

Berwyn City Council

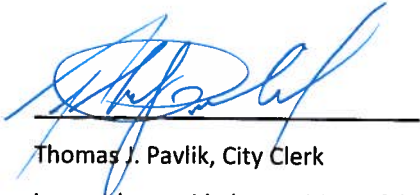
Regular Meeting
March 25, 2014

Agenda

The Mayor and City Council welcome you. Please note: comments are permitted only during Open Forum and only for items not already on the agenda. When called upon by the Mayor, kindly state your name and address for the record. Thank you for your participation.

- A. **Pledge of Allegiance and Moment of Silence**
- B. **Open Forum**
- C. **Approval of Minutes**
 - 1. Regular Council Meeting and COW held on March 11, 2014
- D. **Bid Openings**
- E. **Berwyn Development Corp. – Berwyn Township/Health District**
- F. **Reports from the Mayor**
 - 1. Resignation from Historic Preservation Commission
 - 2. Appointment of Emilio Padilla to the Historic Preservation Committee
 - 3. Insurance Renewal
- G. **Reports from the Clerk**
- H. **Zoning Board of Appeals**
- I. **Reports from Aldermen, Committees and Board**
 - 1. Ald. Laureto- Consideration of hiring additional blight inspectors.
- J. **Staff Reports**
 - 1. Rec.- Resolution- Annual Baseball Parade 4-26-14
 - 2. P/W- Proclamation-2014 Tree City USA
 - 3. Library Dir.- Authorize to advertise and hire Librarian II-Youth Services/Lib Asst II- Teen Services/Library Asst. II- Youth Services (20 HRS)
 - 4. Asst. City Adm. Capital Approval Plan (CIP) Local Technical Assistance (LTA) Grant
 - 5. Asst. City Adm.- Seasonal Planning Installation – Contract Extension
 - 6. Asst. City Adm. Request to Issue RFP: Seasonal Planting 2014- Watering
 - 7. P/W- Request to Solicit Bids- Landscape Contractors
 - 8. Fire Chief - Medical Reimbursement Services – Increase of Base rate Fees
- K. **Consent Agenda**
 - 1. Payroll - 3/12/14 \$1,120,786.01
 - 2. Payables – 3/25/14 \$495,738.02
 - 3. Sokol Tabor – Rummage Sale 3/28-3/29/14
 - 4. Piper PTA- Fund Raiser- Rummage Sale – 4/26/14
 - 5. Ald. Fejt – Handicap Parking Application #877

Berwyn City Council
Regular Meeting – March 25, 2014
Agenda



Thomas J. Pavlik, City Clerk

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

ROBERT J. LOVERO
MAYOR

THOMAS J. PAVLIK
CITY CLERK

MINUTES
BERWYN CITY COUNCIL
MARCH 11, 2014

1. The regular meeting of the Berwyn City Council was called to order by Mayor Lovero at 8:00p.m. Upon the call of the roll, the following responded present: Chapman, Boyajian, Paul, Fejt, Santoy, Polashek, Avila and Laureto.
2. The Pledge of Allegiance was recited and a moment of silence was given for the family of Gail Lofgren, former Library Director; Marija Bojovic (Metelko,) mother of Police Sergeant Bojovic and for the men and women protecting our safety on the streets of Berwyn and in the Armed Forces.
3. The Open Forum portion of the meeting was announced. Alderman Laureto announced the BDC/Roosevelt Road Special Events Committee Green Mile Walk/Pub Crawl on Saturday March 14, 2014 from 5-11 p.m.
4. Minutes of the Berwyn City Council regular meeting and Committee of the Whole held February 25, 2014, were submitted. Thereafter, Avila made a motion, seconded by Chapman, to concur and approve as submitted. The motion carried by a voice vote.
5. The Berwyn Township/Public Health District submitted a communication regarding an Inter-governmental Agreement to contract an MRC (Medical Reserve Corps) Volunteer Coordinator. Thereafter, Chapman made a motion, seconded by Boyajian, to concur, approve as submitted and authorize the corporate authorities to enter into agreement. The motion carried by a unanimous roll call vote.
6. The Zoning Board of Appeals submitted a communication and an ordinance entitled:

AN ORDINANCE APPROVING A CONDITIONAL USE FOR A PUBLIC SERVICE USE/AND OR PRIVATELY OWNED COMMUNITY CENTER C-1 RESTRICTED COMMERCIAL ZONING DISTRICT AT 2600 S. RIDGELAND AVENUE, BERWYN, ILLINOIS.

Thereafter, Laureto made a motion, seconded by Boyajian, to excuse Aldermen Santoy and Avila from the vote. The motion carried by a voice vote. Fejt made a motion, seconded by Paul, to overrule the recommendation to adopt and deny. The motion failed on the following

**BERWYN CITY COUNCIL MINUTES
MARCH 11, 2014**

call to roll; Yea: Paul, Fejt and Polashek. Nay: Chapman, Boyajian, Laureto and Lovero. Chapman made a motion, seconded by Laureto, to concur, **adopt** the ordinance as presented and authorize the corporate authorities to affix their signatures thereto. The motion carried by the following call to roll; Yea: Chapman, Boyajian, Laureto and Lovero. Nay: Paul, Fejt and Polashek.

7. A deferred communication from Alderman Polashek regarding a Handicap Sign #869 for 1823 Oak Park. Thereafter, Polashek made a motion, seconded by Laureto, to overrule the investigating officer and approve sign. The motion carried by a voice vote.
8. Police Chief Ritz submitted a communication requesting to hire four probationary police officers. Thereafter, Avila made a motion, seconded by Chapman, to concur, grant permission and refer the matter to the Police and Fire Commission. The motion carried by a unanimous roll call vote.
9. Police Chief Ritz presented council with the new Berwyn Police Department Manual, Rules and Regulations. Thereafter, Chapman made a motion, seconded by Polashek, to accept the matter as informational. The motion carried by a voice vote.
10. The consent agenda, items K-1 through K-9, were submitted:

K-1	Payroll	2/26/14	\$1,022,893.38
K-2	Payables	3/11/14	\$1,130,046.83
K-3	Collections & Licensing for January and February 2014		
K-4	Building & Local Improvement Permits for February 2014		
K-5	St. Mary of Celle-Way of Cross Procession Good Friday 4/18/14		
K-6	Salvation Army Donut Day 5/30, 5/31, 6/6 and 6/7/14; Kettle Champaign 11/7/14 thru 12/24/14		
K-7	Chicago International Christian Church-Solicitation Cermak/Oak Park, Ogden/Oak Park-4/5/14		
K-8	Christian Congregation of Jehovah's Witnesses Community Service 5/15/14 thru 6/15/14		
K-9	North Berwyn Park District Easter Parade-4/19/14		

Thereafter, Avila made a motion, seconded by Laureto, to concur and approve by omnibus vote designation. The motion carried by a voice vote.

**BERWYN CITY COUNCIL MINUTES
MARCH 11, 2014**

11. Alderman Paul cancelled a Parking and Traffic Committee meeting previously called for March 31, 2014 and re-scheduled for April 15, 2014 at 5:30 p.m.
12. Alderman Polashek announced a Recreation Committee meeting, as previously called, for Monday March 31, 2014 at 5:30 p.m.
13. There being no further business to come before the meeting, same was after a motion by Laureto, seconded by Polashek, to adjourn at the hour of 8:16 p.m. The motion carried by a voice vote.

Respectfully submitted,




Thomas J. Pavlik, CMC
City Clerk

MINUTES
BERWYN CITY COUNCIL
COMMITTEE OF THE WHOLE
March 11, 2014

1. Mayor Lovero called the Committee of the Whole to order at 7:00 p.m.; upon the call of the roll the following responded present: Chapman, Boyajian, Paul, Fejt, Santoy, Polashek, Avila and Laureto.
2. The Mayor reviewed the revised agreement for item E-1, an IGA between the City, Township and Berwyn Public Health District regarding MRC (Medical Reserve Corps) Volunteer Coordinator.
3. The Mayor noted that the representatives from the Pilsen Wellness Center, INC., the petitioners for Conditional Use of 2600 S. Ridgeland, were available for any questions the Aldermen might have regarding item H-1. Polashek questioned their search for other properties in the area, perhaps closer to MacNeal Hospital.
4. Item I-1: Alderman Polashek reviewed the deferred Handicap Sign request for 1823 Oak Park Ave. noting his recommendation was to overrule the investigating officer's original recommendation to deny and grant the request after further discussion with and investigation by the Berwyn Police Department's Division Commander Santangelo.
5. There being no future business for the Committee of the Whole and/or agenda item discussion, the Mayor entertained a motion to adjourn. Thereafter, a motion was made by Avila, seconded by Boyajian, to adjourn the Committee of the Whole at 7:09 p.m. The motion carried.

Respectfully submitted,


Thomas J. Pavlik, CMC
City Clerk

The City of Berwyn



Robert J. Lovero
Mayor

A Century of Progress with Pride

Date: March 25, 2014

To: Members of City Council

Re: **Resignation from Historic Preservation Commission**

After many years of service to the City, I have received Ms. Lori Thielen's letter of resignation from the Historic Preservation Commission (see attached). Please join me in thanking Ms. Thielen for all that she has done in preserving the history and architecture which makes the City of Berwyn so unique.

Sincerely,

Robert J. Lovero
Mayor

Robert J. Lovero

From: thielen@att.net
Sent: Wednesday, February 19, 2014 7:21 AM
To: Robert J. Lovero; Rebecca Houze; Doug Walega; Michael Plummer; Nasri Mansour; Jamie Franklin; Mike DeRouin
Subject: BHPC Resignation

Dear Mayor and Berwyn Historic Preservation Commission,

I am resigning as Chairman and Commissioner from the Berwyn Historic Preservation Commission effective immediately. I am resigning to attend to some long-time deferred personal pursuits. I find that I no longer have the time required to continue to lead and serve the Commission. I am very proud of our Team's work and accomplishments during my very long leadership period with the BHPC. I would be happy to help with any transitional issues.

Thank you - Lori Thielen
Chair, Berwyn Historic Preservation Commission



A Century of Progress with Pride

F-2
Date: March 25, 2014

To: Members of City Council

Re: Appointment of Emilio Padilla to the Historic Preservation Commission

With the resignation of Lori Thielen from the Historic Preservation, I have tapped the skills of Mr. Emilio N. Padilla as a well-qualified replacement. As evidenced by the attached resume, Mr. Padilla has an extensive background as an architect and currently practices with the BauerLatoza Studio where he provides architectural design and consulting services on various project types including historic preservation projects. His resume is attached for review.

I ask that you concur with my recommendation to appoint Mr. Padilla to the Historic Preservation Commission.

Respectfully,

Robert J. Lovero
Mayor

EMILIO N. PADILLA, Project Architect
RA, LEED AP

Emilio Padilla, is a project architect of BauerLatoza Studio where he provides architectural design and consulting services on various project types including institutional, government, and historic preservation projects with sustainable design practice. At BauerLatoza Studio, Emilio specializes in exterior building envelope, adaptive reuse design and construction administration. Prior to joining BauerLatoza Studio, Emilio worked on a number of historic residential projects. Emilio is a licensed architect in Illinois.

PROJECT PROFILE

Restoration of Six Iconic Domes, West Pavilion

Museum of Science and Industry | Chicago, Illinois

Restoration of the iconic domes and West Pavilion at the Museum of Science and Industry following the Secretary of the Interiors Standards for Treatment of Historic Properties.

Marquette Park Lakefront East

City of Gary | Gary, Indiana

Master Plan, assessment and restoration of historic Recreational Pavilion, assessment and restoration of historic Gary Bathing Pavilion "Aquatorium," restoration of Father Marquette Statue.

DuSable Museum Roundhouse

DuSable Museum of African American History | Chicago, Illinois

Restoration of historic roundhouse including assessments, masonry restoration, roof replacement, window and door replacement, and interior space planning for classrooms, research and conservation labs, a catering kitchen, and exhibition areas.

Steamtown National Historic Site - Locomotive Machine Shop

National Park Service | Scranton, Pennsylvania

Historic building assessment and exterior restoration program: Various repairs to 17,900 square feet of brick exterior walls; roof replacement; and restoration of 218 historic windows.

Johnstown Flood National Historic Site

National Park Service | South Fork, Pennsylvania

Building assessment of exterior and interior components, structural and building envelope restoration, and sustainable design components including a new MEP to utilize geothermal heating and cooling.

6045 South Kenwood Building

University of Chicago | Chicago, Illinois

Adaptive reuse of historic former Illinois Bell building. Multi-phased, 90,000-square-foot project; programming, space planning, designing the building shell, core and interior.

DuSable High School

Chicago Public Schools | Chicago, Illinois

Masonry repairs, replacement of 1,100 windows, and replacement of 150,000 square feet of built-up roofing for the nearly 400,000 square foot school in the Bronzeville neighborhood. The school is listed as a Chicago landmark.

Knickerbocker Hotel

Millennium Hotels | Chicago, Illinois

Exterior restoration of a 13-story hotel building including elaborate terra cotta ornamentation, brick and limestone masonry restoration. The Knickerbocker is an historic landmark luxury hotel located in Chicago's Gold Coast neighborhood.



PROFESSIONAL REGISTRATION

Registered Architect: Illinois

National Council of Architectural Registration Boards

LEED Accredited Design Professional by the United States Green Building Council

Society of Hispanic Professional Architects (ARQUITECTOS)

EXPERIENCE

9 years practicing architecture

6 years practicing architecture at BauerLatoza Studio

EDUCATION

BA in Architectural Studies, University of Illinois at Chicago

Study Abroad Architecture Program, Universidad Autonoma de Yucatan, Merida, Yucatan Mexico

Study Abroad Estudios Hispánicos, Universidad de Barcelona, Barcelona, Spain

CONTACT

1225 Wisconsin Ave

Berwyn, IL 60402

773.414.4252

emiliopadilla@gmail.com

F-3
The City of Berwyn



Robert J. Lovero
Mayor

A Century of Progress with Pride

March 25, 2014

To: City Council
From: Mayor Robert J. Lovero

RE: Insurance Renewal

Council Members:

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

Respectfully,

Robert J. Lovero
Mayor



A Century of Progress with Pride

March 20, 2014

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

RE: Consideration of hiring additional blight inspectors

Dear Mayor and Members of the City Council:

I would like to suggest that we revisit the budget to consider hiring additional blight inspectors. I am asking that we consider this for the following reasons. The City will receive additional funds for the increase charge in vehicle tags. We also recently received additional funds for the gambling machine tax. I am asking that we consider use of these unbudgeted funds for this purpose.

It would be beneficial to each ward to have their own blight inspector. If we do not have enough funds available for this request, I would then ask that we hire at least two additional inspectors. If we were able to hire at least two additional inspectors they would each be able to have 2 wards to cover. This would help tremendously. The majority of complaints that I receive during the summer months are related to blight issues. I am sure that the 8th ward is not alone with this problem.

I am asking that this communication be sent to the Budget Committee for consideration.

Sincerely,

Nora Laureto
Alderman, 8th Ward
City of Berwyn



A Century of Progress with Pride

RESOLUTION

Whereas, the Berwyn Playground Recreation Commission will hold their Annual Baseball Parade on April 26, 2014, beginning at 9:00 a.m.; and


Whereas, the Berwyn City Council has voted to grant permission for this aforesaid activity in previous years; and

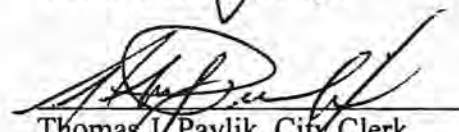
Whereas, the baseball players and coaches will assemble at the El Strip between East and Elmwood Avenue, proceed south on Elmwood Avenue, to Cermak Road; west to East Avenue, south on East Avenue to Baseball Alley proceed to the Bronco Field where all teams will assemble in the outfield; and

Whereas, the Berwyn Police Department will have officers controlling traffic on the scheduled route with special attention the major intersections.

Now Therefore, be it resolved by the Mayor and members of the Berwyn City Council to grant permission for this annual event and to extend to all the boys and girls participating in the baseball program out best wishes for good weather and a successful baseball season.

Entered upon the records of the City of Berwyn, this 25th day of March 2014.


Robert J. Lovero, Mayor


Thomas J. Pavlik, City Clerk

J-2

PROCLAMATION

WHEREAS, In 1972, Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for planting of trees, this Holiday, called Arbor Day, was first observed with the planting of More that a million trees in Nebraska and is now celebrated Throughout the world; and

WHEREAS, trees can reduce the erosion of our precious topsoil by wind and water, cut heating and cooling cost, moderate the temperature, clean the air, produce oxygen and provide habitat for wildlife; and;

WHEREAS, trees in our city increase property values, enhance the economic vitality of business areas and beautify our community; and

WHEREAS, City of Berwyn has been recognized as a Tree City USA by the National Arbor Day Foundation and desires to continue its tree-planting ways.

NOW, THEREFORE, I Robert J. Lovero, Mayor of Berwyn, do hereby proclaim **April 25, 2014** as **ARBOR DAY** in the City of Berwyn and I urge all citizens to support efforts to care for our trees and to support our city's community forestry program and I further urge all citizens to plant trees to gladden the hearts and promote the well-being of present and future generations.

Robert J. Lovero
Mayor of the City of Berwyn

Thomas J. Pavlik
City Clerk, City of Berwyn

Robert Schiller
Director of Public Works, City of Berwyn



2701 S. Harlem Avenue
Berwyn, IL 60402-2140
(708) 795-8000
Fax (708) 795-8101
www.berwynlibrary.org

March 19, 2014
Honorable Mayor Robert J. Lovero
Members of the City Council
City of Berwyn

Re: Authorization to advertise and hire a Librarian II- Children’s Services (40 hrs.)
Increase hours for two part-time Library Assist. II – Teen Services (from 13 hrs. to 18 hrs.)
Replace a part-time Library Assistant II – Youth Services (20 hrs.)

Dear Mayor Lovero and Members of City Council:

1. Librarian II – Youth Services (starting annual salary \$33,280.00)

The Library Department is requesting authorization to create a Librarian II professional position to take over as liaison to the two primary school districts. This position will routinely work the youth desk offering reference, readers and homework support. This position will also plan programming and services offered to children. To pay for this position we will not replace a Library Assistant I position vacated by Nora Mastny and a part-time Librarian I position vacated by Jasmine Brown when she reduced her hours from 40 to 20 hrs. per week. Total salaries savings prorated 3/1/14 - **\$37,363.00**

2. Library Assistant II – Teen Services

We added two teen positions in 2013 at 13 hours each. We have found this is not adequate to serve this important population. The Library Department is requesting authorization to add hours to Tara Cobb and Morgan Lewis’ schedules to better cover the desk and visit Morton High School on a regular basis. This is an increase of 10 hours/week (5 hrs. each), \$2,500 each for the remaining 20 pay periods in 2014.

Total cost 2014 - **\$5,000.00**

Total cost 2015 - **\$6,500.00**

These changes (sections 1-2) will realize a reduction in salaries, benefits and IMRF costs.

3. Library Assistant II – Youth Services (20 hours), \$12.50

This position was held by LaRaie Zimm. She took a professional position at the Stickney Public Library. This position is a replacement and in the FY2014 budget.

The Library Board of Trustees approved these changes and replacement at the March 21, 2014 meeting. Your consideration and concurrence of this request is appreciated.

Respectfully submitted,

Tammy Clausen, Library Director



A Century of Progress with Pride

Date: March 25, 2014
To: Mayor Robert J. Lovero & City Council Members
From: Evan K. Summers, Assistant City Administrator
Re: **Capital Improvement Plan (CIP) Local Technical Assistance (LTA) Grant**

The Chicago Metropolitan Agency for Planning (CMAP) adopted its long-range regional planning initiative called GO TO 2040 back in 2010. Since the adoption of their plan, CMAP has offered technical assistance to communities seeking to implement projects in line with the objectives of GO TO 2040. The City of Berwyn applied and was awarded free technical assistance to complete the capital improvement plan started last year. Through this program, CMAP staff will work with the City and the Berwyn Development Corporation to undertake the assignment. CMAP staff will work through a Steering Committee consisting of individuals selected by the City and seek the participation and input of key stakeholders. The aforementioned plan will be a roadmap covering the next five years of proposed capital asset projects in the City. The project has a timeline of approximately seven (7) months.

Recommendations

It is my recommendation to approve the attached Resolution, Memorandum of Understanding and Scope of Work as presented to Council.

Sincerely,

Evan K. Summers
Assistant City Administrator

Municipal Resolution

City of Berwyn

Resolution # _____

A RESOLUTION TO ACCEPT PLANNING ASSISTANCE SERVICES DELIVERED BY THE CHICAGO METROPOLITAN AGENCY FOR PLANNING

WHEREAS, the City of Berwyn ("the City") has applied for planning assistance services through the Chicago Metropolitan Agency for Planning ("CMAP") to prepare a new Five-Year Capital Improvement Plan;

WHEREAS, the City's request for such assistance has been identified by CMAP as a priority project; and

WHEREAS, CMAP has adopted the GO TO 2040 Plan as the long-range regional comprehensive plan for the seven-county Chicago region, encompassing Cook, DuPage, Kane, Kendall, Lake, McHenry and Will counties, and is providing assistance as a means of advancing the plan's implementation; and

WHEREAS, the City and CMAP have agreed on the general contents of a Memorandum of Understanding ("MOU") and a Scope of Services that will guide planning assistance services to be provided by CMAP;

NOW, THEREFORE BE IT RESOLVED BY THE CITY OF BERWYN:

Section 1: the (governing body) supports the preparation of a new Five-Year Capital Improvement Plan.

Section 2: the (governing body) accepts the offer of planning assistance services by CMAP and recognizes that these services are provided for the purpose of advancing the implementation of GO TO 2040.

Section 3: the (governing body) authorizes staff as designated by the (authorized official) to finalize and execute a Memorandum of Understanding with an attached Scope of Services.

Section 4: the (governing body) recognizes that provisions that govern the administration of planning assistance services, and, if necessary, the discontinuation of such services, are included in the Memorandum of Understanding.

Section 5: This resolution shall be effective as of the date of its adoption.

PRESENTED and **ADOPTED** the ____ day of _____

Robert J. Lovero

Name of Authorized Official

Signature

Mayor

Title

Date

Thomas J. Pavlik

Attest

Signature

City Clerk

Title

Date



Chicago Metropolitan Agency for Planning

233 South Wacker Drive
Suite 800
Chicago, Illinois 60606

312 454 0400
www.cmap.illinois.gov

CMAP MOU – Local Technical Assistance Program Between CMAP and the City of Berwyn March 2014

Please note: “LTA staff” means CMAP staff assigned to work with local governments and community groups as part of the Local Technical Assistance program.

1. CMAP / applicant relationship

- Scope of work for staff will be jointly determined by CMAP and applicant
- All work performed by LTA staff must be related to work plan – the majority should be directly referenced within work plan
- LTA staff are CMAP employees and CMAP is responsible for evaluating their performance
- CMAP will determine which of the relevant LTA staff will be assigned to work on the project (based on availability, skills, familiarity with the applicant community, and applicant preferences)

2. Access to resources

- LTA staff will have full access to CMAP data and other resources, including specialized staff based at CMAP (for advanced mapping, data, outreach, communications, or topic-specific expertise)
- The applicant will provide access to relevant staff who will need to be involved in the project, and will ensure that they allocate appropriate time
- The applicant will provide access to all relevant internal data, reports, and other information
- The applicant’s leadership (key staff, board members, other elected officials, other decision-makers) will commit to participate in the project and allocate sufficient time at meetings (committee meetings, Council meetings, etc.) to ensure a successful project

3. Demonstration of local support

- Applicants will be required to pass a resolution supporting the project at their governing board before work will begin
- The community will be responsible for working with CMAP to identify a project steering committee
- The applicant agrees to participate in public outreach and engagement efforts; including assisting in dissemination of project and meeting information, attending and assisting at public meetings, and providing key stakeholder contact information

4. Project management

- Project scope of work (including LTA staff work plans, timelines, public engagement schedules, commitment of other non-staff resources by either CMAP or the applicant, and other elements) will be jointly determined by CMAP and applicant prior to beginning work
- A full project scope of work must be attached to the MOU at the time it is signed
- Changes to project scope or timelines must be jointly agreed to by CMAP and applicant; major expansions of scope may result in discontinuation of project
- Allocation of LTA staff to each project will vary over time based on project timeline and work needs

The undersigned parties agree to the terms listed above.

CMAP Representative:

Robert Dean, Deputy Executive Director

Date

City of Berwyn:

Evan K. Summers, Assistant City Administrator

Date

SCOPE OF WORK – CAPITAL IMPROVEMENT PLAN FOR THE CITY OF BERWYN

Project Background

The City of Berwyn is a well-established and mature community located just 10 miles west of downtown Chicago. Berwyn is known for its affordable solid brick bungalow homes, multiple transportation options, and mix of shops and restaurants. The City is also home to excellent recreational, educational, and cultural institutions. However, similar to other communities in the region, Berwyn faces a number of economic and physical challenges in the near future. A combination of demographic shifts and growth in the aging population will require thoughtful and strategic planning.

With support from CMAP's LTA program, the City of Berwyn has been actively planning for its future. The City adopted a new [comprehensive plan](#) in October 2012. This plan organizes its recommendations into four themes – redevelopment, community health, neighborhood preservation and enhancement, and image and identity – to reflect the priorities and vision of Berwyn. As a follow-up project, the City is currently working with CMAP to update its [zoning ordinance](#) to modernize it and bring it into consistency with the recommendations of the comprehensive plan.

Building upon these recent planning activities, this project seeks to update Berwyn's Capital Improvement Plan (CIP). The [current CIP](#), adopted in fall 2013, was prepared by City staff, and plans for nearly \$54 million in capital funding over a five-year period capital assets including facilities, equipment, and infrastructure. The CIP divides projects into several categories: Infrastructure, City Hall, Information Technology, Public Works, Forestry, Police Department, Fire Department, Recreation, and Library projects. Funding for these projects comes from City sources, as well as a variety of others external sources, with the largest being Motor Fuel Tax (MFT), Tax Increment Financing (TIF), the Illinois Department of Transportation (IDOT), and a variety of others.

The current CIP is a functional document, but the purpose of this scope of work is to create an improved CIP for the City. The City has identified several areas in which improvements are particularly desired, which are described below.

- The treatment of City facilities should better reflect ongoing needs for maintenance and updates. The CIP should identify projects like water-efficiency or energy-efficiency improvements which could lead to decreases in operating costs over time. Related to this, opportunities for grants, rebates, loans, or other financing sources to help finance improvements to City facilities should also be explored and included in the CIP.
- The CIP includes limited budgeting for planning work that will support future infrastructure projects. Many CIPs seek to anticipate the costs of future plans to guide infrastructure investment, and this should be included in Berwyn's.
- The City allocates funding for infrastructure improvements through its Community Development Block Grant (CDBG) program, but this is not considered within the current CIP. It should be considered as a potential funding source for some infrastructure projects.
- The current CIP was prepared as primarily a technical exercise by the City's departments, with limited public engagement. As the CIP is an expression of the City's priorities for its future, public engagement should be a feature of the new CIP.
- CMAP will explore whether there is an opportunity to align the CIP more closely with the recently-adopted comprehensive plan. Many elements of the current CIP, including its focused investment in the Depot District, are consistent with the comprehensive plan, but there are other opportunities for alignment of infrastructure investments with the plan's recommendations.

Overall, the City views the preparation of a new CIP as presenting an opportunity to institute best practices, rather than springing from a need to correct deficiencies in the current document.

In addition to serving the City's needs, this project also aligns with CMAP's interest in advancing GO TO 2040. GO TO 2040 calls for careful prioritization of infrastructure investments at all levels of government, and CMAP views the development of a CIP for Berwyn as an opportunity to implement this principle at the local level. While CMAP has not assisted a community with a CIP in the past, this may be a potential area of focus for future projects funded through the LTA program. CMAP wishes to create a CIP for the City of Berwyn that can serve as a model for other communities in the region.

Project Description

This project will create a Capital Improvement Plan (CIP) to guide capital investments in the City of Berwyn. The new CIP will cover a five-year period.

The following bullets reflect CMAP's initial assumptions about projects that will be included in the CIP.

- Relevant projects to include in the CIP are those that have a minimum value of \$25,000, have a useful life of more than one year, and result in a fixed asset. Typical projects include construction of a new facility; acquisition of an asset, including land; nonrecurring rehabilitation of an existing asset; equipment purchases; and studies related to future capital investment. Projects in the CIP recur irregularly or infrequently, and do not include regular maintenance. However, each project in the CIP should reflect any ongoing costs associated with the operations and maintenance of the project after its construction.
- The projects within the CIP will be organized within the same categories as the current CIP, that is: Infrastructure, City Hall, Information Technology, Public Works, Forestry, Police Department, Fire Department, Recreation, and Library.

This project is expected to be 7 months in length, from April to October 2014.

Scope of Services

The City has designated a lead staff person from the Engineering Department who will be the CMAP's main contact at the City. In addition, CMAP expects to interact frequently with other representatives of Berwyn, both directly and through a steering committee. The steering committee will include representatives from the City's relevant departments; these include the departments that manage the projects in the CIP, as well as the Finance Department, City Administrator's office, the City's engineering consultant (Novotny Associates), and Berwyn Development Corporation. The steering committee is expected to meet approximately monthly over the duration of the project. CMAP will also communicate directly with the individual members of the steering committee during certain stages of the project, as described below.

Expected project stages and activities are described below, but these may change as the project advances. Many of the stages below include deliverables to be produced. Each of these deliverables is expected to be presented to the steering committee for their concurrence. This is not a formal approval process; the only deliverable to be formally approved will be the final product.

Organize the process

In the early stages of the CIP development process, CMAP and the City will confirm – or change, if needed – the assumptions above concerning the definition of a capital project and the departments that

will be involved. CMAP and the City will firmly identify the members of the steering committee and confirm their participation, and the first meeting of the steering committee should occur during this initial stage. The role of elected officials and the general public, including the development of a public engagement plan (described as a later stage), will also be discussed and confirmed.

During this stage, CMAP will compile and review existing studies and reports that will have bearing on the CIP update. These include the current CIP, the comprehensive plan, and any other plans and studies that recommended or referenced infrastructure improvements. The City will be responsible for identifying relevant documents and bringing them to CMAP's attention. CMAP will also survey recent plans for infrastructure investment in communities immediately beyond the City's boundaries to look for opportunities for coordination across municipalities.

Deliverable: None.

Timeline: complete in month 1 (April)

Prepare fiscal analysis

The CIP should be informed by a long-term financial forecast for the City as a whole. This should also be done for each of the fund sources or accounts available, taking into account historic and expected trends in revenue, expenditures, and debt. This activity will be led by the City's Finance Department.

This evaluation should be done for sources that the City controls as well as external funding that is used to support capital expenditures. In some cases, this will be a fairly straightforward exercise, but in others, a series of assumptions will need to be made to create the funding estimates. CMAP will document assumptions made, and will include these in the financial plan document.

The examination of financial forecasts should lead to the identification of available capital funds for each fund source or account that the City expects to use for capital projects. It should also identify which types of capital projects each fund can be used for. In some cases, there are clear limitations on the types of projects that can be funded with a given funding source, and in other cases, there is greater flexibility; this should be discussed in the financial plan.

Deliverable: A financial plan that provides estimates of funding available for each funding source within the five-year time frame of the CIP, and that documents assumptions made in the development of these estimates.

Timeline: complete in month 3 (June)

Create "wish list" of projects

The CIP should include a "wish list" that includes the full range of projects that the City could include in the RFP (which also could be referred to as a "universe" of projects). An early step in this process will be the preparation of standard forms or templates that can be used by each department to submit project ideas. The City already used such a template in their current CIP, as can be seen in the list of individual projects within the document. The City is satisfied with this template, but CMAP will review project forms from other communities and bring any significant differences to the City's attention. The City intends for project requests to continue to originate from its departments, and any changes to the template will be suggested with that intention in mind.

Following the development of an updated template, potential projects will be submitted for consideration using the template. The City's departments will be responsible for identifying potential projects within their area of expertise. In addition, CMAP will suggest additional ideas that are common in other communities, or that are referenced in the comprehensive plan and other background documents. The basis for the "wish list" of projects will be the City's current CIP, plus any projects that did not make the cut for inclusion in the current document but are still considered longer-term priorities. In addition, entirely new projects are likely to be identified, either by the departments or the City's lead staff person.

The City's departments are responsible for submitting project requests using the template, including entering all of the necessary data; each project request will be submitted as a separate document. The City's lead staff person will take responsibility for collecting the requests, organizing them, and assessing them for completeness. CMAP will assist the City's lead staff in performing this assessment.

CMAP, with assistance from an external consultant, will also be responsible for comparing the departments' cost estimates to generally accepted unit costs. CMAP and its external consultant will not perform a detailed cost study for each project, but will review each project cost to ensure it is reasonable and "in the ballpark" for the project being proposed.

Following these steps, a "wish list" of possible projects will be developed which summarizes the information on the project request forms in a readable and organized way.

Deliverable: A "wish list" of projects that identifies potential projects to be included in the CIP.

Timeline: complete in month 3 (June)

Develop criteria for project selection

Proposed projects should be evaluated and selected for inclusion in the plan using clear criteria. This means that in addition to the financial plan and the "wish list" of potential projects, the CIP process will require a set of criteria that is used to prioritize projects.

CMAP, in close consultation with the City's lead staff, will be responsible for developing and gathering consensus on criteria to be used for project prioritization. This will likely be an area of significant discussion for the steering committee. CMAP will lay out a process in their proposal to identify potential criteria, evaluate them, recommend a short list of criteria, and develop a consensus by the steering committee around the criteria that will be used.

Criteria may be evaluated either qualitatively or quantitatively. CMAP recognizes that a variety of types of projects are included in the CIP, and robust quantitative comparisons may not be possible in many cases. Instead, the criteria may describe characteristics of high-priority projects (for example, those that are legally required, or that address an immediate safety problem) versus lower-priority (for example, those that improve quality of life but are non-essential). The criteria could also include general principles that would be considered during project prioritization (for example, a general principle that maintenance of existing facilities should be prioritized over expansion, or that projects that are consistent with the comprehensive plan should be prioritized).

Deliverable: A memo describing the criteria that will be used to prioritize potential projects for inclusion in the CIP.

Timeline: complete in month 3 (June)

Use criteria to prioritize projects

Following the development of criteria, CMAP will work with the City's lead staff person to evaluate and prioritize projects based on these criteria. This will result in the individual assessment of each project against the identified criteria. A variety of methods to do this are possible, including creating a quantitative score for each project, or more broadly grouping projects into categories.

Comparison of projects to each other will be done with recognition of the potential funding sources for each. For example, some types of projects may have a dedicated funding stream that can only be used for that particular project type, so comparison of these to other potential projects is not very useful. In these cases, the CIP may simply provide "ratification" of existing priorities if projects have been previously approved or prioritized through a different process. In contrast, projects that rely on the general fund or other sources that can fund a variety of project types will be subjected to the most scrutiny and discussion.

This phase also provides an opportunity to coordinate projects. The City departments should review the locations and scopes of projects being proposed by other departments to determine if the timing of projects can be aligned. This may also affect prioritization, if there is an opportunity to combine projects submitted by multiple departments for a more cost-effective investment. CMAP will assist in identifying geographic overlap of projects and will bring these to the attention of the steering committee.

As the prioritization process unfolds, a series of funding decisions will be made. This is expected to be an iterative process, in which the projects with dedicated funding streams and the projects that are overall highest priority are allocated funding first. After funding is set aside for these, remaining funding will be allocated competitively to other projects, based on their consistency with the identified criteria and within the limits of each funding source. The timing of projects will also be determined during this activity, based on readiness, priority, funding availability, and coordination opportunities. The City's lead staff person will facilitate the initial rounds of this discussion, which is expected to begin as a series of conversations at the department level. Later rounds will occur at the steering committee, and will be facilitated by CMAP.

Deliverable: A series of tables that summarize funding allocated for individual projects.

Timeline: complete in month 5 (August)

Create draft CIP

In this phase, a draft CIP will be created. It will include an introduction to the document and the CIP development process, charts and tables showing funding availability, and a series of tables that show funding allocated for each project. It will also include individual project descriptions of each project that is funded within the five-year period covered by the CIP.

CMAP will be responsible for developing a format for the document, which will be produced in a commonly available software (such as Microsoft Word or Excel) to ensure that the City can use the same format in future years. CMAP will be responsible for compiling the draft document, but the City will prepare the document in future years, so the City's lead staff person will be highly involved.

Drafts of the draft CIP will be provided to the steering committee for review and concurrence. After this, the adoption process will begin.

Deliverable: A draft CIP, including introductory language, summary tables and charts, and detailed project lists.

Timeline: complete in month 6 (September)

Adopt CIP

The City will discuss the draft CIP at a Committee of the Whole meeting in late September, which will also serve as a public hearing. The CIP will then be brought to City Council for approval in October.

Deliverable: Final, adopted CIP.

Timeline: complete in month 7 (October)

Public and stakeholder engagement

The development of the CIP is largely a technical process, led by the City's departments. However, the CIP can be an important expression of the City's priorities, and therefore some degree of public involvement in its preparation is desired. This will not be a major part of the project scope, but an acceptable level of public engagement will be identified and achieved. It is also not expected that this project will draw extensive interest from the general public, so outreach will be targeted to key stakeholder groups (such as other units of government, or selected nongovernmental groups are relevant to infrastructure) instead.

Two points in the project development are most relevant for public engagement. The first follows the completion of the interim documents – the “wish list”, initial financial estimates, and project criteria. This will occur in June, and will likely consist of a meeting with a broad group of stakeholders, as well as posting of materials on a website accessible to the general public. The second will be a public hearing held in conjunction with the Committee of the Whole meeting to discuss the draft CIP in late September.

Deliverable: Summaries of public engagement results.

Timeline: primarily occurs in month 3 (June) and month 6 (September)

Process documentation

Throughout the CIP development, CMAP will document the process that is used to develop each interim deliverable. This will largely be done through attendance at steering committee meetings and conversations with the City's lead staff person, but some individual conversations with City departments concerning their project identification and prioritization processes would also be useful.

Deliverable: Written description of CIP development process.

Timeline: complete in month 8 (November), following CIP adoption

Implementation

After the CIP is adopted, CMAP will remain involved for a period of two years after its completion, with the purpose of monitoring and encouraging progress on the implementation actions specified in the

plan. This will be a much lower level of involvement, but will include meeting periodically with City staff, tracking and monitoring progress in accomplishing the plan's recommendations, assisting with applications for funding for plan implementation, and similar activities.

Deliverable: At the end of this two year period, CMAP will assess the work that has been accomplished to date and provide the city with advice on potential next steps for the following two years.

Timeline: two years following CIP adoption



A Century of Progress with Pride

Date: March 25, 2014

To: Mayor Robert J. Lovero
Members of City Council

Re: **Seasonal Planting Installation – Contract Extension**

The feedback regarding 2013's Seasonal Plantings was overwhelmingly positive largely thanks to the high quality, colorful installation achieved by our contractor, Violet Flower Shop. The owner of Violet Flower Shop has offered to extend their contract with the City for an additional year while offering a 0% annual increase.

This year's Seasonal Planting Contract will cover Roosevelt Road, Cermak Road, the Depot District and Ogden Avenue. This annual contract is budgeted through the respective TIFs and the General Fund.

Recommendation:

Staff recommends extending the Violet Flower Shop contract an additional year for a cost not to exceed \$36,804.00.

Respectfully,

Evan K. Summers
Assistant City Administrator



A Century of Progress with Pride

Date: March 25, 2014

To: Mayor Robert J. Lovero
Members of City Council

RE: Request to Issue RFP: Seasonal Planting 2014 – Watering

Attached is 2014's RFP for the watering of the City of Berwyn's planters. The RFP requests the services of a qualified contractor to perform seasonal watering for Ogden Ave, the Depot District, Cermak Road, and Roosevelt Road. After fully vetting the submitted bids, it is staff's intention to return to City Council on April 22nd to award the contract.

Recommendation:

Authorize staff to issue the attached RFP and solicit bids from qualified vendors.

Respectfully submitted,

Evan K. Summers
Assistant City Administrator

Seasonal Planting RFP - Watering | 2014

REQUEST FOR PROPOSAL

SEASONAL PLANTING WATERING FOR THE CITY OF BERWYN, IL 2014

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

SEASONAL PLANTING WATERING

RFP packets are available at City Clerk's Office, City Hall, 6700 W. 26th Street, Berwyn, IL 60402.

ADDRESS PROPOSALS TO: Attention of the City Clerk's Office, City Hall, 6700 W. 26th Street, Berwyn IL 60402, on or before the Proposal due local time and date specified below. Proposals shall be sealed and clearly marked on the front, "**Proposal for Seasonal Plantings - Watering.**" **Faxed proposals will not be accepted.**

PROPOSALS ARE DUE NO LATER THAN: 9:30 a.m., on April 8th, 2014. 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 Proposals responses which are received later than the date and time stated below. Upon staff review, the winning bidder will be selected at the regularly scheduled City Council Meeting in accordance with the timeline.

QUESTIONS: Bidders shall register with the below representative to stay up-to-date on all amendments to the RFP. All questions and clarifications regarding this Request for Proposal must be submitted no later than 9:30 a.m. in accordance with the timeline, by e-mailing or calling the following City Representative:

Evan K. Summers
Assistant City Administrator
City of Berwyn
708-788-2660 x3252

TIMELINE:

Approval of RFP	March 25, 2014
Questions Due	April 1, 2014
Proposals Due	April 8, 2014
Open Bids	April 8, 2014
Award Contract	April 22, 2014
Watering Begins	June 9, 2014
Watering Ends	October 10, 2014

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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 the seasonal planting watering in accordance with the aforementioned timeline. The successful vendor will provide watering services as described herein.

All specified planting containers and in-ground flower beds shall be watered as specified by the City of Berwyn. The installation of plantings shall be completed under a separate contract. All planting containers and in-ground flower beds will be watered as specified herein or as-needed or requested at a unit price to maintain plant health and attractive appearance between the installation date and the removal date. Both the installation contractor and the watering contractor shall work together to ensure plant health.

The selected Bidder and the City must cooperate in order to successfully complete the planting by this deadline. The City will designate a representative to work with the selected Bidder's representative.

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 City's representative no later than as prescribed by the aforementioned timeline.
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.
3. The proposer is responsible for all cost related to the preparation of this proposal.
4. Any cost associated with the delivery of water or watering equipment 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 Proposal herein.
5. The format of the vendor's proposal must be consistent with the format described herein.
6. Proposed pricing and/of percentage discount shall be firm from the beginning date of the signed purchase order; this is a turn-key project in which the awarded amount is understood to cover the scope of work.
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 services from other vendors as needed.
9. This proposal must be summarized in letter form on the vendor's letterhead. 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 to the terms must be noted in the letter.

10. The proposal may include a proposed alternate for the contract. The City will consider alternates that will achieve higher levels of practicality, intensity, effect or cost savings.
11. At least three (3) references from companies or agencies that have utilized your services for a similar scope of work. The company's name and address, a contact name, title and phone number or email, must be included with the reference information (Section IV).
12. 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 reject any and all proposals without cause.

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 plant material and plants. 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 their expense, shall replace the material and plantings (within seven (7) business days) to the complete satisfaction of the City. The replacement of the material and or plants 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 herein.
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, adjust the contract or seek damages; whichever is in the best interest of the City. In any 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 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 plant material and plantings, warranty/product, reliability & functionality/product availability, references, delivery time, local bidders, and special pricing & volume discounts.
4. Award, if made, shall be in the form of a Purchase Order.
5. All prescriptions of this RFP shall be understood as a form of signed contract.

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 City 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. The City's representative reserves the right to request the offeror to provide additional information during this process.

SPECIFIC CONDITIONS AND INSTRUCTIONS:

- This contract is for the watering of plantings. A separate contract will be issued for the installation of plantings.
- The contractor awarded the installation contact shall coordinate installation with the watering contractor to ensure plant health.
- Water for the plants can be obtained via Berwyn Public Works at cost. If water is provided by the City, an invoice for the water will be sent to the contractor at the end of the contract.
- This is a lump sum contract. Additional water may be required during drought periods but is the sole responsibility of the contractor.
- Prospective bidders shall register with the City's representative in order to stay up to date with announcements and changes.

The above conditions and instructions clarify this specific proposal document, but are in addition to the attached GENERAL CONDITONS 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 Proposal 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. The signed document shall constitute acceptance of the bidder to terms and conditions set forth herein but shall not bind the City until a purchase order is made.
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 26th Street
Berwyn, IL 60402

3. **PROPOSAL DEADLINE.** Proposer shall be responsible for taking whatever legal measures are necessary to ensure that the proposal reaches the office of the City Clerk 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 need not be opened and will not be considered for award by the City.

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 the 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 City of Berwyn believes it is important to keep a fair and balanced marketplace, therefore 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. Prior compensated consulting shall not preclude a firm from bidding.

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.

WHEN ADDITIONALLY REQUIRED:

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

d. 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, an 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.

e. Additional Insurance Requirements

Owner's Insurance shall include coverage for loses 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 or Subcontractor prior to installation or prior to inclusion of such material or equipment in construction. Contractor shall maintain appropriate insurance for such risks or occurrences and name the City of Berwyn as an additional insured.

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

C. **SPECIFICATIONS**

1. **FORMAL SPECIFICATIONS.** The proposer shall propose 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. Site visits to review existing conditions/size of in-ground planters are encouraged for proper bidding.
2. **PROPOSED ALTERNATE.** When an item is identified in the Proposal 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 Proposal exactly what he/she proposes to furnish, and forward with his/her Proposal, 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 required to accept the proposal with the lowest cost estimate.
- The use of local labor or businesses.

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. The contract life shall be from award to project close out; insurance shall extend until December 31 of the contract year.
 - b. 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.
 - c. Terminated due to the default, as described below.
 - d. The City reserves the right to cancel the Contract without reason by giving 30 days notice to Contractor.
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. In the event of detrimental default, the City reserves the right to file suit against the Contractor. Any legal proceedings shall take place in the County of Cook, IL.
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, sexual orientation 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. City Council meets bi-monthly and therefore adequate time must be given by the contractor for City staff to review, authorize and submit to City Council for approval.
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
City Administrator's Office
6700 W. 26th 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 shall govern.

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.

I. 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 (or similar) services 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.

A. SECTION V COMPANY INFORMATION & SIGNATURE SHEET
Contractors must include with their submitted proposal this completed and signed Company Information & Signature Sheet and a price list for the proposed summer flower rotation 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 Proposal 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 Bidder on the project.

Delivery: Upon receipt of a purchase order from the City of Berwyn, the vendor guarantees delivery and application of water as stipulated in the RFP.

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

**City of Berwyn Summer Flower Watering
2014**

I. Scope of Work

The City of Berwyn is soliciting proposals for the summer of 2014 seasonal planting watering at locations throughout the City. The summer planting installation includes stand-alone containers and in-ground flower beds. The watering sites are located throughout the City of Berwyn, including Ogden Avenue, Cermak Road, Roosevelt Road and the Depot District. The Proposal shall include the following tasks:

The Bidder shall furnish all labor, supervision, supplies, tools, equipment and other means necessary or proper for performing and completing the work, and be responsible for compliance with all applicable laws. The Bidder shall be responsible for the cleaning up of the job site and shall repair or restore all structures and property that may be damaged or disturbed during performance of the work to the satisfaction of the City of Berwyn.

List of Planters Summary:

1. 20" Round Container: 98 Total
2. 32" Round Container: 144 Total
3. 36" Round Container: 40 Total
4. In-Ground Flower Beds: 49 Total

List of Planting Locations and Quantities:

1. Area I Cermak Road
 - a. 32" Round Containers: 123
 - b. 20" Round Containers: 87
2. Area II Ogden Ave
 - a. In-ground Planters: 9 total
3. Area III Depot District (Windsor Ave, Stanley Ave and Oak Park Ave)
 - a. 32" Round Containers: 21
 - b. 20" Round Containers: 9
4. Area IV Roosevelt Road (South Side of Street Only)
 - a. In-ground Planters: 20
 - b. 36" Round Containers: 40

II. Specifications

a. Containers

- i. Ensure adequate drainage of planter.
- ii. Water a minimum of 3 times per week or more often as necessary in order to maintain plant health during season.
- iii. Apply weed control and hand weed as necessary.
- iv. Weekly inspection of plantings and de-litter as necessary.
- v. Fertilize at time of planting and twice monthly thereafter.

b. In-ground Flower Beds

- i. Remove and dispose of all debris, litter and dead plantings.



J-7

A Century of Progress with Pride

Date: March 25, 2014

To: Mayor Robert J. Lovero
Members of City Council

Re: Request to Solicit Bids – Landscape Contractors

I am seeking approval to solicit bids from qualified landscape contractors for the upkeep and maintenance of the following commercial districts:

- Ogden Avenue
- The Depot District
- Cermak Road
- Roosevelt Road

These services are budgeted through the various TIFs and General Fund.

Respectfully submitted,

Bob Schiller
Public Works Director

RS/eks



The City of BERWYN, Illinois Fire Department

DENIS O'HALLORAN, Fire Chief

6700 West 26th Street * Berwyn, Illinois 60402-0701 * Telephone: 708.788.2660 ext 251
Fax: 708.788.3990

March 21, 2014

Honorable Mayor Robert J. Lovero
Members of City Council

RE: Medical Reimbursement Services, Inc.
Increase of Base rate Fees charged for ambulance calls

Mayor & City Council Members,

I have been contacted by Medical Reimbursement Inc, our ambulance billing contractor recommending that we review our current ambulance billing rates. The last time the City of Berwyn raised the ambulance billing rates was in May of 2008 which is over five years ago. That rate increase was to "catch up" to changes in the Medicare fee schedule that had been implemented at that time.

During the last five years Medicare has approved cost of living increases for base rates, while decreasing other rates. Medicare no longer pays for oxygen and some other charges such as EKG's, IV usage, etc. Medicare is now moving towards paying base rates only.

Therefore, Medical Reimbursement Inc is recommending rolling the 'extra's" we were previously able to charge for into the base rate. It is important to capture what they do allow in order to "stay even" with the changes imposed by Medicare fee schedules.

Additionally, area hospitals where we transport patients are cutting back on allowing the re-supplying of ambulances with items used, which also adds to the cost of supplying EMS services to our citizens.

The following is a summary of last year's data as well as the proposed increases and expected revenues

2013 collection efforts by Medical Reimbursements Services Inc.

Call volume	3,241
Total revenue	\$840,242.14
Average revenue per call	\$259.25
Monthly revenue	\$70,020.18



The City of BERWYN, Illinois Fire Department

DENIS O'HALLORAN, Fire Chief

6700 West 26th Street * Berwyn, Illinois 60402-0701 * Telephone: 708.788.2660 ext 251
Fax: 708.788.3990

Proposed Rate Increases

	<u>Current</u>	<u>Proposed</u>	<u>M/C Allows</u>
BLS Base Rate, Resident	\$450.00	\$600.00	\$365.42
BLS Base Rate, Non-Resident	\$550.00	\$700.00	\$365.42
ALS Base Rate Resident	\$550.00	\$700.00	433.93
ALS Base Rate Non-Resident	\$600.00	\$800.00	\$433.93
Mileage	\$ 10.00	\$ 15.00	\$ 6.87
Oxygen	\$ 50.00	no charge	
EKG Telemetry	\$ 70.00	no charge	
IV Monitoring	\$ 45.00	no charge	
Immobilization	\$100.00	no charge	

This rate increase proposal is in line with other suburban communities. Therefore, it would be my recommendation that you incorporate the base rate increase. This will add some much needed revenue for our City. Should you have any questions regarding this complex matter please feel free to contact me.

Respectfully submitted,

Denis O'Halloran
Fire Chief

K-1
The City of Berwyn



Nona N. Chapman
1st Ward Alderman

A Century of Progress with Pride

6700 West 26th Street Berwyn, Illinois 60402-0701 Telephone: (708) 749-6401 Fax: (708) 788-2675
www.berwyn-il.gov

March 21, 2014

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

SUBJECT: Payroll March 12, 2014

Ladies and Gentlemen:

The current payroll has been prepared for review by the finance department and is ready for approval at the March 25, 2014 meeting.

Payroll: March 12, 2014 in the amount of \$ 1,120,786.01

Respectfully Submitted,

Nona N. Chapman

Nona N. Chapman
Budget Committee Chairman

K-2
The City of Berwyn



Nona N. Chapman
1st Ward Alderman

A Century of Progress with Pride

6700 West 26th Street Berwyn, Illinois 60402-0701 Telephone: (708) 749-6401 Fax: (708) 788-2675
www.berwyn-il.gov

March 21, 2014

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

SUBJECT: Payables March 25, 2014

Ladies and Gentlemen:

The current payables were prepared for review by the finance department and are ready for approval at the March 25, 2014 meeting.

Total Payables: March 25, 2014 in the amount of \$ 495,738.02

Respectfully Submitted,

Nona N. Chapman

Nona N. Chapman
Budget Committee Chairman

CITY of BERWYN

Payment Register

From Payment Date: 3/22/2013 - To Payment Date: 3/26/2014

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
01 - General Cash									
Check									
26230	03/17/2014	Open			Accounts Payable	Natural Path Urban Forestry Consultants	\$33,977.64		
26231	03/17/2014	Open			Accounts Payable	Tele-Tron Ace Hardware	\$10.28		
26232	03/17/2014	Open			Accounts Payable	US Gas	\$510.00		
26233	03/17/2014	Open			Accounts Payable	Wescon Underground, Inc.	\$2,500.00		
26234	03/17/2014	Open			Accounts Payable	West Central Municipal Conference	\$450.00		
26235	03/17/2014	Open			Accounts Payable	Thomas Soto	\$20.00		
26236	03/26/2014	Open			Accounts Payable	ABC Automotive Electronics	\$376.20		
26237	03/26/2014	Open			Accounts Payable	ABC Commercial Maintenance Services, Inc.	\$2,300.00		
26238	03/26/2014	Open			Accounts Payable	Air One Equipment, Inc.	\$4,947.50		
26239	03/26/2014	Open			Accounts Payable	Airgas North Central	\$86.83		
26240	03/26/2014	Open			Accounts Payable	Al Warren Oil Company	\$60,282.94		
26241	03/26/2014	Open			Accounts Payable	Alliance Entertainment	\$749.00		
26242	03/26/2014	Open			Accounts Payable	Associated Tire and Battery	\$1,021.00		
26243	03/26/2014	Open			Accounts Payable	AT & T	\$5,353.66		
26244	03/26/2014	Open			Accounts Payable	AT& T	\$1,664.23		
26245	03/26/2014	Open			Accounts Payable	AT& T	\$1,104.00		
26246	03/26/2014	Open			Accounts Payable	AT& T Mobility	\$274.10		
26247	03/26/2014	Open			Accounts Payable	B & B Wholesale Distributors	\$105.00		
26248	03/26/2014	Open			Accounts Payable	B. Davids Landscaping	\$1,785.00		
26249	03/26/2014	Open			Accounts Payable	Baker & Taylor Entertainment, Inc.	\$422.01		
26250	03/26/2014	Open			Accounts Payable	Barbara Lloyd	\$16.33		
26251	03/26/2014	Open			Accounts Payable	Barbara Ziemba	\$122.15		
26252	03/26/2014	Open			Accounts Payable	Becky Spratford	\$38.28		
26253	03/26/2014	Open			Accounts Payable	Berwyn Park District	\$4,304.79		
26254	03/26/2014	Open			Accounts Payable	Berwyn Western Plumbing & Heating	\$5,979.00		
26255	03/26/2014	Open			Accounts Payable	Blackstone Audiobooks	\$467.22		
26256	03/26/2014	Open			Accounts Payable	Brian Pabst	\$300.55		
26257	03/26/2014	Open			Accounts Payable	Building Services of America,LLC	\$2,239.94		
26258	03/26/2014	Open			Accounts Payable	Case Lots, Inc.	\$348.85		
26259	03/26/2014	Open			Accounts Payable	Cassidy Tire	\$20.00		
26260	03/26/2014	Open			Accounts Payable	CDW Government, Inc.	\$151.39		
26261	03/26/2014	Open			Accounts Payable	Center Point Large Print	\$2,209.92		
26262	03/26/2014	Open			Accounts Payable	CenterPoint Energy Services, Inc.	\$18,829.92		
26263	03/26/2014	Open			Accounts Payable	Chromate Industrial Corporation	\$385.54		
26264	03/26/2014	Open			Accounts Payable	Comcast Cable	\$163.31		
26265	03/26/2014	Open			Accounts Payable	ComEd	\$1,155.30		
26266	03/26/2014	Open			Accounts Payable	Constellation New Energy, Inc.	\$1,005.86		
26267	03/26/2014	Open			Accounts Payable	Continental Research Corporation	\$2,450.06		
26268	03/26/2014	Open			Accounts Payable	COTG	\$695.49		
26269	03/26/2014	Open			Accounts Payable	David Jelonek	\$60.90		
26270	03/26/2014	Open			Accounts Payable	Day & Robert, P.C.	\$580.48		
26271	03/26/2014	Open			Accounts Payable	Deece Automotive	\$350.00		
26272	03/26/2014	Open			Accounts Payable	Def Galdo Law Group, LLC	\$10,228.33		
26273	03/26/2014	Open			Accounts Payable	Dell Marketing, LP	\$2,060.43		
26274	03/26/2014	Open			Accounts Payable	Diamond Graphics, Inc.	\$1,630.75		
26275	03/26/2014	Open			Accounts Payable	Dirk Spence	\$200.00		

CITY of BERWYN

Payment Register

From Payment Date: 3/22/2013 - To Payment Date: 3/26/2014

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
26276	03/26/2014	Open			Accounts Payable	Don Morris Architects, PC	\$17,738.18		
26277	03/26/2014	Open			Accounts Payable	E & M Maintenance Group	\$1,560.00		
26278	03/26/2014	Open			Accounts Payable	Edmund P. Wanderling	\$563.25		
26279	03/26/2014	Open			Accounts Payable	EIS Elevator Inspection Services	\$32.00		
26280	03/26/2014	Open			Accounts Payable	Elite Document Solutions	\$501.91		
26281	03/26/2014	Open			Accounts Payable	Emergency Vehicle Technologies	\$403.45		
26282	03/26/2014	Open			Accounts Payable	Federal Express Corporation	\$66.85		
26283	03/26/2014	Open			Accounts Payable	Felco Vending, Inc.	\$170.50		
26284	03/26/2014	Open			Accounts Payable	First Book National Book Bank	\$21.60		
26285	03/26/2014	Open			Accounts Payable	Frank Novotny & Associates	\$3,734.50		
26286	03/26/2014	Open			Accounts Payable	Freeway Ford Truck Sales, Inc.	\$174.76		
26287	03/26/2014	Open			Accounts Payable	Gale / Cengage	\$180.68		
26288	03/26/2014	Open			Accounts Payable	Gaylord Bros, Inc.	\$1,073.36		
26289	03/26/2014	Open			Accounts Payable	Grainger	\$688.53		
26290	03/26/2014	Open			Accounts Payable	Green Earth Supply	\$1,663.08		
26291	03/26/2014	Open			Accounts Payable	Heartland Consultants, Inc.	\$584.00		
26292	03/26/2014	Open			Accounts Payable	Homewood Public Library	\$25.00		
26293	03/26/2014	Open			Accounts Payable	Hummingbird Networks	\$1,259.36		
26294	03/26/2014	Open			Accounts Payable	ID Label Incorporated	\$448.00		
26295	03/26/2014	Open			Accounts Payable	Illinois Brick Company	\$175.00		
26296	03/26/2014	Open			Accounts Payable	Illinois Paper & Copier Company	\$425.47		
26297	03/26/2014	Open			Accounts Payable	Infinity Sign & Graphics	\$268.44		
26298	03/26/2014	Open			Accounts Payable	Ingram Library Services	\$4,451.49		
26299	03/26/2014	Open			Accounts Payable	INSPE ASSOCIATED, LTD.	\$800.00		
26300	03/26/2014	Open			Accounts Payable	International Institute of Municipal Clerks	\$475.00		
26301	03/26/2014	Open			Accounts Payable	J & L Uniforms	\$82.99		
26302	03/26/2014	Open			Accounts Payable	J. R. Carpet, Inc.	\$2,700.00		
26303	03/26/2014	Open			Accounts Payable	Jack's Rental, Inc.	\$3,208.59		
26304	03/26/2014	Open			Accounts Payable	James D. Ritz	\$20.00		
26305	03/26/2014	Open			Accounts Payable	Jasmine Brown	\$19.36		
26306	03/26/2014	Open			Accounts Payable	JNC Consulting, Inc.	\$2,450.00		
26307	03/26/2014	Open			Accounts Payable	Just Tires	\$1,651.54		
26308	03/26/2014	Open			Accounts Payable	K's Quality Construction, Inc.	\$9,767.00		
26309	03/26/2014	Open			Accounts Payable	Key Equipment Finance	\$2,226.00		
26310	03/26/2014	Open			Accounts Payable	Klein, Thorpe and Jenkins, LTD.	\$1,284.00		
26311	03/26/2014	Open			Accounts Payable	L - K Fire Extinguisher Service	\$1,091.35		
26312	03/26/2014	Open			Accounts Payable	Lawndale News	\$289.96		
26313	03/26/2014	Open			Accounts Payable	Little Village Printing	\$168.85		
26314	03/26/2014	Open			Accounts Payable	Lyons Tree Service, Inc.	\$18,443.00		
26315	03/26/2014	Open			Accounts Payable	M. K. Sports	\$1,680.00		
26316	03/26/2014	Open			Accounts Payable	McCook Public Library Dist.	\$33.00		
26317	03/26/2014	Open			Accounts Payable	McDonough Mechanical Services, Inc.	\$1,702.42		
26318	03/26/2014	Open			Accounts Payable	Medical Reimbursement Services, Inc.	\$2,138.26		
26319	03/26/2014	Open			Accounts Payable	Mesirow Insurance Services, Inc.	\$115.00		
26320	03/26/2014	Open			Accounts Payable	Midwest Tape	\$361.82		
26321	03/26/2014	Open			Accounts Payable	Mike & Sons	\$2,413.00		
26322	03/26/2014	Open			Accounts Payable	Monroe Truck Equipment, Inc.	\$2,897.77		
26323	03/26/2014	Open			Accounts Payable	Municipal Clerks of SW Suburbs	\$50.00		

Payment Register

From Payment Date: 3/22/2013 - To Payment Date: 3/26/2014

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
26324	03/26/2014	Open			Accounts Payable	NAEIR	\$164.75		
26325	03/26/2014	Open			Accounts Payable	National Seed	\$2,371.25		
26328	03/26/2014	Open			Accounts Payable	National Trust for Historic Preservation	\$30.00		
26327	03/26/2014	Open			Accounts Payable	Neal & Leroy, LLC	\$995.10		
26328	03/26/2014	Open			Accounts Payable	New World Systems	\$300.00		
26329	03/26/2014	Open			Accounts Payable	Nextel Communications	\$648.52		
26330	03/26/2014	Open			Accounts Payable	Nicor Gas	\$1,929.21		
26331	03/26/2014	Open			Accounts Payable	North Berwyn Park District	\$29,825.00		
26332	03/26/2014	Open			Accounts Payable	O.D. Sports	\$1,800.00		
26333	03/26/2014	Open			Accounts Payable	Occupational Health & Immediate Care of MacNeal	\$320.00		
26334	03/26/2014	Open			Accounts Payable	Odelson & Sterk, LTD	\$2,708.75		
26335	03/26/2014	Open			Accounts Payable	Office Depot	\$263.33		
26336	03/26/2014	Open			Accounts Payable	Office Equipment Sales	\$887.94		
26337	03/26/2014	Open			Accounts Payable	Ogden Carwash	\$11.00		
26338	03/26/2014	Open			Accounts Payable	Personalized Awards	\$107.68		
26339	03/26/2014	Open			Accounts Payable	Pitney Bowes	\$996.19		
26340	03/26/2014	Open			Accounts Payable	Proviso Municipal League	\$425.00		
26341	03/26/2014	Open			Accounts Payable	Public Engines, Inc.	\$3,588.00		
26342	03/26/2014	Open			Accounts Payable	Purchase Power	\$188.72		
26343	03/26/2014	Open			Accounts Payable	Random House, Inc.	\$199.00		
26344	03/26/2014	Open			Accounts Payable	Ray O'Herron Company, Inc.	\$78.00		
26345	03/26/2014	Open			Accounts Payable	Restore Construction, Inc.	\$1,677.00		
26346	03/26/2014	Open			Accounts Payable	Richard C. Dahms	\$1,200.00		
26347	03/26/2014	Open			Accounts Payable	Robert J. Lovero	\$84.72		
26348	03/26/2014	Open			Accounts Payable	Robert R. Andreas & Sons	\$1,763.00		
26349	03/26/2014	Open			Accounts Payable	Roscoe Company	\$1,071.72		
26350	03/26/2014	Open			Accounts Payable	Safelite	\$111.85		
26351	03/26/2014	Open			Accounts Payable	Sam's Club / GECRB	\$374.46		
26352	03/26/2014	Open			Accounts Payable	Sam's Club / GECRB	\$24.42		
26353	03/26/2014	Open			Accounts Payable	Secure Solutions, Inc.	\$9,950.00		
26354	03/26/2014	Open			Accounts Payable	Service Spring	\$2,348.23		
26355	03/26/2014	Open			Accounts Payable	Shane's Office Supply Company	\$74.50		
26356	03/26/2014	Open			Accounts Payable	Sherwin Williams	\$286.57		
26357	03/26/2014	Open			Accounts Payable	Showcases	\$367.20		
26358	03/26/2014	Open			Accounts Payable	Simplex Grinnell	\$2,520.25		
26359	03/26/2014	Open			Accounts Payable	Software One	\$8,180.00		
26360	03/26/2014	Open			Accounts Payable	Sound Design, Inc.	\$2,796.00		
26361	03/26/2014	Open			Accounts Payable	SQL DATA Solutions, Inc.	\$2,100.00		
26362	03/26/2014	Open			Accounts Payable	Stella's Batting Cages & Restaurant	\$101.00		
26363	03/26/2014	Open			Accounts Payable	Storino, Ramello & Durkin	\$6,092.20		
26364	03/26/2014	Open			Accounts Payable	StudioGC	\$1,523.42		
26365	03/26/2014	Open			Accounts Payable	Suburban Laboratories, Inc.	\$340.00		
26366	03/26/2014	Open			Accounts Payable	T. A. Cummings, Jr. Company	\$25,269.00		
26367	03/26/2014	Open			Accounts Payable	Target Auto Parts	\$104.05		
26368	03/26/2014	Open			Accounts Payable	Tele-Tron Ace Hardware	\$157.16		
26369	03/26/2014	Open			Accounts Payable	The Rawlings Company	\$267.06		
26370	03/26/2014	Open			Accounts Payable	The Urban Mutt	\$1,109.13		
26371	03/26/2014	Open			Accounts Payable	Thomson Reuters- West	\$310.91		

Payment Register

From Payment Date: 3/22/2013 - To Payment Date: 3/26/2014

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference	
26372	03/26/2014	Open			Accounts Payable	Thyssenkrupp Elevator Corporation	\$673.18			
26373	03/26/2014	Open			Accounts Payable	Tool Store Go-Cart Shop	\$2,129.00			
26374	03/26/2014	Open			Accounts Payable	Total Parking Solutions, Inc.	\$339.00			
26375	03/26/2014	Open			Accounts Payable	Truckpro - Chicago	\$226.75			
26376	03/26/2014	Open			Accounts Payable	Tryad Automotive	\$889.67			
26377	03/26/2014	Open			Accounts Payable	Unique Management Services, Inc.	\$53.70			
26378	03/26/2014	Open			Accounts Payable	Unique Plumbing	\$80,759.95			
26379	03/26/2014	Open			Accounts Payable	United Radio Comm, Inc.	\$240.00			
26380	03/26/2014	Open			Accounts Payable	Upstart, Inc.	\$18.00			
26381	03/26/2014	Open			Accounts Payable	US Gas	\$102.80			
26382	03/26/2014	Open			Accounts Payable	US Healthworks Med Group of II, PC	\$90.00			
26383	03/26/2014	Open			Accounts Payable	USIC Locating Services, Inc.	\$1,310.11			
26384	03/26/2014	Open			Accounts Payable	Verifications, Inc.	\$93.80			
26385	03/26/2014	Open			Accounts Payable	Verizon Wireless	\$3,089.67			
26386	03/26/2014	Open			Accounts Payable	Violet Flower Shop	\$58.00			
26387	03/26/2014	Open			Accounts Payable	Walgreens Company	\$38.32			
26388	03/26/2014	Open			Accounts Payable	Weimer Machine	\$3,922.29			
26389	03/26/2014	Open			Accounts Payable	Zee Medical, Inc.	\$108.55			
26390	03/26/2014	Open			Accounts Payable	Addie Burczyk	\$73.91			
26391	03/26/2014	Open			Accounts Payable	Anthony Scardamaglia	\$50.00			
26392	03/26/2014	Open			Accounts Payable	Aracely Meza	\$1,475.00			
26393	03/26/2014	Open			Accounts Payable	Blue Cross Blue Shield of Michigan	\$68.93			
26394	03/26/2014	Open			Accounts Payable	Carl Reina	\$1,067.55			
26395	03/26/2014	Open			Accounts Payable	Chirstline Pecka	\$117.86			
26396	03/26/2014	Open			Accounts Payable	D.S.G. Consulting Services, Inc.	\$1,475.00			
26397	03/26/2014	Open			Accounts Payable	Deepti Doundkar	\$1,475.00			
26398	03/26/2014	Open			Accounts Payable	Elizabeth A. Fisher	\$1,475.00			
26399	03/26/2014	Open			Accounts Payable	Jane Cheyda	\$87.78			
26400	03/26/2014	Open			Accounts Payable	Jesus Gonzalez	\$1,475.00			
26401	03/26/2014	Open			Accounts Payable	Michael Cimaglia	\$50.00			
26402	03/26/2014	Open			Accounts Payable	Michael Padilla	\$1,475.00			
26403	03/26/2014	Open			Accounts Payable	Quarry Investments	\$1,475.00			
26404	03/26/2014	Open			Accounts Payable	Selma Hilarios	\$4,360.00			
26405	03/26/2014	Open			Accounts Payable	Sullivan's	\$1,000.00			
26406	03/26/2014	Open			Accounts Payable	Thomas Soto	\$20.00			
26407	03/26/2014	Open			Accounts Payable	Trina Whiteside	\$120.41			
Type Check Totals:										
01 - General Cash Totals							178 Transactions	\$495,738.02		

Checks	Status	Count	Transaction Amount	Reconciled Amount
	Open	178	\$495,738.02	\$0.00
	Reconciled	0	\$0.00	\$0.00
	Stopped	0	\$0.00	\$0.00
	Total	178	\$495,738.02	\$0.00

All	Status	Count	Transaction Amount	Reconciled Amount
	Open	178	\$495,738.02	\$0.00
	Reconciled	0	\$0.00	\$0.00
	Stopped	0	\$0.00	\$0.00

Payment Register

From Payment Date: 3/22/2013 - To Payment Date: 3/26/2014

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
					Total		178	\$495,738.02	\$0.00
Grand Totals:									
				Checks	Status	Count	Transaction Amount	Reconciled Amount	
					Open	178	\$495,738.02	\$0.00	
					Reconciled	0	\$0.00	\$0.00	
					Stopped	0	\$0.00	\$0.00	
					Total	178	\$495,738.02	\$0.00	
				All	Status	Count	Transaction Amount	Reconciled Amount	
					Open	178	\$495,738.02	\$0.00	
					Reconciled	0	\$0.00	\$0.00	
					Stopped	0	\$0.00	\$0.00	
					Total	178	\$495,738.02	\$0.00	

K-3



Sokol Tabor

1602 South Clarence Avenue • Berwyn, IL 60402

(708) 788-7977

March 14, 2014

Berwyn City Council:

Sokol Tabor, located at 1602 Clarence Av,
Berwyn, is requesting a permit to hold a
rummage sale on Friday and Saturday,
March 28th and 29th, from 9:00 A.M. to
2:00 P.M. It will be held indoors.

Thank you,
Jeanette Seink
2501 Hainsworth Av.
North Riverside, IL
60546
708-442-9318

K-4

Piper School PTA

Spring Fundraiser – Community Rummage & Craft Sale

Contact: Piper PTA Fundraising Co-Chair – Jolene Fiscella, 708-484-4684, j.fiscella@sbcglobal.net

When: Saturday, April 26, 2014 , Rain Date: TBA

Time: Set up 7:00 – 9:00 a.m.
9:00 a.m. – 3:00 p.m.

Where: Piper Elementary School
2435 Kenilworth Ave.
Berwyn, IL 60402

The Sale will take place outdoors on the paved, asphalt playground area.
The space is fenced in. It is located on the north side of Piper School

The Piper School PTA holds an annual spring fundraiser. Funds are used to support the students and teachers at our school. Our goal is to run a fundraiser that does not involve our students selling products this spring. Additionally we want to support our healthy lifestyles initiative at Piper School by finding an alternative to asking our students to sell candy bars and cookie dough.

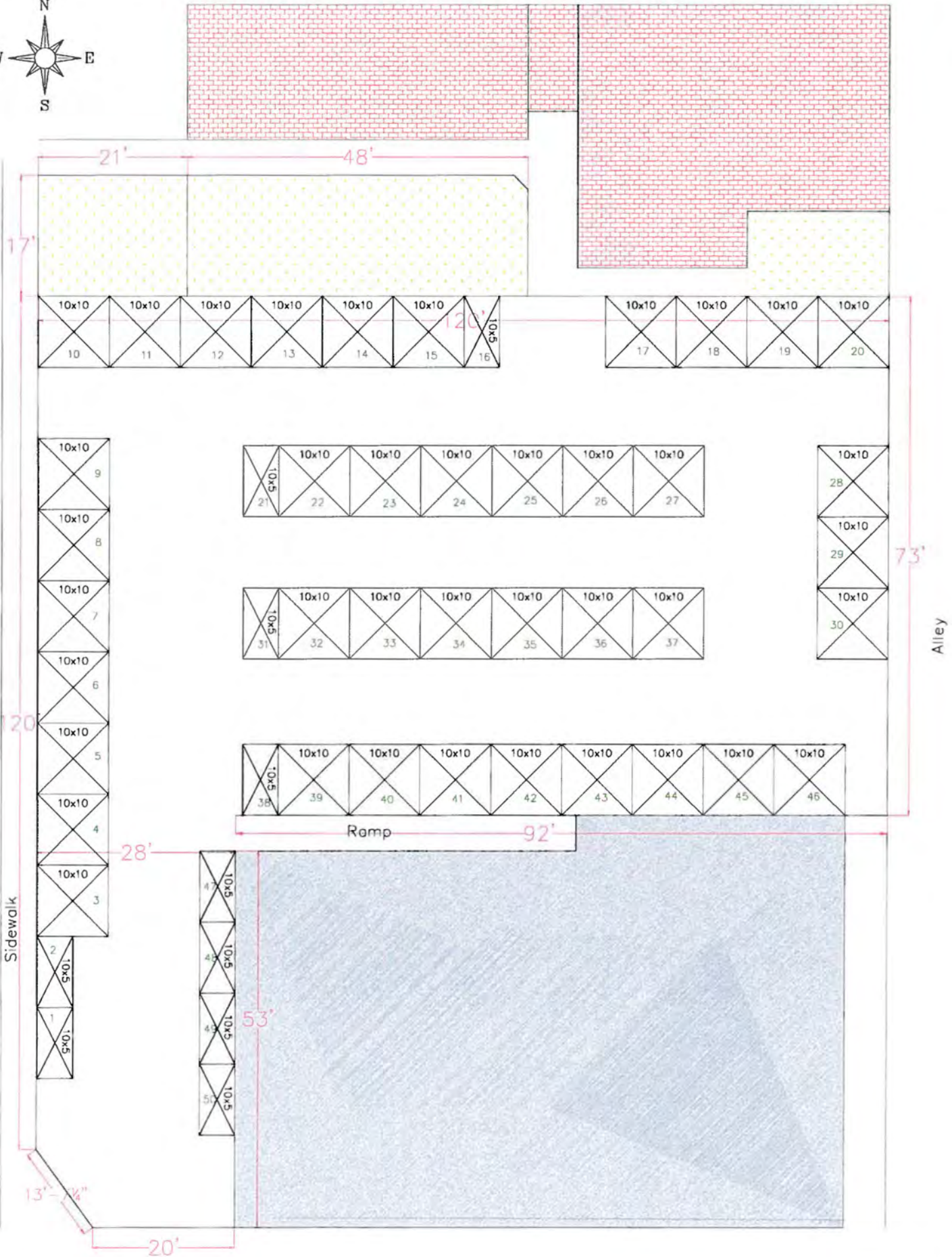
The Piper School PTA will hold a flea market style “rummage & craft sale” as our spring fundraising event.

The PTA will rent rummage sale “spaces” to the parents of students as well as the general public. Cost will be \$20 for PTA members and \$25 for non-PTA members for a 10’ x 10’ space on the paved playground area. Cost will be \$10 for PTA members and \$15 for non-PTA members for a 5’ x 10’ space on the paved playground.

The PTA will keep 100% of the fees from spaces rented at the rummage & craft sale. Sellers will keep 100% of the profits they earn. The PTA is considering a booth to sell refreshments including bottled water and soft drinks, or packaged snacks such as granola bars or pretzels. The PTA table may include a raffle for small prizes.

The Piper PTA Spring Fundraiser Rummage and Craft Sale would not require any streets or sidewalks to be closed off for this event.

The Piper PTA requests permission to post signs around the neighborhood to promote the rummage sale one week prior to the event and throughout the day of the event.



Piper School PTA
**Community
Rummage & Craft Sale**

Got cluttered closets?
Too much stuff
in your
basement, attic,
or garage?

Are you crafter or
an artist who sells
handmade items?

Do you sell
products
such as
Avon or
Tupperware?

Purchase a
space to
sell your
stuff!

KEEP ALL
THE
MONEY
YOU MAKE!

**Saturday, April 26
9:00 a.m. – 3:00 p.m.**

Piper School Playground
2435 S. Kenilworth Ave., Berwyn

RESERVE YOUR RUMMAGE SALE SPACE TODAY!

10' x 10' space.....\$20 PTA Member - \$25 Non PTA Member
5' x 10' space.....\$10 PTA Member - \$15 Non PTA Member

Name: _____

Address: _____

Phone: _____ email: _____

____ I am a PTA Member ____ I would like \$5 of my space fee to go towards a PTA membership card

Number of spaces desired: ____ 10' x 10' ____ 5' x 10' Total Amount Enclosed: \$ _____

Teacher/Grade _____

- Send payment and reservation form to Piper School with your child or drop them off in the office by 4/11/14.
- We accept cash or check made payable to "Piper PTA."
- All spaces are on the asphalt playground. Sellers must bring their own tables, etc.
- Set up from 7 a.m. – 9 a.m., Saturday, April 26. Doors open to public at 9:00 a.m. Rain date: TBD
- For more information or to help the PTA with this event: contact Jolene at piperptabsd100@gmail.com

100% of proceeds go to the Piper PTA and benefit our Students & teachers!

Piper School PTA
**Community
Rummage & Craft Sale**

Got cluttered closets?
Too much stuff in your basement, attic, or garage?

Are you crafter or an artist who sells handmade items?

Do you sell products such as Avon or Tupperware?

Purchase a space to sell your stuff!

KEEP ALL THE MONEY YOU MAKE!

**Saturday, April 26
9:00 a.m. – 3:00 p.m.**

Piper School Playground
2435 S. Kenilworth Ave., Berwyn

RESERVE YOUR RUMMAGE SALE SPACE TODAY!

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100% of proceeds go to the Piper PTA and benefit our Students & teachers!

Mayor
Robert J. Lovero



7th Ward
Rafael Avila

M E M O R A N D U M

March 20, 2014

TO: The Honorable Robert J. Lovero
Members of the City Council

RE: Handicap Parking Application #877
2738 S. Cuyler Ave

Ladies and Gentlemen:

The attached application has been reviewed and is submitted for your consideration with a recommendation for approval of a parking space.

<u>Address</u>	<u>Owner Name</u>	<u>Application #</u>
2738 S. Cuyler Ave	Dimitry Puschkar	877

Thank you very much,

Robert Fejt
4th Ward Alderman



Berwyn Police Department

6401 West 31st. Street
Berwyn, Illinois 60402
708-795-5600
Fax 708-795-5627
Emergency Call 911

Handicapped - Parking / Zone Request Form

To : Mayor Robert J. Lovero
From: Berwyn Police Department Community Service Division
Date : 2/27/2014
Officer: M. Raimondi #192

Applicant Name: Dimitry Puschkar

Address: 2738 S. Cuyler Ave, Berwyn IL 60402

Telephone:

Nature of Disability:

Information

	Yes	No		Yes	No
Doctor's Note/ Affidavit:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Interviewed:	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Owner's Support Letter	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Handicapped Plate	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Garage:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Handicapped Placard	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Driveway:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Wheelchair:	<input type="checkbox"/>	<input type="checkbox"/>
Off Street:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Walker / Cane:	<input type="checkbox"/>	<input type="checkbox"/>
On Street:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Oxygen:	<input type="checkbox"/>	<input type="checkbox"/>

Meets Police Dept Requirements	Space	Yes	No
	Zone	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Report # 14-01935

Ward Alderman:

Robert Fejt

Staff Recommendation	
Approved <input checked="" type="checkbox"/>	Denied <input type="checkbox"/>

Incident#: 14-01935

OFFICIAL SWORN POLICE REPORT

Berwyn Police Department

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

STATION COMPLAINT UCR/Offense Code 9041 (Applicant File)		DESCRIPTION Applicant File	INCIDENT # 14-01935
REPORT TYPE Incident Report	RELATED CAD # C14-011185	DOT #	HOW RECEIVED Telephone
WHEN REPORTED 02/27/2014 10:52	LOCATION OF OFFENSE (HOUSE NO., STREET NAME) 2738 S CUYLER AV Berwyn, IL 60402		
TIME OF OCCURRENCE 02/27/2014 10:52	STATUS CODE	STATUS DATE	

INVOLVED ENTITIES

NAME Puschkar, Dimitry	DOB C	AGE	ADDRESS 2738 S CUYLER AV Berwyn, IL 60402
SEX M	RACE White, Caucasian	HGT	WGT
		HAIR	EYES
SID #	DL #	FBI #	PHONE
CLOTHING			
UCR 9041 (Applicant File) - 0 count(s)	TYPE	RELATED EVENT #	

INVOLVED VEHICLES

VEH/PLATE #	STATE IL	TYPE Van/Minivan	INVOLVEMENT	VIN #
YEAR 1998	MAKE Chevrolet	MODEL Astro Van	COLOR Maroon/Burgandy	COMMENTS
OWNER Puschkar, Dimitry				

NARRATIVES

PRIMARY NARRATIVE

Dimitry Puschkar, , who resides at 2738 S. Cuyler Avenue, Berwyn IL, is requesting handicapped parking signs to be placed in front of his residence.

Mr. Puschkar

There is a garage on the premises, however, Mr. Puschkar is not the property owner and does not have access to the garage.

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

REPORTING OFFICER RAIMONDI, MARGO J	STAR # 192	APPROVED BY JANECEK, GEORGE	STAR # 306
----------------------------------------	---------------	--------------------------------	---------------

Robert J. Lovero
Mayor



James D. Ritz
Chief of Police

A Century of Progress with Pride

Affidavit For Handicapped Parking Sign or Drop Off Zone

You must have a permanent Handicap State Plate or Handicap Placard to park any vehicle in a designated Handicap Parking space

DIMITRY PUSCHKAR
(Name of Handicapped Applicant)

2738 S. CUYLER
(Berwyn Address)

(Name of caregiver, or guardian if minor)

(Telephone /Cell Phone Number)

Is there a garage on the property? Yes / No

Are you the homeowner? Yes ___ No

Driveway NO Carport NO

All Applicants must submit the Physicians form (A)

***Renters must submit the Owner Consent form (B).**

Vehicle Information

CHEV ASTRO
(Vehicle make and model)

MAROON / 1998
(Color / Year)

(Illinois License Plate Number)

1287
(Current City Vehicle Sticker Number)

(Illinois Handicapped Plate)

(Illinois Permanent Handicap Placard Number)

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.

Dimitry Puschkov

2/14/14

**Return the completed form to the Parking Division at the Berwyn Police Department
6401 West 31st Street, Berwyn, Illinois**

Robert J. Lovero
Mayor



James D. Ritz
Chief of Police

A Century of Progress with Pride

(Signature of handicapped person or their legal guardian)

Dmitry Poschik (Date) *2/12/14*
DIMITRY POSCHIK AR

Physician Form (A)

This form must be filled out in its entirety and signed by your physician.

Physician must state, by printing below, the nature of the patient's handicap

Does the patient utilize any of the following? :

Walker _____ Wheel Chair _____ Cane _____ Oxygen _____

I hereby certify that the physical conditions of the above named "Handicapped Person" constitutes him/her as a handicapped person as defined under the statutory provision Par. 1-159 (Physically Handicapped Person - Every natural person who has permanently lost the use of a leg or both legs or an arm or both arms or any combination thereof or any person who is so severely disabled as to be unable to move without the aid of crutches or a wheelchair.)

(Physician's Signature/Stamp)

2/12/2014

(Date)

(Print Physician's Name)

(Address and Telephone Number)

Return the completed form to the Parking Division at the Berwyn Police Department
6401 West 31st Street, Berwyn, Illinois

Robert J. Lovero
Mayor



James D. Ritz
Chief of Police

A Century of Progress with Pride

Form B
Owner Consent For Handicap Sign
Placement/Drop-off Zone

I LARRY J. OHLER, SR., owner/manager of the property at
2738 S COYLER, state as follows:

- 1) That DIMITRY PUSCHKAR is a tenant at the above listed property.
- 2) That DIMITRY PUSCHKAR has no access to any parking on the premises.
- 3) That if DIMITRY PUSCHKAR is granted a handicapped sign or drop-off zone by the City of Berwyn, I have no objection to the placement of signs in front of this address.
- 4) I agree to notify the City of Berwyn if DIMITRY PUSCHKAR no longer resides on the premises.


Signature/Date

Name: LARRY J. OHLER, SR.
Address: _____
Phone#: _____

Return the completed form to the Parking Division at the Berwyn Police Department
6401 West 31st Street, Berwyn, Illinois

Handicapped Space/Zone Police Department Site Inspection

Application # 877

Police Department Designee C.S.O. Margo J. Raimondi

Comments: Applicant is not the property owner. Property owner, Larry Ohler, parks two vehicles in garage. Handicapped parking signs were in front of this address previously - issued to property owner (in 2011)

Meets Police Department Criteria:

Parking Space	Yes	<input checked="" type="checkbox"/>		No	<input type="checkbox"/>
Parking Zone	Yes	<input type="checkbox"/>		No	<input type="checkbox"/>

Date: 2/27/2014

Police Report # 14-01935

Handicapped Space/Zone Public Works Site Inspection

Application # 877

Public Works Director or Designee Dan Schiller

Comments: There are currently 2 handicapped spaces on the block. Both spaces are located across the street from the applicant's address.

Meets Public Works Criteria:

Parking Space	Yes	<input checked="" type="checkbox"/>		No	<input type="checkbox"/>
Parking Zone	Yes	<input type="checkbox"/>		No	<input checked="" type="checkbox"/>

Date: 3/6/2014

Police Report # 14-01935

**Handicapped Space/Zone
Traffic Engineer Site Inspection**

Application # 877

Traffic Engineer or Designee Nicole Campbell

Comments: _____

Meets Traffic Criteria for:

Parking Space	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Parking Zone	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>

Date: 3/6/2014

Police Report # 14-01935

Rec'd by City Clerk: 3/10/2014
 To Alderman: 3/10/2014
 To Council: 3/25/2014
 Determination:
 Notice to Applicant: