

# CITY OF WEST CHICAGO

WHERE HISTORY & PROGRESS MEET

## NOTICE

### PUBLIC AFFAIRS COMMITTEE

**Monday, February 19, 2024  
6:15 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 December 18, 2023
3. Public Participation / Presentations
4. Items for Consent
  - A. Resolution No. 24-R-0017 - A Resolution Approving a Master Service and Purchasing Agreement with Axon Enterprises, Inc. for the Axon Fleet 3 In-Car Camera System.
  - B. Resolution No. 24-R-0016 – Extension of Ride DuPage Transportation Program
  - C. Blooming Fest
  - D. Food Fest
  - E. Frosty Fest
  - F. Stations of the Cross – St. Andrew Lutheran Church
5. Items for Discussion
6. Unfinished Business
7. New Business
8. Reports from Staff
  - A. West Chicago Police Department Monthly Report
  - B. People Made Visible Fiscal Year 2023 Report
  - C. Phalen Consulting, Inc. FY2023 Report
9. Adjournment

## MINUTES

### PUBLIC AFFAIRS COMMITTEE

Monday, December 18, 2023 6:15 P.M.

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

Chairman Chassee called the meeting to order at 6:15pm. Roll Call found Alderman Brown, Hallett, Birch Ferguson, Smith and Short.

**2. Approval of Minutes.**

A. Public Affairs Committee Minutes of November 20, 2023. Alderman Brown made a motion, seconded by Alderman Short to approve the minutes of the Public Affairs Committee meeting. Voting Aye: Chairman Chassee, Alderman Brown, Hallett, Birch Ferguson, Smith and Short. Voting Nay: 0. Abstain: 0. Motion carried.

**3. Public Participation / Presentations.**

**4. Items for Consent.**

A. Resolution No. 23-R-0099 - A Resolution Authorizing the Mayor to Execute a Contract Extension with Flock Group, Inc. - Alderman Birch Ferguson made a motion, seconded by Alderman Smith to direct this item to City Council for approval. Voting Aye: Chairman Chassee, Alderman Brown, Hallett, Birch Ferguson, Smith and Short. Voting Nay: Abstain: 0. Motion carried.

B. Resolution No. 23-R-0100 – A Resolution Terminating the Agreement between West Chicago Jules, LLC and SEB Palatine II, LLC (Oliver Square now Mosaic Crossing) and the City of West Chicago. - Alderman Birch Ferguson made a motion, seconded by Alderman Smith to direct this item to City Council for approval. Voting Aye: Chairman Chassee, Alderman Brown, Hallett, Birch Ferguson, Smith and Short. Voting Nay: Abstain: 0. Motion carried.

C. Ordinance No. 23-O-0048 – Parking Regulations - Alderman Birch Ferguson made a motion, seconded by Alderman Smith to direct this item to City Council for approval. Voting Aye: Chairman Chassee, Alderman Hallett, Birch Ferguson, Smith and Short. Voting Nay: Abstain: Alderman Brown. Motion carried.

**5. Items for Discussion**

**6. Unfinished Business.**

Alderman Short asked for a status on the Stop sign at the intersection of Forest and Bishop. Chief Fleury mentioned the Commander is looking into a solution and hope to have a solution to this issue soon.

**7. New Business.**

**8. Reports from Staff.**

**9. Adjournment.** Alderman Birch Ferguson made a motion to adjourn, seconded by Alderman Hallett. The motion approved by voice vote, and the meeting adjourned at approximately 6:24pm.

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:** Resolution No. 24-R-0017

A Resolution Approving a Master Service and Purchasing Agreement with Axon Enterprises, Inc. for the Axon Fleet 3 In-Car Camera System.

**AGENDA ITEM NUMBER:** 4. A.

**FILE NUMBER:** \_\_\_\_\_

**COMMITTEE AGENDA DATE:** February 19, 2024

**COUNCIL AGENDA DATE:** February 19, 2024

**PREPARED BY:** Colin Fleury, Chief of Police

**SIGNATURE** \_\_\_\_\_

**APPROVED BY:** Michael Guttman, City Administrator

**SIGNATURE** \_\_\_\_\_

**ITEM SUMMARY:**

In 2020, the City of West Chicago entered into a Master Service and Purchasing Agreement with Axon Enterprises, Inc. for nineteen (19) Axon in-car camera systems, known as Fleet 2. The current contract is up for renewal, and as part of the initial agreement, a TAP Refresh was also included. The Tap Refresh allows the City to upgrade the in-car camera system with Axon's latest version, Fleet 3, which now has a license plate reader (LPR) feature. The LPR feature integrates with our current Flock camera system and provides real-time leads information right to the patrol vehicle. As vehicles pass a patrol vehicle, the officer is alerted to any stolen vehicles and other important information, such as revoked or suspended licensed drivers, registered owners wanted on outstanding warrants and missing or endangered individuals. The Axon in-car camera system utilizes the same data interface programs and data storage as our existing Body Worn and Interview Room Cameras. With this purchase, all officer-generated video and audio footage will utilize the same platform for playback, labeling, and storage purposes. Axon redaction software currently used to satisfy the Freedom of Information Requests for BWC footage is compatible with the Axon camera footage. Continuing to use Axon video equipment will maintain a streamlined system of video collection, review, FOIA redaction, and evidence sharing utilizing Axon's evidence.com platform.

Department staff is requesting to enter into a new Master Service and Purchasing Agreement with Axon, Inc. for the purchase and use of Axon products and services associated with the in-car camera system (Fleet 3) in the amount not to exceed \$228,081.58 (payable throughout a five-year contract, with each year costing \$45,616.32). This contract was increased from nineteen (19) in-car cameras to twenty-one (21) in-car cameras due to the expansion of the Police Department's vehicle fleet. This proposed purchase will be made using money from the Drug Asset Forfeiture (DAF) account, which is a restricted fund from which only eligible equipment purchases may be made; no personnel/benefit, non-police-related capital, or other routine operating expenses may be paid from the DAF account.

Please see the attached Service Agreement, Exhibit A.

**ACTIONS PROPOSED:**

Staff recommends approval of Resolution No. 24-R-0017

**COMMITTEE RECOMMENDATION:**

**RESOLUTION NO. 24-R-0017**

**A RESOLUTION AUTHORIZING THE MAYOR TO EXECUTE CERTAIN  
AGREEMENT WITH Flock Group, Inc**

BE IT RESOLVED by the City Council of the City of West Chicago, in regular session assembled, that the Mayor is hereby authorized to execute and the Executive Office Assistant is authorized to attest a certain Master Service and Purchasing Agreement with Axon Enterprises, Inc. for the Axon Fleet 3 In-Car Camera System, a copy of which is attached hereto as Exhibit "A."

APPROVED this 19th day of February 2024.

AYES: \_\_\_\_\_

NAYES: \_\_\_\_\_

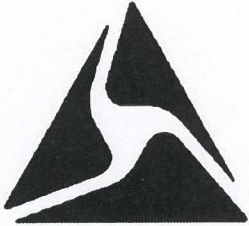
ABSTAIN: \_\_\_\_\_

ABSENT: \_\_\_\_\_

\_\_\_\_\_  
Mayor Ruben Pineda

ATTEST:

\_\_\_\_\_  
Executive Office Manager Valeria Perez



**Axon Enterprise, Inc.**  
 17800 N 85th St.  
 Scottsdale, Arizona 85255  
 United States  
 VAT: 86-0741227  
 Domestic: (800) 978-2737  
 International: +1.800.978.2737

Q-541529-45320.705JS

Issued: 01/29/2024

Quote Expiration: 03/13/2024

Estimated Contract Start Date: 07/01/2024

Account Number: 115576

Payment Terms: N30

Delivery Method:

SHIP TO	BILL TO
West Chicago Police Department - IL 325 Spencer St West Chicago, IL 60185-3154 USA	West Chicago Police Department - IL 325 Spencer St West Chicago IL 60185-3154 USA Email:

SALES REPRESENTATIVE	PRIMARY CONTACT
David Arth Phone: Email: darth@axon.com Fax:	Anthony Cargola Phone: 630-293-2220 Email: acargola@westchicago.org Fax:

**Quote Summary**

Program Length	60 Months
<b>TOTAL COST</b>	<b>\$228,081.58</b>
<b>ESTIMATED TOTAL W/ TAX</b>	<b>\$228,081.58</b>

**Discount Summary**

Average Savings Per Year	\$12,336.56
<b>TOTAL SAVINGS</b>	<b>\$61,682.82</b>

**Payment Summary**

Date	Subtotal	Tax	Total
Jun 2024	\$45,616.30	\$0.00	\$45,616.30
Jun 2025	\$45,616.32	\$0.00	\$45,616.32
Jun 2026	\$45,616.32	\$0.00	\$45,616.32
Jun 2027	\$45,616.32	\$0.00	\$45,616.32
Jun 2028	\$45,616.32	\$0.00	\$45,616.32
<b>Total</b>	<b>\$228,081.58</b>	<b>\$0.00</b>	<b>\$228,081.58</b>

Quote Unbundled Price:	\$289,764.40
Quote List Price:	\$260,973.40
Quote Subtotal:	\$228,081.58

**Pricing**

*All deliverables are detailed in Delivery Schedules section lower in proposal*

Item	Description	Qty	Term	Unbundled	List Price	Net Price	Subtotal	Tax	Total
<b>Program</b>									
100552	TRANSFER CREDIT - GOODS	1			\$1.00	\$13,176.58	\$13,176.58	\$0.00	\$13,176.58
Fleet3B+TAP	Fleet 3 Basic + TAP	2	60	\$227.59	\$204.74	\$204.74	\$24,568.80	\$0.00	\$24,568.80
Fleet3B+TAP	Fleet 3 Basic + TAP	19	60	\$227.59	\$204.74	\$164.33	\$187,336.20	\$0.00	\$187,336.20
<b>A la Carte Services</b>									
100159	AXON FLEET 3 - SERVICES - ALPR API INTEGRATION	1			\$3,000.00	\$3,000.00	\$3,000.00	\$0.00	\$3,000.00
<b>Total</b>							<b>\$228,081.58</b>	<b>\$0.00</b>	<b>\$228,081.58</b>

## Delivery Schedule

### Hardware

Bundle	Item	Description	QTY	Estimated Delivery Date
Fleet 3 Basic + TAP	11634	AXON FLEET - CRADLEPOINT IBR900-1200M-B-NPS+5YR NETCLOUD	19	06/01/2024
Fleet 3 Basic + TAP	11634	AXON FLEET - CRADLEPOINT IBR900-1200M-B-NPS+5YR NETCLOUD	2	06/01/2024
Fleet 3 Basic + TAP	70112	AXON SIGNAL - SIGNAL UNIT	19	06/01/2024
Fleet 3 Basic + TAP	70112	AXON SIGNAL - SIGNAL UNIT	2	06/01/2024
Fleet 3 Basic + TAP	71200	AXON FLEET - AIRGAIN ANT - 5-IN-1 2LTE 2WIFI 1GNSS BL	19	06/01/2024
Fleet 3 Basic + TAP	71200	AXON FLEET - AIRGAIN ANT - 5-IN-1 2LTE 2WIFI 1GNSS BL	2	06/01/2024
Fleet 3 Basic + TAP	72034	AXON FLEET 3 - SIM INSERTION - VZW	19	06/01/2024
Fleet 3 Basic + TAP	72034	AXON FLEET 3 - SIM INSERTION - VZW	2	06/01/2024
Fleet 3 Basic + TAP	72036	AXON FLEET 3 - STANDARD 2 CAMERA KIT	19	06/01/2024
Fleet 3 Basic + TAP	72036	AXON FLEET 3 - STANDARD 2 CAMERA KIT	2	06/01/2024
Fleet 3 Basic + TAP	72040	AXON FLEET - TAP REFRESH 1 - 2 CAMERA KIT	19	06/01/2029
Fleet 3 Basic + TAP	72040	AXON FLEET - TAP REFRESH 1 - 2 CAMERA KIT	2	06/01/2029

### Software

Bundle	Item	Description	QTY	Estimated Start Date	Estimated End Date
Fleet 3 Basic + TAP	80400	AXON EVIDENCE - FLEET VEHICLE LICENSE	19	07/01/2024	06/30/2029
Fleet 3 Basic + TAP	80400	AXON EVIDENCE - FLEET VEHICLE LICENSE	2	07/01/2024	06/30/2029
Fleet 3 Basic + TAP	80410	AXON EVIDENCE - STORAGE - FLEET 1 CAMERA UNLIMITED	38	07/01/2024	06/30/2029
Fleet 3 Basic + TAP	80410	AXON EVIDENCE - STORAGE - FLEET 1 CAMERA UNLIMITED	4	07/01/2024	06/30/2029

### Services

Bundle	Item	Description	QTY
Fleet 3 Basic + TAP	73391	AXON FLEET 3 - DEPLOYMENT (PER VEHICLE)	19
Fleet 3 Basic + TAP	73391	AXON FLEET 3 - DEPLOYMENT (PER VEHICLE)	2
A la Carte	100159	AXON FLEET 3 - SERVICES - ALPR API INTEGRATION	1

### Warranties

Bundle	Item	Description	QTY	Estimated Start Date	Estimated End Date
Fleet 3 Basic + TAP	80379	AXON SIGNAL - EXT WARRANTY - SIGNAL UNIT	19	06/01/2025	06/30/2029
Fleet 3 Basic + TAP	80379	AXON SIGNAL - EXT WARRANTY - SIGNAL UNIT	2	06/01/2025	06/30/2029
Fleet 3 Basic + TAP	80495	AXON FLEET 3 - EXT WARRANTY - 2 CAMERA KIT	19	06/01/2025	06/30/2029
Fleet 3 Basic + TAP	80495	AXON FLEET 3 - EXT WARRANTY - 2 CAMERA KIT	2	06/01/2025	06/30/2029



## Payment Details

<b>Jun 2024</b>						
Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Year 1	100159	AXON FLEET 3 - SERVICES - ALPR API INTEGRATION	1	\$600.00	\$0.00	\$600.00
Year 1	100552	TRANSFER CREDIT - GOODS	1	\$2,635.32	\$0.00	\$2,635.32
Year 1	Fleet3B+TAP	Fleet 3 Basic + TAP	2	\$4,913.77	\$0.00	\$4,913.77
Year 1	Fleet3B+TAP	Fleet 3 Basic + TAP	19	\$37,467.21	\$0.00	\$37,467.21
<b>Total</b>				<b>\$45,616.30</b>	<b>\$0.00</b>	<b>\$45,616.30</b>

<b>Jun 2025</b>						
Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Year 2	100159	AXON FLEET 3 - SERVICES - ALPR API INTEGRATION	1	\$600.00	\$0.00	\$600.00
Year 2	100552	TRANSFER CREDIT - GOODS	1	\$2,635.32	\$0.00	\$2,635.32
Year 2	Fleet3B+TAP	Fleet 3 Basic + TAP	2	\$4,913.77	\$0.00	\$4,913.77
Year 2	Fleet3B+TAP	Fleet 3 Basic + TAP	19	\$37,467.23	\$0.00	\$37,467.23
<b>Total</b>				<b>\$45,616.32</b>	<b>\$0.00</b>	<b>\$45,616.32</b>

<b>Jun 2026</b>						
Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Year 3	100159	AXON FLEET 3 - SERVICES - ALPR API INTEGRATION	1	\$600.00	\$0.00	\$600.00
Year 3	100552	TRANSFER CREDIT - GOODS	1	\$2,635.32	\$0.00	\$2,635.32
Year 3	Fleet3B+TAP	Fleet 3 Basic + TAP	2	\$4,913.77	\$0.00	\$4,913.77
Year 3	Fleet3B+TAP	Fleet 3 Basic + TAP	19	\$37,467.23	\$0.00	\$37,467.23
<b>Total</b>				<b>\$45,616.32</b>	<b>\$0.00</b>	<b>\$45,616.32</b>

<b>Jun 2027</b>						
Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Year 4	100159	AXON FLEET 3 - SERVICES - ALPR API INTEGRATION	1	\$600.00	\$0.00	\$600.00
Year 4	100552	TRANSFER CREDIT - GOODS	1	\$2,635.32	\$0.00	\$2,635.32
Year 4	Fleet3B+TAP	Fleet 3 Basic + TAP	2	\$4,913.77	\$0.00	\$4,913.77
Year 4	Fleet3B+TAP	Fleet 3 Basic + TAP	19	\$37,467.23	\$0.00	\$37,467.23
<b>Total</b>				<b>\$45,616.32</b>	<b>\$0.00</b>	<b>\$45,616.32</b>

<b>Jun 2028</b>						
Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Year 5	100159	AXON FLEET 3 - SERVICES - ALPR API INTEGRATION	1	\$600.00	\$0.00	\$600.00
Year 5	100552	TRANSFER CREDIT - GOODS	1	\$2,635.32	\$0.00	\$2,635.32
Year 5	Fleet3B+TAP	Fleet 3 Basic + TAP	2	\$4,913.76	\$0.00	\$4,913.76
Year 5	Fleet3B+TAP	Fleet 3 Basic + TAP	19	\$37,467.24	\$0.00	\$37,467.24
<b>Total</b>				<b>\$45,616.32</b>	<b>\$0.00</b>	<b>\$45,616.32</b>

**Tax is estimated based on rates applicable at date of quote and subject to change at time of invoicing. If a tax exemption certificate should be applied, please submit prior to invoicing.**

## Standard Terms and Conditions

### Axon Enterprise Inc. Sales Terms and Conditions

#### Axon Master Services and Purchasing Agreement:

This Quote is limited to and conditional upon your acceptance of the provisions set forth herein and Axon's Master Services and Purchasing Agreement (posted at [www.axon.com/legal/sales-terms-and-conditions](http://www.axon.com/legal/sales-terms-and-conditions)), as well as the attached Statement of Work (SOW) for Axon Fleet and/or Axon Interview Room purchase, if applicable. In the event you and Axon have entered into a prior agreement to govern all future purchases, that agreement shall govern to the extent it includes the products and services being purchased and does not conflict with the Axon Customer Experience Improvement Program Appendix as described below.

#### ACEIP:

The Axon Customer Experience Improvement Program Appendix, which includes the sharing of de-identified segments of Agency Content with Axon to develop new products and improve your product experience (posted at [www.axon.com/legal/sales-terms-and-conditions](http://www.axon.com/legal/sales-terms-and-conditions)), is incorporated herein by reference. By signing below, you agree to the terms of the Axon Customer Experience Improvement Program.

#### Acceptance of Terms:

Any purchase order issued in response to this Quote is subject solely to the above referenced terms and conditions. By signing below, you represent that you are lawfully able to enter into contracts. If you are signing on behalf of an entity (including but not limited to the company, municipality, or government agency for whom you work), you represent to Axon that you have legal authority to bind that entity. If you do not have this authority, please do not sign this Quote.

## Exceptions to Standard Terms and Conditions

Agency has existing contract(s) originated via Quote(s):

00027620 f\_shell 00049017

Agency is terminating those contracts effective 06/15/2024. Any change in this date will result in modification of the program value which may result in additional fees or credits due to or from Axon.

The parties agree that Axon is applying a Net Transfer Debit of \$13,176.58 to the quote for delivered but unpaid items.

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Signature

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Date Signed

1/29/2024



## **FLEET STATEMENT OF WORK BETWEEN AXON ENTERPRISE AND AGENCY**

### **Introduction**

This Statement of Work ("SOW") has been made and entered into by and between Axon Enterprise, Inc. ("AXON"), and West Chicago Police Department - IL the ("AGENCY") for the purchase of the Axon Fleet in-car video solution ("FLEET") and its supporting information, services and training. (AXON Technical Project Manager/The AXON installer)

### **Purpose and Intent**

AGENCY states, and AXON understands and agrees, that Agency's purpose and intent for entering into this SOW is for the AGENCY to obtain from AXON deliverables, which used solely in conjunction with AGENCY's existing systems and equipment, which AGENCY specifically agrees to purchase or provide pursuant to the terms of this SOW.

This SOW contains the entire agreement between the parties. There are no promises, agreements, conditions, inducements, warranties or understandings, written or oral, expressed or implied, between the parties, other than as set forth or referenced in the SOW.

### **Acceptance**

Upon completion of the services outlined in this SOW, AGENCY will be provided a professional services acceptance form ("Acceptance Form"). AGENCY will sign the Acceptance Form acknowledging that services have been completed in substantial conformance with this SOW and the Agreement. If AGENCY reasonably believes AXON did not complete the professional services in conformance with this SOW, AGENCY must notify AXON in writing of the specific reasons within seven (7) calendar days from delivery of the Acceptance Form. AXON will remedy the issues to conform with this SOW and re-present the Acceptance Form for signature. If AXON does not receive the signed Acceptance Form or written notification of the reasons for rejection within 7 calendar days of the delivery of the Acceptance Form, AGENCY will be deemed to have accepted the services in accordance to this SOW.

### **Force Majeure**

Neither party hereto shall be liable for delays or failure to perform with respect to this SOW due to causes beyond the party's reasonable control and not avoidable by diligence.

**Schedule Change**

Each party shall notify the other as soon as possible regarding any changes to agreed upon dates and times of Axon Fleet in-car Solution installation-to be performed pursuant of this Statement of Work.

**Axon Fleet Deliverables**

Typically, within (30) days of receiving this fully executed SOW, an AXON Technical Project Manager will deliver to AGENCY's primary point of contact via electronic media, controlled documentation, guides, instructions and videos followed by available dates for the initial project review and customer readiness validation. Unless otherwise agreed upon by AXON, AGENCY may print and reproduce said documents for use by its employees only.

**Security Clearance and Access**

Upon AGENCY's request, AXON will provide the AGENCY a list of AXON employees, agents, installers or representatives which require access to the AGENCY's facilities in order to perform Work pursuant of this Statement of Work. AXON will ensure that each employee, agent or representative has been informed or and consented to a criminal background investigation by AGENCY for the purposes of being allowed access to AGENCY's facilities. AGENCY is responsible for providing AXON with all required instructions and documentation accompanying the security background check's requirements.

**Training**

AXON will provide training applicable to Axon Evidence, Cradlepoint NetCloud Manager and Axon Fleet application in a train-the-trainer style method unless otherwise agreed upon between the AGENCY and AXON.

**Local Computer**

AGENCY is responsible for providing a mobile data computer (MDC) with the same software, hardware, and configuration that AGENCY personnel will use with the AXON system being installed. AGENCY is responsible for making certain that any and all security settings (port openings, firewall settings, antivirus software, virtual private network, routing, etc.) are made prior to the installation, configuration and testing of the aforementioned deliverables.

### **Network**

AGENCY is responsible for making certain that any and all network(s) route traffic to appropriate endpoints and AXON is not liable for network breach, data interception, or loss of data due to misconfigured firewall settings or virus infection, except to the extent that such virus or infection is caused, in whole or in part, by defects in the deliverables.

### **Cradlepoint Router**

When applicable, AGENCY must provide AXON Installers with temporary administrative access to Cradlepoint's [NetCloud Manager](#) to the extent necessary to perform Work pursuant of this Statement of Work.

### **Evidence.com**

AGENCY must provide AXON Installers with temporary administrative access to Axon Evidence.com to the extent necessary to perform Work pursuant of this SOW.

### **Wireless Upload System**

If purchased by the AGENCY, on such dates and times mutually agreed upon by the parties, AXON will install and configure into AGENCY's existing network a wireless network infrastructure as identified in the AGENCY's binding quote based on conditions of the sale.

### **VEHICLE INSTALLATION**

### **Preparedness**

On such dates and times mutually agreed upon by the parties, the AGENCY will deliver all vehicles to an AXON Installer less weapons and items of evidence. Vehicle(s) will be deemed 'out of service' to the extent necessary to perform Work pursuant of this SOW.

### **Existing Mobile Video Camera System Removal**

On such dates and times mutually agreed upon by the parties, the AGENCY will deliver all vehicles to an AXON Installer which will remove from said vehicles all components of the existing mobile video camera system unless otherwise agreed upon by the AGENCY.

Major components will be salvaged by the AXON Installer for auction by the AGENCY. Wires and cables are ~~not~~ considered expendable and will not be salvaged. Salvaged components will be placed in a designated area by the AGENCY within close proximity of the vehicle in an accessible work space.

Prior to removing the existing mobile video camera systems, it is both the responsibility of the AGENCY and the AXON Installer to test the vehicle's systems' operation to identify and operate, documenting any existing component or system failures and in detail, identify which components of the existing mobile video camera system will be removed by the AXON Installer.

### **In-Car Hardware/Software Delivery and Installation**

On such dates and times mutually agreed upon by the parties, the AGENCY will deliver all vehicles to an AXON Installer, who will install and configure in each vehicle in accordance with the specifications detailed in the system's installation manual and its relevant addendum(s). Applicable in-car hardware will be installed and configured as defined and validated by the AGENCY during the pre-deployment discovery process.

If a specified vehicle is unavailable on the date and time agreed upon by the parties, AGENCY will provide a similar vehicle for the installation process. Delays due to a vehicle, or substitute vehicle, not being available at agreed upon dates and times may result in additional fees to the AGENCY. If the AXON Installer determines that a vehicle is not properly prepared for installation ("Not Fleet Ready"), such as a battery not being properly charged or properly up-fit for in-service, field operations, the issue shall be reported immediately to the AGENCY for resolution and a date and time for the future installation shall be agreed upon by the parties.



Upon completion of installation and configuration, AXON will systematically test all installed and configured in-car hardware and software to ensure that ALL functions of the hardware and software are fully operational and that any deficiencies are corrected unless otherwise agreed upon by the AGENCY, installation, configuration, test and the correct of any deficiencies will be completed in each vehicle accepted for installation.

Prior to installing the Axon Fleet camera systems, it is both the responsibility of the AGENCY and the AXON Installer to test the vehicle's existing systems' operation to identify, document any existing component or vehicle systems' failures. Prior to any vehicle up-fitting the AXON Installer will introduce the system's components, basic functions, integrations and systems overview along with reference to AXON approved, AGENCY manuals, guides, portals and videos. It is both the responsibility of the AGENCY and the AXON Installer to agree on placement of each components, the antenna(s), integration recording trigger sources and customer preferred power, ground and ignition sources prior to permanent or temporary installation of an Axon Fleet camera solution in each vehicle type. Agreed placement will be documented by the AXON Installer.

AXON welcomes up to 5 persons per system operation training session per day, and unless otherwise agreed upon by the AGENCY, the first vehicle will be used for an installation training demonstration. The second vehicle will be used for an assisted installation training demonstration. The installation training session is customary to any AXON Fleet installation service regardless of who performs the continued Axon Fleet system installations.

The customary training session does not 'certify' a non-AXON Installer, customer-employed Installer or customer 3rd party Installer, since the AXON Fleet products does not offer an Installer certification program. Any work performed by non-AXON Installer, customer-employed Installer or customer 3rd party Installer is not warranted by AXON, and AXON is not liable for any damage to the vehicle and its existing systems and AXON Fleet hardware.

# CITY OF WEST CHICAGO

## PUBLIC AFFAIRS AGENDA ITEM SUMMARY

**ITEM TITLE:**

Extension of Ride DuPage Transportation Program

Resolution No. 24-R-0016

**AGENDA ITEM NUMBER:** 4. B.**FILE NUMBER:** \_\_\_\_\_**COMMITTEE AGENDA DATE:** February 19, 2024**COUNCIL AGENDA DATE:** \_\_\_\_\_**STAFF REVIEW:** Tom Dabareiner, AICP**SIGNATURE** **APPROVED BY CITY ADMINISTRATOR:** Michael Guttman**SIGNATURE** \_\_\_\_\_

In April of 2019, the City Council executed an Intergovernmental Agreement with Pace Bus for a one-year pilot paratransit program known as Ride DuPage, which was extended for one year in 2020. A three-year extension to the program was executed in April of 2021 that will expire in April of this year. Pace has submitted to the City a new IGA that will extend the program through December 31, 2024. After this date the agreement will automatically renew for successive one-year terms unless terminated by Pace or the City.

Ride DuPage enhanced the existing transportation program that was previously offered only through Winfield Township by increasing the travel boundaries and expanding the hours of service. Ride DuPage provides paratransit services for disabled residents and those 65 years and older. Since the program began in 2019 through the end of January of this year, 67 residents have registered with the program with 462 trips having occurred.

**ACTION PROPOSED:**

Consideration of the Intergovernmental Agreement with Pace Bus to continue the Ride DuPage paratransit program until December 31, 2024, at which time the term will automatically renew for successive one-year terms until terminated by Pace or the City.

**COMMITTEE RECOMMENDATION:****ATTACHMENTS:**

Draft Resolution

Draft Intergovernmental Agreement with Pace

RESOLUTION NO. 24-R-0016

A RESOLUTION AUTHORIZING THE MAYOR TO EXECUTE A CERTAIN INTERGOVERNMENTAL AGREEMENT BETWEEN THE CITY OF WEST CHICAGO AND PACE, THE SUBURBAN BUS DIVISION OF THE REGIONAL TRANSPORTATION AUTHORITY

BE IT RESOLVED by the City Council of the City of West Chicago, in regular session assembled, that the Mayor is hereby authorized to execute and the Executive Office Manager is authorized to attest a certain Intergovernmental Agreement between the City of West Chicago and Pace, the Suburban Bus Division of the Regional Transportation Authority, in substantially the form attached hereto and incorporated herein as Exhibit "A".

APPROVED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

AYES: \_\_\_\_\_

NAYS: \_\_\_\_\_

ABSTAIN: \_\_\_\_\_

ABSENT: \_\_\_\_\_

\_\_\_\_\_  
Mayor Ruben Pineda

Attest: \_\_\_\_\_  
Valeria Perez, Executive Office Manager

## INTERGOVERNMENTAL AGREEMENT

This Intergovernmental Agreement (“Agreement”) is made between City of West Chicago, an Illinois body corporate and politic (“CITY”), and Pace, the Suburban Bus Division of the Regional Transportation Authority, an Illinois municipal corporation (“PACE”). CITY and PACE are sometimes individually referred to as a Party and collectively referred to as the Parties in this Agreement.

### RECITALS

**WHEREAS**, the CITY and PACE are public agencies and governmental units within the meaning of the Illinois Governmental Cooperation Act (5 ILCS 220/1, *et seq.*), and are authorized by Article 7, Section 10 of the Constitution of the State of Illinois to cooperate, contract, and otherwise associate for public purposes; and

**WHEREAS**, the purpose of the Intergovernmental Cooperation Act and Article 7 of the Constitution of the State of Illinois includes fostering cooperation among governmental bodies; and

**WHEREAS**, the CITY is a member of the Inter-Agency Paratransit Coordinating Council (IAPCC), an association of governments, non-profit agencies, and citizen representatives that has been working since 1995 to improve paratransit services in DuPage County, Illinois; and IAPCC asked DuPage County to serve as the lead agency and has implemented the *Ride DuPage Coordinated Transportation Service*, hereinafter referred to as the PROJECT; and

**WHEREAS**, the IAPCC has branded the coordinated paratransit services provided by the PROJECT as “Ride DuPage;” and

**WHEREAS**, the CITY finds it necessary and desirable to contract for the services of a Coordinator who shall be responsible for the operation of the PROJECT; and

**WHEREAS**, PACE is in the business of public transportation, has the necessary expertise, and is willing to provide the services of a Coordinator as described herein; and

**WHEREAS**, the Parties wish to cooperate in promoting and encouraging the use of public transportation by improving the availability of paratransit services to DuPage County residents with disabilities, who are elderly, or otherwise have limited access to conventional modes of transportation; and

**WHEREAS**, the current Sponsors participating in the PROJECT are Naperville Township, Lisle Township, Milton Township, Addison Township, City of Naperville, Village of Glen Ellyn, City of Wheaton, Village of Bensenville, City of Elmhurst, and DuPage County, as lead agency and upon execution of this Agreement, the participating Sponsors shall include Winfield Township, City of West Chicago, and City of Warrenville; and

**WHEREAS**, the IAPCC has designated an Operations Committee for the PROJECT consisting of the Supervisors/Managers of the aforementioned Cities or Villages; and

**WHEREAS**, the Parties desire to enter into this Agreement to memorialize the roles and responsibilities of the Parties in operating and implementing the PROJECT.

**NOW THEREFORE**, in consideration of the mutual promises hereinafter set forth, the Parties agree as follows:

**1.0 PROJECT DESCRIPTION.**

- 1.1 PACE shall operate the PROJECT for the provision of Paratransit services to residents of the aforementioned Cities and Villages in DuPage County who are determined to be eligible and registered for the services.
- 1.2 PACE shall give due consideration to the recommendations and policies of the CITY in implementing and operating the PROJECT.
- 1.3 PACE shall implement Paratransit service as described in Exhibit A and Exhibit B attached hereto.

**2.0 DEFINITIONS.**

For the purposes of this Agreement, the following definitions shall apply:

- 2.1 Administrative policies and/or procedures means policies and procedures required to operate the PROJECT day-to-day operations, including, but not limited to dispatching, scheduling, reporting, billing, and other policies, and procedures which may be required to operate the PROJECT.
- 2.2 Carrier means a public or private entity providing passenger transportation for the PROJECT on a regular and continuing basis.
- 2.3 Eligible Rider means any person who registers and is deemed eligible by one of the Sponsors for participation in the PROJECT.
- 2.4 Eligible Trip means Paratransit transportation taken by an Eligible Rider to a destination approved by the Sponsors and acceptable to the CITY and PACE.
- 2.5 Mobility Management/Call Center Services means the performance of call taking and all or any part of functions that may include but not limited to service monitoring, passenger trip reservations, trip scheduling, dispatching, facilitation of all carriers, passenger registration, travel planning, service coordination and travel information.
- 2.6 Operating Cost means Operating Deficit, minus the PACE Contribution, if

applicable.

- 2.7 Operating Deficit means the total Operating Expense minus the fare revenue.
- 2.8 Operating Expense means the total cost incurred by PACE to operate the PROJECT but does not include the cost incurred by PACE to operate the Mobility Management/Call Center Services on behalf of the CITY.
- 2.9 Operations Committee means the representatives of Naperville Township, Lisle Township, Milton Township, Addison Township, City of Naperville, Village of Glen Ellyn, City of Wheaton, Village of Bensenville, City of Elmhurst, and DuPage County, as lead agency. Upon execution of this Agreement the Operations Committee shall include Addison Township, City of West Chicago, and City of Warrenville.
- 2.10 PACE Contribution means the PACE budgeted annual subsidy for the PROJECT.
- 2.11 Paratransit service means the provision of demand responsive transportation by a Carrier.
- 2.12 Sponsor means a unit of local government or an agency that will participate in the PROJECT providing Paratransit services to its Eligible Riders.

### **3.0 FUNDING.**

- 3.1 PACE shall invoice the CITY monthly for the CITY share of the PROJECT Operating Cost of service and a portion of the Mobility Management/Call Center Cost. Each invoice shall summarize the services delivered and shall be submitted in a format mutually agreed to by the Parties and shall request reimbursement for hours and itemized costs required to complete those services. Invoices for the work performed under this Agreement shall be subject to review by the CITY. Invoices billed by PACE for services to operate the PROJECT shall be reimbursed to PACE at the rates agreed to in the contracts with Carriers and the Mobility Management/Call Center Services contractor.
- 3.2 Upon receipt, review, and approval of properly documented invoices, the CITY shall pay, or cause to be paid, to PACE, the amounts invoiced. The CITY may not deny a properly documented claim for compensation, in whole or in part, without cause. The CITY shall not be required to pay PACE more often than monthly.

Upon receipt, review, and acceptance of all deliverables specified in this

Agreement, final payment shall be made to PACE, in accordance with the Illinois Prompt Payment Act. Payment shall be sent to:

Pace, the Suburban Bus Division of the RTA  
550 W. Algonquin Road  
Arlington Heights, IL 60005  
Attn: Accounts Payable

- 3.3 Notwithstanding anything to the contrary in this Agreement, in 2024 only, Pace will remit to Sponsor a subsidy in the amount of \$1,078 which amount represents 15% of Sponsor's 2023 Estimated Local Share. The Pace contribution will be limited to 75% of the actual Operating Deficit.

#### **4.0 RESPONSIBILITIES OF THE PARTIES**

- 4.1 PACE and CITY shall review and consider the administrative policies and/or procedures developed and recommended for the PROJECT by the Operations Committee. Any administrative policies and/or procedures recommended by the Operations Committee shall be subject to approval and adoption by DuPage County and PACE.
- 4.2 PACE and the CITY shall review this Agreement at least semi-annually.
- 4.3 The CITY shall be responsible for the implementation and oversight of the Administrative Policies and/or Procedures that have been reviewed, approved, and adopted by DuPage County and PACE.
- 4.4 The CITY shall be responsible for the execution and maintenance of any necessary agreements with the PROJECT Sponsors to provide transportation services as described in Exhibit A and Exhibit B, as well as adherence to PROJECT Administrative Policies and/or Procedures as determined by the DuPage County and PACE.
- 4.5 PACE shall review and consider service parameters developed and recommended for the PROJECT by the various Sponsors, including but not limited to service boundaries, rider eligibility, fare structure, days, and hours of service, related to an Eligible Rider's compliance with guidelines for usage. However, any service parameters developed by the PROJECT Sponsors shall be subject to approval and adoption by DuPage County and PACE.
- 4.6 PACE shall contract with multiple Carriers for the delivery of Paratransit Services and central Call Center services. Said carriers shall be subcontractors responsible to PACE. CITY shall have no liability for the actions or omissions of any third-party service providers affiliated in any way with the PROJECT.



- 4.7 PACE shall review and consider any service standards developed by the Operations Committee. However, PACE shall, while allowing for sponsor-specific service standards, work in cooperation with DuPage County, to establish consistent service standards applicable to the PROJECT, subject to the approval of DuPage County and PACE.
- 4.8 PACE shall have the right to make minor revisions to the service standards upon written notification to, and concurrence by, DuPage County.
- 4.9 PACE shall be responsible for performance of the day-to-day operations of the PROJECT and shall enter into contracts with Carriers for the delivery of Paratransit Services and Call Center Services including but not limited to booking reservations, trip scheduling and dispatch services.
- 4.10 PACE shall be responsible for submitting to the CITY, invoices and a monthly report containing the cost of services related to the operation and management of the PROJECT that have been provided by PACE directly or through Carriers within sixty (60) days following the end of each month of service.
- 4.11 Within the approved budget, PACE agrees to maintain appropriate PACE employees, Carriers, and any subcontractor staffing required to perform all necessary operating and administrative functions.
- 4.12 PACE may limit the hours available for the scheduling of trip requests and dispatching of vehicles. Determination of the hours and days of service for PACE funded services provided to satisfy federal and/or state ADA guidelines shall not require the approval of the CITY or DuPage County.
- 4.13 PACE subcontractor dispatch personnel shall be available during all hours in which a vehicle transporting an Eligible Rider is in service.
- 4.14 PACE shall supply the CITY with data relative to the quantity, quality, and cost of services provided by PACE and its contracted Carriers within 45 days following the end of each month.
- 4.15 PACE shall provide a standardized monthly report to the CITY as described in Exhibit C attached hereto.
- 4.16 Although PACE shall not be responsible for any failure to provide service due to circumstances beyond its control, PACE shall be responsible for making every reasonable effort to restore service as soon as practical under the circumstances.
- 4.17 PACE shall be responsible for requiring that all vehicle operators employed by Carriers providing services pursuant to this Agreement possess a valid Illinois driver's license appropriate to the vehicle being operated and that they meet the minimum requirements for the operation of passenger transportation as mandated by Federal regulations, the State of Illinois and

all other applicable laws or regulations. PACE and all Carriers shall agree that any and all operator licenses and licenses required of the operating Carrier by State, local, and/or regulating authorities shall be maintained in good standing at all times during the Term of this Agreement.

- 4.18 Upon request, the CITY shall be entitled to have access to the records maintained by PACE with respect to this Agreement.
- 4.19 The Mobility Management/Call Center Services are performed for other entities in addition to the CITY.
- 4.20 The Parties shall cooperate to ensure that no person shall be denied the opportunity to participate in nor be subjected to discrimination in the conduct of this service because of race, creed, color, age, sex, national origin, nor the presence of any sensory, mental or physical disability, nor in any manner contrary to applicable local ordinance, State and Federal laws and regulations, including Title VI of the Civil Rights Act of 1964; Title 49, Code of Federal Regulations, Part 21 - Nondiscrimination in Federally Assisted PROJECT of the Department of Transportation.
- 4.21 PACE shall require Carriers to obtain and maintain insurance coverage; provide evidence of all insurance coverage required by PACE; and provide PACE with certificates of insurance. PACE shall provide the Sponsor with a copy of the certificates of insurance upon request from the Sponsor.

## **5.0 COMPLIANCE.**

- 5.1 The CITY and PACE shall each comply with all applicable local, State and Federal statutes, ordinances and regulations and obtain licenses or permits, or other mandated approvals, now in force, or which may hereafter be in force, pertaining to this Agreement and the PROJECT.
- 5.2 With respect to employees, laborers, contractors, subcontractors and any and all other persons or entities employed, directed or controlled by PACE, and whose services are used in the fulfillment of any this Agreement with the CITY, PACE hereby agrees and promises that it will carry out all necessary actions to insure compliance with the documentation requirements and all other terms, provisions and requirements of the Immigration Reform and Control Act of 1986, as amended, 8 U.S.C. §101 *et seq.*
- 5.3 With respect to any and persons or entities employed, directed, or controlled by PACE, and whose services are used pursuant to this Agreement, PACE will ensure compliance with the terms, provisions, and requirements of the Federal Minimum Wage Act, 29 U.S.C. Sec. 201 *et seq.*, and the Prevailing Wage Act, 820 ILCS 130/1 *et seq.*, as amended.

## 6.0 INDEMNIFICATION.

PACE shall indemnify, defend, and hold harmless CITY and CITY'S directors, officers, agents, employees, contractors, and subcontractors from and against any and all liability, losses, damages, claims, suits, payments, settlements, judgments, demands, awards, expenses, and costs, including reasonable attorneys' fees, for personal injury, death, or property damage resulting from Pace's intentional or negligent acts or omissions.

CITY shall indemnify, defend, and hold harmless PACE and PACE's directors, officers, agents, employees, contractors, and subcontractors from and against any and all liability, losses, damages, claims, suits, payments, settlements, judgments, demands, awards, expenses, and costs, including reasonable attorneys' fees, for personal injury, loss of life, or property damage resulting from CITY intentional or negligent acts or omissions.

PACE shall require that its Carriers and/or subcontractors indemnify and defend PACE and the CITY, and their respective officers, employees, and elected officials from and against any claims, liability or judgments resulting from the negligence of such Carrier and/or subcontractor.

No Party shall be liable for or be required to indemnify the other Party for claims based upon the intentional or negligent acts or omissions of third persons. Upon written notice by the Party claiming indemnification ("Claimant") to the indemnifying Party ("Indemnitor") regarding any claim which Claimant believes to be covered under this paragraph, Indemnitor shall appear and defend all suits brought upon such claim and shall pay all costs and expenses incidental thereto, but Claimant shall have the right, at Claimant's option and expense, to participate in the defense of any suit, without relieving Indemnitor of Indemnitor's obligations under this paragraph.

## 7.0 TERM AND TERMINATION.

7.1 The Term of this Agreement shall begin **January 1, 2024** and shall continue through **December 31, 2024**, ("Initial Term), Upon the expiration of the Initial Term, this Agreement will automatically renew for successive one-year terms (each a "Renewal Term"), unless earlier terminated by a Party in accordance with the terms of this Agreement.

7.2 Either Party may terminate this Agreement without cause and without penalty, upon 60 days advance written notice of termination to the other Party.

## 8.0 MISCELLANEOUS.

8.1 **Headings.** The section headings contained in this Agreement are for

reference and convenience only and shall not affect the meaning or interpretation of this Agreement.

- 8.2 **Waiver**. Failure of a Party to exercise any right or pursue any remedy under this Agreement shall not constitute a waiver of that right or remedy.
- 8.3 **Assignment**. No Party shall assign, delegate, or otherwise transfer all or part of its rights and obligations under this Agreement without the prior written consent of the other Party.
- 8.4 **Amendment**. No changes, amendments, or modifications to this Agreement shall be valid unless in writing and signed by the duly authorized signatory of each Party.
- 8.5 **Entire Agreement and Non-reliance**. This Agreement, including the introductory Recitals and any attached exhibits, which are hereby incorporated into and made a part of this Agreement, constitutes the entire agreement between the Parties and supersedes any prior written or oral understandings, agreements, or representations between the Parties that may have related in any way to the subject matter of this Agreement, and no other written or oral warranties, inducements, considerations, promises, representations, or interpretations, which are not expressly addressed in this Agreement, shall be implied or impressed upon this Agreement.

CITY represents and warrants that: (a) CITY has conducted such independent review, investigation, and analysis (financial and otherwise) and obtained such independent legal advice as desired by CITY to evaluate this Agreement and the transaction(s) contemplated by this Agreement; (b) Pace has not made any representations or warranties to CITY with respect to this Agreement and the transaction(s) contemplated by this Agreement, except such representations and/or warranties that are specifically and expressly set forth in this Agreement; and (c) CITY has relied only upon such representations and/or warranties by Pace that are specifically and expressly set forth in this Agreement and has not relied upon any other representations or warranties (whether oral or written or express or implied), omissions, or silences by Pace. Without limiting any representations and/or warranties made by Pace that are specifically and expressly set forth in this Agreement, CITY acknowledges that Pace will not have or be subject to any liability to CITY resulting from the distribution to CITY or CITY's use of any information, including any information provided or made available to CITY or any other document or information in any form provided or made available to CITY, in connection with this Agreement and the transaction(s) contemplated by this Agreement.

- 8.6 **Survival**. Any provision of this Agreement that imposes an obligation after termination of this Agreement shall be deemed to survive termination of this Agreement.

- 8.7 **Pace Board Authority.** This Agreement has been properly authorized by the Pace Board of Directors.
- 8.8 **Severability.** If any provision of this Agreement is held invalid or unenforceable by an Illinois court of competent jurisdiction, such provision shall be deemed severed from this Agreement and the remaining provisions of this Agreement shall remain in full force and effect.
- 8.9 **Binding Effect.** This Agreement shall be binding upon the Parties and their respective directors, officers, employees, agents, representatives, successors, and approved assigns.
- 8.10 **Force Majeure.** A Party shall not be held liable to another Party or be deemed to have breached this Agreement for failure or delay in performing any obligation under this Agreement if the failure or delay is caused by or results from causes beyond the control of the affected Party, including war, fire, flood, other acts of God, civil disturbance, a terrorist act, pandemic, epidemic, or a labor strike or lockout. The affected Party shall promptly notify the other Parties of such force majeure circumstances and the expected duration of the delay and shall promptly undertake all reasonable steps necessary to cure the force majeure circumstances. If a condition of force majeure continues for more than 30 consecutive days, this Agreement may be terminated immediately for convenience at the option of Pace after written notice. Where an event of force majeure occurs after a Party's failure or delay in performance, the breaching Party shall not be released from liability.
- 8.11 **Counterparts and Electronic Signatures.** This Agreement may be executed in counterparts, each of which when so executed and delivered shall be deemed an original Agreement and all of which when taken together shall constitute one and the same Agreement. This Agreement may be executed through the use of electronic signatures. Electronic signatures and signatures transmitted by facsimile or scanned and transmitted electronically shall be deemed original signatures for purposes of this Agreement.
- 8.12 **Governing Law, Jurisdiction, and Venue.** This Agreement shall be governed by and construed in accordance with the laws of the State of Illinois without regard to principles of conflicts of law, and the Parties submit to the exclusive jurisdiction and venue of the state courts of DuPage County, Illinois for any dispute arising out of or related to this Agreement.
- 8.13 **Authorization.** The signatories to this Agreement represent and warrant that they have full authority to sign this Agreement on behalf of the Party for whom they sign.
- 8.14 **Notice.** Any notice under this Agreement shall be in writing and shall be given in the following manner:

- (a) by personal delivery (deemed effective as of the date and time of delivery);
- (b) by commercial overnight delivery (deemed effective on the next business day following deposit of the notice with a commercial overnight delivery company);
- (c) registered or certified mail return receipt requested, with proper postage prepaid (deemed effective as of the second business day following deposit of the notice in the U.S. mail); or
- (d) by facsimile with confirmation of transmission (deemed effective as of the date and time of the transmission, except the effective date and time shall be 8:00 a.m. on the next business day after transmission of the notice if transmitted during non-business hours).

Business days are defined as Monday through Friday, excluding federal holidays. Business hours are defined as 8:00 a.m. to 5:00 p.m. Central Standard Time on Monday through Friday, excluding federal holidays. The notice shall be addressed as follows or addressed to such other address as either Party may from time to time specify in writing to the other Party:

**If to Pace:**

Pace  
550 W. Algonquin Road  
Arlington Heights, IL 60005  
Attn: Executive Director  
cc: Melinda J. Metzger

**If to City of West Chicago:**

City of West Chicago  
475 Main Street  
West Chicago, IL 60185  
Attn: John Sterrett, City Planner/Assistant Director

**IN WITNESS WHEREOF**, the Parties hereto have caused this Agreement to be executed by their duly authorized representatives on the dates below.

**CITY OF WEST CHICAGO**

**PACE**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

Executive Director

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

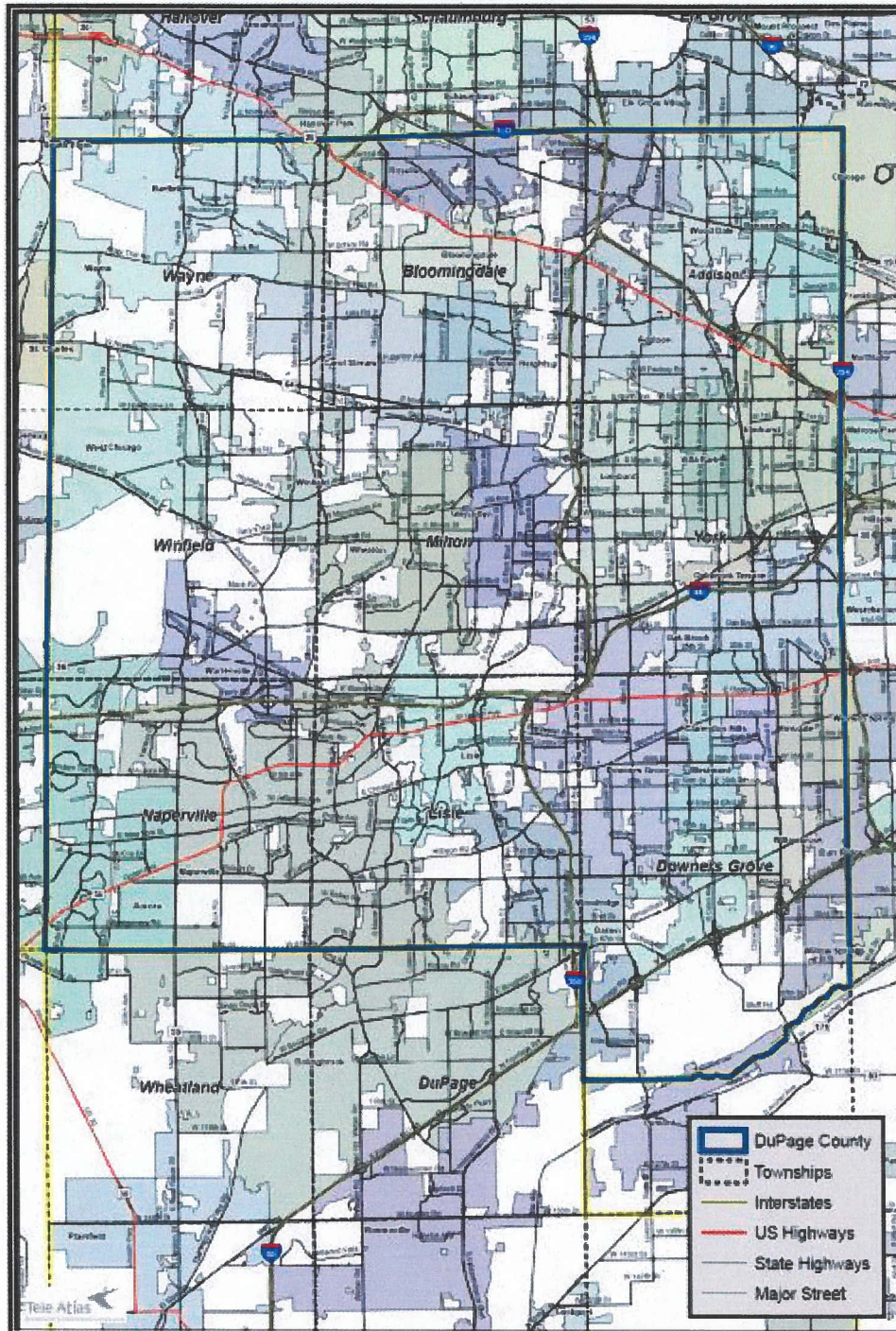
## EXHIBIT A SERVICE DESCRIPTION

<b>TYPE OF SERVICE</b>	Demand response <b>curb to curb</b> paratransit services will be provided for eligible riders of the CITY, as a participating Sponsor in the Ride DuPage Program.
<b>SERVICE OPERATED BY</b>	PACE will contract with transportation provider(s) (the "Contractor") to provide the service, which is the subject of this Agreement. This includes paratransit service providers and taxi providers.
<b>TRIP RESERVATION METHOD</b>	<p>Monday through Friday:           <b>6:00am to 6:00pm</b>  Saturday, Sunday, and Holidays:   <b>8:00am to 5:00pm</b></p> <p>Reservations shall be accepted at the PACE call center maximum of seven (7) days in advance and a minimum of one 1 day in advance of the day of service.</p> <p>Trips requested on the same day of service may be accommodated if the day's schedule allows.</p> <p>Subscription service is allowable, as defined by PACE.  Passengers are to contact the CITY to apply for subscription service.</p>
<b>SERVICE AREA</b>	DuPage County and the surrounding areas
<b>SERVICE HOURS</b>	<p>7 days a week, 24 hours a day including holidays</p> <p>Whenever possible, pick-up times are negotiated to optimize the efficiency of daily routes.</p>
<b>FARE STRUCTURE</b>	<p><b>\$2.00</b> to load vehicle and <b>\$1.00</b> for every mile thereafter</p> <p><b>Personal Care Attendant (PCA) or Companions:</b> Registered riders are allowed one PCA or travel companion at no additional charge.</p> <p>Additional PCA or companions are limited to the vehicle capacity and must pay the full applicable fare. This includes children of all ages.</p>
<b>SERVICE CAPACITY</b>	Service demand dictates service capacity. Denials are not allowed for reservations made 1 to 7 days in advance.
<b>RIDER ELIGIBILITY</b>	The participating sponsors of the Ride DuPage Program or their respective designee(s) assigned shall determine rider eligibility. The CITY as a Ride DuPage sponsor will determine the eligibility of rider(s) requesting service.
<b>RIDER REGISTRATION</b>	The participating sponsors shall submit registration forms to the PACE call center through a designated e-mail box. PACE shall enter registrations within three to five business days. PACE shall maintain a database of registered riders. Riders must be registered for service.



# EXHIBIT B

## SERVICE AREA MAP



# Exhibit C

## REPORTS DESCRIPTION

The following is a description of the reports available for the Ride DuPage Program.

1. **Detailed Funding Source (Sponsor) Report/Detailed Provider Report**

This report is a detailed listing of one-way trips delivered for each Ride DuPage funding source (Sponsor) for a specified period of time. Data provided for each trip will include associated trip data such as rider name, scheduled pick-up time, actual pick-up time, point of origin address, destination address, funding sources (Sponsors), total cost of the trip, fare for the trip, distance of the trip, and revenue hours (if applicable). The report period is generally monthly, but the report is intended to have the flexibility to produce data for shorter or longer periods as specified by the user.

2. **Monthly Funding Source (Sponsor) Invoice Report**

This report is a summary of trips delivered for each funding source (Sponsor) for the purpose of generating an invoice type report which may be used to bill funding sources for transportation provided. The report is generally monthly, but the report is intended to have the flexibility to produce data for shorter or longer periods as specified by the user.

Data provided for each trip will include associated trip data necessary to provide an accounting of the amount owed by each funding source for the specified period, such as the number of one-way trips by fare type, total cost of the trips, total expected fare, liquidated damages deducted, and the total net reimbursement.

3. **Missed Trip Report**

This report produces a list of all trips picked up 61 or more minutes after the scheduled time. Sufficient detail will be provided to identify the trip and to give the user the necessary information for review.

4. **On-Time Performance Report**

This report (late pickups) produces a list of all trips picked up 31 or more minutes late. Sufficient detail will be provided to identify the trip and to give the report user the necessary information for review.

5. **Ridership by Category Report**

This report is a summary, by funding source, indicating trips by fare type, late trips, missed trips, revenue hours, denials, and miles.

6. **Client Trip List Report**

This report is a detailed listing, alphabetically by rider last name, of all trips provided during the specified period. Data included for each trip is rider name, pick-up address, drop-off address, fare type, and funding source.

NOTE: Pace, in its sole discretion, may design additional reports, as needed.

**EXHIBIT D**  
**RIDE DUPAGE UBER ACCESS SERVICE DESCRIPTION**

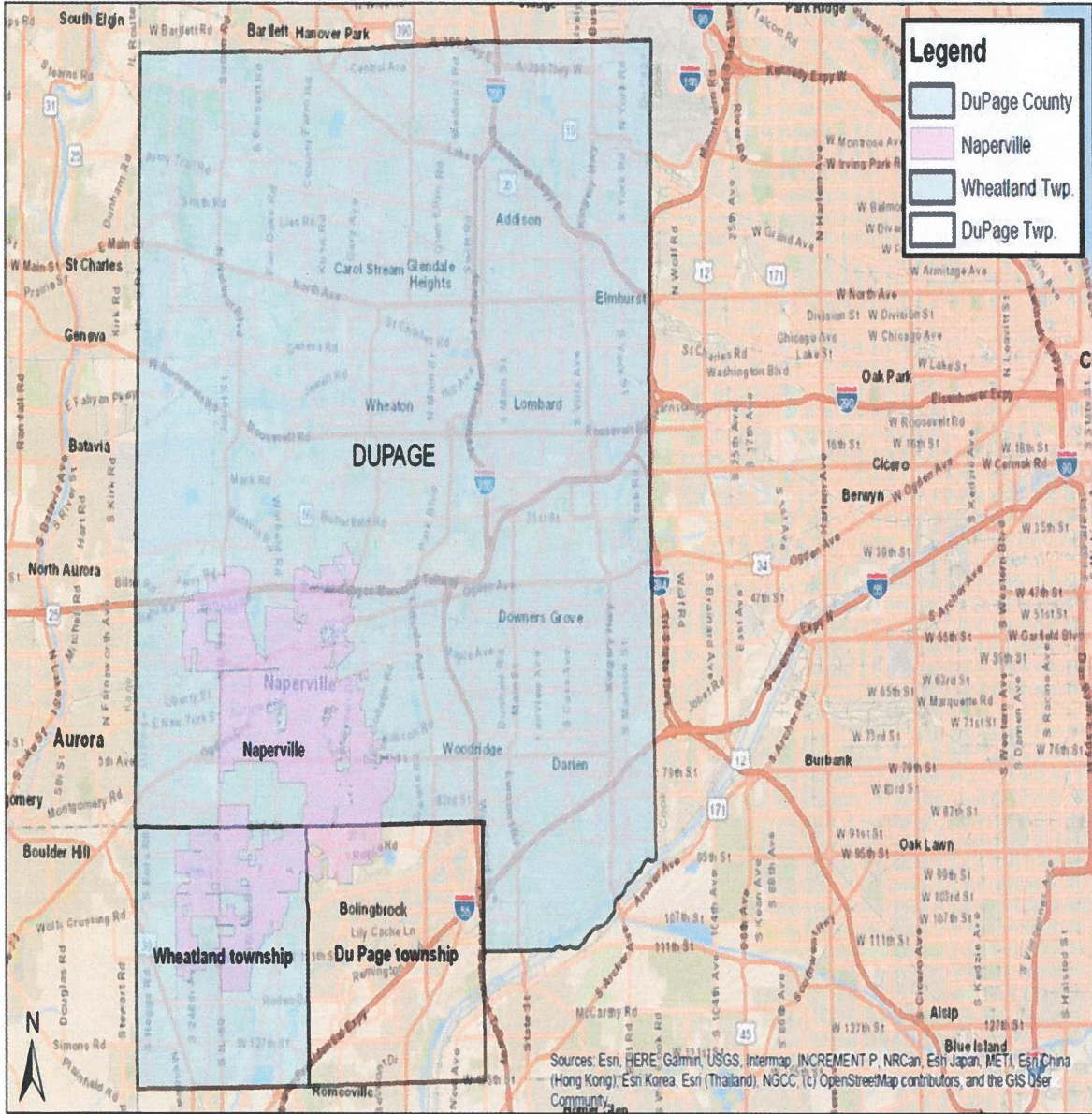
<b>TRIP RESERVATION METHOD</b>	<p>Monday through Friday: 6:00 am to 6:00 pm Saturday, Sunday, and Holidays: 8:00 am to 5:00 pm</p> <p>Reservations will be accepted at the Pace call center one to seven days in advance of the day of the Service.</p> <p>Trips requested on the same day of the Service may be accommodated if the schedule allows.</p> <p>Subscription service (as defined by Pace) is allowable. Passengers are to contact the Sponsor to apply for subscription service.</p> <p>Uber may be accessed through the Uber application on a mobile device or through the Uber call center.</p>
<b>SERVICE AREA</b>	<p>DuPage County and the surrounding areas.</p> <p>Uber will be available for trips specified within DuPage County only. Ride DuPage Uber access area includes all of the DuPage County(blue), all of Wheatland Township(blue) and all of the City of Naperville(purple)including the portion of the City of Naperville within DuPage Township. (See Exhibit B)</p>
<b>SERVICE HOURS</b>	<p>Seven days a week, 24 hours a day, including holidays.</p> <p>Whenever possible, pick-up times are negotiated to optimize the efficiency of daily routes.</p>
<b>FARE STRUCTURE</b>	<p>\$2.00 to load vehicle and \$1.00 for every mile thereafter.</p> <p>Registered passengers are allowed one personal care attendant (PCA) or companion at no additional charge. Additional PCAs or companions are limited to vehicle capacity and must pay the full applicable fare, this includes children of all ages.</p> <p>Registered passengers will be responsible for the first \$5.00 of an Uber trip cost and for the Uber trip cost in excess of the maximum \$25.00 per trip subsidy.</p>
<b>SERVICE CAPACITY</b>	<p>Service demand dictates service capacity. Denials of trip reservations are not allowed for trip reservations made one to seven days in advance of the Service.</p>
<b>RIDER ELIGIBILITY</b>	<p>Sponsors of Ride DuPage or their respective designee(s) determine passenger eligibility.</p>

**PASSENGER  
REGISTRATION**

Sponsors shall submit registration forms to the PACE call center through an email box designated by PACE. PACE shall enter registrations within three to five business days. PACE shall maintain a database of registered passengers. Passengers must be registered for the Service.

Sponsors shall provide PACE with the name, address, email address, and mobile phone number for each eligible passenger that Sponsors want registered to use Uber and PACE shall provide that information to Uber on a weekly basis.

## EXHIBIT D RIDE DUPAGE UBER ACCESS SERVICE AREA



# CITY OF WEST CHICAGO

## PUBLIC AFFAIRS COMMITTEE AGENDA ITEM SUMMARY

**ITEM TITLE:**

**Blooming Fest**

**AGENDA ITEM NUMBER:** 4. C.

**FILE NUMBER:** \_\_\_\_\_

**COMMITTEE AGENDA DATE:** February 19, 2024

**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, 2024 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, kidZone, and food vendors.

The layout implemented in 2023 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.
- Use of Police and Public Works services to support the event.
- Closure of Turner Court and Main Street from W. Washington Street to Chicago Street on the event day from 5:00 a.m. to 6:00 p.m. while maintaining clearance for emergency vehicles.
- Closure of Galena Street from Main Street to Tye Court from 10:00 a.m. Friday, May 17<sup>th</sup> through 6:00 p.m. on Saturday, May 18<sup>th</sup> while maintaining clearance for emergency vehicles.
- Use the public right-of-way for the posting of signs promoting the event and its supporting activities.

**COMMITTEE RECOMMENDATION:**

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



Name of Event: Blooming Fest

Location of Event: Downtown West Chicago City streets

Date(s) of Event: May 18, 2024 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: Nicolette Stefan

Cell Phone: 224-840-5952 E-mail: nstefan@westchicago.org

Is this an annual event?  Yes  No If Yes, provide next year's event date: May 17, 2025

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

Nicolette Stefan Nicolette Stefan 01/29/2024  
(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

Denied  
Remarks:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



**CITY OF WEST CHICAGO**

**PUBLIC AFFAIRS COMMITTEE  
AGENDA ITEM SUMMARY**

**ITEM TITLE:**

**Food Fest**

**AGENDA ITEM NUMBER:** 4.D.

**FILE NUMBER:** \_\_\_\_\_

**COMMITTEE AGENDA DATE:** February 19, 2024

**COUNCIL AGENDA DATE:** \_\_\_\_\_

**STAFF REVIEW:** Tom Dabareiner

**SIGNATURE**  \_\_\_\_\_

**APPROVED BY CITY ADMINISTRATOR:**

**SIGNATURE** \_\_\_\_\_

**ITEM SUMMARY:**

Food Fest is scheduled to take place on Saturday, August 24, 2024 from 4:00pm to 8:00pm in Downtown West Chicago.

The event is free to the public, and sponsored by the City. Food Fest includes, but is not limited to: food vendors, live music, and an alcohol vendor. The vendor would provide Basset certified staff, Certificate of Insurance, and liquor licensing that meets City requirements. Staff and Police will work to create boundaries for consumption.

**ACTIONS PROPOSED:**

Approval for:

- Use of City streets for vendor staging and event activities
- Use of Police and Public Works services to support the event
- Street closures for the event from 11:00am to 12:00am
- Use the public right-of-way for posting of signs promoting the event

**COMMITTEE RECOMMENDATION:**

# City of West Chicago SPECIAL EVENT PERMIT APPLICATION for City-Sponsored Events



Name of Event: West Chicago Food Fest  
 Location of Event: Downtown West Chicago  
 Date(s) of Event: August 24, 2024 Hours of Event: 4:00 p.m. to 8:00 p.m. Est. Attendance: 2,000  
 Name of Sponsoring Organization(s): City of West Chicago  
 Contact person from sponsoring organization: Nicolette Stefan  
 Cell Phone: 224-840-5952 E-mail: nstefan@westchicago.org

Is this an annual event?  Yes  No If Yes, provide next year's event date: August 23, 2025

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

Nicolette Stefan Nicolette Stefan 01/29/2024  
 (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:**

**Frosty Fest**

**AGENDA ITEM NUMBER:** 4. E.

**FILE NUMBER:** \_\_\_\_\_

**COMMITTEE AGENDA DATE:** February 19, 2024

**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, 2024 in Downtown West Chicago. City Staff recommends removing the procession and starting the fest at 4:30 instead of 4:00 p.m. and focusing more attention on the tree lighting ceremony. This recommendation comes from feedback from the public as well as community organizations. This change would allow for a more streamlined event, and a cost savings of at least \$800 since we would no longer need to hire the horse carriage.

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: tree lighting ceremony, visits with Santa and Mrs. Claus, food truck/s, horse-drawn trolley rides, vendors, and more.

The event will take place outside along Main Street and at participating indoor locations.

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. – 11:00 p.m.
- Center Street to High Street to Galena Street for horse-drawn ride from 4:30 – 7:00 p.m. Street closure begins at 12:00 p.m. in preparation for the event.
- Use the public right-of-way for the posting of signs promoting the event and its supporting activities.

**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, 2024 Hours of Event: 4:30 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: Nicolette Stefan  
Cell Phone: 224-840-5952 E-mail: nstefan@westchicago.org

Is this an annual event? x Yes  No If Yes, provide next year's event date: December 6, 2025

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

Nicolette Stefan \_\_\_\_\_ Nicolette Stefan \_\_\_\_\_ 01/29/2024 \_\_\_\_\_  
(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

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

CITY OF WEST CHICAGO

PUBLIC AFFAIRS COMMITTEE  
AGENDA ITEM SUMMARY

ITEM TITLE:

Stations of the Cross  
St. Andrew Lutheran Church

AGENDA ITEM NUMBER: 4.F.

FILE NUMBER: \_\_\_\_\_

COMMITTEE AGENDA DATE: February 19, 2024

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, March 29, 2024 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: \_\_\_\_\_ Fee Paid: \$ \_\_\_\_\_

Receipt # \_\_\_\_\_ Check # \_\_\_\_\_

Event Acknowledgement Form returned by:

Police Dept. \_\_\_\_\_ Fire Dist. \_\_\_\_\_ PW \_\_\_\_\_ Park Dist. \_\_\_\_\_

- Background checks completed by Police Dept. Date \_\_\_\_\_
- 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](mailto: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.

  
\_\_\_\_\_  
(signature)

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

1/8/24  
\_\_\_\_\_  
(date)

3/29/24  
\_\_\_\_\_  
(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 Rd.

Date(s) of Event: 3/29/24 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. Alex Molina

Organizer address: 155 N Prince Crossing Rd

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

Cell Phone: [REDACTED] E-mail: office@standrewlutheran.net

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

1<sup>st</sup> Contact: Pastor Alex Molina Phone: [REDACTED]

2<sup>nd</sup> Contact: Ignacio Pablo Phone: [REDACTED]

Is this an annual event?  Yes  No If Yes, provide next year's event date: 4/18/2025

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.



**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](http://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](http://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](http://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](http://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: 3/29/2024

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	
Submit Carnival Permit Application	90 days	
Submit Fireworks Permit Application	30 days	
Submit Temporary Liquor License Application	30 days	
Submit Building (Temporary Tent) Permit Application	30 days	
Submit Temporary Food Service Permit Application(s) (DuPage County Health Dept. – 630-682-7979)	30 days	
Submit <b>Original</b> Certificate of Insurance*	21 days*	
Submit Raffle Registration Application	14 days	
Notify residents/businesses of special event	14 days	
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 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 11 day of January, 2024

St. Andrew Lutheran church  
Name of Organization

Rev. Alex Molina  
Print Name of Authorized Person



Signature of Authorized Person

Pastor  
Title

The Organization and the authorized signatory below agree to inform the City of West Chicago of any changes in the application at least thirty (30) days prior to the event. *Please note: Final approval of this event is pending satisfactory completion of Certificate of Insurance requirements.*

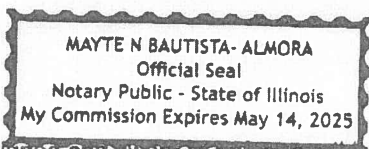
**Signatory agrees to abide by all requirements of the Special Events Policy, including compliance with the State of Illinois Firearm Concealed Carry Act.**

**\*All applications must be signed and notarized.**

St Andrew Lutheran Church      Alex Molina      1/11/24  
(Name of Organization)      (Print Name of Signatory)      (Date)

By \_\_\_\_\_  
(Authorized Signatory)

\_\_\_\_\_  
(Notary Public)



Signed and sworn to before me this 11th day of January, 2024.

After submitting all forms, your application will be reviewed by City staff. All departments that will be involved in providing services or permits for the event will be notified. **Please do not assume that all aspects of the event will be approved. You may be asked to make some changes to your plan based on the availability of services or scheduling of other events.**

The City of West Chicago reserves the right to cancel any event at any time for reasons deemed necessary by the City Council and/or City Administrator.

**Deliver all completed items to:**  
City of West Chicago  
Attn: Community Development – Special Events  
475 Main Street  
West Chicago, IL 60185

\*\*\*\*\*  
**FOR OFFICE USE ONLY**  
\*\*\*\*\*

Based on the information which has been submitted and contingent upon approval of any necessary inspections the day of the event, the request for a permit has been:

Approved    Permit No. \_\_\_\_\_

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

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Title      Date

## The Stations of the Cross

On Good Friday, March 29, 2024 at 12pm (noon), 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 Ave. & Main St. and finish at St. Andrew Church with a brief service.

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

## Via Crucis



# WEST CHICAGO POLICE DEPARTMENT MONTHLY REPORT



**JANUARY 2024**  
Colin Fleury, Chief of Police

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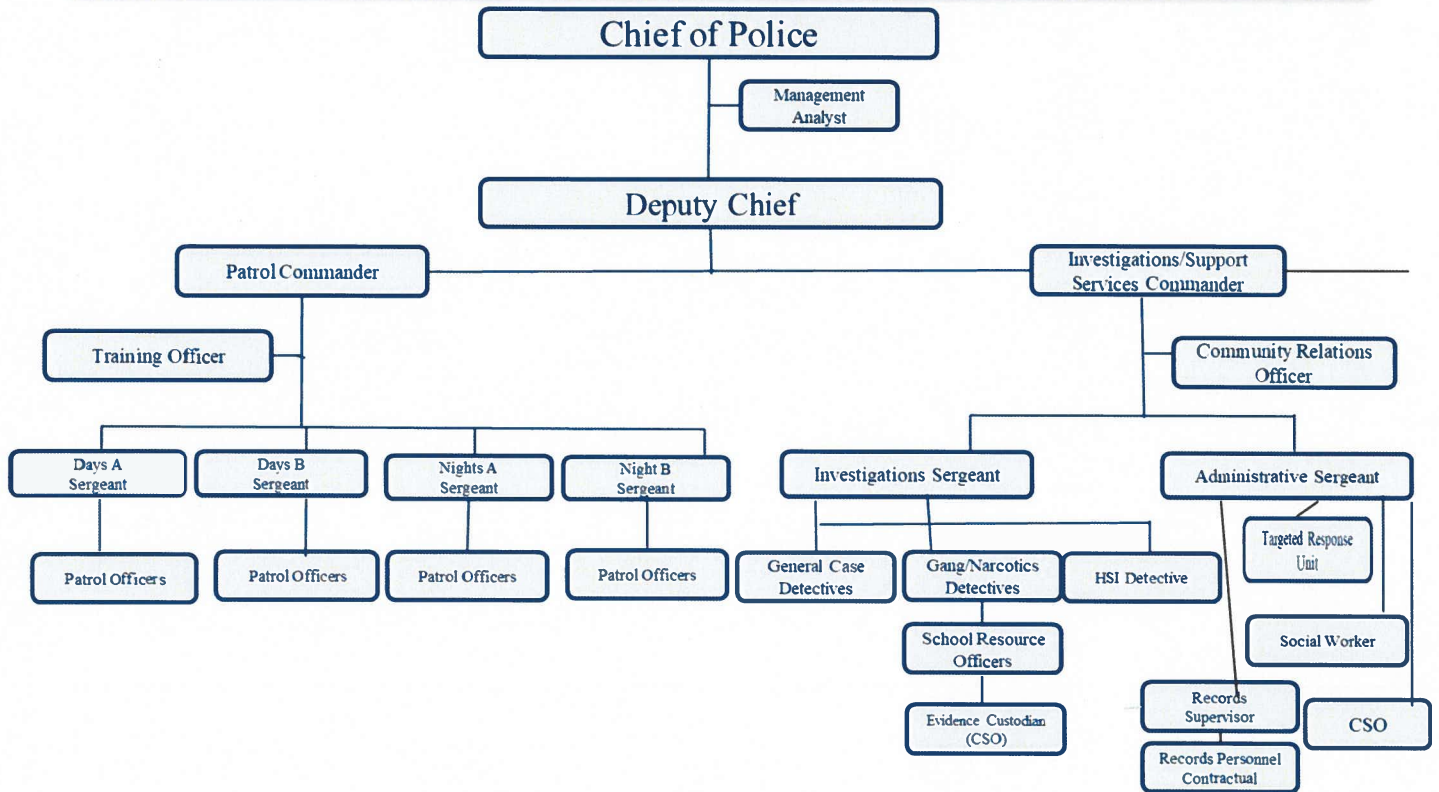
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# Organizational Chart

## West Chicago Police Department

### West Chicago Police Department Organizational Chart



## **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: the Office of the Chief of Police, the Patrol Division, and the Investigations/Administrative Division.

The primary responsibility of the Office of the Chief of Police is to provide general management direction and control for the Department. The Office of the Chief of Police consists of the Chief of Police, the Deputy Chief of Police, and the Management Analyst.

The Patrol Division consists of Uniformed Patrol Officers, a Community Service Officer, and a Training Officer.

The Investigations/Administrative Division consists of Detectives, School Resource Officers, Evidence/Property, the Targeted Response Unit, the Community Relations Officer, the Administrative Sergeant, the Records Unit, and Social Services.

## **Personnel**

In January, Cinai Beltran and Lizeth Romero began employment as the Department's Records Clerks.

From December 15, 2023, through January 2, 2024, the Department participated in an Illinois Department of Transportation "Drive Sober or Get Pulled Over" drunk-driving enforcement campaign. Results of the campaign included three arrests for Driving While Under the Influence, fifteen seat belt violations, three child restraining citations, fourteen speeding violations, one distracted driving citation, and seventy-two other citations.

## **Criminal Activities**

### **Criminal Damage to Property:**

#2400006 Person(s) unknown damaged two vehicles parked in a lot in the 300 block of S. Wilson St. Each car had a flat tire and puncture marks in the sidewalls.

#2400033 A known person damaged a building in the 300 block of E. Pomeroy St. The suspect was intoxicated and angrily exited the garage/guest home and shattered a window. The suspect was issued a local ordinance citation for Criminal Damage to Property and then transported to Northwestern Medicine Central DuPage Hospital due to his level of intoxication.

#2400031 A known person activated a fire extinguisher in a business in the 900 block of E. Roosevelt Rd. The suspect became angry at the business owner and started the fire extinguisher, filling the company and causing a disturbance. The suspect was arrested, transported to the Police Station, charged with Criminal damage to Property and Disorderly Conduct, fingerprinted, photographed, and released from custody.

### **Criminal Defacement:**

#2400139 Person(s) unknown spray-painted gang-related graffiti on the fence north of a residence in the 1100 block of Marcella Ln.

### **Theft:**

#2400045 Person(s) unknown removed the victim's wallet from an unattended gym bag in the locker room of Planet Fitness located at 1851 N. Neltnor Blvd. The wallet contained a debit card, driver's license, and other miscellaneous cards.

#2400073 Person(s) unknown removed two packages from the porch of a residence in the 1000 block of Rosewood Dr. Loss is \$85.08.

### **Retail Theft:**

#2400067 Person(s) unknown entered a liquor store in the 300 block of S. Neltnor Blvd. One of the two suspects placed a bottle of liquor in their pocket and then left the store without paying. The clerk provided the registration number for the vehicle they left the store in. Officers went to the registered address and found the vehicle occupied by three subjects. One of the subjects walked into the residence. The vehicle occupants admitted the subject who entered the home had taken a bottle of vodka from the store. The subjects encouraged the suspect to hand over the bottle, which he did. The responding officer returned to the store and watched a surveillance video, which showed the suspect taking the vodka and leaving the store. The suspect was issued a local ordinance citation for Retail Theft and a Criminal Trespass letter.

### **Burglary:**

#2400138 Person(s) unknown entered a business in the 300 block of S. Neltnor Blvd. and removed 145 cartons of cigarettes valued at \$14,265.96. Suspect(s) entered the business by shattering a window on the east side. The investigation is ongoing.

# Monthly Totals

Activities	Oct 2023	Nov 2023	Dec 2023	Jan 2024	YTD 2024	YTD 2023	Total 2023
Traffic Stops	733	766	816	883	883	605	9,668
Traffic Citations	267	321	349	314	314	223	4,255
Traffic Warnings	218	245	263	282	282	209	3,226
Parking Citations	321	348	270	359	359	157	4,083
Traffic Crashes	67	83	60	78	78	67	809
Incident Reports	292	215	244	243	243	236	3,291

## Officer Activities

#2400102 On January 21, 2024, officers responded to the Dollar General store located at 910 N. Neltnor Blvd. for a suspect who exposed himself to a five-year-old girl. Allegedly, after exposing himself, the suspect forced the victim to touch his penis. Upon leaving the store, the victim told her mother what had reportedly happened in the store. The victim's mother immediately contacted the West Chicago Police Department. Officers Jacobs and McGuire observed the suspect vehicle and a person matching the suspect's description at Main Street and Neltnor Blvd. The Officers initiated a traffic stop on the car. Officer Frommert went to the victim and complainant's residence to obtain additional information. The complainant went to the traffic stop location for a "show up" and positively identified the suspect. The suspect was arrested, transported to the Police Station, interviewed, and admitted to committing the offense. The DuPage County State's Attorney's Office approved one count of Aggravated Criminal Sexual Abuse – Victim Under 13, a Class 2 Felony. While at the Police Department, Officers fingerprinted, photographed, and transported the suspect to the DuPage County Jail.

#2300770 On May 9, 2023, officers responded to the area of Washington St. and the Canadian National railroad crossing for a vehicle vs. pedestrian crash. The pedestrian later passed away after being transported to Northwestern Medicine Central DuPage Hospital. During the investigation, a K9 officer arrived, and the dog provided a trained final response on the front passenger side door, indicating a strong odor of unburnt Cannabis. Transported to the Police Station and interviewed, the subject refused to provide breath or urine samples. The driver submitted blood and urine samples after Officers obtained a search warrant. On August 8, toxicology results from the blood and urine samples indicated the presence of Cannabis, cocaine metabolite, and cannabinoids. On January 11, 2024, the DuPage County State's Attorney's Office approved two counts of Aggravated DUI/Death against the suspect. On January 11, Detective Herbert obtained a warrant for the suspect's arrest. Officer Rigler and Detectives Montgomery and Herbert arrested the subject at his residence. He was transported to the Police Station, fingerprinted, photographed, and transported to the DuPage County Jail.

#2400095 On January 19, 2024, officers were dispatched to Mr. A's Liquors, located at 1400 S. Neltnor Blvd., for a retail theft that had just occurred. The store clerk stated two suspects entered the store and left with a case of whiskey without paying. The clerk provided a description of the suspects, a description of the vehicle the suspects entered, and stated the SUV was last seen eastbound on Roosevelt Rd. toward Winfield. A Winfield Officer stopped the vehicle at the Casey's gas station at the corner of Winfield Rd. and Roosevelt Rd. K9 Officers Rigler and Sauseda arrived on the scene and informed other Officers of what appeared to be a lot of clothing items and alcohol in the back seat and trunk of the SUV. Officer Sauseda also advised that two males were inside the vehicle, matching the description of the offenders who had just committed the theft at our liquor store. All four suspects were taken into

custody and transported to the Police Station for further investigation. The vehicle was relocated to the Station to be searched and inventoried. Detective Moore and Detective Calabrese were given information that most of the merchandise inside the car may have come from TJ Maxx. Detective Moore contacted TJ Maxx in Bloomingdale and spoke with one of its loss prevention officers. Detective Moore determined that the same suspects in custody may have stolen the property earlier this afternoon. Video from the liquor store shows two suspects entering and exiting the store with a case of whiskey. The stolen whiskey was located inside the vehicle at the time of the stop. Officers questioned all four suspects, who eventually admitted to stealing all of the items found inside the car. The DuPage County State Attorney's Office approved felony charges for Burglary and Retail Theft. The suspects were fingerprinted, photographed, and transported to the DuPage County Jail.

#2400074 On January 15, 2024, DUCOMM relayed information from Bloomingdale PD regarding a red vehicle stolen from Aurora that fled from officers southbound on County Farm Rd. from Army Trail Rd. While traveling eastbound on Geneva Rd. in search of the car, Officer Solis observed a red Ford Explorer traveling westbound and increasing in speed as it approached. Officer Solis activated the squad's emergency equipment to stop the vehicle, but the SUV did not stop. Officer Solis continued after the car, observing several traffic violations. The SUV driver eventually fled on foot from the vehicle in the area of Army Trail Rd. and Fairfax Ln. Officers McClelland and Schiever arrived to assist and take the suspect into custody in the 1700 block of Penny Lane in Bartlett, IL. Bartlett, Carol Stream, and Bloomingdale officers arrived and secured the scene. The suspect was arrested and transported to the Police Station, where he was identified and interviewed. The DuPage County State's Attorney's Office approved two counts of Aggravated Fleeing and Eluding, Criminal Trespass to Vehicles, Failure to Signal When Required, and Driving on the Wrong Side of the Road. He was fingerprinted, photographed, and transported to the DuPage County Jail.

#2300072 On January 16, 2023, West Chicago Patrol Officers were dispatched to Barber Street and Spencer Street regarding a vehicle accident. Officer Chapman arrived at a residence in the 300 block of Barber Street and observed multiple males. Sergeant Perry informed DUCOMM that he was out with individuals who were robbed. The victims advised several masked males approached them in the driveway of the residence, stole their money and cell phones, and pistol-whipped one of them. The victims performed at four locations in the Chicagoland area beginning on January 15, 2023. The victims finished their last performance in Niles and were coming back to West Chicago. The victims explained they pulled into the driveway and observed four to five offenders exiting a vehicle wearing black ski masks and dark-colored clothing. The offenders approached the victims at gunpoint and ordered them out of the car. The offenders had the victims empty their pockets, moved the victims to the front of the vehicle, and told them to get on their knees. One victim observed a dark-colored sedan following their vehicle from southbound Illinois Route 59, eastbound on Conde Street, and finally northbound on Barber Street. Upon arriving at the Barber Street residence, the offenders were searching for

a bag containing the victims' money. One of the offenders approached a victim while holding a black handgun and confronted him about the location of the bag. This victim stated the bag contained \$9,400.00 in proceeds from four performances, and he informed the offender that the bag was in the middle row of his vehicle. At this time, the offenders took phones and necklaces from two victims. The offenders told everyone to move to the backyard and threatened to shoot the victims if they moved. The offender's vehicle fled northbound on Barber Street.

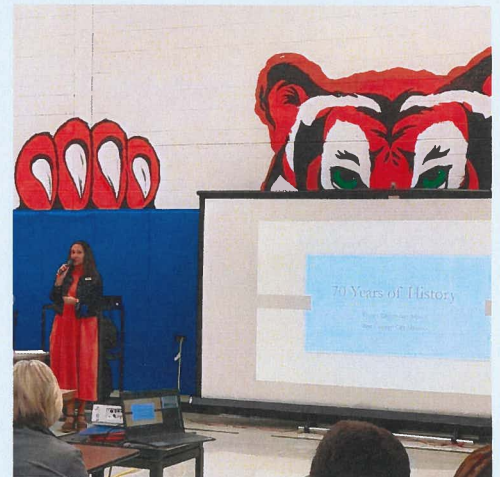
Through red-light cameras, video surveillance systems, and license plate readers in the Chicagoland area, the Detective identified three of the offender's vehicles following the victim's SUV over two days. Detective Herbert applied for a search warrant requesting Google account subscriber information. The search warrant results linked a device located at multiple locations in this investigation. The results provided the subscriber's information. With this information, detectives identified other cell phone numbers that had been in contact with the suspect preceding, during, and after the robbery.

Detectives Eversole and Herbert went to the registered address of the Camry and located it parked behind the apartment building. The detectives investigated the apartment building's mailboxes and found the name of a subject living with the registered owner. A search warrant revealed the cell tower records for the subject. A search of law enforcement databases identified the owner of the Ford that followed the victims throughout the Chicago area as the registered owner of this phone number.

On January 9, 2024, five suspects were taken into custody at several locations in the Chicago area, transported to the Police Station, and interviewed. The DuPage County State's Attorney's Office approved charges of Armed Robbery with a Firearm against four subjects. They were fingerprinted, photographed, and transported to the DuPage County Jail.



# West Chicago City Museum 2023 Highlights



132 Research Requests

Assisting the public, businesses and organizations with building history, family history and general history requests.

3,706 Guests in Museum

600 more than 2022

987 people reached through external events

1,000 hours cataloging and digitizing collection

1/3 of annual staff time  
New online database



New Interactive Building History Project

Tied to West Chicago's 175th Anniversary

**Phalen Consulting, Inc.,**

**FY2023 Report for the Management and Operation of the West Chicago City Museum**

**Staff Time: 2,848** (average of 54.77 hours a week; FY22 average of 47.32 a week)

**Main Projects:**

- Staffing Museum open hours
- Collections: processing temporary receipts, accessioning artifacts, database entry, digitization of collection, inventory of collection, research files, newspaper collection, online digitization plan, Historical Preservation Commission files, artifact storage, online collection platform accessible to the public-CatalogIt, backlog processing, museum storage rehousing project, museum storage mapping project
- Communications: email, mail, reports, social media, website updates, outreach
- Community outreach projects: Burlington Route Historical Society collaboration, Fire Department book, DuPage Foundation-Arts DuPage, WeGO Together for Kids, Healthy West Chicago, Cultural Arts Commission-Public Art, Friends of the Museum outreach, DuPage County Heritage Gallery, Midwest Museum Association, Illinois Arts Education Association, State of Illinois 250<sup>th</sup> Commission, We Go History collaboration with the Kruse House Museum/West Chicago Historical Society
- Conferences/Professional Development: Kane DuPage Regional Museum Association meetings and professional development; Illinois Association of Museums Annual Conference, Professional Development Meetings & Annual Meeting, Chicago Museum Exhibitors Group meetings, American Association of State and Local History Annual Conference; American Association of State and Local History Small Museums Committee
- Educational: Digital mini-kits; online resources on wegohistory.com; school/scout tours; school tours, art and history programs
- Events: Museum open house, Historiography, Blooming Fest, Fascination Fridays, Food Fest, National Night Out, Tales Tombstones Tell, Downtown Trick or Treat, Frosty Fest
- Exhibits: outdoor interpretive signage for the CB&Q Depot; Women of West Chicago exhibit April 2022- April 2023; 150<sup>th</sup> Anniversary of the Village of Turner April 2023-April 2024; virtual online mini exhibits; Sister Cities Exhibit on 2<sup>nd</sup> floor; Railroad Exhibit on 2<sup>nd</sup> floor
- Grants: Resiliency Project
- Operations: bookkeeping, staffing, planning
- Programs: History Pin, Mobile Walking Tour, Historiography reading history book groups; Rail Trail; KDRMA Passport to Adventure & Encurate App; Tales Tombstones Tell; Strolls Through History; Outreach presentations in neighboring communities; History Overview presentations to We Go Together for Kids
- Research: organizing research files, working with researchers and processing research requests
- Volunteer management: Ball Heritage Committee Projects, museum volunteer program

**Collection:**

**Accession Total:**

- Collection total: 35,207 objects
- Collection processed into PastPerfect database: 15,691

- New donations YTD: local family materials, railroad history, model train items, veterans memorabilia
- CatalogIt online database: 4,830 artifacts entered (576 items added in 2022)

**Research Inquiries: 132** (average 11 a month) (house history, local business history, family history, cemetery history, local school history, local historic buildings, historic events)

**Visitation:**

- Overview

Metric	2023	2022	2021
Open hours	701.50	654*	394*
Museum Guests	3,706	3,108	2,182*
External Program Attendance	987	545	273
Virtual Program Attendance	0	597	1,246
Website Unique Visits	3,680	3,800	2,715
Facebook Followers	1,258	1,168	1,087
Twitter Followers	417	424	442
Instagram Followers	604	550	440

\*In 2022 Museum was closed with City buildings in January, 2021 and 2020 had limited hours

o Breakout

Category	Date(s)	Guests
Walk-in Museum visitors during regular open hours	Jan-Dec 2023	<b>Total 2,548</b> Morning 546 Afternoon 2,002
Museum specific visitors (researcher, museum related question)	Jan- Dec 2023	<b>Total 1,158</b> Morning 342 Afternoon 816
Education: Ebook curriculum	Jan- Dec 2023	491 users
Education: Fire History Ebook	Jan- Dec 2023	153 users
Education: Digital Local History Lessons	Jan- Dec 2023	64 classrooms used
Program : Historiography, Nonfiction Monthly Book Club	February - November	82
Program: West Chicago Historical Overview	Jan 5, 2023	35
Program: History & Art Mental Health Program- Lisa Sirkorski	May 6, 2023	10

<b>Program:</b> History & Art Mental Health Program- Fiorella Garcia	May 13, 2023	14
<b>Event:</b> Blooming Fest Museum Guests	May 20, 2023	157
<b>Program:</b> History & Art Mental Health Program- Rachel Weaver Rivera	May 27, 2023	14
<b>Education:</b> Currier School Old Time Toys	June 6, 2023	24
<b>Education:</b> Park District Summer Camp	June 7, 2023	48
<b>Education:</b> Gary School History Program	June 8, 2023	22
<b>Program:</b> History & Art Mental Health Program- Ruth Hong	June 10, 2023	6
<b>Education:</b> Fascinating Fridays-Kids activities in museum	June 16-August 18	96
<b>Tour:</b> Museum & Downtown History Tour with Park District Camp	July 18, 2023	80
<b>Tour:</b> CB&Q Depot and RR History Tour with Park District Camp	August 16, 2023	40
<b>Event:</b> Museum outreach at We Go Together for School Back Pack Event	August 21, 2023	250
<b>Event:</b> Food Fest Museum Visits	August 26, 2023	203
<b>Program:</b> Tales Tombstones Tell	October 6, 2023	200
<b>Program:</b> Turner School 70 <sup>th</sup> Anniversary Presentation	October 20, 2023	80
<b>Event:</b> Downtown Trick or Treat	October 28, 2023	1072
<b>Education:</b> Girl Scout Community Badge Program	November 13, 2023	8

<b>Program:</b> Germans in West Chicago Talk	November 14, 2023	20
<b>Education:</b> Girl Scout Community Badge Program	November 15, 2023	11
<b>Event:</b> Frosty Fest Museum Visits	December 2, 2023	602
<b>Program:</b> Historic Caroling in West Chicago	December 19, 2023	40

**Volunteer hours: 370 (FY2022: 290)** (docent hours, file organizing, event staffing, newspaper collection, genealogy, research requests, virtual programs, historic buildings research)

**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 as of December 31, 2023
- Summer Passport Program goal of attracting 75 additional visitors through program, the majority of which from out of town; MET as of December 31, 2023
- Exhibits/Displays: Annual Goal of at least one new large exhibit MET as of December 31, 2023
- Outreach Exhibits: Expand current Depot Days open public hours from four Saturdays a year to twelve Saturdays a year: unmet as of December 31, 2023 due to staffing issues
- 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 as of December 31, 2023
- Volunteers: monthly goal of utilizing volunteers for 30 hours a month MET as of December 31, 2023
- Collection: annual goal of accessioning 50% of the backlog of artifacts MET as of December 31, 2023
- Collection: annual goal of accessioning 75% of 2023 donations MET as of December 31, 2023
- Collection: digitizing 10% of the collection during inventory process MET as of December 31, 2023
- Research library: monthly goal of serving 10 researchers a month MET as of December 31, 2023
- Programs: annual goal of 8 programs open to the public MET as of December 31, 2023

## Financial Overview

For the fiscal year of 2023 under the eleventh 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 \$88,200.00 and total cash outflows of \$90,397.08. Per the February 4, 2019, Agreement between the City of West Chicago and Phalen Consulting for the Operation of the West Chicago City Museum, City Resolution No. 19-R-0008 \$88,200 of cash inflows came from the City. While operating with a net deficit, Phalen Consulting, Inc. has maintained positive cash bank balances, primarily through the delayed payments to the Museum Director; funds will be transferred from the Friends of the Museum Trust account to cover budget deficits.

Category	Amount budgeted	YTD (Dec. 31, 2023)
<b>Staff</b>	\$60,000	\$58,692.43
<b>Training and Tuition</b>	\$1,000	\$1,647.57
<b>Membership dues/subscription</b>	\$1,500	\$2,504.29
<b>Printing and binding</b>	\$100	\$0
<b>Advertising and promotions</b>	\$200	\$474.30
<b>Other contractual services</b>	\$2,000	\$ 2,425.30
<b>Tech/office supplies</b>	\$5,000	\$5,848.68
<b>Tools &amp; equipment</b>	\$2,200	\$2,186.36
<b>Educational exhibitions</b>	\$5,000	\$5,724.09
<b>Educational programming</b>	\$7,000	\$7,862.80
<b>Miscellaneous</b>	\$1,000	\$0
<b>Collection maintenance</b>	\$2,000	\$2,031.26
<b>Additional arts programming</b>	\$1,000	\$1,000.00
<b>Other</b>	\$200	\$0
<b>Total</b>	\$88,200	\$90,397.08

For the fiscal year of 2023 the West Chicago City Museum's Trust Fund had total cash inflows of \$728.17 and total cash outflows of \$2,197.08, for a net deficit of \$1,468.91.

- Inflows
  - \$719.39 donations
  - \$8.78 from interest revenue on account

### FY2024 Preview

- Launch work on the 175<sup>th</sup> Anniversary of West Chicago (2024), the 175<sup>th</sup> Anniversary of the Burlington Route (2025), and the 250<sup>th</sup> Anniversary of the United States (West Chicago represented on the Illinois Commission for the 250<sup>th</sup> through Director Sara Phalen)
- Continue events and museum programs that partner with other community entities
- Expanded outdoor events (walking tours, cemetery tours, educational programs)
- Continue to strengthen relationships with schools and increase community collaborations
- Continue to address collections backlog and storage mapping project
- Plan for digital asset maintenance
- Expand online collections database

**People Made Visible, Inc. End of Year Report for Fiscal Year 2023**

For the fiscal year of 2023 under the tenth 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 \$8,558.00 and total cash outflows of \$10,264.99 for a net deficit of \$1,706.99. The net deficit will be covered by Gallery 200/PMV reserves.

Financial highlights from the fiscal year 2023 include:

➤ **Inflows: \$8,558**

- 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 \$540.00 from the Gallery artist fees
- Cash receipts of \$1,218 from donations from the public for the Gallery 200/200 Main Projects Fund
- Resiliency Project Grant \$800.00

➤ **Outflows: \$10,264.99**

- Supplies & Event expenses: \$ 2,845.63
- Cleaning: \$ 480
- Insurance & Registration fees costs totaled \$645
- Phone & Internet: \$2,715.24
- Staff: \$2,604.00
- Tech & Communication Tools: \$ 235.12
- Website with online store: \$ 740.00

**Events at 103 W. Washington:**

January 2023:

- Maria Ananieva featured artist, opening reception, January 6<sup>th</sup>
- Community Clothing Swap, January 14<sup>th</sup>
- Cartonera Workshop, January 28<sup>th</sup>

February 2023:

- Margaret Bucholz Featured Artist exhibit, opening reception February 3<sup>rd</sup>
- Neurographic Art Workshop, February 18<sup>th</sup>
- Winter Art Workshop, February 25<sup>th</sup>

March 2023:

- District 35 Elementary Art Show, “Art is the Heart of the City” Youth Art Month exhibit, opening reception, March 4<sup>th</sup>

April 2023:

- West Chicago Community High School Art Show, opening reception, April 6<sup>th</sup>
- Healthy West Chicago Gardening Meet-up, April 13<sup>th</sup>
- Host Mexican Cultural Center DuPage Print Workshop with Rene Arceo, April 15<sup>th</sup>
- Tree of Life Art Workshop, April 22<sup>nd</sup>
- Community Clothing Swap, April 29<sup>th</sup>

May 2023:

- “Art in Full Bloom” group exhibit opening reception, Friday, May 5<sup>th</sup>
- Family Art workshop, May 13<sup>th</sup>

- Blooming Fest Artist Demos, Saturday, May 20<sup>th</sup>

June 2023:

- Kathi Kuchler featured artist exhibit, opening reception, Friday, June 2<sup>nd</sup>
- Host Mexican Cultural Center Dupage Carton Exhibit
- Host D33 Summer CAPE Art Community Classes

July 2023:

- Chris Hodge featured artist exhibit opening reception, Friday, July 7<sup>th</sup>
- Host D33 Summer CAPE Art Community Classes
- Host Mexican Cultural Center Dupage Carton Exhibit

August 2023:

- Marge Hall featured artist exhibit, opening reception Friday, August 4<sup>th</sup>
- Host DuPage MLK Jr. Group meeting, August 17<sup>th</sup>
- Host Mexican Cultural Center DuPage Print Workshops with Rene Arceo
- Host Mexican Cultural Center Dupage Carton Exhibit

September 2023:

- Kari Stewart Pozzessere “Magical Wilds” featured artist exhibit with opening reception, Friday, September 1<sup>st</sup>

October 2023:

- Artoberfest Group Exhibit, with opening reception, October 6<sup>th</sup>
- Downtown Trick or Treat, October 28<sup>th</sup>

November 2023:

- Britta Renwick Featured Artist, Opening Reception, November 3<sup>rd</sup>
- Host Cultural Arts Commission Banner Winner Exhibit
- Host Mexican Cultural Center DuPage Eunice Roblero Visiting Artist Exhibit and community art classes
- Small Business Saturday Open House, November 25<sup>th</sup>

December 2023:

- Holiday Window Display
- Small Gifts of Art Group Exhibit, opening reception, December 1<sup>st</sup>
- Frosty Fest, Saturday, December 2<sup>nd</sup>
- Community Free Gift Wrapping Sunday, December 10<sup>th</sup> & 17<sup>th</sup>
- Community Grant Supplemented Fused Glass CLASS, December 11<sup>th</sup>, 15<sup>th</sup>, 18<sup>th</sup>

Other Group Utilization Throughout the Year:

Art Meet-up: Fiber Artists Meet-up held monthly  
 Mexican Cultural Center DuPage Regular Meetings  
 District 33 Ballet, Mariachi, choir groups practices  
 Local Girl Scout Troop meetings



**Visitation at 200 Main:**

	<b>FY23</b>	<b>FY22</b>	<b>FY21</b>	<b>FY20</b>
<b>Guests</b>	2,931	2,927*	1,004*	1,387*

- Breakout: Walk-in Gallery visitors during regular open hours (Thurs noon-6pm, Fri noon-6pm, Sat 10am-4pm, Sun noon-4pm)
- \*limited hours due to COVID restrictions

<b>Category</b>	<b>Date(s)</b>	<b>Guests</b>
<b>Total Visitors</b>	January 2023	178
<b>Total Visitors</b>	February 2023	150
<b>Total Visitors</b>	March 2023	181
<b>Total Visitors</b>	April 2023	239
<b>Total Visitors</b>	May 2023	376
<b>Total Visitors</b>	June 2023	163
<b>Total Visitors</b>	July 2023	195
<b>Total Visitors</b>	August 2023	307
<b>Total Visitors</b>	September 2023	269
<b>Total Visitors</b>	October 2023	169
<b>Total Visitors</b>	November 2023	260
<b>Total Visitors</b>	December 2023	444

**Gallery 200 Artist Sales**

	<b>FY23</b>	<b>FY22</b>	<b>FY21</b>	<b>FY20</b>
<b>Total Sales</b>	\$ 17,779.25	\$ 13,063.00*	\$ 10,675.50*	\$ 4,774.50*

\*sales limited due to COVID

- Breakout

<b>Category</b>	<b>Date(s)</b>	<b>Guests</b>
<b>Total Sales</b>	January 2023	\$1,331.00
<b>Total Sales</b>	February 2023	\$1,843.00
<b>Total Sales</b>	March 2023	\$495.50
<b>Total Sales</b>	April 2023	\$584.50
<b>Total Sales</b>	May 2023	\$1,543.00
<b>Total Sales</b>	June 2023	\$660.00
<b>Total Sales</b>	July 2023	\$791.50
<b>Total Sales</b>	August 2023	\$2,151.00
<b>Total Sales</b>	September 2023	\$2,140.25
<b>Total Sales</b>	October 2023	\$677.50
<b>Total Sales</b>	November 2023	\$2,244.50
<b>Total Sales</b>	December 2023	\$3,317.50

**Progress towards Goals for 2023**

- 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, including virtual offerings
- Continue fundraising campaign to contribute to 200 Main Street Renovation Project

**Goals for 2024**

- \*Expanded open hours
- Continue to increase visibility of Gallery 200 and downtown West Chicago cultural activities
- Continue to promote West Chicago artist community and offerings through state

and national organizations

- Continue to Market West Chicago as a destination for artists and a place to purchase affordable art
- Continue to expand classes offered at Gallery 200, including virtual offerings
- Continue fundraising campaign to contribute to 200 Main Street Renovation Project
- Reinstate Visiting Artist-in-Residency
- Work with the City Museum on Anniversary Community Art Offerings