



City of Berwyn

City Council Meeting

April 12, 2011

BERWYN CITY COUNCIL MEETING
APRIL 12, 2011

DEAR ATTENDEE.....THE MAYOR AND CITY COUNCIL WELCOME YOU. PLEASE KEEP IN MIND THAT THIS IS A MEETING OF THE MAYOR AND COUNCIL MEMBERS AS OPPOSED TO A PUBLIC HEARING WHERE ATTENDEES ARE ENCOURAGED TO PARTICIPATE. UNLESS INVITED BY THE MAYOR TO SPEAK, YOU ARE REQUESTED NOT TO INTERRUPT. IF YOU ARE RECOGNIZED BY THE MAYOR, PLEASE PREFACE YOUR REMARKS BY STATING YOUR NAME AND ADDRESS FOR THE RECORD. THANK YOU.

ROBERT J. LOVERO
MAYOR

THOMAS J. PAVLIK
CITY CLERK

AGENDA

ROLL CALL

- (A) PLEDGE OF ALLEGIANCE - MOMENT OF SILENCE
- (B) OPEN FORUM - (TOPIC MUST NOT BE ON THE AGENDA)
- (C) PRESENTATION OF PREVIOUS MEETINGS MINUTES FOR APPROVAL
 - 1. REG 3/22/11-SPECIAL COW-3/16/11-COW 3/22/11
- (D) BID OPENING - TABULATIONS
- (E) BERWYN DEVELOPMENT CORP.-BERWYN TOWNSHIP/HEALTH DISTRICT
 - 1. BDC-TIF APP-LUIGI GATTUSO-6716-24 CERMAK RD
 - 2. BDC-ROUTE 66 CAR SHOW
 - 3. BDC-CHICAGOLAND GREAT AMERICAN MUTT SHOW
- (F) REPORTS AND COMMUNICATIONS FROM THE MAYOR
 - 1. PROC-TOM BENSON
- (G) REPORTS AND COMMUNICATIONS FROM THE CITY CLERK
- (H) COMMUNICATIONS FROM (ZONING) BOARD OF APPEALS
- (I) REPORTS AND COMMUNICATIONS FROM ALDERMEN, COMMITTEES OTHER BOARDS AND COMMISSIONS
 - 1. ADM. COMM-DEPT OF IT USE AND SECURITY POLICY & EMPLOYEE SIGN OFF SHEET
 - 2. ADM. COMM-POLICY AGAINST DISCRIMINATION & HARASSMENT IN THE WORK-PLACE & EMPLOYEE SIGN OFF SHEET
 - 3. ADM COMM-EITHICS POLICY & EMPLOYEE SIGN OFF SHEET
 - 4. BUSINESS LIC & TAXATION-REFERRAL I-2- 2/22/11-SMALL BUSINESS UTILIZATION PROGRAM
- (J) STAFF REPORTS
 - 1. CITY ADM- INSURANCE RENEWAL
 - 2. CITY ATTNY-SETTLE CASE #2010WC012247
 - 3. CITY ATTNY-SETTLE CASE #2010WC012003

4. CITY ATTNY-ORD ESTABLISHING AN OUTDOOR PATIO DINING LICENSE
5. FINANCE DIR-FINANCE DEPT POSITIONS
6. FINANCE DIR-RESOL-PRUDENTIAL STOCK SALE
7. FIRE CHIEF-FIRE PUP PROGRAM 2011
8. ASST FIRE CHIEF-ASBESTOS REMOVAL FROM 6619 16TH ST & 1539 CLARENCE & DEMO
9. BERWYN MAIN STREET-RAIN BARRELS ON CERMAK ROAD
10. CITY ADM-BPL-ELEVATOR REPLACEMENT ENGINEERING SERVICE CONTRACT
11. CITY ADM-BPL-ELEVATOR REPLACEMENT ENTINEERING SERVICE CONTRACT (RFP) TO RETAIN DESIGN CONSULTANT-WAIVE SEALED BID PROCESS
12. BPD-UNIT COMMANDER-EVIDENCE STORAGE LOCKERS-UPDATING
13. BPD-UNIT COMMANDER-BLOOD DRYING CHAMBER, EVIDENCE PROCESSING ROOM
14. BPD-UNIT COMMANDER-EVIDENCE STORAGE LOCKERS-BRADFORD SYSTEMS

(K) **CONSENT AGENDA:** ALL ITEMS ON THE CONSENT AGENDA ARE CONSIDERED TO BE ROUTINE IN NATURE AND WILL BE ENACTED IN ONE MOTION. THERE WILL BE NO SEPARATE DISCUSSION OF THESE ITEMS UNLESS A COUNCIL MEMBER SO REQUESTS. IN WHICH EVENT THE ITEM WILL BE REMOVED FROM THE CONSENT AGENDA AND CONSIDERED AS THE FIRST ITEM AFTER APPROVAL OF THE CONSENT AGENDA

1. BUDGET CHAIR-PAYROLL-3/30/11-\$916,776.24
2. BUDGET CHAIR-PAYABLES-4/12/11-\$2,318,118.28
3. POLASHEK-HANDICAP SIGN- C. PILLET-1617 SCOVILLE-APPROVE
4. POLASHEK-HANDICAP SIGN-C. BROWN-1832 CLARENCE-APPROVE
5. AVILA-HANDICAP SIGN-J. MALECEK-2118 CLINTON-APPROVE
6. LAURETO-HANDICAP SIGN-R. CHIRKO-1437 CLARENCE-APPROVE
7. LICENSING & COLLECTIONS-BUSINESS LICENSE ISSUED MARCH, 2011
8. BUILDING DIR-BUILDING PERMITS ISSUED MARCH, 2011
9. SALAVATION ARMY-DONUT DAYS 6/3 & 6/4/11-RED KETTLE CAMPAIGN 11/18/11 THRU 12/24/11
10. AMERICAN CANCER SOCIETY-TAG DAYS-4/16, 4/23, 5/7, 5/14, 6/18/11
RELAY FOR LIFE WALK-5/20 & 5/21/11-PAV YMCA

ITEMS SUBMITTED ON TIME 34


 THOMAS J. PAVLIK - CITY CLERK



- **Table of Contents**

TABLE OF CONTENTS

Item(s)	Pages
<i>ROLL CALL</i>	
A. Pledge of Allegiance –Moment of Silence	
B. <u>Open Forum</u> Topic must <u>NOT</u> be on the Agenda	
C. <u>Presentation of Previous Meeting Minutes for Approval</u>	
1. Minutes City Council- 3/22/11	1- 4
2. Special COW – 3/16/11	1- 1
2. Minutes Committee of Whole – 3/22/11	1- 2
D. <u>Bid Opening – Tabulations</u>	
E. <u>Berwyn Development Corp – Berwyn Township/Health District</u>	
1. BDC –TIF APP-Luigi Gattuso-6716-24 Cermak Rd.	1- 1
2. BDC-Route 66 Car Show	1- 2
3. BDC-Chicagoland Great American Mutt Show	1- 2
F. <u>Reports and Communications from the Mayor</u>	
1. Proclamation-Tom Benson	1- 1
G. <u>Reports and Communications from the City Clerk</u>	
H. <u>Communications from (Zoning) Board of Appeals</u>	
I. <u>Reports and Communications from Aldermen, Committees, other Boards and Commissions</u>	
1. ADM. Comm-Dept of IT Use & Security Policy & Employee Sign Off Sheet	1- 16
2. ADM. Comm-Policy against Discrimination & Harassment in the Workplace And Employee Sign Off Sheet	1- 5
3. ADM Comm-Ethics Policy & Employee Sign Off Sheet	1- 15
4. Bus Lic & Tax-Referral I-2 – 2/22/11 Small Business Utilization Program	1- 2
J. <u>Staff Reports</u>	
1. City Admin- Insurance Renewal	1- 1
2. City Attorney-Settle Case #2010WC012247	1- 1
3. City Attorney-Settle Case # 2010WC012003	1- 1
4. City Attorney-Establishing an Outdoor Patio Dining License	1- 6
5. Finance Dir-Finance Department Positions	1- 2
6. Finance Dir- Prudential Stock Sale	1- 4

(Continued) **TABLE OF CONTENTS**

7.	Fire Chief-Fire PUP Program 2011	1- 5
8.	Asst. Fire Chief-Asbestos Removal -6619 16 th St. & 1539 Clarence & demo	1- 16
9.	Berwyn Main Street-Rain Barrels on Cermak Rd	1- 2
10.	City Admin-BPL-Elevator Replacement Engineering Service- Contract	1- 3
11.	City Admin-BPL-Elevator Replacement Engineering Service – Contract (RFP) To Retain Design Consultant-Waive Sealed bid Process	1- 7
12.	BPD-Unit Commander-Evidence Storage Lockers-Updating	1- 7
13.	BPD-Unit Commander-Blood Drying Chamber-Evidence Processing Rm.	1- 5
14.	BPD-Unit Commander-Evidence Storage lockers-Bradford Systems	1- 1
K.	<u>Consent Agenda</u>	
1.	Budget Chair-Payroll-3/30/11-\$916,776.24	1- 1
2.	Budget Chair-Payables – 4/12/11 -\$ 2,318,118.28	1- 9
3.	Polashek-Handicap Sign-C. Pilet-1617 Scoville- Approve	1- 8
4.	Polashek -Handicap Sign-C. Brown-1832 Clarence- Approve	1- 8
5.	Avila-Handicap Sign-J. Malecek-2118 Clinton- Approve	1- 7
6.	Laureto-handicap Sign-R. Chirko-1437 Clarence- Approve	1- 8
7.	Licensing & Collections-Business License Issued March, 2011	1- 7
8.	Building Dir-Building Permits Issued March, 2011	1- 7
9.	Salvation Army-Donut Days 6/3 & 6/4/11-Red Kettle Campaign 11/18/11 thru 12/24/11	1- 1
10.	American Cancer Society-Tag Days – 4/16, 4/23, 5/7, 5/14, 6/18/11 Relay for Life Walk – 5/20 & 5/21/11-Pav YMCA	1- 1

- 
- A Pledge of Allegiance-Moment of Silence**
 - B. Open Forum**
(Topic Must Not Be on The Agenda)



**C. Presentation of Previous
Meeting Minutes for Approval**

21

ROBERT J. LOVERO
MAYOR

THOMAS J. PAVLIK
CITY CLERK

MINUTES
BERWYN CITY COUNCIL
MARCH 22, 2011

1. The regular meeting of the Berwyn City Council was called to order by Mayor Lovero at 8:00 p.m. Upon the call of the roll, the following responded present: Chapman, Boyajian, Paul, Skryd, Santoy, Polashek, Avila, Laureto.
2. The Pledge of Allegiance was recited and a moment of silence was observed for the deceased Edwina Citro, mother of Engineer, Vince Citro and grandmother of Firefighter Brian Madden, for the deceased Charles Daniello, brother-in-law of Engineer Michael Chiappetta, and for the men and women in the armed forces and those serving on the streets of Berwyn protecting our safety.
3. The Open Forum portion of the meeting was announced. The Mayor recognized residents of the 2600 block of Euclid who spoke regarding excess noise from neighbor's band practicing and voiced their complaint with the Berwyn Police Department and their lack of response. The Mayor stated that he will address their complaints. The Mayor also spoke regarding the April edition of "This Old House" magazine featuring two Berwyn Bungalows that were also featured in the Berwyn Bungalow Walk.
4. The minutes of the regular Berwyn City Council meeting and the Committee of the Whole held on March 8, 2011 were presented. Thereafter, Skryd made a motion, seconded by Boyajian, to concur and approve as submitted. The motion carried by a voice vote.
5. The Mayor submitted a Proclamation honoring Sergeant Kenneth Marinellie, a United States Army Sergeant, who received the "Purple Heart". Thereafter, the Clerk read the Proclamation into the record and the Mayor presented same to the family members along with a presentation from the Combined Veterans of Berwyn, and extended thanks to all those who marched in the homecoming parade on March 15th in honor of Sergeant Marinellie, including the Morton High School, Marching Band. Thereafter, Paul made a motion, seconded by Avila, to **adopt** the Proclamation as presented. The motion carried by a voice vote.
6. Chapman made a motion, seconded by Boyajian, to suspend the rules and bring forth Item J-1. The motion carried. Item J-1 is a communication from the City Attorney along with an ordinance entitled:

AN ORDINANCE DESIGNATING AS A BERWYN HISTORIC LANDMARK THE WORLD WAR I MEMORIAL AT 3401 S. GUNDERSON AVENUE, AT THE INTERSECTION OF 34TH STREET, OGDEN AVENUE, AND RIDGELAND AVENUE, BERWYN, ILLINOIS, PURSUANT TO THE REQUIREMENTS OF CHAPTER 1478 OF THE BERWYN CITY CODE

Thereafter, Boyajian made a motion, seconded by Skryd, to concur and **adopt** the ordinance as presented and to authorize the corporate authorities to affix their signatures thereto. The motion carried by a unanimous roll call vote.

7. Alderman Laureto submitted a communication regarding Signage/Roosevelt Road. Thereafter, Laureto made a motion, seconded by Chapman, to refer the matter to the Building, Zoning and Planning Committee and for a moratorium on enforcement. The motion carried by a voice vote.
8. Alderman Laureto submitted a communication regarding Lectura Montessori School, 6907 Roosevelt Road, which is looking to expand into the Homescape building, 6823 Roosevelt Road. Thereafter, Laureto made a motion seconded by Avila, to concur and waive the zoning process and refer the matter to the Building Department and the Berwyn Development Corporation. The motion carried by a unanimous roll call vote.
9. Alderman Laureto submitted a communication regarding Holiday Light Removal ordinance. Thereafter, Laureto made a motion, seconded by Boyajian, to refer to the Law Department to draft an ordinance and the Business License and Taxation Committee regarding fines. The motion carried by a voice vote.
10. The City Attorney and the Traffic Engineer submitted a communication along with an ordinance entitled:
AN ORDINANCE AMENDING SECTION 460.10 OF THE CODIFIED ORDINANCES OF THE CITY OF BERWYN, COOK COUNTY, ILLINOIS REGARDING ONE-WAY STREETS DESIGNATIONS
Thereafter, Paul made a motion, seconded by Polashek, to concur and **adopt** the ordinance as presented and to authorize the corporate authorities to affix their signatures thereto. The motion carried by a unanimous roll call vote.
11. The City Attorney and the Traffic Engineer submitted a communication along with an ordinance entitled:
AN ORDINANCE ESTABLISHING RESIDENT ONLY PARKING IN RESIDENTIAL AREAS ALONG CERMAK ROAD AND AMENDING CHAPTER 480 OF THE TRAFFIC CODE OF THE CODIFIED ORDINANCES OF THE CITY OF BERWYN

BERWYN CITY COUNCIL
MARCH 22, 2011

Thereafter, Polashek made a motion, seconded by Paul, to concur and **adopt** the ordinance as presented and to authorize the corporate authorities to affix their signatures thereto. The motion carried by a unanimous roll call vote.

12. The City Attorney and the Traffic Engineer submitted a communication along with an ordinance entitled:
AN ORDINANCE REPLACING SCHOOL DISTRICT, CHURCH, DAYCARE, AND CITY EMPLOYEE PARKING AND AMENDING CHAPTER 484 OF THE CODIFIED ORDINANCES OF THE CITY OF BERWYN

Thereafter, Paul made a motion, seconded by Boyajian, to concur and **adopt** the ordinance as presented and to authorize the corporate authorities to affix their signatures thereto. The motion carried by a unanimous roll call vote.

13. The Public Works Director submitted a communication with the recommendation to award the bid for the 2011 Water and Sewer Utility Maintenance to the low bidder, Unique Plumbing Company, Inc. of Brookfield, Illinois. Thereafter, Skryd made a motion, seconded by Boyajian, to concur and approve for payment in an amount not to exceed \$54,758. The motion carried by a unanimous roll call vote.
14. The Finance Director submitted a communication regarding Shares of Prudential Stock. Thereafter, Skryd made a motion, seconded by Chapman, to accept the matter as Informational. The motion carried by a voice vote.
15. The Division Commander of the Berwyn Police Department submitted a communication regarding Xerox Copy Machine Revision. After discussion, Chapman made a motion, seconded by Boyajian, to concur and approve the agreement as submitted and to authorize the corporate authorities to affix their signatures thereto. The motion carried by a unanimous roll call vote.
16. Skryd made a motion, seconded by Polashek, to suspend the rules and bring forth Item K-2 from the Consent agenda and to remove check #11505 from the payables, for further explanation. The motion carried by a voice vote. Thereafter, Avila made a motion, seconded by Polashek, to concur and approve the remaining items on the payables for payment. The motion carried by a unanimous roll call vote.
17. The Consent agenda K-1, K-3 through K-9 were submitted:
K-1-Budget Chair, payroll for March 16, 2011, \$1,014,883.94
K-3-Polashek, handicap sign for R. Landon, 1525 Scoville, Approve
K-4-Avila, handicap sign for J. Malecek, 2118 Clinton, Deny
K-5-Avila, handicap sign for C. Frances, 2125 Home, Approve
K-6-Mayor, Notification of Written Orders entered at the conclusion of a Liquor License Hearing Proceeding

BERWYN CITY COUNCIL
MARCH 22, 2011

K-7-Recreation Director, Resolution, Annual Baseball Parade, April 30, 2011
K-8-Building Director, building permits issued in February, 2011
K-9-Morton H.S., Annual Homecoming Parade, October 1, 2011
Thereafter, Avila made a motion, seconded by Skryd, to concur and approve by Omnibus Vote Designation. The motion carried by a voice vote

18. Alderman Chapman called a Budget meeting for Wednesday, April 6, 2011 at 4:30 p.m.
19. Alderman Boyajian called an Ad Hoc Committee on Hazardous Waste for Wednesday, April 13, 2011 at 5:30 p.m.
20. Alderman Skryd called an Administration Committee meeting for Monday, April 11, 2011 at 5:00 p.m.
21. Alderman Santoy called a Business License and Taxation meeting for Tuesday, April 12, 2011 at 5:00 p.m.
22. There being no further business to come before the meeting, same was, after a motion by Laureto, seconded by Polashek, to adjourn at the hour of 8:30 p.m. The motion carried by a voice vote.

Respectfully submitted,



Thomas J. Pavlik, CMC
City Clerk

SPECIAL
COMMITTEE OF THE WHOLE
MARCH 16, 2011

1. The Committee of the Whole was called to order by Mayor Lovero at 6:00 p.m. Upon the call of the roll, the following responded present: Boyajian, Paul, Skryd, Polashek, Avila, Laureto. Absent: Chapman, Santoy.
2. Skryd made a motion, seconded by Boyajian, to close the Committee of the Whole for pending litigation 6:01 p.m. The motion carried by a voice vote.
3. Boyajian made a motion, seconded by Skryd, to reopen the Committee of the Whole at 7:00 p.m. The motion carried by a voice vote.
4. Avila made a motion, seconded by Skryd, to adjourn the Committee of the Whole at 7:00 p.m. The motion carried by a voice vote.

Respectfully submitted,



Thomas J. Pavlik, CMC
City Clerk

COMMITTEE OF THE WHOLE
MARCH 22, 2011

1. The Committee of the Whole was called to order by Mayor Lovero at 6:00 p.m. Upon the call of the roll, the following responded present: Chapman, Boyajian, Paul, Skryd, Santoy, Polashek, Avila, Laureto. Absent: none.

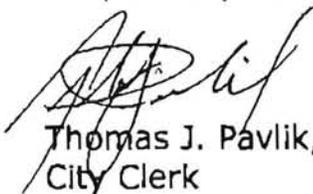
2. Emergency Notification System Presentation-The Mayor recognized Curtis Nekovar of the Berwyn Police Department, who gave a presentation, see attached memo, noting that the City is now using Global Connect Emergency Notification System, which is a web based hosted product, with the capability to notify the public via cell phone or e-mail and that the system is already set up with all phone numbers in the AT&T data base system, but if residents no longer have a landline phone, it will be up to the residents to notify the Berwyn Police Department, with a cell number or e-mail address for notification. The System already has 18,000 numbers entered into the System. Nekovar noted that this is a three year contract with Global Connect System, and the System can:
 - Handle 1,000 calls a minute based on a 30 second message.
 - It can also leave text or a text voice message.
 - All use of the System other than emergency situations need approval
 - The System is also available to School Districts, Parks and other civic organizations with pre approval
 - The System also has a bilingual feature with a prompt,
 - The System is at a cost of \$12,270 for the first year, and \$14,725 for each of year two and three, which includes unlimited callsNekovar noted that a Registration Page is currently linked to the City's website homepage and that you may log on and enter data for the list, for contact information, and you can also enter it and include weather alerts for the area. Representative from Global Connect demonstrated the use of the site which includes geographic areas that can be created for alerts and it can be done by block, quadrants, and by a radius, for example, if there was a Hazmat Incident which affected a one mile radius around the incident, a one mile radius can be set up in the alert System, with those residents being contacted immediately. The Representative did a live demo that was pre-set for a small demonstration group, to show the speed of the alerts. The System includes a live prompt which will override any voice mail and will continue to contact until a live answer is achieved, verses just leaving a message. Neckovar gave results of the test call that was done on Monday, March 21st which included 17,760 calls scheduled:
 - 8,000 calls answered
 - 3845 calls on answering machines
 - 3308 calls with a no answer

- 1458 calls received a busy signal,
- 70 calls were fax lines
- 1070 numbers were invalid
- 9 were on the do-not-call list

Neckovar also noted that the System, in an emergency situation, can override any do-not-call list.

3. Clerk Pavlik noted that C-1 page one of the minutes has been amended and corrected, Item J-1, the Ordinance for World War I Historic nomination has been corrected and amended with the correct address, Item J-7, Berwyn Police Department, Division Commander request for Xerox Copy Machine revision, the Clerk noted that the agreement has been copied and placed before the Aldermen on their desks along with F-1, the Proclamation for Sergeant Marinellie.
4. Alderman Skryd questioned Item J-7, the extension on copier agreement and had a few questions on cost of buying verses renting or leasing. The Mayor asked IT Director, James Frank to be available for any questioning. Frank noted that the net increase is for only \$126.00 a month incorporated into the existing lease agreement.
5. The Mayor noted that the Council did not need to go into Closed Committee of the Whole this evening and asked for a motion to adjourn. Thereafter, Avila made a motion, seconded by Skryd, to adjourn the Committee of the Whole at 7:08 p.m. The motion carried by a voice vote.

Respectfully submitted,



Thomas J. Pavlik, CMC
City Clerk



D. Bid Openings Tabulations



**E. Berwyn Development Corp. –
Berwyn Township/Health District**



April 12, 2011

**Mayor Robert J Lovero
Members of the Berwyn City Council
Berwyn City Hall
6700 West 26th Street
Berwyn, IL 60402**

Re: TIF Application – Luigi Gattuso, 6716-24 W. Cermak Road

Dear Mayor and City Council,

The applicant is requesting TIF funds for redevelopment work at his existing commercial space. The building holds several businesses including an insurance agency, salon, dental office, video rental, and one vacant storefront. The TIF scope of work includes exterior renovations, mechanical upgrades, and façade improvements. To this extent, the applicant is requesting TIF funds for redevelopment work at this location in order to fill in the needed gap. Total TIF eligible costs are forecasted to be \$118,240.

The application meets the procedural requirements of the Berwyn TIF application which was reviewed by the BDC's staff and then processed for consideration. A five-year revenue forecast shows that the business would produce \$103,018 in total property tax. Additionally, sales tax revenue could be realized depending on the building's tenants and filling the one current vacancy. The BDC Board of Directors and Cermak/Roosevelt TIF Committee have both agreed to recommend approval of the below specified TIF monies regarding Mr. Gattuso's TIF eligible project costs.

Based on this information, the City Council is being asked to approve TIF monies to pay only the eligible costs associated with this project up to a maximum of \$60,000. As part of our process, BDC staff will validate work performed and eligibility prior to any payments. Furthermore, the BDC will ensure the applicant will not receive any TIF monies prior to obtaining proper City permits.

With the consent of the City Council, Mr. Gattuso can commence work on their project and contribute to the revitalization efforts taking place on Cermak Road.

Respectfully submitted for your consideration,


Anthony W. Griffin



April 12, 2011

The Honorable Robert J. Lovero, Mayor
Members of the Berwyn City Council
Berwyn City Hall
6700 W. 26th Street
Berwyn, IL 60402

Re: Route 66 Car Show
Request to Hold Show and Close Ogden Avenue

Ladies and Gentlemen:

On behalf of the Berwyn Preservation of Historic Route 66, a committee of the Berwyn Development Corporation, we are pleased to request City Council approval to hold the 21st Annual Route 66 Car Show and to close Ogden Avenue, between Ridgeland and Oak Park Avenue, on Saturday, September 10, 2011 from 6:00 a.m. to 5:00 p.m.

Your past support has contributed to making this event a tremendous success for the Berwyn community. Anticipating your approval of the attached Resolution, we will forward same to the Illinois Department of Transportation for their final approval of the street closing.

Thank you for your assistance regarding this important project. The Route 66 Car Show will continue to grow in popularity, providing a great source of family fun for area residents and helping all of us promote the good things happening in Berwyn.

Sincerely,

Anthony Griffin
Executive Director

RESOLUTION

Whereas, the Berwyn Development Corporation's Route 66 Car Show Committee of the City of Berwyn, Illinois desires to hold their 21st Annual Route 66 Car Show on Route 34, also known as U.S. Route 66, on September 10, 2011, from 6 a.m. to 5 p.m.

Whereas, said event will require the closing of Route 34 completely between Ridgeland Avenue and Oak Park Avenue, and

Whereas, The State of Illinois requires the City of Berwyn to assume all responsibility and liability involved in the closing of said highway.

Now, Therefore, Be It Resolved that the City of Berwyn will assume full responsibility for the direction, protection, and regulation of traffic during the time the detour is in effect, and all liabilities for damages of any kind occasioned by the closing of said State route.

It is further agreed that efficient, all-weather detours will be maintained, conspicuously marked, and judiciously patrolled for the benefit of traffic deviated from the State route.

Adopted by the City Council of Berwyn this _____ day of _____, 2011

Mayor _____

Attest _____ City Clerk



April 12, 2011

The Honorable Robert J. Lovero, Mayor
Members of the Berwyn City Council
Berwyn City Hall
6700 W. 26th Street
Berwyn, IL 60402

Re: Chicagoland Great American Mutt Show
Request to Hold Show and Close Streets

Ladies and Gentlemen:

On behalf of the Urban Mutt, a Depot District business and member of the Berwyn Development Corporation, we are pleased to request City Council approval to hold the 5th Annual Chicagoland Great American Mutt Show on Sunday, May 15, 2011 from 9:00 am to 6:00 pm. Since we are moving the event to the Depot District, several streets in the Depot District that we are asking to close are Stanley Avenue between Oak Park Avenue and Kenilworth Avenue and Grove Avenue between 32nd Street and Windsor Avenue. Oak Park and Kenilworth Avenues will be open to traffic. Please see attached map.

Your past support has contributed to making our events a tremendous success for the Berwyn community. Once we receive your approval, we will notify Pace of the detour for the Stanley Avenue bus route.

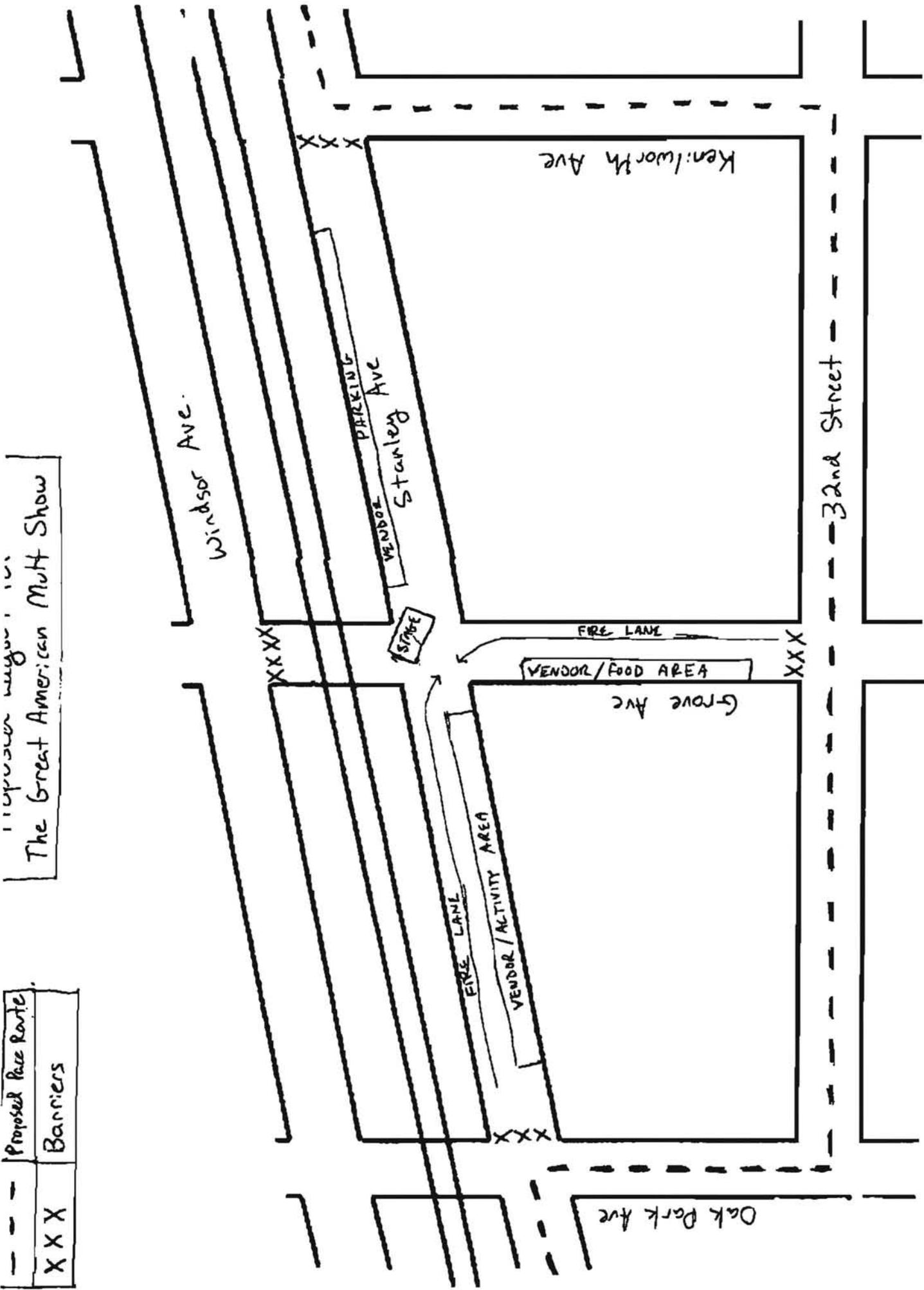
Thank you for your assistance regarding this fun-filled event. We are hoping it will continue to grow in popularity, providing a great source of family fun for area residents and helping all of us promote the good things happening in Berwyn.

Sincerely,


Anthony Griffin
Executive Director

---	Proposed Race Route
XXX	Barriers

The Great American Mutt Show





**F. Reports and Communications
From The Mayor**

The City of Berwyn



Robert J. Lovero
Mayor

FA

A Century of Progress with Pride

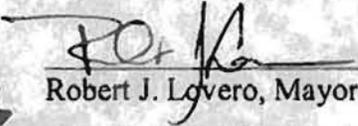
PROCLAMATION

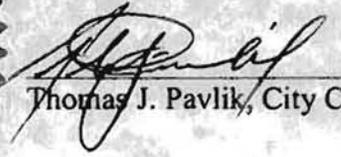
- WHEREAS,** Tom Benson bought the World's Largest Laundromat in 1999, and immediately started to turn around a business that had fallen into disrepair always keeping the best interests of our City at heart; and
- WHEREAS,** in 2002, the Laundromat became the largest solar installation in the State of Illinois. The emphasis has been on providing a very family-friendly environment and being an active participant in our community; and
- WHEREAS,** Tom has also dedicated his time and energy to the community. Every summer, the Laundromat sponsors a Read-To-Ride program for kids. Over 130 bikes have been awarded, and more than 75,000 books have been read in the ten years the program has been running and 600 kids participate annually; and
- WHEREAS,** in August, 2004 the Laundromat was completely destroyed by a fire. In 2006, Tom Benson opened a totally state of the art Laundromat. Readers Digest declared that year that it was the best in America. They received lots of media coverage, including local networks, plus CNN, and the History Channel. In 2007 they were declared to be one of the five (5) greenest businesses in the United States; and
- WHEREAS,** Tom Bensons' son Mark, joined the family business in 2007, and his involvement has allowed Tom time to write a book about his business philosophy, "Maximizing Your Small Business", which will be published this spring; and
- WHEREAS,** Tom and Mark Benson have been awarded, by Chicago's TEECH Foundation the Humanitarian Empowerment Award for their demonstration of a strong belief in the promotion of human rights.

NOW, THEREFORE, I, Mayor Robert J. Lovero, Members of the Berwyn City Council and the Residents and Businesses of Berwyn declare our appreciation and recognition of Tom Benson for his dedication and service to our City and do hereby proclaim April 12, 2011 as Tom Benson Day in the City of Berwyn and wish him great success in all of his future endeavors.

Dated this 12th day of April, 2011.




Robert J. Lovero, Mayor


Thomas J. Pavlik, City Clerk



**G. Reports and Communication From
The City Clerk**



**H. Communications From (Zoning)
Board of Appeals**



**I. Reports and Communications From
Aldermen, Committees other Boards
and Commissions**

Robert J. Lovero
Mayor



Michele D. Skryd
Fourth Ward Alderman

A Century of Progress with Pride

6700 West 26th Street Berwyn, Illinois 60402-0701 Telephone: (708) 788-2660 Fax: (708) 788-2675
www.berwyn-il.gov

April 8, 2011

Hon. Robert J. Lovero
Alderman of the Berwyn City Council
6700 W. 26th Street
Berwyn, IL 60402

RE: Department of Information Technology Use and Security Policy and Employee Sign Off Sheet

Ladies and Gentlemen,

A meeting of the Administration Committee was held March 21, 2011. Committee members in attendance were: Alderman Skryd, Laureto, and Paul. The Chair called the meeting to order at 5:15 p.m.

The committee reviewed the Department of Information Technology Use and Security Policy which will be a permanent part of the employee handbook and the Information Technology Security and Use Policy sign off sheet to be kept on file for each City of Berwyn employee.

Following discussion and revisions of both documents a motion was made by Alderman Larueto and seconded by Alderman Paul to present the policy and sign off sheet to the City Council for approval and immediate implementation. The documents should also be reviewed by our legal department. Motion carried by unanimous vote.

This being our last order of business at 6:20 a motion to adjourn was made by Alderman Laureto, seconded by Alderman Paul. Vote was unanimous.

Respectfully,

Michele D. Skryd

Michele D. Skryd
Alderman 4th Ward
Chairman Administration Committee
Committee Members: Aldermen Lauerto and Paul

Department of Information Technology
Use and Security Policy

Table of Contents

Introduction	2
Purpose	2
General Information	2
Applicability	
Computer Access	
Password Access Program	
Password Cracking	
Password Selection and Protection	
Computer Sabotage	
Hackers	
Harassment, Threats, and Discrimination	
Snooping	
Unauthorized Access	
Viruses, Worms, and Trojan horses	
Personal Use of Computers	
Accidents, Mistakes, and Spills	
Administration	5
Back-up	
Copyright Infringement	
Purchases of Computer Software and Equipment	
Disposal of City Data and Technology Equipment	
Proprietary Information	
Reporting Policy Violations	
Termination of Employment	
Unauthorized Changes to City Computers	
Confidentiality	11
Handling Confidential Information	
Encryption	
Physical Security	12
Locks	
Laptops	
Off-Site Computers	
Privacy	12
Monitoring Computer Communications and Systems	
Lawsuits and Subpoenas	
File Recovery	
Website Privacy Policy	13
Privacy Policy & Notices	
Log Data	
Cookies	
Disclaimer / Terms and Conditions of Use	
Links to Other Sites	
Questions and Concerns	
External Communications	13
Internet Connections	
Filters	
Subscriptions	
Surveys	
Third Parties	
E-Mail	
Rules of E-mail	
Forwarding Information	
Spam	
Local Area Network	17
Glossary of Terms	17
Receipt of City of Berwyn Information Technology Use and Security Policy	19

City of Berwyn Information Technology

Use and Security Policy

I. Introduction

The City of Berwyn provides employee access to information technology for the purpose of furthering the goals and objectives of the City.

The acceleration of technology has allowed the City to expand the base of employees using computers within the City. The ability of the City to operate effectively is very reliant upon the proper operation of its computers and the security and integrity of its data. Everything from telephone and voicemail to monitoring and managing our utilities is computer dependent. These facts, coupled with the power of the individual workstation and the ability to communicate with the world outside the City network, make it very important that management provide guidance on proper use of City computers.

The first, best and most important line of defense starts with our people!

It is unquestioned that a well-trained work force properly versed in computer operating procedures and computer user security matters will have the best chance of minimizing business interruptions and potential litigation due to inappropriate, negligent, or unethical use of City computers. For this reason, we have created the City of Berwyn Information Technology Use and Security Policy. Please understand it is not our intention to encumber your use of the computer, but rather our fiduciary responsibility to protect the resources of the City. We believe this policy accomplishes that with little to no hardship to you, the computer user and our valued employee.

II. Purpose

The purpose of the Information Technology Use and Security Policy is to ensure the responsible and acceptable use of City technological resources. Adherence to the policy will protect the City and its employees from liability and business interruptions due to inappropriate use of City computers and breaches of computer security.

This policy documents the computer users' responsibility to safeguard computer and telecommunications equipment and information from accidental or deliberate unauthorized access, tampering, snooping, distribution, or destruction. It sets forth what is, and is not, appropriate use of City technological resources. Users may be disciplined for noncompliance with City policy up to and including termination. This policy does not purport to address every computer operating and security issue. It is your responsibility to use sound judgment. Check with your supervisor if you identify an issue or situation that you are not certain how to handle.

The City of Berwyn Technology Use and Security Policy is subordinate to any collective bargaining agreement, employment contract, or other employment agreements. The City may add to, or change, the policies at any time. Please read the policy carefully and sign the **Receipt of City of Berwyn Technology Use and Security Policy** form attached. The signed form should be given to Human Resources for placement in your personnel file.

III. General Information

Applicability

For purposes of this document, the term 'computer user' is meant to include all full-time and part-time City employees, elected officials, temporary employees, volunteers, and contractors. Computer users are responsible for the appropriate use of City computers and for taking reasonable precautions to secure the information and equipment entrusted to them. This policy also applies to other technology resources that the Mayor may not create computer records. Examples of these resources include fax machines, telephones, cellular phones, pagers, two-way radios, and other communication devices. The policy also applies to new or emerging technologies and those not specifically named.

Employees are responsible for reporting inappropriate use of City computers and breaches of computer security and for assisting in resolving such matters. Users are responsible for adhering to City policies and practices as described herein and in other City policy manuals to ensure City computers are used in accordance with City policy guidelines. They are also responsible for ensuring that reasonable measures are taken to prevent loss or damage of computer information and equipment.

Computer Access

Access to City computers, as well as the level of access, must be authorized in writing by each employee's supervisor. Access may be revoked any time at the discretion of the supervisor.

Password Access Program

The City's password access program is an excellent tool to defend against unauthorized access of City computers. However, a password access program is only effective when used properly.

Do not leave your computer logged on and unattended for an extended period of time. Do not log on to your system if someone can see you keying in your password. Report any irregularities flagged by the password access program (last login time and date, number of attempts to login, etc.) to your supervisor or to the I.T. Department.

Password Cracking

It is not uncommon for employees to try to figure out a friend or associate's password, just to see if they can. However, the same employee would never steal the key and go through your desk drawer, looking at everything and anything private and confidential. Yet, this is just what happens when passwords are cracked. Stay away from such activity. It is a serious violation of City policy.

Password Selection and Protection

Select difficult passwords composed of numbers and letters combined. Do not use the names of loved ones commonly known to other employees. Change them regularly, and protect them from snoopers. A lot of damage can be done if someone gets your password. Users will be held accountable for password selection and protection.

Do not share your password with anyone other than a supervisor or The I.T. Department technician. Do not write it down where someone can find it, do not send it over the Internet, Intranet, e-mail, dial-up modem, or any other communication line.

If you have a question about password selection or safekeeping, please see your supervisor or an I.T. Department technician.

Computer Sabotage

Destruction, theft, alteration, or any other form of sabotage of City computers, telephones, network or telecommunications cabling, programs, files, or data is prohibited and will be investigated and prosecuted to the fullest extent of the law.

Hackers

Hackers frequently penetrate computer systems by calling unsuspecting employees representing themselves as new employees, supervisors, or other trusted individuals. Through a variety of probing questions they obtain information necessary for their invasive programs to do their work.

Never give any information about computer systems out over the telephone or in any other way to anyone but authorized personnel. If someone requests such information, get their name and phone number, and tell them you will get right back to them. Report the incident immediately to the Help Desk. Without your help, the City has little chance of protecting the City's computer systems.

Using hacker programs and trying to access computer systems using hacker techniques is prohibited. Trying to hack into third party computer systems using City computers is prohibited, and will be reported to the appropriate authorities. Hacker crimes result in millions of dollars of downtime, lost data, and other problems. If you are caught hacking, it is a serious offense. If you identify vulnerability in the City's computer security system, report it to the Director of The I.T. Department.

Harassment, Threats and Discrimination

It is City policy, and the law, that employees are able to work free of unlawful harassment, threats, and discrimination. Unlawful harassment is physical or verbal behavior directed towards an individual due to their race, age, marital status, gender, disability, religion, sexual orientation, or nationality for the purpose of interfering with an individual's work performance, or creating an intimidating or hostile work environment.

It is not uncommon for employees to receive files, data, pictures, games, jokes, etc., that may be considered offensive by some. Currently, there are many cases in the courts addressing just such issues, the ramifications of which are significant. The computer is possibly the easiest tool for obtaining, storing, sharing, and disseminating to large audiences such material and viewpoints. Such activity

is a serious violation of City policy. It is inappropriate to use City computers to share your personal views about religion, politics, sexuality, or any other subject of a personal nature that could be considered offensive to others within or outside the City. City computers are not vehicles to express free speech. Do this on your own time, away from the City, using your own resources.

Computers provide a huge potential for unlawful harassment. Users often think their communications are private, and trashed or deleted files are gone forever. However, deleted files are often easily recovered; and information on City computers is not necessarily private. Users often feel comfortable writing and storing files within the confines of their "personal" computer, and sharing personal views on a wide range of non-business subjects. Remember, whatever you transmit is a permanent record to the receiver. It can, at some future date, be taken out of context and used against you and the City.

Snooping

Snooping into City computer systems is a serious violation of City policy. If you have no business being there, don't go there. If you accidentally identify a new way to access information, report it to the Director of The I.T. Department. Watching other users enter information and looking at computer disks that do not belong to you are prohibited. Obtaining or trying to obtain other users' passwords or using programs that compromise security in any way are violations of City policy. If you observe someone snooping, report it to your supervisor.

Unauthorized Access

Unauthorized access of City computers is prohibited. Unauthorized access of third-party computers using City computers is prohibited. Attempting to access City computers without specific authorization is prohibited. Any form of tampering, including snooping and hacking, to gain access to computers is a violation of City policy and carries serious consequences. Employees are required to log off their computers at the end of the day and when not in use for an extended period of time. This will help prevent computer security breaches. In addition, computer users must take other reasonable precautions to prevent unauthorized access of City computers.

Department Directors have primary responsibility for the creation and maintenance of application data. These system owners shall be responsible for defining the security and integrity requirements of their data. They are primarily responsible for authorizing data access and ensuring adequate security, accountability, and control is employed to protect the data.

Viruses, Worms, and Trojan horses

It is critical that users make certain that data loaded on City computers is free of viruses. Data that has been exposed to any computer other than a City computer must be scanned before installation. This includes e-mail with attachments (a virus can quickly contaminate your computer simply by opening an e-mail attachment), downloads from the Internet, and other sources of data that may be contaminated. Viruses can result in significant damage and lost productivity. If you are uncertain whether data needs to be scanned before installation, call the Help Desk.

Use of virus, worm, or Trojan horse programs is prohibited. If you identify a virus, worm, or Trojan horse, or what you suspect to be one, do not try to fix the problem. Make notes as to what you observed and contact the Help Desk.

If you receive a virus warning, call the Help Desk immediately. Do not forward it to other computer users within the City. Many such warnings are hoaxes meant to do nothing more than alarm people and create large amounts of traffic on the network. If the I.T. Department technicians determine that the warning is valid they will take the appropriate steps to notify other users.

Personal Use of Computers

Incidental and occasional personal use of City computers is permitted for reasonable activities that do not need substantial computer hard disk space or other computer resources. Personal use of computers must not interfere with the employee's or any other employee's job duties or business activities. As a general rule, if you would be uncomfortable asking for permission, it is probably not an appropriate use of City computers.

Prohibited activities include, but are not limited to, computer games, personal software, and running a personal business on the side. Using City computers to store or transmit inappropriate jokes, junk mail, chain letters, or to solicit for commercial, religious, charitable, or political causes is prohibited. If you are uncertain about a specific activity, ask your supervisor. With regard to employee privacy, personal computer files will be treated as though they belong to the City.

Data produced or received for City purposes while you are employed by the City is considered the property of the City. All other data is considered personal property and should not be used on City computers without the consent of your Department Director.

Accidents, Mistakes and Spills

It is not hackers, snoopers, viruses, worms, or Trojan horses that cause the most damage to computers and information. According to current research, most data loss and damage to computers occurs at the hands of authorized users. Mistakes and accidents represent the biggest cost when it comes to computer information loss. We have all done it, deleted a file that we just spent hours creating, spilled coffee on the keyboard, or dropped the laptop on the floor. Take a few seconds to read the computer screen before you delete, save, or transmit files. In addition, users need to take reasonable precautions with respect to computer operations, maintenance, handling, and transportation.

IV. Administration

Back-up

Backing up files is key to productivity and safeguarding data against unwanted intrusions. Most City computers are attached to the network. If data is being properly stored on the network, backup is automatically handled by the I.T. Department.

If your computer is not attached to the network, you are responsible for your own backups. Important files should be backed-up daily. Decisions about what to back up and how often to backup should be considered with one simple thought in mind. How much productivity would be lost if your computer were inaccessible? So much work is done in a single day, that in most cases, it is irresponsible to not take a few minutes to back-up essential data. The stories of individuals losing a day, a week, a month, or more of work are endless. Data will be lost. Eventually, it happens to everyone. The only question is, how much?

All backed-up files should be stored on a secure computer disk or tape, other than the one containing the original data. The back-up disk or tape should be stored off site, preferably in a locked drawer or cabinet.

Copyright Infringement

The City does not own most of the computer software that it utilizes, but rather licenses the right to use software. Accordingly, City owned or licensed software may only be reproduced or modified by authorized The I.T. Department personnel in accordance with the terms of the software licensing agreements. Unauthorized modifying, copying, redistributing, and republishing of copyrighted or proprietary material are strictly prohibited. Copyright laws apply to the Internet as well. Copyright infringement is serious business and the City strictly prohibits any such activity. If you have questions about copyright infringement, discuss it with the Director of the I.T. Department immediately.

Copies of shareware or "free" programs must be registered with the I.T. Department. Shareware and free software often have licensing and use restrictions and should not be copied or forwarded to others. Typically, if you continue to use shareware you must send in a "donation," often of a specified amount. If you neglect to do so, you may have committed copyright infringement. If you provide the program to a friend, you may have violated copyright law. It is not unusual for "free" software to contain a virus. As such, it is important that all new software is purchased through and installed by the I.T. Department. Your Department Director and the Director of the I.T. Department must approve all requests for application programs.

Users are prohibited from installing software on a City computer without prior authorization from the I.T. Department. This specifically includes the downloading of software from the Internet. The purpose of this is to ensure the integrity of the network and managed workstations as well as ensuring City compliance with software licensing requirements.

Purchases of Computer Software and Equipment

All purchases of computer software and equipment are prohibited without approval from your Department Director. All computer software and hardware purchases must be made through the I.T. Department, meet pre-established quality requirements, and be compatible with other City computer software and equipment. Donated or confiscated equipment must be placed into service by the I.T. Department subject to current quality and compatibility guidelines.

The I.T. Department is responsible for maintaining appropriate procedures for tracking computer assets and licenses and maintaining proper security for all computer related resources.

Disposal of City Data and Technological Equipment

Purge files that no longer have a practical use on a periodic basis. Old computer files utilize disk space and often represent a potential hazard to you and the City. Delete old personnel evaluations, compensation information, financial information, customer information, and vendor data. Typically, dated information is only useful to individuals who should not have the data.

A word of caution, permanently removing a file from your computer is something you need to consider carefully before taking action. Recreating a file you did not intend to delete can be tedious and time consuming. Although the file probably exists on back up, it is not always practical for the technician to expend the resources necessary to find the file.

When a user department no longer has use for a hardware or software component of an information technology resource, the component should be transferred to the I.T. Department. The I.T. Department will retain a repository of computer system components and will supply user departments with available components as needed to avoid unnecessary purchases. The I.T. Department will also appropriately dispose of obsolete computer equipment.

Proprietary Information

City data, databases, programs, and other proprietary information represent City assets and can only be used for authorized City business. Use of City assets for personal gain or benefit is prohibited. Sharing City proprietary information with unauthorized City personnel or third parties is prohibited.

Reporting Policy Violations

Employees are required to report violations, or suspected violations, of computer policy. Activities that should immediately be reported to your Department Director include, but are not limited to:

- Attempts to circumvent established computer security systems
- Use, or suspected use, of virus, Trojan horse, or hacker programs
- Obtaining, or trying to obtain, another user's password
- Using the computer to make harassing or defamatory comments or to in any way create a hostile work environment
- Using the computer to communicate inappropriate messages or jokes that may be considered offensive by others
- Illegal activity of any kind
- Trying to damage the City or an employee of the City in any way

Computer policy violations will be investigated. Noncompliance with the City's employee computer policy may result in discipline up to, and including, termination. Depending upon the nature of the violation, criminal or civil charges might also be filed. Employees that report violations or suspected violations of City policy will be protected from termination, discrimination, harassment, and any other form of retaliation. Hackers, snoopers, password stealers, virus installers, data erasers, and anyone involved in such activity will be disciplined.

If you identify computer security vulnerability, you are required to report it immediately.

Termination of Employment

All information on City computers is considered City property. Deleting, altering, copying, or sharing confidential, proprietary, or any other information upon termination requires authorization from your Department Director. The computer you have been entrusted with must be returned with your password, identification code, and any other appropriate information necessary for the City to continue using the computer and information uninterrupted.

The following activity is prohibited upon termination and will be prosecuted to the fullest extent of the law:

- Accessing City computers
- Providing third parties, or anyone else, access to City computers
- Taking computer files, data, programs, or computer equipment

Unauthorized Changes to City Computers

Installing software and making changes to computer hardware, software, system configuration, and the like are prohibited. The City's computer systems have been designed and documented to prevent loss of data and provide an audit trail for correcting problems. Unauthorized changes to computer systems ultimately result in lost productivity. Such changes often require a computer technician to fix

both the original problem and the problem caused by the would-be computer technician. Poor documentation of the procedures performed and the order in which they were completed further complicate unauthorized changes to computer systems.

The following are just a few examples of changes to computers that can result in operating problems:

- Installation of commercial software, shareware, and free or demo software. Some software requires an upgrade of computer hardware, the operating system, or both for the program to operate properly. Some programs are simply not written well and can cause problems with the computer
- Installation of some programs changes the computer's system configuration which can result in problems with your computer
- Data used on home computers may become infected with a virus and contaminate your computer and other City computers

You must get approval from the I.T. Department before making any changes to City computers.

V. Confidentiality

All computer information is considered confidential unless you have received permission to use it. Accessing or attempting to access confidential data is strictly prohibited. Confidential information should only be used for its intended purpose. Using confidential information for anything other than its intended use is prohibited without prior approval from your Department Director.

Handling Confidential Information

Confidential information stored on computers is typically more difficult to manage than traditional paper documents that are sealed in an envelope and locked in a filing cabinet clearly labeled **CONFIDENTIAL**. As such, it is important that users take extra care with confidential information stored on computers. The following are inappropriate under normal circumstances when dealing with confidential information:

- Printing to a printer in an unsecured area where documents may be read by others
- Leaving your computer unattended with confidential files open
- Leaving computer disks, CDs, or other media with confidential data unattended in easy to access places. Remember it only takes a minute to copy a disk
- Sending confidential information over the Internet, Intranet, dial-up modem lines, or other unsecured communication lines without approval from your Department Director

If you observe a document at a shared printer, or any other location, do not read it without permission.

Encryption

Encryption and encryption utilities are prohibited without the approval of your Department Director. If you need to send confidential or proprietary information over the Internet or other public communication lines you must obtain prior approval from your Department Director.

VI. Physical Security

Locks

Physical security is key to protecting your computer and computer information from loss and damage. Store floppy disks, CD-ROM, DVD-ROM, flash drives, external hard drives and other sensitive information in a locked drawer. Log off your computer when it is not in use for an extended period of time. Lock the door to your office or work area when leaving for the night. Take a few minutes to practice good physical security. Your investment of time will provide an excellent return, and help prevent temptation by others.

For emergency access and maintenance purposes, the I.T. Department must have a duplicate of any key to a computer or docking station.

Laptops

There is no sure way to secure laptops. However, there are many sensible, cost-effective measures that can help reduce the risk of loss or damage. The following are required when taking laptops off City property:

- Report lost or stolen computers immediately
- All important files must be backed-up, and back-up disks must be stored in a separate physical location from the computer

- Confidential, important, and proprietary data leaving the facility requires authorization from your Department Director
- Use reasonable precautions to safeguard the laptop against accidental damage (don't work on your laptop in the pool)
- When traveling, laptops must be in sight at all times or physically secure
- Always store laptops in a concealing carrying case

Off-Site Computers

Off-site users must take additional precautions to safeguard computer information and equipment, including but not limited to:

- Safeguarding the computer and information from theft or damage
- Prohibiting access to the computer (including family, friends, associates, and others) for any purpose without authorization from your Department Director
- Adhering to all computer policies and practices of the City for on-site users

VII. Privacy

Monitoring Computer Communications and Systems

Many people think data stored on computers, transmission of data between individuals on dial-up modem lines, communications on the Internet, and e-mail are private, and in most cases they are. However, the City reserves the right, without prior notice, to access, disclose, use, or remove both business and personal computer communications and information, and will do so for legitimate business purposes.

Random audits to verify that City computers are clear of viruses and used in accordance with City policy will be performed. The City will investigate complaints about inappropriate images on computers, inappropriate e-mail, or other inappropriate conduct. The City will monitor Internet activity to see what sites are frequented, duration of time spent, files downloaded, and information exchanged. Again, computer systems and information are City property and should be used principally for business purposes.

It is not management's intention to be "Big Brother." However, it is management's fiduciary responsibility to:

- Establish and enforce policy to help prevent the violation of personal rights and illegal acts
- Reduce the risk of liability and business interruption to the City
- Maintain a professional work environment where computer abuse will not be tolerated

Lawsuits and Subpoenas

City computers, like any other City property, are subject to subpoenas. This means that prosecutors and plaintiffs' attorneys may access City computers and look at information to gather evidence in a complaint. It is not difficult to imagine how easy it would be to find embarrassing and possibly incriminating information on City computers. For attorneys skilled in electronic discovery the wealth of information is immense.

It is not the City's intention to suggest that you remove any information from your computer, now or at any other time, to in any way hinder an investigation of any kind. Such activity is strictly prohibited. The City's intention is to ensure that users conduct their work to the highest ethical standard with the knowledge that computer information (even deleted files) can be used against you and the City in a legal proceeding.

Just as with any other government record, electronic records are retained or disposed of in accordance with the City's overall record retention policies. Contact the city clerk's office if you have questions about what should be retained.

File Recovery

Computer files and e-mail are rarely erased from the system simply by hitting the delete key. Rather, they are stored in a random place on the computer. These files can be easily recovered by running a file recovery program. To actually erase a deleted file from existence, you must run a program to erase deleted files. Keep in mind that if the files are backed-up before you run the program, you again have an electronic record. Files stored on the LAN are much more difficult to erase. This is because the LAN is backed up automatically, and only the I.T. Department has access to run programs that will permanently erase a file from the server. The bottom line is; your deleted file is most likely permanently stored on back up.

VIII. Website Privacy Policy

Privacy Policy & Notices

This notice is provided to help you better protect your privacy by explaining the City of Berwyn's online information practices and the choices you can make about the way your information is collected and used. To make this notice easy to find, we make it available on the City of Berwyn website homepage and at every point where personally identifiable information may be requested.

While we encourage the interactive nature of online media, it is our policy to create website content that requires minimum collection of information from our visitors.

- Generally we limit the personally identifiable information to only that which is reasonably necessary to provide proper service and/or response.
- Protecting the privacy of the very young is especially important. For that reason, we never collect or maintain information at our website from those we actually know are under 13, and no part of our website is structured to attract anyone under 13.
- The City of Berwyn accepts email, online form submissions, written, and verbal communications from anyone and/or any organization. These communications may be shared within the government, and may, depending on the subject matter, be retained in agency files. Sharing of these emails or form data is generally limited to those individuals who are responsible for or with oversight of the subject matter contained in the email. Emails received are not used to create a master list for unsolicited contacts by the City of Berwyn. Information from the City's files is subject to information requests made under the Freedom of Information Act and as otherwise required by law.
- The City of Berwyn never sells, markets, trades or otherwise shares personally identifiable information with any third party.

Log Data

If you visit this site the City's web server collects and stores: the name of the domain and host from which you access the Internet (for example, aol.com or princeton.edu); the Internet protocol (IP) address of the computer you are using; the browser software you use and your operating system; the date and time you access our site; and the Internet address of the website from which you linked directly to our site. We use this information to measure the number of visitors to the different sections of our site, and to help us make our site more useful. Generally, we delete this information after one year. The City of Berwyn does not link the log data collected to the personal information that users submit online when participating in our activities.

Cookies

Cookies are information files that your web browser places on your computer when you visit a website. This City of Berwyn does not use "cookies" on this site.

Disclaimer/ Terms and Conditions of Use

This Web site was created and is maintained by the City of Berwyn, Illinois, and is intended to be a non-public forum, the purpose of which is to provide access to local government departments, services, programs and information. The user assumes the entire risk related to use of this data. In no event will the City of Berwyn be liable to the user or to any third party for any direct, indirect, incidental, consequential, special or exemplary damages or lost profit resulting from any use or misuse of this data.

There shall be no use of the City of Berwyn's seal, logos, designs, slogans, images, trademarks or service marks contained in this site without specific, written permission from the City of Berwyn. Berwyn staff provides information to the City of Berwyn's website. While we try to keep it accurate and up-to-date, we cannot guarantee that it always will be entirely current. If you see something that should be corrected or updated, send email by clicking on the envelope icon email the City of Berwyn. Be sure to give the full URL of the document in your message.

Links to Other Sites

This site contains links to other sites and servers. The City of Berwyn is not responsible for the privacy practices or the content of such Web sites. Once you link to another site, you are subject to the privacy policy of the new site. The appearance of external links on this site does not constitute endorsement by the City of Berwyn of external web sites or the information, products or services contained therein.

The City of Berwyn believes there are reasonable and desirable needs for links to Web sites outside the span of control of the municipality, when these sites help further the goals of the City by providing useful government-related information. Links are provided to web sites that fall under the following guidelines:

- Web sites owned and operated by local, state, federal government and educational agencies.
- Web sites owned and operated by utilities that serve the residents of the City of Berwyn and by franchise are granted such authority.
- Web sites of organizations that receive direct financial support from the City as partners in pursuit of governmental purposes.
- Web sites of hospitals located in Berwyn providing emergency public services.

To ensure the continued government related purposes of the City of Berwyn's website, links generally are not provided to any other for-profit business or non-profit organization not meeting the above criteria, nor any for-profit web site or web site containing advertising. In order to avoid the appearance of City endorsement of, or involvement with, political content, links are not made to sites that are associated with, sponsored by or serving a candidate for elected office, or any political party or organization supporting or seeking to defeat any candidate for elective office or ballot proposal.

Questions and Concerns?

If you have any questions, comments or concerns regarding the privacy policy and/or practices of City of Berwyn's website, please write to us by clicking the envelope icon email the City of Berwyn.

IX. External Communications

Internet Connections

Internet connections are authorized for specific business needs. Connection to the Internet without your supervisor's authorization is prohibited. Incidental or occasional use of the Internet for personal reasons is permitted subject to all other Internet guidelines. Such use is a privilege that may be revoked at any time if abused. Furthermore, the following activities are prohibited without the authorization of your Department Director.

- Accessing the Internet by intentionally bypassing the firewall
- Downloading information of any kind, including data, files, programs, pictures, screen savers, streaming video or audio, and attachments.
- Exploring the Internet for profit
- Establishing communications with third parties
- Forwarding or transmitting information to third parties or employees for reasons other than City business
- Copying programs, files, and data
- Transmitting important, confidential, or proprietary information
- Speaking on behalf of the City

Individuals that have received management approval to transmit information on the Internet should understand that such transmissions are identifiable and attributable to the City. Disclaimers such as "*The opinions expressed do not necessarily represent those of the City,*" while a good idea, do not necessarily relieve the City of liability. The Internet should be considered a public forum for all transmissions. All communications on the Internet provide an opportunity for a permanent record and can be edited and retransmitted. Accordingly, maintain a professional decorum in all communications and transmissions.

The following actions are prohibited under any circumstances:

- Portraying yourself as someone other than who you are or the City you represent
- Accessing inappropriate web sites, data, pictures, jokes, files, and games
- Inappropriate chatting, e-mail, monitoring, or viewing
- Harassing, discriminating, or in any way making defamatory comments
- Transmitting junk mail, chain letters, or soliciting for commercial, religious, charitable, or political causes
- Gambling or any other activity that is illegal, violates City policy, or is contrary to the City's interests
- Accessing audio or video sites for entertainment purposes

Filters

The City reserves the right to identify and block Internet content that is inconsistent with the goals of the City. Materials that may reasonably be construed to be obscene, disruptive, or harmful to the working environment may be blocked. Since no filtering mechanism is capable of blocking all objectionable content, however, computer users must adhere to the guidelines stated herein and refrain from viewing, displaying, sending, receiving, storing, or printing all such materials.

Subscriptions

Use of subscription-based services without approval from your Department Director is prohibited. Some Internet sites require that users subscribe before being able to use them. Users should not subscribe to such services without prior approval. Resources, of any kind, where fees are assessed may not be accessed without prior approval.

Surveys

Participation in web-based surveys without authorization from your Department Director is prohibited. When using the Internet, the user implicitly involves the City in his/her expression. Therefore, users should not participate in Web or E-mail surveys or interviews without authorization.

Third Parties

The same standards of decorum, respect, and professionalism that guide us in the office environment, apply to computer communications with third parties. Important, confidential, and proprietary information is stored on City computer systems. Accordingly, only City personnel are allowed access to the City's computer systems without written authorization from your Department Director. Your Department Director must approve computer data and other information received by, or provided to, third parties. Please keep in mind that third parties may have a legitimate business need, duty, legal right, or obligation to access, disclose, or use information transmitted.

X. E-mail

E-mail is provided by the City to assist in the conduct of City business. All messages composed, sent, or received on the electronic mail system are and remain the property of the City. They are not the private property of any employee. E-mail should never be considered confidential.

- Incidental or occasional use of e-mail for personal reasons is permitted. Such use is a privilege that may be revoked at any time if abused. Only City personnel are allowed access to the City email system. The following e-mail activity is prohibited:
 - Accessing, or trying to access, another user's e-mail account
 - Obtaining or distributing another user's e-mail account
 - Using e-mail to harass, discriminate, or make defamatory comments
 - Sending inappropriate e-mail to third parties. Any message containing sexual implications, racial slurs, gender-specific comments, or any other comment that offensively addresses someone's age, sexual orientation, religious, or political beliefs, national origin, or disability is considered inappropriate.
 - Transmitting City records within, or outside, the City without authorization
 - Transmitting junk mail, chain letters, or soliciting for commercial, religious, charitable, or political causes
 - Sending or receiving copyrighted materials, trade secrets, proprietary financial information, or similar information without authorization from your Department Director.

Employees are required to report inappropriate use of e-mail.

Appropriate e-mail etiquette is essential to maintaining a productive and professional work environment. Comments that might be made at parties, in elevators, and on the telephone are now done via e-mail. However, e-mail can be widely, easily, and quickly disseminated. E-mail can be edited, forwarded, distributed, and filed for later use, possibly at the most inopportune time. For professionals with electronic recovery skills, e-mail is a gold mine. If you would not put it in a memorandum on City letterhead, do not say it with e-mail!

Rules of E-mail

The same standards of decorum, respect, and professionalism that guide us in our face-to-face (interactions apply to the use of e-mail. Mark Grossman, author of Computer Law Tip of the Week and columnist for the South Florida Daily Business Review, believes in four basic rules for using e-mail:

- *Never, ever give bad news by e-mail. Bad news always deserves a real human voice, whether over the phone or in person*
- *Never use e-mail to criticize people. It stings much more in writing and does not heal with time. All day long, the recipient gets to reopen the e-mail and feel bad all over again. Critical e-mail inevitably eats at the craw of the recipient*
- *Never discuss personal issues over the office e-mail system. It's truly bad office etiquette.*
- *If there is even the slightest possibility that what you are going to say could be taken wrong, don't use e-mail to say it*

Follow Mr. Grossman's four basic rules of e-mail. Keep in mind; e-mail is not the only form of communication (although at times it may seem that way). If you have something confidential or sensitive to say, there are better ways to communicate your message. It is still good practice to use the phone, or stop by someone's office and talk face-to-face.

Forwarding Information

E-mail makes attaching files and forwarding data a snap. However, the damage from forwarding something to the wrong person may be serious. Please take a minute to think through the appropriateness of all the parties to whom you are forwarding. If you receive an e-mail (particularly an e-mail with an attachment) and intend to forward it to others, consider the following:

- Is any of the information unnecessary or inappropriate for any individual?
- Would the author take exception to, or be embarrassed by, your forwarding the information? (A good rule of thumb is to copy the author.)
- Might the information be received negatively?
- Might the information be misunderstood?
- Is the receiver likely to forward the information to individuals that should not have, or do not need, the information?
- Do the attachments have viruses?

If the answer to any of these questions is yes, do not forward the information. A bad decision may only result in misunderstanding, hurt feelings, and added work.

Forwarding City e-mail to a personal or private account is prohibited without the consent of your Department Director and only for business purposes.

Spam

Sending unsolicited messages or files to individuals, groups or organizations that you do not have a prior relationship with is prohibited without authorization from your supervisor. Sending messages or files with the intent to cause harm or damage to the intended receiver is a violation of City policy and will be prosecuted to the full extent of the law.

Global messages to City e-mail recipients such as "Everyone" is prohibited without the consent of your Department Director.

XI. Local Area Network

All important, confidential, or proprietary information must be stored on the LAN. Storing information on your desktop computer is prohibited without authorization from your supervisor. The LAN is equipped with electronic and physical security. Activity on the network is monitored for tampering and other security breaches. Maintenance and back up are performed on the LAN daily; and programs and other information are updated regularly. Use the LAN! It is safe, effective, and reliable.

Because important, confidential, and proprietary information is stored on the LAN, only City employees are allowed access without written authorization from a Department Director. All City policies apply to the LAN. The following activities are prohibited, without authorization from the Director of The I.T. Department:

- Installation of business or personal software on the LAN
- Making any changes to the LAN hardware or software
- Exceeding authorization to LAN programs, data, and files
- Assisting anyone within, or outside, the City in obtaining access to the LAN

XII. Glossary of Terms

Computer Information

Data, software, files, and any other information stored on City computers and systems.

Encryption

The process of turning plain text into cipher text by applying an algorithm that rearranges or changes its input into something unrecognizable.

Firewall

A specifically configured system that serves as a secure gateway between an outside network (e.g., the Internet), and the organization's internal networks.

Hacker

Slang for an individual intensely absorbed with and/or extremely knowledgeable about computer hardware and software. Also used to describe those who break into and corrupt computer systems. (Hacker is used here to describe those who break into and corrupt computer systems.)

Instant Messaging

A method of linking people together electronically for the purpose of real-time communication.

Internet

A group of networks connected via routers.

LAN

A set of connections between computers that provides the basis for electrical transmissions of information, generally within a small geographical location to serve a single organization.

Login

A start-up file stored in the user's directory. This file is used to execute commands that should only be executed at login time, such as establishing the terminal type and starting windows systems.

Modem

Short for modulator-demodulator. A hardware device that allows two computers to communicate over ordinary telephone lines.

Server

A computer or device that administers network functions and applications.

Spam

Many copies of the same unsolicited message sent to newsgroups or via email intended to force the message on people who would not otherwise choose to receive it.

Third-Party Computer

A computer that does not belong to the City. In this instance the employee and the City are the first two parties.

Trojan horse

A program that masquerades as something it is not, usually for the purpose of breaking into an account or exceeding commands with another user's privileges.

Virus

A set of instructions that can reside in software and can be used to destroy other files or perform other tasks with another user's privileges.

Web Site

A server computer that makes documents available on the World Wide Web. Each web site is identified by a host name.

Worm

A program that propagates by replicating itself on each host in a network, with the purpose of breaking into systems.

INFORMATION TECHNOLOGY SECURITY AND USE POLICY

City of Berwyn

Acknowledgement Form

Under the terms of the City of Berwyn Information Technology Security and Use Policy, we are required to give you a copy of our official policy statement.

Please sign below to indicate that:

- I acknowledge the "Information Technology Security and Use Policy"
- I have received and read the policy and fully understand its contents.
- I acknowledge there are procedures for filing a complaint as outlined in this policy.
- I acknowledge that it is my duty to report any violations as outlined in the policy.
- I understand that my failure to honor all terms of this acknowledgement and the policy is subject to discipline up to and including termination.

Acknowledged by:

Signature

Date

Printed Name

Department

Witness

Date

Robert J. Lovero
Mayor



Michele D. Skryd
Fourth Ward Alderman

A Century of Progress with Pride

6700 West 26th Street Berwyn, Illinois 60402-0701 Telephone: (708) 788-2660 Fax: (708) 788-2675
www.berwyn-il.gov

April 8, 2011

Hon. Robert J. Lovero
Alderman of the Berwyn City Council
6700 W. 26th Street
Berwyn, IL 60402

RE: Policy Against Discrimination and Harassment in the Workplace and Employee Sign Off Sheet

Ladies and Gentlemen,

A meeting of the Administration Committee was held March 21, 2011. Committee members in attendance were: Alderman Skryd, Laureto, and Paul. The Chair called the meeting to order at 5:15 p.m.

The committee reviewed the Policy Against Discrimination and Harassment in the Workplace which will be a permanent part of the employee handbook and the Anti-Harassment Policy sign off sheet to be kept on file for each City of Berwyn employee.

Following discussion and revisions of both documents a motion was made by Alderman Larueto and seconded by Alderman Paul to present the policy and sign off sheet to the City Council for approval and immediate implementation. The documents should also be reviewed by our legal department. Motion carried by unanimous vote.

Respectfully,

Michele D. Skryd

Michele D. Skryd
Alderman 4th Ward
Chairman Administration Committee
Committee Members: Aldermen Lauerto and Paul

CITY OF BERWYN

POLICY AGAINST DISCRIMINATION AND HARASSMENT IN THE WORKPLACE

The City of Berwyn believes that our employees should be able to work in an atmosphere free from all forms of unlawful discrimination and unlawful harassment. Therefore, it is our policy to prohibit all types of discrimination and/or harassment, including but not limited to discrimination or harassment based on: sex/gender, sexual orientation or sexual preference, race, color, religion, national origin, age, disability, handicap, citizenship, marital status, veteran status or any other basis prohibited by law. This policy extends to each and every level of our operations. Accordingly, harassment, whether by a fellow employee, a resident, guest, or a member of management, will not be tolerated. Activities of this nature are unlawful and serve no legitimate purpose; they have a disruptive effect on your ability to perform your job and they undermine the integrity of the employment relationship.

Harassment is verbal or physical conduct relating to an individual's sex/gender, sexual orientation or sexual preference, race, color, religion, national origin, age, disability, citizenship, marital status, veteran status or other protected status when this conduct: (a) has the purpose or effect of creating an intimidating, hostile or offensive working environment; (b) has the purpose or effect of unreasonably interfering with an individual's work performance; or (c) otherwise adversely affects an individual's employment opportunities. Some examples of conduct that may constitute prohibited harassment include: slurs, jokes, cartoons, stereotypes, statements, etc. based upon sex/gender, sexual orientation or sexual preference, race, color, religion, national origin, age, disability, citizenship, marital status, veteran status or any other basis prohibited by law.

Specifically, acts considered to constitute **SEXUAL HARASSMENT** include, but are not limited to, unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when: (a) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (b) an individual's submission to or rejection of such conduct is used as a basis for an employment decision affecting that individual; or (c) the purpose or the effect of such conduct is to substantially interfere with the affected individual's work performance or to create an intimidating, hostile or offensive work environment. Some examples of unwelcome behavior that can be construed as sexual harassment include, but are not limited to: sexual advances; propositions; sexually suggestive gestures; sexual jokes; off-color language; vulgar language; touching; physical assault; possessing, distributing or posting sexually explicit or suggestive magazines, pictures, posters, objects or material; derogatory comments about gender; references to a person's body parts; requests for sexual activity; and/or sexually explicit conversation.

Although the above defines "unlawful" harassment, it is also a violation of this policy to commit or engage in any unprofessional or inappropriate conduct based on any protected characteristic, whether or not such conduct rises to the level of "unlawful" harassment.

We take allegations of harassment very seriously. If you believe that you are the victim of harassment by anyone (including supervisors, co-workers, residents or visitors), you should do the following:

1. If possible, document or otherwise record each incident of alleged harassment, including the date, time, place, what was said or done, and the surrounding circumstances.
2. If you are comfortable doing so, clearly and directly communicate to the offending individual that his/her conduct is unwelcome, and request that the offensive behavior stop.
3. At the same time, you should immediately bring the matter to the attention of your supervisor. If your supervisor is somehow involved in the harassment, or if you are uncomfortable talking to him or her, you should report this matter to any other member of management or directly to the Department Head (i.e., Police Chief, Fire Chief, etc.) or his/her designee.
4. You may also report incidents of harassment directly to the City Administrator.

Managers and supervisors **must** report immediately to the Department Head or the City Administrator any incidents that they hear about or observe that may constitute a violation of this policy.

For additional information regarding employee rights and responsibilities, please see our poster called "Equal Employment Opportunity is the Law". No supervisor or manager has the authority to condition any tangible job benefit on an employee's putting up with or agreeing to any conduct that may violate this policy. If an employee believes that he or she has been deprived of any job benefit or that he or she has been threatened, he or she should immediately report it to one of the individuals listed above.

Because of their sensitive nature, all complaints of discrimination and/or harassment will be investigated with care, and the privacy of the complaining person and the person accused of harassment will be respected to the extent possible and appropriate. The City will actively investigate all discrimination and/or harassment complaints, and if it is determined that discrimination or harassment has occurred, management will take appropriate disciplinary action against the offending party, up to and including discharge.

Retaliation against any person who has complained about discrimination or harassment, filed a charge of discrimination or harassment, or who otherwise participated in an investigation of discrimination or harassment will **not** be tolerated. Furthermore, **no** supervisor, manager or other City official has the authority to require you to tolerate or agree to **any** conduct that violates this policy in order to receive any job benefit, including compensation, duties, assignments, promotions, etc. Such activities are unlawful and will result in severe discipline, up to and including discharge.

Finally, the City also has a policy of providing reasonable accommodation to individuals with a mental or physical disability (or handicap) in order to assist the employee in performing his/her essential job functions. If you are in need of such accommodations, we encourage you to notify the City Administrator to discuss this further. In most cases, we encourage an in person meeting so that we can have an interactive dialogue with you about the best way to address the situation and reasonably accommodate our disabled employees.

While we hope to be able to resolve any complaints of discrimination and /or harassment within the City, we acknowledge your right to contact the Illinois Department of Human Rights (IDHR) at the James R. Thompson Center, 100 Randolph Street, Suite 10-100, Chicago, Illinois 60601, about filing a formal complaint.

ANTI-HARASSMENT POLICY

City of Berwyn

Acknowledgement Form

Please sign below to indicate that:

- I acknowledge the City's anti-harassment policy.
- I have received and read the policy or have been informed of its content and fully understand its contents.
- I acknowledge there are procedures for filing a complaint as outlined in the policy.
- I acknowledge that it is my duty to report any allegation of harassment to a designated official or to any member of management.
- I understand that it is the right of each individual employee to work in an environment free from harassment.
- I understand that my failure to honor all terms of this acknowledgment and the anti-harassment policy is subject to discipline up to and including termination.

Acknowledged:

Employee Signature

Date

Print Employee Name

Department

Witness

Date

I-3
Robert J. Lovero
Mayor



Michele D. Skryd
Fourth Ward Alderman

A Century of Progress with Pride

6700 West 26th Street Berwyn, Illinois 60402-0701 Telephone: (708) 788-2660 Fax: (708) 788-2675
www.berwyn-il.gov

April 8, 2011

Hon. Robert J. Lovero
Alderman of the Berwyn City Council
6700 W. 26th Street
Berwyn, IL 60402

RE: Ethics Policy and Employee Sign Off Sheet

Ladies and Gentlemen,

A meeting of the Administration Committee was held March 21, 2011. Committee members in attendance were: Alderman Skryd, Laureto, and Paul. The Chair called the meeting to order at 5:15 p.m.

The committee reviewed the Ethics Policy which will be a permanent part of the employee handbook and the Ethics Policy sign off sheet to be kept on file for each City of Berwyn employee.

Following discussion and revisions of both documents a motion was made by Alderman Larueto and seconded by Alderman Paul to present the policy and sign off sheet to the City Council for approval and immediate implementation. The documents should also be reviewed by our legal department. Motion carried by unanimous vote.

Respectfully,

Michele D. Skryd

Michele D. Skryd
Alderman 4th Ward
Chairman Administration Committee
Committee Members: Aldermen Lauerto and Paul

City of Berwyn
Ethics Policy

The City of Berwyn conducts its business fairly, impartially and in an ethical and proper manner, and in compliance with all laws and regulations.

The City is committed to conducting its business with integrity underlying all relationships, including those with citizens, customers, suppliers and communities, and among employees. The highest standards of ethical business conduct are required of City of Berwyn employees in performance of their responsibilities. Employees will not engage in conduct or activity that may raise questions as to the City's honesty, impartiality or reputation or otherwise cause embarrassment to the City. Employees will avoid any action whether or not specifically prohibited in the personnel policies, which might result in or reasonably be expected to create an appearance of:

- Using public office or public position for private gain.
- Giving preferential treatment to any person or entity.
- Offer, accept or solicit money, property, service or other items of value by way of gift, favor, inducement or loan with the intent that the offer would influence or the recipient would be influenced by such conduct in the discharge of public duties.
- Adversely affecting the confidence of the public in the integrity of the City.
- Invest or hold financial interest, directly or indirectly in any business endeavor that would create a conflict between the City employee's duty to uphold the public trust and the individual's private interest.

Employees will be informed regarding policies and procedures regarding ethical business conduct.

CHAPTER 209: ETHICS PROVISIONS

Section

- 209.01 Definitions
- 209.02 Prohibited political activities
- 209.03 Gift ban
- 209.04 Exceptions
- 209.05 Disposition of gifts
- 209.06 Ethics Advisor
- 209.07 Ethics Commission
- 209.08 Reimbursement of expenses
- 209.99 Penalty

§ 209.01 DEFINITIONS.

For the purpose of this chapter, the following definitions shall apply unless the context clearly indicates or requires a different meaning.

APPOINTEE. A person appointed to a position in or with a state agency, regardless of whether the position is compensated.

(ILCS Ch. 5, Act 430, § 1-5)

CAMPAIGN FOR ELECTIVE OFFICE. Any activity in furtherance of an effort to influence the selection, nomination, election or appointment of any individual to any federal, state or local public office or office in a political organization, or the selection, nomination or election of Presidential or Vice-Presidential electors, but does not include activities:

- (1) Relating to the support or opposition of any executive, legislative or administrative action;
- (2) Relating to collective bargaining; or
- (3) That are otherwise in furtherance of the person's official duties.

CANDIDATE. A person who has filed nominating papers or petitions for nomination or election to an elected office, or who has been appointed to fill a vacancy in nomination, and who remains eligible for placement on the ballot at a regular election, as defined in § 1-3 of the Election Code, being ILCS Ch. 10, Act 5, § 1-3.

COLLECTIVE BARGAINING. The same meaning as that term is defined in § 3 of the Illinois Public Labor Relations Act, being ILCS Ch. 5, Act 315, § 3.

COMPENSATED TIME. With respect to an employee, any time worked by or credited to the employee that counts toward any minimum work time requirement imposed as a condition of his or her employment, but for purposes of this chapter, does not include any designated holidays, vacation periods, personal time, compensatory time off or any period when the employee is on a leave of absence. With respect to officers or employees whose hours are not fixed, **COMPENSATED TIME** includes any period of time when the officer is on premises under the control of the employer and any other time when the officer or employee is executing his or her official duties, regardless of location.

COMPENSATORY TIME OFF. Authorized time off earned by or awarded to an employee to compensate in whole or in part for time worked in excess of the minimum work time required of that employee as a condition of his or her employment.

CONTRIBUTION. The same meaning as that term is defined in § 9-1.4 of the Election Code, being ILCS Ch. 10, Act 5, § 9-1.4.

EMPLOYEE.

(1) Any person employed full-time, part-time, or pursuant to a contract and whose employment duties are subject to the direction and control of an employer with regard to the material details of how the work is to be performed;

(2) Any appointed or elected commissioner, trustee, director or board member of a board of a state agency, including any retirement system or investment board subject to the Illinois Pension Code; or

(3) Any other appointee.

(ILCS Ch. 5, Act 430, § 1-5)

EMPLOYER. The City of Berwyn.

GIFT. Any gratuity, discount, entertainment, hospitality, loan, forbearance or other tangible or intangible item having monetary value, including but not limited to cash, food and drink and honoraria for speaking engagements related to or attributable to government employment or the official position of an officer or employee.

LEAVE OF ABSENCE. Any period during which an employee does not receive:

- (1) Compensation for employment;
- (2) Service credit towards pension benefits; and
- (3) Health insurance benefits paid for by the employer.

OFFICER. A person who holds, by election or appointment, an office created by statute or ordinance, regardless of whether the officer is compensated for service in his or her official capacity.

POLITICAL ACTIVITY. Any activity in support of or in connection with any campaign for elective office or any political organization, but does not include activities:

- (1) Relating to the support or opposition of any executive, legislative or administrative action;
- (2) Relating to collective bargaining; or
- (3) That are otherwise in furtherance of the person's official duties.

POLITICAL ORGANIZATION. A party, committee, association, fund or other organization, whether or not incorporated, that is required to file a statement of organization with the State Board of Elections or a county clerk under § 9-3 of the Election Code, being ILCS Ch. 10, Act 5, § 9-3, but only with regard to those activities that require filing with the State Board of Elections or a county clerk.

PROHIBITED POLITICAL ACTIVITY.

- (1) Preparing for, organizing or participating in any political meeting, political rally, political demonstration or other political event.
- (2) Soliciting contributions, including but not limited to the purchase of, selling, distributing or receiving payment for tickets for any political fund raiser, political meeting or other political event.
- (3) Soliciting, planning the solicitation of, or preparing any document or report regarding anything of value intended as a campaign contribution.
- (4) Planning, conducting or participating in a public opinion poll in connection with a campaign for elective office or on behalf of a political organization for political purposes or for or against any referendum question.
- (5) Surveying or gathering information from potential or actual voters in an election to determine probable vote outcome in connection with a campaign for elective office or on behalf of a political organization for political purposes or for or against any referendum question.

(6) Assisting at the polls on election day on behalf of any political organization or candidate for elective office or for or against any referendum question.

(7) Soliciting votes on behalf of a candidate for elective office or a political organization or for or against any referendum question or helping in an effort to get voters to the polls.

(8) Initiating for circulation, preparing, circulating, reviewing or filing any petition on behalf of a candidate for elective office or for or against any referendum question.

(9) Making contributions on behalf of any candidate for elective office in that capacity or in connection with a campaign for elective office.

(10) Preparing or reviewing responses to candidate questionnaires.

(11) Distributing, preparing for distribution, or mailing campaign literature, campaign signs or other campaign material on behalf of any candidate for elective office or for or against any referendum question.

(12) Campaigning for any elective office or for or against any referendum question.

(13) Managing or working on a campaign for elective office or for or against any referendum question.

(14) Serving as a delegate, alternate or proxy to a political party convention.

(15) Participating in any recount or challenge to the outcome of any election.

PROHIBITED SOURCE. Any person or entity who:

(1) Is seeking official action:

(a) By an officer; or

(b) By an employee, or by the officer or another employee directing that employee.

(2) Does business or seeks to do business:

(a) With the officer; or

(b) With an employee, or with the officer or another employee directing that employee.

(3) Conducts activities regulated:

(a) By the officer; or

(b) By an employee, or by the officer or another employee directing that employee.

(4) Has interests that may be substantially affected by the performance or nonperformance of the official duties of the officer or employee.

(Ord. 04-09, passed 4-13-2004)

§ 209.02 PROHIBITED POLITICAL ACTIVITIES.

(A) No officer or employee shall intentionally perform any prohibited political activity during any compensated time, as defined herein. No officer or employee shall intentionally use any property or resources of the city in connection with any prohibited political activity.

(B) At no time shall any officer or employee intentionally require any other officer or employee to perform any prohibited political activity:

- (1) As part of that officer or employee's duties;
- (2) As a condition of employment; or
- (3) During any compensated time off (such as holidays, vacation or personal time off).

(C) No officer or employee shall be required at any time to participate in any prohibited political activity in consideration for that officer or employee being awarded additional compensation or any benefit, whether in the form of a salary adjustment, bonus, compensatory time off, continued employment or otherwise, nor shall any officer or employee be awarded additional compensation or any benefit in consideration for his or her participation in any prohibited political activity.

(D) Nothing in this section prohibits activities that are permissible for an officer or employee to engage in as part of his or her official duties, or activities that are undertaken by an officer or employee on a voluntary basis which are not prohibited by this chapter.

(E) No person either: (1) in a position that is subject to recognized merit principles of public employment; or (2) in a position the salary for which is paid in whole or in part by federal funds and that is subject to the Federal Standards for a Merit System of Personnel Administration applicable to grant-in-aid programs, shall be denied or deprived of employment or tenure solely because he or she is a member or an officer of a political committee, of a political party, or of a political organization or club.

(Ord. 04-09, passed 4-13-2004)

§ 209.03 GIFT BAN.

Except as permitted by §§ 209.04 and 209.05, no officer or employee, and no spouse of or immediate family member living with any officer or employee (collectively referred to herein as

“recipients”), shall intentionally solicit or accept any gift from any prohibited source, as defined herein, or which is otherwise prohibited by law or ordinance. No prohibited source shall intentionally offer or make a gift that violates this section.

(Ord. 04-09, passed 4-13-2004)

§ 209.04 EXCEPTIONS.

(A) Section 209.03 is not applicable to the following:

(1) Opportunities, benefits and services that are available on the same conditions as for the general public;

(2) Anything for which the officer or employee, or his or her spouse or immediate family member pays the fair market value;

(3) Any contribution that is lawfully made under the Election Code; or activities associated with a fund-raising event in support of a political organization or candidate;

(4) Educational materials and missions;

(5) Travel expenses for a meeting to discuss business;

(6) A gift from a relative, meaning those people related to the individual as father, mother, son, daughter, brother, sister, uncle, aunt, great-aunt, great-uncle, first cousin, nephew, niece, husband, wife, grandfather, grandmother, grandson, granddaughter, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half brother, half sister, and including the father, mother, grandfather or grandmother of the individual’s spouse and the individual’s fiancé or fiancée;

(7) Anything provided by an individual on the basis of a personal friendship unless the recipient has reason to believe that, under the circumstances, the gift was provided because of the official position or employment of the recipient or his or her spouse or immediate family member and not because of the personal friendship. In determining whether a gift is provided on the basis of personal friendship, the recipient shall consider the circumstances under which the gift was offered, such as:

(a) The history of the relationship between the individual giving the gift and the recipient of the gift, including any previous exchange of gifts between those individuals;

(b) Whether to the actual knowledge of the recipient the individual who gave the gift personally paid for the gift or sought a tax deduction or business reimbursement for the gift; and

(c) Whether to the actual knowledge of the recipient the individual who gave the gift also at the same time gave the same or similar gifts to other officers or employees, or their spouses or immediate family members.

(8) Food or refreshments not exceeding \$75 per person in value on a single calendar day; provided that the food or refreshments are either consumed on the premises from which they were purchased or prepared; or catered. For the purposes of this section, **CATERED** means food or refreshments that are purchased ready to consume which are delivered by any means;

(9) Food, refreshments, lodging, transportation and other benefits resulting from outside business or employment activities (or outside activities that are not connected to the official duties of an officer or employee), if the benefits have not been offered or enhanced because of the official position or employment of the officer or employee and are customarily provided to others in similar circumstances;

(10) Intra-governmental and inter-governmental gifts. For the purpose of this Act, **INTRA-GOVERNMENTAL GIFT** means any gift given to an officer or employee from another officer or employee, and **INTER-GOVERNMENTAL GIFT** means any gift given to an officer or employee by an officer or employee of another governmental entity;

(11) Bequests, inheritances and other transfers at death; and

(12) Any item or items from any one prohibited source during any calendar year having a cumulative total value of less than \$100.

(B) Each of the exceptions listed in this section is mutually exclusive and independent of every other.

(Ord. 04-09, passed 4-13-2004)

§ 209.05 DISPOSITION OF GIFTS.

An officer or employee, his or her spouse or an immediate family member living with the officer or employee does not violate this chapter if the recipient promptly takes reasonable action to return a gift from a prohibited source to its source or gives the gift or an amount equal to its value to an appropriate charity that is exempt from income taxation under § 501(c)(3) of the Internal Revenue Code of 1986, as now or hereafter amended, renumbered or succeeded.

(Ord. 04-09, passed 4-13-2004)

§ 209.06 ETHICS ADVISOR.

(A) The Mayor, with the advice and consent of the City Council, shall designate an Ethics Advisor. The duties of the Ethics Advisor may be delegated to an officer or employee of the city unless the position has been created as an office by the city.

(B) The Ethics Advisor shall provide guidance to the officers and employees of the city concerning the interpretation of and compliance with the provisions of this chapter and state ethics laws. The Ethics Advisor shall perform other duties as may be delegated by the City Council.

(Ord. 04-09, passed 4-13-2004)

§ 209.07 ETHICS COMMISSION.

(A) There is hereby created a commission to be known as the Ethics Commission. The Commission shall be comprised of three members appointed by the Mayor with the advice and consent of the City Council. No person shall be appointed as a member of the Commission who is related, either by blood or by marriage up to the degree of first cousin, to any elected officer of the city. No more than two members of the Commission shall belong to the same political party at the time the appointments are made. Party affiliation shall be determined by affidavit of the person appointed.

(B) (1) At the first meeting of the Commission, the initial appointees shall draw lots to determine their initial terms. Two Commissioners shall serve two-year terms, and the third Commissioner shall serve a one-year term. Thereafter, all Commissioners shall be appointed to two-year terms. Commissioners may be reappointed to serve subsequent terms.

(2) At the first meeting of the Commission, the Commissioners shall choose a Chairperson from their number. Meetings shall be held at the call of the Chairperson or any two Commissioners. A quorum shall consist two Commissioners, and official action by the Commission shall require the affirmative vote of two members.

(C) The Mayor, with the advice and consent of the City Council, may remove a Commissioner in case of incompetency, neglect of duty or malfeasance in office after service on the Commissioner by certified mail, return receipt requested, of a copy of the written charges against the Commissioner, and after providing an opportunity to be heard in person or by counsel upon not less than ten days' notice. Vacancies shall be filled in the same manner as original appointments.

(D) The Commission shall have the following powers and duties:

(1) To promulgate procedures and rules governing the performance of its duties and the exercise of its powers;

(2) Upon receipt of a signed, notarized, written complaint, to investigate, conduct hearings and deliberations, issue recommendations for disciplinary actions, impose fines in accordance with § 209.99(C) and refer violations of § 209.02 or § 209.03 to the appropriate attorney for prosecution. The Commission shall, however, act only upon the receipt of a written complaint alleging a violation of this chapter and not upon its own prerogative;

(3) To receive information from the public pertaining to its investigations and to require additional information and documents from persons who may have violated the provisions of this chapter;

(4) To compel the attendance of witnesses and to compel the production of books and papers pertinent to an investigation. It is the obligation of all officers and employees of the city to cooperate with the Commission during the course of its investigations. Failure or refusal to cooperate with requests by the Commission shall constitute grounds for discipline or discharge; and

(5) The powers and duties of the Commission are limited to matters clearly within the purview of this chapter.

(E) (1) Complaints alleging a violation of this chapter shall be filed with the Ethics Commission.

(2) Within three business days after the receipt of a complaint, the Commission shall send by certified mail, return receipt requested, a notice to the respondent that a complaint has been filed against him or her and a copy of the complaint. The Commission shall send by certified mail, return receipt requested, a confirmation of the receipt of the complaint to the complainant within three business days after receipt by the Commission. The notices to the respondent and the complainant shall also advise them of the date, time and place of the meeting to determine the sufficiency of the complaint and to establish whether probable cause exists to proceed.

(3) (a) Upon not less than 48 hours' public notice, the Commission shall meet to review the sufficiency of the complaint and, if the complaint is deemed sufficient to allege a violation of this chapter, to determine whether there is probable cause, based on the evidence presented by the complainant, to proceed. The meeting may be closed to the public to the extent authorized by the Open Meetings Act, being ILCS Ch. 5, Act 120, § 1. The Commission shall issue notice to the complainant and the respondent of the Commission's ruling on the sufficiency of the complaint and, if necessary, on probable cause to proceed within seven business days after receiving the complaint.

(b) If the complaint is deemed sufficient to allege a violation of § 209.03 and there is a determination of probable cause, then the Commission's notice to the parties shall include a hearing date scheduled within four weeks after the complaint's receipt. Alternatively, the Commission may elect to notify in writing the attorney designated by the corporate authorities to prosecute actions and request that the complaint be adjudicated judicially. If the complaint is deemed not sufficient to allege a violation or if there is no determination of probable cause, then the Commission shall send by certified mail, return receipt requested, a notice to the parties of the decision to dismiss the complaint, and that notice shall be made public.

(c) If the complaint is deemed sufficient to allege a violation of § 209.02, then the Commission shall notify in writing the attorney designated by the corporate authorities to

prosecute actions and shall transmit to the attorney the complaint and all additional documents in the custody of the Commission concerning the alleged violation.

(4) On the scheduled date and upon at least 48 hours' public notice of the meeting, the Commission shall conduct a hearing on the complaint and shall allow both parties the opportunity to present testimony and evidence. The hearing may be closed to the public only if authorized by the Open Meetings Act.

(5) Within 30 days after the date the hearing or any recessed hearing is concluded, the Commission shall either dismiss the complaint; or issue a recommendation for discipline to the alleged violator and to the Mayor or other officer having authority to discipline the officer or employee, or impose a fine upon the violator, or both. The particular findings in the case, any recommendation for discipline, and any fine imposed shall be a matter of public information.

(6) If the hearing was closed to the public, the respondent may file a written demand for a public hearing on the complaint within seven business days after the issuance of the recommendation for discipline or imposition of a fine, or both. The filing of the demand shall stay the enforcement of the recommendation or fine. Within 14 days after receiving the demand, the Commission shall conduct a public hearing on the complaint upon at least 48 hours' public notice of the hearing and allow both parties the opportunity to present testimony and evidence. Within seven days thereafter, the Commission shall publicly issue a final recommendation to the alleged violator and to the Mayor or other officer having authority to discipline the officer or employee or impose a fine upon the violator or both.

(7) If a complaint is filed during the 60 days preceding the date of any election at which the respondent is a candidate, the Commission shall render its decision as required under division (E)(5) of this section within seven days after the complaint is filed, and during the seven days preceding that election, the Commission shall render the decision before the date of that election, if possible.

(8) The Commission may fine any person who intentionally violates any provision of § 209.03 in an amount of not less than \$1,001 and not more than \$5,000. The Commission may fine any person who knowingly files a frivolous complaint alleging a violation of this chapter in an amount of not less than \$1,001 and not more than \$5,000. The Commission may recommend any appropriate discipline up to and including discharge.

(9) A complaint alleging the violation of this Act must be filed within one year after the alleged violation.

(Ord. 04-09, passed 4-13-2004)

§ 209.08 REIMBURSEMENT OF EXPENSES.

(A) For purposes of seeking reimbursement, the Mayor is entitled to submit receipts for expenses relating to executing his or her official duties and obligations and reimbursement of expenses shall be granted not to exceed \$7,500 per fiscal year.

(B) For purposes of seeking reimbursement, each Council member is entitled to submit receipts for expenses relating to executing his or her official duties and obligations and reimbursement of expenses shall be granted not to exceed \$4,500 per fiscal year.

(C) A request for reimbursement along with copies of receipts and cover sheet summarizing expenses shall be submitted directly to the Department of Finance for reimbursement and the Department of Finance will time stamp a copy of same upon the request of the person submitting the request for reimbursement.

(D) The Department of Finance shall issue payments to the Mayor and each Council member in the amount requested as long as copies of verifiable receipts are attached to each request for reimbursement limited, of course, by the maximum amount allowable under this section.

(E) Copies of all requests for reimbursement including copies of all receipts shall be made available to the public upon request and shall be made available to the Internal Revenue Service by each recipient of reimbursement payments.

(Ord. 05-56, passed 12-27-2005)

§ 209.99 PENALTY.

(A) A person who intentionally violates any provision of § 209.02 may be punished by a term of incarceration in a penal institution other than a penitentiary for a period of not more than six months, and may be fined in an amount not to exceed \$2,500.

(B) A person who intentionally violates any provision of § 209.03 is subject to a fine in an amount of not less than \$1,001 and not more than \$5,000.

(C) Any person who intentionally makes a false report alleging a violation of any provision of this chapter to the local enforcement authorities, the State's Attorney or any other law enforcement official may be punished by a term of incarceration in a penal institution other than a penitentiary for a period of not more than six months, and may be fined in an amount not to exceed \$2,500.

(D) (1) A violation of § 209.02 shall be prosecuted as a criminal offense by an attorney for the city by filing in the Circuit Court an information or sworn complaint, charging the offense. The prosecution shall be under and conform to the rules of criminal procedure. Conviction shall require the establishment of the guilt of the defendant beyond a reasonable doubt.

(2) A violation of § 209.03 may be prosecuted as a quasi-criminal offense by an attorney for the city, or, if an Ethics Commission has been created, by the Commission through the designated administrative procedure.

(E) In addition to any other penalty that may be applicable, whether criminal or civil, an officer or employee who intentionally violates any provision of § 209.02 or § 209.03 is subject to discipline or discharge.

(Ord. 04-09, passed 4-13-2004)

Disclaimer:

This Code of Ordinances and/or any other documents that appear on this site may not reflect the most current legislation adopted by the Municipality. American Legal Publishing Corporation provides these documents for informational purposes only. These documents should not be relied upon as the definitive authority for local legislation. Additionally, the formatting and pagination of the posted documents varies from the formatting and pagination of the official copy. The official printed copy of a Code of Ordinances should be consulted prior to any action being taken.

For further information regarding the official version of any of this Code of Ordinances or other documents posted on this site, please contact the Municipality directly or contact American Legal Publishing toll-free at 800-445-5588.

© 2011 American Legal Publishing Corporation
techsupport@amlegal.com

ETHICS POLICY

City of Berwyn

Acknowledgement Form

Please sign below to indicate that:

- I acknowledge Ordinance No. 209, entitled "Ethics Provisions", and the Ethics policy
- I have received and read the ordinance and the policy and fully understand its contents.
- I acknowledge there are procedures for filing a complaint as outlined in the policy.
- I acknowledge that it is my duty to report any allegation of an ethics violation as outlined in the policy.
- I understand that my failure to honor all terms of this acknowledgment and the ethics policy may be subject to investigation by the ethics committee and ultimately prosecution.

Acknowledged:

Employee Signature

Date

Print Employee Name

Department

Witness

Date

The City of Berwyn



Cesar A. Santoy
5th Ward Alderman

1-4

A Century of Progress with Pride

8700 West 26th Street Berwyn, Illinois 60402-0701 Telephone: (708) 788-2860 Fax: (708) 788-2587
www.berwyn-il.gov

Cesar Santoy
5th Ward Alderman

Date: March 22, 2011

Mayor Robert J. Lovero
And Members of the Berwyn City Council

Ladies and Gentlemen:

A meeting of the Business License & Taxation was held

On Tuesday, March 22, 2011 at 5:00 p.m. Berwyn City Hall

Those in attendance were: Alderman Santoy (Chair), Aldermen Skryd and Avila (Members), City Administrator Pabst and Anthony Griffin of the Berwyn Development Corporation

The matter discussed was referral item I-2 dated February 22, 2011 in regards to Small Business Utilization Program

It is the recommendation of the committee that this issue be studied further

Voting Aye: Santoy, Skryd, Avila

Voting Nay: 0

Adjourned: 6:00 p.m.

Cesar Santoy-Chairman
Rafael Avila-Member
Michele Skryd-Member

The City of Berwyn



Cesar A. Santoy
5th Ward Alderman

A Century of Progress with Pride

6700 West 26th Street Berwyn, Illinois 60402-0701 Telephone: (708) 749-8405
www.berwyn-il.gov
5thward@berwyn-il.gov

DATE FEB 22 2011

REFER TO
BUSINESS LICENSE &
TAXATION COM.

February 17, 2011

Hon. Robert J. Lovero, Mayor
Alderman of the Berwyn City Council
6700 W 26th St.
Berwyn, IL 60402

Re: Small Business Utilization Program

Ladies and Gentlemen:

The City of Berwyn is has demonstrated a commitment to the business community through its support of the Berwyn Development Corporation, the establishment of TIF districts and the overall revitalization of our business corridors. It is in this same spirit that I would like to initiate a study for the implementation of a Small Business Utilization Program for the City of Berwyn.

It is my recommendation to refer this matter to the Business, License and Taxation Committee for further study.

Sincerely,

Cesar A. Santoy
5th Ward Alderman

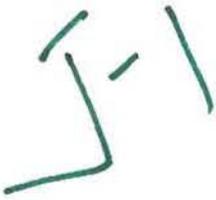


J. Staff Reports

The City of Berwyn



Brian L. Pabst
City Administrator



A Century of Progress with Pride

April 12, 2011

To: City Council and Mayor Robert Lovero
From: Brian Pabst, City Administrator

RE: Insurance Renewal

Mayor and Council Members:

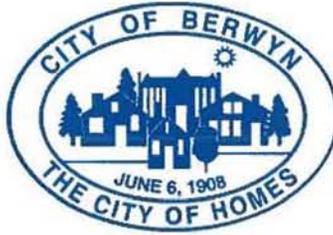
Please concur with the recommendation made by the city's insurance broker as per the presentation of the committee of the whole in approving the health insurance renewal.

Respectfully,

Brian Pabst
City Administrator

The City of Berwyn

5.2



Anthony T. Bertuca
City Attorney

A Century of Progress with Pride

April 12, 2011

Thomas J. Pavlik
City Clerk
City of Berwyn
6700 W. 26th Street
Berwyn, Illinois 60402

Re: 2010WC012247

Dear Mr. Pavlik:

Please put an item on the April 12, 2011 agenda, authorizing the settlement of the above referenced matter for the total of \$4,969.26 based upon the City Council authority granted in Executive session.

Very truly yours,

Anthony T. Bertuca
City Attorney

The City of Berwyn



Anthony T. Bertuca
City Attorney

J-3

A Century of Progress with Pride

April 12, 2011

Thomas J. Pavlik
City Clerk
City of Berwyn
6700 W. 26th Street
Berwyn, Illinois 60402

Re: 2010WC012003

Dear Mr. Pavlik:

Please put an item on the April 12, 2011 agenda, authorizing the settlement of the above referenced matter for the total of \$4,969.26 based upon the City Council authority granted in Executive session.

Very truly yours,

Anthony T. Bertuca
City Attorney

The City of Berwyn



Anthony T. Bertuca
City Attorney

A Century of Progress with Pride

April 12, 2011

Honorable Mayor, Robert J. Lovero
And Members of the Berwyn City Council

Re: Ordinance Establishing an Outdoor Patio Dining License

Ladies and Gentlemen:

I am submitting the attached Ordinance for your consideration. The Law Department is requesting your concurrence in the approval of this Ordinance.

Respectfully Submitted,

Anthony T. Bertuca
City Attorney

THE CITY OF BERWYN

THE CITY OF BERWYN, ILLINOIS

ORDINANCE

NUMBER

**AN ORDINANCE AMENDING CHAPTER 804 BY ADDING SECTION
804.31 OF THE CODIFIED ORDINANCES OF THE CITY OF BERWYN,
COOK COUNTY, ILLINOIS, TO ESTABLISH AN OUTDOOR PATIO
DINING LICENSE**

ROBERT J. LOVERO, Mayor

THOMAS J. PAVLIK, City Clerk

NONA N. CHAPMAN

JEFFREY G. BOYAJIAN

MARGARET PAUL

MICHELE D. SKRYD

CESAR A. SANTOY

THEODORE J. POLASHEK

RAFAEL AVILA

NORA LAURETO

Aldermen

ORDINANCE NO. _____

AN ORDINANCE AMENDING CHAPTER 804 BY ADDING SECTION 804.31 OF THE CODIFIED ORDINANCES OF THE CITY OF BERWYN, COOK COUNTY, ILLINOIS, TO ESTABLISH AN OUTDOOR PATIO DINING LICENSE

WHEREAS, the City of Berwyn, Cook County, Illinois (the “*City*”) is a home rule municipality pursuant to Section 6(a), Article VII of the 1970 Constitution of the State of Illinois, and as such may exercise any power and perform any function pertaining to its government and affairs (the “*Home Rule Powers*”); and

WHEREAS, the Mayor and the City Council of the City of Berwyn (the “*Corporate Authorities*”) have adopted a Business License Ordinance, which has been amended from time to time; and

WHEREAS, the Corporate Authorities have determined that it is in the best interests of the residents of the City to amend the Codified Ordinances as set forth below.

NOW, THEREFORE, BE IT ORDAINED by the Mayor and City Council of the City of Berwyn, Cook County, Illinois in the exercise of Berwyn's home rule powers as follows:

SECTION 1: That the above recitals and legislative findings are incorporated herein and made a part hereof, as if fully set forth in their entirety.

SECTION 2: That Chapter 804, of the Codified Ordinances of the City of Berwyn, Cook County, Illinois is hereby amended by adding section 804.31 to read as follows:

§ 804.31 OUTDOOR PATIO DINING LICENSE

Outdoor Patio Dining

- A. Any establishment that occupies a minimum of 5,500 square feet and that serves food may apply to the Liquor Control Commissioner for issuance of a special permit or license for Outdoor Patio dining.
- B. The establishment, if serving alcohol must be a holder of a Class C or Class D Liquor license issued by the city.
- C. The Patio dining area must be used as an area where food is consumed and may be in conjunction with alcohol however may not be used as an area where only alcohol would be served.
- D. The maximum square footage of the outdoor patio dining area may not exceed 30 % of the square footage of the interior of the establishment.
- E. Establishments applying for the outdoor patio dining permit/license are required to pay \$ 50.00 plus .50 per square foot to the City Collection and Licensing Office as otherwise provided in these Codified Ordinances.
- F. The permit/license shall be effective from January 1st to December 31st each year. The hours of operation shall be in accordance to the establishment's hours of serving food. However the patio dining area shall not be in operation no later than 12am Sunday thru Thursday and until 1am Fridays and Saturdays. On Memorial Day, Labor Day, and the 4th of July the hours shall be extended until 1 am.
- G. Any licensee shall erect a privacy fence or similar structure to cordon off the area known as the patio dining area. Any structure erected in this regard shall be in conformity with the Planning & Zoning Code of the City, however no chain link fencing will be allowed.
- H. Music from inside the establishment will be allowed to be heard on the patio providing the sound level complies with the requirements of §660.02B – Prohibited Noises. Televisions also will be allowed, but the sound level must also comply with the requirements of §660.02B – Prohibited Noises.
- I. No special lighting device shall be constructed in the patio dining area without the permission and inspection of the City Building Department.
- J. Awning / Covering should be of solid material and cover the length of the patio. Installation to be approved by the City Building Department. Fans may be installed as part of the awning /covering.
- K. Patio floor shall be of hard surface i.e., concrete or brick material. There shall be an enclosed area that prohibits unrestricted access to the patio from the public way. The patio shall have hot

and cold running water available by outlets on the outside of the building. The area shall be always kept clean, whether it is swept and or flushed down daily to prevent accumulation of food or grease from spillage of any kind.

- L. No food shall be prepared outside of approved kitchen facilities.
- M. Dinnerware may be of the plastic variety, condiments to be served by way of plastic bottle or package.
- N. Alcohol that is served on the patio may be in bottle or glass.
- O. There is NO SMOKING in the patio dining area. If the establishment is to allow smoking it shall be a separate designated area and shall be in accordance with the State of Illinois's established smoking laws.
- P. The licensee shall be held solely responsible for the conduct of its patrons.
- Q. No patron shall leave the patio dining area or the establishment itself with open beer or like container.
- R. Any violation of this section shall subject the licensee to a hearing on his or her license as provided in 804.21. The penalty shall be as set forth in 804.99

SECTION 3: All ordinances, resolutions, motions or orders in conflict with this Ordinance are hereby repealed to the extent of such conflict.

SECTION 4: This Ordinance shall be in full force and effect upon its passage approval and publication as provided by law.

INTENTIONALLY LEFT BLANK

ADOPTED this ____ day of April 2011, pursuant to a roll call vote as follows:

	YES	NO	ABSENT	PRESENT
Chapman				
Boyajian				
Paul				
Skryd				
Santoy				
Polashek				
Avila				
Laureto				
(Mayor Lovero)				
TOTAL				

APPROVED by the Mayor on April _____, 2011.

Robert J. Lovero

MAYOR

ATTEST:

Thomas J. Pavlik

CITY CLERK

55
The City of Berwyn



John Wysocki
Finance Director

A Century of Progress with Pride

6700 West 26th Street Berwyn, Illinois 60402-0701 Telephone: (708) 788-2660 (708) 788-0273
www.berwyn.il.gov

To: Mayor Robert J. Lovero and the City Council

From: John Wysocki

Subject: Finance Department Positions

Date: April 6, 2011

I would like to ask your formal approval regarding several personnel matters previously discussed at Committee of the Whole meetings. Due to a recent resignation in the collector's office, we have a need to fill a revenue collectors position. Dorothy Curtis, our payroll administrator, seeks to fill that position. Therefore, I would like your approval to hire a payroll administrator to replace Dorothy.

In addition, the 2011 budget included a new position of Assistant Finance Director. Over the past several years, responsibilities in the finance department have grown in both number and complexity. The following are just a few examples:

1. We are required to comply with some additional highly complex governmental accounting standards that have come out in the last few years.
2. Additional grant funds that we have received have created added accounting and compliance requirements.
3. The payroll process is in need of added controls to insure accuracy and timeliness.
4. The City could realize additional investment income if we began investing in short term CD's and other safe and liquid investments.
5. Several comments from our auditors need to be addressed.
6. Supervision of the collector's office is a responsibility of the finance director which I have not had adequate time to perform.

These are just a few examples of the need for an assistant. It is highly unusual for a community of our size or even one half our size to not have an assistant finance director. I have attached a job posting outlining the responsibilities and requirements for the position. The position has been budgeted for and is being partially funded through the TIF's since the finance department does handle the bill payment and much of the accounting for the TIFs.

I request that City Council waive the hiring freeze and allow me to advertise for and hire the assistant finance director as well as the replacement payroll administrator. Thank you for your consideration of these matters.

The City of Berwyn



John Wysocki
Finance Director

A Century of Progress with Pride

6700 West 26th Street Berwyn, Illinois 60402-0701 Telephone: (708) 788-2660 (708) 788-0273
www.berwyn-il.gov

City of Berwyn Finance Department
Staff Vacancy

Position: Assistant Finance Director
Full Time Position

Application Deadline: April 30, 2011

Start Date: ASAP

Salary: Commensurate with experience

Responsibilities Include:

- Preparation of the Comprehensive Annual Financial Report (CAFR) in accordance with GASB pronouncements and GFOA guidelines
- Assist the finance director in coordinating the annual budget process
- Supervision of the payroll process
- Monthly analysis of budget versus actual performance for all City funds
- Review of, and recommend improvements in, internal controls over financial processes
- Documentation of financial policies and procedures
- Assist the finance director in preparing for the annual audit
- Preparation and review of journal entries
- Other duties as assigned

Qualifications:

- Bachelor's degree in accounting. CPA a plus
- 5 years experience in municipal accounting/auditing. Public accounting experience a plus
- Familiarity with GASB pronouncements and fund accounting
- Excellent organizational and managerial skills
- Excellent oral and written communication skills
- Excellent PC skills with knowledge of Excel required and New World System's Logos.NET a plus
- Excellent analytical skills

Apply online at www.berwyn-il.gov or obtain an application from the City Hall receptionist at 6700 West 26th Street, Berwyn, IL 60402 or submit resume and cover letter to the same address

The City of Berwyn



John Wysocki
Finance Director

A Century of Progress with Pride

6700 West 26th Street Berwyn, Illinois 60402-0701 Telephone: (708) 788-2660 (708) 788-0273
www.berwyn-il.gov

Date: April 6, 2011

To: Mayor Robert J. Lovero and the City Council

From: John Wysocki

A handwritten signature in black ink, appearing to read "John Wysocki".

Subject: Prudential Stock Sale

I previously communicated to you that I would be selling shares of Prudential Financial, Inc. which the City had received. Prudential has indicated that, since the City owns more than 1,000 shares, they must be sold through a broker. Therefore, we will need to open an investment account with Pruco Securities, LLC in order to sell the shares. The proceeds can then be transferred from the investment account to the City's bank account at Citizens Bank and the investment account can then be closed. The total cost for establishing the account and selling the shares will be \$264.

In order to establish the account and sell the shares, the attached resolution is required. I request that you please pass the attached resolution. I will report back to you with the dollar amount of the proceeds from the stock sale once it is completed. Thank you.

THE CITY OF BERWYN
COOK COUNTY, ILLINOIS

RESOLUTION
NUMBER

**RESOLUTION OF THE CITY OF BERWYN, COOK COUNTY, ILLINOIS
ESTABLISHING AN INVESTOR ACCOUNT WITH PRUCO
SECURITIES, LLC**

ROBERT J. LOVERO, Mayor
THOMAS J. PAVLIK, City Clerk

NONA N. CHAPMAN
JEFFREY G. BOYAJIAN
MARGARET PAUL
MICHELE D. SKRYD
CESAR A. SANTOY
THEODORE J. POLASHEK
RAPHAEL "RALPH" AVILA
NORA LAURETO
Aldermen

Published in pamphlet form by authority of the Mayor and City Clerk of the City of Berwyn on __/__/11

RESOLUTION No. _____

**RESOLUTION OF THE CITY OF BERWYN, COOK COUNTY, ILLINOIS
DECLARING THE INTENTION OF THE CITY COUNCIL TO ESTABLISH AN
INVESTOR ACCOUNT WITH PRUCO SECURITIES, LLC**

WHEREAS, the City of Berwyn, Cook County (the "City"), is a home rule municipality pursuant to Article VII, Section 6(a) of the Constitution of the State of Illinois of 1970 and may exercise any power and perform any function pertaining to its government and affairs; and

WHEREAS, the City recently became aware that it has received and is the owner of 1,661 shares of stock in Prudential Financial, Inc.; and

WHEREAS, the City desires to sell these shares in order to comply with its investment policy and to transfer the proceeds to its general fund cash account, and

WHEREAS, the establishment of an account with Pruco Securities, LLC (a Prudential Financial company) is the mechanism by which the sale of the shares and transfer of the proceeds can be accomplished;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Berwyn, Cook County, Illinois, pursuant to its home rule authority as follows:

Section 1: The Municipality makes the findings and determinations set forth in the preamble. The terms defined in the preamble are adapted for the purposes of this Resolution.

Section 2: An account be opened by the City with Pruco Securities, LLC ("Pruco"), to transact business and to purchase, sell and/or deal in any and all securities offered by Pruco. All orders and instructions, written or oral, must be given by the designees listed below. Each of them is hereby authorized, individually or collectively, to conduct transactions and disburse funds through the Investor Account on behalf of the City.

Section 3: Each of the designees of the City are authorized to execute on behalf of the City any customer's agreement required by Pruco, and to enter into any other agreements that may be required for the opening and/or continuing of the account.

Section 4: The authority stated in this resolution shall remain in effect until Pruco receives written notice of change or rescission. Pruco may rely upon any representation made on behalf of the City by any of the designees until it receives written notice of the termination of such designee's authority. The acceptance of any form of notice shall not constitute a waiver of this requirement.

Section 5: In the event of any change in the office or power of the designees, the City Clerk shall immediately certify those changes to Pruco in writing. Upon receipt of the notification, Pruco shall terminate the powers of the previously authorized designee and empower the new designee.

Section 6: Any orders and instructions given to Pruco on behalf of the City by any designee are ratified, confirmed and approved.

Section 7: In the even all of the undersigned and other person(s) empowered in accordance with the terms above die, become incapacitated or cease and/or refuse to serve, we hereby appoint the City Council of the City of Berwyn, Illinois by resolution to instruct Pruco as to the disposition of the City's assets.

Section 8: The resolutions and the certificates actually furnished to Pruco by any designee are irrevocable, and shall be fully effective as to any transactions for the account of the City notwithstanding that the account may have been temporarily closed or inactive, until written notice of the revocation thereof shall have been received by Pruco.

Section 9: The following individuals are hereby appointed as designees for the purposes outlined above:

- Robert J. Lovero, Mayor
- Joseph Kroc, Treasurer
- John Wysocki, Finance Director

Sections 3. This Resolution shall take effect immediately upon its adoption. This Resolution was adopted by the City Council of the City of Berwyn and deposited with the Office of the City Clerk this ____ day of April, 2011, pursuant to a roll call vote as follows:

	YES	NO	ABSENT	PRESENT
Chapman				
Boyajian				
Paul				
Skryd				
Santoy				
Polashek				
Avila				
Laureto				
(Mayor Lovero)				
TOTAL				

APPROVED by the Mayor on _____, 2011.

 Robert J. Lovero
 MAYOR

Thomas J. Pavlik
 CITY CLERK

J-1



The City of BERWYN, Illinois Fire Department

DENIS O'HALLORAN, Fire Chief
788.788.2660 ext 3280

6700 West 26th Street * Berwyn, Illinois 60402-0701 * Fax 708.788.3039

MEMO

April 6, 2011

To: Mayor Robert Lovero
Members of City Council

From: Fire Chief Denis O'Halloran

Re: Fire Pup Program 2011
Fire Prevention program for School children kindergarten through 3rd grade.

Mayor Lovero,

In the past few years the Berwyn Fire Department has participated in a fire prevention program that works in conjunction with the National Fire Safety Council Inc. The Fire Pup program solicits funds from Berwyn Business. Fire pup will send out a letter signed by the fire Chief to the Businesses in Berwyn. All of the money is sent to the Berwyn Fire Department. We then send out the checks to the coordinator who then purchase and prepare fire safety materials and pack them for the individual schools in Berwyn. Berwyn will then receive the materials in boxes and marked for the designated schools. On or before Fire Prevention week the firefighters visit every school targeting kindergarten through 3rd to give a safety talk and pass out the materials. I am looking for your approval to continue this program. I have attached for your review a list of Businesses that have contributed in the past with total amount collected \$4424.50 reaching 2330 children in 2010. Attached are the letters that will be sent out to our businesses. In these ruff economic times I am not sure if we want to place an extra burden on our local businesses. Please provide direction you if you would like me to proceed with this program. If you should have any further questions regarding this matter please contact me.

Respectfully,

A handwritten signature in blue ink that reads "Denis O'Halloran".

Denis O'Halloran
Fire Chief



The City of BERWYN, Illinois Fire Department

DENIS O'HALLORAN, Fire Chief
788.788.2660 ext 3280

6700 West 26th Street * Berwyn, Illinois 60402-0701 * Fax 708.788.3039

Dear Friend and Sponsor,

In a sincere effort to keep our young children safe our department is continuing our commitment to fire prevention. Our department is organizing our annual fire safety and burn prevention education program with diversified materials targeted for the children in our community.

Our department will coordinate and distribute over 2600 pieces of educationally sound fire safety materials geared to preschool and elementary age children in our area. The diversified materials we selected for use are designed to reach each child's age level of learning. The materials are created and designed by the National Fire Safety Council, a federal tax exempt, nonprofit organization. We have found the materials to be enthusiastically received by parents, teachers and children alike.

To keep our program ongoing and successful each year we need the support of concerned business, industrial and professional leaders. Your contribution of \$ _____ will provide materials for children. In grateful appreciation for your support, _____ will be placed on the prestige page of all the activity manuals. *Your prompt remittance will assure your name on the materials the children take home.*

This is the only program of this type our department will be conducting this year. All tax-deductible checks are made payable to the **NATIONAL FIRE SAFETY COUNCIL, INC.** and mailed directly to my attention at the Fire Department. *Your tax-deductible contribution will be used exclusively in our community for our children.*

Please accept my sincere thanks and appreciation for your time and consideration of this most worthwhile program for our youngsters. With the help of your caring hand, we can keep our children safe from harm.

Yours in Safety, Service & Prevention,

Chief Denis O'Halloran



The City of BERWYN, Illinois Fire Department

DENIS O'HALLORAN, Fire Chief
788.788.2660 ext 3280

6700 West 26th Street * Berwyn, Illinois 60402-0701 *Fax 708.788.3039

Dear Friend and Sponsor,

In a sincere effort to keep our young children safe our department is continuing our commitment to fire prevention. Our department is now organizing our annual fire safety and burn prevention education program with diversified materials targeted for the children in our community.

Our department will coordinate and distribute over 2600 pieces of educationally sound fire safety materials geared to preschool and elementary age children in our areas. The diversified materials we have selected for our use are designed to reach each child's age level of learning. The materials selected are created and designed by the National Fire Safety Council, a federal tax exempt, nonprofit organization. We have found the materials to be enthusiastically received by teachers and children alike.

We need the support of concerned business, industrial and professional leaders to keep our program ongoing and successful each year. This is the only program of this type our department will be conducting this year.

Your sponsorship of **50 children @ \$95.00, 75 children @ \$142.50, 100 children @ \$190.00, 150 @ \$285.00, 200 @ \$380.00** is appreciated.

In grateful appreciation for your support, **your name or business name** will be placed on the prestige page of all the fire safety activity manuals the children receive. *Your prompt remittance will assure your name on the materials the children take home.*

Please make your tax-deductible check payable to the **NATIONAL FIRE SAFETY COUNCIL, INC.** and mail directly to my attention at the Fire Department. *Your tax-deductible contribution will be used exclusively in our community for our children.*

Please accept my sincere thanks and appreciation for your time and consideration of this most worthwhile program for our youngsters. With the help of your caring hand, our department will do our best to keep our children safe from harm.

Yours in Safety, Service & Prevention,

Chief Denis O'Halloran

FIRE PUP PROGRAM
2010

BUSINESS / LOCATION	REC'D ON	CK #	# KIDS	AMOUNT	CK DATE
Tony & Nora Laureto 1338 Home Ave. - Berwyn	29-Apr	5032	50	\$ 95.00	4/29/2010
	Mailed thank u				
Margaret M. Paul 3224 Home Ave. - Berwyn	7-May	1134	100	\$ 190.00	5/6/2010
	Mailed thank u				
Quan's Oasis 3333 S. Harlem Ave.	28-May	4722	50	\$ 95.00	5/27/2010
	Mailed thank u				
Tele-Tron TV & Ace Hardware 6604 W. Cermak Rd. - Berwyn	1-Jun	25923	50	\$ 95.00	5/27/2010
	Mailed thank u				
R.A. James Construction 6735 Stanley Ave. - Berwyn	2-Jun	14695	100	\$ 190.00	6/1/2010
	Mailed thank u				
Berwyn Insurance & Financil Serv. 6446 W. Cermak Rd. - Berwyn	3-Jun	5189	50	\$ 95.00	6/3/2010
	Mailed thank u				
Campagna - Turano Bakery, Inc. 6501 W. Roosevelt Rd. - Berwyn	3-Jun	158171	100	\$ 190.00	6/4/2010
	Mailed thank u				
Mike & Sons Auto Repair Inc. 6333 Ogden Ave. - Berwyn	3-Jun	14751	100	\$ 190.00	6/2/2010
	Mailed thank u				
Bennys Pizza of Berwyn, LLC 6806 W. 26th Street - Berwyn	3-Jun	22154	46	\$ 90.00	8/28/1960
	Mailed thank u				
Disposal Waste Services LLC 6201 W. Canal Bank Rd.- Forest View	3-Jun	15331	50	\$ 95.00	6/2/2010
	Mailed thank u				
Illinois Harley-Davidson 1301 Harlem Ave. - Berwyn	7-Jun	84427	46	\$ 90.00	6/7/2010
	Mailed thank u				
N.S.B. Inc. DBA Midas Auto Serv. 6601 Ogden Ave. - Berwyn	7-Jun	6277	46	\$ 90.00	6/2/2010
	Mailed thank u				
John & Carol Thorpe 3513 S. Wenonah Ave. - Berwyn	7-Jun	1610	10	\$ 19.50	6/4/2010
	Mailed thank u				
JVK Electrical Service, Inc. 6505 W. 27th Street - Berwyn	8-Jun	3935	50	\$ 95.00	6/3/2010
	Mailed thank u				
TBMH Inc. DBA The World's Largest Laundromat 6240-6 Cermak Rd. - Berwyn	8-Jun	7825	100	\$ 190.00	6/7/2010
	Mailed thank u				
MTDB Corp. DBA Striker Lanes 6728 West 16th Street	10-Jun	6287	50	\$ 95.00	6/1/2010
	Mailed thank u				
16th Street Liquors Inc. 6808 W. 16th Street	11-Jun	5079	46	\$ 90.00	6/8/2010
	Mailed thank u				
James L. Greco, M.D. 6723 W. Roosevelt Road	11-Jun	7493	50	\$ 95.00	6/5/2010
	Mailed thank u				
Berwyn Ace Hardware 6316-18 Ogden Avenue	14-Jun	22934	50	\$ 95.00	5/30/2010
	Mailed thank u				
Connelly Sales & Engineering 6921 Stanley Ave. - Ste.B	15-Jun	4356	46	\$ 90.00	6/14/2010
	Mailed thank u				
Tasty House, Inc. 7101 Roosevelt Road	17-Jun	2467	46	\$ 90.00	6/14/2010
	Mailed thank u				
TLALOC, Inc. DBA Lalos Restaurant 3011 Harlem Avenue	17-Jun	13600	200	\$ 360.00	6/16/2010
	Mailed thank u				

**FIRE PUP PROGRAM
2010**

LAL SHAHBAZ, Inc. DBA Subway 6623 Roosevelt Road	17-Jun Mailed thank u	2494	50	\$ 95.00	6/15/2010
LK Fire Extinguisher Service Inc. No. 2 4016 South Clinton Avenue	22-Jun Mailed thank u	1883	50	\$ 95.00	6/16/2010
AZTEC America Bank 2136 S. Oak Park Ave.	29-Jun Mailed thank u	5065	100	\$ 190.00	6/25/2010
Skylite West Banquets 7117 W. Ogden Ave	6-Jul Mailed thank u	1567	94	\$ 180.00	6/30/2010
Berwyn Masonic Lodge #839 6836 W. Cermak Road	6-Jul Mailed thank u	2283	50	\$ 95.00	6/22/2010
Happy Kidds West 6928 W. 16th Street	7-Jul Mailed thank u	cash	50	\$ 95.00	N/A
Michael Anthony's 6434 Ogden Avenue	21-Jul Mailed thank u	2035	100	\$ 190.00	7/22/2010
Sunny Days Learning Center of Stickney, Inc.	2-Aug Mailed thank u	6428	50	\$ 95.00	6/30/2010
MacNeal Hospital 3249 South Oak Park Avenue	13-Aug Mailed thank u	1226432	200	\$ 380.00	8/3/2010
Ladd J. Kulhanek, Jr. 6642 West Cermak Road	18-Aug Mailed thank u	28978	50	\$ 95.00	8/14/2010
BP Products North America Inc. 4811 South Harlem Avenue Forest View, IL 60402	23-Aug Mailed thank u	136	100	\$ 190.00	8/18/2010

KIDS COLLECTED

Total:	2330	\$ 4,424.50
---------------	-------------	--------------------



Denis O'Halloran
Fire Chief

Richard Swade
Assistant Fire Chief

BERWYN FIRE DEPARTMENT

6700 W. 26th Street • Berwyn, IL 60402-0701
708.788.2660 ext 3281
FAX 708.788.3039 • Emergency 9-1-1



Mayor Robert J. Lovero

April 12, 2011

Mayor Lovero
Members of City Council

RE: Asbestos removal from 6619 16th St. and 1539 Clarence and demolition

Upon inspection of the above two addresses for asbestos, it was discovered that asbestos tested positive in both structures by JMS Environmental Company that performed the testing. Before demolition can occur the asbestos must be removed according to state and federal regulations. It should be transported and disposed of according to the same regulations. Upon investigation and reviewing the bids that were submitted, we recommend that Gorafix Inc. perform the asbestos removal and then the actual demolition of the properties be performed by the Impactor Inc. Company. Once the asbestos is removed the Impactor Company will remove the structures immediately so the surrounding neighborhood is in a safe condition with no eyesore. Both companies scope of work is equal or exceeds the other bidders in both the removal of the asbestos and the demolition, and their pricing easily competes with all other bidders for both tasks. With the budgeted CDBG funding we have available through the grant for this project, we can comfortably handle both aspects and continue on to the final phases.

In closing, please consider our recommendation for Gorafix Inc. for the removal of the asbestos according to all rules and regulations that the State and Federal governments require, and then consider the Impactor Company for the demolition. Included is a packet for your review. If you have any questions please feel free to contact me.

Thank you.

Richard Swade
Assistant Fire Chief

PROPOSAL:

FROM: IMPACTOR INC
1460 FAIRLAND DRIVE
SCHAUMBURG IL 60193
847-344-3788 FAX 847-362-4075
IMPACTORINC@YAHOO.COM

Page. No. 1

PROPOSAL SUBMITTED TO:

Name: Village Of Berwyn
 Phone: 708-261-4485 fax 7087496589 Date: 3/25/2011
 Street: 6700 W. 26 Th St
 City: Berwyn
 State: IL Zip: 60402

I propose to furnish all materials and perform all labor necessary to complete the following:

Re: **Asbestos Abatement**

6619 W. 16th Street, Berwyn, IL

We hereby submit estimates for:

We hereby propose to furnish material and labor - complete in accordance with all State and Federal rules for

1. Remove and dispose of approx. 48 s.f. of ACM Floor Tiles at Kitchen.
2. Remove and dispose of approx. 100 s.f. of ACM double layered Yellow Flooring at Basement.
3. Remove and dispose of approx. 3 s.f. of ACM green Linoleum at Basement.
4. Remove and dispose of approx. 120 s.f. of ACM Roof Tar Flashing.
5. Remove and dispose of Four (4) exterior Windows with ACM Caulk.
6. Haul away and properly dispose of all ACM waste.

IEPA fee: \$150.00 - included

Cook County fee: \$2,200.00 - Included

Waste disposal cost - included.

Air sampling Included:

Three Thousand nine Hundred Fifty Dollars \$3,950.00

Re: **Asbestos Abatement**

1535 Clarence Avenue, Berwyn, IL

We hereby submit estimate for:

We hereby propose to furnish material and labor - complete in accordance with all State and Federal rules for:

1. Remove and dispose of approx. 30 s.f. of ACM Floor Tiles and Mastic at front Foyer.
2. Remove and dispose of approx. 290 s.f. of ACM Ceiling Tiles at Dining Room.
3. Remove and dispose of approx. 150 s.f. of ACM Floor Tiles and Mastic at Library Room.
4. Remove and dispose of approx. 1120 s.f. of ACM Linoleum at Kitchen.
5. Remove and dispose of approx. 240 s.f. ACM Wall Board at 2nd Floor Front Bedroom.
6. Remove and dispose of approx. 400 s.f. of ACM Floor Tiles and Mastic at 2nd Floor Bedrooms and Hallway.
7. Remove and dispose of approx. 600 s.f. of ACM Flooring at Basement.
8. Remove and dispose of approx. 250 s.f. of ACM Ceiling Tiles at Basement.
9. Remove and dispose of approx. 48 s.f. of ACM Floor Tiles at rear Stairwell.
10. Remove and dispose of approx. 124 s.f. of ACM Roof Tar Flashings.
11. Remove and dispose of approx. 2400 s.f. of exterior ACM Transite Siding.
12. Haul away and properly dispose of all ACM waste.

EPA fee: \$150.00 - Included

Cook County fee: \$2,200.00 - Included

Waste disposal cost - included.

Air sampling Included.

Seven Thousand Eight Hundred Dollars \$7,800.00

Environmental contracting would include:

Permits, notifications to Epa, Idph, and Cook County

Proper Disposal of all asbestos with waste manifest

On site air quality monitoring

Work would be performed approximately 5 work days to completion

This price will not change

All of the work is to be completed in a substantial and workmanlike manner for the sum of Any alterations or deviation from the above specifications involving extra cost of material or labor will be executed upon written order for same, and will become an extra charge over the sum mentioned in this contract. All agreements must be made in writing.

Authorized Signature _____

ACCEPTANCE

You are hereby authorized to furnish all materials and labor required to complete the work mentioned in the above proposal for which agrees to pay the amount mentioned in said proposal and according to the terms thereof.

Signature

Date



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
03/28/2011

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER BONDING & INSURANCE SPECIALISTS AGENCY, INC. 8348 S. HARLEM AVENUE BRIDGEVIEW, IL 60455 IN CALIFORNIA, OSA BONDS AND SURETY SERVICES, LLC, NOT A PRODUCER	CONTACT KAREN O'CONNELL PHONE No. 708-598-6335 ADDRESS KOCONNELL@BISA-INC.COM FAX No. 708-598-6688
INSURED GORAFIX, INC. 800 COUNTY LINE ROAD BENSenville, IL 60108	INSURER(S) AFFORDING COVERAGE ARCH SPECIALTY INSURANCE COMPANY NAIC # 21168

COVERAGES CERTIFICATE NUMBER: 104332 REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIODS INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN BELOW MAY HAVE BEEN REDUCED BY PAID CLAIMS.

TYPE OF INSURANCE	ADD. ENDS. WITH THIS POLICY	POLICY NUMBER	POLICY EFF. DATE (MM/DD/YYYY)	EXPIRES (MM/DD/YYYY)	LIMITS
A GENERAL LIABILITY X COMMERCIAL GENERAL LIABILITY CLASS-MADE X OCCUR CONTRACTORS POLLUTION LIABILITY ASBESTOS/LEAD OPS GEN. AGGREGATE LIMIT APPLIES FOR X POLICY AUTOMOBILE LIABILITY ANY AUTO ALL OWNED AUTOS HIRED AUTOS	X	12 EMP 71812 00	08/23/10	08/23/11	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Per occurrence) \$ 50,000 MED EXP (Any one person) \$ 8,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMPLET AGG \$ 2,000,000 CRAWLED VEHICLE LIABILITY (Per occurrence) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per occurrence) \$ PROPERTY DAMAGE (Per occurrence) \$
A UMBRELLA LIA EXCESS LIMO DED. RETENTION \$ WORKERS COMPENSATION AND EMPLOYERS LIABILITY ANY PROFESSIONAL SERVICE EXECUTIVE OFFICERS ARE EXCLUDED (Mandatory in SO) If not, describe under DESCRIPTION OF OPERATIONS below	X	12 ENX 71818 00	08/23/10	08/23/11	EACH OCCURRENCE \$ 2,000,000 AGGREGATE \$ 2,000,000 WC STAT. TORT LIMITS \$ E.L. DISEASE - CA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A PROFESSIONAL LIABILITY CLAIMS MADE FORM	X	12 EMP 71812 00	08/23/10	08/23/11	\$1,000,000 PER CLAIM

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 991, Addressed Receipt Schedule, if more space is required)
 PROJECT CLEMENS HIGH SCHOOL 1117 N WESTERN CHICAGO, IL
 OPS CONTRACT #10867
 THE BOARD OF EDUCATION OF THE CITY OF CHICAGO AND ITS BOARD MEMBERS, AGENTS, OFFICERS, OFFICIALS, CONTRACTORS AND EMPLOYEES REGARD TO OWNERS, REPRESENTATIVE, CONSTRUCTION MANAGERS, PROGRAM MANAGERS, ARCHITECT AND OTHER CONSULTANTS INCLUDING: JES CORPORATION, DOTTER CONSULTING INC., ORBATONY CONSULTING, MARSH INC., MORSE & MORSE INC., MCKEON & ASSOCIATES, AS SOCIETIES CHARTERED UNDER THE LAWS OF ILLINOIS, J.A. WATTS INC., BARRY EDWARDS ARCHITECTURE, ENVIRONMENTAL DESIGN INTERNATIONAL, INC., LCM ARCHITECTS ARCHITECTURE LTD., C.C. JOHNSON & MALHOTRA P.C., HSE ENGINEERING, TRACY QUINN DESIGN ASSOCIATES, INC., BRUSH & ASSOCIATES, INC., HAYDON ENGINEERING, PERRY & ASSOCIATES LLC, TISHMAN CONSTRUCTION CORPORATION OF ILLINOIS, ANOMOUS ASSOCIATES LLC, THE BROWNER GROUP LLC, DRI, INC., LOUIS JONES ENTERPRISES, INC., MCKEON & MORSE INC., PRATER ENGINEERS, LTD, GSD MATERIALS & TESTING, REBROOK AND WETIN ENGINEERS, INC., AND CHICAGO COMMERCIAL CONTRACTORS, LLC AND NAMES AND ADDITIONAL INSURERS WITH RESPECT TO THE GENERAL LIABILITY AND UMBRELLA / EXCESS POLICIES ARE ON A PRIMARY AND NON CONTRIBUTORY BASIS. THE GENERAL LIABILITY POLICY INCLUDES A WAIVER OF SUBROGATION IN FAVOR OF THE ADDITIONAL INSURED.

CERTIFICATE HOLDER (PRINT OR TYPE FULL NAME) CONTRACTORS, LLC 1117 N WESTERN CHICAGO, IL 60642-1117	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE Dana M. Huber
--	---



Illinois Department of PUBLIC HEALTH EH030263B

LICENSE, PERMIT, CERTIFICATION, REGISTRATION

The person, firm or organization whose name appears on this certificate has complied with the provisions of the Illinois statutes and/or rules and regulations and is hereby authorized to engage in the activity, as indicated below.

**DIVISION OF ENVIRONMENTAL HEALTH
ASBESTOS PROGRAM**

ISSUED UNDER THE AUTHORITY OF
THE ILLINOIS DEPARTMENT OF
PUBLIC HEALTH

EXPIRES	CLASSIFICATION	ISSUE NO.
5/15/2010	500	500-0754

GORAFIX INC.
ASBESTOS CONTRACTOR LICENSE
THIS LICENSE IS INVALID IF YOUR
INSURANCE CERTIFICATE IS NOT CURRENT

04/30/2009
GORAFIX INC.
2406 CLARKE STREET
RIVER GROVE, IL 60171

The face of this license has a colored background. Printed by Authority of the State of Illinois - BMS

GORAFIX, INC.

March 10, 2011

Re: References

	Project Name	Scope	Contact
1	Chicago Public Schools - Phillips High School \$380,000 - Collins H. School \$115,000 - ACE Tech School \$78,000	Environmental Contracting Services Asbestos/Lead/Mold	Scale Co: Jim Lawson 312.491.9500 F.H.Pashen: Jason Faivre 773.444.3474 Blinderman Co: Paul Jacobs 773.444.0500
2	Aurora Church of Christ \$18,000	Environmental Contracting Services Asbestos/Lead/Mold	Jensen Environmental Richard Jensen 630.790.9136
3	City of Peoria Department of Housing HUD \$96,000	Lead Abatement Program 2009	Health Department Bruce Heinz 309.679.6118

More references – upon request.

If you have any questions feel free to call me at any time.

Sincerely,
Kaz Koniarczyk

600 County Line, Bensenville, IL 60106 P: 630.694.9494 F: 630.694.9495
--

Impactor Inc. References:

Village Of Meywood Antoni Thompson 708-344-1200 Abatement, demolition

Village of Gurnee - David 847-878-0469 demolltion

Village Of Schaumburg Matt Frank 847-895-4500 Demolition



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
3/29/2011

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of this policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER JACEK KRZOSEK INSURANCE AGENCY INC 3840 N Harlem Ave Chicago, IL 60634	CONTACT NAME PHONE (773) 625-2222 FAX (773) 625-8756 E-MAIL jkrzosek@farmersagent.com PRODUCER CUSTOMER ID#
INSURED IMPACTOR, INC. 1460 FAIRLANE SCHAUMBURG, IL 60193 773-474-3951/piotrax	(INSURER(S) AFFORDING COVERAGE)
	INSURER A: SCOTTSDALE INSURANCE COMPANY INSURER B: TRAVELERS INSURER C: INSURER D: INSURER E: INSURER F:

COVERAGES CERTIFICATE NUMBER REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

RISK	TYPE OF INSURANCE	ADD. RISK	POLICY NUMBER	POLICY EFF. DATE	POLICY EXP. DATE	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC		CPB1196103	04/22/10	04/22/11	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (EX. OCCURRENCE) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 1,000,000
	AUTOMOBILE LIABILITY					COMBINED SINGLE LIMIT (Per accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ EACH OCCURRENCE \$ AGGREGATE \$
	UMBRELLA LWB EXCESS LIAB DEDUCTIBLE ATTENTION \$	<input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE				EACH OCCURRENCE \$ AGGREGATE \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/ARTISAN/EXERCISE/STIVE OFFICER/OWNER EXCLUDED? (Describe in Item 8) If yes, describe under DESCRIPTION OF OPERATIONS below	<input type="checkbox"/> Y/N <input type="checkbox"/> V/A	6XUB4443P475-10	11/09/10	11/09/11	<input checked="" type="checkbox"/> W/STATU. <input type="checkbox"/> WITH-OUT-STATE EL EACH ACCIDENT \$ 100,000 EL DISEASE - EA EMPLOYEE \$ 100,000 EL DISEASE - POLICY LIMIT \$ 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Policies Schedule, if more space is required)
 JOB SITE: 1949 W OHIO STR, CHICAGO IL.

CERTIFICATE HOLDER CITY OF CHICAGO 121 N LASALLE CHICAGO, IL 60602	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE: <u>TERRY ROUCH (HS)</u>
--	---

© 1988-2009 ACORD CORPORATION. All rights reserved.

THE AMERICAN INSTITUTE OF ARCHITECTS



AIA Document A310

Bid Bond

BOND # 13445

KNOW ALL MEN BY THESE PRESENTS, that we **IMPACTOR, INC.**
1460 Fairlane Drive #818 Schaumburg, IL 60193

(Here insert full name, and address or legal title of Contractor)

as Principal, hereinafter called the Principal, and **GRANITE RE, INC.**
14001 Quailbrook Drive Oklahoma City, OK 73134

(Here insert full name, and address or legal title of Surety)

a corporation duly organized under the laws of the State of **OK**

as Surety, hereinafter called the Surety, are held and firmly bound unto **CITY OF BERWYN**
8700 W 26th Street Berwyn, IL 60402

(Here insert full name, and address or legal title of Owner)

as Obligees, hereinafter called the Obligees, in the sum of **FIVE THOUSAND AND 00/100**
Dollars (**\$5,000.00**),

for the payment of which sum well and truly to be made, the said Principal and the said Surety, bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

WHEREAS, the Principal has submitted a bid for

Demolition Tree Removal
6810 W 16th Street &
1535 S Clarence Avenue

(Here insert full name, address and description of project)

NOW, THEREFORE, if the Obligees shall accept the bid of the Principal and the Principal shall enter into a Contract with the Obligees in accordance with the terms of such bid and give such bond or bonds as may be specified in the bidding or Contract Documents with good and sufficient surety for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof, or in the event of the failure of the Principal to enter such Contract and give such bond or bonds, if the Principal shall pay to the Obligees the difference not to exceed the penalty hereof between the amount specified in said bid and such larger amount for which the Obligees may in good faith contract with another party to perform the Work covered by said bid then this obligation shall be null and void, otherwise to remain in full force and effect.

Signed and sealed this 10th day of December, 2010

IMPACTOR, INC.

(Principal)

(Seal)

[Signature]

(Title)

(Witness)

GRANITE RE, INC.

(Surety)

(Seal)

[Signature]

(Title)

[Signature]

(Witness)

Peter R. Johnson, Attorney-in-Fact

ACKNOWLEDGMENT OF PRINCIPAL (Individual)

State of _____)
County of _____)

On this _____ day of _____, in the year _____, before me personally come(s) _____, to me known and known to me to be the person(s) who (is) (are) described in and executed the foregoing instrument and acknowledge(s) to me that ___ he ___ executed the same.

Notary Public

ACKNOWLEDGMENT OF PRINCIPAL (Partnership)

State of _____)
County of _____)

On this _____ day of _____, in the year _____, before me personally come(s) _____, a member of the co-partnership of _____ to me known and known to me to be the person who is described in and executed the foregoing instrument and acknowledges to me that he executed the same as for the act and deed of the said co-partnership.

Notary Public

ACKNOWLEDGMENT OF PRINCIPAL (Corporation)

State of _____)
County of _____)

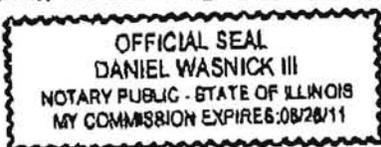
On this _____ day of _____, in the year _____, before me personally come(s) _____, to me known, who, being duly sworn, deposes and says that he is the _____ of the _____ the corporation described in and which executed the foregoing instrument; that he knows the seal of the said corporation; the seal affixed to the said instrument is such corporate seal; that it was so affixed by the order of the Board of Directors of said corporation, and that he signed his name thereto by like order.

Notary Public

ACKNOWLEDGMENT OF SURETY

State of Illinois)
County of Cook)

On this 10th day of December, in the year 2010 before me personally come(s) Peter R. Johnson, Attorney(s)-in-Fact of GRANITE RE, INC. with whom I am personally acquainted, and who, being by me duly sworn, says that he is (are) the Attorney(s)-in-Fact of GRANITE RE, INC. company described in and which executed the within instrument; that he know(s) the corporate seal of such company; and that seal affixed to the within instrument is such corporate seal and that it was affixed by order of the Board of Directors of said company, and that he signed said instrument as Attorney(s)-in-Fact of the said company by like order.



[Signature]

Daniel Wasnick III, Notary Public



IMPACTOR

The leading Wreckers and Excavators

IMPACTOR, INC.
 xFRO 1460 Fairlane Drive
 M: Schaumburg Il 60193
847-344-3788 fax8473460639

Page. No. 1 of 2

PROPOSAL SUBMITTED TO:

Name : Village Of Berwyn

Phone: 708-484-1645 : 12/12/2010 Date

Street: 6700 W.26 Th Street

City: Berwyn

State : IL Zip : 60402

Job: Demolition of 6619 16 Th St and 1535 Clarence

Job No.	Description	Qty.	Unit	Unit Price	Amount
1	Demolition and backfill <ul style="list-style-type: none"> • Demolish and dispose of all works of man, fabricated material, abandoned equipment, trees, stumps, bushes, debris and rubbish, • Demolition of existing buildings with 1 car garage • Disconnection and capping of all utilities of 2 properties , water and suer by the property line • Remove all debris from the site • Back fill basement with clay 	1	Lump Sum	\$19,800	\$19,800

Pardon the mess. We Guarantee a clean solid wreckage

1460 Fairlane Dr. ♦ Schaumburg, IL 60193
 (847) 344-3788



IMPACTOR

The leading Wreckers and Excavators

	<ul style="list-style-type: none"> • and 2' of recyclable stone , • chain link fence • Limited site disturbance , including earthwork and cleaning vegetation to build site perimeter , provide repairs as necessary to return disturbed areas of adjacent properties to existing conditions 				
2		1	Lump Sum		19,800

I propose to furnish all materials and perform all labor necessary to complete the following:
All of the work is to be completed in a substantial and workmanlike manner for the sum of \$19,800 Dollars.

Any alterations or deviation from the above specifications involving extra cost of material or labor will be executed upon written work order for the same job, and will impose an extra charge over the sum of \$19,800 mentioned in this contract. All agreements must be made in writing to take effect.

Authorized
electronic Signature Marcin Wojtowicz, Impactor, Inc

ACCEPTANCE

Signature

Proposal Requirements:

Date

Pardon the mess. We Guarantee a clean solid wreckage

1460 Fairlane Dr. ♦ Schaumburg, IL 60193
(847) 344-3788



IMPACTOR

The leading Wreckers and Excavators

-
1. If any bidder is in doubt as to the intent or meaning of any of this request for proposal, the bidder must e- mail the Assistant Fire Chief no later than 12 pm December 10, 2010.
 2. Bidders are expected to fully informed as to the conditions, requirements and specifications before submitting a proposal. The submission of proposal by firm implies the firm's acceptance of the terms and conditions herein, unless otherwise stated.
 3. The proposer is responsible for all costs related to the preparation of this proposal.
 4. The format of the firm's proposal must be consisted with the format of the specification listed.
 5. Proposed pricing and / or percentage discount shall be firm from the beginning date of the signed contract.
 6. All prices/discounts shall be F.O.B destination and shall include all charges that may be imposed in fulfilling the term and conditions of the contract.
 7. All proposal or bid must be accompanied by a bid bond, cash , or certified check made payable to the City of Berwyn

Pardon the mess. We Guarantee a clean solid wreckage

1460 Fairlane Dr. ♦ Schaumburg, IL 60193
(847) 344-3788



IMPACTOR

The leading Wreckers and Excavators

In the amount of five thousand dollars (\$5,000) as a guarantee that if the Proposal is accepted, a contract will be entered into and the performance of the contract is properly secured.

8. The City Of Berwyn is in no way restricted from using the services of another firm if the services provided are found unsatisfactory and not meet the standards in Attachment A And B.
- 9.

Pardon the mess, We Guarantee a clean solid wreckage

1460 Fairlane Dr. ♦ Schaumburg, IL 60193
(847) 344-3788



BERWYN MAIN STREET

Shop • Dine • Explore Cermak Road

Friday, April 08, 2011

Hon. Robert J. Lovero
Aldermen of the Berwyn City Council
6700 W. 26th Street
Berwyn, IL 60402

Re: Rain Barrels on Cermak Road

Ladies and Gentlemen:

Our rain barrels have been completed. The Berwyn community pulled together and joined us on this great project. With the efforts of different organizations and artists throughout the city, we successfully had 28 rain barrels painted. This process could not have been completed without the help of our Public Works Department, who assisted in transporting the rain barrels to the Recreation Department for storage, and of Mr. Ted Karis, owner of Metro Garage Inc., who assisted in priming the barrels and applying the protective coat of polyurethane once the barrels were completed by the artists. Thank you to all of them.

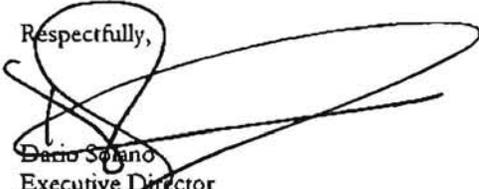
The Berwyn Main Street Foundation is proud to coordinate "Rain Barrels on Cermak" in Berwyn beginning on April 18 to run through August 2, 2011. The painted rain barrels will be on display on Cermak Road for people to view. The barrels will be available for purchase through a silent auction. Approximately 25 artists or groups have participated in this public environmental awareness program.

We are requesting your permission to display all 28 rain barrels along the corridor. This opportunity will allow us to showcase and bring art to our corridor and the City of Berwyn. The rain barrels will be placed on the sidewalks in the most visible areas of the corridor, in a manner not to interfere with the pedestrian walkway.

To learn more about the rain barrels, please visit our website: www.berwynmainstreet.org.

The Berwyn Main Street Board of Directors and I appreciate your continued support.

Respectfully,



Dario Solano
Executive Director
Berwyn Main Street

BERWYN MAIN STREET

6723 West Cermak Road
Berwyn, Illinois 60402

708 484 8000
berwynmainstreet.org

An Illinois Main Street Program



CERTIFICATE OF LIABILITY INSURANCE

CLMI

DATE (MM/DD/YYYY)

3/22/2011

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

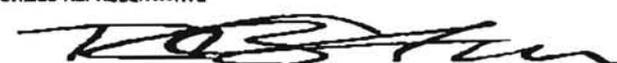
PRODUCER (410) 685-4625 Maury, Donnelly & Parr, Inc. Commerce & Water Streets Baltimore, MD 21202		CONTACT NAME: PHONE (A/C No, Ext): _____ FAX (A/C, No): _____ E-MAIL ADDRESS: _____ PRODUCER CUSTOMER ID #: BERWMAI-01	
INSURED Berwyn Main Street Foundation PO Box 217 Berwyn, IL 60402		INSURER(S) AFFORDING COVERAGE INSURER A: Hartford Casualty Insurance Co. INSURER B: _____ INSURER C: _____ INSURER D: _____ INSURER E: _____ INSURER F: _____	

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	GENERAL LIABILITY	X		30SBWUF4537	9/24/2010	9/24/2011	EACH OCCURRENCE	\$ 1,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 300,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						MED EXP (Any one person)	\$ 10,000
							PERSONAL & ADV INJURY	\$ 1,000,000
							GENERAL AGGREGATE	\$ 2,000,000
							PRODUCTS - COMP/OP AGG	\$ 2,000,000
								\$
	GENL AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC							
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	\$
	<input type="checkbox"/> ANY AUTO						BODILY INJURY (Per person)	\$
	<input type="checkbox"/> ALL OWNED AUTOS						BODILY INJURY (Per accident)	\$
	<input type="checkbox"/> SCHEDULED AUTOS						PROPERTY DAMAGE (Per accident)	\$
	<input type="checkbox"/> HIRED AUTOS							\$
	<input type="checkbox"/> NON-OWNED AUTOS							\$
	UMBRELLA LIAB						EACH OCCURRENCE	\$
	<input type="checkbox"/> EXCESS LIAB						AGGREGATE	\$
	<input type="checkbox"/> OCCUR							\$
	<input type="checkbox"/> CLAIMS-MADE							\$
	DEDUCTIBLE							\$
	RETENTION \$							\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						WC STATUTORY LIMITS	OTHER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)						E L EACH ACCIDENT	\$
	If yes, describe under DESCRIPTION OF OPERATIONS below		N/A				E L DISEASE - EA EMPLOYEE	\$
							E L DISEASE - POLICY LIMIT	\$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
 The City of Berwyn is named as additional insured.

CERTIFICATE HOLDER City of Berwyn 6700 26th Street Berwyn, IL 60402		CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 	
---	--	--	--

© 1988-2009 ACORD CORPORATION. All rights reserved.

The City of Berwyn

J-10



Brian L. Pabst
City Administrator

A Century of Progress with Pride

Date: April 6, 2011

Mayor Robert J. Lovero
Members of the Berwyn City Council
Berwyn City Hall
6700 West 26th Street
Berwyn, IL 60402

Re: Berwyn Public Library – Elevator Replacement Engineering Services Contract

Dear Mayor and City Council,

In February of this year, the City Council approved an engineering contract with Frank Novotny & Associates who utilized Ed Kalina to complete phase one of the library elevator project funded by a DCEO grant. The DCEO grant end date is 12-31-11; however, I have notified the state that due to the size of the scope of this project and the need to coordinate with the library chiller project, we will most likely need to apply for an extension.

This first phase included an analysis, implementation and documentation of various aspects of the project to include existing conditions, preliminary cost analysis, code implications, etc. Armed with this information, we now need to need monitor and facilitate the progress of the design and eventually the construction team, receive, review, and approve engineering invoices, facilitate a weekly progress meeting with the chosen design engineer and key City staff, and direct the development and monitoring of the construction schedule as it relates to the air-conditioner replacement and how this project will affect library usage. The next phase will consist of sending out an RFP to a secure a qualified firm for the development of construction documents (design). Once received, our engineer and City staff will make a recommendation to City council.

Recommendation: Approval by the Council:

First Motion:

- 1. The attached contract with Engineer Ed Kalina P.E. of Fuhrmann Engineering Inc. to work as the City's project manager for the library elevator modification project.**

Second Motion:

- 2. Permission to send out a Request for Proposal (see attached) to retain a design consultant who will prepare the contract documents for library elevator project; and waive the sealed bid process.**

Respectfully,

Brian Pabst



4925 Forest Avenue Downers Grove, Illinois 60515
Ph: 630-515-1780
www.feinc.biz

Mr. Brian Pabst
City Administrator
City of Berwyn
6700 West 26th Street
Berwyn, ILL. 60402-0701

April 6, 2011

SUBJECT: Berwyn Public Library
Elevators Replacement Project
Project Manager Position
Letter Agreement

Dear Mr. Pabst:

Upon the completion of the Project Definition Report (refer to report submittal on 4-1-11). And, per your request; I have prepared this letter agreement for Fuhrmann Engineering, Inc. to provide project management/professional engineering services to the City of Berwyn for the design and construction phases for the replacement of the elevators at the Berwyn Public Library.

Project Background: The City of Berwyn has received a grant from the Illinois Department of Commerce and Economic Opportunity (DCEO). DCEO Grant No. 10-203170, describes the replacement of the existing service elevator and the replacement of the existing passenger elevator for the Berwyn Public Library located at 2701 South Harlem. The amount of the Grant is \$160,000. The Grant begin date was 10-01-2010 and the Grant end date is 12-31-11.

The City of Berwyn contracted with Fuhrmann Engineering, Inc. on 2-25-11 through Frank Novotny and Associates for the completion of the Project Definition Report. The report was to be submitted by 4-4-11. The report was submitted and accepted on 4-1-11. The City is now positioned to seek an experienced professional engineer/architect to develop the contract documents and specifications.

Scope of Work: To perform or be responsible for the performance of the following Project Management Services for the Owner in connection with the proposed improvement hereinbefore described:

- A. Project Manager – Act as an extension of the City Staff and perform the project management services required for this complex and safety sensitive project.
- B. Communication – Person majorly responsible for accurate and thorough communication between City staff, Library staff, design professional, contractor, the granting agency, and the building code inspectors.

- C. Request for Proposal for the design professional – Complete the development of the RFP for design services. Ensure that the City receives several quality proposals. Review the proposals and recommend to the City, the Designer who best meets the needs of the City.
- D. Manage the Design Process – Ensure that the design professional retained by the City: 1. Deliver a quality plan. 2. Maintains his budget. 3. Meets his schedule.
- E. Manage the Contractor Bid Process – Ensure that the City receives several quality bids from reputable builders. Review the bids and recommend to the City, the Contractor who best meets the needs of the City.
- F. Manage the Construction Process – Ensure that the contractor retained by the City: 1. Build the elevators correctly. 2. Build the elevators with the correct equipment. 3. Build the elevators safely. 4. Maintains his budget. 5. Maintains his schedule.
- G. Pass Inspections – Ensure that all building inspections are passed; before the Contractor's complete funds are released.
- H. Grant process – Ensure that the project moves forward correctly and quarterly reports are submitted so the City of Berwyn realizes the full Grant from DCEO.
- I. Status Reports – Deliver status reports to the City Administrator and/or City Council as requested.

Project Schedule: The project will move forward in an expeditious fashion; as described in the Project Definition Report. The grant describes completion by 12-31-11. This aggressive schedule will be difficult to meet. However; it is planned that there will be substantial completion of the elevator construction by this date.

Project Fee: The described work will be performed at a rate of \$100.00 per hour; plus approved expenses.

Insurance: City of Berwyn shall be named as "Additional Insured" on our General Liability policy.

I will ensure that the Said work will be performed as described. This Letter is intended to act as our Agreement.

Please contact me if you have questions.

Sincerely,

Edward J. Kalina, PE
Project Manager

I have reviewed this letter, and hereby agree to the terms of this agreement.

Brian Pabst = City Administrator
City of Berwyn

Cc: Ms. Gina Fuhrmann = Fuhrmann Engineering, Inc.

The City of Berwyn

J-11



Brian L. Pabst
City Administrator

A Century of Progress with Pride

Date: April 6, 2011

Mayor Robert J. Lovero
Members of the Berwyn City Council
Berwyn City Hall
6700 West 26th Street
Berwyn, IL 60402

Re: Berwyn Public Library – Elevator Replacement Engineering Services Contract

Dear Mayor and City Council,

In February of this year, the City Council approved an engineering contract with Frank Novotny & Associates who utilized Ed Kalina to complete phase one of the library elevator project funded by a DCEO grant. The DCEO grant end date is 12-31-11; however, I have notified the state that due to the size of the scope of this project and the need to coordinate with the library chiller project, we will most likely need to apply for an extension.

This first phase included an analysis, implementation and documentation of various aspects of the project to include existing conditions, preliminary cost analysis, code implications, etc. Armed with this information, we now need to need monitor and facilitate the progress of the design and eventually the construction team, receive, review, and approve engineering invoices, facilitate a weekly progress meeting with the chosen design engineer and key City staff, and direct the development and monitoring of the construction schedule as it relates to the air-conditioner replacement and how this project will affect library usage. The next phase will consist of sending out an RFP to a secure a qualified firm for the development of construction documents (design). Once received, our engineer and City staff will make a recommendation to City council.

Recommendation: Approval by the Council:

First Motion:

1. The attached contract with Engineer Ed Kalina P.E. of Fuhrmann Engineering Inc. to work as the City's project manager for the library elevator modification project.

Second Motion:

2. Permission to send out a Request for Proposal (see attached) to retain a design consultant who will prepare the contract documents for library elevator project; and waive the sealed bid process.

Respectfully,

Brian Pabst



REQUEST FOR PROPOSALS

From: Edward Kalina, Project Manager

City of Berwyn

Date: April 13, 2011

Subject: Contract documents for the full-modification of the elevators
at the Berwyn Library

Submittal Deadline: April 27, 2011 – 4:00PM

Submittal Location: Please provide four copies of your brief proposal to:

City of Berwyn

City Administrator's Office

6700 W. 26th Street

Berwyn, ILL. 60402-0701

Project Manager: Edward Kalina

630-515-1785

ekalina@feinc.biz

SECTION 1: INTRODUCTION

The City of Berwyn has received a grant from the Illinois Department of Commerce and Economic Opportunity (DCEO). DCEO Grant No. 10-203170, describes the replacement of the existing service elevator and the replacement of the existing passenger elevator for the Berwyn Public Library located at 2701 South Harlem. The amount of the grant is \$160,000. The Grant end date is 12-31-2010.

The City of Berwyn retained the services of Fuhrmann Engineering, Inc. on 2-25-2011 to develop a Project Definition Report. The Project Definition Report was submitted and accepted on 4-04-2011.

The City of Berwyn, now seeks to retain the services of a licensed architect to develop the required Contract Documents for this project.

Attached with this RFP is a copy of the Project Definition Report to assist you with the development of your proposal.

Submittal Deadline

Please submit four paper copies of your focused and concise proposal to :

City of Berwyn
City Administrator's Office
6700 W. 26th Street
Berwyn, ILL. 60402-0701

All proposals must be received no later than 4:00 pm on Wednesday April 27, 2011. Any proposal received after the submittal deadline will not be reviewed.

Pre-Proposal Meeting:

There will be an informational meeting held at the Library if you intend to submit a proposal. **Attendance at this meeting is mandatory.** The meeting will be held on Thursday April 21 at 10:00 am. Please do not bring more than 2 representatives from your project team. And, please call or e-mail the project manager to confirm your team's attendance.

SECTION 2: PROJECT DESCRIPTION

Scope of Services

The City of Berwyn anticipates that the successful completion of this project will require completion of the following tasks. The City anticipates that the consultant may want to suggest modifications to the City's Plan as communicated in this RFP. In your proposal, please highlight any proposed modifications to the City's Plan and provide a brief narrative describing the reasons or the rationale for the changes.

Consultant Tasks

1. Development of Contract Documents and the Bid Item Specifications.
2. Ensure that all bid items are clear, easily identified, and not included as part of other bid items.
3. Ensure that all bid items specified are non-proprietary.
4. All items specified are to be in the best interests of the City.
5. To detail the Construction Staging.
6. To detail the Maintenance of Traffic.
7. To detail the Project Schedule.
8. To advise the Project Manager of any and all required permits.
9. To develop an engineer's estimate prior to the advertisement of the Bid Documents.
10. To advertise the contract documents and the bid opening.
11. To print the required number of Contract Documents for the Letting.
12. To attend the Bid Opening.
13. To review the contractors' bids and prepare a recommendation.
14. To review the shop drawings.

Project Manager Tasks

1. To facilitate the progress of the Consultant. To get answers to questions that the Consultant may have.
2. To ensure proper communication between City Staff, Library Staff, and the Consultant.
3. To monitor the progress of the Consultant, monitor the schedule of the Consultant, and to monitor the budget of the Consultant.
4. To receive, review, and approve the invoices of the Consultant.
5. To review the submittals made by the Consultant.
6. To facilitate a weekly progress meeting with the Consultant.

Consultant Selection Meeting

The detailed Scope of Services, final design schedule, and the Consultant's final fee will be determined and agreed to at the Consultant Selection Meeting.

The Proposed Design Schedule

In your proposal, please indicate your firm's ability to complete the items outlined in the consultant selection and schedule below.

April 27, 2011	= RFP's are due
April 29, 2011	= Consultant Selection
May 2, 2011	= The Consultant selection meeting
May 4, 2011	= Consultant agreement submitted to the City
May 11, 2011	= Board approval of consultant agreement
May 25, 2011	= Pre-final submittal
June 8, 2011	= Final contract documents
June 9, 2011	= Send to printer
June 9, 2011	= Advertise plan to contractors
June 22, 2011	= Bid opening
June 24, 2011	= Recommend contractor to City
June 30, 2011	= Complete the review of the Contractor's paperwork
July 6, 2011	= Board to approve the Contractor's contract.

SECTION 3: SUBMITTAL INFORMATION AND INSTRUCTIONS

Proposal Requirements

Please include the following information in your proposal:

1. Cover letter
2. Summary of your firm's experience with several current or completed similar projects.
3. Summary of the personnel that will be assigned to the project and to each task (i.e. project team), including a brief description of their experience as it relates to the project. In addition, please include an organizational chart that illustrates the

structure of the project team and the general responsibilities of each member of the project team.

4. Narrative describing your firm's approach to the project, including a summary of your project understanding, technical approach, approach to completing each task, and project management and client management philosophy.
5. Any proposed modifications to the Scope of Services included in this RFP, including any additions or deletions. If modifications are proposed, please provide a brief narrative describing the reasons or rationale for the changes.
6. Proposed project schedule, organized by task including deliverables and deadlines. Specifically indicate your firm's ability to proceed with the project in accordance with the timeline outlined in this RFP.
7. Proposed project level of effort organized by task. Please include your anticipated direct costs and the total not-to-exceed fee.
8. Any additional information that will allow the City to accurately evaluate your firm's ability to successfully complete the project.
9. Provide 3 references for related services. Please provide the name, title, address and phone number of a contact person who is familiar with the experience of the firm and/or key project team individuals.

Please provide the above information in a neat, focused and concise fashion.

Submittal Requirements

All proposals must be marked "Berwyn Library – elevator design proposal" and **must be received no later than 4:00 pm on Wednesday April 27, 2011**. Proposers shall be responsible for the actual delivery of the proposals by the deadline indicated in this RFP; it will not be sufficient to show that the proposal was mailed in time to be received by the deadline. Any proposals received after the submittal deadline will not be reviewed.

Questions Regarding this RFP

All questions regarding this RFP should be directed to the project manager via phone or the e-mail address provided in this RFP no later than the scheduled pre-proposal meeting. Except for questions to the project manager, in compliance with the procedures outlined in this RFP, interested firms shall refrain from contacting other City staff or members of the City Board regarding this RFP.

Request for Clarification & Additional Information

During the proposal evaluation process, firms may be required to clarify their proposals and to submit additional information that the City may deem necessary to further evaluate the contents of their proposals.

Right of Rejection

The City of Berwyn reserves the right to reject any or all proposals received in response to this RFP, should this be deemed to be in the best interest of The City. The City is not obligated to enter into a contract on the basis of any proposal submitted in response to this RFP.

Indemnification

The consultant agrees to indemnify and hold harmless the City of Berwyn, its agents, servants, and employees from any and all lawsuits, claims, demands, liabilities, losses and expenses, which may arise or which may be alleged to have arisen out of the consultant's negligence in connection with work covered by this contract.



6401 W 31st Street
Berwyn, Illinois 60402
(708) 795-5600 FAX (708)749-0492

To: Mayor Lovero and Members of City Council
From: Unit Commander Joseph Santangelo, Detective Bureau
Subject: Evidence Storage Lockers

The Berwyn Police Department is in Phase 2 of updating evidence technologies within the Police Department and is seeking Council approval for updating the current Evidence Processing Room. There are processing issues inherited in the initial construction of the Police Department that need to be updated in order to streamline the processing of evidence and providing a safer environment for the Evidence Technicians.

The Evidence Processing Room was constructed using Formica counter tops. Formica is porous material that traps latent processing powders making it impossible to clean. Magnetic powders contain harmful elements that can create a hazardous working environment for Crime Scene Investigators, if the environment is not thoroughly cleaned after processing. Stainless steel counters are not porous and can easily washed down and cleaned.

The Processing Room needs to be modified in order to accommodate future processing equipment and the cabinets reconfigured to maximize efficiency.

Three construction companies were allowed access into the Evidence Processing Room to take measurements and provide quotes on necessary construction. The following companies provided quotes on construction to begin upon City Council approval:

\$8, 437.00	Independent Remodeling
\$8,989.00	Clear View Construction
\$7,613.75	Dan St Mary Construction

After careful consideration, the Berwyn Police Department has chosen Clear View Construction, due to their insight with detectives into the necessary reconfiguration of the processing room, history of quality construction with specialization in commercial/residential properties and ability to do plumbing along with electrical type work.

Respectfully,

Unit Commander Joseph Santangelo



INDEPENDENT REMODELING

Where Quality Matters

Quotation Form

Date: March 23, 2011

Prepared For:

David Green

Berwyn Police Department

6401 W 31st Street

Berwyn IL 60402

Remove existing countertops (23lf)

Remove existing upper and lower cabinetry (23lf each)

Remove existing exhaust hood

Remove and haul all debris as necessary

Install existing upper cabinets per customer specifications

Install (1) new custom stainless steel countertop (2 x 9) with 4" splash and under mount stainless sink

Install faucet and hand held extended hose supply

Install new sink drain kit

Note: City Permits to be billed separate from this proposal

One (1) year warranty on all labor installation.

COMPLETE TOTAL PRICE FOR ABOVE.....\$ 5,437.00

not including cost of sink \$3,000⁰⁰ +



Plumbing & Sewer Inc.

707 Garfield St. Oak Park, IL 60304
Telephone: (708) 445-1741 Fax: (708) 445-1749
Email: clearviewplumbing@att.net

Proposal for: Berwyn Police Dept.

Date: 03/10/11

RE: new sink

Revised 03/14/11

Attn: Det. David Green

1. Install new 24"x24"x14" deep SS sink on legs with drain board to wall.
2. Install new Stainless Steel counter tops to meet openings left after new Cyanoacrylate units are installed.
3. Job to be completed in a professional manner.
4. Job area to be cleaned by workers once job is complete.
5. In the events that this job is shut down or terminated due to conditions or situations beyond our control, payment for work performed to that date will be invoiced and due on upon receipt.
6. Permit and permit fees by general contractors or owner. Certificate of insurance to a general contractor by Clearview Plumbing & Sewer. All labor pertaining to this proposal is based on regular hours calculated at straight time. All work pertaining to this proposal is to be done by Clearview Plumbing & Sewer, and not by owner, general contractor, or sublet to another contractor.



Plumbing & Sewer Inc.

707 Garfield St. Oak Park, IL 60304
Telephone: (708) 445-1741 Fax: (708) 445-1749
Email: clearviewplumbing@att.net

- 7. General contractors and/or owners should bring to our attention any overlooked items and/or changes pertaining to this proposal before work is to begin so adjustments to proposal and cost can be made at that time, if necessary.
- 8. Any "EXTRAS" and/or "Change Orders" to the proposal to contract must be issued and signed by owner of a general contractor prior to the commencement of work. Any work pertaining to "EXTRAS" or "Change Orders" will not begin unless Clearview Plumbing and Sewer have a signed order. Clearview Plumbing & Sewer will not begin additional work with a verbal request.

Terms of payment- 50% due upon the start of a job, balance due upon completion of work. Extras, if any are to be priced out and due on next billing cycle.

This quotation will void after 15 days from date of Proposal

Cost: Stainless Steel sink and counter \$ 7989.00

Labor to install sink and counter \$ 1100.00

Accepted and Approved by: _____

Date: _____

David J. Green

From: Greg Bowling [clearviewplumbing@att.net]
Sent: Tuesday, March 15, 2011 2:09 PM
To: David J. Green
Subject: revised quote
Attachments: berwyn police dept.pdf

David,

Here is the new quote you requested with the breakdown of material and labor call with any questions. thanks

Greg Bowling
Clearview Plumbing & Sewer corp
707 Garfield Street Oak Park IL 60304
Ph 708-445-1741
Fx 708-445-1749
Cell 708-243-1106
E-mail Clearviewplumbing@att.net

David J. Green

From: Dan St. Mary [dsmconstr@att.net]
Sent: Sunday, April 03, 2011 9:27 PM
To: David J. Green
Attachments: cost breakdown.pdf

David
Sorry for the delay in getting this cost breakdown over to you I have been sick the last 10 days and haven't worked much. I have attached a PDF to this email showing the cost breakdown for the project. If you like the price let me know and I will write a contract with a full scope of work.

Thank you
Daniel B. St. Mary
(773) 617 3838
dsmconstr@att.net
www.dsmcontractors.com Bookmark me for future projects.
<http://www.facebook.com/pages/DSM-Contractors-Electrical-Remodeling-Handyman-services/261036371408?v=photos>

This document and it's attachments are intended for a addressee of this email letter. Any other use shall be prohibited by law.

Berwyn police department evidence tech room

Description Evidence room	quantity	material	labor	total cost
Demolition and disposal				
remove counter tops N-S walls	18	0	20	360
upper cabinets north wall	9.5	0	20	190
lower cabinets N- S walls	18	0	20	360
remove vent hood	1	0	125	125
				1035
				0
Carpentry				
reuse upper cabinets over S wall 9	9	5	50	495
stainless steel sink 20x20 x8 bowl	9	4160	250	4410
install 20A outlet at old exhaust	1	65	85	151
				6091
O&P				1522.75
total cost				7613.75

Stainless steel sink with integral drain board which adds substantial cost to the counter top. 16Ga. With 20x20 x8" deep bowl delivered and installed on existing cabinets. Counter top will have a three sided backsplash included.

We will remove all debris from site. We will install north wall upper cabinets above the south wall cabinets
all property is to be removed prior to start of project.

Please let me know if you like the pricing and I will write a contract to move forward.

J. 13



Berwyn
Police Department

6401 W 31st Street
Berwyn, Illinois 60402
(708) 795-5600 FAX (708)749-0492

To: Mayor Lovero and Members of City Council
From: Unit Commander Joseph Santangelo, Detective Bureau
Subject: Blood Drying Chamber, Evidence Processing Room

The Berwyn Police Department is in Phase 2 of updating evidence technologies within the Police Department and is seeking Council approval for an Evidence Blood Drying Chamber. Due to the risk of Bloodborne Pathogens and the need to preserve evidence, an electronic enclosed Hepa Filtered chamber is essential.

The Blood Drying Chamber would minimize the risk on Crime Scene Investigators, other members of the police department, along with the environment of the police department. Contaminated clothing will be dried to the point that it can be packaged for analysis, court evidence and storage purposes.

Extensive research was done into a Blood Drying Chamber suitable for the Berwyn Police Department. The chamber chosen is capable of drying evidence from 2 sources, separately without the risk of cross contamination and uses an electronic monitoring system to reduce human error. The following respectable forensic evidence based companies provided quotes on chambers with a relative size of H=84" W=96" D=27":

1. \$13,435.00 Bradford Systems
2. \$13,000.00 Air Clean Systems
3. \$12,950.00 SIRCHIE

With respect to the above companies, the Berwyn Police Department has chosen AirClean Systems, due to the following:

- The only company that specializes in the manufacturing of forensic equipment.
- The company is the largest manufacture of forensic equipment, established in 1992.
- Products are manufactured in Raleigh, North Carolina eliminating the need to rely on the delivery of foreign replacement parts in the event of failure.

The above prices include shipping and 1 year warranty on parts. The parts in general are easily replaceable in the event of failure and will not require a technician onsite.

AirClean[®]Systems

"THE FUME CONTROL EXPERTS"

TO: Det. David Green
Berwyn Police Dept
6401 W. 31st St
Berwyn, IL 60402
dgreen@ci.berwyn.il.us

QUOTATION DATE: January 5, 2010
QUOTATION NO: Q11040803JSBPD
PHONE NO: (708) 749-0426

QUOTATION

QTY	ITEM #	DESCRIPTION	Quoted Price	Extended Price
1	ACEVD96A	96" DrySafe evidence drying cabinet with AirSafe automatic safety controller, vapor proof fluorescent light, automatic waste pump, three folding and removable shelves, water connection and adjustable leveling feet. Price includes HEPA filter, carbon filter and initial pre-filters. 110V AC	11,500	\$11,500.00
		Dock to dock freight		\$1,100.00
		Total		\$12,600.00

Prices are F.O.B. AirClean Systems, Raleigh, NC 27604. • Freight will be prepaid and added unless otherwise specified. • Payment terms are net 30 days on approved credit or prepayment. • Delivery is estimated to be within 45-60 days of receipt of written PO (faxed PO's are acceptable). • Quotation expires 30 days from date of quotation.

Please do not hesitate to call me with any questions.

Authorized by: _____
Jay Spadafora, Technical Sales Specialist

Mailing & Shipping Address:
3248 Lake Woodard Dr. • Raleigh, NC 27604 • USA
Telephone: (919) 255-3220 • Toll Free: 800-849-0472 • Fax: (919) 255-6120

[Home](#) / [Evidence Collection](#) / [View All Evidence Collection](#)

DrySafe™ Forensic Evidence Drying Cabinet



Your Cart

Empty

Other products by [SIRCHIE](#)

Item #: ACEVD96A
 Our Price: \$11,950.00
 Quantity: 1

Categories

- [CLOSEOUT](#)
- [Latent Print Development](#)
- [Fingerprint Taking and Recording](#)
- [RUVIS / Krimesite Imager](#)
- [Alternate Light Sources \ Bluemaxx](#)
- [Forensic Containment Evidence Collection](#)
- [Impression Evidence-- Tire & Footprint Casting/Lifting](#)
- [Optical Enhancement](#)
- [Measuring Scales](#)
- [Forensic and Identification Photography](#)
- [Presumptive Drug Testing Kits](#)
- [Forensic Evidence Collection](#)
- [Forensic Analysis Equipment](#)
- [Forensic Ultraviolet Lights](#)
- [Theft Detection](#)
- [Computer Software](#)
- [SIRCHIE Gear](#)

Email A Friend

Send this product to a friend...

Your Name: _____

Your Email: _____

Friend Email: _____



Description

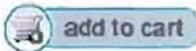
Dry and store evidence with SIRCHIE®'s DRYSAFE Forensic Evidence Drying Cabinet. The cabinet protects your evidence from airborne pathogens and cross-contamination while eliminating personnel exposure to putrid odors of decomposition and harmful bacteria or

viruses. The unit is configured to clean the incoming "drying" air through pre-filtration and then filter the cabinet exhaust air through a combination of bonded carbon and HEPA filtration. Decontamination of the SIRCHIE® evidence drying cabinet between cases eliminates residual DNA that may affect subsequent serology. SIRCHIE® offers a highly effective decontamination spray that will provide high-level disinfection of the cabinet. This spray will also help remove harmful pathogens from prefilters and HEPA filters. SIRCHIE®'s special bonded carbon filters are designed to remove the active (noncarcinogenic) ingredients in the SIRCHIE® spray down solution. Prior to decontamination, the hose-down nozzle may be used to remove gross matter. Collapsible shelves may be removed for either high-temperature sterilization or low-temperature, high-level disinfection. The automatic pump allows for easy disposal of waste water into a catch tank or nearby drain. Filters are included with all DRYSAFE Evidence Drying Cabinets.

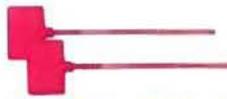
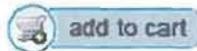
More Items In View All Evidence Collection



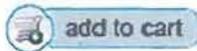
[DrySafe™ Forensic Evidence Drying Cabinet](#)



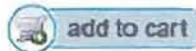
[Blue Drying Cabinet Evidence Tags, 25](#)



[Red Drying Cabinet Evidence Tags, 25](#)



[Bonded, Carbon-Activated Filter for Bench Top to 96" DrySafe](#)





Project #: 13373
Proposal Date: October 6, 2010

Evidence Lockers—Elevation C

Storage Solution:

Elevation C Consists of:

1 DSM Blood Drying Cabinet, 36" wide x 24" deep x 82" high
Interior dimensions, 30" wide x 21" deep x 62" high
Stainless steel interior and exterior throughout
1 stainless steel removable hanger rod
3 stainless steel adjustable shelves
Easy access to replace air filters
Combination lock on door
Adjustable floor levelers

Project Investment:

Net Materials	\$12,515.00
Installation	\$730.00
Inside Delivery	<u>\$190.00</u>
Total—Elevation C	\$13,435.00

Please allow approximately 6-7 weeks from the date of your signed order/receipt date of your purchase order.

Pricing in this proposal is valid for 30 days.



**Berwyn
Police Department**

6401 W 31st Street
Berwyn, Illinois 60402
(708) 795-5600 FAX (708)749-0492

To: Mayor Lovero and Members of City Council
From: Unit Commander Joseph Santangelo, Detective Bureau
Subject: Evidence Storage Lockers

The Berwyn Police Department is in Phase 2 of updating evidence technologies within the Police Department and is seeking Council approval for updating the current Evidence Lockers. There are security risks inherited in the initial construction of the Police Department that need to be updated in order to streamline the chain of custody of evidence and provide better security.

The current evidence Lockers use a key for entry into the lockers allowing the officers to drop the key through a security hole after securing the evidence within the lockers. This created accountability issues, as keys have gone missing in the past.

The current lockers are not appropriately sized and cannot house evidence the size of shotguns, rifles or equivalent evidence.

The current lockers do not have any type of refrigerant capabilities which is essential in preserving evidence that can expire without proper temperature control.

Extensive research was done for the purpose of properly securing evidence and concluded that a keyless entry system is necessary to lock down the chain of custody and maximizing security of the evidence. Once Officers place evidence within the lockers, Officers are required to push a security button assigned to the locker. Once pushed does not allow any unauthorized personnel to access the evidence. The only authorized entry would be that of the Detective in Charge of Evidence.

Extensive research eliminated all but three companies that provide Evidence Storage Lockers: All Storage Products, Sentinel and Bradford Systems. Only Bradford Systems met the requirements sought by the Berwyn Police Department and the have installed evidence storage cabinets in the past at the Berwyn Police Department.

\$21,025.00 Bradford Systems. The cost includes delivery, installation and warranty

Respectfully,

Unit Commander Joseph Santangelo



K. Consent Agenda



The City of Berwyn



Nona N. Chapman
1st Ward Alderman

A Century of Progress with Pride

6700 West 26th Street Berwyn, Illinois 60402-0701 Telephone: (708) 749-8401 Fax: (708) 788-2675
www.berwyn-il.gov

April 7, 2011

Mayor Robert J. Lovero
Members of the City Council
City of Berwyn

SUBJECT: Payroll March 30, 2011

Ladies and Gentlemen:

The current payroll has been prepared for review by the finance department and is ready for approval at the April 12, 2011 meeting.

Payroll: March 30, 2011 in the amount of \$916,776.24.

Respectfully Submitted,

Nona N. Chapman
Budget Committee Chairman

K-2

The City of Berwyn



Nona N. Chapman
1st Ward Alderman

A Century of Progress with Pride

8700 West 26th Street Berwyn, Illinois 60402-0701 Telephone: (708) 749-6401 Fax: (708) 788-2675
www.berwyn-il.gov

April 8, 2011

Mayor Robert J. Lovero
Members of the City Council
City of Berwyn

SUBJECT: Payables April 12, 2011 meeting

Ladies and Gentlemen:

The current payables were prepared for review by the finance department and are ready for approval at the April 12, 2011 meeting.

Total Payables: April 12, 2011 in the amount of \$2,318,118.28.

Respectfully Submitted,

A handwritten signature in cursive script that reads "Nona N. Chapman".

Nona N. Chapman
Budget Committee Chairman

Payment Register

From Payment Date: 3/23/2011 - To Payment Date: 4/13/2011

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
01 - General Cash									
<u>Check</u>									
11710	03/23/2011	Open			Accounts Payable	Nicor Gas	\$7,579.91		
11711	03/23/2011	Open			Accounts Payable	Tim Wallace Snowplow Supply	\$144.00		
11712	03/23/2011	Open			Accounts Payable	U.S. Cellular	\$129.94		
11713	03/23/2011	Open			Accounts Payable	Voltexx, Inc.	\$323.81		
11714	03/24/2011	Open			Accounts Payable	Frank Novolny & Associates	\$46,717.10		
11715	03/30/2011	Open			Accounts Payable	LYONS TREE SERVICE, INC.	\$6,500.00		
11716	03/30/2011	Open			Accounts Payable	PINNER ELECTRIC CO	\$25,080.65		
11717	03/30/2011	Open			Accounts Payable	Plech Decorating, Inc.	\$3,810.00		
11720	04/07/2011	Open			Accounts Payable	Greater Illinois Title	\$550.00		
11721	04/13/2011	Open			Accounts Payable	1st Source America	\$2,754.57		
11722	04/13/2011	Open			Accounts Payable	ABC Automotive Electronics	\$1,044.50		
11723	04/13/2011	Open			Accounts Payable	ABC Commercial Maintenance Services, Inc.	\$5,430.00		
11724	04/13/2011	Open			Accounts Payable	AETNA - U.S. Healthcare	\$26,162.10		
11725	04/13/2011	Open			Accounts Payable	Air One Equipment, Inc.	\$88.87		
11726	04/13/2011	Open			Accounts Payable	Alex Hernandez	\$128.98		
11727	04/13/2011	Open			Accounts Payable	Allegheny Valley Bank	\$73,988.36		
11728	04/13/2011	Open			Accounts Payable	Alliance Entertainment	\$47.52		
11729	04/13/2011	Open			Accounts Payable	Allied Asphalt	\$2,091.85		
11730	04/13/2011	Open			Accounts Payable	Amazon.com	\$908.33		
11731	04/13/2011	Open			Accounts Payable	American Legal Publishing Corporation	\$378.00		
11732	04/13/2011	Open			Accounts Payable	American Library Association	\$130.00		
11733	04/13/2011	Open			Accounts Payable	American Messaging	\$15.11		
11734	04/13/2011	Open			Accounts Payable	Ana L. Robles	\$1,475.00		
11735	04/13/2011	Open			Accounts Payable	Antonio Montiel	\$61.77		
11736	04/13/2011	Open			Accounts Payable	Aqua Chill of Chicago # 22	\$230.00		
11737	04/13/2011	Open			Accounts Payable	AT & T	\$4,300.70		
11738	04/13/2011	Open			Accounts Payable	AT & T	\$19,549.58		
11739	04/13/2011	Open			Accounts Payable	AT & T	\$259.19		
11740	04/13/2011	Open			Accounts Payable	AudioGo	\$494.18		
11741	04/13/2011	Open			Accounts Payable	Austin Meade Financial Ltd.	\$478.77		
11742	04/13/2011	Open			Accounts Payable	AVAYA INC.	\$40.15		
11743	04/13/2011	Open			Accounts Payable	Baker & Taylor, Inc.	\$1,971.50		
11744	04/13/2011	Open			Accounts Payable	BANC OF AMERICA PUB CAPTL CORP	\$5,512.68		
11745	04/13/2011	Open			Accounts Payable	Barbara Ziemba	\$83.21		
11746	04/13/2011	Open			Accounts Payable	Bellwood Public Library	\$34.00		
11747	04/13/2011	Open			Accounts Payable	Berwyn Ace Hardware	\$48.96		
11748	04/13/2011	Open			Accounts Payable	Berwyn Development Corporation	\$616,401.50		
11749	04/13/2011	Open			Accounts Payable	Berwyn Library Building Fund	\$661.97		
11750	04/13/2011	Open			Accounts Payable	Blue Cross / Blue Shield of Illinois	\$544,013.58		

Payment Register

From Payment Date: 3/23/2011 - To Payment Date: 4/13/2011

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
11751	04/13/2011	Open			Accounts Payable	Blunders Tree Service & Landscaping	\$2,400.00		
11752	04/13/2011	Open			Accounts Payable	BONNIE RUNIMAS	\$150.00		
11753	04/13/2011	Open			Accounts Payable	Brakes Plus Automotive, Inc.	\$1,937.21		
11754	04/13/2011	Open			Accounts Payable	Brian Koski	\$1,824.00		
11755	04/13/2011	Open			Accounts Payable	BRIANA PERLOT	\$200.00		
11756	04/13/2011	Open			Accounts Payable	C & G Development ,LLC	\$1,475.00		
11757	04/13/2011	Open			Accounts Payable	Cardiac Science Corporation	\$271.45		
11758	04/13/2011	Open			Accounts Payable	Cardinal Tracking, Inc.	\$1,925.84		
11759	04/13/2011	Open			Accounts Payable	Carmen Flores	\$1,475.00		
11760	04/13/2011	Open			Accounts Payable	Case Lots, Inc.	\$68.70		
11761	04/13/2011	Open			Accounts Payable	Case Ware international, Inc.	\$324.00		
11762	04/13/2011	Open			Accounts Payable	CDW Government, Inc.	\$2,589.46		
11763	04/13/2011	Open			Accounts Payable	Center Point Large Print	\$2,173.92		
11764	04/13/2011	Open			Accounts Payable	CHICAGO BADGE COMPANY	\$44.32		
11765	04/13/2011	Open			Accounts Payable	Chicago Office Technology Group	\$614.88		
11766	04/13/2011	Open			Accounts Payable	Cicero Public Library	\$20.00		
11767	04/13/2011	Open			Accounts Payable	CITADEL	\$90.00		
11768	04/13/2011	Open			Accounts Payable	Clerk of the Circuit Court of Cook County	\$10.00		
11769	04/13/2011	Open			Accounts Payable	CMAP	\$25.00		
11770	04/13/2011	Open			Accounts Payable	COMCAST CABLE	\$48.68		
11771	04/13/2011	Open			Accounts Payable	ComEd	\$3,501.78		
11772	04/13/2011	Open			Accounts Payable	ComEd	\$7,197.98		
11773	04/13/2011	Open			Accounts Payable	COMPLETE TEMPERATURE SYSTEMS, INC.	\$514.45		
11774	04/13/2011	Open			Accounts Payable	COMPUTER POWER SYSTEMS, INC.	\$773.75		
11775	04/13/2011	Open			Accounts Payable	CONSTELLATION NEW ENERGY INC.	\$14,579.03		
11776	04/13/2011	Open			Accounts Payable	CrimeReports	\$3,348.60		
11777	04/13/2011	Open			Accounts Payable	Crowe Horwath, LLP	\$12,000.00		
11778	04/13/2011	Open			Accounts Payable	CUDA LAW OFFICES, LTD	\$214.50		
11779	04/13/2011	Open			Accounts Payable	Dell Marketing, LP	\$7,506.58		
11780	04/13/2011	Open			Accounts Payable	DEMCO EDUCATIONAL CORP	\$27.24		
11781	04/13/2011	Open			Accounts Payable	Diamond Graphics, Inc.	\$1,330.00		
11782	04/13/2011	Open			Accounts Payable	Digital Combustion, Inc.	\$3,762.00		
11783	04/13/2011	Open			Accounts Payable	Discovery Awnings & Canopies, INC.	\$400.00		
11784	04/13/2011	Open			Accounts Payable	Discovery Awnings & Canopies, INC.	\$8,100.00		
11785	04/13/2011	Open			Accounts Payable	DR. J.K. PATEL	\$1,886.00		
11786	04/13/2011	Open			Accounts Payable	DRIVERS LICENSE GUIDE COMPANY	\$137.65		
11787	04/13/2011	Open			Accounts Payable	DVA.COM	\$248.90		
11788	04/13/2011	Open			Accounts Payable	Easy English News	\$56.00		
11789	04/13/2011	Open			Accounts Payable	ELEEN GREGOR	\$200.00		
11790	04/13/2011	Open			Accounts Payable	Eleuterio Abarca	\$211.01		

Payment Register

From Payment Date: 3/23/2011 - To Payment Date: 4/13/2011

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
11791	04/13/2011	Open			Accounts Payable	Elite Deposition Services	\$252.90		
11792	04/13/2011	Open			Accounts Payable	Elmhurst Public Library	\$62.00		
11793	04/13/2011	Open			Accounts Payable	Emma Caywood	\$151.00		
11794	04/13/2011	Open			Accounts Payable	Equilibrium IT Solutions, Inc.	\$962.50		
11795	04/13/2011	Open			Accounts Payable	ERIK ESPY	\$45.72		
11796	04/13/2011	Open			Accounts Payable	Erik Esquivel	\$50.00		
11797	04/13/2011	Open			Accounts Payable	Federal Express Corporation	\$51.95		
11798	04/13/2011	Open			Accounts Payable	Felco Vending, Inc.	\$124.00		
11799	04/13/2011	Open			Accounts Payable	Fernando & Federico Cardenas	\$1,475.00		
11800	04/13/2011	Open			Accounts Payable	Flash Electric Company	\$6,000.00		
11801	04/13/2011	Open			Accounts Payable	Fort Dearborn Life Insurance Company	\$4,873.42		
11802	04/13/2011	Open			Accounts Payable	Frank Novotny & Associates	\$2,949.30		
11803	04/13/2011	Open			Accounts Payable	Fuhrmann Engineering Inc.	\$5,403.83		
11804	04/13/2011	Open			Accounts Payable	Fullmer Locksmith Service, Inc.	\$995.00		
11805	04/13/2011	Open			Accounts Payable	GABRIELA GONZALEZ	\$650.00		
11806	04/13/2011	Open			Accounts Payable	GALE	\$182.22		
11807	04/13/2011	Open			Accounts Payable	Gavin R.Zarbock	\$650.00		
11808	04/13/2011	Open			Accounts Payable	GAYLORD BROS INC	\$309.90		
11809	04/13/2011	Open			Accounts Payable	Gema Romero	\$44.99		
11810	04/13/2011	Open			Accounts Payable	GemmaMedia LLC	\$457.00		
11811	04/13/2011	Open			Accounts Payable	Goldstine,Skrodzki,Russian,Nemec & Hoff, LTD.	\$8,370.31		
11812	04/13/2011	Open			Accounts Payable	Gregory Skoubis	\$26.66		
11813	04/13/2011	Open			Accounts Payable	Gryphon Training Group,Inc.	\$250.00		
11814	04/13/2011	Open			Accounts Payable	Gurtner Plumbing, Inc.	\$2,630.00		
11815	04/13/2011	Open			Accounts Payable	H J MOHR & SONS CO	\$1,267.71		
11816	04/13/2011	Open			Accounts Payable	HASTINGS AIR-ENERGY CONTROL	\$1,464.79		
11817	04/13/2011	Open			Accounts Payable	HD SUPPLY WATERWORKS,LTD	\$13,605.46		
11818	04/13/2011	Open			Accounts Payable	HELD IMAGES	\$250.00		
11819	04/13/2011	Open			Accounts Payable	HIGHSMITH COMPANY	\$215.79		
11820	04/13/2011	Open			Accounts Payable	HINCKLEY SPRINGS	\$19.47		
11821	04/13/2011	Open			Accounts Payable	Home Depot Credit Services	\$283.93		
11822	04/13/2011	Open			Accounts Payable	ID LABEL INCORPORATED	\$446.00		
11823	04/13/2011	Open			Accounts Payable	Illinois Office of the State Fire Marshal	\$200.00		
11824	04/13/2011	Open			Accounts Payable	Illinois Paper & Copier Company	\$58.70		
11825	04/13/2011	Open			Accounts Payable	Infinity Sign & Graphics	\$288.00		
11826	04/13/2011	Open			Accounts Payable	Ingram Library Services	\$5,126.64		
11827	04/13/2011	Open			Accounts Payable	INTOXIMETERS	\$481.60		
11828	04/13/2011	Open			Accounts Payable	J & M FENCE	\$1,801.00		
11829	04/13/2011	Open			Accounts Payable	Jack's Rental, Inc.	\$365.72		
11830	04/13/2011	Open			Accounts Payable	James Frank	\$172.00		
11831	04/13/2011	Open			Accounts Payable	James McDonnell	\$4,456.48		

Payment Register

From Payment Date: 3/23/2011 - To Payment Date: 4/13/2011

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
11832	04/13/2011	Open			Accounts Payable	James Tadrowski	\$1,650.00		
11833	04/13/2011	Open			Accounts Payable	JMS ENVIRONMENTAL ASSOC.	\$1,125.00		
11834	04/13/2011	Open			Accounts Payable	JNC CONSULTING, INC	\$1,500.00		
11835	04/13/2011	Open			Accounts Payable	John Hall	\$342.42		
11836	04/13/2011	Open			Accounts Payable	John Marchand	\$200.00		
11837	04/13/2011	Open			Accounts Payable	John Tarullo	\$3,770.00		
11838	04/13/2011	Open			Accounts Payable	John Wysocki	\$90.00		
11839	04/13/2011	Open			Accounts Payable	JORGE JIMENEZ	\$64,007.31		
11840	04/13/2011	Open			Accounts Payable	Josephine Tucci	\$159.50		
11841	04/13/2011	Open			Accounts Payable	Jozef Sobczak	\$10.52		
11842	04/13/2011	Open			Accounts Payable	Julian J. Lazzara	\$500.00		
11843	04/13/2011	Open			Accounts Payable	Just Tires	\$1,024.39		
11844	04/13/2011	Open			Accounts Payable	K's Quality Construction, Inc.	\$1,395.00		
11845	04/13/2011	Open			Accounts Payable	KIWANIS CLUB OF BERWYN	\$500.00		
11846	04/13/2011	Open			Accounts Payable	L - K Fire Extingulsher Service	\$360.45		
11847	04/13/2011	Open			Accounts Payable	Landmark Audiobooks	\$20.00		
11848	04/13/2011	Open			Accounts Payable	Laner Muchin Dombrow Becker Levin & Tech, Ltd	\$4,476.66		
11849	04/13/2011	Open			Accounts Payable	LARRY LEVIN	\$200.00		
11850	04/13/2011	Open			Accounts Payable	LCT Design Group,LLC	\$2,868.75		
11851	04/13/2011	Open			Accounts Payable	Linda Putnam	\$225.00		
11852	04/13/2011	Open			Accounts Payable	Lisa Kovacek	\$260.00		
11853	04/13/2011	Open			Accounts Payable	Lyons Public Library	\$33.00		
11854	04/13/2011	Open			Accounts Payable	LYONS TREE SERVICE,INC.	\$2,440.00		
11855	04/13/2011	Open			Accounts Payable	M. K. Sports	\$3,000.00		
11856	04/13/2011	Open			Accounts Payable	M.J. Parker	\$21,960.00		
11857	04/13/2011	Open			Accounts Payable	MARIE L.ROGERS	\$581.00		
11858	04/13/2011	Open			Accounts Payable	McDonald Modular Solutions, Inc.	\$95.00		
11859	04/13/2011	Open			Accounts Payable	McDonough Mechanical Services, Inc.	\$122.11		
11860	04/13/2011	Open			Accounts Payable	Medical Reimbursement Services, Inc.	\$4,440.00		
11861	04/13/2011	Open			Accounts Payable	Menards	\$79.96		
11862	04/13/2011	Open			Accounts Payable	Metro Clerking,Inc.	\$20.00		
11863	04/13/2011	Open			Accounts Payable	Metro Power, Inc.	\$2,327.95		
11864	04/13/2011	Open			Accounts Payable	Metropolitan Fire Chief's Association	\$120.00		
11865	04/13/2011	Open			Accounts Payable	MICHELE D.SKRYD	\$943.90		
11866	04/13/2011	Open			Accounts Payable	MICRO MARKETING,LLC	\$497.20		
11867	04/13/2011	Open			Accounts Payable	Midwest Tape	\$477.74		
11868	04/13/2011	Open			Accounts Payable	Miguel A.Santiago Consulting,Inc	\$5,000.00		
11869	04/13/2011	Open			Accounts Payable	Mike & Sons	\$4,253.85		
11870	04/13/2011	Open			Accounts Payable	Mike Jiang	\$1,475.00		
11871	04/13/2011	Open			Accounts Payable	MILTON F PERSIN	\$56.40		
11872	04/13/2011	Open			Accounts Payable	MJG CONSULTING,LLC	\$750.00		
11873	04/13/2011	Open			Accounts Payable	MRA	\$25,148.90		

Payment Register

From Payment Date: 3/23/2011 - To Payment Date: 4/13/2011

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
11874	04/13/2011	Open			Accounts Payable	NATIONAL SEED	\$1,827.50		
11875	04/13/2011	Open			Accounts Payable	NEAL & LEROY,L.L.C.	\$1,512.40		
11876	04/13/2011	Open			Accounts Payable	New Reader Press	\$61.61		
11877	04/13/2011	Open			Accounts Payable	Nextel Communications	\$1,029.67		
11878	04/13/2011	Open			Accounts Payable	Nicor Gas	\$18,358.77		
11879	04/13/2011	Open			Accounts Payable	Nicor Gas	\$679.00		
11880	04/13/2011	Open			Accounts Payable	North Riverside Public Library	\$23.00		
11881	04/13/2011	Open			Accounts Payable	NSI Signs,inc.	\$3,329.26		
11882	04/13/2011	Open			Accounts Payable	Odelson & Sterk, LTD	\$15,123.38		
11883	04/13/2011	Open			Accounts Payable	Ofelia Valdivinos	\$500.00		
11884	04/13/2011	Open			Accounts Payable	Office Depot	\$513.72		
11885	04/13/2011	Open			Accounts Payable	Office Equipment Sales	\$169.40		
11886	04/13/2011	Open			Accounts Payable	OLYMPIA KALICNIN	\$200.00		
11887	04/13/2011	Open			Accounts Payable	OVERDOORS OF IL	\$262.60		
11888	04/13/2011	Open			Accounts Payable	Paradise 4 Paws	\$238.50		
11889	04/13/2011	Open			Accounts Payable	Patricia Gutierrez	\$1,475.00		
11890	04/13/2011	Open			Accounts Payable	Patricia M. Bombard	\$500.00		
11891	04/13/2011	Open			Accounts Payable	Patrick N.Murray	\$2,275.00		
11892	04/13/2011	Open			Accounts Payable	PAUL GARDNER	\$540.00		
11893	04/13/2011	Open			Accounts Payable	PEARSON EDUCATION	\$228.84		
11894	04/13/2011	Open			Accounts Payable	Pedro Hernandez	\$5,350.00		
11895	04/13/2011	Open			Accounts Payable	Personalized Awards	\$5,004.25		
11896	04/13/2011	Open			Accounts Payable	PINNER ELECTRIC CO	\$29,321.83		
11897	04/13/2011	Open			Accounts Payable	PNC Equipment Finance	\$4,388.00		
11898	04/13/2011	Open			Accounts Payable	Pony Baseball	\$715.00		
11899	04/13/2011	Open			Accounts Payable	PROFESSIONAL PEST CONTROL,INC.	\$65.00		
11900	04/13/2011	Open			Accounts Payable	Quality BackFlow Testing,Inc.	\$345.00		
11901	04/13/2011	Open			Accounts Payable	Random House, Inc.	\$215.00		
11902	04/13/2011	Open			Accounts Payable	RAY O'HERRON CO.INC.	\$515.00		
11903	04/13/2011	Open			Accounts Payable	RESTORE CONSTRUCTION INC./ EMERGENCY SERVICES	\$2,418.00		
11904	04/13/2011	Open			Accounts Payable	RESURRECTION HEALTH CARE	\$282.50		
11905	04/13/2011	Open			Accounts Payable	Rita B. Hadadiyan	\$226.75		
11906	04/13/2011	Open			Accounts Payable	Rizza Ford	\$506.05		
11907	04/13/2011	Open			Accounts Payable	ROBERT DWAN	\$569.36		
11908	04/13/2011	Open			Accounts Payable	Robert Schiller	\$252.52		
11909	04/13/2011	Open			Accounts Payable	ROCKY MOUNTAIN TRACKING,INC.	\$30.20		
11910	04/13/2011	Open			Accounts Payable	RONALD HAMILTON	\$20.84		
11911	04/13/2011	Open			Accounts Payable	Roscoe Company	\$1,809.60		
11912	04/13/2011	Open			Accounts Payable	SABER-TOOTH COMPUTING	\$2,500.00		
11913	04/13/2011	Open			Accounts Payable	Salvador L. Gamino	\$2,264.77		
11914	04/13/2011	Open			Accounts Payable	Sam's Club	\$10.71		
11915	04/13/2011	Open			Accounts Payable	Sam's Club	\$468.08		

Payment Register

From Payment Date: 3/23/2011 - To Payment Date: 4/13/2011

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
11916	04/13/2011	Open			Accounts Payable	Sandmeyer's Bookstore	\$168.63		
11917	04/13/2011	Open			Accounts Payable	SARAH'S INN	\$4,661.60		
11918	04/13/2011	Open			Accounts Payable	Secretary of State	\$360.00		
11919	04/13/2011	Open			Accounts Payable	SENTIMENTAL REFLECTIONS	\$60.00		
11920	04/13/2011	Open			Accounts Payable	SHANE'S OFFICE SUPPLY CO.	\$187.65		
11921	04/13/2011	Open			Accounts Payable	SHOESTRING BUSINESS MARKETING	\$742.00		
11922	04/13/2011	Open			Accounts Payable	Showcases	\$510.11		
11923	04/13/2011	Open			Accounts Payable	SIKICH LLP	\$150.00		
11924	04/13/2011	Open			Accounts Payable	SPECIALTY STORE UNLIMITED	\$82.37		
11925	04/13/2011	Open			Accounts Payable	Sprint	\$732.32		
11926	04/13/2011	Open			Accounts Payable	STANDARD & POOR'S	\$298.00		
11927	04/13/2011	Open			Accounts Payable	Standard Equipment Company	\$1,553.92		
11928	04/13/2011	Open			Accounts Payable	STATE INDUSTRIAL PRODUCTS	\$255.46		
11929	04/13/2011	Open			Accounts Payable	Storino, Ramello & Durkin	\$9,957.42		
11930	04/13/2011	Open			Accounts Payable	Strictly Sewers	\$4,650.00		
11931	04/13/2011	Open			Accounts Payable	Suburban Laboratories, Inc.	\$335.00		
11932	04/13/2011	Open			Accounts Payable	Suburban Life Publications	\$252.24		
11933	04/13/2011	Open			Accounts Payable	Sue Marschall	\$40.00		
11934	04/13/2011	Open			Accounts Payable	Sunbelt Rentals	\$1,134.90		
11935	04/13/2011	Open			Accounts Payable	SUPERIOR AWARDS	\$148.00		
11936	04/13/2011	Open			Accounts Payable	Superior Lamp Inc.	\$213.25		
11937	04/13/2011	Open			Accounts Payable	Tammy Sheedy	\$27.00		
11938	04/13/2011	Open			Accounts Payable	Ted McKnight	\$500.00		
11939	04/13/2011	Open			Accounts Payable	Tele-Tron Ace Hardware	\$582.97		
11940	04/13/2011	Open			Accounts Payable	THE AV CAFE	\$182.48		
11941	04/13/2011	Open			Accounts Payable	The Lead Inspector USA, Inc.	\$350.00		
11942	04/13/2011	Open			Accounts Payable	Thomas Ford Memorial Library	\$15.00		
11943	04/13/2011	Open			Accounts Payable	Thomas J. Pavlik	\$6.00		
11944	04/13/2011	Open			Accounts Payable	THOMPSON ELEVATOR INSPECTION SERVICE INC.	\$100.00		
11945	04/13/2011	Open			Accounts Payable	THYSSENKRUPP ELEVATOR CORP.	\$1,032.89		
11946	04/13/2011	Open			Accounts Payable	Tiberiu Lupancu	\$1,475.00		
11947	04/13/2011	Open			Accounts Payable	TIGER DIRECT	\$42.88		
11948	04/13/2011	Open			Accounts Payable	TOTAL PARKING SOLUTIONS,INC.	\$339.00		
11949	04/13/2011	Open			Accounts Payable	Town of Cicero, Animal Welfare Dept.	\$251.50		
11950	04/13/2011	Open			Accounts Payable	Traffic Control & Protection Inc.	\$78.75		
11951	04/13/2011	Open			Accounts Payable	TRUCKPRO,INC.	\$269.50		
11952	04/13/2011	Open			Accounts Payable	Tryad Automotive	\$811.20		
11953	04/13/2011	Open			Accounts Payable	U.S. Cellular	\$324.39		
11954	04/13/2011	Open			Accounts Payable	Union Arms Co.	\$680.00		
11955	04/13/2011	Open			Accounts Payable	United Parcel Service	\$17.92		
11956	04/13/2011	Open			Accounts Payable	UPSTART INC	\$687.90		

Payment Register

From Payment Date: 3/23/2011 - To Payment Date: 4/13/2011

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
11957	04/13/2011	Open			Accounts Payable	US Gas	\$379.40		
11958	04/13/2011	Open			Accounts Payable	VCG UNIFORM/CARLSON MURRAY	\$362.90		
11959	04/13/2011	Open			Accounts Payable	Vermeer - Illinois, Inc.	\$257.60		
11960	04/13/2011	Open			Accounts Payable	Voltexx, Inc.	\$305.86		
11961	04/13/2011	Open			Accounts Payable	WALGREENS CO.	\$33.19		
11962	04/13/2011	Open			Accounts Payable	WEIMER MACHINE	\$14,978.02		
11963	04/13/2011	Open			Accounts Payable	WEST CENTRAL MUNICIPAL CONFERE	\$150.00		
11964	04/13/2011	Open			Accounts Payable	West Suburban Directed Gang Enforcement	\$750.00		
11965	04/13/2011	Open			Accounts Payable	West Suburban Pads	\$8,671.41		
11966	04/13/2011	Open			Accounts Payable	WIDAMAN SIGNS	\$325.00		
11967	04/13/2011	Open			Accounts Payable	Willowbrook Ford	\$87,500.00		
11968	04/13/2011	Open			Accounts Payable	Wisconsin Bench	\$9,561.60		
11969	04/13/2011	Open			Accounts Payable	Wisconsin Bench	\$741.35		
11970	04/13/2011	Open			Accounts Payable	WORLD FUEL SERVICES	\$534.10		
11971	04/13/2011	Open			Accounts Payable	Zee Medical, Inc.	\$339.97		
Type Check Totals:							260 Transactions	\$1,975,545.03	

01 - General Cash Totals

Checks	Status	Count	Transaction Amount	Reconciled Amount
	Open	260	\$1,975,545.03	
	Total	260	\$1,975,545.03	\$0.00
All	Status	Count	Transaction Amount	Reconciled Amount
	Open	260	\$1,975,545.03	
	Total	260	\$1,975,545.03	\$0.00

Grand Totals:

Checks	Status	Count	Transaction Amount	Reconciled Amount
	Open	260	\$1,975,545.03	
	Total	260	\$1,975,545.03	\$0.00
All	Status	Count	Transaction Amount	Reconciled Amount
	Open	260	\$1,975,545.03	
	Total	260	\$1,975,545.03	\$0.00

Payment Register

From Payment Date: 3/16/2011 - To Payment Date: 4/30/2011

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
01 - General Cash									
<u>EFT</u>									
21	03/18/2011	Open			Accounts Payable	American Express	\$337,353.25		
22	03/30/2011	Open			Accounts Payable	Key Government Finance, Inc.	\$540.00		
28	04/04/2011	Open			Accounts Payable	New World Systems	\$4,680.00		
Type EFT Totals:							3 Transactions	\$342,573.25	
01 - General Cash Totals									

EFTs	Status	Count	Transaction Amount	Reconciled Amount
	Open	3	\$342,573.25	
	Total	3	\$342,573.25	\$0.00
All	Status	Count	Transaction Amount	Reconciled Amount
	Open	3	\$342,573.25	
	Total	3	\$342,573.25	\$0.00

Grand Totals:

EFTs	Status	Count	Transaction Amount	Reconciled Amount
	Open	3	\$342,573.25	
	Total	3	\$342,573.25	\$0.00
All	Status	Count	Transaction Amount	Reconciled Amount
	Open	3	\$342,573.25	
	Total	3	\$342,573.25	\$0.00

Wire Transfers

The City of Berwyn



**Theodore J.
Polashek**

A Century of Progress with Pride

6700 West 28th Street Berwyn, Illinois 60402-0701 Telephone: (708) 749-8406 Fax: (708) 788-2875
www.berwyn-il.gov

April 6, 2011

Honorable Mayor Robert J. Lovero and
Members of City Council

Re: Handicap Sign Request No. 724 - Carmen Pillet
1617 S. Scoville Ave.

Mayor and City Council Members:

I concur with the investigating officers recommendations in the attached handicap sign application to **Approve** the request.

Respectfully,

Theodore Polashek
6th Ward Alderman

Berwyn
Police Department

6401 West 31st Street
Berwyn, Illinois 60402-0733
Phone (708) 795-5600
(Fax) 795-5627 Emergency 9-1-1

**TO: HONORABLE MAYOR ROBERT J. LOVERO AND
MEMBERS OF THE BERWYN CITY COUNCIL**

**FROM: BERWYN POLICE DEPARTMENT
LOCAL ORDINANCE DIVISION**

DATE: March 10, 2011

RE: HANDICAPPED SIGN FOR: Carmen Pillet #724

**ATTACHED IS A REQUEST FOR A HANDICAPPED SIGN TO BE
ERECTED IN THE CITY OF BERWYN PARKWAY IN FRONT OF:**

1617 S. Scoville Ave.

PLEASE REVIEW THE ATTACHED PAPERWORK AND ADVISE.

CC: ALDERMAN Theodore Polashek

Berwyn Police Department

CITY OF BERWYN
CLERK'S OFFICE

2011 MAR 10 A 11:39

6401 West 31st Street
Berwyn, Illinois 60402-0733
Phone (708) 795-5600
(Fax) 795-5627 Emergency 911

Handicapped Parking Sign Request & Report

To: Mayor Robert J. Lovero
And Members of City Council

From: Berwyn Police Department
Community Service Division

Date: 03-09-2011

Application: 724

Name of Applicant: Carmen Pillet

Address: 1617 S. Scoville Ave, Berwyn, IL 60402

Telephone: _____

Nature of Disability: _____

Information	YES	NO	Information	YES	NO
Doctor's Note/ Affidavit:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Interviewed:	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Owner's Support Letter:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Handicap Plates:	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Garage:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Wheelchair:	—	—
Driveway:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Walker:	—	—
Off Street:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Cane:	—	—
On Street:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Oxygen:	—	—
Meets Requirements:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Report Number: 11-02591		

Recommendation: APPROVE DENY

Reporting Officer: Raimondi#192

Comments:

Alderman: *Polashek*

Ward: *6*



Berwyn Police Department



6401 West 31st Street
Berwyn, Illinois 60402-0733
Phone (708) 795-5600

(Fax) 795-5627 Emergency 911

HANDICAPPED PARKING INTERVIEW FORM

Name of Handicapped Person: Carmen Pillet

Applicant Address: 1617 S. Scoville Ave, Berwyn, IL 60402

Applicant Phone #:

Applicant D/L or ID#: N/A

D.O.B

Caregivers Name: Michelle Pillet

Caregivers D/L #: _____

Vehicle Make: Nissan Vehicle Model: Altima Vehicle Year: 2005 Vehicle Color: Dk Blue

License Plate

Handicapped Placard #: BC18736

Does Applicant Use:

Wheelchair: Walker Cane Oxygen

Parking Availability:

Driveway: Garage: On Street: Off Street:

Notes: Carmen Pillet is requesting handicapped parking signs to be placed in front of her residence. Ms Pillet is an _____ . There is a garage on the premises, in which Ms Pillet is unable to maneuver the _____ Caregivers come to the residence several times per week, thus, access to the front of the residence is easier.

Applicant Interview

Date: <u>03/05/2011</u>	Time: <u>1200 Hrs</u>	Results: _____
Date: _____	Time: _____	Results: _____
Date: _____	Time: _____	Results: _____
Date: _____	Time: _____	Results: _____

Completion Date: 03/092011

Logged In Book: 03/09/2011

Application Number: 724

JAN 25 2011

CITY OF BERWYN - AFFIDAVIT FOR HANDICAPPED SIGN

PLEASE PRINT

Carmen Pillet
(Handicapped Person Name)

1617 Scoville Avenue
(Address)

Michelle Pillet
(Applicant's Name)

(daughter Michelle)
(Phone)

PLEASE PRINT

I hereby affirm that the information provided is true and correct, and it shall be prohibited and unlawful for any person to file a sworn affidavit which said person knows to be false or believes to be false.

Carmen Pillet
(Signature of Applicant)

1/17/2011
(Date)

PLEASE PRINT

PHYSICIAN MUST FILL OUT THE NATURE OF PATIENT'S HANDICAP

I HEREBY CERTIFY THAT THE PHYSICAL CONDITIONS OF THE ABOVE NAMES "HANDICAPPED PERSON" CONSTITUTES HIM/HER A HANDICAPPED PERSON AS DEFINED UNDER THE STATUTORY PROVISION PAR. 1-159.1 (PHYSICALLY HANICAPPED PERSON - Every Natural person who has permanently lost the use of a leg or both legs or an arm or both arms or any combination thereof or any person who is so severely disabled as to be unable to move without the aid of crutches or a wheelchair.)

(Physician's Signature)

11 22/11
(Date)

(PLEASE PRINT - PHYSICIAN'S Name and Address)

(Phone)

HANDICAPPED STATE PLATE _____

VEHICLE TAG # BC18736 YR 2014

REGULAR STATE PLATE # _____

HANDICAP STATE CARD # _____

YOU MUST HAVE A HANDICAP STATE PLATE OR CARD TO PARK VEHICLE IN A HANDICAPPED SPOT.

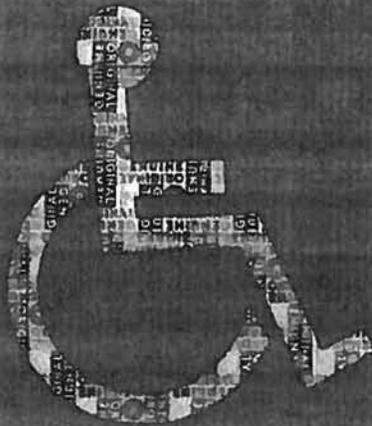
REMOVE BEFORE VEHICLE IS IN MOTION.
THIS PLACARD IS NOT TRANSFERABLE.
IT IS ILLEGAL TO COPY OR DUPLICATE THIS PLACARD.

THE AUTHORIZED HOLDER MUST BE PRESENT AND MUST ENTER OR EXIT THE VEHICLE AT THE TIME THE PARKING PRIVILEGES ARE BEING USED. UNAUTHORIZED USE MAY RESULT IN A \$500 FINE AND SUSPENSION OF DRIVER'S LICENSE AND/OR REVOCATION OF THE PLACARD.



PERMANENT

BC18736



0	0
1	1
2	2
3	3
4	4
5	5
6	6
7	7
8	8
9	9

EXPIRES THE LAST DAY OF:

Jan. Feb. Mar. Apr. May June

July Aug. Sept. Oct. Nov. Dec.

2014



ILLINOIS

Jesse White
Secretary of State

Berwyn Police Department

6401 West 31st Street Berwyn, IL 60402 (708) 795-5600

Incident#: 11-02591

STATION COMPLAINT UCR 9041 (Applicant File)	DESCRIPTION Applicant File	INCIDENT # 11-02591
REPORT TYPE Incident Report	RELATED CAD # C11-010620	HOW RECEIVED Telephone
WHEN REPORTED 03/09/2011 10:42	LOCATION OF OFFENSE (HOUSE NO., STREET NAME) 1617 S SCOVILLE AV Berwyn, IL 60402	
TIME OF OCCURRENCE 03/09/2011 10:42	STATUS CODE	STATUS DATE

INVOLVED ENTITIES

NAME PILLET, CARMEN	DOB	AGE	ADDRESS 1617 S SCOVILLE AV Berwyn, IL 60402
SEX F	RACE	HGT 5' 4"	WGT
CLOTHING		HAIR Black	EYES Brown
UCR 9041 (Applicant File) - 0 count(s)		DL #	RELATED EVENT #

NAME PILLET, MICHELLE M	DOB	AGE	ADDRESS 1617 S SCOVILLE AV Berwyn, IL 60402
SEX F	RACE White, Caucasian	HGT 5' 1"	WGT
CLOTHING		HAIR Brown	EYES Brown
UCR 9041 (Applicant File) - 0 count(s)		DL #	RELATED EVENT #

INVOLVED VEHICLES

VEH/PLATE #	STATE IL	TYPE Sedan, 4-door	INVOLVEMENT	VIN #
YEAR 2005	MAKE Nissan	MODEL Altima	COLOR	COMMENTS
OWNER PILLET, MICHELLE M				

NARRATIVES

PRIMARY NARRATIVE

In Summary:

Carmen Pillet, who resides at 1617 S. Scoville Avenue, Berwyn, IL 60402, is requesting handicapped parking signs to be placed in front of her residence. Ms Pillet has an , which limits her mobility on a daily basis. Ms Pillet is a previous applicant, whose signs were removed due to non-payment for sign renewal. There is no driveway, but there is a garage on the premises, however, Ms Pillet is unable to in the garage. A van comes three times a week, to take Ms Pillet to . and a private caregiver comes to the house frequently.

Ms Pillet meets the City and State requirements for being handicapped.

For the above listed reasons, this officer feels that this application should be considered for approval at this time.

Berwyn Police Department

6401 West 31st Street Berwyn, IL 60402 (708) 795-5600

Incident#: 11-02591

STATION COMPLAINT UCR	DESCRIPTION	INCIDENT #	
9041 (Applicant File)	Applicant File	11-02591	
REPORT TYPE	RELATED CAD #	HOW RECEIVED	
Incident Report	C11-010620	Telephone	
WHEN REPORTED	LOCATION OF OFFENSE (HOUSE NO., STREET NAME)		
03/09/2011 10:42	1617 S SCOVILLE AV Berwyn, IL 60402		
TIME OF OCCURRENCE	STATUS CODE	STATUS DATE	
03/09/2011 10:42			
REPORTING OFFICER	STAR #	REVIEWER	STAR #
RAIMONDI, MARGO J	192		
ASSISTING OFFICERS	OFFICERS		STAR #

The City of Berwyn



**Theodore J.
Polashek**

A Century of Progress with Pride

6700 West 28th Street Berwyn, Illinois 60402-0701 Telephone: (708) 749-6408 Fax: (708) 788-2875
www.berwyn-il.gov

April 6, 2011

Honorable Mayor Robert J. Lovero and
Members of City Council

Re: Handicap Sign Request No. 727 - Curtis Brown
1832 S. Clarence Ave

Mayor and City Council Members:

I concur with the investigating officers recommendations in the attached handicap sign application to **Approve** the request.

Respectfully,

Theodore Polashek
6th Ward Alderman

Berwyn
Police Department

6401 West 31st Street
Berwyn, Illinois 60402-0733
Phone (708) 795-5600
(Fax) 795-5627 Emergency 9-1-1

**TO: HONORABLE MAYOR ROBERT J. LOVERO AND
MEMBERS OF THE BERWYN CITY COUNCIL**

**FROM: BERWYN POLICE DEPARTMENT
LOCAL ORDINANCE DIVISION**

DATE: March 31, 2011

RE: HANDICAPPED SIGN FOR: Curtis Brown # 727

**ATTACHED IS A REQUEST FOR A HANDICAPPED SIGN TO BE
ERECTED IN THE CITY OF BERWYN PARKWAY IN FRONT OF:**

1832 S. Clarence Ave.

PLEASE REVIEW THE ATTACHED PAPERWORK AND ADVISE.

CC: ALDERMAN Polashek

Berwyn Police Department

CITY OF BERWYN
CLERK'S OFFICE
2011 MAR 31 A 9:02

6401 West 31st Street
Berwyn, Illinois 60402-0733
Phone (708) 795-5600
(Fax) 795-5627 Emergency 911

Handicapped Parking Sign Request & Report

To: Mayor Robert J. Lovero
And Members of City Council

From: Berwyn Police Department
Community Service Division

Date: 03-30-2011

Application: 727

Name of Applicant: Curtis Brown

Address: 1832 S. Clarence Ave, Berwyn, IL 60402

Telephone:

Nature of Disability

Information	YES	NO	Information	YES	NO
Doctor's Note/ Affidavit:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Interviewed:	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Owner's Support Letter:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Handicap Plates:	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Garage:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Wheelchair:	—	—
Driveway:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Walker:	—	—
Off Street:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Cane:	—	—
On Street:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Oxygen:	—	—
Meets Requirements:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Report Number: 11-03497		

Recommendation: APPROVE DENY

Reporting Officer: Raimondi#192

Comments:

Alderman: Jolashak

Ward: 6



Berwyn Police Department



6401 West 31st Street
Berwyn, Illinois 60402-0733
Phone (708) 795-5600
(Fax) 795-5627 Emergency 911

HANDICAPPED PARKING INTERVIEW FORM

Name of Handicapped Person: Curtis Brown

Applicant Address: 1832 S. Clarence Ave, Berwyn, IL 60402

Applicant Phone #: _____

Applicant D/L or ID#: N/A

D.O.B: _____

Caregivers Name: Tina L. Graham

Caregivers D/L #: _____

Vehicle Make: Dodge Vehicle Model: Caravan Vehicle Year: 2000 Vehicle Color: Gray

License Plate _____

Handicapped Placard #: BB56812

Does Applicant Use:

Wheelchair Walker: Cane Oxygen

Parking Availability:

Driveway: Garage: On Street: Off Street:

Notes: Tina Graham is requesting handicapped parking signs to be placed in front of her residence. Ms Graham's son, Curtis Brown suffers from _____ . Curtis utilizes a _____

Applicant Interview

Date: 03/29/2011 Time: 1030 Hrs Results: _____

Date: _____ Time: _____ Results: _____

Completion Date: 03/30/2011

Logged In Book: 03/30/2011

Application Number: 727

Berwyn Police Department

6401 West 31st Street Berwyn, IL 60402 (708) 795-5600

Incident#: 11-03497

STATION COMPLAINT UCR 9041 (Applicant File)	DESCRIPTION Applicant File	INCIDENT # 11-03497
REPORT TYPE Incident Report	RELATED CAD # C11-014294	HOW RECEIVED Telephone
WHEN REPORTED 03/30/2011 11:03	LOCATION OF OFFENSE (HOUSE NO., STREET NAME) 1832 CLARENCE AV #1ST FLOOR Berwyn, IL 60402	

TIME OF OCCURRENCE 03/30/2011 11:03	STATUS CODE	STATUS DATE
--	-------------	-------------

INVOLVED ENTITIES

NAME **Juvenile**	DOB **/**/****	AGE	ADDRESS **Juvenile**	SEX M	RACE	HGT 4' 1"	WGT 60	HAIR Brown	EYES Brown	PHONE **Juvenile**
CLOTHING										
UCR 9041 (Applicant File) - 0 count(s)										

NAME GRAHAM, TINA LOUISE	DOB	AGE	ADDRESS 1832 S CLARENCE AV 2R Berwyn, IL 60402	SEX F	RACE	HGT 5' 3"	WGT 180	HAIR Black	EYES Brown	PHONE G65081278744
CLOTHING										
UCR 9041 (Applicant File) - 0 count(s)										

INVOLVED VEHICLES

VEHPLATE #	STATE IL	TYPE Van/Minivan	INVOLVEMENT	VIN #
YEAR 2000	MAKE Dodge	MODEL Caravan	COLOR	COMMENTS
OWNER Graham, Tina Louise				

NARRATIVES

PRIMARY NARRATIVE

In Summary:

Tina L. Graham, who resides at 1832 S. Clarence Ave, Berwyn, IL 60402, is requesting handicapped signs to be placed in front of said address. Ms Graham's son Curtis Brown, suffers from [redacted] which limits his mobility on a daily basis. Ms Graham supplied an owner consent letter from her landlord, Alvaro Valencia. There is a garage on the premises which Ms Graham does not have access to.

Curtis Brown meets the City and State requirements for being handicapped.

For the above listed reasons, this officer feels that this application should be considered for approval at this time.

Berwyn Police Department

6401 West 31st Street Berwyn, IL 60402 (708) 795-5600

Incident#: 11-03497

STATION COMPLAINT UCR 9041 (Applicant File)	DESCRIPTION Applicant File	INCIDENT # 11-03497
REPORT TYPE Incident Report	RELATED CAD # C11-014294	HOW RECEIVED Telephone
WHEN REPORTED 03/30/2011 11:03	LOCATION OF OFFENSE (HOUSE NO., STREET NAME) 1832 CLARENCE AV #1ST FLOOR Berwyn, IL 60402	
TIME OF OCCURRENCE 03/30/2011 11:03	STATUS CODE	STATUS DATE
REPORTING OFFICER RAIMONDI, MARGO J	STAR # 192	REVIEWER STAR #
ASSISTING OFFICERS	OFFICERS	STAR #

03-05-11

To Whome it may concern i do
agree to let Tina Graham have handcap
signs in front of the building of 1832
Chesterence.

Alvaro Salmeri

X

The City of Berwyn



Rafael Avila
7th Ward Alderman

A Century of Progress with Pride

6700 West 26th Street Berwyn, Illinois 60402-0701 Telephone: (708) 749-6407 Fax: (708) 788-2875
www.berwyn-il.gov

April 6, 2011

Honorable mayor Robert J. Lovero and
Members of City Council

Re: Handicap Sign Request No. 726 - Jean Malecek
2118 S. Clinton Ave.

Mayor and City Council Members:

At this time I would like to override recommendations of the investigating officer for the attached handicap sign application and ask that the City Council **Approve** the request.

Respectfully,

Rafael Avila
7th Ward Alderman

Berwyn
Police Department

6401 West 31st Street
Berwyn, Illinois 60402-0733
Phone (708) 795-5600
(Fax) 795-5627 Emergency 9-1-1

**TO: HONORABLE MAYOR ROBERT J. LOVERO AND
MEMBERS OF THE BERWYN CITY COUNCIL**

**FROM: BERWYN POLICE DEPARTMENT
LOCAL ORDINANCE DIVISION**

DATE: March 29, 2011

RE: HANDICAPPED SIGN FOR: Jean Malecek # 726

**ATTACHED IS A REQUEST FOR A HANDICAPPED SIGN TO BE
ERECTED IN THE CITY OF BERWYN PARKWAY IN FRONT OF:**

2118 S. Clinton Ave.

PLEASE REVIEW THE ATTACHED PAPERWORK AND ADVISE.

CC: ALDERMAN

Avila

Berwyn Police Department

CITY OF BERWYN,
CLERK'S OFFICE

2011 MAR 22 P 1: 22

6401 West 31st Street
Berwyn, Illinois 60402-0733
Phone (708) 795-5600
(Fax) 795-5627 Emergency 911

Handicapped Parking Sign Request & Report

To: Mayor Robert J. Lovero
And Members of City Council

From: Berwyn Police Department
Community Service Division

Date: 03-22-2011

Application: 726

Name of Applicant: Jean Malecek

Address: 2118 S. Clinton Ave, Berwyn, IL 60402

Telephone 5

Nature of Disability:

Information	YES	NO	Information	YES	NO
Doctor's Note/ Affidavit:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Interviewed:	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Owner's Support Letter:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Handicap Plates:	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Garage:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Wheelchair:	—	—
Driveway:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Walker:	—	—
Off Street:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Cane:	—	—
On Street:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Oxygen:	—	—
Meets Requirements:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Report Number: 11-03060		

Recommendation: APPROVE DENY

Reporting Officer: Raimondi#192

Comments:

Alderman: Avila

Ward: 7



Berwyn Police Department



6401 West 31st Street
Berwyn, Illinois 60402-0733
Phone (708) 795-5600

(Fax) 795-5627 Emergency 911

HANDICAPPED PARKING INTERVIEW FORM

Name of Handicapped Person: Jean Malecek

Applicant Address: 2118 S. Clinton Ave, Berwyn, IL 60402

Applicant Phone #: _____

Applicant D/L or ID#: N/A

D.O.B _____

Caregivers Name: N/A

Caregivers D/L #: N/A

Vehicle Make: N/A

Vehicle Model: N/A

Vehicle Year: N/A

Vehicle Color: N/A

License Plate: N/A

Handicapped Placard #: BA05056

Does Applicant Use:

Wheelchair. Walker Cane Oxygen

Parking Availability:

Driveway: Garage: On Street: Off Street:

Notes: Jean Malecek is requesting handicapped parking signs to be placed in front of her residence. Ms Malecek suffers from _____ which limits her mobility on a daily basis. Ms Malecek does not own a vehicle. There is a garage on the premises.

Applicant Interview

Date: 03/15/2011 Time: 1200 Hrs Results: _____

Date: _____ Time: _____ Results: _____

Completion Date: 03/22/2011

Logged In Book: 03/22/2011

Application Number: 726

Robert J. Lovero

Mayor



JUL 08 2010

A Century of Progress with Pride

6700 West 26th Street Berwyn, Illinois 60402-0701 Telephone: (708) 788-2660 Fax: (708) 749-8910
www.berwyn-il.gov

2009 HANDICAP SIGN AFFIDAVIT

PLEASE PRINT

JEAN MALECEK
(Name of Handicapped Person)

2118 S. CLINTON AVE., Berwyn, IL
(Address of Handicapped Person) 6041

JEAN MALECEK
(Name of Applicant)

(Phone Number of Handicapped Person)

I hereby affirm that the information provided is true and correct, and it shall be prohibited and unlawful for any person to file a sworn affidavit which said person knows to be false or believes to be false.

Jean Malecek
(Signature of Applicant)

June 9, 2010
(Date)

PHYSICIANS STATEMENT
PLEASE PRINT NATURE OF PATIENT'S HANDICAP

IE

I, HEREBY CERTIFY THAT THE PHYSICAL CONDITION OF THE ABOVE NAMED "HANDICAPPED PERSON" CONSTITUTES HIM/HER A HANDICAPPED PERSON AS DEFINED UNDER THE STATUTORY PROVISION PAR. 1-159.1 (Physically Handicapped Person - Every person who has permanently lost the use of a leg or both legs or an arm or both arms or any combination thereof, or any person who is so severely disabled as to be unable to move without the aid of crutches or a wheelchair).

(Print - Name of Physician)

(Print - Address of Physician)

(Signature of Physician)

(Physicians Phone #)

(Date)

Handicapped State Plate # _____

Vehicle Tag # _____ Year _____

Regular State Plate # _____

Handicap State Card # _____

**YOU MUST HAVE A HANDICAP STATE PLATE OR CARD TO PARK YOUR VEHICLE
IN A HANDICAPPED PARKING SPACE.**

Berwyn Police Department

6401 West 31st Street Berwyn, IL 60402 (708) 795-5600

Incident#: 11-03060

STATION COMPLAINT UCR 9041 (Applicant File)	DESCRIPTION Applicant File	INCIDENT # 11-03060
REPORT TYPE Incident Report	RELATED CAD # C11-012459	HOW RECEIVED Radio
WHEN REPORTED 03/19/2011 10:39	LOCATION OF OFFENSE (HOUSE NO., STREET NAME) 2118 S CLINTON AV Berwyn, IL 60402	
TIME OF OCCURRENCE 03/19/2011 10:39	STATUS CODE	STATUS DATE

INVOLVED ENTITIES									
NAME	DOB	AGE	ADDRESS						
MALACEK, JEAN			2118 S Clinton AV Berwyn, IL 60402						
SEX	RACE	HGT	WGT	HAIR	EYES	PHONE			
F	White, Caucasian								
CLOTHING	SID #	DL #	FBI #						
UCR	TYPE			RELATED EVENT #					
9041 (Applicant File) - 0 count(s)	Reporting Party								

NARRATIVES

PRIMARY NARRATIVE

In Summary:

Jean Malecek, who resides at 2118 S. Clinton Avenue, Berwyn, IL 60402, is requesting handicapped signs to be placed in front of her residence. Ms Malecek suffers from _____, and utilizes a _____, which limits her mobility at times.

Ms Malecek owns the property, and there is a two car garage on the premises. Ms Malecek does not own a vehicle but related that she does sometimes have caretakers who come to her house.

Due to off-street parking availability (garage) and Ms Malacek not owning a vehicle, this officer feels that this application should be denied at this time.

REPORTING OFFICER RAIMONDI, MARGO J	STAR # 192	REVIEWER	STAR #
--	---------------	----------	--------

ASSISTING OFFICERS

OFFICERS STAR #

ILLINOIS SECRETARY OF STATE
HANDICAPPED PARKING - RECIPIENT INQUIRY 03/19/11

NAME MALECEK, JEAN, TELEPHONE
ADDR 2118 SO CLINTON AVE DRIVERS LC# - -
CITY BERWYN IL 60402 REC STATUS INDIVIDUAL
COMMENTS PERMANENT

DOB
GBD 00/00/0000 GBR GBW MALE/FEMALE F
LAST TYPE ACTION RN LAST TYPE ACTION DATE 12/01/09 PRT-STAT NO
LAST OPR ID NSB ACTIVE CARDS 01 DOC CARD NO BA5056 ALLOC / /
CARD NUM CARD STATUS ISSUE DATE EXP DATE METHOD MICROFILM NO
FAC CODE ALLOC DATE

BA5056 CURRENT 12/01/09 04/14 MAIL-IN
.. .. / / / ..

The City of Berwyn



Nora Laureto
8th Ward Alderman

K-b

A Century of Progress with Pride

8700 West 26th Street Berwyn, Illinois 60402-0701 Telephone: (708) 749-6408 Fax: (708) 788-2675
www.berwyn-il.gov

March 30, 2011

Honorable Mayor Robert J. Lovero and
Members of City Council

Re: Handicap Sign Request No. 722 – Robert E. Chirko
1437 S. Clarence Ave.

Mayor and City Council Members;

I concur with the investigating officer's recommendation in the attached handicap sign application to **Approve** the request.

Respectfully,

Nora Laureto
8th Ward Alderman

Berwyn
Police Department

6401 West 31st Street
Berwyn, Illinois 60402-0733
Phone (708) 795-5600
(Fax) 795-5627 Emergency 9-1-1

**TO: HONORABLE MAYOR ROBERT J. LOVERO AND
MEMBERS OF THE BERWYN CITY COUNCIL**

**FROM: BERWYN POLICE DEPARTMENT
LOCAL ORDINANCE DIVISION**

DATE: March 29, 2011

RE: HANDICAPPED SIGN FOR: Robert E. Chirko #722

**ATTACHED IS A REQUEST FOR A HANDICAPPED SIGN TO BE
ERECTED IN THE CITY OF BERWYN PARKWAY IN FRONT OF:**

1437 S. Clarence Ave.

PLEASE REVIEW THE ATTACHED PAPERWORK AND ADVISE.

CC: ALDERMAN Laureto

Berwyn Police Department

6401 West 31st Street
Berwyn, Illinois 60402-0733
Phone (708) 795-5600
(Fax) 795-5627 Emergency 911

CITY OF BERWYN
CLERK'S OFFICE
2011 MAR -8 A 9: 2b

Handicapped Parking Sign Request & Report

To: Mayor Robert J. Lovero
And Members of City Council

From: Berwyn Police Department
Community Service Division

Date: 03-04-2011

Application: 722

Name of Applicant: Robert E. Chirko

Address: 1437 S. Clarence Ave. Berwyn, IL 60402

Telephone: :

Nature of Disability:

Information	YES	NO	Information	YES	NO
Doctor's Note/ Affidavit:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Interviewed:	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Owner's Support Letter:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Handicap Plates:	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Garage:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Wheelchair:	—	—
Driveway:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Walker:	—	—
Off Street:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Cane:	—	—
On Street:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Oxygen:	—	<input type="checkbox"/>
Meets Requirements:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Report Number: 11-02396		

Recommendation: APPROVE DENY

Reporting Officer: Raimondi#192

Comments:

Alderman: *Laureto*

Ward: 8



Berwyn Police Department



6401 West 31st Street
Berwyn, Illinois 60402-0733
Phone (708) 795-5600
(Fax) 795-5627 Emergency 911

HANDICAPPED PARKING INTERVIEW FORM

Name of Handicapped Person: Robert E. Chirko

Applicant Address: 1437 S. Clarence Ave, Berwyn, IL 60402

Applicant Phone #: _____

Applicant D/L or ID#: _____

D.O.B _____

Caregivers Name: Robert J. Chirko

Caregivers D/L #: N/A

Vehicle Make: GMC Vehicle Model: _____ Vehicle Year: 2005 Vehicle Color: Gold

License Plate: _____

Handicapped Placard #: UA37748

Does Applicant Use:

Wheelchair: _____ Walker: _____ Cane: _____ Oxygen: _____

Parking Availability:

Driveway: Garage: On Street: Off Street:

Notes: Robert E. Chirko is requesting handicapped parking signs to be placed in front of his residence. Mr Chirko is not ambulatory, and utilizes a _____ Access to the front door of his residence is easier for Mr Chirko, because there are hand rails on the front steps.

Applicant Interview

Date: 03/03/2011 Time: 8:00 Hrs Results: _____

Date: _____ Time: _____ Results: _____

Completion Date: 03/052011

Logged In Book: 03/05/2011

Application Number: 722

Berwyn Police Department

6401 West 31st Street Berwyn, IL 60402 (708) 795-5600

Incident#: 11-02396

STATION COMPLAINT UCR	DESCRIPTION	INCIDENT #
9041 (Applicant File)	Applicant File	11-02396
REPORT TYPE	RELATED CAD #	HOW RECEIVED
Incident Report	C11-009794	Radio
WHEN REPORTED	LOCATION OF OFFENSE (HOUSE NO., STREET NAME)	
03/04/2011 07:28	1437 S CLARENCE AV Berwyn, IL 60402	
TIME OF OCCURRENCE	STATUS CODE	STATUS DATE
03/04/2011 07:28		

INVOLVED ENTITIES

NAME	DOB	AGE	ADDRESS	RELATED EVENT #
CHIRKO, ROBERT J			1437 S CLARENCE AV Berwyn, IL 60402	
SEX RACE	HGT	WGT	HAIR EYES	PHONE
M White, Caucasian	5' 8"	165	Bald Green	
CLOTHING	SID #		DL #	FBI #
UCR			TYPE	RELATED EVENT #
9041 (Applicant File) - 0 count(s)			Reporting Party	

NAME	DOB	AGE	ADDRESS	RELATED EVENT #
CHIRKO, ROBERT E			1437 S Clarence AV Berwyn, IL 60402	
SEX RACE	HGT	WGT	HAIR EYES	PHONE
M White, Caucasian			Grey	
CLOTHING	SID #		DL #	FBI #
UCR			TYPE	RELATED EVENT #
9041 (Applicant File) - 0 count(s)			Reporting Party	

INVOLVED VEHICLES

VEHPLATE #	STATE	TYPE	INVOLVEMENT	VIN #
	IL	Carryall/SUV		
YEAR	MAKE	MODEL	COLOR	COMMENTS
	Ford	Escape	Red	
OWNER	CHIRKO, ROBERT E			
VEHPLATE #	STATE	TYPE	INVOLVEMENT	VIN #
	IL	Carryall/SUV		
YEAR	MAKE	MODEL	COLOR	COMMENTS
2005	GMC	(unknown)		
OWNER	CHIRKO, ROBERT J			

NARRATIVES

PRIMARY NARRATIVE

In Summary:

Robert E. Chirko, who resides at 1437 S. Clarence Ave, Berwyn, IL 60402, is requesting handicapped parking signs to be placed in front of his residence. Mr. Chirko suffers from _____ and _____, thus limiting his mobility on a daily basis. Mr Chirko utilizes a _____ therefore access to the front entrance of his residence is easier, due to the handrails on the front stairway. There are currently two handicapped parking spaces (1429 and 1406 Clarence) on the block. Mr Chirko has a garage on the premises, however, it is being used

Berwyn Police Department

6401 West 31st Street Berwyn, IL 60402 (708) 795-5600

Incident#: 11-02396

STATION COMPLAINT UCR	DESCRIPTION	INCIDENT #
9041 (Applicant File)	Applicant File	11-02396
REPORT TYPE	RELATED CAD #	DOT #
Incident Report	C11-009794	
WHEN REPORTED	LOCATION OF OFFENSE (HOUSE NO., STREET NAME)	HOW RECEIVED
03/04/2011 07:28	1437 S CLARENCE AV Berwyn, IL 60402	Radio
TIME OF OCCURRENCE	STATUS CODE	STATUS DATE
03/04/2011 07:28		

to store a boat and an antique vehicle. On street parking is limited.

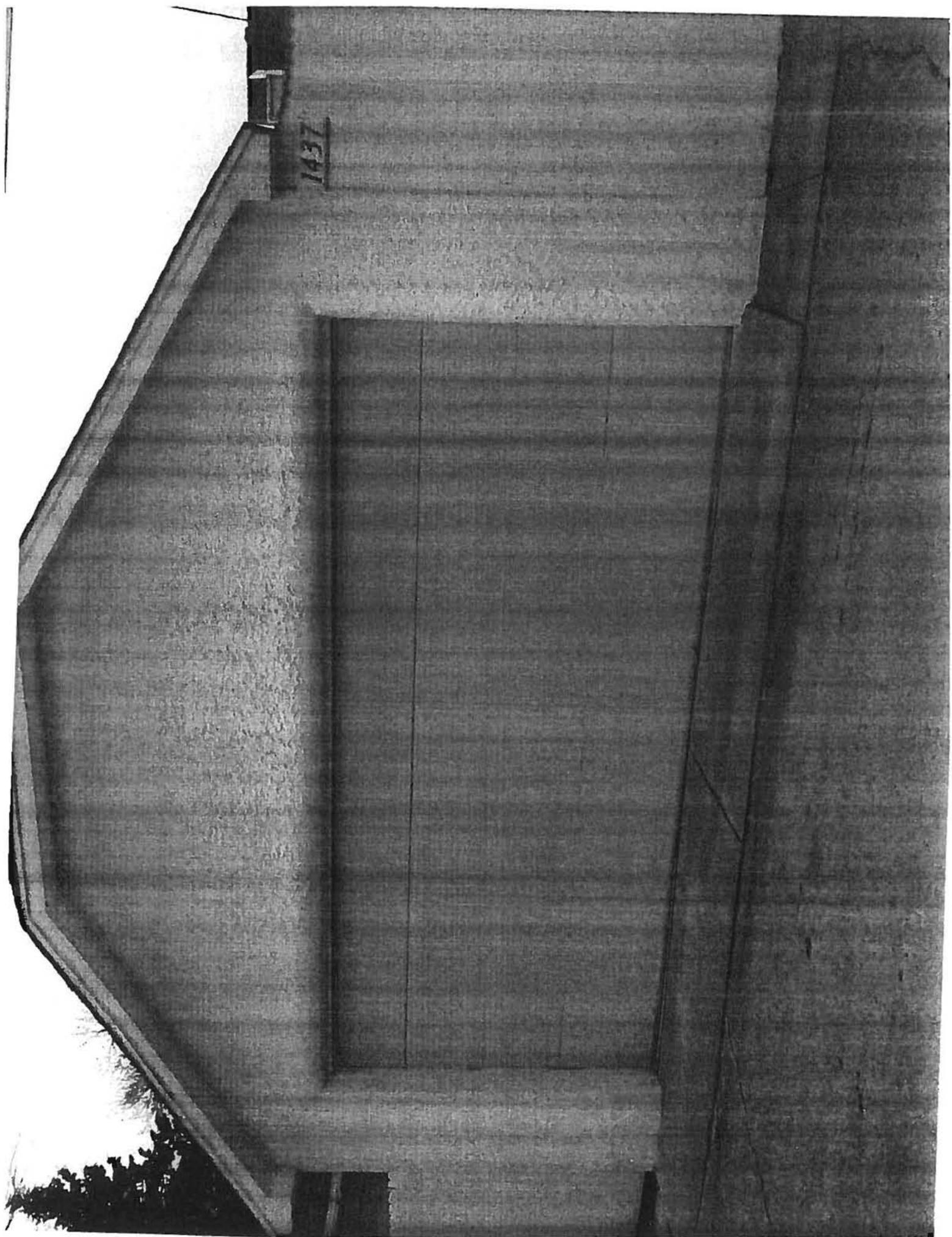
Mr. Chirko meets the City and State requirements for being handicapped.

For the above listed reasons, this officer feels that this application should be considered for approval at this time.

REPORTING OFFICER	STAR #	REVIEWER	STAR #
RAIMONDI, MARGIO J	192		

ASSISTING OFFICERS

OFFICERS	STAR #
----------	--------



1437

Robert J. Lovero
Mayor



Collections and
Licensing

6700 West 26th Street Berwyn, Illinois 60402-0701 Telephone: (708) 788-2660 Fax: (708) 749-8910
www.berwyn-il.gov

April 7, 2011

Honorable Mayor Robert J. Lovero
And Members of the City Council
Berwyn City Hall
Berwyn, Illinois 60402

Dear Mayor and Council Members:

Attached please find a list of business licenses which were issued by the Collection and Licensing Department during the month of March, 2011. Included are; storefronts, phone use only businesses as well as out of town contractors. I am also providing a list of businesses that have applied for a license with a current status of Application Review/Pending as well as businesses waiting for inspections with a status of Inspections Pending.

Respectfully,

Susan Bradley
Licensing and Collections
sb

BERWYN BUSINESSES - LICENSED IN MARCH, 2011 (STOREFRONTS)

<u>NAME</u>	<u>ADDRESS</u>	<u>CORP. NAME OR OWNERS NAME</u>	<u>COMMENTS</u>
Casa Blanca Liquors (formerly Central Discount Liquors)	6721 W. Roosevelt Road	Fahd Thabet	Groceries/Liquor (708) 484-8990
U. S. Donuts	6944 W. Cermak Road	Ramesh Patel	Restaurant (708) 749-1872
Pizza Platter (new owner - business name remains the same)	6715 W. 26th Street	Gerald Tassos	Restaurant (708) 484-4500
Harlem Marathon	1427 S. Harlem Avenue	Jagdish (Jay) Singh	Filling Station (708) 788-3017

BERWYN BUSINESSES - LICENSED IN MARCH, 2011 (PHONE USE ONLY)

<u>NAME</u>	<u>ADDRESS</u>	<u>CORP. NAME OR OWNERS NAME</u>	<u>COMMENTS</u>
Pedro Lara	3830 S. Maple Ave	Pedro Lara	Contractor (HVAC) (773) 276-7209

**BUSINESS LICENSES ISSUED FOR MARCH, 2011
OUT OF TOWN CONTRACTORS**

Page 1

<u>NAME</u>	<u>ADDRESS</u>	<u>CORP. NAME OR OWNERS NAME</u>	<u>COMMENTS</u>
EGF Electrical	20602 Abbey, Frankfort	EGF Electric	Contractor (Electrical)
JMG Electrical Serv	28540 Streamwood, Beecher	Joseph M. Glowacki	Contractor (Electrical)
Tri-Tel Technical Serv	675 Tollgate, Elgin	Tri-Tel Technical Serv Inc.	Contractor (Electrical)
Police Tronics, Inc.	P. O. Boc 433, Oak Lawn	Police Tronics, Inc.	Contractor (Fire Alarm)
FE Moran, Inc	2165 Shermer, Northern	FE Moran, Inc.	Contractor (Fire Sprinkler)
123 Exteriors	2200 Western, Lisle	123 Exteriors, Inc.	Contractor (General)
Cabeno Environmental	16714 Cherry Creek, Joliet	Cabeno Environmental Serv	Contractor (General)
Global Builders, Inc.	26737 Lindengate, Plainfield	Global Builders, Inc.	Contractor (General)
Hightech Mechanical	3253 Sprucewood, Wilmette	Hightech Mechanical	Contractor (HVAC)
Principle Plumbing, Inc.	2 Shirley, Newark	Principle Plumbing, Inc.	Contractor (Plumbing)
Harris Exteriors & More	1530 Bradley, Streamwood	Harris Exteriors & More, Inc.	Contractor (Roofing)
WBR Roofing Co	25771 Hillview, Mundelein	WBR Roofing Co., In c.	Contractor (Roofing)
Vortex Sewer & Drain	5625 23rd, Cicero	Vortex Sewer & Drain, Inc.	Contractor (Sewer Digger)
Pioneer Tuckpointing	9108 Lincoln, DesPlaines	Pioneer Tuckpointing, Inc.	Contractor (Tuckpointing)
Viking Windows	5357 River, Chicago	Viking Windows, Inc.	Contractor (Window & Door)

Application Review

Business	Name	Address	Last Update	Phone	ID #
<i>PCC South Family Health Center</i>				(708)	12013
6201 W.	Roosevelt Road	Berwyn	IL 60402	1/22/2010	
<i>Raymond's Tacos and Burritos</i>				(708)	12365
6401 W.	34th Street	Berwyn	IL 60402	7/8/2010	
Total Businesses					2

Application Pending

Business	Name	Address	Last Update	Phone	ID #
<i>Andles Investment</i>				(708) 795-2909	12367
6847 W.	Cermak Road	Berwyn IL 60402	7/8/2010		
<i>Lagniappe, LLC</i>				(312) 651-2037	11541
2905 S.	Ridgeland Avenue	Berwyn IL 60402	7/8/2010		
Total Businesses					2

Inspections Pending

Business Name	Address	Last Update	Phone	ID #
<i>American Home Medical Supply, LLC</i>				10852
6506 W. Cermak Road	Berwyn IL 60402	2/24/2011		
<i>Antronio's Bar & Grill</i>			(708)	10764
6317-19 Roosevelt Road W.	Berwyn IL 60402	2/9/2011		
<i>Athletico of Berwyn</i>				10955
6347 W. Cermak Road	Berwyn IL 60402	3/30/2011		
<i>Cicero Auto Parts</i>			(708) 863-5150	12413
6231 W. 26 th Street	Berwyn IL 60402	4/7/2011		
<i>Gas Haven Citgo</i>			(708) 788-6264	10874
1337 S. Harlem Avenue	Berwyn IL 60402	3/14/2011		
<i>Kazz's</i>			(708) 749-0909	10860
7119 W. 16th Street	Berwyn IL 60402	2/24/2011		
<i>Lolita's Mexican Food and Tamales</i>			(708) 795-6856	10831
6340 W. Ogden Avenue	Berwyn IL 60402	1/20/2011		
<i>Marlo Frutos</i>	<i>AKA Frutos Upholstery</i>		(708) 288-9279	12405
6920 W. Cermak Road	Berwyn IL 60402	4/7/2011		
<i>Pav Realtors</i>			(708) 795-7100	10965
6308 W. Cermak Road	Berwyn IL 60402	4/1/2011		
<i>Union Arms Company</i>			(708) 646-5605	12366
6340 W. 26th Street	Berwyn IL 60402	8/30/2010		
Total Businesses				10

The City of Berwyn

K-8



Charles Lazzara
Building Director

A Century of Progress with Pride

April 4, 2011

Honorable Robert J. Lovero
Mayor of the City of Berwyn
Members of City Council

Re: Building and Local Improvement Permits

Gentlemen:

Attached hereto is the financial report of Building and Local Improvement Permits issued by the City of Berwyn for the month of March, 2011, along with a copy of Permit Statistics for this same period.

Respectfully,

Charles D. Lazzara, Director
Building Department

CDL:cr
Encs.

Report Of Building Permits Issued By The City Of Berwyn

Monday, April 04, 2011

Between: 3/1/2011 And 3/31/2011

Name and Address			Issued	Permit No.	Cost Of Improvements	Cost Of Permit
Cool Max Investors, LLC	2338 S. Scoville Avenue	INSTALL A ROOM IN THE ATTIC, FRAME INSULATE, DRYWALL & ELECTRIC TO CODE. RUN DUCT REG & RETS FROM THE 1ST FLOOR TO THE ATTIC. INSTALL ATTIC HANDRAILS.	3/4/2011	Bldg-B 7500-0	\$4,000.00	\$480.00
Tracy Faulkner & Douglas Hagm	3213 S. Scoville Avenue	INSTALL DRAIN TILES IN THE BASEMENT, SUMP PUMP, PIT INSTALLED. INSTALL A NEW BATHROOM IN THE BASEMENT.	3/4/2011	Bldg-B 7501-0	\$10,428.00	\$830.00
Salvadore Carmona	2420 S. Kenilworth Avenue	BASEMENT: ADD A BEDROOM & BATHROOM. MOVE LAUNDRY ROOM - ENCLOSE FURNACE AREA - REPL WINDOW BLOCK WITH NEW EGRESS WINDOW - W/BE 36 X 32 WHEN OPEN.	3/9/2011	Bldg-B 7502-0	\$10,000.00	\$780.00
Mirna Ibarra Renteria	2424 S. Grove Avenue	ATTIC: MAKE 1 BEDROOM & OPEN SPACE IN ATTIC. DRYWALL OVER EXISTING INSULATION. BRING HEAT/DUCTWORK UP FROM BSMT. FOR HEATING ATTIC. INSTALL ELECTRIC TO CODE	3/9/2011	Bldg-B 7503-0	\$1,500.00	\$285.00
Jeff Nerud	6919 W. 31st Street	CONVERTING 1ST CLOSET IN TO A BATHROOM, ADD 1 ELECTRICAL SWITCH & 1 OUTLET IN THE BATHROOM, ADD 1 OUTLET IN THE BEDROOM. REPLACE KITCHEN CABINETS & REPLACE REAR DOOR.	3/10/2011	Bldg-B 7504-0	\$5,000.00	\$430.00
Veronica Arredondo & Jose A. C	1924 S. Grove Avenue	INSTALL 2 FURNACES AND 2 A/C UNITS AND DUCTWORK FOR THE 1ST AND 2ND FLOOR.	3/11/2011	HVAC- 7505-0	\$11,610.00	\$740.00
David Peterson, John Peterson,	1432 S. Home Avenue	DEMOLISH & REMOVE EXISTING GARAGE. CONCRETE GARAGE SLAB WILL REMAIN.	3/21/2011	Bldg-B 7506-0	\$3,000.00	\$55.00
Global Builders, Inc.	3803 S. Gunderson Avenue	ERECT NEW SINGLE FAMILY HOME AND NEW 1" SERVICE - NO GARAGE ON THIS PERMIT	3/21/2011	Bldg-B 7507-0	\$85,000.00	\$5,075.00
JAV Group Investments Corp.	3856 S. Kenilworth Avenue	DEMOLISH OLD GARAGE AND BUILD NEW 18 X 20 X 12.25 DETACHED FRAME GARAGE	3/22/2011	Gar-B 7508-0	\$10,500.00	\$355.00
Christine Sotola	6710 W. 34th Street	REHAB INTERIOR OF HOUSE - HVAC - NEW WINDOWS, SIDING - ADD POWDER ROOM - NEW PLUMBING - 200 AMP ELEC UPGRADE - DECK. (A/C CONDENSOR MUST BE AT REAR OF HOUSE)	3/24/2011	Bldg-B 7509-0	\$60,000.00	\$2,520.00
Rosa L. Magana	2836 S. Ridgeland Avenue	PARTIA DEMO OF WALLS 1ST & 2ND FLRS. REMODEL, PAINT, ADDING BATHROOM IN ATTIC AND 2 BEDROOMS. INSTALL 1" SERVICE WATER UPGRADE - WINDOWS IN BEDROOMS MUST MEET EGRESS CODE OF 5.7 S.F.	3/28/2011	Bldg-B 7510-0	\$31,250.00	\$2,620.00
Emmanuel Bible Church	6666 W. Ogden Avenue	FINAL PLUMBING RE INSPECTION	3/21/2011	Bldg-R 7181-4	\$0.00	\$50.00
Andres Soto & Maria Soto	6504 W. 26th Street	FINAL RE INSPECTION OF HVAC/FINAL BLDG	3/9/2011	Bldg-R 7446-2	\$0.00	\$260.00

Report Of Building Permits Issued By The City Of Berwyn

Monday, April 04, 2011

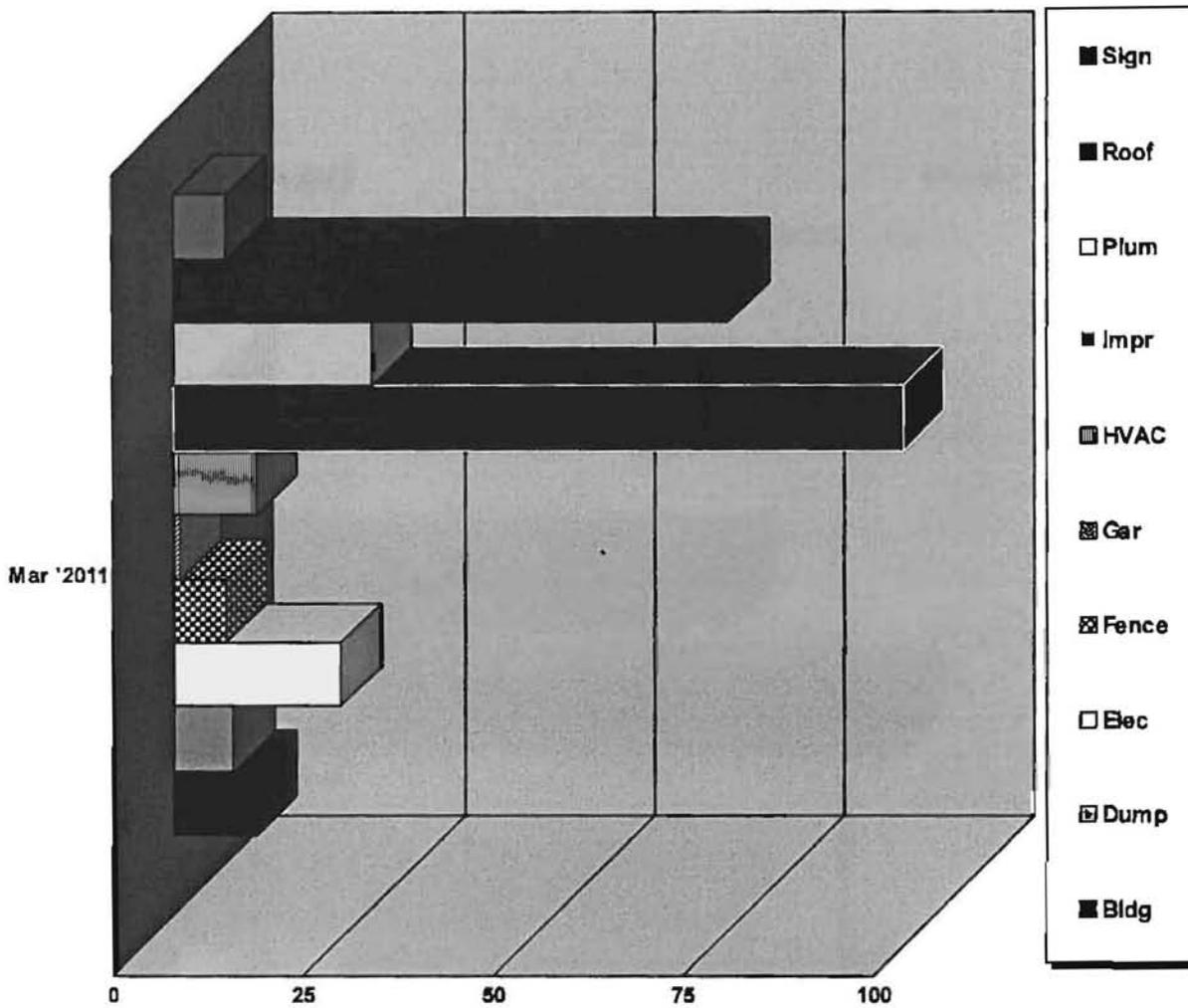
Between: 3/1/2011 And 3/31/2011

<u>Name and Address</u>	<u>Issued</u>	<u>Permit No.</u>	<u>Cost Of Improvements</u>	<u>Cost Of Permit</u>
13 Building Permits Issued During Period	Totals		<u>\$232,288.00</u>	<u>\$14,480.00</u>

Permits Issued

Monday, April 4, 2011 11:19 AM

For Period Beginning 3/1/2011 And Ending 3/31/2011



Permit Detail

2011	March	Bldg	11
2011	March	Dump	8
2011	March	Elec	22
2011	March	Fence	7
2011	March	Gar	1
2011	March	HVAC	11
2011	March	Impr	96
2011	March	Plum	28
2011	March	Roof	73
2011	March	Sign	7

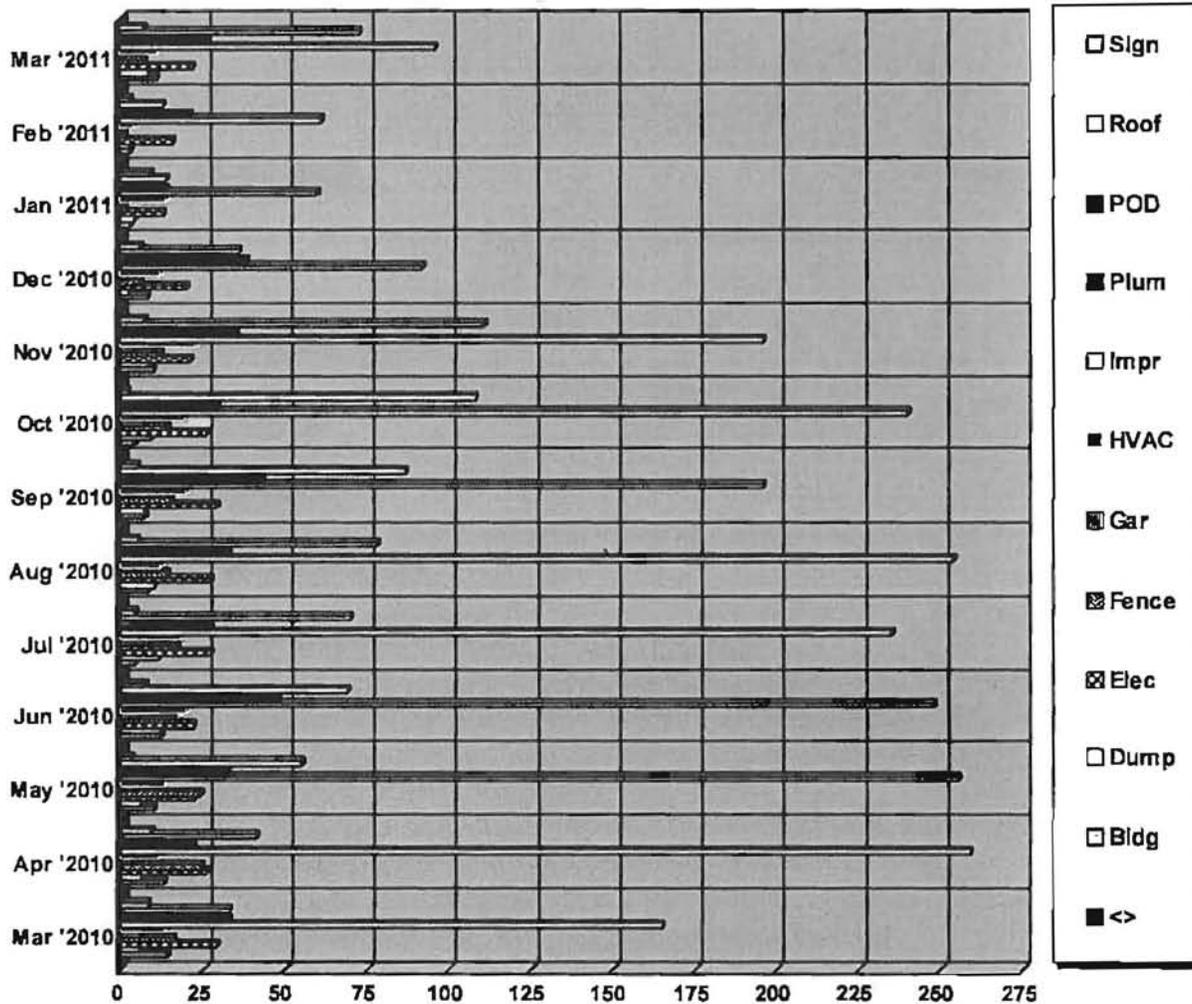
262

Total Permits Issued 262

Permits Issued

Friday, April 1, 2011 11:00 AM

For Period Beginning 3/1/2010 And Ending 3/31/2011



Permit Detail

2011	March	Bldg	11
2011	March	Dump	8
2011	March	Elec	22
2011	March	Fence	7
2011	March	Gar	1
2011	March	HVAC	11
2011	March	Impr	98
2011	March	Plum	28
2011	March	Roof	73
2011	March	Sign	7

262

2011	February	Bldg	3
2011	February	Dump	3
2011	February	Elec	18
2011	February	Fence	1
2011	February	HVAC	4
2011	February	Impr	61
2011	February	Plum	21
2011	February	Roof	13
2011	February	Sign	3

125

2011	January	Bldg	3
2011	January	Dump	4
2011	January	Elec	13
2011	January	Gar	1
2011	January	HVAC	14
2011	January	Impr	60
2011	January	Plum	14
2011	January	POD	1
2011	January	Roof	14
2011	January	Sign	9

2010	December	Bldg	8
2010	December	Dump	2
2010	December	Elec	20
2010	December	Fence	6
2010	December	Gar	2
2010	December	HVAC	12
2010	December	Impr	92
2010	December	Plum	38
2010	December	POD	1
2010	December	Roof	38
2010	December	Sign	6

133

223

Permit Detail

2010	November		1
2010	November	Bldg	10
2010	November	Dump	8
2010	November	Elec	21
2010	November	Fence	12
2010	November	Gar	4
2010	November	HVAC	23
2010	November	Impr	196
2010	November	Plum	35
2010	November	Roof	111
2010	November	Sign	7

428

2010	October		1
2010	October	Bldg	4
2010	October	Dump	9
2010	October	Elec	28
2010	October	Fence	14
2010	October	Gar	7
2010	October	HVAC	19
2010	October	Impr	240
2010	October	Plum	29
2010	October	POD	1
2010	October	Roof	108
2010	October	Sign	2

460

2010	September	Bldg	7
2010	September	Dump	7
2010	September	Elec	29
2010	September	Fence	15
2010	September	Gar	8
2010	September	HVAC	20
2010	September	Impr	196
2010	September	Plum	43
2010	September	POD	2
2010	September	Roof	87
2010	September	Sign	5

419

2010	August	Bldg	8
2010	August	Dump	10
2010	August	Elec	27
2010	August	Fence	14
2010	August	Gar	4
2010	August	HVAC	12
2010	August	Impr	254
2010	August	Plum	33
2010	August	Roof	78
2010	August	Sign	5

445

2010	July	Bldg	4
2010	July	Dump	11
2010	July	Elec	27
2010	July	Fence	17
2010	July	Gar	9
2010	July	HVAC	18
2010	July	Impr	235
2010	July	Plum	27
2010	July	POD	3
2010	July	Roof	70
2010	July	Sign	4

425

2010	June	Bldg	12
2010	June	Dump	12
2010	June	Elec	22
2010	June	Fence	16
2010	June	Gar	6
2010	June	HVAC	20
2010	June	Impr	248
2010	June	Plum	48
2010	June	Roof	69
2010	June	Sign	7

460

2010	May	Bldg	10
2010	May	Dump	8
2010	May	Elec	22
2010	May	Fence	24
2010	May	Gar	5
2010	May	HVAC	13
2010	May	Impr	255
2010	May	Plum	32
2010	May	Roof	55
2010	May	Sign	3

425

2010	April	Bldg	13
2010	April	Dump	6
2010	April	Elec	26
2010	April	Fence	24
2010	April	Gar	3
2010	April	HVAC	11
2010	April	Impr	259
2010	April	Plum	22
2010	April	POD	1
2010	April	Roof	41
2010	April	Sign	9

416

2010	March	Bldg	14
2010	March	Dump	5
2010	March	Elec	29
2010	March	Fence	16
2010	March	Gar	8
2010	March	HVAC	13
2010	March	Impr	165
2010	March	Plum	33
2010	March	Roof	33
2010	March	Sign	8

322

Permit Detail

Total Permits Issued 4542



Founded in 1865 by William and Catherine Booth

Metropolitan Division

Shaw Clifton
General

March 16, 2011

Paul R. Seifer
Territorial Commander

Mr. Thomas J. Pavlik

Ralph Bukiewicz
Lt. Colonel
Divisional Commander

City Clerk
City of Berwyn
6700 26th Street
Berwyn, IL 60402

Dear Friends:

On behalf of the grateful communities that will benefit from the donations collected at the kettles placed at the various locations throughout your municipality, we thank you for your support and contribution to The Salvation Army's 2010 Red Kettle Campaign. With your generous help, we were able to reach our goal of \$13 million for this year's Campaign.

As our community continues to fight economic hardship, we are reminded that the need for social services continues to grow. During these trying times and year-round, The Salvation Army provides critically-needed services to those in need, and we could never do it without you. Please see an enclosed copy of our 2010 Annual Report for a better understanding of what your support helps us do.

As in years past, we would like your continued support and permission to conduct the following fundraising campaigns in your municipality:

DONUT DAY
Friday and Saturday, June 3rd and 4th, 2011

RED KETTLE CAMPAIGN
Friday, November 18th, 2011 through Saturday, December 24th, 2011

Enclosed is a confirmation form. Please take a few minutes to fill it out, specifying any requirements or notes you'd like us to acknowledge. Please be sure to keep a copy for your records. For any additional information, please email Leslie Scott as soon as possible: leslie_scott@usc.salvationarmy.org. We look forward hearing from you soon!

Sincerely,

Deborah Terrell
Director of Corporate Relations
The Salvation Army, Metropolitan Division

