



2012 Annual Budget

For the Fiscal Year Beginning January 1, 2012



The City of Berwyn

Robert J. Lovero
Mayor

A Century of Progress with Pride

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2012 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
Robert Dwan
James Frank
Tammy Clausen
Denis O'Halloran
James Ritz
Charles Lazzara
Anthony Martinucci
Robert Schiller
John Wysocki

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

Report Prepared By

Finance Department

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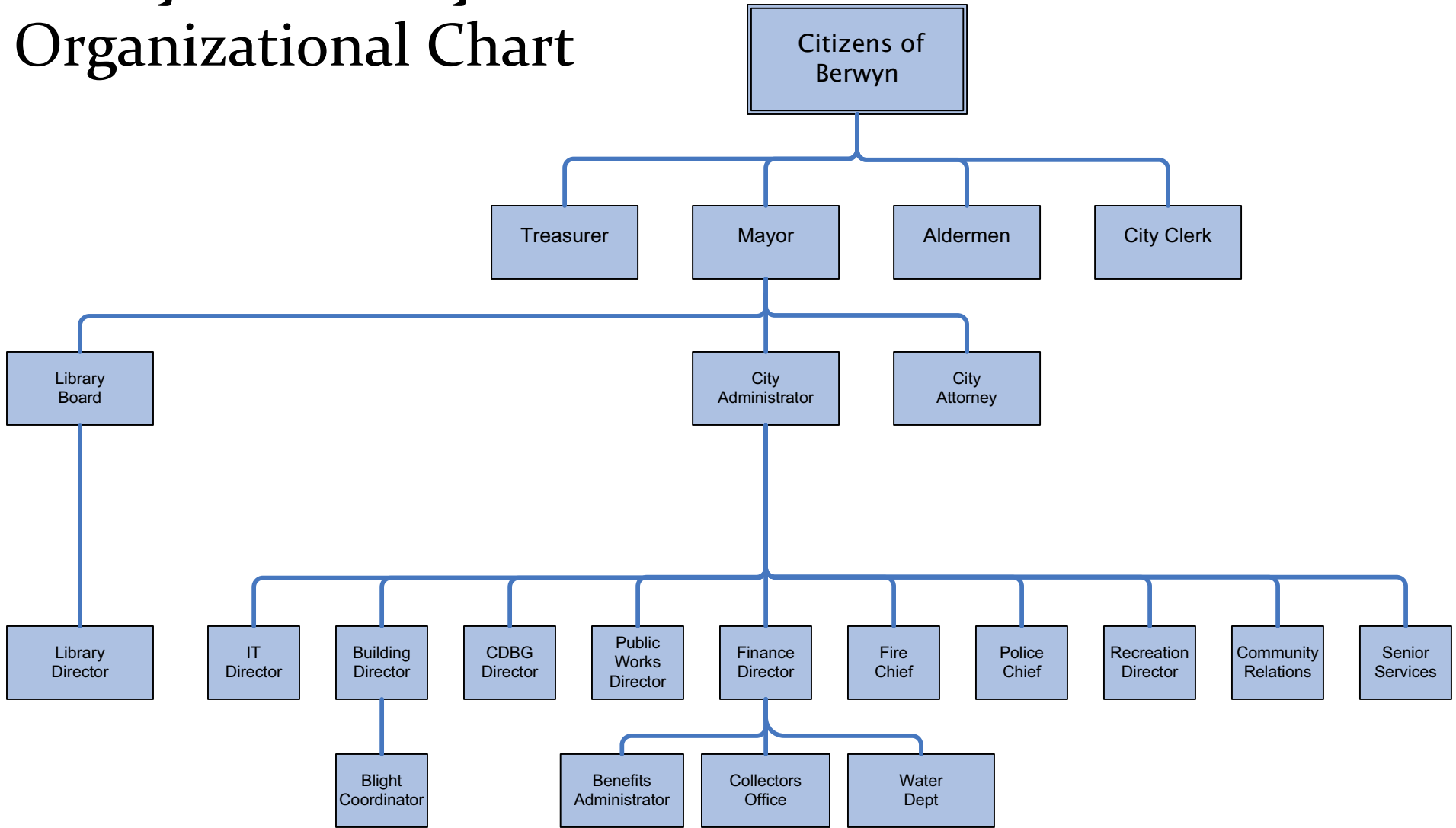
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City of Berwyn Organizational Chart



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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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2012 Budget Message from Mayor Robert J. Lovero

I am pleased to present the attached 2012 Budget of the City of Berwyn for your review. This budget is the result of a concerted effort by the City Department heads, the Finance Department, the City Administrator and me. While worldwide economic uncertainty still persists, the City of Berwyn's 2012 Budget focuses on maintaining services while accomplishing long term financial goals to ensure continued fiscal stability.

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Community Profile

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

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

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

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

City of Berwyn Comparison to Surrounding Communities							
City	Population	Land Area (sq. mi)	Pop Density (per sq mi)	Per Capita Income	Avg Household Income	Mean Home Value	
Berwyn	56,657	3.9	14,527	\$ 20,236	\$ 65,087	\$ 143,100	
Cicero	83,891	5.8	14,464	14,461	51,468	125,322	
Oak Park	51,878	4.7	11,038	45,681	139,025	231,300	
Riverside	8,875	2.0	4,438	43,445	134,208	510,094	
North Riverside	6,672	1.5	4,448	29,196	82,166	150,000	

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

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

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

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

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

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

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

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

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Community Profile

Berwyn's city hall is located at 6700 W. 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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Description of City Funds and Accounting Structure

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

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

Governmental Fund Types

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

General Fund –

The General Fund is the primary operating fund of the City. It is used to account for all financial resources, except those required to be presented in another fund. The General Fund encompasses all of the primary functions for the City including: general government, police, fire, public works, economic development and culture and recreation. In 2011, the City was required to adopt Governmental Accounting Standards Board (GASB) Statement No. 54, Fund Balance Reporting and Governmental Fund Type Definitions. As a result of this new statement, the Senior Citizens' Program Fund has been eliminated as a separate fund and has been incorporated as a department of the General Fund.

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Description of City Funds and Accounting Structure

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.

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

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

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

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

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

Debt Service Fund –

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

Capital Projects Funds –

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

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Description of City Funds and Accounting Structure

Proprietary Fund Types

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

Enterprise Funds –

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

Utility Fund – Beginning in 2012, the City created the Utility Fund to replace the previous Water and Sewer Fund. The difference between the old and new funds is the incorporation of garbage service which was previously accounted for in the General Fund. The Utility Fund is used to account for all costs of providing water and sewer service 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
2012 Budget**

Fund	Special Revenue Funds					
	General Fund	Library Fund	Community Development Fund	Foreign Fire Tax Fund	Motor Fuel Tax Fund	S. Berwyn TIF Fund
2012 Budget						
Revenues						
Taxes	\$ 35,754,364	\$ 2,891,312	\$ -	\$ 56,668	\$ -	\$ 1,035,000
Licenses and Permits	2,808,900	-	-	-	-	-
Charges for Services	1,415,250	200	-	-	-	-
Fines	4,415,000	30,000	-	-	-	-
Intergovernmental Revenues	1,144,915	102,000	1,614,271	-	1,664,050	-
Miscellaneous Revenues	701,500	700	-	-	2,000	5,000
Other Financing Sources	1,623,000	95,000	200,000	-	-	-
Total Revenues	47,862,929	3,119,212	1,814,271	56,668	1,666,050	1,040,000
Expenditures						
General Government	4,385,972	-	-	-	-	-
Public Safety	35,012,351	-	-	60,668	-	-
Public Works	5,418,775	-	-	-	1,164,000	-
Economic Development	243,071	-	1,814,271	-	-	1,047,152
Culture and Recreation	1,809,930	3,114,730	-	-	-	-
Garbage	-	-	-	-	-	-
Capital	-	-	-	-	-	-
Debt Service	-	-	-	-	-	223,819
Water and Sewer	-	-	-	-	-	-
Municipal Garage	-	-	-	-	-	-
Claims expense	-	-	-	-	-	-
Other Financing Uses	296,000	-	-	-	473,000	401,824
Total Expenditures	47,166,099	3,114,730	1,814,271	60,668	1,637,000	1,672,795
Surplus / (Deficit)	696,830	4,482	-	(4,000)	29,050	(632,795)
Projected Beginning Fund Balance	5,101,736	(55,653)	(615,698)	35,788	324,929	632,795
Estimated Ending Fund Balance	\$ 5,798,566	\$ (51,171)	\$ (615,698)	\$ 31,788	\$ 353,979	\$ -

**City of Berwyn
Budget Summary - All Funds
2012 Budget**

Fund	Special Revenue Funds			Capital Projects Fund	Debt Service Fund	Utilities Fund	Parking Garage Fund	Internal Service Fund	Total All Funds
	Cermak TIF Fund	Roosevelt TIF Fund	Ogden Ave TIF Fund						
2012 Budget									
Revenues									
Taxes	\$ -	\$ 720,000	\$ 1,115,000	\$ -	\$ 1,781,893	\$ -	\$ -	\$ -	\$ 43,354,237
Licenses and Permits	-	-	-	-	-	-	112,895	-	2,921,795
Charges for Services	-	-	-	-	-	12,701,014	-	3,474,283	17,590,747
Fines	-	-	-	-	-	285,000	-	-	4,730,000
Intergovernmental Revenues	-	-	-	-	-	-	-	-	4,525,236
Miscellaneous Revenues	600	5,000	5,000	2,000	3,000	11,500	36,851	-	773,151
Other Financing Sources	-	-	-	-	6,391,343	-	-	-	8,309,343
Total Revenues	600	725,000	1,120,000	2,000	8,176,236	12,997,514	149,746	3,474,283	82,204,509
Expenditures									
General Government	-	-	-	-	-	-	-	-	4,385,972
Public Safety	-	-	-	-	-	-	-	-	35,073,019
Public Works	-	-	-	-	-	-	-	-	6,582,775
Economic Development	1,809,125	2,454,184	1,503,043	-	-	-	-	-	8,870,846
Culture and Recreation	-	-	-	-	-	-	-	-	4,924,660
Garbage	-	-	-	-	-	4,227,678	-	-	4,227,678
Capital	-	-	-	1,948,000	-	-	-	-	1,948,000
Debt Service	-	-	-	-	8,216,045	-	-	-	8,439,864
Water and Sewer	-	-	-	-	-	8,946,472	-	-	8,946,472
Municipal Garage	-	-	-	-	-	-	102,482	-	102,482
Claims expense	-	-	-	-	-	-	-	3,100,000	3,100,000
Other Financing Uses	-	479,550	559,000	-	-	-	-	-	2,209,374
Total Expenditures	1,809,125	2,933,734	2,062,043	1,948,000	8,216,045	13,174,150	102,482	3,100,000	88,811,142
Surplus / (Deficit)	(1,808,525)	(2,208,734)	(942,043)	(1,946,000)	(39,809)	(176,636)	47,264	374,283	(6,606,633)
Projected Beginning Fund Balance	4,851,937	2,208,734	4,980,220	1,874,332	433,756	32,760,839	9,076	(366,908)	52,175,885
Estimated Ending Fund Balance	\$ 3,043,412	\$ -	\$ 4,038,177	\$ (71,668)	\$ 393,947	\$ 32,584,203	\$ 56,340	\$ 7,375	\$ 45,569,252

**City of Berwyn
General Fund Summary
2012 Budget**

	2009 Balance	2010 Balance	2011 Projected	2011 Budget	2012 Budget	Requested Budget Change	
						Amount	Percent
Revenues							
Taxes	\$ 26,958,252	\$ 30,148,729	\$ 31,840,101	\$ 31,863,456	\$ 35,754,364	\$ 3,890,908	12%
Licenses and Permits	2,368,969	2,896,168	3,063,326	2,644,420	2,808,900	164,480	6%
Charges for Services	5,937,315	5,630,024	6,394,533	5,849,298	1,415,250	(4,434,048)	-76%
Fines	3,766,895	4,108,005	4,626,961	4,400,000	4,415,000	15,000	0%
Intergovernmental Revenues	791,564	743,682	985,787	899,000	1,144,915	245,915	27%
Miscellaneous Revenues	767,330	789,474	737,337	687,000	701,500	14,500	2%
Other Financing Sources	4,292,298	4,475,046	2,714,431	2,270,000	1,623,000	(647,000)	-29%
TOTAL REVENUES	44,882,623	48,791,128	50,362,476	48,613,174	47,862,929	(750,245)	-2%
Expenditures							
Mayor	\$ 247,241	\$ 160,756	\$ 132,422	\$ 162,922	\$ 141,873	\$ (21,049)	-13%
City Administrator	-	204,714	287,163	283,682	377,602	93,920	33%
Clerk	185,599	219,414	206,598	219,490	200,612	(18,878)	-9%
Treasurer	17,674	28,677	26,908	26,932	27,339	407	2%
Council	203,299	172,780	197,332	212,609	222,931	10,322	5%
Legal	695,327	877,026	980,012	935,257	912,626	(22,631)	-2%
Finance	1,434,030	1,396,391	1,420,100	1,478,168	1,497,555	19,387	1%
Information Technology	710,726	788,172	839,655	881,468	909,333	27,865	3%
Statutory	303,422	217,770	83,567	148,520	96,101	(52,419)	-35%
Fire	11,856,740	12,118,525	12,225,518	12,732,205	12,947,856	215,651	2%
Police	18,901,632	20,540,954	20,265,904	20,369,647	22,015,263	1,645,616	8%
Fire and Police Commission	71,909	27,490	36,632	33,232	49,232	16,000	48%
Building / Neighborhood Affairs	1,283,872	1,262,658	1,198,384	1,225,247	1,228,797	3,550	0%
Public Works	2,942,935	3,276,913	3,915,373	3,939,156	4,189,978	250,822	6%
Zoning	15,039	16,753	13,540	16,071	16,071	-	0%
Committee and Planning	303,861	133,931	50,186	141,000	227,000	86,000	61%
Recreation	1,257,806	1,297,321	1,374,041	1,399,212	1,532,834	133,622	10%
Community Relations	5,961	6,622	6,089	6,886	7,512	626	9%
Garbage	4,004,624	4,265,730	3,749,147	4,065,075	-	(4,065,075)	-100%
Senior Services	-	-	234,602	252,005	269,584	17,579	7%
Bond Issuance	-	31,817	-	-	-	-	-
Transfer to other funds	213,345	140,100	-	205,000	296,000	91,000	44%
Total General Fund Expenditures	44,655,042	47,184,514	47,243,173	48,733,784	47,166,099	(1,567,685)	-3%
Revenues less Expenditures	227,581	1,606,614	3,119,303	(120,610)	696,830	\$ 817,440	-678%
Fund Balance Beginning	148,238	375,819	1,982,433	5,101,736	5,101,736		
Projected Ending Fund Balance	\$ 375,819	\$ 1,982,433	\$ 5,101,736	\$ 4,981,126	\$ 5,798,566		

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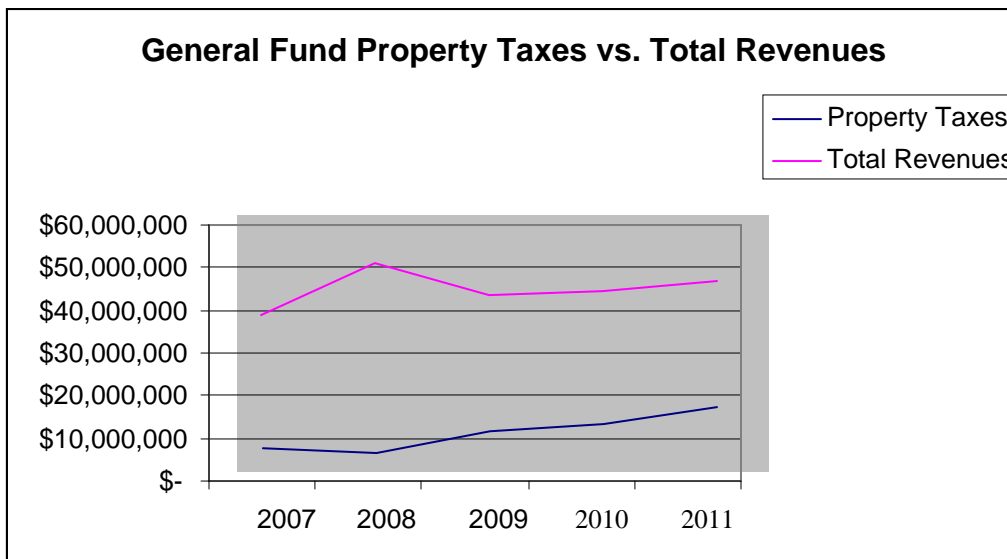
Revenue Streams

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

Property taxes –

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

Summary of General Fund Property Taxes					
Revenue Year Levy Year	2008 2007	2009 2008	2010 2009	Projected 2011 2010	Budgeted 2012 2011
Property Taxes	\$ 10,618,434	\$ 12,294,809	\$ 15,363,212	\$ 16,122,956	\$ 19,893,364
Total Revenues	43,661,679	44,882,623	48,791,128	50,362,476	47,862,929
% of total	24%	27%	31%	32%	42%



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Revenue Streams

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

Revenue Year Levy Year	Composition of Property Taxes Levied				
	2008 2007	2009 2008	2010 2009	2011 2010	2012 2011
Corporate	\$ 6,783,899	\$ 8,417,446	\$ 11,443,806	\$ 12,159,612	\$ 15,930,020
Fire Pension	2,034,586	2,034,586	2,034,586	2,034,586	2,034,586
Police Pension	1,928,758	1,928,758	1,928,758	1,928,758	1,928,758
Total General Fund	10,747,243	12,380,790	15,407,150	16,122,956	19,893,364
Library	2,497,312	2,497,312	2,497,312	2,891,312	2,891,312
Bond and Interest	6,449,422	4,816,772	4,744,643	4,744,643	1,781,893
Total Levy	<u>\$ 19,693,977</u>	<u>\$ 19,694,874</u>	<u>\$ 22,649,105</u>	<u>\$ 23,758,911</u>	<u>\$ 24,566,569</u>
Tax rate	2.45	2.22	2.560	2.630	not available

The change in the total levy 2011 levy is primarily the result of the capture of the increased assessed valuation of the expired Cermak Road TIF rather than an increase in tax rate. The decrease in the 2011 bond and interest levy reflects abatements of the levy in anticipation of a 2012 bond issue to refund currently due principal and interest. The General Fund levy has been increased by a corresponding amount.

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%.

**City of Berwyn
2012
Annual Budget**

For the Fiscal Year Beginning January 1, 2012

Revenue Streams

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

The following chart summarizes tax revenue for 2008 through 2012. Amounts for 2008-2010 are actual, 2011 amounts are a projection based on actual receipts from the first three quarters of the year. The 2012 budget is based on 2011 projections, past years' trends and information provided by the Illinois Municipal League.

Revenue Year	Summary of Other Tax Revenue				
	2008	2009	2010	Projected 2011	2012
State Income	\$ 5,924,698	\$ 5,036,828	\$ 4,961,602	\$ 5,200,000	\$ 5,350,000
1% State Sales	2,723,620	2,295,513	2,401,276	2,600,000	2,860,000
Home Rule Sales	2,000,041	1,688,743	1,834,332	1,925,000	2,100,000
Municipal Utility	4,548,527	4,050,262	4,124,813	3,920,000	4,000,000
Real Estate Transfer	989,133	1,028,125	913,411	915,913	900,000
All other	653,946	563,971	550,083	469,003	651,000
Total Other Taxes	\$ 16,839,965	\$ 14,663,442	\$ 14,785,517	\$ 15,029,916	\$ 15,861,000
Total General Fund Revenues	\$ 43,661,678	\$ 44,882,623	\$ 48,791,128	\$ 50,362,476	\$ 47,862,929
Other taxes as a % of Total Revenues	39%	33%	30%	30%	33%

As the table above shows the 2009 actual revenue from the state income tax, the state sales tax, the home rule sales tax and the municipal utility tax are significantly less than received in 2008. This decrease was due to the recession which affected the entire nation and Illinois in particular. Some improvement in these revenues has taken place in the last two years and is expected to continue in 2012. However, overall tax

**City of Berwyn
2012
Annual Budget**

For the Fiscal Year Beginning January 1, 2012

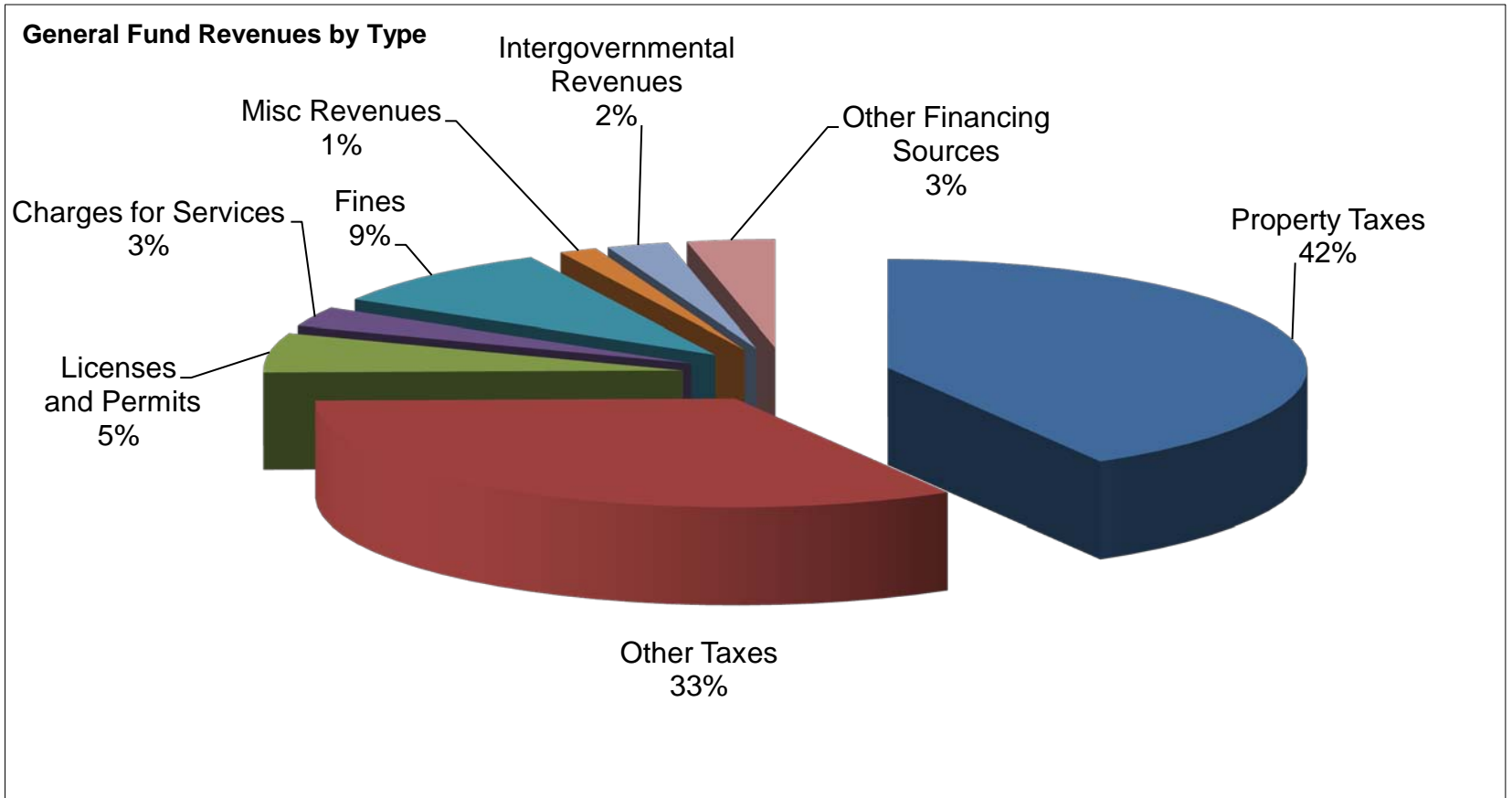
Revenue Streams

revenues are still expected to fall well short of the 2008 figures. Sales tax revenues have increased in 2011 and are expected to continue to increase in 2012 primarily as a result of new businesses opening in the City.

The following pages show the details of the 2012 budgeted revenue lines in the General Fund. The most significant change from 2011 is the removal of garbage fees budgeted at approximately \$4.3 million in 2011 from the General Fund. Both revenues and expenditures related to garbage have been moved out of the General Fund and are now accounted for in a new Utility Fund which combines water and sewer and garbage services.

**City of Berwyn
Summary of General Fund Revenues
2012 Budget**

Revenue	2009 Actual	2010 Actual	2011 Projected	2011 Budget	2012 Budget	Requested Budget Amount	Percent
Property Taxes	\$ 12,294,809	\$ 15,363,212	\$ 16,810,184	\$ 16,122,956	\$ 19,893,364	\$ 3,770,408	23%
Other Taxes	14,663,443	14,785,517	15,029,916	15,740,500	15,861,000	\$ 120,500	1%
Licenses and Permits	2,368,969	2,896,168	3,063,326	2,644,420	2,808,900	\$ 164,480	6%
Charges for Services	5,937,315	5,630,024	6,394,533	5,849,298	1,415,250	\$ (4,434,048)	-76%
Fines	3,766,895	4,108,005	4,626,961	4,400,000	4,415,000	\$ 15,000	0%
Miscellaneous Revenues	767,330	789,474	737,337	687,000	701,500	\$ 14,500	2%
Intergovernmental Revenues	791,564	743,682	985,787	899,000	1,144,915	\$ 245,915	27%
Other Financing Sources	4,292,298	4,475,046	2,714,431	2,270,000	1,623,000	\$ (647,000)	-29%
Total General Fund Revenues	<u>\$ 44,882,623</u>	<u>\$ 48,791,128</u>	<u>\$ 50,362,475</u>	<u>\$ 48,613,174</u>	<u>\$ 47,862,929</u>	<u>\$ (750,245)</u>	<u>-2%</u>



**City of Berwyn
General Fund Revenues
2012 Budget**

Account Number	Revenue	2009 Balance	2010 Balance	2011 Projected	2011 Budget	2012 Budget	Requested Budget Change Amount	Percent
Taxes								
100-4000	Taxes - Property	\$ 8,313,772	\$ 11,384,027	\$ 12,851,056	\$ 12,159,612	\$ 15,930,020	\$ 3,770,408	31%
100-4005	Taxes - Personal Prp Replacement	214,288	253,095	181,560	200,000	205,000	5,000	3%
100-4010	Taxes - State Income	5,036,828	4,961,602	5,200,000	5,100,000	5,350,000	250,000	5%
100-4015	Taxes - 1% State Sales	2,295,513	2,401,276	2,600,000	2,726,500	2,860,000	133,500	5%
100-4020	Taxes - Home Rule Sales	1,688,743	1,834,332	1,925,000	1,991,500	2,100,000	108,500	5%
100-4025	Taxes - Municipal Utility	4,050,262	4,124,813	3,920,000	4,400,000	4,000,000	(400,000)	-9%
100-4030	Taxes - Liquor	165,310	135,614	143,149	155,000	155,000	-	0%
100-4035	Taxes - Real Estate Transfer	1,028,125	913,411	915,913	1,000,000	900,000	(100,000)	-10%
100-4040	Taxes - Gasoline	146,188	137,384	126,056	140,000	266,000	126,000	90%
100-4045	Taxes - Parking Lot	7,497	4,437	4,592	2,500	5,000	2,500	100%
100-4050	Taxes - Video	26,189	15,162	13,646	20,000	15,000	(5,000)	-25%
100-4060	Taxes - Miscellaneous	4,499	4,391	-	5,000	5,000	-	0%
100-18-4000	Taxes - Property	2,024,493	2,031,796	2,029,645	2,034,586	2,034,586	-	0%
100-20-4000	Taxes - Property	1,956,545	1,947,389	1,929,484	1,928,758	1,928,758	-	0%
	Total Taxes	<u>26,958,252</u>	<u>30,148,729</u>	<u>31,840,101</u>	<u>31,863,456</u>	<u>35,754,364</u>	<u>3,890,908</u>	<u>12%</u>
Licenses & Permits								
100-4100	Vehicle Licenses - Passenger	942,939	1,076,887	1,135,864	1,063,520	1,100,000	36,480	3%
100-4105	Vehicle Licenses - RV	2,222	1,918	1,535	3,000	1,500	(1,500)	-50%
100-4110	Vehicle Licenses - Truck	131,878	146,707	148,640	145,000	145,000	-	0%
100-4115	Vehicle Licenses - other	7,071	11,145	12,488	7,000	10,000	3,000	43%
100-4120	Permits - Commuter Parking	146,488	99,866	180,423	161,000	161,000	-	0%
100-4125	Permits - Municipal Parking	42,288	48,154	44,842	5,075	10,000	4,925	97%
100-4130	Permits - Electric	34,902	54,875	58,425	45,000	50,000	5,000	11%
100-4135	Permits - Building	40,898	18,873	148,730	75,000	67,500	(7,500)	-10%
100-4140	Permits - Local Improvement	347,269	612,816	559,201	430,000	520,000	90,000	21%
100-4145	Licenses - Business	314,418	369,741	316,939	326,425	344,500	18,075	6%
100-4150	Licenses - Liquor	178,626	224,528	188,118	204,400	204,400	-	0%
100-4155	Licenses - Rental Operation	530	-	-	-	-	-	-
100-4160	Licenses - Pet Tag	7,374	14,160	7,185	14,000	10,000	(4,000)	-29%
100-4165	Escrow Default & Service Charges	55,347	98,149	143,837	60,000	75,000	15,000	25%
100-4170	Electric Sign Inspection	62,367	61,385	55,755	55,000	55,000	-	0%
100-4175	Certificate of Compliance	54,352	56,966	61,345	50,000	55,000	5,000	10%
	Total Licenses & Permits	<u>2,368,969</u>	<u>2,896,168</u>	<u>3,063,326</u>	<u>2,644,420</u>	<u>2,808,900</u>	<u>164,480</u>	<u>6%</u>

**City of Berwyn
General Fund Revenues
2012 Budget**

Account Number	Revenue	2009 Balance	2010 Balance	2011 Projected	2011 Budget	2012 Budget	Requested Budget Change Amount	Percent
Charges for Services								
100-4200	Sale of Gas (from COB pumps)	58,658	77,745	111,455	60,000	70,000	10,000	17%
100-4210	Commuter Parking Meters	51,428	36,912	45,529	50,000	50,000	-	0%
100-4240	Recycling Rebate	84,222	86,696	83,882	80,000	80,000	-	0%
100-4245	Sidewalk Construction	-	-	40,186	-	-	-	-
100-4255-04	Special Event Revenue 100th Anniversary Celebration	1,330	233	-	-	-	-	-
100-4299	Other Fees for Service	12,358	9,987	8,801	12,000	10,000	(2,000)	-17%
100-18-4215	Paramedic Collections	747,924	668,891	576,625	750,000	650,000	(100,000)	-13%
100-18-4220	Paramedic MRI Transports	283,500	-	-	-	-	-	-
100-18-4265	Sponsorships	-	-	143	-	-	-	-
100-18-4299	Other Fees for Service	500	450	1,440	5,500	1,500	(4,000)	-73%
100-18-4299-09	Other Fees for Service CPR Training Fees	1,865	-	(125)	2,000	500	(1,500)	-75%
100-20-4299-11	Other Fees for Service Insurance Reports	22,418	19,046	21,995	20,000	20,000	-	0%
100-20-4299-13	Other Fees for Service False Alarm Activation	15,645	1,350	3,350	16,000	18,000	2,000	13%
100-20-4299-15	Other Fees for Service Range Rental	-	-	-	-	-	-	-
100-20-4299-17	Other Fees for Service Sex Offender Registration	280	380	2,192	400	1,250	850	213%
100-20-4299-19	Other Fees for Service Fingerprinting	2,110	1,300	880	2,000	1,500	(500)	-25%
100-20-4299-21	Other Fees for Service Property Room	24	4,700	-	5,000	10,000	5,000	100%
100-20-4299-23	Other Fees for Service Miscellaneous	25,527	14,216	6,107	15,000	7,500	(7,500)	-50%
100-30-4255-02	Special Event Revenue National Night Out	-	8,000	7,598	16,000	8,000	(8,000)	-50%
100-24-4285	Plumbing Inspection	-	-	-	-	50,000	-	-
100-32-4225	Recreation Revenues	5,816	4,355	1,026	-	-	-	-
100-32-4225-01	Recreation Revenues Athletics	85,353	56,242	112,094	100,000	110,000	10,000	10%
100-32-4225-02	Recreation Revenues Adult Programs	51,630	25,718	32,107	55,000	40,000	(15,000)	-27%
100-32-4225-03	Recreation Revenues Children's Programs	144,399	249,320	200,332	160,000	175,000	15,000	9%
100-32-4225-04	Recreation Revenues Pool	83,423	80,342	76,619	85,000	75,000	(10,000)	-12%
100-32-4225-05	Recreation Revenues Concessions	18,709	19,745	13,829	20,000	17,500	(2,500)	-13%
100-32-4225-07	Recreation Revenues Special Events	-	-	(180)	-	-	-	-
100-32-4255	Special Event Revenue	253	252	1,053	-	-	-	-
100-32-4265	Sponsorships	-	-	725	-	-	-	-
100-32-4270	Rental Revenue	1,035	3,735	5,140	-	-	-	-
100-36-4300	Fees - Garbage	4,238,909	4,260,409	5,013,686	4,377,898	-	(4,377,898)	-100%
100-46-4255-03	Special Event Revenue Senior Breakfast	-	-	5,885	2,500	2,500	-	0%
100-46-4299	Other Fees for Service	-	-	22,162	15,000	17,000	2,000	13%
	Total Charges for Services	5,937,315	5,630,024	6,394,533	5,849,298	1,415,250	(4,434,048)	-76%
Fines								
100-20-4310	Fees - Towing	27,760	20,814	15,370	25,000	20,000	(5,000)	-20%
100-20-4311	Fines - Impound Vehicles	476,000	675,500	1,074,975	1,100,000	1,000,000	(100,000)	-9%
100-20-4315	Fines - Parking Tickets	1,075	(1,280)	(1,075)	-	1,900,000	1,900,000	-
100-20-4320	Fines - Cook County Court	232,332	209,871	155,113	125,000	140,000	15,000	12%
100-20-4325	Fines - Local Ordinance	40,837	87,285	66,960	70,000	105,000	35,000	50%
100-20-4330	Fines - Adjudication Court	22,944	28,338	25,085	25,000	-	(25,000)	-100%
100-20-4340	Fines - Compliance Tickets	1,860,011	2,052,114	1,979,995	2,100,000	200,000	(1,900,000)	-90%
100-20-4345	Fines - Red Light Photo Enforcement	305,510	172,320	682,648	200,000	475,000	275,000	138%
100-20-4355-09	Fines - Other Booting	31,921	35,840	32,445	35,000	35,000	-	0%
100-20-4355-11	Fines - Other Cannabis Tickets	25,030	28,905	34,225	25,000	30,000	5,000	20%
100-20-4355-31	Fines - Other Bail Bond Processing Fee	-	-	-	-	110,000	110,000	-
100-24-4325	Fines - Local Ordinance	552,247	609,960	452,779	550,000	375,000	(175,000)	-32%
100-24-4330	Fines - Adjudication Court	39,323	550	10,535	-	12,500	12,500	-
100-24-4335	Fines - After the Fact	27,575	5,475	10,590	20,000	12,500	(7,500)	-38%
100-24-4340	Fines - Compliance Tickets	51,177	2,550	5,950	-	-	-	-
100-36-4355	Fines - Other	73,153	179,765	81,367	125,000	-	(125,000)	-100%
	Total Fines	3,766,895	4,108,005	4,626,961	4,400,000	4,415,000	15,000	0%

**City of Berwyn
General Fund Revenues
2012 Budget**

Account Number	Revenue	2009 Balance	2010 Balance	2011 Projected	2011 Budget	2012 Budget	Requested Budget Change Amount	Percent
Intergovernmental Revenues								
100-4400	Grant Revenue	-	-	204,102	-	-	-	-
100-4410	State Allotment - Hwy Maint	94,382	97,753	75,168	95,000	98,000	3,000	3%
100-4690	Interdepartmental Charges	416,050	519,764	596,000	596,000	1,046,915	450,915	76%
100-18-4400	Grant Revenue - Fire	150,265	41,959	7,232	-	-	-	-
100-20-4400	Grant Revenue - Police	130,867	84,207	66,994	-	-	-	-
100-26-35-4400	Grant Revenue - Public Works	-	-	36,291	150,000	-	(150,000)	-100%
100-46-4400	Grant Revenue - Senior Services	-	-	-	58,000	-	(58,000)	-100%
	Total Intergovernmental Revenues	<u>791,564</u>	<u>743,682</u>	<u>985,787</u>	<u>899,000</u>	<u>1,144,915</u>	<u>245,915</u>	<u>27%</u>
Other Miscellaneous Revenues								
100-4800	Interest Income	49,704	133,348	27,344	30,000	25,000	(5,000)	-17%
100-4805	Franchises	403,922	327,577	335,870	395,000	330,000	(65,000)	-16%
100-4810	Cell Tower Rental	89,368	87,511	96,606	80,000	85,000	5,000	6%
100-4815	Property Rental	6,969	17,417	13,380	13,000	13,000	-	0%
100-4820	Sale of City Property	1	5,251	-	5,000	2,500	(2,500)	-50%
100-4830	City Property Damage	-	6,000	-	-	-	-	-
100-4835	Miscellaneous Revenue	59,944	27,468	26,470	50,000	30,000	(20,000)	-40%
100-4840	American Express Rewards	-	-	28,975	-	70,000	70,000	-
100-12-4250	Reimbursements - Finance	-	-	(202)	-	-	-	-
100-16-4250	Reimbursements - IT	546	288	-	-	-	-	-
100-18-4800	Interest Income - Fire	336	241	216	-	-	-	-
100-18-4250	Reimbursements - Fire	19,064	23,446	22,330	15,000	20,000	5,000	33%
100-20-4250	Reimbursements - Police	55,944	22,795	61,893	20,000	30,000	10,000	50%
100-20-4800	Interest Income - Police	318	228	199	-	-	-	-
100-20-4850	Contributions - Police	-	24,897	5,565	-	-	-	-
100-24-4250-01	Reimbursements Buildings	29,328	48,349	52,898	30,000	40,000	10,000	33%
100-24-4250-02	Reimbursements Elevators	9,050	6,263	5,300	9,000	5,000	(4,000)	-44%
100-26-35-4250	Reimbursements - Public Works - Streets	27,797	58,395	45,600	22,000	35,000	13,000	59%
100-26-37-4250	Reimbursements - Public Works - Fleet	15,038	-	-	18,000	16,000	(2,000)	-11%
100-32-4250	Reimbursements - Recreation	-	-	14,893	-	-	-	-
	Total Other Miscellaneous Revenues	<u>767,330</u>	<u>789,474</u>	<u>737,337</u>	<u>687,000</u>	<u>701,500</u>	<u>14,500</u>	<u>2%</u>
Other Financing Sources								
100-4900	Transfer from Other Funds	3,861,704	3,446,816	2,714,431	2,270,000	1,623,000	(647,000)	-29%
100-4905	Capital Lease Proceeds	430,594	-	-	-	-	-	-
100-4915	Debt Proceeds	-	1,000,000	-	-	-	-	-
100-4917	Bond Issue Premium	-	28,230	-	-	-	-	-
	Total Other Financing Sources	<u>4,292,298</u>	<u>4,475,046</u>	<u>2,714,431</u>	<u>2,270,000</u>	<u>1,623,000</u>	<u>(647,000)</u>	<u>-29%</u>
	Total General Fund Revenues	<u>\$ 44,882,623</u>	<u>\$ 48,791,128</u>	<u>\$ 50,362,477</u>	<u>\$ 48,613,174</u>	<u>\$ 47,862,929</u>	<u>\$ (750,245)</u>	<u>-2%</u>

**City of Berwyn
2012
Annual Budget**

For the Fiscal Year Beginning January 1, 2012

Significant Expenditures and Expenses

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

Summary of Expenditures/Expenses by Type					
Fiscal Year	2008	2009	2010	Projected 2011	2012
Salaries	\$ 21,148,785	\$ 21,283,298	\$ 22,241,789	\$ 23,609,663	\$ 24,458,017
Benefits	12,671,201	13,560,272	15,223,385	15,392,284	16,731,026
Capital Projects	5,247,544	15,139,706	1,464,101	1,909,618	1,948,000
Debt Service	12,429,323	19,863,027	12,674,068	10,496,799	8,216,045
TIF	5,611,042	8,222,274	7,682,165	10,331,601	8,477,697
Utility	9,219,236	9,675,324	10,762,901	11,111,046	13,174,150
Internal Service	3,898,512	4,123,190	2,595,035	3,019,354	3,100,000
All other	17,591,818	16,667,376	16,668,505	14,584,612	12,706,207
Total Expenditures	<u>\$ 87,817,461</u>	<u>\$ 108,534,467</u>	<u>\$ 89,311,949</u>	<u>\$ 90,454,977</u>	<u>\$ 88,811,142</u>

The increase in the Utility line from the 2011 projected of \$11,111,046 to the 2012 budgeted amount of \$13,174,150 is due primarily to the inclusion of garbage expenses budgeted at \$4,227,678 in a newly created utility fund that combines water, sewer and garbage. Garbage expenditures were included in the “all other” line in prior years. This is partially offset by the exclusion of depreciation expense in the utility line. As discussed in the section of the budget describing the City’s Accounting Structure, the City does not budget depreciation within the Enterprise funds. However, for financial reporting purposing the Utility line includes approximately \$4,000,000 of depreciation expense.

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.

**City of Berwyn
2012
Annual Budget**

For the Fiscal Year Beginning January 1, 2012

Significant Expenditures and Expenses

General Fund Expenditures

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

Summary of Expenditures/Expenses by Type					
Fiscal Year	2008	2009	2010	Projected 2011	2012
Salaries	\$ 18,832,324	\$ 19,040,562	\$ 19,739,405	\$ 20,999,618	\$ 21,731,265
Benefits	<u>11,597,163</u>	<u>12,423,498</u>	<u>13,721,377</u>	<u>13,855,577</u>	<u>15,086,134</u>
Total Salaries and Benefits	<u>30,429,487</u>	<u>31,464,060</u>	<u>33,460,782</u>	<u>34,855,195</u>	<u>36,817,399</u>
Total Expenditures	<u>\$ 44,225,113</u>	<u>\$ 44,655,042</u>	<u>\$ 47,184,514</u>	<u>\$ 47,243,173</u>	<u>\$ 47,166,099</u>
Salaries and Benefits as a % of total	68.81%	70.46%	70.91%	73.78%	78.06%

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
2012 Budget**

Function	2008 Actual	2009 Actual	2010 Actual	2011 Projected	2011 Budget	2012 Budget	Requested Budget Change Amount	Change Percent
Mayor	\$ 97,001	\$ 151,021	\$ 91,152	\$ 71,071	\$ 92,459	\$ 81,005	\$ (11,454)	-12%
Administrator	-	-	123,662	136,969	129,802	189,221	59,419	46%
Clerk	101,849	103,710	114,756	113,618	108,078	99,837	(8,241)	-8%
Treasurer	10,055	10,731	20,615	18,420	18,000	18,000	-	0%
Council	79,999	79,704	80,001	80,001	80,001	80,001	-	0%
Legal	146,009	159,242	163,985	184,555	182,500	189,183	6,683	4%
Finance	722,659	626,886	526,094	575,356	617,067	630,508	13,441	2%
Human Resources	93,848	69,045	45,911	48,214	48,201	49,179	978	2%
Information Technology	209,226	210,474	241,197	312,818	313,530	320,357	6,827	2%
Total General Government	1,460,646	1,410,813	1,407,373	1,541,022	1,589,638	1,657,291	67,653	4%
Fire	5,431,618	5,318,575	5,739,190	6,227,955	6,265,142	6,235,015	(30,127)	0%
Police	9,558,046	9,866,460	10,191,826	10,605,949	10,486,758	11,058,576	571,818	5%
Fire and Police Commission	16,090	16,002	16,002	16,002	16,000	16,000	-	0%
Total Public Safety	15,005,754	15,201,037	15,947,018	16,849,906	16,767,900	17,309,591	541,691	3%
Building / Neighborhood Affairs	371,701	386,118	377,123	404,647	417,283	433,460	16,177	4%
Streets	1,396,033	1,417,964	1,359,828	1,414,808	1,464,297	1,484,853	20,556	1%
Total Public Works	1,767,734	1,804,082	1,736,951	1,819,455	1,881,580	1,918,313	36,733	2%
Zoning	16,090	6,144	11,709	11,179	12,600	12,600	-	0%
Total Economic Development	16,090	6,144	11,709	11,179	12,600	12,600	-	0%
Recreation	577,073	613,101	631,354	657,766	700,000	695,000	(5,000)	-1%
Senior Citizen's Program	-	-	-	115,290	129,903	133,470	3,567	3%
Community Relations	5,028	5,385	5,000	5,000	5,000	5,000	-	0%
Total Culture and Recreation	582,101	618,486	636,354	778,056	834,903	833,470	(1,433)	0%
Total General Fund Salaries	\$ 18,832,325	\$ 19,040,562	\$ 19,739,405	\$ 20,999,618	\$ 21,086,621	\$ 21,731,265	\$ 644,644	3%
Berwyn Public Library	1,301,365	1,296,662	1,356,062	1,482,805	1,491,386	1,527,756	36,370	2%
Community Outreach	162,185	-	-	-	-	-	-	-
Senior Citizen's Program	-	125,889	113,854	-	-	-	-	-
Community Development	272,418	229,772	292,274	325,462	271,329	331,531	60,202	22%
Utilities	580,492	590,413	740,193	801,778	796,018	867,465	71,447	9%
City-Wide Salaries	\$ 21,148,785	\$ 21,283,298	\$ 22,241,788	\$ 23,609,663	\$ 23,645,354	\$ 24,458,017	\$ 812,663	3%

**City of Berwyn
Summary of Benefits and Related Payments
2012 Budget**

Function	2008 Actual	2009 Actual	2010 Actual	2011 Projected	2011 Budget	2012 Budget	Requested Budget Change Amount	Budget Change Percent
Mayor	\$ 38,558	\$ 64,017	\$ 50,277	\$ 40,627	\$ 51,602	\$ 41,535	\$ (10,067)	-20%
Administrator	-	-	68,090	73,433	72,366	97,848	25,482	35%
Clerk	42,010	47,171	71,184	67,937	74,534	68,845	(5,689)	-8%
Treasurer	2,388	2,734	3,909	4,223	4,149	4,851	702	17%
Council	93,799	94,781	61,020	89,764	90,087	103,493	13,406	15%
Legal	58,518	65,941	42,179	54,340	54,000	66,834	12,834	24%
Finance	295,678	269,784	310,569	289,674	330,793	324,092	(6,701)	-2%
Human Resources	37,304	29,507	39,431	32,749	33,546	34,787	1,241	4%
Information Technology	88,251	91,547	93,725	156,175	156,889	172,077	15,188	10%
Total General Government	656,506	665,483	740,384	808,923	867,966	914,362	46,396	5%
Fire	3,926,577	4,008,178	4,466,227	4,754,280	4,887,571	5,206,884	319,313	7%
Police	5,972,436	6,621,341	7,252,523	6,979,371	7,085,654	7,481,101	395,447	6%
Fire and Police Commission	3,821	4,445	4,835	1,260	1,232	1,232	-	0%
Total Public Safety	9,902,834	10,633,964	11,723,585	11,734,911	11,974,457	12,689,217	714,760	6%
Building / Neighborhood Affairs	154,719	171,590	258,009	245,205	266,764	270,372	3,608	1%
Streets	722,566	773,717	796,939	839,708	832,957	962,949	129,992	16%
Total Public Works	877,285	945,307	1,054,948	1,084,913	1,099,721	1,233,321	133,600	12%
Zoning	6,463	5,422	964	966	971	971	-	0%
Total Economic Development	6,463	5,422	964	966	971	971	-	0%
Recreation	153,690	174,209	200,554	190,025	204,030	211,535	7,505	4%
Senior Citizen's Program	-	-	-	34,750	53,035	35,716	(17,319)	-33%
Community Relations	385	484	942	1,089	386	1,012	626	162%
Total Culture and Recreation	154,075	174,693	201,496	225,864	257,451	248,263	(9,188)	-4%
Total General Fund Benefits	\$ 11,597,163	\$ 12,424,868	\$ 13,721,377	\$ 13,855,577	\$ 14,200,566	\$ 15,086,134	\$ 885,568	6%
Berwyn Public Library	536,172	569,866	774,310	821,727	833,343	890,607	57,264	7%
Community Outreach	64,469	18,848	-	-	-	-	-	-
Senior Citizen's Program	-	35,462	34,751	-	-	-	-	-
Community Development	110,962	103,404	158,442	167,082	119,584	177,015	57,431	48%
Utilities	362,435	407,824	534,505	547,898	523,005	577,270	54,265	10%
City-Wide Benefits	\$ 12,671,201	\$ 13,560,272	\$ 15,223,385	\$ 15,392,284	\$ 15,676,498	\$ 16,731,026	\$ 1,054,528	7%

**City of Berwyn
Summary of Total Expenditures/Expenses
2012 Budget**

Fund	2008 Actual	2009 Actual	2010 Actual	2011 Projected	2011 Budget	2012 Budget	Requested Budget Change Change Amount	Change Percent
General Fund Expenditures	44,225,113	44,655,042	47,184,514	47,243,173	48,733,784	47,166,099	(1,567,685)	-3%
Special Revenue Funds								
Berwyn Public Library	2,516,028	2,502,821	2,843,258	3,030,662	3,009,986	3,114,730	104,744	3%
Community Outreach	309,222	-	-	-	-	-	-	-
Senior Citizen's Program	-	235,242	223,408	-	-	-	-	-
Community Development	1,565,803	1,793,730	2,024,802	1,899,845	2,343,534	1,814,271	(529,263)	-23%
Foreign Fire	17,136	25,934	24,052	14,001	18,000	60,668	42,668	237%
Motor Fuel Tax	2,778,501	2,193,859	1,570,024	1,340,052	1,325,000	1,637,000	312,000	24%
Tax Incremental Financing Districts								
S. Berwyn TIF	1,290,873	2,932,264	1,129,287	1,355,856	2,030,143	1,672,795	(357,348)	-18%
Cermak TIF	2,053,750	2,093,616	3,937,502	5,581,670	7,274,500	1,809,125	(5,465,375)	-75%
Roosevelt TIF	403,309	1,442,331	603,949	2,359,030	3,028,800	2,933,734	(95,066)	-3%
Ogden TIF	1,863,110	1,754,063	2,011,426	1,035,045	2,701,884	2,062,043	(639,841)	-24%
Total TIF's	5,611,042	8,222,274	7,682,165	10,331,601	15,035,327	8,477,697	(6,557,630)	-44%
Capital Projects	5,247,544	15,139,706	1,464,101	1,909,618	3,614,569	1,948,000	(1,666,569)	-46%
Debt Service	12,429,323	19,863,027	12,674,068	10,496,799	9,093,441	8,216,045	(877,396)	-10%
Utilities	9,219,236	9,675,324	10,762,901	11,111,046	7,223,215	13,174,150	5,950,935	82%
Parking Garage	-	104,318	263,619	58,826	101,089	102,482	1,393	1%
Internal Service	3,898,513	4,123,190	2,595,035	3,019,354	2,857,000	3,100,000	243,000	9%
City-Wide Costs	\$ 87,817,461	\$ 108,534,467	\$ 89,311,949	\$ 90,454,977	\$ 93,354,945	\$ 88,811,142	\$ (4,543,803)	-5%

**City of Berwyn
Summary of General Fund Expenditures
2012 Budget**

Dept #	Expenditures	2009	2010	2011	2011	2012	Requested Budget	
		Balance	Balance	Projected	Budget	Budget	Amount	Percent
General Government								
02	Mayor	\$ 247,241	\$ 160,756	\$ 132,422	\$ 162,922	\$ 141,873	\$ (21,049)	-13%
03	City Administrator	-	204,714	287,163	283,682	377,602	\$ 93,920	33%
04	Clerk	185,599	219,414	206,598	219,490	200,612	\$ (18,878)	-9%
06	Treasurer	17,674	28,677	26,908	26,932	27,339	\$ 407	2%
08	Council	203,299	172,780	197,332	212,609	222,931	\$ 10,322	5%
10	Legal	695,327	877,026	980,012	935,257	912,626	\$ (22,631)	-2%
12	Finance	1,434,038	1,396,391	1,420,100	1,478,168	1,497,555	\$ 19,387	1%
16	Information Technology	710,726	788,172	839,655	881,468	909,333	\$ 27,865	3%
17	Statutory	303,422	217,770	83,567	148,520	96,101	\$ (52,419)	-35%
Public Safety								
18	Fire	11,856,740	12,118,525	12,225,518	12,732,205	12,947,856	\$ 215,651	2%
20	Police	18,901,632	20,540,954	20,265,904	20,369,647	22,015,263	\$ 1,645,616	8%
22	Fire and Police Commission	71,909	27,490	36,632	33,232	49,232	\$ 16,000	48%
Public Works								
24	Building / Neighborhood Affairs	1,283,872	1,262,658	1,198,384	1,225,247	1,228,797	\$ 3,550	0%
26	Public Works	2,942,935	3,276,913	3,915,373	3,939,156	4,189,978	\$ 250,822	6%
Economic Development								
28	Zoning	15,039	16,753	13,540	16,071	16,071	\$ -	0%
30	Committee and Planning	303,861	133,931	50,186	141,000	227,000	\$ 86,000	61%
Culture and Recreation								
32	Recreation	1,257,806	1,297,321	1,374,041	1,399,212	1,532,834	\$ 133,622	10%
34	Community Relations	5,961	6,622	6,089	6,886	7,512	\$ 626	9%
Health and Sanitation								
36	Garbage	4,004,624	4,265,730	3,749,147	4,065,075	-	\$ (4,065,075)	-100%
46	Senior Services	-	-	234,602	252,005	269,584	\$ 17,579	7%
Other Financing Uses/Other Dept's								
	Bond Issuance	-	31,817	-	-	-	\$ -	0%
	Transfer to other funds	<u>213,345</u>	<u>140,100</u>	<u>-</u>	<u>205,000</u>	<u>296,000</u>	\$ 91,000	<u>44%</u>
Total General Fund Expenditures		\$ 44,655,049	\$ 47,184,513	\$ 47,243,173	\$ 48,733,784	\$ 47,166,099	\$ (1,567,685)	-3%

**City of Berwyn
2012
Annual Budget**

For the Fiscal Year Beginning January 1, 2012

Office of the Mayor

PROGRAM MANAGER: Mayor

PROGRAM DESCRIPTION:




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

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

The Mayor 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.
-  Communicate with the City Council. The Mayor's office should assure that the agendas for the City Council meetings allow for an efficient progress

**City of Berwyn
2012
Annual Budget**

For the Fiscal Year Beginning January 1, 2012

Office of the Mayor

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)	2010 Actual	2011 Actual	2012 Budget
Mayor	1.00	1.00	1.00
Administrative Assistant	1.00	1.00	0.50
Total	<u>2.00</u>	<u>2.00</u>	<u>1.50</u>

OBJECTIVES ACCOMPLISHED IN 2011:

- Balanced the 2011 Budget. This was accomplished by controlling spending and maximizing government efficiencies regarding the implementation of city functions.
- As a result of improving the city's financial status, I was able to strengthen the city's credit rating. This accomplishment saved the city substantial money.
- Success at lobbying legislators for stimulus funds and 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 2012:

- Continue to control spending and assessing other areas without cutting direct services to residents.
- Continue lobbying legislators for stimulus funds and various grants.

**City of Berwyn
2012
Annual Budget**

For the Fiscal Year Beginning January 1, 2012

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
 2012 Budgeted Expenditures by Department
 Mayor
 12/31/2012

<u>Account Number</u>	<u>Account Name</u>	<u>2009 Balance</u>	<u>2010 Balance</u>	<u>2011 Projected</u>	<u>2011 Budget</u>	<u>2012 Budget</u>	<u>Requested Budget Change</u>
100-02-5000	Mayor - Salaries	\$ 151,021	\$ 91,152	\$ 71,071	\$ 92,459	\$ 81,005	\$ (11,454)
100-02-5035	Mayor - Benefits	64,017	50,277	40,627	51,602	41,535	(10,067)
100-02-5200	Mayor - Administrative expenses	5,988	5,610	7,031	7,500	7,500	-
100-02-5225	Mayor - Supplies	2,295	3,627	2,233	1,600	1,600	-
100-02-5235	Mayor - Postage & printing	686	1,688	689	700	700	-
100-02-5290	Mayor - Other general expenses	9,422	648	3,676	2,100	3,500	1,400
100-02-5400	Mayor - Repairs & maintenance	287	-	-	500	500	-
100-02-5625	Mayor - Copier maintenance	11,940	3,361	2,704	2,800	2,800	-
100-02-5625	Mayor - Internal service fund	<u>1,585</u>	<u>4,393</u>	<u>4,391</u>	<u>3,661</u>	<u>2,733</u>	<u>(928)</u>
Department Total		<u>\$ 247,241</u>	<u>\$ 160,756</u>	<u>\$ 132,422</u>	<u>\$ 162,922</u>	<u>\$ 141,873</u>	<u>\$ (21,049)</u>

**City of Berwyn
2012
Annual Budget**

For the Fiscal Year Beginning January 1, 2012

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
2012
Annual Budget**

For the Fiscal Year Beginning January 1, 2012

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:

Position (FTE)	2010 Actual	2011 Actual	2012 Budget
City Administrator	1.00	1.00	1.00
Project Operation Manager	-	-	1.00
Administrative Assistant	1.00	1.00	0.50
 Total	 <u>2.00</u>	 <u>2.00</u>	 <u>2.50</u>

OBJECTIVES ACCOMPLISHED IN 2011:

- 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.
- Staffed the Historic Preservation Steering Committee and Business License and Taxation Committee when appropriate.
- Grant administration for the purchase and installation of a building-wide UPS back-up electrical system at City Hall.
- 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 HVAC 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
2012
Annual Budget**

For the Fiscal Year Beginning January 1, 2012

Office of the City Administrator

OBJECTIVES TO BE ACCOMPLISHED IN 2012:

- 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
 2012 Budgeted Expenditures by Department
 City Administration
 12/31/2012

Account Number	Account Name	2009 Balance	2010 Balance	2011 Projected	2011 Budget	2012 Budget	Requested Budget Change
100-03-5000	City Admin - Salaries	\$ -	\$ 123,662	\$ 136,969	\$ 129,802	\$ 189,221	\$ 59,419
100-03-5035	City Admin - Benefits	-	68,090	73,433	72,366	97,848	25,482
100-03-5220	City Admin - Training	-	1,898	4,176	5,953	13,953	8,000
100-03-5225	City Admin - Supplies	-	602	1,259	1,600	1,600	-
100-03-5235	City Admin - Postage & printing	-	1,062	68	700	700	-
100-03-5290	City Admin - Other General Expenses	-	3,480	4,802	6,300	7,500	1,200
100-03-5300	City Admin - Professional Services	-	-	60,000	60,000	60,000	-
100-03-5400	City Admin - Repairs & maintenance	-	230	-	500	500	-
100-03-5405	City Admin - Copier maintenance	-	1,297	865	2,800	2,800	-
100-03-5625	City Admin - Internal service fund	-	4,393	5,591	3,661	3,480	(181)
Department Total		<u>\$ -</u>	<u>\$ 204,714</u>	<u>\$ 287,163</u>	<u>\$ 283,682</u>	<u>\$ 377,602</u>	<u>\$ 93,920</u>

**City of Berwyn
2012
Annual Budget**

For the Fiscal Year Beginning January 1, 2012

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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For the Fiscal Year Beginning January 1, 2012

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)	2010 Actual	2011 Actual	2012 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 2011:

- Maintained 100% compliance of Freedom of Information Act requests totaling over 420 requests
- Relocated and maintain all archival records of the City at an off-site facility

OBJECTIVES TO BE ACCOMPLISHED IN 2012:

- With new changes in OMA (Open Meeting Act) and as OMA Officer for the City of Berwyn, strive for 100% compliance for all Elected and Appointed Officials, Members of all Boards and Commissions, of the City of Berwyn, complete the required on-line OMA Training course and receive their Certification

LONG TERM OBJECTIVES (2-5 YEARS):

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

City of Berwyn
 2012 Budgeted Expenditures by Department
 Clerk
 12/31/2012

Account Number	Account Name	2009 Balance	2010 Balance	2011 Projected	2011 Budget	2012 Budget	Requested Budget Change
100-04-5000	Clerk - Salaries	\$ 103,710	\$ 114,756	\$ 113,618	\$ 108,078	\$ 99,837	\$ (8,241)
100-04-5010	Clerk - Overtime	60	-	-	-	-	-
100-04-5030	Clerk - Sick day buy back	2,392	2,019	-	2,050	2,050	-
100-04-5035	Clerk - Benefits	44,720	69,120	67,622	71,484	65,795	(5,689)
100-04-5040	Clerk - Tuition Reimbursement	-	45	315	1,000	1,000	-
100-04-5220	Clerk-Training, dues & publications	2,721	3,995	3,658	4,700	4,700	-
100-04-5225	Clerk - Supplies	1,558	878	1,982	3,000	3,000	-
100-04-5235	Clerk - Postage & printing	1,412	946	921	1,500	1,500	-
100-04-5290	Clerk - Other general expenses	1,652	312	463	2,000	2,000	-
100-04-5405	Clerk - Copier maintenance	9,604	6,254	6,058	6,000	6,000	-
100-04-5610	Clerk - Codification	11,636	7,696	5,346	8,000	8,000	-
100-04-5615	Clerk - Record Retention	1,331	3,153	623	3,000	3,000	-
100-04-5625	Clerk - Internal service fund	4,803	10,238	5,992	8,678	3,730	(4,948)
Department Total		<u>\$ 185,599</u>	<u>\$ 219,414</u>	<u>\$ 206,598</u>	<u>\$ 219,490</u>	<u>\$ 200,612</u>	<u>\$ (18,878)</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
 2012 Budgeted Expenditures by Department
 Treasurer
 12/31/2012

<u>Account Number</u>	<u>Account Name</u>	<u>2009 Balance</u>	<u>2010 Balance</u>	<u>2011 Projected</u>	<u>2011 Budget</u>	<u>2012 Budget</u>	<u>Requested Budget Change</u>
100-06-5000	Treasurer - Salaries	\$ 10,731	\$ 20,615	\$ 18,420	\$ 18,000	\$ 18,000	\$ -
100-06-5035	Treasurer - Benefits	2,734	3,909	4,223	4,149	4,851	702
100-06-5225	Treasurer- Supplies	-	129	393	-	-	-
100-06-5235	Treasurer - Postage, printing and publications	4,056	3,396	3,089	4,000	4,000	-
100-06-5625	Treasurer - Internal service fund	<u>153</u>	<u>628</u>	<u>783</u>	<u>783</u>	<u>488</u>	<u>(295)</u>
Department Total		<u>\$ 17,674</u>	<u>\$ 28,677</u>	<u>\$ 26,908</u>	<u>\$ 26,932</u>	<u>\$ 27,339</u>	<u>\$ 407</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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For the Fiscal Year Beginning January 1, 2012

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)	2010 Actual	2011 Actual	2012 Budget
Aldermen	<u>8.00</u>	<u>8.00</u>	<u>8.00</u>
Total	<u>8.00</u>	<u>8.00</u>	<u>8.00</u>

City of Berwyn
 2012 Budgeted Expenditures by Department
 Council
 12/31/2012

Account Number	Account Name	2009 Balance	2010 Balance	2011 Projected	2011 Budget	2012 Budget	Requested Budget Change
100-08-5000	Council - Salaries	\$ 79,704	\$ 80,001	\$ 80,001	\$ 80,001	\$ 80,001	\$ -
100-08-5035	Council - Benefits	94,781	61,020	89,764	90,087	103,493	13,406
100-08-5625	Council - Internal service fund	2,035	7,225	4,719	6,021	2,937	(3,084)
100-08-5200-01	Council - Ward 1	4,050	4,500	-	4,500	4,500	-
100-08-5200-02	Council - Ward 2	3,029	1,944	3,409	4,500	4,500	-
100-08-5200-03	Council - Ward 3	555	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	4,312	4,422	3,651	4,500	4,500	-
100-08-5200-06	Council - Ward 6	4,495	4,500	4,500	4,500	4,500	-
100-08-5200-07	Council - Ward 7	1,032	-	199	4,500	4,500	-
100-08-5200-08	Council - Ward 8	3,399	3,737	4,500	4,500	4,500	-
100-08-5220	Council - Training, Dues, Publications	24	-	-	-	-	-
100-08-5235	Council- Postage & Printing	1,078	-	-	-	-	-
100-08-5290	Council - Other general expenses	<u>305</u>	<u>350</u>	<u>115</u>	<u>500</u>	<u>500</u>	<u>-</u>
Department Total		<u>\$ 203,299</u>	<u>\$ 172,780</u>	<u>\$ 197,332</u>	<u>\$ 212,609</u>	<u>\$ 222,931</u>	<u>\$ 10,322</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.

**City of Berwyn
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For the Fiscal Year Beginning January 1, 2012

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 Budget
Attorney	1.00	1.00
Prosecutor	1.00	1.00
Administrative Assistant	0.80	0.80
Total	<u>2.80</u>	<u>2.80</u>

OBJECTIVES ACCOMPLISHED IN 2011:

- 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.

OBJECTIVES TO BE ACCOMPLISHED IN 2012:

- 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
 2012 Budgeted Expenditures by Department
 Legal
 12/31/2012

<u>Account Number</u>	<u>Account Name</u>	<u>2009 Balance</u>	<u>2010 Balance</u>	<u>2011 Projected</u>	<u>2011 Budget</u>	<u>2012 Budget</u>	<u>Requested Budget Change</u>
100-10-5000	Legal - Salaries	\$ 159,242	\$ 163,985	\$ 184,555	\$ 182,500	\$ 189,183	\$ 6,683
100-10-5035	Legal - Benefits	65,941	42,179	54,340	54,000	66,834	12,834
100-10-5110	Legal - Adjudication program	12,950	22,663	25,637	35,000	35,000	-
100-10-5225	Legal - Supplies	549	280	1,602	1,600	1,800	200
100-10-5235	Legal - Postage & printing	20	121	265	700	700	-
100-10-5290	Legal - Other general expenses	436	-	1,400	1,400	1,400	-
100-10-5300	Legal - Professional service	437,932	609,734	687,395	625,000	600,000	(25,000)
100-10-5405	Legal - Copier maintenance	-	-	865	2,800	2,800	-
100-10-5625	Legal - Internal service fund	<u>18,257</u>	<u>38,064</u>	<u>23,953</u>	<u>32,257</u>	<u>14,909</u>	<u>(17,348)</u>
Department Total		<u>\$ 695,327</u>	<u>\$ 877,026</u>	<u>\$ 980,012</u>	<u>\$ 935,257</u>	<u>\$ 912,626</u>	<u>\$ (22,631)</u>

**City of Berwyn
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For the Fiscal Year Beginning January 1, 2012

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
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For the Fiscal Year Beginning January 1, 2012

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
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For the Fiscal Year Beginning January 1, 2012

Finance

STAFFING:

Position (FTE)	2010 Actual	2011 Actual	2012 Budget
Finance Director	1.00	1.00	1.00
Assistant Finance Director	-	1.00	1.00
Senior Accountant	1.00	1.00	1.00
Staff Accountants	3.00	3.00	3.00
Revenue Clerks	7.00	5.50	5.00
Benefits Administrator	1.00	1.00	1.00
Receptionist	1.00	1.00	1.00
Total	<u>14.00</u>	<u>13.50</u>	<u>13.00</u>

ACTIVITY MEASURES:

Activity Measures	2011 Projected	2012 Budget
Bond Rating	A-	A-
Accounts payable checks issued	5,100	5,100
Payroll checks	6,200	5,500
Payroll direct deposits issued	10,800	11,400
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	575

OBJECTIVES ACCOMPLISHED IN 2011:

- Hired an assistant finance director as part of a restructuring that resulted in the elimination of one position in the collectors office and the reporting of all collectors directly to the finance director
- Performed a comprehensive review of employee benefit bills which resulted in the identification and correction of billing errors which saved the city over \$60,000 in 2011.

**City of Berwyn
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For the Fiscal Year Beginning January 1, 2012

Finance

- Began the documentation of financial policies
- Implemented GASB 54 – Fund Balance Reporting and Governmental Fund Type Definitions
- Completed a bond refunding which added approximately \$2 million to the general fund balance
- Presentation to S&P resulted in an improved bond rating outlook from “A-stable” to “A- positive”.

OBJECTIVES TO BE ACCOMPLISHED IN 2012:

- Go live with the New World utility billing and cash receipting modules
- Develop multi-year capital plan
- Ongoing updates to existing policies

LONG TERM OBJECTIVES (2-5 YEARS):

- Receive GFOA budget award

BUDGET SUMMARY:

- Budgeted expenditures increased by a modest amount which is representative of the new processes and initiatives undertaken by the Finance Department which has allowed for increased efficiency and productivity.

City of Berwyn
2012 Budgeted Expenditures by Department
Finance
12/31/2012

Account Number	Account Name	2009 Balance	2010 Balance	2011 Projected	2011 Budget	2012 Budget	Requested Budget Change
100-12-5000	Finance - Salaries	\$ 315,572	\$ 296,793	\$ 350,501	\$ 380,611	\$ 392,083	\$ 11,472
100-12-5010	Finance - Overtime	810	-	87	-	-	-
100-12-5030	Finance - Sick day buy back	1,302	2,487	-	1,500	1,500	-
100-12-5035	Finance - Benefits	133,014	122,659	136,161	149,163	153,685	4,522
100-12-5215	Finance - Telephone	35,227	55,135	69,476	40,000	55,000	15,000
100-12-5220	Finance - Training, dues, & publications	3,016	2,180	3,786	5,000	6,000	1,000
100-12-5225	Finance - Supplies	3,995	1,122	2,757	3,000	3,000	-
100-12-5235	Finance - Postage, printing and publications	17,949	5,473	7,875	13,000	10,000	(3,000)
100-12-5290	Finance - Other general expenses	33,428	42,163	47,123	35,000	40,000	5,000
100-12-5300	Finance - Professional service	248,946	187,654	920	-	-	-
100-12-5300-09	Finance - Payroll fees professional service	25,198	-	-	-	-	-
100-12-5400	Finance - Repairs & maintenance	-	-	258	-	-	-
100-12-5405	Finance - Copier maintenance	12,127	8,188	5,543	10,000	8,000	(2,000)
100-12-5625	Finance - Internal service fund	16,178	48,912	38,137	40,836	23,739	(17,097)
100-12-5800	Finance - Capital Outlay	-	-	2,041	-	-	-
	Total Finance	846,762	772,766	664,665	678,110	693,007	14,897
100-12-11-5000	Collectors - Salaries	\$ 311,315	\$ 229,301	\$ 224,855	\$ 236,456	\$ 238,425	\$ 1,969
100-12-11-5010	Collectors - Overtime	-	208	-	-	-	-
100-12-11-5025	Collectors - Stipends	500	-	-	-	-	-
100-12-11-5030	Collectors - Sick day buy back	1,443	2,181	-	1,750	1,750	-
100-12-11-5035	Collectors - Benefits	132,716	183,035	153,426	178,380	167,157	(11,223)
100-12-11-5215	Collectors - Telephone	273	217	-	250	250	-
100-12-11-5220	Collectors - Training, dues, & publications	250	-	-	-	-	-
100-12-11-5225	Collectors - Supplies	1,477	2,517	2,187	2,000	2,000	-
100-12-11-5235	Collectors - Postage & printing	15,530	17,038	15,848	9,000	15,000	6,000
100-12-11-5290	Collectors - Other general expenses	2,589	-	-	1,000	500	(500)
100-12-5300-03	Collector - Collection service fees	1,450	60,286	234,231	250,000	250,000	-
100-12-5300-04	Finance - Vehicle registration service	9,391	31,202	40,244	30,000	40,000	10,000
10012-5405	Collectors - Copier Maintenance	1,445	1,716	807	1,000	1,000	-
	Total Collectors	478,379	527,701	671,598	709,836	716,082	6,246
100-14-5000	Benefits Coordinator - Salaries	\$ 69,045	\$ 45,911	\$ 48,214	\$ 48,201	\$ 49,179	\$ 978
100-14-5035	Benefits Coordinator - Benefits	29,507	39,431	32,749	33,546	34,787	1,241
100-14-5220	Benefits Coordinator - Training, dues & publications	950	-	50	-	-	-
100-14-5225	Benefits Coordinator - Supplies	278	637	1,274	250	500	250
100-14-5235	Benefits Coordinator - Postage & printing	238	4,522	345	1,000	1,000	-
100-14-5290	Benefits Coordinator - Other general expenses	7,467	1,553	1,205	4,000	3,000	(1,000)
100-14-5625	Benefits Coordinator - Internal service fund	1,414	3,870	-	3,225	-	(3,225)
	Total Benefits Coordinator	108,899	95,924	83,837	90,222	88,466	(1,756)
Department Total		\$ 1,434,040	\$ 1,396,391	\$ 1,420,100	\$ 1,478,168	\$ 1,497,555	\$ 19,387

Note: Water billing staff moved to water fund

**City of Berwyn
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For the Fiscal Year Beginning January 1, 2012

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, Collector, Clerk, HR, Fire, Police, CDBG, Public Works, Recreation and Library departments.

SERVICES:

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

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

**City of Berwyn
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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 Budget
Information Technology Director	1.00	1.00
Network Administrator	1.00	1.00
Library IT Manager	1.00	1.00
Service Technician	2.00	2.00
Database Administrator	1.00	1.00
Total	6.00	6.00

**City of Berwyn
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For the Fiscal Year Beginning January 1, 2012

Information Technology

ACTIVITY MEASURES:

Activity Measures	2010 Actual	2011 Actual	2012 Budget
Workstations on LAN	170.00	175.00	180.00
Laptops	25.00	30.00	35.00
Police Mobile Data Computers	25.00	25.00	30.00
Laser Printers	55.00	45.00	45.00
*Network Switches	30.00	35.00	35.00
*Routers	12.00	13.00	14.00
Firewall	1.00	3.00	3.00
Network Servers	25.00	15.00	18.00
Software Applications	40.00	45.00	50.00
*End-User Support Calls Handled (Est.)	2,350.00	2,400.00	2,450.00
*Programming Projects	225.00	240.00	250.00
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	1,900.00	1,850.00	2,000.00
Web Site Unique Visitors Monthly	57,000.00	55,000.00	60,000.00
Web Site Unique Visitors Annually	684,000.00	666,000.00	700,000.00

SOFTWARE APPLICATIONS:

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

<u>Software Applications</u>	<u>Primary Department</u>	<u>Implem. Date Est</u>	<u>License Quantity</u>
Adobe Acrobat Standard	ALL	6/1/2007	30.00
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 5.3/6.0	Finance	12/1/2008	45.00
Paylocity Payroll Software	Finance	2/1/2003	1.00
Secure Check / Enterprise Mgr	Finance	1/1/2003	1.00
Firehouse V7	Fire	11/1/2007	16.00

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Fire Point V5	Fire	1/2001	15.00
Shift Roster V6	Fire	1/1/2004	15.00
Blackberry Professional Software	IT	8/1/2008	20.00
Cisco IOS V12 (Various releases)	IT	10/1/2007	40.00
Cisco PIX OS & Accompany Mgmt	IT	10/1/2007	1.00
Dameware Remote Mgmt	IT	6/1/2006	2.00
eCAS Call Accounting Software	IT	5/1/2008	235.00
Learning Tree Doc. Management	IT	8/1/2008	15.0
Microsoft Exchange 2010 Std	IT	2/1/2001	185.00
Microsoft ISA 2003 Std	IT	2/1/2001	185.00
Microsoft Share Point	IT	1/1/2008	5.0
Microsoft SQL 2000 MSDE	IT	1/1/2003	15.00
Microsoft SQL 2000 Std	IT	1/1/2003	6.00
Microsoft SQL 2005 Enterprise	IT	1/1/2007	2.00
Microsoft SQL 2005 MSDE	IT	1/1/2006	10.00
Microsoft SQL 2005 Std	IT	1/1/2006	10.00
Microsoft Windows Server 2003 Std	IT	1/1/2006	25.00
Microsoft Windows Server 2003 Ent	IT	5/1/2007	6.00
Microsoft Windows Server 2008 Std	IT	3/1/2009	3.0
MySQL (Open Edition)	IT	1/1/2006	10.00
Nortel Call Pilot V5	IT	5/1/2008	235.00
Nortel OTM Management	IT	5/1/2008	4.00
RedHat v6	IT	6/1/2007	1.00
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
CAPERS CAD/RMS	Police	6/1/2007	25.00
Datacom Software	Police	4/1/2006	2.00
DVD Maker	Police	5/1/2003	5.00
EMNet Mgmt Appliance	Police	6/1/2007	2.00
Eventide Voice Recorder	Police	6/1/2007	5.0
FACES	Police	2/2003	10.0
LEADS	Police	1/2000	75.0
Live Scan	Police	1/1/2003	2.00
MCR v1.5.2	Police	4/1/2002	5.00
Midco Card Reader Software	Police	2/1/2001	1.00

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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

Approximately 2300 responses to user requests for assistance have been made for help with such things as:

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

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Information Technology

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

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Information Technology

PROGRAMMING PROJECTS:

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

<u>Programming Projects</u>	<u>2010 Actual</u>	<u>2011 Actual</u>	<u>2012 Budget</u>
Local Ordinance System	30.00	32.00	30.00
Building Department System	35.00	34.00	35.00
Cash Register/Receipting System	8.00	12.00	8.00
Collector's Office Sysetm	10.00	21.00	10.00
Fine Collection Operations	6.00	8.00	6.00
Blight System	15.00	12.00	15.00
Water Utility System	12.00	14.00	12.00
Bar Code Scanning	10.00	10.00	10.00
GEMS Property Management System	5.00	9.00	5.00
Crime Free / Multi-Tenant Housing	-	-	-
IT System Functions	10.00	15.00	25.00
Senior Garbage Discounts	1.00	2.00	1.00
Audit-related project	4.00	4.00	5.00
Library-related programming	-	-	10.00
Freedom of Information	8.00	9.00	8.00
Traffic Management	15.00	11.00	15.00
New World Database Analysis	15.00	12.00	10.00
Total	<u>154.00</u>	<u>182.00</u>	<u>180.00</u>

OBJECTIVES ACCOMPLISHED IN 2011:

- Completed website for processing of online vehicle sticker payments/renewals.
- Designed, developed, and implemented a robust unified community calendar with ten (10) participating organizations around the city – www.berwynevents.info.
- Via grant funds, completed installation of standalone HVAC units at the City Hall datacenter and City telephone system center.
- Successfully secured grant funds to pay for implementation of UPS subsystem and generator for City Hall, to secure uninterrupted supply of power to main City Hall building and the center firehouse.

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Information Technology

- Completed migration of library department into City email system.
- Completed conversion of users from Exchange 2003 servers into Exchange 2010 email system.
- Overhauled backup system routines between City datacenters to include live backups of all critical data; scaling out restoration capabilities from 2 months to 6 months+
- Completed Server Room build out (engineering, design, construction) of new IT room at Library.
- Completed 'Learning Lab' rehab project at Library - Reconstruction of an existing study room on the second floor yielded a space well suited for computers arranged in a classroom fashion.
- Replaced & retired 20% (approximately 40 units) of the city computer workstation fleet with updated models, specs, etc.
- Migrated city workstation from Office 2003 into Office 2007 environment.
- 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.
- Converted all remaining production physical servers into virtual machines.
- Migrated from various releases of ESX to a standard, ESX 4.1 implementation.
- Implemented centralized storage via MD3200 network attached device at both City Hall and Police datacenters.
- Assisted in completion of Mobile CAD project (allowing wifi-based access to records system from all city squad cars).

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For the Fiscal Year Beginning January 1, 2012

Information Technology

- Completed extensive internal audit and documentation of printing / copying devices, supplies, and utilization.
- Completed extensive internal audit and documentation of citywide software licensing.

OBJECTIVES TO BE ACCOMPLISHED IN 2012:

- Go-live with Utility Billing and Cash Receipts' module of New World Systems' Logos.NET application.
- Complete installation of City Hall UPS/Generator systems to ensure timely delivery of clean power to City Hall and center firehouse.
- Go-live with redeveloped main city 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.
- Migration of existing library 'helpdesk' solution into City Helpdesk system.
- 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.
- Upgrade of existing OPT-E-Man data circuits at six (6) of our eight (8) locations from 5 mbps to 20 mbps.
- Conversion of existing 10 mbps DIA internet circuit into 10 mbps MIS circuit.
- Replacement of another 10% (approximately twenty (20) units) of the city's computer workstation environment.

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Information Technology

- Replacement of another 10% (approximately five (5) units) of the city's printer fleet.
- Implement enterprise-class software solution for systems management, e.g. Microsoft System Center.
- Assist in the creation of Library Technology Plan.

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.

BUDGET SUMMARY:

- 100-16-5000: FY2012 reflects no change in requested personnel. The IT department is not seeking to add positions and/or hours in FY2012 for any staff.
- 100-16-5530: FY2012 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.
- 100-16-5510 – FY2012 includes funding necessary to handle the operating costs of all hardware purchases for department. Since FY2009, this account has decreased in total, as the department has purchased less new equipment.
- 100-16-5515 – FY2012 includes an increase (\$5,000) for software purchases. With new workstations coming online as city services expand in FY2012, these monies will be used to pay for the licensing costs associated with various Microsoft products.

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Information Technology

- 100-16-5290 – FY2012 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.

- 100-16-5300 – FY2012 Professional Services account has been adjusted by \$5,000.00 to include consulting fees necessary to finalize redevelopment of the main city website.

- The BFD has given IT use of a retired vehicle, a minivan, for transporting equipment between buildings. FY2012's budget will include a new account for Fuel and Maintenance in the amount of \$3,500.00

City of Berwyn
2012 Budgeted Expenditures by Department
Information Technology
12/31/2012

Account Number	Account Name	2009 Balance	2010 Balance	2011 Projected	2011 Budget	2012 Budget	Requested Budget Change
100-16-5000	IT - Salaries	\$ 210,474	\$ 241,197	\$ 312,818	\$ 313,530	\$ 320,357	\$ 6,827
100-16-5030	IT - Sick day buy back	3,638	4,331	-	3,765	4,548	783
100-16-5035	IT - Benefits	87,909	89,394	156,175	153,124	167,529	14,405
100-16-5210	IT - Vehicle gas & oil	-	-	-	-	1,500	1,500
100-16-5225	IT - Supplies	31	3,066	691	-	-	-
100-16-5235	IT - Postage & printing	323	20	-	-	-	-
100-16-5290	IT - Other general expenses	36,632	35,838	29,646	40,000	40,000	-
100-16-5300	IT - Professional service	10,168	29,616	22,462	20,000	25,000	5,000
100-16-5300	IT - Repairs & maintenance	-	-	-	-	2,000	2,000
100-16-5410	IT - Hardware maintenance	29,941	35,648	24,999	30,000	30,000	-
100-16-5415	IT - Software maintenance	25,465	29,591	17,322	30,000	30,000	-
100-16-5510	IT - Hardware purchases	75,331	80,236	61,725	60,000	60,000	-
100-16-5515	IT - Software purchases	28,537	36,331	25,323	30,000	35,000	5,000
100-16-5530	IT - Network Infrastructure	196,122	177,647	166,968	180,000	180,000	-
100-16-5625	IT - Internal service fund	6,155	25,257	21,526	21,049	13,399	(7,650)
Department Total		<u>\$ 710,726</u>	<u>\$ 788,172</u>	<u>\$ 839,655</u>	<u>\$ 881,468</u>	<u>\$ 909,333</u>	<u>\$ 27,865</u>

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For the Fiscal Year Beginning January 1, 2012

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 seventy-nine full time firefighters. Currently we have 19 fully trained Advance life support Paramedics, and 14 fully trained Basic Life Support Emergency Medical Technicians. All other members are certified in 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

**City of Berwyn
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For the Fiscal Year Beginning January 1, 2012

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 Budget
Chief	1.00	1.00
Assistant Chief	1.00	1.00
Deputy Chief	4.00	4.00
Lieutenant	13.00	13.00
Engineer	12.00	12.00
Firefighter/paramedics	36.00	48.00
Administrative Assistant	1.00	1.00
Total	<u>68.00</u>	<u>80.00</u>

Station 1 (South) – 6434 Windsor Ave.

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

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For the Fiscal Year Beginning January 1, 2012

Fire Department

- Fire pump
 - Fire hose
 - EMS First Responders
 - Extrication tools
 - A New Apparatus 2011 Pierce Velocity 100' Medium Duty Ladder has been ordered. The apparatus is scheduled for completion in March of 2012.
 - The 1997 Seagrave Quint Engine is at optimal time for trade-in value, estimated at \$100,000.00. Trade-in value estimate in August 2009 will decrease with time.
- ✚ 2008 Wheeled Coach Ambulance 906 – Advanced Life Support (ALS) unit staffed by two Firefighter's/paramedics.
- ✚ 1992 Seagrave Reserve fire engine 911 – not staffed. Placed into service when other apparatus is out for repair or service. Reserve Engine provides positive points for an improved ISO classification. This vehicle is in need of a Pump replacement due to use and wear. The Estimated cost for this repair is \$25,000.00
- ✚ 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 go in an emergency basis.

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 – an ALS Unit staffed by two firefighter/paramedics.

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Fire Department

Station 3 (Center) – 6700 W. 26th St.

- ✚ 2008 Crimson Fire Engine 903 – Unit staffed by a Lieutenant, an Engineer and firefighters 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

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

- ✚ 2010 Wheel Coach Ambulance 907 staffed by 2 Firefighters/Paramedics that jump to truck 904 when required.

ACTIVITY MEASURES:

		* 2011	2012
Activity Measures	2010 Actual	Actual	Projected
Fire calls responded to	6,534	3,194	6,400
EMS calls responded to	5,102	2,512	5,200
Advance Life Support Calls	2,580	1,158	2,600
Basic Life Support Calls	1,569	723	1,650
Training Hours	24,397	* 10,151	14,650

*** January 1, 2011 to June 30, 2011**

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Fire Department

OBJECTIVES ACCOMPLISHED IN 2011:

- Continue the development of the EMS program and training of 15 new probationary Firefighter/paramedic.
- Revise and update the Standard Operating Procedures for Fire Department Operations.
- Implement Transfer of data from Fire House records management system into Fire House mobile.
- Updated base station and portable radios for the narrow banding requirement for 2012.
- Implemented and certified all EMS personnel on 12-lead EKG.
- Implemented A risk Management program for Emergency Incidents to reduce injuries to reduce worker's compensation claims.
- Continued to improve Company Officer's and Acting Officer's Training and certifications.
- Continued to improve Engineer's and acting drivers certifications and training.
- Implemented the process of Fire Department Respiratory Program.
- Updated and increase in-service inspections and pre-fire planning along with inputting the information into firehouse records management.
- Develop a communication policy between Collectors office, Building Department and police Department to exchange and keep Emergency contact information current in all records management systems.
- Update data entry for NIMS cast.
- Update and comply with NIMS training.
- Update and improve the City of Berwyn Emergency Operations Plan (EOP) with Emergency Management Agency and Cook County.

**City of Berwyn
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Fire Department

- Replaced Tornado warning Sirens City wide.

OBJECTIVES TO BE ACCOMPLISHED IN 2012:

- Implement use of a City Web site to display Fire Department Activities
 - Display inspection tips and forms on the website
 - Display the history of Fire Department
 - Display of Vehicles and Equipment
 - Display of Services provided by the Fire Department and contact information
 - Display a Calendar of Event of Fire Department Activities
 - Display a frequently asked questions with answers and forms for Fire Department Activities
 - Display seasonal safety facts and tips
- Implement the Fire House Mobile fire Inspection program for Fire Prevention.
- Correct a building design deficiency at station 1 from condensation build up during the hot weather.
- Take Delivery of the 2011 Pierce Velocity 100' Medium Duty Ladder truck/quint.
- Train on the new 2011 Pierce apparatus.
- Install equipment on the new Apparatus.
- Update the Fire Department Rules and regulations.
- 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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For the Fiscal Year Beginning January 1, 2012

Fire Department

- Continue the development of a Safety Plan for Morton West High School and all other schools in Berwyn.

LONG TERM OBJECTIVES (2-5 YEARS):

- Transition into Fire House mobile with lap top computers in all Fire Department vehicles to have real time information on all buildings in the City of Berwyn.
- Continue with the 4 year replacement plan for Ambulances.
- Continue with the 10 to 15 year replacement plan for fire apparatus.
- Continued participating in specific State, & MABAS Division 11 sponsored teams, i.e. Hazardous Materials, Technical Rescue, which provide reimbursable training and certification for Department personnel.
- Change over to Fire House Web version for incident reporting, inspections and records management system.
- Develop, improve, and implement a Risk management program for Emergency Incidents, fire house activities to attempt to reduce worker compensation costs and incidents.
- Proceed with Phase 2 Construction for the addition to Station 2, which would include 2 addition bay doors and finish the entrance and drive through access to the station.
- Proceed with construction for parking lot behind station 2 for much needed parking for employees and general public attending classes at station 2.

BUDGET SUMMARY:

Berwyn Fire Department Budget wish list for 2012:

Address a Design and Construction Deficiency of Duct Work at Station 1

- Currently the duct work due to the design deficiency is sweating creating problems during the summer months

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Fire Department

- Sweating is damaging furniture and equipment in both women's and men's bunk room and day room quarters
- Mold has been detected in the duct work
- Mold is creating possible health issues for our employees
- A proactive attempt to protect our employees and visitors will require immediate repair
- Engineering solutions and current estimated costs for the repair is \$50,000.00

Fire Prevention and Inspection Employee

- Prevention and inspection employee – Most Fire Departments have a minimum of 1 full time person in the division acting as a supervisor to the part time staff of the fire-prevention division or bureau. The person provides continuity. A staff person is available during regular business hours to coordinate fire prevention and public education warrant this position. My recommendation is to have a staff person assigned to fire prevention, inspection and public education. The anticipated increase in fire inspections, new business licenses, occupancy loads, yearly inspections of commercial property requirements and public education warrants this position. A creation of a fire inspector rank and or Fire Marshal's rank with qualifications and a requirement to stay in the Position for a period of time would be required.
- In the Year 2008 The Fire prevention Inspectors conducted the following inspections: 24 New Business Licenses, 45 Annual inspections, 85 Re-inspections, 27 Special Inspections, 5 Occupancy inspections, 1 pre-inspection and 6 Freedom of Information requests.
- In the Year of 2009 the Fire prevention Inspectors conducted 42 New Business licenses, 91 Annual inspections, 105 re-inspections, 28 Special inspection 9 Occupancy Inspections, 23 Pre-Inspections and 10 Freedom of Information requests.
- In the year of 2010 the Fire Prevention Inspectors conducted 75 new business inspection, 123 annual inspections, 120 re-inspections, 47 special inspections, 17 occupancies inspections, 27 pre inspections, 18 witnesses of Alarm/sprinkler certification testing, and 18 freedom of information requests in 2010
- Currently in 2011 The Fire Prevention Inspectors conducted 72 New business license inspections, 100 annual inspections, 164 re-inspections, 29 special inspections

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Fire Department

- We are predicting a continual rise in New Business and Pre-inspections, along with Occupancy inspections. We are currently not charging for these inspections, but should consider charging especially for re-inspections. Many re-inspections are for owners not repairing the violations and the time frames allowed. This is taking time away from completing new annual inspections.
- There are 1030 businesses in Berwyn, in 2010 and 2011 the inspectors completed 223 annual inspections, leaving 807 properties not inspected annually.
- This could also be accomplished by hiring a civilian employee with qualifications and or an administrative assistant to assist in scheduling and record keeping. This position could be shared with the proposed training officer secretary listed below.

Training Division Manager

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

Proposal 1

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

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Fire Department

paper work. 4 days a week part time 4 hours a day. Estimated costs \$6,000.00

Proposal 2

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

Construction and Parking Lot upgrade for Station 2 (1535 Clarence)

- Increase employee and visitor parking (currently we have 1 handicap parking spot and 5 additional spots.
- There is a need for 14 addition parking spots to handle shift change.
- There is also a need for visitor parking for citizens attending events and classes at station 2.
- Parking/Storage of Fire Department equipment including MABAS assets
- We have some funding from CDGB but not enough to cover whole project.
- We need an additional funding to complete the project.
- Currently we have a rough estimate of construction costs at \$117,000.00 in which we have about \$75,000 in CGDB funding earmarked for this project.

Repair and Remodel Station 1 Kitchen

- Station one was remodeled in 2000 including a new addition funded by grants.
- The kitchen was not addressed during this addition.
- The kitchen is in need of upgrading and repair.

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Fire Department

- We have estimates of \$20,000 for the project.

City of Berwyn
2012 Budgeted Expenditures by Department
Fire
12/31/2012

Account Number	Account Name	2009 Balance	2010 Balance	2011 Projected	2011 Budget	2012 Budget	Requested Budget Change
100-18-5000	Fire - Salaries	\$ 5,318,575	\$ 5,282,372	\$ 5,915,543	\$ 5,957,894	\$ 6,235,015	\$ 277,121
100-18-15-5000	Fire - Salaries for EMS	-	456,818	312,413	307,248	-	(307,248)
100-18-5005	Fire - Out of class	38,175	104,242	91,781	80,999	91,287	10,288
100-18-5010	Fire - Overtime	259,719	271,700	180,573	230,000	275,000	45,000
100-18-5015	Fire - Uniform stipend	53,640	51,375	51,325	53,600	79,000	25,400
100-18-5020	Fire - Education stipend	19,750	22,500	21,250	26,000	35,000	9,000
100-18-5025	Fire - Other stipend	6,250	8,802	49,231	8,700	85,700	77,000
100-18-15-5025	Fire - Other stipend for EMS	-	-	-	72,000	-	(72,000)
100-18-5030	Fire - Sick day buy back	131,849	91,131	188,550	255,925	296,018	40,093
100-18-5035	Fire - Benefits	1,468,808	1,324,192	1,587,911	1,562,531	1,762,493	199,962
100-18-15-5035	Fire - Benefits for EMS	-	40,033	32,900	48,230	-	(48,230)
100-18-5040	Fire - Tuition reimbursement	5,159	20,012	20,899	15,000	47,800	32,800
100-18-5045	Fire - Pension	2,024,829	2,532,240	2,529,861	2,534,586	2,534,586	-
100-18-5205	Fire - Utilities	6,751	9,633	13,866	10,000	12,000	2,000
100-18-5210	Fire - Vehicle Gas and Oil	31,127	55,660	65,802	55,000	55,000	-
100-18-5215	Fire - Telephone	7,488	8,891	8,061	9,900	10,000	100
100-18-5220	Fire - Training, dues and publications	44,882	42,358	39,787	85,000	70,000	(15,000)
100-18-5225	Fire - Supplies	12,126	11,787	7,844	20,000	20,000	-
100-18-5235	Fire - Postage and printing	523	722	1,802	500	1,000	500
100-18-5290	Fire - Other general expenses	35,945	39,224	52,638	110,000	87,500	(22,500)
100-18-5300	Fire - Professional service	1,177,866	510,310	-	-	-	-
100-18-5300-03	Fire - Collection service fees	61,616	65,799	69,935	65,000	60,000	(5,000)
100-18-5400	Fire - Repairs and maintenance	107,171	138,202	139,281	200,000	200,000	-
100-18-5405	Fire - Copier maintenance	12,536	4,111	3,996	6,600	6,600	-
100-18-5500	Fire - Equipment purchases	20,752	125,026	68,850	207,000	150,000	(57,000)
100-18-5500-01	Fire - Turnout gear	6,855	15,735	16,871	50,000	45,000	(5,000)
100-18-5505	Fire - Equipment lease	152,766	156,253	165,923	171,600	171,600	-
100-18-5625	Fire - Internal service fund	302,467	729,397	521,892	521,892	547,257	25,365
100-18-5800	Fire - Capital outlay	549,115	-	66,733	67,000	70,000	3,000
Department Total		<u>\$ 11,856,740</u>	<u>\$ 12,118,525</u>	<u>\$ 12,225,518</u>	<u>\$ 12,732,205</u>	<u>\$ 12,947,856</u>	<u>\$ 215,651</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. A migration of people leaving the City of Chicago seeking an improved quality of life with lower crime rates, and better schools, unfortunately is joined by gang members and criminal elements who are fleeing increased enforcement by Chicago Police. Members of some of these criminal groups have arrived in Berwyn, which has impacted our enforcement strategies and patrols.

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. Departmental training standards for all sworn members, as well as new officer recruit and lateral entry officer's fall under Field

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

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

Department Description – Staff Operations:

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

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

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

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

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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 prepares a wide variety of written reports and project overviews that include special projects for publication and/or submission to outside organizations. Performs or participate in comprehensive management analyses of police department policies, also serves as a member of the department administrative team in problem solving, decision-making, strategic planning. Develops and coordinates activities with other city departments, other government agencies and outside organizations; provides staff assistance and managerial services.

The Division Commander of Administrative Services also serves as a liaison with City's Benefits Administration Department and oversees departmental Occupational Health & Safety issues and drug screening, and is also responsible for statistical crime data studies, and other reports; analyzes levels of criminal activity; determines trends and makes recommendations for change in organizational and operating procedures.

Department Description – Support Services

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

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

SERVICES:

Investigative Services:


Criminal Investigations Unit


The Investigative Services Division 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 nine investigators who handle all major criminal investigations for the department and one unit secretary.

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

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

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evidence for laboratory submission for analysis, and evidence records maintenance. Maintenance of evidence collection supplies, and Mobile Crime Scene Unit inventory and maintenance.

✚ **Crime Scene Unit** - The Crime Scene Unit consists of Patrol Officers assigned to routine Evidence Collection. These technicians work along side Investigators and are responsible for processing all crime scenes. CSU Technicians also provide assistance to Illinois State Police Crime Scene Investigators on all major local crime scenes.

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

Photography 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.

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

- ✦ **Pawn Shop Record Maintenance** - Pawn Shop record maintenance involves collecting and filing of all Pawn Shop transactions, identifying stolen property, identifying possible offenders and date mapping transactions to burglaries. Maintain relationships with all pawn shop owners, including 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.

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- ✚ **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

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

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

- ✚ Youth investigators are called to the schools on a regular basis during the school year for criminal acts or Minors Requiring 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. This consists of hiring, scheduling, training, and payroll of all 54 members.

The department has experienced a substantial increase in sex offenses against children. In many cases the victim & offender are either family members or are 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 members of the unit are actively involved in Community Relations that affect the community and serve as the Public Relations arm of the department as well

The unit acts as advisors in 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, (1) Detective Gang specialist, (8) Tactical Officers who are Gang Specialists, and (3) Detectives that are assigned to the State and Federal Task Forces being the Drug Enforcement Administration Narcotics Task Force, U.S. Marshal's Great lakes Regional Fugitive Task Force, and the Chicago/Cook County HIDTA (High Intensity Drug Trafficking Area).

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Tactical Officers focus on gang suppression and intelligence while disrupting street level drug sales. Two of the Task Force Officers conduct long term investigations into the major drug suppliers in the area and the third focuses on apprehending fugitives from justice.

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

- ✚ West Suburban Gang Task Force
- ✚ Gang awareness, Graffiti patterns, and file maintenance
- ✚ 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

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many cases the success or failure of cases rests on the shoulders of Patrol.

- ✦ The Patrol Officer's functions also include accident investigation, traffic enforcement, order maintenance, code enforcement, crime prevention and identification and apprehension of suspects in criminal events.
- ✦ Patrol Officers must be aware of trends in crime in their beats and are the primary 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 57 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

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- ✚ Immediate Action Rapid Response re-certification
- ✚ Pistol and shotgun qualification
- ✚ PR-24 and Collapsible baton training
- ✚ Taser certification and re-certifications
- ✚ LEADS computer data base re-certifications
- ✚ Certification of DUI operators
- ✚ Use of Force and Constitution Law training

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.

Special Projects Administration:

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.

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

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

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 (16) full-time, and one (1) part-time Telecommunicator's 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.

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- ✚ Maintains Standard Operating Procedures specifically for the Emergency Communications Division.
- ✚ Standardized processing for citizen complaints and compliments as relating to the Emergency Communications Unit and the assigned personnel.
- ✚ At the end of 2010 the Police Department in cooperation with the Fire Department and the city's Emergency Telephone Systems Board was successful in creating the position of 9-1-1 Systems Administrator. This position is responsible for maintaining the city's Emergency Communications System and all related technology systems and software products.

Support Services:

Community Service Unit

The Community Service Unit utilizes 12 officers who, during patrol duties, assist the patrol division, enforce parking ordinances and local ordinances throughout the City, including the business 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

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Parking Enforcement Unit





The Parking Enforcement Officers are dedicated to the single task of enforcing the City's parking ordinances throughout the City, including 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,
-  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

Motor Pool / Fleet Management

The department motor pool is responsible for the purchase, equipping, repair, maintenance, licensing, and insuring of all police vehicles. The motor pool continually looks for ways to improve and maintain the









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equipment and to find ways to ensure the police department drives safe vehicles in its day to day activities.

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

-  12 Ford Explorers
-  13 Ford Crown Victoria's
-  2 Ford Taurus
-  5 Chevy Aveos
-  4 Dodge Chargers
-  2 Dodge Magnums
-  8 Assorted Vans
-  22 Assorted unmarked vehicles

Prisoner Detention Unit

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

-  Assisting 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
-  Prisoner property inventory and prisoner log maintenance.
-  Non-criminal processing / identification for schools and liquor licenses.



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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.

Staffing:

Position (FTE)	2011 Actual	2012 Budget
Chief of Police	1.00	1.00
Deputy Chief of Police	1.00	1.00
Division Commander	4.00	4.00
Lieutenant	2.00	2.00
Sergeant	17.00	17.00
Patrolman	76.00	83.00
Communications Coordinator	1.00	1.00
Full Time Telecommunicators	16.00	16.00
Part Time Telecommunicators	1.00	1.00
9-1-1 Systems Administrator	1.00	1.00
Crime Analyst	-	1.00
Community Service Officers	11.00	11.00
Graffiti Removal Technicians	1.00	1.00
Animal Control Officer	1.00	1.00
Parking Enforcement Officers	6.00	6.00
Booking Officers	13.00	17.00
Secretary's	2.00	2.00
Records Supervisor	1.00	1.00
Records Clerks	3.00	3.00
Custodian	1.00	1.00
Auxiliary Police	56.00	52.00
Crossing Guard Supervisor	1.00	1.00
Crossing Guards	47.00	53.00
Total:	<u>263.00</u>	<u>277.00</u>

**City of Berwyn
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For the Fiscal Year Beginning January 1, 2012

**Police Department
20**

Activity Measures:

Activity Measures	2010 Actual	2011 Actual	2012 Budget
Wire Line 911 Calls Received	9,396	12,357	12,728
Wireless 911 Calls Received	18,596	22,787	23,471
Seven Digit Emergency Calls	22,312	35,144	36,198
Non Emergency Calls Received	112,553	109,328	112,608
Outgoing Calls Made	22,152	50,701	52,222
Calls for Service Generated (CAD)	58,421	65,678	67,648
Police Incidents Created	14,623	15,742	16,214
Criminal Investigatons Initiated	1,804	2,079	2,141
Criminal Investigations Cleared	1,015	1,554	1,601
Evidence Processed and Inventoried	1,693	13,940	14,358
Misdemenor Arrests	NA	1,994	2,054
Felony Arrests	NA	243	250
Petitions	178	162	167
Station Adjustments	58	82	84
Juvenile Contacts	938	1,259	1,297
Graffiti Arrests	5	19	20
DUI Arrests	37	116	119
Compliance Tickets Issued	7,528	8,546	8,802
Compliance Ticket Revenue	\$136,063	\$226,953	\$233,762
Local Ordinance Tickets Issued	1,922	1,751	1,804
Local Ordinance Revenue	NA	\$88,293	\$90,942
Cook County Moving Violations	7,963	9,956	10,255
Prisoners Processed and Housed	1,435	2,424	2,497
Vehicles Impounded	1,258	2,289	2,358
Impoundment Revenue	\$629,450	\$1,142,550	\$1,176,827
Parking Tickets Issued	37,318	43,271	44,569
Parking Ticket Revenue	\$1,597,779	\$1,782,202	\$1,835,668
Wheel Locks Applied	635	592	610
Wheel Lock / Boot Fee	\$29,220	\$32,820	\$33,805
Hanicap Applications	NA	78	80
Animals at Large Calls	1,138	1,243	1,280
Animal Traps Set	297	122	126
Animal Bites Handled	26	39	40
Graffiti Removals	1,391	932	960

**City of Berwyn
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**Police Department
20**

DEPARTMENT OBJECTIVES ACCOMPLISHED IN 2011:

- New Department Policy Manual that is an important means of communication which provides clear guidance for police department personnel to enhance future department operations.
- Domestic Violence Awareness and Prevention Program
- Dispatch Partnership with National Center for Missing and Exploited Children
- Berwyn Police Department Website; www.berwynpolicedepartment.com
- Implementation of new records management 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 training goals established along with compliance and weapons training and certifications.
- Purchase of 10 new squad cars
- Enhanced crime mapping and analysis strategies for department enforcement, which also increased public awareness and transparency through “Crime Reports” link on department website.
- New Emergency Notification System (ENS) – citywide emergency messaging communications.
- New In-car computer systems
- Established numerous 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.
- National Night Out Governors Hometown Award
- Total expansion of Department Volunteer Programs, Police Explorers, Neighborhood Watch, and Volunteers in Policing (VIP) programs.
- Increased traffic safety awareness campaigns through grant funding.
- Met all Department of Homeland Security and NIMS compliance requirements for department
- Completed the child fingerprint identification program – fingerprinting over 2000 Kindergarten to Third Grade students throughout Districts 98 and 100.
- Developed block captain steering committee

**City of Berwyn
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For the Fiscal Year Beginning January 1, 2012

**Police Department
20**

- Police and Youth Solutions Program
- Continued to develop 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 simmunications weapons training programs in the State of Illinois.

OBJECTIVES TO BE ACCOMPLISHED IN 2012:

- 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.
- 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.
- Practical approaches to crime suppression and the problems associated with criminal activity which emphasis is placed on public safety, prevention, and awareness.
- Encourage 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.
- Emergency Medical Dispatch (EMD) Operations

LONG TERM OBJECTIVES (2-5 YEARS):

- 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 the quality level of services that our residents demand.
- Evaluation and needs assessment for an addition to the police facility.
- Implementation of citywide wireless mesh system to enhance emergency wireless communications to include video camera monitoring in hot spots for public safety.

**City of Berwyn
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For the Fiscal Year Beginning January 1, 2012

**Police Department
20**

- Implementation of photo railroad grade crossing enforcement.
- Electronic digitalization of department records to reduce storage and paper costs.
- Implementation of a Radio Based Alarm System to replace the current phone line based alarm system.
- Seek grant funding for the purpose of dedicating a position as a School Resource Officer (SRO).
- Use funding to assign an additional officer to the Drug Enforcement Agency (DEA) Task Force.
- Explore Berwyn Police Department Accreditation Process through the Illinois Law Enforcement Accreditation Program (ILEAP).

City of Berwyn
2012 Budgeted Expenditures by Department
Police
12/31/2012

Account Number	Account Name	2009 Balance	2010 Balance	2011 Projected	2011 Budget	2012 Budget	Requested Budget Change
100-20-51-5000	Police - Admin - Ch of Police, Div Cdrs	\$ 577,742	\$ 665,882	\$ 726,911	\$ 726,501	\$ 717,117	\$ (9,384)
100-20-53-5000	Police - Sprvrs - Lieut's & Sergeant's	1,592,230	1,695,467	1,875,104	1,946,357	1,917,694	(28,663)
100-20-55-5000	Police - Detectives	1,397,329	1,576,271	1,540,488	1,354,045	1,503,212	149,167
100-20-57-5000	Police - Officers	4,439,443	4,302,305	4,257,431	4,218,258	4,499,399	281,141
100-20-59-5000	Police - Auxiliary	127,154	192,365	219,330	200,000	220,000	20,000
100-20-61-5000	Police - Radio operators/dispatchers	617,307	571,800	726,463	734,668	772,508	37,840
100-20-63-5000	Police - Community service officers	399,747	438,384	449,894	450,986	459,718	8,732
100-20-65-5000	Police - Parking enforcement personnel	75,370	68,664	71,510	81,449	87,405	5,956
100-20-67-5000	Police - Lockup personnel	135,562	138,218	148,956	146,400	220,000	73,600
100-20-69-5000	Police - Clerks	264,989	286,169	304,785	304,231	348,859	44,628
100-20-71-5000	Police - Crossing Guards	239,588	256,302	285,077	323,863	312,664	(11,199)
100-20-5005	Police - Out of Class	21,947	7,333	6,835	7,000	7,000	-
100-20-5010	Police - Overtime	976,049	960,565	1,173,843	831,571	831,571	-
100-20-5015	Police - Uniform stipend	104,500	54,500	104,500	115,000	115,000	-
100-20-5020	Police - Education Stipend	50,000	56,000	56,000	57,700	57,700	-
100-20-5025	Police - Other Stipends	-	-	11,000	-	-	-
100-20-5030	Police - Buy back	604,926	740,238	31,186	695,897	695,897	-
100-20-5035	Police - Benefits	2,872,051	2,901,189	3,110,186	2,874,728	3,291,175	416,447
100-20-5040	Police - Tuition Reimbursement	35,005	85,080	56,139	75,000	54,000	(21,000)
100-20-5045	Police - Pension	1,956,863	2,447,617	2,429,683	2,428,758	2,428,758	-
100-20-5205	Police - Utilities	22,334	24,215	23,187	45,000	35,000	(10,000)
100-20-5210	Police - Vehicle Gas and Oil	145,405	192,402	254,850	200,000	208,000	8,000
100-20-5215	Police - Telephone	90,799	80,294	82,841	101,500	91,300	(10,200)
100-20-5220	Police - Training, dues and publications	43,598	49,255	45,880	85,000	75,000	(10,000)
100-20-5225	Police - Supplies	54,287	37,259	33,154	59,600	64,100	4,500
100-20-5235	Police - Postage & printing	19,314	50,419	33,742	25,000	30,500	5,500
100-20-5290	Police - Other general expenses	544,332	354,050	70,458	117,000	125,000	8,000
100-20-5300	Police - Professional Services	-	2,680	-	6,000	-	(6,000)
100-20-5345	Police - Speed photo enforcement	177,205	93,485	242,578	135,000	135,000	-
100-20-5400	Police - Repairs and maintenance	234,718	207,010	328,400	251,700	294,300	42,600
100-20-5405	Police - Copier maintenance	24,120	20,447	21,337	23,000	23,000	-
100-20-5500	Police - Equipment	270	27,171	14,865	30,000	30,000	-
100-20-5625	Police - Internal service fund	1,057,448	1,705,221	1,368,435	1,368,435	1,792,386	423,951
100-20-5800	Police - Capital Expenditures	-	252,697	160,856	350,000	572,000	222,000
Department Total		<u>\$ 18,901,632</u>	<u>\$ 20,540,954</u>	<u>\$ 20,265,904</u>	<u>\$ 20,369,647</u>	<u>\$ 22,015,263</u>	<u>\$ 1,645,616</u>

**City of Berwyn
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For the Fiscal Year Beginning January 1, 2012

Fire and Police Commission

PROGRAM MANAGER: Commission

PROGRAM DESCRIPTION:

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

BUDGET SUMMARY:

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

City of Berwyn
 2012 Budgeted Expenditures by Department
 Fire and Police Commission
 12/31/2012

<u>Account Number</u>	<u>Account Name</u>	<u>2009 Balance</u>	<u>2010 Balance</u>	<u>2011 Projected</u>	<u>2011 Budget</u>	<u>2012 Budget</u>	<u>Requested Budget Change</u>
100-22-5500	Fire and Police Commission - Salaries	\$ 16,002	\$ 16,002	\$ 16,002	\$ 16,000	\$ 16,000	\$ -
100-22-5035	Fire and Police Commission - Benefits	4,445	4,835	1,260	1,232	1,232	-
100-22-5225	Fire and Police Commission - Supplies	80	16	-	-	-	-
100-22-5235	Fire and Police Commission- Postage & Printing	2,432	1,577	180	-	-	-
100-22-5290	Fire and Police Commission - Other general expenses	<u>48,950</u>	<u>5,060</u>	<u>19,190</u>	<u>16,000</u>	<u>32,000</u>	<u>16,000</u>
		-					
Department Total		<u>\$ 71,909</u>	<u>\$ 27,490</u>	<u>\$ 36,632</u>	<u>\$ 33,232</u>	<u>\$ 49,232</u>	<u>\$ 16,000</u>

**City of Berwyn
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For the Fiscal Year Beginning January 1, 2012

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 is to establish requirements that safeguard public health, safety, sanitation, adequate light and ventilation, energy conservation, and safety from fire and other hazards attributed to the structural environment. Activities associated with the administration and enforcement of these ordinances include but are not limited to reviewing architectural and engineering plans for proposed projects, issuing permits, scheduling permit inspections, processing compliance information, scheduling compliance inspections, scheduling blight inspections, inspecting properties to identify violations and issuing citations for ordinance infractions.

SERVICES:

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

**City of Berwyn
2012
Annual Budget**

For the Fiscal Year Beginning January 1, 2012

Building

STAFFING:

Position (FTE)	2011 Actual	2012 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	3.00
Total	10.00	11.00

ACTIVITY MEASURES:

Activity Measures	2010 Actual	2012 Projected
Permits Issued	4,271.00	5,000.00
Permit Revenue	\$25,168,399.68	\$30,000,000.00
Blight Citations Issued	400.00	750.00
Blight Citation Revenue	\$339,965.00	\$390,000.00

OBJECTIVES ACCOMPLISHED IN 2011:

- Started rooftop generator installation at City Hall.
- Revised compliance inspector's job description.
- Cross trained inspectors to include additional job duties.
- Installed new A/C units in IT room and postal room.

OBJECTIVES TO BE ACCOMPLISHED IN 2012:

- Finalized rooftop generator at City Hall.
- Revise current sign ordinance.
- Demolish various buildings condemned by Building Department.
- Install equipment screen to hide new generator.

**City of Berwyn
2012
Annual Budget**

For the Fiscal Year Beginning January 1, 2012

Building

LONG TERM OBJECTIVES (2-5 YEARS):

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

City of Berwyn
 2012 Budgeted Expenditures by Department
 Building / Neighborhood Affairs
 12/31/2012

Account Number	Account Name	2009 Balance	2010 Balance	2011 Projected	2011 Budget	2012 Budget	Requested Budget Change
100-24-5000	Building - Salaries	\$ 386,118	\$ 377,123	\$ 404,647	\$ 417,283	\$ 433,460	\$ 16,177
100-24-5010	Building - Overtime	92	-	-	-	-	-
100-24-5030	Building - Sick day buy back	5,530	6,199	-	7,500	7,500	-
100-24-5035	Building - Benefits	165,968	251,810	245,205	259,264	262,872	3,608
100-24-5205	Building - Utilities	8,868	11,607	20,056	12,500	13,000	500
100-24-5210	Building - Vehicle Gas and Oil	16,631	23,201	8,168	16,000	8,000	(8,000)
100-24-5215	Building - Telephone	4,550	4,896	4,508	4,000	5,000	1,000
100-24-5220	Building - Training, dues, & publications	3,168	597	1,327	3,000	3,000	-
100-24-5225	Building - Supplies	4,446	3,435	8,069	3,500	7,500	4,000
100-24-5235	Building - Postage & printing	7,006	10,320	4,278	8,000	8,000	-
100-24-5290	Building - Other general expenses	5,123	3,874	34,970	40,000	40,000	-
100-24-5300	Building - Professional service	244,158	279,630	302,607	300,000	285,000	(15,000)
100-24-5400	Building - Repairs and maintenance	123,072	133,642	126,083	115,000	130,000	15,000
100-24-5405	Building - Copier maintenance	9,105	3,184	3,557	4,700	4,000	(700)
100-24-5500	Building - Equipment	796	78	424	-	-	-
100-24-5625	Building - Internal service fund	299,241	153,062	34,485	34,500	21,465	(13,035)
Department Total		<u>\$ 1,283,872</u>	<u>\$ 1,262,658</u>	<u>\$ 1,198,384</u>	<u>\$ 1,225,247</u>	<u>\$ 1,228,797</u>	<u>\$ 3,550</u>

**City of Berwyn
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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.

**City of Berwyn
2012
Annual Budget**

For the Fiscal Year Beginning January 1, 2012

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 Budget
Public Works Director		-
Street Superintendent		-
Secretary/Receptionist	0.50	1.00
Traffic Engineer	1.00	1.00
Fleet Manager	0.50	-
Mechanic	2.00	2.00
Working Foreman	4.00	3.00
Drivers	14.50	13.00
 Total	22.50	20.00

**City of Berwyn
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For the Fiscal Year Beginning January 1, 2012

Public Works

ACTIVITY MEASURES:

<u>Activity Measures</u>	<u>2010 Actual</u>	<u>2011 Actual</u>	<u>2012 Budget</u>
Miles of Streets	110	110	110
Street sweeping miles	7,000	7,000	8,000
Miles of Alleys	55	55	55
Miles of alleys swept	220	120	140
Street Signs maintained	4,000	4,200	5,000
Pavement Striping	\$65,000	\$60,000	\$60,000
Crackfilling	\$0	\$0	\$0
Vehicle/equipment work orders	400	225	250
Service requests	3,200		3,800

OBJECTIVES ACCOMPLISHED IN 2011:

- Staff training for asphalt patch repairs.
- Staff training concrete preparation and concrete finishing.
- Replacement of 21 year old truck.

OBJECTIVES TO BE ACCOMPLISHED IN 2012:

- Continue alley patching program.
- Evaluate and prioritize roadway maintenance program.
- Replace 22 year old F 800 dump truck.
- Replace 14 year old F 350 service truck.
- Revise "Snow Emergency" procedures.

City of Berwyn
2012 Budgeted Expenditures by Department
Public Works
12/31/2012

Account Number	Account Name	2009 Balance	2010 Balance	2011 Projected	2011 Budget	2012 Budget	Requested Budget Change
100-26-35-5000	Streets - Salaries	\$ 1,233,763	\$ 1,179,808	\$ 1,219,383	\$ 1,276,466	\$ 1,289,793	\$ 13,327
100-26-35-5010	Streets - Overtime	93,994	68,421	57,373	80,400	85,000	4,600
100-26-35-5015	Streets - Uniform stipend	15,675	15,675	18,039	19,000	22,500	3,500
100-26-35-5025	Streets - Other stipend	-	-	206	-	5,000	5,000
100-26-35-5030	Streets - Sick day buyback	3,873	(2,072)	-	7,000	10,000	3,000
100-26-35-5035	Streets - Benefits	560,060	602,021	645,186	603,519	705,841	102,322
100-26-35-5205	Streets - Utilities	19,105	25,915	18,023	20,000	22,000	2,000
100-26-35-5210	Streets - Vehicle gas & oil	94,905	134,280	238,744	170,000	165,000	(5,000)
100-26-35-5215	Streets - Telephone	8,832	6,253	2,768	3,000	3,500	500
100-26-35-5215	Streets - Training, dues, & publications	310	383	4,396	4,000	18,000	14,000
100-26-35-5225	Streets - Supplies	29,589	74,953	105,777	97,000	111,500	14,500
100-26-35-5235	Streets - Postage & printing	6,686	531	845	2,500	2,000	(500)
100-26-35-5290	Streets - Other general expenses	17,861	9,212	14,410	-	-	-
100-26-35-5300	Streets - Professional services	34,560	79,160	389,206	485,000	389,478	(95,522)
100-26-35-5400	Streets - Repairs and maintenance	103,340	140,501	246,071	135,000	155,000	20,000
100-26-35-5405	Streets - Copier maintenance	1,224	919	807	3,000	3,000	-
100-26-35-5500	Streets - Equipment	1,085	3,095	-	-	6,000	6,000
100-26-35-5505	Streets - Equipment lease	95,778	93,875	63,410	65,000	65,000	-
100-26-35-5625	Streets - Internal service fund	199,827	270,390	280,202	319,320	411,637	92,317
100-26-35-5800	Streets - Capital Outlay	-	-	44,095	117,000	50,000	(67,000)
	Total Streets	2,520,467	2,703,320	3,348,941	3,407,205	3,520,249	113,044
100-26-37-5000	Fleet - Salaries	\$ 184,201	\$ 180,020	\$ 195,425	\$ 187,831	\$ 195,060	\$ 7,229
100-26-37-5010	Fleet - Overtime	11,815	11,963	10,593	16,000	18,000	2,000
100-26-37-5015	Fleet - Uniform stipend	2,475	2,475	2,475	3,080	3,600	520
100-26-37-5025	Fleet - Other stipend	825	550	550	550	-	(550)
100-26-37-5030	Fleet- Sick day buyback	1,685	(337)	-	1,500	1,500	-
100-26-37-5035	Fleet - Benefits	83,315	98,243	105,286	101,908	111,508	9,600
100-26-37-5210	Fleet - Vehicle gas & oil	-	-	6,240	-	-	-
100-26-37-5225	Fleet - Supplies	1,327	23,814	41,466	10,500	35,000	24,500
100-26-37-5235	Fleet - Postage & printing	519	439	228	1,000	250	(750)
100-26-37-5290	Fleet - Other general expenses	9,720	2,590	483	9,000	5,000	(4,000)
100-26-37-5300	Fleet - Professional services	4,408	2,336	17,006	12,000	26,000	14,000
100-26-37-5400	Fleet - Repairs and maintenance	121,744	151,509	108,980	140,000	140,000	-
100-26-37-5500	Fleet - Equipment	434	-	-	5,000	5,000	-
100-26-37-5625	Fleet - Internal service fund	-	99,991	77,700	38,582	123,811	85,229
100-26-37-5800	Fleet - Capital outlay	-	-	-	5,000	5,000	-
	Total Fleet	422,468	573,593	566,432	531,951	669,729	137,778
Department Total		<u>\$ 2,942,935</u>	<u>\$ 3,276,913</u>	<u>\$ 3,915,373</u>	<u>\$ 3,939,156</u>	<u>\$ 4,189,978</u>	<u>\$ 250,822</u>

**City of Berwyn
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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
-  Milton F. Persin, Executive Secretary
-  Dominic Castaldo
-  Robert Fejt
-  Don Miller
-  Nora Laureto
-  Mary Esther Hernandez

City of Berwyn
 2012 Budgeted Expenditures by Department
 Zoning Board
 12/31/2012

<u>Account Number</u>	<u>Account Name</u>	<u>2009 Balance</u>	<u>2010 Balance</u>	<u>2011 Projected</u>	<u>2011 Budget</u>	<u>2012 Budget</u>	<u>Requested Budget Change</u>
100-28-5000	Zoning - Salaries	\$ 6,144	\$ 11,709	\$ 11,179	\$ 12,600	\$ 12,600	\$ -
100-28-5025	Zoning - Other stipends	4,505	-	-	-	-	-
100-28-5035	Zoning - Benefits	917	964	966	971	971	-
100-28-5235	Zoning - Postage & printing	1,663	2,229	1,028	-	-	-
100-28-5290	Zoning - Other general expenses	<u>1,810</u>	<u>1,851</u>	<u>367</u>	<u>2,500</u>	<u>2,500</u>	<u>-</u>
		-					
Department Total		<u>\$ 15,039</u>	<u>\$ 16,753</u>	<u>\$ 13,540</u>	<u>\$ 16,071</u>	<u>\$ 16,071</u>	<u>\$ -</u>

**City of Berwyn
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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
 2012 Budgeted Expenditures by Department
 Committee and Planning
 12/31/2012

<u>Account Number</u>	<u>Account Name</u>	<u>2009 Balance</u>	<u>2010 Balance</u>	<u>2011 Projected</u>	<u>2011 Budget</u>	<u>2012 Budget</u>	<u>Requested Budget Change</u>
100-30-5100-04	100th Anniversary Celebration	\$ 884	\$ -	\$ -	\$ -	\$ -	\$ -
100-30-5105-01	National Night Out	-	85	-	6,000	6,000	-
100-30-5105-02	Committee & Planning - Mainstreet	28,075	-	-	-	-	-
100-30-5105-03	Committee & Planning - Regional Housing Authority	104,233	-	-	-	-	-
100-30-5105-04	West Central Municipal Conference	19,438	19,987	19,532	20,000	20,000	-
100-30-5105-05	Berwyn Historic Preservation Commission	5,000	-	-	5,000	5,000	-
100-30-5105-06	Utility Tax Rebate	128,831	91,558	27,762	80,000	80,000	-
100-30-5105-08	Berwyn Historical Society	-	-	-	-	5,000	5,000
100-30-5105-10	North Berwyn Park District	10,000	-	-	20,000	-	(20,000)
100-30-5105-30	BDC Admin Fee	-	-	-	-	86,000	86,000
100-30-5290	Committee & Planning - Other general expenses	<u>7,400</u>	<u>22,301</u>	<u>2,892</u>	<u>10,000</u>	<u>25,000</u>	<u>15,000</u>
Department Total		<u>\$ 303,861</u>	<u>\$ 133,931</u>	<u>\$ 50,186</u>	<u>\$ 141,000</u>	<u>\$ 227,000</u>	<u>\$ 86,000</u>

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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, 3 pools, and a recreation center. Major responsibilities include routine maintenance of resources, facilities, and equipment, including and providing support services for recreation programs; and park improvements and development.

SERVICES:

- ✚ Aquatic programs for youth, adult, and families

- ✚ Senior adult center operation and activities/programs

- ✚ Community wide special events
 - Easter Egg Hunt
 - July 4th Fireworks Celebration
 - National Night Out
 - Opening Day Baseball Parade
 - Nick at Night "World-Wide day of Play"
 - Mayor's Halloween Party
 - Mayor's Halloween Teen Dance

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Recreation

- Halloween Haunted Hallway or House
- Mayor's Christmas party
- Mayor's Christmas Brunch
- Movie Nights at Pavak Pool
- Holiday Camp and Christmas Classes
- Depot District Oktoberfest
- North vs. South Adult (ASA) Softball Tournament
- Historic Society Antique Show
- Adult Men's Baseball Wooden Bat Rec League
- Adult Men's Midwest Fall Baseball League

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

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

- ✚ The Recreation Center is home to various organizations within the community, including:
 - Berwyn Blazers (soccer)
 - Berwyn Bulldogs (baseball)
 - Champs Swim Club
 - Berwyn Bash (girls softball)
 - Berwyn Little League
 - Berwyn Mustangs (boys basketball)
 - Lady Mustangs (girls basketball)
 - Mustang Youth Football
 - Berwyn Art League
 - Hellonic Society
 - Morton Dance Team
 - District 100 5th through 8th grade school teams
 - Senior Clubs
 - VIP Club
 - ESP club

**City of Berwyn
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Annual Budget**

For the Fiscal Year Beginning January 1, 2012

Recreation

- Young at Heart
- Women's Club

STAFFING:

Position (FTE)	2011 Actual	2012 Budget
Director	1.00	1.00
Janitor	2.00	2.00
Maintenance Supervisor	1.00	1.00
Office Manager	1.00	1.00
Programmer	1.00	1.00
Registration Clerk	1.00	1.00
Head Counselor	1.00	1.00
Camp Counselor	25.00	25.00
Building Worker	3.00	3.00
Cashier	10.00	10.00
Concessions	12.00	10.00
Life Guard Supervisor	6.00	3.00
Life Guard	50.00	25.00
Field Maintenance	10.00	10.00
PT Maintenance	15.00	15.00
Part Time	20.00	20.00
Total	159.00	129.00

**City of Berwyn
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For the Fiscal Year Beginning January 1, 2012

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

OBJECTIVES ACCOMPLISHED IN 2011:

- Senior Programming was established and currently expanding.
- Started After School Activity Camp during school months.

OBJECTIVES TO BE ACCOMPLISHED IN 2012:

- Establish youth Fall Flag Football Program.
- Establish Adult ASA softball tournaments.

**City of Berwyn
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Recreation

LONG TERM OBJECTIVES (2-5 YEARS):

- Provide additional activities for the senior center.

City of Berwyn
2012 Budgeted Expenditures by Department
Recreation
12/31/2012

Account Number	Account Name	2009 Balance	2010 Balance	2011 Projected	2011 Budget	2012 Budget	Requested Budget Change
100-32-5000	Recreation - Salaries	\$ 613,101	\$ 631,354	\$ 657,766	\$ 700,000	\$ 695,000	\$ (5,000)
100-32-5010	Recreation - Overtime	218	-	92	-	-	-
100-32-5030	Recreation - Sick day buy back	11,375	11,955	-	12,000	12,000	-
100-32-5035	Recreation - Benefits	162,616	188,599	189,933	192,030	199,535	7,505
100-32-5100	Recreation - Special events	30,892	24,582	31,761	35,000	40,000	5,000
100-32-5105	Recreation - Community programs	3,299	30	-	-	-	-
100-32-5205	Recreation - Utilities	37,438	29,717	37,601	56,000	56,000	-
100-32-5210	Recreation - Vehicle Gas and Oil	9,786	7,244	10,517	9,000	9,000	-
100-32-5215	Recreation - Telephone	6,412	6,941	6,675	6,000	6,000	-
100-32-5220	Recreation - Training, dues, & publications	2,597	550	2,496	2,500	4,000	1,500
100-32-5225	Recreation - Supplies	100,290	40,135	73,645	120,000	120,000	-
100-32-5225-02	Recreation - Supplies Program (Concession)	14,010	74,452	22,511	-	-	-
100-32-5235	Recreation - Postage & printing	3,262	3,327	1,652	3,500	5,000	1,500
100-32-5290	Recreation - Other general expenses	105,140	72,259	60,873	10,000	70,000	60,000
100-32-5400	Recreation - Repairs and maintenance	101,782	137,614	131,755	100,000	110,000	10,000
100-32-5405	Recreation - Copier maintenance	13,097	4,683	4,534	6,000	6,000	-
100-32-5500	Recreation - Equipment	243	-	-	-	-	-
100-32-5625	Recreation - Internal service fund	17,674	63,879	107,182	107,182	150,299	43,117
100-32-5800	Recreation - Capital outlay	24,574	-	35,050	40,000	50,000	10,000
Department Total		<u>\$ 1,257,806</u>	<u>\$ 1,297,321</u>	<u>\$ 1,374,041</u>	<u>\$ 1,399,212</u>	<u>\$ 1,532,834</u>	<u>\$ 133,622</u>

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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>2011 Actual</u>	<u>2012 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
 2012 Budgeted Expenditures by Department
 Community Relations
 12/31/2012

<u>Account Number</u>	<u>Account Name</u>	<u>2009 Balance</u>	<u>2010 Balance</u>	<u>2011 Projected</u>	<u>2011 Budget</u>	<u>2012 Budget</u>	<u>Requested Budget Change</u>
100-34-5000	Community Relations - Salaries	\$ 5,385	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ -
100-34-5035	Community Relations - Benefits	484	942	1,089	386	1,012	626
100-34-5225-01	Community Relations - Postage & printing	92	-	-	-	-	-
100-34-5290	Community Relations - Other general expenses	-	680	-	1,500	1,500	-
Department Total		<u>\$ 5,961</u>	<u>\$ 6,622</u>	<u>\$ 6,089</u>	<u>\$ 6,886</u>	<u>\$ 7,512</u>	<u>\$ 626</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, nominal fees received for assistance and a subsidy from the General Fund for operations.

City of Berwyn
2012 Budgeted Expenditures by Department
Senior Services
12/31/2012

Account Number	Account Name	2009 Balance	2010 Balance	2011 Projected	2011 Budget	2012 Budget	Requested Change
100-46-5000	Senior Services - Salaries	\$ 125,889	\$ 113,854	\$ 115,290	\$ 129,903	\$ 133,470	\$ 3,567
100-46-5035	Senior Services - Benefits	52,279	35,462	34,751	53,035	35,716	(17,319)
100-46-5100-03	Senior Services - Special Events Senior Breakfast	5,951	7,272	5,066	6,000	6,000	-
100-46-5210	Senior Services - Vehicle Gas & Oil	110	-	17,870	-	20,000	20,000
100-46-5215	Senior Services - Telephone	984	601	82	1,000	1,000	-
100-46-5225	Senior Services - Supplies	572	346	232	600	600	-
100-46-5235	Senior Services - Postage & Printing	974	2,715	3,128	500	3,500	3,000
100-46-5290	Senior Services - Other General Expenses	3,121	393	-	5,000	2,500	(2,500)
100-46-5300	Senior Services - Professional Services	16,892	18,218	3,483	17,000	4,000	(13,000)
100-46-5400	Senior Services - Repairs & Maintenance	23,807	29,351	42,191	26,000	52,000	26,000
100-46-5405	Senior Services - Copier Maintenance	-	836	807	-	1,000	1,000
100-46-5505	Senior Services - Equipment Lease	4,663	6,000	5,600	6,000	6,000	-
100-46-5625	Senior Services - Internal Service Fund charges	-	8,360	6,102	6,967	3,798	(3,169)
Department Total		<u>\$ 235,242</u>	<u>\$ 223,408</u>	<u>\$ 234,602</u>	<u>\$ 252,005</u>	<u>\$ 269,584</u>	<u>\$ 17,579</u>

Note: Beginning with the 2011 Comprehensive Annual Financial Report to be issued later this year, Senior Services will be reported as part of the General Fund. Prior to 2011, Senior Services activity was recorded in its own fund. The 2009 and 2010 balances are presented here for comparison purposes.

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Other City Departments

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

City of Berwyn
 2012 Budgeted Expenditures by Department
 Garbage and Statutory
 12/31/2012

Account Number	Account Name	2009 Balance	2010 Balance	2011 Projected	2011 Budget	2012 Budget	Requested Budget Change
100-36-5300	Garbage - Waste Management	\$ 4,004,624	\$ 4,265,730	\$ 3,749,147	\$ 4,065,075	\$ -	\$ (4,065,075)
Benefits	To be allocated to various depts	\$ 6,954,172	\$ 16,979	\$ (78,236)	\$ -	\$ -	\$ -
100-17-5035	Benefit Pool	(6,954,621)	1,704	12,693	-	-	-
100-17-5290	Other	40,583	14,619	11,099	7,500	7,500	-
100-17-5300-01	Auditing & Actuarial expense	79,700	76,522	68,011	85,000	52,500	(32,500)
100-17-5300-09	Payroll Services	-	2,656	-	-	-	-
100-17-5300-10	New World Maintenance	30,280	33,520	35,492	33,520	25,101	(8,419)
100-17-5705	Interest on LOC	9,750	23,438	2,375	22,500	5,000	(17,500)
100-17-5710	Bad debt expense	-	48,332	32,133	-	6,000	6,000
100-17-5800-01	Kronos Lease	24,165	-	-	-	-	-
100-17-5800-20	Grant software	20,000	-	-	-	-	-
100-17-5895	Contingency	99,393	-	-	-	-	-
Department Total		<u>\$ 303,422</u>	<u>\$ 217,770</u>	<u>\$ 83,567</u>	<u>\$ 148,520</u>	<u>\$ 96,101</u>	<u>\$ (52,419)</u>

All insurance expenditures are now charged to the individual department.

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

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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, 2012

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:

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

1. Early Childhood (birth through 5)
 - a. Toddlin' into Reading: Literacy for 0-3 year-olds – The library has programs to reach out to families with children 0-3 years of age. Some of these programs are available in Spanish.

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Library

b. Let's Read Together: Family Literacy Parent Workshops – these free seminars are presented to Berwyn parents and designed to give 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.

c. Tell Me a Story: Preschool Storytimes - The Library serves approximately 500 children per month with thematic storytime programs. Staff visits each preschool class once a month for six months. Each child is presented with an Early Reader book to keep and take home and read with a family member.

2. Homework Help (grades K-8)
Utilizing trained volunteers, Berwyn students can receive free walk-in homework help every Sunday from 1-4 p.m.
3. Weekly In-house Storytimes
Storytimes introduce children to the world of books and reading with fun and interactive experiences. These storytimes are often a child's first introduction to the development of pre-reading skills within a group setting.
4. Summer Reading Programs (Birth – seniors)
Children who don't read over the summer tend to lose literacy skills while children who do read during the summer actually 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 the schools to create a fun and highly participated Summer Reading Program to support students' continued learning throughout the summer. We offer child, teen, family and adult programs.
5. READ, RECreation, & ROLL is a collaboration between the North Berwyn Park District and the Berwyn Public Library. This unique program takes the arts to the youth of Berwyn using a mobile stage. This mobile unit is fully loaded with all experience the Arts through the use of hands-on activities. The last two years through this program the Library has offered weekly creative writing workshops to District 100s 8th grade summer school. The program has helped students explore their creativity and enhance their learning skills by publishing a compilation of the students' writings.

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Library

6. Morton West High School Students

The Berwyn Public Library and Morton West High School have teamed up to offer literature-based support for the English Department. The library supplements the schools curriculum by offering five titles per year.

Teacher's guides and classroom books are packaged by the library and loaned to the department for the school year. Morton and the Library have also partnered with the Berwyn Reads program. All 1,000 MHS freshmen will participate in the community reading program by studying the chosen novel as part of their curriculum.

7. Adult Learners and ESL

The Library is taking a leadership role to meet the growing need for ESL services in our community by working with 8 community organizations. These groups provide English for Academic Purposes and Life Skills ESL through personal tutoring, small group tutoring and classroom learning. We avoid duplicating current services and provide more access to learning tools for students and research for educators. The Library shall provide conversation groups, book talks for students, and a literacy center with space dedicated to their needs. This year we have added GED and citizenship classes.

8. The Berwyn Library has started a consumer health service called "Ask Us." Patrons can request information about diagnosed conditions or diseases. Staff will provide patrons with current accurate information about their diagnosed conditions.

9. The Berwyn Library has been designated as a Consumer Health Care Service Library by the Network of National Libraries of Medicine. We are one of only six public libraries in the state to have this designation. Mary Frank, reference services manager, has been certified as a Consumer Health Information Specialist by the National Medical Library Association.

10. The Career Center adults patrons can search for jobs, write resumes, etc. There is no time limit on the use of this Center's computers. We have networked with the local IETA Center. Staff from IETA advise job seekers to use our resources, especially when their office is closed.

11. Tutor Time has been developed to supplement the classroom curriculum by piloting a one-on-one tutoring program with Irving Elementary. This program pairs students who are performing below grade level with a

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Library

trained and certified tutor. It is our hope that we will eventually make this service available to all Berwyn Schools.

12. Downloadable eBooks and Audiobooks are now available to all Berwyn library card holders. We developed a downloadable station equipped with a Sony Reader, Nook, a Kindle and an iPad. We have also made thousands of titles available through Overdrive and our patrons can now check out audiobooks and ebooks for two weeks.

STAFFING:

Position (FTE)	2011 Actual	2012 Budget
Library Director	1.00	1.00
Administrative Asistant	1.00	1.00
Building Maintenance	1.50	1.50
AV 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	0.50	0.50
Librarian II - Reference	1.00	1.00
Librarian II - Virtual Services	1.00	1.00
Librarian II - Youth Services	1.00	1.00
Librarian I - Processing	2.50	3.50
Librarian I - Reference	3.00	3.00
Librarian I - Youth Services	-	1.00
Librarian I - Outreach	1.00	1.00
Clerk - Administrative	2.00	2.00
Clerk - Audio Visual	1.00	1.00
Clerk - Circulation	1.00	-
Clerk - Periodical	1.00	1.00
Clerk - Processing	-	1.00
Library Asst II - Youth Services	2.50	2.50
Library Asst II - Reference	1.00	1.00
Library Asst II - Reader's Adv	3.00	3.00
Library Asst I - AV/Computer	4.50	4.50
Library Assist I - Circulation	4.50	4.50
Page	3.00	3.00
IT-	1.00	1.00
Total	<u>44.00</u>	<u>46.00</u>

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Library

ACTIVITY MEASURES:

Activity Measure	2010 Actual	2011 Actual	2012 Budget
User Visits	431,400	475,334	480,000
Programs (adult and children)	462	667	700
Open Hours	3,408	3,408	3,408
Registered Borrowers	13,206	13,537	14,800

OBJECTIVES ACCOMPLISHED IN 2011:

- Literacy Services: Significant strides have been made in the library's role in adult and child literacy.
 - a. Through an adult literacy grant, we updated the collection to serve literacy learners of all ages, teachers and tutors. Materials are also delivered to Berwyn literacy programs, making it mobile as well. The new literacy collection is organized around the following three categories: Adult Basic Education and GED, English as a Second Language, and Outreach Services for Berwyn Adult ESL Programs. The library now offers citizenship classes with funding from another literacy grant the library obtained.
 - b. We continue to offer early childhood services to preschools and daycare centers. Over 500 children participate in these programs each month. With funding from the block grants, we send a book home with each child at every visit.
 - c. Partnering with Morton High School, the library hosted the 2011 community reading initiative, Berwyn Reads. 1,000 freshmen read the same book at the same time and created a production of the novel in partnership with 16th Street Theater.
- Technology: Administered by the IT manager.
 - a. We installed a second domain server as a back-up server.
 - b. We built a secure server room and installed temperature and humidity controls.
 - c. With a little reconstruction, we repurposed three study rooms on the second floor to create a space well suited for computers arranged in a classroom fashion. Seven thin clients along with LCD monitors were procured and installed. Virtual desktops are provided using VMware View. Most importantly, the library now has a facility designed for hands-on computer based training.
 - d. The library staff migrated to Outlook 2010 for our email system and the staff and public networks were separated.

**City of Berwyn
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For the Fiscal Year Beginning January 1, 2012

Library

- e. We developed a downloadable station equipped with a Sony Reader, Nook, a Kindle and an iPad.

- Facility Maintenance: The Library was faced with an aging building in need of some significant mechanical replacements.
 - a. We replaced the Chiller this summer and the elevators will be replaced this fall. Both were funded by grants obtained by the City.
 - b. We have reupholstered all but six chairs and will finish this project in 2011.
 - c. The library's interior is being repainted.
 - d. With the help of Florian Architects, the library is making work flow improvements and a more appealing, user friendly layout.
 - e. With Block Grant monies, we will add a patio with an ADA compliant ramp for the Harlem Avenue exit on the west side of the building.

OBJECTIVES TO BE ACCOMPLISHED IN 2012:

We will continue to grow our literacy-based programs and services. We are looking to use more technology in 2011, offering e-readers for checkout, a public PC reservation system, installing a new security system and developing a new website. We are also exploring the idea of offering off-site checkouts and pickups.

The Limestone facade needs to be resealed. The carpet is tearing and stained. We would like to replace the Library sign on the corner of Harlem and Riverside Drive. There are several construction grants coming available this fall that we hope will secure funding for exterior façade work and restructuring of departments within the library's walls.

LONG TERM OBJECTIVES (2-5 YEARS):

- Manage collection resources
 - a. Examine collection management procedures to improve efficiency
 - b. Create a plan to develop and evaluate collections

- Expand collections
 - a. Increase collection and services to targeted populations
 - Child and adult literacy
 - Spanish language
 - Emerging technologies

**City of Berwyn
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For the Fiscal Year Beginning January 1, 2012

Library

- Expand services to targeted populations
- Provide responsive programming
- Create awareness of library programs and services
 - a. Explore exterior signage
 - b. Embark on a branding campaign with a consistent message
 - c. Build a marketing/communication plan
 - d. Showcase new and emerging library trends
- Evaluate use of building and plan space with focus on library users
- Reconfigure departments and services based on patron usage and workflow
- Improve building's exterior amenities for convenience and safety
- Redesign furnishings and color scheme to create an updated and inviting environment
- Add amenities to create a more welcoming environment

**City of Berwyn
Library Fund
2012 Budget**

A/C #'s	Name	2009 Balance	2010 Balance	2011 Projected	2011 Budget	2012 Budget	Requested Budget Change Amount
Revenues							
205-40-4000	Library - Property Tax Revenue	\$ 2,506,118	\$ 2,509,022	\$ 2,882,657	\$ 2,891,312	\$ 2,891,312	\$ -
205-40-4270	Library - Rental Revenue	1,827	-	-	500	200	(300)
205-40-4350	Library - Book Fines	30,379	36,119	34,496	42,000	30,000	(12,000)
205-40-4400	Library - Grant Revenue	-	-	-	-	15,000	15,000
205-40-4415	Library - Maintenance Revenue	13,438	11,897	11,763	15,000	12,000	(3,000)
205-40-4420	Library - Per Capita Revenue	65,349	55,869	55,404	50,000	55,000	5,000
205-40-4425	Library - Video Rental Revenue	2,222	-	-	-	-	-
205-40-4430	Library - Building Revenue	10,756	12,472	26,714	15,000	20,000	5,000
205-40-4800	Library - Interest Income	1,896	825	731	1,000	700	(300)
205-40-4835	Library - Other Misc Revenue	(31)	-	2,838	-	-	-
205-40-4900	Library - Transfer from Other Funds	-	-	-	-	95,000	95,000
	Total Library Revenues	<u>2,631,954</u>	<u>2,626,204</u>	<u>3,014,603</u>	<u>3,014,812</u>	<u>3,119,212</u>	<u>9,400</u>
Expenditures							
205-40-5000	Library - Salaries	\$ 1,296,662	\$ 1,356,062	\$ 1,482,805	\$ 1,491,386	\$ 1,527,756	\$ 36,370
205-40-5010	Library - Overtime	2,702	1,167	3,985	5,000	5,000	-
205-40-5030	Library - Sick day buy back	12,125	11,754	-	14,000	14,000	-
205-40-5035	Library - Benefits	555,039	761,389	817,742	814,343	871,607	57,264
205-40-5105	Library - Community Programs	27,478	23,821	32,090	17,800	24,900	7,100
205-40-5200-09	Library - Director expense	250	377	414	350	350	-
205-40-5200-10	Library - Board expense	633	295	301	350	350	-
205-40-5205	Library - Utilities	8,429	10,013	10,622	13,000	13,000	-
205-40-5210	Library - Vehicle Gas and Oil	429	914	2,709	1,300	2,600	1,300
205-40-5215	Library - Telephone	10,456	14,778	13,698	12,000	12,000	-
205-40-5220	Library - Training, dues, & publications	4,791	9,514	8,877	11,000	11,000	-
205-40-5225	Library - Supplies	91,476	103,244	125,278	72,837	85,700	12,863
205-40-5235	Library - Postage & printing	6,696	2,287	3,382	6,000	6,000	-
205-40-5245	Library - Books	187,773	149,385	173,779	149,910	168,400	18,490
205-40-5250	Library - Audio visual	57,494	50,287	47,065	44,600	44,600	-
205-40-5255	Library - Periodicals	21,690	29,630	21,702	22,600	22,600	-
205-40-5290	Library - Other general expenses	1,222	2,841	1,505	-	-	-
205-40-5400	Library - Repairs and maintenance	120,811	136,822	123,971	129,500	122,000	(7,500)
205-40-5520	Library - Computer system	40,343	42,617	50,806	56,000	62,000	6,000
205-40-5525	Library - Computer support databases	4,388	10,922	7,108	36,000	36,000	-
205-40-5625	Library - Internal service fund charge	29,443	101,749	83,713	85,310	59,167	(26,143)
205-40-5660	Library - Promotions	12,102	18,488	19,690	16,000	15,000	(1,000)
205-40-5665	Library - Reciprocal borrowing	5,806	4,900	3,233	5,700	5,700	-
205-40-5800	Library - Capital improvement	4,583	-	2,824	5,000	5,000	-
205-40-5900	Library - Transfer to Other Funds	-	-	(6,639)	-	-	-
	Total Library Expenditures	<u>2,502,821</u>	<u>2,843,258</u>	<u>3,030,662</u>	<u>3,009,986</u>	<u>3,114,730</u>	<u>104,744</u>
	Revenues less Expenditures	129,133	(217,054)	(16,059)	4,826	4,482	\$ (344)
	Fund Balance Beginning	<u>48,327</u>	<u>177,460</u>	<u>(39,594)</u>	<u>(39,594)</u>	<u>(55,653)</u>	
	Projected Ending Fund Balance	<u>\$ 177,460</u>	<u>\$ (39,594)</u>	<u>\$ (55,653)</u>	<u>\$ (34,768)</u>	<u>\$ (51,171)</u>	

**City of Berwyn
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For the Fiscal Year Beginning January 1, 2012

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).

**City of Berwyn
2012
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For the Fiscal Year Beginning January 1, 2012

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 Budget
Director	1.00	1.00
Grants Administrator	1.00	1.00
Blight Inspector	1.33	1.33
Clerk Typist	2.00	2.00
SFR housing Supv	1.00	1.00
SFR Housing Couns	1.00	1.00
Total	<u>7.33</u>	<u>7.33</u>

OBJECTIVES ACCOMPLISHED IN 2011:

- Successfully used and executed foreclosure prevention and mitigation assistance through the State's Neighborhood Stabilization Program.
- Received significant public improvements funding through CDBG-R.

**City of Berwyn
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Annual Budget**

For the Fiscal Year Beginning January 1, 2012

Community Development

- Received homeless prevention and recovery funding through the Homeless Prevention and Rapid Re-Housing Program (HPRP).

OBJECTIVES TO BE ACCOMPLISHED IN 2012:

- Market and sell the 26 housing units that had been acquired under NSP during 2012
- Identify through the census the new census tract/block group boundaries all of the low-mod areas of the city
- Continue to monitor with our Blight inspection program the entire city and not just the low mod areas
- Try to incorporate the \$300,000 grant previously received from Cook County into our Single Family Rehabilitation program that has been reduced due to budgetary cutbacks

LONG TERM OBJECTIVES (2-5 YEARS):

Meet the three national objectives of:

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

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

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

**City of Berwyn
Community Development Fund
2012 Budget**

Account Number	Account Name	2009 Balance	2010 Balance	2011 Projected	2011 Budget	2012 Budget	Requested Budget Change Amount
Revenues							
210-4920	General Fund Subsidy	\$ 28,706	\$ -	\$ -	\$ -	\$ 200,000	\$ 200,000
210-4400	Grant Income	1,764,798	1,989,870	1,319,015	2,343,534	1,614,271	(729,263)
	Miscellaneous Revenues	<u>224</u>	<u>40</u>	<u>25</u>	<u>-</u>	<u>-</u>	<u>-</u>
	Total Community Development Revenues	<u>1,793,728</u>	<u>1,989,910</u>	<u>1,319,040</u>	<u>2,343,534</u>	<u>1,814,271</u>	<u>(529,263)</u>
Expenditures							
Fire							
210-18-5400	Fire - Repairs & maintenance	\$ -	\$ 7,547	\$ 2,392	\$ -	\$ -	\$ -
210-18-5800-10	Fire - Capital outlay	<u>2,444</u>	<u>88,215</u>	<u>33,278</u>	<u>-</u>	<u>-</u>	<u>-</u>
	Total Fire	<u>2,444</u>	<u>95,762</u>	<u>35,670</u>	<u>-</u>	<u>-</u>	<u>-</u>
Administration							
210-42-5000	Community Development - Salaries	\$ 229,772	\$ 292,274	\$ 325,462	\$ 271,329	\$ 331,531	\$ 60,202
210-42-5030	Community Development - Sick day buy back	4,964	4,047	-	5,500	5,500	-
210-42-5035	Community Development - Benefits	98,440	154,395	167,082	114,084	171,515	57,431
210-42-5205	Community Development - Utilities	1,834	2,913	1,675	2,000	2,000	-
210-42-5210	Community Development - Vehicle Gas and Oil	1,681	2,108	5,253	2,500	5,500	3,000
210-42-5215	Community Development - Telephone	4,738	5,499	3,412	3,000	3,000	-
210-42-5220	Community Development - Training, dues, & publications	1,011	-	-	-	-	-
210-42-5225	Community Development - Supplies	4,570	7,679	8,558	1,800	7,500	5,700
210-42-5235	Community Development - Postage & printing	2,021	8,380	2,893	8,000	2,500	(5,500)
210-42-5290	Community Development - Other general expenses	79,831	20,190	12,104	25,000	15,000	(10,000)
210-42-5300	Community Development - Professional services	40,963	69,348	63,429	5,000	60,000	55,000
210-42-5400	Community Development - Repairs & maintenance	186,174	202,982	164,694	-	-	-
210-42-5400-01	Community Development - Repairs & maintenance Sewer	329,147	80,837	7,949	-	-	-
210-42-5400-02	Community Development - Repairs & maintenance Street/Sic	4,712	4,934	-	-	-	-
210-42-5405	Community Development - Copier maintenance	10,511	3,184	3,064	9,000	3,000	(6,000)
210-42-5625	Community Development - Internal service fund	17,900	115,398	94,668	98,240	104,786	6,546
210-42-5800-10	Community Development - Capital outlay	<u>53,040</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
	Total Administration	<u>1,071,309</u>	<u>974,168</u>	<u>860,243</u>	<u>545,453</u>	<u>711,832</u>	<u>166,379</u>

**City of Berwyn
Community Development Fund
2012 Budget**

Account Number	Account Name	2009 Balance	2010 Balance	2011 Projected	2011 Budget	2012 Budget	Requested Budget Change Amount
	Program expenditures						
210-42-5105	Community Development - Community Programs						
	ADA Public Park Benches	-	-	-	-	12,000	12,000
	Alley Drainage Improvements	-	-	-	30,000	50,000	20,000
	Berwyn Bungalow Preservation	-	-	-	5,000	20,000	15,000
	Children's Center-Children's Clinic	-	-	20,000	32,500	15,000	(17,500)
	Community Support	-	-	8,000	-	16,780	16,780
	Demolition Fund	-	-	-	30,000	30,000	-
	CDBG HUD CY Admin	-	-	14,492	-	202,064	202,064
	Economic Development	-	-	-	100,000	5,000	(95,000)
	Family Support Services	-	-	-	-	15,000	15,000
	HPRP AD	-	2,666	3,191	-	-	-
	HPRP CEDA ESG	-	138,996	284,461	375,919	-	(375,919)
	HPRP Berwyn Admin ESG	-	-	-	12,264	-	(12,264)
	CDBR-R Admin	-	-	-	20,000	-	(20,000)
	CEDA Get the Lead Out Mitigation	-	-	1,125	-	-	-
	Parents to Parent Special Education	-	-	-	-	7,000	7,000
	PAV YMCA Pool Lift	-	-	-	-	6,650	6,650
	Youth Crossroads Internship Program	-	15,000	25,000	25,000	10,000	(15,000)
	Sokol Tabor Seniors Program	-	5,000	-	5,000	10,000	5,000
	North Berwyn Park District - Cuyler Playground	-	-	-	-	30,000	30,000
	Berwyn Public Library-Early Childhood Literacy	3,922	7,551	(5,454)	1,403	-	(1,403)
	Berwyn Public Library-Handicapped Ramp	-	-	-	40,000	40,000	-
	Berwyn Public Library-Mark Get Ready	-	-	3,500	3,500	2,838	(662)
	Berwyn Park District -Liberty Center	30,953	-	75,000	75,000	18,000	(57,000)
	Berwyn Park District -Summer Program	-	10,000	5,000	-	-	-
	Solution for Care	-	-	-	10,000	-	(10,000)
	HUD - SFC	-	-	10,000	-	12,000	12,000
	HUD - Various Housing Projects	-	54,890	220,229	-	-	-
	HUD - PY Doc in the Block	-	5,000	-	-	-	-
	HUD-NBPD Senior Center Expansion	59,217	15,000	-	-	-	-
	HUD- Way Back Inn	-	20,000	15,000	15,000	11,150	(3,850)
	HUD - Seguin Services	80,350	-	-	-	-	-
	HUD - Seguin Special Needs Citizens	20,000	4,700	14,000	14,000	6,640	(7,360)
	HUD - Oak Leyden Early Intervention	-	11,500	-	10,000	-	(10,000)
	HUD - CY 16th Fire	-	-	-	179,837	-	(179,837)
	HUD - CY Seguin You Hold the Key	-	-	-	81,950	86,000	4,050
	HUD - PY Seguin You Hold the Key	-	99,000	66,525	-	-	-
	HUD - Oak Leyden	-	-	10,000	-	-	-
	HUD - CY Sarah's Inn	20,797	-	-	10,000	10,000	-
	HUD - PY Sarah's Inn	-	25,000	10,000	-	-	-
	HUD - PY Infant	24,203	20,000	-	-	-	-
	HUD - CY Sidewalk	-	-	-	112,315	100,000	(12,315)
	HUD - CY Single Family Rehab	-	1,200	-	310,343	248,317	(62,026)
	HUD - PY Single Family Rehab	397,448	441,621	99,151	-	-	-
	HUD - CY Blight	-	-	-	100,049	70,000	(30,049)
	HUD - PY Blight	764	116	450	-	-	-
	HUD - West Suburban Pads	8,168	-	-	17,000	-	(17,000)

**City of Berwyn
Community Development Fund
2012 Budget**

Account Number	Account Name	2009 Balance	2010 Balance	2011 Projected	2011 Budget	2012 Budget	Requested Budget Change Amount
	Program expenditures						
210-42-5105	HUD - West Suburban Pads - Transitional Supportive Svcs	-	15,981	2,019	-	-	-
	HUD - CY West Suburban Pads - Emergency Shelter	-	1,019	14,981	-	-	-
	HUD - CY West Suburban Special Rec Year Round	6,618	-	-	10,000	8,000	(2,000)
	HUD - PY West Suburban Special Rec Year Round	-	5,000	-	-	-	-
	HUD - CY West Suburban Special Rec Summer	15,000	-	10,000	10,000	7,500	(2,500)
	HUD - PY West Suburban Special Rec Summer	-	15,000	-	-	-	-
	HUD - CY West Suburban Sr. Svcs	-	-	8,000	8,000	-	(8,000)
	HUD - PY West Suburban Sr. Svcs	8,000	7,276	-	-	-	-
	HUD - WSSR Year Around Program	-	-	10,000	-	7,500	7,500
	HUD - CY Catholic Charities	-	-	-	10,000	-	(10,000)
	HUD - PY Catholic Charities	18,882	15,000	10,000	-	-	-
	HUD - CY Suburban Primary Health Care	-	-	-	6,000	8,000	2,000
	HUD - PY Suburban Primary Health Care	6,272	6,000	6,000	-	-	-
	HUD - CY Pillars	-	-	-	62,000	-	(62,000)
	HUD - CY N. Berwyn Park Dist	-	-	-	5,000	-	(5,000)
	HUD - PY Pillars B&M	10,724	-	-	-	-	-
	HUD - PY Pillars Community Service Sexual Abuse Center	-	7,000	7,768	-	7,000	7,000
	HUD - PY Pillars Clinical Care Expansion	-	-	50,508	-	-	-
	HUD - CY Sr. Advocate	-	-	-	58,000	30,000	(28,000)
	HUD - PY Sr. Advocate	2,411	811	300	-	-	-
	HUD - CY Community Support Services	-	-	-	8,000	-	(8,000)
	HUD - CY Berwyn Park District	-	-	-	5,000	-	(5,000)
	HUD - PY Berwyn Cicero Council on Aging	6,248	4,545	4,686	-	-	-
	Total program expenditures	<u>719,977</u>	<u>954,872</u>	<u>1,003,932</u>	<u>1,768,080</u>	<u>1,102,439</u>	<u>(695,642)</u>
	Total Community Development Expenditures	<u>1,793,730</u>	<u>2,024,802</u>	<u>1,899,845</u>	<u>2,313,533</u>	<u>1,814,271</u>	<u>(529,263)</u>
	Revenues Less Expenditures	-	(34,892)	(580,805)	30,002	-	\$ -
	Fund Balance Beginning	-	-	(34,892)	(34,892)	(615,698)	
	Projected Ending Fund Balance	<u>\$ -</u>	<u>\$ (34,892)</u>	<u>\$ (615,698)</u>	<u>\$ (4,891)</u>	<u>\$ (615,698)</u>	

**City of Berwyn
2012
Annual Budget**

For the Fiscal Year Beginning January 1, 2012

Foreign Fire Fund

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

**City of Berwyn
2012
Annual Budget**


For the Fiscal Year Beginning January 1, 2012

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

-  Derek Mijares, President
-  Felix A. Greco, Secretary-Treasurer
-  Mark Warta, Trustee
-  Tim Berwick, Trustee
-  John Diebold, 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
2012 Budget**

A/C #'s	Name	2009 Balance	2010 Balance	2011 Projected	2011 Budget	2012 Budget	Requested Budget Change Amount
Revenues							
255-4800	Foreign Fire - Interest Income	\$ 17	\$ 58	\$ 74	\$ -	\$ -	\$ -
255-4055	Foreign Fire - Insurance Tax	<u>28,562</u>	<u>34,265</u>	<u>-</u>	<u>34,152</u>	<u>56,668</u>	<u>22,516</u>
	Total Foreign Fire Revenues	<u>28,579</u>	<u>34,323</u>	<u>74</u>	<u>34,152</u>	<u>56,668</u>	<u>22,516</u>
Expenditures							
255-5220	Foreign Fire - Training, dues, & publications	894	461	(983)	1,000	4,000	3,000
255-5225	Foreign Fire - Supplies	4,627	5,087	(2,647)	2,000	4,000	2,000
255-5290	Foreign Fire - Other General Expenses	216	2,348	-	10,000	7,168	(2,832)
255-5500	Foreign Fire - Equipment	-	15,996	6,139	-	5,000	5,000
255-5500-02	Foreign Fire - Furniture/Applicances	13,537	-	-	4,000	9,000	5,000
255-5500-03	Foreign Fire - Tools and equipment	6,660	-	-	1,000	2,000	1,000
	Foreign Fire - Repairs	-	160	4,232	-	2,000	2,000
	Foreign Fire - Capital improvements	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>27,500</u>	<u>27,500</u>
	Total Foreign Fire Expenditures	<u>25,934</u>	<u>24,052</u>	<u>6,741</u>	<u>18,000</u>	<u>60,668</u>	<u>42,668</u>
	Revenues less Expenditures	2,645	10,271	(6,667)	16,152	(4,000)	<u>\$ (20,152)</u>
	Fund Balance Beginning	<u>29,539</u>	<u>32,184</u>	<u>42,455</u>	<u>42,455</u>	<u>35,788</u>	
	Projected Ending Fund Balance	<u>\$ 32,184</u>	<u>\$ 42,455</u>	<u>\$ 35,788</u>	<u>\$ 58,607</u>	<u>\$ 31,788</u>	

**City of Berwyn
2012
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For the Fiscal Year Beginning January 1, 2012

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
2012 Budget**

Account Number	Account Name	2009 Balance	2010 Balance	2011 Projected	2011 Budget	2012 Budget	Requested Budget Change
Revenues							
215-4400	MFT - Grant Revenue	\$ -	\$ -	\$ 77,350	\$ -	\$ -	\$ -
215-4410	MFT - State Allotment	1,416,084	1,764,689	1,376,756	1,420,000	1,664,050	244,050
215-4800	MFT - Interest Income	3,578	230	216	4,000	2,000	(2,000)
215-4245	MFT - Sidewalk revenue	20,685	14,820	-	20,000	-	(20,000)
	Total MFT Revenues	<u>1,440,347</u>	<u>1,779,739</u>	<u>1,454,322</u>	<u>1,444,000</u>	<u>1,666,050</u>	<u>222,050</u>
Expenditures							
215-5205	MFT - Utilities	671,342	442,736	409,225	375,000	375,000	-
215-5225-05	MFT - Rock Salt	475,802	329,213	194,008	300,000	265,000	(35,000)
215-5290	MFT- Other General	12,706	-	-	-	-	-
215-5300	MFT - Professional services	135,827	210,944	33,149	65,000	65,000	-
215-5400-01	MFT - Repair & Maintenance Sewer System	9,686	47,274	-	-	-	-
215-5400-02	MFT - Repair & Maintenance Street/Sidewalk	229,885	196,582	447,727	110,000	184,000	74,000
215-5400-03	MFT - Repair & Maintenance Traffic Control	173,781	343,275	255,943	240,000	240,000	-
215-5800	MFT - Capital Projects (Project Construction)	34,829	-	-	35,000	35,000	-
215-5900	MFT - Transfer Out Salaries to General Fund	450,000	-	-	200,000	473,000	273,000
	Total MFT Expenditures	<u>2,193,858</u>	<u>1,570,024</u>	<u>1,340,052</u>	<u>1,325,000</u>	<u>1,637,000</u>	<u>312,000</u>
	Revenues less Expenditures	(753,511)	209,715	114,270	119,000	29,050	<u>\$ (89,950)</u>
	Fund Balance Beginning	<u>754,455</u>	<u>944</u>	<u>210,659</u>	<u>210,659</u>	<u>324,929</u>	
	Projected Ending Fund Balance	<u>\$ 944</u>	<u>\$ 210,659</u>	<u>\$ 324,929</u>	<u>\$ 329,659</u>	<u>\$ 353,979</u>	

**City of Berwyn
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For the Fiscal Year Beginning January 1, 2012

**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
2012 Budget**

Account Number	Account Name	2009 Balance	2010 Balance	2011 Projected	2011 Budget	2012 Budget	Requested Budget Change Amount
Revenues							
220-4000	Property Taxes - South Berwyn TIF	\$ 972,559	\$ 1,170,951	\$ 977,917	\$ 1,231,143	\$ 1,035,000	\$ (196,143)
220-4400	Intergovernmental Revenues	-	95,161	2,000	-	-	-
220-4800	Interest Income	<u>33,304</u>	<u>8,270</u>	<u>4,838</u>	<u>20,000</u>	<u>5,000</u>	<u>(15,000)</u>
	Total South Berwyn TIF Revenues	<u>1,005,863</u>	<u>1,274,382</u>	<u>984,755</u>	<u>1,251,143</u>	<u>1,040,000</u>	<u>(211,143)</u>
Expenditures							
220-5200	TIF Management Services - BDC	\$ 81,295	\$ 122,428	\$ 231,101	\$ 231,000	\$ 308,201	\$ 77,201
220-5205	Utilities	-	-	4,557	-	-	-
220-5700	Sedgwick Project Installment Note - Principal	155,161	155,161	155,161	155,161	155,161	-
220-5705	Sedgwick Project Installment Note - Interest	106,392	87,034	68,659	68,658	68,658	-
220-5800	South Berwyn Corridor TIF	2,187,593	362,840	494,554	1,173,500	738,951	(434,549)
220-5900	Transfer to Bond & Interest for Garage Debt	<u>401,823</u>	<u>401,824</u>	<u>401,824</u>	<u>401,824</u>	<u>401,824</u>	<u>-</u>
	Total South Berwyn TIF Expenditures	<u>2,932,264</u>	<u>1,129,287</u>	<u>1,355,856</u>	<u>2,030,143</u>	<u>1,672,795</u>	<u>(357,348)</u>
	Revenues less Expenditures	(1,926,402)	145,095	(371,101)	(779,000)	(632,795)	<u>\$ 146,205</u>
	Fund Balance Beginning	<u>2,785,203</u>	<u>858,801</u>	<u>1,003,896</u>	<u>1,003,896</u>	<u>632,795</u>	
	Projected Ending Fund Balance	<u>\$ 858,801</u>	<u>\$ 1,003,896</u>	<u>\$ 632,795</u>	<u>\$ 224,896</u>	<u>\$ -</u>	

**City of Berwyn
2012
Annual Budget**

For the Fiscal Year Beginning January 1, 2012

**Cermak Road
Tax Increment Financing District**

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

**City of Berwyn
Cermak TIF Fund
2012 Budget**

Account Number	Account Name	2009 Balance	2010 Balance	2011 Projected	2011 Budget	2012 Budget	Requested Budget Change Amount
Revenues							
225-4000	Property Taxes - Cermak TIF	\$ 2,192,337	\$ 2,044,954	\$ 1,807,566	\$ 2,170,000	\$ -	\$ (2,170,000)
225-4400	Grant Revenue	-	-	14,542	-	-	-
225-4830	Property Damage	15,000	-	-	-	-	-
225-4800	Interest Income	112,103	30,852	6,914	30,000	600	(29,400)
225-4850	Contributions	-	900,000	-	-	-	-
	Total Cermak TIF Revenues	<u>2,319,440</u>	<u>2,975,806</u>	<u>1,829,022</u>	<u>2,200,000</u>	<u>600</u>	<u>(775,806)</u>
Expenditures							
225-5800	Cermak TIF	\$ 1,553,963	\$ 3,307,089	\$ 4,819,822	\$ 6,500,000	\$ 1,784,125	\$ (4,715,875)
225-5800-25	Main Street TIF Portion	123,550	88,434	217,791	230,000	-	(230,000)
225-5200	TIF Management Services - BDC	416,103	539,500	539,500	539,500	25,000	(514,500)
225-5205	Utilities	-	2,479	4,557	5,000	-	(5,000)
	Total Cermak TIF Expenditures	<u>2,093,616</u>	<u>3,937,502</u>	<u>5,581,670</u>	<u>7,274,500</u>	<u>1,809,125</u>	<u>(5,465,375)</u>
	Revenues less Expenditures	225,824	(961,696)	(3,752,648)	(5,074,500)	(1,808,525)	<u>\$ 3,265,975</u>
	Fund Balance Beginning	<u>9,340,457</u>	<u>9,566,281</u>	<u>8,604,585</u>	<u>8,604,585</u>	<u>4,851,937</u>	
	Projected Ending Fund Balance	<u>\$ 9,566,281</u>	<u>\$ 8,604,585</u>	<u>\$ 4,851,937</u>	<u>\$ 3,530,085</u>	<u>\$ 3,043,412</u>	

**City of Berwyn
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For the Fiscal Year Beginning January 1, 2012

**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
2012 Budget**

Account Number	Account Name	2009 Balance	2010 Balance	2011 Projected	2011 Budget	2012 Budget	Requested Budget Change Amount
Revenues							
230-4000	Property Taxes - Roosevelt Road	\$ 726,108	\$ 599,452	\$ 885,314	\$ 721,780	\$ 720,000	\$ (1,780)
230-4915	Bond Proceeds	-	1,675,000	-	-	-	-
230-4917	Bond Issue Premium	-	47,285	-	-	-	-
230-4800	Interest Income	31,382	10,248	13,014	30,000	5,000	(25,000)
230-4835	Miscellaneous Revenues	<u>139,297</u>	<u>-</u>	<u>1,500</u>	<u>-</u>	<u>-</u>	<u>-</u>
	Total Roosevelt TIF Revenues	<u>896,787</u>	<u>2,331,985</u>	<u>899,828</u>	<u>751,780</u>	<u>725,000</u>	<u>(26,780)</u>
Expenditures							
230-5800	Roosevelt Road - TIF Expenses	\$ 805,940	\$ 407,520	\$ 1,833,664	\$ 2,507,990	\$ 2,095,983	\$ (412,007)
230-5200	TIF Management Services - BDC	33,408	66,500	231,101	231,100	358,201	127,101
230-5205	Utilities	-	-	4,557	-	-	-
230-5700	Voigt Project Installment Note - Principal	501,923	-	-	-	-	-
230-5705	Voigt Project Installment Note - Interest	22,490	-	-	-	-	-
230-5790	Bond Issuance Cost	-	53,293	-	-	-	-
230-5900	Transfer to Bond and Interest	<u>78,570</u>	<u>76,636</u>	<u>289,708</u>	<u>289,710</u>	<u>479,550</u>	<u>189,840</u>
	Total Roosevelt TIF Expenditures	<u>1,442,331</u>	<u>603,949</u>	<u>2,359,030</u>	<u>3,028,800</u>	<u>2,933,734</u>	<u>(95,066)</u>
	Revenues less Expenditures	(545,544)	1,728,036	(1,459,202)	(2,277,020)	(2,208,734)	<u>\$ 68,286</u>
	Fund Balance Beginning	<u>2,485,444</u>	<u>1,939,900</u>	<u>3,667,936</u>	<u>3,667,936</u>	<u>2,208,734</u>	
	Projected Ending Fund Balance	<u>\$ 1,939,900</u>	<u>\$ 3,667,936</u>	<u>\$ 2,208,734</u>	<u>\$ 1,390,916</u>	<u>\$ -</u>	

**City of Berwyn
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For the Fiscal Year Beginning January 1, 2012

**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
2012 Budget**

Account Number	Account Name	2009 Balance	2010 Balance	2011 Projected	2011 Budget	2012 Budget	Requested Budget Change Amount
Revenues							
235-4000	Property Taxes - Ogden	\$ 1,606,650	\$ 1,251,667	\$ 971,468	\$ 1,464,000	\$ 1,115,000	\$ (349,000)
235-4800	Interest Income	39,268	11,593	6,729	36,000	5,000	(41,000)
235-4915	Debt Proceeds	-	4,000,000	-	-	-	-
	Total Ogden Ave TIF Revenues	<u>1,645,918</u>	<u>5,263,260</u>	<u>978,197</u>	<u>1,500,000</u>	<u>1,120,000</u>	<u>(380,000)</u>
Expenditures							
235-5200	TIF Management Services - BDC	\$ 408,603	\$ 504,525	\$ 231,101	\$ 231,101	\$ 308,201	\$ 77,100
235-5205	Utilities	-	-	13,210	-	-	-
235-5705	Interest	-	-	81,111	-	-	-
235-5800	Ogden Ave TIF	869,959	1,031,812	236,340	1,997,500	1,194,842	(802,658)
235-5900	Transfer to Other Funds	475,501	475,089	473,283	473,283	559,000	85,717
	Total Ogden Ave TIF Expenditures	<u>1,754,063</u>	<u>2,011,426</u>	<u>1,035,045</u>	<u>2,701,884</u>	<u>2,062,043</u>	<u>(639,841)</u>
	Revenues less Expenditures	(108,145)	3,251,834	(56,848)	(1,201,884)	(942,043)	<u>\$ 259,841</u>
	Fund Balance Beginning	<u>1,893,379</u>	<u>1,785,234</u>	<u>5,037,068</u>	<u>5,037,068</u>	<u>4,980,220</u>	
	Projected Ending Fund Balance	<u>\$ 1,785,234</u>	<u>\$ 5,037,068</u>	<u>\$ 4,980,220</u>	<u>\$ 3,835,184</u>	<u>\$ 4,038,177</u>	

**City of Berwyn
2012
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For the Fiscal Year Beginning January 1, 2012

Capital Projects Fund

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

**City of Berwyn
Capital Projects Fund
2012 Budget**

Account Number	Account Name	2009 Balance	2010 Balance	2011 Projected	2011 Budget	2012 Budget	Requested Budget Change Amount
Revenues							
400-24-4400	Grant Revenue	\$ 3,190,850	\$ -	\$ -	\$ -	\$ -	\$ -
400-4800	Interest Income	41,904	6,367	1,456	5,000	2,000	(3,000)
	Total Capital Projects Revenues	\$ 3,232,754	\$ 6,367	\$ 1,456	\$ 5,000	\$ 2,000	\$ (3,000)
Expenditures							
40-5-00-5700	Parking Garage	\$ 8,983,293	\$ -	\$ -	\$ 759,569	\$ -	\$ (759,569)
40-5-00-5706	Purchase of Property	121,826	-	-	-	-	-
40-5-00-5710	Alleys/Alderman Projects	494,882	-	-	-	-	-
400-5900	General Fund Capital Spent	443,894	684,656	627,538	830,000	950,000	120,000
400-12-5800	General Ledger System	165,888	24,181	8,669	-	10,000	10,000
400-16-5800	IT Capital	-	50,751	422	-	168,000	168,000
400-18-5800	Fire Capital	-	-	798,955	-	-	-
400-18-5800-10	16th Street Fire Station	430,513	-	-	-	-	-
400-20-5800	Police Capital	-	-	40,336	-	-	-
400-24-5800	Building Capital	-	-	65,341	-	-	-
400-24-5800-35	Parking Garage Capital - Taxable	-	38,424	6,600	-	600,000	600,000
400-24-5800-36	Parking Garage Capital - Non-Taxable	-	113,518	6,000	-	-	-
400-26-5800	Streets	-	402,698	331,084	150,000	150,000	-
400-26-5800-30	Roosevelt Road Sewer Lining	3,065,713	137,198	-	-	-	-
400-32-5800	Pool Renovation	151,835	12,675	5,152	-	-	-
400-40-5800	Library Capital	-	-	19,521	-	70,000	70,000
	Signs	-	-	-	15,000	-	(15,000)
	Building Department car	19,149	-	-	-	-	-
	Oak Park Ave Lighting	777,038	-	-	-	-	-
	Salt Dome	104,197	-	-	-	-	-
	East Avenue	181,031	-	-	-	-	-
	Quiet Zone	44,593	-	-	-	-	-
	Public Works Trucks	155,854	-	-	120,000	-	(120,000)
	Fire Engine	-	-	-	800,000	-	(800,000)
	Generator	-	-	-	225,000	-	(225,000)
	Library electrical	-	-	-	225,000	-	(225,000)
	Library elevators	-	-	-	35,000	-	(35,000)
	Chiller	-	-	-	35,000	-	(35,000)
	Master Meter Vault Replacement	-	-	-	235,000	-	(235,000)
	Removal of Lust Tank	-	-	-	150,000	-	(150,000)
	HVAC	-	-	-	35,000	-	(35,000)
	Total Capital Projects Expenditures	15,139,706	1,464,101	1,909,618	3,614,569	1,948,000	(1,666,569)
	Revenues less Expenditures	(11,906,952)	(1,457,734)	(1,908,162)	(3,609,569)	(1,946,000)	\$ 1,663,569
	Net Assets Beginning	17,147,179	5,240,228	3,782,494	3,782,494	1,874,332	
	Projected Ending Net Assets	\$ 5,240,228	\$ 3,782,494	\$ 1,874,332	\$ 172,925	\$ (71,668)	

**City of Berwyn
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Debt Service Fund

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

**City of Berwyn
Debt Service Fund
2012 Budget**

Account Number	Account Name	2009 Balance	2010 Balance	2011 Projected	2011 Budget	2012 Budget	Requested Budget Change Amount
Revenues							
300-4000	Bond and Interest - Property Tax Revenue	\$ 4,865,487	\$ 4,841,129	\$ 4,100,975	\$ 4,744,643	\$ 1,781,893	\$ (2,962,750)
300-4800	Interest Income	6,249	7,540	2,114	3,000	3,000	-
300-4915	Bond Proceeds	12,885,000	6,475,000	5,230,000	3,000,000	5,300,000	2,300,000
300-4917	Bond Premiums	210,889	182,787	-	-	-	-
300-4900	Transfer from Other Funds	955,896	953,549	1,164,815	1,205,480	1,091,343	(114,137)
	Total Debt Service Revenues	<u>18,923,521</u>	<u>12,460,005</u>	<u>10,497,904</u>	<u>8,953,123</u>	<u>8,176,236</u>	<u>(776,887)</u>
Expenditures							
300-5790	Bond Issue Costs	\$ 381,331	\$ 206,017	\$ 170,760	\$ 179,000	\$ 175,000	\$ (4,000)
300-5791	Bond Discount	93,857	-	53,185	-	-	-
300-5901	Payment to Refunding Bond Escrow	9,317,377	-	-	-	-	-
300-5900	Transfer to Other Funds	3,750,000	3,200,000	2,400,000	1,000,000	-	(1,000,000)
300-5200	Paying Agent Fees	4,168	3,158	2,078	3,000	3,000	-
300-5700-03	Principal G.O.Bonds Series 2001 Ogden	100,000	105,000	110,000	110,000	-	(110,000)
300-5705-03	Interest G.O. Bonds Series- 2001	14,082	9,733	5,060	5,060	-	(5,060)
300-5700-04	Principal G.O. Bonds Series 2002A Ogden	380,000	395,000	410,000	410,000	410,000	-
300-5705-04	Interest -G.O.Bonds Series 2002 A Ogden	32,755	16,985	-	-	-	-
300-5700-05	Principal G.O.Bond Series 2002 B	45,000	45,000	50,000	50,000	50,000	-
300-5705-05	Interest - G.O. Bonds Series 2002 B	33,570	31,633	29,700	29,700	27,550	(2,150)
300-5700-06	Principal G.O.Bonds Series(Refunding) 04	75,000	4,480,000	2,645,000	2,645,000	2,820,000	175,000
300-5705-06	Interest G.O.Bonds Series (Refunding) 04	660,562	658,500	479,300	479,300	373,500	(105,800)
300-5705-07	Interest GO Bond Series 2007A	1,408,250	1,408,250	1,408,250	1,408,250	1,408,250	-
300-5705-08	Interest GO Bond Series 2007B	1,230,987	1,230,987	1,230,987	1,230,987	1,230,987	-
300-5705-09	Interest GO Bond Series 2008	412,312	360,273	360,273	360,273	360,273	-
300-5700-11	Principal G.O. Bonds Series 2010	-	-	150,000	150,000	150,000	-
300-5705-11	Interest G.O. Bonds Series 2010	-	-	468,018	508,683	425,719	(82,964)
300-5705-12	Interest G.O. Bonds Series 2011	-	-	-	-	257,578	257,578
300-5705-10	Interest G.O. Bonds Series 2009	-	267,145	278,850	245,338	245,338	-
300-5700-01	Principal G.O.Bonds Series 1998	1,445,000	-	-	-	-	-
300-5705-01	Interest G.O. Bonds Series 1998	150,250	-	-	-	-	-
300-5705-02	Interest - G.O. Bonds Series 1999	328,526	256,387	245,338	278,850	278,850	-
	Total Debt Service Expenditures	<u>19,863,027</u>	<u>12,674,068</u>	<u>10,496,799</u>	<u>9,093,441</u>	<u>8,216,045</u>	<u>(877,396)</u>
	Revenues less Expenditures	(939,506)	(214,063)	1,105	(140,318)	(39,809)	<u>\$ 100,509</u>
	Fund Balance Beginning	<u>1,586,220</u>	<u>646,714</u>	<u>432,651</u>	<u>432,651</u>	<u>433,756</u>	
	Projected Ending Fund Balance	<u>\$ 646,714</u>	<u>\$ 432,651</u>	<u>\$ 433,756</u>	<u>\$ 292,333</u>	<u>\$ 393,947</u>	

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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
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Utilities

PROGRAM MANAGER: Director of Public Works

PROGRAM DESCRIPTION:

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

SERVICES:

 **Administration**

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

 **Water Maintenance**

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

 **Sewer Maintenance**

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

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STAFFING:

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

ACTIVITY MEASURES:

<u>Activity Measure</u>	<u>2010 Actual</u>	<u>2011 Actual</u>	<u>2012 Budget</u>
Number of Water Breaks	150	132	150
Water and/or Sewer-Related Service Request	4,600	4,600	4,600
Sewer Main Backups	50	50	50
Leaking Service	93	79	100
Buffalor Box Repairs	155	161	200
Miles of Sewer Main Cleaned	4	6	3

OBJECTIVES ACCOMPLISHED IN 2011:

- Shifted utility locating to contractor to provide better response to resident concerns.
- Replace equipment with current technology including locator for water valves and portable sewer camera.

OBJECTIVES TO BE ACCOMPLISHED IN 2012:

- Perform water system analysis to determine proper sizing of replacement watermains.
- Continue to clean and televise sewers and perform repairs as needed.
- Install pipe lining in sewers that are identified as deteriorating to extend their life by as long as 50 years.
- Initiate plans for watermain replacement based size and repair history.

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LONG TERM OBJECTIVES (2-5 YEARS):

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

BUDGET SUMMARY:

- Begin process of plan design, bid and construction of replacement watermains selected by size and repair history.
- Beginning in 2012, garbage revenues and expenses are being accounted for along with water and sewer activity in this new Utility Fund. Previously garbage activity was accounted for in the General Fund.

**City of Berwyn
Utilities Fund
2012 Budget**

Account Number	Account Name	2009 Balance	2010 Balance	2011 Projected	2011 Budget	2012 Budget	Requested Budget Change
Revenues							
Water and Sewer Revenues							
500-4275	Water Sales - Commercial	\$ 1,669,369	\$ 1,930,858	\$ 2,040,006	\$ 1,846,764	\$ 2,593,000	\$ 746,236
500-4280	Water Sales - Residential	3,959,841	4,313,456	3,936,407	4,467,786	5,536,000	1,068,214
500-4285	Plumbing Inspection	33,870	54,015	53,430	36,000	-	(36,000)
500-4290	Sales, Meter	25,779	15,960	45,125	14,000	14,000	-
500-4295	Parkway Use	-	675	2,460	1,450	500	5,000
500-4305	Fees, Tap	10,500	9,477	24,040	10,000	10,000	-
500-4355	Fines, Other	88,410	258,291	113,228	175,000	135,000	(40,000)
500-4800	Interest Income	23,949	8,455	9,788	20,000	10,000	(10,000)
500-4820	Sale of City Property	4,000	-	-	-	-	-
500-4830	Damage to City Property	12,609	-	-	25,000	-	(25,000)
500-4835	Miscellaneous	571	1,418	14,215	5,500	1,500	(4,000)
500-4900	Transfer from other funds	2,713,262	-	-	-	-	-
	Total Water and Sewer Revenues	8,542,835	6,594,390	6,237,689	6,600,550	8,304,500	1,703,950
Garbage Revenues							
500-36-4300	Fees - Garbage	\$ -	\$ -	\$ -	\$ -	\$ 4,553,014	\$ 4,553,014
500-36-4355	Fines - Garbage	-	-	-	-	140,000	140,000
	Total Garbage Revenues	-	-	-	-	4,693,014	4,693,014
	Total Utilities Fund Revenues	8,542,835	6,594,390	6,237,689	6,600,550	12,997,514	6,396,964
Expenditures							
Water and Sewer Expenditures							
500-44-5000	Water and Sewer - Salaries	\$ 590,413	\$ 740,193	\$ 801,778	\$ 796,018	\$ 867,465	\$ 71,447
500-44-5010	Water and Sewer - Overtime	100,775	87,612	101,397	78,000	82,000	4,000
500-44-5015	Water and Sewer - Uniform Stipend	3,300	3,300	4,287	3,500	3,900	400
500-44-5020	Water and Sewer - Education Stipend	-	-	-	-	4,000	4,000
500-44-5025	Water and Sewer - Other Stipends	-	4,083	3,715	-	-	-
500-44-5030	Water and Sewer - Sick Day Buyback	11,266	26,829	1,072	10,000	10,000	-
500-44-5035	Water and Sewer - Benefits	292,483	412,681	437,427	431,505	477,370	45,865
500-44-5205	Water and Sewer - Utilities	124,413	120,818	81,971	130,000	110,000	(20,000)
500-44-5210	Water and Sewer - Vehicle Gas and Oil	1,528	1,796	(9)	65,000	75,000	10,000
500-44-5215	Water and Sewer - Telephone	-	2,858	6,630	9,000	9,000	-
500-44-5220	Water and Sewer - Training, Dues & Publications	1,741	382	1,320	10,000	10,000	-
500-44-5225	Water and Sewer - Supplies	59,017	132,367	224,850	92,500	135,000	42,500
500-44-5235	Water and Sewer - Postage & Printing	33,059	66,204	41,232	60,000	50,000	(10,000)
500-44-5290	Water and Sewer - Other Gen Exp	1,764	41,713	21,617	32,000	32,000	-
500-44-5300	Water and Sewer - Professional Services	164,696	238,674	753,720	200,000	354,863	154,863
500-44-5400	Water and Sewer - Repairs & Maint	401,725	40,400	79,908	300,000	260,000	(40,000)
500-44-5405	Water and Sewer - Copier Maint	12,891	3,184	3,267	12,000	12,000	-
500-44-5500	Water and Sewer - Equipment	2,102	3,400	-	5,000	15,000	10,000
500-44-5505	Water and Sewer - Equipment Lease	19,660	24,696	26,935	23,000	23,000	-
500-44-5600	Water and Sewer - Cost of Water	3,272,948	3,875,039	3,481,891	3,874,252	4,842,815	968,563
500-44-5605	Water and Sewer - Water Chemical Treatment	-	850	660	35,000	35,000	-
500-44-5625	Water and Sewer - Internal Service Fund	94,535	347,534	297,621	289,775	189,780	(99,995)
500-44-5690	Water and Sewer - Interdepartmental Charge	416,050	519,764	596,000	596,000	1,046,915	450,915
500-44-5705	Water and Sewer - Interest Expense	-	7,236	40,665	40,665	127,364	86,699
500-44-5710	Water and Sewer - Bad Debt Expense	100,000	60,000	4,526	-	4,000	4,000
500-5790	Water and Sewer - Bond Issuance Cost	-	676	-	-	-	-
500-44-5800	Water and Sewer - Capital Outlay	-	-	98,566	130,000	170,000	40,000
500-44-5850	Water and Sewer - Depreciation	3,970,958	4,000,612	4,000,000	-	-	-
	Total Water and Sewer Expenditures	9,675,324	10,762,901	11,111,046	7,223,215	8,946,472	1,723,257
Garbage Expenditures							
	Garbage - Professional Services	\$ -	\$ -	\$ -	\$ -	\$ 4,227,678	\$ 4,227,678
	Total Garbage Expenditures	-	-	-	-	4,227,678	4,227,678
	Total Utilities Fund Expenditures	9,675,324	10,762,901	11,111,046	7,223,215	13,174,150	5,950,935
	Revenues less Expenditures	(1,132,489)	(4,168,511)	(4,873,357)	(622,665)	(176,636)	\$ 446,029
	Net Assets Beginning	42,935,196	41,802,707	37,634,196	37,634,196	32,760,839	
	Projected Ending Net Assets	\$ 41,802,707	\$ 37,634,196	\$ 32,760,839	\$ 37,011,531	\$ 32,584,203	

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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
2012 Budget**

Account Number	Account Name	2009 Balance	2010 Balance	2011 Projected	2011 Budget	2012 Budget	Requested Budget Change Amount
Revenues							
550-4125	Public Parking	\$ -	\$ -		\$ 15,695	\$ 15,695	\$ -
550-4210	Commuter Permits	-	119,871	74,308	97,200	97,200	-
550-4815	Retail Rent	-	-	-	36,851	36,851	-
500-4900	Transfers In	10,166,732	137,342	-	-	-	-
	Total Parking Garage Revenues	<u>10,166,732</u>	<u>257,213</u>	<u>74,308</u>	<u>149,746</u>	<u>149,746</u>	<u>-</u>
Expenditures							
550-5205	Utilities	2,651	28,297	39,906	30,000	30,000	-
550-5225	Supplies	-	-	678	2,500	2,500	-
550-5300	Professional Services	-	12,026	155	10,500	10,500	-
550-5400	Repairs & Maintenance	-	9,387	10,887	55,000	55,000	-
550-5625	Internal Service Charges	-	3,707	7,200	3,089	4,482	1,393
550-5850	Depreciation	101,667	210,202	-	-	-	-
	Total Parking Garage Expenditures	<u>104,318</u>	<u>263,619</u>	<u>58,826</u>	<u>101,089</u>	<u>102,482</u>	<u>1,393</u>
	Revenues less Expenditures	10,062,414	(6,406)	15,482	48,657	47,264	<u>\$ (1,393)</u>
	Net Assets Beginning	<u>-</u>	<u>-</u>	<u>(6,406)</u>	<u>(6,406)</u>	<u>9,076</u>	
	Projected Ending Net Assets	<u>\$ 10,062,414</u>	<u>\$ (6,406)</u>	<u>\$ 9,076</u>	<u>\$ 42,251</u>	<u>\$ 56,340</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
2012 Budget**

Account Number	Account Name	2009 Balance	2010 Balance	2011 Projected	2011 Budget	2012 Budget	Requested Budget Change Amount
Revenues							
600-4250	Reimbursements	\$ 577,002	\$ 206,514	\$ 44,866	\$ -	\$ -	\$ -
600-4302	Interfund Charges	2,069,115	3,741,668	2,984,292	3,191,192	3,474,283	283,091
600-4800	Interest Income	299	-	-	-	-	-
600-4900	Transfer from other funds	<u>1,250,000</u>	<u>1,000,000</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
	Total Revenues	<u>3,896,416</u>	<u>4,948,182</u>	<u>3,029,158</u>	<u>3,191,192</u>	<u>3,474,283</u>	<u>283,091</u>
Expenditures							
600-5630	Premiums - Liability Insurance	\$ 260,584	\$ 249,653	\$ 263,773	\$ 285,000	\$ 265,000	\$ (20,000)
600-5635	Premiums - Boiler Coverage	11,856	10,980	-	12,000	-	(12,000)
600-5640	Premiums - Property Insurance	168,408	223,180	139,967	225,000	150,000	(75,000)
600-5645	Premiums - Workmen's Compensation	172,919	183,060	182,014	185,000	185,000	-
600-5650	Claims - General Liability	1,675,705	904,426	787,142	650,000	500,000	(150,000)
600-5655	Claims - Workmen's Compensation	<u>1,833,718</u>	<u>1,023,736</u>	<u>1,646,458</u>	<u>1,500,000</u>	<u>2,000,000</u>	<u>500,000</u>
	Total Expenditures	<u>4,123,190</u>	<u>2,595,035</u>	<u>3,019,354</u>	<u>2,857,000</u>	<u>3,100,000</u>	<u>243,000</u>
	Revenues less Expenditures	(226,774)	2,353,147	9,804	334,192	374,283	<u>\$ 40,091</u>
	Net Assets (Deficit) Beginning	<u>(2,729,858)</u>	<u>(2,729,859)</u>	<u>(376,712)</u>	<u>(376,712)</u>	<u>(366,908)</u>	
	Projected Ending Net Assets (Deficit)	<u>\$ (2,956,632)</u>	<u>\$ (376,712)</u>	<u>\$ (366,908)</u>	<u>\$ (42,520)</u>	<u>\$ 7,375</u>	

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Appendix A: Glossary

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

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

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

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

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

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

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

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

Interfund Transfers – Amounts transferred from one fund to another.

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

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Appendix A: Glossary

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

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

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

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

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

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

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

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

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

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Appendix A: Glossary

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

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

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

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

Tax Base – The total value of all real and personal property in the City as of January 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.