

City of Berwyn
Freedom of Information Act
Public Service Directory

Freedom of Information Office
6700 W. 26th Street, Clerk's Office
Berwyn, Illinois 60402
708-788-2660

CITY OF BERWYN DIRECTORY OF OFFICIALS

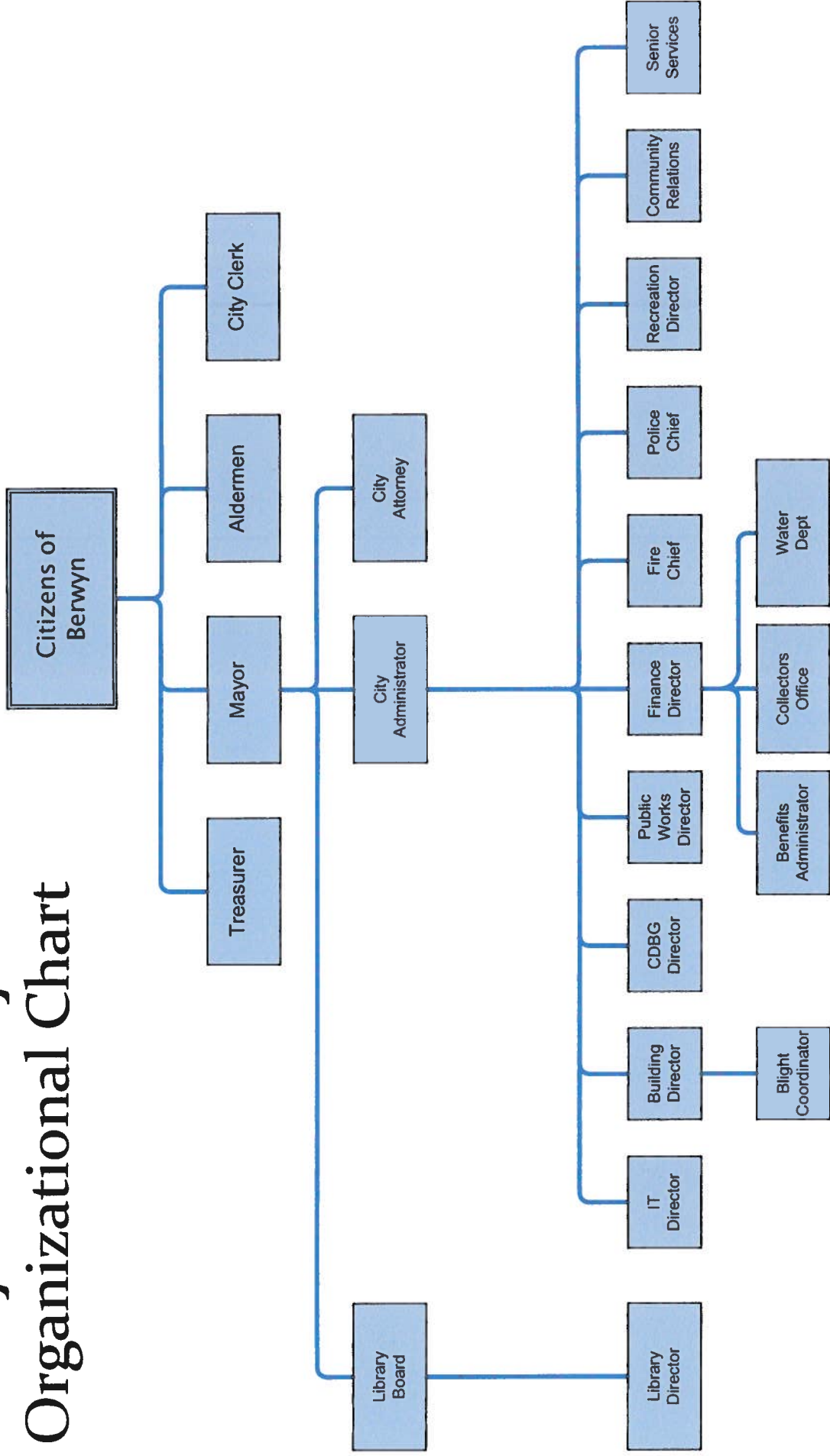
COUNCIL

Nona Chapman, First Ward
Jeffrey G. Boyajian, Second Ward
Margaret Paul, Third Ward
Michele D. Skryd, Fourth Ward
Cesar A. Santoy, Fifth Ward
Theodore J. Polashek, Sixth Ward
Rafael Avila, Seventh Ward
Nora Laureto, Eighth Ward

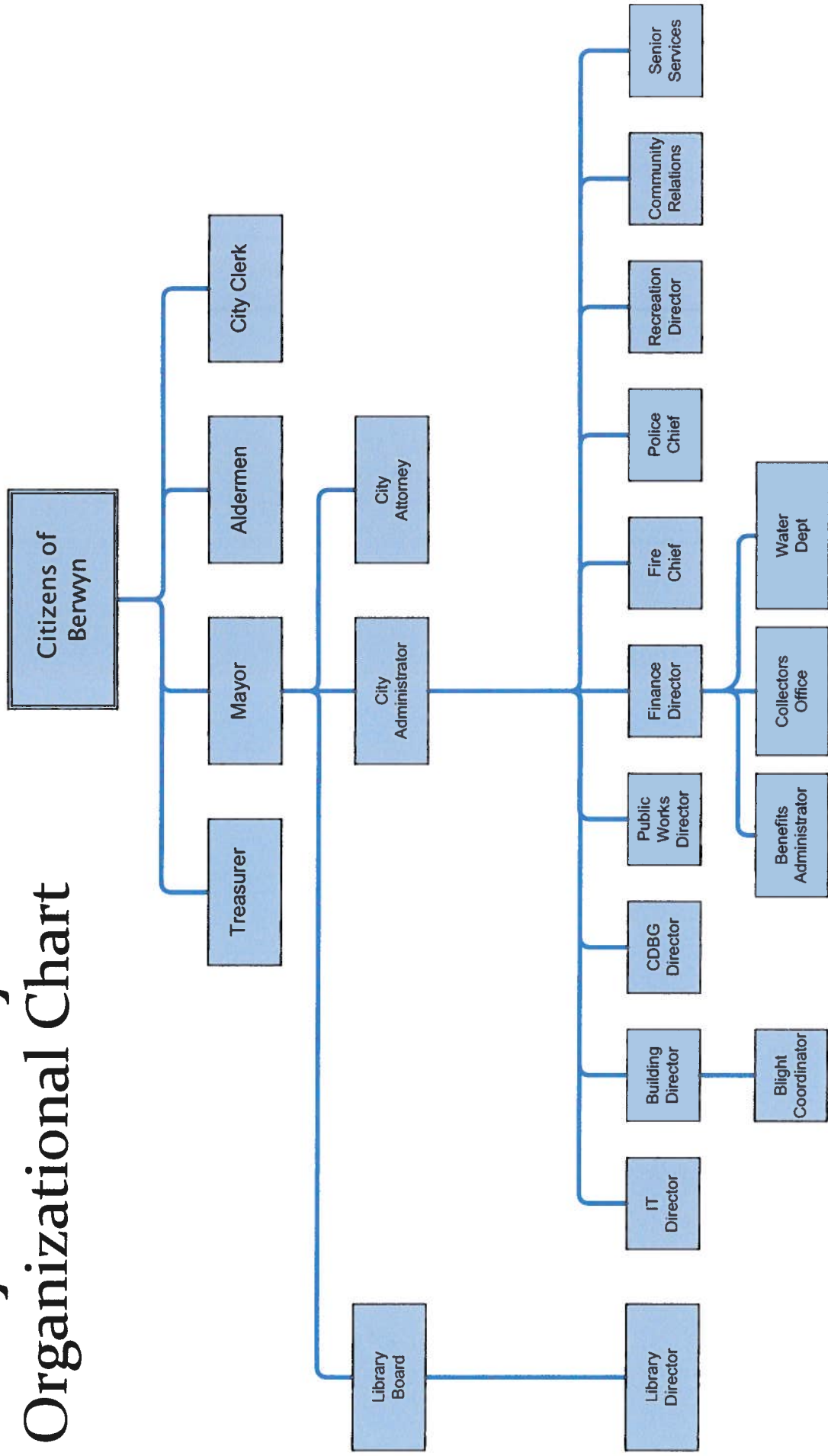
OFFICIALS

Mayor	Robert J. Lovero
Assistant to the Mayor	Jynette Ayala
City Clerk	Thomas J. Pavlik
Deputy Clerk	Louise Sommese
Deputy Clerk	Linda Degutis
City Treasurer	Joseph M. Kroc
City Administrator	Brian Pabst
Assistant to City Administrator	Ruth Volbre
City Attorney	Anthony T. Bertuca
City Prosecutor	Thomas J. Brescia
Director of Finance	John Wysocki
Director of Buildings	Charles D. Lazzara
Director of Public Works	Robert Schiller
Director of Community Development	Robert E. Dwan
Director of Information Technology	James J. Frank
Director of Community Relations	Joseph Keating
Library Director	Tammy Clausen
Recreation Department Director	Anthony Martinucci
Police Chief	James Ritz
Fire Chief	Denis O'Halloran
Traffic Engineer	Nicole Campbell
Collections Supervisor	Susan R. Bradley
Business / Licensing Supervisor	Tony Perri
Water Department Supervisor	Angie Wagge
Benefits Manager	Yadira Franco

City of Berwyn Organizational Chart



City of Berwyn Organizational Chart



MISSION STATEMENT

The City of Berwyn fully endorses the fundamental concept that all persons are entitled to full, accurate and complete information regarding the affairs of the City and the official acts and policies adopted by City Officials and public employees. The City of Berwyn recognizes that its desire for the active and informed participation of its citizens in the public policy process necessitates as full and as free access to this information as possible. In determining the parameters of public access to information. The City of Berwyn also understands its obligations to protect legitimate privacy interests and maintain the efficiency of its administrative operations.

BERWYN'S HISTORY

*BERWYN, two communities united to form one city, built on an idea,
a hope, a dream and a labor of love.*

It all began in 1865 when Thom Baldwin had an idea to develop a community for affluent residents that would be inclusive. Baldwin purchased 347 acres, and then subdivided them into 10 acre lots, hoping it would be easier to market them. He invested heavily in the community, building roads and importing thousands of trees of many varieties and planted through out the area from Ridgeland to Harlem and 31st to Ogden. Baldwin knew having railroad access would not only give an alternate means of transportation into Chicago but it would be a beneficial amenity for any community, so in 1862, Baldwin sold an 80 ft strip of land to the Burlington & Quincy Railroad with the hopes that they would build an extension to the new community. To no avail it was in the mid 1870s residents built their own station calling it "LaVergne" at Ridgeland and Windsor.

After Baldwin's death, his daughter sold a portion of LaVergne to a syndicate of Fields and in 1888 tracks were laid by Illinois Central just north of La Vergne.

Two attorneys and real estate partners Charles E. Piper and Wilbur J. Andrews purchased 106 Acres from Fields for development near the tracks. They asked the railroad to build a station at Oak Park, but were turned down because of the stations already standing at LaVergne and Harlem so they built the station themselves. The next step was to give it a name. Rummaging through railroad timetables they came across the name of Berwyn, a small village just outside of Philadelphia noted for its fine gardens and beautiful surroundings, which is exactly what the two had dreamed of. Then on May 17, 1890, the Cicero town Board gave its approval and Berwyn, IL was born.

At about the same time on the north side of Berwyn another community was developing with the aid of an entrepreneur "Honest Jack Kelly". The community known as South Oak

Park spanned from Roosevelt road to 16th street and from Harlem to Ridgeland. Each community had their own churches, stores, clubs and public transportation. At that time there were only two dirt roads to connect this community to the southern end of Berwyn. When Oak Park/River Forest school district set it's boundaries at Roosevelt Road, it severed its ties with Berwyn, thereby, forcing the north to turn southward to Berwyn.

With its rapid growth there was a need to form a local government, so in 1901 Berwyn became incorporated as a village and some six years later became a city, receiving its official charter from the State of Illinois.

In 1921, the central portion began its rapid development, as more people migrated to Berwyn, the constriction boom began, farms gave way to entire blocks of homes being built a once. Block after block of bungalows rose just as quickly as the population. From 1920 to 1930 we had a huge increase, population rose 14,150 to 47,027 in just ten years. At that time Berwyn was boasted as being the fastest growing city in the United States with the most unique display of Chicago style bungalows in the world.

And still today Berwyn is known as the City of Homes, still growing and flourishing and continues to be a melting pot of ethnicities.

GOVERNMENT

Berwyn is a home rule municipalities and operates under a strong Mayor form of government, according to Illinois Municipal Code 65 ILCS 5/. This form of government has a mayor, clerk, and treasurer and, depending upon the size of the community, from eight to twenty aldermen elected from wards. Berwyn has eight elected aldermen. The terms of elected officials are four years.

DEMOGRAPHICS

Berwyn is comprised of an area of 3.8 square miles. Its physical boundaries are: North Roosevelt Road; South: Pershing Road; East: Lombard Avenue; and West: Harlem Avenue.

POPULATION

The City of Berwyn has a population of 55,016

OPERATING BUDGET

The City of Berwyn's operating budget is \$44,850,934.

CITY OF BERWYN EMPLOYEES

Berwyn has 455 full time employees and 133 part time employees

OFFICE LOCATIONS

The City of Berwyn consists of several distinct offices to serve its residents and business community.

City of Berwyn Municipal Building

Location: 6700 W. 26th Street
Berwyn, IL 60402
Phone: (708) 788-2660
Hours: M-W-Th-F: 9:00AM – 5:00PM and Tues: 9:00AM - 8:00 PM
Divisions: Administrative Offices; Mayor; City Administrator; City Attorney;
Information Technology; City Clerk's Office; Finance; Building
Dept.; Collectors Dept.; Water Dept.; Benefits Administrator;
Traffic Engineer

Berwyn Police Department

Location: 6401 W. 31st Street
Berwyn, IL 60402
Phone: (708) 7795-5600
Administrative Hours:
Monday thru Friday 8:00AM-4:00PM
Records Window:
Monday thru Friday: 9:00AM – 4:00 PM
Parking Window:
Monday, Wednesday, Thursday, Friday: 9:00 AM – 5:00PM
Tuesday: 9:00 AM – 8:00 PM
Saturday: 9:00 AM – 12:00 PM

Berwyn Fire Station #1

Location: 6434 Windsor Ave
Berwyn, IL 60402
Phone: (708) 484-1646

Berwyn Fire Station #2

Location: 6615 16th Street
Berwyn, IL 60402
Phone: (708) 484-1645

Berwyn Fire Station #3

Location: 6700 W. 26th Street
Berwyn, IL 60402
Phone: (708) 484-1644

Public Works

Location: One Public Works Drive
Berwyn, IL 60402
Phone: (708) 749-4700
Hours: Monday – Friday: 7:00AM – 3:00PM

Community Development / Community Relations

Location: 6420 16th Street
Berwyn, IL 60402
Phone: (708)795-6850
Hours: Monday, Wednesday, Thursday, Friday: 7:00 AM – 3:00PM
Tuesday: 9:00 AM – 8:00 PM

Recreation Department

Location: 6501 W. 31st Street
Berwyn, IL 60402
Phone: (708) 788-2010

Berwyn Library

Location: 2701 S. Harlem Ave.
Berwyn, IL 60402
Phone: (708)795-8000

**IDENTIFICATION AND MEMBERSHIP OF BOARDS,
COMMISSIONS AND COMMITTEES**

9-1-1 BOARD

Joseph M. Kroc-Ex Officio
Thomas O'Halloran
Frank Cimaglia
Joseph C. Ducibella

Richard Swade
Denis O'Halloran
Sandi Radtke

DOLLARS FOR SCHOLARS

Thomas J. Pavlik-Chair
Rickardo "Ricky" Sanchez
Anthony Laureto
Jeffrey Janda

Joseph M. Kroc-Treasurer
Jim Siecionis
Mario Lavorato

FIRE AND POLICE COMMISSION

Carl Reina
Richard Toman
Anthony Bertuca

Joe Lotito-Secretary
Anthony Adolf

FIREMEN'S PENSION BOARD

Jerry Marzullo-President
Denis O'Halloran-Ex Officio
Brian Marquardt-Treasurer

William Straff-Retiree Rep
Joseph M. Kroc-Ex Officio

TREE BOARD

Vince Comella
Bruce Czajlowski
Robert Schiller

Glen Janacek
Louis Del Fiacco

LIBRARY BOARD

Ann Marrone-Emeritus
Maria G. Salinas
Irene Martin
John Chrastka
Jerome Pohlen

Doris Remp
Louise Sommese
Cynthia Hayes
Jill Banbenek
Roxanne Faulds

ZONING BOARD OF APPEALS

Milton Persin-ESAQ
Mary Ester Hernandez
Robert W. Fejt
Lance C. Malina-ESQ

Joel Chrastka-Chairman
Dominick Castaldo
Don Miller

POLICE PENSION BOARD

Larry Cullen
Paul Storozynski
Joseph M. Kroc-Ex-Officio

Anthony Adolf
Tom O'Halloran

COMMUNITY RELATIONS COMMISSION

Joseph Keating-Director,
Michael Collins
Susan Greenberg
Patricia Katsuleas

Blanca Gonzalez
Patricia McMahon
Joseph Schejbal
Gil Pena

ETHICS COMMISSION

Raymond Fron
Jamie Flores

Wayne Parthun

BERWYN HISTORIC PRESERVATION COMMITTEE

Lori Thielen
Douglas Walega
Christina J. Matinez-Sahagun
Jamie Franklin

Robert Sellars
Jeromie Winsor
Rebecca Houze

CLEAN CITY COMMISSION

San DiNuzzo
Robert Schiller
Chuck Lazzara
Regina Mendicino
Joanne Zendol
Dario Solano

Mark Hayes
Yvonne Taylor
Tom Benson
Daniel Lane
Stephanie Diffiacco

FOREIGN FIRE TAX COMMISSION

Mike Laureto
Scott Waszak
Alan Connelly
Bill Glaser

Tim Berwick
Denis O'Halloran
Robert Pilch

ADMINISTRATION COMMITTEE

Michele Skryd-[Chairman](#)
Margaret Paul

Nora Laureto

BUDGET COMMITTEE

[Nona Chapman-Chairman](#)
Jeffrey G. Boyajian

Rafael Avila

BUSINESS, LICENSE & TAXATION

Cesar A. Santoy-[Chairman](#)
Michele Skryd

Rafael Avila

BUILDING/ZONING & PLANNING COMMISSION HEARING

Nora Laureto-**Chairman**

Cesar A. Santoy

Nona Chapman

POLICE & FIRE COMMITTEE

Rafael Avila-**Chairman**

Nona Chapman

Theodore J. Polashek

PARKING & TRAFFIC

Margaret Paul-**Chairman**

Nora Laurato

Theodore J. Polashek

PUBLIC WORKS

Jeffrey G. Boyajian-**Chairman**

Michele Skryd

Margaret Paul

RECREATION

Theodore J. Polashek-**Chairman**

Jeffrey G. Boyajian

Cesar A. Santoy

LIBRARY LIASON

Nona Chapman

LIST OF DOCUMENTS BY DEPARTMENT

Mayor, Office of

Liquor Commissioner Files (Hearings)

City Attorney, Office of

Law Suits filed against

Law Suits filed for and On behalf of the City of Berwyn

City Administrator, Office of

Personnel Records

Contracts

Clerk, Office of

Agreements and contracts

Union Contracts

Applications;

 Block Parties

 Handicap Placard

 Handicap Signs

 Interested Parties Registration Form

Bids

Bid Tabulations

Board; Commission and Committee membership lists

Board of Fire and Police Commission files

Board of Local Improvements Files

Budgets

CDBG Action Plans

Census Data and Correspondence

Certificate of Publications

City Council Packets

City Election Information

Community Development Block Grant Files

Contracts/Agreements

Dollars for Scholars

Election Registrations

Freedom of Information Forms

FOIA Requests-Granted and Denied

Futures Calendar
General Information on Berwyn
General Obligation Bonds
Handicap Sign Applications; Approvals and Denials
IDOT
IMRF Files
Intergovernmental Agreements
Legal Actions/Litigations
Legal Notices
Municipal Code Books
Meeting Notices
MFT Improvements
Minutes of all Boards, Committee and Commissions
Official Oaths, Bonds, Statements and Appointments
Ordinances
Pace and Metra Schedules
Proclamations
Railroad Relocation Files
Records Retention and Disposition List
Resolutions
State and Federal Grant Applications and Approvals
Zoning Board of Appeals Cases

Collector, Department of

Alcohol Licensing Forms
All Licenses
Background Check Waiver Form
Business Applications
Business Files
Business License Renewal Applications
Corporation Papers
Drivers License Copies
FBI Reports
Fuel Tax Forms
Garage Sale Applications
Garbage Tax Forms
General Liability Insurance
Leases
Liquor Applications
Liquor License Files
Monthly Reports
On Line Business Records
Parking permits
Payment Invoices

Payment Receipts – Other Departments
Personal History Applications
Pet Tag License Forms
Real Estate Documents
State Police Reports
Surety Bonds
Vehicle Sticker Applications
Video Tax Forms

**Community Development, Department of
CDBG**

Bond CAP Filing
Community Development Block Grant Files
Single Family Rehab, Applications and Files
HUD All Required Report Filings
HUD Annual CAPER
HUD Annual Con and Action Plans
HUD Environmental Review
HUD Program Files
Yearly Project Files

Public Works, Department of

Water & Sewer

Main sewer Locations
Sewer repairs
Sewer and water atlas
Mosquito (West Nile) info
CCR Reports
MWRD Permits

Forestry

List all trees trimmed / removed
Trees-requested to be trimmed / removed

Street

Work orders
Parkway damage by P.W.
Signs installed/removed
Sidewalk program
Lighting contract (street lights)
Union contract
Handicap signs

Water, Department of

Account History
Aged Trial Balance
Billing Report
Compliances when Buildings Transfer
Customer Account Ledgers
Payment Stubs

Building, Department of

Arch. Drawings
Blight History
Building Permit Applications
Code Enforcement
Compliance Inspections
Compliance History
Contracts for Permits
Local Ordinance-court documents
Inspection Reports
Liens & Fines
Permit History
Plats of Survey
Property Ownership
Quit Claim Information
Structural Engineer drawings
Zoning Appeals
Zoning District Uses
Zoning Files

Finance, Department of

Ambulance billings	(E)
Annual Budgets	(E)
Background Check Reconciliations	(E)
Bank statements	(E & P)
BDC Cash Reconciliations	(E)
Bond Documents (Official Statements, etc.)	(E & P)
Capital Asset Schedules	(E)
Check register	(E)
Debt Schedules	(E)
Escrow Reconciliations	(E)
Gas & Diesel usage billings	(E)
Management letter	(E & P)
Municipal water billings	(E)
Paid invoices	(P)
Payroll reports	(E)

Single Audit Report
Vendor/Customer Listing

(E & P)

Payroll, department of

Payroll Registers
Timesheet

Fire, Department of

Ambulance Reports
Ambulance Check Lists
Administrative Files
Appraisals
Bid Records
Collective Bargaining & Negotiations
Contract Agreements
Cook County Dept Public Health
Daily Activity Reports
Disaster Plans
Department Statistical Reports
Disaster Plans
Equipment issue Lists
Equipment Maint File
FCC Radio License & Maint Reports
MRI Reports
Fire Drill Records
Fire Inspection Reports
Foreign Fire Tax Statement
Grant Records
HIPPA Logs Request
Hose Records
Hydrant Records
Injury Reports
ISO Records
Mutual Aid Agreements
NIFRS File
National Incident Fire
Personnel File & Training File
Pharmaceutical Distribution
Policy & Procedures
Public Safety Educations
Schedules, Assignments, Rosters
Self contained breathing Apparatus Records
State Fire Marshal Reports
Training Logs

Daily Reports
Vehicle Records- Fire Dept

Library

Annual Reports to the State Library
Approved Board Minutes
Library Policies

Information Technology, Department of

City network documentation
System and network inventories
Technical procedures
Tech-related purchasing agreements
Technical contracts
Technical memos to staff & City Council

Police, Department of

Incident Reports
Crash Reports
Compliance Tickets
Parking Tickets
District Tickets
Local Ordinance Tickets
Cannabis Tickets
Tow Forms
Impound Tow Forms
Public Morals Nuisance Forms
Bond Books
Bond Receipts
Booking Numbers
Subpoenas
Officer Court Calls
Warrant Information
Court Transmittal Forms
Court Dispositions
Arrest Files (Adults)
Personnel Files
Audio Records (Radio Traffic)
Video Surveillance (Building/Facility)
Shift Assignments
Photographs
Evidence Intake Logs

Evidence Laboratory Sheets
Evidence Disposition Sheets
Asset Forfeiture Information
Officer Sign in Sheets
Computer Automated Dispatch Logs
Court Transfer Listings
Jail Reports
Uniform Crime Report Information
Prisoner Property Forms
Prisoner Log Files
Time Sheets
Training Records
Departmental Policy and Procedure
Arrest Files

Recreation, Department of

Pool Pass
Registration cards for programs
Sports Roosters for teams
Sports Schedules
Day Camp Registration
Flyers for Programs
Senior Program Schedules
Tiny-Tot Calender and Roosters
Special Event program flyers
Open gym Calendars

Senior Services, Department of

Forms; Accountability Report
Absence Request Form
Admin Assist Responsibilities
Berwyn Immigrant Integration
Deposits for Vans
Gift Baskets List
Latino Needs Assessment
Van Rider Notifications
Pace Bus-Repairs, Mthly Reports
Application for Provision of Services under title III
Information on all Programs; Lawn Snow-Transportation & Handyman