	220,000	40,000	22%
79-5-00-5400	MFT - Engineering General	-	155,367	129,391	141,731	30,000	47,000	17,000	57%
79-5-00-5405	MFT - Contractual Tree Trimming	-	57,276	141,535	193,497	120,000	150,000	30,000	25%
79-5-00-5510	MFT - Repair & Maintenance Street/Sidewalk	159,401	183,675	63,616	107,124	160,000	390,000	230,000	144%
79-5-00-5515	MFT - Repair & Maintenance Sewer System	4,273	15,449	27,424	42,076	20,000	21,000	1,000	5%
79-5-00-5520	MFT - Repair & Maintenance Traffic Control	453,478	257,211	432,319	624,217	380,000	185,000	(195,000)	-51%
79-5-00-5700	MFT - Transfer Out Salaries to Fund 11	260,000	783,888	-	783,888	783,888	780,000	(3,888)	0%
79-5-79-8570	CMAQ Tunnel Project	8,019	-	-	-	-	-	-	#DIV/0!
	Total MFT Expenditures	<u>1,543,253</u>	<u>2,059,540</u>	<u>1,236,481</u>	<u>2,778,500</u>	<u>3,096,188</u>	<u>2,183,000</u>	<u>(913,188)</u>	<u>-29%</u>
	Revenues less Expenditures	191,324	(400,510)	(131,045)	(1,202,751)	(1,472,188)	(583,000)	<u>\$ 868,188</u>	<u>-59%</u>
	Fund Balance Beginning	<u>2,105,967</u>	<u>2,297,291</u>	<u>1,896,781</u>	<u>1,896,781</u>	<u>1,896,781</u>	<u>694,030</u>		
	Projected Ending Fund Balance	<u>\$ 2,297,291</u>	<u>\$ 1,896,781</u>	<u>\$ 1,765,736</u>	<u>\$ 694,030</u>	<u>\$ 424,593</u>	<u>\$ 111,030</u>		

Note: The Oak Park Ave Lighting project has been budgeted for in the Capital Projects Fund

**City of Berwyn
2009
Annual Budget**

For the Fiscal Year Beginning January 1, 2009

**South Berwyn Corridor
Tax Increment Financing District**

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

Significant projects budgeted for in 2009 include the following:

- ✚ \$27,000 for holiday decorations
- ✚ \$250,000 for signage improvements
- ✚ \$25,000 for the 2009 marketing campaign
- ✚ \$967,067 in current project commitments to Sedgwick and Abrams
- ✚ \$622,000 in other 2008 project commitments
- ✚ \$250,000 set aside for Tier I and II project requests
- ✚ \$75,000 in lab testing for the parking deck

**City of Berwyn
South Berwyn TIF Fund
2009 Budget**

Account Number	Account Name	2006 Balance	2007 Balance	2008 YTD 9/30/2008	2008 Projected	2008 Budget	2009 Budget	Requested Budget Change	
								Amount	Percent
Revenues									
55-4-00-4134	Property Taxes - South Berwyn TIF	\$ 1,177,805	\$ 1,125,440	\$ 598,708	\$ 1,268,517	\$ 1,062,354	\$ 1,230,000	\$ 167,646	16%
55-4-00-9900	Bond Proceeds	1,939,507	-	-	-	500,000	-	(500,000)	-100% *
55-4-00-4500	Interest Income	15,159	47,539	28,337	43,643	35,000	43,000	8,000	23%
	Total South Berwyn TIF Revenues	<u>3,132,470</u>	<u>1,172,979</u>	<u>627,045</u>	<u>1,312,160</u>	<u>1,597,354</u>	<u>1,273,000</u>	<u>(324,354)</u>	<u>-20%</u>
Expenditures									
55-5-55-8120	South Berwyn Corridor TIF	2,072,279	86,183	198,076	228,117	1,500,681	1,208,201	(292,480)	-19%
55-5-55-8200	TIF Management Services - BDC	55,000	94,903	75,152	75,152	98,699	94,903	(3,796)	-4%
	Transfer to Bond & Interest for Garage Debt	-	-	-	644,917	-	401,824	401,824	#DIV/0!
55-5-55-8300	Sedgwick Escrow Payments	-	1,000,000	-	-	-	-	-	#DIV/0!
55-5-55-9080	Sedgwick Project Installment Note - Principal	116,370	155,161	116,370	155,161	155,161	155,161	-	0%
55-5-55-9081	Sedgwick Project Installment Note - Interest	120,020	163,258	103,861	136,832	148,906	123,644	(25,262)	-17%
55-5-55-9090	Interest on Advance	-	5,934	21,577	43,585	-	33,660	33,660	#DIV/0!
	Total South Berwyn TIF Expenditures	<u>2,363,670</u>	<u>1,505,439</u>	<u>515,036</u>	<u>1,283,764</u>	<u>1,903,447</u>	<u>2,017,393</u>	<u>113,946</u>	<u>6%</u>
	Revenues less Expenditures	768,800	(332,460)	112,009	28,396	(306,093)	(744,393)	<u>\$ (438,300)</u>	<u>143%</u>
	Fund Balance Beginning	<u>387,926</u>	<u>1,156,726</u>	<u>824,266</u>	<u>824,266</u>	<u>936,275</u>	<u>852,662</u>		
	Projected Ending Fund Balance	<u>\$ 1,156,726</u>	<u>\$ 824,266</u>	<u>\$ 936,275</u>	<u>\$ 852,662</u>	<u>\$ 630,182</u>	<u>\$ 108,269</u>		

**City of Berwyn
2009
Annual Budget**

For the Fiscal Year Beginning January 1, 2009

Cermak Road Tax Increment Financing District

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

Significant projects budgeted for in 2009 include the following:

- ✚ \$27,000 for holiday decorations
- ✚ \$150,000 for planters
- ✚ \$25,000 for the 2009 marketing campaign
- ✚ \$2,500,000 for land acquisition
- ✚ \$750,000 for project costs related to Superblock
- ✚ \$500,000 set aside for Tier I and II project requests

**City of Berwyn
Cermak TIF Fund
2009 Budget**

Account Number	Account Name	2006 Balance	2007 Balance	2008 YTD 9/30/2008	2008 Projected	2008 Budget	2009 Budget	Requested Budget Change	
								Amount	Percent
Revenues									
56-4-00-4130	Property Taxes - Cermak TIF	\$ 1,636,704	\$ 1,537,256	\$ 758,944	\$ 1,692,374	\$ 1,653,150	\$ 1,700,000	\$ 46,850	3%
56-4-00-4501	Interest Income on Advance	-	5,934	21,577	43,585	-	33,660	33,660	#DIV/0!
56-4-00-4504	Interest Income	<u>82,339</u>	<u>159,735</u>	<u>81,097</u>	<u>116,557</u>	<u>180,000</u>	<u>120,000</u>	<u>(60,000)</u>	<u>-33%</u>
	Total Cermak TIF Revenues	<u>1,719,043</u>	<u>1,702,925</u>	<u>861,618</u>	<u>1,852,516</u>	<u>1,833,150</u>	<u>1,853,660</u>	<u>(19,366)</u>	<u>-1%</u>
Expenditures									
56-5-56-8100	Cermak TIF	154,529	181,439	1,891,429	2,812,433	411,255	4,279,856	3,868,601	941%
56-5-56-8150	Main Street TIF Portion	-	32,632	58,275	116,550	116,550	123,550	7,000	6%
56-5-56-8200	TIF Management Services - BDC	<u>308,000</u>	<u>477,000</u>	<u>376,687</u>	<u>376,687</u>	<u>496,080</u>	<u>477,000</u>	<u>(19,080)</u>	<u>-4%</u>
	Total Cermak TIF Expenditures	<u>462,529</u>	<u>691,071</u>	<u>2,326,391</u>	<u>3,305,670</u>	<u>1,023,885</u>	<u>4,880,406</u>	<u>3,856,521</u>	<u>377%</u>
	Revenues less Expenditures	1,256,514	1,011,854	(1,464,773)	(1,453,154)	809,265	(3,026,746)	<u>\$(3,836,011)</u>	<u>127%</u>
	Fund Balance Beginning	<u>7,257,089</u>	<u>8,513,603</u>	<u>9,525,457</u>	<u>9,525,457</u>	<u>9,525,457</u>	<u>8,072,303</u>		
	Projected Ending Fund Balance	<u>\$ 8,513,603</u>	<u>\$ 9,525,457</u>	<u>\$ 8,060,684</u>	<u>\$ 8,072,303</u>	<u>\$ 10,334,722</u>	<u>\$ 5,045,557</u>		

**City of Berwyn
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Annual Budget**

For the Fiscal Year Beginning January 1, 2009

Roosevelt Road Tax Increment Financing District

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

Significant projects budgeted for in 2009 include the following:

- ✚ \$27,000 for holiday decorations
- ✚ \$25,000 for the 2009 marketing campaign
- ✚ \$799,000 for existing commitments on projects with Voigt and Buena Beef.
- ✚ \$250,000 set aside for Tier I and II project requests
- ✚ \$258,300 for other existing commitments from 2008

**City of Berwyn
Roosevelt TIF
2009 Budget**

Account Number	Account Name	2006 Balance	2007 Balance	2008 YTD 9/30/2008	2008 Projected	2008 Budget	2009 Budget	Requested Budget Change	
								Amount	Percent
Revenues									
57-4-00-4135	Property Taxes - Roosevelt Road	\$ 556,139	\$ 504,601	\$ 253,300	\$ 532,395	\$ 572,680	\$ 575,000	\$ 2,320	0%
57-4-00-9100	Bond Proceeds	725,000	-	-	-	-	-	-	#DIV/0!
57-4-10-4700	Reimbursements - Roosevelt Road TIF	-	-	4,888	4,888	-	-	-	#DIV/0!
57-4-00-4502	Interest Income	<u>12,906</u>	<u>36,658</u>	<u>23,596</u>	<u>37,061</u>	<u>45,500</u>	<u>35,000</u>	<u>(10,500)</u>	<u>-23%</u>
	Total Roosevelt TIF Revenues	<u>1,294,044</u>	<u>541,259</u>	<u>281,784</u>	<u>574,344</u>	<u>618,180</u>	<u>610,000</u>	<u>(8,180)</u>	<u>-1%</u>
Expenditures									
57-5-57-8130	Roosevelt Road - TIF Expenses	850,042	190,320	103,762	175,241	497,518	1,261,790	764,272	154%
57-5-57-8200	TIF Management Services - BDC	25,000	39,000	30,203	30,203	40,560	39,000	(1,560)	-4%
57-5-57-9080	Voigt Project Installment Note - Principal	74,359	74,359	55,769	74,359	74,359	74,359	-	0%
57-5-57-9081	Voigt Project Installment Note - Interest	52,579	55,445	35,553	46,614	50,856	33,973	(16,883)	-33%
57-5-57-9960	Transfer to Bond and Interest	<u>78,570</u>	<u>76,970</u>	<u>-</u>	<u>80,370</u>	<u>80,370</u>	<u>78,570</u>	<u>(1,800)</u>	<u>-2%</u>
	Total Roosevelt TIF Expenditures	<u>1,080,550</u>	<u>436,094</u>	<u>225,287</u>	<u>406,787</u>	<u>743,663</u>	<u>1,487,692</u>	<u>744,029</u>	<u>100%</u>
	Revenues less Expenditures	213,495	105,165	56,497	167,557	(125,483)	(877,692)	<u>\$ (752,209)</u>	<u>599%</u>
	Fund Balance Beginning	<u>1,270,952</u>	<u>1,484,446</u>	<u>1,589,611</u>	<u>1,589,611</u>	<u>1,589,611</u>	<u>1,757,168</u>		
	Projected Ending Fund Balance	<u>\$ 1,484,446</u>	<u>\$ 1,589,611</u>	<u>\$ 1,646,108</u>	<u>\$ 1,757,168</u>	<u>\$ 1,464,128</u>	<u>\$ 879,476</u>		

**City of Berwyn
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Annual Budget**

For the Fiscal Year Beginning January 1, 2009

Ogden Avenue Tax Increment Financing District

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

Significant projects budgeted for in 2009 include the following:

- ✚ \$27,000 for holiday decorations
- ✚ \$25,000 for the 2009 marketing campaign
- ✚ \$1,025,000 for alleys
- ✚ \$277,500 in projected payments for Phelan Dodge
- ✚ \$250,000 set aside for 2009 project requests

**City of Berwyn
Ogden Ave TIF
2009 Budget**

Account Number	Account Name	2006 Balance	2007 Balance	2008 YTD 9/30/2008	2008 Projected	2008 Budget	2009 Budget	Requested Budget Change	
								Amount	Percent
Revenues									
58-4-00-4131	Property Taxes - Ogden	\$ 971,048	\$ 1,055,196	\$ 479,945	\$ 1,059,090	\$ 992,920	\$ 1,027,930	\$ 35,010	4%
58-4-00-4200	Interest Income	<u>16,862</u>	<u>41,227</u>	<u>39,847</u>	<u>60,259</u>	<u>35,000</u>	<u>60,000</u>	<u>25,000</u>	<u>71%</u>
	Total Ogden Ave TIF Revenues	<u>987,909</u>	<u>1,096,423</u>	<u>519,792</u>	<u>1,119,349</u>	<u>1,027,920</u>	<u>1,087,930</u>	<u>60,010</u>	<u>6%</u>
Expenditures									
58-5-58-8110	Ogden Ave TIF	40,000	154,989	520,501	1,002,718	54,178	1,464,700	1,410,522	2603%
58-5-58-8200	TIF Management Services - BDC	308,000	477,000	376,687	376,687	496,080	477,000	(19,080)	-4%
58-5-58-9911	Transfer to General Fund	-	97,500	-	-	-	-	-	#DIV/0!
58-5-58-9960	Transfer to Bond and Interest	<u>473,444</u>	<u>472,402</u>	<u>-</u>	<u>474,598</u>	<u>474,598</u>	<u>475,501</u>	<u>903</u>	<u>0%</u>
	Total Ogden Ave TIF Expenditures	<u>821,444</u>	<u>1,201,891</u>	<u>897,188</u>	<u>1,854,003</u>	<u>1,024,856</u>	<u>2,417,201</u>	<u>(829,147)</u>	<u>-81%</u>
	Revenues less Expenditures	166,466	(105,468)	(377,396)	(734,654)	3,064	(1,329,271)	<u>\$(1,332,335)</u>	<u>-43484%</u>
	Fund Balance Beginning	<u>2,560,265</u>	<u>2,726,730</u>	<u>2,621,262</u>	<u>2,621,262</u>	<u>2,621,262</u>	<u>1,886,608</u>		
	Projected Ending Fund Balance	<u>\$ 2,726,730</u>	<u>\$ 2,621,262</u>	<u>\$ 2,243,866</u>	<u>\$ 1,886,608</u>	<u>\$ 2,624,326</u>	<u>\$ 557,337</u>		

**City of Berwyn
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Annual Budget**

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Capital Projects Fund

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

**City of Berwyn
Capital Projects Fund
2009 Budget**

Account Number	Account Name	2007 Balance	2008 YTD 9/30/2008	2008 Projected	2008 Budget	2009 Budget	Project Budget
Revenues							
40-4-00-4609	Grant Revenue	\$ 84,361	\$ 1,015,639	\$ 1,015,639	\$ -	\$ 2,450,000	\$ 100,000
40-4-00-4820	Interest Income	415,526	365,777	419,099	534,375	300,000	1,054,000
40-4-00-4900	Bond Proceeds	<u>21,375,000</u>	-	-	-	-	<u>21,375,000</u>
	Total Capital Projects Revenues	<u>\$ 21,874,887</u>	<u>\$ 1,381,416</u>	<u>\$ 1,434,738</u>	<u>\$ 534,375</u>	<u>\$ 2,750,000</u>	<u>\$ 22,529,000</u>
Expenditures							
40-5-00-5609	DCEO - 16th St. Fire Station	\$ 84,361	\$ 1,015,639	\$ 1,015,639	\$ -	\$ -	-
40-5-00-5700	Parking Garage	41,107	-	939,237	3,650,000	11,755,000	9,500,000
40-5-00-5705	Roosevelt Road Sewer Lining	-	-	423,646	-	3,125,000	3,000,000
40-5-00-5706	Purchase of Property	-	-	212,971	-	-	-
	Oak Park Ave. Lighting	-	-	-	-	650,000	650,000
40-5-00-5710	Alleys/Alderman Projects	-	-	-	1,200,000	760,000	2,400,000
40-5-00-5715	Contingency	-	-	-	-	-	300,000
40-5-00-5900	General Fund Capital Spent	-	-	451,000	-	515,000	4,779,000
40-5-06-5700	General Ledger System	-	155,210	202,097	300,000	110,000	300,000
40-5-07-5700	16th Street Fire Station	33,584	445,198	1,493,612	1,500,000	300,000	1,500,000
40-5-16-5700	Citywide Wireless	-	-	-	750,000	275,000	750,000
40-5-23-5700	Pavek Pool Renovation	-	<u>148,823</u>	<u>148,823</u>	-	-	-
	Total Capital Projects Expenditures	<u>159,052</u>	<u>1,764,870</u>	<u>4,887,025</u>	<u>7,400,000</u>	<u>17,490,000</u>	<u>23,179,000</u>
	Revenues less Expenditures	21,715,835	(383,454)	(3,452,287)	(6,865,625)	(14,740,000)	(650,000)
	Net Assets Beginning	<u>-</u>	<u>21,715,835</u>	<u>21,715,835</u>	<u>21,715,835</u>	<u>18,263,548</u>	<u>-</u>
	Projected Ending Net Assets	<u>\$ 21,715,835</u>	<u>\$ 21,332,381</u>	<u>\$ 18,263,548</u>	<u>\$ 14,850,210</u>	<u>\$ 3,523,548</u>	<u>\$ (650,000)</u>

Note: The parking garage expenditures for 2009 includes amounts funded by the 2007 bond issue plus grants totaling \$2.45 million.

**City of Berwyn
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Annual Budget**

For the Fiscal Year Beginning January 1, 2009

Debt Service Fund

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

**City of Berwyn
Debt Service Fund
2009 Budget**

Account Number	Account Name	2006 Balance	2007 Balance	2008 YTD 9/30/2008	2008 Projected	2008 Budget	2009 Budget	Requested Budget Change	
								Amount	Percent
Revenues									
60-4-00-4102	Bond and Interest - Property Tax Revenue	\$ 8,980,127	\$ 8,725,298	\$ 2,736,458	\$ 6,255,939	\$ 6,449,422	\$ 4,816,772	\$ (1,632,650)	-25%
60-4-00-4501	Bond and Interest - Misc Revenue	-	17,444	-	-	-	-	-	#DIV/0!
60-4-00-4820	Interest Income	32,695	43,018	10,001	30,000	30,000	10,000	(20,000)	-67%
60-4-00-4900	Bond Proceeds	8,850,000	15,277,414	-	7,830,000	-	-	-	#DIV/0!
60-4-00-4901	Bond Premiums	-	1,146,682	-	-	-	-	-	#DIV/0!
60-4-00-4905	Transfer in Roosevelt TIF	78,570	76,970	-	80,370	80,370	78,570	(1,800)	-2%
60-4-00-4910	Transfer in Ogden TIF	473,444	472,402	-	474,598	474,598	475,501	903	0%
60-4-00-9911	Transfer in General Fund	(1,500,000)	8,963,354	-	-	-	-	-	#DIV/0!
	Capitalized Interest Used	-	-	-	-	945,453	-	-	0%
	Total Debt Service Revenues	16,914,836	34,722,582	2,746,459	14,670,907	7,979,843	5,380,843	(1,653,547)	-21%
Expenditures									
60-5-00-5200	Bond Issue Costs	\$ 50,000	\$ 767,099	\$ -	\$ 450,875	\$ -	\$ -	\$ -	#DIV/0!
60-5-00-5210	Payment to Refunding Bond Escrow	-	12,802,600	-	7,379,125	-	-	-	#DIV/0!
60-5-00-5215	Paying Agent Fees	3,835	3,068	3,268	4,000	4,000	4,000	-	0%
60-5-01-5000	Principal G.O.Bonds Series 2001 Ogden	85,000	90,000	-	95,000	95,000	100,000	5,000	5%
60-5-01-5001	Interest G.O. Bonds Series- 2001	25,390	21,948	9,084	18,168	18,168	14,083	(4,085)	-22%
60-5-02-5000	Principal G.O. Bonds Series 2002A Ogden	340,000	350,000	-	365,000	365,000	380,000	15,000	4%
60-5-02-5001	Interest -G.O.Bonds Series 2002 A Ogden	72,730	60,830	23,678	47,356	47,356	32,756	(14,600)	-31%
60-5-02-5005	Principal G.O.Bond Series 2002 B	40,000	40,000	-	45,000	45,000	45,000	-	0%
60-5-02-5006	Interest - G.O. Bonds Series 2002 B	38,570	36,970	17,685	35,370	35,370	33,570	(1,800)	-5%
60-5-04-5000	Principal G.O.Bonds Series(Refunding) 04	75,000	75,000	-	75,000	75,000	75,000	-	0%
60-5-04-5001	Interest G.O.Bonds Series (Refunding) 04	872,938	767,688	331,219	662,438	662,438	660,563	(1,875)	0%
60-5-05-5001	Interest - Notes 40001-C 2005	340,626	307,980	-	-	-	-	-	#DIV/0!
60-5-07-5001	Interest GO Bond Series 2007A	-	414,651	704,125	1,408,250	1,408,250	1,408,250	-	0%
60-5-07-5002	Interest GO Bond Series 2007B	-	362,457	615,494	1,230,987	1,230,987	1,230,987	-	0%
60-5-08-5001	Interest GO Bond Series 2008	-	-	-	-	-	412,312	412,312	#DIV/0!
60-5-60-2006	Principal & Interest 2006	8,800,000	8,850,000	-	-	-	-	-	#DIV/0!
60-5-60-9044	Principal & Interest 1994 Bond	-	-	-	-	-	-	-	#DIV/0!
60-5-98-5000	Principal G.O.Bonds Series 1998	2,650,000	2,885,000	-	-	3,130,000	1,445,000	(1,685,000)	-54%
60-5-98-5001	Interest G.O. Bonds Series 1998	785,500	653,000	254,375	329,500	508,750	150,250	(358,500)	-70%
60-5-99-5000	Principal G. O.Bonds Series 1999	3,710,000	3,865,000	-	-	-	-	-	#DIV/0!
60-5-99-5001	Interest - G.O. Bonds Series 1999	981,975	660,282	164,262	328,525	328,525	328,525	-	0%
	Total Debt Service Expenditures	18,871,564	33,013,573	2,123,190	12,474,594	7,953,843	6,320,296	(1,633,547)	-21%
	Revenues less Expenditures	(1,956,727)	1,709,009	623,269	2,196,313	26,000	(939,453)	\$ (20,000)	-77%
	Fund Balance Beginning	(1,072,188)	(3,028,916)	(3,028,916)	(1,319,907)	\$ (1,319,907)	\$ 876,407		
	Projected Ending Fund Balance	\$ (3,028,916)	\$ (1,319,907)	\$ (2,405,647)	\$ 876,407	\$ (1,293,907)	\$ (63,046)		

**City of Berwyn
Amortization Schedule
12/31/2008**

Debt Name Original Amt	GO bonds, 1999 \$65,000,000			GO Corp Purpose Bonds, 2001 \$3,890,000			
	Date	Principal	Interest	Total Pymt	Principal	Interest	Total Pymt
	6/1/2008	\$ -	\$ 164,263	\$ 164,263	\$ -	\$ 9,084	\$ 9,084
	12/1/2008	-	164,263	164,263	95,000	9,084	104,084
	6/1/2009	-	164,263	164,263	-	7,041	7,041
	12/1/2009	-	164,263	164,263	100,000	7,041	107,041
	6/1/2010	-	164,263	164,263	-	4,866	4,866
	12/1/2010	-	164,263	164,263	105,000	4,866	109,866
	6/1/2011	-	164,263	164,263	-	2,530	2,530
	12/1/2011	-	164,263	164,263	110,000	2,530	112,530
	6/1/2012	-	164,263	164,263	-	-	-
	12/1/2012	-	164,263	164,263	-	-	-
	6/1/2013	-	164,263	164,263	-	-	-
	12/1/2013	-	164,263	164,263	-	-	-
	6/1/2014	-	164,263	164,263	-	-	-
	12/1/2014	-	164,263	164,263	-	-	-
	6/1/2015	-	164,263	164,263	-	-	-
	12/1/2015	1,795,000	164,263	1,959,263	-	-	-
	6/1/2016	-	126,119	126,119	-	-	-
	12/1/2016	1,880,000	126,119	2,006,119	-	-	-
	6/1/2017	-	86,169	86,169	-	-	-
	12/1/2017	1,980,000	86,169	2,066,169	-	-	-
	6/1/2018	-	44,094	44,094	-	-	-
	12/1/2018	2,075,000	44,094	2,119,094	-	-	-
	6/1/2019	-	-	-	-	-	-
	12/1/2019	-	-	-	-	-	-
	6/1/2020	-	-	-	-	-	-
	12/1/2020	-	-	-	-	-	-
	6/1/2021	-	-	-	-	-	-
	12/1/2021	-	-	-	-	-	-
	6/1/2022	-	-	-	-	-	-
	12/1/2022	-	-	-	-	-	-
	6/1/2023	-	-	-	-	-	-
	12/1/2023	-	-	-	-	-	-
	6/1/2024	-	-	-	-	-	-
	12/1/2024	-	-	-	-	-	-
	6/1/2025	-	-	-	-	-	-
	12/1/2025	-	-	-	-	-	-
	6/1/2026	-	-	-	-	-	-
	12/1/2026	-	-	-	-	-	-
	6/1/2027	-	-	-	-	-	-
	12/1/2027	-	-	-	-	-	-
	6/1/2028	-	-	-	-	-	-
	12/1/2028	-	-	-	-	-	-
		<u>\$ 7,730,000</u>	<u>\$ 3,140,962</u>	<u>\$ 10,870,962</u>	<u>\$ 410,000</u>	<u>\$ 47,043</u>	<u>\$ 457,043</u>

**City of Berwyn
Amortization Schedule
12/31/2008**

Debt Name Original Amt	GO Bonds, 2002A \$3,295,140			GO Bonds, 2002B \$940,000			
	Date	Principal	Interest	Total Pymt	Principal	Interest	Total Pymt
	6/1/2008	\$ -	\$ 23,678	\$ 23,678	\$ -	\$ 17,685	\$ 17,685
	12/1/2008	365,000	23,668	388,668	45,000	17,685	62,685
	6/1/2009	-	16,378	16,378	-	16,785	16,785
	12/1/2009	380,000	16,378	396,378	45,000	16,785	61,785
	6/1/2010	-	8,493	8,493	-	15,818	15,818
	12/1/2010	395,000	8,493	403,493	45,000	15,818	60,818
	6/1/2011	-	-	-	-	14,850	14,850
	12/1/2011	-	-	-	50,000	14,850	64,850
	6/1/2012	-	-	-	-	13,775	13,775
	12/1/2012	-	-	-	50,000	13,775	63,775
	6/1/2013	-	-	-	-	12,600	12,600
	12/1/2013	-	-	-	55,000	12,600	67,600
	6/1/2014	-	-	-	-	11,308	11,308
	12/1/2014	-	-	-	55,000	11,308	66,308
	6/1/2015	-	-	-	-	10,015	10,015
	12/1/2015	-	-	-	60,000	10,015	70,015
	6/1/2016	-	-	-	-	8,545	8,545
	12/1/2016	-	-	-	60,000	8,545	68,545
	6/1/2017	-	-	-	-	7,075	7,075
	12/1/2017	-	-	-	65,000	7,075	72,075
	6/1/2018	-	-	-	-	5,483	5,483
	12/1/2018	-	-	-	70,000	5,483	75,483
	6/1/2019	-	-	-	-	3,698	3,698
	12/1/2019	-	-	-	70,000	3,698	73,698
	6/1/2020	-	-	-	-	1,913	1,913
	12/1/2020	-	-	-	75,000	1,913	76,913
	6/1/2021	-	-	-	-	-	-
	12/1/2021	-	-	-	-	-	-
	6/1/2022	-	-	-	-	-	-
	12/1/2022	-	-	-	-	-	-
	6/1/2023	-	-	-	-	-	-
	12/1/2023	-	-	-	-	-	-
	6/1/2024	-	-	-	-	-	-
	12/1/2024	-	-	-	-	-	-
	6/1/2025	-	-	-	-	-	-
	12/1/2025	-	-	-	-	-	-
	6/1/2026	-	-	-	-	-	-
	12/1/2026	-	-	-	-	-	-
	6/1/2027	-	-	-	-	-	-
	12/1/2027	-	-	-	-	-	-
	6/1/2028	-	-	-	-	-	-
	12/1/2028	-	-	-	-	-	-
		<u>\$ 1,140,000</u>	<u>\$ 97,088</u>	<u>\$ 1,237,088</u>	<u>\$ 745,000</u>	<u>\$ 279,100</u>	<u>\$ 1,024,100</u>

**City of Berwyn
Amortization Schedule
12/31/2008**

Debt Name Original Amt	GO Refunding Bonds, 2004 \$19,710,000			GO Bonds, 2007A \$28,165,000			
	Date	Principal	Interest	Total Pymt	Principal	Interest	Total Pymt
	6/1/2008	\$ -	\$ 331,219	\$ 331,219	\$ -	\$ 704,125	\$ 704,125
	12/1/2008	75,000	331,219	406,219	-	704,125	704,125
	6/1/2009	-	330,281	330,281	-	704,125	704,125
	12/1/2009	75,000	330,281	405,281	-	704,125	704,125
	6/1/2010	-	329,250	329,250	-	704,125	704,125
	12/1/2010	4,480,000	329,250	4,809,250	-	704,125	704,125
	6/1/2011	-	239,650	239,650	-	704,125	704,125
	12/1/2011	2,645,000	239,650	2,884,650	-	704,125	704,125
	6/1/2012	-	186,750	186,750	-	704,125	704,125
	12/1/2012	2,820,000	186,750	3,006,750	-	704,125	704,125
	6/1/2013	-	116,250	116,250	-	704,125	704,125
	12/1/2013	2,990,000	116,250	3,106,250	-	704,125	704,125
	6/1/2014	-	41,500	41,500	-	704,125	704,125
	12/1/2014	1,660,000	41,500	1,701,500	-	704,125	704,125
	6/1/2015	-	-	-	-	704,125	704,125
	12/1/2015	-	-	-	-	704,125	704,125
	6/1/2016	-	-	-	-	704,125	704,125
	12/1/2016	-	-	-	-	704,125	704,125
	6/1/2017	-	-	-	-	704,125	704,125
	12/1/2017	-	-	-	-	704,125	704,125
	6/1/2018	-	-	-	-	704,125	704,125
	12/1/2018	-	-	-	-	704,125	704,125
	6/1/2019	-	-	-	-	704,125	704,125
	12/1/2019	-	-	-	-	704,125	704,125
	6/1/2020	-	-	-	-	704,125	704,125
	12/1/2020	-	-	-	-	704,125	704,125
	6/1/2021	-	-	-	-	704,125	704,125
	12/1/2021	-	-	-	-	704,125	704,125
	6/1/2022	-	-	-	-	704,125	704,125
	12/1/2022	-	-	-	450,000	704,125	1,154,125
	6/1/2023	-	-	-	-	692,875	692,875
	12/1/2023	-	-	-	5,015,000	692,875	5,707,875
	6/1/2024	-	-	-	-	567,500	567,500
	12/1/2024	-	-	-	5,270,000	567,500	5,837,500
	6/1/2025	-	-	-	-	435,750	435,750
	12/1/2025	-	-	-	5,530,000	435,750	5,965,750
	6/1/2026	-	-	-	-	297,500	297,500
	12/1/2026	-	-	-	5,805,000	297,500	6,102,500
	6/1/2027	-	-	-	-	152,375	152,375
	12/1/2027	-	-	-	6,095,000	152,375	6,247,375
	6/1/2028	-	-	-	-	-	-
	12/1/2028	-	-	-	-	-	-
		-	-	-	-	-	-
		<u>\$ 14,745,000</u>	<u>\$ 3,149,800</u>	<u>\$ 17,894,800</u>	<u>\$ 28,165,000</u>	<u>\$ 25,415,750</u>	<u>\$ 53,580,750</u>

**City of Berwyn
Amortization Schedule
12/31/2008**

Debt Name Original Amt	GO Taxable Bonds 2007B \$21,395,000			GO 2008 Refunding Bonds estimated \$7,830,000			
	Date	Principal	Interest	Total Pymt	Principal	Interest	Total Pymt
	6/1/2008	\$ -	\$ 615,494	\$ 615,494	\$ -	\$ -	\$ -
	12/1/2008	-	615,494	615,494	-	-	-
	6/1/2009	-	615,494	615,494	-	232,176	232,176
	12/1/2009	-	615,494	615,494	-	180,136	180,136
	6/1/2010	-	615,494	615,494	-	180,136	180,136
	12/1/2010	-	615,494	615,494	-	180,136	180,136
	6/1/2011	-	615,494	615,494	-	180,136	180,136
	12/1/2011	-	615,494	615,494	-	180,136	180,136
	6/1/2012	-	615,494	615,494	-	180,136	180,136
	12/1/2012	-	615,494	615,494	-	180,136	180,136
	6/1/2013	-	615,494	615,494	-	180,136	180,136
	12/1/2013	-	615,494	615,494	-	180,136	180,136
	6/1/2014	-	615,494	615,494	-	180,136	180,136
	12/1/2014	1,495,000	615,494	2,110,494	-	180,136	180,136
	6/1/2015	-	573,484	573,484	-	180,136	180,136
	12/1/2015	1,530,000	573,484	2,103,484	-	180,136	180,136
	6/1/2016	-	530,262	530,262	-	180,136	180,136
	12/1/2016	1,600,000	530,262	2,130,262	-	180,136	180,136
	6/1/2017	-	484,822	484,822	-	180,136	180,136
	12/1/2017	1,675,000	484,822	2,159,822	-	180,136	180,136
	6/1/2018	-	437,000	437,000	-	180,136	180,136
	12/1/2018	1,760,000	437,000	2,197,000	85,000	180,136	265,136
	6/1/2019	-	386,048	386,048	-	178,309	178,309
	12/1/2019	4,025,000	386,048	4,411,048	85,000	178,309	263,309
	6/1/2020	-	269,525	269,525	-	176,481	176,481
	12/1/2020	4,255,000	269,525	4,524,525	90,000	176,481	266,481
	6/1/2021	-	146,342	146,342	-	174,546	174,546
	12/1/2021	4,505,000	146,342	4,651,342	90,000	174,546	264,546
	6/1/2022	-	15,923	15,923	-	172,611	172,611
	12/1/2022	550,000	15,923	565,923	4,050,000	172,611	4,222,611
	6/1/2023	-	-	-	-	83,511	83,511
	12/1/2023	-	-	-	275,000	83,511	358,511
	6/1/2024	-	-	-	-	77,324	77,324
	12/1/2024	-	-	-	290,000	77,324	367,324
	6/1/2025	-	-	-	-	70,654	70,654
	12/1/2025	-	-	-	300,000	70,654	370,654
	6/1/2026	-	-	-	-	63,604	63,604
	12/1/2026	-	-	-	315,000	63,604	378,604
	6/1/2027	-	-	-	-	56,044	56,044
	12/1/2027	-	-	-	330,000	56,044	386,044
	6/1/2028	-	-	-	-	48,000	48,000
	12/1/2028	-	-	-	1,920,000	48,000	1,968,000
		-	-	-	-	-	-
		<u>\$ 21,395,000</u>	<u>\$ 14,303,719</u>	<u>\$ 35,698,719</u>	<u>\$ 7,830,000</u>	<u>\$ 5,856,932</u>	<u>\$ 13,686,932</u>

**City of Berwyn
Amortization Schedule
12/31/2008**

Debt Name GO bonds, 1998
Original Amt \$19,880,000

<u>Date</u>	<u>Principal</u>	<u>Interest</u>	<u>Total Pymt</u>
5/15/2008	\$ -	\$ 254,375	\$ 254,375
11/15/2008	-	75,125	75,125
5/15/2009	-	75,125	75,125
11/15/2009	1,445,000	75,125	1,520,125
5/15/2010	-	39,000	39,000
11/15/2010	1,560,000	39,000	1,599,000
5/15/2011	-	-	-
11/15/2011	-	-	-
5/15/2012	-	-	-
11/15/2012	-	-	-
5/15/2013	-	-	-
11/15/2013	-	-	-
5/15/2014	-	-	-
11/15/2014	-	-	-
5/15/2015	-	-	-
11/15/2015	-	-	-
5/15/2016	-	-	-
11/15/2016	-	-	-
5/15/2017	-	-	-
11/15/2017	-	-	-
5/15/2018	-	-	-
11/15/2018	-	-	-
5/15/2019	-	-	-
11/15/2019	-	-	-
5/15/2020	-	-	-
11/15/2020	-	-	-
5/15/2021	-	-	-
11/15/2021	-	-	-
5/15/2022	-	-	-
11/15/2022	-	-	-
5/15/2023	-	-	-
11/15/2023	-	-	-
5/15/2024	-	-	-
11/15/2024	-	-	-
5/15/2025	-	-	-
11/15/2025	-	-	-
5/15/2026	-	-	-
11/15/2026	-	-	-
5/15/2027	-	-	-
11/15/2027	-	-	-
5/15/2028	-	-	-
11/15/2028	-	-	-
	-	-	-
	<u>\$ 3,005,000</u>	<u>\$ 557,750</u>	<u>\$ 3,562,750</u>

**City of Berwyn
Amortization Schedule
2009 Budget
Annual Total - All bonds**

	Principal	Interest	Total Pymt
2008	\$ -	\$ 2,119,922	\$ 2,119,922
2008	580,000	1,940,661	2,520,661
2009	-	2,161,667	2,161,667
2009	2,045,000	2,109,628	4,154,628
2010	-	2,061,445	2,061,445
2010	6,585,000	2,061,445	8,646,445
2011	-	1,921,047	1,921,047
2011	2,805,000	1,921,047	4,726,047
2012	-	1,864,542	1,864,542
2012	2,870,000	1,864,542	4,734,542
2013	-	1,792,867	1,792,867
2013	3,045,000	1,792,867	4,837,867
2014	-	1,716,825	1,716,825
2014	3,210,000	1,716,825	4,926,825
2015	-	1,632,023	1,632,023
2015	3,385,000	1,632,023	5,017,023
2016	-	1,549,187	1,549,187
2016	3,540,000	1,549,187	5,089,187
2017	-	1,462,327	1,462,327
2017	3,720,000	1,462,327	5,182,327
2018	-	1,370,838	1,370,838
2018	3,990,000	1,370,838	5,360,838
2019	-	1,272,180	1,272,180
2019	4,180,000	1,272,180	5,452,180
2020	-	1,152,044	1,152,044
2020	4,420,000	1,152,044	5,572,044
2021	-	1,025,013	1,025,013
2021	4,595,000	1,025,013	5,620,013
2022	-	892,659	892,659
2022	5,050,000	892,659	5,942,659
2023	-	776,386	776,386
2023	5,290,000	776,386	6,066,386
2024	-	644,824	644,824
2024	5,560,000	644,824	6,204,824
2025	-	506,404	506,404
2025	5,830,000	506,404	6,336,404
2026	-	361,104	361,104
2026	6,120,000	361,104	6,481,104
2027	-	208,419	208,419
2027	6,425,000	208,419	6,633,419
2028	-	48,000	48,000
2028	1,920,000	48,000	1,968,000
	-	-	-
	<u>\$ 85,165,000</u>	<u>\$ 52,848,143</u>	<u>\$ 138,013,143</u>

**City of Berwyn
2009
Annual Budget**

For the Fiscal Year Beginning January 1, 2009

Water and Sewer Fund

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

**City of Berwyn
2009
Annual Budget**

For the Fiscal Year Beginning January 1, 2009

**Water and Sewer
Fund 80**

PROGRAM MANAGER: Director of Public Works

PROGRAM DESCRIPTION:

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

SERVICES:

 **Administration**

- Management of 11 FTE employees
- Management of the yearly budget for the Water and Sewer Division
- Coordination of all calls for service.
- Monitors construction and grants permits for utility cuts in the City rights-of-way.
- Works 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**

- Operates and maintains two pumping distribution facilities.
- Operates and maintains four water storage structures including in-ground and elevated tanks.
- Maintains 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**

- Maintains combined sewer collection system and repairs or replaces as needed.
- Cleans and maintains storm inlets and catch basins.
- Inoculate catch basins with larvacide for mosquito control.
- Provide customer service and respond to service calls.

**City of Berwyn
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For the Fiscal Year Beginning January 1, 2009

**Water and Sewer
Fund 80**

STAFFING:

Position (FTE)	2007 Actual	2008 Actual	2009 Budget
Public Works Director	1.00	1.00	1.00
Secretary/Receptionist	1.00	1.00	1.00
Working Foreman	1.00	1.00	1.00
Drivers	3.00	3.00	3.00
Pump Operators	6.00	6.00	6.00
Total	12.00	12.00	12.00

ACTIVITY MEASURES:

Activity Measures	2007 Actual	2008 Actual	2009 Budget
Miles of water main	54	54	54
Catch basis cleared	1,200	1,200	1,200
Number of water main breaks	215	195	195
Water and/or Sewer-related Service requests*	3,891	4,750	3,800
Sewer Backups	45	52	50
Leaking Service	62	116	100
Buffalo Box repairs	210	232	200
Miles of sewer main cleaned	4	3	2

*Including Locates

OBJECTIVES ACCOMPLISHED IN 2008:

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

**City of Berwyn
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**Water and Sewer
Fund 80**

OBJECTIVES TO BE ACCOMPLISHED IN 2009:

- ✚ Develop and implement valve inspection and maintenance program.
- ✚ Complete capital improvement financing program to address current and future needs.
- ✚ Begin security upgrades and system improvements
- ✚ Coordinate repairs to 30th Street storage tanks
- ✚ Evaluate and implement revised water and sewer rate structure.
- ✚ Begin comprehensive analysis of water system infrastructure condition and develop long range improvement schedule.
- ✚ Coordinate sewer line and water main construction on Roosevelt Road.

LONG TERM OBJECTIVES (2-5 YEARS):

- ✚ Complete program of regular pump and motor inspection and replacement program
- ✚ Storage tank inspection and improvement program initiated
- ✚ Complete security enhancements and upgrades

BUDGET SUMMARY:

- ✚ Replacement and repair of the 19th Street and 30th Street pump stations roofs
- ✚ Initial upgrade to security system
- ✚ Complete repairs to 30th Street storage tanks
- ✚ Completion of Roosevelt Road water and sewer main construction.
- ✚ Coordinate reconstruction of approximately 150 feet of Pershing Rd sewer

**City of Berwyn
Water and Sewer Fund
2009 Budget**

Account Number	Account Name	2006	2007	2008	2008	2008	2009	Requested Budget Change	
		Balance	Balance	YTD 9/30/2008	Projected	Budget	Budget	Amount	Percent
Revenues									
80-4-00-4300	Water Sales - Commercial	\$ 1,467,716	\$ 1,366,803	\$ 1,055,385	\$ 1,446,400	\$ 1,542,240	\$ 1,619,968	\$ 77,728	5%
80-4-00-4305	Water Sales - Residential	3,531,719	3,241,270	2,543,045	3,499,206	3,742,200	3,919,111	176,911	5%
80-4-00-4310	Water Misc Charges	710	250	2,217	2,247	-	3,000	3,000	#DIV/0!
80-4-00-4315	Plumbing Inspection	27,445	35,882	31,705	39,819	28,000	35,000	7,000	25%
80-4-00-4320	Fees, Tap	13,530	22,030	12,500	16,667	10,000	12,000	2,000	20%
80-4-00-4325	Sales, Meter	13,250	15,850	6,790	10,060	12,000	11,000	(1,000)	-8%
80-4-00-4330	Parkway Use	2,545	(175)	315	535	1,000	500	(500)	-50%
80-4-00-4400	Penalties	-	228,402	148,341	200,622	210,000	195,000	(15,000)	-7%
80-4-00-4790	Miscellaneous	163	-	-	-	-	-	-	#DIV/0!
80-4-00-4800	Damage to City Property	18,412	48,682	1,494	1,494	50,000	20,000	(30,000)	-60%
80-4-00-4820	Interest Income	-	57,429	18,808	50,089	-	25,000	25,000	#DIV/0!
	Total Water and Sewer Revenues	<u>5,075,489</u>	<u>5,016,423</u>	<u>3,820,600</u>	<u>5,267,138</u>	<u>5,595,440</u>	<u>5,840,578</u>	<u>245,138</u>	<u>4%</u>
Expenditures									
80-5-00-5111	Water and Sewer - Salaries	707,295	560,977	401,077	580,492	649,944	614,034	(35,910)	-6%
80-5-00-5115	Water and Sewer - Overtime	41,717	61,204	45,692	80,904	40,000	61,000	21,000	53%
80-5-00-5120	Water and Sewer - Sick Day Buyback	19,189	28,325	-	9,123	7,000	10,400	3,400	49%
80-5-00-5125	Water and Sewer - Clothing Stipend	-	3,200	3,500	3,500	3,200	3,500	300	9%
80-5-00-5130	Water and Sewer - Benefits	327,184	263,122	183,443	271,440	266,477	302,454	35,977	14%
80-5-00-5160	Water and Sewer - Internal Service Fund	101,799	246,565	-	217,214	255,486	227,000	(28,486)	-11%
80-5-00-5200	Water and Sewer - Cost of Water	2,705,216	2,824,024	1,945,981	3,049,506	2,933,824	3,398,467	464,643	16%
80-5-00-5210	Water and Sewer - Water Chemical Treatment	39,810	4,762	793	793	42,300	40,000	(2,300)	-5%
80-5-00-5215	Water and Sewer - Interdepartmental Charge	226,195	579,888	-	474,279	474,279	463,795	(10,484)	-2%
80-5-00-5220	Water and Sewer - Depreciation	3,946,337	3,949,728	-	4,000,000	-	-	-	#DIV/0!
80-5-00-5300	Water and Sewer - Other Gen Exp	24,645	48,612	27,866	68,174	32,000	32,000	-	0%
80-5-00-5305	Water and Sewer - Postage, Printing, Pubs	33,247	24,648	35,638	49,132	35,000	54,000	19,000	54%
80-5-00-5310	Water and Sewer - Telephone	4,232	7,888	4,546	5,780	5,000	7,700	2,700	54%
80-5-00-5320	Water and Sewer - Utilities	93,303	94,256	95,132	179,059	83,400	111,000	27,600	33%
80-5-00-5325	Water and Sewer - Vehicle Gas and Oil	-	-	2,634	2,961	-	3,000	3,000	#DIV/0!
80-5-00-5335	Water and Sewer - Office Supplies	415	143	339	397	300	450	150	50%
80-5-00-5400	Water and Sewer - Consulting & Engineering	3,561	43,314	-	-	100,000	65,000	(35,000)	-35%
80-5-00-5405	Water and Sewer - Professional Services	-	7,188	46,371	77,180	-	-	-	#DIV/0!
80-5-00-5500	Water and Sewer - Repairs & Maint	4,517	88,962	92,385	123,983	171,000	225,000	54,000	32%
80-5-00-5505	Water and Sewer - Water Maint	102,961	174,251	45,016	67,326	62,000	62,000	-	0%
80-5-00-5510	Water and Sewer - Copier Maint	9,054	36,822	7,150	9,183	59,200	59,200	-	0%
80-5-00-5650	Water and Sewer - Postage Machine Lease	151	16,928	8,934	14,180	17,000	23,000	6,000	35%
	Water and Sewer - Bad Debt Expense	-	341,700	-	-	-	-	-	#DIV/0!
	Total Water and Sewer Expenditures	<u>8,390,828</u>	<u>9,406,507</u>	<u>2,946,497</u>	<u>9,284,606</u>	<u>5,237,409</u>	<u>5,763,000</u>	<u>525,591</u>	<u>10%</u>
	Revenues less Expenditures	(3,315,339)	(4,390,084)	874,103	(4,017,467)	358,031	77,578	\$ (280,453)	-78%
	Net Assets Beginning	<u>54,438,743</u>	<u>51,123,404</u>	<u>51,123,404</u>	<u>51,123,404</u>	<u>46,733,320</u>	<u>47,105,936</u>		
	Projected Ending Net Assets	<u>\$ 51,123,404</u>	<u>\$ 46,733,320</u>	<u>\$ 51,997,507</u>	<u>\$ 47,105,936</u>	<u>\$ 47,091,351</u>	<u>\$ 47,183,515</u>		

Note: The City does not budget depreciation, thus actual results will differ from budgeted amounts by this amount.

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Internal Service Fund

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

**City of Berwyn
Internal Service Fund
2009 Budget**

Account Number	Account Name	2006 Balance	2007 Balance	2008 YTD 9/30/2008	2008 Projected	2008 Budget	2009 Budget	Requested Budget Change	
								Amount	Percent
Revenues									
82-4-00-4502	Interest Income	\$ -	\$ 18,428	\$ 2,715	\$ 3,621	\$ -	\$ -	\$ -	#DIV/0!
82-4-82-4900	Interfund Charges	<u>2,539,720</u>	<u>3,275,340</u>	<u>-</u>	<u>2,745,991</u>	<u>3,530,575</u>	<u>3,473,869</u>	<u>(56,706)</u>	<u>-2%</u>
	Total Revenues	<u>2,539,720</u>	<u>3,293,768</u>	<u>2,715</u>	<u>2,749,612</u>	<u>3,530,575</u>	<u>3,473,869</u>	<u>(56,706)</u>	<u>-2%</u>
Expenditures									
82-5-00-5210	Premiums - Liability Insurance	240,164	283,666	265,313	277,000	299,386	285,000	(14,386)	-5%
82-5-00-5215	Premiums - Boiler Coverage	11,747	11,856	11,856	11,856	12,212	12,000	(212)	-2%
82-5-00-5220	Premiums - Property Insurance	154,481	167,707	121,412	175,500	173,704	185,000	11,296	7%
82-5-00-5225	Premiums - Workmen's Compensation	102,783	79,808	172,706	175,200	147,296	185,000	37,704	26%
82-5-00-5230	Claims - General Liability	789,807	590,837	614,938	637,200	854,176	700,000	(154,176)	-18%
82-5-00-5235	Claims - Workmen's Compensation	<u>1,549,138</u>	<u>1,253,944</u>	<u>1,184,582</u>	<u>1,744,000</u>	<u>1,675,393</u>	<u>1,560,000</u>	<u>(115,393)</u>	<u>-7%</u>
	Total Expenditures	<u>2,848,120</u>	<u>2,387,818</u>	<u>2,370,807</u>	<u>3,020,756</u>	<u>3,162,167</u>	<u>2,927,000</u>	<u>(235,167)</u>	<u>-7%</u>
	Revenues less Expenditures	(308,400)	905,950	(2,368,092)	(271,144)	368,408	546,869	<u>\$ 178,461</u>	<u>48%</u>
	Net Assets (Deficit) Beginning	<u>(2,177,601)</u>	<u>(2,486,001)</u>	<u>(1,580,051)</u>	<u>(1,580,051)</u>	<u>(1,580,051)</u>	<u>(1,851,195)</u>		
	Projected Ending Net Assets (Deficit)	<u>\$ (2,486,001)</u>	<u>\$ (1,580,051)</u>	<u>\$ (3,948,143)</u>	<u>\$ (1,851,195)</u>	<u>\$ (1,211,643)</u>	<u>\$ (1,304,326)</u>		

**City of Berwyn
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For the Fiscal Year Beginning January 1, 2009

Appendix A: Glossary

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

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

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

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

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

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

Bond Rating – An assessment of the likelihood that a bond issuer will pay the interest on its debt on time. Bond ratings are assigned by independent agencies, such as Moody's Investors Service and Standard & Poor's. Ratings range from AAA (highest) to D (in default). Bonds rated below B are not investment grade and are called high-yield or junk bonds. Since the likelihood of default is greater on such bonds, issuers are forced to pay higher interest rates to attract investors. The City of Berwyn is rated A- as of 2007.

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

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

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

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

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Appendix A: Glossary

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

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

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

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

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

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

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

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

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

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

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

**City of Berwyn
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Appendix A: Glossary

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

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

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

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

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

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

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

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

Interfund Transfers – Amounts transferred from one fund to another.

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

**City of Berwyn
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Appendix A: Glossary

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

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

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

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

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

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

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

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

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

**City of Berwyn
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Appendix A: Glossary

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

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

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

Sales Taxes – The City receives two types of sales taxes – one from the state and one 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.