

City of Berwyn
Freedom of Information Act Public
Service Directory

*Office of the City Clerk
6700 W. 26th Street,
Berwyn, Illinois 60402
Phone (708) 788-2660*

CITY OF BERWYN DIRECTORY OF OFFICIALS

Elected Officials

MAYOR
CITY CLERK
CITY TREASURER

ROBERT J. LOVERO
MARGARET PAUL
CYNTHIA GUTIERREZ

ALDERMAN 1ST WARD
ALDERMAN 2ND WARD
ALDERMAN 3RD WARD
ALDERMAN 4TH WARD
ALDERMAN 5TH WARD
ALDERMAN 6TH WARD
ALDERMAN 7TH WARD
ALDERMAN 8TH WARD

JAMES "SCOTT" LENNON
JOSE RAMIREZ
JEANINE REARDON
ROBERT FEJT
CESAR A. SANTOY
ALICIA RUIZ
RAFAEL AVILA
ANTHONY NOWAK

Department Directors and Supervisors

CITY ATTORNEY
ASSISTANT CITY ADMINISTRATOR
POLICE CHIEF
FIRE CHIEF
FINANCE DIRECTOR
BUILDING DIRECTOR
PUBLIC WORKS DIRECTOR
COMMUNITY DEVELOPMENT DIRECTOR
INFORMATION TECHNOLOGY DIRECTOR
LIBRARY DIRECTOR
RECREATION DEPARTMENT DIRECTOR
ASSISTANT TO THE MAYOR
DEPUTY CLERK
SENIOR TRAFFIC ENGINEER
COLLECTIONS SUPERVISOR
BUSINESS/LICENSE SUPERVISOR
WATER DEPARTMENT SUPERVISOR
BENEFITS MANAGER

ANTHONY T. BERTUCA
RUTH VOLBRE
MICHAEL CIMAGLIA
THOMAS HAYES
BENJAMIN DAISH
CHARLES D. LAZZARA
ROBERT SCHILLER
REGINA MENDICINO
JAMES J. FRANK
TAMMY SHEEDY
ANTHONY MARTINUCCI
VIRGINIA PACHECO
SANDRA ANDERSON
NICOLE CAMPBELL
JEANETTE RENDON
TONY PERRI
ANGIE WAGGE
YADIRA FRANCO

The City of Berwyn fully endorses the public policy of the State of Illinois that all persons are entitled to full and complete information regarding the affairs of government and the official acts and policies of those who represent them as public officials and public employees. Access by all persons to public records promotes the transparency and accountability of public bodies at all levels of government. 5 ILCS 140/1

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 obligation to protect legitimate privacy interests and maintain the efficiency of its administration operations.

Government: The City of Berwyn received its charter from the State of Illinois in 1808. Berwyn is a Home Rule municipality and is divided into eight Wards. Berwyn is governed by a Mayor, City Clerk, Treasurer and Eight Aldermen. The term of an elected officer is four years.

Berwyn FAQs

- **Size and Boundaries:** Berwyn is comprised of an area 3.8 square miles. The city's 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 56,657 (2010 U.S. Census Bureau)
- **Operating Budget:** \$44,850,934 for 2017
- **Employees:** 455 full-time and 133 part-time employees
- **County and Township:** Berwyn is located in Berwyn Township and in Cook County

OFFICE LOCATIONS

City of Berwyn Municipal Building

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

Berwyn Police Department

Location: 6401 W. 31st Street
Berwyn, Il 60402
Phone: (708) 795-5600
Administrative Hours:
Monday thru Friday 8:00AM-4:00PM
Records Window:
Monday thru Friday 9:00AM-4:00PM
Parking Window:
M-W-Th-F 9:00AM-5:00PM

Tues 9:00AM-8:00PM
Sat 9:00AM-12:00PM

Berwyn Fire Station #1

Location: 6434 Windsor Avenue
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: M-F 7:00AM-3:00PM

Community Development (CDBG)

Location: 6700 W. 26th Street
Berwyn, IL 60402
Phone: (708) 795-6850
Hours: M-W-Th-F 9:00AM-5:00PM

Community Relations

Location: 6700 W. 26th Street
Berwyn, IL 60402
Phone: (708) 749-6558
Hours: By Appointment Only

Recreation Department

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

Berwyn Library

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

BOARDS, COMMISSIONS, AND COMMITTEES

9-1-1 BOARD

Thomas O'Halloran
Frank Cimaglia
Wayne D. Sedore
Kris Coniglio

Carl Reina
Thomas Hayes
Richard Leja
Cynthia Gutierrez

FIRE AND POLICE COMMISSION

Anthony Bertuca, Attorney
Anthony Laureto, Secretary
Anna Espinoza

Carl Reina
Gil Pena

FIRE PENSION BOARD

Mario Manfredini-President
Denis O'Halloran-Apt Trustee
John Economos-Secretary

Edwin Jicha-Trustee Elected Retired
Cynthia Gutierrez

LIBRARY BOARD

Richard Mondragon
Maria G. Salinas
Barbara Korbel
Cynthia Hayes
Marta Rodriguez

Rosemary Caruk
Erika Corona-Owens
Emily Diebold
Paul Nudd

ZONING, PLANNING AND DEVELOPMENT

Richard Bruen, Jr.
Rosina LaPietra
Don Miller
Cathy Norden

Joel Chrastka-Chairman
Douglas Walega
Lance C. Malina

POLICE PENSION BOARD

Jim Swicionis
Paul Storzynski
Cynthia Gutierrez

Joseph Fitzgerald
Thomas O'Halloran

COMMUNITY RELATIONS COMMISSION

Amanda Venditti-Chair
Susan Greenberg
Queenie Costa

Joel Oswald
Joseph Schejbal
Gil Pena

ETHICS COMMISSION

Cary Martin Shelby
Randy Kantner

Robert Rafael Reyes

BERWYN HISTORIC PRESERVATION COMMITTEE

Lisa Napoles
Tony Reyes

Edward G. Brown, Esquire
Loretta J. Shumate

FOREIGN FIRE TAX COMMISSION

Scott Waszak, President
Doug Zimmer, Treasurer
Joe Kurtz, Trustee
Thomas Hayes, Fire Chief

Andrian Contreras, Secretary
Bill Glaser, Trustee
Brendon O'Brien, Trustee

LIST OF DOCUMENTS BY DEPARTMENT

Office of the Mayor

Liquor Commissioner Files (Hearings)

Office of the City Attorney

Law Suits filed against the City of Berwyn

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

Office of City Administrator

Personnel Records

Office of the City Clerk

Applications: Block Parties, Freedom of Information Requests (FOIA), Handicap Space/Zone Parking, Interested Parties Registration Form

Election Registrations

General Information on Berwyn

Processed FOIA Requests (Granted and Denied)

Processed Handicap Sign Applications (Granted and Denied)

FOIA and Open Meeting Act Certifications

NIMS/FEMA Training Certifications (other than police and fire department personnel)

Agreements and Contracts

Union Contracts

Bids and Bid Tabulations

Boards: Commission and Committee Membership Lists

Board of Fire and Police Commission Files

Board of Local Improvement Files

Budgets

CDBG Actions Plans

Census Data and Correspondence

Certificate of Publications

City Council Packets

City Election Information

Community Development Block Grant Files

FOIA Requests

General Obligation Bonds

Handicap Sign Applications

IDOT and MFT Improvements

Intergovernmental Agreements

Legal Notices

Ordinances and Municipal Code Books

Meeting Notices

Minutes of all Boards, Committee and Commissions

Official Oaths, Bonds, Statements and Appointments

Proclamations

Railroad Relocation Files

Records Retention and Disposition Lists

Resolutions
Zoning Board of Appeals Cases

Collectors Department

Alcohol Licensing Forms
All Licenses
Business Applications
Business Files
Business License Renewal Applications
Driver's License Copies
Fuel Tax Forms
Garage Sale Applications
General Liability Insurance
Liquor Applications
Liquor License Files
Monthly Reports
Parking Permits
Payment Invoices
Payment Receipts -Other Departments
Personal History Applications
Pet Tag License Forms
Real Estate Documents
Surety Bonds
Vehicle Sticker Applications
Video Tax Forms

Department Community Development (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
Certified Payroll Records for CDBG Public Works Projects

Public Works Department

Water & Sewer Records:
 IEPA testing reports and data
 Main sewer Locations
 Sewer repairs
 Sewer and water atlas
 Mosquito (West Nile) info
 Cross Connection Reports (CRR)
 Metropolitan Water Reclamation District Permits
Forestry Records:

List all trees trimmed / removed

Trees-requested to be trimmed / removed / planted

Streets

Work orders

Parkway Damage Reports

Signs / Handicap Parking Installation / Removal Lists

Sidewalk Program Records

Lighting Contracts (street lights)

Union Contract

Motor Fuel Tax Construction Records

Illinois Department of Transportation Construction Records

Certified Payroll Reports for Public Works Projects

Water Department

Residential and Commercial Account History

Aged Trial Balance

Billing Reports

Buildings Transfer Compliances

Customer Account Ledgers

Meter Replacement Reports and Meter Test Results

Monthly and Final Meter Reading

Payment Stubs

Work Orders

Building Department

Architectural 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

Certified Payroll Reports for Public Works Projects

Finance Department

Ambulance Billings

Annual Budgets

Background Check Reconciliations
Bank Statements
BDC Cash Reconciliations
Bond Documents (Official Statements, etc.)
Capital Asset Schedules
Check Register
Debt Schedules
Escrow Reconciliations
Financial Statements/Audit Reports
Gas & Diesel Usage Billings
Management Letters
Municipal Water Billings
Paid Invoices
Payroll Reports
Single Audit Report
Vendor/Customer Listing

Fire Department

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 Maintenance File
FCC Radio License & Maintenance 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
Fire Department Vehicle Records
Certified Payroll Reports for Fire Department Public Works Projects

Library

Annual Reports to the State Library
Approved Board Minutes
Library Policies

Department of Information Technology

Archived Email Correspondence
System and Network Inventories
Technical Procedures
Tech-related Purchasing Agreements
Technical Contracts
Technical Memos to Staff & City Council
Technical Auditing
Technical Documentation

Police Department

Incident Reports
Crash Reports
Compliance Tickets
Parking Tickers
District Tickets
Local Ordinance Tickets
Cannabis Tickets
Vehicle 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
Certified Payroll Records for Police Department Public Works Projects

Recreation Department

Pool Pass Registrations
Registration cards for programs
Sports Rosters and Schedules
Day Camp Registration
Flyers for Programs
Senior Program Schedules
Special Event program Flyers
Open Gym Calendars
Certified Payroll Records for Recreation Department Public Works Projects

Senior Services Department

Absence Request Form
Deposits for Vans
Gift Baskets List
Van Rider Notifications
Pace Bus-Repairs, Mthly Reports
Application for Provision of Services under title III
Information on all Programs; Lawn Snow-Transportation & Handyman