

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

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

# CITY OF BERWYN DIRECTORY OF OFFICIALS

## Elected Officials

MAYOR  
CITY CLERK  
CITY TREASURER

ROBERT J. LOVERO  
MARGARET PAUL  
CYNTHIA GUTIERREZ

ALDERMAN 1<sup>ST</sup> WARD  
ALDERMAN 2<sup>ND</sup> WARD  
ALDERMAN 3<sup>RD</sup> WARD  
ALDERMAN 4<sup>TH</sup> WARD  
ALDERMAN 5<sup>TH</sup> WARD  
ALDERMAN 6<sup>TH</sup> WARD  
ALDERMAN 7<sup>TH</sup> WARD  
ALDERMAN 8<sup>TH</sup> WARD

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

## Department Directors and Supervisors

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

ANTHONY T. BERTUCA  
BRIAN PABST  
MICHAEL CIMAGLIA  
DENIS O'HALLORAN  
RASHEED JONES  
CHARLES D. LAZZARA  
ROBERT SCHILLER  
REGINA MENDICINO  
JAMES J. FRANK  
KESHIA GARNETT  
ANTHONY MARTINUCCI  
VIRGINIA PACHECO  
LILLIAN GUERRIER  
SANDRA ANDERSON  
RUTH VOLBRE  
NICOLE CAMPBELL  
JEANETTE RENDON  
TONY PERRI  
ANGIE WAGGE  
YADIRA FRANCO

The City of Berwyn fully endorses the public policy of the State of Illinois that all persons are entitled to full and complete information regarding the affairs of government and the official acts

and polices of those who represent them as public officials and public employees. Access by all persons to public records promotes the transparency and accountability of public bodies at all levels of government. 5 ILCS 140/1

The City of Berwyn recognizes that its desire for the active and informed participation of its citizens in the public policy process necessitates as full and as free access to this information as possible. In determining the parameters of public access to information, the City of Berwyn also understands its obligation to protect legitimate privacy interests and maintain the efficiency of its administration operations.

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

## **Berwyn FAQs**

- **Size and Boundaries:** Berwyn is comprised of an area 3.8 square miles. The city's physical boundaries are: North/Roosevelt Road; South/Pershing Road; East/Lombard Avenue; and West/Harlem Avenue.
- **Population:** The City of Berwyn has a population of 56,657 (2010 U.S. Census Bureau)
- **Operating Budget:** \$44,850,934 for 2017
- **Employees:** 455 full-time and 133 part-time employees
- **County and Township:** Berwyn is located in Berwyn Township and in Cook County

## **OFFICE LOCATIONS**

### **City of Berwyn Municipal Building**

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

### **Berwyn Police Department**

Location: 6401 W. 31<sup>st</sup> Street  
Berwyn, Il 60402  
Phone: (708) 795-5600  
**Administrative Hours:**  
Monday thru Friday 8:00AM-4:00PM  
**Records Window:**  
Monday thru Friday 9:00AM-4:00PM  
**Parking Window:**  
M-W-Th-F 9:00AM-5:00PM  
Tues 9:00AM-8:00PM  
Sat 9:00AM-12:00PM

**Berwyn Fire Station #1**

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

**Berwyn Fire Station #2**

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

**Berwyn Fire Station #3**

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

**Public Works**

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

**Community Development (CDBG)**

Location: 6420 16<sup>th</sup> Street  
Berwyn, IL 60402  
Phone: (708) 795-6850  
Hours: M-W-Th-F 9:00AM-5:00PM

**Community Relations**

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

**Recreation Department**

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

**Berwyn Library**

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

# BOARDS, COMMISSIONS, AND COMMITTEES

## **9-1-1 BOARD**

Denis O'Halloran  
Frank Cimaglia  
Joseph C. Ducibella  
Kris Coniglio

Thomas O'Halloran  
Thomas Hayes  
Randy Jacklin  
Cynthia Gutierrez

## **FIRE AND POLICE COMMISSION**

Anthony Bertuca, Attorney  
Anthony Laureto, Secretary  
Anthony Nowak, Commissioner

Carl Reina  
Gil Pena

## **FIRE PENSION BOARD**

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

Edwin Jicha-Trustee Elected Retired  
Benjamin Daish-Appointed

## **LIBRARY BOARD**

August Kalal  
Maria G. Salinas  
Barbara Korb  
Cynthia Hayes  
Jill Banbenek, President

Richard Mondragon  
Erika Corona-Owens  
Emily Diebold  
Keisha Garnett, Director  
Paul Nudd

## **ZONING BOARD OF APPEALS**

Richard Bruen, Jr.  
Rosina LaPietra  
Don Miller  
Cathy Norden

Joel Chrastka-Chairman  
Douglas Walega  
Lance C. Malina

## **POLICE PENSION BOARD**

Jim Swicionis  
Paul Storozyński  
Benjamin Daish

Joseph Fitzgerald  
Thomas O'Halloran

## **EMERGENCY MANAGEMENT & HOMELAND SECURITY**

Anthony Laureto (Interim)

## **COMMUNITY RELATIONS COMMISSION**

Amanda Venditti-Chair  
Susan Greenberg  
Queenie Costa

Joel Oswald  
Joseph Schejbal  
Gil Pena

## **ETHICS COMMISSION**

Cary Martin Shelby  
Andrew "Andy" Kirchoff

Robert Rafael Reyes

## **BERWYN HISTORIC PRESERVATION COMMITTEE**

Lisa Napoles  
Emilio N. Padilla  
Gina M. Spada  
Vincent Zaworski

Edward G. Brown, Esquire  
Michael A. Pagan  
Araceli Garza

**FOREIGN FIRE TAX COMMISSION**

Marc Agnello, Treasurer  
Joe Chiapetta, Steward  
Denis O'Halloran, Fire Chief  
Scott Waszak, President

Frank Bonnadonna, Secretary  
Bill Glaser, Steward  
Doug Zimmerman, Steward

**LIST OF DOCUMENTS BY DEPARTMENT**

**Office of the Mayor**

Liquor Commissioner Files (Hearings)

**Office of the City Attorney**

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

**Office of City Administrator**

Personnel Records

**Office of the City Clerk**

Applications: Block Parties, Freedom of Information Requests (FOIA), Handicap Space/Zone  
Parking, Interested Parties Registration Form  
Election Registrations  
General Information on Berwyn  
Processed FOIA Requests (Granted and Denied)  
Processed Handicap Sign Applications (Granted and Denied)  
FOIA and Open Meeting Act Certifications  
NIMS/FEMA Training Certifications (other than police and fire department personnel)  
Agreements and Contracts  
Union Contracts  
Bids and Bid Tabulations  
Boards: Commission and Committee Membership Lists  
Board of Fire and Police Commission Files  
Board of Local Improvement Files  
Budgets  
CDBG Actions Plans  
Census Data and Correspondence  
Certificate of Publications  
City Council Packets  
City Election Information  
Community Development Block Grant Files  
FOIA Requests  
General Obligation Bonds  
Handicap Sign Applications  
IDOT and MFT Improvements  
Intergovernmental Agreements  
Legal Notices  
Ordinances and Municipal Code Books  
Meeting Notices

Minutes of all Boards, Committee and Commissions  
Official Oaths, Bonds, Statements and Appointments  
Proclamations  
Railroad Relocation Files  
Records Retention and Disposition Lists  
Resolutions  
Zoning Board of Appeals Cases

**Collectors Department**

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

**Department Community Development (CDBG)**

Bond CAP Filing  
Community Development Block Grant Files  
Single Family Rehab, Applications and Files  
HUD All Required Report Filings  
HUD Annual CAPER  
HUD Annual Con and Action Plans  
HUD Environmental Review  
HUD Program Files  
Yearly Project Files  
Certified Payroll Records for CDBG Public Works Projects

**Public Works Department**

Water & Sewer Records:  
    IEPA testing reports and data  
    Main sewer Locations  
    Sewer repairs

- Sewer and water atlas
- Mosquito (West Nile) info
- Cross Connection Reports (CRR)
- Metropolitan Water Reclamation District Permits

Forestry Records:

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

Streets

- Work orders
- Parkway Damage Reports
- Signs / Handicap Parking Installation / Removal Lists
- Sidewalk Program Records

Lighting Contracts (street lights)

Union Contract

Motor Fuel Tax Construction Records

Illinois Department of Transportation Construction Records

Certified Payroll Reports for Public Works Projects

**Water Department**

Residential and Commercial Account History

Aged Trial Balance

Billing Reports

Buildings Transfer Compliances

Customer Account Ledgers

Meter Replacement Reports and Meter Test Results

Monthly and Final Meter Reading

Payment Stubs

Work Orders

**Building Department**

Architectural Drawings

Blight History

Building Permit Applications

Code Enforcement

Compliance Inspections

Compliance History

Contracts for Permits

Local Ordinance-court documents

Inspection Reports

Liens & Fines

Permit History

Plats of Survey

Property Ownership

Quit Claim Information

Structural Engineer drawings

Zoning Appeals

Zoning District Uses

Zoning Files



Certified Payroll Reports for Public Works Projects

**Finance Department**

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

**Fire Department**

Ambulance Reports  
Ambulance Check Lists  
Administrative Files  
Appraisals  
Bid Records  
Collective Bargaining & Negotiations  
Contract Agreements  
Cook County Dept. Public Health  
Daily Activity Reports  
Disaster Plans  
Department Statistical Reports  
Disaster Plans  
Equipment Issue Lists  
Equipment Maintenance File  
FCC Radio License & Maintenance Reports  
MRI Reports  
Fire Drill Records  
Fire Inspection Reports  
Foreign Fire Tax Statement  
Grant Records  
HIPPA Logs Request  
Hose Records  
Hydrant Records  
Injury Reports  
ISO Records

Mutual Aid Agreements  
NIFRS File  
National Incident Fire  
Personnel File & Training File  
Pharmaceutical Distribution  
Policy & Procedures  
Public Safety Educations  
Schedules, Assignments, Rosters  
Self-contained breathing Apparatus Records  
State Fire Marshal Reports  
Training Logs  
Daily Reports  
Fire Department Vehicle Records  
Certified Payroll Reports for Fire Department Public Works Projects

**Library**

Annual Reports to the State Library  
Approved Board Minutes  
Library Policies

**Department of Information Technology**

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

**Police Department**

Incident Reports  
Crash Reports  
Compliance Tickets  
Parking Tickers  
District Tickets  
Local Ordinance Tickets  
Cannabis Tickets  
Vehicle Tow Forms  
Impound Tow Forms  
Public Morals Nuisance Forms  
Bond Books  
Bond Receipts  
Booking Numbers  
Subpoenas  
Officer Court Calls  
Warrant Information  
Court Transmittal Forms

Court Dispositions  
Arrest Files (Adults)  
Personnel Files  
Audio Records (Radio Traffic)  
Video Surveillance (Building/Facility)  
Shift Assignments  
Photographs  
Evidence Intake Logs  
Evidence Laboratory Sheets  
Evidence Disposition Sheets  
Asset Forfeiture Information  
Officer Sign in Sheets  
Computer Automated Dispatch Logs  
Court Transfer Listings  
Jail Reports  
Uniform Crime Report Information  
Prisoner Property Forms  
Prisoner Log Files  
Time Sheets  
Training Records  
Departmental Policy and Procedure  
Arrest Files  
Certified Payroll Records for Police Department Public Works Projects

**Recreation Department**

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

**Senior Services Department**

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