



City of Berwyn

City Council Meeting

March 12, 2013

BERWYN CITY COUNCIL MEETING
MARCH 12, 2013

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

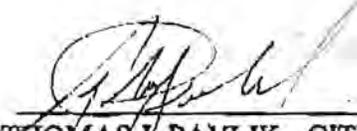
- (A) PLEDGE OF ALLEGIANCE - MOMENT OF SILENCE
- (B) OPEN FORUM - (TOPIC MUST NOT BE ON THE AGENDA)
- (C) PRESENTATION OF PREVIOUS MEETINGS MINUTES FOR APPROVAL
 - 1. REGULAR MEETING 2/27/13 - COW 2/27/13
- (D) BID OPENING-TABULATIONS
- (E) BERWYN DEVELOPMENT CORP.-BERWYN TOWNSHIP/HEALTH DISTRICT
- (F) REPORTS AND COMMUNICATIONS FROM THE MAYOR
 - 1. APPOINTMENT OF CDBG DIRECTOR-CYNTHIA MONTAVON
 - 2. APPOINTMENT OF CDBG GRANTS ADMINISTRATOR-REGINA MENDICINO
 - 3. RELAY FOR LIFE CORRESPONDENCE/AWARD PRESENTATION
- (G) REPORTS AND COMMUNICATIONS FROM THE CITY CLERK
 - 1. APPROVAL OF CLOSED COW MINUTES OF 12/26/12, 1/8/13 AND 1/22/13
- (H) COMMUNICATIONS FROM (ZONING) BOARD OF APPEALS
- (I) REPORTS AND COMMUNICATIONS FROM ALDERMEN, COMMITTEES, OTHER BOARDS AND COMMISSIONS
- (J) STAFF REPORTS
 - 1. FINANCE DIRECTOR-2013 APPROPRIATION ORDINANCE
 - 2. PROJECT OPERATIONS MANAGER-ISSUANCE OF LICENSE PLATE RECOGNITION SYSTEM RFP
 - 3. PROJECT OPERATIONS MANAGER-SEASONAL PLANTING BID AWARDS
 - 4. CITY ATTORNEY-SETTLEMENT CASE #12CV8642
 - 5. ADMINISTRATIVE ASSISTANT TO THE MAYOR-CITY WIDE COMPETITION FOR THE DESIGN OF THE 2013-2014 CITY VEHICLE STICKERS
 - 6. POLICE CHIEF RITZ-REQUEST FOR TWO PROBATIONARY POLICE OFFICERS

BERWYN CITY COUNCIL MEETING
MARCH 12, 2013

(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- 2/27/13- \$990,905.11
2. BUDGET CHAIR-PAYABLES- 3/12/13 - \$1,187,976.82
3. COLLECTIONS AND BUSINESS LICENSES FOR FEBRUARY, 2013
4. BUILDING AND LOCAL IMPROVEMENT PERMITS FOR FEBRUARY, 2013
5. CHAPMAN-HANDICAP SIGN-D. MASCITTI-3838 CLINTON-APPROVE
6. CHAPMAN-HANCICAP SIGN-M, ARTEAGA-3553 CLINTON-APPROVE
7. RELAY FOR LIFE -TAG DAYS FUNDRAISER-3/23/13, 3/30/13, 4/6/13, 4/13/13, 4/20/13 & 5/4/13 AND RELAY FOR LIFE WALK MAY 10 & 11 AT MORTON WEST HIGH SCHOOL
8. MAYOR-CONCLUSION OF LIQUOR HEARING PROCEEDING

ITEMS SUBMITTED ON TIME 19



THOMAS J. PAVLIK - CITY CLERK

In accordance with the provisions of the Americans with disabilities Act, any individual who is in the need of a reasonable accommodation in order to participate in or benefit from attendance at a public meeting of the City of Berwyn should contact Thomas J. Pavlik, City Clerk at 708/788-2660 as soon as possible before the meeting date.



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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

C-1

MINUTES
BERWYN CITY COUNCIL
FEBRUARY 27, 2013

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, Santoy, Polashek, Avila and Laureto. Absent: Skryd. Thereafter, Avila made a motion, seconded by Boyajian, to excuse Aldermen Skryd. The motion carried by a voice vote.
2. The Pledge of Allegiance was recited and a moment of silence was had for the family of the deceased Carole Pechous, wife of retired Fire Chief Vernon Pechous; Lupe Proffitt, mother-in-law of retired Assistant Fire Chief Richard Swade and mother of Dani Swade; Antionette Bucciere long time employee of the Berwyn Recreation Department and for the Men and Women on the streets of Berwyn protecting our safety, along with the Men and Women in the Armed Forces.
3. The Open Forum portion of the meeting was announced. Representatives of Youth Crossroads spoke regarding their annual service trip, this year to Washington D.C. and are seeking support. Finance Director, Dave Jelonek announced the draft 2013 budget was presented at the Committee of the Whole this evening and there will be a public hearing held on March 12, 2013 at 5:45 p.m., noting that he is available for any questions before then. Alderman Santoy presented a resolution to Dr. Rowinson Jacome for bringing intercultural issues to the forefront. Thereafter, Avila made a motion, seconded by Boyajian, to adopt the resolution as presented. Motion carried by a voice vote. Alderman Santoy presented a resolution to Dr. Manuel Munoz for bringing intercultural issues to the forefront. Thereafter, Chapman made a motion, seconded by Santoy, to adopt the resolution as presented. Motion carried by a voice vote.
4. The minutes of the Berwyn City Council held on February 12, 2013 were submitted. Thereafter, Avila made a motion, seconded by Chapman, to concur and approve as presented. The motion carried by a voice vote.

**BERWYN CITY COUNCIL MINUTES
FEBRUARY 27, 2013**

5. The Mayor submitted a Proclamation congratulating Raul Lopez on his achievement as Eagle Scout. Thereafter, Paul made a motion, seconded by Boyajian, to adopt the Proclamation as presented. Motion carried by a voice vote. Thereafter, the Mayor recognized Raul Lopez and presented him with the Proclamation.
6. The Mayor submitted a Proclamation congratulating all individuals involved in a rescue of a fellow student at Morton West High School in a near drowning incident. Thereafter, Avila made a motion, seconded by Laureto to concur and adopt the Proclamation as presented. Motion carried by a voice vote. Thereafter the Mayor recognized all involved and presented them with the Proclamation.
7. The Budget Committee Chairman submitted a communication regarding a Budget Committee meeting held on February 19, 2013 regarding the 2013 draft budget. Thereafter, Chapman made a motion, seconded by Avila to concur, accept the matter as informational and to present same at the public hearing for the 2013 Budget. The motion carried by a voice vote.
8. Alderman Polashek submitted a communication regarding the request of a Superzone parking on the 1600 block of Elmwood and an ordinance titled:

AN ORDINANCE AMENDING SUPERZONE PERMIT PARKING AND AMENDING CHAPTER 484 OF THE TRAFFIC CODE OF THE CODIFIED ORDINANCES OF THE CITY OF BERWYN

Thereafter, Polashek made a motion, seconded by Paul, to concur, **adopt** the ordinance as presented and authorize the corporate authorities to affix their signatures thereto. The motion carried by a unanimous roll call vote.

9. The Finance Director submitted a communication regarding the 2013 Draft Budget requesting a public hearing be held on March 12, 2013 at 5:45 p.m. Thereafter, Chapman made a motion, seconded by Avila, to concur and accept as informational. The motion carried by a voice vote.
10. The Project Operations Manager submitted a communication regarding Seasonal Planting Installation Request for Proposal. The Mayor recognized Evan Summers, Projects Operations Manager, who reviewed same.

BERWYN CITY COUNCIL MINUTES
FEBRUARY 27, 2013

Thereafter, Chapman made a motion, seconded by Avila, to concur and grant permission to go out for bid. The motion carried by a voice vote.

11. The Project Operations Manager submitted a communication regarding **Seasonal Planting Watering Request for Proposal**. The Mayor recognized Evan Summers, Projects Operations Manager, who reviewed same. Thereafter, Chapman made a motion, seconded by Boyajian, to concur and grant permission to go out for bid. The motion carried by a voice vote.
12. The City Attorney submitted a communication regarding the settlement of case numbers 10WC 15528 and 11 WC 17207. Thereafter, Avila made a motion, seconded by Laureto, to concur and approve for payment in an amount not to exceed \$94,500.00. The motion carried by a unanimous roll call vote.
13. The Administrative Assistant to the Mayor submitted a communication regarding the City-wide Competition for the Design of the 2013-2013 City Vehicle Stickers. The Mayor recognized Ruth Volbre, Administrative Assistant, who reviewed same. After discussion, Avila made a motion, seconded by Polashek, to concur and approve as submitted. The motion carried by a unanimous roll call vote.
14. The Library Director submitted a communication regarding two replacement positions; Library Assistant II and Building Maintenance Assistant. Thereafter, Chapman made a motion, seconded by Boyajian, to concur and grant permission to fill positions. The motion carried by a unanimous roll call vote.
15. The City Traffic Engineer submitted a communication regarding Section 460.07 Stop Sign Controlled Streets and an ordinance titled:

**AN ORDINANCE AMENDING SEFCTION 460.07 OF THE
CODIFIED ORDINANCES OF THE CITY OF BERWYN, COOK
COUNTY, ILLINOIS REGARDING STOP CONTROLLED STREETS**

The Mayor recognized Nicole Campbell, City Traffic Engineer who reviewed same. Thereafter, Chapman made a motion, seconded by Avila, to concur, **adopt** the ordinance as presented and authorize the corporate authorities to affix their signatures thereto. The motion carried by a unanimous roll call vote.

BERWYN CITY COUNCIL MINUTES
FEBRUARY 27, 2013

16. The City Traffic Engineer submitted a communication regarding Yield Right-of-Way intersections and an ordinance entitled:

An ORDINANCE ESTABLISHING YIELD RIGHT-OF-WAY INTERSECTIONS AND AMENDING CHAPTER 460 OF THE TRAFFIC CODE OF THE CODIFIED ORDINANCES OF THE CITY OF BERWYN

Thereafter, Chapman made a motion, seconded by Santoy, to concur, **adopt** the ordinance as presented and authorize the corporate authorities to affix their signatures thereto. The motion carried by a unanimous roll call vote.

17. The City Traffic Engineer submitted a communication regarding establishing through streets and an ordinance titled:

AN ORDINANCE ESTABLISHING THROUGH STREETS AND AMENDING CHAPTER 460 OF THE TRAFFIC CODE OF THE CODIFIED ORDINANCES OF THE CITY OF BERWYN

Thereafter, Chapman made a motion, seconded by Avila to concur, **adopt** the ordinance as presented and authorize the corporate authorities to affix their signatures thereto. The motion carried by a unanimous roll call vote.

18. The Consent agenda Items K-1 thru K-4 were submitted:

- K-1 Budget Chair-Payroll-2/13/13 - \$1,094,075.88-Approved
- K-2 Budget Chair-Payables-2/27/13 - \$495,985.27-Approved
- K-3 Collections and Business licenses for January, 2013
- K-4 St. Mary of Celle-Way of the Cross Procession-Friday, March 29, 2013 - Approved

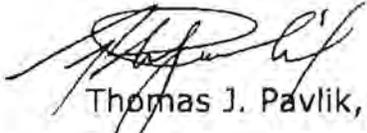
Thereafter, Avila made a motion, seconded by Laureto, to concur and approve by omnibus vote designation. The motion carried by a voice vote.

19. The Mayor called a Public Hearing for the 2013 Budget on Tuesday March 12, 2013 at 5:45 p.m. at City Hall.

BERWYN CITY COUNCIL MINUTES
FEBRUARY 27, 2013

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 8:26 p.m. The motion carried by a voice vote.

Respectfully submitted,



Thomas J. Pavlik, CMC
City Clerk

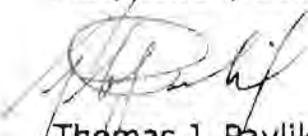
MINUTES
BERWYN CITY COUNCIL
COMMITTEE OF THE WHOLE
February 27, 2013

1. Mayor Lovero called the Committee of the Whole to order at 6:01 p.m.; upon the call of the roll the following responded present: Chapman, Boyajian, Santoy, Polashek, Avila, and Laureto. Absent: Paul and Skryd.
2. Avila made a motion, seconded by Boyajian, to excuse Alderman Paul and Skryd. The motion carried by a voice vote.
3. Budget Presentation: The Mayor recognized Finance Director David Jelonek who presented hard copies of the 2013 Draft Budget to the council. Jelonek stated a request to hold a public hearing on March 12, 2013 at 5:45 p.m. is on tonight's council agenda and that he is available for any questions regarding the draft budget at anytime.
4. Laureto questioned item I-2, request for Super zone parking ordinance and if it affected diagonal parking at Lincoln Middle School. Discussion ensued regarding other historical problems related to creating a parking Super zone. Polashek stated it would not include the diagonal parking.
5. There being no further business for the Open Committee of the Whole, the Mayor asked for a motion to go into Closed Session for land acquisition and pending litigation. Thereafter, Polashek made a motion, seconded by Avila, to close the Committee of the Whole at 6:09 p.m. The motion carried by a voice vote.
6. A Motion was made in closed session to re-open the Committee of the Whole by Santoy, seconded by Boyajian, at 7:12 p.m. The motion carried by a voice vote.

Note: Paul present in closed session at 6:20 p.m.

7. A motion was made by Santoy, seconded by Chapman, to adjourn the Committee of the Whole at 7:12 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**



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

The City of Berwyn



Robert J. Lovero
Mayor

F-1

A Century of Progress with Pride

March 12, 2013

To: Members of City Council

Re: Appointment of CDBG Director

Members of City Council:

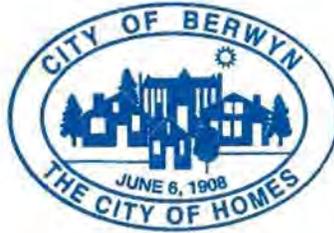
Recently, the position of CDBG Director has been vacated. It is my recommendation to appoint Cynthia Montavon as Director. She has been acting as the Interim Director.

I am requesting Council to approve this appointment.

Respectfully,

Robert J. Lovero
Mayor

The City of Berwyn



Robert J. Lovero
Mayor

F-2

A Century of Progress with Pride

March 12, 2013

To: Members of City Council

Re: Appointment of CDBG Grants Administrator

Members of City Council:

Recently, the position of CDBG Grants Administrator has been vacated. It is my recommendation to appoint Regina Mendicino as Grants Administrator (see attached resume).

I am requesting Council to approve this appointment.

Respectfully,

Robert J. Lovero
Mayor

Regina Mendicino

Berwyn, IL 60402

Objective

Obtain a position that utilizes my skills of 20+ years of office and management experience.

Experience

Loyola University Medical Center 2010-Present

- Service Rep in the Outpatient Surgery Department
- Make appointments as well as check in patients in the department
- Verify Insurance coverage and check Medicaid status and collect co-pays from patients
- Scan and upload test and patient information when necessary

Olive or Twist Inc 2004-Present

- Manage all aspects of billing, A/R and A/P ledger postings.
- Process all payrolls on a weekly basis.
- Prepare and process State reports for Unemployment taxes, Federal reports for payroll taxes and annual withholding reconciliation for the restaurant

Office Manager, Martin-Aire Heating and Cooling Inc

- Liaison between customers and field personnel.
- Manage all aspects of billing, A/R and A/P ledger postings.
- Process all payrolls on a weekly basis.
- Prepare and process State reports for Unemployment taxes, Federal reports for payroll taxes and annual withholding reconciliation for the company.
- Negotiate terms for Employee Health Insurance, Workman's Comp, and General Liability.
- Manage HR benefits, including completing all new enrollment, changes and terminations.
- Keep an extensive and effective database of existing customers and work completed.
- Proficient in Intuit QuickBooks.
- Proficient in Microsoft Tools: Excel, Word.
- Excellent oral and written skills.

Sales Associate, the Polivka Group, Oak Brook, IL- Present

- Hold a Realtor/Broker License for 25+ years and, currently refer sellers and buyers with Realtors.

Public Notary for Illinois since 2005

Relevant Volunteer Work

Founder and Member, Depot District Special Events Committee 2000-Present

- Coordinate efforts to bring festivals such as Oktoberfest, Cruise Nights (car show) Farmers' Markets and a yearly Christmas Walk into the Depot District Business district.

**Member, Ogden/Depot District TIF under the Berwyn Development Corp.
2006, Voting Member (2008)**

- Review applications and new projects for approval in the above two business districts.

Appointment, Mayor's Clean City Commission 2009-2011

- Coordinate efforts between the City of Berwyn and State of IL agencies as well as business owners and residents to reduce the amount of litter.
- Review existing litter control and dumping ordinances.
- Suggest ways to improve enforcement.

Linda L. Degutis

From: Ruth E. Volbre
Sent: Monday, February 25, 2013 3:50 PM
To: Thomas J. Pavlik
Cc: Linda L. Degutis; Ruth A. Wasiukiewicz; Marie.Kieskowski@cancer.org
Subject: FW: Relay For Life of Berwyn Cicero

Tom,

The Mayor has approved putting the award presentation on the council meeting of Tuesday, March 12th at 8 pm in council chambers. Please put this on the agenda. Thank you very much.

Ruth E. Volbre

Administrative Assistant to the Mayor and City Administrator
rvolbre@ci.berwyn.il.us
(708) 749-6433

From: Marie.Kieskowski@CANCER.ORG [<mailto:Marie.Kieskowski@CANCER.ORG>]
Sent: Monday, February 25, 2013 2:09 PM
To: Ruth E. Volbre
Subject: Relay For Life of Berwyn Cicero

Hello Ruth,

Thank you for contacting me we are excited to present the town these two awards on Tuesday March 12, can you please send me the time and the location of the meeting.

Again here are the details of the awards we won:

Relay For Life All Star Award is awarded to events that have shown significant growth year over year. The Relay For Life of Berwyn Cicero grew in: online revenue, participants, and teams.

National All American Relay Award, this award is granted to communities that show growth, retention, Relay branding, diversity, and leadership. The Relay For Life of Berwyn Cicero received this award specifically for their growth in Survivor Development, Team Development, and Fundraising Development.

We would like to present the town with a certificate and metal sign.

I hope you have a wonderful evening and look forward to hearing from you.

Marie Kieskowski | Senior Income Development Representative

Illinois Division | American Cancer Society, Inc.

225 N Michigan Ave
Suite 1210

Chicago, Illinois 60601

Phone: 312.279.7257 | Fax: 312.372.0910

cancer.org | 1.800.227.2345





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

The City of Berwyn



Thomas J. Pavlik
City Clerk

G-1

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

Date: March 8, 2013

To: Mayor and City Council

From: Tom Pavlik, City Clerk

Re: Approval of Closed COW Minutes of 12-26-12, 1-8-13 and 1-22-13

Ladies and Gentleman;

I request your concurrence on approving the Closed Committee of the Whole Minutes of the December 26, 2012, January 8, 2013 and January 22, 2013 as reviewed in Closed Session on February 27, 2013.

Sincerely,

A handwritten signature in blue ink, appearing to read "Tom Pavlik", is written over the word "Sincerely,".

Thomas J. Pavlik, CMC



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



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



J. Staff Reports

J-1
The City of Berwyn

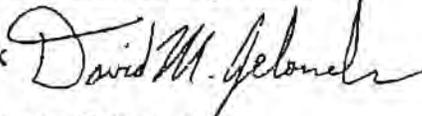


David M. Jelonek
Finance Director

A Century of Progress with Pride

6700 West 26th Street Berwyn, Illinois 60402-0701 Telephone: (708) 788-2660 (708) 749-6539
www.bcrwyn-il.gov

To: Mayor Robert J. Lovero and the City Council

From: David M. Jelonek 

Subject: 2013 Appropriation Ordinance

Date: March 8, 2013

Attached is the 2013 appropriation ordinance which includes the 2013 budget document. The budget document was also distributed at the last City Council meeting. I am requesting that you adopt the ordinance. An adopted ordinance must be filed with the County by March 31 of each year. Thank you.

ORDINANCE NO. ____

**THE ANNUAL APPROPRIATION ORDINANCE OF THE CITY OF BERWYN,
COOK COUNTY, ILLINOIS FOR THE FISCAL YEAR 2013**

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

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

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

WHEREAS, such public hearing was held on March 12, 2013, with all wishing to speak being heard; and

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

WHEREAS, the Mayor and the City Council have reviewed the Annual Appropriation Ordinance for fiscal year 2013 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, 2013 and ending on December 31, 2013.

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 12th day of March, 2013 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 12th day of March 2013.

Robert J. Lovero, Mayor

ATTEST:

Thomas J. Pavlik, City Clerk

EXHIBIT A



2013 Annual Budget

For the Fiscal Year Beginning January 1, 2013



The City of Berwyn

Robert J. Lovero
Mayor

A Century of Progress with Pride

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

2013 Annual Budget

Members of the City Council

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

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

Administrators

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

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

Report Prepared By

Finance Department

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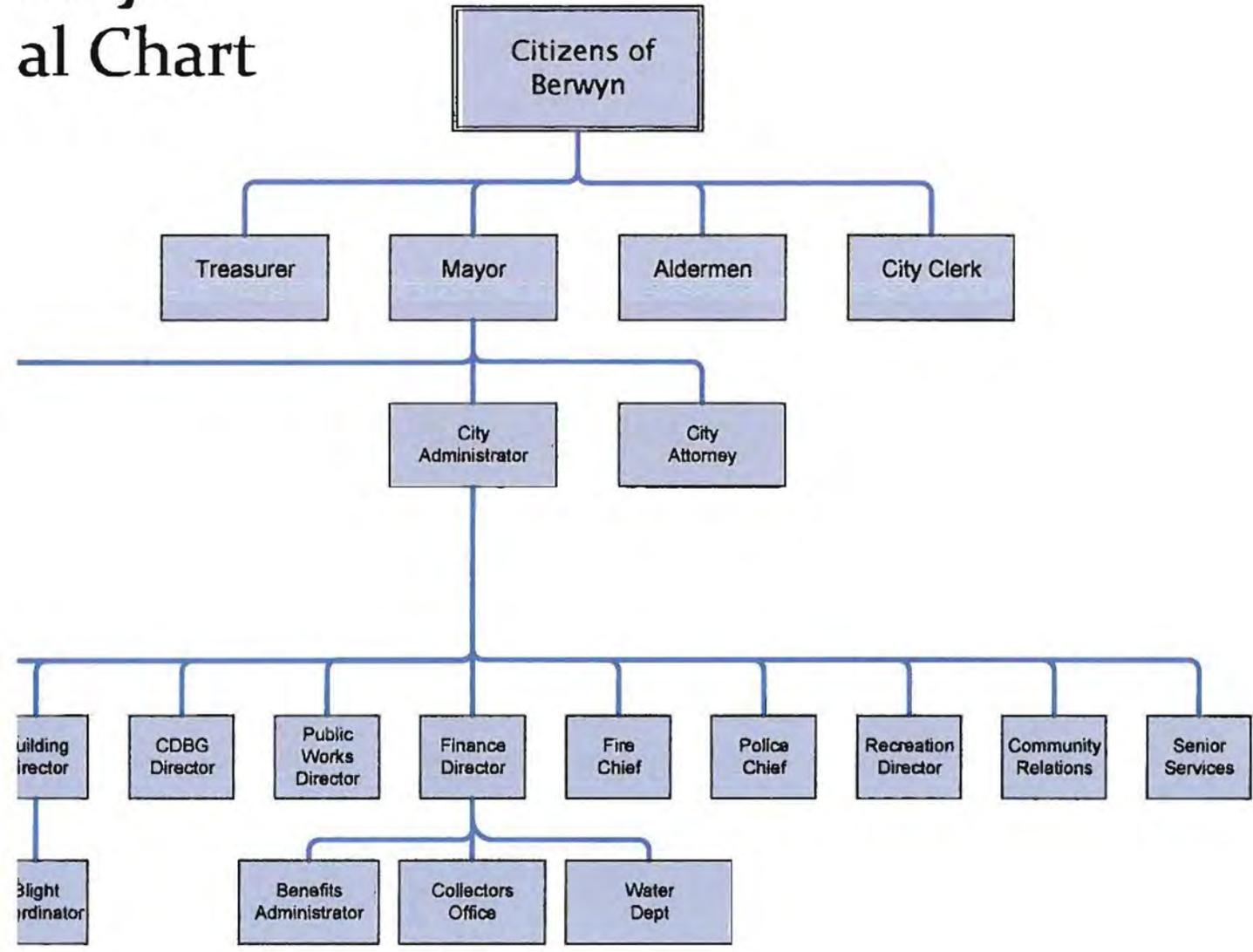
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Berwyn Organizational Chart



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Description of Budget Process

The City uses the following procedures in establishing the budget.

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

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2013 Budget Message from Mayor Robert J. Lovero

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

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Community Profile

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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Community Profile

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

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

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Description of City Funds and Accounting Structure

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

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

Governmental Fund Types

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

General Fund –

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

Special Revenue Funds –

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

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

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Description of City Funds and Accounting Structure

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

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

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

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

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

Debt Service Fund –

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

Capital Projects Funds –

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

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Description of City Funds and Accounting Structure

Proprietary Fund Types

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

Enterprise Funds –

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

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

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

Internal Service Funds –

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

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

City of Berwyn
Budget Summary - All Funds
2013 Budget

Special Revenue Funds

General Fund	Library Fund	Community Development Fund	Foreign Fire Tax Fund	Motor Fuel Tax Fund	S. Berwyn TIF Fund	Harlem TIF Fund
\$ 37,137,906	\$ 2,986,312	\$ -	\$ 80,754	\$ -	\$ 1,027,377	\$ -
2,902,400	-	-	-	-	-	-
1,440,750	-	-	-	-	-	-
4,765,000	30,000	-	-	-	-	-
102,000	140,000	1,324,066	-	1,664,050	-	-
2,149,434	45,150	-	-	-	2,000	-
542,500	-	355,519	-	-	-	5,500,000
<u>49,039,990</u>	<u>3,201,462</u>	<u>1,679,585</u>	<u>80,754</u>	<u>1,664,050</u>	<u>1,029,377</u>	<u>5,500,000</u>
\$ 4,612,583	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
35,999,144	-	102,000	80,754	-	-	-
5,805,152	-	180,000	-	995,000	-	-
227,847	-	1,397,585	-	-	554,427	5,500,000
1,803,317	3,182,858	-	-	-	-	-
-	-	-	-	-	-	-
-	-	-	-	-	205,200	-
-	-	-	-	-	-	-
-	-	-	-	-	-	-
-	-	-	-	-	-	-
355,519	-	-	-	310,000	401,824	-
<u>48,803,562</u>	<u>3,182,858</u>	<u>1,679,585</u>	<u>80,754</u>	<u>1,305,000</u>	<u>1,161,451</u>	<u>5,500,000</u>
<u>236,428</u>	<u>18,604</u>	<u>-</u>	<u>-</u>	<u>359,050</u>	<u>(132,074)</u>	<u>-</u>
<u>6,199,786</u>	<u>28,398</u>	<u>(819,842)</u>	<u>44,539</u>	<u>737,597</u>	<u>237,433</u>	<u>-</u>
<u>\$ 6,436,214</u>	<u>\$ 47,002</u>	<u>\$ (819,842)</u>	<u>\$ 44,539</u>	<u>\$ 1,096,647</u>	<u>\$ 105,359</u>	<u>\$ -</u>

City of Berwyn
Budget Summary - All Funds
2013 Budget

Special Revenue Funds		Capital	Debt	Utilities	Parking	Internal	Total
Roosevelt	Ogden Ave	Projects	Service	Fund	Garage	Service	All
TIF Fund	TIF Fund	Fund	Fund	Fund	Fund	Fund	Funds
\$ 700,649	\$ 1,537,195	\$ -	\$ 1,965,607	\$ -	\$ -	\$ -	\$ 45,435,800
-	-	-	-	-	40,000	-	2,942,400
-	-	-	-	13,752,433	90,000	2,160,646	17,443,829
-	-	-	-	552,800	-	-	5,347,800
-	-	-	-	-	-	-	3,230,116
2,000	2,000	5,000	3,000	6,000	57,072	-	2,271,656
-	-	228,986	6,620,993	-	-	-	13,247,998
<u>702,649</u>	<u>1,539,195</u>	<u>233,986</u>	<u>8,589,600</u>	<u>14,311,233</u>	<u>187,072</u>	<u>2,160,646</u>	<u>89,919,599</u>
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	4,612,583
-	-	-	-	-	-	-	36,181,898
-	-	-	-	-	-	-	6,980,152
1,440,701	1,143,701	-	-	-	-	-	10,264,261
-	-	-	-	-	-	-	4,986,175
-	-	-	-	4,298,100	-	-	4,298,100
-	-	1,704,489	-	-	-	-	1,704,489
-	287,101	-	8,573,545	-	-	-	9,065,846
-	-	-	-	10,237,847	-	-	10,237,847
-	-	-	-	-	101,730	-	101,730
-	-	-	-	-	-	2,160,000	2,160,000
508,155	410,000	-	-	-	-	-	1,985,498
<u>1,948,856</u>	<u>1,840,802</u>	<u>1,704,489</u>	<u>8,573,545</u>	<u>14,535,947</u>	<u>101,730</u>	<u>2,160,000</u>	<u>92,578,579</u>
<u>(1,246,207)</u>	<u>(301,607)</u>	<u>(1,470,503)</u>	<u>16,055</u>	<u>(224,714)</u>	<u>85,342</u>	<u>646</u>	<u>(2,658,980)</u>
<u>1,370,987</u>	<u>3,217,786</u>	<u>2,310,827</u>	<u>240,202</u>	<u>31,635,700</u>	<u>9,736,845</u>	<u>1,131,454</u>	<u>56,071,712</u>
<u>\$ 124,780</u>	<u>\$ 2,916,179</u>	<u>\$ 840,324</u>	<u>\$ 256,257</u>	<u>\$ 31,410,986</u>	<u>\$ 9,822,187</u>	<u>\$ 1,132,100</u>	<u>\$ 53,412,732</u>

City of Berwyn
General Fund Summary
2013 Budget

	2010 Balance	2011 Balance	2012 Projected	2012 Budget	2013 Budget	Requested Budget Change	
						Amount	Percent
	\$ 30,148,729	\$ 31,377,894	\$ 36,356,417	\$ 35,754,364	\$ 37,137,906	\$ 1,383,542	4%
and Permits	2,898,170	3,005,806	2,788,366	2,808,900	2,802,400	83,500	3%
for Services	5,630,024	5,875,888	1,419,858	1,415,250	1,440,750	25,500	2%
	4,108,007	4,885,758	5,099,131	5,182,850	4,765,000	(387,850)	-8%
Immortal Revenues	97,753	100,738	78,000	98,000	102,000	4,000	4%
Various Revenues	1,430,153	1,792,782	2,018,847	1,745,915	2,149,434	403,519	23%
Granting Sources	4,480,297	4,758,547	1,557,548	1,825,500	542,500	(1,083,000)	-67%
REVENUES	48,791,133	51,595,492	49,287,966	48,810,779	49,039,990	429,211	1%
Areas							
Administrator	\$ 160,757	\$ 132,422	\$ 153,396	\$ 154,673	\$ 158,686	\$ 4,013	3%
	204,715	287,984	355,885	370,352	397,034	26,682	7%
	219,413	206,599	177,815	200,612	201,769	1,157	1%
	28,678	26,908	33,567	34,339	37,752	3,413	10%
	172,781	201,833	216,846	235,531	242,728	7,187	3%
	877,026	1,019,689	848,386	976,276	916,497	(9,779)	-1%
	1,396,391	1,426,665	1,526,156	1,528,755	1,531,680	2,925	0%
Information Technology	788,172	846,127	850,503	909,333	986,287	76,954	8%
	194,884	154,765	87,818	96,101	140,150	44,049	48%
	12,118,526	12,560,095	12,576,300	12,844,056	13,116,765	272,709	2%
	20,540,954	21,023,676	22,978,759	22,840,263	22,784,412	(55,851)	0%
Police Commission	27,491	36,632	74,008	59,232	97,967	38,735	85%
Public Works / Neighborhood Affairs	1,262,659	1,204,650	1,267,169	1,266,047	1,485,876	219,829	17%
Public Works	3,276,915	3,906,158	4,220,409	4,082,328	4,319,276	236,948	6%
	16,753	13,540	11,815	16,071	9,347	(8,724)	-42%
Public Works and Planning	134,899	52,100	217,475	227,000	218,500	(8,500)	-4%
Public Works	1,297,321	1,587,575	1,435,160	1,549,884	1,520,437	(28,447)	-2%
Public Works Relations	6,622	6,089	6,164	7,512	7,700	188	3%
	4,265,730	4,086,307	-	-	-	-	-
Services	-	237,426	252,291	269,584	275,180	5,596	2%
Finance	55,255	2,375	-	-	-	-	-
Transfers to other funds	140,100	-	285,000	298,000	355,519	59,519	20%
General Fund Expenditures	47,188,042	49,019,815	47,584,722	47,913,849	48,803,562	889,813	2%
Capital Expenditures	1,605,091	2,575,877	1,703,244	696,830	236,428	(400,402)	-68%
Balance Beginning (As Restated)	375,825	1,920,865	4,486,542	4,486,542	6,189,788		
Ending Fund Balance	\$ 1,980,918	\$ 4,496,542	\$ 8,199,788	\$ 5,183,372	\$ 8,438,214		

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Revenue Streams

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

Property taxes –

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

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

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

Composition of Property Taxes					
Revenue Year	2009	2010	2011	2012	2013
Levy Year	2008	2009	2010	2011	2012
Corporate	\$ 8,669,969	\$ 11,787,120	\$ 12,524,400	\$ 16,407,922	\$ 15,518,562
Fire Pension	2,095,624	2,095,624	2,095,624	2,095,624	2,534,586
Police Pension	1,986,621	1,986,621	1,986,621	1,986,621	2,428,758
Total General Fund	12,752,214	15,869,365	16,606,645	20,490,167	20,481,906
Library	2,572,231	2,572,231	2,978,051	2,978,051	2,986,312
Bond and Interest	5,057,610	4,981,667	4,744,643	1,965,607	1,965,607
Total Levy	\$ 20,382,055	\$ 23,423,263	\$ 24,329,339	\$ 25,433,825	\$ 25,433,825
Tax rate	2.220	2.560	2.629	3.380	Not Available

**City of Berwyn
2013
Annual Budget**

For the Fiscal Year Beginning January 1, 2013

Revenue Streams

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

State Income Taxes –

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

1% State Sales and Home Rule Sales Taxes –

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

Municipal Utility Taxes –

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

Real Estate Transfer –

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

All Other Taxes –

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

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

**City of Berwyn
2013
Annual Budget**

For the Fiscal Year Beginning January 1, 2013

Revenue Streams

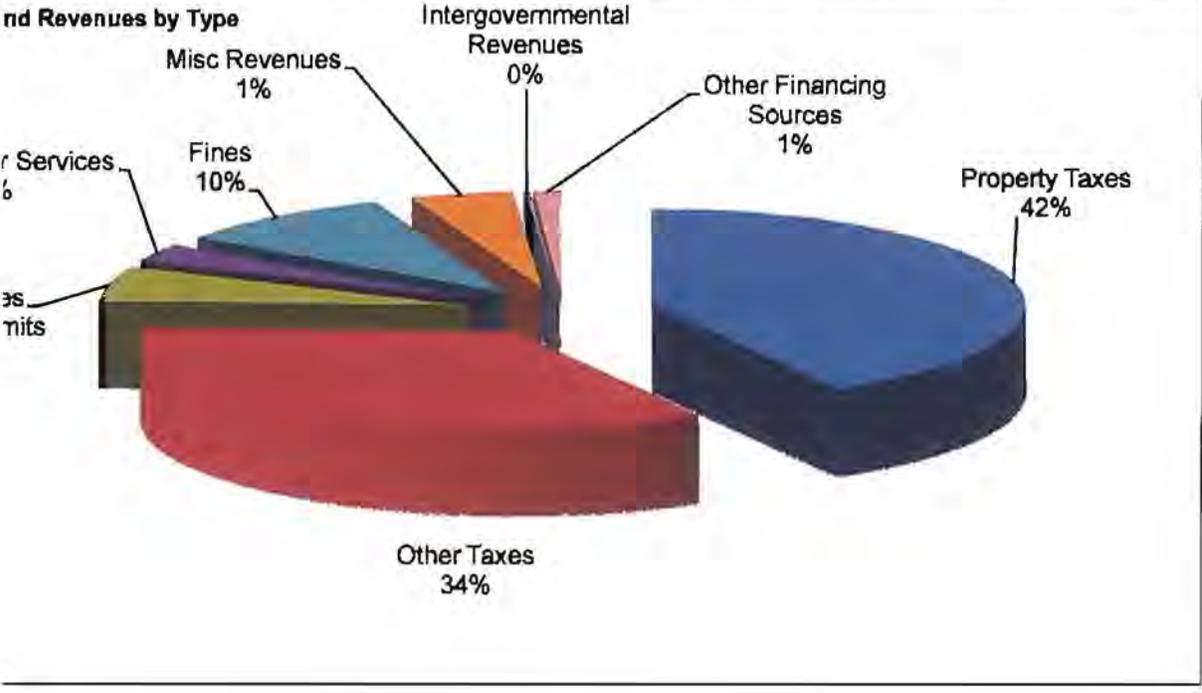
Summary of Other Tax Revenue					
Revenue Year	2009	2010	2011	Projected 2012	Budgeted 2013
State Income	\$ 5,036,828	\$ 4,961,602	\$ 5,214,365	\$ 5,904,539	\$ 5,900,000
1% State Sales	2,295,513	2,401,276	2,606,543	2,801,269	3,100,000
Home Rule Sales	1,688,743	1,834,332	1,923,750	2,056,795	2,300,000
Municipal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

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

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

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

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



City of Barwyn
General Fund Revenues
2013 Budget

Revenue	2010 Balance	2011 Balance	2012 Projected	2012 Budget	2013 Budget	Requested Budget Change Amount	Percent	
Property	\$ 11,384,027	\$ 12,211,585	\$ 18,328,828	\$ 15,930,020	\$ 15,518,582	\$ (411,458)	-3%	
Personal Prop Replacement	253,095	211,803	204,750	205,000	205,000	-	0%	
State Income	4,861,802	5,214,384	5,904,539	5,350,000	5,900,000	550,000	10%	
% State Sales	2,401,276	2,608,543	2,801,289	2,880,000	3,100,000	240,000	8%	
Home Rule Sales	1,834,332	1,823,750	2,056,795	2,100,000	2,300,000	200,000	10%	
Municipal Utility	4,124,813	4,018,344	3,826,295	4,000,000	3,500,000	(500,000)	-13%	
Liquor	135,814	143,148	143,300	155,000	188,000	13,000	8%	
Real Estate Transfer	813,411	915,813	1,038,087	900,000	950,000	50,000	6%	
Gasoline	137,384	128,058	248,703	288,000	390,000	124,000	47%	
Parking Lot	4,437	4,592	1,539	5,000	2,000	(3,000)	-60%	
Video	15,182	13,848	11,778	15,000	15,000	-	0%	
Video Gaming	-	-	7,151	-	120,000	120,000	-	-
Miscellaneous	4,381	-	4,833	5,000	6,000	1,000	20%	
Property	2,031,798	2,044,451	2,043,558	2,034,588	2,534,588	500,000	25%	
Property	1,847,389	1,943,589	1,934,098	1,928,758	2,428,758	500,000	26%	
Taxes	30,149,730	31,377,893	38,358,417	35,754,364	37,137,908	1,383,542	4%	
Licenses & Permits								
Licenses - Passenger	1,076,887	1,135,719	988,377	1,100,000	1,100,000	-	0%	
Licenses - RV	1,918	1,535	1,443	1,500	1,500	-	0%	
Licenses - Truck	148,707	148,840	132,738	145,000	145,000	-	0%	
Licenses - other	11,145	12,488	13,180	10,000	10,000	-	0%	
Commuter Parking	99,888	123,048	147,825	181,000	115,000	(48,000)	-26%	
Municipal Parking	48,154	44,842	88,085	10,000	50,000	40,000	400%	
Electric	54,875	58,425	70,870	50,000	82,000	12,000	24%	
Building	18,873	148,730	49,875	87,500	40,000	(27,500)	-41%	
Local Improvement	812,818	559,201	549,219	520,000	550,000	30,000	6%	
- Business	369,741	316,939	298,539	344,500	419,500	75,000	22%	
- Liquor	224,528	188,118	205,084	204,400	204,400	-	0%	
- Pet Tag	14,180	7,185	14,820	10,000	15,000	5,000	50%	
Default & Service Charges	88,148	143,837	101,038	75,000	80,000	5,000	7%	
Sign Inspection	81,385	55,755	40,835	55,000	55,000	-	0%	
Tests of Compliance	58,888	81,345	86,570	55,000	55,000	-	0%	
Licenses & Permits	2,898,170	3,005,806	2,768,368	2,808,900	2,902,400	93,500	3%	

City of Berwyn
General Fund Revenues
2013 Budget

Revenue	2010 Balance	2011 Balance	2012 Projected	2012 Budget	2013 Budget	Requested Budget Change Amount	Percent
for Services							
as (from COB pumps)	77,745	111,553	143,217	70,000	130,000	80,000	88%
or Parking Meters	38,812	45,788	45,708	50,000	50,000	-	0%
g Rebate	88,898	83,882	74,188	80,000	80,000	-	0%
Construction	-	40,188	120,808	-	115,000	115,000	-
Event Revenue 100th Anniversary Celebration	233	-	-	-	-	-	-
es for Service	9,887	8,801	130	10,000	-	(10,000)	-100%
ic Collections	888,881	578,825	397,180	850,000	500,000	(150,000)	-23%
es for Service	450	1,445	5,812	1,500	1,500	-	0%
es for Service CPR Training Fees	-	(125)	307	500	500	-	0%
es for Service Insurance Reports	10,048	21,995	14,310	20,000	10,000	(10,000)	-50%
es for Service False Alarm Activation	1,350	3,350	4,242	18,000	5,000	(13,000)	-72%
es for Service Sex Offender Registration	380	2,182	1,820	1,250	1,000	(250)	-20%
es for Service Fingerprinting	1,300	880	1,840	1,500	1,000	(500)	-33%
es for Service Property Room	4,700	-	1,357	10,000	4,000	(6,000)	-60%
es for Service Miscellaneous	14,218	8,107	18,822	7,500	15,000	7,500	100%
es for Service Application Fees	-	-	-	-	3,000	-	-
Inspection	-	-	65,210	50,000	80,000	-	0%
Event Revenue National Night Out	8,000	7,588	23,850	8,000	17,500	9,500	118%
in Revenues	4,355	1,028	2,580	-	3,750	3,750	-
in Revenues Athletics	58,242	112,094	88,145	110,000	84,500	(25,500)	-23%
in Revenues Adult Programs	25,718	32,107	28,121	40,000	38,500	(3,500)	-9%
in Revenues Children's Programs	249,320	200,332	258,984	175,000	200,000	25,000	14%
in Revenues Pool	80,342	78,818	71,482	75,000	80,000	5,000	7%
in Revenues Concessions	18,745	13,828	12,287	17,500	17,500	-	0%
in Revenues Special Events	-	(180)	-	-	-	-	-
Event Revenue	252	1,053	24	-	500	500	-
Revenue	3,735	5,140	1,038	-	3,000	3,000	-
Garbage	4,280,409	4,285,883	-	-	-	-	-
Event Revenue Senior Breakfast	-	5,885	4,125	2,500	2,500	-	0%
es for Service	-	22,182	25,887	17,000	18,000	2,000	12%
Charges for Services	5,830,024	5,875,988	1,413,858	1,415,250	1,440,750	25,500	2%
owing	20,814	15,370	9,788	20,000	18,000	(4,000)	-20%
mpound Vehicles	875,500	1,074,975	700,800	1,000,000	825,000	(375,000)	-38%
arking Tickets	(1,280)	(1,075)	1,838,477	1,900,000	1,850,000	50,000	3%
ook County Court	209,871	188,137	112,084	140,000	110,000	(30,000)	-21%
ocal Ordinance	87,285	88,880	77,873	105,000	80,000	(25,000)	-24%
udication Court	28,338	25,085	-	-	-	-	-
ompliance Tickets	2,052,114	1,878,885	184,855	200,000	150,000	(50,000)	-25%
ed Light Photo Enforcement	172,320	838,823	1,823,888	1,332,850	1,300,000	(32,850)	-2%
ther Booting	35,840	32,445	31,425	35,000	25,000	(10,000)	-28%
ther Cannabis Tickets	28,805	34,225	34,140	30,000	34,000	4,000	13%
ther Bail Bond Processing Fee	-	-	-	-	-	-	-
ocal Ordinance	809,880	498,475	472,870	375,000	450,000	75,000	20%
udication Court	550	10,535	-	12,500	12,500	-	0%
fter the Fact	5,475	10,580	4,550	12,500	12,500	-	0%
ompliance Tickets	2,550	5,950	685	-	-	-	-
ther	178,785	127,188	-	-	-	-	-
Fines	4,108,007	4,885,759	5,098,131	5,182,850	4,785,000	(397,850)	-8%

City of Berwyn
General Fund Revenues
2013 Budget

Revenue	2010 Balance	2011 Balance	2012 Projected	2012 Budget	2013 Budget	Requested Budget Change Amount	Percent
Governmental Revenues							
Document - Hwy Maint	97,753	100,736	78,000	98,000	102,000	4,000	4%
Intergovernmental Revenues	<u>97,753</u>	<u>100,736</u>	<u>78,000</u>	<u>98,000</u>	<u>102,000</u>	<u>4,000</u>	<u>4%</u>
Miscellaneous Revenues							
Revenue	-	54,102	42,818	-	-	-	-
Documental Charges	519,764	648,173	1,025,000	1,048,915	1,252,309	205,394	20%
Income	133,348	37,740	38,964	25,000	25,000	-	0%
Gas	327,577	335,870	352,567	330,000	340,000	10,000	3%
Motor Rental	87,511	98,806	88,197	85,000	87,000	2,000	2%
Rental	17,417	13,380	7,776	13,000	22,000	9,000	89%
Property Damage	8,000	-	-	-	-	-	-
Various Revenue	27,488	31,883	58,681	30,000	40,000	10,000	33%
Express Rewards	-	28,975	52,400	70,000	122,500	52,500	75%
Payments - Finance	-	(202)	-	-	37,500	37,500	-
Payments - IT	288	-	-	-	-	-	-
Payments - Fire	23,448	22,330	27,158	20,000	20,000	-	0%
Payments - Ships	-	143	-	-	-	-	-
Revenue - Fire	41,858	21,971	15,951	-	-	-	-
Income - Fire	241	224	90	-	-	-	-
Payments - Police	22,795	81,883	32,478	30,000	22,000	(8,000)	-27%
Revenue - Police	84,207	82,475	85,738	-	48,300	48,300	-
Income - Police	228	208	85	-	75	75	-
Payments - Police	24,897	5,685	8,575	-	2,500	2,500	-
Payments - Police	-	-	51,773	-	40,000	-	-
Payments - Building	-	-	102	-	-	-	-
Payments Buildings	48,348	53,888	38,832	40,000	40,000	-	0%
Payments Elevators	8,283	5,300	9,233	5,000	5,000	-	0%
Payments - Public Works - Streets	58,395	50,785	81,001	35,000	40,000	5,000	14%
Revenue - Public Works	-	194,913	(3,713)	-	-	-	-
Payments - Public Works - Fleet	-	-	-	18,000	-	(18,000)	-100%
Revenue - Public Works - Fleet	-	-	12,141	-	-	-	-
Payments - Recreation	-	16,178	-	-	5,000	5,000	-
Payments - Ships	-	725	700	-	250	250	-
Revenue - Senior Services	-	30,000	-	-	-	-	-
Payments - Senior Services	-	-	-	-	-	-	-
Other Miscellaneous Revenues	<u>1,430,153</u>	<u>1,792,762</u>	<u>2,018,847</u>	<u>1,745,915</u>	<u>2,149,434</u>	<u>403,519</u>	<u>23%</u>
Financing Sources							
City Property	5,251	222,500	87,745	2,500	2,500	-	0%
from Other Funds	3,448,816	4,303,758	1,489,803	1,823,000	540,000	(1,083,000)	-87%
Asset Proceeds	-	230,288	-	-	-	-	-
Grants	1,000,000	-	-	-	-	-	-
Insurance Premium	28,230	-	-	-	-	-	-
Other Financing Sources	<u>4,480,297</u>	<u>4,756,547</u>	<u>1,557,548</u>	<u>1,825,500</u>	<u>542,500</u>	<u>(1,083,000)</u>	<u>-87%</u>
General Fund Revenues	<u>\$ 48,791,133</u>	<u>\$ 51,595,492</u>	<u>\$ 49,287,966</u>	<u>\$ 48,610,778</u>	<u>\$ 49,039,990</u>	<u>\$ 429,211</u>	<u>1%</u>

**City of Berwyn
2013
Annual Budget**

For the Fiscal Year Beginning January 1, 2013

Significant Expenditures and Expenses

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

Summary of Expenditures/Expenses by Type					
Fiscal Year	2009	2010	2011	Projected 2012	Budgeted 2013
Salaries	\$ 21,283,298	\$ 22,241,788	\$ 23,618,343	\$ 24,348,137	\$ 25,671,058
Benefits	13,560,272	15,224,099	16,234,400	16,721,565	17,627,503
Capital Projects	15,139,706	1,464,101	2,070,137	2,304,748	1,704,489
Debt Service	19,863,027	12,674,068	11,196,957	11,535,748	8,573,545
TIF	8,222,274	7,682,165	10,430,191	5,869,393	10,451,109
Utility	9,675,324	9,488,203	10,043,872	12,755,870	12,959,893
Internal Service	4,123,190	2,595,035	3,690,646	1,777,011	2,160,000
All other	16,667,376	17,944,017	17,411,022	13,930,460	13,430,982
Total Expenditures	<u>\$ 108,534,467</u>	<u>\$ 89,313,476</u>	<u>\$ 94,895,568</u>	<u>\$ 89,242,932</u>	<u>\$ 92,578,579</u>

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

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

General Fund Expenditures

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

**City of Berwyn
2013
Annual Budget**

For the Fiscal Year Beginning January 1, 2013

Significant Expenditures and Expenses

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

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

**City of Berwyn
Summary of Salary Expenses
2013 Budget**

2009 Actual	2010 Actual	2011 Actual	2012 Projected	2012 Budget	2013 Budget	Requested Budget Change Amount	Change Percent
\$ 151,021	\$ 91,152	\$ 71,071	\$ 80,112	\$ 81,005	\$ 84,383	\$ 3,378	4%
-	123,662	136,969	190,471	189,221	212,566	23,345	12%
103,710	114,756	113,618	95,781	99,837	96,325	(3,512)	-4%
10,731	20,615	18,420	18,582	18,000	18,823	823	5%
79,704	80,001	80,001	80,126	80,001	80,001	-	0%
159,242	183,985	184,555	196,247	189,183	193,933	4,750	3%
626,886	528,094	575,356	639,450	630,508	664,040	33,532	5%
89,045	45,911	48,214	49,384	49,179	50,646	1,467	3%
<u>210,474</u>	<u>241,197</u>	<u>312,818</u>	<u>324,354</u>	<u>320,357</u>	<u>352,376</u>	<u>32,019</u>	<u>10%</u>
1,410,813	1,407,373	1,541,022	1,674,507	1,657,291	1,753,093	95,802	6%
5,318,575	5,739,190	6,227,956	6,188,599	6,235,015	6,454,725	219,710	4%
9,866,460	10,191,826	10,605,949	11,121,783	11,058,576	11,635,521	576,945	5%
<u>16,002</u>	<u>16,002</u>	<u>16,002</u>	<u>15,849</u>	<u>16,000</u>	<u>20,000</u>	<u>4,000</u>	<u>25%</u>
15,201,037	15,947,018	16,849,907	17,326,231	17,309,591	18,110,246	800,655	5%
386,118	377,123	404,647	406,892	433,460	491,774	58,314	13%
<u>1,417,964</u>	<u>1,359,828</u>	<u>1,414,808</u>	<u>1,503,968</u>	<u>1,484,853</u>	<u>1,639,914</u>	<u>155,061</u>	<u>10%</u>
1,804,082	1,736,951	1,819,455	1,910,860	1,918,313	2,131,688	213,375	11%
<u>6,144</u>	<u>11,709</u>	<u>11,179</u>	<u>10,084</u>	<u>12,600</u>	<u>6,360</u>	<u>(6,240)</u>	<u>-50%</u>
6,144	11,709	11,179	10,084	12,600	6,360	(6,240)	-50%
613,101	631,354	657,766	660,307	695,000	710,000	15,000	2%
-	-	-	123,353	133,470	134,395	925	1%
<u>5,385</u>	<u>5,000</u>	<u>5,000</u>	<u>5,000</u>	<u>5,000</u>	<u>5,000</u>	<u>-</u>	<u>0%</u>
<u>618,486</u>	<u>636,354</u>	<u>662,766</u>	<u>788,660</u>	<u>833,470</u>	<u>849,395</u>	<u>15,925</u>	<u>2%</u>
\$ 19,040,562	\$ 19,739,406	\$ 20,884,329	\$ 21,710,342	\$ 21,731,266	\$ 22,860,782	\$ 1,119,517	5%
1,296,662	1,356,062	1,482,805	1,513,471	1,527,756	1,585,973	58,217	4%
125,889	113,854	115,290	-	-	-	-	-
229,772	292,274	325,462	315,524	331,531	324,771	(6,760)	-2%
<u>590,413</u>	<u>740,193</u>	<u>810,457</u>	<u>808,800</u>	<u>867,465</u>	<u>909,532</u>	<u>42,067</u>	<u>5%</u>
\$ 21,283,298	\$ 22,241,788	\$ 23,618,343	\$ 24,348,137	\$ 24,468,017	\$ 25,671,058	\$ 1,213,041	5%

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

2009 Actual	2010 Actual	2011 Actual	2012 Projected	2012 Budget	2013 Budget	Requested Budget Change Amount	Change Percent
\$ 64,017	\$ 50,277	\$ 40,627	\$ 52,558	\$ 53,360	\$ 55,913	\$ 2,553	5%
-	68,090	73,433	85,519	86,023	93,521	7,498	9%
47,171	71,184	67,937	58,684	68,845	64,451	(4,394)	-8%
2,734	3,909	4,223	10,796	11,586	14,565	2,979	26%
94,781	61,020	89,784	112,909	113,385	123,498	10,113	9%
65,941	42,179	57,693	61,162	66,834	67,077	243	0%
289,784	310,570	292,808	325,001	324,092	325,610	1,518	0%
29,507	39,431	32,749	34,800	34,787	36,494	1,707	5%
91,547	93,725	161,071	172,286	172,077	178,471	6,394	4%
-	-	7,767	-	-	45,000	45,000	100%
665,483	740,385	828,072	913,695	930,989	1,004,600	73,611	8%
4,008,178	4,466,227	4,836,037	4,984,370	5,122,084	5,327,792	205,708	4%
6,821,341	7,252,525	7,826,217	7,877,900	7,481,101	7,965,263	484,162	6%
4,445	4,835	1,260	1,357	1,232	1,592	360	29%
10,833,963	11,723,587	12,463,514	12,863,627	12,604,417	13,294,647	690,230	5%
171,590	258,009	251,365	254,066	270,372	315,814	45,442	17%
773,717	796,939	859,081	902,146	962,949	1,076,042	113,093	12%
945,307	1,054,947	1,110,446	1,156,212	1,233,321	1,391,856	158,535	13%
5,422	964	966	989	971	487	(484)	-50%
5,422	964	966	989	971	487	(484)	-50%
174,209	200,554	203,558	192,075	211,535	193,342	(18,193)	-9%
-	-	-	35,922	35,716	38,475	2,759	8%
484	942	1,089	1,184	1,012	1,200	188	19%
174,693	201,496	204,647	229,161	248,263	233,017	(15,246)	-6%
\$ 12,424,868	\$ 13,721,380	\$ 14,607,644	\$ 15,163,684	\$ 15,017,961	\$ 15,924,607	\$ 906,646	6%
589,866	774,310	835,695	833,020	890,607	884,330	(6,277)	-1%
18,848	-	-	-	-	-	-	-
35,462	35,462	37,574	-	-	-	-	-
103,404	158,442	175,552	162,284	177,015	152,044	(24,971)	-14%
407,824	534,505	577,934	562,577	577,270	666,522	89,252	15%
\$ 13,560,272	\$ 15,224,099	\$ 16,234,400	\$ 16,721,565	\$ 16,682,853	\$ 17,627,503	\$ 984,650	6%

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

2010 Actual	2011 Actual	2012 Projected	2012 Budget	2013 Budget	Requested Budget Change Amount	Change Percent
47,186,042	49,019,615	47,584,722	47,913,949	48,803,562	889,613	2%
2,843,258	3,050,908	3,082,496	3,114,730	3,182,858	68,128	2%
-	-	-	-	-	-	-
223,408	-	-	-	-	-	-
2,024,802	1,938,317	1,448,010	1,814,271	1,879,585	(134,686)	-7%
24,052	22,566	12,153	60,868	80,754	20,086	33%
1,570,024	1,588,073	1,238,220	1,637,000	1,305,000	(332,000)	-20%
1,129,287	1,305,855	1,183,795	1,672,795	1,161,451	(511,344)	-31%
-	-	-	-	5,500,000	5,500,000	-
3,937,502	5,594,866	888,405	1,809,125	-	(1,809,125)	-100%
803,949	2,494,428	1,051,918	2,933,734	1,948,856	(984,878)	-34%
<u>2,011,428</u>	<u>1,035,045</u>	<u>2,745,275</u>	<u>3,462,043</u>	<u>1,840,802</u>	<u>(1,621,241)</u>	<u>-47%</u>
7,882,165	10,430,191	5,868,393	9,877,897	10,451,108	573,412	6%
1,464,101	2,070,137	2,304,748	3,398,000	1,704,489	(1,693,511)	-50%
12,674,068	11,196,957	11,535,748	11,538,045	8,573,545	(2,964,500)	-26%
10,782,901	11,432,283	14,142,091	13,174,150	14,535,947	1,361,797	10%
283,619	275,895	288,342	102,482	101,730	(752)	-1%
<u>2,595,035</u>	<u>3,690,848</u>	<u>1,777,011</u>	<u>3,100,000</u>	<u>2,180,000</u>	<u>(940,000)</u>	<u>-30%</u>
\$ 89,313,476	\$ 94,695,568	\$ 89,242,932	\$ 96,730,992	\$ 92,578,579	\$ (3,162,413)	-3%

City of Borwyn
Summary of General Fund Expenditures
2013 Budget

Expenditures	2010	2011	2012	2012	2013	Requested Budget Change	
	Balance	Balance	Projected	Budget	Budget	Amount	Percent
Government							
Administrator	\$ 160,757	\$ 132,422	\$ 153,396	\$ 154,673	\$ 158,686	\$ 4,013	3%
Director	204,715	287,984	355,685	370,352	397,034	28,882	7%
Finance	219,413	206,599	177,815	200,612	201,769	1,187	1%
Fire	28,678	26,908	33,567	34,339	37,752	3,413	10%
Health	172,781	201,833	216,846	235,531	242,728	7,197	3%
Human Resources	877,026	1,019,689	848,386	926,276	916,497	(9,779)	-1%
Information Technology	1,396,391	1,426,665	1,526,156	1,528,755	1,531,680	2,925	0%
Library	788,172	846,127	850,503	909,333	986,287	76,954	8%
Police	194,884	154,765	87,818	96,101	140,150	44,049	46%
Public Safety							
Police Commission	12,118,526	12,560,095	12,576,300	12,844,056	13,116,765	272,709	2%
Police	20,540,954	21,023,676	22,978,759	22,840,263	22,784,412	(55,851)	0%
Police Commission	27,491	36,632	74,008	59,232	97,967	38,735	65%
Public Works							
Community Development							
Community Development	1,262,659	1,204,650	1,267,169	1,266,047	1,485,876	219,829	17%
Public Works	3,276,915	3,906,158	4,220,409	4,082,328	4,319,276	236,948	6%
Public Works							
Public Works	16,753	13,540	11,815	16,071	9,347	(6,724)	-42%
Public Works	134,899	52,100	217,475	227,000	218,500	(8,500)	-4%
Public Works							
Public Works	1,297,321	1,587,575	1,435,160	1,549,884	1,520,437	(29,447)	-2%
Public Works	6,622	6,089	6,164	7,512	7,700	188	3%
Public Works	-	237,428	252,291	269,584	275,180	5,596	2%
Public Works							
Public Works	4,265,730	4,086,307	-	-	-	-	-
Public Works							
Public Works	55,255	2,375	-	-	-	-	-
Public Works	140,100	-	295,000	296,000	355,519	59,519	20%
Public Works							
General Fund Expenditures	\$ 47,186,042	\$ 49,019,815	\$ 47,584,722	\$ 47,913,949	\$ 48,803,562	\$ 889,613	2%

**City of Berwyn
2013
Annual Budget**

For the Fiscal Year Beginning January 1, 2013

Office of the Mayor

PROGRAM MANAGER: Mayor

PROGRAM DESCRIPTION:

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

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

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

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

SERVICES:

- Represent all residents of the City of Berwyn.
- Implement a Strategic Plan for the City of Berwyn.

**City of Berwyn
2013
Annual Budget**

For the Fiscal Year Beginning January 1, 2013

Office of the Mayor

- ↓ Communicate with the City Council. The Mayor's office should assure that the agendas for the City Council meetings allow for an efficient progress on the issues important to the City. The Mayor's office should address Aldermanic concerns.
- ↓ Communicate with other governmental bodies and agencies. The Mayor's office should communicate with Federal, State, County and other municipalities, School Districts, Park Districts and other agencies, as well as opportunities for the mutual benefit and cooperation of all concerned.
- ↓ Provide timely emergency notification to elected officials regarding events that may affect City residents.

STAFFING:

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

OBJECTIVES ACCOMPLISHED IN 2012:

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

OBJECTIVES TO BE ACCOMPLISHED IN 2013:

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

**City of Berwyn
2013
Annual Budget**

For the Fiscal Year Beginning January 1, 2013

Office of the Mayor

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

LONG TERM OBJECTIVES (2-5 YEARS):

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

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

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

**City of Berwyn
2013
Annual Budget**

For the Fiscal Year Beginning January 1, 2013

Office of the City Administrator

PROGRAM MANAGER: City Administrator

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

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

The City Administrator shall have the following powers and duties:

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

**City of Berwyn
2013
Annual Budget**

For the Fiscal Year Beginning January 1, 2013

Office of the City Administrator

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

STAFFING:

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

OBJECTIVES ACCOMPLISHED IN 2012:

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

**City of Berwyn
2013
Annual Budget**

For the Fiscal Year Beginning January 1, 2013

Office of the City Administrator

OBJECTIVES TO BE ACCOMPLISHED IN 2013:

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

LONG TERM OBJECTIVES (2-5 YEARS):

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

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

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

**City of Berwyn
2013
Annual Budget**

For the Fiscal Year Beginning January 1, 2013

Clerk

PROGRAM MANAGER: City Clerk

PROGRAM DESCRIPTION:

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

SERVICES:

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

**City of Berwyn
2013
Annual Budget**

For the Fiscal Year Beginning January 1, 2013

Clerk

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

STAFFING:

Position (FTE)	2011 Actual	2012 Actual	2013 Budget
City Clerk	1.00	1.00	1.00
Deputy City Clerk/FOIA Officer	1.00	1.00	1.00
Secretary to the Clerk	1.00	1.00	1.00
Total	3.00	3.00	3.00

OBJECTIVES ACCOMPLISHED IN 2012:

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

OBJECTIVES TO BE ACCOMPLISHED IN 2013:

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

LONG TERM OBJECTIVES (2-5 YEARS):

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

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

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

**City of Berwyn
2013
Annual Budget**

For the Fiscal Year Beginning January 1, 2013

Office of the City Treasurer

PROGRAM MANAGER: City Treasurer

PROGRAM DESCRIPTION:

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

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

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

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

**City of Berwyn
2013
Annual Budget**

For the Fiscal Year Beginning January 1, 2013

Council

PROGRAM DESCRIPTION:

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

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

In addition to the City Council committees, there are a number of boards and commissions that provide policy input to the City Council and are comprised of volunteer, citizen members. These boards include the Library Board, Fire and Police Commission, Community Relations Commission, 911 Board, Mayor's Advisory Committee, Fire and Police Pension Board and Zoning Board of Appeals.

SERVICES:

- ✚ Represent all residents of Berwyn as well as their respective wards.
- ✚ Assist constituents with issues and requests relating to City Departments and services.
- ✚ Establish the City budget and determine tax levy.
- ✚ Set Citywide short term and long term goals and policies.
- ✚ Provide advice and consent to Mayor for appointments to committees, boards, commissions and department heads.

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Council

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

- ✚ Approve contracts and major expenses through bidding process.

STAFFING:

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

Position (FTE)	2011 Actual	2012 Actual	2013 Budget
Aldermen	8.00	8.00	8.00
Total	8.00	8.00	8.00

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

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

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Legal

PROGRAM MANAGER: City Attorney

PROGRAM DESCRIPTION:

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

SERVICES:

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

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Legal

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

STAFFING:

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

OBJECTIVES ACCOMPLISHED IN 2012:

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

OBJECTIVES TO BE ACCOMPLISHED IN 2013:

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

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Legal

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

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

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

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Finance

PROGRAM MANAGER: Finance Director

PROGRAM DESCRIPTION:

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

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

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

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

SERVICES:

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

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For the Fiscal Year Beginning January 1, 2013

Finance

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

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Finance

STAFFING:

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

ACTIVITY MEASURES:

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

OBJECTIVES ACCOMPLISHED IN 2012:

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

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Finance

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

OBJECTIVES TO BE ACCOMPLISHED IN 2013:

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

LONG TERM OBJECTIVES (2-5 YEARS):

- Receive GFOA budget award

BUDGET SUMMARY:

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

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

Account Name	2010 Balance	2011 Balance	2012 Projected	2012 Budget	2013 Budget	Requested Budget Change
Finance - Salaries	\$ 296,793	\$ 350,501	\$ 397,448	\$ 392,083	\$ 408,414	\$ 16,331
Finance - Overtime	-	87	-	-	-	-
Finance - Sick Day Buy Back	2,487	835	5,568	1,500	1,592	92
Finance - Benefits	122,658	138,208	152,204	153,885	160,258	8,571
Finance - Telephone	55,135	89,528	58,211	55,000	52,000	(3,000)
Finance - Training, Dues, & Publications	2,180	3,788	4,981	8,000	7,500	1,500
Finance - Supplies	1,122	2,757	1,975	3,000	2,500	(500)
Finance - Postage & Printing	5,473	7,875	7,080	10,000	8,000	(2,000)
Finance - Other General Expenses	42,183	80,378	40,175	40,000	40,000	-
Finance - Professional Services	187,854	-	995	-	-	-
Finance - Copier Maintenance	8,188	5,542	3,520	8,000	8,000	-
Finance - Internal Service Fund	48,912	38,137	38,904	38,938	19,290	(20,649)
Finance - Capital Outlay	-	2,041	-	-	-	-
Total Finance	772,788	868,858	712,059	709,207	707,552	(1,855)
Collectors - Salaries	\$ 229,301	\$ 224,855	\$ 241,882	\$ 238,425	\$ 255,828	\$ 17,201
Collectors - Overtime	208	-	-	-	-	-
Collectors - Stipends	-	-	-	-	-	-
Collectors - Sick Day Buy Back	2,181	2,277	2,834	1,750	2,124	374
Collectors - Benefits	183,035	153,600	164,887	187,157	181,838	(5,519)
Collectors - Telephone	217	-	-	250	-	(250)
Collectors - Supplies	2,517	2,187	3,884	2,000	2,100	100
Collectors - Postage & Printing	17,038	18,118	17,084	15,000	15,000	-
Collectors - Other General Expenses	-	-	-	500	-	(500)
Collector - Collection Service Fees	80,286	234,231	237,738	250,000	240,000	(10,000)
Finance - Vehicle Registration Service	31,202	40,098	58,034	55,000	55,000	-
Collectors - Copier Maintenance	1,716	807	948	1,000	1,000	-
Total Collectors	527,701	674,173	728,907	731,082	732,488	1,408
Benefits Coordinator - Salaries	\$ 45,911	\$ 48,214	\$ 49,384	\$ 49,179	\$ 50,848	\$ 1,487
Benefits Coordinator - Sick Day Buy Back	-	-	487	-	-	-
Benefits Coordinator - Benefits	39,431	32,749	34,313	34,787	36,494	1,707
Benefits Coordinator - Training, Dues & Publications	-	50	-	-	-	-
Benefits Coordinator - Supplies	837	1,274	1,741	500	500	-
Benefits Coordinator - Postage & Printing	4,522	345	152	1,000	1,000	-
Benefits Coordinator - Other General Expenses	1,553	1,204	1,113	3,000	3,000	-
Benefits Coordinator - Internal Service Fund	3,870	-	-	-	-	-
Total Benefits Coordinator	95,924	83,636	87,180	88,468	91,840	3,174
Total	\$ 1,396,391	\$ 1,428,865	\$ 1,528,158	\$ 1,528,755	\$ 1,531,880	\$ 2,925

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Information Technology

PROGRAM MANAGER: Information Technology Director

PROGRAM DESCRIPTION:

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

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

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

SERVICES:

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

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

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Information Technology

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

STAFFING:

Position (FTE)	2011 Actual	2012 Actual	2013 Budget
Information Technology Director	1.00	1.00	1.00
Network Administrator	1.00	1.00	1.00
Library IT Manager	1.00	1.00	1.00
Service Technician	2.00	2.00	2.00
Database Administrator	1.00	1.00	1.00
Total	6.00	6.00	6.00

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Information Technology

ACTIVITY MEASURES:

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

SOFTWARE APPLICATIONS:

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

Software Applications	Primary Department	Implem. Date Est	License Quantity
Adobe Acrobat Standard	ALL	6/1/2007	30.00
Microsoft Office 2007 Pro	ALL	1/1/2007	50.00
Microsoft Office 2007 Std	ALL	1/1/2007	125.00
Microsoft Windows XP Professional	ALL	1/1/2003	200.00
Xerox PDF Scan Distillation	ALL	5/1/2007	2.00
CORE Technologies Coll Software	Collector	1/1/1990	4.00
TMA Vehicle Sticker App	Collector	1/1/2006	10.00
GEMS Financial Mgmt	Finance	1/1/2000	1.00
New World LOGOS .NET 7/8.0	Finance	12/1/2008	45.00
Paylocity Payroll Software	Finance	2/1/2003	1.00
Secure Check / Enterprise Mgr	Finance	1/1/2003	1.00
Firehouse V7	Fire	11/1/2007	16.00
Fire Point V5	Fire	1/2001	15.00

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Information Technology

Shift Roster V6	Fire	1/1/2004	15.00
Blackberry Professional Software	IT	8/1/2008	20.00
Cisco IOS V12 (Various releases)	IT	10/1/2007	40.00
Cisco PIX OS & Accompany Mgmt	IT	10/1/2007	1.00
Dameware Remote Mgmt	IT	6/1/2006	2.00
eCAS Call Accounting Software	IT	5/1/2008	235.00
Learning Tree Doc. Management	IT	8/1/2008	15.0
Microsoft Exchange 2010 Std	IT	2/1/2001	185.00
Microsoft Office 2010 Std/Pro	IT	1/1/2012	150.00
Microsoft Security Essentials	IT	1/1/2012	150.00
Microsoft SQL 2000 MSDE	IT	1/1/2003	15.00
Microsoft SQL 2000 Std	IT	1/1/2003	6.00
Microsoft SQL 2005 Enterprise	IT	1/1/2007	2.00
Microsoft SQL 2005 MSDE	IT	1/1/2006	10.00
Microsoft SQL 2005 Std	IT	1/1/2006	10.00
Microsoft Windows Server 2003 Std	IT	1/1/2006	25.00
Microsoft Windows Server 2003 Ent	IT	5/1/2007	6.00
Microsoft Windows Server 2008 Std	IT	3/1/2009	3.0
MySQL (Open Edition)	IT	1/1/2006	10.00
Nortel Call Pilot V5	IT	5/1/2008	235.00
Nortel OTM Management	IT	5/1/2008	4.00
RedHat v6	IT	6/1/2007	1.00
Barracuda WebFilter 410 (2)	IT	6/1/2008	2.00
Barracuda WebFilter 310 VX	IT	2/1/2011	1.00
Symantec Antivirus EndPoint Prot.	IT	6/1/2007	200.00
Symantec BackupExec V2010 R3	IT	6/1/2007	200.00
Symantec Ghost V11	IT	1/1/2007	10.00
What's Up V12 (Maintenance)	IT	1/1/2007	1.00
VMWare vCenter Management	IT	5/3/2009	2.00
VMWare ESX v4.1	IT	5/3/2009	6.00
VMWare VSphere Client	IT	5/3/2011	3.00
Websoft HelpDesk	IT	7/1/2010	15.00
Mailstore Pro	IT	9/1/2012	5.00
FileLocation Pro	IT	9/1/2012	1.00
OpenManage Essentials	IT	10/1/2011	1.00
CAPERS CAD/RMS	Police	6/1/2007	75.00
Datacom Software	Police	4/1/2006	2.00
DVD Maker	Police	5/1/2003	5.00
EMNet Mgmt Appliance	Police	6/1/2007	2.00
Eventide Voice Recorder	Police	6/1/2007	5.00
FACES	Police	2/2003	10.0
LEADS	Police	1/2000	75.0
Live Scan	Police	1/1/2003	2.00

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Information Technology

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

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

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

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Information Technology

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

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Information Technology

PROGRAMMING PROJECTS:

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

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

OBJECTIVES ACCOMPLISHED IN 2012:

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

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Information Technology

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

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Information Technology

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

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Information Technology

OBJECTIVES TO BE ACCOMPLISHED IN 2013:

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

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Information Technology

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

LONG TERM OBJECTIVES (2-5 YEARS):

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

BUDGET SUMMARY:

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

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Information Technology

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

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

Account Name	2010 Balance	2011 Balance	2012 Projected	2012 Budget	2013 Budget	Requested Budget Change
ries	\$ 241,197	\$ 312,818	\$ 324,354	\$ 320,357	\$ 352,376	\$ 32,019
Day Buy Back	4,331	4,548	4,778	4,548	4,506	(42)
fits	89,394	156,523	167,508	167,529	173,965	6,436
le Gas & Oil	-	-	-	1,500	1,000	(500)
ing, Dues, & Publications	-	-	-	-	12,500	12,500
lies	3,066	691	759	-	1,000	1,000
r General Expenses	35,838	29,612	29,906	40,000	35,000	(5,000)
essional Service	29,616	24,072	27,580	25,000	25,000	-
airs & Maintenance	-	-	-	2,000	2,000	-
ware Maintenance	35,648	24,999	33,754	30,000	30,000	-
ware Maintenance	29,591	17,322	13,000	30,000	33,500	3,500
ware Purchases	80,236	61,725	41,255	60,000	75,000	15,000
ware Purchases	36,331	25,323	26,122	35,000	49,000	14,000
ork Infrastructure	177,647	166,968	157,820	180,000	180,000	-
nal Service Fund	25,257	21,526	23,667	13,399	11,440	(1,959)
	<u>\$ 788,172</u>	<u>\$ 846,127</u>	<u>\$ 850,503</u>	<u>\$ 909,333</u>	<u>\$ 986,287</u>	<u>\$ 76,954</u>

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Fire Department

PROGRAM MANAGER: Fire Chief

PROGRAM DESCRIPTION:

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

The Berwyn Fire Department is committed to the following values:

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

SERVICES:

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

- ↓ Community Fire prevention Safety Talks

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Fire Department

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

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

STAFFING:

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

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Fire Department

Station 1 (South) – 6434 Windsor Ave.

- ✚ 2011 Pierce Quint Engine 901 placed in-service in 2012 – fire vehicle staffed by a Lieutenant, Engineer, and two firefighters and includes the following services:
 - Aerial ladder
 - Full set of ground ladders
 - Water tank
 - Fire pump
 - Fire hose
 - EMS First Responders
 - Extrication tools

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

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

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

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

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

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Fire Department

Station 2 (North) – 6615 16th St.

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

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

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

Station 3 (Center) – 6700 W. 26th St.

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

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

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Fire Department

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

ACTIVITY MEASURES:

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

* January 1, 2011 to December 31, 2011

** January 1, 2012 to June 30, 2012

OBJECTIVES ACCOMPLISHED IN 2012:

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

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Fire Department

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

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2013
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For the Fiscal Year Beginning January 1, 2013

Fire Department

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

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

**City of Berwyn
2013
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Fire Department

- Annual business inspections / re-inspections have begun, as well as continuing the annual school inspections as mandated by the Office of the State fire Marshal.

- Fire Prevention attends local ordinance court to follow up when citations have been issued.

- Fire Prevention has been directly involved in 4 Hoarding situations, assisting other City departments in helping these residents correct the Life Safety Code violations found in these instances.

- Fire Prevention co-ordinated Fire Prevention week activities at the Grade schools in the City, providing public education materials, fire drills, and the fire safety trailer.

- In conjunction with a local Domino's Pizza, a "free pizza if you have a working smoke detector" campaign took place as a way of spreading the "Fire Safety" message for one week.

- An ordinance from Fire Prevention was submitted to the Law Department for review concerning "Open Burning" (Fire Pit and Grills usage).

- Other Fire Department Accomplishments
 - Corrected a building design deficiency at station 1 from condensation build up during the hot weather.

 - Took delivery of the 2011 Pierce Velocity 100' Medium Duty Ladder truck/quint. Vehicle placed in service (April 2012).

 - Continued the compliance process of Fire Department Respiratory Program.

 - Continued Facilitation of the plan for distribution of medications required by the Illinois Department of Public Health.

 - Working with the Cook County Sherriff's Office, City of Chicago, Urban Area Security Initiative (USAI) on a Tactical Interoperable Communications Plan.

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Fire Department

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

**City of Berwyn
2013
Annual Budget**

For the Fiscal Year Beginning January 1, 2013

Fire Department

OBJECTIVES TO BE ACCOMPLISHED IN 2013:

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

LONG TERM OBJECTIVES (2-5 YEARS):

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

**City of Berwyn
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Annual Budget**

For the Fiscal Year Beginning January 1, 2013

Fire Department

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

Berwyn Fire Department Budget wish list for 2013:

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

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

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

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

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

Account Name	2010 Balance	2011 Balance	2012 Projected	2012 Budget	2013 Budget	Requested Budget Change
	\$ 5,282,372	\$ 5,915,543	\$ 6,188,599	\$ 6,235,015	\$ 6,454,725	\$ 219,710
Costs for EMS	456,818	312,413	-	-	-	-
Class	104,242	91,781	111,235	91,287	93,570	2,283
Fee	271,700	180,573	201,211	250,000	281,875	31,875
Monthly Stipend	51,375	51,325	65,000	65,000	78,500	13,500
Contribution Stipend	22,500	21,250	22,000	22,000	23,500	1,500
Stipend	8,802	49,231	86,685	85,700	85,700	-
Salary Buy Back	91,131	255,144	218,041	296,018	294,500	(1,518)
Costs	1,324,192	1,588,260	1,733,415	1,762,493	1,920,561	158,068
Costs for EMS	40,033	32,900	-	-	-	-
Reimbursement	20,012	20,899	9,844	15,000	15,000	-
Total	2,532,240	2,544,675	2,536,939	2,534,586	2,534,586	-
Travel	9,633	13,866	6,650	12,000	12,000	-
Gas and Oil	55,660	65,802	63,740	55,000	55,000	-
Telephone	8,891	8,081	8,338	10,000	10,000	-
Books, Dues and Publications	42,358	39,787	33,253	51,000	60,000	9,000
Supplies	11,787	7,844	6,414	20,000	20,500	500
Advertising and Printing	722	1,815	431	1,000	500	(500)
General Expenses	39,224	52,658	44,545	87,500	92,750	5,250
Professional Service	510,310	-	-	-	-	-
Consulting Service Fees	65,799	69,935	61,733	60,000	60,000	-
Repairs and Maintenance	138,202	139,281	158,107	200,000	202,250	2,250
Maintenance	4,112	3,995	3,807	6,600	6,600	-
Equipment Purchases	125,026	68,850	40,961	150,000	130,000	(20,000)
Lease of Gear	15,735	16,871	34,470	45,000	40,000	(5,000)
Equipment Lease	156,253	165,923	165,888	171,600	193,500	21,900
Service Fund	729,397	521,892	732,020	547,257	376,148	(171,109)
Outlay	-	319,521	42,974	70,000	75,000	5,000
	<u>\$ 12,118,526</u>	<u>\$ 12,560,095</u>	<u>\$ 12,576,300</u>	<u>\$ 12,844,056</u>	<u>\$ 13,116,765</u>	<u>\$ 272,709</u>

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

**Police Department
20**

PROGRAM MANAGER: Chief of Police

PROGRAM DESCRIPTION:

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

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

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

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

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

Organization:

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

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

**Police Department
20**

Deputy Chief of Police:

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

Internal Affairs management is vital to the success of the organization in the fact that any and all complaints against officers be thoroughly investigated to either exonerate the officer or determine if in fact misconduct has taken place and that steps are put in place to prevent specific actions resulting in complaints from occurring again.

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

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

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

Department Description – Field Operations:

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

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

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

Department Description – Staff Operations:

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

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

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

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

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Department Description – Administrative Services:

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

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

Department Description – Support Services

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

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

SERVICES:

Investigative Services:

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Criminal Investigations Unit

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

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

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

Specialty Assignments consist of the following:

- **Records Maintenance** - Electronic and paper record maintenance, including all Berwyn arrest files, liquor license files, new business files, criminal records checks, LEADS (Law Enforcement Agency Data Systems) validations, immigration checks, military background checks, responding to subpoena requests, processing expunge orders, Medical Examiner files and Cook County court computer updates.
- **Property and Evidence Management** - Evidence processing, collection, and storage along with recovered property storage. Preparation of evidence for laboratory submission for analysis, and evidence records maintenance, along with maintenance of evidence collection supplies, and Mobile Crime Scene Unit inventory and maintenance.
- **Crime Scene Unit** - The Crime Scene Unit consists of Patrol Officers assigned to routine evidence collection. These technicians work along side Investigators and are responsible for processing all crime scenes. CSU Technicians also provide assistance to Illinois State Police Crime Scene Investigators on all major local crime scenes.

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- ✚ **Employee Criminal Background Investigations** - New Police Employee background checks (processing, reports, field interviews), photographs, fingerprint verification, FOID, D/L, neighbor and former employer reference verifications, followed by a comprehensive written report.
- ✚ **Photography and Digital Imaging** – Includes photography maintenance, filing of negative print film and photographs, photography log records, and filling of subpoena requests for negative print film. Digital Image Processing and Data Maintenance, (downloading and copying of all digital images captured by Police Department Cameras) is a vital part of this task. File all data on CD for permanent record maintenance, filling subpoena requests for digital images (in print and electronic format). Maintenance of all Police Department Digital Imaging Equipment (cameras, lenses, cases, batteries, and memory cards)
- ✚ **Sex Offender Files** - Sex offender file maintenance, on-line photo maintenance, monthly residence checks, sex offender registrations and LEADS entry verification completed.
- ✚ **Gypsy Crime File Maintenance** - Gypsy crimes file maintenance, comprehensive list of all known Gypsy clan members and offenders (including photographs); maintain contacts with Illinois State Police and Chicago Police Department Gypsy crimes specialists.
- ✚ **Financial District Liaison** - Organize and host semi-annual meetings between the Police Department and all financial district leaders. Maintain direct contact with Bank Presidents, VPs and Managers, including Savings & Loans, Mortgage Providers, Lenders and Currency Exchanges.
- ✚ **CPIC** - Crime Prevention Information Center (CPIC) is a state of the art fusion center located on the 5th floor of the Chicago Police Headquarters at 35th & Michigan. The CPIC is a 24/7 operation and is staffed by Federal, State, County and Local Police Departments. Participating Suburban Agencies are required to staff the suburban desk with an investigator at least one 8-hour shift per week.
- ✚ **Pawn Shop Record Maintenance** - Pawn Shop record maintenance involves collecting and filing of all Pawn Shop transactions, identifying stolen property, identifying possible offenders and date mapping transactions to burglaries. Maintain relationships with all pawn shop

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

- ✚ **Roll Call Training** - Investigators participate in 10-15 minute roll call training sessions in conjunction with daily shift roll calls. Roll Call Training provided on an as-needed basis but no less that once a week. General Topics covered are to include Crime Scene Protection, Recovered Property, Evidence Collection, Documentation of Witness and Offender Statements, and other related topics of concern.
- ✚ **ATF Trace** - Investigators allowed access to the Bureau of Alcohol Tobacco and Firearms Electronic Firearms Tracing Site are responsible for running checks on all firearms recovered by the Berwyn Police Department, including all firearms held in the possession of the Berwyn Police Department. Investigators maintain e-trace records for all firearms.
- ✚ **FBI Joint Terrorism Task Force Liaison** - Investigators are assigned as liaisons between the Federal and State Terrorism Units and the Berwyn Police Department. Investigators receive specialized training from the FBI Joint Terrorism Task Force (JTTF) and from the Illinois State Police Terrorism Unit. Investigators receive and disseminate Homeland Security Briefings and terrorism updates throughout the Police Department on a daily basis.
- ✚ **FBI Human Intelligence Squad (HUMIT)** - The Department, through the Criminal Investigations Unit, participates in the newly formed intelligence gathering/counter terrorism tool. Information and training shared between participants impacts all types of criminal activity.
- ✚ **Detectives Associations** - Investigators are members of the West Suburban Detectives Association and attend monthly meetings to share information and knowledge regarding crime patterns, criminal activity, known offenders, and leads with other area detectives and agencies. Investigators also participate in monthly meetings with Detectives from Chicago PD Area 5 to share and exchange crime related information.

Youth Investigations / Community Relations Unit:

Youth Investigations

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- ✚ The police department Youth Investigations/Community Relations Unit is comprised the Unit Commander who serves as the supervisor and seven Youth Investigators. The unit handles all incidents that involve minors who are either the victims of, or offenders in crimes committed.
- ✚ Each Investigator maintains a current caseload and is responsible for responding to the daily calls for service or assistance to the patrol shifts, detective or tactical units.
- ✚ Youth investigators are called to the schools on a regular basis during the school year for criminal acts or Minors Requiring Authoritative Intervention.
- ✚ Investigators also provide the schools with gang & drug awareness, bullying, and railroad safety programs, or any other specifically targeted program at the schools request.
- ✚ The unit also coordinates the 54-person school crossing guard program including the crossing guard supervisor who handles the day to day operations of the crossing guard program including the hiring, scheduling, training, and payroll of all 54 members.
- ✚ The Unit acts as the liaison between the Berwyn Police Department and the Illinois Department of Children & Family Services and is tasked with handling all allegations of child abuse reported to DCFS
- ✚ Internet Crimes Against Children (ICAC), 2 Investigators work with the ICAC Task Force coordinated through the Cook County States Attorney's Office working investigations against on-line predators.
- ✚ The department has experienced a substantial increase in sex offenses against children. In many cases the victim & offender are either family members or are students at the same school. Victims under the age of 16 are required to have a "Victim Sensitive Interview" conducted by the Proviso Children's Advocacy Center, which, must be attended by a youth investigator.

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Community Relations

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

- Neighborhood Watch and Block Captains Program
- Speakers at community & ward meetings and other organizations 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

Tactical / Drug Enforcement and Investigations Unit:

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

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

- West Suburban Gang Task Force

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

Field Operations:

Patrol Division

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

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

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- ↓ Patrol Officers must be aware of trends in crime in their beats and are the primary representatives of the department and city policy in the community.
- ↓ Patrol Officers are also tasked with rapid deployment duties in the case of active shooter cases or armed assailant, in any environment and must be trained and equipped to deal with the most insidious of crimes.
- ↓ The Berwyn Police Department Patrol Division is currently staffed at 67 sworn personnel.

Training Unit

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

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

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

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

Administrative Services:

Building and Grounds

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

Records Unit

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

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

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

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

Communications Unit

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

- ✚ Communications Coordinator is responsible for supervising and scheduling of the Telecommunicator Staff and all other personnel related issues.
- ✚ Maintains accurate reporting of Emergency Communications Center operations including calls for service, 9-1-1 calls handled and non-emergency calls handled.
- ✚ Maintains Standard Operating Procedures specifically for the Emergency Communications Unit.
- ✚ Standardized processing for citizen complaints and compliments as relating to the Emergency Communications Unit, and the assigned personnel.
- ✚ 9-1-1 Systems Administrator is responsible for maintaining the city's Emergency Communications System infrastructure and all related technology systems and software products.

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Support Services:

Community Service Unit

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

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

Parking Enforcement Unit

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

This allows the department to consistently enforce parking ordinances which will ultimately result in compliance. Additional duties include:

- ⬇ Identify and report abandoned autos and dangerous conditions.
- ⬇ Report road hazards such as street light and traffic signal outages,

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- ☛ Report defects or dangers on the streets or sidewalks.

Traffic Unit

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

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

Fleet Management

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

Prisoner Detention Unit

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

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

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

Canine Unit

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

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

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Staffing:

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

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Activity Measures:

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

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DEPARTMENT OBJECTIVES ACCOMPLISHED IN 2012:

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

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

OBJECTIVES TO BE ACCOMPLISHED IN 2013:

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

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

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

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

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

Account Name	2010 Balance	2011 Balance	2012 Projected	2012 Budget	2013 Budget	Requested Budget Change
1 - Ch of Police, Div Cdrs	\$ 665,882	\$ 726,911	\$ 707,099	\$ 717,117	\$ 778,463	\$ 61,346
rs - Lieut's & Sergeant's	1,695,467	1,875,104	1,974,804	1,917,694	2,047,670	129,976
tives	1,576,271	1,540,488	1,723,313	1,503,212	1,801,999	298,787
rs	4,302,305	4,257,431	4,282,719	4,499,399	4,544,166	44,767
ary	192,365	219,330	307,516	220,000	240,000	20,000
operators/dispatchers	571,800	726,463	725,955	772,508	747,607	(24,901)
community service officers	438,384	449,894	442,136	459,718	471,193	11,475
ing enforcement personnel	68,664	71,510	86,357	87,405	80,590	(6,815)
ip personnel	138,218	148,956	216,757	220,000	192,000	(28,000)
s	286,169	304,785	364,899	348,859	396,515	47,656
ing Guards	256,302	285,077	290,228	312,664	335,318	22,654
f Class	7,333	6,835	5,973	7,000	7,000	-
ime	960,565	1,173,843	1,224,040	831,571	1,086,518	254,947
m stipend	54,500	104,500	102,000	115,000	109,000	(6,000)
ation Stipend	56,000	56,000	56,000	57,700	53,500	(4,200)
Stipends	-	11,000	12,500	-	-	-
ack	740,238	648,457	737,378	695,897	715,704	19,807
fts	2,801,189	3,118,920	3,272,863	3,291,175	3,533,783	242,608
n Reimbursement	85,082	62,857	33,164	54,000	31,000	(23,000)
on	2,447,617	2,443,805	2,434,181	2,428,758	2,428,758	-
ss	24,215	23,187	15,251	35,000	18,000	(17,000)
le Gas and Oil	192,402	254,850	298,735	208,000	310,000	102,000
hone	80,294	82,841	115,599	91,300	108,900	17,600
ng, dues and publications	49,255	48,404	68,786	75,000	65,000	(10,000)
ies	37,259	42,588	50,960	64,100	54,400	(9,700)
ge & printing	50,419	33,742	33,270	30,500	35,500	5,000
general expenses	354,047	71,768	85,225	125,000	88,700	(36,300)
ssional Services	2,680	-	-	-	-	-
d photo enforcement	93,485	322,178	593,733	750,000	491,826	(258,174)
rs and maintenance	207,011	330,712	335,726	294,300	353,400	59,100
r maintenance	20,447	21,432	25,068	23,000	19,000	(4,000)
ment	27,171	14,865	25,465	30,000	25,000	(5,000)
al service fund	1,705,221	1,368,435	2,118,905	2,002,386	1,113,902	(888,484)
al Expenditures	252,697	176,508	212,354	572,000	500,000	(72,000)
	<u>\$ 20,540,954</u>	<u>\$ 21,023,676</u>	<u>\$ 22,978,759</u>	<u>\$ 22,840,263</u>	<u>\$ 22,784,412</u>	<u>\$ (55,851)</u>

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

Fire and Police Commission

PROGRAM MANAGER: Commission

PROGRAM DESCRIPTION:

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

BUDGET SUMMARY:

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

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

Account Name	2010 Balance	2011 Balance	2012 Projected	2012 Budget	2013 Budget	Requested Budget Change
e Commission - Salaries	\$ 16,002	\$ 18,002	\$ 15,849	\$ 16,000	\$ 20,000	\$ 4,000
e Commission - Benefits	4,835	1,260	1,357	1,232	1,592	360
e Commission- Training, Dues, & Publications	-	-	-	-	5,375	5,375
e Commission - Supplies	16	-	-	-	-	-
e Commission- Postage & Printing	1,578	180	6	-	-	-
e Commission - Other General Expenses	5,060	19,190	56,796	42,000	1,000	(41,000)
e Commission - Police Testing	-	-	-	-	40,000	40,000
e Commission - Pre Employment Physicals	-	-	-	-	30,000	30,000
	<u>\$ 27,491</u>	<u>\$ 36,632</u>	<u>\$ 74,008</u>	<u>\$ 59,232</u>	<u>\$ 97,967</u>	<u>\$ 38,735</u>

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

Building

PROGRAM MANAGER: Building Director

PROGRAM DESCRIPTION:

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

SERVICES:

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

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

Building

STAFFING:

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

ACTIVITY MEASURES:

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

OBJECTIVES ACCOMPLISHED IN 2012:

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

OBJECTIVES TO BE ACCOMPLISHED IN 2013:

- Finalizing elevator installation and associated alarm & electrical work

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

Building

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

LONG TERM OBJECTIVES (2-5 YEARS):

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

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

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

**City of Berwyn
2013
Annual Budget**

For the Fiscal Year Beginning January 1, 2013

Public Works

PROGRAM MANAGER: Director of Public Works

PROGRAM DESCRIPTION:

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

SERVICES:

- **Administration**
 - Management of 20 FTE employees.
 - Management of the yearly budget for the Street & Fleet Divisions.
 - Coordination of all calls for service and/or repair.
 - Coordinate MFT and CDBG public improvement programs.
 - Monitors construction and utility cuts in the City rights-of-way.
 - Supervision of daily operations of all services provided by the Division.
 - Respond to resident questions, inquiries and requests.

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

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

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

- **Turf Maintenance**
 - Cut grass and weeds in public areas.

**City of Berwyn
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Annual Budget**

For the Fiscal Year Beginning January 1, 2013

Public Works

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

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

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

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

STAFFING:

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

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

Public Works

ACTIVITY MEASURES:

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

OBJECTIVES ACCOMPLISHED IN 2012:

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

OBJECTIVES TO BE ACCOMPLISHED IN 2013:

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

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

Account Name	2010 Balance	2011 Balance	2012 Projected	2012 Budget	2013 Budget	Requested Budget Change
ets - Salaries	\$ 1,179,808	\$ 1,219,383	\$ 1,306,418	\$ 1,289,793	\$ 1,439,000	\$ 149,207
ets - Overtime	68,421	57,373	58,661	85,000	84,000	(1,000)
ets - Uniform stipend	15,875	18,039	16,965	22,500	23,500	1,000
ets - Other stipend	-	206	360	5,000	5,000	-
ets - Sick day buyback	(2,072)	15,547	11,114	10,000	15,000	5,000
ets - Benefits	602,021	646,375	698,822	705,841	810,275	104,434
ets - Community Programs	-	21,179	-	-	-	-
ets - Utilities	25,915	18,023	5,996	22,000	18,000	(4,000)
ets - Vehicle gas & oil	134,280	157,083	227,559	185,000	125,000	(40,000)
ets - Telephone	6,253	2,768	3,938	3,500	3,500	-
ets - Training, dues, & publications	383	4,396	575	18,000	7,500	(10,500)
ets - Supplies	74,953	105,777	78,012	111,500	157,000	45,500
ets - Postage & printing	531	845	7,031	2,000	4,000	2,000
ets - Other general expenses	9,212	14,717	13,842	-	3,500	3,500
ets - Professional services	79,160	413,833	116,580	389,476	365,000	(24,476)
ets - Repairs and maintenance	140,501	246,071	584,116	155,000	294,000	139,000
ets - Copier maintenance	919	807	795	3,000	4,500	1,500
ets - Equipment	3,095	-	-	8,000	10,000	4,000
ets - Equipment lease	93,875	63,410	66,193	65,000	45,000	(20,000)
ets - Internal service fund	270,390	280,202	417,912	411,637	221,032	(190,605)
ets - Capital Outlay	-	44,095	40,914	50,000	65,000	15,000
al Streets	<u>2,703,320</u>	<u>3,330,129</u>	<u>3,651,601</u>	<u>3,520,249</u>	<u>3,699,807</u>	<u>179,558</u>
et - Salaries	\$ 180,020	\$ 195,425	\$ 197,552	\$ 195,060	\$ 200,914	\$ 5,854
et - Overtime	11,963	10,593	7,905	18,000	16,500	(1,500)
et - Uniform stipend	2,475	2,475	2,322	3,600	4,000	400
et - Other stipend	550	550	550	-	-	-
et - Sick day buyback	(337)	2,450	857	1,500	1,367	(133)
et - Benefits	98,243	105,473	108,791	111,508	116,400	4,892
et - Vehicle gas & oil	-	6,240	-	-	-	-
et - Supplies	23,814	41,466	45,804	35,000	60,250	25,250
et - Postage & printing	439	228	1,725	250	250	-
et - Other general expenses	2,590	463	121	5,000	15,000	10,000
et - Professional services	2,338	23,966	77,975	26,000	45,000	19,000
et - Repairs and maintenance	151,511	108,980	97,139	140,000	147,000	7,000
et - Equipment	-	-	-	5,000	5,000	-
et - Internal service fund	99,991	77,700	16,112	16,161	7,788	(8,373)
et - Capital outlay	-	-	11,955	5,000	-	(5,000)
al Fleet	<u>573,595</u>	<u>576,029</u>	<u>568,808</u>	<u>562,079</u>	<u>619,469</u>	<u>57,390</u>
	<u>\$ 3,276,915</u>	<u>\$ 3,906,158</u>	<u>\$ 4,220,409</u>	<u>\$ 4,082,328</u>	<u>\$ 4,319,276</u>	<u>\$ 236,948</u>

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

Zoning Board

PROGRAM MANAGER: Board

PROGRAM DESCRIPTION:

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

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

The Board can also hold special hearings as requested by the City Council involving the Zoning code. The Executive Secretary is responsible for publishing notices of meetings, and is available to give instructions as to procedures of the Board, render legal opinions, and make recommendations for amendments to the Zoning Code.

BOARD MEMBERS:

- ✚ Joel Chrastka, Chairman
- ✚ Lance C. Malina, Esq
- ✚ Dominic Castaldo
- ✚ Robert Fejt
- ✚ Don Miller
- ✚ Alicia Ruiz
- ✚ Mary Esther Hernandez

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

<u>Account Name</u>	<u>2010 Balance</u>	<u>2011 Balance</u>	<u>2012 Projected</u>	<u>2012 Budget</u>	<u>2013 Budget</u>	<u>Requested Budget Change</u>
aries	\$ 11,709	\$ 11,179	\$ 10,084	\$ 12,600	\$ 6,360	\$ (6,240)
refits	964	966	989	971	487	(484)
stage & printing	2,229	1,028	117	-	-	-
er general expenses	<u>1,851</u>	<u>367</u>	<u>625</u>	<u>2,500</u>	<u>2,500</u>	<u>-</u>
	<u>\$ 16,753</u>	<u>\$ 13,540</u>	<u>\$ 11,815</u>	<u>\$ 16,071</u>	<u>\$ 9,347</u>	<u>\$ (6,724)</u>

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

Committee and Planning

PROGRAM MANAGER: Mayor and City Council

PROGRAM DESCRIPTION:

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

SERVICES:

Within this department the City records the following:

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

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

Account Name	2010 Balance	2011 Balance	2012 Projected	2012 Budget	2013 Budget	Requested Budget Change
Out	\$ 85	\$ -	\$ 18,500	\$ 6,000	\$ 17,500	\$ 11,500
Municipal Conference	19,987	19,532	19,524	20,000	20,000	-
Historic Preservation Commission	-	-	3,770	5,000	5,000	-
State	91,558	29,531	86,789	80,000	80,000	-
Historical Society	-	-	-	5,000	-	(5,000)
Other	-	-	86,000	86,000	86,000	-
Planning - Other general expenses	23,269	3,037	2,892	25,000	10,000	(15,000)
	<u>\$ 134,899</u>	<u>\$ 52,100</u>	<u>\$ 217,475</u>	<u>\$ 227,000</u>	<u>\$ 218,500</u>	<u>\$ (8,500)</u>

**City of Berwyn
2013
Annual Budget**

For the Fiscal Year Beginning January 1, 2013

Recreation

PROGRAM MANAGER: Director of Recreation

PROGRAM DESCRIPTION:

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

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

The Recreation Department is responsible for 6 park sites, 1 Olympic sized swimming pool, and a recreation center. Major responsibilities include routine maintenance of resources, facilities, and equipment, including and providing support services for recreation programs; and park improvements and development.

SERVICES:

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

**City of Berwyn
2013
Annual Budget**

For the Fiscal Year Beginning January 1, 2013

Recreation

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

**City of Berwyn
2013
Annual Budget**

For the Fiscal Year Beginning January 1, 2013

Recreation

- Women's Club

STAFFING:

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

**City of Berwyn
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Recreation

ACTIVITY MEASURES:

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

OBJECTIVES ACCOMPLISHED IN 2012:

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

OBJECTIVES TO BE ACCOMPLISHED IN 2013:

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

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

Recreation

LONG TERM OBJECTIVES (2-5 YEARS):

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

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

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

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

Community Relations

PROGRAM MANAGER: Director of Community Relations

PROGRAM DESCRIPTION:

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

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

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

SERVICES:

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

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

STAFFING:

<u>Position (FTE)</u>	<u>2012 Actual</u>	<u>2013 Budget</u>
Director of Community Relations	0.25	0.25
Total	0.25	0.25

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

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

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For the Fiscal Year Beginning January 1, 2013

Senior Services

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

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

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

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Other City Departments

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

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

Account Name	2010 Balance	2011 Balance	2012 Projected	2012 Budget	2013 Budget	Requested Budget Change
nd Debt Expense	\$ 240,000	\$ -	\$ -	\$ -	\$ -	\$ -
aste Management	<u>4,025,730</u>	<u>4,086,307</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
nd to various depts	\$ 19,495	\$ 7,767	\$ -	\$ -	\$ 45,000	\$ 45,000
	14,619	11,099	7,054	7,500	5,000	(2,500)
tuarial expense	76,522	68,011	49,747	52,500	45,000	(7,500)
es	2,655	-	-	-	-	-
aintenance	33,520	35,492	25,101	25,101	38,650	13,549
OC	23,438	2,375	-	5,000	-	(5,000)
anse	<u>48,069</u>	<u>32,396</u>	<u>5,916</u>	<u>6,000</u>	<u>6,500</u>	<u>500</u>
	<u>\$ 218,318</u>	<u>\$ 157,140</u>	<u>\$ 87,818</u>	<u>\$ 96,101</u>	<u>\$ 140,150</u>	<u>\$ 44,049</u>

je - Waste Management activity is recorded as a part of the Utilities Fund.

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Library

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

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Library

PROGRAM MANAGER:

Director of Library Services

PROGRAM DESCRIPTION:

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

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

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

SERVICES:

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

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

A. *Early Childhood (birth through 5)*

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

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

Library

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

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

B. *Literacy and Education for students*

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

C. *Literacy and Education for adults*

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

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For the Fiscal Year Beginning January 1, 2013

Library

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

II. Community Economic Development

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

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

B. *Programming*

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

C. *Small Business Resources*

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

D. *Volunteers and Internship opportunities*

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

**City of Berwyn
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Library

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

E. *Partnerships with community organizations*

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

III. *Personal Pursuits and Enrichment*

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

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

B. *Community reading program –*

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

C. *Reading guides and blogs –*

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

D. *On and off-site Programming –*

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2013
Annual Budget**

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Library

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

**City of Berwyn
2013
Annual Budget**

For the Fiscal Year Beginning January 1, 2013

Library

STAFFING:

Position (FTE)	2012 Actual	2013 Budget
Library Director	1.00	1.00
Administrative Assistant	1.00	1.00
Building Maintenance	1.50	1.50
AV/Collection Mgmt. Dept Head	1.00	1.00
Outreach Dept Head	1.00	1.00
Reader Advisory Dept Head	1.00	1.00
Reference Dept Head	1.00	1.00
Youth Services Dept Head	1.00	1.00
Circulation Supervisor	1.00	1.00
Librarian II - Reader's Advisory	0.40	0.40
Librarian II - Reference	1.00	1.00
Librarian II - Virtual Services	0.80	0.80
Librarian II - Youth Services	1.00	1.00
Librarian I - Collection Mgmt	2.93	2.93
Librarian I - Reference	3.00	3.00
Librarian I - Youth Services	-	-
Librarian I - Teen	-	0.65
Librarian I - Outreach	1.00	1.00
Clerk - Administrative	1.80	1.00
Clerk - Audio Visual	1.00	1.00
Clerk - Circulation	-	-
Clerk - Periodical	1.00	1.00
Clerk - Collection Management	1.00	1.00
Library Asst II - Collection Mgmt	-	0.80
Library Asst II - Youth Services	2.50	2.50
Library Asst II - Reference	1.00	1.00
Library Asst II - Reader's Adv	2.90	2.90
Library Asst I - AV/Computer	4.50	4.50
Library Assist I - Circulation	4.50	4.50
Page	2.90	2.90
IT-	1.00	1.00
Total	43.73	44.38

**City of Berwyn
2013
Annual Budget**

For the Fiscal Year Beginning January 1, 2013

Library

ACTIVITY MEASURES:

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

OBJECTIVES ACCOMPLISHED IN 2012:

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

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Library

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

OBJECTIVES TO BE ACCOMPLISHED IN 2013:

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

LONG TERM OBJECTIVES (2-5 YEARS):

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

City of Berwyn
Library Fund
2013 Budget

Account Number	Account Name	2010 Balance	2011 Balance	2012 Projected	2012 Budget	2013 Budget	Requested Budget Change
Revenues							
15-40-4000	Library - Property Tax Revenue	\$ 2,509,022	\$ 2,903,785	\$ 2,915,365	\$ 2,891,312	\$ 2,988,312	\$ 95,000
15-40-4270	Library - Rental Revenue	-	-	-	200	-	(200)
15-40-4350	Library - Book Fines	36,119	34,531	38,378	30,000	30,000	-
15-40-4400	Library - Grant Revenue	-	-	-	15,000	50,000	35,000
15-40-4415	Library - Copier Revenue	11,897	11,783	10,250	12,000	12,000	-
15-40-4420	Library - Per Capita Revenue	55,860	55,404	58,802	55,000	58,000	3,000
15-40-4425	Library - Video Rental Revenue	-	-	5,359	-	-	-
15-40-4430	Library - Building Revenue	12,472	28,714	12,701	20,000	20,000	-
15-40-4800	Library - Interest Income	824	783	205	700	160	(650)
15-40-4835	Library - Other Misc Revenue	-	2,838	9,715	-	-	-
15-40-4850	Library - Contributions	-	-	-	-	45,000	45,000
15-40-4900	Library - Transfer from Other Funds	-	-	95,000	95,000	-	(95,000)
	Total Library Revenues	2,628,203	3,035,818	3,145,575	3,119,212	3,201,462	82,250
Expenditures							
15-40-5000	Library - Salaries	\$ 1,358,062	\$ 1,482,805	\$ 1,513,471	\$ 1,527,758	\$ 1,585,073	\$ 58,217
15-40-5010	Library - Overtime	1,167	3,985	2,948	5,000	5,000	-
15-40-5030	Library - Sick Day Buy Back	11,754	12,975	15,025	14,000	14,000	-
15-40-5035	Library - Benefits	781,389	818,735	815,049	871,607	890,330	(11,277)
15-40-5040	Library - Tuition Reimbursement	-	-	-	-	5,000	5,000
15-40-5105	Library - Community Programs	23,821	32,245	29,725	24,900	28,300	3,400
15-40-5200-09	Library - Director Expense	377	414	423	350	350	-
15-40-5200-10	Library - Board Expense	295	301	885	350	350	-
15-40-5205	Library - Utilities	10,013	10,822	11,881	13,000	13,000	-
15-40-5210	Library - Vehicle Gas & Oil	914	2,709	3,017	2,600	2,600	-
15-40-5215	Library - Telephone	14,778	13,742	10,370	12,000	7,500	(4,500)
15-40-5220	Library - Training, Dues, & Publications	9,514	8,891	11,088	11,000	11,000	-
15-40-5225	Library - Supplies	103,244	125,997	97,358	85,700	107,400	21,700
15-40-5235	Library - Postage & Printing	2,287	3,382	2,822	6,000	5,000	(1,000)
15-40-5245	Library - Books	149,385	173,779	138,840	188,400	158,900	(9,500)
15-40-5250	Library - Audio Visual	50,287	47,125	44,395	44,800	41,800	(3,000)
15-40-5255	Library - Periodicals	29,830	21,702	19,545	22,800	18,800	(4,000)
15-40-5290	Library - Other General Expenses	2,841	1,505	493	-	-	-
15-40-5400	Library - Repairs & Maintenance	136,822	122,256	131,183	122,000	150,000	28,000
15-40-5520	Library - Computer System	42,817	50,908	78,059	82,000	82,000	-
15-40-5525	Library - Computer Support Database	10,922	7,108	22,081	38,000	38,000	3,000
15-40-5825	Library - Internal Service Fund Charge	101,748	83,713	95,492	58,167	48,755	(12,412)
15-40-5860	Library - Promotions	18,490	20,054	13,888	15,000	10,500	(4,500)
15-40-5885	Library - Reciprocal Borrowing	4,800	3,233	2,973	5,700	4,700	(1,000)
15-40-5890	Library - Capital Improvement	-	2,824	1,950	5,000	5,000	-
	Total Library Expenditures	2,843,258	3,050,908	3,082,495	3,114,730	3,182,858	68,128
	Revenues Less Expenditures	(217,054)	(15,090)	83,080	4,482	18,604	\$ 14,122
	Fund Balance Beginning	177,462	(38,582)	(54,882)	(54,882)	28,388	
	Projected Ending Fund Balance	\$ (38,592)	\$ (54,882)	\$ 28,388	\$ (50,200)	\$ 47,002	

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Community Development

Community Development

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

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Community Development

PROGRAM MANAGER: Director of Community Development

PROGRAM DESCRIPTION:

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

SERVICES:

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

STAFFING:

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

OBJECTIVES ACCOMPLISHED IN 2012:

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

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Community Development

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

OBJECTIVES TO BE ACCOMPLISHED IN 2013:

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

LONG TERM OBJECTIVES (2-5 YEARS):

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

City of Berwyn
Community Development Fund
2013 Budget

Account Name	2010 Balance	2011 Balance	2012 Projected	2012 Budget	2013 Budget	Requested Budget Change
Transfer From Other Funds	\$ -	\$ -	\$ -	\$ -	\$ 355,519	\$ 355,519
General Fund Subsidy	-	-	200,000	200,000	-	(200,000)
Net Income	1,989,870	1,607,332	794,018	1,614,271	1,324,066	(290,205)
Miscellaneous Revenues	41	26	-	-	-	-
Total Community Development Revenues	1,989,911	1,607,358	994,018	1,814,271	1,679,585	(134,686)
- Repairs & Maintenance	\$ 7,547	\$ 2,392	\$ -	\$ -	\$ -	\$ -
- Capital Outlay	88,215	33,278	3,250	-	102,000	102,000
Total Fire	95,762	35,670	3,250	-	102,000	102,000
Public Works						
Public Works - Repairs & Maintenance	\$ -	\$ -	\$ -	\$ -	\$ 180,000	\$ 180,000
Public Works - Capital Outlay	-	-	-	-	-	-
Total Public Works	-	-	-	-	180,000	180,000

City of Berwyn
Community Development Fund
2013 Budget

Account Name	2010 Balance	2011 Balance	2012 Projected	2012 Budget	2013 Budget	Requested Budget Change
Administration						
Community Development - Salaries	\$ 292,274	\$ 325,462	\$ 315,524	\$ 331,531	\$ 324,771	\$ (6,760)
Community Development - Overtime	-	-	-	-	-	-
Community Development - Sick Day Buy Back	4,047	7,868	11,154	5,500	7,000	1,500
Community Development - Benefits	154,395	167,884	151,130	171,515	145,044	(26,471)
Community Development - Utilities	2,913	1,675	2,235	2,000	2,000	-
Community Development - Vehicle Gas & Oil	2,108	5,253	1,583	5,500	5,500	-
Community Development - Telephone	5,499	3,412	4,912	3,000	3,000	-
Community Development - Supplies	7,679	8,558	4,905	7,500	7,500	-
Community Development - Postage & Printing	8,380	2,893	8,954	2,500	2,500	-
Community Development - Other General Expenses	20,190	12,104	8,291	15,000	15,000	-
Community Development - Professional Services	89,348	93,429	87,828	60,000	50,000	(10,000)
Community Development - Repairs & Maintenance	202,982	164,894	19,444	-	-	-
Community Development - Repairs & Maintenance Sewer	80,837	7,949	-	-	-	-
Community Development - Repairs & Maintenance Street/Sidewalk	4,934	-	58,469	-	-	-
Community Development - Copier Maintenance	3,184	3,065	3,017	3,000	3,000	-
Community Development - Internal Service Fund	115,398	94,888	140,138	104,788	72,773	(32,013)
Community Development - Transfer to Other Funds	-	-	-	-	30,000	30,000
Total Administration	<u>974,168</u>	<u>888,714</u>	<u>815,594</u>	<u>711,832</u>	<u>868,088</u>	<u>(43,744)</u>
Program Expenditures						
Community Development - Community Programs	\$ 954,873	\$ 1,003,932	\$ 629,178	\$ 1,102,439	\$ 729,497	\$ (372,942)
Total Community Development Expenditures	<u>2,024,803</u>	<u>1,938,317</u>	<u>1,448,010</u>	<u>1,814,271</u>	<u>1,679,585</u>	<u>(134,686)</u>
Revenues Less Expenditures	(34,892)	(330,958)	(453,991)	-	-	\$ -
Initial Balance Beginning	-	(34,892)	(365,851)	(365,851)	(819,842)	
Projected Ending Fund Balance	<u>\$ (34,892)</u>	<u>\$ (365,851)</u>	<u>\$ (819,842)</u>	<u>\$ (365,851)</u>	<u>\$ (819,842)</u>	

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Foreign Fire Fund

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

**City of Berwyn
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PROGRAM MANAGER: Foreign Fire Tax Board

PROGRAM DESCRIPTION:

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

FIRE TAX BOARD MEMBERS

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

BUDGET SUMMARY:

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

**City of Berwyn
Foreign Fire Fund
2013 Budget**

Account Name	2010 Balance	2011 Balance	2012 Projected	2012 Budget	2013 Budget	Requested Budget Change
Foreign Fire - Interest Income	\$ 60	\$ 114	\$ 2	\$ -	\$ -	\$ -
Foreign Fire - Insurance Tax	<u>34,264</u>	<u>36,686</u>	<u>-</u>	<u>56,668</u>	<u>80,754</u>	<u>24,086</u>
Total Foreign Fire Revenues	<u>34,324</u>	<u>36,800</u>	<u>2</u>	<u>56,688</u>	<u>80,754</u>	<u>24,086</u>
Foreign Fire - Training, Dues, & Publications	\$ 461	\$ 2,333	\$ 1,115	\$ 4,000	\$ 3,000	\$ (1,000)
Foreign Fire - Supplies	5,087	4,134	1,385	4,000	4,000	-
Foreign Fire - Other General Expenses	2,348	109	421	7,168	754	(6,414)
Foreign Fire - Repairs	160	4,232	125	2,000	7,000	5,000
Foreign Fire - Equipment	15,996	11,758	9,107	16,000	36,000	20,000
Foreign Fire - Capital	<u>-</u>	<u>-</u>	<u>-</u>	<u>27,500</u>	<u>30,000</u>	<u>2,500</u>
Total Foreign Fire Expenditures	<u>24,052</u>	<u>22,566</u>	<u>12,153</u>	<u>60,668</u>	<u>80,754</u>	<u>20,086</u>
Revenues Less Expenditures	10,272	14,234	(12,151)	(4,000)	-	<u>\$ 4,000</u>
Fund Balance Beginning	<u>32,184</u>	<u>42,456</u>	<u>56,689</u>	<u>56,689</u>	<u>44,539</u>	
Projected Ending Fund Balance	<u>\$ 42,456</u>	<u>\$ 56,689</u>	<u>\$ 44,539</u>	<u>\$ 52,689</u>	<u>\$ 44,539</u>	

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Motor Fuel Tax Fund

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

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

Account Name	2010 Balance	2011 Balance	2012 Projected	2012 Budget	2013 Budget	Requested Budget Change
Revenue	\$ -	\$ 77,350	\$ -	\$ -	\$ -	\$ -
License	1,764,689	1,610,518	1,644,523	1,664,050	1,664,050	-
Income	228	309	532	2,000	-	(2,000)
Revenue	<u>14,820</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Expenses	<u>1,779,737</u>	<u>1,688,177</u>	<u>1,645,055</u>	<u>1,666,050</u>	<u>1,664,050</u>	<u>(2,000)</u>
General	\$ 442,736	\$ 409,225	\$ 374,747	\$ 375,000	\$ 330,000	\$ (45,000)
Police	329,213	194,008	171,098	285,000	250,000	(15,000)
Fire	-	-	-	-	-	-
Public Services	210,944	33,149	18,665	65,000	85,000	-
Maintenance	-	-	10,005	-	-	-
Maintenance Sewer System	47,274	-	-	-	-	-
Maintenance Street/Sidewalk	196,582	447,727	19,120	184,000	-	(184,000)
Maintenance Traffic Control	343,275	283,964	171,585	240,000	350,000	110,000
Projects (Project Construction)	-	-	-	35,000	-	(35,000)
Out Salaries to General Fund	<u>-</u>	<u>200,000</u>	<u>473,000</u>	<u>473,000</u>	<u>310,000</u>	<u>(163,000)</u>
Expenditures	<u>1,570,024</u>	<u>1,568,073</u>	<u>1,238,220</u>	<u>1,637,000</u>	<u>1,305,000</u>	<u>(332,000)</u>
Expenditures	209,713	120,104	406,835	29,050	359,050	<u>\$ 330,000</u>
Financing	<u>944</u>	<u>210,657</u>	<u>330,761</u>	<u>330,761</u>	<u>737,597</u>	<u>-</u>
Fund Balance	<u>\$ 210,657</u>	<u>\$ 330,761</u>	<u>\$ 737,597</u>	<u>\$ 359,811</u>	<u>\$ 1,096,647</u>	<u>-</u>

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**South Berwyn Corridor
Tax Increment Financing District**

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

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

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

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**Harlem Avenue
Tax Increment Financing District**

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

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

Account Name	2010 Balance	2011 Balance	2012 Projected	2012 Budget	2013 Budget	Requested Budget Change
ds	-	-	-	-	5,500,000	5,500,000
m Ave TIF Revenues	-	-	-	-	5,500,000	5,500,000
ment Services - BDC TIF	\$ -	\$ -	\$ -	\$ -	\$ 275,000	\$ 275,000
	-	-	-	-	5,225,000	5,225,000
m Ave TIF Expenditures	-	-	-	-	5,500,000	5,500,000
ss Expenditures	-	-	-	-	-	\$ -
e Beginning	-	-	-	-	-	-
ding Fund Balance	\$ -	\$ -	\$ -	\$ -	\$ -	-

**City of Berwyn
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**Roosevelt Road
Tax Increment Financing District**

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

**City of Berwyn
Roosevelt TIF
2013 Budget**

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

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**Ogden Avenue
Tax Increment Financing District**

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

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

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

**City of Berwyn
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Capital Projects Fund

The City has established a Capital Projects Fund. This fund was established to account for the proceeds of the 2007A, 2007B and 2012 bonds. The attached budget represents an annualized project budget for all projects which are anticipated to be funded with debt proceeds. Also included in the budget is the total project budget. As many of these projects will last over multiple years, it is often helpful to see the entire project's estimated costs and funding.

**City of Berwyn
Capital Projects Fund
2013 Budget**

Account Name	2010 Balance	2011 Balance	2012 Projected	2012 Budget	2013 Budget	Requested Budget Change
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	6,364	1,813	1,407	2,000	5,000	3,000
Other Funds	-	-	2,900,000	2,900,000	228,986	(2,671,014)
Projects Revenues	6,364	1,813	2,901,407	2,902,000	233,986	(2,668,014)
System	\$ 24,181	\$ 8,669	\$ 15,536	\$ 10,000	\$ -	\$ (10,000)
	50,751	108,126	144,438	168,000	200,000	32,000
Station	-	798,955	2,171	-	-	-
	-	40,336	5,289	-	50,000	50,000
	-	17,688	-	-	64,489	64,489
Capital - Taxable	38,424	6,600	387,759	600,000	-	(600,000)
Capital - Non-Taxable	113,518	6,000	13,107	-	-	-
Sewer Lining	402,698	365,858	147,057	150,000	190,000	40,000
2012 Bond Issue	137,198	-	-	-	-	-
	-	-	782,000	1,450,000	1,200,000	(250,000)
	12,675	5,152	-	-	-	-
	-	23,425	143,736	70,000	-	(70,000)
Capital Spent	684,656	689,328	580,374	950,000	-	(950,000)
Projects Expenditures	1,464,101	2,070,137	2,304,748	3,398,000	1,704,489	(1,693,511)
Expenditures	(1,457,737)	(2,068,325)	596,659	(496,000)	(1,470,503)	\$ (974,503)
Ending	5,240,228	3,782,492	1,714,167	1,714,167	2,310,827	
Ending Net Assets	\$ 3,782,492	\$ 1,714,167	\$ 2,310,827	\$ 1,218,167	\$ 840,324	

**City of Berwyn
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Debt Service Fund

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

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

Account Name	2010 Balance	2011 Balance	2012 Projected	2012 Budget	2013 Budget	Requested Budget Change
est - Property Tax Revenue	\$ 4,841,129	\$ 4,865,244	\$ 1,682,663	\$ 1,781,893	\$ 1,965,607	\$ 183,714
ne	7,539	5,132	1,060	3,000	3,000	-
ds	6,475,000	5,230,000	8,500,000	8,500,000	5,530,000	(2,970,000)
ms	182,787	-	-	-	-	-
Other Funds	953,549	1,164,815	1,091,343	1,091,343	1,090,993	(350)
Service Revenues	12,460,004	11,265,191	11,275,066	11,376,236	8,589,600	(2,786,636)
Fees	\$ 3,156	\$ 2,240	\$ 1,800	\$ 3,000	\$ 3,000	\$ -
use	-	-	-	-	10,000	10,000
1. Bonds Series 2001 Ogden	105,000	110,000	-	-	-	-
Bonds Series- 2001	8,733	5,060	-	-	-	-
1. Bonds Series 2002A Ogden	395,000	410,000	410,000	410,000	410,000	-
Bonds Series 2002 A Ogden	18,985	-	-	-	-	-
1. Bond Series 2002 B	45,000	50,000	50,000	50,000	55,000	5,000
Bonds Series 2002 B	31,635	29,700	27,550	27,550	25,200	(2,350)
1. Bonds Series (Refunding) 04	4,480,000	2,645,000	2,820,000	2,820,000	2,990,000	170,000
Bonds Series (Refunding) 04	658,500	479,300	373,500	373,500	232,500	(141,000)
Bond Series 2007A	1,408,250	1,408,250	1,408,250	1,408,250	1,408,250	-
Bond Series 2007B	1,230,987	1,230,987	1,230,987	1,230,987	1,230,987	-
Bond Series 2008	360,273	360,273	360,273	360,273	360,273	-
1. Bonds Series 2010	-	150,000	150,000	150,000	150,000	-
Bonds Series 2010	-	468,018	425,719	425,719	422,719	(3,000)
Bonds Series 2011	-	-	257,578	257,578	235,350	(22,228)
Bonds Series 2013	-	-	-	-	288,078	288,078
Bonds Series 2009	267,145	278,850	245,338	245,338	245,338	-
Bonds Series 1999	258,387	245,338	278,850	278,850	278,850	-
osts	206,017	170,760	227,726	228,000	230,000	2,000
nt	-	53,185	368,177	369,000	-	(369,000)
Other Funds	3,200,000	3,100,000	2,900,000	2,900,000	-	(2,900,000)
Service Expenditures	12,674,068	11,196,957	11,535,748	11,538,045	8,573,545	(2,964,500)
ss Expenditures	(214,064)	68,233	(260,682)	(161,809)	16,055	\$ 177,864
Beginning	846,714	432,650	500,884	500,884	240,202	
ding Fund Balance	\$ 432,650	\$ 500,884	\$ 240,202	\$ 339,075	\$ 256,257	

**City of Berwyn
2013
Annual Budget**

For the Fiscal Year Beginning January 1, 2013

Utilities

Utilities Fund

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

**City of Berwyn
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Utilities

Public Works

PROGRAM DESCRIPTION:

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

SERVICES:

☛ **Administration**

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

☛ **Water Maintenance**

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

☛ **Sewer Maintenance**

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

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

Utilities

STAFFING:

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

ACTIVITY MEASURES:

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

OBJECTIVES ACCOMPLISHED IN 2012:

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

OBJECTIVES TO BE ACCOMPLISHED IN 2013:

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

LONG TERM OBJECTIVES (2-5 YEARS):

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

City of Barwyn
Utilities Fund
2013 Budget

Account Number	Account Name	2010 Balance	2011 Balance	2012 Projected	2013 Budget	2013 Budget	Requested Budget Change
Revenues							
Water and Sewer Revenues							
500-4275	Water Sales - Commercial	\$ 1,000,858	\$ 1,791,732	\$ 2,482,353	\$ 2,593,000	\$ 2,901,835	\$ 308,835
600-4280	Water Sales - Residential	4,313,458	4,219,358	4,998,889	5,538,000	6,201,635	665,635
500-4285	Plumbing Inspection	54,015	53,430	-	-	-	-
500-4290	Sales, Meter	15,960	45,125	28,433	14,000	17,000	3,000
500-4295	Privately Use	2,460	1,450	-	5,000	1,000	(4,000)
500-4305	Fees, Tap	8,477	24,040	-	10,000	5,000	(5,000)
500-4355	Fines, Other	258,291	174,584	480,784	135,000	405,000	270,000
500-4800	Interest Income	8,454	10,313	3,720	10,000	4,500	(5,500)
500-4820	Sale of City Property	-	-	-	-	-	-
500-4830	Damage to City Property	-	-	-	-	-	-
500-4835	Miscellaneous	1,418	14,214	515	1,500	1,500	-
500-4800	Transfer from Other Funds	-	227,168	-	-	-	-
	Total Water and Sewer Revenues	8,584,389	6,561,422	7,992,894	8,304,500	8,537,270	1,232,770
Garbage Revenues							
500-36-4300	Fees - Garbage	\$ -	\$ -	\$ 4,503,528	\$ 4,553,014	\$ 4,831,183	\$ 78,148
500-38-4356	Fines - Garbage	-	-	522,740	140,000	142,809	2,809
	Total Garbage Revenues	-	-	5,026,268	4,693,014	4,773,993	80,949
	Total Utilities Fund Revenues	8,694,389	6,561,422	13,019,162	12,997,514	14,311,263	1,313,719
Expenditures							
Water and Sewer Expenditures							
600-44-5000	Water and Sewer - Salaries	\$ 740,193	\$ 810,457	\$ 908,900	\$ 867,465	\$ 909,532	\$ 42,067
500-44-5010	Water and Sewer - Overtime	87,812	101,297	107,088	82,000	84,000	2,000
500-44-5015	Water and Sewer - Uniform Stipend	3,300	4,287	3,982	3,900	4,000	100
500-44-5020	Water and Sewer - Education Stipend	-	-	-	4,000	5,000	1,000
500-44-5025	Water and Sewer - Other Stipends	4,083	3,715	4,039	-	3,500	3,800
500-44-5030	Water and Sewer - Sick Day Buyback	28,829	29,718	(891)	10,000	44,000	34,000
500-44-5035	Water and Sewer - Benefits	412,681	438,819	448,249	477,370	525,922	48,552
500-44-5035	Water and Sewer - Utilities	120,818	81,971	57,498	110,000	90,000	(20,000)
500-44-5210	Water and Sewer - Vehicle Gas and Oil	1,798	81,852	-	75,000	85,000	10,000
500-44-5215	Water and Sewer - Telephone	2,858	8,830	4,829	9,000	9,000	-
500-44-5220	Water and Sewer - Training, Dues & Publications	382	1,320	1,214	10,000	7,500	(2,500)
500-44-5225	Water and Sewer - Supplies	132,367	229,095	222,547	135,000	252,500	117,500
500-44-5235	Water and Sewer - Postage & Printing	86,204	41,232	49,507	50,000	50,000	-
500-44-5290	Water and Sewer - Other General Expenses	41,713	21,817	5,784	32,000	30,000	(2,000)
500-44-5300	Water and Sewer - Professional Services	238,674	753,720	216,415	354,863	344,100	(10,763)
500-44-5400	Water and Sewer - Repairs & Maintenance	40,400	81,868	447,318	260,000	250,000	(10,000)
500-44-5405	Water and Sewer - Copier Maintenance	3,184	3,287	7,782	12,000	14,000	2,000
500-44-5500	Water and Sewer - Equipment	3,400	-	-	15,000	15,000	-
500-44-5505	Water and Sewer - Equipment Leases	24,898	26,935	26,181	23,000	20,000	(3,000)
500-44-5800	Water and Sewer - Cost of Water	3,875,039	3,827,990	3,355,858	4,842,815	5,518,858	676,043
500-44-5805	Water and Sewer - Water Chemical Treatment	850	860	21,325	35,000	25,000	(10,000)
500-44-5825	Water and Sewer - Internal Service Fund	347,534	297,821	320,061	189,780	164,838	(34,942)
500-44-5890	Water and Sewer - Interdepartmental Charge	619,764	648,173	-	1,048,815	1,282,308	205,384
500-44-5705	Water and Sewer - Interest Expenses	7,238	82,841	127,364	127,364	128,688	2,324
500-44-5710	Water and Sewer - Bad Debt Expense	80,000	4,528	18,845	4,000	4,000	-
500-5790	Water and Sewer - Bond Issuance Cost	676	3,143	-	-	-	-
500-44-5800	Water and Sewer - Capital Outlay	-	117,576	823,424	170,000	410,000	240,000
500-44-5850	Water and Sewer - Depreciation	4,080,812	3,766,470	3,655,857	-	-	-
	Total Water and Sewer Expenditures	10,782,901	11,438,789	10,830,882	8,948,472	10,237,847	1,291,375
Garbage Expenditures							
	Garbage - Professional Services	\$ -	\$ -	\$ 3,512,009	\$ 4,227,878	\$ 4,298,100	\$ 70,422
	Total Garbage Expenditures	-	-	3,512,009	4,227,878	4,298,100	70,422
	Total Utilities Fund Expenditures	10,782,901	11,438,789	14,342,891	13,176,350	14,535,947	1,361,787
	Revenues Less Expenditures	(4,168,513)	(4,875,368)	(1,323,129)	(176,636)	(224,714)	(48,078)
	Net Assets Beginning	41,802,708	37,634,195	32,758,829	32,758,829	31,835,700	
	Projected Ending Net Assets	\$ 37,634,195	\$ 32,758,829	\$ 31,635,700	\$ 32,582,193	\$ 31,410,986	

**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
2013 Budget

Account Name	2010 Balance	2011 Balance	2012 Projected	2012 Budget	2013 Budget	Requested Budget Change
Commuter Parking	\$ 119,971	\$ 57,375	\$ -	\$ -	\$ 40,000	\$ 40,000
Commuter Parking	-	-	-	15,695	-	(15,695)
Commuter Permits	-	77,643	90,056	97,200	90,000	(7,200)
Oil Rent	-	-	-	36,851	57,072	20,221
Transfers from Other Funds	137,342	-	-	-	-	-
Total Parking Garage Revenues	257,213	135,018	90,056	149,746	187,072	37,326
Depreciation	\$ 28,297	\$ 39,906	\$ 20,831	\$ 30,000	\$ 30,000	\$ -
Utilities	-	678	980	2,500	2,500	-
Professional Services	12,026	155	18,260	10,500	10,500	-
Repairs & Maintenance	9,386	10,887	3,485	55,000	55,000	-
Special Service Charges	3,707	7,200	7,717	4,482	3,730	(752)
Depreciation	210,202	217,069	217,069	-	-	-
Parking Garage Expenditures	283,618	275,895	288,342	102,482	101,730	(752)
Revenues Less Expenditures	(6,406)	(140,878)	(178,286)	47,264	85,342	\$ 38,078
Assets Beginning	10,062,414	10,056,008	9,915,131	9,915,131	9,736,845	
Projected Ending Net Assets	\$ 10,056,008	\$ 9,915,131	\$ 9,736,845	\$ 9,962,395	\$ 9,822,187	

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

Internal Service Fund

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

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

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

**City of Berwyn
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Appendix A

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

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

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

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

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

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

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

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

Interfund Transfers – Amounts transferred from one fund to another.

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

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

Appendix A

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

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

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

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

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

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

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

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

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

**City of Berwyn
2013
Annual Budget**

For the Fiscal Year Beginning January 1, 2013

Appendix A

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

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

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

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

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

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

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

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

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

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



J-2

A Century of Progress with Pride

Date: March 12, 2012

To: Mayor Robert J. Lovero
Members of City Council

Re: Issuance of License Plate Recognition System RFP

Attached hereto is an RFP for the purchase of a license plate recognition (LPR) system to be utilized by the Parking Enforcement Division of the Police Department. LPR systems are designed to be vehicular mounted and will have the capability to automatically read license plates and log how long they have been parked in a given location. If a car has violated the posted parking times, parking enforcement staff will be alerted to the infringement. This system should allow for the parking enforcement officers to patrol areas more efficiently.

While proposals will be due on April 16th, we intend to only make award of the RFP once the City's IT Department is at full staffing levels. Implementation of the LPR system will require significant IT build-out, and we will remain cognizant of the department's time.

The purchase of the LPR system has been budgeted for within the 2012 Series A bond issuance.

Recommendation:

Staff recommends the approval and issuance of the attached RFP for the purchase of a license plate recognition system.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "E. K. Summers".

Evan K. Summers
Assistant City Administrator

Mobile License Plate Recognition System for Parking Enforcement **RFP SPECIFICATIONS**

1. Background

The City of Berwyn seeks a vehicle mounted system that includes image capture and processing capabilities and that permits automatic license plate reading (LPR) and matching operation.

The system will include two dual-camera imaging units (HD high-resolution cameras for license plate reading, pulsed LED illuminators, secondary cameras for overview imaging), a touch screen interface with moving map display, two wheel imaging cameras for evidence gathering, back-office evidence and reporting software, the ability to enforce complex permit requirements, scofflaw and overtime capabilities, back-office evidence and reporting software and a wireless communication capability for transferring data between the back-office and each mobile LPR unit. The system shall meet or exceed the specifications below. Delivery is FOB, to a City of Berwyn designated location.

2. Purpose

The City of Berwyn wishes to obtain a technology that is mobile and vehicle mounted. The technology will be used to:

- Automatically detect vehicles parked in time limited parking zones.
- Find scofflaw and other wanted vehicles, and/or persons based on license plate reading and matching against lists of wanted license plate numbers.
- Enforce Residential Parking Permit (RPP) Zones
- The system is required to be capable of carrying out any combination of the above applications.
- Initially or eventually transition to a permitless/digital permit system. Providing contact information to current customers currently operating in this manner will be beneficial to understand advantages and operational requirements to successfully implement this strategy.

The City of Berwyn is looking for a total solution which includes a complete back-office management and reporting system that includes:

- Viewer software
- Route management and play back
- Reporting
- Integration with 3rd party technologies including but not limited to citation management software, multi-space pay station and pay by phone/cell vendors

3. Parking Enforcement Applications

A system is required to read license plates from vehicles on both sides of the unit. Target vehicles may be either parked or moving. The system must be capable of reading vehicles that are either parallel parked or parked at 45 or 90 degrees, both on-street and off-street.

3.1. Time Limit Parking Enforcement

The mobile LPR unit is required to read license plates of parked vehicles and automatically detect when vehicles have been parked longer than the allowed parking period.

The unit is required to provide a 'moving map display' which indicates the position of each vehicle license plate read along with a color-coded indication on the map display indicating the type of zone enforced i.e. 1 hour, 2 hour, 20 minute, etc.

Following an initial pass, the unit will automatically alert the operator on subsequent passes if a vehicle has remained parked in excess of the specified time limit.

The unit will be configured to provide images of the front and rear wheels of each parallel-parked vehicle for additional evidence.

Information presented to the operator consists of a set of images and times. An image of the plates that were read at times 1 and 2, color overview images of the back of the vehicle, and images of the vehicles wheels are shown along with the corresponding times and elapsed time. Also, an image of the map is shown so that the operator can see if the vehicles are parked in the same location.

Because of the dynamic nature of our environment, we require the flexibility to enforce using either same space, block face or district options. Also, we may need to transition from how we initially configure the system to potentially use another of the above options should our requirements change.

3.2. Wanted Vehicle Identification

Each time the system reads a license plate, the reading is compared against a list (or multiple lists) of wanted vehicles such as scofflaws and stolen vehicles. These lists are wirelessly downloaded to the mobile unit at the beginning of the shift. If a plate read matches a scofflaw vehicle record, the unit operator is presented with an alarm that includes an image of the vehicle plate, a color overview image of the back of the vehicle and the scofflaw record (plate, state, and category) that was matched against.

We also require the ability to establish covert hotlist law enforcement databases. In this scenario, the parking enforcement officer (PEO) in the vehicle is not alerted to the hit, instead, we would require immediate notification delivered by email or other methods to a pre-configured email or a group distribution email address.

3.3. Residential Parking Permit (RPP) Enforcement

The mobile LPR unit will be employed to read license plates in residential permit parking zones. The appropriate RPP zone is selected manually using the touch-screen interface. Each license plate read is matched against the database of permit vehicles for that particular zone. The system can be configured in two ways.

RPP with time limit enforcement: Vehicles that do not possess a valid permit are allowed to park for a limited time. Vehicles so identified are treated in the same manner as in section 3.1.

RPP with no time limit enforcement (permit-only enforcement): Vehicles that do not possess a valid permit are automatically flagged by the system. The operator is presented with an alarm that includes a color overview image of the vehicle, the license plate, license plate read, GPS coordinates and date/time stamp.

4. Back-Office Software Application

Through the back-office system, management personnel shall be able to access all of the data collected throughout each shift and analyze it. The Vendor will provide a complete back-office software solution for installation on a server that will be supplied by the City of Berwyn.

At the commencement of each shift the mobile LPR units shall connect to the back-office computer and wirelessly, or through a thumb-drive, download updated lists of wanted vehicles and permit holders. At the end of each patrol shift the mobile LPR unit shall connect with the back-office and offload all record information from that day's activity including:

- Complete record information for each wanted vehicle detected - including license plate number, location, date/time, and associated images.
- Complete record information for each enforced overtime violation - including license plate numbers, date/times, locations, and images.
- Wheel images for each vehicle found in violation of overtime parking ordinances.
- System usage and route management data.

4.1. Evidence Review

For all parking-enforcement violations (either enforced or rejected), a supervisor shall be able to review all pertinent data (including images), and print out a summary or export/email to a PDF, CSV file or Excel spreadsheet that can be used as evidence to substantiate an infraction.

4.2. Route Management

The system shall be outfitted with route management software that enables supervisors to replay the actual route the vehicle was driven during each shift and display unique color codes of all reads and hits accumulated during the shift. This information will help management optimize deployment such that performance is maximized.

4.3. Reports

The system shall automatically provide management and performance reports. Specifically, the system automatically generates the following information in an accessible Excel spreadsheet format:

- The number of license plate reads on a hourly basis
- Unit stop and shutdown statistics
- The type and number of overtime citations issued
- The number of wanted vehicle matches, including enforced and not enforced hits.
- Occupancy-based reports to identify number of reads/hits through designated zones.

4.4. 3rd Party Integration

The system shall have existing integrations with the following technologies:

- Citation management software vendors who manage permit and scofflaw lists
 - o Exporting/importing updated databases must be automated
 - o Upon capturing a hit, the LPR vendor must seamlessly pass the evidentiary data to the ticket writing software for processing.
- Multi-space pay station vendors
 - o LPR system must be able to enforce plates entered in pay stations in near real-time of new transactions and the ability to connect to vendor database through in-vehicle application and verify ticketing.
- Pay by phone, pay by cell and pay by app. vendors
 - o Similar to pay station vendors, LPR system must be able to enforce plates entered into database from phone, PDA, cell phone with the ability to verify by connecting to vendor database through in-vehicle application.

5. Demonstrated ability to deliver:

Bidders must provide a minimum of three (3) current client references where similar systems are currently deployed and have been operational for a minimum of twelve (12) months.

Qualified vendor must have a minimum of two (2) years experience in the parking enforcement environment for overtime, scofflaw and permits.

6. Specifications

Hardware Specifications	Compliant/Non Compliant	Exceptions/Notes
License Plate Recognition Hardware		

The License Plate Recognition (LPR) camera must have a dual-lens configuration in a single camera housing, featuring both a camera for license plate capture, and a color overview image of the vehicle for verification purposes.

The LPR camera must comprise a choice of on-board illumination in either the visible or invisible spectrum for effective license plate image capture in a variety of weather and lighting conditions, including at night with no external lighting required.

The Light Emitting Diodes (LEDs) must be "pulsed" to enhance license plate capture while minimizing power usage.

Each LPR camera must include an on-board Celeron-M processor to capture the image and extract the license plate interpretation from the full HD frame rate of the integrated high-resolution camera.

The LPR camera must operate a Windows XP Embedded operating system.

The integrated infrared camera is a high resolution (1024 X 768) monochrome Interline-transfer progressive scan CCD camera.

The integrated infrared camera must be capable of capturing a minimum of 30 frames per second.

The integrated infrared camera's shutter is synchronised with the pulsed illumination.

There must be no moving parts in the dual-lens cameras.

Attachment A

The LPR camera should either communicate with an in-vehicle software or directly transmit the read information in XML format to third party applications.

The LPR camera must have a available lens choices of 12mm, 16mm, 25mm, 35mm or 50 mm.

The LPR camera must have an operating input range of 12-24VDC at 35W.

The LPR camera communicates directly to the mobile data computer (MDC) or in-vehicle computer via Ethernet 10/100 Base-T.

The LPR cameras must be designed to be powered through a power supply unit that provides for a safe start and shut-down each time the vehicle's ignition is turned on and turned off.

The LPR system must automatically and accurately determine the position of the vehicle license plates that are read. For time limit and residential enforcement, a "GPS-only" solution is often insufficient to provide accurate positioning data since GPS signals are often lost or corrupted in dense urban settings. The positioning system must also have an inertial location system whereby an internal gyro and odometer connection are used to augment GPS-based positioning.

The LPR cameras may either be hard mounted directly on the roof structure of the vehicle or magnetically-mounted for camera portability.

The LPR cameras mounting brackets must provide pan-tilt capabilities.

All camera mounting bracket systems must be fabricated specifically for the vendor's cameras and must be provided by the vendor.

The LPR cameras shall be tested to operate in a temperature range of -40°F (-40°C) to 122°F (50°C) and can be stored in a temperature range of -40°F (-40°C) to 185°F (85°C).

Attachment A

The LPR cameras must be sealed to IP67 Standards.

The LPR cameras must be tamper-resistant and include an impact-proof window

The LPR cameras must meet Mil. Std. 810F method 514.4.

The LPR cameras must meet Mil. Std. 810F method 516.4.

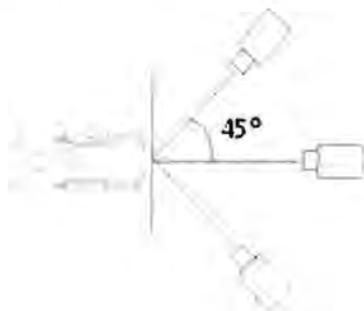
License Plate Recognition Software

The on-board LPR software must analyze each frame and does not need external input/output triggering to read the license plate in the camera's Field of View (FOV).

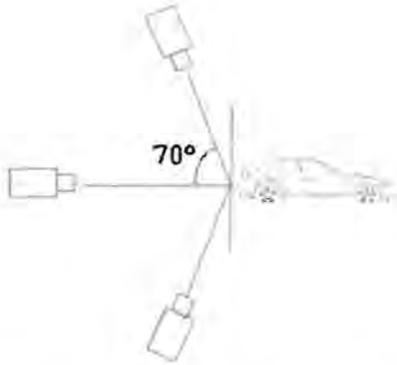
The on-board LPR software must be able to detect and read license plates with embossed characters, flat characters, and any kind of paint/background.

The on-board LPR software must be able to detect and read the license plates with minimum characters height (20-25 pixels).

The on-board LPR software must be able to detect and read license plates with a maximum angle of 45° in front and 70° in depth.



Attachment A



The on-board LPR software must contain an OCR equivalent optimization system to improve discrimination between the similar characters for the license plates in the specific state and region.

The on-board LPR software must process high resolution images in real time (less than 35ms per image) in order to be able to read license plates with a differential speed of up to 130 MPH.

The on-board LPR software must automatically adjust the exposure to lighting conditions while processing the images.

The on-board LPR software must be able to detect and read several types of license plates such as vehicle license plate with one line, two lines, motorcycle, etc.

The on-board LPR software must be a font independent system. Consequently, if license plates contain several font types or new fonts are used in the area, the system will not need upgrade to handle and extract the license plate with the new fonts.

In-Vehicle Software Specifications	Compliant/Non Compliant	Exceptions/Notes
General Requirements		

The in-vehicle application may be installed on any customer-provided MDC corresponding to the minimum specifications.

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The in-vehicle application must support Single Sign-On whereby a user's MDC Windows login credentials are also used as the applications login credentials.

From the in-vehicle application, a user must be able to turn license plate reading on and off.

The in-vehicle application must display each read with the following information:

- Image cut out of the license plate
- Color context image of the vehicle
- License plate interpretation
- Camera Identification
- Date and timestamp
- GPS coordinates or street address and map view of the location where the read was captured

The in-vehicle application must have the capability to display each read or hit on an in-vehicle map.

When in-vehicle mapping is enabled, user may navigate in the map view, zoom in and zoom out of the map view.

The in-vehicle application must support the capability to manually capture a still image with the overview camera.

The in-vehicle application must support the capability to automatically capture a vehicle context image with a manually entered license plate read.

The in-vehicle application must support live feed of the context camera such that a user can maneuver the vehicle to optimize the context image before a manual capture.

The in-vehicle application must support the review of stored reads and hits and their associated data.

When reviewing reads and hits, a user may search for a full or partial license plate in the database, configurable with or without OCR equivalents, to determine if a particular license plate has been captured in the system.

The in-vehicle application must be configurable for read privacy control. Without read privacy control, each read contains above described information. With read privacy control, a stored read does not include a license

Attachment A

plate image cut out, a context image or a license plate interpretation. Hit records always include a license plate image cut out, a context image and a license plate interpretation irrespective of the configuration of read privacy control.

In order to safeguard the chain of custody, the in-vehicle application supports data watermarking, which electronically marks every read and hit. If this information were to be modified in any way, the corresponding watermark would not match the data and this would be displayed in the Back-Office application for review.

The in-vehicle application must be able to display statistics on the stored reads and hits, including, but not limited to, count per camera and count per hit type.

At the end of shift, the user may offload the data either wirelessly or to a USB flash drive.

If the offload is done wirelessly, the in-vehicle application must be able to support 256 bit Rijndael encryption of the wirelessly offloaded data.

The in-vehicle application must provide a touch screen enabled graphical user interface.

The system must be capable of capturing license plates in any of the following modes:

- an adjacent lane on either side of the enforcement vehicle while driving through traffic and/or parking lots;
- traffic in an adjacent lane while parked on the side or shoulder of a roadway;
- any parking application from parallel, 45° to 90 degree parked vehicle orientation with respect to the movement of the enforcement vehicle
- an adjacent lane to capture the rear license plate of the vehicle as it passes the enforcement vehicle or vice versa.

City Parking Enforcement Requirements

Residential Permit Enforcement Requirements

The in-vehicle application must be configurable to turn "on" and "off" Permit Enforcement depending on

Attachment A

desired enforcement type at any given time.

The in-vehicle application may be configured to do residential permit enforcement. If a vehicle does not possess a permit, a permit hit is notified to the user.

The application must be capable of supporting a minimum of 500,000 permit entries.

The application must be responsive in comparing a captured license plate against multiple and voluminous databases with less than a 2 second response to a query of a database containing 1,000,000 entries.

When permit enforcement is enabled, if a user manually captures a license plate, this license plate shall automatically be matched against the permit database.

Upon receiving a permit hit, the in-vehicle application will display the following information:

- Image cut out of the license plate
- Color context image of the vehicle
- License plate interpretation
- Camera identification
- Date and timestamp
- GPS coordinates or, as an option, street address and map view of the location of the hit

Any hits which have not been acknowledged by the user shall be displayed as unresolved hits in the interface until they are acknowledged or resolved. The system must continue to process license plate data in the background and all captured data must be stored.

Upon a hit, if the permit hit license plate does not correspond to the actual license plate cut out image, the user may select to edit the license plate interpretation. The original hit is automatically rejected and the edited license plate is automatically matched against the permit database.

If permit enforcement is activated, any other enforcement mode that has also been activated will continue to be supported such as hotlist or time-limit enforcement to alert the user of any hit.

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Upon a hit, the user shall be required to accept or reject the hit. If the user rejects the hit, they can single select a reject reason from a list of configured permit hit rejection reasons. If the user accepts the hit, they shall be required to enforce or not enforce the hit.

When permit enforcement is enabled, the in-vehicle application must be able to display statistics on the stored number of hits for the selected zone.

Time-limit Enforcement Requirements

The in-vehicle application must be configurable to turn "on" and "off" Overtime Enforcement, as well as wheel imaging.

The application may be configured to do time-limit enforcement. Time-limit Enforcement involves reading all the license plates in a zone at time "A". All the license plates in the same zone are then read again at time "B" where the elapsed time between time "A" and time "B" exceeds the allowed time limit for the zone a Time-limit Infraction is detected and a hit notification appears on the in-vehicle computer monitor.

When time-limit enforcement is enabled, if a user manually captures a license plate, this license plate shall automatically be marked for time-limit enforcement.

The in-vehicle time-limit enforcement must support the following parking types of violation:

Same position: if a vehicle has been parked in the same position over the time limit allowed

Block Face: If a vehicle has been parked anywhere on both sides of the same block over the time limit allowed

District: If a vehicle has been parked anywhere in a district, for example a predetermine area of a city, over the time limit allowed

When time-limit enforcement for same position is activated, and if the in-vehicle system is installed as such, user can select wheel-images to enhance collected infraction evidence.

Upon receiving a time-limit hit, the in-vehicle application will display complete original read information, the complete second read information that induced the infraction, including wheel images if available as well as the elapsed time the vehicle has

Attachment A

been parked, the type of zone and the total number of violations the vehicle has incurred.

Any hits which have not been acknowledged by the user shall be displayed as unresolved hits in the interface until they are acknowledged or resolved. The system must continue to process license plate data in the background and all captured data must be stored.

Upon a hit, if the time-limit hit license plate does not correspond to the actual license plate cut out image, the user may select to edit the license plate interpretation. The original hit is automatically rejected and the edited license plate is automatically matched against the saved time-limit enforceable reads.

If time-limit enforcement is activated, any other enforcement mode that has also been activated will continue to be supported such as hotlist or permit enforcement to alert the user of any hit.

Upon a hit, the user shall be required to accept or reject the hit. If the user rejects the hit, they can single select a reject reason from a list of configured time-limit hit rejection reasons. If the user accepts the hit, they shall be required to enforce or not enforce the hit.

When time-limit enforcement is enabled, the in-vehicle application must be able to display statistics on the stored number of hits for the selected zone.

Back-Office Software Specifications	Compliant/Non Compliant	Exceptions/Notes
General Requirements		

Back-Office software must manage collected data by the various in-vehicle LPR applications.

Back-Office software must provide security via a user Name and Password for each user as determined by the system administrator.

Back-Office must provide the system administrator with the ability to assign various user access levels based upon user responsibilities.

Attachment A

Back-Office software must provide the ability to perform a full or partial license plate query.

Back-Office software must provide the ability to query stored reads and hit records based on date, time, source, unit, plate, hit, action, operator, area, match type, reject reason, one or multiple geographic areas or any other field in a hotlist hit such as VIN, vehicle make, vehicle model, etc.

Back-Office software must provide the ability to utilize a mapping function to plot or identify the locations of the results of any of the above combined queries.

When reviewing query results, the watermark must be displayed for each record in order to provide user feedback on integrity of data.

Back-Office software must have the ability to import configurable third party vendor LPR data.

Back-Office software must provide the ability to receive real-time reads and hits from the various vehicle units. Back-Office users are notified of receipt of Covert and/or non-Covert hits dependent upon their privilege level.

Back-Office software must provide the ability to give real-time monitoring of the vehicle position and playback the vehicle on a map.

Back-Office software must provide the ability to generate multiple types of reports such as, but not limited to:

- Number of plate reads per hour, day, month
- Number of plate hits per hour, day month
- Number of wanted vehicle matches, including enforced and not enforced hits
- Cumulative scan and hits per day, week, month
- Ratio of cumulative scan vs hits per day, week month
- Unit start and shutdown statistics

A "Print to PDF" must be provided within the application for reads, hits, and reports.

Attachment A

Configuration Requirements

Back-Office must provide configuration options to effectively manage database and storage size. Such tools can include, but are not limited to, read and hits data purging policies as well as independent policies for their associated images.

All Hotlists have configurable attributes to allow a user with the required privilege level to specify hotlist name, hotlist color, hotlist priority, hotlist hit sound, hotlist hit email address notification and if a hotlist is covert or not.

Witnesses to criminal incidents are not usually able to remember the full license plates of any vehicles involved in the incident.

To facilitate searching for such vehicles identified by partial license plates, the system shall support a single wildcard hotlist containing a maximum of 100 wildcard license plate entries.

Each license plate is allowed to contain either one or two wildcard characters.

Read license plates are matched against the wildcard hotlist and hits are generated if a match is found.

Each hotlist may be configured with an email address such that any hit to the specified hotlist may generate an email notification to a third party

Back-Office software must provide the system administrator with the ability to import national and local databases from a website, ftp location, or network address.

Installation and Training Requirements

Compliant/Non Compliant

Exceptions/Notes

Vendor must provide on-site classroom and hands-on system training for users and system administrators.

The successful vendor must provide system installation and/or system installation oversight based upon the customer's requirements.

Attachment A

Warranty and General Requirements	Compliant/Non Compliant	Exceptions/Notes
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All hardware and software provided by the vendor must be covered under a one-year parts and labor warranty at no additional cost to the customer.

The LPR cameras and software must be provided by the same company for all system (developed and owned by the vendor) components, from the detection of vehicle license plates to the reading and matching system.

Vendor must be a factory-authorized representative for all components of the LPR solution being offered.

The vendor must have at least 3 years of proven experience in Automated License Plate Recognition specific to parking enforcement applications including overtime, permit and scofflaw

After issuance of the purchase order, all hardware and software must be delivered to the customer site within eight (8) weeks.

All system documentation must be provided in electronic format.

Mobile License Plate Recognition System for Parking Enforcement

SECTION I REQUEST FOR PROPOSAL

NOTICE TO BIDDERS: Sealed proposals will be received at the Office of the City Clerk, until the time and date specified below for:

Mobile License Plate Recognition System for Parking Enforcement

RFP packets are available at the City Clerk's Office, City Hall, 6700 W. 26th Street, Berwyn, IL 60402 and at the City of Berwyn website: www.berwyn-il.gov.

ADDRESS PROPOSALS TO: Attention of the City Clerk's Office, City Hall, 6700 W. 26th Street, Berwyn, IL 60402, on or before 12:30 p.m., on April 16, 2013. Proposals shall be sealed and clearly marked on the front "Proposal for Mobile License Plate Recognition System for Parking Enforcement." **FAXED PROPOSALS WILL NOT BE ACCEPTED.**

PROPOSALS ARE DUE NO LATER THAN: 12:30 p.m. on April 16, 2013. Bidders shall submit four (4) copies of their proposal.

The City of Berwyn is not responsible for delays occasioned by the U.S. Postal Service, the internal mail delivery system of the City of Berwyn, or any other means of delivery employed by the bidder. Similarly, the City of Berwyn is not responsible for, and will not open, any bid responses which are received later than the date and time stated.

QUESTIONS: All questions and clarifications regarding this Request for Proposal must be submitted no later than 3pm, April 16, 2013 by e-mailing the following City Representative:

Evan K. Summers
Assistant City Administrator
esummers@ci.berwyn.il.us
708-749-6541

INDEX:

Section I	Request for Proposals
Section II	Specific Conditions and Instructions to this Proposal
Section III	General Conditions and Instructions to Bidders
Section IV	Company References
Section V	Company Information & Signature Sheet

Mobile License Plate Recognition System for Parking Enforcement

SECTION II SPECIFIC CONDITIONS AND INSTRUCTIONS FOR THIS PROPOSAL

A. SCOPE:

The City of Berwyn is soliciting proposals from qualified professional firms to provide a license plate recognition system. Specifications for the license plate recognition system are found in **Attachment A**. Respondent must clearly note all exceptions to specifications provided.

B. PROPOSAL REQUIREMENTS:

1. If any bidder is in doubt as to the intent or meaning of any part of this Request for Proposal, the bidder must e-mail the City Representative no later than 3pm, April 9, 2013.
2. Bidders are expected to be fully informed as to the conditions, requirements and specifications before submitting a proposal. The submission of a proposal by a firm implies the firm's acceptance of the terms and conditions herein, unless otherwise stated.
3. The Bidder is responsible for all costs related to the preparation of this proposal.
4. Any cost associated with the delivery of equipment not specifically set forth in this Request for Proposal will be the responsibility of the vendor, and will be deemed included in the fees and charges bid herein.
5. The format of the bidder's proposal must be consistent with the format of the specifications listed.
6. Proposed pricing and/or percentage discount shall be firm from the beginning date of the signed contract.
7. All prices/discounts shall be freight on board (6401 31st St, Berwyn, IL 60402) destination and shall include all charges that may be imposed in fulfilling the terms and conditions of the contract.
8. All proposals or bids must be accompanied by a bid bond, cash, or certified check made payable to the City of Berwyn in the amount of five thousand dollars (\$5,000) as a guarantee that if the Proposal is accepted, a contract will be entered into and the performance of the contract is properly secured.
9. The City of Berwyn is in no way restricted from ordering materials from other vendors as needed.
10. This proposal must be submitted in detail in letter form on the bidder's letterhead. The letter must be signed by an officer of the Bidder or a designated agent empowered to

Mobile License Plate Recognition System for Parking Enforcement

bind the firm in the contract offer. Acceptance of the terms described herein must be noted in the letter.

11. A complete description and specifications of the equipment as required in Attachment A. This price shall include the product, shipping of the equipment and installation.
12. At least (3) references, preferably from communities or agencies, that have used your company. The references' name and address, a contact name, title and phone number must be included with the reference information (Section IV).
13. A completed and signed Company Information & Signature Sheet (Section V).

NOTE: Bidders need to submit the required information listed in the 'Proposal Requirements'. The City of Berwyn reserves the right to reject proposals that the City of Berwyn considers incomplete due to the omission of the required information. The City of Berwyn reserves the right to not accept the lowest bidder as well as reject all bids.

C. GENERAL REQUIREMENTS:

1. Professional workmanship shall meet or exceed existing industry standards and local codes.
2. Unless otherwise specified, the firm shall unconditionally guarantee the materials and workmanship of the enclosed product. If any defects or signs of deterioration are noted which in the City of Berwyn's opinion are due to faulty workmanship or material, the vendor, upon notification and at his/her expense, shall replace the product (within (7) business days) to the complete satisfaction of the City of Berwyn. The replacement of the product system shall be made only at such time as shall be designated by the City of Berwyn as least detrimental to the operation of the City of Berwyn's business.
3. Bidders shall guarantee delivery in accordance with the delivery requirements referenced in this RFP.
4. Failure of the vendor to provide commodities within the time specified, unless extended in writing by the City of Berwyn, or failure to replace rejected commodities when so directed by the City of Berwyn shall constitute delivery failure. When such failure occurs, the City of Berwyn reserves the right to cancel or adjust the contract; whichever is in the best interest of the City of Berwyn. In either event, the City of Berwyn may purchase in the open market commodities of comparable worth to replace the articles rejected or not delivered. On all such purchases, the vendor shall reimburse the City of Berwyn, within reasonable time specified by the City of Berwyn for any expense incurred; if not cancelled, such purchases shall be deducted from the contract quantities. The City of Berwyn reserves the right to not accept commodities which do not meet the specifications, or are substandard in quality, subject to an adjustment in price to be determined by the City of Berwyn.
5. The Vendor shall be responsible for any commodities covered by this contract until installation and delivery is completed. In addition, the Vendor shall bear all risk for

Mobile License Plate Recognition System for Parking Enforcement

rejected commodities after written notice of rejection. Rejected commodities shall be replaced by and at the expense of the Vendor after written notification of rejection.

Upon Vendor's failure to replace commodities within seven (7) working days after the date of notification, the City of Berwyn may return the rejected commodities to the Vendor at the Vendor's risk and expense, or the City of Berwyn may dispose of them as its own property.

6. Final Inspection of commodities shall be conclusive except as regards to latent defects, fraud, or such gross mistakes. Final inspection and acceptance or rejection of the commodities shall be made within a reasonable time after delivery, but failure to inspect or reject commodities shall not impose liability on the City of Berwyn if such commodities are not in accordance with the specification. All commodities delivered to the City of Berwyn shall be accepted subject to inspection and physical count.

D. CONTRACT AWARD:

1. The Vendor's proposal must be complete to be considered for award.
2. The City of Berwyn reserves the right to qualify, accept or reject any or all vendors and accept any proposal deemed to be in the best interest of the City of Berwyn. The City of Berwyn reserves the right to accept or reject any or all proposals and to waive irregularities or technicalities in any proposal when in the best interest of the City of Berwyn. The City of Berwyn reserves the right to accept or reject any exception taken by the vendor to the terms and conditions of the request for proposals.
3. Consideration may be given to, but not limited to, delivery time, the proposed product, warranty/product, reliability and functionality, product availability, references, delivery time, and special pricing.
4. Award, if made, shall be in the form of a Purchase Order.
5. All contents of the RFP shall be understood as a form of a signed contract.

E. EVALUATION PROCESS:

Each proposal submitted stands alone and will be evaluated on its own merits in terms of meeting the City of Berwyn's requirements and terms and conditions, pricing, and overall responsiveness to the Request for Proposal. The City may conduct discussions with any offeror who submits an acceptable or potentially acceptable proposal. Offerors shall be accorded fair and equal treatment with respect to any opportunity for discussion and revision of proposals. The City reserves the right to request the offeror to provide additional information during this process.

Mobile License Plate Recognition System for Parking Enforcement

SECTION III GENERAL CONDITIONS AND INSTRUCTIONS TO BIDDERS

The general rules and conditions that follow apply to all proposals issued by the City of Berwyn, unless otherwise specified. Bidders or their authorized agents are expected to fully inform themselves as to the conditions, requirements, and specifications before submitting proposals; failure to do so shall be at the Bidder's own risk.

REQUEST FOR PROPOSAL (RFP) is defined as a request for an offer, by one party to another, of terms and conditions with reference to some work or undertaking.

This document constitutes a REQUEST FOR PROPOSAL, and is thus a solicitation for responses.

Moreover, any acceptance of a proposal shall NOT result in a binding contract between the City of Berwyn and the Bidder, but instead will simply enable negotiations to take place which may eventually result in a detailed and refined agreement, contract, or purchase order between the Bidder and the City of Berwyn.

"Proposal date" as referenced herein shall mean the local date and time specified in the proposal documents.

A. CONDITIONS FOR PROPOSING

1. **COMPLETENESS/AUTHORIZATION OF PROPOSAL.** Bidder shall supply all information and submittals required by the proposal documents to constitute a proposal. The proposal shall clearly state the legal name, address, email, telephone number, and fax number of the Bidder. The proposal shall be signed above the typed or printed name and title of the signer. The signer shall have the legal authority to bind the Bidder to proposal.
2. **ADDRESSING OF PROPOSAL.** Unless otherwise specified, faxed proposals will not be accepted. Proposal shall be submitted in a sealed envelope clearly marked on the front with proposal number, name and due date, and unless otherwise specified, addressed to:

City Clerk's Office
City of Berwyn
6700 W. 26th Street
Berwyn, IL 60402
3. **PROPOSAL DEADLINE.** Bidder shall be responsible for taking whatever measures are necessary to ensure that the proposal reaches the Office of the City Clerk on or before the local time and date specified. The City of Berwyn shall not be responsible for, and may not consider, any late proposal, amendment thereto, and request for withdrawal of proposal received after the date specified. Proposals received after the time and dated specified on the Request for Proposal will not be considered for award.

Mobile License Plate Recognition System for Parking Enforcement

4. **PROPOSALS BINDING 90 DAYS**. Unless otherwise specified, all formal proposals submitted shall be binding for ninety (90) days following proposal date, unless the Bidder, at the City of Berwyn's request agrees in writing to an extension.
5. **COMPETENCY OF BIDDER**. No proposal may be accepted from or contract awarded to any person, firm or corporation who is in arrears or in default to the City of Berwyn upon any debt or contract. Prior failure of a Bidder to perform faithfully on any previous contract or work for the City of Berwyn may be grounds for rejection. The Bidder must have not been suspended or debarred from doing business with the federal government. The Bidder, if requested, shall present evidence of performance ability and possession of necessary facilities, pecuniary resources and adequate insurance to comply with the terms of these proposal documents. Such evidence shall be presented within a specified time and to the satisfaction of the City of Berwyn.
6. **COLLUSIVE PROPOSING**. The Bidder certifies that the proposal is made without any previous understanding, agreement or connection with any person, firm, or corporation making a proposal for the same project, without prior knowledge of competitive prices, and that the proposal is in all respects fair, without outside control, collusion, fraud or otherwise illegal action.

B. **INSURANCE**

1. **INSURANCE REQUIREMENTS**. The successful Bidder shall provide Insurance as follows:
 - a. **Certificate of Insurance; Cancellation or Modification**
 - (1) Before commencing work, the Bidder shall submit to the City of Berwyn for approval a Certificate of Insurance meeting the requirements specified herein, to be in effect for the full contract period. The City must be listed on the Certificate of Insurance as an additional insured.
 - (2) The Bidder shall notify the City of Berwyn in writing at least thirty (30) calendar days prior to any change or cancellation of said policy or policies.
 - (3) Cancellation or modification of said policy or policies shall be considered just cause for the City of Berwyn to immediately cancel the contract and/or halt work on the contract, and to withhold payment for any work performance on the contract.
 - b. **Minimum Coverage**
 - (1) Any policy or policies of insurance purchased by the Bidder to satisfy their responsibilities under the proposal shall include contractual liability coverage, and shall be in the following type and minimum amounts:

Mobile License Plate Recognition System for Parking Enforcement

<u>Type of Coverage</u>	<u>Each Occurrence</u>	<u>Aggregate</u>
a. Comprehensive General Liability		
(1) Bodily Injury & Property Damage	\$500,000	\$1,000,000
	<u>Combined</u>	
b. Automobile Liability	<u>Single Limit</u>	
(1) Bodily Injury & Property Damage	\$500,000	
c. Worker's Compensation Insurance as required by Illinois state law.		

The City requires that the Contractor's Insurance carrier be "A" rated or better by A.M. Best.

WHEN ADDITIONALLY REQUIRED:

Errors & Omissions	\$500,000
Fidelity Bond (minimum)	\$ 50,000

d. Hold Harmless: Endorsement Required

(1) The Bidder, including their subcontractor, employees, representatives or agents, shall indemnify, defend and hold harmless the City of Berwyn and its officers, employees, and agents from any and all liability loss, cost, damage and expense (including reasonable attorney's fees and court cost) resulting from, arising out of, or incurred by reason of any claims, actions or suits based upon or alleging bodily injury including death, or property damage arising out of or resulting from the Bidder's operations under this document.

(2) Bidder is not, and shall not be deemed to be, an agent or employee of the City of Berwyn.

(3) Responsibility for Damage Claims – Notwithstanding the above, it is specifically agreed between the parties executing this contract that it is not intended by any of the provisions of any part of the contract documents to create in the public or any member thereof a third party beneficiary hereunder, or to authorize anyone not a party to this contract. It is understood that no subcontractor is a third party beneficiary to any contract between the Contracting Authority and prime contractor. Nothing in any special provision or any supplemental specification shall be construed as eliminating or superseding the requirements of this section.

c. SPECIFICATIONS

Mobile License Plate Recognition System for Parking Enforcement

1. **FORMAL SPECIFICATIONS.** The Bidder shall abide by and comply with the true intent of the specifications (i.e., not take advantage of any unintentional error or omission.) Any mention made herein of a service to be provided in accordance with laws, ordinances, etc., shall be construed as the minimum requirements of the specifications.
2. **PROPOSED ALTERNATE.** When an item is identified in the bid document by a manufacturer's name or catalog number, it is understood that the bidder proposes to furnish the commodity and/or service so identified by the City of Berwyn unless the bidder specifically proposes an alternate. In bidding on a proposed alternate, the bidder shall clearly state on his/her bid exactly what he/she proposes to furnish, and forward with his/her bid, a complete description of the proposed alternate, including brand, model number, drawings, performance, and test date, references and any other information necessary for a complete evaluation. Bidder shall include a statement setting forth any changes in other materials, equipment or other work which would be required by incorporation of the proposed alternate. The burden of proof of the merit of the proposed alternate is upon the Bidder.

The City of Berwyn's decision to approve or disapprove of a proposed alternate shall be final.

3. **QUALIFICATIONS, CREDENTIALS AND REFERENCES.** The Bidder shall provide a description of qualification, credentials, experience, and resources as they relate to provision of the proposal. The Bidder shall also provide a list of clients for whom similar work has been performed within the last two years, including the firm, contact person, address, and phone number of each contract person.
4. **ADDENDUM TO SPECIFICATIONS.** Any substantive interpretation, correction or change of the proposal documents shall be made within an addendum. Interpretation, corrections or changes of the proposal documents made in any other manner shall not be binding. Such interpretations, corrections or changes shall not be relied upon by Bidder. Addendums shall be issued by the City of Berwyn within a reasonable time prior to the proposal date.

D. **SELECTION OF FIRM**

1. **REJECTION OF PROPOSALS.** The City of Berwyn reserves the right to accept or reject any or all proposals, to waive irregularities and technicalities, and/or to request re-submission. The City of Berwyn also reserves the right to reject a proposal from a Bidder who investigation shows is not in a position to satisfactorily and timely perform the contract.
2. **SELECTION.** The City of Berwyn desires to enter into negotiations and ultimately reach an agreement with a Bidder who demonstrates the best combination of attributes to provide the product, and who also negotiates a product cost with the City of Berwyn that is fair and reasonable. The City of Berwyn may conduct discussions with any Bidder who has submitted a proposal to determine qualifications, for further consideration. Since the initial review by the City of

Mobile License Plate Recognition System for Parking Enforcement

Berwyn will be deemed preliminary in nature, the document and process will be deemed confidential until such time as the successful Bidder is selected. Criteria for selection will include but not be limited to:

- Ability to provide the type and quality of product that best meets the needs of the City of Berwyn.
- Organization, size, time in business, management and structure of the firm to provide the product.
- Experience and qualifications of the Bidder, especially relating to the product.
- Satisfactory reference checks of clients on similar projects.
- Previous and existing compliance with laws and ordinances relating to contracts with the City and to the Bidder's employment practices.
- Whether the Bidder is in arrears to the City, in debt on a contract or is a defaulter on a surety or other agreement with the City.
- If a reasonable doubt arises as to Bidder's solvency, the City reserves the right to require financial information sufficient to show solvency.
- Cost estimate; the City is not required to accept the proposal with the lowest cost estimate.

Once the City has reached an agreement with the Bidder, a purchase order will be issued to the awardee. The purchase order will define the conditions between the City of Berwyn and the contractor selected to receive the award.

3. **CORRECTIONS TO SUBMITTED PROPOSALS.** Any changes that are made to this proposal using correction fluid, writing utensils, etc. before submission must be dated and initialed in each area that a change is made.
4. **PRICING REQUIREMENTS.** All pricing submitted by the bidder shall be indicated in both words and figures. (Ex. \$400.00, four hundred dollars.)
5. **PRESENTATIONS.** When required and based on evaluation of proposals submitted, the City of Berwyn may select finalists who will be required to participate in interviews, including key personnel designated for the proposal, and to make presentations regarding their qualifications and their ability to furnish the required product to best serve the needs of the City of Berwyn. Formal presentations will be scored and evaluated by the City's representative who will make a recommendation to the City Council for final approval. Nothing in the proposal can obligate the City of Berwyn to enter into a contract.
6. **LOCAL PURCHASES.** Unless otherwise specified, cost and other considerations being equal, local firms shall be given first consideration for the project.
7. **ERRORS IN PROPOSAL.** Any ambiguity in any proposal as a result of omission, error, lack of clarity or non-compliance by the Bidder with specifications, instructions and conditions shall be construed in the light most favorable to the City of Berwyn. Changes in proposals shall be initialed and dated.

Mobile License Plate Recognition System for Parking Enforcement

E. GENERAL CONTRACT PROVISIONS

1. **CONTRACT AWARD.** Upon the City of Berwyn's selection, between the City of Berwyn and Bidder on the work to be performed, a written award in the form of a purchase order, contract or other instrument shall result in a binding contract without further action by either party. The contract shall be on forms provided by the City of Berwyn; or if the Bidder's contract document is used, the City of Berwyn reserves the right to modify and document to conform to the request for proposal and to do so in the light most favorable to the City of Berwyn.
2. **INSURANCE.** Current Certificate of Insurance in the amounts specified shall be on file with the City of Berwyn before work can commence.
3. **AVAILABILITY OF FUNDS.** A contract shall be deemed valid only to the extent for appropriations available to each project. The City of Berwyn's extended obligation on these contracts, which envision extended funding through successive fiscal periods, shall be contingent upon actual appropriation for the following fiscal year.
4. **CONTRACT ALTERATIONS.** No alterations or variations in the terms of a contract shall be valid or binding upon the City of Berwyn unless authorized in writing by both parties.
5. **SUBLETTING OF CONTRACT.** Bidder shall not assign, transfer, convey, sublet or otherwise dispose of the contract or their right, title or interest therein, or their power to execute such contract to any other person, firm or corporation without the prior written consent of the City of Berwyn, but in no case shall such consent relieve the Bidder from their obligations, or change the terms of the contract.
6. **CONTRACT PERIOD.** Contract shall remain in force for the full the period and until all products have been satisfactorily delivered and accepted and thereafter until all requirements and conditions shall be met, unless:
 - a. **Extended** upon written authorization of the City of Berwyn and accepted by the Bidder, for a period negotiated and agreed upon by both parties, when in the best interest of the City of Berwyn.
 - b. **Terminated** due to the default, as described below, or for no reason at all, as long as the City of Berwyn gives a written 30 day notice.
7. **DEFAULT.** The Contract may be cancelled or annulled by the City of Berwyn in whole or in part by written notice of default to the Bidder upon non-performance, violation of contract terms, delivery failure, bankruptcy or insolvency, or the making of an assignment for the benefit of creditors. The City reserves the right to grant the Bidder a specified cure period of during which to cure or remedy the default, which cure period shall be included in the written notice to default. If default is not cured within the specified time, City of Berwyn reserves the right, but is not obligated to, extend the cure period or City Berwyn may deem the contract

Mobile License Plate Recognition System for Parking Enforcement

terminated without further notice. Lack of knowledge by the Bidder will in no way be cause for relief from responsibility.

8. **INDEMNITY.** The Bidder shall indemnify, defend and hold harmless the City of Berwyn and its officers, employees and agents from any and all liability, loss, cost, damage, and expense (including reasonable attorney's fee and court costs) resulting from, arising out of, or incurred by reason of any claims, actions, or suits based upon or alleging bodily injury including death, or property damage arising out of or resulting from the Bidder's operations under this Contract.

The Bidder is not and shall not be deemed to be an agent or employee of the City of Berwyn, but shall be deemed an Independent Contractor.

Bidder further agrees to:

- a. Hold the City of Berwyn, its agents and employees harmless from liability of any nature or kind for the use of any copyrighted or uncopyrighted composition, secret process, patented or unpatented invention, article or appliance of which the Bidder is not the patentee, assignee, licensee or owner, furnished or used in the performance of the contract.
- b. Work shall not begin until all permits and licenses required by the city, state and federal governments are acquired and paid for. The Bidder shall also comply with all laws, ordinances, rules and regulations of the City of Berwyn, State of Illinois and the Federal Government including the Prevailing Wage Act.

Equal Employment Opportunity Clause. Bidder agrees to the following:

- 1) That he or she will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, marital status, national origin or ancestry, citizenship status, age, physical or mental disability unrelated to ability, military status or an unfavorable discharge from military service; and, further, that he or she will examine all job classifications to determine if minority persons or women are underutilized and will take appropriate affirmative action to rectify any underutilization.
- 2) That, if he or she hires additional employees in order to perform this contract or any portion of this contract, he or she will determine the availability (in accordance with the Illinois Department of Human Rights' Rules and Regulations) of minorities and women in the areas from which he or she may reasonably recruit and he or she will hire for each job classification for which employees are hired in a way that minorities and women are not underutilized.
- 3) That, in all solicitations or advertisements for employees placed by him or her or on his or her behalf, he or she will state that all applicants will be afforded equal opportunity without discrimination because of race, color, religion, sex, sexual orientation, marital status, national origin or ancestry, citizenship status, age, physical or mental disability unrelated to ability, military status or an unfavorable discharge from military service.

Mobile License Plate Recognition System for Parking Enforcement

- 4) That he or she will send to each labor organization or representative of workers with which he or she has or is bound by a collective bargaining or other agreement or understanding, a notice advising the labor organization or representative of the contractor's obligations under the Act and the Department's Rules and Regulations. If any labor organization or representative fails or refuses to cooperate with the contractor in his or her efforts to comply with the Act and Rules and Regulations, the contractor will promptly notify the Department and the contracting agency and will recruit employees from other sources when necessary to fulfill its obligations under the contract.
- 5) That he or she will submit reports as required by the Department's Rules and Regulations, furnish all relevant information as may from time to time be requested by the Department or the contracting agency, and in all respects comply with the Act and the Department's Rules and Regulations.
- 6) That he or she will permit access to all relevant books, records, accounts and work sites by personnel of the contracting agency and the Department for purposes of investigation to ascertain compliance with the Act and the Department's Rules and Regulations.
- 7) That he or she will include verbatim or by reference the provisions of this clause in every subcontract awarded under which any portion of the contract obligations are undertaken or assumed, so that the provisions will be binding upon the subcontractor. In the same manner as with other provisions of this contract, the contractor will be liable for compliance with applicable provisions of this clause by subcontractors; and further it will promptly notify the contracting agency and the Department in the event any subcontractor fails or refuses to comply with the provisions. In addition, the contractor will not utilize any subcontractor declared by the Illinois Human Rights Commission to be ineligible for contracts or subcontracts with the State of Illinois or any of its political subdivisions or municipal corporations.

(Source: Amended at 32 Ill. Reg. 16484, effective September 23, 2008)

F. PAYMENT PROVISIONS

1. **PAYMENT TERMS.** Payment may be made only after inspection and acceptance by the City of Berwyn's representative. Payment of balances shall be made only after approval and final acceptance by the City of Berwyn.
2. **INVOICING.** Following acceptance of each payment term, payment shall be made within forty-five (45) calendar days from receipt of itemized invoice. Before the City of Berwyn will pay any invoice, the invoice must include a detailed description of all charges, the proposal number, department name, dollar amount, quantity of hours worked, and any other pertinent information. Submit invoice in duplicate to:

City of Berwyn
Finance Department

Mobile License Plate Recognition System for Parking Enforcement

6700 West 26th Street
Berwyn, IL 60402

3. **WITHHOLDING PAYMENT.** Consideration for withholding payment shall include faulty materials or workmanship, failure to meet delivery deadlines, and liens that have been filed, or evidence indicating a filing of claims. In all cases, regulations and limitation by the Federal Government.
4. **TAXES.** The City of Berwyn is exempt from all Federal, State of Illinois and other State Taxes on the purchase of commodities and services used by the City of Berwyn within the State of Illinois. The Finance Department shall provide a tax exemption certification to out-of-state taxes imposed on purchases of commodities and/or services which are used within another state and are applicable and subject to payment.

Contractors and subcontractors shall pay all legally required sales, consumer and use taxes on all commodities and/or services purchased or rented to complete their contract.

If a contractor, subcontractor, or builder is to use building materials, supplies, and equipment in the performance of a construction contract with a designated exempt entity, the person shall purchase such items of tangible personal property without liability for the tax if such property will be used in the performance of the construction contract and a purchasing agent authorization letter and an exemption certificate, issued by the designated exempt entity, are presented to the retailer.

Mobile License Plate Recognition System for Parking Enforcement

SECTION IV COMPANY REFERENCES

The vendor must complete the required reference information listed below. The vendor must provide at least three (3) references from communities or agencies that have used the services of his or her company. The company's name and address, a contact name, title, and phone number, must be included with the reference information.

1. Company Name: _____
Company Address: _____
Company Contact: _____
Title of Contact: _____
Phone Number: _____

2. Company Name: _____
Company Address: _____
Company Contact: _____
Title of Contact: _____
Phone Number: _____

3. Company Name: _____
Company Address: _____
Company Contact: _____
Title of Contact: _____
Phone Number: _____

Note: Additional references may be included with the vendor's proposal.

Mobile License Plate Recognition System for Parking Enforcement

SECTION V COMPANY INFORMATION & SIGNATURE SHEET

Vendors must include with their submitted proposal this completed and signed Company Information & Signature Sheet and price list for the proposed license plate recognition system required for this contract.

The undersigned bidder, having examined and determined the scope of this Request for Proposal, hereby proposes to supply the products as described in the proposal documents at the prices set forth within.

The undersigned bidder states that this bid is made in conformity with the specifications and qualifications contained herein. In the event that there are any discrepancies or differences between any conditions of the vendor's proposal and the Request for Proposal prepared by the City of Berwyn, the City's Request for Proposal shall prevail.

The undersigned bidder certifies that this proposal is made in good faith and without collusion or connection with any other person or persons bidding on the project.

Delivery: Upon the signing of the contract between the City of Berwyn and chosen company, the vendor guarantees delivery in a timely manner to be agreed upon by both parties.

Name of Firm:

Authorized Representative:

Signature of Representative:

Title of Authorized Representative:

Address:

City/State/Zip:

Phone Number:

Fax Number:

Website Address:

Mobile License Plate Recognition System for Parking Enforcement

E-Mail Address:

Date Signed:

Addenda Form:

The undersigned hereby acknowledges receipt of the following applicable addenda:

Addenda Number

Date

Mobile License Plate Recognition System for Parking Enforcement

Attachment A

The City of Berwyn



Evan K. Summers
Assistant City Administrator

J-3

A Century of Progress with Pride

Date: March 7, 2012

To: Mayor Robert J. Lovero
Members of City Council

Re: **Seasonal Planting Bid Awards**

In the interest of time, City Council previously approved a two week turnaround on bids for the following RFPs:

- Seasonal Planting Installation
- Seasonal Planting Watering

A germane communication to council will be issued on Tuesday March 12th as a recommendation to award for each of these RFPs.

Respectfully submitted,

Evan K. Summers
Assistant City Administrator

J-4
The City of Berwyn



Anthony T. Bertuca
City Attorney

A Century of Progress with Pride

6700 West 26th Street Berwyn, Illinois 60402-0701 Telephone: (708) 788-2560 Fax: (708) 788-2567
www.berwyn-il.gov

March 12, 2013

Thomas J. Pavlik
City Clerk
City of Berwyn
6700 W. 26th Street
Berwyn, Illinois 60402

Re: 12CV8642

Dear Mr. Pavlik:

Please put this item on the March 12, 2013 agenda authorizing the settlement of the above referenced matters for the total of \$10,000.00, based upon City Council authority granted in Executive Session.

Very truly yours,

Anthony T. Bertuca

Anthony T. Bertuca
City Attorney

The City of Berwyn

J-5



Ruth E. Volbre
Admin. Asst. to City
Administrator & Mayor

A Century of Progress with Pride

March 13, 2013

To: Mayor Robert J. Lovero
Members of the Berwyn City Council

Re: City-wide Competition for the Design of the 2013-2014 City Vehicle Stickers

Recently, Council approved a design with what appears to be a rendition of "The Spindle" for the 2013-2014 city vehicle sticker. The City has received permission to use this image by the belated artist's wife who owns the copyright. I am seeking permission from Council to have the City enter into an agreement (see attached) for the use of this copyright on this year's City sticker. The only change to the agreement will be striking my name and replacing it with that of the Mayor for the signature.

Respectfully,

Ruth E. Volbre
Administrative Assistant to
Mayor and City Administrator

LICENSE AGREEMENT FOR USE OF THE LIKENESS OF ARTWORK by DUSTIN SHULER

This non-exclusive, non-assignable License Agreement is made this 6th day of March, 2013 by and between Karen Zindler-Shuler as representative and copyright owner of artworks by Dustin Shuler [the artist, creator of the Artwork, "Spindle" which was well known sculpture formerly located in Berwyn IL] residing in Inglewood, California (hereinafter referred to as "LICENSOR") and City of Berwyn IL, City Administrator's Office, (hereinafter referred to as "LICENSEE"). LICENSEE does not include affiliates, subsidiaries or associated companies, or assignees.

LICENSOR grants to LICENSEE license to use the likeness and imagery depicting the Artwork "Spindle" described above as interpreted and rendered by Pedro Lopez an 8th grader from Lincoln Middle School for the Berwyn IL City Stickers as indicated below.



This license excludes images of all artworks by Dustin Shuler other than the image shown herewith. If Licensee would like to use an image of any artworks by Dustin Shuler for the manufacture and sale of promotional items (i.e. photographs, t-shirts, coffee cups, etc) Licensee agrees to sign a separate licensing agreement with Licensor which gives express permission to Licensee to use images on products intended for commercial sale and in exchange for specified royalties to be paid to Licensor by Licensee.

Right to terminate: LICENSOR reserves the right to terminate this agreement if LICENSEE breaches this agreement in any respect.

Entire agreement: This License Agreement constitutes the entire agreement and understanding of the parties concerning the subject matter of this License Agreement, and supersedes and replaces all prior negotiations and communications between the parties, whether oral or written. Waiver of any one provision or provisions of this License Agreement shall not be deemed to be a waiver of any other provision or a future waiver of the same or any other provision. No modification of or amendment to any terms of this License Agreement shall be valid unless in writing and signed by both parties.

Dated: _____

Ruth E. Volbre
Administrative Assistant to the Mayor and City Administrator
Individually and on behalf of the City of Berwyn

Dated: March 6, 2013

Karen Zindler-Shuler
Karen Zindler-Shuler, LICENSOR



Mayor
Robert J. Lovero

BERWYN POLICE DEPARTMENT
"Serving with Pride"



Chief of Police
James D. Ritz

March 6, 2013

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

RE: Request for two Probationary Police Officers

Ladies and Gentlemen:

I am respectfully asking authorization to request the Fire and Police Commission appoint two probationary officers from the current Fire and Police Commission Eligibility List.

This request is being made due to the retirements of Detective David Martinovich and Division Commander Martin Hasler effective March 8, 2013.

Thank you for your time and consideration in this matter.

Respectfully,

James D. Ritz
Chief of Police



K. Consent Agenda

The City of Berwyn



Nona N. Chapman
1st Ward Alderman

K-1

A Century of Progress with Pride

6700 West 26th Street Berwyn, Illinois 60402-0701 Telephone: (708) 749-6401 Fax: (708) 788-2675
www.berwyn-il.gov

March 8, 2013

Mayor Robert J. Lovero
Members of the City Council
City of Berwyn

SUBJECT: Payroll February 27, 2013

Ladies and Gentlemen:

The current payroll has been prepared for review by the finance department and is ready for approval at the March 12, 2013 meeting.

Payroll: February 27, 2013 in the amount of \$990,905.11.

Respectfully Submitted,

A handwritten signature in black ink that reads "Nona N. Chapman". The signature is written in a cursive, flowing style.

Nona N. Chapman
Budget Committee Chairman

K-2
The City of Berwyn



Nona N. Chapman
1st Ward Alderman

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6700 West 26th Street Berwyn, Illinois 60402-0701 Telephone: (708) 749-6401 Fax: (708) 788-2675
www.berwyn-il.gov

March 8, 2013
Mayor Robert J. Lovero
Members of the City Council
City of Berwyn

SUBJECT: Payables March 12, 2013

Ladies and Gentlemen:

The current payables were prepared for review by the finance department and are ready for approval at the March 12, 2013 meeting.

Total Payables: March 12, 2013 in the amount of \$1,187,976.82.

Respectfully Submitted,

Nona N. Chapman

Nona N. Chapman
Budget Committee Chairman

Payment Register

From Payment Date: 3/9/2012 - To Payment Date: 3/13/2013

Number	Date	Status	Void Reason	Reconciled/ Volded Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
01 - General Cash									
<u>Check</u>									
21278	02/27/2013	Open			Accounts Payable	AT & T	\$2,595.88		
21279	02/27/2013	Open			Accounts Payable	Complete Temperature Systems, Inc.	\$5,198.10		
21280	02/27/2013	Open			Accounts Payable	Petroleum Technologies Equipment, Inc.	\$5,160.00		
21281	02/27/2013	Open			Accounts Payable	Reliable Materials	\$2,772.00		
21282	03/01/2013	Open			Accounts Payable	Extreme Heating & Cooling	\$1,600.00		
21283	03/01/2013	Open			Accounts Payable	G.G Development Corp.	\$10,830.00		
21284	03/13/2013	Open			Accounts Payable	1st Source America	\$1,119.54		
21285	03/13/2013	Open			Accounts Payable	A Square Deal Glass Company	\$223.67		
21286	03/13/2013	Open			Accounts Payable	ABC Automotive Electronics	\$552.95		
21287	03/13/2013	Open			Accounts Payable	ABC Commercial Maintenance Services, Inc.	\$2,810.00		
21288	03/13/2013	Open			Accounts Payable	AED Superstore	\$221.86		
21289	03/13/2013	Open			Accounts Payable	AETNA	\$27,487.20		
21290	03/13/2013	Open			Accounts Payable	Air One Equipment, Inc.	\$1,395.13		
21291	03/13/2013	Open			Accounts Payable	Al Warren Oil Company	\$61,463.48		
21292	03/13/2013	Open			Accounts Payable	All Traffic Solutions	\$281.20		
21293	03/13/2013	Open			Accounts Payable	Alliance Entertainment	\$35.53		
21294	03/13/2013	Open			Accounts Payable	AmAudit	\$780.15		
21295	03/13/2013	Open			Accounts Payable	Aqua Chill of Chicago # 22	\$258.00		
21296	03/13/2013	Open			Accounts Payable	AT & T	\$11,087.02		
21297	03/13/2013	Open			Accounts Payable	AT & T	\$6,124.22		
21298	03/13/2013	Open			Accounts Payable	AT & T	\$2,368.43		
21299	03/13/2013	Open			Accounts Payable	AT & T Long Distance	\$2,845.19		
21300	03/13/2013	Open			Accounts Payable	AudioGo	\$119.42		
21301	03/13/2013	Open			Accounts Payable	AWESOME Pest Service	\$1,450.00		
21302	03/13/2013	Open			Accounts Payable	B. Davids Landscaping	\$2,145.00		
21303	03/13/2013	Open			Accounts Payable	Baker & Taylor Entertainment, Inc.	\$268.00		
21304	03/13/2013	Open			Accounts Payable	Banc of America, Public Capital Corporation	\$2,770.75		
21305	03/13/2013	Open			Accounts Payable	Barge Terminal & Trucking	\$3,949.85		
21306	03/13/2013	Open			Accounts Payable	Berwyn Ace Hardware	\$45.16		
21307	03/13/2013	Open			Accounts Payable	Berwyn Garage	\$242.81		
21308	03/13/2013	Open			Accounts Payable	Berwyn Main Street	\$100.00		
21309	03/13/2013	Open			Accounts Payable	Berwyn Park District	\$852.03		
21310	03/13/2013	Open			Accounts Payable	Berwyn Western Plumbing & Heating	\$1,343.80		
21311	03/13/2013	Open			Accounts Payable	Bill's & Son Clarence Ave Service Station, Inc.	\$43.00		
21312	03/13/2013	Open			Accounts Payable	Bourbonnais Suply Company, Inc.	\$436.00		
21313	03/13/2013	Open			Accounts Payable	Brian Pabst	\$266.97		
21314	03/13/2013	Open			Accounts Payable	Bryan Cummings	\$50.00		
21315	03/13/2013	Open			Accounts Payable	CablesAndKits.com	\$5,639.75		
21316	03/13/2013	Open			Accounts Payable	Cassidy Tire	\$2,803.64		
21317	03/13/2013	Open			Accounts Payable	CDW Government, Inc.	\$3,537.22		
21318	03/13/2013	Open			Accounts Payable	Chicago Office Technology Group	\$545.09		
21319	03/13/2013	Open			Accounts Payable	Chicago Tribune	\$390.00		
21320	03/13/2013	Open			Accounts Payable	College of DuPage	\$190.00		
21321	03/13/2013	Open			Accounts Payable	Comcast Cable	\$179.34		

Payment Register

From Payment Date: 3/9/2012 - To Payment Date: 3/13/2013

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
21322	03/13/2013	Open			Accounts Payable	Comcast Cable	\$126.90		
21323	03/13/2013	Open			Accounts Payable	ComEd	\$7,279.07		
21324	03/13/2013	Open			Accounts Payable	Constellation New Energy, Inc.	\$6,769.67		
21325	03/13/2013	Open			Accounts Payable	Deece Automotive	\$145.00		
21326	03/13/2013	Open			Accounts Payable	Dell Marketing, LP	\$9,167.13		
21327	03/13/2013	Open			Accounts Payable	Denis O'Hafforan	\$34.00		
21328	03/13/2013	Open			Accounts Payable	Diamond Graphics, Inc.	\$1,031.00		
21329	03/13/2013	Open			Accounts Payable	Don Morris Architects, PC	\$6,476.36		
21330	03/13/2013	Open			Accounts Payable	Drivers License Guide Company	\$137.65		
21331	03/13/2013	Open			Accounts Payable	DRS Property Group, Inc.	\$1,475.00		
21332	03/13/2013	Open			Accounts Payable	Empire Cooler Service, Inc.	\$184.00		
21333	03/13/2013	Open			Accounts Payable	Enterprise Rent-a-Car	\$503.86		
21334	03/13/2013	Open			Accounts Payable	Erik Esquivel	\$32.26		
21335	03/13/2013	Open			Accounts Payable	Farid Khalib	\$150.00		
21336	03/13/2013	Open			Accounts Payable	Federal Express Corporation	\$215.20		
21337	03/13/2013	Open			Accounts Payable	Federal Rent-a-Fence, Inc.	\$72.00		
21338	03/13/2013	Open			Accounts Payable	Felco Vending, Inc.	\$706.50		
21339	03/13/2013	Open			Accounts Payable	Fire Safety Consultants, Inc.	\$2,515.00		
21340	03/13/2013	Open			Accounts Payable	Flash Electric Company	\$1,200.00		
21341	03/13/2013	Open			Accounts Payable	Fort Dearborn Life Insurance Company	\$5,760.71		
21342	03/13/2013	Open			Accounts Payable	Gabriel Sales	\$492.46		
21343	03/13/2013	Open			Accounts Payable	GALE	\$72.72		
21344	03/13/2013	Open			Accounts Payable	Gallagher Materials, Inc.	\$2,651.40		
21345	03/13/2013	Open			Accounts Payable	Gaylord Bros, Inc.	\$1,588.00		
21346	03/13/2013	Open			Accounts Payable	Goldstine, Skrodzki, Russian, Nemecek & Hoff, LTD.	\$8,613.00		
21347	03/13/2013	Open			Accounts Payable	Grainger	\$115.63		
21348	03/13/2013	Open			Accounts Payable	H. J. Mohr & Sons Company	\$703.15		
21349	03/13/2013	Open			Accounts Payable	Hansen Door	\$200.01		
21350	03/13/2013	Open			Accounts Payable	Harris Bank	\$8.40		
21351	03/13/2013	Open			Accounts Payable	HD Supply Waterworks, LTD	\$34,258.33		
21352	03/13/2013	Open			Accounts Payable	Health Care Service Corporation	\$640,165.89		
21353	03/13/2013	Open			Accounts Payable	Heroes West Sports Grill	\$151.88		
21354	03/13/2013	Open			Accounts Payable	Home Depot Credit Services	\$837.50		
21355	03/13/2013	Open			Accounts Payable	IGFOA	\$290.00		
21356	03/13/2013	Open			Accounts Payable	Illinois Fire Chiefs Association	\$375.00		
21357	03/13/2013	Open			Accounts Payable	Illinois Municipal League	\$144.00		
21358	03/13/2013	Open			Accounts Payable	Illinois Paper & Copier Company	\$183.87		
21359	03/13/2013	Open			Accounts Payable	Industrial Fence, Inc.	\$2,600.00		
21360	03/13/2013	Open			Accounts Payable	Infinity Sign & Graphics	\$740.61		
21361	03/13/2013	Open			Accounts Payable	Ingram Library Services	\$1,961.26		
21362	03/13/2013	Open			Accounts Payable	J.R. Carpet Inc.	\$2,650.00		
21363	03/13/2013	Open			Accounts Payable	Jack's Rental, Inc.	\$24.95		
21364	03/13/2013	Open			Accounts Payable	Jack's Rental, Inc.	\$2,654.18		
21365	03/13/2013	Open			Accounts Payable	Jaime Alvarez	\$1,475.00		
21366	03/13/2013	Open			Accounts Payable	JNC Consulting, Inc.	\$900.00		
21367	03/13/2013	Open			Accounts Payable	John Tarullo	\$3,010.00		
21368	03/13/2013	Open			Accounts Payable	Joint Civic Committee of Italian Americans, Columbus Day Parade	\$125.00		

Payment Register

From Payment Date: 3/9/2012 - To Payment Date: 3/13/2013

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
21369	03/13/2013	Open			Accounts Payable	Jones & Bartlett Learning,LLC	\$120.75		
21370	03/13/2013	Open			Accounts Payable	Kathleen Behrendl	\$88.48		
21371	03/13/2013	Open			Accounts Payable	Kathy Sexton	\$24.93		
21372	03/13/2013	Open			Accounts Payable	KB Lawn and Mulch	\$2,070.00		
21373	03/13/2013	Open			Accounts Payable	L - K Fire Extinguisher Service	\$259.95		
21374	03/13/2013	Open			Accounts Payable	Laner Muchin Dombrow Becker Levin & Tech, Ltd	\$8,792.64		
21375	03/13/2013	Open			Accounts Payable	Lawndale News	\$263.60		
21376	03/13/2013	Open			Accounts Payable	Linda Binder	\$47.64		
21377	03/13/2013	Open			Accounts Payable	Lyons Tree Service, Inc.	\$8,910.00		
21378	03/13/2013	Open			Accounts Payable	M. K. Sports	\$1,508.00		
21379	03/13/2013	Open			Accounts Payable	Mahoma Cruz	\$75.00		
21380	03/13/2013	Open			Accounts Payable	Marlin McGowan	\$50.00		
21381	03/13/2013	Open			Accounts Payable	Mary Jane Lukas	\$100.00		
21382	03/13/2013	Open			Accounts Payable	McGuire's II, LLC	\$213.00		
21383	03/13/2013	Open			Accounts Payable	Medical Reimbursement Services, Inc.	\$5,540.00		
21384	03/13/2013	Open			Accounts Payable	Menards	\$109.88		
21385	03/13/2013	Open			Accounts Payable	MES - Illinois	\$25.00		
21386	03/13/2013	Open			Accounts Payable	Metro Clerking, Inc.	\$20.00		
21387	03/13/2013	Open			Accounts Payable	Metro Staffing	\$895.63		
21388	03/13/2013	Open			Accounts Payable	Micro Marketing, LLC	\$382.33		
21389	03/13/2013	Open			Accounts Payable	Mike & Sons	\$5,687.30		
21390	03/13/2013	Open			Accounts Payable	Monroe Truck Equipment, Inc.	\$1,928.55		
21391	03/13/2013	Open			Accounts Payable	MRA	\$22,419.25		
21392	03/13/2013	Open			Accounts Payable	Nevco, Inc.	\$62.63		
21393	03/13/2013	Open			Accounts Payable	Nexel Communicallons	\$899.87		
21394	03/13/2013	Open			Accounts Payable	Noble Carpet Cleaning	\$191.82		
21395	03/13/2013	Open			Accounts Payable	North American Salt Company	\$25,461.69		
21396	03/13/2013	Open			Accounts Payable	Northern Container	\$338.23		
21397	03/13/2013	Open			Accounts Payable	Odelson & Sterk, LTD	\$4,904.50		
21398	03/13/2013	Open			Accounts Payable	Office Equipment Sales	\$858.47		
21399	03/13/2013	Open			Accounts Payable	Oriental Trading Company	\$86.59		
21400	03/13/2013	Open			Accounts Payable	Oriand Fire Protection District	\$395.00		
21401	03/13/2013	Open			Accounts Payable	Otis Elevator Company	\$1,998.36		
21402	03/13/2013	Open			Accounts Payable	Partners in Charity, Inc.	\$1,475.00		
21403	03/13/2013	Open			Accounts Payable	Patrick N. Murray	\$4,025.00		
21404	03/13/2013	Open			Accounts Payable	PNC Equipment Finance	\$4,488.49		
21405	03/13/2013	Open			Accounts Payable	Professional Pest Control, Inc.	\$65.00		
21406	03/13/2013	Open			Accounts Payable	Quarry Materials, Inc.	\$263.52		
21407	03/13/2013	Open			Accounts Payable	R.D.V. Electric, Inc.	\$1,570.00		
21408	03/13/2013	Open			Accounts Payable	Rainbow Book Company	\$302.50		
21409	03/13/2013	Open			Accounts Payable	Reliable Materials	\$2,772.00		
21410	03/13/2013	Open			Accounts Payable	Rhino Linings Of DuPage	\$1,249.00		
21411	03/13/2013	Open			Accounts Payable	Richard C. Dahms	\$2,130.00		
21412	03/13/2013	Open			Accounts Payable	Ridgetand Crossing Development	\$3,300.00		
21413	03/13/2013	Open			Accounts Payable	Robert R. Andreas & Sons	\$1,568.00		
21414	03/13/2013	Open			Accounts Payable	Rodigo Garcia	\$1,475.00		
21415	03/13/2013	Open			Accounts Payable	Romeoville Fire Academy	\$335.00		
21416	03/13/2013	Open			Accounts Payable	Roscoe Company	\$741.20		

Payment Register

From Payment Date: 3/9/2012 - To Payment Date: 3/13/2013

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
21417	03/13/2013	Open			Accounts Payable	Royal Publishing	\$305.00		
21418	03/13/2013	Open			Accounts Payable	Sam's Club / GECRB	\$789.64		
21419	03/13/2013	Open			Accounts Payable	Sam's Club / GECRB	\$449.26		
21420	03/13/2013	Open			Accounts Payable	Snappy Convenience Center #12	\$5.50		
21421	03/13/2013	Open			Accounts Payable	Spaceco, Inc.	\$400.00		
21422	03/13/2013	Open			Accounts Payable	Sprint	\$319.02		
21423	03/13/2013	Open			Accounts Payable	Sprint	\$2,444.22		
21424	03/13/2013	Open			Accounts Payable	Strictly Sewers	\$2,100.00		
21425	03/13/2013	Open			Accounts Payable	Suburban Laboratories, Inc.	\$1,675.00		
21426	03/13/2013	Open			Accounts Payable	T. A. Cummings, Jr. Company	\$24,911.00		
21427	03/13/2013	Open			Accounts Payable	Tele-Tron Ace Hardware	\$674.95		
21428	03/13/2013	Open			Accounts Payable	Tele-Tron Ace Hardware	\$265.33		
21429	03/13/2013	Open			Accounts Payable	The Bank of New York	\$600.00		
21430	03/13/2013	Open			Accounts Payable	The Children's Center of Cicero / Berwyn	\$100.00		
21431	03/13/2013	Open			Accounts Payable	The Library Store	\$246.60		
21432	03/13/2013	Open			Accounts Payable	Thomas J. Pavlik	\$36.09		
21433	03/13/2013	Open			Accounts Payable	Truckpro - Chicago	\$316.21		
21434	03/13/2013	Open			Accounts Payable	Tyco Intergrated Security LLC	\$493.42		
21435	03/13/2013	Open			Accounts Payable	U.S. Cellular	\$562.82		
21436	03/13/2013	Open			Accounts Payable	Unique Plumbing	\$95,545.14		
21437	03/13/2013	Open			Accounts Payable	United Healthcare Medicare Solutions	\$437.51		
21438	03/13/2013	Open			Accounts Payable	Upstart, Inc.	\$15.00		
21439	03/13/2013	Open			Accounts Payable	US Gas	\$278.80		
21440	03/13/2013	Open			Accounts Payable	Walgreens Company	\$134.78		
21441	03/13/2013	Open			Accounts Payable	Waste Management	\$7,383.00		
21442	03/13/2013	Open			Accounts Payable	West Central Municipal Conference	\$450.00		
21443	03/13/2013	Open			Accounts Payable	West Payment Center	\$29.40		
21444	03/13/2013	Open			Accounts Payable	Wisconsin Physicians Services Ins. Corp.	\$297.32		
21445	03/13/2013	Open			Accounts Payable	Wisconsin Physicians Services Ins. Corp.	\$292.83		
21446	03/13/2013	Open			Accounts Payable	Zee Medical, Inc.	\$277.25		
Type Check Totals:									
01 - General Cash Totals									
							\$1,187,976.82		

Checks	Status	Count	Transaction Amount	Reconciled Amount
	Open	169	\$1,187,976.82	\$0.00
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Stopped	0	\$0.00	\$0.00
	Total	169	\$1,187,976.82	\$0.00

All	Status	Count	Transaction Amount	Reconciled Amount
	Open	169	\$1,187,976.82	\$0.00
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Stopped	0	\$0.00	\$0.00

Payment Register

From Payment Date: 3/9/2012 - To Payment Date: 3/13/2013

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
					Total	169	\$1,187,976.82	\$0.00	
Grand Totals:									
					Checks	Status	Count	Transaction Amount	Reconciled Amount
						Open	169	\$1,187,976.82	\$0.00
						Reconciled	0	\$0.00	\$0.00
						Voided	0	\$0.00	\$0.00
						Stopped	0	\$0.00	\$0.00
						Total	169	\$1,187,976.82	\$0.00
					All	Status	Count	Transaction Amount	Reconciled Amount
						Open	169	\$1,187,976.82	\$0.00
						Reconciled	0	\$0.00	\$0.00
						Voided	0	\$0.00	\$0.00
						Stopped	0	\$0.00	\$0.00
						Total	169	\$1,187,976.82	\$0.00

Robert J. Lovero
Mayor



Collections and
Licensing

K-3

6700 West 26th Street Berwyn, Illinois 60402-0701 Telephone: (708) 788-2660 Fax: (708) 749-8910
www.berwyn-il.gov

March 6, 2013

Honorable Mayor Robert J. Lovero
And Members of the City Council
Berwyn City Hall
Berwyn, Illinois 60402

Dear Mayor and Council Members:

Attached please find a list of business licenses which were issued by the Collection and Licensing Department for the month of February, 2013. Included are; storefronts, phone use only businesses as well as out of town contractors. I am also providing a list of businesses that have applied for a license with a current status of Application Review/Pending as well as businesses waiting for inspections with a status of Inspections Pending.

Respectfully,

Jeannette Rendon
For David Jelonek
Finance Director

BUSINESS LICENSES ISSUED IN February, 2013 OUT OF TOWN CONTRACTORS

<u>NAME</u>	<u>ADDRESS</u>	<u>CORP. NAME AND/OR OWNERS NAME</u>	<u>COMMENTS</u>
PBS Plastering, Inc	Elk Grove Village, IL	PBS Plastering, Inc	Lath & Plaster
A & E Roofing and Siding, Inc	Aurora, IL	a & e Roofing and Siding, Inc	Roofing
Anfield Electric, Inc	Evergreen Park, IL	Anfield Electric, Inc	Electric
Asons Construction, Inc	Muncie, In	Asons Construction, Inc	General
Kilcommon Construction, Inc	Oak Lawn, IL	Kilcommon Construction, Inc	General
Sign Installation Services	Chicago Ridge,IL	Projection Enterprises	Sign Hanger
Browning Builder, Inc	Manhattan, Il	Browning Builders, Inc	General
Mold Pro Group, Inc	Chicago, Il	Mold Pro Group, Inc	Environmental
Zark Heating & Cooling	Manhattan, Il	Rob Bogda	Heating & Air Conditioning
Nash Brothers Construction Co.	Chicago, IL	Nash Brothers Construction Co., Inc	General
Window Works	Bolingbrook, IL	Window Works	General
24 Heating & Cooling	Bridgeview, IL	24 Heating & Cooling	Heating & Air Conditioning
Summit Design & Build, LLC	Chicago, Il	Summit Design & Build, LLC	General
WRN, Inc	Madison Heights, Mi	WRN, Inc	Telecommunication
Visteen Plumbing, Inc	Oak Park, IL	Visteen Plumbing. Inc	Plumbing

Inspections Pending

Business Name	Address	Last Update	Phone	ID #
<i>Abla and Kabeer Inc.</i> 6347 W. Roosevelt Rd. Berwyn	<i>d.b.a. Mobil Food and Gas</i> IL 60402	2/27/2013	(708) 788-3626	14509
<i>Berwyn Credit Restoration</i> 6601 W. Roosevelt Rd. Berwyn	<i>Unit B</i> IL 60402	2/4/2013	(888) 550-6570	14472
<i>Botanica Orisha Ile Ifa Inc.</i> 2617 S. Ridgeland Ave. Berwyn	IL 60402	12/18/2012	(708) 795-8300	14405
<i>Cermak Children's Clinic, S.C.</i> 6917 W. Cermak Berwyn	IL 60402	3/1/2013	(708) 749-7002	14494
<i>Diamond Realtors Group</i> 6328 W. 26 th St. Berwyn	IL 60402	1/28/2013	(708) 749-3220	14458
<i>Enterprise Rent -a- Car</i> 6301 W. Ogden Avenue Berwyn	IL 60402	3/16/2012	(708) 749-2000	12778
<i>Fernando Fuentes D.B.A. Roberto's Place</i> 3244 S. Oak Park Avenue Berwyn	IL 60402	2/1/2012		13011
<i>K ' Natural Inc.</i> 6610 W. Cermak Rd. Berwyn	IL 60402	6/9/2011	(708) 788-7900	12533
<i>Loan Today</i> 6226 W. Cermak Rd. Berwyn	IL 60402	10/23/2012		13565
<i>Luis Marin</i> 6733 W. 26 th St. Berwyn	<i>d.b.a. Armando's Unisex and Barb</i> IL 60402	1/16/2013	(708) 484-4026	14447
<i>Munoz Medical Center LLC</i> 3100 South Oak Park Avenue Berwyn	IL 60402	8/22/2011	(708) 484-2600	12702
<i>Nationwide Income Tax Services Inc.</i> 6626 W. Cermak Road Berwyn	IL 60402	1/21/2011	(800) 567-0757	10837
<i>Nutri Max Fitness # 4</i> 6508 W. 16 th St. Berwyn	IL 60402	11/14/2012		13612
<i>Ogden Motors Inc.</i> 6516 W. Ogden Ave. Berwyn	IL 60402	11/8/2012	(708) 674-4544	13606
<i>Pav Realtors</i> 6308 W. Cermak Road Berwyn	IL 60402	4/1/2011	(708) 795-7100	10965
<i>Release Dance Productions</i> 6803 W. Roosevelt Rd. Berwyn	IL 60402	7/10/2012	(708) 513-5662	13331
<i>Taqueria El Palenque Inc.</i> 1547 S. Oak Park Ave. Berwyn	IL 60402	2/23/2012		13049
<i>Union Arms Company</i> 6340 W. 26th Street Berwyn	IL 60402	8/30/2010	(708) 646-5605	12366
<i>Upscale Audio Exchange</i> 3225 S. Harlem Ave. Berwyn	IL 60402	12/26/2012	(708) 484-2694	14413
Total Businesses				19

Application Review

Business Name	Address	Last Update	Phone	ID #
<i>Raymond's Tacos and Burritos</i> 6401 W. 34th Street	Berwyn IL 60402	7/8/2010	(708)	12365
Total Businesses				1

Application Pending

Business Name	Address	Last Update	Phone	ID #
<i>Andles Investment</i> 6847 W. Cermak Road	Berwyn IL 60402	7/8/2010	(708) 795-2909	12367
<i>Lugniappe, LLC</i> 2905 S. Ridgeland Avenue	Berwyn IL 60402	7/8/2010	(312) 651-2037	11541
Total Businesses				2

Robert J. Lovero
Mayor



Charles D. Lazzara
Building Director

K-A

A Century of Progress with Pride

6700 West 26th Street Berwyn, Illinois 60402-0701 Telephone: (708) 788-2660 Fax: (708) 788-1427
www.berwyn-il.gov

March 1, 2013

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

Re: Building and Local Improvement Permits

Gentlemen:

Attached hereto is the financial report of Building and Local Improvement Permits issued by the City of Berwyn for the month of February, 2013 along with a copy of Permit Statistics for this same period.

Respectfully,



Charles D. Lazzara, Director
Building Department

CDL:cr
encs.

Report Of Building Permits Issued By The City Of Berwyn

Friday, March 01, 2013

Between: 2/1/2013 And 2/28/2013

Name and Address	Issued	Permit No.	Cost Of Improvements	Cost Of Permit
Trina Hargrove 1234 S. Maple Avenue	2/4/2013	HVAC-B 7760-0	\$21,130.00	\$535.00
223 Real Estate, LLC Series BEI 1513 S. Elmwood Avenue	2/5/2013	Bldg-B 7761-0	\$0.00	\$1,140.00
Jack Shay 2118 S. Clinton Avenue	2/6/2013	Bldg-B 7762-0	\$45,000.00	\$680.00
Maria Tafolla 1840 S. Wenonah Avenue	2/13/2013	Bldg-B 7764-0	\$9,325.00	\$790.00
City of Berwyn 6538-40 W. Ogden Avenue	2/6/2013	Bldg-R 7720-2	\$0.00	\$115.00
US Bank N.A. estate of Naomi G. 3406 S. Harvey Avenue	2/25/2013	Bldg-R 7733-1	\$0.00	\$100.00
6 Building Permits Issued During Period	Totals		<u>\$75,455.00</u>	<u>\$3,360.00</u>

Permits Issued By The Building Department

Friday, March 01, 2013

Between: 2/1/2013 And 2/28/2013

<u>Building</u>	Permits Issued: 5	Cost of Improvements: \$54,325.00
<u>Dumpster</u>	Permits Issued: 3	Cost of Improvements: \$0.00
<u>Electrical</u>	Permits Issued: 20	Cost of Improvements: \$13,464.25
<u>Fence</u>	Permits Issued: 3	Cost of Improvements: \$2,520.00
<u>HVAC</u>	Permits Issued: 13	Cost of Improvements: \$56,541.00
<u>Local Improvement</u>	Permits Issued: 73	Cost of Improvements: \$824,469.39
<u>Plumbing</u>	Permits Issued: 21	Cost of Improvements: \$37,760.56
<u>POD</u>	Permits Issued: 1	Cost of Improvements: \$0.00
<u>Roofing</u>	Permits Issued: 11	Cost of Improvements: \$52,500.00
Total Permits: <u>150</u>		Total Improvements: <u>\$1,041,580.20</u>

Fees Collected

Building Permit	\$680.00
Building Final	\$1,595.00
Local Improvement Permit	\$10,820.00
Electrical Fees	\$570.00
Electrical Service	\$50.00
Electrical Inspection	\$4,150.00
Framing Inspection	\$975.00
Inspection	\$1,920.00
Fence Fees	\$70.00

Permits Issued By The Building Department

Friday, March 01, 2013

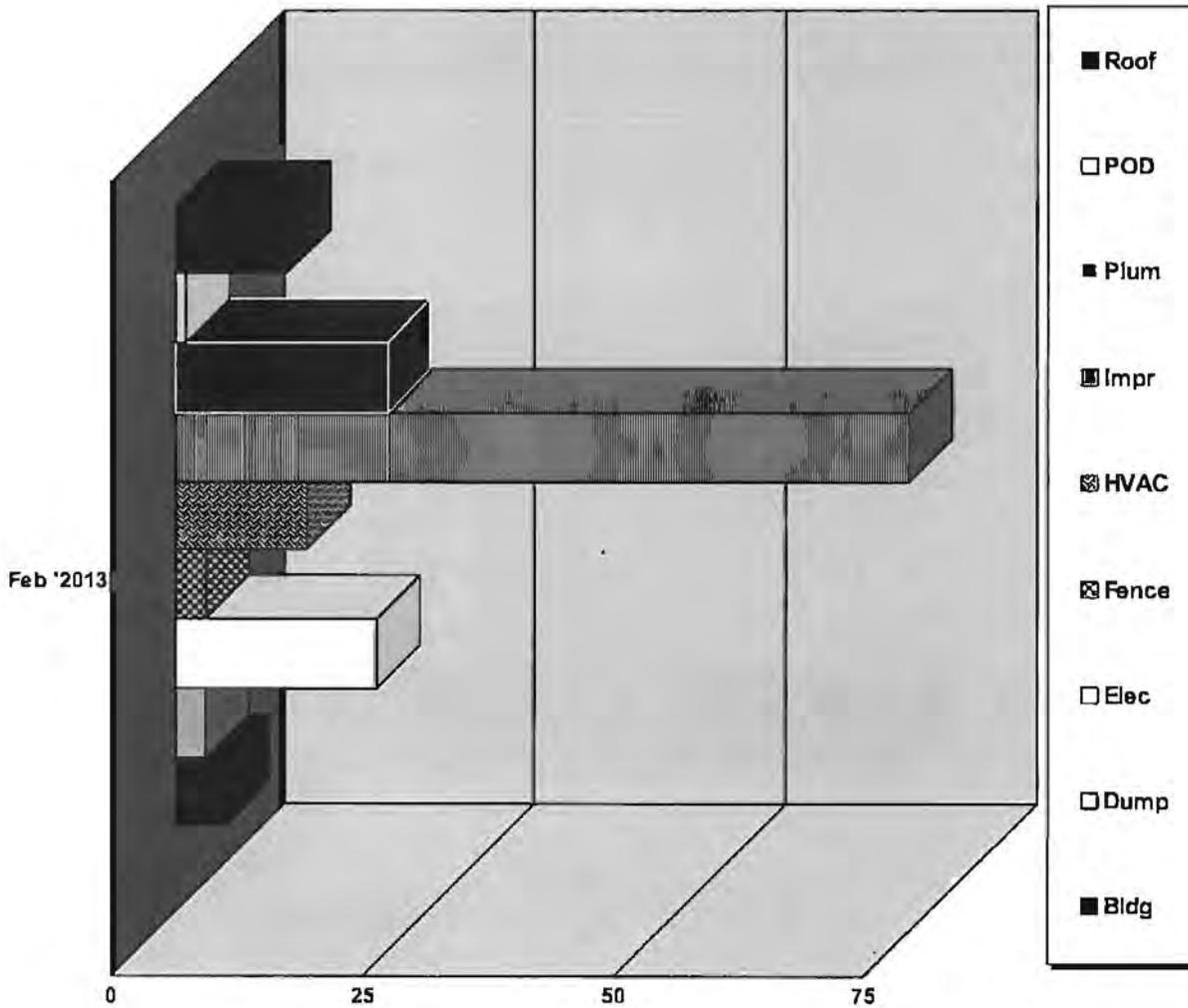
Between: 2/1/2013 And 2/28/2013

Plumbing Fees	\$795.00
Plumbing Inspection	\$3,200.00
Plumbing Inspection (Underground)	\$550.00
Post Hole Inspection	\$200.00
HVAC Permit	\$740.00
HVAC Inspection	\$1,665.00
Service Charge	\$475.00
Insulation/Fire Stopping Inspection	\$530.00
Dumpster	\$600.00
POD	\$50.00
Pre-Pour Inspection	\$100.00
Stack Test	\$450.00
Fine - (Misc)	\$500.00
Roof Covering Fees	\$720.00
Fire Department	\$200.00
Total Fees Collected	\$31,605.00

Permits Issued

Friday, March 1, 2013 12:33 PM

For Period Beginning 2/1/2013 And Ending 2/28/2013



Permit Detail

2013	February	Bldg	5
2013	February	Dump	3
2013	February	Elec	20
2013	February	Fence	3
2013	February	HVAC	13
2013	February	Impr	73
2013	February	Plum	21
2013	February	POD	1
2013	February	Roof	11

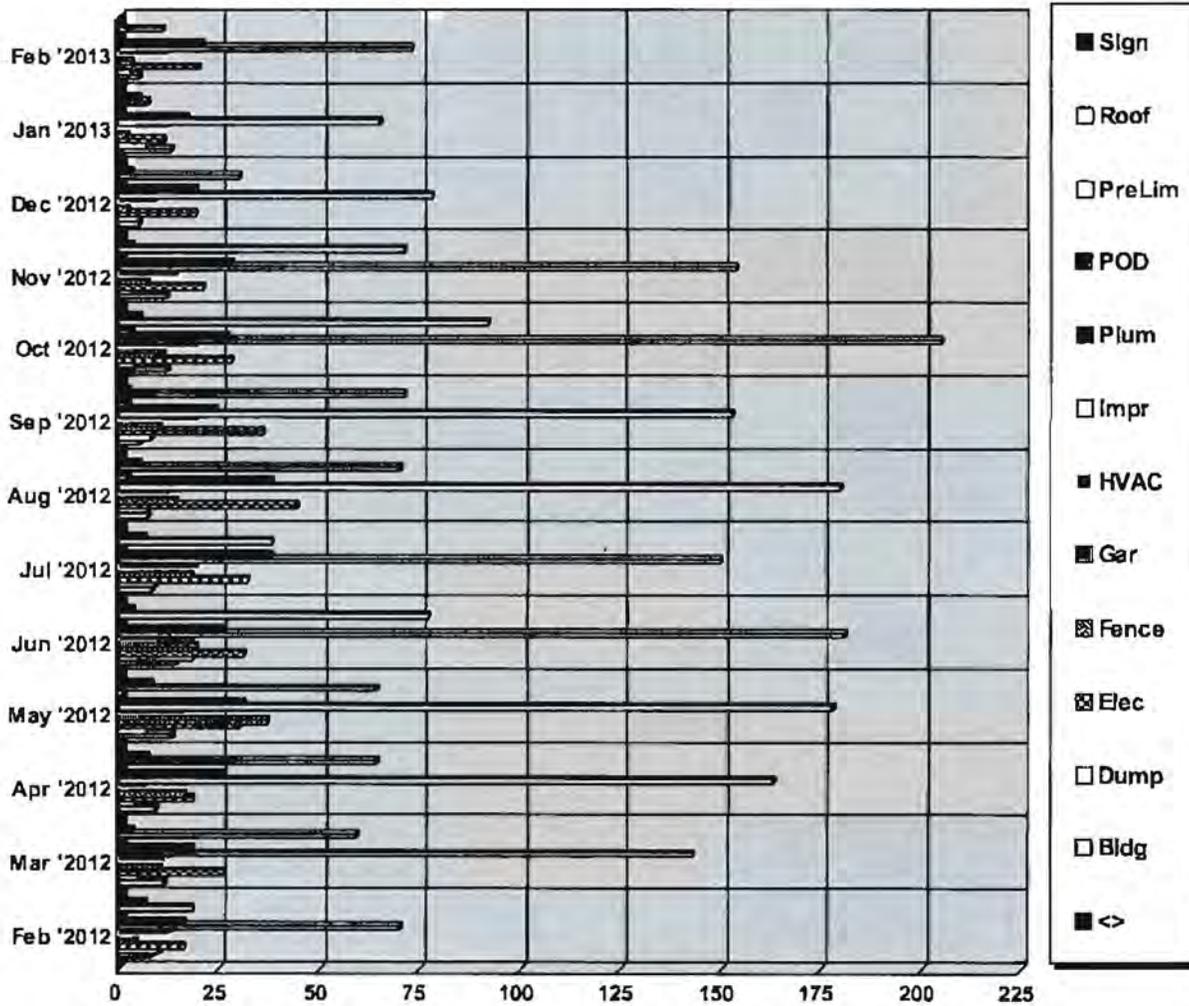
150

Total Permits Issued 150

Permits Issued

Friday, March 1, 2013 12:34 PM

For Period Beginning 2/1/2012 And Ending 2/28/2013



Permit Detail

2013	February	Bldg	5
2013	February	Dump	3
2013	February	Elec	20
2013	February	Fence	3
2013	February	HVAC	13
2013	February	Impr	73
2013	February	Plum	21
2013	February	POD	1
2013	February	Roof	11
2013	January	Bldg	13
2013	January	Dump	7
2013	January	Elec	11
2013	January	Fence	2
2013	January	HVAC	13
2013	January	Impr	65
2013	January	Plum	17
2013	January	Roof	7
2013	January	Sign	5
2012	December	Bldg	5
2012	December	Dump	5
2012	December	Elec	19
2012	December	Fence	2
2012	December	Gar	2
2012	December	HVAC	10
2012	December	Impr	78
2012	December	Plum	18
2012	December	POD	1
2012	December	PreLim	1
2012	December	Roof	30
2012	December	Sign	3
2012	November	Bldg	12
2012	November	Dump	3
2012	November	Elec	21
2012	November	Fence	7
2012	November	Gar	4
2012	November	HVAC	15
2012	November	Impr	154
2012	November	Plum	28
2012	November	Roof	71
2012	November	Sign	3

150

140

175

318

Permit Detail

2012	October		1
2012	October	Bldg	12
2012	October	Dump	4
2012	October	Elec	28
2012	October	Fence	11
2012	October	Gar	4
2012	October	HVAC	20
2012	October	Impr	205
2012	October	Plum	27
2012	October	POD	3
2012	October	PreLim	1
2012	October	Roof	82
2012	October	Sign	5

413

2012	September	Bldg	5
2012	September	Dump	8
2012	September	Elec	36
2012	September	Fence	10
2012	September	Gar	3
2012	September	HVAC	20
2012	September	Impr	153
2012	September	Plum	24
2012	September	POD	2
2012	September	Roof	71
2012	September	Sign	2

334

2012	August	Bldg	7
2012	August	Dump	7
2012	August	Elec	44
2012	August	Fence	14
2012	August	Gar	2
2012	August	HVAC	13
2012	August	Impr	180
2012	August	Plum	38
2012	August	POD	2
2012	August	Roof	70
2012	August	Sign	5

382

2012	July	Bldg	8
2012	July	Dump	9
2012	July	Elec	32
2012	July	Fence	18
2012	July	Gar	5
2012	July	HVAC	20
2012	July	Impr	150
2012	July	Plum	38
2012	July	Roof	38
2012	July	Sign	6

324

2012	June	Bldg	14
2012	June	Dump	18
2012	June	Elec	31
2012	June	Fence	19
2012	June	Gar	4
2012	June	HVAC	18
2012	June	Impr	181
2012	June	Plum	26
2012	June	Roof	77
2012	June	Sign	3

392

2012	May	Bldg	13
2012	May	Dump	7
2012	May	Elec	30
2012	May	Fence	37
2012	May	Gar	5
2012	May	HVAC	18
2012	May	Impr	178
2012	May	Plum	31
2012	May	PreLim	1
2012	May	Roof	84
2012	May	Sign	8

390

2012	April	Bldg	9
2012	April	Dump	4
2012	April	Elec	18
2012	April	Fence	18
2012	April	Gar	3
2012	April	HVAC	7
2012	April	Impr	163
2012	April	Plum	28
2012	April	POD	1
2012	April	Roof	84
2012	April	Sign	7

318

2012	March	Bldg	11
2012	March	Dump	5
2012	March	Elec	28
2012	March	Fence	10
2012	March	Gar	3
2012	March	HVAC	12
2012	March	Impr	143
2012	March	Plum	18
2012	March	Roof	59
2012	March	Sign	3

290

2012	February	Bldg	8
2012	February	Dump	10
2012	February	Elec	16
2012	February	Fence	4
2012	February	Gar	4
2012	February	HVAC	13
2012	February	Impr	70
2012	February	Plum	18
2012	February	Roof	18
2012	February	Sign	6

165

Permit Detail

Total Permits Issued **3791**

K-5

The City of Berwyn



Nona N. Chapman
1st Ward Alderman

A Century of Progress with Pride

6700 West 26th Street Berwyn, Illinois 60402-0701 Telephone: (708) 749-6401 Fax: (708) 788-2675
www.berwyn-il.gov

March 8, 2013
Mayor Robert J. Lovero
Members of the Berwyn City Council
Berwyn City Hall

Re: Handicap request #834
3838 S. Clinton Ave.

Ladies and Gentlemen,

I concur with the investigating officer's recommendation in the attached Handicap application to **approve** the request.

Respectfully,

Nona N. Chapman

Nona N. Chapman
1st ward Alderman



Berwyn Police Department

6401 West 31st Street
Berwyn, Illinois 60402
708-795-5600
Fax 708-795-5627
Emergency Call 911

Handicapped - Parking / Zone Request Form

To : Mayor Robert J. Lovero
From : Berwyn Police Department Community Service Division
Date : 1/17/2013
Officer: M. Raimondi #192

Applicant Name: Dorothy Mascitti
Address: 3838 S. Clinton Ave, Berwyn, IL 60402
Telephone:

Nature of Disability:

Information

	Yes	No		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"/>	Handicapped Plate	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Garage:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Handicapped Placard	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Driveway:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Wheelchair:	<input type="checkbox"/>	<input type="checkbox"/>
Off Street:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Walker / Cane:	<input type="checkbox"/>	<input type="checkbox"/>
On Street:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Oxygen:	<input type="checkbox"/>	<input type="checkbox"/>

Meets Police Dept
Requirements

	Yes	No
Space	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Zone	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Report # 13-00725

Ward Alderman:

CHAPMAN

Staff Recommendation	
Approved <input checked="" type="checkbox"/>	Denied

OFFICIAL SWORN POLICE REPORT

Berwyn Police Department

6401 West 31st Street Berwyn, IL 60402 (708) 795-5600

Incident#: 13-00725

STATION COMPLAINT UCR/Offense Code

9011 (Applicant File)

DESCRIPTION

Applicant File

INCIDENT #

13-00725

REPORT TYPE

Incident Report

RELATED CAD #

C13-003590

DOT #

HOW RECEIVED

WHEN REPORTED

01/22/2013 12:13

LOCATION OF OFFENSE (HOUSE NO., STREET NAME)

3838 S CLINTON AV Berwyn, IL 60402

STATUS CODE

STATUS DATE

TIME OF OCCURRENCE

01/22/2013 12:13

INVOLVED ENTITIES

NAME

DOB

AGE

ADDRESS

Mascitti, Denise P

59

3838 S CLINTON AV Berwyn, IL 60402

SEX

RACE

HGT

WGT

HAIR

EYES

PHONE

F

White, Caucasian

5'1"

108

Brown

Green

SID #

DL #

FBI #

ALT PHONE

CLOTHING

UCR

9041 (Applicant File) - 0 count(s)

TYPE

Reporting Party

RELATED EVENT #

NAME

DOB

AGE

ADDRESS

MASCITTI, DOROTHY

88

3838 S Clinton Av Berwyn, IL 60402

SEX

RACE

HGT

WGT

HAIR

EYES

PHONE

F

SID #

DL #

FBI #

ALT PHONE

CLOTHING

UCR

9041 (Applicant File) - 0 count(s)

TYPE

Other

RELATED EVENT #

INVOLVED VEHICLES

VEHICLE #

STATE

TYPE

INVOLVEMENT

VIN #

N889711

IL

Sedan, 4-door

YEAR

MAKE

MODEL

COLOR

COMMENTS

2011

Lexus

ES330

OWNER

Mascitti, Denise P

NARRATIVES

PRIMARY NARRATIVE

Dorothy Mascitti, dob [redacted], who resides at 3838 S. Clinton Ave. Berwyn IL, is requesting handicap parking signs to be placed in front of her residence. Ms. Mascitti suffers from [redacted]

Ms. Mascitti resides with her daughter/caretaker, Denise Mascitti, and there is a garage on the premises.

For the above listed reasons, this officer feels that this application should be approved for a Drop-Off Zone at this time.

REPORTING OFFICER

RAIMONDI, MARGO J

STAR #

192

APPROVED BY

STAR #

**Handicapped Space/Zone
Public Works Site Inspection**

Application # 834

Public Works Director or Designee Robert Schiller

Comments: _____

Meets Public Works Criteria:

Parking Space	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
Parking Zone	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>

Date: 1/29/2013

Police Report # 13-00725

**Handicapped Space/Zone
Traffic Engineer Site Inspection**

Application # 834

Traffic Engineer or Designee Nicole Campbell

Comments: _____

Meets Traffic Criteria for:

Parking Space	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
Parking Zone	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>

Date: 1/29/2013

Police Report # 13-00725

Robert J. Lovero
Mayor



James D. Ritz
Chief of Police

DEC 3 2012

A Century of Progress with Pride

Affidavit For Handicapped Parking Sign or Drop Off Zone

You must have a permanent Handicap State Plate or Handicap Placard to park any vehicle in a designated Handicap Parking space

DOROTHY MASCITTI
(Name of Handicapped Applicant)

3838 CLINTON
(Berwyn Address)

DENISE MASCITTI
(Name of caregiver, or guardian if minor)

1
(Telephone /Cell Phone Number)

Is there a garage on the property? Yes / No

Are you the homeowner? Yes No

Driveway NO Carport NO

All Applicants must submit the Physicians form (A)

***Renters must submit the Owner Consent form (B).**

Vehicle Information

2011 LEXUS ES 350
(Vehicle make and model)

DARK BLUE 2011
(Color / Year)

N889711
(Illinois License Plate Number)

17795
(Current City Vehicle Sticker Number)

(Illinois Handicapped Plate)

BE 39610
(Illinois Permanent Handicap Placard Number)

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.

Denise Mascitti (Daughter)

Return the completed form to the Parking Division at the Berwyn Police Department
6401 West 31st Street, Berwyn, Illinois

Robert J. Lovero
Mayor



James D. Ritz
Chief of Police

A Century of Progress with Pride

(Signature of handicapped person or their legal guardian)

(Date)

Physician Form (A)

This form must be filled out in its entirety and signed by your physician.

Physician must state, by printing below, the nature of the patient's handicap

Ms. Muscith

Does the patient utilize any of the following? :

Walker _____ Wheel Chair _____ Cane _____ Oxygen _____

I hereby certify that the physical conditions of the above named "Handicapped Person" constitutes him/her as a handicapped person as defined under the statutory provision Par. 1-159 (Physically Handicapped 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/Stamp)

7/22/2012

(Date)

(Print Physician's Name)

(Address and Telephone Number) IL

K-6

The City of Berwyn



Nona N. Chapman
1st Ward Alderman

A Century of Progress with Pride

6700 West 26th Street Berwyn, Illinois 60402-0701 Telephone: (708) 749-6401 Fax: (708) 788-2675
www.berwyn-il.gov

March 8, 2013
Mayor Robert J. Lovero
Members of the Berwyn City Council
Berwyn City Hall

Re: Handicap request #836
3553 S. Clinton Ave.

Ladies and Gentlemen,

I concur with the investigating officer's recommendation in the attached Handicap application to **approve** the request.

Respectfully,

Nona N. Chapman

Nona N. Chapman
1st ward Alderman



Berwyn Police Department

6401 West 31st Street
Berwyn, Illinois 60402
708-795-5600
Fax 708-795-5627
Emergency Call 911

Handicapped - Parking / Zone Request Form

To : Mayor Robert J. Lovero
From: Berwyn Police Department Community Service Division
Date : 1/24/2013
Officer: Margo Raimondi #192

Applicant Name: Macario Arteaga

Address: 3553 S. Clinton Ave, Berwyn IL 60402

Telephone:

Nature of Disability:

Information

	Yes	No
Doctor's Note/ Affidavit:	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Owner's Support Letter	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Garage:	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Driveway:	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Off Street:	<input type="checkbox"/>	<input checked="" type="checkbox"/>
On Street:	<input checked="" type="checkbox"/>	<input type="checkbox"/>

	Yes	No
Interviewed:	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Handicapped Plate	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Handicapped Placard	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Wheelchair:	<input type="checkbox"/>	<input type="checkbox"/>
Walker / Cane:	<input type="checkbox"/>	<input type="checkbox"/>
Oxygen:	<input type="checkbox"/>	<input type="checkbox"/>

Meets Police Dept
Requirements

	Yes	No
Space	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Zone	<input type="checkbox"/>	<input type="checkbox"/>

Report # 13-00798

Ward Alderman:

CHAPMAN

Staff Recommendation	
Approved <input checked="" type="checkbox"/>	Denied <input type="checkbox"/>

OFFICIAL SWORN POLICE REPORT

Berwyn Police Department

6401 West 31st Street Berwyn, IL 60402 (708) 795-5600

Incident#: 13-00798

STATION COMPLAINT UCR/Offense Code

9041 (Applicant File)

REPORT TYPE

Incident Report

WHEN REPORTED

01/24/2013 10:15

TIME OF OCCURRENCE

01/24/2013 10:15

DESCRIPTION

Applicant File

RELATED CAD #

C13-003941

LOCATION OF OFFENSE (HOUSE NO., STREET NAME)

3553 S CLINTON AV Berwyn, IL 60402

STATUS CODE

INCIDENT #

13-00798

HOW RECEIVED

Walk In

STATUS DATE

INVOLVED ENTITIES

NAME

Arteaga, Macario C.

SEX

M

RACE

Hispanic

SID #

DOB

AGE

73

ADDRESS

3553 S Clinton AV Berwyn, IL 60402

HGT

WGT

HAIR

EYES

PHONE

DL #

FBI #

ALT PHONE

CLOTHING

UCR

9041 (Applicant File) - 0 count(s)

TYPE

Reporting Party

RELATED EVENT #

NAME

MORENO, ANNETTE

SEX

F

RACE

Hispanic

SID #

DOB

AGE

41

ADDRESS

3553 S CLINTON AV Berwyn, IL 60402

HGT

WGT

HAIR

EYES

PHONE

DL #

FBI #

ALT PHONE

CLOTHING

UCR

9041 (Applicant File) - 0 count(s)

TYPE

Other

RELATED EVENT #

INVOLVED VEHICLES

VEH/PLATE #

K744038

STATE

IL

TYPE

Van/Minivan

INVOLVEMENT

VIN #

YEAR

2003

MAKE

Ford

MODEL

Windstar

COLOR

White

COMMENTS

OWNER

Arteaga, Macario

NARRATIVES

PRIMARY NARRATIVE

Macario Arteaga, dob: [redacted] who resides at 3553 S. Clinton Ave. Berwyn, IL, is requesting handicap parking signs to be placed in front of his residence. Mr. Arteaga suffers from [redacted] is

There is another handicap parking space on the block, located at 3545 Clinton.

Mr. Arteaga is the property owner and there is no garage on the premises. On-street parking is frequently limited, due to the traffic congestion from parents dropping off/picking up students to/from Irving school.

For the above stated reasons, this officer feels that this application should be considered for approval at this time.

OFFICIAL SWORN POLICE REPORT

Berwyn Police Department

6401 West 31st Street Berwyn, IL 60402 (708) 795-5600

Incident#: 13-00798

STATION COMPLAINT UCR/Offense Code

9041 (Applicant File)

DESCRIPTION

Applicant File

INCIDENT #

13-00798

REPORT TYPE

Incident Report

RELATED CAD #

C13-003941

DOT #

HOW RECEIVED

Walk In

WHEN REPORTED

01/24/2013 10:15

LOCATION OF OFFENSE (HOUSE NO. STREET NAME)

3553 S CLINTON AV Berwyn, IL 60402

STATUS CODE

STATUS DATE

TIME OF OCCURRENCE

01/24/2013 10:15

REPORTING OFFICER

RAIMONDI MARGO J

STAR #

192

APPROVED BY

STAR #

DRAFT

Handicapped Space/Zone
Public Works Site Inspection

Application # 836

Public Works Director or Designee Robert Schiller

Comments: _____

Meets Public Works Criteria:

Parking Space	Yes	<input checked="" type="checkbox"/>
Parking Zone	Yes	<input type="checkbox"/>

No	<input type="checkbox"/>
No	<input checked="" type="checkbox"/>

Date: 1/29/2013

Police Report # 13-00798

Handicapped Space/Zone
Traffic Engineer Site Inspection

Application # 836

Traffic Engineer or Designee Nicole Campbell

Comments: _____

Meets Traffic Criteria for:

Parking Space	Yes	<input checked="" type="checkbox"/>
Parking Zone	Yes	<input type="checkbox"/>

No	<input type="checkbox"/>
No	<input checked="" type="checkbox"/>

Date: 1/29/2013

Police Report # 13-00798

Robert J. Lovero
Mayor



James D. Ritz
Chief of Police

A Century of Progress with Pride

1/2/13

Affidavit For Handicapped Parking Sign or Drop Off Zone

You must have a permanent Handicap State Plate or Handicap Placard to park any vehicle in a designated Handicap Parking space

Macario C. Arteaga
(Name of Handicapped Applicant)

3553 Clinton Ave
(Berwyn Address)

(Name of caregiver, or guardian if minor)

708
(Telephone /Cell Phone Number)

Is there a garage on the property? Yes No

Are you the homeowner? Yes No

Driveway _____ Carport _____

All Applicants must submit the Physicians form (A).

*Renters must submit the Owner Consent form (B).

Vehicle Information

FORD WINDSTAR
(Vehicle make and model)

White 2003
(Color / Year)

K74 4038
(Illinois License Plate Number)

6483
(Current City Vehicle Sticker Number)

(Illinois Handicapped Plate)

BG 64174
(Illinois Permanent Handicap Placard Number)

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.

Arnell McRene

1/2/13

Return the completed form to the Parking Division at the Berwyn Police Department
6401 West 31st Street, Berwyn, Illinois

Robert J. Lovero
Mayor



James D. Ritz
Chief of Police

A Century of Progress with Pride

(Signature of handicapped person or their legal guardian)

(Date)

Physician Form (A)

This form must be filled out in its entirety and signed by your physician.

Physician must state, by printing below, the nature of the patient's handicap

Does the patient utilize any of the following? :

Walker _____ Wheel Chair _____ Cane _____ Oxygen _____

I hereby certify that the physical conditions of the above named "Handicapped Person" constitutes him/her as a handicapped person as defined under the statutory provision Par. 1-159 (Physically Handicapped 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/Stamp)

11/19/12

(Date)

(Print Physician's Name)

(Address and Telephone Number)

K-7



Friday, March 01, 2013

Dear City Clerk,

The Relay For Life of Berwyn Cicero committee would like to request a few weekends in the months of March, April, and May to hold our yearly 'tag days' fundraiser. During these 'tag days' we stand at various locations in the Berwyn community to collect money for our annual Relay For Life event. This year we would like to have at least three of the dates we have listed: March 23, March 30, April 6, April 13, April 20, and May 4.

The American Cancer Society's Relay For Life is a annual fundraiser where teams of 10-15 individuals walk the track for twelve hours while celebrating the lives of those survivors, remembering those who have passed away, and pledge to fight back to take health choices to make them less susceptible to cancer.

Our event will take place on May 10-11, 2013 at Morton West High School located at 2400 S Home Ave in Berwyn. We would like to invite you and all city members out to the event.

If you have any questions or need any additional material please feel free to contact me at the Information below.

Thank You For Your Time,

A handwritten signature in black ink, appearing to read "Marie Kieskowski".

Marie Kieskowski
Senior Income Development Representative
American Cancer Society; West Cook Region
225 N Michigan Ave; Suite 1210
Chicago, IL 60601
Phone: (312) 279.7257 Fax: (312) 372.0910
Email: marie.kieskowski@cancer.org

The City of Berwyn



Robert J. Lovero
Mayor

K-8

A Century of Progress with Pride

March 4, 2013

MEMO

TO: CITY COUNCIL

FROM: ROBERT J. LOVERO
Liquor Commissioner

RE: NOTIFICATION OF WRITTEN ORDERS ENTERED
AT CONCLUSION OF LIQUOR LICENSE HEARING PROCEEDINGS

Pursuant to the requirements of Section 804.21 (b) (6) of the Berwyn Codified Ordinances, attached you will find copies of written orders entered in the following liquor license hearing proceedings:

<u>Case #</u>	<u>Licensee</u>	<u>Location</u>
13-L-01	Loco Lizard, Inc.	Loco Lizard Cantina & Sport Bar 2717 Ridgeland Avenue

Respectfully,

A handwritten signature in cursive script that reads "Robert J. Lovero".

Robert J. Lovero
Mayor

RJL:kmc

LIQUOR CONTROL COMMISSION
CITY OF BERWYN, ILLINOIS

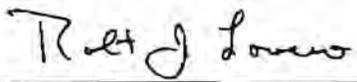
LICENSEE: Loco Lizard, Inc.)
c/o Yolanda Hernandez Reg. Agt.)
2723 Highland Avenue)
Berwyn, Illinois 60402)
MANAGER: Jorge Flores)
2717 Ridgeland Avenue)
Berwyn, IL 60402)
LOCATION: Loco Lizard Cantina & Sport Bar)
2717 Ridgeland Avenue)
Berwyn, IL 60402)

Case No. 13-L-01

DECISION

A stipulation to the facts as set forth in the Notice to Appear and Defend documents previously served upon the Licensee and an admission having been offered as to all such violations. The Commission further admitted all evidence in mitigation of the charges. After the hearing, the Commissioner entered a license suspension of fourteen (14) days from March 11, 2013 through March 24, 2013. Further, the Commissioner imposed upon the Licensee a fine of ONE THOUSAND DOLLARS (\$1,000.00), payable within 30 days of the date hereof.

Dated: March 4, 2013

Enter: 
Robert J. Lovero
Liquor Commissioner

THE FAILURE OF THE LICENSEE TO COMPLY WITH THIS MAY SUBJECT THE
LICENSEE TO FURTHER PROCEEDINGS AND PENALTIES.