

Robert J. Lovero
Mayor

AGENDA
Berwyn City Council Regular Meeting
November 9, 2021 at 8:00 PM

Margaret Paul
City Clerk

The City of Berwyn is in Phase 5 of the Illinois COVID-19 state mitigation plan. City Hall is open to the public with few restrictions. All People need to wear masks when inside City Hall effective August 2, 2021. There are no COVID-19 observed capacity limits at this time.

PUBLIC PARTICIPATION: PLEASE READ

The Mayor and City Council welcome your in-person attendance at all public meetings as scheduled. The City of Berwyn continues to live stream the Regular City Council meetings on its YouTube page. You may address the City Council in-person during the Open Forum portion of the City Council's agenda. Written comments submitted to the City Clerk received prior to 2:00 p.m. on the day of the meeting will be provided to all elected officials.

A. Pledge of Allegiance and Moment of Silence

B. Open Forum:

C. Approval of Minutes:

1. Committee of the Whole and Regular City Council Meetings of October 26, 2021.

D. Bid Openings: Nothing submitted.

E. Berwyn Township, Berwyn Health District, Berwyn Development Corporation: Nothing submitted.

F. Reports from the Mayor:

1. Resignation of Cynthia Hayes and Appointment of J. Patrick Cagney to Berwyn Library Board.

G. Reports from the Clerk: Nothing submitted.

H. Zoning Boards of Appeals:

1. Interior Side Yard, Front Setback and Height Variation for a Second Story Additional in the R-2 Bungalow Zoning District at 2335 Clinton Avenue.

I. Reports from the Aldermen, Committees, and Boards:

1. Alderman Lennon – Budget and Fin Meeting Minutes from 06/22/21, 10/20/21, 10/21/21, 10/27/21 and 10/28/21.
2. Fire & Police Commission: Probationary Police Officer Anthony P. Vizek effective start date 12/01/21.
3. Fire & Police Commission: Probationary Police Officer Salvator O. Dagostino effective start date 11/08/21.

J. Reports from the Staff:

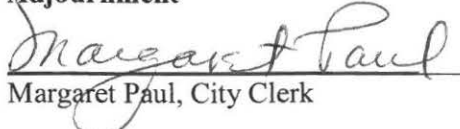
1. City Attorney Bertuca: Settlement: Ronald R. Peterson, Trustee for Mack Industries Ltd. - \$11,000.00.
2. Finance Director Daish: Determination for the Estimated 2021 Property Tax Levy (to be collected in 2022).
3. Fire Chief Hayes: Authorization to seek RFPs for replacement of the Department's Self-Contained Breathing Apparatus (SCBA).
4. Fire Chief Hayes: Authorization to seek RFPs for cabinetry at Station 901.
5. Fire Chief Hayes: Authorization to seek RFPs for hood and fire suppression system at Station 901.
6. Building Director Lazzara: Partial demolition of 6705 W. Cermak Road.
7. City Administrator Siaba Green: Renewal of General Liability Insurance.
8. City Administrator Siaba Green: Amending Employee Handbook.

K. Consent Agenda:

1. Payroll: 10/27/21: \$1,285,039.13– Informational.
2. Payables: 10/28/21 to 11/10/21 in the amount of \$1,157,400.35 - Informational.
3. Building Department – Building and Local Improvement Permits issued for Oct. 2021 – Informational.
4. Finance Dir.: List of Business Licenses Issued Oct. 2021 – Informational.
5. Finance Dir.: Ordinance Fines Collected by COB Oct. 2021 \$17,090.00 – Informational.
6. Finance Dir.: Compliance Tickets Collected by BPD Oct. 2021 - \$6,735.00 – Informational.
7. Finance Dir.: Adjudication Fines Collected by BPD Oct. 2021 - \$2,125.00 – Informational.
8. Finance Dir.: Parking Tickets Collected by COB Oct. 2021 - \$51,996.00 – Informational.
9. Finance Dir: Seizure and Impound Fees Collected by COB Oct. 2021 - \$9,700.00 – Informacional.
10. Finance Dir: Court Fines Collected by the Municipal Dept. of Circuit Court applied Oct. 2021 - \$10,312.72 – Informational.
11. Handicap Application: 2743 S. Harvey Ave. – APPROVAL of Space.
12. Handicap Application: 2121 S. Elmwood Ave. – APPROVAL of Space.
13. Handicap Application: 1819 S. Scoville Ave. – DENIAL of Zone

Committee / Ward Announcements

Adjournment


Margaret Paul, City Clerk

No. of Items: 27



C-1

Minutes of the Berwyn City Council
Committee of the Whole Meeting
October 26, 2021

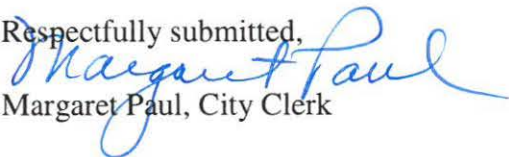
Mayor Lovero called the Committee of the Whole to Order at 7:30 p.m. Clerk Paul called the roll. The following Alderpeople were present in City Council Chambers: Lennon, Leja, Fejt, Pabon, Ruiz, Arenella, and Carmichael. Ald. Woywod participated remotely.

Mayor Lovero advised the council members of an email received earlier in the day from School District 201 asking for city services and permission for a parade should the Boys' Soccer team win the State Championship on November 7, 2021. The parade would take place on Monday, November 8, 2021 if they win. Mayor Lovero asked for a straw poll to provide city services for the parade which would occur before the next convened City Council meeting. Clerk Paul called the roll and all council members agreed to provide city services if the event occurs.

Mayor Lovero asked to go into closed session for the purpose of discussing a pending case where the City has been named as a defendant in a filed bankruptcy case. Ald. Lennon made the motion, seconded by Ald. Ruiz to go into closed session. The motion carried by a unanimous voice vote. Mayor Lovero asked that the doors to the chambers be closed to the public at 7:35 p.m.

The doors to the chambers were opened at 7:50 at the conclusion of the closed session. There being no further business before the Committee of the Whole, Ald. Ruiz made the motion, seconded by Ald. Arenella, to adjourn the meeting. The motion carried by a unanimous voice vote. The meeting adjourned at 7:50 p.m.

Respectfully submitted,


Margaret Paul, City Clerk



C-1

The Berwyn City Council
Minutes of the Regular Meeting of October 26, 2021

Mayor Robert J. Lovero called the Berwyn City Council Regular Meeting to order at 8:00 p.m. Clerk Paul called the roll. The following Aldermen were in attendance and present in chambers: Lennon, Leja, Fejt, Pabon, Ruiz, Arenella, and Carmichael. Alderman Woywod participated remotely and answered present on the call of the roll.

- A. Attendees rose and recited the Pledge of Allegiance. Mayor Lovero asked for a moment of silence in support of our First Responders.
- B. **Open Forum:** Mayor Lovero opened the floor for Open Forum. The following people made statements to the City Council: Maribel Garcia representing Break the Silence Foundation, Carol Gallen representing Sarah's Inn, Mat Zurich – resident, City Administrator Ruth Siaba Green distributed City ARPA 2021 spending draft, Alderman Richard Leja.
- C. **Approval of Minutes:** Ald. Lennon made a motion, seconded by Ald. Fejt, to approve the October 12, 2021 Committee of the Whole Minutes and the Minutes for the Regular Meeting of October 12, 2021 as submitted. The motion carried by a unanimous voice vote.

Clerk's Note: Ald. Arenella made a motion, seconded by Ald. Ruiz, to bring forward Item F-2 from the agenda. The motion carried by a unanimous voice vote.

F-2: Proclamation Declaring October 2021 as National Domestic Violence Awareness and Prevention Month: Clerk Paul read the Proclamation. Ald. Arenella made the motion, seconded by Ald. Ruiz, to adopt the Proclamation as presented. The motion carried by a unanimous roll call vote. Mayor Lovero presented copies of the Proclamation to representatives of Break the Silence Foundation and Sarah's Inn.

- D. **Bid Openings:** No items submitted for the agenda.
- E. **BDC, BPHD, or Berwyn Township:** Nothing submitted for the agenda.
- F. **Reports from the Mayor:**
 - F-1: Ald. Lennon made the motion, seconded by Ald. Fejt, to concur with Mayor Lovero's appointment of Treasurer Robert Reyes as a Board Member to the Berwyn Municipal Securitization Corporation. The motion carried by a unanimous voice vote.
 - F-3: Clerk Paul read the Proclamation declaring October 2021 as National Breast Cancer Awareness Month in Berwyn. Ald. Arenella made the motion, seconded by Ald. Ruiz, adopt the Proclamation as presented. The motion carried by a unanimous voice vote.
- G. **Reports from the Clerk:** Ald. Lennon made the motion, seconded by Ald. Ruiz, to amend the Berwyn City Council 2022 Schedule of Regular Meetings and Holidays as submitted by Clerk Paul to include Juneteenth as an observed holiday requiring city offices to close on Monday, June 20, 2022 and approve the proposed schedule as amended. The motion carried by a unanimous voice vote.
- H. **Zoning Commission:** Ald. Arenella made the motion, seconded by Ald. Leja, to concur with the Zoning Commission regarding the requested side yard variance, override the Zoning Commission's denial of the front setback variance and **adopt** the Ordinance (Item H-1b) entitled: **An Ordinance Approving Variations Relative to a Second Story Addition to an Existing Single Family Bungalow Within the R-2 Bungalow Zoning District at 6925 Riverside Drive, Berwyn, Illinois – Edgar Moreno/Rocio Gonzalez**, direct the Corporate Authorities to affix the necessary signatures and place it on its way to passage. The motion carried with all Alderpersons voting AYE and none voting NAY.

I. Reports from Aldermen, Committees and Boards:

I-1: Ald. Leja made the motion, seconded by Ald. Lennon, to authorize the Fire Department to send appropriate resources to the Berwyn Park District bonfire event scheduled for October 30, 2021 for safety. The motion carried by a unanimous voice vote.

J. Reports from Staff

J-1: Ald. Leja made the motion, seconded by Ald. Lennon, to **adopt** the **Ordinance** entitled: **An Ordinance Authorizing and Providing for the Issuance of not to exceed \$99,800,000 in aggregate Principal Amount of One or More Series of Taxable and/or Tax-exempt General Obligation Bonds for the Purposes of Funding a Portion of the Net Pension Liability of its Police Pension Fund and the Firefighters Pension Fund, Refunding a Portion of the City's Outstanding General Obligation Bonds and Paying for the Costs Related Thereto, Authorizing the Execution of a Bond Order in Connection with Such General Obligation Bonds and Providing for the Levy and Collection of a Direct Annual Tax for the Payment of the Principal of and Interest on Such Bonds**, direct the Corporate Authorities to affix the necessary signatures and place it on its way to passage. The motion carried with Alderpersons Lennon, Woywod, Leja, Fejt, Pabon, Ruiz, Arenella, and Carmichael voting AYE.

J-2: Ald. Fejt made the motion, seconded by Ald. Lennon, to approve the settlement of 20 WC 021523 and authorize payment for \$46,559.00. The motion carried by a unanimous roll call vote.

J-3: Ald. Ruiz made the motion, seconded by Ald. Lennon, to **adopt** the **Ordinance** entitled: **An Ordinance Authorizing and Approving an Intergovernmental Agreement Between the City of Berwyn and the Metropolitan Water Reclamation District of Greater Chicago Regarding Green Alley Program for the City of Berwyn, County of Cook, State of Illinois**, direct the Corporate Authorities to affix the necessary signatures and send it on its way to passage. The motion carried by a unanimous roll call vote.

J-4: Ald. Ruiz made the motion, seconded by Ald. Fejt, to approve the Pay Request #2 from Pan-Oceanic Engineering Co for an amount not to exceed \$555,885.91 from the City of Berwyn IEPA Water Main loan. The motion carried by a unanimous roll call vote.

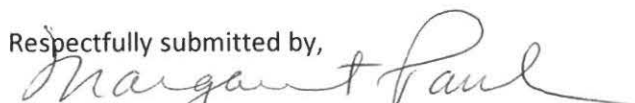
J-5: Ald. Lennon made the motion, seconded by Ald. Ruiz, to accept the Secretary of State 2020 Decennial Census Count Certification of Berwyn's population counted at 57,250 as informational. The motion carried by a unanimous voice vote.

K. Consent Agenda (Items K1 through K-7): Ald. Lennon made the motion, seconded by Ald. Ruiz, to approve the Consent Agenda Items K-1 through K-7 by omnibus designation as presented. The motion carried by a unanimous voice vote.

Aldermanic Committee / Ward Meetings: Ald. Lennon announced Budget Committee meetings as previously called, Ald. Leja announced a 3rd Ward Meeting on November 3, 2021, Ald. Pabon announced a meeting of the Rat Abatement Ad Hoc Committee as previously called and a 5th Ward Meeting at Hett Park

There being no further business before the City Council, Ald. Carmichael made the motion, seconded by Ald. Pabon, to adjourn the meeting. The motion carried by a unanimous voice vote. The meeting adjourned at 8:30 p.m.

Respectfully submitted by,


Margaret Paul, Berwyn City Clerk

The City of Berwyn



Robert J. Lovero
Mayor

F-1

A Century of Progress with Pride

November 9, 2021

Members of City Council

Re: **Resignation and Appointment of a member of the Berwyn Library Board**

Council Members:

There is a vacancy in the due to the recent resignation of Cynthia Hayes from the Berwyn Library Board.

I want to thank Cynthia Hayes for her dedication she has shown as a Library Board member.

I am seeking to appoint J. Patrick Cagney as the member to the Berwyn Library Board to fill the remaining term ending 08/28/2024.

I would ask that City Council concur in my recommendation of J. Patrick Cagney and approve the appointment.

Sincerely,

Robert J. Lovero
Mayor

FROM THE DESK OF

Cynthia Hayes

November 2, 2021

Mayor Robert J. Lovero
6700 W. 26th Street
Berwyn, IL 60402

Dear Mayor Lovero,

Please accept this letter as my formal resignation from the Berwyn Public Library Board, effective immediately.

During my time with the Berwyn Public Library Board, I have been able to grow and learn as a member of this community in a unique environment. I sincerely appreciate the opportunities I have been given in this capacity, but it's time to focus on my career and my family.

Your support has prepared me well, and I hope we will have the chance to collaborate again in the future.

Please let me know if I can be of any assistance during this transition period. I wish you and the Berwyn Public Library Board all the best going forward.

Sincerely yours,

A handwritten signature in black ink that reads "Cynthia Hayes". The signature is written in a cursive, flowing style.

Cynthia Hayes

J. PATRICK CAGNEY

EDUCATION

M.A. Keller Graduate School of Management, Human Resource Management

M.A. Keller Graduate School of Management, Business Administration

B.A. University of Illinois at Chicago, Communication

PROFESSIONAL EXPERIENCE

NORC, CHICAGO, IL

Director, NORC Telephone Surveys and Support Operations *April 2016 – present*

Director of CATI Projects and Technology *April 2004 - 2016*

Responsible for leading and directing call center operations across NORC's Chicago, Wichita and Albuquerque offices, including all Work from Home staff. Responsible for more than 1000 Intermittent Staff, 80 Supervisors, 25 Assistant Managers, 5 Analyst, 12 Senior Managers – over 1,400,000 labor hours a year. This position requires close teamwork with Survey Operations, Human Resources, Information Technology, and all research department staff. Specifically responsible for

- manage more than 100 survey research projects annually in a fast-paced environment including scheduling the project's workflow, monitoring the project budget, overseeing questionnaire and materials design, planning and executing data collection and delivery, and reporting on costs and progress
- the recruitment and training of all levels of staff and the quality of all work within the department
- the scheduling and payroll of more than 1,400,000 hours annually
- the employee relations, retention and all staff appreciation of the department
- the smooth functioning of the workforce and facilities

ABT ASSOCIATES INC.

Deputy Director of Survey Operations *2000 – April 2004*

Responsible for assisting in overall day-to-day management of three call centers, including more than 400 interviewers, as well as field data collection activities. Responsibilities include hiring, training, motivating interviewers, conducting interviewer enhancement trainings to meet response rate requirements, and managing shift supervisors.

ABT ASSOCIATES INC.

Telephone Center Manager

1998 - 2000

Responsible for assisting in overall day-to-day management of three telephone centers, including more than 400 interviewers, as well as field data collection activities. Responsibilities include hiring, training, motivating interviewers, conducting interviewer enhancement trainings to meet response rate requirements, and managing shift supervisors.

NORC, CHICAGO, IL**Survey Group Support Services Manager/ Associate Director of Telephone Facilities and Data Preparation/ Resources Manager**

1989 - 1997

Progressed to levels of increased responsibility within data collection/preparation and human resource management. Responsibilities included multi-facility management of all human resources and facility management operations; direct management responsibility for staff of 10 in the recruitment, hiring, training, and employee relations of 450 production center employees; and day-to-day operations including the full range of facility management functions.

MAJOR STUDIES

National Immunization Survey (NIS). *Telephone center task leader. 1998 - 2019.* The NIS is conducted for the National Immunization Program (NIP) and the National Center for Health Statistics (NCHS), both part of the Centers for Disease Control and Prevention (CDC). The NIS is a list-assisted random-digit-dialing telephone survey that has provided the public with important statistics about childhood immunization and other health related topics since 1994. Data from the NIS are used to produce timely estimates of vaccination coverage rates for each of six recommended vaccines for the nation and for each of 78 Immunization Action Plan (IAP) areas, consisting of the 50 states, the District of Columbia, and 27 large urban areas. The NIS is the one of largest RDD surveys, with more than 3 million sampled telephone lines. The CATI survey also obtains consent to contact the pediatricians, family physicians, and other health care providers of the surveyed children in order to increase the accuracy and precision of the immunization data.

National Survey of Children with Special Health Care Needs (NS-CSHCN). *Telephone center task leader.* Conducted on behalf of the Maternal and Child Health Bureau (MCHB) of the Health Resources and Services Administration (HRSA) and the National Center for Health Statistics (NCHS), the National Survey of Children with Special Health Care Needs II (NS-CSHCN II) is designed to assess the prevalence and impact of special health care needs among children in all 50 States and the District of Columbia. This survey explores the extent to which children with special health care needs (CSHCN) have medical homes, adequate health insurance, and access to needed services. Other topics include care coordination and satisfaction with care. Data are collected through the State and Local Area Integrated Telephone Survey (SLAITS) mechanism. This data collection mechanism was developed by NCHS to collect important health care data at State and local levels. It supplements current national data collection strategies by providing in-depth State and local area data to meet various program and policy needs in an ever-changing health care system. SLAITS uses the same Random-Digit-Dial (RDD) telephone design approach and sampling frame as the ongoing NIS.

National Survey of Children with Special Health Care Needs (2005-06 NS-CSHCN). *Telephone center task leader. 2005 -2006.* The 2005 NS-CSHCN is conducted for the Maternal and Child Health Bureau (MCHB) of the Health Resources and Services Administration (HRSA) and the National Center for Health Statistics (NCHS). The primary goal of this survey is to assess the prevalence and impact of special health care needs among children in all 50 States and the District of Columbia. This survey

explores the extent to which children with special health care needs (CSHCN) have medical homes, adequate health insurance, and access to needed services. Other topics include care coordination and satisfaction with care. Responsible for supervising production, working with the production center staff to establish and monitor progress toward goals, identifying system issues and changes required, supervising data cleaning for data deliveries, and reviewing monthly financial reports to assure they reflect the most up-to-date status of the project.

National Congregation Survey II (NCS-II). *Telephone center task leader. 2006 – 2007.* Sponsored by the Lilly Foundation, The NCS-II aims to document the work, programs, and activities of America's religious congregations. The information collected will be used by scholars, religious leaders, and students to better understand the activities, characteristics, and social composition of all types of religious congregations and better meet their changing needs. The study consists of two portions: interviews with pastors or knowledgeable representatives of congregations identified in the 2006 General Social Survey (GSS 2006), and interviews with pastors or knowledgeable representatives of a sub-sample of congregations about which data were collected in 1998 as part of the National Congregation Study, Wave I.

Racial and Ethnic Adult Disparities in Immunization Initiative (READII) Survey, U.S. Department of Health and Human Services, Centers for Medicare & Medicaid Services. *Data Collection Director. 2002- 2004.* The National Immunization Program (NIP) in the Centers for Disease Control and Prevention (CDC) is partnering with the Centers for Medicare and Medicaid Services (CMS) to assess health disparities in immunizations rates between the minority and white elderly populations in five communities: Bexar County, Texas; Chicago, Illinois; Milwaukee, Wisconsin; Monroe County, New York; and the Mississippi delta area. The first round of the study use Computer Assisted Telephone Interviewing (CATI) to collect data from 4,726 Medicare beneficiaries randomly selected from each of the target areas. The interview collected data about influenza and pneumococcal vaccinations, reasons for vaccination and not being vaccinated, influences on health care decisions, media exposure, and sociodemographic variables.

Chronic Fatigue Syndrome Surveillance and Related Studies. *Data Collection Director. 2000 – 2004.* This project assists the Centers for Disease Control and Prevention with conducting surveillance of Chronic Fatigue Syndrome (CFS), cluster investigations of CFS, and case-control (interview and laboratory) studies. (Client: U.S. Department of Health and Human Services.)

Physician Survey on Genetic Testing for Cancer *Telephone Center Manager. 1998 – 2000.* Susceptibility. National Cancer Institute survey of 1250 physicians regarding knowledge, attitudes, and practices with respect to genetic testing for cancer susceptibility. Data collection methods included mail, fax, internet, and telephone. Responsibilities included assisting with questionnaire and materials design and development and management of the pretest.

Physician Survey on Colorectal Cancer Screening. *Telephone Center Manager. 1998 – 2000.* National Cancer Institute survey of primary care and specialist physicians and health plans regarding knowledge, attitudes, and procedures for colorectal cancer screening. Data collection methods included mail, fax, internet, and telephone. Responsibilities included assisting with questionnaire and materials design and development and management of the pretest.

PRESENTATIONS

Kelly, J., Petty, J., Cagney, J.P., Hobson, K.J., **Establishing a CATI Center** TSMII 2006

Hobson, K.J., Kelly, J., Cagney, J.P., **Case Management and Call Scheduling** TSMII 2006

Cagney, P., Rajan, J., Jessoe, R., Sipulski, E., **Objective Measures in Evaluating the Performance of Telephone Supervisors** International Field Directors and Technology Conference 2007

Cagney, P., Jessoe, R., **The Last Monitor Told Me To Do It That Way: Improving Quality on Interviewer Monitoring** International Field Directors and Technology Conference 2006

Cagney, P., **Training New Supervisors** International Field Directors and Technology Conference 2006

PUBLICATIONS

Kelly, J., Link, M., Petty, J., Hobson, K., Cagney, J.P., (2008, Wiley) *Advances in Telephone Survey Methodology*, Part V, Chapter 15: Establishing a new Survey Research Call Center.

Mayor
Robert J. Lovero



City Clerk
Margaret M. Paul

A CENTURY OF PROGRESS WITH PRIDE

6700 W 26th Street • Berwyn, IL 60402 • Ph: (708) 788-2660 • Fax: (708) 788-2675 • Berwyn-IL.gov

H-1

**Zoning, Planning and
Development Commission**

Joel Chrastka
Lance C. Malina
Don Miller
Rick Moreci
Cathy Norden
Frank Rodriguez
Douglas Walega

November 4, 2021

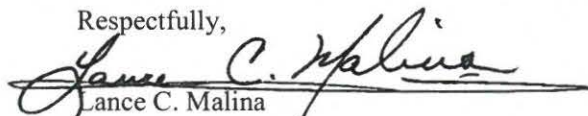
Re: Request for an Interior Side Yard, Front Setback and Height Variations for a Second Story Addition in the R-2 Bungalow Zoning District at 2335 Clinton Avenue

Mayor Lovero and Members of the City Council:

Attached for your consideration are Findings of Fact from the Zoning, Planning and Development Commission relative to requests for Variations in order to build a second story addition to an existing bungalow with a 6-foot setback from the front façade of the building, instead of the required 15-foot front setback, interior side yard setbacks of 2.29 and 2.90 feet, instead of the required 3-feet, and with a height of 31'10", which is in excess of the maximum allowed height of 28'. The property is located within the R-2 Bungalow Zoning District, at 2335 Clinton Avenue. The variations sought by the Applicant are from Section 1246.11.B.1/Table 1246.11 (R-2 District Requirements) of the Zoning Code. Variations may be granted where the standards in Section 1252.03 of the Zoning Code relative to variations are found to have been met. The Petition was filed by Petitioner Cesar Nunez. **At a public hearing held on October 20, 2021, the Zoning, Planning and Development Commission again recommended APPROVAL of the requested interior side yard variations, and DENIAL of the requested front setback variation and height variation, on a vote of seven (7) in favor and zero (0) opposed.**

Attached to the Findings of Fact are Exhibits from the Public Hearing, as well as two (2) Ordinances regarding the requested Variations. The first Ordinance approves only the interior side yard setback variations, as recommended by the Zoning, Planning and Development Commission. The second Ordinance approves all three of the requested variations, in the event the City Council decides that is what it would like to do so. If the Council does not want to approve any of the variations, only a vote is necessary and no Ordinance need be passed.

Respectfully,


Lance C. Malina
Executive Secretary,

Berwyn Zoning, Planning and Development Commission

**FINDINGS OF FACT AND RECOMMENDATION OF THE
CITY OF BERWYN ZONING, PLANNING AND DEVELOPMENT COMMISSION
TO THE MAYOR AND CITY COUNCIL**

**ZPDC No. 21-05
October 20, 2021**

APPLICATION: Request for Approval of Variations to Build a Second Story Addition to an Existing Bungalow Located Within the R-2 Bungalow Zoning District, at the Address Commonly Known as 2335 Clinton Avenue, Berwyn, Illinois

PETITIONER: Cesar Nunez

PROPERTY: 2335 Clinton Avenue, Berwyn, Illinois (the "Property")

SUMMARY OF REQUEST AND RECOMMENDATION: The City of Berwyn received a request from Cesar Nunez ("Petitioner") for variations from § 1246.11.B.1./Table 1246.11-A. (R-2 District Requirements) of the Zoning Code of the City of Berwyn in order to build a second story addition on an existing bungalow. The Petitioner seeks to add a second story addition to the existing residence on the property with a proposed setback of six (6) feet from the front façade of the home instead of the required fifteen (15) foot setback, with less than the required three (3) foot interior side yard setbacks on both sides, consistent with the existing first floor of the residence, and also seeks a variation from the maximum allowed height for the second story of a bungalow of twenty eight (28) feet in order to build to a height of thirty one (31) feet, ten (10) inches. The Property is located within the R-2 Bungalow Zoning District. Variations to allow the second story addition to be less than fifteen (15) feet from the front façade of the residence, to be set back less than three (3) foot from the interior side lot lines, and to be higher than twenty eight (28) feet may be granted where the standards applicable to variations set forth in Section 1252.03.D.6. of the Zoning Code are found to have been met.

Following a public hearing held on October 20, 2021, the City of Berwyn Zoning, Planning and Development Commission voted seven (7) in favor and zero (0) opposed to recommend **APPROVAL** to the Mayor and City Council of the 3-foot interior side yard setback variations, and **DENIAL** of the variations from the fifteen (15) foot setback requirement and twenty eight (28) foot height requirement.

BACKGROUND: The Property consists of an existing bungalow style residence. The Property is in the R-2 Bungalow District, which requires a fifteen (15) foot setback for second story additions to existing bungalows, three (3) foot setbacks from the interior side lot line and a maximum height of twenty eight (28) feet. Petitioner seeks to construct a second story addition with a six (6) foot setback from the front façade of the existing residence, interior side yard setbacks of 2.29 and 2.90 feet, consistent with the side yard setbacks of the 1st floor of the existing residence, instead of the required three (3) foot interior side yard setbacks, and a height of thirty one (31) feet, ten (10) inches, in excess of the maximum twenty eight (28) foot height for second story additions to a bungalow.

PUBLIC HEARING: At the October 20, 2021, public hearing on the variation requests, the Petitioner, Cesar Nunez, testified regarding the requested relief. He stated that the existing home is a small bungalow. He is seeking to locate three (3) bedrooms upstairs, along with two

(2) bathrooms. He has lived in Berwyn for eighteen (18) years. He previously lived on Kenilworth. His father-in-law will be the primary contractor.

Commissioner Walega noted that there appeared to be a master bath upstairs as part of the plans, and asked how the elimination of the master bath would affect the front setback variation request.

Brett Michaelson of the Berwyn Development Corporation ("BDC") testified that he had reviewed all of the submitted documents and noted that the Petitioner needs three (3) variations altogether. He did not find there to be an undue hardship here because the Property is not unique, and the request was mainly for personal reasons and the convenience of Petitioner to cure a self-created condition. Michaelson testified that the BDC did not recommend the front façade setback variation or the height variation.

7th Ward Alderperson Mary Beth Arenella spoke, noting that this was not a typical bungalow large octagon bungalow. It is very small, with just two (2) bedrooms on the first floor. She noted that the Petitioner has been in Berwyn eighteen (18) years and wants to stay here. She further noted that the existing attic is quite small, and that fifteen (15) feet was a huge setback relative to the rest of the house in the case of such a small bungalow. She supports the Petitioner's variation requests.

Exhibits marked during the course of the Public Hearing included: **City Group Exhibit 1**, which consisted of the published legal notice for the public hearing, and accompanying Certification of Publication, as well as the full application for the relief sought by Petitioner and supporting materials. **City Exhibit 2** consisted of the City of Berwyn Zoning Analysis on this matter prepared by the BDC.

There being no further questions or members of the public wishing to speak on the application, the Public Hearing was closed.

The members of the Zoning, Planning and Development Commission each then in turn expressed their views on the proposed variations.

The Commissioners believed that there was no hardship present and that this was not a unique situation. Commissioner Walega moved to recommend DENIAL of the requested variation to build a second story addition to the residence with a six foot (6) foot setback from the front façade of the building instead of the fifteen (15) foot setback required by the Zoning Code, DENIAL of the requested variation to build a second story addition to the residence with a height of thirty one (31) feet, ten (10) inches, instead of the required twenty eight (28) foot maximum, and to APPROVE the requested side yard setback variation that would allow a second story addition to be built with interior side yard setbacks of 2.29 feet and 2.90 feet, consistent with the existing location of the first floor of the residence, instead of the three (3) feet from the interior side lot lines required by the Zoning Code. The Zoning, Planning, and Development Commission voted seven (7) in favor and zero (0) opposed, to recommend denial of the proposed front setback variation and height variation, and to recommend approval of the proposed interior side yard setback variation to the Mayor and City Council.

FINDINGS: The Zoning, Planning, and Development Commission makes the following Findings as to the proposed variations:

- (A) **The proposed variation will not endanger the health, safety, comfort, convenience, and general welfare of the public.** The Zoning, Planning and Development Commission finds that the proposed variations, as presented, would not endanger the health, safety, comfort, convenience and general welfare of the public.
- (B) **The proposed variation is compatible with the character of adjacent properties and other property within the immediate vicinity of the proposed variation.** The Commission finds this standard to have been met as to the interior side yard variations, but not for the proposed setback variation from the front facade of the residence or for the proposed height variation. The Commission found the front setback and height requests were driven by personal circumstances and would not be consistent with the setbacks established and required for other bungalows in the R-2 Zoning District.
- (C) **The proposed variation will not substantially diminish the value of adjacent properties and other property within the immediate vicinity of the proposed variation.** The Zoning, Planning and Development Commission finds that the proposed variations would not substantially diminish the value of adjacent properties within the immediate vicinity of the Subject Property because the residential use of the property is consistent with the character of the neighborhood and adjacent properties.
- (D) **The proposed variation alleviates a particular hardship created by the literal enforcement of this Zoning Code that would prevent the applicant from yielding a reasonable return from the subject property.** The Zoning, Planning and Development Commission finds that this standard has not been met as to the requested setback from the front façade of the residence or for the height variation, but has been met as to the interior side yard setbacks. Petitioner has failed to demonstrate a hardship that would support approval of the front setback variation and height variation.
- (E) **The proposed variation is necessary to permit a reasonable use of land, but does not confer a special privilege on the applicant which is denied to the owners of adjacent properties and other properties within the immediate vicinity of the proposed variation.** A majority of the Zoning, Planning and Development Commission finds that the proposed front setback variation and height variation were not necessary to permit a reasonable use of land, but did find the standard to have been met as to the interior side yard variations.
- (F) **The proposed variation represents the minimum deviation from established standards necessary to accomplish the desired improvement of the subject property.** A majority of the Zoning, Planning and Development Commission finds that this standard has not been met with respect to the front setback variation and height variation, but had been met as to the requested interior side yard setback variations.
- (G) **The proposed variation is consistent with the intent of the Comprehensive Plan, the Zoning Code, and the other land use policies of the city.** The Zoning, Planning and Development Commission find that the variation to allow less than the required setback from the front façade of the existing bungalow, and the variation to allow a height in excess of the permitted height for second story additions to bungalows, was not consistent with the intention of the Zoning Code, which specifically imposes this requirement for additions to existing bungalows in order to maintain the existing character of certain areas of the City. The Zoning, Planning and Development

Commission members did find, however, that the variation to allow 2.29 foot and 2.90 foot interior side yard setbacks for the second story addition that were the same as the setbacks of the existing residence, instead of the required three (3) foot setbacks, was consistent with the intent of the Zoning Code.

RECOMMENDATIONS: Based upon the foregoing Findings, the Zoning, Planning, and Development Commission, by a vote of seven (7) in favor and zero (0) opposed, recommends DENIAL to the Mayor and City Council of the requested variation to build a second story addition to the existing bungalow-style residence with a six (6) foot setback from the front façade of the building, instead of the fifteen (15) feet required by the Zoning Code, DENIAL of the requested variation to build a second story addition to the bungalow-style residence with a height of thirty one (31) feet, ten (10) inches, instead of the required twenty eight (28) foot maximum at the Property in the R-2 Bungalow District at the address commonly known as 2335 S. Clinton Avenue, Berwyn, Illinois, and APPROVAL, by the same vote, of the requested variations for 2.29 foot and 2.90 interior side yard setbacks for the second story addition, consistent with the setback of the existing residence.

Signed: _____



Lance C. Malina, Executive Secretary
Zoning, Planning and Development Commission
City of Berwyn

CITY OF BERWYN
CITY OF BERWYN LEGAL NOTICE/NOTICE OF PUBLIC HEAR

ADORDERNUMBER: 0001133539-01
PO NUMBER: 2335 Clinton Avenue
AMOUNT: 476.00
NO OF AFFIDAVITS: 1

Chicago Sun-Times Certificate of Publication

State of Illinois - County of Cook

Chicago Sun-Times, does hereby certify it has published the attached advertisements in the following secular newspapers. All newspapers meet Illinois Compiled Statute requirements for publication of Notices per Chapter 715 ILCS 5/0.01 et seq. R.S. 1874, P728 Sec 1, EFF. July 1, 1874. Amended by Laws 1959, P1494, EFF. July 17, 1959. Formerly Ill. Rev. Stat. 1991, CH100, Pl.

Note: Notice appeared in the following checked positions.

PUBLICATION DATE(S): 10/02/2021

Chicago Sun-Times

IN WITNESS WHEREOF, the undersigned, being duly authorized,
has caused this Certificate to be signed

by



Susan Quinn
Manager | Recruitment & Legals

This 2nd Day of October 2021

CITY OF BERWYN
6401 W 31ST ST
BERWYN, IL 60402

**CITY OF BERWYN
LEGAL NOTICE/NOTICE OF PUBLIC HEARING**

Notice is hereby given to all interested persons that the City of Berwyn Zoning, Planning and Development Commission will hold a public hearing on Wednesday, the 20th day of October, 2021, in the City of Berwyn Council Chambers on the second floor, located at 6700 West 26th Street, Berwyn, Illinois, at the hour of 7:00 P.M. or as soon thereafter as the business of the Zoning, Planning and Development Commission permits, to consider the following:

The request of the applicant Cesar Nunez (the "Applicant") for Variations necessary to build a second story addition on an existing bungalow located within the R-2 Bungalow Zoning District, at the address commonly known as 2335 Clinton Avenue, Berwyn, Illinois, and legally described as follows:

LOT 156 IN THE 22ND STREET LAND ASSOCIATION SUB-DIVISION OF PART OF THE EAST HALF OF THE NORTH-WEST QUARTER (EXCEPT THE EAST 41 ACRES THERE-OF) LYING NORTH OF RIVERSIDE PARKWAY IN SECTION 30, TOWNSHIP 39 NORTH, RANGE 13, EAST OF THE THIRD PRINCIPAL MERIDIAN, EXCEPT THAT PART DESCRIBED AS FOLLOWS: COMMENCING AT THE SOUTH EAST CORNER OF SAID LOT 156, THENCE NORTHERLY ALONG THE EAST LINE OF SAID LOT TO A POINT 3 FEET NORTH OF THE SOUTH EAST CORNER THEREOF, THENCE SOUTH WESTERLY IN A STRAIGHT LINE TO A POINT IN THE WEST LINE OF SAID LOT 156, 1 FOOT NORTHERLY OF THE SOUTH WEST CORNER THEREOF, THENCE EASTERLY ALONG THE SOUTH LINE OF SAID LOT 156 TO THE PLACE OF BEGINNING, IN COOK COUNTY, ILLINOIS.

PIN: 16-30-106-014-0000
COMMONLY KNOWN AS: 2335 Clinton Avenue, Berwyn, Illinois

The Applicant seeks to add a second story addition to the existing residence on the property with a proposed setback of six (6) feet from the front façade of the home instead of the required fifteen (15) foot setback, and with less than the required three (3) foot interior side yard setback on both sides, consistent with the existing first floor of the residence. A variation from the maximum allowed height for the second story of a bungalow of twenty eight (28) feet may also be required. The variations sought are from the setback and height requirements set forth in § 1246.11.B.1/Table 1246.11-A. (R-2 District Requirements) of the Zoning Code of the City of Berwyn. Variations to allow the second story addition to be less than fifteen (15) feet from the front façade of the residence, to be set back less than three (3) foot from an interior side lot line, and to exceed the maximum second story bungalow height of twenty eight (28) feet may be granted where the standards applicable to variations set forth in Section 1252.03.D.6. of the Zoning Code are found to have been met.

During the Public Hearing the Zoning, Planning and Development Commission will hear testimony from and consider any evidence presented by persons interested to speak on this matter. In addition, objections and other comments, if any, relating to the proposed Variations requested may be submitted to Lance Malina, the Executive Secretary of the Zoning, Planning and Development Commission, at lmalina@ktjlaw.com, or by mail to Klein, Thorpe and Jenkins, Ltd., Attn: Lance Malina, 20 N. Wacker Drive, Suite 1660, Chicago, Illinois 60606, prior to 4:00 P.M. the day of the Public Hearing.

The Public Hearing may be continued from time to time without further notice, except as otherwise required under the Illinois Open Meetings Act.

Dated this 2nd Day of October, 2021

By Order of the City of Berwyn Zoning, Planning and Development Commission
Lance Malina, Executive Secretary.

10/2/1021 1133538

5812 W. HIGGINS AVENUE
CHICAGO, ILLINOIS 60630



MM SURVEYING CO., INC.

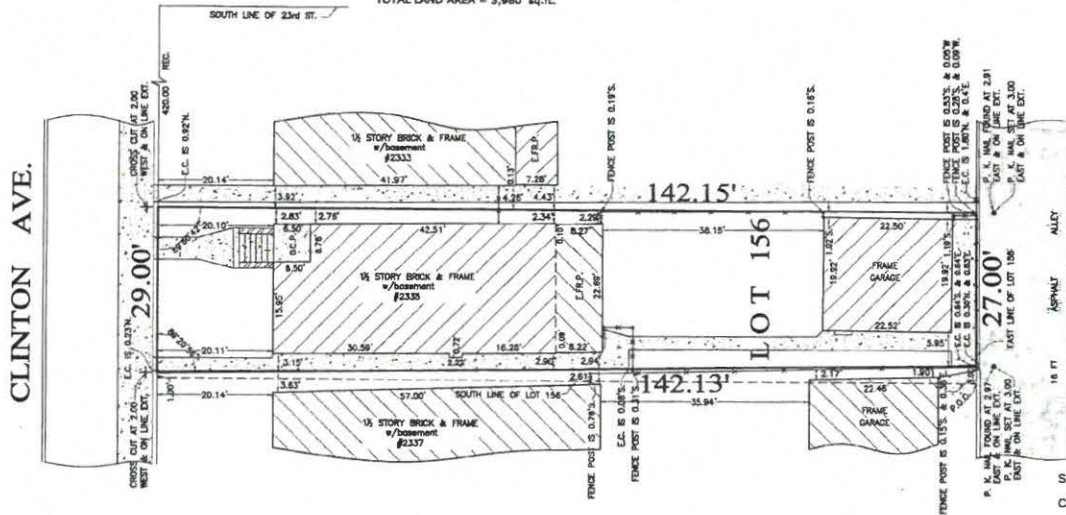
PROFESSIONAL DESIGN FIRM No. 184-003233

PLAT OF SURVEY

PHONE: (773)282-5900
FAX: (773)282-9424
mmsurvey1285@sbcglobal.net

LOT 156 IN THE 22ND STREET LAND ASSOCIATION SUBDIVISION OF PART OF THE EAST HALF OF THE NORTHWEST QUARTER (EXCEPT THE EAST 41 ACRES THEREOF) LYING NORTH OF RIVERSIDE PARKWAY IN SECTION 30, TOWNSHIP 39 NORTH, RANGE 13, EAST OF THE THIRD PRINCIPAL MERIDIAN, EXCEPT THAT PART DESCRIBED AS FOLLOWS: COMMENCING AT THE SOUTH EAST CORNER OF SAID LOT 156, THENCE NORTHERLY ALONG THE EAST LINE OF SAID LOT TO A POINT 3 FEET NORTH OF THE SOUTH EAST CORNER THEREOF, THENCE SOUTH WESTERLY IN A STRAIGHT LINE TO A POINT IN THE WEST LINE OF SAID LOT 156, 1 FOOT NORTHERLY OF THE SOUTH WEST CORNER THEREOF, THENCE EASTERLY ALONG THE SOUTH LINE OF SAID LOT 156 TO THE PLACE OF BEGINNING, IN COOK COUNTY, ILLINOIS.

TOTAL LAND AREA = 3,980 sq.-ft.



State of Illinois
County of Cook

We, M M Surveying Co., Inc., do hereby certify that we have surveyed the above described property and that the plat hereon drawn is a correct representation of said survey.

Signature: *Benjamin Domagoczych*

Date: AUGUST 24, 2018

REG. ILL. Land Surveyor No. 35-3758
LIC. EXP. NOVEMBER 30, 2018

- LEGEND:**
- CHAIN LINK FENCE
 - WOOD FENCE
 - IRON FENCE
 - CONCRETE PAVEMENT
 - E.F.R.P. - ENCLOSED FRAME PORCH
 - O.F.R.P. - OPEN FRAME PORCH
 - O.B.R.P. - OPEN BRICK PORCH
 - O.C.P. - OPEN CONC. PORCH
 - E.C. - EDGE OF CONCRETE
 - E.B. - EDGE OF BRICK

THIS PROFESSIONAL SERVICE CONFORMS TO THE CURRENT ILLINOIS MINIMUM STANDARDS FOR A BOUNDARY SURVEY.

FOR BUILDING LINES, EASEMENTS AND OTHER RESTRICTIONS NOT SHOWN HEREON, REFER TO YOUR DEED, TITLE POLICY AND LOCAL ZONING ORDINANCE, ETC.
LEGAL DESCRIPTION NOTED ON THIS PLAT WAS PROVIDED BY THE CLIENT AND MUST BE COMPARED WITH DEED AND/OR TITLE POLICY. ALL DIMENSIONS ARE SHOWN IN FEET AND DECIMAL PARTS THEREOF.

Order No. 91231
Scale: 1 inch = 16 FEET
FIELDWORK
COMPLETION DATE: AUGUST 20, 2018
Ordered by: JOSE L. NUÑEZ

CITY OF BERWYN - ZONING PETITION
- VARIATION

I. GENERAL INSTRUCTIONS

1. Please submit THREE (3) copies of this Petition Form and THREE (3) copies of all other exhibits, plans, data, and miscellaneous documents required to be submitted.
2. All copies must be received no later than 60 days from the date on the Denial Letter in the office of the Executive Secretary of the Zoning, Planning, and Development Commission, at the following address:

Lance C. Malina, Executive Secretary
Berwyn Zoning, Planning, and Development Commission
c/o Klein, Thorpe and Jenkins, Ltd.
20 N. Wacker Drive, Suite 1660
Chicago, IL 60606-2903

If you have any questions for the Executive Secretary, he may be reached at 312-984-6439.

3. Materials required to be included in your submitted Petition package include:
 - a. A receipt for applicable Hearing Fee paid to the City Collector. You may pay the Hearing Fee at City Hall. Upon payment, you will be provided with a receipt. **BE CERTAIN TO INCLUDE A COPY OF THE PAID RECEIPT WITH THE PETITION FORMS.**
 - b. A receipt for the \$300 publication fee previously paid to the City Collector. You must pay your publication fee to the City Collector. Upon payment, you will be provided with a receipt. **BE CERTAIN TO INCLUDE A COPY OF THE PAID RECEIPT WITH THE PETITION FORMS.**
 - c. A signed completed copy of this Petition, with Sections II and III fully completed and executed.
 - d. An 8 ½" x 11" depiction of the Property, showing the location of buildings, streets, sidewalks, parking areas, and the like as necessary to depict your proposed usage of the Property.
 - e. A copy of the permit request made to the Zoning or Building Commissioner, from which this Petition arises.
 - f. A copy of notice mailed by you to the Building or Zoning commissioner advising him that you are appealing the matter to the Zoning Administrator or the Zoning, Planning, and Development Commission.
 - g. A copy of a survey of the property should be submitted if available.

UPON RECEIPT OF A FULLY COMPLETED APPLICATION, YOU WILL BE NOTIFIED OF THE NEXT AVAILABLE HEARING DATE, WHICH IS DEPENDENT ON THE MEETING SCHEDULE OF THE ZONING, PLANNING, AND DEVELOPMENT COMMISSION AND THE NEED TO COMPLY WITH STATUTORILY REQUIRED TIMELINES FOR ADVANCE PUBLICATION AND NOTICE OF THE HEARING.

City of Berwyn
 Collector's Office
 6700 West 26th Street
 Berwyn, IL 60402-0701

Date: 09/16/2021
 Receipt #: 2021-00059485
 Cashier: Collector's Office
 Received From:

Other Miscellaneous 600.00
 MS 2335 CLINTON AVE

Receipt Total 600.00
 Total Charge 600.00
 Total Remitted 600.00
 Total Received 600.00

CITY OF BERWYN
 6700 W. 26TH ST
 BERWYN, IL 60402
 (708) 788-2660

Bank ID: 6011
 Merchant ID: 8840
 Term ID: 020

Sale

XXXXXXXXXXXX3590
 MASTERCARD
 Total: \$

Entry Method: Chip
 600.00

09/16/21
 Inv #: 000013
 Apprvd: Online
 Retrieval Ref. #: 70160009

11:34:27
 Appr Code: 014553
 Batch#: 253001

Mastercard Debit
 AID: A0000000041010
 ISI: E800
 TVR: 0000000000

Customer Copy
 THANK YOU!

№ 5193

CITY OF BERWYN
 6700 W. 26th Street

Berwyn, IL

OFFICE OF CITY COLLECTOR

RECEIVED of

Cesar Nunez

Address

9335 Clinton Ave
 Berwyn, IL 60402

For Publication Fee 300
 Hearing Fee 300.00

600.00 DOLLARS \$ 600.00

Remitto

Charge

Fund

MJ
 CITY COLLECTOR

9-16-2021

**PLEASE REVIEW THE BELOW CRITERIA FOR APPROVAL OF A VARIATION
BEFORE YOU SUBMIT YOUR FORMS AND PAY THE FEES.**

The purpose of a variation is to grant relief from the regulations of the Zoning Code to the extent that literal enforcement of such regulations creates particular hardships or practical difficulties in developing a property due to the unique attributes of the property.

Standards for Approval. Applications for both Major and Minor Variations are evaluated by the Zoning Administrator, the Zoning, Planning and Development Commission, and the City Council based on each of the following standards:

- (1) The proposed variation will not endanger the health, safety, comfort, convenience, and general welfare of the public.
- (2) The proposed variation is compatible with the character of adjacent properties and other property within the immediate vicinity of the proposed variation.
- (3) The proposed variation will not substantially diminish the value of adjacent properties and other property within the immediate vicinity of the proposed variation.
- (4) The proposed variation alleviates a particular hardship created by the literal enforcement of this Zoning Code that would prevent the applicant from yielding a reasonable return from the subject property.
- (5) The proposed variation is necessary due to the unique attributes of the subject property, which were not deliberately created by the applicant, and are not shared by adjacent properties and other properties within the immediate vicinity of the proposed variation.
- (6) The proposed variation is necessary to permit a reasonable use of land, but does not confer a special privilege on the applicant which is denied to the owners of adjacent properties and other properties within the immediate vicinity of the proposed variation.
- (7) The proposed variation represents the minimum deviation from established standards necessary to accomplish the desired improvement of the subject property.
- (8) The proposed variation is consistent with the intent of the Comprehensive Plan, the Zoning Code, and the other land use policies of the city.

II. GENERAL INFORMATION

Please provide all of the requested information below. If you fail to provide all of the requested information, your Petition may be rejected as incomplete.

1. Does this application meet the requirements for a Minor Variation? If yes, please cite the provision of §1252.03(D)(2)(a) under which the request falls. Provision 4. A reduction in the minimum required front setback by no more than 20%.

2. Full common address or location of the property for which zoning relief is sought (the "Property"): 2335 Clinton Avenue, Berwyn, IL 60402

3. Legal Description of the Property (obtain from Deed, Survey or Title Policy) (attach additional sheet if necessary: LOT 156 (IN THE 22ND STREET LAND ASSOCIATION SUBDIVISION OF PART OF THE EAST HALF OF THE NORTH WEST QUARTER (EXCEPT THE EAST 41 ACRES THEREOF) LYING NORTH OF RIVERSIDE PARKWAY IN SECTION 30, TOWNSHIP 39 NORTH, RANGE 13, EAST OF THE THIRD PRINCIPAL MERIDIAN, EXCEPT THAT PART DESCRIBED AS FOLLOWS: COMMENCING AT THE SOUTH EAST CORNER OF SAID LOT 156, THENCE NORTHERLY ALONG THE EAST LINE OF SAID LOT TO A POINT 3 FEET NORTH OF THE SOUTH EAST CORNER THEREOF, THENCE SOUTHWESTERLY IN A STRAIGHT LINE TO A POINT IN THE WEST LINE OF SAID LOT 156, 1 FOOT NORTHERLY OF THE SOUTH WEST CORNER THEREOF, THENCE EASTERLY ALONG THE SOUTH LINE OF SAID LOT 156 TO THE PLACE OF BEGINNING, IN COOK COUNTY, ILLINOIS.

4. Permanent Index Number of the Property: 16-30-106-014-0000

5. Size of the Property (in square feet or acres): 3,980SQ ft (obtained from survey)

6. Contact Information:

Applicant(s)

Property Owner(s) (if different from Applicant)

Name Cesar Nunez

Name _____

Address 2335 Clinton Avenue

Address _____

Berwyn, IL 60402

Telephone (_____) _____

Telephone (_____) _____ - _____

Telephone (_____) _____ - _____

Telephone (_____) _____ - _____

Fax (_____) _____ - _____

Fax (_____) _____ - _____

E-mail: cesar_nunez1@hotmail.com

E-mail _____

Agent/Attorney

Name _____

Address _____

Telephone (____) _____ - _____

7. If the Property is in a trust, provide name, address and number of trust.

8. Briefly describe Applicant's interest in the Property. If Applicant is not the Owner of Record, please attach copies of: i. the purchase contract or other documents in support of Applicant's interest; and ii. written permission from the current Owner of Record to petition the Village:

I am the current owner of the house in need of more living space for an expanded family.

9. Are there any leases, offers or contracts to sell or buy, options, etc., in existence which affect the present or future ownership or interest in the affected Property (include the type of transaction, the parties thereto, dates of execution of documents referred to, and the actual consideration involved in the transaction). If so, please describe:

No.

10. Are any of these transactions described in 9. above contingent upon Zoning relief being granted? If, so, explain in detail.

11. What is the current Zoning designation of the Property: 2-11

12. Describe the Zoning Relief you are seeking:

Requesting relief of the 15 foot setback rule assigned to bungalow style dwellings.

13. Has the Property, to the best of your knowledge, previously been the subject of a request for zoning relief? If, so, explain in detail: (1) the date of the Hearing; (2) the relief requested; (3) the outcome of the Hearing; and (4) the applicant:

No.

14. Describe any existing structures on the Property:

Primary dwelling and a detached garage.

15. Give a brief description of the proposed construction, rehabilitation or other work that will be performed at the Property, if any:

Second story addition with additional rooms to accommodate the expanded family.

16. Describe any private parking facilities proposed and number of cars accommodated:

17. Please complete the following questions for each of the structures and each of the lots involved. Refers to both existing and proposed structures.

(a) Height to top of flat roof – deck line of mansard to mean height level of gable and hip roofs of the structure: 20 feet

1. Approximate height of the immediately adjoining buildings on each side:
20 feet

(b) Set back from front lot line to the structure: 20 feet

1. Approximate set back of the immediately adjoining building on each side:
20 feet

(c) Rear yard depth of the structure: 60 feet

1. Approximate rear yard depth of the immediately adjoining building on each side:
60 feet

(d) Side yard (both sides) from most extreme projection of wall of structure:

3 feet, 3 feet

1. Side yard as above of the immediately adjoining buildings on each side: _____
3 feet, 3 feet

- (e) Width of inner court (if any) of the structure: _____

- (f) Width of outer court (if any) of the structure: _____

- (g) Length of the structure: 57 feet _____
- (h) Width of the structure: 22 feet _____
- (i) Width, depth and square footage of this lot:
142.15 feet depth, 27 feet width, 3838.05 sq.ft. _____
- (j) Width, depth and square footage of total lot area involved in this project:
57 feet depth, 22 feet ,width, 1254 sq.ft.
- (k) Number of square feet of total lot area occupied by principal building on lot: _____
1254 sq.ft. _____
- (l) What percentage of the total lot area is occupied by the structure: 33% _____

- (m) Number of apartments proposed: 1 second story addition. _____
- (n) Square footage of EACH apartment proposed: ~1250 sq.ft _____

18. What are the current land uses and zoning on and around the site?

	<u>Current Zoning</u>	<u>Land Uses</u>
On Site	_____	_____
North of Site	_____	_____
South of Site	_____	_____
East of Site	_____	_____
West of Site	_____	_____

**III. EVIDENCE IN SUPPORT OF PETITIONER'S
VARIATION REQUEST**

NOTE: This entire application and petition shall become a part of your hearing records. You are encouraged to set forth all arguments, evidence and exhibits (whether requested or not) in full support of your appeal within and made a part of this petition. Use additional pages if necessary.

1. Fully describe, in detail, the variation(s) requested from the requirements of the zoning district in which the property is located (NOTE: only those variations specified will be able to be considered by the Zoning Administrator or Zoning, Planning, and Development Commission):

Requesting a variance from the 15 foot setback rule for second story additions in an R-2 Bungalow district.

Requesting permission for a 6 foot setback.

2. In the case of a Minor Variation, the Zoning Administrator, or in the case of a Major Variation, the Zoning, Planning, and Development Commission, after public hearing, is required to make findings, based upon the evidence presented to it in each specific case, as to whether each of the standards below has been met. Please state how each standard is satisfied in your particular case:

a. The proposed variation will not endanger the health, safety, comfort, convenience, and general welfare of the public.

The variation in setback does not come into physical contact with the general public and will not play a role in the general public's welfare.

b. The proposed variation is compatible with the character of adjacent properties and other property within the immediate vicinity of the proposed variation.

The variation in setback is comparable to adjacent properties and property within the immediate vicinity having second story additions. Some surrounding properties have additions fully to the front of the property in addition to 6 foot setbacks or lesser, and the 6 foot setback requested here would be considered comparable.

c. The proposed variation will not substantially diminish the value of adjacent properties and other property within the immediate vicinity of the proposed variation.

The variation in setback does not diminish the value of property around and we can argue the variation will

increase surrounding property value.

d. The proposed variation alleviates a particular hardship created by the literal enforcement of this Zoning Code that would prevent the applicant from yielding a reasonable return from the subject property.

The lost 9 feet of space from the 15 foot setback rule impedes the pursuit of accommodating an expanded family with adequate personal space.

e. The proposed variation is necessary due to the unique attributes of the subject property, which were not deliberately created by the applicant, and are not shared by adjacent properties and other properties within the immediate vicinity of the proposed variation.

The proposed variation is necessary due to the property in question being a bungalow in the R-2 Zone with a rule for a 15 foot setback for second story additions. The property was purchased as a bungalow and was not converted into a bungalow.

f. The proposed variation is necessary to permit a reasonable use of land, but does not confer a special privilege on the applicant which is denied to the owners of adjacent properties and other properties within the immediate vicinity of the proposed variation.

Approval of a 6 foot setback provides a reasonable use of land as the extended space does not impact the general welfare of surrounding neighbors or property. Every resident is able to petition for variance in a similar fashion as this proceeding, so approval of the 6 foot setback does not confer special privileges on this petition.

g. The proposed variation represents the minimum deviation from established standards necessary to accomplish the desired improvement of the subject property.

The proposed variation of 6 feet from the front of the property is greater than the minimum deviation as there are existing properties, around the property in question here, with no setback on their second story additions.

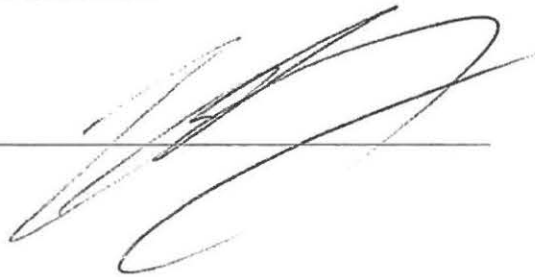
h. The proposed variation is consistent with the intent of the Comprehensive Plan, the Zoning Code, and the other land use policies of the city.

3. Do you have any further evidence to present in support of your petition? If so, attach a supplemental sworn statement hereto specifying the facts fully.

We are a family of six and seek to accommodate our expanded family with more living space in a second story addition to our home.

Date: 09/16/2021

X

A handwritten signature in black ink, consisting of several overlapping loops and strokes, positioned over a horizontal line.

NOTICE: ALL PARTIES IN INTEREST MUST SIGN AS APPLICANTS

I (WE) HEREBY DEPOSE THAT ALL THE ABOVE STATEMENTS CONTAINED IN THIS PETITION AND THE PAPERS AND DOCUMENTS SUBMITTED HEREWITH ARE TRUE AND CORRECT.

Sworn to before me, this 16

day of 09, 20 21

[Signature]
Notary Public

(Notary Section must be completed)

Sworn to before me, this _____

day of _____, 20 _____

Notary Public
(Notary Section must be completed)

Cesar Nunez
Applicant

[Signature]

OWNER

Interest _____



Applicant _____

Interest _____

OWNER, IF DIFFERENT THAN APPLICANT, MUST SIGN TO INDICATE CONSENT TO THE FILING OF THIS PETITION:

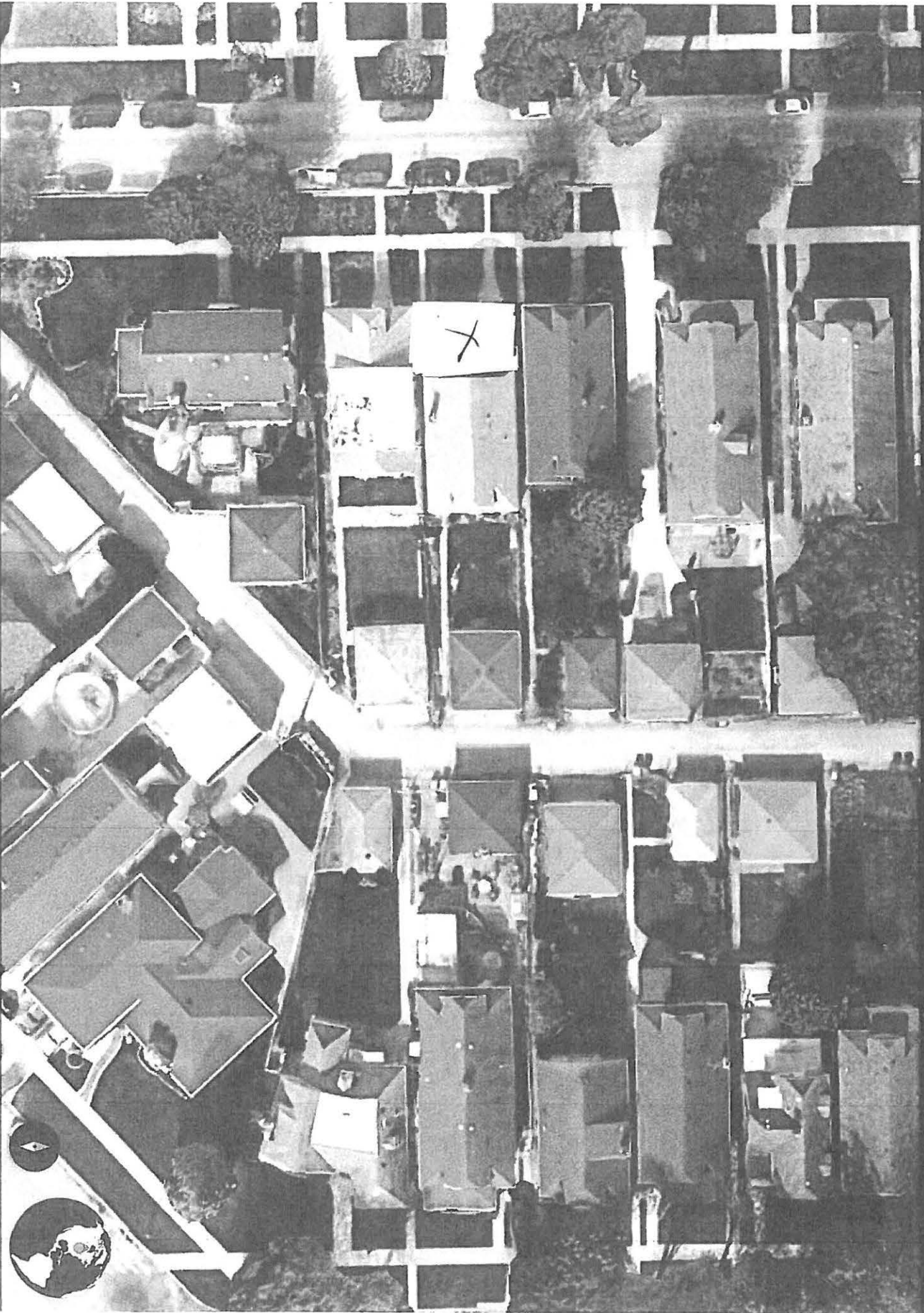
Sworn to before me, this _____

day of _____, 20 _____

Notary Public
(Notary Section must be completed)

Property Owner (if different then Applicant)

Interest _____



Robert J. Lovero
Mayor
Charles D. Lazzara
Building Director

6700 West 26th Street Berwyn, Illinois 60402-0701
Telephone: (708) 788-2660 Fax: (708) 788-1427
www.berwyn-il.gov

Number of Units	1
-----------------	---

Living	0	Renting		Selling		Flipping	
--------	---	---------	--	---------	--	----------	--

BUILDING PERMIT APPLICATION

JOB SITE ADDRESS 2335 Clinton Ave

PROPERTY OWNER CESAR NUNEZ PHONE _____

DESCRIPTION OF WORK _____
SECOND STORY ADDITION
3 BED ROOM
2 BATHS

PERMIT NO. _____

VALUE OF WORK INCLUDING MATERIALS AND LABOR

1. A PLAT OF SURVEY SHALL ACCOMPANY ALL PERMIT APPLICATIONS FOR ALL EXTERIOR WORK. ALL CONTRACTORS PERFORMING WORK AT THE ABOVE ADDRESS MUST BE LICENSED AND BONDED WITH THE CITY OF BERWYN - CONTACT THE COLLECTORS OFFICE TO FIND OUT WHAT IS NEEDED AT (708)788-2660 Ex 6457,6458,6459 or 6460.
3. Contracts on the contractor's letter head including a full scope of work, a value of work and signatures are required from all contractors performing work at the above address. Besides the contract, a letter of intent with a corporate seal or notarized signature will be required from the plumbing contractor ONLY - A letter of intent will not be accepted from any other contractors. All must be provided at time of permit submittal.

CONTRACTOR LIST

LIST ALL CONTRACTOR(S) PERFORMING WORK AT THE ABOVE ADDRESS ON THE LINES LISTED BELOW

NAME	ADDRESS	PHONE
GENERAL	_____	_____
PLUMBING (interior)	_____	_____
PLUMBING (exterior)	_____	_____
ELECTRICAL	_____	_____
ELEC SERVICE	_____	_____
HVAC	_____	_____
ROOFING	_____	_____
CONCRETE	_____	_____
MASONRY	_____	_____
PAINTING	_____	_____
EXCAVATOR	_____	_____

SEWER _____

FENCE _____

DUMPSTER/POD _____

PLEASE LIST ANY ADDITIONAL CONTRACTORS THAT WILL PERFORMING WORK BELOW

I HEREBY CERTIFY THAT ALL THE INFORMATION PROVIDED HEREIN IS TRUE

SIGNED

DATE 2/18/21

PERMIT FEE	\$	PLUMBING FINAL	\$	ROOF FINAL	\$
ATF FINE	\$	GAS PRESSURE TEST	\$	HOUSE WRAP	\$
PRELIMINARY ELECTRIC	\$	WATER PRESSURE TEST	\$	SIDING FINAL	\$
PRELIMINARY PLUMBING	\$	HVAC ABOVE CEILING	\$	MASONRY FINAL	\$
PRELIMINARY HVAC	\$	HVAC FINAL	\$	GUTTER/DWNSPT FINAL	\$
PRELIMINARY FRAMING	\$	PERMIT FINAL	\$	DEMO FINAL	\$
FOOTING	\$	POST HOLE/PIER	\$	HEALTH DEPT	\$
FOUNDATION	\$	PRE-POUR	\$	PRELIM FIRE DEPT INSP	\$
BACKFILL	\$	PARKWAY USE	\$	ROUGH FIRE DEPT INSP	\$
SLAB PRE-POUR	\$	STREET OPENING	\$	FINAL FIRE DEPT INSP	\$
PLUMBING UNDERGROUND	\$	SIDEWALK OPENING	\$	LINTEL INSPECTION	\$
PLUMB UNDRGRND - PVC	\$	ALLEY OPENING	\$	RPZ TEST/DDCA VALVE	\$
PLUMB UNDRGRND - HEAD TEST	\$	TAP FEE	\$	DUMPSTER/POD	\$
PLUMB UNDRGRND - BEDDING	\$	WATER METER UPGRADE FEE	\$	CHIMNEY LINER ROUGH	\$
ELECTRICAL UNDERGROUND	\$	PLUMB UNDRGRND - TAP	\$	CHIMNEY LINER FINAL	\$
ELECTRICAL ROUGH	\$	PLUMB UNDRGRND - SERVICE	\$	EXPANSION TANK	\$
PLUMBING ROUGH	\$	PLUMB UNDRGRND - DIVORVE	\$	SERVICE CHARGE	\$
STACK TEST	\$	PRE-POUR STRT/SDWLK (ENG)	\$	NOVOTNY REVIEW FEE	\$
HVAC ROUGH	\$	RESTORATION INSPECT (ENG)	\$	C & C SEWER VIDEO	N/C
FRAMING ROUGH	\$	PARKWAY INSPECTION	\$	PLMB INSP DCVRT KITCH/BATH	\$
INSULATION/FIRE STOPPING	\$	CHLOROLOY INSPECTION	\$	HYDRONIC DECONVERSION	\$
ELECTRICAL ABOVE CEILING	\$		\$	WTR SRVC UPGRADE WHEN SELLING	N/C
ELECTRIC FINAL	\$	AS-BUILT DRWNG ON PDF	N/C		\$
ELECTRICAL SERVICE INSP	\$	KITCHN HOOD MECHANICAL -	N/C	SPRINKLER SYSTEM HYDRO - FSCI	N/C
	\$	FIRE ALARM - FSCI	N/C	SPRINKLER SYSTEM FINAL - FSCI	N/C
	\$	KITCHEN HOOD WET CHEM	N/C		\$
				SUB TOTAL	\$
				(MINUS REVIEW FEE(S))	\$
				TOTAL	\$

- Egress
- A/C Location
-

APPROVED _____

(BUILDING DIRECTOR)

07/26/2021

Dear Mr. Lazzara,

Thank you for reviewing my plans to build a second story addition with only a 6 foot setback at address 2335 Clinton Avenue. I am appealing your denial and requesting a hearing with the zoning board with the hopes of acquiring a variance to the zoning ordinance.

We are a family of six in a three bedroom house and need the living space.

Thank you for your time,

Cesar Nunez
(312)952-8770

X



2335 CLINTON AVE. BERWYN IL 60402
PIN #16-30-106-014-0000



CONCEPTUAL EXTERIOR VIEW

PLANS FOR OWNER'S REVIEW



DRAWING INDEX

Sheet Number	Sheet Name
001-100	Cover Page, Site Plan, General Notes
001-101	Conceptual Exterior Views
001-102	General Schedule & Electrical Notes
001-103	Existing Floor Levels (Foundation Plans)
001-104	Existing Foundation
001-105	Proposed Floor Levels
001-106	Proposed Foundation
001-107	Wall Section, Floor & Window Schedule
001-108	Roofing Section
001-109	Roofing Schedule
001-110	Roofing Schedule
001-111	Roofing Section
001-112	Roofing Schedule
001-113	Roofing Section
001-114	Roofing Schedule
001-115	Roofing Section
001-116	Roofing Schedule
001-117	Roofing Section
001-118	Roofing Schedule
001-119	Roofing Section
001-120	Roofing Schedule

- List of Codes the City of Berwyn follows:
- 2012 International Residential Code
 - 2012 International Existing Building Code
 - 2014 Illinois State Plumbing Code with Local Amendments (Call John 708-774-1561 Plumbing Inspector)
 - 2011 National Electrical Code with Local Amendments (Visit the City of Berwyn website to obtain a copy)
 - 2018 Energy Code

SCOPE OF WORK:
SECOND FLOOR FRAME ADDITION TO AN EXISTING SINGLE FAMILY RESIDENCE IN EXISTING 1 1/2 STORY BRICK RESIDENCE, AS PER PLANS. THE SCOPE OF WORK INCLUDES: ARCHITECTURAL, PLUMBING, HVAC AND ELECTRICAL WORK

CLASSIFICATION OF BUILDING BY BUILDING TYPE:
TYPE V-A
Single-Family Residence District

DEFINITIONS FOR THE CODES FOR CLASSIFICATION OF REAL PROPERTY
Major Class: Class 2-02
Residential

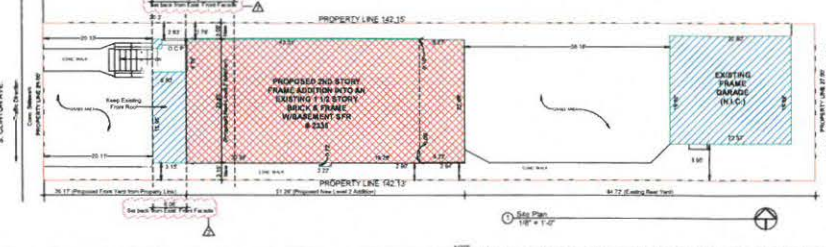
ABBREVIATIONS

Location	Existing # Level	Proposed Level 2 Floor Addition
Floor (Overall)	11.9'	28.10'
Floor (Clear)	10.0'	26.17'
Wall (Overall)	1.8'	1.17'
Wall (Clear)	1.8'	1.17'

MATERIALS LEGEND

SYMBOLS LEGEND

ABBREVIATIONS



Architects
D & D Design Consult
Design Firm Architect License No. 154,000-10-0001

ARCHITECTS-CONSULTANTS
DANIEL D. DEGEN
DANIEL D. DEGEN, ARCHITECT
DANIEL D. DEGEN, ARCHITECT
DANIEL D. DEGEN, ARCHITECT
DANIEL D. DEGEN, ARCHITECT

Marie G. Gray
ARCHITECT

ARCHITECT'S STATEMENT:
I, the undersigned, being a duly licensed Architect in the State of Illinois, do hereby certify that I am the author of the design and content of the above described plans and specifications and that I am a duly licensed Architect in the State of Illinois.

2335 CLINTON AVE.
BERWYN, ILLINOIS
Cover Page, Site Plan, General Notes

CS-100



Proposed Exterior Conceptual View



From Existing Building Style Front Porch & Columns

Existing Exterior Conceptual View

NOTE: ALL DIMENSIONS TO EXISTING STRUCTURE AND APPROXIMATE GENERAL CONCEPTS FOR VERIFY ALL DIMENSIONS TO EXISTING STRUCTURE.

AD ARCHITECTS
 CHAD DESIGN CONSULTANTS
 ARCHITECTS

Design Firm Architect License
 No. 164,009,30-0001

ARCHITECTS/CONSULTANTS
 3480 WEST BRIDGES ST.
 CHICAGO, ILLINOIS 60642
 PH: 312.714.0781
 Email: info@adarch.com

Marie G. Craig
 ARCHITECT

PROJECT:
 2335 CLINTON AVE. BERWYN, ILLINOIS
 ARCHITECT'S STATEMENT:
 I HEREBY STATE THAT I AM A LICENSED ARCHITECT AND AM NOT PROVIDING ARCHITECTURAL SERVICES TO ANY OTHER PROJECTS AT THE SAME TIME AS THIS PROJECT.

ARCHITECT'S STATEMENT:
 I HEREBY STATE THAT I AM A LICENSED ARCHITECT AND AM NOT PROVIDING ARCHITECTURAL SERVICES TO ANY OTHER PROJECTS AT THE SAME TIME AS THIS PROJECT.

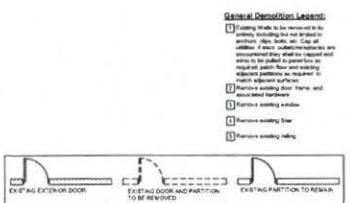
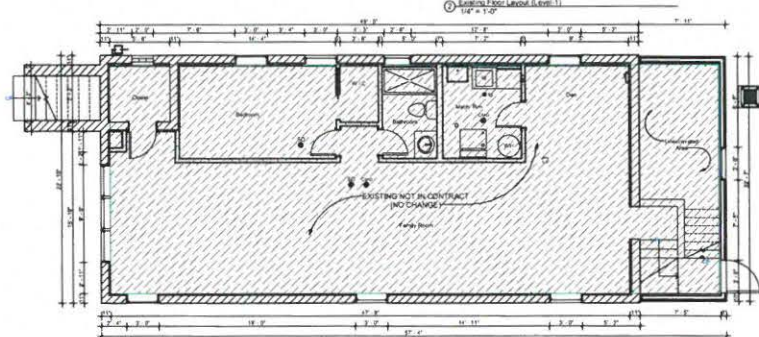
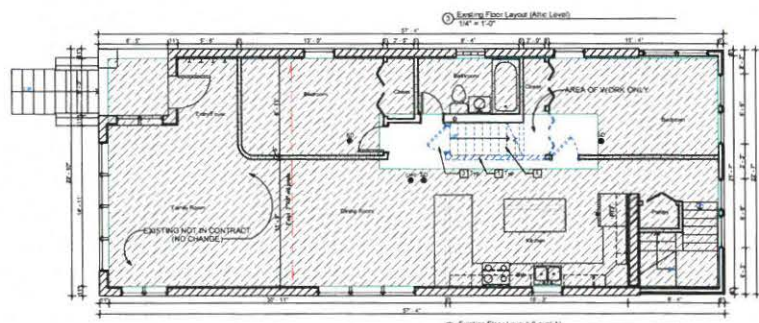
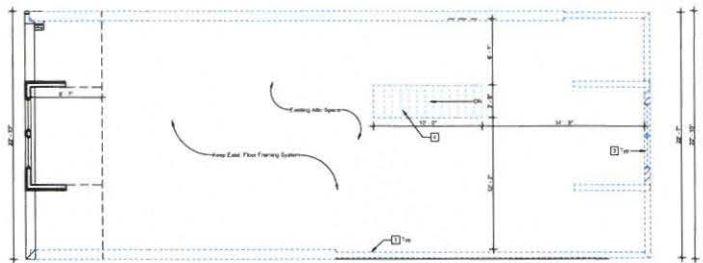
PROFESSIONAL SEAL
 MARIA G. CRAIG
 ARCHITECT
 STATE OF ILLINOIS
 APR 15, 2015

No.	Description	Date

2335 CLINTON AVE.
 BERWYN, ILLINOIS

Conceptual Exterior Views

CS-101



NOTE: ALL DIMENSIONS TO FACE UNLESS OTHERWISE SPECIFIED. GENERAL CONTRACTOR VERIFY ALL DIMENSIONS FIRST.

ARCHITECTS
Design Group
 Architects
 Designers

Design Firm Architect License
 No. 154.000136-0001

ARCHITECTS-CONSULTANTS
 2400 WEST MADISON ST.
 CHICAGO, ILLINOIS 60608
 PH 312.741.4750
 Email: info@designgroup.com

Mario G. Cruz
 ARCHITECT

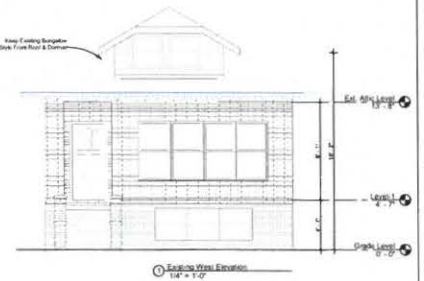
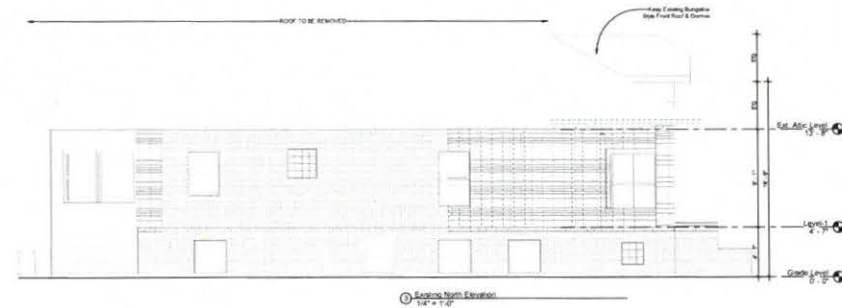
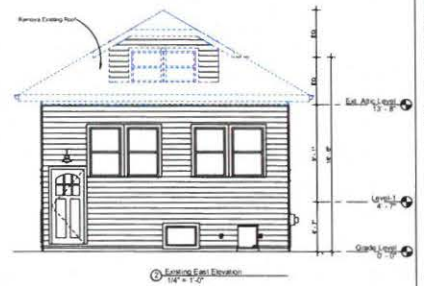
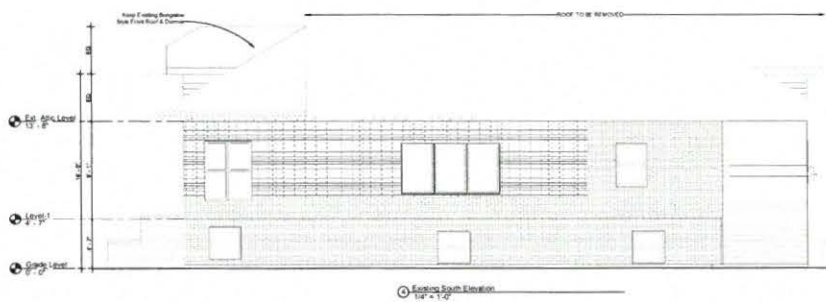
ARCHITECT'S STATEMENT:
 I hereby certify that I am a duly licensed architect in the State of Illinois and that I am the author of the design of the building shown on the attached drawings. I am not aware of any other architect or architect-engineer who has contributed to the design of the building shown on the attached drawings.

ARCHITECT'S SIGNATURE:
 Mario G. Cruz
 2017 MAY 19 AM

No.	Description	Date

2335 CLINTC AVE.
BERWYN, ILLINOIS
 Existing Floor Layouts
 (Demolition Plan)

D-100



NOTE:
ALL DIMENSIONS TO EXISTING STRUCTURE UNLESS OTHERWISE SPECIFIED. GENERAL CONTRACTOR VERIFY ALL DIMENSIONS ON SITE.

AD Architects
Designers & Consultants

Design Firm Architect License
No. 164-009130-0001

ARCHITECTS-CONSULTANTS
2400 WEST DIVISION ST.
CHICAGO, ILLINOIS 60612
PH: 312.754.8766
Email: info@adfirm.com

Mario G. Cruz
ARCHITECT

Contract:
Project No. 2335 CLINTON AVE. BERWYN, ILL. 60404
Client: [REDACTED]
Contract No. [REDACTED]
Contract Date: [REDACTED]
Contract Value: [REDACTED]
Contract Description: [REDACTED]

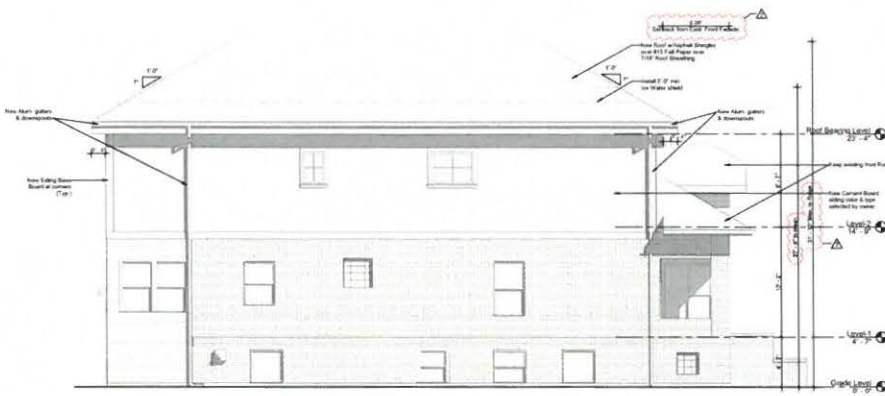
ARCHITECT'S STATEMENT:
I, the undersigned, Mario G. Cruz, a duly licensed Architect in the State of Illinois, do hereby certify that I am the author of the design shown on the above drawings and that I am a duly licensed Architect in the State of Illinois. I am not aware of any other person who has been or will be practicing as an Architect in the State of Illinois who has been or will be practicing as an Architect in the State of Illinois who has been or will be practicing as an Architect in the State of Illinois.

Professional Seal:
MARIO G. CRUZ
ARCHITECT
STATE OF ILLINOIS
No. 164-009130-0001

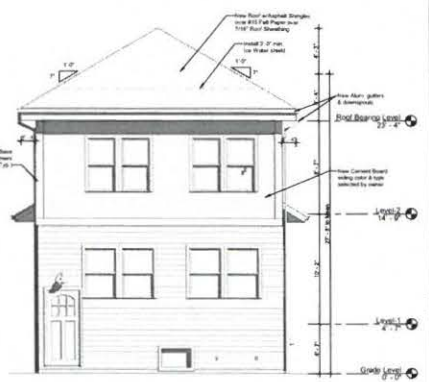
No.	Description	Date

2335 CLINTON
AVE.
BERWYN, ILLINOIS
Existing Elevation

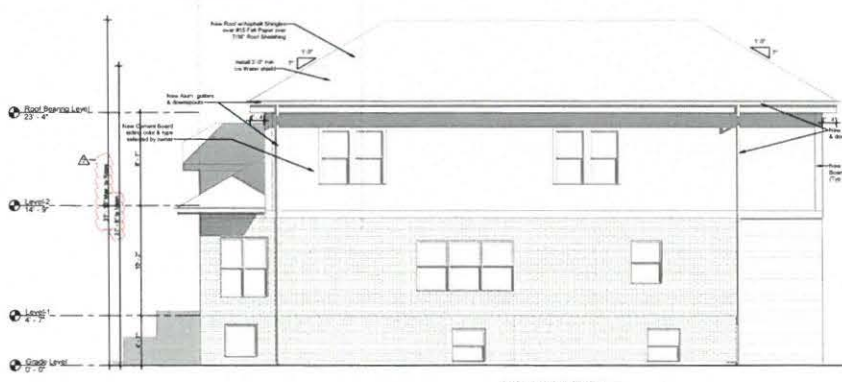
D-101



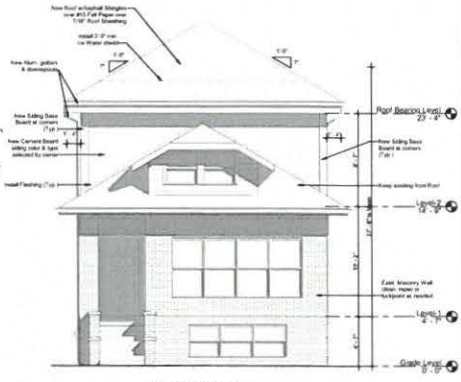
Proposed North Elevation
1/4" = 1'-0"



Proposed East Elevation
1/4" = 1'-0"



Proposed South Elevation
1/4" = 1'-0"



Proposed West Elevation
1/4" = 1'-0"

AB ARCHITECTS
 Design Firm Architect License No. 194-009138-0001
 ARCHITECTS-COMPLIANT
 8400 WEST BROADWAY ST.
 CHICAGO, ILLINOIS 60632
 TEL: 773-477-1474
 FAX: 773-477-1475
 Email: info@abarchitects.com

Mario G. Cruz
 ARCHITECT

ARCHITECT'S STATEMENT:
 I, the undersigned, Mario G. Cruz, do hereby certify that I am a duly Licensed Architect in the State of Illinois, and that I am the author of the design of the building shown on the drawings herein, and that I am not aware of any other person who has been or is about to be named as an author of the design of the building shown on the drawings herein.

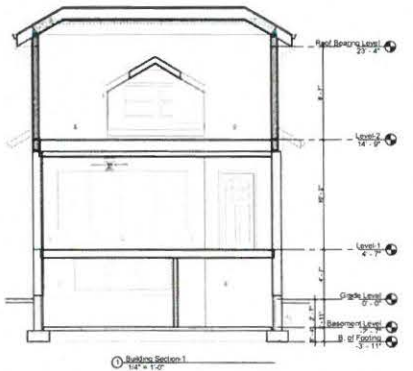
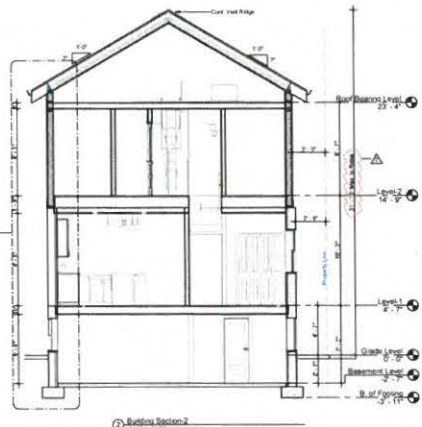
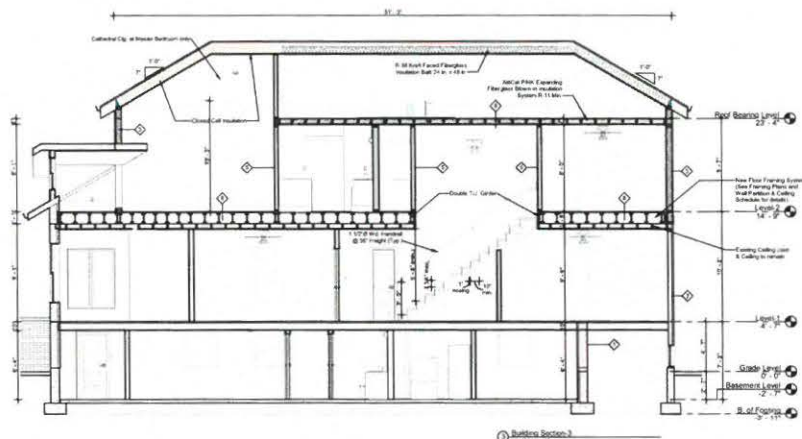
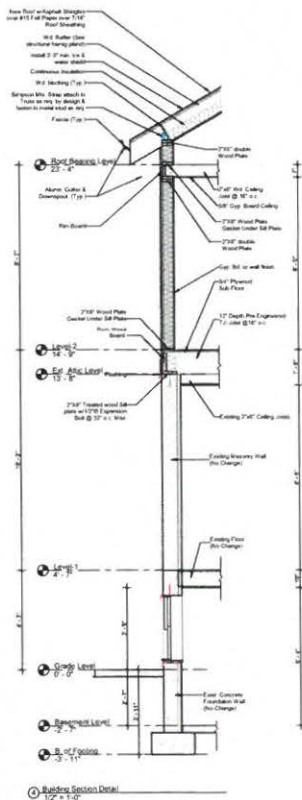
ARCHITECT'S SIGNATURE:
 Mario G. Cruz

STATE OF ILLINOIS
 ARCHITECTS BOARD

No.	Description	Date

2335 CLINTO AVE.
 BERWYN, ILLINOIS
 Proposed Elevations
 A-200

NOTES:
 ALL DIMENSIONS TO FACE UNLESS OTHERWISE SPECIFIED. GENERAL CONTRACTOR VERIFY ALL DIMENSIONS.



NOTE: ALL DIMENSIONS TO FACE UNLESS OTHERWISE SPECIFIED. GENERAL CONDITIONS APPLY TO ALL SECTIONS UNLESS OTHERWISE SPECIFIED.

Architects
Chaz D. Designs & Consultants
 Design Firm Architect License No. 194.000110-0001
ARCHITECTS-CORPORATE PARTNERS
 2335 WEST BERWYN ST.
 CHICAGO, ILLINOIS 60622
 PH: 312.747.8782
 Email: info@chazd.com

Mario G. Cruz
 ARCHITECT

ARCHITECT'S STATEMENT:
 I, the undersigned, Mario G. Cruz, do hereby certify that I am a duly Licensed Architect in the State of Illinois, and that I am the author of the design of the building shown on the drawings herein, and that I am a duly Licensed Architect in the State of Illinois, and that I am the author of the design of the building shown on the drawings herein, and that I am a duly Licensed Architect in the State of Illinois, and that I am the author of the design of the building shown on the drawings herein.

Professional Seal:
 MARIO G. CRUZ
 ARCHITECT
 No. 194.000110-0001
 EXP. DATE: 12/31/2024

NO.	Description	Date
1	Initial Drawing	01.15.2021

2335 CLINTON AVE.

BERWYN ILLINOIS

Building Sections

A-300

Robert J. Lovero
Mayor



Charles D. Lazzara
Building Director

A Century of Progress with Pride

6700 West 26th Street Berwyn, Illinois 60402-0701 Telephone: (708) 788-2660 Fax: (708) 788-1427
www.berwyn.il.gov

Mr. Lance C. Malina
Klein, Thorpe and Jenkins, Ltd.
20 N. Wacker Drive, Suite 1660
Chicago, IL 60606

Re: 2335 S. Clinton

Dear Mr. Malina,

Please be advised that I received an appeal letter from Cesar Nunez with regard to my denial dated July 20, 2021.

At that time, I denied his request to build a 2nd floor addition, on a bungalow, with only a 6ft setback in an R-2 Bungalow District.

As a result, he has written a letter appealing that decision.

I am forwarding the following papers for your use and so a hearing can be scheduled with the Zoning Board of Appeals.

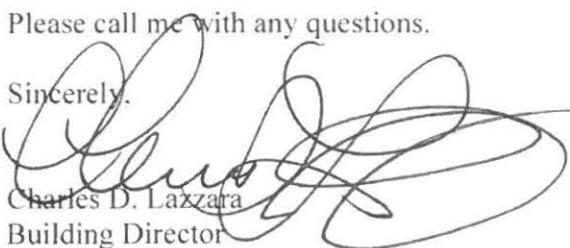
One copy of denial letter dated July 20, 2021

One copy of appeal letter dated July 26, 2021

One copy of the permit application dated February 18, 2021

Please call me with any questions.

Sincerely,


Charles D. Lazzara
Building Director

Cc: Margaret M. Paul, City Clerk
Alderman Mary Beth Arenella – 7th Ward
Cesar Nunez -Applicant

Robert J. Lovero
Mayor



Charles D. Lazzara
Building Director

A Century of Progress with

Pride

6700 West 26th Street Berwyn, Illinois 60402-0701 Telephone: (708) 788-2660 Fax: (708) 788-1427
www.berwyn-il.gov

Date: July 20, 2021

Name: Cesar Nunez
Address: 2335 S. Clinton
Berwyn, IL 60402

Re: 2335 S. Clinton Building a 2nd floor addition, on a bungalow,
with only a 6ft setback

Dear: Mr. Nunez

Your request to: build a 2nd floor addition, on a bungalow, with only a 6ft setback **cannot be approved by this office.**

The reason for such inability is based upon our Zoning Ordinance.

Your Property is located in a R-2 Bungalow District and is subject to the following regulations.

- Chapter 1246.11 Bungalow District Requirements
 - Table 1246.11-A R-2 District Requirements

(SEE ATTACHED)

07/26/2021

Dear Mr. Lazzara,

Thank you for reviewing my plans to build a second story addition with only a 6 foot setback at address 2335 Clinton Avenue. I am appealing your denial and requesting a hearing with the zoning board with the hopes of acquiring a variance to the zoning ordinance.

We are a family of six in a three bedroom house and need the living space.

Thank you for your time,

Cesar Nunez
(312)952-8770

X



Robert J. Lovero
Mayor
Charles D. Lazzara
Building Director

6700 West 26th Street Berwyn, Illinois 60402-0701
Telephone: (708) 788-2660 Fax: (708) 788-1427
www.berwyn-il.gov

Number
of Units

Living	0	Renting		Selling		Flipping	
--------	---	---------	--	---------	--	----------	--

BUILDING PERMIT APPLICATION

JOB SITE ADDRESS 2335 Clinton Ave

PROPERTY OWNER CEAR NUNEZ **PHONE** _____

DESCRIPTION OF WORK _____

SECOND STORY ADDITION
3 BEDROOM
2 BATHS

VALUE OF WORK INCLUDING MATERIALS AND LABOR

1. A PLAT OF SURVEY SHALL ACCOMPANY ALL PERMIT APPLICATIONS FOR ALL EXTERIOR WORK.
2. ALL CONTRACTORS PERFORMING WORK AT THE ABOVE ADDRESS MUST BE LICENSED AND BONDED WITH THE CITY OF BERWYN - CONTACT THE COLLECTORS OFFICE TO FIND OUT WHAT IS NEEDED AT (708)788-2660 Ex 6457,6458,6459 or 6460.
3. Contracts on the contractor's letter head including a full scope of work, a value of work and signatures are required from all contractors performing work at the above address. Besides the contract, a letter of intent with a corporate seal or notarized signature will be required from the plumbing contractor ONLY - A letter of intent will not be accepted from any other contractors. All must be provided at time of permit submittal.

CONTRACTOR LIST

LIST ALL CONTRACTOR(S) PERFORMING WORK AT THE ABOVE ADDRESS ON THE LINES LISTED BELOW

NAME	ADDRESS	PHONE
GENERAL	_____	_____
PLUMBING (interior)	_____	_____
PLUMBING (exterior)	_____	_____
ELECTRICAL	_____	_____
ELEC SERVICE	_____	_____
HVAC	_____	_____
ROOFING	_____	_____
CONCRETE	_____	_____
MASONRY	_____	_____
PAINTING	_____	_____
EXCAVATOR	_____	_____

FORM 1101

SEWER _____

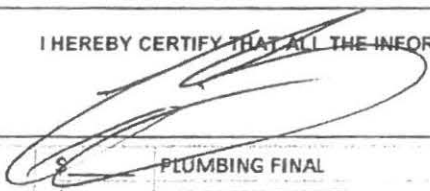
FENCE _____

DUMPSTER/POD _____

PLEASE LIST ANY ADDITIONAL CONTRACTORS THAT WILL PERFORMING WORK BELOW

I HEREBY CERTIFY THAT ALL THE INFORMATION PROVIDED HEREIN IS TRUE

SIGNED



DATE

2/18/21

PERMIT FEE	\$ _____	PLUMBING FINAL	\$ _____	ROOF FINAL	\$ _____
ATF FINE	\$ _____	GAS PRESSURE TEST	\$ _____	HOUSE WRAP	\$ _____
PRELIMINARY ELECTRIC	\$ _____	WATER PRESSURE TEST	\$ _____	SIDING FINAL	\$ _____
PRELIMINARY PLUMBING	\$ _____	HVAC ABOVE CEILING	\$ _____	MASONRY FINAL	\$ _____
PRELIMINARY HVAC	\$ _____	HVAC FINAL	\$ _____	GTTER/DWNSPT FINAL	\$ _____
PRELIMINARY FRAMING	\$ _____	PERMIT FINAL	\$ _____	DEMO FINAL	\$ _____
FOOTING	\$ _____	POST HOLE/PIER	\$ _____	HEALTH DEPT	\$ _____
FOUNDATION	\$ _____	PRE-POUR	\$ _____	PRELIM FIRE DEPT INSP	\$ _____
BACKFILL	\$ _____	PARKWAY USE	\$ _____	ROUGH FIRE DEPT INSP	\$ _____
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PLUMB UNDRGRND - PVC	\$ _____	ALLEY OPENING	\$ _____	RPZ TEST/DDCA VALVE	\$ _____
PLUMB UNDRGRND - HEAD TEST	\$ _____	TAP FEE	\$ _____	DUMPSTER/POD	\$ _____
PLUMB UNDRGRND - BEDDING	\$ _____	WATER METER UPGRADE FEE	\$ _____	CHIMNEY LINER ROUGH	\$ _____
ELECTRICAL UNDERGROUND	\$ _____	PLUMB UNDRGRND - TAP	\$ _____	CHIMNEY LINER FINAL	\$ _____
ELECTRICAL ROUGH	\$ _____	PLUMB UNDRGRND - SERVICE	\$ _____	EXPANSION TANK	\$ _____
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STACK TEST	\$ _____	PRE-POUR STRT/SDWLK (ENG)	\$ _____	NOVOTNY REVIEW FEE	\$ _____
HVAC ROUGH	\$ _____	RESTORATION INSPECT (ENG)	\$ _____	C & C SEWER VIDEO	N/C
FRAMING ROUGH	\$ _____	PARKWAY INSPECTION	\$ _____	PLMB INSP DCVRT KITCH/BATH	\$ _____
INSULATION/FIRE STOPPING	\$ _____	CHLOROLOY INSPECTION	\$ _____	HYDRONIC DECONVERSION	\$ _____
ELECTRICAL ABOVE CEILING	\$ _____		\$ _____	WTR SRVC UPGRADE WHEN SELLING	N/C
ELECTRIC FINAL	\$ _____	AS-BUILT DRWNG ON PDF	N/C		\$ _____
ELECTRICAL SERVICE INSP	\$ _____	KITCHN HOOD MECHANICAL -	N/C	SPRINKLER SYSTEM HYDRO - FSCI	N/C
	\$ _____	FIRE ALARM - FSCI	N/C	SPRINKLER SYSTEM FINAL - FSCI	N/C
	\$ _____	KITCHEN HOOD WET CHEM	N/C		\$ _____
				SUB TOTAL	\$ _____
				(MINUS REVIEW FEE(S))	\$ _____
				TOTAL	\$ _____

- Egress
- A/C Location
-

APPROVED _____ (BUILDING DIRECTOR)

Robert J. Lovero
Mayor



Charles D. Lazzara
Building Director

A Century of Progress with

Pride

6700 West 26th Street Berwyn, Illinois 60402-0701 Telephone: (708) 788-2660 Fax: (708) 788-1427
www.berwyn-il.gov

Date: July 20, 2021

Name: Cesar Nunez
Address: 2335 S. Clinton
Berwyn, IL 60402

Re: 2335 S. Clinton Building a 2nd floor addition, on a bungalow,
with only a 6ft setback

Dear: Mr. Nunez

Your request to: build a 2nd floor addition, on a bungalow, with only a 6ft setback
cannot be approved by this office.

The reason for such inability is based upon our Zoning Ordinance.

Your Property is located in a R-2 Bungalow District and is subject to the following regulations.

- Chapter 1246.11 Bungalow District Requirements o
Table 1246.11-A R-2 District Requirements

(SEE ATTACHED)

City of Berwyn Zoning Analysis

Overview

The proposed project, addressed at 2335 Clinton Avenue, is zoned as R-2 Bungalow District, a district established to accommodate residential development and improvements in a manner congruent with the character of existing bungalow housing stock in the city. Single family dwellings and limited civic and institutional uses are allowed. The applicant, Cesar Nunez, is proposing a variation on the 2nd floor addition front wall setback requirement from 15ft to 6.08ft. Mr. Nunez is also proposing a variation on the 2nd floor addition maximum height from 28ft to 31ft 10in. The project entails constructing second floor addition to an existing single-family bungalow home.

Bulk Requirements	Proposed	Requirement
Minimum Lot Area	3,977 SF	3,700 SF
Minimum Lot Width	29 ft	30 ft
Maximum Principal Building Height at Front Façade	20 ft	28 ft for buildings other than bungalows; 20 ft, 15 ft to the gutter for bungalows
Maximum Height for Second Story Addition to a Bungalow	31.83 ft	28 ft
Minimum Setback for Second Story Addition to a Bungalow	6.08 ft	15 ft
Maximum Impervious Coverage	65%	65%
Minimum Front Setback	20.11 ft	15 ft
Maximum Corner Side Setback	5 ft	5 ft
Minimum Interior Side Setback	2.29 ft	3 ft
Minimum Rear Setback	60 ft	25 ft

Setback Requirement

The proposed project has a setback of 6.08ft for the second story addition. This would not meet the required 15ft setback of the R2 Bungalow District. The project would maintain the existing Dormer and Front Wall.

Maximum Height Requirement

The proposed maximum height of the second story addition would be 31ft 10in. This would not meet the maximum height requirement for a second story addition of 28ft.

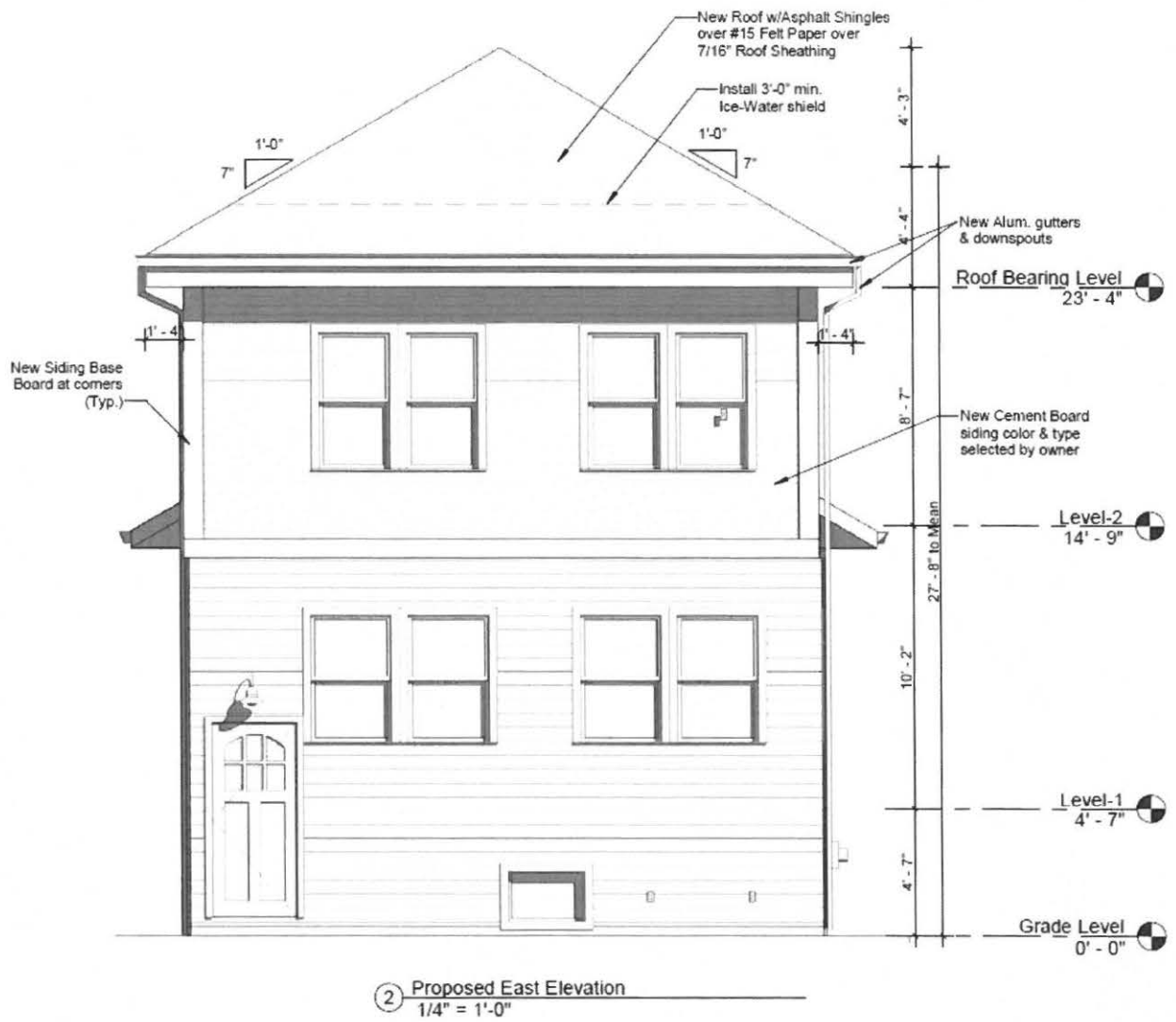


Figure 1: Proposed front elevation with 31ft 10in height.

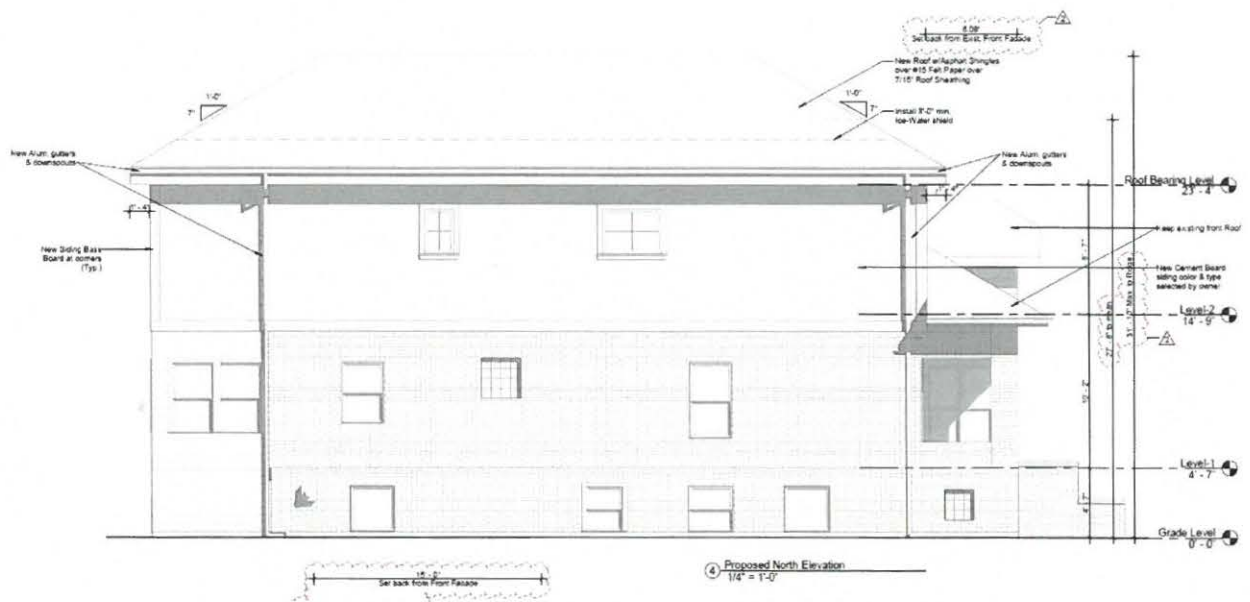


Figure 2: Proposed side elevation with 31ft 10in height, 6.08ft setback.

Variation: Setback Requirement, Maximum Height Requirement

The proposal strays from the historic context of the existing structure. Great effort and time was spent in developing the current Zoning Code and requirements for the R-2 Bungalow District. The community places a value on these Bungalows by codifying the maintenance of both historic buildings and neighborhood character. We recognize that some variations such as the proposed were approved prior to the adoption of the current Zoning Code. Variations in the City of Berwyn’s current Zoning Code are defined as granting relief from regulations to the extent that literal enforcement of such regulations creates particular hardships or practical difficulties in developing property due to the unique attributes of the property. This hardship must be unique, not created by the applicant, and not shared by adjacent properties and other properties within the immediate vicinity of the proposed variation. Based on this standard, the petitioner has not shown any undue hardship in their variation request. The petitioner has not spoken as to why they cannot move the addition structure back 6.08 ft and meet the 15 ft setback requirement. Furthermore, the petitioner has not spoken as to why they cannot lower the structure height by 31ft 10in to meet the 28ft maximum height. As such, it is the recommendation to deny the petitioner’s request for variation.

Since proposal does not satisfy the Setback requirement, nor the Maximum Height requirement, the application requires a variation to proceed with modifications. The City of Berwyn may consider developing pre-approved bungalow additions that do not require variations and would streamline property renovations for residents in the R-2 Bungalow District. The Berwyn Development Corporation would be willing to engage in this process at the direction of City Council.

H-1(a)

CITY OF BERWYN

ORDINANCE NO. _____

AN ORDINANCE APPROVING A SIDE YARD SETBACK VARIATION RELATIVE TO A SECOND STORY ADDITION TO AN EXISTING SINGLE FAMILY BUNGALOW WITHIN THE R-2 BUNGALOW ZONING DISTRICT AT 2335 CLINTON AVENUE, BERWYN, ILLINOIS – CESAR NUNEZ

WHEREAS, a request (the "Application") seeking variations to build a second story addition to a single family home with a six (6) foot setback from the front façade of the existing residence, interior side yard setbacks of 2.29 and 2.90 feet, consistent with the existing side yard setbacks of the 1st floor of the existing residence, and a height of thirty one (31) feet, ten (10) inches, at the property commonly known as 2335 Clinton Avenue, Berwyn, Illinois (the "Subject Property"), in the R-2 Bungalow Zoning District, was filed by Cesar Nunez (the "Applicant") with the City of Berwyn; and

WHEREAS, because the minimum second story bungalow setback from the front façade of the building required in the R-2 Bungalow Zoning District is fifteen (15) feet, the request requires a nine (9) foot second story setback variation pursuant to Section 1246.11.B.1/Table 1246.11-A (R-2 District Requirements) of the Zoning Code of the City of Berwyn ("Zoning Code"). Similarly, because the Zoning Code requires three (3) foot interior side yard setbacks, and allows a maximum height of twenty eight (28) feet for second story additions to bungalows, interior side yard setback variations and a height variation from the requirements of Section 1246.11.B.1/Table 1246.11-A (R-2 District Requirements) are necessary in order to build the second story setback consistent with the proposed 2.29 and 2.90 side yard setbacks of the existing residence from the interior side lot lines, and to the proposed height of thirty one (31) feet and ten (10) inches; and

WHEREAS, the Subject Property is legally described in **Exhibit A** attached hereto and made a part hereof; and

WHEREAS, the Application has been referred to the Zoning, Planning and Development Commission of the City ("Commission") and has been processed in accordance with the Zoning Code, as amended; and

WHEREAS, on October 20, 2021, the Commission held a public hearing on the Application pursuant to notice thereof given in the manner required by law, and, after considering all of the testimony and evidence presented at the public hearing, the Commission recommended approval of the requested 2.29 and 2.90 foot interior side yard setback variations and denial of the requested nine (9) foot second story addition front setback variation and three (3) foot ten (10) inch height variation. The vote on the combined motion to approve the side yard setback and deny the front setback variation and height variation was seven (7) in favor and zero (0) opposed, all as set forth in the

Findings and Recommendation of the Commission in this matter (“Findings and Recommendation”), a copy of which is attached hereto as **Exhibit B**; and

WHEREAS, the City Council has duly considered the Findings and Recommendation of the Commission, and all of the materials, facts and circumstances affecting the Application, and, in accordance with the Findings and Recommendation of the Commission, find that the Application satisfies in part the standards set forth in Section 1252.03(D)(6) of the Zoning Code relating to variations.

NOW, THEREFORE, BE IT ORDAINED, by the City Council of the City of Berwyn, Cook County and State of Illinois, as follows:

Section 1: Incorporation. Each whereas paragraph set forth above is incorporated by reference into this Section 1.

Section 2: Approval of Variations to Build a Second Story Addition To Single Family Home with 2.29 and 2.90 Foot Interior Side Yard Setbacks. The City Council, acting pursuant to the authority vested in it by the laws of the State of Illinois and the Zoning Code, hereby agrees with the findings of fact and recommendation of the Commission, a copy of which is attached hereto as **Exhibit B**, and finds that the standards set forth in Section 1252.03(D)(6) of the Zoning Code relating to variations have been met only as to the side yard setback variation requests in this case, and not as to the requested nine (9) foot variation or three (3) foot ten (10) inch height variation requested from the requirements that second story bungalow additions in the R-2 Bungalow Zoning District be set back fifteen (15) feet from the front façade of the building and not exceed twenty eight (28) feet. The City Council further approves variations to allow the interior side yard setbacks to be 2.29 and 2.90 feet, and denies the nine (9) foot variation from the fifteen (15) foot second story addition setback requirement of the Zoning Code and the three (3) foot ten (10) inch height variation relative to the Applicant’s proposed second story addition to the single family home on the Subject Property located at 2335 Clinton Avenue, Berwyn, Illinois, in the R-2 Bungalow Zoning District, as legally described in **Exhibit A**.

Section 3: Violation of Condition or Code. Any violation of any term or condition stated in this Ordinance or of any applicable code, ordinance, or regulation of the City shall be grounds for the immediate rescission by the City Council of the approvals made in this Ordinance.

Section 4: Severability and Repeal of Inconsistent Ordinances. Each section, paragraph, clause and provision of this Ordinance is separable, and if any section, paragraph, clause or provision of this Ordinance shall be held unconstitutional or invalid for any reason, the unconstitutionality or invalidity of such section, paragraph, clause or provision shall not affect the remainder of this Ordinance, nor any part thereof, other than that part affected by such decision. All ordinances, resolutions or orders, or parts thereof, in conflict with the provisions of this Ordinance are to the extent of such conflict hereby repealed.

Section 5: Effective Date. This Ordinance shall be in full force and effect from and after its passage, approval, and publication in pamphlet form in the manner provided by law.

PASSED this ____ day of _____ 2021.

AYES: _____

NAYS: _____

ABSENT: _____

APPROVED this ____ day of _____ 2021.

Robert J. Lovero, Mayor

ATTEST:

Margaret Paul, City Clerk

Published by me in pamphlet form this ____ day of _____, 2021.

Margaret Paul, City Clerk

EXHIBIT A

LOT 156 IN THE 22ND STREET LAND ASSOCIATION SUBDIVISION OF PART OF THE EAST HALF OF THE NORTHWEST QUARTER (EXCEPT THE EAST 41 ACRES THEREOF) LYING NORTH OF RIVERSIDE PARKWAY IN SECTION 30, TOWNSHIP 39 NORTH, RANGE 13, EAST OF THE THIRD PRINCIPAL MERIDIAN, EXCEPT THAT PART DESCRIBED AS FOLLOWS: COMMENCING AT THE SOUTH EAST CORNER OF SAID LOT 156, THENCE NORTHERLY ALONG THE EAST LINE OF SAID LOT TO A POINT 3 FEET NORTH OF THE SOUTH EAST CORNER THEREOF, THENCE SOUTH WESTERLY IN A STRAIGHT LINE TO A POINT IN THE WEST LINE OF SAID LOT 156, 1 FOOT NORTHERLY OF THE SOUTH WEST CORNER THEREOF, THENCE EASTERLY ALONG THE SOUTH LINE OF SAID LOT 156 TO THE PLACE OF BEGINNING, IN COOK COUNTY, ILLINOIS.

PIN: 16-30-106-014-0000

COMMONLY KNOWN AS: 2335 Clinton Avenue, Berwyn, Illinois

EXHIBIT B

**FINDINGS OF FACT
(ATTACHED)**

STATE OF ILLINOIS)
) SS
COUNTY OF COOK)

CLERK'S CERTIFICATE

I, Margaret Paul, Clerk of the City of Berwyn, in the County of Cook, State of Illinois, do hereby certify that the attached and foregoing is a true and correct copy of that certain Ordinance now on file in my Office, entitled:

ORDINANCE NO. _____

AN ORDINANCE APPROVING A SIDE YARD SETBACK VARIATION RELATIVE TO A SECOND STORY ADDITION TO AN EXISTING SINGLE FAMILY BUNGALOW WITHIN THE R-2 BUNGALOW ZONING DISTRICT AT 2335 CLINTON AVENUE, BERWYN, ILLINOIS – CESAR NUNEZ

which Ordinance was passed by the City Council of the City of Berwyn at a Regular City Council Meeting on the ___ day of _____, 2021, at which meeting a quorum was present, and approved by the Mayor of the City of Berwyn on the ___ day of _____, 2021.

I further certify that the vote on the question of the passage of said Ordinance by the City Council of the City of Berwyn was taken by Ayes and Nays and recorded in the minutes of the City Council of the City of Berwyn, and that the result of said vote was as follows, to-wit:

AYES: _____

NAYS: _____

ABSENT: _____

I do further certify that the original Ordinance, of which the foregoing is a true copy, is entrusted to my care for safekeeping, and that I am the lawful keeper of the same.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the City of Berwyn, this ___ day of _____, 2021.

City Clerk

[SEAL]

H 1 (6)

CITY OF BERWYN

ORDINANCE NO. _____

AN ORDINANCE APPROVING VARIATIONS RELATIVE TO A SECOND STORY ADDITION TO AN EXISTING SINGLE FAMILY BUNGALOW WITHIN THE R-2 BUNGALOW ZONING DISTRICT AT 2335 CLINTON AVENUE, BERWYN, ILLINOIS – CESAR NUNEZ

WHEREAS, a request (the "Application") seeking variations to build a second story addition to a single family home with a six (6) foot setback from the front façade of the existing residence, interior side yard setbacks of 2.29 and 2.90 feet, consistent with the existing side yard setbacks of the 1st floor of the existing residence, and a height of thirty one (31) feet, ten (10) inches, at the property commonly known as 2335 Clinton Avenue, Berwyn, Illinois (the "Subject Property"), in the R-2 Bungalow Zoning District, was filed by Cesar Nunez (the "Applicant") with the City of Berwyn; and

WHEREAS, because the minimum second story bungalow setback from the front façade of the building required in the R-2 Bungalow Zoning District is fifteen (15) feet, the request requires a nine (9) foot second story setback variation pursuant to Section 1246.11.B.1/Table 1246.11-A (R-2 District Requirements) of the Zoning Code of the City of Berwyn ("Zoning Code"). Similarly, because the Zoning Code requires three (3) foot interior side yard setbacks, and allows a maximum height of twenty eight (28) feet for second story additions to bungalows, interior side yard setback variations and a height variation from the requirements of Section 1246.11.B.1/Table 1246.11-A (R-2 District Requirements) are necessary in order to build the second story setback consistent with the proposed 2.29 and 2.90 side yard setbacks of the existing residence from the interior side lot lines, and to the proposed height of thirty one (31) feet and ten (10) inches; and

WHEREAS, the Subject Property is legally described in **Exhibit A** attached hereto and made a part hereof; and

WHEREAS, the Application has been referred to the Zoning, Planning and Development Commission of the City ("Commission") and has been processed in accordance with the Zoning Code, as amended; and

WHEREAS, on October 20, 2021, the Commission held a public hearing on the Application pursuant to notice thereof given in the manner required by law, and, after considering all of the testimony and evidence presented at the public hearing, the Commission recommended approval of the requested 2.29 and 2.90 foot interior side yard setback variations and denial of the requested nine (9) foot second story addition front setback variation and three (3) foot ten (10) inch height variation. The vote on the combined motion to approve the side yard setback and deny the front setback variation and height variation was seven (7) in favor and zero (0) opposed, all as set forth in the

Findings and Recommendation of the Commission in this matter (“Findings and Recommendation”), a copy of which is attached hereto as **Exhibit B**; and

WHEREAS, the City Council has duly considered the Findings and Recommendation of the Commission, and all of the materials, facts and circumstances affecting the Application, and, contrary to the Findings and Recommendation of the Commission, find that the Application satisfies the standards relating to variations set forth in Section 1252.03(D)(6) of the Zoning Code not only as to the interior side yard variations, but also as to the front setback variation and height variation.

NOW, THEREFORE, BE IT ORDAINED, by the City Council of the City of Berwyn, Cook County and State of Illinois, as follows:

Section 1: Incorporation. Each whereas paragraph set forth above is incorporated by reference into this Section 1.

Section 2: Approval of Variations to Build a Second Story Addition To Single Family Home. The City Council, acting pursuant to the authority vested in it by the laws of the State of Illinois and the Zoning Code, hereby disagrees in part with the findings of fact and recommendation of the Zoning, Planning and Development Commission, a copy of which is attached hereto as **Exhibit B**, and finds instead that the standards set forth in Section 1252.03(D)(6) of the Zoning Code relating to variations have been met in this case not only as to the interior side yard variations, but also as to the front setback variation and height variation. The City Council further approves variations to allow the interior side yard setbacks to be 2.29 and 2.90 feet, approves a nine (9) foot variation from the fifteen (15) foot second story addition setback requirement of the Zoning Code in order to allow the Applicant to build a second story addition to the single family home with a six (6) foot setback from the front façade of the building, and approves a three (3) foot ten (10) inch height variation from the twenty eight (28) foot maximum height for second story additions, to allow a second story addition height of thirty one (31) feet, ten (10) inches, all on the Subject Property located at 2335 Clinton Avenue, Berwyn, Illinois, in the R-2 Bungalow Zoning District, as legally described in **Exhibit A**.

Section 3: Violation of Condition or Code. Any violation of any term or condition stated in this Ordinance or of any applicable code, ordinance, or regulation of the City shall be grounds for the immediate rescission by the City Council of the approvals made in this Ordinance.

Section 4: Severability and Repeal of Inconsistent Ordinances. Each section, paragraph, clause and provision of this Ordinance is separable, and if any section, paragraph, clause or provision of this Ordinance shall be held unconstitutional or invalid for any reason, the unconstitutionality or invalidity of such section, paragraph, clause or provision shall not affect the remainder of this Ordinance, nor any part thereof, other than that part affected by such decision. All ordinances, resolutions or orders, or parts

thereof, in conflict with the provisions of this Ordinance are to the extent of such conflict hereby repealed.

Section 5: Effective Date. This Ordinance shall be in full force and effect from and after its passage, approval, and publication in pamphlet form in the manner provided by law.

PASSED this ____ day of _____ 2021.

AYES: _____

NAYS: _____

ABSENT: _____

APPROVED this ____ day of _____ 2021.

Robert J. Lovero, Mayor

ATTEST:

Margaret Paul, City Clerk

Published by me in pamphlet form this ____ day of _____, 2021.

Margaret Paul, City Clerk

EXHIBIT A

LOT 156 IN THE 22ND STREET LAND ASSOCIATION SUBDIVISION OF PART OF THE EAST HALF OF THE NORTHWEST QUARTER (EXCEPT THE EAST 41 ACRES THEREOF) LYING NORTH OF RIVERSIDE PARKWAY IN SECTION 30, TOWNSHIP 39 NORTH, RANGE 13, EAST OF THE THIRD PRINCIPAL MERIDIAN, EXCEPT THAT PART DESCRIBED AS FOLLOWS: COMMENCING AT THE SOUTH EAST CORNER OF SAID LOT 156, THENCE NORTHERLY ALONG THE EAST LINE OF SAID LOT TO A POINT 3 FEET NORTH OF THE SOUTH EAST CORNER THEREOF, THENCE SOUTH WESTERLY IN A STRAIGHT LINE TO A POINT IN THE WEST LINE OF SAID LOT 156, 1 FOOT NORTHERLY OF THE SOUTH WEST CORNER THEREOF, THENCE EASTERLY ALONG THE SOUTH LINE OF SAID LOT 156 TO THE PLACE OF BEGINNING, IN COOK COUNTY, ILLINOIS.

PIN: 16-30-106-014-0000

COMMONLY KNOWN AS: 2335 Clinton Avenue, Berwyn, Illinois

EXHIBIT B

**FINDINGS OF FACT
(ATTACHED)**

STATE OF ILLINOIS)
) SS
COUNTY OF COOK)

CLERK'S CERTIFICATE

I, Margaret Paul, Clerk of the City of Berwyn, in the County of Cook, State of Illinois, do hereby certify that the attached and foregoing is a true and correct copy of that certain Ordinance now on file in my Office, entitled:

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which Ordinance was passed by the City Council of the City of Berwyn at a Regular City Council Meeting on the ___ day of _____, 2021, at which meeting a quorum was present, and approved by the Mayor of the City of Berwyn on the ___ day of _____, 2021.

I further certify that the vote on the question of the passage of said Ordinance by the City Council of the City of Berwyn was taken by Ayes and Nays and recorded in the minutes of the City Council of the City of Berwyn, and that the result of said vote was as follows, to-wit:

AYES: _____

NAYS: _____

ABSENT: _____

I do further certify that the original Ordinance, of which the foregoing is a true copy, is entrusted to my care for safekeeping, and that I am the lawful keeper of the same.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the City of Berwyn, this ___ day of _____, 2021.

City Clerk

[SEAL]

The City of Berwyn
6700 W. 26th St.
708-788-2660



Scott Lennon
1st Ward Alderman

A Century of Progress with Pride

I-1

November 5, 2021

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

Subject: Budget and Finance Committee Meeting Minutes

Dear Mayor and Members of the City Council:

Attached are the Budget and Finance Committee meeting minutes for 6-22-2021, 10-20-2021, 10-21-2021, 10-27-2021 and 10-28-2021.

Please accept as informational.

Sincerely,

Scott Lennon
Alderman, 1st Ward
City of Berwyn



A Century of Progress with Pride
City of Berwyn Budget and Finance Committee Meeting Minutes
6-22-2021

I. Call to Order:

Attendees:

Scott Lennon, Richard Leja, Robert Reyes, Joe Carmichael, Thomas Hayes, Robert Schiller, Ben Daish, Ruth Siaba Green, Matt Deland, Alicia Ruiz, Marybeth Arenella

II. Public Works – Enterprise Fleet Management Discussion

- Improve efficiencies and reduce costs with fleets.
- Expenses are currently excessive as we run our fleets until vehicles cannot go any further.
- Plan to lease aging vehicle inventory.
- Keep vehicles until right before they begin to depreciate.
- 60 municipal clients in the area.
- More cost effective as Enterprise does analysis.
- 1.3 million savings in 10 years after analysis
- Due to mileage, not enough savings to consider Hybrid or Electric at this time.
- Fleet consists of 116 light duty vehicles (less than one ton).
- Questions on insurance (self-insurance addendum)
 - Will need proof of insurance
 - Open ended equity lease
 - Pay for what you use
- Replace 64 vehicles first year (8 years and older)
 - 22 vehicles in 2022
 - 15 in 2023
 - 4 in 2024
 - 10 in 2025
- Next steps will be another presentation and COW to get approval by council.
- We need current spend, expected cost spend and estimate of savings.
 - First year current cost
 - \$274,000 maintenance
 - \$336,000 fuel
 - \$450,000 purchases each year
 - 1.3 million -10 year savings
- Enterprise won, they competitively bid.

III. New Business

- Timeline for budget 2020 (refer to handout)

City of Berwyn

2022 Budget: Current Timeline

August 30th to September 17th: Internal department head meetings

- Review year to date transactions in relation to prior year
- Talk about revenue expectations versus recent history
- Discuss significant expenditures including capital outlay
- Review and update department employee roster for salary projections

September 20th October 22th: Follow up department head meetings. 2022 Preliminary Budget and Finance Committee Meeting

- Incorporate department head feedback from September into preliminary 2020 salary and benefit projection schedules
- Public meetings with Budget and Finance committee to discuss timeline and various budgetary matters
 - PD, Fire, Public Works
 - Other Departments by B&F Request

November 4th: Preliminary General Fund Budget Draft Used for Tax Levy Determination

- General Fund revenue, expenses, and fund balance preliminary projection
- Present Proposed Tax Levy Options

December 14th: 2021 Tax Levy (2022 Budget Year)

- Council approval of appropriate levy after review 11/04/21 options presented
- Approved Tax Levy must be filed with Cook County Clerk by last Tuesday of December (12/28/21)

January 1-30th: 2022 Update Draft for Year End Accrued Revenue and Expenses

- Incorporate Remaining 2021 year-end revenue and expense transactions into General, Utility, and other City Funds Budget Drafts

February 3rd 2022: Summary and Detailed General Fund Budget Draft Due to Budget Committee for Review

- 2022 Draft Budget vs 2021 Budgeted and Projected Actual Results

February 22nd 2022: Budget Committee Approved Budget Draft Submitted to Council for Review

March 8th 2022: Public Hearing and Council Approval of 2020 Budget



A Century of Progress with Pride

**City of Berwyn Budget and Finance Committee Meeting Minutes
10-20-2021**

I. Call to Order

Attendees:

Scott Lennon, Richard Leja, Dana Amal, Ruth Siaba Green, James Woywod, James Frank, Ben Daish, Joe Carmichael

II. Public Comments:

Welcomed new committee members Alderman Joseph Carmichael and Alderman Robert Leja

III. City Department Budget Presentation

Finance Director – Ben Daish

- Salary increase in 2022 for nonunion 2.75% 2023-2025 increase of 2%

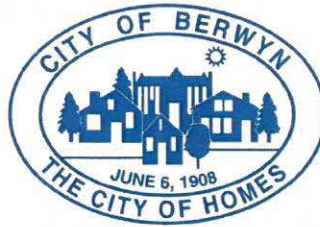
IT Director James Frank

- City Vehicle is used by IT employees to get to the 8 locations they provide IT services to within Berwyn. \$1500 is allotted for maintenance not covered by Public Works.
- 5 year contract with Nova 4 was signed for city wide IT security training. \$6,200 will not increase during the contract.
- Supplies budget \$1000 as IT department is trying to digitalize as much paperwork as possible.
- Printing fleet is about 250 spread out throughout the City's locations. The cost of maintaining the equipment is going up significantly 20-30% a year.
- Survey of larger departments should be done to determine if printer equipment can be downsized and digital options can be explored.
- BDC pays \$22K a year for the IT services provided.
- Money was redirected to City Admin for the redevelopment of the city website.
- Phone system is about 12 years old and costs from AT&T are being passed on to the city to maintain. More cost effective phone systems are being explored.
- Software Maintenance is increasing due to the trend of things moving to a subscription base rather than a license base. There are yearly renewal charges.
- There is a 5 year targeted refresh cycle on workstations. 25 to 30 are replaced every year out of the 400 workstations maintained.
- Capital project – Data Center at City hall project is estimated to be \$30-40K
- ARPA funded projects will be presented at Council Meeting 10/26/21
-

IV. New Business:

N/A

V. Meeting Adjourn



A Century of Progress with Pride
City of Berwyn Budget and Finance Committee Meeting Minutes
10/21/2021

I. Call to Order:

Attendees: Scott Lennon, Richard Leja, Ben Daish, Dana Amal, Ruth Siaba Green, Joe Carmichael, Jim Woywod, Kis Coniglio, Thomas Hayes, Robert Reyes

a. Public Comments:

N/A

II. City Department Budget Presentation
Berwyn Fire Department

- 2019 cost report showed low in rates and in state
 - Rate Increase
 - Revenues have tripled

III. Expenditures:

- a. 2.5% Salaries & Wages
 - i. Lower than state average
- b. 5% Increase to Health Insurance
- c. 5 – 7 year plans for equipment
- d. Save 40K per year by having fire fighter perform vehicle maintenance
- e. Located a vendor that sells refurbished ambulance
 - i. \$12K to replace motor



A Century of Progress with Pride
City of Berwyn Budget and Finance Committee Meeting Minutes
10/27/2021

I. Call to Order:

Attendees: Scott Lennon, Richard Leja, Ben Daish, Dana Amal, Ruth Siaba Green, Joe Carmichael, Michael Ochsner

a. Public Comments:

N/A

II. City Department Budget Presentation
Berwyn Police Department

- Red Light Enforcement
 - First 6-7 months of activity has posted higher results – planning to tone down
 - Camera on Harlem and Ogden has been shut down due to construction
 - Discussing a new vendor to start back up - possibility of another camera at some point
- Electronic Ticketing
 - Less issuing of citations with electronic system
 - Issued citations showing a better collection rate with electronic and in person payments
 - Parking Tickets – Tracking somewhat lower due to easing up on ticketing due to the pandemic
- Grant Revenue
 - Continuing to work with consultants to maximize revenue
 - Staying on budget for now, possibility of an increase depending on what presents from active draw down
 - Reimbursement from the auxiliary at the library will be brought down to \$20K to reflect recent activity
- Tuition Reimbursement
 - Contractually foresee a decrease in expenditures for 2023
 - Plan to see an increase in 2022
 - Elimination of tuition reimbursement benefit from last collective bargaining agreement prompting enrollees to register
 - Planning to see higher expenditures for this year and next year for job placement
- Vehicles, Gas, & Oil
 - Increased fuel pricing has caused budget increase from \$180K to \$200K - will review at year end to see if that is an adequate amount
 - Squad car supply is down, awaiting 4-6 vehicles that have been ordered

- Police Staff & Training
 - Backlog of training due to pandemic
 - No longer able to get state funding for training
 - Trying to keep up with state mandates by doing training online which is more costly
 - Having to send downstate for training which is more costly due to lodging, etc.
 - Police forces in general are down about 10%
 - Currently down nine offices – considering offering sign-on bonus
- Unfunded State Mandates
 - Sexual Assault Training, General Training, Yearly Recertification Training for Continuing Education, Body Cameras, Mental Health Training
 - Requirement of Mental Health Clinician on staff
 - Anticipating an increase in software expenses due to unfunded mandates
- Professional Services
 - Anticipate that AMITA Health will help with some mandates connected to mental health services from funding they have received
 - Staff would be on-site and on-call
 - Suggestion to meet with MacNeal Hospital regarding putting a program together regarding mental health service mandates
- Building Repair & Maintenance
 - Budget should remain consistent going forward
 - Building is approximately 20 years old now and will need replacement of HVAC and boiler systems
 - Roof is currently being replaced
 - Plans for parking lot expansion
- Cameras, Tasers, CCTV, RFID, etc.
 - Working on grant for LPR cameras
 - BDC will cover a percentage of this cost
 - Taser contract was renewed, payment due 2022, \$55K
 - CCTV & RFID will be reimbursed through AARP
 - Making decisions on RMS and CAD systems
 - Portions of these costs will be reimbursed by AARP



A Century of Progress with Pride

**City of Berwyn Budget and Finance Committee Meeting Minutes
10/28/2021**

I. Call to Order:

Attendees: Scott Lennon, Richard Leja, Ben Daish, Dana Amal, Ruth Siaba Green, Joe Carmichael, Bob Schiller

a. Public Comments:

N/A

**II. City Department Budget Presentation
Berwyn Public Works Department**

- Reimbursements
 - Have consistently fluctuated over the past 4-5 years
- General Operating Expenditures
 - Fuel costs have doubled over the past year which has increased the operating costs of vehicles in service
 - Currently 11 vehicles in service
- Salaries and Wages
 - Longevity increase of 3% every 5th year for staff
 - Expect health insurance increase of 5%
 - Expect vision and dental increase of 10%
- Equipment
 - Planning on purchasing a new street sweeper for 2022
 - Planning on replacing 2 public works vehicles
 - Plans for a new dump truck capable of salt spreading, plowing, etc.
 - No plowing of alleys – one day service in 2020 cost \$70K
 - Average yearly cost of road salt \$350K
- Water Service
 - Expecting funding for sewer repair and water mains
 - Unfunded state mandates – replacement of lead water service lines
 - Expecting reimbursement dollars for replacing water mains on Ogden Avenue from Harlem Avenue to Lombard and end to end on Cermak Road – this project will also be supplemented with TIFF dollars
 - Projecting a 3% increase for water through City of Chicago
- Professional Services
 - Slight increase – tree service, contract work, patching, median service, engineering
 - 2022 \$2M project funded by Rebuild Illinois for road patching and resurfacing
 - Patching will happen on roads with minor issues
 - Complete resurfacing will happen on roads with necessary major repairs
 - Putting \$150K towards taking down and replacing water tower

- Street lights have been replaced with LED lights
 - 50% decrease in cost over the past 8 years
 - 70-80% of residential light replacement has already happened
- Next Steps
 - Once all budgets have been received a draft will be made and presented prior to next City Council Meeting
 - Determination will be decided at City Council Meeting 11/9/21



CITY OF BERWYN POLICE AND FIRE COMMISSION
 6401 WEST 31ST STREET
 BERWYN, IL. 60402
www.berwyn-il.gov



Mayor Robert J. Lovero
 Alderman Richard Leja, Chairman of Police and Fire Committee
 Fire Chief Michael Cimaglia
 City Clerk Margaret M. Paul
 City Treasurer Robert Reyes
 Members of the Berwyn City Council

I-2

INFORMATIONAL

Date: 11/2/2021
 RE: Probationary Police Officer Anthony P. Vizek

At the request of Police Chief Michael Cimaglia, and with the approval of the Berwyn City Council, the Berwyn Police and Fire Commission contacted the next eligible candidate on the Police Department Candidates Eligibility list. This Candidates list was posted with the Berwyn City Clerk and is on public display with the Clerk's Office and the City website.

We, the members of the Berwyn Fire and Police Commission, certify that Anthony P. Vizek in accordance with the Rules and Regulations of the Commission and the State of Illinois as the next eligible candidate on the eligibility list with the effective start date of 12/1/2021

Board of Police and Fire Commissioners

Gilbert Pena, Chairman

Ana Espinoza, Commissioner

Daniel Treadwell, Commissioner

Ken Waszak, Commissioner

Alice Solis, Commissioner

Tony J. Laureto, Secretary



CITY OF BERWYN POLICE AND FIRE COMMISSION
 6401 WEST 31ST STREET
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Mayor Robert J. Lovero
 Alderman Richard Leja, Chairman of Police and Fire Committee
 Fire Chief Michael Cimaglia
 City Clerk Margaret M. Paul
 City Treasurer Robert Reyes
 Members of the Berwyn City Council

I-3

INFORMATIONAL

Date: 11/4/2021

RE: Probationary Police Officer Salvator O. Dagostino

At the request of Police Chief Michael Cimaglia, and with the approval of the Berwyn City Council, the Berwyn Police and Fire Commission contacted the next eligible candidate on the Police Department Candidates Eligibility list. This Candidates list was posted with the Berwyn City Clerk and is on public display with the Clerk's Office and the City website.

We, the members of the Berwyn Fire and Police Commission, certify that Salvator O. Dagostino in accordance with the Rules and Regulations of the Commission and the State of Illinois as the next eligible candidate on the eligibility list with the effective start date of 11/8/2021

Board of Police and Fire Commissioners

Gilbert Pena, Chairman

Ana Espinoza, Commissioner

Daniel Treadwell, Commissioner

Ken Waszak, Commissioner

Alice Solis, Commissioner

Tony J. Laureto, Secretary

The City of Berwyn



Anthony T. Bertuca
City Attorney

A Century of Progress with Pride

J-1

November 9, 2021

Margaret M. Paul
City Clerk
City of Berwyn
6700 W. 26th Street
Berwyn, Illinois 60402

Re: Ronald R. Peterson, Trustee for Mack Industries Ltd.

Dear Clerk Paul:

Please put this item on the November 9, 2021 agenda authorizing the settlement of the above referenced matter for the total of \$11,000.00 based upon City Council authority granted in Executive session on October 26, 2021.

Very truly yours,

Anthony T. Bertuca

Anthony T. Bertuca
City Attorney

The City of Berwyn



Benjamin J. Daish
Finance Director

J-2

A Century of Progress with Pride

Date: November 4, 2021
To: Mayor Robert J. Lovero
Members of the Berwyn City Council
Subject: Determination for the Estimated 2021 Property Tax Levy (to be collected in 2022)

The City is required to determine an estimated tax levy amount for the 2021 property tax year, pursuant to section 18-60 of the Truth in Taxation Law.

On Tuesday, November 9, 2021 at the Committee of the Whole (COW) Meeting, the Finance Department will present the options for City Council to consider when determining the appropriate estimated property tax levy.

From that meeting, a straw poll vote should be taken as to which of the options presented should be drafted as an ordinance and voted upon at the December 7, 2021 City Council meeting. This would fulfill the 20 day statute requirement between the time of determination and the actual ordinance vote.

Recommendation: Select a property tax levy option at the upcoming November 9th, 8 pm City Council Meeting that should be drafted into an ordinance and voted upon for passage.

Respectfully submitted,

Benjamin J. Daish
Finance Director



BERWYN FIRE DEPARTMENT

6700 W. 26th St., Berwyn, IL 60402-0701
708-484-1644

Thomas A. Hayes
Fire Chief

Mayor Robert J. Lovero

Kris A. Coniglio
Assistant Fire Chief

J-3

November 5, 2021

To: Honorable Mayor Robert Lovero
Members of City Council

From: Fire Chief Thomas Hayes

Re: Authorization to seek RFPs for replacement of the Department's Self-Contained Breathing Apparatus (SCBA)

The Berwyn Fire Department is requesting authorization to seek RFPs for replacement of our Self-Contained Breathing Apparatus (SCBA). SCBAs are a firefighter's lifeline when entering a fire or any atmosphere that is immediately dangerous to life or health (IDLH). These atmospheres pose a severe risk of immediate health damage, injury, or death that could occur due to short-term exposure. The SCBAs provide a highly reliable breathing apparatus with maximum respiratory protection that protects our firefighters and allows them to enter these dangerous situations to rescue and provide care to the residents in our community. Our current SCBAs are 14 years old and two standards below the current standard cycle. The cost of this project is expected to be about \$485,000.00

The Berwyn Fire Department will be funding the project utilizing ARP dollars under the category of "Revenue Loss." The Treasury's Interim Final Rule gives recipients (City of Berwyn) broad latitude to use funds for the provision of government services to the extent of reduction in revenue including maintenance of new infrastructure and the provision of fire services.

Thank you for your consideration.

Recommended Action:

Council approve seeking RFPs for replacement of the Fire Department's Self-Contained Breathing apparatus.

Respectfully,

A handwritten signature in black ink that reads "Thomas A. Hayes".

Thomas A. Hayes
Fire Chief



BERWYN FIRE DEPARTMENT

6700 W. 26th St., Berwyn, IL 60402-0701
708-484-1644

Thomas A. Hayes
Fire Chief

Kris A. Coniglio
Assistant Fire Chief

Mayor Robert J. Lovero

J-4

November 5, 2021

To: Honorable Mayor Robert Lovero
Members of City Council

From: Fire Chief Thomas Hayes

Re: Authorization to seek RFPs for cabinetry at Station 901

The Berwyn Fire Department is requesting authorization to seek RFPs for cabinetry for Station 901. The current cabinets are in extremely poor condition and cannot be repaired. The cost of these cabinets is expected to be \$20,000 - \$25,000. Berwyn Fire Department personnel will install the cabinets which will save approximately \$3000.

The Berwyn Fire Department will be funding the project utilizing ARP dollars under the category of "Revenue Loss." The Treasury's Interim Final Rule gives recipients (City of Berwyn) broad latitude to use funds for the provision of government services to the extent of reduction in revenue including maintenance of new infrastructure and the provision of fire services.

Thank you for your consideration.

Recommended Action:

Council approve seeking RFPs for cabinetry for the kitchen at Station 901.

Respectfully submitted,

A handwritten signature in black ink that reads "Thomas A. Hayes".

Thomas A. Hayes
Fire Chief



BERWYN FIRE DEPARTMENT

6700 W. 26th St., Berwyn, IL 60402-0701
708-484-1644

Thomas A. Hayes
Fire Chief

Kris A. Coniglio
Assistant Fire Chief

Mayor Robert J. Lovero

J-5

November 5, 2021

To: Honorable Mayor Robert Lovero
Members of City Council

From: Fire Chief Thomas Hayes

Re: Authorization to seek RFPs for hood and fire suppression system at Station 901

The Berwyn Fire Department is requesting authorization to seek RFPs for a hood and fire suppression system for Station 901. The current hood does not meet fire safety standards and is in need of replacement. This project will be completed in conjunction with the cabinetry purchase as part of the kitchen renovation. The cost of the hood and fire suppression system is expected to be approximately \$25,000.

The Berwyn Fire Department will be funding the project utilizing ARP dollars under the category of "Revenue Loss." The Treasury's Interim Final Rule gives recipients (City of Berwyn) broad latitude to use funds for the provision of government services to the extent of reduction in revenue including maintenance of new infrastructure and the provision of fire services.

Thank you for your consideration.

Recommended Action:

Council approve seeking RFPs for materials and installation of a hood system and fire suppression system.

Respectfully,

A handwritten signature in black ink that reads "Thomas A. Hayes".

Thomas A. Hayes
Fire Chief

The City of Berwyn



Charles D. Lazzara
Building Department
Director

A Century of Progress with Pride

6700 West 26th Street Berwyn, Illinois 60402-0701 Telephone: (708) 788-2660 (708) 788-1427
www.berwyn-il.gov

J-6

Date: October 22, 2021

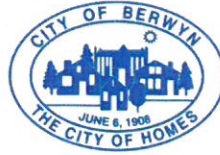
To: Mayor Robert J. Lovero
Members of the Berwyn City Council

Re: Partial demolition of the of 6705 W. Cermak Road

I am respectfully requesting permission be granted for the demolition of 6705 W. Cermak Road.

Respectfully,

Charles D. Lazzara
Building Director



J-7

November 9, 2021

To: Mayor Robert J. Lovero
Members of City Council

Re: Renewal of General Liability Insurance

The City's general liability insurance coverage is set to expire on December 31, 2021. Per protocol, staff asked our independent insurance broker the Horton Group to go out for bid to solicit quotes from carriers. Our current coverage with Princeton has a \$10,000,000 liability limit and a \$750,000 self-insured retention.

Due to the increase of significant claim awards for Law Authority, General Liability and Employment Practice coverage for villages, cities, and fire departments within Cook County, several carriers are no longer writing excess liability for Cook County municipalities, and premiums have gone up county wide for carriers who continue to offer excess liability to municipalities within Cook County. Other municipalities have been seeing between a 25% and 50% increase in their premiums. Our insurance brokers were able to obtain quotes (see below); attached are responses from other carriers. The premiums did increase due the aforementioned reason of our municipality being located within Cook County, although the increase was only 12% due to our Legal Department being very effective in management of the claims.

Our current carrier Princeton offered the lowest renewal price; the premium went up to \$333,345 from \$298,313 last year with the same \$750,000 self-insured retention. These quotes include a reimbursement to the City for state certified law enforcement training (\$5,000 in 2021; \$5,000 in 2022). Princeton has also offered the City another option to reduce premium costs. By raising our self-insured retention to \$1,000,000, the City would be able to lower the premium from \$333,345 to \$260,906.

Below is a chart of Princeton's renewal options.

	Expiring	Renewal SIR \$750,000	Renewal SIR \$1,000,000
Premium	\$298,313	\$333,345	\$260,906
Loss Control Expense Contribution*	(\$5,000)	(\$5,000)	(\$5,000)
Total Program Cost	\$293,313	\$328,345	\$255,906

Recommendation: Staff recommends that City Council authorize city administration to execute a contract with Princeton for general liability insurance at the \$10,000,000 limit, an increased SIR of \$1,000,000, and a premium of \$255,906 (includes a discount of \$5,000 for Loss Control Expense Contribution).

Respectfully,

Ruth E. Siaba Green
City Administrator

Marketing Results

City of Berwyn 12/31/ 2021-2022	
	Response
Line of Coverage - Casualty	
Market	
Allied Public Risk	Cannot compete with PESLIC pricing (excess)
Berkley Public Sector	Cannot offer SIR levels, jurisdiction
Euclid	Cannot offer large retentions
Glatfelter	Cannot offer large retentions
HCC	Cook County restrictions
Intact	Not accepting Cook County business applications
Liberty Mutual Insurance	Cannot compete with PESLIC pricing
Old Republic	Cannot compete with PESLIC pricing and structure
Princeton (PESLIC)	Quoted
Safety National	Cannot compete with PESLIC pricing
Travelers	Cook County restrictions

Historical Data

<u>Policy Effective</u>	<u>Self-Insured Retention</u>	<u>Premium</u>	<u>Carrier</u>
12/31/2009	\$750,000	unavailable	Lexington
12/31/2010	\$500,000/1 time \$250,000 corridor	\$241,466	BRIT
12/31/2011	\$500,000/1 time \$250,000 corridor	\$241,466	BRIT
12/31/2012	\$250,000 (W/C clash coverage included)	\$264,668	Princeton
12/31/2013	\$250,000 (W/C clash coverage included)	\$244,833	Princeton
12/31/2014	\$250,000 (W/C clash coverage included)	\$261,254	Princeton
12/31/2015	\$300,000	\$263,836	Princeton
12/31/2016	\$350,000	\$263,824	Princeton
12/31/2017	\$350,000	\$271,332	Princeton

			<u>\$ 5,000</u>	Loss Control
			\$266,332	
12/31/2018	\$350,000		\$296,345	Princeton
			<u>\$ 2,500</u>	Loss Control
			\$293,845	
12/31/2019	\$500,000		\$322,994	Princeton
			<u>\$ 5,000</u>	Loss Control
			\$317,994	
12/31/2020	\$750,000		\$298,313	Princeton
			<u>\$ 5,000</u>	Loss Control
			\$293,313	
12/31/2021	\$750,000		\$333,345	Princeton
			<u>\$ 5,000</u>	Loss Control
			\$328,345	

All premiums include the estimated Surplus Lines Taxes & Fees

The City of Berwyn



Ruth E. Siaba Green
City Administrator

J-8

A Century of Progress with Pride

Date: November 9, 2021

To: The Mayor and City Council

Re: Amending Employee Handbook

At the October 19, 2021 Administration Committee Meeting, the City's Employee Handbook dated January 2020 was discussed. Committee members asked the City Administration to make various edits to make the handbook more inclusive. These edits have been reviewed by the Law Department. Attached is a copy of the edited handbook (with proposed additions underlined and proposed deletions ~~stricken~~).

If approved by Council, the Employee Handbook will be updated on the City of Berwyn's website. In addition, the administration will send an email to all City employees informing them of the approved edits, and an addendum will accompany the physical employee handbooks given to new hires at onboarding.

Recommendation:

Staff requests that City Council approve the edits to the City of Berwyn Employee Handbook dated January 2020.

Best Regards,

City Administrator



EMPLOYEE HANDBOOK

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Article 1 General

Section 1.01 Disclaimer

Please Read Carefully

Unless otherwise provided by a collective bargaining agreement, individual employment contract, or applicable law, your employment with the City of Berwyn (hereinafter referred to as the "City of Berwyn" or the "City") is considered "at will," which means that your employment has no definite term and can be terminated at any time, with or without cause. This Employee handbook is not intended to create, nor should it be construed to constitute any type of employment contract, promise, or guarantee between the City of Berwyn and its employees. This Employee handbook is also not intended to provide any assurance of continued employment for any specific term. Rather, it is simply intended to describe the City of Berwyn and some of its personnel policies and procedures. These policies and procedures supersede all prior policies and statements regarding these issues and they may, and likely will, be changed from time to time with or without notice, as the City deems appropriate.

An exception are departmental policies that continue to supersede the Employee handbook. In the event of any inconsistency between this Handbook and a specific department policy, the department policy takes precedence but only as to those employees within the department. In the event that the department policy is silent on an issue, the Handbook's guidance shall preside.

Furthermore, employment terms and conditions and compensation may be altered or terminated at any time with or without cause and with or without notice at the option of the City. Should any provision in this employee handbook be found to be unenforceable and invalid, such finding does not invalidate the entire employee handbook, but only the subject provision. No representative of the City, other than the Mayor or City Administrator, has the authority to enter into any agreement contrary to the foregoing.

Section 1.02 Collective Bargaining Agreements

The City is a party to certain Collective Bargaining Agreements with the union(s) for certain covered employees. The terms and conditions of employment for the covered employees are set forth in a Collective Bargaining Agreement. In the event of any inconsistency between this Handbook and a specific provision of a Collective Bargaining Agreement, the Collective Bargaining Agreement takes precedence but only as to those employees covered by the Collective Bargaining Agreement. Employees with questions about their Collective Bargaining Agreement should contact their union steward(s) for guidance. All inquiries regarding union membership, except for payroll processes and procedures, will be referred to the exclusive bargaining representative. In the event that a Collective Bargaining Agreement is silent on an issue, the Handbook's guidance shall preside.

Section 1.03 Equal Opportunity Employer

The City is firmly committed to prohibiting unlawful discrimination on the basis of all legally protected categories, including without limitation, based on race, color, sex, sexual orientation, gender identity, age, religion, creed, military status, marital status, national origin, genetic information, pregnancy, mental or physical disability status, etc. This Policy extends throughout the employment process, from application/selection through termination, and in all employment related decisions.

The City is also committed to providing reasonable accommodations to disabled individuals who are otherwise qualified to perform the essential job functions of the position for which the individual applies and/or is hired unless doing so would result in undue hardship or a significant risk of substantial harm to health and safety. If you believe you are in need of a reasonable accommodation, you should notify the City Administrator or your Department Head so that your request can be considered as appropriate on a confidential basis. We encourage your participation in the interactive reasonable accommodation process.

If you feel that you have been the victim of unlawful discrimination of any kind (including denial of a reasonable accommodation if disabled) or if you have witnessed a violation of this Policy, you are directed to promptly report the allegations to your Department Head or the City Administrator (or designee). Be assured that all complaints will be promptly investigated and remedied as appropriate. Also be assured that no retaliation will be taken or tolerated against any person who reports a complaint of a violation of this Policy and/or participates in an investigation of a complaint allegation. In the event the Administration determines that a violation of this Policy has occurred, appropriate disciplinary action (including immediate termination, if warranted) will be taken as deemed necessary by management.

Section 1.04 Light Duty

Employees who are unable to perform their normal essential job duties, due to a job related or non-job related injury/illness which rises to the level of a disability may return in a light duty capacity when the work is available and provided it does not present an undue hardship to the City. The light duty must be approved in writing by a licensed physician. It is understood that this section in no way obligates or requires the City to allocate a light-duty assignment where one is neither available nor needed or when such work would not be immediately beneficial to the City. Additionally, an eligible employee may be entitled to time off for this purpose under the FMLA or other City leave policies. These issues will be addressed on a case-by-case basis with consideration given to all facts involved. Employees are encouraged to participate in an interactive discussion to determine the appropriate form of a reasonable accommodation where medically necessary.

Additionally, in accordance with state law, when requested, the City will provide alternate work assignments that better accommodates a pregnant police officer, firefighter, or other employee, provided there is no undue hardship caused by the alternate work assignment.

If this is applicable to you, please speak to your Department Head/Chief (or designee) to have a request of this sort to be considered.

Section 1.05 Civility Policy and Policy against Workplace Violence or Threats

The purpose of this Policy is to set forth some examples of the types of acts or behaviors that cannot and will not be tolerated in the workplace. Though these issues can best be described as "common sense," there are times when certain individuals may forget standards of decorum thus requiring that this Policy be spelled out as a reminder. In short, it is the City's Policy that all employees treat co-workers, residents, businesses and visitors with respect and as they would like to be treated themselves. All employees are entitled to a reasonably comfortable working environment while on premises and while properly engaged in business activities on behalf of the City.

Workplace Violence: Workplace violence includes, without limitation, any act or threat of violence or "bullying" by any current City employee, customer or visitor against another employee, resident or visitor on or about City premises or elsewhere, at any time while properly engaged in City business or in circumstances that may affect your employment with the City. This definition includes acts or threats of harm or damage against personal or City property (regardless of the person who initiates the action and even if intended to be a joke). By definition, the actual or threatened possession of weapons (firearms, explosives, knives, etc.), except as allowed and properly used pursuant to City and department rules and regulations, on City premises also constitutes workplace violence and is strictly prohibited.

Unacceptable Behavior: Unacceptable behavior includes (without limitation) any act, statement, gesture, or other behavior that occurs while at the workplace or while engaged in business activities and/or in behalf of the City which a reasonable employee, customer or visitor would or could reasonably find offensive. Unacceptable behavior can include, but is not limited to:

1. Obscene, inappropriate or unprofessional communications of any kind, including (without limitation) telephone calls, letters, facsimile transmissions, electronic mail including posting of same;
2. Racial, sexual, religious, ethnic or other similarly inappropriate jokes or comments based on any of the protected bases stated in our EEO Policy (Section 1.03);
3. Obscene, offensive, inappropriate and/or abusive gestures;
4. Abusive, offensive or disruptive acts, statements or behavior;
5. Invasions of privacy of a fellow employee, resident, business or visitor of the City.
6. Use, disclosure or misappropriation of any City property or confidential information.
7. Any other action, inaction, gesture or statement deemed harmful to the City, its employees, property or reputation.

Note: This policy will be construed in accordance with the law and it is not intended to restrict or limit an employee's lawful communications or protected conduct as allowed by the Illinois State Labor Relations Act or any other law that governs the employment of the City's employees.

Reporting of Policy Violation:

The City expects that everyone will act responsibly to establish a pleasant and friendly work environment. However, if an employee feels ~~he/she has~~ they have been subjected to any form of workplace violence, bullying or other unacceptable behavior, the employee should report that conduct to their immediate supervisor, Department Head or the City Administrator (or designee) within five calendar days of the offense or as soon as practicable. Employees are not required to approach the person who is engaging in such behavior, and they may bypass any offending member of management. The person the workplace violence or bullying is reported to will take the necessary steps to initiate a prompt and thorough investigation. In the case of an imminent threat and/or emergency situation, employees and members of management are directed to immediately contact law enforcement.

Employees should also be aware that complaints of this sort are a serious matter and may lead to discharge against the offender when warranted and deemed appropriate by the City Administrator.

Every supervisor is reminded to take appropriate steps to help ensure that the workplace is free from workplace violence, bullying and/or unacceptable behavior. For example, when appropriate, supervisors should consider doing any one or more of the following:

1. Informing all employees of the substance of this Policy and the potential consequences of a violation;
2. Encouraging employees who are aware that another employee has engaged in violence or unacceptable behavior to report this behavior to their supervisors promptly; and
3. Taking prompt action when such reports are made so that the matter can be investigated and remedied as appropriate.
4. Immediately notifying the Department of Children and Family Services (DCFS) Hotline (1-800-25-ABUSE or 1-800-252-2873) if the observed or complained of conduct involves the abuse of a minor.

Employees are asked and expected to report any incidents of workplace violence or unacceptable behavior to their supervisor or the appropriate party as soon as possible after becoming aware of the event (no matter how slight the incident may seem at the time). The City prohibits retaliation against anyone for making a complaint pursuant to this Policy or cooperating in an investigation under this Policy. If an employee feels ~~he/she has~~ they have been subjected to any form of retaliation, the employee should report that conduct to their immediate supervisor, another member of management or the

City Administrator within five calendar days of the offense, or as soon as practicable. Employees are not required to approach the person retaliating against them and may bypass any offending member of management.

Consequences of Policy Violation:

Workplace violence, bullying and unacceptable behavior is strictly prohibited. The City requires that all employees, residents, and visitors engage in proper, professional conduct. The City maintains a "zero tolerance" policy for such behavior and a violation of this Section will be grounds for disciplinary action including immediate dismissal (no matter when discovered), and even where the incident may have been intended as a joke. Depending on the incident and surrounding circumstances involved, civil and/or criminal action also may be taken against the offender in appropriate cases.

Section 1.06 Sexual Harassment Policy

Statement of Policy

It is the Policy of the City that all employees engage in the highest possible professional standards and that all persons be treated fairly, civilly and with respect. To this end, the City will not tolerate or condone discrimination or harassment on the basis of race, color, religion, sex, gender, gender-identity, gender-expression, sexual orientation, genetic information, national origin, age, physical or mental disability, pregnancy, childbirth (or common conditions related thereto) ancestry, marital status, military status, arrest record, unfavorable discharge from military service, order of protection status, citizenship status, or any other classification prohibited under federal or state law. Sexual misconduct is also prohibited.

The City will neither tolerate nor condone discrimination, harassment or sexual misconduct by employees, managers, supervisors, elected officials, co-workers, or non-employees with whom the City has a business, service, or professional relationship. "Employee" for purposes of this Policy includes any individual performing services for the City, a contractor, a consultant, an apprentice, an applicant for apprenticeship, an unpaid intern or volunteers. Retaliation against an employee who complains about or reports any act of discrimination, harassment or misconduct in violation of this Policy is prohibited. Retaliation against any employee who participates in an investigation pursuant to this Policy is likewise prohibited. The City is committed to ensuring and providing a workplace free of discrimination, harassment, sexual misconduct and retaliation. The City will take disciplinary action, up to and including termination, against an employee who violates this policy.

Definition of Sexual Harassment

This Policy adopts the definition of sexual harassment as stated in the Illinois Human Rights Act, which currently defines sexual harassment as:

Any unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature when:

- (1) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment,
- (2) Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or
- (3) Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Conduct which may constitute sexual harassment includes:

- Verbal: sexual innuendos, suggestive comments, insults, humor, and jokes about sex, anatomy or gender-specific traits, sexual propositions, threats, repeated requests for dates, or statements about other employees, even outside of their presence, of a sexual nature.
- Non-verbal: suggestive or insulting sounds (whistling), leering, obscene gestures, sexually suggestive bodily gestures, "catcalls", "smacking" or "kissing" noises.
- Visual: posters, signs, pin-ups or slogans of a sexual nature, viewing pornographic material or websites.
- Physical: touching, unwelcome hugging or kissing, pinching, brushing the body, any coerced sexual act or actual assault.
- Textual/Electronic: "sexting" (electronically sending messages with sexual content, including pictures and video), the use of sexually explicit language, harassment, cyber stalking and threats via all forms of electronic communication (e-mail, text/picture/video messages, intranet/on-line postings, blogs, instant messages and social network websites like Facebook and Twitter).

The most severe and overt forms of sexual harassment are easier to determine. On the other end of the spectrum, some sexual harassment is more subtle and depends, to some extent, on individual perception and interpretation.

Responsibilities

A. Supervisors. Each supervisor shall be responsible for ensuring compliance with this policy, including the following:

1. Monitoring the workplace environment for signs of discrimination, harassment or sexual misconduct;
2. Immediately notifying law enforcement where there is reasonable belief that the observed or complained of conduct violates the criminal laws of the State of Illinois;

3. Immediately addressing any observed acts of discrimination, harassment or sexual misconduct and taking steps to intervene when appropriate, whether or not the involved employees are within their line of supervision;
4. Immediately reporting any complaint of harassment, discrimination or sexual misconduct to their Department Head; and
5. Take immediate action to limit the work contact between the individuals when there has been a complaint of discrimination, harassment or sexual misconduct, pending investigation.

B. Employees. Each employee is responsible for assisting in the prevention of discrimination, harassment and sexual misconduct through the following acts:

1. Refrain from participation in, or encouragement of, actions that could be perceived as discrimination, harassment or sexual misconduct.
2. Immediately reporting any violations of this policy to a supervisor and law enforcement (if appropriate under the circumstances). Employees are obligated to report violations of this policy as soon as they occur. An Employee should not wait until the conduct becomes unbearable before reporting the prohibited conduct. All Employees are **obligated encouraged** to report instances of prohibited conduct, even if the conduct is merely observed and directed toward another individual, and even if the other person does not appear to be bothered or offended by the conduct. All Employees are **obligated encouraged** to report instances of prohibited conduct regardless of the identity of the alleged offender (e.g. man, woman, supervisor, elected official, co-worker, volunteer, vendor, and/or member of the public.)
3. Encouraging any employee who confides that they are the victim of conduct in violation of this policy to report these acts to a supervisor. **The City of Berwyn has an open door policy for all employees.**

Failure to report known discrimination, harassment or sexual misconduct may be grounds for discipline.

Procedure for Reporting an Allegation of Sexual Harassment

An employee who either observes sexual harassment or believes themselves to be the object of sexual harassment should, if they feel safe doing so, deal with the incident(s) as directly and firmly as possible by clearly communicating their position to the offending employee and their immediate supervisor. If the employee is a union member, it may be reported to their union representative as well. It is not necessary for sexual harassment to be directed at the person making the report. The employee experiencing what they believe to be sexual harassment must not assume that the employer is aware of the conduct. If there are no witnesses and the victim fails to notify a supervisor or other responsible officer, the municipality will not be presumed to have knowledge of the harassment.

Any employee may report conduct, which is believed to be sexual harassment, in any of the following ways:

- Electronic/Direct Communication. If there is sexual harassing behavior in the workplace, the harassed employee should, if they feel safe doing so, directly and clearly express ~~her/his~~ their objection that the conduct is unwelcome and request that the offending behavior stop. The initial message may be verbal. If subsequent messages are needed, they should be put in writing in a note or a memo.
- Contact with Supervisory Personnel. At the same time direct communication is undertaken, or in the event the employee feels threatened or intimidated by the situation, the problem must be promptly reported to the immediate supervisor of the person making the report (unless that person is the harasser/offender) and/or to any of the following: a department head, the City Administrator, or the Mayor.
- Resolution Outside Municipality. The purpose of this policy is to establish prompt, thorough and effective procedures for responding to every report and incident so that problems can be identified and remedied by the municipality. However, all municipal employees have the right to contact the Illinois Department of Human Rights (IDHR) at 877-236-7703 or the Equal Employment Opportunity Commission (EEOC) at 800-669-4000 or <http://oig.eeoc.gov/hotline> for information regarding filing a formal complaint with those entities. An IDHR complaint must be filed within 300 days of the alleged incident(s) unless it is a continuing offense. A complaint with the EEOC must be filed within 300 days.

Reporting and Independent Review of an Allegation of Sexual Harassment for Elected Officials

- A. An elected official who either observes another elected official engage in sexual harassment or believes themselves to be the object of sexual harassment by another elected official may report such conduct for independent review to the City Attorney. If the City Attorney believes a conflict exists which prevents ~~her or him~~ them from conducting an independent review, the City Attorney must notify the City of such conflict. Upon receiving notification of the conflict, the City Council shall authorize the engagement of outside legal counsel to conduct the review.
- B. The City Attorney or outside legal counsel shall conduct an independent review of the allegations and provide any findings to the corporate authorities of the City. Any documents, communications or other records created pursuant to the review shall remain confidential, subject to attorney-client privilege, and will not be disclosed unless such disclosure is authorized by resolution with the concurrence of a majority of all members then holding office on the City Council, including the Mayor, or as otherwise required by applicable local, State or federal law.
- C. Such records shall also be presumed as exempt from disclosure under the Freedom of Information Act, to the extent it is applicable.

Documentation of any incident may be submitted with any report (what was said or done, the date, the time and the place), including, but not limited to, written records such as letters, notes, memos and telephone messages.

Supervisors shall immediately report any conduct that may violate this policy of which they become aware of to their Department Head who will in turn report to the Mayor. The Mayor will advise the City Council of all such complaints.

Investigation Procedures

All reported violations of this policy will be investigated. The investigation will be conducted thoroughly and promptly. It may include interviews with the person making the complaint; the person against whom the complaint is made, any potential witnesses identified by either person, as well as with others whom the City believes may have relevant information. Employees are expected to cooperate in this process. The investigation may also include review of pertinent documents and other materials. In most circumstances, the person making the complaint will be requested to put their complaint in writing, honestly setting forth full particulars (such as the date, time, location, presence of any witnesses, etc.) to ensure that all possible violations of this Policy are properly investigated.

The investigation will be conducted in a manner that protects the confidentiality of those involved to the extent reasonably possible. Employees involved in an investigation may be instructed to or instructed not to discuss the investigation with other employees depending upon the specific circumstances of the investigation. The City will use the criteria set forth in rulings of the National Labor Relations Board in making these determinations.

This complaint procedure is a critical part of the City's efforts to eliminate unlawful workplace harassment. A request not to investigate a reported violation of this policy cannot be honored.

The results of the investigation shall be reported to the Mayor and the City Council along with a prevention analysis.

Prohibition on Retaliation for Reporting Sexual Harassment Allegations

No municipal official, supervisor or employee or any municipal agency or office shall take any retaliatory action against any municipal employee due to a municipal employee's or any other person/resident's:

1. Disclosure or threatened disclosure of any violation of this Policy,
2. The provision of information related to or testimony before any public body conducting an investigation, hearing or inquiry into any violation of this Policy, or
3. Assistance or participation in a proceeding to enforce the provisions of this Policy.

For the purposes of this Policy, retaliatory action means the reprimand, discharge, suspension, demotion, denial of promotion or transfer, or change in the terms or conditions of employment of any municipal employee that is taken in retaliation for a municipal employee's involvement in protected activity pursuant to this Policy.

No individual making a report will be retaliated against, even if a report made in good faith is not substantiated. In addition, any witness will be protected from retaliation.

Similar to the prohibition against retaliation contained herein, the State Officials and Employees Ethics Act (5 ILCS 430/15-10) provides whistleblower protection from retaliatory action such as reprimand, discharge, suspension, demotion, or denial of promotion or transfer that occurs in retaliation for an employee who does any of the following:

1. Discloses or threatens to disclose to a supervisor or to a public body an activity, policy, or practice of any officer, member, State agency, or other State employee that the State employee reasonably believes is in violation of a law, rule, or regulation,
2. Provides information to or testifies before any public body conducting an investigation, hearing, or inquiry into any violation of a law, rule, or regulation by any officer, member, State agency or other State employee, or
3. Assists or participates in a proceeding to enforce the provisions of the State Officials and Employees Ethics Act.

Pursuant to the Whistleblower Act (740 ILCS 174/15(a)), an employer may not retaliate against an employee who discloses information in a court, an administrative hearing, or before a legislative commission or committee, or in any other proceeding, where the employee has reasonable cause to believe that the information discloses a violation of a State or federal law, rule, or regulation. In addition, an employer may not retaliate against an employee for disclosing information to a government or law enforcement agency, where the employee has reasonable cause to believe that the information discloses a violation of a State or federal law, rule, or regulation. (740 ILCS 174/15(b)).

According to the Illinois Human Rights Act (775 ILCS 5/6-101), it is a civil rights violation for a person, or for two or more people to conspire, to retaliate against a person because they have opposed that which they reasonably and in good faith believe to be sexual harassment in employment, because they have made a charge, filed a complaint, testified, assisted, or participated in an investigation, proceeding, or hearing under the Illinois Human Rights Act.

An employee who is suddenly transferred to a lower paying job or passed over for a promotion after filing a complaint with IDHR or EEOC, may file a retaliation charge – due within 300 days of the alleged retaliation.

Consequences of a Violation or the Prohibition on Discrimination, Harassment or Sexual Misconduct

Where harassment, discrimination or sexual misconduct has been found to have occurred, the City will take prompt and proportionate disciplinary action, up to and including discharge, based on the behavior(s) at issue and the severity of the infraction. This disciplinary action may, but need not necessarily, include:

- a. Verbal or written reprimand;
- b. Placing the offending employee on a corrective action plan for a period of time to be identified;
- c. Delay in pay increases or promotions;
- d. Suspending the offending employee from work without pay;
- e. Demotion;
- f. Immediate termination.

In addition to any and all other disciplinary action that may be taken by the City, any person who violates this Policy or the prohibition on sexual harassment contained in 5 ILCS 430/5-65, may be subject to a fine of up to \$5,000 per offense, applicable discipline or discharge by the municipality and any applicable fines and penalties established pursuant to local ordinance, State law or Federal law. Each violation may constitute a separate offense. Any discipline imposed by the municipality shall be separate and distinct from any penalty imposed by an ethics commission and any fines or penalties imposed by a court of law or a State or Federal agency.

Upon completion of the investigation, the City will advise the complaining employee of the results of the investigation, including action taken, if any, against the offending individual.

Consequences for Knowingly Making a False Report

A false report is a report of discrimination, harassment or sexual misconduct made by an accuser using the report to accomplish some end other than stopping the discrimination, harassment or sexual misconduct. **A false report is a report not made in good faith, which cannot be proven.** Given the seriousness of the consequences for the accused, a false or frivolous report is a severe offense that can itself result in disciplinary action. Any person who intentionally makes a false report alleging a violation of any provision of this policy shall be subject to discipline or discharge pursuant to applicable municipal policies, employment agreements, procedures, employee handbooks and/or collective bargaining agreements.

In addition, any person who intentionally makes a false report alleging a violation of any provision of the State Officials and Employees Ethics Act to an ethics commission, an inspector general, the State Police, a State's Attorney, the Attorney General, or any other law enforcement official is guilty of a Class A misdemeanor. An ethics commission may

levy an administrative fine of up to \$5,000 against any person who intentionally makes a false, frivolous or bad faith allegation.

Additional Resources

If you have any questions concerning the City's policies on this matter, please see your supervisor or the City Attorney. Further information may also be obtained from the Illinois Department of Human Rights, 312-814-6200, or the Equal Employment Opportunity Commission (EEOC), 800-669-4000 or for matters involving the abuse of minors the Illinois Department of Children and Family Services (DCFS), 800-25-ABUSE.

Section 1.07 Definition of Employees

Appointive Personnel – Personnel appointed by the Mayor shall be directly responsible to the Mayor or their designee in the performance of their duties, and the Mayor shall set their compensation and duties.

Administrative Personnel – Administrative Personnel shall include those persons hired in the positions of Department Heads, Assistant Department Heads or Supervisors. Administrative Personnel shall be employed by and responsible to the Mayor in the performance of their duties except Supervisors and Assistants to Department Heads, who will be responsible to that Department Head.

Supervisory Personnel – Supervisory Personnel shall be responsible to their respective Department Head or assistant department head. Supervisory Personnel shall carry out and be responsible for tasks and duties as assigned by the appropriate Department Head or other administrative personnel. In addition, they shall evaluate employees, recommend and impose discipline in consultation with the Department Head, assign work duties as called upon, supervise employees, assist and train employees as necessary, and provide input when requested for the hire, promotion or demotion of employees, among other duties that may be assigned.

Supervisory personnel, as well as administrative and appointed personnel, are considered "exempt" employees under the Fair Labor Standards Act.

Regular Full-time Employees – Regular Full-time Employees shall include those persons who have completed the probationary period and have been employed by the Municipality for duties and responsibilities on a full-time and year-round basis. Regular Full-time Employees are eligible for benefits during the probationary period. Regular Full-time Employees acquire and accumulate seniority beginning on their start date in the full-time position. Regular personnel shall be recommended for employment by administrative or supervisory personnel with approval of the Mayor and shall be responsible to the same.

Regular Part-time Employees – Regular Part-time Employees shall be defined as any employee who has completed the probationary period and who work a minimum of 1,000

hours per year. Unless otherwise provided in a collective bargaining agreement, regular part-time employees do not acquire and accumulate seniority. Regular part-time employees are eligible for vacation, holiday, personal, and major medical and sick leave benefits on a prorated basis (*i.e.* 32 hours per week equals 80% of benefits, 24 hours per week equals 60% of benefits, 20 hours per week equals 50% of benefits) during their probationary period. The only exception are booking officers, part-time community service officers, and auxiliary officers who are not eligible to receive any benefits. Consult the Benefits Administrator or benefits plan documents for specific details and eligibility requirements.

Seasonal / Part-Time Personnel – Personnel employed for a specific job or for seasonal work and who shall not be considered in the regular employee classifications shall automatically be included in this classification. Employees in this category shall be employed and dismissed by the Department Head with the approval of the Mayor. Unless specifically stated herein, fringe benefits will not be applicable to persons in this classification nor do such personnel acquire and accumulate seniority. Further, these personnel shall work hours as established in their job description as well as established by the appropriate Department Head.

Regardless of the specific employee definition, all employees are bound by and protected by the policies set forth in this Employment Handbook, including but not limited to: anti-discrimination, anti-harassment, and anti-retaliation policies summarized throughout this Handbook.

Section 1.08 Probationary Period - New Employees

All new employees, and those re-hired after loss of seniority, shall be considered probationary employees until they complete a probationary period of at least six (6) full months. A probationary employee may be laid-off, disciplined or terminated without cause during such probationary period or thereafter. The period may be extended at the sole discretion of the City Administrator or Mayor.

Upon successful completion of the probationary period, a Regular Full-time Employee shall acquire seniority which shall be retroactive to their last date of hire with the City in a position covered by the City Personnel Rules.

Benefit eligible employees begin receiving their benefits at a pro-rated rate during their probationary period.

Section 1.09 Nepotism Policy

After February 8, 2000, no person shall be hired and placed in any position of employment within the City which would cause the person to report directly to a supervisor with whom the person has a familial relationship.

A "familial relationship" shall be defined as a relationship between two persons where at least one of them is a ~~mother, father~~ parent, sibling, sister, brother, grandparent,

~~grandmother, grandfather, child daughter, son, spouse, parent-in-law, mother-in-law, father-in-law, sibling-in-law, brother-in-law, sister-in-law, or child-in-law son-in-law or daughter-in-law~~ to the other person.

Where the person to whom a City employee reports becomes a person with whom the employee has a familial relationship due to promotion, marriage or other action, the subordinate employee shall be reassigned to another shift or a position in the same or another department.

No person shall be considered for hiring or for promotion unless and until they completely and accurately fill out and submit to the City Administrator or Mayor an affidavit disclosing all persons employed by the City with whom they have a familial relationship. Any affidavit found to be false or misleading shall constitute grounds for termination of the person who submitted false or misleading affidavit.

No person shall participate in any decision to hire if that person has a familial relationship with the person being considered for hiring.

No person shall participate in any decision to promote if that person has a familial relationship with the person being considered for promotion.

Section 1.10 Gift Ban Policy

City employees and officials must be compliant with the Illinois State Gift Ban Act (5 ILCS 430). The City has adopted the Illinois State Gift Ban Act as Ordinance No.201.03 and this Ordinance will be subject to revision from time to time to comply with the changes in the law.

Except as otherwise provided, no employee shall intentionally solicit or accept any gift from any prohibited source in violation of any federal or State statute or City ordinance. This ban applies to and includes the spouse of and immediate family living with the Employee.

This gift ban restriction does not apply to the following:

1. Opportunities, benefits, and services that are available on the same conditions as for the general public;
2. Anything for which the Employee pays the market value;
3. Any (i) contribution that is lawfully made under the Illinois Election Code or the Illinois State Officials and Employees Ethics Act or (ii) activities associated with a fundraising event in support of a political organization or candidate;
4. Educational materials and missions;
5. Travel expenses for a meeting to discuss City business;

6. A gift from a relative, meaning those people related to the Employee as ~~father, mother, parent, son, daughter, child, brother, sister, sibling, pibling, uncle, aunt, great pibling, great aunt, great uncle,~~ first cousin, ~~nibling, nephew, niece,~~ spouse, civil union partner, ~~grandfather, grandmother~~ grandparent, ~~grandson, granddaughter~~ grandchild, ~~father-in-law—~~in-laws, ~~stepfather, —~~stepmother stepparents, ~~stepson, stepdaughter~~ stepchild, stepfather, stepsister, ~~half-brother, half-sister~~ half-siblings, and including the ~~father, mother~~ parents, ~~grandfather, or grandmother~~ grandparents of the Employee's spouse and the Employee's fiancé or fiancée;
7. Anything provided by an individual on the basis of a personal friendship unless the Employee has reason to believe that, under the circumstances, the gift was provided because of the official position or employment of the Employee and not because of the personal friendship. In determining whether a gift is provided on the basis of personal friendship, the Employee shall consider the circumstances under which the gift was offered, such as: (i) the history of the relationship between the individual giving the gift and the Employee, including any previous exchange of gifts between the individual and the Employee; (ii) whether to the actual knowledge of the Employee the individual who gave the gift personally paid for the gift or sought a tax deduction or business reimbursement for the gift, and (iii) whether to the actual knowledge of the Employee the individual who gave the gift also at the same time gave the same or similar gifts to other Employees;
8. Food or refreshments not exceeding \$75.00 per person in value on a single calendar day; provided that the food or refreshments are (i) consumed on the premises from which they were purchased or prepared or (ii) catered. For purposes of this section, "catered" means food or refreshments that are purchased ready to eat and delivered by any means;
9. Food, refreshments, lodgings, transportation, and other benefits resulting from the outside business or employment activities (or outside activities that are not connected to the duties of the Employee as an Employee of the City) of the Employee, or the spouse of the Employee, if the benefits have not been offered or enhanced because of the official position or employment of the Employee, and are customarily provided to others in similar circumstances;
10. Intra-governmental and inter-governmental gifts. "Intra-governmental gift" means any gift given to an Employee from another Employee or other officer or employee of the City. "Inter-governmental gift" means any gift given to an Employee by a member, officer or employee of a State agency, of a federal agency, or of any governmental entity;
11. Bequests, inheritances, and other transfers at death;
12. Any item or items from any one prohibited source during any calendar year having a cumulative total value of less than \$100.00.

Each of the exceptions listed in this section is mutually exclusive and independent of one another.

An Employee does not violate this gift ban if the Employee promptly takes reasonable action to return the prohibited gift to its source or gives the gift or an amount equal to its value to an appropriate charity that is exempt from income taxation under Section 501(c) (3) of the Internal Revenue Code of 1986, as now or hereafter amended, renumbered or succeeded.

Section 1.11 Code of Conduct and Whistleblower Protection Policy

The City of Berwyn is strongly committed to conducting its business lawfully and in accordance with the highest ethical standards. We are proud of our values and hold ourselves out to our community as a model for others to follow. To this end, this Code of Conduct and Whistleblower Protection Policy shall serve to: (1) emphasize the City's commitment to ethics and compliance with the law; (2) set forth some (but not all) general standards of ethical and legal behavior; (3) provide a reporting mechanism for known or suspected ethical or legal violations; and (4) help prevent and detect wrongdoing.

1.11.1 Scope

This policy applies to all of the City of Berwyn's personnel and employees.

1.11.2 Ethical Standards

A. Conflict of Interest

A conflict of interest exists when a person's private interests interferes in any way with the interests of the City of Berwyn. A conflict can arise when an employee takes actions or has interests that may make it difficult to perform their work for the City objectively and effectively. Conflicts of interest may also arise when an employee receives improper personal benefits as a result of their position at the City.

Conflicts of interest may not always be clear cut, so if you have a question, you should consult with your immediate supervisor, the City of Berwyn's City Administrator or, if circumstances warrant, the City Attorney. Any employee who becomes aware of a conflict or potential conflict should immediately bring it to the attention of the appropriate person in the chain of command.

B. Compliance with Laws, Rules and Regulations

Obeying the law, both in letter and in spirit, is the foundation on which the City's ethical standards are built. In conducting the business of the City, employees shall be expected to understand and comply with all applicable governmental laws, rules and regulations. That said, if an employee does not feel that they have a good grasp of the applicable laws and regulations, then the employee should seek the assistance at the most appropriate level of the chain of command.

C. Fraud and/or Significant Accounting Deficiencies

Any City employee, officer or director shall promptly bring to the attention of the City Attorney any information they may have concerning: (a) significant deficiencies in internal controls over financial reporting which could adversely affect the City's ability to legitimately and accurately record, process, summarize and report financial data or (b) any fraud involving any financial or operational matter anywhere within the City.

D. Reporting Known or Suspected Violations

The City of Berwyn's employees are strongly encouraged to report all known or suspected violations of this Code of Conduct. Specifically, employees should talk to the appropriate person in the organization about any known or suspected illegal or unethical behavior. If the employee is uncomfortable speaking with this person, then the employee can follow the chain of command to seek resolution all the way to the Mayor. No retaliatory action of any kind will be permitted or tolerated against anyone making such a report under this Policy or against any person who participates in an investigation under this Policy. The City will strictly enforce this prohibition, and violators will be subject to disciplinary action up to and including termination if deemed appropriate based on the circumstances involved.

Note, reporting known or suspected illegal or unethical behavior is not optional. It is required. Similarly, all employees are required to cooperate in internal investigations of misconduct. Any failure to report a violation or to withhold information related to a violation will result in discipline up to and including discharge.

Finally, it goes without saying, that any violation of this Code of Conduct, will result in discipline up to and including discharge. Any violation of this Code that also constitutes a violation of law may result in criminal penalties and civil liabilities for the offending employee.

REMEMBER

1. ALL EMPLOYEES ARE STRONGLY ENCOURAGED TO REPORT SUSPECTED ILLEGAL OR UNETHICAL BEHAVIOR or any other actual or potential violation of this Policy.
2. EMPLOYEES WHO MAKE SUCH A REPORT (OR PARTICIPATE IN AN INVESTIGATION) WILL BE PROTECTED FROM ANY RETALIATION FOR DOING SO.
3. This Policy will be reviewed from time to time for possible revision and should be construed in a manner that complies will applicable laws.

1.11.3 Code of Ethics

General City Code of Ethics:

- A. Employees, as public employees, are deemed to acknowledge and understand the following (not exhaustive list):
1. The public judges its government by the way public employees conduct themselves in their employment.
 2. The public has a right to expect that every public employee will conduct themselves in a manner that will tend to preserve public confidence in and respect for the government represented.
 3. Such confidence and respect can best be promoted if every public employee will uniformly: (i) treat all citizens with courtesy, impartiality, fairness and equality under the law; and (ii) avoid both actual and potential conflicts between their private self-interest and the public interest.
 4. The avoidance of such actual, potential and perceived conflicts between private self-interest and the public interest can best be promoted if every public employee will uniformly: (i) avoid the expenditure of public funds for nonpublic purposes; that is, the expenditure of public funds by any and all public employees shall be for and in furtherance of only recognized public purposes; and (ii) avoid the expenditure of public funds without supporting original receipts therefor; that is, there shall be no expenditures of public funds by any public employee without original receipts accounting for one hundred percent (100%) of such expenditures. Such obligations of honest and truthful conduct and fair dealing are minimum requirements with which all public employees shall comply and are in addition to any other obligations required or imposed by law.
 5. The best interests of the public require that all public employees be obligated to report for investigation all alleged violations of this ethics code discovered in good faith.
- B. For purposes of this Ethics Code, the following definitions shall apply:
1. Financial Interest: any interest which shall yield, directly or indirectly, a monetary or other material benefit (other than the duly authorized salary or compensation for their services to the City) to the Employee or to any person employing or retaining the services of the Employee.
 2. Immediate Family: a person who is related to an Employee as spouse or as any of the following, whether by marriage or a civil union partnership, blood or adoption: parent, child, sibling ~~brother, sister,~~ parenting ~~aunt, uncle,~~ nibling, niece, nephew, grandparent, grandchild, parent-in-law, father-in-law, mother-in-law, child-in-law, son-in-law, daughter-in-law, step-parent,

~~stepfather, stepmother, stepchild, stepson, stepdaughter, stepsibling, stepbrother, stepsister, half-sibling, half-brother, half-sister, or sibling-in-law, brother-in-law or sister-in-law.~~

3. Official Action: any act, action, approval, decision, denial, directive, disapproval, inaction, order, performance, nonperformance, recommendation, vote or other direct result of an Employee's exercise of discretionary authority in connection with the Employee's public position.
 4. Partner in Interest: (i) a member of the Employee's immediate family; or (ii) a business with which the Employee or a member of the Employee's immediate family is associated; or (iii) any other person with whom the Employee or a member of the Employee's immediate family is in business, or is negotiating or has an agreement concerning future employment or the future conferring of any personal benefit, whether in the Employee's own name or the name of any business or person from whom the Employee is entitled or expects to become entitled to receive any personal benefit, as a result of a contract or transaction which is, or which is expected to become, the subject of an official action by or with the City.
 5. Personal Benefit: any benefit which is offered or received, or perceived to be offered or received, primarily for the purpose of influencing the manner in which an Employee performs or refrains from performing an official action, so that an attempt is made to induce the Employee, or the Employee is induced, to act in favor of some interest other than the public interest on the basis of an expectation or hope that the Employee or a partner in interest of said Employee will obtain some private gain by acting against the public interest; provided, however, that the term "personal benefit" does not include payment by the City of salaries, compensation or employee benefits or payment by an employer or business other than the City of salaries, compensation, employee benefits or pursuant to a contract, when the payment is unrelated to an Employee's status as such and is not made for the purpose of influencing, directly or indirectly, an official action of an Employee.
 6. Personal Interest: any direct or indirect interest, whether the value is financial or nonfinancial, which value may accrue to a person or result in such person deriving or potentially deriving a personal benefit as a result of the approval or denial of any ordinance, resolution, order or other official action, or the performance or nonperformance thereof, by an Employee, and which interest is not shared by the general public.
- C. Fair and Equal Treatment: No Employee shall grant or make available to any person any consideration, treatment, advantage or favor beyond that which it is the general practice to grant or make available to the public at large. No Employee shall request, use or permit the use of any publicly owned or publicly supported property, vehicle, equipment, labor or service for the personal convenience or the

private advantage of the Employee or any other person. This rule shall not be deemed to prohibit an Employee from requesting, using or permitting the use of such publicly owned or publicly supported property, vehicle, labor or service which it is the general practice to make available to the public at large.

D. Prohibited Acts:

1. No employee or partner in interest of such employee shall have any financial interest or personal interest, directly in their own name or indirectly in the name of any other person, association, trust or corporation, in any contract, business or official action of the City or any board, body, committee or department thereof, except as may be specifically permitted under the Illinois Public Officer Prohibited Activities Act, 50 ILCS 105/0.01 et seq., as amended, or under any other applicable law.
2. No employee or partner in interest of such employee shall solicit or accept from any person, directly or indirectly, any personal benefit, regardless of value, or the promise of receiving a personal benefit in the future, for the employee or partner in interest of such employee.
3. No employee shall expend public funds for nonpublic purposes. That is, the expenditure of public funds by any employee shall be made only upon the authorization of the Corporate Authorities of the City and only for and in furtherance of properly identified public purposes.
4. No employee shall expend public funds without supporting receipts. That is, there shall be no expenditures of public funds by any employee unless such expenditures have been previously authorized by the Corporate Authorities of the City and all such expenditures must be evidenced by receipts accounting for one hundred percent (100%) of such expenditures.

E. All employees shall be and are hereby obligated to report to the City Administrator or Mayor for investigation of all alleged violations of this ethics code discovered by such employee in good faith.

Section 1.12 Political Activities

Employees shall not engage in the following prohibited political activities (not all inclusive) on working time or with the use of City resources. This Policy shall be construed in accordance with ILCS 430/5-15 and all other applicable laws and regulations:

1. Employees shall not perform any political activity during any compensated time (other than vacation, personal, or compensatory time off). Employees shall not intentionally misappropriate any City property or resources by engaging in any political activity for the benefit of any campaign for elective office or any political organization;

2. At no time shall any employee misappropriate the services of any other employee of the City by requiring the other employee to perform any political activity (i) as part of that other employee's City duties, (ii) as a condition of City employment, or (iii) during any time off that is compensated by the City (such as vacation, personal, or compensatory time off);
3. An employee shall not be required at any time to participate in any political activity in consideration for that employee being awarded any additional compensation or other City benefit, in the form of a salary adjustment, bonus, compensatory time off, continued employment, or otherwise; and
4. An employee shall not be awarded any additional compensation or employee benefit, in the form of a salary adjustment, bonus, compensatory time off, continued employment, or otherwise, in consideration for the Employee's participation in any political activity.

Nothing in this section shall prohibit activities that are otherwise appropriate for an employee to engage in as a part of their official duties or activities that are undertaken by an employee on a voluntary basis as permitted by law. No employee in a position that is subject to recognized merit principles of public employment shall be denied or deprived of City employment or tenure solely because they are a member or an officer of a political committee, of a political party, or of a political organization or club.

No rule or regulation herein shall in any way be interpreted to inhibit or prohibit any employee from exercising their full political rights to engage in political activities, including the right to petition, make speeches, campaign door to door, and to run for public office, so long as the Employee does not use their official position to coerce or influence others and does not engage in these activities while they are at work on duty and/or as otherwise prohibited by law.

This policy will be carried out to the fullest extent of the law.

Section 1.13 Salary Review

At the Mayor's discretion, salaries will be reviewed based upon the following criteria:

- 1) Relative difficulty and responsibility of each position;
- 2) Availability of employees in particular occupational careers;
- 3) The financial ability of the City to balance salary and fringe benefit costs against all other obligations.

The minimum, maximum, and intermediate steps of each salary range shall be those rates in the basic salary schedule which most nearly reflect the above factors.

Article 2 Personnel

Section 2.01 Personnel Files

The privacy of current and past employees will be assured by the City and its representatives to the maximum extent required by law. The City Administrator (or designee) shall be responsible for the maintenance and administration of the official personnel files for all current employees consistent with applicable law. Employees are responsible for updating personal information any time there is a change. Employees are allowed to have their chosen name placed on their city identification cards whether or not they have legally changed their name. All personnel files including any medical information regarding an employee shall remain in a confidential file with limited access to others.

The privacy and access to an employee's personnel files will be governed in accordance with the Illinois Personnel Record Review Act. If you have questions about your rights and obligations under this law, you are encouraged to speak to the City Administrator or their designee.

Section 2.02 Car Allowance

All City employees issued a City owned automobile will adhere to IRS tax regulations.

City gasoline pump usage will be permitted for City-owned vehicles only or other approved vehicles as deemed necessary and appropriate by the Mayor.

When City business requires a City employee to use their personal automobile, the employee shall be reimbursed at the applicable I.R.S. rate for all authorized miles. If you have a question about the current rate, please contact your Supervisor. You will not be reimbursed unless you are specifically authorized to engage in the travel at issue.

Section 2.03 City Related Expenses

Any time an employee has been authorized by a Department Head to spend funds for City business, the employee will be reimbursed upon presenting original valid receipts to the Finance Director.

Section 2.04 Conferences and Seminars

1. Philosophy - The City shall provide opportunities for employees to attend conferences which may be of benefit to the employee and which would help to improve the City's operation or service. With prior approval by the Mayor or Department Head, the employee may attend such conferences and seminars without loss of pay and at the City's expense in accordance with authorized budgetary provisions.

2. Authorization - Each department head shall recommend conferences and/or seminars that they feel employees in that particular department will benefit from by attending. The Mayor shall approve said requests.
3. Expenses – Reimbursed expenses for conferences shall include mileage or travel costs, registration, meals (excluding alcohol), lodging, and other pertinent miscellaneous expenses. Persons authorized to attend conferences should make a request for an advance for anticipated expenses. It is mandatory that all authorized persons account for the advance and expenses on an expense form with original receipts attached.

It shall be the practice of this City to pay for all legitimate expenses as outlined above.

**Note: The City of Berwyn's Police Department is an exception in regard to expense reimbursement for conferences, seminars, and training. Police Department staff will not be reimbursed for mileage and meals for in-state conferences, seminars, and trainings. Meals for out of state conferences and seminars will be reimbursed using the per diem rates located on the U.S. General Services Administration website: www.gsa.gov*

Section 2.05 Job Openings

Openings in positions within the City will be posted so that qualified candidates may be considered. Any employee who wishes to apply for such positions shall submit an application in writing to the designated department for consideration. In all cases, the City reserves the right to select the most qualified candidate for any available opening.

Article 3 Conditions of Employment (not all inclusive)

Section 3.01 Outside Employment

It is to be understood that an employee's employment with the City (even if part-time or seasonal) is to be their primary employment. Therefore, it is recommended that outside employment by any City employee should be kept to a minimum as your work for this City must be your priority.

No outside employment shall be permitted if:

- A. It could or does physically or mentally hamper or interfere with the employee in their ability to do the essential job functions required of the employee by the City.
- B. It would or could reflect adversely upon the employee or the City; and/or
- C. It is in conflict with (or appears to be in conflict with) the employee's position as a City employee.

Each employee, prior to engaging in outside employment, shall notify the Department Head as to:

- A. The name of the outside employer;
- B. The nature of the outside work; and
- C. The standard work schedule of the outside work.

Employees who have accepted secondary employment may not use sick leave, FMLA leave, disability leave, or other leaves offered by the City to work on the secondary job. Fraudulent use of leave will result in disciplinary action up to and including termination.

A leave of absence will not be granted to enable an employee to apply for or accept employment elsewhere or for self-employment, except with the express written approval of the City Administrator. Employees who engage in employment elsewhere in violation of this Policy during such leave may immediately be terminated by the City.

The City expects employees engaged in secondary employment to perform the duties and responsibilities of their position with the City in a satisfactory manner and with the knowledge that all employees will be evaluated based on the performance standards for their position and will be subject to the City's scheduling demands, regardless of any existing outside work requirements.

The City Administrator shall reserve the right to prohibit and/or restrict any outside employment on the part of any City employee which employment, in their judgment, might be detrimental to the best interest of the City or the employee's performance of services on behalf of the City. In such cases, the employee will be given an appropriate warning and then must decide if they want to continue their service with the City or with the outside employer. Employees of the City may not engage in outside business activities while on normal duty nor may City property be used for anything but City functions.

If an employee suffers any injury or illness during or resulting from an outside employment activity, the City will not be responsible for any workers' compensation benefits, except as otherwise required by law.

NOTE: Those employees who are covered by a collective bargaining agreement, should consult the union contract for details applicable to them.

IMPORTANT NOTE: Employees are required to seek approval for outside employment in writing on an annual basis.

Section 3.02 General

A. **Employee Suggestions**

All employees who make suggestions for improvement of City services, reductions of cost, improvement of safety or training, or other related programs, are

encouraged to communicate their suggestions in a written report to the Department Head, City Administrator and/or Mayor.

The employee shall be informed of the disposition of their suggestion and a copy of the report will be filed in the employee's personnel history file.

Meritorious suggestions shall be recognized by special commendations to be recommended by the Mayor to the City Council.

B. Council Meeting Attendance

All employees of the City are welcome to attend any public meeting except executive sessions. The Mayor may require certain staff members to attend Council meetings as deemed necessary.

In the interest of efficiency and better working relationships, employees shall utilize the grievance procedure set forth in this manual (Section 7.01) or otherwise consult with their immediate supervisor or Department Head concerning any matter directly related to their employment with the City. Therefore, employees shall not directly contact elected Aldermen concerning matters affecting their employment without first seeking resolution through the chain of authority up to and including the Mayor. In addition, under no circumstances shall an employee seek to use public meetings conducted by the City as a forum to raise grievances or disputes concerning matters affecting their employment. The City does not and will not restrict any employee's right to discuss matters of public importance not relating to their employment with any elected official or other persons in any forum. Violations of this prohibition will be dealt with as a disciplinary matter.

C. Staff Meetings

1. **City-Wide.** From time to time, a meeting or meetings of all regular employees may take place to discuss matters of mutual interest to the City and employees. The Mayor or their designee shall chair the meetings which will be held during the normal business hours.
2. **Department Staff Meetings.** Each department will hold staff meetings for all departmental employees. The Department Head will chair the meetings which will be held as deemed necessary and appropriate. If deemed appropriate, suggestions resulting from these meetings may be placed in writing and submitted to the Mayor.

- D. Change of Address and/or Qualifying Life Event** - All employees must notify the Payroll Administrator, Benefits Administrator, and their Department Head upon the change of address and/or change of contact information and if there is a qualifying life event for insurance purposes (ex. marriage, having a baby, loss of health coverage).

- E. Resignation Notice** – Except for extraordinary circumstances, employees who fail to give at least two (2) weeks advance notice prior to resignation are considered to be not in “good standing.” Those employees are generally not eligible for rehire.

All resignations shall be in writing giving the reasons for leaving. Where, for any reason, it is impossible or impractical to obtain a written notification, the Department Head or Mayor shall record the reasons in writing. All resignation letters will be placed in the employee’s personnel history file.

Article 4 Benefits

Section 4.01 Medical and Dental Insurance

The City provides a comprehensive medical and dental insurance plan for full-time employees and eligible dependents. Pro-rated comprehensive medical and dental insurance is available for regular part-time employees who regularly work between 30 hours and 32 hours a week (*i.e.* of prorated schedules: for 30 hours per week, the employer covers 75% of premium and employees cover 25% of premium; for 32 hours or more per week, the employer covers 87.5% of premium and employees cover 12.5% of premium.) Information and Summary Plan Descriptions regarding these plans are available from the Benefits Administrator.

All full-time employees become eligible for the City’s medical and dental plan on the first of the month after completing one (1) calendar month of employment.

The City reserves the right to amend, modify, add to and subtract from any coverages or items of coverage for insurance (except as provided by law). The City expressly reserves the right to change carriers and to provide other or different benefits than those set forth above. In addition, the City reserves the right to institute cost reduction measures including but not limited to mandatory second opinions on elective surgery; use of day surgery and prohibitions on weekend admissions; and changes in deductibles and coverage limits. Finally, the City reserves the right to change the amount of percentage share of its contribution to provide these benefits.

Benefits

All benefits and requirements of the plans are described in the policy booklet provided to each employee through the Benefits Administrator.

Enrollment

Enrollment forms should be completed in the following instances:

1. New employees beginning service with the City;
2. Employees wanting to add an eligible dependent;
3. Employees who want to drop a dependent.

Enrollment forms are available from the Benefits Administrator. It is the employee's responsibility to notify the Benefits Administrator of any change in dependent status by completing an enrollment form within a 30 day period. Upon termination of employment with the City, the employee may elect to continue medical coverage under the Consolidated Omnibus Budget Reconciliation Act (R.L. 99-272) (COBRA).

Premiums

The City will offer several choices of insurance plans. Premiums are deducted bi-weekly from the employee's paycheck.

Section 4.02 Life Insurance

The City provides all full-time employees group life insurance in the amount of \$25,000.

Benefits

All benefits and requirements of the plan are described in the policy booklet provided by the Benefits Administrator.

Enrollment

Beneficiary forms are available from the Benefits Administrator. It is the employee's responsibility to notify the Benefits Administrator of any changes in beneficiary(s) by updating a beneficiary form.

Premiums

There are no employee paid premiums for employer provider life insurance coverage.

Additional Coverage

Employees are offered the opportunity to purchase additional life insurance at their own expense.

Section 4.03 Employee Assistance Program (EAP)

The City provides an Employee Assistance Program (EAP) for use by eligible employees and their dependents in order to help employees address possible personal problems, which may be affecting job performance or general personal attitude. The EAP is intended to provide assistance to employees who may be exhibiting below standard, unusual or less than satisfactory job performance, which may be attributable to trauma or personal stresses. Employees are encouraged to seek EAP assistance/counseling prior to job performance being affected.

Department Head Training

Department Heads have been trained to recognize performance problems, which may be caused by personal problems and to become knowledgeable of the performance impacts on personal problems. Department Heads are not trained to be counselors, only to recognize the problem and performance implication in order to refer the employee to the appropriate place for assistance.

Confidentiality

All communications between a counselor and an employee will be considered strictly confidential, with the following exceptions:

- Matters that involve violations of the law. Violations of the law will only be revealed through legal precedence.
- There is an indication the employee presents an immediate physical danger or a threat to their safety or the safety of others.

Section 4.04 Retirement Systems

City employees who work one thousand (1,000) hours or more per year must participate in the Illinois Municipal Retirement Fund (IMRF). Police officers and firefighters are excluded as participating employees and shall participate in their established pension funds.

Benefits

All benefits and requirements of the plan are described in the plan booklet mailed to the employee by IMRF.

Enrollment

Enrollment and beneficiary forms are available from the Benefits Administrator. It is the employee's responsibility to keep information on file up-to-date as to name, address, and beneficiary(s).

Premiums

Retirement benefits accrue from both employee and employer contributions. Contributions to the retirement system are mandatory and 4.5 percent (4.5%) is deducted from the member's salary each payroll period. The employer's contribution percentage is determined each year based on funding requirements of the pension plan.

Contributions made after January 1, 1985, represent deferred compensation and are not taxed until withdrawn from the retirement system.

Benefit Statement

Annual benefit statements are provided by the retirement system to participating members. Employees may request an estimate of benefits from the retirement system at any time to obtain an approximate projected retirement benefit figure.

Retirement

Employees who plan to retire from the system are encouraged to contact the retirement system at least ninety (90) days in advance of the anticipated retirement date to secure estimate of benefits information and to finalize the retirement date. Retirement is defined as receiving retirement wages upon termination from the City. This action should be coordinated with the City Administrator.

Questions regarding benefits should be directed to IMRF (1-800-ASK-IMRF)
www.imrf.org

Section 4.05 Retirement Savings Plan – Deferred 457 Compensation Plan

The City offers an option to any regular full-time employee to invest a portion of their present earning in a deferred 457 compensation plan. This is an arrangement where a certain dollar amount or percent can be designated by the employee to be withheld from their paycheck and invested for payment at a later date, usually at retirement, when most people are in a lower income bracket. Under this arrangement, neither the deferred amount nor earnings on the investments are subject to current Federal income taxes until such time as the employee receives payment from the plan.

Benefits

All benefits and requirements of the plan are described in the policy booklets available from the Payroll Administrator.

Benefits received through this program are in addition to any Social Security or public employees' retirement system benefits for which the participating employee would be eligible.

Enrollment

Enrollment can be arranged through the Payroll Administrator and is open to any individual who has achieved regular full-time employee status with the City. Contributions to the program are financed solely by the employee through payroll deduction.

Section 4.06 Changes in Personal Status

A change in an employee's personal status may have an important effect upon employee benefits and/or the amount an employee has withheld for federal and state income taxes.

Mandatory Notifications to the Benefits Administrator

Employees must notify the benefits and payroll administrators within thirty (30) days of any change in:

1. Home address or telephone number;
2. Marital status – name of spouse, date of birth, and social security number (a copy of the marriage license is also required);
3. Dependents (addition) – name of dependent and date of birth (a copy of the birth certificate is also required);
4. Dependents (deletion) – name of dependent being dropped due to divorce, age limit, death, etc.; or
5. Name, address, and telephone number of the person to be notified in case of an emergency.

The City may deny benefits to the new dependent if the employee does not notify them within thirty (30) days of the change.

Section 4.07 Continuing Education

All full-time personnel shall be encouraged to further their education. 50% of tuition for continuing education courses may be paid by the City if a prior recommendation is made by the Department Head and approved by the Mayor. To be eligible for reimbursement, the employee must receive approval prior to the course starting, and the courses must be work related. The employee must receive a grade of "C" or above to qualify for reimbursement.

**Note: The City of Berwyn's Police Department is an exception in regard to reimbursement for continuing education. Police Department staff will not be reimbursed for continuing education courses.*

Section 4.08 Organization Membership

1. Professional organizations. Professional organizations are defined as any broadly accepted viable organization which deals primarily with municipal services. It is felt that any designated employee wishing to join such an organization should be encouraged to do so to foster good public relations benefits to the City. Upon recommendation of the Mayor, the City will pay the annual dues.
2. Holding organizational office. Before indicating a willingness to accept nomination or appointment to office requiring time during normal working hours, approval should be secured from the Mayor.

Article 5 Miscellaneous Policies

Section 5.01 Inclement Weather

In the event of unusually severe weather, the Mayor, City Administrator, or their designee will decide whether to stop work for the day. It is within management's discretion to determine whether time off is paid or unpaid. If an employee fails to report to work on a day when the City is open for business, the employee may not be compensated for the absence.

Section 5.02 Searches and Investigations

Our City policies and work rules include prohibitions on various types of misconduct, such as theft, possession of weapons, violation of our drug and alcohol policy, and health and safety violations. These policies and rules exist for the protection of our employees, our residents, and others with whom we do business and have contact, including members of the public. We are also subject to health and safety requirements imposed by various laws. In order to make sure that our policies and rules are being followed, it is necessary that we investigate possible violations of our policies, and inspect items brought on City premises.

Accordingly, the City reserves the right, when it determines it is appropriate, to conduct searches of persons (including employees) and their personal vehicles and belongings on Company property, including desks, lockers, cars, packages, toolkits, bags and briefcases, as well as voice mail, computers, and computer software, e-mail, files, storage and other media. (Employees are reminded that desks, lockers, telephones, voice mail, tools, personal computers and computer media and other items supplied by the City are and remain City property.) Failure or refusal to consent to a search when requested by the City, or failure to cooperate fully in any investigation, may result in discipline, up to and including immediate discharge.

Section 5.03 No Solicitation/No Distribution

To avoid annoyance to our employees and interference with our operations, no employee is permitted to distribute literature or solicit to other employees for any purpose on City premises during working time. City premises include all areas where employees perform their assigned work tasks. Working time includes the time during which any of the employees involved are actually scheduled to work, and does not include scheduled rest periods, meal breaks and other specified times when employees are not expected to be working.

Unless permitted by law or with the permission of the City Administrator, employees may not distribute literature of any kind in working areas. However, during non-working time, employees may distribute literature in non-working areas (such as the lunchroom), provided undue litter does not result.

Non-employees may not solicit for any purpose or engage in the distribution of literature of any kind while on City premises (including City parking lots). Any employee who violates this No Solicitation/No Distribution rule is subject to disciplinary action, including but not limited to discharge.

Section 5.04 Personal Telephone Calls Policy

Our telephones are for business use and generally should not be used for personal calls (either in or out) during working time, except in cases of emergency or other compelling circumstances. Our prohibition against personal calls during working time includes use of personal cellular phones, regardless of who owns the phone or pays for the airtime.

Under no circumstances should the City's telephones be used for making long distance personal calls, without specific advance approval by management.

Making unauthorized long-distance calls, failing to follow long distance calling procedures, or making or receiving excessive personal calls during working time constitutes grounds for discipline up to and including termination.

Please remember: Our City residents and those we serve depend upon us for cheerful and prompt service. Therefore, it is important that we treat telephone callers with courtesy and respect, and that we keep our phone lines open for residents and others with whom we do business.

Section 5.05 Cellular Phone Policy

Increasingly, cellular phones are being used for both personal and business reasons. Although we do not want to interfere with your personal time, we are aware of reports that have shown that using a cellular phone can distract a driver and possibly increase the driver's chance of getting into an accident. In order to protect the safety of our employees and others, and to safeguard equipment, we have developed, and expect our employees to adhere to, the following policy:

It is your responsibility to know how to use the features available on your cellular phone, including speed dialing, redialing and safe, hands-free operations. At all times, the cellular phone should be within safe reach of the driver in case of an emergency. The City of Berwyn does not condone the use of cellular phones while operating a vehicle unless it is hands free via a blue tooth device as allowed per Illinois state law. The only exception provided is for Law Enforcement Officers who are on duty and using their cell phone for official duties.

Safety must come before all other concerns. Employees whose job responsibilities involve regular or occasional driving and who receive a cell phone for business use should refrain from using their cellular phone while driving. Regardless of the circumstances, including slow or stopped traffic, the City strongly encourages you to pull off to the side of the road and to safely stop your vehicle before placing or accepting a call.

Employees whose job responsibilities do not specifically include driving as an essential function, but who are issued a cell phone for official City business use, and employees who may on occasion choose to use a personal cell phone for official City business purposes, are also expected to abide by the provisions above. Under no circumstances are employees allowed to place themselves or others at risk in order to fulfill business needs.

Employees are required to report moving violations that result while using a cellular phone while driving while conducting official City business or with a City issued cellular phone or vehicle, and such employees will be solely responsible for all liabilities that result from such violations.

Employees in possession of City issued cellular phones are expected to protect the phones from loss, damage or theft. Upon resignation or termination of employment, or at any time upon the City's request, the employee may be asked to produce the phone for return or inspection. Employees unable to present the phone in good working condition within the time period requested (*i.e.* 24 hours) may be expected to bear the cost of a replacement.

Employees who separate from employment with outstanding debts for cell phone loss or unauthorized cell phone charges will be considered to have left employment on unsatisfactory terms and may be subject to legal action for recovery of the loss.

City provided cell phones are for business use and personal calls should be limited to emergency circumstances. Regardless of whether a cell phone is company-issued or personal in nature, employees should never use any type of photographic feature on their cell phones to take pictures on City premises, while conducting City business, or at City sponsored functions without receiving written permission from management to do so. Excessive personal phone calls, regardless of the phone used, can interfere with safety and productivity and be distracting to others. During work time, employees should limit the use of their personal cell phones. Employees should set personal cell phones on the silent ring mode during work hours to avoid disturbing those around them. Employees are asked to make personal phone calls during non-work hours and to ensure that family and friends are aware of this policy. Flexibility will be provided in emergency circumstances. The City will not be liable for the loss of personal cell phones brought into the workplace.

Section 5.06 Tobacco Policy

It has long been determined that smoking is dangerous to the health of those who smoke. It has been confirmed that smoking is also dangerous for others who inhale the smoke on a second-hand basis. In addition, smoking typically leaves odors and can damage furniture, vehicles, equipment, and buildings. The negative results of smoking have led to the passage of regulatory laws and the decision of many employers to limit or ban smoking in their facilities.

By City resolution and pursuant to state law, smoking (or use of any tobacco products including e-cigarettes) of any kind is prohibited in any City building, facility, while operating City equipment, or vehicles. Smoking will be permitted on City grounds outside of buildings during designated break periods provided it is at least fifteen (15) feet from any entrance(s) to the facility. Your Department Head and/or supervisor will determine what qualifies as a designated break period and interpreting whether a particular location is suitable for smoking. If you have questions, please speak to your supervisor. Violation of this Policy is considered a serious safety threat and will lead to disciplinary action (including immediate dismissal) if deemed warranted by management.

Section 5.07 Dress and Appearance Standards

All employees are expected to dress appropriately and be groomed in keeping with the standards as set forth by ~~their immediate supervisor~~ the City of Berwyn.

Section 5.08 Bulletin Boards

The City of Berwyn has placed bulletin boards in the City buildings to keep you informed of important legal matters, as well as City activities and events. Legal notices relating to employment and labor laws are normally posted in the break rooms. We encourage you to check bulletin boards on a daily basis so that you will be fully informed of matters that directly affect you and your employment.

No materials may be posted on or removed from bulletin boards without the prior approval of your supervisor. For applicable employees, consult your collective bargaining agreement if you need additional information about posting of union approved notices.

Section 5.09 Verification of Employment/References

Often when our employees apply for a mortgage, for housing, or for credit, calls are made to the City of Berwyn to verify that the applicant works here. The institution to whom you are applying may verify your employment by mailing us a verification form along with an Authorization to Release Information form that has been signed by you. We will then complete the form and mail it back to the institution. All inquiries for references should be referred to the office of the City Administrator.

Article 6 Attendance, Hours of Work, and Approved Time off Work

Section 6.01 Hours of Work

The "normal" hours of work shall be those necessary for the efficient conduct of the City's business, as determined or revised from time to time by the City Administrator. Each Department Head shall maintain a schedule of normal working hours for their department. Of course, exceptions to the normal schedule may arise and we appreciate an employee's cooperation if this occurs.

Work Week

1. **Appointive, Administrative and Supervisory Personnel** – These personnel are expected to work a schedule that fulfills the objectives of the City and the department in which they are employed. These personnel are exempt employees under the Fair Labor Standards Act.
2. **Regular Full-Time Personnel** – These personnel are expected to work forty (40) hours per week (including a one (1) hour paid lunch per workday).
3. **Regular Part-Time Personnel** – Work hours will vary in accordance with the applicable job description and the needs of the appropriate Department Head. As hourly personnel, these employees will be entitled to one (1) hour paid lunch on any workday in which they work six (6) hours or more.

Actual work hours on a daily basis will vary from position to position and will be established by the applicable job description and modified as the need arises by the appropriate department head for persons in their area of responsibility.

4. **Seasonal / Part-time Personnel** – Hours for persons hired in this category will be established by the individual who is responsible for their work.

Overtime Compensation

1. **Appointive, Administrative and Supervisory Personnel** – In the case of appointive, administrative and supervisory personnel, it is implicit that the nature of their positions may require additional time beyond the normal work schedule without compensation. Such personnel are exempt employees under the Fair Labor Standards Act. In appropriate instances, as set forth in section 3(a) below, they may take administrative time off.
2. **Regular Personnel** – All regular personnel who are called upon to work hours in addition to Section 6.01 "Work week", of this manual shall be compensated at a pay of 1.5 times regular rate, or, in instances where compensatory time is requested and granted as set forth in section (3)(b) below, by compensatory time off. The amount of compensatory time off for each hour of overtime performed will be in accordance with the actual hours worked on the over-time basis. Employees may not work overtime without advance permission from their Department Head. Department Heads can discipline employees after they work unapproved overtime. As per City policy, employees must receive overtime/ compensatory time for all hours worked over forty (40) hours per pay week. In the event of a holiday, overtime/compensatory time will occur in excess of the applicable workweek. (Example: Holiday falls on a Monday resulting in a 32 hour workweek. Overtime/compensatory time would occur beyond 32 hours).

3. Definitions

- a. **Administrative Time** – Administrative time is defined as time that may be granted to appointive, administrative, and supervisory personnel in lieu of financial reimbursement. Due to the requirement that these individuals work many additional hours in the evening and on weekends, it is fitting that from time to time they be granted time off from work when they feel that their schedules will permit. Said time off shall be approved by their immediate supervisor, who shall use proper care and judgement before granting the request. It should be clearly understood by all concerned that administrative time is not to be construed on an hour-for-hour matching basis.
- b. **Compensatory Time** – In lieu of payment for overtime hours, regular personnel may request compensatory time off as follows: An employee who desires to accumulate compensatory time off must request to take the overtime hours as compensatory time before the overtime is worked.

Such requests shall be made to the immediate supervisor. If approved by the Department Head, compensatory time will be accrued to the employee in accordance with the actual hours overtime hours worked.

An employee may accumulate no more than 24 hours of compensatory time off within a pay period. Requests to take compensatory time off shall be directed to the immediate supervisor and approved by the Department Head. Requests to take compensatory time off will not be unreasonably denied if operating requirements can be satisfied. The Department Head will be responsible for keeping appropriate records on the accumulation and use of compensatory time. Notwithstanding the foregoing provision, all compensatory time must, if at all possible, be utilized by the conclusion of the pay period subsequent to the period in which the time accrued.

Section 6.02 Payday and Payroll Deductions

By default, the City deposits payroll via direct deposit to your personal bank account. If for some reason, you would like a traditional paycheck, please see the Payroll Administrator to make arrangements.

Unless otherwise designated, the City's workweek for pay purposes begins each Thursday at 12:01 a.m. and ends the following Wednesday night at midnight. Payroll will be issued every other Wednesday, unless otherwise noted. Your paycheck will include payments for your work performed during the prior work week. For your protection, you are the only person who can receive your payroll check, unless you submit a signed written request to the Payroll Administrator for another person to receive your payroll check. The person who receives your paycheck may be asked to show proof of identity at the time ~~she/he is~~ they are to receive your paycheck.

Your paycheck check stub itemizes the amounts and descriptions of all deductions from your gross earnings, such as Federal and State taxes, Social Security, and other legally required deductions, as well as those which you have previously authorized the City to make (such as group insurance contributions, Section 457(b) plan contributions, employee purchases, etc.). The Payroll Administrator is available to answer any questions you may have concerning your paycheck. If any mistakes are made in regard to pay, the City will make good-faith efforts to correct them when they are alerted to them.

If a current or former City employee is in debt to the City (water, parking, fines *etc.*), the monies owed may be deducted from any form of payment owed to them by the City. If the employee is over \$100 (one hundred dollars) in arrears, the City will establish a payment plan with the employee so that such monies owed will be withheld from employee's paycheck(s) until the debt is satisfied.

Section 6.03 Attendance

You are needed and important to this operation. Please remember that the City and your fellow employees depend upon you to be at work and on time on all of your scheduled workdays. Maintaining a good attendance record is very important. Attendance records (including absences, tardiness and leaving early) will be kept. Attendance is considered to be a part of your overall performance, and unapproved absences may result in discipline or discharge. Likewise, unapproved, excessive tardiness or leaving early will not be tolerated and may result in disciplinary action, including but not limited to discharge.

Whenever you must be absent from or late to work because of sickness or other emergency, it is your responsibility to let your supervisor (or in their absence, the Department Head) know as soon as possible and at least one (1) hour prior to the start of your scheduled work time if possible, on each and every day of your absence or tardiness. Failure to do so may result in an unexcused absence. (If the telephone is not answered, you should leave a voice-mail message for the Department Head.) The City reserves the right to require you to provide medical certification of your illness. This will enable your supervisor to make the arrangements necessary to keep our operation running smoothly. Always keep your supervisor and the Department Head advised on when you plan to return to work. Notifying the receptionist or a fellow employee is not sufficient. You must speak to a member of management within your department.

If you need to leave work prior to the end of your shift due to an illness or an emergency, you must first tell your supervisor and obtain permission to do so. If your supervisor is unavailable, please notify the Department Head (or designee). You must speak to a member of management; notifying the receptionist or a fellow employee is not sufficient.

Section 6.04 Holidays

The following are paid holidays for eligible employees in covered positions (when these days fall on a normally scheduled workday of the employee and provided the day is designated by the City as a covered holiday):

New Year's Day
Martin Luther King Day
Presidents Day
Good Friday
Memorial Day
Juneteenth
Independence Day
Labor Day
Columbus Day
Veterans Day
Thanksgiving Day
Day after Thanksgiving
Christmas Eve
Christmas Day
New Year's Eve

**Note: The above holiday's provision does not apply to employees of the City's library. Please refer to the current AFSCME union contract for library employee holidays.*

6.04.1 Holidays on Weekends

Whenever any of the holidays listed above fall on Saturday, the preceding Friday normally will be observed as the holiday. When any of the holidays listed above fall on Sunday, the succeeding Monday normally will be observed as the holiday.

6.04.2 Holiday Pay

For each such City designated holiday, when not worked, an eligible employee shall receive holiday pay computed at their regular straight-time hourly rate for the number of hours for which ~~he/she is~~ **they are** normally and regularly scheduled to work immediately prior to the holiday. For each such holiday in fact worked, an eligible employee shall receive one and one-half (1-1/2) times their regular straight-time hourly rate for all hours worked on that holiday in lieu of the paid holiday time off. If the employee and City mutually agree, compensatory time off may be granted and scheduled in lieu of pay for time worked on a holiday.

6.04.3 Eligibility Requirements

In order to be eligible for holiday pay, the employee must regularly work at least twenty (20) hours per week. The employee also must have worked the employee's full normally scheduled workday immediately preceding and following the designated holiday. Unless prior approval is received, no employee will be eligible for holiday pay unless the employee is in a covered position and works the full regularly scheduled workday immediately before or after a designated holiday. The only exception is for an employee on approved FMLA leave for one or both of the days.

6.04.4 Holiday Hours for Overtime Purposes

For the purpose of computing overtime, all holiday hours worked or not worked but paid under this Policy shall be regarded as "hours worked". Employees in certain eligible positions, who are required to work on a designated holiday, will be entitled to either an alternate day off (within the same pay period) or paid at a rate of one and one-half (1-1/2) times their regular straight-time hourly rate for all hours worked on that holiday as determined by your Department Head.

Section 6.05 Vacation

6.05.1 Eligibility and Allowances

Full-time eligible employees in covered positions (other than seasonal employees) and regular part-time employees (pro-rated) shall be eligible for paid vacation time. Vacation allowances shall be based on the following schedule:

6.05.2 Working Days

CLASSIFICATION	
5 days prorated	1 - 12 months
7 days	After 1 year anniversary date
10 days	After 2 year anniversary date
15 days	After 5 year anniversary date
16 days	After 7 year anniversary date
17 days	After 9 year anniversary date
18 days	After 11 year anniversary date
19 days	After 13 year anniversary date
20 days	After 15 year anniversary date
21 days	After 21 year anniversary date
22 days	After 22 year anniversary date
23 days	After 23 year anniversary date
24 days	After 24 year anniversary date
25 days	After 25 year anniversary date

The term "working days" as used in this vacation schedule shall mean a full-time employee's regular working day, not to exceed eight (8) hours. Ordinarily, vacation time taken during a given anniversary year shall be the vacation allowance earned during the preceding anniversary year except for employees having worked less than one year.

Following are examples of the pro-rated vacation pay for regular part-time employees:

40 hours per week – 100% of vacation plan above

32 hours per week – 80% of vacation plan above

20 hours per week – 50% of vacation plan above

6.05.3 Vacation Pay

The rate of vacation pay shall be the employee's regular straight-time rate of pay in effect for the employee's regular job on the payday immediately preceding the employee's vacation.

6.05.4 Scheduling and Accrual

Employees shall be awarded vacation time by the City in accordance with its service needs. Each department shall maintain their own vacation schedule. Written vacation requests are to be made to the Department Head for approval. Unused vacation time shall not accumulate from calendar year to calendar year, except upon written approval of the City Administrator or Mayor.

6.05.5 Emergencies

Where a vacation day is needed for emergency reasons, such as unexpected family illness covered by FMLA, the employee will notify their immediate supervisor as soon as possible of such need. If the City is able to arrange suitable coverage for the employee's work, the employee will be given the requested day(s) off as a vacation day(s), provided the employee has the requisite number of accrued vacation day(s) available.

6.05.6 Vacation Rights in Case of Layoff or Separation

Any employee who retires, voluntarily quits, or is otherwise terminated prior to taking their earned vacation shall be compensated for the unused vacation they have properly accumulated but not used at the time of separation prorated during the year of retirement/termination. For example, if the employee receives 22 vacation days per year, and they retire at the end of June, they will only receive 11 days vacation for the year. Payment shall be made on the next regular payday following the date of separation.

Section 6.06 Personal Days

6.06.1 Eligibility and Allowances

Full-time eligible employees in covered positions (other than seasonal employees) shall be eligible for four (4) paid personal days per calendar year after the completion of one year of service with the City. Regular part-time employees are pro-rated. Personal days shall not carry over from year to year except upon written approval of the City Administrator or Mayor.

**Note: An exception in regard to personal days exists for employees of the City's library as they receive additional personal days for the holidays where City Hall is closed and the library is open. Details regarding library personal days can be found within the AFSCME union contract.*

6.06.2 Personal Day Pay

The rate of personal day pay shall be the employee's regular straight-time rate of pay in effect for the employee's regular job on the payday immediately preceding the employee's personal day.

6.06.3 Personal Day Rights in Case of Layoff or Separation

Any employee who retires, voluntarily quits, or is otherwise terminated prior to taking their earned personal day shall be compensated for the unused personal day(s) they have properly accumulated but not used at the time of separation prorated during the year of retirement/termination. For example, if the employee receives 4 personal days per year, and they retire at the end of June, they will only receive 2 personal days for the year. Payment shall be made on the next regular payday following the date of separation.

Section 6.07 Sick Leave

6.07.1 Purpose

Sick leave with pay is provided as a benefit in recognition that employees do contract various illnesses from time to time and that their financial resources may be diminished in such instances if pay is discontinued, and that it may not be in the best interest or health of the employee or fellow employees for them to work while sick. Sick employees are expected to remain at home unless hospitalized or visiting their doctor. Sick leave also may be used in limited instances when absence from work is due to illness in the employee's immediate family (defined as the employee's legal spouse (including civil union partner), ~~per~~ parents, parents of spouse, siblings of employee and spouse or grandparents and grandchildren of employee and spouse or anyone living in the employee's household at the time of the sickness).

6.07.2 Allowance

Any employee contracting or incurring any non-service connected sickness or disability shall receive sick leave with pay as provided in this Policy. Sick leave will be granted for purposes of childbearing on the same terms and conditions as any other illness or disability. Where applicable, time off that qualifies for sick pay will run concurrently with otherwise approved unpaid FMLA time off.

6.07.3 Days Earned In Accumulation

Employees shall be allowed one (1) day of sick leave for each month of service up to a maximum "cap" of forty (40) days. Employees with more sick days than the maximum forty (40) days at the end of the year will be compensated with one (1) day's regular wage for each day of unused sick leave over the forty (40) day bank. Sick leave shall be earned by an employee for any month in which the employee is compensated for more than eighty (80) hours of work.

6.07.4 Rate of Payment

Employees shall be paid eight (8) hours at their regular, straight-time hourly rate of pay for each single day of sick leave properly utilized (or the number of hours per day the employee was regularly scheduled to work prior to the sick leave, if other than eight (8) hours).

6.07.5 Notification

Notification of absence due to sickness shall be given as soon as possible on the first day of such absence to the employee's supervisor. Unless authorized under FMLA, failure to properly report an illness shall be considered as absence without pay and may subject the employee to discipline as well.

6.07.6 Medical Examination

The City may require a health care provider's note attesting to (a) the employee's medical need to be away, and/or (b) the employee's release to return to work (either with or without a reasonable accommodation where applicable) immediately upon the employee's return from such leave. The City may, where there is reason to suspect abuse, due to a pattern of absences or extended days off, and/or for an absence of three (3) workdays or more, require an employee seeking to utilize sick leave to submit a health care provider's certification of the illness and/or to submit at any time during such leave to an examination by a doctor or nurse designated by the City. Examinations administered by a physician or nurse selected by the City shall be paid for by the City. In the case of a sick day used for an ill family member, the City may require a health care provider's certification by the physician of the family member as a condition of payment under this Policy. Failure or refusal to provide requested medical information will result in loss of benefits and privileges under this Policy.

6.07.7 Abuse of Sick Leave

Abuse of sick leave is a serious matter. If proper notification is not given, or abuse is observed, any absence may be charged as leave without pay and/or may constitute cause for discipline up to and including discharge.

6.07.8 Sick Leave Utilization

Accumulated sick leave above the standard twelve (12) days issued per year may be used only for the following purposes: a) for major illness or injury, prior to major medical leave or workmen's compensation benefits becoming effective; b) extension of major medical leave if necessary and upon proper documentation; c) extension of regular wages upon retirement; d) administrative and appointive personnel may extend regular wages if not reappointed after the termination of an Administration. Other than listed above, there shall be no compensation for unused accumulated sick leave upon leaving employment, by termination or resignation. Excess sick leave can be credited, however, toward IMRF length of service upon proper documentation to the pension authority.

Any unpaid time off that qualifies under this Policy and the FMLA will run concurrently, except if prohibited by law.

Section 6.08 Leaves of Absence

6.08.1 *Discretionary Leave*

The City may, in its discretion, grant a leave of absence at the request of an employee without pay for good and sufficient reason (as determined by the Mayor or their designee).

6.08.2 *Application for Leave*

Any request for a leave of absence shall be submitted in writing by the employee to the Mayor or their designee as far in advance as practicable (and at least 30 days in advance when the need for leave is foreseeable). The request shall state the reason for the leave of absence and the approximate length of time off the employee desires. Authorization for leave of absence shall, if granted, be furnished to the employee by their immediate supervisor and it shall be in writing.

Employees wishing to take such leaves of absence must realize that positions may be eliminated or the duties may become obsolete or the duties may be transferred to other positions during the ordinary course of business; moreover, in cases of a lengthy leave, a position may be filled and thus may not be available. Thus, no assurance whatsoever of reinstatement after 30 days can be given. However, if the position is still vacant at the conclusion of the granted leave period, the employee shall resume their same status therein. If the position no longer exists, every effort will be made to place the employee in a suitable position as soon as possible. In any event, the employee will retain their status as to creditable service for the computation of fringe benefits upon return to full-time status.

Except as otherwise provided herein or mandated by law, unpaid leaves of absence shall only be granted when it will not unduly interfere with the best interest of the City. In no event will the City grant a leave of absence for the purpose of working at other employment or securing other employment unless the employee intends to return to services with the City and the employment experience that is sought is directly related to their duties with the City.

During the duration of a valid and approved leave of absence, all benefits will be suspended, however pursuant to applicable State and Federal guidelines and standards, employees may upon request, retain certain hospitalization and other benefits at their own cost and expense. Vacation is not earned during a leave of absence.

Requests for special unpaid leave absence without pay shall be for a period not to exceed one (1) year in duration. Any requests for extension of leave shall be subject to all of the requirements of the initial request.

6.08.3 Jury Leave or Witness Duty

Employees who are summoned to jury duty or subpoenaed as witnesses in matters in which they have no personal or pecuniary interest shall receive time off with pay, provided that proper notice is given to their immediate supervisor. An employee shall notify their immediate supervisor as soon as possible after being subpoenaed or summoned. The City shall compensate such employees at their regular rate of pay for time lost while serving on jury duty or witness duty. They may be required to present verification of the witness appearance or jury duty. If an employee is subpoenaed to be in court for any other reason, the time off will be granted but without pay (or the employee may be required to substitute their earned time off benefits, if any).

6.08.4 Funeral Leave

In the event of death in the employee's "immediate family" (defined as the employee's legal spouse (including civil union partner), children, parents, parents of spouse, siblings of employee and spouse or grandparents and grandchildren of employee and spouse, or anyone living in the employee's household at the time of their death), an employee shall be granted up to three (3) consecutive workdays off work to attend the funeral. Leave beyond such three (3) consecutive workdays may, upon approval of the City Administrator or their designee, be taken if charged to the employee's sick leave or vacation leave accrual account, if any.

6.08.5 Military Leave

The City provides approved time off, pay, benefits and reinstatement rights for eligible employees who need time off for military reasons in accordance with state, federal or local military leave laws.

6.08.6 Major Medical Leave

In cases of major illness, certified by a physician, the following schedule for paid major medical leave shall take effect:

- From six (6) months of service up to 2nd anniversary date: Up to a maximum of three (3) weeks full pay after a waiting period of ten (10) working days of illness without pay.
- From the 2nd anniversary date to the 5th anniversary date: Up to a maximum of four (4) weeks full pay after a waiting period of ten (10) working days of illness without pay.
- After the 5th anniversary date: Up to a maximum of eight (8) weeks full pay after a waiting period of five (5) working days of illness without pay.

Use of Accumulated Sick Leave: An employee eligible for major medical leave may use any unused accumulated sick leave, as outlined above, during the five (5) day waiting

period; and upon proper certification from their physician, may use sick leave upon the expiration of major medical leave benefits.

Extension of Major Medical Leave: Under extreme circumstances and upon submission of proper documentation and certification, the Mayor may grant an additional period of major medical leave up to the maximum originally allowed by the City. However, an employee must first exhaust all available and unused vacation time, accumulated sick leave, personal leave and compensatory time before they are eligible for the extended major medical leave.

Length of Major Medical Leave: Notwithstanding the foregoing maximum schedules for Major Medical Leave, the City of Berwyn may from time to time adopt policies and procedures that will designate time periods for return to work following selected conditions and medical procedures. These time periods shall be available in the office of the City Administrator and will control the amount of major medical leave that will be allowed subject however to the maximums outlined herein.

**Note: Illinois Municipal Police Association, Local #1 (IMPA) members do not qualify for major medical leave as they receive extended leave per their union contract.*

6.08.07 ~~Maternity Leave~~ Pregnancy Leave

Requests for Maternity Pregnancy Leave shall be granted and governed by the policies for Major Medical Leave as outlined in Section 6.08.6 herein. Notwithstanding these policies, the waiting period without pay shall be waived. Additionally, the employee may request an unpaid leave of absence once all major medical leave, vacation time have been exhausted, under the Family Leave Act.

6.08.08 Victims' Economic Safety and Security Act (VESSA):

The Victims Economic Safety and Security Act (VESSA) grants up to 12 weeks of leave in any 12-month period for employees who are victims of gender, domestic or sexual violence or who have a family or household member who is a victim of gender, domestic or sexual violence. The employee must provide the City with at least 48 hours' notice of the employee's intention to take leave unless notice is not practicable in emergency situations. The purpose of VESSA is to reduce domestic violence, dating violence, sexual assault, gender violence and stalking by enabling victims of domestic violence to leave abusive situations, achieve safety, and minimize the physical and emotional injuries from gender, domestic or sexual violence. For more information, please contact the City Administrator or their designee.

Section 6.09 Family Medical Leave Act ("FMLA") Policy

1. If you have been employed by the City for at least twelve (12) months and have worked at least 1,250 hours during the 12-month period preceding the start of the leave (which includes all periods of absence from work due to or necessitated by USERRA or Illinois Service Member Employment and Reemployment Rights Act (ISERRA)-covered service),

and you work at or report to a work site which has fifty (50) or more City employees within a 75-mile radius of that work site, you are eligible for up to a total of twelve (12) workweeks of unpaid leave during any rolling twelve (12) month period for one or more of the following reasons:

- a. *Because of the birth of your child and in order to care for such child (within 12 months after the birth of the child);*
- b. *Because of the placement of a child with you for adoption or foster care (within 12 months of the placement of the child);*
- c. *In order to care for your spouse, child, or parents if they have a "serious health condition;"*
- d. *Because of a "serious health condition" that makes you unable to perform the functions of your job; or*
- e. *Because of any "qualifying exigency" (as defined by the Secretary of Labor) arising out of the fact that your spouse, child, or parent is deployed on active duty (or has been notified of an impending call or order to active duty in a foreign country) in the Armed Forces, including the National Guard and Reserves.*

2. 2. Serious Health Condition. For purposes of this policy, "serious health condition" means an illness, injury, impairment or physical or mental condition that involves one of the following:

- a. Hospital Care. Inpatient care in a hospital, hospice or residential medical care facility, including any period of incapacity relating to the same condition;
- b. Absence Plus Treatment. A period of incapacity of more than three full consecutive calendar days (including any subsequent treatment or period of incapacity relating to the same condition), that also involves either: one (1) treatment two (2) or more times (within 30 days and provided the first visit takes place within seven (7) days of the first day of incapacity) by a health care provider, by a nurse or physician's assistant under direct supervision of a health care provider, or by a provider of health care services under orders of, or on referral by, a health care provider; or two (2) treatments by a health care provider on at least one (1) occasion which results in a regimen of continuing treatment under the supervision of the health care provider (first visit to health care provider must take place within seven (7) days of the first day of incapacity);
- c. Pregnancy. Any period of incapacity due to pregnancy, or for prenatal care;
- d. Chronic Conditions Requiring Treatment. A chronic condition which: requires at least two (2) periodic visits for treatment per year by a health care provider, or by a nurse or physician's assistant under direct supervision of a health care provider; which condition continues over an extended period of time; and may cause episodic rather than a continuing period of incapacity;

- e. Permanent/Long-term Conditions Requiring Supervision. A period of incapacity which is permanent or long-term due to a condition for which treatment may be effective. The employee or family member must be under the continuing supervision of, but need not be receiving active treatment by, a health care provider;
- f. Multiple Treatments (non-chronic conditions). Any period of incapacity to receive multiple treatment (including any period of recovery therefrom) by a health care provider or by a provider of health care services under orders of, or on referral by, a health care provider, either for restorative surgery after an accident or other injury, or for a condition that would likely result in a period of incapacity of more than three (3) full consecutive calendar days in the absence of medical intervention or treatment.

3. Qualifying Exigency Leave. If you are an eligible employee (as defined above), you are entitled to take up to twelve (12) weeks of unpaid FMLA leave for any qualifying exigency leave arising out of the fact that a military member is on covered active duty or called to active duty status in a foreign country. The leave described in this paragraph is available during a 12-month rolling period and may be taken on an intermittent or reduced leave schedule basis. You will be required to provide a copy of the military member's active duty orders or other documentation issued by the military that indicates that the military member is on covered active duty or is called to active duty status in a foreign country and the dates of the covered military member's covered active duty service. Eligible employees may take all twelve (12) weeks of their FMLA leave entitlement as qualifying exigency leave or the employee may take a combination of twelve (12) weeks of leave for both qualifying exigency leave or any other qualifying reason listed above.

With respect to a qualifying exigency leave:

- a. A "military member" means your spouse, ~~son~~, daughter child, or parent who is on covered active duty or called to covered active duty status in any foreign country in any of the Armed Forces, including a member of the National Guard or Reserves.
- b. A "qualifying exigency" includes the following broad categories: (a) short notice deployment; (b) military events and related activities; (c) childcare and school activities; (d) parental care; (e) financial and legal arrangements; (f) counseling; (g) rest and recuperation; (h) post deployment activities, including reintegration activities, for a period of 90 days following the termination of active duty status; and, (i) additional categories that are agreed to by the employer and employee within this phrase.
- c. The phrase "~~son or daughter~~ child" is defined as your biological, adopted, or foster child, stepchild, legal ward, or child for whom you stood in loco parentis, of any age for qualifying exigency leave, who is on active duty or called to active duty status who is of any age.

(Note: This definition is different from other sections of this FMLA policy). If the exigency leave is to arrange for childcare or school activities of a military member's child, the military member must be the spouse, ~~son, daughter~~ child or parent of the employee requesting the leave.

- d. A "parent" means a biological, adoptive, step or ~~foster father or mother~~ foster parent, or any other individual who stood in loco parentis to you when you were a ~~son or daughter~~ child but it does not include "parents in law".
- e. Permanent/Long-term Conditions Requiring Supervision. A period of incapacity which is permanent or long-term due to a condition for which treatment may be effective. The employee or family member must be under the continuing supervision of, but need not be receiving active treatment by, a health care provider;
- f. Multiple Treatments (non-chronic conditions). Any period of incapacity to receive multiple treatments (including any period of recovery therefrom) by a health care provider or by a provider of health care services under orders of, or on referral by, a health care provider, either for restorative surgery after an accident or other injury, or for a condition that would likely result in a period of incapacity of more than three (3) full consecutive calendar days in the absence of medical intervention or treatment.

4. Military Caregiver Leave. If you have been employed by the City for at least twelve (12) months and have worked at least 1,250 hours during the 12-month period preceding the start of the leave, and you work at or report to a work site which has fifty (50) or more City employees within a 75-mile radius of that work site, and you are a spouse, child (of any age for military caregiver leave), parent or next of kin of a Covered Service member, as defined below, you are entitled to a total of twenty-six (26) workweeks of unpaid leave during a single 12-month period to care for the Covered Service member (including twelve (12) workweeks for any other FMLA qualifying reason). The leave described in this paragraph shall only be available during a single 12-month period beginning as of the date the leave commences and ending 12 months after that date (and any unused amounts are forfeited).

Military Caregiver Leave may be permitted more than once if necessary to care for a different Covered Service member (or the same Service member with multiple or subsequent injuries or illnesses) up to a combined total of twenty six (26) workweeks in a twelve (12) month period. However, your total available leave time in any single 12-month period generally may not exceed a combined total of twenty-six (26) workweeks (including FMLA time off taken for any other reason); except as provided under the FMLA regulations. You will be required to timely submit a medical certification available from the City Administrator or their designee or an invitational travel order or authorization from the Department of Defense as a condition of receiving approved Military Caregiver Leave.

NOTE: the 12-month computation period for this type of leave differs from the other types of FMLA leave.

With respect to Military Caregiver FMLA Leave:

- a. A "Covered Service member" means (1) a member of the Armed Forces (including a member of the National Guard or Reserves) who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness, or (2) a veteran who is undergoing medical treatment, recuperation, or therapy, for a serious injury or illness and who was a member of the Armed Forces at any time during the period of 5 years preceding the date on which the veteran undergoes that medical treatment, recuperation, or therapy, and who was discharged or released under conditions other than dishonorable.
- b. "Outpatient status" means the status of a Covered Service member assigned to a military medical treatment facility as an outpatient or a unit established for the purpose of providing command and control of members of the Armed Forces receiving medical care as outpatients.
- c. "Next of kin" means the nearest blood relative of that individual (regardless of age) other than an employee's spouse, ~~son or daughter~~ or child. You are required to provide confirmation of the relationship upon request. The Service member may designate the blood relative who is considered their next of kin; otherwise, the following order generally will apply: blood relatives granted custody by law, ~~brother/sister~~ siblings, grandparents, ~~aunts/uncles~~ piblings, and then first cousins.
- d. "Serious injury or illness" for a Current Service member means an injury or illness incurred by the Service member in the line of duty on active duty in the Armed Forces (or existed before the beginning of the Service member's active duty and was aggravated by service in the line of duty) that (i) may render the Service member medically unfit to perform the duties of the member's office, grade, rank or rating, or (ii) in the case of a veteran Service member, that manifests itself before or after the member became a veteran.
- e. "Serious injury or illness" for a Covered Veteran means an injury or illness that was incurred or aggravated by the member in the line of duty on active duty in the Armed Forces and manifested itself before or after the member became a veteran, and is: (1) A continuation of a serious injury or illness that was incurred or aggravated when the Covered Veteran was a member of the Armed Forces and rendered

the service member unable to perform the duties of the service member's office, grade, rank, or rating; OR (2) A physical or mental condition for which the Covered Veteran has received a VA Service Related Disability Rating (VASRD) of 50 percent or greater and such VASRD rating is based, in whole or in part, on the condition precipitating the need for caregiver leave; OR (3) A physical or mental condition that substantially impairs the veteran's ability to secure or follow a substantially gainful occupation by reason of a disability or disabilities related to military service or would do so absent treatment; OR (4) An injury, including a psychological injury, on the basis of which the Covered Veteran has been enrolled in the Department of Veterans Affairs Program of Comprehensive Assistance for Family Caregivers.

5. Spouses Employed by the City. If your spouse also works for the City and you both become eligible for a leave under paragraphs 1a. or 1b. above, or for the care of a sick parent under paragraph 1c. above, the two of you together will be limited to a combined total of twelve (12) workweeks of leave in any rolling 12-month period. In addition, if you and your spouse both become eligible for a leave under the Military Caregiver Family Leave provision above or under a combination of the Military Caregiver Family Leave provision, paragraphs 1a. and 1b. above, or to care for your parent with a serious health condition under paragraph 1c above, the two of you together generally will be limited to a combined total of twenty-six (26) workweeks of leave in any single 12-month period.

6. Medical Certification. Any request for a leave under paragraphs 1c., 1d. or under the Service member Family Leave provision above must be supported by certification issued by the applicable health care provider or the Department of Defense. You are required to submit this information on the forms provided to you and available from the City Administrator or their designee or on the Invitational Travel Orders or Authorizations provided to you by the Department of Defense.

You will be required to submit a new medical certification form for each leave year for a medical condition(s) that last longer than one year. Additionally, you are required to submit a recertification of an ongoing condition every six (6) months in connection with an absence where the duration of the condition is described as "lifetime" or "unknown".

At its discretion, the City may require a second medical opinion and periodic recertification to support the continuation of a leave or under paragraphs 1.c. and 1.d. (except as otherwise provided by the Department of Labor). If the 1st and 2nd opinions differ, a 3rd opinion can be obtained from a health care provider jointly approved by both you and the City (unless you accept the second opinion as determinative). A second medical opinion generally will not be requested for Military Caregiver Leave but may be requested if the Certification is completed by a health care provider who is not affiliated with the DOD, VA or TRICARE.

The Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits employers from requesting or requiring genetic information of an individual or family member of the

individual, except as specifically allowed by this law. To comply with this law, the City asks that employees not provide any genetic information when responding to a request for medical certification regarding their own serious health conditions under this FMLA Policy. "Genetic information" as defined by GINA, includes an individual's family medical history, the results of an individual's or family member's genetic tests, the fact that an individual or an individual's family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual's family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services.

There is an exemption to GINA's limitation on the disclosure of family medical history when an employee requests a leave of absence under the FMLA due to a family member's serious health condition. In such situations, all information necessary to make the medical certification form complete and sufficient under the FMLA should be provided.

7. Intermittent Leave. If certified as medically necessary for the serious health condition of either you or your spouse, child or parent (Paragraphs 1.c. and 1.d., above), or to care for a Covered Service member if you are a spouse, child, parent or next of kin to the Covered Service member (Paragraph 3, above), leave may be taken on an intermittent or reduced leave schedule. Intermittent leave also may be taken if you qualify for leave because of a qualifying exigency as described in Paragraph 1e, above, subject to the submission of a certification prescribed by the Secretary of Labor. If leave is requested on an intermittent basis, however, the City may require that you transfer temporarily to an alternative position which better accommodates recurring periods of absence or to a part-time schedule, provided that the position offers equivalent pay and benefits.

8. Light Duty Work Assignments. While voluntarily performing in a light duty capacity, that time does not count against your 12-week FMLA allotment. In effect, your right to restoration is held in abeyance during the period of time that you are performing in a light duty capacity (or until the end of the applicable 12-month FMLA leave year if longer).

9. Notification and Reporting Requirements. All requests for leaves of absence must be submitted to your supervisor or the City Administrator or their designee at least thirty (30) days in advance of the start of the leave, except when the leave is due to an emergency or is otherwise not foreseeable. If the leave is not foreseeable, you must provide notice as soon as "practicable," which generally means either the same day or the next business day that you learn of the need for leave, in the absence of any unusual circumstances. A delay in submitting an FMLA leave request may result in a loss of FMLA protections and/or a delay of the start of your leave. Your supervisor will forward the request to the City Administrator or their designee for approval.

You must respond to our questions relative to your leave request so that we can determine if the leave qualifies for FMLA protection; failure to do so may result in loss or delay of FMLA protections. If you are seeking leave due to a FMLA-qualifying reason for which the City has previously granted you FMLA-protected leave, *you must specifically reference the qualifying reason or need for FMLA leave at the time of your request to be away from work*. It is not sufficient to simply "call in sick" without providing additional

information which would provide the City with reasonable cause to believe your absence/time away from work may qualify as an FMLA qualifying event. In all cases in which you are seeking leave under this policy, you shall provide such notice to the City consistent with the City's established call-in procedures so long as no unusual circumstances prevent you from doing so. Failure to comply with the call-in procedures may result in a delay or denial of FMLA protected leave.

You must make an effort to schedule a leave so as not to disrupt business operations. During the leave, you may be required to report periodically on your status and your intention to return to work. Any extension of time for your leave of absence must be requested in writing prior to your scheduled date of return to work, together with written documentation to support the extension. Your failure to either return to work on the scheduled date of return or to apply in writing for an extension prior to that date will be considered to be a resignation of employment effective as of the last date of the approved leave. Employees on leaves for their own serious health condition must provide fitness-for-duty releases from their health care provider before they will be permitted to return to work. Your maximum time on a leave of absence, all types combined, and including all extensions, cannot exceed a total of twelve (12) weeks in a rolling twelve month period, unless you are a spouse, child, parent, or next of kin on leave to care for a Covered Service member, in which case your leave can last for up to twenty-six (26) workweeks in a single twelve (12) month period (unless legally required otherwise).

An Employee shall not be granted a leave of absence for the purpose of seeking or taking employment elsewhere or operating a private business. Unauthorized work while on a leave of absence will result in disciplinary action, up to and including discharge.

A leave of absence will not affect the continuity of your employment. Your original date of employment remains the same for seniority purposes. However, you will not accrue any benefits during the period you are on a leave.

10. Employee Benefits During Family and Medical Leave of Absence. You will be permitted to maintain health and dental insurance coverage for the duration of the leave under the same conditions coverage would have been provided if you had remained actively at work. However, you must make arrangements for the continuation of and payment of insurance premiums before you go on leave status. If you do not return to work after the leave, or if you fail to pay your portion of the premiums, you will be required, under certain circumstances, to reimburse the City for the costs and expenses associated with insuring you during the leave.

11. Return From a Family and Medical Leave. If you return from your leave on or before being absent for twelve (12) workweeks in a rolling twelve (12) month period or twenty-six (26) workweeks during a single twelve (12) month period if you took a leave under the Service member Family Leave provision, you will be restored to the same or to an equivalent position to the one you held when the leave started. Of course, you have no greater right to reinstatement or to other benefits and conditions of employment than if you had been continuously employed during the FMLA leave period. In determining whether a position is "equivalent", we would look at whether the position had substantially

similar terms and conditions of employment and whether the position entails similar duties, skills, efforts, responsibilities, authority, privileges and status.

If the leave was due to your own serious health condition, you will be required to submit a fitness-for-duty certification from your health care provider in accordance with our normal policies and practices applicable to other leaves of absence, certifying that you are able to resume work and perform the essential functions of the job (either with or without a reasonable accommodation). A list of the essential job functions will be made available to you for compliance with this requirement prior to the City designating your leave as FMLA leave. If a reasonable job safety concern exists, you also may be required to provide a fitness for duty certification up to once every thirty (30) days before returning from an intermittent or reduced schedule FMLA leave related to your own serious health condition. Generally, a returning employee will be permitted to return to work within two (2) business days of the City's receipt of a valid fitness for duty release.

If you fail to return to work at the expiration of your approved Family and Medical Leave, it will be considered to be a resignation of your employment with us. Likewise, an employee on FMLA leave who provides notice of their intent not to return to work upon expiration of a leave will lose their entitlement to FMLA leave and related benefits.

12. Key Employees. Certain highly compensated key employees may be denied reinstatement when necessary to prevent "substantial and grievous economic injury" to the City's operations. A "key" employee is a salaried Employee who is among the highest paid 10% of employees employed by the City. Employees will be notified of their status as a key employee, when applicable, after they request a Family and Medical Leave.

13. Coordination with Other Policies. You must substitute any accrued paid vacation days, personal time, and sick days (if you otherwise qualify) for unpaid leave under this policy, and any such paid time off must be taken concurrently with your Family and Medical Leave. If you otherwise qualify for disability pay, you will collect it at the same time you are on unpaid Family and Medical Leave. Further, if you otherwise qualify for any other type of leave of absence, you must take that leave at the same time as you are taking your Family and Medical Leave. All time missed from work that qualifies for both Family and Medical Leave, and for workers' compensation (or any other type of lawfully allowed leave), will be counted toward your Family and Medical Leave. To receive any type of paid time off benefit while on FMLA leave, you are required to meet the City's conditions for taking the paid leave (although the City may in its discretion waive any procedural requirement for the paid leave in appropriate circumstances).

14. Anti-Retaliation Provisions. Be assured that no retaliation will be taken or tolerated against any employee who exercises their rights under our FMLA policy. If you feel that you have been the victim of any discrimination or retaliation under this Policy, you are encouraged to contact the City Administrator and/or City Attorney so that the matter can be promptly investigated and remedied as appropriate.

15. Compliance With Other Laws. In administering this FMLA Policy, the City complies with the Americans with Disabilities Act ("ADA") and any other relevant law. The City may

approve a reasonable request for an extension of a leave of absence beyond the amount of leave provided by the FMLA, approve a leave of absence for an employee who does not qualify for FMLA leave, or otherwise modify this Policy, as a reasonable accommodation for a disability under the ADA.

Article 7 About Your Employment

Section 7.01 Complaint/Grievance Procedure

Whenever people work closely together as we do here, complaints and misunderstandings are bound to arise from time to time. We make every effort to provide you with an opportunity to bring all such matters to management's attention and receive prompt and fair consideration. As part of this effort, we have developed the procedure set forth below for handling such complaints and problems.

Before seeking advice or assistance from anyone outside the City, we strongly encourage you to make use of this procedure because we believe that a successful future depends upon our ability to work together to solve our own problems.

Procedure for Filing a Grievance

- Step 1. The employee having a grievance shall discuss the matter with their immediate supervisor within thirty (30) calendar days of the incident. Unless the grievance is presented within this time frame, it shall be deemed not to exist. The supervisor shall make a careful inquiry into the facts and circumstances of the complaint in an attempt to resolve it promptly and fairly and give their answer to the employee within three (3) working days of the discussion. The supervisor shall advise the Department Head and City Administrator in brief, written form as to the question and departmental response. If the supervisor does not reply within this time frame, or if the employee is dissatisfied with the response of the supervisor, the employee may initiate Step 2 of the procedure.
- Step 2. The question or dispute shall be put into writing and submitted to the Department Head within five (5) working days of the supervisor's decision in Step 1. The Department Head shall make a separate investigation, including discussion with both the employee and supervisor. The Department Head will respond to the employee in writing within five (5) working days of the receipt of the employee's grievance. A copy of the written dispute and the response will also be forwarded to the City Administrator. If the Department Head does not respond within five (5) working days, the employee shall consider the answer to be "grievance denied." The employee may initiate Step 3 at that time.
- Step 3. If the employee is dissatisfied with the Department Head's decision, they may submit a written request for a final determination by the City Administrator or their staff designee within five (5) working days of the receipt

of the Department Head's response. The City Administrator shall review the matter in detail and give a binding written response based on the policies and procedures of the City within ten (10) working days of the receipt of the employee's grievance.

We believe strongly in open, free communication at all levels. This procedure is not designed to discourage you from talking to anyone in the City at any time. Rather, it is simply a way to ensure that complaints and problems are dealt with in a prompt, orderly and consistent fashion. If you would feel uncomfortable speaking with a member of management within your chain of command, then you can speak with any member of management with whom you would feel more comfortable.

In addition to your own problems and concerns, for the safety and well-being of everyone who works at the City, we encourage you to follow these procedures whenever you learn of a violation of City rules and policies.

No one who comes forward under this procedure will be retaliated against or suffer any negative consequences no matter how the complaint or problem is resolved. Be assured that the confidentiality of all such matters will be maintained to the fullest extent possible.

Article 8 Guidelines for Conduct

Section 8.01 General Rules

Your primary responsibility is to do a good job, and this carries with it a number of obligations, such as obeying City rules, adhering to safe working practices, cooperating with management, fellow employees and our residents and remaining committed to the best interests of the City. As an employee of the City of Berwyn, you also are expected to meet reasonable standards of work performance and personal conduct at all times.

The City's policy is, whenever appropriate, to utilize progressive discipline procedures for violations of work rules, policies, or poor work performance. However, the City reserves the right to deal with each violation or infraction on a case-by-case basis. This means that as a general rule, you will be given an increasingly severe penalty each time an offense is committed or work performance falls below an expected standard. Some types of misconduct, however, are so intolerable that you may be suspended (with or without pay as determined by the City Administrator) or even terminated immediately upon the first occurrence.

The following are examples of offenses which are so intolerable that they may result in immediate, severe disciplinary action up to and including immediate termination for the first offense. THIS LIST IS NOT ALL INCLUSIVE:

1. Stealing (taking without permission) property belonging to the City, a resident or another employee.
2. Being absent three (3) or more consecutive days without acceptable notice to the Department Head.

3. Failing to return on time from a leave of absence.
4. Falsifying or altering City records (no matter when discovered).
5. Fighting with, assaulting, threatening, or using obscene language towards management, a co-worker, visitor or resident regardless of where the incident occurs.
6. Fighting with, assaulting, and threatening, on City property, any person not covered by above Rule #5; or deliberately provoking or inciting another person to engage in an assault or fight on City property.
7. Destroying, damaging or hiding property belonging to the City, a resident or another employee.
8. Giving false information to anyone who has any duty in preparing City records including employment applications (no matter when discovered).
9. Refusal or failure to promptly comply with a work assignment or instruction or failing or refusing to perform assigned work.
10. Reporting to work or working under the influence of alcoholic beverages, cannabis, or a habit-forming or illegal drug, or having such in one's possession on City property, or other violation of Alcohol and Drug Policy.
11. Attempting to or bringing alcoholic beverages, cannabis or cannabis-infused products, or any non-prescription drugs or illegal substances into working areas.
12. Engaging in immoral or indecent conduct or any conduct which could embarrass the reputation of or discredit the City.
13. Possessing or storing dangerous weapons or explosives on City property.
14. Removal or adjustment of safety or security devices or alarm systems, without authorization from your supervisor.
15. Being convicted of a felony or other serious crime which reflects upon an employee's continuing fitness to perform their job, or which results in harm to the City's reputation. (These issues will be addressed on a case-by-case basis considering all of the facts involved.)
16. Failing or refusing to cooperate with the City in any investigation of a theft or a suspected theft of property, or other conduct harmful to the City or the concealment of or failure to report the occurrence of any violation of any City rules or policies or general understanding of proper conduct.
17. Reckless (or dangerous) driving in parking lots or other similar activity that presents an actual or potential safety threat to our employees or others.

The following are examples of offenses which may result in disciplinary action under our progressive discipline procedure. In certain situations, depending on the severity and/or frequency of the offense, the first offense may result in immediate suspension or even discharge for the first offense. Nothing in this Policy is intended to create a procedural or contractual right.

1. Failing to follow prescribed work rules or policies.
2. Repeated absenteeism or tardiness.
3. Violation of No-Solicitation/Distribution policy.
4. Refusing to work a reasonable amount of overtime or failing to work voluntarily accepted overtime.
5. Using obscene or threatening language in a malicious manner towards another employee, resident or visitor.
6. Destruction of bulletin boards or marking or destroying any literature on such bulletin boards, or posting anything on bulletin boards without permission of management.
7. Failing to follow prescribed parking regulations, prescribed safety and health procedures, practices or policies.
8. Failing to report any accident or injury as promptly as possible to your supervisor or Department Head.
9. Failing to maintain satisfactory work performance, or incompetent or inefficient work performance.
10. Failing to maintain satisfactory or proper standards of dress, grooming or cleanliness.
11. Engaging in horseplay, or other disorderly conduct.
12. Interfering with the work performance of other employees.
13. Unauthorized absence from premises or assigned work area, including leaving early for breaks, lunch or at the end of the day or failing to return on time from breaks or lunch, and/or failing to properly record time away when leaving work areas.
14. Excessive loafing on the job or unreasonable use of toilet, washroom or breakroom facilities during working time.
15. Being in an unauthorized area of the building or examining any type of City records without your supervisor's authorization.

16. Engaging in personal business during working time, such as personal work, personal telephone calls, sleeping, reading, visiting other employees, etc., without permission of your supervisor.
17. Failing to call the City, as far in advance as possible under the circumstances, when not reporting for work.
18. Failing to report knowledge of violation of City rules, policies or procedures by another employee.
19. Habitual, repeated or frequent neglecting or failing to log in or out on timecards or time sheets, (including logging out to record breaks, lunch periods or when changing departments).
20. Carelessness or negligent use of computers, copying machines, fax machines, or other City property or equipment or any violation of computer or equipment use policy.
21. Use or wearing of sunglasses, headsets, or personal radios in working areas without prior permission from your supervisor. If any accessory is needed per ADA, employee should make the request to their supervisor to approve.
22. Any other act or omission deemed harmful or hazardous to the City, our property, our employees, our residents and/or our visitors.

Section 8.02 Drug & Alcohol Policy

8.02.1 Policy.

The use of unauthorized controlled substances by employees poses a significant danger to the health, safety and welfare of the employee and public. It undermines the public trust, adversely affects productivity, and is therefore prohibited. This policy includes post-accident/incident testing. To the extent that this policy does not conflict with union contracts or department drug & alcohol policies, this policy shall be administered for all City employees. This policy establishes "zero tolerance" of any level of alcohol or controlled substances (for the purposes of this Policy, "controlled substances" includes cannabis and cannabis-infused products). ZERO TOLERANCE specifically means that no level of alcohol or unauthorized controlled substances is accepted for any employee of the City while on duty.

8.02.2 Purpose.

The purpose of this policy is to establish written procedures for conducting urinalysis/toxicology tests of all employees under the following conditions:

1. When there is a reasonable suspicion that an employee is under the influence of alcohol or is using an unauthorized controlled substance while on duty;

2. Post-accident testing; and
3. Alcohol/drug testing for all new employees.

8.02.3 Responsibility.

1. All department heads, supervisors and managers are responsible for the implementation of this policy.
2. The City is responsible for obtaining and approving the laboratory testing facility and testing procedures.
3. The fee for testing employees shall be paid for by the City.

8.02.4 Employment Testing; Reasonable Suspicion.

1. Reasonable suspicion exists if specific objective facts and circumstances warrant rational inferences that a person may be under the influence of alcohol, cannabis, or another banned substance. Illustrative, but not all inclusive, criteria of reasonable suspicion are:
 - (a) A pattern of abnormal conduct or erratic behavior; a dramatic decline in work performance; excessive sick leave usage;
 - (b) Information provided by a reliable and credible source which is independently corroborated by supervisory staff;
 - (c) Difficulty walking, slurred speech, needle marks, glazed stare;
 - (d) Observation, such as direct observation of use and/or physical symptoms of being under the influence of alcohol or a controlled substance; and
 - (e) Possession of alcohol or a controlled substance while on duty or while on City property.
2. If an employee believes that there is reasonable suspicion that another employee is under the influence of alcohol or a controlled substance, that employee should report their suspicion to their immediate supervisor.
3. If the supervisor believes that there is reasonable suspicion that an employee is under the influence of alcohol or a controlled substance, they must confirm their suspicion with the Department Head. If those suspicions are confirmed, the suspected employee will be immediately notified that a blood or urine sample will be required. The following procedures will be immediately taken:
 - (a) The employee shall sign a release and consent authorization form for the alcohol/drug testing information to be released to the City;

- (b) The employee's refusal to take the alcohol/drug test shall be treated the same as a positive test result. If an employee leaves the premises after being advised by their supervisor of the above, it shall be considered "insubordination," and as if the employee had refused to submit to the test, which is a violation of this policy. The violation shall be considered "just cause" and treated in the same manner as a positive test result;
- (c) Chain-of-custody documentation for the specimen shall be maintained by the doctor, collection facility and/or laboratory from collection to analysis to destruction. A copy of the results shall be forwarded to the City Administrator or their designee;
- (d) The employee will be escorted by the supervisor to a designated collection facility or laboratory where a urine/blood sample will be taken by a medical professional. The test results shall be submitted to the City where they shall remain as confidential;
- (e) Upon completion of the tests, the employee shall be transported to their residence at the City's expense. Under no circumstances shall an employee suspected of being under the influence of alcohol, cannabis or using drugs be allowed to leave the work site or the test site driving their own or a City owned vehicle. If there is reason to believe that a medical or safety issue might exist at the time of employee testing, the employee will be evaluated by a physician at the testing facility for medical clearance to return to their residence; and
- (f) The employee shall remain on paid status until the results are received. If the test is positive, the employee will be notified and will be given the opportunity to present information that the positive result was the result of an over-the-counter or prescribed drug, or that special circumstances may have affected the test results.

8.02.5 Pre-Employment Testing.

The City of Berwyn reserves the right to require new hires to pass a pre-employment drug screening.

8.02.6 Post-Accident Testing.

1. Post-accident drug/alcohol testing for any employee operating a City owned vehicle is always required.
2. Testing must be done as soon as possible after the accident. Testing for alcohol must be done within two (2) hours and for drugs within thirty-two (32) hours after the accident.

8.02.7 Payment for Testing.

1. The City will assume all costs for testing outlined in this Policy.
2. If an employee tests positive for alcohol or any controlled substance, they may be terminated from their employment with the City or given the opportunity to resign.

8.02.8 Test Results.

1. All test results and related documentation will be treated confidentially and shall not be utilized by the City for any purpose other than employment matters.
2. Test results shall not be released to any other agency or to prospective employers of the employee without the written consent of the employee. Test results shall not be released to any law enforcement agency, except pursuant to a lawful subpoena or court order.

8.02.9 Disciplinary Action for Positive Test Results.

1. A positive test result for either alcohol or an unauthorized controlled substance will result in discipline up to, and including, immediate termination, or the City may accept the employee's resignation. The action described herein is not mutually exclusive of any other action that another agency may take.
2. Any violation of this Policy is considered "just cause" for termination.

8.02.10 Employee Assistance.

1. The City fully supports all assistance programs that are available and encourages employees who have alcohol and/or drug problems to seek these confidential services. These services play an important role by providing employees an opportunity to eliminate alcohol and drug use. These treatment centers will follow up with individuals during their rehabilitation and track their progress and encourage successful completion of the program. Information regarding the City's Employee Assistance Program (EAP) is found in Section 4.03 of this employee handbook.
2. Admittance to an assistance program is not a substitute for work rule violations.

(Ord. 99-50, passed 10-26-1999)

Article 9 Department of Information Technology (IT) Use and Security Policy

THIS POLICY IS NOT INTENDED TO LIMIT OR INTERFERE WITH ANY EMPLOYEE'S RIGHT TO ENGAGE IN PROTECTED OR CONCERTED ACTIVITIES AS DEFINED BY THE ILLINOIS LABOR RELATIONS ACT OR OTHER APPLICABLE LAWS. IN THE EVENT OF A CONFLICT BETWEEN THIS POLICY AND THE LAW, THE LAW WILL GOVERN.

Section 9.01 Introduction

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

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

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

Section 9.02 Purpose

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

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

Section 9.03 General Information

9.03.1 Applicability

For purposes of this document, the term 'computer user' is meant to include all full-time, part-time and seasonal City employees, elected officials, temporary employees, library staff, volunteers, and contractors. Computer users are responsible for the appropriate use of City computers and for taking reasonable precautions to secure the information

and equipment entrusted to them. This Policy also applies to other technology resources in use around the City. Examples of these resources include fax machines, telephones, cellular phones, pagers, two-way radios, and other communication devices. The Policy also applies to new or emerging technologies and those not specifically named.

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

9.03.2 Computer Access

Access to City computers, as well as the level of access, must be authorized by each employee's supervisor. Access may be revoked any time at the discretion of the supervisor; or as security requires, by the Director of Information Technology. Users must utilize individual user accounts and passwords for accessing all City I.T. computer systems, unless otherwise approved by the Director of I.T. Employees will never share their network access with other employees and must keep passwords confidential. Two-factor authentication (2FA) may be required for computer access at the discretion of the Director of I.T.

9.03.3 Remote Access

Remote access (VPN) to City computers resources, electronic documents, or desktops, is prohibited without the authorization of the Director of I.T. and City Administrator. As necessary and with Department Director approval, employees are granted remote access to City email via Outlook Web Access (OWA) or their City-issued telephone. 2FA, Two-Factor Authentication controls must be in place for staff to receive remote access. City IT will oversee control over City's authentication control systems.

9.03.4 Password Access Program

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

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

9.03.5 Password Cracking

It is not uncommon for employees to try to figure out a friend or associate's password, just to see if they can. However, the same employee would never steal the key and go through your desk drawer, looking at everything and anything private and confidential.

Yet, this is just what happens when passwords are cracked. Stay away from such activity. It is a serious violation of City Policy and could result in termination.

9.03.6 Password Selection and Protection

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

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

All employees of the City are provided unique usernames and passwords which govern all access to City I.T resources. Sharing your username and password is prohibited and constitutes a direct violation of this Policy. Users are to use, and only use, their unique user ID and passwords accessing all City I.T resources. All City employee user account passwords expire after 90 days and must be reset to something unique. Complex password algorithms are in place to ensure "simple" passwords are prohibited.

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

9.03.7 Computer Sabotage

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

9.03.8 Hackers

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

Never give any information about computer systems out over the telephone or in any other way to anyone but authorized personnel. If someone requests such information, get their name and phone number, and tell them you will get right back to them. Report the incident immediately to the Help Desk.

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

9.03.9 Harassment, Threats and Discrimination

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

It is not uncommon for employees to receive files, data, pictures, games, jokes, etc., that may be considered offensive by some. The computer is possibly the easiest tool for obtaining, storing, sharing, and disseminating to large audiences such material and viewpoints. Such activity is a serious violation of City Policy. It is inappropriate to use City computers to share your personal views about religion, politics, sexuality, or any other subject of a personal nature that could be considered offensive to others within or outside the City. City computers are not vehicles to express free speech.

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

9.03.10 Snooping

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

9.03.11 Unauthorized Access

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

Department Directors have primary responsibility for the creation and maintenance of application data. These system owners shall be responsible for defining the security and

integrity requirements of their data. They are primarily responsible for authorizing data access and ensuring adequate security, accountability, and control is employed to protect the data.

9.03.12 Viruses, Worms, and Trojan Horses

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

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

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

Ransomware is a type of malicious software that infects a computer and restricts users' access to it until a ransom is paid to unlock it. Ransomware variants have been observed for several years and often attempt to extort money from victims by displaying an on-screen alert. Typically, these alerts state that the user's systems have been locked or that the user's files have been encrypted. Users are told that unless a ransom is paid, access will not be restored. The ransom demanded from individuals varies greatly but is frequently \$200–\$400 dollars and must be paid in virtual currency, such as Bitcoin.

Protect yourself and learn how to report suspicious communications containing ransomware.

Backup regularly and keep a recent backup copy encrypted on a separate system.

There are dozens of ways that files can suddenly vanish, such as fire, flood, theft, a dropped laptop or even an accidental delete. Backup and be sure to encrypt your backups. If you are unsure if your system is being regularly backed up, contact the City I.T. Department.

Don't enable macros in document attachments received via email. Microsoft deliberately turned off the auto-execution of macros by default many years ago as a security measure. A lot of malware infections rely on persuading you to turn macros back on, so don't do it!

Do not open unsolicited email attachments. If you are unsure of an email or an attachment, don't open it. Forward suspicious emails and attachments to helpdesk@ci.berwyn.il.us or call us at extension 4357.

Don't log in as an admin unless it's needed. Don't stay logged in as an administrator any longer than is strictly necessary and avoid browsing, opening documents, or other "regular work" activities while you have administrator rights.

Review network file share permissions. System administrators should review file share permissions for users and groups, using the principle of least privilege. Damage to network file shares (e.g. departmental share) can sometimes be limited using strict permissions.

Stay up-to-date on software patches/updates. Malware that doesn't come in via document macros often relies on security bugs in popular applications, including Office, your browser, Adobe Flash, etc. The sooner you patch, the fewer open holes remain. If you are unsure if your system is being regularly patched, contact the City of Berwyn I.T Department.

Ransomware is commonly delivered via phishing emails that entice you to click on, download, or open a malicious file attachment. If you are unsure of the sender's origin or a questionable link appears, contact the helpdesk staff before clicking any link or opening any attachments.

9.03.13 Personal Use of Computers

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

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

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

9.03.14 Accidents, Mistakes and Spills

It is not hackers, snoopers, viruses, worms, or Trojan horses that cause the most damage to computers and information. Most data loss and damage to computers occurs at the hands of authorized users. Mistakes and accidents represent the biggest cost when it comes to computer information loss. We have all done it, deleted a file that we just spent hours creating, spilled coffee on the keyboard, or dropped the laptop on the floor. Take

a few seconds to read the computer screen before you delete, save, or transmit files. In addition, users need to take reasonable precautions with respect to computer operations, maintenance, handling, and transportation.

Section 9.04 Administration

9.04.1 Back-up

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

If your computer is not attached to the network, you are responsible for your own backups. Important files should be backed-up daily.

All backed-up files should be stored on a secure computer disk or tape, other than the one containing the original data. The back-up disk or tape should be stored off site, preferably in a locked drawer or cabinet. All data stores on removable media, such as portable hard drives, USB drives, DVD/CD-R(w), etc. is not subject to backup and if lost, is not recoverable. Please ensure you take appropriate action to preserve and backup any data you opt to store on all removable media.

9.04.2 Copyright Infringement

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

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

Users are prohibited from installing software on a City computer without prior authorization from the I.T. Department. This specifically includes the downloading of software from the Internet. The purpose of this is to ensure the integrity of the network

and managed workstations as well as ensuring City compliance with software licensing requirements.

9.04.3 Purchases of Computer Software and Equipment

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

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

9.04.4 Disposal of City Data and Technological Equipment

Dated information is only useful to individuals who should not have the data.

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

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

9.04.5 Proprietary Information

City data, databases, programs, and other proprietary information represent City assets and can only be used for authorized City business. Use of City assets for personal gain or benefit is prohibited. Sharing, misappropriating, forwarding, copying or retaining any of the City's confidential or proprietary information with unauthorized City personnel or third parties is prohibited.

9.04.6 Reporting Policy Violations

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

- Attempts to circumvent established computer security systems

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

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

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

9.04.7 Termination of Employment

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

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

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

9.04.8 Unauthorized Changes to City Computers

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

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

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

Section 9.05 Confidentiality

Confidential information should only be used for its intended purpose. Using confidential information for anything other than its intended use is prohibited without prior approval from your Department Head.

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

9.05.1 Handling Confidential Information

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

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

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

9.05.2 Encryption

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

Section 9.06 Physical Security

9.06.1 Locks

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

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

9.06.2 Laptops, Tablets, I-pads and other Devices

There is no sure way to secure all computer-based devices (tablets, I-pads, computers, laptops, etc). However, there are many sensible, cost-effective measures that can help reduce the risk of loss or damage. The following are required when taking these devices off City property:

- Report lost or stolen computers or other devices immediately (prior to end of the workday)
- All important files must be backed-up, and back-up disks must be stored in a separate physical location from the computer
- Confidential, important, and proprietary data leaving the facility requires authorization from your Department Director
- Use reasonable precautions to safeguard the laptop or other device against accidental damage or misuse
- When traveling, laptops and other computerized devices must be in sight at all times or physically secure
- Always store laptops and other devices in a protective carrying case

Unless otherwise approved by the IT department in writing, employees are prohibited from plugging all employee-equipment equipment (laptops, PC's, etc.) into the City network.

9.06.3 Off-Site Computers

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

- Safeguarding the computer and information from theft or damage

- Prohibiting access to the computer (including family, friends, associates, and others) for any purpose without authorization from your Department Director
- Adhering to all computer policies and practices of the City for on-site users
- Remote access to City resources, equipment, information and desktops is prohibited unless approved by the Director of I.T & Mayor

Section 9.07 Privacy

9.07.1 *Monitoring Computer Communications and Systems*

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

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

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

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

Section 9.08 Website Privacy Policy

9.08.1 *Privacy Policy & Notices*

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

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

- Generally, we limit the personally identifiable information to only that which is reasonably necessary to provide proper service and/or response.
- The City of Berwyn accepts email, online form submissions, written, and verbal communications from anyone and/or any organization. These communications may be shared within the government, and may, depending on the subject matter, be retained in agency files. Sharing of these emails or form data is generally limited to those individuals who are responsible for or with oversight of the subject matter contained in the email. Emails received are not used to create a master list for unsolicited contacts by the City of Berwyn. Information from the City's files is subject to information requests made under the Freedom of Information Act and as otherwise required by law.
- The City of Berwyn never sells, markets, trades or otherwise shares personally identifiable information with any third party.

9.08.2 Log Data

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

9.08.3 Disclaimer/ Terms and Conditions of Use

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

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

9.08.4 Links to Other Sites

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

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

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

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

9.08.5 Questions and Concerns?

If you have any questions, comments or concerns regarding the privacy policy and/or practices of City of Berwyn's website, please contact the I.T. department at 708-788-2660.

Section 9.09 External Communications

9.09.1 Internet Connections

Internet connections are authorized for specific business needs. Connection to the Internet without your supervisor's authorization is prohibited. Such use is a privilege that may be revoked at any time if abused. Furthermore, the following activities are prohibited without the authorization of your Department Director & Director of I.T.

- Accessing the Internet by intentionally bypassing the firewall

- Downloading information of any kind, including data, files, programs, pictures, screen savers, streaming video or audio, and attachments, that is not directly required based on the nature of your position within the City
- Exploring the Internet for profit
- Establishing communications with third parties
- Forwarding or transmitting information to third parties or employees for reasons other than City business
- Copying programs, files, and data
- Transmitting important, confidential, or proprietary information
- Speaking on behalf of the City

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

The following actions are prohibited under any circumstances:

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

9.09.2 Filters

The City reserves the right to identify and block Internet content that is inconsistent with the goals of the City. Materials that may reasonably be construed to be obscene,

disruptive, or harmful to the working environment and security may be blocked. Since no filtering mechanism is capable of blocking all objectionable content, however, computer users must adhere to the guidelines stated herein and refrain from viewing, displaying, sending, receiving, storing, or printing all such materials.

9.09.3 Subscriptions

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

9.09.4 Surveys

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

9.09.5 Third Parties

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

9.09.6 E-mail

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

Incidental or occasional use of e-mail for personal reasons is permitted. Such use is a privilege that may be revoked at any time if abused. Only City personnel are allowed access to the City email system. The following e-mail activity is prohibited:

- Accessing, or trying to access, another user's e-mail account
- Obtaining or distributing another user's e-mail account
- Using e-mail to harass, discriminate, or make defamatory comments

- Sending inappropriate e-mail to third parties. Any message containing sexual implications, racial slurs, gender-specific comments, or any other comment that offensively addresses someone's age, sexual orientation, religious, or political beliefs, national origin, or disability is considered inappropriate.
- Transmitting City records within, or outside, the City without authorization from your Department Director.
- Transmitting junk mail, chain letters, or soliciting for commercial, religious, or political causes
- Sending or receiving copyrighted materials, trade secrets, proprietary financial information, or similar information without authorization from your Department Director.

Employees are required to report inappropriate use of e-mail to the I.T. Department.

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

9.09.7 Forwarding Information

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

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

If the answer to any of these questions is yes, do not forward the information. A bad decision may only result in misunderstanding, hurt feelings, and added work. When in doubt, please contact the IT Department prior to sending your communication.

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

9.09.8 Spam

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

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

9.09.9 Social Media Policy

This Policy governs the use of social media by all City employees, whether full-time, part-time, or seasonal. For purposes of this Policy, social media is defined as Internet or mobile digital tools and systems used to share and/or receive information. This Policy covers employee conduct on, among many other things, internet blogs, message boards, and various social media websites such as Facebook, Linked-In, Instagram, Snapchat, Twitter, and YouTube.

Nothing in this policy shall prohibit or infringe upon any communication, speech or expression that is protected under state or federal constitutions, the Illinois Public Labor Relations Act, or any other applicable law.

The City recognizes that its employees may use social media as a method for communicating ideas and information. However, employees should recognize the potential for damage caused (either directly or indirectly) to the City in certain circumstances via your personal use of social media when you can be identified as a City employee. Accordingly, you should comply with this policy to ensure that risk of such damage is minimized.

You are personally responsible for the content you publish in a personal capacity on any form of social media platform. Remember that all posts are public and often permanent. When in doubt, you should seek guidance from your Department Head on how to comply with this Policy. The City reserves the right to read what you write or say publicly and make a determination if it meets this Policy.

Prohibited Conduct

1. Employees are prohibited from engaging in the use of social media for reasons falling outside of their job responsibilities during working time. For purposes of this Policy, "working time" means those times when employees are required to be engaged in work-related tasks and does not include time before or after the workday, authorized break times, or mealtimes.
2. Employees are prohibited from disclosing confidential information relating to the City. For purposes of this policy, confidential information includes, but is not limited to, nonpublic information about the City, its employees, or other individuals that would not be subject to disclosure under the Illinois Freedom of Information Act and other information that, if disclosed, would violate any law or court order. Questions about whether information constitutes confidential information should be directed to the City Administrator.
3. Employees are prohibited from utilizing any City logos, trademarks, copyrights, or other images associated with the City when using social media for reasons falling outside of their job responsibilities if doing so would reasonably create the impression that the information utilized is sponsored or sanctioned by the City.
4. When using social media for reasons falling outside of their job responsibilities, employees are prohibited from making any statements that would give the impression that the views they have expressed are the opinions of the City. If there may be the potential for confusion on this issue (for example, if the individual making the statement is identified as an employee of the City), employees are expected to include a disclaimer stating that the views being expressed are personal and do not necessarily reflect the views of the City.
5. Employees are prohibited from communicating about the City and its employees, citizens, vendors, contractors, or suppliers in a manner that is vulgar, obscene, threatening, intimidating, harassing, libelous, or discriminatory on the basis of race, color, religion, sex, gender, gender-identity, gender-expression, sexual orientation, genetic information, national origin, age, physical or mental disability, pregnancy, childbirth (or common conditions related thereto) ancestry, marital status, military status, arrest record, unfavorable discharge from military service, order of protection status, citizenship status, or any other characteristic protected by federal, state, or local law. Additionally, employees are prohibited from making statements that they know to be false about the City, its employees, or any third party.

Violations of this Policy may result in disciplinary action up to and including termination of employment. The City will not tolerate retaliation against any employee who reports, in

good faith, a possible violation of this Policy or who cooperates in an investigation relating to a violation of this Policy.

Section 9.10 Local Area Network

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

Because important, confidential, and proprietary information is stored on the LAN, only City employees are allowed access without written authorization from a Department Director. All City policies apply to the LAN.

The following activities are prohibited, without authorization from the Director of I.T.:

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

Section 9.11 Glossary of Terms

9.11.1 Computer Information

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

9.11.2 Encryption

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

9.11.3 Firewall

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

9.11.4 Hacker

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

computer systems. (Hacker is used here to describe those who break into and corrupt computer systems.)

9.11.5 Instant Messaging

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

9.11.6 Internet

A group of networks connected via routers.

9.11.7 LAN

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

9.11.8 Login

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

9.11.9 2FA

Short for Two-factor authentication: (2FA) is a second layer of security to protect an account or system.

9.11.10 Server

A computer or device that administers network functions and applications.

9.11.11 Spam

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

9.11.12 Third-Party Computer

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

9.11.13 Ransomware

A program that masquerades as something it is not, usually for the purpose of breaking into an account or exceeding commands with another user's privileges, and uses encryption to lock data, requiring "ransom" to be paid in order to receive the decryption key.

9.11.14 Virus

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

9.11.15 Web Site

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

9.11.16 Worm

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

Article 10 Media Relations Policy

Section 10.01 Goal

The City of Berwyn seeks to work cooperatively with the media to disseminate information of public interest and concern in an accurate, complete and timely manner.

Section 10.02 Policy

1. To achieve the City's goal, the City Administrator is designated as the City Public Information Officer ("City PIO") and shall be responsible for the implementation of this Policy. When the City PIO is unavailable, they shall designate one of the authorized City spokespersons as the acting City PIO.
2. All media calls are to be treated as important calls, and we must ensure that we respond to the journalists' enquiry and/or interview request in a timely and informative way. Any media inquiries received by City staff will be referred immediately to their Department Director who, in turn, will immediately forward the contact to the City PIO for response.
3. It is important not to respond to any questions on the initial call.

The person taking the call should say:

- "I'm not the best person to talk to, but I will arrange for the right person to call you back." OR
- "I am not an expert in this area, but I can get someone to call you back."
- For spokespeople – "I am busy, but will call you back as soon as possible"

The person taking the call must ask:

- What is your name?

- What publication are you calling from?
- When is your deadline?
- What information are you looking for and what is the topic of the interview?
- What is your phone number?

Once you have this information, tell the journalist that a spokesperson will call them back as soon as possible.

4. When contacted by the City PIO for information needed to respond to a media inquiry, all Department Directors shall immediately provide the City PIO the most accurate and complete information available for the response.
5. If the City PIO determines that the City's goal can best be achieved by having someone with more background or expertise speak for the City on a particular topic, they may designate one of the authorized spokespersons to assist with or give the City's response.
6. To assure that the City's elected officials have accurate, complete and timely information to fulfill their responsibilities to represent the public in City affairs, they shall be informed by email of the substance of significant media inquiries and of the City's official response.

Section 10.03 City Spokespersons

Authorized City spokespersons that the City PIO, in their judgment, may designate for a particular response are:

The Mayor and City Council members
 The City Attorney
 All Department Directors
 The Police Public Information Officer ("Police PIO")
 The Fire Public Information Officer ("Fire PIO")
 City employees with expertise on a specific issue

Section 10.04 Records Requests

1. Media requests for records will be handled in accordance with this Policy, to the extent it is consistent with the Illinois Open Records Act (5 ILCS 160/1) and Illinois Criminal Justice Records (20 ILCS 3930).
2. The City PIO will be notified of all media records requests.
3. Media requests for records shall be made in writing on the Freedom of Information Act form and delivered to the City Clerk. A copy of all records provided to the media in response to the request shall be attached to the completed form and archived by the City Clerk after disseminating to the City PIO.

4. The records produced in response to media requests shall be readily available for public viewing upon request.

Section 10.05 Privileged and Private Information

1. The vast majority of the records and affairs of the City of Berwyn are public information which citizens, including the press, have the right to know. All public information should be provided to the press upon request without unnecessary delay.
2. Some matters, however, like ongoing investigations, information regarding litigation or the threat of litigation, personnel issues, real estate transactions, medical and mental health matters, private data regarding citizens, documents in draft form, to name a few, are governed by privileges and laws intended to advance important public policy goals.
3. When a media request for an interview or for records appears to involve a subject matter that may be privileged or private, the City PIO or City Clerk should consult with the City Attorney. The City Attorney will review the request and provide counsel to staff.

Section 10.06 Personal Points of View

1. It is recognized that all employees have the right to express their personal points of view regarding matters of general public concern.
2. However, personal points of view may conflict with the City's official policy.
3. Therefore, City employees who write letters to the editor may not use official City stationary. If an employee chooses to identify themselves as a City employee in a letter or email to the editor, they must state that the views set forth in the letter do not represent the views of the City but are the employee's personal opinions.
4. A similar disclaimer must be given if an employee addresses a public meeting, participates in a radio talk show, or is interviewed for radio or television, unless the employee has been designated by the City PIO as a spokesperson for the City.

Section 10.07 City Initiated Information

1. Proactive media contact on behalf of the City is processed through the City PIO – this includes press releases, media advisories and personal contacts with reporters and editors for coverage.

2. Departments seeking publicity for events or activities, or needing to collaborate with the media to communicate important information to the public, will coordinate with the City PIO.

Section 10.08 Public Safety Issues

1. Because the Berwyn Police Department ("BPD") and Berwyn Fire Department ("BFD") operate 24/7 and their work generates a high volume of media calls, they shall designate fire personnel and police personnel as BPD and BFD Public Information Officers or BPD PIO's and BFD PIO's and follow specific guidelines when releasing information as illustrated herein.
2. When the City PIO is notified by a City staff member of a media call regarding a police investigation or general criminal activity, the City PIO will immediately work with the BPD PIO for the appropriate response.
3. When the City PIO is notified by a City staff member of a media call regarding a fire investigation, the City PIO will automatically work with the BFD PIO for the appropriate response. All information released to the media by either the BPD PIO and/or BFD PIO should be reviewed by the City PIO who will forward the information by email to elected officials.
4. Media inquiries concerning matters of police/fire personnel, general police/fire policies and procedures, or in any way reflecting upon the competency or integrity of police/fire personnel or police/fire administration will be routed to and handled directly by the City PIO as provided in this policy.
5. In law enforcement situations, on-scene requests for media interviews will be referred to the BPD PIO. The City PIO may write and distribute press releases based on information provided by the on-scene BPD PIO.
6. In fire and EMS situations, on-scene requests for media interviews will be referred to the BFD PIO. The BFD PIO will notify the City PIO if an interview was conducted. The City PIO may write and distribute press releases based on information provided by the BFD PIO.
7. In combined law enforcement/fire/EMS situations, only one person will speak on behalf of the City as determined by the City PIO.

Section 10.09 Crisis or Emergency Issues

During a crisis or major emergency (i.e. flooding, tornado, mass casualty incident, etc.), the procedure for communicating with the media is highlighted in the City Emergency Plan. The plan designates the City PIO as the main point of contact for the media. The City PIO will be assisted by alternates, including the BPD PIO and BFD PIO to prepare and disseminate emergency public information.

RECEIPT OF PERSONNEL EMPLOYEE HANDBOOK

I have received a copy of the City of Berwyn Employee handbook ("Employee Manual"). I understand that the Employee Manual contains a summary of some benefits and policies and that the City reserves the right to change, modify or delete rules, policies and benefits contained in the Employee Manual. I agree to abide by the rules and regulations contained in the Employee Manual and with any revisions made thereafter. I also understand that any delay or failure by the City to enforce any City Policy or rule will not constitute a waiver of the City's right to do so in the future.

I understand that neither this Employee Manual nor any other communication by a management representative, whether oral or written, is intended in any way to create a contract of employment. Since employment with the City of Berwyn is voluntarily entered into, I am free to resign at any time. Similarly, the City of Berwyn may terminate the employment relationship whenever it believes it is appropriate. In the event of a conflict between this Employee Manual and a specific provision of the collective bargaining agreement, the collective bargaining agreement will govern.

I am aware that the City has the right and responsibility to take reasonable steps to inspect and review any items, materials or communications that are made with City equipment or on City time. Therefore, I acknowledge that I have no expectation with respect to the privacy of such communications. Finally, I acknowledge and understand that nothing in this Employee Manual or this Receipt is intended to diminish my rights to engage in free speech or other forms of communication that are protected by law, including the right to engage in lawful protected or concerted activity under the Illinois State Labor Relations Act.

Date

Signature

[Return to the Office of the City Administrator and Copy in Employee Personnel File]

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<u>BATCH</u>	<u>CK DATE</u>	<u>GROSS</u>	<u>FED</u>	<u>EMPLOYER FICA</u>	<u>EMPLOYER MEDICARE</u>	<u>STATE</u>
2202122	10/27/2021	1,285,039.13	138,050.43	28,975.16	17,427.87	52,280.88
FEDERAL	Federal	184,453.46				
STATE	State	52,280.88				

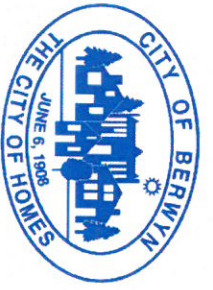


K-2

Accounts Payable by G/L Distribution Report

Payment Date Range 10/28/21 - 11/10/21

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund 100 - General Fund										
Department 02 - Mayor's Office										
Account 5290 - Other General Expenses										
5594 - Chase	2021-00001088	Chase Credit Card Purchases	Paid by Check # 60188		10/27/2021	10/27/2021			10/29/2021	35.32
1013 - Horizon Screen Print	21-2357	Adult & Youth T-Shirts	Paid by Check # 60235		10/26/2021	10/26/2021			11/10/2021	784.00
Department 03 - City Administrator's Office										
Account 5290 - Other General Expenses										
5594 - Chase	2021-00001088	Chase Credit Card Purchases	Paid by Check # 60188		10/27/2021	10/27/2021			10/29/2021	180.65
Department 10 - Legal										
Account 5290 - Other General Expenses										
30378 - Sullivan's Law Directory	957787-1	Law Directory Renewal	Paid by Check # 60265		10/25/2021	10/25/2021			11/10/2021	101.59
5601 - Servicios Fuentes LTD	OCTOBER2021	Legal Services Oct. 2021	Paid by Check # 60260		10/25/2021	10/25/2021			11/10/2021	825.00
Department 12 - Finance										
Account 5225-01 - Supplies Office										
5669 - Garvey's Office Products	PINW2121838	Finance Dept Office Supplies	Paid by Check # 60179		10/25/2021	10/25/2021			10/28/2021	168.71
5594 - Chase	2021-00001088	Chase Credit Card Purchases	Paid by Check # 60188		10/27/2021	10/27/2021			10/29/2021	39.00
Sub Department 11 - Collector's Office										
Account 5225-01 - Supplies Office										
5669 - Garvey's Office Products	CM192205	Collectors Office Supplies	Paid by Check # 60179		10/25/2021	10/25/2021			10/28/2021	(34.99)
5669 - Garvey's Office Products	CM192405	Collectors Office Supplies	Paid by Check # 60179		10/25/2021	10/25/2021			10/28/2021	(34.95)
Account 5290 - Other General Expenses										
Sub Department 11 - Collector's Office										
Account 5225-01 - Supplies Office										
Sub Department 11 - Collector's Office Totals										(69.94)
Department 12 - Finance Totals										137.77



Accounts Payable by G/L Distribution Report

Payment Date Range 10/28/21 - 11/10/21

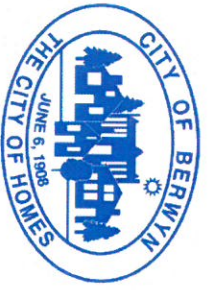
Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund 100 - General Fund										
Department 14 - Human Resources										
Account 5225-01 - Supplies Office										
5669 - Garvey's Office Products	PINW2128144	Benefits Office Supplies	Paid by Check # 60179		10/25/2021	10/25/2021	10/25/2021		10/28/2021	44.86
Department 16 - Information Technology Account 5225-01 - Supplies Office										Invoice Transactions 1 \$44.86
Department 14 - Human Resources Totals Invoice Transactions 1										\$44.86
5669 - Garvey's Office Products	PINW2127510	I.T. Dept. Office Supplies	Paid by Check # 60179		10/25/2021	10/25/2021	10/25/2021		10/28/2021	157.17
5669 - Garvey's Office Products	PINW2127546	I.T. Dept. Office Supplies	Paid by Check # 60179		10/25/2021	10/25/2021	10/25/2021		10/28/2021	73.42
5669 - Garvey's Office Products	PINW2129401	I.T. Dept. Office Supplies	Paid by Check # 60179		10/25/2021	10/25/2021	10/25/2021		10/28/2021	230.98
Account 5225-01 - Supplies Office Totals Invoice Transactions 3										\$461.57
5820 - SYNCB / AMAZON	2021-00001127	Storage boxes IT office (3), repl cam, mem and sec hooks	Paid by Check # 60267		10/25/2021	10/25/2021	10/25/2021		11/10/2021	299.14
Account 5290 - Other General Expenses Invoice Transactions 1										\$299.14
Account 5530 - Network Infrastructure Invoice Transactions 8										\$4,683.21
4024 - AT & T	708788414810-5	Sep. 17 - Oct. 16 2021	Paid by Check # 60218		10/25/2021	10/25/2021	10/25/2021		11/10/2021	97.23
4024 - AT & T	708788324810-5	Sep. 17 - Oct. 16 2021	Paid by Check # 60218		10/25/2021	10/25/2021	10/25/2021		11/10/2021	97.23
4026 - AT&T	7600374603	AT&T 1G internet circuit/monthly	Paid by Check # 60219		10/25/2021	10/25/2021	10/25/2021		11/10/2021	4,256.00
5330 - AT&T Long Distance	834894336-25	Att Long Distance / Oct. 2021	Paid by Check # 60220		10/25/2021	10/25/2021	10/25/2021		11/10/2021	232.75
Account 5530 - Network Infrastructure Totals Invoice Transactions 4										\$4,683.21
Department 17 - Administrative Account 5035-01 - Benefits Health Insurance Invoice Transactions 8										\$5,443.92
15 - Health Care Service Corporation	2021-00001085	11/21 insurance premiums	Paid by Check # 60201		11/01/2021	11/01/2021	11/01/2021		11/02/2021	906,908.11
6235 - VSP Vision Care of Illinois, NFP	2021-00001086	11/21 insurance premiums	Paid by Check # 60209		11/01/2021	11/01/2021	11/01/2021		11/02/2021	8,092.92
Account 5035-01 - Benefits Health Insurance Totals Invoice Transactions 2										\$915,001.03
504 - AETNA	2021-00001083	11/21 insurance premiums	Paid by Check # 60191		11/01/2021	11/01/2021	11/01/2021		11/02/2021	39,019.80
Account 5035-02 - Benefits Dental Insurance Invoice Transactions 1										\$39,019.80
Account 5035-02 - Benefits Dental Insurance Totals Invoice Transactions 1										\$39,019.80



Accounts Payable by G/L Distribution Report

Payment Date Range 10/28/21 - 11/10/21

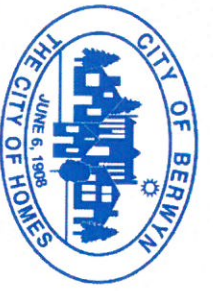
Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund 100 - General Fund										
Department 17 - Administrative										
Account 5035-03 - Benefits Life Insurance										
16 - Dearborn National Life Insurance Company	2021-00001084	11/21 insurance premiums	Paid by Check # 60197		11/01/2021	11/01/2021	11/01/2021		11/02/2021	10,280.32
Department 18 - Fire Department										
Account 5205 - Utilities										
4095 - Symmetry Energy Solutions, LLC	11976824	natural gas deliveries	Paid by Check # 60180		10/25/2021	10/25/2021	10/25/2021		10/28/2021	7.99
Account 5225 - Supplies										
5574 - Lawson Products	9308724142	Black Can Liners	Paid by Check # 60244		11/02/2021	11/02/2021	11/02/2021		11/10/2021	108.50
Account 5225-01 - Supplies Office										
5669 - Garvey's Office Products	CM191973	Fire Dept Office Supplies	Paid by Check # 60179		10/25/2021	10/25/2021	10/25/2021		10/28/2021	(35.46)
5669 - Garvey's Office Products	CM192314	Fire Dept Office Supplies	Paid by Check # 60179		10/25/2021	10/25/2021	10/25/2021		10/28/2021	(295.00)
Account 5400 - Repairs & Maintenance										
5981 - Crystal Maintenance Services	27877	Cleaning Services	Paid by Check # 60178		10/25/2021	10/25/2021	10/25/2021		10/28/2021	255.00
Account 5400-30 - Repairs & Maintenance Building										
2696 - Chicago Metropolitan Fire Prevention Company	IN00369480	F/A Radio Use / Maintenance	Paid by Check # 60224		11/02/2021	11/02/2021	11/02/2021		11/10/2021	108.75
3418 - Hansen Door	10455	/Monitoring Door Repairs	Paid by Check # 60234		11/02/2021	11/02/2021	11/02/2021		11/10/2021	964.50
Account 5400-31 - Repairs & Maintenance Fleet										
4688 - Fire Service, Inc.	23579	Repair HVAC Condenser for 910 Inv.	Paid by Check # 60231		11/02/2021	11/02/2021	11/02/2021		11/10/2021	1,344.76
32052 - Just Tires	0000065005	Spare Amb. Tires - Restock at South Fire House Inv. 65005	Paid by Check # 60239		11/02/2021	11/02/2021	11/02/2021		11/10/2021	1,252.14
32052 - Just Tires	0000064939	New Tires & Repairs	Paid by Check # 60239		11/02/2021	11/02/2021	11/02/2021		11/10/2021	414.00
Account 5400-31 - Repairs & Maintenance Fleet Totals										\$3,010.90
Account 5035-03 - Benefits Life Insurance Totals										\$10,280.32
Department 17 - Administrative Totals										\$964,301.15
Account 5205 - Utilities Totals										\$7.99
Account 5225 - Supplies Totals										\$108.50
Account 5225-01 - Supplies Office Totals										(330.46)
Account 5400 - Repairs & Maintenance Totals										\$255.00
Account 5400-30 - Repairs & Maintenance Building Totals										\$1,073.25
Account 5400-31 - Repairs & Maintenance Fleet Totals										\$1,344.76
Account 5400-31 - Repairs & Maintenance Fleet Totals										\$3,010.90



Accounts Payable by G/L Distribution Report

Payment Date Range 10/28/21 - 11/10/21

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Vendor Fund 100 - General Fund										
Department 18 - Fire Department										
Account 5500 - Equipment										
6000 - Flashlight Outlet	20211474	76 - Survivor LED Light Only - Orange Inv. 20211474	Paid by Check # 60232		11/02/2021	11/02/2021	11/02/2021		11/10/2021	5,700.00
1638 - Stryker Sales Corporation	3541323M	1 - 6500 Power load Comp Upgrade Kit (cot) Inv. 3541323 M	Paid by Check # 60263		11/02/2021	11/02/2021	11/02/2021		11/10/2021	1,910.43
Account 5500 - Equipment Totals Invoice Transactions 2 \$7,610.43										
1330 - Air One Equipment, Inc.										
Account 5500-01 - Equipment Turnout Gear										
	173509	TURNOUT GEAR Pant & Coat for Gill Inv. 173509	Paid by Check # 60213		11/02/2021	11/02/2021	11/02/2021		11/10/2021	2,380.00
Account 5500-01 - Equipment Turnout Gear Totals Invoice Transactions 1 \$2,380.00										
Department 20 - Police Department										
Account 5040 - Tuition Reimbursement										
6104 - Katie Perez	1215219031-5	Tuition: Correctional Psychology	Paid by Check # 60203		11/01/2021	11/01/2021	11/01/2021		11/02/2021	2,106.00
Account 5040 - Tuition Reimbursement Totals Invoice Transactions 1 \$2,106.00										
4095 - Symmetry Energy Solutions, LLC										
Account 5205 - Utilities										
	11976824	natural gas deliveries	Paid by Check # 60180		10/25/2021	10/25/2021	10/25/2021		10/28/2021	112.02
Account 5205 - Utilities Totals Invoice Transactions 1 \$112.02										
4024 - AT & T										
Account 5215-01 - Telephone In-House										
	708788401910-	Sep. 17 - Oct. 16 2021	Paid by Check # 60193		11/01/2021	11/01/2021	11/01/2021		11/02/2021	797.97
	5		Paid by Check # 60193		11/01/2021	11/01/2021	11/01/2021		11/02/2021	164.53
	708795560110-	Sep. 14 - Oct. 13 2021	Paid by Check # 60193		11/01/2021	11/01/2021	11/01/2021		11/02/2021	557.64
	4		Paid by Check # 60196		11/01/2021	11/01/2021	11/01/2021		11/02/2021	
Account 5215-01 - Telephone In-House Totals Invoice Transactions 3 \$1,520.14										
6280 - Street Cop Training										
Account 5220 - Training, Dues & Publications										
	52462-553-1-	Training / Ryan Kukla & Phil Quattrochi	Paid by Check # 60208		11/01/2021	11/01/2021	11/01/2021		11/02/2021	398.00
	a733		Paid by Check # 60210		11/01/2021	11/01/2021	11/01/2021		11/02/2021	400.00
Account 5220 - Training, Dues & Publications Totals Invoice Transactions 4 \$13,198.00										
6290 - Wicklander Zulawski										
Account 5220 - Training, Dues & Publications										
	26303	Training / Katie Perez	Paid by Check # 60210		11/01/2021	11/01/2021	11/01/2021		11/02/2021	400.00
Account 5220 - Training, Dues & Publications Totals Invoice Transactions 4 \$13,198.00										
6290 - Wicklander Zulawski										
Account 5220 - Training, Dues & Publications										
	26304	Training / Robert Trofimchuk	Paid by Check # 60210		11/01/2021	11/01/2021	11/01/2021		11/02/2021	400.00
Account 5220 - Training, Dues & Publications Totals Invoice Transactions 4 \$13,198.00										
265 - Northeast Multi-Regional Training, Inc.										
Account 5220 - Training, Dues & Publications										
	292531	Training	Paid by Check # 60250		11/02/2021	11/02/2021	11/02/2021		11/10/2021	12,000.00
Account 5220 - Training, Dues & Publications Totals Invoice Transactions 4 \$13,198.00										



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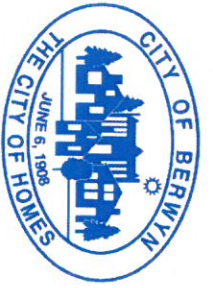
Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Vendor Fund 100 - General Fund										
Department 20 - Police Department										
Account 5225 - Supplies										
30099 - Ray O'Herron Company, Inc.	3090794	Law Enforcement Supplies	Paid by Check # 60205		11/01/2021	11/01/2021	11/01/2021		11/02/2021	66.94
Account 5225 - Supplies Office										
2578 - Aqua Chill of Chicago LLC	2268189	Water Cooler Rentals	Paid by Check # 60192		11/01/2021	11/01/2021	11/01/2021		11/02/2021	177.00
Account 5235 - Postage & Printing										
390 - Citadel	175376	Document Destruction	Paid by Check # 60195		11/01/2021	11/01/2021	11/01/2021		11/02/2021	122.27
390 - Citadel	176498	Document Destruction	Paid by Check # 60195		11/01/2021	11/01/2021	11/01/2021		11/02/2021	170.23
390 - Citadel	177568	Document Destruction	Paid by Check # 60195		11/01/2021	11/01/2021	11/01/2021		11/02/2021	170.23
465 - Diamond Graphics, Inc.	0102831083	Business Cards	Paid by Check # 60198		11/01/2021	11/01/2021	11/01/2021		11/02/2021	100.00
Account 5235 - Postage & Printing Totals										
										\$562.73
Account 5290 - Other General Expenses										
5594 - Chase	2021-00001088	Chase Credit Card Purchases	Paid by Check # 60188		10/27/2021	10/27/2021	10/27/2021		10/29/2021	50.00
Account 5290 - Other General Expenses Totals										
										\$50.00
Account 5400-30 - Repairs & Maintenance Building										
492 - Fullmer Locksmith Service, Inc.	N29761	Locksmith Services	Paid by Check # 60200		11/01/2021	11/01/2021	11/01/2021		11/02/2021	51.00
345 - Professional Pest Control, Inc.	2021-00001119	Exterminator Fee	Paid by Check # 60204		11/01/2021	11/01/2021	11/01/2021		11/02/2021	65.00
345 - Professional Pest Control, Inc.	2021-00001120	Exterminator Fee	Paid by Check # 60204		11/01/2021	11/01/2021	11/01/2021		11/02/2021	45.00
3743 - SEPS, Inc.	203158	Backup Power Maintenance	Paid by Check # 60206		11/01/2021	11/01/2021	11/01/2021		11/02/2021	5,392.00
5658 - Specialty Mat Service	1082158	Floor Mats	Paid by Check # 60207		11/01/2021	11/01/2021	11/01/2021		11/02/2021	275.28
Account 5400-30 - Repairs & Maintenance Building Totals										
										\$5,828.28
Account 5400-31 - Repairs & Maintenance Fleet										
2693 - ABC Automotive Electronics	C236713	Fleet Repair and Maintenance	Paid by Check # 60190		11/01/2021	11/01/2021	11/01/2021		11/02/2021	5,555.70
2693 - ABC Automotive Electronics	C236825	Vehicle Repairs	Paid by Check # 60190		11/01/2021	11/01/2021	11/01/2021		11/02/2021	240.00
2693 - ABC Automotive Electronics	C236826	Vehicle Repairs	Paid by Check # 60190		11/01/2021	11/01/2021	11/01/2021		11/02/2021	235.00



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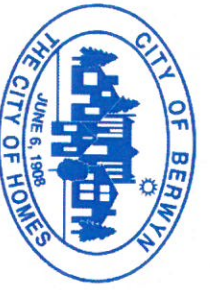
Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund 100 - General Fund										
Department 20 - Police Department										
Account 5400-31 - Repairs & Maintenance Fleet										
32052 - Just Tires	0000064919	New Tires & Repairs	Paid by Check # 60202		11/01/2021	11/01/2021	11/01/2021		11/02/2021	948.00
Department 22 - Fire & Police Commission										
Account 5290-11 - Other General Expenses Pre-Employment Physicals										
2527 - Associates in Behavioral Science	2021-00001082	Psych Evaluations	Paid by Check # 60217		10/26/2021	10/26/2021	10/26/2021		11/10/2021	2,500.00
6060 - Edward R. Kirby & Associates	43527	Background Checks	Paid by Check # 60230		10/26/2021	10/26/2021	10/26/2021		11/10/2021	1,164.05
Department 24 - Building/Neighborhood Affairs										
Account 5205 - Utilities										
4095 - Symmetry Energy Solutions, LLC	11976824	natural gas deliveries	Paid by Check # 60180		10/25/2021	10/25/2021	10/25/2021		10/28/2021	5.53
Account 5225-01 - Supplies Office										
5669 - Garvey's Office Products	PINNV2114872	Building Dept Office Supplies	Paid by Check # 60179		10/25/2021	10/25/2021	10/25/2021		10/28/2021	124.75
5669 - Garvey's Office Products	PINNV2116994	Building Dept Office Supplies	Paid by Check # 60179		10/25/2021	10/25/2021	10/25/2021		10/28/2021	148.00
5669 - Garvey's Office Products	PINNV2118202	Building Dept Office Supplies	Paid by Check # 60179		10/25/2021	10/25/2021	10/25/2021		10/28/2021	130.32
5669 - Garvey's Office Products	PINNV2118858	Building Dept Office Supplies	Paid by Check # 60179		10/25/2021	10/25/2021	10/25/2021		10/28/2021	68.89
5669 - Garvey's Office Products	PINNV2120476	Building Dept Office Supplies	Paid by Check # 60179		10/25/2021	10/25/2021	10/25/2021		10/28/2021	50.87
5669 - Garvey's Office Products	PINNV2126645	Building Dept Office Supplies	Paid by Check # 60179		10/25/2021	10/25/2021	10/25/2021		10/28/2021	212.49
5669 - Garvey's Office Products	PINNV2126911	Building Dept Office Supplies	Paid by Check # 60179		10/25/2021	10/25/2021	10/25/2021		10/28/2021	105.60
5669 - Garvey's Office Products	PINNV2127406	Building Dept Office Supplies	Paid by Check # 60179		10/25/2021	10/25/2021	10/25/2021		10/28/2021	9.06
5669 - Garvey's Office Products	PINNV2125403	Building Dept Office Supplies	Paid by Check # 60179		10/25/2021	10/25/2021	10/25/2021		10/28/2021	206.37
Account 5300 - Professional Services										
294 - B. Davids Landscaping	21167	Lawnmcare & Misc. Services	Paid by Check # 60221		10/25/2021	10/25/2021	10/25/2021		11/10/2021	3,485.00
Account 5225-01 - Supplies Office Totals										
										<u>\$1,056.35</u>
										<u>9</u>
										<u>Invoice Transactions</u>
										<u>1</u>
										<u>2</u>
										<u>25</u>
										<u>4</u>
										<u>25</u>
										<u>\$6,978.70</u>
										<u>\$30,599.81</u>
										<u>\$3,664.05</u>
										<u>\$3,664.05</u>



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Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund 100 - General Fund										
Department 24 - Building/Neighborhood Affairs										
Account 5300 - Professional Services										
3014 - JNC Consulting, Inc.	1341	Permit Inspections Nov. 2021	Paid by Check # 60238		10/25/2021	10/25/2021	10/25/2021		11/10/2021	1,850.00
Account 5400 - Repairs & Maintenance										
5981 - Crystal Maintenance Services	27877	Cleaning Services	Paid by Check # 60178		10/25/2021	10/25/2021	10/25/2021		10/28/2021	1,439.16
Department 26 - Public Works										
Sub Department 35 - Streets										
Account 5015 - Stipends - Uniform										
280 - Roscoe Company	1720398	uniforms	Paid by Check # 60255		10/29/2021	10/29/2021	10/29/2021		11/10/2021	105.24
Account 5205 - Utilities										
4095 - Symmetry Energy Solutions, LLC	11976824	natural gas deliveries	Paid by Check # 60180		10/25/2021	10/25/2021	10/25/2021		10/28/2021	2.92
Account 5225 - Supplies										
162 - Jack's Rental, Inc.	85660	supplies	Paid by Check # 60237		10/29/2021	10/29/2021	10/29/2021		11/10/2021	147.04
391 - Tele-Tron Ace Hardware	94562	supplies	Paid by Check # 60268		10/29/2021	10/29/2021	10/29/2021		11/10/2021	412.37
Account 5225-01 - Supplies Office										
5669 - Garvey's Office Products	PINW2122433	Public Works Office Supplies	Paid by Check # 60179		10/25/2021	10/25/2021	10/25/2021		10/28/2021	82.30
5669 - Garvey's Office Products	PINW2123127	Public Works Office Supplies	Paid by Check # 60179		10/25/2021	10/25/2021	10/25/2021		10/28/2021	11.12
5669 - Garvey's Office Products	PINW2124669	Public Works Office Supplies	Paid by Check # 60179		10/25/2021	10/25/2021	10/25/2021		10/28/2021	18.87
Account 5300 - Professional Services										
6085 - Anagnos Door Co.	97391	door repair	Paid by Check # 60215		10/29/2021	10/29/2021	10/29/2021		11/10/2021	748.70
1103 - Lyons Tree Service, Inc.	105J	tree trimming/removal	Paid by Check # 60246		10/29/2021	10/29/2021	10/29/2021		11/10/2021	5,541.00
Account 5300 - Professional Services Totals										\$6,289.70
Account 5225-01 - Supplies Office Totals										\$112.29
Account 5015 - Stipends - Uniform Totals										\$105.24
Account 5205 - Utilities Totals										\$2.92
Account 5225 - Supplies Totals										\$559.41
Account 5400 - Repairs & Maintenance Totals										\$1,439.16
Department 24 - Building/Neighborhood Affairs Totals										\$7,836.04



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Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund 100 - General Fund										
Department 26 - Public Works										
Sub Department 35 - Streets										
Account 5400 - Repairs & Maintenance										
5981 - Crystal Maintenance Services	27877	Cleaning Services	Paid by Check # 60178		10/25/2021	10/25/2021	10/25/2021		10/28/2021	345.82
2884 - K-Five Hodgkins LLC	35653	asphalt	Paid by Check # 60240		10/29/2021	10/29/2021	10/29/2021		11/10/2021	174.65
4902 - Ozinga Ready Mix Concrete Inc.	ARI00250756	concrete	Paid by Check # 60251		10/29/2021	10/29/2021	10/29/2021		11/10/2021	1,017.13
Account 5400 - Repairs & Maintenance Totals										\$1,537.60
Sub Department 35 - Streets Totals										\$8,607.16
Sub Department 37 - Fleet										
Account 5225 - Supplies										
5104 - Bristol Hose & Fitting, Inc.	3469388	supplies	Paid by Check # 60223		10/29/2021	10/29/2021	10/29/2021		11/10/2021	284.40
5603 - L.A. Fasteners Inc	1-266287	fleet supplies	Paid by Check # 60243		10/29/2021	10/29/2021	10/29/2021		11/10/2021	279.27
5408 - Lindco Equipment Sales, Inc.	211045P	supplies	Paid by Check # 60245		10/29/2021	10/29/2021	10/29/2021		11/10/2021	2,057.53
1387 - Secure Solutions, Inc.	15305	supplies	Paid by Check # 60259		10/29/2021	10/29/2021	10/29/2021		11/10/2021	413.95
1000 - Standard Equipment Company	P32550	fleet supplies	Paid by Check # 60262		10/29/2021	10/29/2021	10/29/2021		11/10/2021	404.43
1000 - Standard Equipment Company	P32655	fleet supplies	Paid by Check # 60262		10/29/2021	10/29/2021	10/29/2021		11/10/2021	1,070.13
1000 - Standard Equipment Company	P32351	fleet supplies	Paid by Check # 60262		10/29/2021	10/29/2021	10/29/2021		11/10/2021	138.96
1364 - Tryad Automotive	006-217780	fleet supplies	Paid by Check # 60269		10/29/2021	10/29/2021	10/29/2021		11/10/2021	862.59
1364 - Tryad Automotive	006-217736	fleet supplies	Paid by Check # 60269		10/29/2021	10/29/2021	10/29/2021		11/10/2021	24.95
1364 - Tryad Automotive	006-217693	fleet supplies	Paid by Check # 60269		10/29/2021	10/29/2021	10/29/2021		11/10/2021	80.82
5506 - Winzer	7005298	nuts & bolts	Paid by Check # 60271		10/29/2021	10/29/2021	10/29/2021		11/10/2021	300.19
Account 5225 - Supplies Totals										\$5,917.22
Account 5300 - Professional Services										
2673 - Deece Automotive	41879	fleet repair	Paid by Check # 60227		10/29/2021	10/29/2021	10/29/2021		11/10/2021	105.00
2673 - Deece Automotive	41993	fleet repair	Paid by Check # 60227		10/29/2021	10/29/2021	10/29/2021		11/10/2021	150.00



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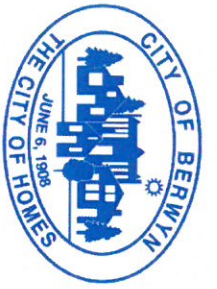
Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund 100 - General Fund										
Department 26 - Public Works										
Sub Department 37 - Fleet										
Account 5300 - Professional Services										
2673 - Deece Automotive	41639	fleet repair	Paid by Check # 60227		10/29/2021	10/29/2021	10/29/2021		11/10/2021	150.00
Department 32 - Recreation										
Account 5205 - Utilities										
4095 - Symmetry Energy Solutions, LLC	11976824	natural gas deliveries	Paid by Check # 60180		10/25/2021	10/25/2021	10/25/2021		10/28/2021	84.56
Account 5215 - Telephone										
4024 - AT & T	708788265710-4	Sep. 17 - Oct. 16 2021	Paid by Check # 60218		11/01/2021	11/01/2021	11/01/2021		11/10/2021	337.56
4024 - AT & T	708788233410-4	Sep. 17 - Oct. 16 2021	Paid by Check # 60218		11/01/2021	11/01/2021	11/01/2021		11/10/2021	31.72
4024 - AT & T	708788155010-4	Sep. 17 - Oct. 16 2021	Paid by Check # 60218		11/01/2021	11/01/2021	11/01/2021		11/10/2021	31.68
Account 5225-02 - Supplies Program										
415 - Santo Sport Store	106553	Flag Football Supplies	Paid by Check # 60257		11/01/2021	11/01/2021	11/01/2021		11/10/2021	150.00
Account 5400 - Repairs & Maintenance										
5981 - Crystal Maintenance Services	27877	Cleaning Services	Paid by Check # 60178		10/25/2021	10/25/2021	10/25/2021		10/28/2021	81.66
5426 - Menards	68991	Rec Building Supplies	Paid by Check # 60247		11/01/2021	11/01/2021	11/01/2021		11/10/2021	44.14
30617 - Sam's Club / Synchrotry Bank	412253	Halloween Supplies	Paid by Check # 60256		11/01/2021	11/01/2021	11/01/2021		11/10/2021	212.61
30617 - Sam's Club / Synchrotry Bank	2021-00001121	First Aid Kit	Paid by Check # 60256		11/01/2021	11/01/2021	11/01/2021		11/10/2021	121.91
101 - Schultz Supply Company, Inc.	412253	Rec Building Supplies	Paid by Check # 60258		11/01/2021	11/01/2021	11/01/2021		11/10/2021	36.32
101 - Schultz Supply Company, Inc.	412185	Rec Building Supplies	Paid by Check # 60258		11/01/2021	11/01/2021	11/01/2021		11/10/2021	355.12
Account 5400 - Repairs & Maintenance Totals										\$851.76
Department 32 - Recreation Totals										\$1,487.28
Fund 100 - General Fund Totals										\$1,044,486.43



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Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund 205 - Library Fund										
Department 40 - Library										
2924 - Michael Niksic	2021-00001125	Community Programs Adult/Children Programs	Paid by Check # 60248		11/02/2021	11/02/2021	11/02/2021		11/10/2021	275.00
1656 - Palos Heights Public Library	2021-00001126	Community Programs Adult/Children Programs	Paid by Check # 60252		11/02/2021	11/02/2021	11/02/2021		11/10/2021	23.80
Account 5105-07 - Community Programs Adult/Children Programs Totals Invoice Transactions 2 \$298.80										
5548 - 4 Imprints, Inc	21889151	Community Programs Per Capita	Paid by Check # 60212		11/02/2021	11/02/2021	11/02/2021		11/10/2021	912.74
4095 - Symmetry Energy Solutions, LLC	11976824	natural gas deliveries	Paid by Check # 60180		10/25/2021	10/25/2021	10/25/2021		10/28/2021	15.68
Account 5205 - Utilities Invoice Transactions 1 \$912.74										
4024 - AT & T	708795579410-5	Telephone	Paid by Check # 60218		11/02/2021	11/02/2021	11/02/2021		11/10/2021	55.18
4024 - AT & T	708795808210-4	Telephone	Paid by Check # 60218		11/02/2021	11/02/2021	11/02/2021		11/10/2021	1,215.22
Account 5215 - Telephone Invoice Transactions 2 \$1,270.40										
32329 - Specialty Store Unlimited	563737	Supplies	Paid by Check # 60261		11/02/2021	11/02/2021	11/02/2021		11/10/2021	131.02
Account 5225 - Supplies Invoice Transactions 1 \$131.02										
6105 - Villa Park Office Equipment, Inc	110091	Supplies Per Capita	Paid by Check # 60270		11/02/2021	11/02/2021	11/02/2021		11/10/2021	4,670.00
Account 5225-80 - Supplies Per Capita Totals Invoice Transactions 1 \$4,670.00										
4364 - American Library Association - Atlanta	2203197	Books	Paid by Check # 60214		11/02/2021	11/02/2021	11/02/2021		11/10/2021	60.49
531 - Baker & Taylor Entertainment, Inc.	2036277307	Books	Paid by Check # 60222		11/02/2021	11/02/2021	11/02/2021		11/10/2021	97.20
531 - Baker & Taylor Entertainment, Inc.	2036260740	Books	Paid by Check # 60222		11/02/2021	11/02/2021	11/02/2021		11/10/2021	65.78
398 - Ingram Library Services LLC	55369702	Books	Paid by Check # 60236		11/02/2021	11/02/2021	11/02/2021		11/10/2021	6,193.61
30520 - Midwest Tape	501199164	books & databases	Paid by Check # 60249		11/02/2021	11/02/2021	11/02/2021		11/10/2021	5,000.00
Account 5245 - Books Totals Invoice Transactions 5 \$11,417.08										



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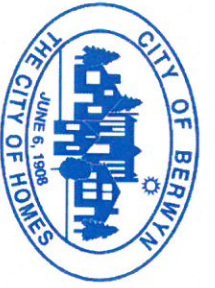
Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund 205 - Library Fund Department 40 - Library										
Account 5250 - Audio Visual										
30520 - Midwest Tape	501160570	Audio Visual	Paid by Check # 60249		11/02/2021	11/02/2021			11/10/2021	295.06
Account 5290 - Other General Expenses										
5594 - Chase	2021-00001088	Chase Credit Card Purchases	Paid by Check # 60188		10/27/2021	10/27/2021			10/29/2021	30.01
Account 5400 - Repairs & Maintenance										
5981 - Crystal Maintenance Services	27877	Cleaning Services	Paid by Check # 60178		10/25/2021	10/25/2021			10/28/2021	81.66
6192 - Anita Hand Cleaning	INV81327	Contract Maintenance	Paid by Check # 60216		11/02/2021	11/02/2021			11/10/2021	720.00
2696 - Chicago Metropolitan Fire Prevention Company	IN00370206	Contract Maintenance	Paid by Check # 60224		11/02/2021	11/02/2021			11/10/2021	108.75
1492 - Complete Temperature Systems, Inc.	MA007627	Contract Maintenance	Paid by Check # 60226		11/02/2021	11/02/2021			11/10/2021	2,147.00
5166 - Konica Minolta Business Solutions USA, Inc.	9008165591	Contract Maintenance	Paid by Check # 60242		11/02/2021	11/02/2021			11/10/2021	393.41
Account 5520 - Computer System										
4072 - SWAN	9108	COMPUTER SYSTEMS / SUPPORT	Paid by Check # 60266		11/02/2021	11/02/2021			11/10/2021	120.00
Account 5525 - Computer Support Databases										
1965 - Dell Marketing, LP	10528833507	Computer Support Databases	Paid by Check # 60228		11/02/2021	11/02/2021			11/10/2021	5,770.00
Account 5665 - Reciprocal Borrowing										
4072 - SWAN	9071	Reciprocal Borrowing	Paid by Check # 60266		11/02/2021	11/02/2021			11/10/2021	502.16
Account 5665 - Reciprocal Borrowing Totals										\$502.16
Department 40 - Library Totals										\$28,883.77
Fund 205 - Library Fund Totals										\$28,883.77



Accounts Payable by G/L Distribution Report

Payment Date Range 10/28/21 - 11/10/21

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund 210 - Community Development Fund Department 42 - CDBG										
Account 5205 - Utilities										
4095 - Symmetry Energy Solutions, LLC	11976824	natural gas deliveries	Paid by Check # 60180		10/25/2021	10/25/2021	10/25/2021		10/28/2021	.01
Fund 215 - Motor Fuel Tax Fund Account 5205 - Utilities										
61 - ComEd	2021-00001122	October 2021 electric	Paid by Check # 60225		10/29/2021	10/29/2021	10/29/2021		11/10/2021	69.34
61 - ComEd	2021-00001124	October 2021 electric	Paid by Check # 60225		10/29/2021	10/29/2021	10/29/2021		11/10/2021	8,320.78
5801 - Direct Energy Business	2129800471835	October 2021 electric	Paid by Check # 60229		10/29/2021	10/29/2021	10/29/2021		11/10/2021	133.45
5801 - Direct Energy Business	2129500471671	October 2021 electric	Paid by Check # 60229		10/29/2021	10/29/2021	10/29/2021		11/10/2021	79.88
5801 - Direct Energy Business	2128800471031	October 2021 electric	Paid by Check # 60229		10/29/2021	10/29/2021	10/29/2021		11/10/2021	5,708.88
Account 5205 - Utilities Totals										\$14,312.33
3047 - H & H Electric Company	37639	September 2021 street lights	Paid by Check # 60233		10/29/2021	10/29/2021	10/29/2021		11/10/2021	12,294.27
Account 5400-03 - Repairs & Maintenance Traffic control lights										\$12,294.27
Fund 215 - Motor Fuel Tax Fund Totals										\$26,606.60
Fund 400 - Capital Projects Fund Department 20 - Police Department Account 5800 - Capital Outlay										
4814 - Finishing Touch Cement, Inc.	74	Concrete Repairs	Paid by Check # 60199		10/14/2021	10/14/2021	10/14/2021		11/02/2021	28,464.00
Account 5800 - Capital Outlay Totals										\$28,464.00
Department 20 - Police Department Totals										\$28,464.00
Fund 400 - Capital Projects Fund Totals										\$28,464.00
Fund 500 - Utilities Fund Department 44 - Water & Sewer Account 5215 - Telephone										
4024 - AT & T	708788456910-4	october 2021 phone bill	Paid by Check # 60218		10/29/2021	10/29/2021	10/29/2021		11/10/2021	2,508.73
Account 5215 - Telephone Totals										\$2,508.73
3422 - Kara Company, Inc.	362418	supplies	Paid by Check # 60241		10/29/2021	10/29/2021	10/29/2021		11/10/2021	138.80
Account 5225 - Supplies										\$138.80
Account 5225 - Supplies Totals										\$138.80



Accounts Payable by G/L Distribution Report

Payment Date Range 10/28/21 - 11/10/21

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund 500 - Utilities Fund										
Department 44 - Water & Sewer										
Account 5225-01 - Supplies Office										
5669 - Garvey's Office Products	PINW2124767	Water Dept. Office Supplies	Paid by Check # 60179		10/25/2021	10/25/2021			10/28/2021	179.29
										\$179.29
Account 5300 - Professional Services										
1751 - Suburban Laboratories, Inc.	195997	water testing	Paid by Check # 60264		10/29/2021	10/29/2021			10/29/2021	1,355.00
										\$1,355.00
Account 5800-41 - Capital Outlay Flood Mitigation Program										
ALEXANDER ESPARZA	677	FLOOD MITIGATION PROGRAM	Paid by Check # 60181		10/25/2021	10/25/2021			10/28/2021	3,500.00
CHUYTTO MENDIOLA	667	FLOOD MITIGATION PROGRAM	Paid by Check # 60182		10/25/2021	10/25/2021			10/28/2021	3,500.00
GREG WIDAMAN	2021-00001087	FLOOD MITIGATION PROGRAM	Paid by Check # 60183		10/25/2021	10/25/2021			10/28/2021	3,500.00
JON & ELYSE FLETCHER	578	FLOOD MITIGATION PROGRAM	Paid by Check # 60184		10/25/2021	10/25/2021			10/28/2021	3,500.00
MARTHA LETICIA CRUZ	592	FLOOD MITIGATION PROGRAM	Paid by Check # 60185		10/25/2021	10/25/2021			10/28/2021	3,500.00
NATHAN SHEA & JODI JONES	615	FLOOD MITIGATION PROGRAM	Paid by Check # 60186		10/25/2021	10/25/2021			10/28/2021	3,500.00
										\$21,000.00
										\$25,181.82
										\$25,181.82
Fund 550 - Parking Garage Fund										
Account 5205 - Utilities										
5801 - Direct Energy Business	2129800471835	October 2021 electric	Paid by Check # 60229		10/29/2021	10/29/2021			10/29/2021	1,384.21
										\$1,384.21
Account 5400 - Repairs & Maintenance										
5981 - Crystal Maintenance Services	27877	Cleaning Services	Paid by Check # 60178		10/25/2021	10/25/2021			10/28/2021	.01
										\$0.01
										\$1,384.22
Fund 600 - Internal Service Fund										
Account 5650 - Claims - General Liability										
RICARDO HERMANDEZ	2021-00001114	General Liability Claim	Paid by Check # 60189		10/29/2021	10/29/2021			10/29/2021	2,393.50
										\$2,393.50
										\$2,393.50
										\$1,157,400.35

Robert J. Lovero
Mayor



Charles D. Lazzara
Building Director

A Century of Progress with Pride

6700 West 26th Street Berwyn, Illinois 60402-0701 Telephone: (708) 788-2660 Fax: (708) 788-1427
www.berwyn-il.gov

K-3

November 1, 2021

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

Re: Building and Local Improvement Permits

Mayor & Council Members,

Attached are the financial report of Building and Local Improvement Permits issued by the City of Berwyn for the month of October 2021, along with a copy of Permit Statistics for this same period.

Respectfully,

Charles D. Lazzara
Building Director

A large, stylized handwritten signature in black ink, which appears to be "Charles D. Lazzara". The signature is written over the printed name and title of the Building Director.

Report Of Building Permits Issued By The City Of Berwyn

Monday, November 1, 2021

Between: 10/1/2021 And 10/31/2021

Name and Address	Issued	Permit No.	Improvements	Cost Of Permit	Cost Of Permit
Matrom Partners LLC 1805 S. Wesley Avenue	10/1/2021	Bldg-B 8921-1	PARKWAY RE-INSPECTION	\$0.00	\$50.00
Matrom Partners LLC 1805 S. Wesley Avenue	10/14/2021	Bldg-B 8921-2	PARKWAY RE-INSPECTION	\$0.00	\$50.00
Eliana Rosales 1234 S. Elmwood Avenue	10/26/2021	Bldg-B 9057-1	PAYING FOR ORIGINAL PLUMBING UNDERGROUND BEDDING AND HEAD TEST, PLUMBING FINAL RE-INSPECTION, CHLOROLOY ORIGINAL INSPECTION FEE, GAS PRESSURE TEST ORIGINAL INSPECTION, & PARKWAY RE-INSPECTION-----2ND FLOOR ADDITION WITH NEW 3 BEDROOMS AN	\$0.00	\$300.00
RMAC LENDING, LLC 2514 S. Grove Avenue	10/27/2021	Bldg-B 9267-1	PAYING FOR THE 2 ADDITIONAL PLUMBING UNDERGROUND INSPECTIONS.	\$0.00	\$100.00
PRODIGY LLC 1218 S. Wesley Avenue	10/13/2021	Bldg-B 9577-1	paying for plumbing final reinspection.	\$0.00	\$50.00
PRODIGY LLC 1218 S. Wesley Avenue	10/18/2021	Bldg-B 9577-2	permit final re-inspection-----COMPLETE INTERIOR REMODEL - 1ST FLOOR WILL CONSIST OF KITCHEN, DINING ROOM AND LIVING ROOM - NO BEDROOMS AND BATHROOMS ON THE 1FT FLOOR. 2ND FLOOR WILL CONSIST OF EXISTING FULL BATHROOM AND 3 EXISTIN	\$0.00	\$65.00
Yue Hualin & Zhicong Mei 2719 S. Harvey Avenue	10/8/2021	Gar-B 9602-2	PERMIT FINAL RE-INSPECTION-----BUILD NEW GARAGE 20' X 24' X 15' (H). SLAB POURED ON L-82291-0.	\$0.00	\$50.00
1220 S Wesley LLC 1220 S. Wesley Avenue	10/19/2021	Bldg-B 9639-3	PAYINF FOR PLUMBING INSPECTION FEES.	\$0.00	\$300.00
3808 Clinton Land Trust 3808 S. Clinton Avenue	10/5/2021	Bldg-B 9640-1	PAYING FOR PLUMBING FINAL INSPECTION ON RADON SYSTEM.	\$0.00	\$50.00
3808 Clinton Land Trust 3808 S. Clinton Avenue	10/12/2021	Bldg-B 9640-2	PRE-POUR FOR PUBLIC SIDEWALK	\$0.00	\$50.00
MARIO & CARMEN GARCIA (TR) 1925 S. Maple Avenue	10/28/2021	Bldg-B 9654-1	PAYING INSP FEES ONLY.	\$0.00	\$300.00
Marco Flores 2212 S. Cuyler Avenue	10/6/2021	Bldg-B 9674-1	ELECTRICAL ROUGH RE-INSPECTION-----BASEMENT REMODEL. BASEMENT TO INCLUDE OPEN REC ROOM, 3 NEW BEDROOMS, LAUNDRY/MECHANICAL ROOM. NOT INSTALLING BATHROOM. BRING WINDOWS TO EGRESS CODE WHERE NEEDED.	\$0.00	\$50.00
Marco Flores 2212 S. Cuyler Avenue	10/20/2021	Bldg-B 9674-2	PLUMBING ROUGH RE-INSPECTION-----BASEMENT REMODEL. BASEMENT TO INCLUDE OPEN REC ROOM, 3 NEW BEDROOMS, LAUNDRY/MECHANICAL ROOM. NOT INSTALLING BATHROOM. BRING WINDOWS TO EGRESS CODE WHERE NEEDED.	\$0.00	\$50.00
North West Housing Partnership 1516 S. Elmwood Avenue	10/21/2021	Bldg-B 9719-2	PAYING FOR ELECTRICAL SERVICE INSPECTION-----ATF - INTERIOR REMODEL - 1ST FLOOR WILL CONSIST OF KITCHEN, DINING ROOM, LIVING ROOM, EXISTING FULL BATHROOM, 1 NEW BEDROOM (CONVERT 1ST FLOR FAMILY ROOM AND PORCH TO A BEDROOM), LAUNDRY ROOM AND MECHANICAL	\$0.00	\$50.00
Serasin Magbanua 1431 S. Ridgeland Avenue	10/22/2021	Bldg-B 9721-1	PAYING FOR ELECTRICAL SERVICE INSPECTION.	\$0.00	\$50.00

Report Of Building Permits Issued By The City Of Berwyn

Monday, November 1, 2021

Between: 10/1/2021 And 10/31/2021

Name and Address	Issued	Permit No.	Improvements	Cost Of Permit
Ramon Valladares 1544 S. Grove Avenue	10/21/2021	Bldg-B	9723-4	\$100.00
PAYING FOR ORIGINAL PLUMBING UNDERGROUND (DRAIN TILE) AND PLUMBING ROUGH (DRAIN TILE) INSPECTIONS AND PAYING FOR PLUMBING UNDERGROUND (DRAIN TILE) RE-INSPECTION & PLUMBING ROUGH (DRAIN TILE) RE-INSPECTION COMPLIANCE- ATF FOR ATTIC BUILD OUT ,				
Hung & Helen Nguyen 3221 S. Harlem Avenue	10/25/2021	Gar-B	9751-1	\$50.00
PERMIT FINAL RE-INSPECTION----- DEMO EXISTING GARAGE				
Errol McLendon & Wendy Claren 1411 S. Wenonah Avenue	10/6/2021	Gar-B	9763-1	\$100.00
PAYING FOR ELECTRICAL UNDERGROUND AND ELECTRICAL FINAL RE-INSPECTIONS-----DEMO EXISTING GARAGE 12X18 FRAME, SLAB, APRON AND 2X18 WALK, NEW 19X20 GARAGE, FRAME CONCRETE SLAB AND 5' APRON				
Erika Romero & Jorge Gonzalez 3341 S. Harvey Avenue	10/25/2021	Gar-B	9783-1	\$100.00
ELECTRICAL UNDERGROUND AND ELECTRICAL FINAL RE-INSPECTIONS-----DEMO EXISTING GARAGE. 32X22 HIP GARAGE WITH ELECTRIC (3 CAR GARAGE)				
Allenvic LLC 3421 S. Maple Avenue	10/22/2021	Bldg-B	9793-1	\$50.00
electrical rough reinspection - SINGLE FAMILY HOME REMODEL, 1ST FLOOR: KITCHEN, DINING ROOM, EXISTING FULL BATH, NEW POWDER ROOM, TWO EXISTING BEDROOMS, R/R FRAMING, DRYWALL, INSULATION AS NEEDED. 1ST FLOOR RADIATED HEAT. 2ND FLOOR: NEW FULL BATH, ONE NEW				
Maria Gallegos 2101 S. Home Avenue	10/14/2021	Bldg-B	9804-1	\$50.00
ELECTRICAL ROUGH RE-INSPECTION-----COMPLIANCE VIOLATIONS - SECOND LEVEL REAR BEDROOM MUST HAVE AN EGRESS WINDOWS INSTALL TO CODE. ATF FOR REMOVING BATHTUB AND INSTALL A WALK IN SHOWER IN THE 1ST FLOOR AND BASEMENT BATHROOM. A				
Carmen Sanchez 1820 S. Oak Park Avenue	10/11/2021	Bldg-B	9806-1	\$100.00
PAYING FOR THE ADDITIONAL PLUMBING UNDERGROUND BEDDING AND HEAD TEST				
Gilberto Ramirez 2526 S. Clarence Avenue	10/22/2021	Bldg-B	9826-1	\$50.00
PAYING FOR ATF PLUMBING INSPECTION ONLY-----ATF BASEMENT BATHROOM 3/4, DE-CONVERT KITCHEN IN BASEMENT (CABINETS, RANGE HOOD), DE-CONVERT ILLEGAL SPACE HEATER IN BASEMENT THAT WAS INSTALLED WITHOUT PERMIT REMOVE AND CAP BACK AT THE SOURCE.				
Walter & Mary Pallozzi 3721 S. Kenilworth Avenue	10/12/2021	Bldg-B	9842-1	\$50.00
preliminary plumbing inspection to determine what needs to be brought to code for kitchen sink				
Lourdes Basantes 3604 S. Ridgeland Avenue	10/4/2021	Gar-B	9859-0	\$375.00
DEMO AND REBUILD GARAGE 22X24' X12'(H) - OWNER WANTS TO REUSE THE EXISTING SLAB - MUST HAVE AN PRE-INSPECTION OF THE SLAB AFTER GARAGE IS DEMOED --- IF IT IS DETERMINED THAT THE SLAB CANNOT BE BUILT ON, THE SLAB MUST BE REPLACED AND BROUGHT TO LOT LINE				

Report Of Building Permits Issued By The City Of Berwyn

Monday, November 1, 2021

Name and Address	Between: 10/1/2021	And 10/31/2021	Issued	Permit No.	Improvements	Cost Of Permit	Cost Of
Jose I. & Hortencia Ibarra	1401 S. Clarence Avenue		10/4/2021	Bldg-B	9860-0	\$250.00	\$100.00
Mario Agate	1529 S. Home Avenue		10/6/2021	Bldg-B	9861-0	\$20,000.00	\$755.00
Kenneth Strecok	1531 S. Kenilworth Avenue		10/6/2021	Bldg-B	9862-0	\$0.00	\$185.00
Amanda Schriver & Mark J. Babi	2420 S. Oak Park Avenue		10/8/2021	Gar-B	9863-0	\$38,000.00	\$350.00
Andzelika Bendik	2542 S. Oak Park Avenue		10/12/2021	Bldg-B	9864-0	\$70,000.00	\$3,285.00
Pedro D. Gomez	3736 S. Wisconsin Avenue		10/12/2021	Bldg-B	9865-0	\$15,500.00	\$600.00
Anderson Consulting, LLC	1334 S. Wesley Avenue		10/13/2021	Bldg-B	9866-0	\$180,000.00	\$2,520.00
Black Gold Properties LLC	1321 S. Gunderson Avenue		10/14/2021	Bldg-B	9867-0	\$130,000.00	\$4,360.00
Jessica Rivas	3710 S. Highland Avenue		10/19/2021	Bldg-B	9868-0	\$15,000.00	\$1,085.00

Report Of Building Permits Issued By The City Of Berwyn

Monday, November 1, 2021

Between: 10/1/2021 And 10/31/2021

Name and Address	Issued	Permit No.	Improvements	Cost Of Permit	
JBV Acquisitions LLC 2632 S. Ridgeland Avenue	10/20/2021	Bldg-B	9869-0	\$60,000.00	\$1,985.00
<p>INTERIOR REMODEL: FIRST FLOOR: KITCHEN, DINING ROOM, LIVING ROOM, & EXISTING FULL BATH. 2ND FLOOR: OPEN RECREATIONAL SPACE. EXISTING FULL BATHROOM, THREE (3) EXISTING BEDROOMS. CONVERT ONE (1) BEDROOM TO RECREATIONAL ROOM. BASEMENT: UNFINISHED LAUNDRY R</p>					
BENJAMIN WEST 7033 W. 34th Street	10/21/2021	Bldg-B	9870-0	\$170,100.00	\$4,100.00
<p>REAR ADDITION TO INCLUDE: RENOVATED, ENLARGED, & RELOCATED KITCHEN, ADDING A POWDER ROOM TO 1ST FLR & MAKING THE OPENING BETWEEN KITCHEN & LIVING ROOM LARGER, ADD A MASTER BATH TO 2ND FLOOR. NO WORK IN BASEMENT. EXPAND KITCHEN & CREATE SUN ROOM. REPAIR FRO</p>					
George & Justine Coalson 3522 S. Kenilworth Avenue	10/25/2021	Gar-B	9871-0	\$24,900.00	\$300.00
<p>22'X20' HIP GARAGE WITH BASIC GARAGE ELECTRIC AND 2'X9' WALKWAY</p>					
ELBA JASSO 6233 W. Roosevelt Road	10/26/2021	Bldg-B	9872-0	\$0.00	\$0.00
<p>INTERIOR DEMOLITION AND COMPLETE DEMO OF STRUCTURALLY UNSOUND GARAGE:</p>					
Robert Patterson Jr & Amy Oberli 1435 S. Maple Avenue	10/27/2021	Bldg-B	9873-0	\$13,000.00	\$480.00
<p>A/E FOR NEW FORCED AIR HVAC SYSTEM WITH DUCTWORK IN THE ATTIC. A/E FOR NEW FORCED AIR HVAC SYSTEM WITH DUCTWORK IN THE BASEMENT. TWO (2) FURNACES. TWO (2) AC UNITS. BOILER SYSTEM WAS KEPT.</p>					
Gladys & Richard Ndoumy 3615 S. Wesley Avenue	10/28/2021	Gar-B	9874-0	\$25,000.00	\$325.00
<p>DEMO EXISTING 20X20 GARAGE AND REBUILD NEW 20X20 FRAME GARAGE</p>					
The Hepburn Group, LLC 1644 S. Wisconsin Avenue	10/28/2021	Bldg-B	9875-0	\$80,000.00	\$2,525.00
<p>2ND FLOOR ADDITION WITH INTERIOR REMODEL. 1ST FLOOR TO CONSIST OF- KITCHEN, DINING ROOM, LIVING ROOM. CONVERTING FULL BATHROOM TO POWDER ROOM, 2 BEDROOMS TO BE REMOVED, LAUNDRY ROOM, FAMILY ROOM AND DEN. 2ND FLOOR TO CONSIST OF- 1 NEW FULL BATHROOM, 1 NEW</p>					
Throughline Chicago LLC 3133 S. Kenilworth Avenue	10/29/2021	Bldg-B	9876-0	\$35,000.00	\$1,235.00
<p>1ST FLOOR KITCHEN REHAB R/R DRYWALL WHERE NEEDED. CONVERT FULL BATHROOM TO 3/4 BATHROOM ON 2ND FLOOR. REMODEL EXISTING 3/4 BATHROOM ON 1ST FLOOR. PAINTING & FLOORING COMPLIANCE VIOLATION, UPGRADE TO 200 AMP, MINISPLIT SYSTEM WITH 4 UNITS, BASEMENT UNFINIS</p>					
LAUTHA INC 1437 S. Ridgeland Avenue	10/29/2021	Bldg-B	9877-0	\$60,000.00	\$3,900.00
<p>INTERIOR REMODEL. 2ND FLOOR ADDITION AND REAR PORCH. 1ST FLOOR WILL CONSIST OF KITCHEN, DINING ROOM, LIVING ROOM, CONVERTING THE EXISTING FULL BATHROOM TO A POWDER ROOM, AND 2 REMOVAL OF 2 BEDROOMS. THE 2ND FLOOR WILL CONSIST OF 3 NEW BEDROOMS, 1 NEW FULL</p>					

Report Of Building Permits Issued By The City Of Berwyn

Monday, November 1, 2021

Name and Address
 Between: 10/1/2021 And 10/31/2021

Cost Of
 Issued Permit No. Improvements
 Cost Of
 Permit

43 Building Permits Issued During Period

Totals \$948,750.00 \$30,680.00

Permits Issued By The Building Department

Monday, November 1, 2021

Between: 10/1/2021 And 10/31/2021

<u>Building</u>	Permits Issued: 35	Cost of Improvements: \$848,850.00
<u>Dumpster</u>	Permits Issued: 7	Cost of Improvements: \$0.00
<u>Electrical</u>	Permits Issued: 20	Cost of Improvements: \$86,389.97
<u>Fence</u>	Permits Issued: 21	Cost of Improvements: \$63,492.00
<u>Garage</u>	Permits Issued: 8	Cost of Improvements: \$99,900.00
<u>HVAC</u>	Permits Issued: 15	Cost of Improvements: \$78,293.73
<u>Local Improvement</u>	Permits Issued: 257	Cost of Improvements: \$1,245,475.50
<u>Plumbing</u>	Permits Issued: 29	Cost of Improvements: \$164,579.00
<u>POD</u>	Permits Issued: 2	Cost of Improvements: \$0.00
<u>Roofing</u>	Permits Issued: 36	Cost of Improvements: \$266,959.71
<u>Sign</u>	Permits Issued: 4	Cost of Improvements: \$16,050.00
	Total Permits: <u>434</u>	Total Improvements: <u>\$2,869,989.91</u>

Fees Collected

Alley Open Fee	\$75.00
Backfill Inspection	\$65.00
Building Permit Fee	\$8,255.00

Permits Issued By The Building Department

Monday, November 1, 2021

Between: 10/1/2021 And 10/31/2021

Permit Final	\$5,685.00
Chimney Liner Rough	\$100.00
Chimney Liner Final	\$50.00
Gutter/Downspout Final Inspection	\$450.00
Masonry Final Inspection	\$450.00
Local Improvement Permit Fee	\$21,675.00
Electrical Rough	\$2,850.00
Electrical Above Ceiling Inspection	\$50.00
Electrical Permit Fees	\$1,490.00
Preliminary Electric	\$150.00
Electrical Underground	\$400.00
Electrical Service	\$1,500.00
Electrical Final	\$5,350.00
Sign Permit Fees	\$255.00
Footing Inspection	\$130.00
Preliminary Framing	\$325.00
Framing Rough	\$2,325.00
Fence Permit Fee	\$630.00
Foundation Inspection	\$65.00
Plumbing Rough	\$3,350.00
Plumbing Permit Fees	\$1,620.00
Hydronic Deconversion	\$100.00
Plumbing Final	\$4,150.00
Preliminary Plumbing	\$250.00
Plumbing Inspection Underground	\$2,450.00
ATF Plumbing	\$50.00
Plumbing Underground-Tap	\$550.00
Plumbing Underground-Service	\$550.00
Plumbing Underground-Divorce	\$550.00
Plumbing Underground-PVC Installation	\$500.00
Plumbing Underground-Bedding Inspection	\$600.00
Plumbing Underground-Head Test	\$550.00
Chloroloy Inspection	\$100.00
Post Hole/Pier Inspection	\$2,095.00
RPZ Test/DDCA Valve	\$150.00
Plumb Insp Deconvert Kitch/Bath	\$150.00
Expansion Tank	\$50.00
HVAC Above Ceiling	\$65.00
Preliminary HVAC	\$140.00
HVAC Permit Fees	\$1,405.00

Permits Issued By The Building Department

Monday, November 1, 2021

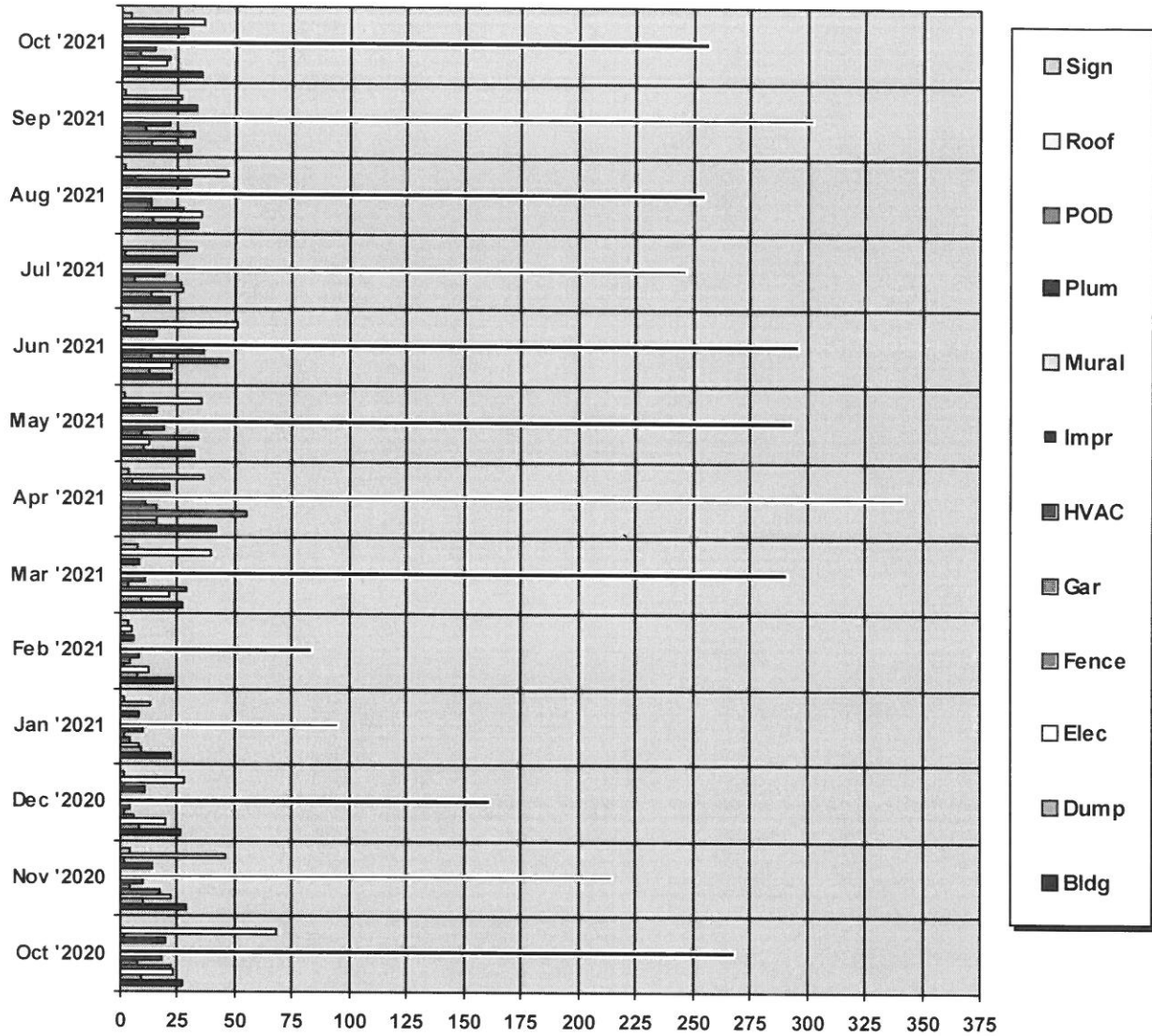
Between: 10/1/2021 And 10/31/2021

HVAC Rough	\$1,775.00
Service Charge	\$850.00
HVAC Final	\$3,475.00
Insulation/Fire Stopping Inspection	\$1,220.00
Water Meter Upgrade Fee	\$1,975.00
Tap Fee	\$7,500.00
Demolition Fees	\$75.00
Dumpster/POD	\$1,400.00
Parkway Use	\$225.00
Parkway Inspection	\$850.00
Pre-Pour Inspection	\$2,065.00
Slab Pre-Pour	\$280.00
Stack Test	\$1,100.00
Sidewalk Opening	\$300.00
Pre-Pour Strt/Sdwk/Alley	\$500.00
Street Opening	\$525.00
Roof Covering Permit Fees	\$3,060.00
Roof Final Inspection	\$3,375.00
Siding Final Inspection	\$350.00
Garage Permit Fee	\$425.00
Gas Pressure Test	\$150.00
Preliminary Fire Department	\$50.00
Final Fire Department	\$100.00
Health Department	\$100.00
ATF Fine	\$500.00
Lintel Inspection	\$205.00
Restoration Inspection	\$400.00
Miscellaneous Fees	\$50.00
Total Fees Collected	\$104,630.00

Permits Issued

Monday, November 1, 2021 8:14 AM

For Period Beginning 10/1/2020 And Ending 10/31/2021



Permit Detail

2021	October	Bldg	35
		Dump	7
		Elec	20
		Fence	21
		Gar	8
		HVAC	15
		Impr	257
		Plum	29
		POD	2
		Roof	36
		Sign	4

434

2021	September	Bldg	30
		Dump	13
		Elec	25
		Fence	32
		Gar	11
		HVAC	21
		Impr	303
		Plum	33
		POD	1
		Roof	26
		Sign	2

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Permit Detail

2021	August	Bldg	34		2021	February	Bldg	23		
		Dump	14				Dump	7		
		Elec	35				Elec	12		
		Fence	27				Fence	2		
		Gar	13				Gar	4		
		HVAC	13				HVAC	8		
		Impr	255				Impr	84		
		Plum	30				Plum	6		
		POD	6				POD	2		
		Roof	47				Roof	5		
		Sign	2				Sign	3		
				476					156	
2021	July	Bldg	21		2021	January	Bldg	22		
		Dump	13				Dump	9		
		Elec	27				Elec	8		
		Fence	26				Fence	4		
		Gar	6				Gar	2		
		HVAC	19				HVAC	10		
		Impr	247				Impr	95		
		Mural	1				Plum	8		
		Plum	25				Roof	13		
		POD	2				Sign	2		
		Roof	33						173	
				420	2020	December	Bldg	26		
		Dump	12				Dump	8		
		Elec	22				Elec	20		
		Fence	47				Fence	6		
		Gar	13				Gar	2		
		HVAC	36				HVAC	4		
		Impr	296				Impr	162		
		Plum	16				Plum	11		
		POD	2				POD	2		
		Roof	51				Roof	28		
		Sign	3				Sign	2		
				520					271	
2021	May	Bldg	32		2020	November	Bldg	29		
		Dump	10				Dump	10		
		Elec	12				Elec	22		
		Fence	34				Fence	17		
		Gar	9				Gar	4		
		HVAC	19				HVAC	10		
		Impr	294				Impr	215		
		Plum	16				Plum	14		
		POD	8				POD	2		
		Roof	35				Roof	46		
		Sign	2				Sign	4		
				471					373	
2021	April	Bldg	42		2020	October	Bldg	27		
		Dump	16				Dump	9		
		Elec	16				Elec	23		
		Fence	55				Fence	22		
		Gar	16				Gar	7		
		HVAC	11				HVAC	18		
		Impr	342				Impr	268		
		Plum	21				Plum	20		
		POD	5				POD	2		
		Roof	36				Roof	68		
		Sign	3				Sign	1		
				563					465	
2021	March	Bldg	27							
		Dump	9							
		Elec	21							
		Fence	29							
		Gar	3							
		HVAC	11							
		Impr	291							
		Plum	8							
		POD	1							
		Roof	39							
		Sign	7							
				446						

Report Of Building/Improvement Permits Issued By The City Of Berwyn

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Between: 10/1/2021 And 10/31/2021

Name and Address	P.I.N. #	Census Class	Permit Issued	Permit #	Improvements	Cost Of Permit
1 Marom Partners LLC 1805 S. Wesley Avenue	16-19-410-002-0000	R	10/1/2021 Bldg-B	8921-1	\$0.00	\$50.00
2 Carmen Sanchez 1820 S. Oak Park Avenue	16-19-315-029-0000	R	10/1/2021 Bldg-B	9806-1	\$0.00	\$100.00
3 Brisset Hernandez 1503 S. Highland Avenue	16-20-125-002-0000	R	10/1/2021 Impr-L	91643-1	\$0.00	\$100.00
4 O. & M. & J. Frianeza 1229 S. Euclid Avenue	16-19-201-043-0000	R	10/1/2021 Elec-L	92118-1	\$0.00	\$50.00
5 Frank Morici 3247 S. Wisconsin Avenue	16-31-110-013-0000	R	10/1/2021 Impr-L	92144-1	\$0.00	\$300.00
6 Jose & Liliana Rosa 3440 S. Clarence Avenue	16-31-232-026-0000	R	10/1/2021 Impr-L	92291-0	\$3,887.00	\$120.00
7 Chicago Tile Land Trust 2348 S. Ridgeland Avenue	16-30-215-032-0000	R	10/1/2021 Roof-L	92292-0	\$11,000.00	\$215.00
8 Jonathan N. Horn & Dennise A. 3728 S. Wesley Avenue	16-31-416-040-0000	R	10/1/2021 Impr-L	92293-0	\$2,216.00	\$55.00
9 Steven & Alicia Houston 1435 S. Gunderson Avenue	16-19-222-016-0000	R	10/1/2021 Impr-L	92294-0	\$6,726.00	\$365.00
10 Jose J. Navarrete 3633 S. Elmwood Avenue	16-31-414-014-0000	R	10/1/2021 Impr-L	92295-0	\$1,300.00	\$90.00

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		Between: <u>10/1/2021</u> And <u>10/31/2021</u>				Census	Permit	Cost Of	Cost Of
Name and Address	P.I.N. #			Class	Issued	Permit #	Improvements	Permit	
Michael & Glennette Roberson 6910 W. 29th Place	16-30-318-014-0000	LAUNDRY KITCHEN VENT & DRAIN COMPLIANCE	R	10/1/2021	Plum-L	92296-0	\$2,675.00	\$155.00	
11 Maris Muzzy 3021 S. Oak Park Avenue	16-30-415-010-0000	OVERHEAD SEWER CONVERSION- PUMP EXISTS	R	10/1/2021	Plum-L	92297-0	\$7,800.00	\$250.00	
12 G. & G Kasper 2424 S. East Avenue	16-30-219-022-0000	SEWER REPAIR IN PARKWAY	R	10/1/2021	Plum-L	92298-0	\$3,750.00	\$195.00	
13 Theodore L. Foggy & Takeisha 1520 S. Lombard Avenue	16-20-126-029-0000	COMPLIANCE VIOLATIONS - INSTALL A ELECTRICAL BASEBOARD HEAT IN THE 2ND LEVEL BATHROOM, EXTEND DUCT WORK TO THE 2ND LEVEL MIDDLE BEDROOM, INSTALL EGRESS WINDOWS TO CODE IN THE 3 SECOND LEVEL BEDROOMS, ALL KITCHEN COUNTER OUTLETS MUST BE GFCI PROTECTED, ANY	R	10/1/2021	Impr-L	92299-0	\$12,000.00	\$520.00	
14 Jose L. Pagan III & Michelle Pa 6509 W. 28th Street	16-30-411-068-0000	REPLACE WATER SERVICE WITH 1" K COPPER. BERWYN TO REPAIR STREET	R	10/1/2021	Impr-L	92300-0	\$8,300.00	\$300.00	
15 Agostino & Arlin Cerasuolo 1347 S. Kenilworth Avenue	16-19-114-050-0000	DIGGING DOWN ON THE SID EOF THE HOUSE TO REPAIR FOUNDATION CRACK.	R	10/1/2021	Impr-L	92301-0	\$0.00	\$0.00	
16 Joaquin & Victor Carrera 1603 S. Clarence Avenue	16-19-403-044-0000	BOILER REPLACEMENT 83% 117K BTUS	R	10/1/2021	Impr-L	92302-0	\$11,085.00	\$200.00	
17 Patricia Torres 3218 S. Cuyler Avenue	16-32-111-057-0000	KNOCK DOWN BASEMENT SHOWER DIVIDING WALL AND INSTALL 2 GLASS SHOWER DOORS. REPLACING SHOWER TILE AND BATHROOM VANITY/SINK.	R	10/1/2021	Impr-L	92303-0	\$1,500.00	\$90.00	
18 Diaz 1644 S. Elmwood Avenue	16-19-406-020-0000	TUCKPOINTING AT THE FRONT OF HOUSE AND SIDES	R	10/1/2021	Impr-L	92304-0	\$500.00	\$40.00	
19 D. & S. Marcucci 2513 S. Grove Avenue	16-30-117-006-0000	R/R 80% EFF FURNACE - REUSING EXISTING CHIMNEY LINER.	R	10/1/2021	HVAC-L	92305-0	\$6,770.73	\$115.00	
20 Timothy J. & Sharon J. Riordan 3115 S. Wesley Avenue	16-31-202-006-0000	R/R GUTTERS ON THE HOUSE	R	10/1/2021	Impr-L	92306-0	\$3,265.00	\$120.00	
21 Jose R Caro 2613 S. Kenilworth Avenue	16-30-305-011-0000	INTERIOR DEMO AND CLEAN OUT - NO STRUCTURAL DEMO. DUMPSTERS/PODS REQUIRE A FLASHING BARRICADE ON THE SIDE OF INCOMING TRAFFIC.	R	10/1/2021	Impr-L	92307-0	\$1,500.00	\$50.00	
22 _____									

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Monday, November 1, 2021

Name and Address		Between: 10/1/2021	And 10/31/2021	P.I.N. #	Census Class	Permit Issued	Permit #	Improvements	Cost Of Permit
33	Jesus Campos 2423 S. Harvey Avenue	16-29-119-010-0000	BATH TUB TO SHOWER CONVERSION	R	10/1/2021	Impr-L	92318-0	\$9,099.00	\$260.00
33	Frank & Louise Sommese 1322 S. Scoville Avenue	16-19-212-033-0000	R/R FROM THE CITY SIDEWALK TO THE BACK OF THE HOUSE APPROX. 68X3.6. BACK OF THE HOUSE 8X4. SEWER RING AND DRAIN.	R	10/1/2021	Impr-L	92319-0	\$3,550.00	\$120.00
34	Paul T. Micus Trust #80023646 1224 S. Highland Avenue	16-20-101-028-0000	R/R EXISTING GARAGE SLAB APPROX 26X19 WITH APPROACH.	R	10/1/2021	Impr-L	92320-0	\$5,300.00	\$150.00
35	Louides Bassantes 3604 S. Ridgeland Avenue	16-31-414-022-0000	DEMO AND REBUILD GARAGE 22'X24' X12'(H) - OWNER WANTS TO REUSE THE EXISTING SLAB - MUST HAVE AN PRE-INSPECTION OF THE SLAB AFTER GARAGE IS DEMOED --- IF IT IS DETERMINED THAT THE SLAB CANNOT BE BUILT ON, THE SLAB MUST BE REPLACED AND BROUGHT TO LOT LINE	R	10/4/2021	Gar-B	9859-0	\$12,000.00	\$375.00
36	Jose I. & Hortencia Ibarra 1401 S. Clarence Avenue	16-19-219-001-0000	INSTALL NEW WET BAR SINGLE BOWL SINK IN BASEMENT.	R	10/4/2021	Bldg-B	9860-0	\$250.00	\$100.00
37	Calletano Herrera 3608 S. Ridgeland Avenue	16-31-414-023-0000	PAYING FOR ELECTRICAL ROUGH RE-INSPECTION-----KITCHEN REMODEL-R/R CABINETS, COUNTERTOP, SINK, DRYWALL, INSULATION. R/R DISHWASHER. BRING ELECTRIC TO CODE. R/R EXHAUST HOOD.	R	10/4/2021	Impr-L	91540-1	\$0.00	\$50.00
38	Gloria Villegas 1848 S. Maple Avenue	16-19-308-041-0000	PAYING FOR ELECTRICAL ROUGH AND PLUMBING-----REMODEL ONE (1) FULL BATHROOM & ONE (1) HALF BATHROOM. REPLACING VANITY, LIGHT FIXTURE, TOILET, & SHOWER. NEW TILES & DRYWALL. EXHAUST FANS ALREADY EXIST.	R	10/4/2021	Impr-L	92013-1	\$0.00	\$100.00
39	Tabish T & Stacey Shamsi 2309 S. Gunderson Avenue	16-30-214-004-0000	T/O & RE-ROOF HOUSE FLAT ROOF TO CODE. 2" INSULATION, BASE, RUBBER MEMBRANE.	R	10/4/2021	Roof-L	92321-0	\$8,300.00	\$185.00
40	Salomon & Anavel Herdia 1334 S. Lombard Avenue	16-20-110-030-0000	R/R NORTH SIDE FENCE W/ 5FT + 1FT VINYL FENCE. USING OWN POST FOR WALKWAY GATE (YARD ENTRANCE).	R	10/4/2021	Fence-L	92322-0	\$0.00	\$135.00
41									

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Between: 10/1/2021 And 10/31/2021

Name and Address	P.I.N. #	Census Class	Permit Issued	Permit #	Cost Of Improvements	Cost Of Permit
Adelia Soto 2503 S. Highland Avenue	16-29-126-001-0000	R	10/4/2021 Impr-L	92323-0	\$500.00	\$0.00
TUCKPOINT BUILDING AS NEEDED. IF GRINDING MUST TENT OR TARP AREA. WET GRINDING IS ALSO ALLOWED.						
42 William F. & Ellen M. Osetek 3534 S. Home Avenue	16-31-303-030-0000	R	10/4/2021 Impr-L	92324-0	\$3,200.00	\$120.00
R/R EXISTING WALKWAY FROM FRONT OF HOUSE TO ALLEY. CONCRETE MUST PITCH TOWARDS OWN PROPERTY NOT NEIGHBORS OR CITY.						
43 Joseph Jakubowski 6421 W. Sinclair Avenue	99-99-999-000-0328	R	10/4/2021 Impr-L	92325-0	\$3,500.00	\$120.00
R/R EXISTING CONCRETE WALKWAY NEAR REAR ENTRANCE AND DRIVEWAY. CONCRETE MUST PITCH TOWARDS OWN PROPERTY NOT NEIGHBORS OR CITY.						
44 Jack & Eluisa Lynn 2100 S. Maple Avenue	16-19-324-013-0000	R	10/4/2021 Impr-L	92326-0	\$900.00	\$40.00
R/R 2 GLASS BLOCK WINDOWS IN THE GARAGE.						
45 M & O Yaroshenko 3632 S. Wisconsin Avenue	16-31-309-042-0000	R	10/4/2021 Impr-L	92327-0	\$1,800.00	\$90.00
R/R THE SOUTHSIDE SIDEWALK FROM THE CITY WALK TO THE ALLEY. CONCRETE MUST PITCH TOWARDS OWN PROPERTY NOT NEIGHBORS OR CITY.						
46 Ismael & Esthela Padilla 2942 S. Oak Park Avenue	16-30-319-032-0000	R	10/4/2021 Impr-L	92328-0	\$3,500.00	\$120.00
REPLACE FRONT CONCRETE STAIRS & NORTH SIDE SIDEWALK FROM FRONT OF HOUSE TO ALLEY. CONCRETE MUST PITCH TOWARDS OWN PROPERTY NOT NEIGHBORS OR CITY.						
47 Lurdes A. Llapa 3416 S. East Avenue	16-31-233-018-0000	R	10/4/2021 Impr-L	92329-0	\$2,500.00	\$55.00
GRIND AND TUCKPOINT THE BOTTOM 3FT OF THE HOUSE. IF GRINDING MUST TENT OR TARP AREA. WET GRINDING IS ALSO ALLOWED.						
48 Valles Produce Corp. 6603 W. 26th Street	16-30-227-030-0000	C	10/4/2021 Sign-L	92330-0	\$2,500.00	\$155.00
REMOVE OLD SIGN AND INSTALL NEW CHANNEL LETTER SIGN FOR VALLES PRODUCE. ELECTRIC EXISTS. EXTERIOR SIGN REQUIRES AN EXTERIOR DISCONNECT.						
49 Nancy and Donald Ginger 3818 S. Gunderson Avenue	16-31-423-030-0000	R	10/4/2021 Roof-L	92331-0	\$4,000.00	\$175.00
T/O & RE-ROOF HOUSE FLAT ROOF TO CODE. DUMPSTER ON STREET. DUMPSTERS/PODS REQUIRE A FLASHING BARRICADE ON THE SIDE OF INCOMMING TRAFFIC.						
50						

Report Of Building/Improvement Permits Issued By The City Of Berwyn

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Between: 10/1/2021 And 10/31/2021

Name and Address	P.I.N. #	Census Class	Permit Issued	Permit #	Cost Of Improvements	Cost Of Permit
Jason Ratliff 1228 S. Wesley Avenue	16-19-201-033-0000	R	10/4/2021 Impr-L	92332-0	\$17,500.00	\$430.00
R/R CONCRETE SIDEWALK FROM THE CITY WALK TO THE ALLEY. REMOVE THE PAVER PATIO BEHIND THE HOUSE AND REPLACE WITH CONCRETE. EXTEND BACK DECK BY 6FT. REMOVE THE FENCE THAT RUNS ALONG THE NORTH SIDE OF THE PROPERTY FROM THE END OF THE HOUSE TO THE ALLEY AND I						
51 Enik Corral 2620 S. Lombard Avenue	16-29-303-030-0000	R	10/4/2021 Impr-L	92333-0	\$3,950.00	\$105.00
T/O & RE-ROOF GARAGE ROOF TO CODE. INSTALL ICE & WATER SHIELD. ADD FLASHING TO CHIMNEY. R/R SOUTH END GUTTERS TO HOUSE. R/R BOTH ALLEY AND YARD ENTRANCE GATE W/ 5FT SOLID FENCE. USING OWN POSTS. DOWNSPOUTS MUST DISBURSE ONTO PRIVATE PROPERTY.						
52 Lei & Maya Cervantes 3031 S. Euclid Avenue	16-30-416-016-0000	R	10/4/2021 Impr-L	92334-0	\$34,393.00	\$685.00
INSTALLATION OF SOLAR PANELS. SOLAR PANELS MUST HAVE TAP CONNECTORS.						
53 Jasmin Ruiz 1346 S. Wenonah Avenue	16-19-110-037-0000	R	10/4/2021 Impr-L	92335-0	\$3,000.00	\$305.00
COMPLIANCE: BRING HAZARDOUS EXPOSED WIRE ON LIVING ROOM ROOM FLOOR TO CODE. ENCLOSE OPEN BULB FIXTURES IN CLOSETS, PANTRY, ATTIC, STORAGE ROOMS, AND BASEMENT. REPAIR GFCCI OUTLET IN BATHROOM. INSTALL GFCCI AT KITCHEN COUNTER. REPAIR GFCCI OUTLET ON KITCHEN C						
54 Gilberto & Sunny Garcia 3721 S. Harvey Avenue	16-32-319-024-0000	R	10/4/2021 Fence-L	92336-0	\$1,800.00	\$135.00
REMOVE THE NORTH SIDE FENCE FROM THE END OF THE HOUSE TO THE ALLEY AND INSTALL 5FT WOOD FENCE - HAS PERMISSION FROM 3719 HARVEY. ON THE NORTH SIDE OF THE GARAGE INSTALL A 6FT IRON POST WOOD PANEL FENCE WITH A SLIDING GATE AT THE ALLEY- GATE WILL SLIDE IN						
55 Alex Lopez 6813 W. Roosevelt Road	16-19-107-003-0000	C/R	10/4/2021 Plum-L	92337-0	\$7,000.00	\$340.00
REPAIR SEWER IN THE ALLEY TO CODE. PROVIDE VIDEO TO BUILDING DEPARTMENT ONCE SEWER REPAIR IS COMPLETE						
56 Lucia Alvarez 2824 S. Highland Avenue	16-29-317-030-0000	R	10/4/2021 Plum-L	92338-0	\$7,500.00	\$250.00
INSTALL A FLOOD CONTROL SYSTEM.						
57 CHER GUERINO 1339 S. Kenilworth Avenue	16-19-114-023-0000	R	10/4/2021 Impr-L	92339-0	\$1,100.00	\$40.00
R/R 1 FRONT ROOM WINDOWS AND 2 SKYLIGHTS IN THE UNFINISHED ATTIC.						
58						

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Name and Address		Between: 10/1/2021	And 10/31/2021	P.I.N. #	Census Class	Permit Issued	Permit #	Cost Of Improvements	Cost Of Permit
Enrique & Maria Romo		1641 S. Oak Park Avenue	16-19-400-018-0000		R	10/4/2021 Impr-L	92340-0	\$4,400.00	\$85.00
R/R FRONT APPROACH. R/R NORTH SIDE SIDEWALK FROM CITY WALK TO THE REAR OF HOUSE -- MUST LEAVE EXISTING GAP BETWEEN THIS NEW AND NEIGHBORS' EXISTING SIDEWALK. R/R NORTHSIDE SIDEWALK ALONG THE GARAGE. CONCRETE MUST PITCH TOWARDS OWN PROPERTY NOT NEIGHBORS									
Vigilante Holdings LLC		6833 W. Stanley Avenue	16-31-114-011-0000		C	10/4/2021 Elec-L	92341-0	\$27,560.00	\$530.00
INSTALL 400AMP 3 PHASE CT/METER AND DISTRIBUTION PANEL. INSTALL 200AMP 1 PHASE SERVICE TO EXISTING PANEL. INSTALL 1-20A 3P FEED TO EQUIPMENT AND 8 -20A CIRCUITS TO NEW GFCI'S.									
LUI SA TUJERINA		1323 S. Harvey Avenue	16-20-110-010-0000		R	10/4/2021 Fence-L	92342-0	\$1,000.00	\$135.00
ON THE NORTH SIDE OF THE PROPERTY REMOVE THE FENCE FROM THE END OF THE HOUSE TO THE ALLEY AND INSTALL A 5FT FENCE. INSTALL A 5FT FENCE ALONG THE ALLEY. ON THE SOUTH SIDE OF THE PROPERTY REMOVE FENCE FROM THE END OF THE HOUSE TO THE FRONT OF THE GARAGE AND									
George Walter		2338 S. Elmwood Avenue	16-30-214-030-0000		R	10/4/2021 Impr-L	92343-0	\$200.00	\$0.00
TUCKPOINT FRONT OF BUILDING AS NEEDED. IF GRINDING MUST TENT OR TARP AREA. WET GRINDING IS ALSO ALLOWED.									
3808 Clinton Land Trust		3808 S. Clinton Avenue	16-31-328-012-0000			10/5/2021 Bldg-B	96440-1	\$0.00	\$50.00
PAYING FOR PLUMBING FINAL INSPECTION ON RADON SYSTEM.									
Mark & Deborah Arellanos		3628 S. Wenonah Avenue	16-31-310-022-0000		R	10/5/2021 Impr-L	89495-1	\$0.00	\$50.00
HVAC FINAL RE-INSPECTION----- REMOVE AND REPLACE A/C 2.5 TON 14 SEER FURNACE 90K BTU 80%EFF									
Lida Cervantes		6907 W. 26th Street	16-30-115-035-0000		R	10/5/2021 Impr-L	91301-1	\$0.00	\$75.00
PAYING FOR ROOF FINAL ONLY. NOT NEEDED BUT CALLED FOR IT-----REMOVE AND REPLACE SHINGLES ON GARAGE. R/R GUTTERS & DOWNSPOUTS. DOWNSPOUTS MUST DISBURSE ONTO PRIVATE PROPERTY.									
Marisela & Olivia Cortes		6431 W. 26th Street	16-30-230-030-0000		R	10/5/2021 Impr-L	91506-1	\$0.00	\$50.00
PERMIT FINAL RE-INSPECTION----- REMOVE GROUND LEVEL DECK AND INSTALL A 3 SIDED ROOFED OVER PATIO ATTACHED TO THE REAR OF THE HOUSE - 20L X 10WX12H. -- MUST BE ON 42" DEEP PIERS.									

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Between: 10/1/2021 And 10/31/2021

Name and Address	P.I.N. #	Census Class	Permit Issued	Permit #	Cost Of Improvements	Cost Of Permit
67 RMAC LENDING, LLC 2514 S. Grove Avenue	16-30-116-024-0000	R	10/5/2021 Plum-L	92117-1	\$8,500.00	\$195.00
Vicente & Beatriz Andrade 1329 S. Elmwood Avenue	16-19-215-013-0000	R	10/5/2021 Impr-L	92344-0	\$1,500.00	\$40.00
68 Vera Jovanovic 2416 S. Wesley Avenue	16-30-217-023-0000	R	10/5/2021 Dump-L	92345-0	\$0.00	\$50.00
69 Waldemar Stawiariski 1842 S. Clarence Avenue	16-19-410-037-0000	R	10/5/2021 Impr-L	92346-0	\$900.00	\$40.00
70 Waldemar Stawiariski 1840 S. Kenilworth Avenue	16-19-313-035-0000	R	10/5/2021 Impr-L	92347-0	\$1,900.00	\$40.00
71 Maria Arvizo 1538 S. Ridgeland Avenue	16-19-231-034-0000	R	10/5/2021 Impr-L	92348-0	\$2,000.00	\$90.00
72 F. Carrezalez 1446 S. Highland Avenue	16-20-116-039-0000	R	10/5/2021 Plum-L	92349-0	\$7,000.00	\$340.00
73 Clarence Susarz 1605 S. Cuyler Avenue	16-20-304-002-0000	R	10/5/2021 Impr-L	92350-0	\$7,995.00	\$200.00
74 David Cardona 2806 S. Cuyler Avenue	16-29-316-025-0000	R	10/5/2021 Impr-L	92351-0	\$5,000.00	\$400.00
75 Laura Villarreal 3323 S. Clinton Avenue	16-31-125-018-0000	R	10/5/2021 Impr-L	92352-0	\$6,000.00	\$230.00
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		Between: <u>10/1/2021</u> And <u>10/31/2021</u>							
Name and Address	P.I.N. #	Census Class	Permit Issued	Permit #	Improvements	Cost Of	Permit	Cost Of	Permit
Jose G. & Jose J. Nunez 2409 S. Harvey Avenue	16-29-119-004-0000		10/5/2021 Imp-r-L	92363-0	\$0.00	\$50.00			
DUMPSTER ON STREET. DUMPSTERS/PODS REQUIRE A FLASHING BARRICADE ON THE SIDE OF INCOMMING TRAFFIC.									
77 Paul E. Arriola & Colleen Arriol 2514 S. Elmwood Avenue	16-30-230-017-0000	R	10/5/2021 Impr-L	92354-0	\$3,790.00	\$120.00			
GRIND AND TUCKPOINT BRICK RAILS AND REBUILD, GRIND AND TUCKPOINT REMAINDER OF BRICK RAILS, SPOT TUCKPOINT N/S COMMON BRICK WALL AT BOTTOM 3 FT.									
78 Esteban Delamora 2342 S. Harvey Avenue	16-29-110-038-0000	R	10/5/2021 Roof-L	92355-0	\$5,500.00	\$140.00			
TEAR OFF AND REROOF ON THE HOUSE ONLY, ICE AND WATER SHIELD, ROOF VENTS, FELT AND ARCHITECTURAL SHINGLES.									
79 Miguel Robles & Stacy Diaz 3139 S. Cuyler Avenue	16-32-107-007-0000	R	10/5/2021 Roof-L	92356-0	\$6,500.00	\$155.00			
TEAR OFF AND REROOF WITH ARCHITECTURAL SHINGLE, ICE AND WATER SHIELD, NEW ROOF VENTS, PIPE CJACK AND CHIMNEY FLASHING									
80 Edward Doerge 1919 S. Ridgeland Avenue	16-20-321-009-0000	R	10/5/2021 Roof-L	92357-0	\$10,500.00	\$215.00			
REMOVE AND REPLACE ROOF, ICE AND WATER SHIELD, FELT, ROOF VENTS- HOUSE AND GARAGE									
81 Tito Miranda Olivas 2624 S. Wesley Avenue	16-30-401-029-0000	R	10/5/2021 Dump-L	92358-0	\$0.00	\$50.00			
DUMPSTER TO BE ON THE STREET. DUMPSTERS/PODS REQUIRE A FLASHING BARRICADE ON THE SIDE OF INCOMMING TRAFFIC.									
82 Vanessa R. Crowder & Sharon 1222 S. Ridgeland Avenue	16-19-207-030-0000	R	10/5/2021 Plum-L	92359-0	\$11,250.00	\$50.00			
REPAIR SEWER IN THE STREET - CITY WILL RESTORE THE STREET.									
83 Alan S Jusick, Sr. & Ann Marie 3529 S. Harvey Avenue	16-32-303-018-0000	R	10/5/2021 Impr-L	92360-0	\$1,800.00	\$40.00			
VINYL SIDING ON THE GARAGE ONLY, PLASTIC WRAP, INSTALL ALUMINUM CAPPING ON 2 WINDOWS (GARAGE) TUCKPOINTING ON SMALL PORTION OF HOUSE (REPAIR)									
84 Joe & Rebecca Garcia 3622 S. Harvey Avenue	16-32-310-020-0000	R	10/5/2021 Impr-L	92361-0	\$1,000.00	\$90.00			
INSTALL NEW CONCRETE SLAB ON NORTH AND SOUTH SIDE OF GARAGE. CONCRETE MUST PITCH TOWARDS OWN PROPERTY NOT NEIGHBORS OR CITY.									
85									

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Name and Address	P.I.N. #	Census Class	Permit Issued	Permit #	Improvements	Cost Of Permit
Robin Wilson 1515 S. Home Avenue	16-19-128-043-0000	R	10/5/2021 Impr-L	92362-0	\$300.00	\$100.00
COMPLIANCE VIOLATIONS - BEDROOM CLOSETS MUST HAVE HARDWIRED LIGHT FIXTURES INSTALLED TO CODE, ANY KITCHEN COUNTER ELECTRICAL OUTLETS MUST BE GFCI PROTECTED, FULL BATHROOM MUST HAVE A GFCI ELECTRICAL OUTLET INSTALLED TO CODE, CANCEL 2 PRONG OUTLET AT VANIT						
86 Diarmuid Kelleher & Elyvne Re 6528 W. 34th Street	16-31-234-006-0000	R	10/5/2021 Fence-L	92363-0	\$2,500.00	\$135.00
INSTALL NEW FENCE ON EAST SIDE OF PROPERTY FROM ALLEY TO END OF NEIGHBOR'S HOUSE (HOMEOWNER HAS 20%), INSTALL FENCE/RETURN AT WEST SIDE OF PROPERTY NEAR END OF HOUSE USING OWN POST. INSTALL FENCE AT REAR NEAR CONCRETE SLAB TO CLOSE OFF ENTIRE SECTION. ALL						
87 Erik Brnadenburger & Melissa 3133 S. Home Avenue	16-31-104-010-0000	R	10/5/2021 Impr-L	92364-0	\$32,000.00	\$615.00
REPLACE SHINGLES, FELT, ICE & WATER SHIELD TO CODE. REPLACE SIDING & INSTALL HOUSE WRAP. R/R GUTTERS & DOWNSPOUTS. DOWNSPOUTS MUST DISBURSE ONTO PRIVATE PROPERTY.						
88 Juan C. & Mayra A. Espinosa 2121 S. Kenilworth Avenue	16-19-330-008-0000	R	10/5/2021 Impr-L	92365-0	\$1,000.00	\$40.00
REPLACING ANY DAMAGED/ROTTEN BRICKS ON THE SIDE OF THE BUILDING						
89 Gerald Fuentes & Lourdes Uribe 2829 S. Wisconsin Avenue	16-30-310-010-0000	R	10/5/2021 Impr-L	92366-0	\$500.00	\$0.00
TUCKPOINTING AROUND THE HOUSE AS NEEDED						
90 Marco Flores 2212 S. Cuyler Avenue	16-29-100-020-0000	R	10/6/2021 Bldg-B	9674-1	\$0.00	\$50.00
ELECTRICAL ROUGH RE-INSPECTION-----BASEMENT REMODEL. BASEMENT TO INCLUDE OPEN REC ROOM, 3 NEW BEDROOMS, LAUNDRY/MECHANICAL ROOM. NOT INSTALLING BATHROOM. BRING WINDOWS TO EGRESS CODE WHERE NEEDED.						
91 Errol McLendon & Wendy Clare 1411 S. Wenonah Avenue	16-19-119-005-0000	R	10/6/2021 Gar-B	9763-1	\$0.00	\$100.00
PAYING FOR ELECTRICAL UNDERGROUND AND ELECTRICAL FINAL RE-INSPECTIONS-----DEMO EXISTING GARAGE 12X18 FRAME, SLAB, APRON AND 2X18 WALK. NEW 19X20 GARAGE, FRAME CONCRETE SLAB AND 5' APRON.						
92						

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Name and Address		Between: 10/1/2021	And 10/31/2021	P.I.N. #	Class	Census	Permit Issued	Permit #	Improvements	Cost Of Permit
93	Mario Agate 1529 S. Home Avenue	16-19-128-013-0000	ATTIC DORMER UNFINISHED USED FOR STORAGE ONLY WITH EGRESS WINDOWS (FOR POSSIBLE REHAB IN THE FUTURE) NEW STAIR CASE.	R	10/6/2021	Bldg-B	9861-0	\$20,000.00	\$605.00	
93	Kenneth Strecok 1531 S. Kenilworth Avenue	16-19-130-015-0000	NEW DUCT WORK. INSTALLING NEW 100K BTU FURNACE 92% EFF INSTALLING NEW 4TON AIR CONDITIONER ALL BEDROOMS REQUIRE A RETURN. A/C CONDENSERS MUST BE LOCATED BEHIND THE HOUSE 3' FROM PROPERTY LOT LINE AND ELECTRICAL METER.	R	10/6/2021	Bldg-B	9862-0	\$0.00	\$185.00	
94	Roberto & Margarita Ramirez 2116 S. Grove Avenue	16-19-330-017-0000	PAYING FOR TWO (2) ELECTRICAL FINAL RE-INSPECTIONS-----BOILERS TO FORCED AIR HEAT IN 2 UNIT --INSTALL 2 FURNACES AND DUCT WORK ---- NO A/C UNITS BEING INSTALL AT THIS TIME.	R	10/6/2021	HVAC-L	90901-1	\$0.00	\$100.00	
95	David Reyes Salvador 6747 W. Riverside Drive	16-30-200-026-0000	PAYING FOR PARKWAY RE-INSPECTION-----INCREASING WATER SERVICE UP TO 1 1/2" TYPE K COPPER LINE.	R	10/6/2021	Plum-L	91634-1	\$0.00	\$50.00	
96	Season Clauss 1422 S. Clarence Avenue	16-19-218-033-0000	TEAR OFF AND REROOF WITH SHINGLES, INSTALL ICE AND WATER SHIELD, FELT UNDERLAYMENT.	R	10/6/2021	Roof-L	92367-0	\$10,575.00	\$215.00	
97	Laura Morrison 3802 S. Grove Avenue	16-31-330-018-0000	R/R NORTH SIDE FENCE W/ 5FT + 1FT OPEN LATTICE FENCE. TO INCLUDE TWO GATES.	R	10/6/2021	Fence-L	92368-0	\$5,079.00	\$135.00	
98	Morgan M. McCarthy 2612 S. Lombard Avenue	16-29-303-026-0000	ATF FOR PERGOLA AND PATIO (NOT ATTACHED TO HOUSE) SIZE OF PATIO 12X17 PERGOLA SIZE 13X13X9 (H)	R	10/6/2021	Impr-L	92369-0	\$2,000.00	\$240.00	
99	Jason Wilson 2746 S. Highland Avenue	16-29-309-039-0000	INSTALLING 2 HOPPER WINDOWS IN THE ATTIC AND LOWER LEVEL. BRING WINDOWS TO EGRESS CODE WHERE NEEDED.	R	10/6/2021	Impr-L	92370-0	\$1,990.00	\$90.00	
100	Joseph D. Volpe 1938 S. Kenilworth Avenue	16-19-321-030-0000	PATCH ROOF ON THE GARAGE INSTALL ROOF TILES WHERE NEEDED. TUCKPOINT 3-SPOTS ON ONE SIDE OF WALL. -- GARAGE ONLY.	R	10/6/2021	Impr-L	92371-0	\$425.00	\$0.00	
101										

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Name and Address		Between: 10/1/2021	And 10/31/2021	P.I.N. #	Census Class	Permit Issued	Permit #	Cost Of Improvements	Cost Of Permit
Teodoro Gomez and Della De		2536 S. Kenilworth Avenue	16-30-115-027-0000	TUCKPOINT/REPAIR WINGWALLS, SMALL AREAS NEAR FRONT OF BUILDING, & ON NORTH & SOUTH SIDE OF GARAGE.	R	10/6/2021 Impr-L	92372-0	\$450.00	\$0.00
102 Cristobal & Patricia Colon		2648 s. Clarence Avenue	16-30-402-039-0000	R/R AC & FURNACE. CHIMNEY LINER EXISTING & RE-USE.	R	10/6/2021 Impr-L	92373-0	\$4,804.00	\$190.00
103 Michael & Linda Carpita		2916 S. Wisconsin Avenue	16-30-315-021-0000	REMOVING AND REPLACING 1 WINDOW	R	10/6/2021 Impr-L	92374-0	\$2,440.00	\$40.00
104 Mark Reyes		1242 S. Gunderson Avenue	16-19-205-039-0000	TUCKPOINT ENTIRE PROPERTY AS NEEDED. IF GRINDING MUST TENT OR TARP AREA. WET GRINDING IS ALSO ALLOWED.	R	10/6/2021 Impr-L	92375-0	\$2,500.00	\$55.00
105 Vincente Aguirre		1844 S. Euclid Avenue	16-19-408-039-0000	REMOVING AND REPLACING KITCHEN WINDOW	R	10/6/2021 Impr-L	92376-0	\$0.00	\$40.00
106 Maria & Jose Ortiz		2304 S. Lombard Avenue	16-29-111-022-0000	UPGRADE THE ELECTRICAL SERVICE TO 200 AMP, PULLING NEW CIRCUIT	R	10/6/2021 Elec-L	92377-0	\$2,400.00	\$175.00
107 Lubomir Gadas		2109 S. Wesley Avenue	16-19-426-003-0000	ELECTRICAL FINAL RE-INSPECTION----- BOILER REPLACEMENT 84% EFF, 120K BTUS--- NO HEAT---	R	10/7/2021 HVAC-L	85401-1	\$0.00	\$50.00
108 Irma Ortiveros		2108 S. Lombard Avenue	16-20-332-016-0000	DEMO WALLS TO STUDS AND INSTALL NEW DRYWALL- ON THE 1ST FLOOR.	R	10/7/2021 Impr-L	92378-0	\$8,000.00	\$220.00
109 Oscar Villarreal		3030 S. East Avenue	16-30-418-031-0000	INSTALLATION OF SOLAR PANELS. SOLAR PANELS MUST HAVE TAP CONNECTORS.	R	10/7/2021 Impr-L	92379-0	\$5,512.50	\$200.00
110 Joshua K. Zegar		1909 S. Clinton Avenue	16-19-321-004-0000	REROOF THE GARAGE, INSTALL 1/2 INCH FIBER BOARD INSULATION, INSTALL BASE, INSTALL 4MM BITUMEN TORCH DOWN ROLLS. SPOT TUCKPOINT THE GARAGE.	R	10/7/2021 Roof-L	92380-0	\$4,600.00	\$0.00
111 Mary Kelly		2837 S. Wenonah Avenue	16-30-311-008-0000	80% FURNACE AND 2TON AIR CONDITIONING REPLACEMENT. CHIMNEY EXISTING	R	10/7/2021 HVAC-L	92381-0	\$7,649.00	\$190.00
112									

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Aldo Gomez & Ilda Herrera		3402 S. Kenilworth Avenue	16-31-133-033-0000	INTERIOR GUT REHAB. 1ST FLOOR TO CONSIST OF- KITCHEN, DINING ROOM, LIVING ROOM, EXISTING POWDER ROOM, LAUNDRY ROOM. 2ND FLOOR TO CONSIST OF- 2 FULL EXISTING BATHROOMS, 3 EXISTING BEDROOMS. FINISHED BASEMENT TO CONSIST OF- MECHANICAL ROOM. UPGRADING WATE	R	10/7/2021 Impr-L	92382-0	\$0.00	\$345.00	
113 Luis & Dagmar Marquez		2743 S. Harvey Avenue	16-29-311-019-0000	T/O & RE-ROOF HOUSE ROOF TO CODE. ICE & WATER SHIELD TO CODE. NO POWER VENTS.	R	10/7/2021 Roof-L	92384-0	\$8,520.71	\$185.00	
114 Miguel A. Morales & Natalie J.		1534.5 S. Highland Avenue	16-20-124-032-0000	REPLACE 2 WINDOWS WELL LINERS ON THE EAST FOUNDATION WALL, INSTALL A WINDOWS WELL DRAIN TO CONNECT TO AN EXISTING SUMP PUMP SYSTEM. REPAIR 1 FOUNDATION CRACK.	R	10/7/2021 Impr-L	92385-0	\$3,395.00	\$120.00	
115 Berwyn Plaza LLC		6905 W. OGDEN AVENUE B	99-99-999-000-0682	ILLUMINATED CHANNEL LETTERS AND ILLUMINATED BOC. - EXISTING		10/7/2021 Sign-L	92386-0	\$4,800.00	\$185.00	
116 Joseph & Rosemary Reyna		2123 S. Wesley Avenue	16-19-426-008-0000	REMOVING APPROX. 2.5X70 AND 4X20 DIRT AREAS AND REPLACING WITH NEW CONCRETE. NEW PARKING PAD 11.5X24, REMOVING AND REPLACING EXISTING WALK FROM PATIO TO PARKING PAD 2.5X32. JULIE DIG# ATTACHED.	R	10/7/2021 Impr-L	92387-0	\$10,000.00	\$210.00	
117 Antonio Suarez		1322 S. Wisconsin Avenue	16-19-109-028-0000	TEAR OFF FLAT ROOF AND REPLACE WITH RUBBEROID 2-PLY MODIFIED BITUMEN ROOF SYSTEM 4" POLYISOCYANURATE MECHANICALLY FASTENED & STAGGERED. DUMPSTERS/PODS REQUIRE A FLASHING BARRICADE ON THE SIDE OF INCOMMING TRAFFIC.	R	10/7/2021 Impr-L	92388-0	\$11,800.00	\$280.00	
118 Yue Hualin & Zhicong Mei		2719 S. Haney Avenue	16-29-311-008-0000	PERMIT FINAL RE-INSPECTION----- BUILD NEW GARAGE 20' X 24' X 15' (H). SLAB POURED ON L-82291-0.	R	10/8/2021 Gar-B	9602-2	\$0.00	\$50.00	
119 Amanda Schriver & Mark J Ba		2420 S. Oak Park Avenue	16-30-112-051-0000	DEMO EXISTING GARAGE AND REBUILD NEW GARAGE 30X22X14 (HEIGHT)	R	10/8/2021 Gar-B	9863-0	\$38,000.00	\$350.00	
120										

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Rudy M. Lung 1822 S. Euclid Avenue	16-19-408-030-0000	R	10/8/2021 Impr-L	92201-1	\$0.00	\$75.00	
PAYING FOR MASONRY FINAL RE-INSPECTION FOR SCOPE CHANGE----- TUCKPOINT FRONT WING WALLS AND REPLACE BAD BRICKS AS NEEDED. IF GRINDING MUST TENT OR TARP AREA. WET GRINDING IS ALSO ALLOWED. 10/8/21 CHANGING SCOPE OF WORK: NEW SCOPE: DEMO & REBUILD FRONT W							
121 John Henderson 1501 S. Scoville Avenue	16-19-229-044-0000	R	10/8/2021 Impr-L	92389-0	\$2,995.00	\$55.00	
REMOVING FRONT WINDOW AND REPLACING WITH 1 NEW WHITE 4SECTION CASEMENT UNIT.							
122 Salvador Olivares & Jasmine M	1404 S. Wisconsin Avenue	16-19-117-022-0000	R	10/8/2021 Impr-L	92390-0	\$3,000.00	\$105.00
R/R EXISTING CONCRETE WALKWAY FROM ALLEY TO FRONT OF HOUSE. R/R EXISTING FRONT CONCRETE APPROACH. INSTALL NEW CONCRETE BETWEEN GARAGE AND EXISTING WALKWAY ON SOUTHSIDE OF GARAGE. CONCRETE MUST PITCH TOWARDS OWN PROPERTY NOT NEIGHBOR'S OR CITY.							
123 Jack & Eluisa Lynn	2100 S. Maple Avenue	16-19-324-013-0000	R	10/8/2021 Impr-L	92391-0	\$4,000.00	\$120.00
REMOVE AND REPLACE GARAGE FLOOR SLAB. MUST INSTALL REBAR EVERY 2FT IN TO EXISTING FOUNDATION & NEW SLAB.							
124 Martin & Eric Mireles	2317 S. Home Avenue	16-30-105-008-0000	R	10/8/2021 Impr-L	92392-0	\$2,500.00	\$120.00
TEARING AND REPAIRING EVERYTHING CAUSED BY DAMAGE DUE TO FLOODING. TEARING UP FLOOR AND WALL IN THE DINING ROOM, BATHROOM AND KITCHEN. WILL CHECK FOR ANY DAMAGED CRACKS AND REPAIR. INSTALLING NEW FLOORING AND NEW WALLS. WILL PUT EVERYTHING BACK TO ORIGINA							
125 Juan Reyes	2645 S. Oak Park Avenue	16-30-400-020-0000	R	10/8/2021 Impr-L	92393-0	\$3,000.00	\$175.00
TEAR OFF AND REROOF ON THE HOUSE WITH SHINGLES, ICE AND WATER SHIELD. DUMPSTERS/PODS REQUIRE A FLASHING BARRICADE ON THE SIDE OF INCOMMING TRAFFIC.							
126							

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Name and Address	P.I.N. #	Census Class	Permit Issued	Permit #	Improvements	Cost Of Permit
Myra Surin 1309 S. East Avenue	16-19-212-004-0000	R	10/8/2021 Impr-L	92394-0	\$4,850.00	\$135.00
R/R THREE (3) SECTIONS OF EXISTING SIDEWALK ON SOUTH SIDE OF PROPERTY. SPOT TUCKPOINT FRONT ELEVATION OF THE HOUSE AS NEEDED. CONCRETE MUST PITCH TOWARDS OWN PROPERTY NOT NEIGHBORS OR CITY. IF GRINDING MUST TENT OR TARP AREA. WET GRINDING IS ALSO ALLOWED						
127 Jennifer M. Kellher 2322 S. Scoville Avenue	16-30-212-023-0000	R	10/8/2021 Impr-L	92395-0	\$500.00	\$190.00
ENCLOSE BACKYARD WITH FENCE. EXTEND CHAIN LINK FENCE UP ALONG THE SOUTH SIDE OF THE PROPERTY AND CUT BACK TO THE HOUSE MIDWAY DOWN THE LOT LINE. ENCLOSE 3/4 OF THE OLD OVERHEAD DOOR OPENING REMAINDER OF DOORWAY WILL BE A PERSON DOOR/SLIDING DOOR. JULIE# A						
128 Reynaldo & Lilia Rocha 1508 S. Home Avenue	16-19-127-018-0000	R	10/8/2021 Impr-L	92396-0	\$1,500.00	\$190.00
BUILD A GAZEBO IN FRONT OF THE GARAGE ON THE EXISTING SLAB. LAG BOLT TO THE SLAB W/ SOME PSOTS ON PIERS. PIERS MUST BE 42" DEEP. 14 x 12 x 10(H).						
129 Salvador Martinez 1837 S. Gunderson Avenue	16-19-414-015-0000	R	10/8/2021 Impr-L	92397-0	\$2,000.00	\$90.00
REMOVING AND REPLACING EXISTING WALKWAY ON THE SOUTH SIDE OF HOUSE TO REAR OF HOUSE. REMOVING AND REPLACING EXISTING CONCRETE FROM REAR OF HOUSE TO ALLEY AND GARAGE APRON.						
130 Theresa King-Verzal 3634 S. East Avenue	16-31-410-049-0000	R	10/8/2021 Impr-L	92398-0	\$10,000.00	\$210.00
REMOCE AND REPLACE SIDING ON THE HOUSE ONLY, INSTALL NEW INSULATION AND HOUSE WRAP.						
131 Valerie Moreno 3308 S. Highland Avenue	16-32-119-013-0000	R	10/8/2021 HVAC-L	92399-0	\$1,996.00	\$140.00
R/R AC 13 SEER 2 TON, A/C CONDENSERS MUST BE LOCATED BEHIND THE HOUSE 3' FROM PROPERTY LOT LINE AND ELECTRICAL METER. 10/12/2021 PER CDL OK FOR A/C UNIT TO BE IN SIDEYARD SINCE PROPERTY ON DOUBLE LOT. -----per contracto there is a disconnect fuse breaker						
132 Ronald L. Pojak 3721 S. Elmwood Avenue	16-31-419-082-0000	R	10/8/2021 Dump-L	92400-0	\$0.00	\$50.00
CLEARING HOUSE OF CABINETS, CLOTHES,ETC. DUMPSTERS/PODS REQUIRE A FLASHING BARRICADE ON THE SIDE OF INCOMMING TRAFFIC.						
133						

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Census Class Permit Issued Permit # Improvements Cost Of Permit

Victor Anaya 2849 S. Highland Avenue 16-29-318-019-0000 R 10/8/2021 Impr-L 92411-0 \$5,900.00 \$150.00

INSTALL NEW CONCRETE PATIO AT FENCE ALONG ALLEY (30 x 14). INSTALL NEW CONCRETE SECTION AT SOUTH SIDE OF PROPERTY NEXT TO THE EXISTING PATIO (14 x 3.6). JULIE DIG #A2792733. CONCRETE MUST PITCH TOWARDS OWN PROPERTY NOT NEIGHBORS OR CITY.

144

Carmen A. Valdez 6832 W. 30th Street 16-30-324-008-0000 R 10/8/2021 Impr-L 92412-0 \$2,000.00 \$190.00

INSTALL ROOFED OVER PATIO ATTACHED TO THE BACK POOR.

145

3808 Clinton Land Trust 3808 S. Clinton Avenue 16-31-328-012-0000 PRE-POUR FOR PUBLIC SIDEWALK █ 10/12/2021 Bldg-B 9640-2 \$0.00 \$50.00

146

Walter & Mary Pallozzi 3721 S. Kenilworth Avenue 16-31-322-005-0000 R 10/12/2021 Bldg-B 9842-1 \$0.00 \$50.00

preliminary plumbing inspection to determine what needs to be brought to code for kitchen sink

147

Andzelika Bendik 2542 S. Oak Park Avenue 16-30-117-034-0000 R 10/12/2021 Bldg-B 9864-0 \$70,000.00 \$3,435.00

INTERIOR REHAB. 1ST FLOOR TO CONSIST OF- KITCHEN, DINING ROOM, LIVING ROOM AND CONVERTING EXISTING FULL BATHROOM INTO POWDER ROOM. 2ND FLOOR/ATTIC TO CONSIST OF- RECREATIONAL ROOM, 1 EXISTING FULL BATHROOM, 1 NEW BATHROOM, 3 EXISTING BEDROOMS, LAUNDRY

148

Pedro D. Gomez 3736 S. Wisconsin Avenue 16-31-317-017-0000 R 10/12/2021 Bldg-B 9865-0 \$15,500.00 \$600.00

FINISHING THE BASEMENT TO INCLUDE- RECREATIONAL ROOM, EXISTING POWDER ROOM, 2 NEW BEDROOMS, LAUNDRY ROOM AND MECHANICAL ROOM. BRING WINDOWS TO EGRESS CODE WHERE NEEDED.

149

Raul Andrade 2241 S. Clinton Avenue 16-30-102-023-0000 R 10/12/2021 Elec-L 92316-1 \$200.00 \$50.00

Work includes 2 new exterior outlets (w/ weatherproof covers), exterior light fixture w/ conduit, new outlet/switches on the inside of the enclosed garage porch, and 2 new garage porch light fixtures w/ conduit.

150

Claudio Hernandez & Alma Rocio 2823 S. Highland Avenue 16-29-318-010-0000 R 10/12/2021 Impr-L 92413-0 \$4,000.00 \$120.00

OWNER WILL BE ADDING AN ADDITIONAL 950SQ FT OF CONCRETE TO CONNECT THE EXISTING DRIVEWAY TO THE GARAGE AND INSTALL A 2FT SIDEWALK BETWEEN THE HOUSE AND EXISTING SIDEWALK.-- INSTALLING GAS LINE FROM HOUSE TO GARAGE FOR FUTURE HEATING (ADDED 10/18/21)

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Valeria Del Villar 2522 S. Euclid Avenue	16-30-224-022-0000	R	10/12/2021 Impr-L	92414-0	\$1,500.00	\$90.00
REMOVING AND REPLACING 2 TOTAL WINDOWS, ON THE 1ST FLOOR LIVING ROOM AND 1 IN THE FINISHED BASEMENT UP TO EGRESS CODE. TUCKPOINTING AROUND THE HOUSE AS NEEDED						
152 Epidio Gonzales 1406 S. Wisconsin Avenue	16-19-117-023-0000	R	10/12/2021 Impr-L	92415-0	\$2,000.00	\$90.00
REMOVING AND REPLACING EXISTING FRONT APPROACH, STAIR LANDING AND STAIRS, R/R EXISTING WALKWAY FROM FRONT OF PROPERTY TO REAR, R/R EXISTIGN GARAGE APRON.						
153 H & N Beutler 3824 S. Clarence Avenue	16-31-422-087-0000	R	10/12/2021 HVAC-L	92416-0	\$5,035.00	\$115.00
FURNACE REPLACEMENT. 80% EFF 90K BTUS USING EXISTING CHIMNEY LINER						
154 Gilberto & Loreno Reyes 1418 S. Gunderson Avenue	16-19-221-028-0000	R	10/12/2021 Fence-L	92417-0	\$15,450.00	\$135.00
REMOVING AND REPLACING FENCE ON THE SOUTH SIDE OF PROPERTY FROM REAR OF HOUSE TO ALLEY 5FT+1FT OPEN LATTICE (HAS NEIGHBOR PERMISSION FROM 1422 GUNDERSON) R/R FENCE/GATE AT THE ALLEY 5FT+1FT OPEN LATTICE. R/R FENCE ON THE NORTH SIDE OF PROPERTY FROM REAR O						
155 Peter Kaczmar 1248 S. Wisconsin Avenue	16-19-101-038-0000	R	10/12/2021 Impr-L	92418-0	\$2,100.00	\$50.00
INSTALLING 3 EGRESS WINDOWS						
156 James Vrba 3835 S. Wisconsin Avenue	16-31-326-014-0000	R	10/12/2021 Roof-L	92419-0	\$11,000.00	\$215.00
TEAR OFF AND REROOF ON THE HOUSE WITH NEW SHINGLES, ICE AND WATER SHIELD, SLB FELT UNDERLAYMENT, LEAD FLASHINGS.						
157 Lei & Maya Cervantes 3031 S. Euclid Avenue	16-30-416-016-0000	R	10/12/2021 Roof-L	92420-0	\$10,000.00	\$200.00
TEAR OFF AND REROOF ON THE HOUSE WITH NEW SHINGLES, ICE AND WATER SHIELD, NEW ROOF VENTS, CHIMNEY FLASHING						
158 Victor Gonzalez 6924 W. 16th Street	16-19-305-038-0000	R	10/12/2021 Impr-L	92421-0	\$5,500.00	\$185.00
REMOVING AND REPLACING FENCE ON THE STREET SIDE FROM REAR OF HOUSE TO FRONT OF GARAGE 6FT HEIGHT. REMOVING AND REPLACING CONCRETE PATIO IN REAR YARD AND CONCRETE WALKWAY TO THE GRAVE. JUIE DIG# ATTACHED.						
159						

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F & H Stock 3800 S. Lombard Avenue	16-32-327-047-0000	R	10/12/2021 Impr-L	92422-0	\$6,200.00	\$165.00
R/R GUTTERS, DOWNSPOUTS, SOFFIT AND FASCIA ON THE HOUSE. DOWNSPOUTS MUST DISBURSE ONTO PRIVATE PROPERTY.						
160 Patrick Magrady 6904 W. 30th Place	16-30-325-017-0000	R	10/12/2021 HVAC-L	92423-0	\$6,417.00	\$115.00
R/R FURNACE - USING EXISTING CHIMNEY LINER.						
161 T& L 7102-04 W 28TH Street 7102-04 W. 28th Street	16-30-309-010-0000	R	10/12/2021 Impr-L	92424-0	\$27,230.00	\$760.00
FURNISH AND INSTALL NEW ALUM STORE FRONT. - MUST HAVE TEMPERED GALLS WINDOWS. DUMPSTERS/PODS REQUIRE A FLASHING BARRICADE ON THE SIDE OF INCOMING TRAFFIC.						
162 Willene Britt Trust 6215 W. 26th Street	16-29-303-004-0000	C	10/12/2021 Impr-L	92425-0	\$50,400.00	\$3,240.00
INTERIOR REMODEL - 1ST FLOOR COMMERCIAL SPACE. - REPLACE EXISTING TRIM FOR 6" NEW TRIMS IN EXISTING HOUSING, INSTALL NEW EXIT AND EMERGENCY LIGHTS/FIXTURES/SWITCHES/OUTLETS. R/R DRYWALL WHERE MISSING, REPLACE INSULATION WHERE NEEDED, R/R DOORS AND CASIN						
163 Martha L. Cruz 1923 S. Clarence Avenue	16-19-419-008-0000	R	10/12/2021 Impr-L	92426-0	\$0.00	\$65.00
PRELIMINARY STRUCTURAL INSPECTION TO DETERMINE IF A BEDROOM WALL CAN BE REMOVED AND IF THE BEDROOM AND DINNING ROOM CAN BE FLIP FLOPPED.						
164 Michael S. Applegate & Rebecc 2710 S. Harvey Avenue	16-29-310-024-0000		10/12/2021 Impr-L	92427-0	\$8,500.00	\$595.00
FLOOD CONTROL INSTALLATION, DRAIN TILE, DOWNSPOUT CORRECTION AND CATCH BASIN REMOVAL.						
165 Antonio & Margarita Flores & M 3832 S. Euclid Avenue	16-31-420-039-0000	R	10/12/2021 Roof-L	92428-0	\$1,200.00	\$50.00
TEAR OFF GARAGE ROOF AND REROOF WITH SHINGLES, REPLACE VENTS AND REPLACE DRIP EDGE						
166 AHMAD RUMANEH 2341 S. Highland Avenue	16-29-110-018-0000	R	10/12/2021 Impr-L	92429-0	\$15,000.00	\$760.00
COMPLIANCE- ALL ELECTRIC FOR ENTIRE HOUSE TO BE BROUGHT TO CODE, ALL PLUMBING MUST BE BROUGHT TO CODE, INTERIOR WATER FEATURE PUMP AND ANY LIGHTS MUST BE ON GFCI PROTECTED OUTLETS, BASEMENT HAS SUFFERED WATER INFILTRATION FIND AND CORRECT THE SOURCE, SOME						
167						

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Name and Address	P.I.N. #	Census Class	Permit Issued	Permit #	Improvements	Cost Of Permit
Adalberto Barajas 1808 S. Wisconsin Avenue	16-19-309-023-0000	R	10/12/2021 Impr-L	92430-0	\$700.00	\$740.00
ATF FOR DE-CONVERTING MAIN LEVEL KITCHEN SINK, SECOND LEVEL POWDER ROOM MUST HAVE A GFCI ELECTRICAL OUTLET INSTALLED TO CODE, OPEN BULB LIGHTS IN ATTIC MUST BE CONVERTED TO FULLY ENCLOSED BULB FIXTURES, ANY BASEMENT PERIMETER ELECTRICAL OUTLETS MUST BE GF						
168 Ginger Passarelli 3547 S. Wesley Avenue	16-31-402-013-0000	R	10/12/2021 Impr-L	92431-0	\$2,250.00	\$105.00
REMOVING AND REPLACING EXISTING GUTTERS AROUND THE HOUSE, INSTALL ALUMINUM FLASHING ON GUTTERS, CAP THE FASCIA BOARD WITH ALUMINUM						
169 Rosario G Aguilar 1833 S. East Avenue	16-19-412-015-0000	R	10/12/2021 Plum-L	92432-0	\$0.00	\$50.00
A PRELIMINARY PLUMBING INSPECTION DO DETERMINE CODE COMPLIANCE BASED OFF COMPLIANCE INSPECTION REPORT.						
170 Orlando Garcia And Laura Garc 1807 S. Euclid Avenue	16-19-409-003-0000	R	10/12/2021 Impr-L	92433-0	\$8,100.00	\$135.00
REMOVE AND REPLACE FENCE ON THE SOUTH SIDE OF PROPERTY (OK PER CDL) FROM REAR OF HOUSE TO ALLEY WITH GATES 5FT WITH SPEAR TOPS (NO SHARP POINTS) ALLEY FENCE/GATE 6FT HEIGHT. JULIE# ATTACHED						
171 Paul Gleeson 1214 S. East Avenue	16-19-203-024-0000	R	10/12/2021 Impr-L	92434-0	\$7,900.00	\$255.00
TEAR OFF AND RESHINGLE THE HOUSE AND R/R GUTTER AND DOWNSPOUTS ON THE HOUSE DOWNSPOUTS MUST DISBURSE ONTO PRIVATE PROPERTY.						
172 Jamie Oseguera and Ovelia Os 2126 S. Wesley Avenue	16-19-425-018-0000	R	10/12/2021 Dump-L	92435-0	\$0.00	\$50.00
DUMPSTER TO THROW ANY FURNITURE/ETC. DUMPSTERS/PODS REQUIRE A FLASHING BARRICADE ON THE SIDE OF INCOMMING TRAFFIC.						
173 Ramon & Susana Perez 7107 W. Riverside Drive	16-30-327-010-0000	R	10/12/2021 Impr-L	92436-0	\$10,000.00	\$360.00
REMODEL KITCHEN - R/R KITCHEN CABINETS, COUNTER TOP - BRING PLUMBING AND ELECTRIC TO CODE. R/R KITCHEN WINDOW, R/R SIDE ENTRY DOOR AND STORM DOOR. R/R FLOORING.						
174 Dulce Maria Corral 6439 W. 28th Street	16-30-411-045-0000	R	10/12/2021 Impr-L	92437-0	\$8,000.00	\$180.00
REMOVE THE EXISTING STUCCO, CHECK AND REPLACE DAMAGED BRICKS, SPOT TUCKPOINT WHERE NEEDED, REPLACE EXISTING SIDING AND INSTALL HOUSE WRAP TO CODE.						
175						

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Maria Rodriguez 6420 W. 27th Street	16-30-410-063-0000	R	10/12/2021 Impr-L	92438-0	\$19,510.00	\$360.00
ALL WORK ON THE HOUSE AND GARAGE - R/R FASCIA, REMOVE OLD SIDING, INSTALL TYVEK TO CODE AND INSTALL NEW SIDING. R/R GUTTERS AND DOWNSPOUTS. DOWNSPOUTS MUST DISBURSE ONTO PRIVATE PROPERTY.						
176 PRODIGY LLC 1218 S. Wesley Avenue	16-19-201-028-0000	R	10/13/2021 Bldg-B	9577-1	\$0.00	\$50.00
paying for plumbing final reinspection.						
177 Anderson Consulting, LLC 1334 S. Wesley Avenue	16-19-209-035-0000	R	10/13/2021 Bldg-B	9866-0	\$180,000.00	\$2,620.00
INTERIOR RENOVATION WITH 2ND FLOOR ADDITION, 1ST FLOOR WILL CONSIST OF KITCHEN, DINING ROOM, LIVING ROOM, MUD ROOM, CONVERT EXISTING FULL BATHROOM INTO A POWDER ROOM AND REMOVING THE BEDROOM, 2ND FLOOR WILL CONSIST OF 2 EXISTING BEDROOM, 1 EXISTING FULL B						
178 Atanacio Romo 1547 S. Clinton Avenue	16-19-129-020-0000	R	10/13/2021 Impr-L	87982-1	\$0.00	\$50.00
PAYING FOR PRE-POUR OF PUBLIC SIDEWALK						
179 MIGUEL & ANA L. VALDEZ 6823 W. 30th Place	16-30-324-025-0000	R	10/13/2021 Impr-L	89940-1	\$0.00	\$50.00
ELECTRICAL FINAL RE-INSPECTION----- COMPLIANCE VIOLATION - ANY OPEN BULB FIXTURES IN CLOSET STORAGE ROOM, BASEMENT CEILING TO BE CONVERTED TO FULLY ENCLOSED BULB FIXTURES, ANY KITCHEN COUNTERS, BATHROOM, LAUNDRY ELECTRICAL OUTLETS,						
180 Ricardo & Ariana Macedo 1833 S. Cuyler Avenue	16-20-309-012-0000	R	10/13/2021 Plum-L	91958-1	\$0.00	\$50.00
DUMPSTER ON THE STREET TO REMOVE FLOOD CONTROL INSTALL DEBRIS DUMPSTERS/PODS REQUIRE A FLASHING BARRICADE ON THE SIDE OF INCOMMING TRAFFIC.						
181 SRM ENTERPRISES, INC 1508 S. Euclid Avenue	16-19-224-025-0000	R	10/13/2021 Impr-L	92194-1	\$0.00	\$50.00
PERMIT FINAL INSPECTION FE-----COMPLIANCE VIOLATIONS : ATF KITCHEN REMODEL, ATF HOT WATER TANK REPLACEMENT, R/R WINDOWS AND BRING WINDOWS TO EGRESS CODE WHERE REQUIRED, ANY OPEN BULB LIGHTS IN THE BASEMENT MUST BE MADE FULLY ENCLOSED FI						
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183	David & Esperanza Walczak	2736 S. Wesley Avenue	16-30-407-035-0000	TUCKPOINTING BOTH SIDES OF THE HOUSE AS NEEDED.	R	10/13/2021	Impr-L	92439-0	\$2,000.00	\$40.00
L. Doss		1227 S. Gunderson Avenue	16-19-206-016-0000	TEAR OFF AND REROOF HOUSE AND GARAGE, REPLACE SKYLIGHT, INSTALL VINYL SIDING FRONT AND BACK OF DORMER. TUCKPOINT CHIMNEY	R	10/13/2021	Impr-L	92440-0	\$13,925.00	\$345.00
184	Sabi Realty, Inc.	1634 S. Wesley Avenue	16-19-401-032-0000	TEAR OFF AND REROOF WITH TPO ON THE HOUSE.	R	10/13/2021	Roof-L	92441-0	\$11,200.00	\$0.00
185	Chicago Title Land Trust Cmpa	2646 S. Oak Park Avenue	16-30-306-036-0000	REMOVING AND REPLACING EXISTING CONCRETE FRONT STEPS AND FRONT APPROACH.	R	10/13/2021	Impr-L	92442-0	\$900.00	\$90.00
186	Robert and Nicki Como	1618 S. Kenilworth Avenue	16-19-305-047-0000	INSTALL A MITSUBISHI TWO SONE HEAT PUMP.	R	10/13/2021	HVAC-L	92443-0	\$8,600.00	\$210.00
187	Gabriel David Ascencao &	2817 S. Maple Avenue	16-30-309-013-0000	INSTALLING NEW FENCE ON THE NORTH SIDE OF PROPERTY FROM REAR OF HOUSE TO THE GARAGE 5FT+1FT OPEN LATTICE. REMOVING AND REPLACING EXISTING CONCRETE FRONT STAIRS. EXISTING WALKWAY ON THE SOUTH SIDE OF THE HOUSE, AND EXISTING CONCRETE STEPS ON THE SOUTH SIDE	R	10/13/2021	Impr-L	92444-0	\$2,000.00	\$140.00
188	Ferrando & Ingedia Sanchez	1905 S. Maple Avenue	16-19-317-002-0000	TUCKPOINTING, CAULKING, BRICK REPLACEMENT, CHIMNEY REBUILD.	R	10/13/2021	Impr-L	92445-0	\$12,200.00	\$280.00
189	Raudel / Mercedes Saldivar	2623 S. Clarence Avenue	16-30-403-014-0000	REMODEL MAIN LEVEL BATHROOM, REMOVE ARCHES BETWEEN LIVING ROOM AND DINING ROOM.	R	10/13/2021	Impr-L	92446-0	\$20,000.00	\$0.00
190	Frank Turucz	3826 S. Gunderson Avenue	16-31-423-079-0000	R/R GARAGE OVERHEAD DOOR - NO SIZE CHANGES AND HOOKING UP TO EXISTING ELECTRIC.	R	10/13/2021	Impr-L	92447-0	\$1,675.00	\$40.00
191	Jamie & Jody Steele	2405 S. Euclid Avenue	16-30-217-002-0000	ATF UPGRADE ELECTRICAL METER (GROUNDED) AND R/R RISERS O STEPS	R	10/13/2021	Impr-L	92448-0	\$800.00	\$90.00
192	Luis E. Flores & Raul Montes D	3809 S. Highland Avenue	16-32-326-004-0000	MAKING NEW OPENING FOR A PARTY DOOR ON THE GARAGE.	R	10/13/2021	Impr-L	92449-0	\$1,000.00	\$140.00
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Remedios C. Espinoza 3640 S. Grove Avenue	16-31-314-021-0000	R	10/13/2021 Impr-L	92450-0	\$8,271.00	\$195.00			
REMOVE EXISTING FASCIA & SOFFIT INSTALL ALUMINUM FASCIA, INSTALL GUTTER FLASHING, INSTALL NEW WOOD WHERE DAMAGED, ALUMINUM GUTTERS ON HOME, INSTALL NEW FASCIA BOARD.									
194 Thomas Chmura 3529 S. Scoville Avenue	16-31-405-020-0000	R	10/13/2021 Impr-L	92451-0	\$2,243.00	\$40.00			
REMOVING AND REPLACING GARAGE OVERHEAD DOOR									
195 Daniel Diaz & Taylor JN Butler 3212 S. Gunderson Avenue	16-31-213-026-0000	R	10/13/2021 Impr-L	92452-0	\$2,000.00	\$515.00			
COMPLIANCE VIOLATIONS - REPAIR 1ST FLOOR BATHROOM EXHAUST FAN, ALL CLOSET, PANTRY, AND STORAGE LIGHTS COMPLETELY ENCLOSED LAMPS, ALL BEDROOMS REQUIRES AT LEAST 2 OUTLETS, INSTALL GFI OUTLETS IN GARAGE, BASEMENT BATHROOM REQUIRES GFI OUTLET, BASEMENT BATHR									
196 Linda A. Golf 2735 S. Harvey Avenue	16-29-311-015-0000	R	10/13/2021 Impr-L	92453-0	\$15,600.00	\$340.00			
TEAR OFF AND REROOF ON THE HOUSE AND GARAGE, ICE AND WATER SHIELD, SYNTHETIC FELT UNDERLAYMENT, 2 NEW VENTS, REPLACING GUTTERS ON THREE SIDE OF THE HOUSE.									
197 Martin Collin 2316 S. Highland Avenue	16-29-109-027-0000	R	10/13/2021 Impr-L	92454-0	\$3,200.00	\$565.00			
COMPLIANCE VIOLATIONS - ELECTRICAL SERVICE REQUIRES UPGRADE TO CODE, ATF FOR MAIN LEVEL AND BASEMENT BATHROOM REMODEL, 220V OUTLET INSIDE THE BASEMENT CABINET MUST BE DECONVERTED TO THE SOURCE, OPEN BULB LIGHT IN REAR BEDROOM CLOSED TO BE CONVERTED TO FULL									
198 Martom Partners LLC 1805 S. Wesley Avenue	16-19-410-002-0000	R	10/14/2021 Bldg-B	8921-2	\$0.00	\$50.00			
PARKWAY RE-INSPECTION									
199 Maria Gallegos 2101 S. Home Avenue	16-19-328-001-0000	R	10/14/2021 Bldg-B	9804-1	\$0.00	\$50.00			
ELECTRICAL ROUGH RE- INSPECTION----- COMPLIANCE VIOLATIONS - SECOND LEVEL REAR BEDROOM MUST HAVE AN EGRESS WINDOWS INSTALL TO CODE, ATF FOR REMOVING BATHTUB AND INSTALL A WALK IN SHOWER IN THE 1ST FLOOR AND BASEMENT BATHROOM. A									
200									

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Black Gold Properties LLC 1321 S. Gunderson Avenue	16-19-214-009-0000	R	10/14/2021 Bldg-B	9867-0	\$130,000.00	\$4,310.00			
							2ND FLOOR DORMER TO INCLUDE 2 NEW 3/4 BATHROOM (1 WITH A DOUBLE SINK) 2 NEW BEDROOMS AND SITTING AREA - INSTALL WINDOWS TO EGRESS CODE. 2ND FLOOR WILL HAVE IT OWN FURNACE AND A/C UNIT - RUN DUCT WHERE TO 2ND FLOOR -- INCREASE WATER SERVICE TO 1" -- ONLY		
201 Gloria & Sara Gutierrez 1941 S. Highland Avenue	16-20-323-017-0000	R	10/14/2021 Impr-L	91264-2	\$0.00	\$65.00			
202 Jesus Vilchis 1400 S. Maple Avenue	16-19-116-021-0000	R	10/14/2021 Impr-L	92455-0	\$0.00	\$0.00			
							PUTTING UP WOODEN CROSS IN FRONT OF GARAGE (YARD SIDE) APPROX. SAME HEIGHT AS GARAGE		
203 Robert & Cathreen M. Hobson 2617 S. Clinton Avenue	16-30-304-013-0000	R	10/14/2021 Impr-L	92456-0	\$12,147.00	\$405.00			
							152FT OF INTERIOR DRAIN TILE SUMP PUMP SYSTEM (EXISTING DISCHARGE) 5 INTERIOR FOUNDATION CRACK REPAIRS. (ELECTRICAL EXISTS)		
204 Eugene & Chelsea Scaletta 2816 S. Wenonah Avenue	16-30-310-020-0000	R	10/14/2021 Impr-L	92457-0	\$300.00	\$100.00			
							INSTALL VENT FAN IN BASEMENT BATHROOM TO CODE INSTALL/REPLACE MISSING TOILET FIXTURE		
205 Marty J. Allen & Daniele E Bers 1228 S. Lombard Avenue	16-20-103-031-0000	R	10/14/2021 Plum-L	92458-0	\$11,500.00	\$200.00			
							INSTALL A MODIFIED OVERHEAD SEWER - ELECTRIC EXISTS.		
206 P. Hurto & K. Hellwig 3807 S. Oak Park Avenue	16-31-420-004-0000	R	10/14/2021 HVAC-L	92459-0	\$9,489.00	\$290.00			
							R/R FURNACE AND A/C UNIT AND R/R CHIMNEY LINER.		
207 Jeanne M. Spagnolo 3614 S. Home Avenue	16-31-311-025-0000	R	10/14/2021 HVAC-L	92460-0	\$6,000.00	\$190.00			
							R/R FURNACE AND A/C UNIT - USING EXISTING CHIMNEY LINER. A/C CONDENSERS MUST BE LOCATED BEHIND THE HOUSE 3' FROM PROPERTY LOT LINE AND ELECTRICAL METER.		
208 Paul Jacob & Christine Schmid 2417 S. Home Avenue	16-30-109-007-0000	R	10/14/2021 Impr-L	92461-0	\$3,140.00	\$120.00			
							R/R 1 ATTIC WINDOW AND 1 LOVER LEVER WINDOWS - WINDOWS TO EGRESS CODE WHERE REQUIRED.		
209 Eric D. Matula & Savannah Hill 1247 S. Gunderson Avenue	16-19-206-025-0000	R	10/14/2021 Impr-L	92462-0	\$2,501.00	\$55.00			
							REPLACING 1 GARAGE DOOR WITH OPENER IN EXISTING OPENING		
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Jose & Diane Navarrete 1503 S. Harvey Avenue	16-20-126-002-0000	R	10/14/2021 Roof-L	92463-0	\$20,602.00	\$415.00
HOUSE ONLY MODIFIED BITUMEN ROOF TO REMOVE AND REPLACE. WILL BE INSTALLING R30 5.5IN ISO INSULATION						
Thomas & Jaon Butvilas 3601 S. Maple Avenue	16-31-309-001-0000	R	10/14/2021 Impr-L	92464-0	\$31,000.00	\$1,050.00
REMODEL THE KITCHEN ON THE 1ST FLOOR AND THE 2ND FLOOR BATHROOM. COMPLETE REMODEL OF THE WALLS, INSULATION, PLUMBING, ELECTRIC, DRYWALL, FLOORING AND PAINT. R/R CABINETS AND COUNTERTOPS. INSTALL NEW EXHAUST FAN IN BATHROOM. - WILL ALSO BE REPIPING TO THE						
Antonio & Lourdes Quezada 6940 W. 26th Street	16-30-303-054-0000	R	10/14/2021 Roof-L	92466-0	\$12,280.00	\$245.00
TEAR OFF AND REROOF ON THE HOUSE AND GARAGE WITH SHINGLES, CHIMNEY FLASHING, ICE AND WATEER SHIELD, FELT PAPER.						
Roger K. Peio & Maria L. Batre 3541 S. Home Avenue	16-31-304-013-0000	R	10/14/2021 Impr-L	92467-0	\$8,200.00	\$195.00
R/R SOUTH SIDE SIDEWALK FROM FRONT OF HOUSE TO REAR OF HOUSE. R/R GARAGE FLOOR (MUST REBAR NEW SLAB INTO EXISTING FOUNDATION EVERY 2FT). R/R GARAGE APRON.						
Neil Simonton & Colleen Vitt 2308 S. Clarence Avenue	16-30-210-018-0000	R	10/14/2021 Impr-L	92468-0	\$1,700.00	\$90.00
NEW SERVICE WALK TO THE ALLEY FROM THE DRIVEWAY. APPROX. 25X3						
Imelda Nino 2535 S. Highland Avenue	16-29-126-014-0000	R	10/14/2021 Impr-L	92469-0	\$1,900.00	\$90.00
REMOVE AND REPLACE 8X4 AND 8.6X4						
Loretta & Frank Haxel 1647 S. Cuyler Avenue	16-20-301-019-0000	R	10/14/2021 Impr-L	92470-0	\$1,000.00	\$90.00
COMPLIANCE VIOLATIONS - INSTALL SMOKE AND CO2 DETECT ON ALL LEVELS, INSTALL HANDRAILS TO CODE ON UPPER STAIRCASE TO ATTIC, PAINT GARAGE, PATCH FRONT CONCRETE STEPS, REPLACE 2 OUTLETS WITH GROUNDED, REPLACE EXPOSED BULB WITH FULLY ENCLOSED FIXTURES.						
Luis Diaz 1219 S. Clinton Avenue	16-19-105-048-0000	R	10/14/2021 Impr-L	92471-0	\$5,948.00	\$150.00
NEW GUTTERS, SOFFIT AND FASCIA ON THE HOUSE						
Berwyn Gateway Partners II, L 7044 W. Cermak Road	16-19-326-027-0000	C	10/14/2021 Sign-L	92472-0	\$4,500.00	\$185.00
INSTALLATION OF ILLUMINATED CHANNEL LETTER SET						
CLINTON LAND TRUST 2233 S. Clinton Avenue	16-30-102-020-0000	R	10/14/2021 Plum-L	92473-0	\$11,250.00	\$1,740.00
UPGRADE WATER SERVICE TO 1"						

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Antonio & Margarita Flores & M 3832 S. Euclid Avenue 221	16-31-420-039-0000	R	10/14/2021 Dumm-L	92474-0	\$0.00	\$50.00
DUMPSTER ON THE STREET TO REMOVE UNWANTED DEBRIS.						
Gilbert & E Ruiz 221	16-29-100-014-0000	R	10/14/2021 Impr-L	92475-0	\$1,200.00	\$40.00
TUCKPOINTING CHIMNEY, TUCKPOINTING INTERIOR PARAPET WALL.						
Tomas & Edyta Satas 222	16-31-123-009-0000	R	10/14/2021 Plum-L	92476-0	\$380.00	\$190.00
INSTALL DRAIN WASTE & VENT FOR BASEMENT BATH IN PVC PIPE & FITTING AND THE INTO NEW EJECTOR PIPE BASIN. INSTALL NEW COPPER WATER PIPE FOR NEW BASEMENT BATH AND THE INTO EXISTING WATER PIPE. 1 CLOSET, 1 LAVATORY AND 1 SHOWER						
Ulices & Jose Moscaira 223	16-30-415-005-0000	R	10/14/2021 Impr-L	92477-0	\$1,800.00	\$90.00
ATF- REMOVING AND REPLACING CONCRETE FRONT APPROACH WALKWAY AND STOOP						
Leonor & Moises Hernandez Jr. 1517 S. Grove Avenue 224	16-19-131-009-0000		10/14/2021 Fence-L	92478-0	\$0.00	\$135.00
R.R FENCE ON THE SOUTH SIDE FROM REAR OF HOUSE TO GARAGE 5FT+1FT OPEN LATTICE. INSTALLING NEW 5FT+1FT OPEN LATTICE AT THE ALLEY SOUTH SIDE. R/R FENCE ON THE NORTH SIDE FROM REAR OF HOUSE TO GARAGE 5FT+1FT OPEN LATTICE. JULIE# ATTACHED.						
James Hall 225	16-32-111-028-0000	R	10/15/2021 Impr-L	91140-1	\$0.00	\$50.00
ELECTRICAL FINAL REINSPECTION -- REPLACE KITCHEN CABINETS IN THE KITCHEN. INSTALL 6X4" RECESSED LIGHTS ON CEILING. INSTALL NEW FLOOR CONNECT APPLANCES. NO WALL REMOVAL OR RELOCATION. INSTALL 2 PENDENT LIGHTS. NOT REPLACING EXISTING HOOD SYSTEM.						
James A. Erhart 226	16-19-114-004-0000	R	10/15/2021 Roof-L	92479-0	\$800.00	\$0.00
REAR PORCH TORCH OVER EXISTING FLAT ROOF LAYER WITH MODIFIED BITUMEN, PAINT WITH SILVER COATING PAINT						
Gilberto Martinez Sr & Gilberto 227	16-31-129-032-0000	R	10/15/2021 Impr-L	92480-0	\$3,500.00	\$120.00
INSTALLING NEW 10X15 PAVER PATIO IN REAR YARD. JULIE#						
Josephine Lies- Doherty 228	16-31-301-009-0000	R	10/15/2021 Impr-L	92481-0	\$12,500.00	\$245.00
TEAR OFF AND REROOF, ICE AND WATER, FELT PAPER WITH SHINGLES. SECTION OF MODIFIED BITUMEN.						
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Name and Address		Between: 10/1/2021	And 10/31/2021	P.I.N. #	Census Class	Permit Issued	Permit #	Cost Of Improvements	Cost Of Permit
Richard Marshall & Katherine K 3647 S. Cuyler Avenue		16-32-309-014-0000	TRENCH FROM THE HOUSE TO GARAGE AND RUN PIPE AND WIRING A NEW CIRCUIT AND ADD 2 NEW OUTLETS ON THE BACK OF THE HOUSE, AND ONCE ON THE SIDE OF THE GARAGE.	R	10/15/2021 Elec-L	92482-0	\$1,800.00	\$140.00	
230 Steven Stewart & Rosa Tiscare 6411 W. Sinclair Avenue		16-31-226-029-0000	REMOVE AND REPLACE FENCE ON THE WEST SIDE OF PROPERTY FROM REAR OF HOUSE TO THE END OF GARAGE WITH 2 GATES 5FT. JULIE DIG# ATTACHED.	R	10/15/2021 Fence-L	92483-0	\$4,363.00	\$135.00	
231 Richard Murray 1801 S. Euclid Avenue		16-19-409-001-0000	INSTALLATION OF 11 SOLAR PANELS, METER ADAPTER, SERVICE CONDUCTOR REFEED, MUST REPLACE METER FITTINGS.	R	10/15/2021 Impr-L	92484-0	\$7,629.00	\$180.00	
232 Gustavo Guevara 2517 S. Clinton Avenue		16-30-115-007-0000	INSTALLATION OF 24 SOLAR PANELS, MAIN PANEL REPLACEMENT, METER ADAPTER, NEEDS TO RELOCATE METER DUE TO DECK.	R	10/15/2021 Impr-L	92485-0	\$16,416.00	\$315.00	
233 Philip Martin Denys 3600 S. Wisconsin Avenue		16-31-309-015-0000	INSTALLATION OF 9 SOLAR PANELS	R	10/15/2021 Impr-L	92486-0	\$5,558.00	\$150.00	
234 Maria & Abel Flores 1521 S. Oak Park Avenue		16-19-224-010-0000	INSTALLATION OF 18 SOLAR PANELS, METER CAN REPLACEMENT, METER ADAPTER.	R	10/15/2021 Impr-L	92487-0	\$9,576.00	\$210.00	
235 Jesse J. Orozco 1836 S. Wenonah Avenue		16-19-310-037-0000	INSTALLATION OF 14 SOLAR PANELS, MAIN PANEL REPLACEMENT	R	10/15/2021 Impr-L	92488-0	\$9,576.00	\$210.00	
236 Abraham & Heidi Miller 6933 W. 31st Street		16-30-325-024-0000	REMOVE SHINGLES FROM FLAT DORMER IN THE BACK, INSTALL NEW 1/2 ISO, INSTALL NEW TPO, NEW PIPES AND NEW GRAVEL STOP	R	10/15/2021 Roof-L	92489-0	\$1,194.00	\$125.00	
237 Solomon Espadas 1340 S. East Avenue		16-19-211-037-0000	PRELIMINARY ELECTRICAL INSPECTION TO DETERMINE WHAT NEEDS TO BE BROUGHT UP TO CODE.	R	10/15/2021 Impr-L	92490-0	\$0.00	\$50.00	
238 Efen & Elizabeth Lorenzana 1524 S. Harvey Avenue		16-20-125-029-0000	TEAR OFF AND REROOF HOUSE AND GARAGE WITH ASPHALT SHINGLES, ICE AND WATER SHIELD, FELT UNDERLAYMENT	R	10/15/2021 Roof-L	92491-0	\$4,000.00	\$125.00	
239 Ricardo Serrano-Lopez 2845 S. Wisconsin Avenue		16-30-310-015-0000	25'8"X25'6" DECK IN REAR YARD. MUST BE ON 42" DEEP PIERS	R	10/15/2021 Impr-L	92493-0	\$4,000.00	\$30.00	
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Name and Address	P.I.N. #	Census Class	Permit Issued	Permit #	Improvements	Cost Of Permit
241 Antonio Calles 6725 W. Ogden Avenue	16-20-303-034-0000	R	10/15/2021 Plum-L	92494-0	\$7,600.00	\$250.00
241 Antonio Calles 6725 W. Ogden Avenue	16-31-231-056-0000	C	10/15/2021 Impr-L	92495-0	\$2,400.00	\$270.00
242 Rudy M. Lung 1822 S. Euclid Avenue	16-19-408-030-0000	R	10/15/2021 Impr-L	92496-0	\$0.00	\$40.00
243 PRODIGY LLC 1218 S. Wesley Avenue	16-19-201-028-0000	R	10/18/2021 Bldg-B	9577-2	\$0.00	\$65.00
244 Harold Elgazer 3210 S. Grove Avenue	99-99-999-000-0421	C	10/18/2021 Impr-L	86873-1	\$0.00	\$140.00
245 Page 65 Inc. 3106 S. Oak Park Avenue	16-31-107-023-0000	C	10/18/2021 Impr-L	89352-2	\$0.00	\$100.00
246 Jason Ratliff 1228 S. Wesley Avenue	16-19-201-033-0000	R	10/18/2021 Impr-L	92332-1	\$0.00	\$50.00
247 _____	_____	_____	_____	_____	_____	_____

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Name and Address	P.I.N. #	Census Class	Permit Issued	Permit #	Cost Of Improvements	Cost Of Permit
Cladio Hernandez & Alma Rocio 2823 S. Highland Avenue	16-29-318-010-0000	R	10/18/2021 Impr-L	92413-1	\$0.00	\$50.00
UNDERGROUND INSP.						
248 Pawel Guzik 6430 W. 28th Place	16-30-414-018-0000	R	10/18/2021 Impr-L	92498-0	\$3,200.00	\$120.00
R/R CONCRETE WALKWAY FROM CITY WALK TO ALLEY. CONCRETE MUST PITCH TOWARDS OWN PROPERTY NOT NEIGHBOR'S OR CITY.						
249 Rachel M & Richard Michael D 2418 S. Ridgeland Avenue	16-30-223-026-0000	R	10/18/2021 Impr-L	92499-0	\$2,500.00	\$105.00
R/R CONCRETE RIBBONS AT DRIVEWAY. EXTEND DRIVEWAY APRON NEAR STREET BY 18" ON EACH SIDE. MUST TIE WITH REST OF APRON WITH A FEW PIECES OF REBAR. CONCRETE MUST PITCH TOWARDS OWN PROPERTY NOT NEIGHBOR'S OR CITY.						
250 Viranga Dammalage 2505 S. Scoville Avenue	16-30-229-003-0000	R	10/18/2021 Fence-L	92500-0	\$2,000.00	\$135.00
REMOVING AND REPLACING EXISTING FENCE AT THE FRONT OF PROPERTY (SOUTH SIDE OF HOUSE) WITH NEW GATE 5FT. REMOVING AND REPLACING FENCE TOWARDS THE ALLEY 6FT. JULIE# ATTACHED.						
251 Chicago Title Land Trust Comp 6709 W. Stanley Avenue	16-31-201-035-0000	R	10/18/2021 Impr-L	92501-0	\$750.00	\$90.00
REPAIR DAMAGED STAIRS AS NEEDED. REPLACE HANDRAILS & TREADS AS NEEDED.						
252 Sarah Palazzolo 1323 S. Oak Park Avenue	16-19-208-009-0000	R	10/18/2021 Impr-L	92502-0	\$500.00	\$150.00
REBUILD FRONT WOODEN STAIRS						
253 Joseph Augelli & Peter Mondan 1645 S. Maple Avenue	16-19-301-022-0000	R	10/18/2021 Plum-L	92503-0	\$7,400.00	\$255.00
EMERGENCY REPAIR LINE. REPAIRING LEAD LINE FROM B-BOX TO THE HOUSE. THE REPAIR WILL BE COMPLETED WITH A LEAD PACK COMPRESSION WITH COPPER. JULIE DIG#						
254 Ramiro, Olga L Altamirano, Juan 2322 S. Cuyler Avenue	16-29-108-030-0000	R	10/18/2021 Impr-L	92504-0	\$1,000.00	\$115.00
R/R BAD BRICK ON HOUSE CHIMNEY. TUCKPOINT AS NEEDED. REPAIR SMALL SECTION (2 SHINGLES) ON HOUSE ROOF. IF GRINDING MUST TENT OR TARP AREA. WET GRINDING IS ALSO ALLOWED.						
255 Lucia Alvarez 2824 S. Highland Avenue	16-29-317-030-0000	R	10/18/2021 Impr-L	92505-0	\$0.00	\$50.00
DUMPSTER TO BE ON THE STREET. DUMPSTERS/PODS REQUIRE A FLASHING BARRICADE ON THE SIDE OF INCOMMING TRAFFIC.						
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Census Class Permit Issued Permit # Improvements Permit Cost Of

1220 S Wesley LLC 1220 S. Wesley Avenue 16-19-201-029-0000 PAYINF FOR PLUMBING INSPECTION FEES. R 10/19/2021 Bldg-B 9639-3 \$0.00 \$300.00

266 Jessica Rivas 3710 S. Highland Avenue 16-32-317-013-0000 BOILERS TO FORCED AIR: ONE (1) AG & ONE (1) FURNACE. CONVERT SHOWER ROOM IN BASEMENT TO 3/4 BATHROOM. BASEMENT REMODEL: BASEMENT TO INCLUDE TWO OPEN RECREATIONAL SPACE, TWO (2) BEDROOMS, OFFICE ROOM, & 3/4 BATHROOM. R 10/19/2021 Bldg-B 9868-0 \$15,000.00 \$1,085.00

267 John Dudzik 6537 W. 33rd Street 16-31-219-022-0000 TEAR OFF AND REPLACE ROOF SYSTEM ON GEORGIAN WITH DETACHED GARAGE AND LOW SLOPE INCLUDED. LOW SLOPE ROOF SECTION REPLACE GAF MEMBRANE-- NO VENT R 10/19/2021 Roof-L 92515-0 \$8,550.00 \$185.00

268 Gomez & Res Lourdes 6429 W. 34th Street 16-31-228-024-0000 ELECTRICAL SERVICE REQUIRES UPGRADE TO CODE. ELECTRICAL METER SOCKET TO BE 100AMP, ATF FOR BASMENT REMODEL- INSTALLED DRYWALL TO BUILD ROOMS, DECONVERTING FULL BATHROOM IN THE BASEMENT- ALL RELATED PLUMBING TO BE REMOVED AND CAPPED BACK AT THE SOURCE. SECO R 10/19/2021 Impr-L 92516-0 \$2,900.00 \$730.00

269 Rafael & Ana Luisa Padilla 3525 S. Maple Avenue 16-31-301-013-0000 REMOVING AND REPLACING FENCE ON THE NORTH SIDE OF THE PROPERTY FROM REAR OF HOUSE TO ALLEY 5FT+1FT OPEN LTTICE (HAS NEIGHBOR PERMISSION FROM 3521 MAPLE) INSTALLING FENCE AT FRONT OF PROPERTY 5FT+1FT OPEN LATTICE- MUST BE AT LEAST 15FT BACK- INSTALLING FEN R 10/19/2021 Fence-L 92517-0 \$0.00 \$135.00

270 Charlene Rheault 1510 S. Cuyler Avenue 16-20-123-024-0000 PRIVATE PROPERTY REPAIR- SEWER LINE USING SCHEDULE 40 PVC. INSTALL NEW FULL SIZE 6" CLEAN OUT -- AFTER REPAIR A VIDEO OF THE ENTIRE HOUSE DRAIN & SEWER MUST BE PROVIDED. R 10/19/2021 Impr-L 92518-0 \$7,225.00 \$180.00

271 Chicago Title Land Trust Comp 6820 W. Cermak Road 16-19-331-024-0000 RESURFACE PARKING LOTS ON THE EAST SIDE OF THE PROPERTY AND THE NORTH SIDE OF THE PROPERTY C 10/19/2021 Impr-L 92519-0 \$0.00 \$435.00

272 Saul Navar & Maria DeAngel 3501 S. Wenonah Avenue 16-31-303-036-0000 SEWER REPAIR/CLEAN OUT INSTALL - PRIVATE PROPERTY. R 10/19/2021 Impr-L 92520-0 \$2,800.00 \$105.00

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Dimas Diaz 1212 S. East Avenue	16-19-203-023-0000	R	10/19/2021 Impr-L	92521-0	\$750.00	\$40.00
NORTH WALL: CUT OUT/REPLACE APPROX 15-20 BRICKS & SPOT TUCKPOINT. CAULK WINDOW LEDGE CORNERS & STONE JOINTS. FRONT PORCH: SPOT TUCKPOINT MISSING MORTAR JOINTS. SOUTH SIDE: SPOT TUCKPOINT CRACKED & MISSING MORTAR. CAULK WINDOW LEDGE CORNERS AND STONE JOINTS						
274 Mariana Compagnet Lourenco 2834 S. Cuyler Avenue	16-29-316-036-0000	R	10/19/2021 Elec-L	92522-0	\$3,150.00	\$120.00
REPLACE EXISTING 100A 12 CIRCUIT AND 8 CIRCUIT ELECTRIC DISTRIBUTION PANELS WITH NEW 100A MAIN BREAKER 30 CIRCUIT ELECTRIC DISTRIBUTION PANEL. UPGRADE WATER GROUND AND INSTALL GROUND ROD. INSTALL GFCI RECEPTACLES IN KITCHEN AND GARAGE TO CODE. ADD COACH						
275 Brett P. Larson 2722 S. Cuyler Avenue	16-29-308-029-0000	R	10/19/2021 Roof-L	92523-0	\$14,170.00	\$275.00
T/O & RE-ROOF HOUSE & GARAGE ROOFS TO CODE.						
276 Armando Solis 1800 S. Scoville Avenue	16-19-412-022-0000	R	10/19/2021 Impr-L	92524-0	\$3,278.00	\$85.00
REPAIR THREE (3) CRACK FOUNDATIONS ALONG SOUTH, EAST, & NORTH WALLS.						
277 Ernesto Banda 2235 S. Highland Avenue	16-29-102-020-0000	R	10/19/2021 Impr-L	92525-0	\$5,683.00	\$100.00
ISNTALL 25FT UNDERGROUND SUMP PUMP DISCHARGE EXTENSION EXITING THE EAST FOUNDATION. INSTALL 3LFT OF EXTERIOR SUB SOIL MEMBRANE ALONG SOUTH FOUNDATION WALL.						
278 Robert J. & Carol A. Russell 3141 Grove Avenue	16-31-107-038-0000	R	10/19/2021 Impr-L	92526-0	\$12,262.00	\$405.00
INSTALL 35FT OF INTERIOR DRAIN TILE CONNECTING INTO NEW SUMP BASIN. EXISTING DEDICATED OUTLET. INSTALL 1-30FT UNDERGROUND DISCHARGE EXTENSION EXITING THE WEST FOUNDATION WALL. PUMP WILL DISCHARGE UNDER THE FRONT WOOD PORCH PER THE DIRECTOR'S REQUEST. ELEC						
279 1221 South Harlem LLC 1221 S. Harlem Avenue B	99-99-999-000-0668		10/19/2021 Impr-L	92527-0	\$10,000.00	\$610.00
BUILDING 4 ROOMS 10'X8' IN DIMENSION WITH 10' PARTITION WALLS. INSTALLING LIGHT SWITCH AND LIGHT SCONE FOR EACH ROOM, DOUBLE VANITY, ELEC OUTLET FOR EACH ROOM.						
280 Alberto Chavez 3412 S. Lombard Avenue	16-32-133-045-0000	R	10/19/2021 Impr-L	92528-0	\$4,000.00	\$145.00
TUCKPOINTING ON THE HOUSE AS NEEDED.						
281 (Building: Permit_County_All)						

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Michael Musial 1831 S. Clarence Avenue	16-19-411-013-0000	R	10/19/2021 Impr-L	92529-0	\$2,200.00	\$55.00
SPOT TUCKPOINTING, BRICK REPLACEMENT NORTH WALL APPROX. 60SQ FT. APPROX. 100 SF OF TUCKPOINTING. SOUTH WALL APPROX. 60 SF OF BRICK REPLACEMENT AND 100 SF OF TUCKPOINTING. EAST WALL APPROX 40 SF AND 250 SF OF TUCKPOINTING.						
282 Juan Chavez 3619 S. Gunderson Avenue	16-31-413-008-0000	R	10/19/2021 Fence-L	92530-0	\$2,600.00	\$135.00
REMOVING AND REPLACING EXISTING FENCE ON THE NORTH SIDE OF PROPERTY FROM REAR OF HOUSE TO GARAGE (HAS NEIGHBOR PERMISSION) JULIE DIG# ATTACHED. FENCE HEIGHT IS 5FT						
283 Miles Pokornik 2904 S. Kenilworth Avenue	16-30-317-015-0000	R	10/19/2021 Impr-L	92531-0	\$0.00	\$50.00
DUMPSTER RENTAL, HOUSE CLEANUP, DUMPSTERS/PODS REQUIRE A FLASHING BARRICADE ON THE SIDE OF INCOMMING TRAFFIC.						
284 Abel Morales 1628 S. Euclid Avenue	16-19-400-026-0000	R	10/19/2021 Impr-L	92532-0	\$6,000.00	\$480.00
R/R DRYWALL IN AREAS AS NEEDED. FIRST FLOOR: REMOVE OLD KITCHEN CABINETS AND INSTALL NEW. R/R KITCHEN FAUCET. R/R DISHWASHER. R/R KITCHEN WINDOW. PAINT WALLS IN KITCHEN WALLS AND CEILINGS. R/R MICROWAVE. RELOCATE MICROWAVE VENT. R/R COUNTERTOPS. INSTALL N						
285 Valarie Gretel Monroy 2103 S. Scoville Avenue	16-19-429-002-0000	R	10/19/2021 POD-L	92533-0	\$0.00	\$50.00
POD ON STREET. PODS REQUIRE A FLASHING BARRICADE ON THE SIDE OF INCOMMING TRAFFIC.						
286 Marco Flores 2212 S. Cuyler Avenue	16-29-100-020-0000	R	10/20/2021 Bldg-B	9674-2	\$0.00	\$50.00
PLUMBING ROUGH RE-INSPECTION-----BASEMENT REMODEL. BASEMENT TO INCLUDE OPEN REC ROOM, 3 NEW BEDROOMS, LAUNDRY/MECHANICAL ROOM. NOT INSTALLING BATHROOM. BRING WINDOWS TO EGRESS CODE WHERE NEEDED.						
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JBV Acquisitions LLC 2632 S. Ridgeland Avenue	16-30-405-027-0000	R	10/20/2021 Bldg-B	9869-0	\$60,000.00	\$1,985.00
INTERIOR REMODEL: FIRST FLOOR: KITCHEN, DINING ROOM, LIVING ROOM, & EXISTING FULL BATH. 2ND FLOOR: OPEN RECREATIONAL SPACE. EXISTING FULL BATHROOM, THREE (3) EXISTING BEDROOMS. CONVERT ONE (1) BEDROOM TO RECREATIONAL ROOM. BASEMENT: UNFINISHED. LAUNDRY R						
288 Carlos Santiago 1547 S. Oak Park Avenue	16-19-224-048-0000	C/R	10/20/2021 HVAC-L	83379-2	\$0.00	\$560.00
4 HVAC FINAL RE-INSPECTIONS----- R/R FURNACE, A/C UNIT AND COIL FOR THE 3 UNITS AND 1 COMMERCIAL SPACE.						
289 Ethan Prahli 2410 S. Cuyler Avenue	16-29-116-023-0000	R	10/20/2021 Impr-L	92261-1	\$0.00	\$50.00
ELECTRICAL ROUGH RE-INSPECTION-----REMOVE SOFFIT AND RE-DRYWALL, REMOVE AND REPLACE ALL CABINETS AND COUNTER TOPS, NO DUCTWORK EXISTING HOOD AND ADD MICROWAVE VENT- BEING VENTED OUTSIDE. DRYWALL REPLACEMENT AS NEEDED						
290 Warren M. Svoboda 1227 S. Harlem Avenue 204	16-19-100-041-1005		10/20/2021 Elec-L	92534-0	\$1,200.00	\$90.00
REMOVE OLD EXISTING PANEL. FURNISH & INSTALL NEW ELECTRICAL PANEL 20 SPC W/ MAIN BREAKER.						
291 Luke Scarlata 3246 S. Highland Avenue	16-32-112-054-0000	R	10/20/2021 HVAC-L	92535-0	\$7,890.00	\$115.00
FURNACE REPLACEMENT 96& EFF 90K BTU'S RE-USING EXISTING CHIMNEY LINER						
292 Leonard & C. Iovino 3109 S. East Avenue	16-31-204-004-0000	R	10/20/2021 Impr-L	92536-0	\$8,420.00	\$195.00
REMOVIGN AND REPLACING 8 TOTAL WINDOW NOS SIZE CHANGES. PORCH, OFFICE, BEDROOM, KITCHEN & BATHROM. BRING WINDOWS TO EGRESS CODE WHERE NEEDED.						
293 Ana C. Aranda 3708 S. Grove Avenue	16-31-322-018-0000	R	10/20/2021 Impr-L	92537-0	\$8,000.00	\$170.00
TEAR OFF AND REROOF ON THE HOSUE WITH SHINGLES, INSTALL NEW ICE AND WATER SHIELD, NEW VENTS, FELT						
294 Stefan & Anne Gelau 2635 S. Euclid Avenue	16-30-401-019-0000	R	10/20/2021 Plum-L	92538-0	\$8,200.00	\$300.00
INSTALL 1" WATER SERVICE						
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296	Mariana Travera 1831 S. Elmwood Avenue	16-19-415-012-0000	R/R EXISTING CONCRETE WALK FROM CITY WALK TO GATE ON WEST SIDE OF PROPERTY. R/R EXISTING PATIO ON WEST SIDE OF PROPERTY. ALL EXISTING CONCRETE MUST PITCH TOWARDS OWN PROPERTY NOT NEIGHBOR'S OR CITY.	R	10/20/2021	Impr-L	92539-0	\$4,650.00	\$135.00
297	Abraham Arechiga 1425 S. Grove Avenue	16-19-123-010-0000	UPGRADE THE WATER SERVICE TO 1 1/2" PARKWAY MUST BE RE-SODDED. CALL WATER DEPARTMENT FOR WATER METER UPGRADE - 788-2660 EXT 6463.	R	10/20/2021	Plum-L	92541-0	\$17,500.00	\$2,480.00
298	Ted Feifar 3328 S. East Avenue	16-31-224-023-0000	REMOVING AND REPLACING FENCE WITH NEW 6FT FENCE. REMOVING AND REPLACING FENCE ON THE NORTH SIDE FOR 5FT FENCE (HAS NEIGHBOR PERMISSION)	R	10/20/2021	Fence-L	92542-0	\$2,700.00	\$135.00
299	Gretchen H. Sonstroem & Sean 2506 S. Oak Park Avenue	16-30-117-021-0000	R/R WATER HEATER.	R	10/20/2021	Plum-L	92543-0	\$1,465.00	\$85.00
300	Engracia & Jonatan Gonzalez 1305 S. Scoville Avenue	16-19-213-003-0000	REMOVING AND REPLACING FENCE ON THE NORTH SIDE OF THE PROPERTY FROM REAR OF HOUSE TO THE END OF GARAGE 5FT HEIGHT. 2 GATES ON THE SOUTH SIDE	R	10/20/2021	Impr-L	92545-0	\$3,950.00	\$135.00
301	Sandra L. Catthamer 2718 S. Lombard Avenue	16-29-311-027-0000	COMPLIANCE REPAIRS - REPLACE ALL KITCHEN COUNTER OUTLETS WITH GFCI OUTLETS. REPLACE DEFECTIVE RT KITCHEN GFCI BY SINK WITH NEW GFCI OUTLET. REPLACE ALL GARAGE PERIMETER OUTLETS WITH GFCI OUTLETS.	R	10/20/2021	Elec-L	92546-0	\$620.00	\$40.00
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Ismael & Dolores Linares 1215 S. Ridgeland Avenue 310	16-20-100-007-0000	R	10/21/2021 Impr-L	92549-0	\$600.00	\$40.00
ATF: REMOVED & REPLACED GARAGE OVERHEAD DOOR.						
J & L Sajdak 1624 S. Clarence Avenue 310	16-19-402-014-0000	R	10/21/2021 HVAC-L	92550-0	\$14,848.00	\$190.00
R/R FURNACE AND A/C UNIT. A/C CONDENSERS MUST BE LOCATED BEHIND THE HOUSE 3' FROM PROPERTY LOT LINE AND ELECTRICAL METER.						
Eric D. Matula & Savannah Hill 1247 S. Gunderson Avenue 311	16-19-206-025-0000	R	10/21/2021 Elec-L	92551-0	\$1,804.00	\$140.00
ISNTALL/REPLACE TEN (10) RECEPTACLES. REPAIR ONE (1) JUNCTION BOX. CORRECT 220 VAC OUTLET. REPLACE TWO (2) GFCI OUTLETS. REPLACE TWO (2) ELECTRICAL BOXES. INSTALL A NEW 120VAC OUTLET FOR SMALL BEDROOM.						
Dave Ziegler 6441 W. 33rd Street 312	16-31-220-030-0000	R	10/21/2021 Roof-L	92552-0	\$1,200.00	\$40.00
TEAR OFF AND RESHINGLE THE GARAGE ROOF.						
Yolanda Morgan Trust 1814 S. Gunderson Avenue 313	16-19-413-022-0000	R	10/21/2021 Fence-L	92553-0	\$6,990.00	\$135.00
REMOVE THE FENCE THAT RUNS ALONG THE NORTH SIDE OF THE PROPERTY AND INSTALL 5FT + 1 FT OPEN LATTICE FENCE FROM THE EXISTING FRONT FENCE TO THE ALLEY (OK PER CDL TO RUN THE FENCE UP ALONG THE SIDE OF THE HOUSE). J.U.L.I.E. DIG #A2941755						
Eliseo Flores Jr. 3019 S. Maple Avenue 314	16-30-321-006-0000	R	10/21/2021 Fence-L	92554-0	\$500.00	\$185.00
REMOVE THE FENCE THAT RUNS ALONG THE NORTHSIDE OF THE PROPERTY FROM THE END OF THE HOUSE TO ALLEY AND INSTALL A 5FT + 1FT OPEN LATTICE WOOD FENCE. HAS PERMISSION FROM 3015 MAPLE. REMOVE AND INSTALL A 6FT FENCE ALONG THE ALLEY ON BOTH SIDES OF THE GARAGE.						
Jazmine Valadez & Juan Ramo 3816 S. Scoville Avenue 315	16-31-423-093-0000	R	10/21/2021 Impr-L	92555-0	\$500.00	\$50.00
INSTALLING NEW CONCRETE TO EXISTING BACKYARD DRIVEWAY (TO SQUARE IT OFF). J.U.L.I.E. DIG #A2932193. CONCRETE MUST PITCH TOWARDS OWN PROPERTY NOT NEIGHBORS OR CITY.						
Gunderson LLC 3621 S. Gunderson Avenue 316	16-31-413-009-0000	R	10/21/2021 Impr-L	92556-0	\$500.00	\$90.00
R/R SIDEWALK FROM THE CITY WALK TO THE ALLEY - INCREASE THE SIDEWALK BY 6" CONCRETE MUST PITCH TOWARDS OWN PROPERTY NOT NEIGHBORS OR CITY.						
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		Between: <u>10/1/2021</u> And <u>10/31/2021</u>							
Name and Address	P.I.N. #			Census Class	Permit Issued	Permit #	Improvements	Cost Of	Cost Of
Rogerio & Susan Arias	1839 S. Wenonah Avenue	16-19-311-016-0000	T/O & RE-ROOF HOUSE SHINGLE ROOF TO CODE. ICE & WATER SHIELD TO CODE. NO POWER VENTS. R/R RIDGE VENT.	R	10/21/2021 Roof-L	92557-0	\$9,700.00	\$200.00	
318									
Victor Gonzalez	6924 W. 16th Street	16-19-305-038-0000	DUMPSTER ON STREET. DUMPSTERS/PODS REQUIRE A FLASHING BARRICADE ON THE SIDE OF INCOMMING TRAFFIC.	R	10/21/2021 Impr-L	92558-0	\$0.00	\$50.00	
319									
Gabriel & Lisa M. Callozo	1915 S. Home Avenue	16-19-320-005-0000	INSTALL A FLOOD CONTROL SYSTEM TO CODE.	R	10/21/2021 Plum-L	92559-0	\$8,810.00	\$250.00	
320									
BENJAMIN WEST	7033 W. 34th Street	16-31-122-021-0000	UPGRADE WATER SERVICE TO 1".	R	10/21/2021 Impr-L	92560-0	\$8,900.00	\$300.00	
321									
Cameron Hickley	3800 S. Oak Park Avenue	16-31-331-018-0000	R/R WATER HEATER - WATER HEATERS REQUIRE EXPANSION TANKS.	R	10/21/2021 Plum-L	92561-0	\$2,000.00	\$85.00	
322									
Daniel Aguayo	2817 S. Ridgeland Avenue	16-29-316-009-0000	R/R FURNACE AND A/C UNIT. A/C CONDENSERS MUST BE LOCATED BEHIND THE HOUSE 3' FROM PROPERTY LOT LINE AND ELECTRICAL METER.	R	10/21/2021 HVAC-L	92562-0	\$0.00	\$200.00	
323									
Missael Toledo	3837 S. Harvey Avenue	16-32-327-017-0000	TEAR OFF AND RESHINGLE THE HOUSE. DUMPSTERS/PODS REQUIRE A FLASHING BARRICADE ON THE SIDE OF INCOMMING TRAFFIC.	R	10/21/2021 Roof-L	92563-0	\$5,200.00	\$225.00	
324									
Solomon Espadas	1340 S. East Avenue	16-19-211-037-0000	REPAIR 4SQ AREA OF FLAT ROOF TO CODE.	R	10/21/2021 Roof-L	92564-0	\$1,800.00	\$125.00	
325									
Catherine K Jacobs	1508 S. Ridgeland Avenue	16-19-231-020-0000	R/R GARAGE OVERHEAD DOOR - NO SIZE CHANGES - HOOK UP TO EXISTING ELECTRIC	R	10/21/2021 Impr-L	92565-0	\$1,465.00	\$40.00	
326									
Karen Kozlik	2123 S. Scoville Avenue	16-19-429-009-0000	TEAR-OFF AND REROOF - FLAT ROOF W/ MOD BIT	R	10/21/2021 Roof-L	92566-0	\$13,980.00	\$260.00	
327									
Antonio & Margarita Flores & M	3832 S. Euclid Avenue	16-31-420-039-0000	R/R GARAGE OVERHEAD DOOR - NO SIZE CHANGES - HOOK UP TO EXISTING ELECTRIC	R	10/21/2021 Impr-L	92567-0	\$1,764.00	\$40.00	
328									
SAM SAA	2321 S. Harvey Avenue	16-29-111-009-0000	SEWER REPAIR IN THE PARKWAY.		10/21/2021 Plum-L	92568-0	\$3,800.00	\$195.00	
329									

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330	Gustavo Guevara	2517 S. Clinton Avenue	16-30-115-007-0000	REMOVE THE FENCES ON BOTH THE NORTH AND SOUTH SIDES OF THE PROPERTY FROM THE END OF THE HOUSE TO THE ALLEY AND INSTALL A 5FT + 1FT OPEN LATTICE FENCE, INSTALL A 5FT + 1FT OPEN LATTICE FENCE AT THE FRONT OF THE PARKING PAD. HAS PERMISSION FROM BOTH 2515 &	R	10/21/2021 Fence-L	92569-0	\$6,550.00	\$135.00
330	Serasin Magbanua	1431 S. Ridgeland Avenue	16-20-115-013-0000	PAYING FOR ELECTRICAL SERVICE INSPECTION.	R	10/22/2021 Bldg-B	9721-1	\$0.00	\$50.00
331	Allenvic LLC	3421 S. Maple Avenue	16-31-129-011-0000	electrical rough reinspection - SINGLE FAMILY HOME REMODEL. 1ST FLOOR: KITCHEN, DINING ROOM, EXISTING FULL BATH, NEW POWDER ROOM, TWO EXISTING BEDROOMS, R/R FRAMING, DRYWALL, INSULATION AS NEEDED. 1ST FLOOR RADIATED HEAT. 2ND FLOOR: NEW FULL BATH, ONE NEW	R	10/22/2021 Bldg-B	9793-1	\$0.00	\$50.00
332	Gilberto Ramirez	2526 S. Clarence Avenue	16-30-226-023-0000	PAYING FOR ATF PLUMBING INSPECTION ONLY-----ATF BASEMENT BATHROOM 3/4, DE-CONVERT KITCHEN IN BASEMENT (CABINETS, RANGE HOOD), DE-CONVERT ILLEGAL SPACE HEATER IN BASEMENT THAT WAS INSTALLED WITHOUT PERMIT REMOVE AND CAP BACK AT THE SOURCE.	R	10/22/2021 Bldg-B	9826-1	\$0.00	\$50.00
333	Jose L. Pagan III & Michelle Pa	6509 W. 28th Street	16-30-411-068-0000	PAYING FOR SIDING FINAL RE-INSPECTION-----REMOVE OLD SIDING, INSTALL HOUSE WRAP AND INSTALL NEW VINYL SIDING ON THE HOUSE.	R	10/22/2021 Impr-L	91363-1	\$0.00	\$50.00
334	Martin & Kimberly Catania	2940 S. Wisconsin Avenue	16-30-315-029-0000	TUCKPOINTING ON CHIMNEY ONLY. REPAIR MORTAR JOINTS. IF GRINDING MUST TENT OR TARP AREA. WET GRINDING IS ALSO ALLOWED.	R	10/22/2021 Impr-L	92570-0	\$900.00	\$0.00
335	Larry & Wendy Erickson	2622 S. Kenilworth Avenue	16-30-304-034-0000	TEAR OFF AND RESHINGLE THE HOUSE.	R	10/22/2021 Roof-L	92571-0	\$7,760.00	\$155.00
336									

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Name and Address	P.I.N. #	Census Class	Permit Issued	Permit #	Improvements	Cost Of Permit
Teodor & Stojanka Djuric 1936 S. Euclid Avenue	16-19-416-044-0000	R	10/22/2021 Impr-L	92572-0	\$400.00	\$190.00
COMPLIANCE VIOLATIONS - FRONT AND REAR STAIRWELLS MUST HAVE EMERGENCY LIGHTS WITH BATTERY BACK UP TO BE INSTALLED TO CODE. ALL THREE BATHROOMS MUST HAVE PROPERLY WORKING GFCI PROTECTED ELECTRICAL OUTLETS, ELECTRICAL OUTLET LEFT SIDE OF THE KITCEHN SINK MU						
337 Solomon Espadas 1340 S. East Avenue	16-19-211-037-0000	R	10/22/2021 Impr-L	92573-0	\$0.00	\$65.00
PRELIMINARY STRUCTURAL INSPECTION TO DETERMINE IF THE WALLS THE ONWER WANTS TO REMOVE ARE LOAD BEARING OR NOT.						
338 Natalie Garcia 3014 S. Wesley Avenue	16-30-416-025-0000	R	10/22/2021 Roof-L	92574-0	\$8,200.00	\$185.00
TEAR OFF AND RESHINGLE THE HOUSE.						
339 Michael Kammerer & Sabrina E 2519 S. Scoville Avenue	16-30-229-007-0000	R	10/22/2021 Impr-L	92575-0	\$15,550.00	\$500.00
INSTALLTION OF INTERIOR DRAIN TILE W/ NEW PIT & PUMP. BATTERY OPERATED SUMP PUMP. INSTALLATION OF ONE (1) 6" CLEAN OUT BY FRONT STAIRS.						
340 Nelson E. & Hizeil Navarro 3539 S. Scoville Avenue	16-31-405-024-0000	R	10/22/2021 Impr-L	92576-0	\$0.00	\$100.00
PRELIMINARY PLUMBING & ELECTRICAL INSPECTIONS. PROPERTY OWNERS WANTS TO KNOW IF KITCHEN AND MAIN LEVEL BATH ARE UP TO CODE.						
341 Juan Pinon 1845 S. Wesley Avenue	16-19-410-019-0000	R	10/22/2021 Impr-L	92577-0	\$900.00	\$40.00
R/R 20-50 BRICKS ON THE SOUTH SIDE OF THE PROPERTY AND TUCKPOINT WHERE NEEDED. IF GRINDING MUST TENT OR TARP AREA. WET GRINDING IS ALSO ALLOWED.						
342 Sharon & Steven Regalado 1620 S. Highland Avenue	16-20-301-027-0000	R	10/22/2021 Plum-L	92578-0	\$9,959.00	\$200.00
REMOVE AND REPLACE BOILER. ISOLATION VALVE MUST BE INSTALLED ON SUPPY AND RETURN.						
343 Misael O. Vargas Saucedo 2114 S. Clinton Avenue	16-19-328-016-0000	R	10/22/2021 Impr-L	92579-0	\$5,500.00	\$350.00
REMODEL BATHROOM ON MAIN FLOOR (DOWN TO STUDES). REPLACE VANITY, TOILET, AND BATHTUB. REPLACE CERAMIC TIL ON BATHROOM FLOOR AND BATHTUB AREA. REPLACE BATHROOM WINDOW. R/R EXHAUST FAN.						
344						

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Name and Address	P.I.N. #	Census Class	Permit Issued	Permit #	Cost Of Improvements	Cost Of Permit
William Mowery 7117-23 W. Roosevelt Road B	99-99-999-000-0166	C	10/22/2021 Impr-L	92580-0	\$1,200.00	\$190.00
CONNECT SOLID DRAIN FOR SHAMPOO BOWLS. ADD MIXER VALVUE FOR PEDICURE SINK. INSTALL EXPANSION TANK ON WATER HEATER ALONG WITH SOLID GAS LINE. INSTALL P TRAP ON LAUNDRY SINK. ISOLATE AND CONTAINMENT OF WATER SUPPLY. PAYING FOR PRELIMINARY PLUMBING INSPECTIO						
345 Joanna Masias 3614 S. Maple Avenue	16-31-308-030-0000	R	10/22/2021 Elec-L	92581-0	\$1,100.00	\$90.00
INSTALL SHUT OFF FOR GARAGE. ISNTALL TWO (2) GFCL IN GARAGE. INSTALL SIMPLEX FOR GARAGE OPENER. INSTALL LIGHT IN GARAGE. INSTALL EXTERIOR LIGHT FOR ENTRANCE DOOR. REMOVE ALL EXISTING BX IN GARAGE. TWO (2) INTERIOR LIGHTS ARE REQUIRED. ELECTRIC FEED EXISTS						
346 Hung & Helen Nguyen 3221 S. Harlem Avenue	16-31-108-010-0000	C/R	10/25/2021 Gar-B	9751-1	\$0.00	\$50.00
PERMIT FINAL RE-INSPECTION-----DEMO EXISTING GARAGE						
347 Erika Romero & Jorge Gonzale 3341 S. Harvey Avenue	16-32-123-031-0000	R	10/25/2021 Gar-B	9783-1	\$0.00	\$100.00
ELECTRICAL UNDERGROUND AND ELECTRICAL FINAL RE-INSPECTIONS-----DEMO EXISTING GARAGE. 32X22 HIP GARAGE WITH ELECTRIC (3 CAR GARAGE)						
348 George & Justine Coalson 3522 S. Kenilworth Avenue	16-31-305-017-0000	R	10/25/2021 Gar-B	9871-0	\$24,900.00	\$300.00
22'X20' HIP GARAGE WITH BASIC GARAGE ELECTRIC AND 2'X9' WALKWAY						
349 Fermín Perez & Jaqueline M. V 6524 W. 28th Place	16-30-414-007-0000	R	10/25/2021 Impr-L	90220-1	\$0.00	\$100.00
ELECTRICAL AND PLUMBING ROUGH REINSPECTIONS --FINISH THE BASEMENT TO INCLUDE A OPEN RECREATIONAL SPACE AND LAUNDRY ROOM. INSTALL WINDOWS TO EGRESS CODE. PER OWNER ROOMS HAVE EXISTING DUCTWORK. INSTALL FRAMING, INSULATION, ELECTRICAL AND DRYWALL TO CODE.						
350 David & Esperanza Walczak 2736 S. Wesley Avenue	16-30-407-035-0000	R	10/25/2021 Impr-L	92582-0	\$10,120.00	\$115.00
R/R FURNACE. 90K BTUS 80% EFF. RE-USING CHIMNEY LINER.						
351						

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G Condos	6820-24 W. 16th Street	16-19-131-023-0000	R/R THE 6FT FENCE AT THE ALLEY. REMOVE THE FENCE/GATE AT THE FRONT OF THE PROPERTY AND INSTALL A 5FT + 1FT OPEN LATTICE FENCE/GATE - THIS FENCE/GATE MUST BE AT LEAST 15FT BACK FROM THE FRONT OF THE PROPERTY. J.U.L.I.E. DIG #X2980789	R	10/25/2021	Fence-L	92583-0	\$0.00	\$135.00	
352	Bobby Simpson & Sheen Reid	1635 S. Gunderson Avenue	16-19-406-006-0000	MAIN ROOF- FLAT ROOF. DISPOSE & REMOVE FLASHING, EXTEND FLASHING, SEAL CURBS, PROJECTIONS AND FLASHINGS/TUCKPOINTING. EAST COMMON BRICK ELEVATION. REPLACE APPROX. 25 BRICKS AND TUCKPOINT.	R	10/25/2021	Roof-L	92584-0	\$4,800.00	\$125.00
353	Sean Marquez & Mariana Vega	3741 S. Home Avenue	16-31-320-018-0000	INSTALL EGRESS WINDOW IN BASEMENT. BRING WINDOWS TO EGRESS CODE WHERE NEEDED.	R	10/25/2021	Impf-L	92585-0	\$900.00	\$90.00
354	Eduardo & Sofia Sanchez	2327 S. Highland Avenue	16-29-110-012-0000	TUCKPOINTING AROUND THE HOUSE AS NEEDED AND REPLACING ANY BROKEN/DAMAGED BRICKS.	R	10/25/2021	Impf-L	92586-0	\$400.00	\$40.00
355	Kathryn & Jose Munoz	3619 S. Scoville Avenue	16-31-412-008-0000	TEAR OFF AND REROOF SHINGLES ON THE GARAGE ROOF.	R	10/25/2021	Roof-L	92587-0	\$1,000.00	\$40.00
356	Octavio M. Baca	3414 S. Harvey Avenue	16-32-132-029-0000	R/R KITCHEN CABINETS, SINK, AND BRING OUTLETS TO CODE. INSTALL NEW EXHAUST FAN. R/R SMALL SECTION OF DRYWALL.	R	10/25/2021	Impf-L	92588-0	\$20,000.00	\$705.00
357	Carlos Moreno	1910 S. Harvey Avenue	16-20-323-022-0000	DEMO 1ST FLOOR BATHROOM. DEMO 1ST FLOOR KITCHEN/PORCH, DEMO 2ND FLOOR KITCHEN/PORCH, AND DUMPSTER FOR GARAGE & DEMO MATERIAL. DUMPSTERS/PODS REQUIRE A FLASHING BARRICADE ON THE SIDE OF INCOMMING TRAFFIC.	R	10/25/2021	Impf-L	92589-0	\$500.00	\$90.00
358	Martin & Fanchon Fox	3740 S. Home Avenue	16-31-319-037-0000	INSTALLTION OF A BACK WATER VALVE. J.U.L.I.E. DIG #X2711558.	R	10/25/2021	Plum-L	92590-0	\$5,000.00	\$150.00
359										

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Jose P. & Lucina Marquez 3144 S. Highland Avenue	16-32-107-019-0000	R	10/25/2021 Impr-L	92591-0	\$5,000.00	\$135.00
R/R WALKWAY FROM END HOUSE TO ALLEY INCLUDING GARAGE SERVICE WALK & SMALL PATIO NEAR ALLEY (SOUTH SIDE OF GARAGE). R/R FRONT CONCRETE APPROACH. CONCRETE MUST PITCH TOWARDS OWN PROPERTY NOT NEIGHBORS OR CITY. TUCKPOINT FRONT WING WALLS AND STAIRS AS NEEDED						
360 Raul Perez & Anamaria Carrera 1418 S. Ridgeland Avenue	16-19-223-021-0000	R	10/25/2021 Impr-L	92592-0	\$13,000.00	\$355.00
ATF- REMOVING SOUTH SIDE NEIGHBORS CHAIN LINK FENCE TURN WOODEN FENCE AROUND AND CUT DOWN TO 5FT+1FT OPEN LATTICE FROM MID YARD TO ALLEY. INSTALL A 6FT FENCE ALONG THE ALLEY TO CODE. REMOVING AND REPLACING FENCE ON THE NORTH SIDE OF THE FENCE (HAS NEIGHBOR						
361 Mitch R. Canada 3240 S. Wesley Avenue	16-31-216-021-0000	R	10/25/2021 Fence-L	92593-0	\$2,500.00	\$135.00
ON SOUTH SIDE OF PROPERTY. INSTALL A 5FT + 1FT OPEN LATTICE FENCE ALONG THE FRONT OF THE PROPERTY (MUST BE AT LEAST 15FT BACK FROM FRONT LOT LINE). THEN DOWN THE LOT LINE TO THE EXISTING NEIGHBOR'S FENCE INSTALL A 6FT FENCE/GATE PARALLEL TO THE ALLEY MID-						
362 Leonardo Vazquez 3505 S. Grove Avenue	16-31-307-002-0000	R	10/25/2021 Impr-L	92594-0	\$6,000.00	\$165.00
2 FURNACES. ONE WILL BE 70K BTU'S AND ONE FOR 90K BTU'S USING EXISTING CHIMNEY LINER						
363 Geraldine Beirnal Ferguson 3725 S. Clinton Avenue	16-31-321-036-0000	R	10/25/2021 Impr-L	92595-0	\$4,000.00	\$120.00
R/R FRONT STEP, FRONT APPROACH AND THE SECTION OF CONCRETE ON THE NORTH SIDE OF THE STEPS. CONCRETE MUST PITCH TOWARDS OWN PROPERTY NOT NEIGHBORS OR CITY.						
364 Mark Schefke 2415 S. Grove Avenue	16-30-112-020-0000	R	10/25/2021 Plum-L	92596-0	\$1,500.00	\$140.00
REPLACING DRUM TRAP AND OVERFLOW, ELIMINATE DRUM TRAP AND INSTALL PVC P TRAP. REPLACE OLD STYLE MOEN SINGLE HANDLE FAUCET WITH POSITEMP CHROME TYPE. OPEN WALL AT ACCESS FAUCET AND INSTALL ISOLATION 1/2" BALL VALVES, CLEAN AND RECAULK WALL TILE AND TUB, AL						
365						

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Name and Address	P.I.N. #	Description	Census Class	Permit Issued	Permit #	Improvements	Cost Of Permit
Gloria & Roberto Armendariz 1423 S. Wesley Avenue	16-19-218-011-0000	DEMO KITCHEN CABINETS, SINK, FLOORING, AND REMOVE WOOD PANELING IN KITCHEN. DEMO ONLY NO REMODEL WORK ON THIS PERMIT. DUMPSTER ON STREET. DUMPSTERS/PODS REQUIRE A FLASHING BARRICADE ON THE SIDE OF INCOMMING TRAFFIC.	R	10/25/2021 Imp-L	92597-0	\$2,000.00	\$90.00
366 Anthony Harris 3444 S. Kenilworth Avenue	16-31-133-025-0000	R/R WOOD TRIM AROUND WINDOWS AS NEEDED.	R	10/25/2021 Imp-L	92598-0	\$0.00	\$0.00
367 Elana Rosales 1234 S. Elmwood Avenue	16-19-206-035-0000	PAYING FOR ORIGINAL PLUMBING UNDERGROUND BEDDING AND HEAD TEST, PLUMBING FINAL RE-INSPECTION, CHLOROLOY ORIGINAL INSPECTION FEE, GAS PRESSURE TEST ORIGINAL INSPECTION, & PARKWAY RE-INSPECTION-----2ND FLOOR ADDITION WITH NEW 3 BEDROOMS AN	R	10/26/2021 Bldg-B	9057-1	\$0.00	\$300.00
368 ELBA JASSO 6233 W. Roosevelt Road	16-20-102-007-0000	INTERIOR DEMOLITION AND COMPLETE DEMO OF STRUCTURALLY UNSOUND GARAGE.	C	10/26/2021 Bldg-B	9872-0	\$0.00	\$0.00
369 Benjamin & Karen Nelson 3322 S. East Avenue	16-31-224-042-0000	PAYING FOR ADDITIONAL PRE-POUR INSPECTION.	R	10/26/2021 Imp-L	89693-1	\$0.00	\$65.00
370 Edwin Garcia 6447 W. 18th Street G	16-19-406-024-1009	ELECTRICAL FINAL RE-INSPECTION----- REPLACE EXISTING CABINET IN KITCHEN SAME LOCATION AND ADD ELECTRICAL OUTLETS		10/26/2021 Imp-L	89726-1	\$0.00	\$50.00
371 MB Berwyn, LLC 2247 S. Gunderson Avenue	16-30-206-022-0000	paying for the 5 additional electrical final inspection.	R	10/26/2021 Elec-L	90081-1	\$0.00	\$250.00
372 Jesus M Fabian & Maria & Aro 2336 S. Euclid Avenue	16-30-208-031-0000	T/O & RE-ROOF HOUSE SHINGLE ROOF TO CODE. ICE & WATER SHIELD TO CODE. R/R EXISTING TURTLE VENTS.	R	10/26/2021 Roof-L	92599-0	\$7,339.00	\$170.00
373 Allen & Ernestina Smith 1216 S. Harvey Avenue	16-20-102-026-0000	R/R HOT WATER HEATER, WATER HEATERS REQUIRE EXPANSION TANKS.	R	10/26/2021 Plum-L	92600-0	\$1,450.00	\$85.00
374							

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Jose L. Nunez & Loleto G. Nun 7016 W. 26th Parkway	16-30-301-004-0000	R	10/26/2021 Fence-L	92601-0	\$200.00	\$100.00
375 Peter & Annette Rodriguez 3118 S. Maple Avenue	16-31-100-022-0000	R	10/26/2021 Impr-L	92602-0	\$0.00	\$150.00
376 Braulio Alberto Chavez 2728 S. Kenilworth Avenue	16-30-312-040-0000	R	10/26/2021 Impr-L	92603-0	\$7,629.00	\$230.00
377 Anthony Gonzales and Wendy 6536 W. Pershing Road	16-31-423-039-0000	R	10/26/2021 Impr-L	92604-0	\$13,177.00	\$320.00
378 Alejandro & Esmeralda Andrad 2836 S. Wenonah Avenue	16-30-310-026-0000	R	10/26/2021 Impr-L	92605-0	\$320.00	\$40.00
379 John & Sylvia Alvarado 2526 S. Scoville Avenue	16-30-228-019-0000	R	10/26/2021 Impr-L	92606-0	\$6,000.00	\$115.00
380 V & C Cervantes 2647 S. Oak Park Avenue	16-30-400-021-0000	R	10/26/2021 Impr-L	92607-0	\$2,500.00	\$105.00
381 Juan M Diaz 2120 S. Maple Avenue	16-19-324-020-0000	R	10/26/2021 Impr-L	92608-0	\$3,800.00	\$120.00
382 Hugh T. & Julie Gallo-Torres B 6600 W. 34th Street	16-31-233-007-0000	R	10/26/2021 Dump-L	92609-0	\$0.00	\$50.00
383						

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Name and Address	P.I.N. #	Description	Census Class	Permit Issued	Permit #	Improvements	Cost Of Permit
Freddy Sanchez 1419 S. Clarence Avenue	16-19-219-008-0000	TEAR OFF AND RESHINGLE THE HOUSE ADDITION, REPAIR ANY ROTTEN WOOD TRIM, SOFFIT AND FASCIA AS NEEDED, REPLACE ALUM ON WINDOWS TRIM, R/R GUTTERS AND DOWNSPOUTS, REPAIR BACK PORCH TREADS AND RAILS TO CODE, ICE AND WATER SHIELD TO CODE DOWNSPOUTS MUST DI	R	10/26/2021 Impr-L	92610-0	\$7,500.00	\$305.00
384 Jose & Norma Mendoza 2621 S. Clarence Avenue	16-30-403-013-0000	TUCKPOINTING WING WALLS, TUCKPOINTING NORTH/SOUTH SIDE OF PROPERTY, TARP/TENT IF GRINDING-WET GRINDING IS ALSO ALLOWED, TUCKPOINTING THE CHIMNEY	R	10/26/2021 Impr-L	92611-0	\$0.00	\$0.00
385 RMAC LENDING, LLC 2514 S. Grove Avenue	16-30-116-024-0000	PAYING FOR THE 2 ADDITIONAL PLUMBING UNDERGROUND INSPECTIONS.	R	10/27/2021 Bldg-B	9267-1	\$0.00	\$100.00
386 Robert Patterson Jr & Amy Obe 1435 S. Maple Avenue	16-19-117-014-0000	ATF FOR NEW FORCED AIR HVAC SYSTEM WITH DUCTOWRK IN THE ATTIC. ATF FOR NEW FORCED AIR HVAC SYSTEM WITH DUCTOWRK IN THE BASEMENT. TWO (2) FURNACES. TWO (2) AC UNITS. BOILER SYSTEM WAS KEPT.	R	10/27/2021 Bldg-B	9873-0	\$13,000.00	\$480.00
387 Sibyl Krucoff 3226 S. Clarence Avenue	16-31-217-020-0000	UPGRADE ELECTRICAL SERVICE TO 200 AMP.	R	10/27/2021 Elec-L	92612-0	\$3,920.00	\$125.00
388 Everardo Mejia 6404 W. Windsor Avenue	16-31-211-022-0000	R/R SIDEWALK FROM THE CITY WALK TO THE ALLEY (SAME SIZE), REMOVE AND REPLACE GARAGE FLOOR - MUST REBAR NEW SLAB INTO THE EXISTING FOUNDATION EVERY 2FT. CONCRETE MUST PITCH TOWARDS OWN PROPERTY NOT NEIGHBORS OR CITY.	R	10/27/2021 Impr-L	92613-0	\$2,450.00	\$105.00
389 Bradley J Hudson & Chris J H 3537 S. Clinton Avenue	16-31-305-009-0000	REMOVE BX WIRING IN BASEMENT WITH CONDUIT.	R	10/27/2021 Elec-L	92614-0	\$1,600.00	\$90.00
390 Steven Balazs 3608 S. Wesley Avenue	16-31-401-043-0000	R/R WATER HEATER, WATER HEATERS REQUIRE EXPANSION TANKS.	R	10/27/2021 Plum-L	92615-0	\$550.00	\$85.00
391							

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Monday, November 1, 2021

Between: 10/1/2021 And 10/31/2021

Name and Address	P.I.N. #	Census Class	Permit Issued	Permit #	Improvements	Cost Of Permit
Maria T. Duran Munoz 2624 S. Highland Avenue	16-29-301-027-0000	R	10/27/2021 Impr-L	92616-0	\$2,300.00	\$105.00
					R/R SIX (6) WINDOWS (LIVING ROOM, BASMENIT, AND THREE BEDROOMS (3). BRING WINDOWS TO EGRESS CODE WHERE NEEDED.	
392 Moises Avila 7116 W. Pershing Road	16-31-325-045-0000	R	10/27/2021 Fence-L	92617-0	\$4,000.00	\$135.00
					R/R FENCE AT EAST SIDE OF PROPERTY W/ 5FT HIGH CHAIN LINK FENCE W/ TWO (2) GATES. DIG #X3001182	
393 Anthony & Adrienne Gentile 3030 S. Wesley Avenue	16-30-416-031-0000	R	10/27/2021 HVAC-L	92618-0	\$3,599.00	\$65.00
					R/R FURNACE TO CODE.	
394 DONE, DONE & DONE INC 1307 S. Cuyler Avenue	16-20-108-003-0000	R	10/27/2021 Impr-L	92619-0	\$0.00	\$50.00
					DUMPSTER ON STREET. DUMPSTERS/PODS REQUIRE A FLASHING BARRICADE ON THE SIDE OF INCOMMMING TRAFFIC.	
395 Joe Salazar 1922 S. Wenonah Avenue	16-19-318-024-0000	R	10/27/2021 Impr-L	92620-0	\$4,683.00	\$135.00
					R/R FIVE (5) WINDOWS. THREE (3) DINING ROOM. AND TWO (2) BEDROOM. BRING WINDOWS TO EGRESS CODE WHERE NEEDED.	
396 Rosemary Hlavaty 1901 S. Maple Avenue	16-19-317-001-0000	R	10/27/2021 Impr-L	92621-0	\$2,900.00	\$105.00
					R/R GUTTERS & DOWNSPOUTS ON THE HOUSE & GARAGE WHERE NEEDED.	
397 Samantha Zitzer & Michael Har 3333 S. Home Avenue	16-31-124-027-0000	R	10/27/2021 Plum-L	92622-0	\$9,490.00	\$250.00
					INSTALL A FLOOD CONTROL SYSTEM WITH DEDICATED CIRCUIT TO CODE.	
398 Ashby D. Green 6428 W. Fairfield Avenue	16-31-220-007-0000	R	10/27/2021 Elec-L	92623-0	\$11,055.97	\$290.00
					200 AMP SERVICE REPLACEMENT, SURGE PROTECTION, PROPER GOUNDING, KITCHEN WIRE ADD, 3 FAN INSTALL AND CLOSET LIGHT REPLACEMENT.	
399 Sergio Anaya 6511 W. 27th Street	16-30-405-039-0000	R	10/27/2021 Impr-L	92624-0	\$4,600.00	\$660.00
					ATF FOR BATHROOM REMODEL, ATF FOR KITCHEN REMODEL - INCLUDING A BUILT IN GAS COOKTOP AND BUILT IN OVEN, ATF FOR ATTIC BUILD OUT INCLUDING DRYWALL, FRAMING, ELECTRIC - ATTIC CAN BE USED AS STORAGE ONLY.	
400 MARIO & CARMEN GARCIA () 1925 S. Maple Avenue	16-19-317-011-0000	R	10/28/2021 Bldg-B	9654-1	\$0.00	\$350.00
					PAYING INSP FEES ONLY.	
401 Gladys & Richard Ndourmy 3615 S. Wesley Avenue	16-31-410-102-0000	R	10/28/2021 Gar-B	9874-0	\$25,000.00	\$325.00
					DEMO EXISTING 20X20 GARAGE AND REBUILD NEW 20X20 FRAME GARAGE	
402						

Report Of Building/Improvement Permits Issued By The City Of Berwyn

Monday, November 1, 2021

Between: 10/1/2021 And 10/31/2021

Name and Address	P.I.N. #	Class	Permit Issued	Permit #	Cost Of Improvements	Cost Of Permit
The Hepburn Group, LLC 1644 S. Wisconsin Avenue	16-19-301-035-0000	R	10/28/2021 Bldg-B	9875-0	\$80,000.00	\$2,625.00
2ND FLOOR ADDITION WITH INTERIOR REMODEL. 1ST FLOOR TO CONSIST OF- KITCHEN, DINING ROOM, LIVING ROOM, CONVERTING FULL BATHROOM TO POWDER ROOM. 2 BEDROOMS TO BE REMOVED. LAUNDRY ROOM, FAMILY ROOM AND DEN. 2ND FLOOR TO CONSIST OF- 1 NEW FULL BATHROOM, 1 NEW						
403 Roger K. Peto & Maria L. Batre 3541 S. Home Avenue	16-31-304-013-0000	R	10/28/2021 Elec-L	92625-0	\$3,880.00	\$170.00
REPLACE EXISTING METER FITTING WITH 100A FUSED METER. UPGRADE WATER GROUND. INSTALL CONDUIT AND WIRE TO FEED NEW 120V ELECTRIC BASEBOARD HEAT WITH UNIT STAT IN 2ND FLR BATHROOM. INSTALL BATH EXHAUST FAN FOR 2ND FLOOR BATHROOM. INSTALL DEDICATED 20A CIRCUI						
404 Laura Swieck - Julie Sanderson 1931 S. Clarence Avenue	16-19-419-011-0000	R	10/28/2021 Impr-L	92626-0	\$4,250.00	\$150.00
JOB STOP- 48" CONCRETE VAULT WITH 6" CAST IRON CHECK VALVE IN WITH A 6" CLEAN OUT INFRONT OF VAULT. (IF WATER SERVICE NEEDS TO BE OFF SET A NEW PERMIT WILL NEED TO BE PULLED WITH OFF LICENSED PLUMBER)						
405 Adelina Esparza And Moises N 2115 S. Highland Avenue	16-20-331-006-0000	R	10/28/2021 Impr-L	92627-0	\$2,500.00	\$0.00
SPOT GRIND AND TUCKPOINT						
406 Manuel & Maria Barragan 2739 S. Harvey Avenue	16-29-311-017-0000	R	10/28/2021 Impr-L	92628-0	\$0.00	\$65.00
A WALK THRU OF THE PROPERTY AFTER FIRE AND WATER DAMAGED.						
407 Charlotte Mendez 3103 S. Scoville Avenue	16-31-205-002-0000	R	10/28/2021 Impr-L	92629-0	\$1,790.00	\$40.00
REPAIR STUCCO AS NEEDED						
408 Roman Boloclich 3633 S. Ridgeland Avenue	16-32-308-009-0000	R	10/28/2021 Impr-L	92630-0	\$8,740.00	\$320.00
T/O & RE-ROOF HOUSE SHINGLE ROOF TO CODE. R/R TURTLE VENTS. NO POWER VENTS. ICE & WATER SHIELD TO CODE. R/R GUTTERS ND DOWNSPOUTS ON HOUSE. DOWNSPOUTS MUST DISBURSE ONTO PRIVATE PROPERTY. DUMPSTER ON STREET. DUMPSTERS/PODS REQUIRE A FLASHING BARRICADE O						
409						

Report Of Building/Improvement Permits Issued By The City Of Berwyn

Monday, November 1, 2021

Name and Address		Between: <u>10/1/2021</u>	And <u>10/31/2021</u>	P.I.N. #	Census Class	Permit Issued	Permit #	Improvements	Cost Of Permit
410	Noemi & Eileen Cordero	1411 S. Grove Avenue	16-19-123-006-0000	CEDA WEATHERIZATION PROGRAM, AIR SEAL & INSULATION ATTIC, INSULATE EXTERIOR WALLS, INSULATE CRAWL SPACE, REPLACE FURNACE & THERMOSTAT, REPLACE BATH EXHAUST FAN, REPLACE KITCHEN EXHAUST FAN, REPLACE WATER HEATER, REPLACE DRYER VENT.	R	10/28/2021 Imp-L	92631-0	\$17,072.00	\$525.00
410	Victor Armira	3532 S. Scoville Avenue	16-31-404-038-0000	TEAR OFF AND RESHINGLE THE GARAGE ROOF.	R	10/28/2021 Roof-L	92632-0	\$1,000.00	\$40.00
411	Manuel & Maria Del Rio	1436 S. Grove Avenue	16-19-122-031-0000	T/O & RE-ROOF HOUSE FLAT ROOF TO CODE.	R	10/28/2021 Roof-L	92633-0	\$3,500.00	\$125.00
412	Juan and Martha Moreno	1900 S. Grove Avenue	16-19-322-015-0000	SERVICE UPGRADE TO 200 AMP, 4 METERS, 4 PANELS, CORRECT VIOLATION GFCI RECEPTACLES THROUGHOUT AND CARBON, MONOXIDE, SMOKE DETECTORS. EXIT SIGNS AND EMERGENCY LIGHTS TO CODE.	R	10/28/2021 Elec-L	92634-0	\$2,000.00	\$140.00
413	Renan Simon	1639 S. Kenilworth Avenue	16-19-306-015-0000	GARAGE ONLY - SIDING, GUTTER, SOFFIT & FASCIA, R/R OVERHEAD DOOR R/R SERVICE DOOR. BOTH SAME SIZE	R	10/28/2021 Imp-L	92635-0	\$1,500.00	\$40.00
414	Manuel & Jesus Rodriguez	2615 S. Wesley Avenue	16-30-402-012-0000	INSTALLING 3 TOTAL EGRESS WINDOWS. 1 IN THE BASEMENT, (1) BASEMENT, (1) 1ST FLOOR AND (1) 2ND FLOOR. BRING WINDOWS TO EGRESS CODE WHERE NEEDED.	R	10/28/2021 Imp-L	92636-0	\$0.00	\$50.00
415	Esquire Petroleum LLC	6705 W. Cermak Road	99-99-999-000-0172	TEMPORARY POWER POLE DURING CONSTRUCTION TO OFFICE TRAILER.	C	10/28/2021 Elec-L	92637-0	\$20,000.00	\$410.00
416	Throughline Chicago LLC	3133 S. Kenilworth Avenue	16-31-106-039-0000	1ST FLOOR KITCHEN REHAB R/R DRYWALL WHERE NEEDED, CONVERT FULL BATHROOM TO 3/4 BATHROOM ON 2ND FLOOR, REMODEL EXISTING 3/4 BATHROOM ON 1ST FLOOR, PAINTING & FLOORING COMPLIANCE VIOLATION, UPGRADE TO 200 AMP, MINISPLIT SYSTEM WITH 4 UNITS, BASEMENT UNFINIS	R	10/29/2021 Bldg-B	9876-0	\$35,000.00	\$1,235.00
417									

Report Of Building/Improvement Permits Issued By The City Of Berwyn

Monday, November 1, 2021

Between: 10/1/2021 And 10/31/2021

Name and Address	P.I.N. #	Class	Permit Issued	Permit #	Improvements	Cost Of Permit
LAUTHA INC 1437 S. Ridgeland Avenue	16-20-115-016-0000	R	10/29/2021 Bldg-B	9877-0	\$60,000.00	\$4,000.00
INTERIOR REMODEL, 2ND FLOOR ADDITION AND REAR PORCH. 1ST FLOOR WILL CONSIST OF KITCHEN, DINING ROOM, LIVING ROOM, CONVERTING THE EXISTING FULL BATHROOM TO A POWDER ROOM, AND 2 REMOVAL OF 2 BEDROOMS. THE 2ND FLOOR WILL CONSIST OF 3 NEW BEDROOMS, 1 NEW FULL						
418 AUSRA RUPSLAUKIS 1328 S. Wisconsin Avenue	16-19-109-030-0000	R	10/29/2021 Impr-L	91794-1	\$0.00	\$130.00
HVAC ROUGH RE-INSPECTION AND INSULATION RE-INSPECTION----- UNIT 3 REMODEL & COMPLIANCE: ONE (1) BEDROOM, ONE (1) 3/4 BATH, KITCHEN, & LIVING ROOM. LAUNDRY ROOM IN COMMON AREA. R/R TWO (2) FURNACES, TWO (2) COILS, & TWO (2) AC UNITS. ONLY D						
419 Richard Marshall & Katherine K 3647 S. Cuyler Avenue	16-32-309-014-0000	R	10/29/2021 Elec-L	92482-1	\$50.00	\$50.00
electrical final reinspection - TRENCH FROM THE HOUSE TO GARAGE AND RUN PIPE AND WIRING A NEW CIRCUIT AND ADD 2 NEW OUTLETS ON THE BACK OF THE HOUSE. AND ONCE ON THE SIDE OF THE GARAGE. --- remove old meter service and install a new 100 amp 24 space panel						
420 WILLENE BRITT 1837 S. Kenilworth Avenue	16-19-314-015-0000	R	10/29/2021 Impr-L	92638-0	\$8,000.00	\$205.00
GRIND AND TUCKPOINT FRONT OF THE BUILDING, SOUTHSIDE GRIND AND TUCKPOINT ABOUT 5 FT, NORTH SIDE GRIND AND TUCKPOINT ABOUT 5 FT AND R/R DAMAGED BRICKS WHERE NEEDED. IF GRINDING MUST TENT OR TARP AREA. WET GRINDING IS ALSO ALLOWED.						
421 Daniel Van Duern & Michelle E 1315 S. Oak Park Avenue	16-19-208-005-0000	R	10/29/2021 Elec-L	92639-0	\$1,000.00	\$140.00
REMOVE OLD EXISTING DISCONNECT AND REPLACE WITH SUBPANEL (60A) IN CELLAR/WORKSHOP. ADD THREE (3) CIRCUITS. ONE (GFCI) ON THE WALL AND TWO (2) OVERHEAD W/ FOUR (4) NEW OUTLETS. ALL COMPONENTS ARE SURFACE MOUNT WITH 1/2 CONDUIT.						
422 Mindy Thai & Mink Nguyen 1609 S. Ridgeland Avenue	16-20-300-005-0000	R	10/29/2021 Dump-L	92640-0	\$0.00	\$50.00
DUMPSTER ON STREET. DUMPSTERS/PODS REQUIRE A FLASHING BARRICADE ON THE SIDE OF INCOMING TRAFFIC.						
423						

Report Of Building/Improvement Permits Issued By The City Of Berwyn

Monday, November 1, 2021

Name and Address		Between: <u>10/1/2021</u>	And <u>10/31/2021</u>	P.I.N. #	Class	Permit Issued	Permit #	Cost Of Improvements	Cost Of Permit
Thomas O. & Kathleen B. Rasc 6514 W. Pershing Road		16-31-423-052-0000			R	10/29/2021 Impr-L	92642-0	\$7,000.00	\$415.00
COMPLIANCE- REPAIR OR REPLACE VARIOUS WALLS, TRIM, DOORS, FLOOR TO CODE AS NEEDED, PROPERTY INTERIOR MUST BE COMPLETELY SANITIZED AND RID OF ANY HEALTH HAZARDS. COPPER FLEX PIPES AT HOT WATER TO BE CONVERTED TO RIGID PIPE. BATHROOM VANITY CABINET, SINK A									
424	Josephine & Maria Gutierrez	3832 S. Home Avenue		16-31-327-025-0000	R	10/29/2021 Impr-L	92643-0	\$3,850.00	\$120.00
(FRONT YARD) R/R APPROX. 3x5 OF DEFECTIVE SEWER PIPE. BACKFILL.									
425	Eduardo Vega	1636 S. Euclid Avenue		16-19-400-030-0000	R	10/29/2021 Impr-L	92644-0	\$10,006.00	\$215.00
TEAR OFF BITUMEN FOR FLAT ROOF INSTALL TORCH DOWN WITH 1" OF ISO AND PAINT WITH SILVER COATING WITH NEW PIPES.									
426	Lisa A. Whitty & David M. Bradl 3439 S. Wisconsin Avenue			16-31-130-015-0000	R	10/29/2021 Impr-L	92645-0	\$31,900.00	\$640.00
REMOVE EISTING DECKING, HANDRAILS AND PRIVACY FENCE (SAME HEIGHT) ON DECK. INSTALL TRET DECKING, TREX HANDRAIL SYSTEM. EXTEND DECK 5' ON EAST SIDE TO INCLUDE CONCRETE PIERS 4X4 POST AND 2X8 JOIST. CONSTRUCT A PRIVACY WALL ON EAST AND SOUTH SIDE. JULIE DI									
427	Windsor Legal Group, LLC	6816 W. Windsor Avenue		99-99-999-000-0591		10/29/2021 Impr-L	92646-0	\$13,900.00	\$50.00
REMOVE AND BUILD A NEW STEEL STAIRS CASE AT THE REAR OF THE BUILDING.									
428	Jose Calero	1933 S. Highland Avenue		16-20-323-014-0000	R	10/29/2021 Roof-L	92647-0	\$8,000.00	\$170.00
ATF: T/O & RE-ROOF HOUSE FLAT ROOF TO CODE.									
429	Xitlali Astudillo	2446 S. Elmwood Avenue		16-30-222-035-0000	R	10/29/2021 Roof-L	92648-0	\$2,700.00	\$125.00
HOUSE- SHINGLE ROOF REPAIR, REAR SECTION TO BE REMOVED IN ORDER TO REPLACE DAMAGE WOOD. INSTALL GUTTER HANGERS									
430	David & Meghan Cakuis	7017 W. 34th Street		16-31-123-021-0000	R	10/29/2021 Elec-L	92649-0	\$3,100.00	\$170.00
REMOVE 100AMP PANEL & METER & INSTALL ONE (1) 200AMP SQUARE D HOMELINE PANEL & ONE (1) 200 SQUARE D METER BANK.									
431									

Report Of Building/Improvement Permits Issued By The City Of Berwyn

Monday, November 1, 2021

Between: 10/1/2021 And 10/31/2021

Name and Address	P.I.N. #	Census Class	Permit Issued	Permit #	Cost Of Improvements	Cost Of Permit		
Cesar Echeverry & Nohema Lo	1637 S. Highland Avenue	16-20-302-014-0000	DEMO A WALL TO THE STUD, THEN STOP - HAVE A PRELIMINARY FRAMING/STRUCTURAL INSPECTION OF POSSIBLE WALL REMOVE AND SUN ROOM EXTENSION ONTO PORCH.	R	10/29/2021 Impr-L	92650-0	\$0.00	\$65.00
432								
Eugene Pfeiffer	1607 S. Cuyler Avenue	16-20-301-003-0000	INSTALL 70K BTU 80% EFF PAYNE, FURNACE TO EXISTING GAS, DUCT WORK, ELECTRIC AND CHIMNEY LINER	R	10/29/2021 Impr-L	92652-0	\$3,980.00	\$115.00
433								
Jon & Elyse Fletcher	1916 S. Clinton Avenue	16-19-320-022-0000	INSTALL 120 BTU 80% DUNKIRK BOILER WITH SAFETY RELIEF KIT, CIRCULATOR PUMP, WATER FEEDER, BACK FLOW PREVENTOR, VENT DUMP KIT, EXPANSION EXTROL TANK TO EXISTING CHIMENY LINER.	R	10/29/2021 Impr-L	92653-0	\$7,580.00	\$200.00
434								
Totals					\$2,869,989.91	\$104,630.00		

Robert J. Lovero
Mayor



**Collections and
Licensing**

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

K-4

November 4, 2021

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

Dear Mayor and Council Members:

Attached please find a list of business licenses, which were issued, by the Collection and Licensing Department for the month of October 2021. Included are storefronts & phone use only businesses. I am also providing a list of businesses that have applied for a license with a current status of Application Review/Pending as well as businesses waiting for inspections with a status of Inspections Pending.

Respectfully,

Jeannette Rendon

Jeannette Rendon
For Benjamin Daish
Finance Director

Inspections Pending

Business	Name	Address	Last Update	Phone	ID #
<i>All Meal Prep</i>	6908 W. Windsor Avenue	Berwyn IL 60402	5/29/2019	(312) 313-2011	18637
<i>Berwyn Auto</i>	6317 W. Ogden Avenue	Berwyn IL 60402	9/12/2018	(708) 788-3300	18083
<i>Cricket Wireless</i>	6946 W. Cermak Road	Berwyn IL 60402	12/2/2019	(708) 317-4547	19004
<i>Gregory Rodriguez d.b.a</i>	6219 W. 26 th Street	Berwyn IL 60402	5/18/2020	(224) 392-7257	19210
		<i>The Barber's Shop</i>			
<i>Little Fenix Restaurant</i>	3248 - 50 Grove Avenue S.	Berwyn IL 60402	6/16/2021		19851
<i>Pennan Properties</i>	2721 S. Ridgeland Avenue	Berwyn IL 60402	7/19/2019	(708) 406-7550	18700
<i>Turano Fleet Maintenance Facility</i>	1431 S. Harlem Avenue	Berwyn IL 60402	5/25/2016	(708) 788-9220	16750
Total Businesses					7

BERWYN BUSINESSES - LICENSED IN OCTOBER 2021 (STOREFRONTS)

<u>Address</u>	<u>Business Name</u>	<u>Owner</u>	<u>Phone #</u>
6806 W. Cermak Road	Heidi's	Dejan Barac	(630) 822-0299
2630 S. Ridgeland Avenue	My Mini Mart	Susan Alassi	(708)409-5608
6906 W. Windsor Avenue	La Malquerida Latin Fusion Restaurant	Louis Centeno	(773) 517-2375
6243 W. 26th Street	Twelve 15 Aesthetics	Jomary Zepeda	(708)657-7506
2140 S. Highland Avenue	La Esperanza Mart	Jose Bustamante	(708)317-4300

Robert J. Lovero
Mayor



**Collections and
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www.berwyn-il.gov

November 4, 2021

K-5

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

Dear Mayor and Council Members:

The Local Ordinance Fines, which were collected by the City of Berwyn (Building/Neighborhood Affairs) and recorded by the Collection department in October 2021, amounted to \$17,090.00 Report copies are in their respective files and balancing copies are referred to the Finance Department on a daily basis or as received and recorded.

I, the undersigned, hereby acknowledge the sum of \$17,090.00 as herein above mentioned.

Jeannette Rendon
For Benjamin Daish
Finance Director

<u>ACCOUNT NUMBER</u>	<u>AMOUNT</u>
61511	\$17,090.00
Through 67592	
	amount totaled due to
	number of transactions
TOTAL	\$17,090.00

Robert J. Lovero
Mayor



**Collections and
Licensing**

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November 4, 2021

K-6

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

Dear Mayor and Council Members:

The Compliance Tickets, which were collected by the Records Division of the Police Department and recorded by the Collections Department in October 2021 amounted to \$6,735.00

A report copy for each month is attached and ticket copies are on file in the Records Division of the Berwyn Police Department.

I, the undersigned, hereby acknowledge
The total sum of \$6,735.00 as herein above
mentioned.

Jeannette Rendon *JR*
For Benjamin Daish
Finance Director

<u>ACCOUNT NUNMBER</u>	<u>AMOUNT</u>
61425	\$6,735.00
Through 67073	
	Amount totaled due to
	Number of transaction
TOTAL	\$6,735.00

Robert J. Lovero
Mayor



**Collections and
Licensing**

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

November 4, 2021

K-7

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

Dear Mayor and Council Members:

The adjudication fines collected in accordance with Local Ordinance Tickets, by the Police Department and recorded by the Collection department during October 2021 amounted to \$2,125.00

Ticket copies are on file with the Parking Division located in the City of Berwyn's Police Department.

I, the undersigned, hereby acknowledge the total sum of \$2,125.00 as herein above mentioned.

Jeannette Rendon
For Benjamin Daish
Finance Director

<u>ACCOUNT NUNMBER</u>	<u>AMOUNT</u>
64307	\$2,125.00
Through 66870	
	Amount totaled due to
	Number of transaction
TOTAL	\$2,125.00

Robert J. Lovero
Mayor



Collections and
Licensing

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

November 4, 2021


K-8

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

Dear Mayor and Council Members:

The parking violation tickets, (P) tickets, which were collected by the parking violation fine clerk and the Collection department during October 2021 amounted to \$51,996.00
A copy of these ticket numbers and amounts are attached and tickets are on file in the parking fine Collector's Office.

I, the undersigned, hereby acknowledge
the total sum of \$51,996.00 as herein above
mentioned.

Jeannette Rendon 
For Benjamin Daish
Finance Director

<u>ACCOUNT NUNMBER</u>	<u>AMOUNT</u>
61419	\$51,996.00
Through 66870	
	Amount totaled due to
	Number of transaction
TOTAL	\$51,996.00

Robert J. Lovero
Mayor



**Collections and
Licensing**

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

November 4, 2021

K-9

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

Dear Mayor and Council Members:

The Seizure and Impound Fees collected by the Records Division of the Berwyn Police Department and recorded by the Collection department during October 2021, amounted to \$9,700.00.

The Police Department Records Division has report copies on file.

I, the undersigned, hereby acknowledge the total sum of \$9,700.00 as herein above mentioned.

Jeannette Rendon
For Benjamin Daish
Finance Director

<u>ACCOUNT NUNMBER</u>	<u>AMOUNT</u>
62549	\$9,700.00
Through 66191	
	Amount totaled due to
	Number of transaction
TOTAL	\$9,700.00

Robert J. Lovero
Mayor



**Collections and
Licensing**

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November 4, 2021


K-10

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

Dear Mayor and Council Members:

The Court Fines collected by the Municipal Department, Circuit Court of Cook County, Illinois, District 4, recorded by the Collection department totaling \$10,312.72
A copy of the report is on file at the City of Berwyn Police Department.

I, the undersigned, hereby acknowledge
the total sum of \$10,312.72 as herein
above mentioned.

Jeannette Rendon 
For Benjamin Daish
Finance Director

Amount: \$10,312.72
Applied: During the month of October 2021

Mayor
Robert J. Lovero



4th Ward Alderman
Robert Fejt

November 9, 2021

K-11

The Honorable Robert J. Lovero
Members of the City Council

RE: Handicap Parking Application #1376

Ladies and Gentlemen:

I would like to override the staff's recommendation and respectfully submit the attached application for **APPROVAL** of a handicap **SPACE**.

<u>Address</u>	<u>Applicant Name</u>	<u>Application #</u>
2743 S. Harvey Ave.	Dagmar Marquez	1376

Thank you very much,

Robert Fejt
4th Ward Alderman

RF/sla

Enc: Handicap Application

10-24-21



Application Number 1376

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 : 8/24/2021
Officer: T Young#183

Applicant Name: Dagmar Marquez
Address: 2743 S Harvey Ave. Berwyn Il 60402
Telephone:
Nature of Disability:

Information

Doctor's Note/ Affidavit:	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Interviewed:	Yes <input checked="" type="checkbox"/> No <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"/>
Off Street:	<input type="checkbox"/> <input checked="" type="checkbox"/>	Walker / Cane:	<input type="checkbox"/>
On Street:	<input checked="" type="checkbox"/> <input type="checkbox"/>	Oxygen:	<input type="checkbox"/>

Meets Police Dept Requirements	Space <input checked="" type="checkbox"/> Zone <input type="checkbox"/>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Report # 21-07545
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4TH Ward Alderman: ROBERT FEJT

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

OFFICIAL SWORN POLICE REPORT

Berwyn Police Department

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

Incident#: 21-07545

STATION COMPLAINT UCR/Offense Code 9041 (Applicant File)			INCIDENT # 21-07545	
REPORT TYPE Incident Report	RELATED CAD # C21-044028	DESCRIPTION Applicant File		
DOT #	LOCATION OF OFFENSE (HOUSE NO., STREET NAME) 2743 S HARVEY AV Berwyn, IL 60402 (41.8400796,-87.7795196)			
Primary Officer YOUNG, TERRY				
HOW RECEIVED In Person	WHEN REPORTED 08/23/2021 09:25	TIME OF OCCURRENCE 08/23/2021 09:25	STATUS CODE	STATUS DATE

INVOLVED ENTITIES

NAME MARQUEZ, DAGMAR						DOB	AGE 63
ADDRESS				FBI #	IR #		
SEX F	RACE: ETH:	HGT 6' 1"	WGT 280	HAIR Black	PHONE Home		
EYES Brown	SID #	DL #	DL State IL		ALT PHONE Home		
CLOTHING				Handcuff Double Locked	Prints Taken	Criminal History	
Employer							
UCR 9041 Applicant File, 1				TYPE Reporting Party	RELATED EVENT #	Count 0	
STATUTE							

DRAFT

NAME Marquez, Louis						DOB	AGE 63
ADDRESS				FBI #	IR #		
SEX M	RACE: ETH:	HGT 6' 1"	WGT 260	HAIR Grey	PHONE Mobile		
EYES Brown	SID #	DL #	DL State IL		ALT PHONE Mobile		
CLOTHING				Handcuff Double Locked	Prints Taken	Criminal History	
Employer							
UCR 9041 Applicant File, 1				TYPE Other	RELATED EVENT #	Count 0	
STATUTE							

OFFICIAL SWORN POLICE REPORT

Berwyn Police Department

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

Incident#: 21-07545

STATION COMPLAINT UCR/Offense Code 9041 (Applicant File)			INCIDENT # 21-07545	
REPORT TYPE Incident Report	RELATED CAD # C21-044028	DESCRIPTION Applicant File		
DOT #	LOCATION OF OFFENSE (HOUSE NO., STREET NAME) 2743 S HARVEY AV Berwyn, IL 60402 (41.8400796,-87.7795196)			
Primary Officer YOUNG, TERRY				
HOW RECEIVED In Person	WHEN REPORTED 08/23/2021 09:25	TIME OF OCCURRENCE 08/23/2021 09:25	STATUS CODE	STATUS DATE

INVOLVED VEHICLES

VEH/PLATE #	STATE IL	TYPE Carryall/SUV	INVOLVEMENT Involved	VIN # KNDJNA26E7044939
YEAR 2014	MAKE Kia Motors Corp	MODEL Soul	COLOR White	OWNER
COMMENTS				
Towed	Towed By	Tow Number	Impounded	Hold

NARRATIVES

PRIMARY NARRATIVE

Dagmar Marquez is requesting a handicap parking sign in front of his residence located at 2743 Harvey. He drives a white 2013 Kia Soul II, Berwyn VT#7919, and has a valid II handicap placard# DK10100. He resides in a single family home with garage(no functioning door) that Dagmar cannot use due to garage door being broken. There is 1 handicapped sign at 2740 Harvey. The area is mostly single family homes.

Dagmar does not fully meet the requirements for handicap parking according to the City of Berwyn ordinance 484.05, but would like to be considered for a space due to medical conditions.

REPORTING OFFICER YOUNG, TERRY	Unit # 183	SUPERVISOR	Unit #
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Handicapped Space/Zone
Police Department Site Inspection

Police Department Designee C.S.O. Terry Young Application # 1376

Comments: Resides in a single family home with a 2 car garage. 1 handicap sign located at 2740 Harvey. Area mostly single family homes

Date: 8/24/2021

Police Report # 21-07545

Handicapped Space/Zone
Public Works Site Inspection

Public Works Director or Designee Dan Schiller Application # 1376

Comments: There are no obstructions to installation of a reserved space at this location. There is a 2 car garage on the property. There is 1 existing reserved parking space on the block.

Meets Public Works Criteria:

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

Date: 9/8/2021

Police Report # 21-07545

Handicapped Space/Zone Traffic Engineer Site Inspection

Application # 1376

Traffic Engineer or Designee Nicole Campbell

Comments: Garage.

Meets Traffic Criteria for:

Parking Space	Yes	<input type="text" value="0"/>	No	<input checked="" type="text" value="X"/>
Parking Zone	Yes	<input type="text" value="0"/>	No	<input checked="" type="text" value="X"/>

Date: 9/22/2021

Police Report # 21-07545

Rec'd by City Clerk: 10/21/2021
To Alderman: 10/21/2021
To Council: 11/09/2021
Determination: DENY
Notice to Applicant:
Paid:
Sign #:

Comments:

10-21-21

The City of Berwyn
Mayor Robert J. Lovero



Margaret Paul
City Clerk

app # 1376

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

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.

INITIAL RENEWAL

Dagmar Marquez 2-7-43 S. Harvey Berwyn
(Name of Handicapped Applicant) (Date of Birth) (Berwyn Address) IL 60402

Luis Marquez _____
(Name of caregiver, or guardian if minor) (Date of Birth) (Telephone /Cell Phone Number)

Are you the homeowner? Yes / No Is there a Driveway/Carport on the property? Yes / No

Is there a garage on the property? Yes / No If so, what is the garage currently being used for? Storage
door opener doesn't work, have to lift the door

Vehicle Information

Kia Soul
(Vehicle make and model)

2013 white
(Year / Color)

(Illinois License Plate Number)

7919
(Current City Vehicle Sticker Number)

I am the OWNER of the vehicle Yes / No
I am the DRIVER of the vehicle Yes / No

DK10100
(Illinois Permanent Handicap Placard Number
With Expiration Date)

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

[Signature]
Signature of Applicant or Legal Guardian

8-2-2021
Date

Return the completed form to the City Clerk's Office at Berwyn City Hall
6700 W. 26th Street, Berwyn, IL 60402

The City of Berwyn
Mayor Robert J. Lovero



Margaret Paul
City Clerk

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

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?:

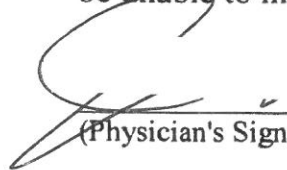
Walker

Wheel Chair

Cane

Oxyger

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)

8/31/21

(Date)

James Hwang MD

(Print Physician's Name)

Lawndale Christian Health Center
(Address and Telephone Number)
3517 W. Arthington St.
Chicago, IL 60624
Phone 872-588-3500
Fax 872-588-3501

Return the completed form to the City Clerk's Office at Berwyn City Hall
6700 W. 26th Street, Berwyn, IL 60402

Mayor
Robert J. Lovero



6th Ward Alderman
Alicia Ruiz

November 9, 2021

K.12

The Honorable Robert J. Lovero
Members of the City Council

RE: Handicap Parking Application #1380

Ladies and Gentlemen:

I would like to concur with the staff recommendation and respectfully submit the attached application for **APPROVAL** of a handicap **SPACE**.

<u>Address</u>	<u>Applicant Name</u>	<u>Application #</u>
2121 S. Elmwood Ave, 1 st Floor	Lynette Collilns	1380

Thank you very much,

Alicia Ruiz
6th Ward Alderman

AR/sla

Enc: Handicap Application

11-321



Application Number 1380

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 : 8/30/2021
Officer: T Young#183

Applicant Name: Lynette Collins

Address: 2121 S Elmwood Ave 1st Fl. Berwyn Il 60402

Telephone:

Nature of Disability:

Information

Doctor's Note/ Affidavit:

Yes	No
<input checked="" type="checkbox"/>	<input type="checkbox"/>

Interviewed:

Yes	No
<input checked="" type="checkbox"/>	<input type="checkbox"/>

Owner's Support Letter:

<input checked="" type="checkbox"/>	<input type="checkbox"/>
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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 checked="" type="checkbox"/>	<input type="checkbox"/>
-------------------------------------	--------------------------

Wheelchair:

<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------

Off Street:

<input type="checkbox"/>	<input checked="" type="checkbox"/>
--------------------------	-------------------------------------

Walker / Can:

<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

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

Report # 21-07670

6TH

 Ward Alderman: ALICIA RUIZ

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

OFFICIAL SWORN POLICE REPORT

Berwyn Police Department

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

Incident#: 21-07670

STATION COMPLAINT UCR/Offense Code 9041 (Applicant File)			INCIDENT # 21-07670	
REPORT TYPE Incident Report	RELATED CAD # C21-044832	DESCRIPTION Applicant File		
DOT #	LOCATION OF OFFENSE (HOUSE NO., STREET NAME) 2121 S ELMWOOD AV Berwyn, IL 60402 (41.8507071,-87.7847502)			
Primary Officer YOUNG, TERRY				
HOW RECEIVED	WHEN REPORTED 08/27/2021 08:53	TIME OF OCCURRENCE 08/27/2021 08:53	STATUS CODE	STATUS DATE

INVOLVED ENTITIES

NAME COLLINS, LYNETTE				DOB	AGE 55
ADDRESS			FBI # 40827CA3	IR #	
SEX F	RACE: ETH:	HT 5' 8"	WGT 214	HAIR Black	PHONE Home
EYES Brown	SID #	DL #	DL State IL	ALT PHONE Home	
CLOTHING			Handcuff Double Locked	Prints Taken	Criminal History
Employer					
UCR 9041 Applicant File, 1		TYPE Reporting Party		RELATED EVENT #	Count 0
STATUTE					

DRAFT

INVOLVED VEHICLES

VEH/PLATF #	STATE IL	TYPE Carrual/SUV	INVOLVEMENT Involved	VIN #
YEAR 2017	MAKE Chevrolet	MODEL Unknown	COLOR Silver/Aluminum	OWNER
COMMENTS				
Towed	Towed By	Tow Number	Impounded	Hold

OFFICIAL SWORN POLICE REPORT

Berwyn Police Department

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

Incident#: 21-07670

STATION COMPLAINT UCR/Offense Code 9041 (Applicant File)			INCIDENT # 21-07670	
REPORT TYPE Incident Report	RELATED CAD # C21-044832	DESCRIPTION Applicant File		
DOT #	LOCATION OF OFFENSE (HOUSE NO., STREET NAME) 2121 S ELMWOOD AV Berwyn, IL 60402 (41.8507071,-87.7847502)			
Primary Officer YOUNG, TERRY				
HOW RECEIVED	WHEN REPORTED 08/27/2021 08:53	TIME OF OCCURRENCE 08/27/2021 08:53	STATUS CODE	STATUS DATE

NARRATIVES

PRIMARY NARRATIVE

Lynette Collins s requesting a handicap parking sign in front of her residence located at 2121 Elmwood. She drives a silver 2017 Chevy Trax II nd has valid Il handicapped placard# DK28648. She resides in a multi unit building with a driveway and garage that is landlord use only. There are no handicap signs on the block. The area is mostly multi unit buildings.

Lynette meets the requirements for handicap parking according to the City of Berwyn ordinance 484.05

REPORTING OFFICER YOUNG, TERRY	Unit # 183	SUPERVISOR	Unit #
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DRAFT

Handicapped Space/Zone Police Department Site Inspection

Handicapped Space/Zone Police Department Site Inspection	
Police Department Designee <u>C.S.O. Terry Young</u>	Application # <u>1380</u>
Comments: <u>Resides in a multi unit building with driveway and 2 car garage. No handicap signs on block. Area mostly multi unit buildings</u>	
Date: <u>8/30/2021</u>	Police Report # <u>21-07670</u>

Handicapped Space/Zone Public Works Site Inspection

Handicapped Space/Zone Public Works Site Inspection		
Public Works Director or Designee <u>Dan Schiller</u>	Application # <u>1380</u>	
Comments: <u>There are no existing reserved spaces on the block. There is a driveway on the property however there is sufficient clearance for a reserved parking space in between the driveways.</u>		
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: <u>11/3/2021</u>		Police Report # <u>21-07670</u>

Handicapped Space/Zone Traffic Engineer Site Inspection

Application # 1380

Traffic Engineer or Designee Nicole Campbell

Comments:

Meets Traffic Criteria for:

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

Date: 11/3/2021

Police Report # 21-07670

Rec'd by City Clerk: 11/3/2021
To Alderman: 11/3/2021
To Council: 11/09/2021
Determination: APPROVE
Notice to Applicant:
Paid:
Sign #:

Comments:

08-19-'18 13:43 FROM-

T-243 P0004/0007 F-252

The City of Berwyn
Mayor Robert J. Lovero



Margaret Paul
City Clerk

A Century of Progress with Pride

6700 West 26th Street Berwyn, Illinois 60402-0701 Telephone: (708) 788-2600 Fax: (708) 788-2675
www.berwyn-il.gov

Form B

Owner Consent For Handicap Sign

Placement/Drop-off Zone

I MICHAEL KRUCER, owner/manager of the property at
2121 S. ELMWOOD AVE, state as follows:

1) That LYNETTE COLLINS is a tenant at the above listed property.

2) That LYNETTE COLLINS has no access to any parking on the premises.

3) That if LYNETTE COLLINS 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 LYNETTE COLLINS no longer resides on the premises.

Signature/Date

Name: MICHAEL KRUCER
Address: _____
Phone#: _____

8/10/2021

Mayor
Robert J. Lovero



6th Ward Alderman
Alicia Ruiz

K-13

November 9, 2021

The Honorable Robert J. Lovero
Members of the City Council

RE: Handicap Parking Application #1381

Ladies and Gentlemen:

I concur with the staff recommendation and respectfully submit the attached application for a **DENIAL** of a handicap **ZONE**.

<u>Address</u>	<u>Applicant Name</u>	<u>Application #</u>
1819 S. Scoville Ave.	Charles Hinton	1381

Thank you very much,

Alicia Ruiz
6th Ward Alderman

AR/sla

Enc: Handicap Application

10-21-21



Application Number 1381

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 : 8/30/2021
Officer: T Young#183

Applicant Name: Charles Hinton
Address: 1819 S Scoville Ave Berwyn Il 60402
Telephone:
Nature of Disability:

Information

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

Meets Police Dept Requirements	Space	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Report # 21-07578
	Zone	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	

6TH Ward Alderman: ALICIA RUIZ

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

OFFICIAL SWORN POLICE REPORT

Berwyn Police Department

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

Incident#: 21-07578

STATION COMPLAINT UCR/Offense Code 9041 (Applicant File)			INCIDENT # 21-07578		
REPORT TYPE Incident Report	RELATED CAD # C21-044217	DESCRIPTION Applicant File			
DOT #	LOCATION OF OFFENSE (HOUSE NO., STREET NAME) 1819 S SCOVILLE AV Berwyn, IL 60402 (41.855389,-87.786999)				
Primary Officer YOUNG, TERRY					
HOW RECEIVED Telephone	WHEN REPORTED 08/24/2021 08:28	TIME OF OCCURRENCE 08/24/2021 08:28	STATUS CODE		STATUS DATE

INVOLVED ENTITIES

NAME Davis-Hinton, Linda					DOB	AGE 64
ADDRESS			FBI #	IR #		
SEX F	RACE: ETH:	HGT	WGT	HAIR	PHONE Mobile	
EYES	SID #	DL #	DL State IL		ALT PHONE	
CLOTHING				Handcuff Double Locked	Prints Taken	Criminal History
Employer						
UCR 9041 Applicant File, 1			TYPE Reporting Party	RELATED EVENT #	Count 0	
STATUTE						

DRAFT

NAME Hinton, Charles H.					DOB	AGE 76
ADDRESS			FBI #	IR #		
SEX M	RACE: ETH:	HGT	WGT	HAIR	PHONE Mobile	
EYES	SID #	DL #	DL State		ALT PHONE	
CLOTHING				Handcuff Double Locked	Prints Taken	Criminal History
Employer						
UCR 9041 Applicant File, 1			TYPE Reporting Party	RELATED EVENT #	Count 0	
STATUTE						

OFFICIAL SWORN POLICE REPORT

Berwyn Police Department

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

Incident#: 21-07578

STATION COMPLAINT UCR/Offense Code 9041 (Applicant File)			INCIDENT # 21-07578	
REPORT TYPE Incident Report	RELATED CAD # C21-044217	DESCRIPTION Applicant File		
DOT #	LOCATION OF OFFENSE (HOUSE NO., STREET NAME) 1819 S SCOVILLE AV Berwyn, IL 60402 (41.855389,-87.786999)			
Primary Officer YOUNG, TERRY				
HOW RECEIVED Telephone	WHEN REPORTED 08/24/2021 08:28	TIME OF OCCURRENCE 08/24/2021 08:28	STATUS CODE	STATUS DATE

INVOLVED VEHICLES

VEHICLE #	STATE IL	TYPE Carrall/SUV	INVOLVEMENT Involved	VIN # 2LMDU88C97BJ22917
YEAR 2007	MAKE Lincoln	MODEL Unknown	COLOR Black	OWNER
COMMENTS				
Towed	Towed By	Tow Number	Impounded	Hold

NARRATIVES

PRIMARY NARRATIVE

Charles Hinton is requesting a handicap parking space in front of his residence located at 1819 Scoville. He does not drive, Linda Davis-Hinton drives him to appointments in a black 2007 Lincoln MKX II Berwyn VT# 17326, and Charles has a valid IL handicap placard# DH00855. He resides in a multi unit home with 2 car garage that is used by his son. There is 1 handicap sign located at 1832 Scoville. The area is a mix of multi unit and single family homes.

Charles does not meet the requirements for handicap parking according to the City of Berwyn ordinance 484.05, but does meet the requirements for drop off zone. R/o explained to Linda what the drop off zone is and she is requesting to be considered for a space due to Charles's medical conditions.

REPORTING OFFICER YOUNG, TERRY	Unit # 183	SUPERVISOR	Unit #
-----------------------------------	---------------	------------	--------

Handicapped Space/Zone Police Department Site Inspection

Police Department Designee C.S.O. Terry Young

Application # 1381

Comments: Resides n a single family home with 2 car garage. 1 handicap located at 1832 Scoville. Area mix of single family and multi unit homes

Date: 8/30/2021

Police Report # 21-07578

Handicapped Space/Zone Public Works Site Inspection

Public Works Director or Designee Dan Schiller

Application # 1381

Comments: There are no obstructions to installation of a reserved space at this location. There is a garage on the property.

Meets Public Works Criteria:

Parking Space
Parking Zone

Yes
Yes

No
No

X
X

Date: 10/5/2021

Police Report # 21-07578

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

Application # 1381

Traffic Engineer or Designee Nicole Campbell

Comments: Garage is used by applicant's family.

Meets Traffic Criteria for:

Parking Space	Yes	0	No	X
Parking Zone	Yes	0	No	X

Date: 10/5/2021

Police Report # 21-07578

Rec'd by City Clerk: 10/21/2021
To Alderman: 10/21/2021
To Council: 11/09/2021
Determination: DENY
Notice to Applicant:
Paid:
Sign #:

Comments:

1021-21

The City of Berwyn
Mayor Robert J. Lovero



Margaret Paul
City Clerk

APP #1381

A Century of Progress with Pride

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

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

INITIAL RENEWAL

CHARLES H. HINTON
(Name of Handicapped Applicant)

(Date of Birth)

1819 SCOVILLE AVE
(Berwyn Address)

LINDA DAVIS HINTON
(Name of caregiver, or guardian if minor)

(Date of Birth)

(Telephone /Cell Phone Number)

Are you the homeowner? Yes No

Is there a Driveway/Carport on the property? Yes No

Is there a garage on the property? Yes No

If so, what is the garage currently being used for? USED BY MY SON AND HIS WIFE, THEY WORK WEEK DAYS

Vehicle Information

2007 LINCOLN MKX
(Vehicle make and model)

2007 / BLACK
(Year / Color)

(Illinois License Plate Number)

17326
(Current City Vehicle Sticker Number)

I am the OWNER of the vehicle Yes No

I am the DRIVER of the vehicle Yes No

DH00855- MARCH 2024
(Illinois Permanent Handicap Placard Number)
With Expiration Date

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

Signature of Applicant or Legal Guardian

AUG 16, 2021
Date

Return the completed form to the City Clerk's Office at Berwyn City Hall
6700 West 26th Street, Berwyn, Illinois

The City of Berwyn
Mayor Robert J. Lovero



Margaret Paul
City Clerk

A Century of Progress with Pride

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

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)

BRYAN GEE

(Print Physician's Name)

10/26/20

(Date)

5000 S. 5TH AVE
HINES IL 60141

(Address and Telephone Number)
708-202-8387

Return the completed form to the City Clerk's Office at Berwyn City Hall
6700 West 26th Street, Berwyn, Illinois

JESSE WHITE

Secretary of State - State of Illinois

Persons with Disabilities Certification for Parking Placard/License Plates

DIRECTIONS: Both sides of this document must be signed and completed. Applicants complete the appropriate section (Part 1 for applicant or Part 4 for family members driving a person with disabilities). Your physician, nurse practitioner or physician's assistant **MUST** complete Part 2. If you are also applying for meter-exempt parking, your physician, nurse practitioner or physician's assistant must also complete Part 3.

PART 1: Applicant Information

I hereby certify that I meet the definition of a person with a disability as provided in 625 ILCS 5/1-159.1, and I certify that my physical condition entitles me to the issuance of a Persons with Disabilities Parking Placard/License Plates. By affixing my signature below, I understand that the parking placard/license plates may not be used unless I am the driver or passenger of the vehicle.

WARNING: Misuse of a parking placard/plates or making a false application may result in revocation of your placard/plates, a 12-month suspension or revocation of your driver's license and a fine of up to \$1,000.

Name of Person with Disability CHARLES H. HINTON		Male/Female MALE	Date of Birth
Address 1819 SCOVILLE AVE		City, State, ZIP BERWYN IL 60402	
Domestic Telephone Number	Disability Parking Placard # (if any)	Disability Plate # (if any)	Today's Date 12/22/19
Signature of Person with Disability <i>[Signature]</i>		Illinois Driver's License or Illinois ID Card # of Person with Disability	

PART 2: Medical Eligibility Standards and Physician's Certification

As a licensed physician, nurse practitioner or physician's assistant, I certify that the individual named in Part 1 has a condition that constitutes him/her as a person with disabilities as defined in statute due to a diagnosis of: _____

Check all that apply:

- Patient is restricted by a lung disease to such a degree that the person's forced (respiratory) expiratory volume (FEV) is one second, when measured by spirometry, is less than one liter.
- Patient uses a portable oxygen device.
- Patient has a Class III or Class IV cardiac condition according to the standards set by the American Heart Association.
- Patient cannot walk without the assistance of a wheelchair, walker, crutch, brace, and other prosthetic device or without the assistance of another person.
- Patient is severely limited in the ability to walk due to an arthritic, neurological or orthopedic condition.
- Patient cannot walk 200 feet without stopping to rest because of one of the above five conditions.
- Patient is missing a hand or arm or has permanently lost the use of a hand or arm.

LENGTH OF DISABILITY: (check one)

- Disability is permanent (Note: Form must be mailed to the Springfield address on the reverse side.)
- Disability is temporary; must state duration (maximum 6 months) _____

(Note: Form may be taken to any Secretary of State facility or mailed to the Springfield address on the reverse side.)

As the medical professional(s) executing this document and verifying the nature of the applicant's disability, I understand that making a false representation of a person's disability for the purpose of obtaining any type of disabled parking placard or plates may result in a suspension or revocation of my driver's license and a fine of up to \$1,000.

Physician's Printed Name BRYAN GEE	Medical Specialty INT MED	Office Telephone Number 708-202-8387
Address 5000 S. 5TH AVE	City, State, ZIP ITZEVILLE IL 60141	
Physician's Signature <i>[Signature]</i>	IL Medical License Number 036105025	Today's Date 12/20/19

Signature of Supervising Physician (if signed above by Nurse Practitioner or Physician's Assistant)

Supervising Physician State Medical License #