



2010 Annual Budget

For the Fiscal Year Beginning January 1, 2010



The City of Berwyn

Robert J. Lovero
Mayor

A Century of Progress with Pride

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2010 Annual Budget

Members of the City Council

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

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

Administrators

Robert Lovero
Joseph Kroc
Thomas Pavlik
Brian Pabst
Anthony Bertuca
Robert Dwan
James Frank
Tammy Clausen
Denis O'Halloran
William Kushner
Charles Lazzara
Anthony Martinucci
Robert Schiller
John Wysocki

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

Report Prepared By

John Wysocki, CPA

Director, Finance

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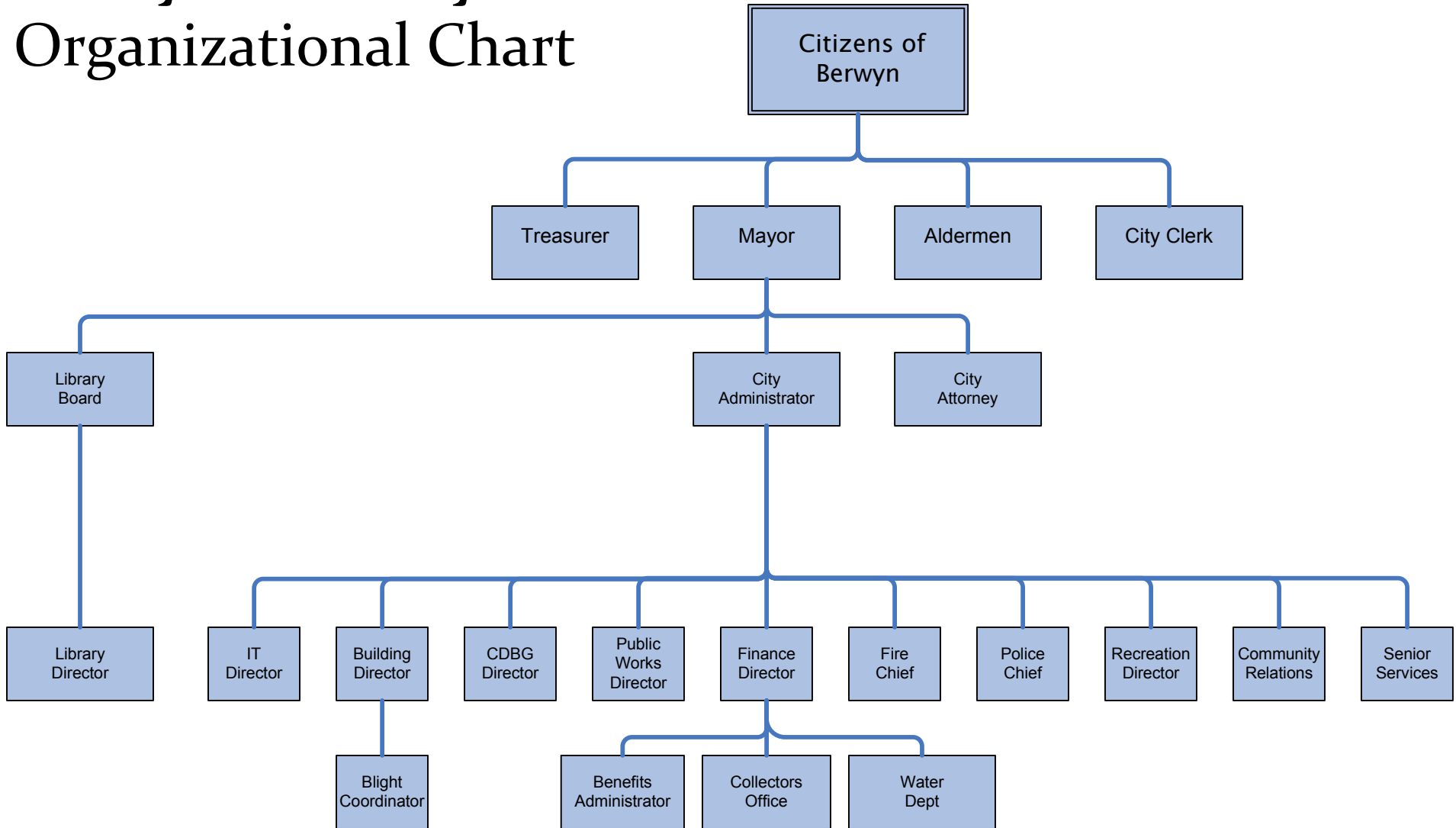
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City of Berwyn Organizational Chart



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Description of Budget Process

The City uses the following procedures in establishing the budget.

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

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2010 Budget Message from Mayor Robert J. Lovero

It is my privilege to present the 2010 Budget of the City of Berwyn for your review. The 2010 Budget is the result of the combined efforts of all of the Department heads along with the Finance Director, City Administrator and me. The total expected revenue for the General Fund is \$46,918,036 which will be offset by budgeted expenses of \$46,904,611 for a net budget surplus of \$13,425. Due to the national economic downturn for 2009, in conjunction with our estimated revenues falling significantly short of the budget, staff immediately took steps to lessen the severity of the situation. While other municipalities have weathered the storm by utilizing their fund balance, at the beginning of 2009, the City of Berwyn's fund balance was only \$148,000; therefore we did not have that option.

Through a combination of measures, staff was not only able to maintain City services, throughout 2009, but staff is able to present a balanced budget for the 2010 budget. This achievement was made possible by a series of strategic initiatives which included: cost cutting measures, staff consolidation, unpaid staff furloughs, presentation of financial plans to Standard and Poors thereby maintaining our credit rating and allowing for meaningful debt restructuring and fiscal responsibility. Due to the need to adopt our 2010 budget by March 31, we are unable to include potential cost savings as a result of contract negotiations still in progress. These measures allowed the City Council to minimize the impact of a tax increase, which is estimated at approximately 4% for the average residential property owner.

The Capital Projects Fund has been lowered from \$17,490,000 in 2009 to \$3,296,522 in 2010 reflecting our fiscal prudence. In addition, we have created a Parking Garage Fund to better track, and therefore control, revenues and expenses related thereto.

Included in the budget are the department directors' goals and objectives for 2010. Although we are facing economic challenges, as illustrated in the objectives, the City is focused on maintaining services that affect the citizens' quality of life. The Library budget as approved by their Board is included in this budget.

Our economic stewardship has the City well positioned to address the present fiscal challenges. We believe that our 2010 budget responds appropriately to economic conditions. In addition, we are sensitive to the need to remain flexible to adapt to ever-changing economic conditions. In summary, my primary goal is to provide, in a cost effective manner, high quality services for the citizens of Berwyn.

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Community Profile

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

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

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

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

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

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

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

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

Residents and visitors pay homage to the city's rich cultural diversity during two annual festivals, the "Houby Day Parade" honoring Czechs and the food staple mushroom (houby), and the Italian Feast of Our Lady of Lauretana. For many years, the "Summerfaire" festival was presented featuring nationally-famous and local entertainment. Plans are now in the works for a new, "Right Way, the Berwyn Way" festival for summer, 2010.

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

Schools, churches, parks and recreation 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.

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

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

Public safety is a top priority in Berwyn. The city boasts a regular, full-time fire department with more than 70 employees who work from three fire stations. The police department is well-staffed with more than 240 police personnel, as well as an auxiliary

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police department and an active group of citizen volunteers and a well-organized Neighborhood Watch Organization. Berwyn recently opened a state-of-the-art police facility and a new north-side fire station.

The Berwyn Health Department operates independently of the city as part of Berwyn Township government and serves the entire Berwyn area to meet the public health needs of the community. 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.

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 to say, "It's Better in Berwyn!"

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Description of City Funds and Accounting Structure

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

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

Governmental Fund Types

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

General Fund –

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

Special Revenue Funds –

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

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Description of City Funds and Accounting Structure

Special Revenue Funds – (continued)

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

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

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

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

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

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

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

Debt Service Fund –

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

Capital Projects Funds –

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

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Description of City Funds and Accounting Structure

Proprietary Fund Types

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

Enterprise Funds –

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

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

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

Internal Service Funds –

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

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

**City of Berwyn
Budget Summary - All Funds
2010 Budget**

| Fund | Special Revenue Funds | | | | | | |
|----------------------------------|-----------------------|------------------|-----------------------|----------------------------|-----------------------|---------------------|--------------------|
| | General Fund | Library Fund | Senior Citizen's Fund | Community Development Fund | Foreign Fire Tax Fund | Motor Fuel Tax Fund | S. Berwyn TIF Fund |
| 2010 Budget | | | | | | | |
| Revenues | | | | | | | |
| Taxes | \$ 31,055,150 | \$ 2,497,312 | \$ - | \$ - | \$ 28,562 | \$ - | \$ 1,250,000 |
| Licenses and Permits | 2,561,640 | - | - | - | - | - | - |
| Charges for Services | 6,101,100 | 500 | 17,500 | - | - | 20,000 | - |
| Fines | 3,770,000 | 50,000 | - | - | - | - | - |
| Intergovernmental Revenues | 94,382 | 1,031,000 | 100,000 | 3,000,905 | - | 1,420,000 | - |
| Miscellaneous Revenues | 1,115,764 | 2,000 | - | - | - | 4,000 | 30,000 |
| Other Financing Sources | 2,220,000 | - | 112,000 | - | - | - | - |
| Total Revenues | 46,918,036 | 3,580,812 | 229,500 | 3,000,905 | 28,562 | 1,444,000 | 1,280,000 |
| Expenditures | | | | | | | |
| General Government | 3,611,481 | - | - | - | - | - | - |
| Public Safety | 32,935,545 | - | - | - | 32,269 | - | - |
| Public Works | 4,802,543 | - | - | - | - | 1,141,500 | - |
| Economic Development | 147,564 | - | - | 3,000,905 | - | - | 1,716,966 |
| Culture and Recreation | 1,290,473 | 3,576,768 | 230,900 | - | - | - | - |
| Garbage | 4,005,000 | - | - | - | - | - | - |
| Capital | - | - | - | - | - | - | - |
| Debt Service | - | - | - | - | - | - | 251,261 |
| Water and Sewer | - | - | - | - | - | - | - |
| Municipal Garage | - | - | - | - | - | - | - |
| Claims expense | - | - | - | - | - | - | - |
| Other Financing Uses | 112,006 | - | - | - | - | 235,000 | 401,000 |
| Total Expenditures | 46,904,611 | 3,576,768 | 230,900 | 3,000,905 | 32,269 | 1,376,500 | 2,369,227 |
| Surplus / (Deficit) | 13,425 | 4,044 | (1,400) | - | (3,707) | 67,500 | (1,089,227) |
| Projected Beginning Fund Balance | 969,584 | 187,670 | 4,301 | 4 | 33,247 | (63,237) | 2,750,620 |
| Estimated Ending Fund Balance | \$ 983,009 | \$ 191,714 | \$ 2,901 | \$ 4 | \$ 29,540 | \$ 4,263 | \$ 1,661,393 |

**City of Berwyn
Budget Summary - All Funds
2010 Budget**

| Fund | Special Revenue Funds | | | Capital Projects Fund | Debt Service Fund | Water & Sewer Fund | Parking Garage Fund | Internal Service Fund | Total All Funds |
|----------------------------------|-----------------------|-----------------------|-----------------------|-----------------------------|-------------------------|--------------------------|---------------------------|-----------------------------|-----------------------|
| | Cermak TIF Fund | Roosevelt TIF Fund | Ogden Ave TIF Fund | | | | | | |
| 2010 Budget | | | | | | | | | |
| Revenues | | | | | | | | | |
| Taxes | \$ 2,147,869 | \$ 668,140 | \$ 1,435,000 | \$ - | \$ 4,744,643 | \$ - | \$ - | \$ - | \$ 43,826,676 |
| Licenses and Permits | - | - | - | - | - | - | - | - | 2,561,640 |
| Charges for Services | - | - | - | - | - | 6,377,550 | 149,746 | 3,791,383 | 16,457,779 |
| Fines | - | - | - | - | - | 175,000 | - | - | 3,995,000 |
| Intergovernmental Revenues | - | - | - | - | - | - | - | - | 5,646,287 |
| Miscellaneous Revenues | 90,445 | 28,000 | 36,000 | 10,000 | 3,000 | 48,000 | - | - | 1,367,209 |
| Other Financing Sources | - | 2,200,000 | - | - | 4,089,552 | - | - | - | 8,621,552 |
| Total Revenues | 2,238,314 | 2,896,140 | 1,471,000 | 10,000 | 8,837,195 | 6,600,550 | 149,746 | 3,791,383 | 82,476,143 |
| Expenditures | | | | | | | | | |
| General Government | - | - | - | - | - | - | - | - | 3,611,481 |
| Public Safety | - | - | - | - | - | - | - | - | 32,967,814 |
| Public Works | - | - | - | - | - | - | - | - | 5,944,043 |
| Economic Development | 4,869,324 | 3,468,500 | 1,509,300 | - | - | - | - | - | 14,712,559 |
| Culture and Recreation | - | - | - | - | - | - | - | - | 5,098,141 |
| Garbage | - | - | - | - | - | - | - | - | 4,005,000 |
| Capital | - | - | - | 3,296,522 | - | - | - | - | 3,296,522 |
| Debt Service | - | - | - | - | 9,434,906 | - | - | - | 9,686,167 |
| Water and Sewer | - | - | - | - | - | 6,770,439 | - | - | 6,770,439 |
| Municipal Garage | - | - | - | - | - | - | 85,000 | - | 85,000 |
| Claims expense | - | - | - | - | - | - | - | 3,231,996 | 3,231,996 |
| Other Financing Uses | - | 77,000 | 475,000 | - | - | - | - | - | 1,300,006 |
| Total Expenditures | 4,869,324 | 3,545,500 | 1,984,300 | 3,296,522 | 9,434,906 | 6,770,439 | 85,000 | 3,231,996 | 90,709,167 |
| Surplus / (Deficit) | (2,631,010) | (649,360) | (513,300) | (3,286,522) | (597,711) | (169,889) | 64,746 | 559,387 | (8,233,024) |
| Projected Beginning Fund Balance | 7,792,738 | 1,889,350 | 1,131,623 | 3,325,824 | 1,289,494 | 46,989,029 | 9,498,700 | (1,161,928) | 74,637,018 |
| Estimated Ending Fund Balance | \$ 5,161,728 | \$ 1,239,990 | \$ 618,323 | \$ 39,302 | \$ 691,783 | \$46,819,140 | \$ 9,563,446 | \$ (602,541) | \$ 66,403,994 |

**City of Berwyn
General Fund Summary
2010 Budget**

| | 2007 Balance | 2008 Balance | 2009 11/30/2009 | 2009 Projected | 2009 Budget | 2010 Budget | Requested Budget Change | |
|--|-------------------|-------------------|-----------------------|-------------------|-------------------|-------------------|----------------------------|------------|
| | | | | | | | Amount | Percent |
| Revenues | | | | | | | | |
| Taxes | \$23,580,915 | \$27,458,399 | \$ 19,449,222 | \$ 27,294,140 | \$28,930,790 | \$ 31,055,150 | \$ 2,124,360 | 7% |
| Licenses and Permits | 2,444,528 | 2,476,742 | 2,137,835 | 2,310,358 | 2,564,800 | 2,561,640 | (3,160) | 0% |
| Charges for Services | 6,070,053 | 6,350,119 | 5,282,205 | 6,421,060 | 6,297,200 | 6,101,100 | (226,000) | -4% |
| Fines | 3,428,536 | 4,145,086 | 3,226,386 | 3,587,348 | 4,160,000 | 3,770,000 | (555,000) | -13% |
| Intergovernmental Revenues | 287,417 | 91,203 | 23,114 | 88,000 | 88,000 | 94,382 | 6,382 | 7% |
| Miscellaneous Revenues | 1,150,058 | 1,486,492 | 492,078 | 1,077,754 | 1,023,795 | 1,115,764 | 65,969 | 6% |
| Other Financing Sources | <u>14,004,715</u> | <u>1,653,637</u> | <u>442,079</u> | <u>3,587,594</u> | <u>1,820,594</u> | <u>2,220,000</u> | <u>399,406</u> | <u>22%</u> |
| TOTAL REVENUES | <u>50,966,222</u> | <u>43,661,678</u> | <u>31,052,919</u> | <u>44,366,254</u> | <u>44,885,179</u> | <u>46,918,036</u> | <u>1,811,957</u> | <u>4%</u> |
| Expenditures | | | | | | | | |
| Mayor | \$ 176,988 | \$ 159,919 | \$ 210,647 | \$ 244,236 | \$ 153,685 | \$ 147,546 | \$ (6,139) | -4% |
| City Administrator | - | - | - | - | - | 195,290 | 195,290 | - |
| Clerk | 170,636 | 170,980 | 168,351 | 179,978 | 186,380 | 190,686 | 4,306 | 2% |
| Treasurer | 16,969 | 15,435 | 15,458 | 16,609 | 13,975 | 63,918 | 49,943 | 357% |
| Council | 191,294 | 205,307 | 184,191 | 234,418 | 238,000 | 135,473 | (102,527) | -43% |
| Legal | 537,686 | 692,237 | 596,027 | 677,918 | 619,772 | 648,518 | 28,746 | 5% |
| Finance | 1,599,453 | 1,618,147 | 1,345,438 | 1,422,911 | 1,601,710 | 1,259,372 | (342,338) | -21% |
| Information Technology | 719,188 | 621,009 | 654,899 | 725,927 | 744,316 | 822,158 | 77,842 | 10% |
| Statutory | 215,992 | 99,265 | (188,083) | 291,695 | 167,965 | 148,520 | (19,445) | -12% |
| Fire | 11,896,598 | 11,776,444 | 10,070,071 | 11,560,713 | 12,417,861 | 12,351,392 | (66,469) | -1% |
| Police | 17,682,877 | 17,846,742 | 16,154,680 | 18,255,478 | 18,574,309 | 20,554,928 | 1,980,619 | 11% |
| Fire and Police Commission | 31,999 | 22,620 | 37,622 | 70,974 | 23,724 | 29,224 | 5,500 | 23% |
| Building / Neighborhood Affairs | 1,741,803 | 1,239,044 | 1,360,229 | 1,287,375 | 1,332,200 | 1,545,860 | 213,660 | 16% |
| Public Works | 2,684,774 | 2,883,899 | 2,796,194 | 2,810,306 | 2,512,475 | 3,256,682 | 744,207 | 30% |
| Zoning | 15,646 | 14,698 | 12,946 | 15,327 | 16,064 | 16,064 | (0) | 0% |
| Committee and Planning | 337,122 | 786,963 | 263,118 | 275,092 | 397,450 | 131,500 | (265,950) | -67% |
| Recreation | 1,181,728 | 1,208,352 | 1,183,807 | 1,262,666 | 1,370,659 | 1,283,590 | (87,069) | -6% |
| Community Relations | 14,411 | 6,387 | 5,268 | 5,483 | 8,383 | 6,883 | (1,501) | -18% |
| Garbage | 3,793,645 | 3,979,436 | 3,324,227 | 4,005,000 | 4,160,000 | 4,005,000 | (155,000) | -4% |
| Capital | 421,617 | 633,229 | - | - | - | - | - | - |
| Library Fund subsidy | 1,036,394 | - | - | - | - | - | - | - |
| Community Outreach Fund subsidy | 278,288 | 218,642 | - | 89,493 | 160,000 | - | (160,000) | -100% |
| Community Development Fund Subsidy | 3,433 | 26,358 | - | - | 40,000 | - | (40,000) | -100% |
| Transfer to other funds | 139,539 | - | - | 112,006 | 112,006 | 112,006 | - | 0% |
| Transfer out to Debt Service Fund | <u>8,963,354</u> | <u>-</u> | <u>-</u> | <u>-</u> | <u>-</u> | <u>-</u> | <u>-</u> | <u>-</u> |
| Total General Fund Expenditures | <u>53,851,434</u> | <u>44,225,113</u> | <u>38,195,089</u> | <u>43,543,605</u> | <u>44,850,934</u> | <u>46,904,611</u> | <u>2,053,677</u> | <u>5%</u> |
| Revenues less Expenditures | (2,885,212) | (563,435) | (7,142,170) | 822,649 | 34,245 | 13,425 | \$ (241,720) | -706% |
| Fund Balance Beginning | <u>3,596,885</u> | <u>711,673</u> | <u>148,238</u> | <u>148,238</u> | <u>148,238</u> | <u>970,886</u> | | |
| Projected Ending Fund Balance | <u>\$ 711,673</u> | <u>\$ 148,238</u> | <u>\$ (6,993,933)</u> | <u>\$ 970,886</u> | <u>\$ 182,483</u> | <u>\$ 984,311</u> | | |

**City of Berwyn
2010
Annual Budget**

For the Fiscal Year Beginning January 1, 2010

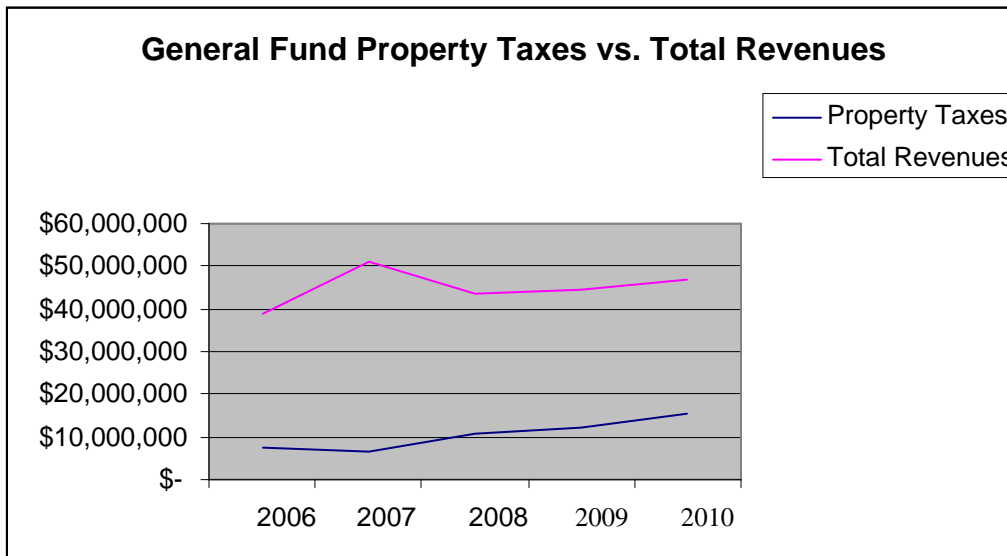
Revenue Streams

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

Property taxes –

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

| Summary of General Fund Property Taxes | | | | | |
|---|--------------|--------------|---------------|------------------|-----------------|
| Revenue Year | 2006 | 2007 | 2008 | Projected | Budgeted |
| Levy Year | 2005 | 2006 | 2007 | 2009 | 2010 |
| Property Taxes | \$ 7,282,496 | \$ 6,749,063 | \$ 10,618,434 | \$ 12,380,790 | \$ 15,407,150 |
| Total Revenues | 38,709,152 | 50,963,719 | 43,661,679 | 44,365,200 | 46,918,036 |
| % of total | 19% | 13% | 24% | 28% | 33% |



**City of Berwyn
2010
Annual Budget**

For the Fiscal Year Beginning January 1, 2010

Revenue Streams

Real Estate Transfer –

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

All Other Taxes –

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

The following chart summarizes tax revenue for 2006 through 2010. Amounts for 2006-2008 are actual, 2009 amounts are a projection based on actual receipts from the first three quarters of the year. The 2010 budget is based on 2009 projections, past years' trends and information provided by the Illinois Municipal League.

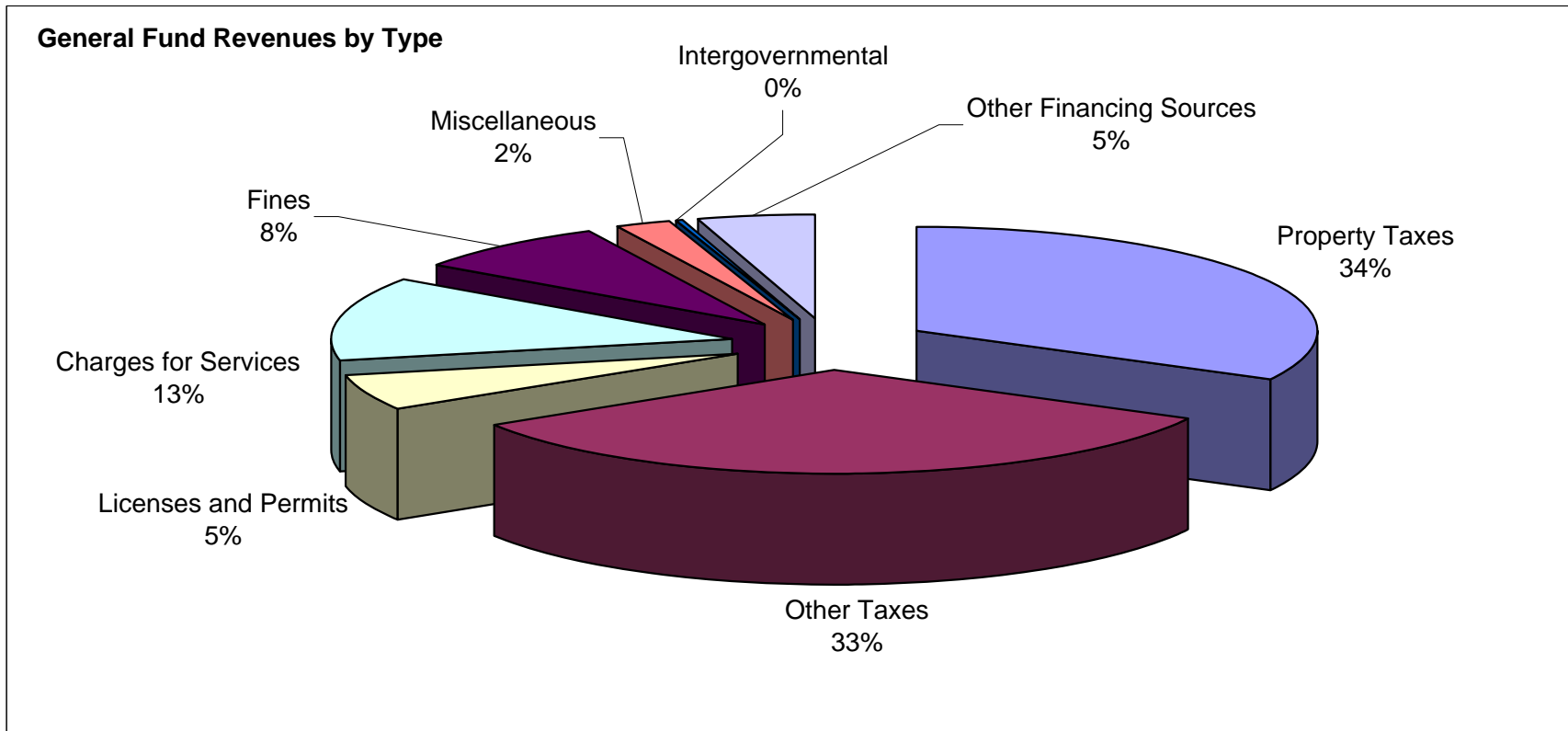
| Revenue Year | Summary of Other Tax Revenue | | | | |
|--------------------------------------|------------------------------|----------------------|----------------------|----------------------|----------------------|
| | 2006 | 2007 | 2008 | Projected 2009 | 2010 |
| State Income | \$ 5,132,141 | \$ 5,518,357 | \$ 5,924,698 | \$ 5,090,000 | \$ 5,300,000 |
| 1% State Sales | 2,886,605 | 2,886,108 | 2,723,620 | 2,286,000 | 2,500,000 |
| Home Rule Sales | 1,957,207 | 2,011,687 | 2,000,041 | 1,685,000 | 1,825,000 |
| Municipal Utility | 3,979,120 | 4,178,301 | 4,548,527 | 4,300,000 | 4,400,000 |
| Real Estate Transfer | 2,915,139 | 1,565,735 | 989,133 | 1,028,000 | 1,030,000 |
| All other | 675,577 | 671,664 | 653,946 | 524,350 | 593,000 |
| Total Other Taxes | \$ 17,545,788 | \$ 16,831,852 | \$ 16,839,965 | \$ 14,913,350 | \$ 15,648,000 |
| | | | | | |
| Total General Fund Revenues | \$ 38,709,152 | \$ 50,963,719 | \$ 43,661,678 | \$ 44,366,254 | \$ 46,918,036 |
| | | | | | |
| Other taxes as a % of Total Revenues | 45% | 33% | 39% | 34% | 33% |

As the table above shows the 2008 actual revenue from Real Estate Transfer taxes is significantly less than received in past years. This decrease was due to a downturn in the real estate market beginning in 2007. In addition, the City has experienced significant decreases in income and sales tax revenues due to the recession and has had to adjust projections for 2009 remaining collections and for 2010 collections.

The following pages show the details of the 2010 budgeted revenue lines in the General Fund.

**City of Berwyn
Summary of General Fund Revenues
2010 Budget**

| Revenue | 2007 Actual | 2008 Actual | 2009 11/30/2009 | 2009 Projected | 2009 Budget | 2010 Budget | Requested Budget Change | |
|------------------------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|-------------------------|-----------|
| | | | | | | | Amount | Percent |
| Property Taxes | \$ 6,749,063 | \$ 10,618,434 | \$ 8,889,471 | \$ 12,380,790 | \$ 12,380,790 | \$ 15,407,150 | \$ 3,026,360 | 24% |
| Other Taxes | 16,831,852 | 16,839,965 | 10,559,751 | 14,913,350 | 16,550,000 | 15,648,000 | (902,000) | -5% |
| Licenses and Permits | 2,444,528 | 2,476,742 | 2,137,835 | 2,310,358 | 2,564,800 | 2,561,640 | (3,160) | 0% |
| Charges for Services | 6,070,053 | 6,350,119 | 5,282,205 | 6,421,060 | 6,297,200 | 6,101,100 | (196,100) | -3% |
| Fines | 3,428,536 | 4,145,086 | 3,226,386 | 3,587,348 | 4,160,000 | 3,770,000 | (390,000) | -9% |
| Miscellaneous Revenues | 1,147,555 | 1,486,492 | 492,078 | 1,077,754 | 1,023,795 | 1,115,764 | 91,969 | 9% |
| Intergovernmental Revenues | 287,417 | 91,203 | 23,114 | 88,000 | 88,000 | 94,382 | 6,382 | 7% |
| Other Financing Sources | 14,004,715 | 1,653,637 | 442,079 | 3,587,594 | 1,820,594 | 2,220,000 | 399,406 | 22% |
| Total General Fund Revenues | \$ 50,963,719 | \$ 43,661,678 | \$ 31,052,919 | \$ 44,366,254 | \$ 44,885,179 | \$ 46,918,036 | \$ 2,032,857 | 5% |



**City of Berwyn
General Fund Revenues
2010 Budget**

| Account Number | Revenue | 2007 | 2008 | 2009 | 2009 | 2009 | 2010 | Requested Budget | |
|-----------------------------|--------------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|------------------|--------------|
| | | Balance | Balance | 11/30/2009 | Projected | Budget | Budget | Change Amount | Percent |
| Taxes | | | | | | | | | |
| 100-4000 | TAXES, PROPERTY (CITY) | 4,635,959 | 6,673,033 | 6,103,351 | 8,417,446 | 8,417,446 | 11,443,806 | \$ 3,026,360 | 36% |
| 100-18-4000 | Fire Pension RE Allocation | | 2,049,758 | 1,414,459 | 2,034,586 | 2,034,586 | 2,034,586 | \$ - | 0% |
| 100-20-4000 | POLICE PENSION R.E. TAX ALLOCATION | <u>2,113,104</u> | <u>1,895,643</u> | <u>1,371,661</u> | <u>1,928,758</u> | <u>1,928,758</u> | <u>1,928,758</u> | <u>-</u> | <u>0%</u> |
| | Taxes, Property | \$ 6,749,063 | \$ 10,618,434 | \$ 8,889,471 | \$ 12,380,790 | \$ 12,380,790 | \$ 15,407,150 | \$ 3,026,360 | 24% |
| 100-4005 | Taxes, Personal Property Replacement | 257,851 | 254,006 | 204,856 | 214,300 | 270,000 | 250,000 | (20,000) | -7% |
| 100-4010 | Taxes, State Income | 5,518,357 | 5,924,698 | 3,527,373 | 5,090,000 | 5,900,000 | 5,300,000 | (600,000) | -10% |
| 100-4015 | Taxes, 1% State Sales | 2,886,108 | 2,723,620 | 1,523,772 | 2,286,000 | 2,625,000 | 2,500,000 | (125,000) | -5% |
| 100-4020 | Taxes, Home Rule Sales | 2,011,687 | 2,000,041 | 1,101,615 | 1,685,000 | 1,925,000 | 1,825,000 | (100,000) | -5% |
| 100-4025 | Taxes, Municipal Utility | 4,178,301 | 4,548,527 | 3,015,168 | 4,300,000 | 4,400,000 | 4,400,000 | - | 0% |
| 100-4030 | Taxes, Liquor | 162,672 | 154,261 | 139,696 | 151,000 | 155,000 | 155,000 | - | 0% |
| 100-4035 | Taxes, Real Estate Transfer | 1,565,735 | 989,133 | 898,907 | 1,028,000 | 975,000 | 1,030,000 | 55,000 | 6% |
| 100-4040 | Taxes, Gasoline | 146,093 | 174,869 | 119,433 | 130,100 | 160,000 | 140,000 | (20,000) | -13% |
| 100-4045 | Taxes, Parking Lot | 43,854 | 11,382 | 5,439 | 5,450 | 8,000 | 8,000 | - | 0% |
| 100-4050 | Taxes, Video | 56,183 | 54,566 | 23,493 | 23,500 | 52,000 | 40,000 | (12,000) | -23% |
| | Taxes, Litter | - | - | - | - | 75,000 | - | (75,000) | -100% |
| 100-4060 | Taxes, Misc | <u>5,011</u> | <u>4,862</u> | <u>-</u> | <u>-</u> | <u>5,000</u> | <u>-</u> | <u>(5,000)</u> | <u>-100%</u> |
| | Total Taxes | <u>23,580,915</u> | <u>27,458,399</u> | <u>19,449,222</u> | <u>27,294,140</u> | <u>28,930,790</u> | <u>31,055,150</u> | <u>2,124,360</u> | <u>7%</u> |
| Licenses and Permits | | | | | | | | | |
| 100-4105 | RV | 4,140 | 2,880 | 2,220 | 2,222 | 4,000 | 3,000 | (1,000) | -25% |
| 100-4115 | Motorcycle Transfer, Dealers | 6,750 | 6,923 | 6,739 | 7,059 | 7,000 | 7,000 | - | 0% |
| 100-4110 | Trucks | 144,729 | 137,595 | 130,493 | 131,848 | 145,000 | 145,000 | - | 0% |
| 100-4145 | License, Business | 346,749 | 233,876 | 246,621 | 302,679 | 320,000 | 326,425 | 6,425 | 2% |
| 100-4150 | License, Liquor | 194,053 | 193,810 | 177,168 | 177,918 | 200,000 | 204,400 | 4,400 | 2% |
| 100-4120 | Permits, Commuter Parking | 120,366 | 106,385 | 71,913 | 115,000 | 125,000 | 161,000 | 36,000 | 29% |
| 100-4130 | Permits, Electric | 48,675 | 46,775 | 31,722 | 34,702 | 46,000 | 41,990 | (4,010) | -9% |
| 100-4125 | Permits, Business Reserve Parking | 15,959 | 51,287 | 33,800 | 38,263 | 50,000 | 5,075 | (44,925) | -90% |
| 100-4135 | Permits, Building | 59,436 | 93,973 | 31,383 | 40,858 | 66,000 | 50,000 | (16,000) | -24% |
| 100-4155 | Rental Operating License | - | 83,631 | 530 | 530 | 85,000 | - | (85,000) | -100% |
| 100-4100 | Passenger Vehicle | 933,110 | 955,490 | 930,812 | 942,572 | 960,000 | 1,063,520 | 103,520 | 11% |
| 100-4160 | Pet Tags | 7,540 | 7,630 | 7,309 | 7,374 | 6,800 | 14,000 | 7,200 | 106% |
| 100-4175 | Certificate of Compliance | 51,770 | 47,297 | 48,902 | 50,000 | 50,000 | 50,000 | - | 0% |
| 100-4140 | Permits, Local Improvement | 362,936 | 352,926 | 323,839 | 346,424 | 350,000 | 375,230 | 25,230 | 7% |
| 100-4165 | Service Charge Inspection | 72,015 | 108,736 | 51,682 | 54,587 | 85,000 | 60,000 | (25,000) | -29% |
| 100-4170 | Electrical Sign Inspection | <u>76,300</u> | <u>47,528</u> | <u>42,702</u> | <u>58,322</u> | <u>65,000</u> | <u>55,000</u> | <u>(10,000)</u> | <u>-15%</u> |
| | Total Licenses and Permits | <u>2,444,528</u> | <u>2,476,742</u> | <u>2,137,835</u> | <u>2,310,358</u> | <u>2,564,800</u> | <u>2,561,640</u> | <u>(3,160)</u> | <u>0%</u> |

**City of Berwyn
General Fund Revenues
2010 Budget**

| Account Number | Revenue | 2007 Balance | 2008 Balance | 2009 11/30/2009 | 2009 Projected | 2009 Budget | 2010 Budget | Requested Budget Change | |
|----------------------------|-----------------------------------|------------------|------------------|--------------------|-------------------|------------------|------------------|----------------------------|------------|
| | | | | | | | | Amount | Percent |
| Charge for Services | | | | | | | | | |
| 100-4200 | Sale of Gas (from COB Pumps) | 49,985 | 97,247 | 47,863 | 58,658 | 80,000 | 60,000 | (20,000) | -25% |
| 100-20-4299-11 | Report, Police | 25,751 | 23,439 | 19,583 | 21,792 | 25,000 | 25,000 | - | 0% |
| 100-36-4300 | Fees, Garbage | 3,675,579 | 4,064,146 | 3,563,646 | 4,313,000 | 4,313,200 | 4,313,200 | - | 0% |
| 100-4210 | Commuter Parking Meter | 59,878 | 62,032 | 46,159 | 48,767 | 62,000 | 60,000 | (2,000) | -3% |
| 100-18-4215 | Paramedic Collections | 1,236,221 | 851,990 | 630,818 | 900,000 | 950,000 | 900,000 | (50,000) | -5% |
| 100-18-4220 | Paramedic MRI Transports | 326,700 | 365,700 | 282,300 | 345,000 | 160,000 | - | (160,000) | -100% |
| 100-32-4225-01 | Athletics - Recreation | 111,262 | 108,377 | 78,138 | 85,353 | 115,000 | 100,000 | (15,000) | -13% |
| 100-32-4225-02 | Adult Programs - Recreation | 22,725 | 31,300 | 51,380 | 55,000 | 30,000 | 55,000 | 25,000 | 83% |
| 100-32-4225-03 | Children's Programs - Recreation | 130,040 | 158,919 | 140,441 | 144,399 | 150,000 | 150,000 | - | 0% |
| 100-32-4225-04 | Pool | 99,431 | 74,191 | 83,423 | 83,423 | 75,000 | 85,000 | 10,000 | 13% |
| 100-32-4225-05 | Concession Stand - Recreation | 28,293 | 20,533 | 17,086 | 18,709 | 21,000 | 20,000 | (1,000) | -5% |
| 100-20-4299-13 | False Alarms | 7,270 | 14,950 | 15,645 | 15,645 | 4,000 | 16,000 | 12,000 | 300% |
| 100-20-4299-15 | Range Rental | 3,655 | 9,625 | - | - | 9,000 | 1,000 | (8,000) | -89% |
| 100-20-4299-17 | Sex Offender Registration | - | - | 240 | 270 | - | 400 | 400 | - |
| 100-20-4299-19 | Fingerprinting | - | - | 2,030 | 2,110 | - | 2,000 | 2,000 | - |
| 100-20-4299-21 | Property Room | - | - | 24 | 24 | - | - | - | - |
| 100-4240 | Recycling Rebate | 99,440 | 90,516 | 69,020 | 90,000 | 90,000 | 90,000 | - | 0% |
| 100-4299 | Misc Charges for Service | 48,217 | 58,555 | 40,165 | 44,000 | 50,000 | 44,000 | (6,000) | -12% |
| 100-20-4299-23 | Other Fees for Services - Police | - | - | 23,817 | 25,527 | - | 25,000 | 25,000 | - |
| 100-18-4299 | Other Fees for Services - Fire | - | - | 465 | 485 | - | 500 | 500 | - |
| 100-4245 | Sidewalk Construction | 15,225 | 25,790 | 20,685 | - | 20,000 | - | (20,000) | -100% |
| 100-18-4299-09 | CPR Training | - | 1,050 | 1,865 | 1,865 | - | 2,000 | 2,000 | - |
| 100-12-4250 | Reimbursements - Finance | - | 2,413 | - | - | - | - | - | - |
| 100-18-4250 | Reimbursements - Fire | 13,604 | 59,602 | 17,463 | 17,583 | 10,000 | 15,000 | 5,000 | 50% |
| 100-20-4250 | Reimbursements - Police | 51,368 | 65,094 | 62,689 | 70,000 | 70,000 | 70,000 | - | 0% |
| 100-24-4250-01 | Reimbursements - Building | 9,503 | 34,062 | 23,533 | 26,854 | 20,000 | 20,000 | - | 0% |
| | Reimbursements - 6545 W. Stanley | 6,000 | 3,551 | - | - | 6,000 | 6,000 | - | 0% |
| 100-4250-02 | Reimbursements - Elevators | 6,925 | 7,466 | 8,450 | 9,050 | 2,000 | 1,000 | (1,000) | -50% |
| 100-16-4250 | Reimbursements - IT | - | 170 | 546 | 546 | - | - | - | - |
| 100-26-35-4250 | Reimbursements - Public Works | 23,583 | 91,807 | 19,693 | 25,000 | 20,000 | 22,000 | 2,000 | 10% |
| 100-26-37-4250 | Reimbursements - Fleet Labor | 19,398 | 27,594 | 15,038 | 18,000 | 15,000 | 18,000 | 3,000 | 20% |
| | Total Charges for Services | 6,070,053 | 6,350,119 | 5,282,205 | 6,421,060 | 6,297,200 | 6,101,100 | (196,100) | -3% |
| Fines | | | | | | | | | |
| 100-36-4355 | Fines, Garbage | 165,809 | 130,239 | 60,439 | 80,000 | 120,000 | 85,000 | (35,000) | -29% |
| 100-20-4310 | Fees, Towing | - | - | 17,830 | 17,840 | 30,000 | 25,000 | (5,000) | -17% |
| 100-20-4311 | Fees, Impound Vehicles | 341,980 | 587,868 | 445,400 | 469,000 | 620,000 | 475,000 | (145,000) | -23% |
| 100-20-4315 | Fines, Parking Tickets | 239,031 | 257,619 | 62,342 | 62,342 | 240,000 | 100,000 | (140,000) | -58% |
| 100-20-4320 | Fines, Cook County Court | - | - | 111,987 | 130,109 | - | 125,000 | 125,000 | - |
| 100-20-4355-09 | Fines, Booting | - | - | 29,701 | 31,921 | - | 35,000 | 35,000 | - |
| 100-20-4355-11 | Fines, Canabis | - | - | 23,655 | 24,730 | - | 25,000 | 25,000 | - |
| 100-24-4335 | After the Fact Permits | 71,480 | 53,828 | 27,575 | 27,575 | 55,000 | 30,000 | (25,000) | -45% |
| 100-20-4340 | Fines, Compliance -Police | 2,091,445 | 2,197,404 | 1,686,826 | 1,841,741 | 2,365,000 | 2,000,000 | (365,000) | -15% |
| 100-24-4340 | C Tickets (Compliance) - Building | 186,780 | 197,510 | 36,927 | 36,927 | 75,000 | 50,000 | (25,000) | -33% |
| 100-20-4325 | Fines, Local Ordinance- Police | - | - | 34,697 | 40,837 | - | 40,000 | 40,000 | - |
| 100-24-4325 | Fines, Local Ordinance - Building | 159,475 | 288,953 | 406,480 | 484,859 | 170,000 | 450,000 | 280,000 | 165% |
| 100-20-4330 | Fines, Adjudication Court- Police | - | - | 22,719 | 22,894 | 85,000 | 30,000 | (55,000) | - |
| 100-24-4330 | Fines, Adjudication Court | 172,536 | 155,965 | 39,323 | 39,323 | 75,000 | 50,000 | (25,000) | -33% |
| 100-20-4345 | Red Speed Photo Enforcement | - | 275,700 | 220,485 | 277,250 | 325,000 | 250,000 | (75,000) | -23% |
| | Total Fines | 3,428,536 | 4,145,086 | 3,226,386 | 3,587,348 | 4,160,000 | 3,770,000 | (390,000) | -9% |

**City of Berwyn
General Fund Revenues
2010 Budget**

| Account Number | Revenue | 2007 Balance | 2008 Balance | 2009 11/30/2009 | 2009 Projected | 2009 Budget | 2010 Budget | Requested Budget Change | |
|------------------------------------|---|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------------|------------|
| | | | | | | | | Amount | Percent |
| Intergovernmental Revenues | | | | | | | | | |
| 100-4410 | State Allotment/Highway Maint | 88,218 | 91,203 | 23,114 | 88,000 | 88,000 | 94,382 | 6,382 | 7% |
| | Grants - Misc | 199,199 | - | - | - | - | - | - | - |
| | Total Intergovernmental Revenues | <u>287,417</u> | <u>91,203</u> | <u>23,114</u> | <u>88,000</u> | <u>88,000</u> | <u>94,382</u> | <u>6,382</u> | <u>7%</u> |
| Miscellaneous Revenues | | | | | | | | | |
| 100-4805 | Franchises | 395,207 | 410,717 | 325,500 | 395,000 | 395,000 | 395,000 | - | 0% |
| 100-4255 | 100th Anniversary Celebration | - | 286,899 | 1,304 | 1,330 | - | - | - | - |
| | National Night Out Sponsorships | - | - | - | - | - | 16,000 | 16,000 | - |
| 100-4800 | Interest Income | 78,096 | 59,446 | 39,861 | 45,000 | 40,000 | 40,000 | - | 0% |
| 100-4810 | Cell Tower Rental | 30,846 | 36,549 | 74,489 | 89,368 | 55,000 | 80,000 | 25,000 | 45% |
| 100-4690 | Interdepartmental Charge | 579,888 | 465,439 | - | 483,795 | 483,795 | 519,764 | 35,969 | 7% |
| 100-4835 | Other Misc Revenue | 63,518 | 77,442 | 41,054 | 52,291 | 50,000 | 50,000 | - | 0% |
| 100-4815 | Property Rental | - | - | 5,869 | 6,969 | - | 10,000 | 10,000 | - |
| 100-4820 | Sale of City Property | - | 150,000 | 4,001 | 4,001 | - | 5,000 | 5,000 | - |
| | Total Miscellaneous Revenues | <u>1,147,555</u> | <u>1,486,492</u> | <u>492,078</u> | <u>1,077,754</u> | <u>1,023,795</u> | <u>1,115,764</u> | <u>91,969</u> | <u>9%</u> |
| Other Financing Sources | | | | | | | | | |
| 100-4915 | Debt Proceeds | 12,907,586 | - | - | - | - | - | - | - |
| 100-4905 | Lease Proceeds | 145,827 | 345,930 | 430,594 | 430,594 | 430,594 | - | (430,594) | -100% |
| 100-4900 | Trans in from Debt Service | - | - | - | 2,000,000 | - | 1,000,000 | 1,000,000 | - |
| 100-4900 | Trans in MFT Salaries | 783,888 | 783,888 | - | 500,000 | 780,000 | 235,000 | (545,000) | -70% |
| 100-4900 | Trans in Capital Projects | - | 476,947 | - | 610,000 | 610,000 | 885,000 | 275,000 | 45% |
| 100-4900 | Trans in 911 Fund | 69,914 | 46,872 | 11,485 | 47,000 | - | 100,000 | 100,000 | - |
| 100-4900 | Trans to/from other funds | 97,500 | - | - | - | - | - | - | - |
| | Total Other Financing Sources | <u>14,004,715</u> | <u>1,653,637</u> | <u>442,079</u> | <u>3,587,594</u> | <u>1,820,594</u> | <u>2,220,000</u> | <u>399,406</u> | <u>22%</u> |
| Total General Fund Revenues | | <u>\$ 50,963,719</u> | <u>\$ 43,661,678</u> | <u>\$ 31,052,919</u> | <u>\$ 44,366,254</u> | <u>\$ 44,885,179</u> | <u>\$ 46,918,036</u> | <u>\$ 2,032,857</u> | <u>5%</u> |

**City of Berwyn
2010
Annual Budget**

For the Fiscal Year Beginning January 1, 2010

Significant Expenditures and Expenses

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

| Summary of Expenditures/Expenses by Type | | | | | |
|---|----------------------|-----------------------|----------------------|---------------------------|----------------------|
| Fiscal Year | 2006 | 2007 | 2008 | Projected 2009 | 2010 |
| Salaries | \$ 19,031,607 | \$ 20,242,848 | \$ 21,148,785 | \$ 20,758,845 | \$ 22,345,402 |
| Benefits | 12,918,019 | 13,703,394 | 12,671,201 | 12,806,338 | 14,510,632 |
| Capital Projects | - | 159,052 | 4,770,597 | 16,417,355 | 3,296,522 |
| Debt Service | 18,871,564 | 33,013,573 | 12,429,323 | 19,324,520 | 9,434,906 |
| TIF | 4,728,192 | 3,834,495 | 5,611,042 | 7,717,012 | 12,768,351 |
| Utility | 8,390,828 | 9,406,507 | 9,219,236 | 9,530,518 | 6,770,439 |
| Internal Service | 2,848,120 | 2,387,818 | 3,898,512 | 3,310,041 | 3,231,996 |
| All other | 15,094,875 | 26,558,103 | 19,231,690 | 17,187,327 | 18,350,919 |
| Total Expenditures | <u>\$ 81,883,204</u> | <u>\$ 109,305,790</u> | <u>\$ 88,980,386</u> | <u>\$ 107,051,956</u> | <u>\$ 90,709,167</u> |

The decrease in the Utility line from the 2009 projected of \$9,530,518 to the 2010 budgeted amount of \$6,770,439 is due to depreciation. As discussed in the section of the budget describing the City's Accounting Structure, the City does not budget depreciation within the Enterprise funds. However, for financial reporting purposing the Utility line includes approximately \$4,000,000 of depreciation expense.

Payments for Debt Service have fluctuated over the last several years due to bond refundings which artificially increase the total expenditure amounts. In the analysis above as well as in the following tables, benefits include all non-base salary, salary and fringe benefit costs. This category includes overtime, health and dental insurance, FICA costs, education reimbursements, stipends for education, or clothing allowances as well as the costs for pension payments.

**City of Berwyn
2010
Annual Budget**

For the Fiscal Year Beginning January 1, 2010

Significant Expenditures and Expenses

General Fund Expenditures

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

| Summary of Expenditures/Expenses by Type | | | | | |
|--|----------------------|----------------------|----------------------|----------------------|----------------------|
| Fiscal Year | 2006 | 2007 | 2008 | Projected 2009 | 2010 |
| Salaries | \$ 16,714,157 | \$ 17,940,071 | \$ 18,832,324 | \$ 18,501,874 | \$ 19,846,118 |
| Benefits | 11,633,120 | 12,584,842 | 11,597,163 | 11,692,445 | 13,393,441 |
| Total Salaries and Benefits | <u>28,347,277</u> | <u>30,524,913</u> | <u>30,429,487</u> | <u>30,194,319</u> | <u>33,239,559</u> |
| Total Expenditures | <u>\$ 41,096,453</u> | <u>\$ 53,851,434</u> | <u>\$ 44,225,113</u> | <u>\$ 43,544,907</u> | <u>\$ 46,904,611</u> |
| Salaries and Benefits as a % of total | 68.98% | 56.68% | 68.81% | 69.34% | 70.87% |

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

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

**City of Berwyn
Summary of Salary Expenses
2010 Budget**

| Function | 2006 | 2007 | 2008 | 2009 | 2009 | 2010 | Requested Budget | |
|-------------------------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|---------------------|-------------------|
| | Actual | Actual | Actual | Projected | Budget | Budget | Change Amount | Change Percent |
| Mayor | \$ 176,242 | \$ 104,314 | \$ 97,001 | \$ 148,217 | \$ 89,814 | \$ 89,723 | \$ (91) | 0% |
| Administrator | - | - | - | - | - | 122,693 | 122,693 | - |
| Clerk | 111,433 | 95,758 | 101,849 | 99,307 | 99,171 | 104,421 | 5,250 | 5% |
| Treasurer | 10,000 | 10,061 | 10,055 | 10,000 | 10,000 | 49,615 | 39,615 | 396% |
| Council | 79,999 | 72,016 | 79,999 | 80,000 | 80,000 | 78,423 | (1,577) | -2% |
| Legal | 31,823 | 58,006 | 146,009 | 156,158 | 109,355 | 159,313 | 49,958 | 46% |
| Finance | 391,867 | 667,932 | 722,659 | 609,417 | 697,355 | 567,144 | (130,211) | -19% |
| Human Resources | 136,205 | 104,637 | 93,848 | 68,180 | 77,422 | - | (77,422) | -100% |
| Information Technology | 109,066 | 113,224 | 209,226 | 213,474 | 213,474 | 269,818 | 56,344 | 26% |
| | - | - | - | - | - | - | - | - |
| Total General Government | 1,046,635 | 1,225,948 | 1,460,646 | 1,384,753 | 1,376,591 | 1,441,150 | 64,559 | 5% |
| Fire | 4,987,993 | 5,440,064 | 5,431,618 | 5,171,476 | 5,171,476 | 5,712,644 | 541,168 | 10% |
| Police | 8,251,443 | 8,848,951 | 9,558,046 | 9,552,848 | 9,599,067 | 10,234,104 | 635,037 | 7% |
| Fire and Police Commission | 16,003 | 16,099 | 16,090 | 16,000 | 16,000 | 16,000 | - | 0% |
| Total Public Safety | 13,255,438 | 14,305,114 | 15,005,754 | 14,740,324 | 14,786,543 | 15,962,748 | 1,176,205 | 8% |
| Building / Neighborhood Affairs | 472,257 | 434,710 | 371,701 | 381,000 | 388,757 | 430,021 | 41,264 | 11% |
| Streets | 1,319,861 | 1,346,589 | 1,396,033 | 1,384,889 | 1,154,009 | 1,366,538 | 212,529 | 18% |
| Total Public Works | 1,792,118 | 1,781,299 | 1,767,734 | 1,765,889 | 1,542,766 | 1,796,559 | 253,793 | 16% |
| Zoning | 12,504 | 6,181 | 16,090 | 5,908 | 12,600 | 12,600 | - | 0% |
| Total Economic Development | 12,504 | 6,181 | 16,090 | 5,908 | 12,600 | 12,600 | - | 0% |
| Recreation | 580,504 | 608,852 | 577,073 | 600,000 | 700,000 | 628,059 | (71,941) | -10% |
| Community Relations | 26,957 | 12,677 | 5,028 | 5,000 | 5,000 | 5,000 | - | 0% |
| Total Culture and Recreation | 607,461 | 621,529 | 582,101 | 605,000 | 705,000 | 633,059 | (71,941) | -10% |
| Total General Fund Salaries | \$ 16,714,157 | \$ 17,940,071 | \$ 18,832,324 | \$ 18,501,874 | \$ 18,423,500 | \$ 19,846,116 | \$ 1,422,616 | 19% |
| Berwyn Public Library | 1,196,554 | 1,281,060 | 1,301,365 | 1,290,000 | 1,375,600 | 1,363,905 | (11,695) | -1% |
| Community Outreach | 143,316 | 179,900 | 162,185 | 45,971 | 85,398 | - | (85,398) | -100% |
| Senior Citizen's Program | - | - | - | 121,000 | 94,476 | 120,000 | 25,524 | 27% |
| Community Development | 270,285 | 280,840 | 272,418 | 225,000 | 243,979 | 279,605 | 35,626 | 15% |
| Water and Sewer | 707,295 | 560,977 | 580,492 | 575,000 | 614,034 | 735,776 | 121,742 | 20% |
| City-Wide Salaries | \$ 19,031,607 | \$ 20,242,848 | \$ 21,148,785 | \$ 20,758,845 | \$ 20,836,987 | \$ 22,345,402 | \$ 1,508,415 | 7% |

City of Berwyn
Summary of Benefits and Related Payments
2010 Budget

| Function | 2006 Actual | 2007 Actual | 2008 Actual | 2009 Projected | 2009 Budget | 2010 Budget | Requested Budget Change Amount | Change Percent |
|-------------------------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|--------------------------------------|-------------------|
| Mayor | \$ 77,959 | \$ 43,383 | \$ 38,558 | \$ 63,733 | \$ 38,800 | \$ 39,339 | \$ 539 | 1% |
| Administrator | | | | | | 53,794 | 53,794 | - |
| Clerk | 99,360 | 42,420 | 42,010 | 45,294 | 44,891 | 47,833 | 2,942 | 7% |
| Treasurer | 1,759 | 2,549 | 2,388 | 2,400 | 765 | 9,923 | 9,158 | 1197% |
| Council | 100,803 | 85,010 | 93,799 | 115,000 | 117,384 | 15,500 | (101,884) | -87% |
| Legal | 24,858 | 24,125 | 58,518 | 63,500 | 47,241 | 50,000 | 2,759 | 6% |
| Finance | 216,227 | 295,114 | 295,678 | 278,781 | 309,753 | 251,410 | (58,344) | -19% |
| Human Resources | 49,164 | 43,547 | 37,304 | 32,042 | 35,488 | - | (35,488) | -100% |
| Information Technology | 33,207 | 51,036 | 88,251 | 95,858 | 95,986 | 117,064 | 21,079 | 22% |
| Elections | - | - | - | - | - | - | - | - |
| Total General Government | 603,337 | 587,184 | 656,506 | 696,608 | 690,308 | 584,862 | (105,447) | -15% |
| Fire | 3,988,243 | 4,266,256 | 3,926,577 | 3,789,785 | 4,025,105 | 4,661,961 | 636,856 | 16% |
| Police | 5,835,226 | 6,680,109 | 5,972,436 | 6,166,673 | 6,216,531 | 7,071,917 | 855,386 | 14% |
| Fire and Police Commission | 4,274 | 4,080 | 3,821 | 3,600 | 1,224 | 1,224 | - | 0% |
| Total Public Safety | 9,827,743 | 10,950,445 | 9,902,834 | 9,960,058 | 10,242,860 | 11,735,102 | 1,492,242 | 15% |
| Building / Neighborhood Affairs | 310,948 | 187,206 | 154,719 | 173,565 | 174,334 | 186,139 | 11,805 | 7% |
| Streets | 647,875 | 681,261 | 722,566 | 681,940 | 587,782 | 712,397 | 124,615 | 21% |
| Total Public Works | 958,823 | 868,467 | 877,285 | 855,505 | 762,116 | 898,537 | 136,421 | 18% |
| Zoning | 517 | 6,831 | 6,463 | 5,469 | 964 | 964 | - | 0% |
| Total Economic Development | 517 | 6,831 | 6,463 | 5,469 | 964 | 964 | - | 0% |
| Recreation | 217,499 | 170,949 | 153,690 | 173,120 | 182,970 | 173,594 | (9,376) | -5% |
| Community Relations | 25,201 | 966 | 385 | 383 | 383 | 383 | - | 0% |
| Total Culture and Recreation | 242,700 | 171,915 | 154,075 | 173,503 | 183,353 | 173,977 | (9,376) | -5% |
| Total General Fund Benefits | \$ 11,633,120 | \$ 12,584,842 | \$ 11,597,163 | \$ 11,691,143 | \$ 11,879,601 | \$ 13,393,441 | \$ 1,513,841 | 13% |
| Berwyn Public Library | 651,214 | 569,011 | 536,172 | 571,825 | 620,767 | 602,737 | (18,030) | -3% |
| Community Outreach | 77,871 | 74,818 | 64,469 | 18,848 | 36,892 | - | (36,892) | -100% |
| Senior Citizen's Program | - | - | - | 50,000 | 39,680 | 50,000 | 10,320 | 26% |
| Community Development | 167,723 | 118,872 | 110,962 | 95,450 | 113,203 | 70,500 | (42,703) | -38% |
| Water and Sewer | 388,090 | 355,851 | 362,435 | 377,770 | 377,354 | 393,954 | 16,600 | 4% |
| City-Wide Benefits | \$ 12,918,019 | \$ 13,703,394 | \$ 12,671,201 | \$ 12,805,036 | \$ 13,067,497 | \$ 14,510,632 | \$ 1,443,135 | 11% |

**City of Berwyn
Summary of Total Expenditures/Expenses
2010 Budget**

| Fund | 2006 Actual | 2007 Actual | 2008 Actual | 2009 Projected | 2009 Budget | 2010 Budget | Requested Budget Change Amount | Change Percent |
|-------------------------------------|-----------------------------|------------------------------|-----------------------------|-----------------------------|-----------------------------|-----------------------------|--------------------------------------|-------------------|
| General Fund Expenditures | 41,096,453 | 53,851,434 | 44,225,113 | 43,544,907 | 44,850,934 | 46,904,611 | 2,053,677 | 5% |
| Special Revenue Funds | | | | | | | | |
| Berwyn Public Library | 2,450,040 | 2,549,215 | 2,516,028 | 2,484,741 | 2,635,312 | 3,576,768 | 941,456 | 36% |
| Community Outreach | 285,726 | 343,781 | 309,222 | 99,750 | 176,686 | - | (176,686) | -100% |
| Senior Citizen's Program | - | - | - | - | 216,156 | 230,900 | 14,744 | 7% |
| Community Development | 1,155,460 | 1,239,126 | 1,565,803 | 2,165,083 | 1,694,039 | 3,000,905 | 1,306,866 | 77% |
| Foreign Fire | 17,895 | 16,553 | 17,136 | 31,600 | 31,637 | 32,269 | 632 | 2% |
| Motor Fuel Tax | 1,543,253 | 2,059,540 | 2,778,501 | 2,242,378 | 2,183,000 | 1,376,500 | (806,500) | -37% |
| Tax Incremental Financing Districts | | | | | | | | |
| S. Berwyn TIF | 2,363,670 | 1,505,439 | 1,290,873 | 1,077,583 | 2,017,393 | 2,369,227 | 351,834 | 17% |
| Cermak TIF | 462,529 | 691,071 | 2,053,750 | 3,412,933 | 4,880,406 | 4,869,324 | (11,082) | 0% |
| Roosevelt TIF | 1,080,550 | 436,094 | 403,309 | 1,345,391 | 1,487,692 | 3,545,500 | 2,057,808 | 138% |
| Ogden TIF | 821,444 | 1,201,891 | 1,863,110 | 1,881,105 | 2,417,201 | 1,984,300 | (432,901) | -18% |
| Total TIF's | 4,728,192 | 3,834,495 | 5,611,042 | 7,717,012 | 10,802,692 | 12,768,351 | 1,965,659 | 18% |
| Capital Projects | - | 159,052 | - | - | 17,490,000 | 3,296,522 | (14,193,478) | -81% |
| Debt Service | 18,871,564 | 33,013,573 | 12,429,323 | 19,324,520 | 6,320,296 | 9,434,906 | 3,114,610 | 49% |
| Water and Sewer | 8,390,828 | 9,406,507 | 9,219,236 | 5,581,391 | 5,763,000 | 6,770,439 | 1,007,439 | 17% |
| Parking Garage | - | - | - | 1,300 | - | 85,000 | 85,000 | 0% |
| Internal Service | 2,848,120 | 2,387,818 | 3,898,513 | 3,310,041 | 2,927,000 | 3,231,996 | 304,996 | 10% |
| City-Wide Costs | <u>\$ 81,387,530</u> | <u>\$ 108,861,094</u> | <u>\$ 82,569,917</u> | <u>\$ 86,502,723</u> | <u>\$ 95,090,752</u> | <u>\$ 90,709,167</u> | <u>\$ (4,381,585)</u> | <u>-5%</u> |

**City of Berwyn
Summary of General Fund Expenditures
2010 Budget**

| Dept # | Expenditures | 2007 | 2008 | 2009 | 2009 | 2009 | 2010 | Requested Budget Change | |
|--|-----------------------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|-------------------------|-----------|
| | | Balance | Balance | YTD 11/30/2009 | Projected | Budget | Budget | Amount | Percent |
| General Government | | | | | | | | | |
| 02 | Mayor | \$ 176,988 | \$ 159,919 | \$ 210,647 | \$ 244,236 | \$ 153,685 | \$ 147,546 | \$ (6,139) | -4% |
| 03 | City Administrator | - | - | - | - | - | 195,290 | 195,290 | - |
| 04 | Clerk | 170,636 | 170,980 | 168,351 | 179,978 | 186,380 | 190,686 | 4,306 | 2% |
| 06 | Treasurer | 16,969 | 15,435 | 15,458 | 16,609 | 13,975 | 63,918 | 49,943 | 357% |
| 08 | Council | 191,294 | 205,307 | 184,191 | 234,418 | 238,000 | 135,473 | (102,527) | -43% |
| 10 | Legal | 537,686 | 692,237 | 596,027 | 677,918 | 619,772 | 648,518 | 28,746 | 5% |
| 12 | Finance | 1,599,453 | 1,618,147 | 1,345,438 | 1,422,911 | 1,601,710 | 1,259,372 | (342,338) | -21% |
| 16 | Information Technology | 719,188 | 621,009 | 654,899 | 725,927 | 744,316 | 822,158 | 77,842 | 10% |
| 36 | Statutory | 215,992 | 99,265 | (188,083) | 291,695 | 167,965 | 148,520 | (19,445) | -12% |
| Public Safety | | | | | | | | | |
| 18 | Fire | 11,896,598 | 11,776,444 | 10,070,071 | 11,560,713 | 12,417,861 | 12,351,392 | (66,469) | -1% |
| 20 | Police | 17,682,877 | 17,846,742 | 16,154,680 | 18,255,478 | 18,574,309 | 20,554,928 | 1,980,619 | 11% |
| 22 | Fire and Police Commission | 31,999 | 22,620 | 37,622 | 70,974 | 23,724 | 29,224 | 5,500 | 23% |
| Public Works | | | | | | | | | |
| 24 | Building / Neighborhood Affairs | 1,741,803 | 1,239,044 | 1,360,229 | 1,287,375 | 1,332,200 | 1,545,860 | 213,660 | 16% |
| 26-35 | Public Works | 2,684,774 | 2,883,899 | 2,796,194 | 2,810,306 | 2,512,475 | 3,256,682 | 744,207 | 30% |
| Economic Development | | | | | | | | | |
| 28 | Zoning | 15,646 | 14,698 | 12,946 | 15,327 | 16,064 | 16,064 | (0) | 0% |
| 30 | Committee and Planning | 337,122 | 786,963 | 263,118 | 275,092 | 397,450 | 131,500 | (265,950) | -67% |
| Culture and Recreation | | | | | | | | | |
| 32 | Recreation | 1,181,728 | 1,208,352 | 1,183,807 | 1,262,666 | 1,370,659 | 1,283,590 | (87,069) | -6% |
| 34 | Community Relations | 14,411 | 6,387 | 5,268 | 5,483 | 8,383 | 6,883 | (1,501) | -18% |
| Health and Sanitation | | | | | | | | | |
| 36 | Garbage | 3,793,645 | 3,979,436 | 3,324,227 | 4,005,000 | 4,160,000 | 4,005,000 | (155,000) | -4% |
| 29 | Capital | 421,617 | 633,229 | - | - | - | - | - | - |
| Other Financing Uses/Other Dept's | | | | | | | | | |
| | Grants | 95,542 | - | - | - | - | - | - | - |
| | Library Fund subsidy | 1,036,394 | - | - | - | - | - | - | - |
| | Community Outreach Fund subsidy | 278,288 | 218,642 | - | 89,493 | 160,000 | - | (160,000) | -100% |
| | CDBG Subsidy | 3,433 | 26,358 | - | - | 40,000 | - | (40,000) | -100% |
| | Contingency | - | - | - | - | - | - | - | - |
| | Transfer to other funds | 139,539 | - | - | 112,006 | 112,006 | 112,006 | - | 0% |
| | Transfer out to Debt Service Fund | 8,963,354 | - | - | - | - | - | - | - |
| Total General Fund Expenditures | | \$ 53,946,976 | \$ 44,225,113 | \$ 38,195,089 | \$ 43,543,605 | \$ 44,850,934 | \$ 46,904,611 | \$ 2,053,677 | 5% |

**City of Berwyn
2010
Annual Budget**

For the Fiscal Year Beginning January 1, 2010

**Office of the Mayor
02**

PROGRAM MANAGER: Mayor

PROGRAM DESCRIPTION:


The Mayor is the Chief Executive and Administrative Officer of the City who is responsible for providing leadership and ensuring all City ordinances, polices and state laws are observed and enforced. 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 the City Administrator and the department heads. Day to day policy decision and direction of all department heads is the responsibility of the Mayor. The Mayor prepares the executive budget with the Finance Director and City Administrator for submittal to the Budget Committee and City Council.

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

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

SERVICES:

-  Represent all residents of the City of Berwyn.

-  Implementation of a Strategic Plan for the City of Berwyn.

**City of Berwyn
2010
Annual Budget**

For the Fiscal Year Beginning January 1, 2010

**Office of the Mayor
02**

- ✚ Communications with the City Council. The Mayor's office should assure that the agendas for the City Council meetings allow for an orderly and efficient progress on the issues important to the City. The Mayor's office should consider Aldermanic concerns and make certain that those concerns are addressed.

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

- ✚ Provide timely emergency notification to elected officials regarding events that may affect City residents or generate local media coverage.

STAFFING:

| Position (FTE) | 2008 Actual | 2009 Actual | 2010 Budget |
|------------------------|-------------|-------------|-------------|
| Mayor | 1.00 | 1.00 | 1.00 |
| | - | - | - |
| Secretary to the Mayor | 1.00 | 1.00 | 1.00 |
| Total | 2.00 | 2.00 | 2.00 |

OBJECTIVES ACCOMPLISHED IN 2009:

- **Budget issues were addressed. This was accomplished by addressing 2009 budget shortfalls, implementing more stringent budgetary spending controls, decreasing departmental budgets, staff consolidations, staff unpaid furloughs. The payroll cuts were done without cutting direct services to residents.**
- **Success at lobbying legislators for stimulus funds and grants.**
- **Presentation to Standard and Poors to maintain our current credit rating.**

OBJECTIVES TO BE ACCOMPLISHED IN 2010:

- **Continue to control spending and assess further staff consolidation without cutting direct services to residents.**
- **Continue lobbying legislators for stimulus funds and grants.**
- **Address benefit costs.**

**City of Berwyn
2010
Annual Budget**

For the Fiscal Year Beginning January 1, 2010

**Office of the Mayor
02**

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

LONG TERM OBJECTIVES (2-5 YEARS):

- **To continually monitor and devise long term budget improvement solutions.**
- **To refinance at lower interest and establish reasonable payment schedules in order to level out debt service, thereby saving taxpayer monies.**
- **To continue to evaluate the integration of various governmental agencies in order to save money and prevent overlapping of services.**

City of Berwyn
2010 Budgeted Expenditures by Department
Mayor
12/31/2010

| Account Number | Account Name | 2007 | 2008 | 2009 | 2009 | 2009 | 2010 | Requested Budget Change | |
|------------------|---------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------------|------------|
| | | Balance | Balance | YTD 11/30/2009 | Projected | Budget | Budget | Amount | Percent |
| 100-02-5000 | Mayor - Salaries | \$ 104,314 | \$ 97,001 | \$ 128,041 | \$ 148,217 | \$ 89,814 | 89,723 | \$ (91) | 0% |
| 100-02-5035 | Mayor - Benefits | 43,383 | 38,558 | 52,497 | 63,733 | 38,800 | 39,339 | 539 | 1% |
| 100-02-5200 | Mayor - Administrative expenses | 6,726 | 7,535 | 5,638 | 6,000 | 7,500 | 7,500 | - | 0% |
| 100-02-5225 | Mayor - Supplies | - | - | 2,152 | 2,300 | - | 750 | 750 | - |
| 100-02-5235 | Mayor - Postage & printing | - | - | 508 | 508 | - | 600 | 600 | - |
| 100-02-5290 | Mayor - Other general expenses | 2,678 | 2,131 | 4,676 | 8,875 | 2,100 | 2,100 | - | 0% |
| 100-02-5400 | Mayor - Repairs & maintenance | - | - | 287 | 287 | - | 600 | 600 | - |
| 100-02-5625 | Mayor - Copier maintenance | 11,522 | 10,607 | 10,785 | 12,731 | 11,200 | 3,000 | (8,200) | -73% |
| 100-02-5625 | Mayor - Internal service fund | 8,365 | 4,087 | 6,064 | 1,585 | 4,271 | 3,934 | (337) | -8% |
| Department Total | | <u>\$ 176,988</u> | <u>\$ 159,919</u> | <u>\$ 210,647</u> | <u>\$ 244,236</u> | <u>\$ 153,685</u> | <u>\$ 147,546</u> | <u>\$ (6,139)</u> | <u>-4%</u> |

**City of Berwyn
2010
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For the Fiscal Year Beginning January 1, 2010

**Office of the City Administrator
03**

PROGRAM MANAGER: City Administrator

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

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

The City Administrator shall have the following powers and duties:

1. Assist with agenda items for meetings of the City Council and other official City Boards and Commissions as directed by the Mayor.
2. Recommend to the City Council such measures as, in his or her judgment, he or she deems to be in the best interest of the City.
3. Recommend to the Mayor the discipline, suspension or termination of any and all City employees, except the City Attorney and when otherwise provided by law or contract and to the extent permitted by law and subject to the City Administrator's discretion and direct supervision, to delegate to any employee any of these powers with respect to any subordinates of that employee. Pursuant to due process, the Mayor shall retain the final authority regarding the appeal by any employee of all discipline, suspension, or termination actions.
4. Propose to the Mayor and City Council such personnel rules and regulations as the City Administrator deems necessary to manage the personnel of the City.
5. Direct and supervise the activities of all departments, offices, and agencies of the City, except as otherwise provided by law, and to administer the affairs of the City to ensure that all City business is accomplished efficiently and economically.
6. Recommend to the City Council the creating, consolidating, and combining of offices, positions, departments or units of the administrative and executive departments of the City.
7. Investigate complaints in relation to matters concerning the administration of the government of the City and services maintained by the public utilities in the City, and see that all franchises, permits and privileges granted by the City are faithfully observed.

**City of Berwyn
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**Office of the City Administrator
03**

8. Assist the Mayor and Finance Director with the preparation and submittal of a recommended annual budget for city operations and recommended capital programs; and administer the approved budget after adoption.
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. Cause to be prepared grant and/or loan applications on behalf of the City.
12. Evaluate City projects, programs, agreements and services and make recommendations on modifications and improvements thereto.
13. Devote his or her time to the discharge of his or her official duties.
14. The City Administrator shall perform such other duties as may be required by the Mayor consistent with state statutes and the ordinances of the City.

STAFFING:

| <u>Position (FTE)</u> | <u>2008 Actual</u> | <u>2009 Actual</u> | <u>2010 Budget</u> |
|--------------------------|--------------------|--------------------|--------------------|
| City Administrator | - | 1.00 | 1.00 |
| Administrative Assistant | - | 1.00 | 1.00 |
| Total | - | 2.00 | 2.00 |

OBJECTIVES ACCOMPLISHED IN 2009:

- Insured City vehicles making them compliant with the City's policy.
- Bid out cleaning services and supplies improving services and saving the City money.
- Identified and implemented new sources of revenue.
- Bid out the City's workers' comp, liability and other insurance policies resulting in lower rates.
- Balanced the City budget / assist with the 2010 budget preparation.
- Centralized all City contracts.
- Reviewed and corrected improper City contracts (expired, unsigned, converted verbal to written and non-bid to bid contracts). Identified existing agreements / contracts deficiencies and made recommendations to the Mayor and City Council.

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For the Fiscal Year Beginning January 1, 2010

**Office of the City Administrator
03**

- **Assisted in the presentation to Standard and Poors in order to maintain the City's A- credit rating, thereby saving money with respect to securing better interest rates on future loans and bonds.**
- **Working towards making City buildings more environmentally friendly and at the same time saving money.**
- **Obtained a very favorable interest rate for a line of credit.**
- **Applied for and was awarded a \$444,000 federal energy grant to make city buildings more energy efficient.**
- **Staffed the Historic Preservation Steering Committee, Business License and Taxation Committee, and the Census Committee.**
- **Review existing bonds and made recommendations to save the City money.**
- **Assist with hiring, i.e. develop interview practices, review related issues, update forms, etc.**
- **Handled numerous special projects as assigned.**
- **Helped to correct unnecessary expenses (ComEd bills for the Police Department, Nicor billing corrections).**

OBJECTIVES TO BE ACCOMPLISHED IN 2010:

- **On-going review City of Berwyn contracts to make sure that they are properly administered.**
- **Change our animal impoundment services to in order to save money and to be animal friendly.**
- **Work proactively with the fire department to make the City NIMS (National Incident Management System) certified.**
- **Take advantage of the City's A- credit rating to secure better terms for existing bond restructuring in October 2010.**
- **Continue to staff the Historic Preservation Steering Committee, Business License and Taxation Committee, and the Census Committee when appropriate.**
- **Secure grants for the Historic Preservation Steering Committee to do a historic building evaluation of Cermak corridor.**
- **Make continued budget improvement recommendations.**
- **Make hiring recommendations.**
- **Handle special projects as assigned.**

**City of Berwyn
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For the Fiscal Year Beginning January 1, 2010

**Office of the City Administrator
03**

LONG TERM OBJECTIVES (2-5 YEARS):

- **To prepare a five year capital plan for the City of Berwyn and provide reports to the City Council on the progress of the plan.**
- **Analyze long term budget forecasting.**
- **Evaluate better methods / efficiencies for savings 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
 2010 Budgeted Expenditures by Department
 City Administration
 12/31/2010

| Account Number | Account Name | 2007 | 2008 | 2009 | 2009 | 2009 | 2010 | Requested Budget Change | |
|------------------|--------------------------------------|-------------|-------------|-------------------|-------------|-------------|-------------------|-------------------------|----------|
| | | Balance | Balance | YTD 11/30/2009 | Projected | Budget | Budget | Amount | Percent |
| 100-03-5000 | City Admin - Salaries | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 122,693 | \$ 122,693 | - |
| 100-03-5035 | City Admin - Benefits | - | - | - | - | - | 53,794 | 53,794 | - |
| 100-03-5220 | City Admin - Training | - | - | - | - | - | 3,000 | 3,000 | - |
| 100-03-5220 | City Admin - Dues | - | - | - | - | - | 2,865 | 2,865 | - |
| 100-03-5220 | City Admin - Publications | - | - | - | - | - | 89 | 89 | - |
| 100-03-5225 | City Admin - Supplies | - | - | - | - | - | 750 | 750 | - |
| 100-03-5235 | City Admin - Postage & printing | - | - | - | - | - | 200 | 200 | - |
| 100-03-5235 | City Admin - Advertising for bidding | - | - | - | - | - | 2,000 | 2,000 | - |
| 100-03-5290 | City Admin - Other General Expenses | - | - | - | - | - | 6,300 | 6,300 | - |
| 100-03-5400 | City Admin - Repairs & maintenance | - | - | - | - | - | 600 | 600 | - |
| 100-03-5405 | City Admin - Copier maintenance | - | - | - | - | - | 3,000 | 3,000 | - |
| 100-03-5625 | City Admin - Internal service fund | - | - | - | - | - | - | - | - |
| Department Total | | <u>\$ -</u> | <u>\$ -</u> | <u>\$ -</u> | <u>\$ -</u> | <u>\$ -</u> | <u>\$ 195,290</u> | <u>\$ 195,290</u> | <u>-</u> |

Wish List (not included in 2010 budget):

| Description of item and explanation | Cost |
|-------------------------------------|------|
|-------------------------------------|------|

**City of Berwyn
2010
Annual Budget**

For the Fiscal Year Beginning January 1, 2010

**Office of the City Clerk
04**

PROGRAM MANAGER: City Clerk

PROGRAM DESCRIPTION:

The City Clerk's office is a statutory office. The City Clerk holds an elected position and is the "Keeper of the Records," the Official Seal of the City and archivist for the City. The Clerk's office is dedicated to meet the requirements and deadlines 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) and has been designated as Freedom of Information Officer of the City of Berwyn for all Committees, Boards and Commissions. 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 prescribed by Law
- ✚ Receives and maintains all sealed bids
- ✚ Maintain and codify all local ordinances and resolutions
- ✚ Attest, Seal and certify documents for the city
- ✚ Administer and respond to all requests for public documents, records and (FOIA) requests
- ✚ Administer and maintains Oaths of Office
- ✚ Notary Public, voter registration, assists County Clerk with elections

**City of Berwyn
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For the Fiscal Year Beginning January 1, 2010

**Office of the City Clerk
04**

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

STAFFING:

| <u>Position (FTE)</u> | <u>2008 Actual</u> | <u>2009 Budget</u> |
|------------------------|--------------------|--------------------|
| City Clerk | 1.00 | 1.00 |
| Clerk* | 0.91 | 0.91 |
| Secretary to the Clerk | 1.00 | 1.00 |
| Total | <u>2.91</u> | <u>2.91</u> |

OBJECTIVES ACCOMPLISHED IN 2009:

Reviewed and Re-Codified City of Berwyn Code of Ordinances

OBJECTIVES TO BE ACCOMPLISHED IN 2010:

Up-Date Ordinances on City Web Site Monthly

Be 100% Compliant with New Freedom of Information Act Laws and Open Meetings Act Laws

Digitize and Archive all Berwyn City Council Minutes from 2004, back to early 1930's on the City Web Site.

LONG TERM OBJECTIVES (2-5 YEARS):

Digitize and Archive ALL City Records and make available on City Web Site

City of Berwyn
2010 Budgeted Expenditures by Department
Clerk
12/31/2010

| Account Number | Account Name | 2007 | 2008 | 2009 | 2009 | 2009 | 2010 | Requested Budget Change | |
|------------------|-------------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------------|-----------|
| | | Balance | Balance | YTD 11/30/2009 | Projected | Budget | Budget | Amount | Percent |
| 100-04-5000 | Clerk - Salaries | \$ 95,758 | \$ 101,849 | \$ 91,619 | \$ 99,307 | \$ 99,171 | \$ 104,421 | \$ 5,250 | 5% |
| 100-04-5010 | Clerk - Overtime | - | - | 60 | 60 | - | - | - | - |
| 100-04-5030 | Clerk - Sick day buy back | 1,833 | 1,093 | - | 2,392 | 2,049 | 2,050 | 1 | 0% |
| 100-04-5035 | Clerk - Benefits | 40,587 | 40,917 | 37,588 | 42,842 | 42,842 | 45,783 | 2,941 | 7% |
| 100-04-5040 | Clerk - Tuition Reimbursement | - | - | - | - | - | 1,000 | 1,000 | - |
| 100-04-5220 | Clerk-Training, dues & publications | - | - | 2,721 | 2,721 | - | 3,500 | 3,500 | - |
| 100-04-5225 | Clerk - Supplies | - | - | 1,556 | 2,000 | - | 3,000 | 3,000 | - |
| 100-04-5235 | Clerk - Postage & printing | - | - | 1,005 | 1,005 | - | 2,000 | 2,000 | - |
| 100-04-5290 | Clerk - Other general expenses | 7,490 | 6,585 | 1,627 | 1,652 | 8,800 | 4,000 | (4,800) | -55% |
| 100-04-5405 | Clerk - Copier maintenance | 9,541 | 10,339 | 8,614 | 10,230 | 9,400 | 4,700 | (4,700) | -50% |
| 100-04-5610 | Clerk - Codification | 4,605 | 195 | 11,615 | 11,636 | 16,000 | 5,000 | (11,000) | -69% |
| 100-04-5615 | Clerk - Record Retention | 3,852 | 2,994 | 462 | 1,330 | 4,000 | 6,000 | 2,000 | 50% |
| 100-04-5625 | Clerk - Internal service fund | 6,970 | 7,008 | 11,484 | 4,803 | 4,118 | 9,232 | 5,114 | 124% |
| Department Total | | <u>\$ 170,636</u> | <u>\$ 170,980</u> | <u>\$ 168,351</u> | <u>\$ 179,978</u> | <u>\$ 186,380</u> | <u>\$ 190,686</u> | <u>\$ 4,306</u> | <u>2%</u> |

**City of Berwyn
2010
Annual Budget**

For the Fiscal Year Beginning January 1, 2010

**Office of the City Treasurer
06**

PROGRAM MANAGER: City Treasurer

PROGRAM DESCRIPTION:

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

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

At the end of 2009, the position of Grants Writer/Administrator was added to the City Treasurer's budget. This position is responsible for seeking out grant opportunities, preparing grant proposals, and monitoring awarded grants for compliance with terms and conditions.

City of Berwyn
 2010 Budgeted Expenditures by Department
 Treasurer
 12/31/2010

| Account Number | Account Name | 2007 | 2008 | 2009 | 2009 | 2009 | 2010 | Requested Budget Change | |
|------------------|--|------------------|------------------|------------------|------------------|------------------|------------------|-------------------------|-------------|
| | | Balance | Balance | YTD 11/30/2009 | Projected | Budget | Budget | Amount | Percent |
| 100-06-5000 | Treasurer - Salaries | \$ 10,061 | \$ 10,055 | \$ 8,654 | \$ 10,000 | \$ 10,000 | \$ 49,615 | \$ 39,615 | 396% |
| 100-06-5035 | Treasurer - Benefits | 2,549 | 2,388 | 2,163 | 2,400 | 765 | 9,923 | 9,158 | 1197% |
| 100-06-5235 | Treasurer - Postage, printing and publications | - | 2,600 | 4,056 | 4,056 | 2,800 | 4,000 | 1,200 | 43% |
| 100-06-5290 | Treasurer - Other general expenses | 4,000 | - | - | - | - | - | - | - |
| 100-06-5625 | Treasurer - Internal service fund | 359 | 392 | 585 | 153 | 410 | 380 | (30) | -7% |
| Department Total | | <u>\$ 16,969</u> | <u>\$ 15,435</u> | <u>\$ 15,458</u> | <u>\$ 16,609</u> | <u>\$ 13,975</u> | <u>\$ 63,918</u> | <u>\$ 49,943</u> | <u>357%</u> |

**City of Berwyn
2010
Annual Budget**

For the Fiscal Year Beginning January 1, 2010

**City Council
08**

PROGRAM DESCRIPTION:

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

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

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


SERVICES:

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

**City of Berwyn
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For the Fiscal Year Beginning January 1, 2010

**City Council
08**

-  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) | 2008 Actual | 2009 Actual | 2010 Budget |
|-----------------------|--------------------|--------------------|--------------------|
| Aldermen | <u>8.00</u> | <u>8.00</u> | <u>8.00</u> |
| Total | <u><u>8.00</u></u> | <u><u>8.00</u></u> | <u><u>8.00</u></u> |

City of Berwyn
2010 Budgeted Expenditures by Department
Council
12/31/2010

| Account Number | Account Name | 2007 | 2008 | 2009 | 2009 | 2009 | 2010 | Requested Budget Change | |
|------------------|----------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------------|-------------|
| | | Balance | Balance | YTD 11/30/2009 | Projected | Budget | Budget | Amount | Percent |
| 100-08-5000 | Council - Salaries | \$ 72,016 | \$ 79,999 | \$ 70,473 | \$ 80,000 | \$ 80,000 | \$ 78,423 | \$ (1,577) | -2% |
| 100-08-5035 | Council - Benefits | 85,010 | 93,799 | 83,510 | 115,000 | 117,384 | 15,500 | (101,884) | -87% |
| 100-08-5625 | Council - Internal service fund | 6,285 | 4,417 | 7,785 | 2,035 | 4,616 | 5,050 | 434 | 9% |
| 100-08-5200-01 | Council - Ward 1 | 4,575 | 4,482 | 4,050 | 4,500 | 4,500 | 4,500 | - | 0% |
| 100-08-5200-02 | Council - Ward 2 | 2,415 | 1,704 | 299 | 4,500 | 4,500 | 4,500 | - | 0% |
| 100-08-5200-03 | Council - Ward 3 | 3,679 | 1,285 | 555 | 4,500 | 4,500 | 4,500 | - | 0% |
| 100-08-5200-04 | Council - Ward 4 | 4,301 | 4,595 | 4,500 | 4,500 | 4,500 | 4,500 | - | 0% |
| 100-08-5200-05 | Council - Ward 5 | 881 | 4,272 | 3,112 | 4,500 | 4,500 | 4,500 | - | 0% |
| 100-08-5200-06 | Council - Ward 6 | 2,064 | 2,122 | 3,246 | 4,500 | 4,500 | 4,500 | - | 0% |
| 100-08-5200-07 | Council - Ward 7 | 4,209 | 4,134 | 1,032 | 4,500 | 4,500 | 4,500 | - | 0% |
| 100-08-5200-08 | Council - Ward 8 | 4,500 | 4,500 | 4,247 | 4,500 | 4,500 | 4,500 | - | 0% |
| 100-08-5235 | Council- Postage & Printing | - | - | 1,078 | 1,078 | - | - | - | - |
| 100-08-5290 | Council - Other general expenses | 1,359 | - | 305 | 305 | - | 500 | 500 | - |
| Department Total | | <u>\$ 191,294</u> | <u>\$ 205,307</u> | <u>\$ 184,191</u> | <u>\$ 234,418</u> | <u>\$ 238,000</u> | <u>\$ 135,473</u> | <u>\$ (102,527)</u> | <u>-43%</u> |

**City of Berwyn
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For the Fiscal Year Beginning January 1, 2010

**Legal
10**

PROGRAM MANAGER: City Attorney

PROGRAM DESCRIPTION:

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

SERVICES:

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

**City of Berwyn
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For the Fiscal Year Beginning January 1, 2010

**Legal
10**

- ✚ Coordinates the review of Freedom of Information requests with the Clerks office.
- ✚ Reviews and recommends changes to departmental policies and procedures.
- ✚ Supervises the Water Bill Amnesty Program.
- ✚ Supervises and reviews work of the City Prosecutor.
- ✚ Presides over adjudication hearings, Red Speed cases, parking ticket cases, noise trials, police calls and building department calls.
- ✚ Reviews all requests for parking ticket dismissals and reviews all building department settlements.
- ✚ Reviews and processes all legal billings.
- ✚ Reviews all Freedom of Information Act requests with the City Clerk.
- ✚ Review closed Committee of the Whole minutes with the City Clerk before they are opened to the public.
- ✚ Attends all City Council and Committee of the Whole meetings.
- ✚ Provide legal counsel for Police & Fire Commission and the Ethics Commission.

STAFFING:

| <u>Position (FTE)</u> | <u>2009 Actual</u> | <u>2010 Budget</u> |
|-----------------------|--------------------|--------------------|
| Attorney | <u>1.00</u> | <u>1.00</u> |
| Total | <u>1.00</u> | <u>1.00</u> |

OBJECTIVES ACCOMPLISHED IN 2009:

- ✚ Continued to provide cost savings regarding management of litigation matters.
- ✚ Revised and/or Drafted Departmental Policies and Procedures.

**City of Berwyn
2010
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For the Fiscal Year Beginning January 1, 2010

**Legal
10**

- ✚ Participated in Organizational Consolidation of applicable departmental operations.
- ✚ Enhanced adjudication collections and procedures.
- ✚ Developed and implemented comprehensive lien processing procedures.
- ✚ Implemented inspection programs for food establishments and multi-family rental housing.
- ✚ Continued to provide cooperation regarding special events.
- ✚ Reviewed all fire department contracts for equipment purchases.
- ✚ Helped draw up crime free housing ordinances.
- ✚ Reviewed in conjunction with the fire department all contracts for the 16th Street fire station.

OBJECTIVES TO BE ACCOMPLISHED IN 2010:

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

City of Berwyn
 2010 Budgeted Expenditures by Department
 Legal
 12/31/2010

| Account Number | Account Name | 2007 | 2008 | 2009 | 2009 | 2009 | 2010 | Requested Budget Change | |
|------------------|--------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------------|-----------|
| | | Balance | Balance | YTD 11/30/2009 | Projected | Budget | Budget | Amount | Percent |
| 100-10-5000 | Legal - Salaries | \$ 58,006 | \$ 146,009 | \$ 140,742 | \$ 156,158 | \$ 109,355 | \$ 159,313 | \$ 49,958 | 46% |
| 100-10-5010 | Legal - Overtime | - | 343 | - | - | - | - | - | - |
| 100-10-5035 | Legal - Benefits | 24,125 | 58,175 | 57,704 | 63,500 | 47,241 | 50,000 | 2,759 | 6% |
| 100-10-5040 | Legal - Tuition Reimbursement | 1,560 | - | - | - | - | - | - | - |
| 100-10-5110 | Legal - Adjudication program | 63,540 | 27,000 | 12,950 | 19,000 | 24,000 | 35,000 | 11,000 | 46% |
| 100-10-5225 | Legal - Supplies | - | - | 549 | 549 | - | 250 | 250 | - |
| 100-10-5235 | Legal - Postage & printing | - | - | 18 | 18 | - | 300 | 300 | - |
| 100-10-5290 | Legal - Other general expenses | 2,722 | 928 | 436 | 436 | 1,200 | 1,200 | - | 0% |
| 100-10-5300 | Legal - Professional service | 371,902 | 436,117 | 339,041 | 420,000 | 425,000 | 367,000 | (58,000) | -14% |
| 100-10-5625 | Legal - Internal service fund | 15,831 | 23,664 | 44,587 | 18,257 | 12,976 | 35,455 | 22,479 | 173% |
| Department Total | | <u>\$ 537,686</u> | <u>\$ 692,237</u> | <u>\$ 596,027</u> | <u>\$ 677,918</u> | <u>\$ 619,772</u> | <u>\$ 648,518</u> | <u>\$ 28,746</u> | <u>5%</u> |

**City of Berwyn
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For the Fiscal Year Beginning January 1, 2010

**Finance
12**

PROGRAM MANAGER: Finance Director

PROGRAM DESCRIPTION:

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

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

The Finance Department also encompasses the Collector's Office, which oversees the collection of cash receipts, parking, and the City receptionist. The goals of the Collector's Office are to continue to provide prompt, efficient and friendly service to all people who come in contact with the offices; to provide services in an accurate and professional manner; to provide the Finance Department with information in a timely and accurate manner; to provide quality service to all; to strive for self-improvement in all areas of responsibility. The Collector's Office 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 Water Department serves as the billing and record keeping department for all residential water and garbage accounts and commercial water accounts. It maintains records to monitor ownership of such accounts and updates the records when changes occur. It also serves as the mailing center for all departments in the City. While reporting to the Finance Director, all costs are being accounted for within the Water and Sewer Fund.

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

**City of Berwyn
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**Finance
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SERVICES:

- ✚ Disbursement of funds to vendors
- ✚ Monitor the City's purchasing policies
- ✚ Processing of payroll checks to all employees
- ✚ Verification of employee time in accordance with the City's employee handbook and applicable union contracts.
- ✚ Preparation of monthly financial information to department heads and elected officials.
- ✚ Coordination of the City's budget for submission to City Council
- ✚ Preparation of financial information and schedules for the annual audit
- ✚ Cash management and investment of City funds
- ✚ Cash collection and daily deposits
- ✚ Invoicing for water, sewer and garbage bills
- ✚ Questions and general assistance for business owners and residents on City fees
- ✚ Tracking of payments received and balances owed for adjudication programs
- ✚ Grant tracking including monitoring of compliance with applicable state and federal regulations
- ✚ Establishing, monitoring and enforcement of City internal controls over financial processes and reporting
- ✚ Liability and Workers Compensation risk management and claims review and processing
- ✚ Employee benefit evaluation, insurance review and administration

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**Finance
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STAFFING:

| Position (FTE) | 2008 Actual | 2009 Actual | 2010 Budget |
|--------------------------------|--------------|--------------|--------------|
| Finance Director | 1.00 | 1.00 | 1.00 |
| Senior Accountant | 1.00 | 1.00 | 1.00 |
| Staff Accountants | 3.00 | 3.00 | 3.00 |
| City Collector | 1.00 | 0.50 | - |
| Revenue Supervisor/Clerks | 7.25 | 7.00 | 7.00 |
| Inspector | 1.00 | - | - |
| Receptionist | 1.10 | 1.00 | 1.00 |
| Benefit Administrator | - | 1.00 | 1.00 |
| Water Billing Supervisor/Staff | 2.00 | 2.00 | 2.00 |
| Total | 17.35 | 16.50 | 16.00 |

ACTIVITY MEASURES:

| Activity Measures | 2009 Projected | 2010 Budget |
|--------------------------------|----------------|-------------|
| Bond Rating | A- | A- |
| Accounts payable checks issued | 5,400.00 | 5,400.00 |
| Payroll checks | 5,000.00 | 4,750.00 |
| Payroll direct deposits issued | 10,000.00 | 10,250.00 |
| Bond issuances | 2.00 | 1.00 |
| Audit journal entries required | 25.00 | 15.00 |

OBJECTIVES ACCOMPLISHED IN 2009:

- ✚ Went live with the New World financial management (i.e. general ledger) module on January 1, 2009
- ✚ Substantially completed implementation of the New World payroll module with a go live date of January 1, 2010 that will result in internal processing of payroll
- ✚ Replaced our third party financial advisor and achieved cost savings while receiving additional and higher quality service
- ✚ Prepared the first Comprehensive Annual Financial Report in the history of the City and submitted it to the GFOA for consideration for the Certificate of Excellence in Financial Reporting

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- ✚ Completed \$5.2 million bond refunding that effectively postponed the maturities of existing debt to allow for the use of over \$3.3 million to reduce the internal service fund deficit, address general fund revenue shortfalls, and build a fund balance in the general fund
- ✚ Completed \$7.7 million bond refunding to take advantage of favorable interest rates which will save the City \$376,000 over the life of the bonds.
- ✚ Began setup and training for the New World utility billing module
- ✚ Successfully worked with the IRS to get over \$13,000 of interest and penalties related to 2005 payroll reporting errors forgiven
- ✚ Provided training and assistance to other departments in the use of the new financial management system

OBJECTIVES TO BE ACCOMPLISHED IN 2010:

- ✚ Go live with the New World payroll module
- ✚ Implement New World utility billing module and cash receipting module
- ✚ Continue our debt restructuring program to build a fund balance in the general fund
- ✚ Begin work on a multi-year financial forecast and capital plan

LONG TERM OBJECTIVES (2-5 YEARS):

- ✚ Receive GFOA budget award
- ✚ Establish city-wide risk assessment process

BUDGET SUMMARY:

- ✚ The human resources department has been eliminated and the benefits coordinator position has been moved to the finance department budget
- ✚ Salaries and benefits for the water billing staff has been moved from the finance department (Collectors section) to the water fund
- ✚ During 2009, the Parking Division was outsourced to a third party provider resulting in the reduction of salary and benefit costs to the City

City of Berwyn
2010 Budgeted Expenditures by Department
Finance
12/31/2010

| Account Number | Account Name | 2007 | 2008 | 2009 | 2009 | 2009 | 2010 | Requested Budget Change | |
|------------------|--|--------------|--------------|----------------|--------------|--------------|--------------|-------------------------|---------|
| | | Balance | Balance | YTD 11/30/2009 | Projected | Budget | Budget | Amount | Percent |
| 100-12-5000 | Finance - Salaries | \$ 667,932 | \$ 722,659 | \$ 276,377 | \$ 304,417 | \$ 288,030 | \$ 293,889 | \$ 5,859 | 2% |
| 100-12-5010 | Finance - Overtime | 1,058 | 1,086 | 810 | 810 | - | - | - | - |
| 100-12-5030 | Finance - Sick day buy back | 11,180 | 4,940 | - | 1,443 | 8,496 | 1,300 | (7,196) | -85% |
| 100-12-5035 | Finance - Benefits | 282,876 | 289,652 | 113,647 | 126,528 | 126,528 | 128,853 | 2,325 | 2% |
| 100-12-5215 | Finance - Telephone | 51,291 | 51,649 | 31,479 | 35,500 | 30,000 | 30,000 | - | 0% |
| 100-12-5220 | Finance - Training, dues, & publications | - | - | 3,016 | 3,020 | - | 4,500 | 4,500 | - |
| 100-12-5225 | Finance - Supplies | - | - | 3,497 | 3,994 | - | 3,500 | 3,500 | - |
| 100-12-5235 | Finance - Postage, printing and publications | 18,704 | 15,690 | 16,280 | 17,000 | 21,000 | 13,000 | (8,000) | -38% |
| 100-12-5290 | Finance - Other general expenses | 40,581 | 42,301 | 26,556 | 35,000 | 44,000 | 35,000 | (9,000) | -20% |
| 100-12-5300 | Finance - Professional service | 32,815 | - | 27,720 | 3,192 | - | - | - | - |
| 100-12-5300-09 | Finance - Payroll fees professional service | 30,744 | 27,918 | 23,135 | 25,000 | 20,000 | 4,000 | (16,000) | -80% |
| 100-12-5405 | Finance - Copier maintenance | 11,223 | 10,041 | 11,030 | 14,304 | 11,000 | 5,500 | (5,500) | -50% |
| 100-12-5625 | Finance - Internal service fund | 28,547 | 40,353 | 58,451 | 16,178 | 42,784 | 38,810 | (3,974) | -9% |
| | Total Finance | 1,176,951 | 1,206,290 | 591,999 | 586,386 | 591,838 | 558,352 | (33,486) | -5.66% |
| 100-12-11-5000 | Collectors - Salaries | \$ - | \$ - | \$ 288,485 | \$ 305,000 | \$ 409,325 | \$ 227,690 | \$ (181,635) | -44% |
| 100-12-11-5030 | Collectors - Sick day buy back | - | - | - | - | - | 1,450 | 1,450 | - |
| 100-12-11-5035 | Collectors - Benefits | - | - | 118,279 | 150,000 | 174,729 | 99,829 | (74,900) | -43% |
| 100-12-11-5215 | Collectors - Telephone | - | - | 218 | 275 | - | - | - | - |
| 100-12-11-5220 | Collectors - Training, dues, & publications | - | - | 250 | 250 | - | 250 | 250 | - |
| 100-12-11-5225 | Collectors - Supplies | - | - | 1,113 | 1,477 | - | 1,500 | 1,500 | - |
| 100-12-11-5235 | Collectors - Postage & printing | - | - | 10,444 | 14,037 | - | 9,000 | 9,000 | - |
| 100-12-5300-02 | Finance - Municipal revenue base fee and commission | 236,613 | 245,735 | 204,496 | 221,226 | 275,000 | 250,000 | (25,000) | -9% |
| 100-12-5300-04 | Finance - Vehicle registration service | 23,963 | 23,496 | 26,099 | 33,919 | 27,000 | 35,000 | 8,000 | 30% |
| 100-12-11-5290 | Collectors - Other general expenses | - | - | 2,589 | 2,589 | - | 1,000 | 1,000 | - |
| | Total Collectors | 260,576 | 269,231 | 651,972 | 728,773 | 886,054 | 625,719 | (260,335) | -29.38% |
| 100-14-5000 | Benefits Coordinator - Salaries | \$ 104,637 | \$ 93,848 | \$ 63,851 | \$ 68,180 | \$ 77,422 | \$ 45,565 | \$ (31,857) | -41% |
| 100-14-5010 | Benefits Coordinator - Overtime | 21 | - | - | - | - | - | - | - |
| 100-14-5030 | Benefits Coordinator - Sick day buy back | - | - | - | 2,042 | 2,042 | - | (2,042) | -100% |
| 100-14-5035 | Benefits Coordinator - Benefits | 43,526 | 37,304 | 26,179 | 30,000 | 33,446 | 19,978 | (13,468) | -40% |
| 100-14-5220 | Benefits Coordinator - Training, dues & publications | - | - | 950 | 950 | - | 1,000 | 1,000 | - |
| 100-14-5225 | Benefits Coordinator - Supplies | - | - | 191 | 278 | - | 150 | 150 | - |
| 100-14-5235 | Benefits Coordinator - Postage & printing | - | - | 129 | 129 | - | 100 | 100 | - |
| 100-14-5290 | Benefits Coordinator - Other general expenses | 2,498 | 5,838 | 4,759 | 4,759 | 7,000 | 5,000 | (2,000) | -29% |
| 100-14-5625 | Benefits Coordinator - Internal service fund | 5,653 | 3,739 | 5,408 | 1,414 | 3,908 | 3,508 | (400) | -10% |
| | Benefits Coordinator - Advertising | 5,591 | 1,896 | - | - | - | - | - | - |
| | Total Benefits Coordinator | 161,926 | 142,626 | 101,468 | 107,752 | 123,818 | 75,301 | (48,517) | -39.18% |
| Department Total | | \$ 1,599,453 | \$ 1,618,147 | \$ 1,345,438 | \$ 1,422,911 | \$ 1,601,710 | \$ 1,259,372 | \$ (342,338) | -21% |

Note: Water billing staff moved to water fund

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**Information Technology
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PROGRAM MANAGER: Information Technology Director

PROGRAM DESCRIPTION:

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

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

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

SERVICES:

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

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

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

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

STAFFING:

| Position (FTE) | 2009 Actual | 2010 Budget |
|---------------------------------|-------------|-------------|
| Information Technology Director | 1.00 | 1.00 |
| Technical Support Specialist | 1.00 | 1.00 |
| * Service Technician | - | 1.00 |
| Database administrator | 1.00 | 1.00 |
| | | |
| Total | <u>3.00</u> | <u>4.00</u> |

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ACTIVITY MEASURES:

| Activity Measures | 2008 Actual | 2009 Actual | 2010 Budget |
|---|-------------|-------------|-------------|
| Workstations on LAN | 160.00 | 165.00 | 170.00 |
| Laptops | 19.00 | 22.00 | 25.00 |
| Police Mobile Data Computers | 25.00 | 25.00 | 25.00 |
| Laser Printers | 65.00 | 60.00 | 55.00 |
| *Network Switches | 24.00 | 32.00 | 30.00 |
| *Routers | 10.00 | 11.00 | 12.00 |
| Firewall | 1.00 | 1.00 | 1.00 |
| Network Servers | 30.00 | 27.00 | 25.00 |
| Software Applications | 35.00 | 36.00 | 40.00 |
| *T1 Data Lines | - | - | - |
| *End-User Support Calls Handled (Est.) | 2,000.00 | 2,200.00 | 2,350.00 |
| *Programming Projects | 200.00 | 215.00 | 225.00 |
| Network Uptime | 1.00 | 1.00 | 1.00 |
| Server Uptime (W2003, XP/2000 Workstations) | 1.00 | 1.00 | 1.00 |
| Telephone Call Connections Daily | 1,764.00 | 1,856.00 | 1,900.00 |
| Telephone Call Connections Monthly | 52,917.00 | 55,680.00 | 57,000.00 |
| Telephone Call Connections Annually | 635,000.00 | 668,160.00 | 684,000.00 |

Software Applications

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

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

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

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| | | | |
|----------------------------------|--------|----------|-------|
| Eventide Voice Recorder | Police | 6/1/2007 | 5.0 |
| FACES | Police | 2/2003 | 10.0 |
| LEADS | Police | 1/2000 | 75.0 |
| Live Scan | Police | 1/1/2003 | 2.00 |
| MCR v1.5.2 | Police | 4/1/2002 | 5.00 |
| Midco Card Reader Software | Police | 2/1/2001 | 1.00 |
| Midco DVR | Police | 2/1/2001 | 1.00 |
| Scene PD | Police | 1/1/2003 | 20.00 |
| Shift Roster V5 | Police | 1/1/2003 | 10.00 |
| The BEAST Evidence Collection | Police | 2/1/2001 | 5.00 |
| Auto Turn | PW | 1/1/2008 | 1.00 |
| Bentley Microstation v8 | PW | 1/1/2008 | 1.00 |
| Google Earth | PW | 1/1/2008 | 1.00 |
| HCS+ TSIS-CORSIM | PW | 1/1/2008 | 1.00 |
| Highway Safety Analysis Software | PW | 1/1/2008 | 1.00 |
| Traffic Management App | PW | 1/1/2008 | 1.00 |
| GEMS Property Mgmt | Water | 1/1/2000 | 1.00 |
| Sensus Water Meter Appl | Water | 1/1/2003 | 1.00 |

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

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

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

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Programming Projects

Programming projects for the following systems have been completed in 2009:

| <u>Programming Projects</u> | <u>2009 Budget</u> | <u>2009 Actual</u> | <u>2010 Budget</u> |
|-----------------------------------|--------------------|--------------------|--------------------|
| Local Ordinance System | 25.00 | 30.00 | 30.00 |
| Building Department System | 35.00 | 35.00 | 35.00 |
| Cash Register/Receipting System | 7.00 | 7.00 | 8.00 |
| Collector's Office System | 15.00 | 15.00 | 10.00 |
| Fine Collection Operations | 6.00 | 6.00 | 6.00 |
| Blight System | 16.00 | 16.00 | 15.00 |
| Water Utility System | 10.00 | 10.00 | 12.00 |
| Bar Code Scanning | 10.00 | 10.00 | 10.00 |
| GEMS Property Management System | 10.00 | 10.00 | 5.00 |
| Crime Free / Multi-Tenant Housing | 35.00 | 20.00 | - |
| * IT System Functions | 7.00 | 7.00 | 10.00 |
| Senior Garbage Discounts | 1.00 | 1.00 | 1.00 |
| 2010 Audit | 4.00 | 4.00 | - |
| Centennial / Letterhead | - | - | - |
| 2008 Census | 9.00 | - | 10.00 |
| Freedom of Information | 4.00 | 4.00 | 8.00 |
| * Traffic Management | 10.00 | 15.00 | 15.00 |
| * New World Database Analysis | 3.00 | 3.00 | 4.00 |
| Total | <u>194.00</u> | <u>175.00</u> | <u>160.00</u> |

Telephone Call Connections

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

OBJECTIVES ACCOMPLISHED IN 2009:

- Completed any and all outstanding 2008 projects and initiatives
- Completed technical preparations and final tweaking for North Fire Station

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- Successfully convert all applicable general ledger and related data from existing applications into New World-friendly general ledger system
- Implemented Linux-based solution for City's web proxy environment
- Retired existing Surf control and Microsoft ISA proxy environment and determine best, cost-effective way of handling filtered web traffic via acquisition of new hardware and software
- Fully deployment of a web-enabled Document Management System across all applicable departments, to be tied into the City website for public consumption
- Assisted in the training, deployment, and general provisioning for all aspects of the New World General Ledger project, until all involved departments are cutover and fully utilizing the system
- Completed technical preparation for online bill pay via New World public component once general ledger project is stable and fully in production
- Evaluated third party computer-based training options for staff on a variety of Microsoft-based platforms (Word, Excel, PowerPoint, Outlook)
- Continued implementation of home-grown Crime Free Access-based database, until program was administratively discontinued.
- Converted existing Pay roll system into New World architecture
- Designed database solution for tracking and managing traffic light systems City-wide
- Placed into production environment four (4) Linux-based VMWare ESX servers and successfully managed the conversion of six (6) production city servers into virtual environment
- Retired all physical Windows 2000 servers from city network
- Virtualized two primary domain controllers/file servers for City network

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OBJECTIVES TO BE ACCOMPLISHED IN 2010:

- Competed preparation, configuration and installation of power generator or City Hall and Center Fire House
- Upgrade the City's Microsoft Exchange environment from a 32-bit Exchange 2003 platform to a 64-bit robust Exchange 2007 platform
- Complete in its entirety New World General Ledger project
- Finalize and go live with website for processing of online water and vehicle sticker payments
- Re-design unified community calendar to include all city-affiliated organizational content to design a simple and single repository for residential web-based interaction
- Implement Logos-based *eSuite* application, to streamline online presence for water/utility billing payments via city website
- Retire all remaining Windows 2000 workstations from city network
- Begin Office 2007 conversion and compliance with production city databases
- Explore feasibility of deploying Vista Business and Office 2007 in select production environments

LONG TERM OBJECTIVES (2-5 YEARS):

- Complete administrative restructuring of IT department, including staff and location refit; reassigning roles and responsibilities while developing a standalone helpdesk support arm of the department
- Build out City-owned and operated fiber network, point-to-point, across all City locations, remove dependence on 3rd party provided for rated service and monthly service fees

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- Integrate and absorb Berwyn Public Library IT resources into City IT department
- Implemented a wireless radio network geared for Public Safety departments on the 4.9 GHz band for mobile facilitation of technical objectives
- Design fully-fledged intranet incorporating standalone city applications into unified source with single front-end for authentication and entry
- Complete overhaul and redesign of City website; conversion from a static and flat html-driven site to a dynamic content manager

BUDGET SUMMARY:

- 100-16-5000-- FY2010 includes adjustments in personnel, including the addition of a support technician to offset departmental growth over the last several years.
- 100-16-5530 -- FY2010 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 and can be eliminate in a few years of the City can progress with fiber-optically connecting its buildings with city-owned fiber—a capital project outlined in a the capital budget document for FY2010.
- 100-6-5510 – FY2010 includes a reduction in funding for new equipment. As the IT department continues virtualizing its production environment, the City may recognize a reduction in physical equipment purchases. As such, the department is able to reduce \$20,000.00 from this account from FY2009.
- 100-16-5410 – FY2010 includes a slight increase (\$5000.00) in hardware maintenance charges. The City telephone system is entering its third full year and we must budget to maintain our support contract with AT&T to ensure qualified assistance in the presence of a system or equipment failure.
- 100-16-5515 – FY2010 includes an increase for software purchases. In FY2009, we completed an internal audit of our existing software licensing and brought everything up into compliance. In addition, in FY2009, the VMWare migration

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program began – this includes converting old physical servers into software-based virtual machines. As a newer server can run multiple virtual servers, we are recognizing a cost savings in equipment, and will continue to for as long as the City virtualizes its environment.

- 100-16-5290 – FY2010 includes the necessary monies to fund two (2) Masters Degree initiatives for both the IT Director and Tech. Support Specialist. The IT Director is pursuing a MSIA (Masters of Science Information Assurance) degree from Capitol College. Capitol is recognized as a National Center for Academic Excellence in Information Assurance by the National Security Agency and the Department of Homeland Security. The Tech. Support Specialist is pursuing an MIS (Masters Information Science) degree from the University of Illinois at Springfield.
- 100-16-5300 – FY2010 includes monies to continue development of the City website. The Police and Fire departments have expressed intensive interest in overhauling their current web presence; the funds in this account will allow their ideas to become reality

City of Berwyn
 2010 Budgeted Expenditures by Department
 Information Technology
 12/31/2010

| Account Number | Account Name | 2007 | 2008 | 2009 | 2009 | 2009 | 2010 | Requested Budget Change | |
|------------------|-----------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------------|------------|
| | | Balance | Balance | YTD 11/30/2009 | Projected | Budget | Budget | Amount | Percent |
| 100-16-5000 | IT - Salaries | \$ 113,224 | \$ 209,226 | \$ 186,200 | \$ 213,474 | \$ 213,474 | \$ 269,818 | 56,344 | 26% |
| 100-16-5030 | IT - Sick day buy back | 2,788 | 3,637 | - | 3,637 | 3,765 | 3,765 | - | 0% |
| 100-16-5035 | IT - Benefits | 48,248 | 84,613 | 76,342 | 92,221 | 92,221 | 113,299 | 21,078 | 23% |
| 100-16-5225 | IT - Supplies | - | - | 30 | 50 | - | - | - | - |
| 100-16-5235 | IT - Postage & printing | - | - | 323 | 323 | - | - | - | - |
| 100-16-5290 | IT - Other general expenses | 30,761 | 22,244 | 34,793 | 36,477 | 40,000 | 40,000 | - | 0% |
| 100-16-5300 | IT - Professional service | 122,029 | 7,031 | 9,343 | 10,168 | 17,500 | 30,000 | 12,500 | 71% |
| 100-16-5410 | IT - Hardware maintenance | 24,801 | 10,234 | 29,941 | 32,000 | 25,000 | 30,000 | 5,000 | 20% |
| 100-16-5415 | IT - Software maintenance | 34,154 | 23,364 | 23,557 | 28,000 | 30,000 | 30,000 | - | 0% |
| 100-16-5510 | IT - Hardware purchases | 103,436 | 68,538 | 69,238 | 80,000 | 100,000 | 80,000 | (20,000) | -20% |
| 100-16-5515 | IT - Software purchases | 41,166 | 25,588 | 28,537 | 30,000 | 25,000 | 30,000 | 5,000 | 20% |
| 100-16-5530 | IT - Network Infrastructure | 184,278 | 149,926 | 173,047 | 193,422 | 180,000 | 180,000 | - | 0% |
| 100-16-5625 | IT - Internal service fund | 14,303 | 16,607 | 23,548 | 6,155 | 17,356 | 15,276 | (2,080) | -12% |
| Department Total | | <u>\$ 719,188</u> | <u>\$ 621,009</u> | <u>\$ 654,899</u> | <u>\$ 725,927</u> | <u>\$ 744,316</u> | <u>\$ 822,158</u> | <u>\$ 77,842</u> | <u>10%</u> |

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**Fire Department
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PROGRAM MANAGER: Fire Chief

PROGRAM DESCRIPTION:

The department operates three strategically located fire stations, each covering about one third of the City. They are manned by sixty-seven full time fire personnel and an eighteen person emergency medical staff. Our primary response area is divided by two railroad right-of-ways. The majority of the personnel work 24 hours on duty followed by 48 hours off duty. The Department maintains mutual aid agreements with our neighboring communities through the Mutual Aid Box Alarm System (MABAS). Our MABAS Division 11 group is affiliated state wide with other MABAS divisions. The Department also is associated with the Illinois Terrorism Task Force. We provide a variety of services; some of which are reactive or emergency in nature while others are proactive like fire prevention, fire inspections, and public education.

The Berwyn Fire Department is committed to the following values:

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

SERVICES:

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

- ✚ Fire prevention techniques
- ✚ Property conservation

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

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

STAFFING:

| Position (FTE) | 2007 Actual | 2008 Budget |
|--------------------------------------|-------------|-------------|
| Chief | 1 | 1 |
| Assistant Chief | 0 | 1 |
| Deputy Chief | 4 | 4 |
| Lieutenant | 13 | 13 |
| Engineer | 12 | 12 |
| Firefighter | 36 | 36 |
| Secretary | <u>1</u> | <u>1</u> |
| Total | <u>68</u> | <u>68</u> |
| *Addition of 6 members 2 per platoon | | <u>74</u> |

Station 1 (South) – 6434 Windsor Ave.

- ✚ 1997 Seagrave Quint, Engine 901 – fire vehicle staffed by a Lieutenant, Engineer, and two firefighters and includes the following services:

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- Aerial ladder
 - Full set of ground ladders
 - Water tank
 - Fire pump
 - Fire hose
 - EMS First Responders
 - The 1997 Seagrave Quint Engine is at optimal time for trade-in value, estimated at approximately \$100,000.00. Trade-in value estimate in August 2009 will decrease with time. The ladder on the truck if kept will need to have the Aerial ladder and hydraulic lift assist pistons rebuilt. July 2009 we received an estimate for \$150,000.00. It is our experience that the service on the unit will take between three and four months to be completed. It is my recommendation that we go out for bids to purchase a new Aerial Quint at a cost estimate between \$750,000.00 and \$800,000.00.
- ✚ 2008 Wheeled Coach Ambulance 906 – Advanced Life Support (ALS) unit staffed by two Paramedics (EMT-P from Paramedic Services of Illinois)
- ✚ 1993 Chevy Suburban unit 915 with plow this unit is used as an all purpose utility vehicle Training Officer's Vehicle and to plow the fire station driveways. It is my recommendation to replace this vehicle with a heavy duty pick up truck that will be able to pull the Division 11 Safety Trailer throughout the City for fire safety talks. Currently we do not have a vehicle that can tow the safety trailer due to weight.
- ✚ Reserve fire engine 911 1992 Seagrave – not staffed. Placed into service when other apparatus is in for repair or service. Reserve fire engine provides positive points for an improved ISO classification.

Station 2 (North) – 6615 16th St.

- ✚ 2000 Pierce Fire Engine 902 – fire vehicle staffed by a Lieutenant, Engineer, and a firefighter and includes the following services:
- Water tank
 - Hose
 - Fire pump
 - EMS First Responders

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- ✚ 2008 Wheeled Coach Ambulance 905 – an ALS Unit staffed by two paramedics
- ✚ 2004 Wheeled Coach Ambulance 907 – Basic Life Support (BLS) unit staffed by two Emergency Medical Technicians (EMT-B). This vehicle should be placed into the reserve position. It would be my recommendation to go out to bid and purchase a new ambulance for approximate costs of \$135,200.00. (See budget summary below)
- ✚ 2004 Wheeled Coach Ambulance 910 – a fully equipped reserve ALS unit that is not staffed. This unit is placed into service when other ambulances are in for repair or service. To comply with the 4 year replacement program for ambulances the 2005 reserve 910 ambulance should be replaced by 907.

Station 3 (Center) – 6700 W. 26th St.

- ✚ 2008 Crimson Gladiator Fire Engine– Unit staffed by a Lieutenant, an Engineer and a firefighter and includes the following services
 - Water tank
 - Fire pump
 - Hose
 - EMS First Responder
- ✚ It would be my recommendation/proposal to add one additional firefighter per shift on this vehicle at an estimated cost of three firefighters one per shift for an approximate cost of \$400,000.00. (See budget summary below)
- ✚ 2004 Seagrave Aerial Ladder Truck 904 – a fire vehicle staffed by a Lieutenant, Engineer, and two firefighters. This vehicle's primary duty is rescue and it transports a full complement of truck equipment.
 - Aerial Ladder
 - Ground ladders
 - Rescue equipment
 - EMS First Responders
- ✚ 2008 Ford Expedition command vehicle – operated by the shift commander, the on duty Deputy Chief. This person fulfills the NIMS requirement for an “incident command” person for all incidents.

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- ✚ 2000 Ford Expedition Reserve command vehicle- not staffed placed in service when other vehicles are in for maintenance and repair.
- ✚ 1996 Dodge Van Fire Prevention unit 912- vehicle used by fire prevention members conducting inspection. This vehicle is well beyond our 7 year replacement program for fire vehicles. Replacement costs for this vehicle is approximately \$24,000.

ACTIVITY MEASURES:

| Activity Measures | 2007 Actual | 2008 Actual | 2009 Actual | 2009 Projected | 2010 Projected |
|--------------------------|----------------|----------------|----------------|-------------------|-------------------|
| Fire calls responded to* | 3149 | 2359 | 1705 | 3300 | 3350 |
| EMS calls responded to** | 8483 | 7038 | 3406 | 6842 | 7000 |
| Training Hours* | 9275.5 | 15779 | 15213.7 | 20200 | 20700 |
| MRI Transports** | 2046 | 1323 | 1195 | 2390 | 0 |

*2008 figures are through *7-31-2009

**2008 figures are through **7-31-2009

OBJECTIVES ACCOMPLISHED IN 2009:

- ✚ Completion of construction on new 16th Street Fire Station
- ✚ Moving furniture, equipment, personnel, and vehicles in the new fire house by February 2009.
- ✚ Training all personnel on new fire engine and placing the engine in service by July 2009.
- ✚ Revision of target hazard preplans for the Hospital and schools.

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- ✚ Updated Firefighter Health and Safety Program and Blood Borne Pathogens Policy and Programs and trained in program.
- ✚ Developed a regular schedule for citizen CPR training. 29 Students trained to up to July 31, 2009.
- ✚ Updated Elementary School pre-fire plans and Emergency Contacts lists, by fire companies for all Elementary, Parochial, High Schools, and assisted living homes.
- ✚ Implementation of a fuel reduction Policy. The fuel reduction study was successful. In the year of 2008 the Berwyn Fire Department used 2627 gallons of gasoline and 12805 gallons of diesel fuel. In the year of 2009 up to August 31, 2009 the Berwyn Fire Department used 2055 gallons of gasoline and 9589 gallons of diesel fuel. The Monthly average usages of fuel in 2008 were 358 gallons of gasoline and 1601 gallons of diesel. In 2009 the monthly usage is 257 gasoline and 1199 of diesel. The total monthly usage decrease 71 gallons of gasoline and 402 gallons of diesel fuel.
- ✚ In 2008 a FEMA grant was applied for, for replacement of our LDH (large diameter 4 inch hose), asking for \$42,539.00 to replace our hose. The City cost share was \$8,507.00. LDH is used to supplement our water supply at an incident to provide maximum water to the scene. Due to the limited water supply coming from our hydrant system LDH is an integral part of our procedures.
 - Developed a 3 year plan to begin to replace 10 lengths of 2 ½ hose and 1 ¾ hand lines each year for the next three years. August 2009 costs estimated for 10 - 50' foot lengths of 2 ½ inch hose is \$3100.00. 2009 August cost estimates of 10 – 50' foot lengths of 1 ¾ inch hose is \$2600.00
- ✚ Increase Development of the Department Technical Rescue Team, which functions within MABAS Division 11 and the Illinois Terrorism Task Force. Increased membership on the team by 3 members to a total of 18 Members on MABAS Division 11 Team of Technical Rescue team. A total of 14 Fire Department members on the Illinois Terrorism Task Force Team. Fire department personnel receive training in technical rescue disciplines such as:
 - Confined space
 - Trench collapse
 - Structural collapse

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- Rope rescue
18 department members (at least five per shift) have completed several areas of training and are on the current TRT roster.
- ✚ Purchase of Technical Rescue PPE for team members.
- ✚ Increased Development of the Department of the Hazardous Materials Team by 6 members. A total of 14 members on the MABAS Division 11 Hazardous Materials Team. 6 Members are currently on the Illinois Terrorism Task Force Team. The training and overtime costs were funded through the Illinois Terrorism Task Force.
- ✚ Providing a Citizens Fire Academy for residents who are interested in experiencing a truncated version of firefighter recruit training.
- ✚ Continued usage and training in the new Fire Department record management software (Fire House) has been implemented, allowing the Fire Department to comply with the accepted national incident reporting system. Increases in activity measures are due to better record management, the implementation of the new incident reporting software, (Fire House), and increasing number of calls for service, both Fire and EMS.
- ✚ Increased training hours for department members for both in-house and external training. The external training hours include sending 3 department members to training for the Technical Rescue Team, 6 members Hazardous Materials Team, and newly promoted Lieutenants through Fire Officer Series. Costs for the TRT and Hazardous Materials training are currently covered through an Illinois Terrorism Task Force grant.
- ✚ Planning for a Development of a Fire Department web site
- ✚ Contract Negotiations with Local 506 collective Bargaining Unit.
- ✚ Purchase 2 Intraosseous Needle sets at a cost of \$1,100.00. Intraosseous needles are used in a treatment for vascular access is needed in life threatening situations in babies, infants and children. It is indicated when attempts to start an IV fails or in cases where it will likely to fail and speed is of the essence. These units were purchased in February of 2009. The unit was placed into service in March 2009 with 30 patients receiving service through August of 2009.

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 Grant applications submitted for the following:

- Assistance to Fire Firefighters Grant 2009 LDH Hose received \$42,539.00
- CDBG Grant to Purchase Thermal Imaging Camera's for Station 2 and Station 3 Received \$20,000.00
- CDBG Grant to purchase new rescue tools Received \$37,720.00
- CDGB Grant for Station 2 Construction project, purchase a Lap Top computer, portable projector for Public Education training, CPR training and Citizen's Fire Academy Received \$204,400.00
- Illinois Department of Public Health for Upgrade our 2 current 3-lead cardiac monitors to 12-lead monitors for a Cost of \$17,000 Grant was denied. McNeal Hospital was also trying to secure funding for the upgrade through several different grant venues and was not successful.
- Office of the State Fire Marshal Small Equipment Grant Program for Rapid Intervention tools for a cost of \$12,800.00 Grant was denied.
- 2008 Total Grants applied for \$334,059.
- 2008 Total Grants awarded \$ 304,259

OBJECTIVES TO BE ACCOMPLISHED IN 2010:

-  Continue Training Citizens in CPR. The program is designed to bring enough revenue to cover instructor's costs, materials and to purchase new training aids for the program.
-  Purchase of 1 new 2010 Ambulance to accomplish the 4 year replacement program for ambulances. (See Ambulance replacement program in Budget summary below).
-  Remodeling of Fire Chief Office, replace carpeting in Main station 3 basement offices, training room and painting of the first floor. This goal would be eliminated if we receive the ARRA Grant applied for a new Fire Station 3 at the old Police Department property.
-  Implement new Fire House software capabilities for mobile fire inspections with tablet computer.
-  Implement use of City website to display Fire Department activities

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- Display fire inspection tips and forms on the City Website
 - Display History of Fire Department
 - Display of Vehicles & Equipment
 - Display of Services provided by Fire Department
 - Calendar of Events of Fire Department Activities
- ✚ Issue updated, revised Fire Department operations manual
 - ✚ Renew yearly physicals for each member covered under the revised respirator program
 - ✚ Revise and develop manual for Fire Department Respirator Program
 - ✚ Revise and develop a Firefighter Safety Program to address workman's Compensation issues
 - ✚ Develop a Firefighter Rehabilitation Program at Fire Incidents
 - ✚ Increase Community interaction. In the year 2009 the Berwyn Fire Department interacted with the Public on Non-Emergency events talking to over 165 adults and 1188 children
 - ✚ Increase in-house training and expand outside training as well as Fire Officer development training
 - Develop a training and minimum qualification policy for seniority rank of Engineer rank
 - Develop a training and minimum qualification for the Acting Lieutenant position
 - ✚ Implementation of a plan to update the outdoor tornado warning sirens
 - ✚ Comply with increasing state and federal mandated training
 - ✚ Comply with CBA Lieutenant Training
 - ✚ 2010 vehicle replacement objectives detailed in Budget Summary below
 - ✚ Continued Contract Negotiations with Local 506 collective Bargaining Unit

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- ✚ An agreement with Mac Neal Hospital to provide patient transport via ambulance between the MRI center and the Hospital will no longer be in effect. The service will be terminated due to the Hospital constructing a MRI center within the Hospital's Building and no longer needing the Service. Additional Services are being explored to possibly increase a potential revenue source.

- ✚ Implement an upgrade Wireless Alarm monitoring program for all Commercial fire alarms in the City. This would bring in a source of revenue for the City.

- ✚ 2010 Grants Applied for
 - \$4,634,600 American Recovery Reinvestment Act for Fire Station Construction
 - \$234,400 Assistance to Firefighters Grant for New Air Packs for the Department (\$42,700 will be the City's cost share)
 - \$101,000 Assistant to Firefighters Grant for MABAS Division 11 for a Firefighter's Accountability Program. (MABAS Division would reimburse the City for the Cost Share).
 - \$5,750 Community Development Block Grant to replace our 10 year old Rescue Air Bags
 - \$8,000 Community Development Block Grant for replacement of 4 Gas Detection Meters
 - \$600 Community Development Block Grant for hand tools for the Firehouse used for repair and installation of equipment
 - \$8,000 Community Development Block Grant for replacement of Lap Top Computer for Ambulance reporting to the Hospitals
 - \$4,971,350 total grants applied for in 2010

BUDGET SUMMARY:

Fire Engine replacement

1996 Quint pumper/aerial ladder at station 1 (south) is approaching 13 years of age. Well beyond our 7 year replacement program for fire vehicles. Estimated trade-in value quote in August of 2008 is approximately \$100,000.00. The quint pumper/aerial is a multi use vehicle stationed south due to railroad traffic. This quint/pumper has the option to provide water for extinguishment and aerial ladders

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for rescue. The concept of the quint is to provide a multi use fire apparatus to begin emergency operations due to delays in response time from railroad traffic. With increasing maintenance costs and decreasing trade-in value, it is time to begin the process of replacement. During the 2008 ladder testing and certification, it was brought to our attention that the ladder will need to be refurbished due to wear and usage, in the near future. The refurbishing of the ladder will cost approximately \$120,000.00 and take 3 to 5 months to complete. This quint/pumper is used as a backup ladder for ISO fire insurance ratings. Replacement costs of a new 100' Quint will be approximately \$750,000.00 to \$800,000.00. A seven to 10 year lease/purchase program could be explored. Trade-in value for the existing quint could be used to reduce the overall cost of the vehicle.

Ambulance Replacement

To comply with the 4 year replacement program for ambulances the 2005 reserve 910 ambulance used for a reserve unit. This will bring us up to replacing the ambulances in a four year cycle. As experienced with the last ambulances purchased in 2008 the increased trade-in value reduced the overall costs of the ambulances. Maintenance cost should also decrease by the vehicle being covered by the manufacturer's warranty. The reserve unit 910 was involved in an accident on August 13, 2006 which has created additional maintenance costs and problems. The approximate cost of a new ambulance is approximately \$135,000.00.

Replacement of the Fire Prevention 1996 Dodge Van

Purchase of a SUV off the State Contract to replace the Current Assistant Chief's 2005 Chevy Impala. The Impala would replace the Dodge van and then be used for Fire prevention inspections. A new vehicle Approximate cost \$23,000.00.

Replacement of 1993 Chevy Suburban SUV

This vehicle is currently being used to assist the department in the fuel reduction policy. The unit has a plow attached to it and is used to plow snow from the firehouse driveways. Purchase a Heavy Duty crew cab Pick-up truck for approximately \$26, 000. The vehicle would be used by the training Officer and for plowing the stations. The vehicle would also be used for multiple other uses for training and transporting hose and Equipment to and from incidents. Currently the Berwyn Fire Department does not have a vehicle to tow the MABAS Division 11 Fire Safety Trailer. The Berwyn Police Department has allowed us to use the graffiti pick-up truck to transport the trailer. This works for us on the weekend, but during the week days we disrupt the graffiti truck's schedule to move the trailer around to schools.

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Emergency Medical Goals and Objectives from Loyola Hospital our Resource Hospital

- Upgrading our Cardiac Monitors to a 12-lead EKG to achieve goals set forth by Loyola Hospital our resource Hospital, and utilized by all hospitals in the region 8. A 12-Lead EKG upgrade to our current monitors (Zoll E-Serious TM.) The approximate 2009 costs involved for the upgrade is \$17,000.00.00 to \$18,000.00. We are in the process of applying for grants through the Illinois Department of Public Health and the Arthur Foundation. The goal of the 12-lead EKG is to have the medical information transferred to the hospital faster so the attending Physician can review the print out sent digitally by cell phone and call the appropriate treatment on a timely basis. This could increase the patient's chances for a successful outcome. This is a life safety issue which would benefit all cardiac patients we assist. In 2008 we responded to 4684 Medical emergency calls for service. Of those calls 239 were of cardiac in nature. In 2009 we have responded to 1400 cardiac related calls for service. Our new records management system implemented in 2008 gave us a better understanding on how the 12-lead EKG actually improved the patient's outcome.
- As one of the top killers in the US today, heart attacks account for approximately 28% of deaths in people under the age of 85. These deaths are highly preventable through appropriate tools, and proper training. In the EMS field 12 lead monitors have proven to be a successful tool to help diagnose and treat possible heart attack patients. 12 lead monitors are used to show heart rhythms in a three-dimensional form. The paper read out illustrates all sides of the heart, through fractioned rhythm sections, and any possible trouble signs in these areas. By using a monitor with 12 leads rather than 3-lead, a paramedic can see infarction, old and new, and more definitively in all areas of the heart rather than just the anterior view. This enables the paramedic to make better decisions for in-field treatment and give better information to the ER prior to their arrival. One of a paramedic's priorities is to "paint a picture" to the Emergency Room staff about what type of patient they are bringing in. With 12 lead monitors a paramedic can offer vital information about a possible heart attack, thus generating a cardiac response more quickly in the hospital. It can take up to 40 minutes to assemble a cath lab team on the weekend, but if a 12 lead monitor shows a positive heart block the team can be assembled that much quicker for getting the information from the paramedics. As we say in the field "Time is muscle" and the less time needed to give state-of-the-art heart care, the less heart muscle is lost to the patient. Three lead monitors do not offer enough definitive information about a possible block in the heart. For this reason a

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person with chest pain will be given another EKG, 12 lead, in the ER after being admitted and interviewed. The time taken for these procedures could mean loss of vital heart muscle for a patient. Being that heart attacks are one of the biggest preventable killers in the United States, it is imperative that if the tools to help defer the end loss are available they should be used by medical personnel whenever possible.

- For the Last three years several unsuccessful Grant applications have been submitted for this equipment.
- We will be attempting to apply to the Arthur Foundation for a Grant in 2010.

Tornado Siren Upgrade

- The Tornado warning siren currently in use by the City of Berwyn is in need of upgrading. The tornado siren locations in the City are 16th St fire station, the roof top of City Hall, and on top of the Windsor Ave fire station. The decibel coverage does not reach the entire city. The August 2009 estimated costs for upgrading all three fire houses with new sirens, battery back up system, and integrated software system is approximately \$80,000.00 total estimated costs. The upgraded system is designed with the capability of remote activation from the dispatch station and three different signal types (tornado/weather, air raid, and all clear. Currently we have the capability of only one signal type.

Berwyn Fire Department Budget wish list for 2009

- Additional Firefighters – “*The National Fire Protection Association Standard 1710*” states the minimum of 3 persons on duty staff each primary response fire engine, truck unit or company. Berwyn Fire Department has the following minimum staffing per 24 hour shift:

| Apparatus | Station | Staffing |
|------------------|---------|----------|
| Quint/Engine 901 | South | 4 |
| Engine 902 | North | 3 |
| Engine 903 | Center | 3 |
| Truck | Center | 4 |
| Incident Command | Center | 1 |
| Total | | 15 |

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- Raising the minimum staffing to 4 persons on engines 902 & 903 would require hiring three additional firefighters per unit for a total of 6. Keeping all other aspects the same (6 persons off duty per day) will reduce the overtime costs. Overtime is triggered by falling below the 14 person minimum currently in place. This will address the continuing upward trends in the number and complexity of calls for service, as well as the need to anticipate a number of potential retirements in the coming year.
- The additional persons would act as a hedge, so as not to fall below the 14 person minimum. The vehicles can accommodate the additional manpower. This could be experimented by hiring the persons in advance of need, created by retirements and monitoring the time period to see if overtime expense is reduced.

Fire Prevention and Inspection Employee

- Prevention and inspection employee – Most Fire Departments have a minimum of 1 full time person in the division acting as a supervisor to the part time staff of the fire-prevention division or bureau. The person provides continuity. A staff person is available during regular business hours to coordinate fire prevention and public education warrant this position. My recommendation is to have a staff person assigned to fire prevention, inspection and public education. The anticipated increase in fire inspections, new business licenses, occupancy loads, yearly inspections of commercial property requirements and public education warrants this position. A creation of a fire inspector rank and or Fire Marshal's rank with qualifications and a requirement to stay in the position for a period of time would be required.
- In the Year 2008 The Fire prevention Inspectors conducted the following inspections: 24 New Business Licenses, 45 Annual inspections, 85 Re-inspections, 27 Special Inspections, 5 Occupancy inspections, 1 pre-inspection and 6 Freedom of Information requests.
- In the Year of 2009 the Fire prevention Inspectors conducted 39 New Business licenses, 91 Annual inspections, 105 re-inspections, 28 Special inspection 8 Occupancy Inspections, 21 Pre-Inspections and 9 Freedom of Information requests.
- We are predicting a continual rise in New Business and Pre-inspections, along with Occupancy inspections. We are currently not charging for these inspections, but should consider charging especially for re-inspections. Many re-inspections are for owners not repairing the violations and the time frames allowed. This is taking time away from completing new annual inspections.

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- There are 1030 businesses in Berwyn, in 2008 and 2009 the inspectors completed 145 annual inspections, leaving 800 properties not inspected annually.
- This could also be accomplished by hiring a civilian employee with qualifications and or an administrative assistant to assist in scheduling and record keeping. This position could be shared with the proposed training officer secretary listed below.

Training Division Manager

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

Proposal 1

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

Proposal 2

- Create a secretary /clerk to the training division for the purposes of record keeping, data entry, filing, appointments of inspections, mailings, notices and disposal of records that can be disposed of. The disposal of records would create much needed space in the filing area of City hall. The estimated costs involved would be from \$15,000 to \$20,000 salary range

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plus benefits. A part time position with 32 hours of work would also be possible eliminating the benefits costs.

- We could explore the usage of a CETA worker to fulfill this position at no cost to the City. In 2009 The Fire Department through CETA used a Filing clerk to assist to straighten out all files in the department and compile old files for destruction. This assistant helped out tremendously in achieving the goals.

City of Berwyn
2010 Budgeted Expenditures by Department
Fire
12/31/2010

| Account Number | Account Name | 2007 | 2008 | 2009 | 2009 | 2009 | 2010 | Requested Budget Change | |
|------------------|--|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|-------------------------|------------|
| | | Balance | Balance | YTD 11/30/2009 | Projected | Budget | Budget | Amount | Percent |
| 100-18-5000 | Fire - Salaries | \$ 5,440,064 | \$ 5,431,618 | \$ 4,651,867 | \$ 5,171,476 | \$ 5,171,476 | \$ 5,252,744 | \$ 81,268 | 2% |
| | Fire - Salaries for EMS | | | | | | 459,900 | | |
| 100-18-5005 | Fire - Out of class | 2,158 | 71,808 | 38,175 | 76,350 | 55,000 | 76,350 | 21,350 | 39% |
| 100-18-5010 | Fire - Overtime | 286,035 | 276,720 | 235,411 | 278,492 | 330,000 | 330,000 | - | 0% |
| | Fire - Overtime for EMS | - | - | - | - | - | 40,832 | - | - |
| 100-18-5015 | Fire - Uniform stipend | 50,800 | 50,952 | 53,640 | 53,640 | 53,600 | 53,600 | - | 0% |
| 100-18-5020 | Fire - Education stipend | 16,250 | 25,250 | 26,000 | 19,750 | 27,750 | 26,000 | (1,750) | -6% |
| 100-18-5025 | Fire - Other stipend | 6,250 | - | - | 6,250 | 12,500 | 8,700 | (3,800) | -30% |
| 100-18-5030 | Fire - Sick day buy back | 90,596 | 53,736 | - | 58,132 | 243,000 | 226,750 | (16,250) | -7% |
| 100-18-5035 | Fire - Benefits | 1,461,111 | 1,391,085 | 1,237,300 | 1,256,669 | 1,256,669 | 1,351,488 | 94,819 | 8% |
| | Fire - Benefits for EMS | - | - | - | - | - | 3,655 | 3,655 | - |
| 100-18-5040 | Fire - Tuition reimbursement | 25,259 | 7,267 | 2,416 | 5,916 | 12,000 | 10,000 | (2,000) | -17% |
| 100-18-5045 | Fire - Pension | 2,327,797 | 2,049,758 | 1,024,661 | 2,034,586 | 2,034,586 | 2,534,586 | 500,000 | 25% |
| 100-18-5205 | Fire - Utilities | 55,956 | 1,665 | 5,400 | 10,000 | 35,000 | 10,000 | (25,000) | -71% |
| 100-18-5210 | Fire - Vehicle Gas and Oil | - | 64,568 | 29,389 | 35,000 | 75,000 | 65,000 | (10,000) | -13% |
| 100-18-5215 | Fire - Telephone | 7,846 | 9,401 | 6,855 | 8,000 | 8,800 | 9,900 | 1,100 | 13% |
| 100-18-5220 | Fire - Training, dues and publications | 28,184 | 24,134 | 34,882 | 44,882 | 30,000 | 54,050 | 24,050 | 80% |
| 100-18-5225 | Fire - Supplies | - | - | 9,172 | 10,000 | - | 11,000 | 11,000 | - |
| 100-18-5235 | Fire - Postage and printing | - | - | 322 | 322 | - | 500 | 500 | - |
| 100-18-5290 | Fire - Other general expenses | 77,221 | 81,324 | 33,295 | 40,000 | 80,000 | 110,000 | 30,000 | 38% |
| 100-18-5300 | Fire - Professional service | 1,174,574 | 1,337,849 | 1,078,116 | 1,181,387 | 1,225,000 | 510,417 | (714,583) | -58% |
| 100-18-5300-03 | Fire - Collection service fees | 74,740 | 62,464 | 44,387 | 60,000 | 65,000 | 65,000 | - | 0% |
| 100-18-5400 | Fire - Repairs and maintenance | 127,459 | 138,020 | 92,935 | 142,166 | 180,000 | 200,000 | 20,000 | 11% |
| 100-18-5405 | Fire - Copier maintenance | 9,542 | 10,070 | 12,172 | 13,789 | 11,400 | 5,700 | (5,700) | -50% |
| 100-18-5500 | Fire - Equipment purchases | 29,375 | 35,330 | 17,672 | 43,814 | 50,000 | 162,979 | 112,979 | 226% |
| 100-18-5500-01 | Fire - Turnout gear | 16,229 | 15,706 | 5,745 | 12,542 | 17,500 | 29,500 | 12,000 | 69% |
| 100-18-5505 | Fire - Equipment lease | - | - | 145,652 | 156,322 | 152,694 | 152,694 | - | 0% |
| 100-18-5625 | Fire - Internal service fund | 589,152 | 637,718 | 745,451 | 302,467 | 765,292 | 590,048 | (175,244) | -23% |
| 100-18-5800 | Fire - Capital outlay | - | - | 539,156 | 538,761 | 525,594 | - | (525,594) | -100% |
| Department Total | | <u>\$ 11,896,598</u> | <u>\$ 11,776,444</u> | <u>\$ 10,070,071</u> | <u>\$ 11,560,713</u> | <u>\$ 12,417,861</u> | <u>\$ 12,351,392</u> | <u>\$ (567,200)</u> | <u>-5%</u> |

Wish List (not included in 2010 budget):

| Description of item and explanation | Cost |
|---|---------|
| 6 Additional Firefighters | 780,000 |
| Tornado Siren Upgrade | 80,000 |
| Fire Prevention Employee Lt Rank @ 10% | 87,305 |
| Training Officer's Assistants | 7,000 |
| Training Officer clerk/assistant Civilian | 20,000 |

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PROGRAM MANAGER: Police Chief

PROGRAM DESCRIPTION:

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

The City of Berwyn's inner ring location 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.

The recent economic downturn throughout the region has impacted crime and quality of life issues throughout the metropolitan area. Foreclosures are at historically high levels, and previously innocent people are becoming criminals of opportunity.

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

Organization:

Chief of Police- The Chief of Police is the chief executive officer of the Berwyn Police Department. The chief is responsible for the day to day operations of the department. Additional responsibilities include developing policy, risk management, research and development, crime strategies, discipline and responding to major incidents. The Chief is assisted by the Deputy Chief of Police and four Division Commanders, each of whom are responsible for a specific area of management within the department





Deputy Chief of Police: The Deputy Chief of Police is responsible for oversight of specialized units within the department. Additional responsibilities include participating in the preparation of the department's budget, risk management, developing crime strategies, and personnel development.

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

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

Department Description – Investigative Services

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

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

With the implementation of the West Suburban Gang Task Force, (WEDGE), the operations aspect of the Task Force is assigned to Commanders from two of the participating municipality's, Berwyn being one and Lyons being the other. The Division Commander of Investigative services is one of the Operations Commanders for the Task Force. Part of these additional responsibilities are working hand in hand with the Task Force Field Supervisor in determining the schedule and locations of operations, as well as ensuring that the Task force has the necessary equipment and support to complete it's mission.

Management of all asset forfeiture proceedings both state and federal and responsibility for the equitable shares distributed to the police department is also handled by the Division Commander of Investigative Services. This includes the receiving and accounting of all equitable shares received from the U.S. Marshalls office, and processing all invoices for related expenditures. Maintaining accurate records of all transactions and working with the Task force Officer in following up on all cold, and current investigations.

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Department Description – Line Services

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

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

Department Description – Administrative Services

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

Department Description – Support Services

The primary responsibility of Support Services is to provide assistance to the other Divisions of the Police Department in the form of personnel and equipment, which in turn allows the Berwyn Police Department to meet its mission. Support Services consists of the following units: Community Service, Graffiti Removal, Parking Enforcement, Traffic Enforcement, Department Motor Pool, Detention/Booking, and Canine Unit.

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SERVICES:

**Services - Investigative Services
Criminal Investigations Unit**

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

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

Specialty Assignments consist of the following:

- ✚ **Records Maintenance & Background** - Electronic and paper record maintenance, including all Berwyn arrest files, liquor license files, new business files, criminal records checks, LEADS (Law Enforcement Agency Data Systems) validations, immigration checks, military background checks, responding to subpoena requests, processing expunge orders, Medical Examiner files and Cook County court computer updates.
- ✚ **Evidence** - Evidence processing, collection, and storage along with recovered property storage. Preparation of evidence for laboratory submission for analysis, and evidence records maintenance. Maintenance of evidence collection supplies, and Mobile Crime Scene Unit inventory and maintenance.
- ✚ **Crime Scene Unit** - The Crime Scene Unit consists of Patrol Officers assigned to routine Evidence Collection. These technicians work along side Investigators and are responsible for processing all crime scenes. CSU Technicians also provide assistance to Illinois State Police Crime Scene Investigators on all major local crime scenes.
- ✚ **Employee Criminal Background Investigations** - New Police Employee background checks (processing, reports, field interviews), photographs, fingerprint verification, FOID, D/L, neighbor and former employer reference verifications, followed by a comprehensive written report.
- ✚ **Photography** - Photography maintenance, filing of negative print film and photographs, photography log records, and filling of subpoena requests for negative print film.

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- ✚ **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 owners, including shops located in Oak Park, North Riverside and Chicago Area 5.

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

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

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- ✚ **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

The police department Youth Investigations/Community Relations Unit is comprised the Unit Commander who serves as the supervisor for 5 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, detective or tactical division.

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- ✚ Youth investigators are called to the schools on a regular basis during the school year for criminal acts or Minors Requiring Authorities Intervention.
- ✚ Investigators also provide the schools with gang & drug awareness, bullying, and railroad safety programs, or any other specifically targeted program at the schools request.
- ✚ The unit maintains the 52-person school crossing guard program. This consists of hiring, scheduling, training, and payroll of all 52 members.
- ✚ 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

The unit has also initiated new investigation protocols and programs:

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

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

Community Relations

One Investigator is assigned exclusively to Community Relations programs that affect the community and serve as the Public Relations arm of the department as well. In addition the assigned Investigator is responsible for coordination and management of the following programs, which include but are not limited to;

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

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- ✚ Volunteer In Policing (VIP) Program
- ✚ National Night Out event
- ✚ Boy Scouts of America sponsored "Police Explorer Program"

Tactical / Drug Investigations Unit

The Deputy Chief of Police has immediate oversight of the Tactical/Drug Enforcement unit which is comprised of a supervising Detective, (10) Tactical Officers who are Gang Specialists, and (2) Detectives that primarily are assigned to Federal Task Forces, DEA & the U.S. Marshal's Service. Both Investigators also are assigned collateral duties in drug and gang enforcement in the City of Berwyn.

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

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Services - Line Services

Patrol Division

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

- ✚ The Patrol Division represents the first visible contact with the public, and provides primary first responder police service.
- ✚ The Patrol Division has a myriad of functions to include initial investigation of crimes. Patrol Officers are the eyes and ears of the investigators and in many cases the success or failure of cases rests on the shoulders of Patrol.
- ✚ The Patrol Officer's functions also include accident investigation, traffic enforcement, order maintenance, City Code enforcement, crime prevention and identification and apprehension of suspects in criminal events.
- ✚ Patrol Officers must be aware of trends in crime in their beats and are the primary emissaries of Department and City Policy in the community.
- ✚ Patrol Officers are also tasked with rapid deployment duties in the case of active shooter cases or armed assailant, in any environment and must be trained and equipped to deal with the most insidious of crimes.
- ✚ The Berwyn Police Department Patrol Division is currently staffed at 68 sworn personnel.

Departmental Training

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

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Training section is also responsible for upper level management development and skill path development for first line supervisors.

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

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

Services - Administrative Services

Building and Grounds

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

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Records / Information Technology Unit

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

- ✚ 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 and the system access for each employee.
- ✚ The production of both audio and video files used in court proceedings and internal investigations.
- ✚ The categorizing and filing of the Unified Crime Reports and the Municipal Jail and Lockup Quarterly Report to the State of Illinois in a timely manner.
- ✚ The Bi-Weekly tabulation and processing of the department payroll for submission to City Hall.
- ✚ The monthly tabulation of benefit time accrued and/or used by all personnel.
- ✚ Management of the Photo Enforcement (Red Light Camera's) program

The division personnel include one (1) Supervisor (Patrolman) 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

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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, fourteen (14) full-time and three (1) part-time Telecommunicators.

- ✚ Accurate reporting of Emergency Communications Center operations including calls for service, 9-1-1 calls handled and non-emergency calls handled.
- ✚ Maintains Standard Operating Procedures specifically for the Emergency Communications Division.

Services - Support Services

Community Service Unit

The Community Service Unit utilizes 12 civilian officers who, during patrol duties enforce parking ordinances and local ordinances throughout the City, including all business districts, municipal parking garage and 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.
- ✚ Attending to and reporting findings at prisoner 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 assignments
- ✚ Assigned to front desk duty that allows more sworn officers for patrol duties

Parking Enforcement Unit

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

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districts, municipal parking garage, lots, and permit parking lots. They are assigned a specific geographical area within the City to identify vehicles violating parking regulations and restrictions and issue parking complaints. This allows us to consistently enforce parking ordinances which will ultimately result in compliance. Additional duties include:

- ✚ Identify and report abandoned autos and dangerous conditions.
- ✚ Report road hazards such as street light and traffic signal outages, or any other dangerous condition throughout the city.

Traffic Unit

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

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

Motor Pool

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

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

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

Prisoner Detention

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

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

Canine Unit

The primary goal of the Canine Unit is to assist all members of the department in the investigation of criminal activity by tracking and apprehending offenders, and the tracking and recovery of narcotics, weapons or currency associated with narcotic activity. The Canine Unit consists of (3) Belgian Malinois each with a trained and certified handler. Additional duties include:

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

STAFFING:

| Position (FTE) | 2009 Actual | 2010 Budget |
|-----------------------------------|-------------|-------------|
| Chief | 1.00 | 1.00 |
| Deputy Chief | 1.00 | 1.00 |
| Division Commander | 4.00 | 4.00 |
| Lieutenant | 1.00 | 2.00 |
| Sergeant | 17.00 | 18.00 |
| Detective | 17.00 | 17.00 |
| Patrolman | 52.00 | 65.00 |
| Crossing Guard | 52.00 | 52.00 |
| Civilian Radio Operator | 15.00 | 15.00 |
| Part Time Civilian Radio Operator | 2.00 | 2.00 |
| Lock Up Keeper | 11.00 | 11.00 |
| Clerk Typist | 4.00 | 4.00 |
| Secretary | 2.00 | 2.00 |
| Community Service Officer | 10.00 | 10.00 |
| Graffiti Removal Tech. | 2.00 | 1.00 |
| Animal Control Officer | - | 1.00 |
| Custodian | 1.00 | 1.00 |
| Parking Enforcement Officer | 7.00 | 7.00 |
| Auxiliary Police | 31.00 | 66.00 |
| Total | 230.00 | 280.00 |

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Activity Measures

| Activity Measures | 2008 Actual | 2009 Actual | 2010 Budget |
|--|----------------|---------------|----------------|
| Wire Line 9-1-1 Calls Received | 16,402 | 14851 | 15297 |
| Wireless 9-1-1 Calls Received | 18,869 | 16748 | 17250 |
| Seven Digit Emergency Calls | NA | 25234 | 25991 |
| Non Emergency Calls Received | 109,601 | 106,065 | 109247 |
| Outgoing Calls Made | 62,435 | Not Available | Not Available |
| Calls For Service Generated (CAD) | 68,740 | 108,073 | 111315 |
| Police Incidents Created | 17,918 | 16107 | 16590 |
| Criminal Investigations Initiated | 3,527 | 1552 | 1599 |
| Criminal Investigations Cleared | 951 | 932 | 960 |
| Evidence Processed & Inventoried | 12,359 | 12855 | 13241 |
| Felony Arrests Department Total | 179 | 208 | 214 |
| Misdemeanor Arrests Department Total | 1,326 | 1810 | 1864 |
| Juvenile Petitions | 183 | 226 | 233 |
| Station Adjustments | 324 | 160 | 165 |
| Juvenile Contacts | 4,341 | 2837 | 2922 |
| Internet Hours (ICAC Investigations) | 89 | 0 | 0 |
| ICAC Arrests | 2 | Not Available | Not Available |
| DUI Arrests | 48 | 39 | 40 |
| Compliance Tickets Issued | 7,966 | 6781 | 6984 |
| Compliance Ticket Revenue | \$177,997.00 | \$150,349.00 | \$154,859.47 |
| Local Ordinance Tickets | 1,866 | 1358 | 1399 |
| Cook County Moving Violations | 12,277 | 11019 | 11350 |
| Graffiti Arrests | 78 | 50 | 52 |
| Prisoners Processed & Housed | 1,945 | 2100 | 2163 |
| Vehicles Impounded | 1,190 | 1134 | 1168 |
| Impoundment Revenue | \$564,838.00 | \$484,500.00 | \$499,035.00 |
| Parking Tickets ** | 48,921 | 27457 | 28281 |
| Parking Ticket Revenue ** | \$2,177,464.00 | \$1,223,550 | \$1,260,256.50 |
| Animal at large calls | 718 | 1357 | 1398 |
| Animal traps set | 139 | 339 | 349 |
| Animal bites handled | 49 | 50 | 52 |
| Wheel locks applied | 963 | 623 | 642 |
| Wheel locks Revenue (Boot Fee Only) ** | \$38,950.00 | \$22,380 | \$23,051 |
| Abandon vehicles reported | 752 | 438 | 451 |
| Graffiti photographed and removed | 1789 | 1132 | 1166 |
| Days assisted patrol with bond hearing | 197 | 219 | 226 |

2010 figures projected at 3%

**** Parking Information through Aug 31, 2009**

**City of Berwyn
2010
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For the Fiscal Year Beginning January 1, 2010

**Police Department
20**

OBJECTIVES ACCOMPLISHED IN 2009:

- + Expansion of Business Watch Program
- + Continue and expand joint operations with surrounding communities and the Cook County Sheriff's Police Department, and Illinois State Police
- + Expansion of the "Walk & Talk" and hot spot foot/alternative patrol's
- + Continue professional Development of personnel
- + Increase in gang enforcement efforts
- + Continuation of parolee missions with the Illinois Department of Corrections

Investigative Services:

- + Increase in Staffing of the Tactical/Drug Enforcement Unit
- + Expansion of the Bullying Curriculum in grade schools
- + Additional Gang / awareness assemblies conducted
- + Additional Rail Road Safety education programs conducted

Line Services:

- + Review of all departmental training disciplines and formation of a year long training forecast as a model for future years
- + Expanded use of Community Services officers to assist the patrol division in staffing of the front desk and bond hearing duties to free additional officers for street duty

Administrative Services:

- + Addition of a fourth records clerk
- + Completion of the 9-1-1 Center Remodeling including the addition of all new state of the art workstations, radio system and 9-1-1 phone system
- + Radio System Optimization of the entire public safety radio system including all off premise equipment, the results of which indicate that all of the equipment is in good working with no expected need for short term replacement
- + Review of and updating to recognized industry standards and regulations, and the implementation of Emergency Communication Standard Operating Procedures
- + Insurance Services Organization (ISO) Review, working with the Fire Chief in preparing the necessary documentation, and Communication Center equipment and operations to meet the ISO evaluation requirements for an on-site review performed in August of 2009
- + Mobile Data project moving closer to implementation with wireless service providing geographical signal assessment for the City boundaries,

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

CAD/RMS software upgrade, and the Illinois State Police (ISP)
LEADS/CAD interface.

Support Services:

- + Purchase of new upgraded handheld ticket computers to increase efficiency
- + Addition of a third K-9
- + Addition of second Graffiti Removal Technician

OBJECTIVES TO BE ACCOMPLISHED IN 2010:

- + Increase in staffing in patrol division by (9)
- + Increase in Supervisors (1) Lieutenant, (2) Sergeants for increased command and control
- + Complete revision of Berwyn Police Policy / Procedure Manuel
- + Development of a Junior Citizens Police Academy in conjunction with the Berwyn Fire Department
- + Implementation of photo railroad grade crossing enforcement
- + Proactive research on Grant Funding opportunities

Investigative Services

- + Creation of a Civilian Property / Evidence Manager
- + Re-instituting of the Arson Task Force in conjunction with the Berwyn Fire Department
- + Increase in Staffing of (4) Additional Detectives in the Criminal Investigations Unit
- + Increase in Staffing of the Youth Investigations Unit of (4) additional Detectives to meet the demands of the increasing caseload, and legislative changes to the recognized age of an offender (17)
- + Expand on Internet Crimes Against Children and other internet crime activity
- + Increase interaction and involvement with school districts
- + Increase active participation of Citizen Police Academy alumni in the "Volunteer in Policing" initiative

Line Services

- + Increase Patrol Shift Staffing to 20 Officers per each shift
- + Increase in Homeland Security Training
- + Increase in core "Use of Force Training"
- + Increase in Community Policing initiatives and strengthen police community relationships

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For the Fiscal Year Beginning January 1, 2010

**Police Department
20**

- ✚ Implementation of a re-designed training program that incorporates a 40 block of core training disciplines for each officer
- ✚ Increase Auxiliary contingent by (30) Auxiliary Officers and additional Supervisors

Administrative Services:

- ✚ Begin initial phase of a citywide wireless mesh system to enhance wireless communications for public safety
- ✚ Completion of the Mobile Field Reporting System
- ✚ Implementation of an internet based portal system that will electronically centralize all departmental information to improve on efficiency and information sharing
- ✚ Electronic digitalization of departmental paperwork in an effort to reduce paper costs and storage
- ✚ Implementation of the "Emergency Medical Dispatch" Protocol
- ✚ Implementation of "Phase II Wireless" service related to emergency 9-1-1 calls
- ✚ Implementation of a new Emergency Notification System to replace the current Reverse 9-1-1 system that is outdated
- ✚ Implementation of a Radio Based Alarm System replacing the current phone line based alarm system
- ✚ Research and implementation of the Back-up Communications System in the North End firehouse
- ✚ Creation of a RMS System/Crime analyst

Support Services

- ✚ Certification of all full time Community Service officers through advanced training
- ✚ Increase in staffing of the Traffic Unit to include a Supervising Sergeant and additional (2) Traffic Officers
- ✚ Expanded use of automated license plate readers for tactical and traffic unit

Long Term Goals 2-5 Years

- ✚ Increase of Police Department Staffing to 130 Officers
- ✚ Complete the Renovation of the donated Mobile Command Vehicle and place into service
- ✚ Evaluation and needs assessment for an addition to the police facility

City of Berwyn
2010 Budgeted Expenditures by Department
Police
12/31/2010

| Account Number | Account Name | 2007 | 2008 | 2009 | 2009 | 2009 | 2010 | Requested Budget Change | |
|-------------------------|--|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|-------------------------|------------|
| | | Balance | Balance | YTD 11/30/2009 | Projected | Budget | Budget | Amount | Percent |
| 100-20-51-5000 | Police - Admin - Ch of Police, Div Cdrs | \$ 517,617 | \$ 565,731 | \$ 500,931 | \$ 546,830 | \$ 546,830 | \$ 644,237 | \$ 97,407 | 18% |
| 100-20-53-5000 | Police - Sprvsrs - Lieut's & Sergeant's | 1,545,070 | 1,703,975 | 1,405,608 | 1,556,000 | 1,576,173 | 1,612,983 | 36,810 | 2% |
| 100-20-55-5000 | Police - Detectives | 1,547,018 | 1,680,742 | 1,218,233 | 1,340,000 | 881,966 | 1,278,168 | 396,202 | 45% |
| 100-20-57-5000 | Police - Officers | 5,162,014 | 5,476,818 | 3,930,473 | 4,300,000 | 4,868,118 | 4,695,127 | (172,991) | -4% |
| 100-20-59-5000 | Police - Auxiliary | 77,232 | 130,780 | 121,745 | 133,000 | 130,000 | 174,691 | 44,691 | 34% |
| 100-20-61-5000 | Police - Radio operators/dispatchers | - | - | 544,990 | 594,000 | 528,230 | 617,033 | 88,803 | 17% |
| 100-20-63-5000 | Police - Community service officers | - | - | 349,364 | 386,000 | 408,964 | 439,141 | 30,177 | 7% |
| 100-20-65-5000 | Police - Parking enforcement personnel | - | - | 68,044 | 78,018 | 78,018 | 90,488 | 12,470 | 16% |
| 100-20-67-5000 | Police - Lockup personnel | - | - | 119,752 | 130,000 | 168,004 | 140,000 | (28,004) | -17% |
| 100-20-69-5000 | Police - Clerks | - | - | 232,758 | 259,000 | 251,970 | 282,236 | 30,266 | 12% |
| 100-20-71-5000 | Police - Crossing Guards | - | - | 206,617 | 230,000 | 160,794 | 260,000 | 99,206 | 62% |
| 100-20-5005 | Police - Out of Class | 28,236 | 6,345 | 20,483 | 25,000 | - | - | - | - |
| 100-20-5010 | Police - Overtime | 644,611 | 746,805 | 823,052 | 850,000 | 799,999 | 824,000 | 24,001 | 3% |
| 100-20-5015 | Police - Uniform stipend | 100,500 | 101,500 | 104,500 | 104,500 | 110,002 | 54,000 | (56,002) | -51% |
| 100-20-5020 | Police - Education Stipend | 42,111 | 48,500 | 50,000 | 51,000 | - | 55,000 | 55,000 | - |
| 100-20-5030 | Police - Buy back | 906,818 | 501,563 | 19,549 | 489,643 | 600,000 | 800,000 | 200,000 | 33% |
| 100-20-5035 | Police - Benefits | 2,710,322 | 2,600,635 | 2,402,381 | 2,672,772 | 2,672,772 | 2,845,159 | 172,387 | 6% |
| 100-20-5040 | Police - Tuition Reimbursement | 120,626 | 71,444 | 18,915 | 45,000 | 105,000 | 65,000 | (40,000) | -38% |
| 100-20-5045 | Police - Pension | 2,126,885 | 1,895,643 | 1,001,228 | 1,928,758 | 1,928,758 | 2,428,758 | 500,000 | 26% |
| 100-20-5205 | Police - Utilities | 169,702 | 38,742 | 17,103 | 26,000 | 42,000 | 45,000 | 3,000 | 7% |
| 100-20-5210 | Police - Vehicle Gas and Oil | - | 210,330 | 131,618 | 145,087 | 260,000 | 200,000 | (60,000) | -23% |
| 100-20-5215 | Police - Telephone | 80,758 | 72,839 | 80,363 | 86,400 | 73,400 | 90,000 | 16,600 | 23% |
| 100-20-5220 | Police - Training, dues and publications | 34,321 | 39,559 | 40,173 | 42,000 | 40,000 | 55,000 | 15,000 | 38% |
| 100-20-5225 | Police - Supplies | 61,316 | 43,869 | 53,370 | 55,000 | 53,000 | 55,000 | 2,000 | 4% |
| 100-20-5235 | Police - Postage & printing | 14,719 | 19,813 | 13,933 | 16,000 | 16,000 | 18,000 | 2,000 | 13% |
| 100-20-5290 | Police - Other general expenses | 99,761 | 70,741 | 44,883 | 80,000 | 99,500 | 150,000 | 50,500 | 51% |
| 100-20-5300 | Police - Professional Services | - | 34,949 | - | - | - | - | - | - |
| 100-20-5345 | Police - Speed photo enforcement | 89,770 | 156,528 | 130,188 | 162,891 | 276,000 | 135,000 | (141,000) | -51% |
| 100-20-5400 | Police - Repairs and maintenance | 209,263 | 197,316 | 193,721 | 234,556 | 195,000 | 200,000 | 5,000 | 3% |
| 100-20-5405 | Police - Copier maintenance | 29,248 | 27,478 | 22,272 | 25,577 | 27,100 | 14,000 | (13,100.00) | -48% |
| 100-20-5500 | Police - Equipment | - | - | 270 | 4,998 | - | - | - | - |
| 100-20-5625 | Police - Internal service fund | 1,364,959 | 1,170,098 | 2,093,733 | 1,057,448 | 1,676,711 | 1,862,907 | 186,196 | 11% |
| | Police - Prior year seizure expenditures | - | 234,000 | 194,430 | 600,000 | - | - | - | - |
| | Police - Capital Expenditures | - | - | - | - | - | 424,000 | 424,000 | - |
| Department Total | | \$ 17,682,877 | \$ 17,846,742 | \$ 16,154,680 | \$ 18,255,478 | \$ 18,574,309 | \$ 20,554,928 | \$ 1,980,619 | 11% |

Wish List (not included in 2010 budget):

| Description of item and explanation | Cost | Captitol Expenditures | Cost |
|--|---------|---|----------------|
| Phased addition of (6) new police officers | 281,250 | 10 vehicles and transition costs | 250,000 |
| (2) additional Police Sergeants | 20,000 | Replacement UPS System | 57,000 |
| (1) additional Police Lieutenant | 10,000 | Replacement Reverse 9-1-1 system | 15,000 |
| (3) new officers to replace promotions | 187,500 | Perpetual Record Storage System | 35,000 |
| | | Gun Range Repairs/Safety Improvements | 32,000 |
| | | Facility Security System Upgrades/Maintenance | 35,000 |
| Civilian Crime Analyst Position | 50,000 | | 424,000 |
| Civilian Property/Evidence Manager | 50,000 | | |

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**Fire and Police Commission
22**

PROGRAM MANAGER: Commission

PROGRAM DESCRIPTION:

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

BUDGET SUMMARY:

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

City of Berwyn
 2010 Budgeted Expenditures by Department
 Fire and Police Commission
 12/31/2010

| Account Number | Account Name | 2007 | 2008 | 2009 | 2009 | 2009 | 2010 | Requested Budget Change | |
|------------------|---|------------------|------------------|------------------|------------------|------------------|------------------|-------------------------|------------|
| | | Balance | Balance | YTD 11/30/2009 | Projected | Budget | Budget | Amount | Percent |
| 100-22-5500 | Fire and Police Commission - Salaries | \$ 16,099 | \$ 16,090 | \$ 14,156 | \$ 16,000 | \$ 16,000 | \$ 16,000 | \$ - | 0% |
| 100-22-5035 | Fire and Police Commission - Benefits | 4,080 | 3,821 | 3,539 | 3,600 | 1,224 | 1,224 | - | 0% |
| 100-22-5235 | Fire and Police Commission- Postage & Printing | - | - | 552 | 2,424 | - | - | - | - |
| 100-22-5290 | Fire and Police Commission - Other general expenses | <u>11,820</u> | <u>2,709</u> | <u>19,375</u> | <u>48,950</u> | <u>6,500</u> | <u>12,000</u> | <u>5,500</u> | <u>85%</u> |
| | | | - | | | | | | |
| Department Total | | <u>\$ 31,999</u> | <u>\$ 22,620</u> | <u>\$ 37,622</u> | <u>\$ 70,974</u> | <u>\$ 23,724</u> | <u>\$ 29,224</u> | <u>\$ 5,500</u> | <u>23%</u> |

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**Building
24**

PROGRAM MANAGER: Building Director

PROGRAM DESCRIPTION:

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

SERVICES:

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

**City of Berwyn
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For the Fiscal Year Beginning January 1, 2010

**Building
24**

STAFFING:

| Position (FTE) | 2009 Actual | 2010 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 |
| Building Inspector II | 1.00 | 1.00 |
| Building Inspector | 1.00 | 1.00 |
| Building Inspector | 1.00 | 1.00 |
| Blight Inspector | 1.00 | 1.00 |
| Compliance Clerk (Sr) | 1.00 | 1.00 |
| Compliance Inspector | 1.00 | 1.00 |
| Compliance Inspector | 1.00 | 1.00 |
| * BLIGHT INSPECTOR | | 1.00 |
| Total | <u>11.00</u> | <u>12.00</u> |

ACTIVITY MEASURES:

| Activity Measures | 2009 Actual | 2010 Projected |
|-------------------------|----------------|----------------|
| Permits Issued | 4,087.00 | 5,000.00 |
| Permit Revenue | \$549,487.45 | \$610,000.00 |
| Property Transfers | 1,085.00 | 1,200.00 |
| Transfer Revenue | \$1,347,588.13 | \$1,500,000.00 |
| Blight Citations Issued | 538.00 | 1,000.00 |
| Blight Citation Revenue | \$278,134.00 | \$380,000.00 |

OBJECTIVES ACCOMPLISHED IN 2009:

-  Hired (1) additional Blight inspector

Performed masonry repairs to City Hall rooftop walls and surrounding parapet walls

Repaired City Hall HVAC system to operate properly and more efficiently

Purchased a new vehicle for Building Department

**City of Berwyn
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**Building
24**

Received approval to increase Building and Blight Department fees

We have accomplished the following goals:

- ✚ Revised inspectors field procedures regarding warnings and citations
- ✚ Cleared out and organized the basement storage room
- ✚ Repainted 80% of offices in City Hall, Repainted hallways and bathrooms in City Hall
- ✚ Went out to bid for new professional service companies-such as bathroom and cleaning supplies and cleaning service
- ✚ Purchased new snow blowers to maintain City Hall during winter
- ✚ Implemented ongoing cross training within the Building, Blight and Collectors Department
- ✚ Created a friendlier family type atmosphere throughout City Hall

OBJECTIVES TO BE ACCOMPLISHED IN 2010:

- ✚ Install a backup generator at City Hall in order to prevent unnecessary inconvenience to residents and provide for a cooling center in the case of a city-wide outage.
- ✚ Hire (1) additional Blight Inspector
- ✚ Hire and train a Multi-Unit Apartment Inspector in order to start the inspections needed according to ordinance.
- ✚ Utilize the IT and Collectors Departments to complete the Multi-Unit program and collection procedures.

**City of Berwyn
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For the Fiscal Year Beginning January 1, 2010

**Building
24**

- ✚ Finish painting City Hall offices, common areas and perform various repairs to Council Chambers
- ✚ Implement clear guidelines and procedures for relocation of residents in emergency or uninhabitable situations
- ✚ Bring City Hall into ADA compliance based on the report compiled from the Attorney General's office.
- ✚ Install new cooling units in City Hall and Police IT Rooms. Create a climate controlled storage facility at the new Parking Structure

LONG TERM OBJECTIVES (2-5 YEARS):

- ✚ Replace all inspection vehicles with more efficient vehicles, and provide the proper warning lights for current vehicles
- ✚ Replace the antiquated boiler at City Hall with a more energy efficient electric unit.
- ✚ Replace the front stoop on the front of City Hall.
- ✚ Repave both parking lots at City Hall due to disrepair.

City of Berwyn
 2010 Budgeted Expenditures by Department
 Building / Neighborhood Affairs
 12/31/2010

| Account Number | Account Name | 2007 | 2008 | 2009 | 2009 | 2009 | 2010 | Requested Budget Change | |
|-------------------------|---|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|-------------------------|------------|
| | | Balance | Balance | YTD 11/30/2009 | Projected | Budget | Budget | Amount | Percent |
| 100-24-5000 | Building - Salaries | \$ 434,710 | \$ 371,701 | \$ 345,315 | \$ 381,000 | \$ 388,757 | \$ 430,021 | \$ 41,264 | 11% |
| 100-24-5010 | Building - Overtime | 102 | 188 | 92 | 92 | - | - | - | #DIV/0! |
| 100-24-5030 | Building - Sick day buy back | 4,428 | 4,797 | - | 5,530 | 6,391 | 7,500 | 1,109 | 17% |
| 100-24-5035 | Building - Benefits | 182,676 | 149,733 | 141,617 | 167,943 | 167,943 | 178,639 | 10,696 | 6% |
| 100-24-5205 | Building - Utilities | 29,292 | 7,007 | 8,660 | 10,000 | 12,000 | 6,000 | (6,000) | -50% |
| 100-24-5210 | Building - Vehicle Gas and Oil | - | 17,152 | 14,523 | 16,630 | 16,000 | 16,000 | - | 0% |
| 100-24-5215 | Building - Telephone | - | - | 4,163 | 4,550 | - | 4,000 | 4,000 | #DIV/0! |
| 100-24-5220 | Building - Training, dues, & publications | - | - | 2,707 | 3,500 | - | 3,000 | 3,000 | #DIV/0! |
| 100-24-5225 | Building - Supplies | - | - | 4,366 | 4,500 | - | 3,500 | 3,500 | #DIV/0! |
| 100-24-5235 | Building - Postage & printing | 6,406 | 9,770 | 5,834 | 8,000 | 8,000 | 8,000 | - | 0% |
| 100-24-5290 | Building - Other general expenses | 58,911 | 22,795 | 1,329 | 7,500 | 40,000 | 40,000 | - | 0% |
| 100-24-5300 | Building - Professional service | 86,976 | 123,032 | 202,871 | 244,158 | 200,000 | 200,000 | - | 0% |
| 100-24-5400 | Building - Repairs and maintenance | 99,320 | 95,665 | 111,875 | 125,000 | 65,000 | 65,000 | - | 0% |
| 100-24-5405 | Building - Copier maintenance | 10,067 | 9,290 | 8,115 | 9,731 | 9,400 | 4,700 | (4,700) | -50% |
| 100-24-5625 | Building - Internal service fund | 752,792 | 342,384 | 508,762 | 299,241 | 418,709 | 494,500 | 75,791 | 18% |
| 100-24-5300 | Building - Elec/Plumbing Inspector | 76,123 | 85,530 | - | - | - | 85,000 | 85,000 | #DIV/0! |
| Department Total | | \$ 1,741,803 | \$ 1,239,044 | \$ 1,360,229 | \$ 1,287,375 | \$ 1,332,200 | \$ 1,545,860 | \$ 213,660 | 16% |

**City of Berwyn
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For the Fiscal Year Beginning January 1, 2010

**Street Department
26**

PROGRAM MANAGER: Director of Public Works

PROGRAM DESCRIPTION:

The Street Division provides the staff, equipment and materials to operate and maintain most of the public infrastructure of the City of Berwyn. Such infrastructure includes public roads, streets, signs, alleys, and City-owned lands. Also includes maintenance to all Water/Sewer and General Fund vehicles and equipment except Fire Department.

SERVICES:

 **Administration**

- Management of 24 FTE employees
- Management of the yearly budget for the Street Division
- Coordination of all calls for service and/or repair.
- Coordinate MFT and CDBG public improvement programs.
- Monitors construction and utility cuts in the City rights-of-way.
- Supervision of daily operations of all services provided by the Division

 **Street Maintenance**

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

 **Ice and Snow Control**

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

 **Turf Maintenance**

- Cut grass and weeds in public areas.

 **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 City owned parking area pavement markings and markers.
- Install and repair parking meters

**City of Berwyn
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For the Fiscal Year Beginning January 1, 2010

**Street Department
26**

✚ Fleet Maintenance

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

✚ 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 and ordinance violations.
- Assist elsewhere when requested

STAFFING:

| Position (FTE) | 2009 Actual | 2010 Budget |
|------------------------|--------------|--------------|
| Public Works Director | - | * |
| Street Superintendent | 1.00 | - |
| Secretary/Receptionist | - | * |
| Traffic Engineer | 1.00 | 1.00 |
| Fleet Manager | 1.00 | 0.50 |
| Mechanic | 3.00 | 2.00 |
| Working Foreman | 1.00 | 3.00 |
| Drivers | 18.00 | 17.50 |
| Total | 25.00 | 24.00 |

* Budgeted for in the Water and Sewer Fund

**City of Berwyn
2010
Annual Budget**

For the Fiscal Year Beginning January 1, 2010

**Street Department
26**

ACTIVITY MEASURES:

| Activity Measures | 2008 Actual | 2009 Actual | 2010 Budget |
|-------------------------------|-------------|-------------|-------------|
| Miles of Streets | 110 | 110 | 110 |
| Street sweeping miles | 5,720 | 5,720 | 5,720 |
| Miles of Alleys | 54 | 54 | 55 |
| Miles of alleys swept | 162 | 324 | 648 |
| Street Signs maintained | 4,758 | 4,763 | 4,891 |
| Pavement Striping | \$7,900 | \$0 | \$22,000 |
| Crackfilling | \$0 | \$0 | \$20,000 |
| Vehicle/equipment work orders | 431 | 516 | 520 |
| Service requests | 2,250 | 3,600 | 2,800 |

OBJECTIVES ACCOMPLISHED IN 2009:

- ✚ Construct roof over salt storage area.
- ✚ Purchase two (2) one ton dump trucks for general maintenance and hauling snow off the parking deck.
- ✚ Continue alley cleaning and maintenance program.
- ✚ Significantly improve level of street maintenance including repair, patching, and cleaning.
- ✚ Traffic Engineer created Parking & Traffic Committee to review and rationalize traffic laws, regulations, and codes to meet all federal and state regulations.

OBJECTIVES TO BE ACCOMPLISHED IN 2010:

- ✚ Maintain the Grove Avenue Municipal Parking Deck.
- ✚ Continue improve level of street maintenance including repair, patching, and cleaning.
- ✚ Update City signage to comply with MUTCD mandated regulations.
- ✚ Modernize and enforce leaf collection ordinances.
- ✚ Coordinate communication with IDOT for resurfacing of East Ave.

**City of Berwyn
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For the Fiscal Year Beginning January 1, 2010

**Street Department
26**

- ✚ Coordinate communication with METRA during the completion of the rehabilitation of the platforms at Laverne and Harlem Avenue stations.

BUDGET SUMMARY:

- ✚ Replacement of one 5 ton single axle dump truck (M19) and body due to age and wear.
- ✚ Replacement of one 1 ton pick up truck (M-31) with a 1 ton dump truck due to age and wear.

City of Berwyn
2010 Budgeted Expenditures by Department
Public Works
12/31/2010

| Account Number | Account Name | 2007 | 2008 | 2009 | 2009 | 2009 | 2010 | Requested Budget Change | |
|-------------------------|------------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|-------------------------|--|
| | | Balance | Balance | YTD 11/30/2009 | Projected | Budget | Budget | Amount | Percent |
| 100-26-35-5000 | Streets - Salaries | \$ 1,070,238 | \$ 1,135,701 | \$ 1,101,741 | \$ 1,206,134 | \$ 975,254 | \$ 1,187,370 | \$ 212,116 | 22% |
| 100-26-35-5010 | Streets - Overtime | 49,033 | 85,836 | 66,441 | 72,000 | 58,800 | 78,000 | 19,200 | 33% |
| 100-26-35-5015 | Streets - Uniform stipend | 13,600 | 14,875 | 15,675 | 15,675 | 16,170 | 16,170 | - | 0% |
| 100-26-35-5025 | Streets - Other stipend | 825 | 825 | - | - | - | - | - | - |
| 100-26-35-5035 | Streets - Benefits | 471,493 | 486,762 | 480,154 | 500,000 | 418,767 | 520,593 | 101,826 | 24% |
| 100-26-35-5205 | Streets - Utilities | 119,253 | 14,644 | 9,570 | 18,870 | 4,000 | 16,900 | 12,900 | 323% Utilities previously unbudgeted (NICOR) |
| 100-26-35-5210 | Streets - Vehicle gas & oil | 15,595 | 174,337 | 90,032 | 103,598 | 230,000 | 125,000 | (105,000) | -46% |
| 100-26-35-5215 | Streets - Telephone | 3,909 | 5,187 | 7,007 | 8,832 | 9,000 | 12,000 | 3,000 | 33% |
| 100-26-35-5225 | Streets - Supplies | - | - | 25,271 | 26,000 | - | 54,000 | 54,000 | #DIV/0! (General Supplies, Traffic Paint, Signs, |
| 100-26-35-5235 | Streets - Postage & printing | - | - | 6,686 | 7,000 | - | 9,000 | 9,000 | #DIV/0! |
| 100-26-35-5290 | Streets - Other general expenses | 128,038 | 74,696 | 17,861 | 19,000 | 53,500 | 5,000 | (48,500) | -91% \$2,500 Suburban Life Ads |
| 100-26-35-5300 | Streets - Professional services | - | - | 31,863 | 35,000 | 35,000 | 78,000 | 43,000 | 123% \$50,000 Contractual Tree Service |
| 100-26-35-5400 | Streets - Repairs and maintenance | 121,399 | 229,653 | 101,692 | 103,000 | 189,000 | 154,000 | (35,000) | -19% |
| 100-26-35-5405 | Streets - Copier maintenance | 2,106 | 1,968 | 861 | 1,000 | 3,000 | 3,000 | - | 0% |
| 100-26-35-5500 | Streets - Equipment | - | - | 1,085 | 2,000 | - | 4,000 | 4,000 | #DIV/0! |
| 100-26-35-5505 | Streets - Equipment lease | - | - | 87,322 | 95,583 | 95,583 | 100,000 | 4,417 | 5% |
| 100-26-35-5625 | Streets - Internal service fund | 84,223 | 124,879 | 249,478 | 199,827 | 151,601 | 347,847 | 196,246 | 129% |
| | Streets - Stock expenditures | 11,900 | 13,300 | - | - | - | - | - | #DIV/0! |
| 100-26-35-5300 | Streets - Engineering CDBG | 17,336 | - | - | - | - | 5,000 | 5,000 | #DIV/0! |
| 100-26-35-5300 | Streets - Engineering | 350 | 1,263 | - | - | - | 15,000 | 15,000 | #DIV/0! |
| 100-26-35-5300 | Streets - Landscape maintenance | 88,204 | 47,566 | - | - | - | 100,000 | 100,000 | #DIV/0! |
| | Total Streets | 2,197,502 | 2,411,491 | 2,292,739 | 2,413,519 | 2,239,675 | 2,830,880 | 591,205 | 26% |
| | Forestry - Salaries | \$ 276,351 | \$ 260,332 | \$ - | \$ - | \$ - | \$ - | \$ - | #DIV/0! |
| | Forestry- Overtime | 18,162 | 18,659 | - | - | - | - | - | #DIV/0! |
| | Forestry- Uniform stipend | 4,000 | 4,375 | - | - | - | - | - | #DIV/0! |
| | Forestry - Benefits | 124,148 | 111,234 | - | - | - | - | - | #DIV/0! |
| | Forestry - Other general expenses | 1,473 | 449 | - | - | - | - | - | #DIV/0! |
| | Forestry - Repairs and maintenance | 43,696 | 65,596 | - | - | - | - | - | #DIV/0! |
| | Fleet - Internal service fund | 19,442 | 11,763 | - | - | - | - | - | #DIV/0! |
| | | 487,272 | 472,408 | - | - | - | - | - | - |
| 100-26-37-5000 | Fleet - Salaries | \$ - | \$ - | \$ 163,338 | \$ 178,755 | \$ 178,755 | \$ 179,168 | \$ 413 | 0% |
| 100-26-37-5010 | Fleet - Overtime | - | - | 9,152 | 11,200 | 11,200 | 16,000 | 4,800 | 43% |
| 100-26-37-5015 | Fleet - Uniform stipend | - | - | 2,475 | 2,475 | 3,080 | 3,080 | - | 0% |
| 100-26-37-5025 | Fleet - Other stipend | - | - | 825 | 825 | - | - | - | #DIV/0! |
| 100-26-37-5035 | Fleet - Benefits | - | - | 70,973 | 79,765 | 79,765 | 78,555 | (1,210) | -2% |
| 100-26-37-5225 | Fleet - Supplies | - | - | 1,069 | 1,200 | - | - | - | #DIV/0! |
| 100-26-37-5235 | Fleet - Postage & printing | - | - | 133 | 133 | - | 1,000 | 1,000 | #DIV/0! |
| 100-26-37-5290 | Fleet - Other general expenses | - | - | 8,692 | 9,000 | - | 12,000 | 12,000 | #DIV/0! |
| 100-26-37-5300 | Fleet - Professional services | - | - | 4,408 | 5,000 | - | 10,000 | 10,000 | #DIV/0! |
| 100-26-37-5400 | Fleet - Repairs and maintenance | - | - | 106,514 | 108,000 | - | 125,000 | 125,000 | #DIV/0! |
| 100-26-37-5500 | Fleet - Equipment | - | - | 434 | 434 | - | 1,000 | 1,000 | #DIV/0! |
| 100-26-37-5625 | Fleet - Internal service fund | - | - | 135,442 | - | - | - | - | #DIV/0! |
| | Total Fleet | - | - | 503,455 | 396,787 | 272,800 | 425,803 | 153,003 | 56% |
| Department Total | | \$ 2,684,774 | \$ 2,883,899 | \$ 2,796,194 | \$ 2,810,306 | \$ 2,512,475 | \$ 3,256,682 | \$ 744,207 | 30% |

Wish List (not included in 2010 budget):

Cost

City of Berwyn
 2010 Budgeted Expenditures by Department
 Public Works
 12/31/2010

| Account Number | Account Name | 2007 | 2008 | 2009 | 2009 | 2009 | 2010 | Requested Budget Change | | |
|----------------|--|---------|---------|--|-----------|--------|--------|-------------------------|----------------------|--|
| | | Balance | Balance | YTD 11/30/2009 | Projected | Budget | Budget | Amount | Percent | |
| 1 | Additional Traffic Counters for Parking & Traffic Studies | | | | | | | | \$5,000 | |
| 2 | 2010 Intl 740((State Bid) | | | Replace M-19 1989 L8000 Dump with over 100,000 Miles | | | | | \$107,000 | |
| 3 | 2010 Intl 740((State Bid) | | | Replace M-20 1989 L8000 Dump with over 108,000 Miles | | | | | \$94,000 | |
| 4 | Training and ((\$4750 Street, \$2750 Fleet) | | | | | | | | \$7,500 | |
| 5 | Six (6) Seasonal Employees for 11 weeks in summer | | | | | | | | \$25,000 | |
| 6 | 6 Replacement Snow Plows | | | | | | | \$9,500 ea | \$57,000 | |
| 7 | Repair body damage to three pick ups and six dumptrucks | | | | | | | | \$45,000 | |
| 8 | Sign Manufacturing Equipment | | | | | | | | \$17,000 | |
| 9 | Complete Fuel Distribution Analysis to determine if parts or all of the fuel system need to be replaced. | | | | | | | | \$25,000 to \$200000 | |
| 10 | Replace Street Sweeper | | | | | | | | \$172,000 | |
| | <u>Description of item and explanation</u> | | | | | | | | | |
| 1 | <i>Additional Traffic Counters are needed to properly perform the required traffic studies for P&T Committee.</i> | | | | | | | | | |
| 2 | Replace 1990 truck (parts are becoming difficult to locate and this is beyond the length of time to reasonably maintain a vehicle). | | | | | | | | | |
| 3 | Replace 1990 truck (parts are becoming difficult to locate and this is beyond the length of time to reasonably maintain a vehicle). | | | | | | | | | |
| 4 | Training and Continuing Education | | | | | | | | | |
| 5 | This would provide additional day labor to assist with Curb Painting, General Maintenance, Traffic Counting, etc. Seasonal workers would eliminate the need for contractual curb painting as well as provide assistance for many maintenance tasks and traffic counting and studies needed as a result of Parking & Traffic Committee (-\$15,000) | | | | | | | | | |
| 6 | Replace worn snow plows | | | | | | | | | |
| 7 | Repair body damage to three pick ups and six dumptrucks that are aged but cannot be replaced. The current condition of these vehicles does not provide a positive image of the City and PW. After these repairs are made, operators will be responsible for the condition of the vehicles they operate. | | | | | | | | | |
| 8 | Would enable PW to manufacture signs in-house thus reducing costs and reducing the need to order signs from an outside source. Reduce Sign costs by 35% to 40% | | | | | | | | | |
| 9 | Inspect the entire system to determine the reasons for certain vehicles not being able to use the system. | | | | | | | | | |
| 10 | Replace 2000 street sweeper (would reduce maintenance costs) | | | | | | | | | |

**City of Berwyn
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For the Fiscal Year Beginning January 1, 2010

**Zoning Board
13**

PROGRAM MANAGER: Board

PROGRAM DESCRIPTION:

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

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

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

City of Berwyn
 2010 Budgeted Expenditures by Department
 Zoning Board
 12/31/2010

| Account Number | Account Name | 2007 | 2008 | 2009 | 2009 | 2009 | 2010 | Requested Budget Change | |
|------------------|---------------------------------|------------------|------------------|-------------------|------------------|------------------|------------------|-------------------------|-----------|
| | | Balance | Balance | YTD 11/30/2009 | Projected | Budget | Budget | Amount | Percent |
| 100-28-5000 | Zoning - Salaries | \$ 6,181 | \$ 6,178 | \$ 5,435 | \$ 5,908 | \$ 12,600 | \$ 12,600 | \$ - | 0% |
| 100-28-5025 | Zoning - Other stipends | 6,360 | 5,565 | 3,445 | \$ 4,505 | - | \$ - | - | #DIV/0! |
| 100-28-5035 | Zoning - Benefits | 471 | 898 | 679 | 964 | 964 | 964 | (0) | 0% |
| 100-28-5235 | Zoning - Postage & printing | - | - | 1,622 | 1,650 | - | - | - | #DIV/0! |
| 100-28-5290 | Zoning - Other general expenses | <u>2,634</u> | <u>2,057</u> | <u>1,765</u> | <u>2,300</u> | <u>2,500</u> | <u>2,500</u> | <u>-</u> | <u>0%</u> |
| | | | - | | | | | | |
| Department Total | | <u>\$ 15,646</u> | <u>\$ 14,698</u> | <u>\$ 12,946</u> | <u>\$ 15,327</u> | <u>\$ 16,064</u> | <u>\$ 16,064</u> | <u>\$ (0)</u> | <u>0%</u> |

**City of Berwyn
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For the Fiscal Year Beginning January 1, 2010

**Committee and Planning
30**

PROGRAM MANAGER: Mayor and City Council

PROGRAM DESCRIPTION:

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

SERVICES:

Within this department the City records the following:

- ✚ 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
- ✚ Funding for City Commissions

BUDGET SUMMARY:

- ✚ During 2009, the City discontinued funding of the Regional Housing Authority and no funding has been budgeted for 2010.
- ✚ Funding from the General Fund for the Mainstreet program has been eliminated for 2010. TIF funding of the program will continue.
- ✚ With the elimination of the Community Outreach Department during 2009, the National Night Out Program has been budgeted for in the Committee and Planning Department for 2010.

City of Berwyn
2010 Budgeted Expenditures by Department
Committee and Planning
12/31/2010

| Account Number | Account Name | 2007 | 2008 | 2009 | 2009 | 2009 | 2010 | Requested Budget Change | |
|------------------|---|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------------|-------------|
| | | Balance | Balance | YTD 11/30/2009 | Projected | Budget | Budget | Amount | Percent |
| 100-30-5100-04 | 100th Anniversary Celebration | \$ 19,878 | \$ 264,571 | \$ 884 | \$ 884 | \$ - | \$ - | \$ - | #DIV/0! |
| 100-30-5105-01 | Committee & Planning - Berwyn Development Corp | 86,000 | 86,000 | - | - | - | - | - | #DIV/0! |
| 100-30-5105-02 | Committee & Planning - Mainstreet | 12,117 | 24,975 | 28,075 | 28,075 | 52,950 | - | (52,950) | -100% |
| 100-30-5105-03 | Committee & Planning - Regional Housing Authority | 125,000 | 250,000 | 104,233 | 104,233 | 225,000 | - | (225,000) | -100% |
| 100-30-5105-04 | West Central Municipal Conference | 16,260 | 16,327 | 19,438 | 19,500 | 16,500 | 20,000 | 3,500 | 21% |
| 100-30-5105-05 | Berwyn Historical Society | 5,000 | 6,444 | 5,000 | 5,000 | 5,000 | - | (5,000) | -100% |
| | Berwyn Historic Preservation Commission | - | - | - | - | - | 5,000 | 5,000 | #DIV/0! |
| 100-30-5105-06 | Utility Tax Rebate | 57,199 | 135,605 | 88,088 | 100,000 | 75,000 | 80,000 | 5,000 | 7% |
| 100-30-5105-10 | North Berwyn Park District | - | - | 10,000 | 10,000 | 10,000 | - | (10,000) | -100% |
| | National Night Out | - | - | - | - | - | 20,000 | 20,000 | #DIV/0! |
| 100-30-5290 | Committee & Planning - Other general expenses | <u>15,668</u> | <u>3,041</u> | <u>7,400</u> | <u>7,400</u> | <u>13,000</u> | <u>6,500</u> | <u>(6,500)</u> | <u>-50%</u> |
| Department Total | | <u>\$ 337,122</u> | <u>\$ 786,963</u> | <u>\$ 263,118</u> | <u>\$ 275,092</u> | <u>\$ 397,450</u> | <u>\$ 131,500</u> | <u>\$ (265,950)</u> | <u>-67%</u> |

**City of Berwyn
2010
Annual Budget**

For the Fiscal Year Beginning January 1, 2010

**Recreation
32**

PROGRAM MANAGER: Director of Recreation



PROGRAM DESCRIPTION:

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

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

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

SERVICES:

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

**City of Berwyn
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For the Fiscal Year Beginning January 1, 2010

**Recreation
32**

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

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

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

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

**City of Berwyn
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For the Fiscal Year Beginning January 1, 2010

**Recreation
32**

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

STAFFING:

| Position (FTE) | 2008 Actual | 2009 Budget | 2009 Budget |
|------------------------|--------------|--------------|--------------|
| Director | 1.00 | 1.00 | 1.00 |
| Janitor | 2.75 | 2.75 | 2.75 |
| Maintenance Supervisor | 1.00 | 1.00 | 1.00 |
| Office Manager | 1.00 | 1.00 | 1.00 |
| Programmer | 1.00 | 1.00 | 1.00 |
| Registration Clerk | 1.00 | 1.00 | 1.00 |
| Head Counselor | 0.50 | 0.50 | 0.50 |
| Camp Counselor | 6.00 | 6.00 | 6.00 |
| Building Worker | 1.00 | 1.00 | 1.00 |
| Cashier | 1.50 | 1.50 | 1.50 |
| Concessions | 2.50 | 2.50 | 2.50 |
| Life Guard Supervisor | 2.00 | 2.00 | 2.00 |
| Life Guard | 10.50 | 10.50 | 10.50 |
| PT Maintenance | 2.50 | 2.50 | 2.50 |
| Part Time | 1.50 | 1.50 | 1.50 |
| Total | 35.75 | 35.75 | 35.75 |

**City of Berwyn
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For the Fiscal Year Beginning January 1, 2010

**Recreation
32**

ACTIVITY MEASURES:

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

OBJECTIVES ACCOMPLISHED IN 2009:

- ✚ Repairs to "B" field at Janura Park – Infield area.
- ✚ Completed repairs to the infield at Baseball Alley on Pony field.
- ✚ We filled all of the coaching positions in 2009 with adult volunteer coaches. We did not have to hire anyone for these positions.

**City of Berwyn
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**Recreation
32**

- ✚ We repaired concrete on the Pavek Pool deck.
- ✚ Soccer and baseball registration has dramatically increased!
- ✚ Started an intramural roller hockey league.
- ✚ Remodeled Cuyler and Maple Pool locker rooms.
- ✚ Began a Youth Volleyball Program that ran for 12 weeks.
- ✚ Began a fall and spring Men's League in Basketball.
- ✚ Started a full season Men's Baseball League

OBJECTIVES TO BE ACCOMPLISHED IN 2010:






- ✚ Paint and patch up pot holes to the Pavek Center parking lot
- ✚ Purchase trucks for the Maintenance Department
- ✚ Repair Pavek Pool filter pit
- ✚ Upgrade the concession stand in the Pavek Center building.
- ✚ Revamp Maple Pool drainage.
- ✚ Repair additional concrete squares on the Pavek pool deck.
- ✚ Upgrade lighting at Janura Park Softball "B" field.
- ✚ Begin an outdoor Spring Soccer League (April) in the sport court.
- ✚ Begin a 5th grade Berwyn sports school team league.
- ✚ Expand Summer Day Camp.

**City of Berwyn
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For the Fiscal Year Beginning January 1, 2010

**Recreation
32**

LONG TERM OBJECTIVES (2-5 YEARS):

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

City of Berwyn
2010 Budgeted Expenditures by Department
Recreation
12/31/2010

| Account Number | Account Name | 2007 | 2008 | 2009 | 2009 | 2009 | 2010 | Requested Budget Change | |
|------------------|---|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|-------------------------|------------|
| | | Balance | Balance | YTD 11/30/2009 | Projected | Budget | Budget | Amount | Percent |
| 100-32-5000 | Recreation - Salaries | \$ 608,852 | \$ 577,073 | \$ 565,473 | \$ 600,000 | \$ 700,000 | \$ 628,059 | \$ (71,941) | -10% |
| 100-32-5010 | Recreation - Overtime | 2,480 | 2,062 | 218 | 250 | - | - | - | #DIV/0! |
| 100-32-5030 | Recreation - Sick day buy back | 10,735 | 11,381 | - | 12,870 | 12,870 | 12,000 | (870) | -7% |
| 100-32-5035 | Recreation - Benefits | 157,734 | 140,248 | 141,423 | 160,000 | 170,100 | 161,594 | (8,506) | -5% |
| 100-32-5100 | Recreation - Special events | 31,366 | 30,746 | 30,250 | 31,000 | 35,000 | 30,000 | (5,000) | -14% |
| 100-32-5105 | Recreation - Community programs | - | - | 3,299 | 3,299 | - | - | - | #DIV/0! |
| 100-32-5205 | Recreation - Utilities | 63,095 | 54,742 | 36,239 | 56,000 | 56,000 | 56,000 | - | 0% |
| 100-32-5210 | Recreation - Vehicle Gas and Oil | - | 23,911 | 9,548 | 9,786 | 9,000 | 9,000 | - | 0% |
| 100-32-5215 | Recreation - Telephone | 5,641 | 6,593 | 5,905 | 6,412 | 6,000 | 6,000 | - | 0% |
| 100-32-5220 | Recreation - Training, dues, & publications | - | - | 2,358 | 2,597 | - | - | - | #DIV/0! |
| 100-32-5225 | Recreation - Supplies | 64,083 | 83,979 | 94,308 | 95,000 | 75,000 | 80,000 | 5,000 | 7% |
| 100-32-5225-02 | Recreation - Supplies Progam (Concession) | 15,002 | 14,653 | 12,880 | 15,000 | 22,000 | 18,000 | (4,000) | -18% |
| 100-32-5235 | Recreation - Postage & printing | 3,344 | 1,902 | 2,762 | 4,000 | 4,000 | 3,000 | (1,000) | -25% |
| 100-32-5290 | Recreation - Other general expenses | 52,214 | 88,038 | 95,696 | 105,140 | 90,000 | 105,000 | 15,000 | 17% |
| 100-32-5400 | Recreation - Repairs and maintenance | 118,283 | 128,955 | 94,489 | 104,476 | 90,000 | 90,000 | - | 0% |
| 100-32-5405 | Recreation - Copier maintenance | 12,465 | 12,182 | 12,103 | 13,919 | 12,000 | 6,000 | (6,000) | -50% |
| 100-32-5500 | Recreation - Equipment | - | - | 243 | 243 | - | - | - | #DIV/0! |
| 100-32-5625 | Recreation - Internal service fund | 36,434 | 31,889 | 54,988 | 17,674 | 33,689 | 38,937 | 5,248 | 16% |
| 100-32-5800 | Recreation - Capital outlay | - | - | 21,624 | 25,000 | 55,000 | 40,000 | (15,000) | -27% |
| Department Total | | <u>\$ 1,181,728</u> | <u>\$ 1,208,352</u> | <u>\$ 1,183,807</u> | <u>\$ 1,262,666</u> | <u>\$ 1,370,659</u> | <u>\$ 1,283,590</u> | <u>\$ (87,069)</u> | <u>-6%</u> |

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**Community Relations
34**

PROGRAM MANAGER: Director of Community Relations

PROGRAM DESCRIPTION:

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

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

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

SERVICES:

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

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

STAFFING:

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

City of Berwyn
 2010 Budgeted Expenditures by Department
 Community Relations
 12/31/2010

| Account Number | Account Name | 2007 | 2008 | 2009 | 2009 | 2009 | 2010 | Requested Budget Change | |
|------------------|--|------------------|-----------------|-----------------|-----------------|-----------------|-----------------|-------------------------|-------------|
| | | Balance | Balance | YTD 11/30/2009 | Projected | Budget | Budget | Amount | Percent |
| 100-34-5000 | Community Relations - Salaries | \$ 12,677 | \$ 5,028 | \$ 4,807 | \$ 5,000 | \$ 5,000 | \$ 5,000 | \$ - | 0% |
| 100-34-5035 | Community Relations - Benefits | 966 | 385 | 368 | 383 | 383 | 383 | (1) | 0% |
| 100-34-5290 | Community Relations - Other general expenses | - | 975 | 93 | 100 | 3,000 | 1,500 | (1,500) | -50% |
| 100-34-5100 | Community Relations - Special events | 768 | - | - | - | - | - | - | #DIV/0! |
| Department Total | | <u>\$ 14,411</u> | <u>\$ 6,387</u> | <u>\$ 5,268</u> | <u>\$ 5,483</u> | <u>\$ 8,383</u> | <u>\$ 6,883</u> | <u>\$ (1,501)</u> | <u>-18%</u> |

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Other City Departments

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

City of Berwyn
2009 Budgeted Expenditures by Department
Garbage and Statutory
12/31/2010

| Account Number | Account Name | 2007 | 2008 | 2009 | 2009 | 2009 | 2010 | Requested Budget Change | |
|------------------|----------------------------------|--------------|--------------|----------------|--------------|--------------|--------------|-------------------------|---------|
| | | Balance | Balance | YTD 11/30/2009 | Projected | Budget | Budget | Amount | Percent |
| 100-36-5300 | Garbage - Waste Management | \$ 3,793,645 | \$ 3,979,436 | \$ 3,324,227 | \$ 4,005,000 | \$ 4,160,000 | \$ 4,005,000 | \$ (155,000) | -4% |
| Benefits | To be allocated to various depts | \$ 6,529,715 | \$ 6,510,086 | \$ 5,442,642 | \$ 6,637,026 | \$ 1,055,629 | \$ 965,969 | \$ (89,660) | -8% |
| 100-17-5035 | Benefit Pool | (6,529,715) | (6,510,086) | (5,911,048) | (6,637,026) | (1,055,629) | (965,969) | 89,660 | -8% |
| 100-17-5300-01 | Auditing & Actuarial expense | 206,295 | 90,700 | 75,700 | 80,000 | 85,000 | 85,000 | - | 0% |
| 100-17-5290 | Other | 9,697 | 8,565 | 21,035 | 26,000 | 7,500 | 7,500 | - | 0% |
| 100-17-5300-10 | New World Maintenance | - | - | 30,280 | 30,280 | 31,300 | 33,520 | 2,220 | 7% |
| 100-17-5800-01 | Kronos Lease | - | - | 24,165 | 24,165 | 24,165 | - | (24,165) | -100% |
| 100-17-5800-20 | Grant software | - | - | 20,000 | 20,000 | 20,000 | - | (20,000) | -100% |
| 100-17-5705 | Interest on LOC | - | - | 9,750 | 11,250 | - | 22,500 | 22,500 | #DIV/0! |
| 100-17-5895 | Contingency | - | - | 99,393 | 100,000 | - | - | - | #DIV/0! |
| Department Total | | \$ 215,992 | \$ 99,265 | \$ (188,083) | \$ 291,695 | \$ 167,965 | \$ 148,520 | \$ (19,445) | -12% |

All insurance expenditures are now charged to the individual department.

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

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For the Fiscal Year Beginning January 1, 2010

Library Fund

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

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**City of Berwyn
2010
Annual Budget**

For the Fiscal Year Beginning January 1, 2010

**Library
Fund 205**


PROGRAM MANAGER:


Director of Library Services


PROGRAM DESCRIPTION:


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

SERVICES:

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

-  **Audio visual:** The video department of the library carries videos and DVDs--both newer releases and hard to find classics. Instructional videos ranging from PBS series to travel videos to exercise videos. The Department carries "Hooked on Phonics", which helps teach beginning readers, and "Ingles Sin Barreras", an instructional kit with a video, cassette and workbooks to assist those learning the English Language. Music CD's and cassettes for all tastes include Rock, Country, Popular, Jazz and Latin. Books on CD and MP3 are spoken recordings of published books; The department collects a wide range of titles, including Best Sellers, Classics, Self-help, Biographies, language instruction and business titles.

-  **Circulation:** The Circulation department is the main contact point for patrons at the library. It is here that patrons receive library cards, check in and out their materials, pick up their reserve materials and receive general information about the library and its departments.

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

**City of Berwyn
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**Library
Fund 205**

- ✚ **Outreach:** The Outreach Services Department is committed to promoting library services to the community both on and off-site. By providing direct service or acting indirectly through collaborative efforts with other organizations, the department serves those who are restricted from visiting the library as well as offering programming throughout the community. Outreach Services delivers materials and services to daycare providers, preschools, nursing homes, senior centers, and to the disabled and homebound, as well as plans and provides cooperative community programming with and to area organizations.

- ✚ **Periodicals:** The Periodicals Department carries approximately 230 periodical titles and 44 newspapers.

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

- ✚ **Readers' Advisory:** The Readers' Advisory Department is a patron-oriented library service committed to the promotion of lifelong reading. It provides monthly lists of new fiction acquisitions, "cheat sheets" for genre selections, annotated bibliographies and book lists, recommended reading lists, and facilitates book discussions.

- ✚ **Reference:** The Reference Collection includes a wide variety of resources in both print and electronic format. The Reference department also houses the nonfiction collection of the Library. Of special interest is our Foreign Language collection of Czech and Spanish materials. We offer three education and employment computer terminals for patron use to either search for jobs or to search for information about specific schools. We also have a senior Computer Center designed to provide internet access for patrons 55 years of age and older.

- ✚ **Youth Services:** The Youth Services Department serves children ages birth through 17, their parents, and their teachers. The Primary Room, overflowing with picture books, easy non-fiction books, early chapter books, CD's, parenting magazines, puppets, and a wide assortment of Spanish books, is geared towards children from birth through second grade. The atmosphere in this room is fun and playful, perfect for getting youngsters interested in the magic of reading! Located in the main area of the Youth Services Department is the Intermediate Grades section, intended for children in third through sixth grades. This section houses our large juvenile non-fiction and fiction collections, along with our reference collection, school textbooks, science fair books, magazines, paperback series

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**Library
Fund 205**

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

STAFFING:

| <u>Position (FTE)</u> | <u>2009 Actual</u> | <u>2010 Budget</u> |
|----------------------------------|--------------------|--------------------|
| Library Director | 1.00 | 1.00 |
| Director - Youth Services | 1.00 | 1.00 |
| Head - AV | 1.00 | 1.00 |
| Head - Outreach | 1.00 | 1.00 |
| Head Reader Advisor | 1.00 | 1.00 |
| Head Reference | 1.00 | 1.00 |
| Head -IT | 1.00 | 1.00 |
| Circulation Supervisor | - | 1.00 |
| Administrative Assistant | 1.00 | 1.00 |
| Building Maintenance | 1.00 | 1.00 |
| Librarian I - Processing | 2.28 | 2.28 |
| Librarian I - Reference | 3.00 | 3.00 |
| Librarian I -Youth Services | 1.00 | 1.00 |
| Librarian II - Reader's Advisory | 1.60 | 0.20 |
| Librarian II - IT | | 1.00 |
| Librarian II - Youth Services | 1.00 | 1.00 |
| Librarian II - Reference | 1.00 | 1.00 |

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Fund 205**

| | | |
|----------------------------------|------------------|------------------|
| Library Asst I - Circulation | 4.00 | 4.00 |
| Library Asst I - AV/Computer | 2.00 | 1.00 |
| Library Asst I - AV | 2.00 | 2.00 |
| Library Asst. I - Reference | 0.50 | 0.50 |
| Library Asst I - Reader's Adv | - | 0.40 |
| Library Asst II - Circulation | 1.00 | 1.00 |
| Library Asst II - Outreach | 0.50 | 0.50 |
| Library Asst II - Youth Services | 2.50 | 2.50 |
| Library Asst II - Reference | 0.50 | - |
| Library Asst II - Audio Visual | 1.00 | 1.00 |
| Library Asst II - Reader's Adv | 1.50 | 1.50 |
| Library Asst II - Administrative | | 1.00 |
| Clerk - Circulation | 1.00 | 1.00 |
| Clerk - Periodical | 1.00 | 1.00 |
| Clerk - AV/Computer | | 1.00 |
| Clerk - Audio Visual | 1.00 | 1.00 |
| Clerk - Administrative | 2.00 | 2.00 |
| Page - Administrative | 1.00 | - |
| Page - Periodicals | 0.40 | 0.40 |
| Page - Reference | 1.70 | 1.20 |
| Page - AV | 0.60 | 0.60 |
| Page - Youth Service | 1.32 | 1.32 |
| Page - Reader's Advisory | <u>0.50</u> | <u>0.50</u> |
| Total | <u>44.90</u> | <u>44.90</u> |

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For the Fiscal Year Beginning January 1, 2010

**Library
Fund 205**

ACTIVITY MEASURES:

| Activity Measures | 2008 Actual | 2009 Actual | 2010 Budget |
|-------------------------------|-----------------|-------------|-------------|
| Circulation | 353,222 | 423,732 | 424,000 |
| Reference Transactions | 38,468 | 52,315 | 53,000 |
| User Visits | 279,139 | 295,887 | 296,000 |
| Programs (adult and children) | 26,893 | 28,387 | 28,000 |
| Open Hours | 64 hours weekly | 68 | 68 |
| *Registered borrowers | 31,520 | 28,015 | 30,000 |

*Annual purge took place 9/09 – unused or expired patron records were deleted.
October-December 2009 numbers were included as the monthly average
Figures taken from the 2009 IPLAR report

OBJECTIVES ACCOMPLISHED IN 2009:

1. Partnered with municipal, schools and local agencies in providing programming out in the community. We continued to offer monthly in-house presentations as well as sought more cooperative and shared-cost efforts with community organizations. Special attention was paid to coordinating services and developing partnerships with members of the Area Planning Council and Literacy Volunteers of Western Cook County when developing and implementing literacy-building programs.
2. Assisted over 800 job seekers in upgrading their workforce skills and conducted over 300 classes for internet and computer instruction.
3. Developed a well-defined early childhood literacy program that targeted a broad audience. In 2009 we reached over 400 preschoolers per month.
4. Partnered with the North Berwyn Park District to develop the READ, RECreation and ROLL program to take the arts out to Berwyn kids.
5. Created a Flu Task Force and developed a homebound program for residents hit with the flu.
6. Issued 6,971 new library cards (31% increase from 2008).
7. Extended delivery services to homebound patrons.
8. Partnered with Morton College to support adult learning and English as a second language
9. Expanded the library's presence out into the community to:
 - Create a greater visibility for the library at fairs and city sponsored functions.
 - Advertise library programs as an organization rather than individual departments.

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**Library
Fund 205**

- Aspire to make the library an exciting place to visit and the heart of the community.

OBJECTIVES TO BE ACCOMPLISHED IN 2010:

- Develop a structured volunteer program
- Increase Friends of the Berwyn Public Library's membership and participation in library activities
- Emphasize a more sophisticated level of customer service
- Use technology to respond to patrons needs
- Develop a library brand
- Design a more interactive website
- Create and improve print support materials
- Develop a fundraiser plan
- Prioritize budget according to strategic initiatives
- Revise the library's tech plan
- Explore ways to offer more computers for patron use
- Participate actively in community events
- Work with nearby libraries for collaborative programming
- Adapt policies and procedures to enhance patron experience
- Increase services to targeted populations (young adults and preschoolers)
- Develop a plan to evaluate collections
- Provide responsive programming
- Utilize volunteers more strategically
- Electronic board packets
- Create a culture of enhanced cooperation
- Increase IT assistance
- Create an interior design and signage plan
- Re-examine workflow patterns
- Provide civic information
- Provide information about local organizations

LONG TERM OBJECTIVES (2-5 YEARS):

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

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**Library
Fund 205**

accomplishing them will be developed. The library hopes to have this in place during the first quarter of 2010.

BUDGET SUMMARY:

The Library Board Finance Committee presented the 2010 Budget to the Library Board at the October Board meeting. It was approved by the library board on October 19, 2009.

**City of Berwyn
Library Fund
2010 Budget**

| A/C #s | Name | 2007 | 2008 | 2009 | 2009 | 2009 | 2010 | Requested Budget Change | | |
|---------------------|--|------------------|------------------|------------------|------------------|------------------|------------------|-------------------------|---------------|---------|
| | | Balance | Balance | 11/30/2009 | Projected | Budget | Budget | Amount | Percent | |
| Revenues | | | | | | | | | | |
| | Library - General Fund Subsidy | \$ 1,036,394 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | - | 0.00% |
| 205-40-4000 | Library - Property Tax Revenue | 1,332,966 | 2,453,242 | 1,271,553 | 2,497,312 | 2,497,312 | 2,497,312 | - | - | 0.00% |
| 205-40-4270 | Library - Rental Revenue | 26,650 | 23,371 | 1,827 | 1,827 | 25,000 | 500 | (24,500) | -98.00% | |
| 205-40-4350 | Library - Book Fines | 19,420 | 22,307 | 27,171 | 30,000 | 20,000 | 50,000 | 30,000 | 150.00% | |
| 205-40-4415 | Library - Maintenance Revenue | 14,122 | 12,584 | 11,639 | 14,000 | 14,000 | 955,000 | 941,000 | 6721.43% | |
| 205-40-4420 | Library - Per Capita Revenue | 66,101 | 65,397 | 65,349 | 65,349 | 60,000 | 60,000 | - | - | 0.00% |
| 205-40-4425 | Library - Video Rental Revenue | - | - | 2,222 | 2,222 | - | - | - | - | #DIV/0! |
| 205-40-4430 | Library - Building Revenue | 15,978 | 16,931 | 10,656 | 12,000 | 16,000 | 16,000 | - | - | 0.00% |
| 205-40-44800 | Library - Interest Income | 4,475 | 3,585 | 1,269 | 1,400 | 2,000 | 2,000 | - | - | 0.00% |
| 205-40-4835 | Library - Other Misc Revenue | 17 | 34 | (31) | (31) | 1,000 | - | (1,000) | -100.00% | |
| | Total Library Revenues | 2,516,123 | 2,597,452 | 1,391,654 | 2,624,079 | 2,635,312 | 3,580,812 | 945,500 | 35.88% | |
| Expenditures | | | | | | | | | | |
| 205-40-5000 | Library - Salaries | 1,281,060 | 1,301,365 | 1,145,711 | 1,290,000 | 1,375,600 | 1,363,905 | (11,695) | -0.85% | |
| 205-40-5010 | Library - Overtime | 239 | 1,214 | 2,148 | 5,000 | 10,000 | 10,000 | - | - | 0.00% |
| 205-40-5030 | Library - Sick day buy back | 25,332 | 12,296 | - | 12,125 | 14,000 | 14,000 | - | - | 0.00% |
| 205-40-5035 | Library - Benefits | 543,440 | 522,663 | 470,622 | 554,700 | 596,767 | 578,737 | (18,030) | -3.02% | |
| 205-40-5105-07 | Library - Programs adult/children | 11,685 | 18,800 | 25,493 | 25,500 | 12,200 | 15,800 | 3,600 | 29.51% | |
| 205-40-5200-09 | Library - Director expense | 120 | 104 | 250 | 250 | 250 | 350 | 100 | 40.00% | |
| 205-40-5200-10 | Library - Board expense | 41 | 199 | 112 | 250 | 250 | 350 | 100 | 40.00% | |
| 205-40-5205 | Library - Utilities | 13,679 | 11,927 | 7,275 | 10,000 | 18,000 | 15,000 | (3,000) | -16.67% | |
| 205-40-5210 | Library - Vehicle Gas and Oil | - | 2,900 | 361 | 1,500 | 1,500 | 1,500 | - | - | 0.00% |
| 205-40-5215 | Library - Telephone | 12,890 | 12,992 | 8,976 | 13,000 | 14,000 | 14,000 | - | - | 0.00% |
| 205-40-5220 | Library - Training, dues, & publications | 8,850 | 4,096 | 4,645 | 6,000 | 11,400 | 12,000 | 600 | 5.26% | |
| 205-40-5225 | Library - Supplies | 118,242 | 99,306 | 80,794 | 81,000 | 89,700 | 101,337 | 11,637 | 12.97% | |
| 205-40-5235 | Library - Postage & printing | 9,093 | 6,874 | 5,348 | 6,000 | 6,000 | 6,000 | - | - | 0.00% |
| 205-40-5245 | Library - Books | 156,846 | 183,774 | 168,650 | 168,650 | 140,610 | 141,910 | 1,300 | 0.92% | |
| 205-40-5250 | Library - Audio visual | 63,742 | 56,974 | 55,368 | 55,368 | 44,600 | 44,600 | - | - | 0.00% |
| 205-40-5255 | Library - Periodicals | 24,641 | 19,194 | 4,523 | 20,000 | 22,600 | 22,600 | - | - | 0.00% |
| 205-40-5290 | Library - Other general expenses | 6,526 | 547 | 219 | 220 | 107 | - | (107) | -100.00% | |
| 205-40-5400 | Library - Repairs and maintenance | 119,925 | 126,595 | 112,083 | 120,000 | 129,500 | 129,500 | - | - | 0.00% |
| 205-40-5520 | Library - Computer system | 43,765 | 46,494 | 40,343 | 40,343 | 47,500 | 56,000 | 8,500 | 17.89% | |
| 205-40-5525 | Library - Computer support databases | 14,600 | 2,632 | 3,485 | 24,900 | 14,700 | 12,500 | (2,200) | -14.97% | |
| 205-40-5625 | Library - Internal service fund charge | 72,524 | 62,956 | 102,656 | 29,443 | 61,528 | 69,179 | 7,651 | 12.43% | |
| 205-40-5660 | Library - Promotions | 17,726 | 17,677 | 11,409 | 11,409 | 15,000 | 17,000 | 2,000 | 13.33% | |
| 205-40-5665 | Library - Reciprocal borrowing | 4,249 | 4,449 | 3,678 | 4,500 | 4,500 | 4,500 | - | - | 0.00% |
| 205-40-5800 | Library - Capital improvement | - | - | 4,583 | 4,583 | 5,000 | 946,000 | 941,000 | 18820.00% | |
| | Total Library Expenditures | 2,549,215 | 2,516,028 | 2,258,732 | 2,484,741 | 2,635,312 | 3,576,768 | 941,456 | 35.72% | |
| | Revenues less Expenditures | (33,092) | 81,424 | (867,078) | 139,338 | - | 4,044 | | | |
| | Fund Balance Beginning | - | (33,092) | 48,332 | 48,332 | 48,332 | 187,670 | | | |
| | Projected Ending Fund Balance | \$ (33,092) | \$ 48,332 | \$ (818,746) | \$ 187,670 | \$ 48,332 | \$ 191,714 | | | |

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Senior Citizen's Program Fund

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

**City of Berwyn
Senior Citizens Fund
2010 Budget**

| A/C #'s | Name | 2009 | 2009 | 2009 | 2010 | Requested Budget Change | |
|---------------------|--|---------------------|-----------------|-----------------|-----------------|-------------------------|--------------|
| | | YTD 11/30/2009 | Projected | Budget | Budget | Amount | Percent |
| Revenues | | | | | | | |
| 202-4920 | General Fund Subsidy | | \$ 111,000 | \$ 112,006 | \$ 112,000 | \$ (6) | -0.01% |
| 202-46-4255-03 | Senior Citizen - Senior Breakfast | 2,442 | 5,020 | 500 | 2,500 | 2,000 | 39.84% |
| 202-46-4299 | Senior Citizen - Other fees for service | 12,504 | 15,664 | 3,650 | 15,000 | 11,350 | 72.46% |
| 202-46-4400 | Senior Citizen - Grant revenue | - | 100,000 | 100,000 | 100,000 | - | 0.00% |
| | Total Senior Citizens Fund | <u>14,946</u> | <u>231,684</u> | <u>216,156</u> | <u>229,500</u> | <u>13,344</u> | <u>5.76%</u> |
| Expenditures | | | | | | | |
| 202-5000 | Senior Citizens - Salaries | 109,585 | 120,835 | 94,476 | 120,000 | 25,524 | 27.02% |
| 202-5035 | Senior Citizens - Benefits | 44,930 | 50,000 | 39,680 | 50,000 | 10,320 | 26.01% |
| 202-5100-03 | Senior Citizens - Senior Breakfast | - | 5,951 | 5,000 | 6,000 | 1,000 | 20.00% |
| 202-5210 | Senior Citizens - Vehicle Gas & Oil | 110 | 110 | 16,000 | - | (16,000) | -100.00% |
| 202-5215 | Senior Citizens - Telephone | 984 | 984 | - | 1,000 | 1,000 | #DIV/0! |
| 202-5225-01 | Senior Citizens - Supplies | 572 | 572 | - | 600 | 600 | #DIV/0! |
| 202-5235 | Senior Citizens - Postage & Printing | 448 | 448 | - | 500 | 500 | #DIV/0! |
| 202-5290 | Senior Citizens - Other General Expense | 3,121 | 3,121 | 5,600 | 5,000 | (600) | -10.71% |
| 202-5300 | Senior Citizens - Professional Services | 9,255 | 16,892 | 12,000 | 17,000 | 5,000 | 41.67% |
| 202-5400 | Senior Citizens - Repairs & Maintenance | 8,299 | 8,299 | 12,000 | 10,000 | (2,000) | -16.67% |
| 202-5400-04 | Senior Citizens - Repairs & Maint. Landscape | 14,908 | 15,508 | 26,000 | 16,000 | (10,000) | -38.46% |
| 202-5405 | Senior Citizens - Copier Maintenance | - | - | 3,000 | - | (3,000) | -100.00% |
| 202-5505 | Senior Citizens - Equipment Lease | 3,825 | 4,663 | 2,400 | 4,800 | 2,400 | 100.00% |
| 202-5625 | Senior Citizens - Internal Service Fund | - | - | - | - | - | #DIV/0! |
| | Total Senior Citizens Expenditures | <u>196,037</u> | <u>227,383</u> | <u>216,156</u> | <u>230,900</u> | <u>14,744</u> | <u>6.82%</u> |
| | Revenues less Expenditures | (181,091) | 4,301 | - | (1,400) | \$ (1,400) | #DIV/0! |
| | Fund Balance Beginning | - | - | 4,301 | 4,301 | | |
| | Projected Ending Fund Balance | <u>\$ (181,091)</u> | <u>\$ 4,301</u> | <u>\$ 4,301</u> | <u>\$ 2,901</u> | | |

Wish List (not included in 2010 budget):

Description of item and explanation

**City of Berwyn
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For the Fiscal Year Beginning January 1, 2010

Community Development

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

**City of Berwyn
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For the Fiscal Year Beginning January 1, 2010

**Community Development
Fund 32**

PROGRAM MANAGER: Director of Community Development

PROGRAM DESCRIPTION:

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

SERVICES:

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

STAFFING:

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

**City of Berwyn
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**Community Development
Fund 32**


ACTIVITY MEASURES:


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

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

OBJECTIVES ACCOMPLISHED IN 2008:

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

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

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

**City of Berwyn
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For the Fiscal Year Beginning January 1, 2010

**Community Development
Fund 32**

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

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

OBJECTIVES TO BE ACCOMPLISHED IN 2009:

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

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

**City of Berwyn
2010
Annual Budget**

For the Fiscal Year Beginning January 1, 2010

**Community Development
Fund 32**

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

LONG TERM OBJECTIVES (2-5 YEARS):

BUDGET SUMMARY:

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

**City of Berwyn
Community Development Fund
2010 Budget**

| Account Number | Account Name | 2007 | 2008 | 2009 | 2009 | 2009 | 2010 | Requested Budget Change | |
|-----------------------------|---|------------------|------------------|------------------|------------------|------------------|------------------|-------------------------|----------------|
| | | Balance | Balance | YTD 11/30/2009 | Projected | Budget | Budget | Amount | Percent |
| Revenues | | | | | | | | | |
| 210-4920 | General Fund Subsidy | \$ 3,433 | \$ 26,358 | \$ - | - | 40,000.00 | - | (40,000) | -100% |
| 210-4400 | Grant Income | 1,470,244 | 1,516,150 | 1,112,657 | 2,165,083 | 1,654,039 | 3,000,905 | 1,346,866 | 81% |
| | Grants Received | 210,148 | - | - | - | - | - | - | #DIV/0! |
| | Miscellaneous Revenues | - | 23,295 | - | - | - | - | - | #DIV/0! |
| | Total Community Development Revenues | 1,683,825 | 1,565,803 | 1,112,657 | 2,165,083 | 1,694,039 | 3,000,905 | 1,306,866 | 60% |
| Expenditures | | | | | | | | | |
| Fire | | | | | | | | | |
| 210-18-5800-10 | Fire - Capital outlay | \$ - | \$ - | \$ 2,444 | - | - | - | - | #DIV/0! |
| | Total Fire | - | - | 2,444 | - | - | - | - | #DIV/0! |
| Administration | | | | | | | | | |
| 210-42-5000 | Community Development - Salaries | \$ 280,840 | \$ 272,418 | \$ 200,953 | \$ 225,000 | \$ 243,979 | \$ 279,605 | \$ 35,626 | 15% |
| 210-42-5010 | Community Development - Overtime | 171 | 305 | - | - | - | - | - | #DIV/0! |
| 210-42-5030 | Community Development - Sick day buy back | 1,294 | 1,610 | - | 5,450 | 5,450 | 5,500 | 50 | 1% |
| 210-42-5035 | Community Development - Benefits | 117,407 | 109,047 | 82,391 | 90,000 | 107,753 | 65,000 | (42,753) | -40% |
| 210-42-5205 | Community Development - Utilities | - | - | 1,625 | 1,635 | - | 2,000 | 2,000 | #DIV/0! |
| 210-42-5210 | Community Development - Vehicle Gas and Oil | - | 1,520 | 1,558 | 1,681 | 2,000 | 2,500 | 500 | 25% |
| 210-42-5215 | Community Development - Telephone | 2,873 | 4,375 | 3,058 | 4,738 | 3,000 | 3,000 | - | 0% |
| 210-42-5220 | Community Development - Training, dues, & publications | - | - | 1,011 | 1,011 | - | - | - | #DIV/0! |
| 210-42-5225 | Community Development - Supplies | - | - | 4,190 | 4,428 | - | 1,800 | 1,800 | #DIV/0! |
| 210-42-5235 | Community Development - Postage & printing | - | - | 1,356 | 1,356 | - | 30,000 | 30,000 | #DIV/0! |
| 210-42-5290 | Community Development - Other general expenses | 19,133 | 49,617 | 28,009 | 72,831 | 35,000 | 25,000 | (10,000) | -29% |
| 210-42-5300 | Community Development - Professional services | - | - | 34,870 | 37,827 | - | 5,000 | 5,000 | #DIV/0! |
| 210-42-5400 | Community Development - Repairs & maintenance | - | - | 3,707 | 161,045 | - | - | - | #DIV/0! |
| 210-42-5400-01 | Community Development - Repairs & maintenance Sewer | - | - | 329,147 | 329,147 | - | 50,000 | 50,000 | #DIV/0! |
| 210-42-5400-02 | Community Development - Repairs & maintenance Street/Sidewalk | - | - | 3,315 | 4,712 | - | - | - | #DIV/0! |
| 210-42-5405 | Community Development - Copier maintenance | 8,207 | 8,207 | 8,607 | 11,195 | 9,400 | 9,000 | (400) | -4% |
| 210-42-5625 | Community Development - Internal service fund | 14,771 | 38,883 | 68,481 | 17,900 | 40,634 | 20,000 | (20,634) | -51% |
| 210-42-5800-10 | Community Development - Capital outlay | - | - | (2,444) | 53,040 | - | - | - | #DIV/0! |
| | Total Administration | 444,696 | 485,981 | 770,034 | 1,023,196 | 447,216 | 498,405 | 51,189 | 11% |
| Program expenditures | | | | | | | | | |
| 210-42-5105 | Community Development - Community Programs | - | 9,065 | 162,370 | 165,828 | - | 425,000 | 425,000 | #DIV/0! |
| | CDBG HUD CY Admin | - | - | 43,223 | 43,523 | - | 65,908 | 65,908 | #DIV/0! |
| | CDBG HUD PY Admin | 13,827 | 11,306 | - | - | - | - | - | #DIV/0! |
| | CDBG HUD 2 Yrs Prior Admin | 20,296 | - | - | - | - | - | - | #DIV/0! |
| | Economic Development | - | - | - | - | - | 250,000 | 250,000 | #DIV/0! |
| | HPRP CEDA ESG | - | - | - | - | - | 503,591 | 503,591 | #DIV/0! |
| | HPRP Berwyn Admin ESG | - | - | - | - | - | 27,977 | 27,977 | #DIV/0! |
| | CDBR-R Admin | - | - | - | - | - | 32,071 | 32,071 | #DIV/0! |
| | CEDA Get the Lead Out Mitigation | - | - | - | - | - | 30,000 | 30,000 | #DIV/0! |
| | Proksa Park Activity Center ADA Improvements | - | - | - | - | - | 15,000 | 15,000 | #DIV/0! |
| | Youth Crossroads Internship Program | - | - | - | - | - | 5,000 | 5,000 | #DIV/0! |
| | Mothers on a Mission-Parent to Parent | - | - | - | - | - | 10,000 | 10,000 | #DIV/0! |
| | Sokol Tabor Seniors Program | - | - | - | - | - | 5,000 | 5,000 | #DIV/0! |
| | Berwyn Public Library-Early Childhood Literacy | - | - | 3,922 | 3,922 | 3,500 | 3,500 | - | #DIV/0! |
| | HUD-NBPD Senior Center Expansion | - | - | 59,217 | 59,217 | - | 15,000 | 15,000 | #DIV/0! |
| | HUD - Way Back Inn | - | - | - | - | 10,000 | 10,000 | - | #DIV/0! |
| | HUD - Seguin Services | 27,050 | - | 80,350 | 80,350 | 111,100 | - | (111,100) | -100% |
| | HUD - Seguin Special Needs Citizens | - | - | 20,000 | 20,000 | - | 5,000 | (15,000) | #DIV/0! |
| | HUD - Oak Leyden | 3,292 | - | - | - | - | - | - | #DIV/0! |
| | HUD - West Suburban PADS | 3,546 | - | - | - | - | - | - | #DIV/0! |
| | HUD - Alley Repaving | 8,106 | - | - | - | - | 30,000 | 30,000 | #DIV/0! |
| | HUD - CY 16th Fire | - | 275,000 | 36,030 | 36,030 | 262,120 | 22,350 | (239,770) | -91% |
| | HUD - PY 16th Fire | - | 3,837 | 19,455 | 19,455 | - | 9,028 | 9,028 | #DIV/0! |
| | HUD - CY Seguin You Hold the Key | 62,301 | 45,871 | - | - | - | 99,000 | 99,000 | #DIV/0! |
| | HUD - PY Seguin You Hold the Key | 20,620 | 63,300 | - | - | - | - | - | #DIV/0! |
| | HUD - CY Oak Leyden | 11,708 | 25,917 | - | - | 11,500 | - | (11,500) | -100% |
| | HUD - CY Health Dist | 21,264 | - | - | - | - | - | - | #DIV/0! |
| | HUD - CY Sarah's Inn | 31,621 | 18,379 | 20,797 | 20,797 | 25,000 | 25,000 | - | 0% |
| | HUD - CY Infant | 20,000 | 20,000 | 12,377 | 12,377 | 20,000 | 20,000 | - | 0% |
| | HUD - PY Infant | - | - | 11,826 | 11,826 | - | - | - | #DIV/0! |
| | HUD - CY PADS | 13,454 | 9,000 | 8,168 | 8,168 | - | 17,000 | 17,000 | #DIV/0! |
| | HUD - CY Sidewalk | 396,969 | 31,134 | 44,343 | 44,343 | 250,000 | 100,000 | (150,000) | -60% |
| | HUD - PY Sidewalk | - | 17,530 | 112,287 | 112,287 | - | 219,358 | 219,358 | #DIV/0! |
| | HUD - CY Single Family Rehab | 256,196 | 243,749 | 378,131 | 382,731 | 242,603 | 300,774 | 58,171 | 24% |
| | HUD - PY Single Family Rehab | 26,343 | 61,089 | 14,716 | 14,716 | - | 5,340 | 5,340 | #DIV/0! |
| | HUD - Other Programs | 1,133 | - | - | - | 92,000 | - | (92,000) | -100% |
| | HUD - CY Blight | 191 | 460 | 189 | 189 | 70,000 | 70,000 | - | 0% |
| | HUD - PY Blight | - | - | 575 | 575 | - | 2,569 | 2,569 | #DIV/0! |
| | HUD - CY Park District | 6,000 | 100,000 | 30,953 | 30,953 | - | - | - | #DIV/0! |
| | HUD - CY West Suburban Special Rec Year Round | 5,000 | 29,000 | 6,618 | 6,618 | 20,000 | 5,000 | (15,000) | -75% |
| | HUD - CY West Suburban Special Rec Summer | - | - | 15,000 | 15,000 | - | 15,000 | 15,000 | #DIV/0! |
| | HUD - CY West Suburban Sr. Svcs | 28,000 | 15,426 | 4,361 | 4,361 | 8,000 | 8,000 | - | 0% |
| | HUD - PY West Suburban Sr. Svcs | - | - | 3,639 | 3,639 | - | - | - | #DIV/0! |
| | HUD - CY Catholic Charities | 7,699 | 11,044 | 8,040 | 8,040 | 15,000 | 15,000 | - | 0% |
| | HUD - PY Catholic Charities | - | - | 10,842 | 10,842 | - | - | - | #DIV/0! |
| | HUD - CY Grateful House | 20,476 | 13,000 | - | - | - | - | - | #DIV/0! |
| | HUD - Bilingual Services | - | 3,956 | - | - | - | - | - | #DIV/0! |
| | HUD - City Hall ADA | - | 10,977 | 445 | 445 | - | - | - | #DIV/0! |
| | HUD - CY Youth in Crisis | 1,524 | 10,000 | - | - | - | - | - | #DIV/0! |
| | HUD - CY Suburban Primary Health Care | 5,000 | 6,000 | 6,000 | 6,000 | 6,000 | 6,000 | - | 0% |
| | HUD - PY Suburban Primary Health Care | - | - | 272 | 272 | - | - | - | #DIV/0! |
| | HUD - CY Pillars | 5,010 | 6,000 | 6,232 | 6,232 | 7,000 | 7,000 | - | 0% |
| | HUD - PY Pillars B&M | - | - | 4,492 | 4,492 | 55,000 | 55,000 | - | #DIV/0! |
| | HUD - CY Sr. Advocate | 75,000 | 1,583 | 763 | 763 | - | 34,815 | 34,815 | #DIV/0! |
| | HUD - PY Sr. Advocate | - | - | 1,648 | 1,648 | - | 6,219 | 6,219 | #DIV/0! |
| | HUD - CY Community Support Services | 7,500 | 8,000 | - | - | 8,000 | - | (8,000) | -100% |
| | HUD - CY Berwyn Park District | 125,000 | 7,000 | - | - | - | 17,000 | 17,000 | #DIV/0! |
| | HUD - CY Berwyn Cicero Council on Aging | 15,000 | 22,200 | 6,248 | 6,248 | 10,000 | 10,000 | - | 0% |
| | Total program expenditures | 1,239,126 | 1,079,821 | 1,133,255 | 1,141,887 | 1,246,823 | 2,502,500 | 1,255,677 | 101% |
| | Total Community Development Expenditures | 1,683,822 | 1,565,803 | 1,905,734 | 2,165,083 | 1,694,039 | 3,000,905 | 1,306,866 | 77% |
| | Revenues Less Expenditures | 3 | 1 | (793,077) | (0) | - | - | - | #DIV/0! |
| | Fund Balance Beginning | - | 3 | 4 | 4 | 4 | 4 | - | #DIV/0! |
| | Projected Ending Fund Balance | \$ 3 | \$ 4 | \$ (793,073) | \$ 4 | \$ 4 | \$ 4 | - | #DIV/0! |

Wish List (not included in 2010 budget):

| Description of item and explanation | Cost |
|-------------------------------------|------|
|-------------------------------------|------|

**City of Berwyn
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For the Fiscal Year Beginning January 1, 2010

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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Annual Budget**

For the Fiscal Year Beginning January 1, 2010

**Foreign Fire
Fund 255**

PROGRAM MANAGER: Foreign Fire Tax Board

PROGRAM DESCRIPTION:

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

BUDGET SUMMARY:

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

**City of Berwyn
Foreign Fire Fund
2010 Budget**

| A/C #'s | Name | 2007 | 2008 | 2009 | 2009 | 2010 | Requested Budget Change | |
|---------------------|---|------------------|------------------|------------------|------------------|------------------|-------------------------|-------------|
| | | Balance | Balance | Projected | Budget | Projected | Amount | Percent |
| Revenues | | | | | | | | |
| 255-4800 | Foreign Fire - Interest Income | \$ 293 | \$ 58 | | \$ 75 | \$ - | \$ (75) | -100% |
| 255-4055 | Foreign Fire Insurance Tax | 20,056 | 20,628 | | 21,000 | 28,562 | 7,562 | 36% |
| | Total Foreign Fire Revenues | <u>20,349</u> | <u>20,686</u> | <u>-</u> | <u>21,075</u> | <u>28,562</u> | <u>7,487</u> | <u>36%</u> |
| Expenditures | | | | | | | | |
| 255-5220 | Foreign Fire - Training, dues, & publications | | 2,251 | | 2,000 | 1,700 | (300) | -15% |
| 255-5290 | Foreign Fire - Other General Expenses | 16,553 | 4,372 | | 22,637 | 13,569 | (9,068) | -40% |
| 255-5225 | Foreign Fire - Supplies | - | 1,068 | | 4,000 | 2,000 | (2,000) | -50% |
| | Foreign Fire - Furniture/Applicances | - | 4,335 | | - | - | - | #DIV/0! |
| 255-5500 | Foreign Fire - Tools and equipment | - | - | | 3,000 | 15,000 | 12,000 | 400% |
| | Foreign Fire - Exercise equipment | - | 3,376 | | - | - | - | #DIV/0! |
| | Foreign Fire - Cable services | - | 1,312 | | - | - | - | #DIV/0! |
| | Foreign Fire - Repairs | - | 393 | | - | - | - | #DIV/0! |
| | Foreign Fire - Capital improvements | - | 29 | | - | - | - | #DIV/0! |
| | Total Foreign Fire Expenditures | <u>16,553</u> | <u>17,136</u> | <u>-</u> | <u>31,637</u> | <u>32,269</u> | <u>932</u> | <u>3%</u> |
| | Revenues less Expenditures | <u>3,796</u> | <u>3,551</u> | <u>-</u> | <u>(10,562)</u> | <u>(3,707)</u> | <u>\$ 6,555</u> | <u>-62%</u> |
| | Fund Balance Beginning | <u>22,193</u> | <u>25,989</u> | <u>29,540</u> | <u>29,540</u> | <u>33,247</u> | | |
| | Projected Ending Fund Balance | <u>\$ 25,989</u> | <u>\$ 29,540</u> | <u>\$ 29,540</u> | <u>\$ 18,978</u> | <u>\$ 29,540</u> | | |

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

Wish List (not included in 2010 budget):

| Description of item and explanation | Cost |
|-------------------------------------|------|
|-------------------------------------|------|

**City of Berwyn
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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
2010 Budget**

| Account Number | Account Name | 2007 | 2008 | 2009 | 2009 | 2009 | 2010 | Requested Budget Change | |
|---------------------|---|---------------------|-------------------|-------------------|--------------------|-------------------|--------------------|-------------------------|-------------|
| | | Balance | Balance | 11/30/2009 YTD | Projected | Budget | Budget | Amount | Percent |
| Revenues | | | | | | | | | |
| 215-4410 | MFT - State Allotment | \$ 1,542,999 | \$ 1,587,463 | \$ 1,157,245 | \$ 1,400,000 | \$ 1,550,000 | \$ 1,420,000 | \$ (130,000) | -8% |
| 215-4800 | MFT - Interest Income | 116,031 | 48,713 | 3,380 | 4,000 | 50,000 | 4,000 | (46,000) | -92% |
| | Sidewalk revenue | - | - | 20,685 | 20,685 | - | 20,000 | 20,000 | |
| | Total MFT Revenues | <u>1,659,030</u> | <u>1,636,176</u> | <u>1,181,310</u> | <u>1,424,685</u> | <u>1,600,000</u> | <u>1,444,000</u> | <u>(156,000)</u> | <u>-11%</u> |
| Expenditures | | | | | | | | | |
| 215-5205 | MFT - Utilities | 363,100 | 141,731 | 590,806 | 671,342 | 220,000 | 220,000 | - | 0% |
| 215-5225-05 | MFT - Rock Salt | 219,197 | 603,111 | 357,031 | 475,802 | 350,000 | 351,500 | 1,500 | 0% |
| 215-5300 | MFT - Professional services | - | - | 135,827 | 135,827 | 197,000 | 65,000 | (132,000) | |
| 215-5400-02 | MFT - Repair & Maintenance Street/Sidewalk | 183,675 | 42,076 | 173,781 | 228,406 | 390,000 | 260,000 | (130,000) | -33% |
| 215-5400-03 | MFT - Repair & Maintenance Traffic Control | 257,211 | 783,888 | 167,905 | 173,780 | 185,000 | 190,000 | 5,000 | 3% |
| 215-5800 | MFT - Capital Projects (Project Construction) | 727 | 65,875 | 34,829 | 34,829 | 40,000 | 35,000 | (5,000) | -13% |
| 215-5290 | MFT- Other General | - | - | - | 12,706 | - | - | - | |
| | MFT - 16th St. Resurfacing Project | - | 22,028 | - | - | - | - | - | |
| | MFT - Oak Park Ave. Lighting | 23,650 | - | - | - | - | - | - | |
| | MFT - Arterial Lighting | - | 199,003 | - | - | - | - | - | |
| 215-5300 | MFT - Engineering General | 155,367 | 189,447 | - | - | - | - | - | |
| 215-5300 | MFT - Contractual Tree Trimming | 57,276 | 107,124 | - | - | - | - | - | |
| 215-5400-01 | MFT - Repair & Maintenance Sewer System | 15,449 | 624,217 | 6,684 | 9,686 | 21,000 | 20,000 | (1,000) | -5% |
| 215-5900 | MFT - Transfer Out Salaries to Fund 11 | 783,888 | - | - | 500,000 | 780,000 | 235,000 | (545,000) | -70% |
| | Total MFT Expenditures | <u>2,059,540</u> | <u>2,778,501</u> | <u>1,466,863</u> | <u>2,242,378</u> | <u>2,183,000</u> | <u>1,376,500</u> | <u>(806,500)</u> | <u>-37%</u> |
| | Revenues less Expenditures | (400,510) | (1,142,325) | (285,553) | (817,693) | (583,000) | 67,500 | \$ 650,500 | -112% |
| | Fund Balance Beginning | <u>2,297,291</u> | <u>1,896,781</u> | <u>754,456</u> | <u>754,456</u> | <u>754,456</u> | <u>\$ (63,237)</u> | \$ 4,263 | |
| | Projected Ending Fund Balance | <u>\$ 1,896,781</u> | <u>\$ 754,456</u> | <u>\$ 468,903</u> | <u>\$ (63,237)</u> | <u>\$ 171,456</u> | <u>\$ 4,263</u> | | |

**City of Berwyn
2010
Annual Budget**

For the Fiscal Year Beginning January 1, 2010

**South Berwyn Corridor
Tax Increment Financing District**

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

Significant projects budgeted for in 2010 include the following:

- ✚ \$28,500 for holiday decorations and planting
- ✚ \$200,000 for signage improvements
- ✚ \$28,500 for the 2010 marketing campaign
- ✚ \$450,000 in current project commitments to Sedgwick and Abrams
- ✚ \$250,000 set aside for Tier I and II project requests

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

| Account Number | Account Name | 2007 Balance | 2008 Balance | 2009 YTD 11/30/2009 | 2009 Projected | 2009 Budget | 2010 Budget | Requested Budget Change | |
|---------------------|--|-------------------|---------------------|------------------------|---------------------|---------------------|---------------------|----------------------------|------------|
| | | | | | | | | Amount | Percent |
| Revenues | | | | | | | | | |
| 220-4000 | Property Taxes - South Berwyn TIF Bond Proceeds | \$ 1,125,440 | \$ 1,268,661 | \$ 565,385 | \$ 1,000,000 | \$ 1,230,000 | \$ 1,250,000 | \$ 20,000 | 2% |
| 220-4800 | Interest Income | 47,539 | 43,643 | 28,172 | 43,000 | 43,000 | 30,000 | (13,000) | -30% |
| | Total South Berwyn TIF Revenues | <u>1,172,979</u> | <u>1,312,304</u> | <u>593,557</u> | <u>1,043,000</u> | <u>1,273,000</u> | <u>1,280,000</u> | <u>7,000</u> | <u>1%</u> |
| Expenditures | | | | | | | | | |
| 220-5800 | South Berwyn Corridor TIF | 86,183 | 235,226 | 278,392 | 282,000 | 1,208,201 | 1,594,563 | 386,362 | 32% |
| 220-5200 | TIF Management Services - BDC | 94,903 | 75,152 | 47,451 | 81,294 | 94,903 | 122,403 | 27,500 | 29% |
| | Sedgwick Escrow Payments | 1,000,000 | - | - | - | - | - | - | #DIV/0! |
| 220-5700 | Sedgwick Project Installment Note - Principal | 155,161 | 155,161 | 116,370 | 155,161 | 155,161 | 155,161 | - | 0% |
| 220-5705 | Sedgwick Project Installment Note - Interest | 163,258 | 136,832 | 55,276 | 123,644 | 123,644 | 77,968 | (45,676) | -37% |
| 220- | Interest on Advance | 5,934 | 43,585 | 16,830 | 33,660 | 33,660 | 18,132 | (15,528) | -46% |
| 220-5900 | Transfer to Bond & Interest for Garage Debt | - | 644,917 | 200,912 | 401,824 | 401,824 | 401,000 | (824) | 0% |
| | Total South Berwyn TIF Expenditures | <u>1,505,439</u> | <u>1,290,873</u> | <u>715,231</u> | <u>1,077,583</u> | <u>2,017,393</u> | <u>2,369,227</u> | <u>351,834</u> | <u>17%</u> |
| | Revenues less Expenditures | (332,460) | 21,431 | (121,675) | (34,583) | (744,393) | (1,089,227) | <u>\$ (344,834)</u> | <u>46%</u> |
| | Fund Balance Beginning | <u>1,156,726</u> | <u>2,763,772</u> | <u>2,785,203</u> | <u>2,785,203</u> | <u>2,663,528</u> | <u>2,750,620</u> | | |
| | Projected Ending Fund Balance | <u>\$ 824,266</u> | <u>\$ 2,785,203</u> | <u>\$ 2,663,528</u> | <u>\$ 2,750,620</u> | <u>\$ 1,919,135</u> | <u>\$ 1,661,393</u> | | |

**City of Berwyn
2010
Annual Budget**

For the Fiscal Year Beginning January 1, 2010

**Cermak Road
Tax Increment Financing District**

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

Significant projects budgeted for in 2010 include the following:

- ✚ \$28,500 for holiday decorations and planting
- ✚ \$28,500 for the 2010 marketing campaign
- ✚ \$2,700,500 for land acquisition
- ✚ \$250,000 for project costs related to Superblock
- ✚ \$350,000 set aside for Tier I and II project requests

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

| Account Number | Account Name | 2007 | 2008 | 2009 | 2009 | 2009 | 2010 | Requested Budget Change | |
|---------------------|-------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|-------------------------|-------------|
| | | Balance | Balance | YTD 11/30/2009 | Projected | Budget | Budget | Amount | Percent |
| Revenues | | | | | | | | | |
| 225-4000 | Property Taxes - Cermak TIF | \$ 1,537,256 | \$ 1,708,605 | \$ 1,446,601 | \$ 1,700,000 | \$ 1,700,000 | \$ 2,147,869 | \$ 447,869 | 26% |
| 225-4800 | Interest Income on Advance | 5,934 | 43,585 | 16,830 | 33,660 | 33,660 | 18,132 | (15,528) | -46% |
| 225-4830 | Property Damage | - | - | 15,000 | 15,000 | - | - | - | 0% |
| 225-4800 | Interest Income | <u>159,735</u> | <u>116,557</u> | <u>65,702</u> | <u>116,557</u> | <u>120,000</u> | <u>72,313</u> | <u>(47,687)</u> | <u>-40%</u> |
| | Total Cermak TIF Revenues | <u>1,702,925</u> | <u>1,868,747</u> | <u>1,544,133</u> | <u>1,865,217</u> | <u>1,853,660</u> | <u>2,238,314</u> | <u>(11,557)</u> | <u>-1%</u> |
| Expenditures | | | | | | | | | |
| 225-5800 | Cermak TIF | 181,439 | 1,560,513 | 1,802,901 | 2,812,433 | 4,279,856 | 4,199,824 | (80,032) | -2% |
| 225-5800-25 | Main Street TIF Portion | 32,632 | 116,550 | 61,775 | 123,500 | 123,550 | 130,000 | 6,450 | 5% |
| 225-5200 | TIF Management Services - BDC | <u>477,000</u> | <u>376,687</u> | <u>238,500</u> | <u>477,000</u> | <u>477,000</u> | <u>539,500</u> | <u>62,500</u> | <u>13%</u> |
| | Total Cermak TIF Expenditures | <u>691,071</u> | <u>2,053,750</u> | <u>2,103,176</u> | <u>3,412,933</u> | <u>4,880,406</u> | <u>4,869,324</u> | <u>(11,082)</u> | <u>0%</u> |
| | Revenues less Expenditures | 1,011,854 | (185,003) | (559,043) | (1,547,716) | (3,026,746) | (2,631,010) | <u>\$ 395,736</u> | <u>-15%</u> |
| | Fund Balance Beginning | <u>8,513,603</u> | <u>9,525,457</u> | <u>9,340,454</u> | <u>9,340,454</u> | <u>9,340,454</u> | <u>7,792,738</u> | | |
| | Projected Ending Fund Balance | <u>\$ 9,525,457</u> | <u>\$ 9,340,454</u> | <u>\$ 8,781,411</u> | <u>\$ 7,792,738</u> | <u>\$ 6,313,708</u> | <u>\$ 5,161,728</u> | | |

**City of Berwyn
2010
Annual Budget**

For the Fiscal Year Beginning January 1, 2010

**Roosevelt Road
Tax Increment Financing District**

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

Significant projects budgeted for in 2010 include the following:

- ✚ \$28,500 for holiday decorations and planting
- ✚ \$28,500 for the 2010 marketing campaign
- ✚ \$799,000 for existing commitments on projects with Voigt and Buena Beef.
- ✚ \$300,000 set aside for Tier I and II project requests
- ✚ \$850,000 for land acquisition
- ✚ \$2,100,000 for Streetscape project

**City of Berwyn
Roosevelt TIF
2010 Budget**

| Account Number | Account Name | 2007 | 2008 | 2009 | 2009 | 2009 | 2010 | Requested Budget Change | |
|---------------------|--|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|-------------------------|-------------|
| | | Balance | Balance | YTD 11/30/2009 | Projected | Budget | Budget | Amount | Percent |
| Revenues | | | | | | | | | |
| 230-4000 | Property Taxes - Roosevelt Road | \$ 504,601 | \$ 537,082 | \$ 493,038 | \$ 575,000 | \$ 575,000 | \$ 668,140 | \$ 93,140 | 16% |
| | Bond Proceeds | - | - | - | - | - | 2,200,000 | 2,200,000 | #DIV/0! |
| 230-4820 | Sale of City Property | - | - | - | 139,297 | - | - | - | #DIV/0! |
| 230-4800 | Interest Income | <u>36,658</u> | <u>37,061</u> | <u>28,767</u> | <u>35,000</u> | <u>35,000</u> | <u>28,000</u> | <u>(7,000)</u> | <u>-20%</u> |
| | Total Roosevelt TIF Revenues | <u>541,259</u> | <u>574,143</u> | <u>521,805</u> | <u>749,297</u> | <u>610,000</u> | <u>2,896,140</u> | <u>2,286,140</u> | <u>375%</u> |
| Expenditures | | | | | | | | | |
| 230-5800 | Roosevelt Road - TIF Expenses | 190,320 | 171,763 | 702,992 | 709,000 | 1,261,790 | 3,402,000 | 2,140,210 | 170% |
| 230-5200 | TIF Management Services - BDC | 39,000 | 30,203 | 19,500 | 33,408 | 39,000 | 66,500 | 27,500 | 71% |
| 230-5700 | Voigt Project Installment Note - Principal | 74,359 | 74,359 | 55,769 | 501,923 | 74,359 | - | (74,359) | -100% |
| 230-5705 | Voigt Project Installment Note - Interest | 55,445 | 46,614 | 18,125 | 22,490 | 33,973 | - | (33,973) | -100% |
| 230-5900 | Transfer to Bond and Interest | <u>76,970</u> | <u>80,370</u> | <u>16,785</u> | <u>78,570</u> | <u>78,570</u> | <u>77,000</u> | <u>(1,570)</u> | <u>-2%</u> |
| | Total Roosevelt TIF Expenditures | <u>436,094</u> | <u>403,309</u> | <u>813,171</u> | <u>1,345,391</u> | <u>1,487,692</u> | <u>3,545,500</u> | <u>2,057,808</u> | <u>138%</u> |
| | Revenues less Expenditures | 105,165 | 170,834 | (291,366) | (596,094) | (877,692) | (649,360) | <u>\$ 228,332</u> | <u>-26%</u> |
| | Fund Balance Beginning | <u>1,376,117</u> | <u>2,314,610</u> | <u>2,485,444</u> | <u>2,485,444</u> | <u>2,485,444</u> | <u>1,889,350</u> | | |
| | Projected Ending Fund Balance | <u>\$ 1,481,282</u> | <u>\$ 2,485,444</u> | <u>\$ 2,194,078</u> | <u>\$ 1,889,350</u> | <u>\$ 1,607,752</u> | <u>\$ 1,239,990</u> | | |





**City of Berwyn
2010
Annual Budget**

For the Fiscal Year Beginning January 1, 2010

**Ogden Avenue
Tax Increment Financing District**

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

Significant projects budgeted for in 2010 include the following:

-  \$28,500 for holiday decorations and planting
-  \$28,500 for the 2010 marketing campaign
-  \$200,000 for Streetscape project
-  \$300,000 set aside for Tier I and II project requests

**City of Berwyn
Ogden Ave TIF
2010 Budget**

| Account Number | Account Name | 2007 Balance | 2008 Balance | 2009 YTD 11/30/2009 | 2009 Projected | 2009 Budget | 2010 Budget | Requested Budget Change | |
|---------------------|----------------------------------|---------------------|---------------------|------------------------|---------------------|-------------------|-------------------|----------------------------|-------------|
| | | | | | | | | Amount | Percent |
| Revenues | | | | | | | | | |
| 235-4000 | Property Taxes - Ogden | \$ 1,055,196 | \$ 1,074,961 | \$ 948,031 | \$ 1,059,090 | \$ 1,027,930 | \$ 1,435,000 | \$ 407,070 | 40% |
| 235-4800 | Interest Income | <u>41,227</u> | <u>60,266</u> | <u>32,778</u> | <u>60,259</u> | <u>60,000</u> | <u>36,000</u> | <u>24,000</u> | <u>40%</u> |
| | Total Ogden Ave TIF Revenues | <u>1,096,423</u> | <u>1,135,227</u> | <u>980,809</u> | <u>1,119,349</u> | <u>1,087,930</u> | <u>1,471,000</u> | <u>383,070</u> | <u>35%</u> |
| Expenditures | | | | | | | | | |
| 235-5800 | Ogden Ave TIF | 154,989 | 1,011,825 | 808,228 | 997,000 | 1,464,700 | 1,004,800 | (459,900) | -31% |
| 235-5200 | TIF Management Services - BDC | 477,000 | 376,687 | 408,603 | 408,603 | 477,000 | 504,500 | 27,500 | 6% |
| 235-5900 | Transfer to General Fund | 97,500 | - | - | - | - | - | - | #DIV/0! |
| 235-5900 | Transfer to Bond and Interest | <u>472,402</u> | <u>474,598</u> | <u>20,251</u> | <u>475,502</u> | <u>475,501</u> | <u>475,000</u> | <u>(501)</u> | <u>0%</u> |
| | Total Ogden Ave TIF Expenditures | <u>1,201,891</u> | <u>1,863,110</u> | <u>1,237,082</u> | <u>1,881,105</u> | <u>2,417,201</u> | <u>1,984,300</u> | <u>(432,901)</u> | <u>-18%</u> |
| | Revenues less Expenditures | (105,468) | (727,883) | (256,273) | (761,756) | (1,329,271) | (513,300) | <u>\$ 815,971</u> | <u>-61%</u> |
| | Fund Balance Beginning | <u>2,726,730</u> | <u>2,621,262</u> | <u>1,893,379</u> | <u>1,893,379</u> | <u>1,886,608</u> | <u>1,131,623</u> | | |
| | Projected Ending Fund Balance | <u>\$ 2,621,262</u> | <u>\$ 1,893,379</u> | <u>\$ 1,637,106</u> | <u>\$ 1,131,623</u> | <u>\$ 557,337</u> | <u>\$ 618,323</u> | | |

**City of Berwyn
2010
Annual Budget**

For the Fiscal Year Beginning January 1, 2010

Capital Projects Fund

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

**City of Berwyn
Capital Projects Fund
2010 Budget**

| Account Number | Account Name | 2007 Balance | 2008 Balance | 2009 YTD 11/30/2009 | 2009 Projected | 2009 Budget | 2010 Budget | Project Budget |
|---------------------|-------------------------------------|----------------------|----------------------|------------------------|---------------------|---------------------|------------------|----------------------|
| Revenues | | | | | | | | |
| 400-24-4400 | Grant Revenue | \$ 84,361 | \$ 259,789 | \$ 2,000,000 | \$ 2,450,000 | \$ 2,450,000 | \$ - | \$ 100,000 |
| 40-4-00-4820 | Interest Income | 415,526 | 419,099 | 38,522 | 46,000 | 300,000 | 10,000 | 1,054,000 |
| 40-4-00-4900 | Bond Proceeds | <u>21,375,000</u> | <u>-</u> | <u>-</u> | <u>-</u> | <u>-</u> | <u>-</u> | <u>21,375,000</u> |
| | Total Capital Projects Revenues | <u>\$ 21,874,887</u> | <u>\$ 678,888</u> | <u>\$ 2,038,522</u> | <u>\$ 2,496,000</u> | <u>\$ 2,750,000</u> | <u>\$ 10,000</u> | <u>\$ 22,529,000</u> |
| Expenditures | | | | | | | | |
| 40-5-00-5609 | DCEO - 16th St. Fire Station | \$ 84,361 | \$ 1,015,639 | \$ - | \$ - | \$ - | \$ - | \$ - |
| 40-5-00-5700 | Parking Garage | 41,107 | 1,000,579 | 7,651,806 | 10,000,000 | 11,755,000 | 761,522 | 9,500,000 |
| 40-5-00-5705 | Roosevelt Road Sewer Lining | - | 449,196 | 3,071,264 | 3,131,264 | 3,125,000 | - | 3,000,000 |
| 40-5-00-5706 | Purchase of Property | - | 212,971 | 121,826 | 121,826 | - | - | - |
| 40-5-00-5710 | Alleys/Alderman Projects | - | - | 310,859 | 580,000 | 760,000 | - | 2,400,000 |
| 40-5-00-5715 | Contingency | - | - | - | - | - | - | 300,000 |
| 40-5-00-5900 | General Fund Capital Spent | - | 476,947 | - | 515,000 | 515,000 | 885,000 | 4,779,000 |
| 400-12-5800 | General Ledger System | - | 202,097 | 147,707 | 163,128 | 110,000 | 25,000 | 300,000 |
| 400-18-5800-10 | 16th Street Fire Station | 33,584 | 1,741,292 | 355,463 | 355,463 | 300,000 | - | 1,500,000 |
| 400-16-5800 | Citywide Wireless | - | - | - | - | 275,000 | - | 750,000 |
| | Streets | | | | | | 100,000 | |
| | Fuel Tank Replacement | | | | | | 30,000 | |
| | Signs | | | | | | 30,000 | |
| | Building Department car | | | | 20,000 | | | |
| | Oak Park Ave Lighting | - | | 529,941 | 819,119 | 650,000 | - | |
| | Salt Dome | | | | 104,000 | - | | |
| | Dump Trucks for Garage | | | | 117,962 | | | |
| | East Avenue | - | | 146,479 | 195,000 | - | | |
| | Quiet Zone | | | 4,680 | 44,593 | | | |
| | Public Works Trucks | | | | | | 305,000 | |
| | Fire Engine | | | | | | 800,000 | |
| | Generator | | | | | | 225,000 | |
| | Library Upgrades | | | | | | 88,000 | |
| | HVAC | | | | | | 35,000 | |
| 400-32-5800 | Pool Renovation | - | 148,823 | 150,000 | 150,000 | - | 12,000 | - |
| | Total Capital Projects Expenditures | <u>159,052</u> | <u>5,247,544</u> | <u>12,490,025</u> | <u>16,317,355</u> | <u>17,490,000</u> | <u>3,296,522</u> | <u>22,529,000</u> |
| | Revenues less Expenditures | 21,715,835 | (4,568,656) | (10,451,503) | (13,821,355) | (14,740,000) | (3,286,522) | - |
| | Net Assets Beginning | <u>-</u> | <u>21,715,835</u> | <u>17,147,179</u> | <u>17,147,179</u> | <u>17,147,179</u> | <u>3,325,824</u> | <u>-</u> |
| | Projected Ending Net Assets | <u>\$ 21,715,835</u> | <u>\$ 17,147,179</u> | <u>\$ 6,695,676</u> | <u>\$ 3,325,824</u> | <u>\$ 2,407,179</u> | <u>\$ 39,302</u> | <u>\$ -</u> |

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

Added East Avenue not previously budgeted-CDBG shortfall
Budgeted Oak Park Ave Lighting in this fund rather than MFT

General Fund Capital:

| | | |
|-------------------------------|------------|----------------------|
| Capital lease principal | \$ 212,705 | |
| IT Hardware Purchases | \$ 80,000 | |
| Fire Equipment Purchases | \$ 162,979 | Updated for EMS plan |
| Police Vehicles & Other Equip | \$ 424,000 | |
| Other | \$ 5,316 | |
| Total capital purchases | \$ 885,000 | |

**City of Berwyn
2010
Annual Budget**

For the Fiscal Year Beginning January 1, 2010

Debt Service Fund

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

**City of Berwyn
Debt Service Fund
2010 Budget**

| Account Number | Account Name | 2007 Balance | 2008 Balance | 2009 YTD | 2009 Projected | 2009 Budget | 2010 Budget | Requested Budget Change | |
|---------------------|--|-------------------|-------------------|------------------|-------------------|------------------|------------------|----------------------------|------------|
| | | | | | | | | Amount | Percent |
| Revenues | | | | | | | | | |
| 300-4000 | Bond and Interest - Property Tax Revenue | \$ 8,725,298 | \$ 6,348,299 | \$ 3,090,467 | \$ 4,816,772 | \$ 4,816,772 | \$ 4,744,643 | \$ (72,129) | -1% |
| | Bond and Interest - Misc Revenue | 17,444 | - | - | - | - | - | - | #DIV/0! |
| 300-4800 | Interest Income | 43,018 | 21,353 | 2,442 | 10,000 | 10,000 | 3,000 | (7,000) | -70% |
| 300-4915 | Bond Proceeds | 15,277,414 | 7,830,000 | 5,165,000 | 12,885,000 | - | 3,037,770 | 3,037,770 | #DIV/0! |
| | Bond Premiums | 1,146,682 | (64,086) | - | 117,032 | - | - | - | #DIV/0! |
| 300-4900 | Transfer from Other Funds | 9,512,726 | 1,199,885 | 237,947 | 1,198,988 | 554,071 | 1,051,782 | 497,711 | 90% |
| | Total Debt Service Revenues | 34,722,582 | 15,335,451 | 8,495,856 | 19,027,792 | 5,380,843 | 8,837,195 | 3,456,352 | 64% |
| Expenditures | | | | | | | | | |
| | Bond Issue Costs | \$ 767,099 | \$ 379,643 | \$ 213,336 | \$ 386,849 | \$ - | \$ 170,000 | \$ 170,000 | #DIV/0! |
| | Payment to Refunding Bond Escrow | 12,802,600 | 7,379,125 | 1,560,000 | 9,317,377 | - | - | - | #DIV/0! |
| 300-5900 | Transfer to Other Funds | | | | 3,300,000 | | | | |
| 300-5200 | Paying Agent Fees | 3,068 | 3,868 | 3,868 | 4,000 | 4,000 | | (4,000) | -100% |
| 300-5700-03 | Principal G.O.Bonds Series 2001 Ogden | 90,000 | 95,000 | 100,000 | 100,000 | 100,000 | 105,000 | 5,000 | 5% |
| 300-5705-03 | Interest G.O. Bonds Series- 2001 | 21,948 | 18,168 | 14,082 | 14,082 | 14,083 | 9,733 | (4,351) | -31% |
| 300-5700-04 | Principal G.O. Bonds Series 2002A Ogden | 350,000 | 365,000 | 380,000 | 380,000 | 380,000 | 395,000 | 15,000 | 4% |
| 300-5705-04 | Interest -G.O.Bonds Series 2002 A Ogden | 60,830 | 73,449 | 32,756 | 32,756 | 32,756 | 16,986 | (15,770) | -48% |
| 300-5700-05 | Principal G.O.Bond Series 2002 B | 40,000 | 45,000 | 45,000 | 45,000 | 45,000 | 45,000 | - | 0% |
| 300-5705-05 | Interest - G.O. Bonds Series 2002 B | 36,970 | 35,370 | 33,570 | 33,570 | 33,570 | 31,636 | (1,934) | -6% |
| 300-5700-06 | Principal G.O.Bonds Series(Refunding) 04 | 75,000 | 75,000 | 75,000 | 75,000 | 75,000 | 4,480,000 | 4,405,000 | 5873% |
| 300-5705-06 | Interest G.O.Bonds Series (Refunding) 04 | 767,688 | 662,438 | 660,562 | 660,562 | 660,563 | 658,500 | (2,063) | 0% |
| | Interest - Notes 40001-C 2005 | 307,980 | - | - | - | - | - | - | #DIV/0! |
| 300-5700-07 | Principal G.O. Bonds Series 2007A | | | | | | | | |
| 300-5705-07 | Interest GO Bond Series 2007A | 414,651 | 1,408,250 | 1,408,250 | 1,408,250 | 1,408,250 | 1,408,250 | - | 0% |
| 300-5700-08 | Principal G.O. Bonds Series 2007B | | | | | | | | |
| 300-5705-08 | Interest GO Bond Series 2007B | 362,457 | 1,230,987 | 1,230,987 | 1,230,987 | 1,230,987 | 1,230,987 | - | 0% |
| 300-5705-09 | Interest GO Bond Series 2008 | - | - | 232,176 | 412,312 | 412,312 | 360,273 | (52,040) | -13% |
| | Interest G.O. Bonds Series 2009 | | | | | | 267,145 | | |
| | Principal & Interest 2006 | 8,850,000 | - | - | - | - | - | - | #DIV/0! |
| 300-5700-01 | Principal G.O.Bonds Series 1998 | 2,885,000 | - | 1,445,000 | 1,445,000 | 1,445,000 | - | (1,445,000) | -100% |
| 300-5705-01 | Interest G.O. Bonds Series 1998 | 653,000 | 329,500 | 150,250 | 150,250 | 150,250 | - | (150,250) | -100% |
| 300-5700-02 | Principal G. O.Bonds Series 1999 | 3,865,000 | - | - | - | - | - | - | #DIV/0! |
| 300-5705-02 | Interest - G.O. Bonds Series 1999 | 660,282 | 328,525 | 328,525 | 328,525 | 328,525 | 256,397 | (72,128) | -22% |
| | Total Debt Service Expenditures | 33,013,573 | 12,429,323 | 7,913,362 | 19,324,520 | 6,320,296 | 9,434,906 | 2,847,465 | 45% |
| | Revenues less Expenditures | 1,709,009 | 2,906,129 | 582,494 | (296,728) | (939,453) | (597,711) | \$ 608,887 | -65% |
| | Fund Balance Beginning | (3,028,916) | (1,319,907) | 1,586,222 | 1,586,222 | \$ 1,586,222 | \$ 1,289,494 | | |
| | Projected Ending Fund Balance | \$ (1,319,907) | \$ 1,586,222 | \$ 2,168,716 | \$ 1,289,494 | \$ 646,769 | \$ 691,783 | | |

**City of Berwyn
2009
Annual Budget**

For the Fiscal Year Beginning January 1, 2009

Water and Sewer Fund

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

**City of Berwyn
2010
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For the Fiscal Year Beginning January 1, 2010

**Water and Sewer
Fund 44**

PROGRAM MANAGER: Director of Public Works

PROGRAM DESCRIPTION:

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

SERVICES:

 **Administration**

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

 **Water Maintenance**

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

 **Sewer Maintenance**

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

**City of Berwyn
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For the Fiscal Year Beginning January 1, 2010

**Water and Sewer
Fund 44**

STAFFING:




| Position (FTE) | 2009 Actual | 2010 Budget |
|------------------------|--------------|--------------|
| Public Works Director | 0.50 | 1.00 |
| Secretary/Receptionist | 0.50 | 1.00 |
| Working Foreman | 1.00 | 1.00 |
| Drivers | 3.00 | 4.00 |
| Pump Operators | 6.00 | 6.00 |
| Total | <u>11.00</u> | <u>13.00</u> |

ACTIVITY MEASURES:

| Activity Measures | 2008 Actual | 2009 Actual | 2010 Budget |
|--|-------------|-------------|-------------|
| Miles of water main | 54 | 54 | 54 |
| Catch basis cleared | 1,200 | 1,200 | 700 |
| Number of water main breaks | 195 | 195 | 195 |
| Water and/or Sewer-related Service requests* | 4,750 | 3,800 | 4,600 |
| Sewer Backups | 52 | 50 | 50 |
| Leaking Service | 116 | 100 | 100 |
| Buffalo Box repairs | 232 | 200 | 200 |
| Miles of sewer main cleaned | 3 | 2 | 3 |

*Including Locates

OBJECTIVES ACCOMPLISHED IN 2009:

-  Coordinate first phase of repairs to 30th Street storage tanks
-  Evaluate and implement revised water and sewer rate structure.
-  Coordinate relining of sewer line and water main construction on Roosevelt Road.

**City of Berwyn
2010
Annual Budget**

For the Fiscal Year Beginning January 1, 2010

**Water and Sewer
Fund 44**

OBJECTIVES TO BE ACCOMPLISHED IN 2010:

- ✚ Begin comprehensive analysis of water system infrastructure condition and develop long range improvement schedule.
- ✚ Establish capital improvement program to address current and future needs.
- ✚ Begin security upgrades and system improvements
- ✚ Coordinate repairs to 30th Street storage tanks
- ✚ Evaluate and implement revised water and sewer rate structure.

LONG TERM OBJECTIVES (2-5 YEARS):

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

BUDGET SUMMARY:

- ✚ Replacement of the 19th Street and 30th Street pump stations roofs
- ✚ Initial upgrade to security system
- ✚ Complete repairs to 30th Street storage tanks
- ✚ Coordinate reconstruction of approximately 150 feet of Pershing Rd sewer
- ✚ Moved water billing staff from finance department to Water Fund resulting in increase in Water Fund salaries and benefits and corresponding decrease in General Fund salaries and benefits

**City of Berwyn
Water and Sewer Fund
2010 Budget**

| Account Number | Account Name | 2007 | 2008 | 2009 | 2009 | 2009 | 2010 | Change | |
|---------------------|---|---------------|---------------|----------------|---------------|----------------|-----------------|--------------|---------|
| | | Balance | Balance | YTD 11/30/2009 | Projected | Budget | Budget | Amount | Percent |
| Revenues | | | | | | | | | |
| 500-4275 | Water Sales - Commercial | \$ 1,366,803 | \$ 1,446,400 | \$ 1,524,123 | \$ 1,619,968 | \$1,619,968.00 | \$ 1,846,763.52 | \$ 226,796 | 14% |
| 500-4280 | Water Sales - Residential | 3,241,270 | 3,566,341 | 3,617,264 | 3,919,111 | \$3,919,111.00 | \$ 4,467,786.54 | 548,676 | 14% |
| | Water Misc Charges | 250 | 2,247 | - | - | - | 2,500 | 2,500 | |
| 500-4285 | Plumbing Inspection | 35,882 | 39,819 | 30,840 | 35,000 | 35,000 | 36,000 | 1,000 | 3% |
| 500-4290 | Sales, Meter | 15,850 | 10,060 | 23,983 | 24,000 | 11,000 | 14,000 | 3,000 | 27% |
| 500-4295 | Parkway Use | (175) | 535 | 675 | 675 | 500 | 500 | - | 0% |
| 500-4305 | Fees, Tap | 22,030 | 14,500 | 10,500 | 11,000 | 12,000 | 10,000 | (2,000) | -17% |
| 500-4355 | Fines, Other | 228,402 | 204,461 | 69,676 | 100,000 | 195,000 | 175,000 | (20,000) | -10% |
| 500-4800 | Interest Income | 57,429 | 50,089 | 22,606 | 25,000 | 25,000 | 20,000 | (5,000) | -20% |
| 500-4820 | Sale of City Property | - | - | 4,000 | 4,000 | - | - | - | |
| 500-4830 | Damage to City Property | 48,682 | 1,494 | 12,609 | 12,609 | 20,000 | 25,000 | 5,000 | 25% |
| 500-4835 | Miscellaneous | - | - | 571 | 571 | 3,000 | 3,000 | - | 0% |
| | Total Water and Sewer Revenues | 5,016,423 | 5,335,945 | 5,316,847 | 5,751,934 | 5,840,579 | 6,600,550 | 759,971 | 13% |
| Expenditures | | | | | | | | | |
| 500-44-5000 | Water and Sewer - Salaries | 560,977 | 580,492 | 517,943 | 575,000 | 614,034 | 735,776 | 121,742 | 20% |
| 500-44-5010 | Water and Sewer - Overtime | 61,204 | 80,905 | 85,481 | 90,000 | 61,000 | 78,000 | 17,000 | 28% |
| 500-44-5015 | Water and Sewer - Uniform Stipend | 3,200 | 3,500 | 3,300 | 3,300 | 3,500 | 3,500 | - | 0% |
| 500-44-5030 | Water and Sewer - Sick Day Buyback | 28,325 | 11,231 | - | 9,470 | 10,400 | 10,000 | (400) | -4% |
| 500-44-5035 | Water and Sewer - Benefits | 263,122 | 266,799 | 247,656 | 275,000 | 302,454 | 302,454 | - | 0% |
| 500-44-5205 | Water and Sewer - Utilities | 94,256 | 179,059 | 104,775 | 111,000 | 111,000 | 130,000 | 19,000 | 17% |
| 500-44-5210 | Water and Sewer - Vehicle Gas and Oil | - | 2,961 | 1,393 | 3,000 | 3,000 | 65,000 | 62,000 | 2067% |
| 500-44-5215 | Water and Sewer - Telephone | 7,888 | 5,780 | - | - | 7,700 | 9,000 | 1,300 | 17% |
| 500-44-5220 | Water and Sewer - Training, Dues & Publications | - | - | 1,741 | 1,741 | - | 5,500 | 5,500 | #DIV/0! |
| 500-44-5225 | Water and Sewer - Supplies | 143 | 397 | 43,376 | 45,000 | 450 | 78,000 | 77,550 | 17233% |
| 500-44-5235 | Water and Sewer - Postage & Printing | 24,648 | 40,860 | 20,371 | 54,000 | 54,000 | 60,000 | 6,000 | 11% |
| 500-44-5290 | Water and Sewer - Other Gen Exp | 48,612 | 68,174 | 1,515 | 2,500 | 32,000 | 32,000 | - | 0% |
| 500-44-5300 | Water and Sewer - Professional Services | 7,188 | 77,180 | 151,480 | 155,000 | 65,000 | 116,000 | 51,000 | 78% |
| 500-44-5400 | Water and Sewer - Repairs & Maint | 88,962 | 124,907 | 356,532 | 375,000 | 287,000 | 400,000 | 113,000 | 39% |
| 500-44-5405 | Water and Sewer - Copier Maint | 36,822 | 9,183 | 11,103 | 25,000 | 59,200 | 12,000 | (47,200) | -80% |
| 500-44-5500 | Water and Sewer - Equipment | - | - | 2,102 | 2,102 | - | 5,000 | 5,000 | |
| 500-44-5505 | Water and Sewer - Equipment Lease | 16,928 | 18,299 | 18,533 | 23,000 | 23,000 | 23,000 | - | 0% |
| 500-44-5600 | Water and Sewer - Cost of Water | 2,824,024 | 3,049,611 | 2,750,420 | 3,272,948 | 3,398,467 | 3,874,252 | 475,785 | 14% |
| 500-44-5605 | Water and Sewer - Water Chemical Treatment | 4,762 | 793 | - | - | 40,000 | 45,000 | 5,000 | 13% |
| 500-44-5625 | Water and Sewer - Internal Service Fund | 246,565 | 217,214 | 354,665 | 94,535 | 231,894 | 231,193 | (701) | 0% |
| 500-44-5690 | Water and Sewer - Interdepartmental Charge | 579,888 | 465,439 | - | 463,795 | 463,795 | 519,764 | 55,969 | 12% |
| | Water and Sewer - Consulting & Engineering | 43,314 | - | - | - | - | 35,000 | 35,000 | |
| | Water and Sewer - Water Maint | 174,251 | 67,326 | - | - | - | - | - | |
| | Water and Sewer - Bad Debt Expense | 341,700 | - | - | - | - | - | - | |
| 500-44-5850 | Water and Sewer - Depreciation | 3,949,728 | 3,949,127 | - | - | - | - | - | |
| | Total Water and Sewer Expenditures | 9,406,507 | 9,219,236 | 4,672,386 | 5,581,391 | 5,767,894 | 6,770,439 | 1,002,545 | 17% |
| | Revenues less Expenditures | (4,390,084) | (3,883,291) | 644,461 | 170,543 | 72,685 | (169,889) | \$ (242,574) | -334% |
| | Net Assets Beginning | 51,208,570 | 46,818,486 | 46,818,486 | 46,818,486 | 47,462,947 | 46,989,029 | | |
| | Projected Ending Net Assets | \$ 46,818,486 | \$ 42,935,195 | \$ 47,462,947 | \$ 46,989,029 | \$ 47,535,632 | \$ 46,819,140 | | |

**City of Berwyn
Water and Sewer Fund
2010 Budget**

| Account Number | Account Name | 2007 Balance | 2008 Balance | 2009 YTD 11/30/2009 | 2009 Projected | 2009 Budget | 2010 Budget | Change Amount | Percent |
|----------------|--------------|-----------------|-----------------|------------------------|-------------------|----------------|----------------|------------------|---------|
|----------------|--------------|-----------------|-----------------|------------------------|-------------------|----------------|----------------|------------------|---------|

Wish List (not included in 2010 budget):

| | Description of item and explanation | Cost |
|-----------|--|-------------------------------------|
| 1 | Water Rate Analysis to determine proper rates to fund operating and main replacement/ Add .an additional \$0.18 per unit on top of the necessary rate increase to be deposited into a separate construction line item or fund. | |
| 2 | Replace East Avenue water main and services to the B-Box prior to completing final resurfacing. | \$900,000 (Grant being applied for) |
| 3 | Begin program to replace 4 inch water mains | \$150,000 |
| 4 | Purchase 2009 Intl 7400 6X4 (State Bid) | \$106,000 |
| 5 | Rebuild Water Meter Vault for Berwyn Supply Line | \$150,000 |
| 6 | Replace Rusted Out windows on the south side of PW, 10 windows @ \$1,600 each | \$16,000 |
| 7 | Perform Water System Analysis to determine replacement areas and flow requirements. | \$70,000 |
| 8 | Begin Annual Water main replacement program. | \$750,000 |
| 9 | Begin Annual Fire Hydrant Replacement Program. | \$75,000 |
| 10 | Sewer Camera | \$25,000 |
| 11 | Roof Work at 18th Street Pump Station | \$25,000 |

**City of Berwyn
2010
Annual Budget**

For the Fiscal Year Beginning January 1, 2010

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
2010 Budget**

| Account Number | Account Name | 2007 Balance | 2008 Balance | 2009 YTD 9/30/2009 | 2009 Projected | 2009 Budget | 2010 Budget | Change | |
|---------------------|------------------------------------|-----------------|-----------------|-----------------------|-------------------|----------------|----------------|-----------|---------|
| | | | | | | | | Amount | Percent |
| Revenues | | | | | | | | | |
| | Commuter Permits | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 97,200 | \$ 97,200 | |
| | Public Parking | - | - | - | - | - | 15,695 | 15,695 | |
| | Retail Rent | - | - | - | - | - | 36,851 | 36,851 | |
| 500-4900 | Transfers In | - | - | - | 9,500,000 | - | - | - | |
| | Total Water and Sewer Revenues | - | - | - | 9,500,000 | - | 149,746 | 149,746 | 0% |
| Expenditures | | | | | | | | | |
| 550-5205 | Utilities | - | - | - | 1,300 | - | 17,000 | 17,000 | |
| | Supplies | - | - | - | - | - | 2,500 | 2,500 | |
| | Professional Services | - | - | - | - | - | 10,500 | 10,500 | |
| | Repairs & Maintenance | - | - | - | - | - | 55,000 | 55,000 | |
| | Depreciation | - | - | - | - | - | - | - | |
| | Total Water and Sewer Expenditures | - | - | - | 1,300 | - | 85,000 | 85,000 | 0% |
| | Revenues less Expenditures | - | - | - | 9,498,700 | - | 64,746 | \$ 64,746 | 0% |
| | Net Assets Beginning | - | - | - | - | - | 9,498,700 | | |
| | Projected Ending Net Assets | \$ - | \$ - | \$ - | \$ 9,498,700 | \$ - | \$ 9,563,446 | | |

**City of Berwyn
2010
Annual Budget**

For the Fiscal Year Beginning January 1, 2010

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
2010 Budget**

| Account Number | Account Name | 2007 Balance | 2008 Balance | 2009 YTD 11/30/2009 | 2009 Projected | 2009 Budget | 2010 Budget |
|---------------------|---------------------------------|-----------------------|-----------------------|------------------------|-----------------------|-----------------------|---------------------|
| Revenues | | | | | | | |
| 600-4800 | Interest Income | \$ 18,428 | \$ 2,715 | \$ 62 | \$ 500 | \$ - | \$ - |
| 600-4250 | Reimbursements | - | - | 350,380 | 508,357 | - | - |
| | Transfer from other funds | - | - | - | 2,300,000 | - | - |
| 600-4900 | Interfund Charges | <u>3,275,340</u> | <u>2,745,990</u> | <u>4,483,293</u> | <u>2,069,115</u> | <u>3,473,869</u> | <u>3,791,383</u> |
| | Total Revenues | <u>3,293,768</u> | <u>2,748,705</u> | <u>4,833,735</u> | <u>4,877,972</u> | <u>3,473,869</u> | <u>3,791,383</u> |
| Expenditures | | | | | | | |
| 600-5630 | Premiums - Liability Insurance | 283,666 | 276,141 | 260,076 | 260,584 | 285,000 | 227,350 |
| 600-5635 | Premiums - Boiler Coverage | 11,856 | 11,856 | 11,856 | 11,856 | 12,000 | 12,000 |
| 600-5640 | Premiums - Property Insurance | 167,707 | 160,933 | 168,408 | 175,000 | 185,000 | 178,330 |
| | Premiums - Workmen's | | | | | | |
| 600-5645 | Compensation | 79,808 | 172,706 | 172,919 | 185,000 | 185,000 | 130,499 |
| 600-5650 | Claims - General Liability | 590,837 | 1,275,142 | 731,578 | 748,046 | 700,000 | 650,000 |
| 600-5655 | Claims - Workmen's | | | | | | |
| | Compensation | <u>1,253,944</u> | <u>2,001,735</u> | <u>2,175,661</u> | <u>1,929,555</u> | <u>1,560,000</u> | <u>2,033,817</u> |
| | Total Expenditures | <u>2,387,818</u> | <u>3,898,513</u> | <u>3,520,498</u> | <u>3,310,041</u> | <u>2,927,000</u> | <u>3,231,996</u> |
| | Revenues less Expenditures | 905,950 | (1,149,808) | 1,313,237 | 1,567,931 | 546,869 | 559,387 |
| | Net Assets (Deficit) Beginning | <u>(2,486,001)</u> | <u>(1,580,051)</u> | <u>(2,729,859)</u> | <u>(2,729,859)</u> | <u>(2,729,859)</u> | <u>(1,161,928)</u> |
| | Projected Ending Net Assets (D) | <u>\$ (1,580,051)</u> | <u>\$ (2,729,859)</u> | <u>\$ (1,416,622)</u> | <u>\$ (1,161,928)</u> | <u>\$ (2,182,990)</u> | <u>\$ (602,541)</u> |

**City of Berwyn
2010
Annual Budget**

For the Fiscal Year Beginning January 1, 2010

Appendix A: Glossary

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

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

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

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

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

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

Bond Rating – An assessment of the likelihood that a bond issuer will pay the interest on its debt on time. Bond ratings are assigned by independent agencies, such as Moody's Investors Service and Standard & Poor's. Ratings range from AAA (highest) to D (in default). Bonds rated below B are not investment grade and are called high-yield or junk bonds. Since the likelihood of default is greater on such bonds, issuers are forced to pay higher interest rates to attract investors. The City of Berwyn is rated A- as of 2009.

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

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

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

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

**City of Berwyn
2010
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For the Fiscal Year Beginning January 1, 2010

Appendix A: Glossary

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

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

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

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

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

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

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

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

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

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

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

**City of Berwyn
2010
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For the Fiscal Year Beginning January 1, 2010

Appendix A: Glossary

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

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

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

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

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

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

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

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

Interfund Transfers – Amounts transferred from one fund to another.

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

**City of Berwyn
2010
Annual Budget**

For the Fiscal Year Beginning January 1, 2010

Appendix A: Glossary

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

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

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

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

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

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

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

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

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

**City of Berwyn
2010
Annual Budget**

For the Fiscal Year Beginning January 1, 2010

Appendix A: Glossary

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

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

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

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

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

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

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

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

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

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