

City of Berwyn  
City Council Meeting

**August 14, 2007**

# BERWYN CITY COUNCIL MEETING

**AUGUST 14, 2007**

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.

MICHAEL A. O'CONNOR  
MAYOR

THOMAS J. PAVLIK  
CITY CLERK

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## 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. MIN. REG. MTG.-7/24/07-COW-7/24/07-SPEC CC-7/31/07
- (D) BID OPENING - TABULATIONS
- (E) BERWYN DEVELOPMENT CORP.-BERWYN TOWNSHIP/HEALTH DISTRICT
  - 1. BDC-CERMAK RD BERWYN MAIN STREET PROGRAM AGREEMENT
- (F) REPORTS AND COMMUNICATIONS FROM THE MAYOR
  - 1. DEFER-MAYOR-LIQUOR LICENSE CLASSIFICATION LIMITATIONS
  - 2. DEFER-MAYOR-CITY'S 100<sup>TH</sup> BIRTHDAY
  - 3. COW-REFERAL #37-7/10/07-RECORD KEEPING & APP OF PURCHASE CARD PROG
  - 4. COW-REFERAL #26-7/24/07-PROFESSIONAL MANAGEMENT
  - 5. ORD-CLEAR VIEW SEC 801.18
  - 6. SETTLEMENT FOR CASE #02 WC 32059
  - 7. APPT-MICHAEL COLLINS-COMM RELATIONS COMMISSION
  - 8. RE APPT-IRENE MARTIN-LIBRARY BOARD
  - 9. REQ 2 HANDICAP SIGNS-HAVLICEK SCHOOL
  - 10. NOTIF OF WRITTEN ORDERS CONCLUSION OF LIQUOR LICENSE HEARING
  - 11. 5<sup>TH</sup> WARD ALDERMAN SEAT
- (G) REPORTS AND COMMUNICATIONS FROM THE CITY CLERK
  - 1. DEFER-AMEND ORD 1240.04; 1248.06; AND 1248.07
  - 2. PRESENTATION-DOLLARS FOR SCHOLARS
  - 3. PROCEDURE FOR HANDICAP SIGN REQUEST
- (H) COMMUNICATIONS FROM ( ZONING) BOARD OF APPEALS
- (I) REPORTS AND COMMUNICATIONS FROM ALDERMEN, COMMITTEES OTHER BOARDS AND COMMISSIONS
  - 1. DEFER-CHAPMAN-HOLIDAY DECORATIONS
  - 2. F&P COMM-POLICE SERGEANT PROMOTIONS
  - 3. F&P COMM-APPT 4 PROB POLICE OFFICERS
  - 4. RAMOS-TRIAL RIDE OF THE BERWYN TRAILS
  - 5. SKRYD-HANDICAP ORD 484.05

6. SKRYD-BERWYN ORD CHAP 859 NEWSPAPER VENDING MACHINES
7. SKRYD-PUB WKS STREET SCAPE FUNDS
8. SKRYD-CHRISTMAS DECORATIONS
9. SKRYD-BERWYN UNITED LUTHERN CHURCH-90<sup>TH</sup> ANN BLK PARTY
10. LOVERO-RECOMMEND BDC RETAIN NEAL & LEROY, LLC
11. ERICKSON-BERWYN'S CENTENNIAL CELEBRATION
12. ADM COMM-REFERAL #16-11/14/06-INTERIM ADMINISTRATIVE COORDINATOR
13. ADM COMM-REFERAL #10-3/13/07-PUB WKS SUPERVISOR POSITIONS

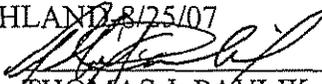
(J) STAFF REPORTS

1. DEFER-BPD-HANDICAP SIGN-S. GOMEZ-2416 HIGHLAND
2. DEFER-PW DIR-BIDS FOR HOLIDAY DECORATIONS
3. DEFER-BPD-HANDICAP SIGN-S. PORRAS-3812 SCOVILLE
4. DEFER-BPD-HANDICAP SIGN-I.WALTER-2338 ELMWOOD
5. DEFER-BPD-HANDICAP SIGN-R. BUDRANDT-3705 CLARENCE
6. DEFER-BPD-HANDICAP SIGN-R. REYES-1440 HIGHLAND
7. PW DIR-REQ TO SEEK BIDS FOR HOLIDAY DECORATIONS
8. PW DIR-CREATION OF WATER & STREET SUPERINTENDENT POSITIONS
9. PW DIR-RESOL- MAINTENANCE OF STREETS & HIGHWAYS
10. PW DIR-2007 MFT "REVISED" MUNICIPAL ESTIMATE OF MAINTENANCE COSTS
11. FINANCE DIR-GENERAL LEDGER SYSTEM RFP
12. FINANCE DIR-FUND BALANCE POLICY
13. FINANCE DIR -ORD-UTILITY & TELECOMMUNICATION TAX
14. CITY ATTORNEY-AMENDMENT TO 9 1 1 BOARD
15. COLLECTOR-RETAIL OVERLAY-DEPOT DIST.
16. FIRE CHIEF-AMERCIAN RED CROSS
17. DIR COMPUTER SERV-RFP FOR CITY COUNCIL AUDIO/VISUAL RENOVATION
18. LIBRARY DIR-REQ HIRE REPLACEMENT-READERS ADVISORY II
19. BPD-HANDICAP SIGN-P ARMBRUST-1226 OAK PARK AVE
20. BPD-HANDICAP SIGN-W. POUNCY-1214 MAPLE
21. BPD-HANDICAP SIGN-R. BURNS-3740 WISCONSIN
22. BPD-HANDICAP SIGN-L. TAGLIERE-3829 WESLEY

(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 CHAIRMAN-PAYROLL-7/25/07-\$898,696.45-8/8/07-\$853,346.99
2. BUDGET CHAIRMAN-PAYABLES-8/14/07-\$1,518,557.28
3. BUILDING DIR-BUILDING PERMITS ISSUED-JULY, 2007
4. COLLECTOR-BUSINESS LICENSES ISSUED-JULY, 2007
5. BLOCK PARTY-3300 WENONAH-8/25/07
6. BLOCK PARTY-3200 MAPLE-8/25/07
7. 12<sup>TH</sup> ANNUAL BLOCK PARTY-3300 & 3400 HIGHLAND-9/2/07
8. BLOCK PARTY-6800 29<sup>TH</sup> PL-9/1/07
9. BLOCK PARTY-1200 HARVEY-8/18/07
10. BLOCK PARTY-2800 WENONAH-8/18/07
11. BLOCK-GARAGE SALE-3700 & 3800 RIDGELAND & CUYLER-9/8/07
12. GIRL SCOUTS-IL CROSSRDS COUNCIL-ANN FALL PRODUCT & COOKIE PROG
13. ST MARY OF CELLE- SUMMER FESTIVAL-8/18 & 8/19/07
14. BLOCK PARTY-2300 HIGHLAND-8/25/07

ITEMS SUBMITTED ON TIME 65

  
 THOMAS J. PAVLIK - CITY CLERK

In accordance with the provisions of the Americans with disabilities Act, any individual who is in the need of a reasonable accommodation in order to participate in or benefit from attendance at a public meeting of the City of Berwyn should contact Thomas J. Pavlik, City Clerk at 708/788-2660 as soon as possible before the meeting date.

# Sections A & B

A. **Pledge of Allegiance-Moment of Silence**

B. **Open Forum**  
**Topic must NOT be on the Agenda**  
**Open space for comments or ideas.**

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# Section C

## Presentation of Previous Meeting Minutes For Approval



**MICHAEL J. O'CONNOR**  
**MAYOR**

**THOMAS J. PAVLIK**  
**CITY CLERK**

**MINUTES**  
**BERWYN CITY COUNCIL**  
**JULY 24, 2007**

1. The regular meeting of the Berwyn City Council was called to order by Mayor O'Connor at 8:50 p.m. Upon the call of the roll, the following responded present: Chapman, Ramos, Weiner, Skryd, Phelan, Lovero, Erickson. Absent: none.
2. The Pledge of Allegiance was recited and a moment of silence was called for the safety of our armed forces overseas, police, firefighters, and paramedics.
3. The Open Forum Portion of the meeting was announced. Alderman Ramos reported on the success of the cleanup of Ogden Avenue this past weekend, July 21<sup>st</sup> and thanked all the businesses, Public Works, and Police department for their help and support. Alderman Weiner thanked Governor Blagojevich for signing the Illinois "No Smoking Ban".
4. The minutes of the regular City Council meeting and the Committee of the Whole held on July 10, 2007 were submitted. Thereafter, Alderman Phelan made a motion, seconded by Erickson, to reconsider his vote on item #36 of the July 10, 2007 City Council meeting. The motion carried by the following roll call: Yeas: Chapman, Skryd, Phelan, Lovero, Erickson. Nays: Ramos, Weiner. (Note: Mayor allowed Skryd to vote even though the alderman was not present for the vote on July 10, 2007) Phelan requested to change his vote from Aye to Nay. Thereafter, Phelan made a motion, seconded by Lovero, to deny the request from the Human Resource director requesting changes in the Health Insurance coverage. The motion to deny carried by the following roll call: Yeas: Chapman, Skryd, Phelan, Lovero, Erickson. Nay: Ramos, Weiner. Thereafter, the Mayor requested a motion to adjourn in order to go into Closed Executive session. Ramos made a motion, seconded by Weiner, to adjourn to Closed Executive session. The motion failed by the following roll call: Yeas: Ramos, Weiner, Skryd. Nays: Chapman, Phelan, Lovero, Erickson.
5. Lovero made a motion, seconded by Erickson, to concur and approve as amended the minutes of the regular City Council meeting held on July 10, 2007 and to concur and approve the Committee of the Whole minutes of July 10, 2007 as submitted. The motion carried by a voice vote.

6. The bids for the professional services for the Renovation and Updating of Audio/Visual Systems of the City of Berwyn's City Council Chambers were submitted. Skryd made a motion, seconded by Erickson, to authorize the City Attorney, Computer director, and any other interested parties to proceed to the conference room to open and tabulate bids and to return to Council Chambers for reading. The motion carried.
7. The Berwyn Development Corporation submitted a communication regarding CGI's Proposal for Free Web-Based Video. Thereafter, Skryd made a motion, seconded by Erickson, to concur and approve as submitted. The motion carried by the following roll call: Yeas: Chapman, Ramos, Skryd, Phelan, Lovero, Erickson. Nays: Weiner.
8. A deferred communication from the Mayor regarding a Resolution authorizing a Feasibility study. The matter was referred to Chapman and Cutler and reintroduced as an ordinance entitled:

**AN ORDINANCE MAKING CERTAIN FINDINGS IN CONNECTION WITH THE SOUTH BERWYN CORRIDOR REDEVELOPMENT PROJECT AREA**

Thereafter, Lovero made a motion, seconded by Chapman, 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.

9. The Mayor submitted a resolution regarding the artwork located at the Cermak Plaza, known as "The Spindle". Thereafter, Skryd made a motion, seconded by Erickson, to concur and to adopt the resolution as submitted. The motion carried by a voice vote.
10. The Mayor submitted a resolution regarding endorsing the Metropolitan Mayors Caucus Greenest Region Compact. Thereafter, Weiner made a motion, seconded by Chapman, to concur and adopt the resolution as submitted. The motion carried by a voice vote.
11. The Mayor submitted a proclamation for National Night Out 2007 to be held on Tuesday, August 7<sup>th</sup>. Thereafter, Chapman made a motion, seconded by Erickson, to concur and adopt the proclamation as submitted. The motion carried by a voice vote.
12. The Mayor submitted a communication requesting late hour liquor licensing 4:00 a.m. for certain establishments. Thereafter, Skryd made a motion,

seconded by Ramos, to deny the request. The motion carried by the following roll call: Yeas: Chapman, Ramos, Weiner, Skryd, Lovero. Nays: Phelan, Erickson.

13. The Mayor submitted a communication regarding consideration for a zoning variation for 6323 Cermak Road. The communication was withdrawn by Order of the Chair without objection.
14. The Mayor submitted a communication regarding Liquor license classification limitations. Thereafter, the Mayor distributed a classification list to all aldermen for their perusal. The Mayor called on the Collector to explain. After various concerns and questions from the aldermen, Lovero made a motion, seconded by Chapman, to defer the matter for 3 weeks. The motion carried by a voice vote.
15. The Mayor submitted a communication regarding the 100<sup>th</sup> birthday of Berwyn. Thereafter, Lovero made a motion, seconded by Erickson, to defer and refer to the Committee of the Whole. The motion carried by a voice vote.
16. The Mayor withdrew agenda items F-9 and F-10 by Order of the Chair without objection.
17. The Clerk submitted a late submission to the Consent agenda item K-13. Thereafter, Chapman made a motion, seconded by Weiner, to concur and include on the Consent agenda. The motion carried by a voice vote.
18. The Clerk submitted a Resolution to release closed Committee of the Whole minutes from July 31, 2004 through October 3, 2006. Thereafter, Skryd made a motion, seconded by Chapman, to concur and adopt the resolution as presented. The motion carried by a voice vote.
19. The Clerk submitted an ordinance entitled:

**AN ORDINANCE AMENDING THE ZONING MAP OF THE CITY OF BERWYN BY REZONING PROPERTY LOCATED AT 1600 SCOVILLE AVENUE IN THE CITY OF BERWYN, COOK COUNTY, ILLINOIS FROM A-1 SINGLE FAMILY ZONING DISTRICT TO C-1 LIMITED COMMERCIAL ZONING DISTRICT**

Thereafter, Phelan made a motion, seconded by Erickson, to concur and adopt the ordinance as presented and to authorize the corporate authorities to affix their signatures thereto. The motion carried by the following roll

call: Yeas: Chapman, Ramos, Skryd, Phelan, Lovero, Erickson. Nays: Weiner.

20. The Clerk submitted a communication regarding amending ordinance 1240.04, Definitions; 1248.06, Accessory Buildings; and 1248.07, Building Coverage. Thereafter, Lovero made a motion, seconded by Skryd, to defer the matter for 3 weeks. The motion carried by a voice vote.
21. Alderman Chapman submitted a communication regarding City of Berwyn Health Insurance change. Thereafter, Chapman made a motion, seconded by Skryd, to withdraw the communication. The motion carried by a voice vote.
22. Alderman Chapman submitted a communication regarding City of Berwyn Holiday Light decorations. After discussion, Chapman made a motion, seconded by Skryd, to defer the matter for 3 weeks. The motion carried by a voice vote.
23. Alderman Ramos submitted a communication requesting "No parking on Pavers" signs on Ogden Avenue. Thereafter, Ramos made a motion, seconded by Chapman, to amend to read "No Parking on Parkway" and to concur and approve as amended. The motion carried by the following roll call: Yeas: Chapman, Ramos, Weiner, Skryd. Nays: Phelan, Lovero, Erickson.
24. Alderman Lovero submitted a communication regarding Superzone parking on 1600-2100 Maple Avenues and an ordinance entitled:

**AN ORDINANCE AMENDING THE TRAFFIC CODE OF THE CITY OF BERWYN REGARDING PARKING RESTRICTIONS ON MAPLE AVENUE**

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

25. The bids for Professional services for the Renovation and updating of the Audio/Visual systems of the City of Berwyn's Council Chambers were returned for reading. Bids were received from CDWG of Vernon Hills in the amount of \$44,784.19, and a late submission was received from ID Solutions of St. Charles in the amount of \$50,515.81. Thereafter, Skryd made a motion, seconded by Ramos, to deny the acceptance of late submitted bid from ID Solutions. The motion carried by a voice vote. Thereafter, Weiner made a motion, seconded by Skryd, to refer the matter

to the Director of Computer Services and Building director. The motion carried by a voice vote.

26. Alderman Erickson submitted a communication regarding Professional Management. Alderman Erickson read into record a memo requesting the hiring of superintendents for the Water and Street departments. Thereafter, Erickson made a motion to concur, there being no second, the motion was withdrawn. Erickson made a motion, seconded by Phelan, to refer the matter to the Committee of the Whole. The motion carried by the following roll call: Yeas: Ramos, Weiner, Skryd, Phelan, Lovero, Erickson. Nays: Chapman
27. The Recreation committee submitted a communication regarding a meeting held on July 9, 2007. Thereafter, Ramos made a motion, seconded by Skryd, to accept the matter as informational. The motion carried by a voice vote.
28. The Budget committee chairman submitted a communication requesting removal of referral items from the Budget committee's referral list. Thereafter, Weiner made a motion, seconded by Skryd, to concur and approve as submitted. The motion carried by a voice vote.
29. A deferred communication from the Berwyn Police department requesting a handicap sign for Salvador Gomez, 2416 Highland. Thereafter, Skryd made a motion, seconded by Chapman, to defer for 3 weeks. The motion carried by a voice vote.
30. A deferred communication from the Public Works director requesting bids for Holiday Decorations. Weiner made a motion, seconded by Ramos, to defer for 3 weeks. The motion carried by a voice vote.
31. A deferred communication from the Berwyn Police department requesting a handicap sign for Susan Porras, 3812 Scoville. Chapman made a motion, seconded by Skryd, to defer for 3 weeks. The motion carried by a voice vote.
32. A deferred communication from the Berwyn Police department requesting a handicap sign for Ilse Walter, 2338 Elmwood. Skryd made a motion, seconded by Chapman, to defer for 3 weeks. The motion carried by a voice vote.
33. The Berwyn Police department submitted a request for a handicap sign for Rosemary Buandt, 3705 Clarence. Chapman made a motion, seconded by Skryd, to defer for 3 weeks. The motion carried by a voice vote.

34. The Berwyn Police department submitted a request for a handicap sign for Rudt T. Reyes, 1440 Highland. Skryd made a motion, seconded by Ramos, to defer for 3 weeks. The motion carried by a voice vote.
35. The Berwyn Police department submitted a request for a handicap sign for Maria Mancilla, 1223 Scoville. Erickson made a motion, seconded by Skryd, to concur with the recommendation of the investigating officer and grant permission and to authorize Public Works to install said sign. The motion carried by a unanimous roll call vote.
36. The Finance director submitted a communication regarding Internal Service Fund. Skryd made a motion to accept the matter as informational. After further discussion, the motion was withdrawn. Thereafter, Erickson made a motion, seconded by Ramos, to concur with the recommendation. The motion carried by the following roll call: Yeas: Ramos, Weiner, Skryd, Erickson. Nays: Chapman, Phelan, Lovero.
37. The City Attorney submitted a communication regarding the Commuter Facility Improvement Grant Agreement. Thereafter, Weiner made a motion, seconded by Skryd, to concur and approve part 1 of the agreement as submitted and to authorize the corporate authorities to affix their signatures thereto. The motion carried by a unanimous roll call vote. Thereafter, Weiner made a motion, seconded by Skryd, to concur and approve, as amended on face, part 2, and to authorize the corporate authorities to affix their signatures thereto. The motion carried by a unanimous roll call vote.
38. Ramos made a motion, seconded by Skryd, to continue the City Council meeting past the hour of 10:00 p.m. per City ordinance. The motion carried by the following roll call: Yeas: Chapman, Ramos, Weiner, Skryd, Lovero, Erickson. Nays: Phelan.
39. The City Attorney submitted an ordinance entitled:

**AN ORDINANCE AMENDING SECTION 234.001 AND 242.03 OF THE BERWYN CODE TO REDUCE THE NUMBER OF DEPUTY FIRE CHIEFS FROM FIVE TO FOUR IN THE CITY OF BERWYN, COOK COUNTY, ILLINOIS**

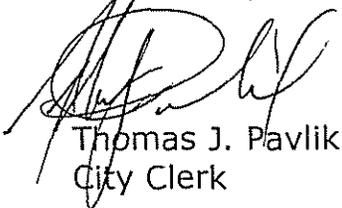
Thereafter, Weiner made a motion, seconded by Skryd, to concur and adopt the ordinance as presented and to authorize the corporate authorities to affix their signatures thereto. The motion carried by a unanimous roll call vote.

40. The City Attorney submitted a communication requesting to waive the hiring freeze and to post the position for CDBG Inspector. Thereafter, Skryd made a motion, seconded by Ramos, to concur and approve as submitted. The motion carried by a unanimous roll call vote.
41. The City Attorney submitted a communication requesting the revision of the zoning code ordinance regarding Beauty Parlors and Nail Salons. Weiner made a motion, seconded by Skryd, to concur and approve as amended to also include the limitation of Tattoo Parlors and to refer the matter for Public Hearing. The motion carried by a unanimous roll call vote.
42. The City Attorney submitted a communication requesting the removal of referral items from the Law department list. Thereafter, Skryd made a motion, seconded by Chapman, to accept the matter as informational. The motion carried by a voice vote.
43. The Public Works director submitted a communication regarding the award of bid for the CDBG sidewalk program to D'Land Construction in the amount of \$294,970. Weiner made a motion, seconded by Erickson, to concur and approve as submitted. The motion carried by unanimous roll call vote.
44. The Human Resources director submitted a request to post for a replacement for the Parking Revenue Supervisor, Collector's department. Thereafter, Skryd made a motion, seconded by Ramos, to concur. The motion carried by the following roll call: Yeas: Chapman, Ramos, Weiner, Skryd, Lovero, Erickson. Nays: Phelan.
45. Consent Agenda, K-1 through K-13 were presented
  - K-1 Budget Chairman, payroll for July 1, 2007, \$1,012,012.06
  - K-2 Budget Chairman, payables for July 24, 2007, \$1,137,003.37
  - K-3 Collector, business licenses issued June, 2007
  - K-4 Local #506, Muscular Dystrophy Drive, August 4<sup>th</sup>, 11<sup>th</sup>, and 18<sup>th</sup>
  - K-5 Airko Heating & Cooling, Kids Fun Day, July 28, 2007
  - K-6 CBC Shoe Corporation, sidewalk sale, August 9 through 12, 2007
  - K-7 Bock party, 3600 Maple, July 28, 2007
  - K-8 Block party, 1800 Highland, July 28, 2007
  - K-9 Block party, 1500 Wesley, August 26, 2007
  - K-10 Block party, 3800 Harvey, August 25, 2007
  - K-11 Block party, 1800 Home, August 25, 2007
  - K-12 Block party, 3100 Maple, August 25, 2007
  - K-13 Block garage sale, 6400/6500 28<sup>th</sup> Pl and 28<sup>th</sup> St., July 28, 29, 2007

Thereafter, Ramos made a motion, seconded by Erickson, to concur by Omnibus Vote designation.

46. The Mayor called a Committee of the Whole meeting for Tuesday, August 14, 2006 at 6:00 p.m. for referrals.  
The Mayor requested a Special City Council meeting for Tuesday, July 31, 2007 at 7:00 p.m. for Debt Restructure, Police & Fire committee, and Budget committee. Weiner made a motion, seconded by Ramos, to concur and approve the request. The motion carried by a unanimous roll call vote.
47. Alderman Skryd called for an Administration committee meeting on August 6m, 2007 at 6:30 p.m. for referrals.
48. Alderman Weiner announced a Budget committee meeting, as previously called, for July 26, 2007 at 6:00 p.m. for referrals. Chief Kushner and Finance director Navarro invited to attend.
49. Alderman Erickson announced a Closed Fire and Police committee meeting, as previously called for July 26, 2007 at 6:00 p.m. Chief Kushner invited to attend.
50. There being no further business to come before the meeting, same was, after a motion by Ramos, seconded by Skryd, to adjourn the meeting at the hour of 10:20 p.m. by voice vote.

Respectfully submitted,



Thomas J. Pavlik  
City Clerk

**MINUTES  
COMMITTEE OF THE WHOLE  
JULY 24, 2007**

1. The Committee of the Whole was called to order by Mayor O'Connor at 6:06 p.m. Upon the call of the roll, the following responded present: Chapman, Ramos, Weiner, Skryd, Lovero. Absent: Phelan, Erickson. A sign in sheet is attached.
2. Chapman made a motion, seconded by Lovero, to excuse Aldermen Phelan and Erickson. The motion carried by a voice vote with Ramos voicing a contrary nay.
3. Ramos made a motion, seconded by Skryd, to close the Committee of the Whole for land acquisition, pending litigation, personnel, and closed meeting minutes. The motion carried by a voice vote.

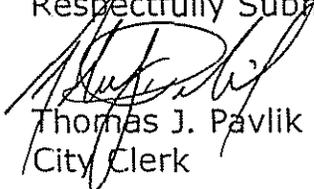
The open portion of the Committee of the Whole reconvened at 7:30 p.m. Aldermen Phelan and Erickson now present.

4. Debt Restructure-The Mayor referred to Stephanie Navarro, Finance director, see attached summary of tax levy for 2007 through 2010, Navarro summarized. Thereafter, Navarro introduced Dan Forbes of Speer Financial, who handed out a POS (Preliminary Official Statement) regarding the General Obligation Bonds, series 2007A in the amount of \$28,640,000 and the Taxable General Obligation Bonds, series 2007B in the amount of \$21,650,000. Dan Forbes went on to state that the bond for 2008 for the amount of \$3,775,000 in tax exempt bonds will need to be restructured into in 2008. Alderman Weiner questioned when they would go on sale, answer, July 31, 2007 and finalized in mid August. Discussion ensued on possibly holding a Special City Council meeting on July 31, 2007 to authorize the sale. Alderman Ramos and Skryd stated that they would not be available for this special meeting. The Mayor took a consensus from aldermen on who would be available for this Special City Council meeting on July 31, 2007, Chapman, Weiner, Phelan, Lovero, Erickson stated that they would be available, Ramos and Skryd would not be available.
5. Ambulance Collection/Write off-Alderman Lovero questioned the current procedures for collection and billing. Discussion ensued on hiring a collection company to do both collections and billing. Discussion on handling in-house until next contract with Collection/Billing Company can

be negotiated. Stephanie Navarro cautioned the need for being HIPAA certified and being able to deal with this matter.

6. Purchase Card policy, see attached memo from Stephanie Navarro, Finance director, regarding this matter. Alderman Lovero questioned how this would be handled in regards to the Foreign Firefighters Fund, the 911 Board Fund, and the Drug Forfeiture Funds and referred to Tom O'Halloran, of the 911 Board and Commander Frank Cimaglia, from the Drug Forfeiture Fund, and Felix Greco, from the Foreign Firefighters Fund. Flex Greco addressed the Council, see attached statement, which he read into the record. The Mayor then stopped Mr. Greco from making any further comments, stating that he was making inflammatory accusations against the administration. Mr. Greco clarified his statement and apologized to the Mayor and Council. The Mayor recognized Tom O'Halloran who spoke regarding the 911 Board and the State's Statute which states that funds must be maintained in a separate interest bearing accounts and spent solely by the 911 Board.
7. Clear View-Review of changes needed to be made regarding Clear View ordinance for liquor establishments. The Mayor handed out a list of establishments to individual aldermen regarding their wards, no copy made available to the Clerk. The Mayor requested the aldermen to contact the Mayor's office with any questions or concerns.
8. Communication F-8 on Council agenda regarding the 100<sup>th</sup> birthday celebration for the City of Berwyn. The Mayor referred to Tom Benson, of the BDC, who recommended referring the matter to a special committee. The Mayor then suggested using Carl Reina to head a 7 day event, similar to Summer Fair. Lovero questioned if this was a contract to run a 100<sup>th</sup> birthday celebration, the Mayor answered, yes. Lovero requested details regarding the agreement with the contractor including dollar amounts. Discussion ensued, the Mayor then asked for a motion and consensus to consider having a week long party. Phelan made a motion, seconded by Erickson, to concur, Ramos, Weiner, Skryd, Lovero, Erickson voting aye, Chapman voting present.
9. Ramos made a motion, seconded by Weiner, to adjourn the Committee of the Whole at 8:38 p.m. The motion carried by a voice vote.

Respectfully Submitted,



Thomas J. Pavlik  
City Clerk

**MICHAEL A. O'CONNOR**  
**MAYOR**

**THOMAS J. PAVLIK**  
**CITY CLERK**

**MINUTES**  
**SPECIAL CITY COUNCIL MEETING**  
**JULY 31, 2007**

1. The Special City Council meeting was called to order by Mayor O'Connor at 7:05 p.m. Upon the call of the roll, the following responded present: Chapman, Weiner, Phelan, Lovero, Erickson. Absent: Ramos, Skryd. Thereafter, Lovero made a motion, seconded by Chapman to excuse Aldermen Ramos and Skryd. The motion carried. The Mayor declared a quorum present and the meeting duly convened for further business.
2. The Pledge of A moment of silence was called for the safety of our armed forces, police, firefighters, and paramedics.
3. Erickson made a motion, seconded by Chapman, to suspend the rules and bring forth item #5. The motion carried. Item #5 is a communication from the Fire and Police committee regarding the request to hire 5 police officers from the eligibility list with the recommendation that 4 police officers be hire from the eligibility list. Thereafter, Weiner made a motion to mark item #6 as germane. There being no second to the motion, the motion was withdrawn. Erickson made a motion, seconded by Chapman, to concur. During the call of the roll, discussion ensued, the Mayor questioned the aldermen as to where the funds would come from, Alderman Chapman answered, and continued discussion ensued. Thereafter, Erickson made a motion, seconded by Chapman, to amended his motion, concur and to waive the hiring freeze. The motion carried by the following roll call: Yeas: Chapman, Lovero, Erickson. Nays: Weiner, Phelan. Excused: Ramos, Skryd
4. The Finance director introduced an ordinance entitled:

**AN ORDINANCE PROVIDING FOR THE ISSUANCE OF TAXABLE GENERAL OBLIGATION BONDS, SERIES 2007A, OF THE CITY OF BERWYN, COOK COUNTY, ILLINOIS, AUTHORIZING THE EXECUTION OF AN ESCROW AGREEMENT AND PROVIDING FOR THE LEVY AND COLLECTION OF A DIRECT ANNUAL TAX FOR THE PAYMENT OF THE PRINCIPAL OF AND INTEREST ON SAID BONDS**

Thereafter, Weiner made a motion, seconded by Lovero, to concur and adopt the ordinance as presented and to authorize the corporate authorities to affix their signatures thereto. Upon the call of the roll, Alderman

Chapman questioned the accounts for which this will fund. The Mayor then introduced Dan Forbes of Speers Financial, who explained the issuance of the bond and bond series, see attached. There being no further discussion, the motion carried by the following roll call: Yeas: Chapman, Weiner, Lovero. Nays: Phelan, Erickson. Excused: Ramos, Skryd.

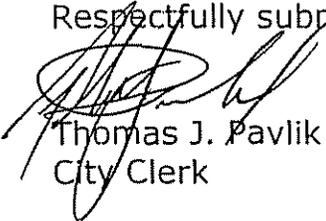
5. The Finance director introduced an ordinance entitled:

**AN ORDINANCE PROVIDING FOR THE ISSUANCE OF TAXABLE GENERAL OBLIGATION BONDS, SERIES 2007B, OF THE CITY OF BERWYN, COOK COUNTY, ILLINOIS, AUTHORIZING THE EXECUTION OF AN ESCROW AGREEMENT AND PROVIDING FOR THE LEVY AND COLLECTION OF A DIRECT ANNUAL TAX FOR THE PAYMENT OF THE PRINCIPAL OF AND INTEREST ON SAID BONDS**

Thereafter, Weiner made a motion, seconded by Lovero, to concur and adopt the ordinance as presented and to authorize the corporate authorities to affix their signatures thereto. The motion carried by the following roll call: Yeas: Chapman, Weiner, Lovero. Nays: Phelan, Erickson. Excused: Ramos, Skryd.

6. Alderman Weiner submitted a communication regarding the Police Chief's request for hires, Special Meeting, July 31, 2007. After discussion, Weiner made a motion, seconded by Chapman, to withdraw the communication. The motion carried.
7. The Mayor submitted a late submission to the agenda from the Human Resource director requesting to replace the position of Revenue Clerk. The Mayor requested the communication be accepted as informational. Discussion ensued, with there being no motion in the matter; the Mayor stated that he would post the position despite not receiving authority from Council.
8. There being no further business to come before the Special City Council meeting, same was, after a motion by Erickson, seconded by Phelan, to adjourn at the hour of 7:40 p.m. The motion carried.

Respectfully submitted,



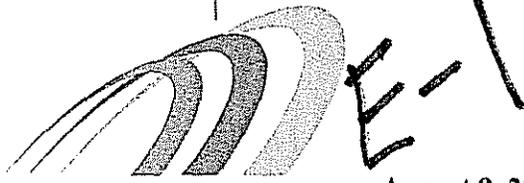
Thomas J. Pavlik  
City Clerk

# Section D

## Bid Openings – Tabulations

# Section E

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



berwyn development  
CORPORATION

August 9, 2007

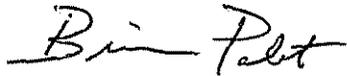
**The Honorable Michael A. O'Connor, Mayor  
Members of the Berwyn City Council  
Berwyn City Hall  
6700 W. 26<sup>th</sup> Street  
Berwyn, IL 60402**

**Re: Cermak Road Berwyn Main Street program agreement**

Mayor and City Council Members:

Please find attached the requested agreement between the City of Berwyn and the Berwyn Main Street organization. Please contact me with any questions regarding the terms of this agreement.

Sincerely,



Brian Pabst  
Executive Director, BDC

3322 S. Oak Park Avenue  
Second Floor  
Berwyn, IL 60402  
708.788.8100  
fax: 708.788.0966  
www.berwyn.net

# City of Berwyn and Berwyn Main Street Agreement

The Berwyn Main Street program was established to coordinate Berwyn's Cermak commercial corridor revitalization effort and provide design assistance to property owners, manage business recruitment activities, conduct special events, and develop an image campaign. As part of its activities, Berwyn Main Street will, on an annual basis, conduct a minimum of one (1) workshop for businesses, serve as primary sponsor/organizer of at least two (2) special events, and strive to achieve a ground floor commercial vacancy rate of no more than 20 percent on an annual basis in the Berwyn Main Street District. Other services provided by Berwyn Main Street in an on-going and "as requested" basis are listed in the appendix attached.

On February 13, 2007, the City of Berwyn (City) approved the requested budget for the Main Street program. This budget approval was for \$156,700 for calendar year 2007 and \$166,500 for calendar year 2008. As stated in the Main Street program materials previously submitted to the council, in order for the program to be successful, the City needs to commit to the program for a period of not less than 3 years. Therefore, the City hereby agrees to an approximate 3-year contract (effective February 13, 2007 through December 31, 2009) with the Berwyn Main Street organization. The Council shall also appoint a City liaison to the Main Street Board on a yearly basis. Since the budget for the 3<sup>rd</sup> year of the program was not previously presented to council, the requested amount for calendar year 2009 is \$176,500 (reflecting an approx. 6% increase, consistent with the prior increase from 2007 to 2008). Each calendar year's budget will be paid in full to the Berwyn Main Street organization no later than March 31<sup>st</sup> of the affected budget year.

In addition, the Berwyn Main Street organization will provide a bi-annual report to the City Council on its progress in achieving these objectives. Such report will include an approximate net of new businesses and jobs realized, the number of building renovations, and public and private reinvestment statistics occurring in the corridor. Such data will be made available in reports produced by Berwyn Main Street.

The term of this contract is for a period of approximately three (3) years, commencing on February 13, 2007, and ending on December 31, 2009.

CITY OF BERWYN, ILLINOIS

\_\_\_\_\_  
Its Mayor

\_\_\_\_\_  
Date

Attest:

\_\_\_\_\_  
City Clerk

BERWYN MAIN STREET

\_\_\_\_\_  
Its President

\_\_\_\_\_  
Date

Attest:

\_\_\_\_\_  
Its Vice-President

## APPENDIX

# Services Provided By Berwyn Main Street

### Design Assistance

- Façade renderings
- Image development
- Historic preservation tax credit information
- Façade Grant program assistance
- “Adopt-a” programs (planters, sidewalk, parkway, etc.)

### Business Recruitment

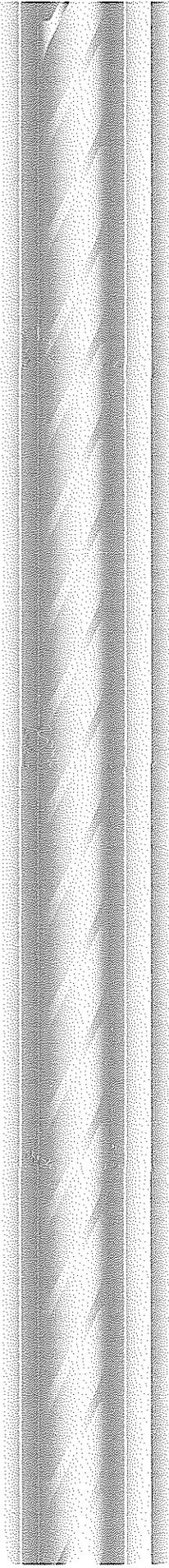
- Maintain vacant property list
- Provide to real estate agents information regarding vacant properties
- Conduct an annual small business recruitment and retention workshop
- Provide market analysis research
- Develop a resource packet for new businesses

### Conduct Special Events

- Holiday related events
- Architectural Walk
- Coordinate sidewalk sales
- Other programs as developed

### Cermak Parking Commission

- Work with the BDC regarding the implementation of recommended parking suggestions as outlined in the BDC’s traffic analysis, and as approved by the council.
- Continually solicit new parking improvement ideas from the corridor user groups (shoppers, visitors, etc.), and present them to the BDC and City Council.
- Develop other parking enhancement concepts to be presented to the BDC and council for consideration.



# Section F

## Reports and Communications From The Mayor

F-1

**CITY OF BERWYN**

**CITY COUNCIL MEETING** August 14, 2007

**Deferred Communication**

Agenda Item F-1 is a Deferred Communication from C C Meeting dated 7/24/07 Agenda item #14

FROM: Mayor

RE: Liquor License classification limitations



THE CITY OF **BERWYN, ILLINOIS**

*Building A New Berwyn*

MICHAEL A. O'CONNOR, *Mayor*

6700 West 26th Street • Berwyn, Illinois 60402-0701 • Telephone: (708) 788-2660 • Fax: (708) 788-2567  
www.berwyn-il.gov

MEM NO. 14  
DATE JUL 24 2007  
DISB 302012007  
[Signature]

To: Members of the  
City Council

Re: Liquor License classification limitations

Dear Ladies and Gentlemen:

Last year, the City Council allowed for changes in the liquor licenses available because of new entertainment classifications. It would be my recommendation to include these limits in the number of licenses available in the Liquor License Section of the Code of Ordinances. The final list will be available for the City Council meeting. Your support will be most appreciated.

Sincerely,

*Michael A. O'Connor*

Michael A. O'Connor  
Mayor

F-2

**CITY OF BERWYN**

**CITY COUNCIL MEETING** August 14, 2007

**Deferred Communication**

Agenda Item F-2 is a Deferred Communication from C C Meeting dated 7/24/07 Agenda item #15

FROM: Mayor

RE: 100th Birthday-City of Berwyn



178  
THE CITY OF **BERWYN, ILLINOIS** *Building A New Berwyn*

MICHAEL A. O'CONNOR, *Mayor*  
6700 West 26th Street • Berwyn, Illinois 60402-0701 • Telephone: (708) 788-2660 • Fax: (708) 788-2567  
www.berwyn-il.gov

ITEM NO. 15

DATE JUL 24 2007

DISPOSITION

*Refer & Refer  
to Com*

July 19, 2007

Dear Members of City Council,

Subject: City 100<sup>th</sup> Birthday

I will be presenting in the Committee of the whole a plan for your approval to have a very successful celebration if the City's 100<sup>th</sup> Birthday. Of course time is of the essence. Your consideration will be appreciated.

Sincerely,

*Michael A. O'Connor*

Mayor Michael O'Connor



*F-3*  
THE CITY OF BERWYN, ILLINOIS

MICHAEL A. O'CONNOR, *Mayor*  
6700 West 26th Street • Berwyn, Illinois 60402-0701 • Telephone: (708) 788-2660 • Fax: (708) 788-2567  
www.berwyn-il.gov

August 8, 2007

To: Members of the  
City Council

Re: Referral Item #37 Recording Keeping & Approval of Purchase Card Program

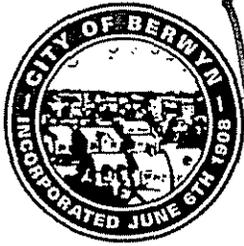
Dear Ladies and Gentlemen:

The Committee of the Whole will discuss the Purchase Card Program proposed by our Finance Director during our meeting on August 14, 2007. I would like to concur with the recommendation of the Committee following that discussion.

Sincerely,

Michael A. O'Connor  
Mayor

MAO/dr



# THE CITY OF BERWYN, ILLINOIS

MICHAEL A. O'CONNOR, *Mayor*

6700 West 26th Street • Berwyn, Illinois 60402-0701 • Telephone: (708) 788-2660 • Fax: (708) 788-2567  
www.berwyn-il.gov

August 8, 2007

To: Members of the  
City Council

Re: Referral Item #26 Professional Management

Dear Ladies and Gentlemen:

The Committee of the Whole will discuss the above referral item during our meeting on August 14, 2007. I would like to concur with the recommendation of the Committee following that discussion.

Sincerely,

Michael A. O'Connor  
Mayor

MAO/dr



November 6, 2006

## MEMORANDUM

To: Public Works Committee  
From: Patrick J. Ryan, Public Works Director  
Re: Breakdown of Proposed Superintendent Duties

### Current Structure of Public Works

#### Street Working Foreman

Street Sweeping  
Snow/Ice Control  
Maintenance of Public Areas  
Low Trims  
TIF Areas  
Plantings and/or Decorations  
Service Requests  
Street Lamps  
Street Lights  
Alleys\*  
Street Maintenance\*  
Sidewalks\*  
Signs \*  
Low Trims  
Street Repairs\*  
Parkway Maintenance\*  
Stumps\*  
Tree Trimming\*  
Tree Removals\*

#### Water/Sewer Foreman

Water Main Breaks  
Plan Review  
Hydrant Repair  
Buffalo Boxes  
Locates  
Water Plant  
Electrical repairs  
Water Samples  
Water Service Requests  
Sewer Service Requests  
Mosquito Larvaciding  
Sewer Blockage  
Valve Maintenance\*  
Sewer Cleaning\*  
Leak Detection\*  
Structure Inspection\*  
Structure Repair\*  
Lateral Inspection\*  
Lateral Repair\*

\* Duties not currently performed by Working Foreman

#### Employee Discipline

There is no in the field supervision of employees as evidence by the following comparison.

	<u>From 6/05 to 7/06</u>	<u>8/06 to 11/06</u>
Employee Consults	0	6
Verbal Reprimands	0	3
Written Reprimands	0	1
Leave with no Pay	0	2



# THE CITY OF BERWYN, ILLINOIS

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6700 West 26th Street • Berwyn, Illinois 60402-0701 • Telephone: (708) 788-2660 • Fax: (708) 788-2567  
www.berwyn-il.gov

## Public Works Department

### STAFF VACANCY

Position: Street Superintendent  
Salary: Commensurate with experience

Schedule: Full Time Days, Mon-Fri  
Application Deadline: Open  
Start Date: Until Filled

#### **Principal Duties & Responsibilities:**

Under the direction of the Director of Public Works, this position, plans, directs and manages a comprehensive program of construction, maintenance and repairs for streets, alley, right-of-way, traffic signs and markings, and facility maintenance activities of the Street Division

- Directs, coordinates, plans and schedules the work of the street maintenance and construction crews engage in the construction and repair of retaining walls, drainage structures, curbs and gutters.
- Manages the traffic maintenance program, involving such activities as traffic lane marking and removal, installation of reflective buttons, fabrication and installation of traffic signs and placements of barricades.
- Directs and supervises street maintenance activities, such as anti-icing, removal of ice, snow and debris, brush and grass cutting affecting pedestrian and vehicular movements.
- Supervises crew engaged in street sweeping and storm inlet basin cleaning.
- Develops specifications for equipment and materials used in the Division.
- Ensures safety precautions and protocols are followed.
- Trains staff as needed.
- Prepares and monitors divisional budget.
- Prepares divisions short and long-range capital improvement and maintenance programs.
- Resolves complaints and inquiries.
- Attends required meetings.
- Prepares Project estimates and purchases materials.
- Regularly inspects work in projects upon completion and prepares monthly and project specific reports.

#### **Qualifications:**



# THE CITY OF BERWYN, ILLINOIS

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MICHAEL A. O'CONNOR, *Mayor*

6700 West 26th Street • Berwyn, Illinois 60402-0701 • Telephone: (708) 788-2660 • Fax: (708) 788-2567  
www.berwyn-il.gov

- **Two-year degree with emphasis in civil engineering, business administration or closely related field.**
- **Five years of progressively responsible experience in street maintenance as a supervisor or manager.**
- **Valid Illinois Drivers License.**
  
- **Knowledge of federal, state and local laws and regulations including MUTCD, relative to street maintenance and traffic signage operations.**
- **Understanding of civil engineering as applied to the development and maintenance of street repair.**
- **Appropriate computer and software skills.**
- **Ability to interpret engineering and technical specifications and drawings, and inspect and review work in progress and upon completion.**

Resumes can be sent to:  
City of Berwyn Human Resources Department  
6700 West 26<sup>th</sup> Street  
Berwyn, Il 60402-0701

The City of Berwyn is an Equal Opportunity Employer

# MEMORANDUM

To: Michael O'Connor, Mayor  
Pat Segel, Human Resources

From: Patrick J. Ryan, Public Works Director

Re: Creation of Water and Street Superintendent Position

Date: September 20, 2006

After a two month review of the operations of the Berwyn Public Works it has become apparent there is exist three main areas of concern, work production, worker accountability, and poor communications between divisions. This has resulted because of a lack of direct supervisory control over field crews and working foreman. Public Works operates with working foreman in three areas, Water/Sewer, Streets, and Forestry. Current language in the Teamsters' 705 contract does not allow working foreman to act in a supervisory capacity when dealing with personnel matters. Staff has met strong union resistance in discussions to expand current roles to allow for supervisory duties. Therefore, there is no direct supervisor operating on the street with the individual employees.

Current Public Works structure lead to poor work performance and a lack of accountability for individual employee performance. Each Working Foreman is operating equipment and machinery in a separate crew often far from other members of his division. Working Foreman do not have the time or authority to properly review and control the work product of all of their crews leading to duplications of efforts and materials. All coordination must come from the Director whose other duties do not allow a continued presence in the field. Work production is severely curtailed and necessary work such as street and water distribution maintenance is deferred in order to address grounds maintenance and emergencies.

In addition, the current organizational structure encourages the duplications of material and equipment purchases as each working foreman coordinates only his crews and has little interaction with other divisional foreman.

Establishing a two formal Superintendents, one in Streets and another in Water/Sewer, will increase the effectiveness of the department and result in overall savings for the City of Berwyn.

## Analysis of Benefits

### **CHAIN OF COMMAND DEFINED**

Establishment of a Water/Sewer Superintendent and Street Superintendent formalize the chain of command. This is essential in assuring the policies, procedures, and mandates of the department are followed. Each Working Foreman can concentrate on assigning crews and materials to best complete there job duties. Intra-departmental coordination of material and manpower will be performed by the Superintendents.

Such coordination will reduce duplication of efforts and materials resulting in lower operation costs for the City.

## **EXPANDED SERVICE ROLE**

Appointment of a Streets Superintendent will free up the Working Foreman to concentrate on their assigned duties. An increased workload will be possible after removing the tedious administrative duties not inherent in the position. This would add approximately 2-3 hours of direct work time per day.

This additional work time would increase the general productivity of the entire work force resulting in a reduction of the tree trimming/removal backlog and completion of necessary tasks in a timely manner. The Superintendents, along with the Director, will also form the core members of Public Works administration staff. Public Works will be able to take a more proactive role in addressing customer's needs and would expand the positive presence in the community.

## **SAVINGS**

Each Superintendent would operate in a supervisory capacity outside the Teamsters union and be exempt from FLSA overtime. Berwyn would save approximately \$18,000 in annual overtime costs and would have better coordination of efforts during emergencies or off-hour tasks.

Unified coordination of the efforts and planning for all divisions would result in a reduction of duplicate purchases of material and equipment. Proper planning will allow the City to purchase materials for the lowest possible cost in advance of a project and result in an inventory for use by all workforces.

## **EXPECTED SALARY COST**

The salaries for these positions should be approximately 10% higher than the rate for the highest paid working foreman to adjust for increase in job scope and responsibilities. Currently, the highest paid working foreman gets paid \$32.11 per hour, or \$66,800 per year. A salary in the range of \$70,000 to \$75,000 should be sufficient to attract high quality candidates and compares favorably to salaries paid like positions in similar communities.

I appreciate your review of this recommendation and look forward to discussing this further.



# THE CITY OF BERWYN, ILLINOIS

MICHAEL A. O'CONNOR, *Mayor*

6700 West 26th Street • Berwyn, Illinois 60402-0701 • Telephone: (708) 788-2660 • Fax: (708) 788-2567  
www.berwyn-il.gov

## Public Works Department

### STAFF VACANCY

Position: Water/Sewer Superintendent  
Salary: Commensurate with experience

Schedule: Full Time Days, Mon-Fri  
Application Deadline: Open  
Start Date: Until Filled

### **Principal Duties & Responsibilities:**

Under the direction of the Director of Public Works, this position supervises the Water Division Crews engaged in water utility and wastewater collection, facility construction, maintenance, repair and operation.

- Assigns daily work projects and prepares appropriate reports.
- Coordinates crews engaged in installation, maintenance and repair of water and wastewater collection system, including pumps, water lines, valves, hydrants, reservoirs and other facilities.
- Operates equipment as needed.
- Assists in enforcement of all applicable safety regulations and department work rules.
- Prepares project estimates and purchases department materials.
- Assists with budget development, capital improvement program, equipment and material selection and maintenance programs.
- Investigates and resolves customer inquiries and complaints.

### **Qualifications:**

- **Minimum of one-year college level credits in management or supervision preferred.**
- **Valid Illinois Class C Water Supply Operator Certification or ability to obtain within six months of employment**
- **Valid Illinois Drivers License.**

### **Experience:**

- **Seven years of progressively responsible work experience in water utility maintenance and operation including a minimum of one year supervisory or lead experience**

### **Knowledge:**



# THE CITY OF BERWYN, ILLINOIS

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MICHAEL A. O'CONNOR, *Mayor*

6700 West 26th Street • Berwyn, Illinois 60402-0701 • Telephone: (708) 788-2660 • Fax: (708) 788-2567  
www.berwyn-il.gov

- **Knowledge of federal, state and local laws and regulations relative to water maintenance/ operations.**
- **Knowledge of proper practices and methods of water system and wastewater collection system installation, maintenance, repair and operations.**
- **Must have pertinent computer skills.**

Resumes can be sent to:  
City of Berwyn Human Resources Department  
6700 West 26<sup>th</sup> Street  
Berwyn, Il 60402-0701

The City of Berwyn is an Equal Opportunity Employer



# THE CITY OF BERWYN, ILLINOIS

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6700 West 26th Street • Berwyn, Illinois 60402-0701 • Telephone: (708) 788-2660 • Fax: (708) 788-2567  
www.berwyn-il.gov

August 8, 2007

To: Members of the  
City Council

Re: Clear View Ordinance Section 801.18

Dear Ladies and Gentlemen:

I have attached the proposed changes for the Clear View Ordinance for your approval.

Sincerely,

Michael A. O'Connor  
Mayor

MAO/dr

ORDINANCE NO. \_\_\_\_\_

**AN ORDINANCE AMENDING SECTION 804.18 OF THE BERWYN CODE TO ENHANCE CLEAR VIEW REQUIREMENTS OF LIQUOR ESTABLISHMENTS WITHIN THE CITY OF BERWYN, COOK COUNTY, ILLINOIS**

**WHEREAS**, the City of Berwyn requires all liquor license establishments serving alcoholic beverages on the premises to facilitate a clear view of the interior premises at all times; and,

**WHEREAS**, additional clear view requirements have been recommended by public safety officials within the City of Berwyn; and,

**WHEREAS**, the City Council has determined that all applicable liquor license establishments be required to provide minimum openings adjacent to public ways and that such openings shall conform to building code standards.

**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:** Section 804.18 CLEAR VIEW OF PREMISES is hereby amended to read as follows (with proposed additions underlined, and proposed deletions ~~stricken~~):

**804.18 CLEAR VIEW OF PREMISES.**

In the case of premises upon which the sale of alcoholic liquor, for consumption on the premises, is licensed, no screen, blind, curtain, partition or other thing shall be permitted in the windows or upon the doors of such premises, or inside such premises, which prevents a clear view into the interior of such licensed premises from the street, road or sidewalk at all times. No booth, screen, partition or other obstruction or any arrangement of lights or lighting is permitted in or about the interior of such premises which prevents a clear view of the entire interior from the street, road or sidewalk. All rooms where liquor is sold for consumption on the premises shall be continuously lighted

during business hours by natural light or artificial white light so that all parts of the interior of the premises are clearly visible. If the view into any such licensed premises required by this section is willfully obscured by the licensee or permitted by him or her to be obscured or in any manner obstructed, then such license shall be subject to revocation as provided in Section 804.21. In order to enforce this section, the ~~Mayor~~ Liquor Commissioner may require the filing ~~with him or her~~ with the Building Department of plans, drawings and photographs showing the clearance of the view required in this section. The minimum clear view openings adjacent to all public ways shall be three (3) feet by four (feet) and such openings shall be located no higher than 72 inches from ground level as measured from the top of the opening. The actual height and width requirements shall be determined by the Building Department pursuant to the building's architectural and structural considerations. Nothing contained herein shall prevent the Liquor Commissioner from granting Banquet Facilities and Fraternal Organizations an exemption from this Ordinance provided that events held at said locations are monitored by an internal or external security or police presence within the premises.

**SECTION 3:**

If any section, paragraph, clause or provision of this ordinance shall be held invalid, the invalidity thereof shall not affect any of the other provisions of this ordinance.

**SECTION 4:**

All ordinances in conflict herewith are hereby repealed to the extent of such conflict.

**SECTION 5:**

This ordinance shall be in full force and effect on January 1, 2007, after its passage, approval and publication as provided by law.

**ADOPTED** this \_\_\_\_\_ day of June, 2007, pursuant to a roll call vote as follows:

	<b>YES</b>	<b>NO</b>	<b>ABSENT</b>	<b>PRESENT</b>
Chapman				
Ramos				

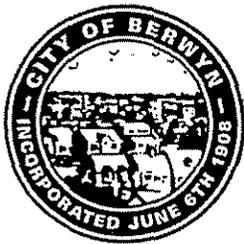
Weiner				
Skryd				
Phelan				
Lovero				
Erickson				
O'Connor (Mayor)				
TOTAL				

**APPROVED** by the Mayor on June \_\_\_\_\_, 2007.

\_\_\_\_\_  
Michael A. O'Connor, Mayor

ATTEST:

\_\_\_\_\_  
Thomas J. Pavlik, City Clerk



*MAO*  
THE CITY OF **BERWYN, ILLINOIS**

6700 West 26th Street • Berwyn, Illinois 60402-0701 • Telephone: (708) 788-2660 • Fax: (708) 788-2567  
www.berwyn-il.gov

August 8, 2007

To: Members of the  
City Council

Re: Settlement for #02 WC 32059

Dear Ladies and Gentlemen:

In our closed session we discussed case #02 WC32059. A motion is required to authorize the payment of the balance of the City's self-insurance retention to settlement.

Sincerely,

Michael A. O'Connor  
Mayor

MAO/dr



# THE CITY OF BERWYN, ILLINOIS

MICHAEL A. O'CONNOR, *Mayor*

6700 West 26th Street • Berwyn, Illinois 60402-0701 • Telephone: (708) 788-2660 • Fax: (708) 788-2567  
www.berwyn-il.gov

August 8, 2007

To: Members of the  
City Council

Re: Appointment to Community Relations Commission

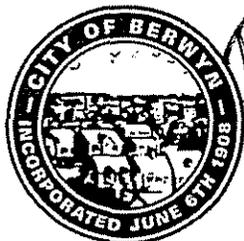
Dear Ladies and Gentlemen:

Due to the resignation of Michael O'Connor, Jr. from the Community Relations Commission, I recommend Michael Collins be appointed to complete the open term expiring June 14, 2008. I believe Mike will be a great asset to this group as they focus on reaching out to community members.

Sincerely,

Michael A. O'Connor  
Mayor

MAO/dr



# THE CITY OF BERWYN, ILLINOIS

MICHAEL A. O'CONNOR, *Mayor*

6700 West 26th Street • Berwyn, Illinois 60402-0701 • Telephone: (708) 788-2660 • Fax: (708) 788-2567  
www.berwyn-il.gov

August 9, 2007

To: Members of the  
City Council

Re: Appointment to Library

Dear Ladies and Gentlemen:

Irene Martin currently serves as a member on the Library Board. Her term is set to expire August 28, 2007. I have spoken to Irene Martin who has graciously agreed to continue to serve on this board. Therefore, it is my recommendation to reappoint Ms. Martin for another three year term beginning August 29, 2007 running through August 29, 2010.

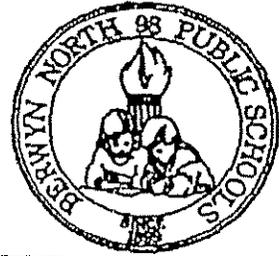
Sincerely,

Michael A. O'Connor  
Mayor

MAO/dr

F-9  
Karel Havlicek Elementary School

6401 West Fifteenth Street  
Berwyn, Illinois 60402  
Phone: 708-795-2451  
Fax: 708-795-0386



Nancy Akin, Principal

Joel Rhea, Assistant Principal

Mayor Michael O'Connor  
City of Berwyn  
6700 W. 26<sup>th</sup> Street  
August 9, 2007

Dear Mayor O'Connor,

I write this letter as you suggested during our conversation this morning. On behalf of Havlicek School parents and staff, I request:

1. Two parking spaces designated for handicapped parking (perhaps the first two on 15<sup>th</sup> and Elmwood), and
2. Two signs placed by the diagonal parking spaces adjacent to Havlicek School (on the east side of 14<sup>th</sup> and Elmwood) indicating that the diagonals are for staff parking during school hours (7:00 a.m.-4:00 p.m.). One sign could be on the north side of the diagonals; the other sign at the south side of the diagonals.

Parking is so difficult around Havlicek School, yet safety is our major concern. Hopefully, with your help concerning these two major improvements, the parking issue on the side streets around our school may improve. Thank you SO much for your assistance with this matter. Hope to see you at Havlicek soon!

Sincerely,

*Nancy Akin*

Nancy Akin

Principal





THE CITY OF **BERWYN, ILLINOIS** *Building A New Berwyn*

6700 West 26th Street • Berwyn, Illinois 60402-0701 • Telephone: (708) 788-2660 • Fax: (708) 788-2567  
www.berwyn-il.gov

August 8, 2007

To: Members of the City Council

Re: 5<sup>th</sup> Ward Alderman Seat

Dear Ladies and Gentlemen,

I ask you to please consider Maureen Brocato for the 5<sup>th</sup> Ward Aldermanic seat. Maureen Brocato, as her husband Ben had done for 12 years, will always do what is best for Berwyn. Having served with Ben for six years and having known Maureen and Ben for more than fourteen years, I know their contributions to the city have been many. I believe there is no better candidate but Maureen Brocato to fill the position of 5<sup>th</sup> Ward Alderman. I ask you to support my decision to appoint Maureen Brocato.

Sincerely,

Michael A. O'Connor  
Mayor

MAO/dr

# Section G

## Reports and Communications From The City Clerk

G-1

**CITY OF BERWYN**

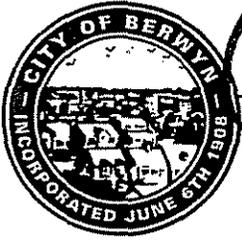
**CITY COUNCIL MEETING** August 14, 2007

**Deferred Communication**

Agenda Item G-1 is a Deferred Communication from C C Meeting dated 7/24/07 Agenda item #20

FROM: Clerk

RE: Amend ordinance 1240.04 Definitions; 1248.06 Accessory Buildings;  
& 1248.07 Building Coverage



**THE CITY OF BERWYN, ILLINOIS**

*Building A New Berwyn*

6700 West 26th Street • Berwyn, Illinois 60402-0701

Telephone: (708) 788-2660 • Fax: (708) 788-2675 • www.berwyn-il.gov

MICHAEL A. O'CONNOR, Mayor

ITEM NO. 20

DATE JUL 24 2007

DISPOSITION \_\_\_\_\_

**THOMAS J. PAVLIK**  
CITY CLERK

\_\_\_\_\_  
*Refer*  
\_\_\_\_\_

July 19, 2007

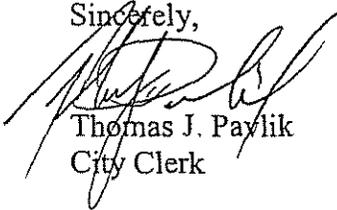
To: Mayor and City Council

Re: Amend Ordinance 1240.04 Definitions; 1248.06 Accessory Buildings and 1248.07, Building Coverage

Ladies and Gentlemen,

A Public Hearing was held July 10<sup>th</sup>, 2007 at which time an Ordinance Amending Planning and Building Code of the City of Berwyn section 1240.04, Definitions; 1248.06, Accessory Buildings and 1248.07, Building Coverage on Lots where presented. It was the recommendation of those Aldermen in attendance to refer the matter back to the Building Director and Law department for clarification on the definition of children's playhouse and how it applies to structures such as gazeboes.

Sincerely,

  
Thomas J. Pavlik  
City Clerk

Attorney will prepare an amended draft of the ordinance to attach to the communication.

6. Clerk Pavlik presented an ordinance to amend section 1240.04, Definitions; 1248.06, Accessory Buildings; and Building Coverage on Lots. Attorney Bonebrake reviewed changes requested by the building director as in purposed amended ordinance. Aldermen questioned if this affects height for garages at 14 feet, answer, no. Aldermen questioned the definition of children's playhouse and questioned whether this includes structures attached to swing sets. Aldermen also questioned how this applies to other enclosed structures; i.e. gazeboes, glass house/hot house. After discussion, the matter will be referred back to the building and law departments for clarification on the definition of children's playhouse and how it applies to structures such as gazeboes.
7. There being no further comments, questions, or concerns regarding the matters before the Public Hearing, the Public Hearing was adjourned at 6:15 p.m.

Respectfully submitted,



Thomas J. Pavlik  
City Clerk

ORDINANCE NO.

**AN ORDINANCE AMENDING TITLE FOUR OF PART TWELVE OF  
THE BERWYN CODE TO LIMIT ACCESSORY STRUCTURES  
WITHIN THE CITY OF BERWYN, COOK COUNTY, ILLINOIS**

**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:

**WHEREAS**, the City of Berwyn currently regulates accessory building structures pursuant to zoning provisions; and

**WHEREAS**, the quantity of accessory building structures within residential zoning districts is not specified in the Zoning Code; and,

**WHEREAS**, the City Council, following duly published notice, held a public hearing on July 10, 2007 with all interested parties in attendance being heard and has determined that reasonable limitations on the number and size of accessory residential structures are in the best interests of the residents of Berwyn.

**NOW, THEREFORE**, be it ordained by the Mayor and City Council of the City of Berwyn, Cook County, Illinois, as follows:

**SECTION 1:**

Section 1240.04 of the City of Berwyn Codified Ordinances is hereby amended to read as follows (with proposed additions underlined, and proposed deletions ~~stricken~~):

**1240.04 DEFINITIONS.**

As used in this Zoning Code, except when the context clearly indicates otherwise:

(1) Accessory Building or Use.

A. "Accessory building or use" means a building or use which:

1. Is subordinate to and serves a principal building or principal use;
2. Is subordinate in area, extent or purpose to the principal building or principal use served;
3. Contributes to the comfort, convenience or necessity of the occupants of the principal building or principal use served; and
4. Is located on the same zoning lot as the principal building or principal use served.

B. "Accessory use" includes, but is not limited to:

1. Enclosed children's playhouses, garden houses or private greenhouses;
2. Garages or ~~buildings for domestic storage~~ sheds;
3. Incinerators incidental to ~~residential~~ commercial use;
4. The storage of merchandise normally carried in stock on the same lot with a retail service or business use, unless such storage is excluded by the regulations of the particular district;
5. The storage of goods used in or produced by manufacturing activities, on the same lot or parcel of ground with such activities, unless such storage is excluded by the regulations of the particular district;
6. Off-street motor vehicle parking areas and loading and unloading facilities;
7. Carports; and
8. Public utility communication, electric, gas, water and sewer lines and their supports and incidental equipment.

## **SECTION 2:**

Section 1248.06 ACCESSORY BUILDINGS is hereby amended to read as follows:

### 1248.06 RESIDENTIAL ACCESSORY BUILDINGS

No accessory building in an A-1 Single-Family Residence District shall exceed fourteen feet in height for a garage, twelve feet in height for a shed, and ten feet in height for an enclosed children's playhouse, or be placed nearer to the front property line than the principal building or nearer than three feet to any lot line. An accessory building on a corner lot shall observe the same set-back and side yard requirements as required of the principal building. Accessory buildings shall be limited in quantity to one detached garage, one shed, and one enclosed children's playhouse. All such accessory buildings shall comply with section 1248.07. Tree houses, a children's playhouse erected atop of or within a tree and attached to the branches

thereof, shall be strictly prohibited. No accessory building shall be constructed prior to the time of construction of the principal dwelling, or be used as a dwelling unit.

**SECTION 3:**

Section 1248.07 BUILDING COVERAGE ON LOTS is hereby amended to read as follows:

**1248.07 BUILDING COVERAGE ON LOTS**

No building in an A-1 Single-Family Residence District, with its accessory buildings, shall occupy more than 55% of the area of a zoning lot. The area of such a lot shall be calculated from the dimensions of its lot lines. When any accessory building consists of a disconnected detached garage, either brick or frame, it shall occupy not more than 528 square feet of area or be more than 26 feet in depth, except in the case where the zoning lot has a width of 40 feet or more, in which case if any accessory building consists of a disconnected detached garage, either brick or frame, it shall occupy not more than 768 square feet of area or be more than 24 feet in depth. When any accessory building consists of a shed or an enclosed children's playhouse, it shall occupy not more than 120 square feet. Open-air playground equipment, including un-enclosed playhouse structures, are exempt from the provisions of this section.

**SECTION 4:**

If any section, paragraph, clause or provision of this ordinance shall be held invalid, the invalidity thereof shall not affect any of the other provisions of this ordinance.

**SECTION 5:**

All ordinances in conflict herewith are hereby repealed to the extent of such conflict.

**SECTION 6:** This ordinance shall be in full force and effect after its passage, approval and publication as provided by law.

**ADOPTED** this \_\_\_\_\_ day of July, 2007, pursuant to a roll call vote as follows:

	YES	NO	ABSENT	PRESENT
Chapman				

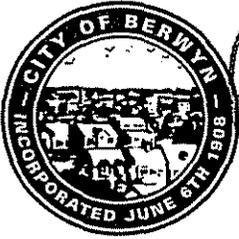
Ramos				
Weiner				
Skryd				
Phelan				
Lovero				
Erickson				
O'Connor (Mayor)				
TOTAL				

**APPROVED** by the Mayor on July \_\_\_\_\_, 2007.

\_\_\_\_\_  
Michael A. O'Connor, Mayor

ATTEST:

\_\_\_\_\_  
Thomas J. Pavlik, City Clerk



**THE CITY OF BERWYN, ILLINOIS**

*Building A New Berwyn*

MICHAEL A. O'CONNOR, *Mayor*

6700 West 26th Street • Berwyn, Illinois 60402-0701

Telephone: (708) 788-2660 • Fax: (708) 788-2675 • [www.berwyn-il.gov](http://www.berwyn-il.gov)

**THOMAS J. PAVLIK**  
**CITY CLERK**

August 14, 2007

Mayor O'Connor and Members  
Of the City Council

Re: Presentation – Dollars for Scholars

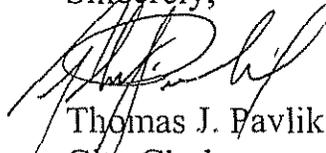
Dear Mayor and Members of the City Council:

It is with great pleasure that Mayor O'Connor, Nicor, and the McNeal Foundation (Arthur Foundation), with a special thanks to the Depot District Events Committee and the members of the Dollars for Scholars Committee, Gary Pater, Aimee Sordelli, Jim Swicionis, and JeanMarie Hajer, to award the 2007 Fall Scholarship to Victoria McLain and Mary Carney.

These students have worked extremely hard to further their education and at the same time have shown a strong commitment to their community.

Together, let's welcome and congratulate these deserving young individuals.

Sincerely,



Thomas J. Pavlik  
City Clerk



# THE CITY OF BERWYN, ILLINOIS

*Building A New Berwyn*

MICHAEL A. O'CONNOR, *Mayor*

6700 West 26th Street • Berwyn, Illinois 60402-0701

Telephone: (708) 788-2660 • Fax: (708) 788-2675 • [www.berwyn-il.gov](http://www.berwyn-il.gov)

## THOMAS J. PAVLIK CITY CLERK

August 10, 2007

To: Mayor and City Council  
Re: Procedure for Handicap Sign Request

Ladies and Gentleman,

These are the current procedures our office follows when we are in receipt of a Handicap Sign Request from the Police department.

1. Make 2 copies of application
2. Scan a copy of the application, e-mail to specific Alderman whose Ward it is requested for, place hard copy in City Hall mail box and include date item will be on the council agenda (we try to give the Alderman at least a week notice, if need be, we hold over for next city council meeting)
3. Redact any private information regarding applicant and place on the council agenda for approval or denial
4. Send letter to the applicant to inform of council action (approved or denied)

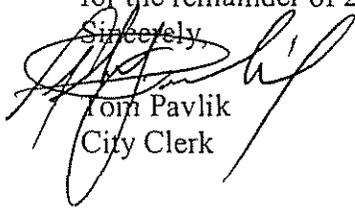
Due to the increasing number of deferrals of request, I propose the following change in the procedure for your consideration.

When my office receives a request:

1. Time/date stamp, and copy to respective Alderman.
2. My office will maintain original request for approximately 1 month, (no more than 2 city council meetings.)
3. The resident Alderman would then investigate and place the request back on the agenda with a communication to approve or deny within the 1 month period. (if the Alderman fails to take action, my office will place onto the next agenda with a request to take action based on the recommendation of the investigating officer)

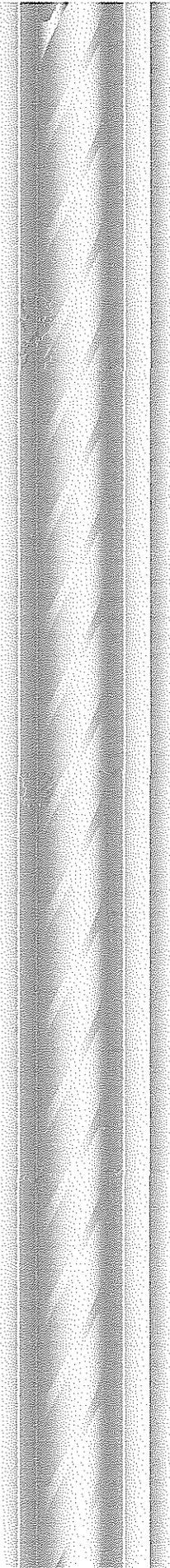
This matter was briefly discussed in the COW, but removed from the referral list with out resolve. It would be my recommendation to concur, adopt this policy on a trial basis for the remainder of 2007.

Sincerely,

  
Tom Pavlik  
City Clerk

# Section H

## Communications From The Zoning Board of Appeals



# Section I

## Reports and Communications From Aldermen, Committees, Boards and Commissions

Handwritten scribble consisting of several intersecting lines.

**CITY OF BERWYN**

**CITY COUNCIL MEETING** August 14, 2007

**Deferred Communication**

Agenda Item I-1 is a Deferred Communication from C C Meeting dated 7/24/07 Agenda item #22

From: Alderman Chapman

Re: Holiday Decorations

---



THE CITY OF **BERWYN, ILLINOIS**

ITEM NO. 22  
DATE JUL 24 2007  
DISPOSITION Refer

~~MICHAEL A. O'CONNOR, Mayor~~  
6700 West 26th Street • Berwyn, Illinois 60402-0701 • Telephone: (708) 788-2660 • Fax: (708) 788-2567  
www.berwyn-il.gov

**NONA N. CHAPMAN**  
First Ward Alderman  
IIM: (708) 484.Nona (6662)  
E-Mail: 1stWard@Berwyn-IL.Gov

July 19, 2007  
Mayor Michael A. O'Connor  
Members of the Berwyn City Council  
Berwyn City Hall

SUBJECT: City of Berwyn Holiday Light Decorations

Ladies and Gentlemen,

The City of Berwyn Holiday Light Decorations communication was sent to the Public Works committee, but unfortunately because of scheduling we could not have a meeting.

Members of the BDC, the Public Works Director and myself met on Tuesday, July 17th to discuss the type of decorations the Tif areas would like to display.

The attached proposal is what was the result of the meeting.

Nona N. Chapman  
1st Ward Alderman

**SECTION I REQUEST FOR PROPOSAL**

**#07-44, HOLIDAY LIGHT DECORATIONS FOR THE CITY OF BERWYN**

**NOTICE TO PROPOSERS:** Sealed Proposals will be received at the Office of the City Clerk, until the time and date specified below, for:

**HOLIDAY LIGHT DECORATIONS**

**ADDRESS PROPOSALS TO:** Attention of the City Clerk's Office, City Hall, 6700 W. 26<sup>th</sup> Street, Berwyn IL 60402, on or before the bid opening local time and date specified below. Proposals shall be sealed and clearly marked on the front "**Proposal for Holiday Light Decorations**" **FAXED PROPOSALS WILL NOT BE ACCEPTED.**

**PROPOSALS ARE DUE NO LATER THAN:** 12:00 p.m., on August 17, 2007.  
Proposers shall submit four (4) copies of their proposal.

The City is not responsible for delays occasioned by the U.S. Postal Service, the internal mail delivery system of the City, or any other means of delivery employed by the bidder. Similarly, the City is not responsible for, and will not open, any bids responses which are received later than the date and time stated below.

**QUESTIONS:** All questions and clarifications regarding this Request for Proposal must be submitted no later than August 14, 2007 by e-mailing or calling the following City Representative:

Patrick Ryan  
Public Works Director  
[Prvan@ci.berwyn.il.us](mailto:Prvan@ci.berwyn.il.us)  
(708) 749-4700

**INDEX:**

Section I	Request for Proposals
Section II	Specific Conditions and Instructions to this Proposal
Section III	General Conditions and Instructions to Proposers
Section IV	Company References
Section V	Company Information & Signature Sheet

## SECTION II SEPCIFIC CONDITION AND INSTRUCTIONS TO THIS PROPOSAL

### A. SCOPE:

The City of Berwyn is soliciting proposals from qualified professional firms to provide Holiday Outdoor Light Decorations for a 3-year period beginning November 20, 2007 and ending January of 2010. The successful vendor will provide the light decorations and mounting hardware needed to decorate street light poles as described in Attachment A.

The Holiday Decorations must be new. All decorations and lighting must be installed before November 20th of each year and removed by January 15<sup>th</sup>.

### B. PROPOSAL REQUIREMENTS:

1. If any bidder is in doubt as to the intent or meaning of any part of this Request for Proposal, the bidder must e-mail or call the Director of Public Works no later than August 19, 2007.
2. Bidders are expected to fully inform themselves as to the conditions, requirements and specifications before submitting a proposal. The submission of a proposal by a vendor implies the vendor's acceptance of the terms and conditions herein, unless otherwise stated.
3. The proposer is responsible for all cost related to the preparation of this proposal.
4. Any cost associated with the delivery and installation of the Holiday Light Decorations not specifically set forth in this Request for Proposal will be the responsibility of the vendor, and will be deemed included in the fees and charges bid herein.
5. The format of the vendor's proposal must be consistent with the format of the specifications listed.
6. Proposed pricing and/of percentage discount shall be firm from the beginning date of the signed purchase order.
7. All prices/discounts shall be F.O.B. destination and shall include all charges that may be imposed in fulfilling the terms and conditions of the contract.
8. The City is in no way restricted from ordering Holiday Light Decorations from other vendors as needed:
  - a. This proposal must be summarized in letter form on the vendor's letterhead stationary. The letter must be signed by an officer of the vendor or a designated agent empowered to bind the firm in the contract offer. Acceptance or exception to tour terms must be noted in the letter.

- b. A complete description and specifications of the decoration unit(s) including mounting hardware and length of connecting cord.
- c. At least (3) references from companies or agencies that have purchased the proposed decorations from your company. The company's name and address, a contact name, title and phone number, must be included with the reference information (Section IV).
- d. A completed and signed Company Information & Signature Sheet (Section V); delivery information must also be completed in this section.

**NOTE: Proposers are required to submit the required information listed above. The City reserves the right to reject proposals that the City considers incomplete due to the omission of the required information.**

**C. GENERAL REQUIREMENTS:**

1. Professional workmanship shall meet or exceed existing industry standards.
2. Unless otherwise specified, the vendor shall unconditionally guarantee the materials and workmanship of all holiday light decorations. If any defects or signs of deterioration are noted which in the City's opinion are due to faulty workmanship or material, the vendor, upon notification and at this/her expense, shall replace the holiday decorations (within seven (7) business days) to the complete satisfaction of the City. The replacement of the holiday decorations shall be made only at such time as shall be designated by the City as least detrimental to the operation of City Business.

**Regardless of any statement to the contrary, the vendor agrees that implied warranty of merchantability and fitness for a specific purpose is not disclaimed.**

3. Proposers shall guarantee delivery in accordance with the delivery requirements referenced in Section II., A Scope.
4. Failure of the vendor to provide commodities within the time specified, unless extended in writing by the City, or failure to replace rejected commodities when so directed by the City shall constitute delivery failure. When such failure occurs the City reserves the right to cancel or adjust the contract, whichever is in the best interest of the City. In either event, the City may purchase in the open market commodities of comparable worth to replace the articles rejected or not delivered. On all such purchases, the vendor shall reimburse the City, within reasonable time specified by the city for any expense incurred is not cancelled, such purchases shall be deducted from the contract quantities. The City reserves the right to accept commodities delivered which do not meet specifications, or are

substandard in quality, subject to an adjustment in price to be determined by the City.

5. The Vendor shall be responsible for any commodities covered by this contract until delivery and installation is completed at the designated point. In addition, the vendor shall bear all risk for rejected commodities after written notice of rejection. Rejected commodities shall be replaced by and at the expense of the vendor after written notification of rejection.

Upon Vendor's Failure to replace commodities within seven (7) working days after the date of notification, the City may return the rejected commodities to the vendor at the vendor's risk and expense, or the City may dispose of them as its own property.

6. Final inspection of commodities shall be conclusive except as regards to latent defects, fraud, or such gross mistakes that amount to fraud. Final inspection and acceptance or rejection of the commodities shall be made within a reasonable time after delivery, but failure to inspect or reject commodities shall not impose liability on the City if such commodities are not in accordance with the specification. All commodities delivered to the City shall be accepted subject to inspection and physical count.

D. **CONTRACT AWARD:**

1. The vendor's proposal must be complete to be considered for award.
2. The City reserves the right to qualify, accept or reject any or all vendors and accept any proposal deemed to be in the best interest of the City. The City of Berwyn reserves the right to accept or reject any or all proposals and to waive irregularities or technicalities in any proposal when in the best interest of the City. The City of Berwyn reserves the right to accept or reject any exception taken by the vendor to the terms and conditions of the request for proposals.
3. Consideration may be given to, but not limited to, delivery time, the proposed Holiday Light Decoration, Warranty/Product, Reliability & Functionality/Product Availability, References, Delivery Time, and Special Pricing & Volume Discounts.
4. Award, if made, shall be in the form of a Purchase Order.

E. **EVALUATION PROCESS:**

Each proposal submitted stands alone and will be evaluated on its own merits in terms of meeting the City's requirements and terms and conditions, pricing, and overall responsiveness to the Request for Proposal. The Public Works Director may conduct

discussions with any offeror that submits an acceptable or potentially acceptable proposal. Offerors shall be accorded fair and equal treatment with respect to any opportunity for discussion and revision of proposals. During the course of the discussions, the evaluation committee shall not disclose any information derived from one proposal to any other offeror. The Public Works Director reserves the right to request the offeror to provide additional information during this process.

**SPECIFIC CONDITIONS AND INSTRUCTIONS:**

**The above conditions and instructions clarify this specific proposal document, but are in addition to the attached GENERAL CONDITIONS AND INSTRUCTIONS TO PROPOSERS (Section III).**

**SECTION III**  
**GENERAL CONDITIONS AND INSTRUCTIONS TO PROPOSERS**

The general rules and conditions which follow apply to all proposals issued by the City, unless otherwise specified. Proposers or their authorized agents are expected to fully inform themselves as to the conditions, requirements, and specifications before submitting proposals; failure to do so shall be at the proposer's own risk.

**REQUEST FOR PROPOSAL (RFP):** is defined as a request for an offer, by one party to another, of terms and conditions with reference to some work or undertaking.

This document constitutes a REQUEST FOR PROPOSAL, and is thus a solicitation for responses. Conversely, this REQUEST FOR PROPOSAL is NOT a bid and is not governed by state or federal bidding requirements.

Moreover, any acceptance of a proposal shall NOT result in a binding contract between the City and the proposer, but instead will simply enable negotiations to take place which may eventually result in a detailed and refined agreement or contract between the proposer and the City.

"Proposal date" as referenced herein shall mean the local date and time specified in the proposal documents.

**A. CONDITIONS FOR PROPOSING**

1. **COMPLETENESS/AUTHORIZATION OF PROPOSAL**. Proposer shall supply all information and submittals required by the proposal documents to constitute a proposal. The proposal shall clearly state the legal name, address, telephone number, and fax number of the proposer. The proposal shall be signed above the typed or printed name and title of the signer. The signer shall have the legal authority to bind the proposer to proposal.
  
2. **ADDRESSING OF PROPOSAL**. Unless otherwise specified, faxed proposals will not be accepted. Proposal shall be submitted in a sealed envelope clearly marked on the front with proposal number and due date, and unless otherwise specified, addressed to:

City Clerk's Office  
City of Berwyn  
6700 W 26<sup>th</sup> Street  
Berwyn IL 60402
  
3. **PROPOSAL DEADLINE**. Proposer shall be responsible for taking whatever measures are necessary to ensure that the proposal reaches the office of the City Clerks on or before the local time and date specified. The City shall not be responsible for, and may not consider, any late proposal, amendment thereto, and

request for withdrawal of proposal received after the date specified. Proposals received after the time and date specified on the Request for Proposal will not be opened and will not be considered for award.

A written request for withdrawal of a proposal or any part thereof may be granted, provided the request is received in writing by the City prior to specified proposal date.

4. **PROPOSALS BINDING 60 DAYS.** Unless otherwise specified, all formal proposals submitted shall be binding for sixty (60) days following proposal date, unless the proposer(s), at the City's request agrees in writing to an extension.
5. **COMPETENCY OF PROPOSER.** No proposal may be accepted from or contract awarded to any person, firm or corporation who is in arrears or in default to the City of Berwyn upon any debt or contract. Prior failure of a proposer to perform faithfully on any previous contract or work for the City may be grounds for rejection. The proposer, if requested, shall present evidence of performance ability and possession of necessary facilities, pecuniary resources and adequate insurance to comply with the terms of these proposal documents; such evidence shall be presented within a specified time and to the satisfaction of the City.
6. **COLLUSIVE PROPOSING.** The Proposer certifies that the proposal is made without any previous understanding, agreement or connection with any person, firm, or corporation making a proposal for the same project, without prior knowledge of competitive prices, and that the proposal is in all respects fair, without outside control, collusion, fraud or otherwise illegal action.

## B. **INSURANCE**

1. **INSURANCE REQUIREMENTS.** The successful proposer shall provide insurance as follows:

- a. **Certificate of Insurance; Cancellation of Modification**

- (1). Before commencing work, the Proposer shall submit to the City for approval a Certificate of Insurance meeting the requirements specified herein, to be in effect for the full contract period.

- (2). The Proposer shall notify the City in writing at least thirty (30) calendar days prior to any change or cancellation of said policy of policies.

- (3). Cancellation or modification of said policy or policies shall be considered just cause for the City of Berwyn to immediately cancel the contract and/or halt work on the contract, and to withhold payment for any work performance on the contract.

- b. **Minimum Coverage**

(1). Any policy or policies of insurance purchased by the Proposer to satisfy their responsibilities under the proposal shall include contractual liability coverage, and shall be in the following type and minimum amounts:

Informal Project specs: Class I (under \$1M)

<u>Type of Coverage</u>	<u>Each Occurrence</u>	<u>Aggregate</u>
a. Comprehensive General Liability		
(1) Bodily Injury & Property Damage	\$500,000	\$1,000,000
b. Automobile Liability		
	<u>Combined Single Limit</u>	
(1) Bodily Injury & Property Damage	\$500,000	
c. Worker's Compensation Insurance as required by Illinois state law.		

**The City requires that the Contractor's Insurance carrier be A rated or better by A.M. Best.**

The City requires that the Contractor's Insurance carrier be A rated or better by A.M. Best.

**WHEN ADDITIONALLY REQUIRED:**

Errors & Omissions	\$500,000
Fidelity Bond (minimum)	\$ 50,000

**c. Hold Harmless: Endorsement Required**

(1). The Proposer, including their subcontractor, employees, representatives or agents, shall indemnify, defend and hold harmless the City of Berwyn and its officers, employees, and agents from any and all liability, loss, cost, damage and expense (including reasonable attorney's fees and court cost) resulting from, arising out of, or incurred by reason of any claims, actions or suits based upon or alleging bodily injury including death, or property damage rising out of or resulting from the Proposer's operations under this document.

(2). Proposer is not, and shall not be deemed to be, and agent or employee of the City of Berwyn

(3). Responsibility for Damage Claims – Notwithstanding the above, it is specifically agreed between the parties executing this contract that is not intended by any of the provisions of any part of the contract documents to create in the public or any member thereof a third party beneficiary hereunder, or to authorize anyone not a party to this contract. It is understood that no subcontractor is a third party beneficiary to any contract between the Contracting Authority and

prime contractor. Nothing in any special provision or any supplemental specification shall be construed as eliminating or superseding the requirements of this section.

d. Additional Insurance Requirements

Owner's Insurance shall not include coverage for losses or damage caused by the negligent act or omissions of Contractor or Subcontractors, or for damage to material or equipment while under the control of or stored by Contractor prior to installation or prior to inclusion of such material or equipment in construction. Contractor shall maintain appropriate insurance for such risks or occurrences.

Contractor shall be responsible for the owner's deductible on the owner's builder's risk.

C. SPECIFICATIONS

1. FORMAL SPECIFICATIONS. The proposer shall abide by and comply with the true intent of the specifications (i.e., not take advantage of any unintentional error or omission). Whenever mention herein is made of a service to be provided in accordance with laws, ordinances, etc., shall be construed as the minimum requirements of the specifications.
  
2. PROPOSED ALTERNATE. When an item is identified in the bid document by a manufacture's name or catalog number, it is understood that the bidder proposes to furnish the commodity and/or service so identified by the City unless the bidder specifically proposes an alternate. In bidding on a proposed alternate, the bidder shall clearly state on his/her bid exactly what he/she proposes to furnish, and forward with his/her bid, a complete description of the proposed alternate, including brand, model number, drawings performance and test date, references, and any other information necessary for a complete evaluation. Bidder shall include a statement setting forth any charges in other materials, equipment, or other work which would be required by incorporation of the proposed alternate. The burden of proof of the merit of the proposed alternate in upon the proposer.

The City's decision to approve or disapprove of a proposed alternate shall be final.

3. QUALIFICATIONS, CREDENTIALS AND REFERENCES. The proposer shall provide a description of qualification, credentials, experience, and resources as they relate to provision of the proposal. The proposer shall also provide a list of clients for whom similar work has been performed within the last two years, including the firm, contact person, address, and phone number of each contract person.
  
4. ADDENDUM TO SPECIFICATIONS. Any substantive interpretation, correction or change of the proposal documents shall be made within addendum. Interpretation, corrections or changes of the proposal documents made in any

other manner shall not be binding. Such interpretations, corrections or changes shall not be relied upon by proposer. Any addenda shall be issued by the City within a reasonable time prior to the proposal date.

D. **SECTION OF FIRM**

1. **REJECTION OF PROPOSALS**. The City reserves the right to accept or reject any or all proposals, to waive irregularities and technicalities, and to request resubmission. The city also reserves the right to reject a similar nature, or proposal from a proposer who, investigation shows, is not in a position to satisfactorily and timely perform the contract.
  
2. **SELECTION**. The City desires to enter into negotiations and ultimately reach an agreement with a Proposer who demonstrates the best combination of attributes to conduct the project, and who also negotiates a project cost with the City that is fair and reasonable. The City may conduct discussions with any proposer who has submitted a proposal to determine qualifications, for further consideration. Since the initial review by the City will be deemed preliminary in nature, the document and process will be deemed confidential until such time as the successful proposer is selected. Criteria for selection will include but not limited to:
  - Ability to provide the type and quality of service that best meets the needs of the City.
  - Organization, size, management and structure of the firm to provide service.
  - Experience and qualifications of the persons with supervisory and management assignments, especially relating to similar work assignments.
  - Satisfactory reference checks of clients on similar projects.
  - Previous and existing compliance with laws and ordinances relating to contracts with the City and to the proposer's employment practices.
  - Whether the proposer is in arrears to the City, in dept on a contract or is a defaulter on a surety or other agreement with the City.
  - If a reasonable doubt arises as to proposer's solvency, the City reserves the right to require financial information sufficient to show solvency.
  - Cost estimate; the City is not requires to accept the proposal with the lowest cost estimate.

Once the City has reached an agreement with the Proposer, a purchase order will be issued to the awardee. The purchase order will define the conditions of the contract between the City and the contractor selected to receive the award.

3. **CORRECTIONS TO SUBMITTED PROPOSALS**. Any changes that are made to this proposal using correction fluid, writing utensils, etc. before submission must be dated and initialed in each area that a change is made.

4. **PRICING REQUIREMENTS.** All pricing submitted by the bidder shall be indicated in both words and figures. (Ex. \$200.00, Two hundred dollars).
5. **PRESENTATIONS.** When required and based on evaluation of proposals submitted, the City may select finalists who will be required to participate in interviews, including key personnel designated for the proposal, and to make presentations regarding their qualifications and their ability to furnish the required service to best serve the needs of the city.  
Formal presentations will be scored and evaluated by the Public Works Director who will make a recommendation to the City Council for final approval. Nothing in the proposal can obligate the City to enter into a contract.
6. **LOCAL PURCHASES.** Unless otherwise specified, cost and other considerations being equal, local firms shall be given first consideration for the project.
7. **ERRORS IN PROPOSAL.** Any ambiguity in any proposal as a result of omission, error, lack of clarity or non-compliance by the proposer with specifications, instructions and conditions shall be construed in the light most favorable to the City. Changes in proposals shall be initialed and dated.

E. **GENERAL CONTRACT PROVISIONS**

1. **CONTRACT AWARD.** Upon City's selection and satisfactory between City and Proposer on the work to be performed, a written award in the form of a Purchase Order, contract or other instrument shall result in binding contract with out further action by either party. The contract shall be on forms provided by the City; or if the proposer's contract document is used, the City reserves the right to modify and document to conform to the request for proposal and to do so in the light most favorable to the City.
2. **INSURANCE.** Current Certificate of Insurance in the amounts specified shall be on file with the City before work can commence.
3. **AVAILABILITY OF FUNDS.** A contract shall be deemed valid only to the extent for appropriations available to each project. The City's extended obligation on these contracts, which envision extended funding through successive fiscal periods, shall be contingent upon actual appropriation for the following fiscal year.
4. **CONTRACT ALTERATIONS.** No alterations or variables in the terms of a contact shall be valid or binding upon the City unless authorized in writing by both parties.
5. **SUBLETTING OF CONTRACT.** Proposer shall not assign, transfer, convey, sublet or otherwise dispose of the contract or their right, title or interest therein, or their power to execute such contract to any other person, firm or corporation without

the prior written consent of the City, but in no case shall such consent relieve the Proposer from their obligations, or change the terms of the contract.

6. **CONTRACT PERIOD.** Contract shall remain in force for the full specified period and until all services have been satisfactorily delivered and accepted and thereafter until all requirements and conditions shall be met, unless:
  - a. Extended upon written authorization of the city and accepted by contractor, for a period negotiated and agreed upon by both parties, when in the best interest of the City.
  - b. Terminated due to the default, as described below.
7. **DEFAULT.** The Contract may be cancelled or annulled by the City in whole or in part by written notice of default to the Proposer upon non-performance, violation of contract terms, delivery failure, bankruptcy or insolvency, or the making of an assignment for the benefit of creditors. The City reserves the right to grant Contractor a specified cure period of during which to cure or remedy the default, which cure period shall be included in the written notice to default. If default is not cured within the specified time, City reserves the right, but is not obligated to, extend the cure period or City may deem the contract terminated without further notice. Lack of knowledge by the contractor will in no way be cause for relief from responsibility.
8. **INDEMNITY.** The Proposer shall indemnify, defend and hold harmless the City of Berwyn and its officers, employees and agents from any and all liability, loss, cost, damage, and expense (including reasonable attorney's fee and court costs) resulting from, arising out of, or incurred by reason of any claims, actions, or suits based upon or alleging bodily injury including death, or property damage rising out of or resulting from Proposer's operations under this Contract, whether such operations be by the Contractor or by any Subcontractor or by anyone directly or indirectly employed by either.

Proposer is not, and shall not be deemed to be, an agent or employee of the City of Berwyn

Proposer further agrees to:

- a. Save the City, its agents and employees harmless from liability of any nature or kind for the use of any copyright or uncopyright composition, secret process, patented or unpatented invention, article or appliance of which the Proposer is not the patentee, assignee, licensee or owner, furnished or used in the performance of the contract.
- b. Obtain all permits and licenses required by city, state and federal governments and pay all related fees. The Proposer shall also comply with all laws,

ordinances, rules and regulations of the City, State of Illinois and the Federal Government including the Prevailing Wage Act.

9. **NON DISCRIMINATION.** Proposer shall not discriminate against any employee or applicant for employment or any member of the public because of race, color, creed, religion, national origin, sex, sexual statement, or otherwise commit an unfair employment practice. Proposer further agrees that this non-discriminatory agreement shall be incorporated by the Proposer in all contracts entered into with suppliers of commodities and/or services, contractors and subcontractors, and all labor organizations furnishing skilled, unskilled and craft union skilled labor, or who may perform any such labor or services in connection with this contract.

F. **PAYMENT PROVISIONS**

1. **PAYMENT TERMS.** Payment may be made only after inspection and acceptance by the using department. Payment of balances shall be made only after approval and final acceptance by the City.
2. **INVOICING.** Following acceptance of each payment term, payment shall be made within thirty (30) calendar days from receipt of itemized invoice. Before the City will pay any invoice, the invoice must include a detailed description of all charges, the proposal number, department name, dollar amount, quantity of hours worked, and any other pertinent information. All reimbursable expenses (meals, travel, etc.) must be accompanied by a copy of the vendor's receipt. Submit invoice in duplicate to:

City of Berwyn  
Department of Public Works  
6700 W. 30<sup>th</sup> Street  
Berwyn IL 60402

3. **WITHHOLDING PAYMENT.** Consideration for withholding payment shall include faulty materials, or workmanship, failure to meet delivery deadlines, and liens that have been filed, or evidence indicating a possible filing of claims. In all cases, regulations and limitation imposed by the Federal Government.
4. **TAXES.** The City of Berwyn is exempt from all Federal, State of Illinois and other State Taxes on the purchase of commodities and services used by the City of Berwyn within the State of Illinois. The Finance Department shall provide tax exemption certification to out-of-state taxes imposed on purchases of commodities and/or services which are which are used within another state are applicable and subject to payment.

Contractors and subcontractors shall pay all legally required sales, consumer and use taxes on all commodities and/or services purchased or rented to complete their contract.

If a contractor, subcontractor, or builder is to use building materials, supplies, and equipment in the performance of a construction contract with a designated exempt entity, the person shall purchase such items of tangible personal property without liability for the tax if such property will be used in the performance of the construction contract and a purchasing agent authorization letter and an exemption certificate, issued by the designated exempt entity, are presented to the retailer.

**SECTION IV REFERENCES**

The vendor must complete the required reference information listed below. The vendor must provide at least three (3) references from companies or agencies that have purchased the proposed holiday light decorations from your company. The company's name and address, a contact name, title, and phone number, must be included with the reference information.

1.    Company Name: \_\_\_\_\_  
      Company Address: \_\_\_\_\_  
      Company Contact: \_\_\_\_\_  
      Title of Contact: \_\_\_\_\_  
      Phone Number: \_\_\_\_\_
  
2.    Company Name: \_\_\_\_\_  
      Company Address: \_\_\_\_\_  
      Company Contact: \_\_\_\_\_  
      Title of Contact: \_\_\_\_\_  
      Phone Number: \_\_\_\_\_
  
3.    Company Name: \_\_\_\_\_  
      Company Address: \_\_\_\_\_  
      Company Contact: \_\_\_\_\_  
      Title of Contact: \_\_\_\_\_  
      Phone Number: \_\_\_\_\_

**Note: Additional reference may be included with the vendor's proposal.**

**SECTION V COMPANY INFORMATION & SIGNATURE SHEET**

**Vendors must include with their submitted proposal this completed and signed Company Information & Signature Sheet and a price list for the proposed Holiday Light Decorations required for this contract.**

The undersigned bidder, having examined and determined the scope of this Request for Proposal, hereby proposes to supply and delivery the proposed commodities as described in the proposal documents at the prices set forth within.

The undersigned bidder states that this bid is made in conformity with the specifications and qualifications contained herein. In the event that there are any discrepancies or differences between any conditions of the vendor's proposal and the Request for Proposal prepared by the City of Berwyn, and the City's Request for Proposal shall prevail.

The undersigned bidder certifies that this proposal is made in good faith and without collusion or connection with any other persona or persons bidding on the project.

**Delivery:** Upon receipt of a purchase order from the City of Berwyn, the vendor guarantees delivery of the proposed Holiday Light Decoration within \_\_\_\_\_ days.

Name of Firm: \_\_\_\_\_

Authorized Representative: \_\_\_\_\_

Signature of Representative: \_\_\_\_\_

Title of Authorized Representative: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Website Address: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Date Signed: \_\_\_\_\_

**Addenda Form:**

The undersigned hereby acknowledges receipt of the following applicable addenda:

Addenda Number	Date
_____	_____
_____	_____

## ATTACHMENT A

The contractor is required to supply all brackets, decorations, lit and unlit where specified by the City of Berwyn. The contractor is responsible for installation, maintenance and removal of decorations.

The decorations are to be installed by November 20<sup>th</sup> and removed by January 15<sup>th</sup>. The contract will cover a three-year period 2007, 2008, 2009.

**AREA I      ROOSEVELT ROAD**  
Harlem Avenue to Lombard Avenue  
South Side of Roosevelt Road  
West side of Lombard Avenue  
East side of Harlem

(56) commercial poles to be decorated with unlit natural balsam wreaths with red bows and roping.

**AREA II      CERMAK ROAD**  
Harlem Avenue to Lombard Avenue  
Both sides of Cermak Road  
East side of Harlem Avenue  
West side of Lombard Avenue

(75) Commercial poles to be decorated with unlit natural balsam wreaths with red bows and roping.

(123) ornamental poles on Cermak Road, Lombard Avenue to Home Avenue to be decorated with (2) 36" O.D. lit single faced wreaths decorated with an overlay of red wrap and unlit roping.

**AREA III      OGDEN AVENUE**  
Harlem Avenue to Lombard Avenue  
Both sides of Ogden Avenue  
West side of Lombard Avenue  
East side of Harlem Avenue

(73) Commercial poles to be decorated with poles to be decorated with unlit natural balsam wreaths with red bows and roping.

**AREA IV DEPOT DISTRICT**

Windsor Avenue – Harlem Avenue to Ridgeland Avenue (East side of Harlem Avenue)

Stanley Avenue – Harlem Avenue to Ridgeland Avenue (East side of Harlem Avenue)

Oak Park Avenue – 32<sup>nd</sup> Street to 34<sup>th</sup> Street (both sides of Oak Park Avenue)

Grove Avenue – 32<sup>nd</sup> Street to 34<sup>th</sup> Street (both sides of Grove Avenue)

Lit roping draped from roof line of the Harlem Avenue Train Station and the Oak Park Avenue Train Station (white lights)

(119) Commercial poles decorated with natural balsam wreaths with red bows and roping and lit where possible.

(60) Platform decorative poles to be decorated with red bows and roping and lit where possible.

(5) Pine trees at the Oak Park Avenue Train Station platform decorated with light lights.

**AREA V CITY HALL**

Large evergreen (existing) decorated with colored lights

Small lights on small bushes around building

**PROPOSAL PRICES**

	2007	2008	2009
AREA I	_____	_____	_____
AREA II	_____	_____	_____
AREA III	_____	_____	_____
AREA IV	_____	_____	_____
AREA V	_____	_____	_____

Signature: \_\_\_\_\_

Company Address: \_\_\_\_\_

Company Contact: \_\_\_\_\_

Title of Contact: \_\_\_\_\_

Phone Number: \_\_\_\_\_

DATE: \_\_\_\_\_



*1-2*

**Board of  
Fire & Police Commissioners**

6401 West 31st Street  
Berwyn, Illinois 60402-0701

HONORABLE MAYOR MICHAEL A. O'CONNOR  
POLICE CHIEF WILLIAM KUSHNER  
ALD. MARK WEINER, CHAIRMAN FIRE & POLICE COMMITTEE  
CITY CLERK THOMAS PAVLIK  
CITY TREASURER GERARD PATER  
BERWYN CITY COUNCIL MEMBERS

AUGUST 7, 2007

RE: POLICE SERGEANTS PROMOTIONS

PLEASE BE ADVISED THAT THE BOARD OF FIRE AND POLICE  
COMMISSIONERS HAS MADE THE FOLLOWING PROMOTIONS , EFFECTIVE  
AUGUST 16, 2007:

GREGORY CATENA

MICHAEL VOCAC

THE BOARD CONGRATULATES AND WISHES BOTH MEN WELL IN THEIR  
NEW ENDEAVOR. .

BERWYN FIRE AND POLICE COMMISSION

ANTON ADOLF

CARL REINA

RICK TOMAN



1-3

**Board of  
Fire & Police Commissioners**

6401 West 31st Street  
Berwyn, Illinois 60402-0701

HONORABLE MAYOR MICHAEL A. O'CONNOR  
POLICE CHIEF WILLIAM KUSHNER  
ALD. MARK WEINER, CHAIRMAN FIRE & POLICE COMMITTEE  
CITY CLERK THOMAS PAVLIK  
CITY TREASURER GERARD PATER  
BERWYN CITY COUNCIL MEMBERS

AUGUST 7, 2007

RE: POLICE OFFICER APPOINTMENTS

PLEASE BE ADVISED THAT THE BOARD OF FIRE AND POLICE  
COMMISSIONERS HAS APPOINTED THE FOLLOWING TO PROBATIONARY  
POLICE OFFICER EFFECTIVE AUGUST 20, 2007:

GEORGE AUDIFRED

LOREN BUCHMEIER

JENNIFER MAZUR

ROBERT BRENKA

THE BOARD WELCOMES AND CONGRATULATES THE AFOREMENTIONED  
CANDIDATES, AND WISHES THEM WELL IN THEIR NEW ENDEAVOR.

THE BOARD OF FIRE AND POLICE COMMISSIONERS,

ANTON ADOLF

CARL REINA

RICK TOMAN

5700 West 26th Street  
Berwyn, Illinois 60402-0701  
(708) 788-2660

I-4

THE CITY OF  
BERWYN ILLINOIS



FAX Number:  
(708) 788-2675

MICHAEL A. O'CONNOR  
MAYOR

Second Ward Alderman  
Santiago Ramos

To: Honorable City Council Members,  
Mayor Mike O'Connor,  
City Clerk Tom Pavlik

Re: Trial Ride of the Berwyn Trails

On Sat., Aug. 18, 2007 there will be a trial ride of the Berwyn Bike Routes, Trails, Paths. The routes to be used on this ride are being considered as possible routes for the Berwyn Bike Route. The routes were chosen by Alderman Ramos and discussed at previous Recreation Committee meetings. We have discussed these routes with the two city park districts, the Recreation Department, the Public Works Department, the Pav YMCA, and state officials from the Department of Natural Resources.

Although this is not an official City sponsored event we are asking that the Berwyn Police department and the two park districts provide officers to ride with the groups to provide safe crossing at busy intersections. This can be a part of their community outreach program.

We will be meeting at the Spindle at 9:00 am and should begin the ride at 9:30 am. It should not last longer than two hours.

We appreciate your assistance in this endeavor.

Alderman Santiago "Jim" Ramos

8/10/2007

15  
August 10, 2007

  
Michele D. Skryd  
ALDERMAN FOURTH WARD  
BERWYN, ILLINOIS

Hon. Michael A. O'Connor, Mayor  
Alderman of the Berwyn City Council  
6700 W. 26<sup>th</sup> Street  
Berwyn, IL 60402

RE: Handicapped Ordinance 484.05

Ladies and Gentlemen:

The Handicapped Ordinance Section 1, letter b, numbers(5) and (6) impose an eyesore to the community. In the winter when we have snow the markings will not even be visible.

It would be my recommendation to delete numbers 5 and 6 and refer to the law department for drafting of said amendment.

Respectfully,

*Michele D. Skryd*

Michele D. Skryd  
4<sup>th</sup> Ward Alderman

the property on which the handicapped person or disabled veteran resides in the City must be provided at the time such application is submitted.

(b) There shall be parking by permit for persons holding handicapped parking stickers and paying an additional fee of \$ 10.<sup>00</sup> annually, as well as an initial fee of \$ 10.<sup>00</sup> to enact a handicapped permit parking sign adjacent to the property the applicant resides in.

(1) The sticker shall be numbered to correspond the sign posted on the property described in Section (b), and only the vehicle bearing that handicapped parking permit number shall be allowed to park therein.

(2) Only vehicles with the corresponding handicapped parking permit number to the posted signage shall be allowed to park in that handicapped parking permit spot.

(3) Violations of this section shall be punished by a \$250.00 fine.

(4) Handicapped parking permits shall only be issued to one (1) vehicle per property and only one handicapped parking permit number shall be issued per property.

(5) The Director of the Department of Public Works shall develop the appropriate signage, in compliance with this ordinance and 65 ILCS 5/301, et seq., clearly designating the handicapped parking permit number in florescent green, so as to highlight the restricted nature of the spot.

(6) Street markings shall be such as to clearly identify the handicapped parking permit spot in such a fashion as is recognizable from a vehicle on the street, i.e., curb painted with florescent green paint.

MS  
August 10, 2007



Michele D. Skryd  
ALDERMAN FOURTH WARD  
BERWYN, ILLINOIS

Hon. Michael A. O'Connor, Mayor  
Alderman of the Berwyn City Council  
6700 W. 26<sup>th</sup> Street  
Berwyn, IL 60402

RE: Berwyn Ordinance Chapter 859 Newspaper Vending Machines

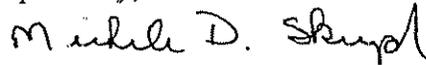
Ladies and Gentlemen:

It has been brought to my attention that the newspaper vending machines have become unsightly and out of control. I spoke the collectors office and was informed that due to the First Amendment that we cannot enforce this ordinance.

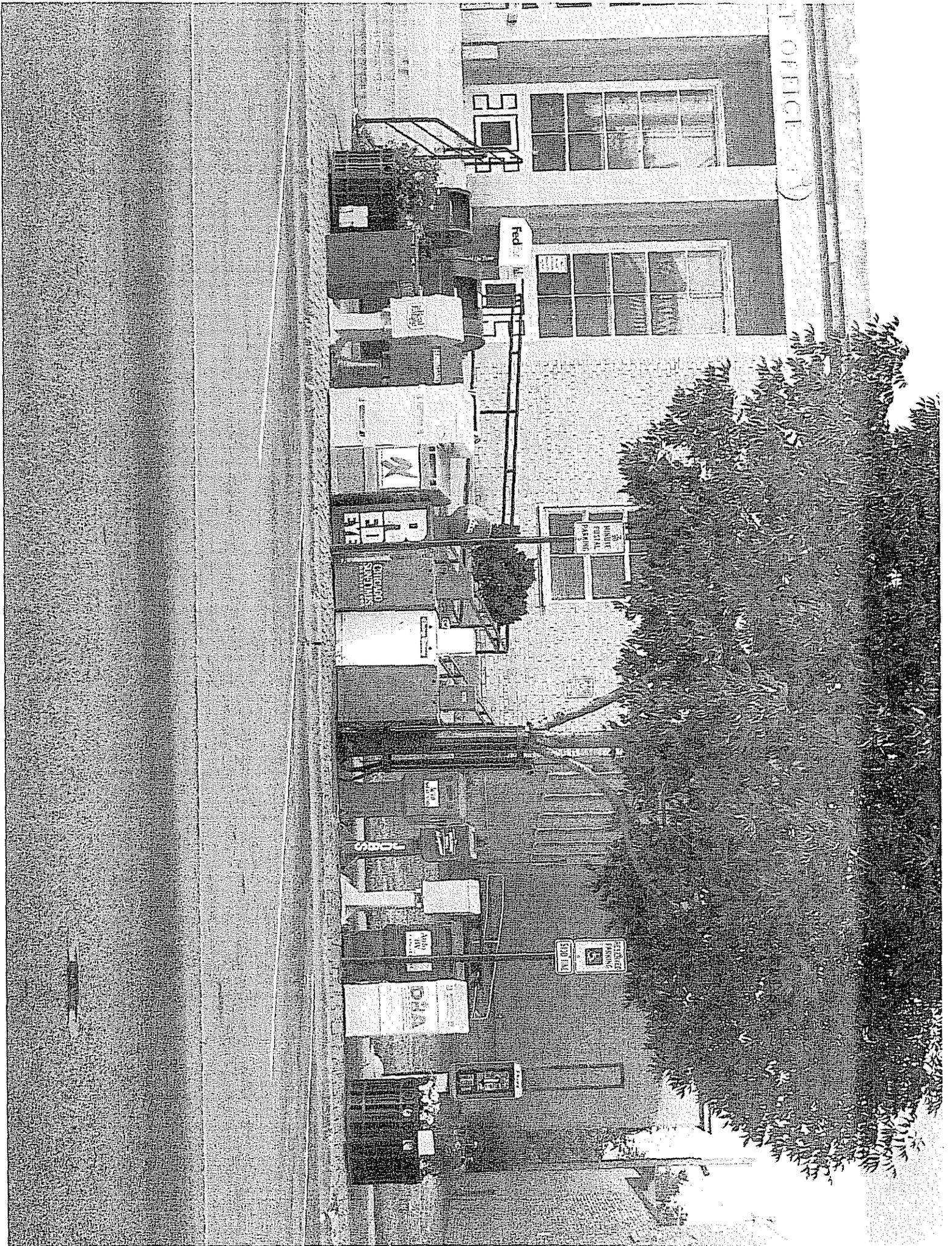
It would be my recommendation to refer this ordinance to the law firm of Odelson and Sterk for review of content and advise the City of Berwyn as to its right of enforcement.

It would also be my recommendation that if deemed a legal right of the city that the city council discuss the implementation of a fee with the permit application.

Respectfully,



Michele D. Skryd  
4<sup>th</sup> Ward Alderman





Michele D. Skryd  
ALDERMAN FOURTH WARD  
BERWYN, ILLINOIS

August 10, 2007

Hon. Michael A. O'Connor, Mayor  
Alderman of the Berwyn City Council  
6700 W. 26<sup>th</sup> Street  
Berwyn, IL 60402

RE: Public Works Street Scape Funds

Ladies and Gentlemen:

The public works budget still has funding available for street scape projects. The amount is approximately \$8000.00. The business districts have received flowers for the hanging baskets. The fact remains that we still have empty dead flower boxes in the business districts and the cul-de-sacs on Roosevelt Road are unsightly.

It would be my recommendation to allow these monies to be spent to beautify the districts and enhance the neglected planter boxes and cul-de-sac areas.

Respectfully,

Michele D. Skryd  
4<sup>th</sup> Ward Alderman



*I 8*

Michele D. Skryd  
ALDERMAN FOURTH WARD  
BERWYN, ILLINOIS

August 10, 2007

Hon. Michael A. O'Connor, Mayor  
Alderman of the Berwyn City Council  
6700 W. 26<sup>th</sup> Street  
Berwyn, IL 60402

RE: Christmas Decorations

Ladies and Gentlemen:

This past week Alderman Nona Chapman and myself we able to review the specs for the RFP on the Christmas decorations for the City of Berwyn. The following should be reviewed for consideration.

Area 1 –Roosevelt Road

The RFP should mirror the copy of the invoice from the previous year. The Roosevelt Road committee has worked with the Village of Oak Park for the past four years to have congruency within the Roosevelt Road corridor. The wreaths should be changes to 48”.

Area 111 – Ogden Avenue should be changed from 72 to 143 poles

Area IV - Depot District has tree trees and some bushes. The change should be from 3 to reflect 5.

.It would be my recommendation to allow these changes to the RFP.

Respectfully,

*Michele D. Skryd*

Michele D. Skryd  
4<sup>th</sup> Ward Alderman



Michele D. Skryd  
ALDERMAN FOURTH WARD  
BERWYN, ILLINOIS

I-9  
August 10, 2007

Hon. Michael A. O'Connor, Mayor  
Alderman of the Berwyn City Council  
6700 W. 26<sup>th</sup> Street  
Berwyn, IL 60402

RE: Berwyn United Lutheran Church 90th Anniversary Block Party

Ladies and Gentlemen:

The Berwyn United Lutheran Church would like to request permission to block 24<sup>th</sup> Street from Harvey Avenue west to the alley for their 90<sup>th</sup> Anniversary. The event would be held Sunday September 9<sup>th</sup>, 2007 from 9:00 am to 3:00 pm. Please see the attached letter.

.It would be my recommendation to allow this request and provide the necessary assistance from the public works department.

Respectfully,

*Michele D. Skryd*

Michele D. Skryd  
4<sup>th</sup> Ward Alderman



## BERWYN UNITED LUTHERAN CHURCH

2400 SOUTH HARVEY AVENUE • BERWYN, ILLINOIS 60402-2610  
OFFICE (708) 788-3727 • FAX (708) 788-6954

June 19, 2007

4th Ward Alderman Michelle Skryd  
Berwyn City Hall  
6700 West 26th Street  
Berwyn, IL 60402

Dear Michelle:

Would you be so kind as to present this request to the City Council:

Berwyn United Lutheran Church, 24th Street and Harvey Avenue, requests permission to block the street from 24th and Harvey, west to the alley, for a 90th Anniversary Block Party (for members of the congregation and the neighborhood), from 9:00 a.m. to 3:00 p.m., Sunday, ~~July 29~~, 2007.

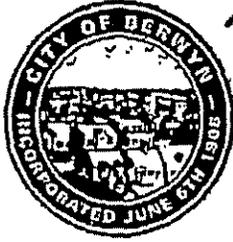
*September 9th, 2007*

The only house whose side parking is affected, 2348 S. Harvey, across from the church, appears to be vacant at this time, and we are unable to contact the owner.

Let us know if we need to provide any further information, or a formal application.

Sincerely,

David Olson, Pastor



THE CITY OF **BERWYN, ILLINOIS** *Building A New Berwyn*

6700 West 26th Street • Berwyn, Illinois 60402-0701 • Telephone: (708) 788-2660 • Fax: (708) 788-2567  
www.berwyn-il.gov

MICHAEL A. O'CONNOR, *Mayor*

**Seventh Ward Alderman**

**Robert J. Lovero**

**(708) 788-1885**

August 10, 2007

Mayor Michael O'Connor  
Members of City Council  
6700 West 26<sup>th</sup> Street  
Berwyn, IL 60402-0701

Dear Members:

Please concur with my recommendation that the Executive Director of the Berwyn Development Corporation be authorized to retain the services of Neal & Leroy, LLC, or any other eminent domain attorney, when the BDC is assigned a project in which such services are needed. Council shall determine when such services are needed based on each individual project.

Your concurrence in this policy mandate will streamline the mental gymnastics and procedures endured on the various projects being entertained by the City. Thank you for your cooperation.

Respectfully,

Robert J. Lovero  
7<sup>th</sup> Ward Alderman

RJL:gal

I-11

## **Berwyn City Council**

August 4, 2007

From 8th Ward Alderman Joel Erickson  
To Mayor O'Connor and  
The Berwyn City Council

Regarding: Berwyn's Centennial Celebration

Ladies and Gentlemen:

I would like to present a proposal in the interest of resolving the problems associated with the selecting the management of Berwyn's Centennial Celebration.

Respectfully

Joel Erickson



# THE CITY OF BERWYN, ILLINOIS

MICHAEL A. O'CONNOR, *Mayor*

6700 West 26th Street • Berwyn, Illinois 60402-0701 • Telephone: (708) 788-2660 • Fax: (708) 788-2567

www.berwyn-il.gov

Michele Skryd  
4th Ward Alderman

Date: **AUGUST 6, 2007**

Mayor Michael A. O'Connor  
And Members of the Berwyn City Council

Ladies and Gentlemen:

A meeting of the ADMINISTRATION COMMITTEE was held

On **AUGUST 6, 2007** at **6:30 P.M** the Administration Committee will meet.

Those in attendance were: **ALDERMEN SKRYD AND LOVERO**

The matter discussed will be Item **#16** dated **11/14/06**  
**INTERIM ADMINISTRATIVE COORDINATOR**

It is the recommendation of the committee that \_\_\_\_\_

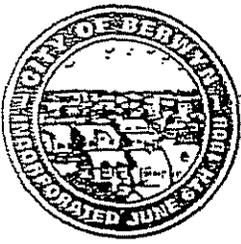
**Recommendations to remove with no action taken**

Voting Aye: **Michele Skryd, Robert Lovero**

Voting Nay: \_\_\_\_\_

Adjourned: \_\_\_\_\_

\_\_\_\_\_  
Michele Skryd-Chairman  
Robert Lovero-Member



THE CITY OF **BERWYN, ILLINOIS** *Building A New Berwyn*

MICHAEL A. O'CONNOR, *Mayor*

6700 West 26th Street • Berwyn, Illinois 60402-0701

Telephone: (708) 788-2660 • Fax: (708) 788-2675 • www.berwyn-il.gov

Michele Skryd  
4th Ward Alderman

Date: **AUGUST 6, 2007**

Mayor Michael A. O'Connor  
And Members of the Berwyn City Council

Ladies and Gentlemen:

A meeting of the ADMINISTRATION COMMITTEE was held

On **AUGUST 6, 2007** at **6:30 P.M** the Administration Committee will meet.

Those in attendance were: **ALDERMEN SKRYD AND LOVERO**

The matter discussed will be Item **#10** dated **03/13/07**

**Public Works Supervisor Positions**

It is the recommendation of the committee that \_\_\_\_\_

**The hiring of two (2) supervisors be referred back to COW for full discussion**

Voting Aye: **Michele Skryd, Robert Lovero**

Voting Nay: \_\_\_\_\_

Adjourned: \_\_\_\_\_

# Section J

## Staff Reports

SM

**CITY OF BERWYN**

**CITY COUNCIL MEETING** August 14, 2007

**Deferred Communication**

Agenda Item J-1 is a Deferred Communication from C C Meeting dated 7/24/07 Agenda item #29

FROM: Berwyn Police Department

RE: Handicap sign for Salvador Gomez, 2416 Highland



52

# BERWYN POLICE DEPARTMENT

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



ITEM NO. 28  
DATE JUN 12 2007  
DISPOSITION defer

TO: HONORABLE MAYOR MICHAEL A. O'CONNOR AND  
MEMBERS OF THE BERWYN CITY COUNCIL

FROM: BERWYN POLICE DEPARTMENT  
LOCAL ORINANCE DIVISION

ITEM NO. 24  
DATE JUN 2/6 2007  
DISPOSITION Refer

DATE: 5-15-07

RE: HANDICAPPED SIGN FOR: SALVADOR Gomez

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

2416 HIGHLAND

ITEM NO. 25  
DATE JUL 10 2007  
DISPOSITION defer

PLEASE REVIEW THE ATTACHED PAPERWORK AND ADVISE.

ITEM NO. 29  
DATE JUL 24 2007  
DISPOSITION Refer

cc: ALDERMAN Michele SKRYD - 4th Ward



We Serve and Protect

# BERWYN POLICE DEPARTMENT



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

## HANDICAPPED PARKING INTERVIEW FORM AND LOG SHEET

Date received from local ordinance department 11/14/07

Name of applicant SALVADOR GOMEZ

Address 2416 HIGHLAND Telephone [REDACTED]

Nature of disability \_\_\_\_\_

Does applicant use    Wheelchair     Walker     Cane     Oxygen

Vehicle make \_\_\_\_\_ (4-1) License plate [REDACTED]

Handicapped card # \_\_\_\_\_ Vehicle tag # \_\_\_\_\_ Year \_\_\_\_\_

Parking availability    Garage <sup>2</sup> YES    Driveway NO    Off street NO    On street YES  
YES-572A

Neighbor \_\_\_\_\_

Neighbor \_\_\_\_\_

### APPLICANT INTERVIEW

4-1  
Logged in by Rivera    Date 11-14-07    Application number 509

Date 11-14-07    Time 1140    Complaint # 07-7733    Officer P. Rivera

Date \_\_\_\_\_    Time \_\_\_\_\_    Complaint # \_\_\_\_\_    Officer \_\_\_\_\_

Date \_\_\_\_\_    Time \_\_\_\_\_    Complaint # \_\_\_\_\_    Officer \_\_\_\_\_

Date \_\_\_\_\_    Time \_\_\_\_\_    Complaint # \_\_\_\_\_    Officer \_\_\_\_\_

# Berwyn Police Department - Incident Report

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

Incident#: 07-07733

STATION COMPLAINT UCR 9039 (Other Public Service)		DESCRIPTION Other Public Service	INCIDENT # / DOT # 07-07733
WHEN REPORTED 05/14/2007 11:37	LOCATION OF OFFENSE (HOUSE NO., STREET NAME) 2416 S HIGHLAND AV BERWYN, IL 60402		HOW RECEIVED On View-Officer
TIME OF OCCURRENCE 05/14/2007 11:36	STATUS CODE (09) Administratively Closed		STATUS DATE 05/14/2007

### INVOLVED ENTITIES

NAME GOMEZ, SALVADOR		DOB	AGE	ADDRESS 2416 S HIGHLAND AV BERWYN, IL 60402			
SEX M	RACE	HGT	WGT	HAIR	EYES	PHONE [REDACTED]	
UCR 9039 (Other Public Service) - 0 count(s)				TYPE Other		RELATED EVENT #	

### INVOLVED VEHICLES

VEH/PLATE #	STATE IL	TYPE	INVOLVEMENT	VIN # [REDACTED]
YEAR	MAKE	MODEL	COLOR	COMMENTS

### NARRATIVES

#### PRIMARY NARRATIVE

Mr. Salvador Gomez

Mr. Salvador Gomez

There is a two a half car garage on the property and Mr. Salvador Gomez related that there is only one vehicle in the family but they use the garage for storages.

Mr. Salvador Gomez would like a spot in front of the home for parking because it would by easier then cleaning out the garage.

Parking on the blocks is availably, at this time Reporting Officer observed fifteen vehicles parked on the whole 2400 block of Highland Ave.

Mrs. Salvador Gomez meets the requirements for being handicapped but does not meet the requirements in the City Ordinance.

Reporting Officer feels that this application should Not be approved.

Application number 509

Nothing further this Reporting Officer.

REPORTING OFFICER RIVERA, MANUEL	STAR # 255	REVIEWER	STAR #
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Berwyn Police Department - Incident Report



New APPLICANT

THE CITY OF BERWYN, ILLINOIS

2007

CITY OF BERWYN - AFFIDAVIT FOR HANDICAP SIGN

PLEASE PRINT

Salvador Gomez
(Name of Handicapped Person)

2416 South Highland Avenue Berwyn, IL60402
(Address of Handicapped Person)

Salvador Gomez
(Name of Applicant)

[Redacted]
(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.

[Signature of Salvador Gomez]
(Signature of Applicant)

04/18/2007
(Date)

PHYSICIANS STATEMENT
PLEASE PRINT NATURE OF PATIENT'S HANDICAP

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.

J-2

**CITY OF BERWYN**

**CITY COUNCIL MEETING** August 14, 2007

**Deferred Communication**

Agenda Item J-2 is a Deferred Communication from C C Meeting dated 7/24/07 Agenda item #30

FROM: Director of Public Works

RE: Bids for Holdiay Decorations



THE CITY OF **BERWYN, ILLINOIS** *Building A New Berwyn*

J-8

6700 West 26th Street • Berwyn, Illinois 60402-0701 • Telephone: (708) 788-2660 • Fax: (708) 788-2567  
www.berwyn-il.gov

MICHAEL A. O'CONNOR, Mayor

June 21, 2007

To: Mayor Michael O'Connor & City Council Members  
From: Patrick Ryan, Public Works Director  
Re: ~~Opening~~ of Bids for Holiday Decorations

ITEM NO. 31  
DATE JUN 26 2007  
DISPOSITION \_\_\_\_\_

ITEM NO. \_\_\_\_\_  
DATE JUL 10 2007  
DISPOSITION \_\_\_\_\_

*Refer to PW Committee*

Staff is seeking approval to seek bids for the Holiday Decorations Program during the July 10, 2007 City Council meeting.

DATE JUL 24 2007

The contract award for this program will be for a three year basis and will follow the type of decorations. All proposals must include new decorations for the first year and routine maintenance.

DISPOSITION \_\_\_\_\_  
*Refer*

**Recommended Actions:**

Staff recommends the City Council allow the publishing of a Request For Bids for the Holiday Decorations Program during the July 10, 2007 City Council meeting.

J2

ITEM NO. 30  
DATE JUL 24 2007  
DISPOSITION \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**CITY OF BERWYN**

**CITY COUNCIL MEETING** July 24, 2007

**Deferred Communication**

Agenda Item J-2 is a Deferred Communication from C C Meeting dated 7/10/07 Agenda item #27

Re: P.W. Director- Bids for Holiday Decorations  
\_\_\_\_\_

J-3

**CITY OF BERWYN**

**CITY COUNCIL MEETING**

August 14, 2007

**Deferred Communication**

Agenda Item J-3 is a Deferred Communication from C C Meeting dated 7/24/07 Agenda item #31

FROM: Berwyn Police Department

RE: Handicap sign for Susan Porras, 3812 Scoville

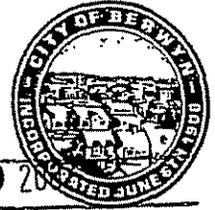


We Serve and Protect

*5-6*

# BERWYN POLICE DEPARTMENT

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



ITEM NO. 33  
DATE JUL 10 2007  
DISPOSITION *Refer*  
ITEM NO. 31  
DATE JUL 24 2007

TO: HONORABLE MAYOR MICHAEL A. O'CONNOR AND  
MEMBERS OF THE BERWYN CITY COUNCIL

FROM: BERWYN POLICE DEPARTMENT  
LOCAL ORINANCE DIVISION

DATE: 6/22/07

RE: HANDICAPPED SIGN FOR: Susan Porras

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

3812 Scoville

PLEASE REVIEW THE ATTACHED PAPERWORK AND ADVISE.

CC: ALDERMAN *Rona Chapman* 1st



We Serve and Protect

# BERWYN POLICE DEPARTMENT



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

## HANDICAPPED PARKING INTERVIEW FORM AND LOG SHEET

Date received from local ordinance department 6-20-07

Name of applicant SUSANNO PARENTS

Address 3812 - SCOVILLE Telephone \_\_\_\_\_

Nature of disability \_\_\_\_\_

Does applicant use    Wheelchair \_\_\_\_\_ Walker \_\_\_\_\_ Cane \_\_\_\_\_ Oxygen \_\_\_\_\_

Vehicle make \_\_\_\_\_ License plate \_\_\_\_\_

Handicapped card # AE 85487 Vehicle tag # \_\_\_\_\_ Year \_\_\_\_\_

Parking availability <sup>570</sup> Garage YES Driveway YES Off street NO On street YES

Neighbor \_\_\_\_\_

Neighbor \_\_\_\_\_

### APPLICANT INTERVIEW

Logged in by M. RIVKIN Date 22 JUN 07 Application number 515

Date 22 JUN 07 Time 0905 Complaint # 07-9800 Officer RIVKIN

Date \_\_\_\_\_ Time \_\_\_\_\_ Complaint # \_\_\_\_\_ Officer \_\_\_\_\_

Date \_\_\_\_\_ Time \_\_\_\_\_ Complaint # \_\_\_\_\_ Officer \_\_\_\_\_

Date \_\_\_\_\_ Time \_\_\_\_\_ Complaint # \_\_\_\_\_ Officer \_\_\_\_\_

# Berwyn Police Department - Incident Report

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

Incident#: 07-09800

STATION COMPLAINT UCR 9059 (Other Public Complaints)		DESCRIPTION Police Related Activity	INCIDENT # / DOT # 07-09800
WHEN REPORTED 06/22/2007 09:02	LOCATION OF OFFENSE (HOUSE NO., STREET NAME) 3812 SCOVILLE AV BERWYN, IL 60402		HOW RECEIVED Radio
TIME OF OCCURRENCE 06/22/2007 09:02		STATUS CODE (09) Administratively Closed	STATUS DATE 06/22/2007

### INVOLVED ENTITIES

NAME PORRAS, SUSANO		DOB	AGE	ADDRESS 3812 S scoville AV I berwyn, IL 60402			
SEX	RACE	HGT	WGT	HAIR	EYES	PHONE	
UCR .9059 (Other Public Complaints) - 1 count(s)				TYPE Other		RELATED EVENT #	

### INVOLVED VEHICLES

VEH/PLATE #	STATE IL	TYPE	INVOLVEMENT Involved	VIN #
YEAR 1998	MAKE Dodge	MODEL	COLOR	COMMENTS

### NARRATIVES

**PRIMARY NARRATIVE**

Mr. Porras, Susano from 3812 south Scoville Ave :

Mr. Porras, Susano :

There is a two and half car garage and a side's driveway on the property and the front door is approx three feet from the driveway.

Mr. Porras, Susano related that they are two vehicles in the family and that half of the garage is used for storages and that he would like a spot in front of the home for parking, because it would be easier for him then clearing out the garage.

Parking on the blocks is also available, at this time Reporting Officer observed five vehicles parked on the whole 3800 block of Scoville Ave.

Mr. Porras, Susano meets the requirements for being handicapped but does Not meet the requirements in the City Ordinance.

Reporting Officer feels that this applicant should Not be approved.

Application number 515.

Nothing further this Reporting Officer.

REPORTING OFFICER RIVERA, MANUEL	STAR # 255	REVIEWER	STAR #
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Berwyn Police Department - Incident Report



THE CITY OF **BERWYN, ILLINOIS**

New Resident

CITY OF BERWYN - AFFIDAVIT FOR HANDICAP SIGN

PLEASE PRINT

Susano Porras  
(Name of Handicapped Person)

3812 Scoville Ave  
(Address of Handicapped Person)

Susano Porras  
(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.

[Signature]  
(Signature of Applicant)

6-20-07  
(Date)

\*\*\*\*\*  
PHYSICIANS STATEMENT  
PLEASE PRINT NATURE OF PATIENT'S HANDICAP

\_\_\_\_\_

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]  
(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.

54

**CITY OF BERWYN**

**CITY COUNCIL MEETING**

August 14, 2007

**Deferred Communication**

Agenda Item J-4 is a Deferred Communication from C C Meeting dated 7/24/07 Agenda item #32

FROM: Berwyn Police Department

RE: Handicap sign for Ilse Walter, 2338 Elmwood



We Serve and Protect

51

# BERWYN POLICE DEPARTMENT

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



ITEM NO. 34  
DATE JUL 10 2007  
DISPOSITION Refer

TO: HONORABLE MAYOR MICHAEL A. O'CONNOR AND  
MEMBERS OF THE BERWYN CITY COUNCIL

ITEM NO. 32  
DATE JUL 24 2007  
DISPOSITION Refer

FROM: BERWYN POLICE DEPARTMENT  
LOCAL ORINANCE DIVISION

DATE: 6-21-07

RE: HANDICAPPED SIGN FOR: ILSE WALTER

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

2338 ELMWOOD

PLEASE REVIEW THE ATTACHED PAPERWORK AND ADVISE.

5th Ward Resident

cc: ALDERMAN Skryd will handle request

# Berwyn Police Department - Incident Report

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

STATION COMPLAINT UCR 9059 (Other Public Complaints)		DESCRIPTION Other Public Service	INCIDENT # / DDT # 07-09353
WHEN REPORTED 06/13/2007 15:22	LOCATION OF OFFENSE (HOUSE NO., STREET NAME) 2338 S ELMWOOD AV BERWYN, IL 60402		HOW RECEIVED Walk In
TIME OF OCCURRENCE 06/13/2007 15:20	STATUS CODE (09) Administratively Closed		STATUS DATE 06/13/2007

**INVOLVED ENTITIES**

NAME WALTER, ILSE		DOB	AGE	ADDRESS 2338 S ELMWOOD AV BERWYN, IL 60402		
SEX	RACE	HGT	WGT	HAIR	EYES	PHONE
UCR 9059 (Other Public Complaints) - 1 count(s)				TYPE Other		RELATED EVENT #

**INVOLVED VEHICLES**

VEH/PLATE #	STATE IL	TYPE JT		INVOLVEMENT Involved	VIN #
YEAR	MAKE	MODEL	COLOR	COMMENTS	

**NARRATIVES**

**PRIMARY NARRATIVE**

Mrs. Walter, Isle ) from 2338 south Elmwood Ave Berwyn, Ill 60402

There is a two and half car garage on the property and parking on the block is also available.

Mrs. Walter related that there are two cars in the family and she does not use the garage for her vehicle, because most of the garage is used for storage and she puts the other vehicle in the garage. Mrs. Walter would like a spot in front of the home for parking because it would be easier then clearing out the garage.

Mrs. Walter, Isle meets the requirements for being handicapped and meets some of the requirements in the City ordinance.

Reporting Officer feels that this application should Not be approved.

Application number #514

Nothing furthers this Reporting Officer.

REPORTING OFFICER RIVERA, MANUEL	STAR # 255	REVIEWER	STAR #
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Incident#: 07-09353

Berwyn Police Department - Incident Report



We Serve and Protect

# BERWYN POLICE DEPARTMENT



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

## HANDICAPPED PARKING INTERVIEW FORM AND LOG SHEET

Date received from local ordinance department SUN-13-07

Name of applicant ILSE WALTER

Address 2338 - ELWOOD AVE Telephone    

Nature of disability    

Does applicant use Wheelchair

Vehicle make     License plate    

Handicapped card # AD 34078 Vehicle tag #     Year    

Parking availability <sup>STOR</sup> Garage YES Driveway NO Off street NO On street YES  
<sub>3 THREE</sub>

Neighbor    

Neighbor    

### APPLICANT INTERVIEW

Logged in by Mr. Rivara Date 6-13-07 Application number 519

Date 13 JUN-07 Time 1515 Complaint # 07-9353 Officer Rivara

Date     Time     Complaint #     Officer    

Date     Time     Complaint #     Officer    

Date     Time     Complaint #     Officer

J-5

**CITY OF BERWYN**

**CITY COUNCIL MEETING**

August 14, 2007

**Deferred Communication**

Agenda Item J-5 is a Deferred Communication from C C Meeting dated 7/24/07 Agenda item #33

FROM: Berwyn Police Department

RE: Handicap sign for Rosemary Burandt, 3705 Clarence



15

# BERWYN POLICE DEPARTMENT

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



ITEM NO. 33  
DATE JUL 24 2007  
DISPOSITION Refer

**TO: HONORABLE MAYOR MICHAEL A. O'CONNOR AND  
MEMBERS OF THE BERWYN CITY COUNCIL**

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

**DATE:** 7-6-07

**RE: HANDICAPPED SIGN FOR:** Rosemary BURANDT

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

3705 Clarence

**PLEASE REVIEW THE ATTACHED PAPERWORK AND ADVISE.**

**CC: ALDERMAN** NONA Chapman - 1<sup>ST</sup> WARD



# BERWYN POLICE DEPARTMENT

We Serve and Protect

(1)

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

## HANDICAPPED PARKING INTERVIEW FORM AND LOG SHEET

Date received from local ordinance department 6-20-07

Name of applicant ROSEMARY BURDITT

Address 3705 - CARRINGTON Telephone

Nature of disability \_\_\_\_\_

Does applicant use    Wheelchair     Walker     Cane     Oxygen

Vehicle make PONT    License plate 95

Handicapped card #     Vehicle tag # \_\_\_\_\_    Year \_\_\_\_\_

Parking availability    Garage <sup>vst-</sup> YES    Driveway NO    Off street NO    On street YES

Neighbor \_\_\_\_\_

Neighbor \_\_\_\_\_

### APPLICANT INTERVIEW

Logged in by Rivera    Date 22-June-07    Application number 516

Date 22 JUN 07    Time 0909    Complaint # 07-9813    Officer Rivera

Date \_\_\_\_\_    Time \_\_\_\_\_    Complaint # \_\_\_\_\_    Officer \_\_\_\_\_

Date \_\_\_\_\_    Time \_\_\_\_\_    Complaint # \_\_\_\_\_    Officer \_\_\_\_\_

Date \_\_\_\_\_    Time \_\_\_\_\_    Complaint # \_\_\_\_\_    Officer \_\_\_\_\_

# Berwyn Police Department - Incident Report

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

Incident#: 07-09813

STATION COMPLAINT UCR 9059 (Other Public Complaints)		DESCRIPTION Police Related Activity	INCIDENT # / DOT # 07-09813
WHEN REPORTED 06/22/2007 14:32	LOCATION OF OFFENSE (HOUSE NO., STREET NAME) 3705 S CLARENCE AV BERWYN, IL 60402		HOW RECEIVED Radio
TIME OF OCCURRENCE 06/22/2007 14:32	STATUS CODE (09) Administratively Closed		STATUS DATE 06/22/2007

INVOLVED ENTITIES						
NAME BURANDI, ROSEMARY A		DOB	AGE	ADDRESS 3705 S CLARENCE AV BERWYN, IL 60402		
SEX	RACE	HGT	WGT	HAIR	EYES	PHONE
UCR 9059 (Other Public Complaints) - 1 count(s)				TYPE Other	RELATED EVENT #	

INVOLVED VEHICLES					
VEH/PLATE #	STATE IL	TYPE	INVOLVEMENT Involved	VIN #	
YEAR	MAKE	MODEL	COLOR	COMMENTS	

Berwyn Police Department - Incident Report

NARRATIVES			
PRIMARY NARRATIVE			
<p>Mrs. Burandt, Rosemary A F _____ om 3705 south Clarence Ave :</p> <p>Mrs. Burandt, Rosemary d _____</p> <p>There is a two and half car garage on the property.</p> <p>Mrs. Burandt, Rosemary related that they are four vehicles in the family and that the garage is used at times but she would like a spot in front of the home for parking, because it would be easier for her.</p> <p>Parking on the blocks is also availably, at this time Reporting Officer observed ten vehicles parked on the whole 3700 block of Clarence Ave.</p> <p>Mrs. Burandt, Rosemary meets the requirements for being handicapped but does Not meet the requirements in the City Ordinance.</p> <p>Reporting Officer feels that this applicant should Not be approved.</p> <p>Application number 516</p> <p>Nothing further this Reporting Officer.</p>			
REPORTING OFFICER RIVERA, MANUEL	STAR # 255	REVIEWER	STAR #

pies



THE CITY OF BERWYN, ILLINOIS

left  
middle  
Chippell  
Baker  
state  
form

2007 New Applicant

CITY OF BERWYN - AFFIDAVIT FOR HANDICAP SIGN

PLEASE PRINT

Rosemary Burandt  
(Name of Handicapped Person)

3705 S. Clarence Ave.  
(Address of Handicapped Person)

Rosemary Burandt  
(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.

Rosemary Burandt  
(Signature of Applicant)

3-5-07 6-2-07  
(Date)

\*\*\*\*\*

PHYSICIANS STATEMENT  
PLEASE PRINT NATURE OF PATIENT'S HANDICAP

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 2007

Regular State Plate

Handicap State Card # \_\_\_\_\_

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

J-6

**CITY OF BERWYN**

**CITY COUNCIL MEETING** August 14, 2007

**Deferred Communication**

Agenda Item J-6 is a Deferred Communication from C C Meeting dated 7/24/07 Agenda item #34

FROM: Berwyn Police Department

RE: Handicap Sign for Rudt T. Reyes, 1440 Highland



We Serve and Protect

5-6

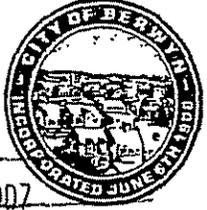
# BERWYN POLICE DEPARTMENT

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

ITEM NO. 34

DATE JUL 24 2007

DISPOSITION Report



**TO: HONORABLE MAYOR MICHAEL A. O'CONNOR AND  
MEMBERS OF THE BERWYN CITY COUNCIL**

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

**DATE:** 7-6-07

**RE: HANDICAPPED SIGN FOR: RUDT T. Reyes**

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

1440 S. Highland

**PLEASE REVIEW THE ATTACHED PAPERWORK AND ADVISE.**

**CC: ALDERMAN Al Reyes - 5th Ward**



We Serve and Protect

# BERWYN POLICE DEPARTMENT



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

S-3

## HANDICAPPED PARKING INTERVIEW FORM AND LOG SHEET

Date received from local ordinance department 6-23-07

Name of applicant RODT T REYES

Address 1440-S-HIGHWAY Telephone 4- F

Nature of disability \_\_\_\_\_

Does applicant use    Wheelchair                      Walker                      Cane                      Oxygen

Vehicle make \_\_\_\_\_ License plate E

Handicapped card # \_\_\_\_\_ Vehicle tag # \_\_\_\_\_ Year 08-

Parking availability    <sup>STUR</sup> Garage YES Driveway NO Off street NO On street YES

Neighbor \_\_\_\_\_

Neighbor \_\_\_\_\_

### APPLICANT INTERVIEW

Logged in by M. RIVERA    Date 23 JUN 07    Application number 518

Date 23 JUN 07    Time 1330    Complaint # 07-9876    Officer RIVERA

Date \_\_\_\_\_    Time \_\_\_\_\_    Complaint # \_\_\_\_\_    Officer \_\_\_\_\_

Date \_\_\_\_\_    Time \_\_\_\_\_    Complaint # \_\_\_\_\_    Officer \_\_\_\_\_

Date \_\_\_\_\_    Time \_\_\_\_\_    Complaint # \_\_\_\_\_    Officer \_\_\_\_\_



# Berwyn Police Department - Incident Report

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

Incident#: 07-09876

STATION COMPLAINT UCR 9059 (Other Public Complaints)	DESCRIPTION Other Public Service	INCIDENT # / DOT # 07-09876
WHEN REPORTED 06/23/2007 13:29	LOCATION OF OFFENSE (HOUSE NO., STREET NAME) 1440 S HIGHLAND AV BERWYN, IL 60402	HOW RECEIVED Radio
TIME OF OCCURRENCE 06/23/2007 13:28	STATUS CODE (09) Administratively Closed	STATUS DATE 06/23/2007

INVOLVED ENTITIES						
NAME REYES, RUDY T		DOB 4	AGE	ADDRESS 1440 S HIGHLAND AV BERWYN, IL 60402		
SEX M	RACE B	HGT	WGT	HAIR Black	EYES Brown	PHONE N
UCR 9059 (Other Public Complaints) - 1 count(s)				TYPE Other		RELATED EVENT #

INVOLVED VEHICLES					
VEH/PLATE #	STATE	TYPE	INVOLVEMENT Involved	VIN #	
YEAR	MAKE	MODEL	COLOR	COMMENTS	

Berwyn Police Department - Incident Report

**NARRATIVES**

**PRIMARY NARRATIVE**

Mr. Rudy T Reyes from 1440 south Highland Ave :

Mr. Rudy T Reyes d

There is a two and half car garage on the property.

Mr. Rudy T Reyes related that they are two vehicles in the family and that the garage is used at times for the other car, but he would like a spot in front of the home for parking, because it would be easier for him due to the

Parking on the blocks is also available, at this time Reporting Officer observed twenty vehicles parked on the whole 1400 block of Highland Ave.

Mr. Rudy T Reyes meets the requirements for being handicapped and meets the requirements in the City Ordinance.

Reporting Officer feels that this applicant should be approved.

Application number 518

Nothing further this Reporting Officer.

REPORTING OFFICER RIVERA, MANUEL	STAR # 255	REVIEWER	STAR #
-------------------------------------	---------------	----------	--------



THE CITY OF **BERWYN, ILLINOIS**

*Building A New Berwyn*

MICHAEL A. O'CONNOR, *Mayor*

6700 West 26th Street • Berwyn, Illinois 60402-0701 • Telephone: (708) 788-2660 • Fax: (708) 788-2567  
www.berwyn-il.gov

August 10, 2007

To: Mayor Michael O'Connor & City Council Members

From: Patrick Ryan, Public Works Director

Re: Request for Bids for Holiday Decorations

Staff is seeking approval to seek bids for the Holiday Decorations Program during the August 14, 2007 City Council meeting. The attached revised RFP encompasses all comment received to date.

The contract award for this program will be for a three year basis and will follow the type of decorations. All proposals must include new decorations for the first year and routine maintenance.

**Recommended Actions:**

Staff recommends the City Council allow the publishing of a Request For Bids for the Holiday Decorations Program during the August 14, 2007 City Council meeting.

## SECTION I REQUEST FOR PROPOSAL

### **HOLIDAY LIGHT DECORATIONS FOR THE CITY OF BERWYN**

**NOTICE TO PROPOSERS:** Sealed Proposals will be received at the Office of the City Clerk, until the time and date specified below, for:

#### **HOLIDAY LIGHT DECORATIONS**

**ADDRESS PROPOSALS TO:** Attention of the City Clerk's Office, City Hall, 6700 W. 26<sup>th</sup> Street, Berwyn IL 60402, on or before the bid opening local time and date specified below. Proposals shall be sealed and clearly marked on the front "**Proposal for Holiday Light Decorations**" **FAXED PROPOSALS WILL NOT BE ACCEPTED.**

**PROPOSALS ARE DUE NO LATER THAN:** 12:00 p.m., on September 7, 2007. Proposers shall submit four (4) copies of their proposal.

The City is not responsible for delays occasioned by the U.S. Postal Service, the internal mail delivery system of the City, or any other means of delivery employed by the bidder. Similarly, the City is not responsible for, and will not open, any bids responses which are received later than the date and time stated below.

**QUESTIONS:** All questions and clarifications regarding this Request for Proposal must be submitted no later than September 4, 2007 by e-mailing or calling the following City Representative:

Patrick Ryan  
Public Works Director  
[Prvan@ci.berwyn.il.us](mailto:Prvan@ci.berwyn.il.us)  
(708) 749-4700

#### **INDEX:**

Section I	Request for Proposals
Section II	Specific Conditions and Instructions to this Proposal
Section III	General Conditions and Instructions to Proposers
Section IV	Company References
Section V	Company Information & Signature Sheet

## SECTION II SEPCIFIC CONDITION AND INSTRUCTIONS TO THIS PROPOSAL

### A. SCOPE:

The City of Berwyn is soliciting proposals from qualified professional firms to provide Holiday Outdoor Light Decorations for a 3-year period beginning November 20, 2007 and ending January of 2010. The successful vendor will provide the light decorations and mounting hardware needed to decorate street light poles as described in Attachment A.

The Holiday Decorations must be new. All decorations and lighting must be installed before November 20th of each year and removed by January 15<sup>th</sup>.

### B. PROPOSAL REQUIREMENTS:

1. If any bidder is in doubt as to the intent or meaning of any part of this Request for Proposal, the bidder must e-mail or call the Director of Public Works no later than September 4, 2007.
2. Bidders are expected to fully inform themselves as to the conditions, requirements and specifications before submitting a proposal. The submission of a proposal by a vendor implies the vendor's acceptance of the terms and conditions herein, unless otherwise stated.
3. The proposer is responsible for all cost related to the preparation of this proposal.
4. Any cost associated with the delivery and installation of the Holiday Light Decorations not specifically set forth in this Request for Proposal will be the responsibility of the vendor, and will be deemed included in the fees and charges bid herein.
5. The format of the vendor's proposal must be consistent with the format of the specifications listed.
6. Proposed pricing and/of percentage discount shall be firm from the beginning date of the signed purchase order.
7. All prices/discounts shall be F.O.B. destination and shall include all charges that may be imposed in fulfilling the terms and conditions of the contract.
8. The City is in no way restricted from ordering Holiday Light Decorations from other vendors as needed:
  - a. This proposal must be summarized in letter form on the vendor's letterhead stationary. The letter must be signed by an officer of the vendor or a designated agent empowered to bind the firm in the contract offer. Acceptance or exception to tour terms must be noted in the letter.

- b. A complete description and specifications of the decoration unit(s) including mounting hardware and length of connecting cord.
- c. At least (3) references from companies or agencies that have purchased the proposed decorations from your company. The company's name and address, a contact name, title and phone number, must be included with the reference information (Section IV).
- d. A completed and signed Company Information & Signature Sheet (Section V); delivery information must also be completed in this section.

**NOTE: Proposers are required to submit the required information listed above. The City reserves the right to reject proposals that the City considers incomplete due to the omission of the required information.**

**C. GENERAL REQUIREMENTS:**

1. Professional workmanship shall meet or exceed existing industry standards.
2. Unless otherwise specified, the vendor shall unconditionally guarantee the materials and workmanship of all holiday light decorations. If any defects or signs of deterioration are noted which in the City's opinion are due to faulty workmanship or material, the vendor, upon notification and at this/her expense, shall replace the holiday decorations (within seven (7) business days) to the complete satisfaction of the City. The replacement of the holiday decorations shall be made only at such time as shall be designated by the City as least detrimental to the operation of City Business.

**Regardless of any statement to the contrary, the vendor agrees that implied warranty of merchantability and fitness for a specific purpose is not disclaimed.**

3. Proposers shall guarantee delivery in accordance with the delivery requirements referenced in Section II., A Scope.
4. Failure of the vendor to provide commodities within the time specified, unless extended in writing by the City, or failure to replace rejected commodities when so directed by the City shall constitute delivery failure. When such failure occurs the City reserves the right to cancel or adjust the contract, whichever is in the best interest of the City. In either event, the City may purchase in the open market commodities of comparable worth to replace the articles rejected or not delivered. On all such purchases, the vendor shall reimburse the City, within reasonable time specified by the city for any expense incurred is not cancelled, such purchases shall be deducted from the contract quantities. The City reserves the right to accept commodities delivered which do not meet specifications, or are

substandard in quality, subject to an adjustment in price to be determined by the City.

5. The Vendor shall be responsible for any commodities covered by this contract until delivery and installation is completed at the designated point. In addition, the vendor shall bear all risk for rejected commodities after written notice of rejection. Rejected commodities shall be replaced by and at the expense of the vendor after written notification of rejection.

Upon Vendor's Failure to replace commodities within seven (7) working days after the date of notification, the City may return the rejected commodities to the vendor at the vendor's risk and expense, or the City may dispose of them as its own property.

6. Final inspection of commodities shall be conclusive except as regards to latent defects, fraud, or such gross mistakes that amount to fraud. Final inspection and acceptance or rejection of the commodities shall be made within a reasonable time after delivery, but failure to inspect or reject commodities shall not impose liability on the City if such commodities are not in accordance with the specification. All commodities delivered to the City shall be accepted subject to inspection and physical count.

**D. CONTRACT AWARD:**

1. The vendor's proposal must be complete to be considered for award.
2. The City reserves the right to qualify, accept or reject any or all vendors and accept any proposal deemed to be in the best interest of the City. The City of Berwyn reserves the right to accept or reject any or all proposals and to waive irregularities or technicalities in any proposal when in the best interest of the City. The City of Berwyn reserves the right to accept or reject any exception taken by the vendor to the terms and conditions of the request for proposals.
3. Consideration may be given to, but not limited to, delivery time, the proposed Holiday Light Decoration, Warranty/Product, Reliability & Functionality/Product Availability, References, Delivery Time, and Special Pricing & Volume Discounts.
4. Award, if made, shall be in the form of a Purchase Order.

**E. EVALUATION PROCESS:**

Each proposal submitted stands alone and will be evaluated on its own merits in terms of meeting the City's requirements and terms and conditions, pricing, and overall responsiveness to the Request for Proposal. The Public Works Director may conduct

discussions with any offeror that submits an acceptable or potentially acceptable proposal. Offerors shall be accorded fair and equal treatment with respect to any opportunity for discussion and revision of proposals. During the course of the discussions, the evaluation committee shall not disclose any information derived from one proposal to any other offeror. The Public Works Director reserves the right to request the offeror to provide additional information during this process.

**SPECIFIC CONDITIONS AND INSTRUCTIONS:**

**The above conditions and instructions clarify this specific proposal document, but are in addition to the attached GENERAL CONDITIONS AND INSTRUCTIONS TO PROPOSERS (Section III).**

**SECTION III**  
**GENERAL CONDITIONS AND INSTRUCTIONS TO PROPOSERS**

The general rules and conditions which follow apply to all proposals issued by the City, unless otherwise specified. Proposers or their authorized agents are expected to fully inform themselves as to the conditions, requirements, and specifications before submitting proposals; failure to do so shall be at the proposer's own risk.

**REQUEST FOR PROPOSAL (RFP):** is defined as a request for an offer, by one party to another, of terms and conditions with reference to some work or undertaking.

This document constitutes a REQUEST FOR PROPOSAL, and is thus a solicitation for responses. Conversely, this REQUEST FOR PROPOSAL is NOT a bid and is not governed by state or federal bidding requirements.

Moreover, any acceptance of a proposal shall NOT result in a binding contract between the City and the proposer, but instead will simply enable negotiations to take place which may eventually result in a detailed and refined agreement or contract between the proposer and the City.

"Proposal date" as referenced herein shall mean the local date and time specified in the proposal documents.

**A. CONDITIONS FOR PROPOSING**

1. **COMPLETENESS/AUTHORIZATION OF PROPOSAL.** Proposer shall supply all information and submittals required by the proposal documents to constitute a proposal. The proposal shall clearly state the legal name, address, telephone number, and fax number of the proposer. The proposal shall be signed above the typed or printed name and title of the signer. The signer shall have the legal authority to bind the proposer to proposal.

2. **ADDRESSING OF PROPOSAL.** Unless otherwise specified, faxed proposals will not be accepted. Proposal shall be submitted in a sealed envelope clearly marked on the front with proposal number and due date, and unless otherwise specified, addressed to:

City Clerk's Office  
City of Berwyn  
6700 W 26<sup>th</sup> Street  
Berwyn IL 60402

3. **PROPOSAL DEADLINE.** Proposer shall be responsible for taking whatever measures are necessary to ensure that the proposal reaches the office of the City Clerks on or before the local time and date specified. The City shall not be responsible for, and may not consider, any late proposal, amendment thereto, and

request for withdrawal of proposal received after the date specified. Proposals received after the time and date specified on the Request for Proposal will not be opened and will not be considered for award.

A written request for withdrawal of a proposal or any part thereof may be granted, provided the request is received in writing by the City prior to specified proposal date.

4. **PROPOSALS BINDING 60 DAYS**. Unless otherwise specified, all formal proposals submitted shall be binding for sixty (60) days following proposal date, unless the proposer(s), at the City's request agrees in writing to an extension.
5. **COMPETENCY OF PROPOSER**. No proposal may be accepted from or contract awarded to any person, firm or corporation who is in arrears or in default to the City of Berwyn upon any debt or contract. Prior failure of a proposer to perform faithfully on any previous contract or work for the City may be grounds for rejection. The proposer, if requested, shall present evidence of performance ability and possession of necessary facilities, pecuniary resources and adequate insurance to comply with the terms of these proposal documents; such evidence shall be presented within a specified time and to the satisfaction of the City.
6. **COLLUSIVE PROPOSING**. The Proposer certifies that the proposal is made without any previous understanding, agreement or connection with any person, firm, or corporation making a proposal for the same project, without prior knowledge of competitive prices, and that the proposal is in all respects fair, without outside control, collusion, fraud or otherwise illegal action.

**B. INSURANCE**

1. **INSURANCE REQUIREMENTS**. The successful proposer shall provide insurance as follows:

- a. **Certificate of Insurance; Cancellation of Modification**

- (1). Before commencing work, the Proposer shall submit to the City for approval a Certificate of Insurance meeting the requirements specified herein, to be in effect for the full contract period.

- (2). The Proposer shall notify the City in writing at least thirty (30) calendar days prior to any change or cancellation of said policy of policies.

- (3). Cancellation or modification of said policy or policies shall be considered just cause for the City of Berwyn to immediately cancel the contract and/or halt work on the contract, and to withhold payment for any work performance on the contract.

- b. **Minimum Coverage**

(1). Any policy or policies of insurance purchased by the Proposer to satisfy their responsibilities under the proposal shall include contractual liability coverage, and shall be in the following type and minimum amounts:

Informal Project specs: Class I (under \$1M)

<u>Type of Coverage</u>	<u>Each Occurrence</u>	<u>Aggregate</u>
a. Comprehensive General Liability		
(1) Bodily Injury & Property Damage	\$500,000	\$1,000,000
b. Automobile Liability	Combined <u>Single Limit</u>	
(1) Bodily Injury & Property Damage	\$500,000	

c. Worker’s Compensation Insurance as required by Illinois state law.

**The City requires that the Contractor’s Insurance carrier be A rated or better by A.M. Best.**

The City requires that the Contractor’s Insurance carrier be A rated or better by A.M. Best.

**WHEN ADDITIONALLY REQUIRED:**

Errors & Omissions	\$500,000
Fidelity Bond (minimum)	\$ 50,000

**c. Hold Harmless: Endorsement Required**

(1). The Proposer, including their subcontractor, employees, representatives or agents, shall indemnify, defend and hold harmless the City of Berwyn and its officers, employees, and agents from any and all liability, loss, cost, damage and expense (including reasonable attorney’s fees and court cost) resulting from, arising out of, or incurred by reason of any claims, actions or suits based upon or alleging bodily injury including death, or property damage rising out of or resulting from the Proposer’s operations under this document.

(2). Proposer is not, and shall not be deemed to be, and agent or employee of the City of Berwyn

(3). Responsibility for Damage Claims – Notwithstanding the above, it is specifically agreed between the parties executing this contract that is not intended by any of the provisions of any part of the contract documents to create in the public or any member thereof a third party beneficiary hereunder, or to authorize anyone not a party to this contract. It is understood that no subcontractor is a third party beneficiary to any contract between the Contracting Authority and

prime contractor. Nothing in any special provision or any supplemental specification shall be construed as eliminating or superseding the requirements of this section.

d. Additional Insurance Requirements

Owner's Insurance shall not include coverage for losses or damage caused by the negligent act or omissions of Contractor or Subcontractors, or for damage to material or equipment while under the control of or stored by Contractor prior to installation or prior to inclusion of such material or equipment in construction. Contractor shall maintain appropriate insurance for such risks or occurrences.

Contractor shall be responsible for the owner's deductible on the owner's builder's risk.

C. SPECIFICATIONS

1. **FORMAL SPECIFICATIONS**. The proposer shall abide by and comply with the true intent of the specifications (i.e., not take advantage of any unintentional error or omission). Whenever mention herein is made of a service to be provided in accordance with laws, ordinances, etc., shall be construed as the minimum requirements of the specifications.
  
2. **PROPOSED ALTERNATE**. When an item is identified in the bid document by a manufacture's name or catalog number, it is understood that the bidder proposes to furnish the commodity and/or service so identified by the City unless the bidder specifically proposes an alternate. In bidding on a proposed alternate, the bidder shall clearly state on his/her bid exactly what he/she proposes to furnish, and forward with his/her bid, a complete description of the proposed alternate, including brand, model number, drawings performance and test date, references, and any other information necessary for a complete evaluation. Bidder shall include a statement setting forth any charges in other materials, equipment, or other work which would be required by incorporation of the proposed alternate. The burden of proof of the merit of the proposed alternate in upon the proposer.

The City's decision to approve or disapprove of a proposed alternate shall be final.

3. **QUALIFICATIONS, CREDENTIALS AND REFERENCES**. The proposer shall provide a description of qualification, credentials, experience, and resources as they relate to provision of the proposal. The proposer shall also provide a list of clients for whom similar work has been performed within the last two years, including the firm, contact person, address, and phone number of each contract person.
  
4. **ADDENDUM TO SPECIFICATIONS**. Any substantive interpretation, correction or change of the proposal documents shall be made within addendum. Interpretation, corrections or changes of the proposal documents made in any

other manner shall not be binding. Such interpretations, corrections or changes shall not be relied upon by proposer. Any addenda shall be issued by the City within a reasonable time prior to the proposal date.

D. **SECTION OF FIRM**

1. **REJECTION OF PROPOSALS**. The City reserves the right to accept or reject any or all proposals, to waive irregularities and technicalities, and to request resubmission. The city also reserves the right to reject a similar nature, or proposal from a proposer who, investigation shows, is not in a position to satisfactorily and timely perform the contract.
  
2. **SELECTION**. The City desires to enter into negotiations and ultimately reach an agreement with a Proposer who demonstrates the best combination of attributes to conduct the project, and who also negotiates a project cost with the City that is fair and reasonable. The City may conduct discussions with any proposer who has submitted a proposal to determine qualifications, for further consideration. Since the initial review by the City will be deemed preliminary in nature, the document and process will be deemed confidential until such time as the successful proposer is selected. Criteria for selection will include but not limited to:
  - Ability to provide the type and quality of service that best meets the needs of the City.
  - Organization, size, management and structure of the firm to provide service.
  - Experience and qualifications of the persons with supervisory and management assignments, especially relating to similar work assignments.
  - Satisfactory reference checks of clients on similar projects.
  - Previous and existing compliance with laws and ordinances relating to contracts with the City and to the proposer's employment practices.
  - Whether the proposer is in arrears to the City, in dept on a contract or is a defaulter on a surety or other agreement with the City.
  - If a reasonable doubt arises as to proposer's solvency, the City reserves the right to require financial information sufficient to show solvency.
  - Cost estimate; the City is not requires to accept the proposal with the lowest cost estimate.

**Once the City has reached an agreement with the Proposer, a purchase order will be issued to the awardee. The purchase order will define the conditions of the contract between the City and the contractor selected to receive the award.**

3. **CORRECTIONS TO SUBMITTED PROPOSALS**. Any changes that are made to this proposal using correction fluid, writing utensils, etc. before submission must be dated and initialed in each area that a change is made.

4. **PRICING REQUIREMENTS.** All pricing submitted by the bidder shall be indicated in both words and figures. (Ex. \$200.00, Two hundred dollars).
5. **PRESENTATIONS.** When required and based on evaluation of proposals submitted, the City may select finalists who will be required to participate in interviews, including key personnel designated for the proposal, and to make presentations regarding their qualifications and their ability to furnish the required service to best serve the needs of the city.  
Formal presentations will be scored and evaluated by the Public Works Director who will make a recommendation to the City Council for final approval. Nothing in the proposal can obligate the City to enter into a contract.
6. **LOCAL PURCHASES.** Unless otherwise specified, cost and other considerations being equal, local firms shall be given first consideration for the project.
7. **ERRORS IN PROPOSAL.** Any ambiguity in any proposal as a result of omission, error, lack of clarity or non-compliance by the proposer with specifications, instructions and conditions shall be construed in the light most favorable to the City. Changes in proposals shall be initialed and dated.

#### E. **GENERAL CONTRACT PROVISIONS**

1. **CONTRACT AWARD.** Upon City's selection and satisfactory between City and Proposer on the work to be performed, a written award in the form of a Purchase Order, contract or other instrument shall result in binding contract with out further action by either party. The contract shall be on forms provided by the City; or if the proposer's contract document is used, the City reserves the right to modify and document to conform to the request for proposal and to do so in the light most favorable to the City.
2. **INSURANCE.** Current Certificate of Insurance in the amounts specified shall be on file with the City before work can commence.
3. **AVAILABILITY OF FUNDS.** A contract shall be deemed valid only to the extent for appropriations available to each project. The City's extended obligation on these contracts, which envision extended funding through successive fiscal periods, shall be contingent upon actual appropriation for the following fiscal year.
4. **CONTRACT ALTERATIONS.** No alterations or variables in the terms of a contact shall be valid or binding upon the City unless authorized in writing by both parties.
5. **SUBLETTING OF CONTRACT.** Proposer shall not assign, transfer, convey, sublet or otherwise dispose of the contract or their right, title or interest therein, or their power to execute such contract to any other person, firm or corporation without

the prior written consent of the City, but in no case shall such consent relieve the Proposer from their obligations, or change the terms of the contract.

6. **CONTRACT PERIOD**. Contract shall remain in force for the full specified period and until all services have been satisfactorily delivered and accepted and thereafter until all requirements and conditions shall be met, unless:
  - a. Extended upon written authorization of the city and accepted by contractor, for a period negotiated and agreed upon by both parties, when in the best interest of the City.
  - b. Terminated due to the default, as described below.
7. **DEFAULT**. The Contract may be cancelled or annulled by the City in whole or in part by written notice of default to the Proposer upon non-performance, violation of contract terms, delivery failure, bankruptcy or insolvency, or the making of an assignment for the benefit of creditors. The City reserves the right to grant Contractor a specified cure period of during which to cure or remedy the default, which cure period shall be included in the written notice to default. If default is not cured within the specified time, City reserves the right, but is not obligated to, extend the cure period or City may deem the contract terminated without further notice. Lack of knowledge by the contractor will in no way be cause for relief from responsibility.
8. **INDEMNITY**. The Proposer shall indemnify, defend and hold harmless the City of Berwyn and its officers, employees and agents from any and all liability, loss, cost, damage, and expense (including reasonable attorney's fee and court costs) resulting from, arising out of, or incurred by reason of any claims, actions, or suits based upon or alleging bodily injury including death, or property damage rising out of or resulting from Proposer's operations under this Contract, whether such operations be by the Contractor or by any Subcontractor or by anyone directly or indirectly employed by either.

Proposer is not, and shall not be deemed to be, an agent or employee of the City of Berwyn

Proposer further agrees to:

- a. Save the City, its agents and employees harmless from liability of any nature or kind for the use of any copyright or uncopyright composition, secret process, patented or unpatented invention, article or appliance of which the Proposer is not the patentee, assignee, licensee or owner, furnished or used in the performance of the contract.
- b. Obtain all permits and licenses required by city, state and federal governments and pay all related fees. The Proposer shall also comply with all laws,

ordinances, rules and regulations of the City, State of Illinois and the Federal Government including the Prevailing Wage Act.

9. **NON DISCRIMINATION**. Proposer shall not discriminate against any employee or applicant for employment or any member of the public because of race, color, creed, religion, national origin, sex, sexual statement, or otherwise commit an unfair employment practice. Proposer further agrees that this non-discriminatory agreement shall be incorporated by the Proposer in all contracts entered into with suppliers of commodities and/or services, contractors and subcontractors, and all labor organizations furnishing skilled, unskilled and craft union skilled labor, or who may perform any such labor or services in connection with this contract.

F. **PAYMENT PROVISIONS**

1. **PAYMENT TERMS**. Payment may be made only after inspection and acceptance by the using department. Payment of balances shall be made only after approval and final acceptance by the City.
2. **INVOICING**. Following acceptance of each payment term, payment shall be made within thirty (30) calendar days from receipt of itemized invoice. Before the City will pay any invoice, the invoice must include a detailed description of all charges, the proposal number, department name, dollar amount, quantity of hours worked, and any other pertinent information. All reimbursable expenses (meals, travel, etc.) must be accompanied by a copy of the vendor's receipt. Submit invoice in duplicate to:

City of Berwyn  
Department of Public Works  
6700 W. 30<sup>th</sup> Street  
Berwyn IL 60402

3. **WITHHOLDING PAYMENT**. Consideration for withholding payment shall include faulty materials, or workmanship, failure to meet delivery deadlines, and liens that have been filed, or evidence indicating a possible filing of claims. In all cases, regulations and limitation imposed by the Federal Government.
4. **TAXES**. The City of Berwyn is exempt from all Federal, State of Illinois and other State Taxes on the purchase of commodities and services used by the City of Berwyn within the State of Illinois. The Finance Department shall provide tax exemption certification to out-of-state taxes imposed on purchases of commodities and/or services which are which are used within another state are applicable and subject to payment.

Contractors and subcontractors shall pay all legally required sales, consumer and use taxes on all commodities and/or services purchased or rented to complete their contract.

If a contractor, subcontractor, or builder is to use building materials, supplies, and equipment in the performance of a construction contract with a designated exempt entity, the person shall purchase such items of tangible personal property without liability for the tax if such property will be used in the performance of the construction contract and a purchasing agent authorization letter and an exemption certificate, issued by the designated exempt entity, are presented to the retailer.

**SECTION IV REFERENCES**

The vendor must complete the required reference information listed below. The vendor must provide at least three (3) references from companies or agencies that have purchased the proposed holiday light decorations from your company. The company's name and address, a contact name, title, and phone number, must be included with the reference information.

1.     Company Name: \_\_\_\_\_  
       Company Address: \_\_\_\_\_  
       Company Contact: \_\_\_\_\_  
       Title of Contact: \_\_\_\_\_  
       Phone Number: \_\_\_\_\_
  
2.     Company Name: \_\_\_\_\_  
       Company Address: \_\_\_\_\_  
       Company Contact: \_\_\_\_\_  
       Title of Contact: \_\_\_\_\_  
       Phone Number: \_\_\_\_\_
  
3.     Company Name: \_\_\_\_\_  
       Company Address: \_\_\_\_\_  
       Company Contact: \_\_\_\_\_  
       Title of Contact: \_\_\_\_\_  
       Phone Number: \_\_\_\_\_

**Note: Additional reference may be included with the vendor's proposal.**

**SECTION V COMPANY INFORMATION & SIGNATURE SHEET**

**Vendors must include with their submitted proposal this completed and signed Company Information & Signature Sheet and a price list for the proposed Holiday Light Decorations required for this contract.**

The undersigned bidder, having examined and determined the scope of this Request for Proposal, hereby proposes to supply and delivery the proposed commodities as described in the proposal documents at the prices set forth within.

The undersigned bidder states that this bid is made in conformity with the specifications and qualifications contained herein. In the event that there are any discrepancies or differences between any conditions of the vendor's proposal and the Request for Proposal prepared by the City of Berwyn, and the City's Request for Proposal shall prevail.

The undersigned bidder certifies that this proposal is made in good faith and without collusion or connection with any other persona or persons bidding on the project.

**Delivery:** Upon receipt of a purchase order from the City of Berwyn, the vendor guarantees delivery of the proposed Holiday Light Decoration within \_\_\_\_\_ days.

Name of Firm: \_\_\_\_\_

Authorized Representative: \_\_\_\_\_

Signature of Representative: \_\_\_\_\_

Title of Authorized Representative: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Website Address: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Date Signed: \_\_\_\_\_

**Addenda Form:**

The undersigned hereby acknowledges receipt of the following applicable addenda:

Addenda Number	Date
_____	_____
_____	_____

## ATTACHMENT A

The contractor is required to supply all brackets, decorations, lit and unlit where specified by the City of Berwyn. The contractor is responsible for installation, maintenance and removal of decorations.

The decorations are to be installed by November 20<sup>th</sup> and removed by January 15<sup>th</sup>. The contract will cover a three-year period 2007, 2008, 2009.

**AREA I      ROOSEVELT ROAD**  
Harlem Avenue to Lombard Avenue  
South Side of Roosevelt Road  
West side of Lombard Avenue  
East side of Harlem

(58) commercial poles to be decorated with unlit natural balsam wreaths with red bows and roping.

**AREA II      CERMAK ROAD**  
Harlem Avenue to Lombard Avenue  
Both sides of Cermak Road  
East side of Harlem Avenue  
West side of Lombard Avenue

(79) Commercial poles to be decorated with unlit natural balsam wreaths with red bows and roping.

(123) ornamental poles on Cermak Road, Lombard Avenue to Home Avenue to be decorated with (2) 48" O.D. lit single faced wreaths decorated with an overlay of red wrap and unlit roping.

**AREA III      OGDEN AVENUE**  
Harlem Avenue to Lombard Avenue  
Both sides of Ogden Avenue  
West side of Lombard Avenue  
East side of Harlem Avenue

(72) Commercial poles to be decorated with poles to be decorated with unlit natural balsam wreaths with red bows and roping.

**AREA IV      DEPOT DISTRICT**

Windsor Avenue – Harlem Avenue to Ridgeland Avenue (East side of Harlem Avenue)

Stanley Avenue – Harlem Avenue to Ridgeland Avenue (East side of Harlem Avenue)

Oak Park Avenue – 32<sup>nd</sup> Street to 34<sup>th</sup> Street (both sides of Oak Park Avenue)

Grove Avenue – 32<sup>nd</sup> Street to 34<sup>th</sup> Street (both sides of Grove Avenue)

Lit roping draped from roof line of the Harlem Avenue Train Station and the Oak Park Avenue Train Station (white lights)

(119) Commercial poles decorated with natural balsam wreaths with red bows and roping and lit where possible.

(59) Platform decorative poles to be decorated with red bows and roping and lit where possible.

(5) Pine trees at the Oak Park Avenue Train Station platform decorated with light lights.

**AREA V      CITY HALL**

Large evergreen (existing) decorated with colored lights

Small lights on small bushes around building

## PROPOSAL PRICES

	2007	2008	2009
AREA I	_____	_____	_____
AREA II	_____	_____	_____
AREA III	_____	_____	_____
AREA IV	_____	_____	_____
AREA V	_____	_____	_____

Signature: \_\_\_\_\_

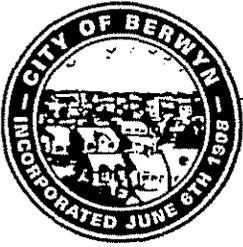
Company Address: \_\_\_\_\_

Company Contact: \_\_\_\_\_

Title of Contact: \_\_\_\_\_

Phone Number: \_\_\_\_\_

DATE: \_\_\_\_\_



1-8  
THE CITY OF **BERWYN, ILLINOIS** *Building A New Berwyn*

MICHAEL A. O'CONNOR, *Mayor*  
6700 West 26th Street • Berwyn, Illinois 60402-0701 • Telephone: (708) 788-2660 • Fax: (708) 788-2567  
www.berwyn-il.gov

## MEMORANDUM

To: Michael O'Connor, Mayor  
City Council of Berwyn

From: Patrick J. Ryan, Public Works Director

Re: Creation of Water and Street Superintendent Position

Date: August 7, 2007

After review of the operations of the Berwyn Public Works it has become apparent there exists three main areas of concern, work production, worker accountability, and poor communications between divisions. This has resulted because of a lack of direct supervisory control over field crews and working foreman. Public Works operates with working foreman in three areas, Water/Sewer, Streets, and Forestry. Current language in the collective bargaining agreement with Teamsters' 705 does not allow working foreman to act in a supervisory capacity when dealing with personnel matters. In fact, the recent arbitration pointed to this fact in reversing the discharge of a Public Works employee. Therefore, there is no direct supervisor operating on the street with the individual employees.

Current Public Works structure leads to poor work performance and a lack of accountability for individual employee performance. Each Working Foreman is operating equipment and machinery in a separate crew often far from other members of his division. Working Foreman do not have the time or authority to properly review and control the work product of all of their crews leading to duplications of efforts and materials. All coordination must come from the Director whose other duties do not allow a continued presence in the field. Work production is severely curtailed and necessary work such as street and water distribution maintenance is deferred in order to address grounds maintenance and emergencies.

In addition, the current organizational structure encourages the duplications of material and equipment purchases as each working foreman coordinates only his crews and has little interaction with other divisional foreman.

Establishing a two formal Superintendents, one in Streets and another in Water/Sewer, will increase the effectiveness of the department and result in overall savings for the City of Berwyn.

## Analysis of Benefits

### **CHAIN OF COMMAND DEFINED**

Establishment of a Water/Sewer Superintendent and Street Superintendent formalize the chain of command. This is essential in assuring the policies, procedures, and mandates of the department are followed. The recent arbitration decision centered on the key fact that Public Works does not have a supervisor outside of the Public Works Director, and that current Working Foreman **cannot** direct work crews. Each Working Foreman can concentrate on assigning crews and materials to best complete their job duties. Intra-departmental coordination of material and manpower will be performed by the Superintendents.

Such coordination will reduce duplication of efforts and materials resulting in lower operation costs for the City. In addition, federal and state agencies such as Homeland Security Administration and FEMA require a well defined chain of command be established to assist in emergency situations and during crisis situations.

The City of Berwyn Public Works Department does not meet the minimal standards for these agencies which puts the residents at severe risk.

### **EXPANDED SERVICE ROLE**

Appointment of a Streets Superintendent will free up the Working Foreman to concentrate on their assigned duties. An increased workload will be possible after removing the tedious administrative duties not inherent in the position. This would add approximately 2-3 hours of direct work time per day.

This additional work time would increase the general productivity of the entire work force resulting in a reduction of the tree trimming/removal backlog and completion of necessary tasks in a timely manner. The Superintendents, along with the Director, will also form the core members of Public Works administration staff. Public Works will be able to take a more proactive role in addressing customer's needs and would expand the positive presence in the community.

### **SAVINGS**

Each Superintendent would operate in a supervisory capacity outside the Teamsters union and be exempt from FLSA overtime. Berwyn would save approximately \$18,000 in annual overtime costs and would have better coordination of efforts during emergencies or off-hour tasks.

Unified coordination of the efforts and planning for all divisions would result in a reduction of duplicate purchases of material and equipment. Proper planning will allow

the City to purchase materials for the lowest possible cost in advance of a project and result in an inventory for use by all workforces.

### **EXPECTED SALARY COST**

The salaries for these positions should be approximately 10% higher than the rate for the highest paid working foreman to adjust for increase in job scope and responsibilities. Currently, the highest paid working foreman gets paid \$34.73 per hour, or \$71,120 per year. A salary in the range of \$74,000 to \$78,000 should be sufficient to attract high quality candidates and compares favorably to salaries paid like positions in similar communities.

I appreciate your review of this recommendation and look forward to discussing this further.



THE CITY OF **BERWYN, ILLINOIS**

*Building A New Berwyn*

MICHAEL A. O'CONNOR, *Mayor*

6700 West 26th Street • Berwyn, Illinois 60402-0701 • Telephone: (708) 788-2660 • Fax: (708) 788-2567  
www.berwyn-il.gov

August 9, 2007

To: Mayor Michael O'Connor & City Council Members  
From: Patrick Ryan, Public Works Director  
Re: 2007 MFT Revised Resolution, and Municipal Estimate of Maintenance Costs

Attached for the City Council approval is the "Supplement No. 1 - Resolution for Maintenance of Streets and Highways" and "Revised - Municipal Estimate of Maintenance Costs." These documents increase the annual labor reimbursement from the Motor Fuel Tax by \$300,000 which assists the City of Berwyn to balance the General Fund and more accurately reflects the cost of maintaining the streets. The program entails the usual street maintenance activities of striping, street lamp electricity, patching, plowing, salting and traffic light maintenance.

The MFT fund balance is sufficient to cover these increased charges and all future MFT projects for the next six years.

**Recommended Actions:**

Staff recommends the City Council approve the "Supplement No. 1 - Resolution for Maintenance of Streets and Highways" and "Revised - Municipal Estimate of Maintenance Costs." for the 2007 MFT Program.



THE CITY OF **BERWYN, ILLINOIS** *Building A New Berwyn*

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www.berwyn-il.gov

To: City Council and Mayor Michael O'Connor

From: Stephanie Navarro

Date: August 10, 2007

Re: MFT funds

---

At the end of 2006 the City had approximately \$2.2 million in MFT equity. Meaning in the past years the amount that the state has given us has been more than what we have used. We get approximately \$1.6 million a year so the equity balance is fairly substantial compared to our annual needs. In 2006 we added just under \$200,000 to our equity. In the 2007 budget we predicted a break even year, meaning to no additions to equity, but also no use of equity. Thus far in 2007, the revenue is slightly over budget by about \$12,000.

The use of MFT funds is restricted to specific items. However for the most part we can use these funds for any kind of construction or maintenance of streets, street lighting, traffic signals, storm sewer, and sidewalks. Tree trimming is also an eligible expenditure.

Patrick Ryan and I discussed that the City has a lot of expenses which are MFT eligible but that we have not charged to MFT. As part of that discussion we put together a three year capital plan for upcoming MFT projects. That plan is attached. That plan allowed us to see that we have approximately \$1.1 million of additional funds in the MFT fund that the City has no plans for. As such, I recommended that we increase the expenses that we charge to MFT by \$300,000 per year. This would allow the City to use this fund balance over the next three years with some additional still remaining. Patrick has completed the IDOT information to be filed with IDOT.



BE IT RESOLVED, by the Mayor and City Council of the City of Berwyn, Illinois, that there is hereby appropriated the sum of \$303,000.00 of Motor Fuel Tax funds for the purpose of maintaining streets and highways under the applicable provisions of the Illinois Highway Code from January 1, 2007 to December 31, 2007.

BE IT FURTHER RESOLVED, that only those streets, highways, and operations as listed and described on the approved Municipal Estimate of Maintenance Costs, including supplemental or revised estimates approved in connection with this resolution, are eligible for maintenance with Motor Fuel Tax funds during the period as specified above.

BE IT FURTHER RESOLVED, that the Clerk shall, as soon a practicable after the close of the period as given above, submit to the Department of Transportation, on forms furnished by said Department, a certified statement showing expenditures from and balances remaining in the account(s) for this period; and

BE IT FURTHER RESOLVED, that the Clerk shall immediately transmit two certified copies of this resolution to the district office of the Department of Transportation, at Schaumburg, Illinois.

I, Thomas J. Pavlik Clerk in and for the City of Berwyn, County of Cook

hereby certify the foregoing to be a true, perfect and complete copy of a resolution adopted by the Mayor and City Council at a meeting on August 14, 2007

IN TESTIMONY WHEREOF, I have hereunto set my hand and seal this 14th day of August, 2007

(SEAL) City Clerk

Authorized MFT Expenditure
Date
Department of Transportation
Regional Engineer



THE CITY OF **BERWYN, ILLINOIS** *Building A New Berwyn*

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August 9, 2007

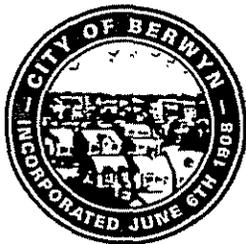
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# THE CITY OF BERWYN, ILLINOIS

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City of Berwyn  
MFT Forecast

	<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>
Beginning Fund Balance	2,297,290	2,512,925	1,600,872	1,559,891
Annual Revenue	1,600,000	1,600,000	1,600,000	1,600,000
Interest Revenue	91,892	96,204	82,276	63,215
Current Operational Uses	1,448,257	1,448,257	1,448,257	1,448,257
Capital Projects:				
26th Street Project	-	-	275,000	-
Project Construction	28,000	-	-	-
Arterial Lighting	-	410,000	-	-
East Ave Resurfacing	-	-	-	375,000
Oak Park Ave Lighting	-	750,000	-	-
Total estimated capital needs	<u>28,000</u>	<u>1,160,000</u>	<u>275,000</u>	<u>375,000</u>
Estimated ending fund balance	2,512,925	1,600,872	1,559,891	1,399,849

Fund balance need	<u>530,000</u>	<u>308,750</u>	<u>333,750</u>	<u>240,000</u>	Assumes that reserves should be 25% of next year's capital + 15% of annual revenue
Additional remaining	<u>1,982,925</u>	<u>1,292,122</u>	<u>1,226,141</u>	<u>1,159,849</u>	Excess fund balance amount



Period from 01/01/2007 to 12/31/2007

Section Number 07 - 00000 - 00 - GM

Municipality City of Berwyn

**Estimated Cost of Maintenance Operations**

Maintenance Operation (No. - Description)	Group (I,II,III,IV)	For Group I, II, or III (Material, Equipment or Labor)					Operation Cost
		Item	Unit	Quantity	Unit Price	Cost	
1. Traffic Signal Maint. (Contract Renewal)	IV	Traffic Control Installations (9 Installations x 12 Mos = 108 Ea/Mo)	Ea/Mo	108	58.00	6,264.00	
Street Light Maintenance (On all City Streets, State & County Roads) (Contract) 07-00000-01-GM		Residential St. Light Stds. (2105 Standards x 12 Mos = 25260 Ea/Mo)	Ea/Mo	25260	1.00	25,260.00	
		Arterial Light Stds. (811 Standards x 12 Mos = 9732 Ea/Mo)	Ea/Mo	9732	3.50	34,062.00	
		Relamp Resid. Lighting Std, 150W, HPS	Each	2105	32.0	67,360.00	
		Relamp Arterial Lighting Std., 200W, HPS	Each	66	35.00	2310.00	
		Relamp Arterial Lighting Std., 220W, HPS	Each	30	45.00	1,350.00	
		Relamp Arterial Lighting Std., 250W, HPS	Each	144	40.00	5,760.00	
		Relamp Arterial Lighting Std., 310W, HPS	Each	26	45.00	1,170.00	
		Relamp Arterial Lighting Std., 400W, HPS	Each	215	40.00	8,600.00	
		Relamp Arterial Lighting Std., 50W, MH	Each	81	40.00	3,240.00	
		Relamp Arterial Lighting Std., 175W, MH	Each	41	45.00	1,845.00	
		Relamp Arterial Lighting Std., 175W, MV	Each	31	35.00	1,085.00	
		Relamp Arterial Lighting Std., 250W, MV	Each	30	40.00	1,200.00	
		Relamp Arterial Lighting Std., 400W, MV	Each	107	40.00	4,280.00	
<b>Total Day Labor Costs</b>							
<b>Total Estimated Maintenance Operation Cost</b>							
Preliminary Engineering							
Engineering Inspection							
Material Testing							
<b>Total Estimated Engineering Cost</b>							
<b>Total Estimated Maintenance Cost</b>							

**PAGE 1 OF 4**

Submitted: \_\_\_\_\_ Date \_\_\_\_\_

Approved: \_\_\_\_\_ Date \_\_\_\_\_

By: \_\_\_\_\_  
Municipal Official Title

\_\_\_\_\_  
Regional Engineer

Submit Four (4) Copies to Regional Engineer



Period from 1/1/07 to 12/31/07

Section Number 07 - 00000 - 00 - GM  
Municipality City of Berwyn

**Estimated Cost of Maintenance Operations**

Maintenance Operation (No. - Description)	Gro (I,II,III, NA)	For Group I, II, or III (Material, Equipment or Labor)					Operation Cost
		Item	Unit	Quantity	Unit Price	Cost	
(Continued from Pg. 1)		Electrician	Hours	3000	60.00	\$180,000.00	
		Service Truck	Hour	2000	13.00	26,000.00	
		Tower & Bucket Truck	Hour	1000	15.00	15,000.00	
		Backhoe	Hour	500	20.00	10,000.00	
		Air Compressor	Hour	300	15.00	4,500.00	399,286.00
2. Electrical Energy Street Lights	I	ComEd Bills for all City-Owned Street Lights	Month	12	10,000.	120,000.00	120,000.00
3. Snow & Ice Control (92 Miles)	II	Rock Salt - Bulk (State Purchased)	Tons	3500	35.57	124,495.00	
		Foreman-610.0 Hrs. @ \$30.50=\$18,605.00					
		Truck Driver-6383.0 Hrs. @ \$24.50=\$156,383.50					
		Total Approx. Labor	L.S.	1	175,000.	175,000.00	299,495.00
4. Traffic Control Lines	II	Laborer-977.5 Hrs. @ \$22.50= \$21,993.75					
		Total Approx. Labor	L.S.	1	22,000.	22,000.00	22,000.00
5. Sewer Cleaning (Contract) 07-00000-02-GM	IV	Sewer Cleaning, Light, 8"-9"	Feet	1000	1.50	1,500.00	
		Sewer Cleaning, Light, 10"	Feet	2000	1.50	3,000.00	
		Sewer Cleaning, Light, 12"	Feet	4000	1.75	7,000.00	
		Sewer Cleaning, Light, 15"	Feet	2000	1.75	3,500.00	
		Sewer Cleaning, Light, 18"-24"	Feet	500	2.50	1,250.00	
		Sewer Cleaning, Heavy, 8"10"	Feet	300	4.00	1,200.00	
		Sewer Cleaning, Heavy, 12"-15"	Feet	200	5.00	1,000.00	
		Sewer Televising	Feet	500	4.50	2,250.00	20,700.00
<b>Total Day Labor Costs</b>							

**Total Estimated Maintenance Operation Cost**

Preliminary Engineering

Engineering Inspection

Material Testing

**Total Estimated Engineering Cost**

**Total Estimated Maintenance Cost**

**PAGE 2 OF 4**

Submitted: \_\_\_\_\_ Date \_\_\_\_\_ Approved: \_\_\_\_\_ Date \_\_\_\_\_

By: \_\_\_\_\_ Title \_\_\_\_\_ Regional Engineer

Submit Four (4) Copies to Regional Engineer



Period from 01/01/2007 to 12/31/2007

Section Number 07 - 00000 - 00 - GM

Municipality City of Berwyn

**Estimated Cost of Maintenance Operations**

Maintenance Operation (No. - Description)	Gro (I,II,III, IV)	For Group I, II, or III (Material, Equipment or Labor)				Operation Cost		
		Item	Unit	Quantity	Unit Price		Cost	
6. Street Patching (Day Labor)	II	Foreman-998.0 Hrs. @						
		\$30.50=\$30,439.00						
		Truck Driver-995.0 Hrs. @						
		\$24.50=\$24,377.50						
		Laborer=4675.0 Hrs. @						
		\$22.50=\$105,187.50						
		Total Approx. Labor	L.S.	1	160,000.	160,000.00	160,000.00	
7. Tree Trimming (Contract)	IV	Tree Trimming, 6" thru 12"	Each	300	40.00	12,000.00		
		Tree Trimming, 13" thru 22"	Each	450	45.00	20,250.00		
		07-00000-03-GM	Tree Trimming, 23" thru 32"	Each	500	85.00	42,500.00	
			Tree Trimming, 33" thru 42"	Each	100	105.00	10,500.00	
			Tree Trimming, 43" & Over	Each	100	150.00	15,000.00	100,250.00
8. Crack Sealing (Contract)	IV	Crack Filling	Lbs.	25,000	1.20	30,000.00	30,000.00	
07-00000-04-GM								
9. Street Sweeping (Day Labor)	II	Operator-6895 Hrs. @						
		\$29.00=\$199,955						
		Total Approx. Labor	L.S.	1	200,000.	\$200,000.00	200,000.00	
10. Sidewalk & Curb (Contract)	IV	Sidewalk Removal	S.F.	17,050	1.20	20,460.00		
		P.C. Concrete Sidewalk, 5"	S.F.	17,000	4.00	68,000.00		
		07-00000-05-GM	Detectable Warnings	S.F.	50	10.50	525.00	
			Comb. Curb & Gutter Removal	Foot	400	4.00	1,600.00	
			Comb. Concrete Curb & Gutter, Type B-6.12	Foot	300	12.50	3,750.00	
			Comb. Concrete Curb & Gutter, Type B-6.18	Foot	100	13.50	1,350.00	
Total Day Labor Costs								
Total Estimated Maintenance Operation Cost								
<b>PAGE 3 OF 4</b>						Preliminary Engineering		
						Engineering Inspection		
						Material Testing		
Total Estimated Engineering Cost								
Total Estimated Maintenance Cost								

Submitted: \_\_\_\_\_ Date \_\_\_\_\_ Approved: \_\_\_\_\_ Date \_\_\_\_\_

By: \_\_\_\_\_ Municipal Official Title \_\_\_\_\_ Regional Engineer

Submit Four (4) Copies to Regional Engineer





THE CITY OF **BERWYN, ILLINOIS** *Building A New Berwyn*

MICHAEL A. O'CONNOR, *Mayor*

6700 West 26th Street • Berwyn, Illinois 60402-0701 • Telephone: (708) 788-2660 • Fax: (708) 788-2567

[www.berwyn-il.gov](http://www.berwyn-il.gov)

To: Mayor Michael O'Connor and City Council

From: Stephanie Navarro

Date: August 7, 2007

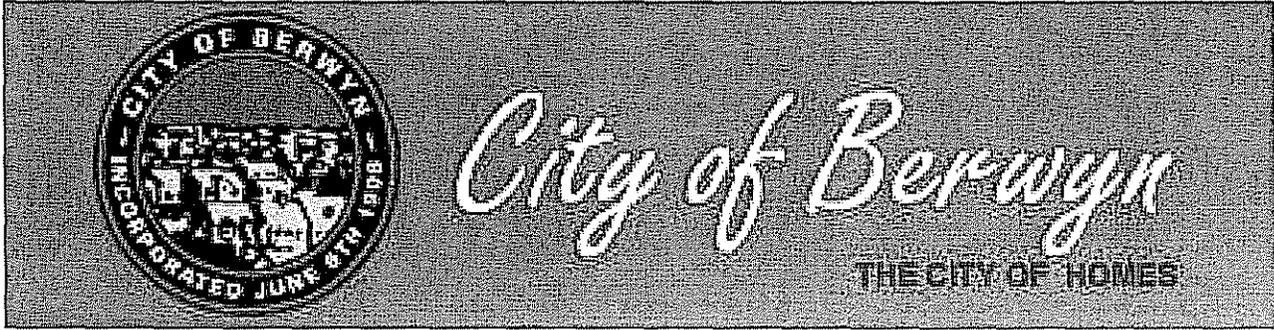
Re: General Ledger System RFP

---

I am requesting Council's approval to go out for request for proposal on the City's general ledger system. Attached is the RFP I have prepared. Jim Frank, the City's IT director has reviewed the RFP as well to ensure that he is in agreement with the specifications included in the proposal.

If approved I would begin to form a selection committee to review the bids as well as to attend demonstrations as needed. I would envision the selections committee to include myself, probably most individuals within the finance department, Jim Frank or his department's representative, the collector and/or an employee from the collector's office as well as someone within the water department. Included in the RFP are optional financial software features such as building permits and recreation department package. If those options become viable, employee input from those departments would also be sought.

Ideally, I would love to try and implement a new system as of Jan 1, 2008. I am not entirely sure that would be feasible, but the sooner I get an RFP out, the better the chances. Please approve my recommendation for posting the attached RFP and as always let me know if you have any questions.



Michael A. O'Connor, Mayor

**City of Berwyn  
Invitation to Bid on  
General Ledger Software and  
Conversion Service  
Bid #16-0002**

Date of Issue: August 15, 2007

Proposal Due Date: September 20, 2007 5:00PM

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## I. INTRODUCTION

The City of Berwyn wishes to utilize this RFP to modernize, integrate, and replace its existing general ledger software and cash receipts software. The City would like to streamline its financial reporting systems, and feels that a replacement of our current general ledger and cash receipts systems is necessary to achieve this goal.

Proposals submitted for this project should include all applicable costs for software and licensing fees, hardware, transfer of all stored data, training for all employees that utilize the software, and all other applicable costs to allow software to be fully functional for City of Berwyn employees.

The City of Berwyn, Illinois invites you to submit a bid for the purchase of a financial and administrative computer hardware and software system (general ledger system). This document lists evaluation criteria that the City will be using to select a successful bidder. Please note that the City wishes to receive proposals that clearly delineate between the items that the bidder feels must be completed by the bidder personnel and those items that can be accomplished by City personnel.

Deadline for receipt of sealed bids is 5:00 PM, local time, September 25, 2007 at the City Clerk's office located on the first floor of Berwyn City Hall located at 6700 W. 26<sup>th</sup> St., Berwyn, IL 60402. Bids will be opened and reported during the regular City Council meeting on September 25, 2007. Bids received after the deadline may not be accepted. The awarded bid, if one is selected, will be approved by Berwyn City Council.

Please prepare and submit one (1) original and two (2) copies of the bids. Completed bids should be sealed and clearly marked "RFP for General Ledger Software and Conversion Service for the City of Berwyn."

Bids received after the above date and time will be considered late and may not be accepted. Responses will be evaluated objectively based on the vendor's responses to the RFP. The City of Berwyn will not pay costs incurred in the proposal preparation including the costs for printing, site evaluation, project demonstration, contract negotiation process, etc. All costs for the preparation of the bid shall be borne in full by the proposing vendor.

The bid will include full detail itemized pricing for: all materials including hardware, software, licensing, conversion service, annual maintenance, and upgrade agreements, and all other cost as outlined in the Minimum Specifications section of this document. The first page of the bid should include a clearly marked total price of project. Bids will be binding for a period of ninety (90) calendar days from the date bids are opened.

## II. VENDOR INQUIRIES

The Finance Department for the City of Berwyn has prepared this RFP and has designated Stephanie Navarro as Project Manager. Please direct questions or comments concerning either the administrative or technical requirements of this RFP to the Project Manager.

Stephanie Navarro  
City of Berwyn  
6700 W. 26<sup>th</sup> St.  
Berwyn, IL 60402  
(708) 788-2660 x210 office  
(708) 788-0273 fax  
[SNavarro@ci.berwyn.il.us](mailto:SNavarro@ci.berwyn.il.us)

To ensure a timely response, questions requiring a response should be faxed, emailed, or telephoned to the Project Manager at the specified number or address above.

### **III. NOTIFICATION OF WITHDRAWAL OF PROPOSAL**

Proposals may be modified or withdrawn by an authorized representative of the vendor or by formal written notice prior to the final due date and time specified for proposal submission. Submitted proposals will become the property of the City of Berwyn after the proposal submission deadline.

### **IV. CONTRACTUAL OBLIGATIONS**

The successful vendor will be required to enter into a contract with the City of Berwyn in which the vendor will undertake certain obligations. These obligations include, but are not limited to, the following:

*Inclusion of Proposal* - The proposal submitted in response to this RFP will be incorporated as part of the final contract with the selected vendor.

*Indemnification and Insurance* - The successful vendor(s) shall indemnify and hold the City of Berwyn and its officers, agents, employees and assigns, harmless from any liability imposed for injury whether arising before or after completion of work hereunder, or in any manner directly or indirectly caused, occasioned or contributed to, or claimed to be caused, occasioned or contributed to, in whole or in part, by reason of any act or omission, including strict liability or negligence of vendor, or of anyone acting under vendor's direction or control or on its behalf, in connection with or incident to, or arising out of the performance of this contract. The successful vendor shall maintain and shall require all of its subcontractors to maintain general liability insurance with limits of not less than \$1,000,000 per occurrence for the extent of the project.

### **V. RIGHT OF THE CITY TO REJECT PROPOSALS**

The City of Berwyn reserves the right to reject any and all proposals or any part of any proposals, to waive minor defects or technicalities, or to solicit new proposals on the same project or on a modified project which may include portions of the originally proposed project as the City of Berwyn may deem necessary in its best interest. The City also reserves the right to negotiate with any vendor regarding all or part of any proposal that is in the best interest of the City.

### **VI. EVALUATIONS**

The City personnel evaluating the proposals will make recommendations based upon the proposal that will best serve the City of Berwyn. Any ideas generalized from the proposal process will become the property of the City of Berwyn. After review of the RFP, City personnel will request a full demonstration of the software for finalists. The cost of the demonstration will be born by the bidder.

### **VII. NON-LIMITATIONS TO RFP**

The format of the RFP must be followed and all requested information must be submitted as indicated; however, the City of Berwyn is receptive to any additional suggestions pertaining to services development, additional related capabilities, and any alternative methods for providing related services. Any exceptions to the RFP terms and conditions must be included in writing in the proposal.

### **VIII. INTERPRETATIONS AND ADDENDA**

No interpretation made to any respondent as to the meaning of the RFP shall be binding on the City of Berwyn unless repeated in writing and distributed as an addendum by the City of Berwyn. Interpretations and/or clarification shall be requested in writing from the City of Berwyn, Attention Stephanie M. Navarro, Project Manager.

## IX. CONFIDENTIALLY OF DOCUMENTS

All responses to the RFP submitted by vendors shall be deemed public documents at the time they are opened by City of Berwyn. The RFP is intended to be worded in a manner so as not to elicit proprietary information from the vendor. If proprietary information is submitted as part of the proposal, such information is to be labeled proprietary and be accompanied with a request that the information is to be held in confidence by the City of Berwyn until such time as the contract is set.

Any proposal that is submitted with a general statement or limitation that would prohibit reasonable public inspection shall be considered non-responsive and shall be rejected.

## X. PROJECTED SCHEDULE OF EVENTS

Release of RFP August 15, 2007

RFP clarification and questions from prospective vendors submitted September 5, 2007

City response to request for clarification September 12, 2007

Last day to submit proposals September 20, 2007, 5:00 PM

Proposals publicly presented September 25, 2007, City Council Meeting

Award of contract by December 31, 2007

## XI. PROPOSAL RESPONSE FORMAT

In order to facilitate the analysis of responses to this RFP, vendors are required to prepare their proposal in accordance with the instructions outlined in this section. Vendors whose proposals deviate from these instructions may be considered non-responsive and may be disqualified at the discretion of the City of Berwyn. Proposals should be prepared as simply as possible and provide a straightforward, concise description of the vendor's capabilities to satisfy the requirements of the RFP.

Instructions:

Please complete your proposal using the following forms. Feel free to attach any additional documentation of explanation in order to fully describe the specified feature:

**Summary Bid Form – (Attachment A)** should be the first page of the bid response and should be used to summarize the cost information. This document should include a clear marked total price of project as well as a price breakdown of component divisions and equipment to be used. All costs must be included in this section.

**Detailed Bid Form – (Attachment B)** These forms labeled B1 to B7 should be completed in "shopping list detail" to list and describe elements of the system requested including item name, description and costs.

**Responses to Functional Requirements – (Attachment C)** Responses to the requirements listed in this RFP must be provided. Notes of explanation or clarification must be included with specific reference to the item in question.

**Vendor Experience and Qualifications – (Attachment D)** describe vendor depth of service.

**Client References** - Provide at least five client references that are similar in nature, size or complexity to that described in this RFP, and which the City may contract to evaluate specific proposals.

**Contract Terms and Conditions** - This section is to contain the vendor's sample agreement for services and warranty. This section is intended to form the basis for the development of a contract to be awarded as a result of the RFP.

**Use of Forms Required** – Forms included are required to be used. Bidder should feel free to attach additional information but summarize key details on forms provided. It is acceptable to use the forms as cover sheets to narrative and data submitted by the bidder.

CITY OF BERWYN

ATTACHMENT A  
SUMMARY BID FORM

Financial and Administrative Computer Hardware and Software System (General Ledger)

Stephanie Navarro  
Director of Finance  
6700 W 26<sup>th</sup> Street  
Berwyn, Illinois 60402

Dear Ms. Navarro

In accordance with the RFP for financial and administrative computer hardware and software system, we propose to supply the following services and equipment ("System") at the price below:

<u>Item Description</u>	<u>Not to exceed cost</u>
Lump Sum Hardware (From B1)	\$ -
Lump Sum Software (From B2)	-
Lump Sum Implementation / Training (From B3)	-
Data Conversion (From B4)	-
Annual Maintenance Plan (From B5)	-
Other Lump Sum Items (From B6)	-
Total Bid	<u>\$ -</u>

The total cost can be paid as follows (list payment specifications):

If a bid is not awarded within 120 days of the date of bid opening, bidder may submit a written request to withdraw submitted proposal.

Upon successful execution of contract, we would be able to begin implementation within \_\_\_\_\_ days.

The above bid is for a System that meets or exceeds your specifications. Enclosed are the completed forms:

Bidder's Company Name: \_\_\_\_\_

Authorized Signature and Position: \_\_\_\_\_

**CITY OF BERWYN**

**ATTACHMENT B  
DETAIL BID FORM**

**B1 - DETAIL OF LUMP SUM HARDWARE**

**Hardware Specifications:** Provide a complete itemized listing of minimum hardware requirements needed to run your software and a recommended hardware listing necessary for optimal performance. Also include an estimated cost for the hardware components and cite any additional costs for non-vender specific software necessary to facilitate implementation.

The City requires your bid document to include the following: Manufacturer & model, architecture, operating systems, processor type, capacities recommended (as well as 'upgradeable to' maximums, storage types, media types, bid cost for any computer system, server, printers, back up systems, power supplies, etc. Any hardware omitted from the proposal required to install system will be provided at vendor's expense or otherwise deducted from cost of proposal.

CITY OF BERWYN

ATTACHMENT B  
DETAIL BID FORM

**B2 - DETAIL OF LUMP SUM SOFTWARE / OPERATING SYSTEM**

**Software Specifications:** The City has identified the following system features as mandatory:

1. Have the capacity to handle General Ledger, Accounts Payable, Accounts Receivable, Cash Receipts, Utility Billing and Budgeting Modules.
2. Interface with Payroll – either Millennium or ADP.
3. Multi-level password protection; – Did you want this on a separate line?
4. Data back-up capability for both after hours and by user Relational database management system;
5. Ability for all applications to provide for future updates and enhancements on a regular basis. Vendor will note such provisions and identify any associated costs.
6. Graphical "Windows Style" navigation;
7. Structured query language supported backend
8. Modular System;
9. Integration of all modules to accounting and cash receipts;
10. On-line; real time entry and batch processing;
11. User-friendly report writer feature;
12. Ability to Export/Data in fashion compatible with ODBC database programs;
13. User selected printer including TCP/IP printing;
14. User defined fields;
15. Multi-year data conversion from prior system
16. Modules and support for future web access;

**Optional Specifications:** The City is interested in information about the following functions, but are not required by this bid document. Bidders should provide the specified functionality (above) at a minimum. If functions listed below are available, please provide information as optional specifications.

1. Business Licensing
2. Building permit and code enforcement system
3. Parking ticket / ordinance violations
4. Dashboard or Web-based access
5. Recreation department system
6. On-line acceptance of payments for customers

**Operating System:** The City's existing system(s) operate in a Windows 2003 domain environment. All software and hardware components must be compatible with Windows 2003.

Please also indicate software (module) name, name of operating system supported, manufacturer, version, patch level, date of release, and any licensing requirements included in bid cost. Any software / OS software omitted from the proposal required to install system will be provided at vendor's expense or otherwise deducted from cost of proposal.

CITY OF BERWYN

ATTACHMENT B  
DETAIL BID FORM

**B3 - DETAIL OF LUMP SUM IMPLEMENTATION / TRAINING**

**Installation of hardware/software** - The City wishes to distinguish between items which must be completed by the bidder and those items which need to be accomplished by City personnel. Where possible the City would like the bidder to purchase equipment, configure, install media and convert data.

**Implementation** - include a recommended transition and conversion plan. The City recognizes that such plans are subject to changes as implementation actually occurs. The purpose of the plan is to review how well the bidder has anticipated the challenges of migrating from one system to another. Include a recommendation of the number of years of history to be converted. Costs for conversion should be included both for that recommendation as well as for a two year conversion period. Costs included in the plan should be not-to-exceed costs. Plan should be a three column listing of the date, description and cost of each element of the plan.

**Timeline** - The City operates on a calendar year end. Please note our preference would be to begin utilizing the software as of January 1, 2008. However, due to the timing of the proposal process, that may/may not be feasible. Include a complete timeline from contract signing through the live use of the system, including test run timing and details. Be very specific in terms of time required to complete each individual task.

**Training** - Enclose a narrative describing your firm's approach to training, including number of personnel who will be providing training, type of training to be included, and number of hours provided. You may enclose samples of your training materials for the Evaluation Committee to view, if desired. Also, be sure to provide a specific calendar outline of when and where training will occur and any associated costs, as well as resumes for all personnel who will be providing training. All training should be provided in person, on-site. Web-based or E-training is discouraged.

Also indicate whether on-going training is available after the initial training and conversion timeframe. In considering this topic, please consider potential training needs for a refresher course perhaps needed one year after implementation, training for new employees and training for upgrades. Bid should specify if costs are required for these needs.

**CITY OF BERWYN**

**ATTACHMENT B  
DETAIL BID FORM**

**B4 - DATA CONVERSION PLAN**

**Conversion Process** - Enclose a narrative describing your firm's approach to conversion. Be sure to include a listing of all personnel that will be involved in the conversion process, the timeframe for conversion, and the amount of historic data that will be converted and preserved. Specify which conversion costs are part of the standard package and which are additional costs. Be sure to include an itemized listing of such. The City currently uses GEMS software. The general ledger data is stored in Microsoft SQL databases.

Itemize in detail your conversion process, specifying in detail any requirements (if applicable) for our staff in the conversion process, including tasks and anticipated time required to complete.

CITY OF BERWYN

ATTACHMENT B  
DETAIL BID FORM

**B5 - MAINTENANCE PLAN AND COSTS**

**Maintenance plan** – specify any costs related to system maintenance beyond initial installation of the system. Also include whether annual maintenance fees include system upgrades, annual license fees or other components. Any costs should be listed apart from the base bid. Please list the following:

1. Terms of service (response time, etc)
2. Cost of service annually
3. Nature of service (i.e. on-site, remote, 24 hour per day or all of the preceding)
4. Multi-year proposal
5. Aspects serviced (hardware, software, operating system, etc)

*Do we want to ask for sample maintenance agreements? I've found them helpful in other proposals I've looked at.*

**CITY OF BERWYN**

**ATTACHMENT B  
DETAIL BID FORM**

**B6 - OTHER LUMP SUM ITEMS**

**Other items** - The following is a description of other features included in the Contractor's proposal that the Contractor thinks would be of interest to the City, and should be considered as being in excess of stated minimum required specifications. The other included items are listed with a cost where appropriate. Those at no cost are listed with the code "N/C", where no cost is listed it will be considered included in the base proposal.

**CITY OF BERWYN**

**ATTACHMENT B  
DETAIL BID FORM**

**B7 - SAMPLE REPORTS**

**Sample reports** - Following this cover page is a copy of standard reports included without custom programming on the system. Listing of reports including descriptions can also be provided. However, at a minimum please provide some sample reports such as trial balances, budget to actual income statements and utility billing reports.

**CITY OF BERWYN**

**ATTACHMENT C  
RESPONSES TO FUNCTIONAL REQUIREMENTS**

**Vendor Response Code:**

- A. The current release of the software supports this specification. This feature is currently installed and in successful operation at one or more of the vendor's customer sites
- B. This specification is supported, but not exactly as stated. Provide explanation in the comment section.
- C. This specification is not currently in operation at a customer site, but will be included as a part of the release to be installed as a result of this RFP.
- D. This specification is not currently supported. The necessary modifications required to meet the specification will be provided at no cost to us. Comments must be included to indicate the time frame required to provide the modification.
- E. This specification is not currently supported. The necessary modifications required to meet the specification will be provided at an additional cost to us. Comments must be included to indicate the cost and time frame required to provide the modification. Modification costs must also be included in the cost summary section of the response.
- X. This specification is not supported and no modifications will be provided.

**FINANCIAL SOFTWARE  
SPECIFICATION DESCRIPTION**

ITEM #		VENDOR RESPONSE CODE	VENDOR COMMENT REQUIRED
<b>PRIORITY FEATURES</b>			
	Please respond to how your software handles the following: (Please comment on any variations from items listed being specific.)		
<b>1.</b>	<b>Integration</b>		
	a. Software must be fully functional with the following:		
	• Utility Billing (provided through meter reading software)	[ ]	[ ]
	• Cash Receipts	[ ]	[ ]
	• Payroll (ADP or Millennium Software)	[ ]	[ ]
	• Timekeeper (KRONOS)	[ ]	[ ]
	• Posting	[ ]	[ ]
	• Adjustments	[ ]	[ ]
<b>2.</b>	<b>General Ledger</b>		
	a. Must be a Fund Accounting Package	[ ]	[ ]
	d. Automated standard monthly journal entries (can be established once and appear as reoccurring)	[ ]	[ ]

- |           |  |     |     |
|-----------|--|-----|-----|
| e         | Read only rights available for some users  | [ ] | [ ] |
| <b>3.</b> | <b>Accounts Payable</b>  |     |     |
| a.        | Vendor Master File   | [ ] | [ ] |
| b.        | Automatically produce Form 1099  | [ ] | [ ] |
| c.        | Process invoices   | [ ] | [ ] |
| d.        | Make payments  | [ ] | [ ] |
| e.        | Manual check process for one time payees with the ability to determine who the check was provided to at a later time (specify if a vendor account must be created) | [ ] | [ ] |
| f.        | Bond payments  | [ ] | [ ] |
| g.        | Read only rights available for some users  | [ ] | [ ] |
| <b>4.</b> | <b>Purchase Order</b>  |     |     |
| a.        | Specify whether PO is a separate module or part of Accounts Payable  | [ ] | [ ] |
| b.        | Describe how your software handles one-time purchases, versus reoccurring purchases.   | [ ] | [ ] |
| c.        | Includes reporting needed for Illinois Treasurer's Report – vendor list of amounts >\$2500 pd. During time frame   | [ ] | [ ] |
| d.        | Read only rights available for some users  | [ ] | [ ] |
| <b>5.</b> | <b>Accounts Receivable</b>   |     |     |
| a.        | Provide a narrative describing how entries are made and transactions processed.  | [ ] | [ ] |
| b.        | How are reoccurring receivables processed vs one-time receivables?   | [ ] | [ ] |
| c.        | Read only rights available for some users.   | [ ] | [ ] |
| d.        | Bill Generation  | [ ] | [ ] |
| e.        | Ability to view all outstanding amounts owed by customer   | [ ] | [ ] |
| <b>6.</b> | <b>Cash Receipts</b>   |     |     |
| a.        | Describe how receipts are coded and posted to revenue accounts   | [ ] | [ ] |
| b.        | Ability to post cash receipts to various cash accounts.  | [ ] | [ ] |
| c.        | Ability to allow daily reconciliation of cash collected to GL Balance  | [ ] | [ ] |

- d. Describe the internal control process placed on a Cash Receipts Module [ ] [ ]
- 7 Reports**
- a. Provide a listing and samples of all standard reports available. [ ] [ ]
- b. Provide a narrative describing the process to create a non-standard report and any associated costs. [ ] [ ]
- c. Can a trial balance be printed to a file? [ ] [ ]
- d. Which items and reports may be exported to Excel (describe that process)? [ ] [ ]
- 8. Budgeting**
- a. Describe and provide examples of operational budgeting. [ ] [ ]
- b. Does it allow for the creation of five-year plans? Ten-year plans? [ ] [ ]
- c. Does it capture current data to create the long-term plans and budgets? Describe [ ] [ ]
- d. Provide an example of a report with budgeted to actual data for various points during the Fiscal Year [ ] [ ]
- 9. Utility Billing**
- a. Explain, in detail, how the Utility Billing program interfaces with the G/L software [ ] [ ]
- b. Supports split billing & receipts to water/sewer or garbage [ ] [ ]
- c. Provide ability to access accounts by: Meter number, Customer name or address, billing name or address, telephone number, or other defining characteristics [ ] [ ]
- d. Display aging balances by 30, 60, 90, and 120 day increments [ ] [ ]
- e. Briefly describe initiation and maintenance of service and rate tables [ ] [ ]
- f. Briefly describe the process for printing bills, including the ability to place one-time or recurring notes on them [ ] [ ]
- g. Briefly describe processing of penalties and late notices [ ] [ ]

CITY OF BERWYN

ATTACHMENT D  
VENDOR EXPERIENCE AND QUALIFICATIONS

1. Primary contact representative

Company \_\_\_\_\_

Contact Name \_\_\_\_\_

Title \_\_\_\_\_

Telephone and Fax Number \_\_\_\_\_

2. Does this person have binding authority to enter into contracts? YES  NO

3. How many years has the company actively provided automated data processing systems to local governments? \_\_\_\_\_ Years

4. Provide a brief history of your company. Include information such as when it was founded, types of software developed and sold, names of owners if privately owned, etc. (*Attach as a separate item in this section.*)

5. How many people does your company employ?

6. How many of these employees devote 100% of their time to the development, sales, and ongoing support of financial software for municipal governments?

7. What data processing services does your company offer?

\_\_\_\_\_

8. At how many municipal government installations is your software currently installed? \_\_\_\_\_

9. List location(s) of software support personnel below:

\_\_\_\_\_

10. Describe how your application software is priced. Is it a one-time license fee? Is it based on the number of users on the system? Is the price based on transaction volume (i.e., number of utility accounts billed)? Is it possible that future growth in our service area will result in additional license fees? Please explain in detail.

11. Has your company ever been sued by a municipal government customer? YES  NO   
If so, please explain.

12. Are there any lawsuits currently outstanding against your company? YES  NO   
If any, please explain.

21. The vendor is requested to list or provide all software products and/or other services not included in this RFP, but available to us.



1-12  
THE CITY OF **BERWYN, ILLINOIS**

*Building A New Berwyn*

MICHAEL A. O'CONNOR, *Mayor*

6700 West 26th Street • Berwyn, Illinois 60402-0701 • Telephone: (708) 788-2660 • Fax: (708) 788-2567

[www.berwyn-il.gov](http://www.berwyn-il.gov)

To: City Council and Mayor Michael O'Connor

From: Stephanie Navarro

Date: August 1, 2007

Re: Fund Balance Policy

---

The Government Finance Officers Association (GFOA) recommends municipalities establish a formal policy on the level of unreserved fund balance in a municipality's funds. I have attached the GFOA recommended practice on fund balance for your information.

In accordance with that recommended practice, I have prepared a policy that I believe fits the City's needs, which is also attached.

Please review and approve this policy for incorporation into the City's financial policies. As always, I am available to answer any questions you might have.

## Appropriate Level of Unreserved Fund Balance in the General Fund (2002)

**Background.** Accountants employ the term *fund balance* to describe the net assets of governmental funds calculated in accordance with generally accepted accounting principles (GAAP). Budget professionals commonly use this same term to describe the net assets of governmental funds calculated on a government's budgetary basis.<sup>1</sup> In both cases, *fund balance* is intended to serve as a measure of the financial resources available in a governmental fund.

Accountants distinguish *reserved fund balance* from *unreserved fund balance*. Typically, only the latter is available for spending. Accountants also sometimes report a *designated* portion of unreserved fund balance to indicate that the governing body or management have tentative plans concerning the use of all or a portion of unreserved fund balance.

It is essential that governments maintain adequate levels of fund balance to mitigate current and future risks (e.g., revenue shortfalls and unanticipated expenditures) and to ensure stable tax rates. Fund balance levels are a crucial consideration, too, in long-term financial planning.

In most cases, discussions of fund balance will properly focus on a government's *general fund*. Nonetheless, financial resources available in other funds should also be considered in assessing the adequacy of unreserved fund balance in the general fund.

Credit rating agencies carefully monitor levels of fund balance and unreserved fund balance in a government's general fund to evaluate a government's continued creditworthiness. Likewise, laws and regulations often govern appropriate levels of fund balance and unreserved fund balance for state and local governments.

Those interested primarily in a government's creditworthiness or economic condition (e.g., rating agencies) are likely to favor increased levels of fund balance. Opposing pressures often come from unions, taxpayers and citizens' groups, which may view high levels of fund balance as "excessive."

**Recommendation.** GFOA recommends that governments establish a formal policy on the level of unreserved fund balance that should be maintained in the general fund.<sup>2</sup> GFOA also encourages the adoption of similar policies for other types of governmental funds. Such a guideline should be set by the appropriate policy body and should provide both a temporal framework and specific plans for increasing or decreasing the level of unreserved fund balance, if it is inconsistent with that policy.<sup>3</sup>

The adequacy of unreserved fund balance in the general fund should be assessed based upon a government's own specific circumstances. Nevertheless, GFOA recommends, *at a minimum*, that general-purpose governments, regardless of size, maintain unreserved fund balance in their general fund of no less than five to 15 percent of regular general fund operating revenues, or of no less than one to two months of regular general fund operating expenditures.<sup>4</sup> A government's particular situation may require levels of unreserved fund balance in the general fund significantly in excess of these recommended minimum levels.<sup>5</sup> Furthermore, such measures should be applied within the context of

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<sup>1</sup> For the sake of clarity, this recommended practice uses the terms *GAAP fund balance* and *budgetary fund balance* to distinguish these two different uses of the same term.

<sup>2</sup> Sometimes reserved fund balance includes resources available to finance items that typically would require the use of unreserved fund balance (e.g., a contingency reserve). In that case, such amounts should be included as part of unreserved fund balance for purposes of analysis.

<sup>3</sup> See Recommended Practice 4.1 of the National Advisory Council on State and Local Budgeting governments on the need to "maintain a prudent level of financial resources to protect against reducing service levels or raising taxes and fees because of temporary revenue shortfalls or unpredicted one-time expenditures" (Recommended Practice 4.1).

<sup>4</sup> The choice of revenues or expenditures as a basis of comparison may be dictated by what is more predictable in a government's particular circumstances. In either case, unusual items that would distort trends (e.g., one-time revenues and expenditures) should be excluded, whereas recurring transfers should be included. Once the decision has been made to compare unreserved fund balance to either revenues or expenditures, that decision should be followed consistently from period to period.

<sup>5</sup> In practice, levels of fund balance, (expressed as a percentage of revenues/expenditures or as a multiple of monthly expenditures), typically are less for larger governments than for smaller governments because of the magnitude of the amounts involved and because the diversification of their revenues and expenditures often results in lower degrees of volatility.

long-term forecasting, thereby avoiding the risk of placing too much emphasis upon the level of unreserved fund balance in the general fund at any one time.

In establishing a policy governing the level of unreserved fund balance in the general fund, a government should consider a variety of factors, including:

- The predictability of its revenues and the volatility of its expenditures (i.e., higher levels of unreserved fund balance may be needed if significant revenue sources are subject to unpredictable fluctuations or if operating expenditures are highly volatile).
- The availability of resources in other funds as well as the potential drain upon general fund resources from other funds (i.e., the availability of resources in other funds may reduce the amount of unreserved fund balance needed in the general fund, just as deficits in other funds may require that a higher level of unreserved fund balance be maintained in the general fund).
- Liquidity (i.e., a disparity between when financial resources actually become available to make payments and the average maturity of related liabilities may require that a higher level of resources be maintained).
- Designations (i.e., governments may wish to maintain higher levels of unreserved fund balance to compensate for any portion of unreserved fund balance already designated for a specific purpose).

Naturally, any policy addressing desirable levels of unreserved fund balance in the general fund should be in conformity with all applicable legal and regulatory constraints. In this case in particular, it is essential that differences between GAAP fund balance and budgetary fund balance be fully appreciated by all interested parties.

Approved by the Committee on Accounting, Auditing and Financial Reporting and the Committee on Governmental Budgeting and Management, January 30, 2002

Approved by the Executive Board, February 15, 2002.

# FUND BALANCE POLICY

## 1. Purpose:

This policy has been designed to provide working capital for the City to meet cash flow needs during the year (while avoiding the need to cash flow borrow) and to preserve the credit worthiness of the City for borrowing monies at favorable interest rates.

## 2. Background:

Accountants use the term fund balance to describe the equity of governmental funds. It serves as a measure of financial resources available to the City. It is essential that governments maintain adequate levels of fund balance to mitigate current and future risks (e.g., revenue shortfalls and unanticipated expenditures) and to ensure stable tax rates. Credit rating agencies also carefully monitor levels of fund balance in a government's General Fund to evaluate their creditworthiness.

## 3. Procedures:

- As part of the annual budget process, the Finance Director will estimate the surplus or deficit for the current year and prepare a projection of the year end fund balance.
- Withdrawal of any amount of fund balance to under the minimum level determined below, for the sole purpose of reducing the tax levy may be made only upon a 2/3<sup>rd</sup> majority vote of the City Council.
- The City Council can, by a 2/3<sup>rd</sup> vote, declare a fiscal emergency and withdraw any amount of general fund balances for the purpose of addressing a fiscal emergency. Any such action must also provide for necessary appropriations to restore the General Fund balance to the minimum balance within a three year period.
- If fund balance levels are not at the minimum level described below a plan for reaching the minimum reserve levels will be made.

## 4. General Fund requirements:

As the City does not receive their share of property taxes until March and September, it is determined that the General Fund would at a minimum need to be able to fund January and February's expenditures prior to the receipt of our tax levy. Additionally the General Fund's revenues primarily support the operations of the Library and the Community Outreach Funds.

As such, the City's minimum unreserved fund balance (as of December 31) for the General Fund shall be 16% of the next year's budget for the following funds: General Fund, Library Fund and Community Outreach Funds.

## 5. Other Fund requirements:

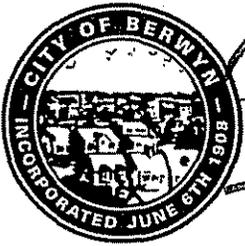
At no time shall the equity within any fund of the City be deficit. If a fund has a deficit fund balance, a plan will be determined to eliminate the deficit.

### Motor Fuel Tax Fund

Motor Fuel Tax revenues are received on a monthly basis, however as these funds are oftentimes used for capital projects in future years there exists a need to retain a certain level of fund balance within this fund for capital purposes. As such, the City will maintain a fund balance minimum of 15% of the next year's operating budget and 25% of the next year's expected capital projects. These reserves allow this fund to maintain adequate liquidity for use purposes.

### Water and Sewer Utility

As the Water and Sewer Utility is primarily supported by billings completed on a monthly basis, the needs for operating reserves for this fund are substantially less than that of a tax supported fund. However, it is in the City's interest to have unreserved equity within this fund in order to address potential unforeseen expenditures. As such, the Water and Sewer Utility shall maintain a minimum of 5% of the subsequent year's budget.



THE CITY OF **BERWYN, ILLINOIS**

*Building A New Berwyn*

MICHAEL A. O'CONNOR, *Mayor*

6700 West 26th Street • Berwyn, Illinois 60402-0701 • Telephone: (708) 788-2660 • Fax: (708) 788-2567

[www.berwyn-il.gov](http://www.berwyn-il.gov)

To: City Council and Mayor Michael O'Connor

From: Stephanie Navarro

Date: August 1, 2007

Re: Utility and telecommunication Tax Ordinance

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In June of 2006 Council referred to Legal and Finance a recommendation to amend the City's ordinance in order to rebate utility taxes paid by other taxing bodies back to them. The Berwyn North School District this year wrote the City a letter trying to determine the status of this ordinance. Due to the departure of the City's former finance director I believe this item was not completed.

Odelson and Sterk has completed the attached ordinance in order to allow the City to pay the other taxing units back for utility taxes that they have paid. The ordinance does not specify an effective date for this policy. Due to budget constraints, I would recommend that the City consider adopting the ordinance to be effective as of January 1, 2008. I would envision that each taxing unit desiring the rebate send us a monthly or quarterly summary of amounts they have paid for the City to rebate back to them.

The attached ordinance has been completed for your review. Please also specify an effective date for implementation if adopted.

**THE CITY OF BERWYN  
COOK COUNTY, ILLINOIS**

**ORDINANCE  
NUMBER**

**AN ORDINANCE EXEMPTING UNITS OF LOCAL  
GOVERNMENT FROM THE MUNICIPAL UTILITY TAX AND  
AMENDING SECTION 886.03 OF THE CODIFIED ORDINANCES  
OF THE CITY OF BERWYN, COOK COUNTY, ILLINOIS**

**MICHAEL A. O'CONNOR, Mayor  
THOMAS PAVLIK, Clerk  
GERARD "GARY" PATER, Treasurer**

**NONA N. CHAPMAN  
JOEL ERICKSON  
ROBERT J. LOVERO  
MICHAEL J. PHELAN  
SANTIAGO "JIM" RAMOS  
MARK WEINER  
MICHELE D. SKRYD  
Aldermen**

**Published in pamphlet form by authority of the Mayor and City Council of the City of Berwyn on 8--  
07  
ODELSON & STERK, LTD. - City Attorneys - 3318 West 95th Street - Evergreen Park, Illinois 60805**

ORDINANCE NO.

AN ORDINANCE EXEMPTING UNITS OF LOCAL  
GOVERNMENT FROM THE MUNICIPAL UTILITY TAX AND  
AMENDING SECTION 886.03 OF THE CODIFIED ORDINANCES  
OF THE CITY OF BERWYN, COOK COUNTY, ILLINOIS

**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:** Section 886.03 of the Codified Ordinances, as amended is hereby amended to read as follows:

- a. No tax shall be imposed by this chapter with respect to any transaction in interstate commerce or otherwise to the extent to which such business may not, under the Constitution and Statutes of the United States, be made subject to taxation by the State or any political subdivision thereof.
- b. No tax shall be imposed by this Chapter with respect to the distribution, supply, furnishing or sale to any political subdivision of the State of Illinois for use in any building located in the City of Berwyn which is owned by such a political subdivision and which building is used solely for governmental purposes.

**SECTION 2:** If any section, paragraph, clause or provision of this ordinance shall be held invalid, the invalidity thereof shall not effect any of the other provisions of this ordinance.

**SECTION 3:** All ordinances in conflict herewith are hereby repealed to the extent of such conflict.

**SECTION 4:** This ordinance shall be in full force and effect from and after its passage, approval and publication as provided by law.

ADOPTED this \_\_\_\_ day of August, 2007 pursuant to a roll call vote as follows:

	YES	NO	ABSENT	PRESENT
Chapman				
Erickson				
Lovero				
Phelan				
Ramos				
Skryd				
Weiner				
(Mayor O'Connor)				
TOTAL				

APPROVED by the Mayor on August \_\_\_\_, 2007.

\_\_\_\_\_  
Michael A. O'Connor  
MAYOR

ATTEST:

\_\_\_\_\_  
Thomas Pavlik  
CITY CLERK





THE CITY OF BERWYN, ILLINOIS

*Building A New Berwyn*

MICHAEL A. O'CONNOR, *Mayor*

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[www.berwyn-il.gov](http://www.berwyn-il.gov)

August 10, 2007

To: Honorable Mayor Michael A. O'Connor  
Alderman of the City Council

Re: Amendment to 911 Board – Add Member Appointments

Dear Ladies and Gentleman,

Pursuant to Illinois Statute, the City of Berwyn's 911 Board may be expanded to include additional appointments. A draft ordinance will be presented under separate cover.

Sincerely,

Bruce A. Bonebrake  
City Attorney



THE CITY OF **BERWYN, ILLINOIS** *Building A New Berwyn*

DEBI SUCHY, *City Collector*

MICHAEL A. O'CONNOR, *Mayor*

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

August 8, 2007

Honorable Mayor Michael A. O'Connor  
And Members of the City Council  
Berwyn City Hall  
Berwyn, Illinois 60402

Re: Retail Overlay – Depot District

Dear Mayor and Council Members:

I was recently contacted by Michael Stewart and Rob Brannyer, the Director of the Oak Park Housing Center whom are working with us to set up the Berwyn Housing Center, to open a storefront office for the Berwyn Housing Center. A location for the Center has been chosen at 3239 South Grove Avenue on the first floor.

I am asking the Council's direction in relation to the recently passed retail overlay in the Depot Area. Is this type of office exempt from the ordinance? Should I requested them to go to zoning for a permitted used variance or is the Council willing to waive going to zoning and approve the permitted use of the Berwyn Housing Center to open a business office in the Depot Area?

Please advise.

Respectfully,

Debi B. Suchy  
City Collector



# BERWYN FIRE DEPARTMENT



6700 West 26th Street  
Berwyn, Illinois 60402-0701  
Phone (708) 788-2660 ext. 277  
Fax (708) 788-3039      Emergency 9-1-1

Date: July 25, 2007

To: Michael A. O'Connor Mayor & Members of City Council  
Subject: American Red Cross

Obtaining services from the American Red Cross is much smoother when communities like Berwyn have a memorandum of understanding between the local government and the Red Cross.

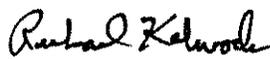
During a recent review and meeting with the regional Red Cross representative it was revealed that Berwyn, was no longer "on file" with this agency.

Please find the attached document for review. Also attached is a list of services provided by the Red Cross who are well known for their relief work during disasters.

If the document is found to be satisfactory it would be my recommendation to affix the appropriate signatures and retain needed copies so that it may be forwarded to the ARC offices.

During this year the ARC has been called to the scene of some Berwyn Fire incidents. They have provided assistance in the form of food, clothing, and shelter to those stricken residents at no cost. It seems reasonable that we be "on file" with this agency should their services be needed in the future.

Respectfully,

  
Richard Kalivoda  
Chief



**American Red Cross**  
of Greater Chicago

**Rauner Center**

2200 West Harrison Street  
Chicago Illinois 60612

v 312 729 6100

[www.chicagoredcross.org](http://www.chicagoredcross.org)

**Memorandum of Understanding**  
**American Red Cross, Greater Chicago Chapter**  
**And**  
**The City of Berwyn**

In disaster situations, local Government and The American Red Cross have joint responsibility to keep the public fully informed on restoration and relief activities, as well as available relief assistance. The authority of the ARC to provide disaster services was reaffirmed by federal law in the 1974 Disaster Relief Act (Public Law 93-288) and in the 1988 Robert T. Stafford Disaster Relief and Emergency Assistance Act. The purpose of this Memorandum of Understanding (MOU) is to create a working relationship between the American Red Cross of Greater Chicago (herein referred to as "ARC") and the City of Berwyn in preparing for and responding to disaster situations at all levels and assisting emergency response efforts, where necessary. This agreement describes the broad framework for cooperation between the two organizations to provide assistance and support services to victims of major emergencies or disasters as well as emergency responders, and to coordinate emergency preparedness activities where practical and beneficial. Accordingly, the City of Berwyn and the American Red Cross, Greater Chicago Chapter agrees that:

- 1) The American Red Cross and the local municipality will each provide disaster relief services according to the mandate, policies, and procedures of their individual organizations, and pursuant to City of Berwyn's Code of Ordinances, as attached.
- 2) Both organizations will endeavor to coordinate efforts and maintain communications to maximize timely and comprehensive services to disaster clients and prevent duplication of efforts.
- 3) To the extent of its abilities, the American Red Cross will provide, at no charge to disaster victims, disaster relief assistance including emergency mass care and individual assistance for individuals with urgent and verified disaster-caused needs. Assistance is provided to sustain human life, reduce the harsh physical and emotional distress that prevents victims from meeting their own basic needs, and promote the recovery of victims when such relief assistance is not available from other sources.
- 4) American Red Cross assistance to disaster victims is not dependent upon a local, state or federal declaration. All American Red Cross Disaster Services are provided in accordance with the American Red Cross Disaster Services Regulations and Procedures. The American Red Cross will maintain administrative and financial control over its activities.
- 5) In carrying out its responsibilities to provide for mass care in peacetime disasters, including precautionary evacuations and peacetime radiological emergencies/nuclear accidents, the American Red Cross will operate appropriate shelter facilities and arrange for mass feeding and other appropriate support. In doing so, the American Red Cross will pay related costs only when such activities are under administrative control of or

authorized by the American Red Cross, or when prior written agreements have been made for some other organization to provide emergency services on behalf of the American Red Cross.

- 6) Close liaison will be maintained between the City of Berwyn and ARC by conference, telephone, facsimile, email, and other means to facilitate the coordination of resources, both human and material, and the cooperation of the parties in areas of mutual interest.
- 7) To facilitate client access to additional City resources, the American Red Cross with the approval from the client will share the disaster clients contact information with the City of Berwyn.
- 8) The City of Berwyn and ARC will include representatives of the other in its committees, task forces, and working groups formed to mitigate, prepare for, respond to and recover from disasters or other emergencies.
- 9) During emergency operations, the City of Berwyn may provide workspace for liaisons of the ARC in the City of Berwyn's Emergency Operations Center and other locations as appropriate, and the ARC agrees to supply such liaison personnel, if requested to facilitate the communication between agencies and vice versa.
- 10) The City of Berwyn and ARC agree to keep the other informed of developing disaster and emergency situations and of any known victim or emergency responder needs relating to the disaster or emergency situation.
- 11) ARC will operate shelters and arrange for mass feeding and other appropriate support, as available. The City of Berwyn volunteers will assist ARC in staffing and arranging for meals as appropriate.
- 12) During major emergency events or disasters where ARC services are deemed necessary by the City of Berwyn; ARC and the City of Berwyn will advise each other on the actions they have taken, in order to ensure effective assistance to all disaster victims and to ensure efficient use of resources.
- 13) Vehicles operated by or for the Red Cross will be considered authorized emergency vehicles for the purpose of proceeding to or entering a disaster site.
- 14) Each organization agrees to continue cooperative efforts in the areas of disaster preparedness, training, and planning.

The parties hereto agree to attempt, in all respects, to coordinate efforts between the two in accordance with the terms of the Agreement and the responsibilities enumerated herein to best serve the community. This Memorandum of Understanding does not create a partnership or a joint venture, and neither party has the authority to bind the other. Representatives of ARC and the City of Berwyn will meet annually to evaluate the progress in the implementation of the Memorandum of Understanding and to revise and develop new plans, goals or agreements as appropriate. This agreement shall be effective immediately upon the signature of the last party of the agreement.

\_\_\_\_\_  
Mayor, President of the Board of  
Trustees or Designated Municipal  
Official

\_\_\_\_\_  
Chief Response Officer, Response  
and Emergency Communications  
American Red Cross of Greater Chicago

\_\_\_\_\_  
Police Chief

\_\_\_\_\_  
Fire Chief

\_\_\_\_\_  
Emergency Management (if applicable)

Municipal Contact Person and business and after hours phone numbers:

Police Chief:

Fire Chief:

Emergency Management (if applicable):  
-----

\_\_\_\_\_  
**Greater Chicago Chapter 24 hour dispatch number:**  
Area contact person: John Mitchell, Community Liaison

**(312)729-6100**  
**(847)878-7708**

## American Red Cross of Greater Chicago

### Services Provided

When fires, explosions, tornados, transportation accidents, terrorist events or other natural disasters threaten or occur, the Red Cross provides shelter, food, clothing and medical assistance based on evident need and amount of damage sustained. Frequently, this assistance becomes available to large groups of people on a mass care level but whenever possible, the Red Cross assists families on an individual basis.

#### A. Shelter

The Red Cross will provide for the immediate emergency sheltering needs of those affected by the emergencies for 2 days. This could come in the form of motel/ hotel lodging or within a congregate care facility such as a local church, school or park district facility. In prolonged disaster emergencies the length of the assistance is sometimes extended; this is determined on a case-by-case basis.

#### B. Feeding

The Red Cross will provide food or restaurant feeding on an individual or family basis for a 2 day period. Food for congregate care sheltering will be provided at the designated facility.

The Red Cross will also provide, at the request of appropriate government officials, Canteen service for first responders at the site of the emergency. This service could be provided for the length of an extended emergency and is determined on a case-by-case basis.

#### C. Clothing

The Red Cross could provide financial assistance to the disaster victims to purchase a change of clothing, shoes and coats. Assistance is dependent upon the amount of damage to personal belongings. The Red Cross has a supply of prepackaged clothing which might be available in extreme cases when victims are without proper weather-related clothing.

#### D. Medical Services

The Red Cross could provide assistance in the replacement of medications and/or medical equipment such as eyeglasses, dentures, wheelchair, etc. The Red Cross will provide appropriate medical personnel at congregate care shelter sites to address first aid and aggravated medical conditions that could potentially result in referrals to local hospitals.

##### 1. Patient Connection – Mass Casualty Emergencies

This system is activated in emergencies resulting in 10 or more injured who are transported to area hospitals as a result of a single incident. The Red Cross will obtain the basic identifying information from all of the victims transported to area hospitals and provide a conduit for concerned family members and friends to contact

the Red Cross's Emergency Communications Center to inquire about their loved one. The Red Cross would receive information about the transports from the hospitals and link the inquirer to a patient on the list and provide the information to the local hospitals to complete the link between the two entities.

E. Mental Health Services

The Red Cross could provide mental health support to the victims in the form of psychological first aid. If additional mental health support is required the Red Cross will make referrals to community agencies to provide longer-term treatment.

F. Client Services

The Red Cross may provide additional assistance to address the individual needs of each family or group, i.e., referrals and recovery information.



# THE CITY OF BERWYN, ILLINOIS

MICHAEL A. O'CONNOR, *Mayor*

6700 West 26th Street • Berwyn, Illinois 60402-0701 • Telephone: (708) 788-2660 • Fax: (708) 788-2567  
www.berwyn-il.gov

August 6th, 2007

Honorable Mayor Michael A. O'Connor  
Members of the City Council

Re: RFP for City Council Audio/Visual Renovation

Dear Ladies and Gentlemen,

Due the lack of competitive bids for this project, it would be my request to reject the single on-time bid, as well as the late arrival, and further request permission to repost this RFP for public bidding. The new proposed closing date will be Friday, October 19<sup>th</sup> 2007.

Respectfully submitted,

James J. Frank  
Director, Computer Services



Berwyn Public Library  
2701 S. Harlem Avenue  
Berwyn, IL 60402  
(708) 795-8000 Fax (708) 795-8101

---

August 6, 2007

Re: Staff position replacement for the Berwyn Public Library

Mayor Michael A. O'Connor and the Berwyn City Council:

I should like your authorization for the Berwyn Public Library to replace a position that has recently been vacated through a staff resignation. This appointment will fill the Readers' Advisory Librarian II vacancy, a key service desk.

Thank you for your consideration of this request.

Respectfully,

Bill Hensley, Director



We Serve and Protect

7-19

# BERWYN POLICE DEPARTMENT



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

**TO: HONORABLE MAYOR MICHAEL A. O'CONNOR AND  
MEMBERS OF THE BERWYN CITY COUNCIL**

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

**DATE:** July 30, 2007

**RE: HANDICAPPED SIGN FOR:** Philip Ambrust

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

1226 DAK PARK AVE

**PLEASE REVIEW THE ATTACHED PAPERWORK AND ADVISE.**

**cc: ALDERMAN** JOEL ERICKSON



# Berwyn Police Department - Incident Report

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

Incident#: 07-11425

STATION COMPLAINT UCR 9059 (Other Public Complaints)		DESCRIPTION Police Related Activity	INCIDENT # / DOT # 07-11425
WHEN REPORTED 07/22/2007 09:00	LOCATION OF OFFENSE (HOUSE NO., STREET NAME) 1226 S OAK PARK AV BERWYN, IL 60402		HOW RECEIVED Radio
TIME OF OCCURRENCE 07/22/2007 09:00	STATUS CODE (09) Administratively Closed		STATUS DATE 07/22/2007

**ASSISTING OFFICERS**

OFFICERS	STAR #
STEWART, AARON	219

**INVOLVED ENTITIES**

NAME ARMBRUST, PHILIP S		DOB	AGE	ADDRESS 1226 S OAK PARK AV BERWYN, IL 60402		
SEX M	RACE 1	HGT	WGT	HAIR	EYES	PHONE
UCR 9059 (Other Public Complaints) - 1 count(s)				TYPE Other		RELATED EVENT # 07-11425

**INVOLVED VEHICLES**

VEH/PLATE # 2	STATE IL	TYPE	INVOLVEMENT	VIN # 1 220
YEAR	MAKE	MODEL	COLOR Unknown	COMMENTS

**NARRATIVES**

**PRIMARY NARRATIVE**

Mr. Philip Armbrust from 1226 south Oak Park Ave suffers from s

Mr. Philip Armbrust

There is a two and half car garage on the property.

Mr. Philip Armbrust related that they is only one vehicle in the family and that the garage is used at times for the car, but he would like a spot in front of the home for parking, because it would be easier for him due to his condition.

Parking on the blocks is also availably, at this time Reporting Officer observed twenty vehicles parked on the whole 1200 block of Oak Park Ave.

Mr. Philip Armbrust meets the requirements for being handicapped but does not meet the requirements in the City Ordinance

Mr. Philip Armbrust also has a fire hydrant in front of his home.

Reporting Officer feels that this applicant should not be approved.

Application number 520

Nothing further this Reporting Officer.

Berwyn Police Department - Incident Report

Page 1 of 1

REPORTING OFFICER RIVERA, MANUEL	STAR # 255	REVIEWER	STAR #
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# BERWYN POLICE DEPARTMENT



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

**TO:            HONORABLE MAYOR MICHAEL A. O'CONNOR AND  
MEMBERS OF THE BERWYN CITY COUNCIL**

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

**DATE:**      July 30, 2007

**RE:**         HANDICAPPED SIGN FOR: William Pouncy

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

1214 Maple

**PLEASE REVIEW THE ATTACHED PAPERWORK AND ADVISE.**

**cc: ALDERMAN JOEL ERICKSON**



We Serve and Protect

# BERWYN POLICE DEPARTMENT



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

## HANDICAPPED PARKING INTERVIEW FORM AND LOG SHEET

Date received from local ordinance department 7-11-07

Name of applicant William Pouncy

Address 1214 S. Maple Telephone \_\_\_\_\_

Nature of disability \_\_\_\_\_

Does applicant use Wheelchair \_\_\_\_\_ Walker \_\_\_\_\_ Cane \_\_\_\_\_ Oxygen \_\_\_\_\_

Vehicle make \_\_\_\_\_ License plate \_\_\_\_\_

Handicapped card # \_\_\_\_\_ Vehicle tag # \_\_\_\_\_ Year \_\_\_\_\_

Parking availability <sup>214</sup> Garage YES <sub>NO ACCESS</sub> Driveway NO Off street NO On street YES

Neighbor \_\_\_\_\_

Neighbor \_\_\_\_\_

### APPLICANT INTERVIEW

Logged in by 22 JULY-07 Date 22-JULY-07 Application number 519

Date 22-JULY-07 Time 0910 Complaint # 07-11426 Officer RIVERA

Date \_\_\_\_\_ Time \_\_\_\_\_ Complaint # \_\_\_\_\_ Officer \_\_\_\_\_

Date \_\_\_\_\_ Time \_\_\_\_\_ Complaint # \_\_\_\_\_ Officer \_\_\_\_\_

Date \_\_\_\_\_ Time \_\_\_\_\_ Complaint # \_\_\_\_\_ Officer \_\_\_\_\_





5-21

# BERWYN POLICE DEPARTMENT



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

**TO: HONORABLE MAYOR MICHAEL A. O'CONNOR AND  
MEMBERS OF THE BERWYN CITY COUNCIL**

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

**DATE: JUL 3 1 2007**

**RE: HANDICAPPED SIGN FOR: Robert Burns**

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

3740 WISCONSIN AVE.

**PLEASE REVIEW THE ATTACHED PAPERWORK AND ADVISE.**

**cc: ALDERMAN NONA CHAPMAN**



We Serve and Protect

# BERWYN POLICE DEPARTMENT



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

Fax (708) 795-5627 Emergency 9-1-1

## HANDICAPPED PARKING SIGN REQUEST & REPORT

To: Mayor Michael O'Connor  
and Members of City Council

From: Berwyn Police Department  
Local Ordinance Division

Date: 29JULY2007

Application #: 522

Name of Applicant: Robert Burns

Address: 3740 South Wisconsin Ave

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 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:		
Meets Requirements:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Report Number: <u>07-11807</u>		

Recommendation: APPROVE DENY Reporting Officer: M.RIVERA #255

Comments: \_\_\_\_\_

Alderman: \_\_\_\_\_ Ward: \_\_\_\_\_

# Berwyn Police Department - Incident Report

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

Incident#: 07-11807

STATION COMPLAINT UCR 9059 (Other Public Complaints)		DESCRIPTION Other Public Service	INCIDENT # / DOT # 07-11807
WHEN REPORTED 07/29/2007 15:51	LOCATION OF OFFENSE (HOUSE NO. STREET NAME) 3740 S WISCONSIN AV # BERWYN, IL 60402		HOW RECEIVED On View-Officer
TIME OF OCCURRENCE 07/29/2007 15:51		STATUS CODE (09) Administratively Closed	STATUS DATE 07/29/2007

INVOLVED ENTITIES						
NAME BURNS, ROBERT c		DOB	AGE	ADDRESS 3740 S WISCONSIN AV BERWYN, IL 60402		
SEX M	RACE White, Caucasian	HGT	WGT	HAIR	EYES	PHONE
UCR 9059 (Other Public Complaints) - 1 count(s)				TYPE Other		RELATED EVENT #

INVOLVED VEHICLES					
VEH/PLATE #	STATE IL	TYPE Carryall/SUV		INVOLVEMENT Involved	VIN #
YEAR	MAKE	MODEL	COLOR	COMMENTS	

Berwyn Police Department - Incident Report

NARRATIVES			
PRIMARY NARRATIVE			
<p>Mr. Burns, Robert C , ' from 3740 south Wisconsin Ave Berwyn, Ill 60402 suffers from</p> <p>Mr. Burns, Robert C does not use at this time.</p> <p>There is a two a half car garage on the property and Mr. Burns related that there is only one car in the family, and that the garage is used.</p> <p>Mr. Burns would like a spot in front of the home for parking due to his condition.</p> <p>Parking on the blocks is available, on Sunday morning Reporting Officer observed twenty two vehicles parked on the whole 3700 block of Wisconsin Ave.</p> <p>Mr. Burns meets the requirements for being handicapped and also meets some of the requirements in the City Ordinance.</p> <p>Reporting Officer feels that this application should Not be approved Application number 522</p> <p>Nothing further this Reporting Officer.</p>			
REPORTING OFFICER RIVERA, MANUEL	STAR # 255	REVIEWER	STAR #



# THE CITY OF BERWYN, ILLINOIS

## CITY OF BERWYN - AFFIDAVIT FOR HANDICAP SIGN

PLEASE PRINT

Robert Burns  
(Name of Handicapped Person)

3740 Wisconsin  
(Address of Handicapped Person)

Robert Burns  
(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.

Edith C. Burns  
(Signature of Applicant)

7-19-07  
(Date)

\*\*\*\*\*

### PHYSICIANS STATEMENT PLEASE PRINT NATURE OF PATIENT'S HANDICAP

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 #)

7-19-07  
(Date)

Handicapped State Plate # \_\_\_\_\_

Vehicle Tag # 351 Year 2007-08

Regular State Plate # \_\_\_\_\_

Handicap State Card # \_\_\_\_\_

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



We Serve and Protect

22

# BERWYN POLICE DEPARTMENT



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

**TO: HONORABLE MAYOR MICHAEL A. O'CONNOR AND  
MEMBERS OF THE BERWYN CITY COUNCIL**

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

**DATE: JUL 31 2007**

**RE: HANDICAPPED SIGN FOR: Lucille Tagliere**

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

3829 WESLEY AVE.

**PLEASE REVIEW THE ATTACHED PAPERWORK AND ADVISE.**

**cc: ALDERMAN NONA CHAPMAN**



We Serve and Protect

# BERWYN POLICE DEPARTMENT



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

Fax (708) 795-5627 Emergency 9-1-1

## HANDICAPPED PARKING SIGN REQUEST & REPORT

To: Mayor Michael O'Connor  
and Members of City Council

From: Berwyn Police Department  
Local Ordinance Division

Date: 29JULY2007

Application #: 521

Name of Applicant: Lucille Tagliere

Address: 3829 South Welsey Ave

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 type="checkbox"/>	<input checked="" 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:		
Meets Requirements:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Report Number: <u>07-11806</u>		

Recommendation: APPROVE

DENY

Reporting Officer: M.RIVERA #255

Comments: \_\_\_\_\_

Alderman: \_\_\_\_\_

Ward: \_\_\_\_\_

# Berwyn Police Department - Incident Report

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

Incident#: 07-11806

STATION COMPLAINT UCR 9059 (Other Public Complaints)		DESCRIPTION Other Public Service	INCIDENT # / DOT # 07-11806
WHEN REPORTED 07/29/2007 15:24	LOCATION OF OFFENSE (HOUSE NO., STREET NAME) 3829 S WESLEY AV # BERWYN, IL 60402		HOW RECEIVED
TIME OF OCCURRENCE 07/29/2007 15:24	STATUS CODE (09) Administratively Closed		STATUS DATE 07/29/2007

**INVOLVED ENTITIES**

NAME TAGLIERE, LUCILLE		DOB	AGE	ADDRESS 3829 S WESLEY AV 305 BERWYN, IL 60402		
SEX	RACE White, Caucasian	HGT	WGT	HAIR	EYES	PHONE
UCR 9059 (Other Public Complaints) - 1 count(s)				TYPE Other		RELATED EVENT #

**INVOLVED VEHICLES**

VEH/PLATE # g	STATE IL	TYPE	INVOLVEMENT Involved	VIN #
YEAR	MAKE	MODEL	COLOR	COMMENTS

**NARRATIVES**

**PRIMARY NARRATIVE**

Mrs. Lucille Tagliere F/W Dob , from 3829 south Wesley Ave Berwyn, Ill 60402 7

Mrs. Lucille Tagliere does not use a

There is a two a half car garage on the property and Mrs. Lucille Tagliere related that there is only one car in the family, but the garage is used for storage.

Mrs. Lucille Tagliere would like a spot in front of the home for parking because it would by easier then cleaning out the garage.

Parking on the blocks is availably, on Sunday morning Reporting Officer observed fifteen vehicles parked on the whole 3800 block of Wesley Ave.

Mrs. Posillas meets the requirements for being handicapped and also meets some of the requirements in the City Ordinance.

Reporting Officer feels that this application should Not be approved.  
Application number 521

Nothing further this Reporting Officer.

REPORTING OFFICER RIVERA, MANUEL	STAR # 255	REVIEWER	STAR #
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Berwyn Police Department - Incident Report



THE CITY OF **BERWYN, ILLINOIS**

2007

CITY OF BERWYN - AFFIDAVIT FOR HANDICAP SIGN

PLEASE PRINT

Lucille Tagliere  
(Name of Handicapped Person)

3829 WESLEY  
(Address of Handicapped Person)

LUCILLE TAGLIERE  
(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.

Lucille Tagliere  
(Signature of Applicant)

7-23-07  
(Date)

\*\*\*\*\*

PHYSICIANS STATEMENT  
PLEASE PRINT NATURE OF PATIENT'S HANDICAP

\_\_\_\_\_  
\_\_\_\_\_  
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 #) 7-25-07  
(Date)

Handicapped State Plate # \_\_\_\_\_

Vehicle Tag # 470 Year 07-08

Regular State Plate # \_\_\_\_\_

Handicap State Card # AE 78141

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

# Section K

## Consent Agenda

ALDERMAN MARK WEINER  
3132 Wenonah  
Berwyn, Illinois 60402  
MarkWeiner1@Hotmail.Com  
708-484-7512  
Www.ThirdWardAlderman.Com

August 9, 2007

Re: Payroll

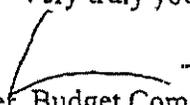
Council Members:

The current two payrolls have been prepared for review by the Finance Department and for approval at the August 14, 2007 Council meeting.

Payroll for 7-25-07 \$898,696.45

Payroll for 8-8-07 \$853,346.99

Very truly yours,



Mark Weiner, Budget Committee Chairman

K-2

ALDERMAN MARK WEINER  
3132 Wenonah  
Berwyn, Illinois 60402  
MarkWeiner1@Hotmail.Com  
708-484-7512  
Www.ThirdWardAlderman.Com

August 9, 2007

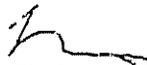
Re: Payables

Council Members:

The current payables have been prepared for review by the Finance Department and are ready for approval at the August 14, 2007 Council meeting.

Payables: \$1,518,557.28

Very truly yours,



Budget Chairman, Mark Weiner

CITY OF BERWYN  
 CHECK REGISTER  
 DATE RANGE: 07/25/07 - 08/09/07

BANK	CHECK #	CHECK AMT	CHECK DATE	VENDOR #	ADDRS #	VENDOR NAME	CHECK STATUS
01	333226	\$22767.12	07/25/07	00504	0	AETNA-U.S.HEALTHCARE	OUTSTANDING
01	333227	\$2271.30	07/25/07	00786	0	PRUDENTIAL INS CO. OF AMERICA	OUTSTANDING
01	333228	\$746.12	07/25/07	00931	0	ADT SECURITY SERVICES	OUTSTANDING
01	333229	\$1561.28	07/25/07	10005	0	LOCAL 705	OUTSTANDING
01	333230	\$19.00	07/25/07	10006	0	UNITED WAY OF BERWYN	OUTSTANDING
01	333231	\$257.00	07/25/07	10014	0	NCPERS GROUP LIFE INS-UNIT # 3326	OUTSTANDING
01	333232	\$8238.00	07/31/07	00029	0	PITNEY BOWES	VOIDED
01	333233	\$654.84	07/31/07	00055	0	AT & T	VOIDED
01	333234	\$4065.23	07/31/07	00170	0	T.Y.LIN INTERNATIONAL	VOIDED
01	333235	\$283.25	07/31/07	00195	0	OFFICE EQUIPMENT SALES	VOIDED
01	333236	\$16542.28	07/31/07	00504	0	AETNA-U.S.HEALTHCARE	VOIDED
01	333237	\$7686.00	07/31/07	00504	0	AETNA-U.S.HEALTHCARE	VOIDED
01	333238	\$2300.00	07/31/07	00672	0	SEBASTIAN CONTRACTING CORPORATION	VOIDED
01	333239	\$2585.30	07/31/07	00786	0	PRUDENTIAL INS CO. OF AMERICA	VOIDED
01	333240	\$165.20	07/31/07	00996	0	CASE LOTS INC	VOIDED
01	333241	\$21447.25	07/31/07	01094	0	ODELSON & STERK,LTD.	VOIDED
01	333242	\$1018.00	07/31/07	01760	0	FLASH ELECTRIC CO.	VOIDED
01	333243	\$1550.28	07/31/07	10005	0	LOCAL 705	VOIDED
01	333244	\$28.50	07/31/07	10006	0	UNITED WAY OF BERWYN	VOIDED
01	333245	\$260.00	07/31/07	10014	0	NCPERS GROUP LIFE INS-UNIT # 3326	VOIDED
01	333246	\$1496.53	07/31/07	10016	0	AFLAC WORLDWIDE HEADQUARTERS	VOIDED
01	333247	\$7632.00	07/31/07	33382	0	CHRISTOPHER B.BURKE ENGINEERING,LTD.	VOIDED
01	333248	\$179.98	07/27/07	00017	0	PITNEY BOWES, INC.	OUTSTANDING
01	333249	\$118.75	07/27/07	00034	0	OLD FASHION FOOD SERVICES	OUTSTANDING
01	333250	\$6915.73	07/27/07	00055	0	AT & T	OUTSTANDING
01	333251	\$49.50	07/27/07	00377	0	WATER ONE	OUTSTANDING
01	333252	\$156.00	07/27/07	00595	0	SECRETARY OF STATE	OUTSTANDING
01	333253	\$10581.00	07/27/07	01089	0	AmAudit	OUTSTANDING
01	333254	\$12704.50	07/27/07	01148	0	COMPUTER POWER SYSTEMS, INC.	OUTSTANDING
01	333255	\$300.00	07/27/07	01273	0	JOSEPH M.CRISCIONE	OUTSTANDING
01	333256	\$569.50	07/27/07	01537	0	EPP'S CUSTOM HEATING & AIR	OUTSTANDING
01	333257	\$1080.00	07/27/07	01760	0	FLASH ELECTRIC CO.	OUTSTANDING
01	333258	\$3744.00	07/27/07	30656	0	C.O.P.S.TESTING SERVICE	OUTSTANDING
01	333259	\$434263.86	08/06/07	00015	0	BLUE CROSS/BLUE SHIELD OF ILLINOIS	OUTSTANDING
01	333260	\$4688.24	08/06/07	00016	0	FORT DEARBORN LIFE INSURANCE	OUTSTANDING
01	333261	\$150.75	08/06/07	00017	0	PITNEY BOWES, INC.	OUTSTANDING
01	333262	\$74.85	08/06/07	00034	0	OLD FASHION FOOD SERVICES	OUTSTANDING
01	333263	\$100.00	08/06/07	00039	0	ANDERSON BROS FORD	OUTSTANDING
01	333264	\$3452.12	08/06/07	00042	0	KRONOS LEASING	OUTSTANDING
01	333265	\$231.13	08/06/07	00055	0	AT & T	OUTSTANDING
01	333266	\$93.97	08/06/07	00057	0	DANIEL J.LeBEAU	OUTSTANDING
01	333267	\$2000.00	08/06/07	00078	0	BERWYN DEVELOPMENT CORP	OUTSTANDING
01	333268	\$1175.00	08/06/07	00084	0	CASSIDY TIRE	OUTSTANDING
01	333269	\$40.00	08/06/07	00085	0	MACNEAL OCCUPATIONAL HEALTH SERVICES	OUTSTANDING
01	333270	\$190.00	08/06/07	00141	0	AICPA	OUTSTANDING
01	333271	\$69.55	08/06/07	00162	0	JACK'S RENTAL INC	OUTSTANDING
01	333272	\$1673.31	08/06/07	00167	0	FRANK NOVOTNY & ASSC.	OUTSTANDING
01	333273	\$686.13	08/06/07	00182	0	FREEWAY FORD TRUCK SALES INC	OUTSTANDING
01	333274	\$30.00	08/06/07	00211	0	S JANTELEZIO INSURANCE CO	OUTSTANDING

CITY OF BERWYN  
 CHECK REGISTER  
 DATE RANGE: 07/25/07 - 08/09/07

BANK	CHECK #	CHECK AMT	CHECK DATE	VENDOR #	ADDRS #	VENDOR NAME	CHECK STATUS
01	333275	\$678.00	08/06/07	00224	0	LAIDLAW TRANSIT, INC.	OUTSTANDING
01	333276	\$770.00	08/06/07	00248	0	24/7 PLUMBING & SEWER LLC	OUTSTANDING
01	333277	\$416.75	08/06/07	00280	0	ROSCOE COMPANY	OUTSTANDING
01	333278	\$30.29	08/06/07	00308	0	RUNNION EQUIPMENT COMPANY	OUTSTANDING
01	333279	\$3280.42	08/06/07	00452	0	HALOGEN SUPPLY CO INC	OUTSTANDING
01	333280	\$220.00	08/06/07	00456	0	THE GAZETTE	OUTSTANDING
01	333281	\$3335.00	08/06/07	00465	0	DIAMOND GRAPHICS, INC.	OUTSTANDING
01	333282	\$9265.00	08/06/07	00510	0	SPORTSFIELDS, INC.	OUTSTANDING
01	333283	\$40.00	08/06/07	00511	0	MUNICIPAL CLERKS OF SOUTHWEST COOK COUNTY	OUTSTANDING
01	333284	\$206.11	08/06/07	00538	0	ADVANCED AUTO PARTS	OUTSTANDING
01	333285	\$10.00	08/06/07	00658	0	SECRETARY OF STATE	OUTSTANDING
01	333286	\$52.99	08/06/07	00820	0	B&B WHOLESALE DISTRIBUTORS	OUTSTANDING
01	333287	\$184.80	08/06/07	00908	0	AIRGAS NORTH CENTRAL	OUTSTANDING
01	333288	\$750.09	08/06/07	01000	0	STANDARD EQUIPMENT CO	OUTSTANDING
01	333289	\$3063.90	08/06/07	01013	0	HORIZON SCREENING	OUTSTANDING
01	333290	\$1407.11	08/06/07	01055	0	RIZZA FORD	OUTSTANDING
01	333291	\$5673.00	08/06/07	01089	0	AmAudit	OUTSTANDING
01	333292	\$25263.93	08/06/07	01129	0	HOMESCAPE BUILDERS	OUTSTANDING
01	333293	\$100.00	08/06/07	01130	0	REFURBISHED OFFICE ENVIRONMENTS	OUTSTANDING
01	333294	\$856.96	08/06/07	01246	0	GABRIEL SALES	OUTSTANDING
01	333295	\$1215.00	08/06/07	01320	0	AL'S RADIATOR	OUTSTANDING
01	333296	\$969.40	08/06/07	01364	0	TRYAD AUTOMOTIVE	OUTSTANDING
01	333297	\$315934.04	08/06/07	01431	0	WASTE MANMAGEMENT ILLINOIS-METRO	OUTSTANDING
01	333298	\$2440.00	08/06/07	01574	0	M2B PRODUCTIONS	OUTSTANDING
01	333299	\$3952.00	08/06/07	01692	0	M.K. SPORTS	OUTSTANDING
01	333300	\$3515.07	08/06/07	01800	0	CDW GOVERNMENT, INC.	OUTSTANDING
01	333301	\$338.30	08/06/07	01810	0	ROBERT J. LOVERO	OUTSTANDING
01	333302	\$43.48	08/06/07	01860	0	MURRAY'S DISCOUNT AUTO STORES	OUTSTANDING
01	333303	\$355.16	08/06/07	30617	0	SAM'S CLUB	OUTSTANDING
01	333304	\$59.50	08/06/07	30617	0	SAM'S CLUB	OUTSTANDING
01	333305	\$116.89	08/06/07	31163	0	G.NEIL DIRECT MAIL INC.	OUTSTANDING
01	333306	\$7220.00	08/06/07	31782	0	WAYNE L. BUEHRER	OUTSTANDING
01	333307	\$471.95	08/06/07	32052	0	JUST TIRES	OUTSTANDING
01	333308	\$3934.51	08/06/07	32406	0	BSN/PASSON'S/GSC SPORTS	OUTSTANDING
01	333309	\$1450.00	08/06/07	33332	0	E.R.S. BOARD UP INC.	OUTSTANDING
01	333310	\$4380.00	08/06/07	33357	0	SEAN THORNTON	OUTSTANDING
01	333311	\$162.53	08/06/07	33555	0	MENARDS-CICERO	OUTSTANDING
01	333312	\$25.44	08/06/07	33561	0	MARK JARNAGIN	OUTSTANDING
01	333313	\$4051.25	08/06/07	33732	0	JOHN JANATA	OUTSTANDING
01	333314	\$519.73	08/06/07	33849	0	ALLIED BENEFIT SYSTEMS	OUTSTANDING
01	333315	\$70.00	08/06/07	33891	0	MS GUADALUPE HERNANDEZ	OUTSTANDING
01	333316	\$50.00	08/06/07	33892	0	RAYMOND DOVORSKY	OUTSTANDING
01	333317	\$50.00	08/06/07	33893	0	JVS LEASING INC.	OUTSTANDING
01	333318	\$1475.00	08/06/07	33894	0	ANTHONY DE JOSEPH	OUTSTANDING
01	333319	\$20.96	08/06/07	33897	0	ALVIN DETTERLINE	OUTSTANDING
01	333320	\$118.62	08/06/07	33899	0	JAMES HAUFSCILD	OUTSTANDING
01	333321	\$17.91	08/06/07	33900	0	THERESE SCHOVANEC	OUTSTANDING
01	333322	\$15.45	08/06/07	33901	0	JOHN FAULHABER	OUTSTANDING
01	333323	\$150.00	08/06/07	33902	0	PEMELA BUCHEIT	OUTSTANDING

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BANK	CHECK #	CHECK AMT	CHECK DATE	VENDOR #	ADDRS #	VENDOR NAME	CHECK STATUS
01	333324	\$46.89	08/06/07	33903	0	SOVINA LONG	OUTSTANDING
01	333325	\$40.06	08/06/07	33904	0	MILDRED HENDRICK	OUTSTANDING
01	333326	\$15.45	08/06/07	33905	0	JOHAN NEDBAL	OUTSTANDING
01	333327	\$81.28	08/06/07	33906	0	BETTY LEWIS	OUTSTANDING
01	333328	\$87.16	08/06/07	33907	0	GEORGE PINTA	OUTSTANDING
01	333329	\$24.89	08/06/07	33908	0	DEBORAH WILLWITE	OUTSTANDING
01	333330	\$20.30	08/06/07	33909	0	NICHOLAS CANDILAS	OUTSTANDING
01	333331	\$84.70	08/06/07	33910	0	PHILIP TROCCHIO	OUTSTANDING
01	333332	\$15.45	08/06/07	33911	0	DEBRA DALAGER	OUTSTANDING
01	333333	\$1475.00	08/06/07	33912	0	BUY HOMES CASH	OUTSTANDING
01	333334	\$1475.00	08/06/07	33914	0	NANCY & GUATAVO FITZ	OUTSTANDING
01	333335	\$523.00	08/06/07	34386	0	TIMOTHY BIEDRON	OUTSTANDING
01	333336	\$676.00	08/06/07	34489	0	JOHN M.WOODS	OUTSTANDING
01	333337	\$278.00	08/06/07	34494	0	PAUL GARDNER	OUTSTANDING
01	333338	\$920.00	08/07/07	00049	0	A.W.E.S.O.M.E. PEST SERVICE	OUTSTANDING
01	333339	\$75.00	08/07/07	00085	0	MACNEAL OCCUPATIONAL HEALTH SERVICES	OUTSTANDING
01	333340	\$50.00	08/07/07	00100	0	BERWYN SIGNS	OUTSTANDING
01	333341	\$1158.40	08/07/07	00100	0	BERWYN SIGNS	OUTSTANDING
01	333342	\$154.42	08/07/07	00105	0	MILTON F PERSIN	OUTSTANDING
01	333343	\$65.37	08/07/07	00199	0	AMERICAN EXPRESS	OUTSTANDING
01	333344	\$211.80	08/07/07	00203	0	ORKIN PEST CONTROL	OUTSTANDING
01	333345	\$225.96	08/07/07	00247	0	NATIONAL ASSOCIATION OF TOWN WATCH	OUTSTANDING
01	333346	\$71.85	08/07/07	00511	0	MUNICIPAL CLERKS OF SOUTHWEST COOK COUNTY	OUTSTANDING
01	333347	\$180.00	08/07/07	00565	0	BERWYN-CICERO COUNCIL ON AGING	OUTSTANDING
01	333348	\$160.00	08/07/07	00598	0	WIDAMAN SIGNS	OUTSTANDING
01	333349	\$13790.00	08/07/07	00618	0	SIKICH LLP	OUTSTANDING
01	333350	\$570.00	08/07/07	00796	0	FOLGER FLAG & DECORATING, INC.	OUTSTANDING
01	333351	\$6927.50	08/07/07	01013	0	HORIZON SCREENING	OUTSTANDING
01	333352	\$2340.00	08/07/07	01014	0	JOHN TARULLO	OUTSTANDING
01	333353	\$1345.00	08/07/07	01256	0	BUSY-BEE BOARD-UP & EMERGENCY SERVICE , INC.	OUTSTANDING
01	333354	\$210.00	08/07/07	01273	0	JOSEPH M.CRISCIONE	OUTSTANDING
01	333355	\$34279.66	08/07/07	01281	0	CNA INSURANCE	OUTSTANDING
01	333356	\$25.00	08/07/07	01652	0	PSN	OUTSTANDING
01	333357	\$2068.75	08/07/07	01800	0	CDW GOVERNMENT, INC.	OUTSTANDING
01	333358	\$5282.90	08/07/07	01916	0	DON MORRIS ARCHITECTS, P.C.	OUTSTANDING
01	333359	\$21450.00	08/07/07	01925	0	CANNON COCHRAN MANAGEMENT SERVICES, INC.	OUTSTANDING
01	333360	\$365.00	08/07/07	30656	0	C.O.P.S.TESTING SERVICE	OUTSTANDING
01	333361	\$3744.00	08/07/07	30657	0	F.I.R.E.PERSONNEL TESTING SERVICE	OUTSTANDING
01	333362	\$25.10	08/07/07	33503	0	FRANK PADUCH	OUTSTANDING
01	333363	\$28.75	08/07/07	33672	0	RICHARD ROGOZ	OUTSTANDING
01	333364	\$1475.00	08/07/07	33922	0	NICK DENNING	OUTSTANDING
01	333365	\$1475.00	08/07/07	33923	0	MARK HERNANDEZ	OUTSTANDING
01	333366	\$1475.00	08/07/07	33924	0	ROSALBA DE REAL	OUTSTANDING
01	333367	\$350.00	08/07/07	33925	0	ALBERTO NAVARRETE	OUTSTANDING
01	333368	\$5641.57	08/07/07	33926	0	ACCESS ONE, INC.	OUTSTANDING
01	333369	\$123.15	08/07/07	34895	0	H.R.DIRECT	OUTSTANDING
01	333370	\$80.85	08/07/07	00034	0	OLD FASHION FOOD SERVICES	OUTSTANDING
01	333371	\$1155.54	08/07/07	00055	0	AT & T	OUTSTANDING
01	333372	\$13.20	08/07/07	00194	0	EBSCO SUBSCRIPTION SERVICE	OUTSTANDING

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BANK	CHECK #	CHECK AMT	CHECK DATE	VENDOR #	ADDRS #	VENDOR NAME	CHECK STATUS
01	333373	\$86.10	08/07/07	00388	0	DEMCO EDUCATIONAL CORP	OUTSTANDING
01	333374	\$60.15	08/07/07	00391	0	TELE-TRON ACE HARDWARE	OUTSTANDING
01	333375	\$474.08	08/07/07	00398	0	INGRAM LIBRARY SERVICES	OUTSTANDING
01	333376	\$3359.23	08/07/07	00531	0	BAKER & TAYLOR, INC.	OUTSTANDING
01	333377	\$50.00	08/07/07	00553	0	ILLINOIS HUMANITIES COUNCIL	OUTSTANDING
01	333378	\$1187.16	08/07/07	00588	0	FIA CARD SERVICES	OUTSTANDING
01	333379	\$542.00	08/07/07	00693	0	HAINES AND COMPANY INC	OUTSTANDING
01	333380	\$5165.40	08/07/07	00865	0	MINOLTA BUSINESS SOLUTIONS	OUTSTANDING
01	333381	\$30.90	08/07/07	00879	0	ABC SCHOOL SUPPLY INC.	OUTSTANDING
01	333382	\$121.35	08/07/07	00996	0	CASE LOTS INC	OUTSTANDING
01	333383	\$122.00	08/07/07	01050	0	HALLAGAN BUSINESS MACHINES	OUTSTANDING
01	333384	\$38.38	08/07/07	01134	0	THE LIBRARY STORE	OUTSTANDING
01	333385	\$349.90	08/07/07	01384	0	RESEARCH TECHNOLOGY INT'L	OUTSTANDING
01	333386	\$205.00	08/07/07	01445	0	AMERICAN LIBRARY ASSOCIATION	OUTSTANDING
01	333387	\$1990.00	08/07/07	01492	0	COMPLETE TEMPERATURE SYSTEMS, INC.	OUTSTANDING
01	333388	\$157.98	08/07/07	01498	0	HOME DEPOT CREDIT SERVICES	OUTSTANDING
01	333389	\$108.00	08/07/07	01545	0	BLACKSTONE AUDIOBOOKS	OUTSTANDING
01	333390	\$1815.32	08/07/07	01565	0	AEC ONE STOP GROUP, INC.	OUTSTANDING
01	333391	\$256.00	08/07/07	01647	0	RANDOM HOUSE, INC.	OUTSTANDING
01	333392	\$722.38	08/07/07	01786	0	THOMSON GALE	OUTSTANDING
01	333393	\$722.99	08/07/07	01838	0	BAKER & TAYLOR ENTERTAINMENT	OUTSTANDING
01	333394	\$117.31	08/07/07	01928	0	NAEIR	OUTSTANDING
01	333395	\$757.00	08/07/07	32705	0	REVERE PRODUCTS	OUTSTANDING
01	333396	\$276.63	08/07/07	33116	0	MICRO MARKETING, LLC	OUTSTANDING
01	333397	\$76.48	08/07/07	33133	0	LANDMARK AUDIOBOOKS	OUTSTANDING
01	333398	\$560.60	08/07/07	33183	0	OFFICE DEPOT	OUTSTANDING
01	333399	\$15.00	08/07/07	33373	0	DOWNERS GROVE PUBLIC LIBRARY	OUTSTANDING
01	333400	\$54.41	08/07/07	33560	0	MENARD'S HODGKINS	OUTSTANDING
01	333401	\$135.95	08/07/07	33809	0	SF TRAVEL PUBLICATIONS	OUTSTANDING
01	333402	\$24.00	08/07/07	33882	0	FRA NOI	OUTSTANDING
01	333403	\$306.00	08/07/07	33887	0	BERWYN PUBLIC LIBRARY BUILDING FUND	OUTSTANDING
01	333404	\$2500.00	08/07/07	33887	0	BERWYN PUBLIC LIBRARY BUILDING FUND	OUTSTANDING
01	333405	\$150.00	08/07/07	33888	0	LINDA MICKEY	OUTSTANDING
01	333406	\$175.00	08/07/07	33889	0	BILL HELMUTH	OUTSTANDING
01	333407	\$225.00	08/07/07	33890	0	KATHLEEN OBERIK	OUTSTANDING
01	333408	\$15.00	08/07/07	35777	0	LAGRANGE PARK PUBLIC LIBRARY DISTRICT	OUTSTANDING
01	333409	\$40.00	08/07/07	37469	0	THE GREEK STAR	OUTSTANDING
01	333410	\$163.00	08/07/07	37680	0	ULINE	OUTSTANDING
01	333411	\$111.93	08/08/07	00004	0	ARCH WIRELESS	OUTSTANDING
01	333412	\$29259.29	08/08/07	00009	0	COMM ED	OUTSTANDING
01	333413	\$3648.16	08/08/07	00013	0	BARGE TERMINAL & TRUCKING	OUTSTANDING
01	333414	\$31105.69	08/08/07	00028	0	PINNER ELECTRIC CO	OUTSTANDING
01	333415	\$1006.50	08/08/07	00031	0	HERMAN C SIEVERS	OUTSTANDING
01	333416	\$103.23	08/08/07	00038	0	ALL BRAKE AUTO CLUTCH	OUTSTANDING
01	333417	\$889.17	08/08/07	00055	0	AT & T	OUTSTANDING
01	333418	\$92.00	08/08/07	00075	0	EMPIRE COOLER SERVICE, INC.	OUTSTANDING
01	333419	\$80.00	08/08/07	00085	0	MACNEAL OCCUPATIONAL HEALTH SERVICES	OUTSTANDING
01	333420	\$122.50	08/08/07	00098	0	L-K FIRE EXTINGUISHER SERVICE	OUTSTANDING
01	333421	\$258.65	08/08/07	00140	0	TRI-TAYLOR UNIFORMS, INC.	OUTSTANDING

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01	333422	\$1012.00	08/08/07	00144	0	H J MOHR & SONS CO	OUTSTANDING
01	333423	\$104.51	08/08/07	00153	0	MINUTEMAN PRESS OF LYONS	OUTSTANDING
01	333424	\$975.77	08/08/07	00162	0	JACK'S RENTAL INC	OUTSTANDING
01	333425	\$15657.10	08/08/07	00164	0	S-P-D- INCORPORATED	OUTSTANDING
01	333426	\$274.47	08/08/07	00195	0	OFFICE EQUIPMENT SALES	OUTSTANDING
01	333427	\$256.60	08/08/07	00201	0	GREAT WEST ELECTRIC SUPPLY CO	OUTSTANDING
01	333428	\$768.00	08/08/07	00224	0	LAIDLAW TRANSIT, INC.	OUTSTANDING
01	333429	\$10355.23	08/08/07	00225	0	CONSTELLATION NEW ENERGY INC.	OUTSTANDING
01	333430	\$300.00	08/08/07	00226	0	N.E. MULTI REGIONAL TRAINING	OUTSTANDING
01	333431	\$430.05	08/08/07	00261	0	HASTINGS AIR-ENERGY CONTROL	OUTSTANDING
01	333432	\$897.54	08/08/07	00280	0	ROSCOE COMPANY	OUTSTANDING
01	333433	\$323.35	08/08/07	00299	0	SHERWIN WILLIAMS	OUTSTANDING
01	333434	\$736.97	08/08/07	00301	0	NEXTEL COMMUNICATIONS	OUTSTANDING
01	333435	\$351.70	08/08/07	00315	0	TIN STAR ELECTRONIC SERVICE, INC.	OUTSTANDING
01	333436	\$1225.72	08/08/07	00356	0	AUTOMATEDLOGIC CONTROL SOLUTIONS	OUTSTANDING
01	333437	\$55.00	08/08/07	00377	0	WATER ONE	OUTSTANDING
01	333438	\$42.90	08/08/07	00383	0	DRIVERS LICENSE GUIDE COMPANY	OUTSTANDING
01	333439	\$100.00	08/08/07	00390	0	CITADEL	OUTSTANDING
01	333440	\$91.13	08/08/07	00391	0	TELE-TRON ACE HARDWARE	OUTSTANDING
01	333441	\$450.60	08/08/07	00407	0	LITTLE VILLAGE PRINTING	OUTSTANDING
01	333442	\$44.20	08/08/07	00459	0	FEDERAL EXPRESS CORPORATION	OUTSTANDING
01	333443	\$63.90	08/08/07	00478	0	COMCAST CABLE	OUTSTANDING
01	333444	\$850.50	08/08/07	00514	0	BERWYN WESTERN PLBG. & HEATING	OUTSTANDING
01	333445	\$109.40	08/08/07	00534	0	EAGLE ENGRAVING	OUTSTANDING
01	333446	\$507.14	08/08/07	00538	0	ADVANCED AUTO PARTS	OUTSTANDING
01	333447	\$100.00	08/08/07	00591	0	THE SIGN EDGE	OUTSTANDING
01	333448	\$375.00	08/08/07	00759	0	SOUTHWEST UNITED FIRE DISTRICTS	OUTSTANDING
01	333449	\$505.50	08/08/07	00767	0	VCG UNIFORM/CARLSON MURRAY	OUTSTANDING
01	333450	\$822.80	08/08/07	00790	0	THYSSENKRUPP ELEVATOR CORP.	OUTSTANDING
01	333451	\$195.00	08/08/07	00881	0	BRANIFF COMMUNICATIONS INC	OUTSTANDING
01	333452	\$683.99	08/08/07	00908	0	AIRGAS NORTH CENTRAL	OUTSTANDING
01	333453	\$2654.00	08/08/07	00929	0	McDONOUGH MECHANICAL SERVICES, INC.	OUTSTANDING
01	333454	\$1297.64	08/08/07	00963	0	WHEELED COACH INDUSTRIES	OUTSTANDING
01	333455	\$77.09	08/08/07	00974	0	AT&T MOBILITY	OUTSTANDING
01	333456	\$343.60	08/08/07	00987	0	T-MOBILE	OUTSTANDING
01	333457	\$1033.85	08/08/07	00996	0	CASE LOTS INC	OUTSTANDING
01	333458	\$3091.40	08/08/07	01013	0	HORIZON SCREENING	OUTSTANDING
01	333459	\$1013.92	08/08/07	01015	0	DUNCAN PARKING TECHNOLOGIES	OUTSTANDING
01	333460	\$5780.00	08/08/07	01048	0	MEDICAL REIMBURSEMENT SERVICES, INC.	OUTSTANDING
01	333461	\$1543.50	08/08/07	01081	0	KIEFT BROS, INC.	OUTSTANDING
01	333462	\$298.95	08/08/07	01131	0	PATRICK RYAN	OUTSTANDING
01	333463	\$880.00	08/08/07	01150	0	HUMBERTO GONZALEZ	OUTSTANDING
01	333464	\$660.00	08/08/07	01151	0	MEGAN BULSTER	OUTSTANDING
01	333465	\$660.00	08/08/07	01152	0	KRISTEN McNAMARA	OUTSTANDING
01	333466	\$660.00	08/08/07	01156	0	JONATHAN POLONCSIK	OUTSTANDING
01	333467	\$660.00	08/08/07	01157	0	ALISON PAVLIK	OUTSTANDING
01	333468	\$540.00	08/08/07	01158	0	ALCOPRO, INC.	OUTSTANDING
01	333469	\$327.50	08/08/07	01159	0	LANG ICE COMPANY	OUTSTANDING
01	333470	\$170.00	08/08/07	01160	0	STARS & STRIPES	OUTSTANDING

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BANK	CHECK #	CHECK AMT	CHECK DATE	VENDOR #	ADDRS #	VENDOR NAME	CHECK STATUS
01	333471	\$98575.00	08/08/07	01183	0	PARAMEDIC SERVICES OF ILL	OUTSTANDING
01	333472	\$64.42	08/08/07	01244	0	BERWYN ACE HARDWARE	OUTSTANDING
01	333473	\$145.00	08/08/07	01256	0	BUSY-BEE BOARD-UP & EMERGENCY SERVICE ,INC.	OUTSTANDING
01	333474	\$180.00	08/08/07	01271	0	RICOH AMERICAS CORP.	OUTSTANDING
01	333475	\$610.80	08/08/07	01272	0	MEGGITT DEPENSE SYSTEMS CASWELL	OUTSTANDING
01	333476	\$791.00	08/08/07	01330	0	AIR ONE EQUIPMENT,INC.	OUTSTANDING
01	333477	\$63.22	08/08/07	01339	0	AMERICAN MESSAGING	OUTSTANDING
01	333478	\$40.15	08/08/07	01340	0	AVAYA INC.	OUTSTANDING
01	333479	\$4697.96	08/08/07	01441	0	WEIMER MACHINE	OUTSTANDING
01	333480	\$19476.70	08/08/07	01447	0	MRA	OUTSTANDING
01	333481	\$365.89	08/08/07	01498	0	HOME DEPOT CREDIT SERVICES	OUTSTANDING
01	333482	\$2795.39	08/08/07	01505	0	JIMMY DIESEL	OUTSTANDING
01	333483	\$115.49	08/08/07	01515	0	LEMBKE & SONS TRUE VALUE HARDWARE, INC.	OUTSTANDING
01	333484	\$276.00	08/08/07	01524	0	ON TIME, INC.	OUTSTANDING
01	333485	\$1612.00	08/08/07	01533	0	BERNHARD & SON LANDSCAPING	OUTSTANDING
01	333486	\$100.00	08/08/07	01566	0	STATE FIRE MARSHAL	OUTSTANDING
01	333487	\$220.40	08/08/07	01575	0	D.W.CALLAHAN & SONS, INC.	OUTSTANDING
01	333488	\$5791.70	08/08/07	01582	0	VISU-SEWER OF ILLINOIS, LLC	OUTSTANDING
01	333489	\$34164.35	08/08/07	01641	0	WARREN OIL COMPANY	OUTSTANDING
01	333490	\$750.00	08/08/07	01657	0	JOEL ERICKSON	OUTSTANDING
01	333491	\$6000.00	08/08/07	01670	0	B.A.BONEBRAKE & ASSOCIATES	OUTSTANDING
01	333492	\$60.00	08/08/07	01733	0	LOYOLA UNIVERSITY MEDICAL CENTER	OUTSTANDING
01	333493	\$75.72	08/08/07	01750	0	UNITED PARCEL SERVICE	OUTSTANDING
01	333494	\$4082.00	08/08/07	01751	0	SUBURBAN LABORATORIES, INC.	OUTSTANDING
01	333495	\$342.97	08/08/07	01757	0	EMERGENCY MEDICAL PRODUCTS, INC.	OUTSTANDING
01	333496	\$256.38	08/08/07	01854	0	GREAT LAKES ICE CREAM	OUTSTANDING
01	333497	\$137.34	08/08/07	01924	0	PHELAN DODGE	OUTSTANDING
01	333498	\$1671.00	08/08/07	30099	0	RAY O'HERRON CO. INC.	OUTSTANDING
01	333499	\$429.72	08/08/07	30176	0	W.S. DARLEY & CO.	OUTSTANDING
01	333500	\$239.52	08/08/07	30617	0	SAM'S CLUB	OUTSTANDING
01	333501	\$50.00	08/08/07	31245	0	VERIZON WIRELESS	OUTSTANDING
01	333502	\$108.75	08/08/07	31672	0	RADCO COMMUNICATIONS, INC.	OUTSTANDING
01	333503	\$1832.72	08/08/07	32703	0	PERSONALIZED AWARDS LLC	OUTSTANDING
01	333504	\$2575.00	08/08/07	33332	0	E.R.S.BOARD UP INC.	OUTSTANDING
01	333505	\$463.00	08/08/07	33333	0	ACE BOARD UP CO.	OUTSTANDING
01	333506	\$448.77	08/08/07	33555	0	MENARDS-CICERO	OUTSTANDING
01	333507	\$1860.00	08/08/07	33896	0	EARL BRIGGS	OUTSTANDING
01	333508	\$52.50	08/08/07	33927	0	MR. JUAN FLORES	OUTSTANDING
01	333509	\$35.00	08/08/07	33928	0	MRS PATRICIA L.MOLINARO	OUTSTANDING
01	333510	\$1185.60	08/08/07	34859	0	JOSEPH GREEN	OUTSTANDING
01	333511	\$3785.25	08/08/07	37728	0	MICHAEL D.CIMAGLIA	OUTSTANDING
01	333512	\$5433.51	08/09/07	00055	0	AT & T	OUTSTANDING
01	333513	\$30.00	08/09/07	00211	0	S JANTELEZIO INSURANCE CO	OUTSTANDING
01	333514	\$19442.11	08/09/07	00352	0	ARNSTEIN & LEHR LLP	OUTSTANDING
01	333515	\$2011.43	08/09/07	00862	0	MICHELE D.SKRYD	OUTSTANDING
01	333516	\$27422.50	08/09/07	01161	0	BERWYN MAIN STREET	OUTSTANDING
01	333517	\$11752.50	08/09/07	01161	0	BERWYN MAIN STREET	OUTSTANDING
01	333518	\$3000.00	08/09/07	01253	0	ANTHONY BERTUCA	OUTSTANDING
01	333519	\$54685.71	08/09/07	01435	0	GOLDSTINE, SKRODZKI, RUSSIAN, NEMEC & HOFF, LTD.	OUTSTANDING

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BANK	CHECK #	CHECK AMT	CHECK DATE	VENDOR #	ADDRS #	VENDOR NAME	CHECK STATUS
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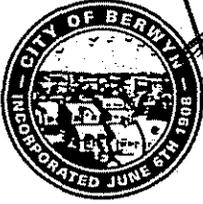
01	333520	\$676.76	08/09/07	01479	0	SPRINT	OUTSTANDING
01	333521	\$416.00	08/09/07	33333	0	ACE BOARD UP CO.	OUTSTANDING
01	333522	\$1466.53	08/09/07	34247	0	MARTIN HASLER	OUTSTANDING
01	801388	\$1480.00	07/31/07	01585	0	SAFESTART ENVIRONMENTAL	OUTSTANDING
01	801389	\$10000.00	07/31/07	01078	0	RESERVE ACCOUNT	OUTSTANDING

TOTAL # OF ISSUED CHECKS: 283      TOTAL AMOUNT: 1518557.28

TOTAL # OF VOIDED/REISSUED CHECKS: 16      TOTAL AMOUNT: 75952.66

TOTAL # OF ACH CHECKS: 0      TOTAL AMOUNT: 0.00

TOTAL # OF UNISSUED CHECKS: 0



THE CITY OF **BERWYN, ILLINOIS** *Building A New Berwyn*

DANIEL J. LEBEAU, *Building Director*

MICHAEL A. O'CONNOR, *Mayor*

6700 West 26th Street • Berwyn, Illinois 60402-0701 • Telephone: (708) 788-2660 • Fax: (708) 788-1427

[www.berwyn-il.gov](http://www.berwyn-il.gov)

August 3, 2007

Honorable Michael A. O'Connor  
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 July, 2007, along with a copy of Permit Statistics for this same period.

Respectfully,

Daniel LeBeau, Director  
Building Department

DL:cr  
Encs.

# Report Of Building Permits Issued By The City Of Berwyn

Friday, August 03, 2007

Between: 7/1/2007 And 7/31/2007

Name and Address	Issued	Permit No.	Cost Of Improvements	Cost Of Permit
REYNA 1300 S. Gunderson Avenue	7/2/2007	Gar-B 6999-0	\$15,300.00	\$190.00
DEMOLISH GARAGE AND BUILD NEW DETACHED FRAME 22 X 22 X 12 AND A ROOFED OVER 8 X 22 CONCR PATIO (NO ELEC ON GARAGE ON THIS PERMIT)				
Elvia Morales & Jesus Morales 3809 S. Wenonah Avenue	7/9/2007	Gar-B 7000-0	\$11,000.00	\$250.00
DEMO OLD GARAGE AND ERECT NEW DET. FRAME GARAGE 18 X 20				
Thomas & Lucy Tucker 6523 W. 26th Place	7/10/2007	Bldg-B 7001-0	\$6,750.00	\$105.00
INSTALL 2 TON A/C - NEW DUCTLESS				
Jorge Palino 2443 S. Grove Avenue	7/10/2007	Bldg-B 7002-0	\$4,000.00	\$350.00
REPLACE 10 WINDOWS, CREATE BASEMENT BATHROOM, STORAGE ROOM, COMPUTER ROOM ENCLOSE FURNACE ROOM & CREATE SIDEWALK ON S.S. OF RES. FROM FRONT TO REAR OF RES.				
Jack Lopez 1814 S. Wisconsin Avenue	7/11/2007	Gar-B 7003-0	\$17,695.00	\$220.00
DEMO OLD GARAGE - ERECT 2 CAR DET FRAME GARAGE 24 X 22, 12' HGT. WITH 8' X 24' ROOFED OVER PATIO.				
Bogdan Tsios 3716 S. East Avenue	7/16/2007	Bldg-B 7004-0	\$2,000.00	\$135.00
BUILD FOUNDATION 20' X 20' FOR FUTURE GARAGE.				
Dewy Adkins 3627 S. Wesley Avenue	7/16/2007	Gar-B 7005-0	\$7,000.00	\$195.00
BUILD NEW 22' X 22', 14' HGT. DET. FRAME GARAGE.				
Martin Moreno 3501 S. Kenilworth Avenue	7/16/2007	Bldg-B 7006-0	\$40,950.00	\$785.00
INST. NEW 5 TON A/C SYSTEM - UPGRADE FROM 100 TO 200 AMP ELEC SERVICE. NEW PLUMBING TO BATHRMS & TO KITCHEN ETC., THRU OUT RESIDENCE - SEE ORIGINAL PERMIT L-38710 FOR REMVL OF PLASTER - R/R CABINETRY.				
Daniel Marquez 3846 S. Ridgeland Avenue	7/17/2007	Gar-B 7007-0	\$11,500.00	\$250.00
DEMO EXISTING GARAGE, BUILD NEW 22' X 22', 12' HGT. DETACHED FRAME GARAGE.				
Lea Inc. 3201 S. Harlem Avenue	7/17/2007	Bldg-B 7008-0	\$500,000.00	\$8,260.00
CONDO CONVERSIONS ( 24 UNITS )				
Leo Matalas 3507 S. Home Avenue	7/17/2007	Gar-B 7009-0	\$9,750.00	\$195.00
ERECT DET FRAME GARAGE 20 X 20 X 12 - INST 3X3 SERVICE WALK				
John Ward 1622 S. Wenonah Avenue	7/18/2007	Gar-B 7010-0	\$12,614.00	\$220.00
DEMOLISH OLD GARAGE & ERECT NEW DET FRAME GARAGE 22 X 22 X 12 H ***8/1/07 ADDED CONCRETE PATIO ( NO ROOF ) 7' X 22' .				
Leonardo & Raquel Castaneda 3202 S. Maple Avenue	7/19/2007	Gar-B 7011-0	\$18,648.00	\$220.00
DEMO EXISTING GARAGE & BUILD NEW 34' X 22', 14' HGT. DETACHED FRAME GARAGE.				
Marilana R. Diaz 7139 W. 34th Street	7/19/2007	Gar-B 7012-0	\$10,400.00	\$195.00
BUILD NEW 18' X 20', 12' HGT. DETACHED FRAME GARAGE.				
Peter & Karen DeCraene 1837 S. Harvey Avenue	7/20/2007	Gar-B 7013-0	\$12,799.00	\$190.00
DEMO OLD GARAGE & ERECT NEW DET FRAME GARAGE 22 X 20 X 12 H - AND SERVICE WALK				
Maria D. Gonzalez 1422 S. Clarence Avenue	7/26/2007	Bldg-B 7015-0	\$100.00	\$50.00
DEMO EXISTING GARAGE. OK PER D.J.L. TO ISSUE PERMIT WITHOUT C.C. DEMO, PLAT & LETTERS FOR DEMO.GARAGE IS COLLAPSING & NEEDS TO COME DOWN.				

# Report Of Building Permits Issued By The City Of Berwyn

Friday, August 03, 2007

Between: 7/1/2007 And 7/31/2007

Name and Address	Issued	Permit No.	Cost Of Improvements	Cost Of Permit
Carlos Mendoza 1327 S. Wenonah Avenue	7/27/2007	Bldg-B 7016-0	\$5,000.00	\$900.00
INSTALL NEW WINDOWS. REMOVE WALL IN ATTIC BETWEEN 2 BEDRMS TO MAKE ONE BEDROOM - CHANGE DEN INTO BATHROOM - WORK TO BE DONE PER APPROVED PLAN. RE WIRE AND BRING ELEC UP TO CODE.				
Robert Poklacki 2839 S. Highland Avenue	7/27/2007	Bldg-B 7017-0	\$0.00	\$25.00
DEMO OF EXISTING GARAGE.				
Mike Foster 2440 S. Highland Avenue	7/27/2007	Bldg-B 7018-0	\$6,850.00	\$205.00
REPLACE FURNACE - INSTALL NEW A/C SYSTEM - CONDENSER MUST BE INSTALLED AT REAR OF PROPERTY TO CODE - INST. ELEC 240 V - 30 AMP LINE FOR NEW A/C				
E. Vodicka 2625 S. Cuyler Avenue	7/27/2007	Bldg-B 7019-0	\$10,350.00	\$220.00
DEMO EXISTING GARAGE & BUILD NEW DETACHED FRAME GARAGE 20' X 20', 12' HGT..				
Angelina & Resurreccion Bonion 1233 S. Elmwood Avenue	7/27/2007	Gar-B 7020-0	\$12,650.00	\$195.00
BUILD NEW 19' X 26' , 12' HGT. R/R FRONT APPROACH , STRIP ON SIDE OF IT ( 30' X 2' ) & PAD BEFORE SERVICE DOOR.				
Rita M. Orozco 1533 S. Gunderson Avenue	7/27/2007	Gar-B 7021-0	\$5,000.00	\$275.00
DEMO EXISTING GARAGE , BUILD NEW DETACHED FRAME GARAGE 22' X 22' , 12' HGT.				
Gerald & Alexandra Howell 1842 S. Wesley Avenue	7/31/2007	Gar-B 7022-0	\$7,960.00	\$220.00
DEMOLISH OLD GARAGE - BUILD NEW 24 X 20 X 12 H DET. FRAME GARAGE WITH NEW SLAB				
Leonette Baltazar Witkowski 3148 S. Lombard Avenue	7/10/2007	Gar-R 5437-1	\$0.00	\$30.00
PERMIT FOR FINAL ELEC. INSPECTION ON NEW GARAGE. ( EXPIRED PERMIT ) NO WORK ON THIS PERMIT.				
Lawrence Visco 1302 S. Wesley Avenue	7/31/2007	Gar-R 6739-1	\$0.00	\$75.00
TO RE ISSUE EXPIRED PERMIT FOR 22 X 22 DET GARAGE & REMAINING INSPECTIONS				
Raul Ortiz 2115 S. Maple Avenue	7/19/2007	Gar-R 6822-1	\$0.00	\$60.00
RE ISSUE OF EXPIRED PERMIT FOR PURPOSE OF FINAL ELECTRIC & FINAL BLDG INSPECTIONS OF GARAGE				
Dewy Adkins 3627 S. Wesley Avenue	7/11/2007	Bldg-R 6844-1	\$0.00	\$50.00
FRAMING RE INSPECTION				
Leonela Rivera 1213 S. Grove Avenue	7/27/2007	Bldg-R 6896-2	\$0.00	\$100.00
FINAL PLUMBING & ELECTRIC CORRECTIONS & RE INSPECTIONS				
Steven & Amanda Perryman 1627 S. Wenonah Avenue	7/16/2007	Bldg-R 6944-1	\$0.00	\$100.00
FINAL HVAC & BLDG REINSPECTION.				
E A Jannenga 6945 W. 29th Place	7/3/2007	Bldg-R 6971-2	\$0.00	\$50.00
FRAMING RE INSPECTION				
Gloria E. Longo 3722 S. Euclid Avenue	7/26/2007	Bldg-R 6981-1	\$0.00	\$50.00
FRAMING RE INSPECTION - ATTIC				
Gustavo & Nancy Fitz 1407 S. East Avenue	7/6/2007	Gar-R 6993-1	\$0.00	\$50.00
PRE POUR RE INSPECTION				
Martin Cardona 1319 S. Cuyler Avenue	7/25/2007	Gar-R 6994-1	\$0.00	\$50.00
PRE POUR RE INSPECTION FOR GARAGE				
Jack Lopez 1814 S. Wisconsin Avenue	7/25/2007	Gar-R 7003-1	\$0.00	\$50.00
PREPOUR REINSPECTION.				
Daniel Marquez 3846 S. Ridgeland Avenue	7/25/2007	Gar-R 7007-1	\$0.00	\$75.00
PREPOUR REINSPECTION.				

# Report Of Building Permits Issued By The City Of Berwyn

Friday, August 03, 2007

Between: 7/1/2007 And 7/31/2007

<i>Name and Address</i>	<i>Issued</i>	<i>Permit No.</i>	<i>Cost Of Improvements</i>	<i>Cost Of Permit</i>
35 <i>Building Permits Issued During Period</i>			<i>Totals . . . .</i>	<u>\$728,316.00</u> <u>\$14,590.00</u>

# Permits Issued By The Building Department

Friday, August 03, 2007

Between: 7/1/2007 And 7/31/2007

<u>Building</u>	Permits Issued: 15	Cost of Improvements: \$576,000.00
<u>Dumpster</u>	Permits Issued: 16	Cost of Improvements: \$0.00
<u>Electrical</u>	Permits Issued: 29	Cost of Improvements: \$21,189.50
<u>Fence</u>	Permits Issued: 33	Cost of Improvements: \$54,790.00
<u>Garage</u>	Permits Issued: 20	Cost of Improvements: \$152,316.00
<u>HVAC</u>	Permits Issued: 14	Cost of Improvements: \$51,948.00
<u>Local Improvement</u>	Permits Issued: 306	Cost of Improvements: \$885,905.00
<u>Plumbing</u>	Permits Issued: 23	Cost of Improvements: \$45,374.00
<u>POD</u>	Permits Issued: 1	Cost of Improvements: \$0.00
<u>Roofing</u>	Permits Issued: 55	Cost of Improvements: \$204,412.00
<u>Sign</u>	Permits Issued: 6	Cost of Improvements: \$7,600.00
<b>Total Permits: <u>518</u></b>		<b>Total Improvements: <u>\$1,999,534.50</u></b>

## Fees Collected

Backfill Inspection	\$125.00
Building Permit	\$5,860.00
Local Improvement Permit	\$12,995.00

# Permits Issued By The Building Department

Friday, August 03, 2007

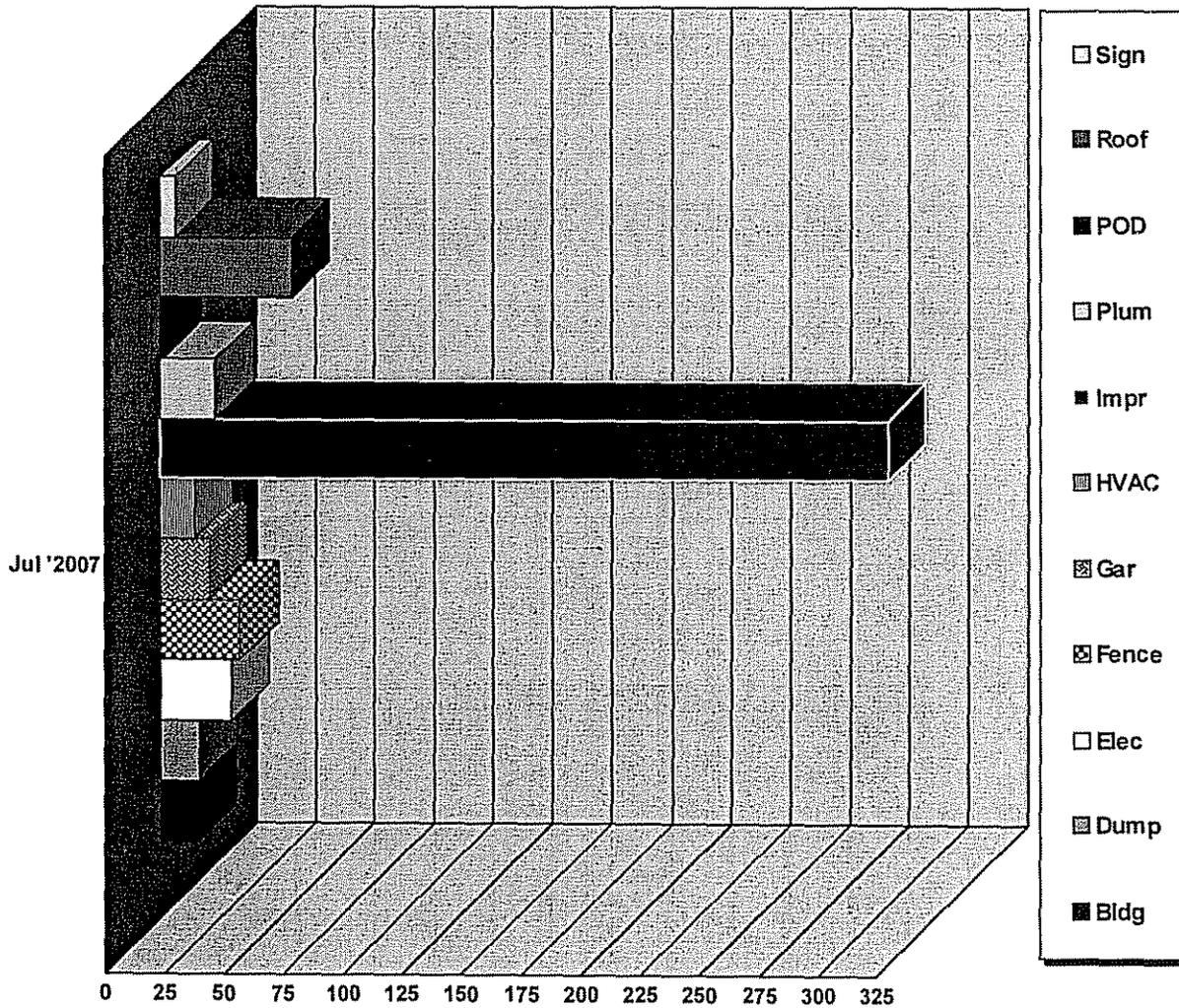
Between: 7/1/2007 And 7/31/2007

Electrical Fees	\$915.00
Electrical Inspection	\$3,660.00
Signs	\$450.00
Footing Inspection	\$125.00
Framing Inspection	\$3,290.00
Inspection	\$3,130.00
Fence Fees	\$930.00
Plumbing Fees	\$665.00
Plumbing Inspection	\$2,620.00
Plumbing Inspection (Underground)	\$120.00
Post Hole Inspection	\$1,470.00
HVAC Permit	\$1,205.00
HVAC Inspection	\$2,380.00
Service Charge	\$1,410.00
Insulation/Fire Stopping Inspection	\$590.00
Tap Fee	\$3,000.00
Demolition Fees	\$385.00
Dumpster	\$1,350.00
POD	\$25.00
Parkway Use	\$50.00
Parkway Inspection	\$30.00
Pre-Pour Inspection	\$3,350.00
Sidewalk Opening	\$75.00
Street Opening	\$75.00
Fine - Working Without Permit	\$7,500.00
Roof Covering Fees	\$3,000.00
Garage Permit	\$1,050.00
Plan Review Fee - w/Permits	\$65.00
Plan Review Fee (Credits Applied)	\$1,675.00
Plan Review Fee (Credits Applied)	\$1,675.00
Plan Review Fee (Refund)	(\$1,400.00)
Plan Review Fees - Prepaid	\$3,000.00
Plan Review Fees - Actual Cost	(\$895.00)
Restoration Withheld-Parkway	\$5,000.00
<b>Total Fees Collected . . . . .</b>	<b>\$70,950.00</b>

# Permits Issued

Friday, August 03, 2007

For Period Beginning 7/1/2007 And Ending 7/31/2007



## Permit Detail

2007	July	Bldg	15
2007	July	Dump	16
2007	July	Elec	29
2007	July	Fence	33
2007	July	Gar	20
2007	July	HVAC	14
2007	July	Impr	306
2007	July	Plum	23
2007	July	POD	1
2007	July	Roof	55
2007	July	Sign	6

518

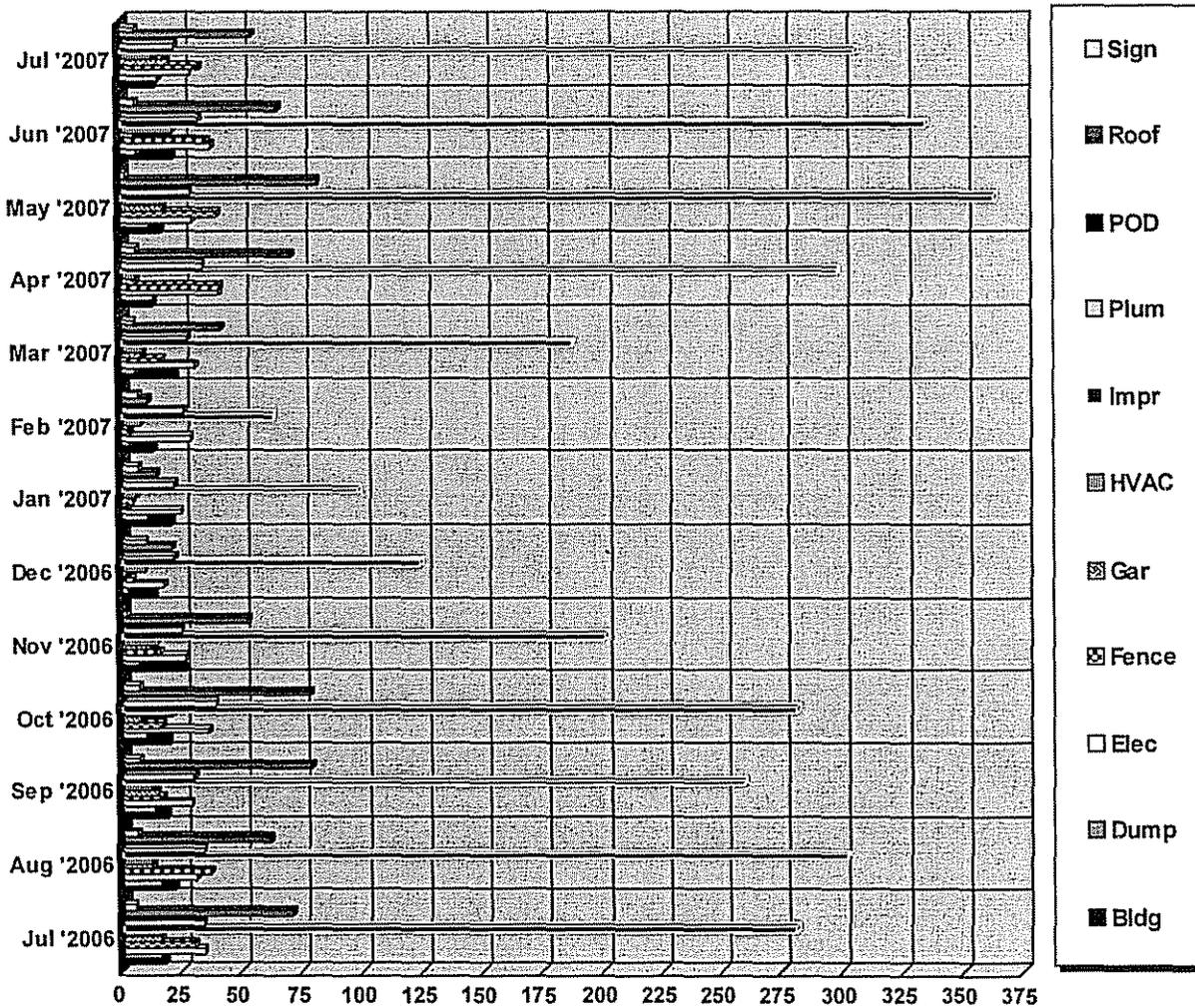
**Total Permits Issued**

**518**

# Permits Issued

Friday, August 03, 2007

For Period Beginning 7/1/2006 And Ending 7/31/2007



## Permit Detail

2007	December	Impr	1		2007	May	Bldg	17
				1	2007	May	Dump	12
2007	July	Bldg	15		2007	May	Elec	30
2007	July	Dump	16		2007	May	Fence	40
2007	July	Elec	29		2007	May	Gar	18
2007	July	Fence	33		2007	May	HVAC	17
2007	July	Gar	20		2007	May	Impr	363
2007	July	HVAC	14		2007	May	Plum	29
2007	July	Impr	306		2007	May	Roof	82
2007	July	Plum	23		2007	May	Sign	2
2007	July	POD	1					610
2007	July	Roof	55		2007	April	Bldg	14
2007	July	Sign	6		2007	April	Dump	14
				518	2007	April	Elec	41
2007	June	Bldg	22		2007	April	Fence	41
2007	June	Dump	7		2007	April	Gar	6
2007	June	Elec	38		2007	April	HVAC	6
2007	June	Fence	36		2007	April	Impr	298
2007	June	Gar	5		2007	April	Plum	34
2007	June	HVAC	22		2007	April	Roof	71
2007	June	Impr	335		2007	April	Sign	6
2007	June	Plum	33					531
2007	June	Roof	66					
2007	June	Sign	6					
				570				

Permit Detail

2007	March	Bldg	23
2007	March	Dump	6
2007	March	Elec	31
2007	March	Fence	17
2007	March	Gar	9
2007	March	HVAC	9
2007	March	Impr	187
2007	March	Plum	28
2007	March	Roof	42
2007	March	Sign	5

357

2007	February	Bldg	14
2007	February	Dump	4
2007	February	Elec	29
2007	February	Fence	4
2007	February	Gar	3
2007	February	HVAC	8
2007	February	Impr	63
2007	February	Plum	26
2007	February	Roof	11
2007	February	Sign	7

169

2007	January	Bldg	21
2007	January	Dump	11
2007	January	Elec	25
2007	January	Fence	3
2007	January	Gar	5
2007	January	HVAC	6
2007	January	Impr	98
2007	January	Plum	22
2007	January	Roof	15
2007	January	Sign	7

213

2006	December	Bldg	14
2006	December	Dump	3
2006	December	Elec	18
2006	December	Fence	5
2006	December	Gar	2
2006	December	HVAC	10
2006	December	Impr	123
2006	December	Plum	22
2006	December	Roof	21
2006	December	Sign	10

228

2006	November	Bldg	27
2006	November	Dump	7
2006	November	Elec	27
2006	November	Fence	16
2006	November	Gar	12
2006	November	HVAC	15
2006	November	Impr	201
2006	November	Plum	25
2006	November	POD	2
2006	November	Roof	53
2006	November	Sign	2

387

2006	October	Bldg	20
2006	October	Dump	10
2006	October	Elec	36
2006	October	Fence	17
2006	October	Gar	8
2006	October	HVAC	21
2006	October	Impr	281
2006	October	Plum	39
2006	October	POD	1
2006	October	Roof	78
2006	October	Sign	7

518

2006	September	Bldg	19
2006	September	Dump	14
2006	September	Elec	29
2006	September	Fence	17
2006	September	Gar	15
2006	September	HVAC	13
2006	September	Impr	259
2006	September	Plum	30
2006	September	Roof	79
2006	September	Sign	7

482

2006	August	Bldg	22
2006	August	Dump	16
2006	August	Elec	31
2006	August	Fence	37
2006	August	Gar	13
2006	August	HVAC	13
2006	August	Impr	302
2006	August	Plum	34
2006	August	Roof	62
2006	August	Sign	6

536

2006	July	Bldg	18
2006	July	Dump	16
2006	July	Elec	34
2006	July	Fence	30
2006	July	Gar	16
2006	July	HVAC	16
2006	July	Impr	281
2006	July	Plum	34
2006	July	Roof	71
2006	July	Sign	5

521

*Permit Detail*

**Total Permits Issued**      **5641**



*2/24*  
THE CITY OF **BERWYN, ILLINOIS** *Building A New Berwyn*

DEBI SUCHY, *City Collector*

MICHAEL A. O'CONNOR, *Mayor*

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

August 8, 2007

Honorable Mayor Michael A. O'Connor  
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 have been issued for the month of July, 2007, by the Collector's Office. Included are storefronts, office 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 along with businesses waiting for inspections with a status of Inspections Pending.

Respectfully,

Debi B. Suchy  
City Collector  
DBS/sb

**BERWYN BUSINESSES - LICENSED IN JULY, 2007 (STOREFRONTS)**

<b><u>NAME</u></b>	<b><u>ADDRESS</u></b>	<b><u>CORP. NAME OR OWNERS NAME</u></b>	<b><u>COMMENTS</u></b>
Homescape Builders, Inc.	6823 W. Roosevelt Road	Jonathan Shack & Peter Korab	Kitchen Design (708) 383-4703
Lovely Nails (new owner)	7103 W. Roosevelt Road	Hau Huu Hoang	Nail Salon (708) 795-7870
Double Olives Café	7109 W. Roosevelt Road	Vince Dublino	Rest. & Alcoholic Liq. Dealer (708) 749-6772
Good Faith Financial	6519 W. 16th Street	Freddy Pinto	Mortgage Company (708) 749-3900
El Puente Laundromat (new owner)	7122 W. 16th Street	Abel Sanchez & Martha Aguirre	Laundromat (773) 852-4300
Blue Planet Advertising	6304 W. Cermak Road	Martin Barajas & Monica Sanchez	Advertising (708) 484-0070
Craig's Shoes (new owner)	6548 W. Cermak Road	Craig B. Cohen	Shoe Store (708) 795-8181
Virso Computer Repair	6231 W. 26th Street	Agustin & Juanita Valdez	Computer Services (708) 749-5088
Ely's Hair Design	3339 S. Highland Avenue	Elida Calderon	Beauty Salon (708) 484-9116
Sacred Heart Botanica	3141 S. Oak Park Avenue	Theresa Murillo	Religious Goods (708) 601-1906
Sana & Saha Med. Ctr.	3245 S. Grove Avenue	Dr. Sabiha Thaseen	Medical Office (708) 484-7110

**BERWYN BUSINESSES - LICENSED IN JULY, 2007 ( PHONE USE ONLY)**

<b><u>NAME</u></b>	<b><u>ADDRESS</u></b>	<b><u>CORP. NAME OR OWNERS NAME</u></b>	<b><u>COMMENTS</u></b>
Wake Up Berwyn	3317 S. Clarence Avenue	David & Minelva Fonseca	Advertising (773) 699-5570
Zelectrix, Inc.	1425 S. Clinton Avenue	Helen & Robert Heppner	Contractor (Electrical) (708) 738-9509
GENKAT, LLC.	6928 W. Windsor Avenue	Gene Rinehart	Contractor (General) (630) 886-2257
Duranguense Y Mas	7112 W. Pershing Road	Jose Soto	Internet Sales (Western Wear) (708) 263-8584

**BUSINESS LICENSE ISSUED  
JULY, 2007**

<u>NAME</u>	<u>ADDRESS</u>	<u>CORP. NAME OR BUSINESS OWNER</u>	<u>COMMENTS</u>
Lynn's Home Estate Sales	4400 Elm, Downers Grove	Lynn M. Sabia	House/Estate Sales (630) 241-7200

**BUSINESS LICENSES ISSUED FOR JULY, 2007  
OUT OF TOWN CONTRACTORS**

Page 1

<u>NAME</u>	<u>ADDRESS</u>	<u>CORP. NAME OR OWNERS NAME</u>	<u>COMMENTS</u>
Riverside Awnings&Canopy	8346 47th, Lyons	Riverside Awnings & Canopy	Contractor (Awning Installer)
Creative Construction	9033 Martin, Bridgeview	Creative Construction	Contractor (Carpentry)
George Jastywski	7318 108th, Worth	George Jastywski	Contractor (Carpentry)
A & J Electric	9003 Patterson, St. John, IN	Tony Shepherd	Contractor (Electrical)
Acme Electric, Inc.	233 Country Club, Northlake	Acme Electric, Inc.	Contractor (Electrical)
Demopoulos Electric	5703 Ravenswood, Chicago	John Demopoulos	Contractor (Electrical)
General Lighting & Elec.	806 Washington, Bensenville	General Lighting & Elec., LTD.	Contractor (Electrical)
Leinster Electric	4850 158th, Oak Forest	Leinster Electric	Contractor (Electrical)
Wasa Electric	7 Gibson, Park Forest	Reginald Brumby	Contractor (Electrical)
L.M. Ryan Constr., Inc.	113 Wapella, Minooka	L.M. Ryan Construction, Inc.	Contractor (Excavating)
Ansar Construction	716 O'Toole, Minooka	Andrew T. Eley	Contractor (General)
Bernard Equipment, Inc.	4024 Champion, Naperville	Bernard Equipment, Inc.	Contractor (General)
Cherryfield Construction	7442 Madison, Forest Park	Cherryfield Construction, Inc.	Contractor (General)
General Paint. & Remod.	326 Blackhawk, Schaumburg	Albert W. Fortuniak	Contractor (General)
MK Constr & Builders	7912 100th St., Palos Hills	MK Construction & Blders, Inc.	Contractor (General)
Rodi Construction	107 Stirrup, Burr Ridge	Rodi Construction Company	Contractor (General)
Top Concrete & Pavers	5133 Rockwell, Chicago	Jose Pinon	Contractor (General)
Affordable Comfort	448 Wabash, Bradley	Jason Brueggert	Contractor (HVAC)
Calleros Htg & Air Cond.	963 Lake Side, West Chicago	Gilberto Calleros	Contractor (HVAC)
Epps Custom Htg & Air	100 Grace, Fox River Grove	Epp's Custom Heating & Air	Contractor (HVAC)
Stanislaw Zasadni	46 Forest, Elk Grove Village	Stanislaw Zasadni	Contractor (Masonry)
Boswell Blacktop Paving	12108 167th, Homer Glen	Boswell Blacktop Paving, Inc.	Contractor (Paving)
Monilari Asphalt Paving	7440 87th, Bridgview	Molinari Asphalt Paving, Inc.	Contractor (Paving)
Ciccotelli Plumbing	606 Oxford, New Lenox	Ciccotelli Plumbing, Inc.	Contractor (Plumbing)
Ziggy's Roofing	5108 Ozark, Norridge	Ziggy's Roofing, Inc.	Contractor (Roofing)
Guille Enterprises	1107 Oak Park, Oak Park	Guille Enterprises, Inc.	Contractor (Landscaping)
Timber Tree Removal	3344 61st., Chicago	Nicolas & Ermilidia Delgado	Contractor (Tree Serv & Landscaping)
Mullins Tuckpointing	2248 72nd, Elmwood Park	Terence & Kathy Mullins	Contractor (Tuckpointing)
J.S. Riemer, Inc.	16N158 Tyrrell, Elgin	J. S. Reimer, Inc.	Contractor (Underground Utility)
Andy's Construction	1006 Dunton, Arlington Hgts	Andrez Wojciu	Contractor (Window & Door)
Midwest Wrecking	1950 Hubbard, Chicago	Midwest Wrecking Co.	Contractor (Wrecking)

***Application Review***

<b>Business Name</b>	<b>Address</b>	<b>Phone</b>	<b>ID #</b>
<i>Alliance Residential Mortgage</i>		(708)	9778
6211 W. Roosevelt Road	Berwyn IL 60402		
<i>American Fidelity Mortgage Services, Inc.</i>		(708) 788-3863	9779
7039 W. Roosevelt Road	Berwyn IL 60402		
<i>American Financial Solutions, Inc.</i>		(708) 795-8800	9398
6705 W. 26th Street	Berwyn IL 60402		
<i>Anaid Custom Design Wheels</i>	#2C	(866) 254-6447	9588
6232 W. Cermak Road	Berwyn IL 60402		
<i>ATM Zone</i>		(312) 213-1302	9855
2421 S. Euclid Avenue	Berwyn IL 60402		
<i>Certified Electronics, Inc.</i>		(708) 484-7017	9463
6608 W. Cermak Road	Berwyn IL 60402		
<i>Fitz Bone Catering</i>		(708) 788-2118	9509
6619 W. Roosevelt Road	Berwyn IL 60402		
<i>Mid America Realty &amp; Investment</i>		(708)	9204
7040 W. Cermak Road	Berwyn IL 60402		
<i>New Craftsman Industries</i>		(708) 268-1381	9641
1401 S. Home Avenue	Berwyn IL 60402		
<i>Sam's Irrigation</i>		(815) 342-5980	9856
6544 W. 28th Street	Berwyn IL 60402		
<i>Tahanang Pinoy Oriental Grocery Store</i>		(708)	9554
6252 W. Ogden Avenue	Berwyn IL 60402		
<i>The Fashion Spot</i>		(708)	9120
6720 W. Cermak Road	Berwyn IL 60402		
<i>Torres Cleaning Services</i>		(708) 749-3874	9589
1915 S. East Avenue	Berwyn IL 60402		
<i>Victor Barber Shop</i>		(708)	9173
6301 W. 26th Street	Berwyn IL 60402		
<i>VIPTECH Corporation</i>		(773) 378-7777	9857
7003 W. Roosevelt Road	Berwyn IL 60402		
<i>World Class Tattoo (2)</i>		(708)	8720
6907 W. Cermak Road	Berwyn IL 60402		

**Total Businesses . . . . . 16**

***Inspections Pending***

<b>Business Name</b>	<b>Address</b>	<b>Phone</b>	<b>ID #</b>
<b><i>1st American Dental</i></b>	<b><i>Suite B</i></b>	<b>(708)</b>	<b>9776</b>
6301 W. Cermak Road	Berwyn IL 60402		
<b><i>Avon and More</i></b>		<b>(708) 484-9907</b>	<b>9790</b>
6915 W. Cermak Road	Berwyn IL 60402		
<b><i>Berwyn Computer Repair</i></b>	<b><i>Unit B</i></b>	<b>(708) 749-9500</b>	<b>9858</b>
3219 S. Harlem Avenue	Berwyn IL 60402		
<b><i>Mamaw's Bath &amp; Body</i></b>		<b>(708) 788-1015</b>	<b>9777</b>
6512 W. Cermak Road	Berwyn IL 60402		
<b><i>Regency West</i></b>		<b>(708)</b>	<b>9555</b>
6215 W. 26th Street	Berwyn IL 60402		
<b><i>South Harlem Medical Center</i></b>	<b><i>Attn: Luis Santiago</i></b>	<b>(708)</b>	<b>9816</b>
3223 S. Harlem Avenue	Berwyn IL 60402		
<b><i>USA Insurance Brokers</i></b>		<b>(708) 788-8822</b>	<b>9521</b>
6807 W. Roosevelt Road	Berwyn IL 60402		
<b>Total Businesses . . . . .</b>			<b>7</b>



WE THE UNDERSIGNED RESIDENTS OF THE 33<sup>rd</sup> BLOCK OF Wenonah

DO HEREBY REQUEST PERMISSION TO CONDUCT A BLOCK PARTY ON Aug 11, 2007

BETWEEN THE HOURS OF 9am AND 9pm. OUR RAIN DATE IS Aug. 25, 2007

ALL REFUSE MUST BE PLACED IN PROPER CONTAINERS FOR PICKUP BY CLEARING DISPOSAL\*\*

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NAME	ADDRESS
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- 3325 S. Wenonah
- 3333 S. Wenonah
- 3331 S. Wenonah
- 7025 W. 34<sup>th</sup>
- 4936 Wenonah
- 3326 Wenonah Ave.
- 3317 WENONAH AVE
- 3310 W. Wenonah Ave
- 3314 Wenonah Ave
- 3309 Wenonah Ave

|



THE CITY OF BERWYN, ILLINOIS

Building A New Berwyn

MICHAEL A. O'CONNOR, Mayor

6700 West 26th Street • Berwyn, Illinois 60402-0701

Telephone: (708) 788-2660 • Fax: (708) 788-2675 • www.berwyn-il.gov

THOMAS J. PAVLIK  
CITY CLERK

Date: 7/24/07

Mayor O'Connor & Members  
of the Berwyn City Council

Re: Block Party 3200 block of Maple Ave

Honorable Mayor O'Connor & Members of Council:

Attached, please find a petition for a block party on the 3200 block  
of Maple Avenue.

The residents request permission to hold the event on Saturday, August 25<sup>th</sup> 2007  
with a rain date of \_\_\_\_\_ . We are aware of the ordinance  
regarding block parties and will abide by all of them.

Thank you for your consideration.

Yours truly,

Salvador J. Rodriguez SR

Contact person is: SALVADOR J. RODRIGUEZ SR.

Address is: 3205 S. MAPLE AVE.

Phone number is: \_\_\_\_\_

\*\*\*\*PLEASE RETURN 3-4 WEEKS PRIOR TO DATE REQUESTED\*\*\*\*

**WE THE RESIDENTS OF THE 3200  
BLOCK OF MAPLE AVENUE HERE BY  
REQUEST APPROVAL TO HOLD OUR  
ANNUAL BLOCK PARTY ON  
SATURDAY THE 25<sup>th</sup> DAY OF  
AUGUST 2007. WE WOULD LIKE TO  
HAVE THE STREET CLOSED AT 9AM  
TO 8PM.**

9PM

3201 S. Maple

3205 S. MAPLE

15 S. maple

219 S. Maple Ave

21 Maple Av

3235 S. MAPLE

3241 S. MAPLE CELL 708 727

3245 S. Maple 7979

3 MAPLE AVE 708.788.4455

301 Maple Ave.

**WE THE RESIDENTS OF THE 3200  
BLOCK OF MAPLE AVENUE HEREBY  
REQUEST APPROVAL TO HOLD OUR  
ANNUAL BLOCK PARTY ON  
SATURDAY THE 25<sup>th</sup> DAY OF AUGUST  
2007. WE WOULD LIKE TO HAVE THE  
STREET CLOSED AT ~~8AM~~ 9AM TO 9PM.**



9 AM                      9 PM

Address

- \_\_\_\_\_ 3222 S. Maple \_\_\_\_\_
- \_\_\_\_\_ 3226 Maple \_\_\_\_\_
- \_\_\_\_\_ " " \_\_\_\_\_
- \_\_\_\_\_ 3234 Maple Ave \_\_\_\_\_
- \_\_\_\_\_ 3218 Maple \_\_\_\_\_
- \_\_\_\_\_ 3244 Maple Ave \_\_\_\_\_
- \_\_\_\_\_ 3214 Maple Ave \_\_\_\_\_
- \_\_\_\_\_ 3206 Maple Ave \_\_\_\_\_
- Δ \_\_\_\_\_ 3202 S. MAPLE AVE \_\_\_\_\_
- \_\_\_\_\_ 3210 Maple Ave \_\_\_\_\_
- \_\_\_\_\_



**THE CITY OF BERWYN, ILLINOIS** *Building A New Berwyn*

6700 West 26th Street • Berwyn, Illinois 60402-0701 • Telephone: (708) 788-2660 • Fax: (708) 788-2567  
www.berwyn-il.gov

MICHAEL A. O'CONNOR, Mayor

Santiago "Jim" Ramos  
2<sup>nd</sup> Ward Alderman

Telephone: 708-484-4275

E-mail: [2ndward@berwyn-il.gov](mailto:2ndward@berwyn-il.gov)

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**Facsimile Transmittal**

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To: CITY CLERK Fax: 788-2567  
From: ALDERMAN RAMOS Date: 7/22/07  
Re: BLOCK PARTY REQUEST Pages: 2 w/COVER

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**Mayor and City Council Members:**

The residents of the 3300 and 3400 blocks of Highland Avenue are seeking permission to hold our 12<sup>th</sup> Annual Larry Menchetti Memorial Block Party on Sept. 2, 2007. This block party is open to all residents of the 2<sup>nd</sup> Ward, their families and friends. This was Alderman Menchetti's wish to have a 2<sup>nd</sup> Ward Block Party that would welcome all and we try to hold it to honor our former 2<sup>nd</sup> Ward Alderman.

We are aware of the ordinances regarding block parties and we will abide by them. We are asking that the Public Works Department drop off wooden horses to block off the street, the Fire Department to send over a fire truck (if available), and the Police Department to send over a Segway or two and Mr. McGruff to take a bite out of crime. All City officials and their families are invited to attend the block party.

I will be the main contact for this block party and any information needed can be obtained by calling me at 484 - 4275.

Thank you,

Santiago "Jim" Ramos

We the undersign residents of the 3300 & 3400 block of Highland Avenue do hereby request that the Mayor and City Council grant approval of our block party to be held on unday, Sept. 2, 2007 between the hours of 10:00 a.m. and 9:00 p.m. Our rain date will be Monday, Sept. 3, 2007 or Sunday Sept. 9, 2007. We are aware of the City's Ordinance regarding block parties and will abide by them.

Address	Telephone
1 SHIGHLAND	4844032
SHIGHLAND	795-1377
Highland	749-7122
HIGHLAND	749-7122
409 Highland	Bob 8293062
3419 S Highland	
3421 S. Highland	
425 Highland Ave	788-9591
Highland Ave	708-88-421
Highland	708)749-0184
3442 S. HIGHLAND	708) <del>328</del> -3288
3447 S. Highland	702-299-32
3448 Highland	708 749-2213
3496 " "	708 48 46127
3436 HIGHLAND	
3432 HIGHLAND	
402 S. HARVEY	989-2002
343 HIGHLAND	788-4738
41 Highland	484-4275



THE CITY OF BERWYN, ILLINOIS

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THOMAS J. PAVLIK  
CITY CLERK

Date: July 24, 2007

Mayor O'Connor & Members  
of the Berwyn City Council

Re: Block Party 6800 block of 29<sup>th</sup> Place

Honorable Mayor O'Connor & Members of Council:

Attached, please find a petition for a block party on the 6800 block  
of 29<sup>th</sup> PL.

The residents request permission to hold the event on September 1, 2007  
with a rain date of September 2, 2007. We are aware of the ordinance  
regarding block parties and will abide by all of them.

Thank you for your consideration.

Yours truly,

Rita C Thoner

Contact person is:

Rita Thoner

Address is:

6848 29<sup>th</sup> PL

Phone number is:

\*\*\*\*PLEASE RETURN 3-4 WEEKS PRIOR TO DATE REQUESTED\*\*\*\*

WE THE UNDERSIGNED RESIDENTS OF THE 6800 BLOCK OF 29<sup>th</sup> PL  
DO HEREBY REQUEST PERMISSION TO CONDUCT A BLOCK PARTY ON September 1, 2007  
BETWEEN THE HOURS OF 9 AM AND 9 PM. OUR RAIN DATE IS September 2, 2007

ALL REFUSE MUST BE PLACED IN PROPER CONTAINERS FOR PICKUP BY CLEARING DISPOSAL\*\*

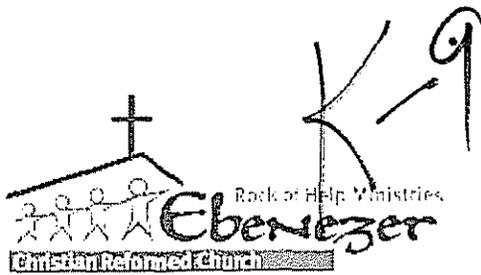
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NAME	ADDRESS
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- 6848 29<sup>th</sup> PL
- 6838 W. 29<sup>th</sup> PL.
- 6840 W 29<sup>th</sup> PL
- 6832 W 29<sup>th</sup> PL
- 6814 W 29<sup>th</sup> PL.
- 6835 W 29<sup>th</sup> PL
- 6830 29<sup>th</sup> PL
- 2921 Kenilworth
- 6837 W. 29<sup>th</sup> Place
- 2936 S. OAK PARK
- 2929 Kenilworth. Ave
- 6836 29<sup>th</sup> Pl. Benjamin IL 60702
- 6820 W 29<sup>th</sup> PL Benjamin
- 6812 W. 29<sup>th</sup> PL

8/25 sat  
9/2 sun \*



---

1300 S. Harvey Avenue Berwyn, IL 60402  
Rev. Merle Den Bleyker, Pastor  
Kay Rops, Director of Youth and Community Care

July 20, 2007

Mayor O'Connor  
Members of the Berwyn City Council

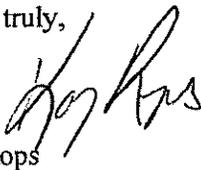
Re: Block Party 1200 block of Harvey

Dear Mayor and Berwyn City Council Members:

Attached, please find a permit application request for a block party on the 1200 block of Harvey. We request permission to hold this even on August 18, 2007, with a rain date of August 25, 2007. We will abide by all City Ordinances.

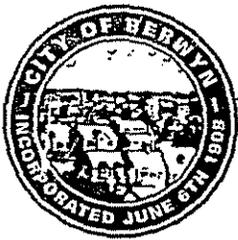
Thank you for your consideration.

Yours truly,



Kay Rops

Contact person is:  
Kay Rops  
1300 S Harvey



THE CITY OF **BERWYN, ILLINOIS**

*Building A New Berwyn*

MICHAEL A. O'CONNOR, Mayor

6700 West 26th Street • Berwyn, Illinois 60402-0701

Telephone: (708) 788-2660 • Fax: (708) 788-2675 • www.berwyn-il.gov

**THOMAS J. PAVLIK**  
CITY CLERK

Date: Aug 20, 2007

Mayor O'Connor & Members  
of the Berwyn City Council

Re: Block Party 1200 block of Harvey

Honorable Mayor O'Connor & Members of Council:

Attached, please find a petition for a block party on the 1200 block  
of Harvey.

The residents request permission to hold the event on Aug. 18  
with a rain date of Aug 25. We are aware of the ordinance  
regarding block parties and will abide by all of them.

Thank you for your consideration.

Yours truly,

Kay Rops

Contact person is: Kay Rops

Address is: 1300 S. Harvey

Phone number is: \_\_\_\_\_

\*\*\*\*PLEASE RETURN 3-4 WEEKS PRIOR TO DATE REQUESTED\*\*\*\*

WE THE UNDERSIGNED RESIDENTS OF THE 1200 BLOCK OF Harvey

DO HEREBY REQUEST PERMISSION TO CONDUCT A BLOCK PARTY ON Aug. 18

BETWEEN THE HOURS OF 9 am AND 9 pm, OUR RAIN DATE IS Aug. 25

ALL REFUSE MUST BE PLACED IN PROPER CONTAINERS FOR PICKUP BY CLEARING DISPOSAL\*\*

=====
NAME ADDRESS

- 1216 S. Harvey Ave.
1240/1300 S. Harvey
1215 S. Harvey
1229 S. Harvey
1235 S. Harvey
1233 S. Harvey
1237 S. Harvey
1228 S. Harvey
1222 S. Harvey
1237 S. Harvey
1230 Harvey



K/10

THE CITY OF BERWYN, ILLINOIS

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Telephone: (708) 788-2660 • Fax: (708) 788-2675 • www.berwyn-il.gov

THOMAS J. PAVLIK  
CITY CLERK

Date: 7-31-07

Mayor O'Connor & Members  
of the Berwyn City Council

Re: Block Party 2800 block of Wenonah

Honorable Mayor O'Connor & Members of Council:

Attached, please find a petition for a block party on the 2800 block  
of Wenonah.

The residents request permission to hold the event on Aug. 18  
with a rain date of Aug 25. We are aware of the ordinance  
regarding block parties and will abide by all of them.

Thank you for your consideration.

Yours truly,

Denise McCleary

Contact person is: Diane Connelly

Address is: 2838 Wenonah

Phone number is: \_\_\_\_\_

\*\*\*\*PLEASE RETURN 3-4 WEEKS PRIOR TO DATE REQUESTED\*\*\*\*

WE THE UNDERSIGNED RESIDENTS OF THE 2800 BLOCK OF Wenonah

DO HEREBY REQUEST PERMISSION TO CONDUCT A BLOCK PARTY ON August 18, 2007

BETWEEN THE HOURS OF 8:00 AM AND 9:00 PM. OUR RAIN DATE IS August 25, 2007

ALL REFUSE MUST BE PLACED IN PROPER CONTAINERS FOR PICKUP BY CLEARING DISPOSAL\*\*

=====

NAME

ADDRESS

=====

2839 S. Wenonah Ave

2840 "

2814 S Wenonah Ave.

2841 WENONAH

2838 Wenonah

2810 Wenonah

2816 Wenonah

2822 S Wenonah

2848 Wenonah

2842 S. Wenonah Ave

2817 WENONAH

2812 S. Wenonah

2828 S. Wenonah.

2832 S. WENONAH

2830 Wenonah

2860 Wenonah

2845 Wenonah

2847 Wenonah

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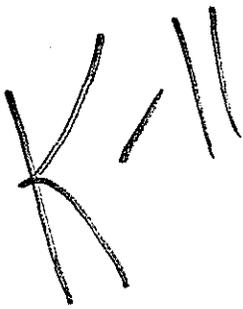
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August 7, 2007

To Whom It May Concern:

Please find attached permit applications for garage sales in the 3700 & 3800 blocks of Ridgeland & Cuyler. We respectfully request the permission of the City Council to hold this annual event on Saturday, September 8, from 9 a.m. to 4 p.m.

Our appreciation and thanks for your consideration.

Please contact Michelle Maag, (708) 749-1258, when the permits are ready to be picked up.

K-12



Girl Scouts - Illinois Crossroads Council  
650 N. Lakeview Parkway  
P. O. Box 8116  
Vernon Hills, IL 60061-8116  
T 847-573-0500 F 847-573-0400  
E-mail: [webmaster@ilcrossroads.org](mailto:webmaster@ilcrossroads.org)  
[www.ilcrossroads.org](http://www.ilcrossroads.org)

July 25, 2007

City Clerk  
6700 W. 26th Street  
Berwyn, IL 60402

Dear :

Girl Scouts – Illinois Crossroads Council requests permission to conduct our annual Fall Product Activity and Girl Scout Cookie Program in your community. The proceeds of these program activities will help fund local Girl Scout troop/group programs and support our council services offered directly to girls in your community.

Trained adults will supervise all girls participating in the two program activities. We assure you that safety precautions, including our own safety standards required by Girl Scouts of the USA, and all local regulations will be adhered throughout the activities.

Girl Scouts will be participating in the 2007 Fall Product Activity (selling magazine subscriptions and nuts and chocolate products to family and friends) from October 12 to October 28, 2007.

The Girl Scout Cookie Program involves Girl Scouts taking orders in neighborhoods from January 4 to January 28, 2008. A direct sale to the general public will be conducted February 23 through March 30, 2008 at weekend site sales.

Please direct your response to me at your earliest convenience. On behalf of the over 36,000 girls who are members of Girl Scouts – Illinois Crossroads Council, we thank you for your support.

Sincerely,

A handwritten signature in cursive script that reads "Kathy Stigler".

Kathy Stigler  
Product Program Manager  
847-573-0500  
[kstigler@ilcrossroads.org](mailto:kstigler@ilcrossroads.org)

**Where Girls Grow Strong.**



K-13

**ST. MARY OF CELLE**

1428 S. Wesley Ave. • Berwyn, Illinois 60402-1287 • 708-788-0876 • FAX 708-788-0242

August 9, 2007

Mayor Michael O'Connor and Members of the Berwyn City Council  
6700 26th Street  
Berwyn, Illinois 60402

Dear Friends,

We are writing to inform you about St. Mary of Celle's Summer Festival, and to cordially invite each of you to come and enjoy the festivities. The festival will be held in our ball field on Saturday, August 18, from 11:00 am until 10:00 pm, and Sunday, August 19, from 11:00 am until 7:00 pm. Please stop by and enjoy the music, games and refreshments.

We look forward to having you join us!

Sincerely yours,

*Father Jim -*

Rev. W. James Clavey  
Pastor

*Mayor - Hope to see you there -  
Fr. Jim*



WE THE UNDERSIGNED RESIDENTS OF THE 2300 BLOCK OF HIGHLAND  
 DO HEREBY REQUEST PERMISSION TO CONDUCT A BLOCK PARTY ON 8-20-07  
 BETWEEN THE HOURS OF 2pm AND 9pm. OUR RAIN DATE IS \_\_\_\_\_

ALL REFUSE MUST BE PLACED IN PROPER CONTAINERS FOR PICKUP BY CLEARING DISPOSAL\*\*  
 =====

NAME	ADDRESS
	2315 HIGHLAND
	2316 HIGHLAND
	2332 HIGHLAND
	2311 <del>Highland</del>
	2313 " "
	2312 " "
	2310 " "
	2308 " "
	2322 HIGHLAND
	2327 " "
✓	2325 " "
	2326 " "
'	2331 " "
	2329 " "
	2328 " "
	2335 " "
	2337 " "
	2332 " "
	2334 " "
-	2339 " "
	2338 " "
	2345 " "
	2343 " "