



2013 Annual Budget

For the Fiscal Year Beginning January 1, 2013



The City of Berwyn

Robert J. Lovero
Mayor

A Century of Progress with Pride

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2013 Annual Budget

Members of the City Council

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

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

Robert Lovero
Joseph Kroc
Thomas Pavlik
Brian Pabst
Anthony Bertuca
To Be Filled
James Frank
Tammy Clausen
Denis O'Halloran
James Ritz
Charles Lazzara
Anthony Martinucci
Robert Schiller
David Jelonek

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

Report Prepared By

Finance Department

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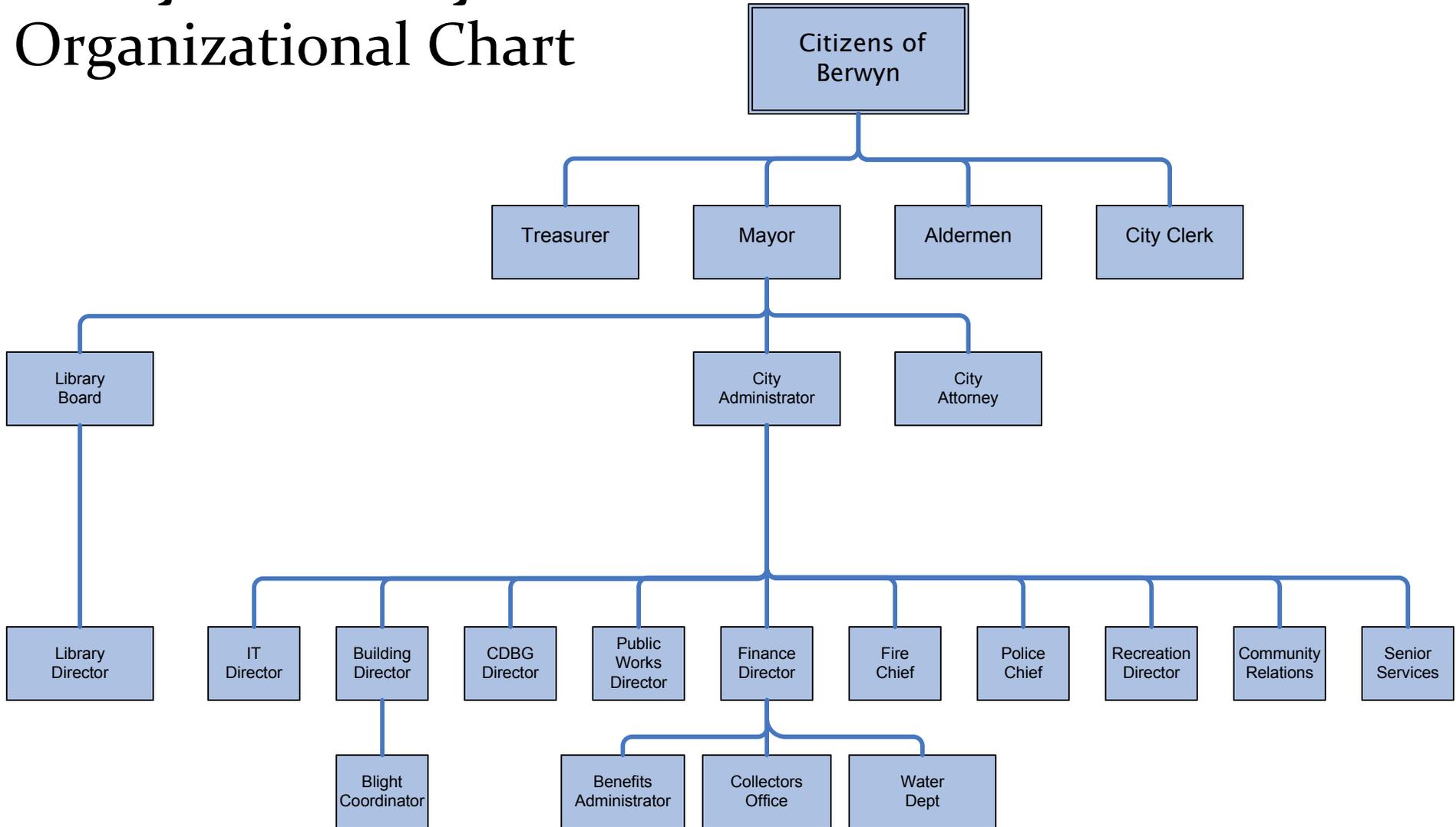
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City of Berwyn Organizational Chart



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Description of Budget Process

The City uses the following procedures in establishing the budget.

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

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2013 Budget Message from Mayor Robert J. Lovero

I am pleased to present the attached 2013 Budget of the City of Berwyn for your review. This budget is the result of the rigorous efforts of the Budget Committee, city department heads, the Finance Department and my office. While the global economic slowdown seems to be slowly subsiding, we must remain cautious as we prepare for the future. The attached budget represents a conservative and responsible financial plan for Berwyn's Fiscal Year 2013.

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Community Profile

Envisioned as an affluent community with unique amenities and a higher quality of life for residents, the first “Berwyn” was part an area then known as LaVergne. Created in 1856, LaVergne’s founding fathers soon recognized the need to invest in infrastructure improvements to attract additional residents and investors.

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

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

From a regional perspective, Berwyn is uniquely positioned in the midst of Chicagoland’s transportation infrastructure. The City is home to a unique combination of railroads, interstate highways, and is in close proximity to Midway International Airport and O’Hare International Airport, the nation’s second largest airport. These attributes connect the City to the region and country, opening its door to unique economic and physical development opportunities.

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

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

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Community Profile

City of Berwyn Comparison to Surrounding Communities					
City	Population	Land Area (sq. mi)	Pop Density (per sq mi)	Per Capita Income	Median Household Income
Berwyn	56,906	3.9	14,591	\$ 20,698	\$ 50,361
Cicero	84,261	5.9	14,355	14,677	45,101
Oak Park	52,104	4.7	11,086	45,990	74,141
Riverside	8,915	2.0	4,458	46,334	89,139
North Riverside	6,699	1.6	4,085	26,179	50,545
Brookfield	19,061	3.1	6,252	31,651	70,990

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

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

Although there is little industrial development in the city, four main business districts feature thriving retail and service-oriented businesses. MacNeal Hospital and Turano Baking Company are two of the largest employers, along with Berwyn's municipal government. The four districts, all running east-to-west through the city, are (from north to south): Roosevelt Road, Harlem Avenue, Depot District and Ogden Avenue. The Cermak Road district maintains the highest concentration businesses and recently retired a successful TIF district after 23 years of growth.

More than one dozen public parks and community centers afford a wide variety of recreational opportunities. The Berwyn Park District and the North Berwyn Park District, along with the Berwyn Recreation Department, an arm of city government, provide recreation programs that involve all categories of sports for

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all ages as well as three swimming pools, a multitude of playgrounds, tennis courts, picnic / play areas and well-maintained green spaces throughout the city.

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

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

The city of Berwyn's full-time Public Works Department fulfills the responsibilities of maintaining the city's streets and infrastructure and operates the water and sewer utilities as an enterprise fund. Other utilities that serve the city's residents, such as garbage collection, are operated privately under city contracts. Berwyn's city hall is located at 6700 W. 26th St., Berwyn, IL 60402. Phone: (708)788-2660.

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

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

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Community Profile

To this day, Berwyn retains its historic stock of brick bungalows and commercial buildings that help retain its sense of place. Although many industrial businesses have since moved out of the City, a majority of people in Berwyn are long-time residents who prefer to live in Berwyn and commute to their place of work on a daily basis. As evidenced by the following chart:

Moving forward, the City will need to have a clear strategy on how to balance a need for continued growth with a desire to preserve its unique heritage.

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

Governmental Fund Types

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

General Fund –

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

Special Revenue Funds –

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

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

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Description of City Funds and Accounting Structure

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

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

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

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

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

Debt Service Fund –

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

Capital Projects Funds –

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

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Description of City Funds and Accounting Structure

Proprietary Fund Types

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

Enterprise Funds –

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

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

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

Internal Service Funds –

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

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

**City of Berwyn
Budget Summary - All Funds
2013 Budget**

Fund	Special Revenue Funds						
	General Fund	Library Fund	Community Development Fund	Foreign Fire Tax Fund	Motor Fuel Tax Fund	S. Berwyn TIF Fund	Harlem TIF Fund
2013 Budget							
Revenues							
Taxes	\$ 37,137,906	\$ 2,986,312	\$ -	\$ 80,754	\$ -	\$ 1,027,377	\$ -
Licenses and Permits	2,902,400	-	-	-	-	-	-
Charges for Services	1,440,750	-	-	-	-	-	-
Fines	4,765,000	30,000	-	-	-	-	-
Intergovernmental Revenues	102,000	140,000	1,324,066	-	1,664,050	-	-
Miscellaneous Revenues	2,149,434	45,150	-	-	-	2,000	-
Other Financing Sources	542,500	-	355,519	-	-	-	5,500,000
Total Revenues	49,039,990	3,201,462	1,679,585	80,754	1,664,050	1,029,377	5,500,000
Expenditures							
General Government	\$ 4,612,583	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Public Safety	35,999,144	-	102,000	80,754	-	-	-
Public Works	5,805,152	-	180,000	-	995,000	-	-
Economic Development	227,847	-	1,397,585	-	-	554,427	5,500,000
Culture and Recreation	1,803,317	3,182,858	-	-	-	-	-
Garbage	-	-	-	-	-	-	-
Capital	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	205,200	-
Water and Sewer	-	-	-	-	-	-	-
Municipal Garage	-	-	-	-	-	-	-
Claims expense	-	-	-	-	-	-	-
Other Financing Uses	355,519	-	-	-	310,000	401,824	-
Total Expenditures	48,803,562	3,182,858	1,679,585	80,754	1,305,000	1,161,451	5,500,000
Surplus / (Deficit)	236,428	18,604	-	-	359,050	(132,074)	-
Projected Beginning Fund Balance	6,199,786	28,398	(819,842)	44,539	737,597	237,433	-
Estimated Ending Fund Balance	\$ 6,436,214	\$ 47,002	\$ (819,842)	\$ 44,539	\$ 1,096,647	\$ 105,359	\$ -

**City of Berwyn
Budget Summary - All Funds
2013 Budget**

Fund	Special Revenue Funds		Capital Projects Fund	Debt Service Fund	Utilities Fund	Parking Garage Fund	Internal Service Fund	Total All Funds
	Roosevelt TIF Fund	Ogden Ave TIF Fund						
2013 Budget								
Revenues								
Taxes	\$ 700,649	\$ 1,537,195	\$ -	\$ 1,965,607	\$ -	\$ -	\$ -	\$ 45,435,800
Licenses and Permits	-	-	-	-	-	40,000	-	2,942,400
Charges for Services	-	-	-	-	13,752,433	90,000	2,160,646	17,443,829
Fines	-	-	-	-	552,800	-	-	5,347,800
Intergovernmental Revenues	-	-	-	-	-	-	-	3,230,116
Miscellaneous Revenues	2,000	2,000	5,000	3,000	6,000	57,072	-	2,271,656
Other Financing Sources	-	-	228,986	6,620,993	-	-	-	13,247,998
Total Revenues	702,649	1,539,195	233,986	8,589,600	14,311,233	187,072	2,160,646	89,919,599
Expenditures								
General Government	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	4,612,583
Public Safety	-	-	-	-	-	-	-	36,181,898
Public Works	-	-	-	-	-	-	-	6,980,152
Economic Development	1,440,701	1,143,701	-	-	-	-	-	10,264,261
Culture and Recreation	-	-	-	-	-	-	-	4,986,175
Garbage	-	-	-	-	4,298,100	-	-	4,298,100
Capital	-	-	1,704,489	-	-	-	-	1,704,489
Debt Service	-	287,101	-	8,573,545	-	-	-	9,065,846
Water and Sewer	-	-	-	-	10,237,847	-	-	10,237,847
Municipal Garage	-	-	-	-	-	101,730	-	101,730
Claims expense	-	-	-	-	-	-	2,160,000	2,160,000
Other Financing Uses	508,155	410,000	-	-	-	-	-	1,985,498
Total Expenditures	1,948,856	1,840,802	1,704,489	8,573,545	14,535,947	101,730	2,160,000	92,578,579
Surplus / (Deficit)	(1,246,207)	(301,607)	(1,470,503)	16,055	(224,714)	85,342	646	(2,658,980)
Projected Beginning Fund Balance	1,370,987	3,217,786	2,310,827	240,202	31,635,700	9,736,845	1,131,454	56,071,712
Estimated Ending Fund Balance	\$ 124,780	\$ 2,916,179	\$ 840,324	\$ 256,257	\$ 31,410,986	\$ 9,822,187	\$ 1,132,100	\$ 53,412,732

**City of Berwyn
General Fund Summary
2013 Budget**

	2010 Balance	2011 Balance	2012 Projected	2012 Budget	2013 Budget	Requested Budget Change	
						Amount	Percent
Revenues							
Taxes	\$ 30,148,729	\$ 31,377,894	\$ 36,356,417	\$ 35,754,364	\$ 37,137,906	\$ 1,383,542	4%
Licenses and Permits	2,896,170	3,005,806	2,766,366	2,808,900	2,902,400	93,500	3%
Charges for Services	5,630,024	5,675,986	1,413,858	1,415,250	1,440,750	25,500	2%
Fines	4,108,007	4,885,759	5,099,131	5,162,850	4,765,000	(397,850)	-8%
Intergovernmental Revenues	97,753	100,738	76,000	98,000	102,000	4,000	4%
Miscellaneous Revenues	1,430,153	1,792,762	2,018,647	1,745,915	2,149,434	403,519	23%
Other Financing Sources	<u>4,480,297</u>	<u>4,756,547</u>	<u>1,557,548</u>	<u>1,625,500</u>	<u>542,500</u>	<u>(1,083,000)</u>	<u>-67%</u>
TOTAL REVENUES	<u>48,791,133</u>	<u>51,595,492</u>	<u>49,287,966</u>	<u>48,610,779</u>	<u>49,039,990</u>	<u>429,211</u>	<u>1%</u>
Expenditures							
Mayor	\$ 160,757	\$ 132,422	\$ 153,396	\$ 154,673	\$ 158,686	\$ 4,013	3%
City Administrator	204,715	287,984	355,685	370,352	397,034	26,682	7%
Clerk	219,413	206,599	177,815	200,612	201,769	1,157	1%
Treasurer	28,678	26,908	33,567	34,339	37,752	3,413	10%
Council	172,781	201,833	216,846	235,531	242,728	7,197	3%
Legal	877,026	1,019,689	848,386	926,276	916,497	(9,779)	-1%
Finance	1,396,391	1,426,665	1,526,156	1,528,755	1,531,680	2,925	0%
Information Technology	788,172	846,127	850,503	909,333	986,287	76,954	8%
Statutory	194,884	154,765	87,818	96,101	140,150	44,049	46%
Fire	12,118,526	12,560,095	12,576,300	12,844,056	13,116,765	272,709	2%
Police	20,540,954	21,023,676	22,978,759	22,840,263	22,784,412	(55,851)	0%
Fire and Police Commission	27,491	36,632	74,008	59,232	97,967	38,735	65%
Building / Neighborhood Affairs	1,262,659	1,204,650	1,267,169	1,266,047	1,485,876	219,829	17%
Public Works	3,276,915	3,906,158	4,220,409	4,082,328	4,319,276	236,948	6%
Zoning	16,753	13,540	11,815	16,071	9,347	(6,724)	-42%
Committee and Planning	134,899	52,100	217,475	227,000	218,500	(8,500)	-4%
Recreation	1,297,321	1,587,575	1,435,160	1,549,884	1,520,437	(29,447)	-2%
Community Relations	6,622	6,089	6,164	7,512	7,700	188	3%
Garbage	4,265,730	4,086,307	-	-	-	-	-
Senior Services	-	237,426	252,291	269,584	275,180	5,596	2%
Bond Issuance	55,255	2,375	-	-	-	-	-
Transfer to other funds	<u>140,100</u>	<u>-</u>	<u>295,000</u>	<u>296,000</u>	<u>355,519</u>	<u>59,519</u>	<u>20%</u>
Total General Fund Expenditures	<u>47,186,042</u>	<u>49,019,615</u>	<u>47,584,722</u>	<u>47,913,949</u>	<u>48,803,562</u>	<u>889,613</u>	<u>2%</u>
Revenues less Expenditures	1,605,091	2,575,877	1,703,244	696,830	236,428	(460,402)	-66%
Fund Balance Beginning (As Restated)	<u>375,825</u>	<u>1,920,665</u>	<u>4,496,542</u>	<u>4,496,542</u>	<u>6,199,786</u>		
Projected Ending Fund Balance	<u>\$ 1,980,916</u>	<u>\$ 4,496,542</u>	<u>\$ 6,199,786</u>	<u>\$ 5,193,372</u>	<u>\$ 6,436,214</u>		

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Revenue Streams

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

Property taxes –

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

Summary of General Fund Property Taxes					
Revenue Year Levy Year	2009 2008	2010 2009	2011 2010	Projected 2012 2011	Budgeted 2013 2012
Property Taxes	\$ 12,294,809	\$ 15,363,212	\$ 16,199,635	\$ 20,307,580	\$ 20,481,906
Total Revenues	44,882,623	48,791,128	51,595,493	49,287,966	49,039,990
% of total	27%	31%	31%	41%	42%

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 extended for the last five years including the tax rate for those years. All information was taken from the levy ordinances net of abatements.

Composition of Property Taxes					
Revenue Year Levy Year	2009 2008	2010 2009	2011 2010	2012 2011	2013 2012
Corporate	\$ 8,669,969	\$ 11,787,120	\$ 12,524,400	\$ 16,407,922	\$ 15,518,562
Fire Pension	2,095,624	2,095,624	2,095,624	2,095,624	2,534,586
Police Pension	1,986,621	1,986,621	1,986,621	1,986,621	2,428,758
Total General Fund	12,752,214	15,869,365	16,606,645	20,490,167	20,481,906
Library	2,572,231	2,572,231	2,978,051	2,978,051	2,986,312
Bond and Interest	5,057,610	4,981,667	4,744,643	1,965,607	1,965,607
Total Levy	\$ 20,382,055	\$ 23,423,263	\$ 24,329,339	\$ 25,433,825	\$ 25,433,825

Tax rate	2.220	2.560	2.629	3.380	Not Available
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**City of Berwyn
2013
Annual Budget**

For the Fiscal Year Beginning January 1, 2013

Revenue Streams

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.

Real Estate Transfer –

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

All Other Taxes –

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

The following chart summarizes tax revenue for 2009 through 2013. Amounts for 2009-2011 are actual, 2012 amounts are a projection based on actual receipts from the first three quarters of the year. The 2013 budget is based on 2012 projections, past years' trends and information provided by the Illinois Municipal League.

**City of Berwyn
2013
Annual Budget**

For the Fiscal Year Beginning January 1, 2013

Revenue Streams

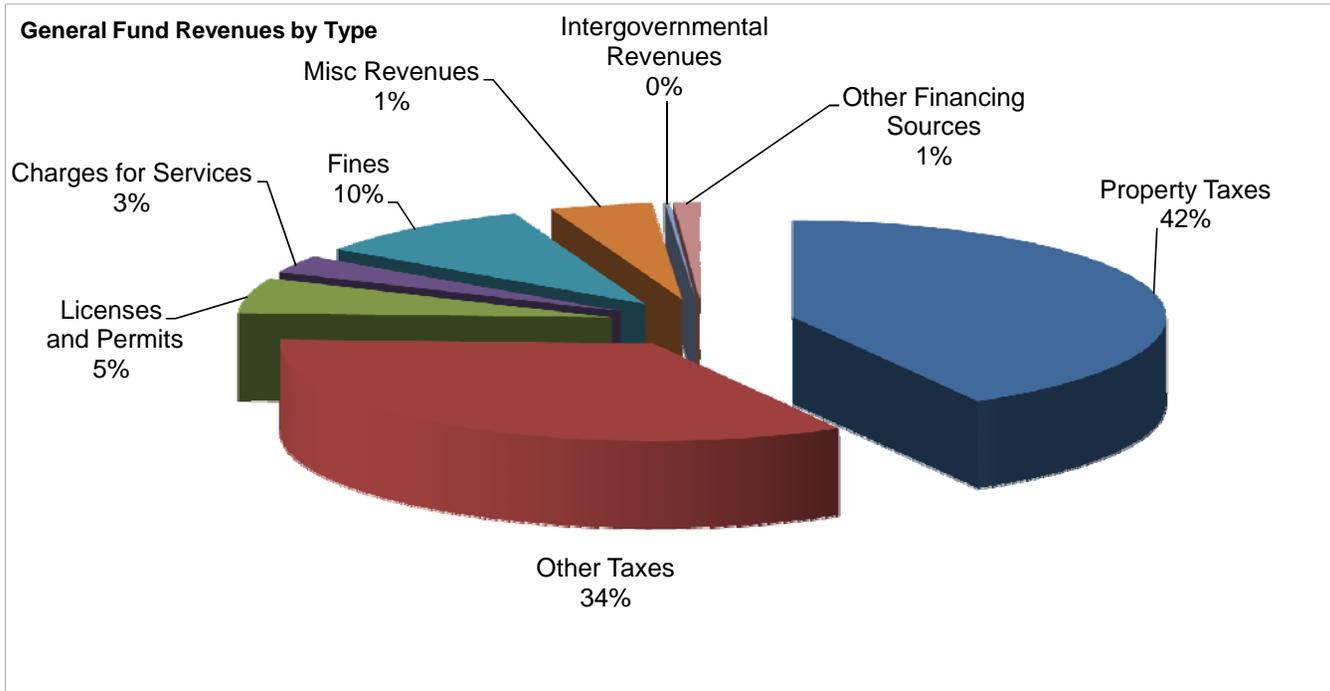
Summary of Other Tax Revenue					
Revenue Year	<u>2009</u>	<u>2010</u>	<u>2011</u>	Projected <u>2012</u>	Budgeted <u>2013</u>
State Income	\$ 5,036,828	\$ 4,961,602	\$ 5,214,365	\$ 5,904,539	\$ 5,900,000
1% State Sales	2,295,513	2,401,276	2,606,543	2,801,269	3,100,000
Home Rule Sales	1,688,743	1,834,332	1,923,750	2,056,795	2,300,000
Municipal Utility	4,050,262	4,124,813	4,018,344	3,626,295	3,500,000
Real Estate Transfer	1,028,125	913,411	915,913	1,038,087	950,000
All other	563,971	550,083	499,346	621,854	906,000
Total Other Taxes	<u>\$ 14,663,442</u>	<u>\$ 14,785,517</u>	<u>\$ 15,178,261</u>	<u>\$ 16,048,839</u>	<u>\$ 16,656,000</u>
 Total General Fund Revenues	 \$ 44,882,623	 \$ 48,791,128	 \$ 51,595,493	 \$ 49,287,966	 \$ 49,039,990
 Other taxes as a % of Total Revenues	 33%	 30%	 29%	 33%	 34%

As the table above shows, sales taxes have increased over the past four years, mainly due to the economic development occurring within the City. In 2012, income tax revenue increased significantly due to an increase in the state's distributive share per capita. Projections for 2013 point to continued growth in that particular revenue stream per the Illinois Municipal League. After a stagnant 2010 & 2011, real estate transfer taxes showed a rebound in 2012 and with promise showing in the housing market, the City should experience stability in that revenue line item.

The following pages show the details of the 2013 budgeted revenue lines in the General Fund.

**City of Berwyn
Summary of General Fund Revenues
2013 Budget**

Revenue	2010 Actual	2011 Actual	2012 Projected	2012 Budget	2013 Budget	Requested Budget Change	
						Amount	Percent
Property Taxes	\$ 15,363,212	\$ 16,199,635	\$ 20,307,580	\$19,893,364	\$20,481,906	\$ 588,542	3%
Other Taxes	14,785,518	15,178,258	16,048,837	15,861,000	16,656,000	\$ 795,000	5%
Licenses and Permits	2,896,170	3,005,806	2,766,366	2,808,900	2,902,400	\$ 93,500	3%
Charges for Services	5,630,024	5,675,986	1,413,858	1,415,250	1,440,750	\$ 25,500	2%
Fines	4,108,007	4,885,759	5,099,131	5,162,850	4,765,000	\$ (397,850)	-8%
Miscellaneous Revenues	1,430,153	1,792,762	2,018,647	1,745,915	2,149,434	\$ 403,519	23%
Intergovernmental Revenues	97,753	100,738	76,000	98,000	102,000	\$ 4,000	4%
Other Financing Sources	<u>4,480,297</u>	<u>4,756,547</u>	<u>1,557,548</u>	<u>1,625,500</u>	<u>542,500</u>	<u>\$ (1,083,000)</u>	<u>-67%</u>
Total General Fund Revenues	\$ 48,791,133	\$ 51,595,492	\$ 49,287,966	\$ 48,610,779	\$ 49,039,990	\$ 429,211	1%



**City of Berwyn
General Fund Revenues
2013 Budget**

Account Number	Revenue	2010 Balance	2011 Balance	2012 Projected	2012 Budget	2013 Budget	Requested Budget Change Amount	Percent
Taxes								
100-4000	Taxes - Property	\$ 11,384,027	\$ 12,211,585	\$ 16,329,926	\$ 15,930,020	\$ 15,518,562	\$ (411,458)	-3%
100-4005	Taxes - Personal Prp Replacement	253,095	211,903	204,750	205,000	205,000	-	0%
100-4010	Taxes - State Income	4,961,602	5,214,364	5,904,539	5,350,000	5,900,000	550,000	10%
100-4015	Taxes - 1% State Sales	2,401,276	2,606,543	2,801,269	2,860,000	3,100,000	240,000	8%
100-4020	Taxes - Home Rule Sales	1,834,332	1,923,750	2,056,795	2,100,000	2,300,000	200,000	10%
100-4025	Taxes - Municipal Utility	4,124,813	4,018,344	3,626,295	4,000,000	3,500,000	(500,000)	-13%
100-4030	Taxes - Liquor	135,614	143,149	143,300	155,000	168,000	13,000	8%
100-4035	Taxes - Real Estate Transfer	913,411	915,913	1,038,087	900,000	950,000	50,000	6%
100-4040	Taxes - Gasoline	137,384	126,056	248,703	266,000	390,000	124,000	47%
100-4045	Taxes - Parking Lot	4,437	4,592	1,539	5,000	2,000	(3,000)	-60%
100-4050	Taxes - Video	15,162	13,646	11,778	15,000	15,000	-	0%
100-4051	Taxes - Video Gaming	-	-	7,151	-	120,000	120,000	-
100-4060	Taxes - Miscellaneous	4,391	-	4,633	5,000	6,000	1,000	20%
100-18-4000	Taxes - Property	2,031,796	2,044,451	2,043,558	2,034,586	2,534,586	500,000	25%
100-20-4000	Taxes - Property	1,947,389	1,943,599	1,934,096	1,928,758	2,428,758	500,000	26%
	Total Taxes	<u>30,148,730</u>	<u>31,377,893</u>	<u>36,356,417</u>	<u>35,754,364</u>	<u>37,137,906</u>	<u>1,383,542</u>	<u>4%</u>
Licenses & Permits								
100-4100	Vehicle Licenses - Passenger	1,076,887	1,135,719	988,377	1,100,000	1,100,000	-	0%
100-4105	Vehicle Licenses - RV	1,918	1,535	1,443	1,500	1,500	-	0%
100-4110	Vehicle Licenses - Truck	146,707	148,640	132,736	145,000	145,000	-	0%
100-4115	Vehicle Licenses - other	11,145	12,488	13,160	10,000	10,000	-	0%
100-4120	Permits - Commuter Parking	99,866	123,048	147,625	161,000	115,000	(46,000)	-29%
100-4125	Permits - Municipal Parking	48,154	44,842	88,095	10,000	50,000	40,000	400%
100-4130	Permits - Electric	54,875	58,425	70,970	50,000	62,000	12,000	24%
100-4135	Permits - Building	18,873	148,730	49,875	67,500	40,000	(27,500)	-41%
100-4140	Permits - Local Improvement	612,816	559,201	549,219	520,000	550,000	30,000	6%
100-4145	Licenses - Business	369,741	316,939	296,539	344,500	419,500	75,000	22%
100-4150	Licenses - Liquor	224,528	188,118	205,064	204,400	204,400	-	0%
100-4160	Licenses - Pet Tag	14,160	7,185	14,820	10,000	15,000	5,000	50%
100-4165	Escrow Default & Service Charges	98,149	143,837	101,038	75,000	80,000	5,000	7%
100-4170	Electric Sign Inspection	61,385	55,755	40,835	55,000	55,000	-	0%
100-4175	Certificate of Compliance	56,966	61,345	66,570	55,000	55,000	-	0%
	Total Licenses & Permits	<u>2,896,170</u>	<u>3,005,806</u>	<u>2,766,366</u>	<u>2,808,900</u>	<u>2,902,400</u>	<u>93,500</u>	<u>3%</u>

**City of Berwyn
General Fund Revenues
2013 Budget**

Account Number	Revenue	2010 Balance	2011 Balance	2012 Projected	2012 Budget	2013 Budget	Requested Budget Change Amount	Percent
Charges for Services								
100-4200	Sale of Gas (from COB pumps)	77,745	111,553	143,217	70,000	130,000	60,000	86%
100-4210	Commuter Parking Meters	36,912	45,768	45,706	50,000	50,000	-	0%
100-4240	Recycling Rebate	86,696	83,882	74,188	80,000	80,000	-	0%
100-4245	Sidewalk Construction	-	40,186	120,808	-	115,000	115,000	-
100-4255-04	Special Event Revenue 100th Anniversary Celebration	233	-	-	-	-	-	-
100-4299	Other Fees for Service	9,987	8,801	130	10,000	-	(10,000)	-100%
100-18-4215	Paramedic Collections	668,891	576,625	397,180	650,000	500,000	(150,000)	-23%
100-18-4299	Other Fees for Service	450	1,445	5,612	1,500	1,500	-	0%
100-18-4299-09	Other Fees for Service CPR Training Fees	-	(125)	307	500	500	-	0%
100-20-4299-11	Other Fees for Service Insurance Reports	19,046	21,995	14,310	20,000	10,000	(10,000)	-50%
100-20-4299-13	Other Fees for Service False Alarm Activation	1,350	3,350	4,242	18,000	5,000	(13,000)	-72%
100-20-4299-17	Other Fees for Service Sex Offender Registration	380	2,192	1,920	1,250	1,000	(250)	-20%
100-20-4299-19	Other Fees for Service Fingerprinting	1,300	880	1,640	1,500	1,000	(500)	-33%
100-20-4299-21	Other Fees for Service Property Room	4,700	-	1,357	10,000	4,000	(6,000)	-60%
100-20-4299-23	Other Fees for Service Miscellaneous	14,216	6,107	19,922	7,500	15,000	7,500	100%
100-22-4299-01	Other Fees for Service Application Fees	-	-	-	-	3,000	-	-
100-24-4285	Plumbing Inspection	-	-	65,210	50,000	60,000	-	0%
100-30-4255-02	Special Event Revenue National Night Out	8,000	7,598	23,650	8,000	17,500	9,500	119%
100-32-4225	Recreation Revenues	4,355	1,026	2,580	-	3,750	3,750	-
100-32-4225-01	Recreation Revenues Athletics	56,242	112,094	89,145	110,000	84,500	(25,500)	-23%
100-32-4225-02	Recreation Revenues Adult Programs	25,718	32,107	28,121	40,000	36,500	(3,500)	-9%
100-32-4225-03	Recreation Revenues Children's Programs	249,320	200,332	259,984	175,000	200,000	25,000	14%
100-32-4225-04	Recreation Revenues Pool	80,342	76,619	71,492	75,000	80,000	5,000	7%
100-32-4225-05	Recreation Revenues Concessions	19,745	13,829	12,287	17,500	17,500	-	0%
100-32-4225-07	Recreation Revenues Special Events	-	(180)	-	-	-	-	-
100-32-4255	Special Event Revenue	252	1,053	24	-	500	500	-
100-32-4270	Rental Revenue	3,735	5,140	1,036	-	3,000	3,000	-
100-36-4300	Fees - Garbage	4,260,409	4,295,663	-	-	-	-	-
100-46-4255-03	Special Event Revenue Senior Breakfast	-	5,885	4,125	2,500	2,500	-	0%
100-46-4299	Other Fees for Service	-	22,162	25,667	17,000	19,000	2,000	12%
	Total Charges for Services	5,630,024	5,675,986	1,413,858	1,415,250	1,440,750	25,500	2%
Fines								
100-20-4310	Fees - Towing	20,814	15,370	9,786	20,000	16,000	(4,000)	-20%
100-20-4311	Fines - Impound Vehicles	675,500	1,074,975	700,800	1,000,000	625,000	(375,000)	-38%
100-20-4315	Fines - Parking Tickets	(1,280)	(1,075)	1,836,477	1,900,000	1,950,000	50,000	3%
100-20-4320	Fines - Cook County Court	209,871	168,137	112,084	140,000	110,000	(30,000)	-21%
100-20-4325	Fines - Local Ordinance	87,285	66,960	77,673	105,000	80,000	(25,000)	-24%
100-20-4330	Fines - Adjudication Court	28,338	25,085	-	-	-	-	-
100-20-4340	Fines - Compliance Tickets	2,052,114	1,979,995	194,855	200,000	150,000	(50,000)	-25%
100-20-4345	Fines - Red Light Photo Enforcement	172,320	838,923	1,623,986	1,332,850	1,300,000	(32,850)	-2%
100-20-4355-09	Fines - Other Booting	35,840	32,445	31,425	35,000	25,000	(10,000)	-29%
100-20-4355-11	Fines - Other Cannabis Tickets	28,905	34,225	34,140	30,000	34,000	4,000	13%
100-20-4355-31	Fines - Other Bail Bond Processing Fee	-	-	-	-	-	-	-
100-24-4325	Fines - Local Ordinance	609,960	496,475	472,670	375,000	450,000	75,000	20%
100-24-4330	Fines - Adjudication Court	550	10,535	-	12,500	12,500	-	0%
100-24-4335	Fines - After the Fact	5,475	10,590	4,550	12,500	12,500	-	0%
100-24-4340	Fines - Compliance Tickets	2,550	5,950	685	-	-	-	-
100-36-4355	Fines - Other	179,765	127,169	-	-	-	-	-
	Total Fines	4,108,007	4,885,759	5,099,131	5,162,850	4,765,000	(397,850)	-8%

**City of Berwyn
General Fund Revenues
2013 Budget**

Account Number	Revenue	2010 Balance	2011 Balance	2012 Projected	2012 Budget	2013 Budget	Requested Budget Change Amount	Percent
Intergovernmental Revenues								
100-4410	State Allotment - Hwy Maint	97,753	100,738	76,000	98,000	102,000	4,000	4%
	Total Intergovernmental Revenues	<u>97,753</u>	<u>100,738</u>	<u>76,000</u>	<u>98,000</u>	<u>102,000</u>	<u>4,000</u>	<u>4%</u>
Other Miscellaneous Revenues								
100-4400	Grant Revenue	-	54,102	42,918	-	-	-	-
100-4690	Interdepartmental Charges	519,764	648,173	1,025,000	1,046,915	1,252,309	205,394	20%
100-4800	Interest Income	133,348	37,740	36,964	25,000	25,000	-	0%
100-4805	Franchises	327,577	335,870	352,567	330,000	340,000	10,000	3%
100-4810	Cell Tower Rental	87,511	96,606	86,197	85,000	87,000	2,000	2%
100-4815	Property Rental	17,417	13,380	7,776	13,000	22,000	9,000	69%
100-4830	City Property Damage	6,000	-	-	-	-	-	-
100-4835	Miscellaneous Revenue	27,468	31,663	56,681	30,000	40,000	10,000	33%
100-4840	American Express Rewards	-	28,975	52,400	70,000	122,500	52,500	75%
100-12-4250	Reimbursements - Finance	-	(202)	-	-	37,500	37,500	-
100-16-4250	Reimbursements - IT	288	-	-	-	-	-	-
100-18-4250	Reimbursements - Fire	23,446	22,330	27,158	20,000	20,000	-	0%
100-18-4265	Sponsorships	-	143	-	-	-	-	-
100-18-4400	Grant Revenue - Fire	41,959	21,971	15,951	-	-	-	-
100-18-4800	Interest Income - Fire	241	224	90	-	-	-	-
100-20-4250	Reimbursements - Police	22,795	61,893	32,478	30,000	22,000	(8,000)	-27%
100-20-4400	Grant Revenue - Police	84,207	82,475	85,738	-	48,300	48,300	-
100-20-4800	Interest Income - Police	228	206	85	-	75	75	-
100-20-4850	Contributions - Police	24,897	5,665	6,575	-	2,500	2,500	-
100-20-59-4250	Reimbursements - Police	-	-	51,773	-	40,000	-	-
100-24-4250	Reimbursements - Building	-	-	102	-	-	-	-
100-24-4250-01	Reimbursements Buildings	48,349	53,668	38,832	40,000	40,000	-	0%
100-24-4250-02	Reimbursements Elevators	6,263	5,300	9,233	5,000	5,000	-	0%
100-26-35-4250	Reimbursements - Public Works - Streets	58,395	50,765	81,001	35,000	40,000	5,000	14%
100-26-35-4400	Grant Revenue - Public Works	-	194,913	(3,713)	-	-	-	-
100-26-37-4250	Reimbursements - Public Works - Fleet	-	-	-	16,000	-	(16,000)	-100%
100-26-37-4400	Grant Revenue - Public Works - Fleet	-	-	12,141	-	-	-	-
100-32-4250	Reimbursements - Recreation	-	16,178	-	-	5,000	5,000	-
100-32-4265	Sponsorships	-	725	700	-	250	250	-
100-46-4400	Grant Revenue - Senior Services	-	30,000	-	-	-	-	-
100-46-4850	Contributions - Senior Services	-	-	-	-	-	-	-
	Total Other Miscellaneous Revenues	<u>1,430,153</u>	<u>1,792,762</u>	<u>2,018,647</u>	<u>1,745,915</u>	<u>2,149,434</u>	<u>403,519</u>	<u>23%</u>
Other Financing Sources								
100-4820	Sale of City Property	5,251	222,500	67,745	2,500	2,500	-	0%
100-4900	Transfer from Other Funds	3,446,816	4,303,759	1,489,803	1,623,000	540,000	(1,083,000)	-67%
100-4905	Capital Lease Proceeds	-	230,288	-	-	-	-	-
100-4915	Debt Proceeds	1,000,000	-	-	-	-	-	-
100-4917	Bond Issue Premium	28,230	-	-	-	-	-	-
	Total Other Financing Sources	<u>4,480,297</u>	<u>4,756,547</u>	<u>1,557,548</u>	<u>1,625,500</u>	<u>542,500</u>	<u>(1,083,000)</u>	<u>-67%</u>
	Total General Fund Revenues	<u>\$ 48,791,133</u>	<u>\$ 51,595,492</u>	<u>\$ 49,287,966</u>	<u>\$ 48,610,779</u>	<u>\$ 49,039,990</u>	<u>\$ 429,211</u>	<u>1%</u>

**City of Berwyn
2013
Annual Budget**

For the Fiscal Year Beginning January 1, 2013

Significant Expenditures and Expenses

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

Summary of Expenditures/Expenses by Type					
Fiscal Year	2009	2010	2011	Projected 2012	Budgeted 2013
Salaries	\$ 21,283,298	\$ 22,241,788	\$ 23,618,343	\$ 24,348,137	\$ 25,671,058
Benefits	13,560,272	15,224,099	16,234,400	16,721,565	17,627,503
Capital Projects	15,139,706	1,464,101	2,070,137	2,304,748	1,704,489
Debt Service	19,863,027	12,674,068	11,196,957	11,535,748	8,573,545
TIF	8,222,274	7,682,165	10,430,191	5,869,393	10,451,109
Utility	9,675,324	9,488,203	10,043,872	12,755,870	12,959,893
Internal Service	4,123,190	2,595,035	3,690,646	1,777,011	2,160,000
All other	16,667,376	17,944,017	17,411,022	13,930,460	13,430,982
Total Expenditures	<u>\$ 108,534,467</u>	<u>\$ 89,313,476</u>	<u>\$ 94,695,568</u>	<u>\$ 89,242,932</u>	<u>\$ 92,578,579</u>

The major increases above are mainly related to benefits and TIFs. Benefits have increased mainly as a result of an expected rise in health insurance premium costs. TIF increases are attributed to the budgeted expenditures in the new Harlem TIF. The increase in salaries is mainly due to the increases detailed in the individual union contracts.

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

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 have caused fluctuations in prior trend analyses.

**City of Berwyn
2013
Annual Budget**

For the Fiscal Year Beginning January 1, 2013

Significant Expenditures and Expenses

Summary of Expenditures/Expenses by Type					
Fiscal Year	2009	2010	2011	Projected 2012	Budgeted 2013
Salaries	\$ 19,040,562	\$ 19,739,405	\$ 20,884,329	\$ 21,710,342	\$ 22,850,782
Benefits	<u>12,424,868</u>	<u>13,721,380</u>	<u>14,607,644</u>	<u>15,163,684</u>	<u>15,924,607</u>
Total Salaries and Benefits	<u>31,465,430</u>	<u>33,460,785</u>	<u>35,491,973</u>	<u>36,874,026</u>	<u>38,775,389</u>
 Total Expenditures	 \$ 44,655,044	 \$ 47,186,042	 \$ 49,019,615	 \$ 47,584,722	 \$ 48,803,562
Salaries and Benefits as a % of total	70.46%	70.91%	72.40%	77.49%	79.45%

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
2013 Budget**

Function	2009 Actual	2010 Actual	2011 Actual	2012 Projected	2012 Budget	2013 Budget	Requested Budget Change Amount	Change Percent
Mayor	\$ 151,021	\$ 91,152	\$ 71,071	\$ 80,112	\$ 81,005	\$ 84,383	\$ 3,378	4%
Administrator	-	123,662	136,969	190,471	189,221	212,566	23,345	12%
Clerk	103,710	114,756	113,618	95,781	99,837	96,325	(3,512)	-4%
Treasurer	10,731	20,615	18,420	18,582	18,000	18,823	823	5%
Council	79,704	80,001	80,001	80,126	80,001	80,001	-	0%
Legal	159,242	163,985	184,555	196,247	189,183	193,933	4,750	3%
Finance	626,886	526,094	575,356	639,450	630,508	664,040	33,532	5%
Human Resources	69,045	45,911	48,214	49,384	49,179	50,646	1,467	3%
Information Technology	210,474	241,197	312,818	324,354	320,357	352,376	32,019	10%
Total General Government	1,410,813	1,407,373	1,541,022	1,674,507	1,657,291	1,753,093	95,802	6%
Fire	5,318,575	5,739,190	6,227,956	6,188,599	6,235,015	6,454,725	219,710	4%
Police	9,866,460	10,191,826	10,605,949	11,121,783	11,058,576	11,635,521	576,945	5%
Fire and Police Commission	16,002	16,002	16,002	15,849	16,000	20,000	4,000	25%
Total Public Safety	15,201,037	15,947,018	16,849,907	17,326,231	17,309,591	18,110,246	800,655	5%
Building / Neighborhood Affairs	386,118	377,123	404,647	406,892	433,460	491,774	58,314	13%
Streets	1,417,964	1,359,828	1,414,808	1,503,968	1,484,853	1,639,914	155,061	10%
Total Public Works	1,804,082	1,736,951	1,819,455	1,910,860	1,918,313	2,131,688	213,375	11%
Zoning	6,144	11,709	11,179	10,084	12,600	6,360	(6,240)	-50%
Total Economic Development	6,144	11,709	11,179	10,084	12,600	6,360	(6,240)	-50%
Recreation	613,101	631,354	657,766	660,307	695,000	710,000	15,000	2%
Senior Citizen's Program	-	-	-	123,353	133,470	134,395	925	1%
Community Relations	5,385	5,000	5,000	5,000	5,000	5,000	-	0%
Total Culture and Recreation	618,486	636,354	662,766	788,660	833,470	849,395	15,925	2%
Total General Fund Salaries	\$ 19,040,562	\$ 19,739,405	\$ 20,884,329	\$ 21,710,342	\$ 21,731,265	\$ 22,850,782	\$ 1,119,517	5%
Berwyn Public Library	1,296,662	1,356,062	1,482,805	1,513,471	1,527,756	1,585,973	58,217	4%
Senior Citizen's Program	125,889	113,854	115,290	-	-	-	-	-
Community Development	229,772	292,274	325,462	315,524	331,531	324,771	(6,760)	-2%
Utilities	590,413	740,193	810,457	808,800	867,465	909,532	42,067	5%
City-Wide Salaries	\$ 21,283,298	\$ 22,241,788	\$ 23,618,343	\$ 24,348,137	\$ 24,458,017	\$ 25,671,058	\$ 1,213,041	5%

**City of Berwyn
Summary of Benefits and Related Payments
2013 Budget**

Function	2009 Actual	2010 Actual	2011 Actual	2012 Projected	2012 Budget	2013 Budget	Requested Budget Change Amount	Requested Budget Change Percent
Mayor	\$ 64,017	\$ 50,277	\$ 40,627	\$ 52,558	\$ 53,360	\$ 55,913	\$ 2,553	5%
Administrator	-	68,090	73,433	85,519	86,023	93,521	7,498	9%
Clerk	47,171	71,184	67,937	58,664	68,845	64,451	(4,394)	-6%
Treasurer	2,734	3,909	4,223	10,796	11,586	14,565	2,979	26%
Council	94,781	61,020	89,764	112,909	113,385	123,498	10,113	9%
Legal	65,941	42,179	57,693	61,162	66,834	67,077	243	0%
Finance	269,784	310,570	292,808	325,001	324,092	325,610	1,518	0%
Human Resources	29,507	39,431	32,749	34,800	34,787	36,494	1,707	5%
Information Technology	91,547	93,725	161,071	172,286	172,077	178,471	6,394	4%
Statutory	-	-	7,767	-	-	45,000	45,000	100%
Total General Government	665,483	740,385	828,072	913,695	930,989	1,004,600	73,611	8%
Fire	4,008,178	4,466,227	4,836,037	4,984,370	5,122,084	5,327,792	205,708	4%
Police	6,621,341	7,252,525	7,626,217	7,877,900	7,481,101	7,965,263	484,162	6%
Fire and Police Commission	4,445	4,835	1,260	1,357	1,232	1,592	360	29%
Total Public Safety	10,633,963	11,723,587	12,463,514	12,863,627	12,604,417	13,294,647	690,230	5%
Building / Neighborhood Affairs	171,590	258,009	251,365	254,066	270,372	315,814	45,442	17%
Streets	773,717	796,939	859,081	902,146	962,949	1,076,042	113,093	12%
Total Public Works	945,307	1,054,947	1,110,446	1,156,212	1,233,321	1,391,856	158,535	13%
Zoning	5,422	964	966	989	971	487	(484)	-50%
Total Economic Development	5,422	964	966	989	971	487	(484)	-50%
Recreation	174,209	200,554	203,558	192,075	211,535	193,342	(18,193)	-9%
Senior Citizen's Program	-	-	-	35,922	35,716	38,475	2,759	8%
Community Relations	484	942	1,089	1,164	1,012	1,200	188	19%
Total Culture and Recreation	174,693	201,496	204,647	229,161	248,263	233,017	(15,246)	-6%
Total General Fund Benefits	\$ 12,424,868	\$ 13,721,380	\$ 14,607,644	\$ 15,163,684	\$ 15,017,961	\$ 15,924,607	\$ 906,646	6%
Berwyn Public Library	569,866	774,310	835,695	833,020	890,607	884,330	(6,277)	-1%
Community Outreach	18,848	-	-	-	-	-	-	-
Senior Citizen's Program	35,462	35,462	37,574	-	-	-	-	-
Community Development	103,404	158,442	175,552	162,284	177,015	152,044	(24,971)	-14%
Utilities	407,824	534,505	577,934	562,577	577,270	666,522	89,252	15%
City-Wide Benefits	\$ 13,560,272	\$ 15,224,099	\$ 16,234,400	\$ 16,721,565	\$ 16,662,853	\$ 17,627,503	\$ 964,650	6%

**City of Berwyn
Summary of Total Expenditures/Expenses
2013 Budget**

Fund	2010 Actual	2011 Actual	2012 Projected	2012 Budget	2013 Budget	Requested Budget Change Amount	Change Percent
General Fund Expenditures	47,186,042	49,019,615	47,584,722	47,913,949	48,803,562	889,613	2%
Special Revenue Funds							
Berwyn Public Library	2,843,258	3,050,908	3,062,495	3,114,730	3,182,858	68,128	2%
Community Outreach	-	-	-	-	-	-	-
Senior Citizen's Program	223,408	-	-	-	-	-	-
Community Development	2,024,802	1,938,317	1,448,010	1,814,271	1,679,585	(134,686)	-7%
Foreign Fire	24,052	22,566	12,153	60,668	80,754	20,086	33%
Motor Fuel Tax	1,570,024	1,568,073	1,238,220	1,637,000	1,305,000	(332,000)	-20%
Tax Incremental Financing Districts							
S. Berwyn TIF	1,129,287	1,305,855	1,183,795	1,672,795	1,161,451	(511,344)	-31%
Harlem TIF	-	-	-	-	5,500,000	5,500,000	-
Cermak TIF	3,937,502	5,594,866	888,405	1,809,125	-	(1,809,125)	-100%
Roosevelt TIF	603,949	2,494,426	1,051,918	2,933,734	1,948,856	(984,878)	-34%
Ogden TIF	2,011,426	1,035,045	2,745,275	3,462,043	1,840,802	(1,621,241)	-47%
Total TIF's	7,682,165	10,430,191	5,869,393	9,877,697	10,451,109	573,412	6%
Capital Projects	1,464,101	2,070,137	2,304,748	3,398,000	1,704,489	(1,693,511)	-50%
Debt Service	12,674,068	11,196,957	11,535,748	11,538,045	8,573,545	(2,964,500)	-26%
Utilities	10,762,901	11,432,263	14,142,091	13,174,150	14,535,947	1,361,797	10%
Parking Garage	263,619	275,895	268,342	102,482	101,730	(752)	-1%
Internal Service	2,595,035	3,690,646	1,777,011	3,100,000	2,160,000	(940,000)	-30%
City-Wide Costs	\$ 89,313,476	\$ 94,695,568	\$ 89,242,932	\$ 95,730,992	\$ 92,578,579	\$ (3,152,413)	-3%

**City of Berwyn
Summary of General Fund Expenditures
2013 Budget**

Dept #	Expenditures	2010 Balance	2011 Balance	2012 Projected	2012 Budget	2013 Budget	Requested Budget Change	
							Amount	Percent
General Government								
02	Mayor	\$ 160,757	\$ 132,422	\$ 153,396	\$ 154,673	\$ 158,686	\$ 4,013	3%
03	City Administrator	204,715	287,984	355,685	370,352	397,034	26,682	7%
04	Clerk	219,413	206,599	177,815	200,612	201,769	1,157	1%
06	Treasurer	28,678	26,908	33,567	34,339	37,752	3,413	10%
08	Council	172,781	201,833	216,846	235,531	242,728	7,197	3%
10	Legal	877,026	1,019,689	848,386	926,276	916,497	(9,779)	-1%
12	Finance	1,396,391	1,426,665	1,526,156	1,528,755	1,531,680	2,925	0%
16	Information Technology	788,172	846,127	850,503	909,333	986,287	76,954	8%
17	Statutory	194,884	154,765	87,818	96,101	140,150	44,049	46%
Public Safety								
18	Fire	12,118,526	12,560,095	12,576,300	12,844,056	13,116,765	272,709	2%
20	Police	20,540,954	21,023,676	22,978,759	22,840,263	22,784,412	(55,851)	0%
22	Fire and Police Commission	27,491	36,632	74,008	59,232	97,967	38,735	65%
Public Works								
24	Building / Neighborhood Affairs	1,262,659	1,204,650	1,267,169	1,266,047	1,485,876	219,829	17%
26	Public Works	3,276,915	3,906,158	4,220,409	4,082,328	4,319,276	236,948	6%
Economic Development								
28	Zoning	16,753	13,540	11,815	16,071	9,347	(6,724)	-42%
30	Committee and Planning	134,899	52,100	217,475	227,000	218,500	(8,500)	-4%
Culture and Recreation								
32	Recreation	1,297,321	1,587,575	1,435,160	1,549,884	1,520,437	(29,447)	-2%
34	Community Relations	6,622	6,089	6,164	7,512	7,700	188	3%
46	Senior Services	-	237,426	252,291	269,584	275,180	5,596	2%
Health and Sanitation								
36	Garbage	4,265,730	4,086,307	-	-	-	-	-
Other Financing Uses/Other Dept's								
	Bond Issuance	55,255	2,375	-	-	-	-	-
	Transfer to other funds	<u>140,100</u>	<u>-</u>	<u>295,000</u>	<u>296,000</u>	<u>355,519</u>	<u>59,519</u>	<u>20%</u>
	Total General Fund Expenditures	\$ 47,186,042	\$ 49,019,615	\$ 47,584,722	\$ 47,913,949	\$ 48,803,562	\$ 889,613	2%

**City of Berwyn
2013
Annual Budget**

For the Fiscal Year Beginning January 1, 2013

Office of the Mayor

PROGRAM MANAGER: Mayor

PROGRAM DESCRIPTION:

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

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

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

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

SERVICES:

-  Represent all residents of the City of Berwyn.

-  Implement a Strategic Plan for the City of Berwyn.

**City of Berwyn
2013
Annual Budget**

For the Fiscal Year Beginning January 1, 2013

Office of the Mayor

- ✚ Communicate with the City Council. The Mayor's office should assure that the agendas for the City Council meetings allow for an efficient progress on the issues important to the City. The Mayor's office should address Aldermanic concerns.

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

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

STAFFING:

Position (FTE)	2011 Actual	2012 Actual	2013 Budget
Mayor	1.00	1.00	1.00
Administrative Assistant	1.00	0.50	0.50
Total	<u>2.00</u>	<u>1.50</u>	<u>1.50</u>

OBJECTIVES ACCOMPLISHED IN 2012:

- Balanced the 2012 Budget. This was accomplished by controlling spending and maximizing government efficiencies regarding the implementation of city functions.
- Success at lobbying legislators for various grants.
- Continued working proactively with the fire and police departments regarding NIMS (National Incident Management System) compliance.
- Continued to obtain substantial commercial development resulting in an increased sales tax base.

OBJECTIVES TO BE ACCOMPLISHED IN 2013:

- Continue to control spending and maximize government efficiencies without cutting direct services to residents.
- Continue to aggressively identify grant opportunities.

**City of Berwyn
2013
Annual Budget**

For the Fiscal Year Beginning January 1, 2013

Office of the Mayor

- Integrate governmental agencies in order to save money and prevent overlapping of services.

LONG TERM OBJECTIVES (2-5 YEARS):

- Continue to address budgetary issues.
- Refinance and establish reasonable payment schedules with the goal of leveling long term debt, therefore saving a substantial amount of money.
- Integrate governmental agencies in order to save money and prevent overlapping of services.
- Evaluate opportunities to improve services to citizens while controlling costs.

City of Berwyn
 2013 Budgeted Expenditures by Department
 Mayor
 12/31/2013

<u>Account Number</u>	<u>Account Name</u>	<u>2010 Balance</u>	<u>2011 Balance</u>	<u>2012 Projected</u>	<u>2012 Budget</u>	<u>2013 Budget</u>	<u>Requested Budget Change</u>
100-02-5000	Mayor - Salaries	\$ 91,152	\$ 71,071	\$ 80,112	\$ 81,005	\$ 84,383	\$ 3,378
100-02-5035	Mayor - Benefits	50,277	40,627	52,558	53,360	55,913	2,553
100-02-5200	Mayor - Administrative Expenses	5,610	7,031	7,508	7,500	7,500	-
100-02-5225	Mayor - Supplies	3,627	2,233	3,076	1,600	1,600	-
100-02-5235	Mayor - Postage & Printing	1,688	689	893	700	700	-
100-02-5290	Mayor - Other General Expenses	648	3,676	3,120	3,500	3,500	-
100-02-5400	Mayor - Repairs & Maintenance	-	-	-	500	500	-
100-02-5625	Mayor - Copier Maintenance	3,362	2,704	2,425	2,800	2,800	-
100-02-5625	Mayor - Internal Service Fund	<u>4,393</u>	<u>4,391</u>	<u>3,704</u>	<u>3,708</u>	<u>1,790</u>	<u>(1,918)</u>
Department Total		<u>\$ 160,757</u>	<u>\$ 132,422</u>	<u>\$ 153,396</u>	<u>\$ 154,673</u>	<u>\$ 158,686</u>	<u>\$ 4,013</u>

**City of Berwyn
2013
Annual Budget**

For the Fiscal Year Beginning January 1, 2013

Office of the City Administrator

PROGRAM MANAGER: City Administrator

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

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

The City Administrator shall have the following powers and duties:

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

**City of Berwyn
2013
Annual Budget**

For the Fiscal Year Beginning January 1, 2013

Office of the City Administrator

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

STAFFING:

<u>Position (FTE)</u>	<u>2011 Actual</u>	<u>2012 Actual</u>	<u>2013 Budget</u>
City Administrator	1.00	1.00	1.00
Project Operation Manager	-	1.00	1.00
Administrative Assistant	1.00	0.50	0.50
 Total	 <u>2.00</u>	 <u>2.50</u>	 <u>2.50</u>

OBJECTIVES ACCOMPLISHED IN 2012:

- Made numerous budget improvement recommendations.
- Conducted a financial presentation to Standard and Poor's.
- Worked proactively with the fire and police departments regarding NIMS (National Incident Management System) compliance.
- Grant administration for the installation of a HVAC system both at the Police Department and at City Hall.
- Grant administration resulting in the successful installation of a chiller at the library.
- Grant administration for the installation of a building-wide generator at City Hall.
- Grant administration for the replacement of the existing service and passenger elevators at the library.
- Hiring and disciplinary recommendations.

**City of Berwyn
2013
Annual Budget**

For the Fiscal Year Beginning January 1, 2013

Office of the City Administrator

OBJECTIVES TO BE ACCOMPLISHED IN 2013:

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

LONG TERM OBJECTIVES (2-5 YEARS):

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

City of Berwyn
 2013 Budgeted Expenditures by Department
 City Administration
 12/31/2013

Account Number	Account Name	2010 Balance	2011 Balance	2012 Projected	2012 Budget	2013 Budget	Requested Budget Change
100-03-5000	City Admin - Salaries	\$ 123,662	\$ 136,969	\$ 190,471	\$ 189,221	\$ 212,566	\$ 23,345
100-03-5035	City Admin - Benefits	68,090	73,433	85,518	86,023	93,521	7,498
100-03-5220	City Admin - Training	1,898	4,243	3,368	13,953	13,953	-
100-03-5225	City Admin - Supplies	602	1,419	1,327	1,600	1,600	-
100-03-5235	City Admin - Postage & Printing	1,062	68	317	700	700	-
100-03-5290	City Admin - Other General Expenses	3,480	5,396	5,659	7,500	7,500	-
100-03-5300	City Admin - Professional Services	-	60,000	60,000	60,000	60,000	-
100-03-5400	City Admin - Repairs & Maintenance	230	-	-	500	500	-
100-03-5405	City Admin - Copier Maintenance	1,298	865	970	2,800	2,800	-
100-03-5625	City Admin - Internal Service Fund	4,393	5,591	8,055	8,055	3,894	(4,161)
Department Total		<u>\$ 204,715</u>	<u>\$ 287,984</u>	<u>\$ 355,685</u>	<u>\$ 370,352</u>	<u>\$ 397,034</u>	<u>\$ 26,682</u>

**City of Berwyn
2013
Annual Budget**

For the Fiscal Year Beginning January 1, 2013

Clerk

PROGRAM MANAGER: City Clerk

PROGRAM DESCRIPTION:

The City Clerk's office is a statutory office. The City Clerk holds an elected position and is the "Keeper of the Records," the Official Seal of the City and archivist for the City. The Clerk's office is dedicated to meet the requirements and deadlines prescribe by City, State, and federal Law to 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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Clerk

- ✚ 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)	2011 Actual	2012 Actual	2013 Budget
City Clerk	1.00	1.00	1.00
Deputy City Clerk/FOIA Officer	1.00	1.00	1.00
Secretary to the Clerk	1.00	1.00	1.00
Total	<u>3.00</u>	<u>3.00</u>	<u>3.00</u>

OBJECTIVES ACCOMPLISHED IN 2012:

- Completed on-line interactive filing of Freedom of Information requests.
- New deputy voter registrar interoffice on-line app for voter registrations with the Cook County Clerk's office.
- Relocated all archival records of the City to new storage facility.

OBJECTIVES TO BE ACCOMPLISHED IN 2013:

- Digital document creation, scanning, filing, storage and interoffice access/document sharing.

LONG TERM OBJECTIVES (2-5 YEARS):

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

City of Berwyn
 2013 Budgeted Expenditures by Department
 Clerk
 12/31/2013

Account Number	Account Name	2010 Balance	2011 Balance	2012 Projected	2012 Budget	2013 Budget	Requested Budget Change
100-04-5000	Clerk - Salaries	\$ 114,756	\$ 113,618	\$ 95,781	\$ 99,837	\$ 96,325	\$ (3,512)
100-04-5020	Clerk - Education Stipend	-	-	-	-	3,000	3,000
100-04-5030	Clerk - Sick Day Buy Back	2,019	-	-	2,050	1,588	(462)
100-04-5035	Clerk - Benefits	69,120	67,622	58,089	65,795	57,363	(8,432)
100-04-5040	Clerk - Tuition Reimbursement	45	315	575	1,000	2,500	1,500
100-04-5200	Clerk - Adinistrative Expenses	-	-	-	-	4,500	4,500
100-04-5220	Clerk - Training, Dues & Publications	3,995	3,658	3,194	4,700	4,700	-
100-04-5225	Clerk - Supplies	878	1,982	2,130	3,000	3,000	-
100-04-5235	Clerk - Postage & Printing	946	921	593	1,500	1,500	-
100-04-5290	Clerk - Other General Expenses	312	463	1,257	2,000	3,500	1,500
100-04-5405	Clerk - Copier Maintenance	6,254	6,058	5,961	6,000	6,000	-
100-04-5610	Clerk - Codification	7,696	5,346	2,753	8,000	7,000	(1,000)
100-04-5615	Clerk - Record Retention	3,154	624	1,703	3,000	8,000	5,000
100-04-5625	Clerk - Internal Service Fund	10,238	5,992	5,779	3,730	2,793	(937)
Department Total		<u>\$ 219,413</u>	<u>\$ 206,599</u>	<u>\$ 177,815</u>	<u>\$ 200,612</u>	<u>\$ 201,769</u>	<u>\$ 1,157</u>

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Office of the City Treasurer

PROGRAM MANAGER: City Treasurer

PROGRAM DESCRIPTION:

The City's Treasurer is elected by City voters and is directly responsible to the people. The Treasurer serves a four year term, concurrent with the Mayor and Aldermen. 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
 2013 Budgeted Expenditures by Department
 Treasurer
 12/31/2013

Account Number	Account Name	2010 Balance	2011 Balance	2012 Projected	2012 Budget	2013 Budget	Requested Budget Change
100-06-5000	Treasurer - Salaries	\$ 20,615	\$ 18,420	\$ 18,582	\$ 18,000	\$ 18,823	\$ 823
100-06-5035	Treasurer - Benefits	3,909	4,223	10,796	11,586	14,565	2,979
100-06-5225	Treasurer - Supplies	129	393	504	-	-	-
100-06-5235	Treasurer - Postage & Printing	3,397	3,089	2,900	4,000	4,000	-
100-06-5290	Treasurer - Other General Expenses	-	-	32	-	-	-
100-06-5625	Treasurer - Internal Service Fund	628	783	753	753	364	(389)
Department Total		<u>\$ 28,678</u>	<u>\$ 26,908</u>	<u>\$ 33,567</u>	<u>\$ 34,339</u>	<u>\$ 37,752</u>	<u>\$ 3,413</u>

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Council

PROGRAM DESCRIPTION:

The City Council is the legislative branch of the City government. The City Council meetings and Committee of the Whole meetings are the forums for review and debate of ordinances, resolutions, directives and policies proposed by standing committees, department heads, boards and commissions. The 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.
-  Establish 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.

**City of Berwyn
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Council

- ✚ Research in committee and approve ordinances, polices and directives that will enhance the quality of life and improve the City of Berwyn.

- ✚ Approve contracts and major expenses through bidding process.

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)	2011 Actual	2012 Actual	2013 Budget
Aldermen	8.00	8.00	8.00
Total	8.00	8.00	8.00

City of Berwyn
 2013 Budgeted Expenditures by Department
 Council
 12/31/2013

Account Number	Account Name	2010 Balance	2011 Balance	2012 Projected	2012 Budget	2013 Budget	Requested Budget Change
100-08-5000	Council - Salaries	\$ 80,001	\$ 80,001	\$ 80,126	\$ 80,001	\$ 80,001	\$ -
100-08-5035	Council - Benefits	61,020	89,764	112,909	113,385	123,498	10,113
100-08-5200-01	Council - Ward 1	4,500	4,500	1,000	4,500	4,500	-
100-08-5200-02	Council - Ward 2	1,944	3,409	2,172	4,500	4,500	-
100-08-5200-03	Council - Ward 3	581	1,974	-	4,500	4,500	-
100-08-5200-04	Council - Ward 4	4,500	4,500	4,500	4,500	4,500	-
100-08-5200-05	Council - Ward 5	4,422	3,651	1,026	4,500	4,500	-
100-08-5200-06	Council - Ward 6	4,500	4,500	4,500	4,500	4,500	-
100-08-5200-07	Council - Ward 7	-	199	552	4,500	4,500	-
100-08-5200-08	Council - Ward 8	3,737	4,500	4,289	4,500	4,500	-
100-08-5290	Council - Other General Expenses	351	116	127	500	500	-
100-08-5625	Council - Internal Service Fund	7,225	4,719	5,645	5,645	2,729	(2,916)
Department Total		<u>\$ 172,781</u>	<u>\$ 201,833</u>	<u>\$ 216,846</u>	<u>\$ 235,531</u>	<u>\$ 242,728</u>	<u>\$ 7,197</u>

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Legal

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 legal 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.

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Legal

- ✚ Coordinates the review of Freedom of Information requests with the Clerks office.
- ✚ Reviews and recommends changes to departmental policies and procedures.
- ✚ Reviews all real estate foreclosure transfer fees and lien collection.
- ✚ Is currently the attorney for both the Police and Fire Commission along with the Ethics Commission.

STAFFING:

Position (FTE)	2011 Actual	2012 Actual	2013 Budget
Attorney	1.00	1.00	1.00
Prosecutor	1.00	1.00	1.00
Administrative Assistant	0.50	0.50	0.50
Total	<u>2.50</u>	<u>2.50</u>	<u>2.50</u>

OBJECTIVES ACCOMPLISHED IN 2012:

- Continued to provide cost savings regarding management of litigation matters.
- Revised and/or drafted departmental policies and procedures
- Enhanced adjudication collections and procedures.
- Continued to provide cooperation regarding special events.
- Continued to review all fire department contracts for equipment purchases.
- Continued to counsel the Ethics Commission during their investigation of an Ethics Complaint that was filed with them.
- Continued to counsel the Police and Fire Commission through the hiring process of additional Police Officers and Firemen.

OBJECTIVES TO BE ACCOMPLISHED IN 2013:

- Continue to regulate and coordinate all traffic and parking signs and meters and ordinances along with the traffic engineer.
- Continue to address the amount of litigation expenses.

**City of Berwyn
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Legal

- Continue to negotiate and collect as much of the outstanding water bills as possible.
- Continue to amend City Ordinances as the need arises.

City of Berwyn
 2013 Budgeted Expenditures by Department
 Legal
 12/31/2013

<u>Account Number</u>	<u>Account Name</u>	<u>2010 Balance</u>	<u>2011 Balance</u>	<u>2012 Projected</u>	<u>2012 Budget</u>	<u>2013 Budget</u>	<u>Requested Budget Change</u>
100-10-5000	Legal - Salaries	\$ 163,985	\$ 184,555	\$ 196,247	\$ 189,183	\$ 193,933	\$ 4,750
100-10-5030	Legal - Sick Day Buy Back	-	3,115	-	-	1,121	1,121
100-10-5035	Legal - Benefits	42,179	54,578	61,162	66,834	65,956	(878)
100-10-5110	Legal - Adjudication Program	22,663	25,637	26,862	35,000	35,000	-
100-10-5225	Legal - Supplies	280	1,602	1,201	1,800	1,800	-
100-10-5235	Legal - Postage & Printing	121	265	201	700	700	-
100-10-5290	Legal - Other General Expenses	-	1,400	1,262	1,400	1,400	-
100-10-5300	Legal - Professional Service	609,734	723,719	531,961	600,000	600,000	-
100-10-5405	Legal - Copier Maintenance	-	865	969	2,800	2,800	-
100-10-5625	Legal - Internal Service Fund	<u>38,064</u>	<u>23,953</u>	<u>28,521</u>	<u>28,559</u>	<u>13,787</u>	<u>(14,772)</u>
Department Total		<u>\$ 877,026</u>	<u>\$ 1,019,689</u>	<u>\$ 848,386</u>	<u>\$ 926,276</u>	<u>\$ 916,497</u>	<u>\$ (9,779)</u>

**City of Berwyn
2013
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For the Fiscal Year Beginning January 1, 2013

Finance

PROGRAM MANAGER: Finance Director

PROGRAM DESCRIPTION:

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

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

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

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

SERVICES:

-  Disbursement of funds to vendors
-  Monitor the City's purchasing policies
-  Processing of payroll checks to all employees

**City of Berwyn
2013
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For the Fiscal Year Beginning January 1, 2013

Finance

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

**City of Berwyn
2013
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For the Fiscal Year Beginning January 1, 2013

Finance

STAFFING:

Position (FTE)	2011 Actual	2012 Actual	2013 Budget
Finance Director	1.00	1.00	1.00
Assistant Finance Director	1.00	1.00	1.00
Senior Accountant	1.00	1.00	1.00
Staff Accountants	3.00	3.00	3.00
Revenue Clerks	5.50	5.50	5.50
Benefits Administrator	1.00	1.00	1.00
Receptionist	1.00	1.00	1.00
Total	13.50	13.50	13.50

ACTIVITY MEASURES:

Activity Measures	2012 Projected	2013 Budget
Bond Rating	A-	A-
Accounts payable checks issued	5,100	5,100
Payroll checks	5,000	5,000
Payroll direct deposits issued	11,600	11,600
Bond issuances	1	1
Audit journal entries required	-	-
Water bills issued	13,500	13,500
Licenses issued	300	300
Vehicle stickers issued	26,500	27,500
Property transfer transactions	600	625

OBJECTIVES ACCOMPLISHED IN 2012:

- Presentation to Standard & Poor's resulted in an A- bond rating with a stable outlook
- Received Certificate of Achievement For Excellence in Financial Reporting from the Governmental Finance Officers Association (GFOA) for the fourth straight year.
- Implemented water billing and cash receipting modules in the New World Systems software utilized by the City.

**City of Berwyn
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Finance

- Assisted in the \$0.02 per gallon increase in municipal gas tax passed by City Council.
- The Finance Department prepared the City's financial statements for a fourth consecutive year and has continued to provide a cost savings by not outsourcing this function to an accounting firm.

OBJECTIVES TO BE ACCOMPLISHED IN 2013:

- Implement New World Systems Next Gen software
- Develop multi-year capital plan
- Ongoing updates to existing policies
- Have more frequent meetings with department heads to discuss on-going budget performance throughout the year

LONG TERM OBJECTIVES (2-5 YEARS):

- Receive GFOA budget award

BUDGET SUMMARY:

- Overall, the budgeted expenditures for the Finance Department have remained relatively flat between 2012 and 2013 as the department has looked to limit costs where necessary.

City of Berwyn
2013 Budgeted Expenditures by Department
Finance
12/31/2013

Account Number	Account Name	2010 Balance	2011 Balance	2012 Projected	2012 Budget	2013 Budget	Requested Budget Change
100-12-5000	Finance - Salaries	\$ 296,793	\$ 350,501	\$ 397,448	\$ 392,083	\$ 408,414	\$ 16,331
100-12-5010	Finance - Overtime	-	87	-	-	-	-
100-12-5030	Finance - Sick Day Buy Back	2,487	635	5,586	1,500	1,592	92
100-12-5035	Finance - Benefits	122,659	136,209	152,204	153,685	160,256	6,571
100-12-5215	Finance - Telephone	55,135	69,528	58,211	55,000	52,000	(3,000)
100-12-5220	Finance - Training, Dues, & Publications	2,180	3,786	4,961	6,000	7,500	1,500
100-12-5225	Finance - Supplies	1,122	2,757	1,975	3,000	2,500	(500)
100-12-5235	Finance - Postage & Printing	5,473	7,875	7,080	10,000	8,000	(2,000)
100-12-5290	Finance - Other General Expenses	42,163	50,378	40,175	40,000	40,000	-
100-12-5300	Finance - Professional Services	187,654	-	995	-	-	-
100-12-5405	Finance - Copier Maintenance	8,188	5,542	3,520	8,000	8,000	-
100-12-5625	Finance - Internal Service Fund	48,912	38,137	39,904	39,939	19,290	(20,649)
100-12-5800	Finance - Capital Outlay	-	2,041	-	-	-	-
	Total Finance	772,766	668,656	712,059	709,207	707,552	(1,655)
100-12-11-5000	Collectors - Salaries	\$ 229,301	\$ 224,855	\$ 241,692	\$ 238,425	\$ 255,626	\$ 17,201
100-12-11-5010	Collectors - Overtime	208	-	-	-	-	-
100-12-11-5025	Collectors - Stipends	-	-	-	-	-	-
100-12-11-5030	Collectors - Sick Day Buy Back	2,181	2,277	2,634	1,750	2,124	374
100-12-11-5035	Collectors - Benefits	183,035	153,600	164,887	167,157	161,638	(5,519)
100-12-11-5215	Collectors - Telephone	217	-	-	250	-	(250)
100-12-11-5225	Collectors - Supplies	2,517	2,187	3,884	2,000	2,100	100
100-12-11-5235	Collectors - Postage & Printing	17,038	16,118	17,094	15,000	15,000	-
100-12-11-5290	Collectors - Other General Expenses	-	-	-	500	-	(500)
100-12-5300-03	Collector - Collection Service Fees	60,286	234,231	237,736	250,000	240,000	(10,000)
100-12-5300-04	Finance - Vehicle Registration Service	31,202	40,098	58,034	55,000	55,000	-
10012-5405	Collectors - Copier Maintenance	1,716	807	946	1,000	1,000	-
	Total Collectors	527,701	674,173	726,907	731,082	732,488	1,406
100-14-5000	Benefits Coordinator - Salaries	\$ 45,911	\$ 48,214	\$ 49,384	\$ 49,179	\$ 50,646	\$ 1,467
100-14-5030	Benefits Coordinator - Sick Day Buy Back	-	-	487	-	-	-
100-14-5035	Benefits Coordinator - Benefits	39,431	32,749	34,313	34,787	36,494	1,707
100-14-5220	Benefits Coordinator - Training, Dues & Publications	-	50	-	-	-	-
100-14-5225	Benefits Coordinator - Supplies	637	1,274	1,741	500	500	-
100-14-5235	Benefits Coordinator - Postage & Printing	4,522	345	152	1,000	1,000	-
100-14-5290	Benefits Coordinator - Other General Expenses	1,553	1,204	1,113	3,000	3,000	-
100-14-5625	Benefits Coordinator - Internal Service Fund	3,870	-	-	-	-	-
	Total Benefits Coordinator	95,924	83,836	87,190	88,466	91,640	3,174
Department Total		\$ 1,396,391	\$ 1,426,665	\$ 1,526,156	\$ 1,528,755	\$ 1,531,680	\$ 2,925

**City of Berwyn
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Information Technology

PROGRAM MANAGER: Information Technology Director

PROGRAM DESCRIPTION:

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

The mission of the Department of Information Technology is to provide quality information technology (IT) services and solutions to principle users, effectively aligning business and technology objectives through collaboration, in order to provide the most cost-effective solutions that facilitate and improve the conduct of business for our City residents, businesses, visitors and 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, Mayor, City Administrator, Collectors, Clerk, HR, Fire, Police, CDBG, Public Works, Recreation and Library departments.

SERVICES:

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

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

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

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Information Technology

- ✚ Application Development Services – The IT department provides limited application design and development. Application development is used to fill in the gaps and integrate various purchased application packages. All development, at present, uses Microsoft Access-based technology.
- ✚ Telecommunication Services – Includes all commercial and/or private voice communications systems and devices, commercial voice communications carrier services, telephones, Private Telephone Switches (PBX), call accounting, and voicemail. All network services from wall plugs to services, including wide area network (WAN) and local area network (LAN), broadband fiber and copper systems, and internet services.
- ✚ Architecture and Infrastructure Services – Selection and management of PCs, gateways, firewalls, switches, routers, copy machines, fax machines, security services, domain name systems (DNS), file servers, print services, email systems, web site hosting, database administration, data center operations, backup, recovery, and performance planning.
- ✚ Training Services – Provides 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)	2011 Actual	2012 Actual	2013 Budget
Information Technology Director	1.00	1.00	1.00
Network Administrator	1.00	1.00	1.00
Library IT Manager	1.00	1.00	1.00
Service Technician	2.00	2.00	2.00
Database Administrator	1.00	1.00	1.00
Total	6.00	6.00	6.00

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Information Technology

ACTIVITY MEASURES:

Activity Measures	2011 Actual	2012 Actual	2013 Budget
Workstations on LAN	175.00	180.00	175.00
Laptops	30.00	35.00	30.00
Police Mobile Data Computers	25.00	30.00	30.00
Laser Printers	45.00	45.00	45.00
*Network Switches	35.00	35.00	35.00
*Routers	13.00	14.00	14.00
Firewall	3.00	3.00	4.00
Network Servers	15.00	18.00	20.00
Software Applications	45.00	50.00	60.00
*End-User Support Calls Handled (Est.)	2,400.00	2,600.00	2,800.00
*Programming Projects	240.00	250.00	200.00
Network Uptime	1.00	1.00	1.00
Server Uptime (W2003, XP/2000 Workstations)	1.00	1.00	1.00
Web Site Unique Visitors Daily	1,850.00	2,000.00	2,050.00
Web Site Unique Visitors Monthly	55,000.00	60,000.00	61,500.00
Web Site Unique Visitors Annually	666,000.00	700,000.00	705,000.00

SOFTWARE APPLICATIONS:

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

<u>Software Applications</u>	<u>Primary Department</u>	<u>Implem. Date Est</u>	<u>License Quantity</u>
Adobe Acrobat Standard	ALL	6/1/2007	30.00
Microsoft Office 2007 Pro	ALL	1/1/2007	50.00
Microsoft Office 2007 Std	ALL	1/1/2007	125.00
Microsoft Windows XP Professional	ALL	1/1/2003	200.00
Xerox PDF Scan 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 7/8.0	Finance	12/1/2008	45.00
Paylocity Payroll Software	Finance	2/1/2003	1.00
Secure Check / Enterprise Mgr	Finance	1/1/2003	1.00
Firehouse V7	Fire	11/1/2007	16.00
Fire Point V5	Fire	1/2001	15.00

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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
Learning Tree Doc. Management	IT	8/1/2008	15.0
Microsoft Exchange 2010 Std	IT	2/1/2001	185.00
Microsoft Office 2010 Std/Pro	IT	1/1/2012	150.00
Microsoft Security Essentials	IT	1/1/2012	150.00
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 2003 Std	IT	1/1/2006	25.00
Microsoft Windows Server 2003 Ent	IT	5/1/2007	6.00
Microsoft Windows Server 2008 Std	IT	3/1/2009	3.0
MySQL (Open Edition)	IT	1/1/2006	10.00
Nortel Call Pilot V5	IT	5/1/2008	235.00
Nortel OTM Management	IT	5/1/2008	4.00
RedHat v6	IT	6/1/2007	1.00
Barracuda WebFilter 410 (2)	IT	6/1/2008	2.00
Barracuda WebFilter 310 VX	IT	2/1/2011	1.00
Symantec Antivirus EndPoint Prot.	IT	6/1/2007	200.00
Symantec BackupExec V2010 R3	IT	6/1/2007	200.00
Symantec Ghost V11	IT	1/1/2007	10.00
What's Up V12 (Maintenance)	IT	1/1/2007	1.00
VMWare vCenter Management	IT	5/3/2009	2.00
VMWare ESX v4.1	IT	5/3/2009	6.00
VMWare VSphere Client	IT	5/3/2011	3.00
Websoft HelpDesk	IT	7/1/2010	15.00
Mailstore Pro	IT	9/1/2012	5.00
FileLocation Pro	IT	9/1/2012	1.00
OpenManage Essentials	IT	10/1/2011	1.00
CAPERS CAD/RMS	Police	6/1/2007	75.00
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	2/2003	10.0
LEADS	Police	1/2000	75.0
Live Scan	Police	1/1/2003	2.00

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MCR v1.5.2	Police	4/1/2002	5.00
Midco Card Reader Software	Police	2/1/2001	1.00
Midco DVR	Police	2/1/2001	1.00
Scene PD	Police	1/1/2003	20.00
Shift Roster V5	Police	1/1/2003	10.00
The BEAST Evidence Collection	Police	2/1/2001	5.00
Auto Turn	PW	1/1/2008	1.00
Bentley Microstation v8	PW	1/1/2008	1.00
Google Earth	PW	1/1/2008	1.00
HCS+ TSIS-CORSIM	PW	1/1/2008	1.00
Highway Safety Analysis Software	PW	1/1/2008	1.00
Traffic Management App	PW	1/1/2008	1.00
GEMS Property Mgmt	Water	1/1/2000	1.00
Sensus Water Meter Appl	Water	1/1/2003	1.00
SWAN	Library	1/1/1998	1.00
Millennium Circulation	Library	1/1/2002	1.00
Quickbooks	Library	1/1/2004	1.00
NetSchoolMonitor	Library	1/1/2004	1.00
Lexia (Childrens)	Library	1/1/2008	1.00
VMWare View	Library	1/1/2010	10.00
P-Counter Print Management	Library	1/1/2010	1.00
Sophos Website Content Filter	Library	10/1/2012	1.00

Approximately 2600 responses to user requests for assistance have been made for help with such things as:

- Computer Software upgrades
- Database modifications and system corruption
- Microsoft MS-Access analysis
- Computer / Printer / Windows operations
- Help with Microsoft Office products (Outlook, Excel, Word, etc.)
- Office procedures
- Computerized System operations and procedures
- Phone System operations

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

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PROGRAMMING PROJECTS:

Programming projects for the following systems have been completed in 2012:

<u>Programming Projects</u>	<u>2011 Actual</u>	<u>2012 Actual</u>	<u>2013 Budget</u>
Local Ordinance System	32.00	32.00	30.00
Building Department System	34.00	34.00	35.00
Cash Register/Receipting System	12.00	12.00	8.00
Collector's Office System	21.00	21.00	10.00
Fine Collection Operations	8.00	8.00	6.00
Blight System	12.00	12.00	15.00
Water Utility System	14.00	14.00	12.00
Bar Code Scanning	10.00	10.00	10.00
GEMS Property Management System	9.00	9.00	5.00
IT System Functions	15.00	15.00	20.00
Senior Garbage Discounts	2.00	2.00	1.00
Audit-related project	4.00	4.00	5.00
Library-related programming	-	-	10.00
Freedom of Information	9.00	9.00	8.00
Traffic Management	11.00	11.00	15.00
New World Database Analysis	12.00	12.00	10.00
Total	<u>182.00</u>	<u>182.00</u>	<u>175.00</u>

OBJECTIVES ACCOMPLISHED IN 2012:

- Completed website for processing of online vehicle sticker payments/renewals, with modifications to change pricing based on date range.
- Redesigned, reprogrammed and went live with new City website at <http://www.berwyn-il.gov>
- Completed implementation of UPS subsystem and generator for City Hall, to secure uninterrupted supply of power to main City Hall building and the center firehouse.
- Completed migration of library department into proxy system designed to securely manage internet access.

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- Completed implementation of indexable journaling system for city specific computer systems, designed to provide an efficient means of searching millions of records instantaneously.
- Securing of e-rate funding for library: Credits in the amount of \$30,767.81 were approved by the Universal Service Administrative Company (USAC) for fiscal year 2012. These credits help pay for the library's basic telephone, internet, and miscellaneous wireless and cellular services.
- Procurement and installation of highly available printing system: Two Ricoh C431 printers were purchased from Illinois Paper and set up in a redundant design. The printers are used with the public pay-for-print system on the library's second floor. These high-volume printers average over 10,000 prints per month, which equates to more than \$12,000 in annual revenue for the library.
- Development and launch of new Library website: After experiencing many frustrating moments with Illinois Plinkit early 2012, a request for quote was sent out soliciting web development services to redesign www.berwynlibrary.org. The site features a contemporary look and is designed to be mobile device friendly.
- Introduction of second ISP into Library: In March of 2011 contracts were signed with AT&T in regards to establishing new Managed Internet Services (MIS) for the library. The new AT&T circuit complements the already-present ICN connection, and has been deployed exclusively for public internet usage. The supplementary bandwidth has been delivered in response to ever-increasing patron demand.
- Migrated multiple production physical servers into a standard virtualization platform in line with the rest of the city's ESX environment, resulting in a reduction of energy utilization and power needs on the city's main computer servers.
- Replaced & retired 20% (approximately 40 units) of the city computer workstation fleet with updated models, specs, etc.
- Purchased necessary licensing to successful migrate all Office 2007 clients into Office 2010.

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- Updated programming for primary department (Building, Collector's Office, Water) database applications to support upgraded Office 2007 environment.
- Completed segregation of public computer network segment and staff computer network segment at library.
- Performed multiple update installations into the City's New World Logos.NET environment (service packs).
- Assisted in completion of Mobile CAD project (allowing wifi-based access to records system from all city squad cars).
- Procurement and installation of new firewall for Library: A new SonicWall NSA 2400 firewall was purchased, configured, and deployed to the production network. This device helps accomplish numerous technical goals, such as separating staff and public internet traffic, providing secure remote access, and providing content filtering building-wide.
- Completed extensive internal audit and documentation of citywide software licensing.
- Completed Utility Billing and Cash Receipt modules of the New World System Logos.NET application. Project is finally complete.
- Migrated multiple library helpdesk solutions into unified City Helpdesk system.
- Upgraded existing OPT-E-Man data circuits at six (6) of eight (8) locations from 5 mbps to 20 mbps.
- Installed backup city internet connection (via Comcast business grade), designed to handle traffic should primary internet connection fail.
- Assisted in final development of Library Technology Plan.
- Completed and implemented a full-text searchable database module for all City documents provided on the website, allowing visitors to the site to search all city material with a single search box.

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OBJECTIVES TO BE ACCOMPLISHED IN 2013:

- Successfully complete and implement telephone system upgrades designed to bring system's software current and allow us to continue on a supported maintenance agreement via AT&T.
- Ensure key offices at City Hall and main FD are rewired to sit on the building UPS, preventing any noticeable loss of power when electrical mains fail.
- Complete development and go-live of Library's revamped website.
- Migration of Library 'active directory' / domain into City domain; this will encompass the complete migration of library user data files into the existing city system, streamline backups, and provide more robust, and scalable availability options for users at both facilities.
- Explore the potential use and implementation of a Laser Fiche-type system for introducing the City to a professional document management and digitization platform.
- Implement a Public PC Reservation system solution for managing library public internet personal computers.
- Replace and retire primary city firewall (Cisco ASA) with upgraded device and model; add redundancy by introducing failover device in the event of primary device failure.
- Introduce additional redundancies to key LAN and WAN environments within the city's computer network systems.
- Replacement of another 10% (approximately twenty (20) units) of the city's computer workstation environment.
- Replacement of another 10% (approximately five (5) units) of the city's printer fleet.
- Implement alternative to Postini spam filtering, across the entire city email system and all users.

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Information Technology

- Go-live with specialized “mobile” environments for Fire department, and possibly Building department .
- Begin process of reviewing city copier contract and explore end results via RFP process.
- Implement electronic version of traditional paper forms & applications via the revamped city website / content management system.
- Implement a specialized mobile edition of the city website for tablet and cell phone visitors.

LONG TERM OBJECTIVES (2-5 YEARS):

- Development and build-out of city-owned fiber optic network.
- Design fully-fledged intranet incorporating standalone city applications into unified source with single front-end for authentication and entry.
- Migration of vintage applications into centralized repository of database driven unified applications.
- Assist in the implementation of Library Technology Plan.
- Implement complete document management system for City archival purposes across all departments and institutions of the City.
- Study the potential to build out citywide wi-fi network for use by city public safety departments, as well as general public.
- Study the potential to build out citywide network of public security cameras.

BUDGET SUMMARY:

- 100-16-5000: FY2013 reflects no change in requested personnel. The IT department is not seeking to add positions and/or hours in FY2013 for staff. In time, a position such as a Network Architect will be necessary to align the vastly growing network of computer systems employed within the city.

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- 100-16-5220: FY2013 includes the necessary monies to budget for education reimbursement for IT staff. This number is up from FY2012, in that it includes funding to reimburse graduate-level classes. Budgeted at \$12,500 for FY2013.
- 100-16-5530: FY2013 includes the necessary monies to continue funding the fiber optic connectivity and telephone system PRI connections for all eight (8) city locations. These charges represent the largest monthly reoccurring charges within the department. This number has remained consistent with last year's budget.
- 100-16-5510 – FY2013 includes funding necessary to handle the operating costs of all hardware purchases for department. FY2013's figure is slightly higher than 2012 (\$15,000), due to the need to replace two production data file servers that have reached end of life. In addition, the primary city firewall (Cisco ASA) will need replacing, as it is approaching its end of usable life.
- 100-16-5515 – FY2013 retains the same budget request for software purchases as last year. With new workstations coming online as city services expand in FY2013, these monies will be used to pay for the licensing costs associated with various Microsoft products.
- 100-16-5290 – FY2013 includes the necessary monies to acquire all necessary supplies to maintain the department, including cell phone and connectivity expenses, printer supplies, maintenance kits, as well as education reimbursements. This year the request is \$5000 less than FY2012, as the IT department endeavors to reduce its consumption of expendable supplies.
- 100-16-5300 – FY2013 Professional Services account has been adjusted by \$5000.00 to include consulting fees necessary to maintain the redeveloped city website, as well as introduce additional mobile services to the city and its employees.

City of Berwyn
2013 Budgeted Expenditures by Department
Information Technology
12/31/2013

Account Number	Account Name	2010 Balance	2011 Balance	2012 Projected	2012 Budget	2013 Budget	Requested Budget Change
100-16-5000	IT - Salaries	\$ 241,197	\$ 312,818	\$ 324,354	\$ 320,357	\$ 352,376	\$ 32,019
100-16-5030	IT - Sick Day Buy Back	4,331	4,548	4,778	4,548	4,506	(42)
100-16-5035	IT - Benefits	89,394	156,523	167,508	167,529	173,965	6,436
100-16-5210	IT - Vehicle Gas & Oil	-	-	-	1,500	1,000	(500)
100-16-5220	IT - Training, Dues, & Publications	-	-	-	-	12,500	12,500
100-16-5225	IT - Supplies	3,066	691	759	-	1,000	1,000
100-16-5290	IT - Other General Expenses	35,838	29,612	29,906	40,000	35,000	(5,000)
100-16-5300	IT - Professional Service	29,616	24,072	27,580	25,000	25,000	-
100-16-5300	IT - Repairs & Maintenance	-	-	-	2,000	2,000	-
100-16-5410	IT - Hardware Maintenance	35,648	24,999	33,754	30,000	30,000	-
100-16-5415	IT - Software Maintenance	29,591	17,322	13,000	30,000	33,500	3,500
100-16-5510	IT - Hardware Purchases	80,236	61,725	41,255	60,000	75,000	15,000
100-16-5515	IT - Software Purchases	36,331	25,323	26,122	35,000	49,000	14,000
100-16-5530	IT - Network Infrastructure	177,647	166,968	157,820	180,000	180,000	-
100-16-5625	IT - Internal Service Fund	25,257	21,526	23,667	13,399	11,440	(1,959)
Department Total		<u>\$ 788,172</u>	<u>\$ 846,127</u>	<u>\$ 850,503</u>	<u>\$ 909,333</u>	<u>\$ 986,287</u>	<u>\$ 76,954</u>

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Fire Department

PROGRAM MANAGER: Fire Chief

PROGRAM DESCRIPTION:

The department operates three strategically located fire stations, each covering about one third of the City. The stations are manned by eighty full time firefighters including administrative staff. Currently we have 31 fully trained Advance life support Paramedics, and 10 fully trained Basic Life Support Emergency Medical Technicians. Other members are certified at the First Responder level for Medical Emergencies. Our primary response area is divided by two railroad right-of-ways. The majority of the personnel work 24 hours on duty followed by 48 hours off duty. We maintain mutual aid agreements with our neighboring communities through the Mutual Aid Box Alarm System. Our MABAS Division 11 group is affiliated state wide with other MABAS divisions. We are also associated with the Illinois Terrorism Task Force. We provide a variety of services; some of which are reactive or emergency in nature while others are proactive like fire prevention and inspection.

The Berwyn Fire Department is committed to the following values:

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

SERVICES:

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

- ✚ Community Fire prevention Safety Talks

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Fire Department

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

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

STAFFING:

Position (FTE)	2011 Actual	2012 Actual	2013 Budget
Chief	1.00	1.00	1.00
Assistant Chief	1.00	1.00	1.00
Deputy Chief	4.00	4.00	4.00
Battalion Chief	-	1.00	1.00
Training Captain	-	1.00	1.00
Lieutenant	13.00	12.00	12.00
Engineer	12.00	12.00	12.00
Firefighter/paramedics	36.00	48.00	48.00
Administrative Assistant	1.00	1.00	1.00
Total	68.00	81.00	81.00

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Fire Department

Station 1 (South) – 6434 Windsor Ave.

- ✚ 2011 Pierce Quint Engine 901 placed in-service in 2012 – 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
 - Extrication tools

- The 1997 Seagrave Quint was sold to the highest bidder receiving \$65,000. The funds were deposited into the Fire Department revenue account. We have planned to transfer the \$65,000 into the Fire Department Capital account to use towards the purchase of the two New Ambulances.

- 2008 Wheeled Coach Ambulance 906 – Advanced Life Support (ALS) unit staffed by two Firefighters/Paramedics. This Ambulance is scheduled to be replaced (sold / traded) as part of our five year vehicle replacement program.

- The estimated cost to replace this vehicle if purchased in 2013 is \$163,000.00 minus any trade-in/sale of the existing 2008 ambulance.

- 1992 Seagrave Reserve fire engine 911 – not staffed. Placed into service when other apparatus is out for repair or service. Reserve Engine provides positive points for an improved ISO classification. This vehicle has had its water Pump rebuilt as appropriated in the 2012 budget.

- 2008 Wheeled Coach Reserve Ambulance 910. A fully equipped reserve Advance Life Support Unit (ALS) that is not staffed. The unit is fully equipped and ready to be placed in service on an emergency basis, and at community events thus not reducing the deployment of three ALS ambulances in service. This vehicle is scheduled to be replaced (sold / traded) by the current ambulance 905.

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Fire Department

Station 2 (North) – 6615 16th St.

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

- ✚ 2010 Wheeled Coach Ambulance 905 – this vehicle will be placed in reserve as unit 910 replacing the existing 2008 ambulance.

- ✚ The estimated cost to replace this front line ambulance (905) in 2013 is \$163,000.00 less any trade-in/sale of the existing 2008 ambulance per our five year ambulance purchase plan.

Station 3 (Center) – 6700 W. 26th St.

- ✚ 2008 Crimson Fire Engine 903 – Unit staffed by a Lieutenant, an Engineer and either 1 or 2 firefighters depending on scheduling and includes the following services
 - Water tank
 - Fire pump
 - Hose
 - EMS First Responders
 - Ground and roof ladders

- ✚ 2004 Seagrave Aerial Ladder Truck 904 – a fire vehicle staffed by a Lieutenant, Engineer, and two firefighter/paramedics. This vehicle's primary duty is rescue and it transports a full complement of truck equipment.
 - 100 foot Aerial ladder
 - Ground Ladders
 - Rescue Equipment
 - EMS First Responders

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Fire Department

- ✚ Ford Expedition command vehicle 900 is operated by the Shift Commander / Deputy Chief. This position fulfills the NIMS requirement for an “incident commander” for all incidents. This vehicle is scheduled to be replaced in early 2013, and placed into reserve as the backup Incident Command vehicle and utilized daily by the Fire Prevention Battalion Chief.
- ✚ A new 2013 Ford Expedition EL 4x4 is scheduled to be delivered in January at an approximate cost of \$46,000.00 fully outfitted for emergency response, and placed in service as the new Command Vehicle.
- ✚ Ford F250 Super Duty 4 x 4 pickup truck/utility vehicle. This vehicle is used for transporting heavy duty equipment, transporting staff to extra alarms incidents, snow plowing.
- ✚ 2010 Wheeled Coach Ambulance 907 staffed by 2 Firefighters/Paramedics that jump to truck 904 when needed which allows for NFPA compliance as it pertains to minimum staffing levels.

ACTIVITY MEASURES:

	2013		
Activity Measures	2011 Actual	2012 Actual	Budget
Fire calls responded to	*3194	**1893	3,786
EMS calls responded to	*2512	**3708	7,416
Advance Life Support Calls	*1158	**1369	2,738
Basic Life Support Calls	*723	**591	1,182
Training Hours	*17920	**19209	20,000

* January 1, 2011 to December 31, 2011

** January 1, 2012 to June 30, 2012

OBJECTIVES ACCOMPLISHED IN 2012:

- Updated, rewrote, and created new SOP's (standard operating procedures) for Department.

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Fire Department

- Updated, rewrote, and created new Rules and Regulations for Department. Previous Rules and Regulations varied from six to twenty years old.
- Implement use of a City Web site to display Fire Department Activities
 - Display inspection tips and forms on the website
 - Display of Services provided by the Fire Department and contact information
 - Display a frequently asked questions with answers and forms for Fire Department Activities
 - Display seasonal safety facts and tips
- Battalion Chief of Fire Prevention established, replacing 5 part time positions.
 - Since the inception of a full time Fire Prevention Officer position in May of 2012, all data (existing paper files) have been sorted and separated (residential from business) and placed in a centralized system.
 - By completing the above referenced project, it was discovered that several properties have not been inspected for an extended period of time, making them a priority to visit and conduct inspections.
 - Previously, data from inspections was not entered into the software reporting program, now as each record of inspection is entered, this information can be used for emergency incident reporting, pulling up owner / resident contact information on scene, issuing code violation citations, and fire protection improvements.
 - Implemented a communication network between the building department, the collector's office, the Berwyn Development Corporation and the fire prevention office to address the needs of new businesses coming into the community. Previously, some new businesses slipped between the cracks since part time fire inspectors were not available in a timely manner. Some new businesses were afforded the opportunity to open without fire

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Fire Department

prevention coming though prior to opening, which later caused hardship on both sides, businesses trying to comply with code requirements, and the part time fire inspector trying to gain compliance without causing extra pressure to comply with code requirements shortly after opening. The procedures currently in place have eliminated businesses opening prior to being informed of what the requirements are as it relates to fire code enforcement.

- Since the middle of May 2012, thirty one new business licenses have been signed (verifying life safety code compliance), and ten additional new businesses final approval are pending completion of infractions identified during the new business license inspection. Each of these businesses had a pre-inspection performed prior to their final inspection with subsequent re-inspections until their goals were met.
- Fire Prevention has been notified of 110 situations that were discovered during emergency incidents, and /or citizen complaints which were referred to Fire Prevention for follow up. Of these 80 have been corrected and 30 are in the process of completing the corrections / violations.
- Pre-planning meetings and plan review services were also implemented so incoming businesses could be made aware of code requirements, before beginning work and/or building permits issued.
- New fire alarms, kitchen hood suppression systems, and Knox Boxes (which allow for first responder rapid entry without damaging properties).
 - 17 commercial & 4 residential Knox Boxes installed
 - 50 fire alarm systems inspections
 - 9 UL-300 hood system inspections
 - 13 sprinkler system inspections
 - 7 hydrostatic fire tests
 - 1 new fire pump test
 - 9 annual fire pump tests

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Fire Department

- Annual business inspections / re-inspections have begun, as well as continuing the annual school inspections as mandated by the Office of the State fire Marshal.
- Fire Prevention attends local ordinance court to follow up when citations have been issued.
- Fire Prevention has been directly involved in 4 Hoarding situations, assisting other City departments in helping these residents correct the Life Safety Code violations found in these instances.
- Fire Prevention co-ordinated Fire Prevention week activities at the Grade schools in the City, providing public education materials, fire drills, and the fire safety trailer.
- In conjunction with a local Domino's Pizza, a "free pizza if you have a working smoke detector" campaign took place as a way of spreading the "Fire Safety" message for one week.
- An ordinance from Fire Prevention was submitted to the Law Department for review concerning "Open Burning" (Fire Pit and Grills usage).
- Other Fire Department Accomplishments
 - Corrected a building design deficiency at station 1 from condensation build up during the hot weather.
 - Took delivery of the 2011 Pierce Velocity 100' Medium Duty Ladder truck/quint. Vehicle placed in service (April 2012).
 - Continued the compliance process of Fire Department Respiratory Program.
 - Continued Facilitation of the plan for distribution of medications required by the Illinois Department of Public Health.
 - Working with the Cook County Sherriff's Office, City of Chicago, Urban Area Security Initiative (USAI) on a Tactical Interoperable Communications Plan.

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Fire Department

- Updated All Fire Department Radios to the Federally Mandated Narrow Banding of frequencies.
- Continue the development and Implementation of a Safety Plan for Morton West High School and all other schools in Berwyn.
- Implemented a program where the firefighter/paramedics complete minor repairs to vehicles and firehouse.
- Developed and implemented a plan for construction of the parking lot at station 2 (the former 1535 Clarence), scheduled for completion in December 2012.
- Training Officers position (Training Program Manager), upgraded to the rank of Captain to create long term stability in that division, which will facilitate reaching the department's goal of full compliance with the requirements of the Illinois Department of Labor and the State Fire Marshal's Office.
 - Manage the Training Division
 - Create weekly, monthly, and annual schedules, and ensure all mandated training is accomplished.
 - Complete and retain in the department database all required paperwork pertaining to training activities conducted in house and by outside agencies.
 - Assisted the Fire & Police Commission in the Promotional process for the position of Lieutenant.
 - Developed an Assessment Center for the promotional process for the position of Lieutenant.
 - Provided and verified all training records for inclusion in the Lieutenants promotional process.
 - Assisted the Fire & Police Commission in developing and implementing the testing processes to establish a new candidate eligibility list for the position of Firefighter/paramedic.

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Fire Department

OBJECTIVES TO BE ACCOMPLISHED IN 2013:

- Mobile Computers in all vehicles connected to the Computer Aided Dispatch (CAD) to assist in dispatch and for assistance at incidents.
- Continue to expand the Incident Command System (Blue Card) to be able to handle a Type I or Type II Incident.
- Instruct MABAS Division 11 on the Incident Command System that we (Berwyn) has adopted. This is an accomplishment by the entire department. MABAS Division 11 sees that the Incident Command System being used is the “Best Practice for Command”.
- Computer tracking of and using computers for inspection for Fire Prevention and Company Inspections of apartment buildings.
- Purchase two new 2012 Ambulances and place them into service.
- Purchase 5 SCBA Air Bottles to begin a replacement plan for expiring hydro testing dates (air bottles reaching the end of their lifespan) on current in service air bottles.
- Continue and upgrade routine yearly maintenance for SCBA Units.
- In conjunction with the IT Department, implement a mobile version of Firehouse allowing data entry, report, and code violation documentation in real time, on site during the course of conducting inspections. This would eliminate downtime spent in the office completing data entry, and allow for more time on the street conducting inspections.
- In conjunction with Fire Prevention Week, conduct a Fire Department open house.

LONG TERM OBJECTIVES (2-5 YEARS):

- Develop a plan for SCBA bottle replacement (which is approaching the end of their life spans).
- Proceed in fully implanting the Blue Card Command ICS System.

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Fire Department

- Establish an interactive website for children and adults relating to Public Safety / Fire Prevention.
- Develop and Implement a web based informational packet for current or new business owners as it relates to Fire Prevention requirements.
- Seek federal and or state grants / funding to complete the second phase of construction on the 16th Street Fire Station.

Berwyn Fire Department Budget wish list for 2013:

Repair and remodel Station 1 Kitchen (\$20,000)

- **Station 1 was remodeled in 2000 including a new addition funded by grants. At that time the kitchen was not addressed.**

Reconfigure and remodel at the central station (\$25,000)

- **Remodel the Fire Chiefs office and the Lieutenants office. These areas have not been updated since the middle 1970's.**
- **Relocate the workout area to the area which presently serves as a training room, which would require relatively minor remodeling costs.**
- **Remodel the current workout area changing it to a conference room / filing room.**

City of Berwyn
2013 Budgeted Expenditures by Department
Fire
12/31/2013

Account Number	Account Name	2010 Balance	2011 Balance	2012 Projected	2012 Budget	2013 Budget	Requested Budget Change
100-18-5000	Fire - Salaries	\$ 5,282,372	\$ 5,915,543	\$ 6,188,599	\$ 6,235,015	\$ 6,454,725	\$ 219,710
100-18-15-5000	Fire - Salaries for EMS	456,818	312,413	-	-	-	-
100-18-5005	Fire - Out of Class	104,242	91,781	111,235	91,287	93,570	2,283
100-18-5010	Fire - Overtime	271,700	180,573	201,211	250,000	281,875	31,875
100-18-5015	Fire - Uniform Stipend	51,375	51,325	65,000	65,000	78,500	13,500
100-18-5020	Fire - Education Stipend	22,500	21,250	22,000	22,000	23,500	1,500
100-18-5025	Fire - Other Stipend	8,802	49,231	86,685	85,700	85,700	-
100-18-5030	Fire - Sick Day Buy Back	91,131	255,144	218,041	296,018	294,500	(1,518)
100-18-5035	Fire - Benefits	1,324,192	1,588,260	1,733,415	1,762,493	1,920,561	158,068
100-18-15-5035	Fire - Benefits for EMS	40,033	32,900	-	-	-	-
100-18-5040	Fire - Tuition Reimbursement	20,012	20,899	9,844	15,000	15,000	-
100-18-5045	Fire - Pension	2,532,240	2,544,675	2,536,939	2,534,586	2,534,586	-
100-18-5205	Fire - Utilities	9,633	13,866	6,650	12,000	12,000	-
100-18-5210	Fire - Vehicle Gas and Oil	55,660	65,802	63,740	55,000	55,000	-
100-18-5215	Fire - Telephone	8,891	8,061	8,338	10,000	10,000	-
100-18-5220	Fire - Training, Dues and Publications	42,358	39,787	33,253	51,000	60,000	9,000
100-18-5225	Fire - Supplies	11,787	7,844	6,414	20,000	20,500	500
100-18-5235	Fire - Postage and Printing	722	1,815	431	1,000	500	(500)
100-18-5290	Fire - Other general Expenses	39,224	52,658	44,545	87,500	92,750	5,250
100-18-5300	Fire - Professional Service	510,310	-	-	-	-	-
100-18-5300-03	Fire - Collection Service Fees	65,799	69,935	61,733	60,000	60,000	-
100-18-5400	Fire - Repairs and Maintenance	138,202	139,281	158,107	200,000	202,250	2,250
100-18-5405	Fire - Copier Maintenance	4,112	3,995	3,807	6,600	6,600	-
100-18-5500	Fire - Equipment Purchases	125,026	68,850	40,961	150,000	130,000	(20,000)
100-18-5500-01	Fire - Turnout Gear	15,735	16,871	34,470	45,000	40,000	(5,000)
100-18-5505	Fire - Equipment Lease	156,253	165,923	165,888	171,600	193,500	21,900
100-18-5625	Fire - Internal Service Fund	729,397	521,892	732,020	547,257	376,148	(171,109)
100-18-5800	Fire - Capital outlay	-	319,521	42,974	70,000	75,000	5,000
Department Total		<u>\$ 12,118,526</u>	<u>\$ 12,560,095</u>	<u>\$ 12,576,300</u>	<u>\$ 12,844,056</u>	<u>\$ 13,116,765</u>	<u>\$ 272,709</u>

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PROGRAM MANAGER: Chief of Police

PROGRAM DESCRIPTION:

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

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. This transformation now has many families leaving the City of Chicago seeking an improved quality of life with lower crime rates, and better public school systems. The growth of suburban migration includes individuals who have criminal intentions that are involved in street gangs and drug related violent crimes that fleeing from the increased enforcement actions of the Chicago Police Department. The influx of some of this criminal element has arrived in Berwyn, which has impacted our policing strategies, initiatives, and operations.

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

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

Organization:

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

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Deputy Chief of Police:

The Deputy Chief of Police is responsible for and oversees the Criminal Investigative Services Division, which includes Gang / Tactical and Drug Unit, and Task Force operations. The duties of the Deputy Chief also include Internal Affairs Investigations, Crime Analysis along with crime mapping strategies that specifically impact department crime enforcement activities and initiatives.

Internal Affairs management is vital to the success of the organization in the fact that any and all complaints against officers be 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 specific actions resulting in complaints from occurring again.

The Berwyn Police department is currently part of several Task Force operations on the federal, state, and local level. The Task Forces include; The Drug Enforcement Administration (DEA), U. S. Marshal's Service Great lakes Regional Fugitive Task Force, Chicago / Cook County High Intensity Drug Trafficking Area (HIDTA), West Suburban Major Crimes Task Force (WESTAF), and the local West Suburban Enhanced Drug Gang Enforcement Group (WEDGE). The officers assigned to these Task Forces are under the direction of the Deputy Chief of Police.

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

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

Department Description – Field Operations:

The Field Operations Division is responsible for the administration of all aspects of the patrol division which includes supervision of Watch Commanders and patrol officers for all three shifts. New officer recruit and lateral entry officer's fall under Field Operations as well as the Communications Unit Personnel. The Departments Auxiliary Police operations, part time certified officers, and

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secondary employment for all personnel of the Berwyn Police Department are all part of Field Operations.

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

Department Description – Staff Operations:

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

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

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

The Division Commander of Staff Operations will also oversee Department K-9 operations and Police Management and Supervisory Accountability.

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Department Description – Administrative Services:

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

The Division Commander of Administrative Services is also responsible for Asset Forfeiture Management both at the State and Federal level. The Departments Information Services Unit which includes the Record Section and Information Technology Section also fall under Administrative Services. The Division Commander of Administrative Services also coordinates all department litigation with the city's Law Department and also serves as a liaison with City's Benefits Administration Department and oversees departmental Occupational Health & Safety issues and random drug screening.

Department Description – Support Services

The primary responsibility of the Division Commander of Support Services is to provide assistance to the other Divisions of the Police Department in the form of personnel and equipment. The Division Commander of Support Services is responsible for carrying out the goals and objectives of this division which in turn allows the Berwyn Police Department to meet its mission in many of the departments operations.

Support Services consists of the following units of operation: Community Services, Graffiti Removal, Court Services, Local Adjudication, Parking Enforcement, and Collections, Traffic Enforcement, Department Fleet Management, Police Equipment, Prisoner Detention and processing.

SERVICES:

Investigative Services:

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Criminal Investigations Unit

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

The Criminal Investigations unit is led by a Unit Commander and a supervising Sergeant who are responsible for the management and supervision of the unit. The unit is currently comprised of twelve investigators who handle all major criminal investigations and general case assignment for the department, and one unit secretary. There are also two investigators who are assigned to task force operations being the Drug Enforcement Agency, and Cook County High Intensity Drug Trafficking Area Group.

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** - Electronic and paper record maintenance, including all Berwyn arrest files, liquor license files, new business files, criminal records checks, LEADS (Law Enforcement Agency Data Systems) validations, immigration checks, military background checks, responding to subpoena requests, processing expunge orders, Medical Examiner files and Cook County court computer updates.

-  **Property and Evidence Management** - Evidence processing, collection, and storage along with recovered property storage. Preparation of evidence for laboratory submission for analysis, and evidence records maintenance, along with 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.

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- ✚ **Employee Criminal Background Investigations** - New Police Employee background checks (processing, reports, field interviews), photographs, fingerprint verification, FOID, D/L, neighbor and former employer reference verifications, followed by a comprehensive written report.

- ✚ **Photography and Digital Imaging** – Includes photography maintenance, filing of negative print film and photographs, photography log records, and filling of subpoena requests for negative print film. Digital Image Processing and Data Maintenance, (downloading and copying of all digital images captured by Police Department Cameras) is a vital part of this task. 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)

- ✚ **Sex Offender Files** - Sex offender file maintenance, on-line photo maintenance, monthly residence checks, sex offender registrations and LEADS entry verification completed.

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

- ✚ **Financial District Liaison** - Organize and host semi-annual meetings between the Police Department and all financial district leaders. Maintain direct contact 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

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owners, including local area shops located in Oak Park, North Riverside and Chicago Area 5.

-  **Roll Call Training** - Investigators participate in 10-15 minute roll call training sessions in conjunction with daily shift roll calls. Roll Call Training provided on an as-needed basis but no less that once a week. General Topics covered are to include Crime Scene Protection, Recovered Property, Evidence Collection, Documentation of Witness and Offender Statements, and other related topics of concern.

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

-  **FBI Joint Terrorism Task Force Liaison** - Investigators are assigned as liaisons between the Federal and State Terrorism Units and the Berwyn Police Department. Investigators receive specialized training from the FBI Joint Terrorism Task Force (JTTF) and from the Illinois State Police Terrorism Unit. 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 / Community Relations Unit:

Youth Investigations

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- ✚ The police department Youth Investigations/Community Relations Unit is comprised the Unit Commander who serves as the supervisor and seven Youth Investigators. The unit handles all incidents that involve minors who are either the victims of, or offenders 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 shifts, detective or tactical units.
- ✚ Youth investigators are called to the schools on a regular basis during the school year for criminal acts or Minors Requiring Authoritative Intervention.
- ✚ Investigators also provide the schools with gang & drug awareness, bullying, and railroad safety programs, or any other specifically targeted program at the schools request.
- ✚ The unit also coordinates the 54-person school crossing guard program including the crossing guard supervisor who handles the day to day operations of the crossing guard program including the hiring, scheduling, training, and payroll of all 54 members.
- ✚ The Unit acts as the liaison between the Berwyn Police Department and the Illinois Department of Children & Family Services and is tasked with handling all allegations of child abuse reported to DCFS
- ✚ Internet Crimes Against Children (ICAC), 2 Investigators work with the ICAC Task Force coordinated through the Cook County States Attorney's Office working investigations against on-line 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.

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Community Relations

The Unit Commander and Youth Investigators also are tasked with all Community Relations Programs that affect the community and serve as the Public Relations arm of the department. The unit is also responsible for coordination and management of the following programs, which include but are not limited to:

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

Tactical / Drug Enforcement and Investigations Unit:

The Deputy Chief of Police supervises the Tactical/Drug Enforcement unit which is comprised of a supervising Sergeant, (5) Tactical Officers who are Gang Specialists, and (1) Detective that is assigned to the U.S. Marshal's Great lakes Regional Fugitive Task Force. Tactical Officers focus on gang suppression and intelligence while disrupting street level drug sales.

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

- ✚ West Suburban Gang Task Force

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- ✚ Gang awareness, Graffiti patterns, and file maintenance
- ✚ 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

Field Operations:

Patrol Division

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

- ✚ The Patrol Division represents the first visible contact with the public, and provides primary first responder police service.
- ✚ The Patrol Division has a myriad of functions to include initial investigation of crimes. Patrol Officers are the eyes and ears of the investigators and in many cases the success or failure of cases rests on the shoulders of the Patrol Division.
- ✚ The Patrol Officer's functions also include accident investigation, traffic enforcement, order maintenance, code enforcement, crime prevention and identification and apprehension of suspects in criminal events.

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- ✚ Patrol Officers must be aware of trends in crime in their beats and are the primary representatives of the 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 67 sworn personnel.

Training Unit

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

Training is the lifeblood of a successful police agency, and it is the only component that safeguards a police officer's physical well being and guards the city from damaging litigation. Some of the annual training programs include:

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

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

Administrative Services:

Building and Grounds

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

Records Unit

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

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

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

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

Communications Unit

The Emergency Communications Center is responsible for the receipt and transmission of emergency and non-emergency calls for Police, Fire and Emergency Medical assistance, responding to incoming alarm signals, providing emergency instructions to callers, central answering point for all wire line and wireless 9-1-1 calls originating from the City of Berwyn, recording and relaying sensitive information that may involve life and death situations. The Center operates 24 hours a day, 365 days a year and is currently staffed by one (1) full-time Communications Coordinator (14) full-time, and one (1) 9-1-1 Systems Administrator.

- ✚ Communications Coordinator is responsible for supervising and scheduling of the Telecommunicator Staff and all other personnel related issues.
- ✚ Maintains 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 Unit.
- ✚ Standardized processing for citizen complaints and compliments as relating to the Emergency Communications Unit, and the assigned personnel.
- ✚ 9-1-1 Systems Administrator is responsible for maintaining the city's Emergency Communications System infrastructure and all related technology systems and software products.

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Support Services:

Community Service Unit

The Community Service Unit utilizes 12 civilian community service officers whose assignments include assisting the patrol division, enforce parking ordinances and local ordinances throughout the city, including the business districts, municipal parking lots, metered parking area, permit parking lots, overnight parking laws and all other posted areas requiring enforcement. Additional duties are as follows:

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

Parking Enforcement Unit

The Parking Enforcement Unit is comprised of (6) civilian part time officers are dedicated to the single task of enforcing the City's parking ordinances throughout the City, including business districts, municipal parking lots, and permit parking lots. They are assigned a specific geographical area within the City to identify vehicles violating parking regulations and restrictions and issue parking complaints.

This allows the department 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,

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-  Report defects or dangers on the streets or sidewalks.

Traffic Unit

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

-  Trained in auto accident investigations and follow up to hit and run accidents.
-  Enforce drunken driving laws through patrol and checkpoints.
-  Provide traffic studies and traffic pattern analysis.
-  Initiate all traffic enforcement campaigns through grant programs; speed radar enforcement, seat belt or 'Click it or Ticket' Operations

Fleet Management

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

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 arresting officers with arrest case file preparation.
-  Data entry of all Local Ordinance, and State or Cook County moving violations into the departments Record Management System

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**Police Department
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- ✚ Prisoner property inventory and prisoner log maintenance.
- ✚ Non-criminal processing / identification for schools and liquor licenses.

Canine Unit

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

- ✚ Canine Unit Currently consists of (3) Belgian Malinois.
- ✚ Assisting the Berwyn Police Department with public relations by performing demonstrations at various schools, city functions and public events.

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Staffing:

Position (FTE)	2011 Actual	2012 Actual	2013 Budget
Chief of Police	1.00	1.00	1.00
Deputy Chief of Police	1.00	1.00	1.00
Division Commander	4.00	4.00	4.00
Lieutenant	2.00	2.00	2.00
Sergeant	17.00	17.00	17.00
Patrolman	76.00	83.00	85.00
Communications Coordinator	1.00	1.00	1.00
Full Time Telecommunicators	16.00	14.00	15.00
9-1-1 Systems Administrator	1.00	1.00	1.00
Crime Analyst	-	1.00	1.00
Community Service Officers	11.00	10.00	10.00
Graffiti Removal Technicians	1.00	1.00	1.00
Animal Control Officer	1.00	1.00	1.00
Parking Enforcement Officers	6.00	6.00	6.00
Booking Officers	13.00	20.00	20.00
Secretary's	2.00	2.00	2.00
Records Supervisor	1.00	1.00	1.00
Records Clerks	3.00	4.00	4.00
Custodian	1.00	1.00	1.00
Auxiliary Police	56.00	48.00	75.00
Crossing Guard Supervisor	1.00	1.00	1.00
Crossing Guards	47.00	54.00	54.00
Total:	262.00	274.00	304.00

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Activity Measures:

Activity Measures	2011 Actual	2012 Projected	2013 Budget
Wire Line 911 Calls Received	12,357	12,139	12,504
Wireless 911 Calls Received	22,787	24,627	25,366
Non Emergency Calls Received	109,328	99,702	102,694
Outgoing Calls Made	50,701	46,242	47,630
Calls for Service Generated (CAD)	65,678	68,231	70,278
Police Incidents Created	15,744	14,650	15,090
Criminal Investigatons Initiated	2,091	2,548	2,624
Criminal Investigations Cleared	1,553	1,848	1,903
Evidence Processed and Inventoried	13,940	11,394	11,735
Misdemeanor Arrests	1,976	1,604	1,653
Felony Arrests	244	188	194
Juvenile Petitions	332	363	374
Station Adjustments	82	50	52
Juvenile Contacts	1,259	1,400	1,442
Graffiti Arrests	19	32	33
DUI Arrests	113	118	122
Compliance Tickets Issued	8,546	8,073	8,315
Compliance Ticket Revenue	\$210,513	\$199,805	\$205,799
Local Ordinance Tickets Issued	1,753	1,543	1,589
Local Ordinance Revenue	\$88,293	\$82,027	\$84,488
Cook County Moving Violations	10,164	8,931	9,199
Prisoners Processed and Housed	2,256	2,320	2,389
Vehicles Impounded	2,059	1,842	1,897
Impoundment Revenue	\$1,027,550	\$930,250	\$958,157
Parking Tickets Issued	61,964	61,096	62,928
Parking Ticket Revenue	\$1,782,202	\$1,822,908	\$1,877,595
Wheel Locks Applied	524	741	763
Wheel Lock / Boot Fee	\$32,820	\$24,360	\$25,090
Hanicap Applications	78	47	49
Animals at Large Calls	798	837	863
Animal Traps Set	62	109	112
Animal Bites Handled	39	49	51
Graffiti Removals	932	1,866	1,921
Abandoned Vehicles Reported	184	234	242

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DEPARTMENT OBJECTIVES ACCOMPLISHED IN 2012:

- Launched the Emergency Medical Dispatch Program (EMD) the first Communications Center in the Western Suburbs to go live.
- Established and equipped an Emergency Operations Center (EOC) in the basement training room of the 16th ST Firehouse
- Implementation of a coordinated student drop off-pick traffic safety plan at all Berwyn Schools.
- Conducted a successful “Take 25” event through the National Center on Missing & Exploited Children Center.
- National Award and Recognition for Dispatch Partnership with the National Center for Missing and Exploited Children
- New Updates to the Department Policy manual that is an important means of communication which provides clear guidance for police department personnel to enhance future department operations
- Started new Crisis Intervention Team (CIT) for dealing with individuals with mental health issues.
- First Police Agency to implement Integrated Automated Fingerprint Identification System (IAFIS) with the FBI Bureau of Identification.
- Two Evidence Technicians now certified as Crime Scene Investigators after a five week training program through the Illinois State Police
- New upgrades and modifications that includes the high tech capability of evidence processing and storage in the evidence processing room.
- Launched the Berwyn Police Department Website;
www.berwynpolicedepartment.com
- Upgrades to records management operations software for increased financial accountability and controls.
- Full department audits and inventories of evidence, weapons, records and department vehicles and equipment.
- Created new BPD annual report that outlines meeting department objectives and accomplishments.
- Achievement of department goals and standards established along with compliance and weapons training and certifications.
- Purchase of 6 new squad cars.
- Establish the new position of Crime Analyst to enhance our crime mapping and analysis strategies for department enforcement, which also increases public awareness and transparency through “Crime Reports” link on the BPD website.

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- Upgrades to in-car squad computers; Mobile Records Management and reporting capabilities.
- Continued development of established department committees to enhance and improve department operations and processes.
- Created new monthly Berwyn Police Department newsletter (Berwyn Bullet) to expand on inter-departmental and city communications.
- Award winning National Night Out program that highlighted City of Berwyn departments and services.
- Expansion of Department Volunteer Programs, Police Explorers, Neighborhood Watch, and Volunteers in Policing (VIP) programs.
- Developed Neighborhood Watch Block Captain Steering Committee
- Increased traffic safety awareness and enforcement campaigns through grant funding.
- Met all Department of Homeland Security and NIMS compliance requirements for the department.
- Completed the child fingerprint identification program – fingerprinting over 2000 kindergarten to third grade students throughout Districts 98 and 100.
- Continued development of Police Mentoring Program.
- Established Police Training Coordinator position in order to meet all state and federal (NIMS, Department of Homeland Security) training and certification mandates.
- Developed one of the best hands-on simmunitions weapons training programs in the state of Illinois.
- Successful completion of national Incident Management Systems (NIMS) emergency planning for department operations and preparation for the NATO conference held in the city of Chicago.

OBJECTIVES TO BE ACCOMPLISHED IN 2013:

- Replacement of the Police Department UPS (Uninterruptable Power Source).
- Conduct an evaluation, needs assessment, and feasibility study on the police facility for possible expansion.
- Major system upgrade of the 9-1-1 Telephone System through the vendor Plant/CML Cassidian.
- Expand the use of the current Records Management System for more efficiency throughout the department.

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**Police Department
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- Continued emphasis on teamwork within the department while continuing to keep open lines of communication and employee involvement in department planning, development, and operations to meet department goals and objectives.
- Meet all required staffing levels in the various units and divisions of the Berwyn Police Department.
- Creation and implementation of a new School Resource Officer (SRO) program and appoint a School Resource Officer to work with the middle and lower grade schools.
- Assign an additional police officer to the Federal Drug Enforcement Administration (DEA) Task Force.
- Enhance our departments report writing capability to better utilize staffing and allocation of resources to meet workload and performance objectives.
- Continuous development of up to date policies, procedures, and department directives that provide clear direction, guidance, and protection to members of the Berwyn Police Department.
- Utilization of the department Crime Analyst to implement practical approaches to crime suppression and the problems associated with criminal activity which places emphasis on public safety, prevention, and awareness.
- Encourage further community involvement in reporting criminal, suspicious, and illegal activities while building partnerships and cooperation with the community to expand our community oriented policing strategies.
- Ensure inter-department and inter-agency cooperation and collaboration with local state, and federal agencies.
- Promote traffic safety and traffic enforcement campaigns to increase awareness and reduce pedestrian, cyclist, rail, and traffic related accidents and fatalities.
- Review, examine, and update all School Safety and Crisis Plans with school Districts 98, 100, & 201.
- Steady development and continued training in Emergency Medical Dispatch (EMD) Operations and Quality Assurance.

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

- Plan and find funding for expanding the police facility to better meet the needs of the department.
- Increase staffing levels in identified units of the department both sworn and civilian to meet the increase in calls for service; and to be able to provide a level of quality service that our residents demand and deserve.
- Implementation of a citywide wireless mesh system to enhance emergency wireless communications to include video camera monitoring in hot spots for public safety.
- Implementation of photo railroad grade crossing enforcement
- Electronic digitalization of department records to reduce storage and paper costs.
- Implementation of a Radio Based Alarm System to replace the current phone line based alarm monitoring system.
- Explore Berwyn Police Department Accreditation Process through the Illinois Law Enforcement Accreditation Program (ILEAP)

City of Berwyn
2013 Budgeted Expenditures by Department
Police
12/31/2013

Account Number	Account Name	2010 Balance	2011 Balance	2012 Projected	2012 Budget	2013 Budget	Requested Budget Change
100-20-51-5000	Police - Admin - Ch of Police, Div Cdrs	\$ 665,882	\$ 726,911	\$ 707,099	\$ 717,117	\$ 778,463	\$ 61,346
100-20-53-5000	Police - Sprvsrs - Lieut's & Sergeant's	1,695,467	1,875,104	1,974,804	1,917,694	2,047,670	129,976
100-20-55-5000	Police - Detectives	1,576,271	1,540,488	1,723,313	1,503,212	1,801,999	298,787
100-20-57-5000	Police - Officers	4,302,305	4,257,431	4,282,719	4,499,399	4,544,166	44,767
100-20-59-5000	Police - Auxiliary	192,365	219,330	307,516	220,000	240,000	20,000
100-20-61-5000	Police - Radio operators/dispatchers	571,800	726,463	725,955	772,508	747,607	(24,901)
100-20-63-5000	Police - Community service officers	438,384	449,894	442,136	459,718	471,193	11,475
100-20-65-5000	Police - Parking enforcement personnel	68,664	71,510	86,357	87,405	80,590	(6,815)
100-20-67-5000	Police - Lockup personnel	138,218	148,956	216,757	220,000	192,000	(28,000)
100-20-69-5000	Police - Clerks	286,169	304,785	364,899	348,859	396,515	47,656
100-20-71-5000	Police - Crossing Guards	256,302	285,077	290,228	312,664	335,318	22,654
100-20-5005	Police - Out of Class	7,333	6,835	5,973	7,000	7,000	-
100-20-5010	Police - Overtime	960,565	1,173,843	1,224,040	831,571	1,086,518	254,947
100-20-5015	Police - Uniform stipend	54,500	104,500	102,000	115,000	109,000	(6,000)
100-20-5020	Police - Education Stipend	56,000	56,000	56,000	57,700	53,500	(4,200)
100-20-5025	Police - Other Stipends	-	11,000	12,500	-	-	-
100-20-5030	Police - Buy back	740,238	648,457	737,378	695,897	715,704	19,807
100-20-5035	Police - Benefits	2,901,189	3,118,920	3,272,663	3,291,175	3,533,783	242,608
100-20-5040	Police - Tuition Reimbursement	85,082	62,857	33,164	54,000	31,000	(23,000)
100-20-5045	Police - Pension	2,447,617	2,443,805	2,434,181	2,428,758	2,428,758	-
100-20-5205	Police - Utilities	24,215	23,187	15,251	35,000	18,000	(17,000)
100-20-5210	Police - Vehicle Gas and Oil	192,402	254,850	298,735	208,000	310,000	102,000
100-20-5215	Police - Telephone	80,294	82,841	115,599	91,300	108,900	17,600
100-20-5220	Police - Training, dues and publications	49,255	48,404	68,786	75,000	65,000	(10,000)
100-20-5225	Police - Supplies	37,259	42,588	50,960	64,100	54,400	(9,700)
100-20-5235	Police - Postage & printing	50,419	33,742	33,270	30,500	35,500	5,000
100-20-5290	Police - Other general expenses	354,047	71,768	85,225	125,000	88,700	(36,300)
100-20-5300	Police - Professional Services	2,680	-	-	-	-	-
100-20-5345	Police - Speed photo enforcement	93,485	322,178	593,733	750,000	491,826	(258,174)
100-20-5400	Police - Repairs and maintenance	207,011	330,712	335,726	294,300	353,400	59,100
100-20-5405	Police - Copier maintenance	20,447	21,432	25,068	23,000	19,000	(4,000)
100-20-5500	Police - Equipment	27,171	14,865	25,465	30,000	25,000	(5,000)
100-20-5625	Police - Internal service fund	1,705,221	1,368,435	2,118,905	2,002,386	1,113,902	(888,484)
100-20-5800	Police - Capital Expenditures	252,697	176,508	212,354	572,000	500,000	(72,000)
Department Total		<u>\$ 20,540,954</u>	<u>\$ 21,023,676</u>	<u>\$ 22,978,759</u>	<u>\$ 22,840,263</u>	<u>\$ 22,784,412</u>	<u>\$ (55,851)</u>

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Fire and Police Commission

PROGRAM MANAGER: Commission

PROGRAM DESCRIPTION:

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

BUDGET SUMMARY:

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

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 2013 Budgeted Expenditures by Department
 Fire and Police Commission
 12/31/2013

Account Number	Account Name	2010 Balance	2011 Balance	2012 Projected	2012 Budget	2013 Budget	Requested Budget Change
100-22-5500	Fire and Police Commission - Salaries	\$ 16,002	\$ 16,002	\$ 15,849	\$ 16,000	\$ 20,000	\$ 4,000
100-22-5035	Fire and Police Commission - Benefits	4,835	1,260	1,357	1,232	1,592	360
100-22-5200	Fire and Police Commission- Training, Dues, & Publications	-	-	-	-	5,375	5,375
100-22-5225	Fire and Police Commission - Supplies	16	-	-	-	-	-
100-22-5235	Fire and Police Commission- Postage & Printing	1,578	180	6	-	-	-
100-22-5290	Fire and Police Commission - Other General Expenses	5,060	19,190	56,796	42,000	1,000	(41,000)
100-22-5290	Fire and Police Commission - Police Testing	-	-	-	-	40,000	40,000
100-22-5290	Fire and Police Commission - Pre Employment Physicals	-	-	-	-	30,000	30,000
		-	-	-	-	-	-
Department Total		<u>\$ 27,491</u>	<u>\$ 36,632</u>	<u>\$ 74,008</u>	<u>\$ 59,232</u>	<u>\$ 97,967</u>	<u>\$ 38,735</u>

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Building

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 are 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

STAFFING:

Position (FTE)	2012 Actual	2013 Budget
Building Director	1.00	1.00
Blight Coordinator	1.00	1.00
Permit Clerk I	1.00	1.00
Permit Clerk II	1.00	1.00
Compliance Clerk II	1.00	1.00
Compliance Inspector I	1.00	1.00
Compliance Inspector II	1.00	1.00
Building Inspector	1.00	1.00
Blight Inspector	2.00	2.00
Assistant to Building Director	-	1.00
Total	10.00	11.00

ACTIVITY MEASURES:

Activity Measures	2012 Actual	2013 Budget
Permits Issued	3,668	2,500
Permit Revenue	\$27,656,452.95	\$12,000,000.00
Blight Citations Issued	431	450
Blight Citation Revenue	\$384,547.00	\$401,500.00

OBJECTIVES ACCOMPLISHED IN 2012:

- Finalized City Hall generator installation
- Changed out lighting fixtures and the City Parking Garage
- Received approval for installation of new elevator
- Was successful with court proceedings for 2834 S. Lombard animal hording house and had it demolished
- Acclimating to the new codes and enforcing them, which is making the employees more knowledgeable and helpful to customers
- Cross trained employees to help the department run more efficiently

OBJECTIVES TO BE ACCOMPLISHED IN 2013:

- Finalizing elevator installation and associated alarm & electrical work

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Building

- Implement new inspection report scanner
- Implement new ipad usage for the city inspectors
- Revise current sign ordinance
- Hire new Blight inspector
- Hire new assistant for the Building Director
- Streamlining the inspection input process to prevent bottlenecking in the process
- Emailing inspector permit print outs to eliminate confusion, which will make the inspection process more effective and efficient.
- Implementing a new computer system which will optimistically speed up the permit process and allow the permit clerks to be more attentive to the customers' needs
- Acclimating employees the new codes and enforcing them, which is making them more knowledgeable and helpful to customers
- Streamlining Compliance Department procedures
- Cross train existing Building Department employees of compliance department process

LONG TERM OBJECTIVES (2-5 YEARS):

- Repave and stripe City Hall parking lots
- Repair and epoxy coat City Hall entrance stairs and new railing

City of Berwyn
 2013 Budgeted Expenditures by Department
 Building / Neighborhood Affairs
 12/31/2013

Account Number	Account Name	2010 Balance	2011 Balance	2012 Projected	2012 Budget	2013 Budget	Requested Budget Change
100-24-5000	Building - Salaries	\$ 377,123	\$ 404,647	\$ 406,892	\$ 433,460	\$ 491,774	\$ 58,314
100-24-5030	Building - Sick Day Buy Back	6,199	5,722	6,308	7,500	6,282	(1,218)
100-24-5035	Building - Benefits	251,810	245,643	247,758	262,872	309,532	46,660
100-24-5205	Building - Utilities	11,607	20,056	7,301	13,000	13,000	-
100-24-5210	Building - Vehicle Gas and Oil	23,201	8,168	9,006	8,000	10,000	2,000
100-24-5215	Building - Telephone	4,896	4,508	5,533	5,000	7,500	2,500
100-24-5220	Building - Training, Dues,& Publications	597	1,327	1,412	3,000	2,000	(1,000)
100-24-5225	Building - Supplies	3,435	8,069	6,771	7,500	7,500	-
100-24-5235	Building - Postage & Printing	10,320	4,278	5,214	8,000	8,000	-
100-24-5290	Building - Other General Expenses	3,874	35,077	39,027	40,000	40,000	-
100-24-5300	Building - Professional Service	279,630	302,607	350,768	310,000	350,000	40,000
100-24-5400	Building - Repairs and Maintenance	133,642	126,083	144,067	130,000	160,000	30,000
100-24-5405	Building - Copier Maintenance	3,185	3,556	3,417	4,000	4,000	-
100-24-5500	Building - Equipment	78	424	-	-	-	-
100-24-5625	Building - Internal Service Fund	153,062	34,485	33,695	33,715	16,288	(17,427)
100-24-5800	Building - Capital Outlay	-	-	-	-	60,000	60,000
Department Total		<u>\$ 1,262,659</u>	<u>\$ 1,204,650</u>	<u>\$ 1,267,169</u>	<u>\$ 1,266,047</u>	<u>\$ 1,485,876</u>	<u>\$ 219,829</u>

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Public Works

PROGRAM MANAGER: Director of Public Works

PROGRAM DESCRIPTION:

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

SERVICES:

- **Administration**
 - Management of 20 FTE employees.
 - Management of the yearly budget for the Street & Fleet Divisions.
 - Coordination of all calls for service and/or repair.
 - Coordinate MFT and CDBG public improvement programs.
 - Monitors construction and utility cuts in the City rights-of-way.
 - Supervision of daily operations of all services provided by the Division.
 - Respond to resident questions, inquiries and requests.
- **Street Maintenance**
 - Street patching, repairs, and maintenance.
 - Street striping and signage.
 - Alleyway maintenance.
 - Sweep all City streets.
 - Pickup and discard dead animals and trash from City rights-of-way.
- **Forestry**
 - Maintain City owned urban forest.
 - Tree City USA for 25 consecutive years.
 - Remove dead, dying or diseased trees.
 - Coordinate the replanting of trees within the city owned rights of way.
- **Ice and Snow Control**
 - Provide prompt quality response for snow and ice issues to maintain safe vehicular travel.
- **Turf Maintenance**
 - Cut grass and weeds in public areas.

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Public Works

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

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

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

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

STAFFING:

Position (FTE)	2011 Actual	2012 Actual	2013 Budget
Secretary/Receptionist	0.50	1.00	-
Traffic Engineer	1.00	1.00	1.00
Staff Engineer	-	-	1.00
Fleet Manager	0.50	-	-
Mechanic	2.00	2.00	2.00
Working Foreman	4.00	4.00	3.00
Drivers	14.50	13.00	14.00
Total	<u>22.50</u>	<u>21.00</u>	<u>21.00</u>

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Public Works

ACTIVITY MEASURES:

Activity Measures	2011 Actual	2012 Actual	2013 Budget
Miles of Streets	110	110	110
Street sweeping miles	7,000	8,500	8,000
Miles of Alleys	55	55	55
Miles of alleys swept	120	125	120
Street Signs replaced	750	1,200	1,000
Pavement Striping	\$60,000	15,000 If	25,000 If
Vehicle/equipment work orders	225	200	175
Service requests	-	1,900	2,500

OBJECTIVES ACCOMPLISHED IN 2012:

- Continued roadway repairs
- Replaced four alleys within the Ogden Av. TIF
- Collect old electronics for recycling
- Secure grants to replace the Berwyn Parking Deck lighting

OBJECTIVES TO BE ACCOMPLISHED IN 2013:

- Re-surface East Av. from Cermak to 31st Street
- Work with the Engineering consultant to complete the Depot Streetscape Design
- Replace street lights on Oak Park Av. from Cermak Rd. to Ogden Av.
- Evaluate Snow Procedures
- Continue the annual cost shared sidewalk program.
- Continue maintenance of our urban forest

City of Berwyn
2013 Budgeted Expenditures by Department
Public Works
12/31/2013

Account Number	Account Name	2010 Balance	2011 Balance	2012 Projected	2012 Budget	2013 Budget	Requested Budget Change
100-26-35-5000	Streets - Salaries	\$ 1,179,808	\$ 1,219,383	\$ 1,306,416	\$ 1,289,793	\$ 1,439,000	\$ 149,207
100-26-35-5010	Streets - Overtime	68,421	57,373	56,661	85,000	84,000	(1,000)
100-26-35-5015	Streets - Uniform stipend	15,675	18,039	16,965	22,500	23,500	1,000
100-26-35-5025	Streets - Other stipend	-	206	360	5,000	5,000	-
100-26-35-5030	Streets - Sick day buyback	(2,072)	15,547	11,114	10,000	15,000	5,000
100-26-35-5035	Streets - Benefits	602,021	646,375	696,622	705,841	810,275	104,434
100-26-35-5105	Streets - Community Programs	-	21,179	-	-	-	-
100-26-35-5205	Streets - Utilities	25,915	18,023	5,996	22,000	18,000	(4,000)
100-26-35-5210	Streets - Vehicle gas & oil	134,280	157,083	227,559	165,000	125,000	(40,000)
100-26-35-5215	Streets - Telephone	6,253	2,768	3,938	3,500	3,500	-
100-26-35-5215	Streets - Training, dues, & publications	383	4,396	575	18,000	7,500	(10,500)
100-26-35-5225	Streets - Supplies	74,953	105,777	78,012	111,500	157,000	45,500
100-26-35-5235	Streets - Postage & printing	531	845	7,031	2,000	4,000	2,000
100-26-35-5290	Streets - Other general expenses	9,212	14,717	13,842	-	3,500	3,500
100-26-35-5300	Streets - Professional services	79,160	413,833	116,580	389,478	365,000	(24,478)
100-26-35-5400	Streets - Repairs and maintenance	140,501	246,071	584,116	155,000	294,000	139,000
100-26-35-5405	Streets - Copier maintenance	919	807	795	3,000	4,500	1,500
100-26-35-5500	Streets - Equipment	3,095	-	-	6,000	10,000	4,000
100-26-35-5505	Streets - Equipment lease	93,875	63,410	66,193	65,000	45,000	(20,000)
100-26-35-5625	Streets - Internal service fund	270,390	280,202	417,912	411,637	221,032	(190,605)
100-26-35-5800	Streets - Capital Outlay	-	44,095	40,914	50,000	65,000	15,000
	Total Streets	2,703,320	3,330,129	3,651,601	3,520,249	3,699,807	179,558
100-26-37-5000	Fleet - Salaries	\$ 180,020	\$ 195,425	\$ 197,552	\$ 195,060	\$ 200,914	\$ 5,854
100-26-37-5010	Fleet - Overtime	11,963	10,593	7,905	18,000	16,500	(1,500)
100-26-37-5015	Fleet - Uniform stipend	2,475	2,475	2,322	3,600	4,000	400
100-26-37-5025	Fleet - Other stipend	550	550	550	-	-	-
100-26-37-5030	Fleet- Sick day buyback	(337)	2,450	857	1,500	1,367	(133)
100-26-37-5035	Fleet - Benefits	98,243	105,473	108,791	111,508	116,400	4,892
100-26-37-5210	Fleet - Vehicle gas & oil	-	6,240	-	-	-	-
100-26-37-5225	Fleet - Supplies	23,814	41,466	45,804	35,000	60,250	25,250
100-26-37-5235	Fleet - Postage & printing	439	228	1,725	250	250	-
100-26-37-5290	Fleet - Other general expenses	2,590	483	121	5,000	15,000	10,000
100-26-37-5300	Fleet - Professional services	2,336	23,966	77,975	26,000	45,000	19,000
100-26-37-5400	Fleet - Repairs and maintenance	151,511	108,980	97,139	140,000	147,000	7,000
100-26-37-5500	Fleet - Equipment	-	-	-	5,000	5,000	-
100-26-37-5625	Fleet - Internal service fund	99,991	77,700	16,112	16,161	7,788	(8,373)
100-26-37-5800	Fleet - Capital outlay	-	-	11,955	5,000	-	(5,000)
	Total Fleet	573,595	576,029	568,808	562,079	619,469	57,390
Department Total		\$ 3,276,915	\$ 3,906,158	\$ 4,220,409	\$ 4,082,328	\$ 4,319,276	\$ 236,948

**City of Berwyn
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For the Fiscal Year Beginning January 1, 2013

Zoning Board

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 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.

BOARD MEMBERS:

-  Joel Chrastka, Chairman

-  Lance C. Malina, Esq

-  Dominic Castaldo

-  Robert Fejt

-  Don Miller

-  Alicia Ruiz

-  Mary Esther Hernandez

City of Berwyn
 2013 Budgeted Expenditures by Department
 Zoning Board
 12/31/2013

<u>Account Number</u>	<u>Account Name</u>	<u>2010 Balance</u>	<u>2011 Balance</u>	<u>2012 Projected</u>	<u>2012 Budget</u>	<u>2013 Budget</u>	<u>Requested Budget Change</u>
100-28-5000	Zoning - Salaries	\$ 11,709	\$ 11,179	\$ 10,084	\$ 12,600	\$ 6,360	\$ (6,240)
100-28-5035	Zoning - Benefits	964	966	989	971	487	(484)
100-28-5235	Zoning - Postage & printing	2,229	1,028	117	-	-	-
100-28-5290	Zoning - Other general expenses	<u>1,851</u>	<u>367</u>	<u>625</u>	<u>2,500</u>	<u>2,500</u>	<u>-</u>
		-					
Department Total		<u>\$ 16,753</u>	<u>\$ 13,540</u>	<u>\$ 11,815</u>	<u>\$ 16,071</u>	<u>\$ 9,347</u>	<u>\$ (6,724)</u>

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Committee and Planning

PROGRAM MANAGER: Mayor and City Council

PROGRAM DESCRIPTION:

The Committee and planning department of the City of Berwyn is where economic development expenditures to third parties are recorded. This department does not support any employees.

SERVICES:

Within this department the City records the following:

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

City of Berwyn
 2013 Budgeted Expenditures by Department
 Committee and Planning
 12/31/2013

Account Number	Account Name	2010 Balance	2011 Balance	2012 Projected	2012 Budget	2013 Budget	Requested Budget Change
100-30-5105-01	National Night Out	\$ 85	\$ -	\$ 18,500	\$ 6,000	\$ 17,500	\$ 11,500
100-30-5105-04	West Central Municipal Conference	19,987	19,532	19,524	20,000	20,000	-
100-30-5105-05	Berwyn Historic Preservation Commission	-	-	3,770	5,000	5,000	-
100-30-5105-06	Utility Tax Rebate	91,558	29,531	86,789	80,000	80,000	-
100-30-5105-08	Berwyn Historical Society	-	-	-	5,000	-	(5,000)
100-30-5105-30	BDC Admin Fee	-	-	86,000	86,000	86,000	-
100-30-5290	Committee & Planning - Other general expenses	<u>23,269</u>	<u>3,037</u>	<u>2,892</u>	<u>25,000</u>	<u>10,000</u>	<u>(15,000)</u>
Department Total		<u>\$ 134,899</u>	<u>\$ 52,100</u>	<u>\$ 217,475</u>	<u>\$ 227,000</u>	<u>\$ 218,500</u>	<u>\$ (8,500)</u>

**City of Berwyn
2013
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For the Fiscal Year Beginning January 1, 2013

Recreation

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, 1 Olympic sized swimming pool, and a recreation center. Major responsibilities include routine maintenance of resources, facilities, and equipment, including and providing support services for recreation programs; and park improvements and development.

SERVICES:

- ✚ Aquatic programs for youth, adult, and families
- ✚ Senior adult center operation and activities/programs
- ✚ Community wide special events
 - Easter Egg Hunt
 - National Night Out
 - Opening Day Baseball Parade
 - Nick at Night "World-Wide day of Play"
 - Mayor's Halloween Party
 - Mayor's Halloween Teen Dance

**City of Berwyn
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For the Fiscal Year Beginning January 1, 2013

Recreation

- Halloween Haunted Hallway or House
 - Mayor's Christmas party
 - Mayor's Christmas Brunch
 - Holiday Camp and Christmas Classes
 - Depot District Oktoberfest
 - Bounce Fall Youth Baseball
 - North vs. South Adult (ASA) Softball Tournament
 - 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
- Pool and Park Rentals
 - Pool and Building Rentals
 - Game room Open Play
 - Weight room
 - Outdoor Sport Court Activities
 - Jr. Mustangs Sports Camps
 - Holiday Classes
 - 10 Week Summer Camp
 - 8 Month After School Camp
 - Youth Swim Lessons
- ✚ The Recreation Center is home to various organizations within the community, including:
- Berwyn Blazers (soccer)
 - Berwyn Bulldogs (baseball)
 - Berwyn Bash (girls softball)
 - Berwyn Little League
 - Berwyn Mustangs (boys basketball)
 - Lady Mustangs (girls basketball)
 - Mustang Youth Football
 - Berwyn Art League
 - Hellonic Society
 - Senior Clubs
 - VIP Club
 - ESP club
 - Young at Heart

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For the Fiscal Year Beginning January 1, 2013

Recreation

- Women's Club

STAFFING:

Position (FTE)	2011 Actual	2012 Actual	2013 Budget
Director	1.00	1.00	1.00
Janitor	2.00	2.00	1.00
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	1.00	1.00	1.00
Building Worker	3.00	3.00	2.00
Field Maintenance	10.00	10.00	1.00
PT Maintenance	15.00	15.00	10.00
Part Time	20.00	20.00	30.00
Camp Counselor	25.00	25.00	-
Cashier	10.00	10.00	8.00
Concessions	12.00	10.00	10.00
Life Guard Supervisor	6.00	3.00	4.00
Life Guard	50.00	25.00	30.00
Total Employees	<u>103.00</u>	<u>129.00</u>	<u>102.00</u>

**City of Berwyn
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For the Fiscal Year Beginning January 1, 2013

Recreation

ACTIVITY MEASURES:

Activity	Duration	Demographic	Participants
Little Hoops Basketball	Nov-Mar	PreK-1st grade	95
Jr. Hoops Basketball	Nov-Mar	2nd-3rd grade	95
Youth Basketball	Nov-Mar	4th-8th grade	300
Men's Basketball League	Jan-April	Adult	120
Women's Basketball League	Jan-April	Adult	120
Open Gym	Sept-May	grade school	40
Norm Reissman Indoor Youth Soccer	Dec-Mar	K-8th grade	500
Youth Baseball	April-July	K-8th grade	800
PeeWee Soccer	April-May	K-4th grade	250
Men's 16" Softball - Summer	May-Aug	Adult	300
Women's 12" Softball - Summer	May-Aug	Adult	200
Men's 12" Softball - Summer	May-Aug	Adult	100
Co-Ed Softball - Summer	May-Aug	Adult	200
World Cup Summer Youth Soccer League	May-Aug	K-8th grade	550
Summer Camp	June-Aug	3-14 yrs	125
Swim Lessons	June-July	1-14 yrs	50
Fall Youth Baseball	Aug-Oct	7-11 yrs	250
Kicker Outdoor Youth Soccer	Aug-Oct	K-8th grade	500
Men's 16" Softball - Fall	Sept-Nov	Adult	350
Men's 12" Softball - Fall	Sept - Nov	Adult	100
Women's 12" Softball - Fall	Sept - Nov	Adult	100
Co-Ed Softball - Fall	Sept - Nov	Adult	200
Mini Mustang Basketball Camps	Sept, Jan, Apr	3-7 yrs	200
Youth Traveling Basketball Leagues	Nov-Jan; Jan-April	5th-8th grade	250
Youth Flah Football	Sept-Nov	4th-5th grade	100.00
After School Camp	Sept-May	K-8th grade	60.00

OBJECTIVES ACCOMPLISHED IN 2012:

- Expanded Senior outings and Senior trips.
- Expanded a youth after school camp.
- Updated swimming pool drainage system.

OBJECTIVES TO BE ACCOMPLISHED IN 2013:

- Establish youth flag football program.
- Establish youth spring and fall open gym tournaments.
- Expand senior program to summer months.

**City of Berwyn
2013
Annual Budget**

For the Fiscal Year Beginning January 1, 2013

Recreation

LONG TERM OBJECTIVES (2-5 YEARS):

- Renovate soccer field.
- Renovate pool pits and piping system.

City of Berwyn
2013 Budgeted Expenditures by Department
Recreation
12/31/2013

Account Number	Account Name	2010 Balance	2011 Balance	2012 Projected	2012 Budget	2013 Budget	Requested Budget Change
100-32-5000	Recreation - Salaries	\$ 631,354	\$ 657,766	\$ 660,307	\$ 695,000	\$ 710,000	\$ 15,000
100-32-5010	Recreation - Overtime	-	92	-	-	-	-
100-32-5030	Recreation - Sick day buy back	11,955	12,571	10,665	12,000	12,924	924
100-32-5035	Recreation - Benefits	188,599	190,895	181,410	199,535	180,418	(19,117)
100-32-5100	Recreation - Special events	24,582	31,761	35,688	40,000	50,000	10,000
100-32-5105	Recreation - Community programs	30	-	-	-	-	-
100-32-5205	Recreation - Utilities	29,717	37,601	24,261	56,000	56,000	-
100-32-5210	Recreation - Vehicle Gas and Oil	7,244	10,517	10,151	9,000	9,000	-
100-32-5215	Recreation - Telephone	6,941	6,675	7,411	6,000	8,000	2,000
100-32-5220	Recreation - Training, dues, & publications	550	2,496	2,859	4,000	5,000	1,000
100-32-5225	Recreation - Supplies	114,587	96,156	120,459	120,000	130,000	10,000
100-32-5235	Recreation - Postage & printing	3,327	1,652	2,059	5,000	5,000	-
100-32-5290	Recreation - Other general expenses	72,259	60,873	54,972	70,000	80,000	10,000
100-32-5400	Recreation - Repairs and maintenance	137,614	131,755	129,099	110,000	130,000	20,000
100-32-5405	Recreation - Copier maintenance	4,683	4,533	4,363	6,000	6,000	-
100-32-5625	Recreation - Internal service fund	63,879	107,182	167,349	167,349	88,095	(79,254)
100-32-5800	Recreation - Capital outlay	-	235,050	24,107	50,000	50,000	-
Department Total		<u>\$ 1,297,321</u>	<u>\$ 1,587,575</u>	<u>\$ 1,435,160</u>	<u>\$ 1,549,884</u>	<u>\$ 1,520,437</u>	<u>\$ (29,447)</u>

**City of Berwyn
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For the Fiscal Year Beginning January 1, 2013

Community Relations

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>2012 Actual</u>	<u>2013 Budget</u>
Director of Community Relations	<u>0.25</u>	<u>0.25</u>
Total	<u>0.25</u>	<u>0.25</u>

City of Berwyn
 2013 Budgeted Expenditures by Department
 Community Relations
 12/31/2013

Account Number	Account Name	2010 Balance	2011 Balance	2012 Projected	2012 Budget	2013 Budget	Requested Budget Change
100-34-5000	Community Relations - Salaries	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ -
100-34-5035	Community Relations - Benefits	942	1,089	1,164	1,012	1,200	188
100-34-5290	Community Relations - Other general expenses	680	-	-	1,500	1,500	-
Department Total		<u>\$ 6,622</u>	<u>\$ 6,089</u>	<u>\$ 6,164</u>	<u>\$ 7,512</u>	<u>\$ 7,700</u>	<u>\$ 188</u>

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Senior Services

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

City of Berwyn
 2013 Budgeted Expenditures by Department
 Senior Services
 12/31/2013

Account Number	Account Name	2010 Balance	2011 Balance	2012 Projected	2012 Budget	2013 Budget	Requested Budget Change
100-46-5000	Senior Services - Salaries	\$ 113,854	\$ 115,290	\$ 123,353	\$ 133,470	\$ 134,395	\$ 925
100-46-5030	Senior Services - Sick Day Buy Back	-	-	-	-	1,378	1,378
100-46-5035	Senior Services - Benefits	35,462	37,574	35,922	35,716	37,097	1,381
100-46-5100-03	Senior Services - Special Events Senior Breakfast	7,272	5,066	5,246	6,000	6,000	-
100-46-5210	Senior Services - Vehicle Gas & Oil	-	17,870	22,866	20,000	25,000	5,000
100-46-5215	Senior Services - Telephone	601	82	1,669	1,000	2,000	1,000
100-46-5225	Senior Services - Supplies	346	233	339	600	600	-
100-46-5235	Senior Services - Postage & Printing	2,715	3,128	2,543	3,500	3,200	(300)
100-46-5290	Senior Services - Other General Expenses	393	-	752	2,500	1,800	(700)
100-46-5300	Senior Services - Professional Services	18,218	3,483	2,100	4,000	4,000	-
100-46-5400	Senior Services - Repairs & Maintenance	29,351	42,191	45,666	52,000	49,500	(2,500)
100-46-5405	Senior Services - Copier Maintenance	836	807	728	1,000	1,000	-
100-46-5505	Senior Services - Equipment Lease	6,000	5,600	4,466	6,000	6,000	-
100-46-5625	Senior Services - Internal Service Fund charges	8,360	6,102	6,641	3,798	3,210	(588)
Department Total		<u>\$ 223,408</u>	<u>\$ 237,426</u>	<u>\$ 252,291</u>	<u>\$ 269,584</u>	<u>\$ 275,180</u>	<u>\$ 5,596</u>

**City of Berwyn
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Other City Departments

The following schedule represents other statutory expenditures that are City-wide costs. The City's general administration is responsible for monitoring within these accounts. Additionally, the garbage expenditure is added to this schedule and shows the activity totals that were charged to the General Fund through 2011. Beginning in 2012, garbage activity is accounted and budgeted for in the Utility Fund.

City of Berwyn
2013 Budgeted Expenditures by Department
Garbage and Statutory
12/31/2013

Account Number	Account Name	2010 Balance	2011 Balance	2012 Projected	2012 Budget	2013 Budget	Requested Budget Change
100-36-5710	Garbage - Bad Debt Expense	\$ 240,000	\$ -	\$ -	\$ -	\$ -	\$ -
100-36-5300	Garbage - Waste Management	<u>4,025,730</u>	<u>4,086,307</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Benefits To be allocated to various depts							
100-17-5035	Benefit Pool	\$ 19,495	\$ 7,767	\$ -	\$ -	\$ 45,000	\$ 45,000
100-17-5290	Other	14,619	11,099	7,054	7,500	5,000	(2,500)
100-17-5300-01	Auditing & Actuarial expense	76,522	68,011	49,747	52,500	45,000	(7,500)
100-17-5300-09	Payroll Services	2,655	-	-	-	-	-
100-17-5300-10	New World Maintenance	33,520	35,492	25,101	25,101	38,650	13,549
100-17-5705	Interest on LOC	23,438	2,375	-	5,000	-	(5,000)
100-17-5710	Bad debt expense	<u>48,069</u>	<u>32,396</u>	<u>5,916</u>	<u>6,000</u>	<u>6,500</u>	<u>500</u>
Department Total		<u>\$ 218,318</u>	<u>\$ 157,140</u>	<u>\$ 87,818</u>	<u>\$ 96,101</u>	<u>\$ 140,150</u>	<u>\$ 44,049</u>

Note: Beginning in 2012, Garbage - Waste Management activity is recorded as a part of the Utilities Fund.

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For the Fiscal Year Beginning January 1, 2013

Library

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

**City of Berwyn
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For the Fiscal Year Beginning January 1, 2013

Library

PROGRAM MANAGER:

Director of Library Services

PROGRAM DESCRIPTION:

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

- Providing a welcoming and accessible environment in which all individuals receive professional service and assistance in fulfilling their educational, research, literacy and entertainment needs.
- Educating and empowering the public through the preservation and distribution of timely and accurate information as guided by the Principles of Intellectual Freedom.
- Offering people of all ages and backgrounds a stimulating environment in which to discover a love of lifelong learning.

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

SERVICES:

Berwyn Public library offers three pillars of service: **Literacy and Education, Community Economic Development and Personal Pursuits and Enrichment.**

I. Under a **literacy and education** umbrella, BPL offers direct literacy programming, curriculum support, and hosts community organizations offering literacy services.

A. *Early Childhood (birth through 5)*

- *Toddlin' into Reading*: Literacy for 0-3 year-olds – The Library has programs to reach out to Berwyn families with children 0-3 years of age. Some of these programs are available in Spanish.
- *Let's Read Together*: Family Literacy Parent Workshops – These free seminars are designed to give Berwyn parents and caregivers tips on how to give young children a head start on a life of learning. Parent Workshops are held at schools and educational organizations throughout the City of Berwyn.
- *Tell Me a Story*: Preschool Story Times - The Library serves approximately 700 children per month with thematic story time programs. Staff visits each preschool class once a month for six

**City of Berwyn
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For the Fiscal Year Beginning January 1, 2013

Library

months. Each child is presented with an Early Reader book to keep and take home to be read with a family member.

- Weekly In-house Story Times – Story times introduce children to the world of books and reading with fun and interactive experiences. These story times are often a child's first introduction to the development of pre-reading skills within a group setting.

B. *Literacy and Education for students*

- Utilizing trained volunteers, Berwyn students can receive free walk-in homework help. Children who don't read over the summer tend to lose literacy skills while children who do read during the summer improve their reading ability.
- Summer learning losses accumulate over several years and are an important contributor to the achievement gap. The Berwyn Public Library has partnered with local grade schools to create a fun and highly participatory Summer Reading Program to support our students' continued learning throughout the summer. We offer child, teen, and adult programs.
- The Berwyn Public Library and Morton West High School have teamed up to offer literature-based support for students. The library supplements the school's curriculum by offering multiple copies of five titles per year. Teachers' guides and classroom books are packaged by the Library and loaned to the High School for the school year.

C. *Literacy and Education for adults*

- The Library is taking a leadership role to meet the growing need for ESL services. These groups provide English for Academic Purposes and Life Skills ESL through personal tutoring, small group tutoring and classroom learning. The Library also offers GED and citizenship classes.
- The Lucy A. Barahona Literacy Center is an updated resource collection that serves literacy learners of all ages, teachers and tutors. Located near the Computer Lab on the second floor, it is a "living" and mobile collection -- designed for browsing and delivery to off-site Berwyn literacy programs.
- BPL has a consumer health service called "Ask Us" - Patrons can request information about medically diagnosed conditions or diseases and staff will provide them with current and accurate information about their diagnosed conditions.
- Computer Literacy -The Library has a well-equipped computer lab with access to the internet, databases, and Microsoft Suite. We also have a learning lab for computing classes.

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- The Library provides free wireless internet access. Getting online is quick and simple, and there are no time limits. The wireless network is compatible with all enabled devices, such as laptops, tablets, PDAs or smartphones.
- The Library offers free basic computer classes for adults.

II. Community Economic Development

A. *The Career Center offers assistance for job searching*

- Job seekers are encouraged to visit our Career Center to search for jobs, take online classes, and seek career or education-related information. Patrons can print and fax resumes for free. Also located in the Career Center are books on writing resumes and cover letters, tips on how to ace an interview, as well as additional information on searching for a job online.
- The Library offers free resume writing workshops.
- The Library maintains a Career Center blog with national and local job links, job searching tools, a jobs forum and a listing of community employment services.

B. *Programming*

- The Library strives to help citizens unravel complex public policy issues and navigate community services and resources by offering an array of information and educational programs presented by skilled guest speakers. The Library offers presentations and workshops on federal, state, and local programs and resources available to manage personal finances in this time of economic uncertainty. We also participate in community planning initiatives and city-sponsored events that promote special programs or economic incentives.

C. *Small Business Resources*

- With a Business and Libraries Working Together grant from the Illinois Secretary of State's office the Library offers business packages that include equipment (laptop computer, projector, video camera), software (planning and office functions) and training videos (office safety, sexual harassment, hostile workplace) to Berwyn businesses.

D. *Volunteers and Internship opportunities*

- Library volunteers play an important role in helping the Library meet its goals of connecting people and building community. Youth, teen and adult volunteers contribute their unique talents, skills, and knowledge in helping staff members with jobs suited to the volunteer's skills and abilities for short and long-term projects. The Library mentors Dominican University library students each year

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through our internship program. Interns shadow professional staff, offer off-site story times and gain experience through working an information desk – all invaluable learning opportunities for both the individual interns and the Library.

E. *Partnerships with community organizations*

- The Library brings value to our community through the activities and programs we offer, the resources we provide, and the unique position we have as an educational partner. We recognize the need for cooperation and collaboration within our community and actively participate in community events and work with targeted community organizations.
- Partnerships enhance the Library and its activities, offering a mutual benefit to both parties. These collaborative partnerships include local schools, non-profit organizations, small businesses and governmental relationships within the City, County and State. Partnerships can assist the Library with additional volunteer support, underwrite expenses and increase awareness of programs and services.

III. Personal Pursuits and Enrichment

A. *With collections in a variety of formats the Library strives to:*

- meet the community's desire for literature, popular titles, and information on current topics and issues of high interest
- meet the community's need for answers to questions on a broad array of topics related to work, school and personal life
- support life-long reading for children, teens and adults that stimulates the imagination, meets the readers' interests, and encourages reading for pleasure
- adapt to changes in technology by making downloadable e-books and audiobooks available to all Berwyn Library card holders

B. *Community reading program –*

- Berwyn Reads is Berwyn's One Book, One Community reading program. This city-wide reading and discussion program encourages all residents to read the same book at the same time. The program runs biennially in odd numbered years.

C. *Reading guides and blogs –*

- Library staff members currently maintain multiple staff blogs which are accessible from the Library's website. The Library creates suggested reading lists, read-a-likes; recommended websites, book discussion resources, and multiple guides to using library databases, resources and services.

D. *On and off-site Programming –*

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- The Library provides free community-based programming and features an annual Fairytale Ball and off-site Trivia Night and Book Lovers programs. We host author talks, entertaining and informational lectures, craft programs, and present wildly popular summer reading programs each year.

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STAFFING:

Position (FTE)	2012 Actual	2013 Budget
Library Director	1.00	1.00
Administrative Asistant	1.00	1.00
Building Maintenance	1.50	1.50
AV/Collection Mgmt. Dept Head	1.00	1.00
Outreach Dept Head	1.00	1.00
Reader Advisory Dept Head	1.00	1.00
Reference Dept Head	1.00	1.00
Youth Services Dept Head	1.00	1.00
Circulation Supervisor	1.00	1.00
Librarian II - Reader's Advisory	0.40	0.40
Librarian II - Reference	1.00	1.00
Librarian II - Virtual Services	0.80	0.80
Librarian II - Youth Services	1.00	1.00
Librarian I - Collection Mgm't	2.93	2.93
Librarian I - Reference	3.00	3.00
Librarian I - Youth Services	-	-
Librarian I - Teen	-	0.65
Librarian I - Outreach	1.00	1.00
Clerk - Administrative	1.80	1.00
Clerk - Audio Visual	1.00	1.00
Clerk - Circulation	-	-
Clerk - Periodical	1.00	1.00
Clerk - Collection Management	1.00	1.00
Library Asst II - Collection Mgmt	-	0.80
Library Asst II - Youth Services	2.50	2.50
Library Asst II - Reference	1.00	1.00
Library Asst II - Reader's Adv	2.90	2.90
Library Asst I - AV/Computer	4.50	4.50
Library Assist I - Circulation	4.50	4.50
Page	2.90	2.90
IT-	1.00	1.00
Total	43.73	44.38

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ACTIVITY MEASURES:

Activity Measure	2011 Actual	2012 Actual	2013 Budget
User Visits	475,334	481,233	480,000
Programs (adult and children)	667	673	1,000
Open Hours	3,408	3,382	3,408
Registered Borrowers	13,537	20,110	30,000

OBJECTIVES ACCOMPLISHED IN 2012:

- Secured e-rate funding: Credits in the amount of \$30,767.81 were approved. These credits help pay for the library's basic telephone, internet, and miscellaneous wireless and cellular services.
- Added two new book drops with audio visual slots. One is a drive-up book drop.
- Made significant changes in how we collect and arrange materials focusing more on popular collections with a user-friendly emphasis.
- Opened the periodicals collection so that it is now in a public space and available for browsing.
- Procured and installed a new firewall
- Introduced a second ISP and more than doubled the library's bandwidth. The supplementary bandwidth has been delivered in response to ever-increasing patron demand.
- Developed and launched a new website
- Planned and secured funding for furnishing for an updated teen room.
- Spent the summer and early fall weeding and evaluating the youth collections and will begin a redesign in 2013.
- In the process of reviewing and updating our policies, job descriptions, and staff core competencies
- Launched new off-site, free community-based programming that includes trivia nights at Garv-Inn and a Book Lovers group that meets at Olive or Twist, hosted bestselling author Gillian Flynn on July 11, 2012. Flynn's newest book, 'Gone Girl' was #1 on the NY Times Best Sellers List, held the 3rd Annual Fairy Tale Ball with 450 people attending, and opened the Library and made computers available on Christmas Day for the *Christmas for Sailors* event
- Offered story times and computer classes in Spanish
- Offered free scanning, copying and fax service to job seekers

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- Staff and library recognition included in articles in Booklist, American Libraries, and Library Journal.
- *Grants – replaced* elevators with a grant obtained by City Administrator Brian Pabst. Secured \$140,000 in additional bequest, state and federal monies:
 - Per Capita – \$58,000
 - Penny Severns – \$4,800
 - Dollar General – \$4,000
 - SPARKS – \$21,000
 - E-rate – \$30,700
 - Friends of the Library – over \$9,000
 - Veverka Bequest – over \$12,000

OBJECTIVES TO BE ACCOMPLISHED IN 2013:

- Finalize job descriptions, library and staff policies, and core competencies to enhance patron experience
- Add self-checkout machines to improve convenience for patrons
- Revamp the Teen Room with updated collections and furniture, programming and technology
- Have a space plan drafted for the first floor ready for the series of state construction grants made available in early 2013
- Continue to participate in community events and develop targeted partnerships, expand services to underserved populations, and help citizens unravel complex public policy issues and navigate community services and resources (health, child safety, literacy).
- Double our efforts to find supplemental funding sources necessary to continue and grow our literacy, economic development and enrichment programming and services
- Use available state construction grants to update our aged building and create a welcoming, safe and fun environment for our youth and teens

LONG TERM OBJECTIVES (2-5 YEARS):

- The library is in the final year of its five-year strategic plan. The Library Board of Trustees will begin strategic planning for the next five years in 2013.

**City of Berwyn
Library Fund
2013 Budget**

Account Number	Account Name	2010 Balance	2011 Balance	2012 Projected	2012 Budget	2013 Budget	Requested Budget Change
Revenues							
205-40-4000	Library - Property Tax Revenue	\$ 2,509,022	\$ 2,903,785	\$ 2,915,365	\$ 2,891,312	\$ 2,986,312	\$ 95,000
205-40-4270	Library - Rental Revenue	-	-	-	200	-	(200)
205-40-4350	Library - Book Fines	36,119	34,531	38,378	30,000	30,000	-
205-40-4400	Library - Grant Revenue	-	-	-	15,000	50,000	35,000
205-40-4415	Library - Copier Revenue	11,897	11,763	10,250	12,000	12,000	-
205-40-4420	Library - Per Capita Revenue	55,869	55,404	58,602	55,000	58,000	3,000
205-40-4425	Library - Video Rental Revenue	-	-	5,359	-	-	-
205-40-4430	Library - Building Revenue	12,472	26,714	12,701	20,000	20,000	-
205-40-4800	Library - Interest Income	824	783	205	700	150	(550)
205-40-4835	Library - Other Misc Revenue	-	2,838	9,715	-	-	-
205-40-4850	Library - Contributions	-	-	-	-	45,000	45,000
205-40-4900	Library - Transfer from Other Funds	-	-	95,000	95,000	-	(95,000)
	Total Library Revenues	2,626,203	3,035,818	3,145,575	3,119,212	3,201,462	82,250
Expenditures							
205-40-5000	Library - Salaries	\$ 1,356,062	\$ 1,482,805	\$ 1,513,471	\$ 1,527,756	\$ 1,585,973	\$ 58,217
205-40-5010	Library - Overtime	1,167	3,985	2,946	5,000	5,000	-
205-40-5030	Library - Sick Day Buy Back	11,754	12,975	15,025	14,000	14,000	-
205-40-5035	Library - Benefits	761,389	818,735	815,049	871,607	860,330	(11,277)
205-40-5040	Library - Tuition Reimbursement	-	-	-	-	5,000	5,000
205-40-5105	Library - Community Programs	23,821	32,245	29,725	24,900	28,300	3,400
205-40-5200-09	Library - Director Expense	377	414	423	350	350	-
205-40-5200-10	Library - Board Expense	295	301	685	350	350	-
205-40-5205	Library - Utilities	10,013	10,622	11,661	13,000	13,000	-
205-40-5210	Library - Vehicle Gas & Oil	914	2,709	3,017	2,600	2,600	-
205-40-5215	Library - Telephone	14,778	13,742	10,370	12,000	7,500	(4,500)
205-40-5220	Library - Training, Dues, & Publications	9,514	8,891	11,086	11,000	11,000	-
205-40-5225	Library - Supplies	103,244	125,997	97,358	85,700	107,400	21,700
205-40-5235	Library - Postage & Printing	2,287	3,382	2,822	6,000	5,000	(1,000)
205-40-5245	Library - Books	149,385	173,779	138,840	168,400	158,900	(9,500)
205-40-5250	Library - Audio Visual	50,287	47,125	44,395	44,600	41,600	(3,000)
205-40-5255	Library - Periodicals	29,630	21,702	19,545	22,600	18,600	(4,000)
205-40-5290	Library - Other General Expenses	2,841	1,505	493	-	-	-
205-40-5400	Library - Repairs & Maintenance	136,822	122,256	131,163	122,000	150,000	28,000
205-40-5520	Library - Computer System	42,617	50,806	78,059	62,000	62,000	-
205-40-5525	Library - Computer Support Databases	10,922	7,108	22,081	36,000	39,000	3,000
205-40-5625	Library - Internal Service Fund Charge	101,749	83,713	95,492	59,167	46,755	(12,412)
205-40-5660	Library - Promotions	18,490	20,054	13,866	15,000	10,500	(4,500)
205-40-5665	Library - Reciprocal Borrowing	4,900	3,233	2,973	5,700	4,700	(1,000)
205-40-5800	Library - Capital Improvement	-	2,824	1,950	5,000	5,000	-
	Total Library Expenditures	2,843,258	3,050,908	3,062,495	3,114,730	3,182,858	68,128
	Revenues Less Expenditures	(217,054)	(15,090)	83,080	4,482	18,604	\$ 14,122
	Fund Balance Beginning	177,462	(39,592)	(54,682)	(54,682)	28,398	
	Projected Ending Fund Balance	\$ (39,592)	\$ (54,682)	\$ 28,398	\$ (50,200)	\$ 47,002	

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Community Development

Community Development

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

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Community Development

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)	2011 Actual	2012 Actual	2013 Budget
Director	1.00	1.00	1.00
Grants Administrator	1.00	1.00	1.00
Blight Inspector	1.50	1.50	1.50
Clerk Typist	2.00	2.00	2.00
SFR housing Supervisor	1.00	1.00	1.00
SFR Housing Counselor	1.00	1.00	1.00
Total	<u>7.50</u>	<u>7.50</u>	<u>7.50</u>

OBJECTIVES ACCOMPLISHED IN 2012:

- Provided financial assistance to existing homeowners to preserve and improve the existing supply of owner-occupied units through rehabilitation and accessibility modifications, or to correct conditions that threaten the health or safety of the occupant.

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Community Development

- Supported emergency shelters and transitional housing facilities to move homeless families and individuals to permanent supportive housing and independent living.
- Invested in infrastructure improvements to low and moderate income areas of the community, including improvements to streets, sidewalks, alleys, water and sewerage systems.
- Successfully utilized foreclosure prevention and mitigation assistance through the State's Neighborhood Stabilization Program, public improvements funding through CDBG-R, and homeless prevention and recovery funding through the Homeless Prevention and Rapid Re-Housing Program (HPRP).

OBJECTIVES TO BE ACCOMPLISHED IN 2013:

- Explore private sector opportunities to attract and assist businesses that can provide good jobs to low and moderate income residents.
- Reach out to key stakeholders in the community, and organizations such as Housing Action Illinois and the Spanish Coalition for Housing, to advance solutions to key such issues as ending the foreclosure crisis, creating asset-building opportunities, and attracting new employers and jobs to the City.

LONG TERM OBJECTIVES (2-5 YEARS):

- Continue to actively seek entrepreneurs, property owners, and investors to encourage new and expanded business ventures and the rehabilitation of existing commercial buildings, with a special focus on the Cermak and Roosevelt Road corridors and targeted retail centers.
- Increase accessibility, availability and quality of services for low-and moderate- income elderly residents and other special populations.

**City of Berwyn
Community Development Fund
2013 Budget**

Account Number	Account Name	2010 Balance	2011 Balance	2012 Projected	2012 Budget	2013 Budget	Requested Budget Change
Revenues							
210-4900	Transfer From Other Funds	\$ -	\$ -	\$ -	\$ -	\$ 355,519	\$ 355,519
210-4920	General Fund Subsidy	-	-	200,000	200,000	-	(200,000)
210-4400	Grant Income	1,989,870	1,607,332	794,019	1,614,271	1,324,066	(290,205)
	Miscellaneous Revenues	<u>41</u>	<u>26</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
	Total Community Development Revenues	<u>1,989,911</u>	<u>1,607,358</u>	<u>994,019</u>	<u>1,814,271</u>	<u>1,679,585</u>	<u>(134,686)</u>
Expenditures							
Fire							
210-18-5400	Fire - Repairs & Maintenance	\$ 7,547	\$ 2,392	\$ -	\$ -	\$ -	\$ -
210-18-5800-10	Fire - Capital Outlay	<u>88,215</u>	<u>33,278</u>	<u>3,250</u>	<u>-</u>	<u>102,000</u>	<u>102,000</u>
	Total Fire	<u>95,762</u>	<u>35,670</u>	<u>3,250</u>	<u>-</u>	<u>102,000</u>	<u>102,000</u>
Public Works							
210-26-5400	Public Works - Repairs & Maintenance	\$ -	\$ -	\$ -	\$ -	\$ 180,000	\$ 180,000
210-26-5800-10	Public Works - Capital Outlay	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
	Total Public Works	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>180,000</u>	<u>180,000</u>

**City of Berwyn
Community Development Fund
2013 Budget**

Account Number	Account Name	2010 Balance	2011 Balance	2012 Projected	2012 Budget	2013 Budget	Requested Budget Change
Administration							
210-42-5000	Community Development - Salaries	\$ 292,274	\$ 325,462	\$ 315,524	\$ 331,531	\$ 324,771	\$ (6,760)
210-42-5010	Community Development - Overtime	-	-	-	-	-	-
210-42-5030	Community Development - Sick Day Buy Back	4,047	7,868	11,154	5,500	7,000	1,500
210-42-5035	Community Development - Benefits	154,395	167,684	151,130	171,515	145,044	(26,471)
210-42-5205	Community Development - Utilities	2,913	1,675	2,235	2,000	2,000	-
210-42-5210	Community Development - Vehicle Gas & Oil	2,108	5,253	1,583	5,500	5,500	-
210-42-5215	Community Development - Telephone	5,499	3,412	4,912	3,000	3,000	-
210-42-5225	Community Development - Supplies	7,679	8,558	4,905	7,500	7,500	-
210-42-5235	Community Development - Postage & Printing	8,380	2,893	6,954	2,500	2,500	-
210-42-5290	Community Development - Other General Expenses	20,190	12,104	8,291	15,000	15,000	-
210-42-5300	Community Development - Professional Services	69,348	93,429	87,828	60,000	50,000	(10,000)
210-42-5400	Community Development - Repairs & Maintenance	202,982	164,694	19,444	-	-	-
210-42-5400-01	Community Development - Repairs & Maintenance Sewer	80,837	7,949	-	-	-	-
210-42-5400-02	Community Development - Repairs & Maintenance Street/Sidewall	4,934	-	58,469	-	-	-
210-42-5405	Community Development - Copier Maintenance	3,184	3,065	3,017	3,000	3,000	-
210-42-5625	Community Development - Internal Service Fund	115,398	94,668	140,138	104,786	72,773	(32,013)
210-5900	Community Development - Transfer to Other Funds	-	-	-	-	30,000	30,000
	Total Administration	<u>974,168</u>	<u>898,714</u>	<u>815,584</u>	<u>711,832</u>	<u>668,088</u>	<u>(43,744)</u>
Program Expenditures							
210-42-5105	Community Development - Community Programs	\$ 954,873	\$ 1,003,932	\$ 629,176	\$ 1,102,439	\$ 729,497	\$ (372,942)
	Total Community Development Expenditures	<u>2,024,803</u>	<u>1,938,317</u>	<u>1,448,010</u>	<u>1,814,271</u>	<u>1,679,585</u>	<u>(134,686)</u>
	Revenues Less Expenditures	(34,892)	(330,959)	(453,991)	-	-	\$ -
	Fund Balance Beginning	-	(34,892)	(365,851)	(365,851)	(819,842)	
	Projected Ending Fund Balance	<u>\$ (34,892)</u>	<u>\$ (365,851)</u>	<u>\$ (819,842)</u>	<u>\$ (365,851)</u>	<u>\$ (819,842)</u>	

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Foreign Fire Fund

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

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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.

FIRE TAX BOARD MEMBERS

-  Mike Laureto, President
-  Tim Berwick, Treasurer
-  Scott Waszak, Secretary
-  Rob Pilch, Trustee
-  Bill Glaser, Trustee
-  Allen Connelly, Trustee

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
2013 Budget**

Account Number	Account Name	2010 Balance	2011 Balance	2012 Projected	2012 Budget	2013 Budget	Requested Budget Change
Revenues							
255-4800	Foreign Fire - Interest Income	\$ 60	\$ 114	\$ 2	\$ -	\$ -	\$ -
255-4055	Foreign Fire - Insurance Tax	<u>34,264</u>	<u>36,686</u>	<u>-</u>	<u>56,668</u>	<u>80,754</u>	<u>24,086</u>
	Total Foreign Fire Revenues	<u>34,324</u>	<u>36,800</u>	<u>2</u>	<u>56,668</u>	<u>80,754</u>	<u>24,086</u>
Expenditures							
255-5220	Foreign Fire - Training, Dues, & Publications	\$ 461	\$ 2,333	\$ 1,115	\$ 4,000	\$ 3,000	\$ (1,000)
255-5225	Foreign Fire - Supplies	5,087	4,134	1,385	4,000	4,000	-
255-5290	Foreign Fire - Other General Expenses	2,348	109	421	7,168	754	(6,414)
255-5400	Foreign Fire - Repairs	160	4,232	125	2,000	7,000	5,000
255-5500	Foreign Fire - Equipment	15,996	11,758	9,107	16,000	36,000	20,000
255-5800	Foreign Fire - Capital	<u>-</u>	<u>-</u>	<u>-</u>	<u>27,500</u>	<u>30,000</u>	<u>2,500</u>
	Total Foreign Fire Expenditures	<u>24,052</u>	<u>22,566</u>	<u>12,153</u>	<u>60,668</u>	<u>80,754</u>	<u>20,086</u>
	Revenues Less Expenditures	10,272	14,234	(12,151)	(4,000)	-	<u>\$ 4,000</u>
	Fund Balance Beginning	<u>32,184</u>	<u>42,456</u>	<u>56,689</u>	<u>56,689</u>	<u>44,539</u>	
	Projected Ending Fund Balance	<u>\$ 42,456</u>	<u>\$ 56,689</u>	<u>\$ 44,539</u>	<u>\$ 52,689</u>	<u>\$ 44,539</u>	

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Motor Fuel Tax Fund

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

**City of Berwyn
Motor Fuel Tax Fund
2013 Budget**

Account Number	Account Name	2010 Balance	2011 Balance	2012 Projected	2012 Budget	2013 Budget	Requested Budget Change
Revenues							
215-4400	MFT - Grant Revenue	\$ -	\$ 77,350	\$ -	\$ -	\$ -	\$ -
215-4410	MFT - State Allotment	1,764,689	1,610,518	1,644,523	1,664,050	1,664,050	-
215-4800	MFT - Interest Income	228	309	532	2,000	-	(2,000)
215-4245	MFT - Sidewalk revenue	14,820	-	-	-	-	-
	Total MFT Revenues	<u>1,779,737</u>	<u>1,688,177</u>	<u>1,645,055</u>	<u>1,666,050</u>	<u>1,664,050</u>	<u>(2,000)</u>
Expenditures							
215-5205	MFT - Utilities	\$ 442,736	\$ 409,225	\$ 374,747	\$ 375,000	\$ 330,000	\$ (45,000)
215-5225-05	MFT - Rock Salt	329,213	194,008	171,098	265,000	250,000	(15,000)
215-5290	MFT - Other General	-	-	-	-	-	-
215-5300	MFT - Professional services	210,944	33,149	18,665	65,000	65,000	-
215-5400	MFT - Repair & Maintenance	-	-	10,005	-	-	-
215-5400-01	MFT - Repair & Maintenance Sewer System	47,274	-	-	-	-	-
215-5400-02	MFT - Repair & Maintenance Street/Sidewalk	196,582	447,727	19,120	184,000	-	(184,000)
215-5400-03	MFT - Repair & Maintenance Traffic Control	343,275	283,964	171,585	240,000	350,000	110,000
215-5800	MFT - Capital Projects (Project Construction)	-	-	-	35,000	-	(35,000)
215-5900	MFT - Transfer Out Salaries to General Fund	-	200,000	473,000	473,000	310,000	(163,000)
	Total MFT Expenditures	<u>1,570,024</u>	<u>1,568,073</u>	<u>1,238,220</u>	<u>1,637,000</u>	<u>1,305,000</u>	<u>(332,000)</u>
	Revenues less Expenditures	209,713	120,104	406,835	29,050	359,050	<u>\$ 330,000</u>
	Fund Balance Beginning	<u>944</u>	<u>210,657</u>	<u>330,761</u>	<u>330,761</u>	<u>737,597</u>	
	Projected Ending Fund Balance	<u>\$ 210,657</u>	<u>\$ 330,761</u>	<u>\$ 737,597</u>	<u>\$ 359,811</u>	<u>\$ 1,096,647</u>	

**City of Berwyn
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Annual Budget**

For the Fiscal Year Beginning January 1, 2013

**South Berwyn Corridor
Tax Increment Financing District**

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

**City of Berwyn
South Berwyn TIF Fund
2013 Budget**

Account Number	Account Name	2010 Balance	2011 Balance	2012 Projected	2012 Budget	2013 Budget	Requested Budget Change
Revenues							
220-4000	Property Taxes - South Berwyn TIF	\$ 1,170,952	\$ 927,385	\$ 787,170	\$ 1,035,000	\$ 1,027,377	\$ (7,623)
220-4400	Intergovernmental Revenues	95,161	2,000	-	-	-	-
220-4800	Interest Income	8,270	5,319	1,313	5,000	2,000	(3,000)
	Total South Berwyn TIF Revenues	<u>1,274,383</u>	<u>934,704</u>	<u>788,483</u>	<u>1,040,000</u>	<u>1,029,377</u>	<u>(10,623)</u>
Expenditures							
220-5200	TIF Management Services - BDC	\$ 122,428	\$ 231,101	\$ 54,101	\$ 308,201	\$ 220,701	\$ (87,500)
220-5205	Utilities	-	4,557	-	-	-	-
220-5700	Sedgwick Project Installment Note - Principal	155,161	155,161	116,370	155,161	50,039	(105,122)
220-5705	Sedgwick Project Installment Note - Interest	87,034	68,659	45,384	68,658	155,161	86,503
220-5800	South Berwyn Corridor TIF	362,840	444,553	566,116	738,951	333,726	(405,225)
220-5900	Transfer to Bond & Interest for Garage Debt	401,824	401,824	401,824	401,824	401,824	-
	Total South Berwyn TIF Expenditures	<u>1,129,287</u>	<u>1,305,855</u>	<u>1,183,795</u>	<u>1,672,795</u>	<u>1,161,451</u>	<u>(511,344)</u>
	Revenues less Expenditures	145,096	(371,151)	(395,312)	(632,795)	(132,074)	<u>\$ 500,721</u>
	Fund Balance Beginning	<u>858,801</u>	<u>1,003,897</u>	<u>632,745</u>	<u>632,745</u>	<u>237,433</u>	
	Projected Ending Fund Balance	<u>\$ 1,003,897</u>	<u>\$ 632,745</u>	<u>\$ 237,433</u>	<u>\$ (50)</u>	<u>\$ 105,359</u>	

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For the Fiscal Year Beginning January 1, 2013

**Harlem Avenue
Tax Increment Financing District**

This fund is used to accumulate tax increment generated by the Harlem Avenue TIF district. The increment must be used for redevelopment costs within the geographical boundaries of the district and expenditures as outlined in the project plan. The district was created on January 1, 2012. The daily activities of the district are administered by the Berwyn Development Corporation and overseen by the City.

**City of Berwyn
Harlem Ave TIF
2013 Budget**

Account Number	Account Name	2010 Balance	2011 Balance	2012 Projected	2012 Budget	2013 Budget	Requested Budget Change
Revenues							
223-4915	Debt Proceeds	-	-	-	-	5,500,000	5,500,000
	Total Harlem Ave TIF Revenues	-	-	-	-	5,500,000	5,500,000
Expenditures							
223-5200	TIF Management Services - BDC	\$ -	\$ -	\$ -	\$ -	\$ 275,000	\$ 275,000
223-5800	Harlem Ave TIF	-	-	-	-	5,225,000	5,225,000
	Total Harlem Ave TIF Expenditures	-	-	-	-	5,500,000	5,500,000
	Revenues less Expenditures	-	-	-	-	-	\$ -
	Fund Balance Beginning	-	-	-	-	-	
	Projected Ending Fund Balance	\$ -	\$ -	\$ -	\$ -	\$ -	

**City of Berwyn
2013
Annual Budget**

For the Fiscal Year Beginning January 1, 2013

**Roosevelt Road
Tax Increment Financing District**

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

**City of Berwyn
Roosevelt TIF
2013 Budget**

Account Number	Account Name	2010 Balance	2011 Balance	2012 Projected	2012 Budget	2013 Budget	Requested Budget Change
Revenues							
230-4000	Property Taxes - Roosevelt Road	\$ 599,454	\$ 677,180	\$ 548,155	\$ 720,000	\$ 700,649	\$ (19,351)
230-4915	Bond Proceeds	1,675,000	-	-	-	-	-
230-4917	Bond Issue Premium	47,285	-	-	-	-	-
230-4800	Interest Income	10,248	14,416	3,142	5,000	2,000	(3,000)
230-4835	Miscellaneous Revenues	-	1,500	5,000	-	-	-
	Total Roosevelt TIF Revenues	<u>2,331,987</u>	<u>693,096</u>	<u>556,297</u>	<u>725,000</u>	<u>702,649</u>	<u>(22,351)</u>
Expenditures							
230-5800	Roosevelt Road - TIF Expenses	\$ 407,520	\$ 1,969,060	\$ 618,273	\$ 2,095,983	\$ 1,100,000	\$ (995,983)
230-5200	TIF Management Services - BDC	66,500	231,101	154,126	358,201	340,701	(17,500)
230-5205	Utilities	-	4,557	-	-	-	-
230-5700	Voigt Project Installment Note - Principal	-	-	-	-	-	-
230-5705	Voigt Project Installment Note - Interest	-	-	-	-	-	-
230-5790	Bond Issuance Cost	53,293	-	-	-	-	-
230-5900	Transfer to Bond and Interest	76,636	289,708	279,519	479,550	508,155	28,605
	Total Roosevelt TIF Expenditures	<u>603,949</u>	<u>2,494,426</u>	<u>1,051,918</u>	<u>2,933,734</u>	<u>1,948,856</u>	<u>(984,878)</u>
	Revenues less Expenditures	1,728,038	(1,801,329)	(495,621)	(2,208,734)	(1,246,207)	<u>\$ 962,527</u>
	Fund Balance Beginning	<u>1,939,900</u>	<u>3,667,938</u>	<u>1,866,608</u>	<u>1,866,608</u>	<u>1,370,987</u>	
	Projected Ending Fund Balance	<u>\$ 3,667,938</u>	<u>\$ 1,866,608</u>	<u>\$ 1,370,987</u>	<u>\$ (342,126)</u>	<u>\$ 124,780</u>	

**City of Berwyn
2013
Annual Budget**

For the Fiscal Year Beginning January 1, 2013

**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.

**City of Berwyn
Ogden Ave TIF
2013 Budget**

Account Number	Account Name	2010 Balance	2011 Balance	2012 Projected	2012 Budget	2013 Budget	Requested Budget Change
Revenues							
235-4000	Property Taxes - Ogden	\$ 1,251,666	\$ 979,682	\$ 971,856	\$ 1,115,000	\$ 1,537,195	\$ 422,195
235-4800	Interest Income	11,593	7,527	1,974	5,000	2,000	(3,000)
235-4915	Debt Proceeds	<u>4,000,000</u>	-	-	-	-	-
	Total Ogden Ave TIF Revenues	<u>5,263,259</u>	<u>987,209</u>	<u>973,830</u>	<u>1,120,000</u>	<u>1,539,195</u>	<u>419,195</u>
Expenditures							
235-5200	TIF Management Services - BDC	\$ 504,525	\$ 231,101	\$ 154,126	\$ 308,201	\$ 340,701	\$ 32,500
235-5205	Utilities	-	13,210	-	-	-	-
235-5700	Principal	-	-	1,400,000	1,400,000	236,643	(1,163,357)
235-5705	Interest	-	81,111	66,800	-	50,458	50,458
235-5800	Ogden Ave TIF	1,031,812	236,340	714,349	1,194,842	803,000	(391,842)
235-5900	Transfer to Other Funds	<u>475,089</u>	<u>473,283</u>	<u>410,000</u>	<u>559,000</u>	<u>410,000</u>	<u>(149,000)</u>
	Total Ogden Ave TIF Expenditures	<u>2,011,426</u>	<u>1,035,045</u>	<u>2,745,275</u>	<u>3,462,043</u>	<u>1,840,802</u>	<u>(1,621,241)</u>
	Revenues less Expenditures	3,251,833	(47,837)	(1,771,445)	(2,342,043)	(301,607)	<u>\$ 2,040,436</u>
	Fund Balance Beginning	<u>1,785,234</u>	<u>5,037,067</u>	<u>4,989,230</u>	<u>4,989,230</u>	<u>3,217,786</u>	
	Projected Ending Fund Balance	<u>\$ 5,037,067</u>	<u>\$ 4,989,230</u>	<u>\$ 3,217,786</u>	<u>\$ 2,647,187</u>	<u>\$ 2,916,179</u>	

**City of Berwyn
2013
Annual Budget**

For the Fiscal Year Beginning January 1, 2013

Capital Projects Fund

The City has established a Capital Projects Fund. This fund was established to account for the proceeds of the 2007A, 2007B and 2012 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
2013 Budget**

Account Number	Account Name	2010 Balance	2011 Balance	2012 Projected	2012 Budget	2013 Budget	Requested Budget Change
Revenues							
400-24-4400	Grant Revenue	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
400-4800	Interest Income	6,364	1,813	1,407	2,000	5,000	3,000
400-4900	Transfer from Other Funds	-	-	2,900,000	2,900,000	228,986	(2,671,014)
	Total Capital Projects Revenues	<u>6,364</u>	<u>1,813</u>	<u>2,901,407</u>	<u>2,902,000</u>	<u>233,986</u>	<u>(2,668,014)</u>
Expenditures							
400-12-5800	General Ledger System	\$ 24,181	\$ 8,669	\$ 15,536	\$ 10,000	\$ -	\$ (10,000)
400-16-5800	IT Capital	50,751	108,126	144,438	168,000	200,000	32,000
400-18-5800	Fire Capital	-	798,955	2,171	-	-	-
400-18-5800-10	16th Street Fire Station	-	-	83,281	-	-	-
400-20-5800	Police Capital	-	40,336	5,289	-	50,000	50,000
400-24-5800	Building Capital	-	17,688	-	-	64,489	64,489
400-24-5800-35	Parking Garage Capital - Taxable	38,424	6,600	387,759	600,000	-	(600,000)
400-24-5800-36	Parking Garage Capital - Non-Taxable	113,518	6,000	13,107	-	-	-
400-26-5800	Streets	402,698	365,858	147,057	150,000	190,000	40,000
400-26-5800-30	Roosevelt Road Sewer Lining	137,198	-	-	-	-	-
400-26-5800-31	Capital Outlay 2012 Bond Issue	-	-	782,000	1,450,000	1,200,000	(250,000)
400-32-5800	Pool Renovation	12,675	5,152	-	-	-	-
400-40-5800	Library Capital	-	23,425	143,736	70,000	-	(70,000)
400-5900	General Fund Capital Spent	684,656	689,328	580,374	950,000	-	(950,000)
	Total Capital Projects Expenditures	<u>1,464,101</u>	<u>2,070,137</u>	<u>2,304,748</u>	<u>3,398,000</u>	<u>1,704,489</u>	<u>(1,693,511)</u>
	Revenues Less Expenditures	(1,457,737)	(2,068,325)	596,659	(496,000)	(1,470,503)	<u>\$ (974,503)</u>
	Net Assets Beginning	<u>5,240,228</u>	<u>3,782,492</u>	<u>1,714,167</u>	<u>1,714,167</u>	<u>2,310,827</u>	
	Projected Ending Net Assets	<u>\$ 3,782,492</u>	<u>\$ 1,714,167</u>	<u>\$ 2,310,827</u>	<u>\$ 1,218,167</u>	<u>\$ 840,324</u>	

**City of Berwyn
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For the Fiscal Year Beginning January 1, 2013

Debt Service Fund

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

**City of Berwyn
Debt Service Fund
2013 Budget**

Account Number	Account Name	2010 Balance	2011 Balance	2012 Projected	2012 Budget	2013 Budget	Requested Budget Change
Revenues							
300-4000	Bond & Interest - Property Tax Revenue	\$ 4,841,129	\$ 4,865,244	\$ 1,682,663	\$ 1,781,893	\$ 1,965,607	\$ 183,714
300-4800	Interest Income	7,539	5,132	1,060	3,000	3,000	-
300-4915	Bond Proceeds	6,475,000	5,230,000	8,500,000	8,500,000	5,530,000	(2,970,000)
300-4917	Bond Premiums	182,787	-	-	-	-	-
300-4900	Transfer from Other Funds	953,549	1,164,815	1,091,343	1,091,343	1,090,993	(350)
	Total Debt Service Revenues	<u>12,460,004</u>	<u>11,265,191</u>	<u>11,275,066</u>	<u>11,376,236</u>	<u>8,589,600</u>	<u>(2,786,636)</u>
Expenditures							
300-5200	Paying Agent Fees	\$ 3,156	\$ 2,240	\$ 1,800	\$ 3,000	\$ 3,000	\$ -
300-5705	Interest Expense	-	-	-	-	10,000	10,000
300-5700-03	Principal G.O.Bonds Series 2001 Ogden	105,000	110,000	-	-	-	-
300-5705-03	Interest G.O. Bonds Series- 2001	9,733	5,060	-	-	-	-
300-5700-04	Principal G.O. Bonds Series 2002A Ogden	395,000	410,000	410,000	410,000	410,000	-
300-5705-04	Interest G.O.Bonds Series 2002 A Ogden	16,985	-	-	-	-	-
300-5700-05	Principal G.O.Bond Series 2002 B	45,000	50,000	50,000	50,000	55,000	5,000
300-5705-05	Interest G.O. Bonds Series 2002 B	31,635	29,700	27,550	27,550	25,200	(2,350)
300-5700-06	Principal G.O.Bonds Series (Refunding) 04	4,480,000	2,645,000	2,820,000	2,820,000	2,990,000	170,000
300-5705-06	Interest G.O.Bonds Series (Refunding) 04	658,500	479,300	373,500	373,500	232,500	(141,000)
300-5705-07	Interest G.O. Bond Series 2007A	1,408,250	1,408,250	1,408,250	1,408,250	1,408,250	-
300-5705-08	Interest G.O. Bond Series 2007B	1,230,987	1,230,987	1,230,987	1,230,987	1,230,987	-
300-5705-09	Interest G.O. Bond Series 2008	360,273	360,273	360,273	360,273	360,273	-
300-5700-11	Principal G.O. Bonds Series 2010	-	150,000	150,000	150,000	150,000	-
300-5705-11	Interest G.O. Bonds Series 2010	-	468,018	425,719	425,719	422,719	(3,000)
300-5705-12	Interest G.O. Bonds Series 2011	-	-	257,578	257,578	235,350	(22,228)
300-5705-13	Interest G.O. Bonds Series 2013	-	-	-	-	286,078	286,078
300-5705-10	Interest G.O. Bonds Series 2009	267,145	278,850	245,338	245,338	245,338	-
300-5705-02	Interest G.O. Bonds Series 1999	256,387	245,338	278,850	278,850	278,850	-
300-5790	Bond Issue Costs	206,017	170,760	227,726	228,000	230,000	2,000
300-5791	Bond Discount	-	53,185	368,177	369,000	-	(369,000)
300-5900	Transfer to Other Funds	3,200,000	3,100,000	2,900,000	2,900,000	-	(2,900,000)
	Total Debt Service Expenditures	<u>12,674,068</u>	<u>11,196,957</u>	<u>11,535,748</u>	<u>11,538,045</u>	<u>8,573,545</u>	<u>(2,964,500)</u>
	Revenues Less Expenditures	(214,064)	68,233	(260,682)	(161,809)	16,055	<u>\$ 177,864</u>
	Fund Balance Beginning	<u>646,714</u>	<u>432,650</u>	<u>500,884</u>	<u>500,884</u>	<u>240,202</u>	
	Projected Ending Fund Balance	<u>\$ 432,650</u>	<u>\$ 500,884</u>	<u>\$ 240,202</u>	<u>\$ 339,075</u>	<u>\$ 256,257</u>	

**City of Berwyn
2013
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For the Fiscal Year Beginning January 1, 2013

Utilities

Utilities Fund

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

**City of Berwyn
2013
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For the Fiscal Year Beginning January 1, 2013

Utilities

Public Works

PROGRAM DESCRIPTION:

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

SERVICES:

 **Administration**

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

 **Water Maintenance**

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

 **Sewer Maintenance**

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

**City of Berwyn
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For the Fiscal Year Beginning January 1, 2013

Utilities

STAFFING:

Position (FTE)	2011 Actual	2012 Actual	2013 Budget
Public Works Director	1.00	1.00	1.00
Secretary/Receptionist	1.00	1.00	1.00
Working Foreman	1.00	1.00	2.00
Drivers	4.00	4.00	3.00
Pump Operators	6.00	6.00	6.00
Total	13.00	13.00	13.00

ACTIVITY MEASURES:

Activity Measure	2011 Actual	2012 Actual	2013 Budget
Number of Water Breaks	132	157	120
Water and/or Sewer-Related Service Request	4,600	4,400	4,000
Sewer Main Backups	50	60	50
Leaking Service	79	64	50
Buffalo Box Repairs	161	164	125
Miles of Sewer Main Cleaned	6	5	6

OBJECTIVES ACCOMPLISHED IN 2012:

- Continued Sewer cleaning throughout the City.
- Continue to maintain and repair city owned sewers.

OBJECTIVES TO BE ACCOMPLISHED IN 2013:

- Televiser the Depot District sewers, repair the areas identified as deficient. Install pipe lining on Stanley, Windsor Oak Park Av and Grove Ave.

LONG TERM OBJECTIVES (2-5 YEARS):

- Install new water mains and fire hydrants within the Depot District.
- Create a plan to replace all City owned 4" water mains.

**City of Berwyn
Utilities Fund
2013 Budget**

Account Number	Account Name	2010 Balance	2011 Balance	2012 Projected	2013 Budget	2013 Budget	Requested Budget Change
Revenues							
Water and Sewer Revenues							
500-4275	Water Sales - Commercial	\$ 1,930,858	\$ 1,791,732	\$ 2,482,353	\$ 2,593,000	\$ 2,901,635	\$ 308,635
500-4280	Water Sales - Residential	4,313,456	4,219,358	4,998,889	5,536,000	6,201,635	665,635
500-4285	Plumbing Inspection	54,015	53,430	-	-	-	-
500-4290	Sales, Meter	15,960	45,125	26,433	14,000	17,000	3,000
500-4295	Parkway Use	2,460	1,450	-	5,000	1,000	(4,000)
500-4305	Fees, Tap	9,477	24,040	-	10,000	5,000	(5,000)
500-4355	Fines, Other	258,291	174,594	480,784	135,000	405,000	270,000
500-4800	Interest Income	8,454	10,313	3,720	10,000	4,500	(5,500)
500-4820	Sale of City Property	-	-	-	-	-	-
500-4830	Damage to City Property	-	-	-	-	-	-
500-4835	Miscellaneous	1,418	14,214	515	1,500	1,500	-
500-4900	Transfer from Other Funds	-	227,166	-	-	-	-
	Total Water and Sewer Revenues	6,594,389	6,561,422	7,992,694	8,304,500	9,537,270	1,232,770
Garbage Revenues							
500-36-4300	Fees - Garbage	\$ -	\$ -	\$ 4,503,528	\$ 4,553,014	\$ 4,631,163	\$ 78,149
500-36-4355	Fines - Garbage	-	-	522,740	140,000	142,800	2,800
	Total Garbage Revenues	-	-	5,026,268	4,693,014	4,773,963	80,949
	Total Utilities Fund Revenues	6,594,389	6,561,422	13,018,962	12,997,514	14,311,233	1,313,719
Expenditures							
Water and Sewer Expenditures							
500-44-5000	Water and Sewer - Salaries	\$ 740,193	\$ 810,457	\$ 808,800	\$ 867,465	\$ 909,532	\$ 42,067
500-44-5010	Water and Sewer - Overtime	87,612	101,397	107,088	82,000	84,000	2,000
500-44-5015	Water and Sewer - Uniform Stipend	3,300	4,287	3,892	3,900	4,000	100
500-44-5020	Water and Sewer - Education Stipend	-	-	-	4,000	5,000	1,000
500-44-5025	Water and Sewer - Other Stipends	4,083	3,715	4,039	-	3,600	3,600
500-44-5030	Water and Sewer - Sick Day Buyback	26,829	29,716	(691)	10,000	44,000	34,000
500-44-5035	Water and Sewer - Benefits	412,681	438,819	448,249	477,370	525,922	48,552
500-44-5205	Water and Sewer - Utilities	120,818	81,971	57,496	110,000	90,000	(20,000)
500-44-5210	Water and Sewer - Vehicle Gas and Oil	1,796	81,652	-	75,000	85,000	10,000
500-44-5215	Water and Sewer - Telephone	2,858	6,630	4,829	9,000	9,000	-
500-44-5220	Water and Sewer - Training, Dues & Publications	382	1,320	1,214	10,000	7,500	(2,500)
500-44-5225	Water and Sewer - Supplies	132,367	229,095	222,547	135,000	252,500	117,500
500-44-5235	Water and Sewer - Postage & Printing	66,204	41,232	49,507	50,000	50,000	-
500-44-5290	Water and Sewer - Other General Expenses	41,713	21,617	5,764	32,000	30,000	(2,000)
500-44-5300	Water and Sewer - Professional Services	238,674	753,720	215,415	354,863	344,100	(10,763)
500-44-5400	Water and Sewer - Repairs & Maintenance	40,400	81,859	447,318	260,000	250,000	(10,000)
500-44-5405	Water and Sewer - Copier Maintenance	3,184	3,267	7,782	12,000	14,000	2,000
500-44-5500	Water and Sewer - Equipment	3,400	-	-	15,000	15,000	-
500-44-5505	Water and Sewer - Equipment Lease	24,696	26,935	26,181	23,000	20,000	(3,000)
500-44-5600	Water and Sewer - Cost of Water	3,875,039	3,827,990	3,355,856	4,842,815	5,518,858	676,043
500-44-5605	Water and Sewer - Water Chemical Treatment	850	660	21,325	35,000	25,000	(10,000)
500-44-5625	Water and Sewer - Internal Service Fund	347,534	297,621	320,081	189,780	154,838	(34,942)
500-44-5690	Water and Sewer - Interdepartmental Charge	519,764	648,173	-	1,046,915	1,252,309	205,394
500-44-5705	Water and Sewer - Interest Expense	7,236	52,941	127,364	127,364	129,688	2,324
500-44-5710	Water and Sewer - Bad Debt Expense	60,000	4,526	16,645	4,000	4,000	-
500-5790	Water and Sewer - Bond Issuance Cost	676	3,143	-	-	-	-
500-44-5800	Water and Sewer - Capital Outlay	-	117,576	823,424	170,000	410,000	240,000
500-44-5850	Water and Sewer - Depreciation	4,000,612	3,766,470	3,555,957	-	-	-
	Total Water and Sewer Expenditures	10,762,901	11,436,789	10,630,082	8,946,472	10,237,847	1,291,375
Garbage Expenditures							
	Garbage - Professional Services	\$ -	\$ -	\$ 3,512,009	\$ 4,227,678	\$ 4,298,100	\$ 70,422
	Total Garbage Expenditures	-	-	3,512,009	4,227,678	4,298,100	70,422
	Total Utilities Fund Expenditures	10,762,901	11,436,789	14,142,091	13,174,150	14,535,947	1,361,797
	Revenues Less Expenditures	(4,168,513)	(4,875,366)	(1,123,129)	(176,636)	(224,714)	\$ (48,078)
	Net Assets Beginning	41,802,708	37,634,195	32,758,829	32,758,829	31,635,700	
	Projected Ending Net Assets	\$ 37,634,195	\$ 32,758,829	\$ 31,635,700	\$ 32,582,193	\$ 31,410,986	

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Parking Garage Fund

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

**City of Berwyn
Parking Garage Fund
2013 Budget**

Account Number	Account Name	2010 Balance	2011 Balance	2012 Projected	2012 Budget	2013 Budget	Requested Budget Change
Revenues							
550-4120	Permits - Commuter Parking	\$ 119,871	\$ 57,375	\$ -	\$ -	\$ 40,000	\$ 40,000
550-4125	Public Parking	-	-	-	15,695	-	(15,695)
550-4210	Commuter Permits	-	77,643	90,056	97,200	90,000	(7,200)
550-4815	Retail Rent	-	-	-	36,851	57,072	20,221
500-4900	Transfers from Other Funds	137,342	-	-	-	-	-
	Total Parking Garage Revenues	<u>257,213</u>	<u>135,018</u>	<u>90,056</u>	<u>149,746</u>	<u>187,072</u>	<u>37,326</u>
Expenditures							
550-5205	Utilities	\$ 28,297	\$ 39,906	\$ 20,831	\$ 30,000	\$ 30,000	\$ -
550-5225	Supplies	-	678	980	2,500	2,500	-
550-5300	Professional Services	12,026	155	18,260	10,500	10,500	-
550-5400	Repairs & Maintenance	9,386	10,887	3,485	55,000	55,000	-
550-5625	Internal Service Charges	3,707	7,200	7,717	4,482	3,730	(752)
550-5850	Depreciation	210,202	217,069	217,069	-	-	-
	Total Parking Garage Expenditures	<u>263,618</u>	<u>275,895</u>	<u>268,342</u>	<u>102,482</u>	<u>101,730</u>	<u>(752)</u>
	Revenues Less Expenditures	(6,406)	(140,878)	(178,286)	47,264	85,342	<u>\$ 38,078</u>
	Net Assets Beginning	<u>10,062,414</u>	<u>10,056,008</u>	<u>9,915,131</u>	<u>9,915,131</u>	<u>9,736,845</u>	
	Projected Ending Net Assets	<u>\$ 10,056,008</u>	<u>\$ 9,915,131</u>	<u>\$ 9,736,845</u>	<u>\$ 9,962,395</u>	<u>\$ 9,822,187</u>	

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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
2013 Budget**

Account Number	Account Name	2010 Balance	2011 Balance	2012 Projected	2012 Budget	2013 Budget	Requested Budget Change
Revenues							
600-4250	Reimbursements	\$ 206,515	\$ 44,865	\$ 1,351	\$ -	\$ -	\$ -
600-4302	Interfund Charges	3,741,668	2,984,292	4,172,090	3,474,283	2,160,646	(1,313,637)
600-4800	Interest Income	-	-	-	-	-	-
600-4900	Transfer from Other Funds	<u>1,000,000</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
	Total Revenues	<u>4,948,183</u>	<u>3,029,157</u>	<u>4,173,441</u>	<u>3,474,283</u>	<u>2,160,646</u>	<u>(1,313,637)</u>
Expenditures							
600-5630	Premiums - Liability Insurance	\$ 249,653	\$ 263,772	\$ 263,783	\$ 265,000	\$ 270,000	\$ 5,000
600-5635	Premiums - Boiler Coverage	10,980	-	-	-	-	-
600-5640	Premiums - Property Insurance	223,180	139,967	132,052	150,000	150,000	-
600-5645	Premiums - Workmen's Compensation	183,060	182,309	232,989	185,000	150,000	(35,000)
600-5650	Claims - General Liability	904,426	1,150,172	57,851	500,000	260,000	(240,000)
600-5655	Claims - Workmen's Compensation	<u>1,023,736</u>	<u>1,954,426</u>	<u>1,090,336</u>	<u>2,000,000</u>	<u>1,330,000</u>	<u>(670,000)</u>
	Total Expenditures	<u>2,595,035</u>	<u>3,690,646</u>	<u>1,777,011</u>	<u>3,100,000</u>	<u>2,160,000</u>	<u>(940,000)</u>
	Revenues Less Expenditures	2,353,147	(661,489)	2,396,429	374,283	646	<u>\$ (373,637)</u>
	Net Assets (Deficit) Beginning	<u>(2,956,633)</u>	<u>(603,486)</u>	<u>(1,264,975)</u>	<u>(1,264,975)</u>	<u>1,131,454</u>	
	Projected Ending Net Assets (Deficit)	<u>\$ (603,486)</u>	<u>\$ (1,264,975)</u>	<u>\$ 1,131,454</u>	<u>\$ (890,692)</u>	<u>\$ 1,132,100</u>	

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Appendix A

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

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

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

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

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

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

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

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

Interfund Transfers – Amounts transferred from one fund to another.

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

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Appendix A

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

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

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

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

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

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

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

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

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

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Appendix A

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

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

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

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

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

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

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

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

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

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