

**City of Berwyn**  
**Freedom of Information Act**  
**Public Service Directory**

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

# CITY OF BERWYN DIRECTORY OF OFFICIALS

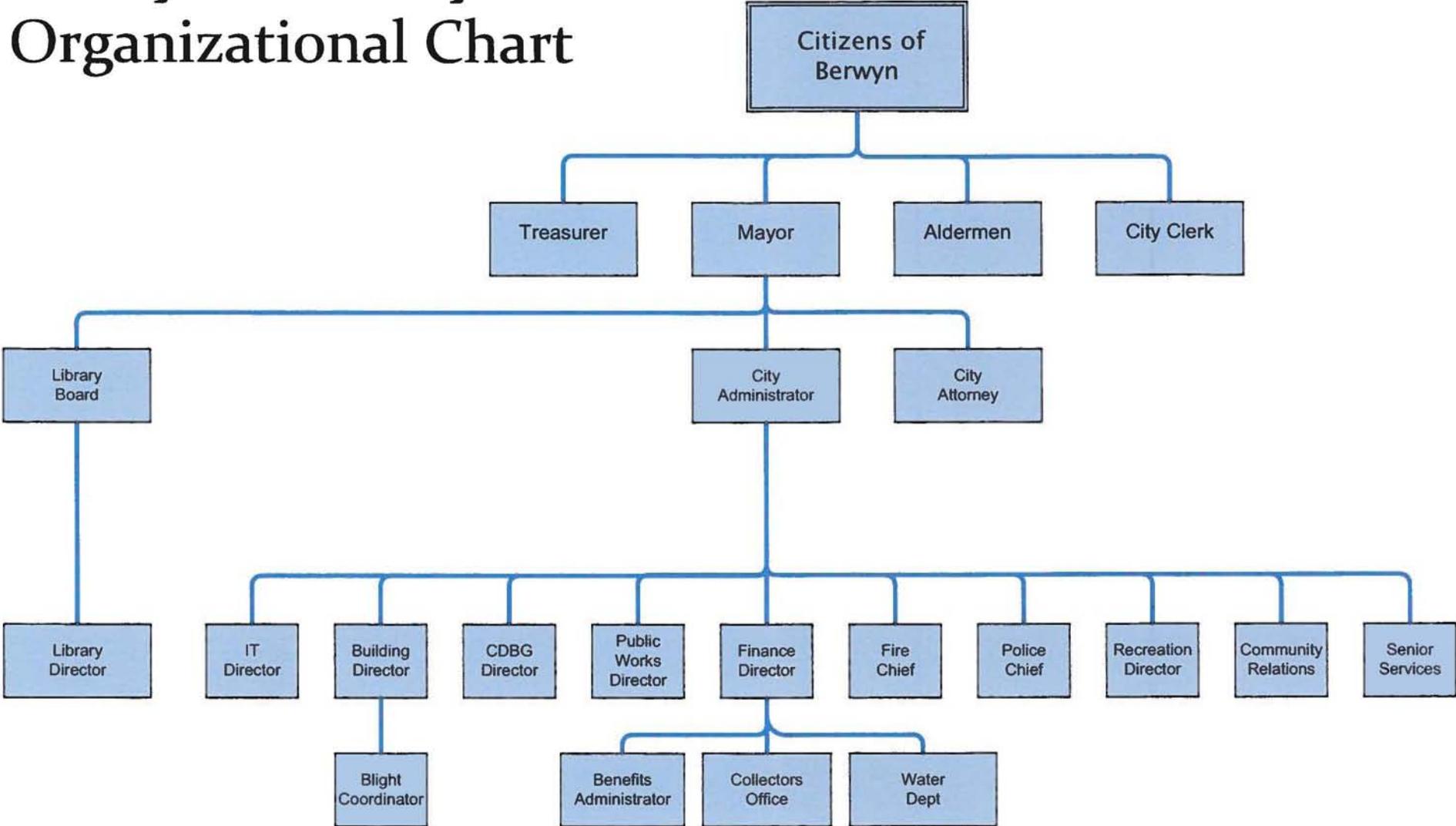
## COUNCIL

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

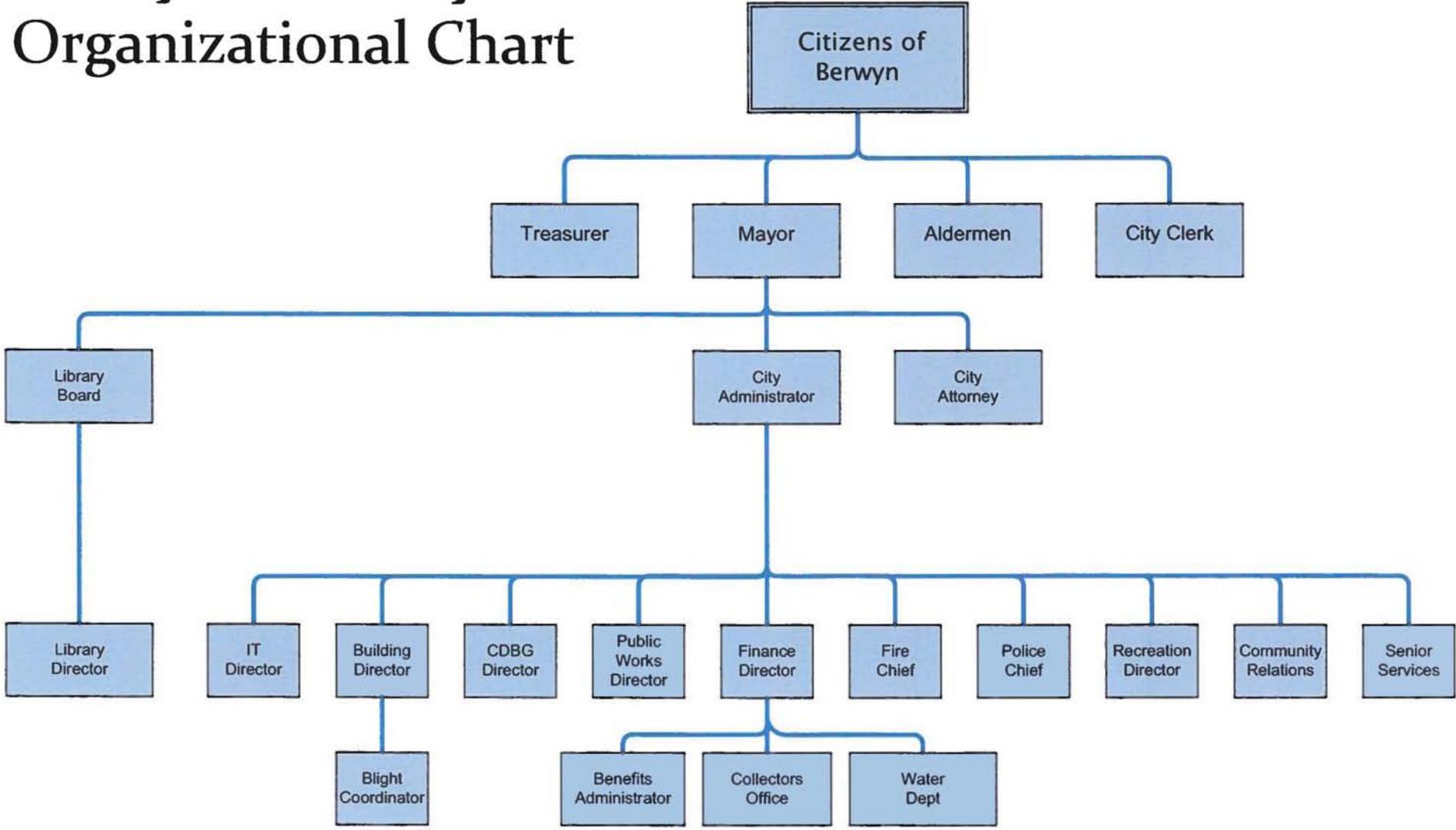
## OFFICIALS

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 31<sup>st</sup> 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 16<sup>th</sup> 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. 26<sup>th</sup> 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. 31<sup>st</sup> 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 16<sup>th</sup> Street  
Berwyn, IL 60402  
Phone: (708) 484-1645

### **Berwyn Fire Station #3**

Location: 6700 W. 26<sup>th</sup> 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 16<sup>th</sup> 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. 31<sup>st</sup> 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 Storzynski  
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**  
Nona Chapman

Cesar A. Santoy

**POLICE & FIRE COMMITTEE**

Rafael Avila-**Chairman**  
Theodore J. Polashek

Nona Chapman

**PARKING & TRAFFIC**

Margaret Paul-**Chairman**  
Theodore J. Polashek

Nora Laurato

**PUBLIC WORKS**

Jeffrey G. Boyajian-**Chairman**  
Margaret Paul

Michele Skryd

**RECREATION**

Theodore J. Polashek-**Chairman**  
Cesar A. Santoy

Jeffrey G. Boyajian

**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