

CITY OF WEST CHICAGO

WHERE HISTORY & PROGRESS MEET

NOTICE

PUBLIC AFFAIRS COMMITTEE

Monday, April 15, 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 March 18, 2024
3. Public Participation / Presentations
4. Items for Consent
 - A. Resolution No. 24-R-0041 – A Resolution Approving Guidelines for Film Production Permit Applications
 - B. Resolution No. 24-R-0042 – A Resolution Approving Guiding Principles of Strategic Communications
 - C. Olmec Trails Sponsorship Agreement with Mexican Cultural Center DuPage
5. Items for Discussion
 - A. St. Mary's Corpus Christi
6. Unfinished Business
7. New Business
8. Reports from Staff
 - A. West Chicago Police Department Monthly Report
9. Adjournment

MINUTES

PUBLIC AFFAIRS COMMITTEE

Monday, March 18, 2024 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 February 19, 2024. Alderman Hallett made a motion, seconded by Alderman Brown to approve the minutes of the Public Affairs Committee meeting with changes. 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. Forest and Bishop Street Crosswalk. After reviewing the options presented by Chief Fleury, it was the consensus of the Committee to place the Flashing Solar LED Edge Sign on the crosswalk. Chief will discuss the cost and placement with Mehul Patel, Director of Public Works.

5. Items for Discussion

6. Unfinished Business.

7. New Business.

8. Reports from Staff.

A. West Chicago Police Department Monthly Report.

B. Corpus Cristi Procession – This is an event the Church would like police services, however due to the length of the event, the department doesn't have the manpower to cover the cost. Chairman Chassee advised to continue the discussion and request for the Church to bare the cost and suggest limiting the time and size of event.

9. Adjournment. Alderman Birch Ferguson made a motion to adjourn, seconded by Alderman Short. The motion approved by voice vote, and the meeting adjourned at approximately 6:40pm.

Respectfully submitted,

Yahaira Bautista

Administrative Assistant to Chief of Police
West Chicago Police Department

**CITY OF WEST CHICAGO
MEMORANDUM**

TO: Public Affairs Committee
FROM: Daniel Peck, Marketing & Communications Manager
SUBJ: Resolution No. 24-R-0041: Guidelines for Film Production Permit Applications
DATE: April 10, 2024

Currently, the City lacks a standardized procedure for responding to commercial film production inquiries. As the State continues its efforts towards promoting film productions in Illinois, including offering substantial tax credits, nearby municipalities have seized the opportunity, generating additional revenue while also promoting their communities.

To capitalize on this potential revenue stream and marketing opportunity, it is advisable for the City to adopt a proactive stance to handling inquiries from film production entities.

Accompanying this memorandum are guidelines that will provide City staff with direction for developing a formal application and efficiently overseeing an application process for a Film Production Permit. The following is a summary of the key components of this document.

Film Production Permit Criteria

Criteria for whether a permit is required or not required.

High-Impact Productions

Potential criteria that may lead the City Administrator to conclude that a production requires a significant allocation of City resources or could have a notable impact on the public.

Film Production Permit Applications

List of required documents for application submission along with a timeline corresponding to application fees. Fees vary depending on the lead time of application submission.

Application Approval Process

Review process involving relevant departments, community partners, and applicant. Approval rests with the City Administrator with some productions requiring City Council approval.

Film Production Fees

Summary of fees associated with the issuance of a permit.

Refundable Sanitation/Property Deprecation Deposit

Refundable \$500.00 deposit ensuring filming locations are left clean and undamaged.

Insurance Requirements

Outline of potential insurance requirements that may be required by the City.

Hold Harmless Agreement

Applicant acknowledgement of appropriate Hold Harmless Agreement.

Compliance with State and City Requirements

Applicant acknowledgement of compliance with specific State and City conditions.

Aerial Drone or Unmanned Aerial Systems (UAS) Usage

Applicant acknowledgement of usage of drone operators and compliance with FAA regulations.

Usage of Lighting, Pyrotechnics, Noises

Requirement to submit a request for a Special Variance Permit for the City's Nuisance Ordinance if utilizing lighting, pyrotechnics, or noises that may be considered a nuisance.

Overnight Parking

Description of the City's Overnight Parking Ordinance.

Neighborhood Filming Notice & Filming Code of Conduct

Requirement to provide advanced notification to affected neighborhood(s) or business districts, along with an acknowledgment that the production crew will adhere to a set of general conduct guidelines during filming.

Property Owner Approval for Filming

Requirement to receive the approval for filming from various property owners, if necessary.

Production Site Map

Requirement to provide a general Production Site Map to illustrate the layout for production and proposed traffic flow with appropriate designated fire lane(s), if necessary. Additionally, ensure requirement of Emergency Operations Plan if deemed necessary during review process.

Future Actions

Based on the outlined Film Production Permit Application Guidelines and guidance from the City Council, staff can move forward with the development of a formal application and effectively manage the application process.

RESOLUTION NO. 24-R-0041

**A RESOLUTION ADOPTING GUIDELINES FOR
FILM PRODUCTION PERMIT APPLICATIONS**

WHEREAS, the City recognizes the importance of providing appropriate guidance to efficiently respond to and manage film production inquiries; and,

WHEREAS, City staff has prepared Guidelines for Film Production Permit Applications designed to furnish clear directives for the effective management and oversight of film production inquiries.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of West Chicago, in regular session assembled as follows:

Section 1. That the Guidelines for the Film Production Permit Applications incorporated herein as Exhibit "A", is hereby approved.

Section 2. That all resolutions, or parts thereof, in conflict with the provisions of this Resolution are, to the extent of such conflict, expressly repealed.

Section 3. That this Resolution shall be in full force and effect from and after its adoption and approval as provided by law.

Approved this 15th day of April, 2024.

AYES: _____

NAYS: _____

ABSTAIN: _____

ABSENT: _____

Mayor Ruben Pineda

ATTEST:

Executive Office Manager Valeria Perez

EXHIBIT "A"

FILM PRODUCTION PERMIT APPLICATION GUIDELINES

The following guidelines are intended to provide City staff with direction for efficiently overseeing the application process for a Film Production Permit. All permit applications are evaluated on a case-by-case basis, and may be denied upon arrival due to complexity of the production. The application process shall be coordinated by staff in the Marketing and Communications Division.

Film Production Permit Criteria

The following criteria are to be used to generally determine if a Film Production Permit is required:

Permit Not Required:

- Non-commercial filming that does not impact the public in any way.
- Filming within schools, places of worship, or businesses for training, family, or educational purposes.
- Personal use filming, including filming from a public space or engaging in communications that are concerted or protected under the law.
- Filming conducted by media teams employed by news entities broadcasting events of public interest in the city.

Permit Required:

- Commercial production of motion pictures, videotapes, television shows, advertisements, etc.
- Productions that may disrupt the ordinary use of public and City facilities, public rights-of-way, sidewalks, parking facilities, etc.
- Productions within established or fixed business locations within the City.
- Productions on private property that may have a detrimental impact on the public health, safety and welfare of the community.
- Filming activities involving stunts, pyrotechnics, explosives, or special effects.
- Filming activities featuring the impersonation of Police Officers, Fire/Paramedic, military personnel, etc.
- Filming activities involving the usage of an aerial drone(s).

High-Impact Productions

If the City Administrator concludes that a project might require a significant allocation of City resources or could have a notable impact on the public, the City Administrator may classify it as a High-Impact Production Project. The City Administrator at his sole discretion may make this determination based on whether the production meets the following potential criteria:

- Necessitates the closure of, or restrictions on public access to, public facilities such as City Hall, City parks, sidewalks, streets, rights-of-way, etc.
- Production involves aerial filming.
- Requires more than one full business day (e.g., eight consecutive hours) for on-location filming.
- Takes place between the hours of 8:00 p.m. and 8:00 a.m.

- Incorporates elements such as amplified sound, simulated weapons, live animals, stunts, smoke/fire/pyrotechnics, explosives, vehicle chases/crashes, or nudity.
- Utilizes locations featuring the City of West Chicago logo or name in a more prominent manner than "in passing," or integrates the City of West Chicago logo/brand into the storyline.
- Takes place during an annual City-sponsored event.
- Necessitates alterations, replacements, or use of vegetation, signage (temporary or otherwise), ornamental decorations, or amenities at public facilities/areas.
- Requires substantial assistance from City of West Chicago staff, including support for street closures, security, facility access, research, contacts, and more.

Film Production Permit Applications

Permit Application Timeline

Permit applications should be submitted to the City at least forty-five business days prior to the first day of production and shall be submitted no less than twenty business days prior to the first day of production. If a production project is classified as a High Impact Production, this timeline may not apply and could require an extended timeframe determined by the City Administrator.

Application Fees

The following fee structure will be applied to all applications. Fees shall be submitted at the same time as the application.

- A \$100.00 non-refundable application fee shall be applied to applications submitted at least forty-five business days prior to the first day of production. The non-refundable fee is \$50.00 for verified student and non-profit community partner organizations.
- A \$250.00 non-refundable application fee shall be applied to applications submitted between thirty and forty-five business days prior to the first day of production. The non-refundable fee is \$75.00 for verified student and non-profit community partner organizations.
- A \$400.00 non-refundable application fee shall be applied to applications submitted less than thirty business days prior to the first day of production. The non-refundable fee is \$150.00 for verified student and non-profit community partner organizations. Applications submitted less than twenty business days prior to the first day may be denied upon arrival with fee being returned.

Application Submission

An application shall be considered as submitted on the date when all necessary completed documentation and fees have been received at City Hall. Applications and all other required permit applications, copies of other permits, and any supporting documentation shall be emailed to filming@westchicago.org, or mailed to:

City of West Chicago
 Attn: Marketing & Communications Division
 475 Main Street
 West Chicago, IL 60185

Application Approval Process

Applications shall be initially reviewed by the City Administrator's Office staff to determine which City departments and/or intergovernmental organizations may be affected by the film production.

Application Review

Every City department affected by the film production (City Administrator's Office, Police, Public Works, and Community Development) in addition to any affected intergovernmental partner organizations (e.g. West Chicago Fire Protection District) shall review the Film productions Permit Application based on the following criteria:

- Use of resources and cost
- Proposed benefit of the production to the community
- Any perceived public health or safety problems
- Proposed use of City property

Using the established criteria, Department staff shall evaluate and comment on the application, and note any changes that need to be made to the proposed film production. Department staff must also estimate the cost of support services, if any, which have been requested or may be required by the Department for the film production.

Application Review Meeting

If deemed necessary, an application review meeting shall be held no less than twenty business days prior to the first day of production with the applicant to discuss the application, comments by Department staff, questions from the applicant and any other relevant information.

Consideration and Approval

The City Administrator shall determine whether to grant a Film Production Permit.

High-Impact Production Approval

If a production is determined to be a High Impact Production Project by the City Administrator, then the application and staff evaluation may be presented to a Standing Committee to provide a recommendation for approval to the City Council. In such situations, the City Council will subsequently review the evaluation and recommendations and retain the ultimate authority in approving or denying the film production requests.

Film Production Fees

Prior to issuance of a Film Production Permit, the City will provide an invoice for the balance of all appropriate permitting fees. A permit will not be issued until all payments have been made in full. The following is a general summary of fees associated with the issuance of a Film Production Permit.

General Film Production Fee

The general Film Production Fee is \$200.00 for single-day filming and \$300.00 for multi-day filming per day per location. The fee is \$50.00 for single-day filming and \$100.00 for multi-day filming per location for verified students and non-profit community partner organizations.

Street Obstruction/Inconvenience Fee

For productions in need of obstructing traffic flow, the general Street Obstruction/Inconvenience Fee for half-block of single-day filming is \$250.00 and \$400.00 per day per location for multi-day filming. For a whole block, the fee is \$500.00 per day and \$750.00 per day per location for multi-day filming. Street obstruction fees include usage of city barricades and cones. Reimbursement for barricades that are not returned or are damaged are \$75.00/per barricade. This cost does not include personnel fees for police officers.

Personnel Fees

Depending on attendance and type of production, the City may require personnel, including off-duty police officers, at the site. The City shall determine the number of personnel necessary to ensure the safety of participants, minimize the inconvenience to residents, and reduce the public liability exposure to the sponsoring agency as well as the City.

In order to increase flexibility for City Staff and potential film projects, applicants have the option to use an approved service provider for traffic control, pending approval from the West Chicago Chief of Police. A daily administrative fee of \$100.00 per location will be applied when utilizing an agency other than the City of West Chicago's Police Department personnel.

High Impact Production Fees

If a production is determined to be a High-Impact Production Projects by the City Administrator, additional fees may be required after the City has had an opportunity to evaluate the potential impact the production might have on the resources of City departments, City-owned properties and facilities, and ultimately on the public. The City maintains the right to require the applicant to arrange and cover the costs of off-duty police officers to be present on-site for the entire duration or a portion of the filming process.

Administrative Fee

An Administrative fee of 15% of the total of other fees incurred shall be added to the final invoice.

Change Fee

A Change Fee of up to \$500.00 may be required for significant changes in venue, staff needs, etc. that occur with less than five business days notice to the City. If changes occur after a Neighborhood Notification has been issued then a new notification will be required to be provided to be provided to the affected neighborhood(s) or business district.

Penalty for Lack of Permit

Penalty fee of up to \$1,000.00 may be required for lack of appropriate permit in addition to all applicable fees for appropriate permit(s).

Refundable Sanitation/Property Deprecation Deposit

To ensure public locations used for production remain free of litter, garbage, refuse, rubbish, and debris upon the end of production, a refundable \$500.00 sanitation/property deprecation deposit

may be required at the time of payment of all permitting feeds. Production companies are responsible for this cleanup and will be fined if litter is left behind. Any costs for clean-up and/or damage repair deemed necessary and undertaken by the City will be charged against the sanitation /property depreciation deposit; additional charges (including Public Works staff time) shall be billed to the film production company if necessary. If no damage is incurred, a refund will be issued within forty-five business days from the final day of production.

Insurance Requirements

Upon review and approval of the Film Production Permit Application, the applicant may be required to furnish the City with either an original Certificate of Insurance naming the City of West Chicago, its officials, agents, employees, and volunteers as additionally insured (for productions on public property) or evidence of insurance (for productions on private property).

The Certificate of Insurance will be due prior to the issuance of the permit for the production and shall be issued by a company licensed in the State of Illinois, approved by the City, and covering any and all liability. In addition, the name, date, time and location of the film productions must be included on the Certificate of Insurance. The insurance requirements will be determined by the City's standard insurance policies and an evaluation of the proposed project may lead to requirements of additional specialized insurance.

Applicants unable to meet insurance requirements shall be required to explain in writing why they are unable to meet the insurance requirements, which will determine if the production can proceed without the necessary insurance.

Hold Harmless Agreement

Applicants shall acknowledge an agreement that indemnifies and holds the City of West Chicago, its officials, agents, and employees harmless against any injuries, deaths, losses, damages, claims, suits, liabilities, judgments, costs, and expenses (including attorney fees) that may arise in connection with the production as a requirement for the issuance of a Film Production Permit.

Compliance with State and City Requirements

As a prerequisite for the issuance of a Film Production Permit, applicants must sign a document in which they acknowledge their commitment to comply with each of the following conditions.

Firearm Concealed Carry Act Compliance

Applicants shall be required to acknowledge that their production will comply with the State of Illinois Firearm Concealed Carry Act, 430 ILCS 66.

Compliance with City Ordinances

Applicants shall be required to acknowledge that their production will comply with all applicable City ordinances, codes, conditions and requirements.

Illinois Workers' Compensation Act Compliance

Applicants shall provide ample evidence of workers' compensation coverage that aligns with the requirements of the State of Illinois.

Permit Visibility Compliance

All necessary permits must be displayed as per the permit requirements or made available upon request at the film event site. Any granted waivers for permits must also be properly documented.

Aerial Drone or Unmanned Aerial Systems (UAS) Usage

Applicants will be required to acknowledge any usage of a drone operator and shall follow FAA Part 107 Regulations and contact the airport or control tower before flying within five (5) miles of an airport. Drone operators should provide: UAS registration number, location of operation, start time/date of operation, duration of operation, and maximum operating altitude. DuPage Airport is located on the western border of West Chicago. DuPage Air Traffic Control Tower: (630) 587-7823. Drone Coordinators: (630) 584-2211.

Usage of Lighting, Pyrotechnics, Noises

Applicants shall be required to submit a request for a Special Variance Permit for the City's Nuisance Ordinance in conjunction with the Film Production Permit if utilizing lighting, pyrotechnics, or noises that may be considered a nuisance past normal waking hours between 7:00 a.m. and 10:00 p.m.

Overnight Parking

Applicants must adhere to the City's Overnight Parking Ordinance, which restricts parking on city streets between 2:00 a.m. and 5:00 a.m. If applicants need to park production vehicles overnight, they must submit a request for overnight parking to the West Chicago Police Department.

Neighborhood Filming Notice & Filming Code of Conduct

Applicants shall provide advanced notification to the affected neighborhood(s) or business district at least three business days prior to the first day of production through a Neighborhood Filming Notice. The notifications shall be presented using a City-approved template, accompanied by a signed copy of the City's Filming Code of Conduct document by the applicant. The notice shall be distributed within a radius of the filming location determined by City staff.

Neighborhood Filming Notice Information

Notices shall include the following information: name of company, name of production, type of production, general description of filming activities, potential traffic impacts, duration of production, and company contact. Notification details and content must be approved by the City in the permit process prior to distribution.

Filming Code of Conduct

To provide guidelines that promote a beneficial relationship between the production crew members and the City's residents, applicants are to acknowledge the City's Filming Code of Conduct and to provide copies of the signed document in addition to the approved Neighborhood Filming Notice. The Filming Code of Conduct provides general guidelines for production crew members to abide by in addition to a contact for the City should the production company not adhere to those guidelines. Violations of the Code of Conduct may result in fines from the City.

Property Owner Approval for Filming

In some instances, the City may require the applicant to receive the approval for filming from various property owners within the vicinity as part of the requirement for permit issuance. In such scenarios, the applicant shall contact the appropriate property owners to have them acknowledge and approve the production prior to permit issuance.

Production Site Map

Applicants shall provide a general Production Site Map to illustrate the layout for production as a requirement for the issuance of a Film Production Permit. The illustration shall include items, including but not limited to, location of garbage receptacles, toilets, tents, barricades, parked trailers, fire extinguishers, filming equipment, and other essential items associated with the productions. Additionally, the site map should outline a proposed traffic flow and designate the location of a fire lane if street obstruction is necessary. An emergency operations plan may also be required for permit approval in some instances.

CITY OF WEST CHICAGO
MEMORANDUM

TO: Public Affairs Committee
FROM: Daniel Peck, Marketing & Communications Manager
SUBJ: Resolution No. 24-R-0042: Guiding Principles of Strategic Communications
DATE: April 10, 2024

City staff is presenting the accompanying Principles of Strategic Communications for Council feedback and approval.

The City of West Chicago's Guiding Principles of Strategic Communications present a comprehensive framework built upon four essential pillars. A summary of each of these pillars is as follows:

- 1. Strategic Vision and Planning** focuses on fostering proactive adaptability, prioritizing the creation of quality-centric content, and maintaining consistent branding across all communications channels. This pillar emphasizes the importance of anticipating potential challenges while ensuring that communications align with the City's established identity and resonate effectively with its audience. Additionally, by adopting proactive practices in the City's crisis communications strategies, the City can minimize potential damage and increase public awareness during challenging times.
- 2. Inclusive and Adaptive Practices** highlights the necessity of accessibility and cultural sensitivity by adhering to appropriate guidelines and acknowledging the cultural diversity within the community, ensuring the City's communications are inclusive and respectful. Furthermore, the pillar emphasizes leveraging technology effectively, showcasing the significance of utilizing digital platforms to disseminate information to a broader audience in a timely manner.
- 3. Audience Engagement and Understanding** emphasizes the importance of tailoring communications to meet the needs and preferences of target audiences. By prioritizing transparency, consistency, and coherence across various communication channels, the City can build trust and foster a deeper understanding of its activities and policies among its constituents.
- 4. Organizational Collaboration and Effectiveness** promotes collaboration among city departments and partner agencies to ensure a cohesive approach to communications. By utilizing metrics and evaluation tools, the City can continuously refine its strategies based on data-driven insights, ultimately enhancing its overall effectiveness in reaching and engaging its audience.

RESOLUTION NO. 24-R-0042

**A RESOLUTION ADOPTING GUIDING PRINCIPLES
OF STRATEGIC COMMUNICATIONS**

WHEREAS, the City recognizes the importance of establishing a clear framework for effective and efficient organizational communications processes and practices; and,

WHEREAS, City staff has prepared Guiding Principles of Strategic Communications designed to provide clear guidance for the effective development and management of the City’s communications plans, policies, and strategies to enhance its overall communications efforts.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of West Chicago, in regular session assembled as follows:

Section 1. That the Guiding Principles of Strategic Communications incorporated herein as Exhibit “A”, is hereby approved.d

Section 2. That all resolutions, or parts thereof, in conflict with the provisions of this Resolution are, to the extent of such conflict, expressly repealed.

Section 3. That this Resolution shall be in full force and effect from and after its adoption and approval as provided by law.

Approved this 15th day of April, 2024.

AYES: _____

NAYS: _____

ABSTAIN: _____

ABSENT: _____

Mayor Ruben Pineda

ATTEST:

Executive Office Manager Valeria Perez

EXHIBIT “A” GUIDING PRINCIPLES OF STRATEGIC COMMUNICATIONS

The City of West Chicago's Guiding Principles of Strategic Communications establish a clear framework for effective organizational communications. Encompassing four pillars—strategic vision and planning, inclusive and adaptive practices, audience engagement and understanding, and organizational collaboration and effectiveness, —these principles serve as the foundation for developing plans, policies, and strategies that enhance the City’s communications efforts.

1. Strategic Vision and Planning

Proactive Adaptability

Enact proactive and adaptive strategies that foresee potential issues while offering flexibility to address immediate concerns.

Quality-Centric Content

Emphasize content quality over quantity, focusing on relevance, impact, and resonance while avoiding excessive information.

Brand Consistency and Coherence

Maintain brand integrity across all channels by aligning messaging, visuals, and tone with the City’s established identity.

Crisis Preparedness

Minimize potential damage and increase public awareness by regularly reviewing crisis communications plans to ensure effective response.

2. Inclusive and Adaptive Practices

Accessibility and Inclusivity

Follow appropriate accessibility guidelines and utilize various channels and formats to accommodate diverse needs and abilities.

Cultural Sensitivity

Acknowledge and respect cultural diversity within the community, ensuring that communications are sensitive to different perspectives and backgrounds.

Strategic Use of Technology

Leverage technology, utilizing social media, websites, and other digital platforms to reach a broader audience with timely information.

3. Audience Engagement and Understanding

Audience-Centric Approach

Prioritize meeting the needs, preferences, and concerns of target audiences by tailoring communications effectively.

Transparency and Openness

Build trust by transparently communicating the City’s activities, decisions, and policies.

Consistency and Coherence

Ensure consistency in messaging across platforms and channels, creating a unified and easily understandable narrative.

4. Organizational Collaboration and Effectiveness

Collaboration and Coordination

Utilize collaboration among City departments and partner agencies to ensure an efficient, and cohesive approach to communications.

Metrics and Evaluation

Utilize measurement tools to assess communications strategies, enabling continuous refinement based on data-driven insight.

**CITY OF WEST CHICAGO
MEMORANDUM**

TO: Michael Guttman, City Administrator
FROM: Daniel Peck, Marketing & Communications Manager
SUBJ: Olmec Trails Sponsorship Agreement
DATE: April 10, 2024

The Mexican Cultural Center DuPage (MCCD) is seeking the City's participation and sponsorship of the upcoming regional art exhibit, *Olmec Trails*, scheduled from June to October 2024. This exhibit offers significant promotional opportunities for the region, similar to MCCD's successful 2022 Art Exhibit, *Alebrijes: Creatures of a Dream World*. The exhibit will feature 32 different 4'x4' sculptures inspired by the colossal Olmec head statues from Mexico, each painted by a different artist, adding diversity to the exhibit.

Sponsorship opportunities are available for municipalities and organizations throughout DuPage County to install sculptures within their communities. West Chicago, as the hometown of MCCD, is being provided the opportunity to be the Exhibit's "Municipal Hub Sponsor", that will play a central role in the Exhibit. An upfront investment of \$15,000.00 is requested for this role, with MCCD offering the following benefits to the City in return:

- Installation of four sculptures in designated areas within the city limits.
- Involvement of community volunteers, including the City's Cultural Arts Commission, in decorating the sculptures after installation.
- Invitations for community leaders to attend the Exhibit Kick-Off Event Announcement at the McAninch Arts Center in July, along with additional Exhibit-specific VIP events.
- Recognition as "Municipal Hub Sponsor" on Exhibit website and marketing collateral.
- Inclusion on the Exhibit Donor Wall at the College of DuPage.
- Hosting of an "Artists at Work" period from May 13th through June 3rd at Gallery 200.
- Hosting of a "Meet the Artists" event on May 23rd at Gallery 200.
- Coordination with City staff to execute a community-based art initiative in the downtown area, to be installed from August to October.

Financially, City staff designated \$17,000.00 within the 2024 General Fund's Marketing and Communications budget. This allocation was intended to accommodate a potential partnership agreement and related promotional expenses following an initial assessment of the proposed Exhibit. To safeguard the City's investment and ensure the realization of benefits, the proposed Agreement includes specific performance milestones that must be met. Failure to meet these milestones will necessitate the City seeking reimbursement for any outstanding portion of the Exhibit. Furthermore, the MCCD is required to furnish a post-Exhibit summary report detailing how the City's investment was utilized.

Future Actions

Should the City Council choose to be the Municipal Hub Sponsor of the Exhibit and direct the City Administrator to execute the attached Agreement, the MCCD and City staff can proceed to initiate the appropriate benefits and begin promoting the Exhibit as a City-sponsored initiative.

Municipal Hub Sponsorship Agreement for the Olmec Trails Art Exhibition

This Sponsorship Agreement (herein after referred to as "Agreement") is made and entered into on [Date], by and between the City of West Chicago (hereinafter referred to as "Sponsor") located at 475 Main Street, West Chicago, Illinois 60185, and Mexican Cultural Center DuPage (hereinafter referred to as the "MCCD") located at 103 W. Washington Street, West Chicago, Illinois 60185.

1. Sponsorship Scope

The Sponsor agrees to provide a designated financial investment as a sponsor of the regional art exhibition, Olmec Trails (hereinafter referred to as "Exhibition"). The MCCD and the Sponsor agree that the MCCD is an independent entity with respect to the Sponsor and the MCCD agrees to perform all services to create, plan, develop, and execute the Exhibition. The MCCD has no authority or power to incur debts, obligations of commitment of any kind whatsoever for or on behalf of the Sponsor.

2. Term

The term of this Agreement shall commence on [Start Date] and shall continue until [End Date], unless earlier terminated in accordance with the provisions herein.

3. Sponsorship Fee

The Sponsor agrees to pay the MCC \$15,000.00 within 30 days of the execution of the Agreement for a financial investment in the Exhibition as a "Municipal Hub Sponsor."

A. The MCCD agrees to refund the Sponsor a designated portion of its financial investment in the event that the MCCD is unable to meet certain performance measure milestones. Determined amounts to be reimbursed are provided should the following events not be accomplished:

1. "Artists at Work" Execution: \$14,250.00 (95% of financial investment)
2. "Meet the Artists Event" Execution: \$12,750.00 (85% of financial investment)
3. Sculpture Installation: \$11,250.00 (75% of financial investment)
4. Initiative Execution: \$7,500.00 (50% of financial investment)
5. Sculpture(s) Removal/Site(s) Clean-Up: \$3,750.00 (25% of financial investment)
6. Post-Exhibition Report Submittal: \$1,500.00 (10% of financial investment)

B. In the event that either party terminates the agreement as per the provisions in Section 11, the MCC will provide a refund to the Sponsor for any performance measure milestones that have not been fulfilled.

4. MCCD Responsibilities

The MCCD will be responsible for planning, organizing, and executing the Exhibition. This will include, but is not limited to, accomplishing the following tasks and purveyance of services:

A. Plan, organize, and supervise the installation and removal of the sculpture(s) that are part of the Exhibition in designated location(s) approved by the Sponsor and

appropriate property owner(s). The MCCD agrees to fulfill the following for the installation and removal of the sculpture(s):

1. Compliance with the Sponsor's Municipal Code and ordinances in effect at the time this Agreement becomes fully executed.
2. Scheduling of utility locates in conjunction with the Sponsor and appropriate property owner(s) prior to installation.
3. Coordination of the installation of the sculpture(s) between MCCD members and its contractors at the location(s) designated in writing by the Sponsor and the appropriate property owner(s). Requests for assistance with the installation of the sculpture(s) from the MCCD shall be requested in writing 30 days prior to installation.
4. Provide a tentative date for the installation of the sculpture(s). The tentative date is subject to change due to various factors, including but not limited to weather conditions, logistical considerations, and unforeseen circumstances. The MCCD will maintain regular and open communication with the Sponsor and the appropriate property owner(s) should changes occur to the initial schedule.
5. Provide a final inspection of sculpture(s) prior to Exhibition commencement to ensure secure and safe installation. Any necessary adjustments or remedial actions shall be promptly undertaken by the MCCD.
6. Any costs associated with the installation, including but not limited to transportation, labor, and materials, shall be borne by MCCD unless otherwise agreed upon in writing by all appropriate parties. The MCCD will not be responsible for costs associated with Sponsor or appropriate property owner(s) staff wages, unless otherwise agreed upon in writing by the parties. Any assistance provided by the Sponsor requested by the MCCD as outlined within Section 4.A.3 for the installation of the sculpture(s) shall be done so in good faith.
7. Provide assessment of sculpture(s), as needed, during the Exhibition and provide repairs, if feasible, in the event of damage. If damage is deemed beyond repair by MCCD, the MCCD shall remove damaged pieces or entire sculpture(s). The MCCD will notify the Sponsor and the appropriate property owner(s) prior to removal.
8. Removal of the sculpture(s) and all components, remnants, and materials from their site(s) within a period of not less than 45 days from the date of the conclusion of the Exhibition. If the sculpture(s) are not removed within the appropriate timeframe, the Sponsor reserves the right to remove the sculpture(s) and the MCCD will be required to reimburse the Sponsor in the amount set forth in Section 3.A in addition to any costs associated with the removal of the sculpture(s).
9. The MCCD agrees to inform the property owner(s) of all potential property damage risks which may occur as a result of the placement of

the sculpture(s) and establish separate agreement(s) for any necessary potential repair(s) to the site(s). Details should include, but not be limited to, the damage that may be sustained to grass areas after a prolonged period of not receiving sunlight. The Sponsor shall not be liable for repairing any property damage sustained during the Exhibition unless acknowledged in a separate agreement with the MCCD.

- B. Provide the following benefits to the Sponsor as a designated “Municipal Hub Sponsor” of the Exhibition:
1. Installation of four Exhibition sculptures within designated areas agreed upon in writing by the Sponsor, the appropriate property owner(s), and the MCCD.
 2. Invitations for community leaders to attend the Exhibition Kick-Off Event Announcement at the McAninch Arts Center in July, VIP first-look events, walking tours, artists talks, and sculpture unveilings throughout the region.
 3. Listing the Sponsor as a “Municipal Hub Sponsor” on the Exhibition website, Olmec Trail map, and other appropriate marketing collateral.
 4. Inclusion on Exhibition Donor Wall.
 5. Plan, organize, and supervise the hosting of a “Artists at Work” period from Monday, May 13, 2024 through Monday, June 3, 2024 at Gallery 200 located at 103 W. Washington Street, West Chicago, Illinois 60185. During this period, artists and artworks in progress will be available for viewing during regular business hours of Gallery 200, which include Thursdays and Friday from 2 p.m. to 6 p.m., Saturdays from 10 a.m. to 4 p.m., and Sundays from 12 p.m. to 4 p.m.
 6. Plan, organize, and supervise a “Meet the Artists” event on Thursday, May 23, 2024 from 6 p.m. to 8 p.m. at Gallery 200. Artists and members of the MCCD will be available during this time to meet and discuss the Exhibition with community members.
 7. Coordinate with Sponsor Staff to plan, organize, and execute a community-based art initiative (hereinafter referred to as “Initiative”) within the Sponsor’s downtown area from August 2024 through October 2024. The Initiative shall include the installation of outdoor artworks to be included in a community-based scavenger hunt that coincides with the Sponsor’s “WeGo Exploring” Program.
 8. Provide a post-Exhibition summary report within 90 days of the conclusion of the Exhibition. The report shall include a general recap of the Exhibition and detail the benefit provided to the DuPage County region, a summary of promotional efforts, and a general accounting of how Sponsor investment funds assisted with the execution of the Exhibition.

5. Sponsor Responsibilities

The Sponsor’s responsibilities will be limited to the following:

- A. Assignment of a Sponsor Staff member to serve as a designated point of contact for the MCCD through the length of the Exhibition.
- B. Plan, organize, and promote a dedicated unveiling ceremony, or ribbon-cutting event, of (1) sculpture in coordination with the MCCD, the appropriate property owner(s), Exhibition partners and sponsors.
- C. Use best efforts to solicit community volunteers to decorate the sculpture(s) after installation. The MCCD shall provide the Sponsor with a general summary explaining the project and will include examples for understanding to assist the Sponsor with soliciting volunteers. If the Sponsor is unable to solicit volunteers, the responsibility will no longer be applicable to the Sponsor and the sculpture(s) will remain undecorated.
- D. Promotion of the Exhibition via the Sponsor's appropriate communications platforms, which may include the Sponsor's website, social media platforms, newsletters, etc. In order for the Sponsor to provide marketing assistance, the MCCD shall submit marketing content materials specific to the Exhibition at least 30 days prior to the Exhibition beginning and shall provide any programming updates as needed to the Sponsor.
- E. Provide reasonable assistance and cooperation with the MCCD for the installation of the sculpture(s) as outlined in Section 4.A.
- F. Assistance with graphic design that includes development of production ready files and files for digital usage for the promotion and execution of the Initiative. The MCCD shall provide original artwork for development and production. Artwork will be used by Sponsor Staff, at the Sponsor's own discretion, to create graphics for usage of a community scavenger hunt. The Sponsor shall cover the production and printing costs for the Initiative in a sum not to exceed \$1,000.00.
- G. Promotion of the Initiative via the Sponsor's appropriate communications platforms, which may include the Sponsor's website, social media platforms, newsletters, etc.

6. Insurance

It is understood and agreed that no insurance will be required from either party for the Exhibition. Furthermore, both parties agree that there will be no reimbursement of funds by MCCD, the Sponsor, or appropriate property owners for any damage sustained to the sculpture(s) during the Exhibition. If damage occurs to the sculpture(s) the MCCD will assess the structure as outlined in Section 4.A.7. Any costs associated with the repairs to the site(s) shall be borne by MCCD or the property owner(s) within a separate agreement as outlined in Section 4.A.9.

7. Hold Harmless Agreement

In consideration for Sponsor support, the MCCD hereby agrees to indemnify and hold harmless the Sponsor and its directors, officials, volunteers, officers, agents and employees from and against any and all claims, demands, actions, causes of action and other liabilities and expenses, including but not limited to attorney's fees, arising out of or in connection with the Exhibition or the Initiative, including but not limited to any such claims that may be asserted by members of the public interacting with the Exhibition or Initiative, any employees and/or volunteers of the MCCD, any contractor,

or other service provider for the Exhibition or Initiative. This indemnification provision shall survive the term of this Agreement or any cancellation or abandonment of the terms and conditions contemplated herein.

8. Entire Agreement

This Agreement contains the entire understanding between the Sponsor and the MCCD and supersedes all prior agreements and understandings, whether written or oral.

9. Governing Law

This Agreement shall be governed by and construed in accordance with the laws of the City of West Chicago and DuPage County. If either the Sponsor or the MCCD elects to enforce the provisions of the Agreement in a court of law, the venue shall be in the Circuit Court of DuPage County. The successful party in action to enforce the terms of this Agreement is entitled to reimbursement for its reasonable costs and attorney's fees.

10. Amendment of Agreement

No modification, amendment, or waiver of any provision of this Agreement shall be effective unless in writing and signed by the Sponsor and the MCCD.

11. Termination of Agreement

Either party may terminate this Agreement upon written notice to the other party and all monies provided and not accounted for in expenditures towards the Exhibition shall be returned to the Sponsor within 60 days of the written notice of the termination of this Agreement from the Sponsor or the MCCD. Either the Sponsor or the MCCD may terminate this Agreement if:

- A. The Sponsor or the MCCD breaches any material term or condition of this Agreement and fails to cure such breach within 60 days of receiving written notice thereof.
- B. The MCCD becomes insolvent, files a petition in bankruptcy, or has a receiver appointed for the whole or any part of its assets,
- C. The Exhibition is cancelled arising out of compliance with any law, ordinance, regulation, ruling, order or other governmental action or arising out of acts of God, fire, flood, war, acts of terrorism, pandemic, epidemic, sabotage, accidents, or any other similar circumstance.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date first above written.

City of West Chicago

Mexican Cultural Center DuPage

By: _____
[Authorized Signatory]

By: _____
[Authorized Signatory]

Date: _____

Date: _____

WEST CHICAGO POLICE DEPARTMENT MONTHLY REPORT



MARCH 2024

Colin Fleury, Chief of Police

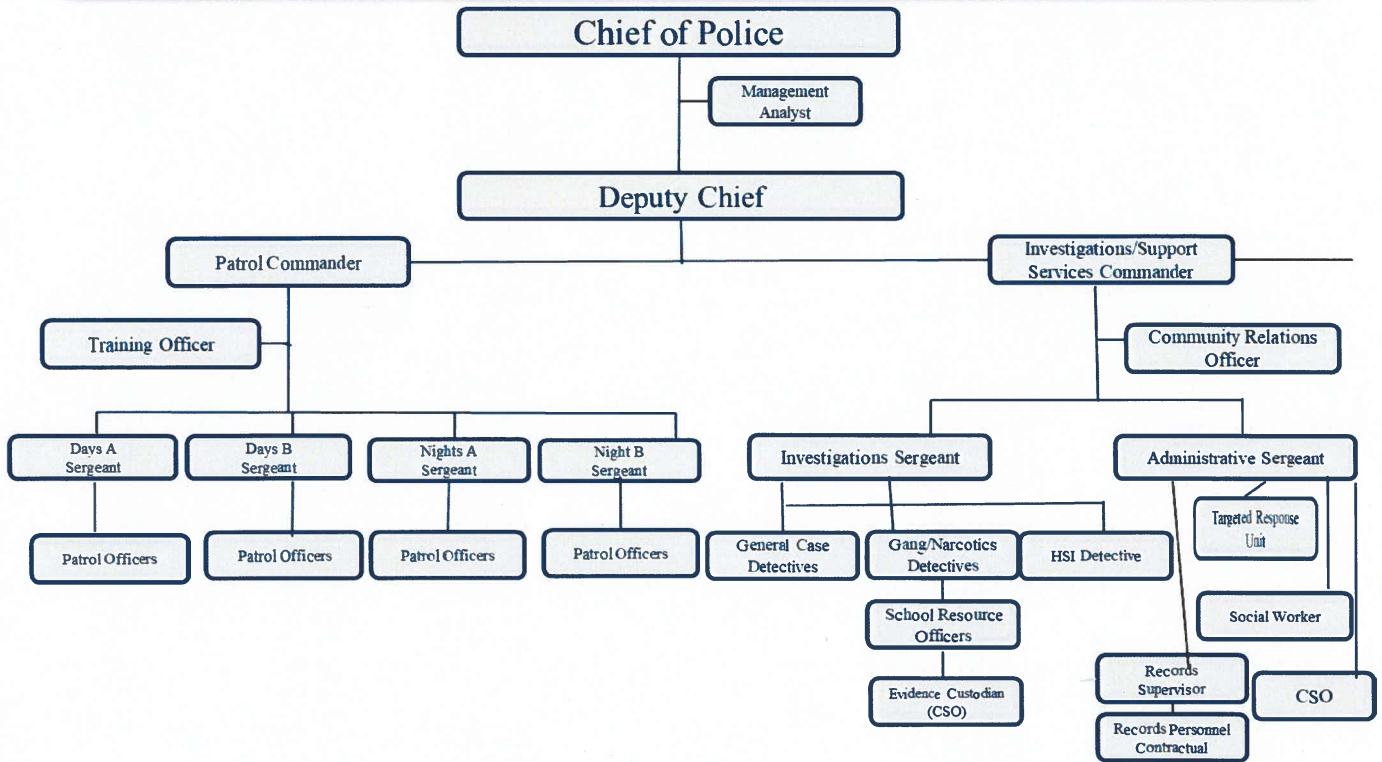
TABLE OF CONTENTS

Organizational Chart.....	3
Department Overview.....	4
Personnel.....	5
Criminal Activities.....	6
Monthly Totals.....	7
Officer Activities.....	8

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

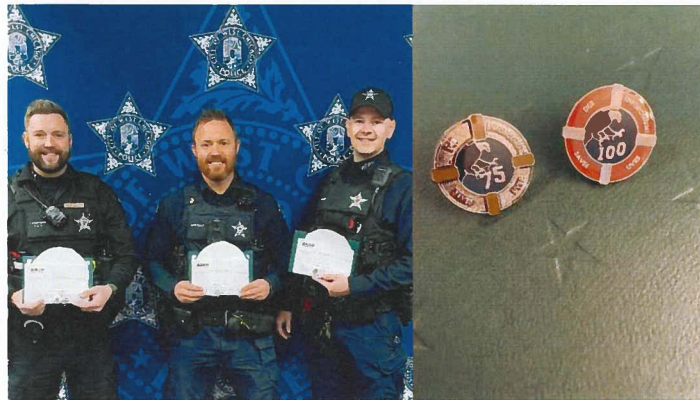
The Alliance Against Intoxicated Motorists (AAIM) recognized three West Chicago Police Department Officers for exemplary performance in DUI enforcement for 2023.

Officer A. Chapman: 100 DUI arrests

Officer B. Bertany: 75 DUI arrests

K9 Officer J. Rigler: 75 DUI arrests

The Department congratulates these officers for receiving these rewards and thanks them for their dedication to keeping intoxicated motorists off the City's roads.



On March 9th, Department personnel participated in the Polar Plunge for Special Olympics of Illinois at Hawthorne's Backyard. Plunging into the water were Aldermen Hallet and Joseph Morano; Officers Arms, Solis, and Lukaszek; Detectives Calabrese and Herbert; Sergeant Peterson and Chief Fleury; and West Chicago Fire Protection District firefighters Thirkledsen, Maxwell, Gomez and Waldschmit. Police Social Worker Gonzalez assisted with the event. Officers, their families, Mayor Pineda, and several City officials were on hand to lend their support. The event raised almost \$14,000.00 for the Special Olympics.



Criminal Activities

Criminal Damage to Property:

#2400421 Person(s) unknown shattered the glass doors on the east side of an apartment building in the 1200 block of Kings Ct.

#2400509 Person(s) unknown threw a rock through the front window of a business in the 1200 block of Atlantic Dr.

Criminal Defacement:

#2400550 Person(s) unknown spray-painted gang-related graffiti on the fences of two residences in the 1100 block of Marcella Ln.

#2400537 Person(s) unknown spray-painted gang-related graffiti on three apartment buildings in the 800 block of Burr Oaks Dr.

Motor Vehicle Theft:

#2400359 Person(s) unknown removed a locked vehicle from a parking lot in the 1200 block of Kings Ct. License Plate Reader cameras tracked the car to Harvey, IL.

Burglary:

#2400490 Person(s) unknown entered a residence in the 700 block of Weyrauch St. and removed a dash cam, four solar chargers, and a phone charger.

Burglary to Motor Vehicle:

#2400360 Person(s) unknown entered two vehicles parked in a driveway in the 1000 block of Joliet St. The suspects broke the rear window to one of the vehicles. The offenders attempted to pull up the carpet on the passenger side of one of the vehicles to access the computer module and possibly reprogram it. The suspects didn't remove anything from the vehicles.

#2400358 Person(s) unknown entered a vehicle parked in the 1000 block of Joliet St. The suspects broke the rear passenger side window to gain access. Electronics under the glovebox appear to have been tampered with, possibly in an attempt to steal the vehicle.

#2400346 Person(s) unknown entered a vehicle in the 900 block of Ainsley Dr. and removed \$20.00 to \$30.00 in cash. The investigation is ongoing.

#2400426 Person(s) unknown entered an unsecured vehicle parked in the 900 block of Woodside Dr. Removed was a lanyard containing three work IDs and a pair of Oakley sunglasses valued at \$150.00.

#2400522 Person(s) unknown entered an unlocked vehicle parked in the 300 block of Thomas Dr. Removed was a purse containing a driver's license, debit card, and \$70.00 USC. The suspects used the owner's debit card in Crystal Lake, IL, for \$82.67.

Aggravated Assault:

#2400355 A person unknown approached the victim's car in a parking lot in the 400 block of Carriage Dr. The subject displayed a handgun, and the victim displayed his handgun. The suspect and a female companion then fled the scene on foot.

#2400363 A person unknown approached the victims as they sat in a car on Augusta Blvd. The suspect pointed a gun at the victims and told them to leave or he would shoot them. The victims stated the suspect approached them from a driveway in the 1200 block of S. Neltner Blvd. The investigation is ongoing.

Reckless Discharge of a Firearm:

#2400344 Person(s) unknown fired shots from a firearm in the area of the 1200 block of Kings Ct. Responding officers located three 9mm shell casings. Officers located a subject who stated he saw five subjects standing near his apartment building, entered his vehicle, and began to drive away. The subject then heard several gunshots, but continued to his work, where he discovered a projectile had struck his passenger side door. The investigation is ongoing.

Theft:

#2400339 A known person used a company credit card to make unauthorized fuel purchases totaling \$625.40. The company, located in the 1200 block of W. Washington St., issued the employee a BP credit card for diesel fuel purchases for his company vehicle at the beginning of every workday and collected the card at the end of the day. The employee completed thirteen unleaded fuel purchases. The invoices were signed using the suspect's employee ID. The investigation is ongoing.

#2400429 Person(s) unknown removed an Amazon package from a mailbox in the 1300 block of Howard Dr. The package contained a \$30.00 pair of Ear Pods.

#2400489 A known person took tools from a business in the 100 block of Risch Ct. Taken was a power saw (\$500.00), a multi-tool (\$200.00), a cordless drill (\$350.00), and a nailer (\$425). The investigation is ongoing.

Fraud:

#2400474 A known person cashed a check for \$1,246.02 at a business in the 500 block of Main St. The business's bank later returned the check as duplicate. The investigation is ongoing.

Criminal Damage to State-Supported Property:

#2400430 Person(s) unknown broke a light on the west side of the Public Works building in the 1200 block of Helena Dr. Several rocks were located on the ground beneath the light.

#2400436 An unknown person shattered the passenger side rear window of a Police Department F150 parked in the lot of the Police Station. The suspect then fled the area on foot.

Monthly Totals

Activities	Dec 2023	Jan 2024	Feb 2023	Mar 2024	YTD 2024	YTD 2023	Total 2023
Traffic Stops	816	883	991	1,051	2,925	1,960	9,668
Traffic Citations	349	314	334	432	1,080	703	4,255
Traffic Warnings	263	282	276	287	845	713	3,226
Parking Citations	270	359	426	331	1,116	400	4,083
Traffic Crashes	60	86	53	56	195	192	809
Incident Reports	244	243	304	326	873	771	3,291

Officer Activities

#2400497 On March 22nd, Officer Cummings responded to the 300 block of S. Neltner Blvd. for a reported battery. The victim suffered significant injuries to his eyes, nose, forehead, and face, bleeding profusely. The victim advised the battery took place at the train depot, 508 Main St. The victim also described the offender. Officers Cummings, Sauseda, and Kowalik relocated to the train depot, where they located an individual who fit the offender's description. This individual appeared to be covered in blood and refused to speak with the officers. While patrol officers were on scene with the suspect, Detective Montgomery logged into the train depot's security camera system that showed the suspect standing over the victim and punching him nine times in an unprovoked attack. The subject was arrested and transported to the Police Station. The DuPage County State's Attorney's Office approved a charge of Aggravated Battery to an Elderly Person. The offender was issued a Criminal Trespass Letter for the train depot, fingerprinted, photographed, and transported to the DuPage County Jail.