Public Affairs Com AGENDA ITEM SUM	
ITEM TITLE: West Chicago City Museum Halloween Parade	AGENDA ITEM NUMBER: 5A
	FILE NUMBER:
	COMMITTEE AGENDA DATE: August 11, 2015 COUNCIL AGENDA DATE:
STAFF REVIEW: Krista Coltrin	SIGNATURE SISTA Tollsin
APPROVED BY CITY ADMINISTRATOR:	SIGNATURE
ITEM SUMMARY:	
The West Chicago City Museum will be organizing this year's Hallov October, 24, 2015. Registration begins at 11:30 a.m.; costume judgin prizes awarded after the parade. The parade route will be similar to Main Street and ending at the Fox Community Center, 306 Main Street have been notified of a request for vehicles to participate in the parade. A certificate of insurance is on file for all events organized on behalf services contracted with Phalen Consulting, Inc.  This event coordinates with the annual Downtown Trick or Treat event or the parade of the parade of the parade.	g at 12:00 p.m.; parade at approximately 12:15 p.m.; previous years: Turner Court to Washington Street to t. Police Department and Fire District representatives of the City that are in connection with City Museum
ACTIONS PROPOSED:	
Recommend approval of the following:	
<ul> <li>Rolling street closure of Turner Court, Washington Street and M</li> <li>Police assistance for traffic control</li> </ul>	lain Street during parade
COMMITTEE RECOMMENDATION:	

Narrative, City Museum, Downtown Halloween Parade

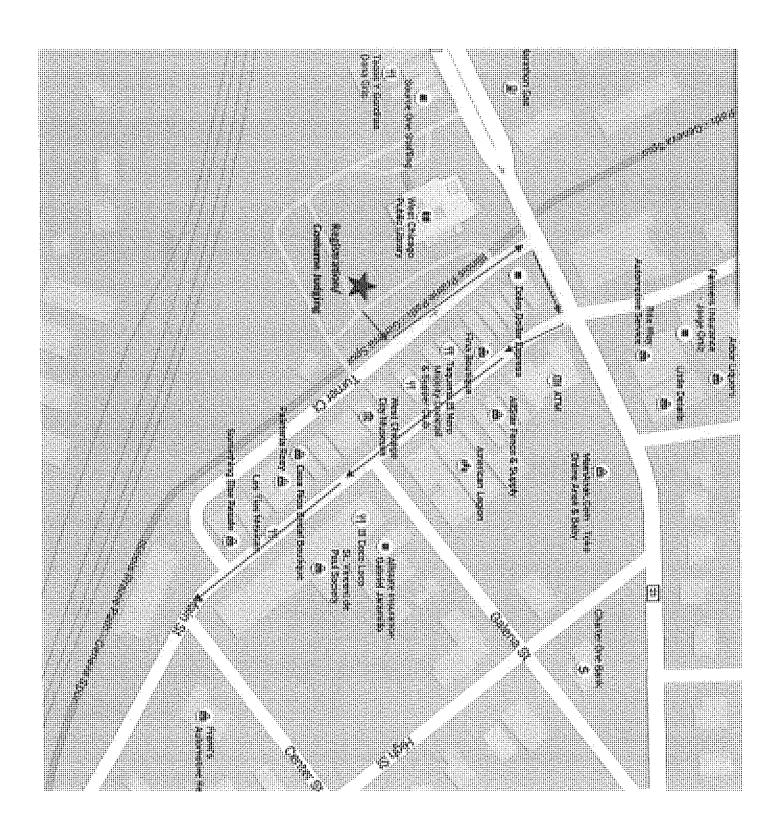
The City Museum is taking over the Downtown Halloween Parade, after the Park District dropped the event from its programming in 2014.

The Downtown Halloween Parade will start with a registration period from 11:30am-12:00pm in the parking lot of the West Chicago Public Library. Costume judging will begin noon, followed by prize announcements. The parade will step off from the parking lot at 12:30p.m., continue up onto Main Street by way of W. Washington Street and end at the Wayne and Helen Fox Community Center, 306 Main Street, West Chicago.

A formal request will also be submitted to the Fire District and Police Department for participation and entry of service vehicles in the parade.

The event is free. All participants will fill out a registration form, including a hold harmless waiver and photograph release.

Following the parade, families are invited to stay in downtown West Chicago for the Downtown Trick-or-Treat from 1-3pm.



	PUBLIC AFFAIRS ( AGENDA ITEM S	
ITEM TITLE:	ABD Cycle Club Fall Fling Races September 19, 26 & 27, 2015	AGENDA ITEM NUMBER: 58
		FILE NUMBER:
		COMMITTEE AGENDA DATE: August 11, 2015 COUNCIL AGENDA DATE:
STAFF REVIE	EW: Krista Coltrin	SIGNATURE STISTA Collsin
APPROVED E	BY CITY ADMINISTRATOR: Michael Guttman	SIGNATURE
ITEM SUMMA	ARY:	

The races are proposed at the DuPage Business Center for the following dates:

• Saturday, September 19, 2015, using Enterprise Circle and Technology Blvd. south of Fabyan Parkway.

not-for-profit organization. All proceeds go to help young riders pursue their dream of riding competitively.

• Saturday, September 26, 2015, using Innovation Drive, Discovery Drive and Technology Blvd between Roosevelt Road and Fabyan Pkwy.

ABD Cycle Club is once again seeking permission to use City streets for the purpose of holding three bike races. ABD is a

• Sunday, September 27, 2015, using Discovery Drive and southbound Technology Blvd between the roundabouts intersecting Discovery Drive and Innovation Drive.

Race maps are attached.

Approximately 200 competitors are expected at staggered times throughout the event. ABD is requesting to set up at 7:30 a.m. and finish by 4:00 p.m.

As with previous years, the Club has requested the use of the Pella parking lot for participant and spectator parking each day of the races. The Club will provide the City with a letter stating such permission. On Saturday, September 26 and Sunday, September 27, 2015, a volunteer will assist pedestrians crossing Fabyan Pkwy by pressing the crosswalk button at the signalized intersection.

After recent reconstruction of Roosevelt Road (IL Route 38) which altered the intersection of Roosevelt Road and Technology Blvd, additional safety precautions are necessary to close Technology Blvd to through traffic. Additionally, permits may be necessary from DuPage County and from IDOT for closing turn lanes on Roosevelt Road. ABD Cycle Club is in the process of securing any necessary permits. Organizers are requesting police assistance for closing Technology Blvd at Roosevelt Road and have been notified of hourly costs associated with police assistance.

City services are requested for the use of barricades for each weekend.

### **ACTIONS PROPOSED:**

Recommend approval for the following, contingent upon receipt of an approved certificate of insurance prior to the event as well as proof of permits from IDOT and DuPage County, if necessary:

- Request for barricades.
- Request for street closure of Enterprise Circle and Technology Blvd. south of Fabyan Parkway on Saturday, September 19, 2015.
- Request for street closure of Innovation Drive, Discovery Drive and Technology Blvd. between Route 38 and Fabyan Parkway on Saturday, September 26, 2015.
- Request for police services on Saturday, September 26, 2015 at the hourly rate charged to not-for-profit organizations.
- Request for street closure of Innovation Drive as well as southbound Technology Blvd between the roundabouts at

	Discovery Drive and Innovation Drive on Sunday, Septe	mber 27, 2015.
CON	OMMITTEE RECOMMENDATION:	
<b>.</b>		

# **ABD Cycling Club Bicycle Race Proposal**

2015 - DuPage Business Center

## Primary Organizer: Athletes By Design Cycle Club (ABD)

- Founded in 1998, ABD is a 200-member, volunteer-based organization base in Winfield, Illinois.
- ABD's primary goal is to support young athletes with Olympic potential and promote the sport of cycling.
- Membership is primarily comprised or professionals (doctors, teachers, municipal employees, teachers, small business owners) between the ages of 35 and 55
- Currently ABD organizes 15 sanctioned races each year in the communities of Winfield, Wood Dale, Maple Park, and Bartlett, Illinois.
- The volunteer event staff ranges between 12 and 120 people depending on the event. The average age of an ABD volunteer is 35 years old and they have experience in at least 10 previous events. Some volunteers have worked over 50 events for ABD.
- ABD's largest event is the Winfield Criterium, first held in 2000. It attracts over 400 riders and up to 3,000 spectators each year. The course incorporates Winfield Road and affect over 300 residents.

## Governing and Insuring Body: American Bicycle Racing (ABR)

### **Event Directors:**

- Mary Lee Geraghty, ABD Vice-President
- Mike Farrell, ABD President

### **General Details:**

- Set-up starts at 7:30 a.m. and tear down finishes at approximately 4 p.m.
- Approximately 200 competitors are expected to participate, but they are spread throughout the day into six (6) separate race categories.
- Parking for racers will be at Pella. They will use the stoplight at Enterprise Drive and Fabyan Parkway to cross Fabyan Parkway. We will have a course

marshal stationed there to press the crosswalk light to allow the light to turn green.

- Three (3) port-o-lets will be set up near the racer registration area for all racers and volunteers. One port-o-let will be near the parking area at Pella.
- Course marshals will be stationed at all intersections of the course as well
  as necessary intervals to maintain a line of sight so that they can see the
  marshal stationed before and after them at all times. Orange flags will be
  raised to indicate approaching riders.
- A Pace Car will precede the racers around the course at a distance of approximately 50 yards. It includes an experienced driver and passenger who can communicate back to the racers with hand signals. The pace car lets marshals know to expect riders coming through but can also bring the riders to a halt in less than 10 seconds should there be an emergency.
- We have arranged for two (2) of our own licensed EMT's to be stationed on the course.
- 3 ABR officials, and an announcer and an ABD volunteer are stationed at the Start/Finished line all day.
- Race registration will have two to four people at it all day (depending on the field size of the upcoming races)
- All officials, EMT's and course marshals will communicate via two-way radios and a cell phone list is distributed to key personnel should the radios fail.
- A wheel pit is manned by an official and provided for riders who suffer a mechanical failure and need to replace a wheel or repair their bikes. (Riders are typically given 1 free lap during a race)
- Lunches, water, and soft drinks will be provided for all race officials and volunteers. Two floating volunteers will travel the course to distribute this as well as provide relief to volunteers that need it.

## 9/19/15 and 9/27/15 – DuPage Business Center Course Event Times:

• Races begin at 9 a.m. and conclude at 3:00 p.m.

## 9/26/15 – DuPage Business Center Course Event Specifics:

- Races begin at 9 a.m. and conclude at 2:00 p.m.
- ABD is requesting police services and is willing to pay the hourly rate charge

# 9/19/15, 9/26/15 and 9/27/15 – DuPage Business Center Course Event Specifics:

- We will also use six of our own experienced course marshals on the course, stationed in the east and west loops and at both the north and south side of the traffic circles at Innovation and Discovery Drive.
- On 9/27/15 there will be a kids race
- See attached maps for course routes and specific to dates.

ABD Cycle Club - Fall Fling Race Route September 19, 2015

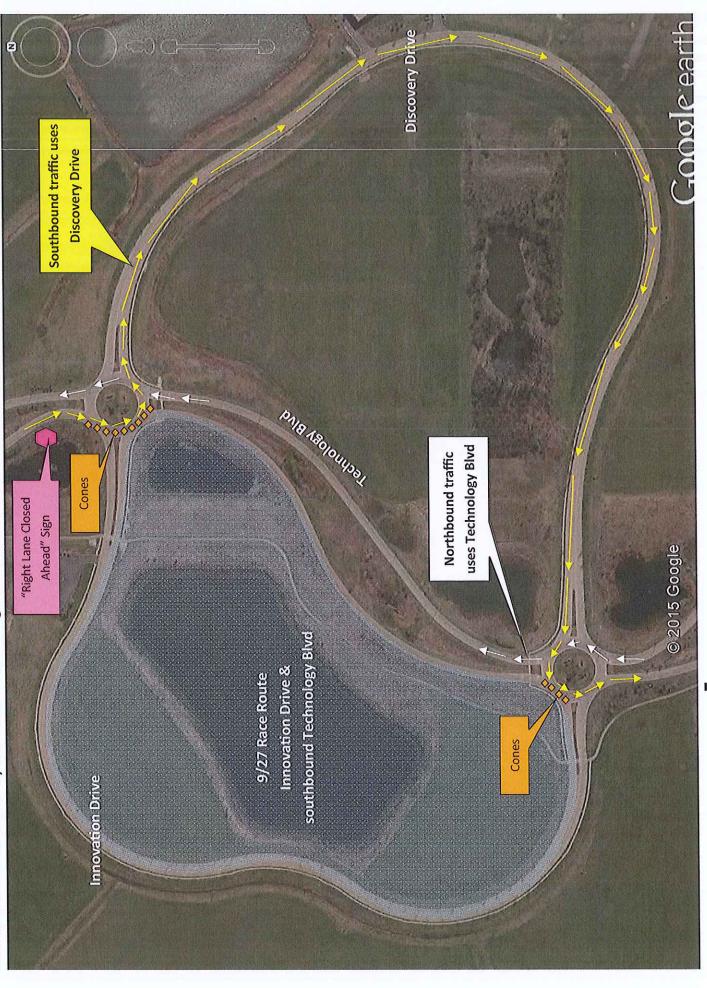


# ABD Cycle Club - Fall Fling Race Route September 26, 2015



ABD Cycle Club - Fall Fling Race Route September 27, 2015





PUBLIC AFFAIRS CON AGENDA ITEM SUM	
ITEM TITLE:	AGENDA ITEM NUMBER: 5C
Amendments to the 2015 Mexican Independence Day  Event	FILE NUMBER:
	COMMITTEE AGENDA DATE: August 11, 2015 COUNCIL AGENDA DATE:
STAFF REVIEW:	SIGNATURE
APPROVED BY CITY ADMINISTRATOR: Michael Guttman	SIGNATURE
ITEM SUMMARY:	
This event was approved at the February 23, 2015 Public approved at the June 22, 2015 meeting. However, after f that a few changes need to be made.	Affairs meeting and the Funding Agreement urther review by staff it has been determined
The proposed Funding Agreement attached as Exhibit A, language in number 5: "copies of these documents mus This refers to the Mexican Cultural Center (MCC) providing of Insurance and Waivers to the City. MCC's insurance will	t be provided to the city prior to the Festival."   g copies of vendor and participant Certificates
In the past, the Public Works Department staff has helped Street from Center Street/Turner Court to Washington Streat staff hang decorations September 1-September 30 of Street, pole to pole. The decorations are being donated Chicago.	eet the day of the event. MCC is requesting on Main Street from Route 59 to Washington
The Police Department staff has closely reviewed the parastep off from the new Leman Middle School parking lot of Street to Wilson Street over A. Eugene Rennels Bridge to change is being requested as this will free up Forest Aven following streets are being requested to be closed for stag Street to Forest Avenue).	on Joliet Street, down Joliet Street to Conde o Main Street and end in the downtown. This ue and other roads that are highly used. The
ACTIONS PROPOSED:	
Staff recommends approval of the revisions to the Funding decorations as well as the new parade route (pending appr	Agreement, proposed locations for hanging oval letter from School District 33).
COMMITTEE RECOMMENDATION:	

### Exhibit A Funding Agreement for Mexican Independence Day

THIS FUNDING	G AGREEMENT (h	ereinafter referred	to as	"Agreement	") is
made and entered into o	n the day of _	2015, by a	nd betw	een the Mex	kican
Cultural Center (herein:	after referred to as	"MCC") and the	City of	West Chic	cago,
(hereinafter referred to as	s "City").				

- 1. In consideration of the covenants and agreements hereinafter contained, as well as other good and valuable considerations, the MCC and the City hereby agree that the MCC is an independent entity with respect to the City and agrees to perform all services to create, plan, develop and execute the Mexican Independence Day Festival on September 13, 2015, (hereinafter referred to as "Festival") and that the City will provide a designated amount of financial support for such Festival. The MCC has no authority or power to incur debts, obligations or commitments of any kind whatsoever for or on behalf of the City or to bind the City to any contract, agreement or employment agreement. In consideration for funding received by the MCC from the City:
  - a. The MCC will be responsible for coordinating the Festival within the Downtown Tax Increment Financing District, which will include, but not be limited to, the following tasks:
    - i. Planning, organizing and supervising the Festival, making arrangement for the Festival site, negotiation of contracts with responsible independent contractors or vendors, applying for all permits and licenses, and complying with all insurance requirements.
    - ii. Submitting its Special Event Permit Application and required documentation (including map of parade route, and location and times of street closures) by no later than June 12, 2015.
    - iii. Soliciting volunteers and vendors as needed.
    - iv. Undertaking additional fundraising efforts if required.
    - v. Having one supervisor attending and supervising the entire Festival.
    - vi. Paying all contractual obligations associated with the Festival and obtaining all required licenses and deposits.
    - vii. Communicating progress and compliance with the terms of this Agreement at the request of the City.
    - viii. Ensuring that the Festival does not open to the public until: all applicable permits are obtained; all approvals are granted; all insurance requirements are satisfied; and all posting of signs are fulfilled.

- ix. Complying with the City Code, all Ordinances and the Special Event Policy that are in effect at the time this Agreement becomes fully executed, including the posting of signs in conformance with the City's regulations regarding concealed carry at special events.<sup>1</sup>
- b. The MCC shall recognize the City in any and all marketing and promotional materials as a primary contributor and sponsor of the Festival. There shall be neither alcohol served nor an entrance fee for the Festival. There will neither be a carnival nor fireworks at the 2015 Festival.
- c. Not less than ninety (90) days prior to the scheduled date of the Festival, the MCC will submit a Special Event Permit Application which includes the following information: insurance and indemnification agreement; hours of operation; schedule of events; site plan; security plan, parking plan and traffic management plan (which will be reviewed and approved by authorized City staff and the West Chicago Fire Protection District); proof that applicable permits have been obtained from the DuPage County Health Department (if applicable); electricity needs (if applicable); and first aid plan.
- d. The MCC shall schedule meetings deemed necessary with City staff and the West Chicago Fire Protection District to discuss in detail what is expected of each entity.
- e. The MCC will provide a written post-Festival report to City staff on or before October 12, 2015 detailing expenses (accompanied by copies of invoices, receipts and checks from vendors), revenues and an overall evaluation of the Festival. The report will be included in the Agenda Packet for the October Public Affairs Committee meeting.
- 3. The City's responsibilities are limited to the following:
  - A. Providing financial support of \$7,000, paid in equal installments after the week following the first City Council meeting in July, August and September; these funds are to be used to help cover the cost of Festival infrastructure and activities.
  - B. Providing the following in-kind services:

<sup>&</sup>lt;sup>1</sup> Should a higher level of government mandate any new laws that the City is required to enforce and should the City Council approve a new law that does not specifically deal with festivals but rather improves and addresses the health, safety and welfare of West Chicago residents and its visitors, then the MCC shall be obligated to comply.

- 1. Public Works Department employees will help with Festival set-up and clean up, arrange for a dumpster from Groot Industries at no cost to MCC, provide barricades and ensure water hook-up (if applicable).
- 2. Police Department employees will provide patrol and provide security during hours of operation of the Festival.
- 3. Community Development Department employees and/or City contractors will provide inspectors for inspection of the general layout of site and any other inspections deemed necessary once all Festival components are known.
- 4. Marketing and Communications Division employees will assist the MCC with the marketing of the Festival; however, paid advertising will be the sole responsibility of the MCC.
- 4. If either party elects to enforce the provisions of this contract in a court of law, venue shall be in the Circuit Court of DuPage County. The successful party in any action to enforce the terms of this Agreement is entitled to reimbursement for its reasonable costs and attorney's fees.
- 5. The MCC agrees to maintain general liability insurance in amounts not less than \$2,000,000 aggregate and shall name the City of West Chicago and its respective officials, agents, employees and volunteers all as additional insureds under the policy. The MCC's insurance coverage shall be primary as respects the City and its respective officials, agents, employees and volunteers. Any insurance or self-insurance maintained by the City and its respective officials, employees, agents and volunteers shall be excess of the MCC's insurance and shall not contribute with it. The MCC shall ensure that the City receives original certificates of insurance and endorsements evidencing the existence of such coverage with its completed Special Event Permit Application, which shall be continued during any periods in which this Agreement is in force.

The MCC hereby agrees to indemnify and hold harmless the City and its directors, officers, agents and employees from and against any and all claims, demands, actions, causes of action and other liabilities and expenses, including but not limited to attorney's fees, arising out of or in connection with the Festival, including but not limited to any such claims that may be asserted by any employees and/or volunteers of the MCC, any contractor, vendor or other service provider for the Festival. This indemnification provision shall survive the term of this Agreement or any cancellation or abandonment of the terms and conditions contemplated herein.

The MCC is responsible for obtaining, verifying and retaining all vendor and participant Certificates of Insurance and Waivers.; copies of these documents must be provided to the City prior to the Festival.

The MCC hereby agrees that any and all work conducted at the Festival site shall be performed in accordance with all applicable laws of the City to provide a safe working environment for the Festival workers, volunteers and general public. Any insurance or self-insurance maintained by the City and its respective officials, employees, agents and volunteers shall be excess of any vendor's insurance and shall not contribute with it. The MCC is responsible for ensuring that all insurance requirements are met, and all required documentation is provided to the City.

If necessary, the MCC hereby grants the City permission to talk directly with its insurance company to ensure that the Certificate of Insurance and the Endorsements comply with the terms of this Agreement and the City Code.

- 8. Neither this Agreement nor any interest herein, or claim hereunder, shall be assigned or transferred by either the City or the MCC.
- 9. Should the MCC fail to comply with the terms of this Agreement, all monies provided by the City shall be returned to it by September 30, 2015. The Festival may be cancelled by mutual written agreement of both Parties as a result of weather or another force majeure event; in this instance, no repayment to the City is required.

CITY OF WEST CHICAGO	MEXICAN CULTURAL CENTER
By:	By:
Lori Chassee	By:
Mayor Pro Tem	Title: President
Date:	Date:
Attest:	Attest:
Ву:	Ву:
Nancy Smith	Name:
City Clerk	Title:

PUBLIC AFFAIRS CON AGENDA ITEM SUM	
ITEM TITLE:	AGENDA ITEM NUMBER: 50
ABD Cycle Club Bicycle Training Criteriums	FILE NUMBER:
Alternate Route for weekly Criteriums, when necessary (presented at July 6, 2015 City Council meeting)	COMMITTEE AGENDA DATE: August 11, 2015 COUNCIL AGENDA DATE:
Revised Alternate Route for weekly Criteriums, when necessary (presented at August 11, 2015 Public Affairs Committee meeting)	
STAFF REVIEW: Krista Coltrin	SIGNATURE
APPROVED BY CITY ADMINISTRATOR: Michael Guttman	SIGNATURE

#### ITEM SUMMARY:

In preparation for ABD Cycle Club's upcoming Fall Fling races, the Club is requesting permission for the use of City streets at the DuPage Business Center bop for approximately 50 competitors who would like to conduct training citeriums (practice races) every Wednesday evening from April 1-September 16, 2015. Set-up would be at 5:30 p.m. with teardown completed by 8:30 p.m.

The Club will secure permission from Pella Windows for use of their parking bt and provide the City with a letter stating such permission.

No request for services is being made. A certificate of insurance from ABD Cycle Club will be secured prior to the start date.

Note: ABD Cycle Club has been informed of potential construction projects within the DuPage Business Center that could potentially impact their training schedule. Further discussions with the Club will ensue should either of the proposed projects be secured.

As a result of recent building construction causing random hazardous road conditions for cyclers at 2505 Enterprise Drive, ABD Cycling Club has requested permission to use the west end of the DuPage Business Center, as outlined in the attached map, as an alternate course when the originally approved course is determined by ABD Cycle Club to be hazardous. Staff agreed that using civilians to manage traffic was not an option, however, the use of detour signage/barricades/cones would be acceptable.

After further consideration of the alternate route proposed to City Council on July 6, 2015, members of ABD Cycle Club submitted yet another alternative route within the DuPage Business Center. Their primary objective is to create a race route that minimizes road sharing with vehicles as much as possible without closing Technology Blvd. (See attached map.)

The current proposal requires the closure of Innovation Drive as well as southbound Technology Blvd between the roundabouts intersecting Discover Drive and Innovation Drive. Southbound traffic would be re-routed around Discovery Drive by utilizing the roundabouts and directing traffic with road closure signage and cones. Police Department and Public Works staff have reviewed the plan; Police Department staff would be on site the first evening to ensure proper placement of signs/cones.

This route is intended to be an alternative to the originally proposed route (*January 26, 2015 Public Affairs Committee agenda*) on Enterprise Circle and used only when hazardous road conditions for cyclists are present due to construction at 2505 Enterprise Drive. This alternative route could potentially be utilized during the final five Wedensdays of the criteriums, from August 19 – September 16, 2015.

### **ACTIONS PROPOSED:**

Recommend approval of the following:

- Closure of Innovation Drive,
- Closure of southbound lanes of Technology Blvd between the roundabouts intersecting Discovery Drive and Innovation Drive.
- ABD Cycle Club uses detour signage/barricades/cones instead of civilians (course marshal) to direct/stop traffic,
- Notification is made to the City prior to 3:00 p.m. that day of intended race route.

Recommend approval of the alternate course, providing:

- ABD Cycle Club uses detour signage/barricades/cones instead of civilians (course marshal) to direct/stop traffic,
- notification is made to the City prior to 3:00 p.m. that day.

Recommend for approval pending permission from Pella Windows:

The use of City streets at the DuPage Business Center for bike trials on a regular basis: Wednesday evenings from April 1 – September 16, 2015 for times indicated.

#### **COMMITTEE RECOMMENDATION:**

The Committee recommends approval of the ABO Cycling Club's Training Criteriums as proposed, pending satisfaction of liability issues.

The request for this alternate route did not go before the Committee.

ABD Cycle Club - REVISED Alternative Race Route for Wednesdays, Aug. 19 & 26, and Sept. 2, 9 & 16, 2015

North to Roosevelt Road

South to Fabyan Pkwy

Agenda Hem 8A

		WEST TR/	T CHICAGO POLICE DEPARTME RAFFIC MANAGEMENT REPORT	POLICE DEI AGEMENT F	DEPARTMENT VT REPORT				
	Curre	Current vs. Prior Month	th		2 Prior Months			2015 vs. 2014	
TRAFFIC CITATIONS	Jun 15	May 15	% Change	Apr 15	Mar 15	% Change	YTD 2015	YTD 2014	% Change
Regular Duty & Crash	149	194	-23%	251	343	-27%	1343	5289	41%
Selective Enforcement	7	44	-84%	0	10	-100%	61	66	-38%
PARKING CITATIONS	Jun 15	May 15	% Change	Apr 15	Mar 15	% Change	YTD 2015	YTD 2014	% Change
Parking Citations	218	149	46%	246	189	30%	1158	2126	46%
COMMERCIAL OVERWEIGHT ENFORCEMENT	Jun 15	May 15	% Change	Apr 15	Mar 15	% Change	YTD 2015	YTD 2014	% Change
Citations	0	9	-100%	14	4	250%	35	11	218%
DUI ARRESTS	Jun 15	May 15	% Change	Apr 15	Mar 15	% Change	YTD 2015	YTD 2014	% Change
Regular Duty	7	4	75%	5	4	72%	36	42	-14%
Selective Enforcement	0	2	-100%	0	0	NC	2	0	NC
ADMINISTRATIVE TOWS	Jun 15	May 15	% Change	Apr 15	Mar 15	% Change	YTD 2015	YTD 2014	% Change
No Valid Driver's License	0	L	-100%	0	1	-100%	5	24	%62-
Driving While License Suspended	0	0	NC	1	4	-75%	9	17	-65%
Driving While License Revoked	1	0	NC	0	0	NC	2	1	100%
DUI (Alcohol or Drugs)	5	4	25%	2	3	-33%	27	38	-29%
Drug Possession	0	0	NC	2	0	NC	3	2	20%
Warrant Arrest	0	0	NC	0	0	NC	0	0	NC
Sound Amplification	0	0	NC	0	0	NC	0	0	NC
Illegal Transportation of Open Alcohol	0	0	NC	0	0	NC	0	0	NC
Total Administrative Tows	9	5	20%	5	8	-38%	43	82	48%
TRAFFIC CRASHES/INJURIES/FATALITIES	Jun 15	May 15	% Change	Apr 15	Mar 15	% Change	YTD 2015	YTD 2014	% Change
Non-Injury Crashes	09	42	43%	48	77	-38%	383	422	%6-
Injury Crashes	16	ш	45%	7	4	75%	53	47	13%
Fatal Crashes	0	0	NC	0	0	NC	0	0	NC
Total Crashes	92	53	43%	55	81	-32%	436	469	%2-