

CITY OF WEST CHICAGO

WHERE HISTORY & PROGRESS MEET

NOTICE

PUBLIC AFFAIRS COMMITTEE

Monday, January 28, 2019
7:00 P.M. – Council Chambers

AGENDA

1. Call to Order, Roll Call, and Establishment of a Quorum
2. Approval of Minutes
 - A. Public Affairs Committee of November 26, 2018
3. Public Participation / Presentations
4. Items for Consent
 - A. Resolution No. 2019-R-0008 – Phalen Consulting Inc. for Museum Management Services
 - B. Spreading Our Wings 5k & 1k Mile – Illinois Association of Latino Administrators
 - C. Stations of the Cross – St. Andrew Lutheran Church
 - D. We Go Run – Leman Middle School
 - E. Blooming Fest
 - F. Fireworks at the Shell
 - G. West Chicago Food Festival
 - H. Halloween
 - I. Frosty Fest
 - J. Frosty 5k
5. Items for Discussion
 - A. Mexican Independence Day Festival 2018 Final Report Resubmission
 - B. Metra Resolution in Support of a State of Illinois Capital Bill
6. Unfinished Business
7. New Business
8. Reports from Staff
 - A. West Chicago Police Department November and December Monthly Reports
9. Adjournment

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Ruben Pineda
MAYOR
Nancy M. Smith
CITY CLERK

Michael L. Guttman
CITY ADMINISTRATOR

DRAFT

MINUTES

PUBLIC AFFAIRS COMMITTEE

Monday November 26, 2018 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, Birch Ferguson, Swiatek and Gagliardi.

2. Approval of Minutes.

A. Public Affairs Committee Minutes of October 22, 2018. Alderman Brown made a motion, seconded by Alderman Swiatek to approve the minutes of the Public Affairs Committee meeting with no changes. Voting Aye: Chairman Chassee, Alderman Brown, Hallett, Birch Ferguson, Swiatek and Gagliardi. Voting Nay: 0. Motion carried.

3. Public Participation / Presentations.

4. Items for Consent.

A. Resolution No. 2018-R-0095 – Phalen Consulting Inc. for Museum Management Services. Voting Aye: Chairman Chassee, Birch Ferguson, Swiatek and Gagliardi. Voting Nay: Alderman Brown and Alderman Hallett. Motion was not carried to City Council.

B. Resolution No. 2018-R-0096 – Contract with B&F Construction Code Services Inc. for Plan Review and Inspections Services for a four year period beginning January 1, 2019. Alderman Gagliardi made a motion, seconded by Alderman Brown to direct this item to City Council for approval. Voting Aye: Chairman Chassee, Alderman Brown, Hallett, Birch Ferguson, Swiatek and Gagliardi. Voting Nay: 0. Motion carried.

C. 2018 Mexican Independence Day Festival Final Report, Mexican Cultural Center DuPage. Chairman Chassee asked President Fernando Ramirez that the committee would like to see the listing of sponsors who have made donations on all future reports. Alderman Birch Ferguson also asked for a detailed report on all the costs for the event. Committee was given direction to bring back a detailed table report of all costs of the event to the next Public Affairs Committee meeting. Voting Aye: Chairman Chassee, Alderman Brown, Hallett, Birch Ferguson, Swiatek and Gagliardi. Voting Nay: 0. Motion carried.

D. Mexican Independence Day Festival Request for Increased City Funding 2019. Alderman Hallett and Alderman Brown both believe a \$10,000 increase to the budget is too excessive especially when the City is on a tight budget. Alderman Hallett suggested to Mr. Ramirez to think of putting together a fundraiser to help with the cost. Chairman Chassee took a vote on an increase of funding for the event. Voting Aye: Birch Ferguson. Voting Nay: Chairman Chassee, Alderman Brown, Hallett, Swiatek and Gagliardi. Committee was given direction to send this item to City Council for discussion as it stands without increase.

E. Pro-Life March, St. Mary's Parish. Alderman Gagliardi made a motion, seconded by Alderman Brown to direct this item to City Council for approval. Voting Aye: Chairman Chassee, Alderman Brown, Hallett, Birch Ferguson, Swiatek and Gagliardi. Voting Nay: 0. Motion carried.

F. West Chicago Food Festival, Event Summary and Considerations for 2019 Event. Alderman Birch Ferguson made a motion, seconded by Alderman Swiatek to direct this item to City Council for approval for October 12, 2019 and no alcohol at this time. Voting Aye: Chairman Chassee, Alderman Brown, Hallett, Birch Ferguson, Swiatek and Gagliardi. Voting Nay: 0. Motion carried.

G. Ordinance No. 2018-O-0055 – An Ordinance Modifying Chapter 4, Article I, Building Code, of the Code of Ordinances of the City of West Chicago. Alderman Gagliardi made a motion, seconded by Alderman Brown to direct this item to City Council for approval. Voting Aye: Chairman Chassee, Alderman Brown, Hallett, Birch Ferguson, Swiatek and Gagliardi. Voting Nay: 0. Motion carried.

5. Items for Discussion.

6. Unfinished Business.

7. New Business.

8. Reports from Staff.

A. West Chicago Police Department Monthly Reports

9. Adjournment. Alderman Hallett made a motion to adjourn, seconded by Alderman Gagliardi. The motion was approved by voice vote, and the meeting adjourned at approximately 8:10pm.

Respectfully submitted,

Yahaira Bautista
Administrative Assistant to Chief of Police
West Chicago Police Department

CITY OF WEST CHICAGO

PUBLIC AFFAIRS COMMITTEE AGENDA ITEM SUMMARY

ITEM TITLE:

A Resolution to approve a contract with Phalen Consulting Inc. for City Museum management services beginning January 1, 2019.

Resolution 2019-R-0008

AGENDA ITEM NUMBER: _____

4. A.

FILE NUMBER: _____

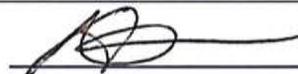
COMMITTEE AGENDA DATE: January 28, 2019

COUNCIL AGENDA DATE: _____

STAFF REVIEW: Tom Dabareiner, AICP

APPROVED BY CITY ADMINISTRATOR: Michael Guttman

SIGNATURE _____



SIGNATURE _____

ITEM SUMMARY:

The contract with Phalen Consulting, which supplies City Museum management services, is two-years old. The contract contains a provision that would allow it to remain valid until terminated, unless a request from either party comes forward to renegotiate. Phalen Consulting requested a fee increase and that opened up the contract for discussion.

As proposed, the annual fee would increase 5% to \$88,200. Other components of the contract were tweaked to improve reporting procedures, meet current insurance requirements, and update the Museum Director's goals. Also, the Collections Policy (Attachment D) was updated to reflect that there are no City staff members employed in directly managing or working for the City Museum and to define the Museum loan process.

Phalen Consulting has been managing the City Museum since 2012.

A copy of the contract is attached to the Draft Resolution.

UPDATE: At its November 29, 2018, meeting, the Committee recommended by a vote of 4-2 to approve the Resolution for a contract with Phalen Consulting Inc. for City Museum management services beginning January 1, 2019. City Council sent it back to Public Affairs Committee for additional discussion.

In response to one question received by staff, the following table shows the history of contract amounts under Phalen Consulting.

Year	Amount
2012	\$70,200
2014	\$73,500
2016	\$84,000

Also, on January 18, 2019, Ms. Phalen sent the attached letter. It provides more detail on her role, museum operations and fee increases.

ACTIONS PROPOSED:

Recommend approval of the contract with Phalen Consulting, Inc. for City Museum management services for a period retroactive to January 1, 2019.

COMMITTEE RECOMMENDATION:

Attachments:

Resolution 2019-R-0008 with Contract

Letter from Sara Phalen

Dear Tom,

In anticipation of the January 28, 2019, Public Affairs Committee meeting, I wanted to provide you with the following information based on questions and concerns raised by previous discussions.

Phalen Consulting was contracted for part-time museum operations starting in 2013. Each two year contract period, Phalen Consulting has requested a 5% cost of living increase to cover the two year period. In 2016 a larger increase was asked as after four years of operations under the new museum arrangement, it was assessed that more staff was needed to maintain the growing attendance through walk-in visitation, programming and making the CB&Q 1860s Depot assessable to guests throughout the summer months (a request that was made by the public). The increase was also applied to additional costs for outdoor signage being installed to help support the attractiveness of downtown West Chicago.

As the museum director, through Phalen Consulting, I work an average of 25 hours a week on West Chicago Museum duties as detailed in the contract with the city. Any other employment that I hold or volunteer responsibilities that I have with community groups is done outside of that time. Although I average 25 hours a week, I am on call 24 hours a day for any issues that may arise at any of the four locations controlled by the City Museum. As a part-time employee, I also have no paid time off included in any of the hourly figures that I submit quarterly to the city and in my annual report. My part-time staff is contracted to assist me in the many duties that include staffing the museum during open times, developing and implementing programs, developing and installing exhibits, processing and cataloging our museum collection, fielding research requests, and holding museum educational programs in the schools and at various other locations in the community outside of museum open hours.

Although some cuts were made when the museum staff was cut to part-time, and we transitioned from being open 24 hours a week to 16 hours a week, visitation and program attendance has continued to rise each year. We have successfully and creatively re-envisioned the way that we interacted with the public. Social media and a large web-presence through the Friends of the West Chicago City Museum site has also allowed us reach those interested in West Chicago's community history throughout the country. Our engagement on social media platforms grows each month, and our posts are utilized by city staff to complement city events and publicity. Each year our program offerings have grown and we continue to be a leading small, local history museum in the region and country, on the forefront of the developments that the entire museum industry is undertaking as it works to better respond to changing public demand.

I look forward to answering any other questions in person at the Public Affairs Committee meeting, but please let me know if there is anything you need from me prior to January 28th.

Thank you,

Sara Phalen

RESOLUTION NO. 2019-R-0008

A RESOLUTION AUTHORIZING THE MAYOR TO EXECUTE A CERTAIN CONTRACT
BETWEEN THE CITY OF WEST CHICAGO AND
PHALEN CONSULTING INC.
FOR CITY MUSEUM MANAGEMENT SERVICES

BE IT RESOLVED by the City Council of the City of West Chicago, in regular session assembled, that the Mayor and City Clerk are hereby authorized to execute and the City Clerk is authorized to attest a certain Contract between the City of West Chicago and Phalen Consulting, Inc. for museum management services for a two year period not to exceed \$88,400 annually, in substantially the form attached hereto and incorporated herein as Exhibit "A".

APPROVED this _____ day of _____, 2019.

AYES: _____

NAYS: _____

ABSTAIN: _____

ABSENT: _____

Mayor Ruben Pineda

ATTEST: _____
City Clerk Nancy M. Smith

**AGREEMENT BETWEEN THE CITY OF WEST CHICAGO AND PHALEN
CONSULTING FOR THE OPERATION OF THE WEST CHICAGO CITY MUSEUM**

This Agreement (hereinafter "AGREEMENT") is entered into this ___ day of December, 2018 between the City of West Chicago, an Illinois Municipal Corporation, (hereinafter "CITY") with offices located at 475 Main Street, West Chicago, Illinois 60185, and Phalen Consulting, Inc. (hereinafter, "PHALEN") with offices located at 787 Hickory Lane, West Chicago, Illinois 60185.

RECITALS

WHEREAS, the CITY owns and operates the West Chicago City Museum and its ancillary buildings (hereinafter "MUSEUM"), where a collection of West Chicago historical artifacts and exhibits are housed and or displayed; and

WHEREAS, Sara Phalen, sole shareholder of PHALEN, has been affiliated with the MUSEUM, either as an employee or an independent contractor, since 2006, and has worked extensively in all areas of the institution and is educated and professionally trained in the management, oversight, operation and direction of museums and non-profit entities; and

WHEREAS, the CITY desires to have PHALEN provide professional consulting services in the operation of the MUSEUM and employ its expertise in operating educational facilities and programming to create new and exciting ways to present the history and culture of the CITY and to preserve and care for the approximately 34,000 item collection which the CITY holds in public trust; and

WHEREAS, PHALEN desires to provide professional consulting services for the operation of the MUSEUM; and

WHEREAS, the parties desire to enter into this AGREEMENT in order to provide a full statement of their respective obligations in connection with PHALEN'S exclusive, non-transferable license to operate, occupy and utilize the MUSEUM.

NOW, THEREFORE, in consideration of the promises and mutual covenants herein, and other good and valuable consideration acknowledged by the parties, the parties agree as follows:

ARTICLE I. SPACE, STAFF, EQUIPMENT, AND MISCELLANEOUS ITEMS

1.1 Description of Space and Use: The physical premises to be operated by PHALEN shall include the four facilities listed in Attachment "A" attached hereto and made a part hereof, which facilities constitute the physical premises of the MUSEUM.

1.1.1 PHALEN agrees to operate the MUSEUM and its buildings in compliance with the mission of the MUSEUM, as follows: "The West Chicago City Museum is a dynamic history and art center that inspires and involves the

community through research, programs and exhibits”.

- 1.2 Staffing: PHALEN shall provide all staff necessary to support the operation of the MUSEUM in a manner that is consistent with the ethics, standards and professional practices of the *American Alliance of Museums* (www.aam-us.org) which are incorporated herein by reference.
 - 1.2.1 PHALEN shall serve as the Director/Curator of the MUSEUM, and shall be responsible for fulfilling the goals and responsibilities described in Attachment B, attached hereto and made a part hereof.
 - 1.2.2 PHALEN may employ or contract with support staff for educational and collection management purposes at its sole cost and expense. Support staff employed or contracted by PHALEN shall not be considered employees of the CITY. PHALEN shall be responsible for complying with all existing federal, state and local employment laws.
 - 1.2.3 The CITY shall, at its sole cost and expense, conduct criminal background checks for any PHALEN personnel and volunteers prior to their starting their assignment at the MUSEUM and annually thereafter. All PHALEN personnel must execute a waiver allowing the City to conduct said background check and must successfully pass their background checks, as determined by the CITY, in order to be assigned to or perform services at the MUSEUM.
- 1.3 Hours of Operation: PHALEN agrees that the MUSEUM shall be open to the public not less than twelve (12) hours per week, except that the MUSEUM will be closed for all holidays recognized by the CITY. The hours the MUSEUM shall be open to the public are specified in Attachment B, and they shall be expanded for special events and to accommodate increased visitation during the summer, to include at least four (4) hours on Saturdays. MUSEUM hours shall be posted for the public on the MUSEUM'S entrance and on the MUSEUM portion of the City website.
- 1.4 Museum Entrance Fees and Donations: PHALEN agrees that no fee will be charged as an entrance or other user fees to the MUSEUM. Any monetary donations accepted by PHALEN, as the Director/Curator of the MUSEUM, shall be deposited into the Museum Trust Account as managed by the Friends of the West Chicago City Museum (hereinafter “FRIENDS”), a 501(c)(3) organization, whose sole purpose is to support the MUSEUM and its mission through fundraising.
- 1.5 Furnishings and Equipment: For the purposes of operating the MUSEUM and otherwise carrying out its responsibilities under this AGREEMENT, PHALEN may utilize CITY'S existing furniture (e.g., desks, chairs, tables, etc.) and equipment (e.g. computer hardware, copier, fax, microfilm, scanner, software, telephones, etc.) presently at the MUSEUM. PHALEN shall exercise reasonable care and shall be

responsible for protecting and presenting said furniture and equipment. CITY shall be responsible for the maintenance agreements for all equipment (e.g. copier, two computers, microfilm reader and software). CITY shall be responsible for the replacement of said furniture and equipment when needed as solely determined by the CITY. Requests for furniture and equipment replacement, and for any software additions or upgrades, must be made in writing by PHALEN by October 1st of each year for purchase in the subsequent fiscal year, notwithstanding an emergency, and approved by the CITY in writing prior to the purchase.

1.5.1 CITY shall continue to maintain MUSEUM computer files on a server and provide technical support, to the extent maintenance and support is currently provided.

1.5.2 PHALEN shall promptly report in writing to the Director of Community Development and the current City staff member as applicable, any problems with the condition and/or operation of any furniture or furnishings. PHALEN shall promptly report in writing to the Director of Community Development, the Director of Administrative Services and the IT Manager, any problems with the condition and/or operation of equipment, which should include all requests for equipment maintenance or repair.

1.5.3 PHALEN shall not add any software products, upgrades, applications or make any other changes to computer equipment without prior written authorization of the CITY.

1.6 Operating Supplies: PHALEN shall provide, at its own cost and expense, all necessary office and museum-related supplies needed in order to provide the required services under the AGREEMENT.

1.7 Custodial Services, Facility Maintenance, Security and Utilities: CITY shall continue to provide custodial services, building maintenance, ordinary utilities, security services and capital improvements as needed and as determined by the CITY for all four buildings comprising the MUSEUM.

1.7.1 PHALEN shall notify the CITY of any building maintenance issues that arise. CITY shall use its best efforts to timely notify PHALEN of any work that is done to remedy any building maintenance issues.

1.7.2 City, or PHALEN if designated in writing and with at least seven (7) days notice, shall be responsible for the completion of the monthly maintenance and safety checks as required by the CITY by the 5th of each month and shall immediately thereafter transmit the required documentation to the Facilities Management Superintendent. Any and all issues that arise out of these checks must be reported to PHALEN within five (5) business days of completion. PHALEN shall have five (5) business days to remedy any violations.

- 1.8 Other City Services: The CITY shall allow PHALEN, for purposes of operating the MUSEUM and otherwise carrying out its responsibilities under this AGREEMENT, to have MUSEUM information uploaded to the CITY website; to use the GIS; and to provide the CITY marketing materials and information to publicize the MUSEUM. PHALEN may also use certain equipment at City Hall including the copier, postage meter and folding machine. Any additional requests for CITY services or to use CITY equipment shall be made in writing to the CITY. PHALEN shall not use said outlets for any use not approved by the CITY.
- 1.9 Additional Alterations: PHALEN shall not, without the prior written consent of the CITY, make any alterations, improvements or additions to the MUSEUM buildings. Such alterations shall be requested by PHALEN in writing. The CITY'S refusal to give said consent shall be conclusive. The CITY has the sole authority to give consent to any non-structural changes, including, but not limited to installation of shelving units and modification existing fixtures. It shall be PHALEN'S responsibility to provide assurance that all improvements are consistent with the MUSEUM building's status on the *National Register of Historic Places*.
- 1.9.1 With prior written approval of the CITY, PHALEN may make agreed upon alterations using volunteer or paid labor of choice. The CITY is not responsible for any costs associated with PHALEN's election to do so and the alterations, improvements or additions done to the MUSEUM buildings.
- 1.10 Right of Access: CITY shall be entitled to access to the MUSEUM twenty-four (24) hours a day, without prior notice. CITY staff and agents will record all after-hours building entries by electronic access reporting or on a sign-in tracker at MUSEUM backdoor.
- 1.11 Right of Use: CITY shall be entitled to use MUSEUM facilities for other CITY uses provided twenty-four (24) hours' written notice has been provided to and acknowledged by PHALEN, except in the case of emergencies. PHALEN shall retain the right to object to any Right of Use request by CITY solely for conflicts arising from scheduling or concurrent programming, except in the case of emergencies. Such objection shall not be unreasonably given. CITY shall retain the final say in Right of Use.
- 1.12 Fundraising Board: CITY and PHALEN hereby acknowledge that the FRIENDS was established in 2005 to support the MUSEUM through fundraising efforts. The FRIENDS is not a third-party beneficiary to this AGREEMENT.
- 1.12.1 CITY and PHALEN acknowledge that the purpose of the FRIENDS is fundraising for the MUSEUM. CITY and PHALEN agree that it is neither the intent of this AGREEMENT to grant the FRIENDS any authority over PHALEN as it relates to the MUSEUM'S operations and staff, nor any ability to direct or decide the programming or operations of the MUSEUM,

which shall be at the sole discretion of PHALEN and consistent with this AGREEMENT.

- 1.12.2 CITY and PHALEN acknowledge that the FRIENDS is a 501(c)3 not-for-profit corporation and operates independently through its bylaws.
- 1.12.3 CITY and PHALEN acknowledge that the FRIENDS holds monies that are generated through its own activities and that the MUSEUM, CITY and PHALEN have no control over such monies.
- 1.12.4 CITY and PHALEN acknowledge that the FRIENDS holds monies that are raised through MUSEUM activities and are held in trust for the MUSEUM and its operations in an account separate from the account described in 1.12.3. The MUSEUM, under PHALEN'S direction, shall account to the FRIENDS and the CITY (the latter only as it relates to monies spent on facility improvements) how these monies are utilized.

ARTICLE II. OPERATING FEE AND REPORTING

- 2.1 License Granted: CITY agrees to provide PHALEN an exclusive, non-transferable license to occupy and utilize the space of the MUSEUM, as set forth in this AGREEMENT, at no cost.
- 2.2 Operating Fee: For a period of two (2) years beginning January 1, 2017, the CITY shall compensate PHALEN with an annual Operating Fee of eighty eight thousand two hundred and 00/100 dollars (\$88,200.00) for operating the MUSEUM and otherwise carrying out its responsibilities under this AGREEMENT. CITY agrees to pay PHALEN in twelve (12) equal monthly installments of seven thousand three hundred fifty dollars (\$7,350.00). For purposes of payment, PHALEN shall submit to the CITY an invoice that shall be e-mailed to the CITY no later than six (6) business days prior to the date of the first City Council meeting of each month. Payment to PHALEN shall be made following approval by the City Council. PHALEN agrees to timely deposit, within thirty (30) days of check issue date, all checks issued by the City that are made payable to PHALEN or to People Made Visible. PHALEN agrees to reimburse the CITY for any and all bank fees that are associated with the replacement of lost or stale-dated checks as a result of PHALEN'S failure to timely deposit such checks.
 - 2.2.1 Should one of the parties wish to create a successor agreement, including altering the amount of the operating fee, written notice must be provided to the other party at least ninety (90) days prior to the expiration of the then current term.
 - 2.2.2 Should the agreement be terminated early, CITY shall not be obligated for any further payments (for the remainder of the contract) to PHALEN.

- 2.3 PHALEN shall provide quarterly reports, for each calendar year quarter, to the CITY or before the last day of January, April, July and October, beginning in January 2019. The format of said reports shall be as may be mutually agreed upon by CITY and PHALEN the content shall include, but is not limited to, the following:
 - 2.3.1 PHALEN shall provide reports to CITY regarding the number of visitors to MUSEUM exhibits, participants in educational programs, and attendance at events as well as its progress toward achieving the Goals detailed in Attachment B.
 - 2.3.2 PHALEN shall provide reports to CITY regarding revenues from donations, educational programs and events.
 - 2.3.3 PHALEN shall provide reports to CITY detailing all expenditures made from the Operating Fee set forth in Paragraph 2.2, correlating to the suggested budget set forth in Attachment C, which is incorporated into this AGREEMENT by reference.
- 2.4 PHALEN shall annually make a presentation to the applicable Standing Committee of the City Council during the first calendar quarter of each year, reporting on the operations from the past year.
- 2.5 The Director of Community Development will be responsible for AGREEMENT oversight, receiving the quarterly reports from PHALEN, and serving as the primary CITY contact for PHALEN.

ARTICLE III. COLLECTIONS

- 3.1 Collection Ownership: CITY shall retain its ownership of the Museum Collection as the holder of the historic collection in the public trust.
- 3.2 Collection Use: PHALEN shall be given use of the Museum Collection to fulfill its obligations under this AGREEMENT. PHALEN shall act within the current policies of the MUSEUM, as enumerated in the MUSEUM'S Collection Policy set forth in Attachment D, which is incorporated into this AGREEMENT by reference. PHALEN shall utilize the Museum Collection to generate revenues through programming, research fees and other activities that further the mission of the MUSEUM. Fees generated will be held in the MUSEUM trust account supervised by the FRIENDS. Revenues collected shall be included in reporting as stated in Paragraph 2.3.2.
- 3.3 Collection Care: CITY shall have the following responsibilities in connection with the maintenance of the Museum Collection:
 - 3.3.1 CITY shall continue to insure the Museum Collection against loss or damage. PHALEN shall assist the CITY in all ways needed to comply with

insurance requirements.

- 3.3.2 CITY shall provide adequate space for the storage and care of the Museum Collection, currently accomplished through the Museum Off-Site Storage facility located at 126 McConnell Street. CITY shall provide PHALEN with one-hundred twenty (120) days notice of any changes to be made in off-site storage of the Museum Collection and a proposed plan for adequate replacement of Collection storage that is consistent with the policies and guidelines of the *American Alliance of Museums* (www.aam-us.org).

ARTICLE IV. LIABILITY AND RISK MANAGEMENT

- 4.1 Indemnification /Hold Harmless Provision: To the fullest extent permitted by law, PHALEN hereby agrees to defend, indemnify and hold harmless the CITY, its officials, agents and employees, against all injuries, deaths, loss, damages, claims, patent claims, suits, liabilities, judgments, costs and expenses (including attorneys fees), which may in anywise accrue against the CITY, its officials, agents and employees, arising in whole or in part or in consequence of the performance of this work by PHALEN, its employees, subcontractors or volunteers, or which may in anywise result therefore, except that arising out of the sole legal cause of the CITY, its employees or agents, PHALEN shall at its own expense, appear, defend and pay all charges of attorneys and all costs and other expenses arising therefore or incurred in connections therewith, and, if any judgment shall be rendered against the CITY, its officials, employees and agents, in any such action, PHALEN shall, at its own expense, satisfy and discharge the same.
- 4.2 Exceptions to Indemnification: CITY shall maintain, hold and be obligated to hold Comprehensive General Liability Insurance on the MUSEUM, its guests, visitors, volunteers and program participants. PHALEN shall provide the City with a list of active volunteers by the fifth day of each month, and PHALEN shall be responsible for obtaining executed hold harmless waivers for all volunteers that comply with current CITY policy. Prior to the performance of service by volunteers, PHALEN shall provide hold harmless waivers to CITY for any and all active volunteers.
- 4.3 Survival of Indemnification: The indemnification described above shall not be limited by reason of the enumeration of any insurance coverage herein provided, and it shall survive the termination of this AGREEMENT.
- 4.4 Default: A Party shall be in default if that party breaches a material term of this Agreement. However, no party shall be in default of its performance of its obligations under this Agreement unless it shall have been provided thirty (30) days' written notice specifically setting forth the alleged default and an opportunity to cure the same. Defaults shall be cured within seven (7) calendar days of receipt of said notice. In the event of default, either party may pursue such remedies as a result thereof as are available at law or equity.

- 4.5 Insurance: PHALEN shall provide the CITY with an original Certificate of Insurance for the term of this Agreement for General Liability: \$1,000,000 combined single limit per occurrence for bodily injury and property damage and \$1,000,000 per occurrence for personal injury. The general aggregate shall be twice the required occurrence limit. Minimum General Aggregate shall be no less than \$2,000,000, or a project/contract specific aggregate of \$1,000,000.

Policy is to contain: the CITY, its officials, employees, agents and volunteers covered as additional insured's as respects to liability arising out of PHALEN'S work including activities performed by or on behalf of PHALEN. The coverage shall contain no special limitations on the scope of protection afforded to the City, its officials, employees, agents and volunteers. PHALEN'S coverage shall be primary and non-contributory as respects the CITY, its officials, agents, employees and volunteers. Any insurance or self-insurance maintained by the City, its officials, employees, agents and volunteers shall be in excess of PHALEN'S insurance and shall not contribute with it. The Certificate shall also list the CITY as loss payee with CITY named as cancellation notice recipient.

PHALEN shall furnish the City with an original certificate of insurance naming the City, its officials, employees, agents and volunteers as additional insureds, and with original endorsements affecting coverage required by this clause. The certificate and endorsements for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. If applicable, PHALEN shall include all subcontractors as insureds under its policies or shall furnish separate certificates and endorsements for each subcontractor. All coverages for subcontractors shall be subject to all of the requirements stated herein.

Business Automobile Liability: \$1,000,000 combined single limit per accident for bodily injury and property damage.

PHALEN shall also provide Workers' Compensation coverage with statutory limits and Employers' Liability limits of \$500,000 per accident should PHALEN have any employees. If PHALEN should have any employees, PHALEN shall agree to waive all rights of subrogation against the City, its officials, employees, agents and volunteers for losses arising from work performed by PHALEN for the City.

- 4.6 Reporting Requirements: PHALEN shall follow policies and requirements of the CITY and IRMA regarding reporting of accidents or other incidents associated with potential liability at the MUSEUM, and shall report accidents and/or injuries to the Director of Community Development within twenty-four (24) hours of the incident.

ARTICLE V. TERM AND TERMINATION OF AGREEMENT

- 5.1 Term. This AGREEMENT shall become effective on January 1, 2019 and may be terminated with cause upon immediate notice or without cause, upon ninety (90) days

prior written notice to the other party.

- 5.2 Suitable Replacement: If PHALEN elects to terminate this AGREEMENT, PHALEN shall be responsible for selecting and recommending a suitable replacement candidate. This recommendation shall not be binding in any way on the CITY.
- 5.3 Automatic Renewal: Beginning on January 1, 2021 and the annual anniversary thereafter, unless either party elects to terminate this AGREEMENT as defined in Paragraph 5.1 or provides notice to renegotiate as defined in Paragraph 2.2.1, this AGREEMENT shall automatically renew for an additional one (1) year.
- 5.4 Surrender of Possession: Upon the expiration of the Term or upon the termination of PHALEN'S right of possession, PHALEN shall forthwith surrender the premises of the MUSEUM, as described in Article I, to the CITY in good order, repair and condition, ordinary wear and tear excepted. Any interest of PHALEN in the alterations, improvements, and additions to the MUSEUM (including without limitation all carpeting or floor covering) made or paid for by CITY or PHALEN, excluding any of the PHALEN'S personal property, shall, without compensation to PHALEN, become CITY'S property at the termination of this AGREEMENT by lapse of time or otherwise, and such alterations, improvements and additions if they are to be relinquished shall be relinquished to CITY in good condition, ordinary wear and tear excepted. If PHALEN holds over after said date, it shall be liable to the CITY in the amount of two hundred dollars (\$200.00) per day for every day or portion thereof that remains.
- 5.5 Surrender of Funds: If this AGREEMENT is terminated early by either party or at the end of the AGREEMENT term, PHALEN shall provide an accounting of any monies provided by the CITY but not yet expended. PHALEN shall remit these funds, less all encumbrances including PHALEN'S fees, within thirty (30) days of the termination date of this AGREEMENT. If PHALEN holds over after said date, it shall be liable to the CITY in the amount of two hundred dollars (\$200.00) per day or portion thereof that remains.

ARTICLE VI. GENERAL PROVISIONS

- 6.1 Independent Contractors: The provisions of this AGREEMENT are neither intended to create nor shall any be deemed or to be construed by the parties to create any relationship between the parties hereto other than that of independent entities contracting with each other solely for the purpose of effecting the provisions of this AGREEMENT.
- 6.1.1 PHALEN shall not be entitled to participate in any plans, arrangements, or distributions by the CITY pertaining to or in connection with any pension, insurance, or similar benefits for CITY employees. In addition, the CITY shall have no responsibility for withholding income tax, social security tax, or unemployment insurance from the compensation paid to PHALEN. PHALEN'S compensation shall be reported on IRS Form 1099, or such

successor and/or additional forms as may be required from time to time by the United States Internal Revenue Service.

6.1.2 PHALEN is retained by the CITY only for the purpose and to the extent set forth in this AGREEMENT, and its relation to the CITY during the period or periods of this AGREEMENT and services hereunder, shall be that of an independent contractor, and it shall not be authorized to act as agent, employee, servant or officer of the CITY. Sara A. Phalen, sole shareholder of PHALEN, shall be free to dispose of such portion of her time, energy, and skill during such hours as she is not performing services for the CITY in such manner as she sees fit and to such persons, firms and corporations as she sees advisable.

6.1.3 PHALEN shall provide a W-9 form to the City as required for independent contractors.

6.2 Entire Agreement: Modification: This AGREEMENT contains the entire understanding of the parties with respect to the subject matter hereof and supersedes all prior agreements, oral or written, and all other communications between the parties relating to such subject matter. This AGREEMENT may not be amended or modified except by mutual written agreement.

6.3 Compliance with Applicable Law: Each party agrees to comply with all applicable local, state and federal law.

6.4 Governing Law and Jurisdiction: This AGREEMENT shall be construed in accordance with the laws of the State of Illinois. The parties agree that the exclusive venue for resolving any disputes arising from or under the terms of this AGREEMENT shall be in the 18th Judicial Circuit Court of DuPage County, Illinois.

6.5 Partial Invalidity: If any provision of this AGREEMENT is prohibited by any applicable law or court decree, said prohibition shall not invalidate or affect the remaining provisions of this Agreement.

6.6 Notices: All notices hereunder by either party to the other shall be in writing, delivered personally, by certified or registered mail, return receipt requested, or by Federal Express or Express Mail, and shall be deemed to have been duly given when delivered personally as follows:

If to PHALEN:

Phalen Consulting, INC
c/o Sara A. Phalen
787 Hickory Lane
West Chicago, Illinois 60185

If to the CITY:

City of West Chicago
475 Main Street
West Chicago, Illinois 60185
Attention: Michael Guttman, City Administrator

or to such other persons or places as either party may from time to time designate by written notice to the other.

6.7 Waiver: A waiver by either party of a breach or failure to perform hereunder shall not constitute a waiver of any subsequent breach or failure.

6.8 Captions: The captions contained herein are used solely for convenience and shall not be deemed to define or limit the provisions of this AGREEMENT.

6.9 Assignment; Binding Effect: CITY shall not assign or transfer, in whole or in part, this AGREEMENT or any of CITY'S rights, duties or obligations under this AGREEMENT without the prior written consent of PHALEN, and any assignment or transfer by CITY without such consent shall be null and void. This AGREEMENT shall inure to the benefit of and be binding upon the parties hereto and their respective heirs, representatives, successors and permitted assigns.

6.9.1 PHALEN shall not assign or transfer, in whole or in part, this AGREEMENT or any of PHALEN'S rights, duties or obligations under this AGREEMENT without the prior written consent of the CITY, and any assignment or transfer by PHALEN without such consent shall be null and void. This AGREEMENT shall inure to the benefit of and be binding upon the parties hereto and their respective heirs, representatives, successors and permitted assigns.

IN WITNESS WHEREOF, the parties hereto have executed this AGREEMENT as of the day and year first written above.

For:
City of West Chicago



Ruben Pineda, Mayor

For:
Phalen Consulting, Inc.

Sara A. Phalen

Date _____

Date _____



Attachment A

Buildings Comprising the Museum

The following four buildings, collectively described as "MUSEUM," will be governed under this AGREEMENT. All of the following addresses are located in West Chicago, Illinois.

- 1.) West Chicago City Museum, 132 Main Street - utilized as a public gallery space, limited MUSEUM Collection storage, and offices;
- 2.) Museum Off-site Storage Facility 126 McConnell Street - utilized as a storage facility for the MUSEUM Collection;
- 3.) CB&Q Depot, 134 Turner Court - building of historic significance being utilized for educational programming; and
- 4.) Sesquicentennial Display Building, 424 Main Street - display building showcasing railroad engine model.

Attachment B

Responsibilities of Director/Curator and Institutional Goals

Director/Curator will oversee the management of the museum collection, archival materials and objects, including acquisition, preservation and exhibition of items. Provide leadership, coordination and supervision for support staff and volunteers. Average 25 hours of work a week.

Education- Responsible for the development, planning, coordination, presentation, and scheduling of historical education programs which would include:

- Create materials and workshops for teachers to use as learning aids
- Teach lessons to students at schools
- Conduct field trips
- Work with school teachers, scout leaders, and other community resources to develop, implement, and evaluate existing and new programs which meet each group's specific needs

→Annual Goal: 6 in school programs during school year; 4 in museum group tours

Organize the Summer Passport Program

- Prepare Passport page for museum and additional advertising page for Depot open days and other events and distribute Passport
- Prepare Passport worksheet for visitors to use in museum
- Collect passports turned in and provide certificates

→Goal: Attract 75 additional visitors to the museum and community through the program, the majority of which from out of town

Exhibits/Displays

- Present and exhibit variety of collection for the public to readily view in the museum and in at least two community locations annually
- Research and create new displays
- Enhance current displays

→Annual Goal: Present at least one new large exhibit

→Annual Goal: Enhance the exhibit in the CB&Q Depot which is open to the public twelve Saturdays during the summer months.

→Annual Goal: During FY2019 and FY2020 design and erect two outdoor sign boards to attract historic tourism

→Accessibility: Maintain museum open gallery hours 12 hours a week during the winter- Thursdays, Fridays from 12-4pm January-February; 16 hours a week during the remainder of the year- Saturdays from 12-4 March – December

Volunteers

- Recruit, train, and schedule

→Monthly goal: utilize volunteers in a variety of areas of the museum for 30 hours a month

Building Maintenance

Work with the CITY on buildings' maintenance, upgrades and repairs

→Annual 2019 goal: Work with Public Works Department and Community Development Department on assessing building repairs, including but not limited to the roof of the museum.

Collection

- Maintain records and accession all new artifact donations
- Maintain collection database
- Properly store or display new artifacts
- Continue progress on full museum collection inventory
- Work towards digitization of museum collection

→Annual goal: utilize support staff to reduce backlog of artifact accessioning by 50% each year, with the long-term goal of resolving backlog over the next two years

→Annual goal: processing at least 75% of the temporary receipts received for item donations

→Annual goal: digitizing 10% of the collection during inventory process

Collections Policy

- Update Collections Policy (Attachment D) to identify operation of the City Museum by an independent contractor and not by City employees. This includes eliminating references to “registrar”, “employees”, “staff” and other terms referring to City employment in Attachment D, which is a policy previously approved by the CITY.
- Annual Goal: Update Collections Policy (attachment D) to provide for collection donations that are “born digitally” and donated to the City Museum in digital formats. A plan for proper digital storage shall be drafted by PHALEN for CITY review.

Research Library

- Maintain the Research Library
- Assist visitors researching topics and supervise researchers using museum materials

→Monthly goal: Serve 10 researchers a month requesting various local history and genealogical information

→Annual goal: process new items into research library

Communications

- Assist in preparing annual budget and project cost estimates concerning the museum and informing CITY as to amounts that should be included in the upcoming budget.
- Participate in the newsletter advisory group, providing written material on MUSEUM activities.

- Send press releases to newspapers, media, etc. to announce new exhibits and programs
- Establish communications and good public relations within the community.
- Engage with the community through the Friends of the Museum's social media channels and website

Grant Writing for Additional Funding

- Work to secure financial support for preservation efforts and museum services
- Seek out, apply for, and manage grant funding for educational programs.

Programs

- Create or schedule programs of a historical nature to attract more visitors
 - Advertise the programs
- Annual goal: 12 programs open to the public

Conferences and Workshops

- Attend conferences and workshops to stay current on collection preservation and museum best practices
- Network with other museum personnel
- Attend regional and local meetings

Community Events

- Participate in city-wide event committees
- Participate in city-wide events including, but not limited to, Blooming Fest, Mexican Independence Day, Downtown Trick or Treat, Frosty Fest
- Have a physical presence at community gatherings

Attachment C

Working Budget

The Working Budget outlines the funds to be utilized by PHALEN in the fulfillment of the AGREEMENT. The Working Budget shall not bind expenditures. PHALEN shall have the discretion to utilize the full budgeted amount for MUSEUM'S purposes with the Working Budget as a guide.

Category	Amount	Description
Staff	\$60,000	Contractual director \$33,500, Other contract support staff (educational coordinator, collections assistant) \$23,500
Training and tuition	\$1,000	Additional education, conferences
Membership dues/Subscriptions	\$1,500	Membership and dues in professional associations, subscription to professional association publications
Printing and binding	\$1,100	Printing costs
Advertising	\$300	Additional advertising
Other contractual services	\$2,000	Consultant fees.
Computer/office supplies	\$1,000	General day to day supplies
Tools & equipment	\$300	Everyday maintenance equipment
Educational exhibitions	\$12,200	Exhibit costs
Educational programming	\$4,800	Programming costs
Miscellaneous commodities	\$1,000	Miscellaneous costs to recognize superior volunteers, exterior decorations (open sign, flower, etc.)
Collection maintenance	\$2,000	Archival materials and other collection care items
Additional arts programming	\$1,000	Continue museum participation and support in artXposium and the West Chicago Artist-in-Residency Program
Total	\$88,200	

Attachment D

Collections Policy

I. Statement of Mission and Purpose

The West Chicago City Museum was established by Ordinance No. 1265 on April 7, 1975 and is a division of the City of West Chicago under the Community Development Department. Our Mission: The West Chicago City Museum is a dynamic history and art center that inspires and involves the community through research, programs and exhibits.

The West Chicago City Museum holds its collection in the public trust and exists for the public's informational and educational benefit. The West Chicago City Museum maintains professional standards as set forth by the American Alliance of Museums (AAM) and plans for the growth, development, care and use of its collections. While the collections are accessible to the public, limitations on use may be made to insure preservation of the collection.

Where in Attachment D reference is made to Museum Director, it shall also mean Museum employees and volunteers, except where otherwise noted or where the meaning is limited to the role of the Museum Director.

II. Scope of Collection

The primary focus of the Museum's collection is the growth and development of the West Chicago community, from pre-settlement (before 1830) continuing to the present. The predominant ethnic groups and their patterns of immigration will be actively collected.

Railroad history as it relates to the settlement and growth of West Chicago will be a secondary collection. The Museum will collect materials relating directly to the past and present network of railroads passing through West Chicago. Due to storage constraints, railroad equipment will be collected only if in good or excellent condition.

Materials representative of nineteenth and twentieth century rural and community life in northern Illinois will be selectively collected.

The Collections Plan, incorporated by reference, will direct which items will be considered for the permanent collection based on criteria determined through the study of objects already in the collection and identified collection gaps.

III. Collection Objectives

The Museum will collect materials which support its purpose, and enhance the present collections. Materials collected will be for use in exhibition, education or research. There are 2 types of collections as well as reference materials.

- A. Permanent Collections: primary collection comprised of original or unique artifacts or documents of high quality. These are to be accessioned (described, assigned and marked with a unique number) into the permanent Museum holdings.

- B. Education Collection: Non-accessioned items which may be reproductions or originals of lower quality, or any expendable material intended for use in educational programs or used to support exhibits. These items are to be tracked through object numbering but are not accessioned.

IV. Acquisition

- A. Definition: Acquisition is the process of obtaining complete and total ownership and physical possession of object(s). Each acquisition places demands on the Museum's resources.

- B. Criteria: Materials must meet the following criteria before being acquired by the Museum.

- 1) Items shall be relevant to and consistent with the purpose and activities of the Museum.

- 2) The Museum shall be able to care for items according to professionally accepted museum standards, and make them accessible as preservation considerations permit. For example, the special storage requirements of items of excessive size must be considered.

- 3) Title to all objects acquired shall be free and clear, without restriction to use or future disposition.

- 4) Materials must, if possible, have provenance documented.

- 5) All moral, legal and ethical implications shall be considered.

Any exceptions to the above criteria must have City's written approval.

- C. Procedure for Acquisition: The Museum has the authority to acquire materials for the collection within the limits of the approved budget. The Museum director has the authority to accept property for the collections. A bill of sale or similar record will be kept to document new acquisitions obtained by purchase.

The formal process of accepting materials into the permanent collection is known as accessioning. A deed of gift must be signed to document the transfer of ownership of objects acquired by gift or exchange. All donations to the Museum are tax deductible to the full extent of the law. Gifts to the Museum will be acknowledged by letter in a prompt manner by the Museum Director.

Permanent records shall be maintained for all Museum acquisitions in accordance with professional museum standards. All accession records and files will be stored and handled with proper care. Permanent registration records will be on acid-free paper and a duplicate set will be maintained off-site.

In compliance with current federal income tax regulations, the Museum Director is prohibited from providing the donor with appraisal services. The Museum Director may, however, recommend qualified appraisers.

The Museum Director may attempt to identify an item brought in by the public and deposited no longer than 30 days. After notification items left longer than 30 days will be considered abandoned property, and as such are subject to state law (Public Act 90-0604, <http://www.ilga.gov/legislation/publicacts/pubact90/acts/90-0604.html>).

D. Means of Acquisition: Materials shall be acquired by purchase, commission, bequest, gift, exchange, field collection, abandonment, or any other transaction whereby title to the object passes to the Museum and the object becomes part of its collections. No materials or objects shall be acquired which are known to have been illegally collected in the U. S. contrary to state law, federal law, regulation or treaty.

V. Deaccession

- A. Definition: Deaccession is the process of removing accessioned material from the Museum Collection permanently. The deaccession process will be carried out in a conscientious manner, with the Museum Director exercising care and thorough deliberation.
- B. Criteria: Museum materials considered for deaccession must meet at least one of the following criteria.
- 1) The material is not within the scope of the Museum's acquisition policy.
 - 2) The material is a duplicate.
 - 3) The material lacks physical integrity.
 - 4) The material is in a state of deterioration so as to be useless.
 - 5) The material can no longer be preserved or properly stored by the Museum.
 - 6) The material has failed to retain its identity or authenticity, or has been lost or stolen, and remains lost for longer than 5 years.
 - 7) The material is no longer useable for Museum purposes, or has inadvertently been accessioned twice.
- C. Procedure for Deaccession: The Museum Director may recommend material for deaccession if one or more criteria for deaccession have been met. All materials proposed for deaccession will undergo a careful inspection of the provenance of the material, considering its source, reasons for deaccession, *and recommended* means of disposal. The Museum Director will recommend or disapprove the deaccession, and

will in writing designate the means of disposal. After presentation of the proposed deaccession(s) by the Museum Director to the Public Affairs Committee, the Committee shall either reject the proposed deaccession(s) or recommend the deaccession(s) to the City Council. The City Council shall, with that advice and consent, approve or disapprove of the deaccessioned materials.

D. Means of Disposal:

1) Priority will be given to placing deaccessioned material of a research nature in an institution where it will be accessible to researchers.

2) Materials may be sold at a public or private auction or directly to a private party.

3) Materials may be exchanged for other materials needed by the Museum for its collections, if they are within the scope of the Museum's acquisition policy.

4) Discard

5) Transfer to the Museum's non-accessioned collection.

E. Ethics: There will be no sale, gift or transfer of materials to the Museum Director or employees, City of West Chicago employees, City Council members or their immediate family or representatives (unless those materials were available through a disposal process totally public in nature.)

F. Proceeds: All proceeds obtained from the deaccession of Museum materials will be used towards collection acquisitions or collection conservation.

G. Public Disclosure: All materials subject to written donor restrictions that have been agreed upon by the Museum and the donor shall not be deaccessioned until the Museum Director has made an effort to comply with the restrictions.

A complete record of deaccessions will be maintained.

VI. Loans

A. Definition: A loan is the temporary transfer of objects from one institution or individual to another without transfer of ownership. Loans to the Museum and from the Museum are made by means of a loan agreement.

B. Period of Loan: Both incoming and outgoing loans will be made for a specified period, no longer than 12 months. Loans may be renewed for an additional specified period. No indefinite or long term loans are to be made.

C. Outgoing Loans: Loans are made to other museums, historical societies, libraries or other organizations, which meet all conditions of the loan agreement by approval of the Museum Director. Loans are made only for educational, cultural or scholarly

purposes, not for private profit-making interests. Loans are to be tracked on the Outgoing Loan Application Form and updated on the City's shared computer drive.

- D. Incoming Loans: Items may be borrowed from any appropriate owner by approval of the Museum Director. Lenders will be acknowledged with proper credit. Borrowed items may be photographed or reproduced for exhibit publicity. Loans are to be tracked on the Incoming Loan Application Form and updated on the City's shared computer drive.
- E. Unclaimed Loans: Loans to the Museum that are unclaimed sixty days after the expiration of the loan period and proper notification to lender, shall be considered abandoned property and as such subject to state law (Public Act 90-0604). The museum may begin procedures to accession or dispose of the objects.
- F. Care: It is expected that the level of care given to objects on loan to the Museum will be the same or greater than that given to objects within its collections. A condition report will be made by Museum Director for each item borrowed or loaned and noted on the applicable Loan Application. This report will be made at the beginning and end of the loan period.

VII. Ethics

- A. Standards: The Museum Director, staff and volunteers shall conduct themselves in a professional manner in accordance with the standards set forth in the AAM's Museum Ethics.
- B. Collecting: From the time of employment, Museum staff and volunteers may not privately collect objects which fall within the Museum collecting scope, thereby competing with the Museum. Should the employee or volunteer purchase an item of potential interest to the Museum, the employee or volunteer must bring it to the attention of the Museum Director. The Museum will have thirty days to purchase the item at the price paid by the employee or volunteer or shall forfeit the right to purchase.
- C. Deaccession: Objects deaccessioned from the collection shall not be sold, given or transferred to the Museum Director, employees or volunteers, City staff, City Council members or their immediate families or representatives unless disposed of in an entirely public manner.
- D. Use of Collection: The Museum collection shall not be used for a non-Museum related purpose.
- E. Personal Gain: The Museum Director shall not use their position with the Museum as a means of obtaining personal gain, unless in an approved manner, for example, performing consultant work for a fee.

VIII. Access and Security

The Museum Director will aim to provide maximum access to the collection for scholarly and educational uses, while considering the security and conservation of the materials to be used.

- A. Security: Security of the collection will be a priority of the Museum Director. At least one member of the Museum work force will be present in unsecured exhibit areas of the Museum when visitors are present.
- B. Research Use: Appointments are required to access materials within the collections. Researchers must utilize collection materials in the presence of Museum Director during regular hours of work.

Researchers will follow handling instructions and care guidelines given by the Museum Director, and will complete a Record of Research form.

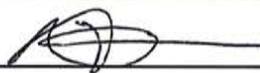
- C. Reproduction: Reproduction of Museum materials for profit-making ventures may be considered. The Museum Director must obtain written approval from the City in advance. A licensing agreement must be made with the Museum, and all copyright restrictions must be followed.

CITY OF WEST CHICAGO

PUBLIC AFFAIRS COMMITTEE AGENDA ITEM SUMMARY

ITEM TITLE:

**Spreading Our Wings 5k & 1 Mile
Illinois Association of Latino Administrators
(IALAS)**

AGENDA ITEM NUMBER: 4. B.**FILE NUMBER:** _____**COMMITTEE AGENDA DATE:** January 28, 2019**COUNCIL AGENDA DATE:** _____**STAFF REVIEW:** Tom Dabareiner**SIGNATURE**  _____**APPROVED BY CITY ADMINISTRATOR:**
Michael Guttman**SIGNATURE** _____**ITEM SUMMARY:**

Illinois Association of Latino Administrators (IALAS) is seeking approval for a Spreading Our Wings 5k & 1 Mile fundraising walk/run scheduled for Saturday, April 13, 2019 from 6:00 a.m. to 11:00 a.m. with an estimate of 200 attendees. This event is in intended to serve as a fundraiser in support of the Wings to Success Scholarship program.

IALAS has requested use of the City owned parking lots located at 122-124 Fremont Street for event parking, set up, and registration activities. In addition, they request use of the grass adjacent to the parking lots for four 10 x 10 tents and two port-o-potties. Set up is proposed to begin at 5:00 a.m., the 5k & 1 Mile races start at 8:00 a.m., and the last race participate is estimated to cross the finish line by 9:00 a.m.

The proposed race route is 3.1 miles taking place entirely along the Prairie Path, with street crossings at McConnell Ave, York Ave, and Grand Lake Blvd. The event organizer plans to station adult volunteers at the street crossings and along the route to direct runner traffic. IALAS is not requesting Police services.

The Special Event Permit Application, which includes the requests of the City, has been reviewed and approved by staff from the Police, Public Works, and Community Development Departments as well as the West Chicago Fire Protection District. The Special Event Permit Application is attached, which includes the course map and a map of the proposed event registration area.

ACTIONS PROPOSED:

Recommend event for approval as proposed, contingent upon submittal and approval of required insurance documentation.

CITY OF WEST CHICAGO

COMMITTEE RECOMMENDATION:

[Empty box for committee recommendation]

City of West Chicago SPECIAL EVENT PERMIT APPLICATION



THIS FORM MUST BE COMPLETED IN FULL & SUBMITTED
90 DAYS PRIOR TO THE EVENT

PERMIT NO. _____

Special Event Permit Application

The Special Event Application is due to the City of West Chicago a minimum of ninety (90) days prior to the event if it requires closure of public streets or use of public parking lots. The 90-day time period allows sufficient time to evaluate the request and provide a recommendation to the City Council for its consideration.

Note: Prior to review of the Special Events Permit Application, all applicants must submit the Intent to Meet Insurance Requirements form (page 2).

Submittal Checklist

1. Completed and signed Special Event Application
 - Intent to Meet Insurance Requirements
 - Section 1 – General Information
 - Section 2 – Narrative
 - Section 3 – Permits
 - Section 4 – Site Plan and/or Route Map
 - Section 5 – Task List and Due Dates
 - Section 6 – Hold Harmless Agreement

2. Completed and signed applications(s) for other permits(s) (See Section 3)
 - Carnival Permit Application - \$50 per employee
 - Fireworks Permit Application – \$125 (Check made payable to the West Chicago Fire Protection District)
 - Building Permit Application (temporary tents – see min. requirements) - \$50
 - Raffle Registration Application – requires separate application
 - Temporary Liquor License Application – requires separate application
 - Temporary Food Service Permit (DuPage Co. Health Dept. 630-682-7979)

FOR OFFICE USE ONLY

Received: 1/9/19 Fee Paid: \$ N/A
 Receipt # N/A Check # N/A

Event Acknowledgement Form returned by:

Police Dept. _____ Fire Dist. _____ PW CPD

- Background checks completed by Police Dept. Date N/A
- DuPage Co. Health Department notified Date _____
- Certificate of Insurance received and approved Date _____

***** INTENT TO MEET INSURANCE REQUIREMENTS *****

Must be returned prior to application review by City staff

Prior to the issuance of a Special Event Permit, all organizations must present a certificate of insurance meeting the criteria listed below:

1. Required limits per IRMA are \$1mil per occurrence and general aggregate no less than \$2mil for contractors/vendors.

2. *****PLEASE NOTE:** Under the box labeled "Description of operations/locations/vehicles/exclusions added by endorsement/special provisions", the following language must appear:

"The City of West Chicago, its officials, agents, employees, and volunteers is/are named additionally insured. The additional insured is covered as respect to liability arising out of any work or activities performed on behalf of **(company involved)** for **(event)** **(date, times (if applicable), location)** No endorsements or additional forms modify or limit coverage provided to additional insured. Coverage provided to additional insured is primary as it relates to **(event)**".

3. Vendors shall furnish the additional insured endorsement (*consult insurance professional; examples include but are not limited to forms CG 2010 or CG 2026*) to support the certificate of insurance. The endorsement shall also name "The City of West Chicago, its officials, agents, employees, and volunteers" as primary and non-contributory.

4. If applicable, vendor shall furnish the City with evidence of Worker's Compensation coverage with statutory limits.

5. The insurance provider will need to submit the Certificate of Insurance and supporting endorsement form preferably via email to specialevents@westchicago.org or fax (630-293-1257) to be considered an original document.

I, Suliana Pearson, representing RACE TIME, LLC
(print name of authorized person) (organization)

have contacted the appropriate insurance provider and acknowledge that the above insurance criteria can be met. I understand that the Special Event Permit Application will not be reviewed until this document has been signed and returned to the City of West Chicago.

[Signature]
(signature)

1/3/19
(date)

SPREADING OUR WINGS SK
(name of event)

4/13/19
(date of event)

SECTION 1 – GENERAL INFORMATION

Name of Event: SPREADING OUR WINGS 5K & 1 mile

Type of Event:

Parade Walk/Run/Bike Carnivals Fireworks Festival

Other _____

Location of Event: 122-124 FREMONT STREET

Date(s) of Event: 4/13/19 Hours of Event: 6A to 11A Est. Attendance: 200

Event Website: WWW.RACEROSTER.COM/21445

Purpose of event: FUNDRAISER

Name of Sponsoring Organization(s): IALAS - ILLINOIS ASSOCIATION OF LATINA ADMINISTRATORS

Organization's Legal Status (i.e. NFP, Partnership, Corporation): _____

Contact person from sponsoring organization: ANGELICA ROMANO (MARY KASSIR)

Organizer address: Box 817

City/State/Zip: OSWEGO IL 60543 Phone: _____

Cell Phone: 630 484 6279 E-mail: MKASSIR@IALAS.ORG

Emergency contact information (provide mobile numbers for on-site coordinators during event):

1st Contact: JULIE PEARSON Phone: 630/514-2364

2nd Contact: ANGELICA ROMANO Phone: 708/717-2685

Is this an annual event? Yes No If Yes, provide next year's event date: 4/11/20

If the event is a recurring event, please state any problems and/or incidents that have occurred in past years, such as noise or neighborhood parking complaints.

N/A - FIRST YEAR

What, if anything, are you doing to rectify the problem(s)?

SECTION 2 – NARRATIVE

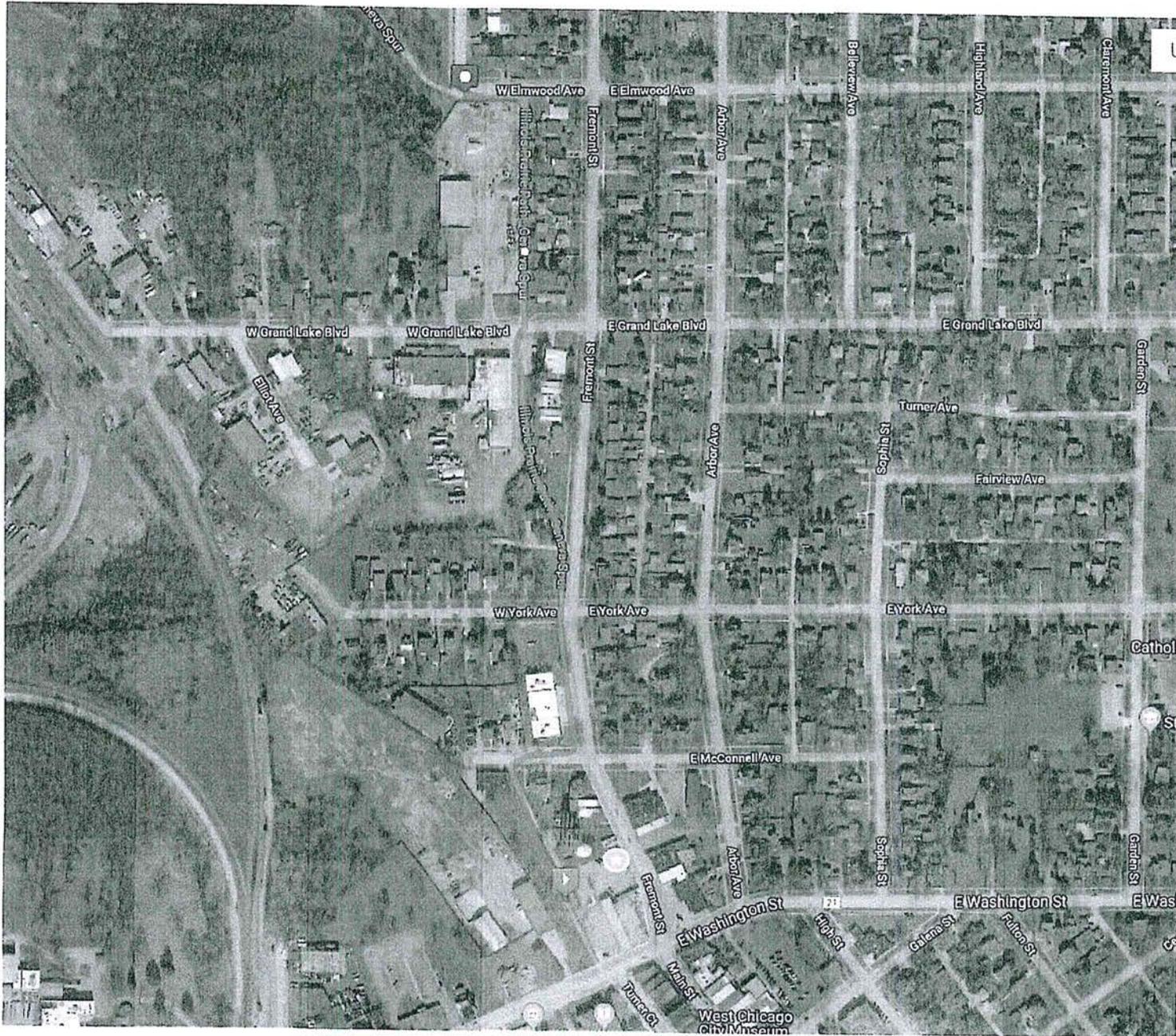
On a separate sheet, provide a detailed description of the overall event. The narrative will serve as the special event proposal to City Council.

SPREADING OUR WINGS 5K RUN & 1 MILE WALK
8:00 A.M., SATURDAY, APRIL 13, 2019
122 FREMONT STREET (INTERSECTION OF FREMONT & WASHINGTON STREET)
WEST CHICAGO, ILLINOIS

Introduction: The Illinois Association of Latino Administrators and Superintendents (IALAS) would like to hold a 5K run/1 Mile walk to raise funds for our Wings To Success Scholarship program,

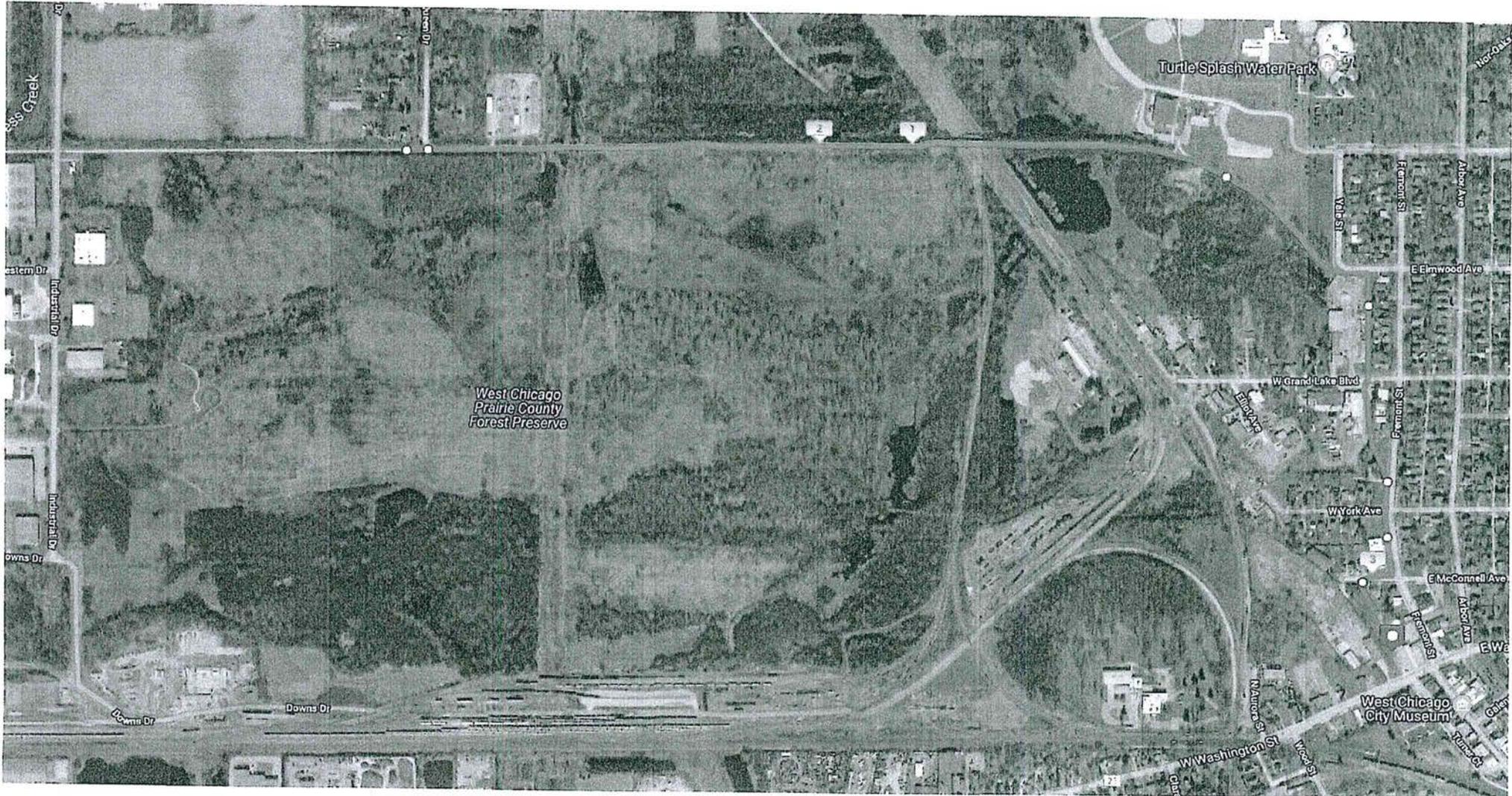
- 1) Police Services: We do not anticipate needing the services of the West Chicago Police Department. While we will be crossing three city streets (McConnell, York & Grand Lake) – believe these are secondary roads that could be monitored by our adult volunteers. See attached map showing close up. If Police Department determines otherwise we will work with them at the street crossings as needed.
 - a. Volunteers on course will have cell phones and will call 911 in case of any emergencies, etc.
- 2) General Information:
 - a. Set up will start at 5:00 AM at 122 Fremont Street Parking Lot.
 - b. First Race: 5K & 1 Mile will start at 8:00 AM.
 - i. Completion time: approximately 9:00 AM. Course closes at 9:30 AM
 - ii. Anticipating 200 participants total.
 - c. Proposed map of race course submitted with permit application.
 - d. Course length: 3.1 Miles (1 Mile will be within this distance)
 - i. Entire Route is on the Prairie Path with two street crossings
 - ii. Race committee to mark with red arrow signs along the course.
 - e. Will only cancel in extreme weather. Will call city that morning to notify.
 - f. Have committee and volunteers along the course for emergencies.
 - g. Advertising will take place via Social Media. Registration forms being put into hands of families of West Chicago via the school district (33). Posters to be put in area local businesses.
 - h. Certificate of Liability Insurance will be sent directly to City Hall to the attention of Bethany Bayci.
 - i. Main Contact: Julie Pearson 630-514-2364.
 - j. IALAS committee members will be distributing flyers along course to village residents one week prior to event notifying them that race will take place. Flyer will be in both English and Spanish.
 - k. Parking will take place at 122-124 Fremont Street and on Washington Street.
 - l. The Spreading our Wings Run is a fund raiser put on solely by volunteers. All proceeds go back to IALAS Wings To Success Scholarship Program.

Street Crossings



Spreading our Wings

5K Course – December 28 – Option 1





4 10 x 10 Tents and 2 Port-o-potties

If it rains, the tents and port-o-potties would be relocated to the South end of the parking lot, set up on the asphalt.

SECTION 3 – PERMITS

Will your event include a carnival? Yes No

*If yes, you must submit a **Carnival Permit Application** ninety (90) days prior to the event. Please visit www.westchicago.org under Forms or contact the City of West Chicago at (630) 293-2200 ext. 135 for an application.*

Does your event include the use of a temporary tent in excess of 400 sq. ft. in area with side curtains or 700 sq. ft. in area without side curtains? Yes No

*If yes, you must submit a **Building Permit Application** thirty (30) days prior to the event. Please visit www.westchicago.org under Forms or contact the City of West Chicago at (630) 293-2200 ext. 131 for an application.*

Will your event include a fireworks display? Yes No

*If yes, you must submit a **Fireworks Permit Application** thirty (30) days prior to the event. Please visit www.westchicago.org under Forms or contact the City of West Chicago at (630) 293-2200 ext. 135 for an application.*

Are you holding a raffle at your event? Yes No

*If yes, you must submit a **Raffle Registration Application** fourteen (14) days prior to the event. Not all applicants will qualify for a license. Please visit www.westchicago.org under Forms or contact the City of West Chicago at (630) 293-2200 ext. 170 for an application.*

Will you be applying for a Temporary Liquor License? Yes No

*If yes, you must submit a **Temporary Liquor License Application** thirty (30) days prior to the event. To qualify for a Class D license, the applicant must be a local organization or group providing beer and/or wine at a picnic, carnival or similar function. A Class D license shall be authorized on a day-to-day basis but not for more than seven (7) consecutive days. Please contact the City of West Chicago at (630) 293-2200 ext. 170 for an application.*

Will you be serving food at your event? Yes No

*If yes, you may be required to submit a **Temporary Food Service Permit Application** thirty (30) days prior to the event. Please contact the **DuPage County Health Department** at (630) 682-7979 or visit <http://www.dupagehealth.org/temporary-food-service> for additional information.*

Are you requesting services from these departments?

Police Fire District / Paramedics Public Works

Specify services: NONE NEEDED

Will you be utilizing any of the following services?

Water Electric/Generator Other none

SECTION 4 – SITE PLAN AND/OR ROUTE MAP

Please attach a separate sheet to illustrate the layout for your event.

If applicable, the following must be included:

Location of garbage receptacles (G)
 Location of toilets (T)
 Location of hand washing sinks (HWS)
 Location of retail vendors (RV)
 Location of food vendors (FV)
 Location of first aid (FA)

Location and number of barricades (B)
 Location of fire lane (FL)
 Location of fire extinguishers (FE)
 Public entrances and exits (PE)
 Location of "No Firearms" signage (NF)
 Location of sound stages and amplified sound (S)
 Location of residential streets surrounding event

Are you requesting the use of any City-owned property, i.e. City streets, parking lots, or sidewalks?

Yes No If yes, please indicate the property that you are requesting to use.

122-124 Fremont Street - Parking Lot

Would you like to request the closing of City streets? Yes No

If yes, please fill in the following information or submit a route map along with this application:

Street	From	To	Dates	Times
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

SECTION 5 – PLANNING WORKSHEET AND REQUIRED TASK DUE DATES*

Use this form to determine the date each of these tasks needs to be completed. For tasks that do not apply, please mark "N/A" in the Due Date column. If the Due Date falls on a weekend or holiday, the Due Date becomes the next normal business day. However, this does not affect the other Due Dates, as they are only dependent on the date of the special event.

Note: This section must be completed by event organizer prior to notary signature.

Date of Special Event: _____

Tasks to be completed (All items due to City unless noted)	Days Due Before Event	Due Date
Submit "Intent to Meet Insurance Requirements" Document (included with Special Event Permit Application, pg.2)	Prior to application review	Prior to application review
Submit Special Event Permit Application	90 days	1/8/19
Submit Carnival Permit Application	90 days	N/A
Submit Fireworks Permit Application	30 days	N/A
Submit Temporary Liquor License Application	30 days	N/A
Submit Building (Temporary Tent) Permit Application	30 days	N/A
Submit Temporary Food Service Permit Application(s) (DuPage County Health Dept. – 630-682-7979)	30 days	3/13/19
Submit Original Certificate of Insurance*	21 days*	3/22/19
Submit Raffle Registration Application	14 days	N/A
Notify residents/businesses of special event	14 days	3/30/19
Post "No Firearms" signs at all public entrances (See IL State Police requirements for standardized sign in West Chicago's <i>Special Events Policy</i>)	N/A	Day of Event 4/13/19

*If this requirement is not met, the proposed event may be cancelled.

SECTION 6 – WAIVER AND HOLD HARMLESS AGREEMENT

In consideration of the IALAS (name of organization) and its Members, employees, volunteers or guests, being allow to participate in SPREADING ANGLING (the Activity) the undersigned hereby recognizes, acknowledges and assumes any and all risk pertaining to IALAS (name of organization) participation in the Activity.

To the fullest extent permitted by law, the IALAS (name of organization) hereby agrees to defend, indemnify and hold harmless the City of West Chicago, its officials, agents and employees, against all injuries, deaths, loss, damages, claims, suits, liabilities, judgments, cost and expenses (including attorneys fees), which may in anywise accrue against the City of West Chicago, its officials, agents and employees, arising in consequence of IALAS (name of organization) participation in the Activity, or which may in anywise result therefore, except that arising out of the sole legal cause of the City of West Chicago, its agents or employees. The IALAS (name of organization) shall, at its own expense, appear, defend and pay all charges of attorneys and all costs and other expenses arising therefore or incurred in connections therewith, and, if any judgment shall be rendered against the City of West Chicago, its officials, agents and employees, in any such action, the IALAS (name of organization) at its own expense, satisfy and discharge the same.

The invalidity or unenforceability of any of the provisions hereof shall not affect the validity or enforceability of the remainder of this Agreement.

The undersigned represents it has full authority to execute this Waiver and Hold Harmless Agreement on behalf of the IALAS (name of organization).

Agreed this 8 day of JANUARY, 2019

IALAS
Name of Organization

JULIE PEARSON
Print Name of Authorized Person

[Signature]
Signature of Authorized Person

PACE DIRECTOR
Title

Spreading Our Wings

5K Run/Walk & 1 Mile Fun Run

This event is in DEMO status and is not taking registrations at this time. Go to your dashboard to update this status. (/dashboard/RaceDirector/ManageEvents.php)

Event details
(/events/2019/21445/spreading-our-wings)

Register
(/events/2019/21445/spreading-our-wings/register)

Fundraising leaderboards
(/events/2019/21445/spreading-our-wings/leaderboards)

Volunteer
(/events/2019/21445/spreading-our-wings/volunteer)

Spreading Our Wings for Bilingual Educators 5K Run/Walk & 1 Mile Fun Run/Walk



TEST
REGISTRATION

(/events/2019/21445/spreading-our-wings/register?ref=event-right-sidebar)

Sat, April 13, 2019
8:00 AM CDT

[Add to calendar](#)

Washington Street and Main Street, West Chicago, IL
(<https://www.google.com/maps/search/api=1&query=41.88462640,-88.204887>)

Visit Website <http://ialas.org>

Follow **545 followers**



Be the first of your friends to like this

Illinois Association of Latino Administrators and Superintendents
on Tuesday

It's a New Year, so what do you say to a new experience in sunny Oak Brook? We have an incredible evening planned followed by an amazing line-up of panelists and presenters at our Conclave. Can't wait to see you and your dancing shoes soon!

Sign up here:
<https://s01.123signup.com/servelet/SignUpMember...>

S01.123SIGNUP.COM
IALAS Network Mixer a

This great, family oriented 5K Run/Walk & 1 Mile Fun Run is for the entire family....attracting people of all ages. This course is entirely on the Prairie Path winding through the city of West Chicago and going into the DuPage Forest Preserve.

Awards Group awards will be awarded to the following age groups:

Top male and female finishers (not included in the age groups) and three deep in the following:

10 & under

- 11-14
- 15-19
- 20-29
- 30-39
- 40-49
- 50-59
- 60-69
- 70 & over

Proceeds from this event will benefit the IALAS Scholarship Program: Wings to Success - Extiende tus alas al exito.

Countdown to event

03 08 01 36
 MONTHS DAYS HOURS MINS.

04
 SECS.

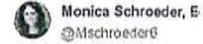
Registration fees

5K Adult Runner/Walker (Age 19 & over) Opening soon
<div style="border: 1px solid black; padding: 5px; display: flex; justify-content: space-between;"> \$40.00 Jan 11 - Apr 12 </div>
5K Run/Walk Student (18 under) Opening soon
<div style="border: 1px solid black; padding: 5px; display: flex; justify-content: space-between;"> \$10.00 Jan 11 - Apr 12 </div>
1 Mile Fun Run Opening soon
<div style="border: 1px solid black; padding: 5px; display: flex; justify-content: space-between;"> \$15.00 Jan 11 - Apr 12 </div>

Tweets

by @IllinoisALAS

Illinois ALAS
Retweeted



Worth the time to review the New Illinois Laws in 2019 which impact education and take effect January 1. #IASPchat abc7chicago.com/amp/politic

Dec 30, 2018



Replying to @IllinoisALAS
Staying the night? Book your stay here:

(IALAS)

OUR STORY



In February 2015, several administrators from Illinois embarked on the journey of establishing the Illinois state affiliate of the national organization, Association of Latino Administrators and Superintendents (ALAS). ALAS aims, "To provide leadership at the national level to assure every school in America effectively serves the educational needs of all students with an emphasis on Latino youth by building capacity, promoting best practices, and transforming educational institutions." (www.alasedu.org (<http://www.alasedu.org/>)).

With over 4,000 members across the country, ALAS is the premier professional organization among Latino administrators and educators focusing on professional development, information sharing and policy advocacy.

As the Latino student population continues to soar in Illinois, with Latino children representing more than 25% of all public school students (Illinois Report Card, 2014-15 (<http://www.illinoisreportcard.com/>)), the need to network and build capacity among Latino educators is a greater need than ever before. The vision of IALAS to unify and cultivate educational leaders to serve all students served as the fuel to establish IALAS.

After almost a year of working to launch IALAS, earning our 501 (c)(3) status, finalizing our bylaws and becoming officially recognized as the Illinois state affiliate at the national ALAS Summit in Albuquerque, New Mexico of October 2015, we are excited about the work and future of IALAS. On January 1, 2016, IALAS began to accept membership from educators across the state.

Our founding partners have been instrumental in helping us reach our goal. They will forever be in our hearts as the trailblazers that believed in the work of IALAS to serve all students. A huge THANK YOU to Achieve3000 (<https://www.achieve3000.com/>), Curriculum Associates (<http://www.curriculumassociates.com/>), (<http://www.curriculumassociates.com/>)Imagine Learning, (<http://www.imaginelearning.com/>)Lexia Learning (<http://www.lexialearning.com/>) and (<http://www.curriculumassociates.com/>)Matific (<https://www.matific.com/us/en-us>) (<https://www.matific.com/us/en-us>)for their unwavering support. Please visit their page to learn more about our partners. (<http://www.curriculumassociates.com/>)

For more information about how you can support our vision and mission, please email rhernandez@ialas.org (<mailto:rhernandez@ialas.org>)

Proceeds from this event will benefit the IALAS Scholarship Program: Wings to Success - Extiende tus alas al exito.

IALAS Scholarship Program

It is the goal of the IALAS Scholarship Program to support our vision of unifying and cultivating Latino educational leaders for the purpose of empowering and inspiring all students.

Why a IALAS Scholarship Program?

As you may be aware, Illinois is currently facing a shortage of teachers due to factors such as State funding issues, licensure difficulties and other issues. It is time, as educators, that we unite forces and seek ways to support those who aspire to become teachers and make a difference in our students' lives. Remember that teaching creates all other professions and, as educators, we all need to be supportive of one another.

This scholarship program will offer financial assistance to undergraduate and graduate students towards either a Bachelor's degree or a Master's degree in those hard-to-fill positions in education. Hard-to-fill positions include Bilingual teachers at all grade levels, Bilingual Special Education teacher, Psychologists, and Speech-Language Pathologists.

This may be a small contribution, but it is IALAS' contribution towards the dream of all school districts being able to staff every single classroom with teachers, including those hard-to-fill positions that, often times, remain unfilled; affecting the quality of instructional time and curriculum provided to our students.

IALAS Mission & Vision

Mission

The Illinois Association of Latino Administrators and Superintendents (IALAS) commits to provide authentic, high-quality learning opportunities for students by building capacity among Latino educational leaders and by advocating for responsive, informed policy development.

Vision

To unify and cultivate Latino educational leaders for the purpose of empowering and inspiring all students.

Event Schedule

April 13 6:30 AM CDT - Registration opens

April 13 8:00 AM CDT - 5K Run/Walk Start

April 13 9:00 AM CDT - 1 Mile Fun Run/Walk

Contact Information

Name Mary Kassir
mkassir@ialas.org
Email (mailto:mkassir@ialas.org)
Phone 630-484-6279
Website Visit Website (<http://ialas.org>)

Event Location

Washington Street and Main Street, West Chicago, IL

CLICK HERE TO VIEW MAP ([HTTPS://WWW.GOOGLE.COM/MAPS/SEARCH/?API=1&QUERY=41.88462640,-88.20488720](https://www.google.com/maps/search/?API=1&QUERY=41.88462640,-88.20488720))

CITY OF WEST CHICAGO

PUBLIC AFFAIRS COMMITTEE
AGENDA ITEM SUMMARY

ITEM TITLE:

Stations of the Cross
St. Andrew Lutheran Church

AGENDA ITEM NUMBER: 4.C.

FILE NUMBER: _____

COMMITTEE AGENDA DATE: January 28, 2019

COUNCIL AGENDA DATE:

STAFF REVIEW: Tom Dabareiner

SIGNATURE  _____

APPROVED BY CITY ADMINISTRATOR:
Michael Guttman

SIGNATURE _____

ITEM SUMMARY:

St. Andrew Lutheran Church is seeking approval for their annual Stations of the Cross religious event scheduled for Friday, April 19, 2019 from 12:00 p.m. – 1:00 p.m. with an estimate of 150 attendees.

The Church has requested use of City streets for a procession and Police services for assistance with traffic control and a rolling street closure.

Members of the Church will gather at the corner of Easton Avenue before the procession begins at 12:00 p.m. The procession will walk East on Main Street, turn North onto Prince Crossing, cross Geneva Road, and end at the Church.

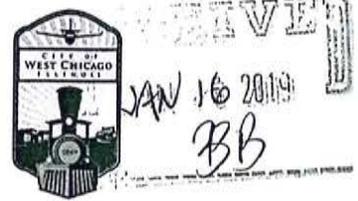
The Special Event Permit Application, which includes the requests of the City, has been reviewed and approved by staff from the Police, Public Works, and Community Development Departments as well as the West Chicago Fire Protection District. The Special Event Permit Application is attached, which includes the procession route map.

ACTIONS PROPOSED:

Recommend event for approval as proposed, contingent upon submittal and approval of required insurance documentation.

COMMITTEE RECOMMENDATION:

City of West Chicago SPECIAL EVENT PERMIT APPLICATION



THIS FORM MUST BE COMPLETED IN FULL & SUBMITTED
90 DAYS PRIOR TO THE EVENT

PERMIT NO. _____

Special Event Permit Application

The Special Event Application is due to the City of West Chicago a minimum of ninety (90) days prior to the event if it requires closure of public streets or use of public parking lots. The 90-day time period allows sufficient time to evaluate the request and provide a recommendation to the City Council for its consideration.

Note: Prior to review of the Special Events Permit Application, all applicants must submit the Intent to Meet Insurance Requirements form (page 2).

- ### Submittal Checklist
1. Completed and signed Special Event Application
 - Intent to Meet Insurance Requirements
 - Section 1 – General Information
 - Section 2 – Narrative
 - Section 3 – Permits
 - Section 4 – Site Plan and/or Route Map
 - Section 5 – Task List and Due Dates
 - Section 6 – Hold Harmless Agreement

 2. Completed and signed applications(s) for other permits(s) (See Section 3)
 - Carnival Permit Application - \$50 per employee
 - Fireworks Permit Application – \$125 (Check made payable to the West Chicago Fire Protection District)
 - Building Permit Application (temporary tents – see min. requirements) - \$50
 - Raffle Registration Application – requires separate application
 - Temporary Liquor License Application – requires separate application
 - Temporary Food Service Permit (DuPage Co. Health Dept. 630-682-7979)

FOR OFFICE USE ONLY

Received: 1/16/19 Fee Paid: \$ N/A
 Receipt # N/A Check # N/A

Event Acknowledgement Form returned by:
 Police Dept. _____ Fire Dist. _____ PW _____ Park Dist. _____

- Background checks completed by Police Dept. Date N/A
- DuPage Co. Health Department notified Date N/A
- Certificate of Insurance received and approved Date _____

***** INTENT TO MEET INSURANCE REQUIREMENTS *****

Must be returned prior to application review by City staff

Prior to the issuance of a Special Event Permit, all organizations must present a certificate of insurance meeting the criteria listed below:

1. Required limits per IRMA are \$1mil per occurrence and general aggregate no less than \$2mil for contractors/vendors.

2. *****PLEASE NOTE:** Under the box labeled "Description of operations/locations/vehicles/exclusions added by endorsement/special provisions", the following language must appear:

"The City of West Chicago, its officials, agents, employees, and volunteers is/are named additionally insured. The additional insured is covered as respect to liability arising out of any work or activities performed on behalf of **(company involved)** for **(event) (date, times (if applicable), location)** No endorsements or additional forms modify or limit coverage provided to additional insured. Coverage provided to additional insured is primary as it relates to **(event)**".

3. Vendors shall furnish the additional insured endorsement (*consult insurance professional; examples include but are not limited to forms CG 2010 or CG 2026*) to support the certificate of insurance. The endorsement shall also name **"The City of West Chicago, its officials, agents, employees, and volunteers"** as primary and non-contributory.

4. If applicable, vendor shall furnish the City with evidence of Worker's Compensation coverage with statutory limits.

5. The insurance provider will need to submit the Certificate of Insurance and supporting endorsement form preferably via email to **specialevents@westchicago.org** or fax (630-293-1257) to be considered an original document.

I, Mayra Vazquez, representing St Andrew Lutheran Church
(print name of authorized person) (organization)

have contacted the appropriate insurance provider and acknowledge that the above insurance criteria can be met. I understand that the Special Event Permit Application will not be reviewed until this document has been signed and returned to the City of West Chicago.

Mayra Vazquez
(signature)

4/10/19
(date)

Via Crucis / Stations of the Cross
(name of event)

4/19/19
(date of event)

SECTION 1 – GENERAL INFORMATION

Name of Event: Stations of the Cross

Type of Event:

Parade Walk/Run/Bike Carnivals Fireworks Festival

Other _____

Location of Event: Main Street and Prince Crossing

Date(s) of Event: 4/19/19 Hours of Event: 12n to 1pm Est. Attendance: 150

Event Website: _____

Purpose of event: Religious event

Name of Sponsoring Organization(s): St. Andrew Lutheran Church

Organization's Legal Status (i.e. NFP, Partnership, Corporation): NEP

Contact person from sponsoring organization: Rev. Josh Ebener

Organizer address: 155 N. Prince Crossing Rd.

City/State/Zip: West Chicago IL 60185 Phone: 630-231-3787

Cell Phone: _____ E-mail: standrewluth@sbcglobal.net

Emergency contact information (provide mobile numbers for on-site coordinators during event):

1st Contact: Pastor Josh Ebener Phone: 563-650-2509

2nd Contact: _____ Phone: _____

Is this an annual event? Yes No If Yes, provide next year's event date: 4/10/20

If the event is a recurring event, please state any problems and/or incidents that have occurred in past years, such as noise or neighborhood parking complaints.

What, if anything, are you doing to rectify the problem(s)?

SECTION 2 – NARRATIVE

On a separate sheet, provide a detailed description of the overall event. The narrative will serve as the special event proposal to City Council.

Stations of the Cross, or Via Crucis

On Good Friday, *April 19, 2019* 12-1pm there will be a re-enactment of Jesus Christ's cross stations, also known as "Via Crucis." The re-enactment will be performed by members of St. Andrew Lutheran Church.

The Via Crucis begins on Easton Avenue and Main Street and finishes at St. Andrew Lutheran Church with a brief service.

We invite all members of the congregation and the Community of West Chicago to come and experience the journey that our Savior, Jesus Christ, lived through.



SECTION 3 – PERMITS

Will your event include a carnival? Yes No

*If yes, you must submit a **Carnival Permit Application** ninety (90) days prior to the event. Please visit www.westchicago.org under Forms or contact the City of West Chicago at (630) 293-2200 ext. 135 for an application.*

Does your event include the use of a temporary tent in excess of 400 sq. ft. in area with side curtains or 700 sq. ft. in area without side curtains? Yes No

*If yes, you must submit a **Building Permit Application** thirty (30) days prior to the event. Please visit www.westchicago.org under Forms or contact the City of West Chicago at (630) 293-2200 ext. 131 for an application.*

Will your event include a fireworks display? Yes No

*If yes, you must submit a **Fireworks Permit Application** thirty (30) days prior to the event. Please visit www.westchicago.org under Forms or contact the City of West Chicago at (630) 293-2200 ext. 135 for an application.*

Are you holding a raffle at your event? Yes No

*If yes, you must submit a **Raffle Registration Application** fourteen (14) days prior to the event. Not all applicants will qualify for a license. Please visit www.westchicago.org under Forms or contact the City of West Chicago at (630) 293-2200 ext. 170 for an application.*

Will you be applying for a Temporary Liquor License? Yes No

*If yes, you must submit a **Temporary Liquor License Application** thirty (30) days prior to the event. To qualify for a Class D license, the applicant must be a local organization or group providing beer and/or wine at a picnic, carnival or similar function. A Class D license shall be authorized on a day-to-day basis but not for more than seven (7) consecutive days. Please contact the City of West Chicago at (630) 293-2200 ext. 170 for an application.*

Will you be serving food at your event? Yes No

*If yes, you may be required to submit a **Temporary Food Service Permit Application** thirty (30) days prior to the event. Please contact the DuPage County Health Department at (630) 682-7979 or visit <http://www.dupagehealth.org/temporary-food-service> for additional information.*

Are you requesting services from these departments?

Police Fire District / Paramedics Public Works

Specify services: Rolling Street Closure

Will you be utilizing any of the following services?

Water Electric/Generator Other None

SECTION 4 – SITE PLAN AND/OR ROUTE MAP

Please attach a separate sheet to illustrate the layout for your event.

If applicable, the following must be included:

Location of garbage receptacles (G)	Location and number of barricades (B)
Location of toilets (T)	Location of fire lane (FL)
Location of hand washing sinks (HWS)	Location of fire extinguishers (FE)
Location of retail vendors (RV)	Public entrances and exits (PE)
Location of food vendors (FV)	Location of "No Firearms" signage (NF)
Location of first aid (FA)	Location of sound stages and amplified sound (S)
	Location of residential streets surrounding event

Are you requesting the use of any City-owned property, i.e. City streets, parking lots, or sidewalks?

Yes No If yes, please indicate the property that you are requesting to use.

Main Street and Prince Crossing Road.

Would you like to request the closing of City streets? Yes No

If yes, please fill in the following information or submit a route map along with this application:

Street	From	To	Dates	Times

SECTION 5 – PLANNING WORKSHEET AND REQUIRED TASK DUE DATES*

Use this form to determine the date each of these tasks needs to be completed. For tasks that do not apply, please mark "N/A" in the Due Date column. If the Due Date falls on a weekend or holiday, the Due Date becomes the next normal business day. However, this does not affect the other Due Dates, as they are only dependent on the date of the special event.

Note: This section must be completed by event organizer prior to notary signature.

Date of Special Event: 4/19/19

Tasks to be completed (All items due to City unless noted)	Days Due Before Event	Due Date
Submit "Intent to Meet Insurance Requirements" Document (included with Special Event Permit Application, pg.2)	Prior to application review	Prior to application review
Submit Special Event Permit Application	90 days	1/16/19
Submit Carnival Permit Application	90 days	N/A
Submit Fireworks Permit Application	30 days	N/A
Submit Temporary Liquor License Application	30 days	N/A
Submit Building (Temporary Tent) Permit Application	30 days	N/A
Submit Temporary Food Service Permit Application(s) (DuPage County Health Dept. – 630-682-7979)	30 days	N/A
Submit Original Certificate of Insurance*	21 days*	3/29/19
Submit Raffle Registration Application	14 days	N/A
Notify residents/businesses of special event	14 days	4/5/19
Post "No Firearms" signs at all public entrances (See IL State Police requirements for standardized sign in West Chicago's <i>Special Events Policy</i>)	N/A	Day of Event (4/19/19)

*If this requirement is not met, the proposed event may be cancelled.

SECTION 6 – WAIVER AND HOLD HARMLESS AGREEMENT

In consideration of the St Andrew Lutheran Church (name of organization) and its Members, employees, volunteers or guests, being allow to participate in Station of the Cross (the Activity) the undersigned hereby recognizes, acknowledges and assumes any and all risk pertaining to St. Andrew Lutheran Church (name of organization) participation in the Activity.

To the fullest extent permitted by law, the St. Andrew Lutheran Church (name of organization) hereby agrees to defend, indemnify and hold harmless the City of West Chicago, its officials, agents and employees, against all injuries, deaths, loss, damages, claims, suits, liabilities, judgments, cost and expenses (including attorneys fees), which may in anywise accrue against the City of West Chicago, its officials, agents and employees, arising in consequence of St. Andrew Lutheran Church (name of organization) participation in the Activity, or which may in anywise result therefore, except that arising out of the sole legal cause of the City of West Chicago, its agents or employees. The St. Andrew Lutheran Church (name of organization) shall, at its own expense, appear, defend and pay all charges of attorneys and all costs and other expenses arising therefore or incurred in connections therewith, and, if any judgment shall be rendered against the City of West Chicago, its officials, agents and employees, in any such action, the St. Andrew Lutheran church (name of organization) at its own expense, satisfy and discharge the same.

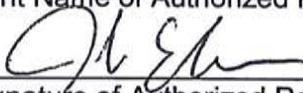
The invalidity or unenforceability of any of the provisions hereof shall not affect the validity or enforceability of the remainder of this Agreement.

The undersigned represents it has full authority to execute this Waiver and Hold Harmless Agreement on behalf of the St. Andrew Lutheran Church (name of organization).

Agreed this 14th day of January, 2019

St. Andrew Lutheran church
Name of Organization

Pastor Josh Ebener
Print Name of Authorized Person


Signature of Authorized Person

Pastor
Title

CITY OF WEST CHICAGO

PUBLIC AFFAIRS COMMITTEE
AGENDA ITEM SUMMARY

ITEM TITLE:

We Go Run
Leman Middle School

AGENDA ITEM NUMBER: 4. D.

FILE NUMBER: _____

COMMITTEE AGENDA DATE: January 28, 2019

COUNCIL AGENDA DATE: _____

STAFF REVIEW: Tom Dabareiner

SIGNATURE  _____

APPROVED BY CITY ADMINISTRATOR:
Michael Guttman

SIGNATURE _____

ITEM SUMMARY:

Leman Middle School is seeking approval for the 15th Annual WE GO Run, a combination of a 5K and 10K Run/Walk and a 1 Mile Fun Run scheduled for Sunday, May 5, 2019 from 5:00 a.m. – 11:00 a.m. with an estimate of 350 attendees. This event is in intended to serve as a fundraiser in support of West Chicago School District #33.

Leman Middle School has requested use of City streets for the course route and Police services for assistance with traffic control and a rolling street closure.

Registration and set-up is scheduled for 4:30 a.m. The 5k and 10k races begin at 8:00 a.m. and the 1 Mile Fun Run begins at 9:45 a.m. The anticipated completion time for the races is 10:00 a.m. The entire event is expected to end at approximately 10:30 a.m.

The Special Event Permit Application, which includes the requests of the City, has been reviewed and approved by staff from the Police, Public Works, and Community Development Departments as well as the West Chicago Fire Protection District. The Special Event Permit Application is attached, which includes the course map.

ACTIONS PROPOSED:

Recommend event for approval as proposed, contingent upon submittal and approval of required insurance documentation.

COMMITTEE RECOMMENDATION:

City of West Chicago SPECIAL EVENT PERMIT APPLICATION



RECEIVED
JAN 17 2019

THIS FORM MUST BE COMPLETED IN FULL & SUBMITTED
90 DAYS PRIOR TO THE EVENT

PERMIT NO. _____

BY: BFB

Special Event Permit Application

The Special Event Application is due to the City of West Chicago a minimum of ninety (90) days prior to the event if it requires closure of public streets or use of public parking lots. The 90-day time period allows sufficient time to evaluate the request and provide a recommendation to the City Council for its consideration.

Note: Prior to review of the Special Events Permit Application, all applicants must submit the Intent to Meet Insurance Requirements form (page 2).

Submittal Checklist

1. Completed and signed Special Event Application
 - Intent to Meet Insurance Requirements
 - Section 1 – General Information
 - Section 2 – Narrative
 - Section 3 – Permits
 - Section 4 – Site Plan and/or Route Map
 - Section 5 – Task List and Due Dates
 - Section 6 – Hold Harmless Agreement

2. Completed and signed applications(s) for other permits(s) (See Section 3)
 - Carnival Permit Application - \$50 per employee
 - Fireworks Permit Application – \$125 (Check made payable to the West Chicago Fire Protection District)
 - Building Permit Application (temporary tents – see min. requirements) - \$50
 - Raffle Registration Application – requires separate application
 - Temporary Liquor License Application – requires separate application
 - Temporary Food Service Permit (DuPage Co. Health Dept. 630-682-7979)

FOR OFFICE USE ONLY

Received: 1/17/19 Fee Paid: \$ N/A

Receipt # N/A Check # N/A

Event Acknowledgement Form returned by:

Police Dept. _____ Fire Dist. _____ PW _____ Park Dist. _____

Background checks completed by Police Dept. Date N/A

DuPage Co. Health Department notified Date _____

Certificate of Insurance received and approved Date _____

***** INTENT TO MEET INSURANCE REQUIREMENTS *****

Must be returned prior to application review by City staff

Prior to the issuance of a Special Event Permit, all organizations must present a certificate of insurance meeting the criteria listed below:

1. Required limits per IRMA are \$1mil per occurrence and general aggregate no less than \$2mil for contractors/vendors.

2. *****PLEASE NOTE:** Under the box labeled "Description of operations/locations/vehicles/exclusions added by endorsement/special provisions", the following language must appear:

"The City of West Chicago, its officials, agents, employees, and volunteers is/are named additionally insured. The additional insured is covered as respect to liability arising out of any work or activities performed on behalf of **(company involved)** for **(event)** **(date, times (if applicable), location)** No endorsements or additional forms modify or limit coverage provided to additional insured. Coverage provided to additional insured is primary as it relates to **(event)**".

3. Vendors shall furnish the additional insured endorsement (*consult insurance professional; examples include but are not limited to forms CG 2010 or CG 2026*) to support the certificate of insurance. The endorsement shall also name **"The City of West Chicago, its officials, agents, employees, and volunteers"** as primary and non-contributory.

4. If applicable, vendor shall furnish the City with evidence of Worker's Compensation coverage with statutory limits.

5. The insurance provider will need to submit the Certificate of Insurance and supporting endorsement form preferably via email to **specialevents@westchicago.org** or fax (630-293-1257) to be considered an original document.

I, Julie Pearson, representing West Chicago School District #33
(print name of authorized person) (organization)
have contacted the appropriate insurance provider and acknowledge that the above insurance criteria can be met. I understand that the Special Event Permit Application will not be reviewed until this document has been signed and returned to the City of West Chicago.

Julie Pearson
(signature)

1/16/19
(date)

WE GO RUN
(name of event)

5/5/19
(date of event)

SECTION 1 – GENERAL INFORMATION

Name of Event: WE GO RUN

Type of Event:

Parade Walk/Run/Bike Carnivals Fireworks Festival

Other _____

Location of Event: LEMAN MIDDLE SCHOOL

Date(s) of Event: 5/5/19 Hours of Event: 5am to 11am Est. Attendance: 400

Event Website: www.wegorun.org

Purpose of event: _____

Fundraiser for LMS Athletics

Name of Sponsoring Organization(s): Leman Middle School

Organization's Legal Status (i.e. NFP, Partnership, Corporation): School District

Contact person from sponsoring organization: AMY WAGNER

Organizer address: 238 HAZEL DR.

City/State/Zip: WEST CHICAGO, IL 60185 Phone: 630-9260724

Cell Phone: 6309260724 E-mail: wagnera@wego33.org

Emergency contact information (provide mobile numbers for on-site coordinators during event):

1st Contact: Julie Pearson Phone: 630 514 2364

2nd Contact: _____ Phone: _____

Is this an annual event? Yes No If Yes, provide next year's event date: _____

If the event is a recurring event, please state any problems and/or incidents that have occurred in past years, such as noise or neighborhood parking complaints.

_____ none _____

What, if anything, are you doing to rectify the problem(s)?

_____ n/a _____

SECTION 2 – NARRATIVE

On a separate sheet, provide a detailed description of the overall event. The narrative will serve as the special event proposal to City Council.

15th ANNUAL WE GO RUN
8:00 A.M., SUNDAY MAY 5, 2019
LEMAN MIDDLE SCHOOL
WEST CHICAGO, ILLINOIS

Introduction:

The WE GO RUN will once again be hosted at Lemman Middle School, the largest school in School District #33. This event allows us to promote positive health and wellness while raising money for the athletic programs at Lemman Middle School.

- 1) Police Services: We hope to get the same support that we have in previous years from the West Chicago Police Department. We understand that we will not get street closures but for the initial start of the race would need traffic held for approximately 10 minutes. Police have also assisted in key busy intersections.
 - a) Last year we had 50+ volunteers on the race course route. We will have the same, if not more this year. Volunteers on course will have cell phones to call 911 or the Race Director in case of emergency.

2) General Information:

- a. Set up will start at 4:30AM at Lemman Middle School and on the course.
- b. First Race: 10K and 5K at 8:00AM, 1 Mile at 9:45, Kiddie Dash at 10:00
 - i. Completion time: approximately 10:30AM. Course closes at 10:00AM
 - ii. Anticipating 350 runners
- c. Proposed map of race course submitted with permit application.
- d. Course length: 6.2 miles and 3.1 miles
 - i. Race committee will mark with orange for 5K, green for 10Km and red for 1 mile
 - ii. Courses are USATF certified
- e. Will only cancel in extreme weather. Will call city that morning to notify.
- f. Have committee and volunteer vehicles along the course for emergencies.
- g. Advertising will take place via posters and registration forms being put into the hands of families that are part of School District #33. Also in area local businesses.
- h. Certificate of Liability Insurance will be sent directly to City Hall to the attention of Bethany Bayci.
 - i. Main Contact: Amy Wagner 630-926-0724
 - j. Race committee members will be distributing flyers along the course to village residents one week prior to event notifying them that the race will take place. Flyer will be in English and Spanish.
 - k. Parking will take place at Lemman Middle School and Gary School.
 - l. The WE GO RUN is a fundraiser put on solely by volunteers. All proceeds go back to West Chicago School District #33.

SECTION 3 – PERMITS

Will your event include a carnival? Yes No

*If yes, you must submit a **Carnival Permit Application** ninety (90) days prior to the event. Please visit www.westchicago.org under Forms or contact the City of West Chicago at (630) 293-2200 ext. 135 for an application.*

Does your event include the use of a temporary tent in excess of 400 sq. ft. in area with side curtains or 700 sq. ft. in area without side curtains? Yes No

*If yes, you must submit a **Building Permit Application** thirty (30) days prior to the event. Please visit www.westchicago.org under Forms or contact the City of West Chicago at (630) 293-2200 ext. 131 for an application.*

Will your event include a fireworks display? Yes No

*If yes, you must submit a **Fireworks Permit Application** thirty (30) days prior to the event. Please visit www.westchicago.org under Forms or contact the City of West Chicago at (630) 293-2200 ext. 135 for an application.*

Are you holding a raffle at your event? Yes No

*If yes, you must submit a **Raffle Registration Application** fourteen (14) days prior to the event. Not all applicants will qualify for a license. Please visit www.westchicago.org under Forms or contact the City of West Chicago at (630) 293-2200 ext. 170 for an application.*

Will you be applying for a Temporary Liquor License? Yes No

*If yes, you must submit a **Temporary Liquor License Application** thirty (30) days prior to the event. To qualify for a Class D license, the applicant must be a local organization or group providing beer and/or wine at a picnic, carnival or similar function. A Class D license shall be authorized on a day-to-day basis but not for more than seven (7) consecutive days. Please contact the City of West Chicago at (630) 293-2200 ext. 170 for an application.*

Will you be serving food at your event? Yes No

*If yes, you may be required to submit a **Temporary Food Service Permit Application** thirty (30) days prior to the event. Please contact the DuPage County Health Department at (630) 682-7979 or visit <http://www.dupagehealth.org/temporary-food-service> for additional information.*

Are you requesting services from these departments?

Police Fire District / Paramedics Public Works

Specify services: assist with traffic control

Will you be utilizing any of the following services?

Water Electric/Generator Other none

SECTION 4 – SITE PLAN AND/OR ROUTE MAP

Please attach a separate sheet to illustrate the layout for your event.

If applicable, the following must be included:

- | | |
|--------------------------------------|---|
| Location of garbage receptacles (G) | Location and number of barricades (B) |
| Location of toilets (T) | Location of fire lane (FL) |
| Location of hand washing sinks (HWS) | Location of fire extinguishers (FE) |
| Location of retail vendors (RV) | Public entrances and exits (PE) |
| Location of food vendors (FV) | Location of "No Firearms" signage (NF) |
| Location of first aid (FA) | Location of sound stages and amplified sound (S) |
| | Location of residential streets surrounding event |

Are you requesting the use of any City-owned property, i.e. City streets, parking lots, or sidewalks?

Yes No If yes, please indicate the property that you are requesting to use.

Course map attached

Would you like to request the closing of City streets? Yes No

If yes, please fill in the following information or submit a route map along with this application:

Street	From	To	Dates	Times
<i>n/a</i>				

2019 course will be the same.

2018 WE GO 5K Route (2 Loops for 10K)

Start: Hazel Street (by school sign)

East on Hazel

South on Bishop

West on Forest

North on Joliet

West on Brown

North on Wood

East on Geneva

South on Allen

East on Spencer

South on Barber

East on Blair

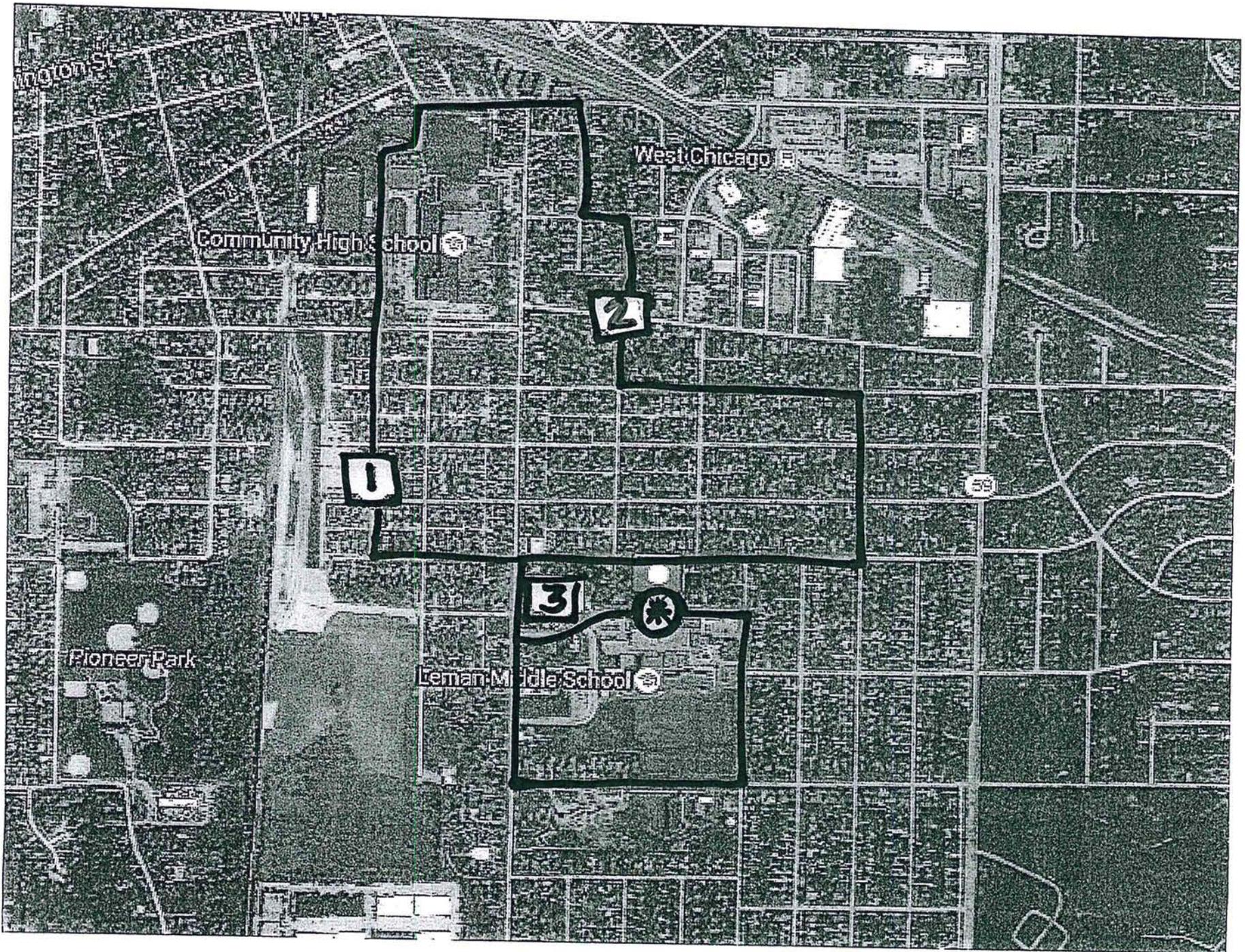
South on Gates

West on Brown

South on Joliet

East on Hazel

Finish: Same as start (by school sign)



Ington St

West Chicago

Community High School

2

1

59

Pioneer Park

3

Lemman Middle School

SECTION 5 – PLANNING WORKSHEET AND REQUIRED TASK DUE DATES*

Use this form to determine the date each of these tasks needs to be completed. For tasks that do not apply, please mark "N/A" in the Due Date column. If the Due Date falls on a weekend or holiday, the Due Date becomes the next normal business day. However, this does not affect the other Due Dates, as they are only dependent on the date of the special event.

Note: This section must be completed by event organizer prior to notary signature.

Date of Special Event: _____

Tasks to be completed (All items due to City unless noted)	Days Due Before Event	Due Date
Submit "Intent to Meet Insurance Requirements" Document (included with Special Event Permit Application, pg.2)	Prior to application review	Prior to application review
Submit Special Event Permit Application	90 days	1-17-19
Submit Carnival Permit Application	90 days	n/a
Submit Fireworks Permit Application	30 days	n/a
Submit Temporary Liquor License Application	30 days	n/a
Submit Building (Temporary Tent) Permit Application	30 days	n/a
Submit Temporary Food Service Permit Application(s) (DuPage County Health Dept. - 630-682-7979)	30 days	04-05-19
Submit Original Certificate of Insurance*	21 days*	04-13-19
Submit Raffle Registration Application	14 days	n/a
Notify residents/businesses of special event	14 days	04-21-19
Post "No Firearms" signs at all public entrances (See IL State Police requirements for standardized sign in West Chicago's <i>Special Events Policy</i>)	N/A	Day of Event

***If this requirement is not met, the proposed event may be cancelled.**

SECTION 6 – WAIVER AND HOLD HARMLESS AGREEMENT

In consideration of the Leman Middle School (name of organization) and its Members, employees, volunteers or guests, being allow to participate in WE GO RUN, (the Activity) the undersigned hereby recognizes, acknowledges and assumes any and all risk pertaining to LMS (name of organization) participation in the Activity.

To the fullest extent permitted by law, the LMS (name of organization) hereby agrees to defend, indemnify and hold harmless the City of West Chicago, its officials, agents and employees, against all injuries, deaths, loss, damages, claims, suits, liabilities, judgments, cost and expenses (including attorneys fees), which may in anywise accrue against the City of West Chicago, its officials, agents and employees, arising in consequence of LMS (name of organization) participation in the Activity, or which may in anywise result therefore, except that arising out of the sole legal cause of the City of West Chicago, its agents or employees. The LMS (name of organization) shall, at its own expense, appear, defend and pay all charges of attorneys and all costs and other expenses arising therefore or incurred in connections therewith, and, if any judgment shall be rendered against the City of West Chicago, its officials, agents and employees, in any such action, the LMS (name of organization) at its own expense, satisfy and discharge the same.

The invalidity or unenforceability of any of the provisions hereof shall not affect the validity or enforceability of the remainder of this Agreement.

The undersigned represents it has full authority to execute this Waiver and Hold Harmless Agreement on behalf of the LMS (name of organization).

Agreed this 16th day of January, 2019

Leman Middle School
Name of Organization

Amy Wagner
Print Name of Authorized Person

awagner
Signature of Authorized Person

Race Director
Title

CITY OF WEST CHICAGO

PUBLIC AFFAIRS COMMITTEE AGENDA ITEM SUMMARY

ITEM TITLE:

Blooming Fest

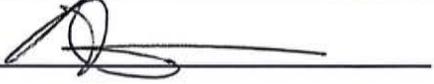
AGENDA ITEM NUMBER: 4.E.

FILE NUMBER: _____

COMMITTEE AGENDA DATE: January 28, 2019

COUNCIL AGENDA DATE:

STAFF REVIEW: Tom Dabareiner

SIGNATURE 

APPROVED BY CITY ADMINISTRATOR:

Michael Guttman

SIGNATURE _____

ITEM SUMMARY:

Blooming Fest is scheduled for Saturday, May 18, 2019 from 9:00 a.m. to 3:00 p.m. in Downtown West Chicago.

This event is free to the public, sponsored by the City with the support of community partners. Blooming Fest includes, but is not limited to: the West Chicago Garden Club plant sale, other garden-related vendors, a craft sale, local music/entertainment, food vendors, and a car show.

The layout implemented in 2018 will be utilized again this year. The event will take place outside, primarily along Main Street and Galena Street.

Certificates of Insurance naming the City as additional insured and/or hold harmless waivers will be secured as necessary.

ACTIONS PROPOSED:

Approval for:

- Use of City streets for vendor staging and event activities (see attached layout map).
- Use of Police and Public Works services to support the event.
- Closure of Turner Court and Main Street from W. Washington Street to 306 Main Street on the event day from 5:00 a.m. to 4:00 p.m. while maintaining clearance for emergency vehicles.
- Closure of Galena Street from Main Street to Tye Court from 2:00 p.m. Friday, May 17th through 4:00 p.m. on Saturday, May 18th while maintaining clearance for emergency vehicles.
- Use the public right-of-way for the posting of signs promoting the event and its supporting activities.

CITY OF WEST CHICAGO

COMMITTEE RECOMMENDATION:

City of West Chicago SPECIAL EVENT PERMIT APPLICATION for City-sponsored Events



Name of Event: Blooming Fest
 Location of Event: West Chicago City streets
 Date(s) of Event: May 18, 2019 Hours of Event: 9:00 a.m. to 3:00 p.m. Est. Attendance: 2,000
 Name of Sponsoring Organization(s): City of West Chicago
 Contact person from sponsoring organization: Bethany Bayci
 Cell Phone: 708-710-6914 E-mail: bbayci@westchicago.org

Is this an annual event? Yes No If Yes, provide next year's event date: May 16, 2020

**Signatory agrees to abide by the State of Illinois Firearm Concealed Carry Act.
 *All applications must be signed.**

Bethany Bayci Bethany Bayci 1/22/19
 (Signature*) (Print Name of Signatory) (Date)

FOR OFFICE USE ONLY

Based on the information which has been submitted, the request for a permit has been:

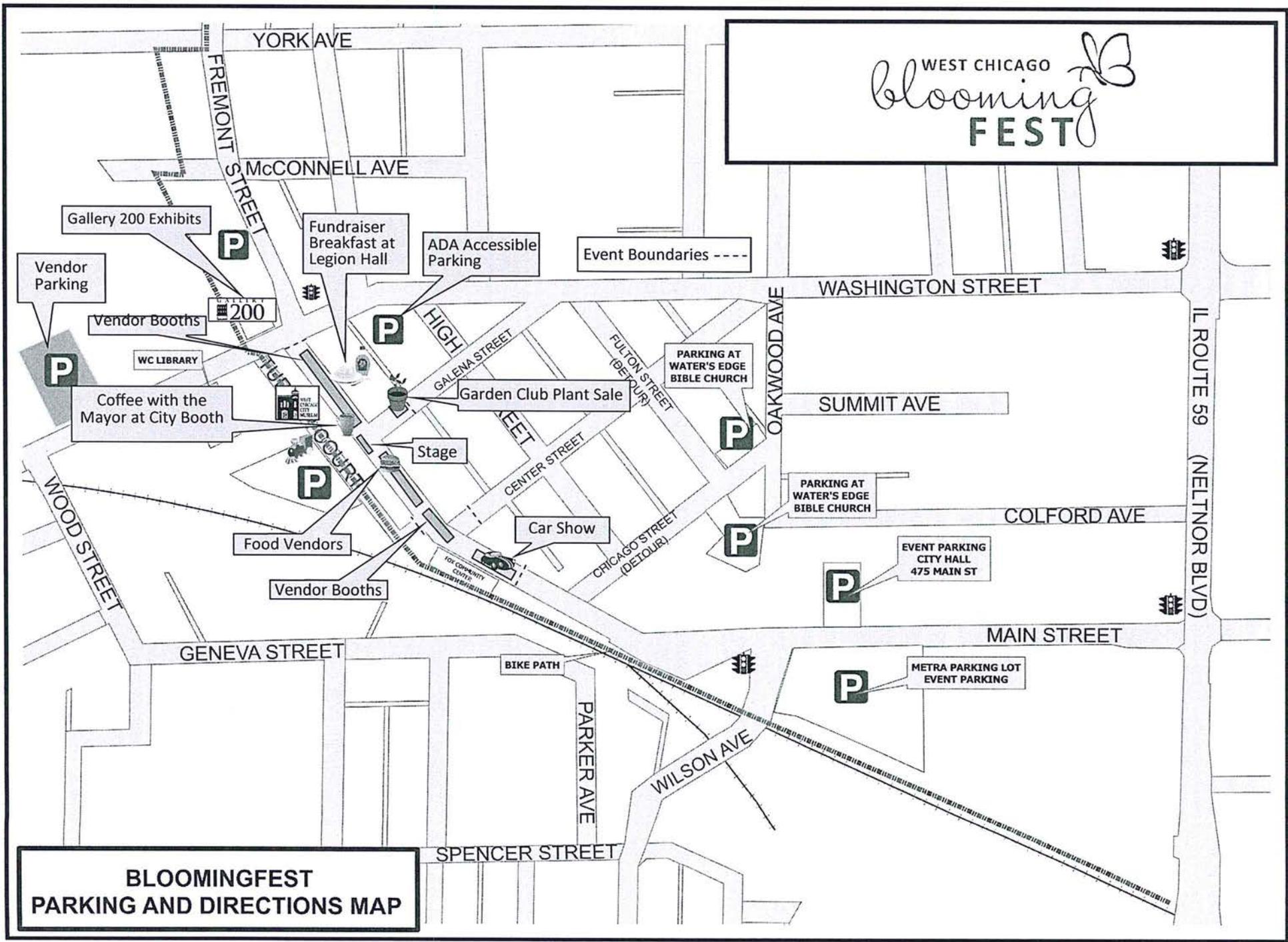
Approved Permit No. _____

Denied
 Remarks:

 Authorized Signature

 Title Date

WEST CHICAGO blooming FEST



**BLOOMINGFEST
PARKING AND DIRECTIONS MAP**

CITY OF WEST CHICAGO

PUBLIC AFFAIRS COMMITTEE AGENDA ITEM SUMMARY

ITEM TITLE:

Fireworks at Reed-Kepler Park

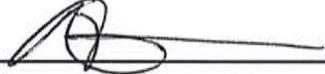
AGENDA ITEM NUMBER: 4. F.

FILE NUMBER: _____

COMMITTEE AGENDA DATE: January 28, 2019

COUNCIL AGENDA DATE:

STAFF REVIEW: Tom Dabareiner

SIGNATURE 

APPROVED BY CITY ADMINISTRATOR:
Michael Guttman

SIGNATURE _____

ITEM SUMMARY:

A City-sponsored fireworks display is scheduled for Saturday, June 8, 2019 from 9:30 p.m. to 10:00 p.m. at Reed Kepler Park.

This event takes place in partnership with the West Chicago Park District as part of the Park District's "Hello Summer" event.

A Fireworks Permit must be issued by the West Chicago Fire Protection District prior to the fireworks display. City staff will work with the fireworks contractor and the West Chicago Fire Protection District to ensure all appropriate Fireworks Permit documentation is acquired, submitted, and approved in time for the event.

Certificates of Insurance naming the City as additional insured and/or hold harmless waivers will be secured as necessary.

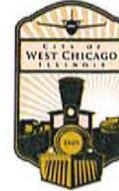
ACTIONS PROPOSED:

Approval for:

- Use of Police and Public Works services to support the fireworks display in cooperation with the Park District and Fire Protection District (see attached fireworks layout utilized in 2018, to be proposed again for 2019, pending the fireworks contractor's proposal and corresponding Fire Protection District approval).

COMMITTEE RECOMMENDATION:

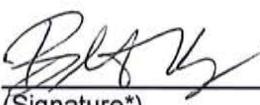
City of West Chicago SPECIAL EVENT PERMIT APPLICATION for City-sponsored Events



Name of Event: Fireworks at Reed-Keppler Park
 Location of Event: Reed-Keppler Park
 Date(s) of Event: June 8, 2019 Hours of Event: 9:30 p.m. to 10:00 p.m. Est. Attendance: 1,000
 Name of Sponsoring Organization(s): City of West Chicago and West Chicago Park District
 Contact person from sponsoring organization: Bethany Bayci
 Cell Phone: 708-710-6914 E-mail: bbayci@westchicago.org

Is this an annual event? Yes No If Yes, provide next year's event date: _____

**Signatory agrees to abide by the State of Illinois Firearm Concealed Carry Act.
 *All applications must be signed.**

 Bethany Bayci 1/22/19
 (Signature*) (Print Name of Signatory) (Date)

FOR OFFICE USE ONLY

Based on the information which has been submitted, the request for a permit has been:

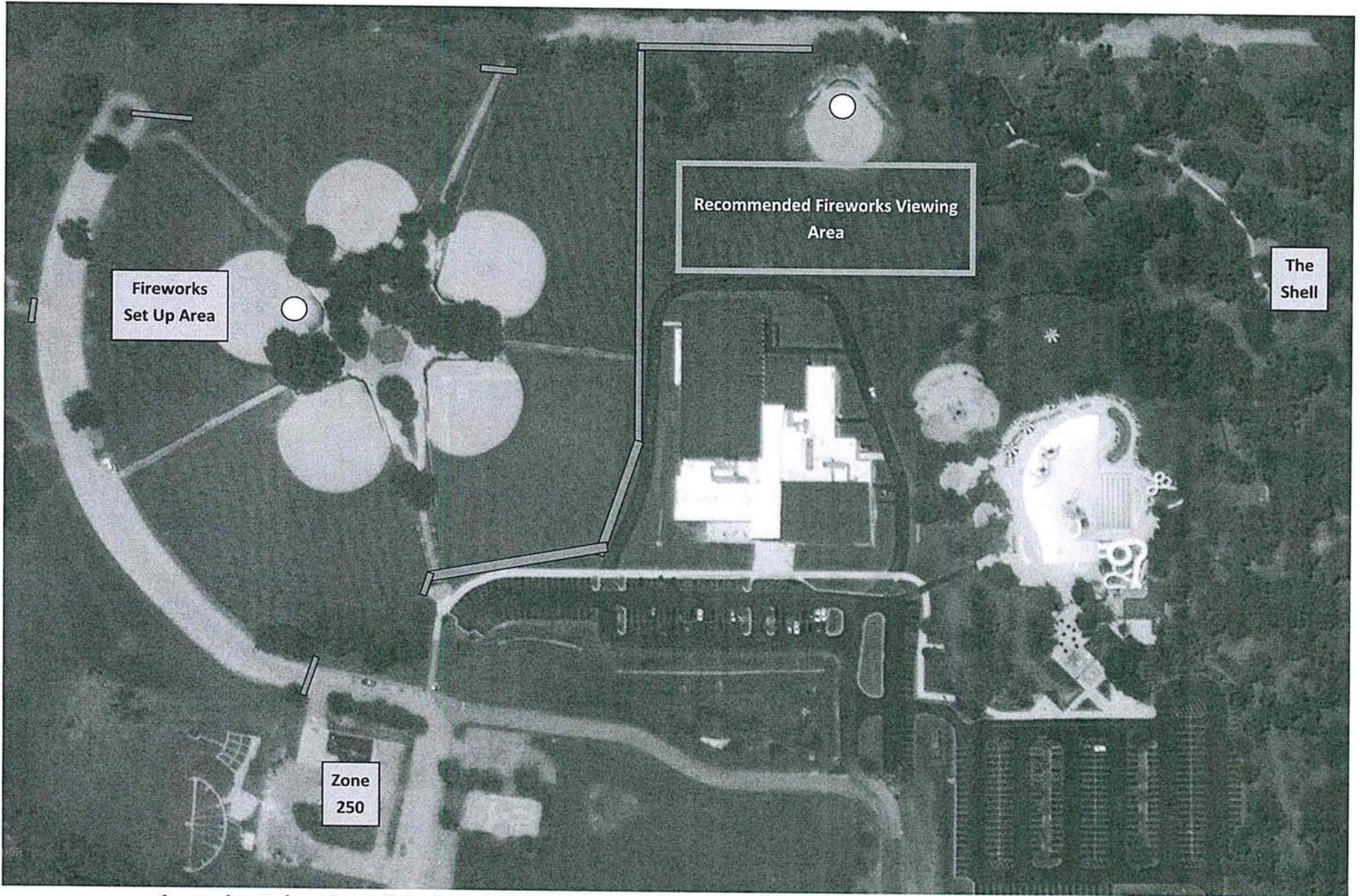
Approved Permit No. _____

Denied

Remarks:

 Authorized Signature

 Title Date



Approximate locations of the fireworks “secure zone” public barriers. Barriers will be established with snow fencing, caution tape, and any other equipment deemed appropriate.

○ Approximate locations of the Public Works and ESDA light towers.

CITY OF WEST CHICAGO

PUBLIC AFFAIRS COMMITTEE AGENDA ITEM SUMMARY

ITEM TITLE:

West Chicago Food Festival

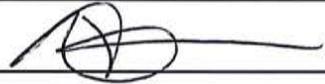
AGENDA ITEM NUMBER: 4. G.

FILE NUMBER: _____

COMMITTEE AGENDA DATE: January 28, 2019

COUNCIL AGENDA DATE:

STAFF REVIEW: Tom Dabareiner

SIGNATURE  _____

APPROVED BY CITY ADMINISTRATOR:

Michael Guttman

SIGNATURE _____

ITEM SUMMARY:

West Chicago Food Festival is scheduled for Saturday, October 12, 2019 from 11:00 a.m. to 4:00 p.m. in Downtown West Chicago.

This event is free to the public, sponsored by the City with the support of community partners. The Food Festival includes, but is not limited to: food vendor sales, cooking demonstrations, live entertainment, and children's activities.

The layout implemented in 2018 will be utilized again this year. The event will take place outside, primarily along Main Street and Galena Street.

Certificates of Insurance naming the City as additional insured and/or hold harmless waivers will be secured as necessary.

ACTIONS PROPOSED:

Approval for:

- Use of City streets for vendor staging and event activities (see attached layout map).
- Use of Police and Public Works services to support the event.
- Closure of Turner Court, Main Street from W. Washington Street to 306 Main Street, and Galena Street from Main Street to High Street from 5:00 a.m. to 6:00 p.m. on event day, while maintaining clearance for emergency vehicles.
- Use the public right-of-way for the posting of signs promoting the event and its supporting activities.

CITY OF WEST CHICAGO

COMMITTEE RECOMMENDATION:

City of West Chicago SPECIAL EVENT PERMIT APPLICATION for City-sponsored Events



Name of Event: West Chicago Food Festival
 Location of Event: West Chicago City streets
 Date(s) of Event: October 12, 2019 Hours of Event: 11:00 a.m. to 4:00 p.m. Est. Attendance: 1,000
 Name of Sponsoring Organization(s): City of West Chicago
 Contact person from sponsoring organization: Bethany Bayci
 Cell Phone: 708-710-6914 E-mail: bbayci@westchicago.org

Is this an annual event? Yes No If Yes, provide next year's event date: October 10, 2020

**Signatory agrees to abide by the State of Illinois Firearm Concealed Carry Act.
 *All applications must be signed.**

Bethany Bayci Bethany Bayci 1/22/19
 (Signature*) (Print Name of Signatory) (Date)

FOR OFFICE USE ONLY

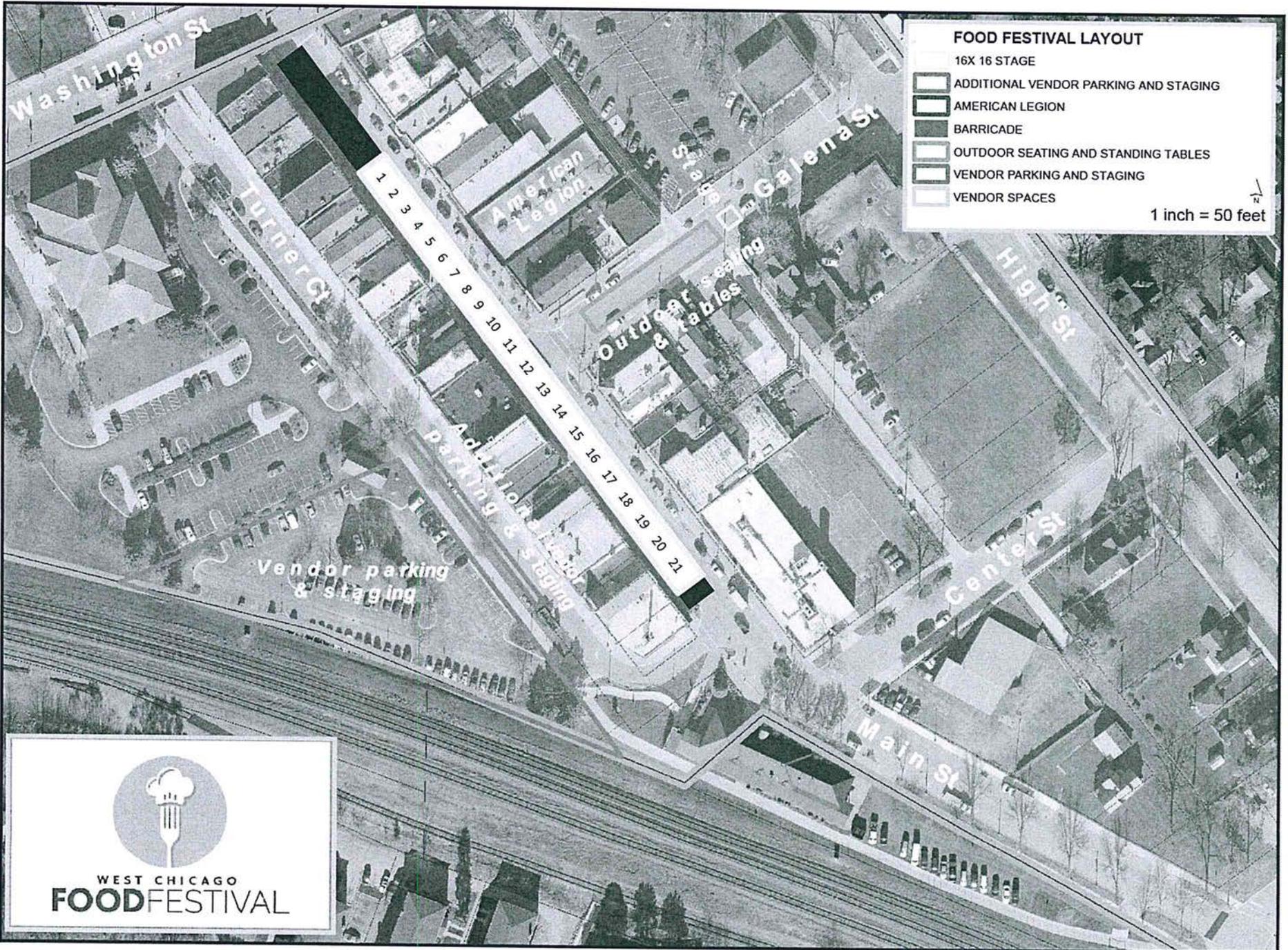
Based on the information which has been submitted, the request for a permit has been:

Approved Permit No. _____

Denied
 Remarks:

 Authorized Signature

 Title Date



CITY OF WEST CHICAGO

PUBLIC AFFAIRS COMMITTEE AGENDA ITEM SUMMARY

ITEM TITLE:

Halloween Festivities

AGENDA ITEM NUMBER: 4.4.

FILE NUMBER: _____

COMMITTEE AGENDA DATE: January 28, 2019

COUNCIL AGENDA DATE:

STAFF REVIEW: Tom Dabareiner

SIGNATURE  _____

APPROVED BY CITY ADMINISTRATOR:

Michael Guttman

SIGNATURE _____

ITEM SUMMARY:

The City's annual Halloween Festivities are scheduled for Saturday, October 26, 2019 in Downtown West Chicago from 11:00 a.m. to 3:00 p.m.

This event takes place in partnership with the West Chicago Public Library District and includes, but is not limited to: Costume Contest, Costume Procession, Downtown Trick or Treat, and the Library's Trunk or Treat.

Registration for the Costume Contest will begin at 11:30 a.m. Costume judging will begin at 12:30 p.m. and the Costume Procession will begin at approximately 12:45 p.m., and the Downtown Trick or Treat and Library Trunk or Treat will take place from 1:00 to 3:00 p.m. Prizes for Costume Contest winners will be awarded after the Costume Procession.

Police Department and Fire District representatives will be requested to participate in the Costume Procession with vehicles and apparatus.

Certificates of Insurance naming the City as additional insured and/or hold harmless waivers will be secured as necessary.

ACTIONS PROPOSED:

Approval for:

- Use of City streets for the Costume Procession (see attached procession route).
- Use of Police and Public Works services to support the event.
- Rolling street closure during the Costume Procession.

CITY OF WEST CHICAGO

COMMITTEE RECOMMENDATION:

City of West Chicago SPECIAL EVENT PERMIT APPLICATION for City-sponsored Events



Name of Event: Halloween Festivities
 Location of Event: Downtown West Chicago & West Chicago Public Library Parking Lot
 Date(s) of Event: October 26, 2019 Hours of Event: 11:00 a.m. to 3:00 p.m. Est. Attendance: 1,000
 Name of Sponsoring Organization(s): City of West Chicago & West Chicago Public Library
 Contact person from sponsoring organization: Bethany Bayci
 Cell Phone: 708-710-6914 E-mail: bbayci@westchicago.org

Is this an annual event? Yes No If Yes, provide next year's event date: October 31, 2020

**Signatory agrees to abide by the State of Illinois Firearm Concealed Carry Act.
 *All applications must be signed.**

 Bethany Bayci 1/22/19
 (Signature*) (Print Name of Signatory) (Date)

FOR OFFICE USE ONLY

Based on the information which has been submitted, the request for a permit has been:

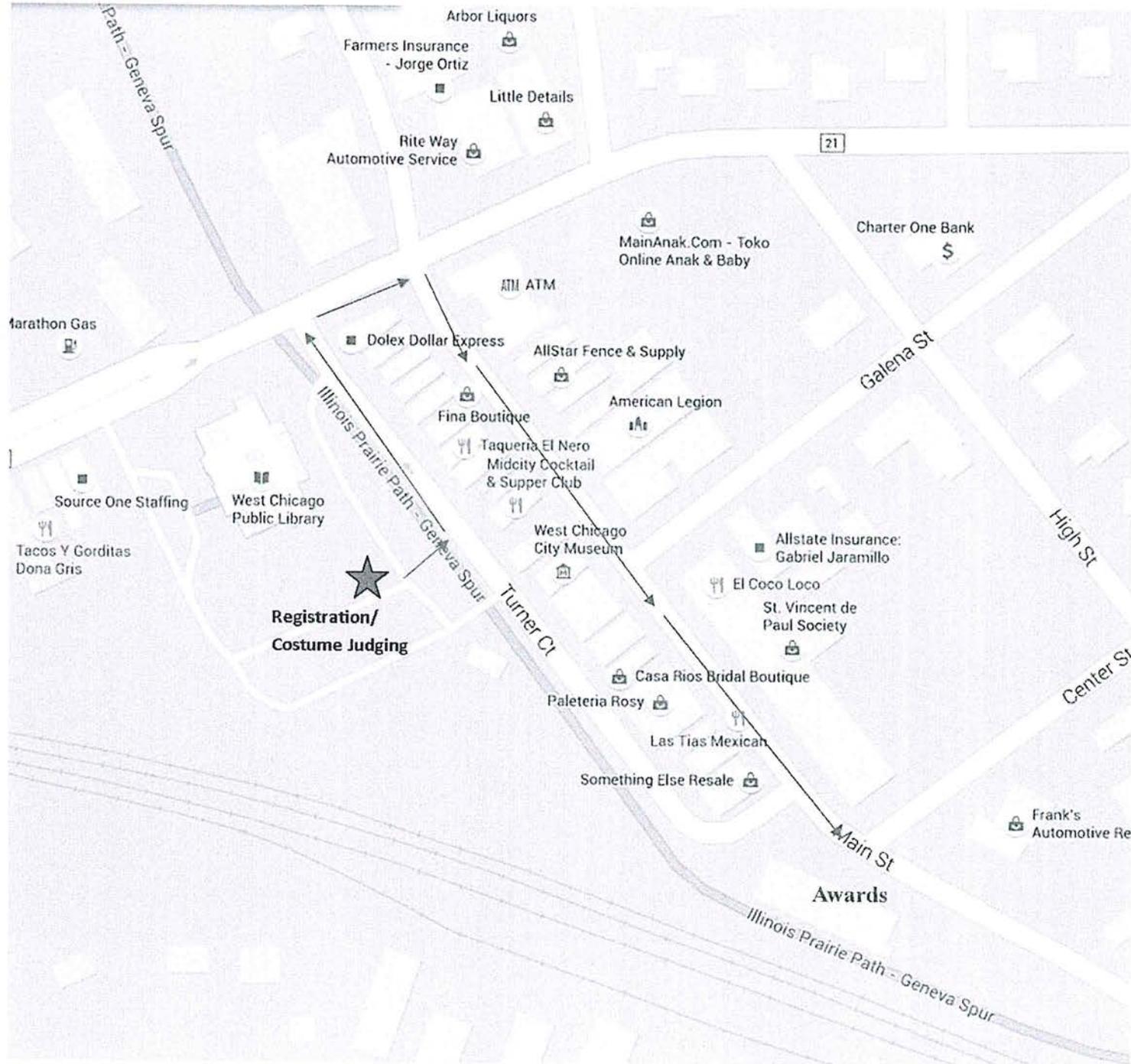
Approved Permit No. _____

 Authorized Signature

 Title Date

<input type="checkbox"/> Denied Remarks: _____ _____ _____
--

City of West Chicago - Halloween Costume Procession Route



CITY OF WEST CHICAGO

PUBLIC AFFAIRS COMMITTEE AGENDA ITEM SUMMARY

ITEM TITLE:

Frosty Fest

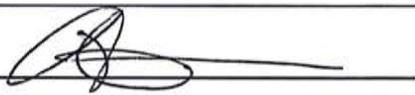
AGENDA ITEM NUMBER: 4. I.

FILE NUMBER: _____

COMMITTEE AGENDA DATE: January 28, 2019

COUNCIL AGENDA DATE: _____

STAFF REVIEW: Tom Dabareiner

SIGNATURE 

APPROVED BY CITY ADMINISTRATOR:
Michael Guttman

SIGNATURE _____

ITEM SUMMARY:

Frosty Fest is scheduled for Saturday, December 7, 2019 from 4:00 – 7:00 p.m. in Downtown West Chicago.

This event is free to the public, sponsored by the City with the support of community partners. Frosty Fest includes, but is not be limited to: a Frosty Procession, visits with Santa and Mrs. Claus, decorated streets and storefronts, horse-drawn wagon rides, carolers, an official tree lighting ceremony, and live reindeer.

The event will take place outside along Main Street and at participating indoor locations, including, but not limited to: American Legion, Fox Community Center, Republic Bank, City Museum, and Gallery 200.

Certificates of Insurance naming the City as additional insured and/or hold harmless waivers will be secured as necessary.

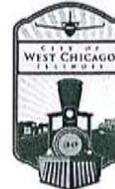
ACTIONS PROPOSED:

Approval for:

- Use of Police and Public Works services to support the event.
- Closure of Main Street from Chicago Street to Washington Street from 12:00 p.m. – 7:30 p.m.
- Rolling closure for procession on Main Street beginning at eastern access drive to the Metra parking lot to Center Street from 4:00 – 4:30 p.m.
- Center Street to High Street to Galena Street (see attached map) for horse-drawn ride from 4:00 – 7:00 p.m. Street closure begins at 12:00 p.m. in preparation for the event.

COMMITTEE RECOMMENDATION:

City of West Chicago SPECIAL EVENT PERMIT APPLICATION for City-sponsored Events



Name of Event: Frosty Fest
 Location of Event: Main St. – Downtown West Chicago
 Date(s) of Event: December 7, 2019 Hours of Event: 4:00 p.m. to 7:00 p.m. Est. Attendance: 1,000
 Name of Sponsoring Organization(s): City of West Chicago
 Contact person from sponsoring organization: Bethany Bayci
 Cell Phone: 708-710-6914 E-mail: bbayci@westchicago.org

Is this an annual event? Yes No If Yes, provide next year's event date: December 7, 2019

**Signatory agrees to abide by the State of Illinois Firearm Concealed Carry Act.
*All applications must be signed.**

Bethany Bayci Bethany Bayci 1/22/19
 (Signature*) (Print Name of Signatory) (Date)

FOR OFFICE USE ONLY

Based on the information which has been submitted, the request for a permit has been:

Approved Permit No. _____

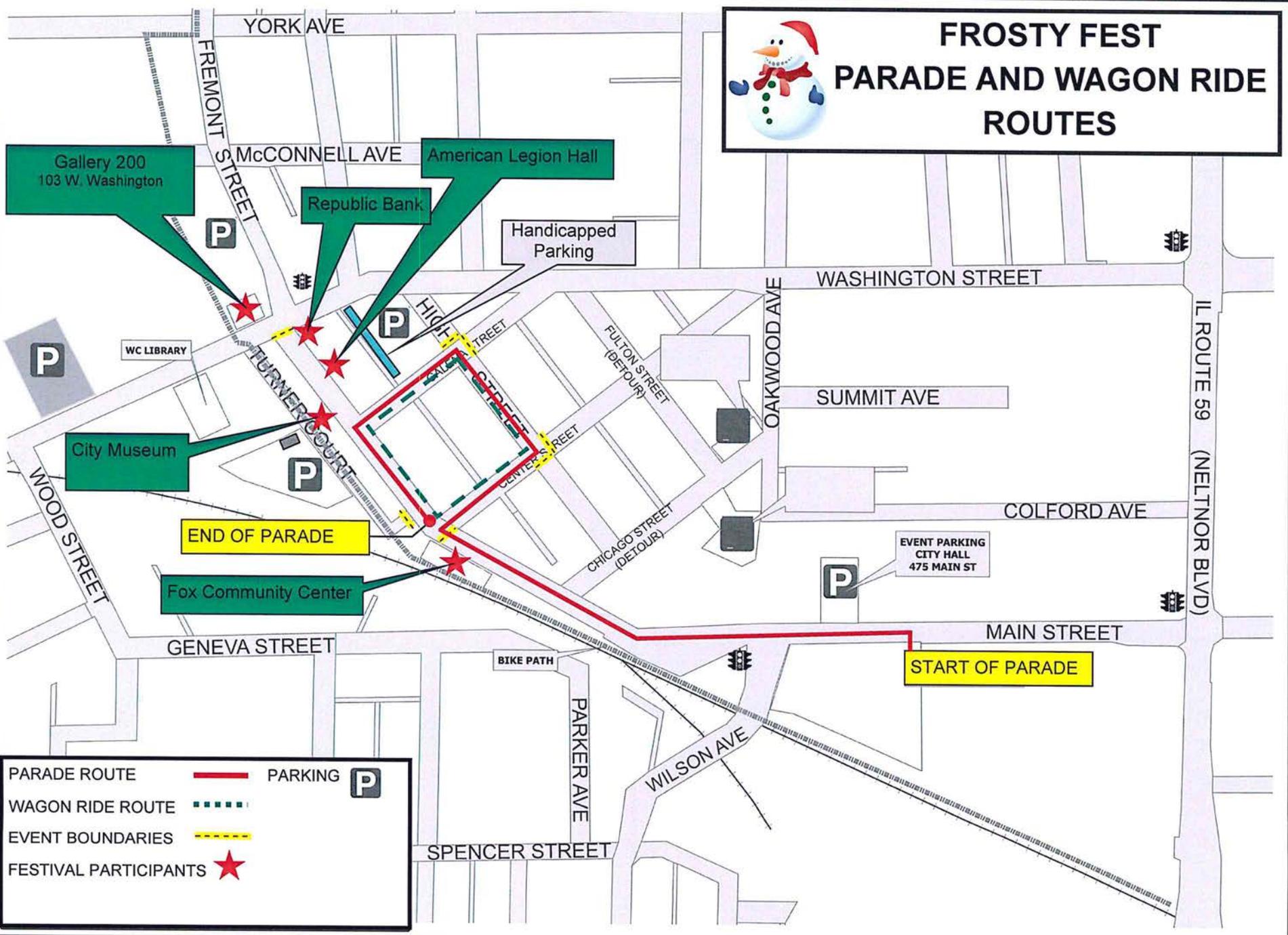
Denied
 Remarks:

 Authorized Signature

 Title Date



FROSTY FEST PARADE AND WAGON RIDE ROUTES



PARADE ROUTE		PARKING	
WAGON RIDE ROUTE			
EVENT BOUNDARIES			
FESTIVAL PARTICIPANTS			

CITY OF WEST CHICAGO

PUBLIC AFFAIRS COMMITTEE AGENDA ITEM SUMMARY

ITEM TITLE:

Frosty 5k & Kids Fun Run

AGENDA ITEM NUMBER: 4. J.

FILE NUMBER: _____

COMMITTEE AGENDA DATE: January 28, 2019

COUNCIL AGENDA DATE: _____

STAFF REVIEW: Tom Dabareiner

SIGNATURE  _____

APPROVED BY CITY ADMINISTRATOR:
Michael Guttman

SIGNATURE _____

ITEM SUMMARY:

Frosty 5k Walk/Run & Kids Fun Run event is scheduled for Saturday, December 7, 2019. The course route takes place on City streets, starting and ending on Turner Court. Registration opens at 7:30 a.m., the 5k race starts at 8:30 a.m., and the Kids Fun Run begins at approximately 9:00 a.m., or after the last participant crosses the finish line. The event is expected to end at approximately 10:30 a.m.

This event requires participants to pay registration fees in order to participate. These fees help alleviate the cost it takes to produce the event. Discounted rates are available to students and West Chicago residents. This event is sponsored by the City with the support of community partners.

Certificates of Insurance naming the City as additional insured and/or hold harmless waivers will be secured as necessary.

ACTIONS PROPOSED:

Approval for:

- Use of City streets for the 5k race (see attached course map and turn by turn directions).
- Use of Police and Public Works services to support the event.
- Rolling street closure during the 5k race.

COMMITTEE RECOMMENDATION:

Frosty 5k Race Route Turn by Turn Directions

- **Start: Turner Ct.**
- Southwest on Turner Ct.
- Right/Southwest onto pedestrian underpass
- Right/West onto Geneva St.
- Immediate Left/South onto Wood St.
- Right/West to stay on Wood St.
- Left/South to stay on Wood St.
- Left/East onto Blair St.
- Right/South onto Barber St.
- Right/West onto Brown St.
- Left/South onto Joliet St.
- Left/East onto Glen Ave.
- Left/North onto Bishop St.
- Left/West onto Brown St.
- Right/North onto Barber St.
- Veer Right/East on Conde
- Slight Left/North to stay on Barber
- Right/East onto Spencer St.
- Left/North onto Parker Ave.
- Left/West onto Geneva St.
- Right/Northeast onto pedestrian underpass
- Left/Northwest on Turner Ct.
- **Finish: Turner Ct.**

CITY OF WEST CHICAGO

PUBLIC AFFAIRS COMMITTEE AGENDA ITEM SUMMARY

ITEM TITLE:

**2018 Mexican Independence Day Festival
Final Report
Mexican Cultural Center DuPage (MCC)**

AGENDA ITEM NUMBER: 5.A.**FILE NUMBER:** _____**COMMITTEE AGENDA DATE:** January 28, 2019**COUNCIL AGENDA DATE:****STAFF REVIEW:** Tom Dabareiner**SIGNATURE**  _____**APPROVED BY CITY ADMINISTRATOR:**
Michael Guttman**SIGNATURE** _____**ITEM SUMMARY:**

The Mexican Cultural Center (MCC) submitted the attached final report and financial summary for the 2018 Mexican Independence Day Festival (MID) for review and approval. The report is provided in accordance with the Funding Agreement between the City and the MCC per Resolution 2018-R-0030. This year, MID took place September 15-16, 2018.

The City's financial contribution to the MCC for this event will total \$20,000, pending final report approval by the Public Affairs Committee.

The MCC reports that MID was overall a success this year. The event included new components such as the Midwestern School Mariachi festival and the 18ft Jenga Mural. The MCC noted an increase in attendance on both Saturday and Sunday as compared to the 2017 event.

Included with the report is a list of West Chicago businesses, organizations, and residents that were involved with the event. The categories of involvement include: booth, parade participant, in-kind participant, and food donation. The MCC reports a total of 16 booths, 26 parade participants, 15 in-kind participants, and nine food donations.

UPDATE:

At its November 28, 2018 meeting, the Public Affairs Committee did not approve the final report and summary originally submitted by the MCC for MID 2018. The Committee recommended that the MCC gather more information from the 2018 event and resubmit the report for review at the next available Public Affairs Committee meeting. Specifically, the Committee asked for more information regarding the MCC's sponsorship outreach efforts, vendor fees, income from vendor fees and other sources, any other expenditures not listed, and event attendance.

Attached is the MCC's resubmittal. The expenditures listed in the revised report total \$32,272.15. The income listed in the revised report totals \$31,975.00. Details for the revised income and expenditures reported are summarized in the attached spreadsheets. The attached email dated January 21, 2019 seeks to address the Committee's request for more information regarding sponsorship outreach efforts and attendance. The email suggests outreach to 15 potential donors. No information on attendance levels

CITY OF WEST CHICAGO

was provided.

ACTIONS PROPOSED:

Recommend approval of the final report and summary financial report submitted by the MCC for MID 2018.

COMMITTEE RECOMMENDATION:



Examples	Description	Form of payment	Amount
A	Entertainment Equipment	10026	\$1,500.00
B	Photogrpher	10030	\$100.00
C	New era	10023	\$300.00
D	Oaxaca dance group	10033	\$300.00
E	Mariachi Herencia de Mexico	10025	\$1,000.00
F	Mariachi Institu of chicago	10024	\$700.00
G	Trasportation	10011	\$510.00
H	Mariachi Aztlan	10020	\$5,000.00
I	Rooms stay	cc	\$1,165.50
J	Southwest Air	cc	5,424.30
K	Southwest Air	cc	\$444.60
N	Bleachers	10015	\$400.00
M	Bleachers	10017	\$1,185.00
O	K.Hoving port o potty	cc	\$453.00
P	Barricaded, National	10019	\$710.43
	Barricaded, National	(Tip)	\$9.57
Q	Security	10027	\$500.00
R	Piñata Filling	10031	\$398.16
S	Shirts	cc	\$269.55
T	Papel picado	cash	\$723.24
U	Event Coordinator	10035	\$5,000.00
V	Juan Chawuk	Wire transfer	\$2,000.00
W	Aeromexico	cc	\$ 25.00
X	Aeromexico	cc	\$ 78.00
Y	Uber	cc	\$ 10.00
Z	Uber	cc	\$ 54.65
AA	Aeromexico	cc	\$ 565.71
AB	Sunbelt	10029	\$ 220.11
AC	Rental Max	10033	\$ 153.15
AD	West Chicago Printing	cc	\$ 65.65
AE	Ace Hardware Murphy	cc	\$ 17.23
AF	Blink Art Materials	cc	\$ 221.43
AG	Menards	cc	\$ 21.54
AH	Menerds	cc	\$ 22.49
AI	Clark	cc	\$ 15.01
AJ	Menerds	cc	\$ 29.02
AK	Menerds	cc	\$ 141.35
AN	Walmart	cc	\$ 41.04
AM	Sign outlet store	cc	\$ 105.44
AO	Pipe and drape	cc	\$ 292.95
AP	Pipe and drape	cc	\$ 1,226.48
AQ	M13 Graphics	cc	\$767.55
AR	Ron-Jon Poop b Gone	cc	\$105.00

\$32,272.15

Receipt	Breaked down Expencc			
	Description			
Delivery	Aeromexico	cc	luggage	\$ 25.00
Delivery	Aeromexico	cc	luggage	\$ 78.00
Delivery	uber	cc	Ride to airport	\$ 10.00
Delivery	uber	cc	Ride to airport	\$ 54.65
Delivery	Aeromexico	cc	Flight	\$ 565.71
Structure	Atlas Bleachers	10017	Bleachers	\$ 1,185.00
Structure	lakeshore Recycling	cc	portable toilet	\$ 453.00
Structure	National Barricaded	10019	crowd control	\$ 720.00
Structure	Atlas Bleachers	10015	Bleachers, deposit	\$ 400.00
Structure	Sunbelt	10029	Light tower	\$ 220.11
Structure	Rental Max	10033	Generator	\$ 153.15
Structure	Juan Toledo	10026	Entertainment Equipment	\$ 1,500.00
Personnel	Alex	10027	Security	\$ 500.00
Personnel	Ron Jon Poop be gone	10028	Horse pick up	\$ 105.00
Personnel	Photogrpher David	10030	MID Photogrpher	\$ 100.00
Personnel	Coordinator		Coordinator	\$ 5,000.00
Personnel	Chawuk payment	check	Jenga mural	\$ 2,000.00
Marketing	M13 Graphics	cc	Posters, billboards, signage	\$ 767.55
Marketing	Papel picado	cash	Papel picado	\$ 723.24
Supply	one hour tees	cc	Shirts	\$ 269.55
Supply	West Chicago Printing	cc	"thank you" cards	\$ 65.65
Supply	Sara Phallen	-	Piñata Filling	\$ 398.16
Supply	Ace Hardware Murphy	cc		\$ 17.23
Supply	Walmart	cc	communication	\$ 41.04
Supply	Menerds	cc		\$ 29.02
Supply	Clark Gasoline	cc		\$ 15.01
Supply	Menerds	cc		\$ 141.35
Supply	Menerds	cc		\$ 22.49
Headliner / Conference	Midwest Limo	10011, cc	Trasportation	\$ 510.00
Headliner / Conference	Mariachi Aztlan	10020	Presentation Fee	\$ 5,000.00
Headliner / Conference	Geneva Motel	cc	Rooms stay	\$ 1,165.50
Headliner / Conference	Southwest Air	cc	Bulk of musician	\$ 5,424.30
Headliner / Conference	Southwest Air	cc	extra musician	\$ 444.60
Entertainment	Mariachi Herencia de Mexico	10025	kids Mariachi	\$ 1,000.00
Entertainment	Mariachi Institu of chicago	10024	kids Mariachi	\$ 700.00
Entertainment	New era	10023	Dance group	\$ 300.00
Entertainment	Oaxaca dance group	10032	Dance group	\$ 300.00
Structure	Pipe and drape	cc	changing	\$ 292.95
Structure	Pipe and drape	cc	changing	\$ 1,226.48
Structure	Sign outlet store	cc	jenga	\$ 105.44
Structure	Blink Art Materials	cc	jenga	\$ 221.43
Structure	Menards	cc	letters	\$ 21.54
Expencc				\$ (32,272.15)

Booth				
Merch	League of Women Voters	\$	-	Donate
	Artesania	\$	-	Donate
	Don Ajun	\$	-	Donate
	Crcket mobile	\$	250.00	paid
	Tania toys	\$	250.00	paid
	Law Office	\$	175.00	paid
	PHP Agency	\$	250.00	paid
	Daniel and Asso	\$	250.00	paid
	Catholic Insurance	\$	200.00	Paid
	Source one	\$	-	Electrical
	Pedro Porcayo/ Ema Garcia	\$	250.00	paid
	Key City Lending Inc	\$	250.00	paid
	Chiro One	\$	250.00	paid
	Boost Mobile	\$	250.00	paid
	H.O.M.E DuPage, Inc		0	Donate
Food	Girasoles	\$	300.00	paid
	Sonias	\$	400.00	paid
	Paeteria Jorges	\$	300.00	paid
	Taqueria santa Barbara	\$	200.00	1 day
	Knights of Columbus	\$	-	Donate
	Konsa Ice	\$	400.00	paid
	Total		3,975.00	
Sponsorship	Gross Income		MID	
	City of West Chicago	check	\$	12,000.00
	City of West Chicago	Check	\$	8,000.00
	Republic Bank	check	\$	8,000.00
	Booth Income	check	\$	3,975.00
Gross Income		\$	31,975.00	

Bethany Bayci

From: fernando ramirez <doxgor1984@gmail.com>
Sent: Monday, January 21, 2019 9:37 AM
To: Bethany Bayci
Cc: Tom Dabareiner; Sara Phalen
Subject: Re: Revised Final Report

The MCC reached out to 13+ sponsorship targets. We were successful in securing one sponsorship from Republic Bank for \$ 8,000.

Carniceria Jimenez
Supermercado Tampico
Supermercado La Chiquita
Nicor Gas (Mayor)
Comcast (Mayor)
ComEd (Mayor)
El Coço loco
US bank
Daniel and associates
Porcayo Real Estate
Source one
Carnitas La Central
Paleteria jorge
Gloria jewelry

As I told the committee members the day of the meeting, we don't keep a tally or count on festival attendance. We had mariachi workshops that brought students teachers and family to the festival, early on Saturday to evening. Which is something we have not done before. we had a great turnout for that. Sunday showed a huge turn out for the parade and el grito ceremony.

thanks

Booth

Crcket mobile	West Chicago Business
Royal Prestige	West Chicago Residents
PHP Agency	West Chicago Residents
Daniel and Asso	West Chicago Business
Republic Bank	West Chicago Business
Source one	West Chicago Business
Verizon mobile	West Chicago Business
Pedro Porcayo/ Ema Garcia	West Chicago Business
Boost Mobile	West Chicago Business
Don Ajun	West Chicago Residents
Girasoles	West Chicago Business
Sonias	West Chicago Business
Paeteria Jorges	West Chicago Business
Taqueria santa Barbara	West Chicago Business
Knights	West Chicago organization
State Farm	West Chicago Business

Parade participants

Republic Bank	West Chicago Business
Lions	West Chicago organization
Kiwanis	West Chicago organization
Rotarios	West Chicago organization
Machine paving Tractor	West Chicago Business
District 33	West Chicago organization
Educare West DuPage	West Chicago organization
Coco Loco	West Chicago Business
Gigantes de Oxaca	West Chicago Residents

PHP Agency	West Chicago Business
Taxi Celaya	West Chicago Business
Big Flag	West Chicago Residents
A&J construction , Horse dancers	West Chicago Business
latino unidos	West Chicago organization
Miss Mexican Heritage	West Chicago organization
Super Sod, Horse dancers	West Chicago Business
Mariachi Ieman	West Chicago organization
Ballet florco	West Chicago organization
Verizon	West Chicago Business
Citizens for Karina Villa	West Chicago organization
Porcayo and associates	West Chicago Business
Tamarindos, Horses	West Chicago Business
Hispanos Income Tax	West Chicago Business
West Chicago Wldcats soccer	West Chicago organization
Pro-Pak Industries	West Chicago Business
Boost Mobile	West Chicago Business

Inkind participants

District D33	West Chicago organization	Volunteers / space
Library	West Chicago organization	Volunteers / Donation
Park District	West Chicago organization	Inkindness services
West Chicago High School	West Chicago organization	Volunteers
Western DuPage	West Chicago Business	Volunteers
129 main Gallery	West Chicago organization	Space
Republic Bank	West Chicago Business	Space
103 Gallery	West Chicago organization	Space
Museum	West Chicago organization	Space
American Legion	West Chicago Business	Space
Kramer Trees	West Chicago Business	Inkindness services
St. Marys	West Chicago organization	Volunteers
St. Andrews	West Chicago organization	Volunteers / space

	Victor Arellano	West Chicago Residents	Piñata
	Primerica	West Chicago Business	Volunteers
Food Donation	Carnitas Chepa	West Chicago Business	
	Coco loco	West Chicago Business	
	Cosina de Maria	West Chicago Business	
	La Central	West Chicago Business	
	Paeteria Jorges	West Chicago Business	
	Taqueria santa Barbara	West Chicago Business	
	Knights	West Chicago Business	
	Girasoles	West Chicago Business	
	Sonias	West Chicago Business	



Dear City of West Chicago,

The Mexican Cultural Center was honored to again plan and hold another successful Viva Mexico Mexican Independence Day Celebration and Festival in West Chicago for a Fourth year. Please find our attached reporting detailing our income and expenses for the event. Please note that thanks to community and business sponsors, we were able to hold a premier celebration that far exceeded the City's \$20,000 contribution.

The 2018 celebration has instilled pride in the West Chicago community and brought outsiders to celebrate our community's rich heritage and culture in our historic downtown. We were happy to build upon the successes and corrections made at the 2017 celebration, add new components, such as the Midwestern School Mariachi festival. This new aspect of the event allowed us to further engage with our local youth and expand the prestige of West Chicago's program throughout the area. Our 2018 celebration also included another amazing art piece with our 18-foot jenga mural. When positioned next to the WEST CHICAGO mural, it brought not only a unique photograph opportunity to attendees, but an amazing display of West Chicago's heritage in the historic downtown.

Again, this year we saw a growth in attendance on both Saturday and Sunday, and big support from local volunteers, organizations and businesses. We have learned a lot from the past four years of work, and as an organization hope to be able to continue to put on high quality events. We are also aware that requires a lot of hard work and resources. As we are currently a volunteer-run organization, we are looking to make some changes to make these events more sustainable to continue to inspire pride in all of West Chicago and help make West Chicago a true destination. Please see our proposed changes for this event in our proposal for 2019.

Our dedicated board and volunteers are truly fueled by the smiles, enjoyment and pride that is so readily seen in the public through our work. Thank you for your support and collaboration in making that possible. Please feel free to contact me with any questions you may have about this report.

Fernando Ramirez,
President, Founder
Mexican Cultural Center Duage

Event Snapshots



Invoice

Company Name: dj entertainment system

Date: 9-15-18

Address/City/ZIP Code: Chicago, IL

Invoice No.: -

Contact: Juan Toledo

Amount Received To:

Invoice Total: \$1,500

Name: Juan Toledo 708.715.4087

Address:

Contact:

Description	Unit Price	Amount
Speaker systems		\$1,500
Mexican independence festival		

Check #10026

Total Amount	\$1,500
---------------------	----------------

Mexican Cultural Center DuPage
103 w Washington St.
West Chicago, IL 60185

MEXICAN CULTURAL CENTER
1213 JOLIET ST SUITE A
WEST CHICAGO, IL 60185

10026

DATE 9/15/2018 CHECK NO. 10026

PAY TO THE ORDER OF Juan Toledo \$ 1,500.00

one thousand five hundred ⁰⁰/₁₀₀ DOLLARS

Republic Bank
West Chicago, Illinois 60185

FOR Excel Sybil FTL

⑆010026⑆ ⑆071001180⑆ 1870000091⑆

20180917 003600205118 07100828002

20180917 003600205118 07100828002

Juan Toledo

Photographing Tomorrow's Memory

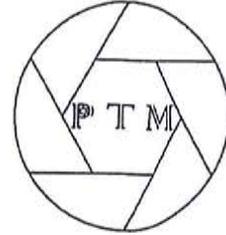
Today's Portrait, Tomorrow's Memory

1879 N Neltor BLVD
West Chicago, IL 60185
Phone: (630) 204-2969

DATE: September 24, 2017
INVOICE # 1

Web: www.photographingtomorrowsmemory.com
Email: David@photographingtomorrowsmemory.com

Bill To:
Name: FERNANDO RAMIREZ
Company Name: MEIXICAN CULTURAL CENTER-DUPAGE
Street Address: 103 WASHINGTON ST
City, ST ZIP Code: West Chicago, IL 60185
Phone: (630) 666-2507
DOXGOR1984@GMAIL.COM



DESCRIPTION	AMOUNT
MEXICAN INDEPENDCE DAY WEENEND	\$ 100.00
PAID IN FULL SEPTEMBER 24, 2018	
CHECK # 10030	
TOTAL	\$ 100.00

Make all checks payable to David Toney
If you have any questions concerning this invoice please contact me.

THANK YOU FOR YOUR BUSINESS!

A small, handwritten mark or signature in the bottom right corner of the page.

Invoice

Company Name: New Era Dance Group

Date: 9-15-18

Address/City/ZIP Code: Bolingbrook, Illinois

Invoice No: -

Contact: Joaquim Nolla

Amount Received To:

Invoice Total: \$300

Name: Joaquim Nolla 630.854.3020

Address:

Contact:

Description	Unit Price	Amount
Mexican Ballet Folklórico Mexican independence festival		\$300

Check #10023

Total Amount \$300

Mexican Cultural Center DuPage
103 w Washington St.
West Chicago, IL 60185

Invoice

Company Name: Oaxaca Dance Group
Address/City/ZIP Code: WestChicago, IL
Contact: Neto

Date: 9-15-18
Invoice No.: -

Amount Received To:

Invoice Total: \$300

Name: Neto 630.835.7041

Address:

Contact:

Description	Unit Price	Amount
Oaxaca dance and sound experience		\$300
Mexican independence festival		

Check # 10023

Total Amount \$300

Mexican Cultural Center DuPage
103 W Washington St.
West Chicago, IL 60185

Invoice

Company Name: Mariachi Heritage Foundation

Date: 9-15-18

Address/City/ZIP Code: Chicago, Illinois

Invoice No. -

Contact: Cesar Mandolado

Invoice Total: \$1000

Name: Cesar Mandolado 312.771.1088

Address:

Contact:

Description	Unit Price	Amount
Mariachi Ensemble		\$1000
Mexican independence festival		

Check #10025

Total Amount \$1000

Mexican Cultural Center DuPage
103 w Washington St.
West Chicago, IL 60185



MEXICAN CULTURAL CENTER
1213 JOLIET ST SUITE A
WEST CHICAGO, IL 60185

10025

DATE 9/18/18

PAY TO THE ORDER OF Martachi Heredia Founder
Martachi heredia de Mexico

one thousand dollars \$ 1000 DOLLARS

FOR Enrollment

Republic Bank
West Chicago, Illinois 60185

Signature: [Handwritten Signature]

⑆010025⑆ ⑆071001180⑆ 1870000091⑆

Seq: 71
Batch: 856349
Date: 09/20/18

Seq: 89871 09/20/18
BAT: 856349 CC: 8850000412
WT: 01 LTPS: Dallas CT
BC: West Loop BC ILI-123

ENDORSE HERE

Credited To The Account Of
The Within Named Payee
Endorsement Guaranteed
Erix of America, N.A.

CHECK HERE IF MOBILE DEPOSIT

DO NOT WRITE, STAMP OR SIGN BELOW THIS LINE

Invoice

Company Name: Mariachi Institute of Chicago

Date: 9-15-18

Address/City/ZIP Code: Chicago, Illinois

Invoice No. -

Contact: Tony Ozuna

Invoice Total: \$700

Name: Tony Ozuna 520.878.8688

Address:

Contact:

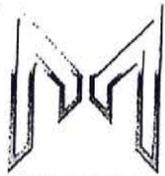
Description	Unit Price	Amount
Mariachi Ensemble		\$700
Mexican independence festival		

Check #10024

Total Amount

\$700

Mexican Cultural Center DuPage
103 w Washighton St.
West Chicago, IL 60185



MIDWEST COACH LIMOUSINE

Company Name: Midwest Coach Limo

Date: 9-20-18

Address/City/ZIP Code: North Aurora, Illinois

Invoice No: -

Contact: Esmeralda

Invoice Total: \$510

Name: Esmeralda 331-903-0088

Address: 199 Poplar Pl, North Aurora, IL 60542

Contact:

Description	Unit Price	Amount
-------------	------------	--------

Pick-up Date: 09/16/2018 - Sunday		\$510
Pick-up Time: 04:00 AM		
ServiceType: AIRPORT DEPARTURE		
Passenger: Fernando Ramirez		
Phone Number: (630) 666-2507		
No. of Pass: 16		
Vehicle Type: 23P PLATINUM SHUTTLE		

Check #10011

Trip Routing Information: PU: -- : Geneva Motel 100 S Tyler Rd
 St. Charles, IL 60174 (United States of America)
 DO: -- : MDW - Chicago Midway International Airport

Total Amount	\$510
---------------------	--------------

Mexican Cultural Center DuPage
 103 w Washington St.
 West Chicago, IL 60185

The University of Texas Rio Grande Valley

1201 West University Dr.
Edinburg, Texas 78539-2909

Date: 9-20-18

Name: Dahlia Guerra
Address: dahlia.guerra@utrgv.edu
Contact: 956.655.2811

Description	Unit Price	Amount
Mariachi Ensemble Performance weekend		\$5000
Mexican independence festival		

Check #10020

Total Amount \$5000

Mexican Cultural Center DuPage
103 w Washigton St.
West Chicago, IL 60185

MEXICAN CULTURAL CENTER
1213 JOLIET ST SUITE A
WEST CHICAGO, IL 60185

10020

DATE 9/15/18 7-113/710
18 RECEIVED

PAY TO THE ORDER OF University of Texas Rio Grande Valley \$ 5000

Five thousand dollars DOLLARS

FOR MW weekend

Republic Bank
West Chicago, IL 60185

[Signature]

⑆010020⑆ ⑆0710011801⑆ 187000009⑆

University of Texas Rio Grande Valley
For Deposit Only

TXDLID# 1118

SID/EID# 11A

Cashier AA Date 9-19-18

Grand Valley State University
CORE file# 2018262007, 9/19/2018
09/19/2018 4:34:11 PM
Event # 21, \$5000.00
Check Amount \$5000.00
Bank Deposit Account - Check, Ac
For Deposit Only

Geneva Motel Inn
 100 TYLER ROAD
 ST CHARLES, IL 60174

(630) 513-6500

08/30/18 03:11 pm

Guarantee/Cxl GTD/4PM

Registered To:

Ramirez, Fernando
 1213 Joliet St
 WEST CHICAGO, IL 60185

Room # _____

Conf # 5389

Arrival 09/14/18

Departure 09/16/18

Room Type QQN-TWO QUEEN NON SMOKING

Guests 2 / 0

Payment Visa/Master

Account XXXX-XXXX-XXXX-0785

(630) 666-2507

Guest Initials:

Reservation & Rate Information								Avg Daily Rate:	\$75.00
Date	Fri	Sat	EXTENDED DATES						
09/14/18	09/15/18								
Rate	\$75.00	\$75.00							
Tax	8.25	8.25							
Pkg									
Extra 1									
Extra 2									

This is to confirm your reservation for the above listed dates is now confirmed. Check-in time is 2PM or later. If you are arriving later than 9PM, please call and inform us. Also, On the day of arrival we may charge your credit card on file. Should it be declined, we will give you call to inform you and give you 2 hour to get back to us. After that time your reservation will be cancelled. Your room will be held for your arrival and will be charged if you fail to arrive. If you would like to cancel without a charge, you must do so 24 hour prior to your date of arrival by 2pm. Failure to do so will result in a one day charge to the credit card on file.

www.genevamotelinnil.com

Reservationist

1/7/18
 Joliet

Geneva Motel Inn
 100 TYLER ROAD
 ST CHARLES, IL 60174

(630) 513-6500

08/30/18 03:10 pm

Guarantee/Cxl GTD/4PM

Registered To:

Ramirez, Fernando
 1213 Joliet St
 WEST CHICAGO, IL 60185

Room # _____

Conf # 5388

Arrival 09/14/18

Departure 09/16/18

Room Type QQN-TWO QUEEN NON SMOKING

Guests 2 / 0

Payment Visa/Master

Account XXXX-XXXX-XXXX-0785

(630) 666-2507

Guest Initials:

Reservation & Rate Information		Avg Daily Rate:					
		\$75.00		EXTENDED DATES			
Date	Fri	Sat					
	09/14/18	09/15/18					
Rate	\$75.00	\$75.00					
Tax	8.25	8.25					
Pkg							
Extra 1							
Extra 2							

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www.genevamotelinnil.com

Reservationist

Geneva Motel Inn
 100 TYLER ROAD
 ST CHARLES, IL 60174

(630) 513-6500

08/30/18 03:09 pm

Guarantee/Cxl GTD/4PM

Registered To:

Ramírez, Fernando
 1213 Joliet St
 WEST CHICAGO, IL 60185

Room # _____

Conf # 5387

Arrival 09/14/18

Departure 09/16/18

Room Type QQN-TWO QUEEN NON SMOKING

Guests 2 / 0

Payment Visa/Master

Account XXXX-XXXX-XXXX-0785

(630) 666-2507

Reservation & Rate Information							Guest Initials:	
							Avg Daily Rate:	\$75.00
Date	Fri 09/14/18	Sat 09/15/18	EXTENDED DATES					
Rate	\$75.00	\$75.00						
Tax	8.25	8.25						
Pkg								
Extra 1								
Extra 2								

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www.genevamotelinnil.com

Reservationist

Geneva Motel Inn
 100 TYLER ROAD
 ST CHARLES, IL 60174

(630) 513-6500

08/30/18 03:09 pm

Guarantee/Cxl GTD/4PM

Registered To:

Ramirez, Fernando
 1213 Joliet St
 WEST CHICAGO, IL 60185

Room # _____

Conf # 5386

Arrival 09/14/18

Departure 09/16/18

Room Type QQN-TWO QUEEN NON SMOKING

Guests 2 / 0

Payment Visa/Master

Account XXXX-XXXX-XXXX-0785

(630) 666-2507

Guest Initials:

Reservation & Rate Information								Avg Daily Rate:	\$75.00
Date	Fr	Sat	EXTENDED DATES						
09/14/18	09/14/18	09/15/18							
Rate	\$75.00	\$75.00							
Tax	8.25	8.25							
Pkg									
Extra 1									
Extra 2									

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www.genevamotelinnil.com

Reservationist

Geneva Motel Inn
 100 TYLER ROAD
 ST CHARLES, IL 60174

(630) 513-6500

08/30/18 03:08 pm

Guarantee/Cxl GTD/4PM

Registered To:

Ramirez, Fernando
 1213 Joliet St
 WEST CHICAGO, IL 60185

Room # _____
 Conf # 5385
 Arrival 09/14/18
 Departure 09/16/18
 Room Type QQN-TWO QUEEN NON SMOKING
 Guests 2 / 0
 Payment Visa/Master
 Account XXXX-XXXX-XXXX-0785

(630) 666-2507

Guest Initials:

Reservation & Rate Information		Avg Daily Rate: \$75.00	
Date	Fri 09/14/18	Sat 09/15/18	EXTENDED DATES
Rate	\$75.00	\$75.00	
Tax	8.25	8.25	
Pkg			
Extra 1			
Extra 2			

This is to confirm your reservation for the above listed dates is now confirmed. Check-in time is 2PM or later. If you are arriving later than 9PM, please call and inform us. Also, On the day of arrival we may charge your credit card on file. Should it be declined, we will give you call to inform you and give you 2 hour to get back to us. After that time your reservation will be cancelled. Your room will be held for your arrival and will be charged if you fail to arrive. If you would like to cancel without a charge, you must do so 24 hour prior to your date of arrival by 2pm. Failure to do so will result in a one day charge to the credit card on file.

www.genevamotelinnil.com

Reservationist

Geneva Motel Inn
 100 TYLER ROAD
 ST CHARLES, IL 60174

(630) 513-6500

08/30/18 03:07 pm

Guarantee/Cxl GTD/4PM

Registered To:

Ramirez, Fernando
 1213 Joliet St
 WEST CHICAGO, IL 60185

Room # _____

Conf # 5384

Arrival 09/14/18

Departure 09/16/18

Room Type QQN-TWO QUEEN NON SMOKING

Guests 2 / 0

Payment Visa/Master

Account XXXX-XXXX-XXXX-0785

(630) 666-2507

Guest Initials:

Reservation & Rate Information								Avg Daily Rate:	\$75.00
Date	Fri 09/14/18	Sat 09/15/18	EXTENDED DATES						
Rate	\$75.00	\$75.00							
Tax	8.25	8.25							
Pkg									
Extra 1									
Extra 2									

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www.genevamotelinnil.com

 Reservationist

Geneva Motel Inn
 100 TYLER ROAD
 ST CHARLES, IL 60174

(630) 513-6500

08/30/18 03:06 pm

Guarantee/Cxl GTD/4PM

Registered To:

Ramirez, Fernando
 1213 Joliet St
 WEST CHICAGO, IL 60185

Room # _____

Conf # 5383

Arrival 09/14/18

Departure 09/16/18

Room Type QQN-TWO QUEEN NON SMOKIN

Guests 2 / 0

Payment Visa/Master

Account XXXX-XXXX-XXXX-0785

(630) 666-2507

Guest Initials: _____

Reservation & Rate Information							Avg Daily Rate:	\$75.00
Date	Fri 09/14/18	Sat 09/15/18	EXTENDED DATES					
Rate	\$75.00	\$75.00						
Tax	8.25	8.25						
Pkg								
Extra 1								
Extra 2								

This is to confirm your reservation for the above listed dates is now confirmed. Check-in time is 2PM or later. If you are arriving later than 9PM, please call and inform us. Also, On the day of arrival we may charge your credit card on file. Should it be declined, we will give you call to inform you and give you 2 hour to get back to us. After that time your reservation will be cancelled. Your room will be held for your arrival and will be charged if you fail to arrive. If you would like to cancel without a charge, you must do so 24 hour prior to your date of arrival by 2pm. Failure to do so will result in a one day charge to the credit card on file.

www.genevamotelinnil.com

Reservationist

[Handwritten initials]



fernando ramirez <doxgor1984@gmail.com>

Southwest Airlines Confirmation-De Leon/Orlando-Confirmation: K6FRAB

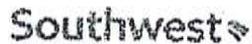
4 messages

Southwest Airlines <SouthwestAirlines@luv.southwest.com>
Reply-To: Southwest Airlines <reply@wnco.com>
To: doxgor1984@gmail.com

Fri, Aug 10, 2018 at 1:06 PM

Thanks for choosing Southwest® for your trip

15424.30



Ready for takeoff!



Thanks for choosing Southwest® for your trip. You'll find everything you need to know about your reservation below. Happy travels!



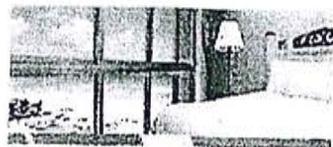
AIR Confirmation: K6FRAB

Confirmation Date: 08/10/2018

Save up to 30%
Plus earn up to 2,400 Rapid Rewards® points.

Let's go 

Budget®



Earn up to 10,000 Rapid Rewards® points per night
Select your room >



Add a rental car

- ✓ Earn Rapid Rewards® points
- ✓ Guaranteed lowest rate
- ✓ Free cancellation

Book a car >

Passenger(s)	Ticket #
DE LEON/ORLANDO	5261476583646
POSAS/ALEXA MICHELLE	5261476583647
ESCOBEDO/JAMES EDWARD	5261476583648
LAGUNES/BRIGIDO	5261476583649
SANCHEZ/ALAN	5261476583650
FERNANDEZ/JULIA N ANTONIO	5261476583651
GUERRA/CLYDE MI CHAEL	5261476583652
BERMEA/HECTOR F ABIAN	5261476583653
CORREON/FRANCISCO DAVID JR	5261476583654
GONZALEZ/CARLOS ALBERTO	5261476583655
ALANIS/ALICIA	5261476583656
GARCIA/NATHAN ERIC	5261476583657
CHAVEZ/LUIS ANGEL	5261476583658
LOERA/FRANCISCO	5261476583659

Date	Flight	Departure/Arrival
Fri Sep 14	1347	Depart HARLINGEN, TX (HRL) on Southwest Airlines at 09:55 AM Arrive in HOUSTON (HOBBY), TX (HOU) at 11:00 AM
	5235	Change planes to Southwest Airlines in HOUSTON (HOBBY), TX (HOU) at 12:40 PM Arrive in CHICAGO (MIDWAY), IL (MDW) at 03:05 PM Travel Time 5 hrs 10 mins
Sun Sep 16	5188	Depart CHICAGO (MIDWAY), IL (MDW) on Southwest Airlines at 06:50 AM Arrive in HOUSTON (HOBBY), TX (HOU) at 09:20 AM
	6367	Change planes to Southwest Airlines in HOUSTON (HOBBY), TX (HOU) at 10:50 AM Arrive in HARLINGEN, TX (HRL) at 11:50 AM Travel Time 5 hrs 0 mins

 **Bags fly free®:** First and second checked bags. Weight and size limits apply. One small bag and one personal item are permitted as carryon items, free of charge.

 **30 minutes before departure:** We encourage you to arrive in the gate area no later than 30 minutes prior to your flight's scheduled departure as we may begin boarding as early as 30 minutes before your flight.

 **10 minutes before departure:** You must obtain your boarding pass(es) and be in the gate area for boarding at least 10 minutes prior to your flight's scheduled departure time. If not, Southwest may cancel your reserved space and you will not be eligible for denied boarding compensation.

 **If you do not plan to travel on your flight:** In accordance with Southwest's No Show Policy, you must notify Southwest at least 10 minutes prior to your flight's scheduled departure if you do not plan to travel on your flight. Customers who fail to cancel reservations for a Wanna Get Away fare segment at least ten (10) minutes prior to travel and who do not board the flight will be considered a no show, and all remaining unused Wanna Get Away funds will be forfeited. All remaining unused Business Select and Anytime funds will be converted to reusable travel funds. If you no show your reward travel reservation, the points will be redeposited to the purchaser's Rapid Rewards account. Any taxes and fees associated with your reward travel reservation will be held for future use in the form of reusable travel funds under the name of the traveler(s).

Need to make a change? Keep your confirmation number on record. It will be used to retrieve your reservation and apply funds to future travel.

Air Cost: \$434.90

Fare Rule(s): 5261476583653: NONREFUNDABLE/NONTRANSFERABLE
STANDBY REQ UPGRADE TO Y -BG WN
5261476583650: NONREFUNDABLE/NONTRANSFERABLE STANDBY REQ
UPGRADE TO Y -BG WN
5261476583658: NONREFUNDABLE/NONTRANSFERABLE STANDBY REQ
UPGRADE TO Y -BG WN
5261476583649: NONREFUNDABLE/NONTRANSFERABLE STANDBY REQ
UPGRADE TO Y -BG WN
5261476583651: NONREFUNDABLE/NONTRANSFERABLE STANDBY REQ
UPGRADE TO Y -BG WN
5261476583659: NONREFUNDABLE/NONTRANSFERABLE STANDBY REQ
UPGRADE TO Y -BG WN

Travel more
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Rapid Rewards

- ✓ Unlimited reward seats
- ✓ No blackout dates
- ✓ Redeem for international flights and more

Enroll now >

9/27/2018

Gmail - Southwest Airlines Confirmation-De Leon/Orlando-Confirmation: K6FRAB

Payment Amount: \$387.45

Payment Type: Mastercard XXXXXXXXXXXX0785

Date: Aug 10, 2018

Payment Amount: \$387.45

Payment Type: Mastercard XXXXXXXXXXXX0785

Date: Aug 10, 2018

Payment Amount: \$387.45

Payment Type: Mastercard XXXXXXXXXXXX0785

Date: Aug 10, 2018

Payment Amount: \$387.45

Payment Type: Mastercard XXXXXXXXXXXX0785

Date: Aug 10, 2018

Payment Amount: \$387.45

Payment Type: Mastercard XXXXXXXXXXXX0785

Date: Aug 10, 2018

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Payment Type: Mastercard XXXXXXXXXXXX0785

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Payment Type: Mastercard XXXXXXXXXXXX0785

Date: Aug 10, 2018

Payment Amount: \$387.45

Payment Type: Mastercard XXXXXXXXXXXX0785

Date: Aug 10, 2018

Payment Amount: \$387.45

Payment Type: Mastercard XXXXXXXXXXXX0785

Date: Aug 10, 2018

Payment Amount: \$387.45

Useful Tools

- [Check In Online](#)
- [Early Bird Check-In](#)
- [View Share Itinerary](#)
- [Change Air Reservation](#)
- [Cancel Air Reservation](#)
- [Check Flight Status](#)
- [Flight Status Notifications](#)
- [Rent a Car](#)
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- [Baggage Policies](#)
- [Suggested Airport Arrival Times](#)
- [Security Procedures](#)
- [Customs of Stay](#)
- [Go Fly Air](#)
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**Atlas Bleachers & Stages
Oosterbaan Scaffolding Co.**

Invoice 102577

11040 South Langley Avenue
Chicago, IL 60628

Date 9/6/2018

Phone (773) 785-5402 Fax (773) 785-5455
www.atlasbleachers.com

Bill To:

Ship To:

Mexican Cultural Center DuPage
1213 Joliet Street, Suite A
West Chicago, IL 60185

200 Main Street
West Chicago, IL 60185

P.O. No.

FOB

Terms

Chicago, IL

Due on 9/15/18

Qty

Description

Price Each

Amount

Rental from 9-15-2018 to 9-15-2018
1 - 10 row x 39' transportable bleacher unit 260
gross seats
Unit size 19' 6" deep x 39' long

1,585.00

Paid

Make all checks payable to: Atlas Bleachers

Subtotal \$1,585.00

Tax (9.0%) \$0.00

Total \$1,585.00

Payments/Credits \$400.00

Balance Due \$1,185.00

Check # 10017

A finance charge of 1.5% / month will be applied to all balances not paid within 30 days.

AM

MEXICAN CULTURAL CENTER Pic# 091518MCCD 10015
 1213 JOLIET ST SUITE A
 WEST CHICAGO, IL 60185

DATE 8/10/18 2-118/710
 18 CHECK NUMBER

PAY TO THE ORDER OF Atlas Bleachers \$ 400.00
four hundred dollars DOLLARS

FOR Deposit Re Bleach [Signature]

Republic Bank (MID)
 West Chicago, Illinois 60185

⑆010015⑆ ⑆071001180⑆ 1870000091⑆

Security Features exceed industry standards and include:
 • Microprint: Make up account on check number on back of check
 • Mobile Deposit: Mobile Deposit check mark to indicate check is being deposited via mobile device
 • The words "MOBILE DEPOSIT" are on the back
 • Photo Gate Deposit: Iron visible on front and back

Do not cash if:
 • Any of the features listed above are missing or appear altered
 • The words "MOBILE DEPOSIT" are not on the back
 • The words "MOBILE DEPOSIT" are not on the back

Deposit Only to Named Payee <071901604>

08/18/2018 211001001752690

ENDORSE HERE
 X PAY TO THE ORDER OF
 STANDARD BANK & TRUST COMPANY
 EVERGREEN PARK, IL 60005
 FOR DEPOSIT ONLY
 ATLAS BLEACHERS
 0418570002

CHECK HERE IF MOBILE DEPOSIT
 DO NOT WRITE, STAMP OR SIGN BELOW THIS LINE
 RESERVED FOR FUTURE USE

MEXICAN CULTURAL CENTER
1213 JOUET ST SUITE A
WEST CHICAGO, IL 60186

091518MCD

10017

DATE 7/13/18

2-118710
18

CHECK #0000

PAY TO THE ORDER OF Atlas Bleachers

an amount one hundred eighty five \$ 1185.00
DOLLARS

Republie Bank
West Chicago, Illinois 60186

FOR Bleachers, MID

[Signature]

⑈010017⑈ ⑆071001180⑆ 1870000091⑈

09/28/2018 231001000242890 >071901604<

For Deposit Only to Named Payee <071901604>

09/28/2018 231001000242890

PAY TO THE ORDER OF
STANDARD BANK & TRUST COMPANY
EVERETT PARK, IL 60005
FROM DEPOSIT ONLY
OOSTERBAUM SEC FOLDING CO.
ATLAS BLEACHERS
841873002



LAKESHORE

Recycling Systems

3152 S California Ave
 Chicago, IL 60608-5112

6132 Oakton St
 Morton Grove, IL 60053-2718

Phone - 773.685.8811
 Fax - 773.685.6043
www.LRSrecycles.com

TRANSACTION RECORD RECEIPT

Customer Site Name.....: 001279 City of West Chicago
 Invoice #.....: O A
 Invoice Date.....: 9/14/2010 12:00:00AM
 Payment Transaction Date.....: 10/2/2018 12:18:16PM
 Credit Card #/Checking Account #: *****0785
 Credit Card Type/Payment Type...: MasterCard
 Transaction Amount.....: \$453.00
 Authorization code: 021825 (TransactionID: 61318736738)

PIT STOP COMPANY
AWong 10/02/2018 12:18 PM
2018/10/02-Tuesday
12:18:33PM



NATIONAL CONSTRUCTION RENTALS

800-352-5675 • rentnational.com

Est. arrival _____ to _____

Confirmed? Yes Left Message



#710.43

ADDITIONAL REQUESTS

Core Drilling _____ (Ft) @ _____ plf= _____

Hillside _____ (Ft) @ _____ plf= _____

Hand Carry _____ (Ft) @ _____ plf= _____

_____ (Ft) @ _____ plf= _____

Authorized Signature for Above _____

Paid by: Cash Credit Card Check # _____

Time Arrived _____ a.m. p.m. Time Completed _____ a.m. p.m. Date _____

Foreman _____ (Print Name) Helper _____ (Print Name)

Lessee agrees to be bound by the terms and conditions stipulated on the reverse of the contract. Lessee must call to order removal of rental equipment. Lessor requires 10 working days for removal upon notice of termination of lease. Lessee agrees to all additional charges, including but not limited to core drilling, hand carry, hillside, inaccessible, etc. Lessor, as defined in paragraph 1 of the Terms and Conditions on the reverse side hereof (Lessor), agrees to furnish the property/equipment specified above for installation and one trip removal. Additional trips for repair, relocation or removal will be billed at Lessor's prevailing rate. After thirty (30) calendar days, if any amount due has not been paid in full, Lessor shall have the right to remove rental equipment and terminate this Contract. In addition, Lessee agrees to pay Lessor's attorney's fees and other costs incurred to enforce payment of delinquent bills.

Lessee _____ (Print Name) Lessee Signature _____ Date _____

MEXICAN CULTURAL CENTER
1213 JOLIET ST SUITE A
WEST CHICAGO, IL 60185

30112463
1128514

10019

DATE: 9/14/18

2-118/710
18

CHECK IMAGE

PAY TO THE ORDER OF: National Constuct Rental \$ 700.00

Seven hundred or seventy dollars

Republic Bank
West Chicago, Illinois 60185

FOR: M.P. Barroba

Photo Safe Deposit Data Link

⑈010019⑈ ⑆071001180⑆ 1870000091⑈

INT'L CONSTRUCTION REMTALS, INC 4933033318
5742831222

FOR DEPOSIT ONLY ⑆ 4933033318
INT'L CONSTRUCTION REMTALS, INC

Invoice

Company Name: Security

Date: 9-15-18

Address/City/ZIP Code: Wheaton, Illinois

Invoice No: -

Contact: Alex Csukor

Invoice Total: \$500

Name: Alex Csukor 630.624.7233

Address:

Contact:

Description	Unit Price	Amount
-------------	------------	--------

Overnight Security, 8pm to 7am

\$500

Mexican independence festival

Check #10027

Total Amount

\$500

Mexican Cultural Center DuPage
103 w Washington St.
West Chicago, IL 60185

MEXICAN CULTURAL CENTER
 1213 JOLIET ST SUITE A
 WEST CHICAGO, IL 60185

10027

DATE 9/11/18

PAY TO THE ORDER OF Alex Cooker \$ 500

Five hundred dollars $\frac{00}{100}$ DOLLARS

FOR MID Security

Republic Bank
 West Chicago, Illinois 60185

7120020480 89/17/18 WHEATON >871925389<

⑈010027⑈ ⑆071001180⑆ 1870000091⑈

7120020480 89/17/18 WHEATON >871925389<

018001307

DEPOSIT



amazon

Order Placed: September 11, 2018
Amazon.com order number: 111-6166590-5016228
Order Total: \$26.52
Supporting: People Made Visible Inc

Handwritten notes: "Total 298.14", "Check # 111.58", "Check # 12.31" with a circled "Total" label.

Shipped on September 12, 2018

Items Ordered

3 of: *Kidsco Jumping Leap Frog Toy - 144, 2 Inch Pack Assorted Colors, Plastic - For Kids, Playing, Parties, Gifts, Party Favors, Easter, Birthdays, & School* **Price**
Sold by: Everything u Need () **\$8.99**

Condition: New

Shipping Address:

Sara Phalen
787 Hickory Ln
WEST CHICAGO, IL 60185
United States

Shipping Speed:

Two-Day Shipping

Item(s) Subtotal: \$26.97
Shipping & Handling: \$0.00
Your Coupon Savings: -\$0.45

Total before tax: \$26.52
Sales Tax: \$0.00

Total for This Shipment: \$26.52

Payment information

Payment Method:

Amazon.com Visa Signature | Last digits: 8341

Billing address

Sara Phalen
131 Hill Court
West Chicago, IL 60185
United States

Item(s) Subtotal: \$26.97
Shipping & Handling: \$0.00
Your Coupon Savings: -\$0.45

Total before tax: \$26.52
Estimated tax to be collected: \$0.00

amazon

Order Placed: September 12, 2018
Amazon.com order number: 111-7641000-1521810
Order Total: \$32.78
Supporting: People Made Visible Inc

Shipped on September 13, 2018

Items Ordered

2 of: *Dubble Bubble Gum 5lb Bulk by Candy Crate*
Sold by: Blue Monster LLC ()
Condition: New

Price
\$16.39

Shipping Address:

Sara Phalen
787 Hickory Ln
WEST CHICAGO, IL 60185
United States

Shipping Speed:

Two-Day Shipping

Item(s) Subtotal: \$32.78
Shipping & Handling: \$0.00

Total before tax: \$32.78
Sales Tax: \$0.00

Total for This Shipment: \$32.78

Payment information

Payment Method:

Amazon.com Visa Signature | Last digits: 8341

Billing address

Sara Phalen
131 Hill Court
West Chicago, IL 60185
United States

Item(s) Subtotal: \$32.78
Shipping & Handling: \$0.00

Total before tax: \$32.78
Estimated tax to be collected: \$0.00

Grand Total: \$32.78

amazon



Order Placed: September 12, 2018
Amazon.com order number: 111-3449274-6126601
Order Total: \$191.90
Supporting: People Made Visible Inc

Shipped on September 13, 2018

Items Ordered

1 of: *HUGE Assorted Candy PARTY MIX BOX 6.25 LBS/100 OZ Over 250 Individually Wrapped Candies like Skittles Lifesavers Haribo Starburst Fireballs Jolly Ranchers Swedish Fish Sour Patch Dubble Bubble & MORE* **Price** \$35.99
Sold by: Simply Deals on Call () | Product question? ()

Condition: New

2 of: *Assorted Candy Party Mix, 5 LB Bulk Bag: Fire Balls, Airheads, Jawbusters, Laffy Taffys, Tootsie Rolls and Much More of Your Favorite Candy!* **Price** \$25.99
Sold by: Fast and Swift () | Product question? ()

Condition: New

Shipping Address:

Sara Phalen
787 Hickory Ln
WEST CHICAGO, IL 60185
United States

Shipping Speed:

Two-Day Shipping

Item(s) Subtotal: \$87.97
Shipping & Handling: \$0.00

Total before tax: \$87.97
Sales Tax: \$0.00

Total for This Shipment: \$87.97

Shipped on September 13, 2018

Items Ordered

1 of: *Fun Express Mini Porcupine Balls (12 Dozen)* **Price** \$15.90
Sold by: William & Douglas ()

Condition: New

1 of: *Fun Express Mini Neon Smile Face Bouncing Balls (144 Piece)*
Sold by: Help Me Ronda Things ()

\$11.99

Condition: New

Brand New, Multiple items. At Amazon for Super Saver, Prime or buy it straight out. Thank you.

Shipping Address:

Sara Phalen
787 Hickory Ln
WEST CHICAGO, IL 60185
United States

Shipping Speed:

Two-Day Shipping

Item(s) Subtotal: \$27.89
Shipping & Handling: \$0.00

Total before tax: \$27.89
Sales Tax: \$0.00

Total for This Shipment: \$27.89

Shipped on September 13, 2018

Items Ordered

1 of: *HUGE Assorted Candy PARTY MIX BOX 6.25 LBS/100 OZ Over 250 Individually Wrapped Candies like Skittles Lifesavers Haribo Starburst Fireballs Jolly Ranchers Swedish Fish Sour Patch Dubble Bubble & MORE* **Price** \$35.99
Sold by: Simply Deals on Call () | Product question? ()

Condition: New

3 of: *Pinata Toy Mix 64 pcs (108 pcs)*
Sold by: Country_Art_House ()

\$13.35

Condition: New

Shipping Address:

Sara Phalen
787 Hickory Ln
WEST CHICAGO, IL 60185
United States

Shipping Speed:

Two-Day Shipping

Item(s) Subtotal: \$76.04
Shipping & Handling: \$0.00

Total before tax: \$76.04
Sales Tax: \$0.00

Total for This Shipment: \$76.04

Payment information

Payment Method:

Amazon.com Visa Signature | Last digits: 8341

Billing address

Sara Phalen
131 Hill Court
West Chicago, IL 60185
United States

Credit Card transactions

Item(s) Subtotal: \$191.90
Shipping & Handling: \$0.00

Total before tax: \$191.90
Estimated tax to be collected: \$0.00

Grand Total: \$191.90

Visa ending in 8341: September 13, 2018: \$191.90

To view the status of your order, return to [amazon.com](#).

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amazon

Order Placed: September 11, 2018
Amazon.com order number: 111-4222911-4253029
Order Total: \$101.81
Supporting: People Made Visible Inc

Shipped on September 13, 2018

Items Ordered

1 of: *Tootsies frooties assorted 5lb (2.27kg)*
Sold by: ShippedFast ()

Price
\$18.11

Condition: New
The Finests Customer Service!

1 of: *Rhode Island Novelty 144 Plastic Glitter Rings (Assorted Colors and Designs)*
Sold by: toyvender ()

\$6.28

Condition: New

Shipping Address:

Sara Phalen
787 Hickory Ln
WEST CHICAGO, IL 60185
United States

Shipping Speed:

Two-Day Shipping

Item(s) Subtotal: \$24.39
Shipping & Handling: \$0.00

Total before tax: \$24.39
Sales Tax: \$0.00

Total for This Shipment: \$24.39

Shipped on September 12, 2018

Items Ordered

1 of: *Tootsies frooties assorted 5lb (2.27kg)*
Sold by: ShippedFast ()

Price
\$18.11

Condition: New

The Finests Customer Service!

Shipping Address:

Sara Phalen
787 Hickory Ln
WEST CHICAGO, IL 60185
United States

Shipping Speed:

Two-Day Shipping

Item(s) Subtotal: \$18.11
Shipping & Handling: \$0.00

Total before tax: \$18.11
Sales Tax: \$0.00

Total for This Shipment: \$18.11

Shipped on September 13, 2018

Items Ordered

2 of: *Rhode Island Novelty Assorted Super Bouncy Balls (250 Count), 27mm*
Sold by: Mozlly ()

Condition: New

Price
\$19.77

Shipping Address:

Sara Phalen
787 Hickory Ln
WEST CHICAGO, IL 60185
United States

Shipping Speed:

Two-Day Shipping

Item(s) Subtotal: \$39.54
Shipping & Handling: \$0.00

Total before tax: \$39.54
Sales Tax: \$0.00

Total for This Shipment: \$39.54

Shipped on September 13, 2018

Items Ordered

1 of: *Rhode Island Novelty Assorted Super Bouncy Balls (250 Count), 27mm*
Sold by: Mozlly ()

Condition: New

Price
\$19.77

Shipping Address:

Sara Phalen
787 Hickory Ln
WEST CHICAGO, IL 60185
United States

Shipping Speed:

Two-Day Shipping

Item(s) Subtotal: \$19.77
Shipping & Handling: \$0.00

Total before tax: \$19.77
Sales Tax: \$0.00

Total for This Shipment: \$19.77

Payment information

Payment Method:

Amazon.com Visa Signature | Last digits: 8341

Billing address

Sara Phalen
131 Hill Court
West Chicago, IL 60185
United States

Item(s) Subtotal: \$101.81
Shipping & Handling: \$0.00

Total before tax: \$101.81
Estimated tax to be collected: \$0.00

Grand Total: \$101.81

Credit Card transactions

Visa ending in 8341: September 13, 2018: \$18.11
Visa ending in 8341: September 13, 2018: \$18.11
Visa ending in 8341: September 13, 2018: \$83.70

To view the status of your order, return to [my Amazon.com](#).

amazon

Order Placed: September 11, 2018
Amazon.com order number: 111-5607465-5242606
Order Total: \$45.15
Supporting: People Made Visible Inc

Shipped on September 12, 2018

Items Ordered

1 of: *AirHeads Mini Bars Case, Assorted, Party, Halloween, 25 Pound*
Sold by: Amazon.com Services, Inc

Price
\$54.07

Condition: New

Shipping Address:

Sara Phalen
787 Hickory Ln
WEST CHICAGO, IL 60185
United States

Shipping Speed:

Standard Shipping

Item(s) Subtotal: \$54.07
Shipping & Handling: \$0.00
Your Coupon Savings: -\$13.52

Total before tax: \$40.55
Sales Tax: \$4.60

Total for This Shipment: \$45.15

Payment information

Payment Method:

Amazon.com Visa Signature | Last digits: 8341

Billing address

Sara Phalen
131 Hill Court
West Chicago, IL 60185
United States

Item(s) Subtotal: \$54.07
Shipping & Handling: \$0.00
Your Coupon Savings: -\$13.52

Total before tax: \$40.55
Estimated tax to be collected: \$4.60

Grand Total: \$45.15

9/27/2018

Gmail - Transaction Receipt from One Hour Tees for \$269.55 (USD)

M 10/10/18

fernando ramirez <doxgor1984@gmail.com>

Transaction Receipt from One Hour Tees for \$269.55 (USD)

2 messages

Auto-Receipt <noreply@mail.authorize.net>
Reply-To: Ryan Barkan <info@onehourtees.com>
To: Fernando Ramirez <doxgor1984@gmail.com>

Mon, Sep 10, 2018 at 11:16 AM

Description: Type In Your Amount (The Total Will Be Listed On Your Invoice)

Billing Information

Fernando Ramirez
1313 Joliet St.
West Chicago, IL 60185
United States
doxgor1984@gmail.com

Shipping Information

Total: \$269.55 (USD)

Date/Time: 10-Sep-2018 9:16:40 PDT
Transaction ID: 61278128576
Payment Method: MasterCard xxxx0785
Transaction Type: Purchase
Auth Code: 011649

One Hour Tees
Chicago, IL 60647
US
info@onehourtees.com

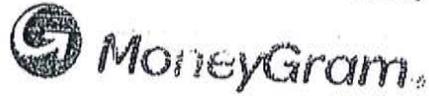
fernando ramirez <doxgor1984@gmail.com>
To: vinny@onehourtees.com

Mon, Sep 10, 2018 at 11:18 AM

[Quoted text hidden]

--
Fernando Ramirez

31251572



CUSTOMER COPY/COPIA DEL CLIENTE

MoneyGram Financial Systems, Inc.
1150 Elise Ave S
Minneapolis, MN 55410
1-800-925-9400
www.moneygram.com

SUPERMERCADO TAMPLCO

8740044300010300027605
Date/Fecha: 6/13/2018 Time/Hora: 2:06 PM

Sender Information/
Información del remitente:
FERNANDO R MARTINEZ
102 N. 31 UNIT B
WEST CHICAGO, IL 60185
Phone/Teléfono: 6306662507

Recipient Information/
Información del destinatario:
FERNANDO RANON MARTINEZ

Expected Destination/ destino Esperado:
MEXICO
10 Minute Service / Servicio 10 minutos - MXN

Full Phone Call/ llamada gratuita
Dial/ Marcar: 1-800-925-5346
PIN/ PIN: 3327271469

Reference Number/
Número de referencia

22861696

Date Available in Receive Country/
Fecha disponible en el país de destino
May be available sooner
Puede estar disponible antes
6/13/2018

Transfer Amount/
Monto de la transferencia: 5.00 USD
Transfer Fees/
Tarifa de la transferencia: 124.40 USD
Transfer Taxes/
Impuestos de la transferencia: 0.00 USD
Total/
Total: 129.40 USD

Exchange Rate/
Tipo de cambio:
1 USD = 20.535 MXN

Transfer Amount/
Monto de la transferencia: 24074.26 MXN
Other Fees/
Otras tarifas: 0.00 MXN
Other Taxes/
Otros impuestos: 0.00 MXN
Total to Recipient/
Total para el destinatario: 24074.26 MXN

Recipient may receive less due to fees charged by the recipient's bank and foreign taxes. El destinatario puede recibir menos debido a honorarios cobrados por banco del destinatario y impuestos extranjeros.

You have a right to dispute errors in your transaction. If you think there is an error, contact us within 180 days at 1(800)925-9400 or www.moneygram.com. You can also contact us for a written explanation of your rights. / Tiene derecho a reclamar los errores que encuentre en su transacción. Si cree que existe un error, comuníquese con nosotros en un plazo de 180 días al 1(800)925-9400 o a través de www.moneygram.com. También puede comunicarse con nosotros para obtener una explicación por escrito de sus derechos.

You can cancel for a full refund within 30 minutes of payment, unless the funds have been picked up or deposited. / Puede cancelar una cancelación para obtener un reembolso completo...

Scotiabank

True to purpose

ATM RECEIPT X-100
610 980

ATM RECEIPT X-100

SALTS

00215219000000

Receipt 00215219000000 TERM 01050000

DATE 14-06-16 10:00 AM 002125
AMOUNT 25.00
*****4085

Branch: Delta Westland
ATM: 0000000011010
ID: 00000000000000

SAL : \$ 25.00

00000000000000

PLEASE TO PAY THE AMOUNT INDICATED
APPEARING IN GREEN IN THIS RECEIPT

0000000000

Reservations
1(800) 237-6639

W

[All](#) [Accounts](#) [Activity](#) [Transfer](#) [Bill Pay](#) [External Transfer](#) [Documents](#) [Customer Service](#)

Transaction Detail

Here's a summary of your completed transaction. You may add a note or categorize this transaction now. When you're done, click "Save changes."

Completed on: 05/29/2018

Description: POS PURCHASE MERCHANT PURCHASE
 TERMINAL 55417348 AEROMEXI HOUSTON TX
 05-26-18 12:00 AM XXXXXXXXXXXXX4085

Amount: \$78.00

Transaction type: WITHDRAWAL

Personal note (optional):

Category (optional): Not Categorized ▼

[Add a new category to the list](#)

[Previous transaction](#) • [Next transaction](#) • [Return to Account Activity](#)

Have questions?

Please contact us at support@republicebank.com or 1-866-296-4035.



Member FDIC. Equal Housing Lender. NMLS ID #405488

All Accounts Activity Transfer Bill Pay External Transfer Documents Customer Service

Transaction Detail

Here's a summary of your completed transaction. You may add a note or categorize this transaction now. When you're done, click "Save changes."

Completed on: 06/18/2018
Description: POS PURCHASE MC PURCHASE UBER TRIP
Y5RVR 80 05928996
Amount: \$10.00
Transaction type: WITHDRAWAL

Personal note (optional):

Category (optional):

[Add a new category to the list](#)

[Previous transaction](#) • [Next transaction](#) • [Return to Account Activity](#)

Have questions?

Please contact us at support@republicbank.com or 1-866-296-4035.

Member FDIC. Equal Housing Lender. NMLS ID #405488

Y

[All](#) [Accounts](#) [Activity](#) [Transfer](#) [Bill Pay](#) [External Transfer](#) [Documents](#) [Customer Service](#)

Transaction Detail

Here's a summary of your completed transaction. You may add a note or categorize this transaction now. When you're done, click "Save changes."

Completed on: 06/18/2018
Description: POS PURCHASE MC PURCHASE UBER TRIP
Y5RVR 8005928996
Amount: \$54.65
Transaction type: WITHDRAWAL

Personal note (optional):

Category (optional):

[Add a new category to the list](#)

[Previous transaction](#) • [Next transaction](#) • [Return to Account Activity](#)

Have questions?

Please contact us at support@republicbank.com or 1-866-296-4035.

Member FDIC. Equal Housing Lender. NMLS ID #405488

2

Carry On Allowances

ORD to GDL , GDL to ORD - 1 Piece (AM - AEROMEXICO) Up to 10 kilograms, up to 22 pounds/10 kilograms and up to 45 linear inches/115 linear centimeters

Carry On Charges

ORD to GDL , GDL to ORD - (AM - AEROMEXICO) .

up to 22 pounds/10 kilograms and up to 45 linear inches/115 linear centimeters - USD 0.00

Payment/Fare Details

Form of Payment	CREDIT CARD - MASTERCARD : XXXXXXXXXXXXX 4085
Endorsement / Restrictions	NONREF/PENALTY APPLIES
Fare Calculation Line	CHI AM GDL200.00AM C.HI150.00INUC360.00END ROE1.00 XT35.35XD29.05UK5.05*07.00*3.96XA4.50XFORD4.5
Fare	USD 360.00
Taxes/Fees/Carrier-Imposed Charges	USD 36.60 US2 (US INTERNATIONAL TRANSPORTATION TAX) USD 5.60 AY (US SECURITY FEE) USD 5.65 YC (US CUSTOMS USER FEE) USD 7.00 XY2 (XY2) USD 3.96 XA (US APHIS USER FEE) USD 35.35 XD (INTERNATIONAL AIRPORT DEPARTURE TAX - TUA) USD 29.05 UK2 (UK2) USD 4.50 XF (US PASSENGER FACILITY CHARGE)
Total Amount	USD 487.71

Other Charges

ASIENTO PAGADO PAIDSEAT # 1391501612679 (ORD-GDL / QTY 1, GDL-ORD / QTY 1)	USD 78.00
Form of Payment	CREDIT CARD - MASTERCARD : XXXXXXXXXXXXX 4085
Total	USD 78.00
Total Fare and Other Charges	USD 565.71

AA

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PC#: 0186
 2605 BEVERLY DR
 AURORA, IL 60502-8735
 630-236-0386

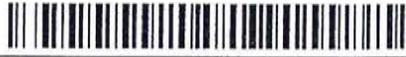
SUNBELT RENTALS, INC.

Job Site:
 TAWNEY, TOM
 439 CLAREMONT RD
 WEST CHICAGO, IL 60185

 C#: 630-414-1774 J#: 630-414-1774

Customer: IL T50083146147
 TAWNEY, TOM
 439 CLAREMONT RD
 WEST CHICAGO, IL 60185

RENTAL RETURN



Invoice #... 82517168-0001
 Invoice date 9/17/18
 Date out... 9/14/18 1:00 PM
 Date in.... 9/17/18 7:00 AM
 Job Loc.... 129 MAIN ST
 Job No..... WEST CHICAGO
 P.O. #..... WEST CHICAGO
 Ordered By.. TAWNEY, TOM
 NET DUE UPON RECEIPT

QTY	EQUIPMENT #	Min	Day	Week	4 Week	Amount
1.00	4000W NARROW VERTICAL MAST LIGHT TOWER 1025284 Make: WACKER Model: LTV6L Ser #: WNCLTV01VPUM00880 LIGHT TOWER 4000W, WACKER, LTV6L, DSL, BULLDOG, TRL HR OUT: 1408.000 HR IN: 1409.000 TOTAL: 1.000 Billed from 9/14/18 thru 9/17/18	175.00	175.00	425.00	750.00	175.00
Rental Sub-total:						175.00
SALES ITEMS:						
Qty	Item number	Unit	Price			
1	ENVIRONMENTAL ENVIRONMENTAL	EA	3.600			3.60
1	RF RETURNED FULL RENTAL PROTECTION PLAN	EA				N/C 26.25

PAYMENT HISTORY

DATE	TYPE	REF #	AUTH #	TRANS TYPE	AMOUNT	APPLIED
9/14/18	PAY ON RETURN					
9/14/18	MASTERCARD PC186	**9819	01257B	CHARGED	204.85	204.85
Sub-total:						204.85

Handwritten notes:
 204.85
 10.76
 4.50
 220.11

Rate your rental experience www.sunbeltrentals.com/survey

IF THE EQUIPMENT DOES NOT WORK PROPERLY, NOTIFY THE OFFICE AT ONCE MULTIPLE SHIFTS OR OVERTIME RATES MAY APPLY CUSTOMER IS RESPONSIBLE FOR REFUELING, DAMAGES AND REPAIRS

- The total charges are an estimate based on the estimated rental period and other information provided by Customer.
- Customer assumes all risks associated with the Equipment during the Rental Period, including injury and damage to persons, property and the Equipment.
- Customer is responsible for and shall only permit properly trained, Authorized Individuals to use the Equipment.
- If the Equipment does not operate properly, is not suitable for Customer's intended use, does not have operating and safety instructions or Customer has any questions regarding use of the Equipment, Customer shall not use the Equipment and shall contact Sunbelt immediately.
- Equipment misuse or using damaged or malfunctioning Equipment may result in serious bodily injury or death and Customer agrees that Customer (i) assumes all risk associated thereunder, and (ii) indemnifies Sunbelt Entities for all claims or damages as a result of misuse or use of damaged or malfunctioning Equipment.
- Customer has received, read, understands and agrees to the estimated charges and all the terms on this page, plus all sections on the reverse side of this Contract ("Sections"), including Release and Indemnification in Section E and Environmental Fee in Section 16, which can also be found at www.sunbeltrentals.com/rentalcontract. *Delivery/Pickup Surcharge fee explanation is available at www.sunbeltrentals.com/surcharge.
- Customer must contact Sunbelt to request pickup of Equipment, retain the Pick-Up Number given by Sunbelt and will be responsible for Equipment until actually retrieved by Sunbelt.
- Customer waives its right to a jury trial in any dispute as set forth in Section 19.
- At the election of Sunbelt or Customer, Customer agrees to submit every dispute to arbitration and waives any right to bring a class action as set forth in Section 20.

TAWNEY, TOM
 Continued on the next page...

Customer Signature: _____ Date: _____ Name Related: _____ Date: _____



www.rentalmax.com

Rented from
 908 E. Roosevelt Rd. 630-668-8200 Phone
 Wheaton, IL 60187 630-668-8368 Fax

Customer #: 459350
 PACHECO, GRISEL
 4N910 MIDDLECREEK LN
 SAINT CHARLES, IL 60175 630-797-8487 Phone

Remit To:
 908 E. Roosevelt Rd. Suite 2
 Wheaton, IL 60187
 630-221-1133 Phone 630-221-1144 Fax

Status: Completed

Invoice #: 321112-8
 Invoice Date: Mon 9/17/2018
 Date Out: Sat 9/15/2018 9:23AM
 Billed Thru: Mon 9/17/2018

Operator: Sean McClain

Qty	Key	Items	Ser#	Status	Returned Date	Price
1	182-0500#808	GENERATOR, GAS 5000w	20232187	Returned	Mon 9/17/2018 10:07AM	\$83.00
2	182-2025-8	CORD, EXT 110v 10/3 50'		Returned	Mon 9/17/2018 10:07AM	\$20.00
1	3050-9127-8	/GAS CAN, PLASTIC 5gal		Pulled		\$34.99

Thank you for your Business

Payments made on this contract:

Rental/Sale Paid	\$153.80	Sat 9/15/2018 9:27AM Credit Card Visa 4*****4956 Auth:021106
Rental/Sale Refund	(\$0.65)	Mon 9/17/2018 10:11AM Credit Card Visa 4*****4956 Auth:OFFLN
Total	\$153.15	

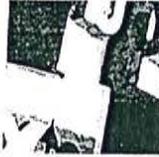
I agree to pay the above amount according to the card issuer agreement.

Rental:	EPP:	Sales:			
\$103.00	\$12.36	\$34.99			
Subtotal:	Wheaton Sales Tax:	Total:	Paid:	Amount Due:	
\$150.35	\$2.80	\$153.15	\$153.15	\$0.00	

Signature: _____
 PACHECO, GRISEL

AC

WEST CHICAGO PRINTING CO
331 FREMONT ST
WEST CHICAGO, IL 60185
630.293.0500



west chicago printing company

131 Fremont Street | West Chicago, Illinois | 60185

PRINTING AND GRAPHIC DESIGN

630.293.0500

Merchant ID: 00000159
Term ID: 1012

Sale

Card Transaction Label: Debit

MASTERCARD

XXXXXXXXXX0785

ATD: A0000000042203

Authorizing Network: MASTERCARD

Entry Method: Chip Read

Approved: Online

Batch#: 000000

10/02/18

10:20:05

Inst#: 00000001

Appr Code: 002157

invoice

Date	Invoice #
10/1/2018	41515

Total: USD\$ 65.65

P.O. No.	Terms	Ship Date	Ship Via
Fernando		10/1/2018	Pick Up

Card Number
CVV 0000000000
BIN 01106010012200000000000000
ORDER ID
01 0000
01 00

Description	Amount
Thank You Cards 2018	65.65

AD

Thank You

Total

\$65.65

AD

~~XXXXXXXXXX~~ ~~XXXX~~ ~~XXXX~~

THANK YOU FOR SHOPPING AT
MURPHY ACE HARDWARE
(630) 231-2700

90 DAY REFUND/RETURN EXCHANGE

YOUR RECEIPT GUARANTEES WE WILL FIX OR
REPAIR OR REPLACE YOUR ITEM.

09/05/18 4:38PM AGUSTINA 555 SALE

54301 1 EA \$15.99 EA
FILM POLY CLR4MIL 10X25' \$15.99

SUB-TOTAL:\$ 15.99 TAX:\$ 1.24
TOTAL:\$ 17.23
BC AMT:\$ 17.23

BK CARD#: XXXXXXXXXXXX0785
MID:*****0881 TID:***1129
AUTH: 063807 AMT:\$ 17.23
Host reference #:116682 Bat#

Authorizing Network: MASTERCARD

Chip Read
CARD TYPE:MASTERCARD EXPR: XXXX
AID : A0000000041010
TVR : 8000008000
IAD : 011060100122000000000000000000
TSI : 6800
ARC : 00
MODE : Issuer
CVM : No CVM
Name : Debit MasterCard
ATC :0005
AC : 6610858E40C4983C
TxnID/ValCode: 098B02

Bank card USD\$ 17.23



==>> JRNL#B16682 <<==
CUST NO:*5

THANK YOU FERNANDO R RAMIREZ
FOR YOUR PATRONAGE

Acct: CASH

Customer Copy

AE

NO RETURNS ON POWER EQUIPMENT.

Blick Art Materials
79 Danada Square East
630-653-0569

QTY	LIST	EVERYDAY	DISC OFF LIST	EXT. PRICE
6201027	FITNH WHT 32OZ GLDN ACRYLIC			
13	\$67.69	\$47.39	\$-20.30	\$47.39T
6205078	GOLDEN ACRYLIC TEAL 8OZ			
13	\$29.59	\$20.79	\$-8.80	\$20.79T
6203238	CAD RED MED HUE 8OZ GLDN ACRY			
13	\$31.99	\$22.39	\$-9.60	\$22.39T
6204918	GOLDEN ACRYLIC CP CAD ORG 8OZ			
13	\$53.89	\$37.79	\$-16.10	\$37.79T
6204958	GOLDN ACRYLIC CP CAD YLU DK 8OZ			
13	\$48.19	\$33.79	\$-14.40	\$33.79T
6206538	GOLDEN ACRYLIC LT ULT 8OZ			
13	\$29.59	\$20.79	\$-8.80	\$20.79T
6205225	PRUSSN BLUE HUE 8OZ ACRYLIC			
13	\$31.99	\$22.39	\$-9.60	\$22.39T

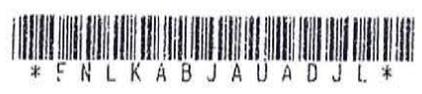
Sub Total \$205.33
WEB MATCH REBATE \$-0.30

Final Sub Total \$205.03
SALES TAX @ 8.000% \$16.40

Total \$221.43
Cash \$221.50
CHANGE =====> \$-0.07

WEB MATCH REBATE APPLIED
Sales Associate: 5453
Trx 6104 Str2273Reg001 5/07/18 10:49

**** OUR RETURN POLICY ****
Returns gladly accepted with original receipt
within 30 days in saleable condition and in
original packaging. Some restrictions apply.
check store for details. Web Match rebates are
proportionally deducted from any refund.



* F N L K A B J A U A D J L *

AF

WCC
 Use Your  2%
 BIG CARD REBATE
MENARDS®

MENARDS - W CHICAGO
 220 W. North Ave.
 W Chicago, IL 60185

KEEP YOUR RECEIPT
 RETURN POLICY VARIES BY PRODUCT TYPE

Unless noted below allowable returns for items on this receipt will be in the form of an in store credit voucher if the return is done after 11/30/18

If you have questions regarding the charges on your receipt, please email us at:
 WCHIfrontend@menards.com



Sale Transaction

PLTD SLTD ANG 1-1/2"- 8F 2289232	19.99
TOTAL	19.99
TAX WEST CHICAG-IL 7.75%	1.55
TOTAL SALE	21.54
Debit 0785	21.54
Auth Code:085829	
Chip Inserted	
a0000000042203	
TC - 7b3de7caed91ce1c	

TOTAL NUMBER OF ITEMS = 1

THE FOLLOWING REBATE RECEIPTS WERE PRINTED FOR THIS TRANSACTION:
 4478

GUEST COPY

The Cardholder acknowledges receipt of goods/services in the total amount shown

THANK YOU
 HAVE A NICE DAY

MASTERCARD
 XXXXXXXXXXXXXXXX
 Entry Method: Swiped
 Auth # 003918
 Resp Code:
 Stmt: 0182180877
 Invoice #: 218036
 Store # *****

 SITE ID: 402812
 TERMINAL ID: 001

DATE: 05/23/18 10:36
 TRANS: 9057188
 PUMP# 05
 SERVICE LEVEL: SELF
 PRODUCT: Unleaded
 GALLONS: 4.922
 PRICE/G: \$ 3.019
 FUEL SALE \$ 14.774
 CREDIT \$ 15.000

139 N. Washington
 West Chicago, IL
 60185

WELCOME

AI

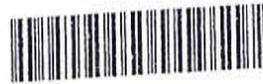
WCC
 Use Your  2%
 BIG CARD REBATE
MENARDS®

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 220 W. North Ave.
 W Chicago, IL 60185

KEEP YOUR RECEIPT
 RETURN POLICY VARIES BY PRODUCT TYPE

Unless noted below allowable returns for items on this receipt will be in the form of an in store credit voucher if the return is done after 11/27/18

If you have questions regarding the charges on your receipt, please email us at:
 WCHIfrontend@menards.com



Sale Transaction

REESES CRNCHY BIGCUP KIN 5752227	1.34
GORILLA TAPE 1.88"X12YD 5649099	4.47
#12X2" S.M.SCREW COMBO 2337441 2 @3.29	6.58
GORILLA WHITE 1.88"X30YD 5649102	8.49
TOTAL	20.88
TAX WEST CHICAG-IL 7.75%	1.61
TOTAL SALE	22.49
Debit 0785	22.49
Auth Code:084116	
Chip Inserted	
a0000000042203	
TC - e362532f0a3d62ce	

TOTAL NUMBER OF ITEMS = 5

THE FOLLOWING REBATE RECEIPTS WERE PRINTED FOR THIS TRANSACTION:
 4478

GUEST COPY



MENARDS - W CHICAGO
220 W. North Ave.
W Chicago, IL 60185

KEEP YOUR RECEIPT
RETURN POLICY VARIES BY PRODUCT TYPE

Unless noted below allowable returns for items on this receipt will be in the form of an in store credit voucher if the return is done after 12/10/18

If you have questions regarding the charges on your receipt, please email us at:
WCHIfrontend@menards.com



Sale Transaction

PRO MARKING PAINT WHITE		
5575336	2 @4.94	9.88
PMGREEN 8 DAY 3/4"	*	
5643096		1.49
3M DELICATE 60 DAY 1"		
5641000		5.67
2" METAL SPRING CLAMP	LW	
2491316	14 @1.99	27.86
TOTAL		44.90
TAX WEST CHICAG-IL 7.75%		3.47
TOTAL SALE		48.37
CERTIFICATE-BARCODED		19.35
*****1304		

Remaining Balance: \$0.00

Debit 0785 29.02

Auth Code:090432
Chip Inserted
a0000000042203
TC - fa4a50ab11731ebc

TOTAL SAVINGS 0.50

TOTAL NUMBER OF ITEMS = 18

GUEST COPY

The Cardholder acknowledges receipt of goods/services in the total amount shown hereon and agrees to pay the card issuer according to its current terms.

THIS IS YOUR CREDIT CARD SALES SLIP
PLEASE RETAIN FOR YOUR RECORDS.

W = Lifetime warranty item that ever fails to provide complete satisfaction is returnable to any Menards Store for the same or comparable item.

MCC



MENARDS - W CHICAGO
220 W. North Ave.
W Chicago, IL 60185

KEEP YOUR RECEIPT
RETURN POLICY VARIES BY PRODUCT TYPE

Unless noted below allowable returns for items on this receipt will be in the form of an in store credit voucher if the return is done after 11/27/18

If you have questions regarding the charges on your receipt, please email us at:
WCHIfrontend@menards.com



Sale Transaction

1/4-20 X 1 COMBO RD MS		
2338796		3.29
5/16 X1-1/2 FEND WASH 5P		
2320188	4 @1.59	6.36
PLTD SLTD ANG 1-1/2"- 8F		
2289232	6 @19.99	119.94
5/16 X1-5/8 FEND WASH 5P		
2320186		1.59

TOTAL	131.18
TAX WEST CHICAG-IL 7.75%	10.17
TOTAL SALE	141.35
Debit 0785	141.35
Auth Code:090458	
Chip Inserted	
a0000000042203	
TC - 37c57321f1772807	

TOTAL NUMBER OF ITEMS = 12

THE FOLLOWING REBATE RECEIPTS WERE
PRINTED FOR THIS TRANSACTION:
4478

GUEST COPY

The Cardholder acknowledges receipt of goods/services in the total amount shown hereon and agrees to pay the card issuer according to its current terms.

THIS IS YOUR CREDIT CARD SALES SLIP
PLEASE RETAIN FOR YOUR RECORDS.

THANK YOU, YOUR CASHIER, Chris

37231 05 1948 08/29/18 07:03PM 3140

AK

AJ

See back of receipt for your chance
to win \$1000 ID #:7M3DXHNK6Y5

Walmart 
Save money. Live better.

630-513-9559 Mgr:GAETANO LAMBESIS
150 SMITH RD

SAINT CHARLES IL 60174

ST# 01898 OP# 009044 TE# 44 TR# 03537
TWOWAY RADIO 002837791048 19.00 T
TWOWAY RADIO 002837791048 19.00 T
SUBTOTAL 38.00
TAX 1 8.000 % 3.04
TOTAL 41.04
DEBIT TEND 41.04
CHANGE DUE 0.00

EFT DEBIT PAY FROM PRIMARY
41.04 TOTAL PURCHASE

Debit- 4085 I O REF # 814700570385
NETWORK ID. 0090 APPR CODE 311804

Debit
AID A0000000042203
TC 94E033ECF479DA1C
*NO SIGNATURE REQUIRED

TERMINAL # SCOTTSD

05/27/18 11:33:03

ITEMS SOLD 2

IC# 4475 3978 3972 2701 7332



05/27/18 11:33:11

Use Walmart Pay to save your receipts.



AN

SIGN OUTLET STORE

A Division of Production Plus Graphics, Inc.
 2200 Ogden Avenue, Suite 350, Lisle, IL 60532
 Sales 800-315-9676 • Tel 630-737-1948 • Fax 630-737-1848
BUY IT ON-LINE! www.signoutletstore.com

Customer Number: **630-666-2507**
 Invoice Date: **June 4, 2018**
 Order Number: **IL232333**

Bill to: Bill to Number:
 IMPRENTA GRAPHICS STUDIO
 Fernando Ramirez
 526 Dodson St
 Geneva, IL 60134

Email: doxgor1984@gmail.com

INVOICE

8:34:50 AM | 6/4/2018 Number: **CG - 232650**

COMMENTS
 TS

*Jewer
 Jewer*

Ship to: SAME Ship to Number: N/A

ORDER DATE	SHIP DATE	DUE DATE	TERMS	SALESPERSON	P.O. NUMBER	SHIP VIA	
06/04/18	06/04/18		Master Card	Mark Sulzer		WILL CALL/PICKUP	
QTY.	QTY.	QTY.	ITEM NO.	DESCRIPTION	SERIAL NO.	UNIT PRICE	AMOUNT
4	4		242004	48" x 96" White 4mil Fluted Sheeting		11.50	46.00
1	1		624036	15" X 5 YDS ThermoFlex Xtra BLACK		38.95	38.95
				Single Sided Banner Tape 1"x72yds		13.95	13.95
				DISCOUNT FOR MATERIAL PICK UP		-1.29	-1.29

Sign Outlet Store
 2200 Ogden Ave.
 Lisle, IL 60532
 800-315-9676
 630-737-1948

Receipt No: 0002

CREDIT CARD
 Sale

Notification Label: Debit MasterCard
 xxxxxxxxxxxx4085 Exp: XX/XX

ATU: A00000001010

MASTERCARD Entry Method: Contact

CHIP READ

06/04/18

Total: USD \$ 105.44

06/04/18
 Resp Code: 00

08:36:27 Service charge of 1.5% per month will be
 please keep in mind, we do accept major

Inv#: 000002

Appr Code: 063635

Apprvd: Online

Batch#: 000605

TRN Ref #: 000002

NOB31VFR20604

Tax Status 7.0%

SHIPTOTAL	\$97.61
SALES TAX:	\$6.83
C.O.D CHARGE:	
SHIPPING:	
HANDLING CHARGE	\$1.00
ORDER TOTAL:	\$105.44
DOWN PAYMENT	
AMOUNT PAID:	\$105.44
BALANCE DUE:	\$0.00

Carbon Copy

RETAIN THIS COPY FOR STATEMENT
 VERIFICATION

Thank you for your business—we really appreciate it!

AM

Omar Espinosa

From: fernando ramirez <doxgor1984@gmail.com>
Sent: Friday, January 11, 2019 3:10 PM
To: Omar Espinosa
Subject: Fwd: Receipt 199193 - Customer Pick-Up

WARNING: This email originated from outside of our organization. DO NOT click links or open attachments unless you recognize the sender and know the content is safe. .

----- Forwarded message -----

From: Angie Nieto <angie.nieto.lb@gmail.com>
Date: Tue, Sep 18, 2018, 2:59 PM
Subject: Receipt 199193 - Customer Pick-Up
To: <doxgor1984@gmail.com>

Sent from my iPhone

Begin forwarded message:

From: Orders@OnlineEEL.com
Date: August 10, 2018 at 12:16:25 PM CDT
To: angie.nieto.lb@gmail.com
Subject: OnlineEEL.com order 199193 - Customer Pick-Up



OnlineEEL.com

Order Confirmation - Authorize.net - Customer Pick-Up

Order Number # 199193

Qty	Item	Amt	Ext	
1	Quick Backdrop Kit, Std Aluminum, Economy Banjo Black	270.00	270.00	
	Merchandise Total		270.00	
	You're only \$ 480.00 away from 10% savings on all items in this order! !		- 0.00	
	Discounted Total		270.00	
	Customer Pick-Up		0.00	
	IL Sales Tax		22.95	
	Total		\$ 292.95	USD

Ship To:

AO

Omar Espinosa

From: fernando ramirez <doxgor1984@gmail.com>
Sent: Friday, January 11, 2019 3:09 PM
To: Omar Espinosa
Subject: Fwd: Receipt order 196627 - Customer Pick-Up

WARNING: This email originated from outside of our organization. DO NOT click links or open attachments unless you recognize the sender and know the content is safe. .

----- Forwarded message -----

From: Angie Nieto <angie.nieto.lb@gmail.com>
Date: Tue, Sep 18, 2018, 3:00 PM
Subject: Receipt order 196627 - Customer Pick-Up
To: <doxgor1984@gmail.com>

Sent from my iPhone

Begin forwarded message:

From: Orders@OnlineEEI.com
Date: September 10, 2018 at 8:54:18 AM CDT
To: angie.nieto.lb@gmail.com
Subject: OnlineEEI.com order 196627 - Customer Pick-Up



OnlineEEI.com

Order Confirmation - Authorize.net - Customer Pick-Up

Order Number # 196627

Qty	Item	Amt	Ext
8	Portable Backdrop Kit, Std Aluminum, Economy Banjo Black	157.00	1,256.00
	Merchandise Total		1,256.00
	10% Automatic discount on orders over \$750 applied! Save 15% off on orders over \$3,000		- 125.60
	Discounted Total		1,130.40
	Customer Pick-Up		0.00
	IL Sales Tax		96.08
	Total		\$ 1,226.48 USD

Ship To:

AP

M13 Graphics

1300 Basswood Rd. Suite 100
Schaumburg, IL 60173

Sales Receipt

Date	Sale No.
8/23/2018	143626

Sold To
Imprenta Graphics Studio Fernando Ramirez 1213 Joliet St, Apt 103 West Chicago, Il 60185

			Payment Method
			MasterCard
Banners	619220 Viva mexico 48x72	4	444.00
IL Sales Tax*			22.20
Banners	619222 Midwestern School - 1 24x18	2	38.00
IL Sales Tax*			1.90
Banners	619225 Midwestern School - 2 24x18	2	38.00
IL Sales Tax*			1.90
Banners	619226 Midwestern School - 3 24x18	2	38.00
IL Sales Tax*			1.90
Banners	619227 Midwestern School - 4 24x18	2	38.00
IL Sales Tax*			1.90
Banners	619228 Midwestern School - 5 24x18	2	38.00
IL Sales Tax*			1.90
Banners	619229 Midwestern School - 6 24x18	2	38.00
IL Sales Tax*			1.90
Banners	619230 Midwestern School - Registration Area 24x18	2	38.00
IL Sales Tax*			1.90
100-LB Text	619231 Viva Mexico 12x18	25	21.00
IL Sales Tax*			1.05
Total			\$767.55

Ron John Poo-B-Gone
P.O. Box 8239
Bartlett, IL 60103
630-842-9443

The Solution To Your Pet's Pollution!

INVOICE

#0918MCC

Date: 9-17-18

BILL TO

Fernando Ramirez
c/o Mexican Cultural Center
West Chicago, IL 60185

PET WASTE PICKUP SERVICE	Amount
Event: Mexican Independence Celebration Parade September 16, 2018 Provided horse waste pickup and removal for the above client during the event listed above along the parade route and where the horses were maintained during the hours of 12:30 pm and 3:30 pm.	\$105.00
TOTAL BALANCE DUE:	\$105.00

THANK YOU!

We appreciate your business!

Metra Resolution in Support of a State of Illinois Capital Bill

WHEREAS, the State of Illinois has a critical need of a Capital Bill to fund transportation and infrastructure projects; and

WHEREAS, the State of Illinois has not had a Capital Bill since the FY 2010 Illinois Jobs Now! Capital Bill; and

WHEREAS, Metra operates 686 revenue trains every weekday on 11 lines through the six-county area, has 242 stations, nearly 500 route miles, and nearly 1,200 track miles; and

WHEREAS, Metra provides nearly 290,000 passenger trips each weekday; and 75.9 million trips projected annually; and

WHEREAS, Metra benefits citizens of Illinois by removing millions of automobile trips from arterial roads and expressways, thus reducing congestion and maintenance costs of the existing roadways and eliminating the need for the construction and maintenance of up to 27 additional expressway lanes and arterial roads; and

WHEREAS, Metra's economic model determined 40 years ago is no longer sustainable due to decline in sales tax growth as a result of changing macroeconomics factors, budget cuts, the burden of funding increasing ADA transportation costs and largely unfunded federal mandates; and

WHEREAS, Metra has the oldest fleet and more than 800 bridges, over half of which are 100 or more years old resulting in a minimum need of \$5 billion over the next five to seven years to buy new passenger cars; improve, rehabilitate or replace stations, adding warming shelters, locomotives and bridges; and to provide service enhancements on various existing Metra lines; and

WHEREAS, transit agencies have stressed to the General Assembly that funding is needed to keep their existing system in the State of Good Repair; and

WHEREAS, a significant way to relieve the financial needs of transit agencies and ensure that the transit system in the State of Illinois does not deteriorate further, a fully-funded capital bill dedicated to annual transportation funding is needed.

NOW, THEREFORE, BE IT RESOLVED that the _____ supports requesting the Governor of Illinois and the General Assembly work together to dedicate funding for a transportation capital bill in FY 2019.

AND, BE IT FURTHER RESOLVED that the _____ will support all efforts of the Governor of Illinois and the General Assembly to approve a transportation capital bill.

APPROVED and **ADOPTED** by the _____, _____ Illinois this th day of December, 2018.

, Mayor/President

Attest:

, City/Village Clerk



On Track to Excellence and Regional Vitality

DuPage County Mayors & Managers

January 17, 2019

Jim Derwinski
CEO/Executive Director, Metra

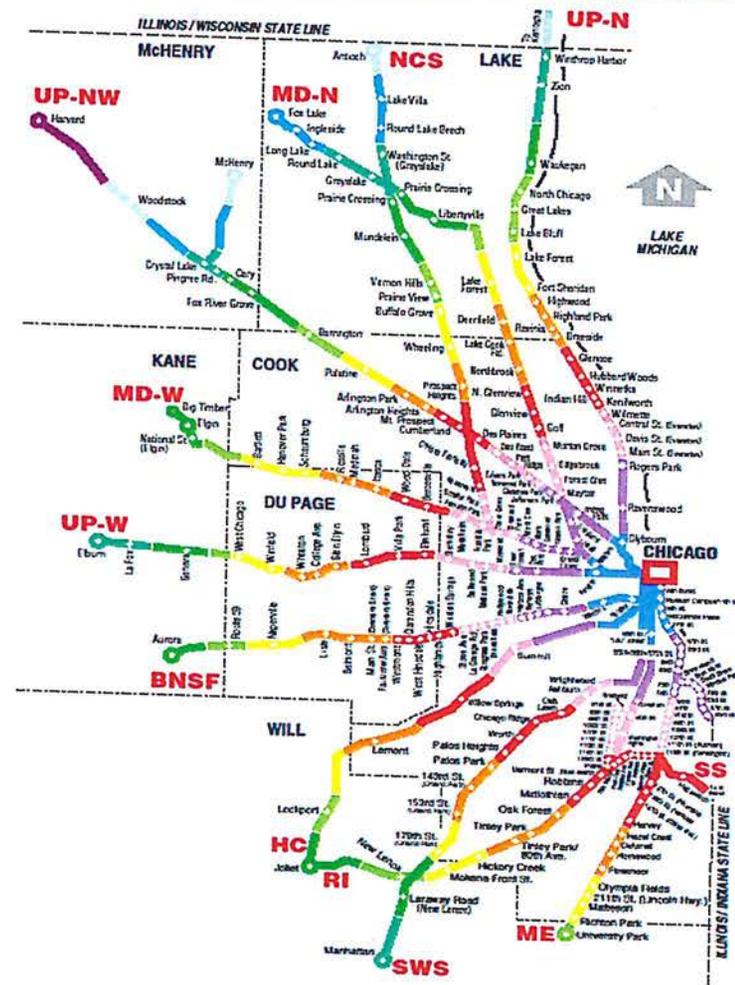
Rodney S. Craig
Director, Metra Board of Directors

John P. Zediker
Director, Metra Board of Directors

Metra

Metra Overview

- 242 stations
- 11 rail lines
- 488 route miles
- 1,155 track miles
- 686 weekday trains
- 78.6 million passenger trips in 2017
- 149 locomotives, 855 railcars and 186 Highliners



Metra

A Weekday on Metra

Metra operates 737 trains a day

- 686 revenue
- 51 deadhead

Hosted on Metra tracks are:

- 39 South Shore trains
- 18 Amtrak trains
- Up to 60 freight trains

1300-1400 trains in Chicago Terminal

People on Metra on a Weekday

288,888 passenger trips

- About 145,000 people
- Equivalent to moving the population of Naperville

We move a city:

- Medical emergencies
- Police activity
- Obstruction on the tracks
- Incidents
- All the issues affecting a city

Metra System Data

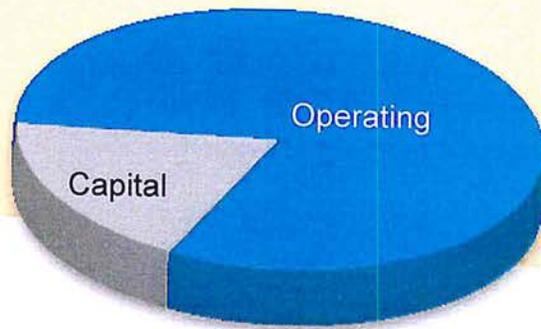
Metra Rail Line	OTP Jan – Oct 2018	OTP 2013-2017 Annual Average	Number of Weekday Trains	2017 Ridership	Ridership Change 2013 – 2017
BNSF	91.9%	93.4%	95	16,227,453	-2.0%
Metra Electric	98.3%	97.7%	155	8,149,693	-14.7%
Heritage Corridor	89.5%	93.1%	7	727,202	3.3%
Milwaukee District North	92.8%	93.7%	60	6,818,808	-3.2%
Milwaukee District West	95.9%	94.9%	59	6,349,815	-7.0%
North Central Service	93.6%	92.9%	20	1,684,357	0.0%
Rock Island	94.9%	95.6%	67	7,923,588	-7.8%
SouthWest Service	92.4%	94.6%	30	2,457,418	-5.7%
Union Pacific North	97.0%	97.1%	70	9,028,965	-2.6%
Union Pacific Northwest	95.2%	95.5%	65	10,910,483	-2.4%
Union Pacific West	91.8%	94.7%	58	8,332,483	1.0%
SYSTEM	95.0%	95.6%	686	78,610,265	-4.4%

On-Time Performance Report – October 2018 / Ridership Trends Annual Report 2017

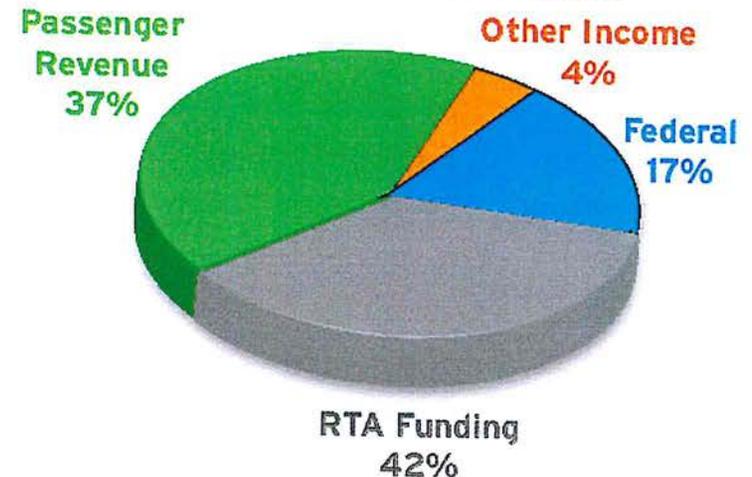
Budget Highlights

Metra's FY19 budget for operations and capital is \$1.008 billion

**2019 FUNDING DISTRIBUTION
TOTAL \$1.008 BILLION**



2019 SOURCES OF FUNDS



Fares pay for about half of Metra's operating costs, with the other half covered by proceeds from a regional sales tax. Capital funding in 2019 is coming from federal and local funding sources and a small amount of fare revenue.

FY2019 Program and Budget

- **No proposed fare increase for FY2019**
 - Result of relentless cost cutting measures amounting in \$12 million
- **Looking ahead to 2020, an adequate, long-term funding solution for operating and capital must be developed**
 - Metra cannot survive in its present form
- **How is this accomplished?**
 - Stakeholders, passengers, non-riders, mayors and managers, county officials, local agencies, economic development groups, business leadership groups and state legislators must participate in the planning process
 - Funding is dependent on sufficient state funding from a capital bill
- **Going forward**
 - Metra needs a sustainable source of funding to retain existing service levels, acquire new locomotives and coaches and replace or rehabilitate stations and infrastructure

2018 Achievements

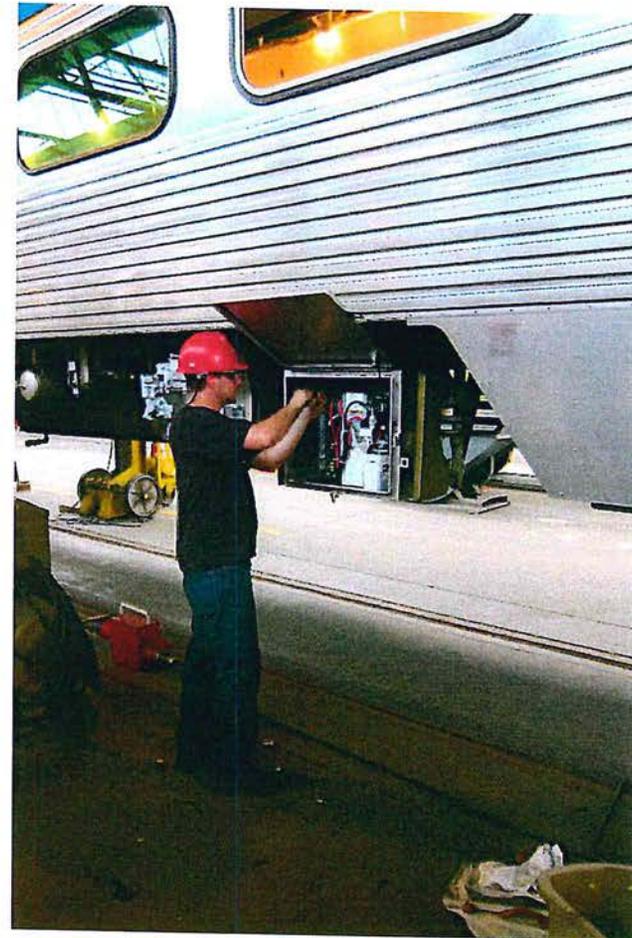
Metra is more prepared to weather severe state budget cuts than any time in recent memory because of our commitment to reform, efficiencies and fiscally conservative planning

- Rolling stock rehabilitation and remanufacturing programs will benefit from a \$29 million coach rehabilitation facility expansion that is now under construction
- Strategic plan and studies implementation
- Completion of Management Reporting Systems Conversion
Provide more efficient analytical analysis not previously available with prior 23 systems that did not “communicate” with one another

Rolling Stock Rehabilitation and Remanufacturing Programs

Passenger car rehabilitation project

- Completed rehab of 231 cars since 2010
- Doing this work internally has saved Illinois taxpayers over \$75 million and created \$30 million in payroll paid to new permanent employees



Rolling Stock Rehabilitation and Remanufacturing Programs, cont.

Locomotive rehab project

- 17 of 27 complete
- Doing this work internally has saved Illinois taxpayers over \$10 million and created over \$5 million payroll paid to new permanent employees



Rolling Stock Rehabilitation and Remanufacturing Programs, cont.

Remanufactured locomotive project (22 to date)

- Outside contractor cost approximately \$2.2 Million
- 22 more under contract
 - 3 F-59s approved at the October 2018 Board Meeting
- Essentially a like-new locomotive—all components replaced except for frame and truck assembly castings



Financial Sustainability

**Metra's existing
economic model
is no longer sustainable**

Macro Economic Factors Impacting Sales Taxes and Metra

- Metra's economic model was determined 40 years ago and is no longer applicable to today's current business climate and commuting needs
- Sales taxes were based on a manufacturing economy; now a services-based economy
- Retail sales were based on a brick-mortar concept; today, online sales grow exponentially
- Increase in sales of fuel efficient vehicles results in less fuel consumed and purchased, thus less taxes collected

Metra's Financial Challenges

- **Unfunded Mandates**
 - PTC and increasing regulation and training requirements
 - \$400 million to implement
 - \$20 million to operate annually
- **Lack of a State Capital Funding Bill**
 - No capital bill since 2009
 - Of the \$1.1 billion approved in 2009, \$265 million was taken away
 - The majority of the remaining money was used for PTC and to replace the Metra Electric fleet
- **Reduced Operating Funding**
 - Decline in sales tax growth, increasing costs of ADA, and state budget cuts

What Would We Do with a Capital Bill?

- The following list is not in any particular order
- Several projects will require some local match to leverage federal grants
- The list does not include potential partnership opportunities with railroads, developers or other agencies
- Advancements in technology will be monitored closely to put Metra in the best position for the long term
- \$5 billion over 5-7 years will allow Metra to address some of its more significant State of Good Repair (SGR) needs. The categories of these immediate needs plus service enhancements and growth within the existing system follows

THE ASK

Locomotive purchases (40)

- ↑Efficiency, ↑Reliability, ↑Ridership, ↓Emissions

Coach purchases (400)

- ↑Efficiency (↓maintenance), ↑Reliability, ↑Ridership, ↑Safety, ↑Security

Locomotive conversions to A/C propulsion (54)

- ↑Efficiency (↓maintenance), ↑Reliability, ↑Ridership

Bridges (at least 10 per year)

- ↑Safety (400+ over a century old), ↑Reliability

Station enhancements

- ↑Efficiency (↓maintenance), ↑Ridership, ↑Safety, ↑Security
- Enhanced lighting/security cameras
- Additional foul-weather shelters

A-2 replacement

- ↑Efficiency, ↑Reliability, ↑Ridership, ↑Safety, ↑Capacity
- Realignment or grade separation (↓maintenance)

THE ASK

Service enhancements – more express trains

- More yard space/new yards & train sets (on lines with growth potential)
- Enhancements to run at most efficient speed
- Longer platforms for longer trains, and additional crossovers and tracks

Rock Island electrification – Phase 1 LaSalle to Blue Island

- ↑Efficiency, ↑Reliability, ↓Emissions
- A/C technology (minimal substations)
- Investigate new technology rolling stock alternatives for Beverly Branch

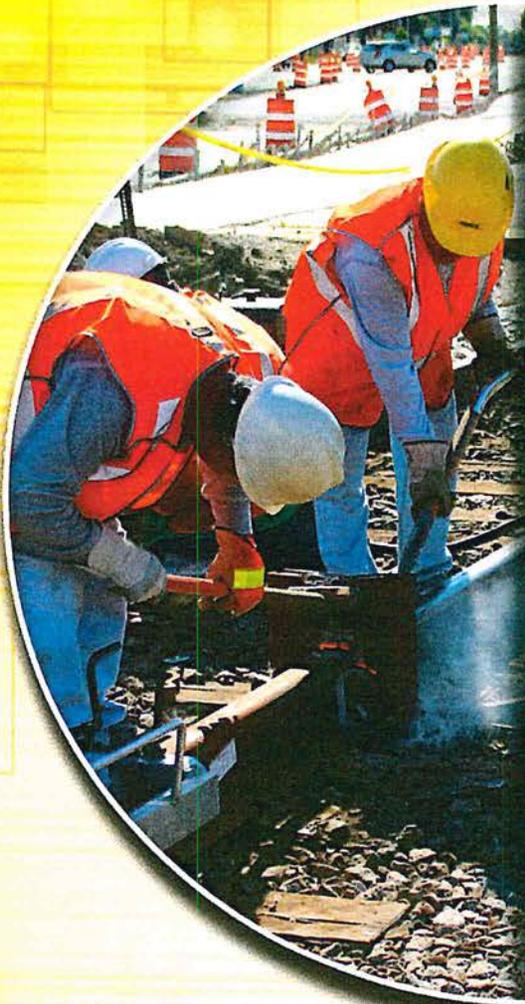
75th Street CIP/Rock Island improvements

- ↑Reliability, ↑Ridership
- Complete SWS connection, other upgrades to Rock Island Line

O'Hare service

- ↑Ridership, benefits entire region
- Provide 30-minute service to O'Hare transfer or MDW mainline stations from CUS (possibly OTC as well)
- Investigate new technology rolling stock alternatives

Metra Vision Statement



VISION

To be a world-class commuter rail agency linking communities throughout the region by:

- Providing the safest, most efficient and reliable service to our customers
- Sustaining our infrastructure for future generations
- Leading the industry in achieving continuous improvement, innovation and transparency
- Facilitating economic vitality throughout northeast Illinois

Summary

\$5 BILLION CAPITAL ASK

- Metra's State of Good Repair (SGR) needs over the next decade are estimated to be about \$12 billion
- Over the past five years, Metra has demonstrated its ability to reduce our SGR needs by life-extension programs designed to maximize our capital investment
- Allows Metra to grow and enhance service on its existing system, create jobs and reduce congestion and emissions
- This meets Metra's Mission, Vision and Goals



How can we work together to educate state legislators about the critical need to adequately fund transit in Northeastern Illinois?



WEST CHICAGO POLICE DEPARTMENT MONTHLY REPORT



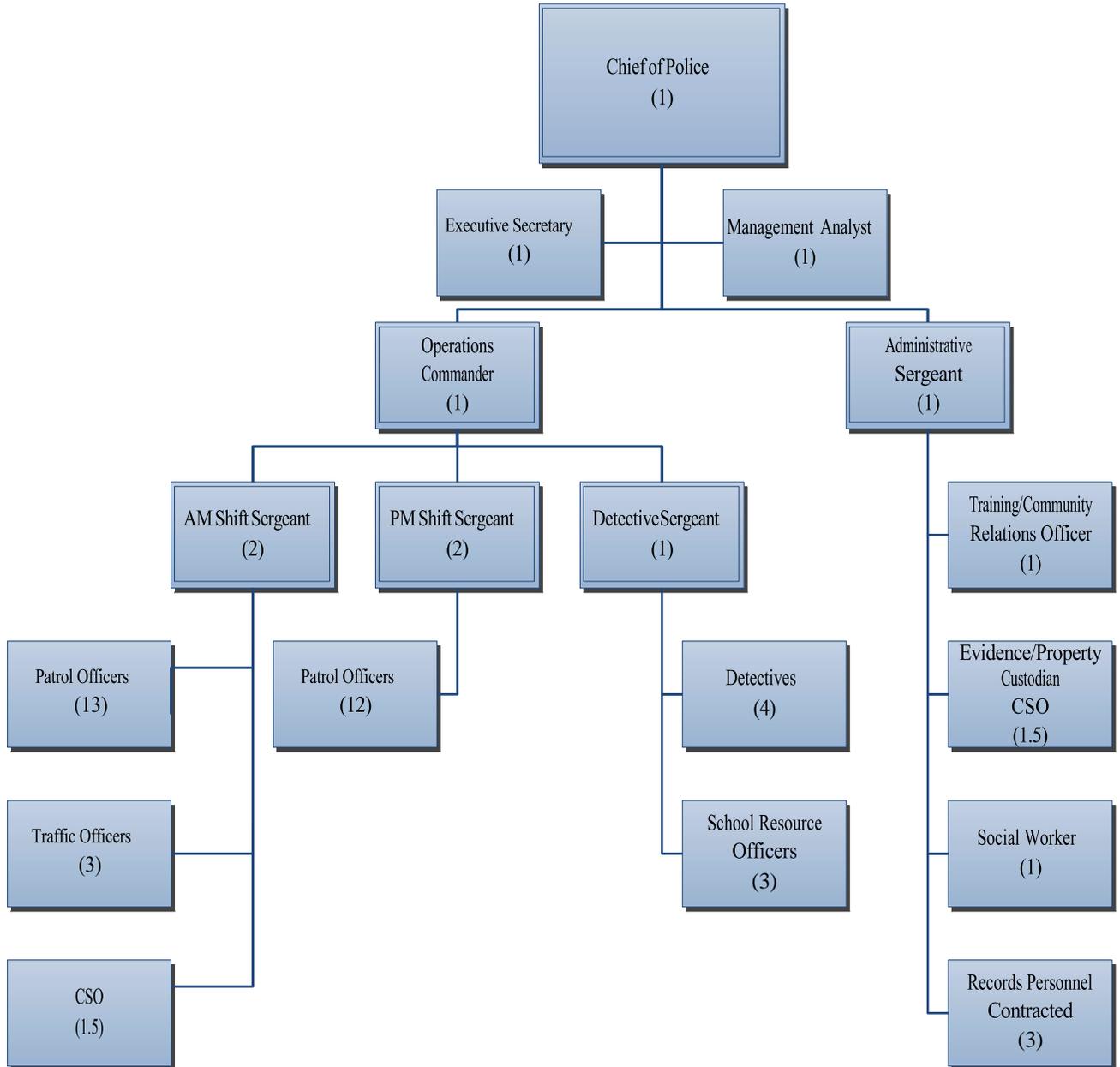
NOVEMBER 2018

Michael Uplegger, Chief of Police

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Organizational Chart



Department Overview

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The Office of the Chief of Police's primary responsibility is to provide general management direction and control for the Department. The Office of the Chief of Police consists of the Management Analyst, and the Executive Secretary.

The Support Services Division consists of Evidence/Property, Community Relations, Vehicle and Building Maintenance, Records, and Social Services.

The Operations Division consists of Uniformed Patrol, Traffic Safety Unit, the Investigations Unit, School Resource Officers and Community Service Officers.

Personnel

On November 3rd, the Annual Leaf Raking event was held. Thanks to all of the Department members and community volunteers who donated their time to help us this year. In addition, the Department would like to acknowledge the following for their contributions to make this event successful: West Chicago Public Works, West Chicago Park District, Menards, Parra's Bakery, West Chicago Community High School, Western DuPage Chamber of Commerce, Norton Creek PTO, Groot Industries, and Subway in West Chicago.



Veteran's Day was observed on November 11th. The holiday was first commemorated in 1919 to honor those who died and served in the military. The Department wishes to acknowledge those members who have and are currently serving in the Armed Forces: Sergeants John Zurick and Joe Gaztambide, and Officers Mike Zepeda, Don Landbo, Andrew Alaniz, Antonio Reyes, Robert Winton, Michael Cummings, Jacob Fuller, Christopher Richards, Blake Bertany, Daniel Diveley and Derek Mielke.

On November 18th, the West Chicago Police Department Honor Guard presented the Nation's colors at the Chicago Bears home football game. Honor Guard members who participated were Officers Reyes, Gelsomino, Calabrese and Richards.



Criminal Activities

Aggravated Discharge of a Firearm:

Person(s) unknown allegedly fired a handgun at a motorist at the intersection of Main St. and Washington St. While stopped at the intersection, the suspect rolled down his window, yelled at a motorist, pulled what appeared to be a black semi-automatic handgun, fired one shot in the direction of the motorist and then left the area eastbound from the scene. Officers located and interviewed the suspect on a later date. The suspect admitted to a confrontation on the road, but denied pointing or shooting a firearm at anyone.

Person(s) unknown fired a gun in the area of Brown St. and Gates St. Witnesses stated they heard four shots and then the sound of tires squealing. Tire tracks were found in the lawn of a residence in the 600 block of Gates St. No one was located in the area.

Attempt Burglary:

Person(s) unknown attempted to force entry into a business in the 900 block of N. Neltnor Blvd. The front door to the business was damaged, but entry was not gained.

Motor Vehicle Theft:

Person(s) known used a company vehicle to drive to Oklahoma. The vehicle was supposed to be returned on a specific date, yet six days after the due date, the vehicle had not been returned and the suspect did not answer the complainant's calls or text messages. Investigation is ongoing.

Criminal Damage to Vehicle:

Persons(s) unknown damaged a vehicle parked in the 600 block of Forest Ave. The passenger's side paint was scratched.

Person(s) unknown damaged a vehicle parked in the 1200 block of Kings Cir. The rear window to the car had been broken.

A known person damaged a vehicle parked in the 1000 block of S. Oak St. The suspect showed up at the victim's residence and demanded to be let into the house. When the victim refused, the suspect punched the rear driver's side door of a car parked in the driveway. The suspect then entered the home through an unlocked basement window and again started to argue with the victim. When the victim stated she was going to call the police, the suspect took the victim's keys and threw them before leaving the scene. The victim does not want to press charges.

Person(s) unknown damaged a vehicle parked in the 100 block of Main St. All four tires to the vehicle had been slashed. Loss is estimated at \$280.00.

Person(s) unknown damaged a vehicle parked in the 800 block of Burr Oaks Dr. All four tires to the vehicle had been flattened and the front passenger side window was damaged.

Criminal Damage to Property:

Person(s) unknown set a political lawn sign on fire in the 900 block of N. Neltnor Blvd.

Person(s) unknown damaged a picnic table at Easton Park. The table had been overturned breaking the table's support. Loss is estimated at \$845.00.

Criminal Damage to Property/Criminal Trespass to Property:

Person(s) unknown entered the vacant Harry Kuhn property located at 1266 E. North Ave. The glass doors and windows on the north side of the former office building had been smashed out. Additionally, walls, ceilings, office furniture and supplies were damaged and thrown about the building.

Criminal Defacement:

Person(s) unknown spray painted gang-related graffiti in the George Street tunnel.

Person(s) unknown spray painted gang-related graffiti on a picnic table, tree, sidewalk and basketball court at Pioneer Park.

Person(s) unknown spray painted non-gang related graffiti on a No Parking sign in the 30W300 block of Pomeroy St.

Theft Over \$500.00:

Person(s) unknown removed a Sony sound bar subwoofer from a secured residence in the 1200 block of W. Roosevelt Rd. Loss is estimated at \$500.00.

Person(s) unknown removed 25 packages of flea collars from Menards without paying for them. Loss is set at \$996.50. Investigation is ongoing.

Person(s) unknown obtained and cashed payroll checks from a business in the 200 block of Kress Rd. Investigation is ongoing.

Theft Under \$500.00:

Person(s) unknown removed a pair of gym shoes, lock and deodorant from a locker at the West Chicago Community High School. The victim believes he secured the locker, but when he returned two days later, the lock and items were missing. Loss is estimated at \$85.00.

Person(s) unknown removed a coat from an unsecured locker at the West Chicago Community High School. Loss is estimated at \$70.00

Person(s) unknown removed packages from the doorstep of an apartment in the 1200 block of N. Kings Cross. The victim had received an email that packages had been delivered to her apartment, but when she returned home an hour later, the packages were gone. Loss is estimated at \$453.00.

Theft by Deception:

Person(s) known emailed a company in the 1800 block of Hawthorne Ln. requesting quotes for furniture. After an exchange of communications, half of the order was shipped after receiving a credit card payment in the amount of \$15,627.40. After receiving two additional credit card payments totaling \$19,220.40, the second half of the order was shipped. After the merchandise shipped, the company received notification that the credit card holder denied authorization or participation in the transaction. Attempts to have the customer rectify the situation have been unsuccessful. Investigation is ongoing.

Credit Card Fraud:

Since October 2018, person(s) unknown have ordered ten waste containers (dumpsters) totaling about \$5,000.00 from a business in the 1600 block of Powis Rd. All the orders for the containers have come from the same phone number, but the orders have different names tied to them. All the containers have been delivered to various locations in the City of Chicago. All the purchases were made utilizing fraudulent credit cards. Investigation is ongoing.

Person(s) unknown made unauthorized charges of \$92.73 to the victim's credit card. The unauthorized charges to her Citibank credit card occurred in Florida.

Fraud:

Person(s) unknown telephoned a business in the 300 block of S. Neltnor Blvd., advised them they were from the corporate office and were sending them new camera monitors. The caller provided a DHL tracking number and said \$3,900.00 would need to be wired to cover the expense. The victim sent a money gram for \$1,700.00 to a recipient in Mexico. The caller contacted the store a second time and pressed the store for the remaining balance and late fees that had been assessed. The store manager then realized she had been the victim of a scam. Investigation is ongoing.

Identity Theft:

Person(s) unknown opened an Internet account utilizing the victim's information. Unpaid invoices in the amount of \$1,141.02 are outstanding and being contested with a collection agency by the victim.

Battery:

Person(s) unknown struck the victim in the back of the head with a closed fist at the intersection of E. Pomeroy St. and Blakeley St. The victim stated he lost consciousness and was later taken to the hospital by a family member. Investigation is ongoing.

Person(s) known punched the victim in the face while he was at Mariscos El Vallartazo located at 1939 Franciscan Way. The victim stated he was approached by six individuals, who the victim knows from the past to be gang members. A number of the suspects began striking the victim before leaving the scene. The victim declined to press charges.

Child Neglect:

A known person fell asleep at a residence in the 800 block of Lyman St. allowing his two-year old child to exit the residence and walk to a nearby park. A passing motorist stopped, called for the police and stayed with the child until the police arrived. The mother, who does not live with the child's father, was located and took custody of her child. The Department of Children and Family Services was contacted and advised of the incident.

Monthly Performance

Activities	August 2018	September 2018	October 2018	November 2018	YTD 2018	YTD 2017	Total 2017
Calls for Service (911 Calls)	877	781	756	746	8,646	9,518	10,276
Officer Generated Activity	1,832	1,656	1,894	1,563	19,913	21,278	23,472
Traffic Stops	774	681	1,146	910	9,065	8,296	9,032
Traffic Citations	485	429	719	549	5,456	3,244	3,563
Traffic Warnings	405	387	601	503	5,120	5,731	6,296
Parking Citations	230	405	456	220	2,920	2,704	3,026
Traffic Crashes	66	60	83	77	820	812	886
Incident Reports	280	278	299	208	3,149	3,451	3,720

Officer Activities

On November 5th, Officer Winton was dispatched to a parking lot in the 1900 block of N. Neltor Blvd. for a vehicle theft report. Two trailers and two utility task vehicles (UTVs) had been stolen. Officer Winton learned that one of the UTVs was equipped with a GPS unit which indicated the UTV was at an address in Aurora. Detective Herbert and Officer Winton responded to the address in Aurora, which was an abandoned building. Upon arrival, the officers did not locate the vehicle(s) but did find the GPS Unit, which had been removed from the vehicle. Using video surveillance and red light camera video, officers were able to locate the offender and the stolen vehicles. Investigation is ongoing.

On November 1st, Officer Bertany responded to the McDonald's located at 305 S. Neltor Blvd. for a burglary from motor vehicle report. Person(s) known entered a vehicle and removed a number of items. The suspect entered the unsecured vehicle, removed the items and then left the scene on foot. Taken from the car were: a black wallet, a black coin bag, United States Currency, Mexican Currency, and a brown purse. Total loss is estimated at \$260.00. A witness was able to identify the suspect. Surveillance video of the offense was also obtained. On November 6th, Officer Bertany interviewed the suspect who admitted to committing the burglary. The suspect, who is a juvenile, will be charged in Juvenile Court with Burglary to Motor Vehicle.

On May 25th, Officer Bertany met with the victim of an aggravated battery at Central DuPage Hospital. The victim claimed he was near an alley in the 300 block of Wilson St. when he tried to help one of his friends who was being attacked by two subjects. The victim and suspect(s) then exchanged punches. When the victim began to run away, one of the subjects struck the victim in the side of the head with a rock. After a lengthy investigation, Detective Bowers was able to identify the suspect who was ultimately charged with Aggravated Battery. On November 21st, the suspect was arrested and transported to the DuPage County Jail.

On November 9th, Officers and West Chicago Fire Protection District personnel were dispatched to the 800 block of S. Oak St. for a body lying in the snow. The subject was confirmed as deceased. The DuPage Major Crimes Task Force was called to assist. As a result of the investigation, three individuals have been charged with First Degree Murder and are being held at the DuPage County Jail.

WEST CHICAGO POLICE DEPARTMENT MONTHLY REPORT



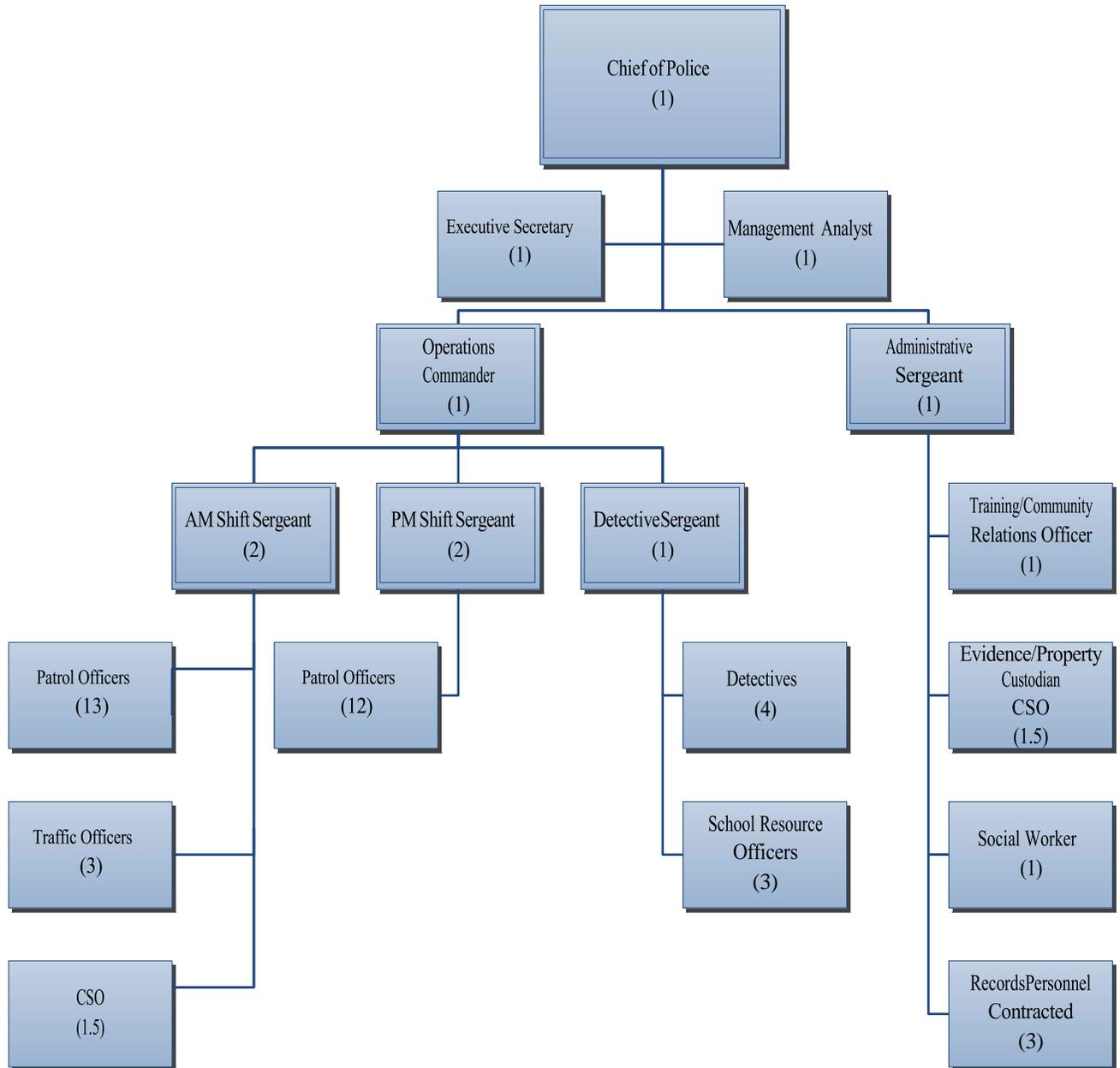
DECEMBER 2018

Michael Uplegger, Chief of Police

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Organizational Chart



Department Overview

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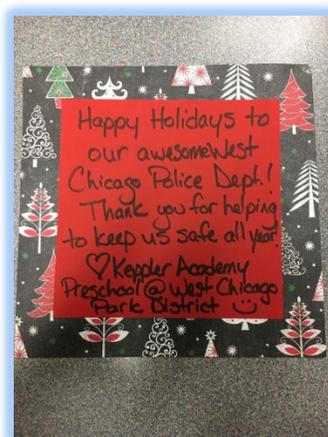
The Operations Division consists of Uniformed Patrol, Traffic Safety Unit, the Investigations Unit, School Resource Officers and Community Service Officers.

Personnel

On December 1st, the City of West Chicago held Frosty Fest. The event included a parade, tree lighting, horse-drawn wagon rides, an ice sculpture artist, an iceless curling rink and Santa and Mrs. Claus. Chief Uplegger, Commander Calabrese, and Community Service Officer Garcia were on hand to provide cotton candy.



On December 13th and 14th, children, parents and staff from West Chicago Park District's Keppler Academy Preschool visited the Station. The children were able to meet officers, tour the building, see a police car and try on some police equipment.



Criminal Activities

Aggravated Assault:

Person known displayed a knife and threatened the victim with it in the 500 block of Main St. When questioned by police, the suspect admitted to brandishing the knife at the victim. The suspect was arrested and transported to the Station. The arrestee was charged with one count of Aggravated Assault and released from custody.

Battery:

A known person threw an individual to the ground at the train depot located at 508 Main St. The person was waiting for a train when he was approached by an intoxicated subject who began to insult and challenge the individual. When the person thought the intoxicated subject was going to strike him, the individual grabbed the subject's jacket and threw him to the ground. No complaints to be signed.

A known person bit a victim on the left hand at a facility in the 200 block of W. North Ave. Due to the mental capacity/condition of the suspect, no complaints to be signed.

A known person struck the victim on the left side of the face at a facility in the 200 block of W. North Ave. Due to the mental capacity/condition of the suspect, no complaints to be signed.

On December 8th, person(s) unknown grabbed and punched the victim under the Wilson St. bridge. The victim advised he was sleeping under the bridge when six unknown teen-aged males attacked him. On December 9th, the same individual was found lying in a yard in the 200 block of High St. The victim, who appeared to be intoxicated, claimed he was attacked by 17 kids who he believed were gang members. The victim did not know who the offenders were in either incident and didn't want to pursue these matters. The victim was transported to Central DuPage Hospital by West Chicago Fire Protection District personnel.

Person(s) unknown battered the victim at Jewel Food Store located at 177 E. Roosevelt Rd. The victim was in a stall in the restroom when a subject forced his way into the stall and began to wrestle with him. A second subject then entered the stall and punched the victim in the mouth. Both suspects then fled the scene. The victim didn't know who the offenders were and didn't want to pursue this incident any further.

Battery/Criminal Sexual Assault:

Person known battered and possibly sexually assaulted the victim while at an apartment on Kings Cir. Family members drove the victim to Central DuPage Hospital for treatment. Investigation is ongoing.

Criminal Trespass to Real Property:

Person(s) unknown entered the General Mills building located at 704 W. Washington St. A key holder advised two individuals were observed on security cameras, walking through the hallways of the building. Officers, the key holder and a Hanover Park Police Department K-9 unit conducted a check of the premises. No one was located.

Criminal Damage to Property:

Person(s) unknown drove a vehicle across the lawn of a residence in the 100 block of W. Brown St. damaging the grass.

Person(s) unknown damaged the masonry mailbox of a residence in the 400 block of St. Andrew's Ct. Loss is estimated at \$1,800.00.

On December 21st, Person(s) unknown damaged the front window to Wilson Avenue Wash located at 327 S. Wilson Ave. and the rear window to a vehicle parked near the front window. Both windows appeared to have been shattered by a BB or pellet.

Criminal Damage to Motor Vehicle:

Person(s) unknown damaged a vehicle parked in the 900 block of Gates St. The paint on the hood and driver's side doors had been scratched.

Person(s) unknown damaged a vehicle parked in the 500 block of Kenwood Ave. The rear window to the car had been shattered by unknown means.

Person(s) unknown damaged a vehicle parked in the 200 block of W. Roosevelt Rd. Holes had been punched in the radiator and exhaust system of the vehicle.

Criminal Damage to Motor Vehicle/Theft of Motor Vehicle Parts:

Person(s) unknown damaged a vehicle parked in the 800 block of Burr Oaks Dr. The rear window to the car had been scratched and the license plate light covers were removed from the vehicle. Loss is estimated at \$750.00.

Criminal Defacement:

Person(s) unknown spray painted gang-related graffiti on a shed behind a residence in the 600 block of Blakely St.

Person(s) unknown spray painted gang-related graffiti on the fence of a residence in the 300 block of E. Brown St.

Person(s) unknown spray painted gang-related graffiti on a garage in the 600 block of Joliet St.

Person(s) unknown spray painted gang-related graffiti on two fences at a residence in the 600 block of W. Brown St.

Person(s) unknown spray painted gang-related graffiti on the garage of a residence in the 100 block of Galena St.

Person(s) unknown spray painted gang-related graffiti on three street signs in an alley behind the 300 block of E. Blair St.

Person(s) unknown spray painted gang-related graffiti on a Stop Sign on eastbound Brown St. at the intersection with Bishop St.

Person(s) unknown spray painted gang-related graffiti on the fence of a residence in the 200 block of Ann St.

Person(s) unknown spray painted gang-related graffiti on the east side of a business in the 300 block of Spencer St.

Predatory Sexual Assault of a Child:

A known person is alleged to have sexually assaulted a child at an apartment in the 1200 block of Kings Cir. The assault occurred while the suspect watched the child while the parents were out of the apartment. The Department of Children and Family Services and the DuPage Children's Center were both contacted and will investigate.

Criminal Sexual Abuse:

A known person is alleged to have inappropriately touched three victims of the 1200 block of S. Kings over a period of time. The Department of Children and Family Services and the DuPage Children's Center were notified and will investigate.

Criminal Sexual Assault:

A known person is alleged to have sexually assaulted the victim at a residence in the 300 block of E. Blair St. Investigation is ongoing.

Credit Card Fraud:

Person(s) unknown made an unauthorized purchase on the victim's credit card. The victim noted a \$198.00 purchase from Canvasdicounts on her Visa card. The victim contacted the credit card company and inquired about the unauthorized charges after which she was advised to file a police report.

Person(s) unknown made unauthorized charges on the victim's credit card. The victim noticed five unauthorized charges totaling \$573.50 on one of the business's Visa cards. Investigation is ongoing.

Fraud:

Person(s) unknown transferred money from the victim's bank account. The victim advised four payments totaling \$4,474.00 were made from his account to a subject he does not know. Investigation is ongoing.

Person(s) unknown opened two credit cards in the victim's name. She cancelled the credit cards and put a hold on her credit.

Theft Over \$500.00

Person(s) unknown removed the victim's cell phone from St. Mary's Church located at 140 N. Oakwood Ave. The victim placed his phone down to set up for Christmas services and when he returned, the phone was missing. Loss is estimated at \$900.00.

Theft Under \$500.00:

Person(s) unknown entered the Sprint Wireless Choice Store located at 200 W. North Ave., Suite 700, and walked to the headphone display. Surveillance video showed the suspect removed three boxes from the display, hid them in his clothing and then left the store without paying. Loss is set at \$379.97. Investigation is ongoing.

Retail Theft:

Person(s) unknown removed a hammer drill valued at \$259.00 from Menards located at 220 W. North Ave. without paying for the item. Video and still photos of the suspect and his vehicle were obtained. Investigation is ongoing.

Person(s) unknown removed two 500 foot spools of copper wire from Menards located at 220 W. North Ave. Two suspects entered the store, with one pushing a baby stroller. The suspects placed the two spools of wire in the stroller, covered them with a blanket and then left the store without paying for the wire. Loss is estimated at \$338.00. Investigation is ongoing.

A known person obtained a bottle of alcoholic liquor and drank it in the pharmacy aisle of Jewel Food Store located at 177 E. Roosevelt Rd. The subject then attempted to leave the store without paying for the liquor and was detained by store personnel. Jewel personnel declined to press charges for the theft, but had the suspect served with a criminal trespass to Property Letter.

Person(s) known entered Menards located at 220 W. North Ave., and changed the price tags on three automatic door locks, which sell for \$179.00 each and then left the store. A second suspect then entered the store and purchased the same locks for \$14.79 each and exited the store. A third subject then entered the store and attempted to return the same locks with no receipt(s). Store personnel obtained a copy of the subject's driver's license and gave him paperwork to complete, but the subject left the store with the locks. Investigation is ongoing.

Theft of Gas:

Person(s) unknown pumped 16.145 gallons of gasoline worth \$32.27 into a vehicle and left the Thornton's located at 1330 S. Neltor Blvd. without paying. No offender information is available.

Deceptive Practices:

A known person cashed four payroll checks at Mr. A's Liquor Galleria located at 1400 S. Neltor Blvd. The bank placed stop payment notices on the checks as they had already been electronically deposited into the bank account of the customer. The four checks totaled \$1,394.29. The suspect was interviewed at his place of employment and admitted to depositing his checks electronically prior to cashing the checks at Mr. A's. The owner of Mr. A's agreed not to press charges as long as restitution in the amount of \$1,394.29 was made by January 31, 2019.

Motor Vehicle Theft:

Person(s) unknown removed a vehicle from a residence in the 1400 block of White Oak Ln. The owner stated the vehicle had been left unlocked with the keys inside. The vehicle was found unoccupied a short time later in the 200 block of Post Oak Cir.

Bomb Threat:

Person(s) unknown emailed a bomb threat to a business in the 400 block of Fenton Ln. The threat appears to have been part of a nationwide series of bomb threats that was part of an extortion/phishing scam. The bomb threats were all received by email and demanded money to be paid in Bitcoins. No bombs were found at any of the facilities, and there were no injuries.

Burglary to Motor Vehicle:

Person(s) unknown entered a vehicle parked in the driveway of a residence in the 1300 block of White Oak Ln. The victim found her vehicle in the driveway with the engine running and all the doors open. The vehicle had been started by use of a key left in the glove box. Person(s) unknown also removed a license plate from a second vehicle in the driveway. Investigation is ongoing.

Person(s) unknown entered the victim's vehicle in the 1300 block of W. Roosevelt Rd. The victim and a former employer were arguing in the parking lot when a suspect entered the victim's vehicle. The suspect allegedly removed a cell phone and GPS unit from the victim's vehicle before leaving the scene with the former employer. Investigation is ongoing.

Delivery Container Theft:

Person(s) unknown removed refrigerated semi-trailers from a business located in the 1200 block of W. Roosevelt Rd. The owner was conducting an inventory of the trailers and discovered that seven were missing. It is unknown when the trailers were removed. Subsequent to the initial report, one trailer was located in a wrecking yard in Oklahoma and a second unit was located at a trailer sales company in Tennessee. A dollar value of the loss is unknown.

Monthly Performance

Activities	Sep 2018	Oct 2018	Nov 2018	Dec 2018	Total 2018	Total 2017
Calls for Service (911 Calls)	781	756	746	690	9,336	10,276
Officer Generated Activity	1,656	1,894	1,563	1,589	21,502	23,472
Traffic Stops	681	1,146	910	810	9,875	9,032
Traffic Citations Incl. NTAs	429	719	549	472	5,928	3,563
Traffic Warnings	387	601	503	458	5,578	6,296
Parking Citations	405	456	220	174	3,094	3,026
Traffic Crashes	60	83	77	62	882	886
Incident Reports	278	299	208	247	3,396	3,720

Uniform Crime Reporting

State law mandates Illinois law enforcement agencies report the occurrence of selected offenses and arrests within specific Index Crime categories. The State then forwards the data to the Federal Bureau of Investigation. The Uniform Crime Reporting (UCR) Program has been the starting place for law enforcement executives, students of criminal justice, researchers, members of the media, and the public at large seeking information on crime in the nation.

Crime	2016 Total	2017 Total	2018 Total
Murder	0	0	2
Robbery/Armed Robbery	10	11	6
Criminal Sexual Assault	2	7	9
Aggravated Assault/Battery	17	12	13
Burglary	46	53	27
Theft	241	250	191
Arson	2	1	0
Motor Vehicle Theft	14	15	17
Human Trafficking Commercial Sex Acts	0	0	0
Human Trafficking Involuntary Servitude	0	0	0
Total IUCR	333	349	265

Supplemental Crimes

Criminal Damage to Motor Vehicle	103	68	53
Criminal Damage to Property	59	54	63
Criminal Defacement	92	34	88
Simple Assault/Battery	81	67	112
Total Supplemental	335	223	316

Officer Activities

On December 5th, Detectives Bowers and Peterson, assisted by a 19 year old, conducted compliance checks on businesses in the City licensed to sell tobacco products. Two establishments (Walgreen's and Green Smoke Vape and Tobacco) sold tobacco products to the youth. The clerks at both locations were issued local Ordinance citations for Selling Tobacco to a Minor.

On December 5th, Officers Calabrese and Cummings and Sergeant Langelan responded to the 1100 block of Marcella Ln. for a single vehicle crash. A witness stated a vehicle drove over the curb and struck a No Parking sign. The witness stated that after striking the sign the driver of the vehicle exited and fled the scene. Upon arrival, the witness pointed out the driver of the vehicle to the officer's. The suspect was located and appeared to be intoxicated. The subject denied driving the vehicle and stated the damage to the car was old. The subject was placed under arrest for Driving Under the Influence of Alcohol. Upon searching the individual, officers found a small amount of cannabis, THC wax, and two pills. The suspect stated he did not have a prescription for the pills. The suspect was transported to the Station where he made suicidal statements. The West Chicago Fire Protection District responded and transported the individual to Central DuPage Hospital for evaluation. The subject was transported back to the Station after he was cleared by hospital staff. The individual was charged with Possession of a Controlled Substance, Driving Under the Influence, and issued two traffic citations. After being fingerprinted and photographed, the subject was transported to the DuPage County Jail.

On December 14th, Officers Mielke, Diveley and Rigler were dispatched to the 300 block of Fulton St. for a reported suspicious person. The individual was located walking in the area of Center St. and Tye Ct. Upon being searched, officers found cash, dozens of coins, cannabis and 5 yellow pills. The subject stated the pills were Xanax. The suspect was taken into custody, and transported to the Station. While at the Station the suspect admitted to illegally entering several vehicles and a garage. The individual was charged with Burglary from Motor Vehicle and Criminal Trespass. The arrestee was also issued citations for Curfew Violation, Possession of Cannabis and Possession of Drug Paraphernalia. The suspect, who was a juvenile, was transported to the Kane County Youth Home.

On December 20th, Officers Schoonhoven and Potts were dispatched to a residence in the 100 block of W. Lester St. for a suspected heroin overdose. The subject was located unconscious on the bathroom floor with abnormal, labored breathing. The individual was issued two doses of Narcan. The subject regained consciousness as West Chicago Fire Protection District personnel arrived on scene. The subject was transported to Central DuPage Hospital for further evaluation.

On December 16th, Officers Fearon, O'Neil, Perry and Schoonhoven responded to Thornton's located at 1330 S. Neltor Blvd., for an anonymous report of a stolen vehicle at that location. Upon arrival, officers located the vehicle with heavy front end damage, and observed a subject standing outside of the vehicle holding a backpack and another individual sitting inside the vehicle. Upon investigating the status of the vehicle, officers learned the vehicle was reported stolen out of Naperville. The subjects were placed into custody and transported to the Station, where they were interviewed. The passenger was released from custody with no charges. The remaining suspect was charged with Possession of a Stolen Motor Vehicle and Unlawful Possession of a Weapon by a Felon. After being fingerprinted and photographed, the suspect was transported to the DuPage County Jail.