City of Berwyn
Freedom of Information Act Public Service Directory

Office of the City Clerk
6700 W. 26th Street,
Berwyn, Illinois 60402
Phone (708) 788-2660
CITY OF BERWYN DIRECTORY OF OFFICIALS

Elected Officials

MAYOR ROBERT J. LOVERO
CITY CLERK MARGARET PAUL
CITY TREASURER ROBERT REYES

ALDERMAN 1ST WARD JAMES “SCOTT” LENNON
ALDERMAN 2ND WARD JAMES A. WOYWOD
ALDERMAN 3RD WARD RICHARD E. LEJA
ALDERMAN 4TH WARD ROBERT FEJT
ALDERMAN 5TH WARD ROBERT J. “ROB” PABON
ALDERMAN 6TH WARD ALICIA RUIZ
ALDERMAN 7TH WARD MARYBETH ARENELLA
ALDERMAN 8TH WARD JOSEPH CARMICHAEL

Department Directors and Supervisors

CITY ATTORNEY ANTHONY T. BERTUCA
CITY ADMINISTRATOR RUTH SIABA GREEN
POLICE CHIEF MICHAEL CIMAGLIA
FIRE CHIEF THOMAS HAYES
FINANCE DIRECTOR BENJAMIN DAISH
BUILDING DIRECTOR CHARLES D. LAZZARA
PUBLIC WORKS DIRECTOR ROBERT SCHILLER
COMMUNITY DEVELOPMENT DIRECTOR REGINA MENDICINO
INFORMATION TECHNOLOGY DIRECTOR JAMES J. FRANK
LIBRARY DIRECTOR TAMMY SHEEDY
RECREATION DEPARTMENT DIRECTOR ANTHONY MARTINUCCI
SENIOR TRAFFIC ENGINEER NICOLE CAMPBELL
COLLECTIONS SUPERVISOR JEANETTE RENDON
BUSINESS/LICENSE SUPERVISOR ANTHONY PERRI
WATER DEPARTMENT SUPERVISOR RICARDO MACEDO
BENEFITS MANAGER YADIRA FRANCO
ASSISTANT TO THE MAYOR VIRGINIA PACHECO
DEPUTY CLERK SANDRA ANDERSON
The City of Berwyn fully endorses the public policy of the State of Illinois that all persons are entitled to full and complete information regarding the affairs of government and the official acts and policies of those who represent them as public officials and public employees. Access by all persons to public records promotes the transparency and accountability of public bodies at all levels of government. 5 ILCS 140/1

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

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

**Berwyn FAQs**
- **Size and Boundaries:** Berwyn is comprised of an area 3.9 square miles. The city’s physical boundaries are: North/Roosevelt Road; South/Pershing Road; East/Lombard Avenue; and West/Harlem Avenue.
- **Population:** The City of Berwyn has a population of 56,657 (2010 U.S. Census Bureau)
- **Total Budget:** $142,123,032 for 2018
- **Employees:** 455 full-time and 133 part-time employees
- **County and Township:** Berwyn is located in Berwyn Township and in Cook County

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

**Berwyn Police Department**
Location: 6401 W. 31st Street
Berwyn, IL 60402
Phone: (708) 795-5600
**Administrative Hours:**
Monday thru Friday 8:00AM-4:00PM
**Records Window:**
Monday thru Friday 9:00AM-4:00PM
**Parking Window:**
M-W-Th-F 9:00AM-5:00PM and Tues 9:00AM-8:00PM
Berwyn Fire Station #1
Location: 6434 Windsor Avenue
         Berwyn, IL 60402
Phone: (708) 484-1646

Berwyn Fire Station #2
Location: 6615 16th Street
         Berwyn, IL 60402
Phone: (708) 484-1645

Berwyn Fire Station #3
Location: 6700 W. 26th Street
         Berwyn, IL 60402
Phone: (708) 484-1644

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

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

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

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

Berwyn Library
Location: 2701 S. Harlem Avenue
         Berwyn, IL 60402
Phone: (708) 795-8000
BOARDS, COMMISSIONS, AND COMMITTEES

9-1-1 BOARD
Thomas Hayes                   Kris Coniglio
Guy Papa                      Cynthia M. Hayes
Carl Reina, Jr.               Joseph Fitzgerald
Wayne D. Sedore               Robert Reyes

AUXILIARY REVIEW BOARD
Joseph Fitzgerald              Tracy Cipriani
Tony Laureto                  Ruth Siaba Green
James Woywod                   Patrick Washington

BERWYN HISTORIC PRESERVATION COMMITTEE
Lisa Napoles                   Edward G. Brown, Esquire
Tony Reyes                     Loretta J. Shumate

COMMUNITY RELATIONS COMMISSION
Amanda Venditti-Chair          Joel Oswald
Susan Greenberg                Joseph Schejbal
Queenie Costa                  Gil Pena

ETHICS COMMISSION
Cary Martin Shelby             Robert Reyes
Randy Kantner

FIRE AND POLICE COMMISSION
Anthony Laureto                Gil Pena
Daniel Treadwell               Ana Espinoza
Alice Solis                    Kenneth Wazak

FIRE PENSION BOARD
Sam Molinaro                   Robert Reyes
John Economos                  Mario Manfredini
Denis O’Halloran

FOREIGN FIRE TAX BOARD
Scott Waszak, President        Adrian Contreras, Secretary
Doug Zimmer, Treasurer         Bill Glaser, Trustee
Joe Kurtz, Trustee             Brendan O’Brien, Trustee
Thomas Hayes, Fire Chief

LIBRARY BOARD
Marta Rodriguez                Paul Nudd
Nora Laureto                   Antoine Evans
J. Patrick Cagney              Rosemary A. Caruk
Barbara M. Korbel              Emily Diebold
Maria G. Salinas

POLICE PENSION BOARD
Jim Swicionis                  Joseph Fitzgerald
Paul Storozynski               Thomas O’Halloran
Robert Reyes
ZONING BOARD OF APPEALS
Rick Moreci  Joel Chrastka-Chairman
Frank M. Rodriguez  Douglas Walega
Don Miller  Lance C. Malina
Cathy Norden

LIST OF DOCUMENTS BY DEPARTMENT

Office of the Mayor
Liquor Commissioner Files (Hearings)

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

Office of City Administrator
Personnel Records

Office of the City Clerk
Applications: Block Parties, Freedom of Information Requests (FOIA), Handicap Space/Zone Parking, Interested Parties Registration Form
Election Registrations
General Information on Berwyn
Processed FOIA Requests (Granted and Denied)
Processed Handicap Sign Applications (Granted and Denied)
FOIA and Open Meeting Act Certifications
NIMS/FEMA Training Certifications (other than police and fire department personnel)
Agreements and Contracts: General, IDOT and MFT Improvements and Unions
Bids and Bid Tabulations
Boards: Commission and Committee Membership Lists
Board of Fire and Police Commission Files
Board of Local Improvement Files
Budgets
CDBG Actions Plans
Census Data and Correspondence
Certificate of Publications
City Council Packets
City Election Information
Community Development Block Grant Files
FOIA Requests
General Obligation Bonds
Handicap Sign Applications
Intergovernmental Agreements
Legal Notices
Ordinances and Municipal Code Books
Meeting Notices
Minutes of all Boards, Committee and Commissions
Official Oaths, Bonds, Statements and Appointments
Proclamations
Railroad Relocation Files
Records Retention and Disposition Lists
Resolutions
Zoning Board of Appeals Cases

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

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

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

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

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

Lighting Contracts (street lights)
Union Contract
Motor Fuel Tax Construction Records
Illinois Department of Transportation Construction Records
Certified Payroll Reports for Public Works Projects

**Water Department**
Residential and Commercial Account History
Aged Trial Balance
Billing Reports
Buildings Transfer Compliances
Customer Account Ledgers
Meter Replacement Reports and Meter Test Results
Monthly and Final Meter Reading
Payment Stubs
Work Orders

**Building Department**
Architectural Drawings
Blight History
Building Permit Applications
Code Enforcement
Compliance Inspections
Compliance History
Contracts for Permits
Local Ordinance-court documents
Inspection Reports
Liens & Fines
Permit History
Plats of Survey
Property Ownership
Quit Claim Information
Structural Engineer drawings
Zoning Appeals
Zoning District Uses
Zoning Files
Certified Payroll Reports for Public Works Projects
Finance Department
Ambulance Billings
Annual Budgets
Background Check Reconciliations
Bank Statements
BDC Cash Reconciliations
Bond Documents (Official Statements, etc.)
capital asset schedules
Check Register
Debt Schedules
Escrow Reconciliations
Financial Statements/Audit Reports
Gas & Diesel Usage Billings
Management Letters
Municipal Water Billings
Paid Invoices
Payroll Reports
Single Audit Report
Vendor/Customer Listing

Fire Department
Ambulance Reports
Ambulance Check Lists
Administrative Files
Appraisals
Bid Records
Collective Bargaining & Negotiations
Contract Agreements
Cook County Dept. Public Health
Daily Activity Reports
Disaster Plans
Department Statistical Reports
Disaster Plans
Equipment Issue Lists
Equipment Maintenance File
FCC Radio License & Maintenance Reports
MRI Reports
Fire Drill Records
Fire Inspection Reports
Foreign Fire Tax Statement
Grant Records
HIPPA Logs Request
Hose Records
Hydrant Records
Injury Reports
ISO Records
Mutual Aid Agreements
NIFRS File
National Incident Fire
Personnel File & Training File
Pharmaceutical Distribution
Policy & Procedures
Public Safety Educations
Schedules, Assignments, Rosters
Self-contained breathing Apparatus Records
State Fire Marshal Reports
Training Logs
Daily Reports
Fire Department Vehicle Records
Certified Payroll Reports for Fire Department Public Works Projects

Library
Annual Reports to the State Library
Approved Board Minutes
Library Policies

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

Police Department
Incident Reports
Crash Reports
Compliance Tickets
Parking Tickets
District Tickets
Local Ordinance Tickets
Cannabis Tickets
Vehicle Tow Forms
Impound Tow Forms
Public Morals Nuisance Forms
Bond Books
Bond Receipts
Booking Numbers
Subpoenas
Officer Court Calls
Warrant Information
Court Transmittal Forms
Court Dispositions
Arrest Files (Adults)
Personnel Files
Audio Records (Radio Traffic)
Video Surveillance (Building/Facility)
Shift Assignments
Photographs
Evidence Intake Logs
Evidence Laboratory Sheets
Evidence Disposition Sheets
Asset Forfeiture Information
Officer Sign in Sheets
Computer Automated Dispatch Logs
Court Transfer Listings
Jail Reports
Uniform Crime Report Information
Prisoner Property Forms
Prisoner Log Files
Time Sheets
Training Records
Departmental Policy and Procedure
Arrest Files
Certified Payroll Records for Police Department Public Works Projects

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

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