



2008 Annual Budget

For the Fiscal Year Beginning January 1, 2008



THE CITY OF BERWYN, ILLINOIS *Building A New Berwyn*

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www.berwyn-il.gov

MICHAEL A. O'CONNOR, *Mayor*

2008 Annual Budget

Members of the City Council

Nona Chapman
Santiago "Jim" Ramos
Mark Weiner
Michele Skryd
Thomas Day
Michael Phelan
Robert Lovero
Joel Erickson

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

Michael O'Connor
Gerard Pater
Thomas Pavlik
Bruce Bonebrake
Denis Duffy
James Frank
Jeanmarie Hajer
Bill Hensley
Mark Jarnagin
Richard Kalivoda
William Kushner
Daniel LeBeau
Anthony Martinucci
Patricia Segal
Debi Suchy
Patrick Ryan
Stephanie Walker

Mayor
Treasurer
Clerk
City Attorney
Director, Community Development
Director, Information Technology
Director, Community Outreach
Director, Library Services
Director, Neighborhood Affairs
Fire Chief
Police Chief
Director, Building Department
Director, Recreation Department
Director, Human Resources
Collector
Director, Public Works
Director, Finance

Report Prepared By

Stephanie Walker, CPA

Director, Finance

A Special thanks to all members of the finance department as well as all City department heads for all of their assistance on this document.

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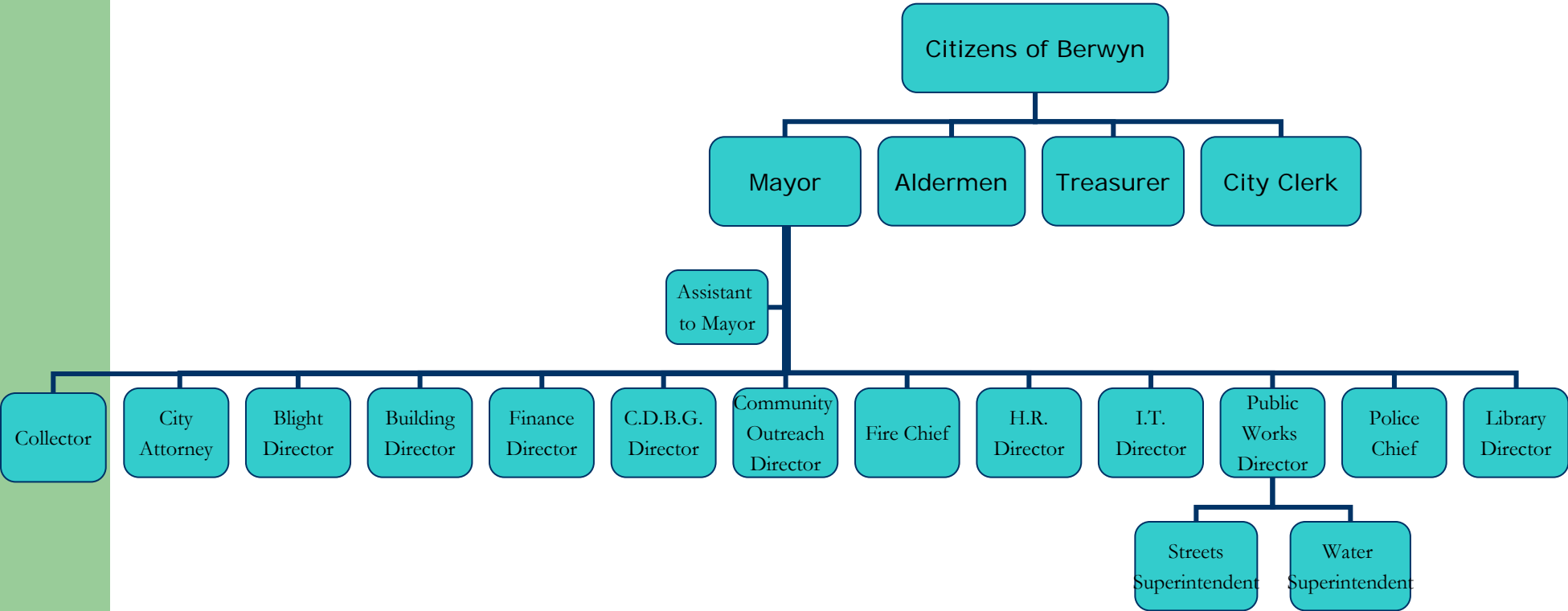
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City of Berwyn Organization Chart



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Budget Calendar

Step	Dates 2008 Budget	Dates 2009 Budget
1. Finance department will gather employee salary data by department to provide to department heads for review. Also Finance will prepare outline of budget process and 2008 budget worksheets for all departments.	Aug 9 th	May 31 st
2. Department heads will review this data to ensure FTE figures for each employee are correct and will verify salary increase expected as well as any additional pay which is expected for each employee. Department heads will prepare narrative form for their department which will be incorporated into the 2008 budget.	August 10 th to August 30 th	June 1 st to July 15 th
3. Preliminary budget draft to be put together by finance. Preliminary draft will be reviewed by Mayor and finance director in determining where we stand.	August 10 th to September 7 th	June 1 st to September 15 th
4. Department heads will submit written requests for personnel, capital or operating funds to Mayor and finance director for review (via the 2008 Budget worksheet).	August 15 th to September 7 th	July 16 th to September 15 th
5. Mayor and finance director will schedule meetings with department heads to go over their requests.	September 10 th to October 20 th	September 16 th to October 9 th
6. Council will be presented with the draft budget document and public hearings will be held.	October 23 rd	October 14 th
7. Budget workshops will be held for participation of all Council members.	October 24 th to November 22 nd	October 15 th to November 13 th
8. Council to adopted budget	November 27 th	November 25 th

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Budget Message from Mayor Michael O'Connor

It is my privilege to present the 2008 budget of the City of Berwyn for your review. The 2008 Budget is the result of the combined efforts from all of the Department heads along with the Finance Director and myself. The total expected revenue for the General fund is \$44,539,210 which will be offset by budgeted expenses of \$44,511,772 for a net budget surplus of \$27,437. The 2007 actual results is estimated to have a \$1.78 million deficit. While the 2007 Budget was presented as a balanced budget, revenue projections for violations and real estate transfer taxes are projected to fall short by nearly \$2 million dollars. The violation revenue is down due to the shifting of responsibilities of the CSO's away from parking enforcement to other duties usually done by uniformed officers. The real-estate transfer tax is the result of a highly publicized very drastic change in the selling market nation-wide.

In order to find ways to make-up for these shortfalls, unfortunately, it was necessary to raise real-estate taxes. Cost cutting measures as well as the restructure of previous debt has allowed the city to hold the line on real-estate taxes in previous years; however the 2008 budget includes a 5% increase in real-estate taxes.

Also included in the 2008 Budget proposal is a 5% increase in garbage and water rates and a \$5 increase to vehicle sticker prices. We are also increasing projected revenue for violations by 10% due to the new ordinances recently passed.

Without a true direction for the real-estate market the transfer tax revenue received at previous levels cannot be counted on in the 2008 budget. We have projected lower pension fund contributions to the Police and Fire pension funds. The proposed contribution amounts are near those amounts contributed in the 2006 budget. This has been discussed with both union presidents along with other possible concessions just in case this real-estate market continues to spiral down and revenues continue fall short in 2008.

Included in the 2008 Budget is an increase to all appointed and non-union personnel of 3.5%. There are only 4 new positions proposed in this budget – two additional police officers (who will replace the two who will be promoted to Sergeants), an assistant fire chief and an assistant in the IT department. Although we had hoped to add more police officers in this budget I would like to wait until Mid-year to consider that possibility because of this down real-estate market.

There is a much-needed increase in the capital improvement line of the budget for new equipment for the public works department and additional funds to increase much needed services for our senior programs.

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The Capital Projects Fund is projected to have a net loss of \$6,865,625 as the City begins to spend some of the proceeds of the bonds issued in 2007. Projects included in the 2008 budget are the complete rebuild of the 16th Street Fire Station, initial planning and construction on a parking garage, alley reconstruction, City-wide wireless system and a new general ledger software system.

The Water and Sewer Fund is projected to have a surplus of \$358,031, which includes a rate increase passed during 2007. The rate increase was designed to begin covering depreciation expenses. This budgeted net income covers approximately 9% of the City's annual depreciation charges.

The Internal Service Fund is also projected to have net income of \$368,408. This income is to be used to pay down the deficit currently existing within this fund. The City has undertaken to try and eliminate this deficit by approximately 15% each year.

I believe our goals and objectives included in this budget by each department are the first step toward our goal to achieve long term financial planning for our community. I am confident that this budget is the most comprehensive budget that has ever been submitted by the administration and we look forward to discussing any questions and or revisions you may have in order to move this document toward approval before years end.

The City did have many projects which were considered but not included in the 2008 budget as presented. In order to bring those ideas forward for your consideration we have included the following section titled Wish list for your information.

Wish List

The following are projects that have been requested by various departments, but which are not included in the 2008 budget due to cost constraints.

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Related Department	Description of Purchase	2008 Budget
Human Resources	Employee Assistance Program	\$ 7,200
Information Technology	Power generator backup for City Hall	100,000
Information Technology	Council Chamber AV upgrades	56,000
Fire Department	ESDA squad	32,000
Fire Department	Additional 6 firefighters	600,000
Fire Department	Prevention & Inspection employee	46,000
Police Department	Phased addition of 10 officers	556,000
Police Department	Civilian Forensics Services position	60,400
Police Department	Civilian Training Manager	56,600
Police Department	Additional clerk in records division	44,000
Police Department	High risk female prisoner video surveillance	5,000
Building Department	Replace 2 vehicles	30,000
Recreation Department	Repair promanade by pool	10,000
Recreation Department	Lights at Janara "B" field	15,000
Recreation Department	Matting locker over Pavek	10,000
Recreation Department	Netting for baseball field	10,000
Public Works	Replace 3/4 ton dump trucks with plows (5 year lease)	60,000
Total Wishlist		<u>\$ 1,698,200</u>

Human Resources

- ✚ Employee Assistance Program - This would be an outside service to provide free counseling to employees related to personal problems, family issues, legal problems, debt counseling, etc. This would be a referral source for drug and alcohol programming as well. The cost is \$1.50 per month per employee. (Based on 400 employees, the cost annually would be \$7200.

Information Technology

- ✚ Power generator backup for City Hall - Plagued with electrical-related issues, City Hall is in need of a generator. This generator will serve to provide power to the building in the case of a blackout. The Main Fire House can benefit from the implementation of this generator. Power can be provided continuously despite the poor physical condition of the building's circuits and electrical feeds from ComEd. This project, if approved, would go out for bid ASAP.

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- ✚ Council Chamber AV upgrades - This project involves a complete refit of the Audio/Visual mechanics of the Council Chambers. It includes a new Microphone/PA system, a roof-mounted projector w/electronic projection screen; and, a tri-camera DVR design for recording of meeting minutes as well as other events. Essentials of this project have been scaled into three stages. At present, the RFP for this project is posted and we are eagerly awaiting bids.

Fire Department

- ✚ Emergency Services and Disaster Agency Berwyn ESDA Squad #1 – 1978 Ford Hi Box Van. This is used by ESDA volunteer group to haul tools, equipment, and a power generator. Given the age of the vehicle, it is in need of replacement.
- ✚ Additional Firefighters - The National Fire Protection Association Standard 1710 states that a minimum of 3 persons on duty staff each primary response fire engine or truck unit or company. Berwyn Fire Department has the following minimum staffing per each 24 hour shift:

Engine	Station	Staffing
Quint 901	South	4.00
Engine 902	North	3.00
Engine 903	Center	3.00
Truck 904	Center	4.00
Total		14.00
IC 900		1.00

Raising the minimum staffing to 4 persons on engines 902 and 903 would require the hiring of three additional firefighters per unit for a total of six. Keeping all other aspects the same (like 6 persons off duty per day) will reduce overtime costs. Overtime is triggered by falling below the 14 person minimum currently in place.

The additional persons would act as a hedge, so as to not fall below the 14 person minimum. The vehicles can accommodate the additional person. This could be experimented with easily by hiring the persons in advance of need created by retirements and monitor the time period to see if overtime expense is reduced.

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- ✚ Prevention and Inspection Employee - Most fire departments have 1 fulltime person in the fire prevention division or bureau. This person provides continuity. A staff person is available during regular business hours to coordinate fire prevention and public education. My recommendation is to have a staff person assigned to fire prevention, inspection, and public education. The anticipated increase in fire inspections due to the licensing of landlords further presents the need for a fulltime position. This could be accomplished in a cost effective manner by adding a secretary instead of a new fire department or non exempt position.

Police Department

- ✚ Increase staffing by 10 officers. This will address a continuing upwards trend 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.
- ✚ Civilian Forensics Services Position - The creation of a full time Forensics Services/Property Manger position within the Police Department is an absolute must at this point with the number of crime scenes being processed, the amount of evidence being recovered and prepared for laboratory submission, and the long term storage and management of evidence has become an overwhelming task for the investigators to manage. This role is currently being filled by on duty personnel, effectively limiting the amount of time an investigator is available for case assignments, and adversely impacting case load. This position can be filled with a civilian providing the applicant possesses the necessary skills and certifications needed to process crime scenes and handle all aspects of evidence processing, recovery and being able to provide testimony during criminal proceedings. We feel confident this position can be filled with someone who has a law enforcement background and should be compensated commensurate with background and skill level.

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- ✚ One of the many challenges that the Training section faces is the lack of a dedicated training manager. A police department this size should most definitely have a full time dedicated training manager to oversee that the strategies and goals of the training section are realized. Police Departments the size of Berwyn and even smaller communities routinely assign or hire individuals who specialize in police related training. In today's litigious climate, skimping in the area of training is the worst form of false economy. The training section has been successful in the scheduling and completion of core training and is in compliance with best practice decisions handed down by the courts. This is not to say that improvements cannot be made. The time is long over due for this department to have a full time dedicated training manager. The Berwyn Fire Department currently maintains a full time sworn member of their supervisory staff as its training manager; the police department needs to establish this position as well. The position can be a lateral assignment to a person with the necessary organizational and training skills, or a competent civilian could also be placed in such a position so long as they possess the required skills and certifications.

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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:

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:

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

Community Outreach – Used to account for all resources and expenditure related to certain outreach programs such as the senior citizens programs and other community events.

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Special Revenue Funds – (continued)

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 the 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.

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 utility fund or the TIF funds.

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 of payment of cash may take place in another accounting period. Budgeted expenses include depreciation. 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:

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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 as an Enterprise fund.

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.

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. The City operates one Internal Service Fund.

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
2008 Budget**

Fund	Special Revenue Funds				
	General Fund	Library Fund	Community Outreach Fund	Community Development Fund	Foreign Fire Tax Fund
2008 Budget					
Revenues					
Taxes	\$ 27,986,043	\$ 2,497,312	\$ -	\$ -	\$ -
Licenses and Permits	2,681,500	-	-	-	-
Charges for Services	6,258,000	30,000	-	-	-
Fines	4,232,000	15,000	-	-	-
Intergovernmental Revenues	89,951	65,000	-	1,839,082	21,500
Miscellaneous Revenues	1,116,281	20,000	64,700	-	-
Other Financing Sources	2,288,235	-	336,520	-	-
Total Revenues	<u>44,652,010</u>	<u>2,627,312</u>	<u>401,220</u>	<u>1,839,082</u>	<u>21,500</u>
Expenditures					
General Government	3,595,281	-	-	-	-
Public Safety	29,701,479	-	-	-	21,008
Public Works	4,094,122	-	-	-	-
Economic Development	666,761	-	-	1,839,082	-
Culture and Recreation	1,343,903	2,627,312	401,220	-	-
Garbage	3,996,399	-	-	-	-
Statutory	176,000	-	-	-	-
Capital	477,404	-	-	-	-
Debt Service	-	-	-	-	-
Water and Sewer	-	-	-	-	-
Claims expense	-	-	-	-	-
Other Financing Uses	586,520	-	-	-	-
Total Expenditures	<u>44,637,870</u>	<u>2,627,312</u>	<u>401,220</u>	<u>1,839,082</u>	<u>21,008</u>
Surplus / (Deficit)	<u>14,140</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>492</u>
Projected Beginning Fund Balance	<u>2,314,718</u>	<u>-</u>	<u>42,612</u>	<u>-</u>	<u>21,494</u>
Estimated Ending Fund Balance	<u>\$ 2,328,858</u>	<u>\$ -</u>	<u>\$ 42,612</u>	<u>\$ -</u>	<u>\$ 21,986</u>

**City of Berwyn
Budget Summary - All Funds
2008 Budget**

Fund	Special Revenue Funds				
	Motor Fuel Tax Fund	S. Berwyn TIF Fund	Cermak TIF Fund	Roosevelt TIF Fund	Ogden Ave TIF Fund
<u>2008 Budget</u>					
Revenues					
Taxes	\$ -	\$ 1,062,354	\$ 1,653,150	\$ 572,680	\$ 992,920
Licenses and Permits	-	-	-	-	-
Charges for Services	-	-	-	-	-
Fines	-	-	-	-	-
Intergovernmental Revenues	1,529,000	-	-	-	-
Miscellaneous Revenues	95,000	35,000	180,000	45,500	35,000
Other Financing Sources	-	500,000	-	-	-
Total Revenues	<u>1,624,000</u>	<u>1,597,354</u>	<u>1,833,150</u>	<u>618,180</u>	<u>1,027,920</u>
Expenditures					
General Government	-	-	-	-	-
Public Safety	-	-	-	-	-
Public Works	3,096,188	-	-	-	-
Economic Development	-	1,903,447	1,023,885	538,078	550,258
Culture and Recreation	-	-	-	-	-
Garbage	-	-	-	-	-
Statutory	-	-	-	-	-
Capital	-	-	-	-	-
Debt Service	-	-	-	205,585	474,598
Water and Sewer	-	-	-	-	-
Claims expense	-	-	-	-	-
Other Financing Uses	-	-	-	-	-
Total Expenditures	<u>3,096,188</u>	<u>1,903,447</u>	<u>1,023,885</u>	<u>743,663</u>	<u>1,024,856</u>
Surplus / (Deficit)	<u>(1,472,188)</u>	<u>(306,093)</u>	<u>809,265</u>	<u>(125,483)</u>	<u>3,064</u>
Projected Beginning Fund Balance	<u>2,247,014</u>	<u>803,618</u>	<u>9,614,658</u>	<u>1,812,742</u>	<u>2,331,909</u>
Estimated Ending Fund Balance	<u>\$ 774,826</u>	<u>\$ 497,525</u>	<u>\$ 10,423,923</u>	<u>\$ 1,687,259</u>	<u>\$ 2,334,973</u>

**City of Berwyn
Budget Summary - All Funds
2008 Budget**

Fund	Capital Projects Fund	Debt Service Fund	Water & Sewer Fund	Internal Service Fund	Total All Funds
<u>2008 Budget</u>					
Revenues					
Taxes	\$ -	\$ 6,449,422	\$ -	\$ -	\$ 41,213,881
Licenses and Permits	-	-	-	-	2,681,500
Charges for Services	-	-	5,595,440	-	11,883,440
Fines	-	-	-	-	4,247,000
Intergovernmental Revenues	-	-	-	-	3,544,533
Miscellaneous Revenues	534,375	30,000	-	-	2,155,856
Other Financing Sources	-	1,500,421	-	3,530,575	8,155,752
Total Revenues	<u>534,375</u>	<u>7,979,843</u>	<u>5,595,440</u>	<u>3,530,575</u>	<u>73,881,961</u>
Expenditures					
General Government	-	-	-	-	3,595,281
Public Safety	-	-	-	-	29,722,487
Public Works	-	-	-	-	7,190,310
Economic Development	-	-	-	-	6,521,512
Culture and Recreation	-	-	-	-	4,372,435
Garbage	-	-	-	-	3,996,399
Statutory	-	-	-	-	176,000
Capital	7,400,000	-	-	-	7,877,404
Debt Service	-	7,953,843	-	-	8,634,026
Water and Sewer	-	-	5,237,409	-	5,237,409
Claims expense	-	-	-	3,162,167	3,162,167
Other Financing Uses	-	-	-	-	586,520
Total Expenditures	<u>7,400,000</u>	<u>7,953,843</u>	<u>5,237,409</u>	<u>3,162,167</u>	<u>81,071,951</u>
Surplus / (Deficit)	<u>(6,865,625)</u>	<u>26,000</u>	<u>358,031</u>	<u>368,408</u>	<u>(7,189,989)</u>
Projected Beginning Fund Balance	<u>21,375,000</u>	<u>(2,753,813)</u>	<u>47,593,160</u>	<u>(2,280,726)</u>	<u>83,122,387</u>
Estimated Ending Fund Balance	<u>\$ 14,509,375</u>	<u>\$ (2,727,813)</u>	<u>\$ 47,951,191</u>	<u>\$ (1,912,318)</u>	<u>\$ 75,932,397</u>

**City of Berwyn
General Fund Summary
2008 Budget**

	2005 Balance	2006 Balance	2007 YTD 9-30-07	2007 Projected	2007 Budget	2008 Budget	Change	Percent Change
Revenues								
Taxes	\$ 24,257,014	\$ 24,828,283	\$ 13,633,421	\$ 23,981,366	\$ 24,820,366	\$ 27,986,043	\$ 3,165,677	13%
Licenses and Permits	2,443,074	2,556,613	2,001,992	2,435,883	2,469,500	2,681,500	212,000	9%
Charges for Services	4,435,807	4,905,130	4,651,736	6,095,944	5,774,000	6,258,000	484,000	8%
Fines	1,876,369	2,174,566	2,573,816	3,452,000	3,365,000	4,232,000	867,000	26%
Intergovernmental Revenues	1,004,306	1,574,682	221,047	273,984	787,500	89,951	(697,549)	-89%
Miscellaneous Revenues	519,264	909,878	449,695	886,775	694,462	1,116,281	421,819	61%
Other Financing Sources	4,335,809	1,760,000	13,391,474	14,050,428	5,490,603	2,288,235	(3,202,368)	-58%
TOTAL REVENUES	38,871,644	38,709,153	36,923,181	51,176,379	43,401,431	44,652,010	1,250,579	3%
Expenditures								
Mayor	\$ 168,480	\$ 282,345	\$ 126,834	\$ 175,757	\$ 190,543	\$ 176,427	\$ (14,116)	-7%
Clerk	130,468	236,816	117,824	163,942	214,681	191,749	(22,932)	-11%
Treasurer	10,898	12,037	13,158	16,860	11,735	15,872	4,137	35%
Council	139,505	211,921	135,237	197,161	240,522	218,513	(22,009)	-9%
Legal	601,440	528,403	342,774	496,965	521,703	598,898	77,195	15%
Finance	2,019,249	1,203,811	1,013,556	1,382,614	1,290,130	1,475,860	185,730	14%
Human Resources	-	193,336	116,406	162,373	185,383	196,463	11,080	6%
Information Technology	307,800	485,142	487,326	687,929	703,145	721,498	18,353	3%
Elections	35,375	-	-	-	-	-	-	0%
Fire	8,482,363	11,497,640	7,930,421	11,565,993	10,968,484	11,513,531	545,047	5%
Police	16,277,266	15,865,567	12,122,111	16,704,874	15,246,426	18,162,074	2,915,648	19%
Fire and Police Commission	55,017	29,940	19,283	26,976	24,892	25,875	983	4%
Building / Neighborhood Affairs	924,268	1,268,537	1,459,443	1,730,687	1,193,211	1,450,173	256,962	22%
Streets	2,472,976	2,184,120	1,443,524	1,941,149	1,977,144	2,109,328	132,184	7%
Forestry	195,876	364,551	334,445	451,346	449,739	534,622	84,883	19%
Zoning	14,293	15,378	11,189	16,273	15,450	16,064	614	4%
Community Development	532,524	495,674	-	-	463,329	-	(463,329)	-100%
Committee and Planning	96,295	81,426	192,939	388,991	298,510	650,697	352,187	118%
Recreation	1,655,492	1,156,705	925,576	1,295,255	1,133,925	1,333,520	199,595	18%
Community Relations	29,000	56,041	12,020	13,674	25,006	10,383	(14,624)	-58%
Garbage	3,035,310	2,516,150	2,530,234	3,839,000	3,806,000	3,996,399	190,399	5%
Statutory	2,562,248	468,199	329,162	336,023	2,296,800	176,000	(2,120,800)	-92%
Capital	514,105	647,404	686,847	1,042,419	780,298	477,404	(302,893)	-39%
Grants	233,196	95,542	332,443	-	-	-	-	0%
Youth Commission	90,762	13,463	-	-	-	-	-	0%
Library Fund subsidy	290,525	969,391	1,004,914	1,036,394	1,036,394	-	(1,036,394)	-100%
Community Outreach Fund subsidy	73,951	221,048	-	315,390	315,390	336,520	21,130	7%
Contingency	-	-	-	-	-	250,000	250,000	#DIV/0!
Transfer out to Debt Service Fund	-	-	8,963,354	8,963,354	-	-	-	0%
Total General Fund Expenditures	40,948,682	41,100,587	40,651,020	52,951,399	43,388,839	44,637,870	1,249,031	3%
Revenues less Expenditures	(2,077,038)	(2,391,435)	(3,727,839)	(1,775,020)	12,592	14,140	1,548	
Fund Balance Beginning	8,558,211	6,481,173	4,089,738	4,089,738	4,089,738	2,314,718	2,314,718	
Projected Ending Fund Balance	\$ 6,481,173	\$ 4,089,738	\$ 361,899	\$ 2,314,718	\$ 4,102,330	\$ 2,328,858	\$ 2,316,267	

**City of Berwyn
2008
Annual Budget**

For the Fiscal Year Beginning January 1, 2008

Revenue Streams

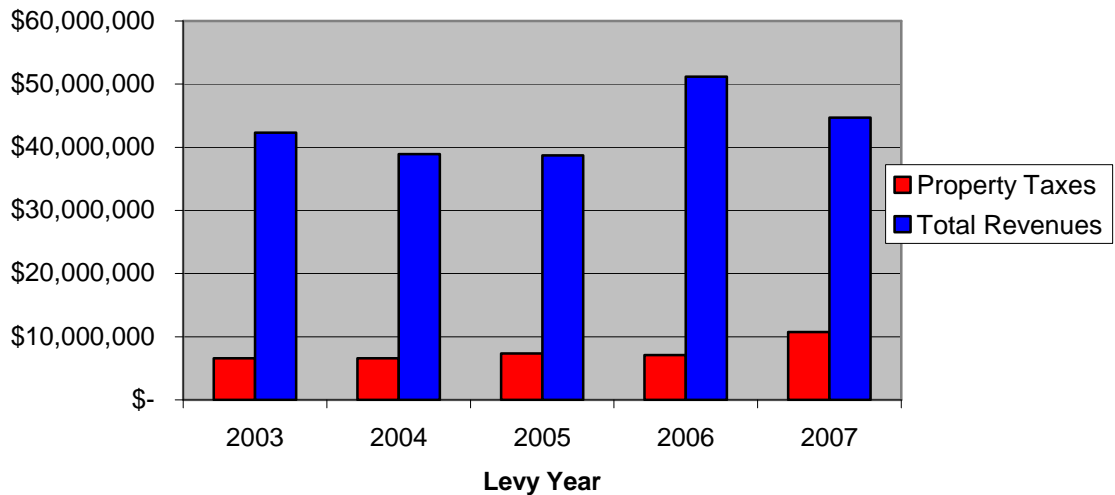
The City relies on a variety of revenue streams to fund services. Many of these revenues are subject to economic fluctuations; however, expenditures are not. Historically speaking 18-19% of the City's revenues comes from property taxes and 45% of the City's revenues are derived from other taxes.

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	2004	2005	2006	2007	2008
Levy Year	2003	2004	2005	2006	2007
Property Taxes	\$ 6,600,560	\$ 6,600,560	\$ 7,340,316	\$ 7,115,366	\$ 10,747,243
Total Revenues	42,324,958	38,896,768	38,709,153	51,176,379	44,652,010
% of total	16%	17%	19%	14%	24%

General Fund Property Taxes Compared to Total Revenues



**City of Berwyn
2008
Annual Budget**

For the Fiscal Year Beginning January 1, 2008

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 2004 through 2008. Amounts for 2004-2006 are actual, 2007 amounts are a projection based on actual receipts from the first 2 quarters of the year. Amounts shown for 2008 are budgeted based on tax levies.

Revenue Year	Summary of Other Tax Revenue				
	2004	2005	2006	Projected 2007	2008
State Income	\$ 3,457,348	\$ 4,802,668	\$ 5,132,141	\$ 5,600,000	\$ 5,870,000
1% State Sales	3,449,214	2,596,951	2,886,605	2,940,000	3,000,000
Home Rule Sales	1,854,171	1,894,374	1,957,207	1,990,000	2,050,000
Municipal Utility	3,427,092	4,234,654	3,979,120	4,150,000	4,100,000
Real Estate Transfer	2,978,685	3,250,800	2,915,139	1,512,000	1,575,000
All other	480,352	678,993	675,577	674,000	643,800
Total Other Taxes	\$ 15,646,862	\$ 17,458,440	\$ 17,545,788	\$ 16,866,000	\$ 17,238,800
Total General Fund Revenues	\$ 42,324,958	\$ 38,896,768	\$ 38,613,077	\$ 51,176,379	\$ 44,652,010
Other taxes as a % of Total Revenues	37%	45%	45%	33%	39%

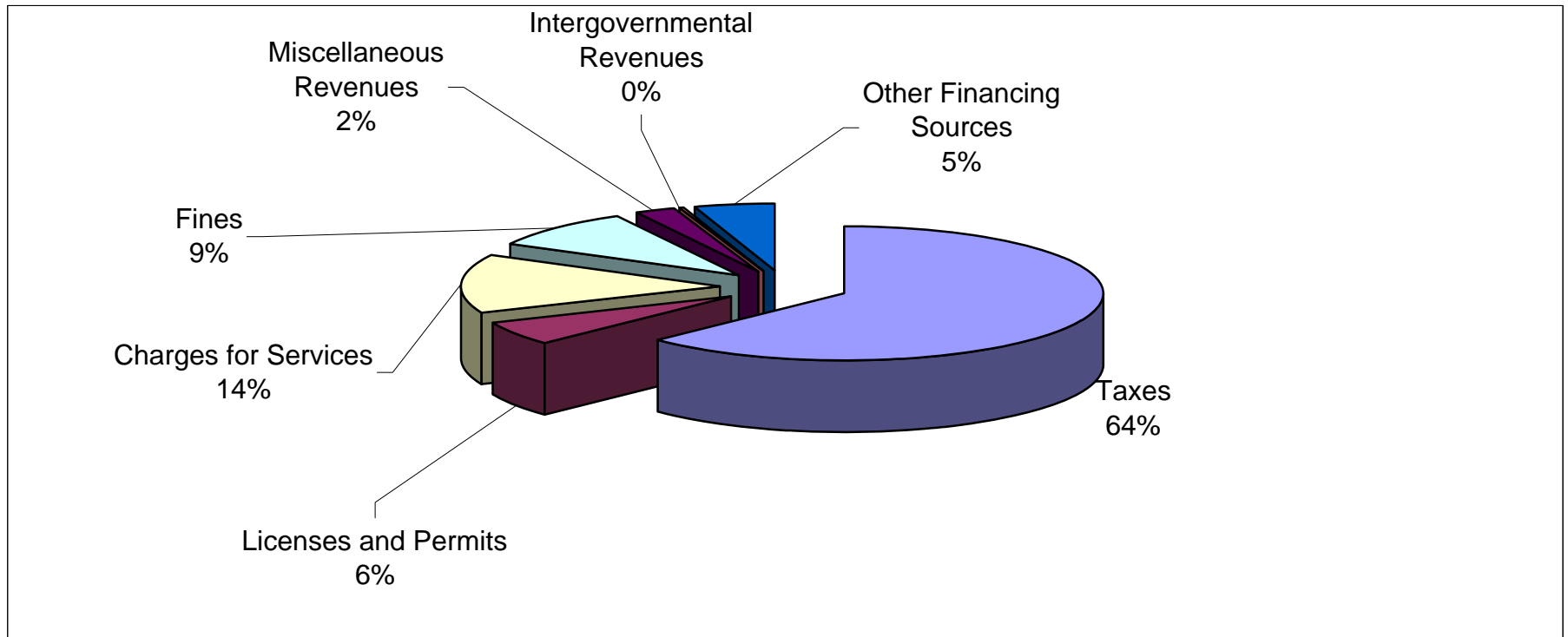
As the table above shows the 2007 projected revenue from Real Estate Transfer taxes is significantly less than received in past years. This decrease was due to a downturn in the real estate market beginning in 2007. The City hopes that the market returns in 2008, but is unsure how much additional revenue could be received during 2008.

The following pages show the details of the 2008 budgeted revenue lines in the General Fund.

**City of Berwyn
Summary of General Fund Revenues
2008 Budget**

Revenue	2005 Actual	2006 Actual	2007 YTD 9-30-07	2007 Projected	2007 Budget	2008 Budget	Change	% Change
Taxes	\$ 24,257,014	\$ 24,828,283	\$ 13,633,421	\$ 23,981,366	\$ 24,820,366	\$ 27,986,043	\$ 3,165,677	13%
Licenses and Permits	2,443,074	2,556,613	2,001,992	2,435,883	2,469,500	2,681,500	212,000	8%
Charges for Services	4,435,807	4,905,130	4,651,736	6,095,944	5,774,000	6,258,000	484,000	10%
Fines	1,876,369	2,174,566	2,573,816	3,452,000	3,365,000	4,232,000	867,000	40%
Miscellaneous Revenues	519,264	909,878	449,695	886,775	694,462	1,116,281	421,819	46%
Intergovernmental Revenues	1,004,306	1,574,682	221,047	273,984	787,500	89,951	(697,549)	-44%
Other Financing Sources	4,335,809	1,760,000	13,391,474	14,050,428	5,490,603	2,288,235	(3,202,368)	-182%
Total General Fund Revenues	\$ 38,871,644	\$ 38,709,153	\$ 36,923,181	\$ 51,176,379	\$ 43,401,431	\$ 44,652,010	\$ 1,250,579	3%

Note: Beginning in 2007 all non-operational grants and all library revenues and expenditures will be accounted for in separate funds.



**City of Berwyn
General Fund Revenues
2008 Budget**

Account Number	Revenue	2005 Balance	2006 Balance	2007 YTD 9-30-07	2007 Projected	2007 Budget	2008 Budget	Change Amount	Percent Change
Taxes									
11-4-00-4102	TAXES, PROPERTY (CITY)	\$ 6,798,575	\$ 7,282,496	\$ 3,360,025	\$ 7,115,366	\$ 7,115,366	\$ 10,747,243	\$ 3,631,877	51%
11-4-00-4104	TAXES, PERS. PROP. REPLACEMENT	203,122	218,026	201,511	252,000	220,000	265,000	45,000	20%
11-4-00-4106	TAXES, STATE INCOME	4,802,668	5,132,141	3,439,014	5,600,000	5,230,000	5,870,000	640,000	12%
11-4-00-4108	TAXES, 1% STATE SALES	2,596,951	2,886,605	1,426,377	2,940,000	2,900,000	3,000,000	100,000	3%
11-4-00-4109	TAXES, HOME RULE SALES	1,894,374	1,957,207	970,436	1,990,000	1,900,000	2,050,000	150,000	8%
11-4-00-4110	TAXES, MUNICIPAL UTILITY	4,234,654	3,979,120	2,677,607	4,150,000	4,000,000	4,100,000	100,000	3%
11-4-00-4121	TAXES, LIQUOR	166,306	169,765	124,065	162,000	170,000	162,000	(8,000)	-5%
11-4-00-4125	REAL ESTATE TRANSFER	3,250,800	2,915,139	1,239,159	1,512,000	3,000,000	1,575,000	(1,425,000)	-48%
11-4-00-4130	TAXES, GASOLINE	141,260	148,918	112,311	150,000	145,000	150,000	5,000	3%
11-4-00-4135	TAX, PARKING LOT	94,238	68,967	34,284	48,000	70,000	4,800	(65,200)	-93%
11-4-00-4140	TAX, VIDEO	74,007	64,909	43,621	57,000	65,000	57,000	(8,000)	-12%
11-4-00-4145	MISCELLANEOUS TAXES	60	4,991	5,011	5,000	5,000	5,000	-	0%
	Total Taxes	<u>24,257,014</u>	<u>24,828,283</u>	<u>13,633,421</u>	<u>23,981,366</u>	<u>24,820,366</u>	<u>27,986,043</u>	<u>3,165,677</u>	<u>13%</u>
Licenses and Permits									
11-4-00-4203	R V	4,650	4,260	4,080	4,080	4,500	4,000	(500)	-11%
11-4-00-4204	MOTORCYCLE, TRANSFER, AND DEALERS	6,382	6,951	6,123	7,288	7,000	7,000	-	0%
11-4-00-4205	TRUCKS	140,420	139,535	139,924	145,000	140,000	145,000	5,000	4%
11-4-00-4206	LICENSE, BUSINESS	313,470	295,301	209,512	324,000	300,000	324,000	24,000	8%
11-4-00-4208	LICENSE, LIQUOR	199,887	190,502	162,922	204,000	190,000	204,000	14,000	7%
11-4-00-4210	PERMITS, COMMUTER PARKING	93,687	105,190	69,341	110,000	106,000	146,000	40,000	38%
11-4-00-4212	PERMITS, ELECTRICAL	57,490	46,390	34,830	46,000	46,000	46,000	-	0%
11-4-00-4214	PERMITS, MUNICIPAL PARKING	27,140	23,795	11,400	22,800	24,000	45,000	21,000	88%
11-4-00-4216	PERMITS, BUILDING	105,906	233,077	52,756	63,000	125,000	69,000	(56,000)	-45%
11-4-00-4220	PASSENGER, VEHICLE	862,528	888,188	889,346	934,000	895,000	1,090,000	195,000	22%
11-4-00-4225	PET TAGS	2,680	6,360	7,175	7,715	7,000	6,500	(500)	-7%
11-4-00-4230	CERTIFICATE OF COMPLIANCE	94,736	88,245	42,656	53,000	90,000	60,000	(30,000)	-33%
11-4-00-4235	PERMITS, LOCAL IMPROVEMENT	366,558	392,496	269,619	360,000	400,000	380,000	(20,000)	-5%
11-4-00-4240	SERVICE CHARGE & INSPECTION	105,775	88,410	64,603	85,000	90,000	85,000	(5,000)	-6%
11-4-00-4245	ELECTRICAL SIGN INSPECTION	61,766	47,915	37,705	70,000	45,000	70,000	25,000	56%
	Total Licenses and Permits	<u>2,443,074</u>	<u>2,556,613</u>	<u>2,001,992</u>	<u>2,435,883</u>	<u>2,469,500</u>	<u>2,681,500</u>	<u>212,000</u>	<u>9%</u>
Charge for Services									
11-4-00-4305	SALE OF GAS (FROM COB PUMPS)	76,421	59,684	34,704	52,000	60,000	57,000	(3,000)	-5%
11-4-00-4310	REPORT, POLICE	25,286	26,142	19,419	25,000	25,000	25,000	-	0%
11-4-00-4315	FEES, GARBAGE	2,871,575	2,968,711	2,964,889	3,950,000	3,900,000	4,100,000	200,000	5%
11-4-00-4320	COMMUTER PARKING METERS	60,327	61,372	45,614	62,000	62,000	62,000	-	0%
11-4-00-4325	PARAMEDIC COLLECTIONS	817,279	906,201	798,411	1,000,000	800,000	1,000,000	200,000	25%
11-4-00-4330	PARAMEDIC MRI TRANSPORTS	71,150	290,875	237,300	320,000	315,000	320,000	5,000	2%
11-4-00-4335	ATHLETICS - RECREATION	99,237	102,997	79,860	107,000	100,000	157,000	57,000	57%
11-4-00-4340	ADULT PROGRAMS - RECREATION	14,710	31,290	22,505	18,660	32,000	19,000	(13,000)	-41%
11-4-00-4345	CHILDREN PROGRAMS - RECREATION	75,385	105,090	126,518	129,000	105,000	129,000	24,000	23%

**City of Berwyn
General Fund Revenues
2008 Budget**

Account Number	Revenue	2005 Balance	2006 Balance	2007 YTD 9-30-07	2007 Projected	2007 Budget	2008 Budget	Change Amount	Percent Change
11-4-00-4350	POOL	91,390	73,983	99,431	99,000	75,000	99,000	24,000	32%
11-4-00-4355	CONCESSION STAND - RECREATION	38,082	29,107	20,745	21,000	28,000	21,000	(7,000)	-25%
11-4-00-4360	FALSE ALARMS	9,950	11,050	3,895	6,000	10,000	6,000	(4,000)	-40%
11-4-00-4365	RANGE RENTAL	10,875	9,100	2,625	8,000	10,000	9,000	(1,000)	-10%
11-4-00-4388	RECYCLING REBATE	-	-	69,098	100,284	108,000	100,000	(8,000)	-7%
11-4-00-4389	MISC CHARGES FOR SERVICES	26,627	58,295	36,417	44,000	25,000	35,000	10,000	40%
11-4-07-4381	REIMBURSEMENTS - FIRE	10,407	20,717	3,808	-	10,000	-	(10,000)	-100%
11-4-08-4381	REIMBURSEMENTS - POLICE	39,516	64,519	54,668	91,000	71,000	70,000	(1,000)	-1%
11-4-11-4381	REIMBURSEMENTS - BUILDING	11,030	12,219	8,945	10,000	10,000	9,000	(1,000)	-10%
11-4-11-4382	REIMBURSEMENTS - 6545 W. STANLEY	-	5,000	4,500	6,000	-	6,000	6,000	#DIV/0!
11-4-11-4383	REIMBURSEMENTS - ELEVATORS	8,114	5,850	1,925	7,000	5,000	7,000	2,000	40%
11-4-16-4381	REIMBURSEMENTS - COMPUTER SERVICES	3,001	4,478	-	-	3,000	-	(3,000)	-100%
11-4-20-4381	REIMBURSEMENTS - PUBLIC WORKS	63,191	39,591	2,689	24,000	10,000	15,000	5,000	50%
11-4-20-4382	FLEET LABOR REIMBURSEMENT	12,253	18,860	13,770	16,000	10,000	12,000	2,000	20%
	Total Charges for Services	<u>4,435,807</u>	<u>4,905,130</u>	<u>4,651,736</u>	<u>6,095,944</u>	<u>5,774,000</u>	<u>6,258,000</u>	<u>484,000</u>	<u>8%</u>
Fines									
11-4-00-4400	PENALTIES	-	-	131,817	228,000	-	220,000	220,000	#DIV/0!
11-4-00-4405	FEES, TOWING	37,940	103,458	264,580	375,000	125,000	900,000	775,000	620%
11-4-00-4410	FINES, COURT	241,683	191,209	108,175	197,000	210,000	210,000	-	0%
11-4-00-4415	FINES, VIOLATION	1,322,246	1,508,302	1,603,882	2,040,000	2,870,000	2,240,000	(630,000)	-22%
11-4-00-4420	AFTER THE FACT PERMITS	-	-	43,350	67,000	50,000	67,000	17,000	34%
11-4-00-4425	C TICKETS (COMPLIANCE)	120,365	107,985	148,125	190,000	110,000	240,000	130,000	118%
11-4-00-4430	FINES, LOCAL ORDINANCE	2,770	3,750	118,391	160,000	-	160,000	160,000	#DIV/0!
11-4-00-4435	FINES, ADJUDICATION COURT	151,365	216,333	140,421	175,000	-	175,000	175,000	#DIV/0!
11-4-00-4460	SIDEWALK COLLECTIONS	-	43,529	15,075	20,000	-	20,000	20,000	#DIV/0!
	Total Fines	<u>1,876,369</u>	<u>2,174,566</u>	<u>2,573,816</u>	<u>3,452,000</u>	<u>3,365,000</u>	<u>4,232,000</u>	<u>867,000</u>	<u>26%</u>
Intergovernmental Revenues									
11-4-00-4505	COMMUNITY DEVELOPMENT BLOCK GRANT	812,169	512,696	-	-	515,000	-	(515,000)	-100%
11-4-00-4510	STATE ALLOTMENT / HWY MAINTENANCE	37,159	134,467	43,242	86,484	85,000	89,951	4,951	6%
11-4-00-4515	PREVIOUS YEARS FIRE GRANTS	-	220,041	177,805	187,500	187,500	-	(187,500)	-100%
	PREVIOUS YEARS POLICE GRANTS	51,595	120,291	-	-	-	-	-	#DIV/0!
	PREVIOUS YEARS PW/CAPITAL GRANTS	83,831	318,636	-	-	-	-	-	#DIV/0!
	PREVIOUS YEARS OTHER GRANTS	19,552	268,551	-	-	-	-	-	#DIV/0!
	Total Intergovernmental Revenues	<u>1,004,306</u>	<u>1,574,682</u>	<u>221,047</u>	<u>273,984</u>	<u>787,500</u>	<u>89,951</u>	<u>(697,549)</u>	<u>-89%</u>
Miscellaneous Revenues									
11-4-00-4805	FRANCHISES	324,265	367,600	232,689	380,000	290,000	380,000	90,000	31%
11-4-00-4810	100TH BIRTHDAY PARTY	-	-	-	-	-	150,000	150,000	#DIV/0!
11-4-00-4820	INTEREST INCOME	8,719	139,955	92,257	40,000	12,000	35,000	23,000	192%
11-4-00-4825	CELL TOWER RENTAL	-	25,187	21,923	28,500	25,000	28,500	3,500	14%
11-4-00-4830	INTERDEPARTMENTAL CHARGE	-	226,195	48,747	357,156	259,662	472,781	213,119	82%

**City of Berwyn
General Fund Revenues
2008 Budget**

Account Number	Revenue	2005 Balance	2006 Balance	2007 YTD 9-30-07	2007 Projected	2007 Budget	2008 Budget	Change Amount	Percent Change
11-4-00-4835	OTHER MISCELLANEOUS REVENUES	186,280	150,941	54,079	81,119	107,800	50,000	(57,800)	-54%
	Total Miscellaneous Revenues	<u>519,264</u>	<u>909,878</u>	<u>449,695</u>	<u>886,775</u>	<u>694,462</u>	<u>1,116,281</u>	<u>421,819</u>	<u>61%</u>
	Other Financing Sources								
11-4-00-4905	LOAN PROCEEDS	1,546,509	-	12,907,586	12,907,586	120,000	-	(120,000)	-100%
11-4-00-4910	TRANSFER IN FROM WORKING CASH	-	1,500,000	-	-	513,771	-	(513,771)	-100%
11-4-00-4915	TRANSFER IN MFT SALARY RECORDED IN 11	360,100	260,000	483,888	783,888	483,888	783,888	300,000	62%
11-4-00-4920	TRANSFER IN FROM DEBT SERVICE	2,429,200	-	-	-	4,013,990	-	(4,013,990)	-100%
11-4-00-4925	TRANSFER IN FROM INFRASTRUCTURE	-	-	-	358,954	358,954	-	(358,954)	-100%
11-4-00-4930	TRANSFER FROM CAPITAL PROJECTS	-	-	-	-	-	1,504,347	1,504,347	#DIV/0!
	Total Other Financing Sources	<u>4,335,809</u>	<u>1,760,000</u>	<u>13,391,474</u>	<u>14,050,428</u>	<u>5,490,603</u>	<u>2,288,235</u>	<u>(3,202,368)</u>	<u>-58%</u>
	Total General Fund Revenues	<u>\$ 38,871,644</u>	<u>\$ 38,709,153</u>	<u>\$ 36,923,181</u>	<u>\$ 51,176,379</u>	<u>\$ 43,401,431</u>	<u>\$ 44,652,010</u>	<u>\$ 1,250,579</u>	<u>3%</u>

**City of Berwyn
Summary of General Fund Expenditures
2008 Budget**

Dept #	Expenditures	2005 Balance	2006 Balance	2007 YTD 9-30-07	2007 Projected	2007 Budget	2008 Budget	Change Amount	Percent Change
General Government									
01	Mayor	\$ 168,480	\$ 282,345	\$ 126,834	\$ 175,757	\$ 190,543	\$ 176,427	\$ (14,116)	-7%
02	Clerk	130,468	236,816	117,824	163,942	214,681	191,749	(22,932)	-11%
03	Treasurer	10,898	12,037	13,158	16,860	11,735	15,872	4,137	35%
04	Council	139,505	211,921	135,237	197,161	240,522	218,513	(22,009)	-9%
05	Legal	601,440	528,403	342,774	496,965	521,703	598,898	77,195	15%
06	Finance	2,019,249	1,203,811	1,013,556	1,382,614	1,290,130	1,475,860	185,730	14%
12	Human Resources	-	193,336	116,406	162,373	185,383	196,463	11,080	6%
16	Information Technology	307,800	485,142	487,326	687,929	703,145	721,498	18,353	3%
10	Elections	35,375	-	-	-	-	-	-	0%
Public Safety									
07	Fire	8,482,363	11,497,640	7,930,421	11,565,993	10,968,484	11,513,531	545,047	5%
08	Police	16,277,266	15,865,567	12,122,111	16,704,874	15,246,426	18,162,074	2,915,648	19%
09	Fire and Police Commission	55,017	29,940	19,283	26,976	24,892	25,875	983	4%
Public Works									
11	Building / Neighborhood Affairs	924,268	1,268,537	1,459,443	1,730,687	1,193,211	1,450,173	256,962	22%
20	Streets	2,472,976	2,184,120	1,443,524	1,941,149	1,977,144	2,109,328	132,184	7%
21	Forestry	195,876	364,551	334,445	451,346	449,739	534,622	84,883	19%
Economic Development									
13	Zoning	14,293	15,378	11,189	16,273	15,450	16,064	614	4%
28	Community Development	532,524	495,674	-	-	463,329	-	-	0%
14	Committee and Planning	96,295	81,426	192,939	388,991	298,510	650,697	352,187	118%
Culture and Recreation									
23	Recreation	1,655,492	1,156,705	925,576	1,295,255	1,133,925	1,333,520	199,595	18%
33	Community Relations	29,000	56,041	12,020	13,674	25,006	10,383	(14,624)	-58%
24	Garbage	3,035,310	2,516,150	2,530,234	3,839,000	3,806,000	3,996,399	190,399	5%
25	Statutory	2,562,248	468,199	329,162	336,023	2,296,800	176,000	(2,120,800)	-92%
29	Capital	514,105	647,404	686,847	1,042,419	780,298	477,404	(302,893)	-39%
	Grants	233,196	95,542	332,443	-	-	-	-	#DIV/0!
26	Youth Commission	90,762	13,463	-	-	-	-	-	#DIV/0!
	Library Fund subsidy	290,525	969,391	1,004,914	1,036,394	1,036,394	-	(1,036,394)	-100%
	Community Outreach Fund subsidy	73,951	221,048	-	315,390	315,390	336,520	21,130	7%
	Contingency	-	-	-	-	-	250,000	250,000	#DIV/0!
	Transfer out to Debt Service Fund	-	-	8,963,354	8,963,354	-	-	-	#DIV/0!
	Total General Fund Expenditures	\$ 40,948,682	\$ 41,100,587	\$ 40,651,020	\$ 52,951,399	\$ 43,388,839	\$ 44,637,870	\$ 1,712,360	4%

**City of Berwyn
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Annual Budget**

For the Fiscal Year Beginning January 1, 2008

**Office of the Mayor
01**

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, enforced and current. The Mayor is responsible for appointing all Department Heads as well as positions to Boards, Commissions and Committees as designated by ordinance. The Mayor presides at the City Council meetings voting only in case of a tie with the power to veto. The Mayor is elected at large to a four-year term of office.


The Mayor is responsible for the administrative operation of the City supported by department heads that report directly to the Mayor. 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 for submittal to the City Council and the Budget Committee.

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

The Mayor represents the City at all gatherings where City representation is required. The Mayor also represents the City in Springfield for lobbying 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.

-  Implement a Strategic Plan for the City of Berwyn and provide reports to the City Council on the progress of the plan.

**City of Berwyn
2008
Annual Budget**

For the Fiscal Year Beginning January 1, 2008

**Office of the Mayor
01**

- ✚ Communicator 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 assure resolution of Aldermanic concerns and make certain that those concerns are addressed and actions taken completed.
- ✚ 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)	2006 Actual	2007 Actual	2008 Budget
Mayor	1.00	1.00	1.00
Director of Administration	-	-	-
Administrative Coordinator	1.00	-	-
Secretary to the Mayor	1.00	1.00	1.00
Total	<u>3.00</u>	<u>2.00</u>	<u>2.00</u>

OBJECTIVES ACCOMPLISHED MAY 2005 – 2007:

- ✚ Restructure Debt and increased bond rating from BB to A-
- ✚ Hired 14 additional police officers
- ✚ Hired Directors for Finance, Public Works, Information Technology, Building, Neighborhood Affairs, Community Outreach, Human Resources as well as a new Police Chief and City Collector.
- ✚ Passed balanced budget in 2007
- ✚ Established relationship with many surrounding community leaders as well as all other elected representatives

**City of Berwyn
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For the Fiscal Year Beginning January 1, 2008

**Office of the Mayor
01**

- ✚ Reorganized/remodeled City Hall for better accessibility to residents
- ✚ Began bidding process for a new firehouse on 16th street
- ✚ Completed construction of an addition to the Windsor avenue firehouse with funds received from a \$300,000 DCEO grant.
- ✚ Began bidding process for a Depot District 390 car parking garage which will be funded with a \$2 million Sate Grant and bond funds
- ✚ Secured \$1.1 million grant to pave 16th Street from Lombard to Harlem and completed project
- ✚ Secured grant for \$768,000 street lighting project for 26th St., portions of Ridgeland and Oak Park Avenues to be completed in 2008.
- ✚ Secured \$250,000 DCEO Grant to fund half of the cost for new Fire Engine
- ✚ Secured a \$300,000 HOME funds grant from Cook County for single family rehab program
- ✚ Secured \$250,000 Department of Education grant to install outdoor cameras at all schools
- ✚ Received other DCEO grants to improve alleys, swimming pools, equipment for the Police and Fire Departments and other infrastructure improvements
- ✚ Passed tax levies in 2005 and 2006 without increasing taxes
- ✚ Created Fleet Department to maintain all City vehicles at Public Works
- ✚ Created new adjudication and collection procedure for housing violations
- ✚ Created new parking ticket collection division
- ✚ Secured \$300,000 DCEO grant for Library parking lot
- ✚ Secured new grants needed for infrastructure upgrades

**City of Berwyn
2008
Annual Budget**

For the Fiscal Year Beginning January 1, 2008

**Office of the Mayor
01**

- ✚ Completed Public Works, Police Department, Fire Department, and AFSCME Clerks Union negotiations
- ✚ Completed negotiations with all four labor unions for health insurance compromise
- ✚ Instituted new visitor parking pass program
- ✚ Facilitated first meeting of Joint Review Board since 2001 regarding TIF Districts, and updated 5 years of reports with the state.
- ✚ Completed audit for 2003-2006
- ✚ Reorganized Finance Department for more efficient production
- ✚ Negotiated redevelopment agreement with Sedgewick Property Developers for the Century Station Project in the Depot District
- ✚ Opened Housing Center to help improve rental property
- ✚ Passed new rental housing licensing ordinance
- ✚ Initiated plans for 100th Birthday Celebration
- ✚ Continued economic development negotiations in Depot, Cermak Rd., Roosevelt Rd., Ogden Ave., and Cermak Plaza areas
- ✚ Increased senior services offered to residents to include transportation, lawn maintenance, leaf raking, and snow removal
- ✚ Launched new interactive City website
- ✚ Started a new promotional campaign through the Berwyn Development Corporation to promote the City of Berwyn
- ✚ Began new fiber-optic project for updating telecommunication system City wide
- ✚ Approved Main Street Initiative for Cermak Road
- ✚ Established Historical Preservation Commission

**City of Berwyn
2008
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For the Fiscal Year Beginning January 1, 2008

**Office of the Mayor
01**

- ✚ Developer was selected for Superblock at Cermak Road and Oak Park Avenue
- ✚ Lobbied for and received \$250,000 DCEO grant to rebuild Community Center and create a new Senior Center
- ✚ Entered into an intergovernmental agreement with North Berwyn Park District for use of Community Center to incorporate senior, cultural, and youth activities
- ✚ Participated in and helped to establish the Roosevelt Road Advisory Committee
- ✚ Renegotiated for a new garbage contract
- ✚ Negotiated a refund from Waste Management for a \$335,000 credit
- ✚ Discovered and negotiated a credit from the City of Chicago for over billed water in the amount of \$4.7 million.
- ✚ Investigated and/or discontinued any and all City contracts to save the City money
- ✚ Increased the “gas use tax” by 2.5% increasing revenue
- ✚ Met with legislators in Springfield on City’s behalf for advocacy and legislative purposes

OBJECTIVES TO BE ACCOMPLISHED IN 2008:

- ✚ Establish position of Director of Administration that will provide increased professional management of City operations.
- ✚ Development of the Landlord Training Program including the Crime-Free Housing Ordinance along with the Housing Center into an effective program that will improve the rental housing in the City of Berwyn and encourage Condo Conversions.
- ✚ Develop a short and long range plan for the City that will provide assistance and direction for both the budget and management of operations.

**City of Berwyn
2008
Annual Budget**

For the Fiscal Year Beginning January 1, 2008

**Office of the Mayor
01**

- ✚ Continue economic development improvements by encouraging the promotion of the City of Berwyn. Participating in negotiations with developers along with the Berwyn Development Corporation to increase retail sales and encourage mixed use projects in the business districts.
- ✚ Complete negotiations with the Berwyn Development Corporation for the requested amendments in TIF Districts with the Joint Review Board.
- ✚ Complete current negotiations for planned improvements to Cermak Plaza, Cermak Road, Depot District, Roosevelt Road, Superblock and the site of the old police station.
- ✚ Secure state and/or federal grant to fund Roosevelt Rd. streetscape improvements as a combined effort with Oak Park and Cicero
- ✚ Start construction and/or complete Depot District Parking Garage, Roosevelt Road infrastructure and 16th Street Firehouse.
- ✚ Successful planning and implementation of City's 100th Birthday celebration.
- ✚ Complete negotiations for AFSCME contract expiring December 2007, as well as Police, Public Works and Fire Union contracts expiring December 2008.
- ✚ Begin effective "Green Initiative" for the City of Berwyn that includes all departments and citizens
- ✚ Continue to pursue a location and partnership to provide Senior Housing for our ever increasing population of seniors in search of a way to stay in our community.

**City of Berwyn
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For the Fiscal Year Beginning January 1, 2008

**Office of the Mayor
01**

BUDGET SUMMARY:

Request for the position of Director of Administration – No funds have been included in the budget for this request.

This position will provide the additional day-to-day administrative functions necessary for the professional management of the City. This administrator will develop recommendations, options, and evaluations for all departments and City services in accordance with fiscal constraints and City Council policies. The proposed position will be created by ordinance and appointment to the position will be made by the Mayor with majority approval by the City Council.

The Director of Administration will coordinate the following programs, contracts, and City activities on an ongoing, recurring basis:

- ✚ Provide update of information from the past weeks between the City Council meetings of department activity and progress on current and future projects.
- ✚ Work closely with the Mayor and City Council to implement goals and objectives of the City of Berwyn.
- ✚ Monitor staffing and make adjustments as necessary regarding discipline and the status of employee positions.
- ✚ Administer all vendor contracts with the City as well as all intergovernmental agreements, franchise agreements with utilities, and applicable regulatory requirements.
- ✚ Oversee day-to-day policy decisions at the direction of the Mayor and issue applicable directives regarding Departmental operations and coordinate all activities within the City of Berwyn
- ✚ Provide policy guidance and follow up regarding executive directives and policy implementation.
- ✚ Provide regular briefings to the Mayor.
- ✚ Represent the Mayor as designated by the Mayor.

**City of Berwyn
2008
Annual Budget**

For the Fiscal Year Beginning January 1, 2008

**Office of the Mayor
01**

- ✚ Assists the Mayor and City Council with strategic planning and establishment of short and long term goals.
- ✚ Coordinate City-wide implementation of strategic initiatives and assist the Mayor and City Council with keeping the City focused on articulated goals.
- ✚ Work collaboratively with the Finance Director and Mayor in reviewing department budgets for consistency with citywide and departmental missions, goals and policy objectives.
- ✚ Assists the Mayor in evaluating department head performance.
- ✚ Facilitates the flow and understanding of ideas and information between and among elected officials, employees, and citizens.
- ✚ Serve as City's public information officer.
- ✚ Issue Press Releases and coordinate communication of sensitive matters to other entities and the public.

City of Berwyn
 2008 Budgeted Expenditures by Department
 Mayor
 12/31/2008

Account Number	Account Name	2005 Balance	2006 Balance	2007 YTD 9-30-07	2007 Projected	2007 Budget	2008 Budget	Change Amount	Percent Change
11-5-01-5111	Mayor - Salaries	\$ 145,189	\$ 176,242	\$ 73,264	\$ 104,091	\$ 102,400	\$ 104,227	\$ 1,827	2%
11-5-01-5115	Mayor - Overtime	144	15	-	-	-	-	-	0%
11-5-01-5120	Mayor - Sick time buy back	1,895	-	-	-	-	-	-	0%
11-5-01-5130	Mayor - Benefits	-	77,944	30,038	42,677	57,143	42,733	(14,410)	-25%
11-5-01-5160	Mayor - Internal service fund	-	4,303	8,365	8,365	-	8,667	8,667	#DIV/0!
11-5-01-5210	Mayor - Administrative expenses	8,805	8,835	5,218	6,957	7,500	7,500	-	0%
11-5-01-5220	Mayor - Main Street	-	245	-	-	10,000	-	(10,000)	-100%
11-5-01-5300	Mayor - Other general expenses	12,447	3,408	1,700	2,267	2,100	2,100	-	0%
11-5-01-5505	Mayor - Copier maintenance	-	11,353	8,249	11,400	11,400	11,200	(200)	-2%
Department Total		<u>\$ 168,480</u>	<u>\$ 282,345</u>	<u>\$ 126,834</u>	<u>\$ 175,757</u>	<u>\$ 190,543</u>	<u>\$ 176,427</u>	<u>\$ (14,116)</u>	<u>-7%</u>

**City of Berwyn
2008
Annual Budget**

For the Fiscal Year Beginning January 1, 2008

**Office of City Clerk
02**

PROGRAM MANAGER: City Clerk

PROGRAM DESCRIPTION:

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

SERVICES:

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

**City of Berwyn
2008
Annual Budget**

For the Fiscal Year Beginning January 1, 2008

**Office of City Clerk
02**

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

STAFFING:

Position (FTE)	2007 Actual	2008 Budget
City Clerk	1.00	1.00
Clerk*	0.80	0.91
Secretary to the Clerk	1.00	1.00
 Total	 <u>2.80</u>	 <u>2.91</u>

*Note: New position in Feb, 2007. 2007 actual reflects 10.5 / 12ths of year.

ACTIVITY MEASURES:

Activity Measures	2006 Actual	2007 Actual	2008 Budget
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OBJECTIVES ACCOMPLISHED IN 2007:

- ✚ Began legal review and re-codification of City ordinances
- ✚ Expanded digital document scanning capabilities for web postings of agendas, council packets, electronic transmission, and retention
- ✚ Developed a system for indexing and categorizing files for FOIA requests
- ✚ Completed education and training requirements for becoming a Certified Municipal Clerk (CMC) and a Registered Municipal Clerk (RMC)

**City of Berwyn
2008
Annual Budget**

For the Fiscal Year Beginning January 1, 2008

**Office of City Clerk
02**

OBJECTIVES TO BE ACCOMPLISHED IN 2008:

- ✚ Complete re-codification process
- ✚ Expand digital scanning capabilities for record retention
- ✚ Inventory all archived documents and documents on micro fiche for future preservation
- ✚ Continuing education for Clerk and expand education opportunities for Deputy Clerks through IML (Illinois Municipal League), MCI (Municipal Clerks of Illinois), SWMC (South and West Municipal Clerks of Cook County)
- ✚ Continue to coordinate efforts to expand web postings of agendas packets, minutes and notices with IT Director
- ✚ Coordinate with IT Director broadcast capabilities of Council meetings, i.e., web cast,
- ✚ audio and video, digital archiving for web site

BUDGET SUMMARY:

Line Item 5210 Codification: Budgeted amount was not used in 2007 do to the delay in the re-codification process and needs to be reallocated to 2008 with completion expected in the first quarter of the fiscal year

City of Berwyn
 2008 Budgeted Expenditures by Department
 Clerk
 12/31/2008

<u>Account Number</u>	<u>Account Name</u>	<u>2005 Balance</u>	<u>2006 Balance</u>	<u>2007 YTD 9-30-07</u>	<u>2007 Projected</u>	<u>2007 Budget</u>	<u>2008 Budget</u>	<u>Change Amount</u>	<u>Percent Change</u>
11-5-02-5111	Clerk - Salaries	\$ 77,543	\$ 111,433	\$ 65,812	\$ 93,503	\$ 97,692	\$100,303	\$ 2,611	3%
11-5-02-5115	Clerk - Overtime	-	199	-	-	500	-	(500)	-100%
11-5-02-5120	Clerk - Sick day buy back	-	26,881	1,456	1,456	1,400	1,900	500	36%
11-5-02-5130	Clerk - Benefits	39,574	72,280	27,580	38,336	73,889	41,124	(32,765)	-44%
11-5-02-5160	Clerk - Internal service fund	-	3,332	6,970	6,970	-	7,222	7,222	#DIV/0!
11-5-02-5210	Clerk - Codification	6,210	3,961	4,605	5,000	16,000	16,000	-	0%
11-5-02-5220	Clerk - Record Retention	-	2,960	1,373	2,746	8,000	8,000	-	0%
11-5-02-5300	Clerk - Other general expenses	7,141	6,374	3,265	6,530	7,800	7,800	-	0%
11-5-02-5505	Clerk - Copier maintenance	-	9,396	6,763	9,400	9,400	9,400	-	0%
Department Total		\$ 130,468	\$ 236,816	\$ 117,824	\$ 163,942	\$ 214,681	\$ 191,749	\$ (22,932)	-11%

**City of Berwyn
2008
Annual Budget**

For the Fiscal Year Beginning January 1, 2008

**Office of Treasurer
03**

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.

BUDGET SUMMARY:

- ✚ The 2008 budget includes a new line for the printing and publication of the Treasurer's report. This cost previously had been reported in other departments.

City of Berwyn
 2008 Budgeted Expenditures by Department
 Treasurer
 12/31/2008

<u>Account Number</u>	<u>Account Name</u>	<u>2005 Balance</u>	<u>2006 Balance</u>	<u>2007 YTD 9-30-07</u>	<u>2007 Projected</u>	<u>2007 Budget</u>	<u>2008 Budget</u>	<u>Change Amount</u>	<u>Percent Change</u>
11-5-03-5111	Treasurer - Salaries	\$ 10,077	\$ 10,000	\$ 7,039	\$ 10,001	\$ 10,000	\$ 10,000	\$ -	0%
11-5-03-5130	Treasurer - Benefits	821	1,759	1,760	2,500	1,735	2,500	765	44%
11-5-03-5305	Treasurer - Postage, printing and publications	-	-	4,000	4,000	-	3,000	3,000	#DIV/0!
11-5-03-5160	Treasurer - Internal service fund	-	278	359	359	-	372	372	#DIV/0!
Department Total		<u>\$ 10,898</u>	<u>\$ 12,037</u>	<u>\$ 13,158</u>	<u>\$ 16,860</u>	<u>\$ 11,735</u>	<u>\$ 15,872</u>	<u>\$ 4,137</u>	<u>35%</u>

**City of Berwyn
2008
Annual Budget**

For the Fiscal Year Beginning January 1, 2008

**City Council
04**

PROGRAM DESCRIPTION:

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

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

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


SERVICES:

- ✚ Represent all residents of Berwyn as well as their respective wards.
- ✚ Assist constituents with issues and requests relating to City Departments and services.
- ✚ Establish the City budget and determine tax levy
- ✚ Set Citywide short term and long term goals and policies.
- ✚ Provide advice and consent to Mayor for appointments to committees, boards, commissions and department heads.
- ✚ 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
2008
Annual Budget**

For the Fiscal Year Beginning January 1, 2008

**City Council
04**

-  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)	2007 Actual	2008 Budget
Aldermen	<u>7.30</u>	<u>8.00</u>
Total	<u><u>7.30</u></u>	<u><u>8.00</u></u>

City of Berwyn
 2008 Budgeted Expenditures by Department
 Council
 12/31/2008

Account Number	Account Name	2005 Balance	2006 Balance	2007 YTD 9-30-07	2007 Projected	2007 Budget	2008 Budget	Change Amount	Percent Change
11-5-04-5111	Council - Salaries	\$ 80,652	\$ 79,999	\$ 50,863	\$ 72,154	\$ 80,000	\$ 80,000	\$ -	0%
11-5-04-5130	Council - Benefits	1,868	100,803	60,272	85,863	114,522	96,000	(18,522)	-16%
11-5-04-5160	Council - Internal service fund	-	3,563	6,285	6,285	-	6,513	6,513	#DIV/0!
11-5-04-5201	Council - Ward 1	4,500	4,500	2,824	4,500	4,500	4,500	-	0%
11-5-04-5202	Council - Ward 2	7,627	1,591	1,540	4,500	4,500	4,500	-	0%
11-5-04-5203	Council - Ward 3	1,480	2,965	1,463	4,500	4,500	4,500	-	0%
11-5-04-5204	Council - Ward 4	5,930	4,699	2,877	4,500	4,500	4,500	-	0%
11-5-04-5205	Council - Ward 5	4,012	4,495	-	-	4,500	4,500	-	0%
11-5-04-5206	Council - Ward 6	1,771	781	1,188	4,500	4,500	4,500	-	0%
11-5-04-5207	Council - Ward 7	7,684	3,704	3,191	4,500	4,500	4,500	-	0%
11-5-04-5208	Council - Ward 8	3,924	3,750	3,375	4,500	4,500	4,500	-	0%
11-5-04-5300	Council - Other general expenses	20,056	1,071	1,359	1,359	10,000	-	(10,000)	-100%
Department Total		<u>\$ 139,505</u>	<u>\$ 211,921</u>	<u>\$ 135,237</u>	<u>\$ 197,161</u>	<u>\$ 240,522</u>	<u>\$ 218,513</u>	<u>\$ (22,009)</u>	<u>-9%</u>

**City of Berwyn
2008
Annual Budget**

For the Fiscal Year Beginning January 1, 2008

**Legal
05**

PROGRAM MANAGER: City Attorney

PROGRAM DESCRIPTION:

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

SERVICES:

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

**City of Berwyn
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**Legal
05**

- ✚ Coordinates the review of Freedom of Information requests with the Clerks office.
- ✚ Reviews and recommends changes to departmental policies and procedures

STAFFING:

Position (FTE)	2007 Actual	2008 Budget
Attorney	2.00	2.00
Total	2.00	2.00

ACTIVITY MEASURES:

Activity Measures	2006 Actual	2007 Actual	2008 Budget
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OBJECTIVES ACCOMPLISHED IN 2007:

Ordinance & Resolutions:

- ✚ Renew position of Assistant City Attorney
- ✚ Auto traffic law enforcement & administration adjudication ordinance
- ✚ Ordinance - Amend Noises – Motor Vehicle (666.02(b) Law Department - Req-Zoning Amendment TO #1258.01 #1258.02 #1260.01 #1260.2
- ✚ Corrective Action Agreement - Mike & Sons & City of Berwyn
- ✚ Ordinance - 2006 International Building & Property Maintenance Code
- ✚ Ordinance adopting the latest version -NFPA 1 Uniform Fire Code 2007
- ✚ City Attorney – Anti-Graffiti Ordinance proposal

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**Legal
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- ✚ City Attorney – general liability insurance renewal
- ✚ Ordinance – Amending Code Section 242.03 - APPT officers; APPT procedures
- ✚ Constellation new energy contract
- ✚ Ordinance – amended TIF overlay retail district – Cermak Road.
- ✚ Ordinance – establishing position of Deputy City Clerk
- ✚ COW – approve building demolition
- ✚ 2007 Annual Appropriation Ordinance
- ✚ Law Department – removal of yard waste
- ✚ Law Department – resolution - indemnification agreement for red speed
- ✚ Law Department – 2007 Annual Appropriation Ordinance – Revised
- ✚ Ordinance – Graffiti Revisions
- ✚ Resolution – Arbor Day Celebration
- ✚ Prevailing Wage Ordinance
- ✚ Public Hearing – Chapter 12 Ordinance
- ✚ Draft Ordinance – amend section 804.18-enhance clear view –liquor.
- ✚ City Attorney – rezone 1600 Scoville Avenue.
- ✚ Ordinance – amend section 232.03 – auxiliary police officers
- ✚ Ordinance – amend section 1240.04 – accessory building or use
- ✚ Oak Park Regional Housing Agreement
- ✚ Amend building code – structure demolition permits

**City of Berwyn
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**Legal
05**

- ✚ Resolution – authorize CDBG Sub-recipient agreement with Cook County
- ✚ Law Department – Ordinance amend handicap parking fines
- ✚ Law Department – Ordinance amend Berwyn Code – part time police officers
- ✚ Ordinance – 1258-1260 pawn shop as conditional use
- ✚ Ordinance – 1272 regulation of fences
- ✚ Ordinance – creation of downtown retail overlay (Depot District)
- ✚ Ordinance – amend zone map (downtown retail, C-2 district)
- ✚ City Attorney – Ordinance Landscape & Buffering
- ✚ City Attorney – Ordinance – multi-family inspection
- ✚ City Attorney – Hoy Newspaper agreement
- ✚ Ordinance – amend 1240.04 – definitions; 1248.06- accessory buildings - 1248.07
- ✚ City Attorney – Metro Lease Agreement
- ✚ City Attorney – Ordinance amend number of Deputy Fire Chiefs
- ✚ City Attorney - require public hearing for beauty parlors/nail salons
- ✚ City Attorney – remove referral items – law department
- ✚ City Attorney – amendment to 911 board
- ✚ Agreement – intergovernmental safety agreement
- ✚ City Attorney – Intergovernmental agreement with NBPD
- ✚ City Attorney – Referral #23-8/14/07 amend ordinance 484.055 SEC #1(B) #6; (E)

**City of Berwyn
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**Legal
05**

- ✚ Attorney – Intergovernmental safety enforcement agreement
- ✚ City Attorney – Enforcement agreement for Cermak Road
- ✚ Revised Ordinance – retroactive municipal utility tax exemption

Agreements:

The Law Department drafted and or reviewed approximately sixty-three separate agreements including risk insurance, settlement of claims, service and maintenance agreements for departments, intergovernmental agreements between the City and other taxing bodies, and agreements related to special events, national night out and the centennial celebration.

Opinions:

The Law Department drafted various opinions related to liquor license violations, grievances, collective bargaining, benefits, land use and other such issues. Opinions are provided by the City Attorney at the request of the Mayor or City Council.

Departmental Assistance

The Law Department assists other departments as necessary to facilitate proper administration. Such assistance includes Freedom of Information Requests, Codification Grant Administration, Indemnification and Hold Harmless agreements, Memorandum of Understanding with local businesses or regulatory entities, responding to State of Illinois Departmental inquiries, for example.

OBJECTIVES TO BE ACCOMPLISHED IN 2008:

- ✚ Continue to provide cost savings regarding management of litigation matters.
- ✚ Revise and or Draft Departmental Policies and Procedures.
- ✚ Participate in Organizational Consolidation of applicable departmental operations.
- ✚ Enhance adjudication collections and procedures.
- ✚ Develop and implement comprehensive lien processing procedures.
- ✚ Implement inspection programs for food establishments and multi-family rental housing.

**City of Berwyn
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For the Fiscal Year Beginning January 1, 2008

**Legal
05**

- ✚ Formulate Senior Housing Programs with IRB Bond reserves.
- ✚ Assist with the completion of capital improvements projects.
- ✚ Continue to provide cooperation regarding special events.

BUDGET SUMMARY

One part-time employee and outside contractor were merged into one full-time employee position in the 2008 Budget.

City of Berwyn
 2008 Budgeted Expenditures by Department
 Legal
 12/31/2008

<u>Account Number</u>	<u>Account Name</u>	<u>2005 Balance</u>	<u>2006 Balance</u>	<u>2007 YTD 9-30-07</u>	<u>2007 Projected</u>	<u>2007 Budget</u>	<u>2008 Budget</u>	<u>Change Amount</u>	<u>Percent Change</u>
11-5-05-5111	Legal - Salaries	\$ 48,754	\$ 31,823	\$ 40,582	\$ 57,657	\$ 57,660	\$ 102,659	\$ 44,999	78%
11-5-05-5130	Legal - Benefits	13,736	24,858	18,199	23,640	5,000	42,090	37,090	742%
11-5-05-5160	Legal - Internal service fund	-	15,362	15,831	15,831	-	16,404	16,404	#DIV/0!
11-5-05-5210	Legal - Adjudication program	45,000	57,000	42,250	56,333	57,000	35,745	(21,255)	-37%
11-5-05-5300	Legal - Other general expenses	-	2,169	628	837	2,043	2,000	(43)	-2%
11-5-05-5400	Legal - Professional service	<u>493,950</u>	<u>397,191</u>	<u>225,284</u>	<u>342,667</u>	<u>400,000</u>	<u>400,000</u>	<u>-</u>	<u>0%</u>
Department Total		<u>\$ 601,440</u>	<u>\$ 528,403</u>	<u>\$ 342,774</u>	<u>\$ 496,965</u>	<u>\$ 521,703</u>	<u>\$ 598,898</u>	<u>\$ 77,195</u>	<u>15%</u>

**City of Berwyn
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**Finance
06**

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

The Parking Division collects parking ticket fees, handicap sticker fees, local adjudication court fines, vehicle sticker fees, pet license fees, and municipal parking fees. It also handles issuance of visitor parking passes and paperwork involved in booted and towed vehicles. Parking ticket processing and setting court dates for parking tickets which are being disputed. This department also serves as the collector of fines in local adjudication court when fines are determined by the court.

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.

**City of Berwyn
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For the Fiscal Year Beginning January 1, 2008

**Finance
06**

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

**City of Berwyn
2008
Annual Budget**

For the Fiscal Year Beginning January 1, 2008

**Finance
06**

STAFFING:

Position (FTE)	2007 Actual	2008 Budget
Finance Director	1.00	1.00
Senior Accountant	0.50	1.00
Staff Accountants	2.50	3.00
City Collector	1.00	1.00
Assistant to the City Collector	1.00	1.00
Revenue Clerks	7.25	7.25
Inspector	1.00	1.00
Receptionist	1.10	1.10
Water Clerk	3.00	3.00
Water Meter Reader	1.00	1.00
Total	19.35	20.35

ACTIVITY MEASURES:

Activity Measures	2006 Actual	2007 Projected
Bond Rating	BB	A-
Accounts payable checks issued	5,354.00	5,028.00
Payroll checks	7,317.00	6,446.00
Payroll direct deposits issued	6,111.00	6,872.00
Bond issuances	1.00	1.00
Audit journal entries required	135.00	25.00
Water bills issued	63,696.00	63,696.00

OBJECTIVES ACCOMPLISHED IN 2007:

- ✚ Completed 2005 and 2006 financial statement audits
- ✚ Filed 2004 – 2006 Annual Financial Reports with the State
- ✚ Completed 2007 budget
- ✚ Completed or corrected 2003 – 2006 Data Collection forms with Federal government
- ✚ Established fund balance, purchase card and purchasing policies

**City of Berwyn
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For the Fiscal Year Beginning January 1, 2008

**Finance
06**

- ✚ Restructured City's outstanding debt to decrease annual debt service payments to manageable levels
- ✚ Completed a reorganization of the City's chart of accounts
- ✚ Eliminated use of check books by non-finance personnel, excluding separate entities (911 board, foreign fire tax board, and police and fire pension funds)
- ✚ Put into place procedures for separate entity monthly reporting to the City's Finance Department
- ✚ Assisted with the implementation of KRONOS timekeeping system
- ✚ Revised the City's overall budget process to adopt budget prior to year end; began implementing Government Finance Officers Association (GFOA) budget award guidelines
- ✚ Began RFP process for general ledger system

OBJECTIVES TO BE ACCOMPLISHED IN 2008:

- ✚ Have all grant information centralized and managed by the Finance Department
- ✚ 2007 audit completed and issued by June 30, 2008
- ✚ Establish financial policies for debt management, cash and investments, budgeting and long-term capital planning
- ✚ Retroactively report City's infrastructure within the City's financial statements
- ✚ Implement a new general ledger system to integrate cash receipts and utility billing systems with the general ledger postings
- ✚ Continue to implement GFOA budget award guidelines and begin budget process in June 2008
- ✚ Fully implement a purchase order system
- ✚ City preparation of 2007 financial statements, rather than auditor prepared financial statements.

**City of Berwyn
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For the Fiscal Year Beginning January 1, 2008

**Finance
06**

BUDGET SUMMARY:

- ✚ Increase in salary line from 2007 budget reflects the movement of four Water employees into the Finance Department. The increase in salaries causes a corresponding increase in benefit costs. The wages for these employees will be offset by an increase to the interdepartmental charge from the water fund. This recognizes that the employees are funded by water rates, but for employee reporting purposes are supervised by the Finance department. The total budget for these employees in 2007 was approximately \$157,000. The Internal Service Fund allocation had not been previously budgeted.

- ✚ During 2007 the City's Information Technology department implemented a new City-wide phone system. This new phone system will allow all City buildings to be connected under one system. Calls made between buildings will no longer cost the City as an outside call. This should result in a significant decrease to telephone expenditures, all City Hall telephone expenditures are charged to the Finance Department.

City of Berwyn
2008 Budgeted Expenditures by Department
Finance
12/31/2008

Account Number	Account Name	2005 Balance	2006 Balance	2007 YTD 9-30-07	2007 Projected	2007 Budget	2008 Budget	Change Amount	Percent Change
11-5-06-5111	Finance - Salaries	\$ 667,765	\$ 391,867	\$ 452,445	\$ 642,818	\$ 598,177	\$ 724,648	\$ 126,471	21%
11-5-06-5115	Finance - Overtime	2,939	3,356	923	1,846	3,000	1,000	(2,000)	-67%
11-5-06-5120	Finance - Sick day buy back	6,637	5,495	7,252	7,252	5,100	8,400	3,300	65%
11-5-06-5130	Finance - Benefits	595,113	207,376	188,854	263,555	248,853	297,106	48,253	19%
11-5-06-5160	Finance - Internal service fund	140,930	62,049	28,547	28,547	-	37,040	37,040	#DIV/0!
11-5-06-5210	Finance - Vehicle registration service	36,642	37,370	20,873	27,970	35,000	35,000	-	0%
11-5-06-5220	Finance - Municipal revenue base fee and commission	261,780	255,087	163,922	219,655	240,000	240,000	-	0%
11-5-06-5300	Finance - Other general expenses	36,262	38,249	34,223	45,859	25,500	43,666	18,166	71%
11-5-06-5305	Finance - Postage, printing and publications	57,127	37,340	14,492	19,419	25,000	18,000	(7,000)	-28%
11-5-06-5310	Finance - Telephone	34,339	48,324	41,320	55,369	41,500	30,000	(11,500)	-28%
11-5-06-5400	Finance - Professional service	50,717	78,283	32,416	32,416	27,000	-	(27,000)	-100%
11-5-06-5405	Finance - Payroll fees professional service	24,837	28,492	20,163	27,018	30,000	30,000	-	0%
11-5-06-5505	Finance - Copier maintenance	104,160	10,523	8,126	10,889	11,000	11,000	-	0%
Department Total		<u>\$ 2,019,249</u>	<u>\$ 1,203,811</u>	<u>\$ 1,013,556</u>	<u>\$ 1,382,614</u>	<u>\$ 1,290,130</u>	<u>\$ 1,475,860</u>	<u>\$ 185,730</u>	<u>14%</u>

**City of Berwyn
2008
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For the Fiscal Year Beginning January 1, 2008

**Human Resources
12**

PROGRAM MANAGER: Human Resources Director

PROGRAM DESCRIPTION:

The mission of the City of Berwyn Human Resources Department to provide the highest quality of human resources services for the City's diverse workforce. We do this so that the employees are managed fairly, are well-trained, supported, and assigned job duties to accomplish City business goals in a cost-effective, efficient, and safe manner.

We endeavor to offer the most relevant and timely guidance and assistance to staff and City leadership on all matters pertaining to staffing and recruitment, equal opportunity, compensation and benefits, training and development, labor relations and employee safety.

We enforce the City's officially adopted human resources policies, governing employment, classification, compensation, paid and unpaid leave programs, separation and working conditions for non-represented employees. In addition, many of the City's collectively bargained agreements default to City policies on various issues.

SERVICES:

-  Labor contract administration and participation in union negotiations.
-  Employee Benefits Administration
-  Workers Compensation Processing
-  Recruitment
-  Personnel Records Management
-  Management development programs
-  Equal Employment Opportunity

**City of Berwyn
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For the Fiscal Year Beginning January 1, 2008

**Human Resources
12**

STAFFING:

Position (FTE)	2007 Actual	2008 Budget
Human Resources Director	1.00	1.00
Human Resources Generalist	1.00	1.00
Total	2.00	2.00

ACTIVITY MEASURES:

Activity Measures	2006 Actual	2007 Actual	2008 Budget
New hires processed		172.00	
Worker's compensation claims	21.00	28.00	
Grievances			

OBJECTIVES ACCOMPLISHED IN 2007:

- ✚ Negotiation of first contract with AFSCME, implementation of Public Works Contract.
- ✚ First draft completed of new Employee Handbook
- ✚ All job descriptions rewritten and brought up-to-date.
- ✚ Recruited and hired several department heads including Finance Director, Public Works Director and City Attorney and increased the minority hiring so that there were sufficient Spanish-speaking employees to service the customer needs.
- ✚ Begin process of health insurance cost containment through union negotiation process to reduce health care expenses.
- ✚ Near completion of KRONOS Timekeeping system, implemented to automate timekeeping for all employees.
- ✚ Provided several training sessions on Customer Service to designated staff through Municipal Training Services programs.

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**Human Resources
12**

- ✚ Conducted several in-house sessions related to performance evaluation, and MBTI preferences to assist managers in understanding their management strengths and areas of concern.

OBJECTIVES TO BE ACCOMPLISHED IN 2008:

- ✚ Create and implement a safety training curriculum for City departments to reduce workers compensation exposure and expenses.
- ✚ Further explore through collective bargaining process health care cost containment strategies to reduce premium expense.
- ✚ Expand recruitment involvement to include prescreening interviews and background checks for all City employees and provide an orientation to all City services.
- ✚ Develop and implement management development courses to expand managerial skill sets.
- ✚ Purchase and install Human Resources Information System in order to provide relevant employee data information that can be used to enhance managerial decision making.
- ✚ Provide an Employee Assistance Program to all employees so they have access to outside services to assist them with personal issues outside the workplace.
- ✚ Enforce the City's officially adopted human resources policies and interpret union contract issues for all supervisory personnel. Work with management to ensure consistent enforcement, stay knowledgeable on current local, state and federal legislation affecting public sector labor law.
- ✚ Establish a performance review system for all non-union personnel

City of Berwyn
 2008 Budgeted Expenditures by Department
 Human Resources
 12/31/2008

Account Number	Account Name	2005	2006	2007	2007	2007	2008	Change	Percent
		Balance	Balance	YTD 9-30-07	Projected	Budget	Budget	Amount	Change
11-5-12-5111	Human Resources - Salaries	\$ -	\$ 136,205	\$ 73,334	\$ 104,190	\$ 103,840	\$ 122,415	\$ 18,575	18%
11-5-12-5115	Human Resources - Overtime	-	-	21	-	-	-	-	#DIV/0!
11-5-12-5130	Human Resources - Benefits	-	49,164	30,076	42,718	63,543	50,190	(13,353)	-21%
11-5-12-5160	Human Resources - Internal service fund	-	-	5,653	5,653	-	5,858	5,858	#DIV/0!
11-5-12-5210	Human Resources - Advertising	-	6,474	5,591	7,492	12,000	10,000	(2,000)	-17%
11-5-12-5300	Human Resources - Other general expenses	-	1,492	1,731	2,320	6,000	8,000	2,000	33%
Department Total		<u>\$ -</u>	<u>\$ 193,336</u>	<u>\$ 116,406</u>	<u>\$ 162,373</u>	<u>\$ 185,383</u>	<u>\$ 196,463</u>	<u>\$ 11,080</u>	<u>6%</u>

**City of Berwyn
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**Information Technology
16**

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, 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.

**City of Berwyn
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For the Fiscal Year Beginning January 1, 2008

**Information Technology
16**

- ✚ 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)	2007 Actual	2008 Budget
Information Technology Director	1.00	1.00
Technical Support Specialist	1.00	1.00
Service Technician	-	1.00
Database administrator	0.75	1.00
Total	2.75	4.00

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**Information Technology
16**

ACTIVITY MEASURES:

Activity Measures	2006 Actual	2007 Actual	2008 Budget
Workstations on LAN	155.00	155.00	160.00
Laptops	15.00	19.00	19.00
Police Mobile Data Computers	25.00	25.00	25.00
Laser Printers	68.00	70.00	70.00
*Network Switches	10.00	23.00	23.00
*Routers	5.00	9.00	9.00
Firewall	3.00	1.00	1.00
Network Servers	22.00	26.00	26.00
Software Applications	31.00	33.00	35.00
*T1 Data Lines	6.00	6.00	-
*End-User Support Calls Handled (Est.)	1,400.00	1,500.00	2,000.00
*Programming Projects	150.00	183.00	200.00
Network Uptime	1.00	1.00	1.00
Server Uptime (W2003, XP/2000 Workstations)	1.00	1.00	1.00
Web Site Unique Visitors Daily	357.98	369.86	390.41
Web Site Unique Visitors Monthly	10,889.00	11,250.00	11,875.00
Web Site Unique Visitors Annually	130,664.00	135,000.00	142,500.00

*Network Switches – The sizable increase in volume of network switches between 2006 and 2007 is a result of the expansion of our network to include a full VoIP (Voice Over IP) phone system and all necessary PoE switches to run this network.

*Routers – The sizable increase in volume of department-supported routers between 2006 and 2007 is a result of the expansion of our City network to include the Library, Public Works, and Recreation department. Also, to bring our Citywide fiber network online, the purchase of these new routers was required.

*T1 Data Lines – Zero (0) T1 Data Lines for the 2008 budget reflects the completion of our fiber network upgrade project. As a result of this new network service, we will no longer need to support any copper T1 Data Lines to connect our City locations together.

*End-User Support Calls Handled – This figure represents the summary of a two (2) month internal study conducted in the Information Technology department. During the months of May and June 2007, IT logged specific details regarding all service requests. These details included the volume of calls received, how long calls took to ‘close out’, success rate, and priority. Figures were extrapolated to create annual data. In 2008, IT plans to deploy Help Desk software to assist in support records management.

**City of Berwyn
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For the Fiscal Year Beginning January 1, 2008

**Information Technology
16**

Approximately 1500 responses to user requests for assistance have been made for help with such things as:

- ✚ Computer / Printer / Windows operations
- ✚ Help with Microsoft Office products (Email, Excel, Word, etc.)
- ✚ Computerized System operations and procedures
- ✚ Cash Register operations
- ✚ Computer program enhancement recommendations
- ✚ Computer supplies
- ✚ GEMS System operations
- ✚ Freedom of Information requests
- ✚ Ad Hoc reports

*Programming Projects – Programming projects for the following systems have been completed in 2007:

Programming Projects	2007 Actual
Local Ordinance System	54.00
Building Department System	43.00
Compliance Inspection System	8.00
Collector's Office System	6.00
Blight System	30.00
Water Utility System	13.00
Payment Arrangement System	8.00
GEMS Property Management System	2.00
Local Ordinance Fine Collection	<u>19.00</u>
Total	<u><u>183.00</u></u>

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**Information Technology
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OBJECTIVES ACCOMPLISHED IN 2007:

- ✚ To rebuild and redesign the City of Berwyn website. In April 2007, the IT department went live with the revised City of Berwyn website.
- ✚ City monitor replacement program. During the first quarter of 2007, the IT department successfully replaced approximately 175 aging City monitors with new, energy-efficient 17" flat panel monitors. These LCD monitors significantly reduce energy utilizations while creating a more productive work environment.
- ✚ Retire Office 2000 and implement Office 2003 solutions across City Hall departments. The IT department has accomplished this goal. By middle June 2007, all City Hall systems have been migrated to Office 2003. This migration included a massive over hall of the backend databases that run the day-to-day operations of the Building and Collector departments.
- ✚ Implementation a Citywide Fiber network. Beginning with the approval of this project in October 2006, the IT department has successfully built out its fiber connections throughout the City. On August 9th 2007, the first fiber connection was turned on and configured. On August 29th 2007, fiber connections between City locations were turned on. The project completed in its entirety in September 2007. As a result, the City's core network is effectively thirty-five (35) times more efficient than it was one year ago.
- ✚ Grow City network to include Recreation, Public Works, and Library. The IT department accomplished this goal with implementation of its City-wide fiber network.
- ✚ Implement a City-wide phone system. An RFP was developed in 2006, bids were received, and the contract awarded. At present, all locations are prepared for the phone system and our internal timetable calls for this project to be complete in its entirety by late October 2007.
- ✚ Secure funding for a City-wide wireless network. In joint coordination with the ETSB, the IT department has accomplished this goal. With the debt restructuring process completing, the IT department has successfully secured \$750,000.00 to fund this project.

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- ✚ Issue RFP to renovate the Audio/Visual systems of City Council chambers. In June 2007, this RFP was posted for public bidding. One bid was received. Currently, the RFP is posted once again and will (hopefully) be awarded in October 2007.

- ✚ Implement new RMS (Records Management Software) for Fire Department. Throughout 2007, the IT department has worked closely with the administration of the Fire Department to implement FIREHOUSE v7. FIREHOUSE training is proceeding and the Fire Department will go live with FIREHOUSE by September 2007.

- ✚ Assist with implementation of new CAD (Computer-Aided Dispatch) and RMS (Records Management Software) for Police Department. In the first quarter of 2007, the IT department assisted the Police Department with the implementation of the CAPERS' CAD/RMS application.

- ✚ Replacement of Backup System. In August 2007, a replacement server and backup system was purchased. This system will be implemented in September 2007. The current backup solution is essentially too limited for the growing volume of City data; thus this goal was considered a high-priority for 2007.

- ✚ Replacement of City Production Servers (CobProd01, 02, 03). In June 2007, the IT department successfully cutover from the aging COBProd01 server to a new, state-of-the-art Dell server. The replacement of COBProd02 and 03 has been purchased and will be implemented by November 2007.

- ✚ Replacement of key Police and Fire department workstations. Throughout 2007, the IT department has successfully replaced approximately thirty (30) Police and Fire department workstations.

- ✚ Install and migrate to updated versions of Antivirus and Web Proxy software. In January 2007, the IT department successfully implemented the most recent release of *Symantec's* Antivirus Citywide; in March 2007, the IT department successfully implemented the newest release of SurfControl's web proxy software.

- ✚ Implementation of a robust Citywide Community Calendar. Beginning in August 2007, the IT department began reviewing quotes to accomplish this goal. It is our intent to have a fully functional calendar operational by November 2007.

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- ✚ Implementation of KRONOS timekeeping system. Throughout 2007, the IT department has assisted HR in designing, deploying, and preparing for KRONOS. As of September 2007, all technical requirements to run the KRONOS system are complete and the City is ready to go online.
- ✚ Install, configure, and support a replacement Color LaserJet for the Building Department. In July 2007, the IT department purchased, installed, and configured a replacement Color LaserJet for the Building Department. As a result, the department and its employees enjoy a speedier printer that aids in more efficient and effective work for the department.
- ✚ Consistently provide outstanding IT support for the City's 500+ active users. Throughout the year, the IT department has strived to provide outstanding end-user support. Estimates show the IT department has promptly responded to over 1,500 service and support requests. This is an average of 5.7 requests per day.

OBJECTIVES TO BE ACCOMPLISHED IN 2008:

- ✚ Complete any outstanding projects from 2007 (1st Quarter)
- ✚ Hire one (1) additional employee (service technician) in the IT department to handle the expanding support requirements and increasing demands of the department. (2nd Quarter)
- ✚ Replace key network printers around the City (5) (1st Quarter)
- ✚ Make all technical preparations for the newly built North Fire House including its fiber connection to City network, new workstations, telephones, routing/switching equipment, and wiring (2nd Quarter)
- ✚ Replace City Terminal Service Server (2nd Quarter)
- ✚ Prepare RFP in conjunction with the ETSB for Citywide Wireless Network (3rd Quarter)
- ✚ Assist in the implementation of a modern GL (General Ledger) system (3rd Quarter)
- ✚ Organize RFP and Implement Help Desk system to maintain internal department service and support records (3rd Quarter)

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- ✚ Replace additional Police Department and Fire Department workstations (15-20) (Throughout Year)
- ✚ Replace existing Public Works workstations (5-7) (Throughout Year)
- ✚ Replace existing Recreation workstations (3-5) (Throughout Year)
- ✚ Begin Formation of a Long-Range Goals/Strategy Plan (Throughout Year)
- ✚ Begin Formation of a Disaster Recovery Plan (Throughout Year)
- ✚ Restructuring existing department organization and operation. (Throughout Year)
- ✚ Review and Organize all City Software Licensing Status—Ensure proper license volumes are purchased for mission-critical Microsoft software applications (Throughout Year)
- ✚ Secure funding for City Hall Electrical Power Generator (Throughout Year)

BUDGET SUMMARY:

- ✚ This budget includes a request for additional personnel (Salaries 16-5111). Fiscal 2007 was a major expansion year for IT. The City data network increased in size by 37.5%, growing from five (5) locations to a total of eight (8). The IT department has deployed a City-wide phone system covering over two-hundred (200) telephones spread out across eight locations. The anticipated growth of daily end-user support requests is the justification for this position. Benefit figures have been calculated into the 2008 budget. The personnel will be hired in March 2008, a quarter through the year, at a salary of \$30,000.00 Three-quarters of the yearly salary has been calculated into this operating budget request. Additionally the City's external consultant who has been acting as the City's database administrator has changed status to a full time employee. This resulted in a decrease to the professional services line (16-5400) and an increase to the salaries line (16-5111).

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- ✚ The Network Infrastructure (16-5210) account is slightly increased. The City's OPT-E-Man (fiber) network went live August 29th 2007. In 2007, the months prior to September 2007 did not incur these monthly fees. Monthly expenses for 2008 fiber service are budgeted from January 2008. The PRI (4) and DS1 numbers for the City phone system are monthly service charges and included in this request.
- ✚ Hardware Purchases (16-5215) covers all City network equipment. The IT Department's switch replacement program refers to the replacement of three (3) 10/100 Cisco Catalyst switches at City Hall, and two (2) Cisco Catalyst switches at the Police Department. The replacement switches will enhance the City LAN by providing gigabit LAN connection speeds.
- ✚ With the expansion of the City network in 2007 to include Public Works, Recreation and the Library, City-wide software licensing needs to be internally audited and brought up to full compliance. The budget figure in the account Software Purchases (16-5225) refers to the software license purchases post-audit.
- ✚ Advanced Cisco and Microsoft certification training is planned for 2008. The outcome of this certification will lead to a more successfully managed City network. The IT department plans to expand its operating knowledge of the core devices that route and switch our network. These expenses are address in the Other General Expenses (16-5300) account.
- ✚ The software licensing audit project scheduled for 2008 will ensure our compliance with all vendor licensing programs and requirements. With the large network expansion of 2007, the successful completion of this project is critically important. The monies necessary to fund this audit are budgeted in Outside Consultants (16-5400).
- ✚ The first IT capital project is an off-shoot of the OPT-E-Man upgrade and is a requirement to connect to the fiber network. It covers coring the fiber data lines into the new North End Fire Station. All other City locations were completed in 2007. This project will be carried out prior to the building's construction completion in early 2008.

City of Berwyn
 2008 Budgeted Expenditures by Department
 Information Technology
 12/31/2008

Account Number	Account Name	2005	2006	2007	2007	2007	2008	Change	Percent
		Balance	Balance	YTD 9-30-07	Projected	Budget	Budget	Amount	Change
11-5-16-5111	IT - Salaries	\$ 92,914	\$ 109,066	\$ 78,185	\$ 111,083	\$ 114,100	\$ 227,445	\$ 113,345	99%
11-5-16-5120	IT - Sick day buy back	4,105	7,358	3,000	3,000	3,000	3,480	480	16%
11-5-16-5130	IT - Benefits	-	25,849	33,286	45,544	42,045	93,252	51,207	122%
11-5-16-5160	IT - Internal service fund	-	7,862	14,303	14,303	-	14,821	14,821	#DIV/0!
11-5-16-5210	IT - Network Infrastructure	18,009	24,215	119,271	160,000	160,000	165,000	5,000	3%
11-5-16-5215	IT - Hardware purchases	14,535	78,344	83,507	115,000	115,000	85,000	(30,000)	-26%
11-5-16-5220	IT - Hardware maintenance	14,284	36,614	19,005	25,000	35,000	30,000	(5,000)	-14%
11-5-16-5225	IT - Software purchases	21,420	40,086	34,066	30,000	40,000	30,000	(10,000)	-25%
11-5-16-5230	IT - Software maintenance	21,853	26,755	34,154	35,000	35,000	30,000	(5,000)	-14%
11-5-16-5300	IT - Other general expenses	18,356	23,415	16,959	29,000	29,000	30,000	1,000	3%
11-5-16-5400	IT - Professional service	<u>102,324</u>	<u>105,579</u>	<u>51,590</u>	<u>120,000</u>	<u>130,000</u>	<u>12,500</u>	<u>(117,500)</u>	<u>-90%</u>
Department Total		<u>\$ 307,800</u>	<u>\$ 485,142</u>	<u>\$ 487,326</u>	<u>\$ 687,929</u>	<u>\$ 703,145</u>	<u>\$ 721,498</u>	<u>\$ 18,353</u>	<u>3%</u>

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**Fire Department
07**

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-six 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. We maintain mutual aid agreements with our neighboring communities through the Mutual Aid Box Alarm System. Our MABAS Division 11 group is affiliated state wide with other MABAS divisions. We are also associated with the Illinois Terrorism Task Force. We provide a variety of services; some of which are reactive or emergency in nature while others are proactive like fire prevention and inspection.

The Berwyn Fire Department is committed to the following values:

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

SERVICES:

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

- ✚ Fire prevention techniques
- ✚ Property conservation

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**Fire Department
07**

- ✚ 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	1.00	1.00
Assistant Chief	-	1.00
Deputy Chief	4.00	4.00
Lieutenant	13.00	13.00
Engineer	12.00	12.00
Firefighter	36.00	36.00
Secretary	1.00	1.00
Total	67.00	68.00

Station 1 (South) – 6434 Windsor Ave.

- ✚ 1996 Seagrave Quint Engine 901 – fire vehicle staffed by a Lieutenant, Engineer, and two firefighters and includes the following services:
 - Aerial ladder
 - Full set of ground ladders
 - Water tank
 - Fire pump
 - Fire hose

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**Fire Department
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- ✚ 2002 Wheeled Coach Ambulance 906 – Advanced Life Support (ALS) unit staffed by two Paramedics (EMT-P from Paramedic Services of Illinois)
- ✚ 2004 Wheeled Coach Ambulance 907 – Basic Life Support (BLS) unit staffed by two Emergency Medical Technicians (EMT-B)
- ✚ Reserve fire engine 911 – not staffed

Station 2 (North) – 6615 16th St.

- ✚ 1992 Seagrave Fire Engine – fire vehicle staffed by a Lieutenant, Engineer, and a firefighter and includes the following services:
 - Water tank
 - Hose
 - Fire pump
- ✚ 2004 Wheeled Coach Ambulance 905 – an ALS Unit staffed by two paramedics
- ✚ 2002 Wheeled Coach Ambulance 910 – a fully equipped reserve ALS unit that is not staffed

Station 3 (Center) – 6700 W. 26th St.

- ✚ 2000 Pierce Fire Engine 903 – Unit staffed by a Lieutenant, an Engineer and a firefighter and includes the following services
 - Water tank
 - Fire pump
 - Hose
- ✚ 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.
- ✚ Ford Expedition command vehicle – operated by the shift commander or the Deputy Chief. This person fulfills the NIMS requirement for an "incident command" person for all incidents.

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**Fire Department
07**

ACTIVITY MEASURES:

Activity Measures	2005 Actual	2006 Actual	2007 Actual	2007 Projected	2008 Projected
Fire calls responded to*	2,025.00	2,633.00	1,192.00		2,800.00
EMS calls responded to**	6,931.00	8,483.00	5,088.00	7,632.00	8,600.00
Training Hours*	7,195.50	7,727.50	9,275.50		10,000.00
MRI Transports**	753.00	2,046.00	1,398.00	2,098.00	2,100.00

*2007 figures are through 9-20-2007

**2007 figures are through 8-31-2007

OBJECTIVES ACCOMPLISHED IN 2007:

- ✚ Development of a Technical Rescue Team with MABAS Division 11 and the Illinois Terrorism Task Force. Fire department personnel receive training in technical rescue disciplines such as:

 - Confined space
 - Trench collapse
 - Structural collapse
 - Rope rescue

Ten department members (at least three per shift) have completed several areas of training and are on the current TRT roster. The training and overtime costs were funded through the Illinois Terrorism Task Force.
- ✚ Remodeling of Fire Station One (6434 Windsor Ave.) The South station was built in the 1960's and house three personnel and a single fire engine. The project is to be completed in 2007. Today we are staffing a four person unit and two ambulances.
- ✚ Purchase of two advanced cardiac life support monitors for Ambulances 905 and 906
- ✚ A grant through the Arthur Foundation allowing the purchase and installation of Automatic External Defibrillators for seven locations in City owned buildings
- ✚ Firefighter instructors in CPR and AED will begin providing training for the newly installed AED units starting with City Hall employees.
- ✚ Providing a Citizens Fire Academy for residents who are interested in experiencing a truncated version of firefighter recruit training.

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**Fire Department
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- ✚ An agreement with MacNeal Hospital to provide patient transport via ambulance between the MRI center and the Hospital. The service is efficient and reliable according to Hospital representatives. We anticipate a new agreement in 2008.
- ✚ New Fire Department record management software “Fire House” has been installed and we are migrating toward this nationally recognized program
- ✚ Planning for the new 16th Street Fire Station is complete.
- ✚ Increased training hours for department members for both in-house and external training. The external training hours include sending ten department members to training for the Tactical Rescue Team. Costs for the TRT were covered through a grant.

OBJECTIVES TO BE ACCOMPLISHED IN 2008:

- ✚ Begin construction on new 16th Street Fire Station
- ✚ Use new Fire House software capabilities for mobile inspections with tablet computer
- ✚ Use City website to display Fire Department activities
 - Display fire inspection tips and forms on the City Website
- ✚ Issue newly revised Fire Department operations manual
- ✚ Revise and develop manual for Fire Department Respirator Program
- ✚ Revision of target hazard preplans for the Hospital and schools.
- ✚ Expand fire inspection plan for multi-unit (5+ units) buildings
- ✚ Develop a plan to update the outdoor tornado warning sirens
- ✚ Renew respirator physicals for each member covered under the revised plan
- ✚ Possible expansion of transport services with MacNeal Hospital
- ✚ Develop a regular schedule for citizen CPR training

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**Fire Department
07**

- ✚ Pandemic issues
 - Facilitation of plan for distribution required by the Department of Public Health
- ✚ Update Firefighter Health and Safety Program and BloodBorne Pathogens Policy and Programs
- ✚ Increase in-house training and expand outside training as well as Fire Officer development training
- ✚ Comply with state and federal mandated training
- ✚ Comply with CBA Lieutenant Training
- ✚ Purchase of Technical Rescue PPE for team members
- ✚ 2008 vehicle replacement objectives detailed in Budget Summary below

BUDGET SUMMARY:

City of Berwyn
2008 Budgeted Expenditures by Department
Fire
12/31/2008

Account Number	Account Name	2005 Balance	2006 Balance	2007 YTD 9-30-07	2007 Projected	2007 Budget	2008 Budget	Change Amount	Percent Change
11-5-07-5111	Fire - Salaries	\$ 4,656,422	\$ 4,987,993	\$ 3,728,569	\$ 5,191,069	\$ 5,044,447	\$ 5,181,669	\$ 137,222	3%
11-5-07-5115	Fire - Overtime	341,226	458,327	237,559	318,329	350,000	327,879	(22,121)	-6%
11-5-07-5116	Fire - Out of class	111,970	34,730	1,435	1,923	54,104	55,000	896	2%
11-5-07-5120	Fire - Sick day buy back	21,977	185,130	70,176	70,176	71,000	72,281	1,281	2%
11-5-07-5125	Fire - Clothing stipend	55,479	(1,200)	50,800	50,800	52,000	52,000	-	0%
11-5-07-5126	Fire - Education stipend	-	-	16,250	32,500	-	33,000	33,000	#DIV/0!
11-5-07-5127	Fire - Other stipend	-	-	6,250	12,500	-	12,500	12,500	#DIV/0!
11-5-07-5130	Fire - Benefits	-	1,219,230	1,021,054	1,297,767	1,500,625	1,295,417	(205,208)	-14%
11-5-07-5150	Fire - Tuition reimbursement	13,263	38,129	12,242	16,404	20,000	12,000	(8,000)	-40%
11-5-07-5155	Fire - Pension	1,863,929	2,053,896	1,037,557	2,431,808	2,431,808	2,034,580	(397,228)	-16%
11-5-07-5160	Fire - Internal service fund	-	868,862	589,152	589,152	-	847,424	847,424	#DIV/0!
11-5-07-5210	Fire - Collection service fees	63,600	58,920	51,060	68,420	60,000	62,100	2,100	4%
11-5-07-5300	Fire - Other general expenses	38,929	80,424	53,232	71,331	82,600	73,471	(9,129)	-11%
11-5-07-5310	Fire - Telephone	13,437	5,145	5,549	7,436	17,500	5,577	(11,923)	-68%
11-5-07-5320	Fire - Utilities	99,190	68,897	33,170	44,448	67,000	45,781	(21,219)	-32%
11-5-07-5330	Fire - Training, dues and education	14,645	31,741	20,211	27,083	25,000	27,895	2,895	12%
11-5-07-5400	Fire - Professional service	1,026,201	1,112,556	874,647	1,172,027	1,000,000	1,207,188	207,188	21%
11-5-07-5500	Fire - Repairs and maintenance	130,281	117,525	86,593	116,035	104,000	119,516	15,516	15%
11-5-07-5505	Fire - Copier maintenance	-	2,974	6,765	9,065	9,400	9,400	-	0%
11-5-07-5600	Fire - Equipment purchases	23,116	51,159	18,680	25,031	59,000	25,782	(33,218)	-56%
11-5-07-5605	Fire - Turnout gear	8,699	123,202	9,470	12,690	20,000	13,070	(6,930)	-35%
Department Total		<u>\$ 8,482,363</u>	<u>\$ 11,497,640</u>	<u>\$ 7,930,421</u>	<u>\$ 11,565,993</u>	<u>\$ 10,968,484</u>	<u>\$ 11,513,531</u>	<u>\$ 545,047</u>	<u>5%</u>

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**Police Department
08**

PROGRAM MANAGER: Police Chief

PROGRAM DESCRIPTION:

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




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

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

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

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

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

-  Investigative Services
-  Line Services
-  Administrative Services

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**Police Department
08**

 Support Services

Department Description – Investigative Services

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

The Internal Affairs section of the police department also falls under auspices of the Investigative Services Division with all investigations being conducted by the Division Commander of Investigative Services as well as the Unit Commander of the Criminal Investigations Unit. 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.

Department Description – Line Services

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

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**Police Department
08**

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, strategic planning. Develops and coordinates training programs for employees, community groups, and members of the public, also coordinates activities with other city departments, other government agencies and outside organizations; provides staff assistance and managerial services. Administrative Services also studies statistical crime data and other reports; analyzes levels of criminal activity; determines trends and makes recommendations for change in organization and operating procedures.

The division commander of Administrative Services also serves as a liaison with City's Human Resource Department and oversees departmental occupational health issues and drug screening

Department Description – Support Services

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

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**Police Department
08**

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

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

Specialty Assignments consist of the following:

- ✚ **Records Maintenance & 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 4 investigators. All investigators are veteran officers with at least 13 years of service. The unit handles all incidents that involve minors who are either the victims of, or perpetrators in crimes committed.

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

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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.
- ✚ During the summer the unit conducts a youth summer work program to employ high school age children on a part-time basis as a deterrent to mischievous behavior.

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

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

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

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- ✚ National Night Out event
- ✚ Boy Scouts of America sponsored "Police Explorer Program"
- ✚ Investigators are actively involved in the schools where their increased presence has resulted in:
 - A Bullying Curriculum developed for the grade school students
 - More gang and drug assemblies were conducted
 - Railroad safety education programs were conducted

Tactical / Drug Investigations Unit

The Unit Commander of the Criminal Investigations division also supervises the Tactical/Drug Enforcement unit which is comprised of a supervising Sergeant, (1) Detective Gang specialist, (3) Tactical Officers who are Gang Specialists, and (2) Detectives that primarily focus their efforts on drug investigations throughout 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.

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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 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

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Services - Administrative Services

Building and Grounds

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

Records Division

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. These collected amounts total \$ 416,694.39 through October 23, 2007.
- ✚ 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 time accrued and/or used by all personnel.

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The division personnel include one (1) Supervisor (Sergeant) who has collateral duties as Special Projects Facilitator and three (3) full time records clerks.

The Special Projects Facilitator is an initiative started in late 2006 and has been instrumental in fast tracking several projects that have benefited the department as well as the City, which needed immediate attention. An example of this is the RedSpeed project which was being handled by three separate members of the administration. By assigning this to one individual who was able to dedicate a significant amount of time, this project is nearing the implementation phase, while other administrative duties have not suffered as a result.

Communications Division

The Emergency Communications Center is responsible for the receipt and transmission of emergency and non-emergency calls for Police, Fire and Emergency Medical assistance, responding to incoming alarm signals, providing emergency instructions to callers, central answering point for all wire line and wireless 9-1-1 calls originating from the City of Berwyn, recording and relaying sensitive information that may involve life and death situations. The Center operates 24 hours a day, 365 days a year and is currently staffed by one (1) full-time Communications Manager, thirteen (13) full-time and three (3) part-time Telecommunicators.

- ✚ Communications Manager is responsible for overseeing the complete operation of the Communications Division including all assigned personnel and equipment.
- ✚ Accurate reporting of Emergency Communications Center operations including calls for service, 9-1-1 calls handled and non-emergency calls handled.
- ✚ Maintains Standard Operating Procedures specifically for the Emergency Communications Division.
- ✚ Standardized processing for citizen complaints and compliments as relating to the Emergency Communications Division and the assigned personnel.

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Services - Support Services

Community Service Division

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

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

Parking Enforcement Division

The Parking Enforcement Officers are dedicated to the single task of enforcing the City's parking ordinances throughout the City, including business districts, municipal parking lots, and permit parking lots. They are assigned a specific geographical area within the City to identify vehicles violating parking regulations and restrictions and issue parking complaints. This allows us to consistently enforce parking ordinances which will ultimately result in compliance. Additional duties include:

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

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Traffic Division

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 Division

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

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

- ✚ 12 Ford Explorers
- ✚ 13 Ford Crown Victoria’s
- ✚ 2 Ford Taurus
- ✚ 6 Chevy Aveos
- ✚ 4 Dodge Chargers
- ✚ 2 Dodge Magnums

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- ✚ 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. Additional duties include:

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

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STAFFING:

<u>Position (FTE)</u>	<u>2007 Actual</u>	<u>2008 Budget</u>
Chief	1.00	1.00
Division Commander	4.00	4.00
Lieutenant	2.00	2.00
Sergeant	16.00	16.00
Detective	17.00	17.00
Patrolman	61.90	64.00
Crossing Guard	11.40	11.40
Communications Manager	0.38	1.00
Civilian Radio Operator	10.33	11.00
Part Time Civilian Radio Operator	1.50	1.50
Lock Up Keeper	11.25	13.00
Clerk Typist	2.58	3.00
Secretary	2.00	2.00
Community Service Officer	9.50	10.00
Graffiti Removal Tech.	1.00	2.00
Custodian	0.29	1.00
Parking Enforcement Officer	2.50	3.00
Auxiliary Police	3.20	4.20
Total	<u>157.84</u>	<u>167.10</u>

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Activity Measures

2007 figures through September, 2007.

Activity Measures	2006 Actual	2007 Actual
Wire Line 9-1-1 Calls Received	17,062.00	13,428.00
Wireless 9-1-1 Calls Received	20,990.00	14,435.00
Non Emergency Calls Received	169,973.00	132,285.00
Outgoing Calls Made	90,624.00	66,795.00
Calls For Service Generated (CAD)	59,182.00	49,022.00
Police Incidents Created	21,202.00	14,376.00
Criminal Investigations Initiated		1,319.00
Criminal Investigations Cleared		634.00
Evidence Processed & Inventoried		7,302.00
Felony & Misdemeanor Arrests Department Total		1,982.00
Petitions		386.00
Station Adjustments		221.00
Juvenile Contacts		2,019.00
Internet Hours (ICAC Investigations)		84.00
ICAC Arrests		7.00
DUI Arrests		63.00
Compliance Tickets Issued		4,673.00
Compliance Ticekt Revenue		137,975.00
Local Ordinance Tickets		1,039.00
Cook County Moving Violations		5,190.00
Misdemeanor and Felony Complaints		1,685.00
Graffiti Arrests		320.00
Prisoners Processed & Housed		1,564.00
Vehicles Impounded		266.00
Impoundment Revvenue		235,500.00
Parking Tickets	43,278.00	40,648.00
Parking Ticket Revenue	1,518,418.00	1,590,737.00
Animal at large calls	750.00	524.00
Animal traps set	362.00	160.00
Animal bites handled	58.00	53.00
Wheel locks applied	277.00	524.00
Wheel locks Revenue (Boot Fee Only)		31,440.00
Abandon vehicles reported	875.00	741.00
Graffiti photographed and removed	1,627.00	1,273.00
Graffiti arrests	330.00	320.00
Days assisted patrol with bond hearing		188.00

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OBJECTIVES ACCOMPLISHED IN 2007:

- ✚ Reduction of staffing related overtime
- ✚ Implementation of parking enforcement officer program
- ✚ Introduction of fuel efficient vehicles for parking and CSO use
- ✚ Acquisition of two new graffiti washers and second graffiti removal technician
- ✚ Addition of third canine team
- ✚ Introduction of advanced in house forensic services
- ✚ Increase in staffing level for Auxiliary Police Unit
- ✚ Introduction of Community Marches (Take Back the Night)
- ✚ Strengthened Community-Police relations
- ✚ Installation of RedSpeed automated traffic enforcement systems
- ✚ Implementation of new Computer Assisted Dispatch and Records Management Software
- ✚ Revision in incident reporting policy (allows additional patrol time per officer)
- ✚ Implementation of VIPS (Volunteers in Police Service) using Citizens Police Academy alumni
- ✚ Charter membership in the Chicago Fusion Center (Crime Prevention Intelligence Center)
- ✚ Joint roadside safety missions with the Oak Park Police and the Illinois State Police
- ✚ Formation and regularly scheduled operation of the West Suburban Enhanced Drug and Gang Enforcement Task Force, (WEDGE) (with Riverside, North Riverside, Forest Park, Lyons, and Stickney [Oak Park and Cicero initially joined, but have become inactive by their own accord])

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- ✚ Implementation of a Gang member software tracking program in conjunction with the establishment of the WEDGE Task Force, Gangbook.com
- ✚ Agreement with Chicago Police/Cook County Sheriff's Police Helicopter Task Force for Helicopter support (no cost to City of Berwyn)
- ✚ Index crime reduced by 6.5 total percent in years 2005 and 2006
- ✚ Revamping of patrol beat or sectors to provide more efficient police service
- ✚ Deployment of Thermal Imaging Equipment
- ✚ Acquisition of State of the Art Prisoner Transport Vehicle

Objectives accomplished in 2007 - Investigative Services

- ✚ Establishment of an Asset Forfeiture and Seizure policy implemented department wide
- ✚ Review of all asset forfeiture accounts and merging or streamlining of accounts completed
- ✚ Review of dormant or stale cases still pending
- ✚ Entered into an agreement with an on-line based law enforcement group for sale of recovered property Propertyroom.com
- ✚ Digital Photography
- ✚ Web Based Gang member data base
- ✚ CPIC Membership
- ✚ Investigator Training through Chicago Police Dept.
- ✚ Establishment of the Crime Scene Processing Unit

Objectives accomplished in 2007 - Line Services

- ✚ Conducted the Department's first ever DUI and Click It or Ticket Checkpoints.

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- ✚ Created a street level crime interdiction unit with personnel assigned from Patrol Division.
- ✚ Temporary assignments of Patrol Officers to specialized units to assist those units and cross-train the officers.
- ✚ Provided advanced police management courses for Supervisor development.
- ✚ Patrol Carbine training completed, carbines deployed to Patrol Division.

Objectives accomplished in 2007 - Administrative Services

- ✚ Creation of Standard Operating Procedures specifically for the Emergency Communications Division.
- ✚ Hiring of an additional five full-time Telecommunicators which will bring the Division total to sixteen by year end.
- ✚ Implementing a new hiring process for full and part-time Telecommunicators which includes documented testing that is court defensible.
- ✚ Implementation of a "Language Line" service which allows Telecommunicators immediate conferencing with interpreters for callers who cannot speak an understood language.
- ✚ Revamping of the Communications Training and Evaluation program to include updated Training Manuals for new personnel along with a new Daily Observation Reporting program.
- ✚ Successful transition to a new telephone and radio recording system with archiving capabilities and software for quick playback by on-duty Telecommunicators.
- ✚ Installation of Busy User Displays at each position in the 9-1-1 Center for quick recognition by personnel entering the Center as to Telecommunicators on active phone calls and/or radio transmissions.
- ✚ Efficient utilization of full-time personnel, in particular Telecommunicators assigned to the "Swing Shift", in filling pre-planned absences (i.e. Holiday and Vacation time) thus reducing overtime costs.

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- ✚ Increased training and monthly testing on the TDD system which is utilized by Telecommunicators to communicate with hearing impaired callers.
- ✚ Staff recognition during National Public Safety Telecommunicator Week including a luncheon and Proclamation by the City Council.
- ✚ Revamped 9-1-1 Public Education program with presentations being made at community events, Neighborhood Watch meetings, departmental training and National Night Out.

Objectives accomplished in 2007 - Support Services

- ✚ Addition of an additional Graffiti Removal Technician to assist with removals
- ✚ Purchased 2 new Graffiti removal pressure washers
- ✚ New uniforms and badges for Community Service Officers
- ✚ 6 Chevy Aveos - approximately .66% reduction in gas consumption
- ✚ Community Service Officers assisted with desk duty to free up a patrolman
- ✚ Hired six Parking Enforcement Officers to provide 24 hour enforcement Mon-Fri.
- ✚ Issued 40,648 parking violations from Jan –Sep 2007
- ✚ Successfully utilized speed trailers at 17 residential and school locations where speeding was an issue or complaint. Between April – July 2007
- ✚ Participated in 2007 Click it-or Ticket campaign which resulted in 3255 tickets issued in the month of May, and assisted the State in reaching a 90.5% seatbelt compliance rate.
- ✚ Purchased two portable truck scales to enforce overweight truck statutes
- ✚ Participated in the IDOT truck safety campaign funded through IDOT grant
- ✚ Prioritized the accident review board to monitor in house accidents.

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- ✚ Installed printers in the police cars to electronically record and print auto accident reports. Participated in multiregional train safety campaign and participated in the two State Police safety campaign.
- ✚ Redesigned the graphics on the police fleet
- ✚ Addition of a second Graffiti removal trucks and purchase of two new power washers to the fleet
- ✚ Addition of three new canine vehicles to the fleet
- ✚ Replaced four front line squad cars with two new Dodge Chargers & two new Crown Victoria's
- ✚ Addition of a dedicated vehicle for the on duty Watch Commander
- ✚ Addition of two ATV'S, for special purpose patrol and special events
- ✚ Addition of four Segway Human Transporters for special patrol & events.
- ✚ Individual gas key assigned for each vehicle to better monitor fuel consumption
- ✚ Equipment supply boxes with emergency equipment installed in trunks of all vehicles for officers to use in emergency situations
- ✚ Third place award in national publication of Law and Order Magazine for best design of a special purpose vehicle, K-9 car.
- ✚ First place award Best of Show at Bellwood Police Car show for Dodge Magnum K-9 vehicle
- ✚ Best of Show award for Squad #119 Prisoner Transport Van at Aurora car show
- ✚ Implementation of upgraded computerized booking system funded by Cook County.

OBJECTIVES TO BE ACCOMPLISHED IN 2008:

- ✚ 2% reduction in index crime

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- ✚ Implementation of a limited wireless reporting system for BPD vehicles (preliminary infrastructure in place from school camera grant) this would minimize report related overtime issues, as well as keeping officers visible on the street.
- ✚ Increase manpower in the Auxiliary Contingent. In order to shift the burden for many duties from full time sworn patrol personnel, while still complying with the Illinois law relative to the maximum allowable number of hours worked per auxiliary officer per year. This would also allow us to resume a previously halted "Walk and Talk" program conducted by the Auxiliary Contingent.
- ✚ Activation of the Volunteers in Police Service/Citizens' Police Academy and continue to utilize trained volunteers as additional resources.
- ✚ Implementation of Crime Free Multi Housing. The sheer number of rental units on the market in Berwyn necessitates that this program become operational as soon as possible.
- ✚ Implementation of a Risk Management Program. Incidents ranging from traffic crashes to injuries sustained by BPD personnel need to be critically evaluated and examined to determine if there are better, safer ways to conduct tasks.

Objectives to be accomplished in 2008 - Investigative Services

- ✚ Top to bottom review of the Internal Affairs process, policy and procedure to ensure the integrity of the system
- ✚ Establish a tracking and reporting system for all Internal Affairs complaints as well as all complaints against employee's that don't rise to the level of Internal Affairs issues, in an effort to prepare a yearly statistical report.
- ✚ Creation of a full time Forensics Services/Property Management Supervisor
- ✚ Crime pattern mapping
- ✚ Cold Case files reviewed on a regular basis
- ✚ Participation in the major crimes task force WESTAF
- ✚ Re-instituting the Arson Task force in conjunction with the Berwyn Fire Department, and Arson Investigation Certification for additional investigators

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Objectives to be accomplished in 2008 - Line Services

- ✚ Expand the Street Crime Interdiction Unit. Data indicates that aggressive street crime enforcement will bring about reductions in quality of life types of crimes.
- ✚ Conduct at least two DUI and Click It or Ticket Checkpoint Mission per shift per month.
- ✚ Increase gang enforcement.
- ✚ Increase roll call training.
- ✚ Increase walking patrols.
- ✚ Qualifications twice in year 2008 and four times in year 2009 with Duty Pistol and Shotgun.
- ✚ Quarterly qualifications with the Patrol Carbine
- ✚ Maintain yearly qualifications with:
 - PR-24 and Collapsible Batons
 - Chemical Restraint Devices
 - Rapid Response Updates
 - TASER Certifications
 - Use of Force and Constitutional Law
 - Biannual CAPS Judgmental Certifications
 - Increase Professional Development tracks for middle and upper management

Objectives to be accomplished in 2008 - Administrative Services

- ✚ Develop and Implement a crime mapping system that will assist in identifying crime hot spots, along with trends and patterns will target areas for proactive measures. This will also assist the Watch Commanders in manpower allocation strategies.
- ✚ Formulate and adopt an investigative protocol, along with a safety/risk management committee to evaluate all work place injuries, and develop greater safety awareness measures.

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**Police Department
08**

- ✚ Facilitate a smooth transition from the current time keeping system for payroll to the KRONOS time keeping system.

Objectives to be accomplished in 2008 - Communications

- ✚ Schedule: Once staffing is in place, personnel will be migrating to a new 12 hour schedule. This schedule will accomplish a minimum staffing level of three Telecommunicators around the clock while also allowing personnel to take benefit time without adversely impacting minimum staffing. It is also a somewhat attractive schedule to those working based on the increased amount of off days.
- ✚ Total yearly hours being worked by each Telecommunicator would translate to 2,098.75, 18.75 hours over the standard 2,080 yearly working hours.
- ✚ The 18.75 could be returned in the form of monetary compensation to each Telecommunicator at their new hourly rate (at time and a half), or could be returned in the form of additional time off during the year which would have no budgetary impact.
- ✚ Emergency Medical Dispatch: The State of Illinois, by way of the Emergency Medical Services (EMS) Systems Act (210 ILCS 50/3.70), mandates that any agency that “accepts calls from the public for emergency medical services and dispatches designated emergency medical services personnel and vehicles” must provide these instructions. The program that achieves this mandate is known as Emergency Medical Dispatch (EMD) which is structured protocol system for Telecommunicators to provide pre-arrival instructions to callers requesting emergency medical assistance. While this is an un-funded mandate, it’s the right thing to do for the citizens of Berwyn. Currently only three Telecommunicators have up-to-date EMD certification.
- ✚ Training costs could be reduced through course hosting which allows for “free” seats in classes, or the Fire Department could also be asked for tuition reimbursement as this program directly benefits their operations.
- ✚ Phase II Wireless 9-1-1: By upgrading our current wireless 9-1-1 system from Phase I to Phase II approximate locations of callers can be obtained utilizing latitude and longitude provided with the call. This information is then transferred to a mapping program for the Telecommunicator.

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**Police Department
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- ✚ The upgrade is completed by AT&T converting our 9-1-1 database version, Intelligent Solutions making adjustments to the computer servers to accept the data and the addition of a mapping application which should be free of charge based on the contract that the Emergency Telephone Systems Board has with Intelligent Solutions for exclusive rights to all future upgrades and modules. It will also require a lot of man hours working with the cellular carriers on test calls prior to going live with Phase II.
- ✚ Mobile Data: The next phase of newly instituted CAPERS CAD and RMS systems is pushing the data to police and fire field units for responding to calls for service and data being returned from the field in the form of reports generated by responding units.
- ✚ This phase of the CAD and RMS systems will again be an added module to those systems covered under the contract as described above. There will be costs associated with upgrading wireless service to the field units, additional laptop computers, etc.
- ✚ Communications Training Officers: Although the Communications Training and Evaluation program and Communications Training Manual have been recently revamped and updated, those Telecommunicators assisting in the training process need to either attend an initial training course or refresher training specifically designed for Communications Training Officers.
- ✚ Public Education: Drawing on the success of the 9-1-1 Center's participation in this year's National Night Out, public education programs on 9-1-1 will be offered to schools, civic groups, businesses and Police and Fire Department related programs (i.e. Neighborhood Watch).
- ✚ Volunteers will be sought for the program, or schedules of on-duty personnel could be adjusted provided it does not impact minimum staffing. The biggest return will also be non-monetary, good public relations with the citizens of Berwyn
- ✚ Monthly Training: Starting in January, monthly in-service training will be conducted within the Communications Division. Training will be geared in such a way that it can be conducted while personnel are on-duty (via PowerPoint presentation, printed materials, etc.), and will include topics from both the Police and Fire Department. Examples would be severe weather preparedness towards spring time, TDD refresher training and domestic violence training to name a few.

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**Police Department
08**

- ✚ All training will be conducted on-duty, materials and ideas will be submitted to the Communications Manager for training preparation.

- ✚ Radio Alarm System: While the several of the goals have fiscal implications, one project that we will continue working on is the implementation of a radio alarm system in the City of Berwyn for the transmitting of burglar and fire alarms. This system would replace the “traditional” phone line system currently being utilized for alarm transmissions, and by the City owning and managing the radio network a substantial amount of revenue could be returned to assist in off-setting some of the fiscal implications.

- ✚ Miscellaneous Projects: There are other projects potentially on the front burner in 2008 such as a back-up 9-1-1 Center/Emergency Operations Center, remodeling of the current 9-1-1 Center, new 9-1-1 phone system and mobile command vehicle. While the Communications Division will be involved in all of these projects, fiscal implications will more than likely be addressed by the Emergency Telephone Systems Board or other line items in the Police and/or Fire Department budgets.

Objectives to be accomplished in 2008 - Support Services

- ✚ Purchase of additional hand held parking computers for Community Service Officers and Parking Enforcement Officers.

- ✚ Conversion of donated vehicle to an animal control vehicle.

- ✚ Hire three additional parking Officers to relieve Community Service Officers of Parking Enforcement tasks which will allow the transition of more Community Service Officers assisting the Patrol Division by assigning them to non law enforcement station duties.

- ✚ Upgrade in car video recording system in the traffic car as well as patrol cars.

City of Berwyn
2008 Budgeted Expenditures by Department
Police
12/31/2008

Account Number	Account Name	2005 Balance	2006 Balance	2007 YTD 9-30-07	2007 Projected	2007 Budget	2008 Budget	Change Amount	Percent Change
11-5-08-5110	Police - Admin - Ch of Police, Div Cdrs	\$ 873,382	\$ 416,583	\$ 342,894	\$ 487,172	\$ 531,160	\$ 546,811	\$ 15,651	3%
11-5-08-5111	Police - Sprvsrs - Lieut's & Sergeant's	1,125,917	1,485,724	1,066,037	1,514,588	1,391,558	1,627,475	235,917	17%
11-5-08-5112	Police - Patrol & Detect	4,467,219	4,835,448	3,611,902	5,131,664	5,090,797	5,696,394	605,597	12%
11-5-08-5113	Police - Civilians	1,339,308	1,429,837	1,037,737	1,474,380	1,685,919	1,916,739	230,820	14%
11-5-08-5114	Police - Auxiliary	84,947	83,851	65,252	92,708	100,000	130,000	30,000	30%
11-5-08-5115	Police - Overtime	640,101	704,706	482,066	684,903	615,000	640,000	25,000	4%
11-5-08-5120	Police - Buy back	484,984	848,996	646,596	646,596	656,987	642,000	(14,987)	-2%
11-5-08-5125	Police - Clothing stipend	93,007	(500)	100,500	103,000	103,000	110,000	7,000	7%
11-5-08-5130	Police - Benefits	3,731,044	2,221,209	1,824,031	2,175,128	2,089,481	2,479,355	389,874	19%
11-5-08-5150	Police - Other benefits	103,114	167,767	101,924	162,237	125,000	105,000	(20,000)	-16%
11-5-08-5155	Police - Pension	1,859,590	1,893,048	1,007,031	2,236,154	2,236,154	1,928,758	(307,396)	-14%
11-5-08-5160	Police - Internal service fund	969,914	1,202,649	1,364,959	1,364,960	-	1,702,783	1,702,783	#DIV/0!
11-5-08-5300	Police - Other general expenses	31,205	70,624	55,653	74,575	94,000	92,000	(2,000)	-2%
11-5-08-5305	Police - Postage, printing and publications	15,987	14,918	10,642	14,260	13,500	14,688	1,188	9%
11-5-08-5310	Police - Telephone	62,631	70,480	48,952	65,596	64,000	50,000	(14,000)	-22%
11-5-08-5320	Police - Utilities	152,458	146,981	111,229	149,047	141,000	180,000	39,000	28%
11-5-08-5330	Police - Training, dues and education	26,921	29,772	22,489	30,135	45,000	50,000	5,000	11%
11-5-08-5335	Police - Supplies	50,029	49,771	38,410	51,469	56,800	53,000	(3,800)	-7%
11-5-08-5500	Police - Repairs and maintenance	165,508	166,595	162,056	217,155	180,000	170,000	(10,000)	-6%
11-5-08-5505	Police - Copier maintenance	-	27,109	21,751	29,146	27,070	27,070	-	0%
Department Total		\$ 16,277,266	\$ 15,865,567	\$ 12,122,111	\$ 16,704,874	\$ 15,246,426	\$ 18,162,074	\$ 2,915,648	19%

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**Fire and Police Commission
09**

PROGRAM MANAGER: Commission


PROGRAM DESCRIPTION:

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

COMMISSION MEMBERS:

-  Carl Reina
-  Richard Toman
-  Anthony Adolf
-  Joe Lotito, Secretary

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
 2008 Budgeted Expenditures by Department
 Fire and Police Commission
 12/31/2008

Account Number	Account Name	2005 Balance	2006 Balance	2007 YTD 9-30-07	2007 Projected	2007 Budget	2008 Budget	Change Amount	Percent Change
11-5-09-5111	Fire and Police Commission - Salaries	\$ 17,353	\$ 16,003	\$ 11,263	\$ 16,002	\$ 15,500	\$ 15,500	\$ -	0%
11-5-09-5130	Fire and Police Commission - Benefits	-	4,274	2,816	4,001	992	3,875	2,883	291%
11-5-09-5300	Fire and Police Commission - Other general expenses	37,664	9,663	5,204	6,973	8,400	6,500	(1,900)	-23%
Department Total		<u>\$ 55,017</u>	<u>\$ 29,940</u>	<u>\$ 19,283</u>	<u>\$ 26,976</u>	<u>\$ 24,892</u>	<u>\$ 25,875</u>	<u>\$ 983</u>	<u>4%</u>

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**Building & Neighborhood Affairs
11**

PROGRAM MANAGER: Building Director

PROGRAM DESCRIPTION:

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

SERVICES:

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

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**Building & Neighborhood Affairs
11**





STAFFING:

Position (FTE)	2007 Actual	2008 Budget
Building Director	1.00	1.00
Director of Neighborhood Affairs	1.00	1.00
Permit Clerk I	1.00	1.00
Permit Clerk II	1.00	1.00
Compliance Clerk I	1.00	1.00
Compliance Clerk II	0.68	1.00
Compliance Inspector I	1.00	1.00
Compliance Inspector II	1.00	1.00
Compliance Inspector III	1.00	1.00
Janitor	1.00	1.00
Foreclosure Clerk	0.25	-
Building Inspector	1.00	1.00
Blight Inspector	3.00	3.00
Total	<u>13.93</u>	<u>14.00</u>

ACTIVITY MEASURES:

Activity Measures	2006 Actual	2007 Projected	2008 Projected
Permits Issued	5,297.00	4,500.00	4,800.00
Permit Revenue	818,765.50	571,012.00	628,113.00
Compliances Issued	1,997.00	596.00	656.00
Compliance Revenue	101,740.00	80,713.00	88,784.00
Blight Citations Issued (First)	1,754.00	1,908.00	2,003.00
Blight Completed w/o citations	1,627.00	1,777.00	1,865.00

OBJECTIVES ACCOMPLISHED IN 2007:

-  Adopted and implemented 2006 ICC Codes
-  Developed and implemented comprehensive "Rodent Abatement Plan"
-  Hired ICC Certified inspector for Compliance
-  Refined Adjudication Collection Process

**City of Berwyn
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**Building & Neighborhood Affairs
11**

- ✚ Created new Blight Procedures
- ✚ Updated Job Descriptions for Inspectors
- ✚ Streamlined Adjudication Process
- ✚ Improved Customer Service policies to assist residents regarding Blight
- ✚ Completed purging and reorganization of adjudication files
- ✚ Citations regarding blight are reissued if not completed
- ✚ Instituted data entry policies for all to update resident information in real time
- ✚ Initiated "Payment Plan" into Director System to assist residents with financial difficulties
- ✚ Implemented tracking for permits issued regarding blight
- ✚ Opened up better lines of communication between departments through electronic and personal means
- ✚ Replaced rooftop air conditioner

OBJECTIVES TO BE ACCOMPLISHED IN 2008:

- ✚ All Inspectors to be ICC Certified
- ✚ Provide minimum training of 1.5 CEU to certified inspectors
- ✚ Blight Citations to be adjudicated within 30 days from issue
- ✚ Incorporate Fire Ordinances in Adjudication process
- ✚ Train Fire Department on "Director" system to issue electronic citations
- ✚ Train Collector department inspector to issue electronic citations
- ✚ Update Job Descriptions for Compliance and Permit Clerks

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**Building & Neighborhood Affairs
11**

- ✚ To repair walls and paint the first floor of City Hall
- ✚ Replace/Repair boiler at City Hall
- ✚ Purge and remove all unnecessary materials from storage room
- ✚ Cross train compliance and permit clerks
- ✚ Develop more “Resident Friendly” policies regarding warnings and citations
- ✚ Replace front stoop and railings at City Hall to improve aesthetic and functionality

BUDGET SUMMARY:

- ✚ The Building Department will be improving Building, Blight, Compliance, and Adjudication processes in the coming year. We will focus on how our procedures effect residents and continue to improve our customer service skills. We have made many strides in 2007 toward this goal by utilizing better processes and personnel.
- ✚ In 2008 we are planning to increase the hours of the Compliance Inspector II to a full time position. This will be needed to assist in the hours needed to perform the multi-unit inspections. We are also going to expand the duties of both the Permit Clerk II and Compliance Clerk II. They will have additional duties and alleviate the need for increased staffing.
- ✚ Additional monies are required to improve the department regarding salaries and training to upgrade existing personnel. The salaries are not in line with comparable other municipalities and are in need of adjustments in order to retain and improve the personnel. Training is needed on an ongoing basis to improve the abilities of all Building Department personnel.
- ✚ We have suffered a great deal of injury and workman’s compensation claims within the last year and this places a formidable strain on the budget for 2008. With better trained and skilled professionals working within the Building Department, instances of this will decrease and the department will be better able to allocate funds for improvements and not workman’s compensation claims.

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**Building & Neighborhood Affairs
11**

- ✚ The electrical and plumbing inspection line increased in the 2008 budget as the plumbing inspector expenditures were moved from the water fund into the general fund.

City of Berwyn
 2008 Budgeted Expenditures by Department
 Building / Neighborhood Affairs
 12/31/2008

Account Number	Account Name	2005	2006	2007	2007	2007	2008	Change	Percent
		Balance	Balance	YTD 9-30-07	Projected	Budget	Budget	Amount	Change
11-5-11-5111	Building - Salaries	\$ 472,978	\$ 472,257	\$ 308,533	\$ 438,353	\$ 493,320	\$ 544,016	\$ 50,696	10%
11-5-11-5115	Building - Overtime	7,116	4,107	102	204	5,000	-	(5,000)	-100%
11-5-11-5120	Building - Sick day buy back	4,050	15,498	4,681	4,681	-	2,500	2,500	#DIV/0!
11-5-11-5130	Building - Benefits	23,969	291,344	128,460	179,725	321,391	223,047	(98,344)	-31%
11-5-11-5160	Building - Internal service fund	-	79,990	752,792	752,792	-	318,710	318,710	#DIV/0!
11-5-11-5210	Building - Elec/Plumbing Inspctr	35,780	33,859	50,323	67,433	40,000	75,000	35,000	88%
11-5-11-5300	Building - Other general expenses	53,560	97,565	51,140	68,528	45,500	60,000	14,500	32%
11-5-11-5305	Building - Postage, printing & publications	5,820	6,568	5,172	6,930	9,000	7,500	(1,500)	-17%
11-5-11-5325	Building - Utilities	79,817	54,675	23,237	31,137	63,500	40,000	(23,500)	-37%
11-5-11-5400	Building - Professional service	137,559	131,802	59,113	79,211	140,000	120,000	(20,000)	-14%
11-5-11-5500	Building - Repairs and maintenance	103,619	71,634	68,877	92,295	66,000	50,000	(16,000)	-24%
11-5-11-5505	Building - Copier maintenance	-	9,237	7,013	9,397	9,500	9,400	(100)	-1%
Department Total		<u>\$ 924,268</u>	<u>\$ 1,268,537</u>	<u>\$ 1,459,443</u>	<u>\$ 1,730,687</u>	<u>\$ 1,193,211</u>	<u>\$ 1,450,173</u>	<u>\$ 256,962</u>	<u>22%</u>

**City of Berwyn
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For the Fiscal Year Beginning January 1, 2008

**Streets
20**

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 22 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**

- Installation, repair and replacement of street signs and posts.
- Install and maintain all roadway and parking stripage and markers.
- Install and repair parking meters

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**Streets
20**

✚ Fleet Maintenance

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

✚ Public Works Building

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

✚ Work for Other Departments

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

STAFFING:

Position (FTE)	2007 Actual	2008 Budget
Street Superintendent	0.40	1.00
Secretary/Receptionist	1.00	1.00
Fleet Manager	1.00	1.00
Mechanic	2.00	2.00
Working Foreman	1.00	1.00
Drivers	<u>14.00</u>	<u>14.00</u>
Total	<u>19.40</u>	<u>20.00</u>

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**Streets
20**

ACTIVITY MEASURES:

Activity Measures	2006 Actual	2007 Actual	2008 Budget
Miles of Streets	110.00	110.00	110.00
Street sweeping miles	5,720.00	5,720.00	5,720.00
Miles of Alleys	54.00	54.00	55.00
Miles of alleys swept	162.00	324.00	648.00
Street Signs maintained	4,758.00	4,763.00	4,891.00
Pavement Striping Expenses	\$ 7,900.00	\$ 12,000.00	\$ 8,000.00
Crackfilling Expenses	\$ -	\$ 30,000.00	\$ 35,000.00
Vehicle/Equipment work orders	431.00	516.00	520.00
Service requests	2,250.00	2,600.00	2,200.00
Parking areas maintained	11.00	11.00	11.00
Public area maintained	6.00	6.00	6.00

OBJECTIVES ACCOMPLISHED IN 2007:

- ✚ Begin contractual striping and crack filling program to address roadway maintenance needs.
- ✚ Increased maintenance of public and commercial areas throughout the City.
- ✚ Computerized mapping of storm sewers and street lights.

OBJECTIVES TO BE ACCOMPLISHED IN 2008:

- ✚ Restructure division to accommodate increased landscape maintenance.
- ✚ Modernize and enforce leaf collection ordinances.
- ✚ Further increase maintenance of public and commercial areas throughout the City.

BUDGET SUMMARY:

- ✚ Addition of a full time Traffic Engineer to perform traffic studies and provide construction related services on all City public infrastructure projects.
- ✚ Upgrade the plantings and contractual maintenance of landscaping in the Cermak, Roosevelt, Depot and Ogden TIF districts.

**City of Berwyn
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**Streets
20**

- ✚ Rehabilitate two street sweepers to increase lifespan and decrease general cost of operations and maintenance.
- ✚ To coordinate the contractual engineering and first year construction of the alley improvements on Ogden Ave.
- ✚ Complete the paving and improvements in the alley behind the 2800 block of Ridgeland Road.
- ✚ Replacement of two ¾ ton dump trucks (M7, M12) and body due to age and wear.

City of Berwyn
 2008 Budgeted Expenditures by Department
 Streets
 12/31/2008

Account Number	Account Name	2005 Balance	2006 Balance	2007 YTD 9-30-07	2007 Projected	2007 Budget	2008 Budget	Change Amount	Percent Change
11-5-20-5111	Streets - Salaries	\$ 1,116,308	\$ 1,140,536	\$ 725,941	\$ 980,541	\$ 952,300	\$ 1,094,354	\$ 142,054	15%
11-5-20-5115	Streets - Overtime	75,971	34,589	28,624	31,000	68,000	45,000	(23,000)	-34%
11-5-20-5125	Streets - Clothing stipend	-	-	14,486	14,100	14,100	14,100	-	0%
11-5-20-5130	Streets - Benefits	707,349	481,091	310,414	402,022	480,594	448,685	(31,909)	-7%
11-5-20-5160	Streets - Internal service fund	93,322	76,880	84,223	84,223	-	82,507	82,507	#DIV/0!
11-5-20-5200	Streets - Stock expenditures	-	10,724	6,840	9,166	6,000	9,532	3,532	59%
11-5-20-5210	Streets - Engineering CDBG	65,120	50,368	13,280	17,795	-	-	-	#DIV/0!
11-5-20-5300	Streets - Other general expenses	191,603	87,790	88,050	117,987	79,650	79,650	-	0%
11-5-20-5310	Streets - Telephone	10,623	10,059	2,298	3,079	10,500	9,500	(1,000)	-10%
11-5-20-5320	Streets - Utilities	102,277	105,648	61,521	82,438	121,300	5,000	(116,300)	-96%
11-5-20-5325	Streets - External gas and oil	-	-	15,595	20,898	62,000	96,000	34,000	55%
11-5-20-5500	Streets - Repairs and maintenance	110,403	114,913	80,808	108,283	127,000	140,000	13,000	10%
11-5-20-5505	Streets - Copier maintenance	-	2,625	1,207	1,617	2,700	5,000	2,300	85%
11-5-20-5510	Streets - Landscape maintenance	-	68,896	10,237	68,000	53,000	80,000	27,000	51%
Department Total		<u>\$ 2,472,976</u>	<u>\$ 2,184,120</u>	<u>\$ 1,443,524</u>	<u>\$ 1,941,149</u>	<u>\$ 1,977,144</u>	<u>\$ 2,109,328</u>	<u>\$ 132,184</u>	<u>7%</u>

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**Forestry
21**

PROGRAM MANAGER: Director of Public Works

PROGRAM DESCRIPTION:

The Forestry Division provides the staff, equipment and materials to maintain the approximately 11,000 public trees in the urban forest of Berwyn. Forestry Division plants, trims, and removes all tree-related materials.

SERVICES:

 **Administration**

- Management of 5.5 FTE employees
- Management of the yearly budget for the Forestry Division
- Coordination of all calls for service.
- Coordinates MFT contractual trimming program.
- Supervision of daily operations of all services provided by the Division

 **Forestry Operations**

- Conducts evaluation of all tree related service calls.
- Installs, trims, and removes all parkway and public trees.
- Provides emergency services and post storm cleanup.

STAFFING:

Position (FTE)	2007 Actual	2008 Budget
Secretary/Receptionist	0.50	0.50
Working Foreman	2.00	2.00
Drivers	3.00	3.00
Total	5.50	5.50

**City of Berwyn
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**Forestry
21**

ACTIVITY MEASURES:

Activity Measures	2006 Actual	2007 Actual	2008 Budget
Number of trees planted	80.00	25.00	25.00
Number of trees trimmed (a)*	243.00	260.00	-
Number of trees trimmed (b)*	-	1,200.00	1,000.00
Number of trees removed (a)*	123.00	168.00	-
Number of trees removed (b)*	6.00	-	10.00
Number of stumps removed	82.00	82.00	-
Tree-related service requests	516.00	543.00	-

*(a) in-house, (b) contractual

OBJECTIVES ACCOMPLISHED IN 2007:

- ✚ Restructured Forestry operations
 - Instituted contractual tree trimming
 - Increased operating hours
 - Streamlined personnel assignments
- ✚ Began City-wide tree inventory

OBJECTIVES TO BE ACCOMPLISHED IN 2008:

- ✚ Complete second phase of tree inventory program.
- ✚ Increase number of trees trimmed by in-house staff
- ✚ Contractual tree trimming and removal utilizing MFT funds

BUDGET SUMMARY:

- ✚ Provide coordination of the contractual tree trimming and removal program.
- ✚ Provide enhanced tree inspection services and disease recognition program.
- ✚ Triple the replacement rate of trees throughout the City and focusing on the fifth ward reforestation.

**City of Berwyn
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**Forestry
21**

- ✚ Completion of the second year of compiling a tree inventory system.

City of Berwyn
 2008 Budgeted Expenditures by Department
 Forestry
 12/31/2008

Account Number	Account Name	2005 Balance	2006 Balance	2007 YTD 9-30-07	2007 Projected	2007 Budget	2008 Budget	Change Amount	Percent Change
11-5-21-5111	Forestry - Salaries	\$ 154,513	\$ 179,325	\$ 188,987	\$ 259,337	\$ 247,520	\$ 301,608	\$ 54,088	22%
11-5-21-5115	Forestry - Overtime	16,609	9,516	12,497	26,589	15,000	18,000	3,000	20%
11-5-21-5125	Forestry - Clothing stipend	-	-	4,000	4,000	4,000	4,000	-	0%
11-5-21-5130	Forestry - Benefits	-	122,678	82,915	106,328	125,699	123,659	(2,040)	-2%
11-5-21-5160	Forestry - Internal service fund	-	5,003	19,442	19,442	-	18,854	18,854	#DIV/0!
11-5-21-5300	Forestry - Other general expenses	-	60	722	967	120	500	380	317%
11-5-21-5500	Forestry - Repairs and maintenance	<u>24,754</u>	<u>47,969</u>	<u>25,882</u>	<u>34,682</u>	<u>57,400</u>	<u>68,000</u>	<u>10,600</u>	<u>18%</u>
Department Total		<u>\$ 195,876</u>	<u>\$ 364,551</u>	<u>\$ 334,445</u>	<u>\$ 451,346</u>	<u>\$ 449,739</u>	<u>\$ 534,622</u>	<u>\$ 84,883</u>	<u>19%</u>

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**Zoning Board
13**

PROGRAM MANAGER: Board








PROGRAM DESCRIPTION:

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

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

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

BOARD MEMBERS:

-  Joel Chrastka, Chairman
-  Milton F. Persin, Executive Secretary
-  Dominic Castaldo
-  Robert Fejt
-  Don Miller
-  Nora Laureto
-  Mary Esther Hernandez

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

OBJECTIVES ACCOMPLISHED IN 2007:

- ✚ The Board held 15 full appeal hearings for Variations, Conditional Uses, and changes in Non-Conforming Uses. There were four petitions resolved prior to a meeting, and as of October 22, 2007, there are six outstanding petitions for meetings. With the exception of one emergency meeting that was ultimately cancelled, these meetings were processed in an orderly manner with proper publication and final submission of a resolution and ordinance as necessary to the City Clerk for submission to the City Council.
- ✚ Matters submitted to the Executive Secretary by the Building Department, other City Officials, aldermen, attorneys, and citizens in reference to procedures and interpretation of the Zoning Code, legal opinions, instructions, and guidance.
- ✚ Five Petitions for Hearings submitted to the Zoning Board were able to be resolved without a hearing.

OBJECTIVES TO BE ACCOMPLISHED IN 2008:

- ✚ Continue to revise and update the Zoning Code, which was last passed in 1995. This includes the proper documentation of changes and amendments made since then to the Zoning Manuals.
- ✚ Work with the Building Department to improve communication with citizens of the City in regard to the requirements and procedures of the Zoning Board in reference to preparation of forms, fees, and publication requirements and language.
- ✚ Guidelines for investigations by Board members shall require that all area investigations shall be made at the site of the property and in the presence of the applicant or a duly appointed agent, and no City Official or Alderman shall be present at such investigations, such that the investigator can make an independent analysis.

City of Berwyn
 2008 Budgeted Expenditures by Department
 Zoning Board
 12/31/2008

Account Number	Account Name	2005 Balance	2006 Balance	2007 YTD 9-30-07	2007 Projected	2007 Budget	2008 Budget	Change Amount	Percent Change
11-5-13-5111	Zoning - Salaries	\$ 11,848	\$ 12,504	\$ 9,095	\$ 12,922	\$ 12,600	\$ 12,600	\$ -	0%
11-5-13-5130	Zoning - Benefits	-	517	331	989	-	964	964	#DIV/0!
11-5-13-5300	Zoning - Other general expenses	<u>2,446</u>	<u>2,356</u>	<u>1,763</u>	<u>2,362</u>	<u>2,850</u>	<u>2,500</u>	<u>(350)</u>	<u>-12%</u>
Department Total		<u>\$ 14,293</u>	<u>\$ 15,378</u>	<u>\$ 11,189</u>	<u>\$ 16,273</u>	<u>\$ 15,450</u>	<u>\$ 16,064</u>	<u>\$ 614</u>	<u>4%</u>

**City of Berwyn
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For the Fiscal Year Beginning January 1, 2008

**Committee and Planning
14**

PROGRAM MANAGER: Mayor and City Council

PROGRAM DESCRIPTION:

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

SERVICES:

Within this department the City records the following:

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

BUDGET SUMMARY:

- ✚ During 2007 the City created a Regional Housing Authority. Due to the timing of this creation only a partial year of expenditures were made in 2007. The 2008 budget includes \$250,000 which represents a full year of operation.
- ✚ During 2007, the City passed an ordinance exempting other taxing bodies from the City's share of municipal utility tax. The amount budgeted for 2008 is an estimate of how much revenue will be rebated back to these other units of government.
- ✚ In 2008 the City will reach its 100th birthday. The City is currently in the planning phase for the 100th birthday celebration. This expenditure line will be used to pay for the organizational costs as well as supplies, materials and time incurred to put together this wonderful event.

City of Berwyn
 2008 Budgeted Expenditures by Department
 Committee and Planning
 12/31/2008

Account Number	Account Name	2005	2006	2007	2007	2007	2008	Change	Percent
		Balance	Balance	YTD 9-30-07	Projected	Budget	Budget	Amount	Change
11-5-14-5210	Committee & Planning - Berwyn Development Corp	\$ 56,000	\$ 64,000	\$ 86,000	\$ 86,000	\$ 86,000	\$ 86,000	\$ -	0%
11-5-14-5215	Committee & Planning - Mainstreet	-	-	12,117	47,010	47,010	49,950	2,940	6%
11-5-14-5220	Committee & Planning - Regional Housing Authority	-	-	62,500	125,000	125,000	250,000	125,000	100%
11-5-14-5225	West Central Municipal Conference	-	12,399	16,260	16,260	13,000	16,747	3,747	29%
11-5-14-5230	Berwyn Historical Society	5,000	-	5,000	5,000	5,000	10,000	5,000	100%
11-5-14-5240	Utility Tax Rebate	14,537	-	1,341	75,000	10,000	50,000	40,000	400%
11-5-14-5245	100th Anniversary celebration	-	-	-	25,000	-	175,000	175,000	#DIV/0!
11-5-14-5300	Committee & Planning - Other general expenses	20,758	5,027	9,721	9,721	12,500	13,000	500	4%
Department Total		<u>\$ 96,295</u>	<u>\$ 81,426</u>	<u>\$ 192,939</u>	<u>\$ 388,991</u>	<u>\$ 298,510</u>	<u>\$ 650,697</u>	<u>\$ 352,187</u>	<u>118%</u>

**City of Berwyn
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For the Fiscal Year Beginning January 1, 2008

**Recreation
23**

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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**Recreation
23**

- ✚ 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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**Recreation
23**

- 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)	2007 Actual	2008 Budget
Director	1.00	1.00
Janitor	2.75	2.75
Maintenance Supervisor	1.00	1.00
Office Manager	1.00	1.00
Programmer	1.00	1.00
Registration Clerk	1.00	1.00
Head Counselor	0.46	0.46
Camp Counselor	4.33	4.33
Building Worker	1.00	1.00
Cashier	1.85	1.85
Concessions	2.04	2.04
Day Camp	0.25	0.25
Life Guard Supervisor	1.89	1.89
Life Guard	10.60	10.60
Field Maintenance	1.13	1.13
PT Maintenance	1.73	1.73
Part Time	1.00	1.00
Total	34.02	34.02

**City of Berwyn
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For the Fiscal Year Beginning January 1, 2008

**Recreation
23**

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 2007:

- ✚ Continue and expand level of programming (quantity and quality), with specific areas of focus including:
 - Community Events
 - Family Activities
 - Cooperative Programming with other public or private agencies

**City of Berwyn
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**Recreation
23**

- ✚ Enhance customer service to residents through marketing and office automation improvements to include website updates
- ✚ Renovate Pony baseball field infield

- ✚ Remove infield lips on A and C fields

- ✚ Repair and renovate gym bleachers

- ✚ Update computer system

- ✚ Update phone system

- ✚ Remote rentals at rooms and pools for parties and revenue

- ✚ Continue to promote and expand the baseball little league programs into our recreation department

- ✚ Work closely with seniors at maple Pool to make Maple Pool summer fun for everyone

- ✚ Expand Summer Day Camp to 10 weeks from 8 weeks

- ✚ Develop promotions or savings to make public take advantage of early bird pool pass sales

- ✚ Start new adult programs
 - Baseball
 - Kickball
 - 14" softball

- ✚ Provide continuing emphasis on expanding/enhancing alliances and partnerships with community groups, organizations, and businesses to effectively enhance the provision of recreation programs and activities
 - Ongoing partnerships, affiliations and alliances are continually monitored and reviewed on a regular basis to ensure program quality and effective communication.

**City of Berwyn
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**Recreation
23**

OBJECTIVES TO BE ACCOMPLISHED IN 2008:

- ✚ Fix infield on the Bronco Baseball Field
- ✚ Remove infield lip on B Field
- ✚ Find incentives for parents to volunteer coach
- ✚ Build a small retractable wall on the stage to separate the weight room and gym
- ✚ Paint parking lot lines and curbs
- ✚ Concrete work at Pavek Pool Deck needs to continue
- ✚ Increase PeeWee Soccer registration - Over the past several years, we've noticed a declining enrollment
- ✚ Purchase new vehicles (trucks) for maintenance
- ✚ Start an All-Berwyn school Flag-Football League

BUDGET SUMMARY:

- ✚ Salaries increased in 2007 and in the 2008 budget due to the increase in the Federal minimum wage requirement in 2007. The majority of the recreation department's workforce is seasonal employees at this wage level.
- ✚ Repairs and maintenance for 2008 were increased from the prior year to accommodate annual maintenance needs. During the 2008 year, this will include fixing the Bronco baseball field, fixing the Pavek pool deck and repairs at Janura park "B" field.

City of Berwyn
2008 Budgeted Expenditures by Department
Recreation
12/31/2008

Account Number	Account Name	2005 Balance	2006 Balance	2007 YTD 9-30-07	2007 Projected	2007 Budget	2008 Budget	Change Amount	Percent Change
11-5-23-5111	Recreation - Salaries	\$ 541,156	\$ 580,504	\$ 486,082	\$ 690,608	\$ 607,446	\$ 722,353	\$ 114,907	19%
11-5-23-5115	Recreation - Overtime	1,498	1,654	2,029	6,087	3,000	2,600	(400)	-13%
11-5-23-5120	Recreation - Sick day buy back	8,670	24,088	10,749	10,749	5,000	12,000	7,000	140%
11-5-23-5130	Recreation - Benefits	738,718	191,758	124,715	172,652	165,829	180,588	14,759	9%
11-5-23-5160	Recreation - Internal service fund	126,172	46,856	36,434	36,434	-	38,496	38,496	#DIV/0!
11-5-23-5210	Recreation - Special events	22,119	24,508	12,004	20,000	32,000	38,000	6,000	19%
11-5-23-5215	Recreation - Concession stand	18,916	18,033	11,416	34,248	28,000	25,000	(3,000)	-11%
11-5-23-5300	Recreation - Other general expenses	29,589	21,483	34,945	46,826	34,050	32,000	(2,050)	-6%
11-5-23-5305	Recreation - Postage, printing & publications	7,656	2,629	3,344	4,481	8,000	5,000	(3,000)	-38%
11-5-23-5310	Recreation - Telephone	7,153	6,719	3,367	4,512	6,000	6,000	-	0%
11-5-23-5325	Recreation - Utilities	22,006	35,736	41,439	55,528	39,600	30,000	(9,600)	-24%
11-5-23-5335	Recreation - Supplies	51,484	65,770	59,934	80,312	76,000	82,721	6,721	9%
11-5-23-5500	Recreation - Repairs and maintenance	80,355	126,159	90,596	121,399	117,000	147,000	30,000	26%
11-5-23-5505	Recreation - Copier maintenance	-	10,808	8,522	11,419	12,000	11,762	(238)	-2%
Department Total		\$ 1,655,492	\$ 1,156,705	\$ 925,576	\$ 1,295,255	\$ 1,133,925	\$ 1,333,520	\$ 199,595	18%

**City of Berwyn
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**Community Relations
33**

PROGRAM MANAGER: Director of Community Relations

PROGRAM DESCRIPTION:

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

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

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

SERVICES:

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

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

STAFFING:

Position (FTE)	2007 Actual	2008 Budget
Director of Community Relations	0.25	0.25
Total	0.25	0.25

ACTIVITY MEASURES:

Activity Measures	2007 Actual
Discrimination Investigations	1.00
Other*	5.00

*Beginning in May, 2007, all calls have been responded to and documented by the Community Relations Director even though they may not be a true discrimination complaint.

**City of Berwyn
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**Community Relations
33**

OBJECTIVES ACCOMPLISHED IN 2007:

- ✚ Revision of the Community Relations Complaint Form.
- ✚ Revision of the Community Relations In-Take Form
- ✚ Granted Approval of the Community Development Block Grant proposal requests, for 2007-2008.
- ✚ Commissioner represents C.R. on School District 100 Strategic Planning Board.

OBJECTIVES TO BE ACCOMPLISHED IN 2008:

- ✚ Provide (in-person) new residents with information on city services. Packets will also be available at City Hall.
- ✚ Approve CDBG Grant proposals.
- ✚ Develop a survey for residents moving into and out of Berwyn.
- ✚ Maintain a database of complaint calls not requiring an investigation.
- ✚ Work with Community Outreach to promote Block Parties.
- ✚ Director or Commissioners will be present at City functions.
- ✚ Research and implement a mediation program for residents.

City of Berwyn
 2008 Budgeted Expenditures by Department
 Community Relations
 12/31/2008

<u>Account Number</u>	<u>Account Name</u>	<u>2005</u> Balance	<u>2006</u> Balance	<u>2007</u> YTD 9-30-07	<u>2007</u> Projected	<u>2007</u> Budget	<u>2008</u> Budget	<u>Change</u> Amount	<u>Percent</u> Change
11-5-33-5111	Community Relations - Salaries	\$ 27,084	\$ 26,957	\$ 11,166	\$ 12,702	\$ 16,000	\$ 5,000	\$(11,000)	-69%
11-5-33-5130	Community Relations - Benefits	-	25,201	854	972	4,006	383	(3,624)	-90%
11-5-33-5210	Community Relations - Special events	1,916	3,883	-	-	1,000	1,000	-	0%
11-5-33-5210	Community Relations - Other general expenses	-	-	-	-	4,000	4,000	-	0%
Department Total		<u>\$ 29,000</u>	<u>\$ 56,041</u>	<u>\$ 12,020</u>	<u>\$ 13,674</u>	<u>\$ 25,006</u>	<u>\$ 10,383</u>	<u>\$(14,624)</u>	<u>-58%</u>

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**Capital
29**

Department Description

This department is used to record one time capital purchases or leases which are not included in other department's budgets. The funding for each project is derived from the General Fund's operating budgets. The significant current year projects are described below:

- ✚ Fire department capital – in 2006 and 2007 this account held the payments on the fire engine which was purchased through a grant program. The 2008 amount represents the annual lease cost for the lease purchase of another fire engine and a new command vehicle.
 - New fire engine - This engine will replace the City's 1981 Seagrave fire engine Unit 911. The reserve engine is required by ISO. This requirement allows a vehicle to be put in service while other vehicles are undergoing maintenance cycles. In the event of breakdown, the reserve unit is also placed into service. This means no reduction in fire protection during the aforementioned events. The new engine will become a primary fire engine at the 16th St. Fire Station. The 1992 engine at the North Fire Station will become the reserve engine.
 - New command vehicle - Unit 900 command vehicle 2000 Ford Expedition. These vehicles are needed to haul necessary incident command equipment. The 2000 Ford would become a reserve command unit.

- ✚ Ambulance lease – through 2007 this account held the lease payments for two ambulance purchased in 2005. The 2008 balance represents an increase due to the lease purchase of two additional ambulances which will replace the City's 2002 ambulances. The 2002 Ambulances are still in a high trade-in range (\$35,000 - \$40,000 each). After 5 years, the trade-in value decreases rapidly. RFP, spec, and bid time for new ambulances is about 5-8 months.


- ✚ City Hall Renovations – the amount budgeted for 2008 is to replace the boiler at City Hall


- ✚ Fiber wiring – The majority of this project was completed in 2007. However a portion of the project related to the north fire house which is under construction will not be completed until 2008.


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**Capital
29**

-  Public Works Capital - Purchase/lease of two new street sweepers to improve quality of pavement maintenance program. Replacement of one 2-1/2 ton dual axle dump truck (M17) and body due to age and wear.

-  Recreation Capital – The costs on this line reflect the cost to purchase a new truck for the recreation department. This vehicle is used to carry maintenance gear and tools to various recreation fields and facilities.

-  Human Resources Capital – This line represents the estimated cost of an HR Information System. The department has no way of getting computerized information, with the exception of minimal report writing from payroll), related to any employee such as service dates, hire dates, birth dates, staffing changes, salary increases, longevity information, etc. All government reports are currently being done by hand since the information is not captured anywhere. Should a decision be made to switch payroll companies, an add-on component for HR can be included in that package.

City of Berwyn
2008 Budgeted Expenditures by Department
Capital
12/31/2008

Account Number	Account Name	2005 Balance	2006 Balance	2007 YTD 9-30-07	2007 Projected	2007 Budget	2008 Budget	Change Amount	Percent Change
11-5-29-5702	FIRE DEPARTMENT CAPITAL	\$ 41,952	\$ 41,472	\$ 266,196	\$ 266,196	\$ 266,527	\$ 98,000	\$ (168,527)	-63%
11-5-29-5705	PW-VEHICLES LEASE ON LOADER	-	11,898	19,695	29,431	-	29,431	29,431	#DIV/0!
11-5-29-5706	AMBULANCE LEASE	-	29,457	-	36,448	-	94,048	94,048	#DIV/0!
11-5-29-5707	CITY HALL RENOVATION	-	-	91,028	91,028	64,250	30,000	(34,250)	-53%
11-5-29-5708	LI-CAPITAL IMPROVEMENTS	-	275,246	62,315	62,315	-	-	-	#DIV/0!
11-5-29-5709	PL-MAPLE POOL RENOV. & REPAIR	-	21,488	-	-	-	-	-	#DIV/0!
11-5-29-5710	PW - ADDITIONAL ALLEY LIGHTS	-	4,134	-	-	-	-	-	#DIV/0!
11-5-29-5712	16TH ST RESURFACING	-	390	-	-	-	-	-	#DIV/0!
11-5-29-5713	SENIOR CENTER PROJECT	-	227,845	36,074	36,074	-	-	-	#DIV/0!
11-5-29-5714	BASEBALL ALLEY NETTING	-	20,000	-	-	-	-	-	#DIV/0!
11-5-29-5715	TELEPHONE SYSTEM REPLACEMENT	-	-	60,073	307,250	307,250	-	(307,250)	-100%
11-5-29-5716	AUTOMATED TIMEKEEPING SYSTEM	-	13,212	39,606	39,606	38,000	41,425	3,425	9%
11-5-29-5717	CITY COUNCIL CHAMBER AUDIO VISUAL UPGRADE	-	-	-	25,000	25,000	-	(25,000)	-100%
11-5-29-5718	FIBER WIRING PREPARATION WORK	-	-	68,602	74,300	74,300	12,500	(61,800)	-83%
11-5-29-5719	WINDOWS CDBG	-	-	5,771	5,771	4,971	-	(4,971)	-100%
11-5-29-5720	PUBLIC WORKS CAPITAL	-	-	37,487	69,000	-	135,000	135,000	#DIV/0!
11-5-29-5720	RECREATION CAPITAL	-	-	-	-	-	25,000	25,000	#DIV/0!
11-5-29-5720	HUMAN RESOURCES CAPITAL	-	-	-	-	-	12,000	12,000	#DIV/0!
11-5-29-XXXX	PAST YEARS CAPITAL	472,153	2,262	-	-	-	-	-	#DIV/0!
Department Total		<u>\$ 514,105</u>	<u>\$ 647,404</u>	<u>\$ 686,847</u>	<u>\$ 1,042,419</u>	<u>\$ 780,298</u> 1,044,298	<u>\$ 477,404</u>	<u>\$ (302,893)</u>	<u>-39%</u>

**City of Berwyn
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For the Fiscal Year Beginning January 1, 2008

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
2008 Budgeted Expenditures by Department
Garbage and Statutory
12/31/2008

Account Number	Account Name	2005 Balance	2006 Balance	2007 YTD 9-30-07	2007 Projected	2007 Budget	2008 Budget	Change Amount	Percent Change
11-5-24-5210	Garbage - Waste Management	\$ 3,035,310	\$ 2,516,150	\$ 2,530,234	\$ 3,839,000	\$ 3,806,000	\$ 3,996,399	\$ 190,399	5%
Benefits	To be allocated to various depts	\$ -	\$ 724	\$ 4,528,063	\$ -	\$ (22,000)	\$ -	22,000	-100%
11-5-25-5130	Benefit Pool	-	-	(4,482,150)	-	-	-	-	#DIV/0!
11-5-25-5210	Premiums for liability insurance	-	-	-	-	315,400	-	(315,400)	-100%
11-5-25-5215	Boiler coverage	-	-	-	-	12,000	-	(12,000)	-100%
11-5-25-5220	Premiums for property insurance	-	-	-	-	166,000	-	(166,000)	-100%
11-5-25-5225	Premium payments workmen's comp	-	-	-	-	124,200	-	(124,200)	-100%
11-5-25-5230	General liability claims	-	-	-	-	1,000,000	-	(1,000,000)	-100%
11-5-25-5235	Auditing expense	306,379	336,541	190,079	220,000	195,000	75,000	(120,000)	-62%
11-5-25-5240	Workmen's comp claims	-	-	-	-	400,000	-	(400,000)	-100%
11-5-25-5245	Bonds, notary	-	8,273	9,647	10,000	9,200	11,000	1,800	20%
11-5-25-5250	Statutory - Other general expenses	2,255,869	40,161	16,023	16,023	7,000	-	(7,000)	-100%
11-5-25-5255	Statutory - equipment leases	-	82,500	67,500	90,000	90,000	90,000	-	0%
Department Total		<u>\$ 2,562,248</u>	<u>\$ 468,199</u>	<u>\$ 329,162</u>	<u>\$ 336,023</u>	<u>\$ 2,296,800</u>	<u>\$ 176,000</u>	<u>(2,120,800)</u>	<u>-92%</u>

All insurance expenditures are now charged to the individual department.

City of Berwyn
 2008 Budgeted Expenditures by Department
 Youth Commission
 12/31/2008

Account Number	Account Name	2005 Balance	2006 Balance	2007 Projected	2007 Budget	2008 Budget	Change Amount	Percent Change
11-5-26-5001	SAL - DIRECTOR, YOUTH COMMISSION	\$ 24,852	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
11-5-26-5002	SAL - SECRETARY (.8)	-	-	-	-	-	-	#DIV/0!
11-5-26-5003	SAL - ASST LEADERS (3 PT)	23,854	9,217	-	-	-	-	#DIV/0!
11-5-26-5004	SAL - AIDES (12 PT)	25,211	3,660	-	-	-	-	#DIV/0!
11-5-26-7702	GRANT, SNOWBALL	11,924	-	-	-	-	-	#DIV/0!
11-5-26-7703	SUPPLIES, ART	-	-	-	-	-	-	#DIV/0!
11-5-26-7704	SUPPLIES, PROGRAM	2,362	-	-	-	-	-	#DIV/0!
11-5-26-7707	PROGRAM EQUIPMENT / MAINTENANCE	232	-	-	-	-	-	#DIV/0!
11-5-26-8012	COPIER / FAX LEASE AND MAINTENANCE	-	586	-	-	-	-	#DIV/0!
11-5-26-9770	SPECIAL EVENTS	2,327	-	-	-	-	-	#DIV/0!
Department Total		<u>\$ 90,762</u>	<u>\$ 13,463</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>#DIV/0!</u>

Note: Department no longer in operation

City of Berwyn
 2008 Budgeted Expenditures by Department
 Other
 12/31/2008

Account Number	Account Name	2005 Balance	2006 Balance	2007 YTD 9-30-07	2007 Projected	2007 Budget	2008 Budget	Change Amount	Percent Change
Other various departments:									
11-5-00-4000	MISC - EXPENSES	\$ 13,808	\$ 20,702	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
11-5-00-9972	TRANS TO/FROM POLICE SEIZURE	20,000	-	-	-	-	-	-	#DIV/0!
11-5-51-5100	RIVERSIDE DRIVE	34,402	-	-	-	-	-	-	#DIV/0!
11-5-51-5199	"C" MAX TUNNEL - ENGINEERING COST	4,500	-	-	-	-	-	-	#DIV/0!
11-5-51-5202	GRANT, REFORESTATION	18,064	-	-	-	-	-	-	#DIV/0!
11-5-51-5300	IDOT GRANT - EXPENSE	570	-	-	-	-	-	-	#DIV/0!
11-5-58-5000	BULLETPROOF GLASS GRANT	24,185	24,385	-	-	-	-	-	#DIV/0!
11-5-58-5300	GRANT - LOCAL LAW ENFORCEMENT BLOCK	-	37,223	-	-	-	-	-	#DIV/0!
11-5-58-5400	GRANT - B.A.D.G.E.	13,438	-	-	-	-	-	-	#DIV/0!
11-5-58-5500	GRANT - BULLETPROOF VEST PARTNERSHIP	16,896	-	-	-	-	-	-	#DIV/0!
11-5-58-5650	JUSTICE AUTHORITY GRANT PROGRAM COSTS	-	9,543	-	-	-	-	-	#DIV/0!
11-5-58-5660	TOBACCO GRANT PROGRAM	-	450	-	-	-	-	-	#DIV/0!
11-5-59-6010	RR SAFETY GRANT-CROSSING UPGRADES	-	3,239	-	-	-	-	-	#DIV/0!
11-5-80-9080	TRANSFERS OUT	87,333	-	-	-	-	-	-	#DIV/0!
	RECLASS TO GRANT FUND	-	-	332,443	-	-	-	-	#DIV/0!
Department Total		<u>\$ 233,196</u>	<u>\$ 95,542</u>	<u>\$ 332,443</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	#DIV/0!

**City of Berwyn
2008
Annual Budget**

For the Fiscal Year Beginning January 1, 2008

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.

**City of Berwyn
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**Berwyn Public Library
Fund 23**


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, 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 for children; movies--both newer releases and hard to find classics. Instructional videos ranging from PBS series to travel videos to exercise videos. In addition the library also 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 Tape and Books on CD are spoken recordings of published books; we have a wide range of titles, including Best Sellers, Classics, Self-help, Biographies, language instruction and business titles. DVD's and CD-ROMs are the newest additions to the AV Department


-  **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. The right-side navigation area on all circulation web pages contains policy and statistical information. These tables will feature quick links to many of the frequently asked questions ranging library cards to questions monthly statistics.


**City of Berwyn
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**Berwyn Public Library
Fund 23**

-  **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. The department maintains and updates the libraries website and several databases used by different departments. Most importantly, the IT Department assists the patrons in the use of all technological equipment offered to them. It also assists and provides basic instruction to staff for use of computers, printers, and applications.

-  **Outreach:** The Outreach Services Department promotes library services to the community. By providing direct service or acting indirectly through collaborative efforts with other organizations, the Outreach Services Department serves those who are restricted from visiting the library, and offers programming throughout the community. Willing to work with individuals or agencies in tailoring our services to meet specific needs, the department strives to make library services as convenient as possible. Outreach Services delivers materials to daycare providers, preschools, nursing homes, senior centers, and disabled or homebound residents.


-  **Periodicals:** The Periodicals Department carries approximately 230 periodical titles and 44 newspapers. We subscribe to six business titles: Advertising Age, Barron's, Crain's Chicago Business, Federal Jobs Digest, Investor's Business Daily, and Wall Street Journal. Our daily newspapers include: Chicago Sun Times, Chicago Tribune, New York Times, and USA Today. Ethnic papers include: Draugas, Dziennik Zwiazkowy, Fra Noi, Greek Star, Hlas Naroda, and Nedelni Hlasatel. Our Hispanic magazine collection includes: Americas, Casa & Estilo, Cosmopolitan, DIA (free newspaper), Estylo, Gaceta (free newspaper), Glamour, Hispanic, Hispanic Business, Hispanic Lifestyle, Hispanic Outlook, La Raza (newspaper), Latina, Latina Style, Lawndale News (newspaper), Mayo Clinic Health Letter, Men's Health, People, Politica Exterior, Popular Mechanics, Reader's Digest Selecciones, Spain, and Vogue.


-  **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.


**City of Berwyn
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For the Fiscal Year Beginning January 1, 2008

**Berwyn Public Library
Fund 23**

-  **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 facilitate book discussions. We also select and host the library's adult programming. The Readers' Advisory Department is staffed by professional librarians and qualified paraprofessional staff who enjoy sharing and talking about books and are more than happy to make individualized reading suggestions. Our goal is to provide the resources to help you, our customer, find your next book.

-  **Reference:** Our mission is to provide our patrons with an accurate and timely information service. 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. Electronic Databases available for use include Ebsco, FirstSearch, Forms on File, Illinet, Learning Express Library, Litfinder, NewsBank, Oxford Reference Online, Public Records Online, Gale Virtual Reference, and Grant Source. Our online catalogs are ILLINET (a consortium of sixty-five Illinois libraries that share an online union catalog), OCLC WORLDCAT (a worldwide union catalog containing the holdings of 9,000 members). and SWAN (contains the holdings of the 77 members of the Metropolitan Library System).

-  **Youth Services:** The Youth Services Department services include story time, class visits, summer reading program, raffles and contests, Sneezle Packs, assistance with reference questions, and assistance with reader's advisory questions. Included in the Youth Services Department is the Primary Room, the Young Adult Room, and the Middle Grade section. The Primary Room, which is intended for children ages birth to 6 years old, is a special place for small children. Read a story with a stuffed friend while enjoying the rainforest. The Middle Grade section, which is intended for children 7-12, is the main portion of our collection. In the Middle Grade section are encyclopedias, our reference collection, non-fiction, fiction, parent teacher, science fair, books on tape and CD, magazines, and paperback series books. The Young Adult Room is a place to do homework, to use a computer or to read a book.

**City of Berwyn
2008
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For the Fiscal Year Beginning January 1, 2008

**Berwyn Public Library
Fund 23**

STAFFING:

Position (FTE)	2007 Actual	2008 Budget
Library Director	1.00	1.00
Director - Youth Services	1.00	1.00
Department Head - AV	1.00	1.00
Head Reader Advisor	1.00	1.00
Head Reference	1.00	1.00
Circulation Supervisor	1.00	1.00
Technology Supervisor	1.00	1.00
Administrative Assistant	1.00	1.00
Administrative Clerk	1.00	1.00
Building Maintenance	1.00	1.00
Librarian I - Reference	4.28	4.28
Librarian I - Early Childhood	1.00	1.00
Librarian I - Youth Services	1.00	1.00
Librarian I - AV Asst.	0.60	0.60
Librarian I - Reader's Advisory	1.00	1.00
Librarian II - Reader's Advisory	1.35	1.35
Librarian II - Reference	1.00	1.00
Library Asst I	0.38	0.38
Library Asst I - Circulation	3.80	3.80
Library Asst I - Computer	1.00	1.00
Library Asst I - AV	0.80	0.80
Library Asst I - Reader's Adv	0.15	0.15
Library Asst II	0.33	0.33
Library Asst II - Circulation	1.00	1.00
Library Asst II - Youth Services	1.38	1.38
Library Asst II - Reference	0.80	0.80
Library Asst II - Audio Visual	1.00	1.00
Library Asst II - Reader's Adv	1.00	1.00
Clerk - Circulation	1.00	1.00
Clerk - Periodical	1.00	1.00
Clerk - Audio Visual	1.00	1.00
Clerk - Administrative	0.38	0.38
Page - Periodicals	0.38	0.38
Page - Reference	0.25	0.25
Page - AV	0.38	0.38
Page - Youth Service	0.29	0.29
Reader's Advisory	0.20	0.20
Total	36.71	36.71

**City of Berwyn
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**Berwyn Public Library
Fund 23**

ACTIVITY MEASURES:

Activity Measures	2006 Actual	2007 Actual	2008 Budget
Circulation	394,908.00	267,488*	360,000
Reference Transactions	36,684.00	24,054*	32,000
User Visits	285,379.00	216,175*	300,000
Programs (adult and children)	18,584.00	32,321*#	40,000
Open Hours	3,512.00	3,494	3,504
Registered borrowers	28,584.00	27,222	27,000

*Jan-Sep 2007

#more partnering of programs; more programs in the community

OBJECTIVES ACCOMPLISHED IN 2007:

- ✚ Converted the computer room into a learning center with instructional materials relating to literacy, ELS, test taking skills, computer skills and reference databases
- ✚ Classes offered in basic Microsoft Word and Excel
- ✚ Library card redesigned
- ✚ Interviews for local history and veteran's oral history begun
- ✚ Library history written
- ✚ Greater work with Berwyn area preschools and daycare centers launched
- ✚ Developed a literacy element in our library services
- ✚ Planning for the 100th anniversary of Berwyn progressed
- ✚ Marketing effort extended though efforts of Outreach Department
- ✚ Extended services to homebound patrons

**City of Berwyn
2008
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For the Fiscal Year Beginning January 1, 2008

**Berwyn Public Library
Fund 23**

OBJECTIVES TO BE ACCOMPLISHED IN 2008:

The Library Board Strategic Plan Committee is currently conducting meetings to develop a plan in collaboration with staff and community.

BUDGET SUMMARY:

The Library Board Finance Committee is currently reviewing staff budget requests. Once a budget is approved in committee and submitted to the full Board for approval, this information will be submitted.

**City of Berwyn
Library Fund
2008 Budget**

A/C #s	Name	2005 Balance	2006 Balance	2007 YTD 9-30-07	2007 Projected	2007 Budget	2008 Budget	Change	% Chg
Revenues									
23-4-00-4100	TAXES, PROPERTY (LIBRARY)	\$ 1,351,788	\$ 1,328,034	\$ 650,307	\$ 1,408,076	\$ 1,408,076	\$ 2,497,312	\$ 1,089,236	77.36%
23-4-00-4300	LIBRARY RENTAL REVENUE	26,857	25,437	20,459	27,279	25,000	30,000	5,000	20.00%
23-4-00-4400	BOOK FINES	15,622	16,666	14,268	19,024	15,000	15,000	-	0.00%
23-4-00-4810	LIBRARY INTEREST INCOME	174	-	231	308	2,000	-	(2,000)	-100.00%
23-4-00-4910	GENERAL FUND SUBSIDY	290,524	969,391	-	810,254	1,036,394	-	(1,036,394)	-100.00%
23-4-00-4510	LIBRARY PER CAPITA REVENUE	93,151	66,521	-	65,000	-	65,000	65,000	#DIV/0!
23-4-00-4800	LIBRARY MISC. REVENUE	3,213	43,991	17	-	-	20,000	20,000	#DIV/0!
	Total Library Revenues	<u>1,781,329</u>	<u>2,450,040</u>	<u>685,282</u>	<u>2,329,940</u>	<u>2,486,470</u>	<u>2,627,312</u>	<u>140,842</u>	<u>5.66%</u>
Expenditures									
23-5-00-5111	Library - Salaries	1,247,214	1,196,554	892,870	1,268,558	1,322,843	1,403,005	80,162	6.06%
23-5-00-5115	Library - Overtime	-	-	239	319	-	10,000	10,000	#DIV/0!
23-5-00-5120	Library - Sick day buy back	8,341	18,937	10,705	10,705	14,000	15,000	1,000	7.14%
11-5-22-5130	Library - Benefits	-	632,277	370,564	520,109	583,637	582,737	(900)	-0.15%
23-5-00-5160	Library - Internal service fund charge	-	45,499	72,524	72,524	-	-	-	#DIV/0!
23-5-00-5210	Library - Books	159,540	162,624	97,345	129,793	130,300	140,675	10,375	7.96%
23-5-00-5215	Library - Periodicals	25,749	37,928	3,167	4,223	22,600	22,600	-	0.00%
23-5-00-5220	Library - Audio visual	37,599	37,680	31,470	41,960	45,700	50,670	4,970	10.88%
23-5-00-5225	Library - Computer system	34,572	44,108	19,805	26,407	45,000	45,000	-	0.00%
23-5-00-5230	Library - Dues and subscriptions	11,320	6,243	4,847	6,463	11,750	11,500	(250)	-2.13%
23-5-00-5235	Library - Computer support databases	10,587	2,155	2,657	3,543	11,200	6,400	(4,800)	-42.86%
23-5-00-5240	Library - Programs adult/children	15,154	15,621	4,728	6,304	10,200	13,475	3,275	32.11%
23-5-00-5245	Library - Reciprocal borrowing	2,741	3,464	1,549	2,065	4,500	4,500	-	0.00%
23-5-00-5250	Library - Promotions	18,134	13,638	4,186	5,581	17,000	23,400	6,400	37.65%
23-5-00-5255	Library - Director expense	-	-	90	120	1,000	250	(750)	-75.00%
23-5-00-5260	Library - Board expense	-	-	41	55	1,000	250	(750)	-75.00%
23-5-00-5300	Library - Other general expenses	572	-	3,560	4,747	5,000	100	(4,900)	-98.00%
23-5-00-5305	Library - Postage, printing and publications	9,731	11,428	4,479	5,972	12,000	12,000	-	0.00%
23-5-00-5310	Library - Telephone	13,315	11,484	8,381	11,175	13,500	14,000	500	3.70%
23-5-00-5325	Library - Utilities	2,728	6,645	9,519	12,692	28,000	28,000	-	0.00%
23-5-00-5335	Library - Supplies	96,310	98,223	66,460	88,613	108,240	124,900	16,660	15.39%
23-5-00-5500	Library - Repairs and maintenance	87,723	105,532	81,010	108,013	99,000	113,850	14,850	15.00%
23-5-00-5700	Library - Capital improvement	-	-	-	-	-	5,000	5,000	#DIV/0!
	Total Library Expenditures	<u>1,781,329</u>	<u>2,450,040</u>	<u>1,690,196</u>	<u>2,329,940</u>	<u>2,486,470</u>	<u>2,627,312</u>	<u>140,842</u>	<u>5.66%</u>
	Revenues less Expenditures	(0)	-	(1,004,914)	-	-	-	-	#DIV/0!
	Fund Balance Beginning	-	-	-	-	-	-	-	-
	Projected Ending Fund Balance	<u>\$ (0)</u>	<u>\$ -</u>	<u>\$ (1,004,914)</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>		

**City of Berwyn
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Community Outreach

The Community Outreach fund is used to account for the spending of funds on various community events, senior programs and other outreach activities. Revenues include donations and fees received towards specific events, grant revenues received for the City's senior advocate and a subsidy from the General Fund for operations.

**City of Berwyn
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For the Fiscal Year Beginning January 1, 2008

**Community Outreach
Fund 15**

PROGRAM MANAGER: Director of Community Outreach

PROGRAM DESCRIPTION:

The Community Outreach program involves establishing ways for citizens to become more actively involved in their community by opening up communication between the Police Department, other City Departments, City staff and citizens. The Department serves as media liaison to provide communication either at the initiative of the city or in response to media requests. The Community Outreach Department will assist in planning, organizing, and directing activities, events and programs that will include the citizens of the community, business leaders and officials.

Senior Services acts as a liaison and information center for seniors to acquire knowledge of services, agencies and other activities available to them as well as provide reasonably priced transportation, lawn service, snow shoveling and other assistance when needed.

SERVICES:

- ✚ Oversee, administer or assist with coordination of city events.
 - Participate in the planning and establishing goals and objectives for meetings and events with respect to budgets, facilities, technology, equipment, logistical requirements and other related issues.
 - Events to include: Parades, Fests, Town Hall meetings, National Night Out, International Houby Fest Weekend and other ceremonies.

- ✚ Assist local agencies, associations and other community groups with planning activities and promoting and coordinating events. These would include businesses, utilities, not-for-profit organizations, monthly meetings of citizen groups.

- ✚ Serve as City representative to various internal and external groups and agencies.

- ✚ Designs and prepares various marketing materials, to include brochures and flyers for meetings, events, seminars, etc.

- ✚ Supervise Senior Department which includes a Senior Advocate, Administrative Assistant and Van Drivers.

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**Community Outreach
Fund 15**

- ✚ Oversee the budget/management for the 16th Street Building.
- ✚ Develop partnerships with community agencies and businesses to encourage program participation and sponsorships.
- ✚ Serve as principal liaison between Police Department and other city services and organizations.
- ✚ Assist or contribute to the planning, coordination, development, and implementation of long-range goals and objectives of the Neighborhood Watch Program.
- ✚ Communicate with newspapers and other media the events and programs of the city as well as special news events.
- ✚ Receives, coordinates, responds, and facilitate solutions to citizen complaints, inquiries, and requests.
- ✚ Attend and participate in meetings with committees and organizations in Berwyn and surrounding communities to keep communication open and share information.
- ✚ Grants: Gather, organize information for and prepare grant requests/surveys. Administration of grant by complying with all applicable provisions of Federal, State and local law.
- ✚ Implement and coordinate activities associated with planning, developing, and organizing community resident participation in programs.

STAFFING:

Position (FTE)	2007 Actual	2008 Budget
Director of Community Outreach	1.00	1.00
Liasion	1.00	1.00
Bus Driver	1.00	1.00
Administrative Assistant	1.00	1.00
Bus Service	0.50	0.50
Total	4.50	4.50

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Fund 15**

ACTIVITY MEASURES:

Activity Measures	2006 Actual	2007 Actual	2008 Budget
Seniors Served			
Lawns			
Snow Removal			
National Night Out Attendees	2,143.00	5,163.00	6,000.00
Block Captains	165.00	212.00	260.00

OBJECTIVES ACCOMPLISHED IN 2007:

- ✚ Increased Neighborhood Watch Awareness and participation.
- ✚ Increased block captains by 25%.
- ✚ Hired a bilingual “customer-service” person to help communicate and assist with questions, concerns and problem-solve with our diverse population. Assist with other departments when short-handed or busy time of the year.
- ✚ Website Requests were answered on a timely basis.
- ✚ Solicited sponsors for events totaling approximately \$18,000.
- ✚ Coordinated a successful National Night Out event, more than doubling attendance. Increased our national standing.
- ✚ Coordinated the first “City-Wide volunteer” thank you party.
- ✚ Assisted on writing and received grant with Berwyn/Cicero Council on Aging for *Immigrant Integration Study for City of Berwyn*
- ✚ Participate on various boards and Strategic Team Committees including Main Street and School District 100 Community Committee.
- ✚ Wrote and coordinated printing and distribution of the Neighborhood Watch Newsletter.
- ✚ Supervised Mayor’s Advisory Committee (MAC): Ideas implemented from getting input from monthly meetings were City of Berwyn Marketing Campaign, Centennial Ideas, Dangerous Dog ordinance, changes in Overnight Parking.

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OBJECTIVES TO BE ACCOMPLISHED IN 2008:

- ✚ Continue to increase Neighborhood Watch Participation; hold neighborhood meetings concentrating on specific needs/problems of the neighborhood and community.
- ✚ Increase block parties and coordinate with city departments to attend and/or to disseminate information.
- ✚ Facilitate the implementation of a successful centennial celebration.
- ✚ Coordinate and maintain a city-wide calendar on the city's website with all city departments, agencies and other organizations.
- ✚ Facilitate on study of "Immigrant Integration" and coordinate for all departments and outside organizations to be involved.
- ✚ Design and coordinate with Community Relations a "New Resident" informational packet.
- ✚ Facilitate and ensure open and clear citizen access to city government. Develop method and process by which citizens may provide input and feedback to the city.
- ✚ Formulate a schedule for routine department updates to the website.
- ✚ Develop a "Local Government" program patterned after the successful Citizens Police Academy where citizens will, each week, learn how a different city department works.
- ✚ Develop a campaign to increase recycling in the city; communicate with parks, schools and city buildings about increasing and promoting recycling.
- ✚ Senior Citizen volunteer program: develop and implement a volunteer program that allows seniors to be matched up with departments and organizations that need volunteers.
- ✚ Expand senior handy-man program to help with blight issues.

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**Community Outreach
Fund 15**

- ✚ Expand the lawn-care and snow removal services to seniors so that more will be eligible.
- ✚ Work with the park districts to publish a complete listing on trips and activities for seniors.
- ✚ Report monthly to City Council the ideas and concerns of the Mayor's Advisory Committee (MAC).
- ✚ Explore grant possibilities for community outreach, police and misc.
- ✚ Communicate closely with our legislators in Springfield and Washington D.C. to keep them updated on what is happening in Berwyn and our needs.

BUDGET SUMMARY:

**City of Berwyn
Community Outreach Fund
2008 Budget**

A/C #'s	Name	2005 Balance	2006 Balance	2007 YTD 9-30-07	2007 Projected	2007 Budget	2008 Budget	Change	% Chg
Revenues									
15-4-00-4310	Outreach - White Sox Game	\$ -	\$ -	\$ 6,931	\$ 8,200	\$ 4,000	\$ 8,200	\$ 4,200	105.00%
15-4-00-4315	Outreach - National Night Out	-	-	-	18,000	3,000	10,000	7,000	233.33%
15-4-00-4320	Outreach - Senior Breakfast	-	-	-	800	800	500	(300)	-37.50%
15-4-00-4325	Outreach - Other Events	-	-	425	425	5,000	-	(5,000)	-100.00%
15-4-00-4500	Outreach - CDBG Grant for Sr. Advocate	-	35,442	-	35,000	35,000	35,000	-	0.00%
15-4-00-4330	Outreach - Senior Citizen Programs	5,391	5,229	4,840	6,500	6,000	7,000	1,000	16.67%
11-4-00-4201	Seniors	420	140	-	-	-	-	-	#DIV/0!
11-4-00-4728	Special Events	4,481	2,374	-	-	-	-	-	#DIV/0!
11-4-00-4758	Bus Program Revenue	15,691	-	-	-	-	-	-	#DIV/0!
15-4-00-4335	Outreach - Sponsorships	8,429	21,493	20,356	2,356	8,500	4,000	(4,500)	-52.94%
15-4-00-4910	Outreach - General Fund Subsidy	39,539	221,048	-	315,390	315,390	336,520	21,130	6.70%
	Total Community Outreach Revenues	73,951	285,726	32,552	386,671	377,690	401,220	23,530	6.23%
Expenditures									
15-5-00-5111	Outreach - Salaries	42,673	143,316	124,775	177,276	191,490	197,631	6,141	3.21%
15-5-00-5115	Outreach - Overtime	-	34	-	-	-	-	-	#DIV/0!
15-5-00-5130	Outreach - Benefits	-	77,837	51,158	72,683	85,200	81,029	(4,171)	-4.90%
15-5-00-5160	Outreach - Internal Service Fund	-	1,831	8,165	8,165	-	8,460	8,460	#DIV/0!
15-5-00-5210	Outreach - White Sox Game	-	-	7,925	7,925	3,000	5,700	2,700	90.00%
15-5-00-5215	Outreach - National Night Out	-	-	9,615	18,000	3,000	20,000	17,000	566.67%
15-5-00-5220	Outreach - Sr. Breakfast	-	-	-	4,000	2,000	4,000	2,000	100.00%
15-5-00-5225	Outreach - Other Events	-	14,229	7,900	-	5,000	-	(5,000)	-100.00%
15-5-00-5230	Outreach - Senior Van Maintenance	-	817	447	10,500	10,500	11,000	500	4.76%
15-5-00-5300	Outreach - Other general expenses	31,278	24,764	19,074	20,000	42,100	50,000	7,900	18.76%
15-5-00-5500	Outreach - Repairs and maintenance	-	11,786	10,130	16,000	15,700	14,000	(1,700)	-10.83%
15-5-00-5505	Outreach - Copier Maint	-	1,149	851	2,000	5,400	2,400	(3,000)	-55.56%
15-5-00-5700	Outreach - Equipment leases	-	9,963	2,298	7,510	-	7,000	7,000	#DIV/0!
	Total Community Outreach Expenditures	73,951	285,726	242,338	344,059	363,390	401,220	37,830	10.41%
	Revenues less Expenditures	-	-	(209,786)	42,612	14,300	-	(14,300)	
	Fund Balance Beginning	-	-	-	-	-	42,612	42,612	
	Projected Ending Fund Balance	\$ -	\$ -	\$ (209,786)	\$ 42,612	\$ 14,300	\$ 42,612	\$ 28,312	

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Community Development

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

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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 Budget
Director	1.00	1.00
Grants Administrator	1.00	1.00
Blight Inspector	1.00	1.00
Clerk Typist	0.90	0.90
Manager	0.25	0.25
Total	<u>4.15</u>	<u>4.15</u>

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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 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.

Activity Measures	2006 Actual	2007 Actual	2008 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	13,071.00	3,200.00	-
Sewer lines repaired in low mod areas of City	-	-	Harlem-Lombard S. of Roosevelt
Applications for SFR Program	158.00	127.00	* 150.00
Rehabs completed for SFR Program	33.00	25.00	** 20.00
Funds spent for SFR Program	9,340.00	12,132.00	15,000.00
Social Service Agencies served	23.00	19.00	19.00
Grant amount to Social Service	228,637.00	207,192.00	208,743.00
HUD Reports filed in a timely manner	8.00	8.00	8.00

* To date 9-20-07

** To date 9-20-07; includes 7 pending

OBJECTIVES ACCOMPLISHED IN 2007:

-  All of the federally designated blight areas within the City have been inspected and 11,552 brochures have been mailed out
-  Distributed 127 applications to homeowners for the single family rehabilitation program.
-  Processed 26 application for single family rehabilitation program, including 16 awards to Berwyn residents.
-  On March 19, 2007, the Cook County Board approved our request for \$300,000.00 in HOME funds to supplement our Single Family Rehabilitation program. We are still waiting for our letter to proceed from the County to implement these funds.

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- ✚ Provided the City with funds for the rehabbing of sidewalks as defined by the 2000 Census as low-mod areas and determined by the City engineers as needing replacement.
- ✚ Provided upgrades for the physically disabled housing units located in Berwyn and servicing Berwyn residents.
- ✚ Provide supervision of the 19 social service agencies that we provide funds to from our Social Services portion of the CDBG funds.
- ✚ Hosted at the request of HUD: two meetings concerning a new “Home” initiative with additional meeting to be held before the close of the year. The purpose of these meetings is to try and formulate a plan to educate prospective new home buyers and to provide education to existing homeowners about foreclosures.
- ✚ 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.

OBJECTIVES TO BE ACCOMPLISHED IN 2008:

The PY 2007 allocation will be supplement by \$6,669.00 of re-programmed funds, providing a budget of \$1,398,292.00 to be committed to new PY 2007 activities. Now in the third year, the City remains committed to the following priorities established during the 5-year strategic plan:

- ✚ 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.
- ✚ Continued investment in the rehabilitation of Permanent Housing for Developmentally disabled Residents (9 units)
- ✚ Continued rehabilitation program for group home facilities with supportive services for developmentally and physically disabled adults.

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- ✚ Reline and repair sewers on south side of Roosevelt Road, a major commercial corridor, from Lombard Avenue to Harlem Avenue, to bring them up to Safe Water Act guidelines and standards.
- ✚ 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 homeless programs.
- ✚ Support of bilingual housing counselor to remove impediments to fair housing and other barriers to affordable housing.

BUDGET SUMMARY:

Attached you will find the payroll for CDBG for 2008. This Divisional Breakdown includes a 4% increase for all employees. It also includes all of the ancillary cost required to administer the department. These include IMRF, Medical coverage, life insurance, dental/optical coverage and social security/Medicare. For next year we have allocated a cost of \$22,108.08 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 cost that may arise.

City of Berwyn
2008 Budgeted Expenditures by Department
Community Development
12/31/2008

Account Number	Account Name	2005 Balance	2006 Balance	2007 YTD 9-30-07	2007 Projected	2007 Budget	2008 Budget	Change Amount	Change Percent
Revenues									
32-4-00-4600	Grant Income	\$ 2,570,974	\$ 1,132,712	\$ 892,395	\$ 1,381,281	\$ 1,381,281	\$ 1,839,082	\$ 457,801	33%
	General Fund Administration received	714,837	512,679	-	-	-	-	-	#DIV/0!
	Single Family Rehabilitation Repayments	17,200	22,748	-	-	-	-	-	#DIV/0!
	Total Community Development Revenues	3,303,011	1,668,139	892,395	1,381,281	1,381,281	1,839,082	457,801	33%
Expenditures									
Administration									
32-5-00-5111	Community Development - Salaries	\$ 300,368	\$ 270,285	\$ 198,665	\$ 282,256	\$ 315,916	\$ 278,423	\$ (37,493)	-12%
32-5-00-5115	Community Development - Overtime	48	20	75	75	-	-	-	#DIV/0!
32-5-00-5120	Community Development - Sick day buy back	3,827	9,245	2,736	2,736	2,000	4,045	2,045	102%
32-5-00-5130	Community Development - Benefits	146,841	158,458	82,605	115,725	125,313	114,154	(11,159)	-9%
32-5-00-5160	Community Development - Internal service fund	18,178	13,602	14,771	14,771	-	15,305	15,305	#DIV/0!
32-5-00-5300	Community Development - Other general expenses	57,129	32,815	7,315	14,630	16,500	48,500	32,000	194%
32-5-00-5310	Community Development - Telephone	6,134	2,551	1,698	3,396	-	1,500	1,500	#DIV/0!
32-5-00-5505	Community Development - Copier maintenance	-	8,697	6,155	12,310	3,600	9,400	5,800	161%
	Total Administration	532,525	495,674	314,020	445,899	463,329	471,327	7,998	2%
Program expenditures									
32-5-00-5200	CDBG HUD CY ADMIN	214,162	22,156	-	-	-	-	-	#DIV/0!
32-5-00-5201	CDBG HUD PY ADMIN	-	-	7,327	-	-	-	-	#DIV/0!
32-5-00-5202	CDBG HUD 2 YRS PRIOR ADMIN	-	-	20,296	-	-	-	-	#DIV/0!
	HUD - CY SEWER RENOVATIONS	-	-	-	-	-	150,000	150,000	#DIV/0!
32-5-00-0017	HUD - BERWYN YOUTH COMMISSION	18,000	28,614	-	-	-	-	-	#DIV/0!
32-5-00-0021	HUD - WAY BACK INN	-	20,000	-	-	-	-	-	#DIV/0!
32-5-00-0111	HUD - SEGUIN RETARDED CITIZENS	20,000	12,000	-	-	-	-	-	#DIV/0!
32-5-00-0123	HUD - ST. MARY OF CELLE	23,490	10,716	-	-	-	-	-	#DIV/0!
32-5-00-0155	COMMUNITY CARE OPTIONS	-	42,842	-	-	-	-	-	#DIV/0!
32-5-00-0189	BERWYN PUBLIC LIBRARY	-	32,950	-	-	-	-	-	#DIV/0!
32-5-00-0504	HUD - ALLEY REPAVING	1,042,580	271,859	8,106	-	-	-	-	#DIV/0!
32-5-00-0526	EBENEZER CHRISTIAN CHURCH	1,951	5,000	-	-	-	-	-	#DIV/0!
32-5-00-5205	HUD - CY 16TH FIRE	-	-	-	75,000	75,000	75,000	-	0%
32-5-00-5206	HUD - PY 16TH FIRE	-	-	-	30,988	30,988	30,988	-	0%
32-5-00-5210	HUD - CY ECON DEVELOP	-	-	-	250,000	250,000	250,000	-	0%
32-5-00-5215	HUD - CY SEGUIN YOU HOLD THE KEY	131,850	93,530	63,834	-	-	109,200	109,200	#DIV/0!
32-5-00-5216	HUD - PY SEGUIN YOU HOLD THE KEY	-	-	-	20,620	20,620	-	(20,620)	-100%
32-5-00-5220	HUD - CY OAK LEYDEN	-	36,400	15,000	-	-	26,083	26,083	#DIV/0!
32-5-00-5225	HUD - CY HEALTH DIST	1,526	3,035	21,264	-	-	-	-	#DIV/0!
32-5-00-5226	HUD - PY HEALTH DIST	-	-	-	-	-	-	-	#DIV/0!
32-5-00-5230	HUD - CY SARAH'S INN	18,853	29,647	25,000	-	-	25,000	25,000	#DIV/0!
32-5-00-5235	HUD - CY INFANT	9,437	21,990	18,400	-	-	20,000	20,000	#DIV/0!
32-5-00-5236	HUD - PY INFANT	-	-	-	-	-	-	-	#DIV/0!
32-5-00-5240	HUD - CY PADS	6,394	15,500	17,000	-	-	17,000	17,000	#DIV/0!
32-5-00-5245	HUD - CY SIDEWALK	-	74,971	69,604	-	-	-	-	#DIV/0!
32-5-00-5246	HUD - PY SIDEWALK	-	-	-	213,867	213,867	-	(213,867)	-100%
32-5-00-5250	HUD - CY SINGLE FAM	290,123	377,728	225,613	-	-	388,741	388,741	#DIV/0!
32-5-00-5251	HUD - PY SINGLE FAM	-	-	3,664	28,953	28,953	-	(28,953)	-100%
32-5-00-5252	HUD - OTHER PROGRAMS	407,717	-	1,010	-	-	-	-	#DIV/0!
32-5-00-5255	HUD - CY BLIGHT	-	-	-	12,013	12,013	70,000	57,987	483%
32-5-00-5260	HUD - CY PARK DIST	-	-	-	-	-	-	-	#DIV/0!
32-5-00-5265	HUD - CY WEST SUB SPEC REC	-	28,716	-	-	-	30,000	30,000	#DIV/0!
32-5-00-5270	HUD - CY WEST SUB SR SVC	8,000	8,000	8,000	-	-	8,000	8,000	#DIV/0!
32-5-00-5275	HUD - CY CATHOLIC CHARITIES	7,563	12,500	3,915	-	-	15,000	10,000	#DIV/0!
32-5-00-5280	HUD - CY GRATEFUL HOUSE	-	-	20,476	-	-	13,000	13,000	#DIV/0!
32-5-00-5285	HUD - CY YOUTH CRISIS	-	-	-	-	-	10,000	10,000	#DIV/0!
32-5-00-5286	HUD - PY YOUTH CRISIS	-	-	-	-	-	-	-	#DIV/0!
32-5-00-5288	HUD - CY SUBURBAN PRIMARY HEALTH CARE	-	-	5,000	-	-	6,000	6,000	#DIV/0!
32-5-00-5290	HUD - CY PILLARS	6,695	7,305	233	-	-	61,000	61,000	#DIV/0!
32-5-00-5292	HUD - CY N BERWYN PARK	103,395	-	-	-	-	-	-	#DIV/0!
32-5-00-5294	HUD - CY SR ADVOCATE	-	-	-	-	-	38,743	38,743	#DIV/0!
32-5-00-5296	HUD - CY COMM SUPPORT SERVICES	-	-	502	-	-	8,000	8,000	#DIV/0!
32-5-00-5298	HUD - CY BERWYN PARK DISTRICT	90,562	-	125,000	-	-	6,000	6,000	#DIV/0!
32-5-00-5299	HUD - CY BERWYN CICERO COUNCIL ON AGIN	185,876	-	15,000	-	-	10,000	10,000	#DIV/0!
	Total program expenditures	2,588,174	1,155,460	674,244	631,441	631,441	1,367,755	731,314	116%
	Total Community Development Expenditures	3,120,699	1,651,133	988,264	1,077,340	1,094,770	1,839,082	739,312	68%
	Revenues Less Expenditures	182,312	17,005	(95,869)	303,941	286,511	-	-	
	Fund Balance Beginning	(182,312)	-	17,005	17,005	(78,864)	-	-	
	Projected Ending Fund Balance	\$ -	\$ 17,005	\$ (78,864)	\$ 320,946	\$ 207,647	\$ -		

Note: 2007 Budget was done by grant year rather than fiscal year. No 07 budget shown

**City of Berwyn
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For the Fiscal Year Beginning January 1, 2008

Foreign Fire Fund

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

**City of Berwyn
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For the Fiscal Year Beginning January 1, 2008

**Foreign Fire Fund
Fund 75**

PROGRAM MANAGER: Foreign Fire Tax Board

PROGRAM DESCRIPTION:

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

FIRE TAX BOARD MEMBERS

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

BUDGET SUMMARY:

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

**City of Berwyn
Foreign Fire Fund
2008 Budget**

A/C #s	Name	2005	2006	2007	2007	2007	2008	Change	% Chg
		Balance	Balance	YTD 9-30-07	Projected	Budget	Budget		
Revenues									
75-4-00-4600	Interest Income	\$ 56	\$ 29	\$ 225	\$ 300	\$ -	\$ -	\$ -	0%
75-4-00-4820	Foreign Fire Insurance Tax	20,916	21,747	-	21,000	22,093	21,500	(593)	-3%
	Total Foreign Fire Revenues	<u>20,972</u>	<u>21,776</u>	<u>225</u>	<u>21,300</u>	<u>22,093</u>	<u>21,500</u>	<u>(593)</u>	<u>-3%</u>
Expenditures									
	Tools and equipment	-	5,348	8,725	-	6,996	1,500	(5,496)	-79%
	Furniture/Applicances	-	3,221	3,546	-	3,996	3,996	-	0%
	Supplies	-	2,137	1,758	-	2,004	1,500	(504)	-25%
	Repairs	-	2,171	567	-	2,400	1,008	(1,392)	-58%
	Dues/Subscriptions	-	844	380	-	900	1,704	804	89%
	Exercise equipment	-	746	250	-	1,500	3,996	2,496	166%
	Emergency Purchases	-	-	-	999	999	2,004	1,005	101%
	Capital improvements	-	-	-	1,500	1,500	3,000	1,500	100%
	Cable services	-	2,517	-	-	-	1,800	1,800	#DIV/0!
75-5-00-7010	Auditing Service	-	-	-	500	500	500	-	0%
75-5-00-7610	All Expenditures	<u>26,788</u>	<u>911</u>	<u>-</u>	<u>19,000</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>#DIV/0!</u>
	Total Foreign Fire Expenditures	<u>26,788</u>	<u>17,895</u>	<u>15,225</u>	<u>21,999</u>	<u>20,795</u>	<u>21,008</u>	<u>213</u>	<u>1%</u>
	Revenues less Expenditures	(5,816)	3,881	(15,000)	(699)	1,298	492	(806)	
	Fund Balance Beginning	<u>24,128</u>	<u>18,312</u>	<u>22,193</u>	<u>22,193</u>	<u>22,193</u>	<u>21,494</u>		
	Projected Ending Fund Balance	<u>\$ 18,312</u>	<u>\$ 22,193</u>	<u>\$ 7,193</u>	<u>\$ 21,494</u>	<u>\$ 23,491</u>	<u>\$ 21,986</u>		

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

**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
2008 Budget**

Account Number	Account Name	2005 Actual	2006 Actual	2007 YTD 9-30-07	2007 Projected	2007 Budget	2008 Budget	Change Amount	Percent Change
Revenues									
79-4-00-4820	MFT - INTEREST INCOME	\$ 74,606	\$ 132,356	\$ 90,490	\$ 180,980	\$ 75,000	\$ 95,000	\$ 20,000	27%
79-4-00-4510	MFT - STATE ALLOTMENT	1,611,115	1,591,131	1,048,638	1,545,000	1,554,857	1,529,000	(25,857)	-2%
79-4-00-4765	GRANTS - PUBLIC WORKS	-	11,090	-	-	-	-	-	#DIV/0!
	Total MFT Revenues	<u>1,685,721</u>	<u>1,734,577</u>	<u>1,139,128</u>	<u>1,725,980</u>	<u>1,629,857</u>	<u>1,624,000</u>	<u>(5,857)</u>	<u>0%</u>
Expenditures									
79-5-00-5320	UTILITIES	86,734	281,390	245,836	180,000	180,000	180,000	-	0%
79-5-00-5200	ROCK SALT	97,424	49,214	135,442	124,800	124,800	124,800	-	0%
79-5-00-5510	REPAIR & MAINTENANCE STREET/SIDEWALK	327,182	159,401	852	154,934	154,934	160,000	5,066	3%
79-5-00-5515	REPAIR & MAINTENANCE SEWER SYSTEM	13,921	4,273	1,100	20,700	20,700	20,000	(700)	-3%
79-5-00-5520	MAINTENACE - TRAFFICE CONTROL & SIGN	342,488	453,478	177,931	345,935	345,935	380,000	34,065	10%
79-5-00-5215	16TH Street Resurfacing Project	-	335,934	-	-	-	-	-	#DIV/0!
79-5-79-8570	CMAQ Tunnel Project	-	8,019	-	-	-	-	-	#DIV/0!
79-5-00-5205	26th Street Project	-	-	-	-	153,600	137,500	(16,100)	-10%
79-5-00-5210	PROJECT CONSTRUCTION	651,691	(8,457)	727	28,000	28,000	-	(28,000)	-100%
79-5-00-5405	CONTRACTUAL TREE TRIMMING	-	-	-	100,000	100,000	120,000	20,000	20%
79-5-00-5400	ENGINEERING GENERAL	-	-	6,081	38,000	38,000	30,000	(8,000)	-21%
	Arterial Lighting	-	-	-	-	-	410,000	410,000	#DIV/0!
	Oak Park Ave Lighting	-	-	-	-	-	750,000	750,000	#DIV/0!
79-5-00-5700	Transfer Out Salaries Recorded in Fund 11	<u>360,100</u>	<u>260,000</u>	<u>483,888</u>	<u>783,888</u>	<u>483,888</u>	<u>783,888</u>	<u>300,000</u>	<u>62%</u>
	Total MFT Expenditures	<u>1,879,539</u>	<u>1,543,253</u>	<u>1,051,856</u>	<u>1,776,257</u>	<u>1,629,857</u>	<u>3,096,188</u>	<u>1,466,331</u>	<u>90%</u>
	Revenues less Expenditures	(193,818)	191,324	87,272	(50,277)	-	(1,472,188)		
	Fund Balance Beginning	<u>2,299,785</u>	<u>2,105,967</u>	<u>2,297,291</u>	<u>2,297,291</u>	<u>2,297,291</u>	<u>2,247,014</u>		
	Projected Ending Fund Balance	<u>\$ 2,105,967</u>	<u>\$ 2,297,291</u>	<u>\$ 2,384,562</u>	<u>\$ 2,247,014</u>	<u>\$ 2,297,291</u>	<u>\$ 774,826</u>		

**City of Berwyn
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**South Berwyn Corridor
Tax Increment Financing District**

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

**City of Berwyn
South Berwyn TIF
2008 Budget**

Account Number	Account Name	2005 Actual	2006 Actual	2007 YTD 9-30	2007 Projected	2007 Budget	2008 Budget	Change	% Chg
Revenues									
55-4-00-4134	TAXES - SO. BERWYN CORRIDOR - TIF	\$ 843,334	\$ 1,177,805	\$ 606,731	\$ 1,209,696	\$ 1,160,000	\$ 1,062,354	\$ (97,646)	-8%
55-4-00-9900	BOND PROCEEDS	-	1,939,507	-	-	-	500,000	500,000	#DIV/0! *
55-4-00-4500	INTEREST REVENUE	6,810	15,159	30,215	45,323	17,000	35,000	18,000	106%
	Total South Berwyn TIF Revenues	<u>850,144</u>	<u>3,132,470</u>	<u>636,946</u>	<u>1,255,019</u>	<u>1,177,000</u>	<u>1,597,354</u>	<u>420,354</u>	<u>#DIV/0!</u>
Expenditures									
55-5-55-8120	SOUTH BERWYN CORRIDOR - T.I.F.	1,004,786	132,772	31,666	194,805	12,932	1,500,681	1,487,749	11504%
55-5-55-8200	TIF MANAGEMENT SERVICES - BDC	-	55,000	94,903	94,903	94,903	98,699	3,796	4%
55-5-55-8300	SEDGWICK ESCROW PAYMENTS	-	-	250,000	1,000,000	-	-	-	#DIV/0!
55-5-55-9080	SEDGWICK PROJ INSTALLMENT NOTE-PRINCIPAL	-	116,370	116,370	155,161	312,851	155,161	(157,690)	-50%
55-5-56-8120	SOUTH BERWYN TIF EXPENSE	-	1,939,507	-	-	-	-	-	#DIV/0!
55-5-55-9081	SEDGWICK PROJ INSTALLMENT NOTE-INTEREST	-	120,020	123,789	163,258	-	148,906	148,906	#DIV/0!
	Total South Berwyn TIF Expenditures	<u>1,004,786</u>	<u>2,363,670</u>	<u>616,728</u>	<u>1,608,127</u>	<u>420,686</u>	<u>1,903,447</u>	<u>1,482,761</u>	<u>996%</u>
	Revenues less Expenditures	(154,642)	768,801	20,218	(353,109)	756,314	(306,093)	<u>\$ (1,062,407)</u>	<u>-56%</u>
	Fund Balance Beginning	<u>542,568</u>	<u>387,926</u>	<u>1,156,727</u>	<u>1,156,727</u>	<u>803,618</u>	<u>803,618</u>		
	Projected Ending Fund Balance	<u>\$ 387,926</u>	<u>\$ 1,156,727</u>	<u>\$ 1,176,945</u>	<u>\$ 803,618</u>	<u>\$ 1,559,932</u>	<u>\$ 497,525</u>		

* - Bonds issued in 2007, for the parking garage. Proceeds shown as set equal to the parking garage estimated expenditures as any expenditures for the garage would be funded with bond proceeds. No allocation of the total amount of bond proceeds to be spent by the TIF can be made until the determination of how much of the project is TIF eligible has been made.

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For the Fiscal Year Beginning January 1, 2008

**Cermak Road
Tax Increment Financing District**

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

**City of Berwyn
Cermak TIF
2008 Budget**

Account Number	Account Name	2005 Actual	2006 Actual	2007 YTD 9-30	2007 Projected	2007 Budget	2008 Budget	Change	% Chg
Revenues									
56-4-00-4130	TAXES - CERMAK ROAD - TIF	\$ 1,248,027	\$ 1,636,704	\$ 830,305	\$ 1,607,106	\$ 1,605,000	\$ 1,653,150	\$ 48,150	3%
56-4-00-4504	INTEREST INCOME	38,668	82,339	97,257	194,514	85,000	180,000	95,000	112%
56-4-10-4555	REIMBURSEMENT, TIF	21,041	-	-	-	-	-	-	#DIV/0!
	Total Cermak TIF Revenues	<u>1,307,736</u>	<u>1,719,043</u>	<u>927,562</u>	<u>1,801,620</u>	<u>1,690,000</u>	<u>1,833,150</u>	<u>143,150</u>	<u>8%</u>
Expenditures									
56-5-56-8100	CERMAK T.I.F.	263,891	154,529	91,357	113,875	171,054	411,255	240,201	140%
56-5-56-8150	MAINSTREET	-	-	32,632	109,690	109,690	116,550	6,860	6%
56-5-56-8200	TIF MANAGMENT SERVICES - BDC	-	308,000	477,000	477,000	477,000	496,080	19,080	4%
	Total Cermak TIF Expenditures	<u>263,891</u>	<u>462,529</u>	<u>600,989</u>	<u>700,565</u>	<u>757,744</u>	<u>1,023,885</u>	<u>266,141</u>	<u>35%</u>
	Revenues less Expenditures	1,043,846	1,256,514	326,573	1,101,055	932,256	809,265	<u>\$ (122,991)</u>	<u>-13%</u>
	Fund Balance Beginning	<u>6,213,243</u>	<u>7,257,089</u>	<u>8,513,603</u>	<u>8,513,603</u>	<u>8,513,603</u>	<u>9,614,658</u>		
	Projected Ending Fund Balance	<u>\$ 7,257,089</u>	<u>\$ 8,513,603</u>	<u>\$ 8,840,176</u>	<u>\$ 9,614,658</u>	<u>\$ 9,445,859</u>	<u>\$ 10,423,923</u>		

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**Roosevelt Road
Tax Increment Financing District**

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

**City of Berwyn
Roosevelt TIF
2008 Budget**

Account Number	Account Name	2005 Actual	2006 Actual	2007 YTD 9-30	2007 Projected	2007 Budget	2008 Budget	Change	% Chg
Revenues									
57-4-00-4135	TAXES - ROOSEVELT ROAD - TIF	\$ 449,148	\$ 556,139	\$ 249,276	\$ 555,138	\$ 556,000	\$ 572,680	\$ 16,680	3%
57-4-00-9100	BOND PROCEEDS	-	725,000	-	-	-	-	-	#DIV/0!
57-4-00-4502	INTEREST INCOME	4,937	12,906	21,600	43,200	14,000	45,500	31,500	225%
	Total Roosevelt TIF Revenues	<u>454,085</u>	<u>1,294,044</u>	<u>270,876</u>	<u>598,338</u>	<u>570,000</u>	<u>618,180</u>	<u>48,180</u>	<u>8%</u>
Expenditures									
57-5-57-8130	ROOSEVELT ROAD - TIF EXPENSE	157,497	850,042	121,955	24,268	6,978	497,518	490,540	7030%
57-5-57-8200	TIF MANAGEMENT SERVICES - BDC	-	25,000	39,000	39,000	39,000	40,560	1,560	4%
57-5-57-9080	VOIGT PROJECT INSTALLMENT NOTE-PRINCIPAL	-	74,359	55,769	129,804	129,804	74,359	(55,445)	-43%
57-5-57-9081	VOIGT PROJECT INSTALLMENT NOTE-INTEREST	-	52,579	41,575	-	-	50,856	50,856	#DIV/0!
57-5-57-9960	TRANSFER TO BOND & INTEREST	-	78,570	-	76,970	76,970	80,370	3,400	4%
	Total Roosevelt TIF Expenditures	<u>157,497</u>	<u>1,080,550</u>	<u>258,299</u>	<u>270,042</u>	<u>252,752</u>	<u>743,663</u>	<u>490,911</u>	<u>194%</u>
	Revenues less Expenditures	296,588	213,495	12,577	328,296	317,248	(125,483)	<u>\$(442,731)</u>	<u>-140%</u>
	Fund Balance Beginning	<u>974,364</u>	<u>1,270,952</u>	<u>1,484,446</u>	<u>1,484,446</u>	<u>1,812,742</u>	<u>1,812,742</u>		
	Projected Ending Fund Balance	<u>\$ 1,270,952</u>	<u>\$ 1,484,446</u>	<u>\$ 1,497,023</u>	<u>\$ 1,812,742</u>	<u>\$ 2,129,990</u>	<u>\$ 1,687,259</u>		

**City of Berwyn
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**Ogden Avenue
Tax Increment Financing District**

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

**City of Berwyn
Ogden Ave TIF
2008 Budget**

Account Number	Account Name	2005 Actual	2006 Actual	2007 YTD 9-30	2007 Projected	2007 Budget	2008 Budget	Change	% Chg
Revenues									
58-4-00-4131	TAXES - OGDEN AVE. T.I.F.	\$ 1,006,094	\$ 971,048	\$ 585,539	\$ 964,559	\$ 964,000	\$ 992,920	\$ 28,920	3%
58-4-00-4200	INTEREST INCOME OGDEN AVENUE - TIF	9,987	16,862	22,847	45,694	18,000	35,000	17,000	94%
58-4-00-4555	REIMBURSEMENT - TIF	84	-	-	-	-	-	-	#DIV/0!
	Total Ogden Ave TIF Revenues	<u>1,016,165</u>	<u>987,909</u>	<u>608,386</u>	<u>1,010,253</u>	<u>982,000</u>	<u>1,027,920</u>	<u>45,920</u>	<u>5%</u>
Expenditures									
58-5-58-8110	OGDEN AVE. T.I.F.	85,090	40,000	24,209	453,076	7,576	54,178	46,602	615%
58-5-58-8200	TIF MANAGEMENT SERVICES - BDC	-	308,000	477,000	477,000	477,000	496,080	19,080	4%
58-5-58-9960	TRANSFER TO BOND & INTEREST	-	473,444	-	474,998	474,998	474,598	(400)	0%
	Total Ogden Ave TIF Expenditures	<u>85,090</u>	<u>821,444</u>	<u>501,209</u>	<u>1,405,074</u>	<u>959,574</u>	<u>1,024,856</u>	<u>65,282</u>	<u>7%</u>
	Revenues less Expenditures	<u>931,075</u>	<u>166,466</u>	<u>107,177</u>	<u>(394,821)</u>	<u>22,426</u>	<u>3,064</u>	<u>\$ (19,362)</u>	<u>-86%</u>
	Fund Balance Beginning	<u>1,629,190</u>	<u>2,560,265</u>	<u>2,726,730</u>	<u>2,726,730</u>	<u>2,726,730</u>	<u>2,331,909</u>		
	Projected Ending Fund Balance	<u>\$ 2,560,265</u>	<u>\$ 2,726,730</u>	<u>\$ 2,833,907</u>	<u>\$ 2,331,909</u>	<u>\$ 2,749,156</u>	<u>\$ 2,334,973</u>		

**City of Berwyn
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Capital Projects Fund

The City has established a Capital Projects Fund. This fund was established to account for the proceeds of the 2007A 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
2008 Budget**

Account Number	Account Name	2007 YTD 6-30-07	2007 Projected	2007 Budget	2008 Budget	Project Budget
Revenues						
40-4-00-4609	Grant Revenue	\$ 58,150	\$ 100,000	\$ 100,000	\$ -	\$ 100,000
40-4-00-4820	Interest Income	-	-	-	534,375	1,054,000
40-4-00-4900	Bond Proceeds	-	21,375,000	21,375,000	-	21,375,000
	Total Capital Projects Revenues	<u>\$ 58,150</u>	<u>\$ 21,475,000</u>	<u>\$ 21,475,000</u>	<u>\$ 534,375</u>	<u>\$ 22,529,000</u>
Expenditures						
40-5-07-5700	16th Street Fire Station	66,734	100,000	100,000	1,500,000	1,500,000
40-5-00-5700	Parking Garage	-	-	-	3,650,000	9,500,000
40-5-00-5705	Roosevelt Road Sewer Lining	-	-	-	-	3,000,000
40-5-00-5710	Alleys	-	-	-	1,200,000	2,400,000
40-5-16-5700	Citywide Wireless	-	-	-	750,000	750,000
40-5-06-5700	General Ledger System	-	-	-	300,000	300,000
40-5-00-5715	Contingency	-	-	-	-	300,000
40-5-00-5900	General Fund Capital Spent	-	-	-	-	4,779,000
	Total Capital Projects Expenditures	<u>66,734</u>	<u>100,000</u>	<u>100,000</u>	<u>7,400,000</u>	<u>22,529,000</u>
	Revenues less Expenditures	(8,584)	21,375,000	21,375,000	(6,865,625)	-
	Net Assets Beginning	-	-	-	21,375,000	-
	Projected Ending Net Assets	<u>\$ (8,584)</u>	<u>\$ 21,375,000</u>	<u>\$ 21,375,000</u>	<u>\$ 14,509,375</u>	<u>\$ -</u>

**City of Berwyn
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Debt Service Fund

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

**City of Berwyn
Debt Service Fund
2008 Budget**

Account Number	Account Name	2005 Actual	2006 Actual	2007 Projected	2007 Budget	2008 Budget	Change Amount	Percent Change
Revenues								
60-4-00-4102	TAXES, PROPERTY REVENUE	\$ 10,077,710	\$ 8,980,127	\$ 9,294,960	\$ 9,294,960	\$ 6,449,422	\$ (2,845,538)	-31%
60-4-00-4820	INTEREST INCOME	-	32,695	39,346	24,000	30,000	6,000	25%
60-4-00-4900	BOND PROCEEDS	-	8,850,000	15,277,414	23,533,421	-	(23,533,421)	-100%
60-4-00-4901	BOND PREMIUMS	-	-	1,146,682	-	-	-	#DIV/0!
60-4-00-4905	TRANSFER IN ROOSEVELT TIF	-	78,570	76,970	58,485	80,370	21,885	37%
60-4-00-4910	TRANSFER IN OGDEN TIF	-	473,444	472,401	435,951	474,598	38,647	9%
60-4-00-9911	TRANS IN CORP FUND 11	-	(1,500,000)	8,963,354	-	-	-	#DIV/0!
	CAPITALIZED INTEREST USED	-	-	(2,185,349)	-	945,453	945,453	#DIV/0!
	Total Debt Service Revenues	<u>10,077,710</u>	<u>16,914,836</u>	<u>33,085,778</u>	<u>33,346,817</u>	<u>7,979,843</u>	<u>(25,366,974)</u>	<u>#DIV/0!</u>
Expenditures								
60-5-00-5200	BOND ISSUANCE COSTS	\$ 69,800	\$ 50,000	\$ 767,099	\$ 543,564	\$ -	\$ (543,564)	-100%
60-5-00-5210	PAYMENT TO REFUNDED BOND ESCROW	-	-	12,802,600	22,836,857	-	(22,836,857)	-100%
60-5-00-5215	PAYING AGENT FEES	-	3,835	4,400	-	4,000	4,000	#DIV/0!
60-5-00-5700	TRANSFER IN TO FUND 11	2,429,200	-	-	4,013,990	-	(4,013,990)	-100%
60-5-01-5000	PRINCIPAL G.O.BONDS SERIES 2001 OGDEN	-	85,000	90,000	90,000	95,000	5,000	6%
60-5-01-5001	INTEREST G.O. BONDS SERIES- 2001	734,557	25,390	21,948	21,948	18,168	(3,780)	-17%
60-5-02-5000	PRINCIPAL G.O. BONDS SERIES 2002A OGDEN	-	340,000	350,000	350,000	365,000	15,000	4%
60-5-02-5001	INTEREST -G.O.BONDS SERIES 2002 A OGDEN	177,768	72,730	60,830	60,830	47,356	(13,474)	-22%
60-5-02-5005	PRINCIPAL G.O.BOND SERIES 2002B ROOSEVEL	-	40,000	40,000	40,000	45,000	5,000	13%
60-5-02-5006	INTEREST - G.O. BONDS SERIES 2002 B	79,850	38,570	36,970	36,970	35,370	(1,600)	-4%
60-5-04-5000	PRINCIPAL G.O.BONDS SERIES(REFUNDING) 04	450	75,000	75,000	75,000	75,000	-	0%
60-5-04-5001	INTEREST G.O.BONDS SERIES (REFUNDING) 04	9,292,925	872,938	871,438	754,438	662,438	(92,000)	-12%
60-5-05-5001	INTEREST - NOTES 40001-C 2005	-	340,626	-	-	-	-	#DIV/0!
60-5-07-5001	INTEREST GO BOND SERIES 2007A	-	-	414,651	592,521	1,408,250	815,729	138%
60-5-07-5002	INTEREST GO BOND SERIES 2007B	-	-	362,457	-	1,230,987	1,230,987	#DIV/0!
60-5-60-2006	PRINCIPAL & INTEREST 2006	-	8,800,000	8,850,000	-	-	-	#DIV/0!
60-5-60-9044	PRINCIPAL & INTEREST 1994 BOND	152,830	-	-	-	-	-	#DIV/0!
60-5-98-5000	PRINCIPAL G.O.BONDS SERIES 1998	3,332,350	2,650,000	2,885,000	2,885,000	3,130,000	245,000	8%
60-5-98-5001	INTEREST G.O. BONDS SERIES 1998	-	785,500	653,000	653,000	508,750	(144,250)	-22%
60-5-99-5000	PRINCIPAL G. O.BONDS SERIES 1999	-	3,710,000	3,865,000	-	-	-	#DIV/0!
60-5-99-5001	INTEREST - G.O. BONDS SERIES 1999	4,694,775	981,975	660,283	392,700	328,525	(64,175)	-16%
	Total Debt Service Expenditures	<u>20,964,505</u>	<u>18,871,564</u>	<u>32,810,675</u>	<u>33,346,817</u>	<u>7,953,843</u>	<u>(25,392,974)</u>	<u>-76%</u>
	Revenues less Expenditures	(1,493,452)	(1,956,727)	275,103	-	26,000		
	Fund Balance Beginning	<u>421,264</u>	<u>(1,072,188)</u>	<u>(3,028,916)</u>	<u>(3,028,916)</u>	<u>\$ (2,753,813)</u>		
	Projected Ending Fund Balance	<u>\$ (1,072,188)</u>	<u>\$ (3,028,916)</u>	<u>\$ (2,753,813)</u>	<u>\$ (3,028,916)</u>	<u>\$ (2,727,813)</u>		

City of Berwyn
Amortization Schedule
12/31/2008

Debt Name Original Amt	GO bonds, 1999 \$65,000,000			GO Corp Purpose Bonds, 2001 \$3,890,000			
	Date	Principal	Interest	Total Pymt	Principal	Interest	Total Pymt
	6/1/2008	\$ -	\$ 164,263	\$ 164,263	\$ -	\$ 9,084	\$ 9,084
	12/1/2008	-	164,263	164,263	95,000	9,084	104,084
	6/1/2009	-	164,263	164,263	-	7,041	7,041
	12/1/2009	-	164,263	164,263	100,000	7,041	107,041
	6/1/2010	-	164,263	164,263	-	4,866	4,866
	12/1/2010	-	164,263	164,263	105,000	4,866	109,866
	6/1/2011	-	164,263	164,263	-	2,530	2,530
	12/1/2011	-	164,263	164,263	110,000	2,530	112,530
	6/1/2012	-	164,263	164,263	-	-	-
	12/1/2012	-	164,263	164,263	-	-	-
	6/1/2013	-	164,263	164,263	-	-	-
	12/1/2013	-	164,263	164,263	-	-	-
	6/1/2014	-	164,263	164,263	-	-	-
	12/1/2014	-	164,263	164,263	-	-	-
	6/1/2015	-	164,263	164,263	-	-	-
	12/1/2015	1,795,000	164,263	1,959,263	-	-	-
	6/1/2016	-	126,119	126,119	-	-	-
	12/1/2016	1,880,000	126,119	2,006,119	-	-	-
	6/1/2017	-	86,169	86,169	-	-	-
	12/1/2017	1,980,000	86,169	2,066,169	-	-	-
	6/1/2018	-	44,094	44,094	-	-	-
	12/1/2018	2,075,000	44,094	2,119,094	-	-	-
	6/1/2019	-	-	-	-	-	-
	12/1/2019	-	-	-	-	-	-
	6/1/2020	-	-	-	-	-	-
	12/1/2020	-	-	-	-	-	-
	6/1/2021	-	-	-	-	-	-
	12/1/2021	-	-	-	-	-	-
	6/1/2022	-	-	-	-	-	-
	12/1/2022	-	-	-	-	-	-
	6/1/2023	-	-	-	-	-	-
	12/1/2023	-	-	-	-	-	-
	6/1/2024	-	-	-	-	-	-
	12/1/2024	-	-	-	-	-	-
	6/1/2025	-	-	-	-	-	-
	12/1/2025	-	-	-	-	-	-
	6/1/2026	-	-	-	-	-	-
	12/1/2026	-	-	-	-	-	-
	6/1/2027	-	-	-	-	-	-
	12/1/2027	-	-	-	-	-	-
		<u>\$ 7,730,000</u>	<u>\$ 3,140,962</u>	<u>\$ 10,870,962</u>	<u>\$ 410,000</u>	<u>\$ 47,043</u>	<u>\$ 457,043</u>

City of Berwyn
Amortization Schedule
12/31/2008

Debt Name Original Amt	GO Bonds, 2002A \$3,295,140			GO Bonds, 2002B \$940,000			
	Date	Principal	Interest	Total Pymt	Principal	Interest	Total Pymt
	6/1/2008	\$ -	\$ 23,678	\$ 23,678	\$ -	\$ 17,685	\$ 17,685
	12/1/2008	365,000	23,668	388,668	45,000	17,685	62,685
	6/1/2009	-	16,378	16,378	-	16,785	16,785
	12/1/2009	380,000	16,378	396,378	45,000	16,785	61,785
	6/1/2010	-	8,493	8,493	-	15,818	15,818
	12/1/2010	395,000	8,493	403,493	45,000	15,818	60,818
	6/1/2011	-	-	-	-	14,850	14,850
	12/1/2011	-	-	-	50,000	14,850	64,850
	6/1/2012	-	-	-	-	13,775	13,775
	12/1/2012	-	-	-	50,000	13,775	63,775
	6/1/2013	-	-	-	-	12,600	12,600
	12/1/2013	-	-	-	55,000	12,600	67,600
	6/1/2014	-	-	-	-	11,308	11,308
	12/1/2014	-	-	-	55,000	11,308	66,308
	6/1/2015	-	-	-	-	10,015	10,015
	12/1/2015	-	-	-	60,000	10,015	70,015
	6/1/2016	-	-	-	-	8,545	8,545
	12/1/2016	-	-	-	60,000	8,545	68,545
	6/1/2017	-	-	-	-	7,075	7,075
	12/1/2017	-	-	-	65,000	7,075	72,075
	6/1/2018	-	-	-	-	5,483	5,483
	12/1/2018	-	-	-	70,000	5,483	75,483
	6/1/2019	-	-	-	-	3,698	3,698
	12/1/2019	-	-	-	70,000	3,698	73,698
	6/1/2020	-	-	-	-	1,913	1,913
	12/1/2020	-	-	-	75,000	1,913	76,913
	6/1/2021	-	-	-	-	-	-
	12/1/2021	-	-	-	-	-	-
	6/1/2022	-	-	-	-	-	-
	12/1/2022	-	-	-	-	-	-
	6/1/2023	-	-	-	-	-	-
	12/1/2023	-	-	-	-	-	-
	6/1/2024	-	-	-	-	-	-
	12/1/2024	-	-	-	-	-	-
	6/1/2025	-	-	-	-	-	-
	12/1/2025	-	-	-	-	-	-
	6/1/2026	-	-	-	-	-	-
	12/1/2026	-	-	-	-	-	-
	6/1/2027	-	-	-	-	-	-
	12/1/2027	-	-	-	-	-	-
		<u>\$ 1,140,000</u>	<u>\$ 97,088</u>	<u>\$ 1,237,088</u>	<u>\$ 745,000</u>	<u>\$ 279,100</u>	<u>\$ 1,024,100</u>

City of Berwyn
Amortization Schedule
12/31/2008

Debt Name Original Amt	GO Refunding Bonds, 2004 \$19,710,000			GO Bonds, 2007A \$28,165,000			
	Date	Principal	Interest	Total Pymt	Principal	Interest	Total Pymt
	6/1/2008	\$ -	\$ 331,219	\$ 331,219	\$ -	\$ 704,125	\$ 704,125
	12/1/2008	75,000	331,219	406,219	-	704,125	704,125
	6/1/2009	-	330,281	330,281	-	704,125	704,125
	12/1/2009	75,000	330,281	405,281	-	704,125	704,125
	6/1/2010	-	329,250	329,250	-	704,125	704,125
	12/1/2010	4,480,000	329,250	4,809,250	-	704,125	704,125
	6/1/2011	-	239,650	239,650	-	704,125	704,125
	12/1/2011	2,645,000	239,650	2,884,650	-	704,125	704,125
	6/1/2012	-	186,750	186,750	-	704,125	704,125
	12/1/2012	2,820,000	186,750	3,006,750	-	704,125	704,125
	6/1/2013	-	116,250	116,250	-	704,125	704,125
	12/1/2013	2,990,000	116,250	3,106,250	-	704,125	704,125
	6/1/2014	-	41,500	41,500	-	704,125	704,125
	12/1/2014	1,660,000	41,500	1,701,500	-	704,125	704,125
	6/1/2015	-	-	-	-	704,125	704,125
	12/1/2015	-	-	-	-	704,125	704,125
	6/1/2016	-	-	-	-	704,125	704,125
	12/1/2016	-	-	-	-	704,125	704,125
	6/1/2017	-	-	-	-	704,125	704,125
	12/1/2017	-	-	-	-	704,125	704,125
	6/1/2018	-	-	-	-	704,125	704,125
	12/1/2018	-	-	-	-	704,125	704,125
	6/1/2019	-	-	-	-	704,125	704,125
	12/1/2019	-	-	-	-	704,125	704,125
	6/1/2020	-	-	-	-	704,125	704,125
	12/1/2020	-	-	-	-	704,125	704,125
	6/1/2021	-	-	-	-	704,125	704,125
	12/1/2021	-	-	-	-	704,125	704,125
	6/1/2022	-	-	-	-	704,125	704,125
	12/1/2022	-	-	-	450,000	704,125	1,154,125
	6/1/2023	-	-	-	-	692,875	692,875
	12/1/2023	-	-	-	5,015,000	692,875	5,707,875
	6/1/2024	-	-	-	-	567,500	567,500
	12/1/2024	-	-	-	5,270,000	567,500	5,837,500
	6/1/2025	-	-	-	-	435,750	435,750
	12/1/2025	-	-	-	5,530,000	435,750	5,965,750
	6/1/2026	-	-	-	-	297,500	297,500
	12/1/2026	-	-	-	5,805,000	297,500	6,102,500
	6/1/2027	-	-	-	-	152,375	152,375
	12/1/2027	-	-	-	6,095,000	152,375	6,247,375
		-	-	-	-	-	-
		<u>\$ 14,745,000</u>	<u>\$ 3,149,800</u>	<u>\$ 17,894,800</u>	<u>\$ 28,165,000</u>	<u>\$ 25,415,750</u>	<u>\$ 53,580,750</u>

City of Berwyn
Amortization Schedule
12/31/2008

Annual Total - All bonds

	<u>Principal</u>	<u>Interest</u>	<u>Total Pymt</u>
2008	\$ -	\$ 2,119,922	\$ 2,119,922
2008	3,710,000	2,119,911	5,829,911
2009	-	2,030,492	2,030,492
2009	3,990,000	2,030,492	6,020,492
2010	-	1,933,683	1,933,683
2010	8,680,000	1,933,683	10,613,683
2011	-	1,740,911	1,740,911
2011	2,805,000	1,740,911	4,545,911
2012	-	1,684,406	1,684,406
2012	2,870,000	1,684,406	4,554,406
2013	-	1,612,731	1,612,731
2013	3,045,000	1,612,731	4,657,731
2014	-	1,536,689	1,536,689
2014	3,210,000	1,536,689	4,746,689
2015	-	1,451,887	1,451,887
2015	3,385,000	1,451,887	4,836,887
2016	-	1,369,050	1,369,050
2016	3,540,000	1,369,050	4,909,050
2017	-	1,282,190	1,282,190
2017	3,720,000	1,282,190	5,002,190
2018	-	1,190,702	1,190,702
2018	3,905,000	1,190,702	5,095,702
2019	-	1,093,871	1,093,871
2019	4,095,000	1,093,871	5,188,871
2020	-	975,563	975,563
2020	4,330,000	975,563	5,305,563
2021	-	850,467	850,467
2021	4,505,000	850,467	5,355,467
2022	-	720,048	720,048
2022	1,000,000	720,048	1,720,048
2023	-	692,875	692,875
2023	5,015,000	692,875	5,707,875
2024	-	567,500	567,500
2024	5,270,000	567,500	5,837,500
2025	-	435,750	435,750
2025	5,530,000	435,750	5,965,750
2026	-	297,500	297,500
2026	5,805,000	297,500	6,102,500
2027	-	152,375	152,375
2027	6,095,000	152,375	6,247,375
	-	-	-
	<u>\$ 84,505,000</u>	<u>\$ 47,477,211</u>	<u>\$ 131,982,211</u>

**City of Berwyn
2008
Annual Budget**

For the Fiscal Year Beginning January 1, 2008

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
2008
Annual Budget**

For the Fiscal Year Beginning January 1, 2008

**Water and Sewer
Fund 80**

PROGRAM MANAGER: Director of Public Works

PROGRAM DESCRIPTION:

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

SERVICES:

 **Administration**

- Management of 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
2008
Annual Budget**

For the Fiscal Year Beginning January 1, 2008

**Water and Sewer
Fund 80**




STAFFING:

Position (FTE)	2007 Actual	2008 Budget
Public Works Director	0.50	0.50
Secretary/Receptionist	0.50	0.50
Working Foreman	1.00	1.00
Drivers	3.00	3.00
Pump Operators	6.00	6.00
 Total	 <u>11.00</u>	 <u>11.00</u>



ACTIVITY MEASURES:

Activity Measures	2006 Actual	2007 Actual	2008 Budget
Miles of water main	54.00	54.00	54.00
Catch basis cleared	-	1,200.00	1,000.00
Number of water main breaks	-	215.00	-
Water and/or Sewer-related Service requests*		3,891.00	-
Sewer Backups		45.00	
Leaking Service		62.00	
Buffalo Box repairs		210.00	
Miles of sewer main cleaned		4.00	
*Including Locates			

OBJECTIVES ACCOMPLISHED IN 2007:

-  Successfully implemented the Stage II Disinfectant Byproduct testing program.
-  Implemented sewer catch basin cleaning program.
-  Began design of sewer point repairs on north end of the City.

OBJECTIVES TO BE ACCOMPLISHED IN 2008:

-  Develop and implement valve inspection and maintenance program.
-  Establish capital improvement program to address current and future needs.

**City of Berwyn
2008
Annual Budget**

For the Fiscal Year Beginning January 1, 2008

**Water and Sewer
Fund 80**

- ✚ Evaluate and implement revised water and sewer rate structure.

BUDGET SUMMARY:

- ✚ Begin design of water tower improvements to meet federal, state, and security mandates.
- ✚ To coordinate the contractual engineering and construction of the water and sewer main improvements on Roosevelt Road.
- ✚ Provide city-wide catch basin cleaning to prevent sewerage back up and reduce on road flooding.
- ✚ Complete meter change over program.

**City of Berwyn
Water and Sewer Fund
2008 Budget**

Account Number	Account Name	2005 Actual	2006 Actual	2007 YTD 9-30-07	2007 Projected	2007 Budget	2008 Budget	Change Amount	Change Percent
Revenues									
80-4-00-4300	Water Sales - Commercial	\$ 1,403,007	\$ 1,467,716	\$ 905,285	\$ 1,360,000	\$ 1,600,000	\$ 1,542,240	\$ (57,760)	-4%
80-4-00-4305	Water Sales - Residential	3,385,328	3,531,719	1,628,456	3,300,000	3,440,000	3,742,200	302,200	9%
80-4-00-4310	Water Used in Construction	250	710	250	333	500	-	(500)	-100%
80-4-00-4315	Plumbing Inspection	26,825	27,445	23,607	31,476	28,000	28,000	-	0%
80-4-00-4320	Fees, Tap	16,530	13,530	15,030	20,040	14,000	10,000	(4,000)	-29%
80-4-00-4325	Sales, Meter	15,070	13,250	11,550	15,400	14,000	12,000	(2,000)	-14%
80-4-00-4330	Parkway Use	680	2,545	(45)	-	1,000	1,000	-	0%
80-4-00-4400	Penalties	-	-	163,363	217,817	-	210,000	210,000	#DIV/0!
80-4-00-4790	Miscellaneous	731	163	-	-	-	-	-	#DIV/0!
80-4-00-4800	Damage to City Property	59,463	18,412	31,622	42,163	-	50,000	50,000	#DIV/0!
80-4-00-8000	Transfers In	87,333	-	-	-	-	-	-	#DIV/0!
	Total Water and Sewer Revenues	4,995,217	5,075,489	2,779,118	4,987,229	5,097,500	5,595,440	497,940	#DIV/0!
Expenditures									
80-5-00-5111	Water and Sewer - Salaries	617,739	707,295	418,571	588,262	755,128	649,944	(105,184)	-14%
80-5-00-5115	Water and Sewer - Overtime	25,426	41,717	38,267	51,023	45,000	40,000	(5,000)	-11%
80-5-00-5120	Water and Sewer - Sick Day Buyback	15,959	19,189	9,203	9,203	12,480	7,000	(5,480)	-44%
80-5-00-5125	Water and Sewer - Clothing Stipend	-	-	3,200	3,200	-	3,200	3,200	#DIV/0!
80-5-00-5130	Water and Sewer - Benefits	356,770	327,184	191,322	241,187	748,947	266,477	(482,470)	-64%
80-5-00-5160	Water and Sewer - Internal Service Fund	199,989	101,799	246,565	246,565	-	255,486	255,486	#DIV/0!
80-5-00-5200	Water and Sewer - Cost of Water	2,353,769	2,705,216	1,508,502	2,551,151	2,500,000	2,933,824	433,824	17%
80-5-00-5210	Water and Sewer - Water Chemical Treatment	55,515	39,810	3,911	36,500	45,000	42,300	(2,700)	-6%
80-5-00-5215	Water and Sewer - Interdepartmental Charge	-	226,195	48,747	357,156	259,662	474,279	214,617	83%
80-5-00-5220	Water and Sewer - Depreciation	3,948,126	3,946,337	-	4,000,000	-	-	-	#DIV/0!
80-5-00-5300	Water and Sewer - Other Gen Exp	15,724	24,645	22,295	29,727	38,500	32,000	(6,500)	-17%
80-5-00-5305	Water and Sewer - Postage, Printing, Pubs	12,103	33,247	22,552	35,000	43,500	35,000	(8,500)	-20%
80-5-00-5310	Water and Sewer - Telephone	1,808	4,232	5,864	7,819	4,000	5,000	1,000	25%
80-5-00-5320	Water and Sewer - Utilities	68,920	93,303	49,383	80,000	83,400	83,400	-	0%
80-5-00-5335	Water and Sewer - Office Supplies	-	415	125	167	600	300	(300)	-50%
80-5-00-5400	Water and Sewer - Consulting & Engineering	-	3,561	45,779	61,039	82,000	100,000	18,000	22%
80-5-00-5500	Water and Sewer - Repairs & Maint	35,302	4,517	34,533	50,000	59,000	171,000	112,000	190%
80-5-00-5505	Water and Sewer - Water Maint	26,685	102,961	109,213	145,617	85,000	62,000	(23,000)	-27%
80-5-00-5510	Water and Sewer - Copier Maint	-	9,054	5,235	6,980	8,200	59,200	51,000	622%
80-5-00-5650	Water and Sewer - Postage Machine Lease	-	151	12,659	16,879	16,476	17,000	524	3%
	Total Water and Sewer Expenditures	7,733,836	8,390,828	2,775,926	8,517,473	4,786,893	5,237,409	450,516	#DIV/0!
	Revenues less Expenditures	(2,738,619)	(3,315,339)	3,192	(3,530,244)	310,607	358,031		
	Net Assets Beginning	57,177,362	54,438,743	51,123,404	51,123,404	51,123,404	47,593,160		
	Projected Ending Net Assets	\$ 54,438,743	\$ 51,123,404	\$ 51,126,596	\$ 47,593,160	\$ 51,434,011	\$ 47,951,191		

**City of Berwyn
2008
Annual Budget**

For the Fiscal Year Beginning January 1, 2008

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
2008 Budget**

Account Number	Account Name	2005 Actual	2006 Actual	YTD 9-30-07	2007 Projected	2007 Budget	2008 Budget
Revenues							
82-4-82-4900	INTERFUND CHARGES	\$ 1,531,542	\$ 2,539,720	\$ 3,275,340	\$ 3,275,340	\$ -	\$ 3,530,575
Expenditures							
82-5-00-5210	PREMIUMS - LIABILITY INSURANCE	-	240,164	283,666	290,666	-	299,386
82-5-00-5215	PREMIUMS - BOILER COVERAGE	-	11,747	11,856	11,856	-	12,212
82-5-00-5220	PREMIUMS - PROPERTY INSURANCE	-	154,481	120,145	168,645	-	173,704
82-5-00-5225	PREMIUMS - WORKMEN'S COMPENSATION	2,208,452	102,783	81,006	143,006	-	147,296
82-5-00-5230	CLAIMS - GENERAL LIABILITY	-	789,807	559,962	829,297	-	854,176
82-5-00-5235	CLAIMS - WORKMEN'S COMPENSATION	-	1,549,138	1,081,063	1,626,595	-	1,675,393
	Total Expenditures	<u>2,208,452</u>	<u>2,848,120</u>	<u>2,137,698</u>	<u>3,070,065</u>	<u>-</u>	<u>3,162,167</u>
	Revenues less Expenditures	(676,910)	(308,400)	1,137,642	205,275	-	368,408
	Net Assets (Deficit) Beginning	<u>(1,500,691)</u>	<u>(2,177,601)</u>	<u>(2,486,001)</u>	<u>(2,486,001)</u>	<u>-</u>	<u>(2,280,726)</u>
	Projected Ending Net Assets (Deficit)	<u>\$ (2,177,601)</u>	<u>\$ (2,486,001)</u>	<u>\$ (1,348,359)</u>	<u>\$ (2,280,726)</u>	<u>\$ -</u>	<u>\$ (1,912,318)</u>

City of Berwyn
 Summary of City Vehicles
 Appendix A
 2008 Budget

DESCRIPTION	DEPT.	Category	MFG.	ESTIMATED HISTORICAL COST	PLACED IN SERVICE DATE	REMAINING USEFUL LIFE THRU 08	TOTAL USEFUL LIFE
AUTOMOBILE	BLDG. DEPT.	GEN GOVT	FORD 2000	24,000	2000	7	15
AUTOMOBILE	BLDG. DEPT.	GEN GOVT	FORD 2000	24,000	2000	7	15
AUTOMOBILE	BLDG. DEPT.	GEN GOVT	FORD 2000	24,000	2000	7	15
AUTOMOBILE	BLDG. DEPT.	GEN GOVT	FORD 2000	24,000	2000	7	15
AUTOMOBILE	BLDG. DEPT.	GEN GOVT	FORD 2000	24,000	2000	7	15
AUTOMOBILE	BLDG. DEPT.	GEN GOVT	FORD 2000	24,000	2000	7	15
AUTOMOBILE	BLDG. DEPT.	GEN GOVT	FORD 1996	19,920	1996	9	21
AUTOMOBILE	BLDG. DEPT.	GEN GOVT	FORD 1996	19,920	1996	9	21
AUTOMOBILE	BLDG. DEPT.	GEN GOVT	FORD 1996	19,920	1996	9	21
VAN - PACE	COMMUNITY OUTREACH	GEN GOVT	FORD	43,905	2006	7	9
VAN - PACE	COMMUNITY OUTREACH	GEN GOVT	FORD	43,905	2006	7	9
SPORTS UTILITY VEHICLE WITH RADIO	CENTRAL FIRE DEPT.	PUBLIC SAFETY	FORD 2000	36,500	2000	8	16
AUTOMOBILE WITH RADIO	CENTRAL FIRE DEPT.	PUBLIC SAFETY	CHEVROLET 1993	26,860	1993	12	27
AUTOMOBILE WITH RADIO	CENTRAL FIRE DEPT.	PUBLIC SAFETY	DODGE 1996	19,920	1996	9	21
FIRE ENGINE WITH UPGRADE PACKAGE	CENTRAL FIRE DEPT.	PUBLIC SAFETY	PIERCE 2000	275,000	2000	24	32
BUS	CENTRAL FIRE DEPT.	PUBLIC SAFETY	PACE	3,000	1999	6	15
VAN WITH RADIO	POLICE DEPT.	PUBLIC SAFETY	CHEVROLET 1995	19,680	1995	9	22
TRUCK WITH RADIO	POLICE DEPT.	PUBLIC SAFETY	FORD 1995	27,880	1995	9	22
AUTOMOBILE WITH RADIO	POLICE DEPT.	PUBLIC SAFETY	FORD 2003	26,000	2003	6	11
AUTOMOBILE WITH RADIO	POLICE DEPT.	PUBLIC SAFETY	FORD 2003	26,000	2003	6	11
AUTOMOBILE WITH RADIO	POLICE DEPT.	PUBLIC SAFETY	FORD 2003	26,000	2003	6	11
AUTOMOBILE WITH RADIO	POLICE DEPT.	PUBLIC SAFETY	FORD 2003	26,000	2003	6	11
AUTOMOBILE WITH RADIO	POLICE DEPT.	PUBLIC SAFETY	FORD 2003	26,000	2003	6	11
AUTOMOBILE WITH RADIO	POLICE DEPT.	PUBLIC SAFETY	FORD 2003	26,000	2003	6	11
AUTOMOBILE WITH RADIO	POLICE DEPT.	PUBLIC SAFETY	FORD 2003	25,000	2003	6	11
AUTOMOBILE WITH RADIO	POLICE DEPT.	PUBLIC SAFETY	FORD 2003	25,000	2003	6	11
AUTOMOBILE WITH RADIO	POLICE DEPT.	PUBLIC SAFETY	FORD2002	24,000	2002	6	12
AUTOMOBILE	POLICE DEPT.	PUBLIC SAFETY	DODGE 2003	21,402	2003	6	11
AUTOMOBILE WITH RADIO	POLICE DEPT.	PUBLIC SAFETY	CHEVROLET 2001	23,000	2001	7	14
AUTOMOBILE WITH RADIO	POLICE DEPT.	PUBLIC SAFETY	FORD 2000	24,000	2000	7	15
AUTOMOBILE WITH RADIO	POLICE DEPT.	PUBLIC SAFETY	FORD 2000	24,000	2000	7	15
AUTOMOBILE WITH RADIO	POLICE DEPT.	PUBLIC SAFETY	FORD 2000	24,000	2000	7	15
AUTOMOBILE WITH RADIO	POLICE DEPT.	PUBLIC SAFETY	FORD 2000	24,000	2000	7	15
AUTOMOBILE WITH RADIO	POLICE DEPT.	PUBLIC SAFETY	FORD 1998	22,620	1998	8	18
AUTOMOBILE WITH RADIO	POLICE DEPT.	PUBLIC SAFETY	FORD 1996	21,580	1996	8	20
AUTOMOBILE WITH RADIO	POLICE DEPT.	PUBLIC SAFETY	FORD 1996	21,580	1996	8	20
VAN WITH RADIO	POLICE DEPT.	PUBLIC SAFETY	FORD 1995	14,680	1995	9	22
VAN WITH RADIO	POLICE DEPT.	PUBLIC SAFETY	DODGE 1997	20,400	1997	8	19
AUTOMOBILE WITH RADIO	POLICE DEPT.	PUBLIC SAFETY	FORD 1999	23,140	1999	7	16
AUTOMOBILE WITH RADIO	POLICE DEPT.	PUBLIC SAFETY	FORD 1999	21,360	1999	7	16
TRUCK WITH RADIO	POLICE DEPT.	PUBLIC SAFETY	FORD 2000	34,000	2000	7	15
AMBULANCE	FIRE STATION	PUBLIC SAFETY	FORD 2002	70,000	2002	6	12
FIRE ENGINE, AERIAL LADDER WITH EQUIPMENT	FIRE STATION	PUBLIC SAFETY	SEAGRAVE 1992	362,700	1992	22	38
FIRE ENGINE, 1250 GALLON CAPACITY WITH EQUIPMENT	FIRE STATION	PUBLIC SAFETY	SEAGRAVE 1982	153,700	1982	22	48
FIRE ENGINE, AERIAL LADDER WITH EQUIPMENT	FIRE STATION	PUBLIC SAFETY	SEAGRAVE 1996	449,993	1996	22	34
AMBULANCE	FIRE STATION	PUBLIC SAFETY	FORD 2002	70,000	2002	6	12
FIRE ENGINE, AERIAL LADDER WITH EQUIPMENT	FIRE STATION	PUBLIC SAFETY	SEAGRAVE 2004	478,840	2004	21	25
AUTOMOBILE WITH RADIO	POLICE DEPT.	PUBLIC SAFETY	CHEVY 2005	19,694	2004	5	9
AUTOMOBILE WITH RADIO	POLICE DEPT.	PUBLIC SAFETY	CHEVY 2005	19,694	2004	5	9
AUTOMOBILE WITH RADIO	POLICE DEPT.	PUBLIC SAFETY	CHEVY 2005	19,694	2004	5	9
SPORTS UTILITY VEHICLE WITH RADIO	POLICE DEPT.	PUBLIC SAFETY	FORD 2005	24,062	2004	5	9
SPORTS UTILITY VEHICLE WITH RADIO	POLICE DEPT.	PUBLIC SAFETY	FORD 2005	24,062	2004	5	9
SPORTS UTILITY VEHICLE WITH RADIO	POLICE DEPT.	PUBLIC SAFETY	FORD 2005	24,062	2004	5	9
SPORTS UTILITY VEHICLE WITH RADIO	POLICE DEPT.	PUBLIC SAFETY	FORD 2005	24,062	2004	5	9

City of Berwyn
Summary of City Vehicles
Appendix A
2008 Budget

DESCRIPTION	DEPT.	Category	MFG.	ESTIMATED HISTORICAL COST	PLACED IN SERVICE DATE	REMAINING USEFUL LIFE THRU 08	TOTAL USEFUL LIFE
SPORTS UTILITY VEHICLE WITH RADIO	POLICE DEPT.	PUBLIC SAFETY	FORD 2005	26,922	2004	5	9
SPORTS UTILITY VEHICLE WITH RADIO	POLICE DEPT.	PUBLIC SAFETY	FORD 2005	26,521	2004	5	9
MOTORCYCLE	POLICE DEPT.	PUBLIC SAFETY	Harley 2004	14,247	2005	5	8
MOTORCYCLE	POLICE DEPT.	PUBLIC SAFETY	Harley 2004	14,247	2005	5	8
WHEEL COACH AMBULANCE	FIRE STATION	PUBLIC SAFETY	WHEEL COACH	79,697	2005	8	11
WHEEL COACH AMBULANCE	FIRE STATION	PUBLIC SAFETY	WHEEL COACH	79,697	2005	8	11
PICK-UP	POLICE DEPT.	PUBLIC SAFETY	FORD 1996	26,560	2006	5	7
AUTOMOBILE WITH RADIO	POLICE DEPT.	PUBLIC SAFETY	FORD 1997	6,500	2000	5	13
SPORTS UTILITY VEHICLE WITH RADIO	POLICE DEPT.	PUBLIC SAFETY	FORD 2005	24,062	2004	5	9
SPORTS UTILITY VEHICLE WITH RADIO	POLICE DEPT.	PUBLIC SAFETY	FORD 2005	24,062	2004	5	9
SPORTS UTILITY VEHICLE WITH RADIO	POLICE DEPT.	PUBLIC SAFETY	FORD 2005	24,062	2004	5	9
AUTOMOBILE WITH RADIO	POLICE DEPT.	PUBLIC SAFETY	FORD 2005	24,062	2004	5	9
AUTOMOBILE WITH RADIO	POLICE DEPT.	PUBLIC SAFETY	DODGE 2006	15,797	2006	5	7
AUTOMOBILE WITH RADIO	POLICE DEPT.	PUBLIC SAFETY	DODGE 2006	24,332	2006	5	7
AUTOMOBILE WITH RADIO	POLICE DEPT.	PUBLIC SAFETY	DODGE 2006	20,347	2006	5	7
AUTOMOBILE WITH RADIO	POLICE DEPT.	PUBLIC SAFETY	FORD 2007	20,260	2006	5	7
AUTOMOBILE WITH RADIO	POLICE DEPT.	PUBLIC SAFETY	FORD 2007	20,260	2006	5	7
TRUCK	POLICE DEPT.	PUBLIC SAFETY	FORD 2007	60,890	2006	5	7
AUTOMOBILE WITH RADIO	POLICE DEPT.	PUBLIC SAFETY	CHEVY 2006		2007	5	6
AUTOMOBILE WITH RADIO	POLICE DEPT.	PUBLIC SAFETY	CHEVY 2006		2007	5	6
AUTOMOBILE WITH RADIO	POLICE DEPT.	PUBLIC SAFETY	CHEVY 2006		2007	5	6
AUTOMOBILE WITH RADIO	POLICE DEPT.	PUBLIC SAFETY	CHEVY 2006		2007	5	6
AUTOMOBILE WITH RADIO	POLICE DEPT.	PUBLIC SAFETY	DODGE 2007		2007	5	6
TRUCK, PICK UP	RECREATION	CULTURE AND REC	FORD 1999	16,000	1999	7	16
VAN WITH RADIO	RECREATION	CULTURE AND REC	FORD 1991	18,000	1991	12	29
TRACTOR, RIDING, 6X4	RECREATION	CULTURE AND REC	JOHN DEERE	15,000	2003	7	12
AUTOMOBILE	LIBRARY	CULTURE AND REC	FORD	21,180	2003	7	12
TRACTOR , BOBCAT WITH CUTTING DECK AND SWEEPSTER ATTACH	RECREATION	CULTURE AND REC	RANSOMES	13,695	1996	10	22
TRACTOR , BOBCAT WITH CUTTING DECK AND SWEEPSTER ATTACH	RECREATION	CULTURE AND REC	RANSOMES	13,695	1996	10	22
SPORTS UTILITY VEHICLE WITH RADIO	RECREATION	CULTURE AND REC		36,000	2003	7	12
FRONT END LOADER WITH 2 CUTTING DECKS AND ROTOTILLER ATTACH	RECREATION	CULTURE AND REC	FORD	17,415	1994	11	25
AUTOMOBILE	LIBRARY	CULTURE AND REC	CHEVROLET	17,160	1992	11	27
AUTOMOBILE WITH RADIO	PUBLIC WORKS	HIGHWAY AND STREET	FORD 2003	36,000	2003	7	12
TRUCK, CLAMP, DIESEL WITH RADIO	PUBLIC WORKS	HIGHWAY AND STREET	FORD 1995	57,400	1995	12	25
TRUCK WITH RADIO	PUBLIC WORKS	HIGHWAY AND STREET	GMC 1987	93,800	1987	17	38
TRUCK, DUMP, DIESEL WITH RADIO	PUBLIC WORKS	HIGHWAY AND STREET	FORD 1990	49,000	1990	14	32
TRUCK, PICK UP WITH RADIO	PUBLIC WORKS	HIGHWAY AND STREET	FORD 2000	32,000	2000	7	15
TRUCK, DUMP, DIESEL WITH RADIO	PUBLIC WORKS	HIGHWAY AND STREET	FORD 1991	52,500	1991	13	30
TRUCK, TREE BUCKET WITH RADIO	PUBLIC WORKS	HIGHWAY AND STREET	FORD 2000	65,000	2000	11	19
TRUCK, PICK UP WITH RADIO	PUBLIC WORKS	HIGHWAY AND STREET	FORD 2000	32,000	2000	7	15
TRUCK, PICK UP WITH RADIO	PUBLIC WORKS	HIGHWAY AND STREET	FORD 2003	34,000	2003	7	12
TRUCK, PICK UP WITH RADIO	PUBLIC WORKS	HIGHWAY AND STREET	FORD 2002	33,000	2002	7	13
TRUCK, DUMP, DIESEL WITH RADIO	PUBLIC WORKS	HIGHWAY AND STREET	FORD 1994	56,700	1994	12	26
TRUCK, DUMP, DIESEL WITH RADIO	PUBLIC WORKS	HIGHWAY AND STREET	FORD 1995	57,400	1995	12	25
TRUCK, DUMP, DIESEL WITH RADIO	PUBLIC WORKS	HIGHWAY AND STREET	STERLING 2000	70,000	2000	11	19
TRUCK, DUMP, DIESEL WITH RADIO	PUBLIC WORKS	HIGHWAY AND STREET	STERLING 2000	70,000	2000	11	19
TRUCK, DUMP, DIESEL WITH RADIO	PUBLIC WORKS	HIGHWAY AND STREET	FORD 1990	49,000	1990	14	32
TRUCK, DUMP, DIESEL WITH RADIO	PUBLIC WORKS	HIGHWAY AND STREET	FORD 1990	49,000	1990	14	32
SWEEPER, STREET WITH RADIO	PUBLIC WORKS	HIGHWAY AND STREET	ELGIN PELICAN 1997	93,500	1997	19	30
SWEEPER, STREET WITH RADIO	PUBLIC WORKS	HIGHWAY AND STREET	ELGIN PELICAN 1998	95,700	1998	19	29

City of Berwyn
 Summary of City Vehicles
 Appendix A
 2008 Budget

DESCRIPTION	DEPT.	Category	MFG.	ESTIMATED HISTORICAL COST	PLACED IN SERVICE DATE	REMAINING USEFUL LIFE THRU 08	TOTAL USEFUL LIFE
SWEeper, STREET WITH RADIO	PUBLIC WORKS	HIGHWAY AND STREET	ELGIN PELICAN 2001	113,300	2001	19	26
SWEeper, STREET WITH RADIO	PUBLIC WORKS	HIGHWAY AND STREET	ELGIN PELICAN 2000	110,000	2000	19	27
TRUCK, DUMP, DIESEL WITH RADIO	PUBLIC WORKS	HIGHWAY AND STREET	FORD 1994	56,700	1994	12	26
TRUCK, PICK UP WITH RADIO	PUBLIC WORKS	HIGHWAY AND STREET	FORD 1996	26,560	1996	8	20
TRUCK, PICK UP WITH RADIO	PUBLIC WORKS	HIGHWAY AND STREET	FORD 2000	32,000	2000	7	15
TRUCK, DUMP, DIESEL WITH RADIO	PUBLIC WORKS	HIGHWAY AND STREET	STERLING 2003	74,200	2003	10	15
BRUSH CHIPPER	PUBLIC WORKS	HIGHWAY AND STREET	VERMEER	18,720	1990	14	32
BRUSH CHIPPER	PUBLIC WORKS	HIGHWAY AND STREET	VERMEER	22,620	1998	12	22
TREE STUMPER	PUBLIC WORKS	HIGHWAY AND STREET	VERMEER	22,120	1993	12	27
AIR COMPRESSOR, PORTABLE	PUBLIC WORKS	HIGHWAY AND STREET	INGERSOLL RAND	8,500	1994	12	26
BACK HOE	PUBLIC WORKS	HIGHWAY AND STREET	CASE	73,492	1999	12	21
ASPHALT ROLLER	PUBLIC WORKS	HIGHWAY AND STREET	CASE	28,137	1996	12	24
UNILoader WITH SALT SPREADER	PUBLIC WORKS	HIGHWAY AND STREET	CASE	23,381	1996	12	24
UNILoader WITH SALT SPREADER	PUBLIC WORKS	HIGHWAY AND STREET	CASE	21,679	1999	12	21
CASE WHEEL LOADER	PUBLIC WORKS	HIGHWAY AND STREET	CASE	112,115	2006	8	10
SPORTS UTILITY VEHICLE WITH RADIO	WATER DEPT.	WATER AND SEWER	CHEVROLET 2001	26,000	2001	7	14
TRUCK, PICK-UP	WATER DEPT.	WATER AND SEWER	FORD 2003	34,000	2003	7	12
	WATER DEPT.	WATER AND SEWER	STERLING 2006	87,333	2005	8	11
				\$	5,558,261		

**City of Berwyn
Summary of Salary Expenses
Appendix B
2008 Budget**

Department #	Function	2005 Actual	2006 Actual	2007 Projected	2008 Budget	2008 FTE's
01	Mayor	\$ 145,189	\$ 176,242	\$ 104,091	\$ 104,227	3
02	Clerk	77,543	111,433	93,503	100,303	3
03	Treasurer	10,077	10,000	10,001	10,000	1
04	Council	80,652	79,999	72,154	80,000	7
05	Legal	48,754	31,823	57,657	102,659	2
06	Finance	667,765	391,867	642,818	724,648	19
12	Human Resources	-	136,205	104,190	122,415	3
16	Information Technology	92,914	109,066	111,083	227,445	4
10	Elections	33,819	-	-	-	-
	Total General Government	1,156,713	1,046,635	1,195,497	1,471,697	42
07	Fire	4,656,422	4,987,993	5,191,069	5,181,669	69
08	Police	7,890,772	8,251,443	8,700,512	9,917,420	236
09	Fire and Police Commission	17,353	16,003	16,002	15,500	4
	Total Public Safety	12,564,547	13,255,438	13,907,583	15,114,589	309
11	Building / Neighborhood Affairs	472,978	472,257	438,353	544,016	15
20	Streets	1,116,308	1,140,536	980,541	1,094,354	18
21	Forestry	154,513	179,325	259,337	301,608	6
	Total Public Works	1,743,799	1,792,118	1,678,231	1,939,978	39
13	Zoning	11,848	12,504	12,922	12,600	1
14	Committee and Planning	-	-	-	-	-
	Total Economic Development	11,848	12,504	12,922	12,600	1
23	Recreation	541,156	580,504	690,608	722,353	34
33	Community Relations	27,084	26,957	12,702	5,000	1
	Total Culture and Recreation	568,240	607,461	703,310	727,353	35
15	Community Outreach	42,673	143,316	177,276	197,631	6
23	Berwyn Public Library	1,247,214	1,196,554	1,268,558	1,403,005	37
32	Community Development	300,368	270,285	282,256	278,423	6
80	Water and Sewer	617,739	707,295	588,262	649,944	12
	Total Salary Expenditures	\$ 18,253,140	\$ 19,031,606	\$ 19,813,896	\$ 21,795,220	487

City of Berwyn
Summary of Salary Expenses
Appendix B
2008 Budget

Summary of 2008 Salary Expenditures by Function

