



City of Berwyn

City Council Meeting

February 22, 2011

BERWYN CITY COUNCIL MEETING
FEBRUARY 22, 2011

DEAR ATTENDEE.....THE MAYOR AND CITY COUNCIL WELCOME YOU. PLEASE KEEP IN MIND THAT THIS IS A MEETING OF THE MAYOR AND COUNCIL MEMBERS AS OPPOSED TO A PUBLIC HEARING WHERE ATTENDEES ARE ENCOURAGED TO PARTICIPATE. UNLESS INVITED BY THE MAYOR TO SPEAK, YOU ARE REQUESTED NOT TO INTERRUPT. IF YOU ARE RECOGNIZED BY THE MAYOR, PLEASE PREFACE YOUR REMARKS BY STATING YOUR NAME AND ADDRESS FOR THE RECORD. THANK YOU.

ROBERT J. LOVERO
MAYOR

THOMAS J. PAVLIK
CITY CLERK

AGENDA

ROLL CALL

- (A) PLEDGE OF ALLEGIANCE - MOMENT OF SILENCE
- (B) OPEN FORUM - (TOPIC MUST NOT BE ON THE AGENDA)
- (C) PRESENTATION OF PREVIOUS MEETINGS MINUTES FOR APPROVAL
 - 1. REG MIN 2/8/11-COW 2/8/11
- (D) BID OPENING - TABULATIONS
- (E) BERWYN DEVELOPMENT CORP.-BERWYN TOWNSHIP/HEALTH DISTRICT
 - 1. 2011 SEASONAL PLANTING & UPKEEP-CONTRACT AWARD
- (F) REPORTS AND COMMUNICATIONS FROM THE MAYOR
 - 1. PROC-CHRISTIAN W. FLASZA-EAGLE SCOUT AWARD
- (G) REPORTS AND COMMUNICATIONS FROM THE CITY CLERK
- (H) COMMUNICATIONS FROM (ZONING) BOARD OF APPEALS
- (I) REPORTS AND COMMUNICATIONS FROM ALDERMEN, COMMITTEES OTHER BOARDS AND COMMISSIONS
 - 1. SANTOY CUYLER/NBPD/KaBOOM!
 - 2. SMALL BUSINESS UTILZATION PROGRAM
 - 3. SKRYD-LEFT TURN ARROW SIGNAL LOCATED AT OGDEN & RIDGELAND FOR EAST BOUND TRAFFIC
 - 4. SKRYD- SOUTH BOUND HARLEM AVE SIGNAGE PLACEMENT ON W. BOUND 26TH ST
 - 5. SKRYD- 8K RUN FOR FUN
 - 6. F&P COMM-PROMOTE J. O'HALLORAN & R. ORTIZ TO SERGEANT
- (J) STAFF REPORTS
 - 1. CITY ATTNY-ORD ESTABLISHING A FEE FOR BAIL BOND ADMINISTRATION
 - 2. CITY ADM-BPL-ELEVATOR REPLACEMENT ENGINEERING SERVICE CONTRACT
 - 3. FINANCE DIR-2011 APPROPRIATION ORDINANCE
 - 4. FINANCE DIR-AMERICAN EXPRESS COMMERCIAL ACCOUNT PROGRAM
 - 5. ASST FIRE CHIEF-ASBESTOS INSPECTION FOR 6619 16TH ST,GARAGE, & 1539 CLARENCE
 - 6. CITY ENGINEER-LIBRARY AIR CONDITIONING CHILLER REPLACEMENT
 - 7. TRAFFIC ENG-ADDITIONAL PRKNG SIGNAGE-VACIN FAIRWAY & CERMAK RD PROJ.

8. TRAFFIC ENG-BUS. RESERVED PERMIT PRKNG-UPDATE ORD 480.05, 480.07 & 484.03
9. TRAFFIC ENG-PRKNG REVISIONS FOR OAK PK AVE-UPDATE ORD 484.08A & 480.08
10. BPD-COMMANDER-EMERGENCY NOTIFICATION SYSTEM

(K) **CONSENT AGENDA:** ALL ITEMS ON THE CONSENT AGENDA ARE CONSIDERED TO BE ROUTINE IN NATURE AND WILL BE ENACTED IN ONE MOTION. THERE WILL BE NO SEPARATE DISCUSSION OF THESE ITEMS UNLESS A COUNCIL MEMBER SO REQUESTS. IN WHICH EVENT THE ITEM WILL BE REMOVED FROM THE CONSENT AGENDA AND CONSIDERED AS THE FIRST ITEM AFTER APPROVAL OF THE CONSENT AGENDA

1. BUDGET CHAIR-PAYROLL-2/16/11-\$1,726,273.69
2. BUDGET CHAIR -PAYABLES-2/22/11-\$1,142,615.17
3. BOYAJIAN-HANDICAP SIGN-C. GARANT-3615 ELMWOOD-APPROVE
4. POLASHEK-HANDICAP SIGN-G. ALVAREZ-1834 GUNDERSON-DENY
5. POLASHEK-HANDICAP SIGN-S. MORENO-1626 SCOVILLE-DENY
6. SKRYD-HANDICAP SIGN-D. MARTELL -2509 ELMWOOD-APPROVE

ITEMS SUBMITTED ON TIME 25



THOMAS J. PAVLIK - CITY CLERK



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- A Pledge of Allegiance-Moment of Silence**
 - B. Open Forum**
(Topic Must Not Be on The Agenda)



**C. Presentation of Previous
Meeting Minutes for Approval**



ROBERT J. LOVERO
MAYOR

THOMAS J. PAVLIK
CITY CLERK

MINUTES
BERWYN CITY COUNCIL
FEBRUARY 8, 2011

1. The regular meeting of the Berwyn City Council was called to order by Mayor Lovero at 8:00 p.m. Upon the call of the roll, the following responded present: Chapman, Boyajian, Paul, Skryd, Santoy, Polashek Avila, Laureto.
2. The Pledge of Allegiance was recited and a moment of silence was observed the deceased Milan Saibil Father-in-law of Police Chief James Ritz, the deceased Mary Cosentino, former Berwyn employee, and for the men and women on the streets of Berwyn protecting our safety.
3. The Open Forum portion of the meeting was announced. The Mayor spoke regarding the recent snow storm and wanted to publicly thank the Public Works Director, Bob Schiller, public works crew and wanted all to know that the city followed the NIMS Incident Command procedures headed by Fire Chief Denis O'Halloran, Police Commanders Cimaglia and Paolucci and included some 171 employees who came in voluntarily and assisted in the snow emergency, assistance was also provided by the Berwyn Park District, North Berwyn Park District, School Districts 201, 100, and 98. The Mayor wanted to thank the residences for their patience with the snow removal. The Mayor also noted that the city was awarded a certificate of achievement from GFOA (Government Finance Officers Association) recognizing John Wysocki and the City of Berwyn's Finance Department for excellence in financial reporting for the year ending December 31, 2009. Resident Sandi VanGoethem thanked all the volunteers, neighbors, and city employees who responded to the emergency of a deceased neighbor in the height of the storm and also expressed thanks from family members of the deceased. Alderman Skryd wished birthday wishes to Alderman Chapman on her upcoming birthday. Alderman Chapman accepted and wished City Administrator Brian Pabst and Clerk Pavlik birthday wishes.
4. The minutes of the regular Berwyn City Council meeting, and the Committee of the Whole, for January 25, 2011 were submitted. Thereafter, Skryd made a motion, seconded by Boyajian to concur and approve as submitted. The motion carried by a voice vote.

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5. The Berwyn Development Corporation submitted a communication for Bid openings of the 2011 Seasonal Planting and Upkeep. Thereafter, Chapman made a motion, seconded by Avila to concur and authorize the corporate authorities and any interested parties to adjourn to the conference room to open, tabulate and return same for reading. The motion carried by a voice vote.
6. Chapman made a motion, seconded by Boyajian, to suspend the rules and bring forth item J-5. The motion carried. Item J-5 is a communication from the Finance Director submitting the 2010 draft Budget and requesting a public hearing be held regarding the matter on Tuesday, February 22, 2011 at 5:45 p.m. Thereafter, Chapman made a motion, seconded by Boyajian, to authorize the public hearing and to defer and refer the 2011 Budget to the Public Hearing on February 22, 2011, and the City Council meeting of February 22, 2011. The motion carried by a voice vote.
7. The Berwyn Development Corporation submitted a communication regarding the 2011 Integrated City Marketing Program. The Mayor recognized Anthony Griffin, Director of the Berwyn Development Corporation who reviewed same. Thereafter, Skryd made a motion, seconded by Chapman, to concur and approve as submitted in an amount not to exceed \$100,000. The motion carried by a unanimous roll call vote.
8. The Berwyn Development Corporation submitted a request for approval of their 2011 Annual Event dates. Anthony Griffin of the Berwyn Development Corporation noted that the Great American Mutt Show is tentatively scheduled to move to the Depot District on Stanley and Grove and also the Roosevelt Road Summer Street Fair is tentative and is to be determined due to the construction of the streetscape. Thereafter, Chapman made a motion, seconded by Boyajian to concur and approve as submitted. The motion carried by a voice vote.
9. The Mayor submitted a Proclamation declaring a Disaster for the storm damage that occurred during the week of February 1, 2011, due to the blizzard. Thereafter, Skryd made a motion, seconded by Avila, to concur and **adopt** the Proclamation as presented and to authorize the corporate authorities to affix their signatures thereto. The motion carried by a unanimous roll call vote.
10. The Mayor submitted a Proclamation honoring Edward Karasek on his 90th Birthday. Thereafter, the Clerk read the proclamation into record and the Mayor presented Edward Karasek the proclamation and extended best wishes for continued success in all of his endeavors. Thereafter, Avila

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made a motion, seconded by Skryd, to concur and **adopt** the proclamation as submitted. The motion carried by a voice vote.

11. The City Clerk submitted a communication requesting approval of closed Committee of the Whole minutes of December 28, 2010. Thereafter, Skryd made a motion, seconded by Polashek, to concur and approve as submitted. The motion carried by a voice vote.
12. The City Clerk submitted a communication along with an ordinance entitled:
AN ORDINANCE APPROVING THE EDITING AND INCLUSION OF CERTAIN ORDINANCES AS PARTS OF THE VARIOUS COMPONENT CODES OF THE CODIFIED ORDINANCES; AND REPEALING ORDINANCES AND RESOLUTIONS IN CONFLICT THEREWITH
Thereafter, Chapman made a motion, seconded by Boyajian, to concur and **adopt** the ordinance as presented and to authorize the corporate authorities to affix their signatures thereto. The motion carried by a unanimous roll call vote.
13. The City Attorney submitted a communication requesting the authorization to settle Case No. 10WC06473 in the amount of \$3,675.65. Thereafter, Skryd made a motion, seconded by Chapman, to concur and approve for payment. The motion carried by a unanimous roll call vote.
14. The City Attorney submitted a communication requesting the authorization to settle Case No. 09WC021397 in the amount of \$71,474.02. Thereafter, Chapman made a motion, seconded by Skryd, to concur and approve for payment. The motion carried by a unanimous roll call vote.
15. The City Administrator submitted a communication regarding the Cermak Road Architectural and Historical Survey. Thereafter, Skryd made a motion, seconded by Chapman, to accept the matter as Informational. The motion carried by a voice vote.
16. The Police Chief submitted a communication requesting two (2) promotions to Police Sergeant to fill vacancies created by retirement. Thereafter, Chapman made a motion, seconded by Boyajian, to concur in the promotion of two (2) officers from the current City of Berwyn Police Department's Sergeant Eligibility List. The motion carried by a unanimous roll call vote.
17. The Consent Agenda K-1 through K-6 was submitted:
K-1-Budget Chair, payroll for February 2, 2011, \$995,751.96.
K-2-Budget Chair, payables for February 28, 2011, \$8,026,690.71.

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K-3-Building Director, building permits Issued January, 2011.

K-4-Licensing & Collections, business permits issued January, 2011.

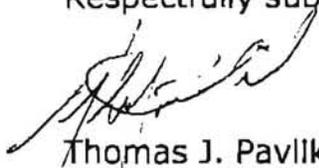
K-5-Avila, handicap sign, R. Gullo, 6953 W. Riverside Dr., **Approve**

K-6-Chapman, handicap sign, D. Didiana, 3308 Kenilworth, **Approve**

Thereafter, Avila made a motion, seconded by Skryd, to concur and approve by Omnibus Vote Designation. The motion carried by a voice vote.

18. During a brief recess, while awaiting return of bid proposals, Alderman Skryd announces that she is hosting a Board of Review, Tax Appeals on Wednesday, February 9, 2011 at 7:00 p.m. at the Berwyn Police Department, Community Room.
19. The bid tabulation for Seasonal Planting and Upkeep was returned for reading. Bids were received from Beary, \$60,356, T.L.C. Group, \$74,999.97, Acres Group, \$41,183.96, McAdam Landscaping, \$38,759.28, Landscape Concept Management, \$42,842.90, City Escape Garden, \$37,489, Kinsella Landscape Inc, \$59,977.29, Christy Webber Landscape, \$55,394.80, KGI Landscaping, \$94,576, Yuritzky RC Landscaping Inc., \$91,591, Brancato Landscaping Inc., \$43,026, Yuritzky #2 \$56,711.72, Medina, \$67,291.51. Thereafter, Boyajian made a motion, seconded by Chapman, to refer the bids to the Berwyn Development Corporation and the Public Works Department. The motion carried by a voice vote.
20. There being no further business to come before the meeting, same was, after a motion by Laureto, seconded by Avila, to adjourn at the hour of 8:30 p.m. The motion carried by a voice vote.

Respectfully submitted,



Thomas J. Pavlik, CMC
City Clerk

COMMITTEE OF THE WHOLE
FEBRUARY 8, 2011

1. The Committee of the Whole was called to order by Mayor Lovero at 6:05 p.m. Upon the call of the roll, the following responded present: Chapman, Boyajian, Paul, Polashek, Laureto. Absent: Skryd, Santoy, Avila.
2. Boyajian made a motion, seconded by Polashek, to excuse Aldermen Skryd, Santoy, and Avila. The motion carried by a voice vote.

3. Cermak Road Architectural and Historical Survey Presentation-The Mayor referred to Brian Pabst, member of the Cermak Road Preservation Steering Committee, who spoke regarding the Steering Committee's choice of Lakota Group for the analysis of Cermak Road from a Historical Preservation standpoint and introduced Nick Kalogeresis of the Lakota Group who gave a power point presentation, see copy, noting that Lakota partnered with Harboe Architects.

Alderman Santoy present at 6:17 p.m.

Alderman Skryd present at 6:19 p.m.

Kalogeresis noted the Survey Project Purpose was to:

- Conduct Preservation Planning for Cermak Road
1. Identify and document important Cermak Road historic resources
 2. Buildings eligible for listing in the National Register of Historic Places individually or as a district
 3. Eligibility for listing as a Berwyn landmark or as part of a local district
 - Encourage historic preservation-based on economic development
 - Funding was provided by Certified Local Government Grant of \$10,000
 - Survey Data included
 1. General Building Information
 2. Architectural Description
 3. Significance Evaluation
 4. Archival Information
 5. Photographs
 - Significant Evaluation included:
 1. Significant Level I (National Register of Historic Places)
 2. Significant Level II (City of Berwyn Landmark Eligible)
 3. Contributing
 4. Non-Contributing-Additional Investigation Needed
 5. Non-Contributing- No Merit
 - Eligibility Criteria included
 1. Existence in the National Register of Historic Places
 2. Site of a historic event important to Berwyn
 3. Significant person or persons associated with Berwyn's heritage

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4. Significant architectural type, style or engineering specimen
5. Significant builder, architect, engineer or landscape architect
- They researched over 155 buildings with the Projected Conclusion by Significance
 1. Significant Level I, 14 buildings
 2. Significant Level II, 12 buildings
 3. Contributing, 69 buildings
 4. Non-Contributing, Level I, 27 buildings
 5. Non-Contributing, Level II, 33 buildings
- Survey Conclusions
 1. Seek National Register listing for Significant I properties
 2. Seek City Landmark designations for Significant I and II properties
 3. Consider Multiple Property National Register Nomination for banks and apartment blocks
 4. Explore National Register District with the IHPA
 5. Investigate Non-Contributing I properties
 6. Develop design guidelines
 7. Conduct additional archival research
 8. Keep survey updated

After the presentation:

- Alderman Santoy questioned page 225 of the Comprehensive Report regarding the Marik Funeral Home and it originally being listed as a Non-Contributing building, answer, It was a mistake in the draft and suggested seeing the supplement pages where it has Significant Status.
- Alderman Paul questioned page 223 from the Comprehensive Report regarding 6500 Cermak Road and its significance, answer, It has a Significant I level

The Mayor then questioned if the committee had a chance to review all the pages of the Comprehensive Report. Brian Pabst answered yes and a general consensus was had on all of the properties listed.

The Mayor then questioned if the next step would be to design guidelines for the district. Mr. Kalogeresis answered, yes, these guidelines would be strictly voluntary, but also may be used as an educational tool to work with the property owners in making them aware of the grant dollars available to rehab their properties and or restore.

The Mayor questioned if the Committee will meet again to come back with recommendations. Pabst answered, the committee can meet to go forward with recommendations but at this time the City Council needs to accept the matter as informational.

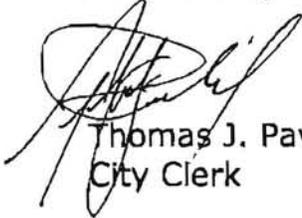
Alderman Paul questioned if this was just an external survey of the properties, answer, they did not go into properties however, they did

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inspect the exterior front, back, and rear quite extensively and noted more research needs to be done regarding architects, significant occupants etc. or any other significant history related to these buildings and or properties. The Mayor thanked the Committee for all their hard work.

4. The Mayor stated that there was no other business to be discussed for the open Committee of the Whole and asked for a motion to go into closed for pending litigation. Thereafter, Avila made a motion, seconded by Skryd, to close the Committee of the Whole at 6:53 p.m. The motion carried by a voice vote.
5. Avila made a motion, seconded by Boyajian, to reopen the Committee of the Whole at 7:17 p.m. The motion carried by a voice vote.
6. Boyajian made a motion, seconded by Chapman, to adjourn the Committee of the Whole at 7:17 p.m. The motion carried by a voice vote.

Respectfully submitted,



Thomas J. Pavlik, CMC
City Clerk



D. Bid Openings Tabulations



**E. Berwyn Development Corp. –
Berwyn Township/Health District**

February 21st, 2011

**Mayor Robert J. Lovero and
Members of the Berwyn City Council
Berwyn City Hall
6700 West 26th Street
Berwyn, IL 60402**

Re: 2011 Seasonal Planting and Upkeep – Contract Award

Dear Mayor and Members of the City Council,

In accordance with the RFP that was issued at the January 11th City Council Meeting, the contract for the 2011 Seasonal Planting and Upkeep contract is to be awarded at this City Council Meeting.

After reviewing the thirteen submitted bids, the Berwyn Development Corporation is submitting the attached audited bid tab.

After auditing the bids, checking references and verifying equipment, it is the recommendation of the Berwyn Development Corporation to select McAdam Landscaping at a bid price of \$38,759.28.

Upon your approval, Public Works will work with the selected company to perform the install and ongoing upkeep as detailed in the RFP.

Respectfully submitted for your consideration,



Evan K. Summers
Project Manager

**2011 Seasonal Planting & Upkeep
City of Berwyn, IL
Tuesday, February 08, 2011**

<u>Name</u>	<u>Address</u>	<u>Amount</u>
Beary	15001 159th St. Lockport, IL 60441	\$ 60,356.00
T.L.C. Group	P.O. Box 127 Clarendon Hills, IL 60514	\$ 74,999.97
Acres Group	610 W. Liberty St. Wauconda, IL 60084	\$ 41,483.96 <i>*Corrected from \$41,183.96</i>
McAdam Landscaping	2001 DesPlaines Ave Forest Park, IL 60130	\$ 38,759.28
Landscape Concept Mgmt	31748 N. Alleghany Rd. Grayslake, IL 60030	\$ 42,843.90
City Escape Garden	3022 W. Lake St. Chicago, IL 60612	\$ 37,489.00
Kinsella Landscape Inc	13821 Harrison St. Blue Island, IL 60406	\$ 59,927.00 <i>*Corrected from \$59,977.29</i>
Christy Webber Landscape	2900 W. Ferdinand Chicago, IL 60612	\$ 55,394.80
KGI Landscaping	P.O. Box 265 Skokie, IL 60076	\$ 94,576.00
Yuritz RC Landscaping	7030 W. Pershing Rd. Berwyn, IL 60402	\$ 91,591.00
Brancato Landscaping Inc.	P.O. Box 481088 Niles, IL 60714	\$ 41,166.00 <i>*Corrected from \$43,026.00</i>
Yuritz #2	7916 W. 45th Pl Lyons, IL 60534	\$ 56,711.72 <i>numerous pricing errors</i>
Medina Landscaping	3610 N Cicero Ave Chicago, IL 60641	\$ 67,291.51



**F. Reports and Communications
From The Mayor**

The City of Berwyn



Robert J. Lovero

Mayor

FA

A Century of Progress with Pride

8700 West 28th Street Berwyn, Illinois 60402-0701 Telephone: (708) 788-2860 Fax: (708) 788-2867

www.berwyn-il.gov

PROCLAMATION

WHEREAS, The Scouts, Leaders and Committee Members of Boy Scout Troop 24 take great pleasure in announcing that having completed the requirements for, and having been examined by an Eagle Scout Board of Review, Christian William Flaszka was found worthy of the rank of Eagle Scout;

WHEREAS, Christian has earned 29 merit badges and served his troop in a variety of leadership roles. His Eagle Scout Service Project consisted of a major service project, construction of an herbal garden for the Save the Prairie Society at the 1850's Franzosenbusch Prairie House Nature Center and Museum in Westchester, Illinois;

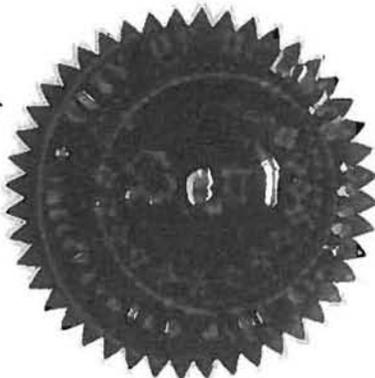
WHEREAS, Christian, a resident of Berwyn and a freshman at Morton College has previously received a black belt in Taekwondo, plays drums and received the Louis Armstrong Jazz Award and the President's Award from St. Joseph High School in Westchester, Illinois;

WHEREAS, In honor of this achievement on Saturday, March 6, 2011, the Eagle Scout Court of Honor will be presenting Christian William Flaszka Scouting's highest honor, the Eagle Scout;

NOW, THEREFORE, let it be proclaimed, that Mayor Robert J. Lovero and members of the Berwyn City Council congratulate Christian William Flaszka on achieving the highest level of Eagle Scout, and declare Saturday, March 6, 2011 as Christian William Flaszka day.

Entered upon the records of the City of Berwyn this 22nd day of February, 2011

Robert J. Lovero, Mayor



Thomas J. Pavlik, City Clerk



**G. Reports and Communication From
The City Clerk**



**H. Communications From (Zoning)
Board of Appeals**



**I. Reports and Communications From
Aldermen, Committees other Boards
and Commissions**

The City of Berwyn



Cesar A. Santoy
5th Ward Alderman

A Century of Progress with Pride

6700 West 26th Street Berwyn, Illinois 60402-0701 Telephone: (708) 749-6405 Fax: (708) 788-2675
www.berwyn-il.gov
5thward@berwyn-il.gov

February 17, 2011

Hon. Robert J. Lovero, Mayor
Alderman of the Berwyn City Council
6700 W 26th St.
Berwyn, IL 60402

Re: Cuyler Park / North Berwyn Park District / KaBOOM!

Ladies and Gentlemen:

I'd like to take this opportunity to inform the City Council of a potential grant opportunity for Cuyler Park (also known as Brocato Park) and the North Berwyn Park District and to request your approval to allow Mayor Robert J. Lovero to execute the attached Letter of Permission.

Taken from KaBOOM!'s website: *"KaBOOM! is a national non-profit dedicated to saving play for America's children. Our mission is to create great playspaces through the participation and leadership of communities. Ultimately, we envision a place to play within walking distance of every child in America."* See the attached pdfs for more information pertinent to Cuyler Park and visit www.kaboom.org for additional information

KaBOOM! matches corporate sponsors with community partners for the purpose of building playgrounds in urban areas. In this case, the North Berwyn Park District is the applicant and if selected would be responsible for the maintenance of the playground including site preparation, fundraising and volunteer recruitment. Being that the City of Berwyn is the landowner, KaBOOM! requires potential recipients to secure the approvals for land use prior to award announcements.

This opportunity would be implemented at no cost to the City of Berwyn and would complement and enhance future plans for the ownership and development of Cuyler Park and adjacent public parcels. I have worked on two KaBOOM! builds recently and the process is energetic & engaging and the results are positive & enduring.

It is my request that City Council authorize the Mayor to sign the attached Letter of Permission allowing the North Berwyn Park District to build a playground at Cuyler Park.

Sincerely,

Cesar A. Santoy
5th Ward Alderman

Encl: KaBOOM! Conference Call Summary, Promotional Brochures
Cc: NBPD Executive Director and Board of Commissioners



it starts with a
playground

KaBOOM! Community Build Commitment Summary

Date:1/12/2011

On the Call:

Main POC on app - Joseph Vallez, Executive Director

2nd POC on app - Nancy Woods, Admin Supervisor

Facilities Rep - Joseph Vallez

Community Reps/Parents: Alderman Cesar Santoy, Felipe Suarez, Cheryl Jessogne - parent

Anyone else will include park district Commissioners: Ann Mackin, Ralph Avila, Jeanmarle Hajer

Community Partner Responsibilities

Primary Contact (on site contact that would be accessible to the Project Manager and on every planning call)- Joseph Vallez, Executive Director

Secondary Contact (would be up to date on project)- Nancy Woods, Administrative Supervisor

Construction Co-Chair/Facilities Contact – Joseph Vallez, Executive Director

Fundraised amount due 30 days before the Build Day: \$8500

The potential Community Partner would have 150 volunteers for build day.

Could the Community Partner provide 15 volunteers for prep day one and two? (Including several that would be able to lift heavy objects and cut wood.) YES

Most KaBOOM! Build Days take place during the week. Do you believe you could still recruit your volunteers if your build took place during the week? YES

Does the potential Community Partner understand the Corporate Sponsorship Policy of KaBOOM!?
YES

Will the Community Partner form a planning committee of 12-15 adults that would have weekly planning calls with the Project Manager and help lead the planning for this build? (must constitute at least 50% parents) Yes, The Park District has an organized park volunteer program, have done volunteers for Earth Day and other events. They collaborate with the schools and the neighboring park districts. The Parks District also has the support of the local Alderman and community members in the neighborhood that want to get involved in the creation of a new park.

SITE DETAILS:

Who owns the land? City of Berwyn

Does the site need a permit to be obtained at least 2 weeks before the Build Day?

No permits needed.

What are the exact dimensions of the proposed playground area?

45 x 121.

Where would the volunteers store and assemble the equipment and side projects?

The equipment would need to get stored in a storage unit (Parks District has one) and the assembly could happen on the street (blocked off for the Prep Days and Build Day).

What is the history of the site (i.e. house used to be on site, etc.)? The site is a playground and spray-ground. Both installations will be removed and the pipes excavated 2 weeks before Build Day.

The playground from 1998 and needs to be replaced.

What, if any, are the obstacles on site (i.e. underground sprinklers, trees, etc.)?

The area is fenced in and there are a number of trees on site. The sprayground seems to be the biggest installation that needs to be removed along with the underground piping.

Where would water and electricity be accessed for the Build Day?

Yes, the pool facility has both water and electrical access.

The Community Partner would be responsible for completing the site preparation at least 2 weeks before the Build Day resulting in a flat dirt surface. Who would be responsible for this?

Joseph Vallez, Executive Director, would oversee this work and is confident this can be done by the June 3rd Build Day.

Would any current equipment be removed? Yes, see above.

Who would do site prep? The Parks District can do most of the site prep work on their own with their own equipment but can also contract out any work as needed.

If selected would you be willing to complete utility and soil tests immediately? (Knowing that if there are high levels of lead and arsenic the potential Community Partner would be responsible for remediation) Yes

What, if any, specific requirements does your city, district, or organization have for a playground?

No requirements out of the norm. Equipment from Playworld Systems is fine.

In following the Federal Law mandating every playground has an accessible pathway leading to it, is the Community Partner willing to make sure this happens at their playground site? YES

Are there other playgrounds in the area?

There aren't any other playgrounds within walking distance. Oak park is the closest but it is not very close.

How close? Who uses them (public or private)?

Public.

DESIGN AND BUILD LOGISTICS:

Does the potential Community Partner agree to having 20-30 parents/adults and 20-30 children for a Design Day that would happen during the week? (children for the first hour, adults the entire 3 hours, and the key decision makers for a site walk through before, potential Community Partner would need to provide childcare) YES

The potential Community Partner agrees to: EACH ITEM LISTED BELOW

- **Using Playworld Systems Inc. as the vendor YES**
- **Using Engineered Wood Fiber as the only safety surfacing YES**
- **Having a KaBOOM! standard permanent sign on site with the Funding Partner Logo YES**
- **Having parents and community members involved on the planning committee and throughout the planning and build process YES**
- **Providing food, water and bathrooms for 200+ volunteers on the prep and build days YES**
- **Having a recycling dumpster and trash dumpster at the build site for the prep and build days YES**
- **Supplying the necessary tools for the build day (as found on the KaBOOM! Summary) YES**
- **Keeping the atmosphere fun and enjoyable throughout the build day with music YES**
- **Incorporating Service Learning for the children that will be using the playground YES**
 - **What children will be part of the Service Learning Curriculum?** Parks District's program-enrolled kids.
 - **What adult will be responsible for the Service Learning?** The Parks District will have to recruit someone.

Garden Project:

Location for Garden: This is to be determined. The Parks District will go out to the site to determine the final location of the playground and the garden next week.

Garden Co-Chair: The Parks District already has a garden program and it should not be difficult to recruit someone to lead the Garden Team.

Kids involvement through garden learning activities: Yes, need to determine how this will play out but they are committed to getting the kids involved.

WRAP UP/ NEXT STEPS:

What is the complete contract approval process for the potential Community Partner?

Send it for legal review takes 7-10 days to get it reviewed. It's already been sent, goes also to park district attorney.

How long will it take?

7-10s

Who would sign a final Letter of Agreement if selected? (Name and Title)

Park District Board President.

Draft Letter of Agreement Approval Deadline/Letter of Intent due date:

January 24th.

KaBOOM!-led Builds

Each year, KaBOOM! leads a number of playground builds across the country using our time-tested community-build model.

These done-in-a-day playgrounds, ice rinks and skateparks are dramatic, inspirational events that people come back for again and again.

The community-build process kicks off with Design Day where local children help design the new playspace. After Design Day, the planning period begins. Each week a KaBOOM! Project Manager works with the planning committee to help them organize logistics for the day of the build. This eight to ten week planning period culminates in Build Day, in which 150 to 500 community and corporate volunteers work side by side to build a playground, ice rink or skatepark or refurbish a sports field...all in one day!

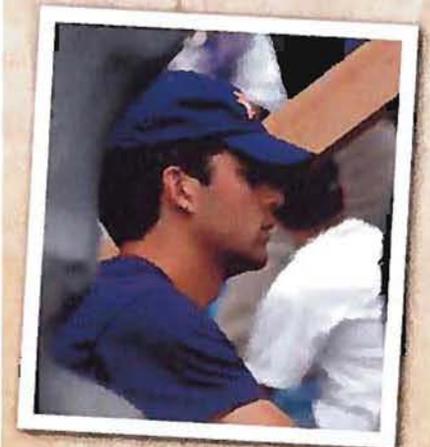
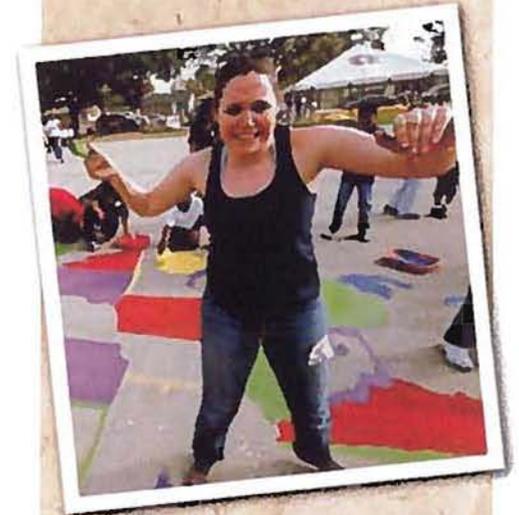
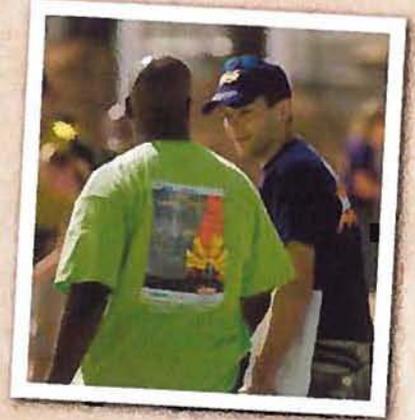
These KaBOOM!-led projects are proven models of how building a playground can strengthen people's faith in themselves and in their communities. Not only is a space transformed, but the people who made it possible also change because of the experience and walk away knowing they can make a difference!



Sample Playground Design

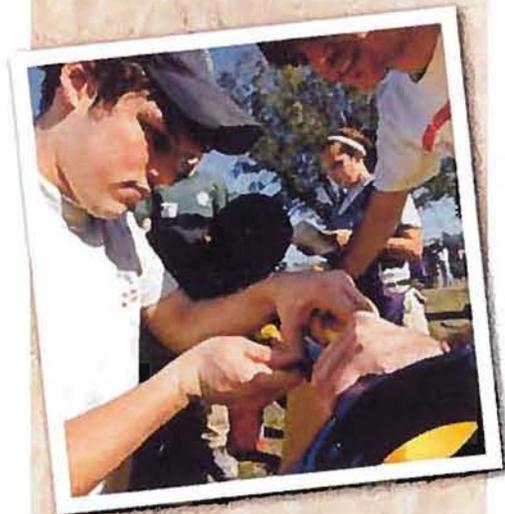
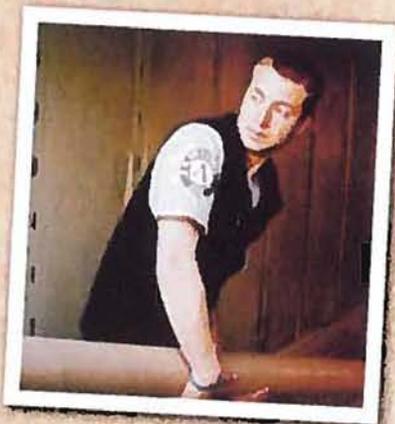


it starts with a
playground.





it starts with a
playground.



Here's a snapshot of a typical Build Day:

7:30 a.m. - Volunteers are welcomed to the build site by excited Build Captains donning purple and orange KaBOOM! gear. They distribute group assignments and direct volunteers to the breakfast area where they can all gather and meet before the day gets started.

8:30 a.m. - The official Build Day kick-off begins! The KaBOOM! Project Managers, community leaders and Build Captains speak on the background of the project and the safety issues for the day. They then lead the group in rounds of cheers and warm-up exercises. The Cupid Shuffle is one of our favorite ways to get the blood flowing!

10:00 a.m. - At this point in the day, everyone is hard at work. Take a walk around the site and you'll find volunteers shoveling mulch to provide a safe ground surface for the playground, or constructing rockblocks on which the children will climb, or painting mural pieces to bring some color to the playground.

12:00 p.m. - At lunchtime, volunteers eat in rotating groups. This allows all our volunteers to take a break and eat a well-deserved, hearty meal. This system also allows the building process to stay on track, as there is never a moment when the build site is empty.

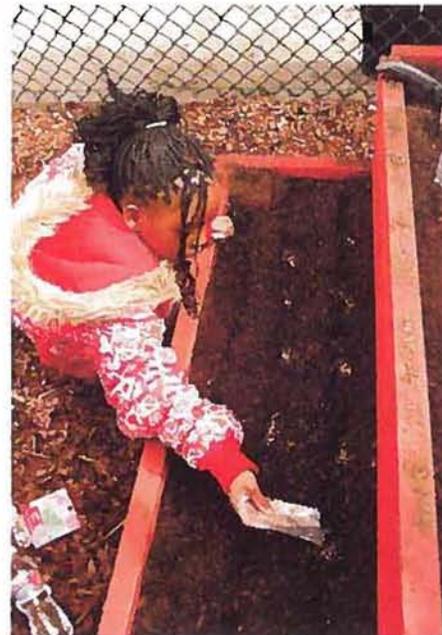
1:30 p.m. - The playground is almost complete! Volunteers who have completed their assignments help others who aren't quite done yet or begin to clear the site of trash and debris, making way for the fantastic ribbon-cutting ceremony to follow!

2:30 p.m. - Celebration! After about six hours of hard work, the playground is complete. The volunteers and community members gather to celebrate this wonderful accomplishment of strengthening their community by building a great new place to play!

Farmers' Gardens

Healthy Eating + Active Kids

KaBOOM! is excited to partner with communities to support healthy lifestyles for children in two important ways: building great, safe places for kids to play; and growing and harvesting fresh fruits, vegetables and herbs.



Farmers' Gardens

- Will be next to the playground or accessible from the playground via a walking path
- Will grow vegetables, fruits and herbs
- Will be community-driven and site-specific, with a focus on native plants growing in their hardiness zones
- Will incorporate service learning to engage children in the creation and maintenance of the garden: these activities should take place at least every two weeks during project planning. Examples include having children plant and tend seeds; teaching children to compost; and designing the garden with input from the kids based on what they've learned about plants in their local climate
- Will include at least two raised, accessible planters and will be reachable by an ADA accessible path





Garden Maintenance

- Community groups will need to create a maintenance plan for the garden tailored to the unique needs of the site.
- The maintenance plan must address who will take the lead in garden upkeep and how often community members will spend time maintaining the garden.
- Ongoing garden activities such as weeding, planting, winterizing and harvesting should engage children in the different aspects of caring for gardens.
- For the six months following the build, groups should submit photographs and progress reports on childrens ' involvement in gardening to KaBOOM!
- There is an opportunity to win another grant for garden maintenance based on progress reports after six months.



KaBOOM! is dedicated to saving play for our nation 's children. Our community-built playgrounds foster healthy families by creating safe spaces for outdoor activity. We recognize that active, moving kids need healthy nourishment to combat childhood obesity. Farmers ' gardens will let kids get their hands dirty as they learn about the fundamentals of food cultivation: they can have fun, learn through their experience, and eat healthy all at the same time!




The City of Berwyn



Cesar A. Santoy
5th Ward Alderman

A Century of Progress with Pride

6700 West 26th Street Berwyn, Illinois 60402-0701 Telephone: (708) 749-6405 Fax: (708) 788-2675
www.berwyn-il.gov
5thward@berwyn-il.gov

February 17, 2011

Hon. Robert J. Lovero, Mayor
Alderman of the Berwyn City Council
6700 W 26th St.
Berwyn, IL 60402

Re: Small Business Utilization Program

Ladies and Gentlemen:

The City of Berwyn is has demonstrated a commitment to the business community through its support of the Berwyn Development Corporation, the establishment of TIF districts and the overall revitalization of our business corridors. It is in this same spirit that I would like to initiate a study for the implementation of a Small Business Utilization Program for the City of Berwyn.

It is my recommendation to refer this matter to the Business, License and Taxation Committee for further study.

Sincerely,

Cesar A. Santoy
5th Ward Alderman

Robert J. Lovero
Mayor



Michele D. Skryd
Fourth Ward Alderman

A Century of Progress with Pride

6700 West 26th Street Berwyn, Illinois 60402-0701 Telephone: (708) 788-2660 Fax: (708) 788-2675
www.berwyn-il.gov

February 17, 2011

Hon. Robert J. Lovero
Alderman of the Berwyn City Council
6700 W. 26th Street
Berwyn, IL 60402

RE: Left Turn Arrow Signal Located at Ogden and Ridgeland for East Bound Traffic

Ladies and Gentlemen,

It has come to my attention that traffic patterns and vehicle counts on Ogden are steadily increasing. The opening of Paisan's Pizza, while a welcomed addition to Berwyn will also affect Ogden Avenue traffic.

When properly used, traffic control signals are valuable devices for the control of vehicular and pedestrian traffic. They assign the right-of-way to the various traffic movements and thereby profoundly influence traffic flow.

Traffic control signals that are properly designed, located, operated, and maintained will have one or more of the following advantages:

- They provide for the orderly movement of traffic.
- They increase the traffic handling capacity of the intersection if proper physical layouts and control measures are used, and if the signal timing is reviewed and updated on a regular basis to ensure that it satisfies current traffic demands.
- They reduce the frequency and severity of certain types of crashes, especially right angle collisions.
- They are coordinated to provide for continuous or nearly continuous movement of traffic at a definite speed along a given route under favorable conditions.
- They are used to interrupt heavy traffic at intervals to permit other traffic, vehicular or pedestrian, to cross.

It would be my recommendation to direct the traffic engineer to conduct a study and report and if warranted petition IDOT to allow installation of left turn arrow for east bound travel at the intersection of Ogden and Ridgeland Avenues.

Respectfully,

Michele D. Skryd
Alderman 4th Ward

Handwritten initials

Robert J. Lovero
Mayor



Michele D. Skryd
Fourth Ward Alderman

A Century of Progress with Pride

6700 West 26th Street Berwyn, Illinois 60402-0701 Telephone: (708) 788-2660 Fax: (708) 788-2675
www.berwyn-il.gov

February 17, 2011

Hon. Robert J. Lovero
Alderman of the Berwyn City Council
6700 W. 26th Street
Berwyn, IL 60402

RE: South Bound Harlem Avenue Signage Placement on West Bound 26th Street

Ladies and Gentlemen,

The west bound traffic on 26th Street at Harlem Avenue during peak travel periods needs to be addressed. I am not sure if MUTCD has signage to divert traffic from west bound 26th street to use Riverside Drive as a route to south bound Harlem Avenue.

It would be my recommendation to refer this matter to the traffic engineer for study and report.

Respectfully,

Michele D. Skryd

Michele D. Skryd
Alderman 4th Ward


Robert J. Lovero
Mayor



Michele D. Skryd
Fourth Ward Alderman

A Century of Progress with Pride

6700 West 26th Street Berwyn, Illinois 60402-0701 Telephone: (708) 788-2660 Fax: (708) 788-2675
www.berwyn-il.gov

February 17, 2011

Hon. Robert J. Lovero
Alderman of the Berwyn City Council
6700 W. 26th Street
Berwyn, IL 60402

RE: 8K RUN FOR FUN

Ladies and Gentlemen,

Please review the attached information for a proposed 8K RUN FOR FUN. The LLC is a group of running enthusiasts that have roots in Berwyn. They want to promote awareness of adult and childhood obesity and showcase the city of Berwyn through the joy of running.

The first hurdle needed for the group to proceed is the ability to have the street closures for the race route. They are aware that some of the streets are State Roads and others are County Roads.

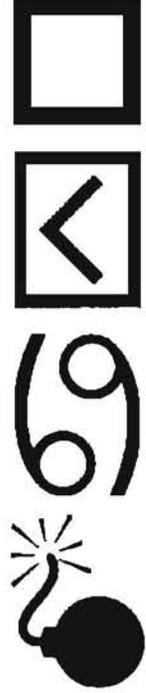
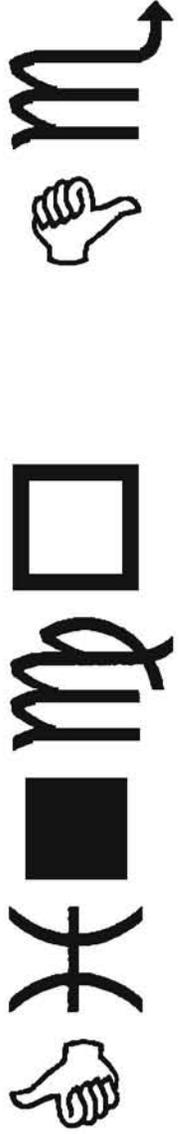
The LLC would work with the city to reach an agreement for additional services that they may require such as Police, Emergency Services and post-race clean up.

It would be my recommendation to have the city of Berwyn facilitate through the proper channels the permission to secure the closures needed for the course of the race.

Respectfully,



Michele D. Skryd
Alderman 4th Ward



8K Run for Fun



Sunday May 8th, 2011
Berwyn, IL





8K Run for Fun

Welcome to the 1st Annual Cinco De Mayo 8k Run for Fun

- Race will expose runners and families to Berwyn's business areas such as the 16th street business corridor, Cermak Main street and the Depot distric corridor.
- The goal is to give the opportunity to runners and family members to come and see what this city has to offer.
- This race will also promote exercise and good health practices to residents and visiting family members.
- *Buy Berwyn, Run Berwyn...*



8K Run for Fun



8k race will cover 5 miles going from the Cermak Road Corridor to the Depot District.

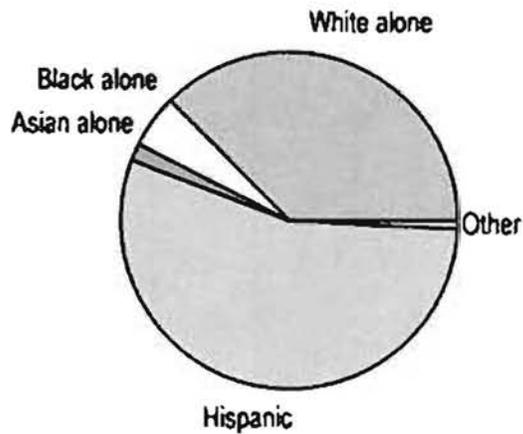
- Race will start and finish at the Morton West H.S. campus.
- Important points throughout the race.
- Mile 0-1 : Cermak Main St Business corridor.
- Mile 1-2: 16th Street Theatre & Lincoln Jr. High.
- Mile 2-3: Janura Park and Hiawatha Elem. School
- Mile 3-4: Depot District
- Mile 4-5: Proksa Park



8K Run for Fun



Races in Berwyn, IL



Berwyn Facts 2009

- **Adult diabetes rate:**
- **Berwyn: 8.4% Illinois: 8.3%**
- **Adult obesity rate:**
- **Berwyn: 23.5%**
- **Illinois: 25.2%**
- **Low-income preschool obesity rate:**
- **Cook County: 16.3%**
- **State: 14.5%**

Source: <http://www.city-data.com/city/Berwyn-Illinois.html#ixzz1EGV1HTSH>

city-data.com



8K Run for Fun

Race Information

- **Location**
Morton West High School, Berwyn, IL
- **Entry Fee: \$35**
Includes: Free tech shirt and timing chip
- **Race Day Schedule**
7:00 - Race Number/Chip Pickup
9:00 - Race Start
10:30 - Awards Ceremony
11:00 - Courses Close
- Additional information will follow regarding sponsorship opportunities at both beginning and end of race.
- Proper insurance and permits fees will be provided by company in charge of race.



8K Run for Fun

Beneficiaries

Proceeds from the event will go towards the following:
16th Street theatre



8K Run for Fun

Services Needed

- Security Services
- Emergency Services
- Cleaning Services
- Street Closures

(Home Ave, Cermak Rd, East Ave, 16th St, Ridgeland Ave, 26th St, Stanley Ave and 29th Place.)

Questions:

Contact: Ruben Medellin

Phone: 708-932-0804

medellinx@gmail.com



T-6

**Board of
Fire & Police Commissioners**

6401 West 31st Street
Berwyn, Illinois 60402-0701

HONORABLE MAYOR ROBERT J. LOVERO
ALD. RALPH AVILA, CHAIRMAN FIRE & POLICE COMMITTEE
POLICE CHIEF JAMES RITZ
CITY CLERK THOMAS PAVLIK
CITY TREASURER JOSEPH KROC
BERWYN CITY COUNCIL MEMBERS

FEBRUARY 11, 2011

RE: POLICE SERGEANT PROMOTIONS

PLEASE BE ADVISED THAT THE BOARD OF FIRE AND POLICE COMMISSIONERS PROMOTED THE FOLLOWING TWO POLICE OFFICERS TO SERGEANT IN THE BERWYN POLICE DEPARTMENT, EFFECTIVE FEBRUARY 22, 2011. SGTS. BRIGGS AND SKRYD RETIRED, THUS CREATING THE VACANCY.

JOHN O'HALLORAN

RAMON ORTIZ

THE BOARD WISHES THE PROMOTEEES AND RETIREES WELL IN THEIR NEW ENDEAVOR.

BOARD OF FIRE AND POLICE COMMISSION

ANTON ADOLF

CARL REINA

RICK TOMAN



J. Staff Reports

The City of Berwyn



Anthony T. Bertuca
City Attorney

A Century of Progress with Pride

February 22, 2011

Honorable Mayor, Robert J. Lovero
And Members of the Berwyn City Council

Re: Ordinance Establishing a Fee For Bail Bond Administration

Ladies and Gentlemen:

I am submitting the attached Ordinance for your consideration. This Ordinance will establish a fee for bail bond administration. The Law Department, the Mayor's Office as well as the Police Department are requesting your concurrence in the approval of this Ordinance.

Respectfully Submitted,

Anthony T. Bertuca

Anthony T. Bertuca
City Attorney

THE CITY OF BERWYN
THE CITY OF BERWYN, ILLINOIS

ORDINANCE
NUMBER

**AN ORDINANCE ESTABLISHING A FEE FOR BAIL BOND
ADMINISTRATION BY AMENDING CHAPTER 801 BY
ADDING 801.16 TO THE CODIFIED ORDINANCES TO THE
CITY OF BERWYN, COOK COUNTY, ILLINOIS**

ROBERT J. LOVERO, Mayor
THOMAS J. PAVLIK, City Clerk

NONA N. CHAPMAN
JEFFREY G. BOYAJIAN
MARGARET PAUL
MICHELE D. SKRYD
CESAR A. SANTOY
THEODORE J. POLASHEK
RAFAEL AVILA
NORA LAURETO
Aldermen

ORDINANCE NO. _____

**AN ORDINANCE ESTABLISHING A FEE FOR BAIL BOND ADMINISTRATION
BY AMENDING CHAPTER 801 BY ADDING 801.16 TO THE CODIFIED
ORDINANCES OF THE CITY OF BERWYN, COOK COUNTY, ILLINOIS**

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

WHEREAS, the Mayor and the City Council of the City of Berwyn (the "Corporate Authorities") have adopted a Business Regulation Licensing and Fee Ordinance, which has been amended from time to time; and

WHEREAS, the Corporate Authorities recognize that it has become necessary to establish a Bail Bond Administration Fee; and

WHEREAS, the Corporate Authorities declare that it is in the best interests of the residents of the City to amend the Codified Ordinances as set forth below.

NOW, THEREFORE, BE IT ORDAINED by the Mayor and City Council of the City of Berwyn, Cook County, Illinois, by and through its home rule powers as follows:

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

SECTION 2: The Codified Ordinances of the City of Berwyn, Cook County, Illinois are hereby amended by adding the following new Chapter to read as follows:

801.16 Fees For Bail Bond Administration

The Police Department shall charge a mandatory administrative processing fee in the amount of fifty (\$50.00) and no/100 dollars to any person (s) posting bail or bond in any legal

process, civil or criminal, or on any bookable arrest, including a warrant, to be levied and paid at the time of posting of said bail or bond.

SECTION 3: All ordinances, resolutions, motions or orders in conflict with this Ordinance are hereby repealed to the extent of such conflict.

SECTION 4: This Ordinance shall be in full force and effect upon its passage approval and publication as provided by law.

INTENTIONALLY LEFT BLANK

ADOPTED this ____ day of February 2011, pursuant to a roll call vote as follows:

	YES	NO	ABSENT	PRESENT
Chapman				
Boyajian				
Paul				
Skryd				
Santoy				
Polashek				
Avila				
Laureto				
(Mayor Lovero)				
TOTAL				

APPROVED by the Mayor on February _____, 2011.

Robert J. Lovero
MAYOR

ATTEST:

Thomas J. Pavlik
CITY CLERK

The City of Berwyn

5-2



Brian L. Pabst
City Administrator

A Century of Progress with Pride

February 22, 2011

Mayor Robert J. Lovero
Members of the Berwyn City Council
Berwyn City Hall
6700 West 26th Street
Berwyn, IL 60402

Re: Berwyn Public Library – Elevator Replacement Engineering Services Contract

Dear Mayor and City Council,

At the March 9, 2010 council meeting, the Berwyn City Council approved my recommendation regarding a priority list as it relates to the use of grant monies from the Federal Energy Efficient Conservation Block Grant. At that time, the council concurred that the air conditioning system is considered a top priority. Under separate cover / memo to council, this system was bid out and we are recommending the lowest bidder.

Another item of concern is the condition of the library elevators. Fortunately, the Mayor was successful in obtaining a \$160,000 grant for the library elevators from the Illinois Department of Commerce & Economic Opportunity (DCEO). This grant is structured to pay for hard costs (material and labor related to construction type expenses) associated with this project. I have since requested that the grant also incorporate the design and engineering for this project. Yesterday, I was informed that although DCEO has preliminarily approved these costs, I will not receive this in writing until the end of February.

Although in this case we have already received \$40,000 of the \$160,000, due to the financial condition of the State, we have inquired as to the reliability of funding. Through communications with the Mayor's office, we have been able to confirm that the capital bill has the necessary funding for us to receive the full grant amount, though DCEO representatives are cautious and have indicated that future monies are not guaranteed. Due to the condition of the elevators and the fact that we were awarded the majority of costs related to this project, I recommend that we move forward as soon as possible.

If approved, Novotny & Associates (contracted City Engineer) will prepare the related documents and conduct the necessary up front due diligence as indicated in the attached contract. As in the past, due to the complexity of the project, I have asked that the Engineering Agreement state the hourly wages rather than to try to accurately forecast total preliminary project costs.

Although I do not anticipate additional costs above and beyond the grant amount, I have placed \$35,000 in the 2007 bond budget in case the bids are higher than anticipated. Once we receive bid responses, we will have a better idea regarding the specific costs.

Recommendation: Approval by the Council of the attached contract with Novotny & Associates for preliminary work associated with library elevator repairs to include preparing documents for bidding.

Respectfully,

A handwritten signature in black ink that reads "Brian Pabst". The signature is written in a cursive style with a long horizontal stroke at the end.

Brian Pabst
City Administrator



*Civil Engineers/
Municipal Consultants*

Frank Novotny & Associates, Inc.

825 Midway Drive ♦ Willowbrook, IL ♦ 60527 ♦ Telephone: (630) 887-8640 ♦ Fax: (630) 887-0132

February 18, 2011

Mr. Brian Pabst
Administrator
City of Berwyn
6700 West 26th Street
Berwyn, Illinois 60402

Re: **Library Elevator Replacement**

Dear Brian:

Enclosed for your review and processing are two (2) copies of an Agreement for Preliminary Engineering Services for the above-referenced project. If you concur, please have both copies executed by the Mayor and the Clerk, and return both copies to our office.

If you should have any questions, please feel free to contact me.

Sincerely,

FRANK NOVOTNY & ASSOCIATES, INC.

John E. Fitzgerald, P.E.

JEF/ce
Enclosure
cc: File No. 11082

OWNER:	L O C A L A G E N C Y	AGREEMENT FOR ENGINEERING SERVICES FOR PRELIMINARY ENGINEERING	C O N S U L T A N T	ENGINEER:
City of Berwyn				Frank Novotny & Associates, Inc.
Address: 6700 West 26 th Street				Address: 825 Midway Drive
City: Berwyn 60402				City: Willowbrook
Project No.:				State: Zip:
11082				Illinois 60527

THIS AGREEMENT, made and entered into this _____ day of **February, 2011**, by and between **FRANK NOVOTNY & ASSOCIATES, INC.**, whose address is 825 Midway Drive, Willowbrook, Illinois, 60527, hereinafter called the "**ENGINEER**", and the **CITY OF BERWYN**, hereinafter called the "**OWNER**" covers certain professional Engineering services in connection with the proposed improvement designated as *Library Elevator Replacement*, consisting of elevator replacement at the City Library, located at 2701 South Harlem Avenue.

WITNESSETH THAT, in consideration of these premises and of the mutual covenants herein set forth,

THE ENGINEER AGREES,

I. To perform or be responsible for the performance of the following Engineering Services for the Owner in connection with the proposed improvement hereinbefore described:

- a. Site Visitation – Perform site visitations, discuss the existing conditions with the stakeholders, and understand the proposed project expectations of the stakeholders.
- b. Scope – Define the exact scope of work for the project.
- c. Define the requirements of the Grantor and the required communications so as to ensure that the City of Berwyn realizes the full \$160,000.00 Grant.
- d. Procurement Process – Define the most cost-effective procurement process for the City. Define the role of the project manager who will act as the City's agent for the project.
- e. Cost – Develop a reasonably accurate and detailed cost-estimate for the entire project.
- f. Schedule – Create the project schedule; realizing that all work is to be complete before 12/31/2011.

- ▣ g. Report – Encapsulate the above topics. Prepare a succinct report for review by City Administration.
- ▣ h. Assist with the development of a Request for Proposal to bid out the construction aspects of this project.

II. To attend conferences to be held at the request of the Owner in addition to normal visits for observation purposes, and visit the site and review the work at any reasonable time when requested to do so by the Owner.

III. That basic survey notes and sketches, charts, computations and other data prepared or obtained by the Engineer pursuant to this Agreement, will be made available, upon request, to the Owner without cost and without restriction or limitation as to their use.

IV. The Engineer will carry General Liability insurance in the amount of not less than \$1,000,000; Workman's Compensation of not less than \$500,000; and Professional Liability insurance of not less than \$1,000,000. The Engineer shall name the Owner as "Additional Insured" on the Engineer's General Liability policy.

THE OWNER AGREES,

I. To pay for the services stipulated in Paragraphs I-a, b, c, d, e, f, g and h of "THE ENGINEER AGREES", a sum of money:

Based on the hourly rates stipulated below for personnel assigned to this project as payment in full to the Engineer for the actual time spent in providing these services, the hourly rates include profit, overhead, readiness-to-serve, insurance, social security and retirement deductions. The classifications of the employees used in the work should be consistent with the employee classifications for the services performed.

<u>Grade Classification of Employee</u>	<u>Hourly Rate</u>
Principal	\$143.00 - \$152.00
Project Manager	\$110.00 - \$138.00
Project Engineer	\$100.00 - \$112.00
Senior Technician	\$109.00 - \$143.00
CAD Technician	\$ 95.00 - \$105.00
GIS Technician	\$ 85.00 - \$ 77.00
Technical Assistant	\$ 40.00 - \$ 65.00

If the Engineer incurs and must pay his employees overtime at premium rates, the billable rate charged above for each respective employee so affected shall be increased by twenty-five percent (25%).

The hourly rates itemized above shall be effective the date the parties, hereunto entering this Agreement, have affixed their hands and seals and shall remain in effect until December 31, 2011. In event the services of the Engineer extend beyond that date, the hourly rates will be adjusted yearly by addendum to this Agreement to compensate for increases in the salary structure of the Engineer that are in effect at that time.

II. To allow the Engineer to sublet parts of the services provided under Paragraphs I-a, b, c, d, e, f, g and h of "THE ENGINEER AGREES". The Owner will pay the actual cost to the Engineer. The Cost to Engineer is to be verified by furnishing the Owner with copies of paid invoices from the party doing the work.

III. That payments due the Engineer for services rendered pursuant to this Agreement will be made as soon as practicable after the services have been performed.

IV. That, should the improvement be abandoned at any time after the Engineer has performed any part of the services, the Owner will pay the Engineer for such changes at the hourly rates noted in Part I of the above, and for his sublet expenses as noted in Part II above.

V. That, since the Engineer has no control over the cost of labor, material and equipment, the estimate of probable construction cost is not a guarantee of actual construction cost, but is the Engineer's professional opinion as to the probable cost of construction at the time of preparation of the estimate.

VI. That should the Owner require the Engineer to purchase insurance over and above the coverage normally carried by the Engineer and noted in Part IV of the "ENGINEER AGREES", the Owner will reimburse the Engineer at his actual invoice cost for the additional insurance coverage requested.

IT IS MUTUALLY AGREED,

I. The laws governing this Agreement shall be the laws of the State of Illinois.

II. This Agreement may be terminated by the Owner upon giving notice in writing to the Engineer at his last known post office address. Upon such termination, the Engineer shall cause to be delivered to the Owner all completed estimates and data if any with the understanding that all such material becomes the property of the Owner. Owner acknowledges that if conflicts exist between electronically transmitted documents and hard copy documents, the hard copy documents prevail.

EXECUTED BY THE OWNER, this _____ day of _____, 2011.

CITY OF BERWYN
6700 WEST 26TH STREET
BERWYN, ILLINOIS 60402

By: _____

Printed
Name/Title: Robert J. Lovero, Mayor

ATTEST:

By: _____

Printed
Name/Title: Thomas J. Pavlik, Clerk

(S E A L)

EXECUTED BY THE ENGINEER, this _____ day of _____, 2011.

FRANK NOVOTNY & ASSOCIATES, INC.
825 MIDWAY DRIVE
WILLOWBROOK, ILLINOIS 60527

By: _____

Printed
Name/Title: James L. Galinkar, President

ATTEST:

By: 

Printed
Name/Title: John E. Fitzgerald, Secretary

(S E A L)

3

The City of Berwyn



John Wysocki
Finance Director

A Century of Progress with Pride

6700 West 26th Street Berwyn, Illinois 60402-0701 Telephone: (708) 788-2660 (708) 788-0273
www.berwyn-il.gov

To: Mayor Robert J. Lovero and the City Council

From: John Wysocki *John Wysocki*

Subject: 2011 Appropriation Ordinance

Date: February 17, 2011

Attached is the 2011 appropriation ordinance which includes the 2011 budget document. The budget document was also distributed at the last City Council meeting. I am requesting that you adopt the ordinance. An adopted appropriation ordinance must be filed with the County by March 31 of each year. Thank you.

THE CITY OF BERWYN
COOK COUNTY, ILLINOIS

ORDINANCE

NUMBER _____

**THE ANNUAL APPROPRIATION ORDINANCE OF THE CITY OF
BERWYN, COOK COUNTY, ILLINOIS FOR FISCAL YEAR 2011**

**ROBERT J. LOVERO, Mayor
THOMAS J. PAVLIK, Clerk
JOSEPH M. KROC, Treasurer**

**NONA N. CHAPMAN
JEFFREY G. BOYAJIAN
MARGARET PAUL
MICHELE D. SKRYD
CESAR A. SANTOY
THEODORE J. POLASHEK
RAFAEL AVILA
NORA LAURETO**

Aldermen

Published in pamphlet form by authority of the Mayor and City Council of the City of Berwyn

ORDINANCE NO. ____

**THE ANNUAL APPROPRIATION ORDINANCE OF THE CITY OF BERWYN,
COOK COUNTY, ILLINOIS FOR THE FISCAL YEAR 2011**

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

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

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

WHEREAS, such public hearing was held on February 22, 2011, with all wishing to speak being heard; and

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

WHEREAS, the Mayor and the City Council have reviewed the Annual Appropriation Ordinance for fiscal year 2011 and have determined that said appropriations are in the best interests of the City and its residents; and

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

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

SECTION 2: The following sums of money for each City fund, or as much thereof as may be authorized by law, be and are hereby appropriated for the corporate purposes and objects of the City hereinafter specified for the fiscal year commencing January 1, 2011 and ending on December 31, 2011.

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

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

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

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

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

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

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

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

ADOPTED this 22nd day of February, 2011 pursuant to a roll call vote as follows:

	YES	NO	ABSENT	PRESENT
Chapman				
Boyajian				
Paul				
Skryd				
Santoy				
Polashek				
Avila				
Laureto				
(Mayor Lovero)				
TOTAL				

APPROVED this 22nd day of February 2011.

Robert J. Lovero, Mayor

ATTEST:

Thomas J. Pavlik, City Clerk

EXHIBIT A



2011 Annual Budget

For the Fiscal Year Beginning January 1, 2011



The City of Berwyn

Robert J. Lovero
Mayor

A Century of Progress with Pride

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

2011 Annual Budget

Members of the City Council

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

Alderman, 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

John Wysocki, CPA

Director, Finance

**City of Berwyn
2011
Annual Budget**

For the Fiscal Year Beginning January 1, 2011

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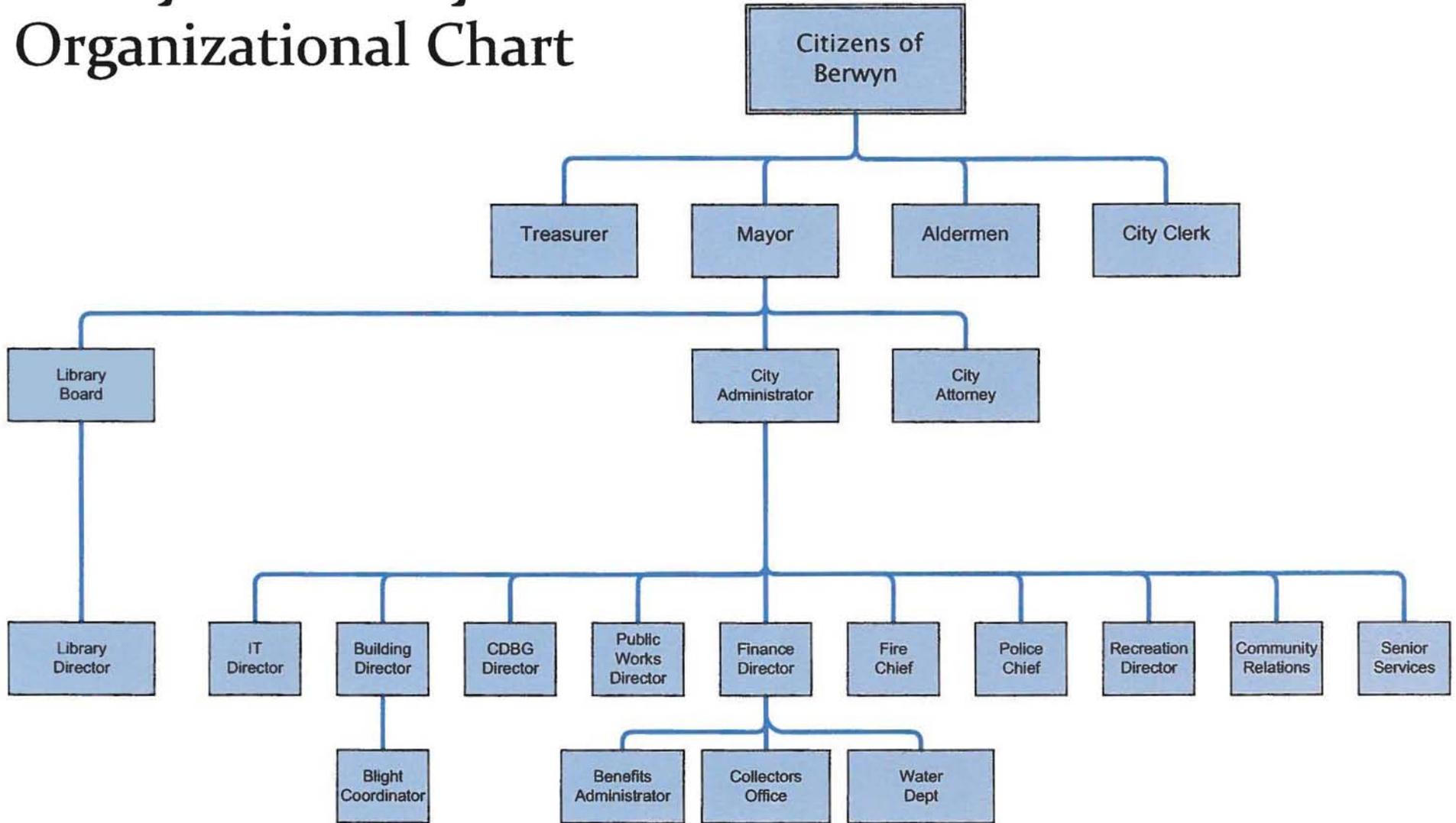
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City of Berwyn Organizational Chart



**City of Berwyn
2011
Annual Budget**

For the Fiscal Year Beginning January 1, 2011

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.

**City of Berwyn
2010
Annual Budget**

For the Fiscal Year Beginning January 1, 2010

2011 Budget Message from Mayor Robert J. Lovero

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

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

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

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

**City of Berwyn
2011
Annual Budget**

For the Fiscal Year Beginning January 1, 2011

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	58,037	3.9	14,881	\$ 19,113	\$ 43,101	\$ 143,100
Cicero	85,616	5.8	14,761	12,489	38,044	125,322
Oak Park	52,524	4.7	11,175	36,340	59,183	231,300
Riverside	8,895	2.0	4,448	34,712	64,931	510,094
North Riverside	6,688	1.5	4,459	24,034	43,856	150,000

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

**City of Berwyn
2011
Annual Budget**

For the Fiscal Year Beginning January 1, 2011

Community Profile

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

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

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

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

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

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

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

**City of Berwyn
2011
Annual Budget**

For the Fiscal Year Beginning January 1, 2011

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.

**City of Berwyn
2011
Annual Budget**

For the Fiscal Year Beginning January 1, 2011

Description of City Funds and Accounting Structure

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

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

Governmental Fund Types

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

General Fund –

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

Special Revenue Funds –

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

**City of Berwyn
2011
Annual Budget**

For the Fiscal Year Beginning January 1, 2011

Description of City Funds and Accounting Structure

Special Revenue Funds – (continued)

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

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

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

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

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

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

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

Debt Service Fund –

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

Capital Projects Funds –

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

**City of Berwyn
2011
Annual Budget**

For the Fiscal Year Beginning January 1, 2011

Description of City Funds and Accounting Structure

Proprietary Fund Types

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

Enterprise Funds –

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

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

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

Internal Service Funds –

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

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

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

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

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

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

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

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

**City of Berwyn
2011
Annual Budget**

For the Fiscal Year Beginning January 1, 2011

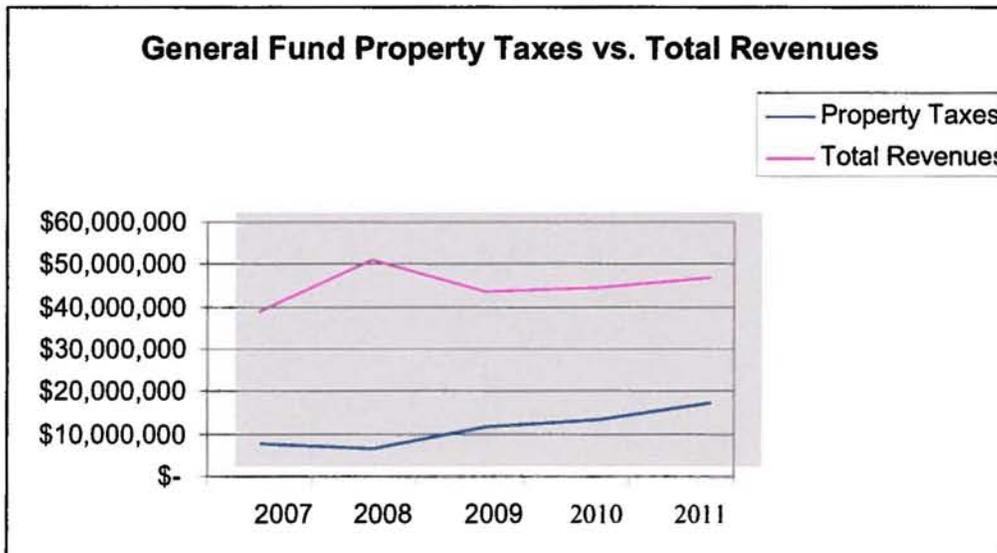
Revenue Streams

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

Property taxes –

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

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



**City of Berwyn
2011
Annual Budget**

For the Fiscal Year Beginning January 1, 2011

Revenue Streams

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

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

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

State Income Taxes –

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

1% State Sales and Home Rule Sales Taxes –

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

Municipal Utility Taxes –

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

**City of Berwyn
2011
Annual Budget**

For the Fiscal Year Beginning January 1, 2011

Revenue Streams

Real Estate Transfer –

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

All Other Taxes –

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

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

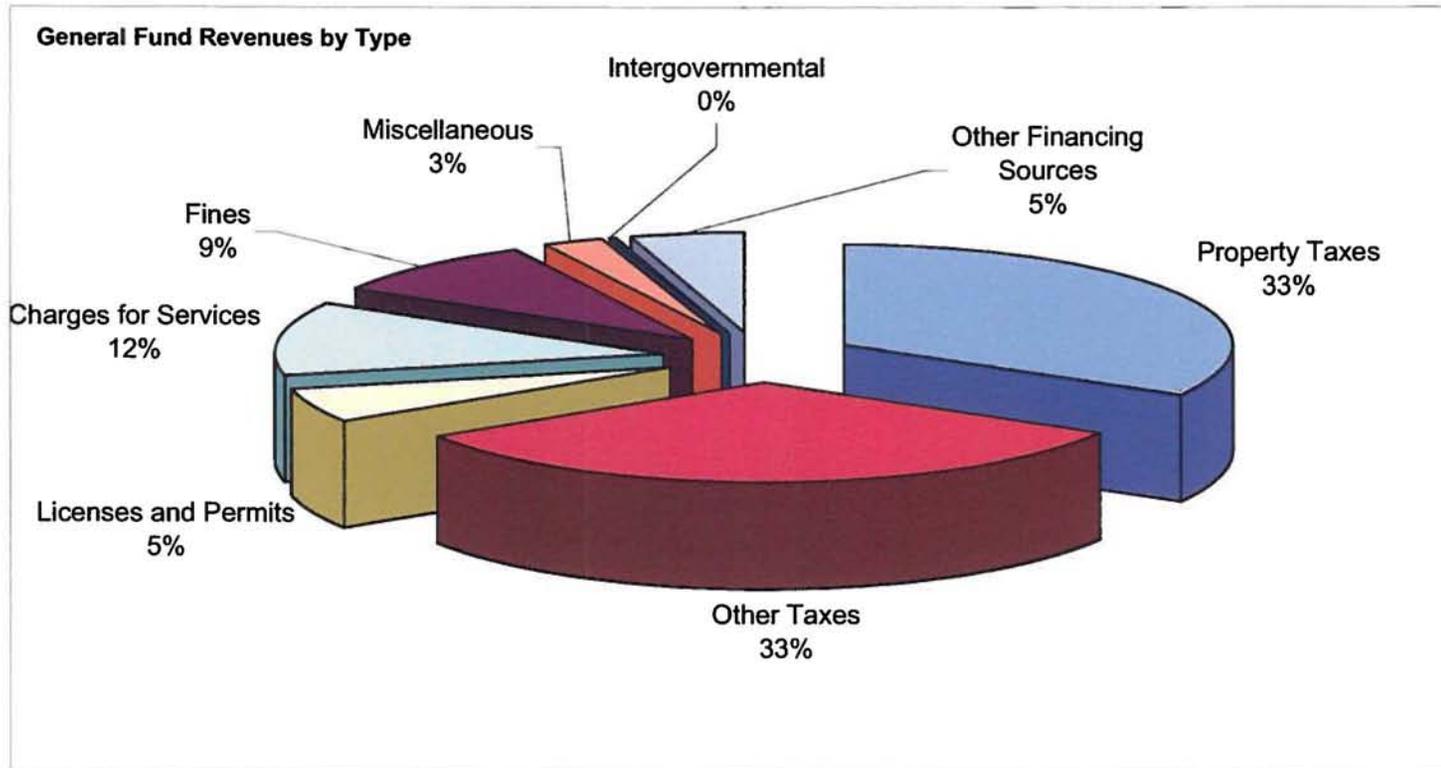
Revenue Year	Summary of Other Tax Revenue				
	2007	2008	2009	Projected 2010	2011
State Income	\$ 5,518,357	\$ 5,924,698	\$ 5,036,828	\$ 5,000,000	\$ 5,100,000
1% State Sales	2,886,108	2,723,620	2,295,513	2,450,000	2,726,500
Home Rule Sales	2,011,687	2,000,041	1,688,743	1,850,000	1,991,500
Municipal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

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

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

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

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



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

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

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

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

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

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

**City of Berwyn
2011
Annual Budget**

For the Fiscal Year Beginning January 1, 2011

Significant Expenditures and Expenses

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

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

The decrease in the Utility line from the 2010 projected of \$9,719,903 to the 2011 budgeted amount of \$7,223,215 is due primarily to depreciation. As discussed in the section of the budget describing the City's Accounting Structure, the City does not budget depreciation within the Enterprise funds. However, for financial reporting 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, salary and fringe benefit costs. This category includes overtime, health and dental insurance, FICA costs, education reimbursements, stipends for education, or clothing allowances as well as the costs for pension payments.

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

Significant Expenditures and Expenses

General Fund Expenditures

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

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

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

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

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

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

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

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

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

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

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

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

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

**Office of the Mayor
02**

PROGRAM MANAGER: Mayor

PROGRAM DESCRIPTION:

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

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

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

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

SERVICES:

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

**City of Berwyn
2011
Annual Budget**

For the Fiscal Year Beginning January 1, 2011

**Office of the Mayor
02**

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

- ✚ Communicate with other governmental bodies and agencies – The Mayor's office should communicate with Federal, State, County and other municipalities, School Districts, Park Districts and other agencies, as well as opportunities for the mutual benefit and cooperation of all concerned.
- ✚ Provide timely emergency notification to elected officials regarding events that may affect City residents.

STAFFING:

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

OBJECTIVES ACCOMPLISHED IN 2010:

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

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

**Office of the Mayor
02**

OBJECTIVES TO BE ACCOMPLISHED IN 2011:

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

LONG TERM OBJECTIVES (2-5 YEARS):

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

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

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

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

**Office of the City Administrator
03**

PROGRAM MANAGER: City Administrator

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

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

The City Administrator shall have the following powers and duties:

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

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

**Office of the City Administrator
03**

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

STAFFING:

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

OBJECTIVES ACCOMPLISHED IN 2010:

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

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

**Office of the City Administrator
03**

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

OBJECTIVES TO BE ACCOMPLISHED IN 2011:

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

LONG TERM OBJECTIVES (2-5 YEARS):

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

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

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

**City of Berwyn
2011
Annual Budget**

For the Fiscal Year Beginning January 1, 2011

**Office of the City Clerk
04**

PROGRAM MANAGER: City Clerk

PROGRAM DESCRIPTION:

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

SERVICES:

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

**City of Berwyn
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Annual Budget**

For the Fiscal Year Beginning January 1, 2011

**Office of the City Clerk
04**

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

STAFFING:

Position (FTE)	2009 Actual	2010 Actual	2011 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	3.00	3.00	3.00

OBJECTIVES ACCOMPLISHED IN 2010:

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

OBJECTIVES TO BE ACCOMPLISHED IN 2011:

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

LONG TERM OBJECTIVES (2-5 YEARS):

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

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

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

**City of Berwyn
2011
Annual Budget**

For the Fiscal Year Beginning January 1, 2011

**Office of the City Treasurer
06**

PROGRAM MANAGER: City Treasurer

PROGRAM DESCRIPTION:

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

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

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

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

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

**City of Berwyn
2011
Annual Budget**

For the Fiscal Year Beginning January 1, 2011

**Council
08**

PROGRAM DESCRIPTION:

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

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

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

SERVICES:

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

**City of Berwyn
2011
Annual Budget**

For the Fiscal Year Beginning January 1, 2011

**Council
08**

STAFFING:

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

Position (FTE)	2009 Actual	2010 Actual	2011 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
 2011 Budgeted Expenditures by Department
 Council
 12/31/2011

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

**City of Berwyn
2011
Annual Budget**

For the Fiscal Year Beginning January 1, 2011

**Legal
10**

PROGRAM MANAGER: City Attorney

PROGRAM DESCRIPTION:

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

SERVICES:

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

**City of Berwyn
2011
Annual Budget**

For the Fiscal Year Beginning January 1, 2011

**Legal
10**

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

STAFFING:

Position (FTE)	2010 Actual	2011 Budget
Attorney	1.00	1.00
Total	1.00	1.00

OBJECTIVES ACCOMPLISHED IN 2010:

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

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

**Legal
10**

- Reviewed in conjunction with the fire department all contracts for the 16th Street fire station

OBJECTIVES TO BE ACCOMPLISHED IN 2011:

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

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

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

**City of Berwyn
2011
Annual Budget**

For the Fiscal Year Beginning January 1, 2011

**Finance Department
12**

PROGRAM MANAGER: Finance Director

PROGRAM DESCRIPTION:

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

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

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

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

SERVICES:

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

**City of Berwyn
2011
Annual Budget**

For the Fiscal Year Beginning January 1, 2011

**Finance Department
12**

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

**City of Berwyn
2011
Annual Budget**

For the Fiscal Year Beginning January 1, 2011

**Finance Department
12**

STAFFING:

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

ACTIVITY MEASURES:

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

OBJECTIVES ACCOMPLISHED IN 2010:

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

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

**Finance Department
12**

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

OBJECTIVES TO BE ACCOMPLISHED IN 2011:

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

LONG TERM OBJECTIVES (2-5 YEARS):

- Receive GFOA budget award

BUDGET SUMMARY:

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

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

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

Note: Water billing staff moved to water fund

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PROGRAM MANAGER: Information Technology Director

PROGRAM DESCRIPTION:

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

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

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

SERVICES:

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

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

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

STAFFING:

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

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ACTIVITY MEASURES:

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

SOFTWARE APPLICATIONS:

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

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

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

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

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

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

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

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PROGRAMMING PROJECTS:

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

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

OBJECTIVES ACCOMPLISHED IN 2010:

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

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

OBJECTIVES TO BE ACCOMPLISHED IN 2011:

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

LONG TERM OBJECTIVES (2-5 YEARS):

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

BUDGET SUMMARY:

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

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

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

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

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

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**Fire Department
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PROGRAM MANAGER: Fire Chief

PROGRAM DESCRIPTION:

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

The Berwyn Fire Department is committed to the following values:

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

SERVICES:

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

- ⬇ Fire prevention techniques

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

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

STAFFING:

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

Station 1 (South) – 6434 Windsor Ave.

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

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- Water tank
 - Fire pump
 - Fire hose
 - EMS First Responders
 - Extrication tools
 - The 1997 Seagrave Quint Engine is at optimal time for trade-in value, estimated at \$100,000.00. Trade-in value estimate in August 2009 will decrease with time.
- ⚡ 2008 Wheeled Coach Ambulance 906 – Advanced Life Support (ALS) unit staffed by two Firefighter's/paramedics.
- ⚡ 1992 Seagrave Reserve fire engine 911 – not staffed. Placed into service when other apparatus is out for repair or service. Reserve Engine provides positive points for an improved ISO classification.
- ⚡ 2004 Wheeled Coach Reserve Ambulance 910. A fully equipped reserve Advance Life Support Unit (ALS) that is not staffed.

Station 2 (North) – 6615 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
- ⚡ 2008 Wheeled Coach Ambulance 905 – an ALS Unit staffed by two firefighter/paramedics.

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

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

ACTIVITY MEASURES:

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

* January 1, 2010 to June 30, 2010

OBJECTIVES ACCOMPLISHED IN 2010:

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

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- Implemented pre-fire planning for target hazards for Hospital, Schools and Nursing Home, assistant living facilities.
- Implemented a regular schedule for Citizen CPR training.
- Continued Facilitation of the plan for distribution of medications required by the Illinois Department of Public Health.
- Working with the Cook County Sherriff's Office City of Chicago, Urban Area Security Initiative (USAI) on a Tactical Interoperable Communications Plan.
- Updated the Firefighter Health and Safety Program and Blood Borne Pathogens Policy and Program
- Increased in-house training and expanded outside training as well as Fire Officer development training through Collective Bargaining Agreement (CBA)
 - Developed a minimum qualification and certification policy for seniority rank and Acting out of class rank of Engineer, through CBA.
 - Developed a training and minimum qualification for Acting Lieutenant and Lieutenant's position through CBA

- Comply with increase State and Federal mandated training.
- Implemented a successful fuel reduction policy
- Reduced ISO Rating from an ISO Class 4 to an ISO Class 2
- Implement an improved Goal based Employee Evaluation program
- Implement an upgrade to the EMS Service by adding 1 additional ALS unit in Fire Station 3. Broke down our 2 Districts for EMS and added 1 additional District in the Center of the City which will decrease EMS response times and requires less Mutual Aid responses for Ambulances
- Design and develop a Silver Spanner program to supplements our EMS Service until we can hire twelve additionally pre trained and certified Firefighter/Paramedics
- Increase EMS training for all members of the department.
- Researched and obtain price quotes for replacement of the 2 – 2004 ambulances
- Updated Portable radios for firefighter safety and for narrow banding requirement for 2012
- Purchased 1 additional Cardiac Monitor and upgraded two other to 12-lead EKG
- Increased in-house basic EMS training for all firefighter's
- Purchase of Hydraulic stretchers to decrease duty related injuries for EMS personnel
- Citizen Fire Academy Spring 2010
- Develop and communication system with in the City, (Collectors office, Building Department) for a process for New Business licenses and fire inspections
- Required multiple businesses to upgrade and sprinkler systems.

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- Reduced sick-day related overtime costs.

OBJECTIVES TO BE ACCOMPLISHED IN 2011:

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

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LONG TERM OBJECTIVES (2-5 YEARS):

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

BUDGET SUMMARY:

Fire Engine replacement

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

Ambulance Replacement

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

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

Replacement of the Fire Prevention 1996 Dodge Van

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

Replacement of 1993 Chevy Suburban SUV

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

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Tornado Siren Upgrade

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

Berwyn Fire Department Budget wish list for 2011

Fire Prevention and Inspection Employee

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

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

Training Division Manager

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

Proposal 1

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

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Proposal 2

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

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

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

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PROGRAM MANAGER: Police Chief

PROGRAM DESCRIPTION:

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

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

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

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

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

Organization

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

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

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Department Description – Investigative Services

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

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

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

Department Description – Line Services

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

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

Department Description – Administrative Services

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

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

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

Department Description – Support Services

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

SERVICES:

Services - Investigative Services

Criminal Investigations Unit

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

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

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Specialty Assignments consist of the following:

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

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

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

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

- ✦ **FBI Human Intelligence Squad (HUMIT)** - The Department, through the Criminal Investigations Unit, participates in the newly formed intelligence gathering/counter terrorism tool. Information and training shared between participants impacts all types of criminal activity.
- ✦ **Detectives Associations** - Investigators are members of the West Suburban Detectives Association and attend monthly meetings to share information and knowledge regarding crime patterns, criminal activity, known offenders, and leads with other area detectives and agencies. Investigators also participate in monthly meetings with Detectives from Chicago PD Area 5 to share and exchange crime related information.

Services - Youth Investigations / Community Relations Unit

Youth Investigations

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

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

- ✦ Youth investigators are called to the schools on a regular basis during the school year for criminal acts or Minors Requiring Authorities Intervention.
- ✦ Investigators also provide the schools with gang & drug awareness, bullying, and railroad safety programs, or any other specifically targeted program at the schools request.
- ✦ The unit maintains the 54-person school crossing guard program. This consists of hiring, scheduling, training, and payroll of all 54 members. The department has experienced a substantial increase in sex offenses against children. In many cases the victim & offender are either family members or are

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

Community Relations

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

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

Services - Tactical / Drug Investigations Unit

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

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

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

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

Services - Line Services

Patrol Division

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

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

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

Training Unit

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

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

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

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

Services - Administrative Services

Building and Grounds

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

Records Unit

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

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

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

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

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

Communications Unit

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

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

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

Services - Support Services

Community Service Unit

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

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

Parking Enforcement Unit

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

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

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

Traffic Unit

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

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

Motor Pool Unit

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

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

- ✚ 12 Ford Explorers

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

Prisoner Detention Unit

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

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

Canine Unit

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

- ✚ Canine Unit Currently consists of (3) Belgian Malinois

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

STAFFING:

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

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Activity Measures

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

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OBJECTIVES ACCOMPLISHED IN 2010:

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

OBJECTIVES TO BE ACCOMPLISHED IN 2011:

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

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

LONG TERM OBJECTIVES (2-5 YEARS):

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

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

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

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**Fire and Police Commission
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PROGRAM MANAGER: Commission

PROGRAM DESCRIPTION:

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

BUDGET SUMMARY:

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

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

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

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**Building
24**

PROGRAM MANAGER: Building Director

PROGRAM DESCRIPTION:

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

SERVICES:

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

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**Building
24**

STAFFING:

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

ACTIVITY MEASURES:

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

OBJECTIVES ACCOMPLISHED IN 2010:

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

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**Building
24**

OBJECTIVES TO BE ACCOMPLISHED IN 2011:

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

LONG TERM OBJECTIVES (2-5 YEARS):

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

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

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

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**Public Works Department
26**

PROGRAM MANAGER: Director of Public Works

PROGRAM DESCRIPTION:

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

SERVICES:

⚡ **Administration**

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

⚡ **Street Maintenance**

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

⚡ **Forestry**

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

⚡ **Ice and Snow Control**

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

⚡ **Turf Maintenance**

- Cut grass and weeds in public areas.

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**Public Works Department
26**

📌 Traffic and Parking Control

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

📌 Fleet Maintenance

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

📌 Public Works Building

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

📌 Work for Other Departments

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

STAFFING:

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

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**Public Works Department
26**

ACTIVITY MEASURES:

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

OBJECTIVES ACCOMPLISHED IN 2010:

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

OBJECTIVES TO BE ACCOMPLISHED IN 2011:

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

**City of Berwyn
2011
Annual Budget**

For the Fiscal Year Beginning January 1, 2011

**Public Works Department
26**

BUDGET SUMMARY:

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

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

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

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

PROGRAM MANAGER: Board

PROGRAM DESCRIPTION:

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

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

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

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

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

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**Committee and Planning
30**

PROGRAM MANAGER: Mayor and City Council

PROGRAM DESCRIPTION:

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

SERVICES:

Within this department the City records the following:

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

BUDGET SUMMARY:

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

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

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

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

**Recreation
32**

PROGRAM MANAGER: Director of Recreation

PROGRAM DESCRIPTION:

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

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

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

SERVICES:

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

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**Recreation
32**

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

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

**Recreation
32**

- Women's Club

STAFFING:

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

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

**Recreation
32**

ACTIVITY MEASURES:

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

OBJECTIVES ACCOMPLISHED IN 2010:

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

OBJECTIVES TO BE ACCOMPLISHED IN 2011:

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

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**Recreation
32**

LONG TERM OBJECTIVES (2-5 YEARS):

- Provide additional activities for the senior center.

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

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**Community Relations
34**

PROGRAM MANAGER: Director of Community Relations

PROGRAM DESCRIPTION:

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

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

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

SERVICES:

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

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

STAFFING:

Position (FTE)	2009 Actual	2010 Actual	2011 Budget
Director of Community Relations	0.25	0.25	0.25
Total	0.25	0.25	0.25

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

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

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Other City Departments

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

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

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

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Library Fund

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

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**Library
Fund 205**

PROGRAM MANAGER:

Director of Library Services

PROGRAM DESCRIPTION:

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

SERVICES:

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

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**Library
Fund 205**

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

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

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**Library
Fund 205**

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

STAFFING:

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

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

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ACTIVITY MEASURES:

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

OBJECTIVES ACCOMPLISHED IN 2010:

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

OBJECTIVES TO BE ACCOMPLISHED IN 2011:

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

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LONG TERM OBJECTIVES (2-5 YEARS):

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

**City of Berwyn
Library Fund
2011 Budget**

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

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Senior Citizen's Program Fund

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

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

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

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**Community Development
Fund 32**

Community Development

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

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**Community Development
Fund 32**

PROGRAM MANAGER: Director of Community Development

PROGRAM DESCRIPTION:

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

SERVICES:

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

STAFFING:

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

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**Community Development
Fund 32**

OBJECTIVES ACCOMPLISHED IN 2010:

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

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**Single-Family
Rehabilitation**

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

Blight Reduction

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

**Public Facilities
and
Improvements**

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

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**Community Development
Fund 32**

home housing physically and developmentally disabled persons.

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

OBJECTIVES TO BE ACCOMPLISHED IN 2011:

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

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**Community Development
Fund 32**

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

LONG TERM OBJECTIVES (2-5 YEARS):

Meet the three national objectives of:

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

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

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

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

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

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

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

**City of Berwyn
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Annual Budget**

For the Fiscal Year Beginning January 1, 2011

Foreign Fire Fund

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

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

**Foreign Fire
Fund 255**

PROGRAM MANAGER: Foreign Fire Tax Board

PROGRAM DESCRIPTION:

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

BUDGET SUMMARY:

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

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

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

**City of Berwyn
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Annual Budget**

For the Fiscal Year Beginning January 1, 2011

Motor Fuel Tax Fund

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

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

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

**City of Berwyn
2011
Annual Budget**

For the Fiscal Year Beginning January 1, 2011

**South Berwyn Corridor
Tax Increment Financing District**

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

Significant projects budgeted for in 2011 include the following:

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

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

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

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

**Cermak Road
Tax Increment Financing District**

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

Significant projects budgeted for in 2011 include the following:

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

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

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

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

**Roosevelt Road
Tax Increment Financing District**

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

Significant projects budgeted for in 2011 include the following:

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

**City of Berwyn
Roosevelt TIF
2011 Budget**

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

**City of Berwyn
2011
Annual Budget**

For the Fiscal Year Beginning January 1, 2011

**Ogden Avenue
Tax Increment Financing District**

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

Significant projects budgeted for in 2011 include the following:

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

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

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

**City of Berwyn
2011
Annual Budget**

For the Fiscal Year Beginning January 1, 2011

Capital Projects Fund

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

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

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

General Fund Capital:

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

**City of Berwyn
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Annual Budget**

For the Fiscal Year Beginning January 1, 2011

Debt Service Fund

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

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

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

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For the Fiscal Year Beginning January 1, 2011

Water and Sewer Fund

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

**City of Berwyn
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PROGRAM MANAGER: Director of Public Works

PROGRAM DESCRIPTION:

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

SERVICES:

✚ **Administration**

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

✚ **Water Maintenance**

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

✚ **Sewer Maintenance**

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

**City of Berwyn
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STAFFING:

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

ACTIVITY MEASURES:

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

*Including Locates

OBJECTIVES ACCOMPLISHED IN 2010:

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

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LONG TERM OBJECTIVES (2-5 YEARS):

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

BUDGET SUMMARY:

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

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

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

**City of Berwyn
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Parking Garage Fund

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

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

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

**City of Berwyn
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Internal Service Fund

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

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

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

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For the Fiscal Year Beginning January 1, 2011

Appendix A: Glossary

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

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

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

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

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

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

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

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

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

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

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

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Appendix A: Glossary

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

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

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

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

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

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

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

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

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

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

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

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Appendix A: Glossary

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

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

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

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

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

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

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

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

Interfund Transfers – Amounts transferred from one fund to another.

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

**City of Berwyn
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Appendix A: Glossary

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

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

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

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

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

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

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

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

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

**City of Berwyn
2011
Annual Budget**

For the Fiscal Year Beginning January 1, 2011

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.

SM

The City of Berwyn



John Wysocki
Finance Director

A Century of Progress with Pride

6700 West 26th Street Berwyn, Illinois 60402-0701 Telephone: (708) 788-2660 (708) 788-0273
www.berwyn.il.gov

To: Mayor Robert J. Lovero and the City Council

From: John Wysocki

Subject: American Express Commercial Account Program

Date: February 17, 2011

American Express has a program that will allow us to generate additional revenues for the City by simply paying a few of our largest bills by credit card. The program works very similar to the rewards programs that many people have associated with their individual credit cards.

The City would be issued a single corporate credit card from American Express which would be used solely to pay the Waste Management bill (about \$330,000 per month) and the City of Chicago water bill (about \$320,000 per month). The City would receive 100 basis points redeemable for reward points or 50 basis points redeemable for Travelers Cheques.

We propose to obtain Travelers Cheques which would be promptly deposited in the City's general bank account. This would result in approximately \$39,000 of additional annual revenues.

American Express charges an annual fee of \$110. The American Express bills would be paid off in full each month so as not to result in any interest charges.

Both Waste Management and the City of Chicago do accept credit cards for payment of their bills at no additional fee. Other municipalities have begun using this program.

Staff requests that Council approve establishing an account with American Express and entering into the program. Andrea Randall from American Express will attend the Committee of the Whole meeting on February 22 to answer any questions about the program.



Denis O'Halloran
Fire Chief

Richard Swade
Assistant Fire Chief

1-5

BERWYN FIRE DEPARTMENT

6700 W. 26th Street • Berwyn, IL 60402-0701
708.788.2660 ext 3281
FAX 708.788.3039 • Emergency 9-1-1



Mayor Robert J. Lovero

February 22, 2011

Mayor Lovero
Members of City Council

RE: Asbestos Inspection for 6619 16th St. and garage, and 1539 Clarence

With the danger of asbestos present in older homes it is recommended that the City of Berwyn have samples taken from the above City property before demolition occurs. This will prevent any environmental and health concerns for the residents in the immediate vicinity of the demolition.

With the approval of the demolition last year, and spring approaching, the next step to complete the project is to retain a company who specializes in environmental inspections. We feel JMS Environmental Associates would be the best choice of the companies that responded. They have been in the business for over twenty years. Their scope of work clearly covered all aspects of the testing procedure. When compared to the other two companies that replied, they equaled or exceeded their competitors. JMS also had the lowest price of the three which is a total of \$1125.00

Due to the fact that these homes are older, it is a distinct possibility that contaminants will be found. If this is the case, depending on the extent of contamination, there will be additional costs associated with the removal, transportation, and disposal of the material. If asbestos is discovered, JMS will quote a final cost when the amount and extent of contamination is determined.

In closing, please consider retaining JMS for the purpose of conducting a pre-inspection for asbestos. This should ensure a safe and healthy demolition, and in doing so, take the City of Berwyn a step closer to closing this project. If you have any questions please feel free to contact me. A copy of their proposal is enclosed.

Thank you,

Richard Swade
Assistant Fire Chief

25 January 2011

City of Berwyn
Fire Department
6700 West 26th Street
Berwyn, Illinois 60402

Attn.: Richard Swade,
Assistant Fire Chief

RE: Revised Proposal For Environmental Consulting Services,
Asbestos/ESA Building Surveys;
Various House and Garage Sites;
Berwyn, Cook County, Illinois

JMS Proposal: J-11-0009-A

Dear Chief Swade:

Per our recent telephone conversation, the following is our revised technical proposal for environmental consulting services related to an Asbestos/ESA Building Material Surveys that JMS Environmental Associates, Ltd. (JMS) has proposed for the City of Berwyn for the various house and garage sites. The Asbestos/ESA Surveys would follow existing federal, state and county guidelines and consist of the following items:

Scope of Asbestos Survey Work:

- 1.) Perform an Asbestos Building Survey for the site structures in accordance with current state and county regulations. All environmental reports will include any recommendations for further asbestos/environmental remediation, if necessary. The asbestos survey and report would be for each building structure and include the collection and analysis of suspect bulk material samples. The amount of samples will vary based upon the building construction and use of the structures. Twelve to fifteen (12-15) bulk samples are collected in a house of suspect flooring, walls, ceilings, thermal pipe insulation, exterior window/door caulks/glazings, roof shingles, roof tar flashings, exterior sidings. Only accessible and non-destructive samples would be collected per existing U.S. EPA sampling protocol. The person collected the samples and quantifying the materials will be licensed by the Illinois Department of Public Health (IDPH) as an Asbestos Building Inspector.

JMS Environmental Associates, Ltd.

City of Berwyn: House/Garage Asbestos/ESA Surveys

JMS Proposal: J-11-0009-A

25 January 2011

Page 2

- 2.) The collected bulk materials samples would then be field logged into a Chain-of-Custody form for transport to the laboratory. The laboratory performing the asbestos analyses is required to be accredited by the Department of Commerce NIST/NVLAP Asbestos Program per U.S. EPA protocol;
- 3.) Provide a final asbestos project report with all of the laboratory results indicating the type of asbestos, location and quantity in the building structure.

The proposed costs for the described Asbestos/ESA Survey of the subject properties are as follows:

Asbestos/ESA Building Survey:	
On-Site Asbestos Inspection	\$ 475/house
(Includes the collection/analysis of all Suspect Asbestos Materials.)	
Asbestos Garage Survey:	\$ 175/garage
(Includes 3 bulk samples)	
ESA Investigation	\$ no charge
Survey Report Preparation	\$ no charge

[These unit costs per building structure type is a not to exceed cost.]

Upon authorization, the on-site asbestos survey, laboratory testing and preparation and delivery of the written project report shall be performed within ten (10) working days. An original and an electronic version of the project report will be sent within ten working days of the authorization.

Note, if asbestos is detected in the structure slated for demolition, it is required by the Cook Department of Environment and the Illinois EPA to properly remove all identified asbestos materials under a county/state permit notification.

JMS Environmental, through it's subsidiary STEM Environmental Management, Inc.; can provide the required Asbestos/Environmental Project Construction Management for buildings that contain asbestos. This service includes the coordination; notification permit filings; on-site asbestos project management/monitoring; on-site asbestos removal and final project report. The cost for this service is based upon the quantity of asbestos materials in the building. A separate technical proposal will be provided at no cost to the city at the time of the asbestos inspection report.

JMS Environmental Associates, Ltd.

City of Berwyn: House/Garage Asbestos/ESA Surveys

JMS Proposal: J-11-0009-A

25 January 2011

Page 3

There is a mandatory two week notification period prior to the removal of asbestos materials within a structure.

JMS Environmental Associates, Ltd. (JMS) provides professional environmental services to the public and private sector covering the fields of asbestos/lead, indoor air quality, industrial hygiene, environmental assessments, underground storage tank investigations, soil and groundwater analyses for petroleum products, clean coal technologies and water/wastewater services.

Our staff is trained through U.S. E.P.A./OSHA asbestos training centers and are licensed for work in Illinois, Indiana, Michigan and Wisconsin, and in other areas of the country. JMS offers the following services:

- On-Site Asbestos Project Management/Air Monitoring;
- Mold Indoor Air Quality Monitoring & Industrial Hygiene;
- Asbestos & Lead Building Inspection/Project Management;
- Airborne Fiber and Bulk Material Analyses,
(PCM, PLM & TEM);
- Asbestos & Lead Project Specification Preparation.

Our laboratory is accredited by the U.S. E.P.A. and the American Industrial Hygiene Association (AIHA) for all aspects of asbestos laboratory analyses. The corporation also maintains general comprehensive and professional liability insurance for environmental consulting.

Over the past twenty years, our staff has been involved with several thousand asbestos and industrial hygiene related projects ranging from inspections and monitoring of small boiler rooms to entire industrial complexes and large school districts. We feel our experience and expertise can fully benefit the City of Berwyn.

Should you approve this technical proposal, please sign the bottom contract portion of the proposal authorizing JMS to proceed on this project. JMS would be able to start the project immediately and provide a completed project report within approximately one week of the project startup. Also our billing policy requires full payment for services rendered at the time of the on-site inspection unless other arrangements are made in advance of the project.

JMS Environmental Associates, Ltd.

City of Berwyn: House/Garage Asbestos/ESA Surveys
JMS Proposal: J-11-0009-A
25 January 2011
Page 4

JMS/STEM currently have a Certificate of Insurance filed with the City of Berwyn along with a current city business license. Copies of insurance certificate, business license, state licenses and asbestos laboratory credentials have been included for review.

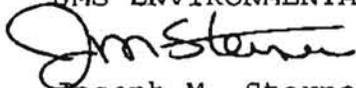
JMS has and is currently provided asbestos/environmental consulting services for the following municipalities/park districts/school districts:

City of Countryside
City of Wheeling
Village of Stickney
River Forest School District
Village of Stone Park
Glencoe School District
Downers Grove Park District
St. Charles Park District
Fox Valley Park District

If you have any questions regarding this proposal or would like to meet to discuss any other environmental matter, please do not hesitate to contact us at JMS Environmental Associates, Ltd..

Respectfully submitted,

JMS ENVIRONMENTAL ASSOCIATES, LTD.



Joseph M. Sterner
Environmental Director/President

Client Acceptance of JMS Technical Proposal J-11-0009-A:

Authorization Client Signature: _____

Date: _____

Note, any outstanding JMS invoices relating to the project which remain unpaid for a period of thirty (30) days beyond the invoice date will incur a service charge of one and one half percent (1.5%) per month (an annual percentage rate of eighteen percent (18%)) on the unpaid principal balance of such invoice. Client agrees to pay such service charges and further agrees to pay the reasonable costs for collection, including court costs and attorney's fees, incurred by JMS in the collection or enforcement of this agreement.

By Authority Of The

City of Berwyn

\$30.00

Printed: 10.26.2010

Expires: 12.31.2010

STATE LICENSE No -

Environmental

Permission Is Hereby Granted - Business ID #10018

JMS Stem Environmental Management

816 Burr Oak Drive

Westmont, IL 60559

2010



-- Subject to all provisions of the ordinances of the City of Berwyn --

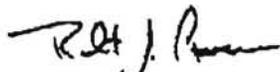
Certificate of Insurance Expires On: 4.3.2011

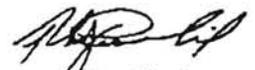
Bond Expiration is - 10.18.2011

Void if bond or state
license is expired.

License Is Non - Transferable

TEST:


Mayor


City Clerk



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

10/25/2010

PRODUCER (312)263-3215 FAX: (312)263-0979

Myers-Briggs & Co, Inc.

300 S. Wacker Drive

Suite 2000

Chicago

IL 60606

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

INSURED

JMS Environmental Associates

Ltd.; STEM Environmental Management

816 Burr Oak Drive

Westmont

IL 60559

INSURERS AFFORDING COVERAGE

NAIC

INSURER A: Endurance American Speciality

41718

INSURER B: Peerless Insurance Company

24198

INSURER C: ACE Fire Underwriters Ins Co

20702

INSURER D:

INSURER E:

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	ADD'L INSR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YYYY)	POLICY EXPIRATION DATE (MM/DD/YYYY)	LIMITS
A		GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> Profession Liab* <input type="checkbox"/> Contractors Poll* GEN'L AGGREGATE LIMIT APPLIES PER: **MOLD: \$1,000,000. LIMIT <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC	ECC10100658001	4/3/2010	4/3/2011	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 50,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 Deduct: 5,000
B		AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS	CBP9825479	4/3/2010	4/3/2011	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
		GARAGE LIABILITY <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT \$ OTHER THAN EA ACC AGG \$
A		EXCESS / UMBRELLA LIABILITY <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE <input checked="" type="checkbox"/> RETENTION \$ 0	EXS10100658101	4/3/2010	4/3/2011	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000 \$ \$
C		WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under SPECIAL PROVISIONS below	Y/N NWCC46267187	4/3/2010	4/3/2011	<input checked="" type="checkbox"/> WC STATU-TORY LIMITS <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
B		OTHER Property	CBP9825479	4/3/2010	4/3/2011	Various

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS

CERTIFICATE HOLDER

City of Berwyn
 6700 W. 26th Ave.
 Berwyn, IL 60402

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 10 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE

William Kamm/DJ

William J. Kamm

IMPORTANT

If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must be endorsed. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

DISCLAIMER

This Certificate of Insurance does not constitute a contract between the issuing insurer(s), authorized representative or producer, and the certificate holder, nor does it affirmatively or negatively amend, extend or alter the coverage afforded by the policies listed thereon.



Pat Quinn, Governor
Damon E. Arnold, M.D., M.P.H., Director

625-533 West Jefferson Street • Springfield, Illinois 62751-0901 • www.idph.state.il.us

3/17/2010

JOSEPH M STERNER
816 BURR OAK DRIVE
WESTMONT, IL 60559

ASBESTOS PROFESSIONAL LICENSE ID NUMBER: 00209

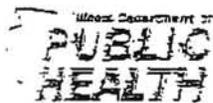
Enclosed is your Asbestos Professional License that expires 05/15/2011

CERTIFICATE EXPIRATION DATE

INSPECTOR	1/7/2011
MANAGEMENT PLANNER	1/7/2011
PROJECT MANAGER	9/11/2010
AIR SAMPLING PROFESSIONAL	

If you have any questions or need further assistance, contact the Asbestos Program at (217)782-3517 or fax (217)785-5897.

Our WEB address is <http://www.idph.state.il.us/envhealth/ehhome.htm>



ASBESTOS
PROFESSIONAL
LICENSE

ID NUMBER	ISSUED	EXPIRES
00 - 00209	3/17/2010	05/15/2011

JOSEPH M STERNER
816 BURR OAK DRIVE
WESTMONT, IL 60559

Environmental Health



United States Department of Commerce
National Institute of Standards and Technology



Certificate of Accreditation to ISO/IEC 17025:2005

NVLAP LAB CODE: 102012-0

JMS Environmental Associates, Ltd.
Westmont, IL

*is accredited by the National Voluntary Laboratory Accreditation Program for specific services,
listed on the Scope of Accreditation, for:*

BULK ASBESTOS FIBER ANALYSIS

*This laboratory is accredited in accordance with the recognized International Standard ISO/IEC 17025:2005.
This accreditation demonstrates technical competence for a defined scope and the operation of a laboratory quality
management system (refer to joint ISO-ILAC-IAF Communiqué dated January 2009).*

2010-04-01 through 2011-03-31

Effective dates



Dolly S. Bruce
For the National Institute of Standards and Technology



Asbestos Analysts Registry

Retain For Your Records

July 24, 2006

Organization ID: 101176

Analyst ID: 8861

JMS Environmental Associates, Ltd.
John Aschbacher
816 Burr Oak Drive
Westmont IL, 60559

Dear Mr. Aschbacher:

Congratulations! The American Industrial Hygiene Association (AIHA) Analytical Accreditation Board (AAB) has approved your listing in the Asbestos Analyst Registry (AAR). This Board Approval takes effect July 24, 2006. You are now listed on the AIHA website as an Asbestos Analysts Registry (AAR) Board Approved Analyst

<http://www.aiha.org/LaboratoryServices/html/aarana.html>.

Your Board Approval status will remain current as long as you maintain two or less outliers in the two most current consecutive Asbestos Analytical Testing (AAT) rounds. You will automatically lose your Board Approval status if you cease analyzing AAT samples with an approved organization, or you transfer to an unapproved organization.

If you should receive more than two outliers in two consecutive rounds, your AAT Performance Results report will show that you are "not acceptable." To regain your Board Approval, your options are:

- 1) Purchase the current round retest to successfully override the results; or
- 2) Analyze the next regularly scheduled AAT round or next two consecutive AAT rounds (whichever is appropriate) with no more than 2 outliers cumulatively to regain Board Approval status.

If you foresee non-participation in a future AAT round, in order to retain Board Approval status, AIHA requires a letter requesting an excused absence from that round before the date that the results are due for that particular round. Please note that excused absences will not be granted for two consecutive AAT rounds.

Congratulations again and thank you for your continued participation in the Asbestos Analyst Registry program. If you have any questions please do not hesitate to contact Mrs. Carter Dezio, AAR Program Specialist at 703-846-0798 or cdezio@aiha.org.

Sincerely,

Peter Dragasakis
Quality Systems Manager, LQAP

AIHA
2700 Prosperity Avenue, Suite 250
Fairfax, VA 22031
Phone: 703-849-8888; Fax: 703-207-8558



Frank Novotny & Associates, Inc.

885 Midway Drive • Willowbrook, IL • 60527 • Telephone: (630) 887-8640 • Fax: (630) 887-0132

*Civil Engineers/
Municipal Consultants*

February 14, 2011

Hon. Mayor & City Council
City of Berwyn
6700 West 26th Street
Berwyn, Illinois 60402

Re: **Library Air Conditioning Chiller Replacement
Energy Efficient & Conservation Block Grant Program**

Mesdames & Gentlemen:

The City of Berwyn received an Energy Efficiency and Conservation Block Grant to replace the air conditioning chiller at the Library. Enclosed is a copy of the "Tabulation of Bids" for the bids that were received and opened for the above-captioned project at 10:00 a.m. on February 11, 2011. Eight (8) bids were received, checked for accuracy, and found to be correct.

The low bidder for the Library Air Conditioning Chiller Replacement project was International Piping Systems, Inc., which was \$38,500.00 (26.55%) above the Engineer's Estimate of \$145,000.00. Also included in the bid was an optional bid item as requested by the Library Board for the Building Automation System. The Library Board is reviewing their budget at this time to determine if they can fund the additional cost for the Building Automation System.

Upon reviewing the references submitted by International Piping Systems, we find them to be well qualified to perform this type of work. We, therefore, recommend that the Contract be awarded to **International Piping Systems, Inc., 444 E. State Parkway, Schaumburg, IL 60173** in the amount of **\$183,500.00** to cover the cost of the air conditioning chiller replacement at the Library.

Please call if you have any questions regarding this matter.

Sincerely,

FRANK NOVOTNY & ASSOCIATES, INC.

John E. Fitzgerald, P.E.

JEF/kes
Enclosure

cc: Mr. Brian Pabst, Administrator, w/Encl.
Ms. Tammy Clausen, Berwyn Library, w/Encl.
File No. 10103

Date: 2/17/2011

TABULATION OF BIDS

Page 1 Of 2

OWNER: City of Berwyn
 PROJECT DESCRIPTION: Library Air Conditioning Chiller Replacement
 Energy Efficiency and Conservation Block Grant Program (EECBG)
 BID OPENING: February 11, 2011 @ 10:00 a.m.

PROJECT NO : 10103

Item No	Description	Unit	Quantity	Engineers Estimate		International Piping Systems 444 E. State Parkway, #123 Schaumburg, IL 60173 5% Bid Bond		Complete Temp. Systems 8824 Industrial Drive Bridgeview, IL 60466 5% Bid Bond		Oak Brook Mech. Services 881 S. Route 83 Elmhurst, IL 60126 5% Bid Bond		McDonough Mech. Services 4081 Joseph Drive Waukegan, IL 60087 5% Bid Bond		Quality Control Systems 21750 Main Street Matteson, IL 60443 5% Bid Bond		Amber Mech. Contractors 11950 S. Central Ave. Alsip, IL 60803 5% Bid Bond		
				Unit Price	Amount	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount	
1	LIBRARY AIR CONDITIONING CHILLER REPLACEMENT REPLACEMENT COMPLETE IN PLACE	L SUM	1	145,000.00	145,000.00	183,500.00	183,500.00	189,015.00	189,015.00	212,800.00	212,800.00	214,182.00	214,182.00	218,840.00	218,840.00	270,000.00	270,000.00	
2	OPTIONAL BID BUILDING AUTOMATION SYSTEM Alternate Price for 2 Year Chiller Comprehensive Maintenance Agreement	L SUM	1			74,800.00		138,545.00		72,000.00		74,525.00		133,000.00		72,600.00		
Totals					145,000.00		183,500.00		189,015.00		212,800.00		214,182.00		218,840.00		270,000.00	
Bid Error Corrections:																		
Corrected Totals ---								183,500.00		189,015.00		212,800.00		214,182.00		218,840.00		270,000.00
Over / Under ----								38,500.00		44,015.00		57,800.00		69,182.00		73,840.00		125,000.00
Percent ----								26.55%		23.32%		26.76%		27.11%		29.92%		46.21%

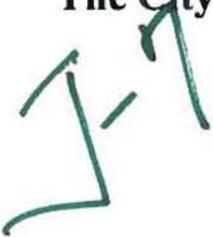
TABULATION OF BIDS

OWNER: City of Berwyn
 PROJECT DESCRIPTION: Library Air Conditioning Chiller Replacement
 Energy Efficiency and Conservation Block Grant Program (EECBG)
 BID OPENING: February 11, 2011 @ 10:00 a.m.

PROJECT NO: 10103

Item No	Description	Unit	Quantity	Engineers Estimate		Westside Mechanical, LLC 2007 Corporate Lane Naperville, IL 60563 5% Bid Bond		Premier Mechanical, Inc. 111 Fairbanks Street Addison, IL 60101 5% Bid Bond								
				Unit Price	Amount	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount	
1	LIBRARY AIR CONDITIONING CHILLER REPLACEMENT, COMPLETE IN PLACE	L SUM	1	145,000.00	145,000.00	296,000.00	296,000.00	316,000.00	316,000.00							
2	OPTIONAL BID BUILDING AUTOMATION SYSTEM	L SUM	1			109,000.00		123,000.00								
Totals:					145,000.00		296,000.00		316,000.00							
Bid Error Corrections:																
Corrected Totals ---							296,000.00		316,000.00							
Over / Under ----							151,000.00		171,000.00							
Percent ----							104.14%		117.83%							

The City of Berwyn



Nicole L. Campbell
Traffic Engineer

A Century of Progress with Pride

February 22, 2011

To: Mayor Robert J. Lovero & City Council Members

From: Nicole Campbell, City Traffic Engineer

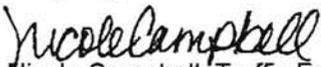
Re: Additional parking signage – Vacin Fairway and Cermak Road Projects

As the projects along the Vacin Fairway and Cermak Road continue towards their completion, additional parking signage is required on the sidestreets between the Vacin Fairway and Cermak Road. This additional signage will ensure that all parking areas are signed correctly and uniformly throughout this business corridor. The estimated cost for this work is approximately \$21,000. The signing contractor currently performing the work in the Vacin Fairway and on Cermak Road is Traffic Control and Protection (TCP). TCP has successfully completed projects with the City in the past and has worked closely with the City in developing the sign layouts for the parking areas.

Recommendations

Since the signing work is an extension of the Vacin Fairway and Cermak Road projects within the TIF area, it is my recommendation to waive the bidding process and authorize TCP to complete the necessary work for payment through TIF funds.

Sincerely,


Nicole Campbell, Traffic Engineer

The City of Berwyn

5-8



Nicole L. Campbell
Traffic Engineer

A Century of Progress with Pride

February 22, 2011

To: Mayor Robert J. Lovero & City Council Members

From: Nicole Campbell, City Traffic Engineer

Re: Business Reserved Permit Parking

Businesses near the 3200 Block of Grove Avenue have expressed a need for business parking and have inquired as to the possibility of installing such parking within the area. After investigation of the area; the Depot (f.k.a. Commuter) permit parking is heavily used along Windsor and Stanley Avenues, the Municipal Lot on 32nd Street is occupied on a daily basis, and the 2 hour parking on Grove and Stanley Avenues is regularly used with adequate turn-over. The existing 2 hour parking on 32nd Street between Oak Park Avenue and the alley west of Grove Avenue is rarely used and never observed at full capacity. It is suggested that these areas are signed as Business Permit Parking, which will yield an additional 6 spaces. It is also suggested that the business reserved parking spaces be signed for street cleaning on an alternating Tuesday-Wednesday, 3am to 6am schedule. This schedule matches that on Oak Park Avenue in this area.

Recommendations

Revise the current 2 hour parking areas on 32nd Street to Business Reserved Permit Parking, revise the street cleaning schedule and approve the updated ordinances facilitating these changes.

Sincerely,

Nicole Campbell, Traffic Engineer



A Century of Progress with Pride

February 22, 2011

To: Mayor Robert J. Lovero & City Council Members

From: Anthony Bertuca, City Attorney
Nicole Campbell, City Traffic Engineer

Re: Updated Ordinance Sections 480.05, 480.07 and 484.03

Attached are the updated Street Cleaning and Snow Emergency Parking Restrictions (480.05), Limited Parking (480.07) and Depot and Business Reserved Permit Parking (484.03) ordinances including the revisions to the business permit parking area as recommended by the traffic engineer.

Recommendation

Staff recommends the approval of the attached ordinances and to authorize Public Works to purchase and install the signs necessary for these changes.

Sincerely,

Anthony T. Bertuca
Anthony T. Bertuca, City Attorney

Nicole Campbell
Nicole Campbell, Traffic Engineer

THE CITY OF BERWYN
COOK COUNTY, ILLINOIS

ORDINANCE
NUMBER

**AN ORDINANCE AMENDING SECTION 480.05 OF THE CODIFIED
ORDINANCES OF THE CITY OF BERWYN, COOK COUNTY, ILLINOIS
REGARDING STREET CLEANING AND SNOW EMERGENCY PARKING
RESTRICTIONS**

ROBERT J. LOVERO, Mayor
THOMAS J. PAVLIK, City Clerk

NONA N. CHAPMAN
JEFFREY G. BOYAJIAN
MARGARET PAUL
MICHELE D. SKRYD
CESAR A. SANTOY
THEODORE J. POLASHEK
RAFAEL AVILA
NORA LAURETO
Aldermen

ORDINANCE NO.: _____

**AN ORDINANCE AMENDING SECTION 480.05 OF THE CODIFIED ORDINANCES
OF THE CITY OF BERWYN, COOK COUNTY, ILLINOIS REGARDING STREET
CLEANING AND SNOW EMERGENCY PARKING RESTRICTIONS**

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

WHEREAS, the City regulates parking restrictions to enable maintenance procedures along City streets pursuant to Section 480.05 of its Codified Ordinances; and

WHEREAS, the City has found that the current regulations governing parking to enable maintenance procedures along Grove Avenue and 32nd Street are inadequate; and

WHEREAS, the Mayor and the City Council of the City of Berwyn (the “Corporate Authorities”) has decided to modify Section 480.05 to allow for proper street maintenance activities along Grove Avenue and 32nd Street; and

WHEREAS, the Corporate Authorities determine that it is in the best interests of the residents of the City to amend the Codified Ordinances as set forth below.

NOW, THEREFORE, BE IT ORDAINED by the Mayor and City Council of the City of Berwyn, Cook County, Illinois, by and through its Home Rule Powers, as follows:

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

Section 2: Section 480.05 (E) (2) Street Cleaning and Snow Emergency Parking Restrictions is hereby amended to read as follows (with proposed additions underlined and proposed deletions ~~stricken~~):

480.05 STREET CLEANING AND SNOW EMERGENCY PARKING RESTRICTIONS

(2) Between 3:00 a.m. and 6:00 a.m. on the days and at the locations specified below:

(a) On Thursdays on the west side of Highland Avenue, from Cermak Road north to the Vacin Fairway.

(b) On Tuesdays on the east side of Highland Avenue, from Cermak Road north to the Vacin Fairway.

(c) On Tuesdays on the west side of Oak Park Avenue from 31st Street to 3300 Oak Park Avenue.

(d) On Tuesdays on the west side of Grove Avenue from 32nd Street to 34th Street.

(e) On Tuesdays on the north side of 32nd Street from Oak Park Avenue to the alley west.

(f) On Wednesdays on the east side of Oak Park Avenue from 31st Street to 3300 Oak Park Avenue.

(g) On Wednesdays on the east side of Grove Avenue from 32nd Street to 34th Street.

(h) On Wednesdays on the south side of 32nd Street from Oak Park Avenue to the alley west of Kenilworth Avenue.

Section 3. All ordinances, resolutions, motions or orders in conflict with this Ordinance are hereby repealed to the extent of such conflict.

Section 4. This Ordinance shall be in full force and effect upon its passage, approval and publication as provided by law.

Adopted by the Mayor and City Council of the City of Berwyn, Cook County, Illinois this _____ day of _____ 2011, pursuant to a roll call vote, as follows:

	YES	NO	ABSENT	PRESENT
Chapman				
Boyajian				
Paul				
Skryd				
Santoy				
Polashek				
Avila				
Laureto				
(Mayor Lovero)				
TOTAL				

Approved by the Mayor of the City of Berwyn, Cook County, Illinois on this _____ day of _____ 2011.

 Robert J. Lovero
 MAYOR

ATTEST:

 Thomas J. Pavlik
 CITY CLERK

The City of Berwyn



Anthony T. Bertuca
City Attorney

A Century of Progress with Pride

February 22, 2011

To: Mayor Robert J. Lovero & City Council Members

From: Anthony Bertuca, City Attorney
Nicole Campbell, City Traffic Engineer

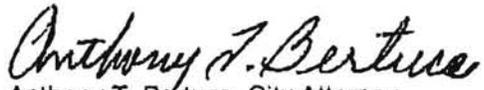
Re: Updated Ordinance Sections 480.05, 480.07 and 484.03

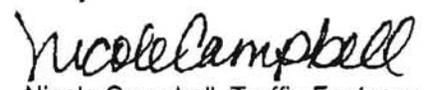
Attached are the updated Street Cleaning and Snow Emergency Parking Restrictions (480.05), Limited Parking (480.07) and Depot and Business Reserved Permit Parking (484.03) ordinances including the revisions to the business permit parking area as recommended by the traffic engineer.

Recommendation

Staff recommends the approval of the attached ordinances and to authorize Public Works to purchase and install the signs necessary for these changes.

Sincerely,


Anthony T. Bertuca, City Attorney


Nicole Campbell, Traffic Engineer

THE CITY OF BERWYN
COOK COUNTY, ILLINOIS

ORDINANCE
NUMBER

**AN ORDINANCE AMENDING SECTION 480.07 OF THE CODIFIED
ORDINANCES OF THE CITY OF BERWYN, COOK COUNTY, ILLINOIS
REGARDING LIMITED PARKING**

ROBERT J. LOVERO, Mayor
THOMAS J. PAVLIK, City Clerk

NONA N. CHAPMAN
JEFFREY G. BOYAJIAN
MARGARET PAUL
MICHELE D. SKRYD
CESAR A. SANTOY
THEODORE J. POLASHEK
RAFAEL AVILA
NORA LAURETO
Aldermen

ORDINANCE NO.: _____

**AN ORDINANCE AMENDING SECTION 480.07 OF THE CODIFIED ORDINANCES
OF THE CITY OF BERWYN, COOK COUNTY, ILLINOIS REGARDING LIMITED
PARKING**

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

WHEREAS, the Mayor and the City Council of the City of Berwyn (the "Corporate Authorities") regulates short term parking in the City pursuant to Section 480.07 of its Codified Ordinances; and

WHEREAS, the Corporate Authorities recognize that short term parking regulations require reevaluation from time to time; and

WHEREAS, the Corporate Authorities determine that it is in the best interests of the local businesses and residents of the City to amend the Codified Ordinances as set forth below.

NOW, THEREFORE, BE IT ORDAINED by the Mayor and City Council of the City of Berwyn, Cook County, Illinois, by and through its Home Rule Powers, as follows:

Section 1: Section 480.07 (c), Chapter 480, Limited Parking is hereby amended to read as follows (with proposed additions underlined and proposed deletions ~~stricken~~):

Section 2: If any section, paragraph, clause or provision of this Ordinance shall be held invalid, the invalidity thereof shall not affect any of the other provisions of this Ordinance.

480.07 LIMITED PARKING

- (c) Two (2) Hour Parking from 7:00 a.m. to 5:00 p.m., Monday through Saturday, shall be designated in the following locations:
- (1) South side of 16th Street from Maple Avenue to Wisconsin Avenue.
 - (2) South side of 16th Street from Wenonah Avenue to Home Avenue.
 - (3) East sides of Maple Avenue and Wenonah Avenue from 16th Street south to the alley.
 - (4) North side of 16th Street from Wenonah Avenue to Home Avenue.
 - (5) South side of 16th Street from Clinton Avenue to Grove Avenue.
 - (6) North side of 16th Street from Oak Park Avenue to Euclid Avenue.
 - (7) South side of 16th Street from the alley east of East Avenue to Gunderson Avenue.
 - (8) South side of 16th Street from the alley east of Ridgeland Avenue to Cuyler Avenue.
 - (9) West side of Gunderson Avenue from 16th Street south to the alley.
 - (10) North side of 16th Street from Gunderson Avenue to Ridgeland Avenue.
 - (11) North side of 16th Street from the alley east of Ridgeland Avenue to Cuyler Avenue.
 - (12) East and West sides of Elmwood Avenue from 16th Street north to the alley.
 - ~~(13) South side of 32nd Street from Grove Avenue to Oak Park Avenue.~~
 - (14) **(13)** West side of Oak Park Avenue from the southern property line of 3300 Oak Park Avenue to 31st Street. East side from Stanley Avenue to 31st Street.

Section 3. All ordinances, resolutions, motions or orders in conflict with this Ordinance are hereby repealed to the extent of such conflict.

Section 4. This Ordinance shall be in full force and effect upon its passage, approval and publication as provided by law.

Adopted by the Mayor and City Council of the City of Berwyn, Cook County, Illinois this _____ day of _____ 2011, pursuant to a roll call vote, as follows:

	YES	NO	ABSENT	PRESENT
Chapman				
Boyajian				
Paul				
Skryd				
Santoy				
Polashek				
Avila				
Laureto				
(Mayor Lovero)				
TOTAL				

Approved by the Mayor of the City of Berwyn, Cook County, Illinois on this _____ day of _____ 2011.

Robert J. Lovero
MAYOR

ATTEST:

Thomas J. Pavlik
CITY CLERK

The City of Berwyn



Anthony T. Bertuca
City Attorney

A Century of Progress with Pride

February 22, 2011

To: Mayor Robert J. Lovero & City Council Members

From: Anthony Bertuca, City Attorney
Nicole Campbell, City Traffic Engineer

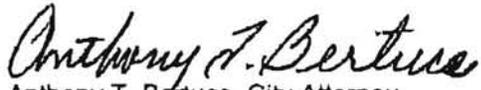
Re: Updated Ordinance Sections 480.05, 480.07 and 484.03

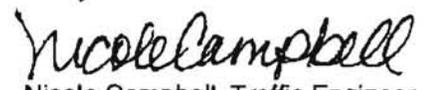
Attached are the updated Street Cleaning and Snow Emergency Parking Restrictions (480.05), Limited Parking (480.07) and Depot and Business Reserved Permit Parking (484.03) ordinances including the revisions to the business permit parking area as recommended by the traffic engineer.

Recommendation

Staff recommends the approval of the attached ordinances and to authorize Public Works to purchase and install the signs necessary for these changes.

Sincerely,


Anthony T. Bertuca, City Attorney


Nicole Campbell, Traffic Engineer

THE CITY OF BERWYN
COOK COUNTY, ILLINOIS

ORDINANCE
NUMBER

**AN ORDINANCE AMENDING SECTION 484.03 OF THE CODIFIED
ORDINANCES OF THE CITY OF BERWYN, COOK COUNTY, ILLINOIS
REGARDING DEPOT AND BUSINESS RESERVED PERMIT PARKING**

ROBERT J. LOVERO, Mayor
THOMAS J. PAVLIK, City Clerk

NONA N. CHAPMAN
JEFFREY G. BOYAJIAN
MARGARET PAUL
MICHELE D. SKRYD
CESAR A. SANTOY
THEODORE J. POLASHEK
RAFAEL AVILA
NORA LAURETO
Aldermen

ORDINANCE NO.: _____

AN ORDINANCE AMENDING SECTION 484.03 OF THE CODIFIED ORDINANCES OF THE CITY OF BERWYN, COOK COUNTY, ILLINOIS REGARDING DEPOT AND BUSINESS RESERVED PERMIT PARKING

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

WHEREAS, the Mayor and the City Council of the City of Berwyn (the "Corporate Authorities") operates parking spaces offering reserved vehicle parking for a permit fee; and

WHEREAS, the depot and business reserved parking facilities are maintained by the City of Berwyn and such real property is subject to taxation as income-generating rental property; and

WHEREAS, the Corporate Authorities recognizes the need for business reserved parking spaces, and that these designated areas be evaluated from time to time and adjusted as necessary.

NOW, THEREFORE, BE IT ORDAINED by the Mayor and City Council of the City of Berwyn, Cook County, Illinois, by and through its Home Rule Powers, as follows:

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

Section 2: Section 484.03 of the Codified Ordinances of the City of Berwyn, Cook County, Illinois is hereby amended to read as follows (with proposed additions underlined and proposed deletions ~~stricken~~):

484.03 DEPOT AND BUSINESS RESERVED PERMIT PARKING

(A) Council shall establish certain parking spaces within the City as permit parking only spaces, such spaces to be designated by signs indicating "Depot Permit Parking Only" or "Business Reserved Permit Parking".

(B) Depot and business reserved permits to park in such spaces are available upon application to the City Collector on a form to be provided for this purpose, which application shall include the name, address and telephone number of the applicant.

(C) Locations and Fees.

(1) The fee for a Depot parking permit is one-hundred dollars (\$100.00) per quarter or three hundred and seventy five dollars (\$375.00) per year, and the number of permits shall be limited by availability. All parking spaces designated as "Depot Permit Parking" shall be used as public parking after 6:00 p.m. until 6:00 a.m., Monday through Friday and all day Saturday, Sunday and holidays.

(a) Depot Permit Parking is available along the north side of Windsor Avenue and the south side of Stanley Avenue, in which the designated spaces are clearly marked with signs.

(b) Depot Permit Parking, also signed as Commuter Permit Parking, is available in the first 300 spaces of the Municipal Garage located at 3320 Grove Avenue.

(2) The fee for a Business reserved parking permit is ~~fifty dollars (\$50.00) per quarter~~ or one hundred and seventy five dollars (\$175.00) per year, and the number of permits shall be marked or otherwise limited by availability. Business Permit Parking shall be valid from 7am-7pm at these locations within the City:

(a) West side of Kenilworth Avenue from Windsor Avenue to the first alley south **(9 spaces)**.

(b) East side of Clinton Avenue from Windsor Avenue to the first alley south **(3 spaces)**.

(c) East side of Home Avenue from Windsor Avenue to the first alley south **(5 spaces)**.

(d) South side of 32nd Street from Grove Avenue to the first alley west (3 spaces).

(e) North side of 32nd Street from Oak Park Avenue to the first alley west **(10 spaces)**.

(f) South side of 32nd Street from Grove Avenue to Oak Park (3 spaces).

(g) Two (2) spaces on Stanley Avenue at Oak Park Avenue.

(D) The Collector may prorate the yearly ~~or quarterly~~ fee on a weekly or monthly basis. Such permit shall not be issued or renewed until the required fee is paid, and the permit is not transferable. In the event of the loss of such permit, the fee for replacement shall be twenty five dollars (\$25.00), and an application for such replacement shall be made to the Collector.

(E) Depot and business reserved parking permits shall be in hangtag form and in colors designated by the City Collector, shall be numbered and shall state the date of issuance and date of expiration. Such permits shall be displayed from the rearview mirror of the vehicle where they may be visible from the exterior of the vehicles.

(F) No vehicle which does not bear a Depot parking permit or a Business reserved parking permit shall park in those spaces designated as "Depot Permit Parking Only" or "Business Reserved Permit Parking Only". All such spaces shall be designated as tow zones.

Section 3. All ordinances, resolutions, motions or orders in conflict with this Ordinance are hereby repealed to the extent of such conflict.

Section 4. This Ordinance shall be in full force and effect upon its passage, approval and publication as provided by law.

Adopted by the Mayor and City Council of the City of Berwyn, Cook County, Illinois this _____ day of _____ 2011, pursuant to a roll call vote, as follows:

	YES	NO	ABSENT	PRESENT
Chapman				
Boyajian				
Paul				
Skryd				
Santoy				
Polashek				
Avila				
Laureto				
(Mayor Lovero)				
TOTAL				

Approved by the Mayor of the City of Berwyn, Cook County, Illinois on this _____ day of _____ 2011.

 Robert J. Lovero
 MAYOR

ATTEST:

 Thomas J. Pavlik
 CITY CLERK

The City of Berwyn



Nicole L. Campbell
Traffic Engineer

A Century of Progress with Pride

February 22, 2011

To: Mayor Robert J. Lovero & City Council Members

From: Nicole Campbell, City Traffic Engineer

Re: Parking Revisions for 1400 Oak Park Avenue

Prairie Oak School is located on Oak Park Avenue between 14th and 15th Streets. This school has a student population of nearly 900 students and accommodates various community events such as before and after school care, computer classes, school board meetings, ward meetings and athletic events. The west side of 1400 Oak Park Avenue is signed as superzone parking which hinders the parking availability for residents to take part in these events. This block contains 17 houses, all of which have 1.5-3 car garages and/or carports. On-street parking counts for this block have been performed on multiple occasions. From 8am to 4pm, on-street parking counts have ranged between 9-11 cars and parked car counts between 4pm and 6pm have ranged between 4-5 cars. This block can house 23 parked cars.

Revising the parking restriction on this block to resident parking only and no parking from 7am to 9am and 2pm to 4pm Monday through Friday will allow a place for parents to pull-over when picking up/dropping off children for school, before/after school events or athletic events, therefore reducing the congestion on Oak Park Avenue. This will also allow residents a place to park when taking part in community events.

Recommendations for the west side of the 1400 block of Oak Park Avenue:

Remove the superzone parking restriction, install no parking from 7am to 9am and 2pm to 4pm Monday through Friday, install resident only parking and approve the updated ordinance facilitating these changes.

Sincerely,

Nicole Campbell, Traffic Engineer



A Century of Progress with Pride

February 22, 2011

To: Mayor Robert J. Lovero & City Council Members

From: Anthony Bertuca, City Attorney
Nicole Campbell, City Traffic Engineer

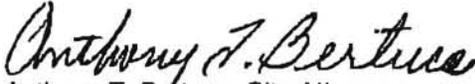
Re: Updated Ordinance Sections 484.08A Resident Parking Only and 480.08 Prohibited Parking

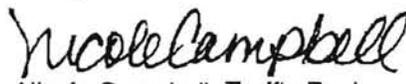
Attached are the updated Resident and Prohibited Parking ordinances which include revisions to parking on Oak Park Avenue as recommended by the traffic engineer.

Recommendation

Staff recommends the approval of the attached ordinances and to authorize Public Works to purchase and install the signs necessary for these changes.

Sincerely,


Anthony T. Bertuca, City Attorney


Nicole Campbell, Traffic Engineer

THE CITY OF BERWYN
COOK COUNTY, ILLINOIS

ORDINANCE
NUMBER

**AN ORDINANCE ESTABLISHING RESIDENT ONLY PARKING ON OAK
PARK AVENUE AND AMENDING CHAPTER 484 OF THE TRAFFIC
CODE OF THE CODIFIED ORDINANCES OF THE CITY OF BERWYN**

ROBERT J. LOVERO, Mayor
THOMAS J. PAVLIK, City Clerk

NONA N. CHAPMAN
JEFFREY G. BOYAJIAN
MARGARET PAUL
MICHELE D. SKRYD
CESAR A. SANTOY
THEODORE J. POLASHEK
RAFAEL AVILA
NORA LAURETO
Aldermen

Published in pamphlet form by authority of the Mayor and City Clerk of the City of Berwyn, Illinois on
February 22, 2011

ORDINANCE NO.: _____

AN ORDINANCE ESTABLISHING RESIDENT ONLY PARKING ON OAK PARK AVENUE AND AMENDING CHAPTER 484 OF THE TRAFFIC CODE OF THE CODIFIED ORDINANCES OF THE CITY OF BERWYN

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

WHEREAS, the Mayor and the City Council of the City of Berwyn (the “Corporate Authorities”) has adopted a Traffic Code, which has been amended from time to time; and

WHEREAS, the Corporate Authorities recognize the need for resident parking; and

WHEREAS, the Corporate Authorities determine that it is in the best interests of the residents of the City to amend the Codified Ordinances as set forth below.

NOW, THEREFORE, BE IT ORDAINED by the Mayor and City Council of the City of Berwyn, Cook County, Illinois, by and through its Home Rule Powers, as follows:

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

Section 2: Section 484.08A of the Codified Ordinances of the City of Berwyn, Cook County, Illinois is hereby amended to read as follows (with proposed additions underlined and proposed deletions ~~stricken~~):

484.08A RESIDENT PARKING ONLY

2) RESIDENT PARKING ONLY. These locations are as follows:

(a) 14th Street from Grove Avenue to Euclid Avenue.

(b) Oak Park Avenue ~~for~~ **from** 13th Street to 14th **15th** Street.

Section 3. All ordinances, resolutions, motions or orders in conflict with this Ordinance are hereby repealed to the extent of such conflict.

Section 4. This Ordinance shall be in full force and effect upon its passage, approval and publication as provided by law.

Adopted by the Mayor and City Council of the City of Berwyn, Cook County, Illinois this _____ day of _____ 2011, pursuant to a roll call vote, as follows:

	YES	NO	ABSENT	PRESENT
Chapman				
Boyajian				
Paul				
Skryd				
Santoy				
Polashek				
Avila				
Laureto				
(Mayor Lovero)				
TOTAL				

Approved by the Mayor of the City of Berwyn, Cook County, Illinois on this _____ day of _____ 2011.

 Robert J. Lovero
 MAYOR

ATTEST:

 Thomas J. Pavlik
 CITY CLERK

The City of Berwyn



Anthony T. Bertuca
City Attorney

A Century of Progress with Pride

February 22, 2011

To: Mayor Robert J. Lovero & City Council Members

From: Anthony Bertuca, City Attorney
Nicole Campbell, City Traffic Engineer

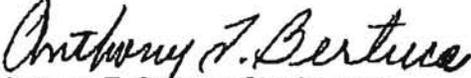
Re: Updated Ordinance Sections 484.08A Resident Parking Only and 480.08 Prohibited Parking

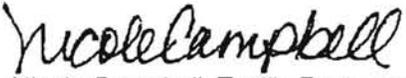
Attached are the updated Resident and Prohibited Parking ordinances which include revisions to parking on Oak Park Avenue as recommended by the traffic engineer.

Recommendation

Staff recommends the approval of the attached ordinances and to authorize Public Works to purchase and install the signs necessary for these changes.

Sincerely,


Anthony T. Bertuca, City Attorney


Nicole Campbell, Traffic Engineer

THE CITY OF BERWYN
COOK COUNTY, ILLINOIS

ORDINANCE
NUMBER

**AN ORDINANCE AMENDING CHAPTER 480 OF THE TRAFFIC CODE
OF THE CODIFIED ORDINANCES OF THE CITY OF BERWYN
REGARDING PROHIBITED PARKING**

ROBERT J. LOVERO, Mayor
THOMAS J. PAVLIK, City Clerk

NONA N. CHAPMAN
JEFFREY G. BOYAJIAN
MARGARET PAUL
MICHELE D. SKRYD
CESAR A. SANTOY
THEODORE J. POLASHEK
RAFAEL AVILA
NORA LAURETO
Aldermen

ORDINANCE NO.: _____

**AN ORDINANCE AMENDING CHAPTER 480 OF THE TRAFFIC CODE OF THE
CODIFIED ORDINANCES OF THE CITY OF BERWYN REGARDING PROHIBITED
PARKING**

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

WHEREAS, the Mayor and the City Council of the City of Berwyn (the “Corporate Authorities”) has adopted a Traffic Code, which has been amended from time to time; and

WHEREAS, the Corporate Authorities recognize that parking regulations should be reviewed from time to time; and

WHEREAS, the Corporate Authorities determine that it is in the best interests of the residents of the City to amend the Codified Ordinances as set forth below.

NOW, THEREFORE, BE IT ORDAINED by the Mayor and City Council of the City of Berwyn, Cook County, Illinois, by and through its Home Rule Powers, as follows:

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

Section 2: Section 480.08 of the Codified Ordinances of the City of Berwyn, Cook County, Illinois is hereby amended by adding Section 480.08 (b) to read as follows:

480.08 PROHIBITED PARKING

(b) Parking Prohibited 7am to 9am and 2pm to 4pm Monday through Friday:

(1) West side of Oak Park Avenue from 14th Street to 15th Street.

Section 3. All ordinances, resolutions, motions or orders in conflict with this Ordinance are hereby repealed to the extent of such conflict.

Section 4. This Ordinance shall be in full force and effect upon its passage, approval and publication as provided by law.

Adopted by the Mayor and City Council of the City of Berwyn, Cook County, Illinois this _____ day of _____ 2011, pursuant to a roll call vote, as follows:

	YES	NO	ABSENT	PRESENT
Chapman				
Boyajian				
Paul				
Skryd				
Santoy				
Polashek				
Avila				
Laureto				
(Mayor Lovero)				
TOTAL				

Approved by the Mayor of the City of Berwyn, Cook County, Illinois on this _____ day of _____ 2011.

 Robert J. Lovero
 MAYOR

ATTEST:

 Thomas J. Pavlik

CITY CLERK



5-10

BERWYN POLICE DEPARTMENT



6401 West 31st Street
Berwyn, Illinois 60402-0733
Phone (708) 795-5600
Fax (708) 795-5627 Emergency 9-1-1

February 18, 2011

Mayor Robert J. Lovero
Members of the City Council

Re: Emergency Notification System

As many of you are already aware the city's current Emergency Notification System, "Reverse 9-1-1" is no longer functional. The data-base is corrupted, the technology is outdated and the costs associated for upgrading the current system far outweigh the benefits of changing technology with a new provider. The current system operates through on-site hardware with notifications being sent through dedicated phones lines which are maintained through AT&T. New systems are supported by the latest technology using Hosted Web Based products that do not require on-site hardware or dedicated phones lines, thus providing an additional savings to the city.

We contacted five (5) vendors for information and proposals with responses from three (3) vendors being received. The responses were followed up with demonstrations of their respective systems. The vendor that stood out far and above all others was Global Connect Emergency Notification System.

While all of the vendors offered "unlimited" notification packages, Global Connect was the only "all inclusive" vendor which did not have any restrictions placed on the number of calls or duration before additional minutes needed to be purchased. In addition, Global Connect offered in their package all of the "bells and whistles" that were optional costs in the other proposals, the biggest being a mapping tool to allow for specific target areas for calling. A unique feature only offered by Global Connect is the ability to translate text and voice messages from English to Spanish which would be very beneficial to the City of Berwyn.

As we experienced during the Blizzard earlier this month, the need for a functioning notification system would have greatly enhanced communication with the citizens both before and after the storm. We have already started this process by obtaining a database from AT&T which would be necessary for creating a base starting point regardless of the system selected.



We Serve and Protect

Page #2
February 18, 2011
Emergency Notification System

We also have available funding from the FFY09 Cook County Justice Assistance Stimulus Grant that would cover the proposed expenses from Global Connect. Therefore, we are requesting that the sealed bid process be waived, and authorization to enter into an agreement with Global Connect for their Emergency Notification System, be approved.

Attached is a summary of the companies contacted along with related pricing along with the entire proposal from Global Connect including Terms and Conditions. The Terms and Conditions are reflective of a review already completed by the Legal Department including their requested changes.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "T. J. O'Halloran".

Thomas J. O'Halloran
Division Commander
Administrative Services

The following companies were contacted for further information on their Emergency Notification Systems, otherwise referred to as "Reverse 9-1-1":

Reverse 911
W.A.R.N.
EverBridge
Global Connect
Code Red
Twenty First Century

The following are summaries on the information and/or proposals that were received back from the contacted companies:

Reverse 9-1-1

The company did not respond to our request for information although it should be noted that this company was the provider of the system that is currently in place, albeit non-supported.

W.A.R.N.

"**Broadcast**" is a fully hosted, highly secure distributed application communication system that sends timely notifications to voice devices, including telephones and cellular phones. The system is designed specifically for public notification and is able to process thousands of phone calls in minutes.

Subscription Fee*	\$ 12,500/annually	Note 1
Subscription Period	12 Months	
Set Up Fee	\$ 300	
Call Budget	\$ 5,660	Note 2
Training (Online)	\$ 400	
Estimated Total First Year	\$18,860	

Options:

W.A.R.N. Geo-Powered	\$ 20,000
W.A.R.N. Geo-Toolbar	\$ 6,000
API	\$ 3,000
Signup Pro	\$ 3,000
Training (Onsite)	\$ 1,250 (plus net travel)
Database Set-up	\$ 175 / hr. (Est 5 hour)
Database Management (Monthly)	\$ 275 / mth.
Custom Application Coding	\$ 275 / hr.

***Subscription includes:**

- Set-Up
- Unlimited Initiators
- 500 free 30-second phone calls
- unlimited recipient accounts
- unlimited notification creation
- All standard upgrades to System
- 24/7 support
- Free annual online training refresher course
- Use of Voice XML text-to-speech gateway
- Use of live Voice Recording option

Note 1: Subscription Pricing assumes Client executes a WARN Service Agreement for minimum of 36 months.

Note 2: Price Per Call: \$0.125 per 30-second completed call. Voice messages are measured in 30-second intervals and rounded up to the next 30-second level. The minimum billable duration per message is 30 seconds. Billing is based on the average message per Broadcast.

Estimated Totals Second and Third Years

Subscription pricing remains the same. The annual price for WARN Geo-Powered is \$12,000, starting with the second year (First Year-\$20,000). The annual price for the Signup Page is \$1,800, also starting with the second year (First Year-\$3,000)

Everbridge

Although this company did not respond to the request for information, a Proposal from late 2009 was located and included for comparison.

Everbridge "Aware" enables government agencies, corporations, healthcare systems, and educational institutions to communicate more quickly in crises and achieve considerable bottom-line savings through rapid and efficient communication in routine, urgent, and emergency situations.

Year One Annual Service Fee – Usage Based Special Configuration Package	\$11,000.00
System Set-Up (One-Time)	\$ 2,200.00
Ongoing System Pricing	\$11,000.00
Year One Annual Service Fee – Aware Usage Based	\$16,500.00

System Set-Up (One-Time)	\$ 2,200.00
Ongoing System Pricing	\$16,500.00
Year One Annual Service Fee – Aware Unlimited	\$22,000.00
System Set-Up (One-Time)	\$ 2,200.00
Ongoing System Pricing	\$22,000.00
Voice Minutes Block Pricing	10,000 \$0.28 per minute
	25,000 \$0.24 per minute
	50,000 \$0.20 per minute
	100,000 \$0.17 per minute
	500,000 \$0.13 per minute

Global Connect

When disaster is threatening your jurisdiction, Global Connect's Emergency Notification System will allow for clear and timely pre-recorded messages to be delivered to your database. With Global Connect's web-based system, you have the ability to send calls, emails & text messages from any computer with Internet access, and if you are en route to an impending emergency, you have the ability to deploy calls directly from your mobile device. Global Connect's Emergency Notification System offers a number of key features that enhance your ability to communicate in a crisis, including:

- Ability to make thousands of calls per minute
- Customized mapping ability, including radius mapping
- Email capability
- Text messaging
- Resident self registration
- Direct connect to dispatch
- Real time reporting
- Employee interface with responder count
- English to Spanish translation
- Unlimited sub accounts/licenses
- Free database manipulation
- Free training and upgrades
- Free 24/7 live customer support

Unlimited Municipality Notifications

Year 1

Approximate # of Households/Businesses	19,500
Price per Household/Business	\$0.75
Approximate # of employees	100
Price per Employee	\$1.00
Training	Included
Implementation	Included
Data Manipulation	Included
Sub-accounts	Included
System Upgrades/Maintenance	Included
Customer Support	Included
Extended 24 Hour Support	Included
Weather Alerts	Included
Database	Client Provides
2 months FREE	2 (\$2,454.17 Savings)
Actual Price per Household/Business/Employee	\$0.63
Year 1 Price	\$12,270.83

Year 2 and Year 3: Rate Guarantee

Approximate # of Households/Business/Employees	19,600
Price per Household and Business	\$0.75
Price per Employee	\$1.00
Year 2 Price	\$14,725.00
Year 3 Price	\$14,725.00

The rates noted above are **guaranteed** for Berwyn, IL for 60 days from the date of proposal. These rates are for UNLIMITED Municipal Notification messages. Notifications include voice calls and emails.

Code Red

The web-based CodeRED® service, from Emergency Communications Network Inc. (ECN), was designed specifically to enable local government officials to record, send and track personalized voice, email, text and social media messages to thousands of citizens in minutes. ECN's dedicated, triple redundant network is capable of sending critical communications at maximum throughput (as determined by local telephone infrastructure). The proprietary mapping technology and patented delivery methods employed by ECN add to the value of this affordable, high-speed notification system that has been in operation since 1998 and is currently used every day by clients from coast to coast.

A three (3) year license includes 24/7/365 uninterrupted CodeRED system access and the following

- CodeRED system set-up and training
- System time, designed to be more than sufficient for normal usage
- 62,500 minutes, replenished annually
- Unlimited smtp text, email and social media messaging
- Initial residential and business calling database supplied by ECN
- Integration and geo-coding of customer supplied data (911 data, utility data, etc.)
- ECN standard mapping and geo-coding
- 24/7 technical support
- Complimentary system time for testing and training
- Design and hosting of custom web page for community enrollment

\$17,500 = Annual Cost (based on 2008 U.S. Census Population of 49,664)

A further discount may be obtained by committing to an extended contract term.

Alternative Annual Pricing Plans

\$26,800 = Unlimited Emergency Plus (all items listed above plus unlimited emergency calling)

\$36,100 = Limitless (all items listed above plus unlimited system time for emergency and other uses)

Option:

"Weather Warning" is an innovative, geographically targeted weather warning product was built to alert citizens in the path of severe weather. Developed on the same calling network infrastructure as the CodeRED solution for community notification and tapping into the National Weather Service's Storm Based Warnings, CodeRED Weather Warning automatically sends telephone messages to affected citizens moments after a **severe thunderstorm, flash flood or tornado warning** has been issued.

A three (3) year add-on contract for CodeRED customers includes

- CodeRED Weather Warning system set-up
- Free one time use of the CodeRED system
- A community-wide call will be made to introduce the weather warning product and direct citizens to sign up to receive alerts
- Unlimited severe weather warnings: 24 hours a day, 365 days a year
- Detailed call statistics
- Design and hosting of custom web page for community enrollment

\$8,750 = Annual Cost (based on 2008 U.S. Census Population of 49,664)

Twenty First Century

The company did not respond to our request for information.



GLOBAL CONNECT

Emergency Notification System Pricing

Berwyn, IL: Unlimited Municipality Notifications

Proposal Request for: Emergency Notification System
 Date: February 11, 2011

Year 1

# of Households/Businesses	19,500	
Price per Household/Business		\$0.75
Approximate # of employees	100	
Price per Employee		\$1.00
Training		Included
Implementation		Included
Data Manipulation		Included
Sub-accounts		Included
System Upgrades/Maintenance/Travel Expenses <i>(Local Rep. to travel to Berwyn offices if necessary)</i>		Included
Customer Support		Included
Extended 24 Hour Support		Included
Weather Alerts		Included
Database		Client Provides
2 months FREE		2 Months
		\$2,454.17 Savings
Actual Price per Household/Business/Employee		\$0.63

Year 1 Price **\$12,270.83**

Year 2 and Year 3: Rate Guarantee

# of Households/Business/Employees	19,600
Price per Household and Business	\$0.75
Price per Employee	\$1.00

Year 2 Price **\$14,725.00**

Year 3 Price **\$14,725.00**

The rates noted above are **guaranteed** for Berwyn,IL for 60 days from the date of proposal. These rates are for UNLIMITED Municipal Notification messages. Notifications include voice calls and emails.

 Colleen Bresnahan
 Regional Sales Dir
 847-223-5225 ext. 13
 847-223-5281 Fax

February 11, 2011
 Date



GLOBAL CONNECT

GLOBAL CONNECT USER AGREEMENT

Global Connect
5218 Atlantic Avenue
Suite 202
Mays Landing, New Jersey 08330-2003

Phone: 609-625-7951
Toll Free: 888-421-4151
Fax: 609-625-4399

Contract #: _____

COMPANY and CONTACT INFORMATION

City of Berwyn		Curtis Nekovar	
Company Name		Contact Person	
6401 W. 31 st	Berwyn	IL	60402
Street Address	City	State	Zip
708-795-2114		cnekovar@ci.berwyn.il.us	
Contact Phone Number	Contact Fax Number	Contact's Email Address	

USER NAME and PASSWORD INFORMATION

8667975100	Password:	
User Name:	Must Be 10 Digits - No Spaces	Name of Person Trained
Phone Number	Fax Number	Email Address
Kelly Quinn	888-421-4151 x260	609-432-1938
Global Connect Contact Person (Trainer)	Phone Number	Cell Phone Number

BILLING INFORMATION

Billing Address Same As Above

Street Address	City	State	Zip
Contact Person Accounts Payable	Phone Number	Fax Number	
<input checked="" type="checkbox"/> Bill By Invoice	<input type="checkbox"/> Credit Card	Credit Card Number	Expiration Date

Name On Credit Card - Please Print Type: VISA MC AE OTHER _____

TERMS AND CONDITIONS

1. The chargeable annual rate is \$.75 cents per location (businesses and households) and \$1.00 for each employee/volunteer. This provides the City of Berwyn, IL with unlimited municipal calls to their database of households / businesses and unlimited calls and emails to their employees / volunteers using Global Connect's Emergency Notification System. Total charges will be prorated based on the 12 month period ending December 31st. In the event of renewal, charges will be based on the number of locations, employee/volunteer and self-registered cell phone numbers or emails as of the renewal date. The attached user agreement will automatically be renewed yearly, on January 1st unless terminated by either party as contained herein.
2. Global Connect reserves the right to dissolve this agreement and eliminate associated passwords including customer accounts in the event of a breach of contract, which breach remains uncured for thirty (30) days following written notice to the City of Berwyn, IL. Global Connect will protect the City of Berwyn, annual rate for a period of 3 years. In the event of renewal after this timeframe, Global Connect will provide the City of Berwyn, IL written notice of any increases or decreases to the annual rate at least (60) days prior to the renewal date, which is Dec. 31st, 2014.
3. Information provided by the City of Berwyn, IL including but not limited to phone lists and data files will remain the exclusive property of the City of Berwyn, IL. Global Connect agrees not to rent, sell, loan or provide this information to any person or company without written permission by the City of Berwyn, IL.
4. In no event shall Global Connect be liable for any incidental, special, consequential or punitive damages including loss of use, profits, revenue or goodwill. The total liability of Global Connect shall be limited to the amount of payment for product or services received from the City of Berwyn, IL during the calendar month such liability arose. Global Connect shall not be liable for any failure of performance due to causes or circumstances beyond Global Connect's control. Nor shall Global Connect be liable for any act or omission of any other person or company furnishing any portion of a product or service. All calls will be delivered in the fastest amount of time, based on the local exchange carrier's available bandwidth.
5. The City of Berwyn, IL will indemnify, save harmless and defend Global Connect from and against any and all claims, losses, costs, attorney's fees, damages, or injury including death and / or property loss, expense claims or demands arising out of or caused or alleged to have been caused in any manner by a defect in any equipment, materials or services supplied under this contract or by the performance of any work under this contract, including all suits or actions of every kind or description brought against Global Connect, either individually or jointly with for or on account of any damage or injury to any person or persons or property, caused or occasioned or alleged to have been caused by, or on account of, the performance of any work pursuant to or in connection with this contract, or through any negligence or alleged negligence in safeguarding the work area, or through any act, omission or fault or alleged act, omission or fault or alleged act, omission or fault of, its elected and appointed officials, its employees, agents, volunteers and others working of behalf of the City of Berwyn, IL or others under the Global Connect contract. This indemnification and hold harmless agreement shall apply in all instances whether Global Connect as well as it's agents and employees is made a direct party to the initial action or claim or subsequently is made a party to the action by third-party in-pleading or is made a party to a collateral action arising, in whole or in part, from any of the issues emanating from the original cause of action or claim.
6. Global Connect shall indemnify, save harmless and defend the City of Berwyn, IL, it's elected and appointed officials, its employees, agents, volunteers and others working of behalf of the City of Berwyn, IL, from and against any and all claims, losses, costs, attorney's fees, damages, or injury including death and/ or property loss, expense claims or demands arising out of or caused or alleged to have been caused in any manner by a defect in any equipment, materials or services supplied under this contract or by the performance of any work under this contract, including all suits or actions of every kind or description brought against the City of Berwyn, IL, either individually or jointly with for or on account of any damage or injury to any person or persons or

property, caused or occasioned or alleged to have been caused by, or on account of, the performance of any work pursuant to or in connection with this contract, or through any negligence or alleged negligence in safeguarding the work area, or through any act, omission or fault or alleged act, omission or fault or alleged act, omission or fault of Global Connect, its employees, subcontractors or agents or others under the Global Connect contract. This indemnification and hold harmless agreement shall apply in all instances whether the City of Berwyn, IL as well as its agents and employees is made a direct party to the initial action or claim or subsequently is made a party to the action by third-party in-pleading or is made a party to a collateral action arising, in whole or in part, from any of the issues emanating from the original cause of action or claim.

7. This agreement is subject to and shall be interpreted in accordance with the laws of the state of New Jersey and any litigation arising out of this agreement shall be conducted in the Circuit Court of Cook County Illinois.
8. This agreement supersedes all prior agreements, representations and understandings of the parties. Global Connect agrees that the City of Berwyn, IL without cause and or prior notice may terminate this agreement at anytime.

Government regulation prohibits sending messages before 8 AM or after 9 PM. Federal and State Regulatory Agencies prohibit the use of this product for calling persons or contacting persons with whom you do not have an ongoing or prior business relationship. If your message contains a promotion or information about your product or service, you cannot hang up on live answers under federal law. **This does not apply to business-to-business calls, political calls, emergency calls, and calls made for non-profit organizations.**

I agree to the terms and conditions including governmental rules and regulations contained herein.

On This Date: / / .
 Month Day Year

By: _____
 Please Print

Signature: _____

Accepted By: **Global Connect, LLC**

On This Date: / / .
 Month Day Year

By **Beth Farino**
 Please Print

Signature: _____

By **Colleen Bresnahan**
 Please Print

Signature: _____

GLOBAL CONNECT

Emergency Notification System

When crisis strikes, do your community leaders have the tools they need to respond? From terrorist threats to natural disasters, if an emergency affects your community, communication is crucial, and time is of the essence.

When every second counts, an Emergency Notification System will allow your community leaders to communicate with residents and first responders virtually instantaneously. Residents will benefit from increased safety levels and peace of mind, while community leaders see improved response planning, increased efficiency and proficiency.

There are many notification systems on the market that require expensive hardware, software, and constant upgrades, but there are alternatives, such as **Global Connect's 100% web-based Emergency Notification System**. Since **Global Connect** is a web-based provider, there is no need to purchase hardware or software. There are no set-up fees, and you pay nothing for **Global Connect's** upgrades throughout the year. To ensure that your community makes the most of your Emergency Notification System, Global Connect offers free ongoing training to all personnel using the system, as well as exceptional 24-hour customer care.

When disaster is threatening your jurisdiction, **Global Connect's Emergency Notification System** will allow for clear and timely pre-recorded messages to be delivered to your database. With **Global Connect's** web-based system, you have the ability to send calls, emails and text messages from any computer with Internet access, and if you are en route to an impending emergency, you have the ability to deploy calls directly from your mobile device. **Global Connect's Emergency Notification System** offers a number of key features that enhance your ability to communicate during a crisis, including:

- Ability to make thousands of calls per minute**
- Customized mapping ability, including radius mapping**
- Email capability**
- Text messaging**
- Resident self-registration**
- Direct connect to dispatch**
- Real time reporting**
- Employee interface with responder count**
- English to Spanish translation**
- Unlimited sub accounts/licenses**
- Free database manipulation**
- Free training and upgrades**
- Free 24/7 live customer support**

Now, more than ever, it is crucial for leaders to have an Emergency Notification System in place. Please allow **Global Connect** to provide you with a communication tool that allows you to reach your community residents quickly, efficiently and effectively. **Global Connect looks forward to helping you protect and serve.**



Your residents trust you.
You can trust Global Connect.

*Reach staff, volunteers and
residents within seconds:*

100% WEB-BASED MESSAGING SYSTEM

THOUSANDS OF CALLS PER MINUTE

CUSTOMIZED MAPPING CAPABILITY

RESPONDER COUNT

REMOTE ACCESS AND DEPLOYMENT

EMAIL AND TEXT MESSAGING

GLOBAL CONNECT

Emergency Notification System

Call 888-421-4151 or visit gc1.com to

TEST GLOBAL CONNECT

WITH NO OBLIGATION

GLOBAL CONNECT EMERGENCY NOTIFICATION SYSTEM FEATURES

- **FREE TRIAL PERIOD (with no obligation)** - Global Connect removes the risk of choosing an Emergency Notification System (ENS) and saves municipalities up to 75% in the first year and considerable savings into the future.
- **UNLIMITED SYSTEM USAGE / FLAT ANNUAL FEES** - No matter how many broadcasts sent, numbers dialed, duration of calls, speed of delivery, or emails sent, you will use Global Connect's system for a flat annual fee.
- **MULTIPLE METHODS FOR PERFORMING CRITICAL EMERGENCY NOTIFICATIONS** - Rapidly send emergency calls or general notifications in multiple message formats.
 - ▼ Voice - Include up to 6 phone numbers per employee. Call residents on both landlines and cell phones.
 - ▼ Programmable to deliver messages to live answers and answering machines.
 - ▼ E-mail - Include up to 3 attachments per message.
 - ▼ Text - Reaches residents on the go who want to stay informed.
- **DIRECT CONNECT TO DISPATCH** - Receive immediate feedback from your residents and staff by utilizing your Interactive Keypad which allows residents to press 9 on their phone to link directly to your command center.
- **MAPPING** - Strategically creates lists of zones within your community utilizing state-of-the-art mapping feature.
- **RESPONDER COUNT** - Eliminate thousands of man-hours by automating overtime calls for open shifts. Programmable to stop calling after the optimum number of staff members accept the open shifts.
- **RADIUS MAPPING** - Provides the ability to send calls to zones within a certain distance from a center point.
- **INSTANT WEATHER ALERTS** - Automatically send severe weather announcements to those residents that have opted in.
- **MULTI-LINGUAL MESSAGING** - Residents can hear messages in their primary language with the press of a key.
- **POLLING/SURVEYING** - Receive immediate survey responses from community and staff via real-time reports.
- **SEND IT AGAIN** - Automatically redial unconnected calls up to 10-times.
- **REAL TIME REPORTS** - Instantly know which numbers are answered, not answered, busy, picked up by answering machines, and which numbers are invalid.
- **SELF REGISTRATION** - Empower your residents to self-register their cell phones by completing the web-based form on your municipal website.
- **ESRI MAP IMPORT** - Leverage your existing ESRI shape files by importing them into your site's Global Connect map.
- **AUDIT TAB** - Provides the municipality with the ability to oversee individual sub-account use and message activity.
- **REMOTE DEPLOYMENT** - You can deploy calls from any computer with Internet access or any phone.

GLOBAL CONNECT

GLOBAL CONNECT

Emergency Notification System

ENS MUNICIPALITY REFERENCES

Atlantic County OEM

Vincent Jones
Emergency Management Coordinator
Jones_vincent@aclink.org
(609)407-6940

Tabernacle Twp. OEM

William Lowe
Emergency Management Coordinator
wlowe@townshipoftabernacle-nj.gov
(609)268-1220 ext.17

Savannah, GA

Tracy Walden
Crime Free Programs Coordinator
Tracy_Walden@SavannahGa.Gov
(912)651-6653

Wanaque Police Department

Captain Thomas Norton
Detective Captain/ OEM Coordinator
tnorton@wanaqueborough.com
(973)835-5600

Consolidated Government of Columbus, GA

Liz Turner
Assistant to the City Manager
Lturner@columbusga.org
(706)653-4029

Ocean City, NJ

Detective Scott Morgan
Emergency Management
deltasm@comcast.net
(609)525-9125

Puyallup, WA

Merle Frank
Fire Chief
merle@c1.puyallup.wa.us
(253)841-5400

Piscataway Township Police

Phil Zmuda
Sergeant
pzmuda@piscatawaynj.org
(732)562-2309

Manchester Township

Art Abline
Municipal OEM Coordinator
aabline@manchestertwp.com
(732)657-2009

Township of East Brunswick, NJ

John Kosik
Municipal OEM Coordinator
jkosik@eastbrunswick.org
(732)390-6947

Ringwood Borough Police Dept

Chief Bernard Lombardo
Chief of Police
lombardo@RingwoodPolice.com
(973)962-4517

Carlisle Police Department, PA

Lt. Mike Dzezinski
Carlisle Police Dept
mdzezinski@carlislepa.org
717-243-5252

GLOBAL CONNECT

Emergency Notification System

SECURITY DOCUMENT

In today's technological environment, Global Connect takes the issue of data security and integrity extremely seriously. Global Connect makes every effort at all times to ensure that all client data transmitted and stored on any piece of the Global Connect network is safe and secure. This document is intended to give each of our clients a better understanding of our security and network framework; however, this document is not intended to be all inclusive, but more of an overview of our security and network platform. Global Connect strives every day to meet and exceed the security requirements of each our clients. If there are areas that require further clarification or that you would like to discuss in greater detail, please contact our Director of Information and Security, Adrian Patten.

Global Connect recommends to all of its customers that they only upload to us data essential for our voice broadcasting application. Typically this would be enough data to place a phone call and identify a return call to a call center. Normally a phone number, a name and an account number (if applicable) are the only data required. Having stated this, we also realize that even this limited data is sensitive. All data uploaded to Global Connect is both secure on upload and secure when stored with us.

Global Connect employs 80 full-time employees, and each of these employees sign a non-disclosure and confidentiality agreement as part of the hiring process. Each of our employees has been thoroughly trained and undergoes regular privacy and security training.

Upon termination of any employee, user accounts are disabled, laptops and other equipment returned, and keys/passcards collected for all physical and electronic systems to which the terminated employee has access. From 2001, Global Connect turnover is less than 2%.

Global Connect regularly updates its operating and procedures manual to reflect the current operating environment. Global Connect employs an operational and technical writer to keep abreast of these changes and ensures that the manual is consistently updated.

During the first quarter of 2007, Global Connect completed an external independent Systrust Audit with no significant issues notes and was granted the Systrust Seal as well as a clean audit opinion letter. SysTrust is an assurance service that was jointly developed by the American Institute of Certified Public Accountants (AICPA) and the Canadian Institute of Chartered Accountants (CICA). It is designed to increase the comfort of management, customers, and business partners with systems that support a business or particular activity. In a SysTrust engagement, the practitioner evaluates and tests whether or not a specific system is reliable when measured against four essential principles: availability, security, integrity, and maintainability.

Global Connect utilizes a co-hosted data center from Level 3 with full security measures including dual card key and palm scan for entry. Global Connect, together with Level 3, insures that only authorized entry to the data center is permitted. This facility has automatic backup generators, as well heat and smoke detection alarms, automatic fire suppression system, and security cameras, as well as full-time 24/7 security.

In January 2008, Global Connect opened a third data center in Toronto, Canada. This data center runs separate from its other data centers and will isolate and store all client data in Canada for clients who chose to use this facility.

Global Connect's primary data site is located in a secure Level 3 facility in Philadelphia, PA with a full back-up site located in New York City. Global Connect uses multiple VOIP/Telecom providers to send its voice traffic with over 20,000 lines of capacity.

Global Connect Emergency Notification System

Global Connect's website is tested and certified daily by ScanAlert to pass the FBI/SANS Internet Security Test. The "live" HACKER SAFE mark appears on our website only when our security level meets the highest security scanning standards of the U.S. government, Visa, MasterCard, American Express, Discover and JCB.

All critical data is backed up nightly to an off-site location with back-up procedures and testing being done regularly. Global Connect never allows duplication of client data other than authorized back-up copies.

The specifics of our firewalls are as follows:

- Snort from Sourcefire/CheckPoint on our edge firewalls.
- Blink from eEye Digital Security for a host firewall on Windows systems.
- Packet filtering is performed on all Linux systems.
- Edge firewall is OpenBSD.
- Firewalls are monitored 24x7 by experienced security staff using MRTG statistical graphs, NAGIOS and an email-based alerting system.

Attached is an architectural diagram showing our network configuration, illustrating that all data stored is not directly accessible from the Internet and is protected by industry standard firewalls.

All data uploaded to Global Connect is done via a secure 128 bit SSL connection, with id and password verification. Once uploaded, access to all data is restricted by id and password verification.

All information is password protected, there is no sharing of passwords among users, and after five failed login attempts, the user's identifier is disabled. Passwords have a maximum lifetime of less than 90 days. Per documented procedures, systems administrator reviews log files for any unusual events. To date, there have been no serious events that have occurred that require significant investigation.

Anti-virus software is installed on all windows machines with regular anti-virus updates.

Through built-in security authorization levels, all users are limited to system processes and transactions that they are authorized to perform.

All hard copy sensitive data is shredded using a cross shredder.

Additionally, Global Connect:

- Does not sell, trade, lease or loan any data about its customers to any third party.
- Is not a source of, nor does it deliver, any unsolicited e-mail, unsolicited voice mail or unsolicited faxes.
- Does not disclose any client information except as mandated by law enforcement authorities and government agencies.

Please provide any specific questions or security/due diligence forms for further inquiry into our security and control procedures. Again, please feel free to call our Director of Information and Security, Adrian Patten, to discuss any questions or concerns.

Illinois References for Global Connect

Ottawa, IL

Diana Stiles

commadmin@cityofottawa.org

(815)433-0705 ext. 203

Harwood Heights, IL

LT. Larry Maraviglia

maraviglial@harwoodheights.org

708-867-4353 ext. 332

Hawthorn Woods, IL (Very New)

Chief Jennifer Paulus

jpaulus@hwpd.com

847-438-9050

Mendota, IL

Brian Fisher

bfisher@mendotafire.com

815-539-3434

Carlinville, IL

Aaron Shipley

ashipley@Karmak.com

217-854-4721

Carlinsville, Illinois

Aaron Shipley 217-854-4721

02/07/2011

1.) How many years have you been with Global Connect?

Approximately 9 months

2.) Did you come to Global Connect from another Emergency Notification vendor?

No

3.) If so, what vendor & why?

N/A

4.) Which package are you using?

Unlimited Emergency

5.) Overall experience with contract & initial set-up

Very Pleased – Up & running shortly after acceptance

6.) Overall experience with training

Very Pleased – Utilized notes from training to send out first notification

7.) Overall experience with support

Very Pleased – Had problems sending out notification, later in the evening. Called 24x7 number, walked through problem, found to be an issue with boxes not being checked on notification set-up.

8.) Buy in percentage from citizens

Very poor, but not a lot of publicity/selling on their side yet

9.) Amount of notifications made

Quite a few, especially in December when they had numerous main breaks resulting in boil orders. In fact, after sending several notifications he received a call from Global Connect who saw the increased activity. Explained what was going on, they offered to assist in anyway possible.

10.) Issues with notifications

None

11.) The Good

Real good to deal with

Had all of the features they wanted & need

Unlimited call lists – Other vendors had limits on the amount of lists you could create

Pricing – Extremely affordable when compared to other vendors they interviewed. No minutes to keep track of. (Note: Told Global Connect makes the majority of their profit off of the Casino Industry that utilizes calling systems for their high rollers to get out promotions – Due to high profitability, pass along affordable software for municipalities to use for notifications)

12.) The Bad

Cannot currently edit the master list obtained from the Telephone Company. Need to walk this list before getting it to Global Connect, or you can walk the list afterwards & give them the cleaned-up version which they will use to update the database. They advised they have system changes coming soon that will allow for the edit of the master list.

13.) Given the opportunity, would you stay with Global Connect or look elsewhere?

Stay with Global Connect, very happy with the product, service, etc. thus far

Harwood Heights, Illinois

Lieutenant Larry Maraviglia: 708-867-4353 Ext: 332

02/07/2011

1.) How many years have you been with Global Connect?

Little over 1 year

2.) Did you come to Global Connect from another Emergency Notification vendor?

Yes

3.) If so, what vendor & why?

Code Red – Cost factors, limitations on call packages. They were paying over \$5,000 for a package that had minutes – Always concerned about running out of minutes, needing to purchase more, etc. With Global Connect unlimited calls, never worried about notifications, using it more than Code Red

4.) Which package are you using?

Unlimited

5.) Overall experience with contract & initial set-up

No issues, coming off of a system had some familiarity on how things operate. Simple system, easy to set-up & learn. Most of the set-up time was on his side, sorting the phone list from AT&T before giving it to Global Connect to build the initial database

6.) Overall experience with training

Good – Again, coming off of a system had familiarity. T/C's picked up quickly on the system.

7.) Overall experience with support

No need for support thus far

8.) Buy in percentage from citizens

Not sure, but some (especially seniors) had difficulty signing-up online. He had took down the information & made the entry on the system himself.

9.) Amount of notifications made

Quite a few – Board meeting notices, main breaks, snow emergencies, etc.

10.)Issues with notificatlons

None - Seamless

11.)The Good

"If you are looking for a good system that saves you a lot of money this is the one" Very happy

12.)The Bad

Nothing to date

13.)Given the opportunity, would you stay with Global Connect or look elsewhere?

Stay with Global Connect, very happy with the product, service, etc.

Hawthorn Woods, Illinois

Chief Jennifer Paulus 847-438-9050

02/08/2011

1.) How many years have you been with Global Connect?

N/A –New client, in the set-up process now

2.) Did you come to Global Connect from another Emergency Notification vendor?

No – Never with another vendor due to high costs involved. Global Connect achieved the department's objectives while keeping the cost minimal.

3.) If so, what vendor & why?

N/A

4.) Which package are you using?

Emergency only, written in contract minimal additional per call fee for non-emergency calls (i.e. Farmers Market, Board meetings, etc.) During their test calls to be done in early March they are using one of the features where a resident can select to receive the non-emergency calls by hitting a number during the call.

5.) Overall experience with contract & initial set-up

More than helpful – Majority of work/correspondence has been done by email

6.) Overall experience with training

Very easy – Web based, feels almost anyone in the department can send a message

7.) Overall experience with support

N/A

8.) Buy in percentage from citizens

So far since publishing in the Village newsletter & placing the registration link on the Village webpage they have had 135 residents sign-up

9.) Amount of notifications made

N/A

10.) Issues with notifications

N/A

11.)The Good

So far, all experiences have been good. Since contract through set-up thus far

12.)The Bad

Not with the company itself, but the cost of obtaining the phone database – They opted to use an address database they already had & contracted with White Pages.com to gather hard line phone information

13.)Given the opportunity, would you stay with Global Connect or look elsewhere?

N/A –

Ottawa, Illinois

Police: 815-433-2131

Fire: 815-434-3785

02/07/2011

1.) How many years have you been with Global Connect?

2 – 3

2.) Did you come to Global Connect from another Emergency Notification vendor?

No

3.) If so, what vendor & why?

N/A

4.) Which package are you using?

Unlimited Emergency

5.) Overall experience with contract & initial set-up

N/A – Nobody from initial set-up with the organization anymore

6.) Overall experience with training

T/C Eddie – Would have liked a little more training from an end-user standpoint

7.) Overall experience with support

Chief Newberry – Very good support, they resolve issues quickly, if need be have sent a rep on site to solve issue

8.) Buy In percentage from citizens

Not sure

9.) Amount of notifications made

Chief Newberry – Many, Village is using it for quite a few things now (ball orders, main breaks, etc.)

10.) Issues with notifications

Chief Newberry – Ring back option – Choosing '9' to speak with someone places person instantly on hold until picked-up by live rep. Could be set-up issues on their side.

11.) The Good

Chief Newberry – Versatility of system, using it for MABAS call back groups

T/C Eddie – Ease of operation, offered to have the PD as a contact if we ever need help while trying to send out a notification

12.) The Bad

T/C Eddie – Be careful when setting up a boundary to make calls, on water shutoff notification accidentally went beyond the block boundary & several residents not affected by the outage received calls.

13.) Given the opportunity, would you stay with Global Connect or look elsewhere?

Chief Newberry – Stay with Global Connect, very happy with the product, service, etc.



K. Consent Agenda



Nona N. Chapman
1st Ward Alderman

A Century of Progress with Pride

6700 West 28th Street Berwyn, Illinois 60402-0701 Telephone: (708) 746-6401 Fax: (708) 788-2875
www.berwyn-il.gov

February 18, 2011

Mayor Robert J. Lovero
Members of the City Council

SUBJECT: Payroll February 16, 2011

Ladies and Gentlemen:

The current payroll was prepared for review by the Finance Department and is ready for approval at the February 22, 2011 meeting

Total Payroll: February 16, 2011 in the amount of \$1,726,273.69

Respectfully submitted,

Nona N. Chapman
Budget Committee Chairman

The City of Berwyn



Nona N. Chapman
1st Ward Alderman

K-2

A Century of Progress with Pride

8700 West 28th Street Berwyn, Illinois 60402-0701 Telephone: (708) 749-6401 Fax: (708) 788-2875
www.berwyn-il.gov

February 18, 2011

Mayor Robert J. Lovero
Members of the City Council

SUBJECT: Payables February 22, 2011

Ladies and Gentlemen:

The current payables were prepared for review by the Finance Department and are ready for approval at the February 22, 2011 meeting

Total Payables: February 22, 2011 in the amount of \$1,142,615.17

Respectfully submitted,

Nona N. Chapman
Budget Committee Chairman

BERWYN CITY COUNCIL
BILLS TO BE APPROVED ON 2/22/11

1ST SOURCE AMERICA	\$	906.60
ABC AUTOMOTIVE ELECTRONICS	\$	3,776.57
ABC COMMERCIAL MAINTENANCE SVCS	\$	6,213.00
ACE HARDWARE	\$	19.49
ACS FIREHOUSE SOFTWARE	\$	4,785.00
AIRGAS	\$	89.16
AIR ONE EQUIPMENT	\$	2,435.00
AIRETITE HOME IMPROVEMENT	\$	3,325.00
ALLIANCE ENTERTAINMENT CORP	\$	13.85
A&M PARTS	\$	126.02
AMAUDIT	\$	929.88
AMERICAN LEGAL PUBLISHING COMPANY	\$	1,606.45
AMY ALESSIO	\$	225.00
ANGEL & EULALIA LLAMAS	\$	1,475.00
ASSOCIATED TIRE	\$	790.00
AT&T	\$	4,981.29
AUDIO ADVENTURES LLC	\$	105.30
AVCAFE	\$	252.97
BAKER & TAYLOR	\$	3,893.82
BARGE TERMINAL TRUCKING	\$	1,462.45
BENNY'S PIZZA	\$	265.00
BERWYN ACE HARDWARE	\$	81.60
BERWYN WESTERN PLUMBING & HEATING CO	\$	2,076.60
BEST TECHNOLOGY SYSTEMS	\$	7,762.50
BOURBONNAIS SUPPLY INC	\$	1,414.29
BRAKES PLUS AUTOMOTIVE INCE	\$	30.00
BRIAN PABST	\$	307.55
BRIAN PERLOT	\$	30.00
BROOKFIELD TREE SERVICE	\$	1,680.00
CARNOW CONIBEAR	\$	1,325.00
CASSIDY TIRE & SERVICE	\$	673.02
CDW GOVERNMENT INC	\$	1,080.00
CHICAGO INTERNATIONAL TRUCKS LLC	\$	1,170.12
CHICAGO OFFICE TECHNOLOGY GROUP	\$	18.96
CIRCLE TRACTOR	\$	9.00
CITADEL INFORMATION MANAGEMENT	\$	183.00
CITY OF CHICAGO WATER DIVISION	\$	259,530.00
COMCAST	\$	11.94
COMED	\$	26,850.51
COMPLETE TEMPERATURE SYSTEMS	\$	244.80
CONDO ASSOCIATION FEES	\$	1,186.99
CONSTELLATION NEW ENERGY	\$	8,491.69
CORNERSTONE INSTITUTIONAL LLC	\$	928.00
CUDA LAW OFFICES	\$	1,235.00
DEL GALDO LAW GROUP LLC	\$	8,793.27
DELL	\$	4,950.62
DIAMOND GRAPHICS	\$	4,160.00
DON MORRIS ARCHITECTS	\$	6,396.69
ED GIERUT	\$	200.00

EDMUND P WANERDLING	\$	732.25
EQUILIBRIUM IT SOLUTIONS INC	\$	962.50
FEDEX	\$	158.39
FELCO	\$	87.00
FIGATNER-SCOTT DECORATING	\$	65.88
FIRE PERSONNEL TESTING SERVICE	\$	425.00
FLASH ELECTRIC	\$	2,925.00
FRANK NOVOTNY	\$	101,681.69
FREEWAY FORD	\$	118.40
FULLMER LOCKSMITH SERVICE	\$	837.75
GABRIEL SALES	\$	626.92
GALE GROUP / CHICAGO IL	\$	282.70
GATEHOUSE MEDIA SUBURBAN NEWSPAPERS	\$	76.00
GAVIN ZARBOCK	\$	1,000.00
GOLDSTINE, SKRODZKI, RUSSIAN, NEMEC & HOFF LTD	\$	210.60
GRAINGER	\$	1,488.30
GREY HOUSE PUBLISHING	\$	416.05
GURTNER PLUMBING	\$	1,341.00
HARRIS BANK	\$	31.00
HERBERT GAVARRETE	\$	262.50
HINKLEY SPRINGS	\$	19.31
HOME DEPOT	\$	897.50
HORIZON SCREEN PRINT	\$	381.50
ILLINOIS PAPER	\$	2,312.96
INFRESEARCH INC	\$	650.00
INGRAM LIBRARY SERVICES	\$	874.38
INNOVATION CONSTRUCTION SERVICES INC	\$	2,730.00
INNOVATION EXPERTS	\$	7,295.00
INTERSTATE BATTERY SYSTEM OF CENTRAL CHICAGO	\$	921.45
JACK SHAY	\$	1,475.00
JACK'S	\$	3,488.22
JACK'S RENTAL INC	\$	208.45
JANTELEZIO INSURANCE	\$	30.00
JEEP & BLAZER LLC	\$	6,331.50
JIM FRANK	\$	59.95
JNC CONSULTING	\$	500.00
JOANNE D GRANT CSR	\$	300.00
JORGE LEPE	\$	125.00
KB LAWN & MULCH	\$	4,638.00
KEVIN LORR	\$	900.00
KEY EQUIPMENT FINANCE	\$	2,499.00
KRIS CONIGLIO	\$	29.11
LA GRANGE PUBLIC LIBRARY	\$	27.00
LANER MUCHIN	\$	2,249.20
LANZILLOTTI, GRIBBEN, & MARCHUK	\$	4,665.75
LAWNDALE NEWS	\$	118.62
LIBRARY STORE INC	\$	66.98
LISA KOVACIK	\$	100.00
LITTLE VILLAGE PRINTING	\$	386.40
LIZETTE ROLDAN	\$	331.24
LOUIS VILLALOBES	\$	40.00
LUCO'S	\$	665.50

MACNEAL PHY GRP	\$	1,299.00
MARTIN-AIRE HEATING & COOLING	\$	10,038.00
MCCANN INDUSTRIES INC	\$	3,529.99
MC DRYWALL FINISHERS INC	\$	1,140.00
MCDONALD MODULAR SOLUTIONS INC	\$	95.00
MCDONOUGH MECHANICAL SERVICES INC	\$	1,702.42
MCFARLANE DOUGLASS & CO	\$	8,450.00
MEILAHN MFG	\$	1,392.00
MENARD'S	\$	119.40
METRO GARAGE	\$	125.00
METROPOLITAN LIBRARY SYSTEM	\$	111.50
MICHAEL ANTHONY'S PIZZERIA	\$	295.90
MID AMERICAN WATER INC	\$	2,043.00
MIDTOWN PETROLUEM	\$	1,604.98
MIDWEST TAPE	\$	362.81
MIGUEL A SANTIAGO CONSULTING INC	\$	5,000.00
MIKE AND SONS	\$	1,446.50
MJ WOODS	\$	16.41
MK SPORTS	\$	2,912.00
MONROE TRUCK EQUIPMENT	\$	733.02
MRA	\$	22,267.33
MUNICIPAL CLERKS ASSOCIATION OF SOUTH & WEST SUBURBAN COOK COUNTY	\$	66.00
NATIONAL SEED	\$	1,784.00
NEAL & LEROY LLC	\$	3,172.41
NEW WORLD SYSTEMS	\$	5,000.00
NEW YORK TIMES	\$	766.76
NFPA	\$	270.00
NICOR	\$	20,318.79
NORA LAURETO	\$	939.19
NORTH AMERICAN SALT	\$	57,623.45
ODELSON & STERK LTD	\$	313.90
OFFICE DEPOT	\$	228.87
OFFICE EQUIPMENT	\$	196.55
ORLANDA DIAZ	\$	2,320.00
PARADISE 4 PAWS	\$	75.60
PERSONALIZED AWARDS	\$	489.17
PNC EQUIPMENT FINANCE LLC	\$	4,388.00
PROFESSIONAL PEST CONTROL INC	\$	65.00
RAMON ORTIZ	\$	805.60
RANDOM HOUSE	\$	339.84
RDV ELECTRIC INC	\$	90.00
RICHARD C DAHMS	\$	2,010.00
RIZZA FORD	\$	118.01
ROBERT ANDREAS & SONS INC	\$	1,315.00
ROBERT LOVERO	\$	206.44
ROSCOE COMPANY	\$	2,044.09
RR DONNELLEY	\$	394.64
SAM'S CLUB	\$	1,067.22
SECRETARY OF STATE	\$	10.00
SHERWIN-WILLIAMS	\$	103.24
SIMMONS PEST CONTROL	\$	150.00

SNAPPY CONVENIENCE CENTER	\$	909.95
SPRINT	\$	1,525.66
STATE INDUSTRIAL PRODUCTS	\$	571.47
STORINO, RAMELLO & DURKIN	\$	4,639.76
STRICTLY SEWERS	\$	1,200.00
SUE MARSCHALL	\$	44.50
SWAN	\$	276.00
TANTOR MEDIA	\$	207.56
TARGET AUTO PARTS	\$	207.35
TAZMAN CONSTRUCTION	\$	2,824.22
TELETRON ACE HARDWARE	\$	794.52
THE LAKOTA GROUP INC	\$	604.01
THE NEW SENECA RESTAURANT	\$	375.00
THOMAS FLEMING COMPANY	\$	507.00
THOMPSON ELEVATOR INSPECTION SERVICE INC	\$	200.00
TRESSLER LLP	\$	1,950.00
TRIPLE M MECHANIC INC	\$	1,091.80
UNIQUE MANAGEMENT SERVICES INC	\$	232.70
UPS	\$	23.87
US CELLULAR	\$	405.96
US GAS	\$	329.60
VEHICLE EMPIRE COOLER SERVICE INC	\$	92.00
VERMEER MIDWEST	\$	48.93
VERSATILE COMPUTER SERVICES	\$	1,605.14
VESCO	\$	207.00
VOLTEXX	\$	208.67
WALGREENS	\$	23.98
WARREN OIL INC	\$	52,840.60
WASTE MANAGEMENT	\$	337,361.65
WEIMER MACHINE	\$	3,521.09
YOUTH CROSSROADS INC	\$	18,730.00
ZEE MEDICAL INC	\$	<u>155.20</u>
TOTAL		<u>\$ 1,142,615.17</u>

The City of Berwyn



Jeffrey G. Boyajian
2nd Ward Alderman

A Century of Progress with Pride

6700 West 26th Street Berwyn, Illinois 60402-0701 Telephone: (708) 748-6402 Fax: (708) 788-2675
www.berwyn-il.gov

February 16, 2011

Honorable Mayor Robert J. Lovero and
Members of the Berwyn City Council

Re: Handicap Sign Request #714

Carol Garant
3615 S. Elmwood Ave.

Mayor and City Council Members:

I concur with the recommendations of the investigating officer in the attached application and ask that this request be Approved.

Respectfully,

Jeffrey Boyajian
2nd Ward Alderman

Berwyn
Police Department

6401 West 31st Street
Berwyn, Illinois 60402-0733
Phone (708) 795-5600
(Fax) 795-5627 Emergency 9-1-1

**TO: HONORABLE MAYOR ROBERT J. LOVERO AND
MEMBERS OF THE BERWYN CITY COUNCIL**

**FROM: BERWYN POLICE DEPARTMENT
LOCAL ORDINANCE DIVISION**

DATE: February 15, 2011

RE: HANDICAPPED SIGN FOR: Carol Garant # 716

**ATTACHED IS A REQUEST FOR A HANDICAPPED SIGN TO BE
ERECTED IN THE CITY OF BERWYN PARKWAY IN FRONT OF:**

3615 S. Elmwood

PLEASE REVIEW THE ATTACHED PAPERWORK AND ADVISE.

CC: ALDERMAN Jeffrey Boyajian

Berwyn Police Department

CITY OF BERWYN
CLERK'S OFFICE

6401 West 31st Street
Berwyn, Illinois 60402-0733
Phone (708) 795-5600

2011 FEB 11 P 2:12

(Fax) 795-5627 Emergency 911

Handicapped Parking Sign Request & Report

To: Mayor Robert J. Lovero
And Members of City Council

From: Berwyn Police Department
Community Service Division

Date: 10 February 2011

Application: 716

Name of Applicant: Carol Garant

Address: 3615 S. Elmwood Ave. Berwyn, IL. 60402

Telephone:

Nature of Disability:

Information	YES	NO	Information	YES	NO
Doctor's Note/ Affidavit:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Interviewed:	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Owner's Support Letter:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Handicap Plates:	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Garage:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Wheelchair:	—	—
Driveway:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Walker:	—	—
Off Street:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Cane:	—	—
On Street:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Oxygen:	—	—
Meets Requirements:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Report Number: 11-01464		

Recommendation: APPROVE DENY

Reporting Officer: Raimondi#192

Comments:

Alderman:

Ward:



Berwyn Police Department



6401 West 31st Street
Berwyn, Illinois 60402-0733
Phone (708) 795-5600
(Fax) 795-5627 Emergency 911

HANDICAPPED PARKING INTERVIEW FORM

Name of Handicapped Person: Carol Garant

Applicant Address: 3615 S. Elmwood Ave. Berwyn, IL. 60402

Applicant Phone #: _____

Applicant D/L or ID#: N/A

D.O.B: _____

Caregivers Name: Richard P. Garant

Caregivers D/L #: _____

Vehicle Make: Chevrolet Vehicle Model: Impala Vehicle Year: 2000 Vehicle Color: Silver

License Plate: _____

Handicapped Placard #: BD88669

Does Applicant Use:

Wheelchair: Walker: Cane: Oxygen

Parking Availability:

Driveway: Garage: On Street: Off Street:

Notes: Richard Garant is requesting signs at his residence for his wife, Carol Garant who is not and currently utilizes . There is very limited parking availability on their block and the front entrance of their residence will have a ramp, making access through the front entrance easier. Carol Garant meets all the State and City requirements at this time.

Applicant Interview

Date: 02-10-2011

Time: 1200

Results: Approved(reccomendation)

Date: _____

Time: _____

Results: _____

Completion Date: 02-10-2011

Logged In Book: 02-10-2011

Application Number: 716

Berwyn Police Department

6401 West 31st Street Berwyn, IL 60402 (708) 795-5600

Incident#: 11-01464

STATION COMPLAINT UCR	DESCRIPTION	INCIDENT #
9041 (Applicant File)	Applicant File	11-01464
REPORT TYPE	RELATED CAD #	HOW RECEIVED
Incident Report	C11-006290	In Progress
WHEN REPORTED	LOCATION OF OFFENSE (HOUSE NO., STREET NAME)	
02/10/2011 10:59	3615 S ELMWOOD AV Berwyn, IL 60402	
TIME OF OCCURRENCE	STATUS CODE	STATUS DATE
02/10/2011 10:59		

INVOLVED ENTITIES						
NAME	DOB	AGE	ADDRESS			
GARANT, CAROL			3615 S ELMWOOD AV Berwyn, IL 60402			
SEX	RACE	HGT	WGT	HAIR	EYES	PHONE
	White, Caucasian	5' 9"				
CLOTHING		SID #		DL #		FBI #

UCR	TYPE	RELATED EVENT #
9041 (Applicant File) - 0 count(s)		

NAME	DOB	AGE	ADDRESS			
GARANT, RICHARD P			3615 S ELMWOOD AV Berwyn, IL 60402			
SEX	RACE	HGT	WGT	HAIR	EYES	PHONE
M	White, Caucasian					
CLOTHING		SID #		DL #		FBI #

UCR	TYPE	RELATED EVENT #

INVOLVED VEHICLES					
VEH/PLATE #	STATE	TYPE	INVOLVEMENT	VIN #	
	IL	Sedan, 4-door			
YEAR	MAKE	MODEL	COLOR	COMMENTS	
2000	Chevrolet	Impala	Silver/Aluminum		
OWNER	Garant, Richard P				

NARRATIVES
PRIMARY NARRATIVE

In Summary:

Richard P. Garant, d.o.b. _____, who resides at 3615 S. Elmwood Avenue, Berwyn IL, 60402, is requesting handicapped parking signs to be placed in front of his residence. Mr. Garant's wife Carol (applicant, d.o.b _____) suffered _____ Carol utilizes _____ r. Mr. Garant related there is a garage on premises which is currently being used to park their car, but it is very difficult to maneuver the _____ r in the garage, and the rear walkway is narrow. Mr. Garant stated that it is easier to access the ramp, which will be placed in front of the residence.

Carol Garant meets the State and City requirements for being handicapped.

For the above listed reasons, this officer feels that this application should be considered for approval at this time.

REPORTING OFFICER	STAR #	DATE/TIME	INCIDENT #
RAIMONDI, MARGO J	192	02/10/2011 10:59	11-01464

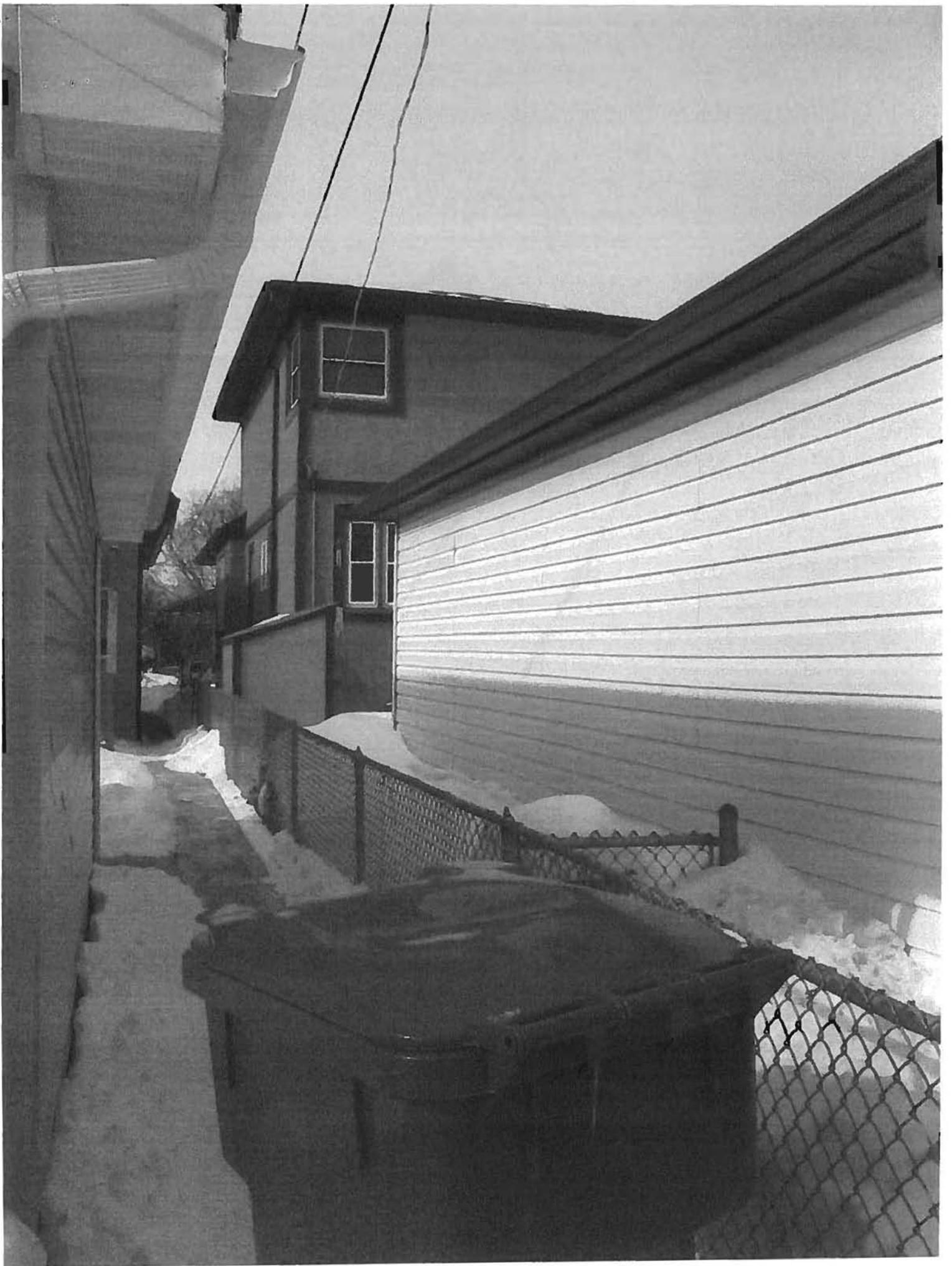
Berwyn Police Department

6401 West 31st Street Berwyn, IL 60402 (708) 795-5600

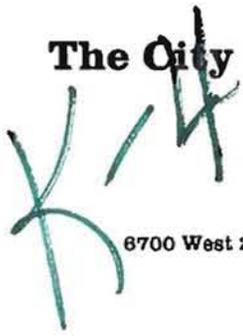
Incident#: 11-01464

STATION COMPLAINT UCR	DESCRIPTION	INCIDENT #	
9041 (Applicant File)	Applicant File	11-01464	
REPORT TYPE	RELATED CAD #	DOT #	
Incident Report	C11-006290	HOW RECEIVED	
WHEN REPORTED	LOCATION OF OFFENSE (HOUSE NO., STREET NAME)	In Progress	
02/10/2011 10:59	3615 S ELMWOOD AV Berwyn, IL 60402		
TIME OF OCCURRENCE	STATUS CODE	STATUS DATE	
02/10/2011 10:59			
REPORTING OFFICER	STAR #	REVIEWER	STAR #
RAIMONDI, MARGO J	192		
ASSISTING OFFICERS	OFFICERS		STAR #









The City of Berwyn



**Theodore J.
Polashek**

A Century of Progress with Pride

6700 West 26th Street Berwyn, Illinois 60402-0701 Telephone: (708) 749-6406 Fax: (708) 788-2875
www.berwyn-il.gov

February 16, 2011

Honorable Mayor Robert J. Lovero and
Members of City Council

Re: Handicap Sign Request No. 701 - Gudelia Alvarez
1834 S. Gunderson Ave.

Mayor and City Council Members:

I concur with the investigating officers recommendations in the attached handicap sign application to **Deny** the request.

Respectfully,

Theodore Polashek
6th Ward Alderman

Berwyn
Police Department

6401 West 31st Street
Berwyn, Illinois 60402-0733
Phone (708) 795-5600
(Fax) 795-5627 Emergency 9-1-1

**TO: HONORABLE MAYOR ROBERT J. LOVERO AND
MEMBERS OF THE BERWYN CITY COUNCIL**

**FROM: BERWYN POLICE DEPARTMENT
LOCAL ORDINANCE DIVISION**

DATE: December 7, 2010

RE: HANDICAPPED SIGN FOR: Gudelia Alvarez # 701

**ATTACHED IS A REQUEST FOR A HANDICAPPED SIGN TO BE
ERECTED IN THE CITY OF BERWYN PARKWAY IN FRONT OF:**

1834 S. Gunderson Ave.

PLEASE REVIEW THE ATTACHED PAPERWORK AND ADVISE.

CC: ALDERMAN Theodore J. Polashek

Berwyn Police Department

6401 West 31st Street
Berwyn, Illinois 60402-0733
Phone (708) 795-5600
(Fax) 795-5627 Emergency 911

CITY OF BERWYN
CLERK'S OFFICE

2010 DEC -7 P 4: 22

Handicapped Parking Sign Request & Report

To: Mayor Robert J. Lovero
And Members of City Council

From: Berwyn Police Department
Community Service Division

Date: December 7, 2010

Application: 701

Name of Applicant: Gudelia Alvarez

Address: 1834 S Gunderson Ave Apt 2

Telephone: ...

Nature of Disability: Unknown

Information	YES	NO	Information	YES	NO
Doctor's Note/ Affidavit:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Interviewed:	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Owner's Support Letter:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Handicap Plates:	<input type="checkbox"/>	<input type="checkbox"/>
Garage:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Wheelchair:	<input type="checkbox"/>	<input type="checkbox"/>
Driveway:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Walker:	<input type="checkbox"/>	<input type="checkbox"/>
Off Street:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Cane:	<input type="checkbox"/>	<input type="checkbox"/>
On Street:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Oxygen:	<input type="checkbox"/>	<input type="checkbox"/>
Meets Requirements:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Report Number: 10-16002		

Recommendation: APPROVE DENY

Reporting Officer: T Young # 183

Comments: Application denied due to incomplete information and inability to contact.

Alderman: *P. Lashek*

Ward: *6*

BERWYN POLICE DEPARTMENT

Berwyn Police Department

6401 West 31st Street Berwyn, IL 60402 (708) 795-5600

Incident#: 10-16002

STATION COMPLAINT UCR 9041 (Applicant File)	DESCRIPTION Applicant File	INCIDENT # 10-16002
REPORT TYPE Incident Report	RELATED CAD # C10-064310	HOW RECEIVED Telephone
WHEN REPORTED 12/07/2010 11:19	LOCATION OF OFFENSE (HOUSE NO., STREET NAME) 1834 S GUNDERSON AV Berwyn, IL 60402	
TIME OF OCCURRENCE 12/07/2010 11:19	STATUS CODE	STATUS DATE

INVOLVED ENTITIES						
NAME	DOB	AGE	ADDRESS			
ALvarez, Gudelia			1834 Gunderson ST 2nd Floor Berwyn, IL 60402			
SEX	RACE	HGT	WGT	HAIR	EYES	PHONE
F	Hispanic, Latino					
CLOTHING		SID #		DL #		FBI #
UCR						
9041 (Applicant File) - 0 count(s)				Reporting Party		RELATED EVENT #

NARRATIVES
PRIMARY NARRATIVE

In summary:

Gudelia Alvarez of 1834 Gunderson Ave Apt#2 Berwyn IL 60402 had submitted a handicapped application on 08/24/2010. On 10/07/2010 Cso Deleon made phone contact with Gudelia who advised him that she did not have the owners consent letter to process the application. Cso Deleon advised Gudelia to call back when she received an owners consent letter. Attempts were made by Cso Deleon and a/o to contact Gudelia and met with negative results.

It is unknown at this time if Gudelia meets the requirements for being handicapped in the State of Illinois due to incomplete information.

A/o recommends the application be denied due to incomplete information submitted and inability to establish contact.

REPORTING OFFICER YOUNG, TERRY	STAR # 183	REVIEWER	STAR #
-----------------------------------	---------------	----------	--------

ASSISTING OFFICERS

OFFICERS STAR #



10-16002
BERWYN
POLICE DEPARTMENT



6401 West 31st Street
 Berwyn, Illinois 60402-0733
 Phone: (708) 795-5600
 Fax (708) 795-5627 Emergency 9-1-1

HANDICAPPED PARKING INTERVIEW FORM

Applicant Name: GUDELIA ALVAREZ

Applicant Address: 1834 S. GUNDERSON AVE. 2ND FL.

Applicant Phone #: _____

Applicant D/L #: UNKNOWN D.O.B. _____

Vehicle Make: _____ Vehicle Color: _____

License Plate #: _____ Handicapped Placard #: _____

Does Applicant Use:

Wheelchair _____ Walker _____ Cane _____ Oxygen _____

Parking Availability:

Driveway _____ Garage _____ On Street _____ Off Street _____

Notes: CSO DeLeon made phone contact with Gudelina Alvarez who
advised CSO DeLeon she did not have a valid license. Further
attempts made to contact Gudelina met w/ negative results. Application
cannot be completed.

APPLICANT INTERVIEW

Date: <u>12/7/10</u>	Time: _____	Results: <u>Recommend (Denial)</u>
Date: _____	Time: _____	Results: _____
Date: _____	Time: _____	Results: _____
Date: _____	Time: _____	Results: _____
Date: _____	Time: _____	Results: _____

Completion Date: 12/7/10

Application Number: 701

Logged In Book: 12/7/10

CITY OF BERWYN - AFFIDAVIT FOR HANDICAPPED SIGN

8/24

PLEASE PRINT

Gudelia Alvarez
(Handicapped Person Name)

1834 Gunderson Ave. 2n
(Address)

Gudelia Alvarez
(Applicant's Name)

(Phone)

PLEASE PRINT

I hereby affirm that the information provided is true and correct, and it shall be prohibited and unlawful for any person to file a sworn affidavit which said person knows to be false or believes to be false.

x Gudelia Alvarez
(Signature of Applicant)

08/23/10
(Date)

PLEASE PRINT

PHYSICIAN MUST FILL OUT THE NATURE OF PATIENT'S HANDICAP

I HEREBY CERTIFY THAT THE PHYSICAL CONDITIONS OF THE ABOVE NAMES "HANDICAPPED PERSON" CONSTITUTES HIM/HER A HANDICAPPED PERSON AS DEFINED UNDER THE SATUTORY PROVISION PAR. 1-159.1 (PHYSICALLY HANICAPPED PERSON - Every Natural person who has permanently lost the use of a leg or both legs or an arm or both arms or any combination thereof or any person who is so severely disabled as to be unable to move without the aid of crutches or a wheelchair.)

(Physician's Signature)

8/19/10
(Date)

(PLEASE PRINT) SUSAN HOFFMAN

(Phone)

HANDICAPPED STATE PLATE _____

VEHICLE TAG # _____ YR _____

REGULAR STATE PLATE # _____

HANDICAP STATE CARD # _____

YOU MUST HAVE A HANDICAP STATE PLATE OR CARD TO PARK VEHICLE IN A HANDICAPPED SPOT.



Office of the Secretary of State

07/16/2010

SPRINGFIELD, ILLINOIS 62756

JESSE WHITE
SECRETARY OF STATE

Dear Parking Program for Persons with Disabilities participant:

Enclosed is a renewal application for your permanent parking placard. In order to renew your placard, your physician/supervising physician **must** complete and sign the certification form verifying eligibility for the program. *Failure to use the provided renewal form will result in a delay of your new placard.*

To receive your new parking placard before the expiration date in 2010, the renewal application/physician's certification form must be received by my office 30 days prior to the expiration date. Please note the placard is no longer valid past it's current expiration date. Upon verification, a new placard will be mailed to you. The new placard will expire in 2014 on the last day of your birth month.

Please note that Disability plates and placards **are not transferable. The authorized holder of the plates or placard must be present and must enter or exit the vehicle at the time the parking privileges are being used. Unauthorized use of Disability plates or placards can result in a \$500 fine, driver's license suspension and the suspension /revocation of the placard or plates.**

Vehicles properly displaying Disability plates or a parking placard may park in spaces reserved for persons with disabilities and are exempt from parking meter fees and time limitations, except at meters, signs or other markings with time limitations of 30 minutes or less.

My office is committed to improving the Parking Program for Persons with Disabilities. The fraudulent use of placards and Disability license plates is a serious problem. As a participant of this vital program, please ensure that your parking placard is being used accordingly.

Secretary of State Driver Services facilities are not authorized to issue Disability license plates or permanent parking placards. Disability plates and permanent placards may only be issued through our Springfield office at the address below.

For more information, please contact: Secretary of State, Vehicle Services Dept., Persons with Disabilities License Plates/Placard Unit, 501 S. Second St., Springfield, IL 62756, 217-782-2709, 217-782-2887 or 217-782-2434. Information also is available at www.cyberdriveillinois.com.

Sincerely,

Jesse White
Secretary of State

Enclosures


The City of Berwyn



**Theodore J.
Polashek**

A Century of Progress with Pride

6700 West 26th Street Berwyn, Illinois 60402-0701 Telephone: (708) 749-6408 Fax: (708) 788-2675
www.berwyn-il.gov

February 16, 2011

Honorable Mayor Robert J. Lovero and
Members of City Council

Re: Handicap Sign Request No. 712 - Shirley Moreno
1626 S. Scoville

Mayor and City Council Members:

I concur with the investigating officers recommendations in the attached handicap sign application to **Deny** the request.

Respectfully,

Theodore Polashek
6th Ward Alderman

Berwyn
Police Department

6401 West 31st Street
Berwyn, Illinois 60402-0733
Phone (708) 795-5600
(Fax) 795-5627 Emergency 9-1-1

**TO: HONORABLE MAYOR ROBERT J. LOVERO AND
MEMBERS OF THE BERWYN CITY COUNCIL**

**FROM: BERWYN POLICE DEPARTMENT
LOCAL ORDINANCE DIVISION**

DATE: January 31, 2011

RE: HANDICAPPED SIGN FOR: Shirley Moreno #712

**ATTACHED IS A REQUEST FOR A HANDICAPPED SIGN TO BE
ERECTED IN THE CITY OF BERWYN PARKWAY IN FRONT OF:**

1626 S. Scoville

PLEASE REVIEW THE ATTACHED PAPERWORK AND ADVISE.

CC: ALDERMAN Theodore Polashek

Berwyn Police Department

CITY OF BERWYN
CLERK'S OFFICE

6401 West 31st Street
Berwyn, Illinois 60402-0733
Phone (708) 795-5600

2011 JAN 20 P 3:08

(Fax) 795-5627 Emergency 911

Handicapped Parking Sign Request & Report

To: Mayor Robert J. Lovero
And Members of City Council

From: Berwyn Police Department
Community Service Division

Date: 01-20-2011

Application: 712

Name of Applicant: Shirley Moreno

Address: 1626 S. Scoville Ave, Berwyn, IL 60402

Telephone:

Nature of Disability: Unknown

Information	YES	NO	Information	YES	NO
Doctor's Note/ Affidavit:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Interviewed:	<input type="checkbox"/>	<input type="checkbox"/>
Owner's Support Letter:	<input type="checkbox"/>	<input type="checkbox"/>	Handicap Plates:	<input type="checkbox"/>	<input type="checkbox"/>
Garage:	<input type="checkbox"/>	<input type="checkbox"/>	Wheelchair:	<input type="checkbox"/>	<input type="checkbox"/>
Driveway:	<input type="checkbox"/>	<input type="checkbox"/>	Walker:	<input type="checkbox"/>	<input type="checkbox"/>
Off Street:	<input type="checkbox"/>	<input type="checkbox"/>	Cane:	<input type="checkbox"/>	<input type="checkbox"/>
On Street:	<input type="checkbox"/>	<input type="checkbox"/>	Oxygen:	<input type="checkbox"/>	<input type="checkbox"/>
Meets Requirements:	<input type="checkbox"/>	<input type="checkbox"/>	Report Number: 11-00709		

Recommendation: APPROVE DENY

Reporting Officer: Raimondi #192

Comments:

Alderman:

Ward:

Berwyn Police Department

6401 West 31st Street Berwyn, IL 60402 (708) 795-5600

Incident#: 11-00709

STATION COMPLAINT UCR	DESCRIPTION	INCIDENT #
9041 (Applicant File)	Applicant File	11-00709
REPORT TYPE	RELATED CAD #	DOT #
Incident Report	C11-002920	
WHEN REPORTED	LOCATION OF OFFENSE (HOUSE NO., STREET NAME)	HOW RECEIVED
01/19/2011 15:21	1626 S SCOVILLE AV Berwyn, IL 60402	Walk In
TIME OF OCCURRENCE	STATUS CODE	STATUS DATE
01/19/2011 15:21		

INVOLVED ENTITIES							
NAME	DOB	AGE	ADDRESS				
MORENO, SHIRLEY			1626 S SCOVILLE AV Berwyn, IL 60402				
SEX	RACE	HGT	WGT	HAIR	EYES	PHONE	
F	White, Caucasian	5' 8"		Brown	Brown		
CLOTHING		SID #		DL #		FBI #	
UCR				TYPE		RELATED EVENT #	
9041 (Applicant File) - 0 count(s)				Reporting Party			

NARRATIVES

PRIMARY NARRATIVE

In Summary:

Shirley Moreno, resides at 1626 S Scoville Ave, Berwyn, IL 60402. Ms Moreno is requesting handicapped parking signs to be placed in front of her residence. Ms Moreno provided a temporary handicapped placard and her doctor's note indicates that her handicap may not be a permanent disability.

For the above stated reasons, this officer feels that this application should be denied at this time.

REPORTING OFFICER	STAR #	REVIEWER	STAR #
RAIMONDI, MARGO J	192		

ASSISTING OFFICERS

OFFICERS	STAR #
----------	--------



Berwyn Police Department



6401 West 31st Street
Berwyn, Illinois 60402-0733
Phone (708) 795-5600
(Fax) 795-5627 Emergency 911

HANDICAPPED PARKING INTERVIEW FORM

Name of Handicapped Person: Shirley Moreno

Applicant Address: 1626 S. Scoville Ave, Berwyn, IL 60402

Applicant Phone # _____

Applicant D/L or ID#: N/A

D.O.B: _____

Caregivers Name: Shirley Moreno

Caregivers D/L #: N/A

Vehicle Make: N/A Vehicle Model: _____ Vehicle Year: _____ Vehicle Color: _____

License Plate: _____

Handicapped Placard #: UA15579

Does Applicant Use:

Wheelchair: Walker: Cane: Oxygen:

Parking Availability:

Driveway: Garage: On Street: Off Street:

Notes: Shirley Moreno is requesting handicapped parking signs in front of her residence. Ms Moreno does not have a permanent handicapped placard. Moreno's doctor indicated that her disability may not be permanent.

Applicant Interview

Date: 01-20-1011 Time: 1200 Results: Denied (Recommendation)

Date: _____ Time: _____ Results: _____

Completion Date: 01-20-2011

Logged In Book: 01-20-2011

Application Number: 712

Job 9-29-15

1626 108 180 4833

CITY OF BERWYN - AFFIDAVIT FOR HANDICAPPED SIGN

PLEASE PRINT

Shirley Moreno
(Handicapped Person Name)

1626 Scoville Ave Berwyn
(Address)

SHIRLEY MORENO
(Applicant's Name)

11
(Phone)

PLEASE PRINT

I hereby affirm that the information provided is true and correct, and it shall be prohibited and unlawful for any person to file a sworn affidavit which said person knows to be false or believes to be false.

[Signature]
(Signature of Applicant)

11/23/10
(Date)

PLEASE PRINT

PHYSICIAN MUST FILL OUT THE NATURE OF PATIENT'S HANDICAP

I HEREBY CERTIFY THAT THE PHYSICAL CONDITIONS OF THE ABOVE NAMES "HANDICAPPED PERSON" CONSTITUTES HIM/HER A HANDICAPPED PERSON AS DEFINED UNDER THE STATUTORY PROVISION PAR. 1-159.1 (PHYSICALLY HANICAPPED PERSON - Every Natural person who has permanently lost the use of a leg or both legs or an arm or both arms or any combination thereof or any person who is so severely disabled as to be unable to move without the aid of crutches or a wheelchair.) - May not be permanent disability

[Signature]
(Physician's Signature)

11-23-10
(Date)

(PLEASE PRINT - PHYSICIAN'S Name and Address)

715
(Phone)

HANDICAPPED STATE PLATE _____

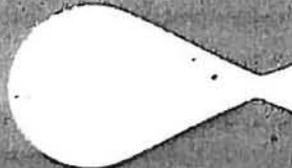
VEHICLE TAG # _____ YR _____

REGULAR STATE PLATE # _____

HANDICAP STATE CARD #
TEMP # UA15579

YOU MUST HAVE A HANDICAP STATE PLATE OR CARD TO PARK VEHICLE IN A HANDICAPPED SPOT.

REMOVE BEFORE VEHICLE IS IN MOTION.
THIS PLACARD IS NOT TRANSFERABLE.
IT IS ILLEGAL TO COPY OR DUPLICATE THIS PLACARD.



THE AUTHORIZED HOLDER MUST BE PRESENT AND MUST ENTER OR EXIT THE VEHICLE AT THE TIME THE PARKING PRIVILEGES ARE BEING USED. UNAUTHORIZED USE MAY RESULT IN A \$500 FINE AND SUSPENSION OF DRIVER'S LICENSE AND/OR REVOCATION OF THE PLACARD.



TEMPORARY

UA 15579



TEMPORARY

EXPIRES THE LAST DAY OF:

Jan. Feb. Mar. Apr. May June

--	--	--	--	--	--

July Aug. Sept. Oct. Nov. Dec.

--	--	--	--	--	--



ILLINOIS

Jesse White

K
K
K

Robert J. Lovero
Mayor



Michele D. Skryd
Fourth Ward Alderman

A Century of Progress with Pride

6700 West 26th Street Berwyn, Illinois 60402-0701 Telephone: (708) 788-2660 Fax: (708) 788-2675
www.berwyn-il.gov

February 18, 2011

Hon. Robert J. Lovero
Alderman of the Berwyn City Council
6700 W. 26th Street
Berwyn, IL 60402

RE: Handicap Sign for Dolores A. Martell #714

Ladies and Gentlemen,

I am at this time concurring with the investigating officer and approving the above request.

Respectfully,

Michele D. Skryd

Michele D. Skryd
Alderman 4th Ward

*Berwyn
Police Department*

6401 West 31st Street
Berwyn, Illinois 60402-0733
Phone (708) 795-5600
(Fax) 795-5627 Emergency 9-1-1

**TO: HONORABLE MAYOR ROBERT J. LOVERO AND
MEMBERS OF THE BERWYN CITY COUNCIL**

**FROM: BERWYN POLICE DEPARTMENT
LOCAL ORDINANCE DIVISION**

DATE: February 15, 2011

RE: HANDICAPPED SIGN FOR: Dolores A. Martell # 714

**ATTACHED IS A REQUEST FOR A HANDICAPPED SIGN TO BE
ERECTED IN THE CITY OF BERWYN PARKWAY IN FRONT OF:**

2509 S. Elmwood

PLEASE REVIEW THE ATTACHED PAPERWORK AND ADVISE.

CC: ALDERMAN Michele Skryd

Berwyn Police Department

CITY OF BERWYN
CLERK'S OFFICE

2011 JAN 21 P 2:16

6401 West 31st Street
Berwyn, Illinois 60402-0733
Phone (708) 795-5600
(Fax) 795-5627 Emergency 911

Handicapped Parking Sign Request & Report

To: Mayor Robert J. Lovero
And Members of City Council

From: Berwyn Police Department
Community Service Division

Date: 01-21-2011

Application: 714

Name of Applicant: Dolores A. Martell

Address: 2509 S. ^{ELMWOOD}~~Kenilworth~~ Ave, Berwyn, IL 60402

Telephone: _____

Nature of Disability: _____

Information	YES	NO	Information	YES	NO
Doctor's Note/ Affidavit:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Interviewed:	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Owner's Support Letter:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Handicap Plates:	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Garage:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Wheelchair:	<input type="checkbox"/>	<input type="checkbox"/>
Driveway:	<input type="checkbox"/>	<input type="checkbox"/>	Walker:	<input type="checkbox"/>	<input type="checkbox"/>
Off Street:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Cane:	<input type="checkbox"/>	<input type="checkbox"/>
On Street:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Oxygen:	<input type="checkbox"/>	<input type="checkbox"/>
Meets Requirements:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Report Number: 11-00787		

Recommendation: APPROVE DENY

Reporting Officer: Raimondi#192

Comments:

Alderman:

Ward:

Berwyn Police Department

6401 West 31st Street Berwyn, IL 60402 (708) 795-5600

Incident#: 11-00787

STATION COMPLAINT UCR	DESCRIPTION	INCIDENT #
9041 (Applicant File)	Applicant File	11-00787
REPORT TYPE	RELATED CAD #	HOW RECEIVED
Incident Report	C11-003232	In Person
WHEN REPORTED	LOCATION OF OFFENSE (HOUSE NO., STREET NAME)	
01/21/2011 10:27	2509 S ELMWOOD AV Berwyn, IL 60402	
TIME OF OCCURRENCE	STATUS CODE	STATUS DATE
01/21/2011 10:27		

INVOLVED ENTITIES						
NAME	DOB	AGE	ADDRESS	ELMWOOD		
MARTELL, DOLORES			2509 S Elmwood AV	Berwyn, IL 60402		
SEX	RACE	HGT	WGT	HAIR	EYES	PHONE
F	White, Caucasian					
CLOTHING						

UCR	TYPE	RELATED EVENT #
9041 (Applicant File) - 0 count(s)	Reporting Party	

INVOLVED VEHICLES						
VEHICLE #	STATE	TYPE	INVOLVEMENT	VIN #		
3076792	IL	Van/Minivan				
YEAR	MAKE	MODEL	COLOR	COMMENTS		
2002	Dodge	(unknown)	Gold			
OWNER						
MARTELL, DOLORES						

NARRATIVES
PRIMARY NARRATIVE

In Summary:

Dolores Martell, who resides at 2509 S. Elmwood Ave, Berwyn, IL 60402, is requesting handicapped parking signs to be placed in front of her residence at 2509 S. Elmwood Ave, Berwyn, IL 60402. Ms Martell suffers from _____, which reduces her mobility on a daily basis. Ms Martell related that it is easier for her to access their residence from the front.

Ms Martell meets the State and City requirements for being handicapped.

For the above stated reasons, this officer feels that this application should be considered for approval at this time.

REPORTING OFFICER	STAR #	REVIEWER	STAR #
RAIMONDI, MARGO J	192		

ASSISTING OFFICERS

OFFICERS	STAR #

CITY OF BERWYN - AFFIDAVIT FOR HANDICAPPED SIGN

PLEASE PRINT

Dolores A. Martell
(Handicapped Person Name)

2509 Elmwood Ave
(Address) BERWYN, IL, 60402

Dolores A. Martell
(Applicant's Name)

(Phone)

PLEASE PRINT

I hereby affirm that the information provided is true and correct, and it shall be prohibited and unlawful for any person to file a sworn affidavit which said person knows to be false or believes to be false.

Dolores A. Martell
(Signature of Applicant)

12-17-10
(Date)

PLEASE PRINT

PHYSICIAN MUST FILL OUT THE NATURE OF PATIENT'S HANDICAP

I HEREBY CERTIFY THAT THE PHYSICAL CONDITIONS OF THE ABOVE NAMES "HANDICAPPED PERSON" CONSTITUTES HIM/HER A HANDICAPPED PERSON AS DEFINED UNDER THE SATUTORY PROVISION PAR. 1-159.1 (PHYSICALLY HANICAPPED PERSON - Every Natural person who has permanently lost the use of a leg or both legs or an arm or both arms or any combination thereof or any person who is so severely disabled as to be unable to move without the aid of crutches or wheelchair.)

(Physician's Signature)

12/6/10
(Date)

(PLEASE PRINT - PHYSICIAN'S Name and Address)

(Phone)

HANDICAPPED STATE PLATE _____

VEHICLE TAG # 14375 12/10/11

REGULAR STATE PLATE # _____

HANDICAP STATE CARD # BB36689

YOU MUST HAVE A HANDICAP STATE PLATE OR CARD TO PARK VEHICLE IN A HANDICAPPED SPOT.



Berwyn Police Department



6401 West 31st Street
Berwyn, Illinois 60402-0733
Phone (708) 795-5600
(Fax) 795-5627 Emergency 911

HANDICAPPED PARKING INTERVIEW FORM

Name of Handicapped Person: Dolores Martell

Applicant Address: 2509

Applicant Phone #: S. Elmwood Ave, Berwyn, IL 60402

Applicant D/L or ID#: _____

D.O.B _____

Caregivers Name: N/A

Caregivers D/L #: N/A

Vehicle Make: Dodge Vehicle Model: Carrall Vehicle Year: 2002 Vehicle Color: Gold

License Plate: 3076792

Handicapped Placard #: BB36689

Does Applicant Use:

Wheelchair: Walker: Cane: Oxygen:

Parking Availability:

Driveway: Garage: On Street: Off Street:

Notes: Dolores Martell is requesting handicapped parking signs in front of her residence, due to her inability to walk long distances, as a result of _____ s. There is limited parking on her block. Ms Martell related that the walking distance is shorter from the front of her residence than it is from the garage.

Applicant Interview

Date: 01/20/2011 Time: 1200 Hrs Results: _____

Date: _____ Time: _____ Results: _____

Completion Date: 01/21/2011

Logged In Book: 01/21/2011

Application Number: 714