

CITY OF WEST CHICAGO

WHERE HISTORY & PROGRESS MEET

NOTICE

PUBLIC AFFAIRS COMMITTEE

**Monday, February 25, 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 January 28, 2019
3. Public Participation / Presentations
4. Items for Consent
5. Items for Discussion
6. Unfinished Business
7. New Business
8. Reports from Staff
 - A. West Chicago Police Department January Monthly Report
 - B. FY 2018 - Phalen Consulting Inc
 - C. FY 2018 - People Made Visible
9. Adjournment

DRAFT

MINUTES

PUBLIC AFFAIRS COMMITTEE

Monday January 28, 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, Gagliardi and Shore.

2. Approval of Minutes.

A. Public Affairs Committee Minutes of November 26, 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, Gagliardi and Shore. Voting Nay: 0. Motion carried.

3. Public Participation / Presentations.

4. Items for Consent.

A. Resolution No. 2019-R-0008 – Phalen Consulting Inc. for Museum Management Services – Ms. Phalen submitted reports on the budget expenditures along with other projects that are held at the museum. Alderman Birch Ferguson made a motion, seconded by Alderman Swiatek. Voting Aye: Chairman Chassee, Alderman Hallett, Birch Ferguson, Swiatek, Gagliardi and Shore. Voting Nay: Alderman Brown. Item will not go to the consent agenda.

B. Spreading Our Wings 5k & 1k Mile – Illinois Association of Latino Administrators - Alderman Brown made a motion, seconded by Alderman Gagliardi to direct this item to City Council for approval. Voting Aye: Chairman Chassee, Alderman Brown, Hallett, Birch Ferguson, Swiatek, Gagliardi and Shore. Voting Nay: 0. Motion carried.

C. Stations of the Cross – St. Andrew Lutheran Church – Alderman Brown made a motion, seconded by Alderman Gagliardi to direct this item to City Council for approval. Voting Aye: Chairman Chassee, Alderman Brown, Hallett, Birch Ferguson, Swiatek, Gagliardi and Shore. Voting Nay: 0. Motion carried.

D. We Go Run – Lemay Middle School – Alderman Brown made a motion, seconded by Alderman Gagliardi to direct this item to City Council for approval. Voting Aye: Chairman Chassee, Alderman Brown, Hallett, Birch Ferguson, Swiatek, Gagliardi and Shore. Voting Nay: 0. Motion carried.

E. Blooming Fest - Alderman Brown made a motion, seconded by Alderman Gagliardi to direct this item to City Council for approval. Voting Aye: Chairman Chassee, Alderman Brown, Hallett, Birch Ferguson, Swiatek, Gagliardi and Shore. Voting Nay: 0. Motion carried.

F. Fireworks at the Shell - Alderman Brown made a motion, seconded by Alderman Gagliardi to direct this item to City Council for approval. Voting Aye: Chairman Chassee, Alderman Brown, Hallett, Birch Ferguson, Swiatek, Gagliardi and Shore. Voting Nay: 0. Motion carried.

G. West Chicago Food Festival – Alderman Brown made a motion, seconded by Alderman Gagliardi to direct this item to City Council for approval. Voting Aye: Chairman Chassee, Alderman Brown, Hallett, Birch Ferguson, Swiatek, Gagliardi and Shore. Voting Nay: 0. Motion carried.

H. Halloween - Alderman Brown made a motion, seconded by Alderman Gagliardi to direct this item to City Council for approval. Voting Aye: Chairman Chassee, Alderman Brown, Hallett, Birch Ferguson, Swiatek, Gagliardi and Shore. Voting Nay: 0. Motion carried.

I. Frosty Fest - Alderman Brown made a motion, seconded by Alderman Gagliardi to direct this item to City Council for approval. Voting Aye: Chairman Chassee, Alderman Brown, Hallett, Birch Ferguson, Swiatek, Gagliardi and Shore. Voting Nay: 0. Motion carried.

J. Frosty 5k - Alderman Brown made a motion, seconded by Alderman Gagliardi to direct this item to City Council for approval. Voting Aye: Chairman Chassee, Alderman Brown, Hallett, Birch Ferguson, Swiatek, Gagliardi and Shore. Voting Nay: 0. Motion carried.

5. Items for Discussion.

A. Mexican Independence Day Festival 2018 Final Report Resubmission - Alderman Birch Ferguson made a motion, seconded by Alderman Hallett to direct this item to City Council for approval. Voting Aye: Chairman Chassee, Alderman Brown, Hallett, Birch Ferguson, Swiatek, Gagliardi and Shore. Voting Nay: 0. Motion carried.

B. Metra Resolution in Support of a State of Illinois Capital Bill – It was the consensus of the Committee to seek additional information before this Committee can move forward with a resolution to support this bill.

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 Swiatek. The motion was approved by voice vote, and the meeting adjourned at approximately 7:29pm.

Respectfully submitted,

Yahaira Bautista

Administrative Assistant to Chief of Police
West Chicago Police Department

WEST CHICAGO POLICE DEPARTMENT MONTHLY REPORT



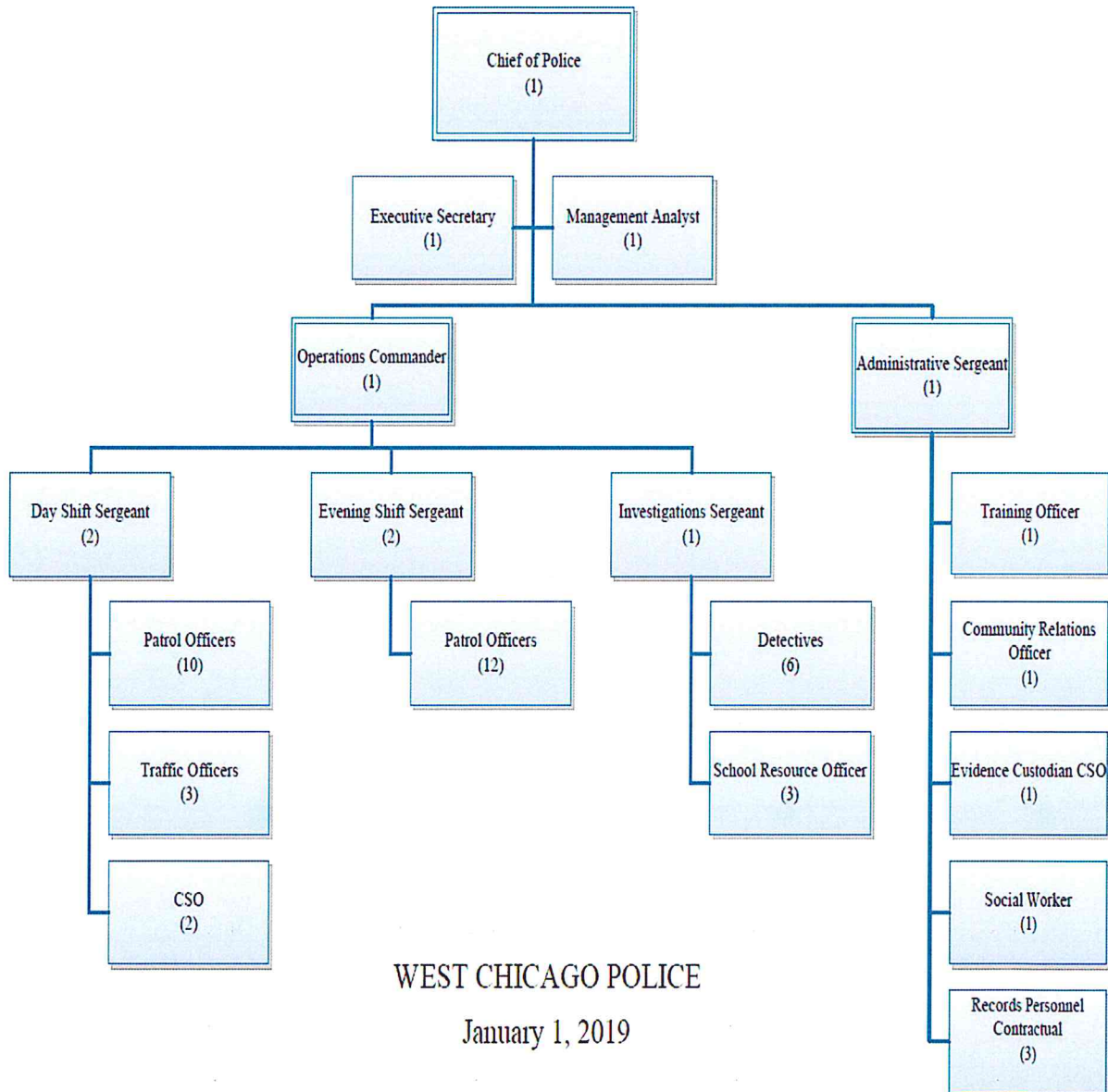
JANUARY 2019

Michael Uplegger, Chief of Police

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Organizational Chart



WEST CHICAGO POLICE

January 1, 2019

Department Overview

The Mission of the West Chicago Police Department is to Protect Life and Liberty, Provide Quality Police Services, and Forge Community Partnerships with Integrity and Professionalism.

There are three divisions in the Police Department: Office of the Chief of Police, Support Services Division, Operations Division.

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, Training Officer, 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 January 6th, Officers Calabrese and Flanigan began their assignments as Detectives. Their main focus will be to investigate gang and drug activity.

On January 6th, Officer Nielsen began her assignment as the Department's Community Relations Officer.



On January 11th, Ryan Moore was sworn in as the Department's newest officer. On January 13th, he reported to the Illinois State Police Academy in Springfield to begin his 560-Hour Basic Officer Training Course.

On January 24th, Officers Potts and Rosenwinkel provided employees of Winfield Township with information about surviving active shooter/workplace violence events. The training provided information on preparation and response options.



On January 26th, members of the West Chicago Police Department took on members of the West Chicago Fire Protection District in the annual Kwasman Klassic basketball game. Both teams were joined by members of the West Chicago Wildcats Special Olympics basketball team. For the fourth year in a row, the Police Department prevailed and took home the Kwasman Trophy.



Criminal Activities

Burglary:

Person(s) unknown entered the victim's storage locker in the 1200 block of S. Neltor Blvd. and removed numerous items. There were no signs of forced entry to the locker. Entry to the floor where the victim's locker is located requires a passcode and the locker is padlocked shut. Loss is estimated in excess of \$150,000.00. Investigation is ongoing.

Person(s) unknown entered a restaurant in the 1000 block of E. North Ave. and removed the cash register, bank deposit bags and tip jar. The business's alarm had not been set. Loss is estimated at \$5,000.00. Investigation is ongoing.

Criminal Damage to Motor Vehicle:

Person(s) unknown damaged a vehicle in the 200 block of W. Pomeroy St. All of the windows on the vehicle, with the exception of the front windshield, were damaged.

Person(s) unknown damaged a vehicle parked in the 100 block of E. Geneva St. The windows on the vehicle had been damaged.

Person(s) unknown damaged a vehicle parked in the 200 block of Marcella Ln. The windshield to the car had been shattered by unknown means.

Criminal Damage to Property:

Person(s) unknown damaged the Early Learning Center located at 331 George St. A window on the east side of the building had been broken.

Person(s) known damaged the victim's Christmas lights in the 800 block of Burr Oaks Dr. Two nine-year old children broke strands of the victim's lights. The children's parents agreed to pay the victim for the damage.

Criminal Defacement:

Person(s) unknown spray painted gang-related graffiti on a building and business sign in the 500 block of Conde St.

Person(s) unknown spray painted gang-related graffiti on a garage door in the 100 block of Galena St.

Person(s) unknown spray painted gang-related graffiti on an apartment building in the 1200 block of Kings Circle.

Residential Burglary (Attempt):

Person(s) unknown forced the rear door to a residence in the 30 W. block of Pomeroy St. The resident returned from vacation and noted the door had been partially opened. A chain on the back door prevented it from being fully opened.

Residential Burglary:

Person(s) unknown removed items from the detached garage of a residence in the 300 block of E. Pomeroy St. There were no signs of forced entry to the garage. Missing from the garage was a chain saw, leaf blower, nail gun and a car radio. The victim believes he located the stolen items being sold through the OfferUp app. Investigation is ongoing.

Burglary to Motor Vehicle:

Person(s) unknown entered a vehicle parked at a business in the 900 block of N. Neltner Blvd. and removed a women's wallet valued at \$40.00. Entry had been gained by breaking the front passenger side window to the victim's car.

Theft Under \$500.00:

Person(s) unknown stole the victim's wallet as he slept on a bench at the train depot located at 508 Main St. The wallet contained a state ID and social security card.

Theft Over \$500.00:

Person(s) unknown removed a package from the porch of a residence in the 700 block of Elizabeth St. The package(s) had been delivered while the victim was at work. Upon return to the residence, the package(s) were missing. The shipment included wireless headphones, three video games and a laptop computer. Loss is estimated at \$830.00.

Person(s) unknown removed a gas powered saw from a construction site in the 1500 block of Atlantic Dr. Loss is estimated at \$600.00.

Person(s) unknown removed a cell phone from a business in the 700 block of Industrial Dr. The victim reports the phone was on his person when his work shift started, but he later noticed it was missing. Loss is estimated at \$600.00.

Person(s) unknown removed over 100 mattresses from a business in the 1700 block of Downs Dr. Loss is estimated at approximately \$108,000.00. Investigation is ongoing.

Theft of Lost or Mislaid Property:

Person(s) unknown removed a watch from the West Chicago Park District ARC Center located at 241 W. National Street. The victim was working out and noted the watch was no longer on his wrist. The victim and staff checked the area but could not locate the watch. Loss is estimated at \$500.00.

Theft by Deception:

Person(s) unknown obtained \$50,000.00 from the victim over the course of three years. The victim met the suspect in Elgin. The victim provided the money to the suspect believing it was to pay for fees to collect a large inheritance after which the victim and suspect would marry and live off the inheritance. Investigation is ongoing.

Credit Card Fraud:

Person(s) unknown obtained two credit cards under the victim's name and made numerous charges to the cards. The victim canceled both cards.

Identity Theft:

Person(s) unknown utilized the victim's identity to open a Direct TV account. The victim was advised by his bank that a collection company was trying to collect on an unpaid account in the victim's name at an address in Peoria. The victim did not open or authorize the Peoria account.

Person(s) unknown registered two vehicles with the Illinois Secretary of State's Office using the victim's name and address. The victim received late notifications from a number of jurisdictions for red light camera violations. The victim did not own the vehicles in question, disputed the notices with the jurisdictions issuing the tickets and had the plates revoked through the Illinois Secretary of State's Office.

Forgery:

Person(s) known attempted to use a counterfeit \$10.00 bill at a business in the 500 block of Main St.

West Chicago Police Department Monthly

Monthly Performance

Activities	Oct 2018	Nov 2018	Dec 2018	January 2019	YTD 2019	YTD 2018	Total 2018
Calls for Service (911 Calls)	756	746	690	718	718	738	9,336
Officer Generated Activity	1,894	1,563	1,589	1,575	1,575	2,167	21,502
Traffic Stops	1,146	910	810	755	755	855	9,875
Traffic Citations	719	549	472	412	412	430	5,928
Traffic Warnings	601	503	458	447	447	525	5,578
Parking Citations	456	220	174	300	300	335	3,094
Traffic Crashes	89	85	76	63	63	97	930
Incident Reports	299	208	247	260	260	281	3,396

Officer Activities

On January 1st, Officer Jones attempted to stop a car for speeding in the area of Roosevelt Rd. and Kress Creek Rd. The vehicle failed to stop and turned onto s/b Joliet St. The vehicle lost control, and slid a couple hundred feet before striking a utility pole guide wire and a small group of trees. Three male juveniles exited the car and ran westbound from the scene. Officers Reavley, Gelsomino, Moos, Kowalik, Bertany and Winton arrived in the area to assist. Officer Winton captured the three after a short foot chase through a wet and muddy construction site. Upon further investigation, it was determined that the vehicle had been reported stolen out of Glendale Heights. The juveniles' parents were contacted, and the youths were interviewed. The suspects admitted the car was stolen. The three juveniles were all charged with Possession of a Stolen Vehicle and transported to the Kane County Youth Detention Center.

On January 2nd, Officers Potts and Perry were dispatched to a residence in the 400 block of Ann St. for a call of an unresponsive subject. Upon arrival, the subject was found unresponsive on the interior steps to the basement. A dose of Narcan was administered and shortly afterward the subject became responsive. The individual was transported to Central DuPage Hospital by West Chicago Fire Protection District personnel.

On January 10th, Officers Kowalik, Bertany, Winton, and Gelsomino and Community Service Officers Garcia and Sollis responded to an apartment building in the 200 block of N. Neltner Blvd. for a fire. Upon arrival, officers observed black smoke emitting from an open second story patio door. Officers were able to confirm no other individuals were in the apartment from where the smoke was coming. Officers then went door to door inside the building in an attempt to clear the building. Two apartments were declared inhabitable by Community Development. At this time, the fire is not suspicious in nature and appears to have been started by a malfunctioning microwave oven.

On January 11th, Officers Perry, Jones, Fearon, Rigler and O'Neil were dispatched to the Police Station for a report of an individual who had been beaten and robbed in the area of the Wilson Street Apartments. The victim stated a number of individuals jumped him, beat him and stole his phone. The victim was transported by West Chicago Fire Protection District personnel to Central DuPage Hospital for further evaluation. Detectives Calabrese and Flanigan located a number of suspects and a witness who were brought to the Station for interviews. Detectives Bowers, Herbert and Peterson and Sergeant Cargola assisted with the interviews. The victim was able to identify a number of suspects. The suspects were all charged with Mob Action, Aggravated Battery in a public place, and Aggravated Battery with great bodily harm. Two offenders were processed and transported to the DuPage County Jail. The third offender, who is a juvenile, was released to his parents and will be charged in Juvenile Court.

On January 14th, Detectives Calabrese and Flanigan responded to an apartment in the 800 block of Burr Oaks for a drug complaint. A parent was complaining that her son was smoking cannabis in the apartment. The son denied smoking in the apartment and the parent signed consent to search the apartment. Located during the search were a BB gun, drugs and drug

paraphernalia. The suspect was placed under arrest and transported to the Station. Upon arrival, the suspect was advised of his Miranda Rights and declined to make a statement. The juvenile was charged with Intent to Deliver a Controlled Substance and Possession of a Controlled Substance and transported to the Kane County Youth Detention Center.

On September 4, 2018, Officer Potts was dispatched to a business in the 100 block of W. Grandlake Blvd. for a burglary report. Surveillance video shows two subjects entering the business when it was closed. Suspect information was developed by Detective Herbert. On January 23, 2019, Detectives Herbert, Peterson, Calabrese and Flanigan located the suspect and brought him to the Station for questioning. Initially, the suspect denied any involvement in the burglary. The business owner then stated if he was able to get his stolen equipment returned, he would not press charges. The suspect then directed investigators to a storage unit in Geneva, IL. where the items were recovered. No charges were filed in this incident.

On December 10, 2018, Officer O'Neil responded to Menards located at 220 W. North Ave., for a retail theft. 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. Detective Bowers received information from Glendale Heights Police investigators of a similar theft of copper wire from the Menards store in its town. Menards security was able to get a vehicle description and registration information. From this, suspect information was developed. Repeated attempts to locate the suspects were unsuccessful. The DuPage County State's Attorney's Office approved charges of Retail Theft for the female suspect for the West Chicago and Glendale Heights offenses and four counts of Retail Theft against the male suspect. On January 31st, the female suspect turned herself into the police. After being fingerprinted and photographed, the suspect was released after posting bond.

Phalen Consulting, Inc.**FY2018 Report for the Management and Operation of the West Chicago City Museum****Summary of Presentation – West Chicago Public Affairs Committee, February 24, 2019**

Staff Time: 3,050.75 (average of 58.7 hours a week; FY17 average of 55.1 a week)

Main Projects:

- Staffing Museum open hours & Depot open hours
- Collections: processing temporary receipts, accessioning artifacts, database entry, digitization of collection, inventory of collection, research files, newspaper collection, online digitization plan
- Conference: Local Arts Network Meetings & Webinar; Kane DuPage Regional Museum Association meetings; Curators Round Table meetings; Educators Round Table meetings; American Association of Small & Local History webinars; Arts DuPage meetings, Action symposium at the Minneapolis Institute of Arts, Association of Midwest Museums Conference, Illinois Association of Museums Conference; One State Arts Alliance Conference
- Educational: educational programming-adult and school outreach; District 33 curriculum revamp; Indian Knoll 50th Anniversary Collaboration and programming; Afterschool *history through art HeART* program; Digital Mini-kits for teachers/classrooms; Passport Through History Checkout History Kits; summer classes for kids; Late Nights; Library reading program collaboratives for adults and kids; online resources on wegohistory.com; in school hands-on history programs; meetings with Benjamin School district to share resource and to celebrate district's 175th Anniversary in 2019; District 33 Curriculum revamp; organizing downtown tours including museum for Pioneer and Turner School students
- Events: Blooming Fest, Volunteer Appreciation Dinner, Railroad Days & Parade, National Night Out, Mexican Independence Day Celebration, 29th Tales Tombstones Tell, Downtown Halloween Parade & Trick or Treat, Frosty Fest
- Exhibits: **We Go A Traveling** (October 2017-April 2018); **We Go Pop** (May 2018 – February 2019); Planning: CB&Q Depot interior exhibit, outdoor interpretive signage for the CB&Q Depot, High Lake Station Steps and Sesqui Park displays, semi-permanent exhibit for 2nd floor **Rails & Trails**; 1st Floor temporary Day of the Dead Ofrenda; Offsite exhibit at Library **25th Anniversary of Library**; planning **Home** (May 2019-April 2020)
- Grants: State of Illinois 119. W. Washington 1869 C&NW Depot
- Museum: new entrance design
- Online Outreach: social media, Friends of the Museum website-wegohistory.com
- Organizational Collaborations: West Chicago Fire Protection District-history book written by Martha Noble and produced by the Museum & Friends of the Museum; Congregational & Methodist Church-preservation of church records; DuPage County Forest Preserve; Burlington Route Historical Society collaboration; Mexican Cultural

Center collaborative projects; People Made Visible Artist-in-Residency and Downtown First Friday Nights; DuPage Foundation-Arts DuPage; Community High School Reunion Scrapbooks and Research Gatherings Host; Healthy West Chicago walking passport

- Preservation: assist Historical Preservation Commission; 119 W. Washington St. 1869 Depot reuse plan; McAuley School preservation project
- Programs: Late Night at the City Museum-Drawing on History, Mobile Walking Tour, History Pin, Historiography non-fiction book reading group, Voices of DuPage Oral History program, KDRMA Passport to Adventure; Turner Junction Challenge; Tea Fundraiser, Town Hall Shares; Special Museum introduction program for all West Chicago Public Library staff; Artist in Residency Chris Lucero Calaveras of West Chicago, Rail Trail development
- Research: organizing research files, working with researchers and processing research requests, digitization of research collection, self-serve resource kiosk at museum set-up and maintenance
- Volunteer Management

Collection:

Accession Total:

- Collection total: 34,098 objects
- Collection processed into PastPerfect database: 15,524
- New donations:
 - Local organization items, local business items, Park District history materials, local family items

Research Inquiries: 123 (average 10.25 a month) (house history, local business history, family history, cemetery history, local school history, local historic buildings)

Visitation:

- Overview
 - Open hours: 743 (FY2016: 743)
 - Guests at museum: 3,127 (FY2017: 2,615)
 - External Museum programs: 923 (FY2017: 2,107)
 - Website traffic: 2,257 unique visits (FY2017:1,850 unique visits)
 - Social Media: Facebook 552 followers, Twitter 408 followers, Instagram 186 followers
- Breakout

Category	Date(s)	Guests
Walk-in Museum visitors during regular open hours (W-S noon-4pm)	2018	2,039

Museum specific visitors (researcher, museum related question)	2018	1,088
Program: Late- Night at the City Museum (with special events in downtown)	First Friday of selected months (November, December)	12
Program: Historiography Non-Fiction Reading Book Club	Monthly, third Friday/Thursday of each month (March-November)	57
Program: Timeless Tales Kids Story Time at the Museum in collaboration with library	Monthly	122
Program: Town Hall Shares	April 11; July 18	49
Program: Wegner School in-school program	February 16, 2018	66
Event: Spring Tea	March 26, 2018	55
Event: Blooming Fest	May 19, 2018	317
Special Hours: Depot Days, CB&Q special Saturday Hours	May 19-Augst, 2018	92
Program: Summer Camps	June 7, 8, 21, 2018	23
Event: Old Fashioned Ice Cream Social with library (special depot tours)	June 30, 2018	42
Program: Depot Days	Saturdays May 20 through August	51
Event: Railroad Days Parade	July 15, 2018	500
Event: National Night Out	August 1, 2018	40
Tour: German Sister Cities Tour	August 27, 2018	25
Event: Mexican Independence Day Viva Mexico Celebration	September 15-16, 2018	85

Tour/Program: Pioneer School Museum tour and downtown visit	September 21, 2018	80
Program: Tales Tombstones Tell	October 5, 2018	150
Event: Food Fest	October 13, 2018	143
Program: Benjamin School 6 th History introduction	October 15, 2018	82
Tour/Program: Turner School Museum tour and downtown visit Public Topical Sharing Event	October 19, 2018	85
Event: 1963 Class Reunion	October 20, 2018	28
Event: Downtown Trick or Treat	October 27, 2018	892
Event: Frosty Fest	December 1, 2018	236
Program: Wegner In School Toys Program	December 20, 2018	25

Volunteer hours: 445 (FY2017: 420) (docent hours, Voices of DuPage, file organizing, event staffing, newspaper collection, genealogy, research requests, model building and repair)

Goal Achievement per statements made in Attachment B

- Education: Annual Goal of 6 total programs during school year including 4 in museum group tours; MET; YTD 4 program in school; 2 in museum.
- Summer Passport Program goal of attracting 75 additional visitors through program, the majority of which from out of town; MET; (YTD 76 passport visitors)
- Exhibits/Displays: Annual Goal of at least one new large exhibit; MET
- Outreach Exhibits: Expand current Depot Days open public hours from four Saturdays a year to twelve Saturdays a year: MET
- Exhibits/Displays: During FY2018 design and erect two outdoor sign boards unmet as of December 31, 2018, but planning in place for three to be placed Spring 2019
- Exhibits/Displays: Accessibility goal of maintaining at least 12 hours a week during winter months and 16 hours a week during spring/summer/fall months: MET
- Volunteers: monthly goal of utilizing volunteers for 30 hours a month; MET (volunteer hours averaged 37 hours a month for the year)
- Collection: annual goal of accessioning 50% of the backlog of artifacts in progress with a target goal of accomplishment by June 30, 2019 (delayed to arranged storage facility to house accessioned items)

- Collection: annual goal of accessioning 75% of 2018 donations; MET
- Collection: digitizing 10% of the collection during inventory process; MET
- Research library: monthly goal of serving 10 researchers a month; MET with an average of 10.25 researchers a month for 2018
- Research library: annual goal of processing new items into research library; MET
- Research library: Create research station for self-service research on 2nd floor of museum; MET
- Programs: annual goal of 8 programs open to the public: MET

For the fiscal year of 2018 under the sixth year of the executed contract with the City of West Chicago for management of the City Museum, Phalen Consulting, Inc. had total cash inflows of \$90,545.29 and total cash outflows of \$90,545.29. Per the November 17, 2014 Agreement between the City of West Chicago and Phalen Consulting for the Operation of the West Chicago City Museum, City Resolution No. 14-R-0065 \$84,000 of cash inflows came from the City. Principal Sara Phalen funded a \$2,000 short-term loan to cover budget shortfalls and was paid back, shown in the Other budget category. Funds were taken from the Museum's Trust Fund, administered by the Friends of the West Chicago City Museum, to cover additional costs in the 2018 calendar/fiscal year, not covered by other inflows, totaling \$4,545.29.

Category	Amount budgeted	FYE 2018
Staff	\$57,000	\$66,571.73
Training and Tuition	\$1,000	\$1,888.81
Membership dues/subscription	\$1,500	\$1,419.90
Printing and binding	\$1,100	\$26.53
Advertising and promotions	\$300	\$0.00
Other contractual services	\$2,000	\$3,144.11
Computer/office supplies	\$1,000	\$2,971.09
Tools & equipment	\$300	\$1,584.56
Educational exhibitions	\$11,600	\$1,831.68
Educational programming	\$4,200	\$6,336.46
Miscellaneous Commodities	\$1,000	\$662.03
Collection maintenance	\$2,000	\$148.70
Additional arts programming	\$1,000	\$1,420.00
Other	\$0	\$2,539.69

For the fiscal year of 2018 the West Chicago City Museum's Trust Fund had total cash inflows of \$288.96 and total cash outflows of \$8,786.21, for a net deficit of \$8,497.25.

- Inflows
 - \$281 donations made by museum visitors
 - \$7.96 interest revenue on account
- Outflows
 - \$4,545.29 to cover Phalen Consulting FY2018 deficit

- \$4,240.92 for the purchase of a flatbed scanner and a book scanner out the 2017 donation from the Congregational Church

FY2019 Preview

- Downtown promotions advertising for Frist Fridays in West Chicago and seasonal cultural programming
- Community gathering events: Town Hall Shares will go out into the community and not just be held at the Museum
- 30th Anniversary of Tales Tombstones Tell celebrated in a traditional nighttime Oakwood Cemetery and an immersive daytime program at Glen Oak Cemetery
- Two publications: 30th Anniversary of Tales Tombstones Tell in a Cemetery Feature Book; West Chicago Fire Department History Book
- Continued increased programming along the Prairie Path
 - Every Saturday May 20 through August Depot Days
 - Outdoor signage at historic landmarks
 - Rail Trail tour
- Continue to strengthen relationships with schools and increase community collaborations including revamping District 33 programming to include bilingual local history resources
- Continue to address collections backlog and storage issues
- *Plan for digital asset maintenance (as we digitize our collection and take in more digitally created accessions, online/cloud storage may become an issue); Museum staff is preparing a plan to store and make these items more accessible to the general public
- *Professional development work with the Friends of the West Chicago City Museum to better serve as a fundraising body for the City Museum to cover increase in costs and program expansions

West Chicago City Museum, Impact Statement Summaries

Phalen Consulting, January 28, 2019

Year	Museum Attendance	General Museum Attendance	Downtown Event attendance @ museum	External program attendance	Programs	School Programs
2012	1,800	1,050	750	300	40	2
*2013	2,246	1,310	936	497	42	2
2014	2,918	1,426	1,492	875	42	9
2015	2,954	1,444	1,510	950	47	6
2016	3,161	2,069	1,092	1,639	71	9
2017	2,615**	1,465	1,150	2,107	54	9
2018	3,127	1,561	1,566	923	61	7

Year	Friends of the Museum Website (unique visits)	Facebook	Twitter	Instagram
2016	1,667	n/a	n/a	n/a
2017	1,850	474	355	84
2018	2,257	552	408	186

*First year museum under the operation of Phalen Consulting with part-time staffing

**Blooming Fest was not held in 2017

Research requests, exhibits and collections processed, catalogued, digitized and rehoused in storage not included in summaries

People Made Visible, Inc. 2018 Q4 Report for Gallery 200/103 W. Washington

For the fourth quarter of the fiscal year of 2018 under the fifth year of the executed contract with the City of West Chicago for the operation of Gallery 200, People Made Visible had total cash inflows of \$175.00 and total cash outflows of \$774.81, for a net deficit of \$599.81. The net deficit will be covered by the overall FY18 surplus.

Financial highlights from Q4 include:

- **Inflows**
 - \$75.00 Blooming Fest refund
 - \$100 donation
- **Outflows**
 - *Staff and payroll taxes:* \$83.03
 - *Supplies:* \$229.71
 - *Cleaning:* \$60.00
 - *Phone & Internet:* \$402.07

Events at 103 W. Washington Street:

October 2018:

- Artoberfest “Fall in Love with Art” Group Art Show, Opening Reception, October 5, 2018
- Rocktober Fest “Kindness Rocks” wall and rock painting open house, during Food Fest, October 13, 2018
- Downtown Trick or Treat Participation, October 27, 2018
- Blue Ridge Strangers Concert, October 27, 2018

November 2018:

- Family Renwick Grand Finale Show, Opening Reception, November 2, 2018
- Small Gifts of Art December Group Show Opening Reception, November 30, 2018

December 2018:

- Frosty Fest: Leman Middle School Performance, December 1, 2018
- Frosty Fest: Art demos, December 1, 2018

Monthly Artist Open Studio hours

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

Healthy West Chicago Meetings

Mexican Cultural Center DuPage Monthly Meetings

GardenWorks Monthly Meetings

PMV Outreach Events/Partnership Collaborations

- Art Exhibits at West Chicago Library, December 2018
- First Fridays Downtown West Chicago collaboration with City Museum, Kindred Coffee
- One West Chicago Community Cookbook
- Year of the Butterfly Collaboration

Visitation at 200 Main/Gallery 200:

- Overview

- Guests at Gallery 200 Q4 2018: 1,072
 - Guests at Gallery 200 Q4 2017: 1,038
- Breakout

Category	Date(s)	Guests 2018	Guests 2017
Walk-in Gallery visitors during regular open hours (Thurs noon-6pm, Fri noon-8pm, Sat 10am-4pm, Sun noon-4pm)	October	612	456
Walk-in Gallery visitors during regular open hours (Thurs noon-6pm, Fri noon-8pm, Sat 10am-4pm, Sun noon-4pm)	November	214	173
Walk-in Gallery visitors during regular open hours (Thurs noon-6pm, Fri noon-8pm, Sat 10am-4pm, Sun noon-4pm)	December	246	409

Gallery 200 Artist Sales

- Overview
 - Q4 2018 \$3,499.75 (no commission on sales is taken by the Gallery/PMV)
 - Q4 2017 \$5,970.50 (no commission on sales is taken by the Gallery/PMV)
- Breakout

Category	Date(s)	Total 2018	Total 2017
Total Sales	October	\$568.00	\$384.50
Total Sales	November	\$2,490.75	\$1,443.50
Total Sales	December	\$441.00	\$4,142.50

Gallery 200, 103 W. Washington Street events

- Space use share allowed to host meetings for District 33, GardenWorks Project, Healthy West Chicago, Mexican Cultural Center DuPage, local fabric artist group

Program towards Goals for 2018

- Work with community partners to increase foot traffic in downtown West Chicago, including launching rotating 3 month postcards that list events in downtown
- Continue to expand classes offered at Gallery 200
- Work with artists to bring additional interactive art into 103 W. Washington
- Continue fundraising campaign to contribute to 200 Main Street Renovation Project

People Made Visible, Inc. End of Year Report for Fiscal Year 2018

For the fiscal year of 2018 under the fifth year of the executed contract with the City of West Chicago for the operation of Gallery 200, People Made Visible had total cash inflows of \$7,605.00 and total cash outflows of \$4,404.17, for a net surplus of \$3,200.83. It is anticipated that the net surplus will be added to the Gallery 200/200 Main Projects Fund for continued projects and enhancements to the Gallery 200 which is anticipated to be spent in the FY2019.

Financial highlights from the fiscal year 2017 include:

➤ **Inflows**

- Cash receipts of \$6,000.00 from the City of West Chicago per the contractual agreement between the City and People Made Visible, Inc.
- Cash receipts of \$1,430 from the Gallery artist fees
- Cash receipts of \$100.00 from donations from the public for the Gallery 200/200 Main Projects Fund
- Refunds from Blooming Fest participation \$75.00

➤ **Outflows**

- Operational expenses/supplies: \$805.42
 - The payments were for coping, office supplies, cleaning supplies, hanging equipment and cart
- Cleaning: \$240.00
- Insurance & Registration fees costs totaled \$654 (maybe \$15 over)
- Advertising: \$441.58
- Phone & Internet: \$1,747.73
- Staff: \$295.44
- Art Class Grants: \$220

Events at 103 W. Washington:

January 2018:

- Under Construction Exhibit by Judith Horsley, Opening Reception, January 5, 2018
- GardenWorks Seed Sorting Volunteer Event, January 17, 2018

February 2018:

- Fiber Adventures by Sharon Malec and Patty Koenigsaecker, Group Show, Opening Reception, February 2, 2018
- Kathi Kuchler Watercolor classes, all Saturdays in February
- GardenWorks Seed Saving and Exchange Event, February 7, 2018

March 2018:

- Art is the HeART of the City District 33 Elementary School Group Show, March Show Opening Reception, March 1, 2018
- March featured window artist: Nnenna Okore
- GardenWorks Community Gardening Workshop, March 7, 2018

April 2018:

- GardenWorks Raised Bed Garden Workshop, April 4, 2018
- West Chicago High School District 94 Show, Opening Reception, April 6, 2018

May 2018:

- Art in Full Bloom Group Show, Opening Reception, May 4, 2018
- Blooming Fest, May 19, 2018
- GardenWorks tool giveaway and seedling sale, May 19, 2018

June 2018:

- Art by Joe Ross Show Opening Reception, June 1, 2018
- Mexican Cultural Center Kick-off Concert for Miss Mexican Heritage, June 8, 2018

July 2018:

- First Star Art Show, Opening Reception with concert, July 7, 2018
- Special Kids Art Classes, July 19, 24, 26
- GardenWorks Project Fall Seedlings Sale, July 26, 2018
- Host for Leman Middle School Mariachi Practices

August 2018:

- GardenWorks Project Harvest Canning Workshop, August 1, 2018
- Kathi Kuchler Botanicals and Nature Show, Opening Reception, August 3, 2018
- Partnered with the WeGo Crafters for a Crossing Stitching HERstory Stitch-up Event, August 23, 2018
- Window Art Installation by Matthew Hoffman, LOVE EVEN MORE

September 2018:

- Art by Starla Snead Show, September Show Opening Reception, September 7, 2018
- Partnered with the WeGo Crafters for a Crossing Stitching HERstory Stitch-up Exhibit, September 14-31, 2018
- Mexican Independence Day Midwestern Mariachi Institute host location, Saturday, September 15, 2018

October 2018:

- Artoberfest "Fall in Love with Art" Group Art Show, Opening Reception, October 5, 2018
- Rocktober Fest "Kindness Rocks" wall and rock painting open house, during Food Fest, October 13, 2018
- Downtown Trick or Treat Participation, October 27, 2018
- Blue Ridge Strangers Concert, October 27, 2018

November 2018:

- Family Renwick Grand Finale Show, Opening Reception, November 2, 2018
- Small Gifts of Art December Group Show Opening Reception, November 30, 2018

December 2018:

- Frosty Fest: Leman Middle School Performance, December 1, 2018
- Frosty Fest: Art demos, December 1, 2018

Art Classes:

- Britta Renwick jewelry making classes
- Jennifer Ralph/First Star Art classes

Meeting/Space Utilization by People Made Visible divisions and collaborators: Healthy West Chicago, GardenWorks Project, Mexican Cultural Center DuPage, West Chicago City Museum
 Monthly Artist Open Studio hours
 Art Meet-up: Fiber Artists Meet-up held monthly

PMV Outreach Events/Partnership Collaborations

- Host Mexican Cultural Center Artist-in-Residency Juan Chawuk Jenga Mural
- American In Bloom Committee work and hosting
- Party in the Park-Reed Keppler Band Shell, August 11, 2018
- Host of Mariachi Heritage School during Mexican Independence Day Festival
- Presence at Art on the Prairie, Warrenville Art Show, September 15-16, 2018
- First Fridays Downtown West Chicago collaboration with City Museum, Kindred Coffee
- Arts DuPage/National Arts and Humanities Month Promotions in October
- October Downtown Trick or Treat
- Art Exhibits at West Chicago Library, December 2018
- Frosty Fest Ice Sculpture Co-Sponsor with FNBC Bank
- One West Chicago Community Cookbook
- Year of the Butterfly Collaboration

Visitation at 200 Main:

- Overview: Guests at Gallery 200: 3,126 (9% increase)

	FY18	FY17	FY16	FY15
Guests	3,126	2,859	2,173	2,351

- Breakout

Category	Date(s)	Guests
Walk-in Gallery visitors during regular open hours (Thurs-Fri noon-8pm, Sat-Sun noon-4pm)	January 2018	155
Walk-in Gallery visitors during regular open hours (Thurs-Fri noon-8pm, Sat-Sun noon-4pm)	February 2018	113
Walk-in Gallery visitors during regular open hours (Thurs-Fri noon-8pm, Sat-Sun noon-4pm)	March 2018	381
Walk-in Gallery visitors during regular open hours (Thurs-Fri noon-8pm, Sat-Sun noon-4pm)	April 2018	318
Walk-in Gallery visitors during regular open hours (Thurs-Fri noon-8pm, Sat-Sun noon-4pm)	May 2018	279
Walk Walk-in Gallery visitors during regular open hours (Thurs-Fri noon-8pm, Sat-Sun noon-4pm)	June 2018	194

Walk-in Gallery visitors during regular open hours (Thurs-Fri noon-8pm, Sat-Sun noon-4pm)	July 2018	190
Walk-in Gallery visitors during regular open hours (Thurs-Fri noon-8pm, Sat-Sun noon-4pm)	August 2018	180
Walk-in Gallery visitors during regular open hours (Thurs-Fri noon-8pm, Sat-Sun noon-4pm)	September 2018	244
Walk-in Gallery visitors during regular open hours (Thurs-Fri noon-8pm, Sat-Sun noon-4pm)	October 2018	612
Walk-in Gallery visitors during regular open hours (Thurs-Fri noon-8pm, Sat-Sun noon-4pm)	November 2018	214
Walk-in Gallery visitors during regular open hours (Thurs-Fri noon-8pm, Sat-Sun noon-4pm)	December 2018	246

Gallery 200 Artist Sales

- Overview: Total Sales: \$8,153.25
 - no commission on sales is taken by the Gallery/PMV

	FY18	FY17	FY16	FY15
Total Sales	\$8,153.25	\$13,223.25	\$8,066.55	\$10,176.55

- Breakout

Category	Date(s)	Guests
Total Sales	January 2018	\$456.50
Total Sales	February 2018	\$162.50
Total Sales	March 2018	\$290.00
Total Sales	April 2018	\$402.00
Total Sales	May 2018	\$1,203.00
Total Sales	June 2018	\$832.00
Total Sales	July 2018	\$545.00
Total Sales	August 2018	\$147.50
Total Sales	September 2018	\$615.00

Total Sales	October 2018	\$568.00
Total Sales	November 2018	\$2,490.75
Total Sales	December 2018	\$441.00

Program towards Goals for 2018

- Work with community partners to increase foot traffic in downtown West Chicago, including launching rotating 3 month postcards that list events in downtown
- Continue to expand classes offered at Gallery 200
- Work with artists to bring additional interactive art into 103 W. Washington
- Continue fundraising campaign to contribute to 200 Main Street Renovation Project

Goals for 2019

- Increase visibility of Gallery 200 and downtown West Chicago cultural activities
- Promote West Chicago artist community and offerings through state and national organizations
- Market West Chicago as a destination for artists and a place to purchase affordable art
- Continue to expand classes offered at Gallery 200
- Work with artists to bring additional interactive art into 103 W. Washington
- Continue fundraising campaign to contribute to 200 Main Street Renovation Project