

CITY OF WEST CHICAGO

WHERE HISTORY & PROGRESS MEET

NOTICE

PUBLIC AFFAIRS COMMITTEE

**Monday, February 26, 2018
7:00 P.M. - Committee Room (A)**

AGENDA

1. Call to Order, Roll Call, and Establishment of a Quorum
2. Approval of Minutes
 - A. Public Affairs Committee of November 27, 2017
3. Public Participation / Presentations
 - A. Gallery 200 Annual Report
4. Items for Discussion
 - A. Signage at City Hall and the Police Station
 - B. Mexican Independence Day Festival – Request for Additional Funding
 - C. New City – Sponsored Event
5. Items for Consent
 - A. Ordinance No. 17-O-0041 - Amending Chapter 11, Article II, Division 6, ANIMAL CONTROL AND CARE of the West Chicago Code of Ordinances
 - B. Ordinance No. 18-O-0007 - An Ordinance Amending Chapter 17, Traffic, Article XVII. Schedule of Designated Streets; Division 3. Stop Intersections; Section 17-176-Designated; compliance required.
 - C. Stations of the Cross
 - D. We Go Run
 - E. 2018 Blooming Fest
 - F. Fireworks at Reed-Keppler Park
 - G. Halloween Parade
 - H. 2018 Frosty 5K Run/Walk
 - I. 2018 Frosty Fest

6. Unfinished Business
7. New Business
8. Reports from Staff
 - A. West Chicago Police Department Monthly Report
9. Adjournment

MINUTES

PUBLIC AFFAIRS COMMITTEE

Monday, November 27, 2017 7:00 P.M.

1. Call to Order, Roll Call, and Establishment of a Quorum.

Chairman Chassee called the meeting to order at 7:00pm. Roll Call found Brown, Hallett, Garcia, Birch Ferguson, Meissner and Gagliardi.

2. Approval of Minutes.

A. Public Affairs Committee Minutes of October 23, 2017. Alderman Meissner made a motion, seconded by Alderman Hallett to approve the minutes of the Public Affairs Committee meeting with no changes. Voting Aye: Chairman Chassee, Alderman Brown, Hallett, Garcia, Birch Ferguson, Meissner and Gagliardi. Voting Nay: 0. Motion carried.

3. Public Participation / Presentations.

4. Items for Discussion.

A. Resolution No. 17-R-0074 - Video Gaming Referendum Question. Alderman Garcia made a motion, seconded by Alderman Brown to direct this item to City Council for approval. Voting Aye: Chairman Chassee, Alderman Brown, Hallett, Garcia, Birch Ferguson, Meissner and Gagliardi. Voting Nay: 0. Motion carried.

5. Items for Consent.

A. 2018 Pro-Life March Special Event Permit Application submitted by St. Mary's Church

Voting Aye: Chairman Chassee, Alderman Brown, Hallett, Garcia, Birch Ferguson, Meissner and Gagliardi. Voting Nay: 0. Motion carried.

B. 2017 MID Festival Final Report

Alderman Birch Ferguson made a motion, seconded by Alderman Gagliardi to direct this item to City Council for approval. Voting Aye: Chairman Chassee, Alderman Hallett, Garcia, Birch Ferguson, Meissner and Gagliardi. Voting Nay: Alderman Brown. Motion carried to the regular City Council agenda.

C. Ordinance No. 17-O-0043 – Allowing Home Kitchen and Cottage Food Operations.

Voting Aye: Chairman Chassee, Alderman Brown, Hallett, Garcia, Birch Ferguson, Meissner and Gagliardi. Voting Nay: 0. Motion carried.
C.

6. **Unfinished Business.**

7. **New Business.**

8. **Reports from Staff.**

A. **West Chicago Monthly Police Report**

9. **Adjournment.** Alderman Birch Ferguson made a motion to adjourn, seconded by Alderman Hallett. The motion was approved by voice vote, and the meeting adjourned at approximately 7:19pm.

Respectfully submitted,

Nahaira Bautista

Administrative Assistant to Chief of Police
West Chicago Police Department

People Made Visible, Inc. End of Year Report for Fiscal Year 2017

For the fiscal year of 2017 under the fourth year of the executed contract with the City of West Chicago for the operation of Gallery 200, People Made Visible had total cash inflows of \$7,316.50 and total cash outflows of \$5,460.51, for a net surplus of \$1,855.99. It is anticipated that the net surplus will be added to the Gallery 200/200 Main Projects Fund for continued projects and enhancements to the Gallery 200 which is anticipated to be spent in the FY2018.

Financial highlights from the fiscal year 2017 include:

➤ **Inflows**

- Cash receipts of \$6,000.00 from the City of West Chicago per the contractual agreement between the City and People Made Visible, Inc.
- Fundraiser revenue \$50.00
- Cash receipts of \$1,230 from the Gallery artist fees
- Cash receipts of \$36.50 from donations from the public for the Gallery 200/200 Main Projects Fund

➤ **Outflows**

- Operational expenses/supplies: \$291.69
 - The payments were for coping, office supplies, cleaning supplies, paint
- Window Washing: \$30.00
- Cleaning: \$240.00
- Insurance & Registration fees costs totaled \$1,275
- Advertising: \$59.60
- Event expenses: \$184.02
- Phone & Internet: \$1,057.35
- Staff: \$861.89
- Fundraising event expense \$402
- Website (7 years renewal) \$908.96
- Exhibit case \$50.00
- Accounting services: \$100

Events at 103 W. Washington:

January 2017:

- GardenWorks Open House New Suburban Agriculture Resource Center, January 26, 2017
- Pamela Hamilton's Art Featured Artist Show Closing Reception, January 27, 2017

February 2017:

- Andy! Kozlowksi Featured Artist Show Opening Reception, February 4, 2017

March 2017:

- Art is the Heart of the City, District 33 Art Show Featured Artists Show Opening Reception, March 3, 2017
- Family Art Night, Friday, March 31, 2017: Art demos, Leman Middle School String Ensemble, Local Music Night performances, closing reception for District 33's show

April 2017:

- West Chicago Community High School District 94 Student Show as Featured Artist Show, Opening Reception, April 6, 2017
- West Chicago regional High School Homeschool group artist show opening reception, April 7, 2017
- Snow City Exhibit/Program Open House, April 7, 2017
- GardenWorks Class, April 25, 2017
- Family Arts Night, High School Show Closing Reception, April 28, 2017

May 2017:

- Nature in Fiber, Sharon Malec May Featured Artist Show Opening Reception, May 5, 2017
- Artculture opening reception featuring Lew Achenbach's Jazz Occurrence, Friday, May 19th 6-9pm
- GardenWorks Plant and Raised Bed Sale, May 20th 9am-3pm

June 2017:

- Botanicals and Nature Watercolors and Oils by Kathi Kuchler, June Featured Artist Show Opening Reception, June 2, 2017

July 2017:

- Trees by First Star Art Featured Artist Show Opening Reception, July 7, 2017
- Miss Mexican Heritage Workshops, Mexican Cultural Center DuPage
- District 33 Ballet Folklorico Dance Practices

August 2017:

- Expressions: 3 Years of Inspiration (Metal Crochet), Marita Valdizan August Featured Artist Show Opening Reception, August 4, 2017
- Miss Mexican Heritage Workshops, Mexican Cultural Center DuPage

September 2017

- Nature Photography by Mike Smith, September Featured Artist Show Opening Reception, September 1, 2017
- Gallery 200 sponsored table group of artists at Warrenville's Art on the Prairie, September 16-17, 2017
- Miss Mexican Heritage Workshops, Mexican Cultural Center DuPage
- Collaboration on Mexican Independence Day Festival World Record Mosaic

October 2017:

- Artoberfest Group Show, Opening Reception, October 6, 2017
- District 33 Birth to 3 mothers and children group art activity

November 2017:

- Fused 4 You II: A Touch of Glass, Group Show, Opening Reception, November 3, 2017
- Volunteer Thank You Gathering, Wednesday, November 16, 2017 6-7:30pm

December 2017:

- Small Gifts of Art Group Show, December Show Opening Reception, December 1, 2017
- Frosty Fest Open House: Small Gifts of Art Group Show, Sister Cities German Christmas Exhibit, District 33 Mariachi Band performance, December 2, 2017

Art Classes:

- Britta Renwick jewelry making classes
- Jennifer Ralph/First Star Art classes
- Meeting/Space Utilization by People Made Visible divisions and collaborators: Healthy West Chicago, GardenWorks Project, Snow City Arts, Mexican Cultural Center DuPage, West Chicago City Museum

Monthly Artist Open Studio hours

Art Meet-up: Fiber Artists Meet-up held monthly

PMV Outreach Events/Partnership Collaborations

- Art in the Garden Fundraiser at Kruse House Museum, June 24, 2017
- Party in the Park-Reed Keppler Band Shell, August 5, 2017: entertainment provided by Los Vicios de Papa
- Mexican Cultural Center DuPage World Record Mosaic at Mexican Independence Day
- National Arts and Humanities Month Promotions in October
- October Downtown Trick or Treat
- Frosty Fest Ice Sculpture Co-Sponsor with FNBC Bank

Visitation at 200 Main:

- Overview
 - Guests at Gallery 200: 2,859 (FY16: 2,173; FY15: 2,351)
- Breakout

| Category | Date(s) | Guests |
|---|---------------|--------|
| Walk-in Gallery visitors during regular open hours (Thurs-Fri noon-8pm, Sat-Sun noon-4pm) | January 2017 | 133 |
| Walk-in Gallery visitors during regular open hours (Thurs-Fri noon-8pm, Sat-Sun noon-4pm) | February 2017 | 144 |
| Walk-in Gallery visitors during regular open hours (Thurs-Fri noon-8pm, Sat-Sun noon-4pm) | March 2017 | 408 |
| Walk-in Gallery visitors during regular open hours (Thurs-Fri noon-8pm, Sat-Sun noon-4pm) | April 2017 | 270 |
| Walk-in Gallery visitors during regular open hours (Thurs-Fri noon-8pm, Sat-Sun noon-4pm) | May 2017 | 247 |
| Walk Walk-in Gallery visitors during regular open hours (Thurs-Fri noon-8pm, Sat-Sun noon-4pm) | June 2017 | 154 |

| | | |
|--|----------------|-----|
| Walk-in Gallery visitors during regular open hours (Thurs-Fri noon-8pm, Sat-Sun noon-4pm) | July 2017 | 152 |
| Walk-in Gallery visitors during regular open hours (Thurs-Fri noon-8pm, Sat-Sun noon-4pm) | August 2017 | 173 |
| Walk-in Gallery visitors during regular open hours (Thurs-Fri noon-8pm, Sat-Sun noon-4pm) | September 2017 | 140 |
| Walk-in Gallery visitors during regular open hours (Thurs-Fri noon-8pm, Sat-Sun noon-4pm) | October 2017 | 456 |
| Walk-in Gallery visitors during regular open hours (Thurs-Fri noon-8pm, Sat-Sun noon-4pm) | November 2017 | 173 |
| Walk-in Gallery visitors during regular open hours (Thurs-Fri noon-8pm, Sat-Sun noon-4pm) | December 2017 | 409 |

Gallery 200 Artist Sales

- Overview
 - Total Sales: \$13,223.25 (FY16: \$8,066.55 FY15: \$10,176.55)
 - no commission on sales is taken by the Gallery/PMV
- Breakout

| Category | Date(s) | Guests |
|--------------------|----------------|------------|
| Total Sales | January 2017 | \$504.50 |
| Total Sales | February 2017 | \$601.00 |
| Total Sales | March 2017 | \$501.00 |
| Total Sales | April 2017 | \$594.75 |
| Total Sales | May 2017 | \$1,052.50 |
| Total Sales | June 2017 | \$489.00 |
| Total Sales | July 2017 | \$356.50 |
| Total Sales | August 2017 | \$1,443.50 |
| Total Sales | September 2017 | \$384.50 |
| Total Sales | October 2017 | \$866.50 |

| | | |
|--------------------|---------------|------------|
| Total Sales | November 2017 | \$2,287.00 |
| Total Sales | December 2017 | \$4,142.50 |

Gallery 200, 103 W. Washington Street events

- Exhibit space provided to the West Chicago Cultural Arts Commission for the annual community art show Artculture during Blooming Fest, and an opening reception hosting Lew Achenbach and his Jazz Occurrence bringing media and 100 additional guests to the 103 W. Washington Building
- Space use by GardenWorks Project: open resource center on Wednesday mornings and Saturdays (Spring-Summer) bringing over 200 nonresidents to West Chicago and introducing them to other work done at the Gallery space
- Exhibit space provided to the Snow City, a Chicago based arts organization that works in children's units at 5 hospitals, including Central DuPage Hospital
- Space use share allowed to host meetings for District 33, GardenWorks Project, Healthy West Chicago, Mexican Cultural Center DuPage, local fabric artist group

Gallery 200 Studio, 203 Turner Court Events

- Four plays produced by Gallery Theater, a separate organization that coordinates space usage with People Made Visible
- Three other community group used for organizational meetings

Program towards Goals for 2017

- Work with community partners to increase foot traffic in downtown West Chicago-**met** (work with numerous community groups and regional groups have brought in out-of-town visitors and residents to downtown West Chicago, who also frequent other downtown businesses)
- Continue to expand classes offered at Gallery 200-**met** (six Gallery artist have increase class offerings which are offered numerous times through the year)
- Work with artists to bring additional interactive art into 103 W. Washington-**met** (People Made Visible Spring 2017 International Artist-in-Residency Juan Chawuk participated with 9 community groups at the 103 W. Washington building), Fall 2017-Spring 2019 artist Christopher Lucero will also be doing work in the arts and cultural building (completed 1 Calavera and oral history of local resident in 2017)
- Launch fundraising campaign to contribute to 200 Main Street Renovation Project-**map** (1 fundraiser was held in 2017 and grant opportunities researched and begun)

Goals for 2018

- Work with community partners to increase foot traffic in downtown West Chicago, including launching rotating 3 month postcards that list events in downtown
- Continue to expand classes offered at Gallery 200

- Work with artists to bring additional interactive art into 103 W. Washington
- Continue fundraising campaign to contribute to 200 Main Street Renovation Project

People Made Visible, Inc. 2017 Q4 Report for Gallery 200/103 W. Washington

For the fourth quarter of the fiscal year of 2017 under the fourth year of the executed contract with the City of West Chicago for the operation of Gallery 200, People Made Visible had total cash inflows of \$6,000.00 and total cash outflows of \$584.09, for a net surplus of \$5,415.91. The net surplus is being applied to previous FY17 deficits and being held by PMV for Gallery 200 and the 103 W. Washington Arts & Cultural Center.

Financial highlights from the fiscal year 2017 include:

- **Inflows**
 - \$6,000 from City of West Chicago
- **Outflows**
 - *Musical entertainment for gallery opening \$100*
 - *Staff: \$62.27*
 - *Supplies: \$37.90*
 - *Cleaning: \$60.00*
 - *Payroll taxes: \$55.85*
 - *Phone & Internet: \$271.07*

Events at 103 W. Washington Street:

October 2017:

- Artoberfest Group Show, Opening Reception, October 6, 2017
- District 33 Birth to 3 mothers and children group art activity

November 2017:

- Fused 4 You II: A Touch of Glass, Group Show, Opening Reception, November 3, 2017

December 2017:

- Small Gifts of Art Group Show, December Show Opening Reception, December 1, 2017
- Frosty Fest Open House: Small Gifts of Art Group Show, Sister Cities German Christmas Exhibit, District 33 Mariachi Band performance, December 2, 2017

Monthly Artist Open Studio hours

Art Meet-up: Fiber Artists Meet-up held monthly

Mexican Cultural Center DuPage Monthly Meetings

GardenWorks Monthly Meetings

PMV Outreach Events/Partnership Collaborations

- National Arts and Humanities Month Promotions in October
- October Downtown Trick or Treat
- Frosty Fest Ice Sculpture Co-Sponsor with FNBC Bank

Visitation at 200 Main/Gallery 200:

- Overview
 - Guests at Gallery 200 Q4 2017: 1,038
 - Guests at Gallery 200 Q4 2016: 827
- Breakout

| Category | Date(s) | Guests 2017 | Guests 2016 |
|--|----------|-------------|-------------|
| Walk-in Gallery visitors during regular open hours (Thurs-Fri noon-8pm, Sat-Sun noon-4pm) | October | 456 | 464 |
| Walk-in Gallery visitors during regular open hours (Thurs-Fri noon-8pm, Sat-Sun noon-4pm) | November | 173 | 204 |
| Walk-in Gallery visitors during regular open hours (Thurs-Fri noon-8pm, Sat-Sun noon-4pm) | December | 409 | 159 |

Gallery 200 Artist Sales

- Overview
 - Q2 2017 \$7,296.00 (no commission on sales is taken by the Gallery/PMV)
 - 253% increase over Q2 2016
 - Q2 2016 \$2,882.00 (no commission on sales is taken by the Gallery/PMV)
- Breakout

| Category | Date(s) | Total 2017 | Total 2016 |
|--------------------|----------|------------|------------|
| Total Sales | October | \$866.50 | \$518.50 |
| Total Sales | November | \$2,287.00 | \$1,559.00 |
| Total Sales | December | \$4,142.50 | \$804.50 |

Gallery 200, 103 W. Washington Street events

- Exhibit space provided to the Snow City, a Chicago based arts organization that works in children's units at 5 hospitals, including Central DuPage Hospital
- Space use share allowed to host meetings for District 33, GardenWorks Project, Healthy West Chicago, Mexican Cultural Center DuPage, local fabric artist group

Program towards Goals for 2017

- Work with community partners to increase foot traffic in downtown West Chicago-**in progress** (work with numerous community groups and regional groups have brought in out-of-town visitors and residents to downtown West Chicago, who also frequent other downtown businesses)
- Continue to expand classes offered at Gallery 200-**in progress** (six Gallery artist have increase class offerings and will continue to do so through the end of the calendar year)
- Work with artists to bring additional interactive art into 103 W. Washington-**in progress** (People Made Visible Spring 2017 International Artist-in-Residency Juan Chawuk participated with 9 community groups at the 103 W. Washington building), Fall 2017-

Spring 2019 artist Christopher Lucero will also be doing work in the arts and cultural building (completed 1 Calavera and oral history of local resident in 2017)

- Launch fundraising campaign to contribute to 200 Main Street Renovation Project-**in progress** (1 fundraiser was held in 2017)

CITY OF WEST CHICAGO

PUBLIC AFFAIRS COMMITTEE AGENDA ITEM SUMMARY

ITEM TITLE:

City Hall and Police Station Entrance Signs

AGENDA ITEM NUMBER: 4.A.

COMMITTEE AGENDA DATE: February 26, 2018
COUNCIL AGENDA DATE: March 5, 2018

STAFF REVIEW: Tim Wilcox, Assistant Director of Public Works

SIGNATURE 

APPROVED BY CITY ADMINISTRATOR: Michael L. Guttman

SIGNATURE _____

ITEM SUMMARY:

On April 6, 2009 City Council approved Resolution No. 09-R-0012 authorizing the Mayor to execute a contract for professional services with DeSign Group Signage Corporation related to the design, fabrication, and installation of the L.E.D. monument sign located at the southwest corner of Main Street and Neltner Boulevard and eight ancillary (Gateway) signs that were placed at key entry points into the City (a perspective view of the Gateway sign is attached for your information). In 2012, the Gateway sign erected for east bound traffic on North Avenue near the DuPage Airport was removed due to the Illinois Department of Transportation's (IDOT's) reconstruction and widening project of North Avenue. In 2014, the Gateway sign erected for east bound traffic on Roosevelt Road east of Kautz Road was removed due to IDOT's Roosevelt Road and Union Pacific Railroad grade separation project. The City retained DeSign Group Signage Corporation for both removals.

When the North Avenue reconstruction was nearing completion, application was made with IDOT to reinstall the Gateway sign; however, the application was rejected. While IDOT permitted the original placement in 2009 of six of these Gateway signs within its right-of way, due to later changes in its permit requirements and for safety reasons, signs constructed with stone Caps and stone facing are no longer permitted. The two signs were placed in storage.

In 2015, staff contacted DeSign Group Signage Corporation to obtain a proposal for new signs identical to the Gateway signs in shape and material but lettered as entrance signs for City Hall and the Police Station; also requested was a quote to modify and reinstall the two existing signs at other City facilities. This proposal has been updated to reflect current pricing for new signs similar to the existing 5'6" X 11' gateway signs (\$44,330.20 for both City Hall and the Police Station), and pricing to retrofit the two stored gateway signs (\$26,875.00 for both). Prices include installation.

Since the areas for sign placement at City Hall and the Police Station are relatively small, staff obtained pricing for signs to be placed at these locations that incorporate the same materials and look as the gateway signs, but more appropriately sized. A proposal was received on February 7, 2018 for the new smaller 5'6" X 8' Gateway style signs (\$29,875.00 for both City Hall and PD). Proposals are attached for your information. There is \$35,000 budget in the Capital Projects Fund for City Hall and Police Station signs.

Staff's seeks direction from Committee for the selection of signs to place at City Hall and the Police Station. Options for consideration are the three proposals submitted by DeSign Group Signage Corporation: 1) New signs similar in design (5'6" X 11') to the existing Gateway signs, 2) Retrofit the two existing signs in storage (5'6" X 11'), 3) new smaller signs (5'6" X 8') with the same style as the Gateway signs, or direct staff to explore other sign options such as a faux stone, sandblasted wood, signs to include an L.E.D. message board, or some other variation of material and design.

CITY OF WEST CHICAGO

ACTIONS PROPOSED:

Direction from Committee.

COMMITTEE RECOMMENDATION:



DeSign Group Signage Corporation

2135 S. Frontage Road Des Plaines, IL 60018 Ph: (847) 390-0350 Fax: (847) 390-9231

February 7, 2018

Mr. Timothy Wilcox
City of West Chicago
475 Main Street
West Chicago, IL 60185—
P: 630/293-2255
E: twilcox@westchicago.org

**RE: Contract/Proposal for City of West Chicago Gateway Signage –
dgsc501271r1-2.7.18**

Dear Mr. Wilcox

We are pleased to quote the following:

Fabricate and Install:

Two (2) New -5'-6" x 8'-0" single sided, non-illuminated, secondary signs

- Signs to be simulated limestone "painted" on .125 thick aluminum
- Columns – two (2) per sign to match "Landmark" sign stone work;
size: 14" x 22" x 5'-6"
- Copy: One (1) "WEST CHICAGO"
Rule line
"POLICE DEPARTMENT"
"325 SPENCER"

One (1) "WEST CHICAGO"
Rule line
"CITY HALL"
"475 MAIN ST."

- Elements and letters to be painted 1/4" thick aluminum
- Stud mounted – typical one (1) set per sign
- Sign panel size: 36" x 6'-0" x 3"
- Concrete column foundations – 30" x 36" x 48" with rebar

Total Contract/Installed Cost: \$29,875.00

Mr. Timothy Wilcox
City of West Chicago
February 7, 2018
dgsc contract #501271-2.7.18

Permits and Procurement will be an additional charge to the Total Installed Contract Cost:

Permits: At cost

Procurement: \$200/per permit application

The following is required to begin this project:

50% Deposit of the project + Procurement. Our Accounting Department will issue a Deposit invoice for this amount upon receipt of signed contract / proposal.

PERMIT INFORMATION NEEDED:

If permits are needed, the following items are needed:

- a.) 3 - Copies of property plat of survey.
- b.) 3 - Copies of property legal description.
- c.) Property management/landlord information (if applicable).
- d.) Property management/landlord sign criteria.

SIGNAGE CONTRACT
CLARIFICATIONS & EXCLUSIONS:

- ◆ The locations of all signs must be provided by others prior to installation being scheduled.
- ◆ Authorized personnel must be available to verify sign locations.
- ◆ All digging sites to be flagged for J.U.L.I.E. by others.
- ◆ Private Utility Markings By Others
- ◆ DGSC must have full and complete access to all sign sites at all times during installation.
- ◆ For illuminated signs, adequate power must be at sign sites within 5'-0" of display and fully accessible.
- ◆ One set of submittal drawings is included; sample signs are not included unless otherwise specified.
- ◆ Custom colors or sign samples may carry an additional charge if other than standard.
- ◆ Reverse channel letters cannot be mounted on a reflective or gloss surface.
- ◆ Vector artwork in Adobe Illustrator CS2 or earlier, AutoCAD 2000 or earlier, or Corel Draw 12 or earlier in PC Format to be furnished by client.
- ◆ If permits are needed, permits and processing will be an additional cost. If any permits require variance/committee meetings, contractor's license, bonds etc., an additional cost will apply.
- ◆ DGSC holds no liability on time frame of federal, city, state or local permit approvals
- ◆ If needed structural engineers stamp and calculation will be an additional cost.
- ◆ Project not bid as phase work. Phase work will carry an additional cost.
- ◆ All work to be done during regular business hours – 8am – 4:30pm - Monday-Friday.
- ◆ Change in scope will carry an additional cost.
- ◆ If project is tax exempt – Tax exempt certificate needed.
- ◆ Retention has not been allowed for in this project.
- ◆ Proposal is good for 30 days unless otherwise specified.
- ◆ LED warranty varies by Manufacturer

Mr. Timothy Wilcox
City of West Chicago
February 7, 2018
dgsc contract #501271-2.7.18

SIGNAGE INSTALLATION

Installation will be approximately 8-10 weeks from the receipt of deposit, acceptance of contract and receipt of all shop drawing approvals; unless permits are required then 8-10 weeks from the receipt of all approvals.

SIGNAGE CONTRACT PAYMENT TERMS:

A 50% deposit + Procurement (if applicable) will be required to begin the project; balance due upon completion of delivery/installation. Payment is due in full; no retention is to be held. Terms are subject to approval. Upon credit approval, terms will be net 10 days from delivery/installation. Any past due balances/accounts will be subject to all finance charges, collection fees, attorney fees, court fees, lien fees associated with collecting of past due amounts. A 1.5% per month finance charge will be added to all past due invoices. This is an annual rate of 18%. All contracts cancelled after contract acceptance and/or approved drawings; you will be billed clerical time and any materials. We accept all major credit cards. A processing fee will apply to all credit card payments. **Any warranty work necessary will not commence until full payment has been received.**

Cancellation/refund policy: The cancellation fee is \$50.00 plus any credit card fees (if applicable). If cancellation happens when we arrive on site, the cancellation fee will also include the entire mobilization cost.

If you should have any questions or comments, please call (847) 390-0350 x 111 or email me at kbucyk@designgroupsignage.com anytime.

Sincerely,
DESIGN GROUP SIGNAGE CORPORATION

Ken Bucyk

Ken Bucyk
Sales Manager

KB/bfc

Cc: Mr. James Gilmore, DGSC
Email - file copy – dgsc#501271r1-2.7.18

CONTRACT/PROPOSAL ACCEPTED:

Signature

Print

Title

Date



DeSign Group Signage Corporation

2135 S. Frontage Road Des Plaines, IL 60018 Ph: (847) 390-0350 Fax: (847) 390-9231

February 21, 2018

Mr. Timothy Wilcox
City of West Chicago
475 Main Street
West Chicago, IL 60185
P: 630/293-2255
twilcox@westchicago.org

**RE: Contract/Proposal for City of West Chicago Gateway Signage –
dgsc #501271r3-2.21.18**

Dear Mr. Wilcox

We are pleased to quote the following:

Fabricate and Install:

Two (2) New -5'-6" x 11'-6" single sided, non-illuminaed, secondary signs

- Signs to be simulated limestone "painted" on .125 thick aluminum
- Columns – two (2) per sign to match "Landmark" sign stone work;
size: 14" x 22" x 5'-6"
- Copy: One (1) 'WEST CHICAGO'
Rule line
'POLICE DEPARTMENT'
'325 SPENCER'

One (1)'WEST CHICAGO'

Rule line
'CITY HALL'
'475 MAIN ST.'

- Elements and letters to be painted 1/4" thick aluminum
- Stud mounted – typical one (1) set per sign
- Sign panel size: 36" x 9'-0" x 3"
- Concrete column foundations – 30" x 36" x 48" with rebard

Total Installed Cost – \$44,330.20

Retrofit Existing monuments and install

- Copy : one (1) "WEST CHICAGO"
Rule line
"WATER TREATMENT PLANT"
"1400 S HAWTHORNE LN"

one (1) "WEST CHICAGO"

Rule line
"REGIONAL WASTE WATER TREATMENT"
"725DAYTON AVE."

Total Cost for both signs: \$26,875.00

Mr. Timothy Wilcox
City of West Chicago
February 21, 2018
dgsc #501271r3-2.21.18

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Total CONTRACT Cost - \$71,205.20

Permits and Procurement will be an additional charge to the Total Installed Contract Cost:

Permits: At cost

Procurement: \$200/per permit application

The following is required to begin this project:

50% Deposit of the project + Procurement. Our Accounting Department will issue a Deposit invoice for this amount upon receipt of signed contract / proposal.

PERMIT INFORMATION NEEDED:

If permits are needed, the following items are needed:

- a.) 3 - Copies of property plat of survey.
- b.) 3 - Copies of property legal description.
- c.) Property management/landlord information (if applicable).
- d.) Property management/landlord sign criteria.

SIGNAGE CONTRACT PAYMENT TERMS:

A 50% deposit + Procurement (if applicable) will be required to begin the project; balance due upon completion of delivery/installation. Payment is due in full; no retention is to be held. Terms are subject to approval. Upon credit approval, terms will be net 10 days from delivery/installation. Any past due balances/accounts will be subject to all finance charges, collection fees, attorney fees, court fees, lien fees associated with collecting of past due amounts. A 1.5% per month finance charge will be added to all past due invoices. This is an annual rate of 18%. All contracts cancelled after contract acceptance and/or approved drawings; you will be billed clerical time and any materials. We accept all major credit cards. A processing fee will apply to all credit card payments. **Any warranty work necessary will not commence until full payment has been received.**

SIGNAGE INSTALLATION

Installation will be approximately 8-10 weeks from the receipt of deposit, acceptance of contract and receipt of all shop drawing approvals; unless permits are required then 8-10 weeks from the receipt of all approvals.

Cancellation/refund policy: The cancellation fee is \$50.00 plus any credit card fees (if applicable). If cancellation happens when we arrive on site, the cancellation fee will also include the entire mobilization cost.

Mr. Timothy Wilcox

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City of West Chicago

February 21, 2018

dgsc #501271r3-2.21.18

SIGNAGE CONTRACT
CLARIFICATIONS & EXCLUSIONS:

- ◆ The locations of all signs must be provided by others prior to installation being scheduled.
- ◆ Authorized personnel must be available to verify sign locations.
- ◆ All digging sites to be flagged for J.U.L.I.E. by others.
- ◆ Private Utility Markings By Others
- ◆ DGSC must have full and complete access to all sign sites at all times during installation.
- ◆ For illuminated signs, adequate power must be at sign sites within 5'-0" of display and fully accessible.
- ◆ One set of submittal drawings is included; sample signs are not included unless otherwise specified.
- ◆ Custom colors or sign samples may carry an additional charge if other than standard.
- ◆ Reverse channel letters cannot be mounted on a reflective or gloss surface.
- ◆ Vector artwork in Adobe Illustrator CS2 or earlier, AutoCAD 2000 or earlier, or Corel Draw 12 or earlier in PC Format to be furnished by client.
- ◆ If permits are needed, permits and processing will be an additional cost. If any permits require variance/committee meetings, contractor's license, bonds etc., an additional cost will apply.
- ◆ DGSC holds no liability on time frame of federal, city, state or local permit approvals
- ◆ If needed structural engineers stamp and calculation will be an additional cost.
- ◆ Project not bid as phase work. Phase work will carry an additional cost.
- ◆ All work to be done during regular business hours – 8am – 4:30pm - Monday-Friday.
- ◆ Change in scope will carry an additional cost.
- ◆ If project is tax exempt – Tax exempt certificate needed.
- ◆ Retention has not been allowed for in this project.
- ◆ Proposal is good for 30 days unless otherwise specified.
- ◆ LED warranty varies by Manufacturer

If you should have any questions or comments, please call (847) 390-0350 x 112 or email me at jgilmore@designgroupsignage.com at anytime.

Sincerely,

DESIGN GROUP SIGNAGE CORPORATION

James M. Gilmore

James M. Gilmore
Sales Manager

JMG/bfc

Mr. Timothy Wilcox
City of West Chicago
February 21, 2018
dgsc #501271r3-2.21.18

page 4 of 4

Cc: Email - file copy – dgsc#501271r3-2.21.18

CONTRACT/PROPOSAL ACCEPTED:

Signature

Print

Title

Date

CITY OF WEST CHICAGO

Public Affairs Committee AGENDA ITEM SUMMARY

ITEM TITLE:

**Mexican Independence Day Festival
Request for Increased City Funding 2018-2020
Mexican Cultural Center DuPage**

AGENDA ITEM NUMBER: 4. B.

FILE NUMBER: _____

COMMITTEE AGENDA DATE: February 26, 2018
COUNCIL AGENDA DATE:

STAFF REVIEW: Tom Dabareiner

SIGNATURE 

APPROVED BY CITY ADMINISTRATOR:

SIGNATURE _____

ITEM SUMMARY:

The Mexican Cultural Center DuPage (MCC) requests an increase in City funding for the MCC's Mexican Independence Day (MID) festivals taking place in 2018, 2019, and 2020. The total funding requested is \$25,000 in 2018, and \$30,000 for 2019 and 2020 respectively. This amounts to an increase of \$13,000 in 2018, and an increase of \$18,000 for each of the 2019 and 2020 events. The MCC's request also proposes increasing the length of the festival from two days to three days, beginning in 2019.

In 2017 the City provided in-kind services and financial support of \$12,000 to the MCC to help cover costs associated with production of the two day MID festival, as outlined in Resolution No. 17-R-0023.

The 2018 Special Events Budget has allocated \$12,000 to the MCC to be used towards the 2018 MID festival. In-kind services from the City will be continued as proposed.

After reviewing the MCC's initial request (pages 1-4 of attachments), City Staff asked for additional documentation to address the following questions, concerns, and considerations:

- Detail the fund allocation. Which costs are being requested for use of City funding, and which will be covered through external funding sources and sponsorships? Furthermore, what amounts are from new funding requests—from the City and from other new sources?
- How will the additional funding and extended event length impact West Chicago residents and businesses (both positive and negative)?
- Describe any additional City departmental support that will be necessary to support the event's larger scope and longer duration over the three years as proposed (i.e. Police, Public Works, Fire District, Community Development).
- Provide any available numerical/quantitative data that shows event growth (i.e. increase or percent increase in: attendance, downtown business involvement, school involvement, vendors, etc.).
- What efforts has the MCC made to secure funding beyond that of the City of West Chicago (i.e. sponsorships, donations, fundraising outreach)?

The MCC has provided the attached documentation to support the increased funding request.

ACTIONS PROPOSED:

- Consideration of the MCC's request for additional funding and a three-year contract.

COMMITTEE RECOMMENDATION:



Re: Viva Mexico Independence Day Festival

Our goal since we were privileged with the opportunity of organizing the Viva Mexico Independence Day Festival, has been to build an event that makes West Chicago residents, businesses and people who work here, feel as proud and excited to have an event that is as unique and diverse as its city. Our drive and determination has always come from our passion for our heritage and the respect we have for this wonderful city. We are always trying to focus on presenting the best possible image.

This year I'm especially glad to have seen so much excitement, so many smiles and to be able to talk to so many people about their wonderful experience celebrating our cultural heritage in downtown West Chicago. This is of course a validation to the goals we have set for ourselves and the standards that we want to continue moving forward. As great as that feels, unfortunately we are finding out that success is as hard as failure sometimes. In order to be able to put together this event, the sustainability of our organization has been challenged, as the amount of hours dedicated to the Viva celebration took a lot of time and resources. The phrase "what will you do next year?!" is something that not only causes excitement, but also causes us to pause as we assess what is actually possible for our all volunteer organization as we move forward. We have come to the point where we will not be able to sustain the growth and expectation without some organizational changes that will allow us to continue to create quality events, bring attention to our amazing city, and also sustain our organization.

As I start working on next year's event, I have presented the Mexican Cultural Center's Board with a plan that would alleviate most of those concerns and that will allow us to maintain our goals. In order to do this, I am requesting a three year event agreement with an requested increase in funds as follows:

MID 2018 plan shows increase in funds in:

Music

Staffing

Activity, supplies and delivery.

MID 2019 and 2020 plan shows increase in funds in:

Staffing, adding one more person to ensure quality as we grow

Bleachers

Entertainment Equipment

I look forward to meeting soon to go over in more detail this three year plan.

Regards,

Fernando Ramirez

President, Mexican Cultural Center DuPage



2 Day Event

| MID 2018 | Description | Cost | Totals |
|----------------|---|---------------|----------------|
| Entertainment | | | |
| Sunday | Oaxaca dance group | \$ (300.00) | |
| Sunday | Chinelos | \$ (300.00) | |
| Saturday | St. Andres Ballet | \$ (300.00) | |
| Saturday | Mariachi Herencia de Mexico | \$ (500.00) | |
| Saturday | Mariachi Institute of Chicago | \$ (500.00) | |
| Saturday | Chicago Mariachi Project | \$ (500.00) | |
| Saturday | Top Mariachi Deposit | \$ (5,000.00) | |
| | Transportation | \$ (600.00) | |
| | Entertainment Equipment | \$ (2,000.00) | \$ (10,000.00) |
| Infrastructure | | | |
| | Bleachers | \$ (1,500.00) | |
| | Hoving port o potty | \$ (450.00) | |
| | Barricaded, National | \$ (720.00) | |
| | Fake wood, stage floor | \$ (330.00) | |
| | | | \$ (3,000.00) |
| Staffing | | | |
| | Ron Jon Poop be gone | \$ (110.00) | |
| | Security | \$ (500.00) | |
| | Photographer | \$ (200.00) | |
| | Video streaming time lapse | \$ (190.00) | |
| 1 | Coordinator MCC \$27hr, 15 hrs week 3 months | \$ (5,000.00) | |
| 2 | Staffing MCC \$15hr, 15hrs week, 1 month | \$ (2,000.00) | \$ (8,000.00) |
| Activity | | | |
| | Activity | \$ (1,000.00) | \$ (1,000.00) |
| Supply | | | |
| | Supply | \$ (1,000.00) | |
| | | | \$ (1,000.00) |
| Decoration | | | |
| | Papel picado | \$ (1,000.00) | |
| | Delivery | \$ (1,000.00) | \$ (2,000.00) |
| <hr/> | | | |
| MID 2018 | 2 Day Event City West Chicago | | \$ (25,000.00) |

3 Day Event

| MID 2019 | Description | Cost | Totals |
|--|---|---------------|----------------------|
| Entertainment | | | |
| Sunday | Oaxaca dance group | \$ (300.00) | |
| Sunday | Chinelos | \$ (300.00) | |
| Saturday | St. Andres Ballet | \$ (300.00) | |
| Saturday | Mariachi Herencia de Mexico | \$ (500.00) | |
| Saturday | Mariachi Institute of Chicago | \$ (500.00) | |
| Saturday | Chicago Mariachi Project | \$ (500.00) | |
| Saturday | Top Mariachi Deposit | \$ (5,000.00) | |
| | Transportation | \$ (600.00) | |
| | Entertainment Equipment | \$ (3,000.00) | \$ (11,000.00) |
| Infrastructure | | | |
| | Bleachers | \$ (4,000.00) | |
| | Hoving port o potty | \$ (600.00) | |
| | Barricaded, National | \$ (1,050.00) | |
| | | | \$ (5,650.00) |
| Staffing | | | |
| | Ron Jon Poop be gone subcontractors | \$ (110.00) | |
| | Security subcontractors | \$ (1,040.00) | |
| | Photographer subcontractors | \$ (200.00) | |
| 1 | Coordinator MCC \$27hr, 15 hrs week 3 months | \$ (5,000.00) | |
| 3 | Staffing MCC \$15hr, 15hrs week, 1 month | \$ (3,000.00) | |
| | | | \$ (9,350.00) |
| Activity | | | |
| | Activity | \$ (1,000.00) | \$ (1,000.00) |
| Supply | | | |
| | Supply | \$ (1,000.00) | |
| | | | \$ (1,000.00) |
| Decoration | | | |
| | Papel picado | \$ (1,000.00) | |
| | Delivery | \$ (1,000.00) | \$ (2,000.00) |
| MID 2019 3 Day Event City West Chicago | | | <hr/> \$ (30,000.00) |

3 Day Event

| MID 2020 | Description | Cost | Totals |
|----------------|---|---------------|----------------|
| Entertainment | | | |
| Sunday | Oaxaca dance group | \$ (300.00) | |
| Sunday | Chinelos | \$ (300.00) | |
| Saturday | St. Andres Ballet | \$ (300.00) | |
| Saturday | Mariachi Herencia de Mexico | \$ (500.00) | |
| Saturday | Mariachi Institute of Chicago | \$ (500.00) | |
| Saturday | Chicago Mariachi Project | \$ (500.00) | |
| Saturday | Top Mariachi Deposit | \$ (5,000.00) | |
| | Transportation | \$ (600.00) | |
| | Entertainment Equipment | \$ (3,000.00) | \$ (11,000.00) |
| Infrastructure | | | |
| | Bleachers | \$ (4,000.00) | |
| | Hoving port o potty | \$ (600.00) | |
| | Barricaded, National | \$ (1,050.00) | |
| | | | \$ (5,650.00) |
| Staffing | | | |
| | Ron Jon Poop be gone subcontractors | \$ (110.00) | |
| | Security subcontractors | \$ (1,040.00) | |
| | Photographer subcontractors | \$ (200.00) | |
| 1 | Coordinator MCC \$27hr, 15 hrs week 3 months | \$ (5,000.00) | |
| 3 | Staffing MCC \$15hr,15hrs week, 1 month | \$ (3,000.00) | |
| | | | \$ (9,350.00) |
| Activity | | | |
| | Activity | \$ (1,000.00) | \$ (1,000.00) |
| Supply | | | |
| | Supply | \$ (1,000.00) | \$ (1,000.00) |
| Decoration | | | |
| | Papel picado | \$ (1,000.00) | |
| | Delivery | \$ (1,000.00) | \$ (2,000.00) |
| MID 2020 | 3 Day Event City West Chicago | | \$ (30,000.00) |

- Detail the fund allocation. Which costs are being requested for use of City funding, and which will be covered through external funding sources and sponsorships? Furthermore, what amounts are from new funding requests—from the City and from other new sources?

As we continue to grow the festival, the public expectations grows and the sustainability of the organization has been challenged, the amount of hours and resources dedicated to the festival has to increase to manage expectations. This event has also become a showcase for the City and its historic downtown which embraces the long history of Mexican American contributions to the community; the budget increase is required to ensure that the MCC can maintain a premier event that not only instills pride and bring the West Chicago community together to celebrate our cultural heritage, but also attracts visitors and potential residents to West Chicago.

Staffing

Festival Coordinator

(2) staffers

- Volunteers Coordinator
- Event coordinator assistant

Music

Sponsor to cover “headline” entertainment, with the funding increase of the city we can give a deposit to book the group early in the year.

City funded

- booking Deposit
- local Transportation

Outside Funded Sponsor

- Bulk of “headline” entertainment payment
- Travel expenses

Activity, Supply and Delivery.

This funding helps secure the quality of the big family activities. The majority of this will be covered by City funding with additional expenses covered by sponsorships.

Examples

- The piñata maintenance and hardware upgrades.
- Material to create the BIG FUN Activity.
- Shipments of such materials.
- Publicity to promote such Activities

- How will the additional funding and extended event length impact West Chicago residents and businesses (both positive and negative)?

-Having an event like the MID managed and operated by the MCC in the historic downtown area, is a unique festival to Illinois and anyone outside of West Chicago. This unique community celebration creates an excitement in residents and visitors to not only attend, but to also take part in the cultural heritage activities such as the mosaic world record in the heart of West Chicago. Downtown business receive unprecedented exposure and other local businesses are invited to showcase their work to potential customers. The only negative consequence that could come of this event is a concern for more parking.

- Describe any additional City departmental support that will be necessary to support the event’s larger scope and longer duration over the three years as proposed (i.e. Police, Public Works, Fire District, Community Development).

We do not anticipate substantial additional support from city department staff.

- Extra 5 to 6 festival hours from police and public works as the festival grows in the future years would be the largest request.

2019-2020: Will close the streets Main and Galena on Friday early in the morning, but the festival will not start festival until 5pm and will go to 11pm.

-Will start setting up for festival around 7am, setup could go till 4pm

- Festival starts on Friday 5pm- 11pm. The first and only presentation on this day, The Miss Mexican Heritage Ceremony 6-9pm

-Afterwards Entertainment 9pm-11:00pm, Food ends at 10:30.

· Provide any available numerical/quantitative data that shows event growth (i.e. increase or percent increase in: attendance, downtown business involvement, school involvement, vendors, etc.)

2017 - 3rd year (2day)

Using 2017 In Kind donation and sponsors, shows increase from the following year.

| | | |
|--------------------------------|--------------|--------------|
| | Total | \$ 33,100.00 |
| City Of West Chicago | | \$ 12,000.00 |
| Total outside In kind donation | | \$ 12,100.00 |
| | | \$ 9,000.00 |
| 5 qty | Paid Sponsor | \$ 6,850.00 |
| 10 qty | Paid Booth | \$ 2,150.00 |

2016 - 2nd year (2 day)

In kind Donation \$3,000

Paid Sponsor \$0

8 qty Paid Booth \$1,500

2015 - 1st year (1 day)

In kind Donation \$2,000

Paid Sponsor \$0

8 qty Paid Booth \$0

Visitation at the Sunday events of the festival have always been large, but the Saturday attendance saw substantial growth in 2017, especially from out of town guests.

· What efforts has the MCC made to secure funding beyond that of the City of West Chicago (i.e. sponsorships, donations, fundraising outreach)?

-Start early looking for outside Sponsor

-Working with other local art organizations on the "BIG FUN" activity to bring in funding specially tailored for community involvement in an art project.

- Educational institutions cost "sharing" through school enrichment as demonstrated by the 2017 headliner mariachi group visiting District 33 for a workshop.

CITY OF WEST CHICAGO

Public Affairs Committee AGENDA ITEM SUMMARY

ITEM TITLE:

**New City-Sponsored Special Event Concepts
for Consideration in 2018**

AGENDA ITEM NUMBER: 4. C.

FILE NUMBER: _____

COMMITTEE AGENDA DATE: February 26, 2018
COUNCIL AGENDA DATE: _____

STAFF REVIEW: Tom Dabareiner

SIGNATURE 

APPROVED BY CITY ADMINISTRATOR:

SIGNATURE _____

ITEM SUMMARY:

The 2018 Special Events Budget includes funding for a new City-sponsored Special Event. City Staff has prepared three unique single-day Special Event concepts for review by the Public Affairs Committee. The proposed concepts seek to align with the interests and needs of the West Chicago community while promoting the initiatives outlined in the City's Strategic Plan. The three events are proposed to take place outdoors in Downtown West Chicago along Main St. with activities also taking place indoors at participating businesses/locations.

The following concepts are proposed for consideration. Summarized details are included in the attached proposal and Table 1 attachment:

- West Chicago Community Day Celebration
- West Chicago Food Festival
- International Festival of West Chicago

All event concepts include entertainment and features that are unique to each concept. Additional programming and activities will be added depending on the event type with consideration of interest, availability, and budget.

The new event date must also be selected. City Staff has identified two possible dates. Options are somewhat limited due to the City's existing Special Events schedule. The two dates proposed are:

- Saturday, August 18, 2018
- Saturday, October 13, 2018

The Committee may choose to accept one of these concepts and dates or recommend an alternative event concept and/or date. Once a new event concept and date are approved, City Staff will move forward with internal and external coordination and planning efforts.

ACTIONS PROPOSED:

- Recommend a new City-sponsored Special Event concept for implementation in 2018
- Recommend a date for the new event.
- Approval to be contingent on the availability of pertinent City departments, liability issues, and an emergency plan.

COMMITTEE RECOMMENDATION:

City Sponsored Special Event
New 2018 Special Event Concepts Proposal for Consideration
Prepared by: Bethany Bayci, Special Events Coordinator

Introduction

The City of West Chicago plans to introduce a new City-sponsored Special Event to the community in 2018. The primary goal of this new event is to promote the initiatives outlined in the City's Strategic Plan through a fun and engaging Special Event. This proposal summarizes three unique single-day Special Event concepts and two potential event dates for consideration and review by the Public Affairs Committee. One Special Event is to be selected in order for City Staff to move forward with implementation of this event in 2018. The Public Affairs Committee may recommend a Special Event concept and/or date for implementation that is not included in this proposal.

Overview of Event Concepts

All proposed events will be take place outdoors in Downtown West Chicago along Main St. with activities also taking place at supporting indoor locations such as the City Museum, Fox Community Center, and the American Legion. Event access will be free to the public, with options available for purchase of food or vendor items.

The following concepts are proposed for consideration, with supporting details below and in the **Table 1** attachment:

- International Festival of West Chicago
- West Chicago Community Day Celebration
- West Chicago Food Festival

All event concepts include music, entertainment, and unique features as outlined in Table 1. Additional features will be added, depending on the event type, with consideration of public interest, resource availability, and budget (i.e. bouncy house, car show, petting zoo, bags tournament, face painting, etc.).

Special Event Goals & Objectives

The Strategic Plan emphasizes the City's goals to prioritize economic development, enhance community identity, elevate intergovernmental partnerships, and reinforce the concept of "One West Chicago," a community made stronger by its diversity. City Staff intends to advance these goals during the Special Event planning and implementation process. Examples of these efforts include, but are not limited to:

- Economic Development:
 - Strategically highlight features of Downtown West Chicago (i.e. existing businesses and organizations, properties for lease or sale, development potential, etc.) during event promotions and at the event.

- Provide local businesses with mutually beneficial event participation opportunities (i.e. vendor, sponsor, in-kind donor, volunteer, committee member, etc.).
- Community Identity
 - Provide an outlet for organizations within the community to make their services and community resources known to the public (i.e. event programming, demonstrations, information booths, etc.).
 - Utilize the chosen event theme to draw positive attention to unique features of West Chicago that may not be available in neighboring communities (i.e. art programs, health initiatives, cultural clubs, student groups, volunteer opportunities, other Special Events, etc.).
- Intergovernmental Partnerships
 - Recruit staff members from sister agencies to join the new Special Event Planning Committee (i.e. Park District, Library District, Fire Protection District, Public School Districts, etc.).
 - Seek feedback from sister agencies regarding Special Event plans and initiate mutually beneficial partnership opportunities (i.e. sister agency sponsors an event activity that advances an existing goal while the City assists with publicity for both that event activity and the overarching sister agency goal).
- One West Chicago
 - Engage in strategic recruitment efforts to ensure diverse representation amongst the Planning Committee, vendors, programming, and entertainment (i.e. meet with community leaders and local interest groups, utilize the City's new Social Media channels, consult with neighboring communities that have held successful similar events, etc.).
 - Recruit event entertainment and programming that appeals to the City's diverse population (i.e. outreach to culturally diverse food vendors, considering various ages and ability levels when securing activities, programming, and entertainment, etc.).

Proposed Dates

The following dates are available for the proposed new Special Event:

- Saturday, August 18, 2018
- Saturday, October 13, 2018

City-sponsored events coordinated and/or supported by City personnel and resources require a considerable amount of planning time as well as efforts during and after events. These efforts ensure public safety and overall event success. With a steady schedule of special events already taking place in 2018, the above listed dates seemed reasonable in consideration of remaining City personnel time and resources. Furthermore, external community events may impact City sponsored event success. Significant known external community events were also considered before proposing the new event dates.

See below for existing Special Events Schedule which includes significant community events and the proposed potential new event dates:

- **May 19:** Blooming Fest
- **June 2:** Touch a Truck
- **June 9:** Fireworks at the Shell
- **June 30:** Railroad History Event (City Museum and West Chicago Public Library)
- **July 12-15:** Railroad Days
- **August 7:** National Night Out
- **August 11:** Party in the Park (People Made Visible)
- **August 18: Potential New Event Date**
- **September 15-16:** Mexican Independence Day Festival
- **September 14:** Homecoming- District 94
- **October 13: Potential New Event Date**
- **October 27:** Halloween Costume Contest & Parade
- **December 1:** Frosty Fest & Frosty 5k Run/Walk

Concerns and Considerations

Adding a new Special Event to the existing City event schedule involves a request of additional time and resources from City Staff, departments, and supporting sister agencies. These groups will need to be consulted in the early stages of planning in order to determine feasibility of event components within the available timeframe.

Similarly, external event participation depends on interest and availability of targeted groups. While City Staff and/or the Planning Committee may desire participation of specific businesses, vendors, groups or individuals, the outcome will vary depending on receptivity and response of the targeted groups.

In regard to the proposed dates, August is an ideal Special Event time due to fewer weather concerns, however, October provides the opportunity for more time to plan and publicize the event.

Because City events are designed to be family friendly, local school schedules must be taken into consideration. District 94 Staff/Administration starts on August 13th while students start on August 15th. The District 33 schedule is not yet confirmed for the 2018-2019 school year, however, for reference, school started on August 24th in 2017.

Summary

A new City-sponsored Special Event intends to promote the initiatives outlined in the City's Strategic Plan. Public Affairs Committee is requested to select a new event concept and date that will best meet the needs of the community.

Table 1

| Concept | Description | Unique Features | Seeks to Answer |
|---|--|---|---|
| International Festival of West Chicago | <p>The primary theme is "embrace diversity." This event provides businesses, organizations, and clubs the opportunity to showcase their culture and heritage through food, music, dance, and art.</p> <p>This event will feature vendors and entertainment that highlight the diversity within West Chicago and surrounding communities. It will also feature a Parade of Flags from countries around the world represented at the festival.</p> | <ul style="list-style-type: none"> • Cultural dance groups, singers, demonstrations, and performers • Arts and crafts displays with international focus • Foods from around the world sold by local and non-local food vendors • Educational programming and children's activities supporting diversity • Featured local community groups and clubs that represent various cultural groups | <ul style="list-style-type: none"> ✓ How can I learn more about West Chicago's diverse community? ✓ How can I promote a better understanding amongst West Chicago residents of different ethnic, cultural and religious backgrounds? ✓ How can I show pride in my culture and heritage? ✓ How can I get more involved in my community? |
| West Chicago Community Day Celebration | <p>The primary theme is "why we love West Chicago." This event provides West Chicago businesses, organizations, and clubs a chance to showcase their mission and the services they offer to the community.</p> <p>This event will feature music, live performances, guest speakers, and demonstrations that highlight West Chicago's culture and values.</p> | <ul style="list-style-type: none"> • Public service demonstrations of Public Works, Police Dept., Fire Dist., Park Dist., Library Dist., Public Schools (tours, vehicle rides, educational activities) • Local business expo broken out by category (Health & Fitness, Crafts & Hobbies, Social Services, etc.) • Volunteer opportunity HQ • Local food vendors • Showcase of local history, art, crafts & hobbies | <ul style="list-style-type: none"> ✓ How can I learn more about what the City of West Chicago has to offer? ✓ How can I show the people of West Chicago what my business or organization has to offer? ✓ How can I give back to my community? ✓ What can I get involved with outside of school and work? |
| West Chicago Food Festival | <p>The primary theme is "the tastes of West Chicago." This festival will feature food vendors from West Chicago and surrounding communities. Vendors will sell various food and beverage items and be required to offer at least one "tasting portion" option for \$3 or less.</p> <p>This event will feature music, live entertainment, and cooking demonstrations.</p> | <ul style="list-style-type: none"> • Food vendor competition - winners selected by a Tasting Jury. Winners will be selected from at least three categories • Cooking demonstrations • Healthy West Chicago initiatives • Restaurant resource center • Coupons, freebies, and promotional items for attendees provided by participating food service businesses | <ul style="list-style-type: none"> ✓ What kinds of restaurants are available to me within West Chicago and nearby? ✓ How can I showcase what my restaurant or catering company has to offer? ✓ Where can I go to sample a wide variety of local foods? ✓ What is the importance of health eating and how can I incorporate it in my daily life? |

Potential Date Associations: August: Back to School/End of Summer; October 16: World Food Day; October 25: International Artists Day; October: Eat Better, Eat Together Month

References

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Exchange Club of Naperville's Ribfest. (n.d.). Retrieved from <http://www.ribfest.net/>

Festival International De Louisiane. (n.d.) Retrieved from <http://festivalinternational.org/>

Gilbert Global Village Festival. (n.d.). Retrieved from <https://www.gilbertaz.gov/departments/parks-and-recreation/special-events/gilbert-global-village-festival>

Healthy Living Festival. (n.d.). Retrieved from <http://www.healthylivingfestival.com/>

International Festival of Language and Culture. (n.d.). Retrieved from <http://internationalfestival.us/>

Mundelein Community Days. (n.d.). Retrieved from: <http://www.mundelein.org/mcd/events-posts>

North Chicago Community Days. (n.d.). Retrieved from <https://www.60064.org/>

Poway Community Day. (n.d.). Retrieved from <https://powaydays.com/community-day-festival>

Skokie Festival of Cultures. (n.d.). Retrieved from <http://www.skokieculturefest.org/cultures.html>

Festivals. (n.d.) Retrieved from <https://www.chicagoevents.com/upcoming-festivals/>

Veggie Fest. (n.d.). Retrieved from <http://veggiefestchicago.com/>

CITY OF WEST CHICAGO

PUBLIC AFFAIRS COMMITTEE AGENDA ITEM SUMMARY

ITEM TITLE: Ordinance No. 17-O-0041

Amending Chapter 11, Article II, Division 6, ANIMAL CONTROL
AND CARE of the West Chicago Code of Ordinances

AGENDA NO. 5. A.

FILE NO. _____

AGENDA DATE: February 26, 2018

COUNCIL AGENDA DATE: March 5, 2018

STAFF REVIEW: Michael Uplegger, Chief of Police

SIGNATURE _____

APPROVED BY CITY ADMINISTRATOR: Michael Guttman

SIGNATURE _____

ITEM SUMMARY:

At the November 6, 2017 City Council Meeting, the matter was returned to the Public Affairs Committee for additional review.

Staff would like to revise the City Code with regards to animal regulations so that it includes a section on animals that make disturbing noises, such as a barking dog. This will allow us to write tickets for this particular type of violation of the Ordinance.

Prior to revising the Ordinance, there was a Section (11-77(a) (2)) dealing with animals that make disturbing noises. However, that section was inadvertently left out of the revised Ordinance that was adopted by City Council on July 3, 2017.

Old Sec. 11-77. - Public nuisance animals.

(a) *Prohibited.* It shall be unlawful for any person to keep any animal on any property located within the corporate limits of the city when the keeping of such animal constitutes a public nuisance or menace to public health or safety. For purposes of this section, a public nuisance animal means any animal that unreasonably annoys humans, endangers the life or health of persons or other animals, or substantially interferes with the rights of citizens other than their owners, to enjoyment of life or property. The term public nuisance animal shall include, but not be limited to:

(2) Any animal that makes disturbing noises, including but not limited to, continued and repeated howling, barking, whining, or other utterances causing unreasonable annoyance, disturbance, or discomfort to neighbors or others in close proximity to the premises where the animal is kept or harbored.

ACTIONS PROPOSED:

Staff recommends adoption of Ordinance No. 17-O-0041.

COMMITTEE RECOMMENDATION:

ORDINANCE NO. 17-O-0041

**AN ORDINANCE AMENDING CHAPTER 11, ARTICLE II, DIVISION 6,
ANIMAL CONTROL AND CARE, OF THE WEST CHICAGO CODE OF ORDINANCES**

WHEREAS, the City of West Chicago (hereinafter referred to as “City”) is a body politic and corporate, organized and existing pursuant to the Illinois Municipal Code, 65 ILCS 5/1-1-1 *et seq.*; and

WHEREAS, the City is authorized and empowered, under the Illinois Municipal Code, 65 ILCS 5/11-20-5 to regulate for the public health; and

WHEREAS, the City is authorized, pursuant to its police power, 65 ILCS 5/11-1-1, to carry out the powers delegated to it under its grants of authority; and

NOW, THEREFORE, BE IT ORDAINED by the Mayor and City Council of the City of West Chicago, DuPage County, Illinois, as follows:

Section 1: That Chapter 11, OFFENSES AND MISCELLANEOUS PROVISIONS, Article II. OFFENSES, Division 6, ANIMAL CONTROL AND CARE of the Code of Ordinances of the City of West Chicago be amended to read as follows:

Chapter 11 OFFENSES AND MISCELLANEOUS PROVISIONS

“Article II

DIVISION 6. - ANIMAL CONTROL AND CARE

Sec. 11-76. - Purpose.

The purpose of this article is to provide harmonious relationships in the interaction between man and animal by:

- A. Protecting the citizens of West Chicago from rabies by specifying such preventive and control measures as may be necessary;
- B. Protecting animals from improper use, abuse, neglect, inhumane treatment and health hazards, particularly rabies;
- C. Providing security to residents from annoyance, intimidation and injury from dogs and other animals;
- D. Encouraging responsible pet ownership; and
- E. Providing for the assessment of penalties for violators and for the enforcement and administration of this article

Sec. 11-77. - Definitions

As used in this article, the following words are defined.

Administrator: The licensed veterinarian appointed by the DuPage County Board pursuant to the Illinois animal control act or his authorized representative.

Animal: Any live vertebrate creature except man.

Animal capable of transmitting rabies: All animals classified as mammals.

Animal control warden: A DuPage County employee appointed by the administrator.

Animal Shelter: A facility operated, owned, or maintained by a duly incorporated humane society, animal welfare society, or other non-profit organization for the purpose of providing for and promoting the welfare, protection, and humane treatment of animals. "Animal shelter" also means any veterinary hospital or clinic operated by a veterinarian or veterinarians licensed under the Veterinary Medicine and Surgery Practice Act of 2004 which operates for the above mentioned purpose in addition to its customary purposes.

Bird: Any flying vertebrate that is covered with feathers.

Bite: Seizure of a person or animal with the jaws or teeth of any cat, dog or other animal capable of transmitting rabies so that the person so seized has been wounded or pierced and further includes contact of the saliva of such cat, dog or other animal with any break or abrasion of the skin.

Cat: All members of the classification, *Felis catus*.

Companion animal: An animal that is commonly considered to be, or is considered by the owner to be, a pet. "Companion animal" includes, but is not limited to, canines, felines, and equines.

Confined: Restriction of an animal at all times by the owner, or his agent, to an escape-proof building, house, or other enclosure away from other animals and the public.

Control: Any owned animal that is either secured by a leash or lead, under voice control, contained by invisible fence or within the premises of its owner or another person with the consent of the person and prevented from leaving said premises by some suitable barrier or restriction, or confined within a crate or cage, or confined within a vehicle.

Dangerous animal: Includes any of the following types of animals regardless of past behavior: lion, tiger, leopard, ocelot, jaguar, cheetah, margay, mountain lion, lynx, bobcat, jaguarundi, any hybrid thereof, or any other similar feline animal; bear, hyena, wolf, coyote, wolf-dog or coyote-dog hybrid; any member of the crocodilian family; poisonous reptiles, or any other life threatening reptile; or any other animal which is wild by nature and not usually tamed ("feral naturae") in the eyes of the law.

Dangerous dog: Any individual dog, as defined by DuPage Animal Control and Care, anywhere other than upon the property of the owner or custodian of the dog and unmuzzled, unleashed, or unattended by its owner or custodian that behaves in a manner that a reasonable person would believe poses a serious and unjustified imminent threat of serious physical injury or death to a person or a companion animal or a dog that, without justification, bites a person and does not cause serious physical injury.

Department: The Department of Agriculture of the State of Illinois.

Dog: All members of the classification *Canis familiaris*.

Domestic animal: Any animal which has been domesticated by man so as to live and breed in a tame condition.

Enclosure: A fence or structure of at least 6 feet in height, forming or causing an enclosure suitable to prevent the entry of young children, and suitable to confine a vicious dog in conjunction with other measures that may be taken by the owner or keeper, such as tethering of the vicious dog within the enclosure. The enclosure shall be securely enclosed and locked and designed with secure sides, top, and bottom and shall be designed to prevent the animal from escaping from the enclosure. If the enclosure is a room within a residence, it cannot have direct ingress from or egress to the outdoors unless it leads directly to an enclosed pen and the door must be locked. A vicious dog may be allowed to move about freely within the entire residence if it is muzzled at all times.

Feral cat: Any cat that is undomesticated or untamed or has returned to an undomesticated or untamed state and is living uncontrolled in the wild.

Guard dog: A dog used in a commercial business or by a municipal or police department for the purposes of patrol and protection.

Guide dog: A dog trained by a recognized organization to lead the legally blind.

Impounded: Taken into the custody of the public animal control facility in the city, town, or county where the animal is found.

Inoculation against rabies: The injection of a rabies vaccine approved by the Illinois Department of Agriculture and administered by a licensed veterinarian in accordance with the company's recommendations for the vaccine used.

Intact animal: An animal that has not been spayed or neutered.

Leash: A cord, rope, strap, or chain which shall be securely fastened to the collar or harness of a dog or other animal and shall be of sufficient strength to keep such dog or other animal under control.

Licensed veterinarian: A veterinarian licensed by the State in which he engages in the practice of veterinary medicine.

Owner: Any person having a right of property in an animal, or who keeps or harbors an animal, or who has it in his care, or acts as its custodian, or who knowingly permits a dog to remain on any premises occupied by him or her. "Owner" does not include a feral cat caretaker participating in a trap, spay/neuter, return or release program.

Person: Any individual, firm, corporation, partnership, society, association or other legal entity, any public or private institution, the State of Illinois, municipal corporation or political subdivision of the State, or any other business unit.

Police animal: An animal owned or used by a law enforcement department or agency in the course of the department or agency's work.

Pound or animal control facility: Any facility licensed by the Illinois Department of Agriculture and approved by the administrator for the purpose of enforcing this article and used as a shelter for seized, stray, homeless, abandoned or unwanted animals.

Service animal: Means an animal trained in obedience and task skills to meet the needs of a person with a disability.